# User Manual

## ZKBio CVSecurity

Version: 2.0

Date: July 2024

Software Version: ZKBio CVSecurity_6.3.0

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 CVSecurity**.

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 represents a note that needs to pay more attention to. |
| | 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 Installation And Login

## 1.1 Operating Environment Requirements

| Category | Minimum Configuration Requirements |
|---|---|
| **CPU** | At least Intel quad-core (above Intel core i5-6600) |
| **RAM** | Not less than 8GB |
| **Hard Disk** | Not less than 500GB (the remaining space of the system disk is more than 15GB) |
| **OS** | Support 64-bit Windows 7 Professional Edition, 64-bit Windows 10 OS |
| **Graphics Card** | Intel integrated graphics, video memory greater than 2.0G (Intel® HD Graphics 530 and above recommended) |
| **Network Card** | At least one network card, the recommended network speed is not less than 1000Mbit/s |
| **Monitor** | At least 21.5 inches, and the best resolution of the monitor is recommended: 1920 * 1080.<br>It is recommended to set the display resolution to 1920 * 1080. Using other resolutions may cause the interface to be abnormal. |
| **Browser** | Support Chrome33+ (recommended)/Firefox27+/Explorer11+ |

**Table 1- 1**

**Instruction:**

The number of live channels supported under the minimum configuration requirements:

| Resolution | Configuration a (H.264 format) | Configuration a (H.265 format) |
|---|---|---|
| **CIF (512K)** | 38 | 38 |
| **4CIF/D1 (2M)** | 22 | 22 |
| **720P (2M 25fps)** | 10 | 10 |
| **1080P (4M 25fps)** | 6 | 6 |

**Table 1- 2**

In the video preview window, you can view the system CPU or memory usage in real time. If the CPU reaches 80%, it is not recommended to increase the video preview window, which will cause the video stream to freeze; if the CPU has reached 80% and the video window does not meet the actual application, the system configuration needs to be improved.


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## 1.2 System Installation

**Step 1:** Obtain the installation package.

**Instruction:**

Before installing the software, it is recommended to close the anti-virus software in the system to avoid failing the environment detection. If the antivirus software detects abnormality, you can also choose to ignore it.

After running the application, there will be a few seconds of detection process, please be patient.

**Step 2:** Right-click the installation package installer, choose to run as an administrator, and the environment detection tool will automatically perform system environment detection. If an abnormality is detected during the installation process, the interface will give a prompt. The user can refer to the prompt information to repair, and re-test after repairing until all the test items are passed before proceeding to the next Step.

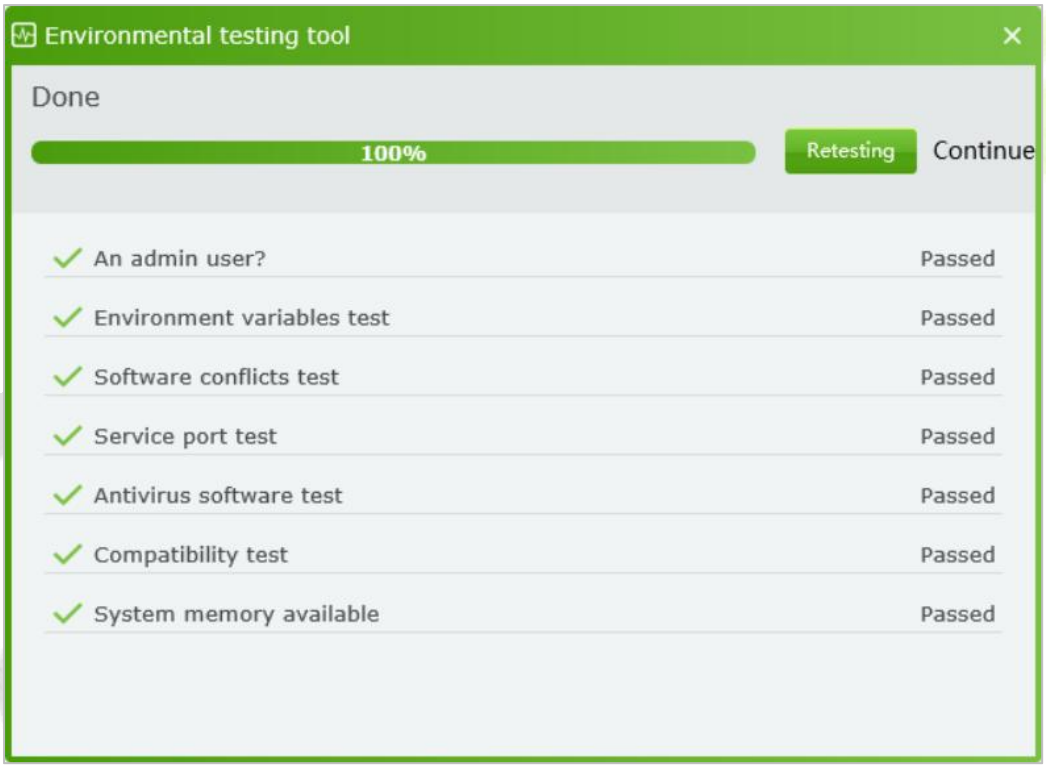


**Figure 1- 1**

**Step 3:** If the detection is normal, click **Continue**.

**Step 4:** Select "I agree to this agreement (A)" and click **Next**.


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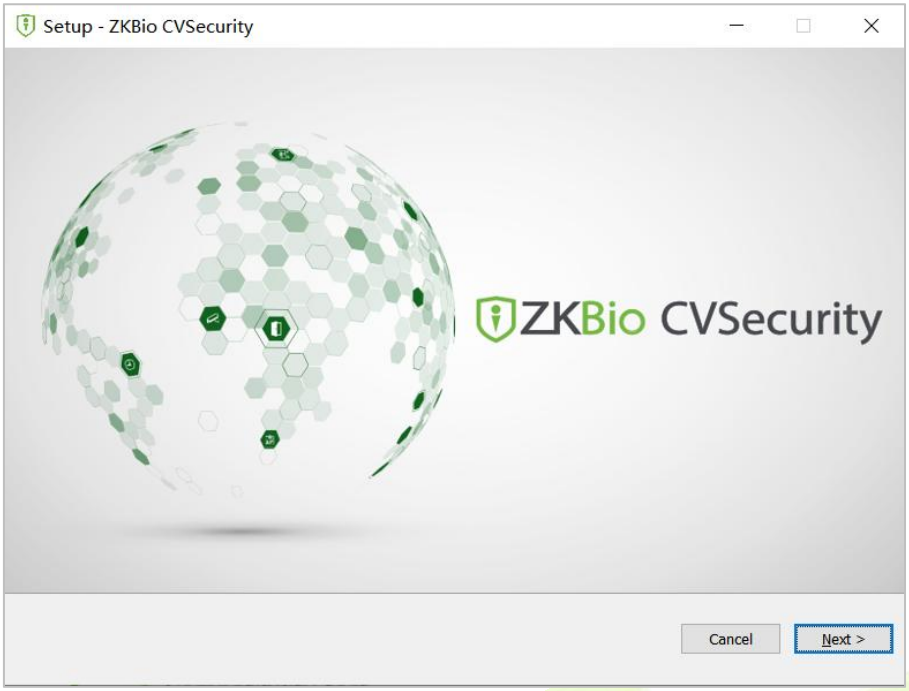


**Figure 1- 2**

**Step 5:** After configuring the server port and other parameters, click **Next**.

**Instruction:**

The default port is 8098, and the Adms service port defaults to 8088.

If the port is occupied, please modify the port number manually. When modifying, try to avoid the occupied ports in the system, and can not overlap with the database port 5442, Redis port 6390, and 21 and 80 ports.

Check "Add firewall exception to this port" to prevent Windows Firewall from blocking the program from running.

The https protocol is used by default.

**Figure 1- 3**


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**Step 6:** After setting the installation directory, click **Next**.

**Instruction:**

The default installation path is C:\Program Files\ZKBioCVSecurity. You can also click **Browse** to customize the installation path. Please follow the interface prompts to ensure that the selected installation path has enough disk space.

**Figure 1- 4**

**Step 7:** After setting the backup file storage path, click **Next**.

**Instruction:**

The system scans the entire disk by default, locates the drive letter with the largest free space, and creates a new SecurityDBBack folder. You can also click **Browse** to customize the storage path of the backup file.

**Figure 1- 5**


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**Step 8:** Select the modules needed for your project, then click **Next**

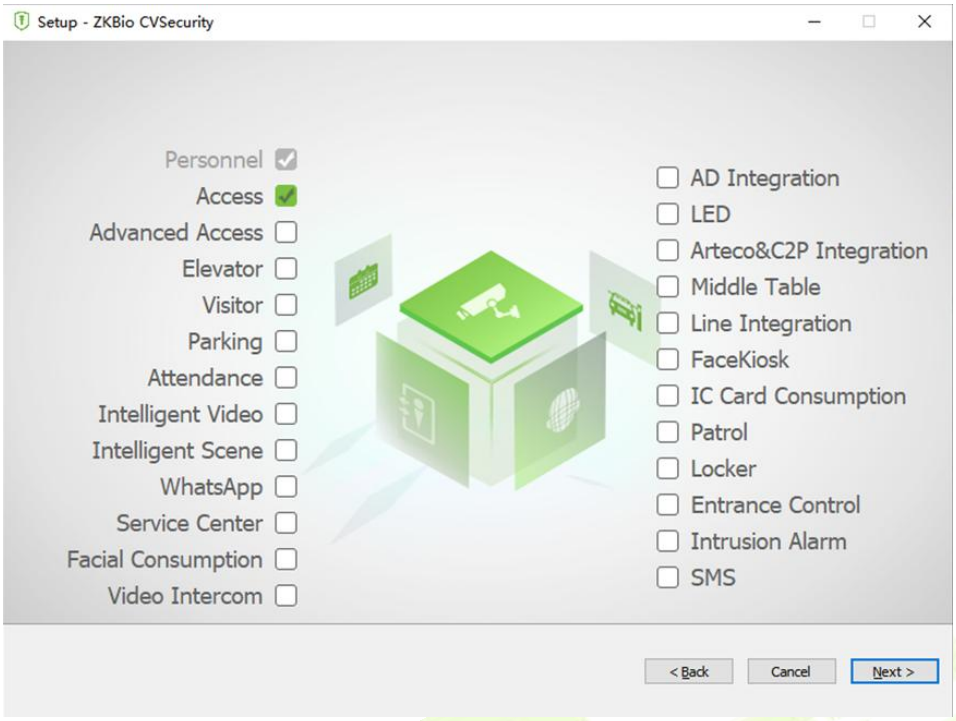


**Figure 1- 6**

**Step 9:** After the installation is complete, you will be prompted whether to restart the computer immediately (the default is "Yes"). Click **Finish** to restart the computer to complete the software installation.

**Instruction:**

After the software installation is complete, it will take a long time (about 2 minutes) for the service to start up. Please wait patiently for the service to start and then complete the operation.

**Step 10:** Enter the login page as shown in figure below, log in to the system.

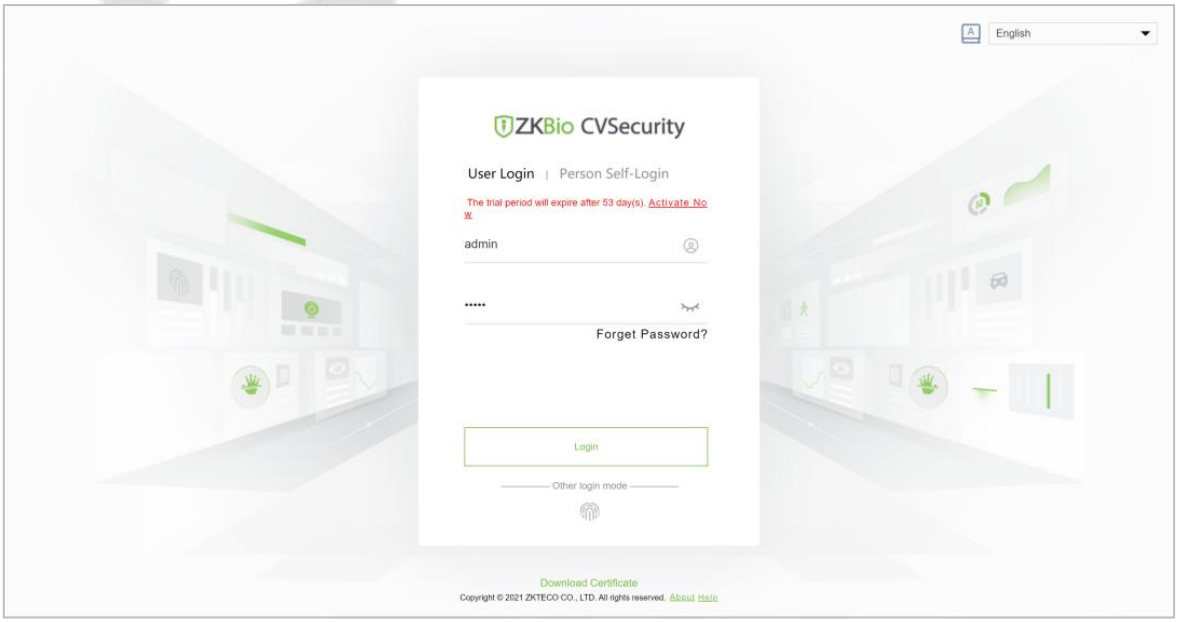


**Figure 1- 7**


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## 1.3 Self-service License Reset

In general, the software license and the client's server correspond to each other, which means that once a license has been registered, it cannot be used on any other server. However, in special cases, customers may need to perform server migration. For example, if the performance of the original server is too low or if the original server is being damaged, etc., the customer needs to migrate the license to the new server.

At this point, customers can utilize the self-service license reset function, which enables users to reset the license associated with the original server and reactivate it on the new server. This not only enhances the efficiency of license migration but, more importantly, eliminates the need for users to purchase new licenses.

### 1.3.1 Online Deactivation + Online Activation

**Description:**

Deactivate the original server online, and activate the new server online.

**Preconditions:**

Both original server and the new server are being connected to the network.

**Steps:**

1. Click **Admin** > **About** > **Online Deactivation.**

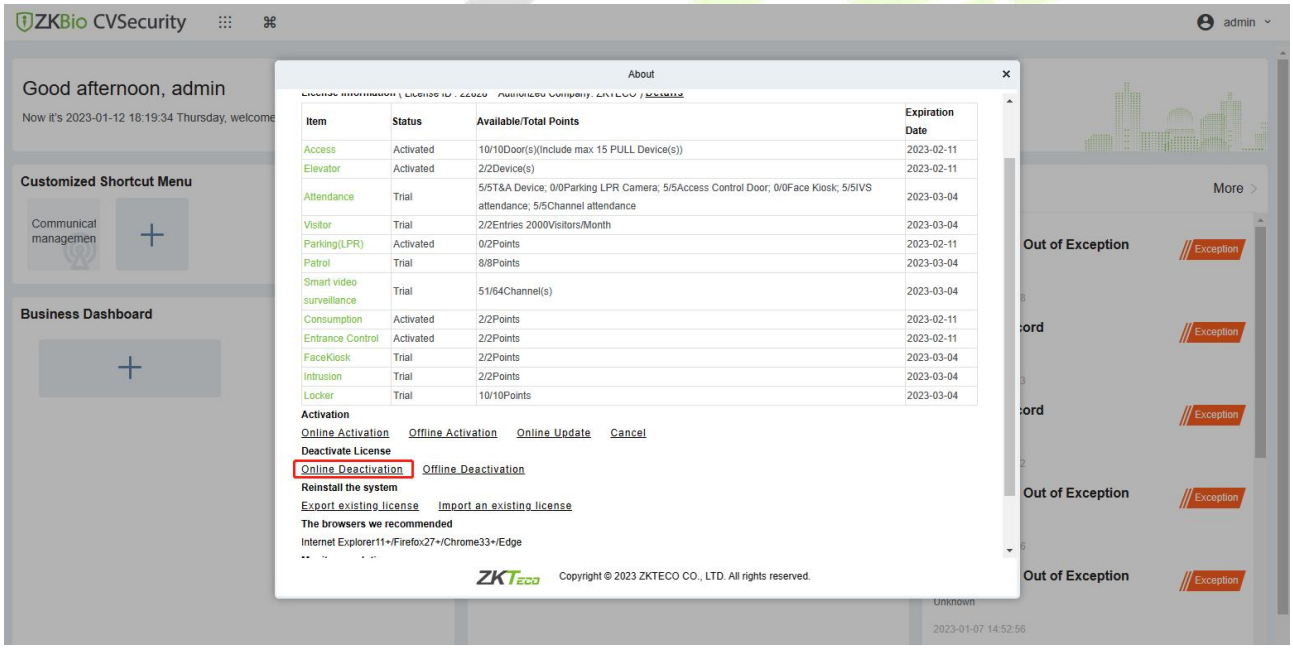


**Figure 1- 8 Online Deactivation**

2. Click **OK**.


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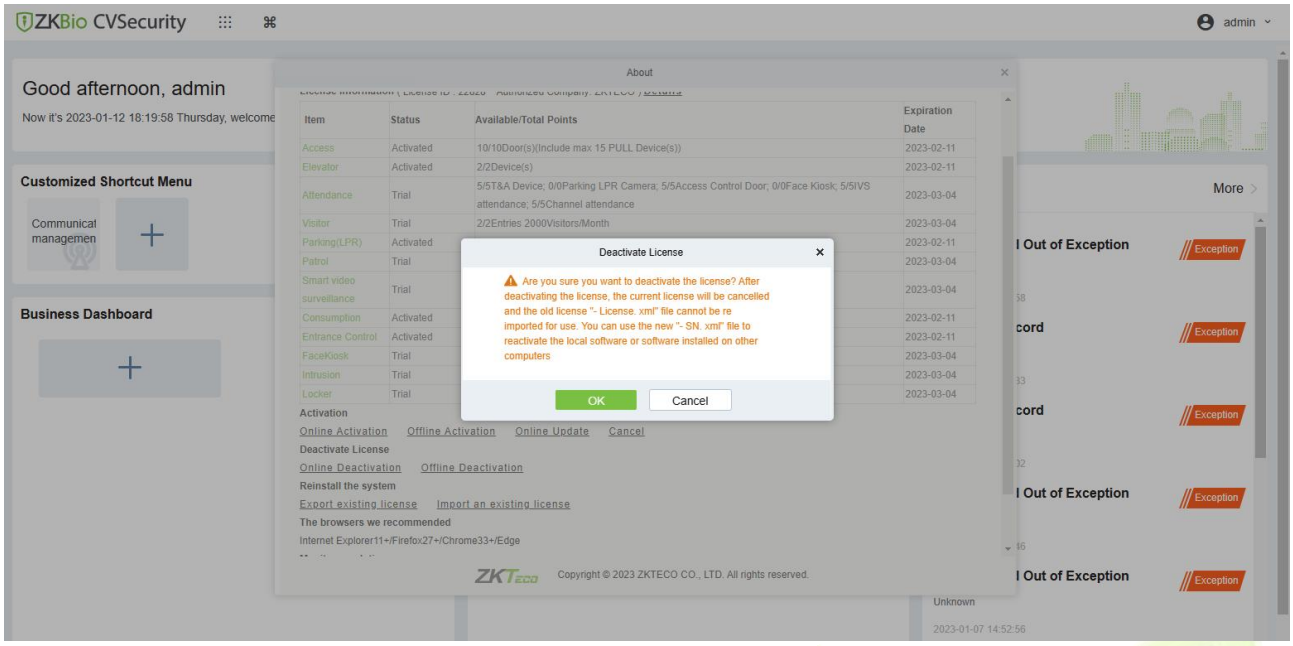



**Figure 1- 9 Online Deactivation Confirm.**

3. Click **Download,** then a license file with a suffix of **SN.xml** will be downloaded.

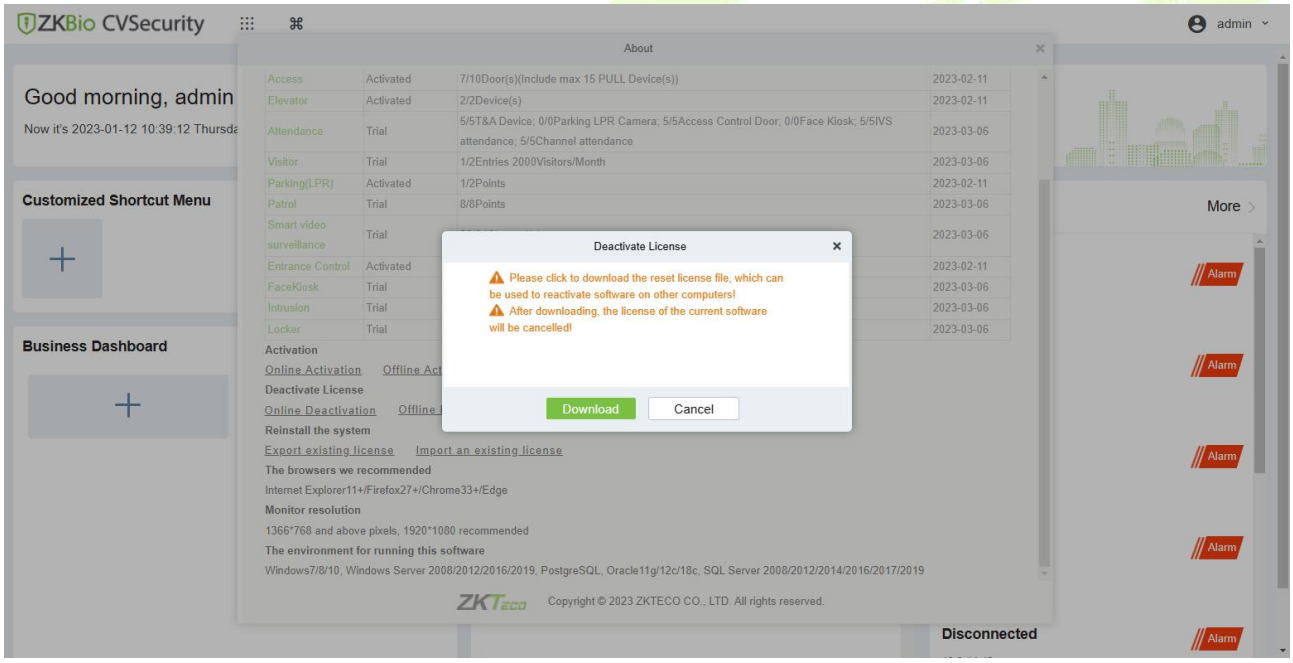
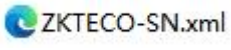



**Figure 1- 10 Online Deactivation File Download.**

4. Save the license file with a suffix of **SN.xml** you just downloaded.




5. Log in to a new server.

6. Click **Admin** > **About** > **Online Activation**. Fill in the relevant information, then click on **Browse** to upload the file you got from previous step with the **SN.xml** suffix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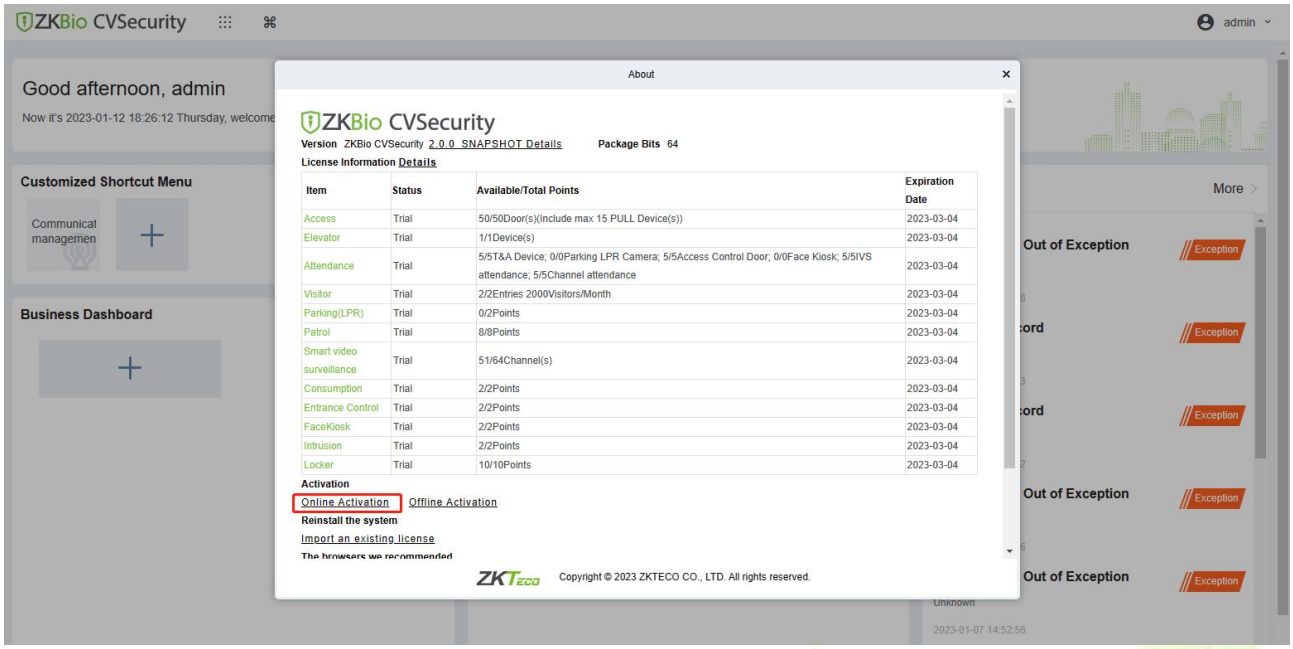


**Figure 1- 11 Online Activation**

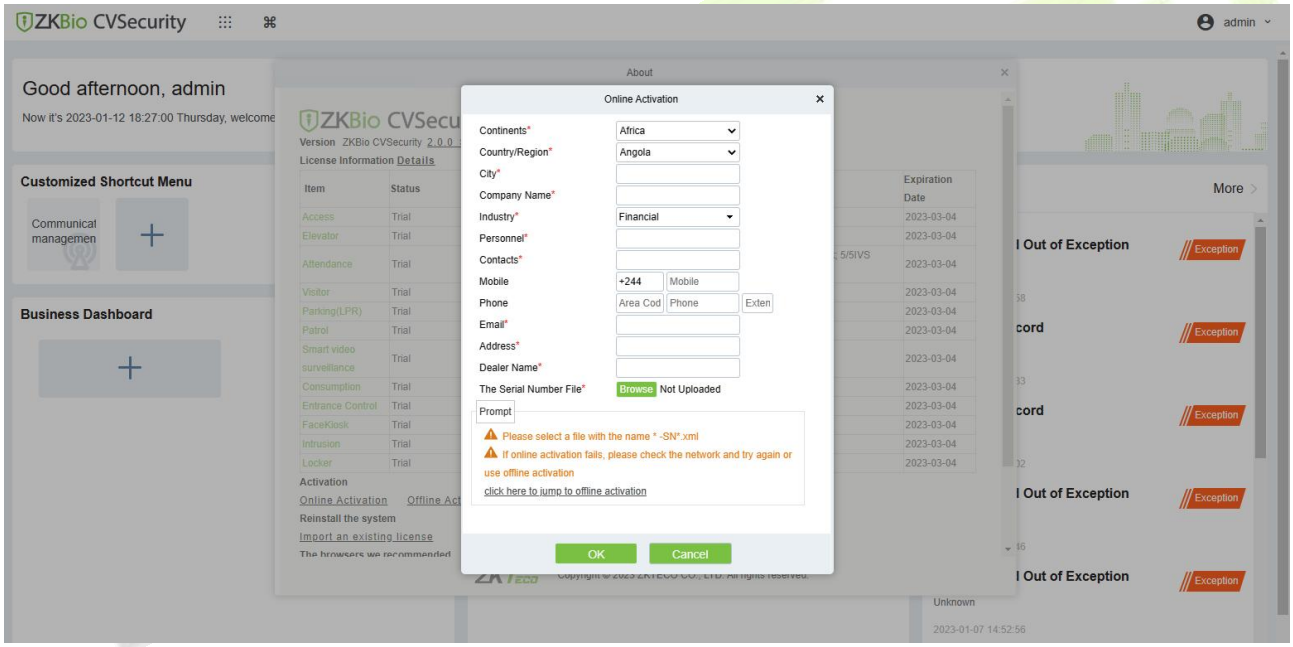


**Figure 1- 12 Online Activation Confirm**

7. The activation is successful. The following is the successful activation interface:


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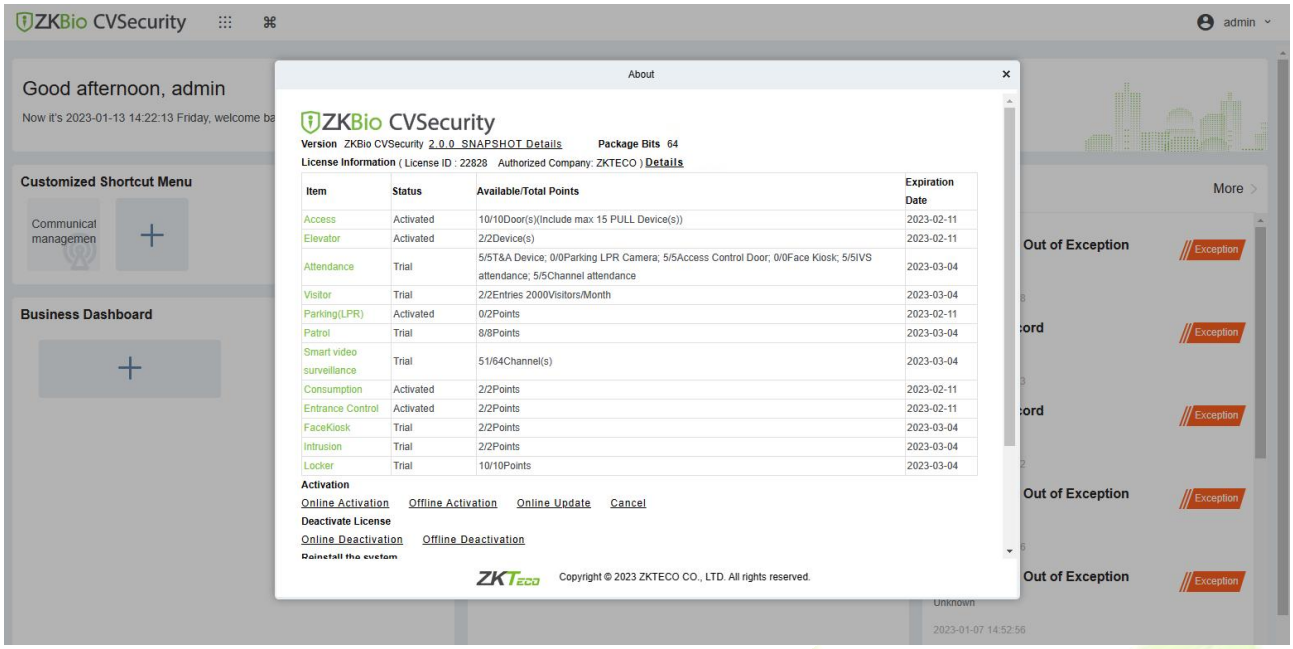


**Figure 1- 13 License Activation Succeeded**

## 1.3.2 Offline Deactivation + Online Activation

### Description:

Offline deactivate the original server, and then online, activate the new server.

### Preconditions:

The original server is not connected to the network, while the new server is connected to the network.

### Steps:

1. Click **Admin** > **About** > **Offline Deactivation**.

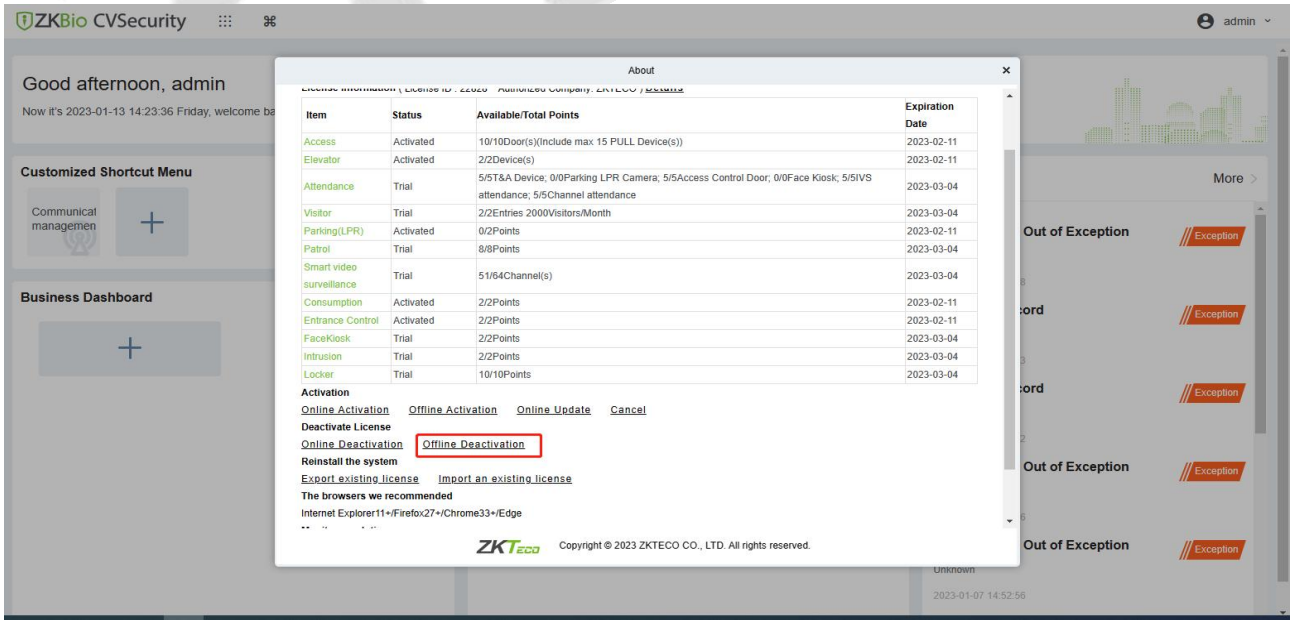


**Figure 1- 14 Offline Deactivation**

2. Click **OK** .


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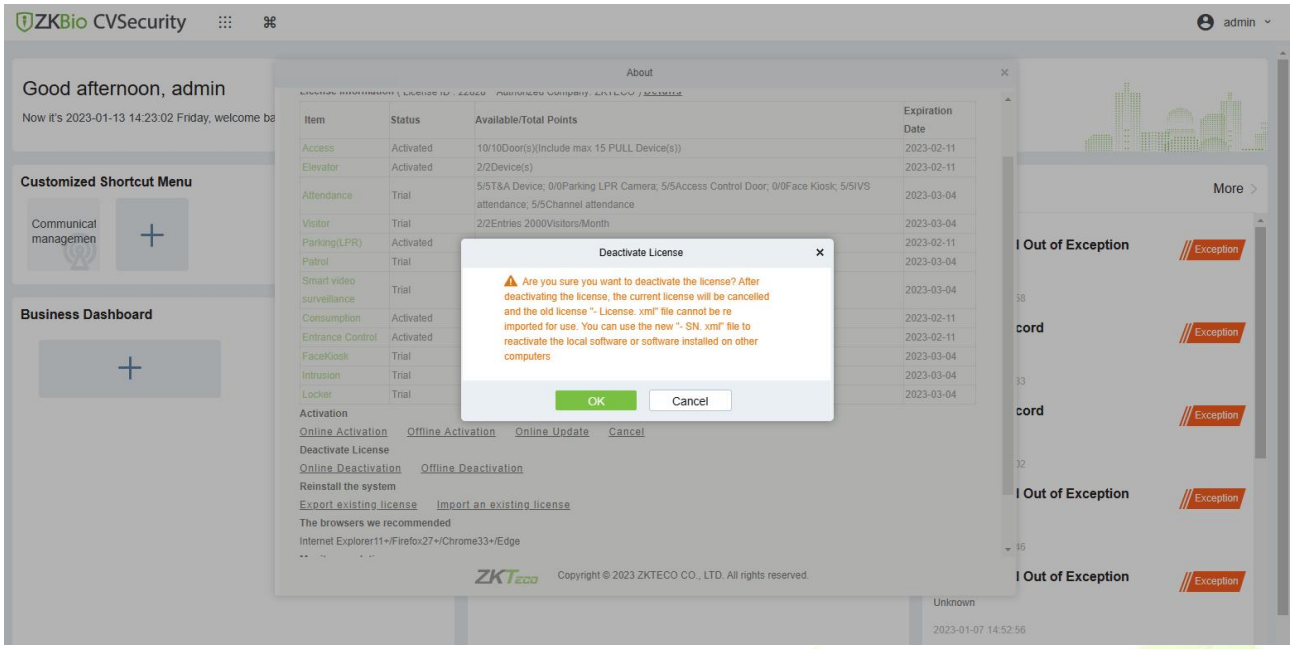



**Figure 1- 15 Offline Deactivation Confirm**

3. Click **Download, and** then a license file with a suffix of **BackActi.xml** will be downloaded.

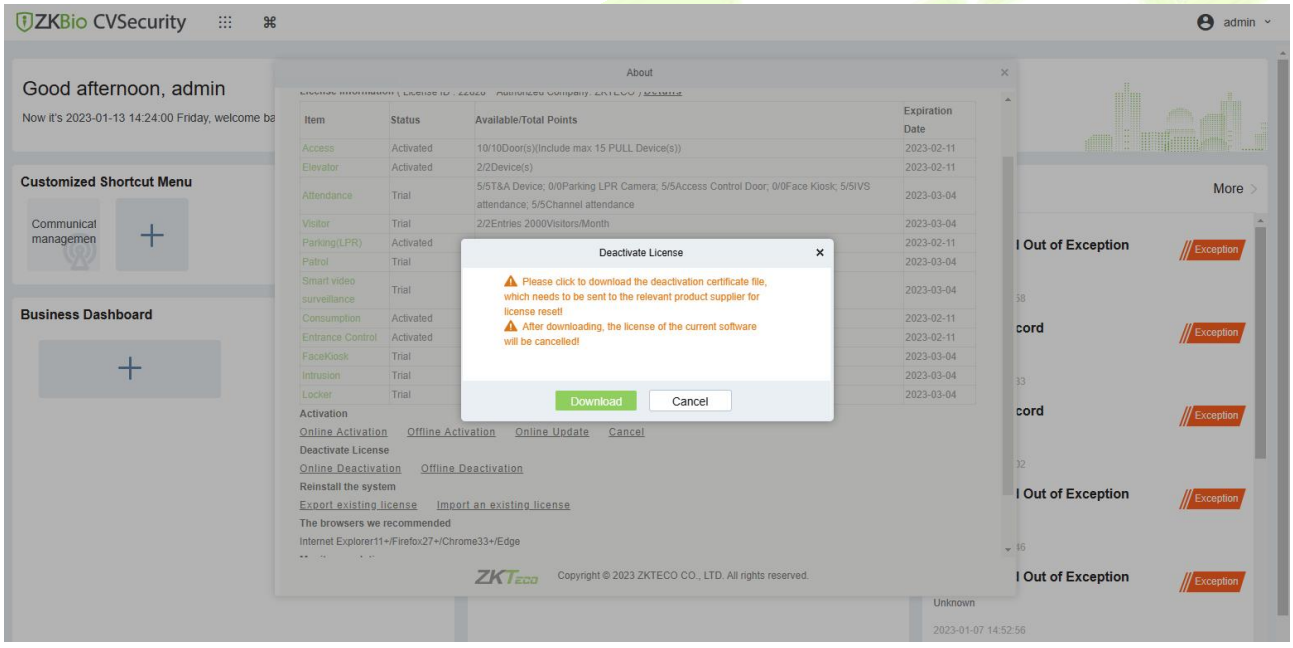
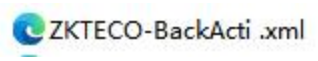



**Figure 1- 16 Offline Deactivation File Download**

4. Save the license file with a suffix of **BackActi.xml** that you just downloaded.




5. Open the ZKBio CVSecurity License Deactivate page.

**Web Link:** [ZKBio CVSecurity License Deactive (zkteco.com)]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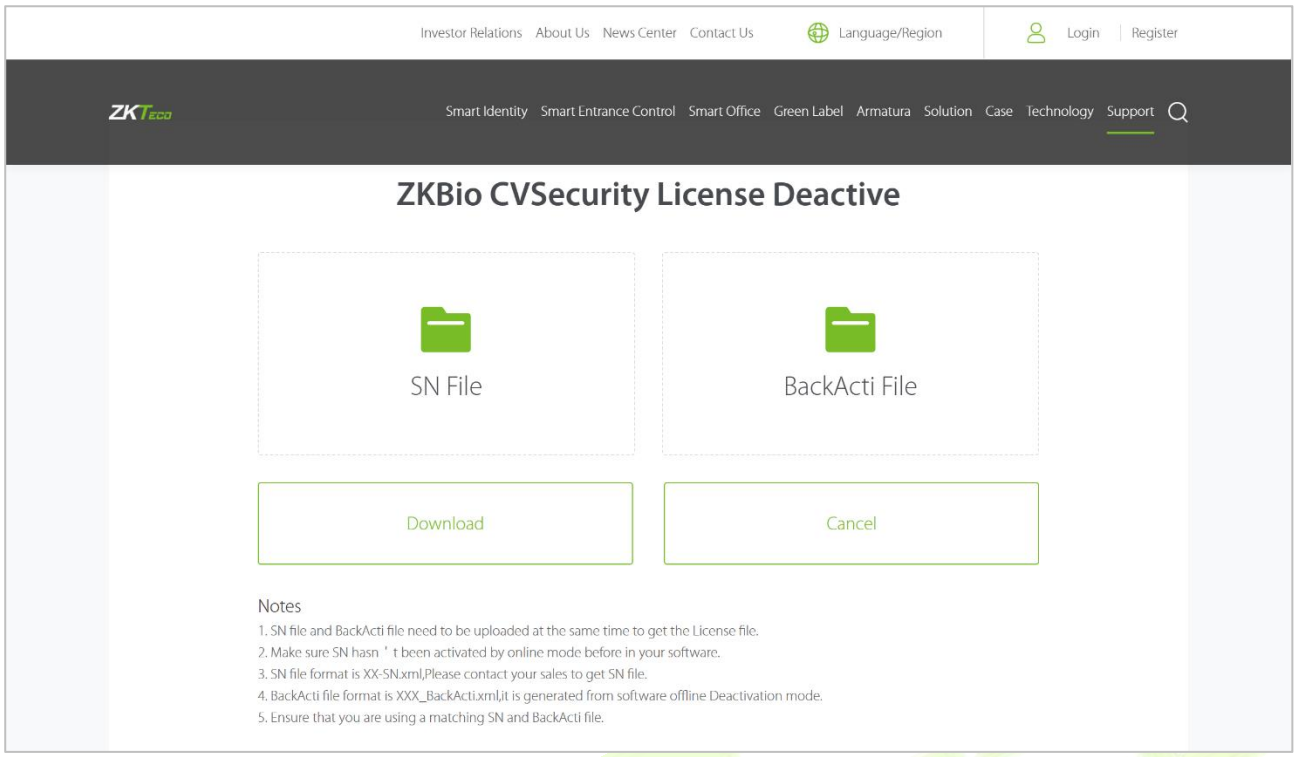


**Figure 1- 17**

6. Follow the instructions on the page to upload the **SN file** and the **BackActi** file downloaded in **step 4** in turn.

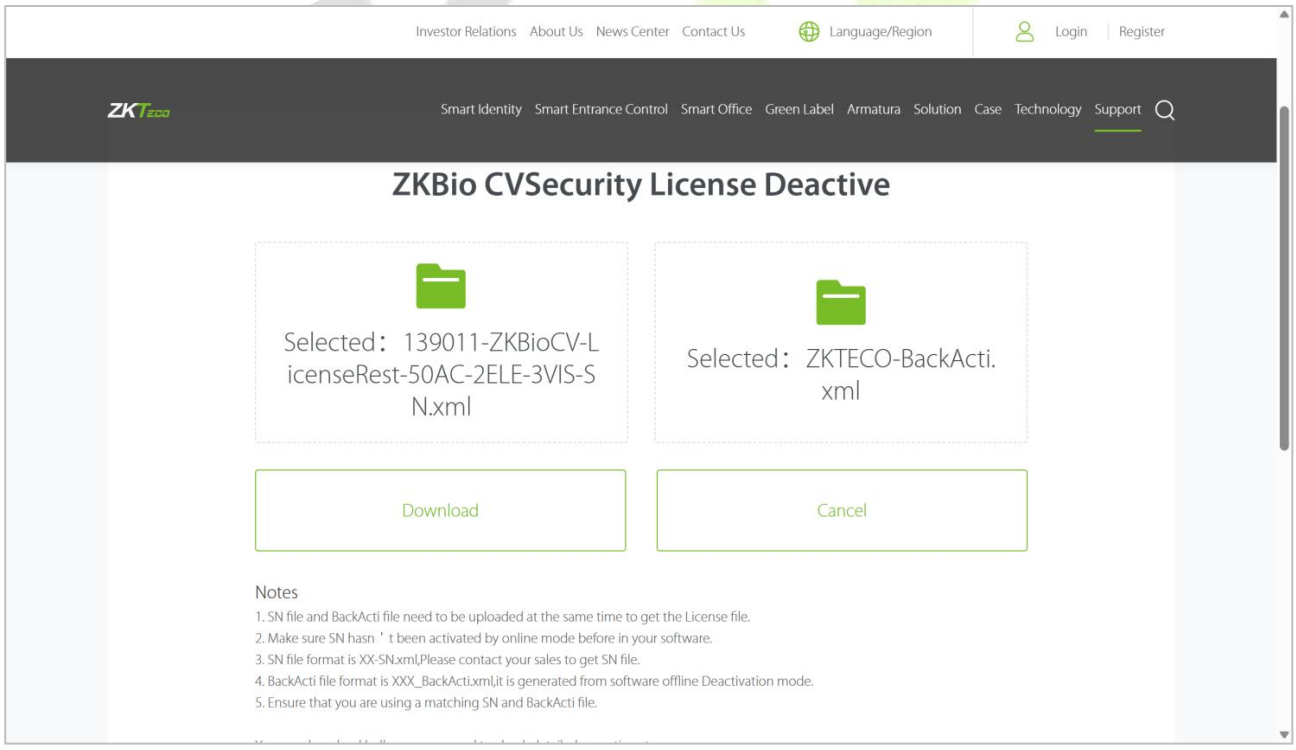


**Figure 1- 18**

7. Click the **Download** button to download the activation file

8. Log in to a new server.

9. Click **Admin** > **About** > **Online Activation**. Fill in the relevant information, then click on **Browse** to


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upload the file that you just got from previous step with the **SN.xml** suffix.

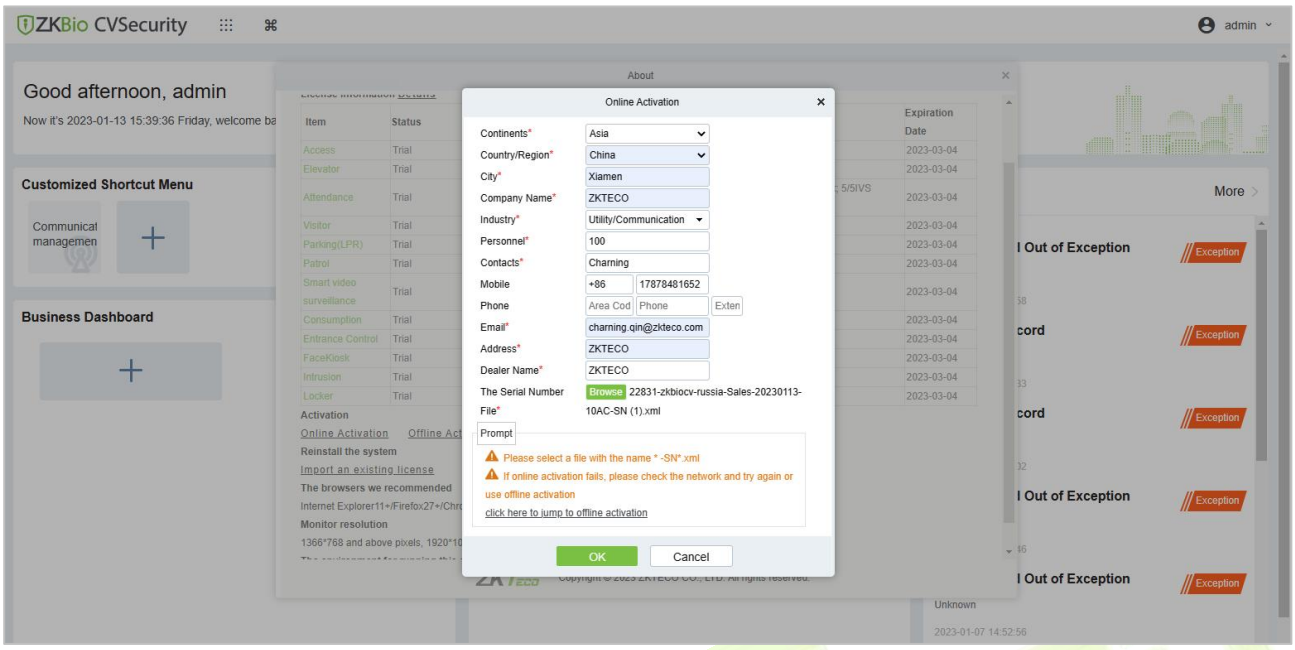


**Figure 1- 19 Information Filling and File Uploading**

10. The activation is successful. The following is the successful activation interface:

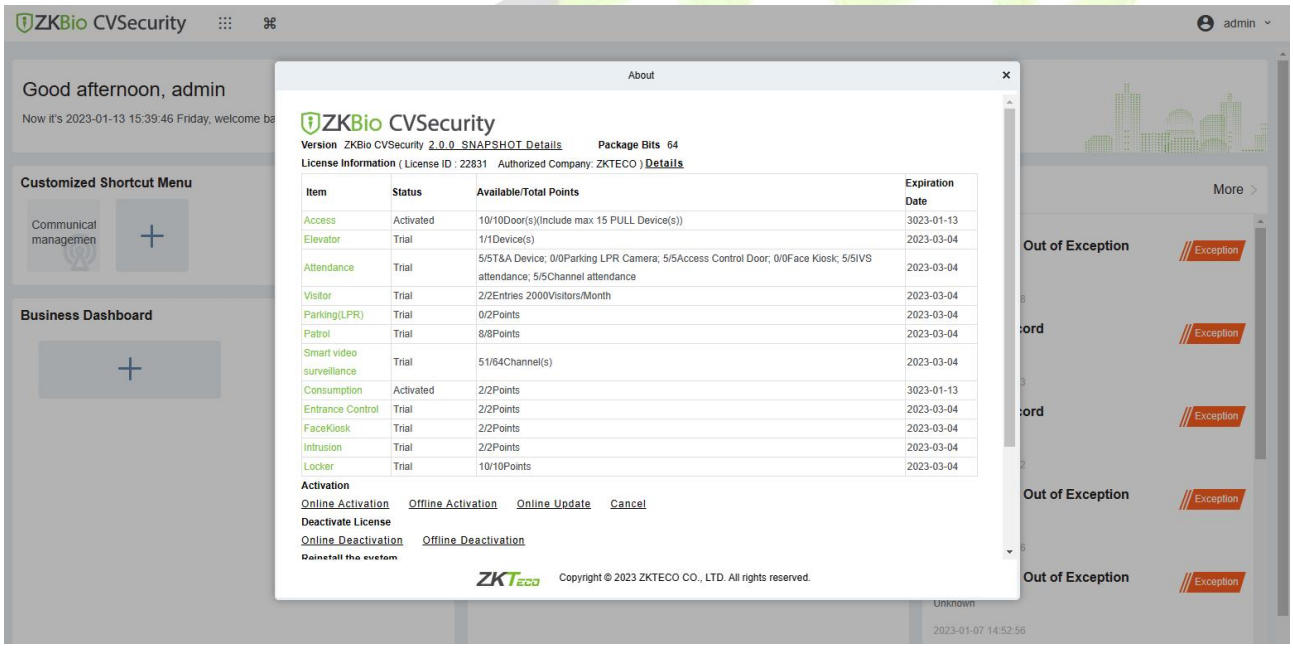


**Figure 1- 20 License Activation Succeeded**

## 1.3.3 Online Deactivation + Offline Activation

### Description:

Deactivate the original server online, and activate the new server offline.

### Preconditions:

Original server is connected to the network, and the new server is not connected to network.

### Steps:

1. Click **Admin** > **About** > **Online Deactivation**.


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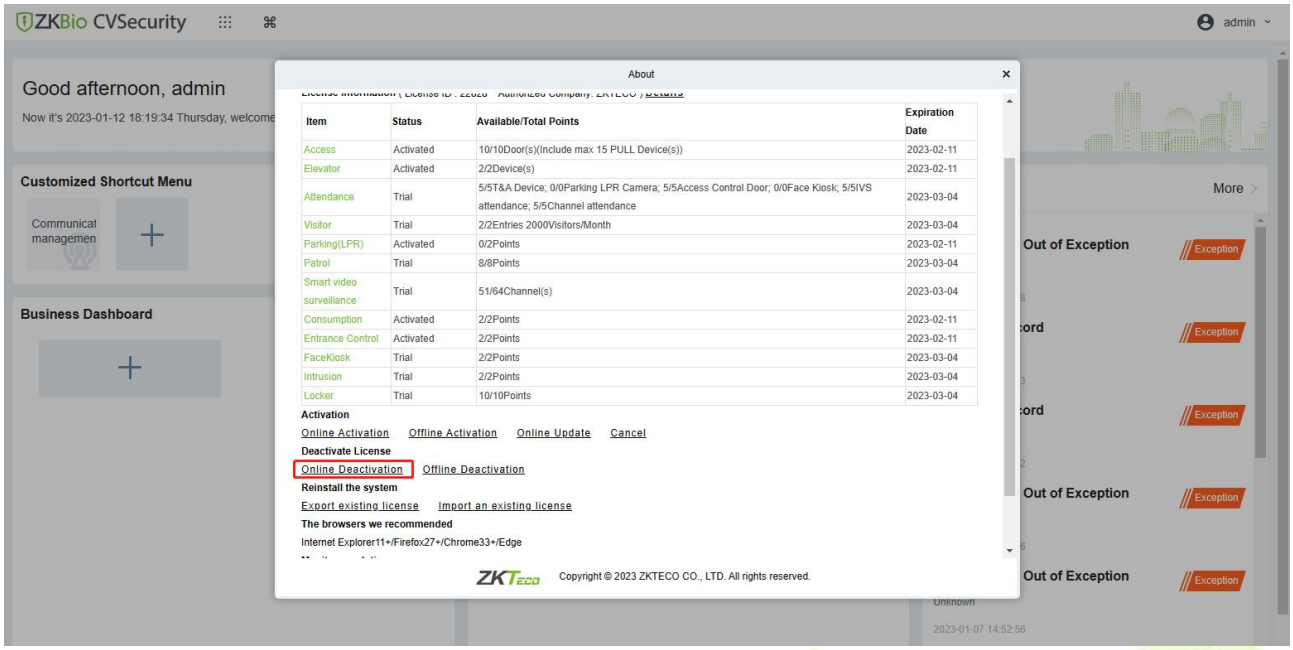


**Figure 1- 21 Online Deactivation**

2. Click **OK**.

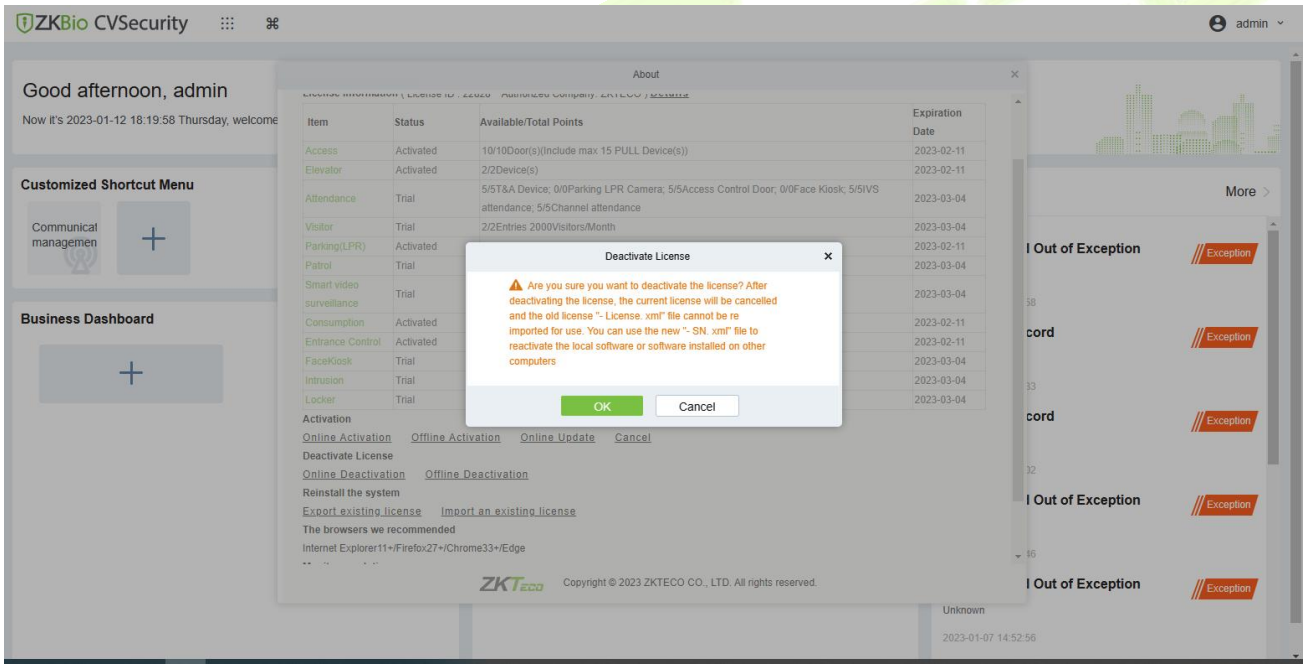


**Figure 1- 22 Online Deactivation Confirm**

3. Click **Download, and** then a license file with a suffix of **SN.xml** will be downloaded.


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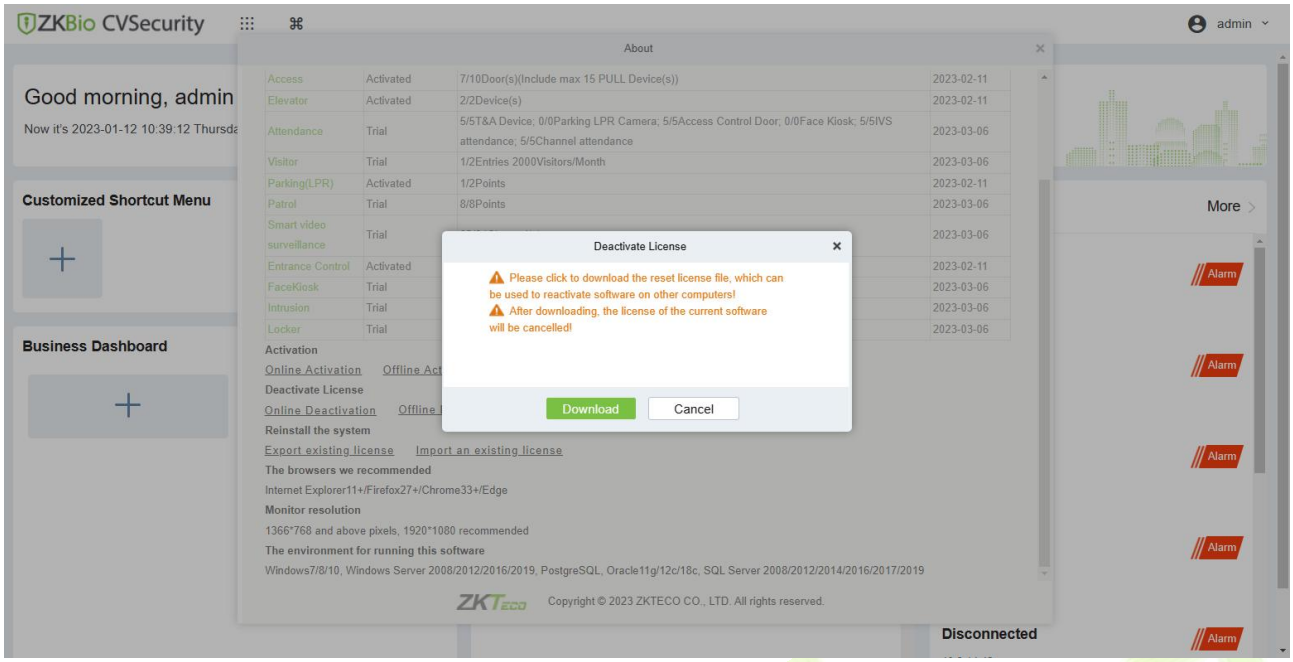
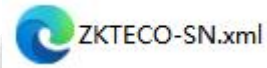



**Figure 1- 23 Online Deactivation File Download**

4. Save the license file with a suffix of **SN.xml** you just downloaded.




5. Log in to a new server.

6. Click **Admin** > **About** > **Offline Activation**. Fill in the relevant information, then click **Browse** to upload the file that you just got from the previous step with the **SN.xml** suffix.

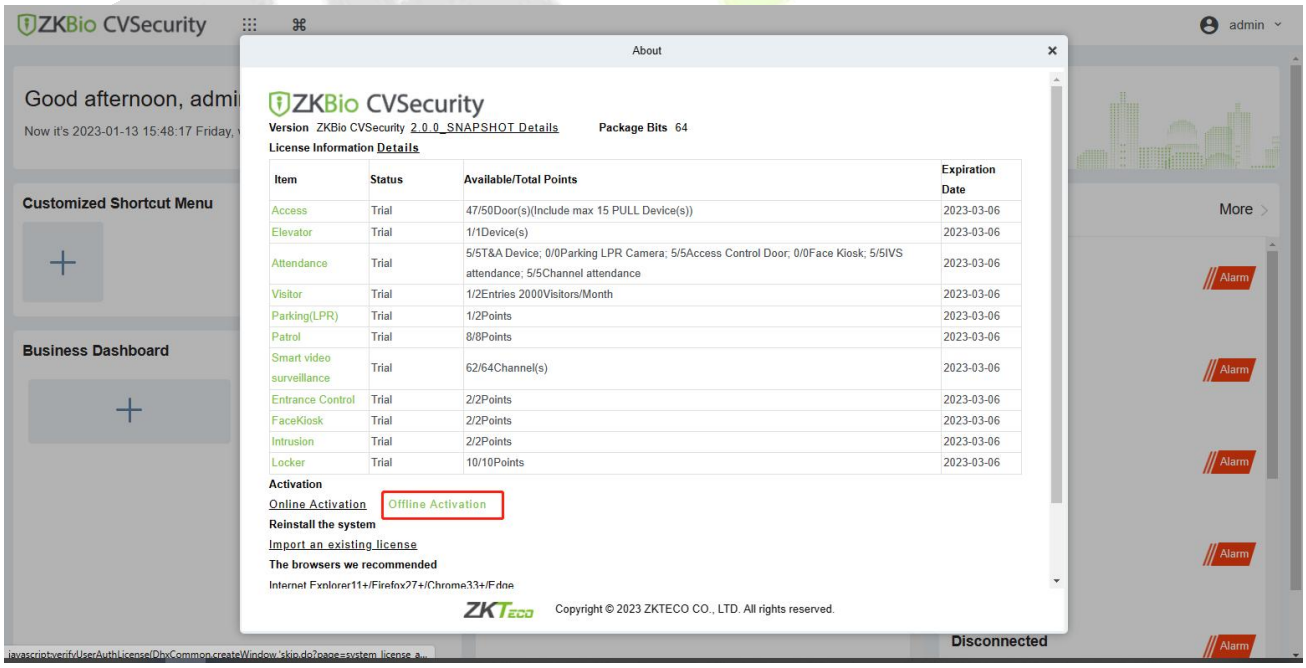



**Figure 1- 24 Online Activation**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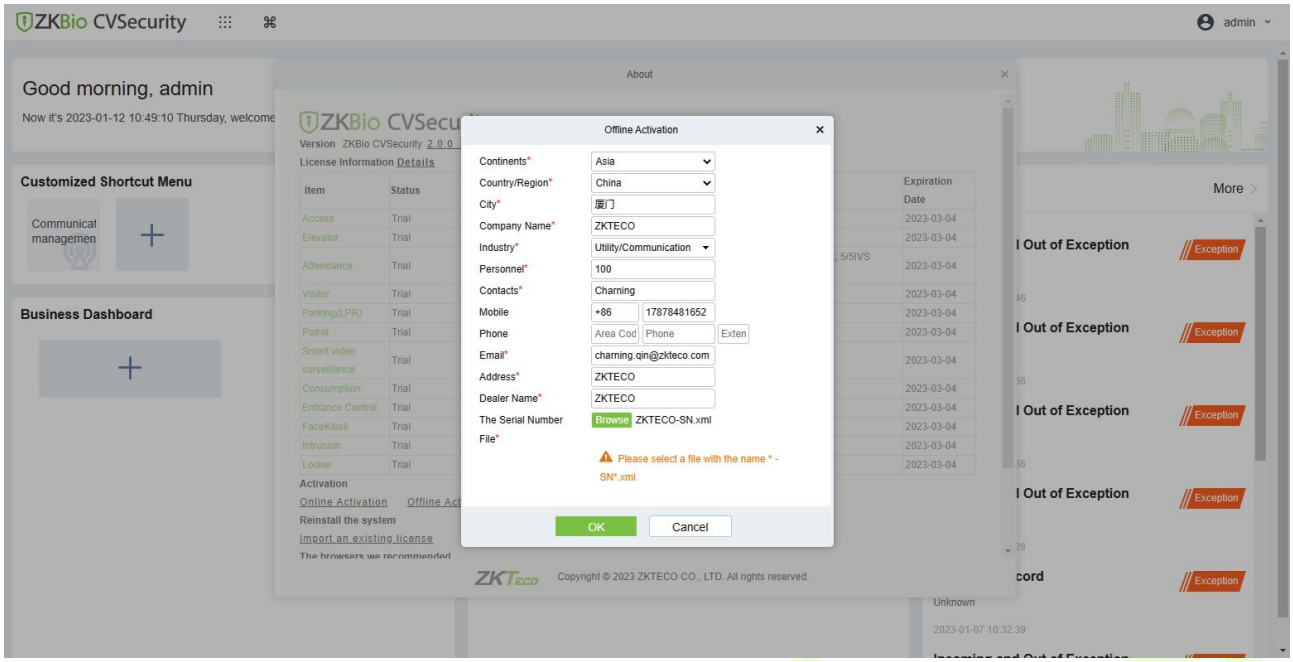



**Figure 1- 25 Information Filling and File Uploading**

7. Click **Download,** then a license file with a suffix of **upk.xml** will be downloaded.

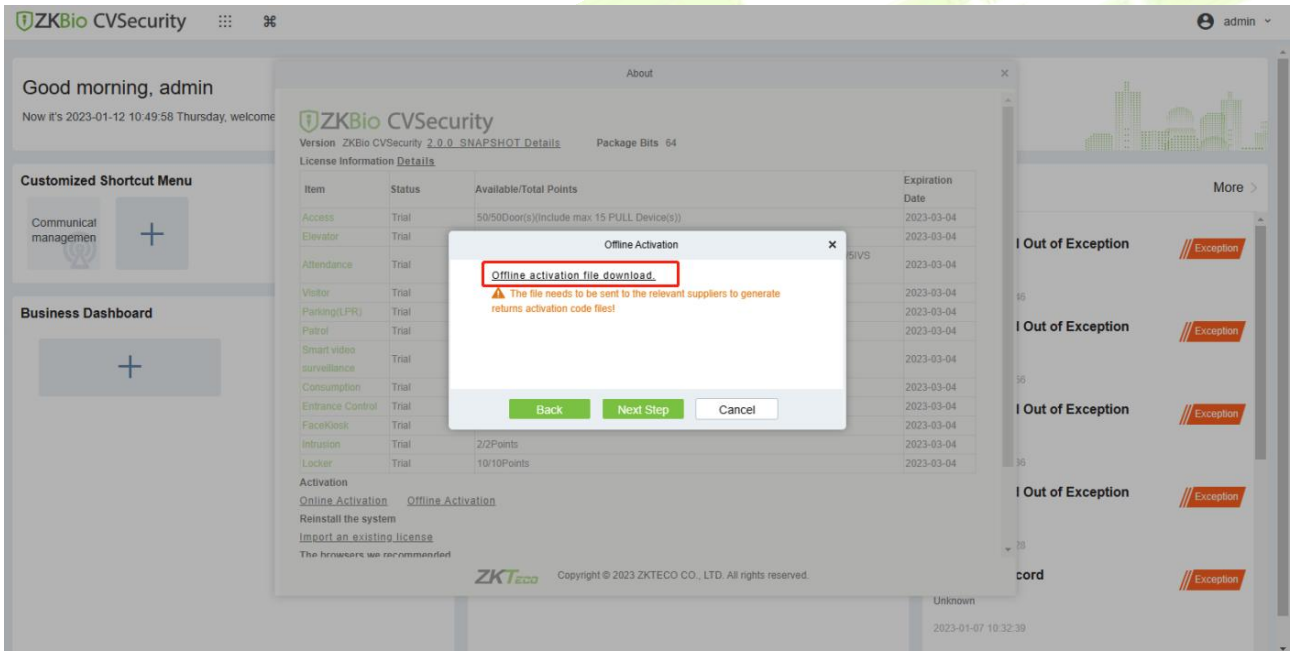
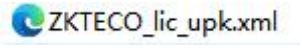



**Figure 1- 26 Offline Activation File Download**

8. Save the license file with a suffix of **upk.xml** that you just downloaded.




9. Go to the website to create the xxx-**License.xml** file:

Web Link: [ZKBio CVSecurity Offline Activation License (zkteco.com)]

10. Back to the the new server, click **Admin** > **About** > **Offline Activation** > **Yes**, and upload the file that you just got from previous step with the **License.xml** suffix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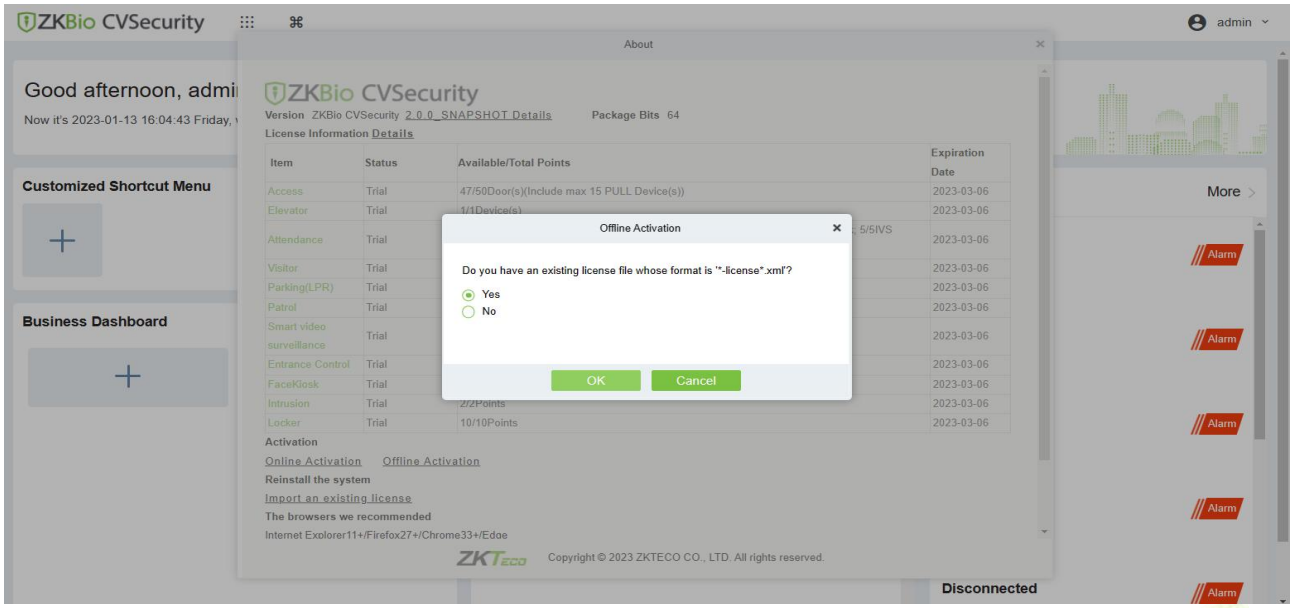


**Figure 1- 27 Offline Activation File Upload**

11. The activation is successful. The following is the successful activation interface:

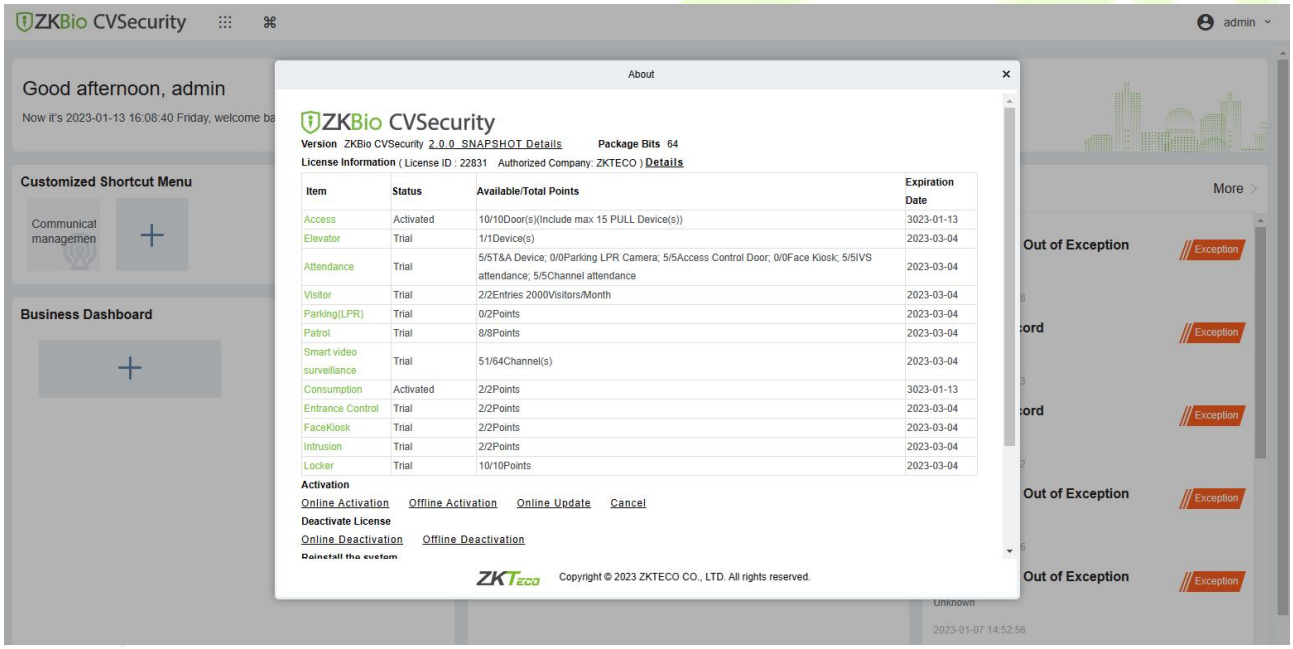


**Figure 1- 28 License Activation Succeeded**

## 1.3.4 Offline Deactivation + Offline Activation

### Description:

Offline deactivate original server, and then offline activate the new server.

### Preconditions:

Both original server and new server are not connected to the network.

### Steps:

1. Click **Admin** > **About** > **Offline Deactivation.**


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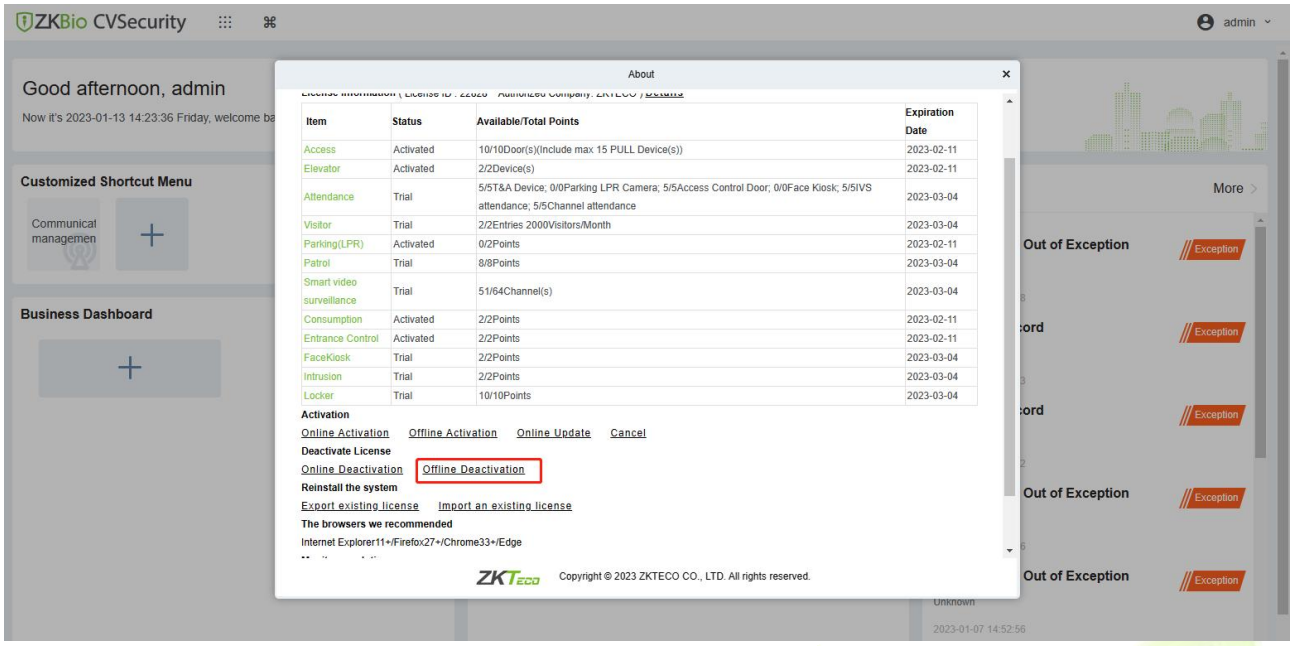


**Figure 1- 29 Offline Deactivation**

2. Click **OK**.

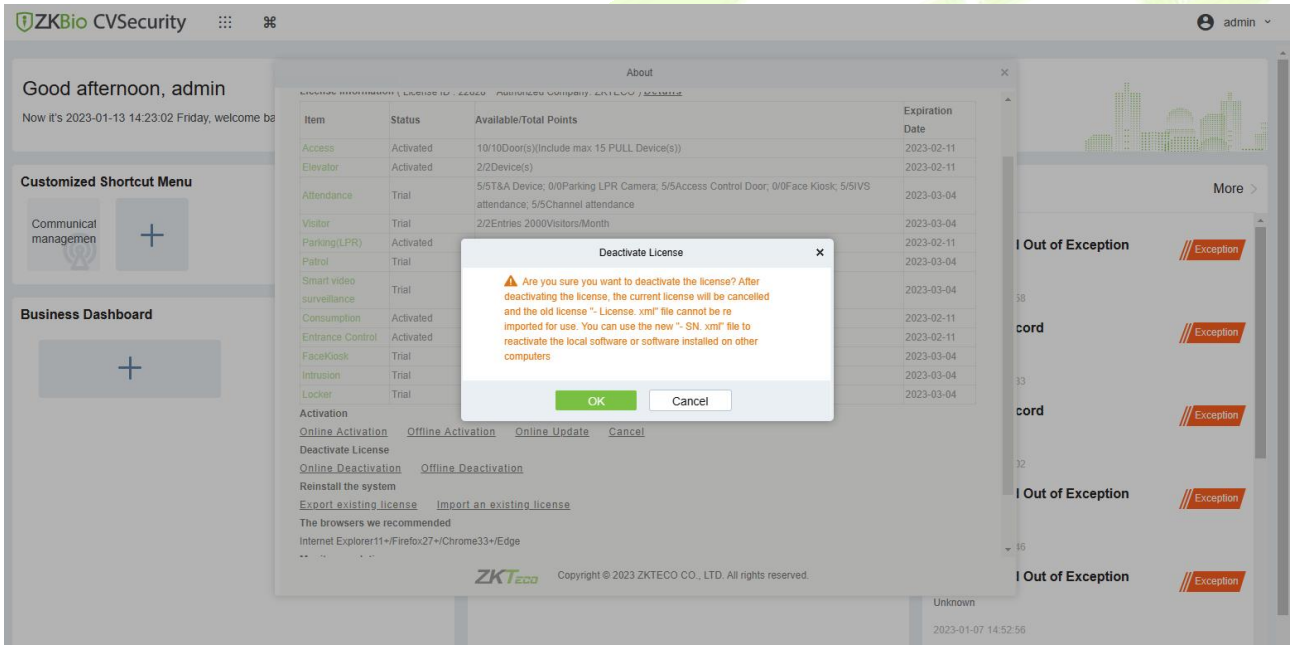


**Figure 1- 30 Offline Deactivation Confirm**

3. Click **Download, and** then a license file with a suffix of **BackActi.xml** will be downloaded.


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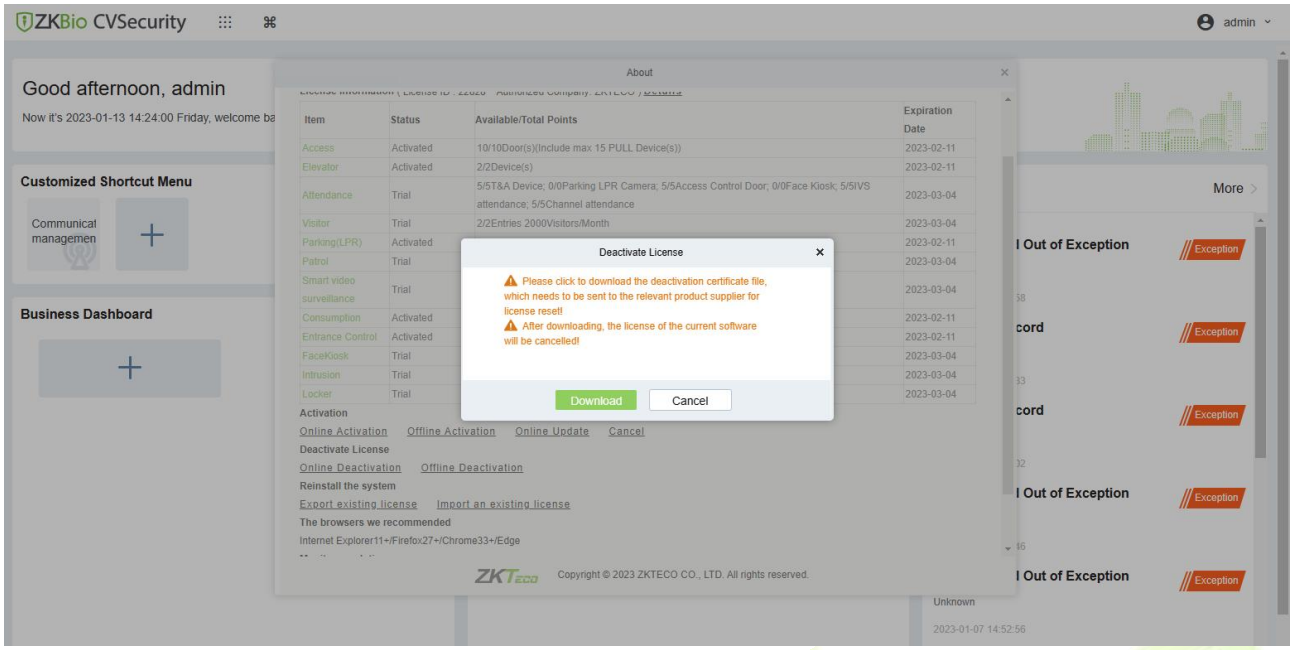
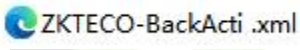



**Figure 1- 31 Offline Deactivation File Download**

4. Save the license file with a suffix of **BackActi.xml** you just downloaded.




5. Open the ZKBio CVSecurity License Deactivate page

**Web Link:** [ZKBio CVSecurity License Deactive (zkteco.com)]

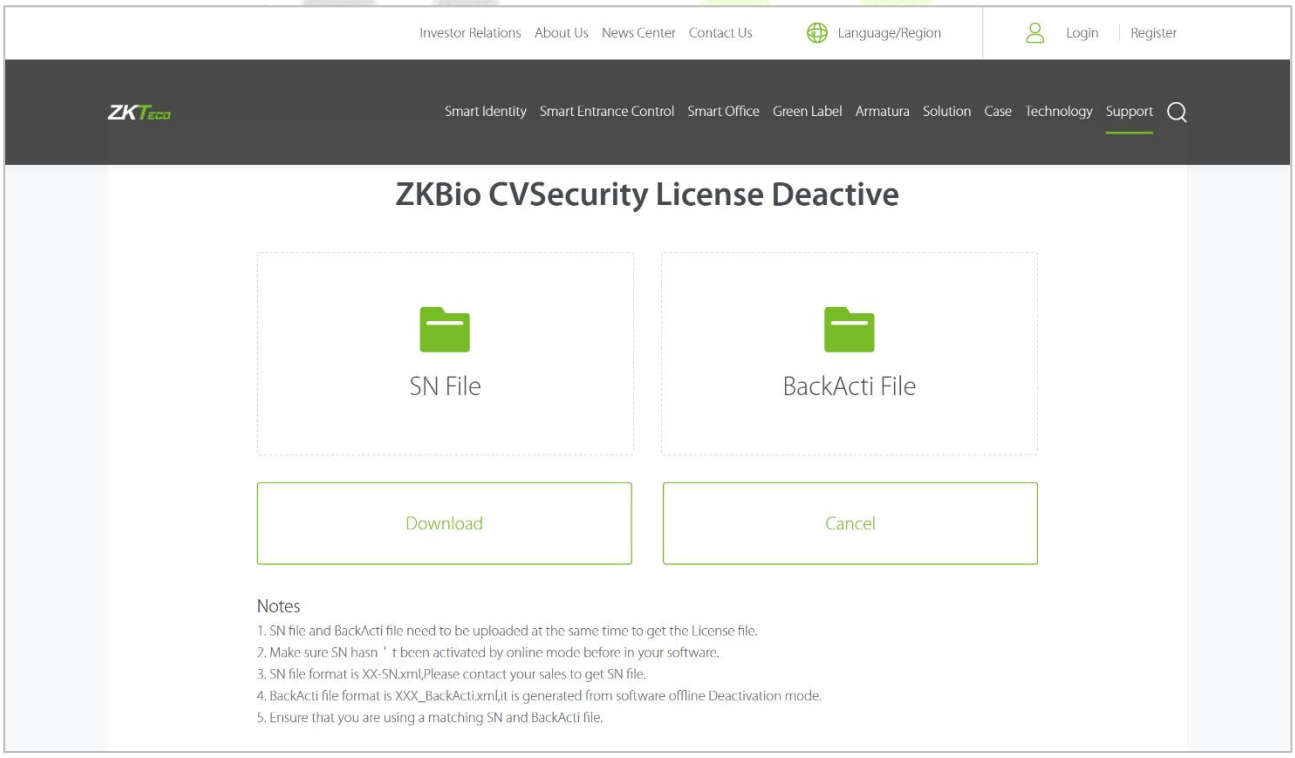



**Figure 1- 32**

6. Follow the instructions on the page to upload the **SN file** and **BackActi File.**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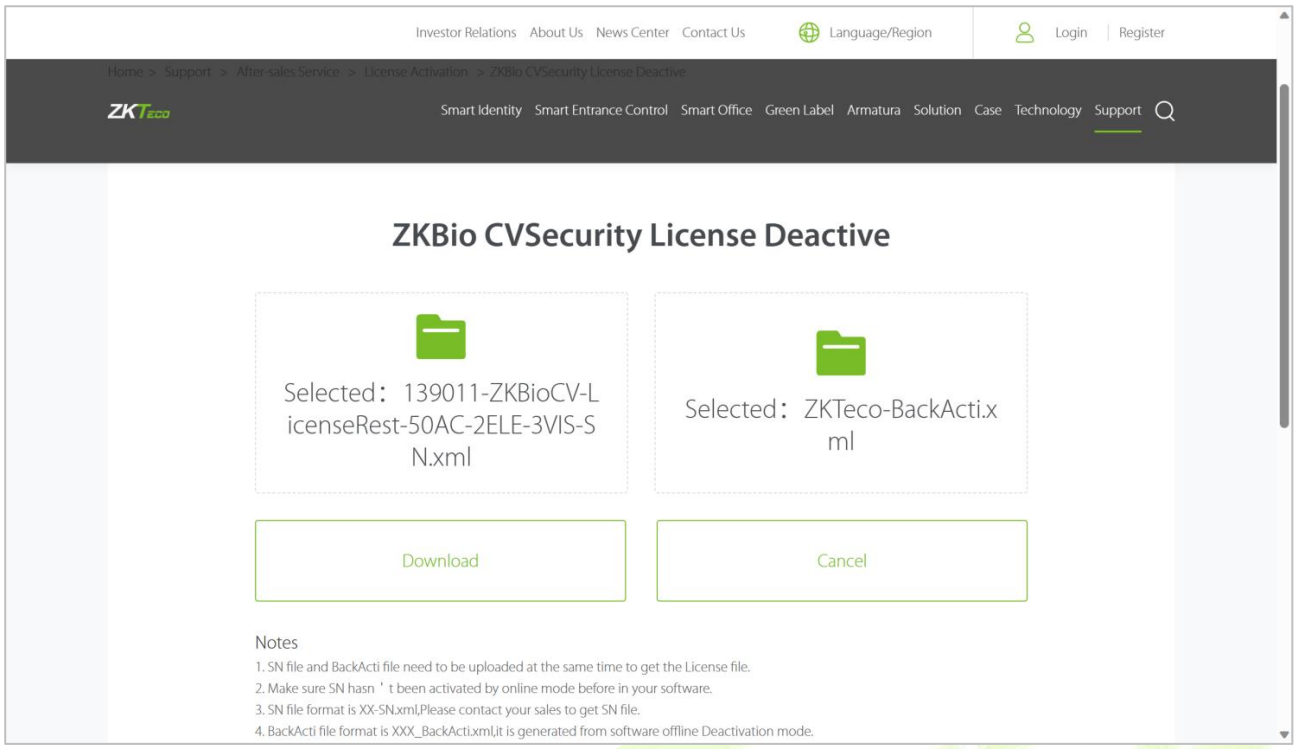
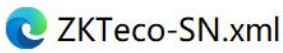



**Figure 1- 33**

7. Click the **Download** button to download the activation file.




8. Log in to a new server.

9. Click **Admin** > **About** > **Offline Activation**. Fill in the relevant information, then click **Browse** to upload the file that you just got from previous step with the **SN.xml** suffix.

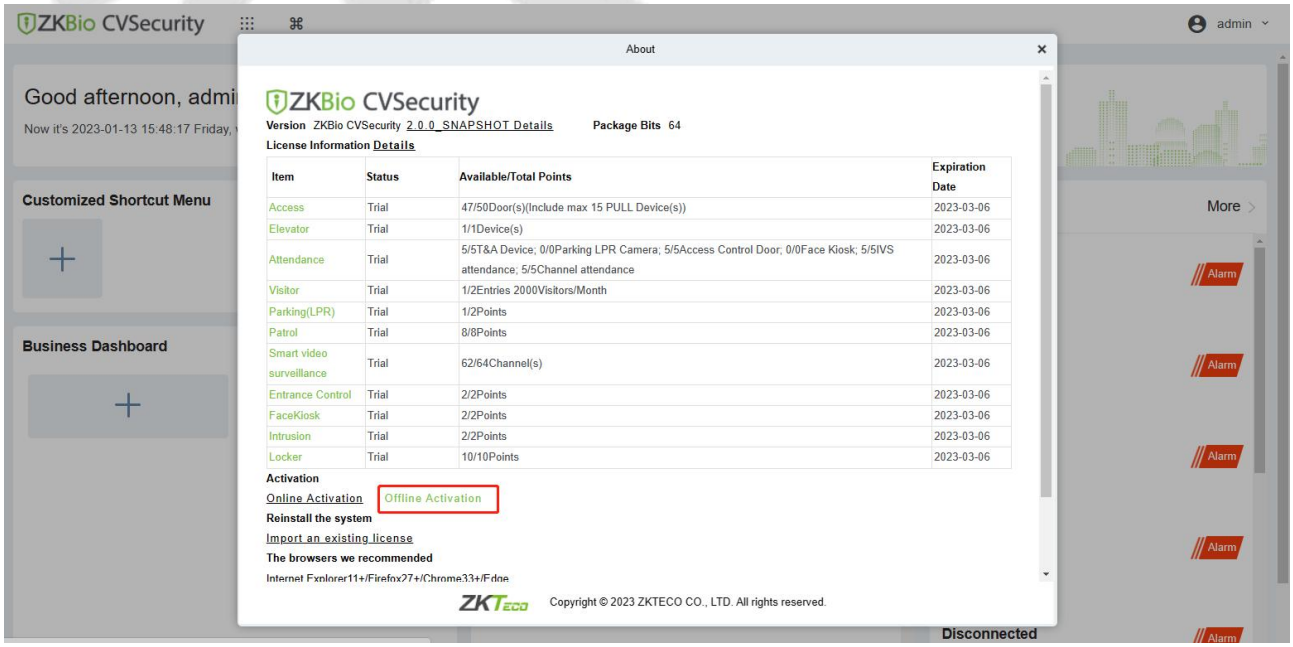



**Figure 1- 34 Offline Activation**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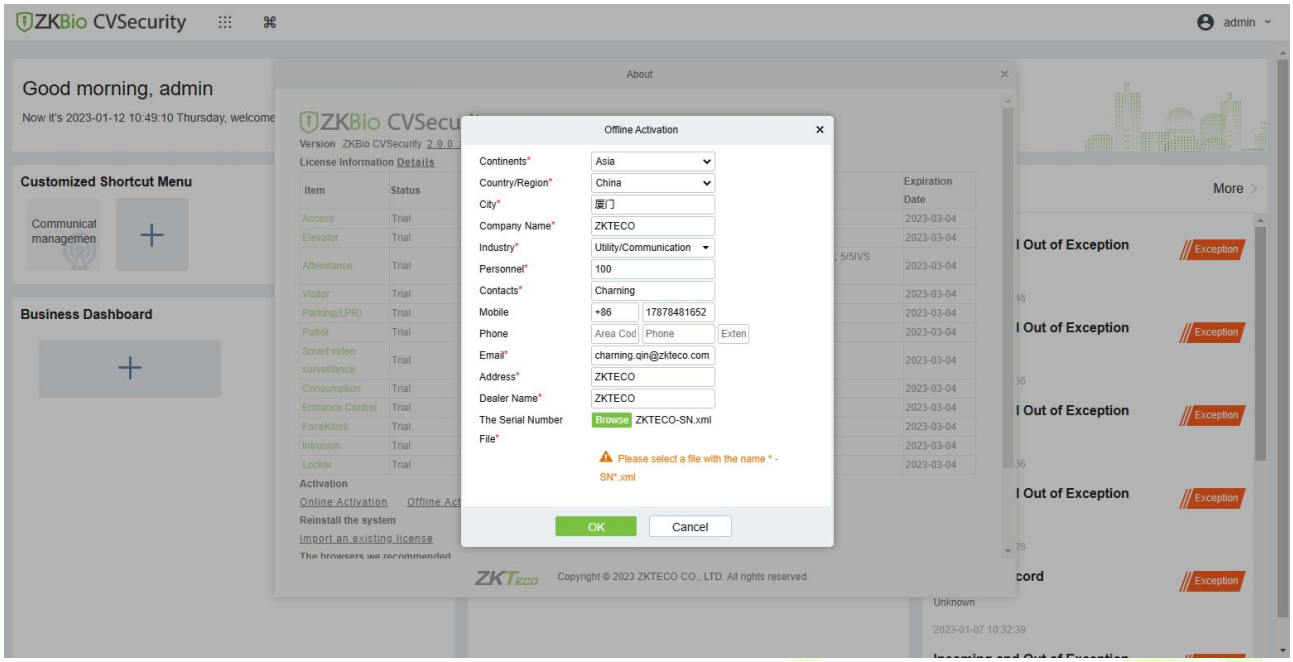



**Figure 1- 35 Offline Activation Information Filling**

10. Click **Download, and** then a license file with a suffix of **upk.xml** will be downloaded.

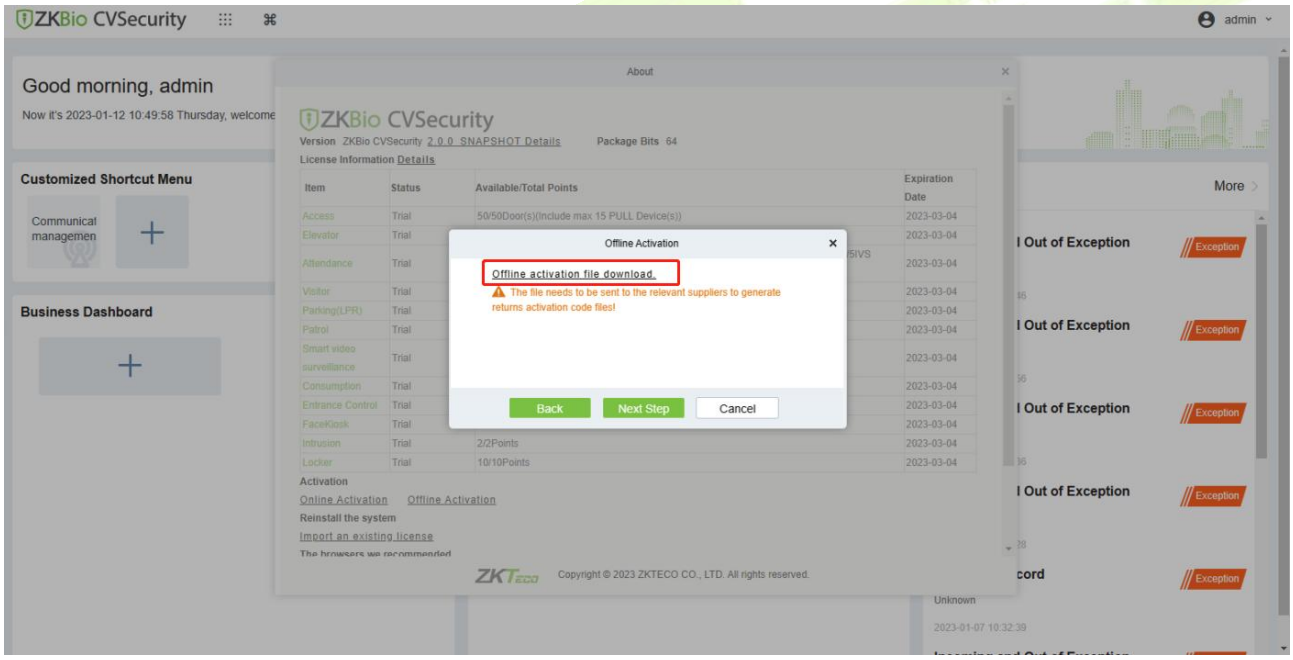
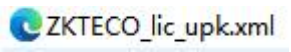



**Figure 1- 36 Offline Activation File Download**

11. Save the license file with a suffix of **upk.xml** that you just downloaded.




12. Open the ZKBio CVSecurity Offline Activation License page.

**Web Link:** [ZKBio CVSecurity Offline Activation License (zkteco.com)]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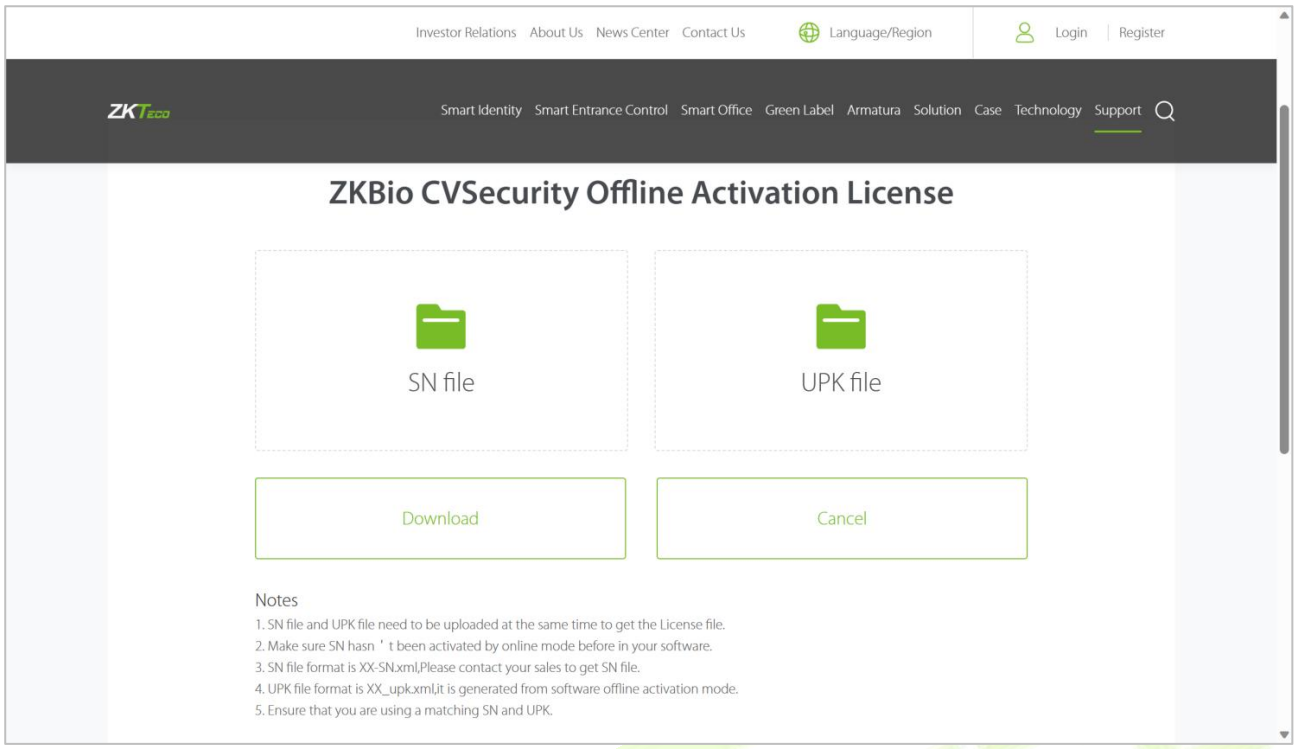



**Figure 1- 37**

13. Follow the instructions on the page to upload the files downloaded in **step 7** and **step 11** in turn.

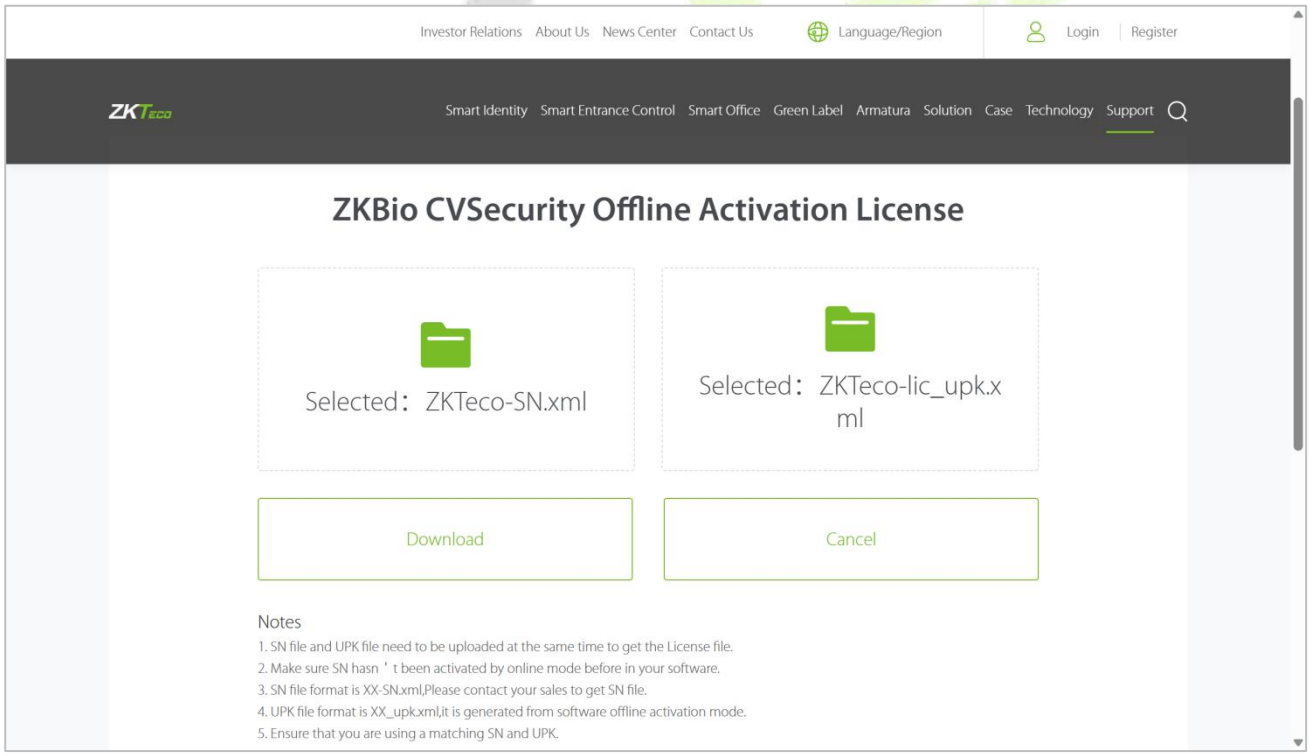
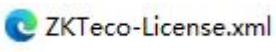



**Figure 1- 38**

14. Click the **Download** button to download the offline activation file.




15. Back to the the new server, click **Admin** > **About** > **Offline Activation** > **Yes**, and upload the file that you just got from the previous step with the **License.xml** suffix.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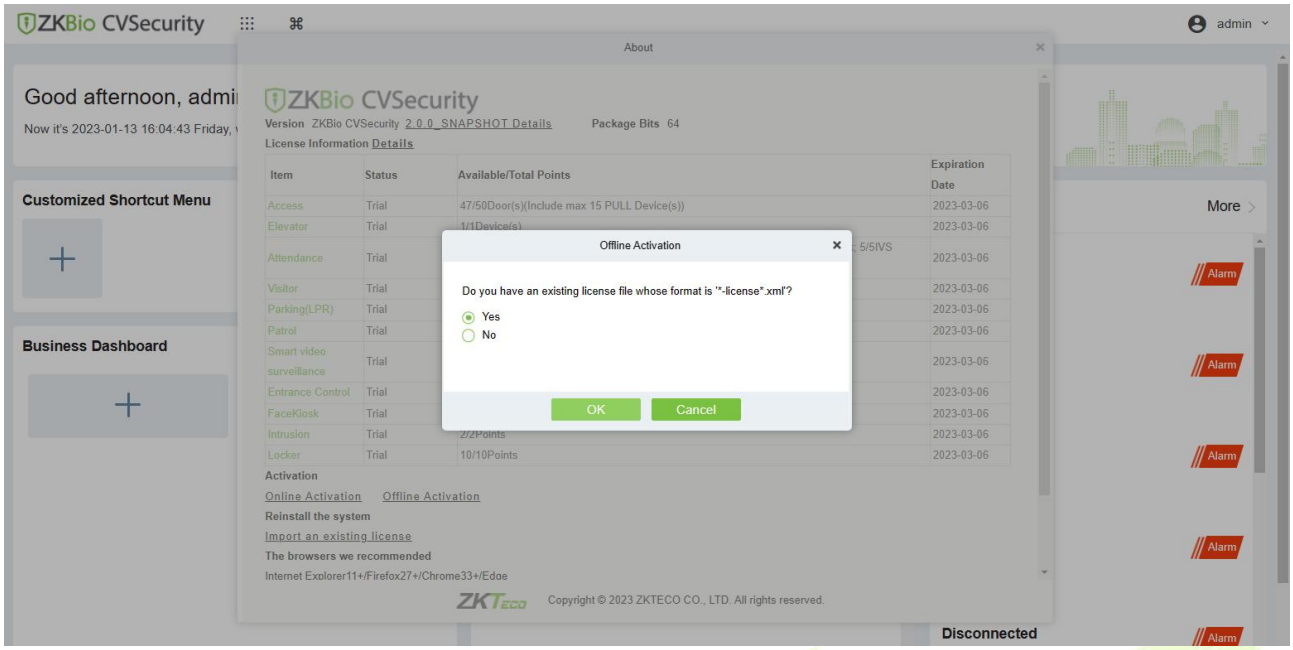


**Figure 1- 39 Offline Activation File Download Confirm**

16. The activation is successful. The following is the successful activation interface:

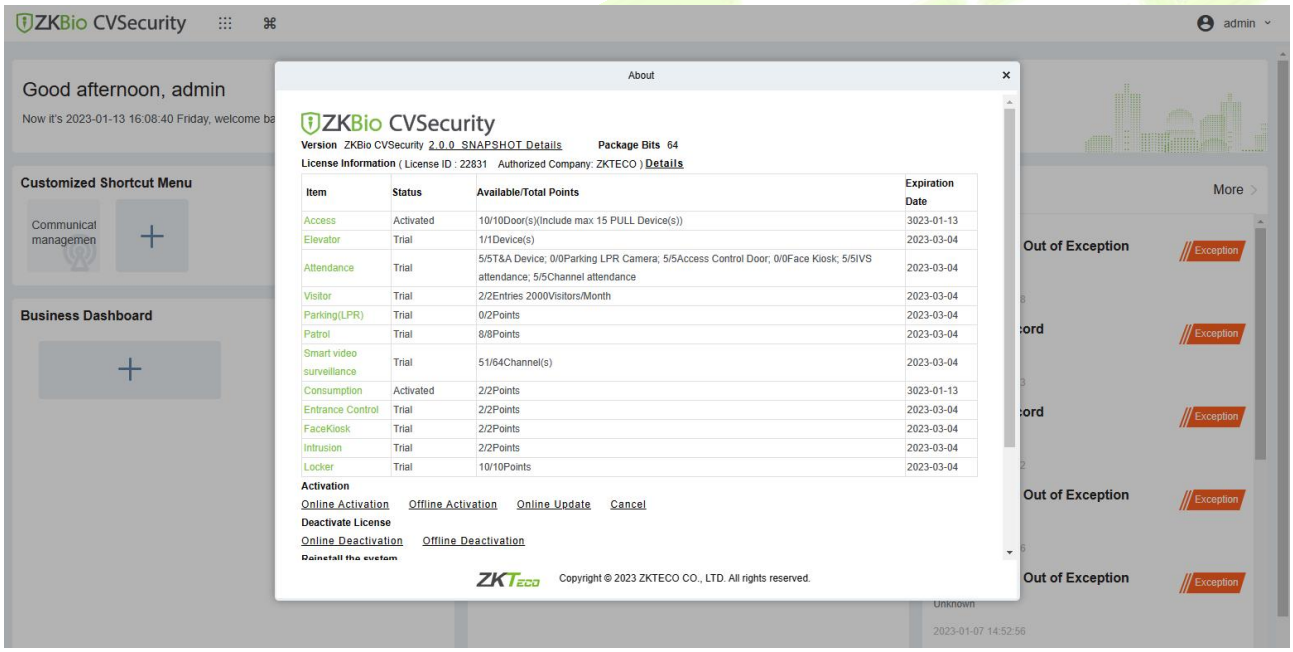


**Figure 1- 40 License Activation Succeeded**


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# 2 Personnel

Before using the other functions, please configure the personnel system: Personnel and Card Management.

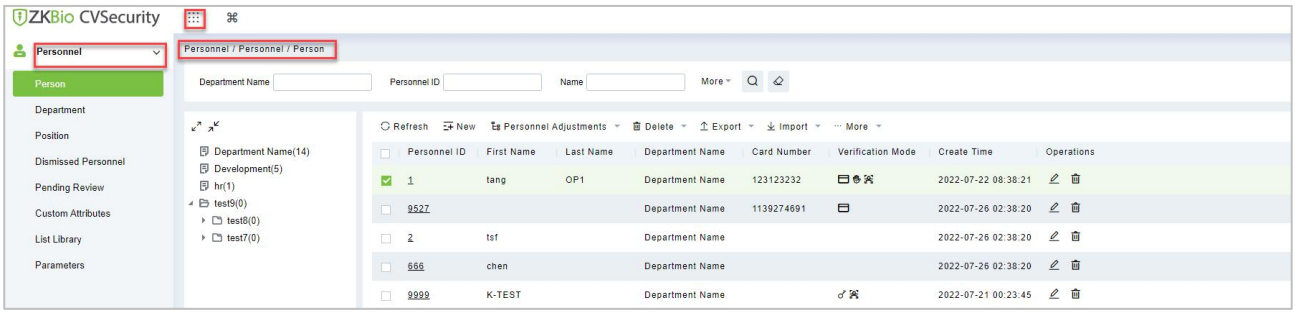


**Figure 2- 1 Personnel**

## 2.1 Personnel Management

Personnel Management includes these modules: **Person, Department, Position, Dismissed Personnel, Pending review, Custom Attributes, List Library,** and **Parameters.**

### Operating Procedures:

This operation process is suitable for guiding users how to configure and manage the basic personnel organization after the system is installed.

The flow of personnel organization configuration is shown in figure below.

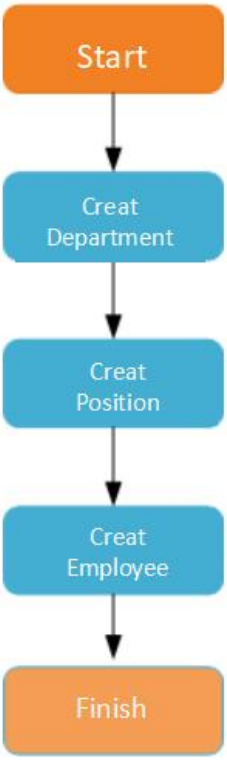


**Figure 2- 2 Flowchart of Personnel Configuration**


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## 2.1.1 Person

When using this management program, the user shall register personnel in the system, or import personnel information from other software or documents into this system.

Main functions of Person include Refresh, Add (New), Personnel Adjustments, Delete, Export, Import, and more.

### 2.1.1.1 Add Personnel (New)

Click **Personnel** > **Personnel** > **New**.

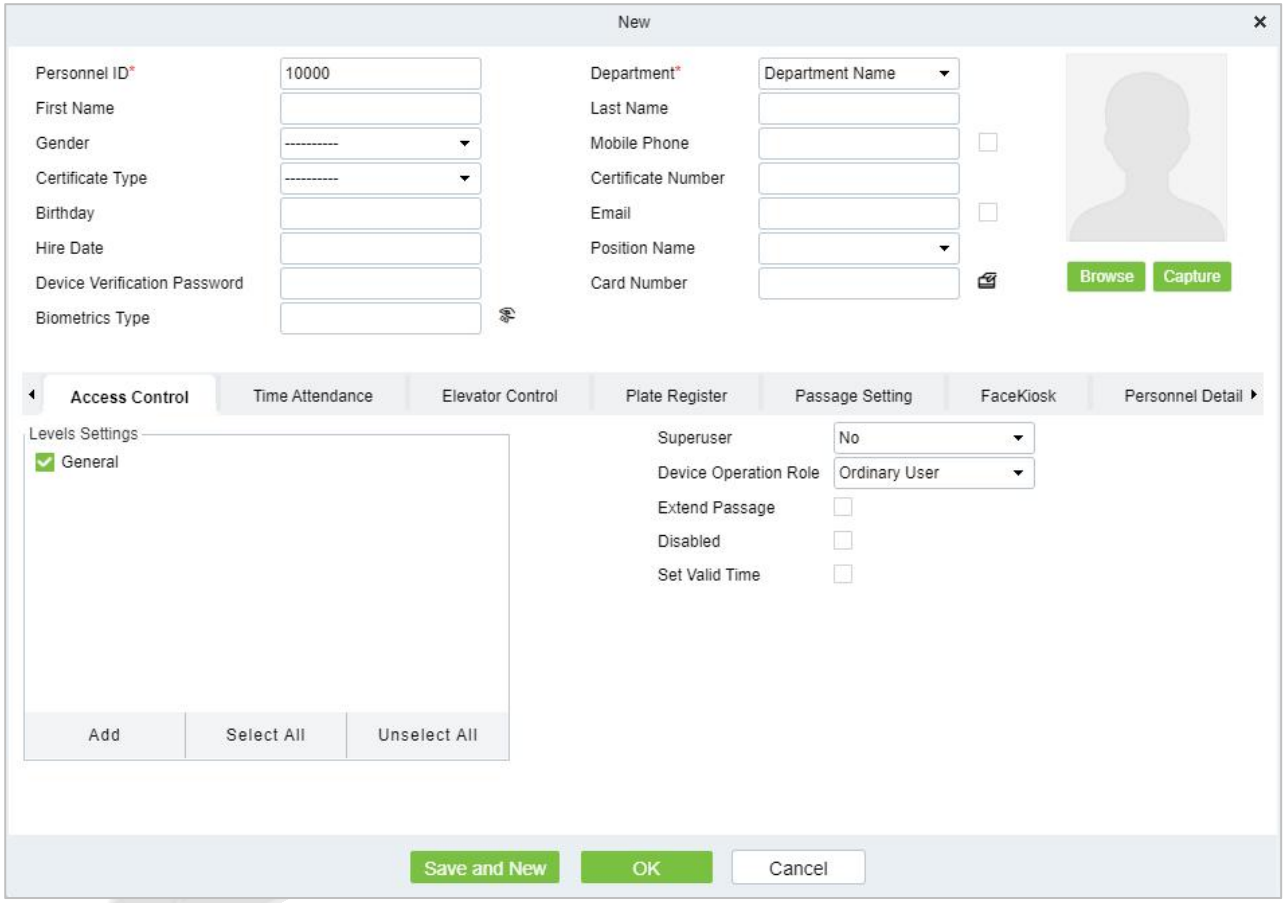


**Figure 2- 3 Add Personnel New**

**Fields are as follows:**

**✍Notes:(Personnel ID)**

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

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

| Parameter | Description |
|---|---|
| Personnel ID | An ID may consist of up to 9 characters, within the range of 1 to 79999999. It can be configured based on actual conditions. The Personnel No. contains only numbers by default but may also include letters. |
| Department | Select from the pull-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. |


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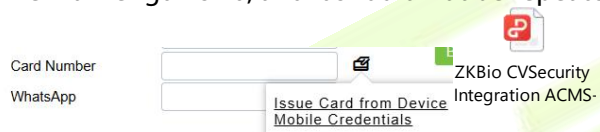
| Parameter | Description |
|---|---|
| Gender | Set the gender of personnel. |
| Mobile Phone | The max length is 20, and this is an optional field. |
| Certificate Type | There are four types of certificates: ID, Passport, Driver License and Others. Select one to upload. |
| Certificate Number | Enter certificate number |
| Birthday | Input employee's actual birthday. |
| Email | Set the available email address of the personnel. |
| Hire Date | It is the date on which the personnel are appointed. Click to select the date. |
| Position Name | Set a suitable name for the position. Any character, maximum combination of 100 characters. Position names should not be repeated. |
| Device Verification Password | Set password for personnel accounts. It can only contain up to 6-digits. If a password exceeds the specified length, the system will truncate it automatically. It cannot be the same with others password and the duress password. |
| Card Number | The max length is 10, and it should not be repeated.<br>  <br>For more details on Mobile Credentials please refer to the documentation. |

**Table 2- 1 Personnel ID**

### Biometrics Type:

This paper introduces the Steps of personnel biometric registration in ZKBio CVSecurity. The registered biometric data can be used for verification and identification of **Access Control**, attendance, and other equipment.

Biometric registration includes **fingerprint**, **finger vein**, and **palm registration**. Since the interfaces of fingerprint registration and finger vein registration are similar, fingerprint registration and palm print registration are used as examples to illustrate the operation process.

### Description:

The server side of the box does not support external "palm meter, finger vein meter" to collect biometric templates, and the fingerprint reader is only supported by the "Live20R" model.

### Preconditions:

On the computer terminal where the administrator registers the personnel information, connect the fingerprint reader device through the USB port.

### Steps:

**Step 1:** In the **Personnel** module, choose **Personnel Management > Person**.

**Step 2:** Click **Add** with the mouse, and the interface for adding personnel will pop up.

**Step 3:** On the interface for adding personnel, click the " " button.

**Step 4:** (Optional) If the driver is not installed, click the icon to pop up the registration and driver download box, download the driver, and complete the installation.

**Step 5:** After the driver is installed, fingerprint registration can be performed, as shown in figure below.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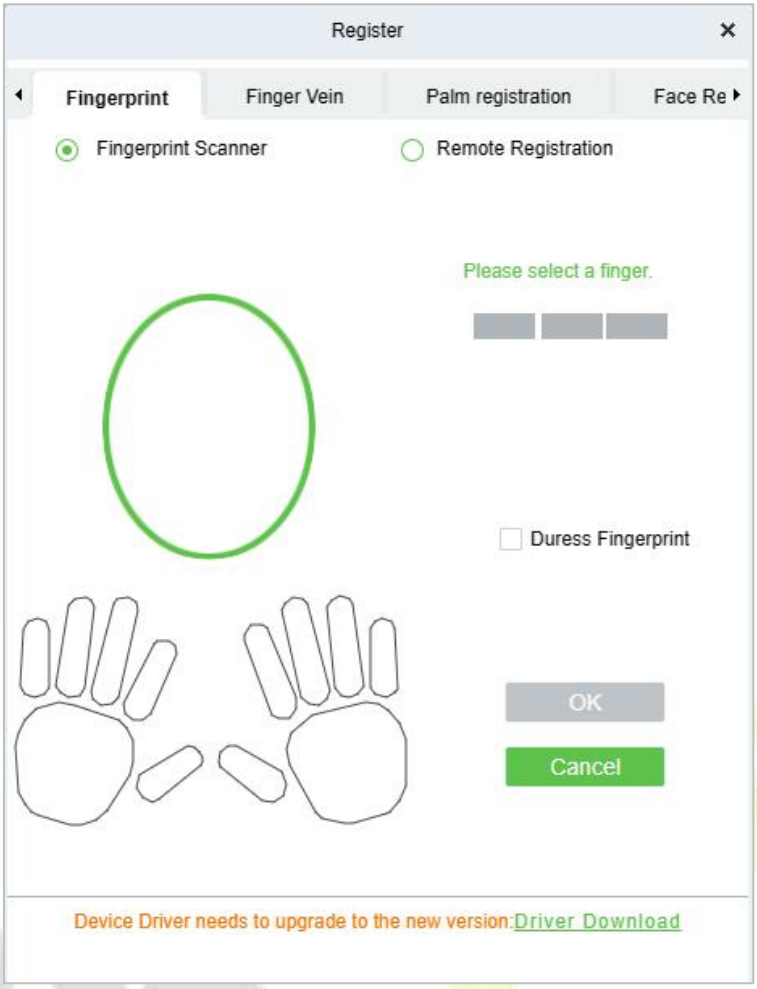


**Figure 2- 4 Biometric Type**

**Step 6:** Select the fingers respectively, press the fingerprint on the connected fingerprint reader three times in a row, and the system prompts the fingerprint to be registered successfully.

**Step 7:** Click **OK** to save and close the fingerprint registration interface.

**Personal Photo:**

The picture preview function is provided, supporting common picture formats, such as **JPEG**, **JPEG**, **bmp**, **png**, **GIF** etc. The best size is 120×140 pixels.

✍ **Note:** If a comparison photo needs to be generated from a personnel photo, the minimum pixel requirement is 80,000.

**Browse:** Click **Browse** to select a local photo to upload.

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

**Access Control:**

Click **Access Control** parameter for the personnel.


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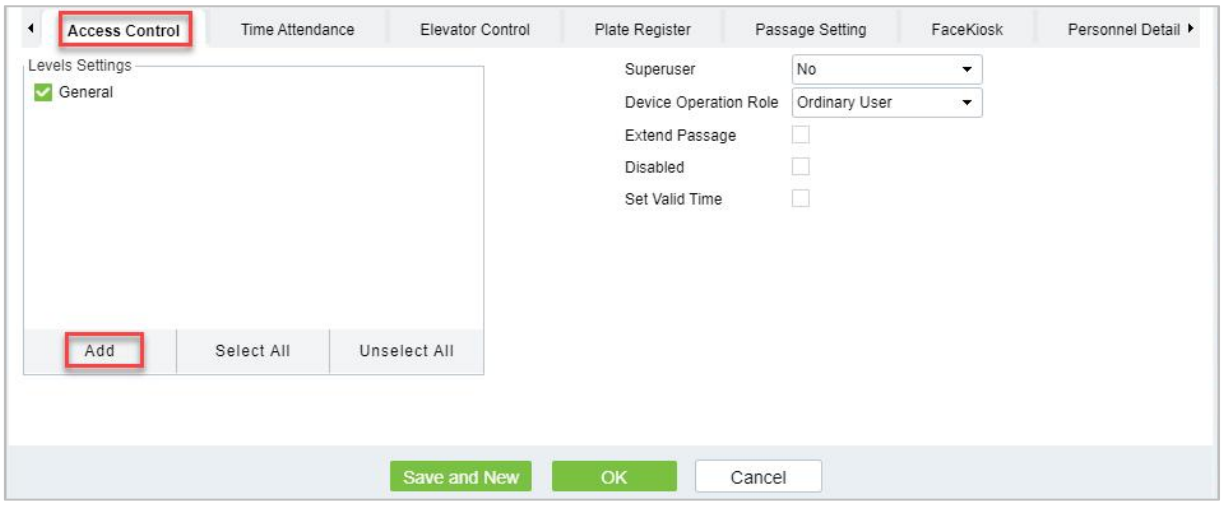


**Figure 2- 5 Access Control**

**Fields are as follows:**

| Parameter | Description |
|---|---|
| Level settings | Click **Add,** then set passage rules of special positions in different time zones. |
| Superuser | In access controller operation, a super user is not restricted by the regulations on time zones, anti-passback and interlock and has extremely high door-opening priority. |
| Device Operation Role | Select administrator to get its levels. |
| Extend Passage | Extend the waiting time for the personnel through the access points. Suitable for physically challenged or people with other disabilities. |
| Disabled | Temporarily disable the personnel's access level.Only Inbio Pro Controller supported |
| Set Valid Time | Set Temporary access level. Doors can be set to open only within certain time periods. If it is not checked, the time to open the door is always active. |

**Table 2- 2 Access Control**


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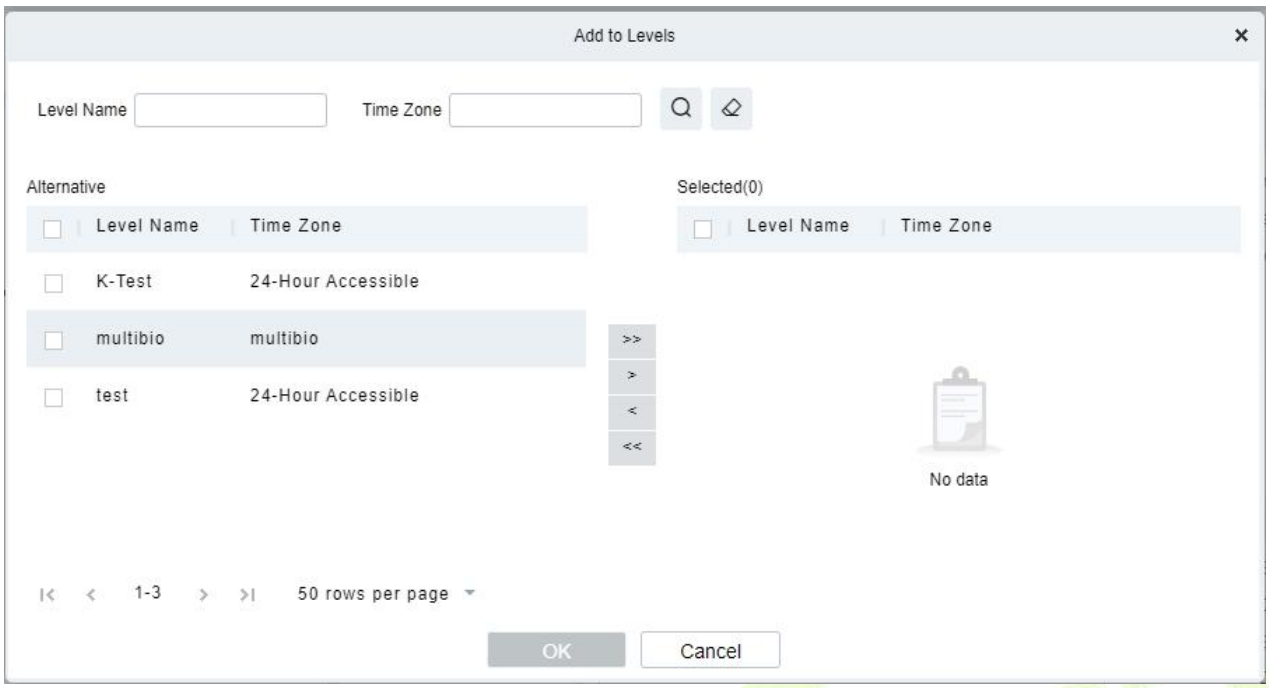


**Figure 2- 6 Level Settings**

**Note:**

1. The system will automatically search for the relevant numbers in the departure library during verification.
2. 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.
3. 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. If the user needs to use this function, please upgrade the device.
4. Not all the devices support the "Set Valid Time" function of setting the hour, minute, and second. 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 support this function. If the user needs to use this function, please upgrade the device.

### Time Attendance:

Set the **Time Attendance** parameter for the personnel.

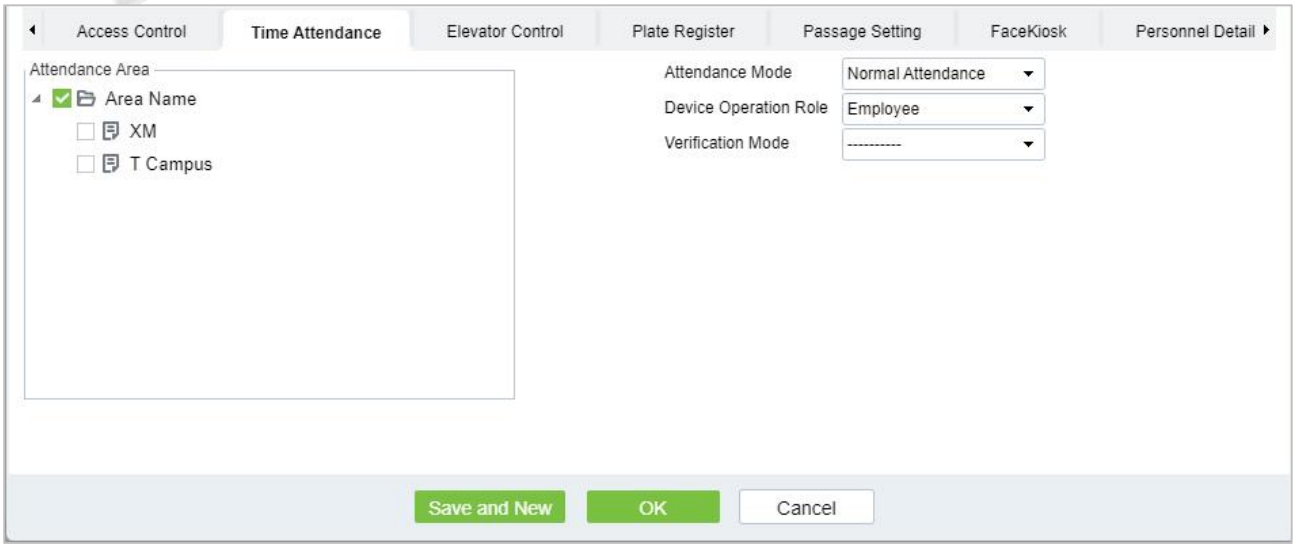


**Figure 2- 7 Time Attendance**


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**Fields are as follows:**

| Parameter | Description |
|---|---|
| Attendance Mode | You can set the staff attendance area as **Normal Attendance** and **No Punch Required.** |
| Device Operation Role | It will set the authority for operating the device and send it to the corresponding device such as, **Employee, Enroller, Administrator, and Superuser** |
| Verification Mode | You can set verification mode as following options: **Automatic Recognition, Fingerprint, PIN, Password, Card, Fingerprint/ Password, Fingerprint/Card, PIN+Fingerprint, Fingerprint+Password** etc. |

**Table 2-3 Time Attendance**

## Elevator Control:

Click **Elevator Control** and set the Elevator Control parameter for the personnel.

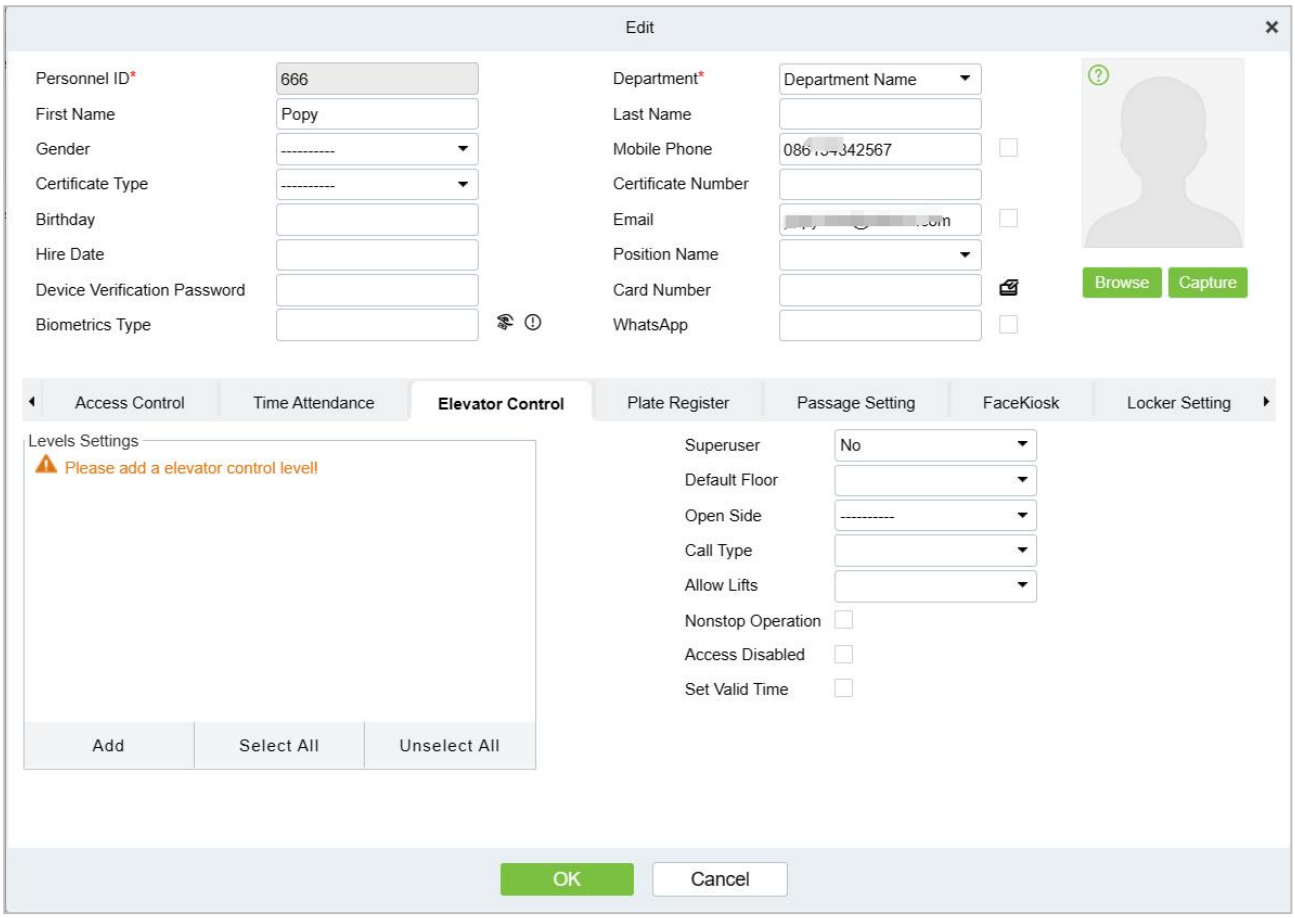


**Figure 2- 8 Elevator Control**

**Fields are as follows:**

| Parameter | Description |
|---|---|
| Superuser | In elevator controller operation, a super user is not restricted by the regulations on time zones, holidays and has extremely high door-opening priority. |
| Set Valid Times | Set Temporary elevator level. Floor buttons can be set to be pressed only within the time periods. If it is not checked, the time to press the floor button is always active. |
| Default Floor | Select the floor that needs to be reached. |


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| Parameter | Description |
|---|---|
| Open Side | Select the elevator door opening direction based on actual conditions. |
| Call Type | Select different roles based on user permissions. |
| Allow Lifts | Allowed elevator cars, only supported by KONE; Mitsubishi elevator no supported. |
| Nonstop Operation | Enabling this option will allow the elevator to directly reach the floor |
| Access Disabled | Checking the box will disable elevator privileges for that person; only EC16 control panel and DCS system supported. |

**Table 2- 3 Elevator Control**

✍**Note:** The Elevator level must be set in advance.

### Plate Register:

Click **Plate Register**, set the plate control parameter for the personnel.

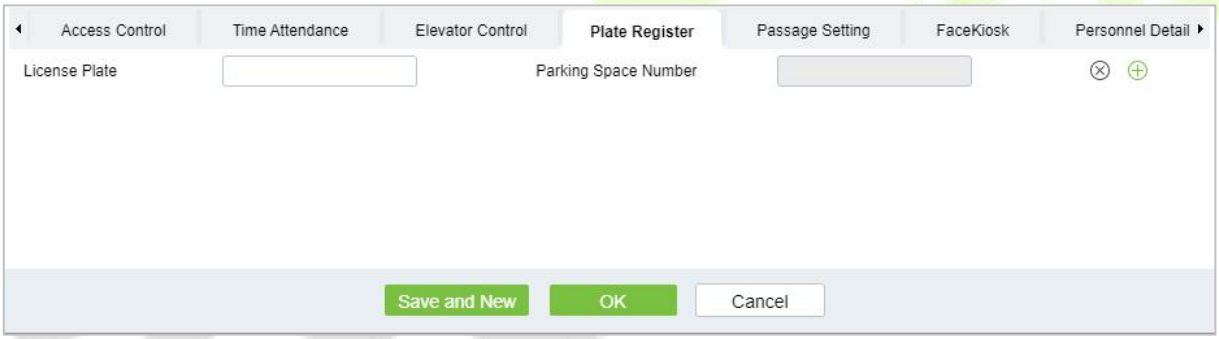


**Figure 2- 9 Plate Register**

**Fields are as follows:**

| Parameter | Description |
|---|---|
| License Plate | The user needs to register the license plate. |
| Parking Space Number | Parking space number corresponding to the vehicle. |

**Table 2- 4 Plate Register**

✍**Note:** Each personnel may register a maximum of 6 license plates.

### Passage Setting:

Click **Passage Setting**, set the Passage Setting parameter for the personnel.


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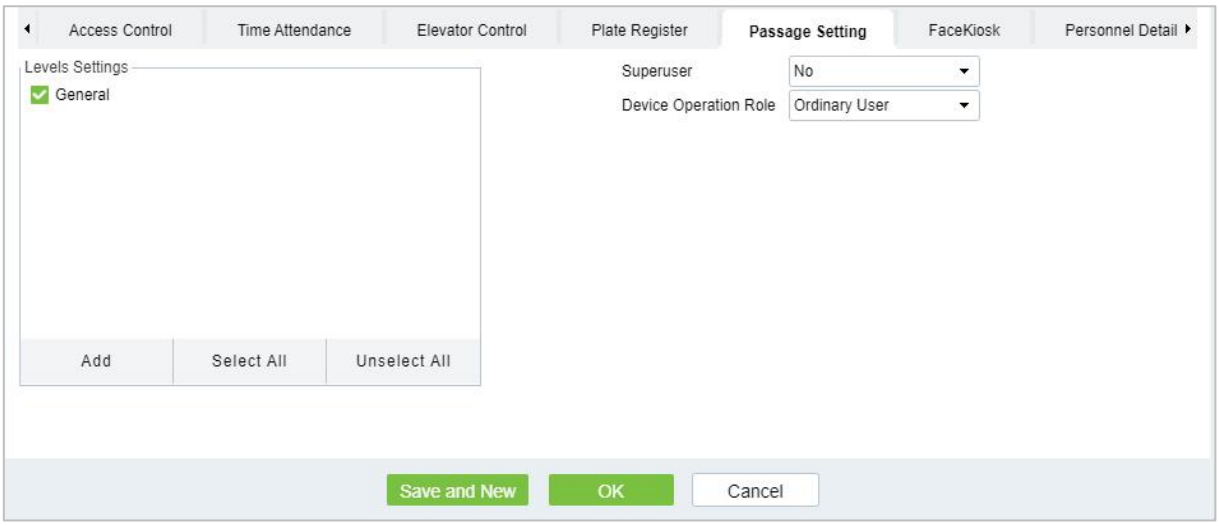


**Figure 2- 10 Passage Setting**

**Fields are as follows:**

| Parameter | Description |
|---|---|
| Superuser | Set Superuser as **Yes** or **No** according to requirement. |
| Device Operation Role | It will set the authority for operating the device and send it to the corresponding device such as, **Ordinary User, Administrator**, and **Enroller.** |

**Table 2- 5 Passage Setting**

### Facekiosk:

Click **Facekiosk**, set the Facekiosk parameter for the personnel.

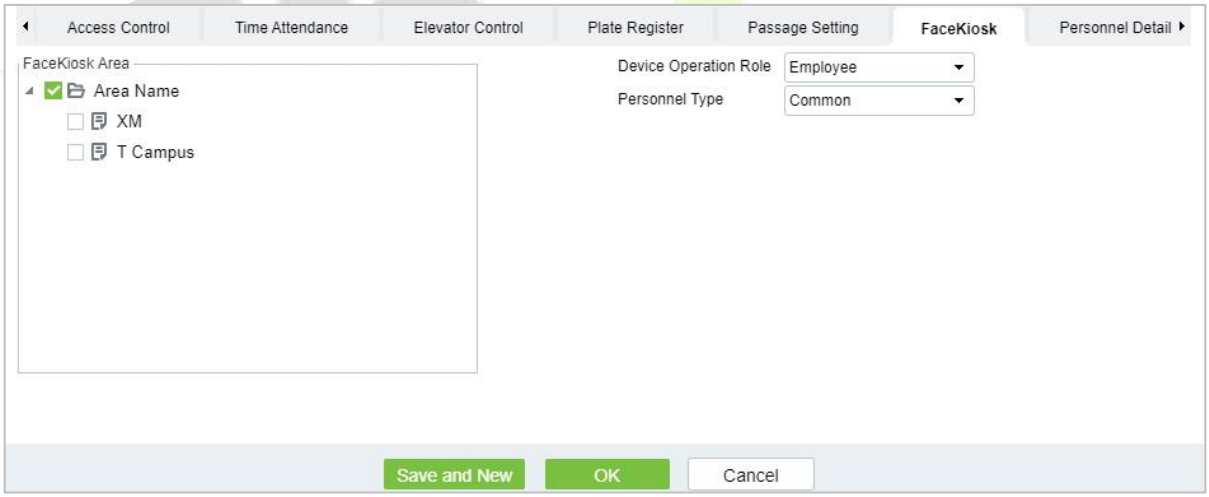


**Figure 2- 11 Facekiosk**

**Fields are as follows:**

| Parameter | Description |
|---|---|
| Device Operation Role | It will set the authority for operating the device and send it to the corresponding device such as, employee and Superuser. |
| Personnel Type | Select type of personnel such as Common, VIP, and Blocklist. |

**Table 2- 6 Facekiosk**

### Personnel Details:

Click **Personnel Details**, to set the Personnel detail parameter for the personnel.


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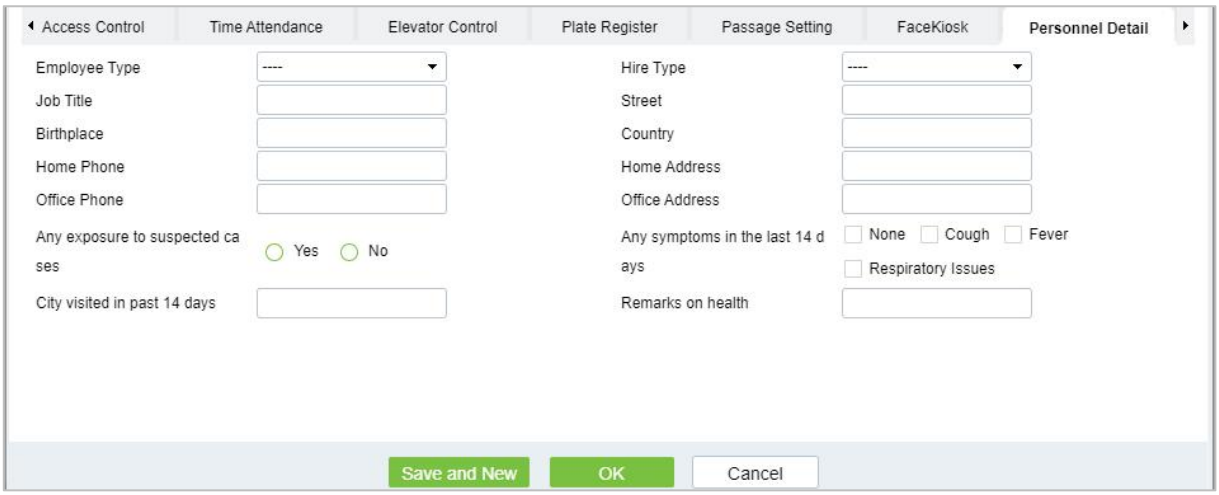


**Figure 2- 12 Personnel Details**

After entering the information, click **OK** to save and exit, the person details will be displayed in the added list.

### 2.1.1.2 Personnel Adjustments

Click **Personnel** > **Person** > **Personnel Adjustment.**

**Adjust Department:**

Click **Personnel** > **Person** > **Personnel Adjustment**, then select **Adjust Department**.

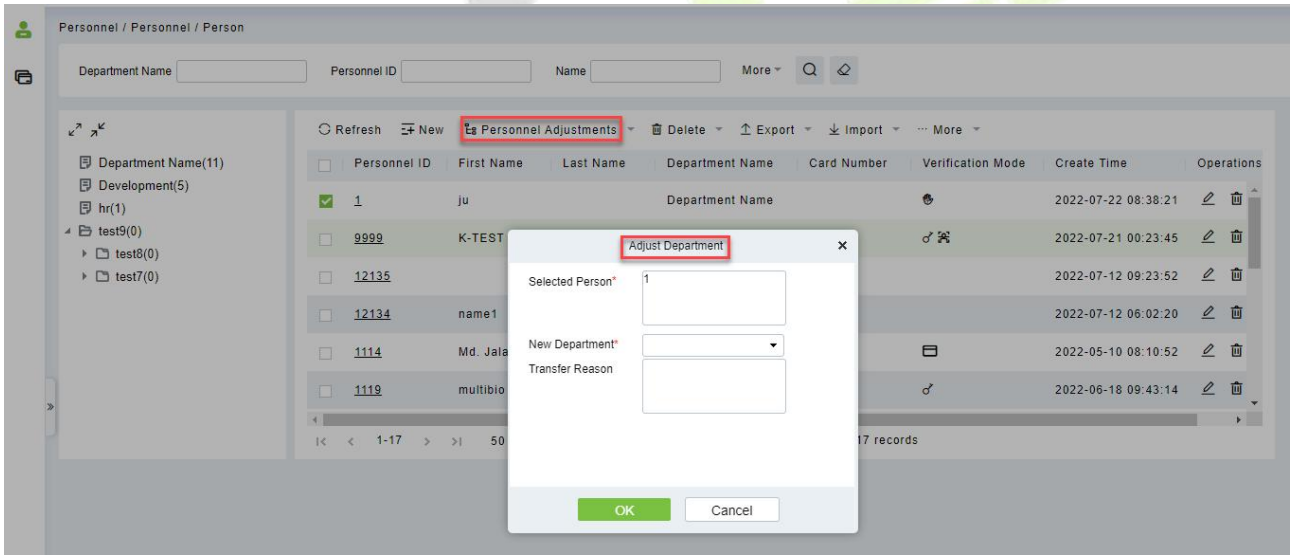


**Figure 2- 13 Adjust Department**

**Fields are as follows:**

| Parameter | Description |
|---|---|
| New Department | Select new department from list. |
| Transfer Reason | Mention the reason for transfer. |

**Table 2- 7 Adjust Department**

**Change Position:**

Click **Personnel > Person > Personnel Adjustment**, then select **Change Position**.


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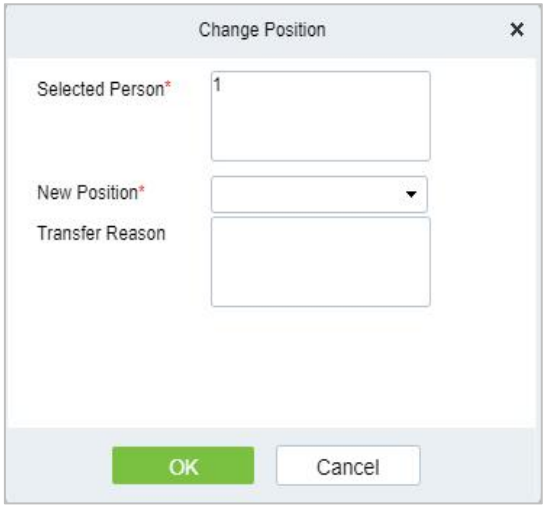


**Figure 2- 14 Change Position**

| Parameter | Description |
|---|---|
| New Position | Select new Position from list. |
| Transfer Reason | Mention the reason for transfer. |

**Table 2- 8 Change Position**

**Dismissal:**

Click **Personnel > Person > Personnel Adjustment**, then select **Dismissal**.

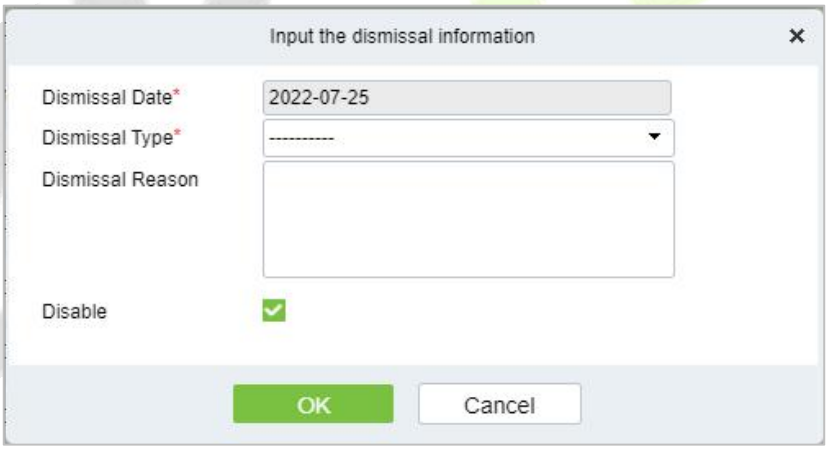


**Figure 2- 15 Dismissal**

**Fields are as follows:**

| Parameter | Description |
|---|---|
| Dismissal Date | Select date. |
| Dismissal Type | Select the type of dismissal from follows, Voluntary Redundancy, Transfer, Dismissed, Resignation. |
| Dismissal Reason | Mention the reason for Dismissal. |

**Table 2- 9 Dismissal**

### 2.1.1.3 Delete

Click **Personnel > Person**, then select **Delete**.

**Delete Personnel:**


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Click **Personnel > Person > Delete**, then select **Delete Personnel**.

**Delete Biometric Data:**

Click **Personnel > Person > Delete**, then select **Delete Biometric Data**.

#### 2.1.1.4 Export

Click **Personnel > Person**, then select **Export**.

**Export Personnel:**

Click **Personnel > Person > Export**, then select **Export Personnel**.

Personnel's basic information is all checked (selected), check custom attributes as required.

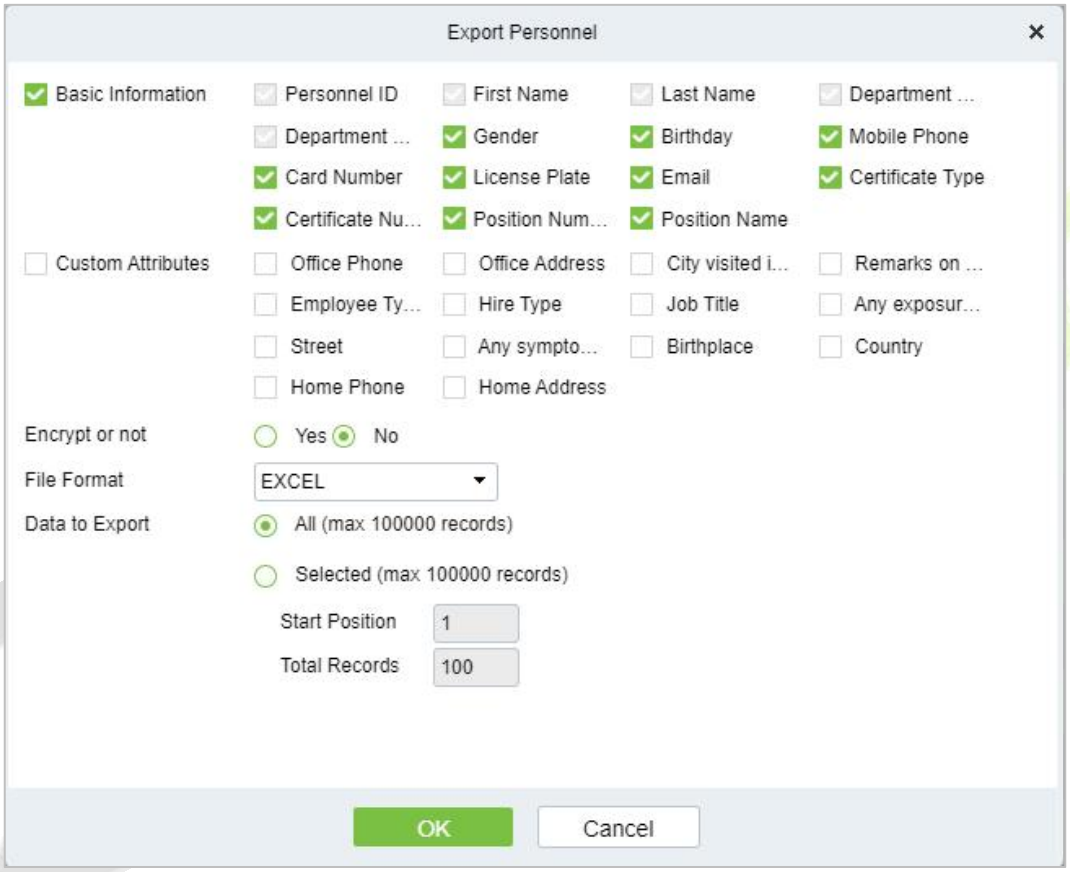


**Figure 2- 16 Export Personnel**


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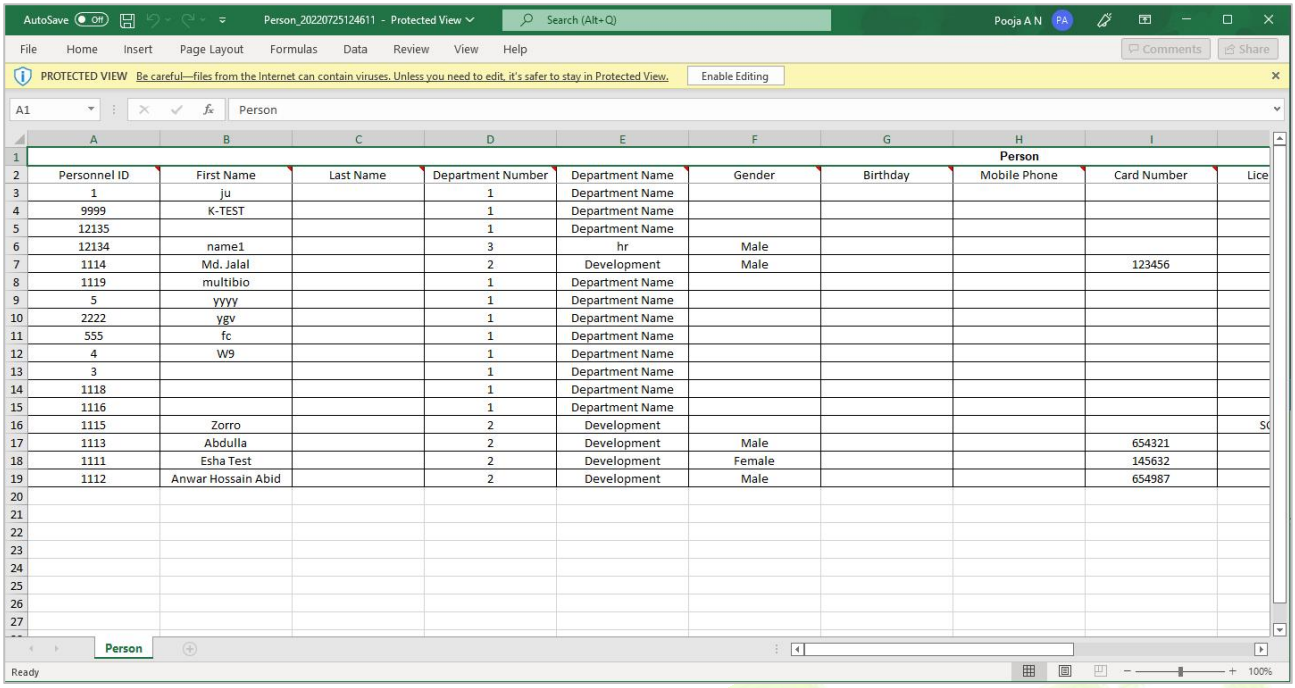

Person_20220725124611 - Protected View

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

A1 Person

| | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | Person | | |
| 2 | Personnel ID | First Name | Last Name | Department Number | Department Name | Gender | Birthday | Mobile Phone | Card Number | Lice |
| 3 | 1 | ju | | 1 | Department Name | | | | | |
| 4 | 9999 | K-TEST | | 1 | Department Name | | | | | |
| 5 | 12135 | | | 1 | Department Name | | | | | |
| 6 | 12134 | name1 | | 3 | hr | Male | | | | |
| 7 | 1114 | Md. Jalal | | 2 | Development | Male | | | 123456 | |
| 8 | 1119 | multibio | | 1 | Department Name | | | | | |
| 9 | 5 | yyyy | | 1 | Department Name | | | | | |
| 10 | 2222 | ygv | | 1 | Department Name | | | | | |
| 11 | 555 | fc | | 1 | Department Name | | | | | |
| 12 | 4 | W9 | | 1 | Department Name | | | | | |
| 13 | 3 | | | 1 | Department Name | | | | | |
| 14 | 1118 | | | 1 | Department Name | | | | | |
| 15 | 1116 | | | 1 | Department Name | | | | | |
| 16 | 1115 | Zorro | | 2 | Development | | | | | SC |
| 17 | 1113 | Abdulla | | 2 | Development | Male | | | 654321 | |
| 18 | 1111 | Esha Test | | 2 | Development | Female | | | 145632 | |
| 19 | 1112 | Anwar Hossain Abid | | 2 | Development | Male | | | 654987 | |
| 20 | | | | | | | | | | |
| 21 | | | | | | | | | | |
| 22 | | | | | | | | | | |
| 23 | | | | | | | | | | |
| 24 | | | | | | | | | | |
| 25 | | | | | | | | | | |
| 26 | | | | | | | | | | |
| 27 | | | | | | | | | | |

Person

Ready

**Figure 2- 17 Export Personnel**

## Export Biometric Template:

Click **Personnel > Person > Export**, then select **Export Biometric Template**.

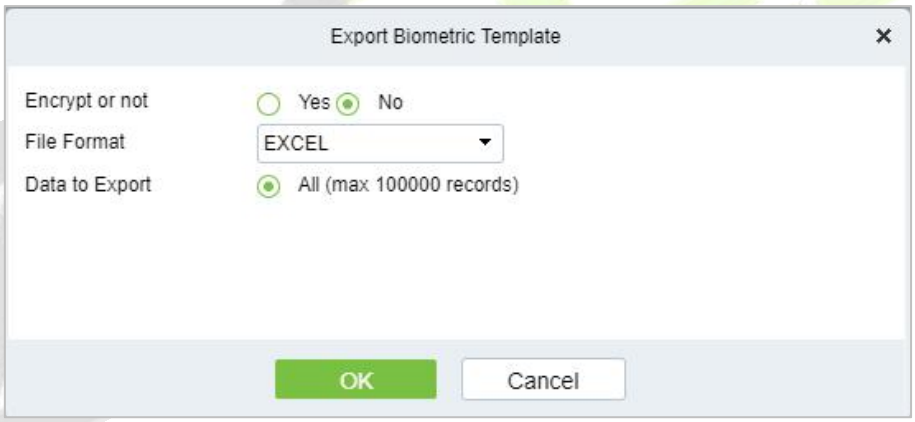


**Figure 2- 18 Export Biometric Template**


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| Personnel Biometric Template | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Personnel ID | First Name | Last Name | Biometric Template Validity | Biometric Template Type Number | Biometric Template Type | Biometric Template Version | Biometric Template | Biometric Template No. | Biometric Template Index | Duress |
| 1 | tang | OP1 | Effective | 8 | Palm Vein | 12 | apUBEOAHYyUIAAWAAWqeAt+tUIDKJ6bXAVICEEHjWmjOEeLjLWt1a CEWfnTqHe7vKH9lfTUMamv8Cfr7RHHHccDpmp+IdQYHMEUjjgzI1tOc EBITrDhznqj5wteDnB4fuSRfqjZA/eKnqSorsiJSpidVyfY3MTY3jhWW9z tbTfoDRUJD8onqj04/OY4PS05P5J3qk1tpJZYfWlpbwJHinN9ZEdAjBmZ n9KD2oOiNNONiSXJz+Lnv+nA5S0gbC35/UUI6TIuzBmS2eYqLRQYWRJ inBKyyZZaXEBIJVZQ6CoCm0aKjPCs3KVBCPreq3a6vCH+LPDRcKis0yLq 7BLKnOMApWh9IRMbHUeRvQtwtRgJfUdLTTdA7Xsq9Ux7TXN7fdGQ+ buOBTSLr6errWiBil/aVwTbX8fb3zjTGMvoJzTpDBwIDKMo6xQZxOchL Kg4PPN8u0QttNaQffhobyIF3EyShRI1gHSYn5OVDp6jtH1gXxzIz/f6u/D cH+HSCQj4/yMrSiExb1Fj+OEpLxMbdwBjOxE/SJFZXwNfD1YSiyFNkEG Jj/ev/6lqX+mdgHG5v6X7j5GSd7vp0+Xp75VDJ7JFhC06JBYaHGRQvAJ9 8B0q/EZKTARBaHp9YMV73nZ6fFmwOZqNVIWLLraqrmmCSbLZJgXT3s 7a3lPaG/LuFjRhH5sLD6AvqmcdB6fzL+s7PnR+7TcFT73iqrtrbtBO3Q+Ut 05XDgubnYDJaWOXxPqQGnvLzfG5GBPHlaPMokP7/iYq5MAybkAuMc AoLl4uXiNLPhR4QbRYXixeDnN7IjRIsWSIjIyu1oAvRsaYgrS4voyyIoQf Nv7o0uTo7raD5rFOZy457xUZH2YTHaFuQ54o7UVJT4pBaMF/A6Z6/XF 5fVi5eJGPYVYCvbGprQiJSCHLIUVSzUnZ3dDdlDXWiXUgHtoKDxjvPmd 9mv5L5no6P+V/rD9Vbp3Gu/pqblUb7Lrg9e+1WyqanoTKIGrSxfYRkzrK zryIdh6iILZI4xb6/m1ZrcIbZUcjEscrLv9NXbBIJxdzYrdbX68dJfb4IzdD86 eLjV/ghV9kR4UTw5e7vYbwxw8cJ31rE+fr7bxR93DeeK6ZsJQYHmu4H bAuQrarTMBITJnILcB7kOb7bPB4fMk4bRCLZBYCvDiorIEMVGTjpMYSz EjY3cPYNJjzxR8agckJDLYs32wGFOu36ak5PWYLT4mxJTzCqNlpbRd5+rl h9eUgyG2Znc35FGHxyeVR+CXJzD1ZFRWhlbWRgBX5/87v5sGTdkbiUs YqL/6dFqeDJgbyItZaXqbZdP61jnTC+gaKjNcpkBp1XgwbSja6vJRQ1wI MqnxrRmbq7Llgr2MN+4e4t5MbH2i7TLMoxTWod8NLTx7rPMN4hWX xb/t7fu0+Z0fNt4FBszurrtXNjPKN5+Gwaivb3sXdfYrV1qEm0hgIDjdaH1 nF1EWh+Yg4PmTKb8AwpHSQiZhobBy45fDAeKRAKXSYnMwpdCDUw |

**Figure 2- 19 Export Biometric Template.**

### Export Personnel Photo:

Click **Personnel > Person > Export**, then select **Export Personnel Photo**.

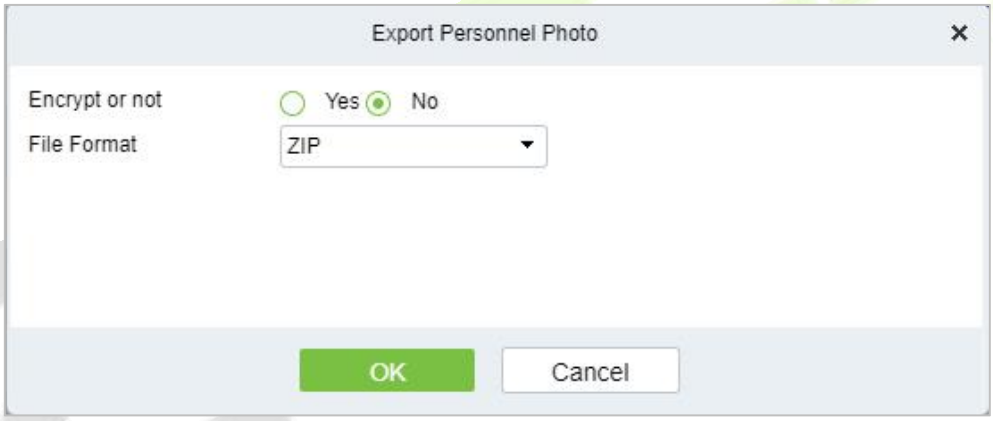


**Figure 2- 20 Export Personnel Photo**

## 2.1.1.5 Import

Introduce the configuration Steps of manually importing personnel in batches in ZKBio CVSecurity.

It is suitable for scenarios where a large number of personnel information is added. Compared with the manual registration method of individual personnel, the batch import and addition method is faster.

Before adding departments in batches, you need to fill in the template file as required. After filling out the template file, you can import and add departments in batches in the "Department" interface.

### Instruction:

1. The import and addition of personnel includes importing personnel information, personnel biometric template data (optional), and personnel photos (optional), which need to be imported separately.
2. Importing is to pay attention to the uniqueness of the personnel number. When the personnel number is repeated, the result of import and addition will fail.

**● Import Personnel Information**

Before adding people in batches, you need to obtain or fill in a template file as required. After filling in the template file, you can import and add people in batches on the Personnel Management > Personnel interface.


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**Steps:**

**Step 1:** In the **Personnel** module, choose "**Personnel Management** > **Personnel**".

**Step 2:** On the personnel interface, select and click the "**Import** > **Download Personnel Import Template**" button, select the parameters to be filled in, and download the template "personnel information template.xls" locally. The parameter selection is shown in Figure 2-21.

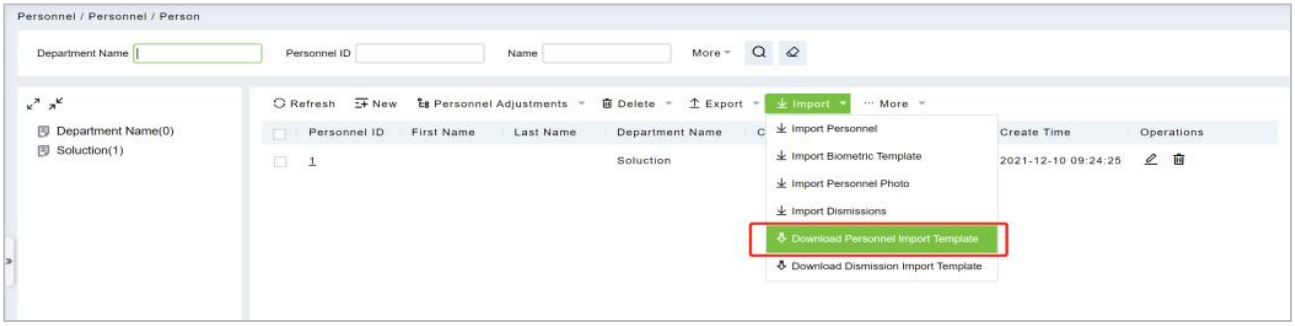


**Figure 2- 21 Import Personnel Information Template**

**Step 3:** Open the exported template file "Personnel Information Template.xls" for adding personnel information.

**Step 4:** In the personnel interface, select and click the "**Import** > **Import Personnel Information**" button; in the **Import Personnel** Interface, click the **Browse** button to import the batch import template into the system, as shown in figure below

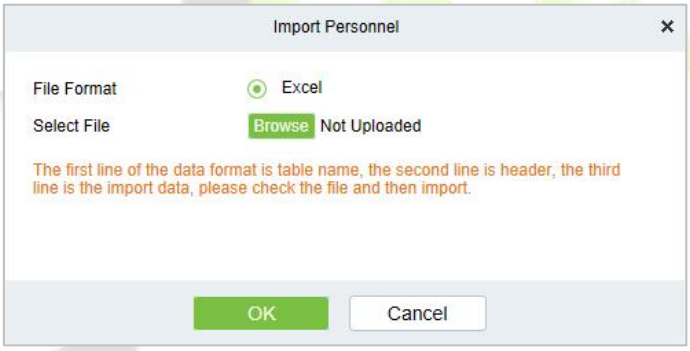


**Figure 2- 22 Import Personnel**

**Step 5:** Click **OK**, and the interface displays the result of personnel import and addition.

**Step 6:** Click **Close** to complete the import and addition of personnel information.

**● Import Biometric Template**

**Preconditions:**

1. The system needs to have the basic information files of the personnel in order to support the import of biometric template data.
2. The biometric template data of the current system personnel has been obtained.

**Steps:**

**Step 1:** In the **Personnel** module, choose "**Personnel Management** > **Personnel**".

**Step 2:** On the personnel interface, select and click the "**Import** > **Import Biometric Template Data**" button; in the pop-up import personnel biometric template data interface, click the **Browse** button to import personnel biometric template data into the system in batches, as shown in Figure 2-23 is shown.


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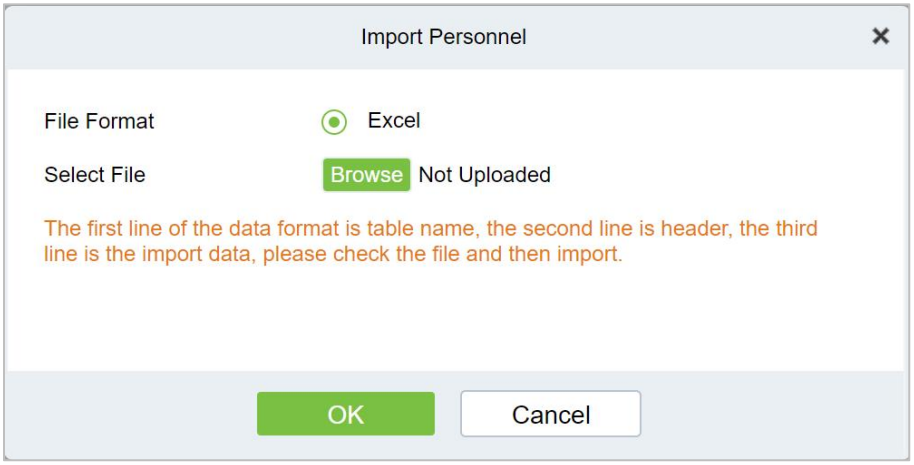


**Figure 2- 23 Importing Personnel Biometric Template Data**

**Step 3:** Click **OK**, the interface displays the import and addition results.

**Step 4:** Click **Close** to complete the import of personnel biometric template data.

● **Import Personnel Photos**

**Preconditions:**

1. The system needs to have the basic information files of the personnel in order to support the import of personnel photos.
2. The personnel photos of the current system personnel have been obtained and correctly named according to the personnel number.
3. The photo requirements for personnel are as follows:

   **Image Format:** support .JPEG, .png format.

   **Image Size:** The recommended image size is 35KB~200KB, and the maximum size of a single image is 5MB.

   **Image Quality:** Faces in images are clear and not blurred by lens defocus or face motion. The minimum image depth is an 8-bit grayscale image.

   **Pixels:** The recommended value of face pixels is 200*200, and the distance between the eyes should be greater than or equal to 60 pixels, preferably greater than or equal to 90 pixels.

   **Brightness and Contrast:** The ambient illumination is not less than 300Lux, the image brightness is uniform, the contrast is moderate, and the face has no invisible, no backlight, no reflection, no overexposure, no underexposure and no yin and yang faces.

   **Attitude:** The portrait is upright, looking straight ahead, the horizontal rotation angle of the face should be within ±10°, the elevation angle should be within ±10°, and the tilt angle should be within ±10°.

   **Blocking:** Eyebrows, eyes, mouth, nose and facial contours should not be blocked by bangs, masks, accessories, glasses, etc. The lenses of glasses should be colorless and non-reflective, and the frames of glasses should not be too thick to block human eyes.

   **Face Area:** The face is complete, the outline and facial features are clear, and there is no heavy makeup. The face area of the image should not be processed by PS.

   **Expression:** Natural expression, neutral or smiling (no missing teeth), eyes open naturally, mouth closed naturally, no obvious expressions such as laughter or frown.

**Steps:**

**Step 1:** In the **Personnel** module, choose "**Personnel Management > Personnel**".

**Step 2:** On the Personnel interface, select and click the "Import > Import Personnel Photo" button, as


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shown in figure below.

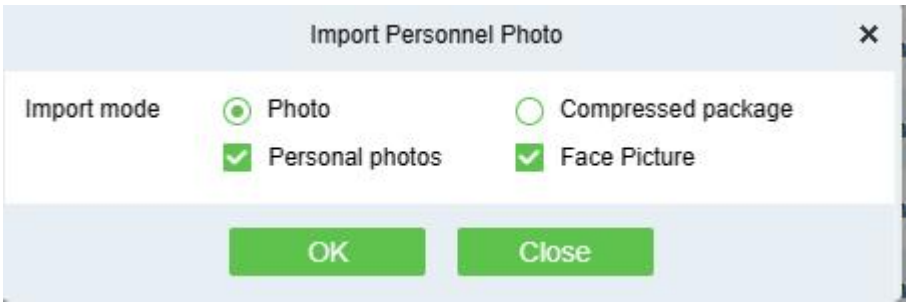


**Figure 2- 24 Import Personnel Photos**

✍**Note:** If you have selected Face Picture, the pixel of the face photo must be greater than 80,000 pixels, and the face should be centered and well-lit.

**Step 3:** Optional: upload photos and compressed packages.

**Step 4:** After selecting the photo method, click **OK** to enter the interface for importing personnel photos, select the photo and click **Start Uploading**.

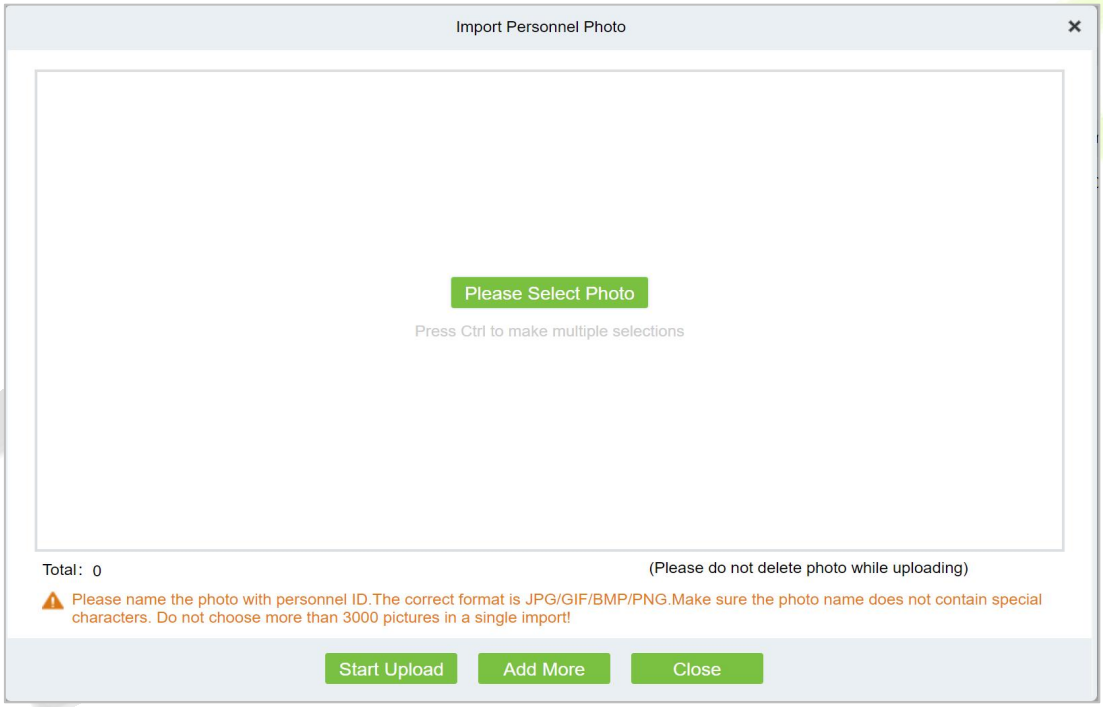


**Figure 2- 25 Photos - Importing Personnel Photos**

**Step 5:** After selecting the compression package method, click **OK** to enter the interface of importing personnel photos, click **Browse** to select the file and then click "**Start Uploading**".


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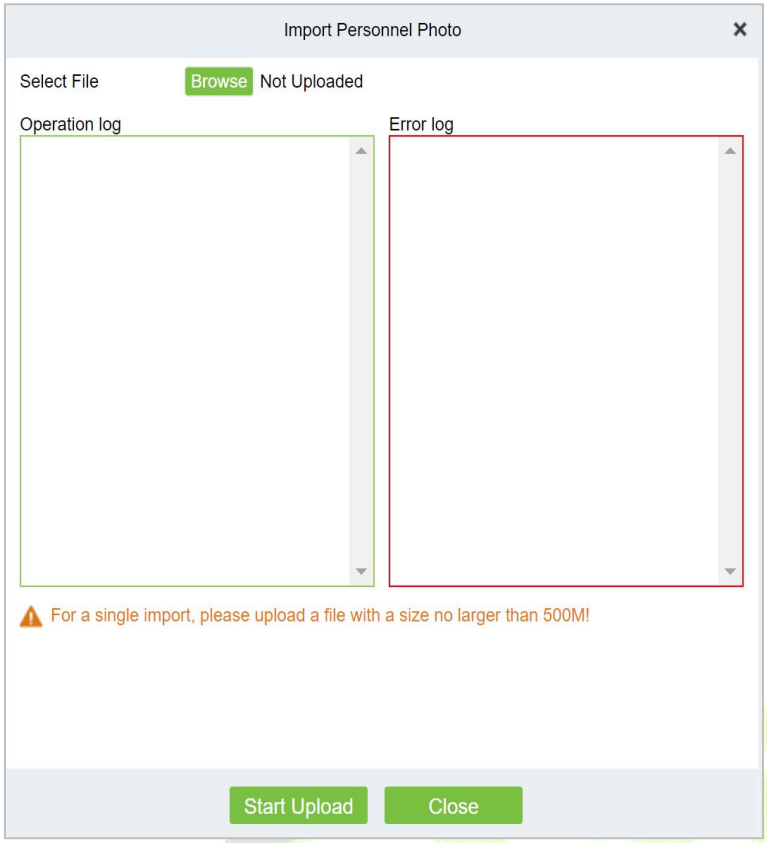


**Figure 2- 26 Compressed Package - Importing Personnel Photos**

**Step 6:** After the upload is complete, the interface displays the results of the imported personnel photos.

**Step 7:** Click **Close** to complete the import and addition of personnel photos.

### 2.1.1.6 More

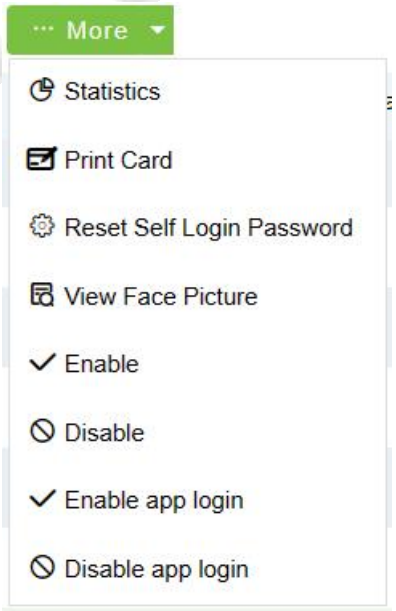


**Figure 2- 27 More**

- **Statistics**


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Click **Personnel > Person > More**, then select **Statistics**.

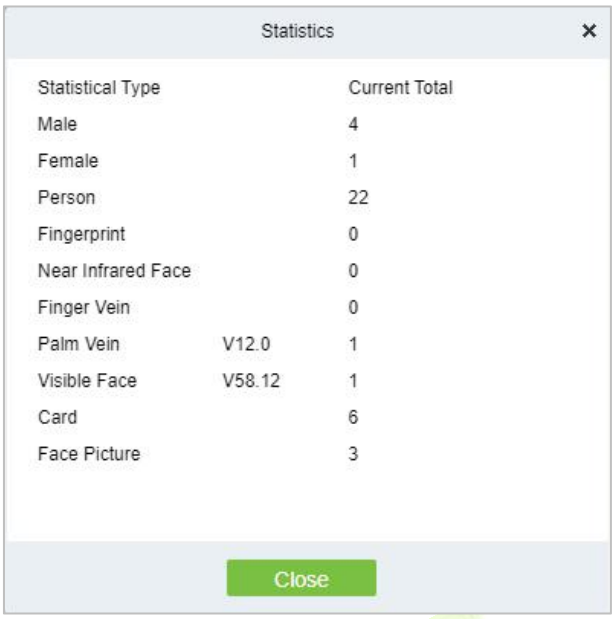


**Figure 2- 28 Statistics**

View the number of Person, Male, Female, and the number of Fingerprints, Near Infrared Face, Finger Vein, Palm Vein, Visible Face, Card, and Face Picture.

- **Reset Self Login Password**

Click **Personnel** > **Person** > **More**, then select **Reset Self Login Password.**

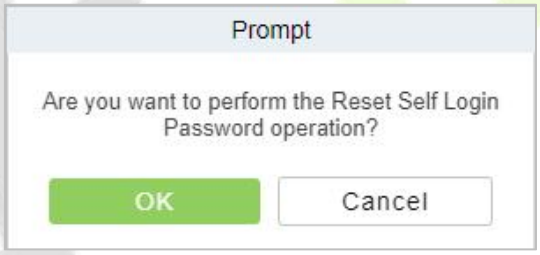


**Figure 2- 29 Statistics**

- **View Face Picture** (V6.0.0 or above supported)

Click **Personnel** > **Person** > **More**, then select **View Face Picture.**


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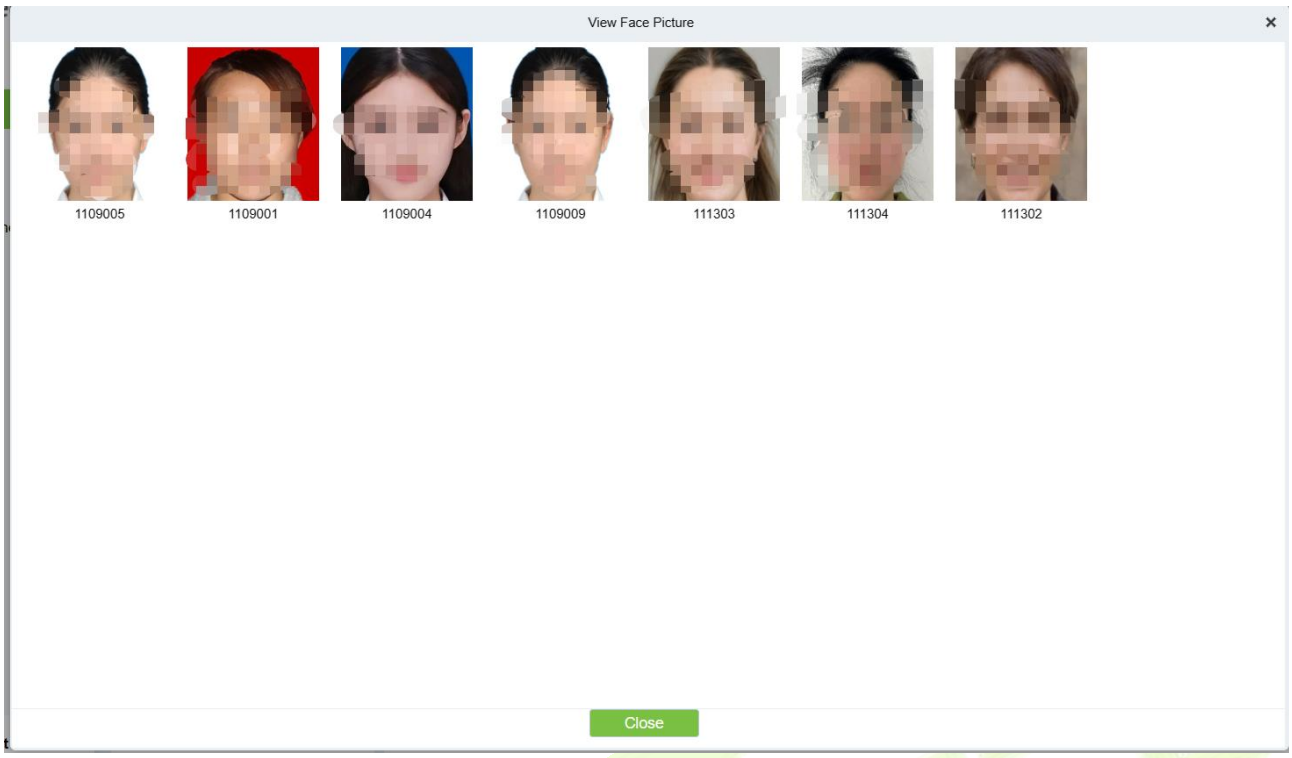


**Figure 2- 30**

● **Enable** (V6.1.0 or above supported)

Click **Personnel** > **Person** > **More**, then select **Enable. Selected** persons will be enabled.

● **Disable** (V6.1.0 or above supported)

Click **Personnel** > **Person** > **More**, then select **Disable. The** credentials of the selected personnel will be disabled; all the access rights of the selected personnel such as access control, gate barrier, elevator control, locker, etc. will be unavailable, and at the same time will not be able to take attendance, consumption and so on until enabled.

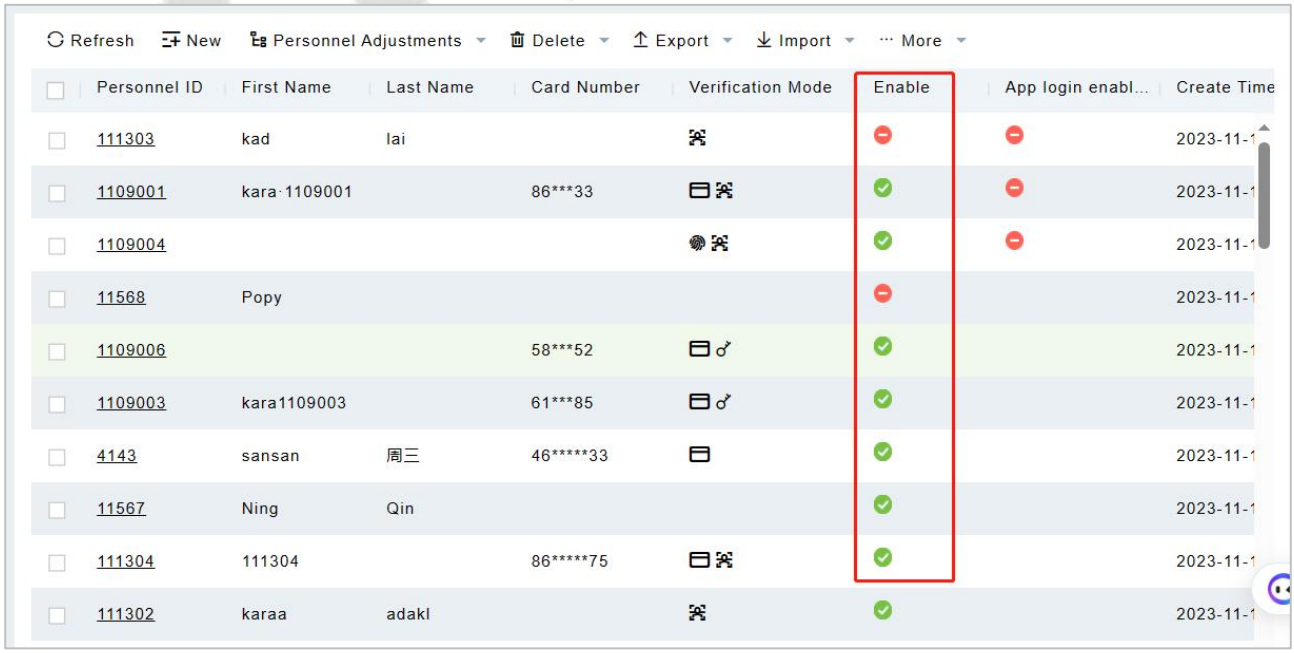


**Figure 2- 31**

● **Enable APP Login** (V6.1.0 or above supported)

Click **Personnel** > **Person** > **More**, then select **Enable app login. Selected** persons will be enabled


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ZKBio CVSecurity Mobile APP login.

● **Disable APP Login** (V6.1.0 or above supported)

Click **Personnel** > **Person** > **More**, then select **Disable app login. Selected** persons will be disabled ZKBio CVSecurity Mobile APP login.

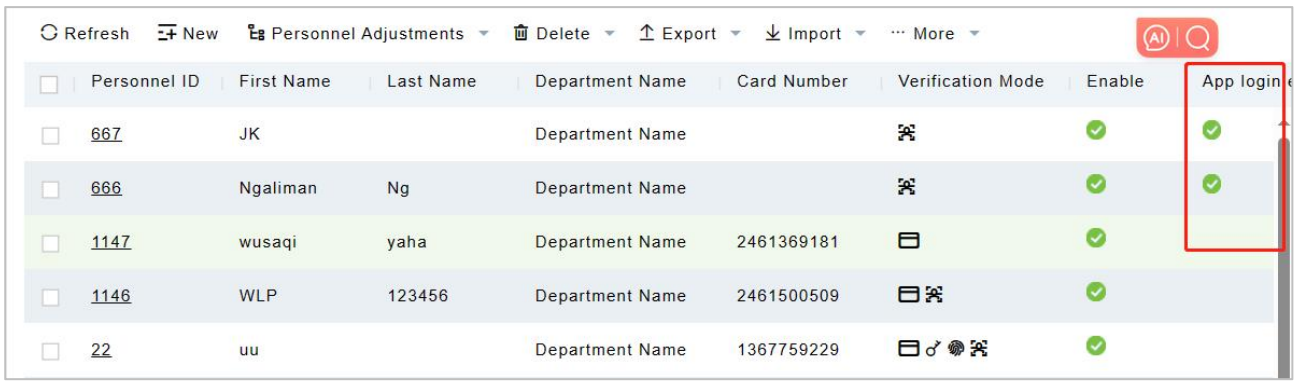


**Figure 2- 32**

**Note:** If you need to know how to use the ZKBio CVSecurity APP, please refer to the ZKBio CVSecurity APP.

## 2.1.2 Department

Click **Personnel,** then select **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 (New)**, **Delete**, **Export** and **Import Department.**

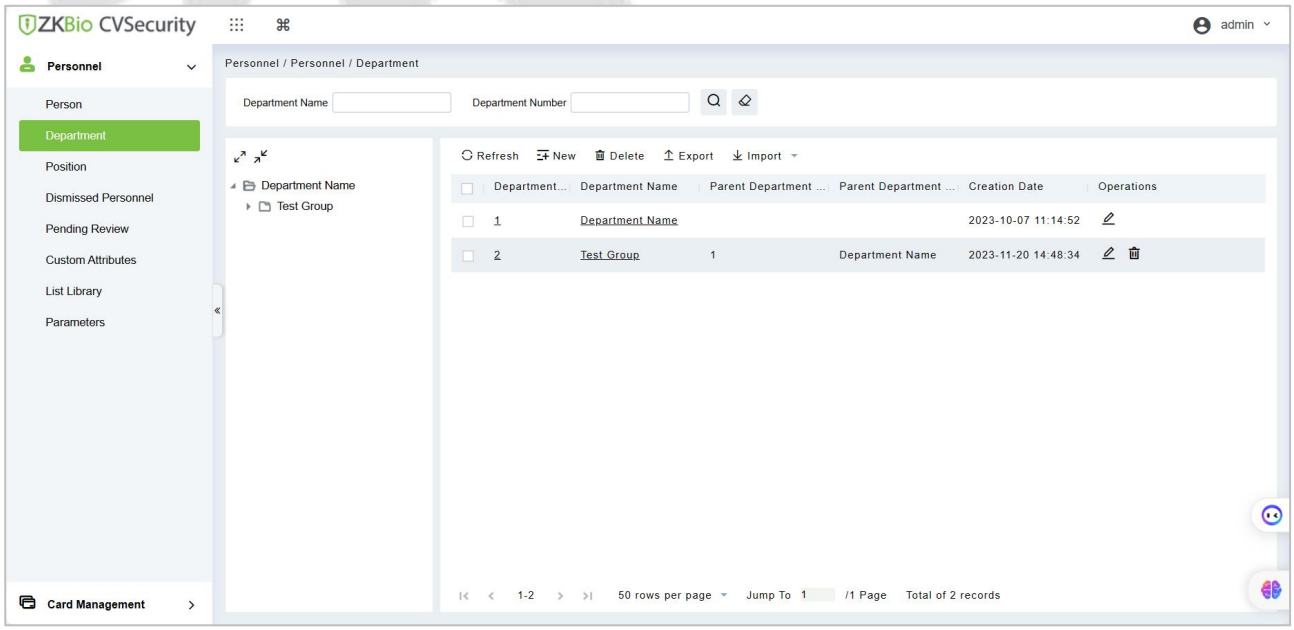


**Figure 2- 33**


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### 2.1.2.1 Add a Department (New)

Introduce the configuration Steps for manually adding a single department in ZKBio CVSecurity.

It is suitable for scenarios where a small number of departmental organizations are added. After most departmental organizations have been created, individual departments can be added individually.

**Steps:**

**Step 1:** In the **Personnel** module, choose "**Personnel Management** > **Department**".

**Step 2:** Click **Add** with the mouse, and the interface for adding a department will pop up.

**Step 3:** In the interface of adding a department, fill in the corresponding parameters according to the adding requirements, as shown in figure below. Please refer to Table 2-10 for the description of parameter filling.

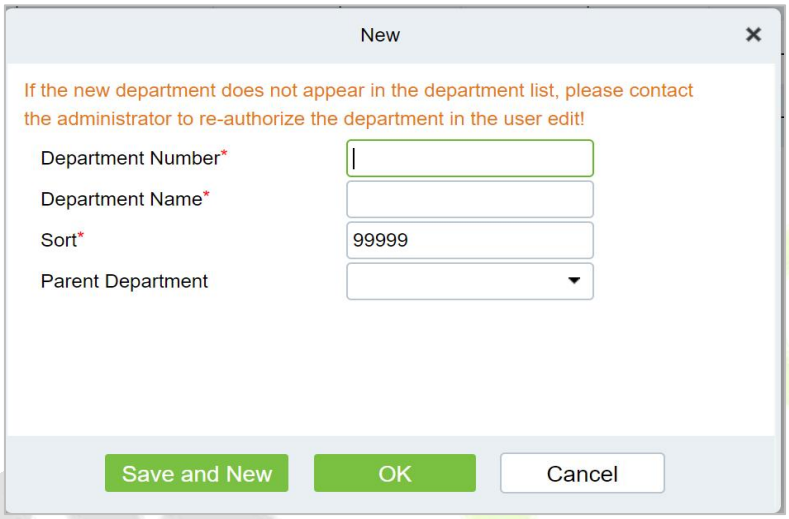


**Figure 2- 34 Add Department (New)**

**Fields are as follows:**

| Parameter | Instructions |
|---|---|
| Department Number | Customize the department number, support letters and numbers. |
| Department name | Customize the department name. |
| Sort | Fill in the number of the superior department. |
| Parent Department | The department name corresponding to the superior department number. |

**Table 2- 10 Add Department**

### 2.1.2.2 Delete

Click **Personnel > Department**, then select **Delete**.

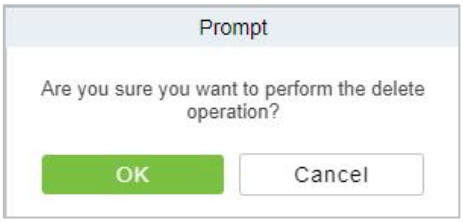


**Figure 2- 35 Delete Department**


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#### 2.1.2.3 Export

Click **Personnel > Department**, then select **Export**.

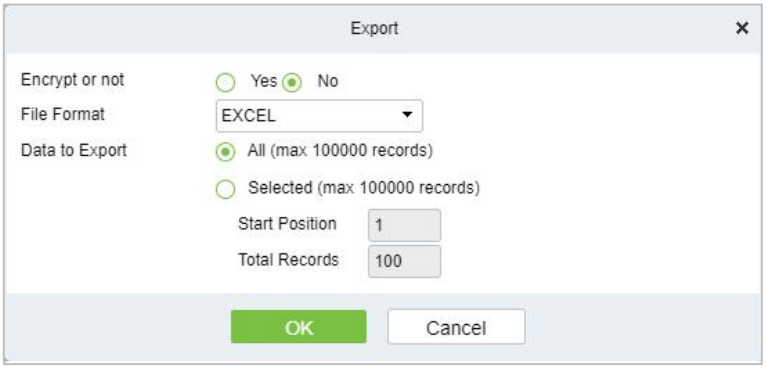


**Figure 2- 36 Export Department**

#### 2.1.2.4 Import

**Import:**

Click **Personnel > Department > Import**, then select **Import.**

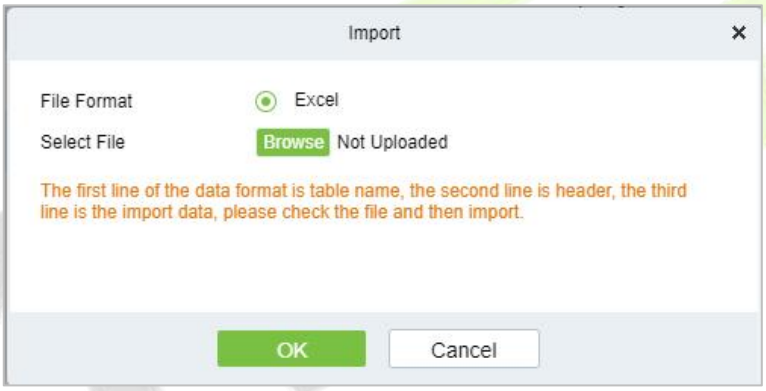


**Figure 2- 37 Import Department.**

**Download Import Template Department:**

Click **Personnel > Department > Import,** then select **Download Import Template Department.**

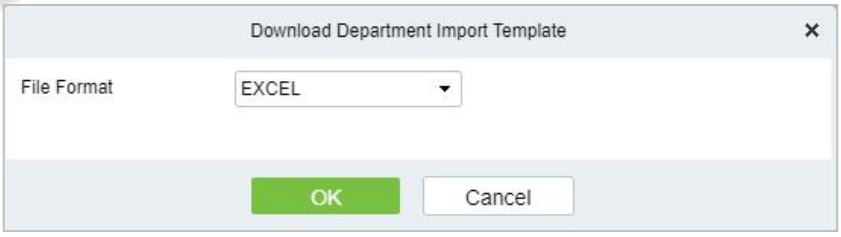


**Figure 2- 38 Download Import Template Department**

### 2.1.3 Position

Introduces the configuration Steps of manually adding a job in ZKBio CVSecurity, and adding a job is used to define the job information of a person.

Click **Personnel**, then select **Position**.


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### 2.1.3.1 Add Position

**Steps:**

**Step 1:** In the **Personnel** >**Personnel Management** > **Position**.

**Step 2:** Click **New (Add Position)**, and the new job interface will pop up.

**Step 3:** On the new job interface, fill in the corresponding parameters according to the adding requirements, as shown in figure below; please refer to Table 2-11 for parameter filling instructions.

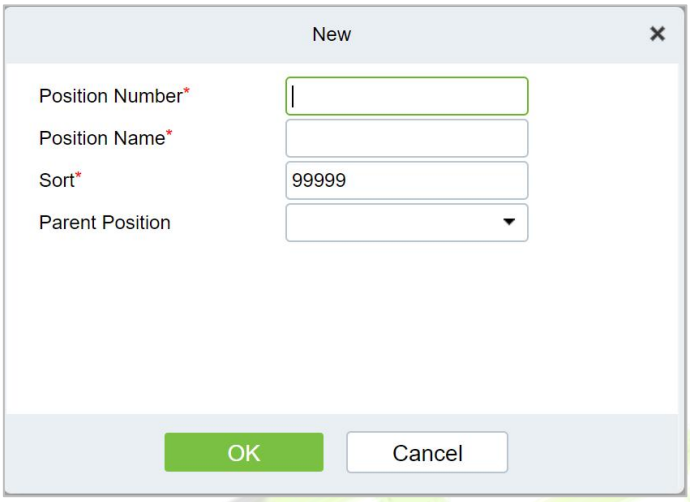


**Figure 2- 39 Add Position (New)**

**Fields are as follows:**

| Parameter | Instructions |
|---|---|
| Job number | Customize the job number for easy memory. |
| Job Title | Customize job title. |
| Sort | Sort job listings, only numbers are supported. |
| Parent position | Select the corresponding parent position from the drop-down radio box. If you need to cancel, click Selected again. |

**Table 2- 11 Adding New Position**

### 2.1.3.2 Export

**Step 1:** Click **Personnel > Position**, then select **Export**.

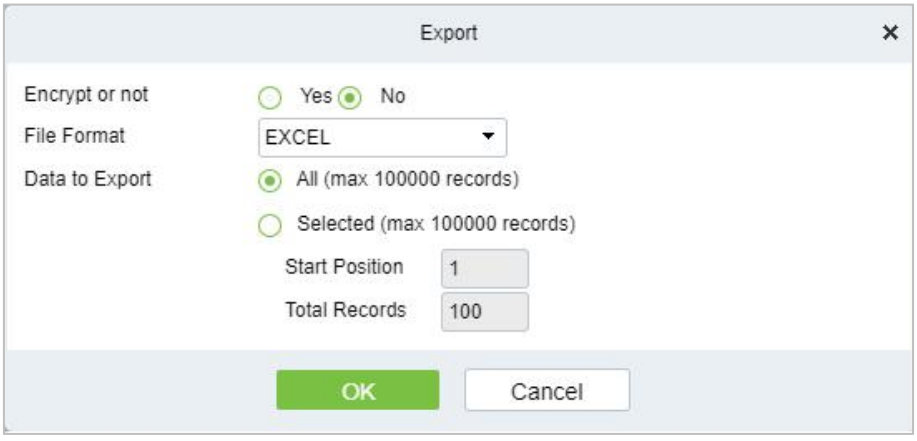


**Figure 2- 40 Export Position**

**Step 2:** Click **OK** to save to exit.


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#### 2.1.3.3 Import

**Step 1:** Click **Personnel** > **Position** > **Import**, then select **Import**.

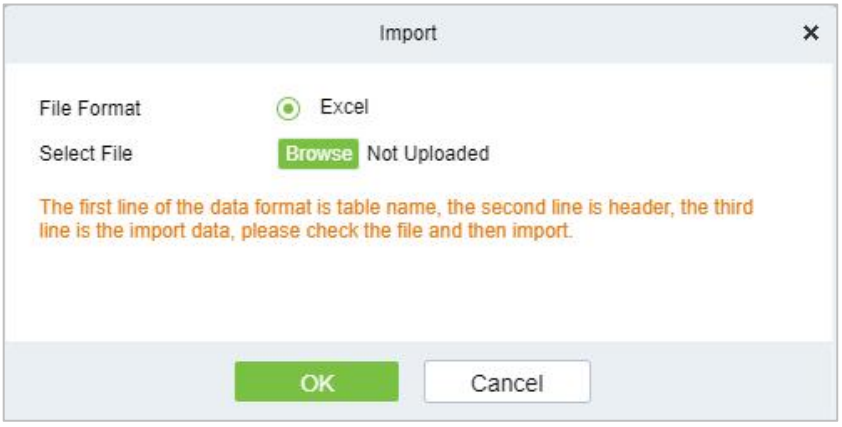


**Figure 2- 41 Import Position.**

**Step 2:** Click **OK** to save and exit.

#### 2.1.3.4 Delete

Click **Personnel** > **Position**, then click **Delete**.

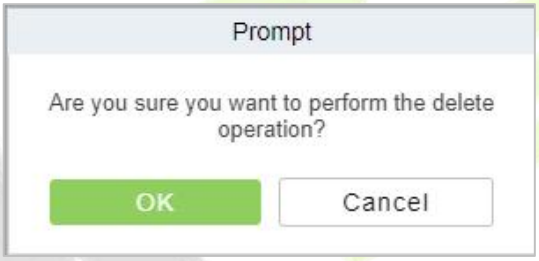


**Figure 2- 42 Delete Position**

### 2.1.4 Dismissed Personnel

This parameter will display the personnel who are not working in company anymore. Once the person is dismissed, it will be listed.

Click **Personnel**, then select **Dismissed Personnel**.

#### 2.1.4.1 Delete

**Step 1:** Click **Personnel** > **Dismissed Personnel**, then select **Delete**.

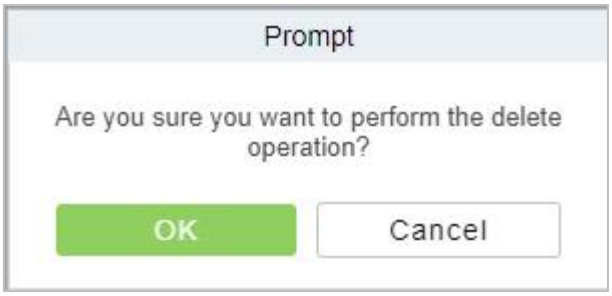


**Figure 2- 43 Delete**

**Step 2:** Click **OK** to save and exit.


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#### 2.1.4.2 Export

**Step 1:** Click **Personnel** > **Dismissed Personnel,** then select **Export**.

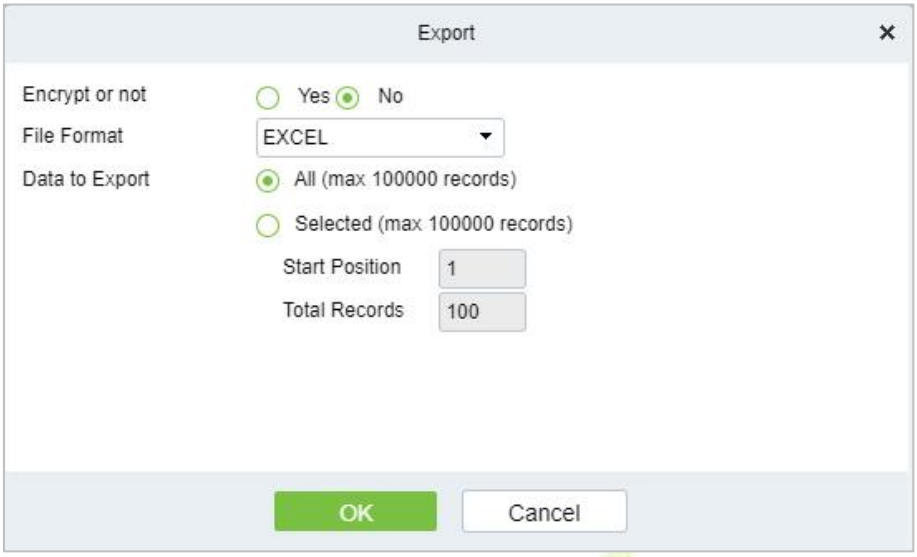


**Figure 2- 44 Export**

**Step 2:** Click **OK** to save and exit.

### 2.1.5 Pending Review

#### 2.1.5.1 Delete

**Step 1:** Click **Personnel** > **Pending Review**, then select **Delete**.

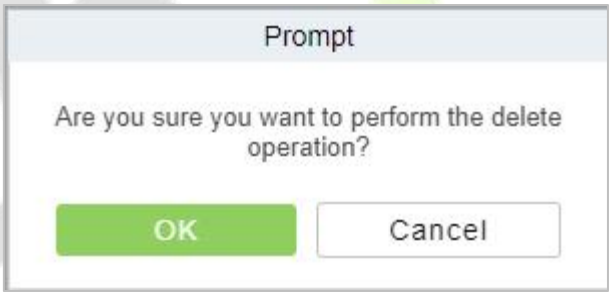


**Figure 2- 45 Delete Pending Review**

**Step 2:** Click **OK** to save and exit.

### 2.1.6 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.

Click **Personnel,** then select **Custom Attributes**.

#### 2.1.6.1 Add Custom Attributes (New)

**Step 1:** Click **Personnel** > **Custom Attributes**, then select **New** (Custom Attributes).


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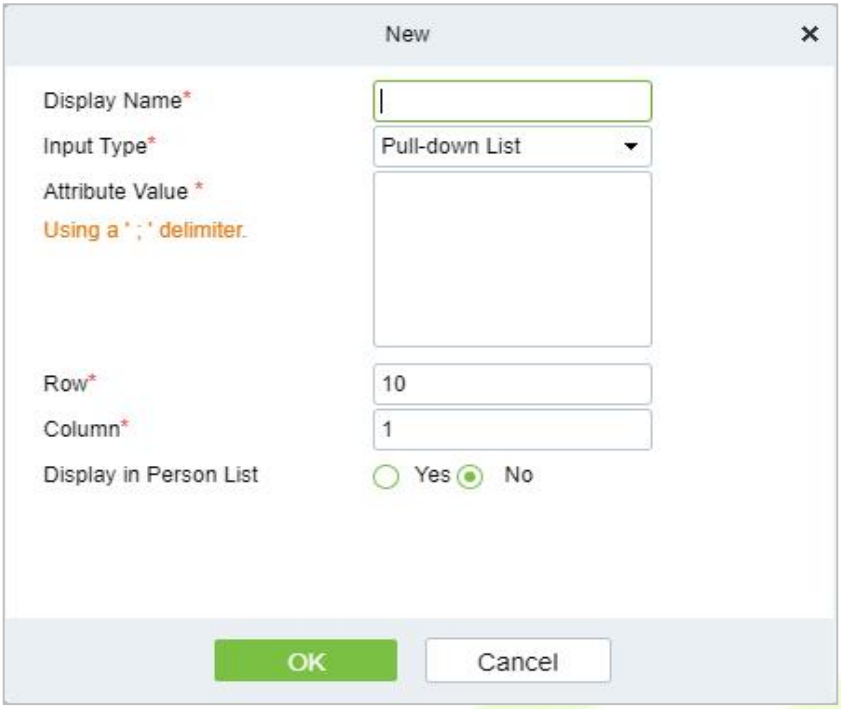


**Figure 2- 46 Add Customer Attribute (New)**

**Fields are as follows:**

| Parameter | Description |
|---|---|
| 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/Column | The column and row of a field are used together to control the display position of the field. Numerals are supported. The column number cannot exceed 99, and the row number can only be 1 or 2. 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. |

**Table 2- 12 Add Customer Attribute (New)**

**Step 2:** Click **OK** to save and exit.

### 2.1.6.2 Delete

**Step 1:** Click **Personnel > Custom Attributes**, then select **Delete**.

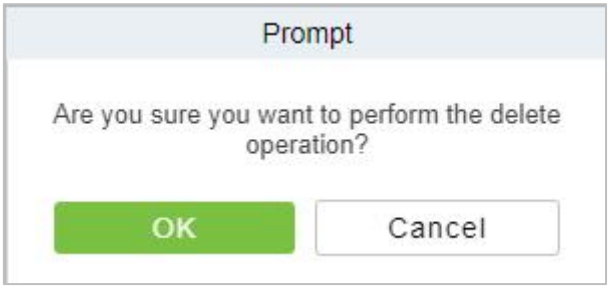


**Figure 2- 47 Delete Custom attributes**


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**Step 2:** Click **OK** to save and exit.

## 2.1.7 List Library

The list library is mainly used for face matching with face cameras or ZKIVA-Edge.

### 2.1.7.1 Add a List Library (New)

**Step 1:** Click **Personnel** > **List Library**, then select **New** (List Library).

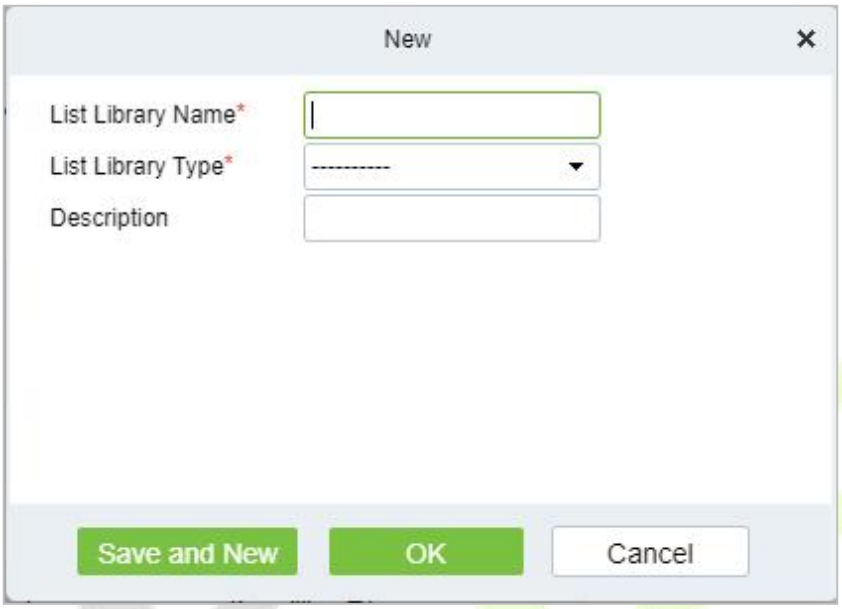


**Figure 2- 48 Add List Library (New)**

| Parameter | Description |
|---|---|
| List Library Name | The name of list library. |
| List Library Type | Select type of list library. |
| Description | Fill Description as required. |

**Table 2- 13 Add List Library**

**Step 2:** Click **OK** to save and exit.

### 2.1.7.2 Delete

**Step 1:** Click Personnel > List Library, then select Delete.

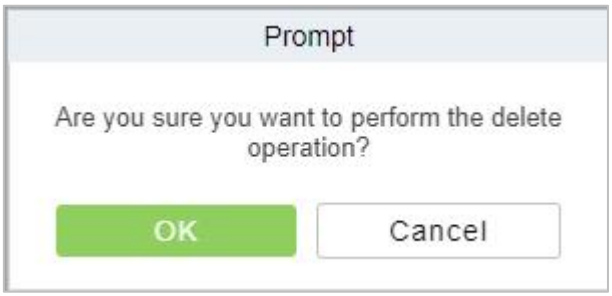


**Figure 2- 49 Delete List Library**

**Step 2:** Click **OK** to save and exit.

## 2.1.8 Parameters


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In Parameters you can do few settings for options like **Personnel ID Setting, Card setting, Pending Personnel Selling, Self-Service registration, and Registration Client.**

Click Personnel > Personnel Management, then select Parameters.

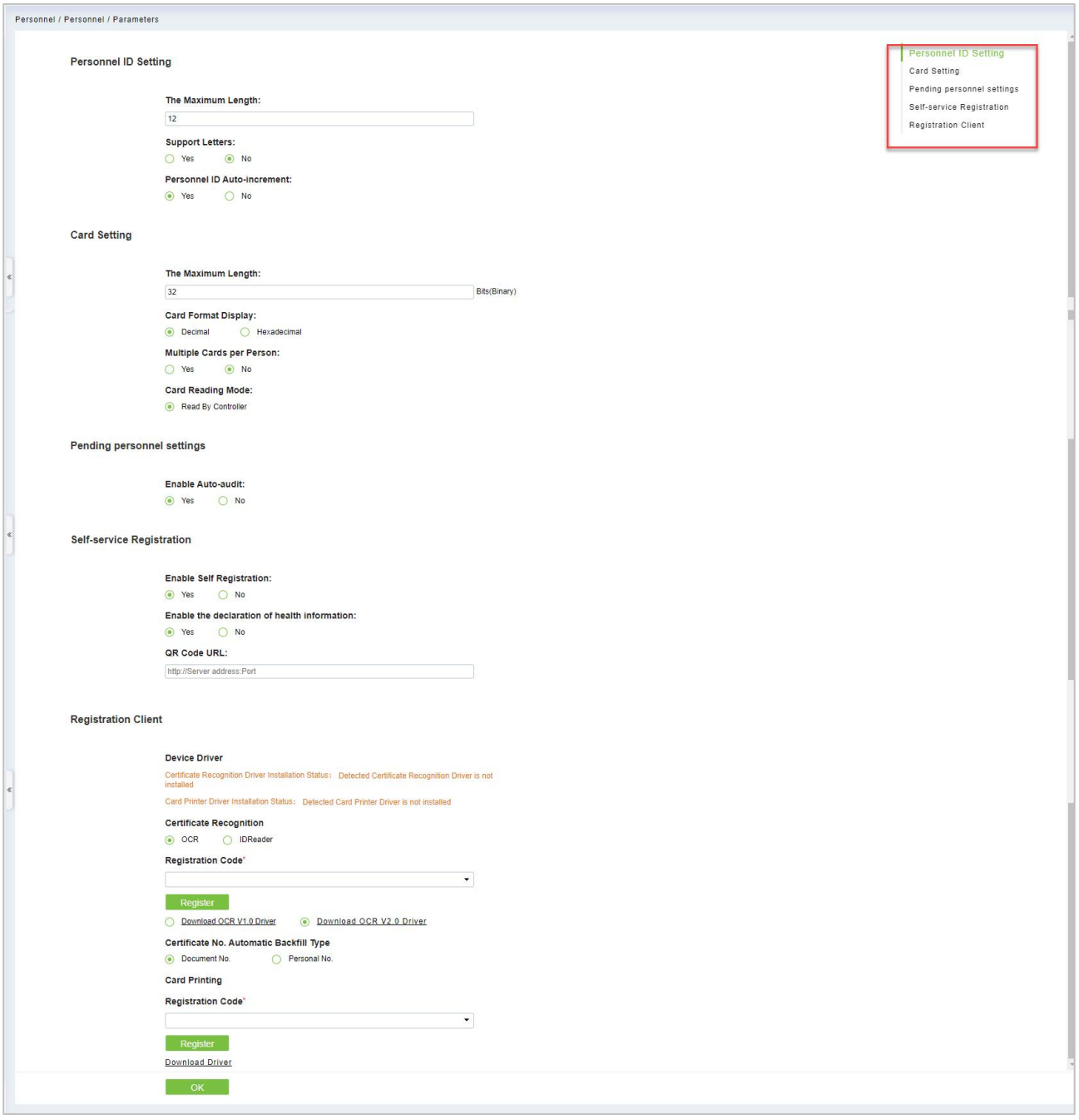


**Figure 2- 50 Parameters**

### 2.1.8.1 Personnel ID Setting

The maximum length of ID should be of 12.

Support Letters: yes/No.

Personnel ID Auto-increment: Yes/No.


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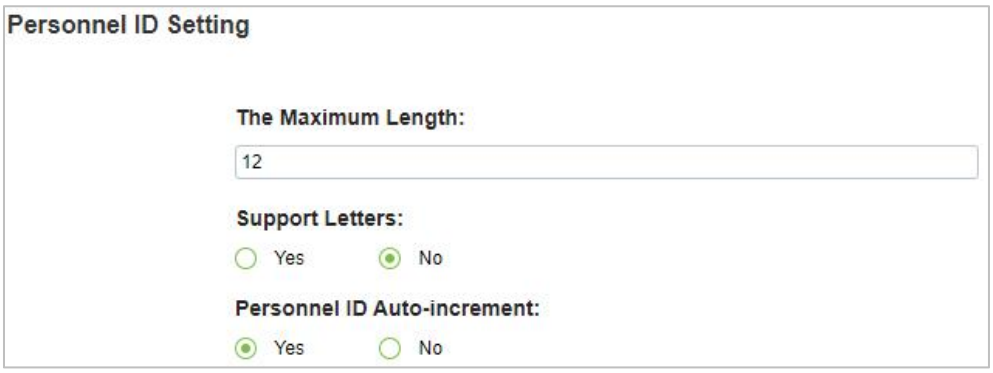


**Figure 2- 51 Personnel ID Setting.**

### 2.1.8.2 Card Setting

**The maximum Length** is of 32 characters.

Set **Card Format display** to Decimal or Hexadecimal.

Multiple Cards per Person: Yes/No.

Set **Card Reading Mode** as Read by controller.

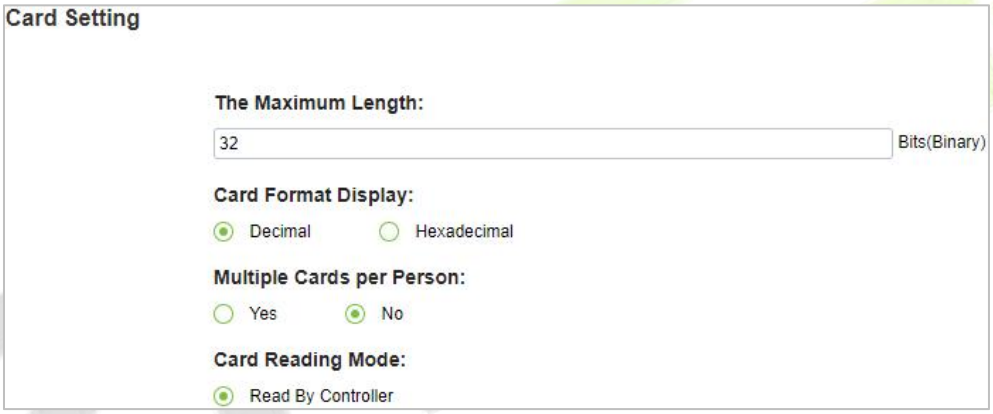


**Figure 2- 52 Card Setting**

### 2.1.8.3 Pending Personnel Setting

Enable Auto-audit option to Yes or No.

**Figure 2- 53 Pending Personnel Selling**

### 2.1.8.4 Self Service Registration

Change option as Yes or No for Enable Self Registration and Enable the Declaration of health information.


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**Figure 2- 54 Self Service Registration**

### 2.1.8.5 Personal Sensitive Information Protection

After checking these fields, the corresponding fields under the Personnel menu will be hidden from view.

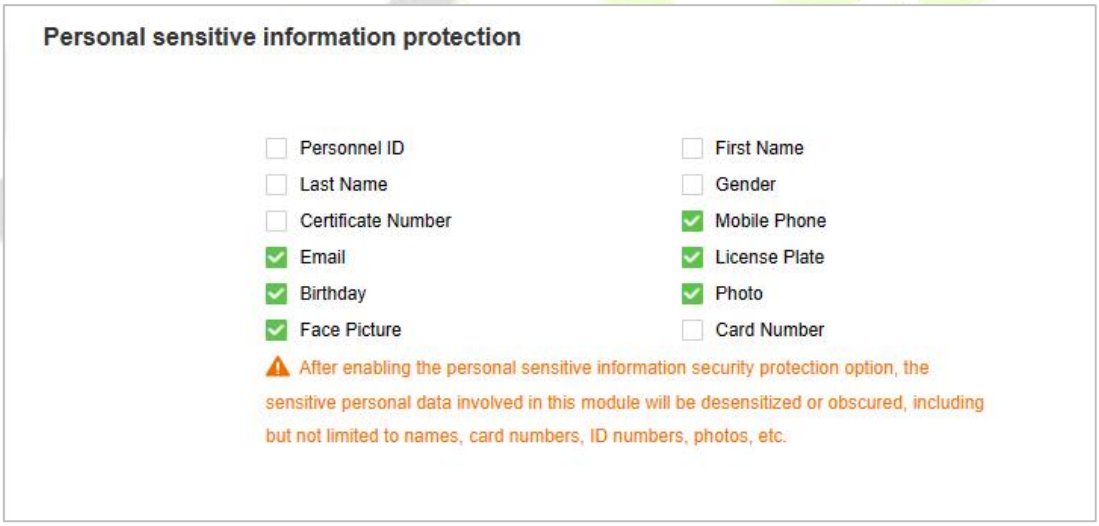


**Figure 2- 55 Sensitive Information Protection**


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### 2.1.8.6 Registration Client

**Fields are as follows:**

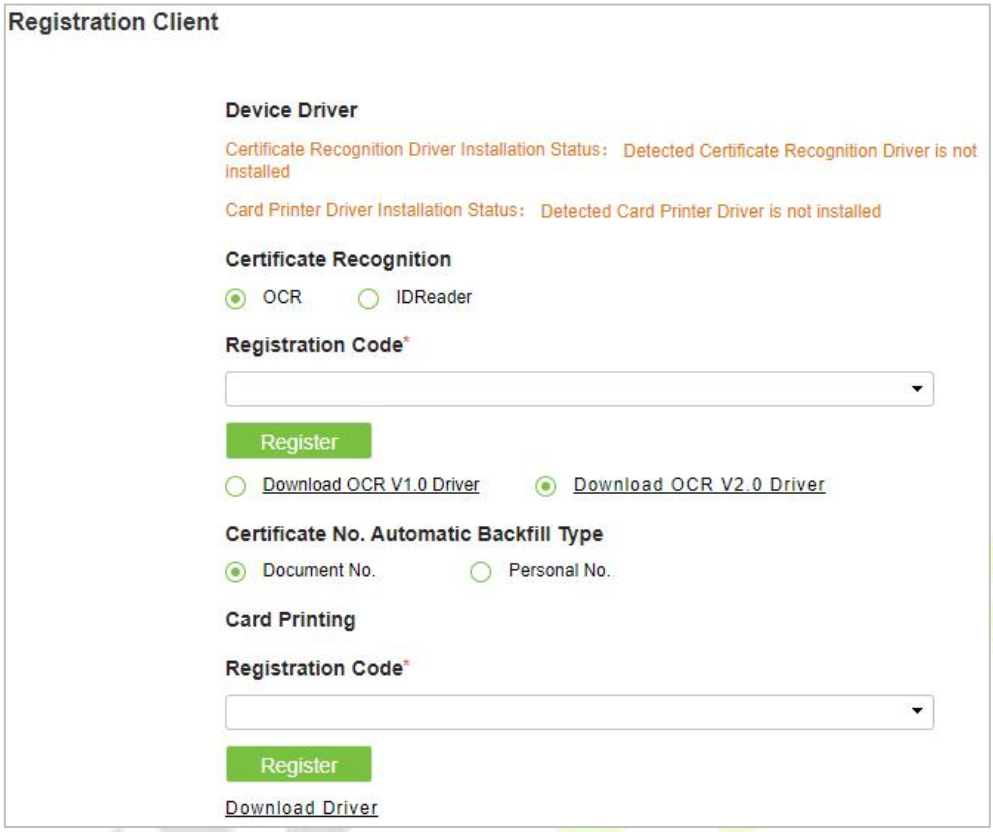


**Figure 2- 56 Registration Client**

Click **OK** to save and exit.

**Note:**

**Registration Code:** Please make sure you have activated the corresponding license.and then go to **System > Authority Management > Client Register** to got the registration code.

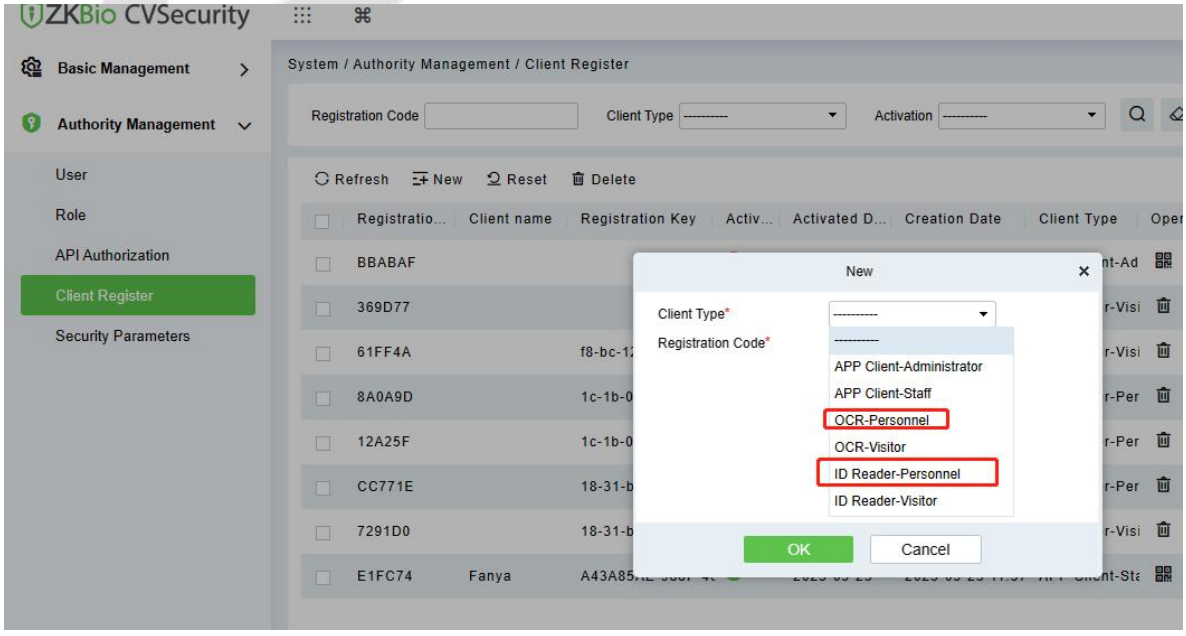


**Figure 2- 57 Registration Code**


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# 2.2 Card Management

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

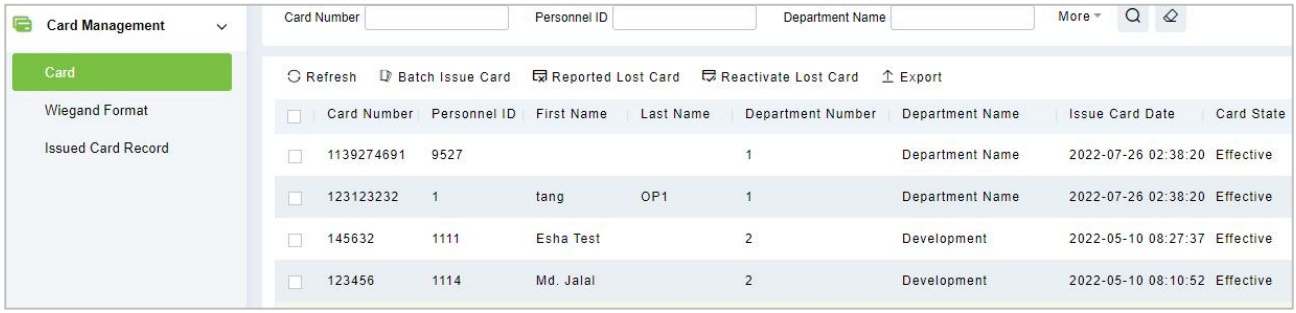


**Figure 2- 58 Card Management**

## 2.2.1 Card

### 2.2.1.1 Batch Issue Card

1. Click **Personnel > Card Management > Card**, then click **Batch Issue Card**.

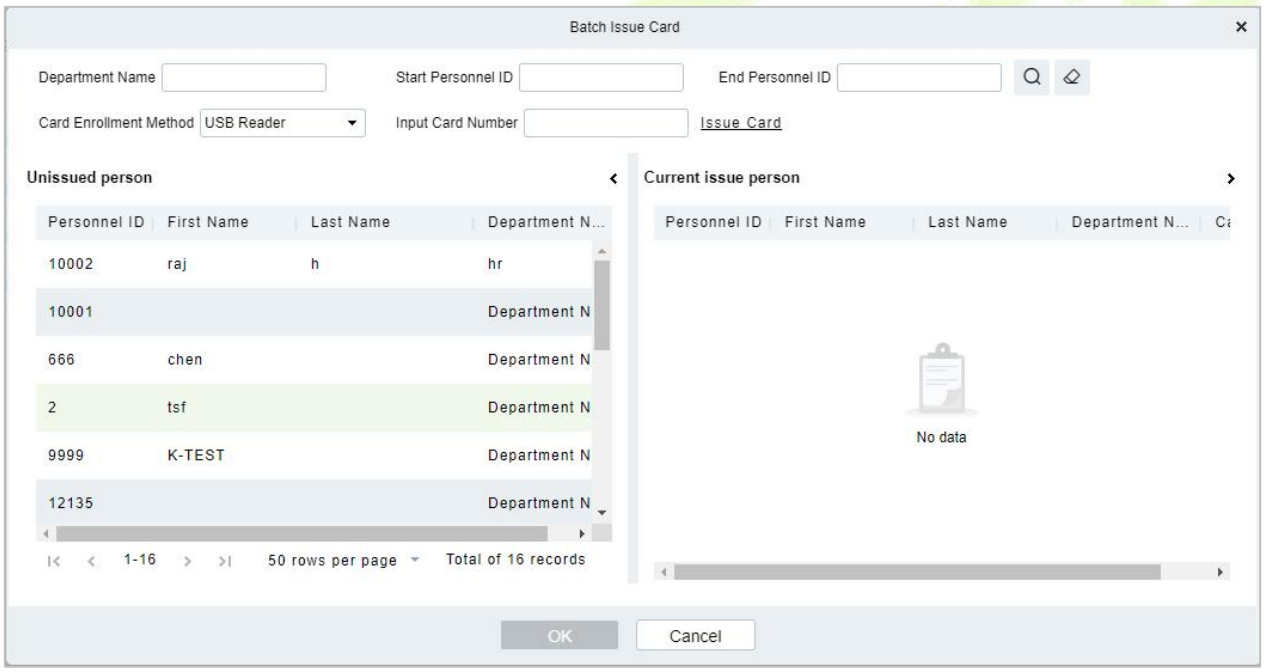


**Figure 2- 59 Batch Issue card**

2. Fill the fields for Department Name, Start Personnel ID, End Personnel ID, Card Enrollment Method, and Input Card Number.
3. Enter Start and End Personnel No. and click **Generate List** to generate personnel list and show all personnel without cards within this number series.

   **Note:** The Start and End Personnel No. only support numbers.
4. Select Card Enrollment Method: Register with a USB Reader or device.

   If you want to enroll a card with a USB Reader, you may place the card over the "issue machine" directly. The System will get the card number and issue it to the user in the list on the left.

   For the use of device, you need to select the position of punching, click start to read, the system will read the card number automatically, and issue it to the user in the list on the left one by one. After that, click Stop to read.


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✍**Note:** During the Batch Issue Card", system will check whether the card issuer issues card or not, if card has been issued before, the system will prompt "The Card Number has already been issued".

5. Click **OK** to complete card issue and exit.

#### 2.2.1.2 Reported Lost Card

Click **Personnel** > **Card Management** > **Card**, then select **Reported Lost Card.**

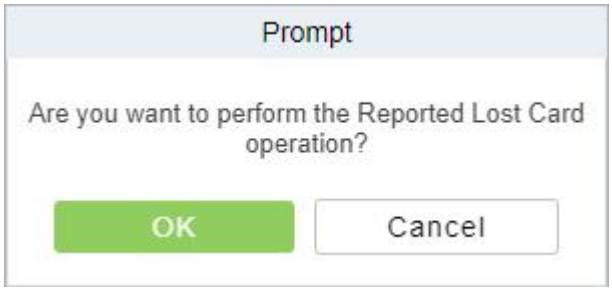


**Figure 2- 60 Reported Lost Card**

✍ **Note:** Report Lost Card is applicable to all functional modules, not to the offline elevator module. After the report of loss, the status of the card becomes invalid but not written into the management card. Need to write management card in the appropriate module, such as offline elevator control module **Write management card** (**Elevator Device** > **Card** > **Write management card**).

#### 2.2.1.3 Reactive Lost Card

Click **Personnel** > **Card Management > Card,** then select **Reactive Lost Card.**

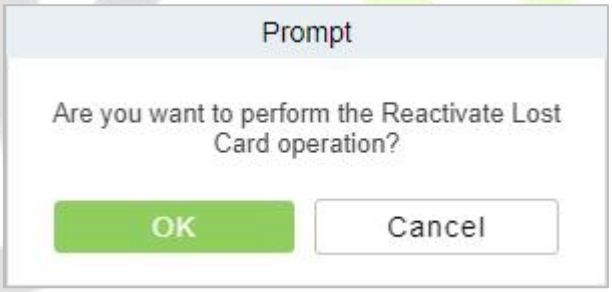


**Figure 2- 61 Reactive Lost Card**

✍**Note:** Reactivate Lost Card is applicable to all functional modules, not to the offline elevator module. After reactivating lost card, the status of the card becomes valid but not written into the management card. Need to write management card in the appropriate module, such as offline elevator control module **Write management card** (**Elevator Device** > **Card** > **Write management card**).

#### 2.2.1.4 Export

**Step 1:** Click **Personnel > Personnel Management > Card Management > Card**, then select **Export**.


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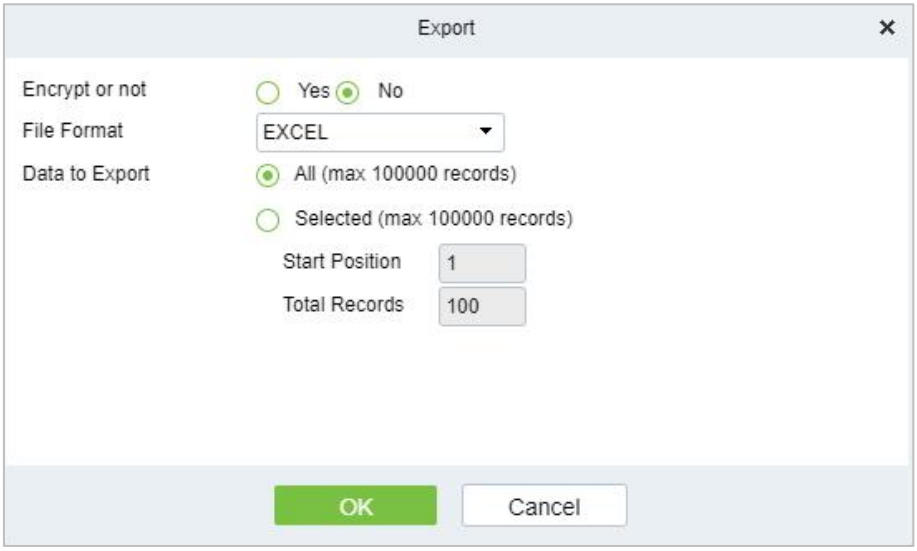


**Figure 2- 62 Export**

**Step 2:** Click **OK** to save and exit.

## 2.2.2 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 you needed.

Click **Personnel** > **Personnel Management** > **Card Management**, then select **Wiegand Format.**

### 2.2.2.1 Add Wiegand Format (New)

Click **Personnel** > **Personnel Management** > **Card Management** > **Wiegand format**, then select **New** (Add Wiegand format).

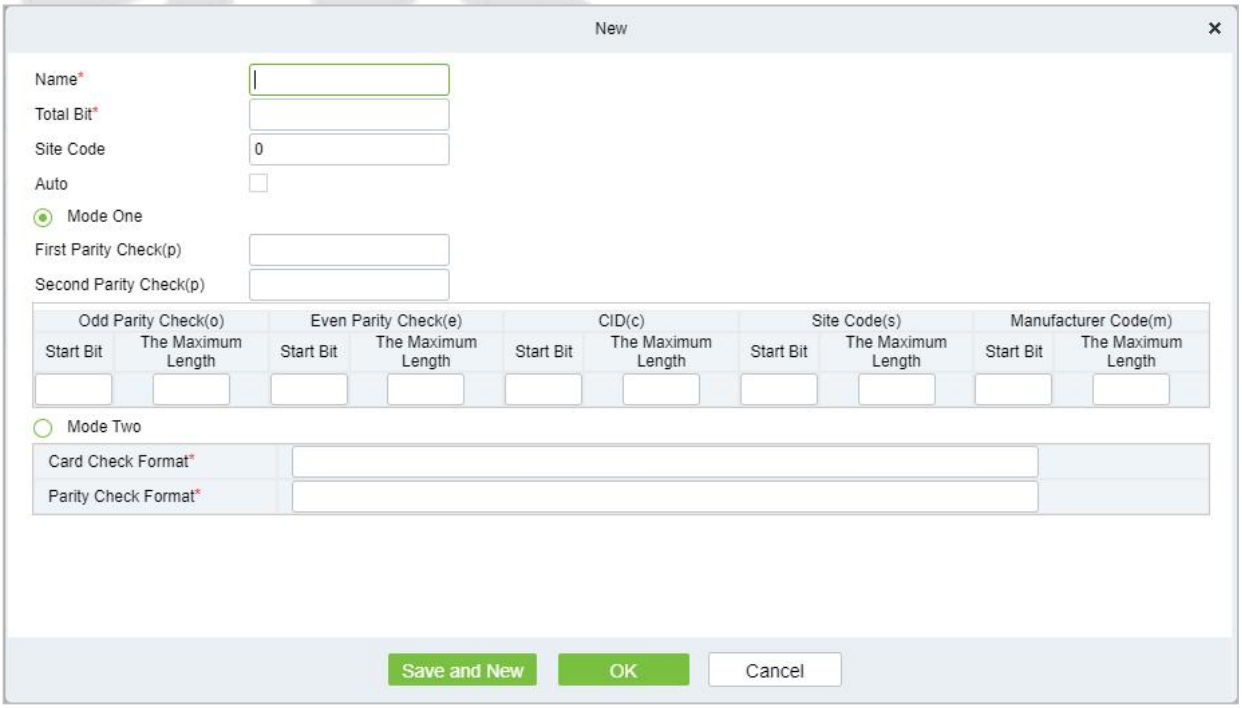


**Figure 2- 63 Add Wiegand format (New)**


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**Fields are as follows:**

| Parameter | Instructions |
|---|---|
| Name | Enter the Name. |
| Total Bit | Enter the total bit. |
| Site Code | Enter the Site code. |
| Auto | Click if Auto is required. |
| Mode One | In Mode One **Odd Parity Check, Even Parity Check, CID, Site Code, and Manufacturer Code** should be set as **Start Bit** and **The Maximum Length.** |
| Mode Two | In Mode Two **Card Check format** and **Parity check Format** must be entered. |

**Table 2- 14 Wiegand Format**

This software supports two modes for adding the Wiegand Format: If mode 1 does not meet your setting requirements, 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 "ooooooooooooooooooo". Card Check Format can only be set "p, x, m, c, s"; Parity Check Format can only be set "x, b, o, e".

✍**Note:**

You can go to **Access > Device > Door ,**select the device and configure the **Wiegand Input Format.**

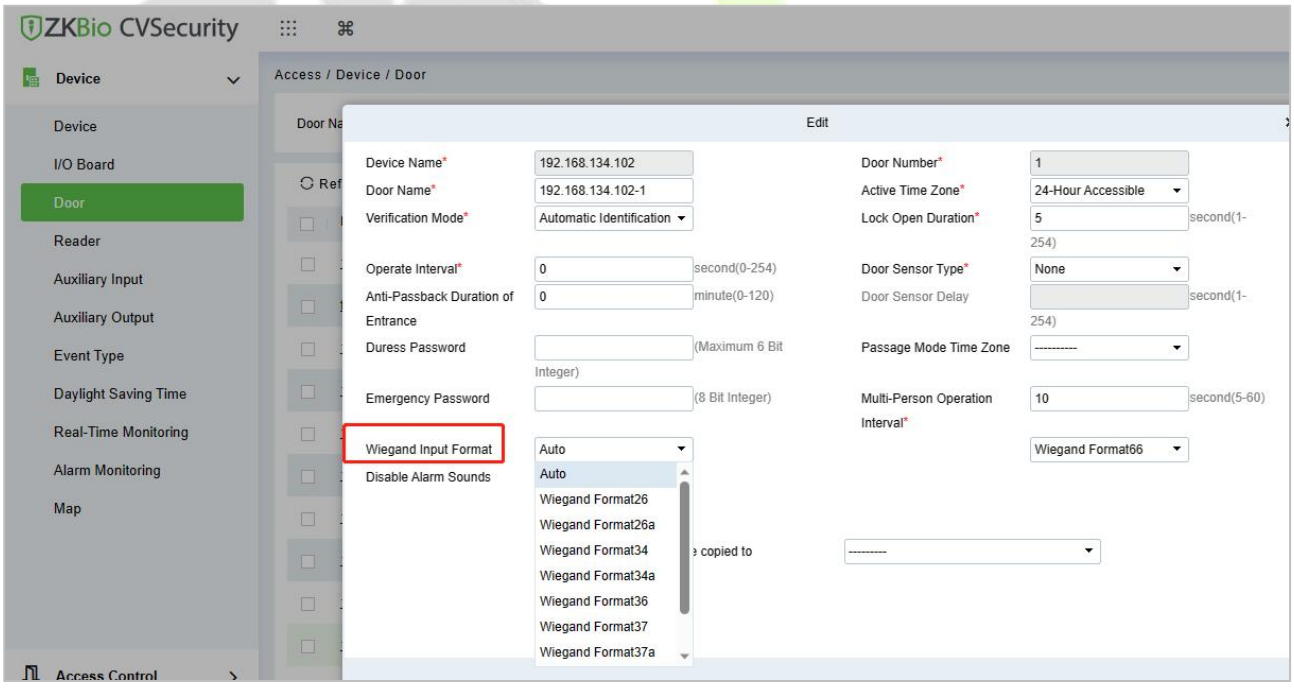


**Table 2- 15 Wiegand Format**


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### 2.2.2.2 Delete

Click **Personnel** > **Personnel Management** > **Card Management** > **Wiegand Format**, then select **Delete.**

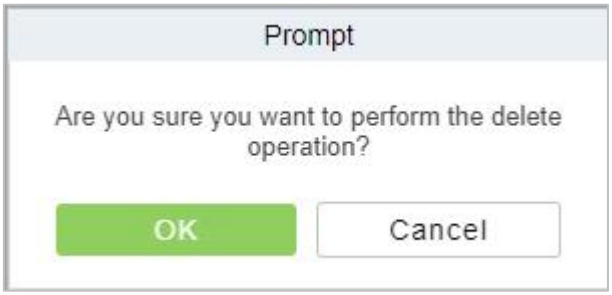


**Figure 2- 64 Delete Wiegand Format**

### 2.2.2.3 Card Formats Testing

Click **Personnel > Personnel Management > Card Management > Wiegand Format**, then select **Card format Testing**.

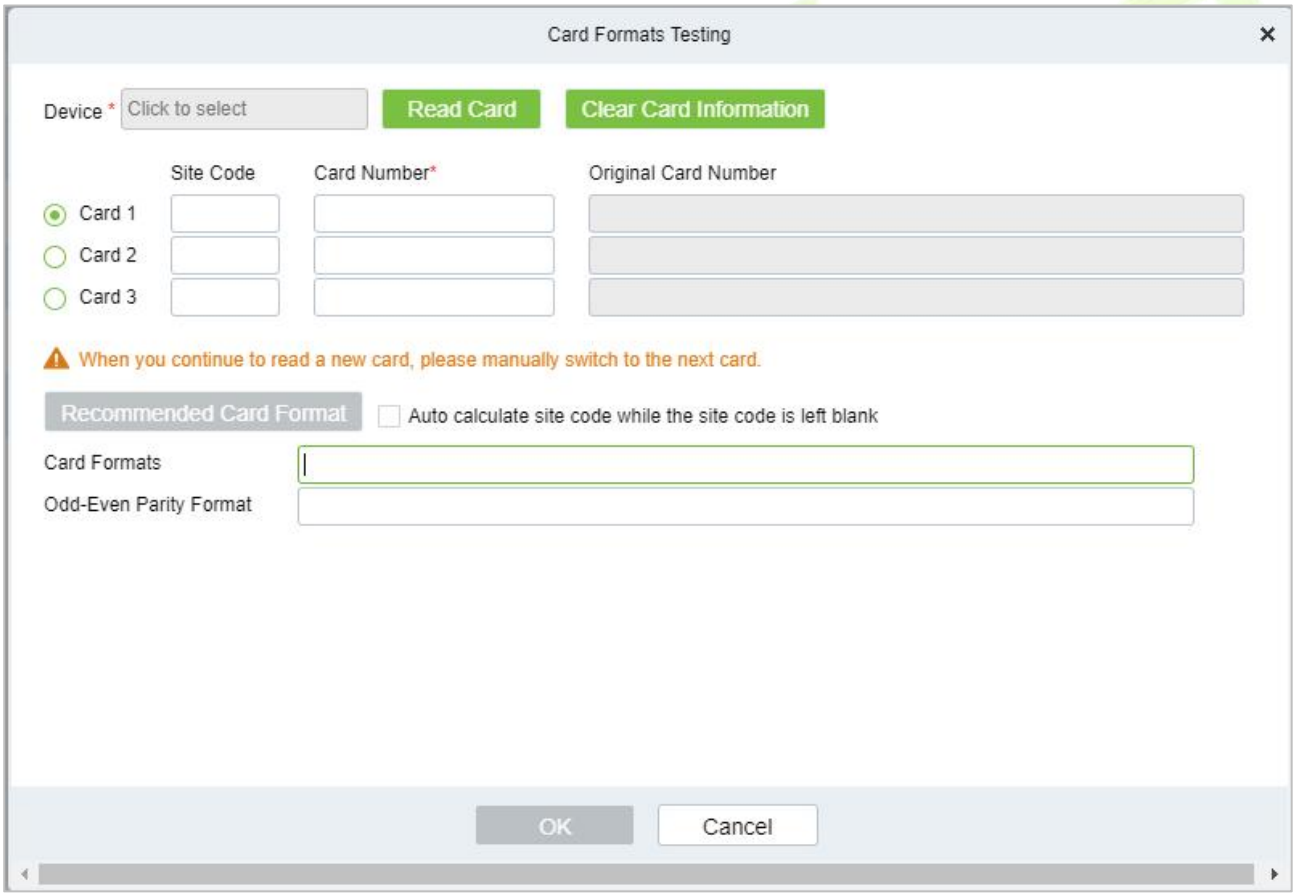


**Figure 2- 65 Card Formats Testing**

When the card number does not match with the one which is displayed on the system, the user can use the **Card Formats Testing function** to calibrate the Wiegand format. The page is explained as follows:

Select the device that supports the card format test function, and fill the card number and the site code (optional):

**Steps:**

Click **Read Card** and swipe the card on the reader. The original card number will be displayed on the **Original Card Number** text box.


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Click **Recommended Card Format** and the recommended Wiegand card format will be displayed below.

Click **Auto calculate site code while the site code is left bank** and the software will calculate the site code according to the card format and card number.

Click **OK** and the page will jump to the Wiegand format page to save the new Wiegand format.

✍**Note:** The card format testing function is only supported by few devices.

## 2.2.3 Issue Card Record

Click **Personnel** > **Personnel Management** > **Card Management,** then select **Issue Card Record.**

### 2.2.3.1 Export

**Step 1:** Click Personnel > Personnel Management > Card Management > Issue Card Record, then select Export.

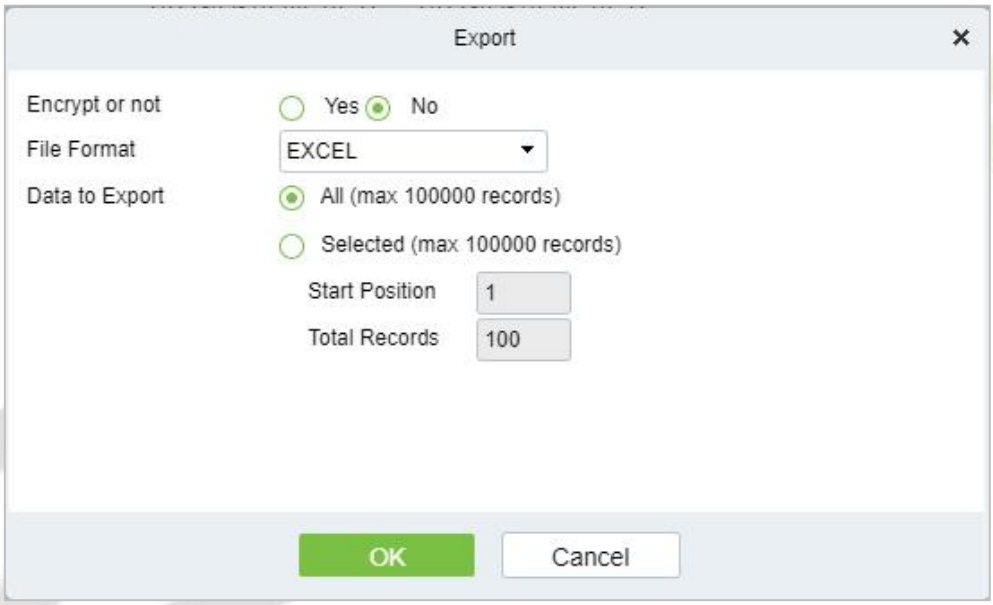


**Figure 2- 66 Issue Card Record**

**Step 2:** Click **OK** to save and exit.


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# 3 Access Control

## 3.1 Operation Scenario

The **Access Control** module is used as the entry and exit management of pedestrians. Through the configuration of access control equipment and permission groups, unified management of entry and exit of people is realized. The most fundamental problem to solve is to control who uses what media to enter and exit which door at what time.

## 3.2 Operation Process

This section describes the configuration process of the **Access Control** module service.

The **Access Control** module service configuration process is shown in Figure 3-1.

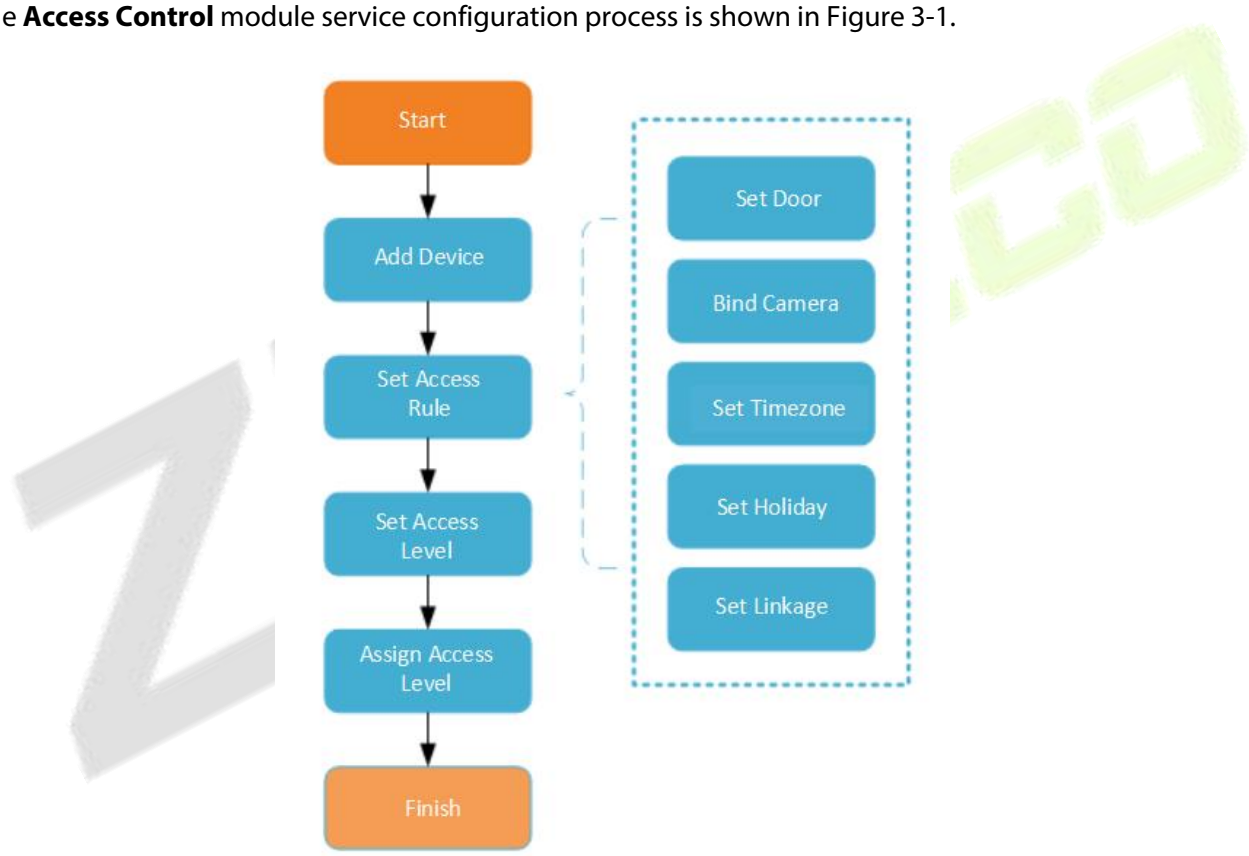


**Figure 3- 1 Access Control Configuration Process**

## 3.3 Access Device

### 3.3.1 Device

Introduce the configuration Steps of searching and adding access control devices in ZKBio CVSecurity.

Through the search method, the access control devices that have been set to point to the server can be found, and the access control devices that have been searched can be added directly, which is convenient to operate.

**Preconditions:**


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1. Before adding the **Access Control** device, perform IP allocation settings.
2. The device needs to set the server address in advance before searching and adding. The configuration Steps for the server are as follows:

a. In the access control device that has been connected to the power supply and the network, set it directly on the device screen.

b. Select and click "Main Menu > Communication Equipment > Network Management Platform or Cloud Server Settings"

c. Set the IP address and port of the current server, that is, the IP address and port of the current ZKBio CVSecurity server and complete the configuration to the server.

#### 3.3.1.1 Add Devices (New)

**Steps:**

**Step 1:** In the **Access Control** module, select "**Device > Access Control Device**".

**Step 2:** On the device interface, click the “search" button to pop up a search box.

**Step 3:** Click “start **Search**" in the search box to display the **access control devices** that can be added, as shown in Figure 3-2.

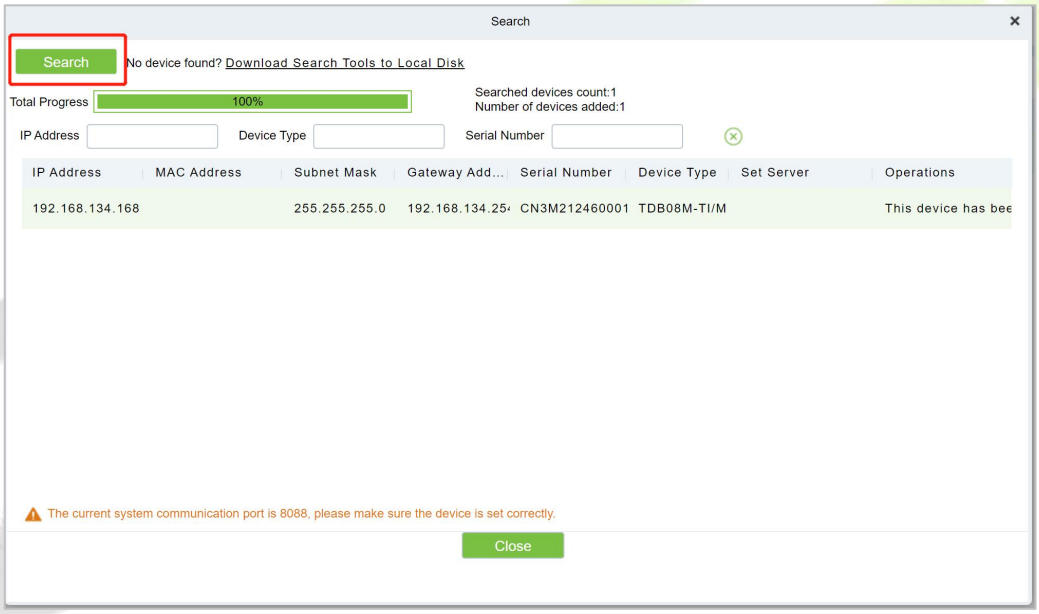


**Figure 3- 2 Device Search and Add Interface**

**Step 4:** Optional: Modify the IP address of the **Access Control** device, click "**Modify IP Address**", the device will be restarted after modifying the IP address, and the IP address modification will be completed after the restart.

**Step 5:** For the searched access control devices, click the **Add** button in the operation bar to add the device; the device addition settings are shown in Figure 3-3, and the parameter settings are described in Table 3-3.


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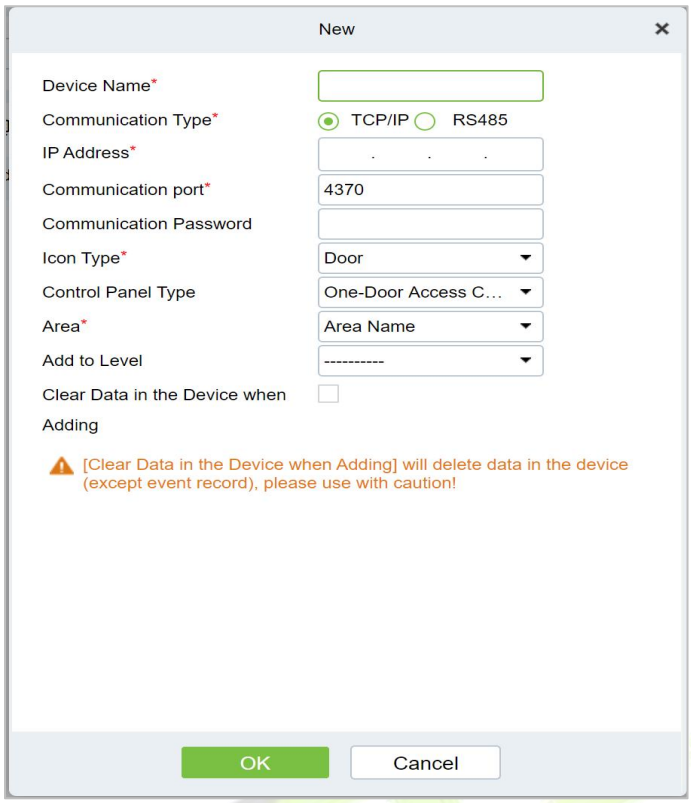


**Figure 3- 3 Device Add Interface**

| Parameter | How to set |
|---|---|
| Device Name | Customize the name of the device. |
| New Server Address/Port | Set the IP address and communication port of the system to be used (the default communication port is 8088). |
| Communication Password | Fill in the communication password of the device. If there is no password, you do not need to fill in it. You can add it only after the verification is successful.<br>For new factory equipment and initialized equipment, the communication password is empty.<br>In order to ensure that the device is not used by others, users can enter the device IP address through the web page to enter the background to customize the device verification password. |
| Icon Type | Select the icon display type of the real-time monitoring interface: Door,Parking Barrier,Flap Barrier. |
| Area | Divide the device into regions and select the region to which the device belongs. |
| Add To Permission Group | The device is automatically added to the selected permission group. |
| Delete Data From Device When Adding | Set whether the original **Access Control** data in the device will be automatically cleared after the device is added. |

**Table 3- 1 Parameter setting**

**Step 6:** Click **OK** to complete the operation of adding access control devices. After the operation is completed, the device will restart, and the device will be added after the restart is complete.

**Step 7:** Click **Close** to close the device search and add interface.


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### 3.3.1.2 Delete

Select device, click **Delete**, and click **OK** to delete the device.

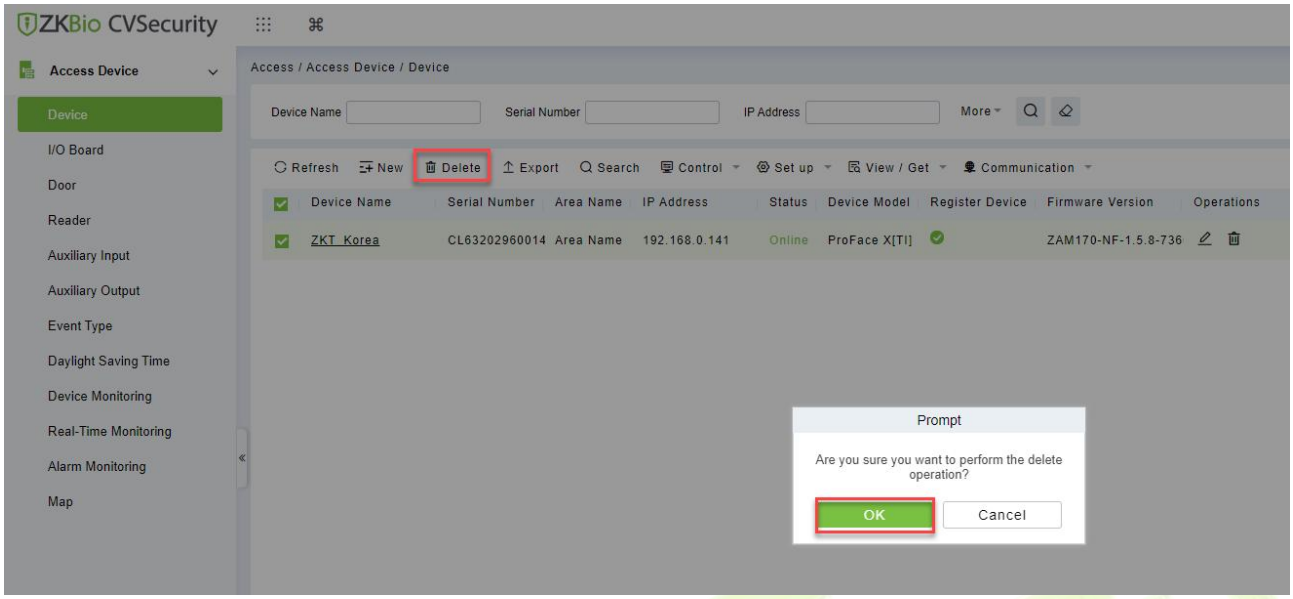


**Figure 3- 4 Device Add Interface**

### 3.3.1.3 Export

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

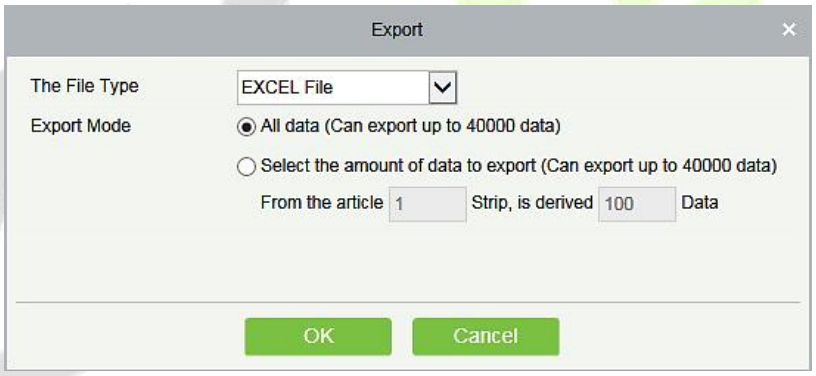


**Figure 3- 5 Export**

ZKTECO
Device

| Device Name | Serial Number | Area Name | Communication Type | Network Connection Mode | IP Address | RS485 Parameter | Enable | Device Model | Register device | Firmware Version |
|---|---|---|---|---|---|---|---|---|---|---|
| 192.168.218.60 | 20100501999 | Area Name | HTTP | Wired | 192.168.218.60 | | Enable | C3-400Pro | | AC Ver 4.7.7.3033 Jun 16 2017 |

**Figure 3- 6 Export**

### 3.3.1.4 Control

- **Clear Administration Permission**

Administration has permission to clear the administration permission from device.

- **Upgrade Firmware**

Tick the device that needs to be upgraded, click **Upgrade firmware** to enter edit interface, then click **Browse** 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. Unauthorized upgrade may affect normal operations.

- **Reboot Device**

It will reboot the selected device.

- **Synchronize Time**

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

- **Disable/Enable**

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

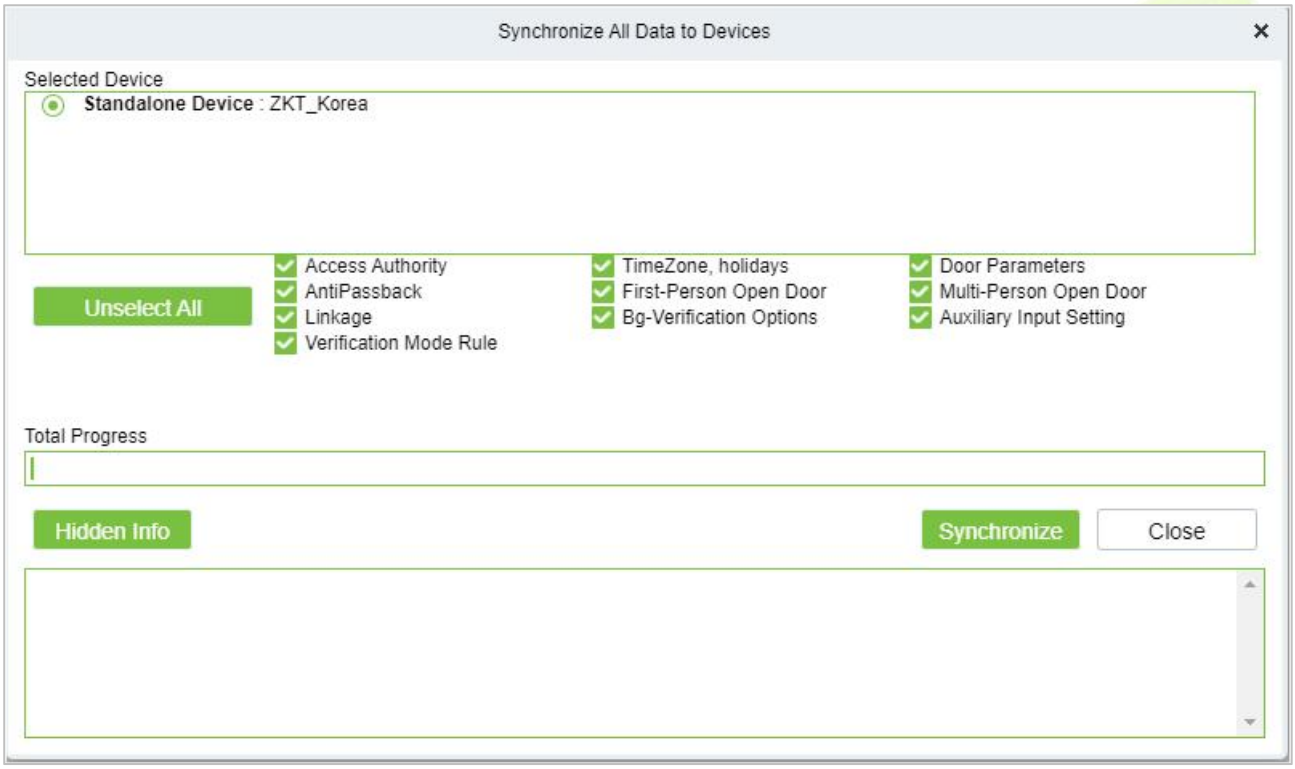


**Figure 3- 7 Synchronize All Data to Devices**

✍**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.

### 3.3.1.5 Set Up


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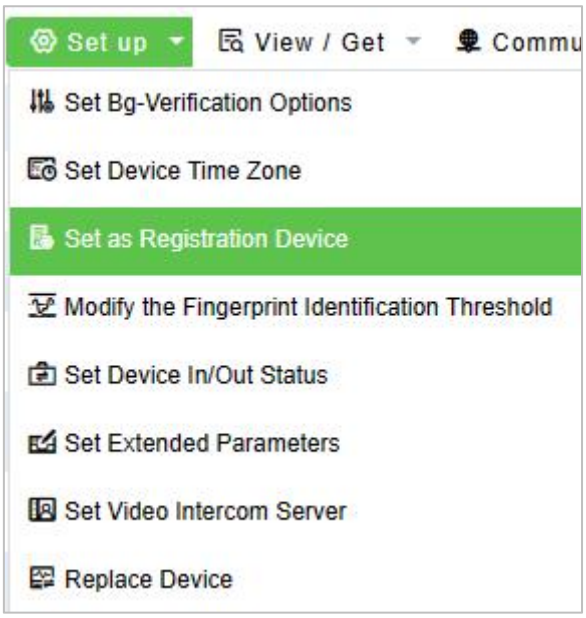


**Figure 3- 8 Setup**

- **Set Background Verification Parameters:**

Select the required online device; click **More** > **Set Bg-verification parameters**.

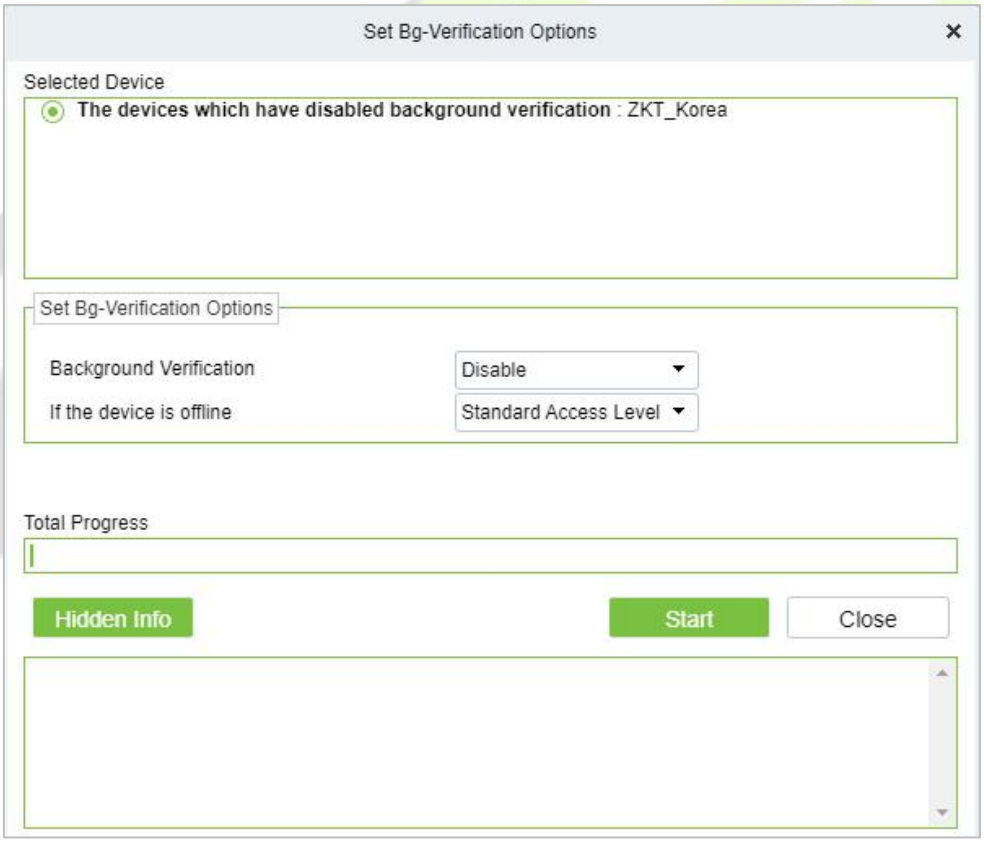


**Figure 3- 9 Set Bg-Verification Parameters**

**Background verification:** Enable or Disable Background verification function.

**If the device is offline:** If the controller is offline, the device has levels of Standard Access Level or Access Denied.

After setting parameters, click **Start** button to issue command to the device setting.

✍ **Note:** If you need advanced access control functions, please enable Background verification, and issue the background verification parameters to the device.


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- **Set the Registration device**

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

**Figure 3- 10 Set the Registration device**

- **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.

- **Modify the Fingerprint Identification Threshold** (Ensure that the access controller supports fingerprint function)

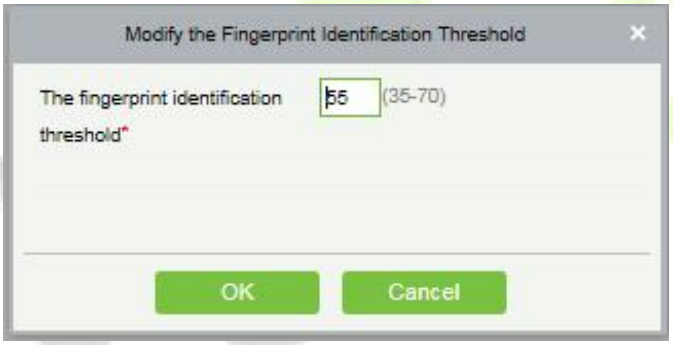


**Figure 3- 11 Modify the Fingerprint Identification Threshold**

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 thresholds devices list. More than one device can be changed by using Batch operation function.

**Set Device In/Out Status:** We can set the status of device In/Out

**Set Extended Parameters:** We can set the extended parameters of device like temperature detection and mask detection

**Set Video Intercom Server:** We can set the video intercom server of device

### 3.3.1.6 Device Replacement

Introduce the configuration Steps for replacing access control devices in ZKBio CVSecurity.

When a device is unavailable, we can quickly add a new device and synchronize all configurations from faulty device to the new device by simply entering the serial number of the replaced device.

**Step 1**: Go to the **Access** > **Access Device**, select the unavailable device.


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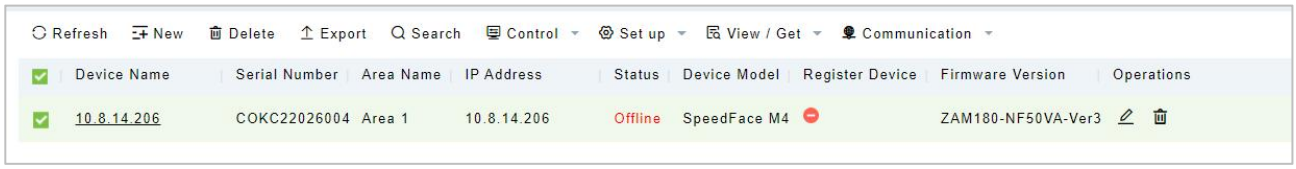


**Figure 3- 12 Select the Unavailable Device**

**Step2:** Click **Set up** > **Replace Device**.

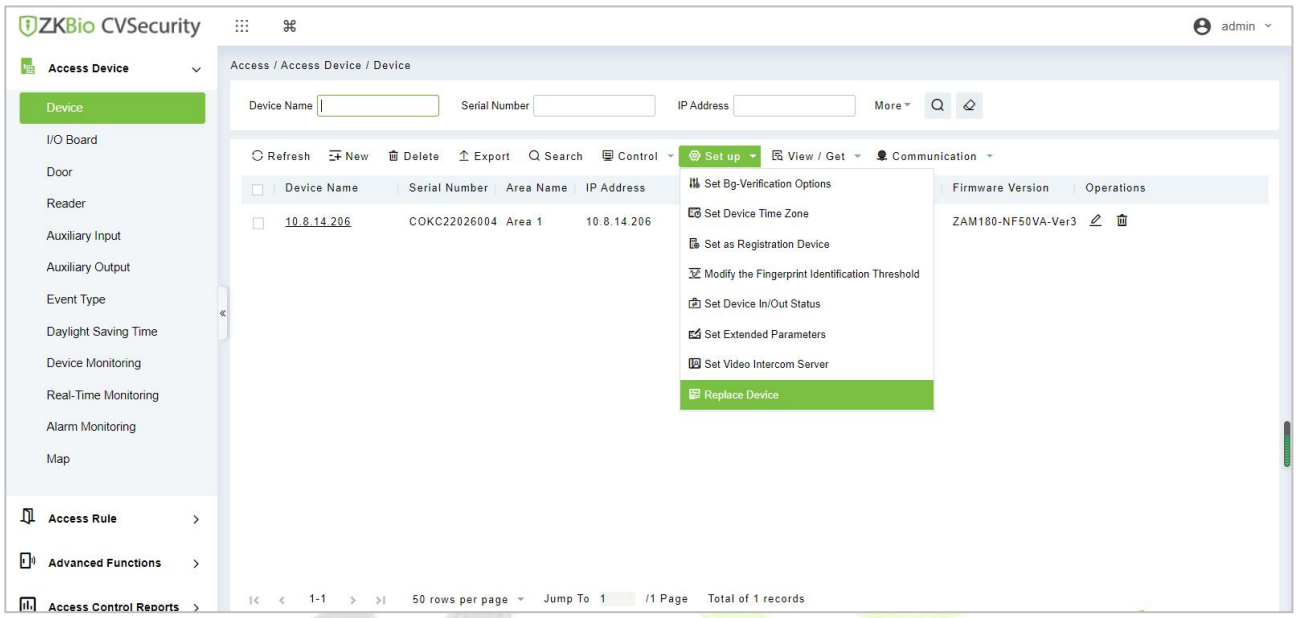


**Figure 3- 13 Replace Device**

**Step 3:** Enter the serial number of the new device, then click **OK**.

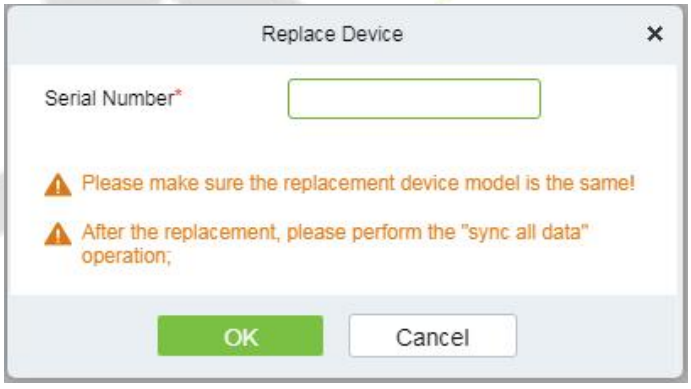


**Figure 3- 14 Input the Serial Number**

**Step 4:** Select the new device, then click **Control > Enable**.


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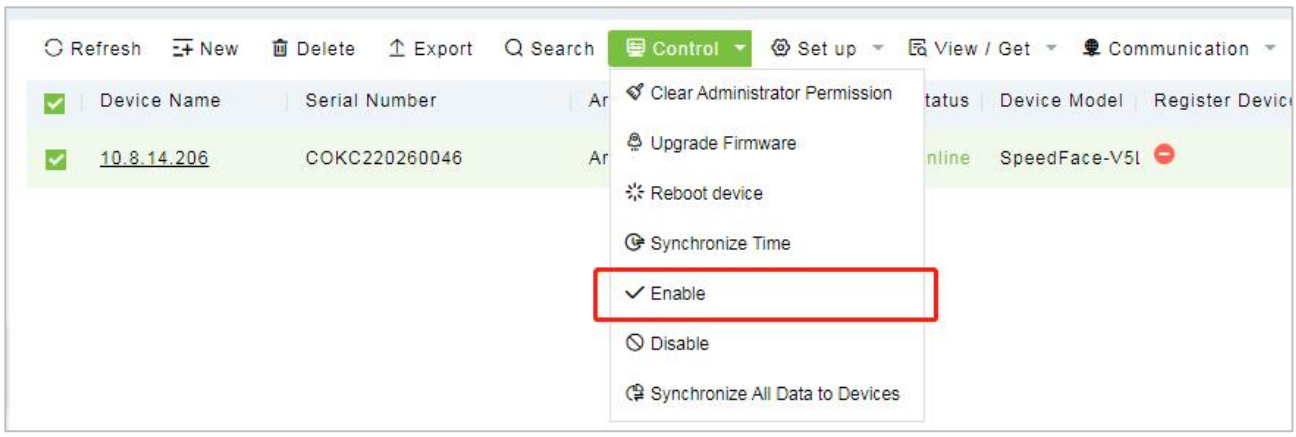


**Figure 3- 15 Enable Device**

**Step 5:** Select the new device, then click **Control** > **Synchronize All Data to Device**.

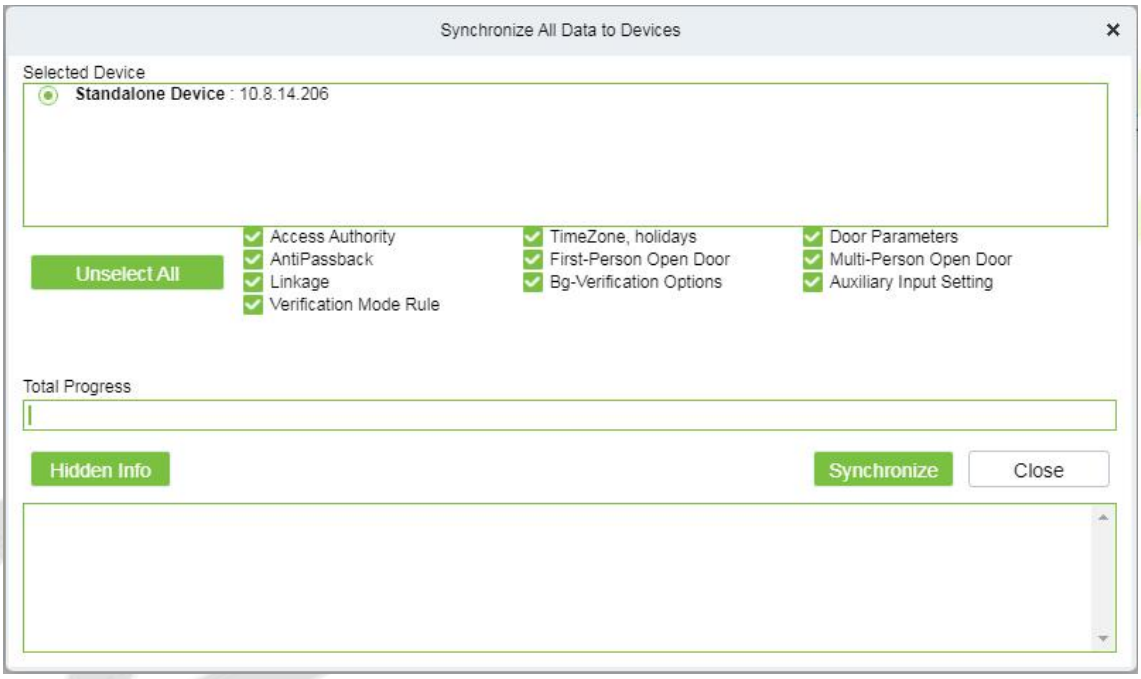


**Figure 3- 16 Synchronize Device Data**

**Note:**

1. Before replacement, the device needs to configure the server address and IP allocation.
2. Make sure that the replacement device model is the same.
3. After the replacement, please perform the "sync all data" operation.

### 3.3.1.7 View/ Get

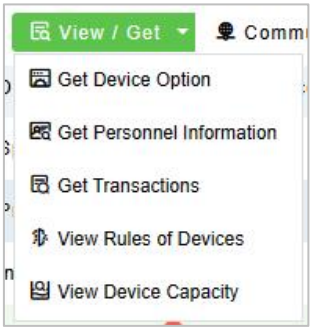


**Figure 3- 17 View/Get**


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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.

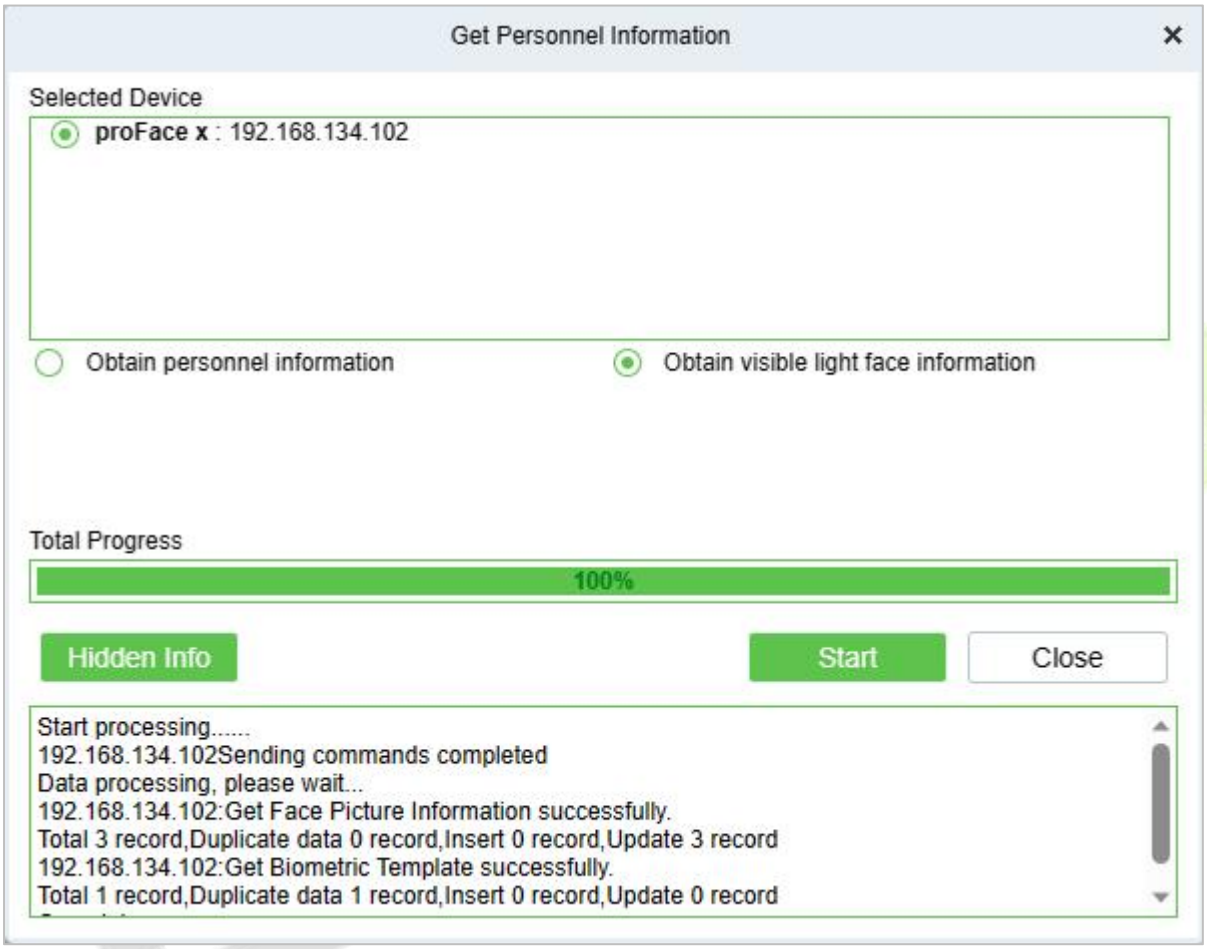


**Figure 3- 18 Get Personnel Information**

**● 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 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 reasons, 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 of transactions. When transactions exceed this


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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.

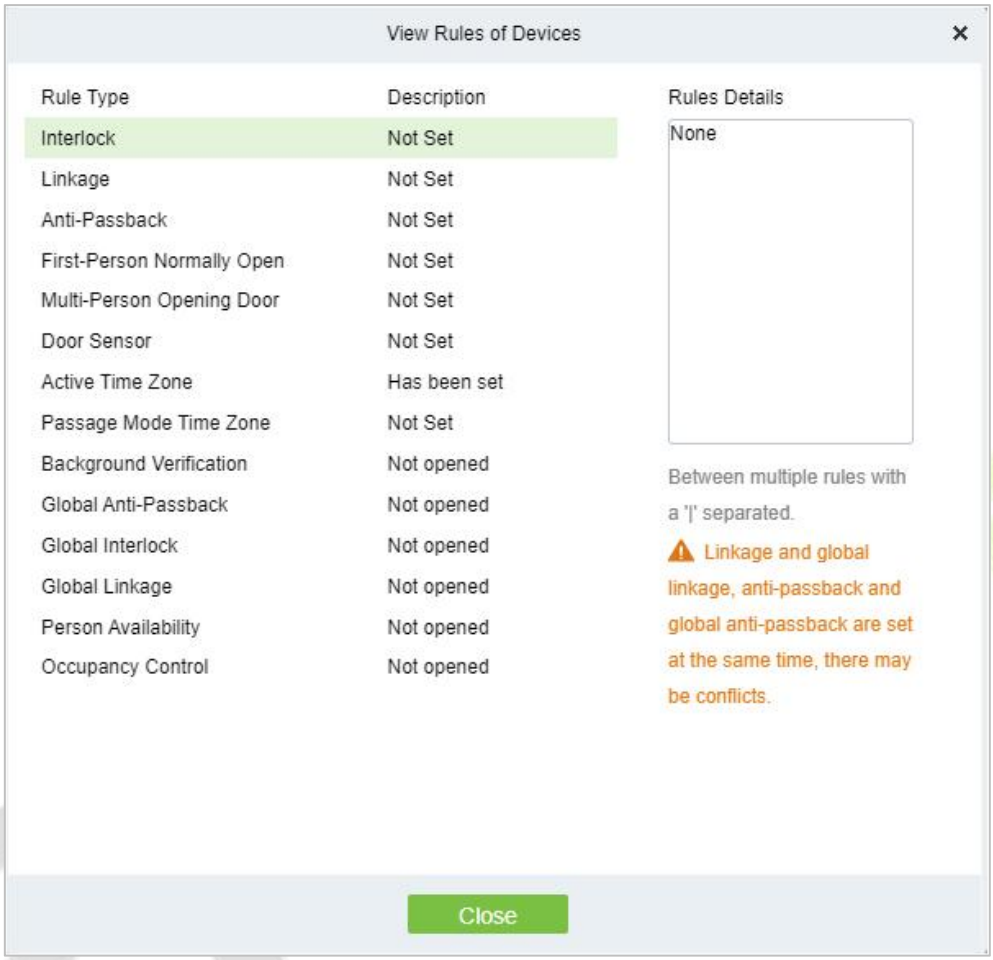


**Figure 3- 19 View rules of device**

### ● View Device Capacity

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

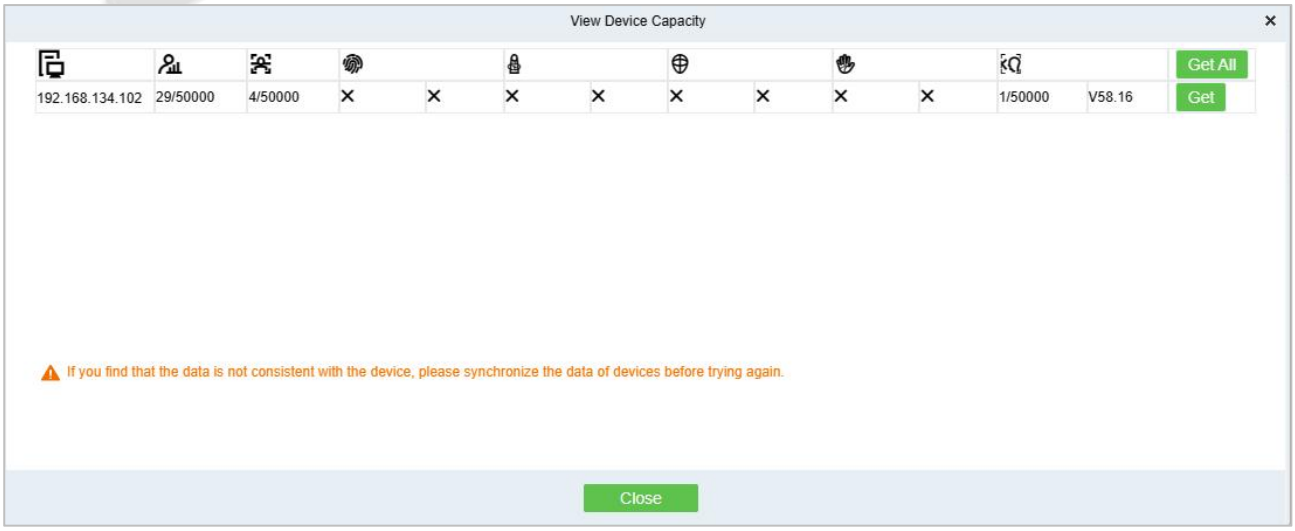


**Figure 3- 20 View device capacity**


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#### 3.3.1.8 Communication

**● 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 the similar as 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:** Communication password shouldn't contain spaces; it is recommended to use a combination of numbers and letters. Communication password setting can improve the device's security. It is recommended to set communication password for each device.

**● Modify Rs485 Address**

Only the devices that use RS485 communication and with no DIP Switch can modify RS485 address.

**● Switch Network Connection**

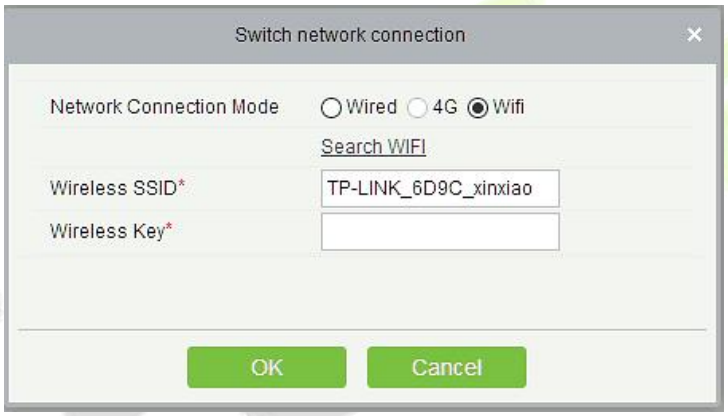


**Figure 3- 21 Switch network connection**

This function is applicable to InBio5 series access control panels, which is used to switch among different network connection modes of the control panel.

### 3.3.2 I/O Board

By connecting to the I/O expansion board(EX0808), the number of doors can be expanded, and more doors can be operated.

**Preconditions for Normal Use of Function**

Log in to the system with the current account and have the authority.

**Function Usage Scenarios**

The current area needs to be expanded with more doors.

**Using Trigger Result**

One device can control multiple doors.

**Operation Steps:**

Click **[Access Control Device] > [I/O Expansion Board] > [Add]** to display the new page.

Enter each parameter, click **[OK]** to save the expansion board.


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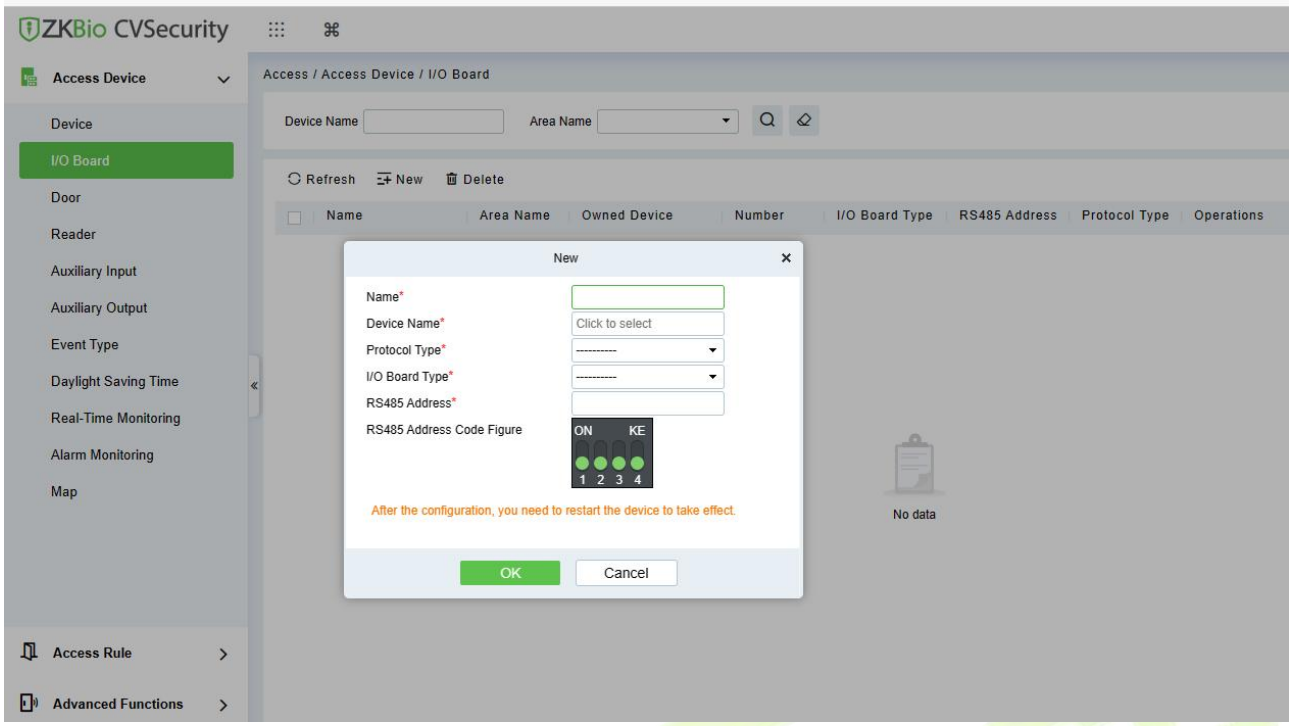


**Figure 3- 22 I/O Board**

**Name:** I/O Board Name

**Device Name:** Select the Device by clicking the Device Name field. The device list appears, as shown below.

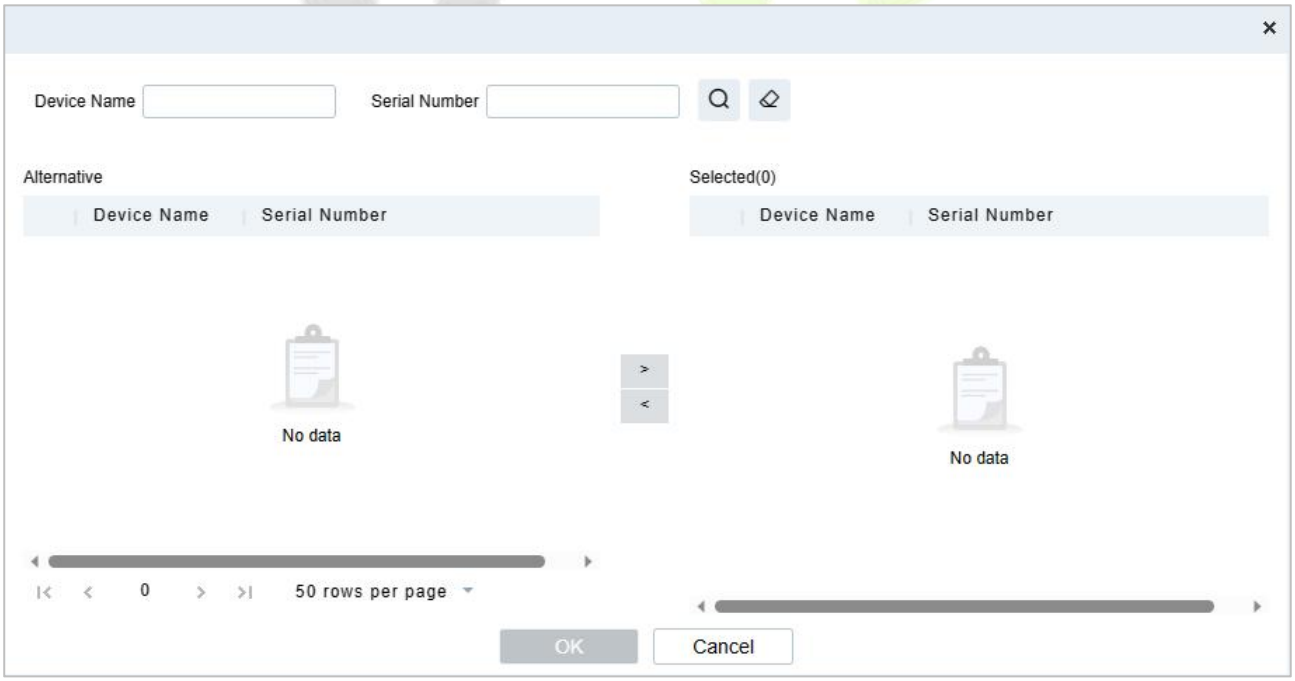


**Figure 3- 23 Select Device**

## 3.3.3 Door

The setting of door parameters affects the logic judgment of access control verification. The door parameters support different parameter settings according to the different firmware of the device. The following describes the configuration Steps of the door parameters with one of the devices.


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## Operation Step:

**Step 1**: In the **Access Control** module, select "**Devices > Door**".

**Step 2:** In the management interface of the door, click the **Edit** button in the door operation bar to pop up the door parameter setting box.

**Step 3:** In the door parameter setting interface, fill in the corresponding parameters according to the addition requirements, as shown in figure below, please refer to Table 3-2 for parameter filling instructions.

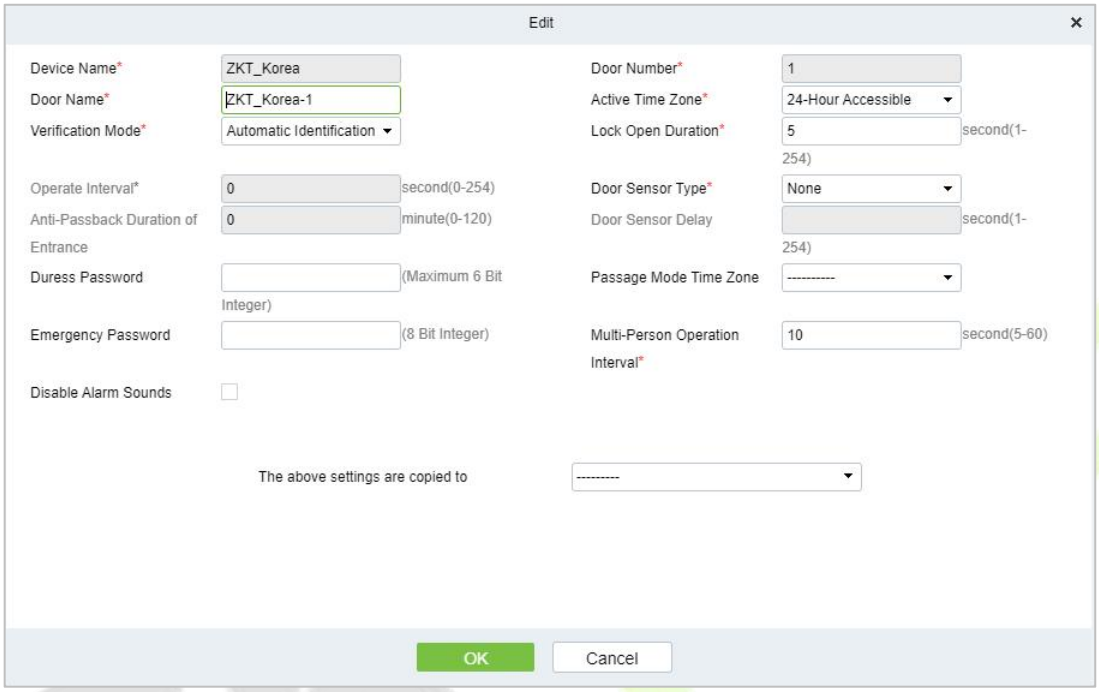


**Figure 3- 24 Setting Door Parameters**

## Instructions:

The firmware of different access control devices supports different door parameters. Set the parameters based on the actual door parameter page. Table 3-4 describes the parameter set for different devices.

| Parameter | Setup Instructions |
|---|---|
| Device Name/Door Number | The basic information about the door is displayed. Reset is not supported. |
| Name of the Door | Customize the name of the door for easy memory. |
| Gate Validity Period | Select a period when the gate is valid.<br>Not within the validity period of this door, even if the person has the permission of this door, can not open the door inside. |
| Verify The Way | Set this parameter to the authentication mode supported by the device. |
| Lock Drive Duration | Set the time range for unlocking a lock after authentication. For example, if the value is set to 5 seconds, the door can be opened within 5 seconds after the verification. If the door is not opened after 5 seconds, the door will be automatically locked, and the door can be opened only after the verification. |
| Wiegand Format | Select a Wiegand card format that can be recognized by the door's Wiegand reader.<br>The card format and Settings are different, will not open the door. There are 9 built-in formats in the software, the default is automatic matching wiegand card format, automatic matching can identify a variety of built-in wiegand card format. |


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| Parameter | Setup Instructions |
|---|---|
| Exit Button State | Set the status of the door exit button, locked, not locked. Lock: the door lock does not open after pressing the exit button. Not locked: the door lock is opened after pressing the exit button. |
| The Exit Button Is Delayed | When the exit button is set to lock, set the delay time of the exit button, that is, the delay time of the inspection door alarm after the exit button is locked. |
| Operation Interval | Set the interval for Access Control Operation. |
| Effective Time of Exit Button | Select the time period for setting the exit button. |
| Magnetic Door Type | Option No, normally open, normally closed, default none. |
| Behind Closed Doors to Lock | Set whether to lock back after the door is closed. |
| Magnetic Door Delay | Set the delay for checking the door status sensor after the door is opened. When the door is not "normally open", if it is open, it will start timing, alarm will start after the door magnetic delay time, and alarm will be canceled when the door is closed. |
| Duration Of Anti-Passback Entry | Set a limit on how long an intelligent entry can take. |
| Stress The Password | Set up the user to open the door when the threat password. An alarm will be generated when the coerced code opens the door. |
| Emergency Code | Set a password for the user to use in an emergency. The password is used by the administrator and is valid in any period and authentication mode. |
| The Door Is Normally Open | Select the time when this door is normally open. |
| Extended Time of Passage | Set on the basis of the original opening time, additional limit time. Common terms for participants, inconvenient personnel to extend the passage time. |
| Open Time Delay | Set the time for waiting for the delayed door opening after authentication. |
| Disable Alarm Reminder | If alarm event occurs on this door, whether there will be alarm sound reminder on the real-time monitoring interface. |
| Allow Superuser Access When the Door Is Locked | Set whether the super user can verify access when the door is locked. |
| The Above Settings Are Copied To | To set the door parameters above, the options are all doors of the current device, all doors of all devices. |

**Table 3- 2 Door Parameters**

**Step 4:** Click **OK** to complete the setting of the door parameters

**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 remote opening, 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 (open for 24 hours).

To close a door, select **Disable Intraday Passage Mode Time Zone** first, to avoid enabling


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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 is displayed on the interface, the alarm sound will be played. Alarm cancellation can be done for single door and all doors. To control a single door, move the cursor over the door icon, a menu will pop-up, then click **Remote Opening/Closing** in 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.

**Activate Lockdown:** It will remotely set the door status to locked status. After this, the door wouldn't receive any operations, such as card reading and remote operations. This function is supported only by certain devices.

**Deactivate Lockdown:** It will unlock a locked door. This function is supported only by certain devices.

### 3.3.4 Reader

This section describes the Step configuration of the Reader binding camera in ZKBio CVSecurity.

**Operation Scenario:**

After the camera is bound, if related Settings are set during linkage, the Reader will perform video linkage (capture) once corresponding events occur. The Reader bind cameras in the same way. This section uses the Reader as an example to describe how to bind cameras.

**The Premise Conditions:**

A video camera has been added in the **Smart Video Surveillance** module.

**Operation Step:**

**Step 1**: In the **access Control** module, choose "**Device > Reader**".

**Step 2:** In the Operation column of the corresponding Reader, click . The bind/unbind camera page is displayed.

**Step 3:** On the Select Reader screen, set the Reader as required, as shown in figure below

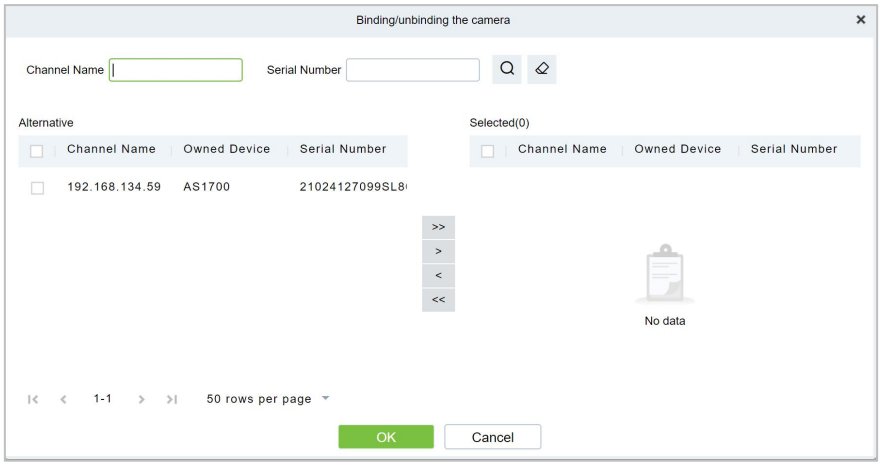


**Figure 3- 25 Binding A Camera**

**Step 4:** Click **OK** to bind the camera.


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| Parameter | How to set |
|---|---|
| Device Name | Customize the name of the device. |
| Reader Name | Display the reader's name of the device |
| Communication Type | Wiegand/RS485, Wiegand, RS485, and Disabled are available. When a communication type is selected, the reader interface on the device will receive data (including card and fingerprint data) for the specified type only |
| In/Out | Display the in/out of the device. |
| Bound Camera | connecting the camera with the reader. |
| Owning Camera | The device is automatically added to the selected permission group. |

**Table 3- 3 Reader Parameters**

### 3.3.5 Auxiliary Input

It is mainly used to connect to the devices, such as the infrared sensors or smog sensors.

**Operation Step:**

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

**Step 2**: Click on Name or **Edit** to modify the parameters as shown below:

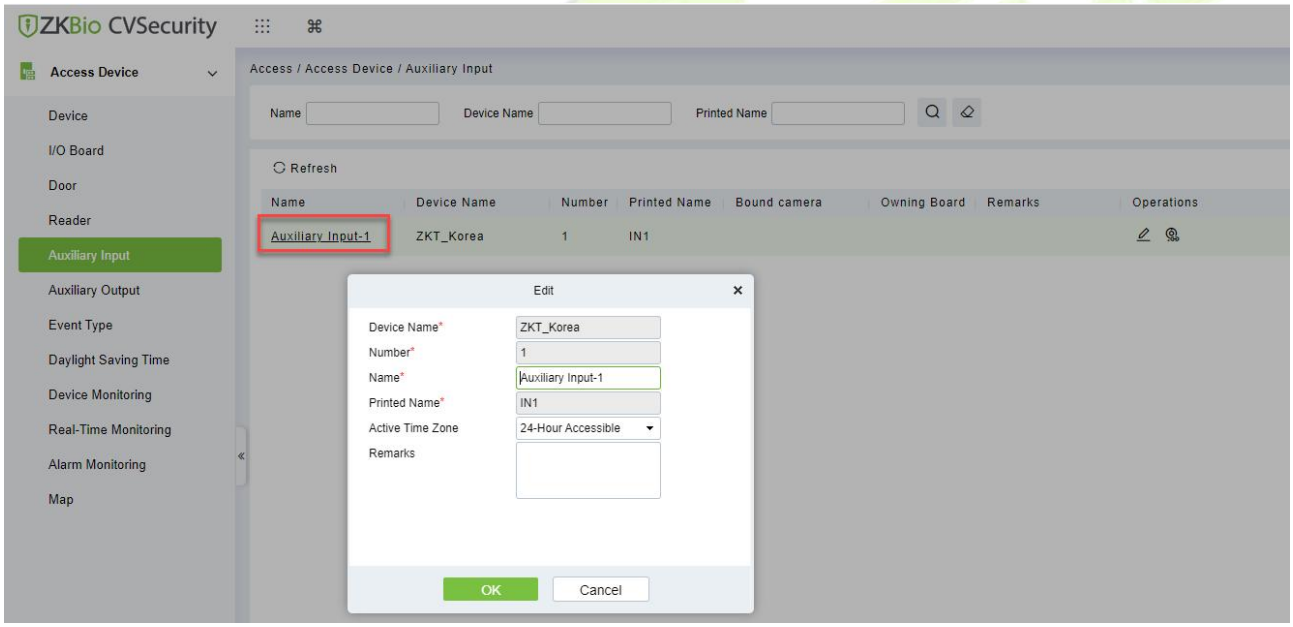


**Figure 3- 26 Auxiliary input**

**Step 3**: Click **OK** to save the name and remark and exit.

**Bind/Unbind Camera:**

Through this option, the reader can be connected to the cameras, and the system will make a video linkage (pop-up videos, videos or screenshots) once there is a corresponding event occurs. For this, the interaction setting in Linkage or in Global Linkage should be done before. For details, please refer to Reader: Bind/Unbind Camera.

✍**Note:** An auxiliary input point can bind more than one channel.

| Parameter | How to set |
|---|---|


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| | |
|---|---|
| Device Name | Customize the name of the device. |
| Name | Display the name of the device |
| Number | Customize the name of the device |
| Printed Name | Display the input number of the device. |
| Bound Camera | connecting the camera with the reader. |
| Owning Camera | The device is automatically added to the selected permission group. |

**Table 3- 4 Auxiliary Input Parameters**

## 3.3.6 Auxiliary Output

It is mainly related to alarm and is used when linkage is working.

**Operation Step:**

**Step 1**: Click **Access Device** > **Auxiliary Output** on the Action Menu to access the following interface:

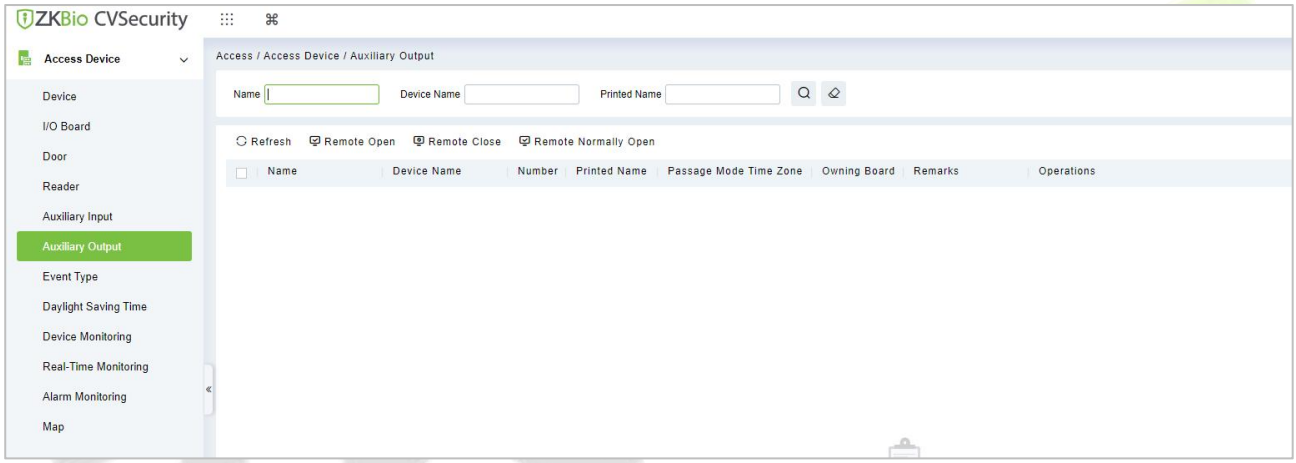


**Figure 3- 27 Auxiliary Output**

**Step 2**: Click **Edit** to modify the parameters.

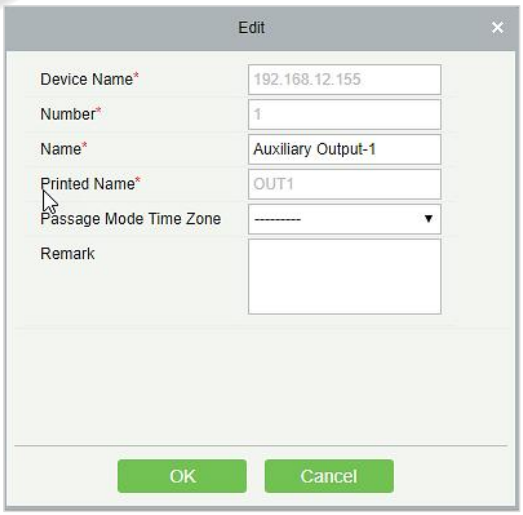


**Figure 3- 28 Auxiliary Output Edit**

**Step 3**: Click **OK** to save the name and remark and exit.

### 3.3.6.1 Remote Opening/Closing


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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.

#### 3.3.6.2 Remote Normally Open

It will set the device as normal open by remote.

| Parameter | How to set |
|---|---|
| Device Name | Customize the name of the device. |
| Name | Display the name of the device |
| Number | Customize the name of the device |
| Printed Name | Display the input number of the device. |
| Bound Camera | connecting the camera with the reader. |
| Owning Camera | The device is automatically added to the selected permission group. |

**Table 3- 5 Remote Normally Open Parameter**

### 3.3.7 Event Type

It will display the event types of the access devices.

**Operation Step:**

**Step 1**: Click **Access Device** > **Event** to access the following page:

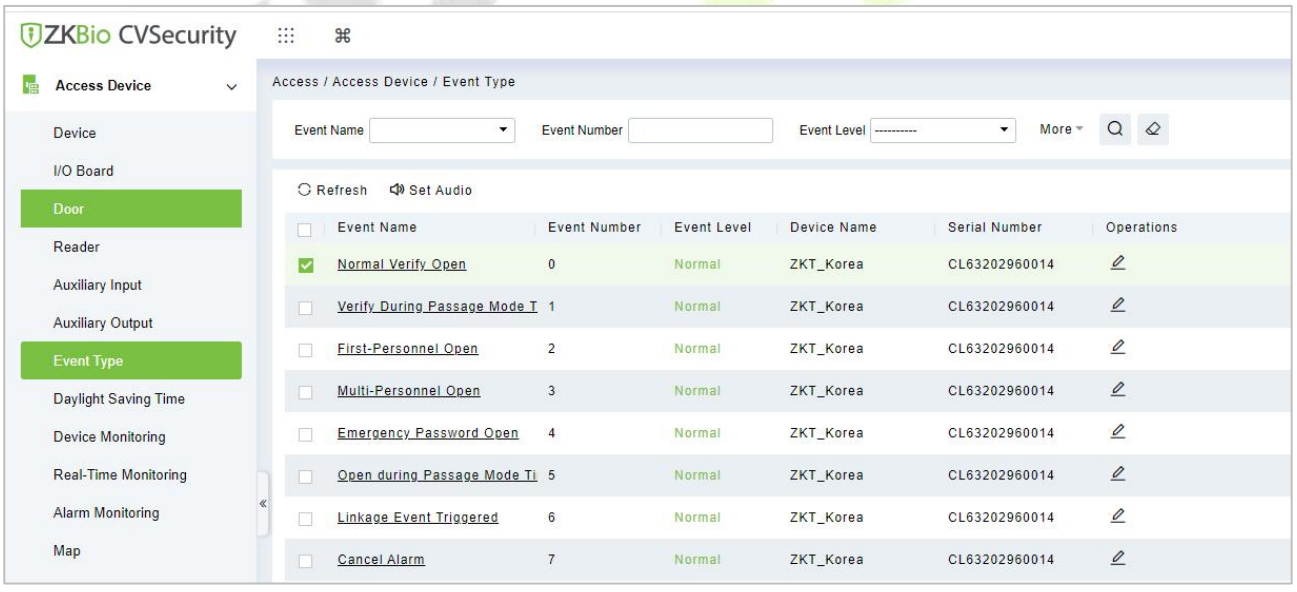


**Figure 3- 29 Event Type**

**Step 2**: Click **Edit** or click the event type name to edit.


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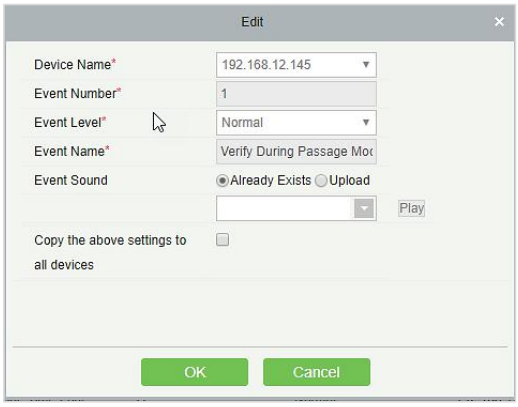


**Figure 3- 30 Event Type Edit**

### 3.3.7.1 Set Audio

Same as the event sound. Click **Set Audio**:

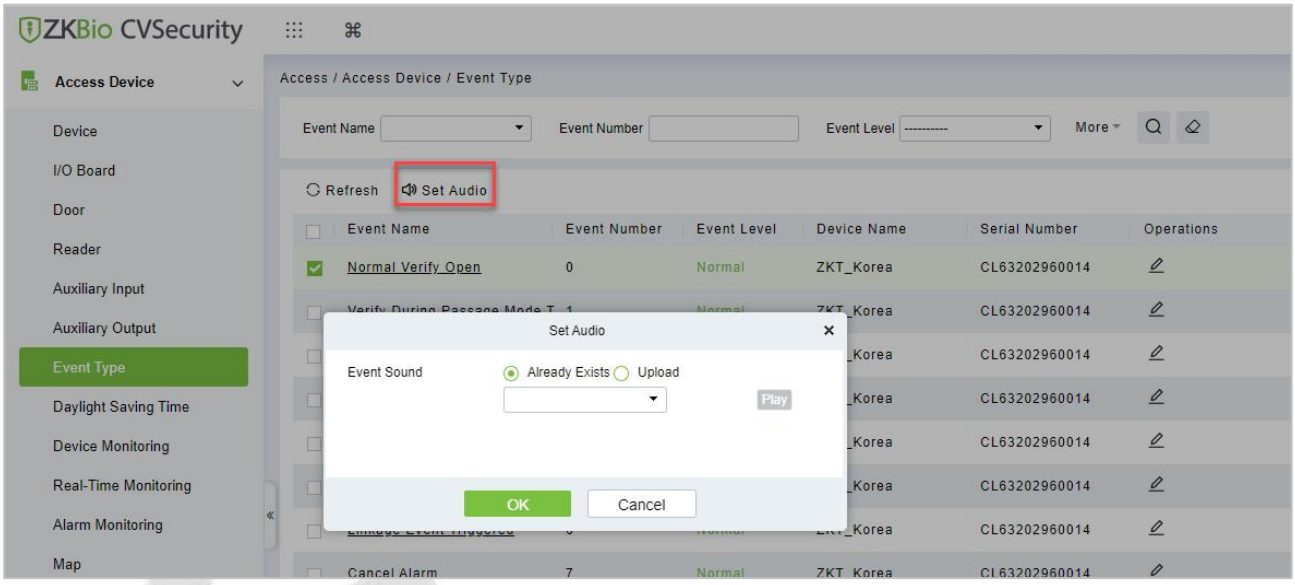


**Figure 3- 31 Event Type Set Audio**

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

| Parameter | How to Set |
|---|---|
| Event Level | Normal, Exception, and Alarm are available |
| Event Name | Display the name of the device and it can't be modified. |
| Device Name | Display the name of the device |
| Event Number | Display the event number of the device. |
| Serial Number | Display the serial number of the device |

**Table 3- 6 Event Parameters**

## 3.3.8 Daylight Saving Time

DST, also called the Daylight-Saving Time, is a system to adjusting the official prescribe local time to save energy. The unified time adopted during the implementation of known as the "DST". Usually, the clocks are adjusted forward one hour in the summer to make people sleep early and get up early. It can also help to save energy. In autumn, clocks are adjusted backwards. The regulations are different in


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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 forward at XX (hour) XX (day) XX (month) and one hour backward at XX (hour) XX (day) XX (month) if necessary.

### 3.3.8.1 Add DST (New)

**Step 1**: Click **Access Device** > **Daylight Saving Time** > **New**.

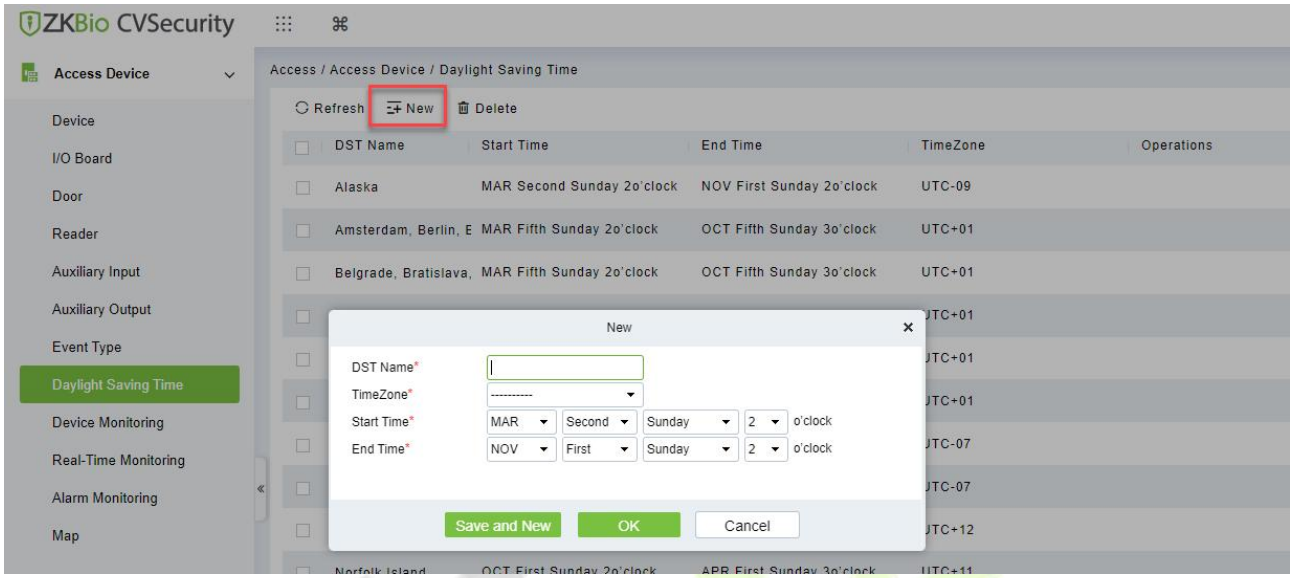


**Figure 3- 32 Daylight Saving Mode**

Set as "Month-Weeks-week hour: minute" format. The start time and end time is needed. For example, the start time can be set as “second Monday in March, 02:00”. The system will be advanced one hour at the start time. The system will go back to the original time at the end time.

| Parameter | How to set |
|---|---|
| DST Name | Display the DST name |
| Start Time | Display the start time of the device |
| End Time | Display the end time of the device |
| Time Zone | Display the timezone of the device. |

**Table 3- 7 Daylight Saving Mode Parameters**

### 3.3.8.2 Delete

Select device, click **Delete**, and click **OK** to delete the device.

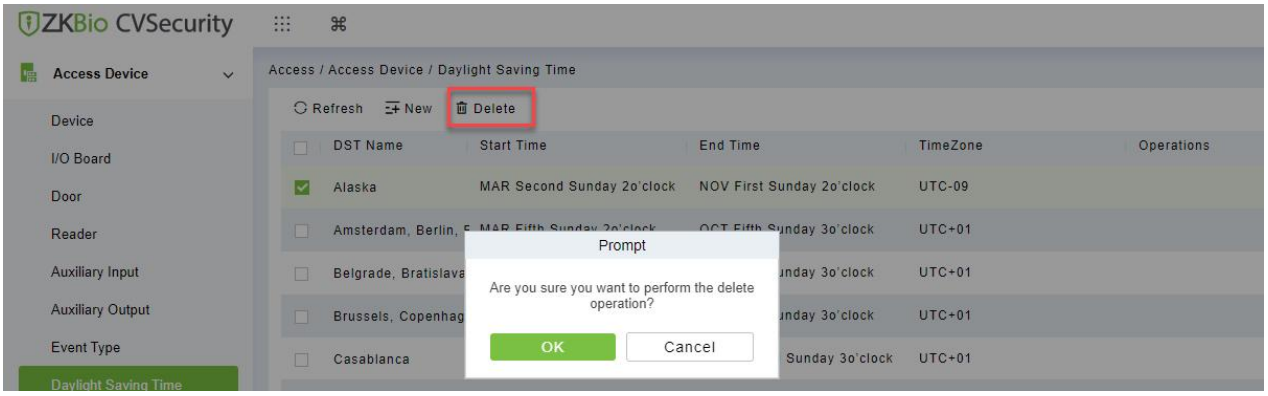


**Figure 3- 33 Daylight Saving Mode Delete**


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## 3.3.9 Real-Time Monitoring

On the real-time management screen, the status of the added device is displayed and the device can be opened or closed. At the same time, the dynamic of real-time events is monitored. If the door opening can be verified and corresponding access control events can be generated, the access control management service configuration is complete.

**Operation Step:**

**Step 1:** Check whether the device is online.

In the **Access Control** module, choose "**Access Control Device > Real-time Monitoring**".

Check whether the icon status of the added device is online. For details about the icon status, see Table 3-8.

**Note:**The icons support 3 types, which are:**Door,Parking Barrier,Flap Barrier.**You can go to **Access Module ->Access Device->Device** to select the device, **Edit** for switching.

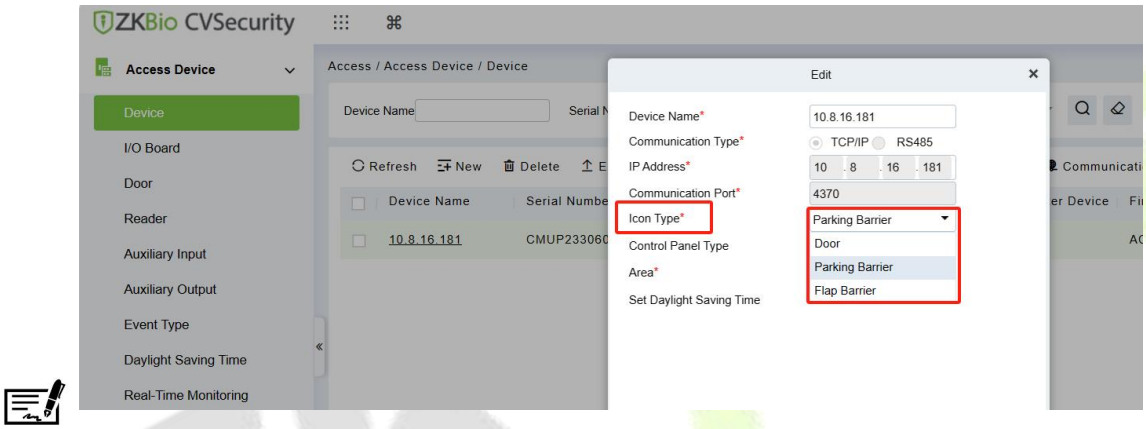


**Figure 3- 34 Icon Type**

The following table takes Door Icon as an example; the other 2 types(Flap Barrier & Parking Barrier) are only different graphics, but the meaning is the same, you can refer to the following table:

| Icon | State | Icon | State |
|---|---|---|---|
| | The device is disabled. | | Door offline status |
| / | No door status sensor, relay off/no relay status | / | Door status sensor not set, relay open/no relay state |
| / | The door is closed and the relay is off/no relay is in online state | / | The door is closed and the relay is on/no relay |


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| Icon | State | Icon | State |
|---|---|---|---|
| | On line door open, relay closed/no relay | | On line door open, relay open/no relay state |
| | Door opens alarm, relay closes | | The door opens to alarm and the relay opens |
| | Door opening timeout alarm, relay closed/no relay, door magnetic open | | Door opening timeout alarm, relay open/no relay, door magnetic open |
| | Door opening timeout alarm, relay closed/door magnetic closed | | Door opening timeout alarm, relay open/door magnetic close |
| | Door close alarm, relay off/no relay status | | Door close alarm, relay open/no relay status |
| | No door magnetic setting, door alarm, relay closed | | No door magnetic setting, door alarm, relay open |
| | Door opening timeout alarm, no relay/door magnetic closing | | The door was locked |
| | Abnormal communication between the door and the device | | |
| **Note:** If there is no relay status, the current firmware does not support the "Check relay Status" function. | | | |

**Table 3- 8 Description of Door Types**

**Step 2:** Remote opening/closing verification, taking remote opening as an example.

Select the online door device, click "**Remote door opening**", enter the user password in the pop-up security verification, and click **OK**.

On the remote door opening screen, enter the time to open the door and tap **OK**, as shown in figure below.

If "Operation succeeded" is displayed, the remote door opening Operation is complete.


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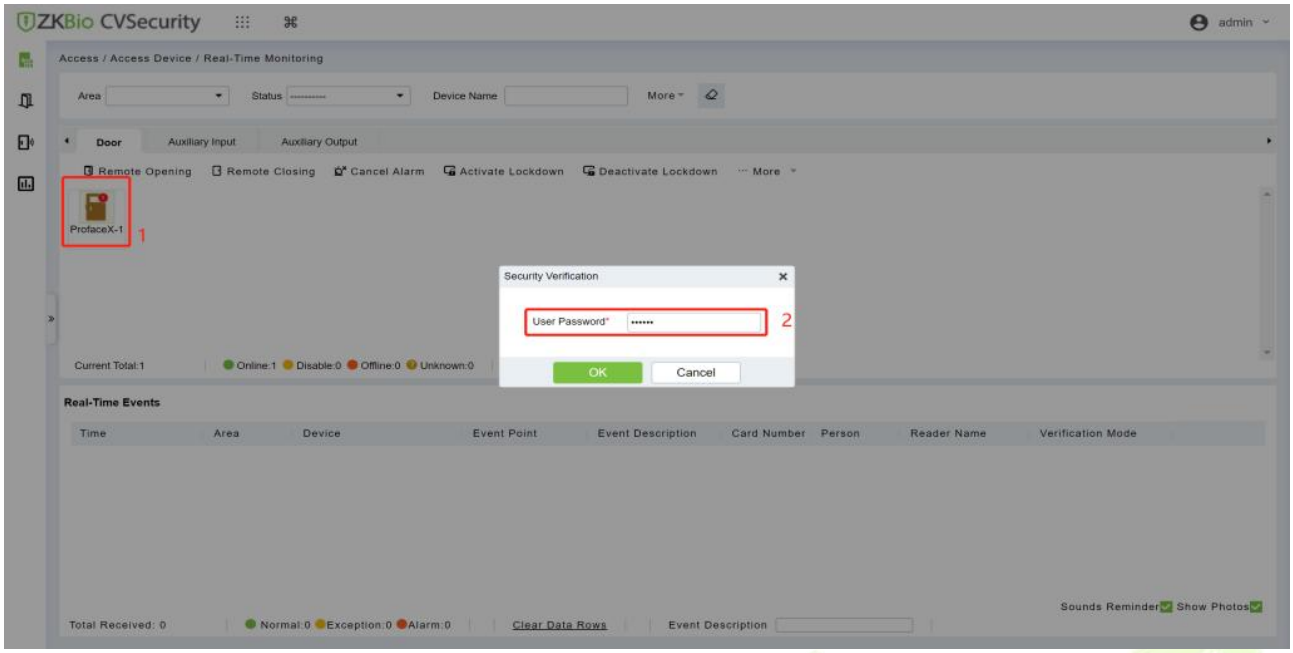


**Figure 3- 35 Remote Door Opening**

**Step 3:** Permission to verify.

Verify personnel permissions on added devices.

In the real-time monitoring window, judge whether the personnel permissions are correctly configured according to the event status; If the user has been granted access rights, the real-time access event is a normal verification event, as shown in Figure 3-38, indicating that the access level service is configured

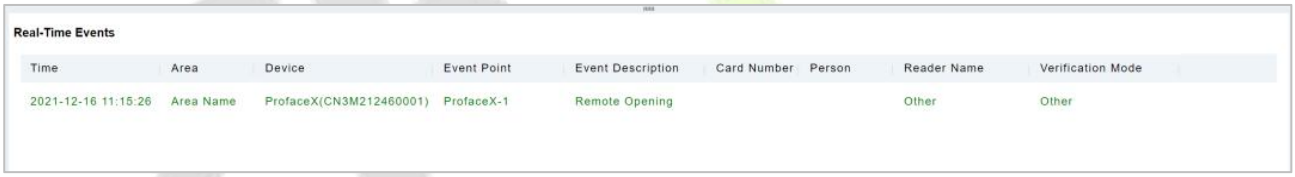


**Figure 3- 36 Real-Time Events**

### 3.3.9.1 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 remote opening, 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 (open for 24 hours).

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 is displayed on the interface, the alarm sound will be played. Alarm cancellation can be done for single door and all doors. To control a single door, move the cursor over the door icon,


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a menu will pop-up, then click **Remote Opening/Closing** in 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.

- **Activate Lockdown**

It will remotely set the door status to locked status. After this, the door wouldn't receive any operations, such as card reading and remote operations. This function is supported only by certain devices. Super User Swipe to Initiate Lockdown after 3 swipes

- **Deactivate Lockdown**

It will unlock a locked door. This function is supported only by certain devices. Super User Swipe to Initiate disable after 3 swipes

- **Quick Management of Doors**

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

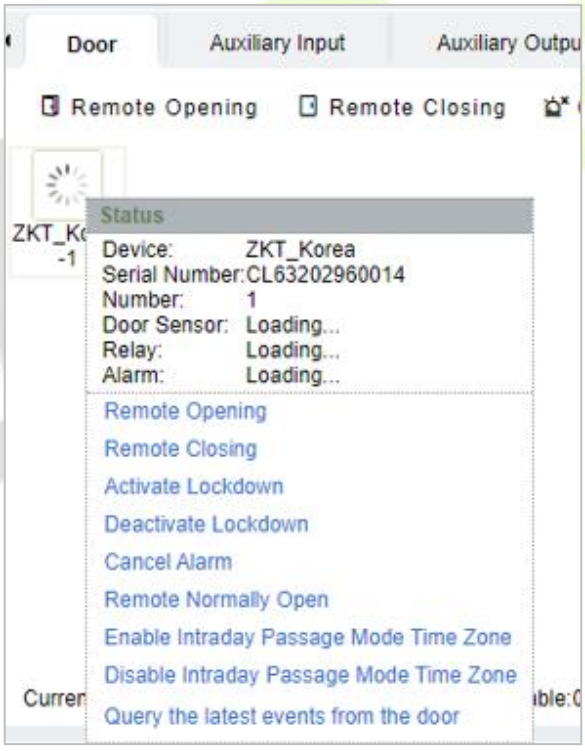


**Figure 3- 37 Quick management of doors**

- **Personnel Photo Display**

If a Real-Time Monitoring event contains personnel activity, the monitor will display the person photo (if no photo is registered, the monitor will display default photo). The event name, time and date are displayed.

- **Play Audio**

If this option is selected, it plays an audio after an alarming event occurs.

- **Query the Latest Events from The Door**

Click to quickly view the latest events happened on the door.


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**● 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.

**Event Monitoring:**

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.

The Superuser can initiate lockdown after 3 swipes and deactivate the same after 3 swipes.

### 3.3.9.2 Auxiliary Input

It monitors current auxiliary input events in real-time.

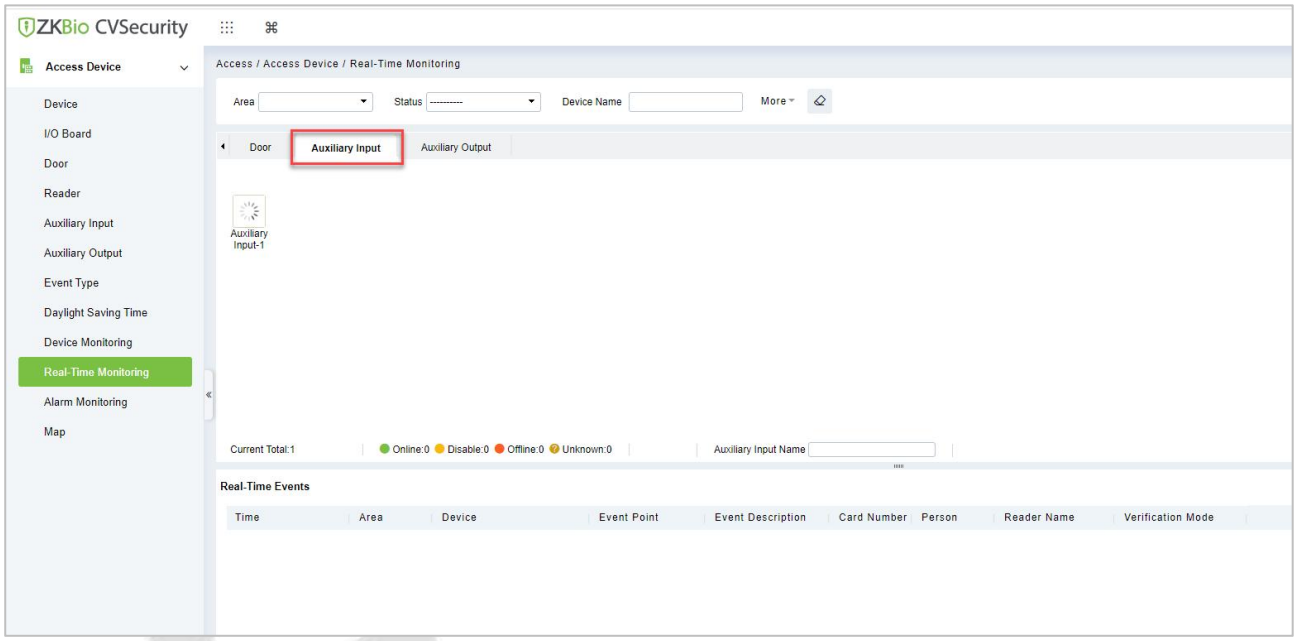


**Figure 3- 38 Real Time Monitoring Auxiliary Input**

### 3.3.9.3 Auxiliary Output


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

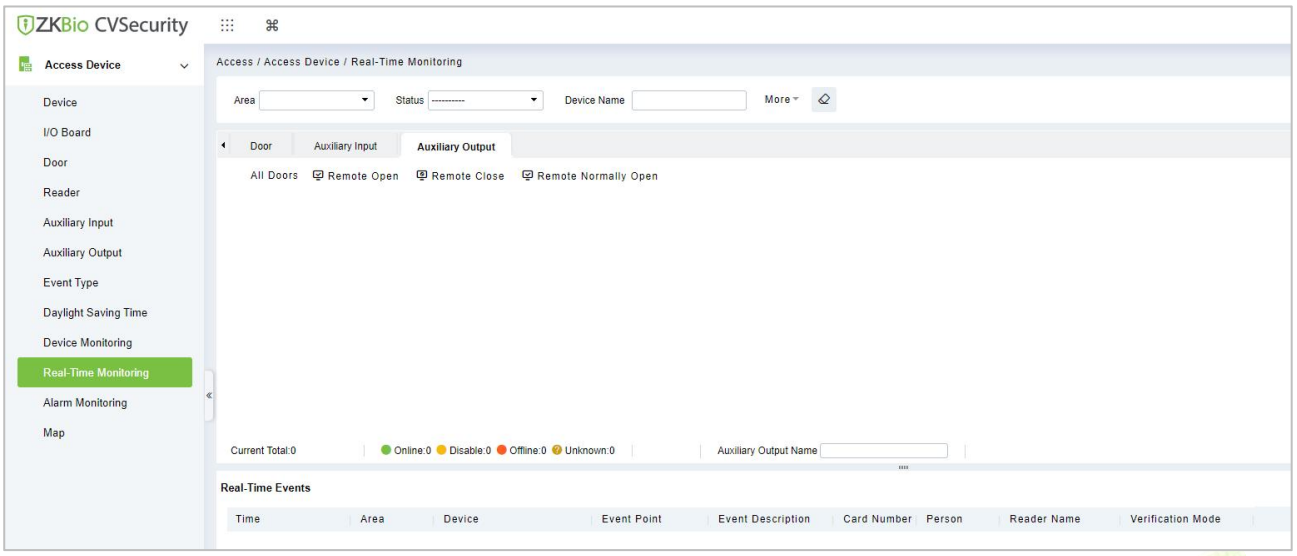


**Figure 3- 39 Real Time Monitoring Auxiliary Output**

**● Monitoring All**

By default, the home page displays all doors of the panels within the user's level. User may monitor door(s) by setting the Area, Access Control or Door.

## 3.3.10 Alarm 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

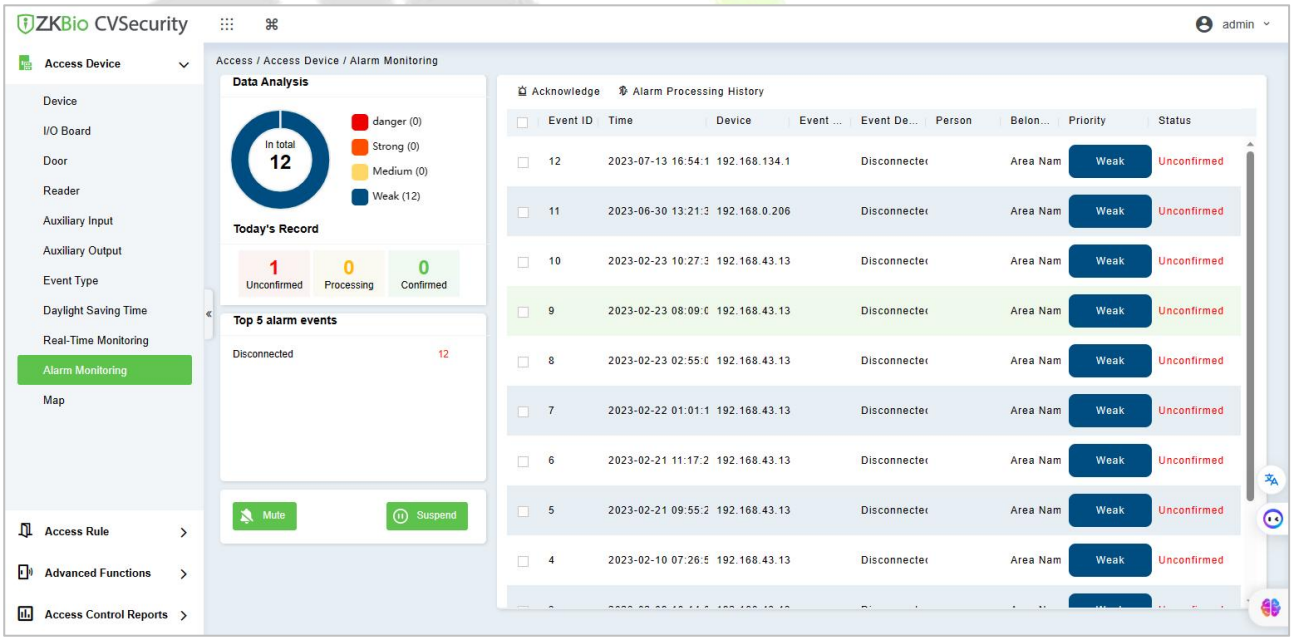


**Figure 3- 40 Alarm Monitoring**


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### 3.3.11 Map

Click **Access Device** > **Map** > **New** to add a map.

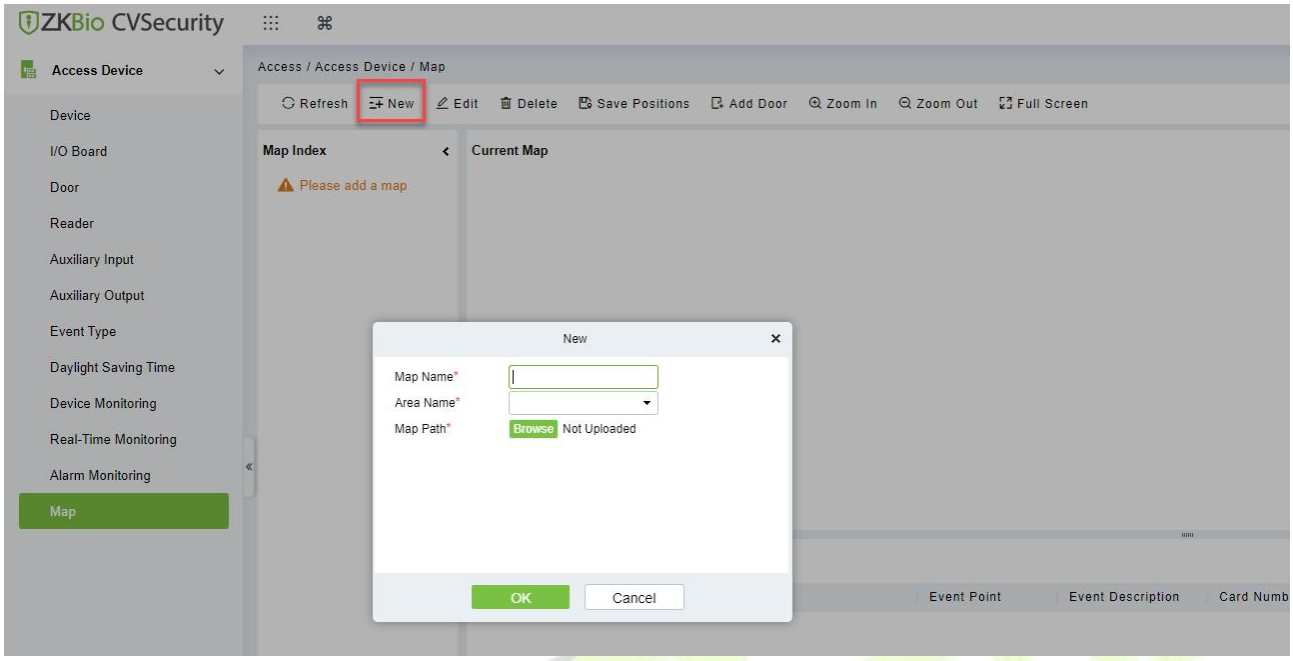


**Figure 3- 41 Map**

After adding, users can add door on the map, perform zoom-in, zoom-out, etc. If users relocated or modified the map, click **Save Positions** to save. The user can view the new setting at next visit.

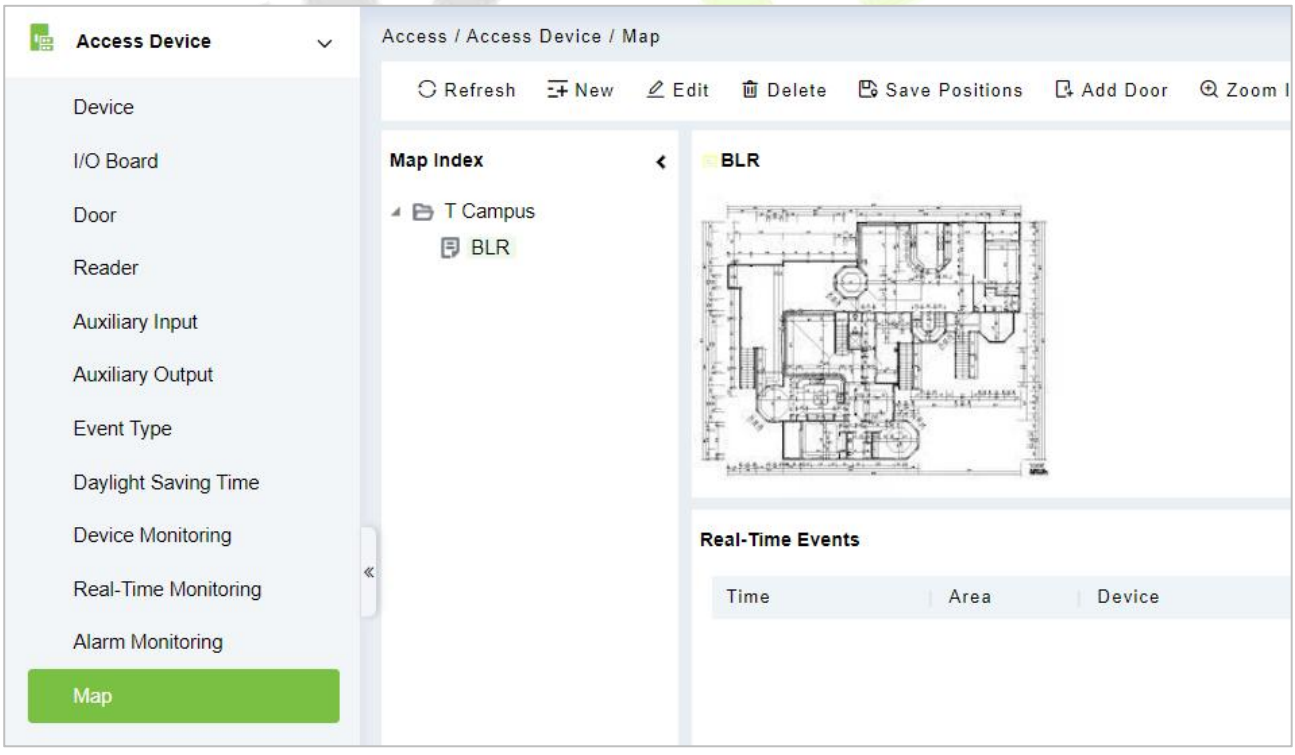


**Figure 3- 42 Map Position**

#### 3.3.11.1 Add/Delete Map


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Users can add or delete a map as needed.

#### 3.3.11.2 Edit Map

Users can edit map name, change 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 Screen**).

- **Add Doors & Cameras**

After adding the map, click on "Add doors" and "Add cams" in the toolbar on the right to select devices to add to the map.

- **Door Operation**

If you move the cursor to a door, 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**

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.

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.

**Note:**

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.

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**.

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

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 screen and the settings of browsers.

## 3.4 Access Rule

Access control rules are the core logic control part of access control, including time period settings, linkage settings, etc.

### 3.4.1 Timezone

In **Access Control** Module, time period is a very important basic concept, which is used to set the use time of the door and specify that **Access Control** is available in the valid time period.

This section describes how to configure Step to manually add a time range in ZKBio CVSecurity.

#### 3.4.1.1 Add (New)


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**Operation Step:**

**Step 1**: In the access **Control** module, choose "**Access Rule > Time zone**".

**Step 2:** Click **New**, the interface for adding time segments is displayed.

**Step 3:** The time segment page is added. Set the content based on the new requirements, as shown in figure below. For parameter Settings, see Table 3-9.

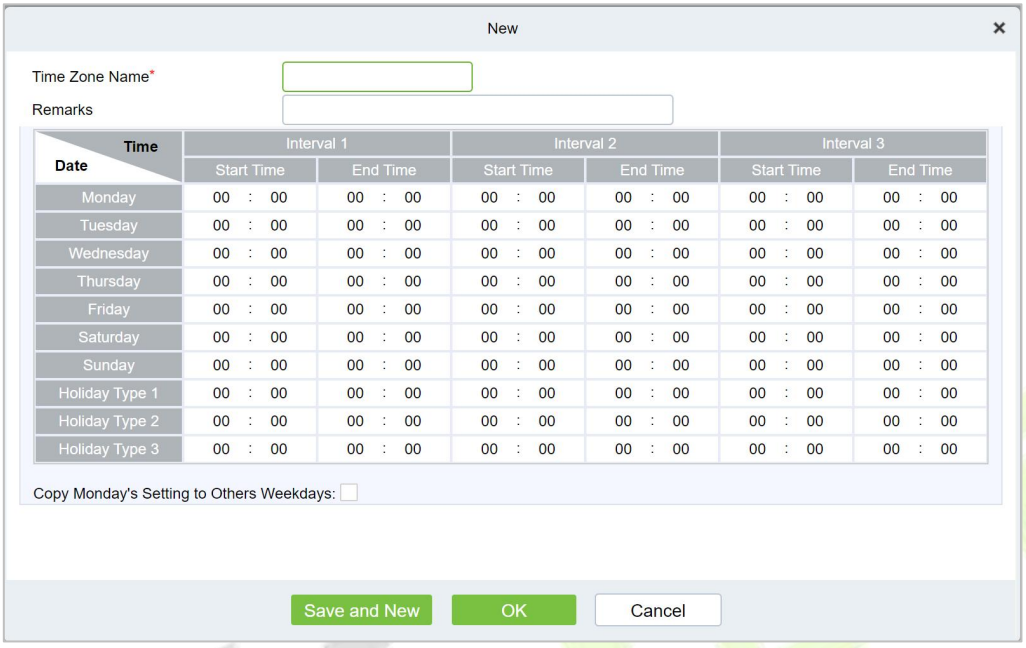


**Figure 3- 43 Adding A Time Range**

| Parameter | How to set up |
|---|---|
| Schedule Name | You can set a time range name for easy memory. |
| Note | Remarks Description of user-defined Settings. |
| Time interval | Set the start time and end time for each time range. The time period includes one week and three holiday-type time periods. |
| Copy Monday's time to other weekdays | You can quickly copy your Monday Settings to other weekdays. |

**Table 3- 9 Parameters to Be Added in The Time Range**

**Step 4:** Click **OK** to finish adding the time range.

### 3.4.1.2 Delete

Select time zone name, click **Delete**, and click **OK** to delete the time zone.


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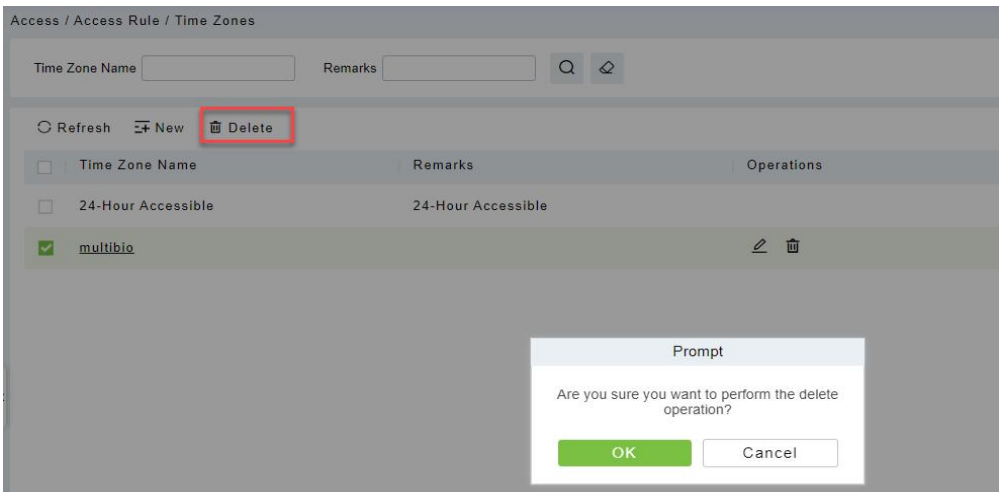


**Figure 3- 44 Time Zone Delete**

## 3.4.2 Holiday

The access control time on holidays may be different from that on weekdays. To facilitate Operation, the system supports separate access control time on holidays.

This section describes how to manually add a holiday Step in ZKBio CVSecurity.

### 3.4.2.1 Add (New)

**Operation Step:**

**Step 1:** In the **Access Control** module, choose "**Access Rule > Holidays**".

**Step 2:** Click **New**, the page for adding holidays is displayed.

**Step 3:** When a page is added during holidays, set the content as required, as shown in figure below. For parameter Settings, see Table 3-10.

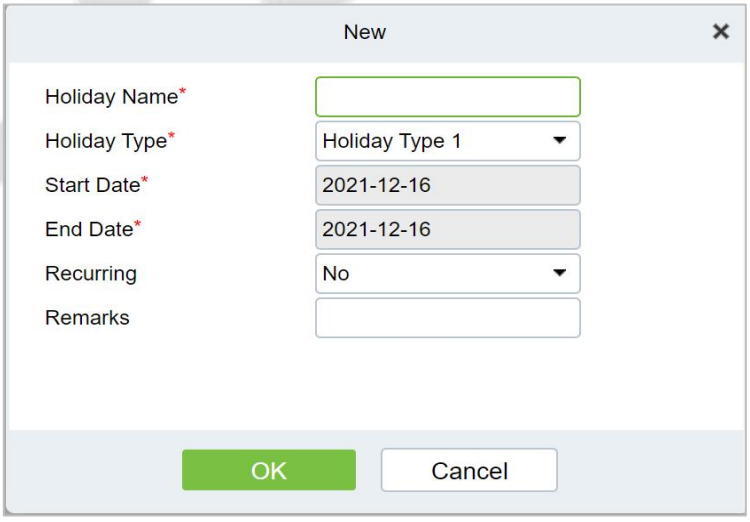


**Figure 3- 45 Adding Holidays**

| Parameter | How to set up |
|---|---|
| Holiday Name | You can set holiday names for easy memory. |
| Type of Holidays | The holiday type can be: Holiday type 1, Holiday type 2, holiday type 3. Set holiday type to time Range. |
| Start time/End time | Set the holiday time range. |


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| | |
|---|---|
| According to the annual circulation | Set whether this holiday cycle by year: yes, no.<br>For example, if New Year's Day is January 1, set this parameter to Yes.Mother's Day falls on the second Sunday in May. If the date is uncertain, set it to No. |
| Note | Custom Settings description. |

**Table 3- 10 Parameters for Adding Holidays**

**Step 4:** Click **OK** to finish adding the holiday.

### 3.4.2.2 Delete

Select holiday, click **Delete**, and click **OK** to delete the holiday.

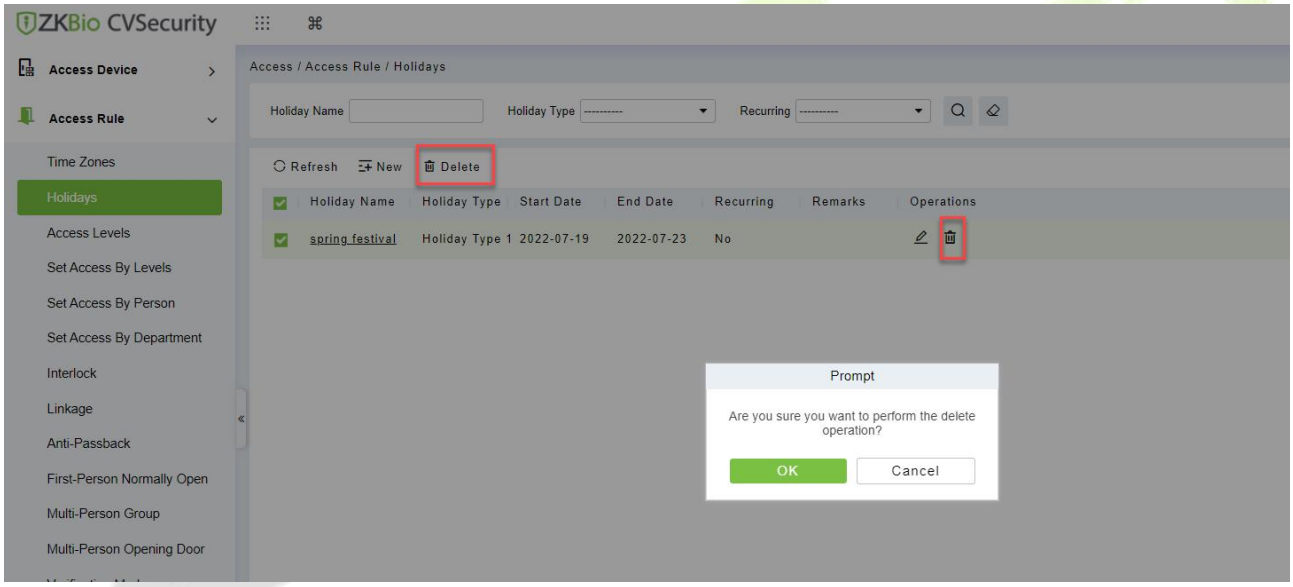


**Figure 3- 46 Holiday Delete**

## 3.4.3 Access Level

Access level groups define groups and categories of internal doors to facilitate subsequent permission assignment operations.

Setting operations include creating access level groups and adding doors to access level groups.

### 3.4.3.1 Add (New)

This section describes how to create Step for Access Control groups in ZKBio CVSecurity.

**Operation Step:**

**Step 1:** In the **Access Control** module, choose "**Access Rule > Access Level"**.

**Step 2:** Click **New** in the left column, and the page for adding access level groups is displayed.

**Step 3:** On the page for adding access level groups, set parameters based on the new requirements, as shown in figure below. For parameter Settings, see Table 3-11.


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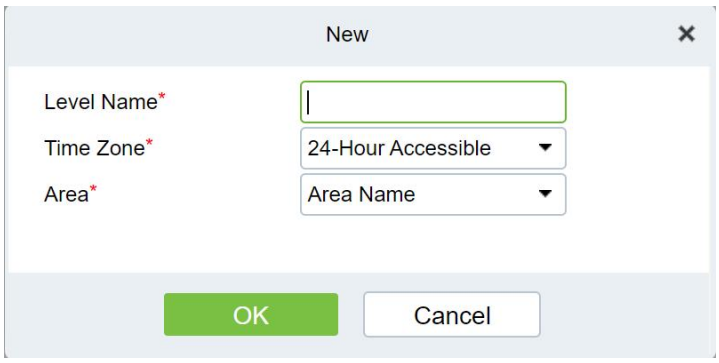


**Figure 3- 47 Adding Access Level Groups**

| Parameter | How to set up |
|---|---|
| Permission Group Name | You can customize the name of the access level group for easy query. |
| Access Control Period | Select the configured access time range to define the valid access time range for this permission group. |
| Area | Select the configured area from **System > System Management > Area Settings** and define the area to which the Access Control group belongs. |

**Table 3- 11 Description of Access Control Right Groups**

**Step 4:** Click **OK** to finish configuring the access control right group.

### 3.4.3.2 Add Door

This topic describes how to add Operation Step to the door of the created access level group in ZKBio CVSecurity.

**Operation Step:**

**Step 1:** In the **Access Control** module, choose "**Access Rule > Access level>Add Door**".

**Step 2:** Click **"Add Door"**, and the page for selecting a door is displayed. add a door as required, as shown in figure below.

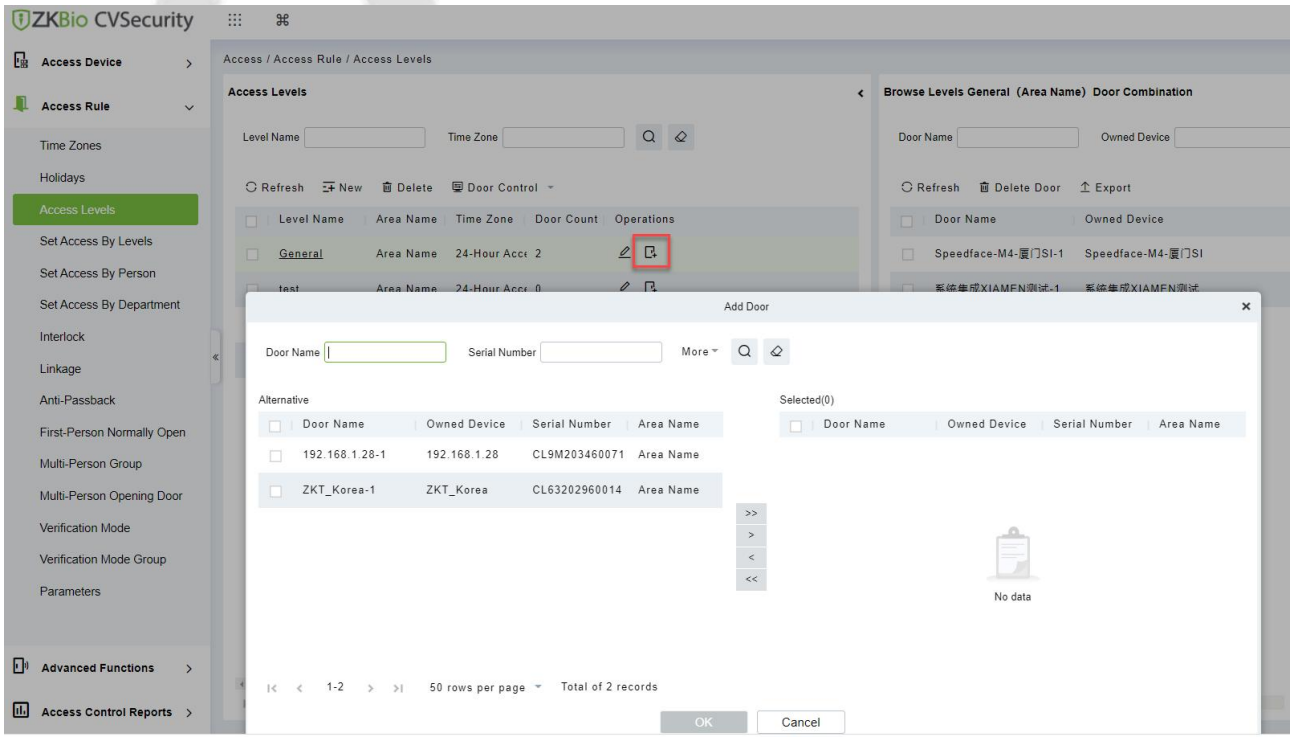


**Figure 3- 48 Adding Access Level Groups Add Doors**


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**Step 3:** Click **OK** to finish configuring the door for the access control right group.

### 3.4.3.3 Door Control

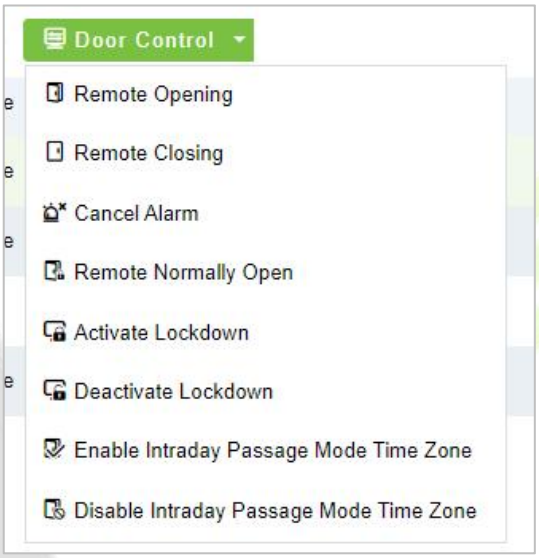


**Figure 3- 49 Door Control**

● **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 remote opening, 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 (open for 24 hours).

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 is displayed on the interface, the alarm sound will be played. Alarm cancellation can be done for single door and all doors. To control a single door, move the cursor over the door icon, a menu will pop-up, then click **Remote Opening/Closing** in the menu. To control all doors, directly click **Remote Opening/Closing** behind Current All.


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✍**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.

- **Activate Lockdown**

It will remotely set the door status to locked status. After this, the door wouldn't receive any operations, such as card reading and remote operations. This function is supported only by certain devices. Super User Swipe to Initiate Lockdown after 3 swipes

- **Deactivate Lockdown**

It will unlock a locked door. This function is supported only by certain devices. Super User Swipe to Initiate disable after 3 swipes.

### 3.4.3.4 Import or Export Access Level

**Step 1:** Export and fill in Access Level Template:

In the **Access Module**, click **Access Rule** > **Access Levels** > **Export** > **Export Access Level**, then fill in the Access levels information.

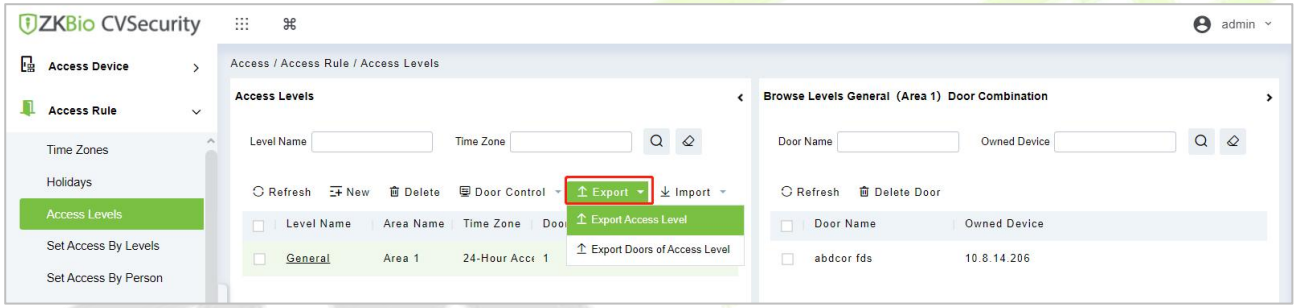


**Figure 3- 50 Export Access Level Template**

| Access Levels | | |
|---|---|---|
| Level Name | Area Name | Time Zone |
| Level 1 | Area 1 | Time Zone 1 |
| Level 2 | Area 2 | Time Zone 1 |
| Level 3 | Area 3 | Time Zone 1 |
| Level 4 | Area 4 | Time Zone 1 |
| Level 5 | Area 5 | Time Zone 1 |

**Figure 3- 51 Fill in Access Level Template**

**Note:** The Level name can be customized. The Area Name can be set from **System** > **System Management** > **Area Settings**, the Time Zone can be set from **Access** > **Access Rule** > **Time Zones**.

**Step 2:** Export the Doors of Access Level Template:

In the **Access Module**, click **Access Rule** > **Access Levels** > **Export** > **Export Doors of Access Level**, then You can export doors of access level in Excel file format.

Enter the user password in the displayed security verification dialog box, and Click **OK**. Select whether to encrypt the file and the file format to export, and Click **OK**.


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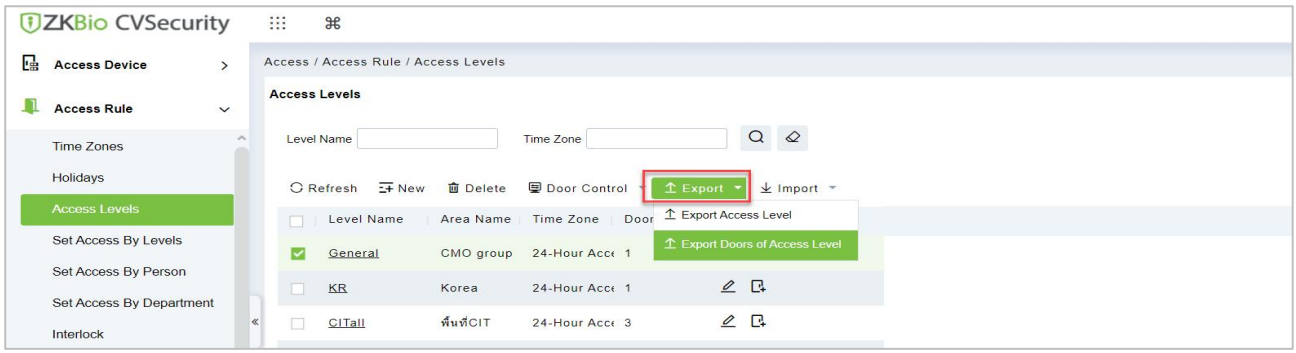


**Figure 3- 52 Export the Access Level Template 1**

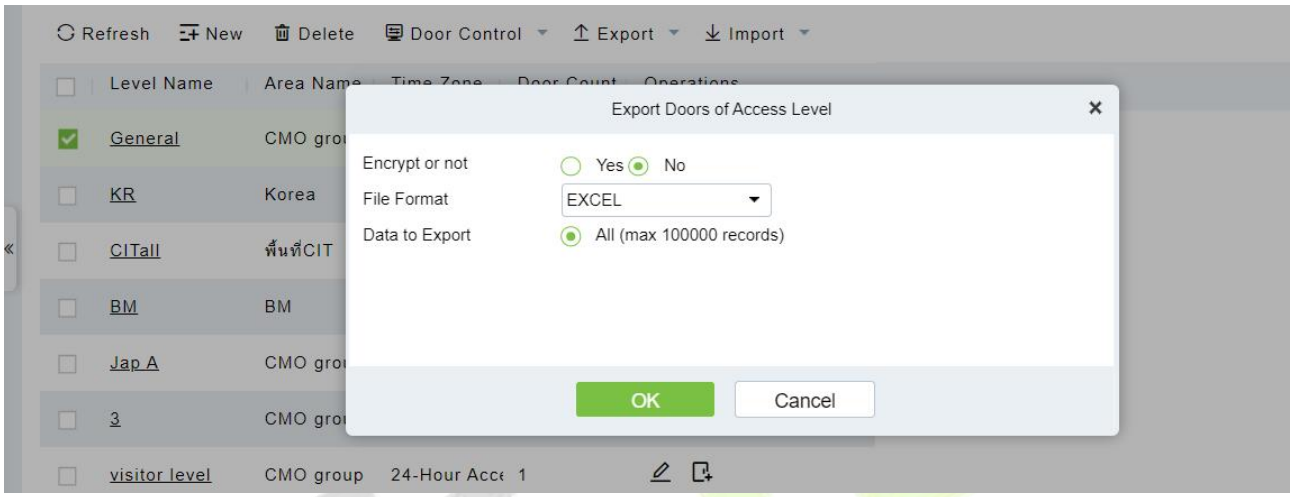


**Figure 3- 53 Export the Access Level Template 2**

**Step 3:** Import the Access Level Template:

In the **Access** module, click **Access Rule** > **Access Levels** > **Import** > **Import Access Level**, and click **Browser** to upload the Access Level Template.

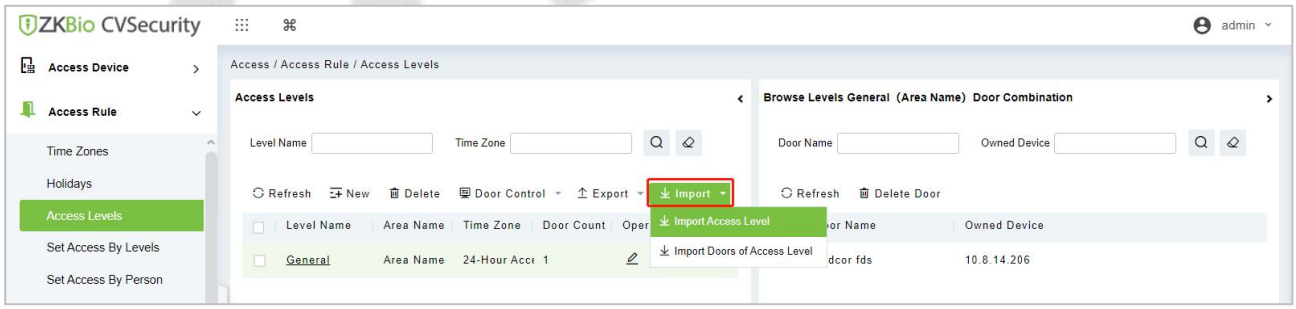


**Figure 3- 54 Import the Access Level Template 1**


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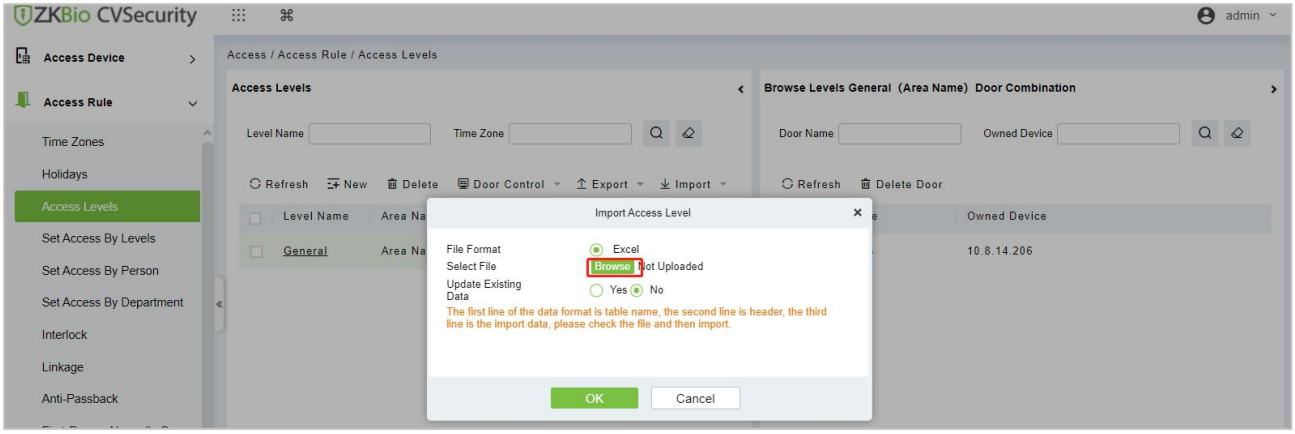


**Figure 3- 55 Import the Access Level Template 2**

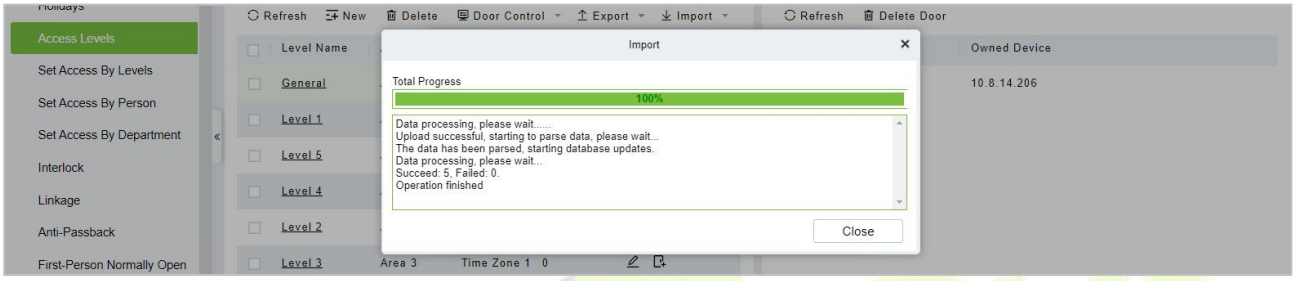


**Figure 3- 56 Import the Access Level Template 3**

**Step 4:** After the upload is successful, we can view the uploaded level as the following figure.

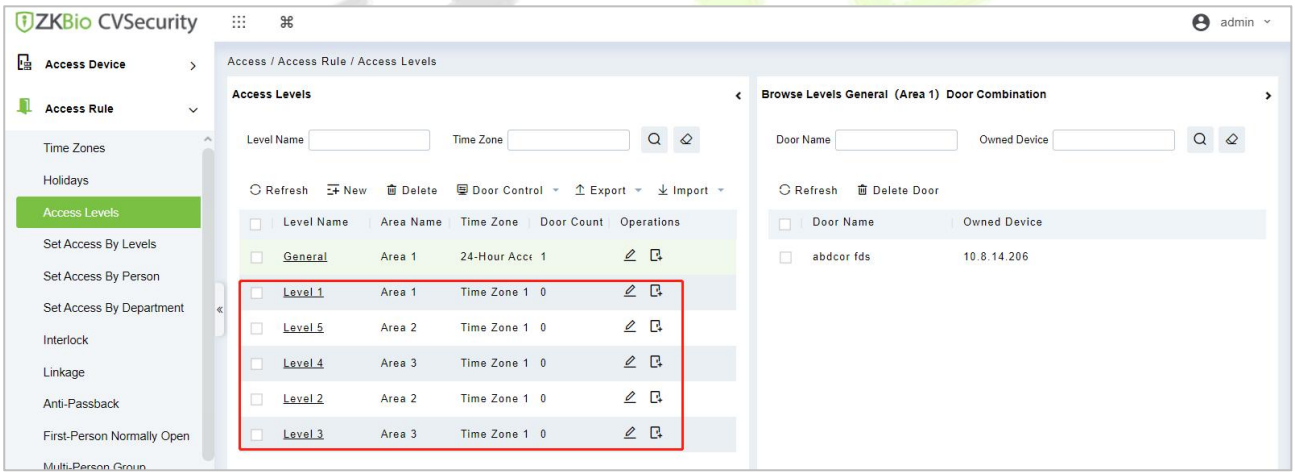


**Figure 3- 57 Import the Access Level Template 4**

**Step 5:** Import the Doors of Access Level Template:

In the **Access** module, click **Access Rule > Access Levels > Import > Import Doors of Access Level**, and click **Browser** to upload the Access Level Template.


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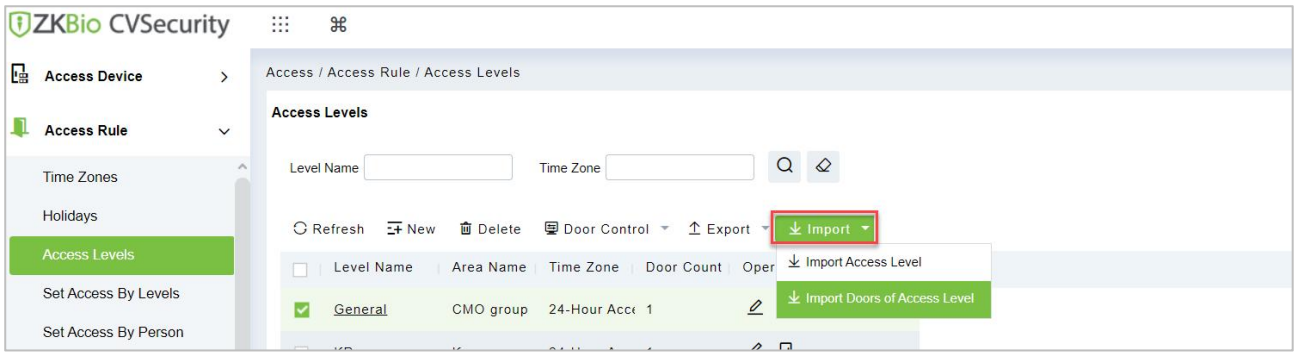


**Figure 3- 58 Import the Doors of Access Level Template 1**

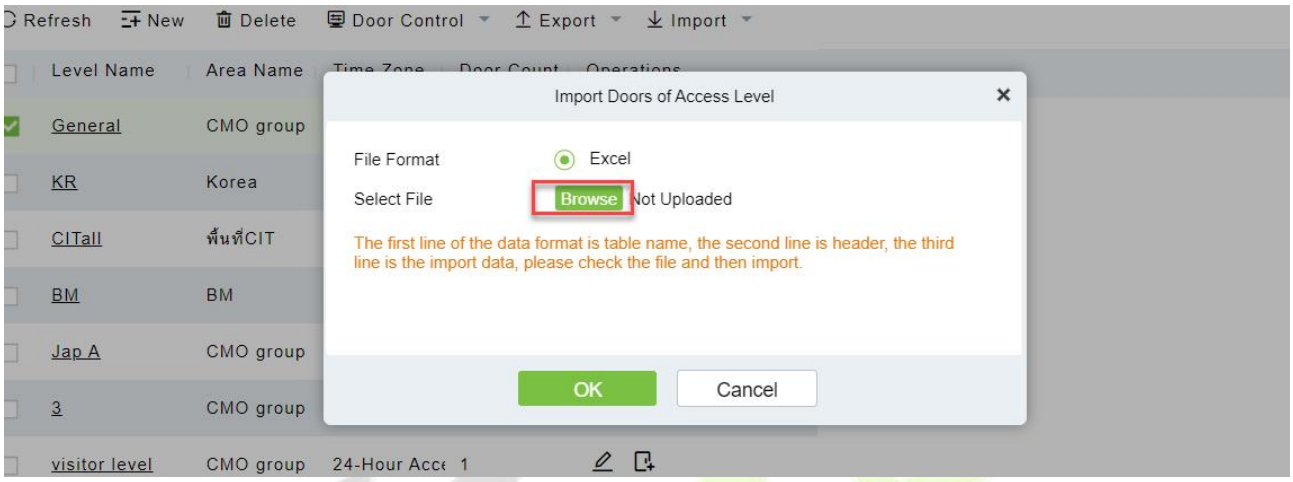


**Figure 3- 59 Import the Doors of Access Level Template 2**

**Step 6:** After the upload is successful, we can view the uploaded level as the following figure.

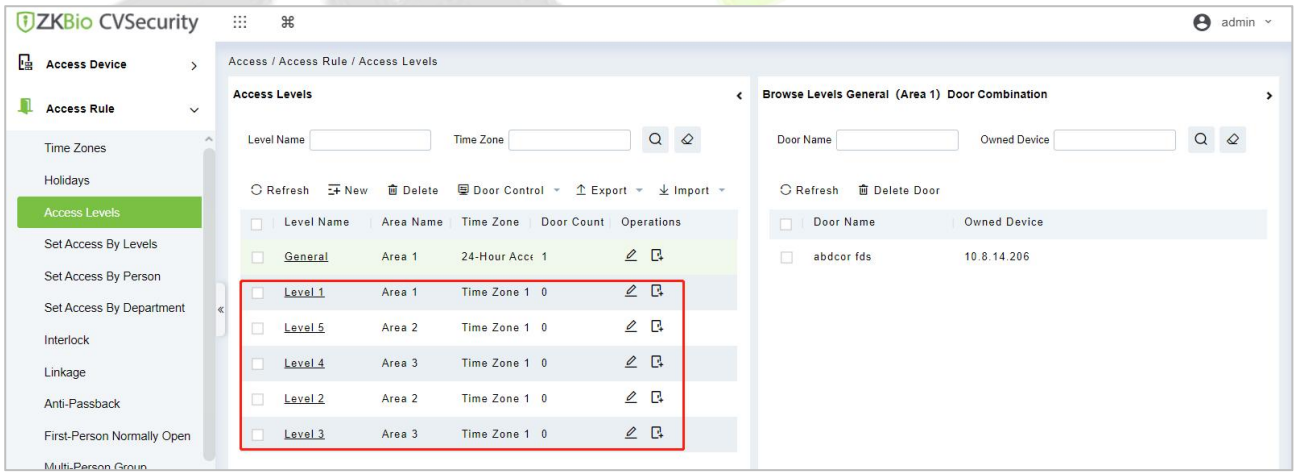


**Figure 3- 60 Import the Doors of Access Level Template 3**

## 3.4.4 Set Access Level Allocation

Permission assignment Manages the access level of personnel. After permission assignment, personnel can verify the door opening Operation.

You can assign user rights by user group or assign user rights by user group.

### 3.4.4.1 Assign Personnel Rights by Permission Group

Assigning personnel permissions by permission group is used to define a set of open-door personnel for a permission group.


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Describes Operation Step that assigns staff permissions by permission group in ZKBio CVSecurity.

**Operation Step:**

**Step 1:** In the **Access Control** module, choose **"Access Rule>Set Access by Levels".**

**Step 2:** In the Operation column of the corresponding permission group, tap "**Add Personnel**". The Add personnel page is displayed. Select personnel as required, as shown in figure below.

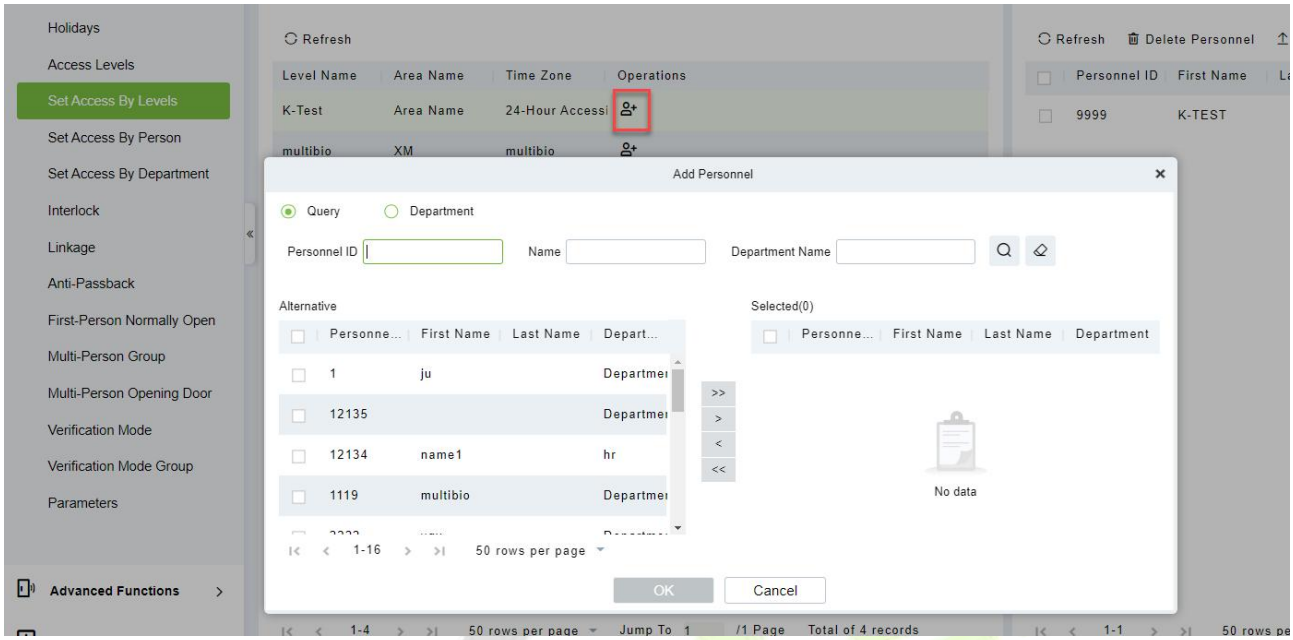


**Figure 3- 61 Assigning Rights to Users by Rights Group**

**Step 3:** Click **OK** to complete the assignment of personnel permissions.

### 3.4.4.2 Delete Personnel

Select personnel ID, click **Delete**, and click **OK** to delete the personnel ID.

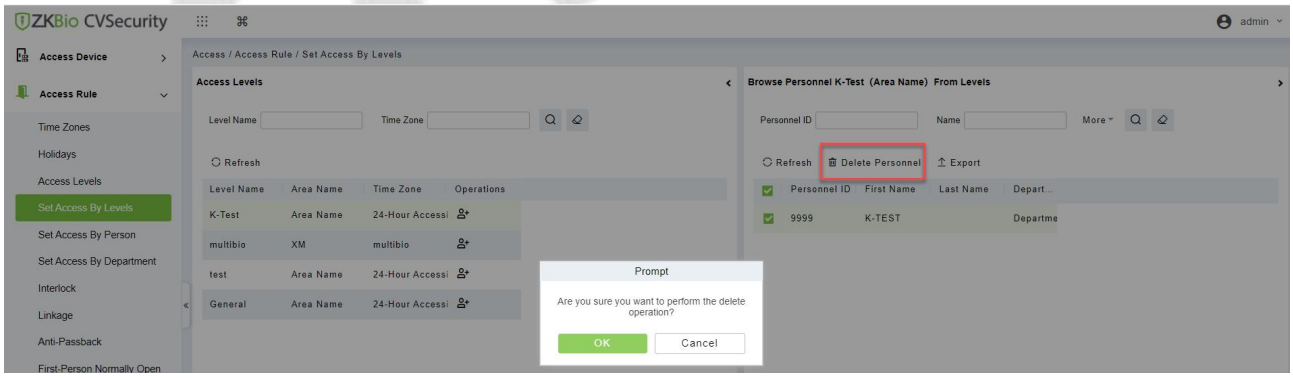


**Figure 3- 62 Delete Personnel**

### 3.4.4.3 Export

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


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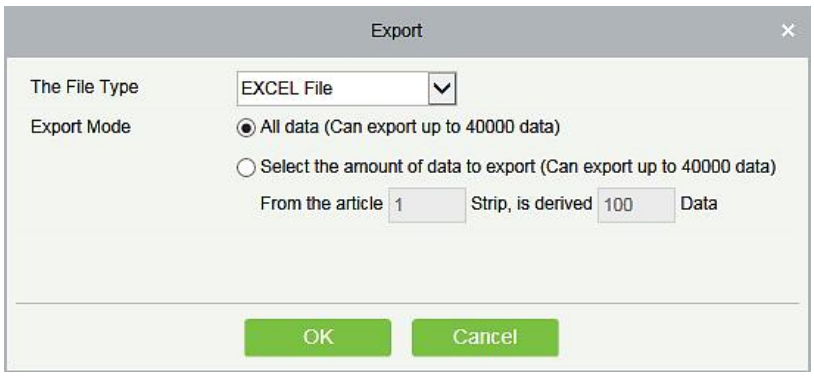


**Figure 3- 63 Export**

ZKTECO

Device

| Device Name | Serial Number | Area Name | Communication Type | Network Connection Mode | IP Address | RS485 Parameter | Enable | Device Model | Register device | Firmware Version |
|---|---|---|---|---|---|---|---|---|---|---|
| 192.168.218.60 | 20100501999 | Area Name | HTTP | Wired | 192.168.218.60 | | Enable | C3-400Pro | | AC Ver 4.7.7.3033 Jun 16 2017 |

**Figure 3- 64 Set Access level Allocation Export**

## 3.4.5 Set Access Level Groups by Person

Assigning access level groups by person A permission set is used to define the access level set of a person.

This section describes Operation Step that assigns access control group permissions by person in ZKBio CVSecurity.

### 3.4.5.1 Access Control Setting

**Operation Step:**

**Step 1:** In the **Access Control** module, choose **"Access Control > Settings by Personnel"**.

**Step 2:** In the Operation column of the Access Control group, click **"Add Access Control Group"**. The page for adding access control groups is displayed. Select the Access Control group as required.

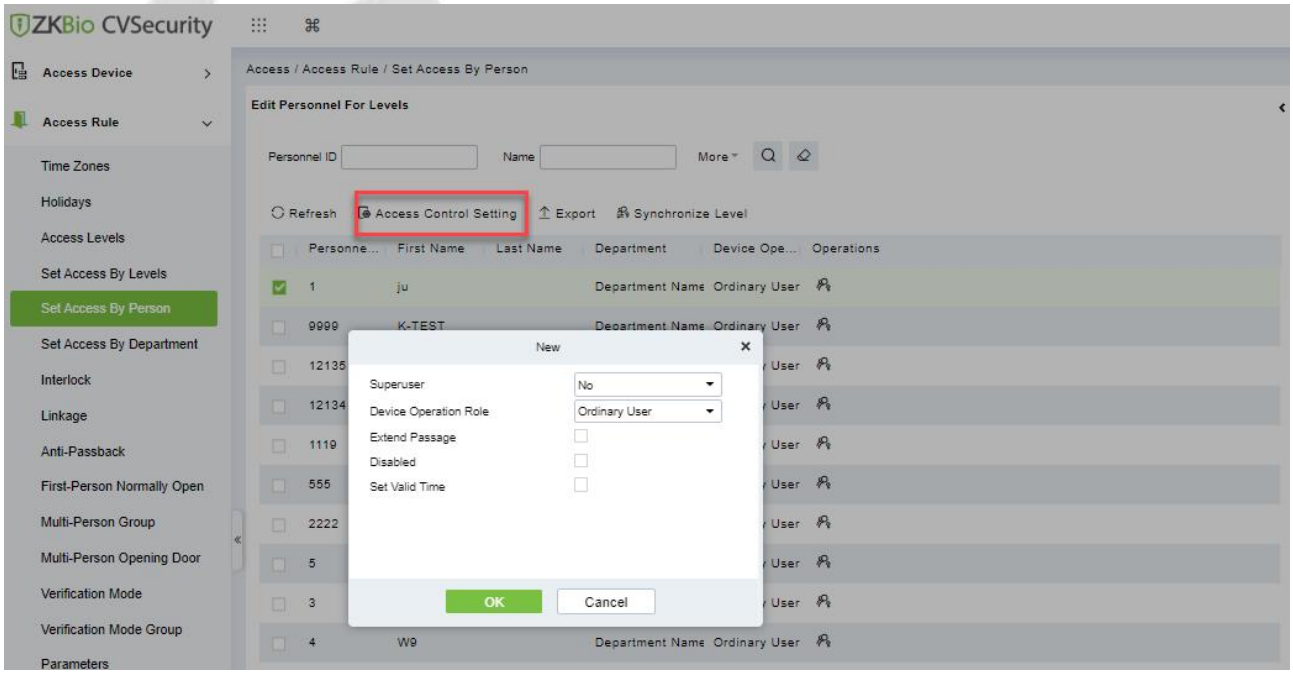


**Figure 3- 65 Assigning Rights Groups by User**

**Step 3:** Click **OK** to complete the assignment of personnel permissions.


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### 3.4.5.2 Add Level

Permission assignment Manages the access level of personnel. After permission assignment, personnel can verify the door opening Operation.

You can assign user rights by user group or assign user rights by user group.

**● Assign Personnel Rights by Permission Level**

Assigning personnel permissions by permission group is used to define a set of open-door personnel for a permission group.

Describes Operation Step that assigns staff permissions by permission group in ZKBio CVSecurity.

**Operation Step:**

**Step 1:** In the **Access Control** module, choose **"Access Rule>Set Access by Levels "**

**Step 2:** In the Operation column of the corresponding permission group, tap "**Add Levels**". The Add level page is displayed. Select personnel as required.

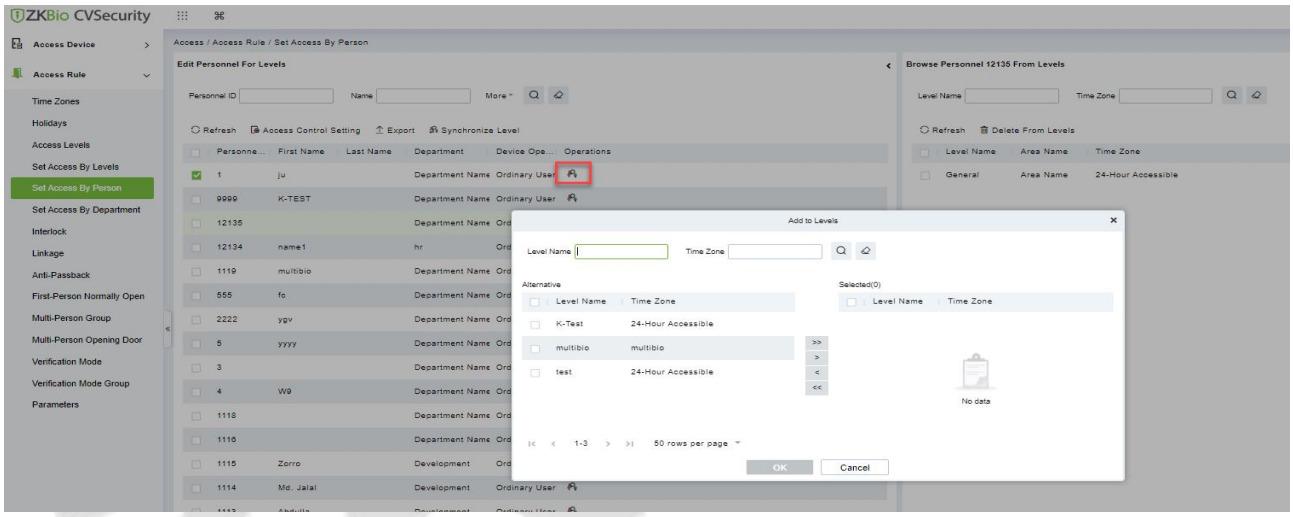


**Figure 3- 66 Assigning Rights to Users by Rights Group**

**Step 3:** Click **OK** to complete the assignment of level permissions.

### 3.4.5.3 Delete from Level

Select level name, click **Delete**, and click **OK** to delete the level name.

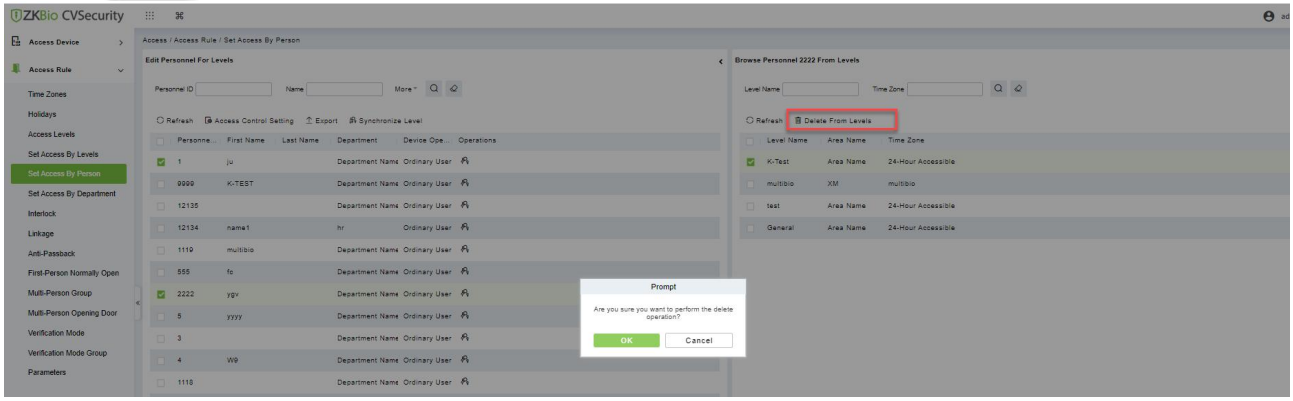


**Figure 3- 67 Access Level Group by Person Delete**

### 3.4.5.4 Export

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


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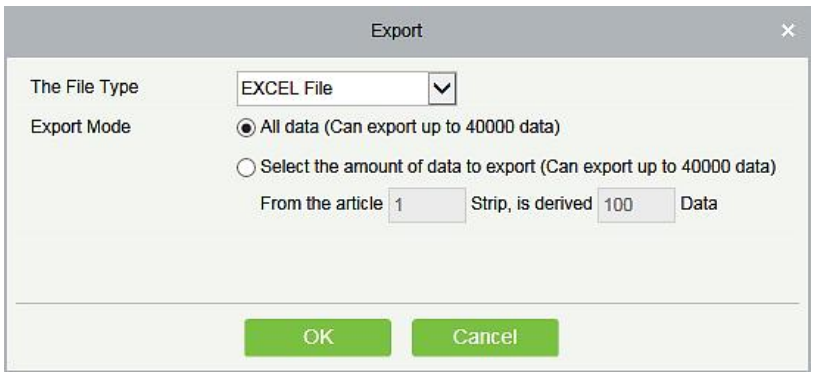


**Figure 3- 68 Export**

ZKTECO

Device

| Device Name | Serial Number | Area Name | Communication Type | Network Connection Mode | IP Address | RS485 Parameter | Enable | Device Model | Register device | Firmware Version |
|---|---|---|---|---|---|---|---|---|---|---|
| 192.168.218.60 | 20100501999 | Area Name | HTTP | Wired | 192.168.218.60 | | Enable | C3-400Pro | | AC Ver 4.7.7.3033 Jun 16 2017 |

**Figure 3- 69 Access Level Group by person Export**

### 3.4.5.5 Synchronize Level

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

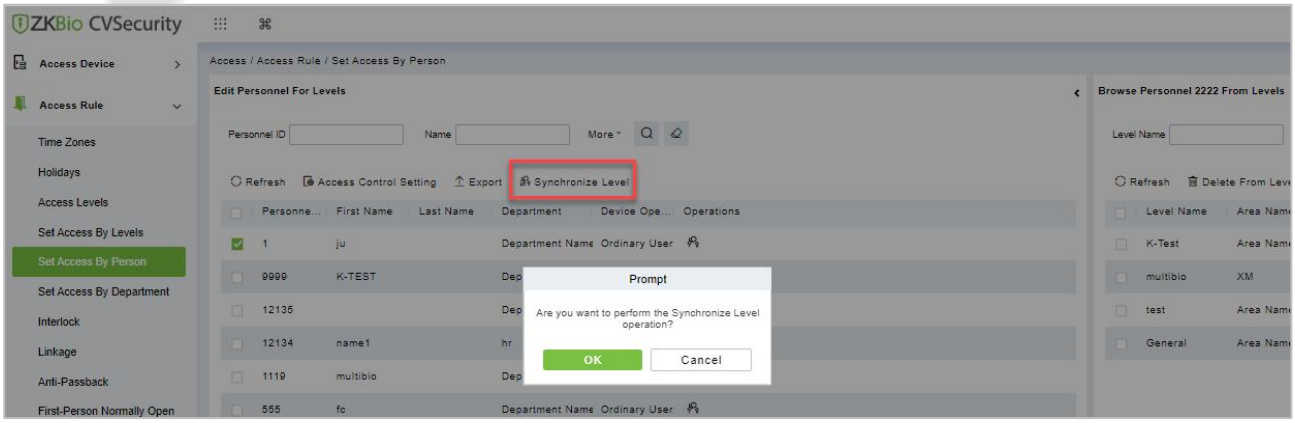


**Figure 3- 70 Synchronize Level**

## 3.4.6 Set Access Level Groups by Department

The access level group assigned by department defines the set of access levels for the personnel in the


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department.

This section describes Operation Step that assigns Access Control group permissions by person in ZKBio CVSecurity.

**Operation Step:**

**Step 1:** In the **Access Control** module, choose **"Access Control > Set by department"**.

**Step 2:** In the Operation column of the Access Control group, click **"Add Access Control Group"**. The page for adding Access Control groups is displayed. Select the Access Control group as required.

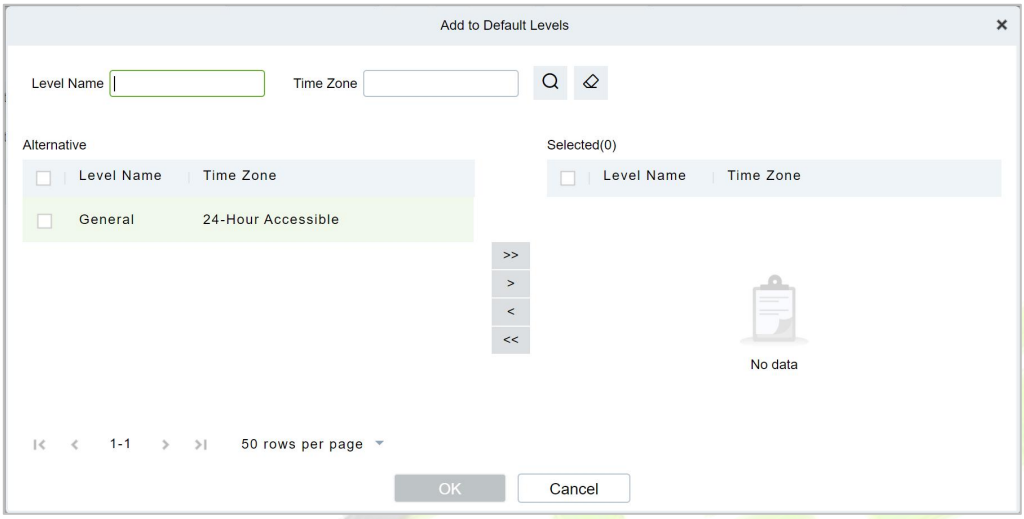


**Figure 3- 71 Assigning Rights Groups by Department**

**Step 3:** Click **OK** to complete the assignment of department permissions.

### 3.4.6.1 Add Default Level

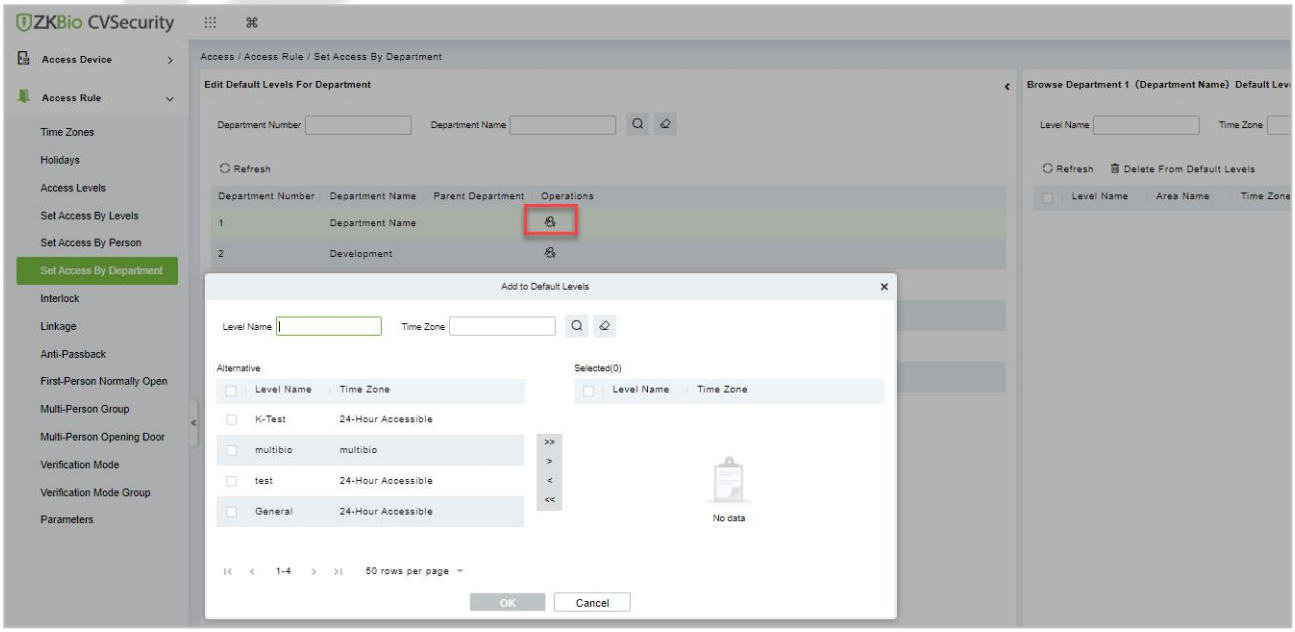


**Figure 3- 72 Add Default Level Groups by Department**


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### 3.4.6.2 Delete Default Level

Select delete default level name, click **Delete**, and click **OK** to delete the default level name.

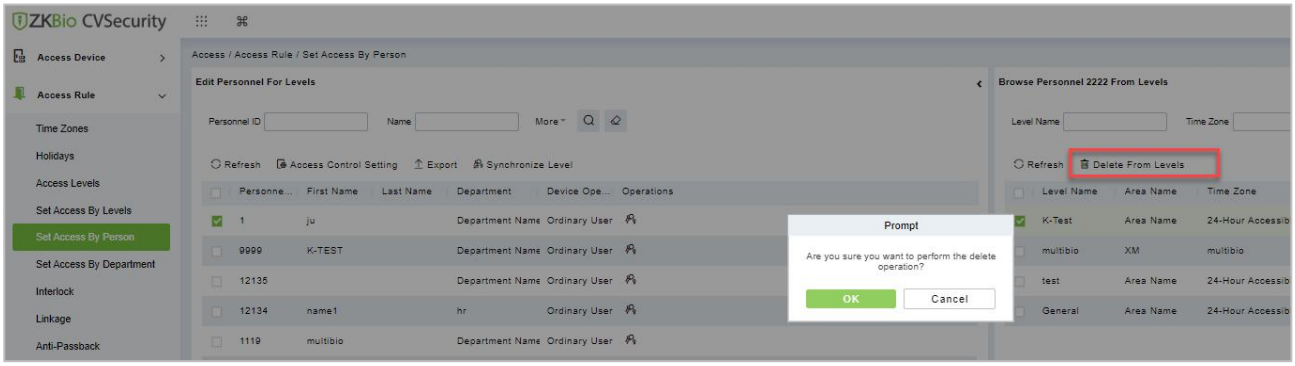


**Figure 3- 73 Delete Rights Groups by Department**

## 3.4.7 Interlock

Set interlock control between two or more doors on the access controller device: To verify the opening of a door, ensure that all other doors interlocked with the door are closed; otherwise, the door cannot be opened.

This section describes the Step of adding interlock effect in ZKBio CVSecurity.

**The Premise Conditions:**

- **The door opening/closing state monitoring is realized by detecting the door magnetic state. Therefore, interlock function requirements:**

1. The door status sensor at the device end must be correctly installed
2. In door setting on the software side, the status of the door status sensor must be set to normally open or normally closed (based on the actual installation).

### 3.4.7.1 Add (New)

**Operation Step:**

**Step 1:** In the **Access Control** module, choose "**Access Control > Interlock**" and click **New**.

**Step 2:** Select the specified device.

**Instructions:**

When you add a device for which interlock has been configured, the device cannot be found in the drop-down list. After the configured interlock information is deleted, the device is returned to the drop-down list.

Interlock Settings vary with the number of doors controlled by the device:

Single-door controller: no interlock setting

Dual door controller: 1-2 two door interlock Settings

Four-door controller: 1-2 two-door interlock, 3-4 two-door interlock, 1-2-3 three-door interlock, 1-2-3-4 four-door interlock, 1-2 and 3-4 door interlock

**Step 3:** Select the interlock rule, and click **OK** to complete the settings, as shown in figure below. The new interlock Settings are displayed in the list.


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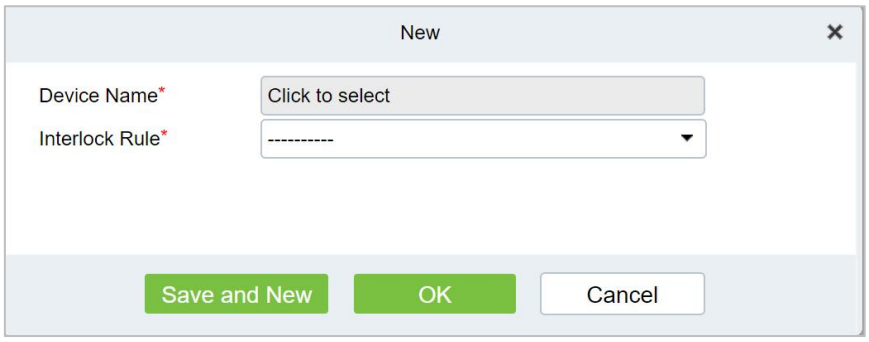


**Figure 3- 74 Adding Interlock Configuration**

| Parameter | How to set up |
|---|---|
| Device Name | You can customize the name of the Device |
| Interlock Rule | Select the configured interlock rule. |

**Table 3- 12 Description of interlock**

### 3.4.7.2 Delete

Select interlock, click **Delete**, and click **OK** to delete the interlock.

## 3.4.8 Linkage

The use method and scenario of linkage are flexible. After a specific event is triggered by an input point in the **Access Control** system, a linkage action will be generated at the specified output point to control events such as verification opening, alarm and abnormality in the system.

This section describes how to add Step to the linkage effect in ZKBio CVSecurity.

● **Add (New)**

**The Premise Conditions:**

Before adding a linkage configuration, perform the following operations:

**Step 1:** Add Settings for binding cameras to access control devices, input points, output points, and read heads.

**Step 2:** Optional: In the **System Management** module, choose "**System Management > Mail Management**" to set the sender server. The Step of setting the sender server is as follows:

In the System Management module, choose 'system Management > Mail Management".

Click "**Sender Server Settings**" to pop up the sender server Settings interface.

On the Sender server Settings screen, set parameters as required, as shown in figure below. For parameter Settings, see Table 3-13.

After setting, click "**Test connection**" to receive the email, indicating that the test has passed.

**Step 3:** Click **OK** to finish setting email parameters.


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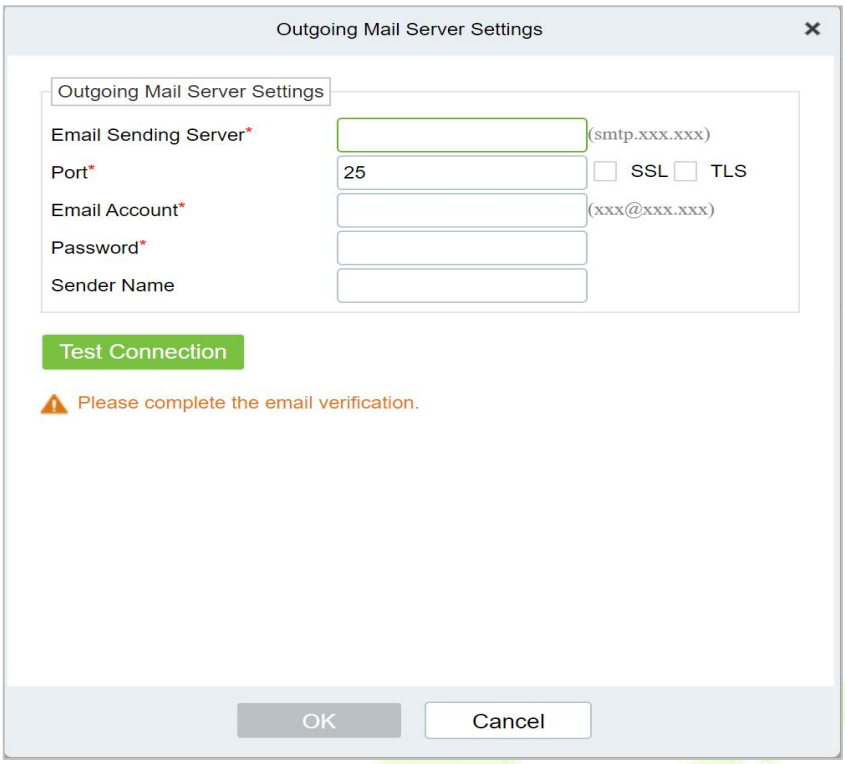


**Figure 3- 75 Mailbox Parameters**

| Parameter | How to set up |
|---|---|
| Email server address/port | You can customize the email server address and port.<br>The email products that provide the SMTP server can be used. |
| Email username and password | Enter the user's name and password for the mailbox. |
| Name of sender | Sets the name of the sender on the received message. |

**Table 3- 13 Mailbox Management Parameters**

## Operation Step:

**Step 1:** In the **Access Control** module, choose "**Access Control > Linkage**".

**Step 2:** On the linkage setting screen, click **Add**, as shown in figure below. Table 3-14 and Table 3-15 refer to the linkage parameters.


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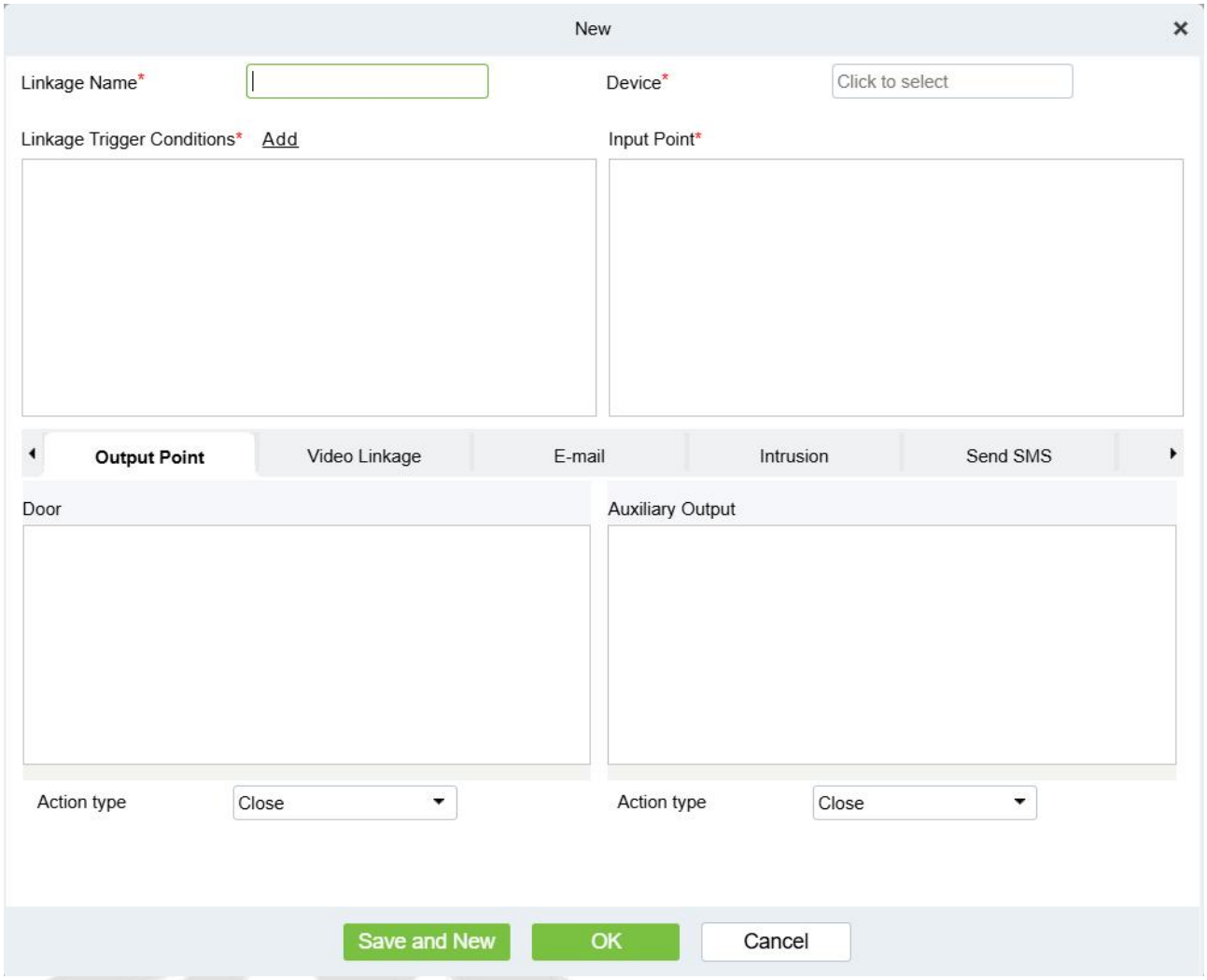


**Figure 3- 76 New Linkage Configuration**

| Parameter | How to set up |
|---|---|
| Linkage Name | You can customize the linkage name for easy query. |
| Device | Custom Select an added access control device. |
| Linkage Departure Condition | Select the condition triggered by the linkage Operation, that is, the event type generated by the selected device. |
| Input Point | Select the input point to set device input. |
| Output Point | Select the output point to set device output. |
| Linkage Action Setting | You can set the linkage action, including Operation, video linkage, and email. Table 3-3 describes the configurations of the three modes. |

**Table 3- 14 New Linkage Parameters**

| Parameter | How to set up |
|---|---|
| The Output Point of Operation | Set the output action type: close, open, normally open.<br>Sets the delay time if the output action is on. |
| Video Linkage | Pop-up video and display duration: Select pop-up video on the real-time monitoring screen and set the pop-up duration.<br>Video recording and Video Duration: Select Video recording to set the video duration.<br>Capture: Set linkage action whether to take a photo: If a photo is taken, you also |


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| Parameter | How to set up |
|---|---|
| | need to set whether to pop up on the real-time monitoring interface and the display duration. |
| E -Mail | Set the email address that receives the linkage content when a linkage event occurs. |
| Intrusion | Configure the action of arming an area after an event is triggered |
| Send SMS | Configure the recipient of the SMS when the event is triggered |
| Line | Configure the recipient of the Line when the event is triggered |
| WhatsApp | Configure the recipient of the WhatsApp when the event is triggered |

**Table 3- 15 Setting Linkage Actions**

**Step 3:** Click **OK** to complete the linkage configuration.

#### 3.4.8.1 Delete

Select linkage, click **Delete**, and click **OK** to delete the linkage.

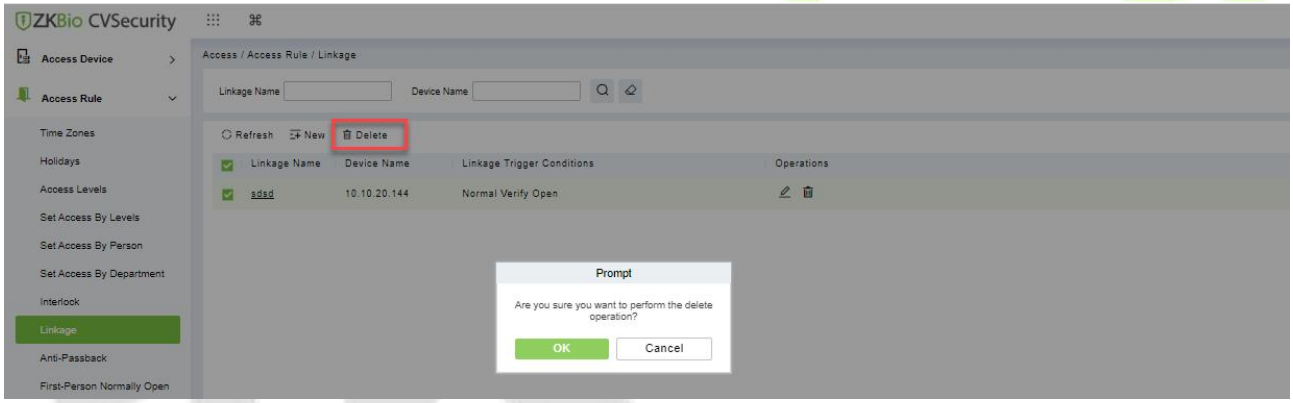


**Figure 3- 77 Adding Interlock Configuration**

### 3.4.9 Anti-Passback

Some occasions require the personnel that brush card to verify, brush card to come in from a door must brush card to go out from another door, brush card record must enter a strict correspondence. This function can be used when users enable it in the settings. It is generally used in special units, scientific research, bank vaults and other occasions.

This section describes the Step of adding the Anti-Passback effect in ZKBio CVSecurity.

#### 3.4.9.1 Add (New)

**Operation Step:**

**Step 1:** In the **Access Control** module, choose "**Access Control > Anti-Passback**" and click **New**.

**Step 2:** Select the specified device.

**Instructions:**

When you add an Anti-Passback device, the configured Anti-Passback device is not displayed in the device list. After the antisubmarine information is deleted, the device returns to the device list.

The Anti-Passback setting varies with the number of gates controlled by the equipment:

Anti-Passback setting of single door controller: Anti-Passback between readers


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Two controllers: door 1 Anti-Passback between readers, door 2 Anti-Passback between readers, door 1 and door 2 Anti-Passback

Four door controllers: door 1 and door 2 Anti-Passback, door 3 and door 4 Anti-Passback, door 1/ door 2 and door 3/ door 4 Anti-Passback, door 1 and door 2/ door 3/ door 4 Anti-Passback, door 1 and door 2/ door 3/ door 4 Anti-Passback, door 1/ door 2/ door 3/ door 4 Anti-Passback reader

**Step 3:** Select the Anti-Passback rule and click **OK** to complete the settings. The new Anti-Passback Settings are displayed in the list.

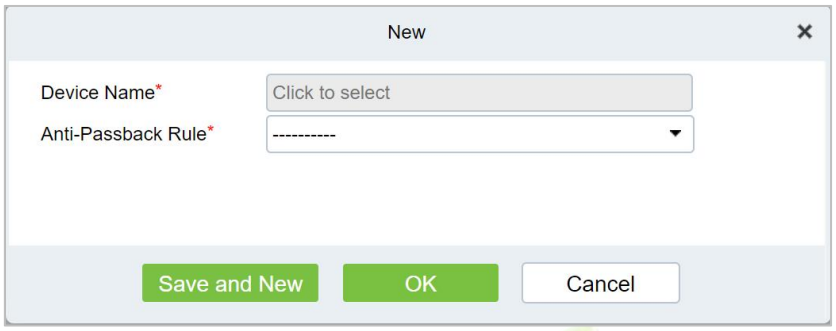


**Figure 3- 78 Adding the Anti-Passback Configuration**

### 3.4.9.2 Delete

Select device, click **Delete**, and click **OK** to delete the device.

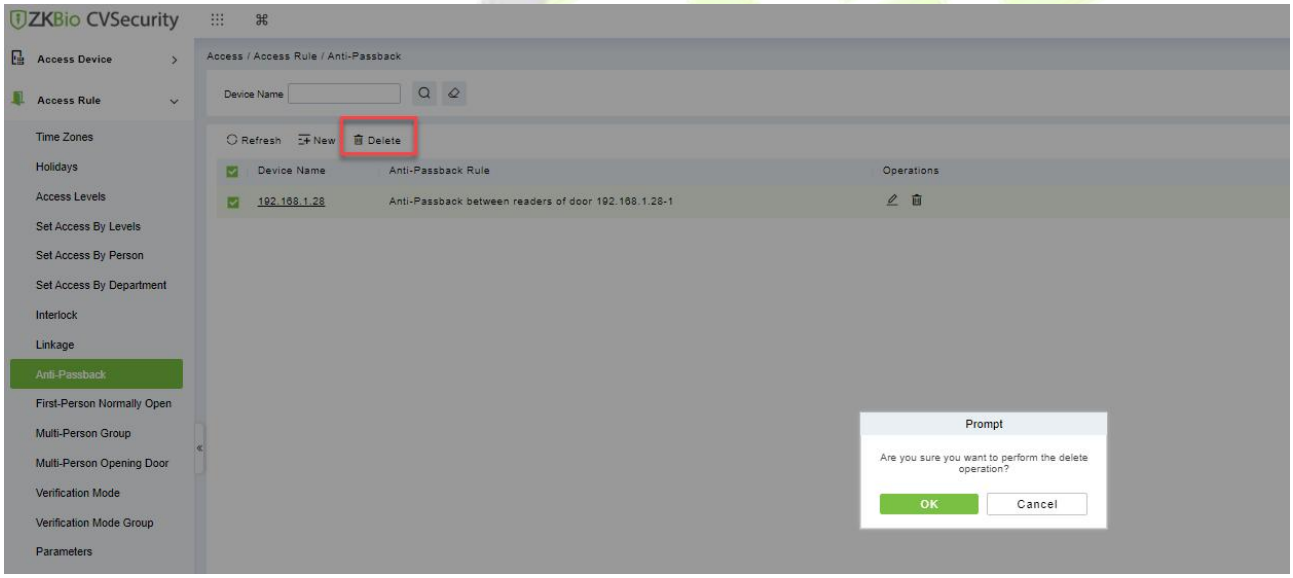


**Figure 3- 79 Anti-Passback Delete**

## 3.4.10 The First-Person Normally Open

In the specified period, after the verification of the first person with normally open permission, the door normally open, the end of the valid period of the door automatically closed.

This section describes how to add Step in ZKBio CVSecurity.

**The Premise Conditions:**

The time range has been set for the Access Control module.

### 3.4.10.1 Add (New)

**Operation Step:**


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**Step 1:** In the **Access Control** module, choose "**Access Control > First person normally Open**" and click **New**.

**Step 2:** Select the specified device, add Settings for the specified door, and select the normally open time period, and click **OK**, as shown in figure below.

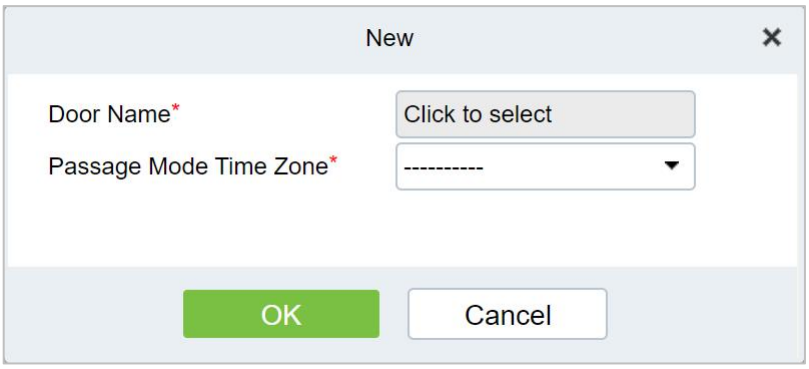


**Figure 3- 80 Configuring the First Person to Open the Door**

**Step 3:** Click "**Add People**" on the interface of "**Opening of the first person**". After adding people, click **OK** to complete the setting of "opening of the first person".

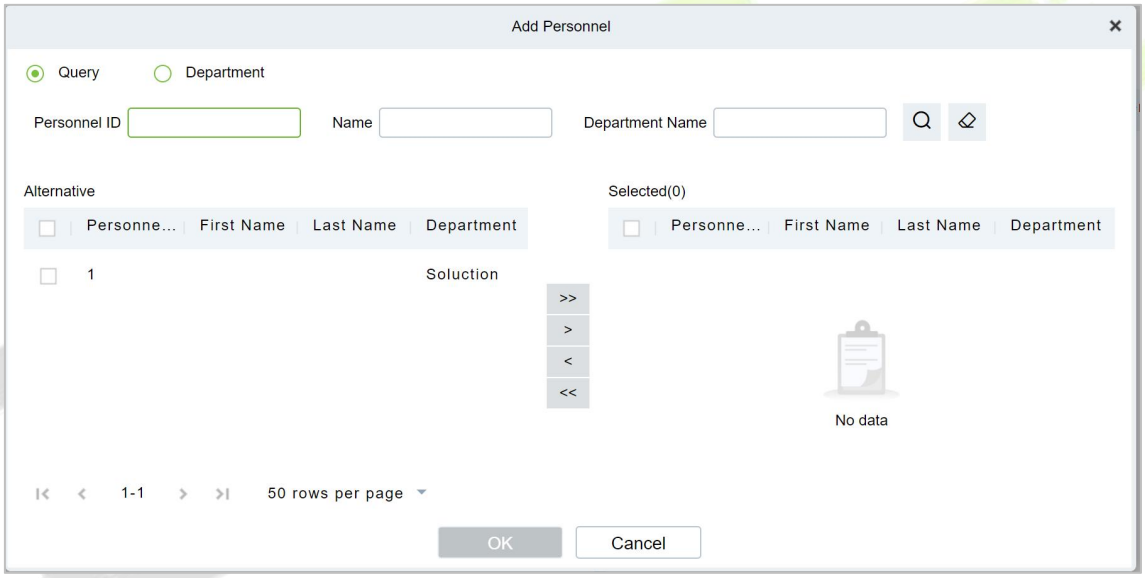


**Figure 3- 81 Adding A First Person Normally Open Person Configuration**

### 3.4.10.2 Delete

Select personnel ID, click **Delete**, and click **OK** to delete the personnel ID.


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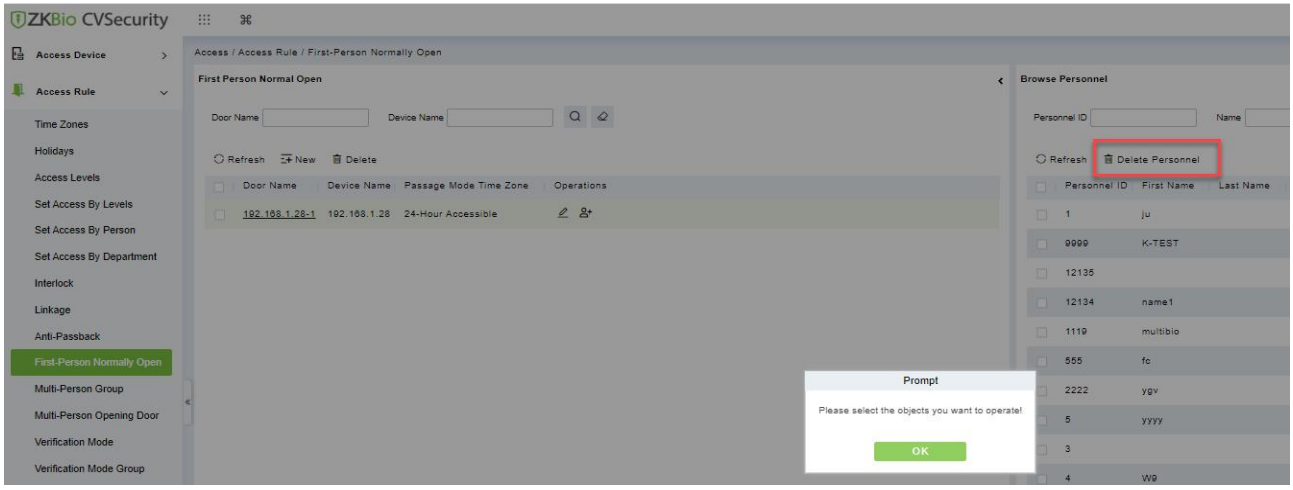


**Figure 3- 82 Delete Person Normally Open Person Configuration**

## 3.4.11 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 other valid combination) will interrupt the procedure and you need to wait 10 seconds to restart verification. It will not open by verification by only one of the combinations.

### 3.4.11.1 Add (New)

**Step 1:** Click **Access Rule** > **Multi-Person Group** > **New** to access the following edit interface:

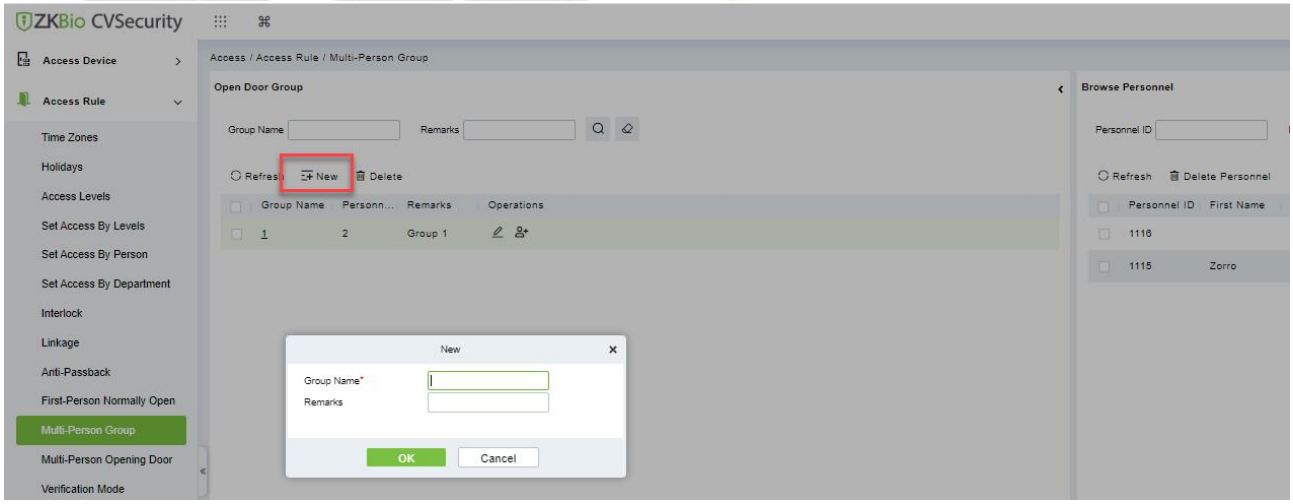


**Figure 3- 83 Adding A Multi-Person Group**

**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.

**Step 2:** Click **Add personnel** under Related Operations to add personnel to the group.

**Step 3:** After selecting and adding personnel, click **OK** to save and return.

✍**Note:** A person can only be grouped into one group.


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### 3.4.11.2 Edit

Click **Access Rule** > **Multi-Person Group** > **Edit** after selecting the required section in the interface.

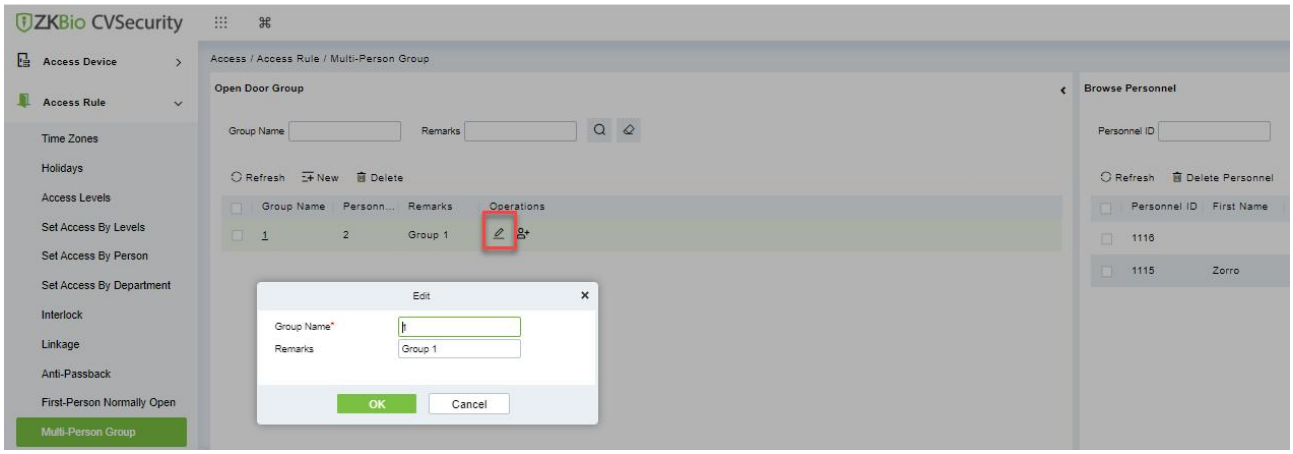


**Figure 3- 84 Edit Multi-Person Group**

### 3.4.11.3 Add Personnel

Click **Access Rule** > **Multi-Person Group** > **Add Personnel** after selecting the required section in the interface.

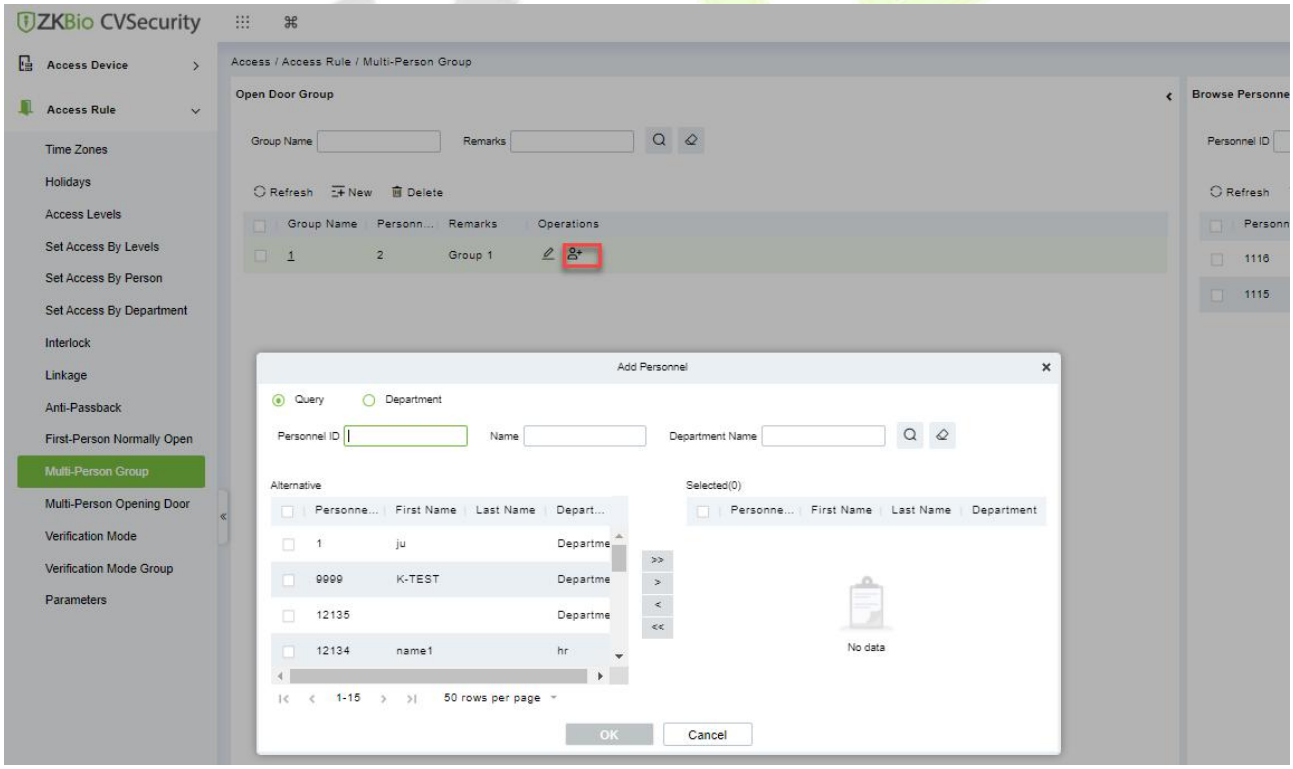


**Figure 3- 85 Adding A personnel for Multi-Person Group**

### 3.4.11.4 Delete

Click **Access Rule** > **Multi-person group** > **Delete** after selecting the required section in the interface.


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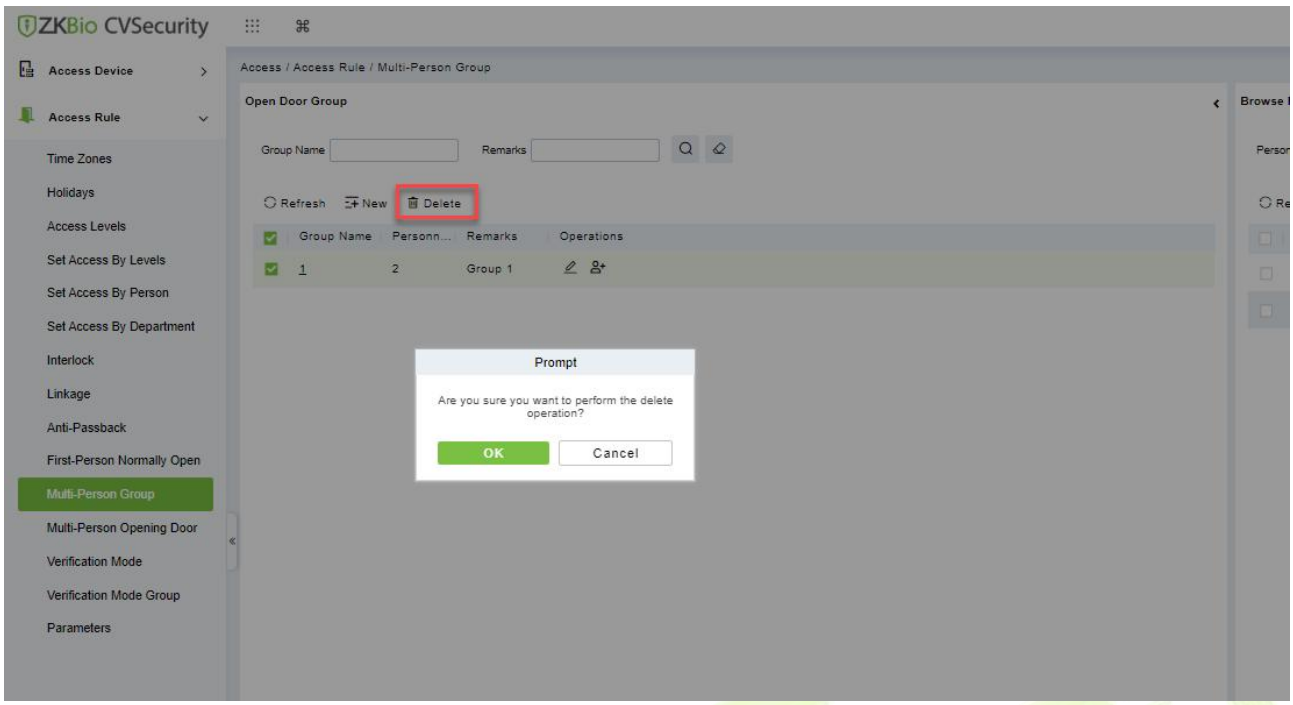


**Figure 3- 86 Delete A Multi-Person Group**

## 3.4.12 Multi-People Open the Door

In a specific scenario, it is necessary for more than one person to be present at the same time to verify their identity before they can open the door through permission verification.

**Instructions:**

1. In an application scenario where, multiple users are required to verify their identities before opening the door, the authentication process is limited to N (no more than 5) by grouping people into groups.
2. In practice, if all the personnel to be verified are of the same type or level, it can be verified by multiple people in a single group. If there are different categories or levels of personnel, you can set a certain number of personnel in each group to achieve verification.
3. Before the multi-party door verification rule is reached, if the verification fails during the process, wait 10 seconds for the verification again.

### 3.4.12.1 Add (New)

**Step 1:** In the **Access Control** module, choose "**Access Rule > Multiple Door Opening Personnel Group**" and click **New**. After filling in the corresponding parameters, click **OK** to save the settings.

**Step 2:** Click "**Add Personnel**" on the right of the list of created multi-person door opening personnel, select the personnel to be added to the group in the pop-up function, and click **OK** to save the settings.


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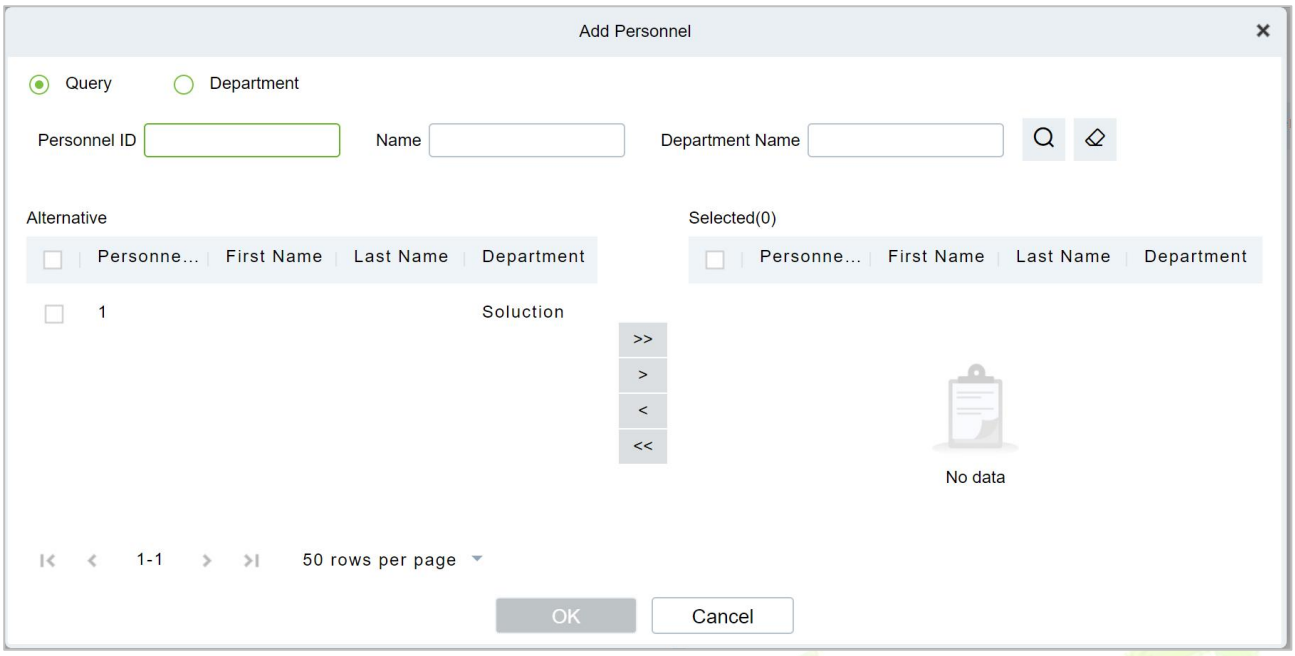


**Figure 3- 87 Adding Multiple Door Openers**

**Step 3:** In the multi-person door opening interface, click **Add**, set permissions for multi-person door opening personnel group.

**Step 4:** On the page for adding multiple door users, select the specified door, group information for multiple door users, and the number of verification personnel for each group, and click **OK** to save the settings.

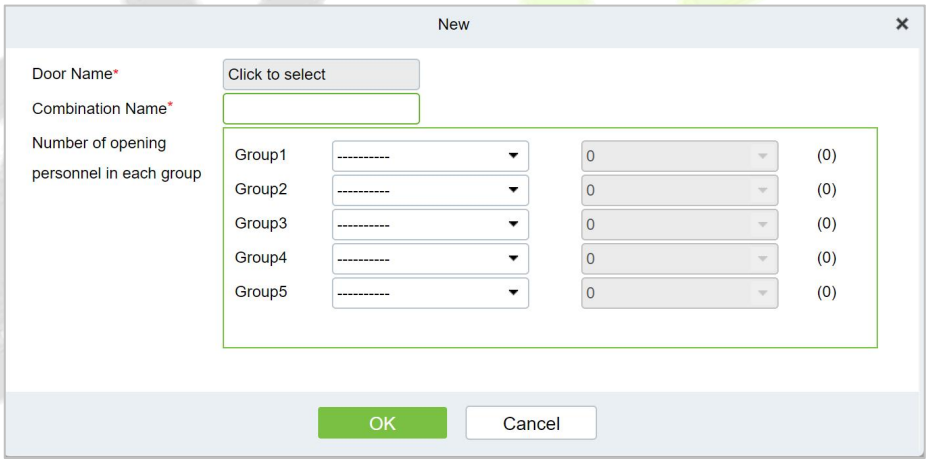


**Figure 3- 88 Adding Multiple Door Openers**

**Step 5:** In the **Access Control** module, choose "**Access Rule > Authentication Mode Rule**" and click **Add** to set the access control authentication rule for the corresponding period.


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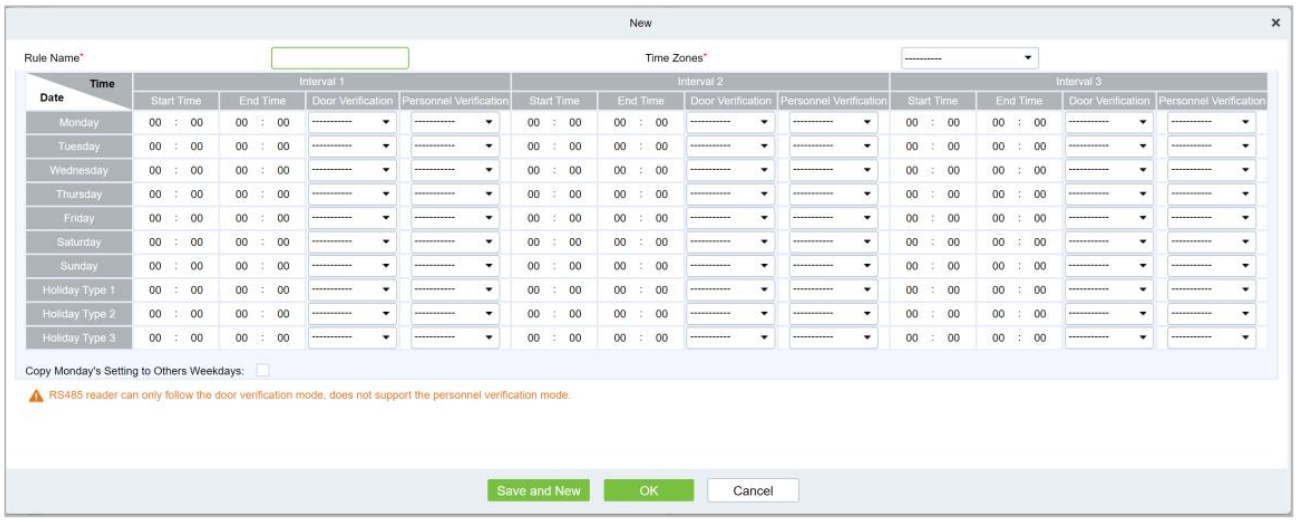


**Figure 3- 89 Delete A Multi-Person Group**

**Step 6:** Click **Add Door** on the right of the created authentication mode rule, select a door, and set the authentication mode rule for the door.

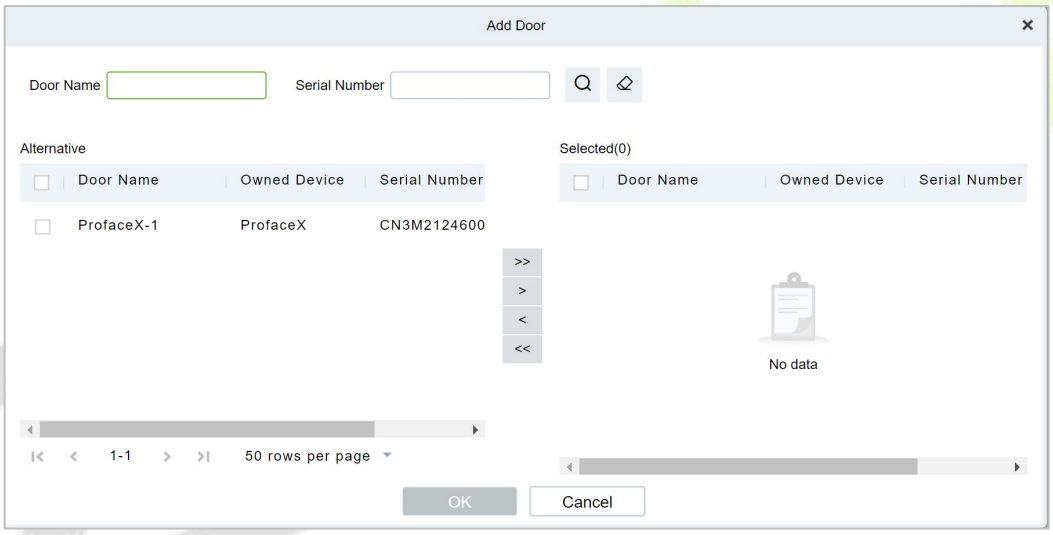


**Figure 3- 90 Verification Rule Configuration for Adding Multiple Door Openers**

**Step 7:** click **OK** to save the settings.

### 3.4.12.2 Delete

Click **Access Rule** > **Multi-person opening door** > **Delete** after selecting the required section in the interface.

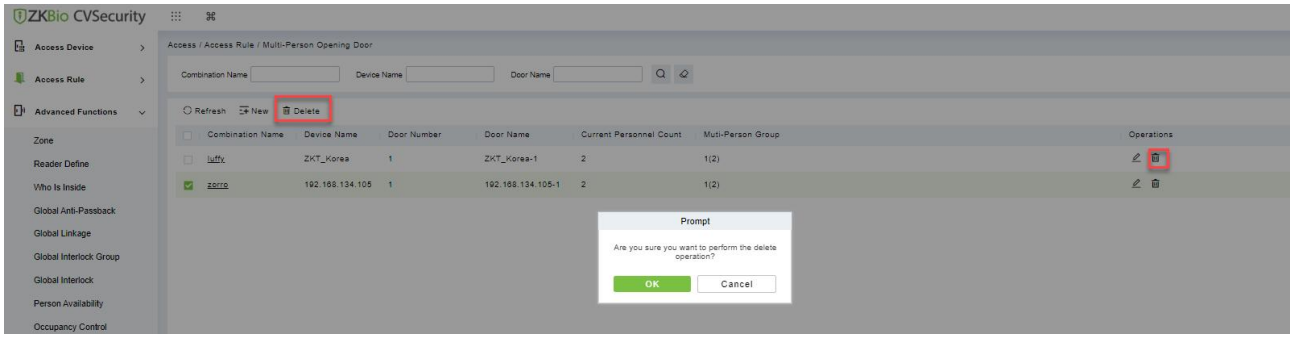


**Figure 3- 91 Delete A Multi-Person Group**

## 3.4.13 Verification Mode


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**Verification Mode:**

You can set verification modes for doors and personnel separately in a specified time segment.

### 3.4.13.1 New

**Step 1:** Click **Access Rule** > **Verification Mode** > **New** to go to the page for adding a verification mode rule.

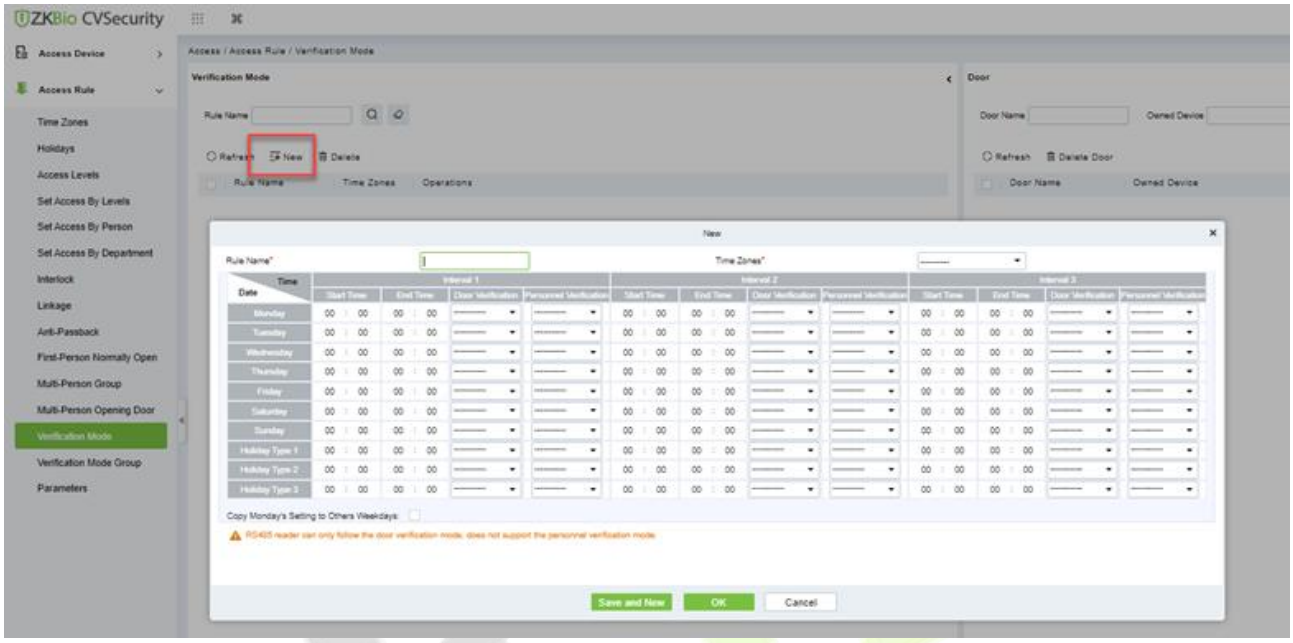


**Figure 3- 92 Add Verification mode**

**Step 2:** Set the following parameters: Select a rule name (not repeatable), the time segment, and verification mode for a door or person in each time segment.

**Step 3:** Click **OK** to finish the setting.

On the list page, you can add or delete doors in the verification mode rule.

### 3.4.13.2 Verification Mode Group

You can set verification modes for doors and personnel separately in a specified time segment.

**Steps:**

**Step 1:** Click **Access Rule** > **Verification Mode** > **New** to go to the page for adding a verification mode rule.

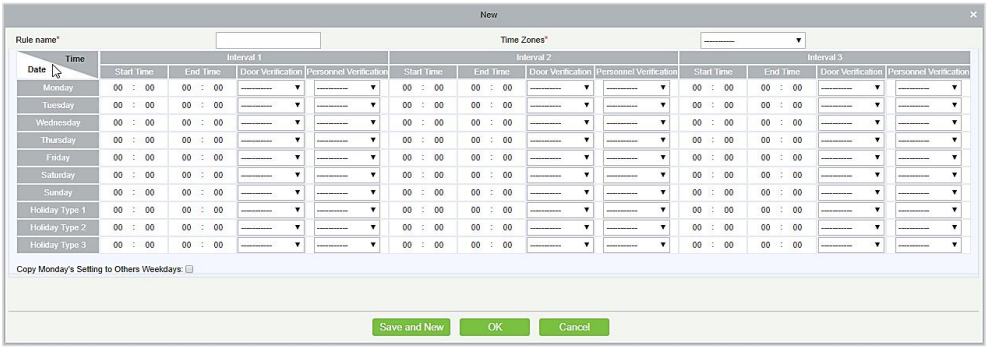


**Figure 3- 93 Add Verification mode Group**


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**Step 2:** Set the following parameters: Select a rule name (not repeatable), the time segment, and verification mode for a door or person in each time segment.

**Step 3:** Click OK to finish the setting.

On the list page, you can add or delete doors in the verification mode rule.

**Note:** If a rule includes the verification mode for personnel, you cannot select doors with the RS485 readers when adding doors. You can modify only the configuration on the reader setting page before adding doors.

### Verification Mode Group:

Set appropriate personnel for configured verification mode rule.

## 3.4.14 Parameters

Click **Access Rule** > **Parameters** to enter the parameter setting interface:

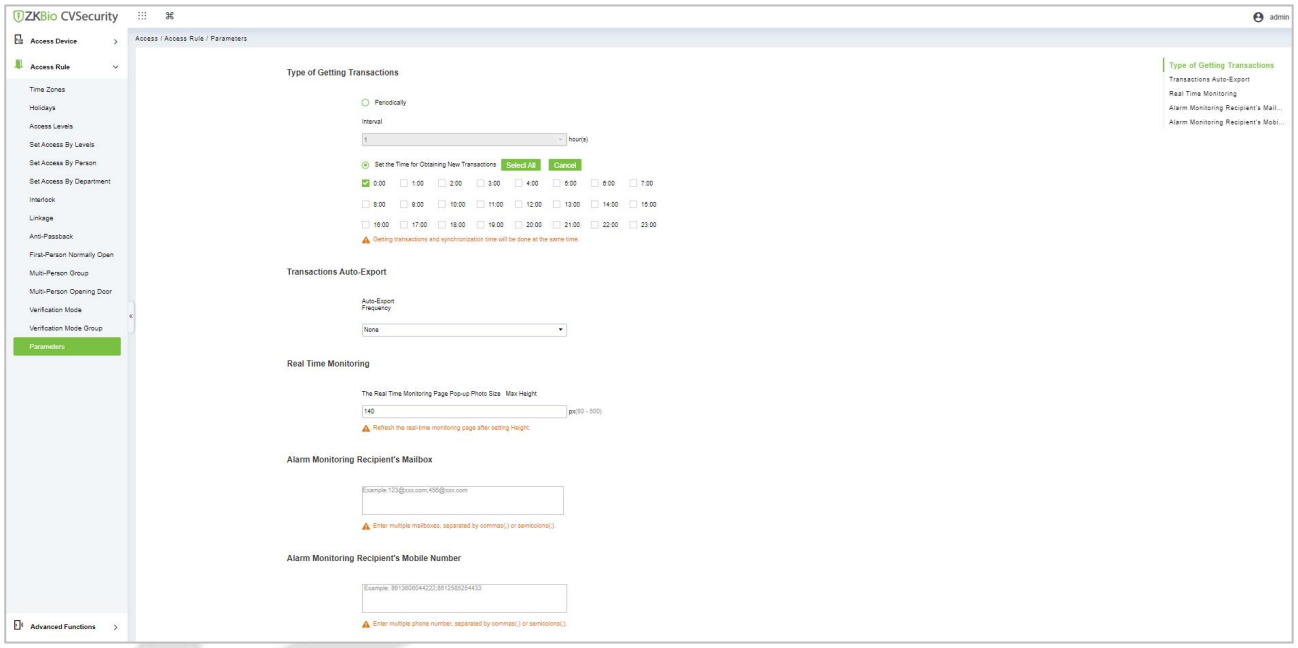


**Figure 3- 94 Add Parameters**

### Type of Getting Transactions:

- **Periodically**

Start from the setting and efficient time, the system attempts to download new transactions every time interval.

- **Set the Time for Obtaining New Transactions**

The selected Time is up, the system will attempt to download new transactions automatically.

- **Transaction Auto-Export**

The user can choose the export frequency and the data to be exported each time. If the export frequency is selected as **"By day"**, you must set the time to export the data. You must also select the mode of export. It can be daily transactions or all the system data (30000 data units can be sent at a time. We can customize the data that we need to export from custom report 1 and custom report 2.

If the export frequency is selected as **"By Month"**, you must select the day to export the data. It can be the first day of the month or you can specify any particular date. Then select the export frequency as Daily Data or all System data. Finally, add the recipient's mail address to send the transaction data.


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**Figure 3- 95 Transaction Auto Export**

- **The Real Time Monitoring Page Pop-up Staff Photo Size**

When an access control event occurs, the personnel photo will pop up. The size of pop photos shall be between 80 to 500 pixels.

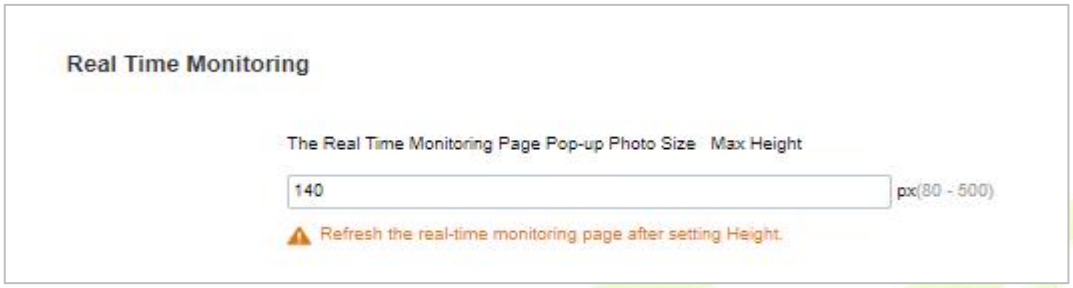


**Figure 3- 96 Real Time Monitoring**

- **Alarm Monitoring Recipient Mailbox**

The system will send email to alarm monitoring recipient's mailbox if there is any event.

**Figure 3- 97 Alarm Monitoring Recipient Mailbox**

- **Alarm Monitoring Recipient Mobile Number**

The system will send alarm monitoring recipients to mobile, if there is any event.

**Figure 3- 98 Alarm Monitoring Recipient Mobile Number**

## 3.5 Advanced Function

Advanced access control is optional. You must obtain permission to activate the advanced access control.


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In addition to the global linkage function, enable the background authentication function first.

The access control area must be defined when advanced functions such as global Anti-Passback are used.

## 3.5.1 Zone

Divide areas and define access control areas. The access control area is reserved for advanced access control but not for system management.

This section describes Step in ZKBio CVSecurity to add an access control area.

### 3.5.1.1 Add (New)

**Operation Step:**

**Step 1:** In the **Access Control** module, choose "**Advanced function > zone**" and click **New**.

**Step 2:** On the page that is displayed, set related parameters, and click **OK**.

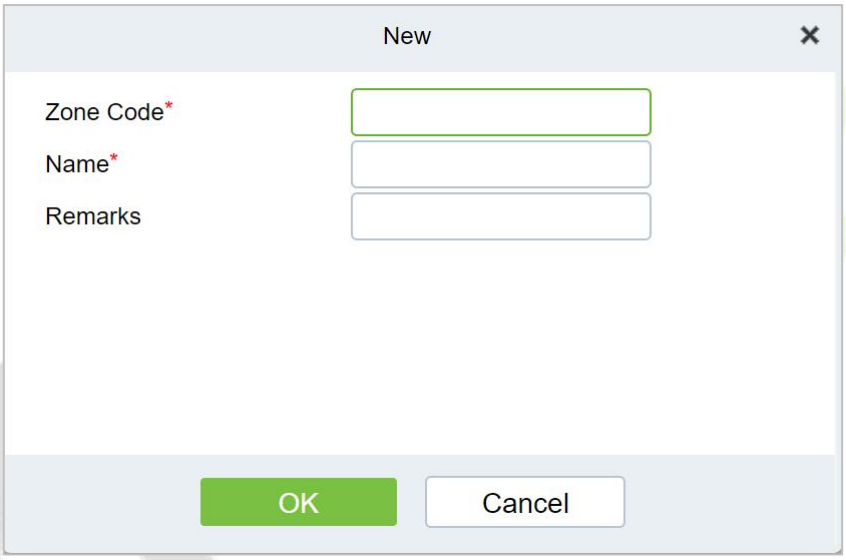


**Figure 3- 99 Page for Adding Access Control Areas**

### 3.5.1.2 Delete

Click **Advanced function** > **Zone** > **Delete** after selecting the required section in the interface.


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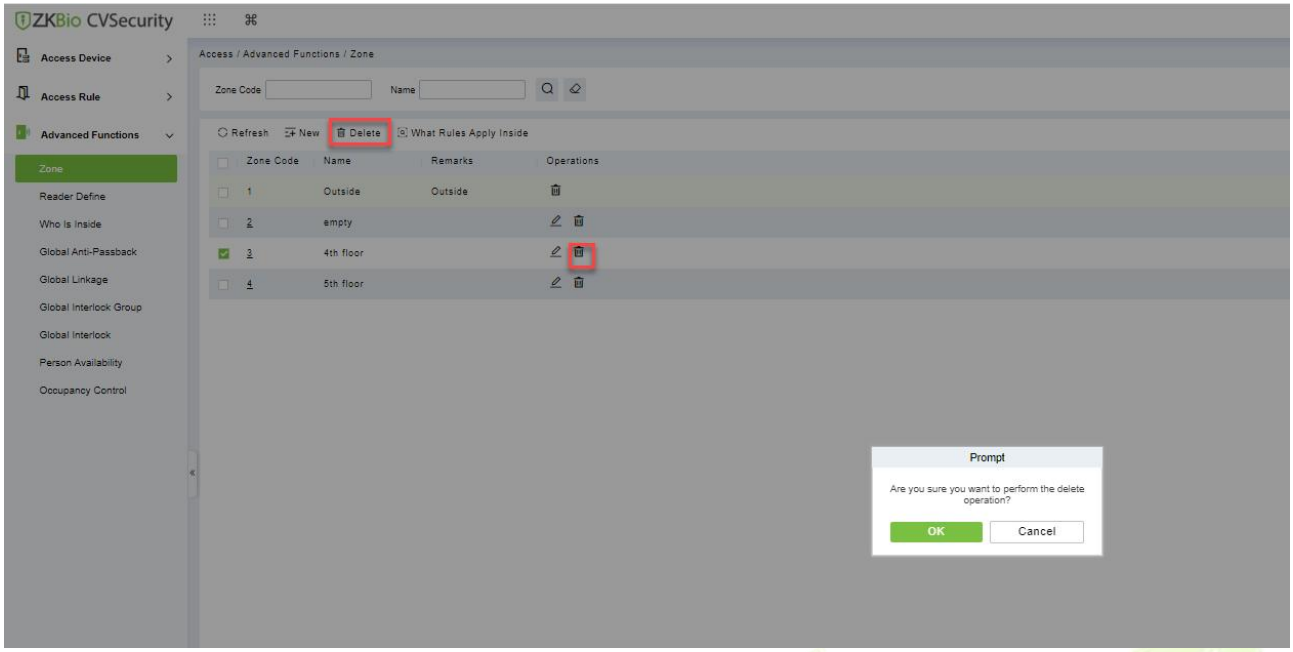


**Figure 3- 100 Delete Access Control Areas**

### 3.5.1.3 What Rules Apply Inside

Click **What rules inside** after selecting the required section in the interface we can check the rules are applied for the particular zone.

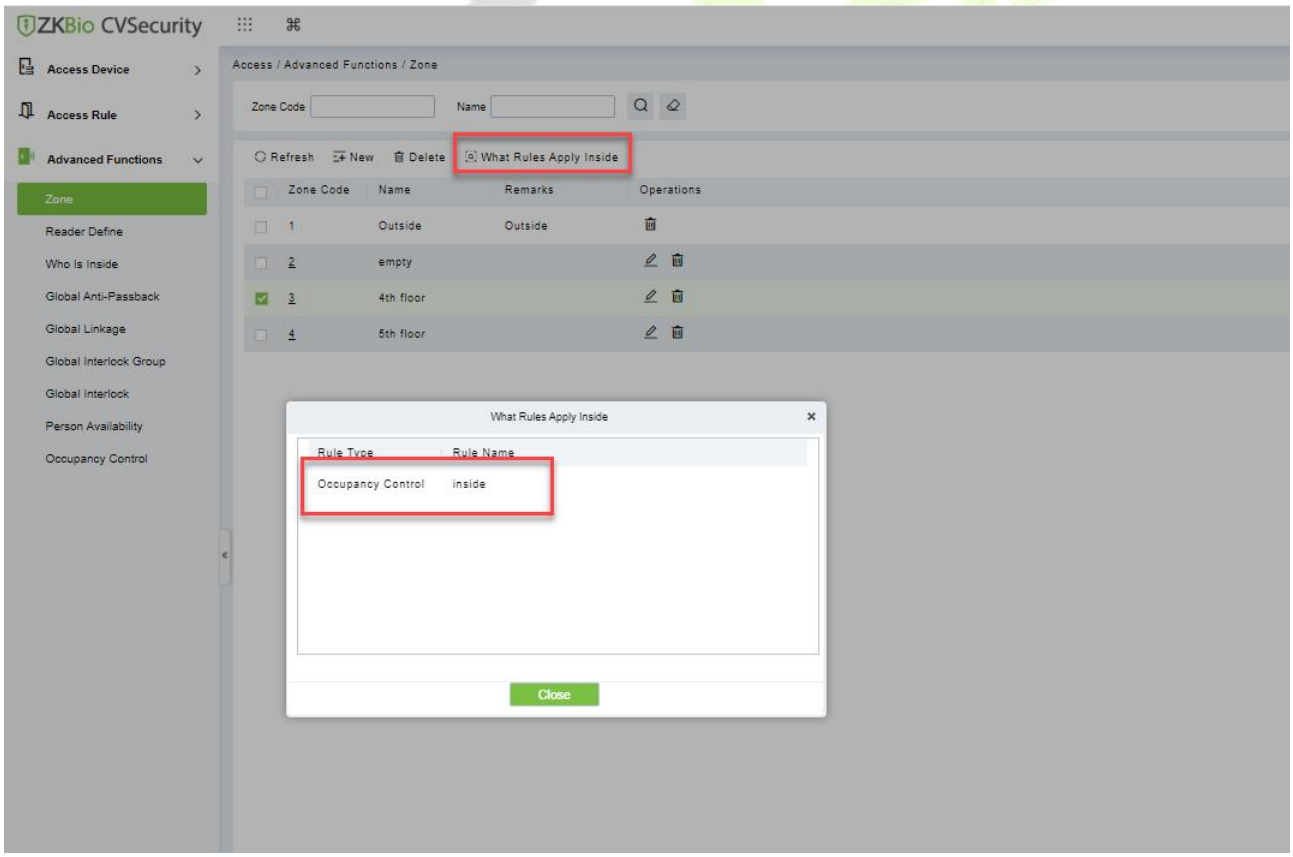


**Figure 3- 101 What Rules Apply Inside**

## 3.5.2 Reader Definition

This function is configured based on the access control area. To use the global Anti-Passback function, you must define the read head.


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This section describes the Step of adding a Reader definition in ZKBio CVSecurity.

### 3.5.2.1 Add (New)

**Operation Step:**

**Step 1:** In the **Access Control** module, choose " **Advanced function > Reader Define**" and click **New**

**Step 2:** On the page that is displayed, set related parameters and click **OK**.

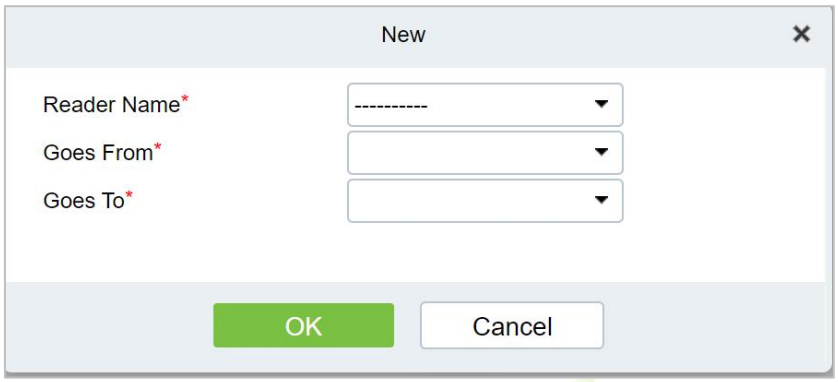


**Figure 3- 102 Page for Adding a Reader**

### 3.5.2.2 Batch New

**Step 1:** Click **Advanced Functions** > **Reader Define** > **Batch New** to enter the batch add interface:

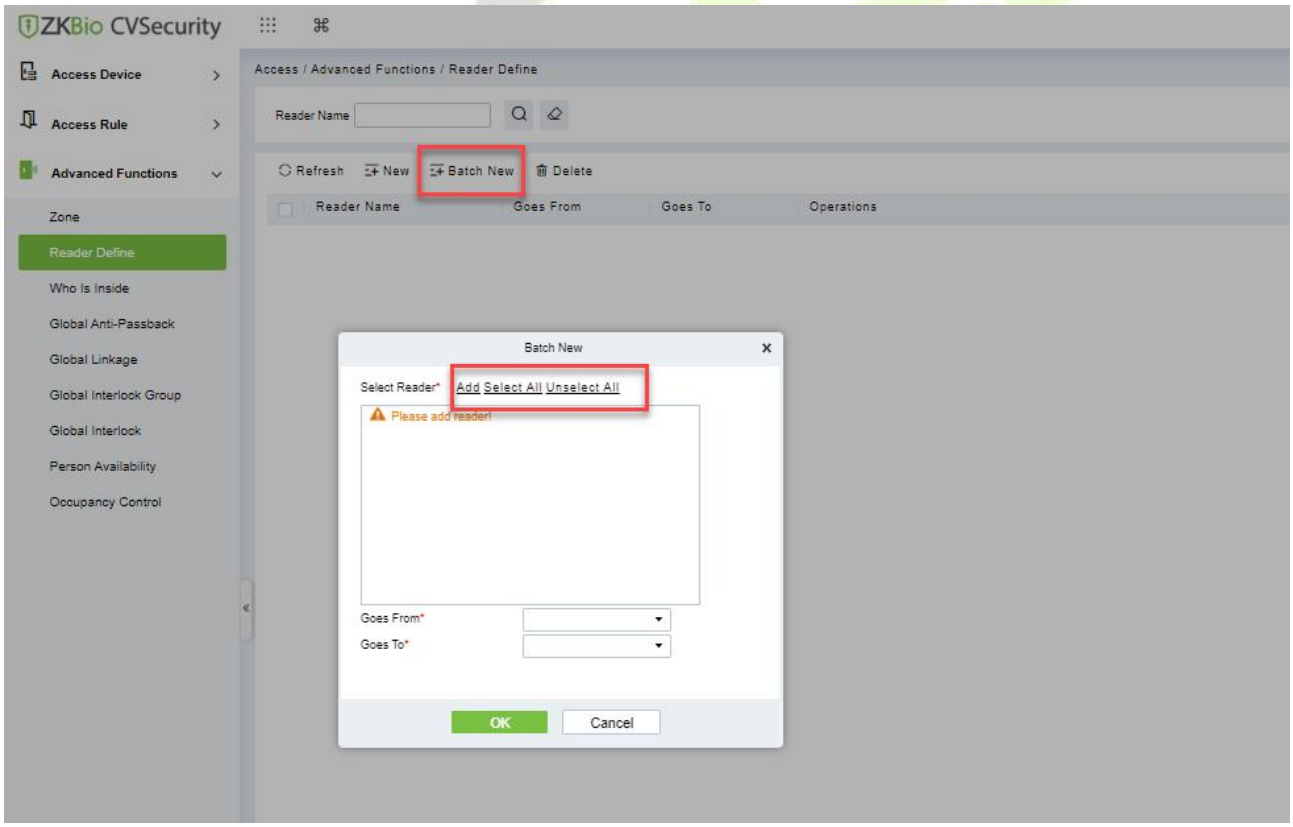


**Figure 3- 103 Batch New**

**Step 2:** Click **Add**, select Reader(s) and move towards right and click **OK**.


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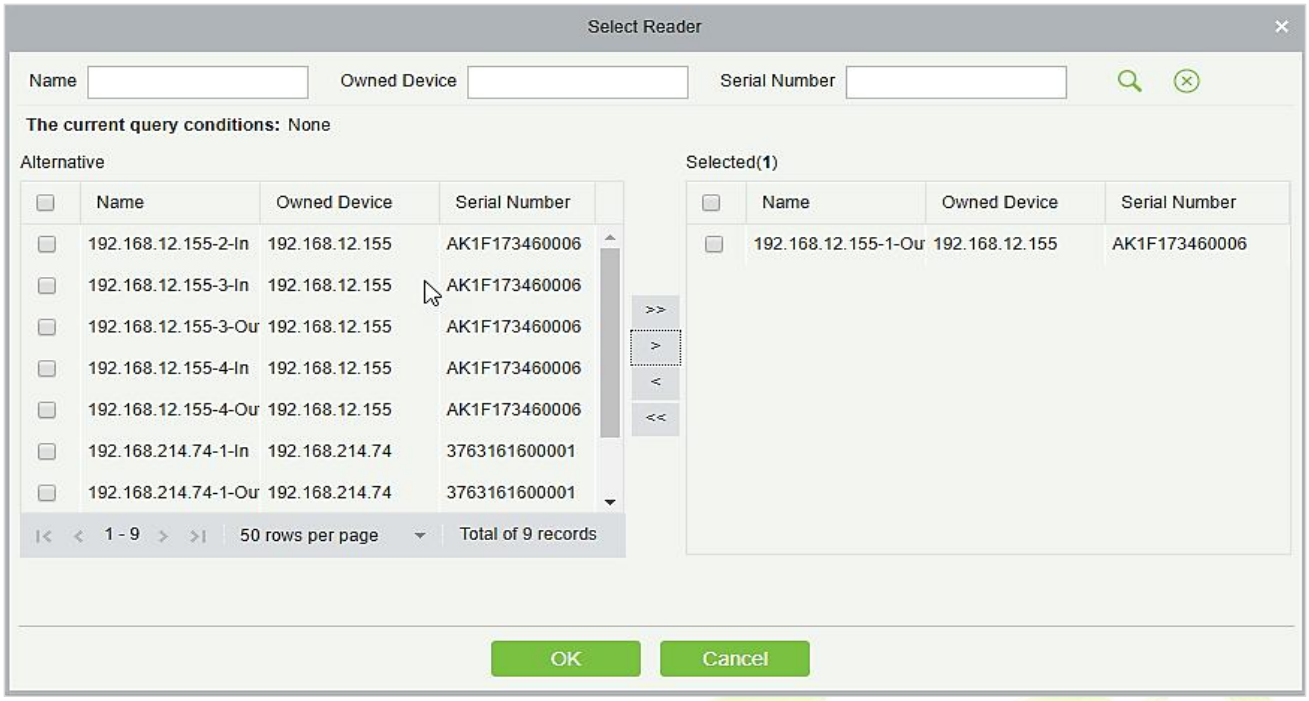


**Figure 3- 104 Add Reader Define**

**Step 3:** Set Goes from and Goes to as required and press **OK**.

### 3.5.2.3 Delete

In the **Access > Advanced Functions > Reader Define**, click **Delete** button under Operations. Click **OK** to delete.

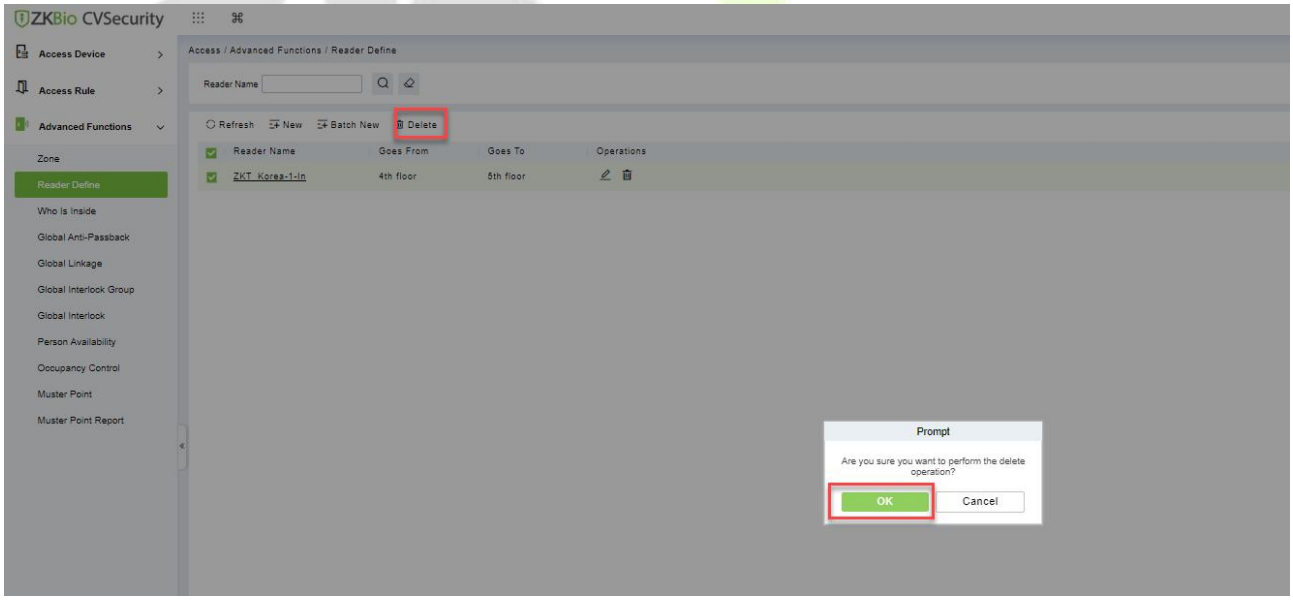


**Figure 3- 105 Delete Reader Define**

## 3.5.3 Who Is Inside?

After entering the access control area, users can use this function to view the personnel in the access control area. You can choose the access control area tree to view the personnel in the corresponding access control area.

This section describes how to view the Steps of people in a region in ZKBio CVSecurity.


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**Operation Step:**

**Step 1:** In the **Access Control** module, choose "**Advanced Function > View Personnel in the Area**"

**Step 2:** On the page for viewing personnel in a region, you can select the area on the left to view and delete personnel in the area, as shown in figure below.

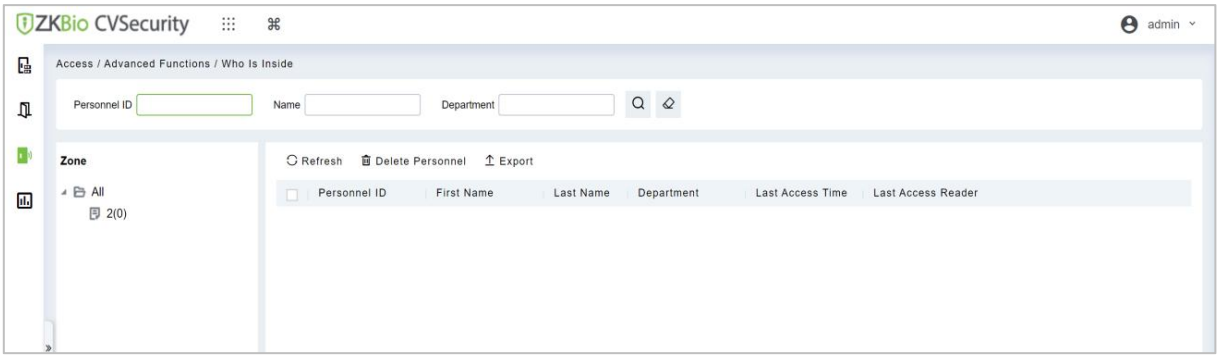


**Figure 3- 106 View Area Personnel Page**

### 3.5.3.1 Delete Personnel

Select personnel ID, click **Delete**, and click **OK** to delete the level name.

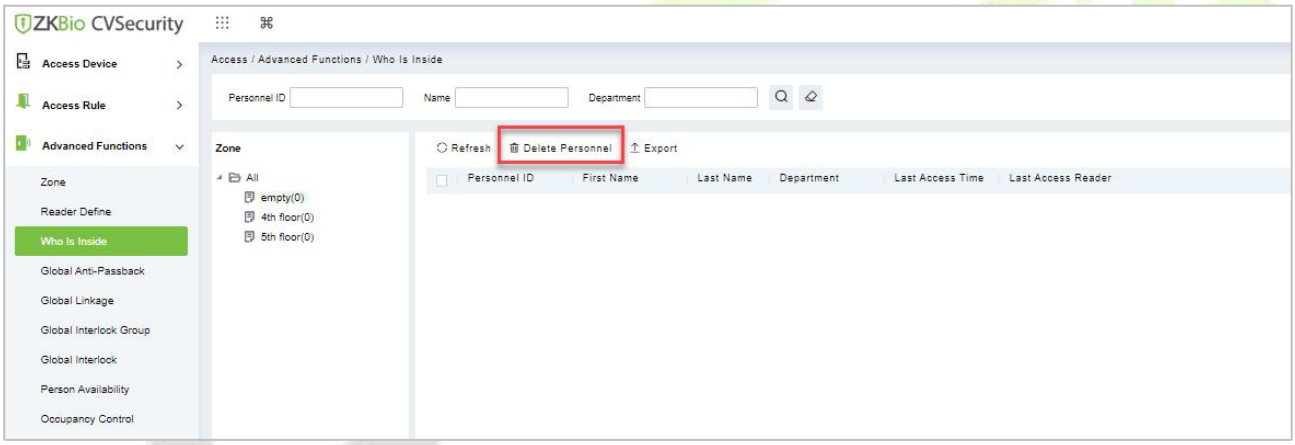


**Figure 3- 107 Delete Who Is Inside**

### 3.5.3.2 Export

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

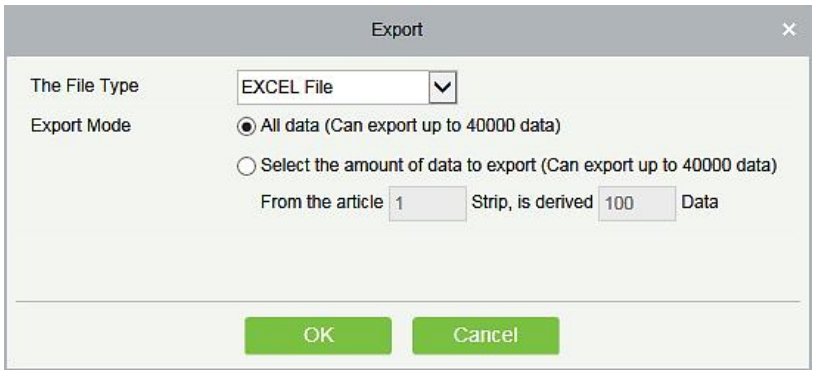


**Figure 3- 108 Export**


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ZKTECO
Device

| Device Name | Serial Number | Area Name | Communication Type | Network Connection Mode | IP Address | RS485 Parameter | Enable | Device Model | Register device | Firmware Version |
|---|---|---|---|---|---|---|---|---|---|---|
| 192.168.218.60 | 20100501999 | Area Name | HTTP | Wired | 192.168.218.60 | | Enable | C3-400Pro | | AC Ver 4.7.7.3033 Jun 16 2017 |

**Figure 3- 109 Export Who is Inside**

## 3.5.4 Global Anti-Passback

Global Anti-Passback Settings can be carried out across devices, and only push devices support global Anti-Passback functions. This function supports logical Anti-Passback, timed Anti-Passback and timed logical Anti-Passback, and can be configured for specific personnel.

This section describes the Step configuration of global Anti-Passback in ZKBio CVSecurity.

**The Premise Condition:**

1. Background authentication has been enabled on the device.
2. Set the access control area and read head definition.

### 3.5.4.1 Add (New)

**Operation Step:**

**Step 1:** In the **Access Control** module, choose "**Advanced Access Control > Global Anti-Passback**" and Click **New.**

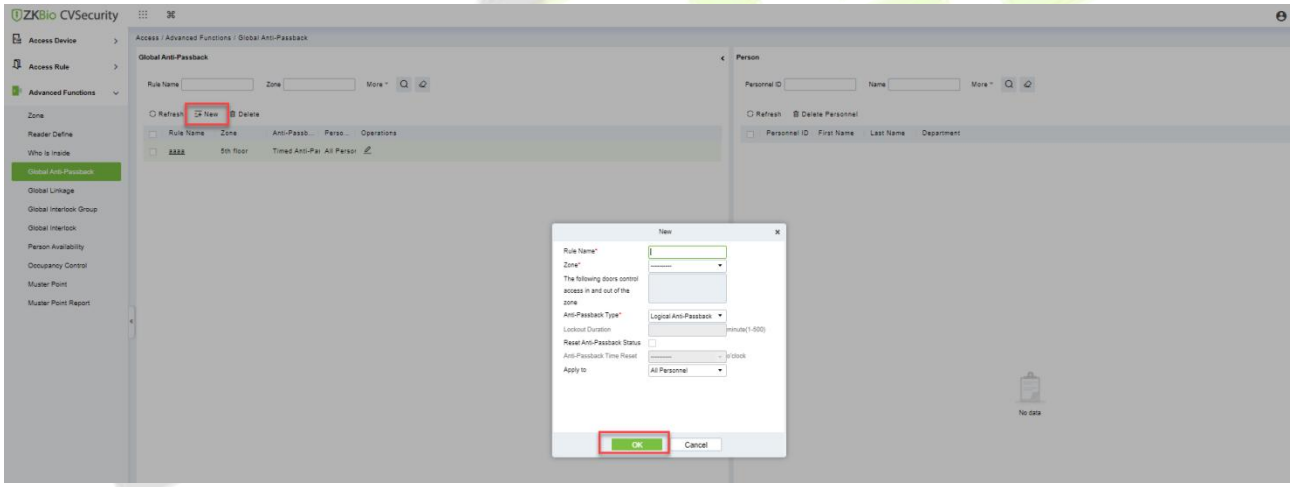


**Figure 3- 110 Add Global Anti-Passback**

**Step 2:** On the page for adding global Anti-Passback Settings, set related parameters and click **OK**, as shown in figure below. For parameter description, see Table 3-16.

| Parameter | Description |
|---|---|
| Rule Name | The value can contain a maximum of 30 characters. |
| Entrance Guard Area | Select an option from the access control area drop-down list box. |
| The Door List Controls Access to The Access Control Area | The corresponding door information is displayed. The same gate shall not be used to control two independent Anti-Passback boundaries. |
| Anti-Passback Type | It contains three types of Anti-Passback: logic Anti-Passback, timing Anti-Passback and timing logic Anti-Passback.<br>instructions<br>Logical Anti-Passback: strictly follow the "one in, one out" rule in the Anti- |


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| Parameter | Description |
|---|---|
| | Passback area, otherwise the verification will not open<br>Timed Anti-Passback: A user can enter the Anti-Passback area only once within a specified period of time. After the specified period expires, the user's status will be cleared and the user can enter the Anti-Passback area again<br>Timed logical Anti-Passback: the user can open the door normally only after following the exit and entry rules of logical Anti-Passback.Timing logic antisubmarine is only used in abnormal situations. For example: if the logical Anti-Passback time is set and the personnel follows others out, the personnel cannot swipe the card machine within the set locking time. The Anti-Passback state will be reset after the set locking time, and the traffic can continue. |
| The Locking Time | You can set the locking period only when you select timing Anti-Passback or logic Anti-Passback type. |
| Reset Global Anti-Passback Status | Clear the Anti-Passback status of personnel in the system and restore the initialization status. |
| Reset Anti-Passback Time | The reset time can be selected only when reset global Anti-Passback status is selected.<br>When it is time to reset Anti-Passback, the system will automatically clear the Anti-Passback status of all personnel in the access control area. |
| Applied | All personnel, selected personnel, except selected personnel three types: instructions<br>All personnel: This type can only be edited. Personnel selection is not supported<br>Selected Personnel: If you select this type, you can add personnel. This Anti-Passback type takes effect only for these personnel.<br>Personnel other than selected: Select this type, add personnel, this Anti-Passback type will only take effect for personnel other than selected. |

**Table 3- 16 Global Anti-Passback Settings**

### 3.5.4.2 Delete

In the **Access** > **Advanced Functions** > **Global Anti-Pass**, click **Delete** button under Operations. Click **OK** to delete.

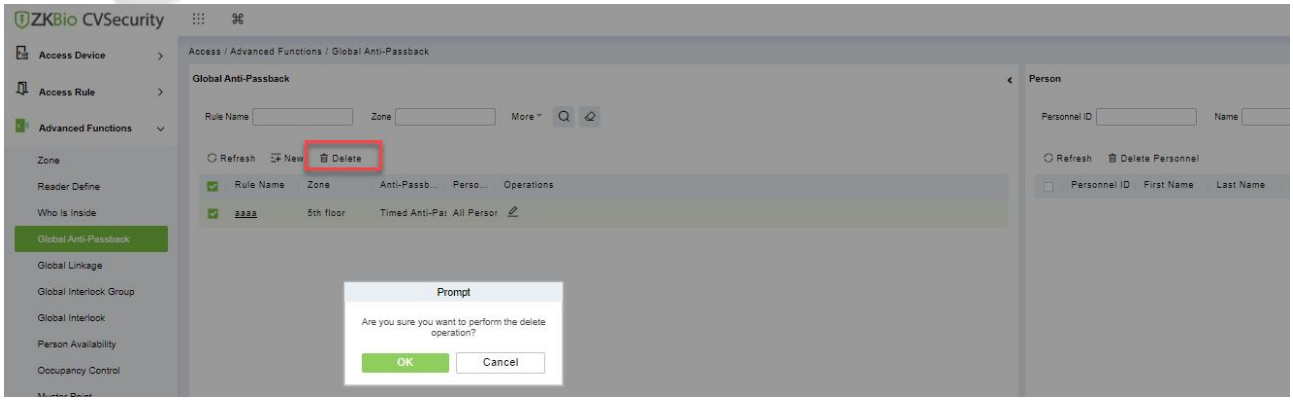


**Figure 3- 111 Delete Global Anti-Passback**


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## 3.5.5 Global Linkage

The global linkage function can be set across devices. Only the push device supports the global linkage function

This section describes how to configure Step for global linkage in ZKBio CVSecurity.

### 3.5.5.1 Add (New)

**Operation Step:**

**Step 1:** In the **Access Control** module, choose "**Advanced Function > Global Linkage**" and Click **New**.

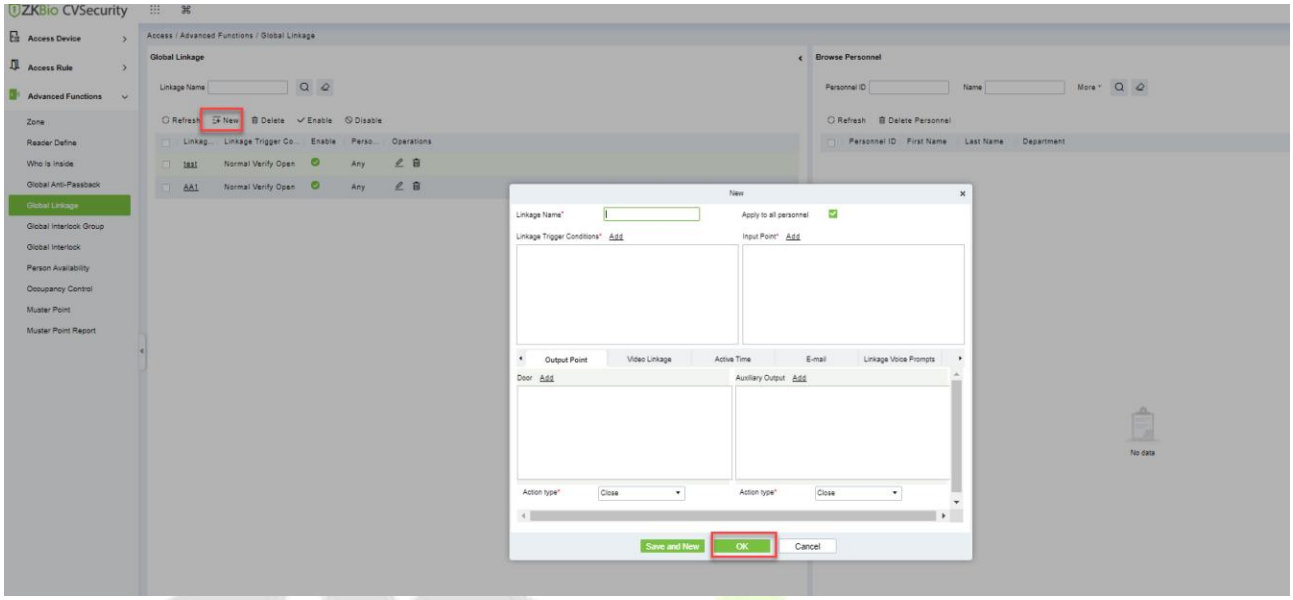


**Figure 3- 112 Add Global Linkage**

**Step 2:** On the page for adding global linkage, set related parameters and tap **OK**, as shown in figure below. Table 3-17 describes the parameter description to complete global linkage Settings.

| Parameter | Operation Instructions |
|---|---|
| Linkage Name | You can customize the linkage name for easy query. |
| It Works for Everyone | After this parameter is selected, the linkage Settings take effect on all personnel. |
| Linkage Trigger Condition | Select the condition triggered by the linkage Operation, that is, the event type generated by the selected device. |
| Input Point | Select the input point to set device input. |
| Dots | Select the output point to set device output.<br>Set the output action type: close, open, normally open.<br>Sets the delay time if the output action is on. |
| Video Linkage | Pop-up video and display duration: Select pop-up video on the real-time monitoring screen and set the pop-up duration.<br>Video recording and Video Duration: Select Video recording to set the video duration.<br>Capture: Set linkage action whether to take a photo: If a photo is taken, you also need to set whether to pop up on the real-time monitoring interface and the display duration. |
| Valid Time | The reset time can be selected only when reset global Anti-Passback status is selected |


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| Parameter | Operation Instructions |
|---|---|
| | When it is time to reset Anti-Passback, the system will automatically clear the Anti-Passback status of all personnel in the access control area. |
| Mail | Set the email address that receives the linkage content when a linkage event occurs |

**Table 3- 17 lobal Linkage Parameters**

**Apply to all personnel:** If this option is selected, this linkage setting is effective for all personnel.

**Active Time:** Set the active time of the linkage setting.

**Step 3:** Choose Global Linkage trigger conditions, the input point (System will filter devices according to the choice in first step) and the output point, Set up linkage action. For more details about these parameters, please refer to Linkage Setting.

✍ **Note:** You can select multiple Door Events, but "Fail to connect server", "Recover connection" and "Device connection off" will be filtered automatically from Door Event.

**Step 4:** Click **OK** to save and quit. The added Global Linkage will display in the list.

### 3.5.5.2 Delete

In the **Access** > **Advanced Functions** > **Global Linkage**, click **Delete** button under Operations. Click **OK** to delete.

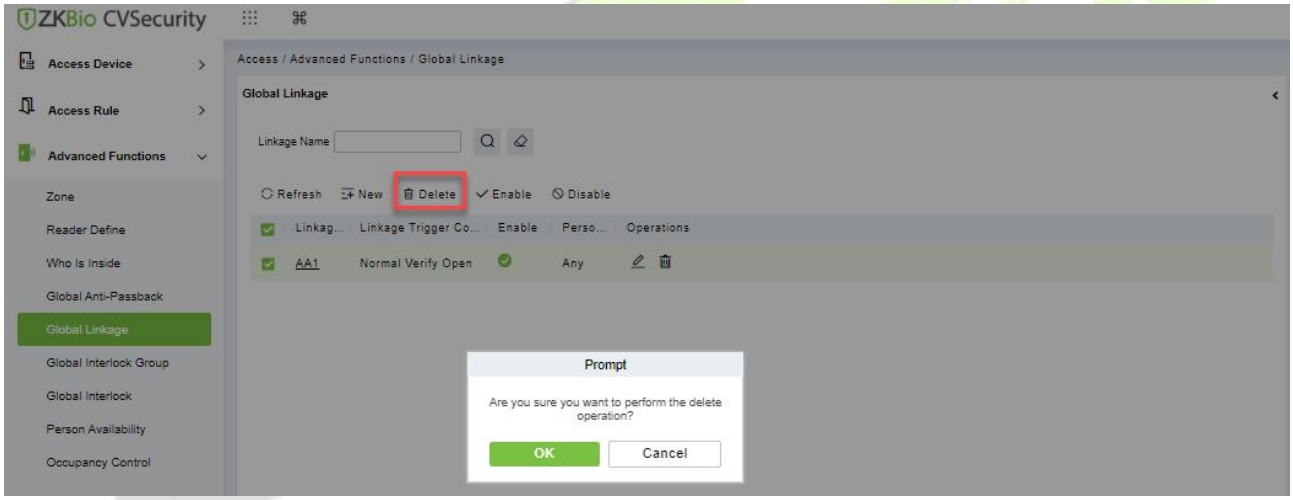


**Figure 3- 113 Delete Global Linkage**

### 3.5.5.3 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).


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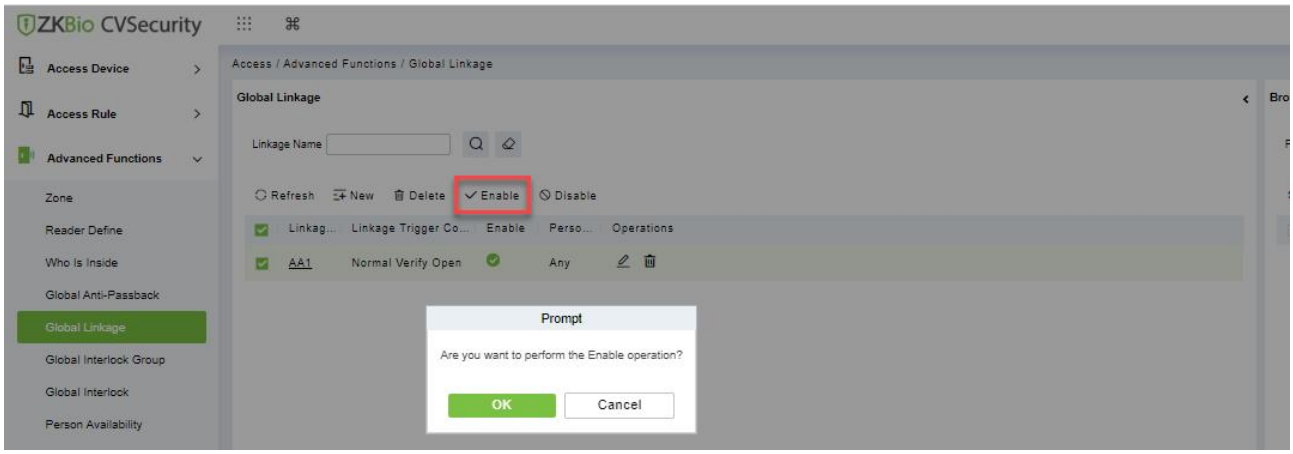


**Figure 3- 114 Enable Global Linkage**

### 3.5.5.4 Disable

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

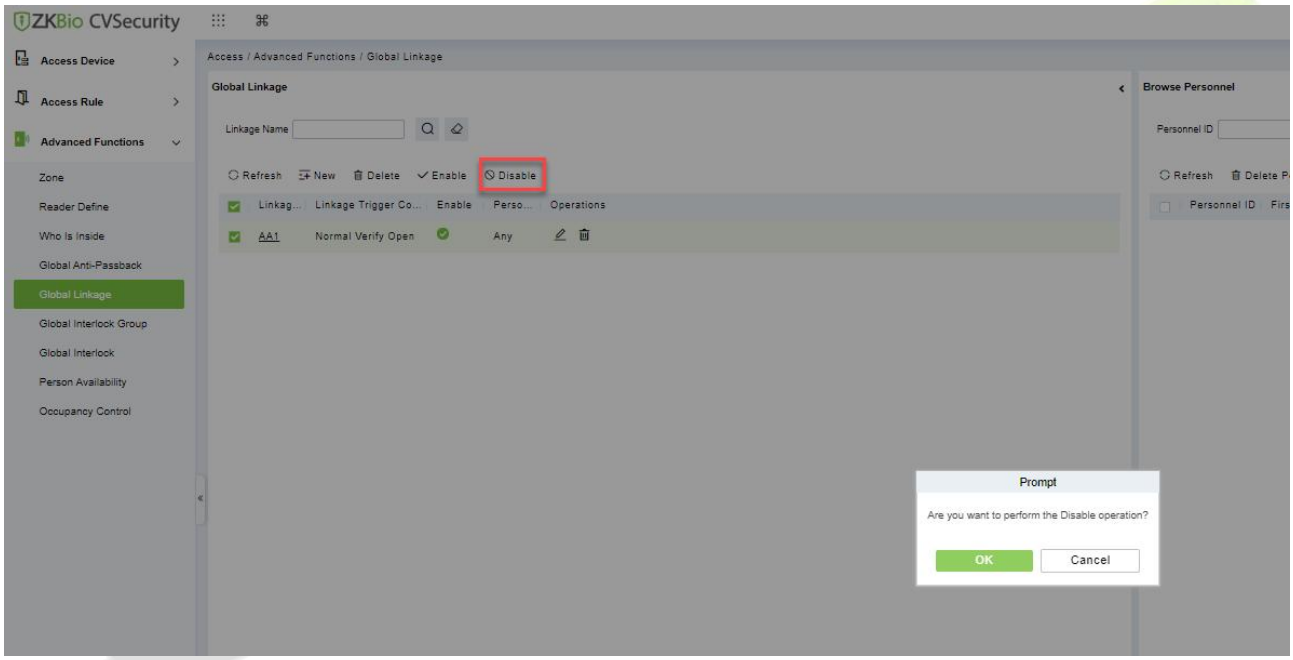


**Figure 3- 115 Disable Global Linkage**

## 3.5.6 The Global Interlock Group

Global interlocking the global interlocking function can be set across devices. Only the push device supports global interlocking. By setting the global interlock group to group doors, you can set global interlock.

This section describes the Step configuration of global interlock in ZKBio CVSecurity.

**The Premise Condition:**

Background authentication has been enabled on the device.

### 3.5.6.1 Add (New)

**Operation Step:**

**Step 1:** In the **Access Control** module, choose "**Advanced Access Control** > **Global Interlock Group**" and Click **New**.


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**Step 2:** On the page for adding a global interlock group, set related parameters and Click **OK**, as shown in figure below.

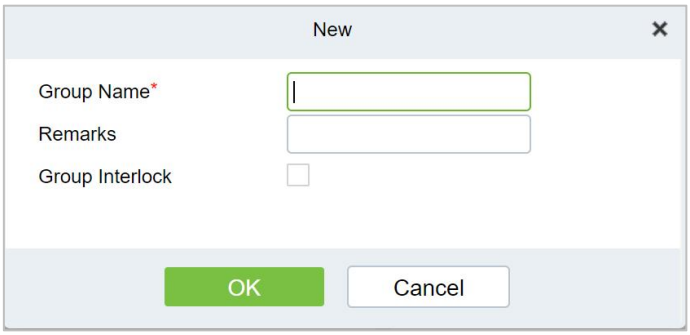


**Figure 3- 116 Global Interlock Group Settings Screen**

| Parameter | How to set up |
|---|---|
| Group Name | Any combination of up to 30 characters that cannot be identical to an existing group name |
| Group Interlock | Select the configured interlock rule. |

**Table 3-18 Description of Advance Global Interlock**

**Step 3:** On the global interlock group page, tap Add Door next to the configured group name on the left, as shown in figure below.

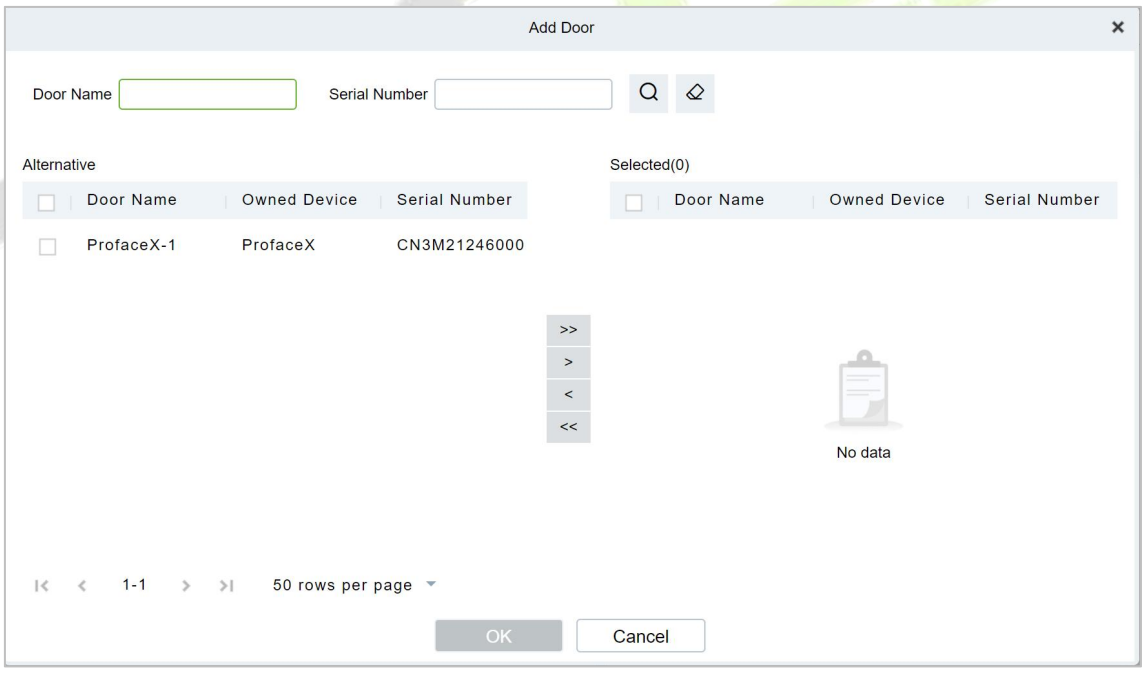


**Figure 3- 117 Adding A Door to A Global Interlock Group**

### 3.5.6.2 Delete

In the **Access > Advanced Functions > Global Interlock Group**, click **Delete** button under Operations. Click **OK** to delete.


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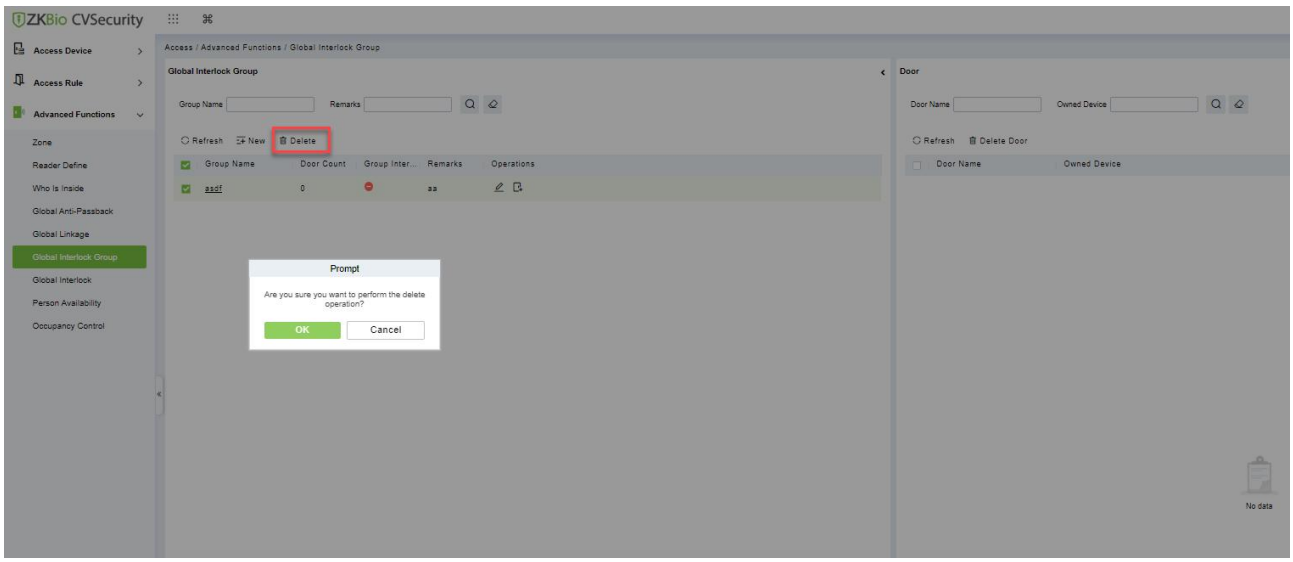


**Figure 3- 118 Delete A Door to A Global Interlock Group**

## 3.5.7 The Global Interlock

### 3.5.7.1 Add (New)

**Step 1:** In the **Access Control** module, choose "**Advanced Access Control > Global Interlock**" and Click **New.**

On the page for adding global interlock, set related parameters and Click **OK**, for example

**Step 2:** The global interlock name is set.

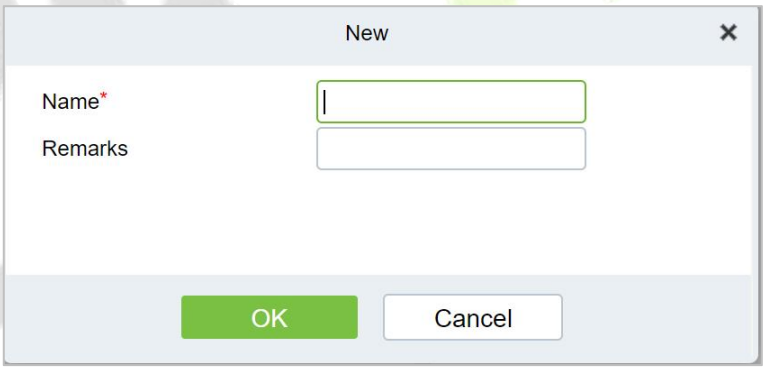


**Figure 3- 119 Global Interlock Settings Screen**

| Parameter | How to set up |
|---|---|
| Name | Any combination of up to 30 characters that cannot be identical to an existing name |
| Remark | Select the configured interlock rule. |

**Table 3- 18 Description of Access Control Right Groups**

**Step 3:** On the global interlock screen, click **Add** Group next to the configured global interlock on the left, as shown in figure below.


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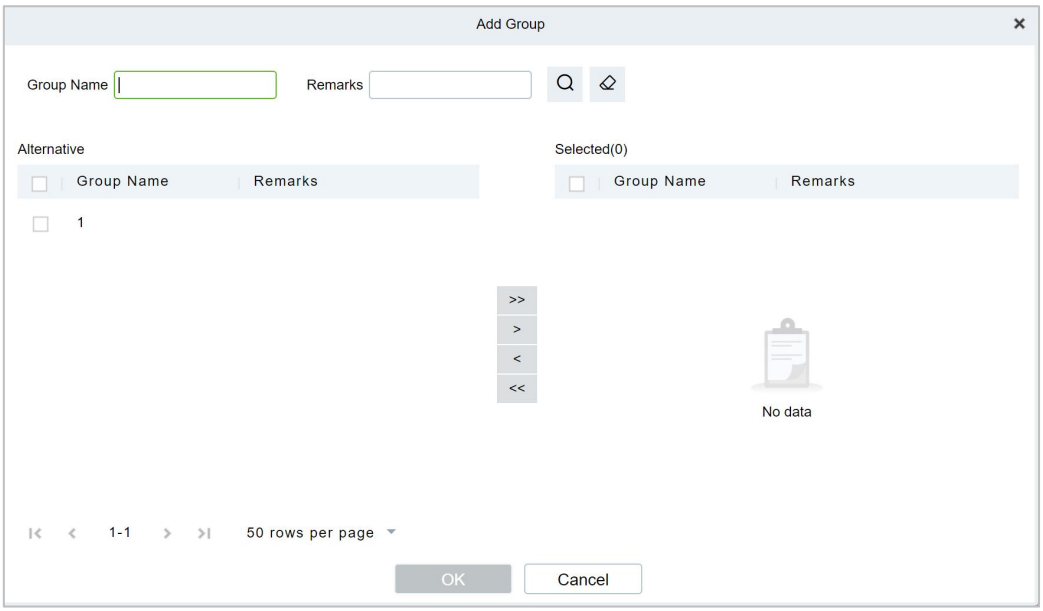


**Figure 3- 120 Page for Adding Global Interlock Groups**

### 3.5.7.2 Delete

In the **Access > Advanced Functions > Global Interlock**, click **Delete** button under Operations. Click **OK** to delete.

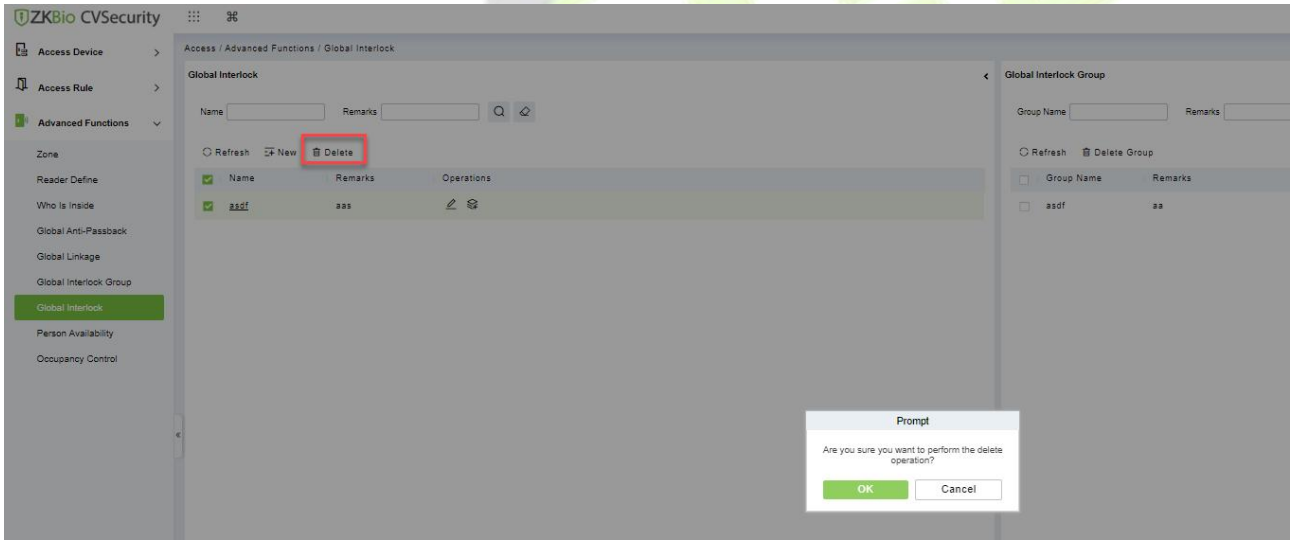


**Figure 3- 121 Page for Adding Global Interlock Groups**

## 3.5.8 Personnel Availability

It is used to restrict the expiration date, the number of days after the first use, and the number of times the user passes the specified advanced access control area.

**The Premise Condition:**

1. Background authentication has been enabled on the device
2. Set the access control area and read head definition.

### 3.5.8.1 Add (New)

**Operation Step:**

**Step 1:** In the **Access Control** module, choose "**Advanced Access Control >Personnel Ava liability>**


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**Set Access Control Area Properties**", and Click **New**.

**Step 2:** On the **Access Control Area Properties** page, set related parameters and Click **OK**.

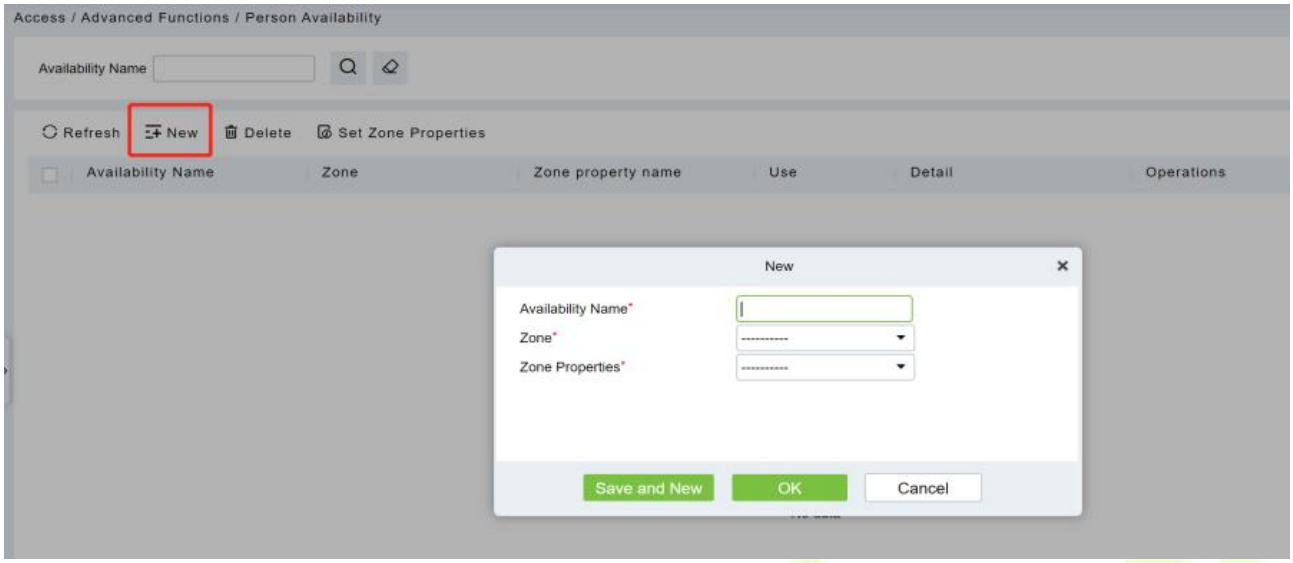


**Figure 3- 122 Page for Setting Access Area Properties**

**Step 3:** In the properties of the **access control area** that has been set, click **Add** Personnel on the left to add the corresponding personnel, and Click **OK**.

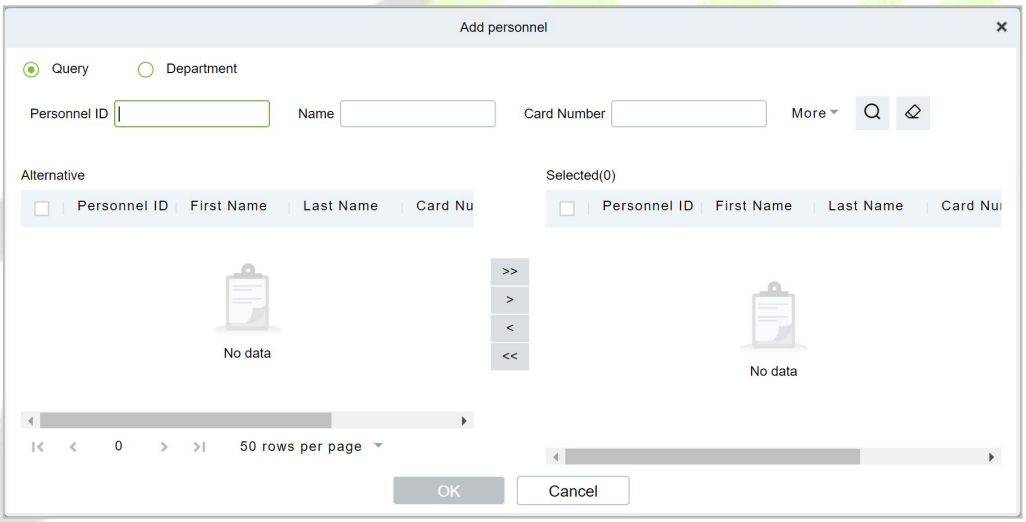


**Figure 3- 123 Personnel Availability Add Personnel Settings Screen**

**Step 4:** On the personnel validity screen, tap **Add**, set related parameters, and tap **OK**.

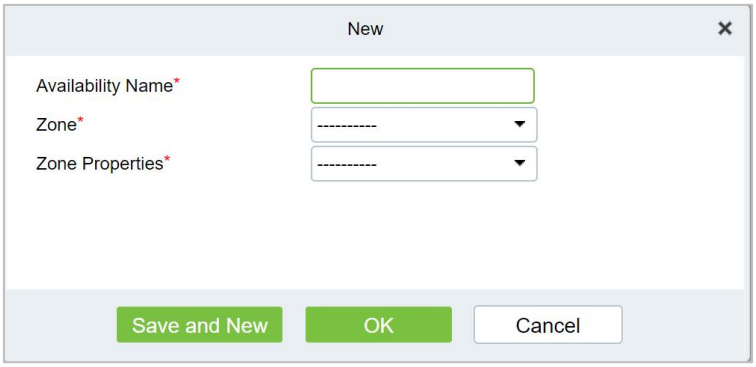


**Figure 3- 124 Personnel Validity Setting Screen**


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### 3.5.8.2 Delete

In the **Access > Advanced Functions > Personnel Availability**, click **Delete** button under Operations. Click **OK** to delete.

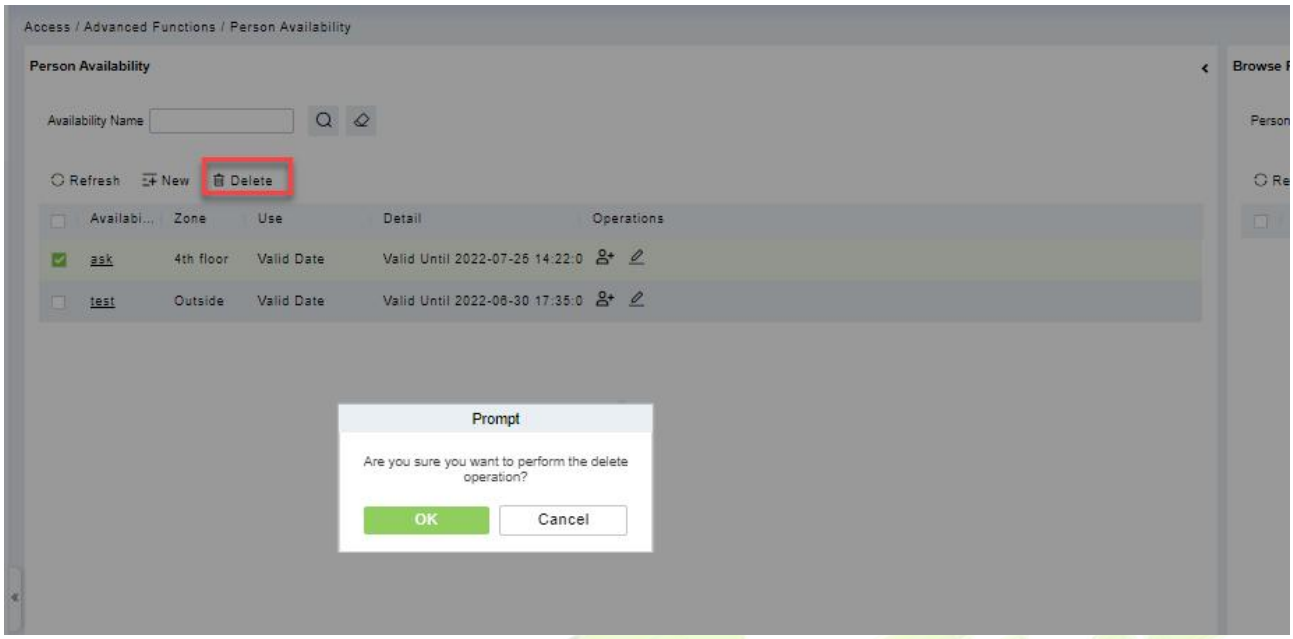


**Figure 3- 125 Delete Personnel Validity Setting**

## 3.5.9 Occupancy Control

Control the maximum/minimum capacity of the area in the Advanced Access Control.

This section describes the Step configuration for population control in ZKBio CVSecurity.

**The Premise Condition**

1. Background authentication has been enabled on the device.
2. Set the access control area and read head definition.

### 3.5.9.1 Add (New)

**Operation Step**

**Step 1:** In the **Access Control** module, choose "**Advanced Function> Occupancy**" and Click **New**.

**Step 2:** On the Add Person control screen, set related parameters and click **OK**.

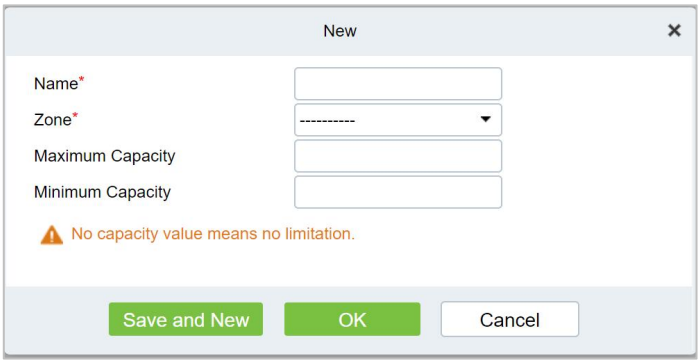


**Figure 3- 126 Configuring the People Counting Function**

### 3.5.9.2 Delete


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In the **Access > Advanced Functions > Occupancy Control**, click **Delete** button under Operations. Click **OK** to delete.

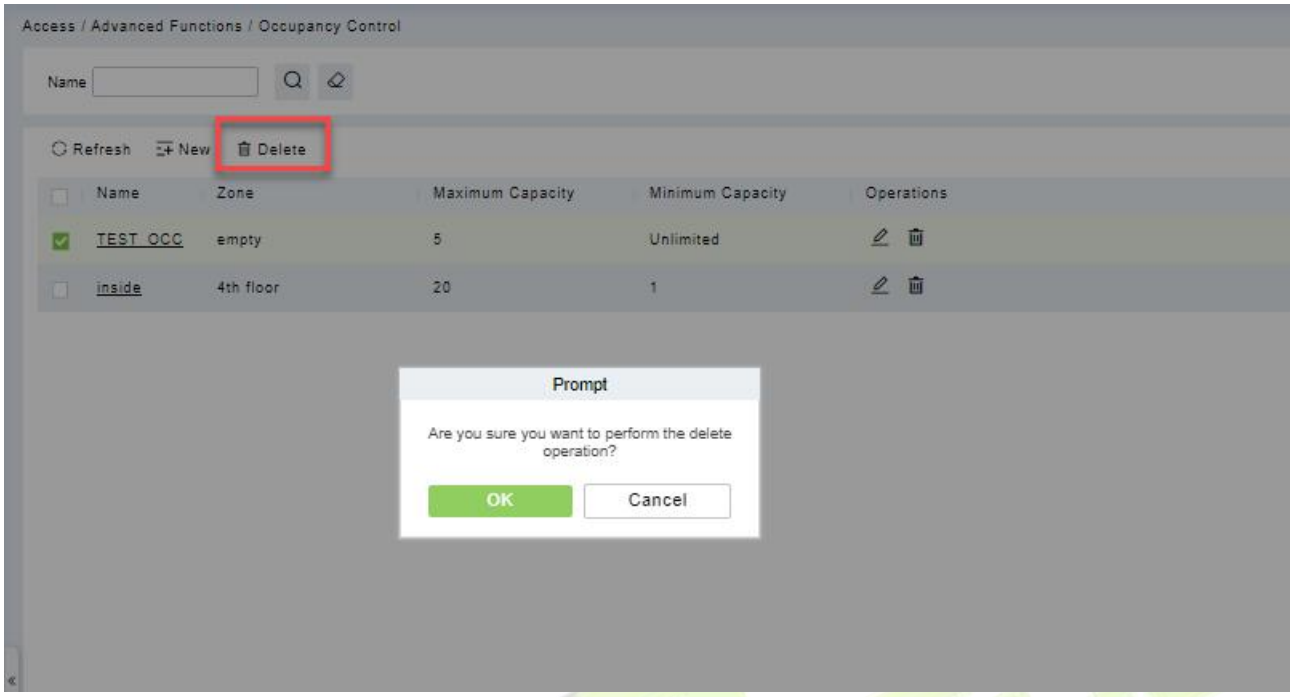


**Figure 3- 127 Delete Configuring the People Counting Function**

## 3.5.10 Muster Point

Designate the access control device of a certain place as the Muster Point. When an emergency event (such as a fire alarm) occurs, the linkage triggers the activation of the Muster Point to open the door, and the AC Device is used to count the escape of personnel, and quickly identify the escaped personnel and dangerous personnel.

### 3.5.10.1 Add (New)

Select the access control devices as the equipment of Muster Point, and assign the corresponding department. Note: The equipment selected is equipped with safe house conditions to facilitate evacuation of personnel in the department.

**Operation Steps:**

**Step 1:** Set device as Muster Point, go to "**Access Control > Advanced Functions > Muster Point > NEW**".


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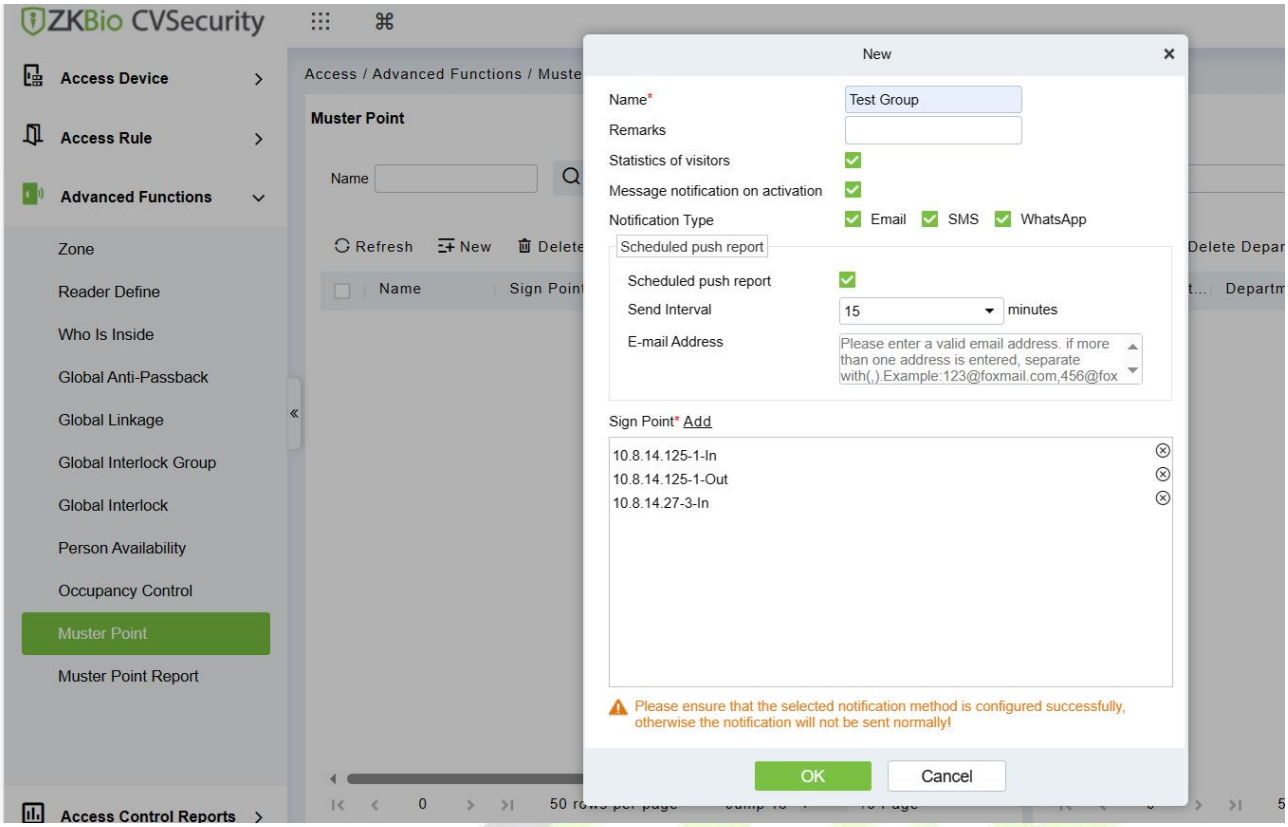


**Figure 3- 128 Sign Point**

**Name:** the name of Muster Point.

**Remarks:** Description of Muster Point.

**Statistics of visitors:** Enabling visitor statistics will notify visitors when a muster point is activated and count all visitors who have not checked out. (V6.1.0_R or above supported)

**Message Notification on Activation:** When enabled, the system will automatically send a muster notification to personnel when Muster Point is activated.

**Notification Type:** When enabled message notification, you can choose the sending method, there are 3 method: Email, SMS, Whatsapp.

**Scheduled Push Report: Once** enabled, the system will send mustering reports to the administrator at regular intervals (within a set period) when muster point is activated.

**Email Address:** Administrator email address for receiving mustering reports.

**Step 2:** Click add department to the point.


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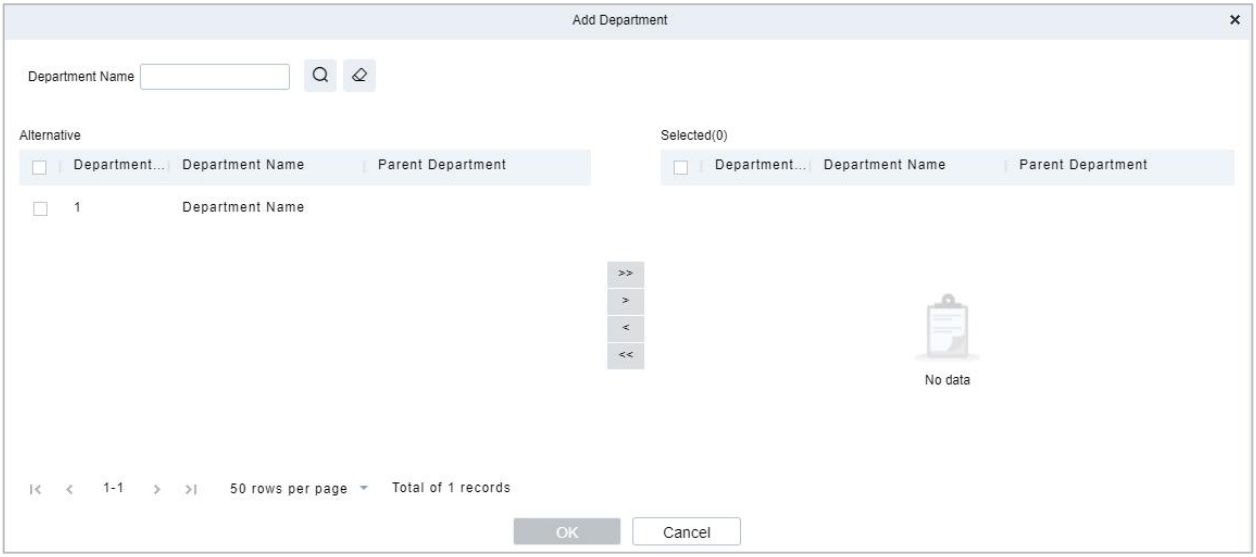


**Figure 3- 129 Add Department**

**Step 3:** Set Global Linkage: set Linkage Trigger Conditions and Input Point, Select Muster Point as an output action.

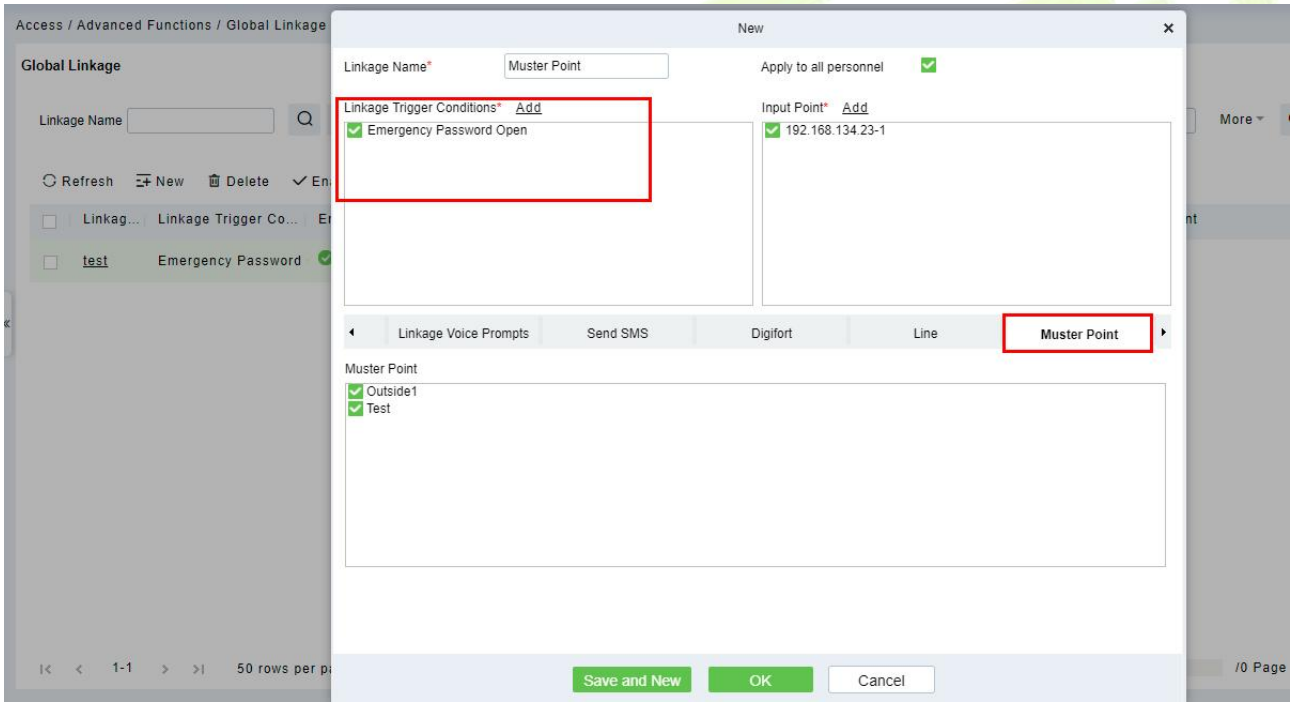


**Figure 3- 130 Global Linkage**

✍ **Note:** Before you use global linkage, you must confirm that your device has enable background authentication.


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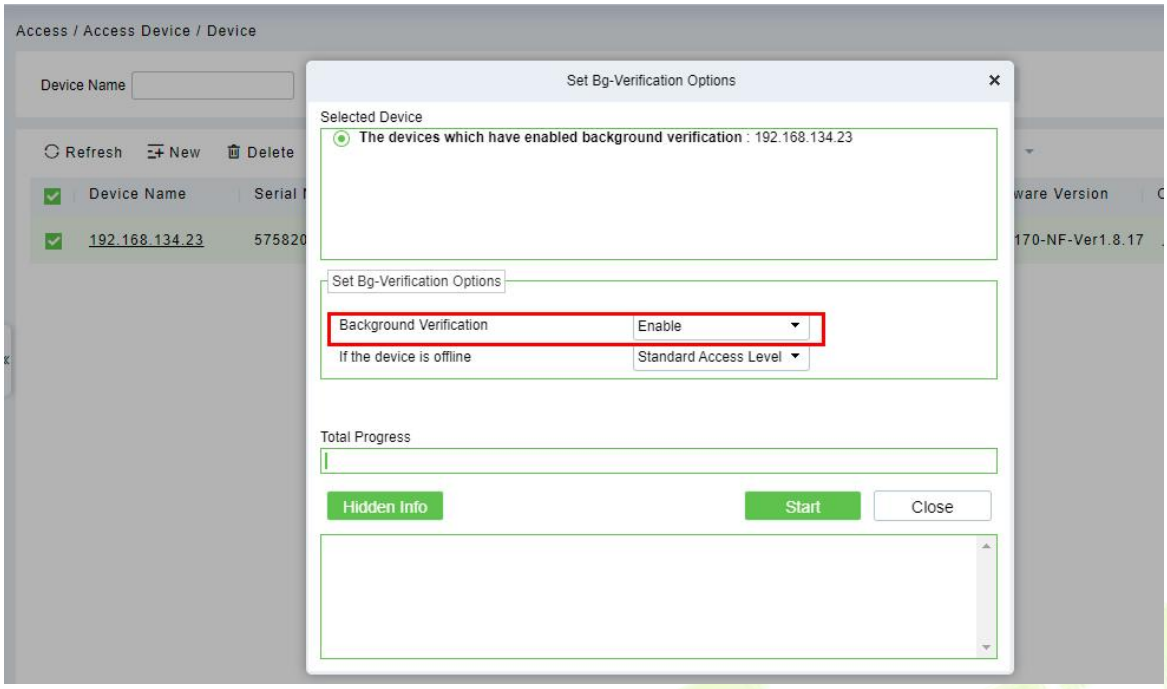


**Figure 3- 131 Enable Bg-Verification Options.**

### 3.5.10.2 Activated

When the linkage event is triggered, the door is opened remotely.and the Muster Point would be activated.

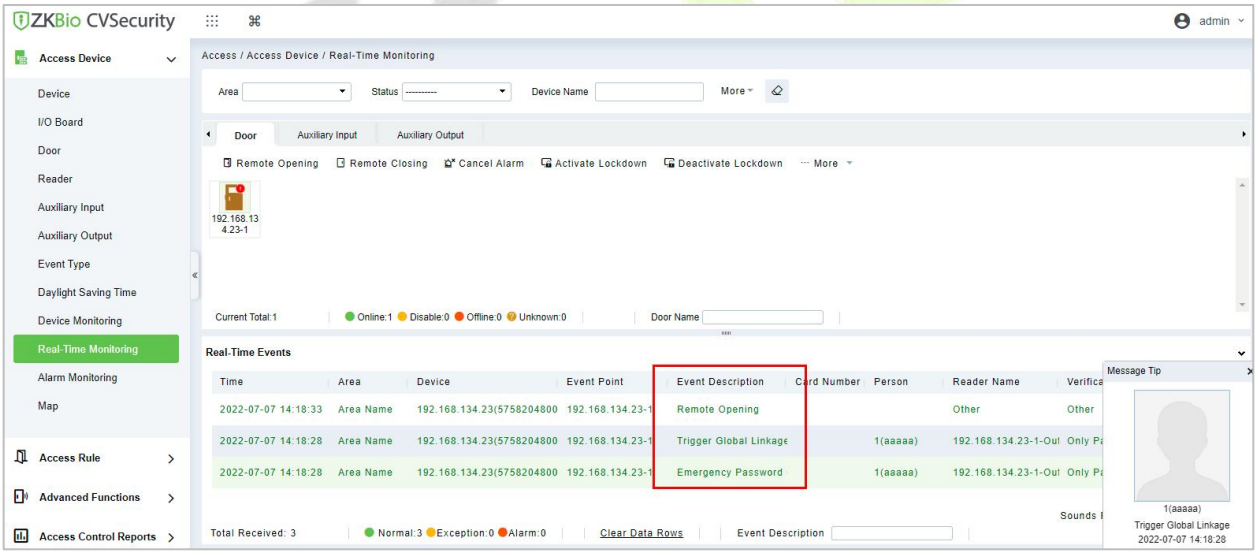


**Figure 3- 132 Real-Time Monitoring**

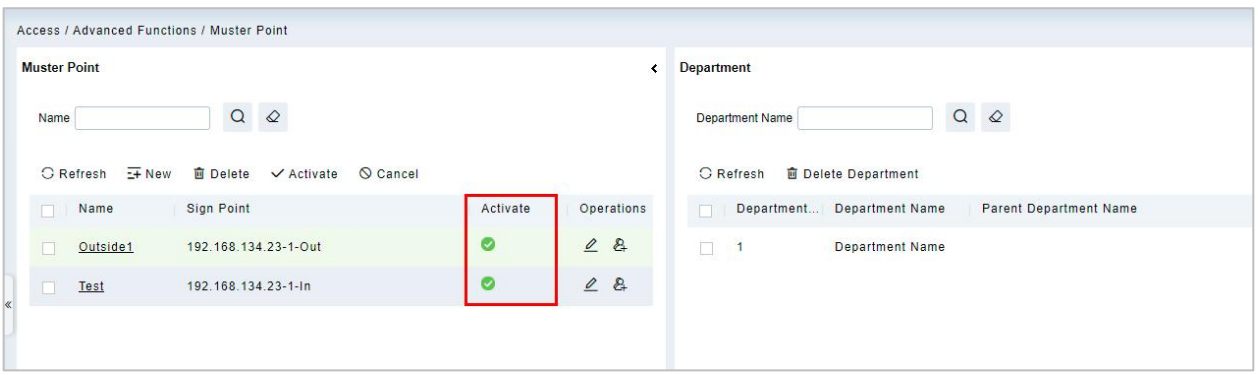


**Figure 3- 133 Muster Point**


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### 3.5.10.3 Delete

In the **Access > Advanced Functions > Muster Point**, click **Delete** button under Operations. Click **OK** to delete.

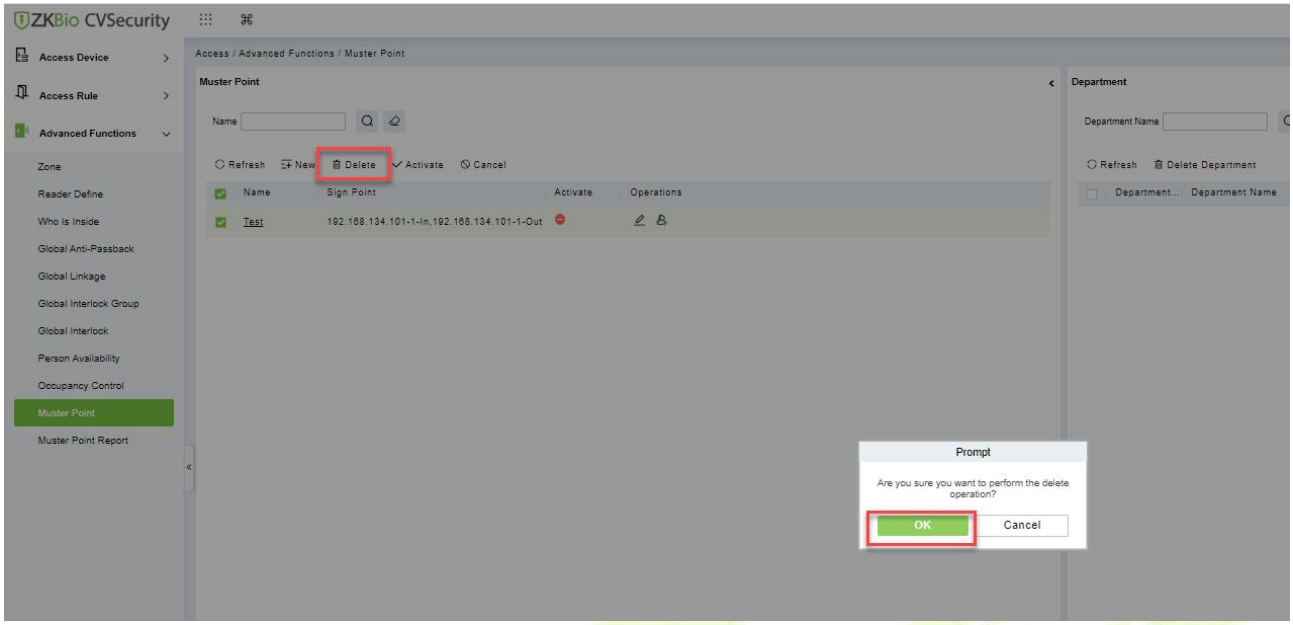


**Figure 3- 134 Delete Muster Point**

### 3.5.10.4 Cancel

In the **Access > Advanced Functions > Muster Point**, click **Cancel** button under Operations. Click **OK** to cancel.

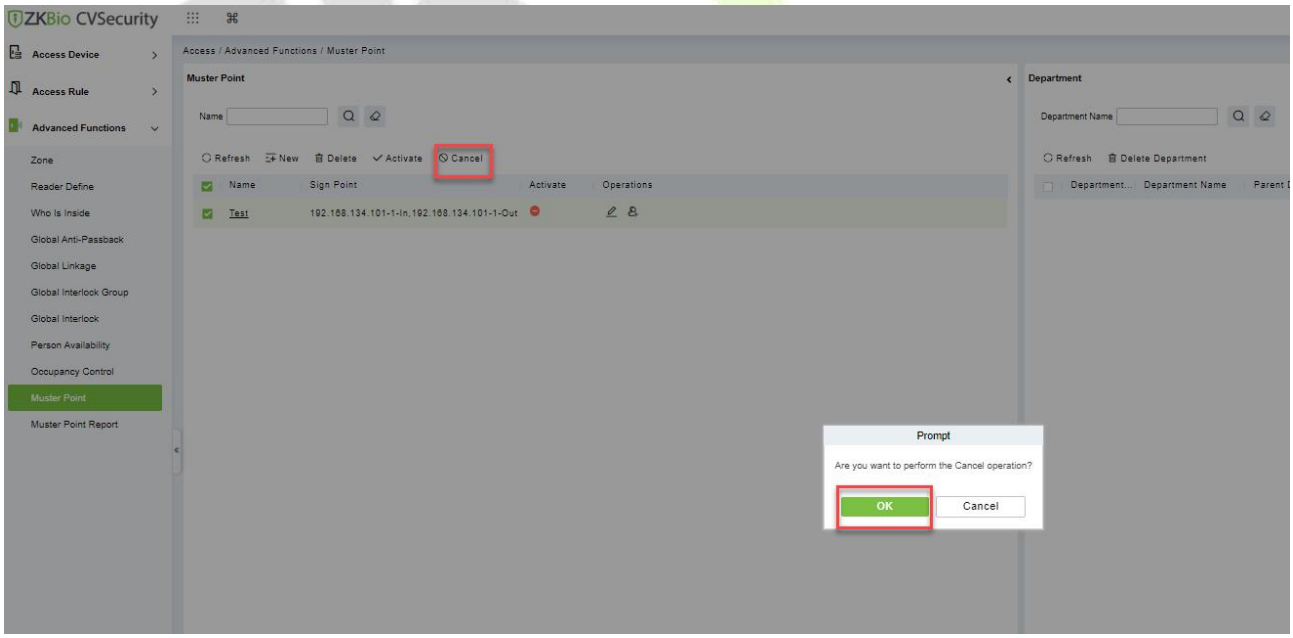


**Figure 3- 135 Cancel Muster Point**


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## 3.5.11 Muster Point Report

Select the access control devices as the equipment of Muster Point and assign the corresponding department. Note: The equipment selected is equipped with safe house conditions to facilitate evacuation of personnel in the department.

### Operation Steps:

**Step 1:** Go to "**Access Control > Advanced Functions > Muster Point Report".**

You can select a muster point ,and click to genera the report

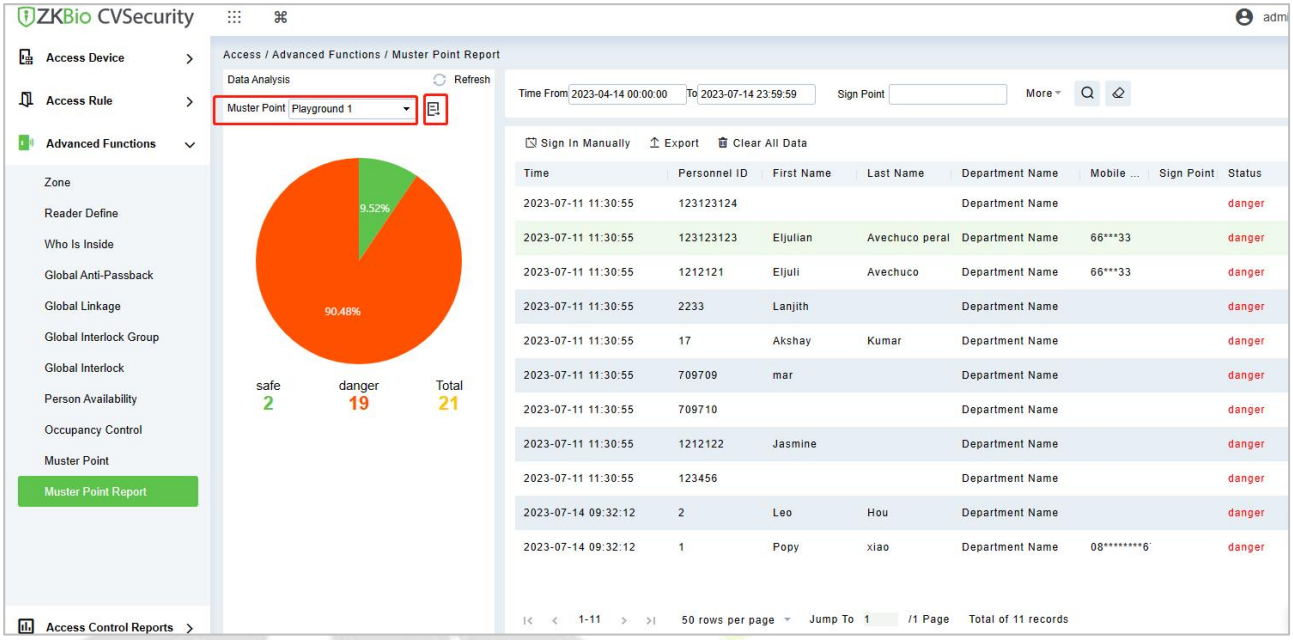


**Figure 3- 136 Check the Report**

### 3.5.11.1 Sign In Manually

If someone is not verified on the device, the administrator can manually sign in: Select **Sign in Manually**, see the picture below.

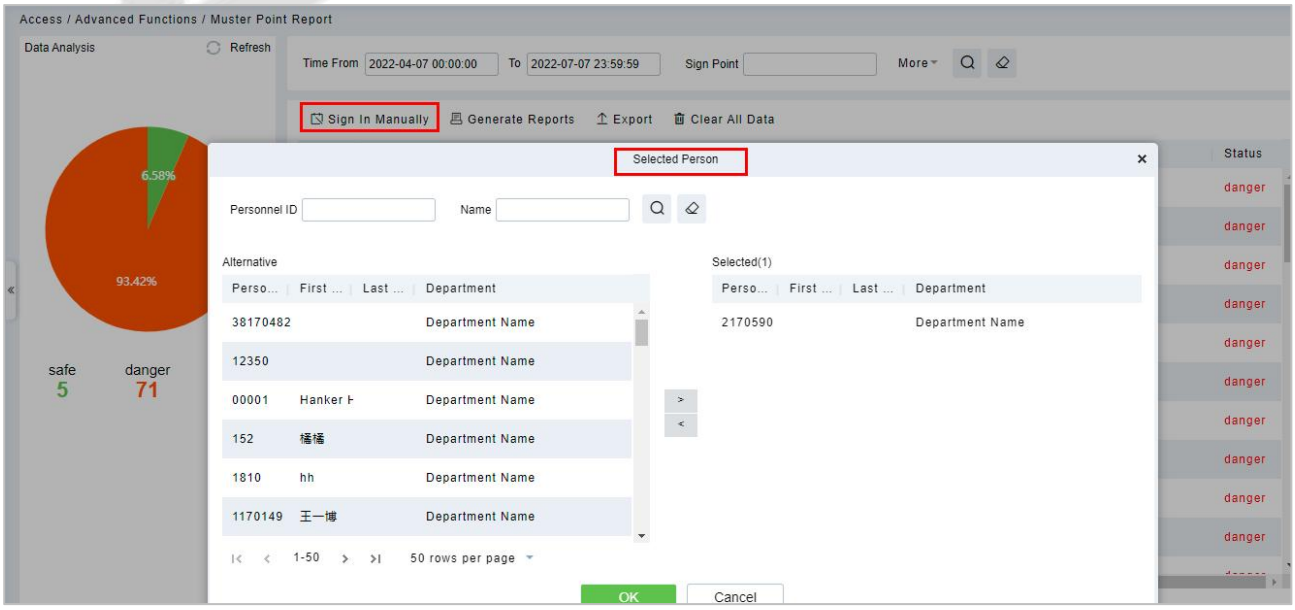


**Figure 3- 137 Sign in Manually**


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Check the statues will change to “safe”.

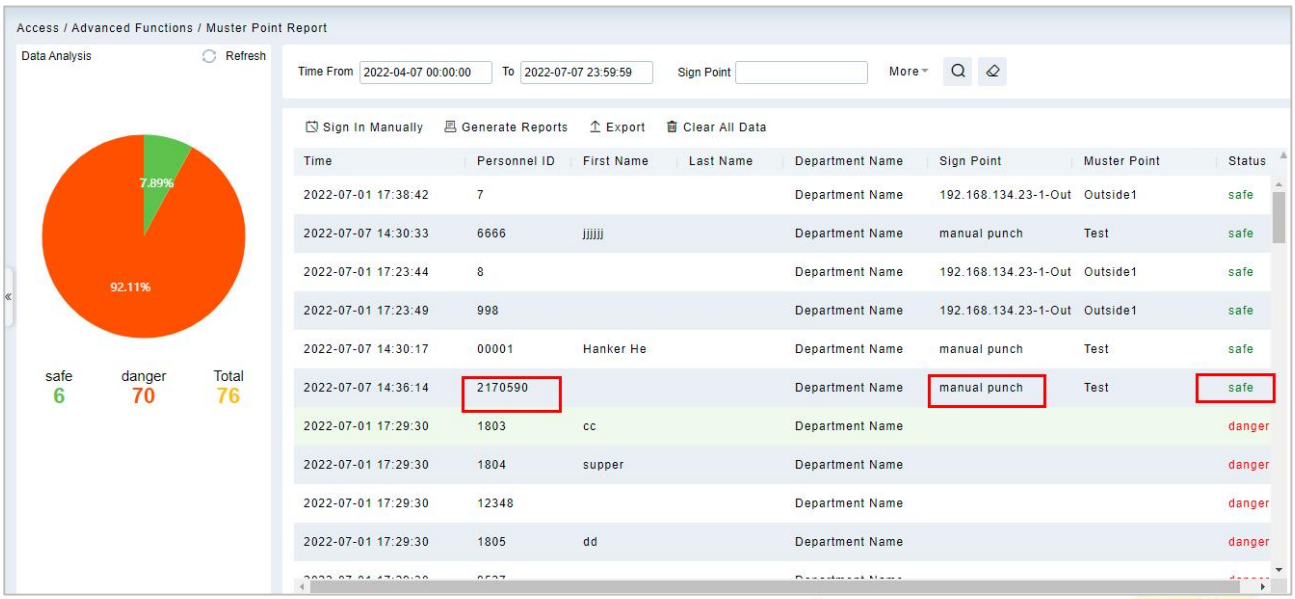


**Figure 3- 138 Sign in Manually**

### 3.5.11.2 Export

Click Export, enter the user password in the displayed security verification dialog box, and Click **OK**. Select whether to encrypt the file and the file format to export, and click **OK**.

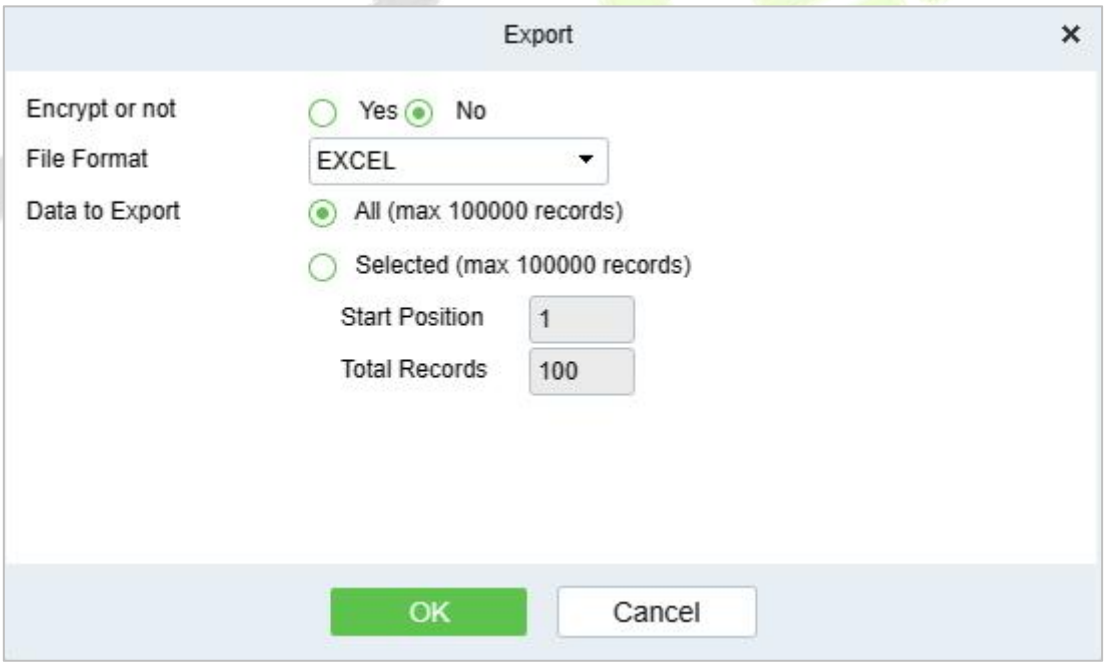


**Figure 3- 139 Export**

**Muster Point Report**

| Time | Personnel ID | First Name | Last Name | Department Name | Mobile Phone | Sign Point | Status |
|---|---|---|---|---|---|---|---|
| 2023-07-11 11:30:55 | 123123124 | | | Department Name | | | danger |
| 2023-07-11 11:30:55 | 123123123 | Eljulian | Avechuco peral | Department Name | 6622333 | | danger |
| 2023-07-11 11:30:55 | 1212121 | Eljuli | Avechuco | Department Name | 6622333 | | danger |
| 2023-07-11 11:30:55 | 2233 | Lanjith | | Department Name | | | danger |
| 2023-07-11 11:30:55 | 17 | Akshay | Kumar | Department Name | | | danger |
| 2023-07-11 11:30:55 | 709709 | mar | | Department Name | | | danger |
| 2023-07-11 11:30:55 | 709710 | | | Department Name | | | danger |
| 2023-07-11 11:30:55 | 1212122 | Jasmine | | Department Name | | | danger |
| 2023-07-11 11:30:55 | 123456 | | | Department Name | | | danger |
| 2023-07-14 09:32:12 | 2 | Leo | Hou | Department Name | | | danger |
| 2023-07-14 09:32:12 | 1 | Popy | xiao | Department Name | 086134342567 | | danger |

**Figure 3- 140 Report**


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### 3.5.11.3 Clear All Data

In the **Access > Advanced Functions > Muster Point Setting**, click **Clear All Data** button under Operations. Click **OK** to clear all data.

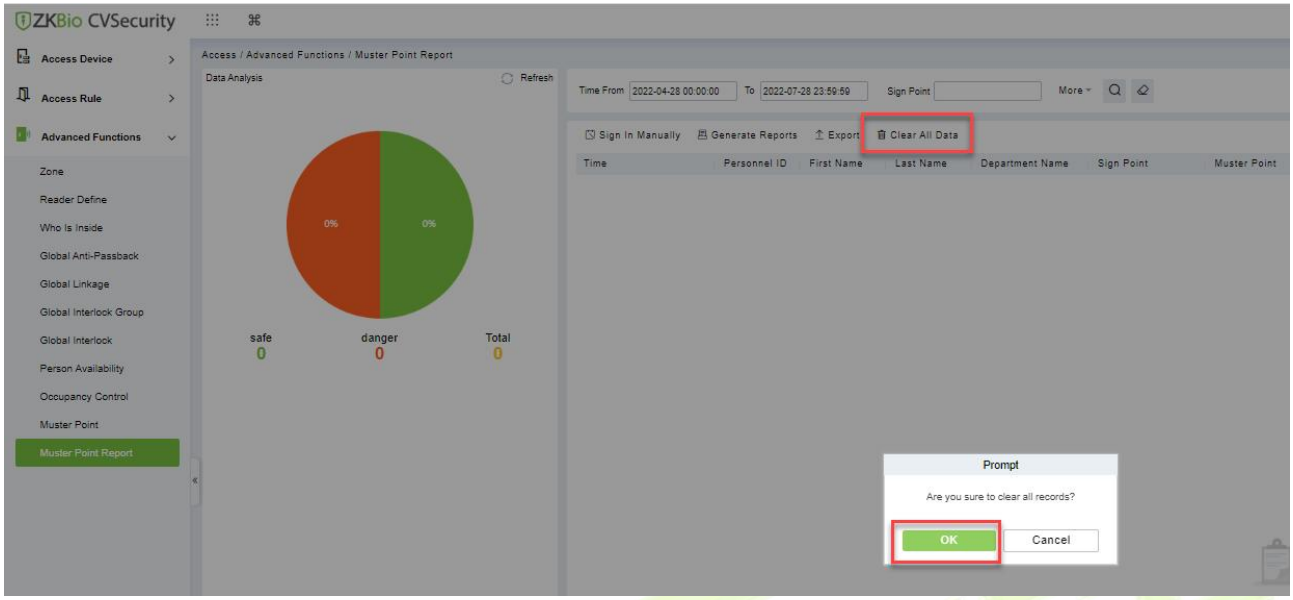


**Figure 3- 141 Clear All Data**

## 3.6 Access Control Reports

In the access control report, you can query all access control records, including All records, Today's Access records, All abnormal records, door query, personnel query and Personnel access records reports.You can export all records or query records.

This section describes the Step for querying and exporting reports in ZKBio CVSecurity.

### 3.6.1 All Transactions

#### Operation Step

**Step 1:** In the **Access Control** module, choose **"Access Control Report > All Records**".

**Step 2:** On the All Records interface, fill in the corresponding query information and click the "search" symbol to complete the query of all records, as shown in figure below.

**Figure 3- 142 Report Query Page**

#### 3.6.1.1 Export

Click Export, enter the user password in the displayed security verification dialog box, and Click **OK**. Select whether to encrypt the file and the file format to export, and click **OK**.


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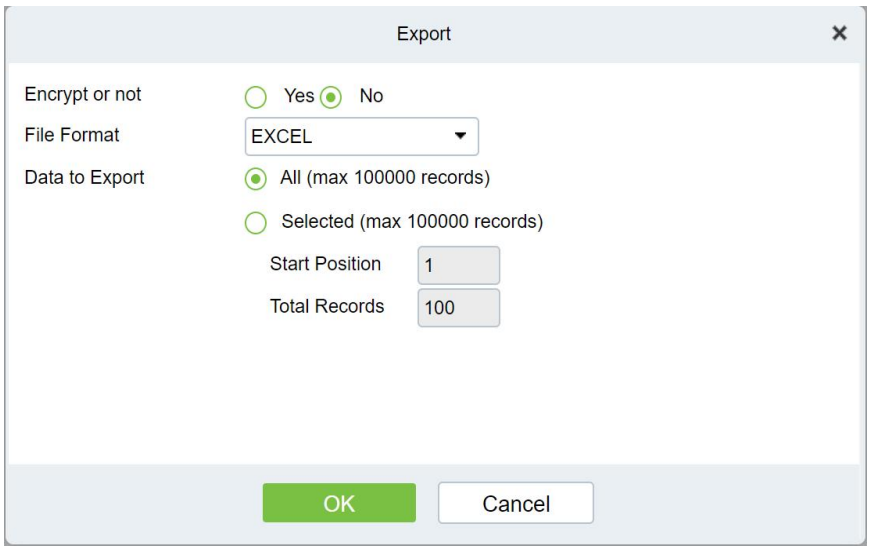


**Figure 3- 143 Report Export**

All Transactions

| Time | Area Name | Device Name | Event Point | Event Description | Event Level | Personnel ID | First Name | Last Name | Card Number | Department Na |
|---|---|---|---|---|---|---|---|---|---|---|
| 2023-07-13 16:54:19 | Area Name | 192.168.134.102 | | Disconnected | Alarm | | | | | |
| 2023-07-12 11:39:36 | Area Name | 192.168.134.102 | 192.168.134.102-1 | Device Started | Normal | | | | | |
| 2023-07-12 11:39:35 | Area Name | 192.168.134.102 | 192.168.134.102-1 | Tamper Alarm | Alarm | | | | | |
| 2023-07-12 11:33:48 | Area Name | 192.168.134.102 | 192.168.134.102-1 | Device Started | Normal | | | | | |
| 2023-07-12 11:33:47 | Area Name | 192.168.134.102 | 192.168.134.102-1 | Tamper Alarm | Alarm | | | | | |
| 2023-07-07 09:20:19 | Area Name | 192.168.134.102 | 192.168.134.102-1 | Device Started | Normal | | | | | |
| 2023-07-07 09:20:18 | Area Name | 192.168.134.102 | 192.168.134.102-1 | Tamper Alarm | Alarm | | | | | |
| 2023-06-30 13:21:36 | Area Name | 192.168.0.206 | | Disconnected | Alarm | | | | | |
| 2023-06-08 13:35:20 | Area Name | 192.168.134.102 | 192.168.134.102-1 | Device Started | Normal | | | | | |
| 2023-06-08 13:35:19 | Area Name | 192.168.134.102 | 192.168.134.102-1 | Tamper Alarm | Alarm | | | | | |
| 2023-06-01 14:10:44 | Area Name | 192.168.134.102 | 192.168.134.102-1 | Device Started | Normal | | | | | |
| 2023-06-01 14:10:43 | Area Name | 192.168.134.102 | 192.168.134.102-1 | Tamper Alarm | Alarm | | | | | |
| 2023-06-01 11:37:56 | Area Name | 192.168.134.102 | 192.168.134.102-1 | Tamper Alarm | Alarm | | | | | |
| 2023-06-01 11:37:56 | Area Name | 192.168.134.102 | 192.168.134.102-1 | Device Started | Normal | | | | | |

**Figure 3- 144 Report Export**

## 3.6.2 Events from Today

Check out the system record today.

Click **Access Control Reports** > **Events from Today** to view today's records. You can export all events from today in Excel, PDF, CSV format.

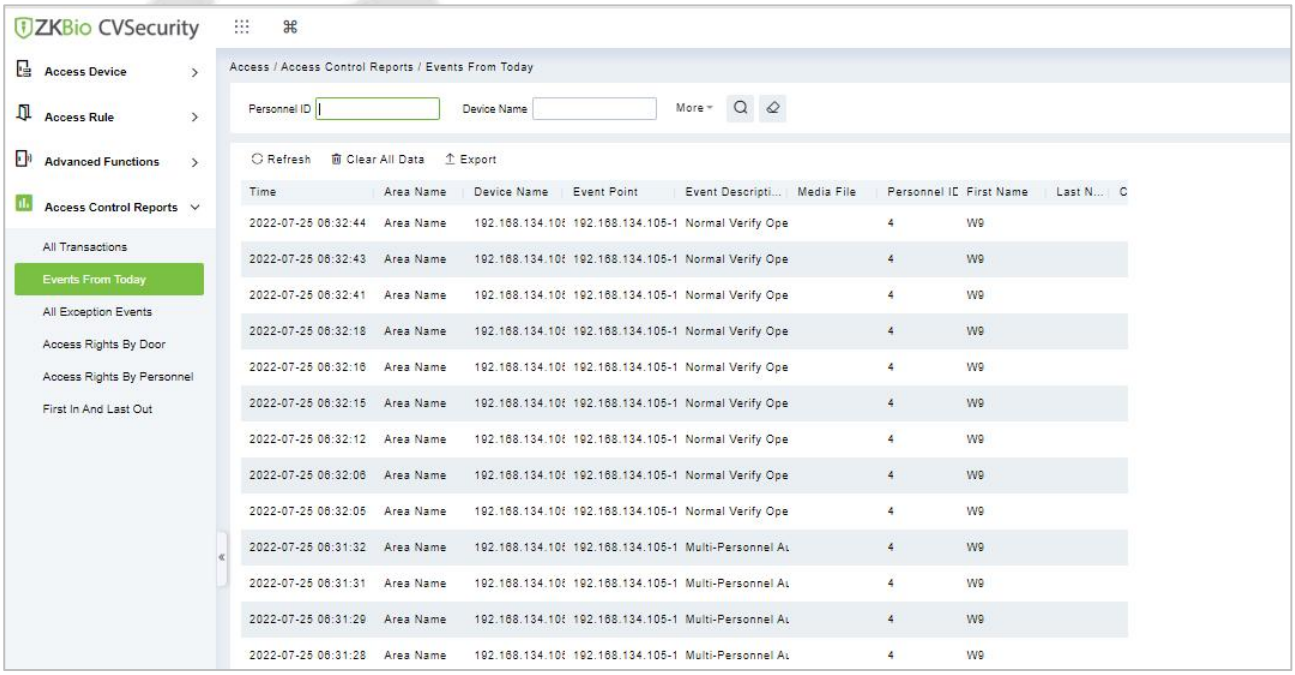


**Figure 3- 145 Event from Today**

Click Export, enter the user password in the displayed security verification dialog box, and Click **OK**.


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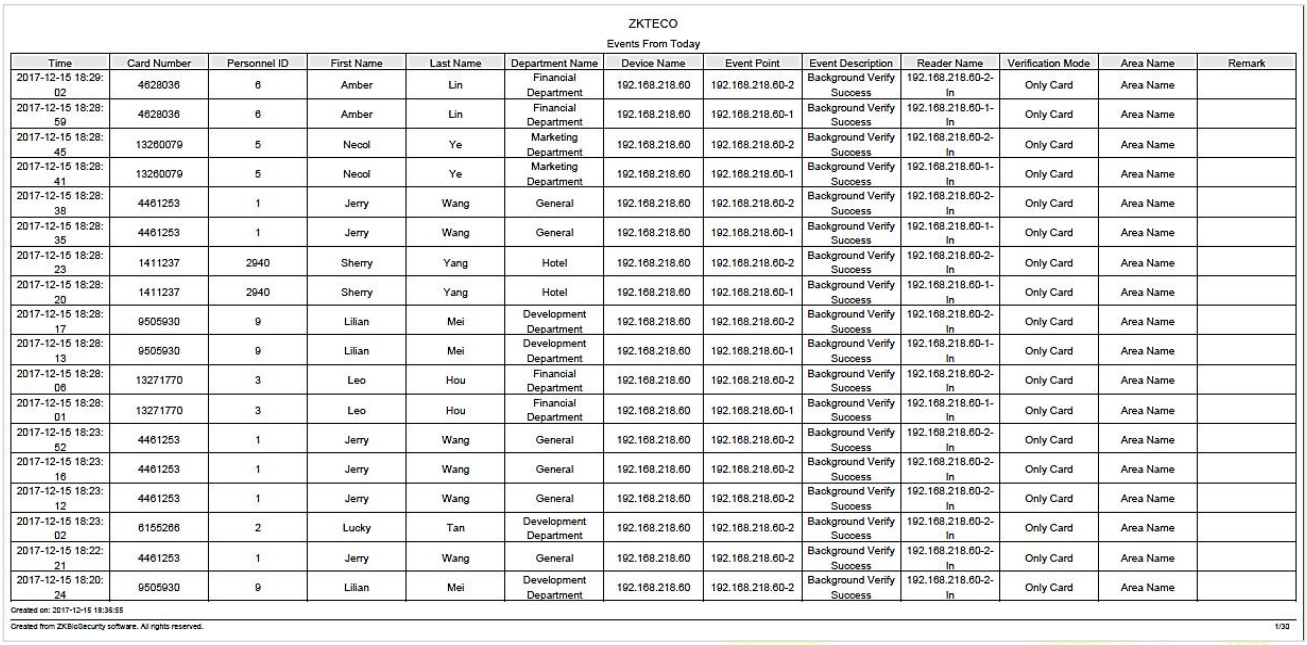
Select whether to encrypt the file and the file format to export, and Click **OK**.



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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 | 192.168.218.60 | 192.168.218.60-2 | Background Verify Success | 192.168.218.60-2-In | Only Card | Area Name | |
| 2017-12-15 18:28:59 | 4628036 | 6 | Amber | Lin | Financial Department | 192.168.218.60 | 192.168.218.60-1 | Background Verify Success | 192.168.218.60-1-In | Only Card | Area Name | |
| 2017-12-15 18:28:45 | 13260079 | 5 | Necol | Ye | Marketing Department | 192.168.218.60 | 192.168.218.60-2 | Background Verify Success | 192.168.218.60-2-In | Only Card | Area Name | |
| 2017-12-15 18:28:41 | 13260079 | 5 | Necol | Ye | Marketing Department | 192.168.218.60 | 192.168.218.60-1 | Background Verify Success | 192.168.218.60-1-In | Only Card | Area Name | |
| 2017-12-15 18:28:38 | 4461253 | 1 | Jerry | Wang | General | 192.168.218.60 | 192.168.218.60-2 | Background Verify Success | 192.168.218.60-2-In | Only Card | Area Name | |
| 2017-12-15 18:28:35 | 4461253 | 1 | Jerry | Wang | General | 192.168.218.60 | 192.168.218.60-1 | Background Verify Success | 192.168.218.60-1-In | Only Card | Area Name | |
| 2017-12-15 18:28:23 | 1411237 | 2940 | Sherry | Yang | Hotel | 192.168.218.60 | 192.168.218.60-2 | Background Verify Success | 192.168.218.60-2-In | Only Card | Area Name | |
| 2017-12-15 18:28:20 | 1411237 | 2940 | Sherry | Yang | Hotel | 192.168.218.60 | 192.168.218.60-1 | Background Verify Success | 192.168.218.60-1-In | Only Card | Area Name | |
| 2017-12-15 18:28:17 | 9505930 | 9 | Lilian | Mei | Development Department | 192.168.218.60 | 192.168.218.60-2 | Background Verify Success | 192.168.218.60-2-In | Only Card | Area Name | |
| 2017-12-15 18:28:13 | 9505930 | 9 | Lilian | Mei | Development Department | 192.168.218.60 | 192.168.218.60-1 | Background Verify Success | 192.168.218.60-1-In | Only Card | Area Name | |
| 2017-12-15 18:28:06 | 13271770 | 3 | Leo | Hou | Financial Department | 192.168.218.60 | 192.168.218.60-2 | Background Verify Success | 192.168.218.60-2-In | Only Card | Area Name | |
| 2017-12-15 18:28:01 | 13271770 | 3 | Leo | Hou | Financial Department | 192.168.218.60 | 192.168.218.60-1 | Background Verify Success | 192.168.218.60-1-In | Only Card | Area Name | |
| 2017-12-15 18:23:52 | 4461253 | 1 | Jerry | Wang | General | 192.168.218.60 | 192.168.218.60-2 | Background Verify Success | 192.168.218.60-2-In | Only Card | Area Name | |
| 2017-12-15 18:23:16 | 4461253 | 1 | Jerry | Wang | General | 192.168.218.60 | 192.168.218.60-2 | Background Verify Success | 192.168.218.60-2-In | Only Card | Area Name | |
| 2017-12-15 18:23:12 | 4461253 | 1 | Jerry | Wang | General | 192.168.218.60 | 192.168.218.60-2 | Background Verify Success | 192.168.218.60-2-In | Only Card | Area Name | |
| 2017-12-15 18:23:02 | 6155266 | 2 | Lucky | Tan | Development Department | 192.168.218.60 | 192.168.218.60-2 | Background Verify Success | 192.168.218.60-2-In | Only Card | Area Name | |
| 2017-12-15 18:22:21 | 4461253 | 1 | Jerry | Wang | General | 192.168.218.60 | 192.168.218.60-2 | Background Verify Success | 192.168.218.60-2-In | Only Card | Area Name | |
| 2017-12-15 18:20:24 | 9505930 | 9 | Lilian | Mei | Development Department | 192.168.218.60 | 192.168.218.60-2 | Background Verify Success | 192.168.218.60-2-In | Only Card | Area Name | |

Created on: 2017-12-15 18:36:55

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**Figure 3- 146 Report Export Page**

**Clear All Data:** Click **Clear All Data** to pop up prompt, and then click **OK** to clear all events from today.

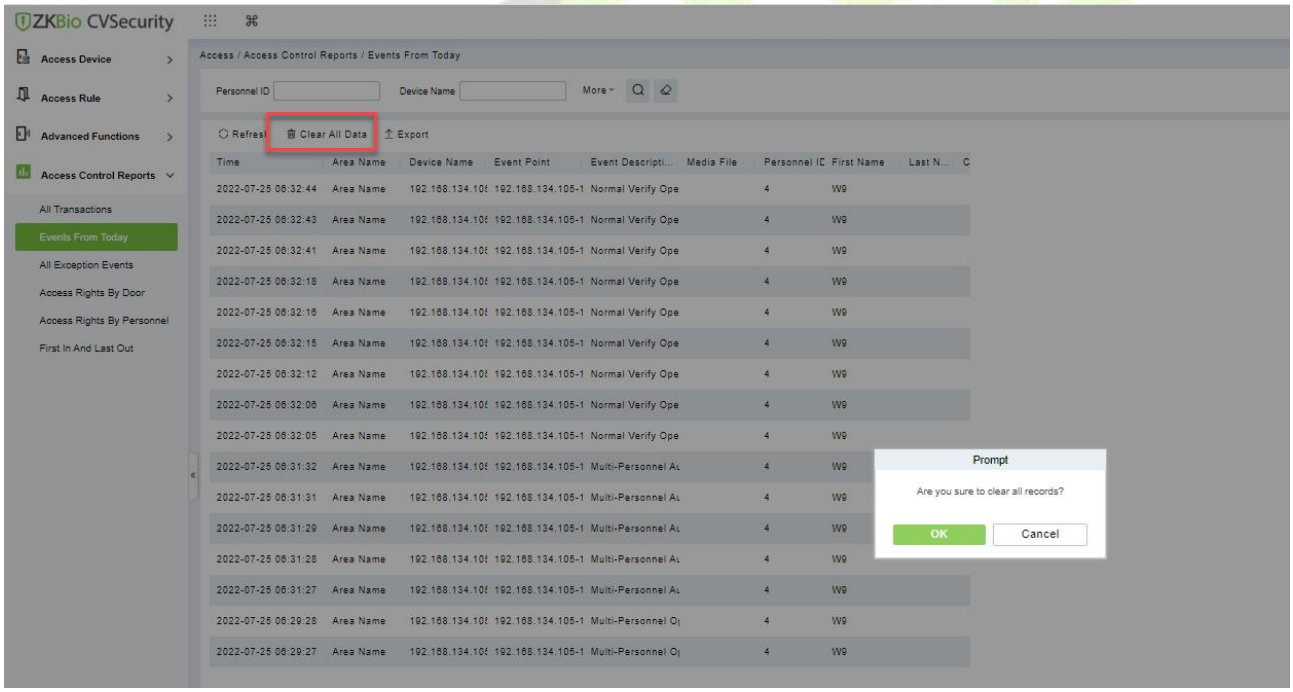


**Figure 3- 147 Events Clear All Data**

## 3.6.3 All Exception Events


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Click **Access Control Reports** > **All Exception Events** to view exception events in specified condition. The options are same as those of **All Transactions**.

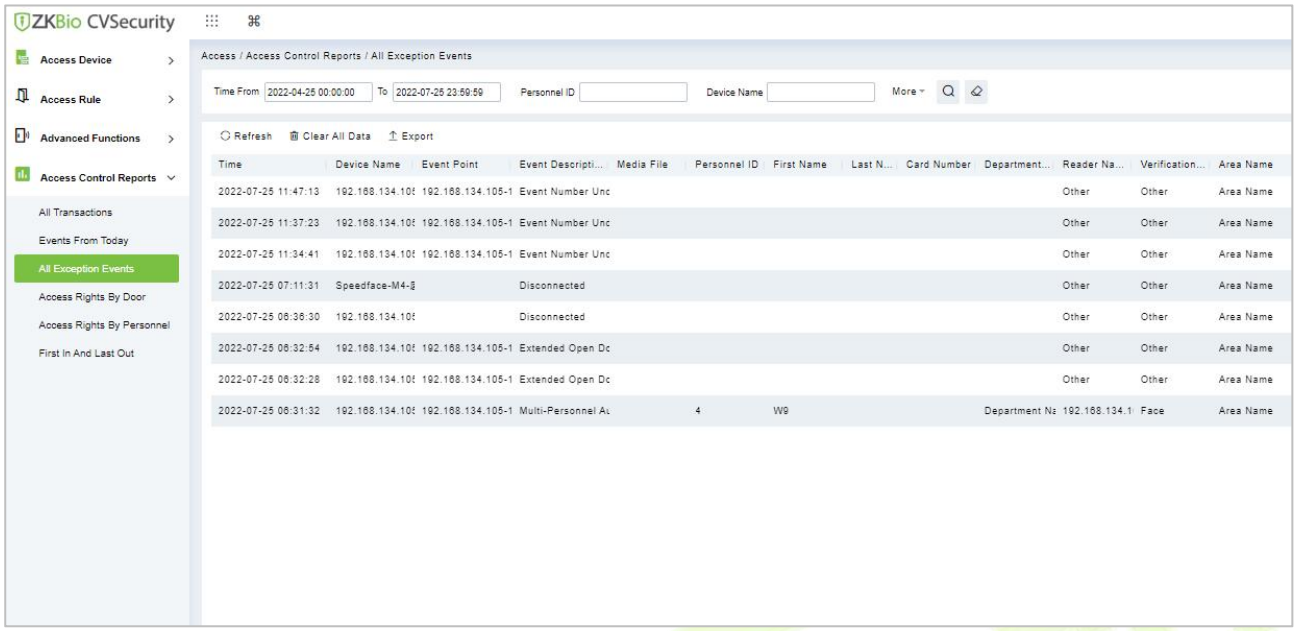
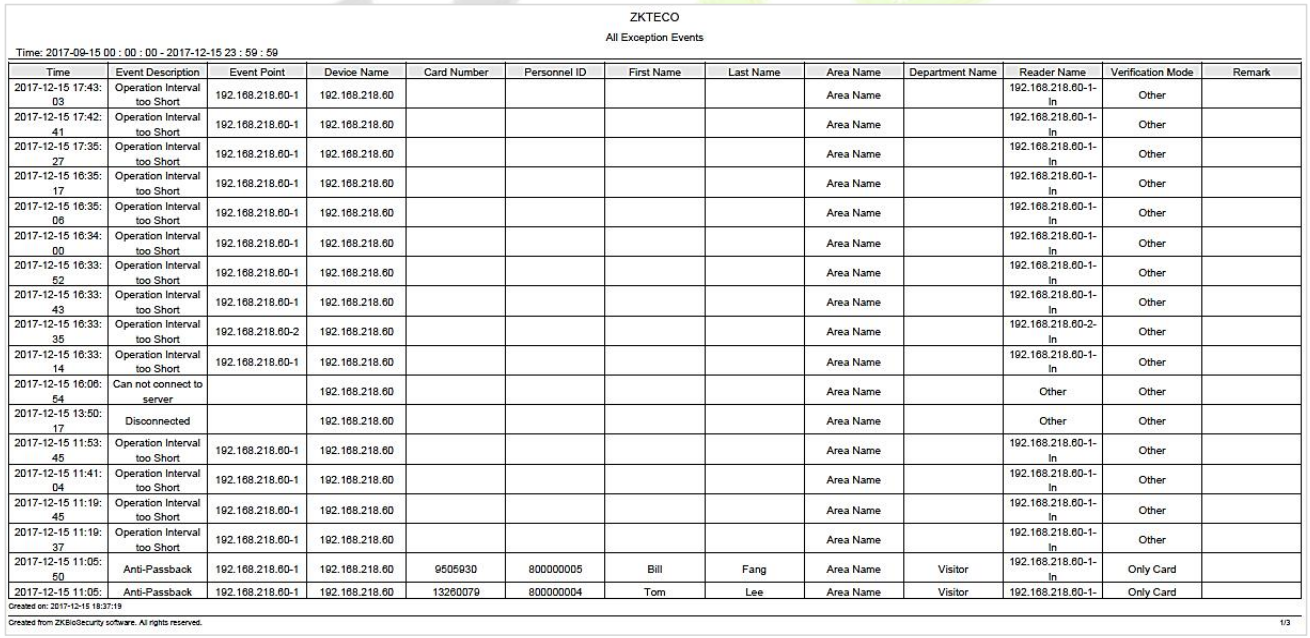



**Figure 3- 148 All Exception events**

**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, CSV format.



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All Exception Events

Time: 2017-09-15 00 : 00 : 00 - 2017-12-15 23 : 59 : 59

| Time | Event Description | Event Point | Device Name | Card Number | Personnel ID | First Name | Last Name | Area Name | Department Name | Reader Name | Verification Mode | Remark |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2017-12-15 17:43:03 | Operation Interval too Short | 192.168.218.60-1 | 192.168.218.60 | | | | | Area Name | | 192.168.218.60-1-In | Other | |
| 2017-12-15 17:42:41 | Operation Interval too Short | 192.168.218.60-1 | 192.168.218.60 | | | | | Area Name | | 192.168.218.60-1-In | Other | |
| 2017-12-15 17:35:27 | Operation Interval too Short | 192.168.218.60-1 | 192.168.218.60 | | | | | Area Name | | 192.168.218.60-1-In | Other | |
| 2017-12-15 16:35:17 | Operation Interval too Short | 192.168.218.60-1 | 192.168.218.60 | | | | | Area Name | | 192.168.218.60-1-In | Other | |
| 2017-12-15 16:35:06 | Operation Interval too Short | 192.168.218.60-1 | 192.168.218.60 | | | | | Area Name | | 192.168.218.60-1-In | Other | |
| 2017-12-15 16:34:00 | Operation Interval too Short | 192.168.218.60-1 | 192.168.218.60 | | | | | Area Name | | 192.168.218.60-1-In | Other | |
| 2017-12-15 16:33:52 | Operation Interval too Short | 192.168.218.60-1 | 192.168.218.60 | | | | | Area Name | | 192.168.218.60-1-In | Other | |
| 2017-12-15 16:33:43 | Operation Interval too Short | 192.168.218.60-1 | 192.168.218.60 | | | | | Area Name | | 192.168.218.60-1-In | Other | |
| 2017-12-15 16:33:35 | Operation Interval too Short | 192.168.218.60-2 | 192.168.218.60 | | | | | Area Name | | 192.168.218.60-2-In | Other | |
| 2017-12-15 16:33:14 | Operation Interval too Short | 192.168.218.60-1 | 192.168.218.60 | | | | | Area Name | | 192.168.218.60-1-In | Other | |
| 2017-12-15 16:06:54 | Can not connect to server | | 192.168.218.60 | | | | | Area Name | | Other | Other | |
| 2017-12-15 13:50:17 | Disconnected | | 192.168.218.60 | | | | | Area Name | | Other | Other | |
| 2017-12-15 11:53:45 | Operation Interval too Short | 192.168.218.60-1 | 192.168.218.60 | | | | | Area Name | | 192.168.218.60-1-In | Other | |
| 2017-12-15 11:41:04 | Operation Interval too Short | 192.168.218.60-1 | 192.168.218.60 | | | | | Area Name | | 192.168.218.60-1-In | Other | |
| 2017-12-15 11:19:45 | Operation Interval too Short | 192.168.218.60-1 | 192.168.218.60 | | | | | Area Name | | 192.168.218.60-1-In | Other | |
| 2017-12-15 11:19:37 | Operation Interval too Short | 192.168.218.60-1 | 192.168.218.60 | | | | | Area Name | | 192.168.218.60-1-In | Other | |
| 2017-12-15 11:05:50 | Anti-Passback | 192.168.218.60-1 | 192.168.218.60 | 9505930 | 800000005 | Bill | Fang | Area Name | Visitor | 192.168.218.60-1-In | Only Card | |
| 2017-12-15 11:05: | Anti-Passback | 192.168.218.60-1 | 192.168.218.60 | 13260079 | 800000004 | Tom | Lee | Area Name | Visitor | 192.168.218.60-1- | Only Card | |

Created on: 2017-12-15 19:37:19

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**Figure 3- 149 All Exception Events Export**

## 3.6.4 Access Rights by Door

View related access levels by door. Click **Access Control Reports** > **Access Rights by Door**, the data list


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in the left side shows all doors in the system, select a door, the personnel having access levels to the door will be displayed on the right data list.

**Figure 3- 150 Access Right by Door**

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

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192.168.218.60-1(1) Opening Personnel

| Personnel ID | First Name | Last Name | Department |
|---|---|---|---|
| 2940 | Sherry | Yang | Hotel |
| 1 | Jerry | Wang | General |
| 2 | Lucky | Tan | Development Department |
| 3 | Leo | Hou | Financial Department |
| 4 | Berry | Cao | General |
| 5 | Necol | Ye | Marketing Department |
| 6 | Amber | Lin | Financial Department |
| 7 | Jacky | Xiang | General |
| 8 | Glori | Liu | Marketing Department |
| 9 | Lilian | Mei | Development Department |

**Figure 3- 151 Access Right by Door Export Page**

## 3.6.5 Access Rights by Personnel

View related access levels by door or personnel.

Click **Access Control Reports** > **Access Rights by Personnel**, the data list in 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.

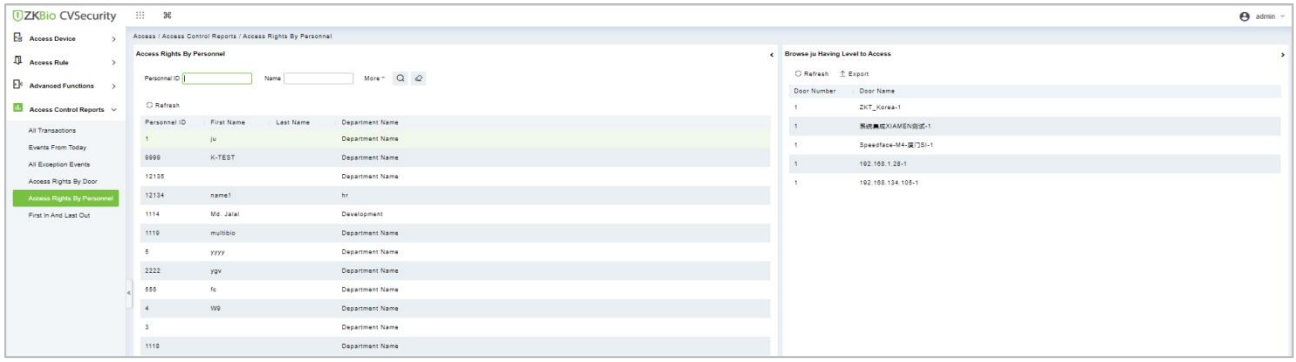

**Figure 3- 152 Access Right by Personnel**

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


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6(Amber) Having Level to Access

| Door Number | Door Name |
|---|---|
| 1 | 192.168.218.60-1 |
| 2 | 192.168.218.60-2 |
| 3 | 192.168.218.60-3 |
| 4 | 192.168.218.60-4 |

**Figure 3- 153 Access Right by Personnel Export Page**

## 3.6.6 First In and Last Out

Click **Access Control Reports** > **First in And Last Out** to view the First and the Last time interval.

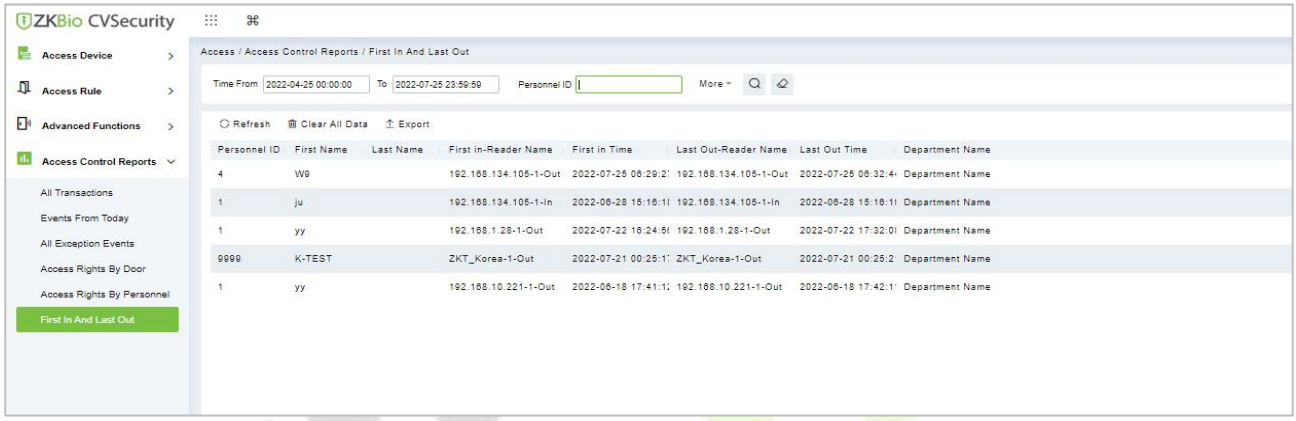


**Figure 3- 154 Access Right by Door Export Page**

### 3.6.6.1 Clear All Data

In the **Access > Advanced Control Reports > First in and Last Out**, click **Clear All Data** button under Operations. Click **OK** to clear all data.

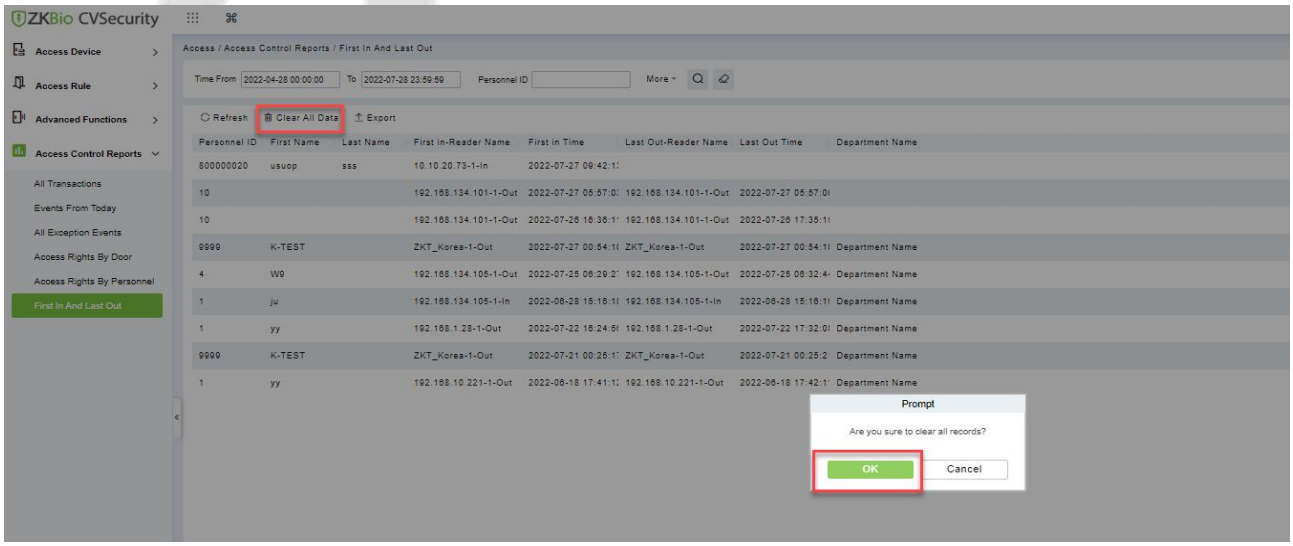


**Figure 3- 155 Clear All Data**


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# 4 Smart Video Surveillance

## 4.1 Device Management

### 4.1.1 Device (Add Device)

**Scene Description:**

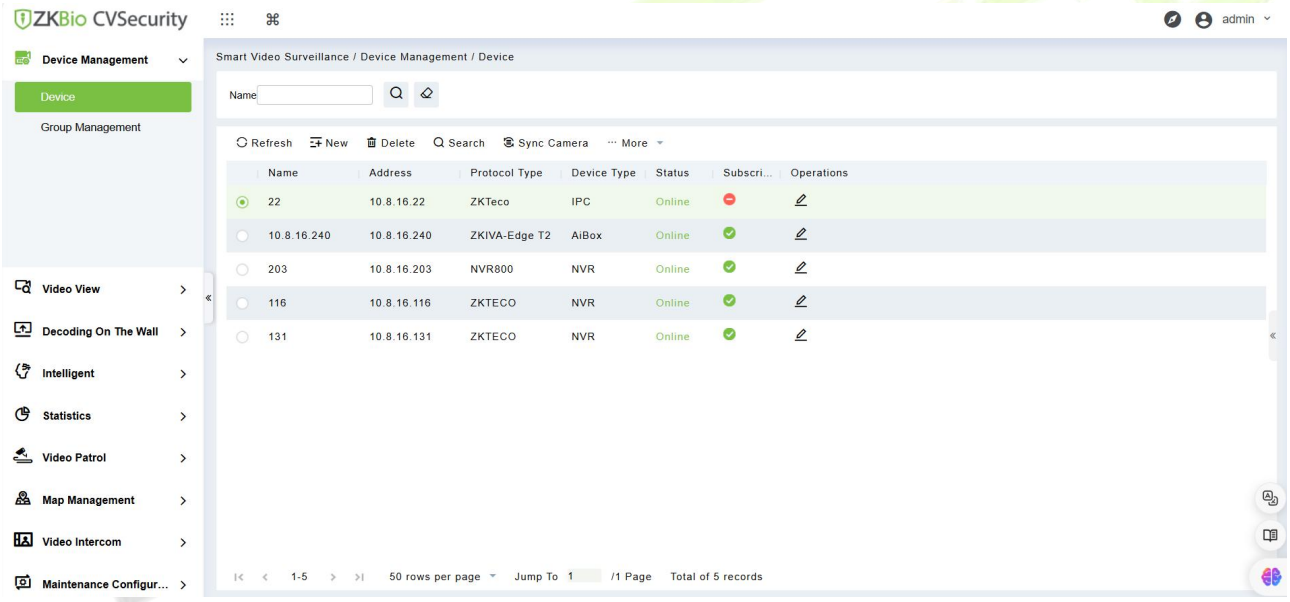
This operation is used to instruct users how to connect NVR to the platform and cameras, so that the platform can manage the connected devices uniformly, such as viewing the live and video recordings of cameras.

#### 4.1.1.1 Adding Devices (New)

Maximum supports 1024 video channels, support 64 channels preview and 16 channels real-time playback simultaneously.

**Operating Steps:**

**Step 1:** Under the **Smart Video Surveillance** module, select **Device Management > Device**.




**Note:** The default page only shows the master device, if you want to see the cameras added to the master device, please click the icon « on the far right side to see them.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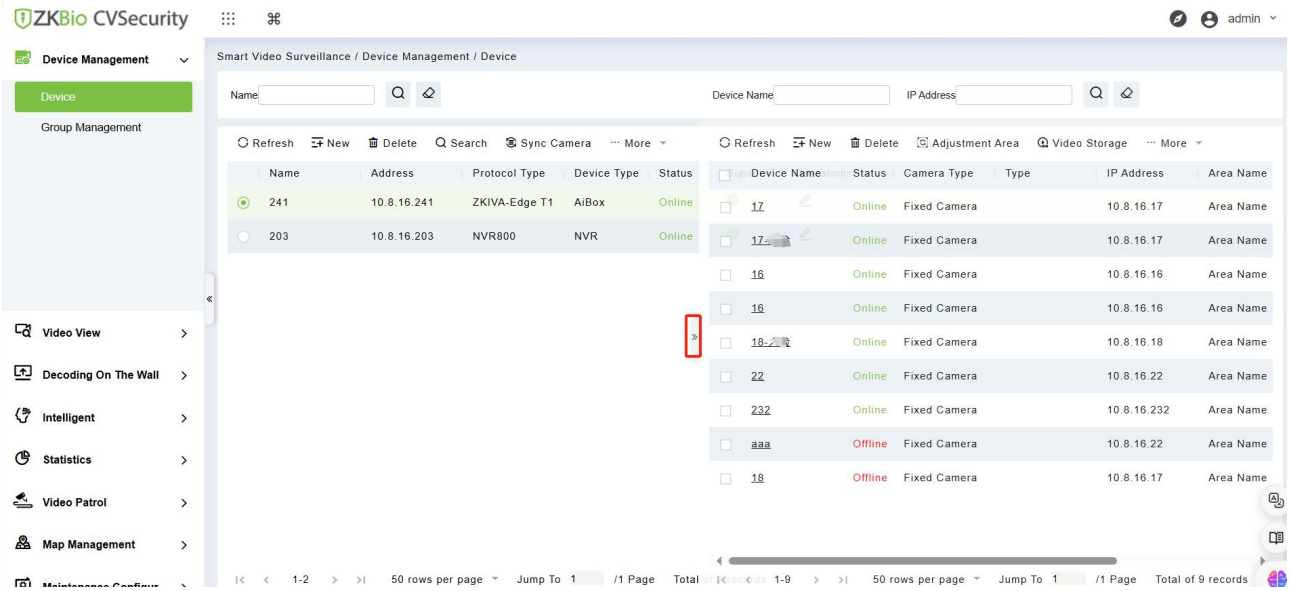


**Step 2:** Click **New** under the main device list to display the adding interface as shown in figure below, and the description of each parameter is shown in Table 4-1.

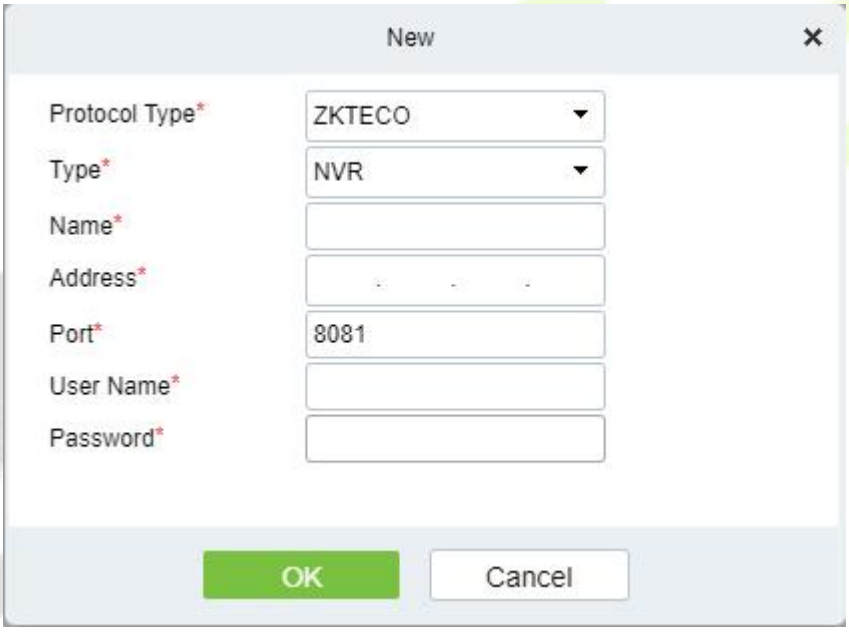


**Figure 4- 1 New Master Device**

## Scene Description:

There are 7 types you can select(IVS1800/NVR800/ZKTECO/TD NVR3000/ONVIF/ZKIVA-Edge T1/ZKIVA-Edge T2). If the purchased device is ZKNVR, select "NVR" for the type. If you want to add ZKIPC, click Type and select “IPC”.

| Parameters/Buttons | Description |
|---|---|
| Type | Select the device type. |
| Protocol Type | Select the type of protocol. |
| Name | Customize the device name. |
| Port | Configure the device port.ZKNVR default is 8081. |
| Address | Configure the device address. The format is: xxx.xxx.xxx.xxx, for example: 192.168. 6.5 |
| Username & | The NVR’S user name and password. |


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| | |
|---|---|
| Password | Note: For ZKNVR, the default account is (admin,123456)<br>ForIVS1800, you should to login the web page to add a new account. |

**Table 4- 1 Adding Device Parameters or Function Description**

**Step 3:** Click **OK**.

#### 4.1.1.2 Delete

Click **Smart Video Surveillance > Device Management > Device**, then select **Delete**.

#### 4.1.1.3 Search

Click **Smart Video Surveillance > Device Management > Device.Note:** Search is not supported for IVS1800/TD NVR3000/ZKIVA-Edge T1/ZKIVA-Edge T2.

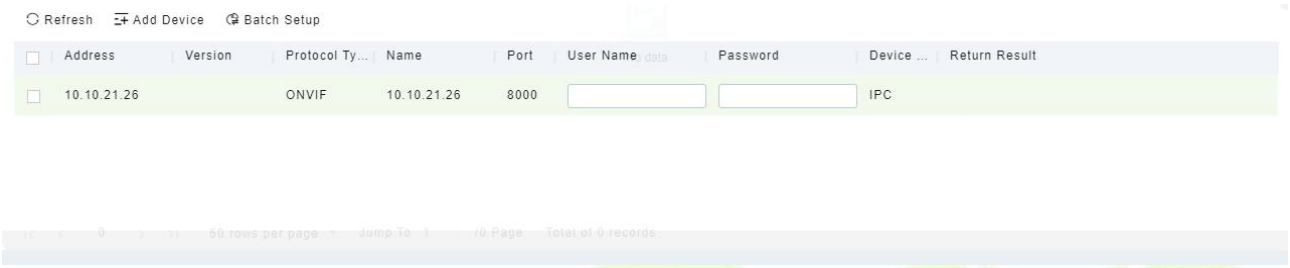
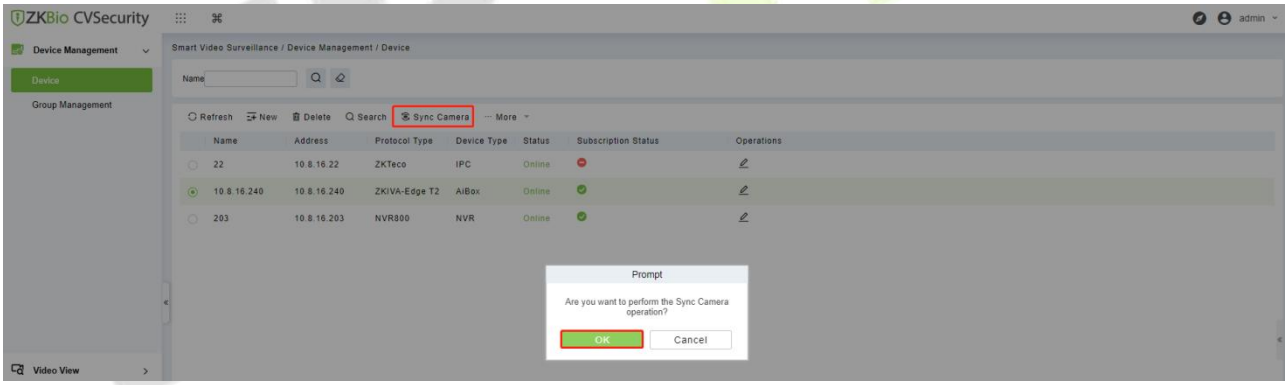



**Figure 4- 2 Auto Search**

#### 4.1.1.4 Sync Camera

Click **Smart Video Surveillance > Device Management > Device**, then select **Sync Camera**.




#### 4.1.1.5 Subscription

Click **Smart Video Surveillance > Device Management > Device,** then click **More > Subscription.**

The NVR will only push alerts to ZKBio CVSecurity after Subscription.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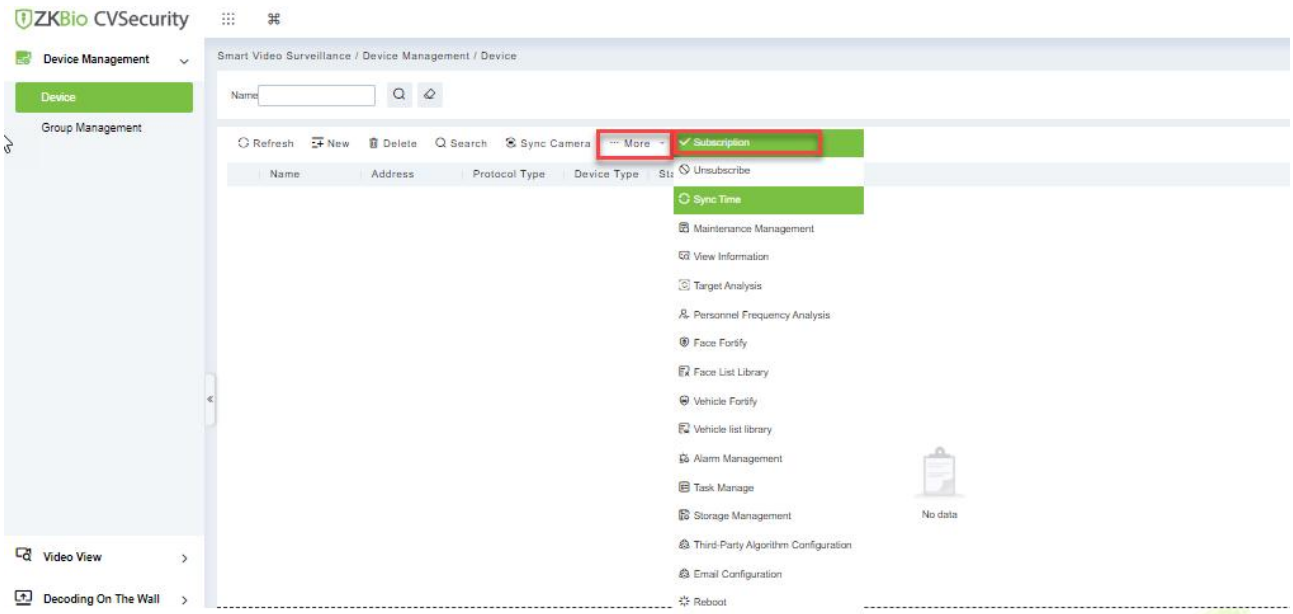


**Figure 4- 3**

### 4.1.1.6 Add Camera

**Step 1:** In the **Smart Video Surveillance** module, select "**Device Management** > **Device**".Select a NVR device, then click the "**Search**" button on the right.

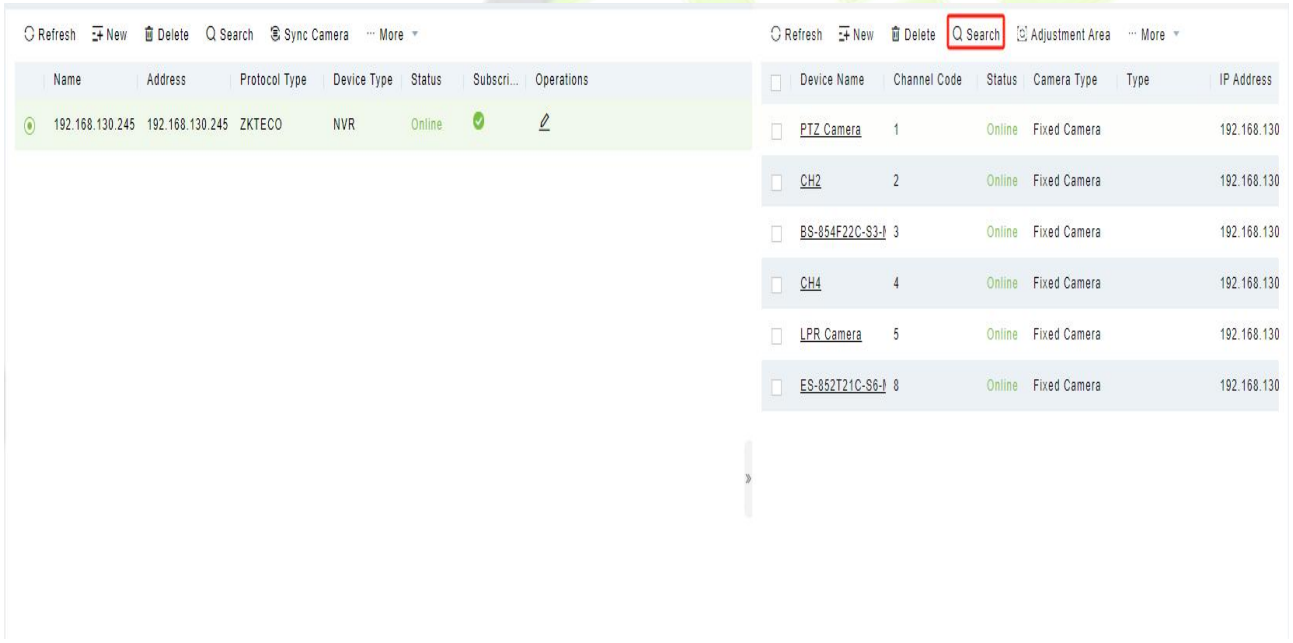


**Figure 4- 4 Search Camera**

**Step2:** Search for cameras by IP address.

In the search interface, select the protocol type, that is, the protocol type ZKTeco-P, Rtsp, ZKTeco or ONVIF (recommended to use ZKTeco) connected to the camera.

**Instruction:**

1. Protocol type supports the selection of zkteco-P, Rtsp, zkteco and ONVIF protocols. (Recommended to use zkteco).
2. Using ZKTECO protocol access, all functions can be used normally.
3. The ONVIF protocol is used to access, and the IPC parameter configuration except "camera" and "image parameter" does not take effect.


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4. Using ZKTECO-P, Rtsp, protocol access, PTZ control cannot be used, and IPC parameter configuration does not take effect.

Click **Search** to start searching for online cameras.

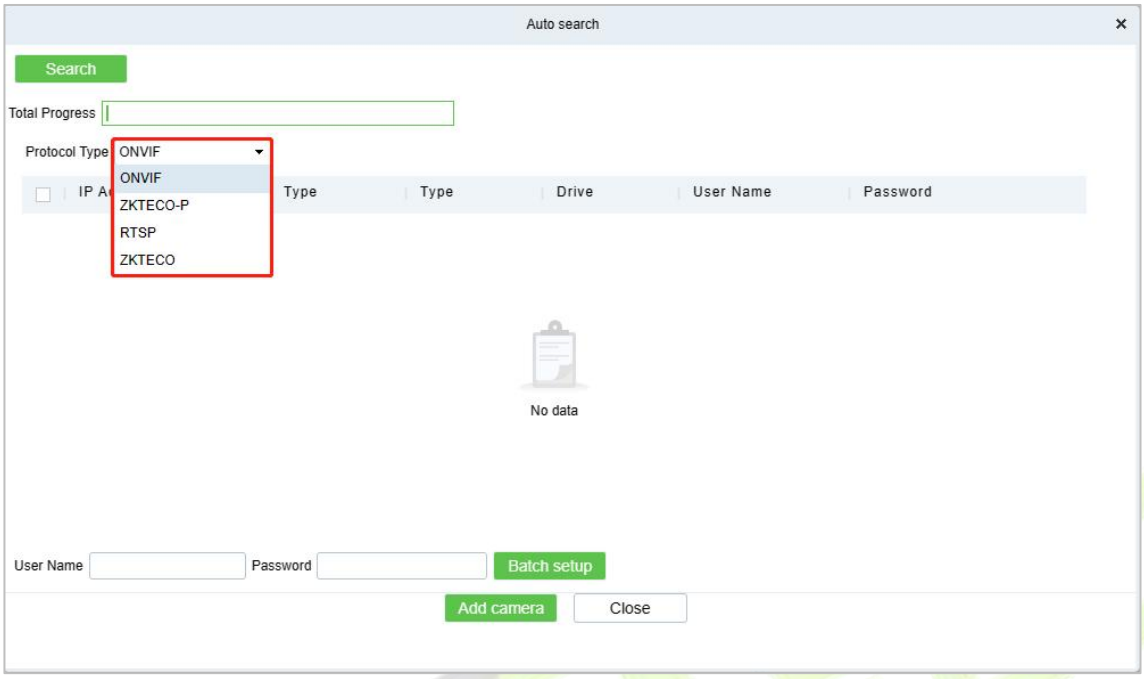


**Figure 4- 5 Search Camera**

**Step 4:** Account verification.

For the searched cameras, directly check the cameras in the camera list, and then perform account verification (the account number and password are the camera's registered user name and password), as shown in figure below, and parameter descriptions are shown in Table 4-3.

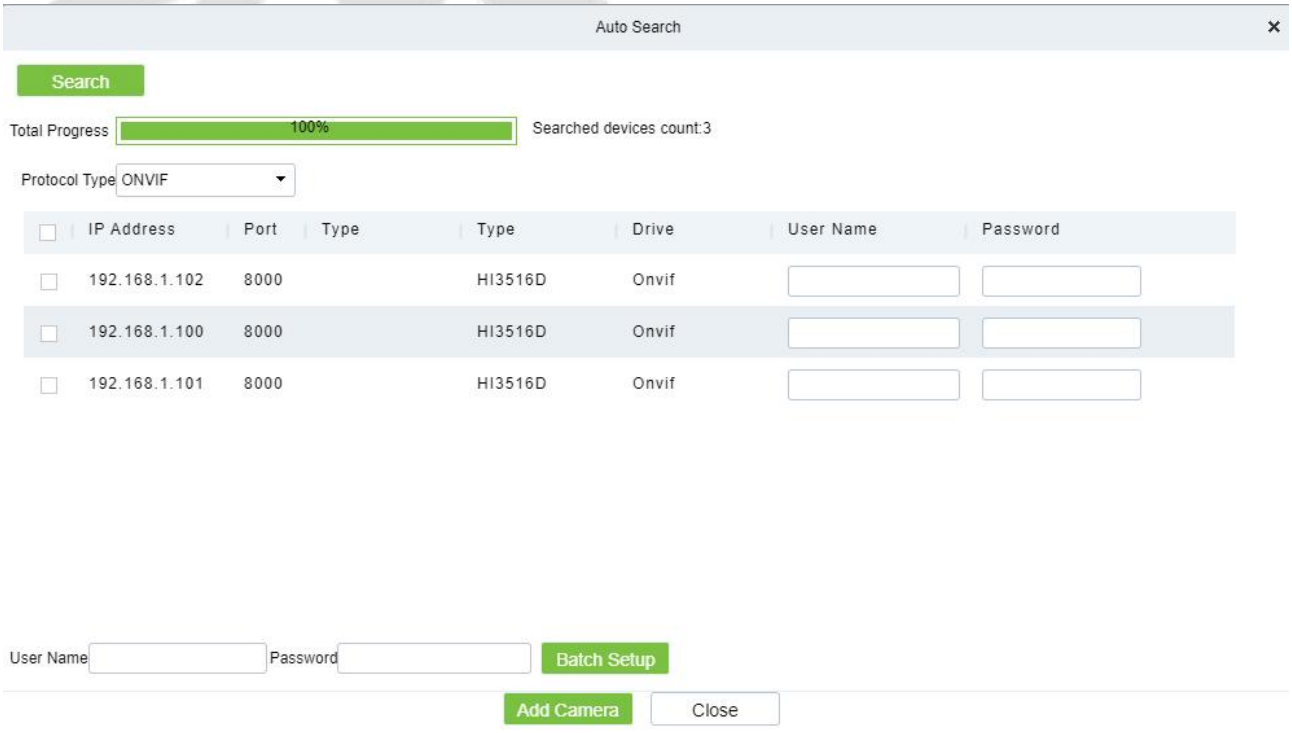


**Figure 4- 6 Search Methods Added**


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| Parameter | Parameter Description |
|---|---|
| Port | Through zkteco-p, rtsp, zkteco, onvif protocols, the default port is 80. |
| Account Password | The registered username and password of the camera.<br>If all cameras to be added have the same registered username and the same registered password, you can also use the username and password at the bottom of the search list for batch verification. |

**Table 4- 2 Parameter Description**

**Step 5:** Close the pop-up window to complete the search and addition of cameras.

**Step 6:** The subsequent configuration is shown in Table 4-4.

| Scenes | Configure |
|---|---|
| New/Delete | Click New : Manually add a camera.<br>Click Delete : Select one or more cameras to delete. |
| Adjustment Area | Under the **Camera Device** tab, you can select single or multiple cameras, and then click the Adjustment Area button to adjust the area to which the cameras belong. |

**Table 4- 3 Subsequent Configuration Instructions**

**Step 7:** Parameter Setup: Click **More** to get more operation.

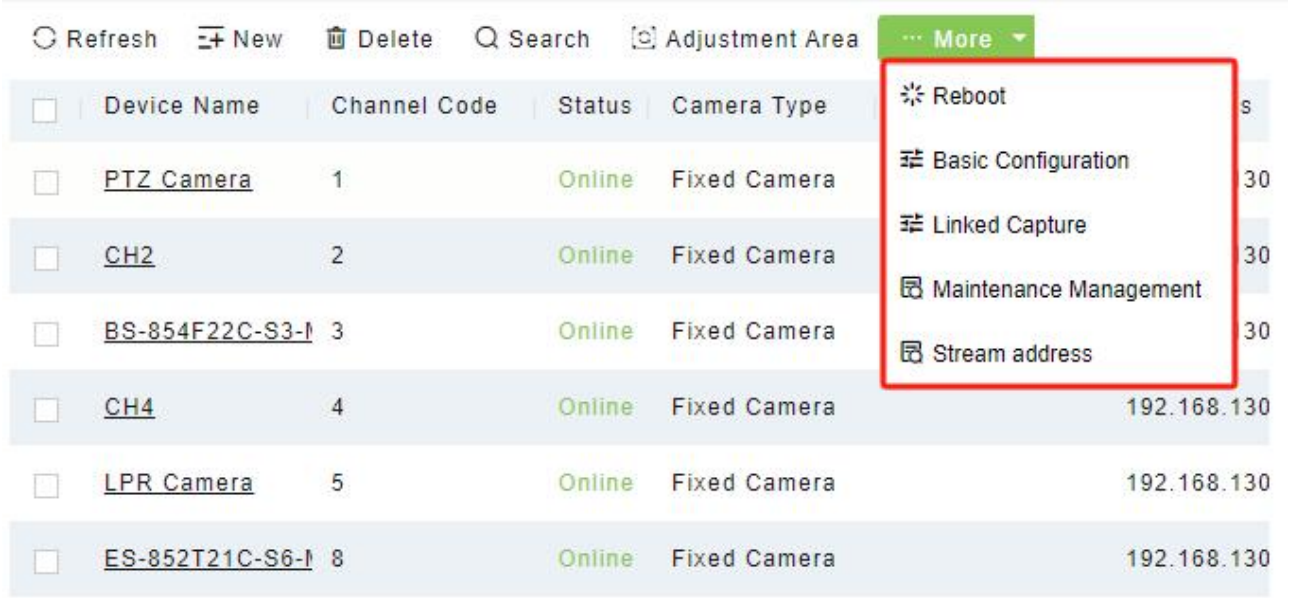


**Figure 4- 7 More**

**Reboot:** Restart the camera.

**Basic Configuration**: Basic camera parameters configuration, including encoding format, image quality, bit rate, pixels, etc.

**Note:** If the added camera is PTZ, you need to switch the camera type to **Ball Machine** in this page below.


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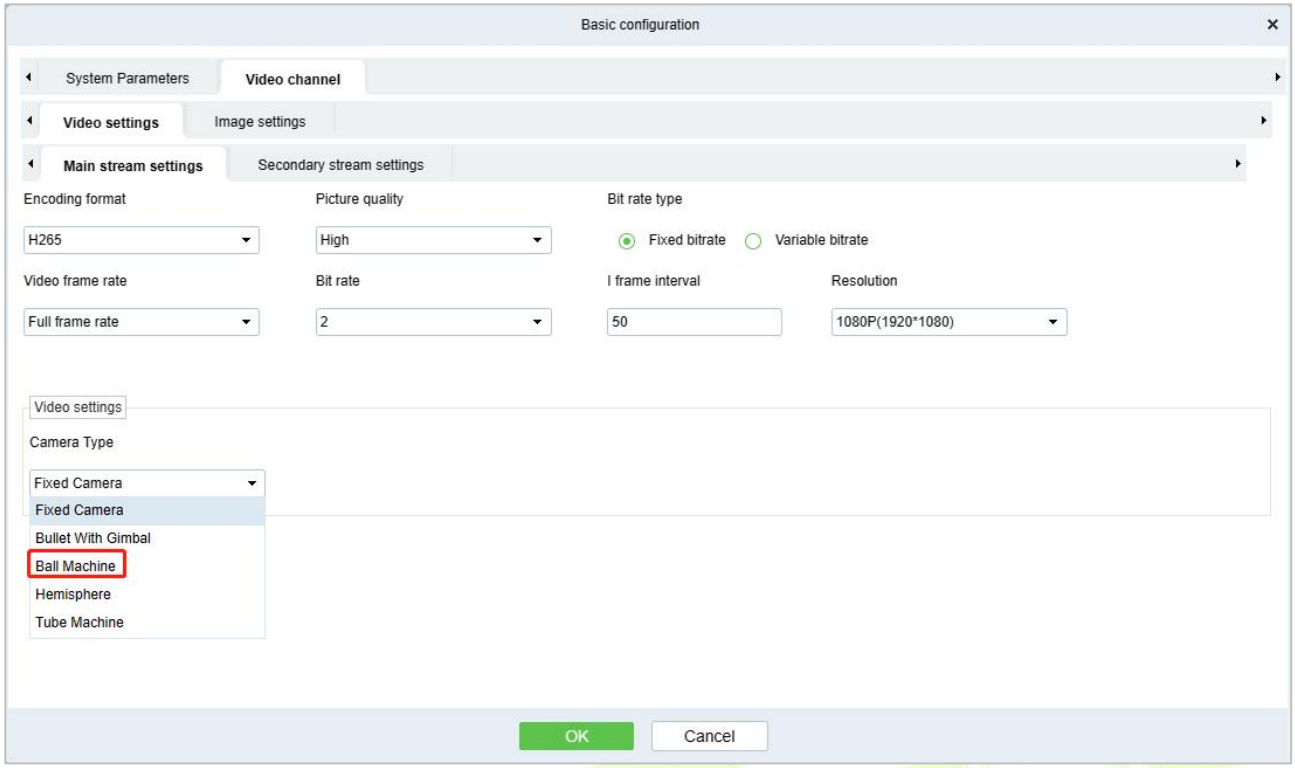


**Figure 4- 8 Basic Configuration**

## 4.1.2 Group Management

Click **Smart Video Surveillance > Device Management > Group Management**.

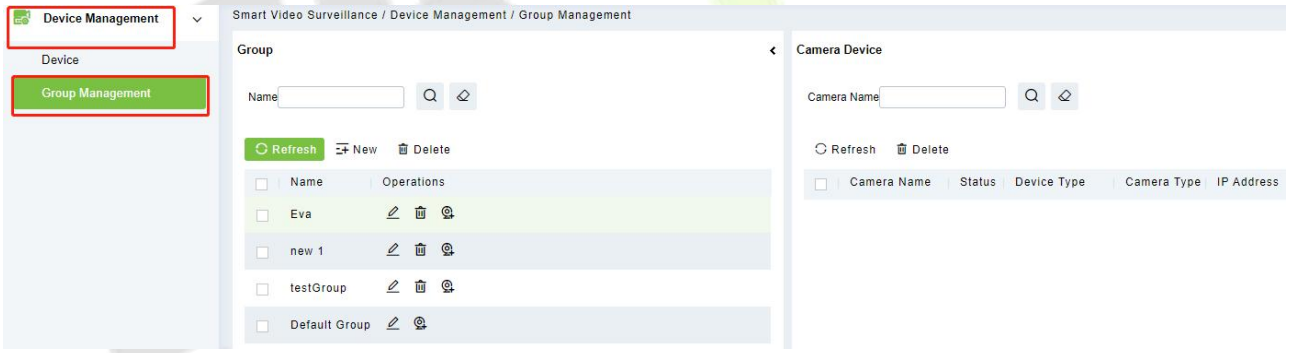


**Figure 4- 9 Group Management**

### 4.1.2.1 New

Click **Smart Video Surveillance > Device Management > Group Management,** then select **New**.

**Figure 4- 10 New (Group Management)**


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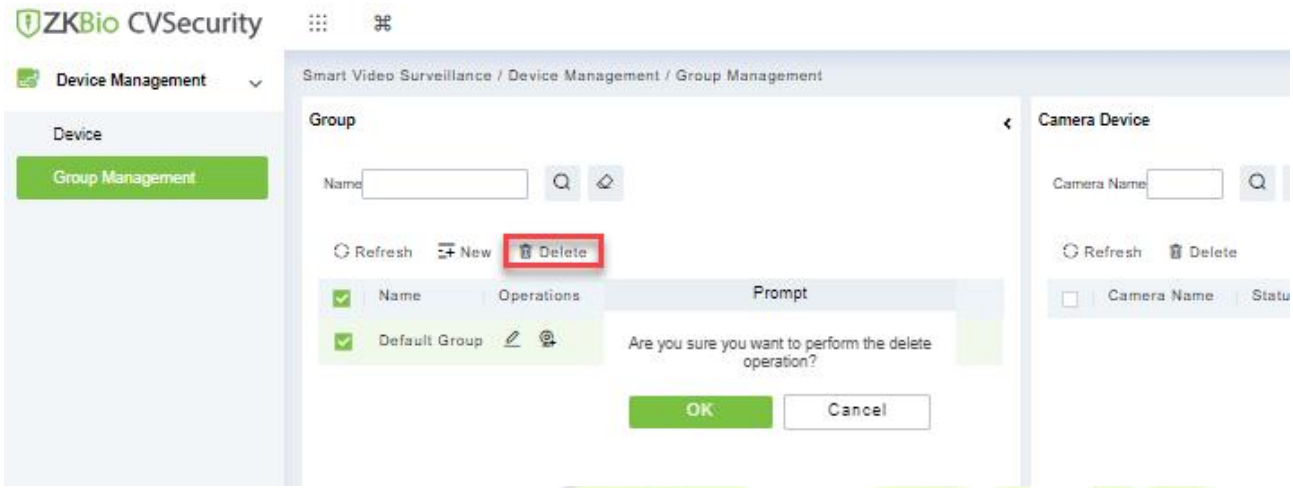
| Parameters | Description |
|---|---|
| Name | Enter the name of the group. |

Click **OK** to save and exit.

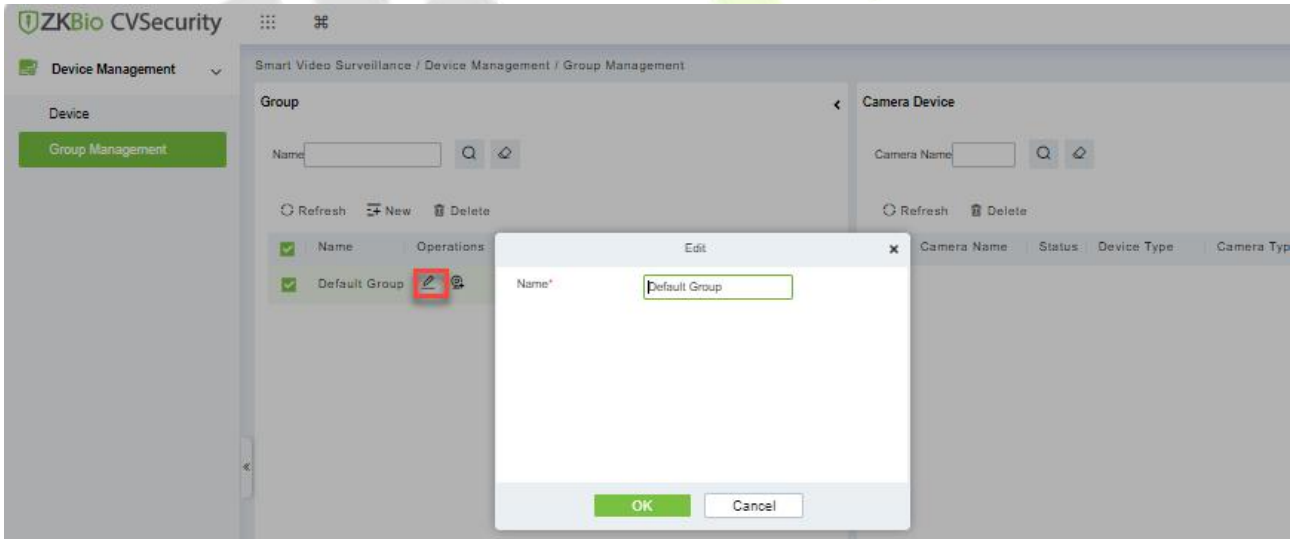
#### 4.1.2.2 Delete

Click **Smart Video Surveillance > Device Management > Group Management**, then select **Delete**.




#### 4.1.2.3 Edit

Click **Smart Video Surveillance > Device Management > Group Management**, then click on the **Edit** icon to edit the required details.




#### 4.1.2.4 Add Camera to Group

Click **Smart Video Surveillance** > **Device Management** > **Group Management**, then select **Add Camera**.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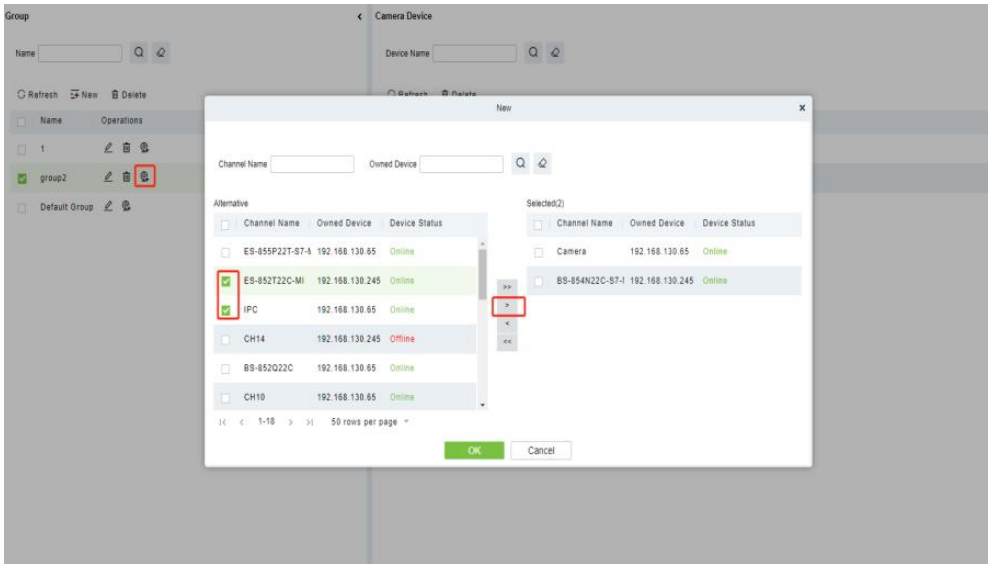


**Figure 4- 11 Camera (Group Management)**

## 4.2 Video View

Click **Smart Video Surveillance > Video View.**

In this module you can access the videos as **Video Preview** and **Video Playback.**

### 4.2.1 Video Preview

Click **Smart Video Surveillance > Video View > Video Preview.**

You can review recorded videos here.

#### 4.2.1.1 Live Preview

**Description:**

When applying video monitoring products, please strictly comply with the applicable laws and regulations for the application and maintenance of video monitoring, recording, snapping and other services. It is forbidden for enterprises or individuals to install monitoring device in office areas, monitor employees" behaviors, or use video monitoring device to snoop on other people's privacy for illegal purposes.

**Single camera live preview:**

**Step 1:** In the **Smart Video Surveillance** module, select **Video View > Video Preview.**

**Step 2:** In Full Devices, double-click the online camera to the live playback pane to open live preview.

> **Description:**
>
> During live preview, please do not overlap the windows, interfaces, or dialog boxes of other programs on the window that opens live, otherwise it may cause live screen or video playback to become unstreamlined.

**Live preview of group camera:**

**Step 1:** In the **Smart Video Surveillance** module, select "**Device Management > Grouping Management**" to group the cameras.

**Step 2:** Click **Add** in the grouping list, enter the grouping name, and click "Confirm" to complete the addition of camera grouping.


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**Step 3:** Select the newly created camera group and click "Add Camera" on the right side. Double-click the camera in the new interface that pops up, and click **OK** to add it to the grouping, as shown in figure below.

**Step 4:** In **Intelligent** module, select "**Video View > Video Preview**", and in "**Grouping Devices**", double-click the online camera to the live playback pane to open the live preview.

**Description:**

During live preview, please do not overlap the windows, interfaces, or dialog boxes of other programs on the window that opens live, otherwise it may cause live screen or video playback to be unsmooth.

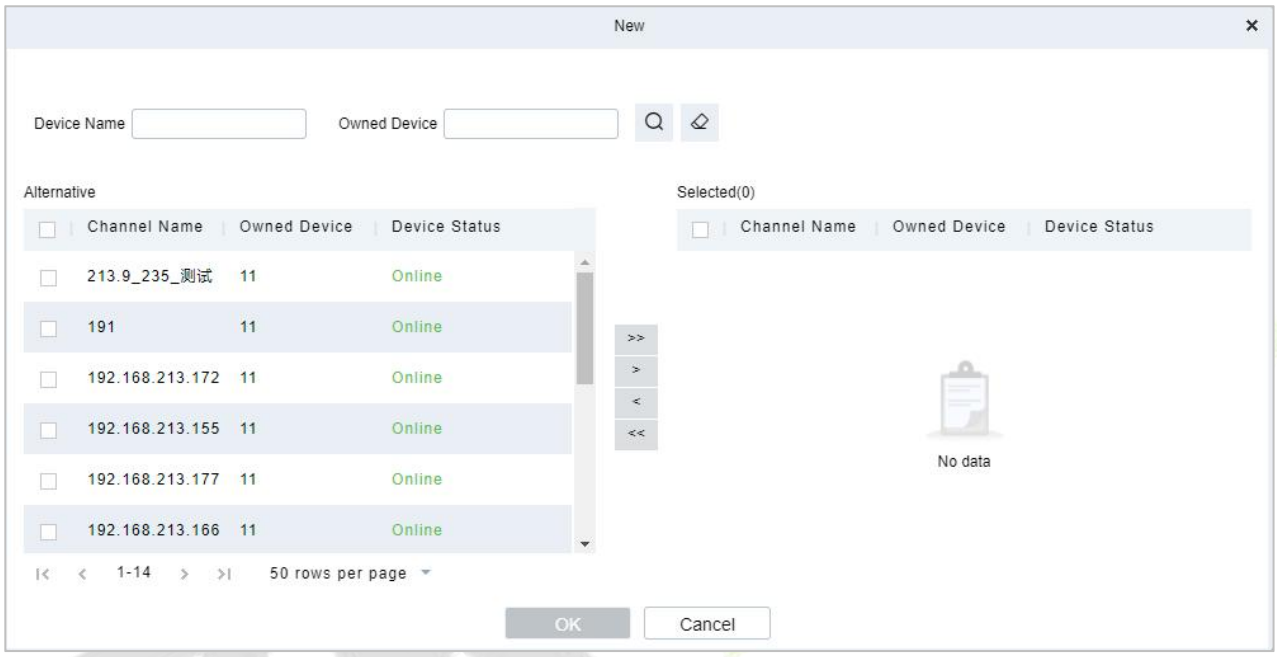


**Figure 4- 12 Camera Grouping**

### 4.2.1.2 Video Preview

**Operation scenario:**

Using the round patrol function, the user can switch the live pictures monitored by multiple cameras regularly. For example, there are multiple cameras in a scene, and the live situation of all cameras cannot be displayed on a live split screen interface. The administrator can automatically switch the cameras of a scene to monitor the live situation every 30 seconds by using the round patrol function and realize the live browsing of all cameras in batches and time periods.

**Operating Steps:**

**Step 1:** In the **Smart Video Surveillance** module, select Video View > Video Preview.

**Step 2:** Under the list of grouped devices or full devices, click " " on the right to pop up the "Multiple Camera Operation Settings" page.

**Step 3:** Click "Round Tour" to open the round tour setting window and configure round tour information, as shown in figure below, and the parameter description is shown in Table 4-1.


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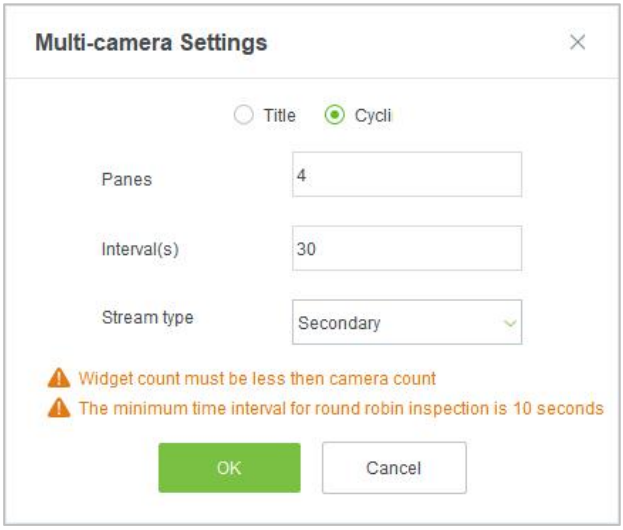


**Figure 4- 13 New Rotation Training Group**

| Parameter | Description |
|---|---|
| Window number | The number of round-robin windows must be less than the number of round-robin cameras. |
| Time interval (seconds) | Set the camera rotation picture residence time under the selected main device. |
| Stream type | • Main code stream: large code stream, high definition, and high bandwidth occupation.<br>• Auxiliary code stream: The code stream is small, the definition is low, and the bandwidth is small.<br>**Description:**<br>When there is bandwidth limitation, it is recommended to select secondary code stream. |

**Table 4- 4 Parameter Description of Round Patrol Configuration**

**Step 4:** Click **OK** to start the round tour.

**Step 5:** End the round and click the toolbar below to close all screens.

### 4.2.2 Video Playback

Click **Smart Video Surveillance > Video View > Video Playback.**


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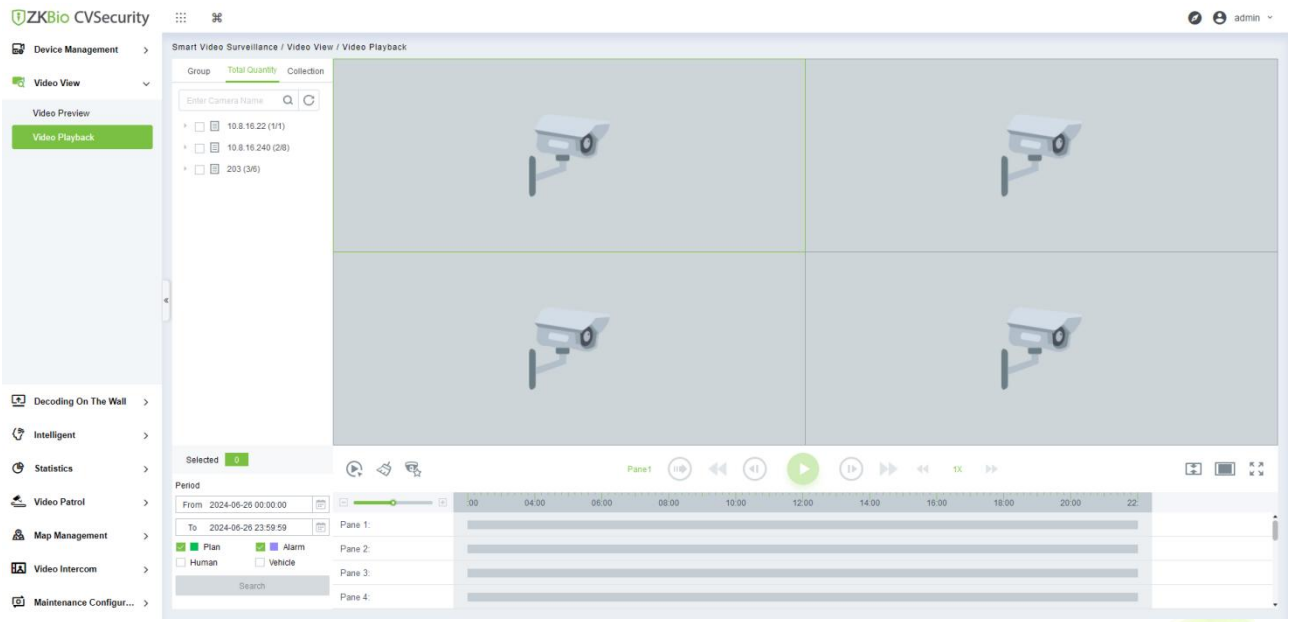


# 4.3 Decoding On the Wall

Click **Smart Video Surveillance > Decoding on The Wall.**

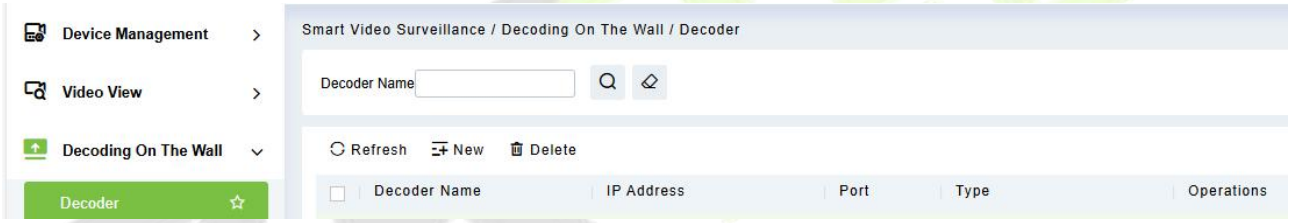


**Figure 4- 14 Decoding on the Wall**

## 4.3.1 Decoder

Click **Smart Video Surveillance > Decoding on the wall > Decoder.**

### 4.3.1.1 New (Add Decoder)

Click **Smart Video Surveillance > Decoding on The Wall**, then select **New**.

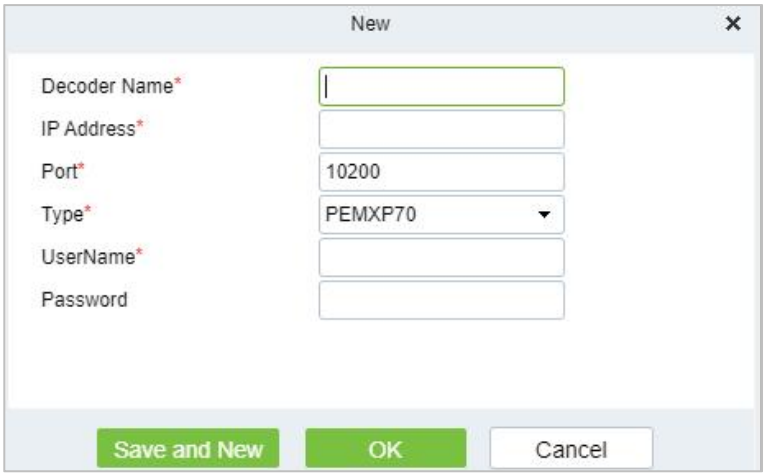


**Figure 4- 15 New (Decoding Wall)**


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| Parameter | Description |
|---|---|
| Decoder Name | Custom decoder name. |
| IP Address | IP Address of the decoder |
| Port | Default port 10200 |
| Type | Select the device model to access the decoder<br>Support PEMXP70 and DEC6109 decoder access |
| Username | Enter the business username |
| Password | Enter the business password |

**Table 4- 5 New**

Click **OK** to save and exit, or click **Save and New** to continue.

## 4.3.2 TV Wall

Click **Smart Video Surveillance > Decoding on the wall > TV Wall**.

### 4.3.2.1 New (Create TV Wall)

Click **Smart Video Surveillance > Decoding on the wall > TV Wall**, then select **New (Create TV Wall)**.

**Step 1:** In the **Smart Video Surveillance** module, select "**Decoding Wall > TV Wall**".

**Step 2:** Click **Add** to enter the "**Add TV Wall**" page, as shown in figure below

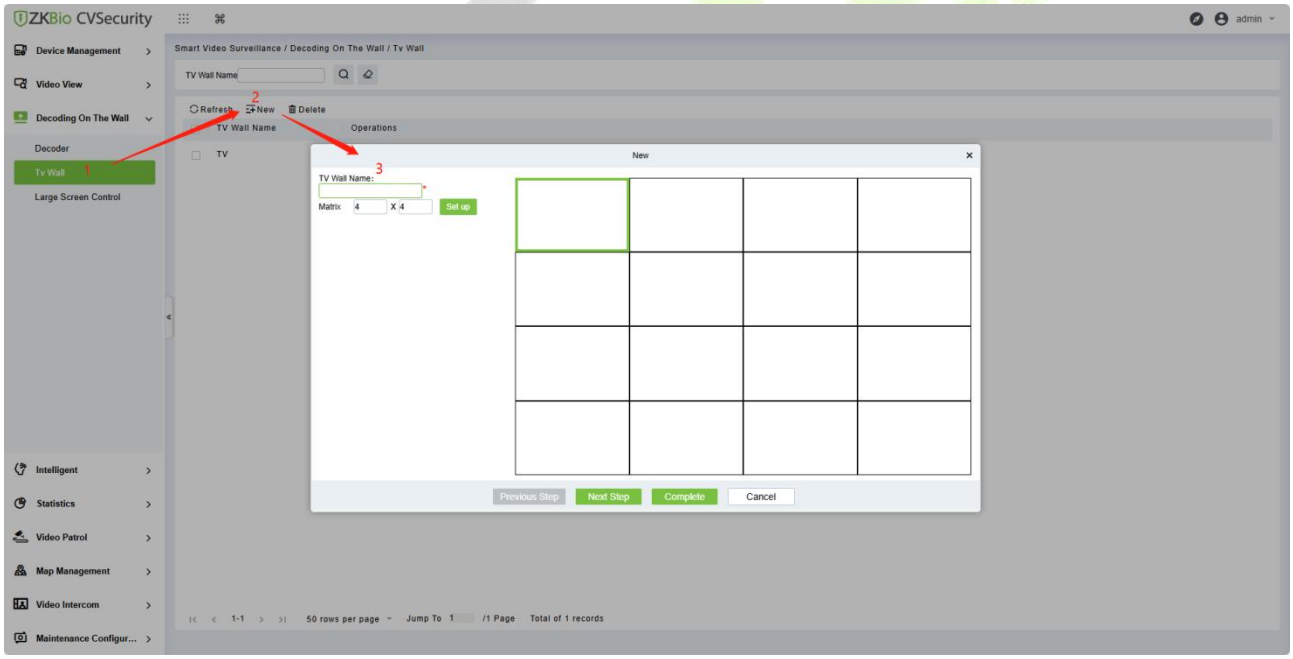


**Figure 4- 16 Creating Tv Wall Layout**

**Step 3:** Enter a custom TV Wall Name.

**Step 4:** In the Matrix Settings box, customize the number of rows and list of input layouts, and click **Settings** to apply the layout.

**Description:**

Matrix Layout pane settings, supporting a minimum of 1 * 1 and a maximum of 8 * 8.

**Step 5:** Click next to enter the TV wall binding decoder interface, as shown in figure below.


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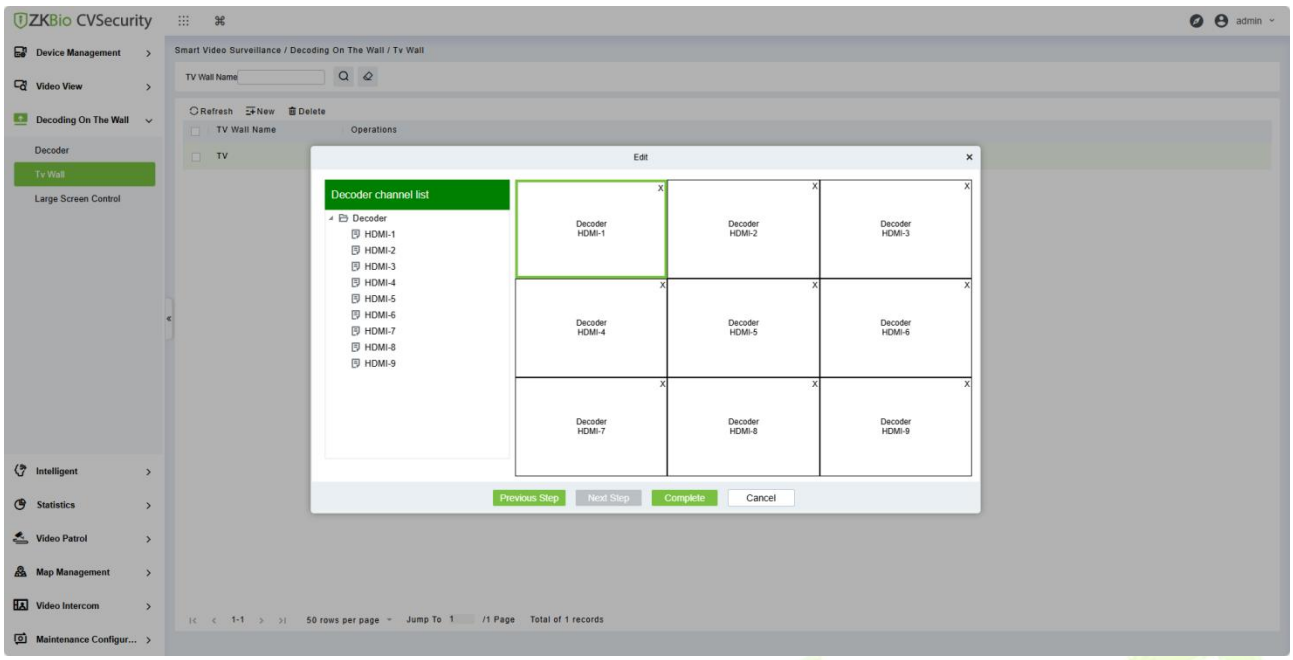


**Figure 4- 17 TV Wall Binding Decoder**

**Step 6:** Select the TV wall pane to which you want to add a decoder channel, and then click **Decoder Channel** on the left to complete the binding.

| Parameter | Description |
|---|---|
| TV Wall Name | Enter the TV wall name. |

**Step 7:** Click **Finish** to finish adding the TV wall.

### 4.3.2.2 Delete

Click **Smart Video Surveillance > Decoding on The Wall > TV Wall**, then select **Delete**.

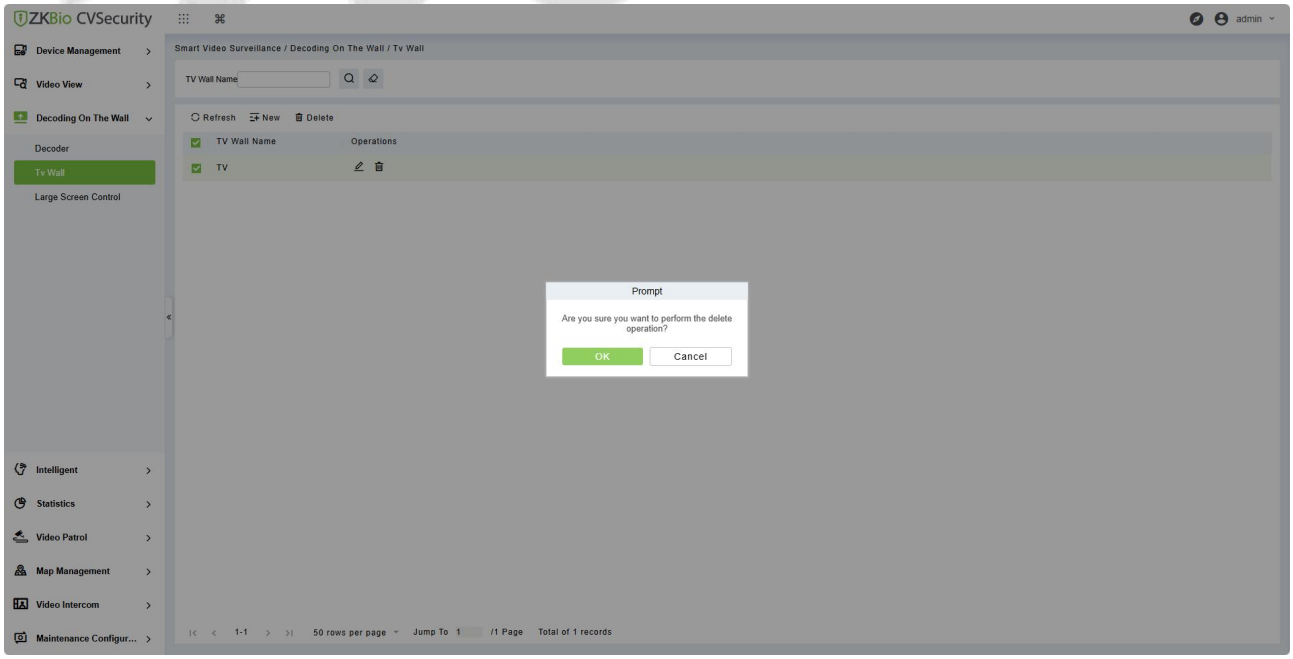


**Figure 4- 18 Delete TV Wall**


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## 4.3.3 Large Screen Control

### 4.3.3.1 Device

Click **Smart Video Surveillance > Decoding on the wall > Large Screen Control.**

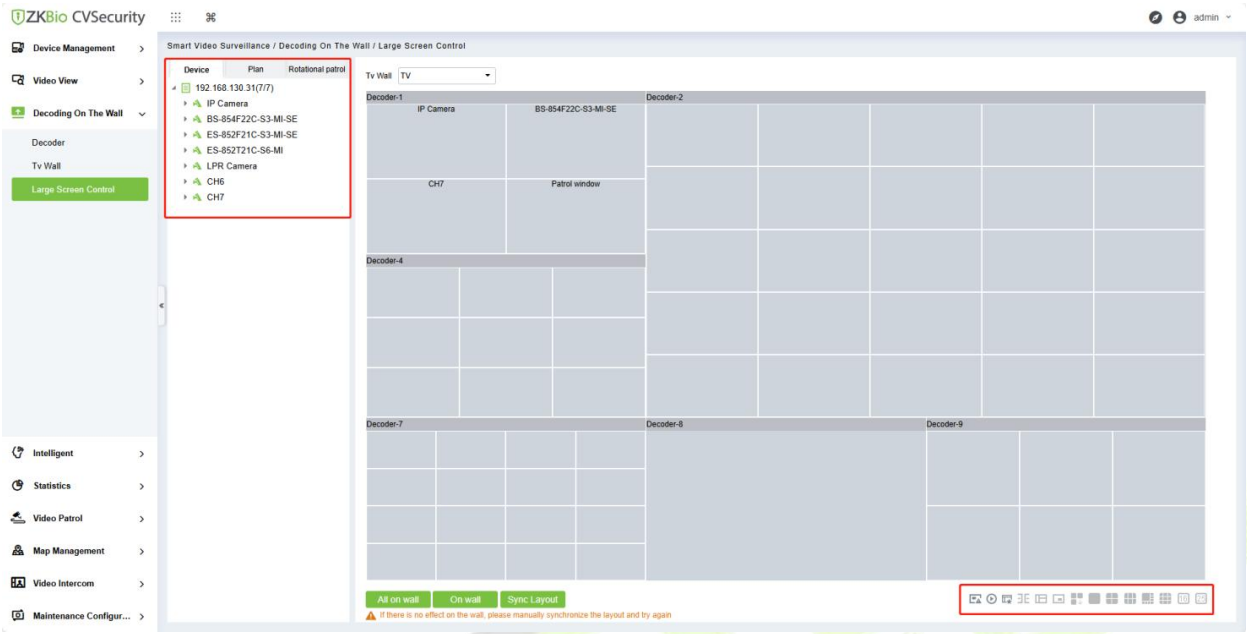


**Figure 4- 19 Large Screen Control**

| Icon | Parameter | Description |
|---|---|---|
| | Alarm Setup | Select a screen to show the events of linked alarms. |
| | Video Preview | Previewing the current screen. |
| | Collection of Plan | Join the list of collection profiles. |
| | Merged screen | Merge multiple scattered screens into one. |
| | Split Screen | Separate the merged screens. |
| | Floating Window | Floating screen window. |
| | Down Wall | End on the wall. |
| | 1 Split Screen | 1 Split Screen. |
| | 4 Split Screen | 4 Split Screen. |
| | 8 Split Screen | 8 Split Screen. |
| | 9 Split Screen | 9 Split Screen. |
| | 16 Split Screen | 16 Split Screen. |
| | 25 Split Screen | 25 Split Screen. |

**Table 4- 6 Icon Description**


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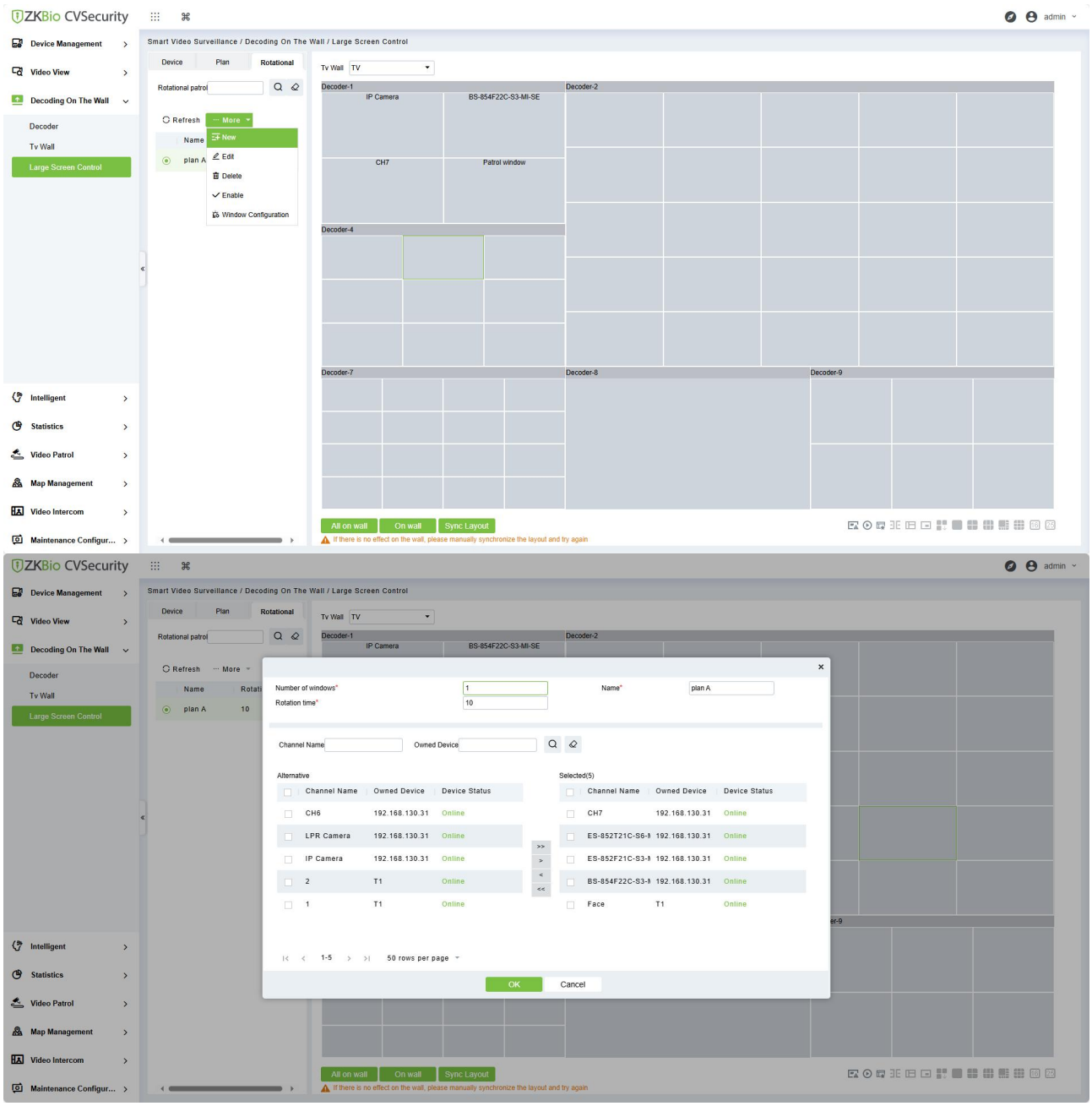
### 4.3.3.2 Rotational Patrol

**Step 1:** Click **More > New,** Enter the number of Windows, Name and Rotation Time, and select the channel to play, and click OK.




**Step 2:** Select windows, and click **More > Window Configuration > Enable**.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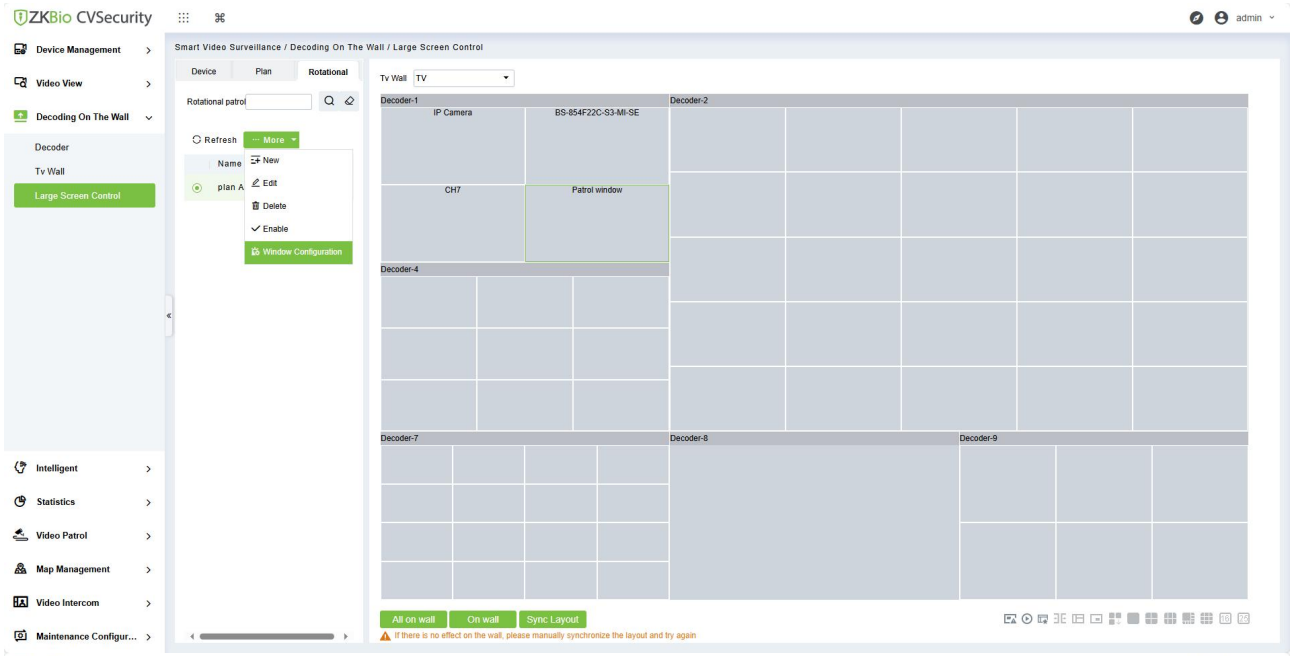


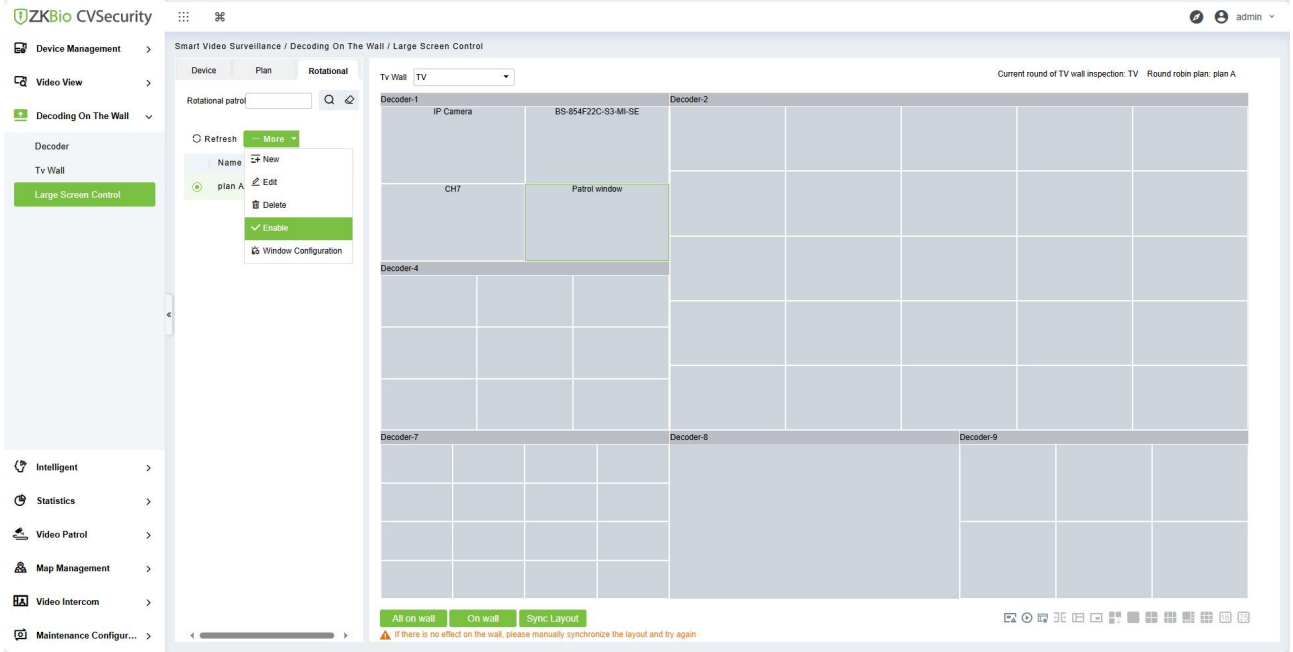


# 4.4 Intelligent

## 4.4.1 Behavior Analysis

Configuration of intelligent functions for behavioral analysis using front-end cameras by ZKBio CVSecurity.

**Note:** The default interface is part of Holowits' functionality.


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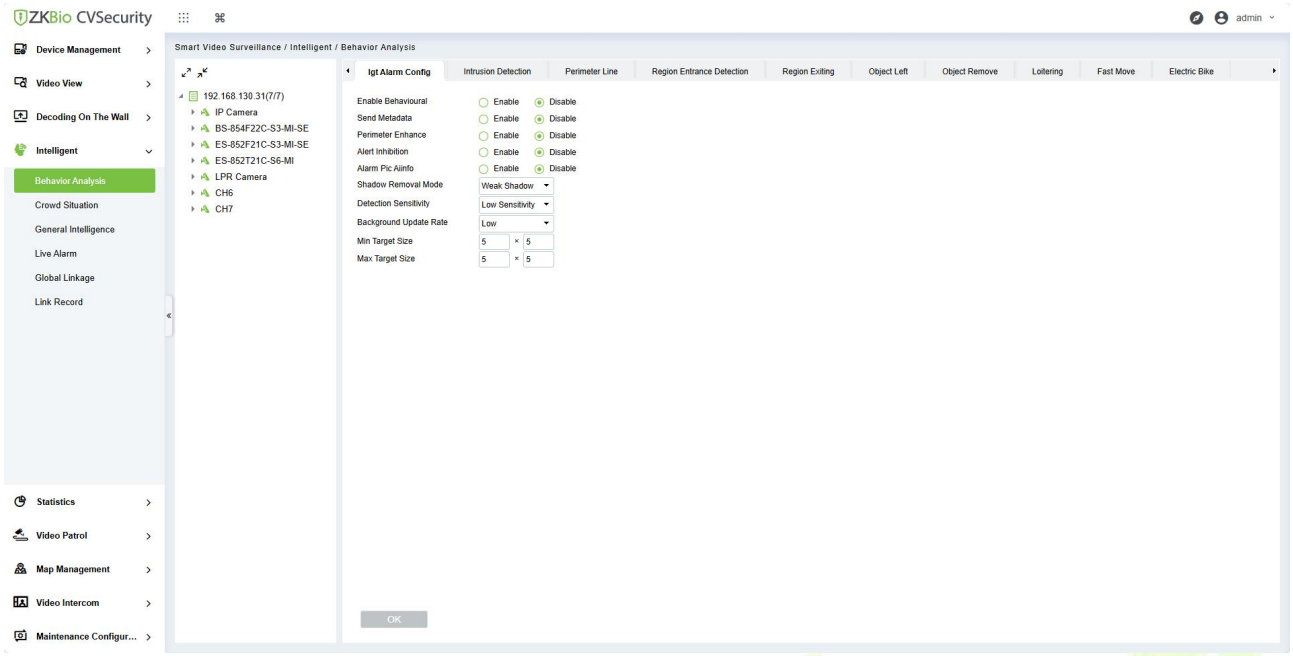


**Figure 4- 20 Behavior Analysis**

**Step 1**: Select the camera on the left and the software will automatically switch to the menu of smart features supported by that camera.

1) If it's Holowits branch device, after click, the page shown as below:

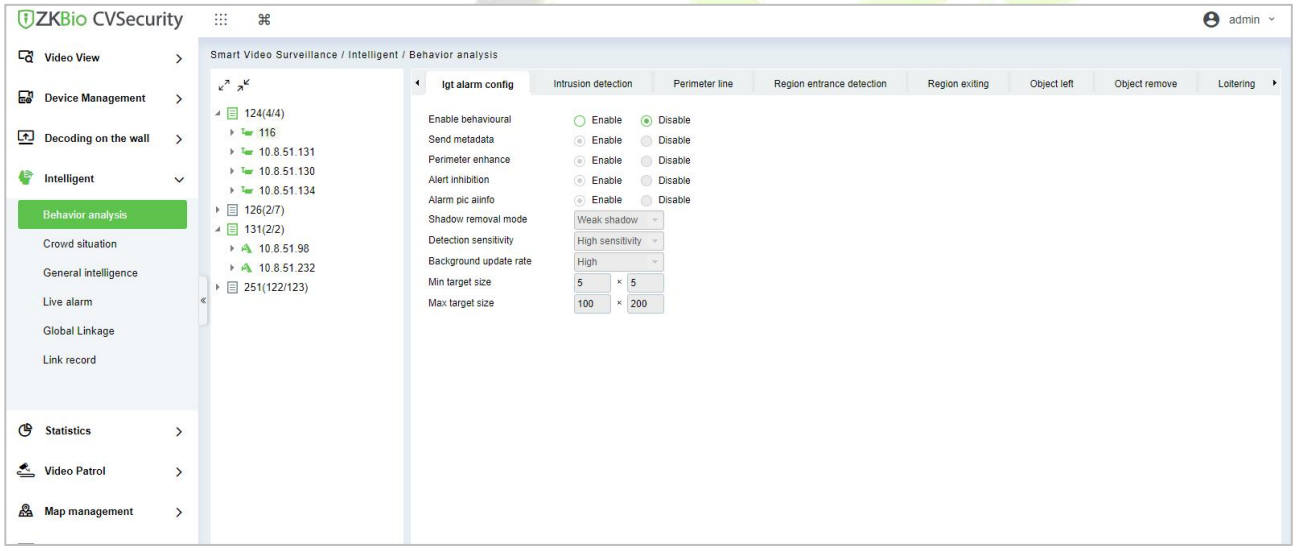


**Figure 4- 21 Holowits device page**

2) If it's ZKBio Sense device, after click, the page shown as below:


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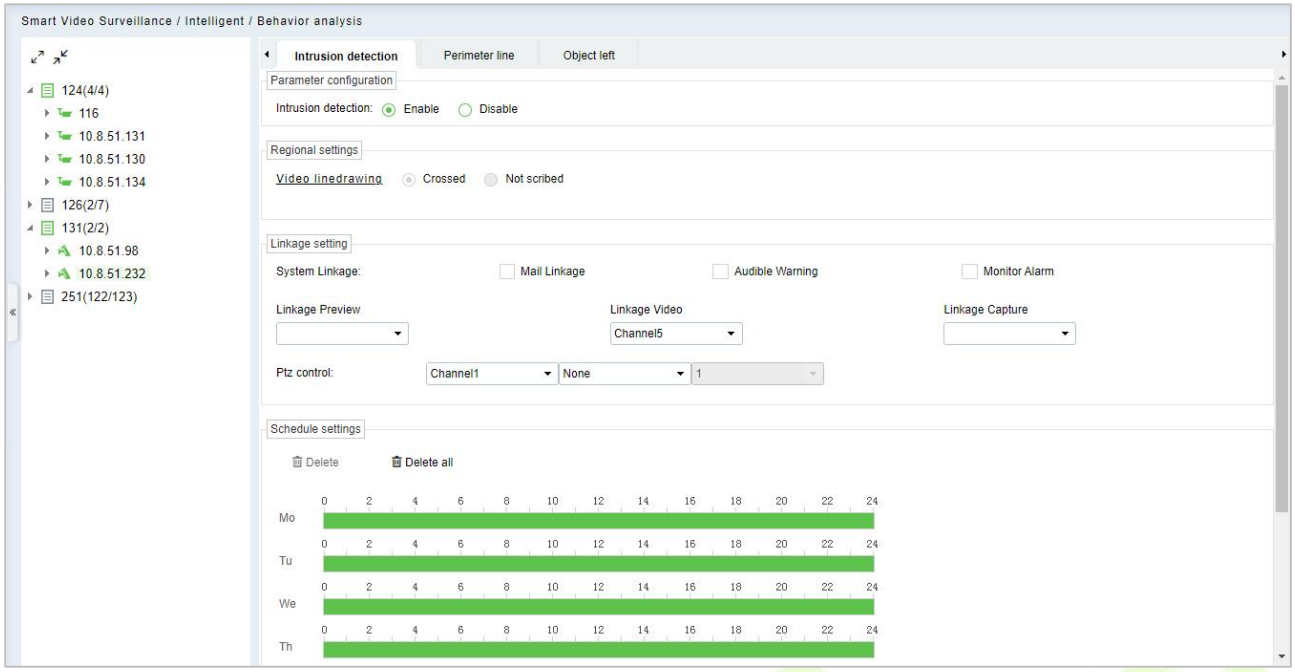


**Figure 4- 22 BioSense Series Behavior Analysis**

3) If the camera does not support intelligent functions, after click, the page shown as below: No database.

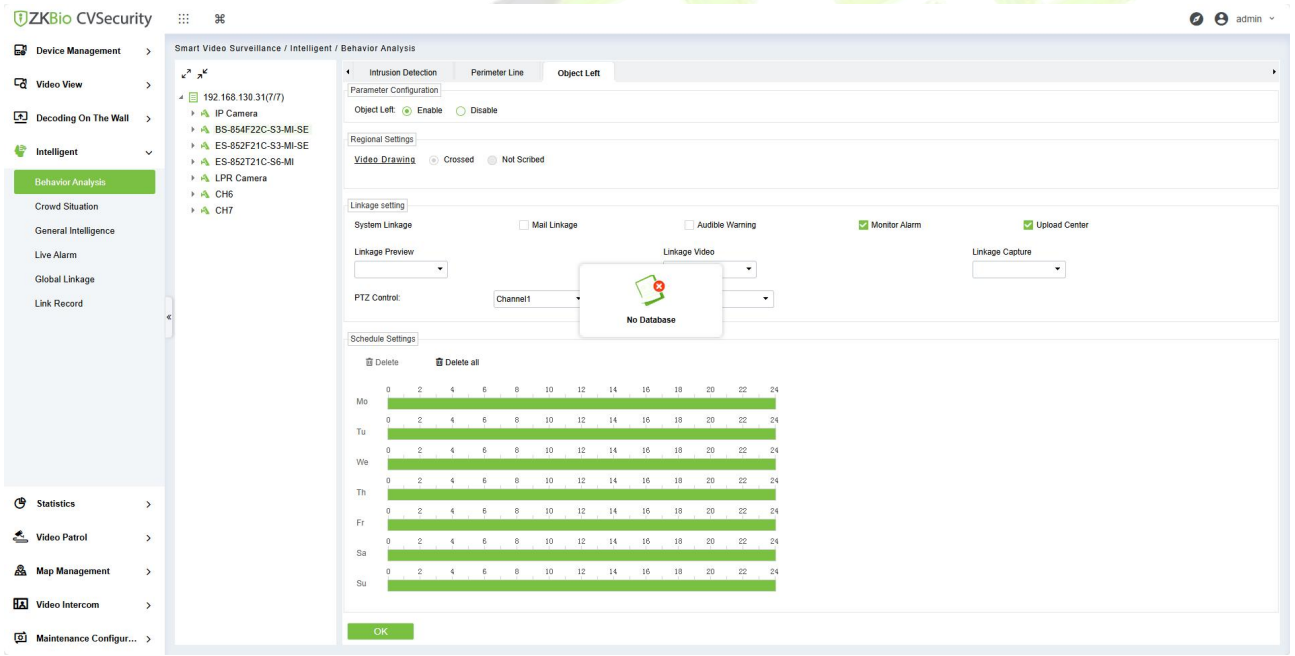


**Figure 4- 23 Non-Smart Cameras**

The following mainly explains the intelligent function configuration of ZKBio Sense series.

### 4.4.1.1 Intrusion Detection

**● Parameter Configuration**

Configure to enable intrusion detection.

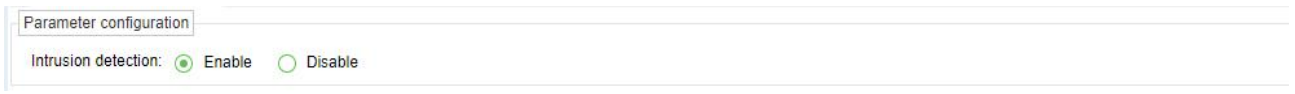


**Figure 4- 24 Parameter Configuration**

**● Regional Settings**


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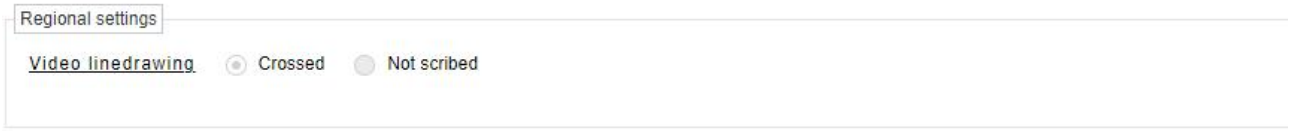


**Figure 4- 25 Regional Setting**

**Crossed**: Indicates that a line is currently drawn for this smart feature.

**Not Scribed**: Indicates that a line is currently not drawn for this smart feature.

Click **Video Link Drawing**, draw the detection area.

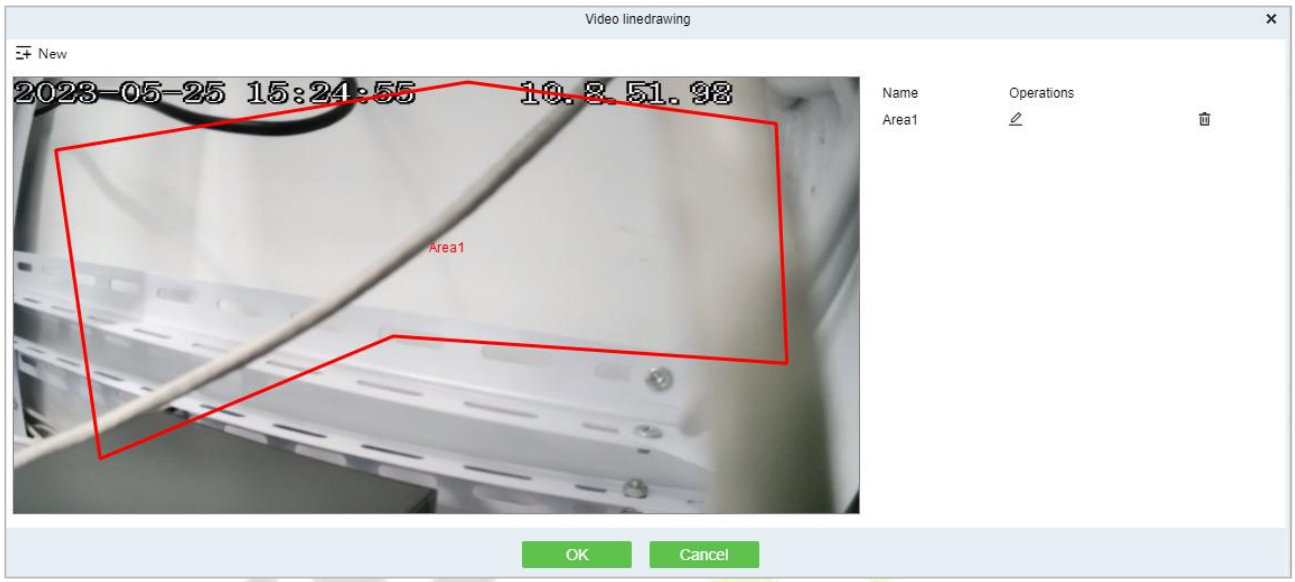


**Figure 4- 26 Drawing the Detection Area**

## ●Linkage Setting

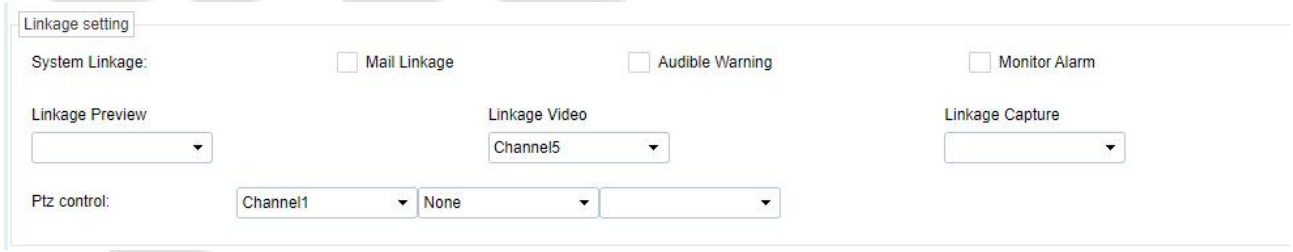


**Figure 4- 27 Light Flashing Alarm**

**System Linkage:**

a. **Mail Linkage**: After select the mail linkage, you need to go to **Smart Video Surveillance > Device Management > Device**, select the NVR. Click **More>Email configuration**, to set the sending server and recipient address.


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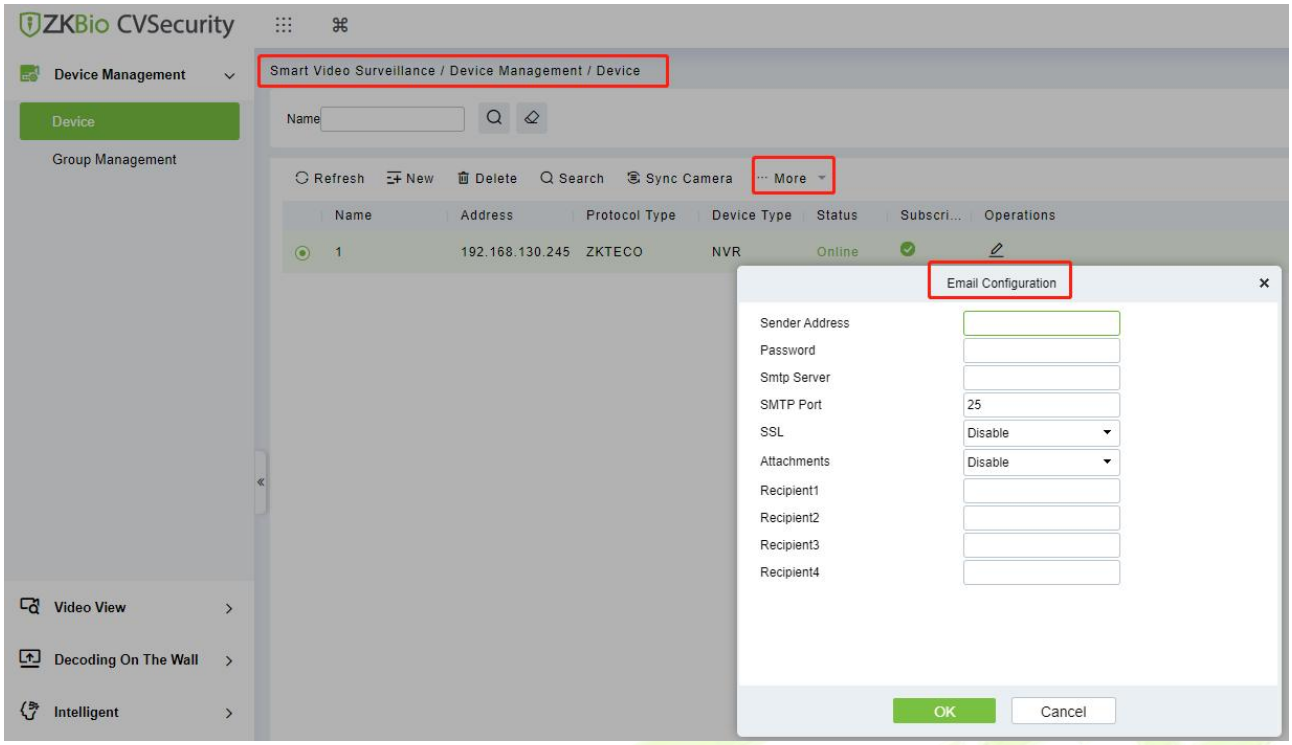


**Figure 4- 28**

b. **Audible Warning**: NVR's buzzer alarm.

c. **Monitor Alarm**: Display alarm information in the NVR.

d. **Linkage Preview**: A preview of the linked camera is displayed in the NVR.

e. **Linkage Record**: Linkage to record.

f.**Linkage Capture**: Linkage to snapshot.

g. **PTZ Control**: The linkage PTZ executes the preset point and trajectory line.

● **Schedule Settings:**

**Figure 4- 29 Schedule Settings**


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After configuring all the above functions, click **Save.**

#### 4.4.1.2 Perimeter Line

Please refer to Intrusion Detection setup.

#### 4.4.1.3 Object Left

Please refer to Intrusion Detection setup.

### 4.4.2 Crowd Situation

Configuration of intelligent functions for crowd situation of front-end cameras by ZKBio CVSecurity.

**Note**: The default interface is part of Holowits' functionality.

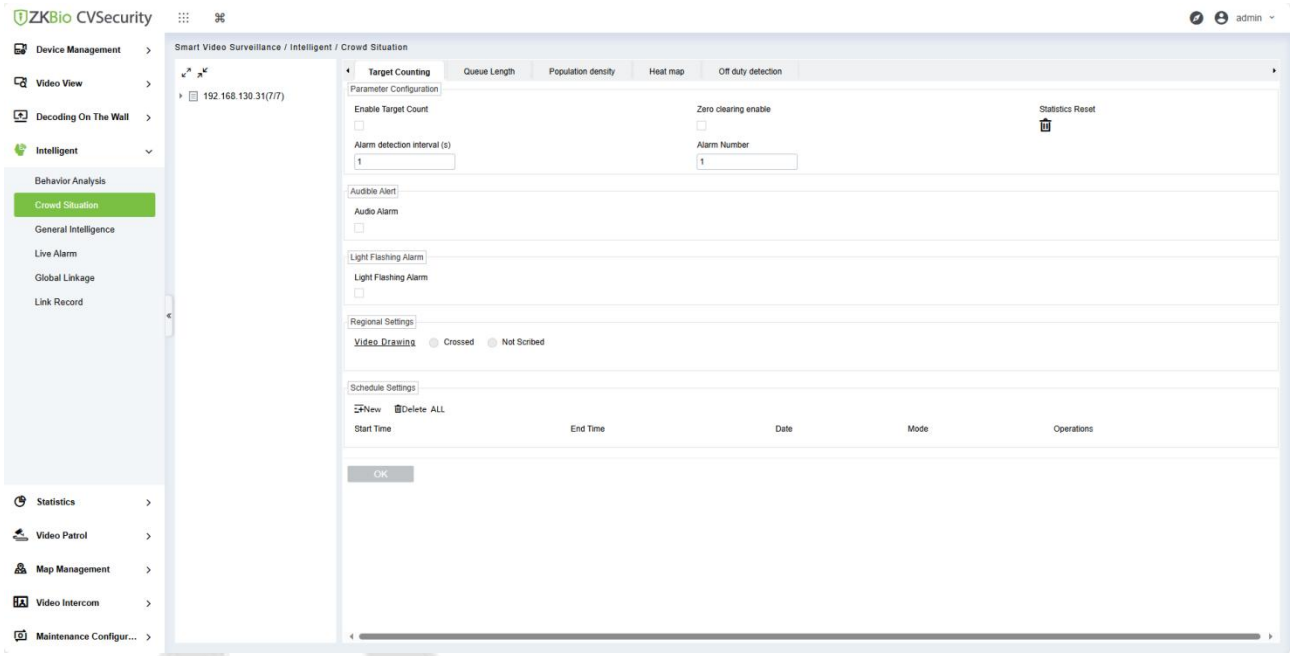


**Figure 4- 30 Crowd Situation**

**Step 1**: Select the camera on the left and the software will automatically switch to the menu of smart features supported by that camera.

1) If it's Holowits branch device, after click, the page shown as below:


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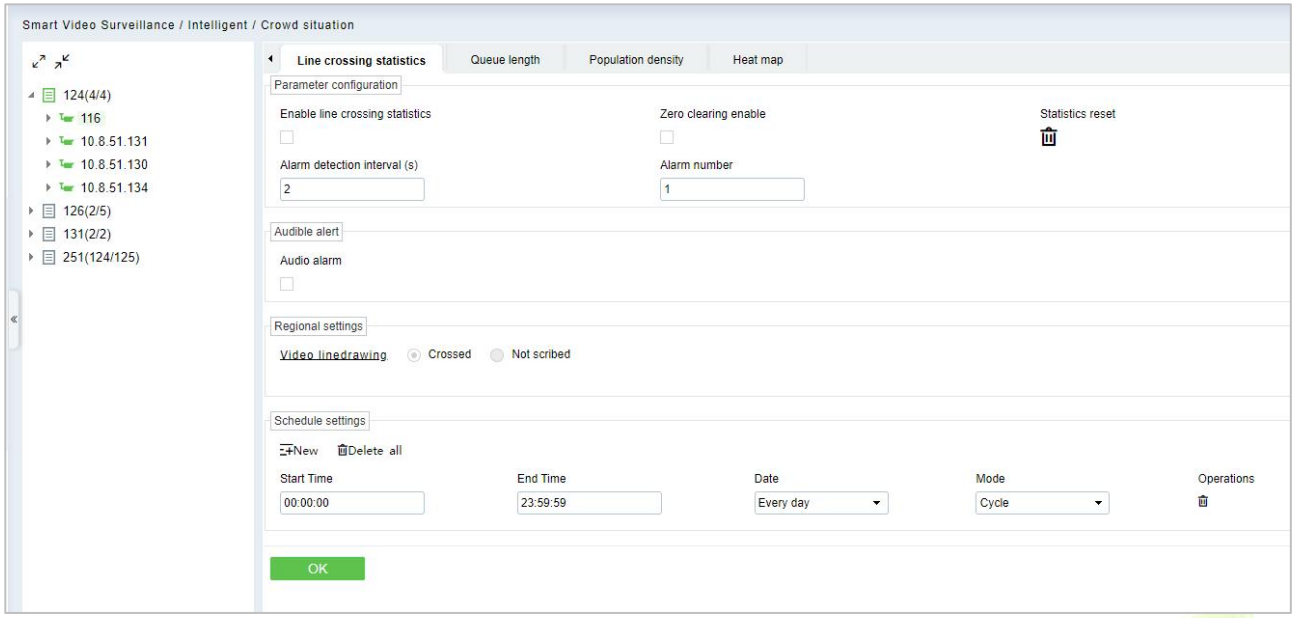


**Figure 4- 31 Crowd Situation of Holowits device**

2) If it's ZKBio Sense device, after click , the page shown as below:

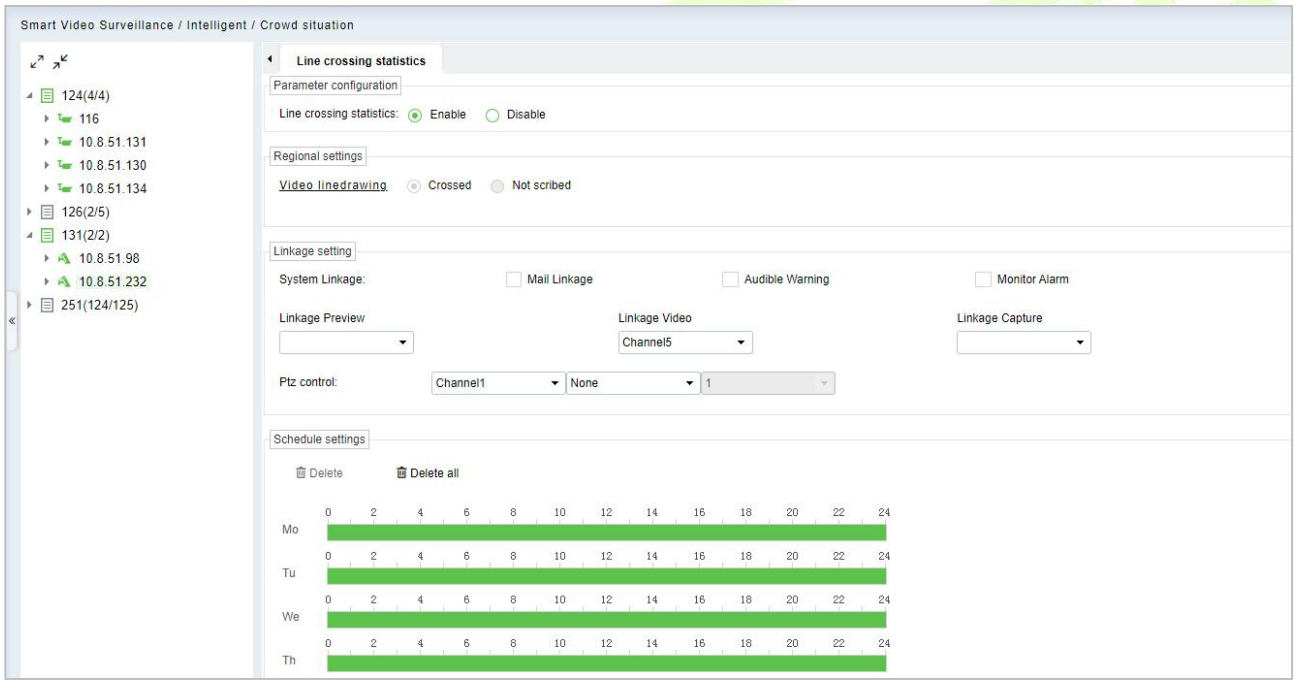


**Figure 4- 32 Crowd Situation of ZKBio Sense device**

3) If the camera does not support intelligent functions, then after click, the page shown as below: No database.


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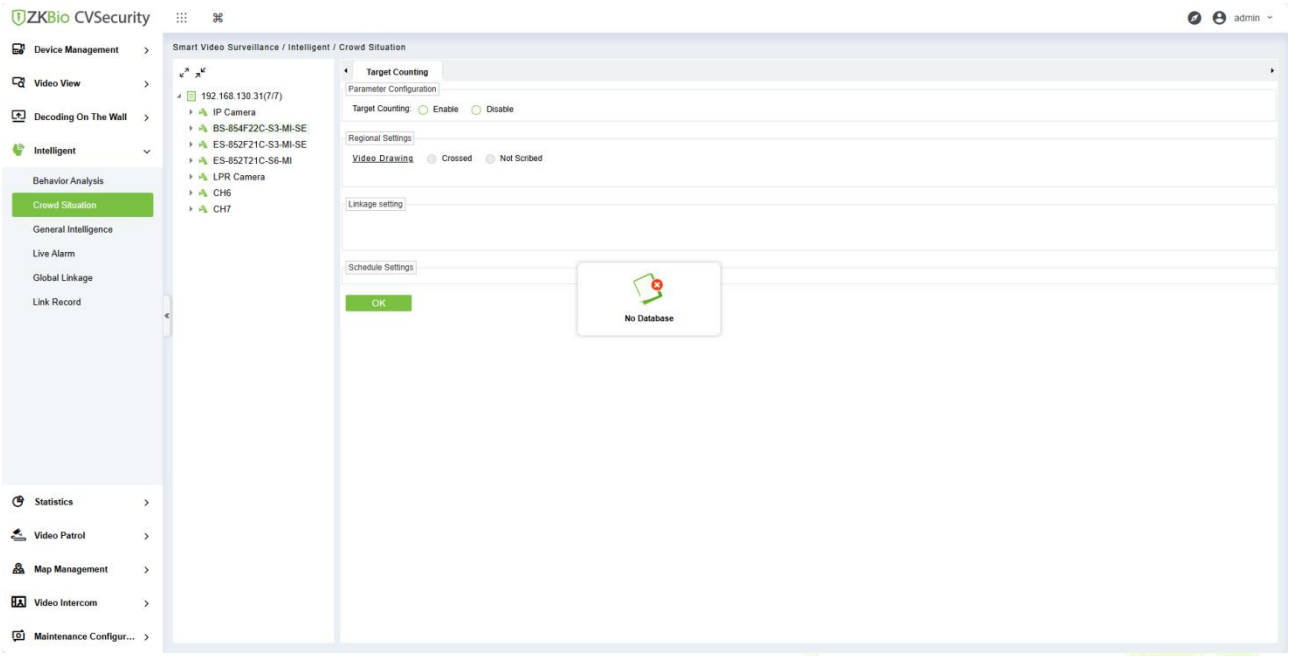


**Figure 4- 33 No Database**

### 4.4.2.1 Line Crossing Statistics

Please refer to Intrusion Detection setup.

## 4.4.3 General Intelligence

Configuration of general intelligence functions for front-end cameras by ZKBio CVSecurity.

**Note**: The default interface is part of Holowits' functionality. Different cameras have different intelligences, selecting the camera on the left will display the intelligences according to what the camera has to offer.

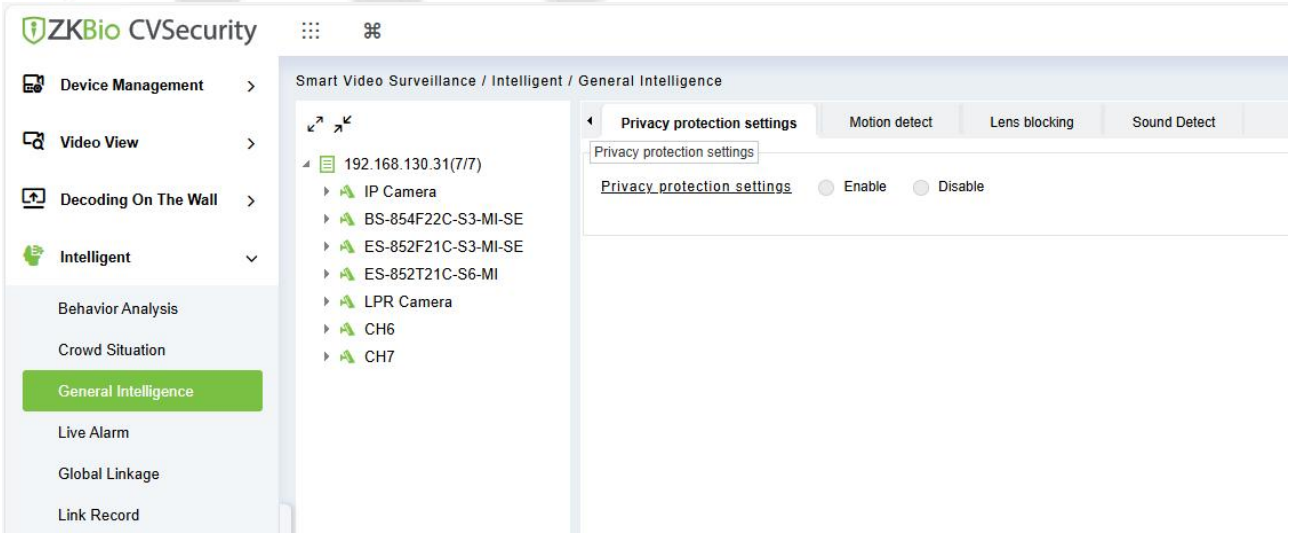


**Figure 4- 34 General Intelligence**

**Step 1**: Select the camera on the left and the software will automatically switch to the menu of smart features supported by that camera.

1) If it's Holowits branch device, after click, the page shown as below:


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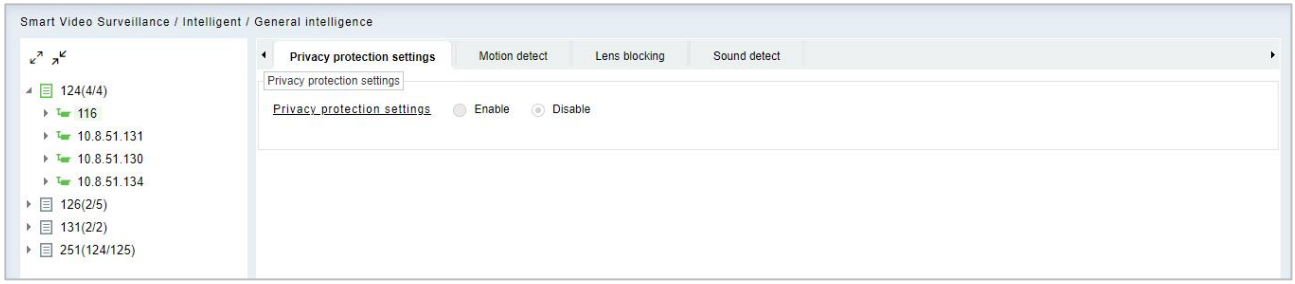


**Figure 4- 35 General Intelligence of Holowits Device**

2) If it's ZKBio Sense device, after click, the page shown as below:

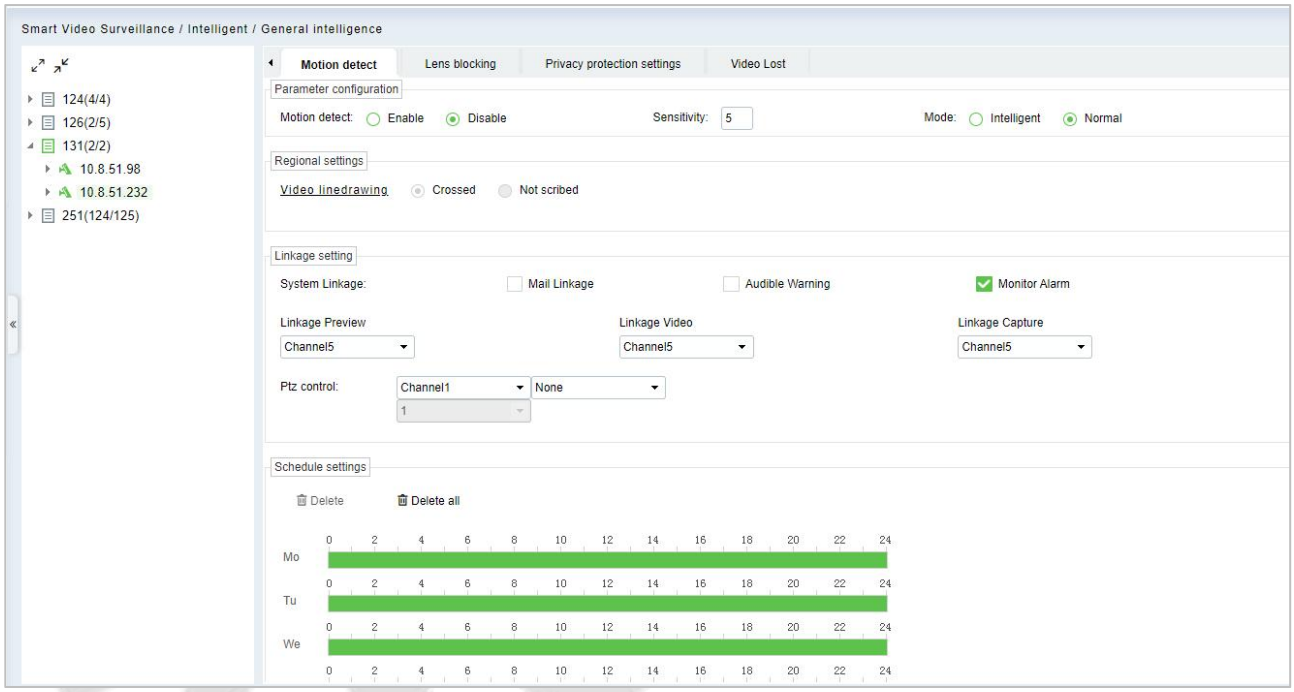


**Figure 4- 36 General Intelligence of ZKBio Sense device**

### 4.4.3.1 Motion Detection

Please refer to Intrusion Detection setup.

**Parameter Configuration:**

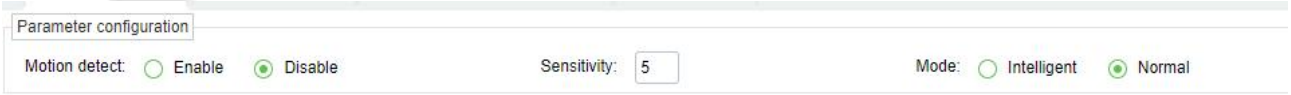


**Figure 4- 37**

**Sensitivity**: Detection sensitivity.

**Mode: Intelligent**: Can distinguish between human or vehicles.

**Normal:** No distinction between human and vehicles.

### 4.4.3.2 Lens Blocking

Lens Obstruction Alarm; after clicking **Enable** button to enable, please click **Video Drawing** to configure the detection area.


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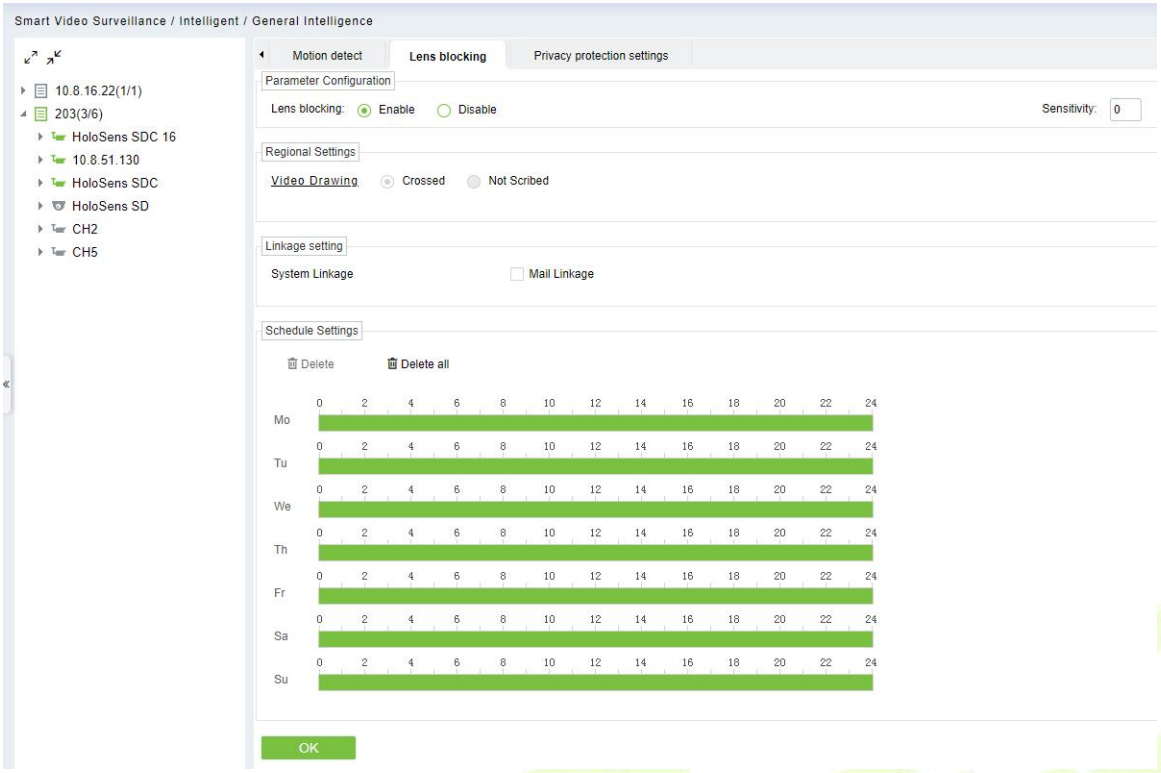
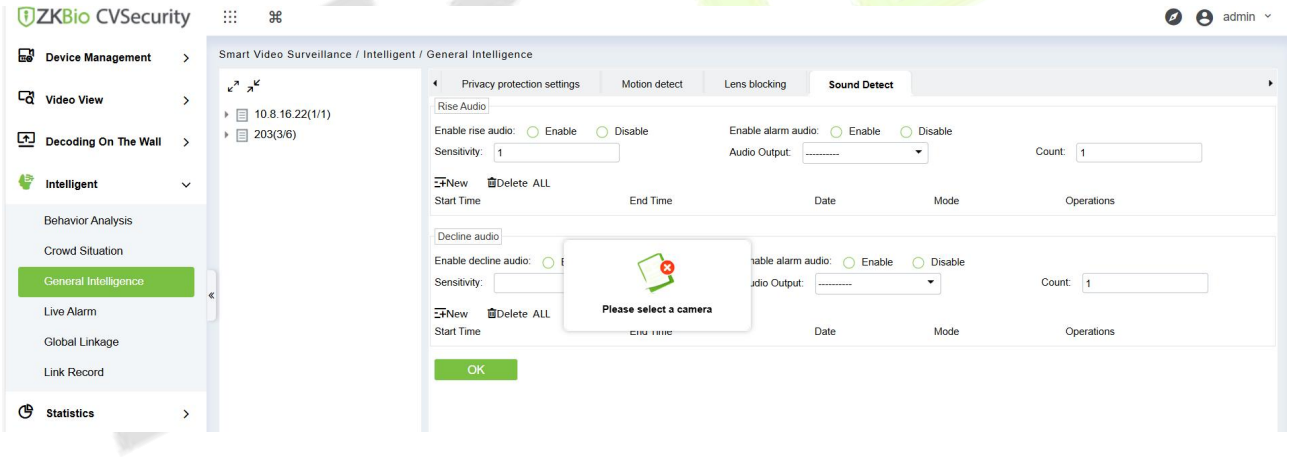



### 4.4.3.3 Sound Detect

Sound diagnostics; this feature is only available with Holowits Camera.




## 4.4.4 Live Alarm

Real-time video alarm monitoring.

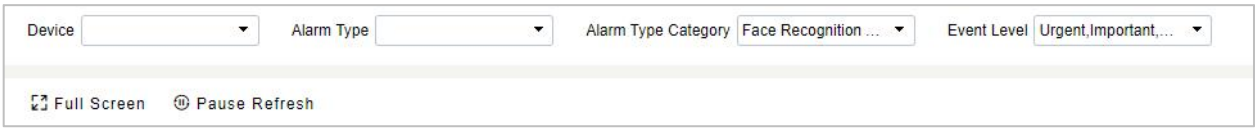



**Figure 4- 38 Live Alarm**

- **Full Screen**

View the video in the full screen.

- **Pause Alarm**

This function will help you to pause the alarm.

Double-click the alarm card to view the alarm details, as shown in the figure below.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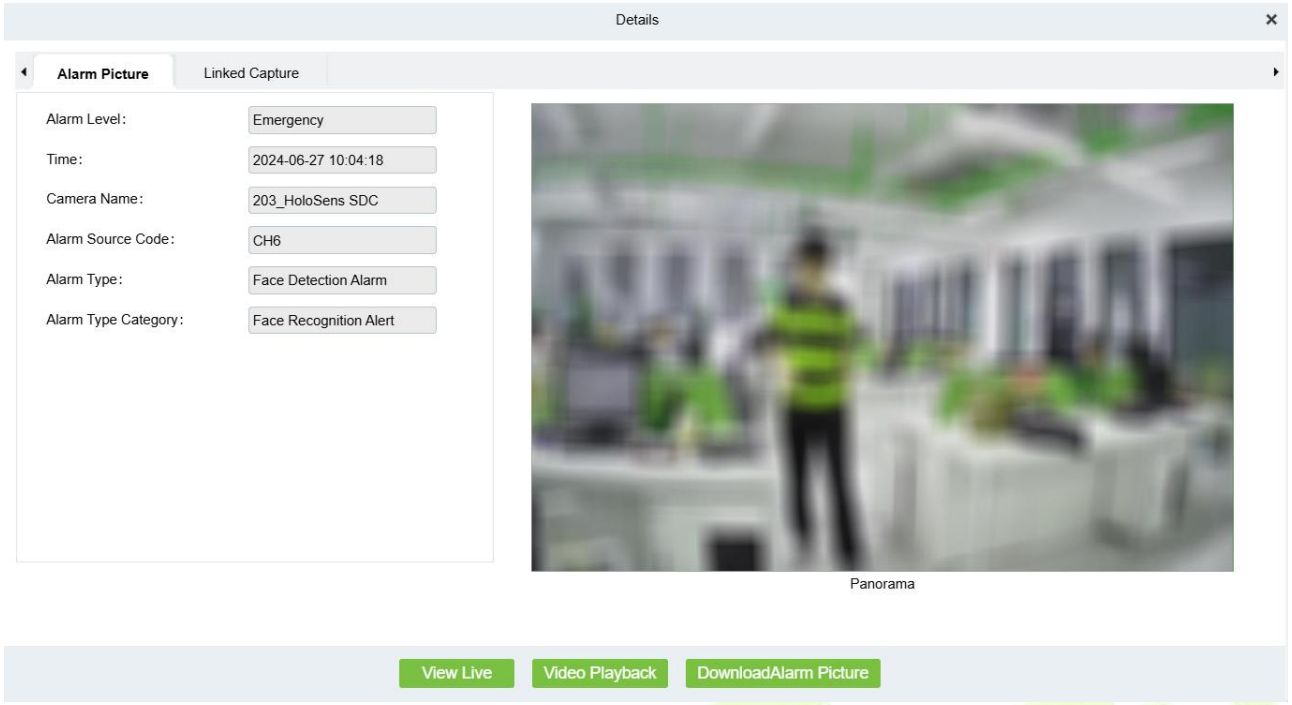


**Figure 4- 39 Alarm Detail**

## ●View Live

Click on the **Live View** button to view the live video.

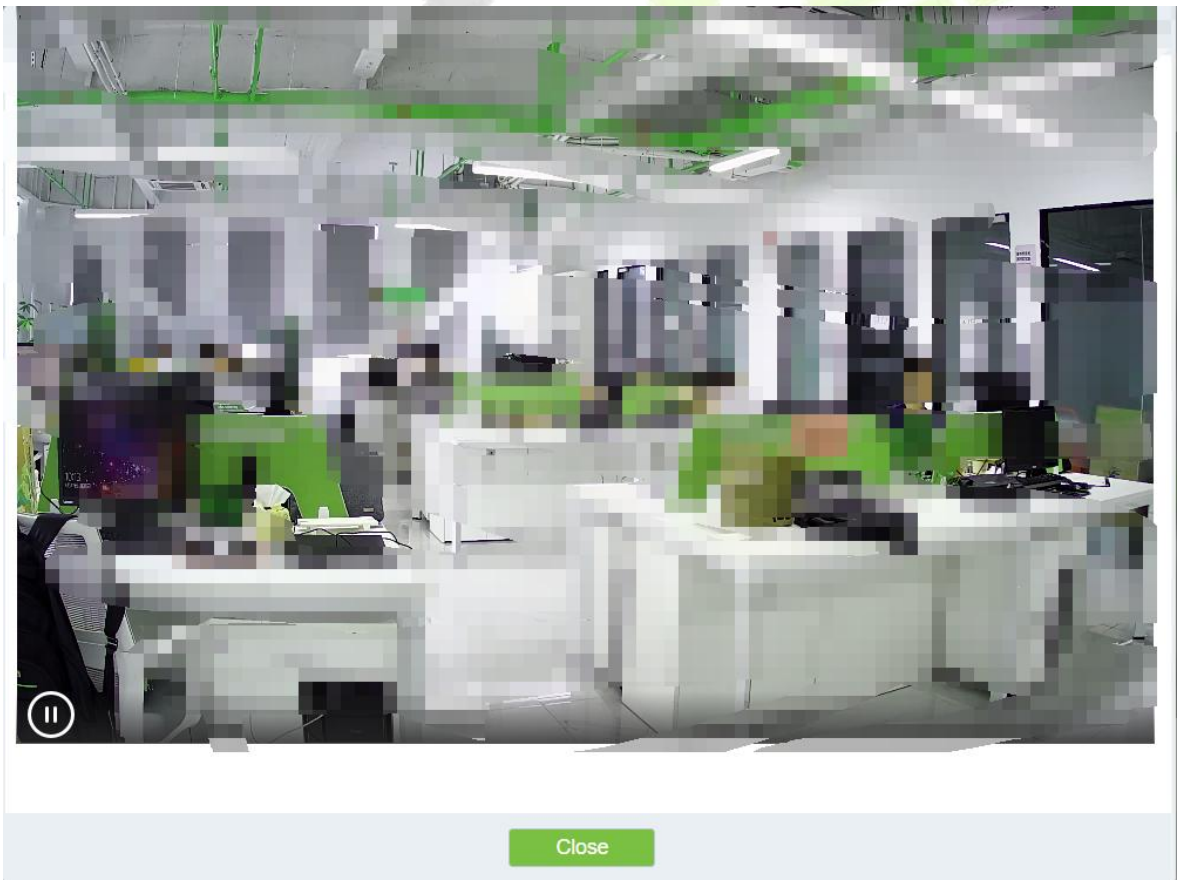


**Figure 4- 40 Video Preview**

## ●Video Playback

Click the **Video Playback** button to view the alarm playback in real time.


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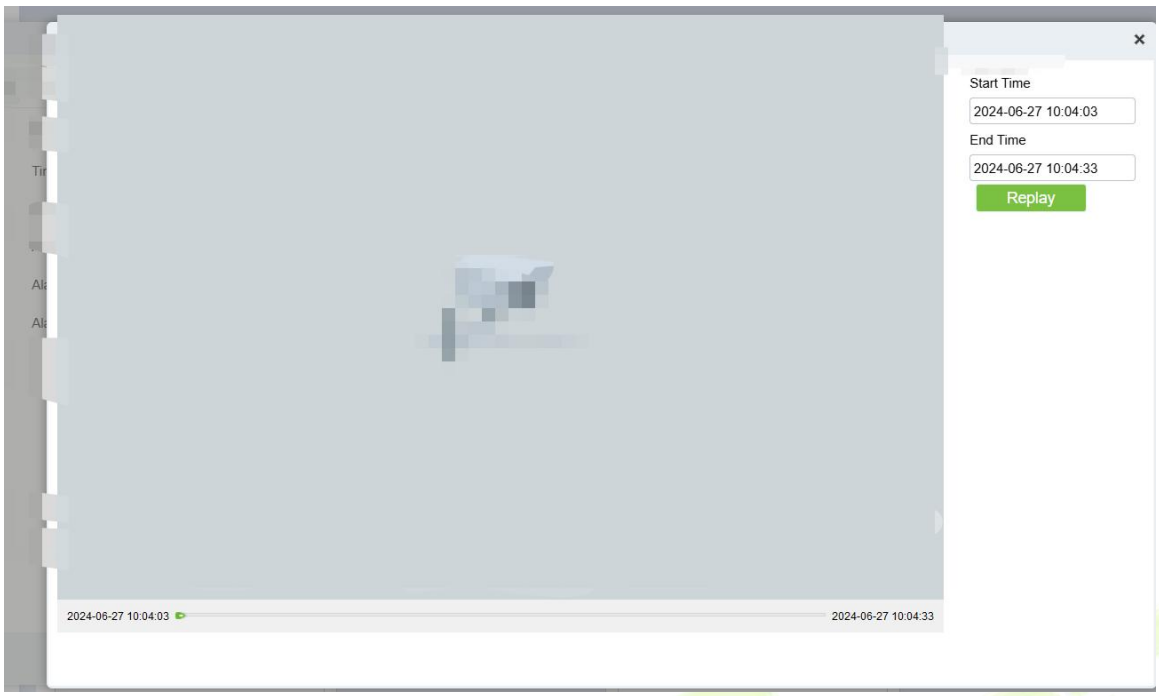


**Figure 4- 41 Video Playback**

- **Download Alarm Picture**

Click **Download Alarm Picture** and the browser will download the picture automatically.

### 4.4.5 Global Linkage

Go to **Smart Video Surveillance > Intelligent > Global Linkage,** click **New** to set the video linkage.

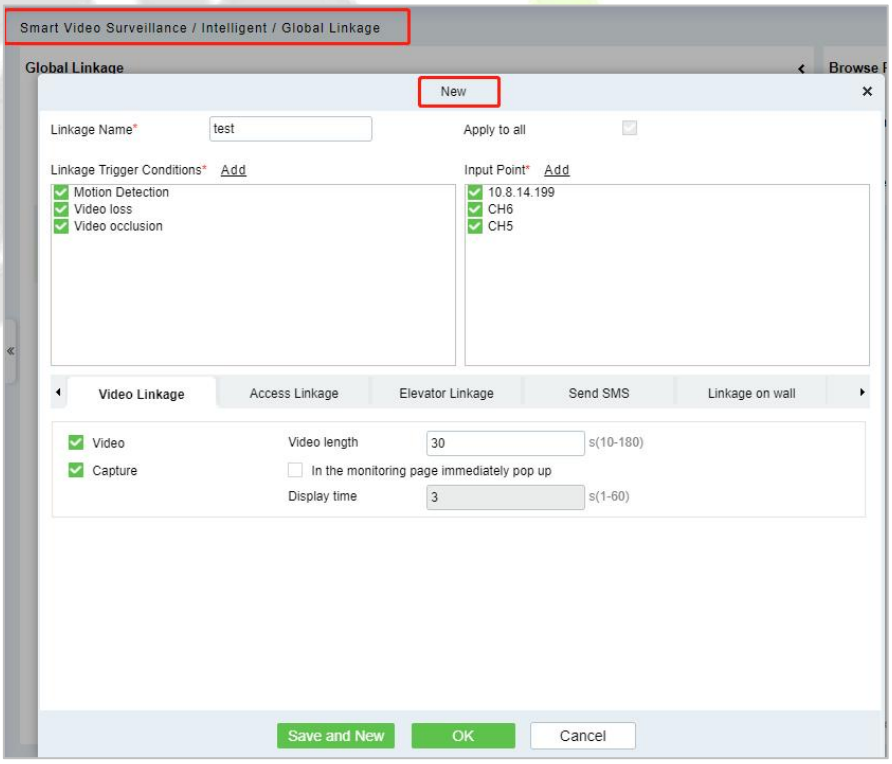


**Figure 4- 42 Global Linkage**


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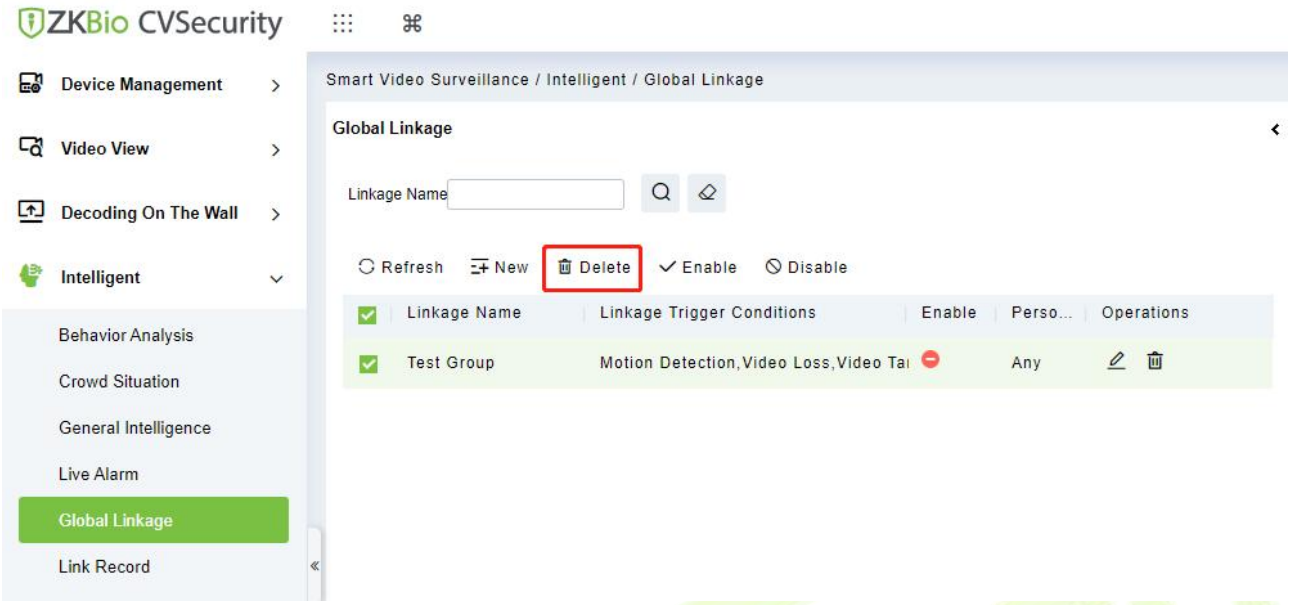
#### 4.4.5.1 Delete

Select the **Linkage Name**, click **Delete**, and click **OK** to delete the linkage details.




#### 4.4.5.2 Enable/Disable

Select the **Linkage Name**, click **enable/disable** to either enable or disable the linkage details.

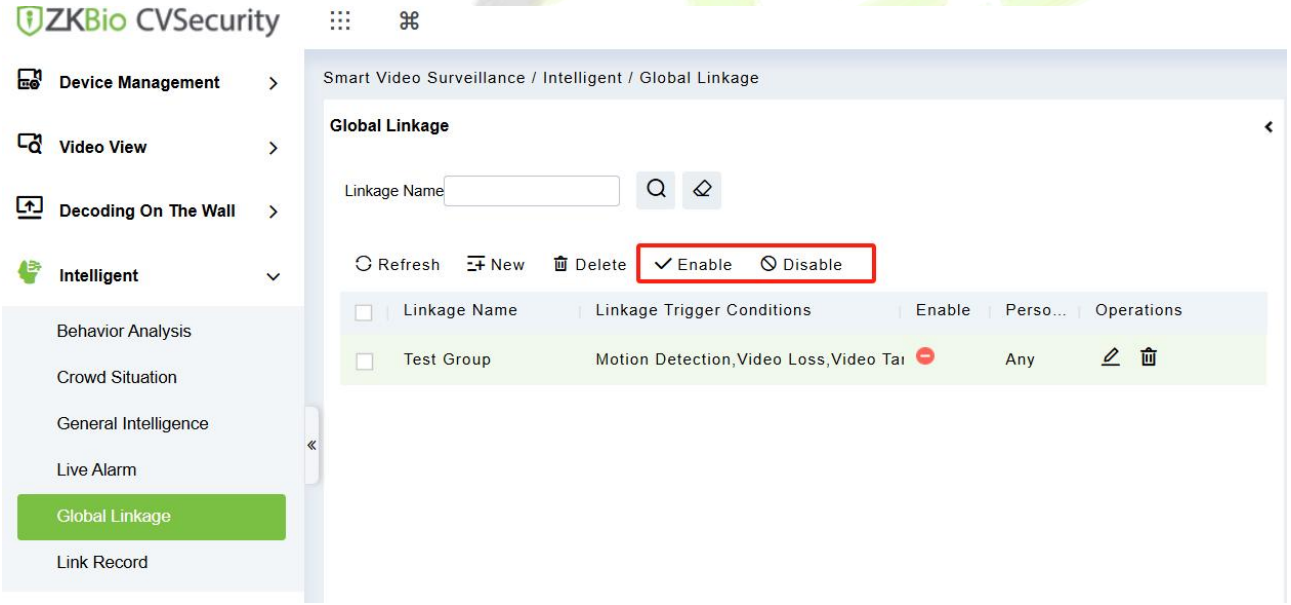



**Figure 4- 43 Enable/disable Linkage**

### 4.4.6 Link Record

#### 4.4.6.1 Clear All Data

**Operating Steps:**

**Step 1:** Click **Intelligent > Link Records > Clear All Data** to view clear all records: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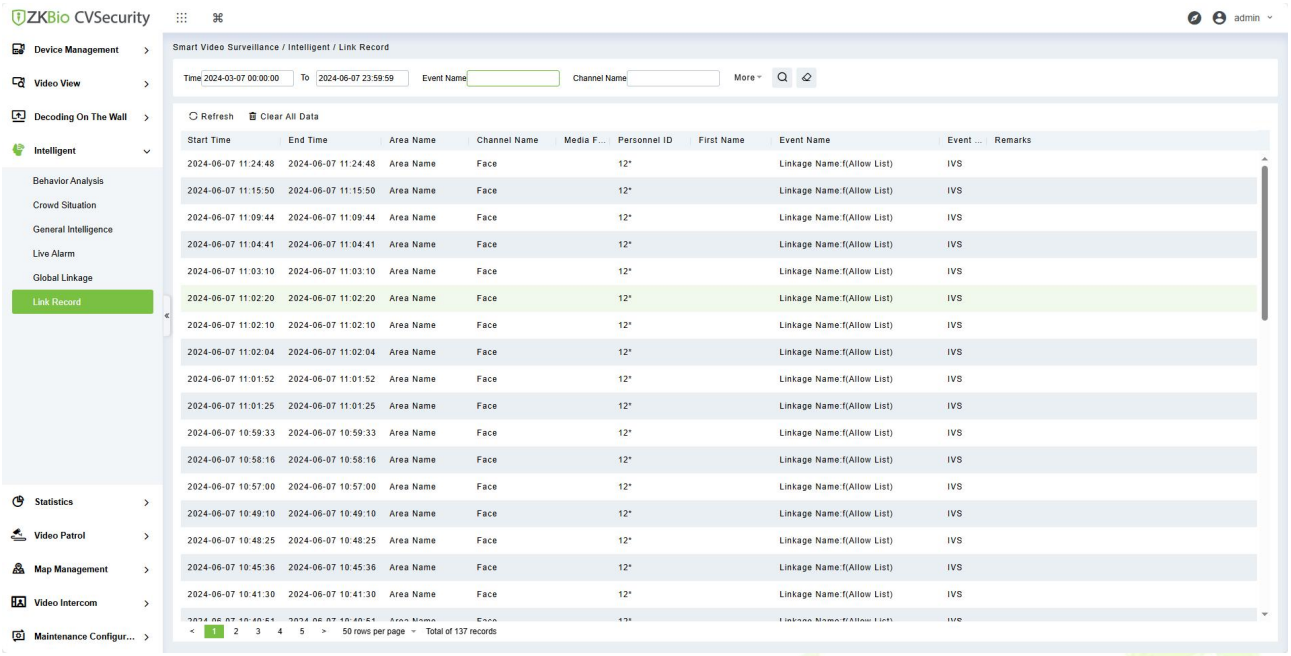


**Figure 4- 44 Clear All Records Interface**

**Step 2:** Click **Clear All Data** to pop up prompt and click **OK** to clear all records.

# 4.5 Statistics

## 4.5.1 Alarm Report

Click **Statistics** > **Alarm Report** then select **Alarm Type**.

In this module, you can access the data for the type of personnel or person can select the start time and end time the serial number of the video channel, and different alarm types to filter the report.

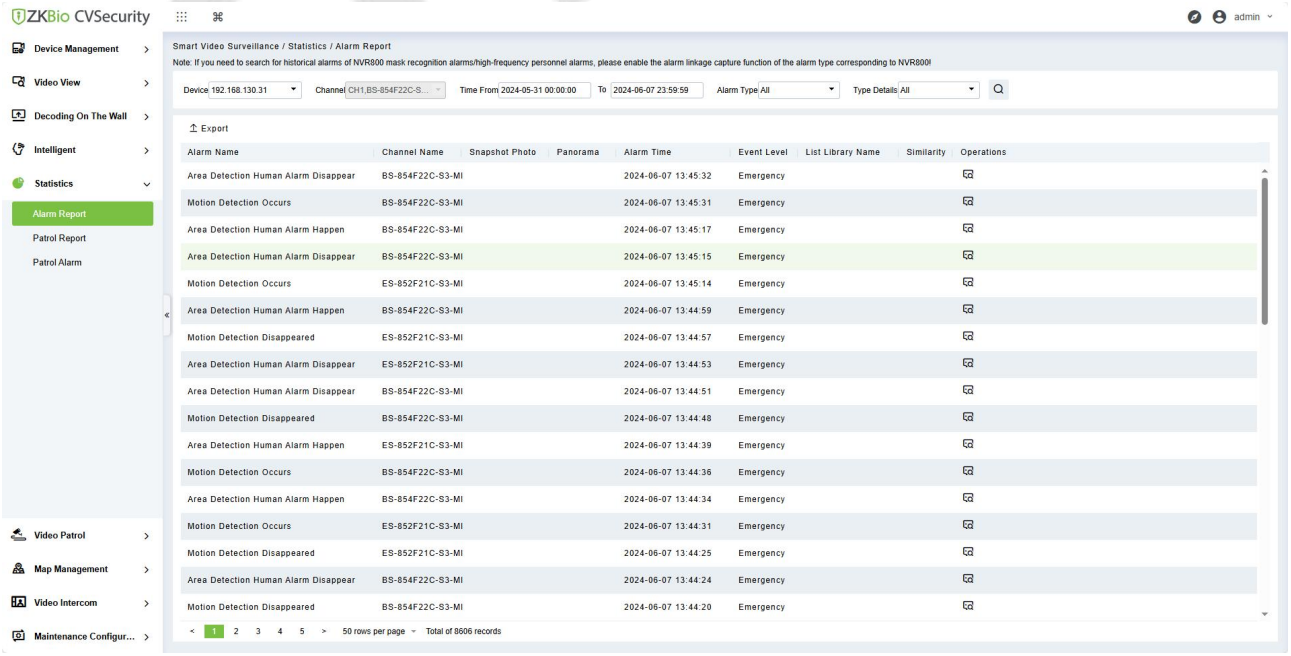


**Figure 4- 45 Alarm Report**


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#### 4.5.1.1 Export

Export selected personal information in the area; need enter user password and file encryption; you can export Excel, PDF, CSV or TXT format; Export up to 10000 pieces of data at once.

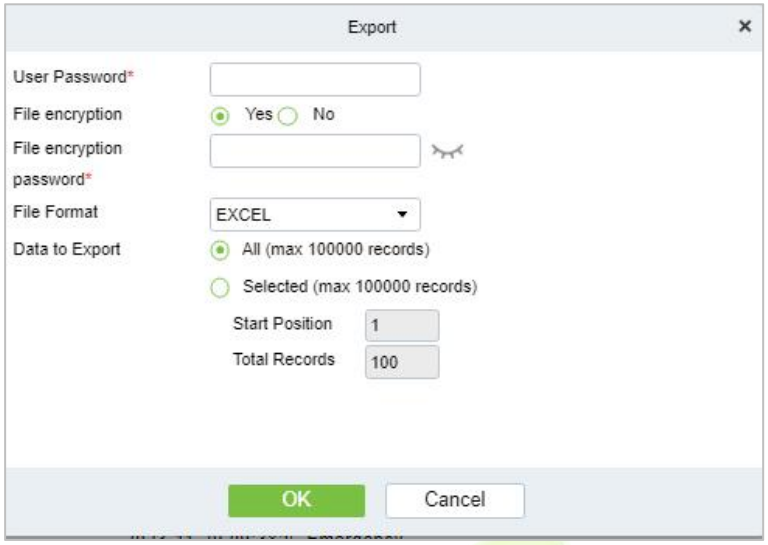


**Figure 4- 46 Export**

### 4.5.2 Patrol Report

Click **Statistics > Patrol Report**, then select **Plan Name.**

In this module, by viewing detailed details, you can see the corresponding channel camera serial number and abnormal captured images.

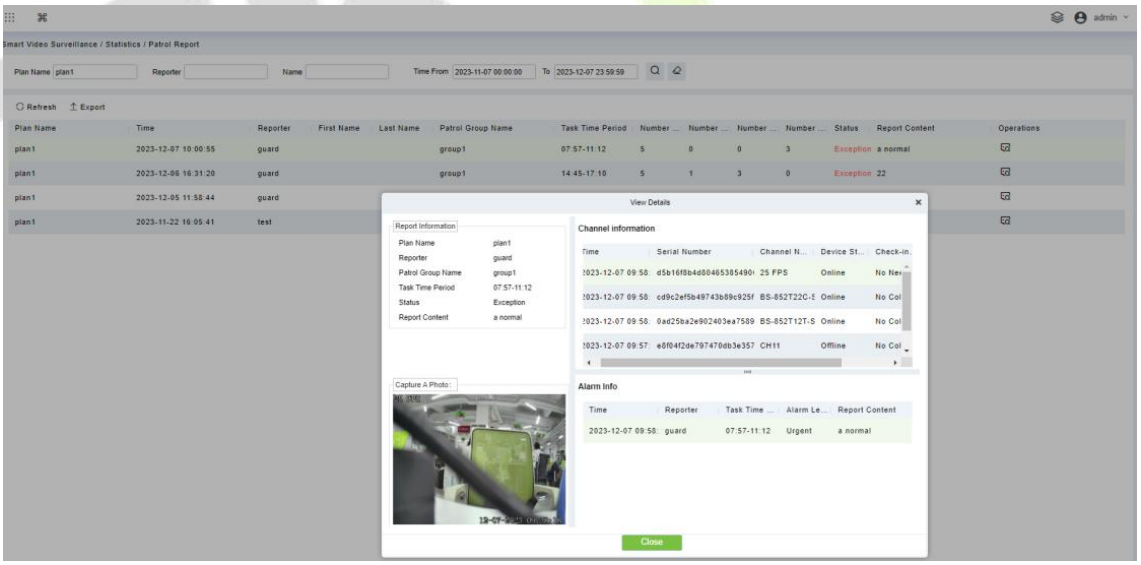


**Figure 4- 47 Patrol Report**


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#### 4.5.2.1 Export

Export selected personnel information in the area; you can export Excel, PDF, CSV format.

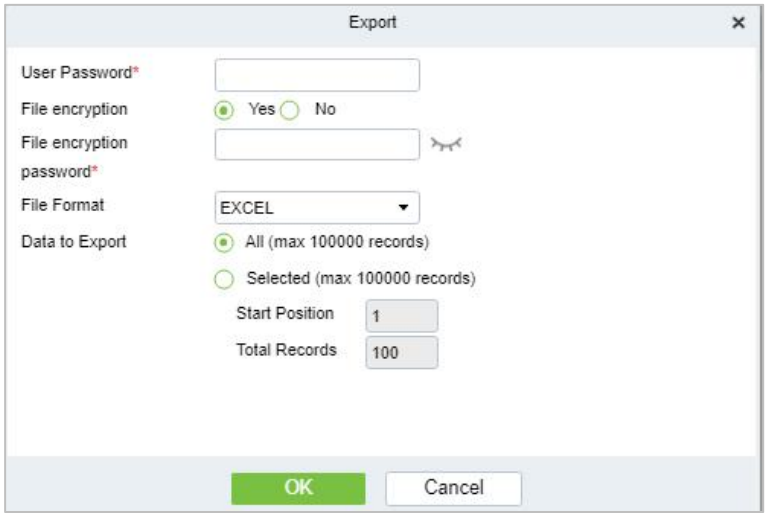


**Figure 4- 48 Export**

### 4.5.3 Patrol Alarm

Click **Statistics > Patrol Alarm**, then select **Statistical Period** as Daily, Weekly, Monthly, or Quarterly.

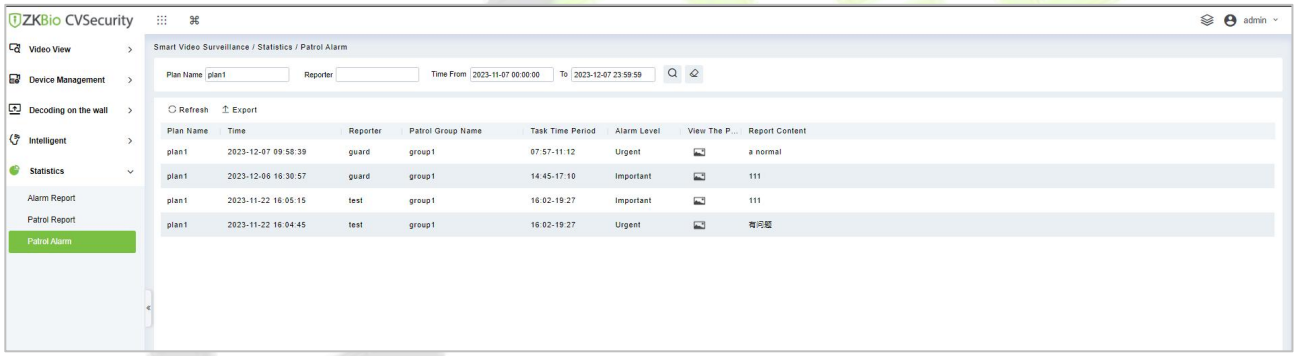


**Figure 4- 49 Patrol Alarm**

#### 4.5.3.1 Export

Export selected personnel information in the area; you can export Excel, PDF, CSV format.

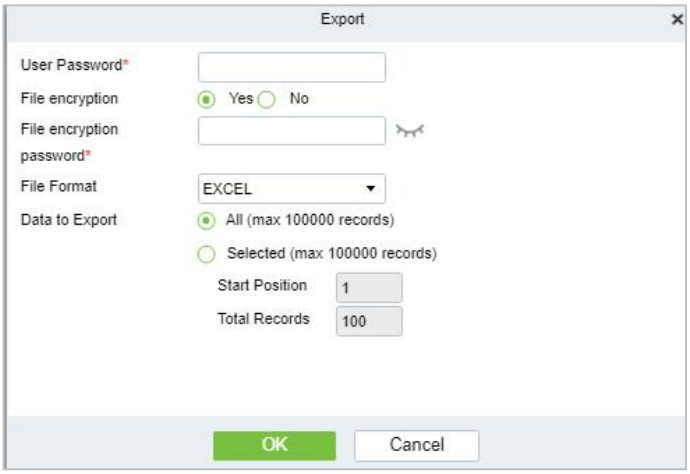


**Figure 4- 50 Export**


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# 4.6 Video Patrol

Click > **Video Patrol** > **Patrol Group**

On the preset path, you can check the punch-in by a real-time preview of the camera remotely to achieve the same patrol task as the traditional punch-in effect.

## 4.6.1 Patrol Group

Create a patrol group to add patrol personnel.

**Note:**

1. Please go to **System >Authority Management >Role** to add the role group， Assign video patrol permissions.
2. Create the System user and add in the patrol role.

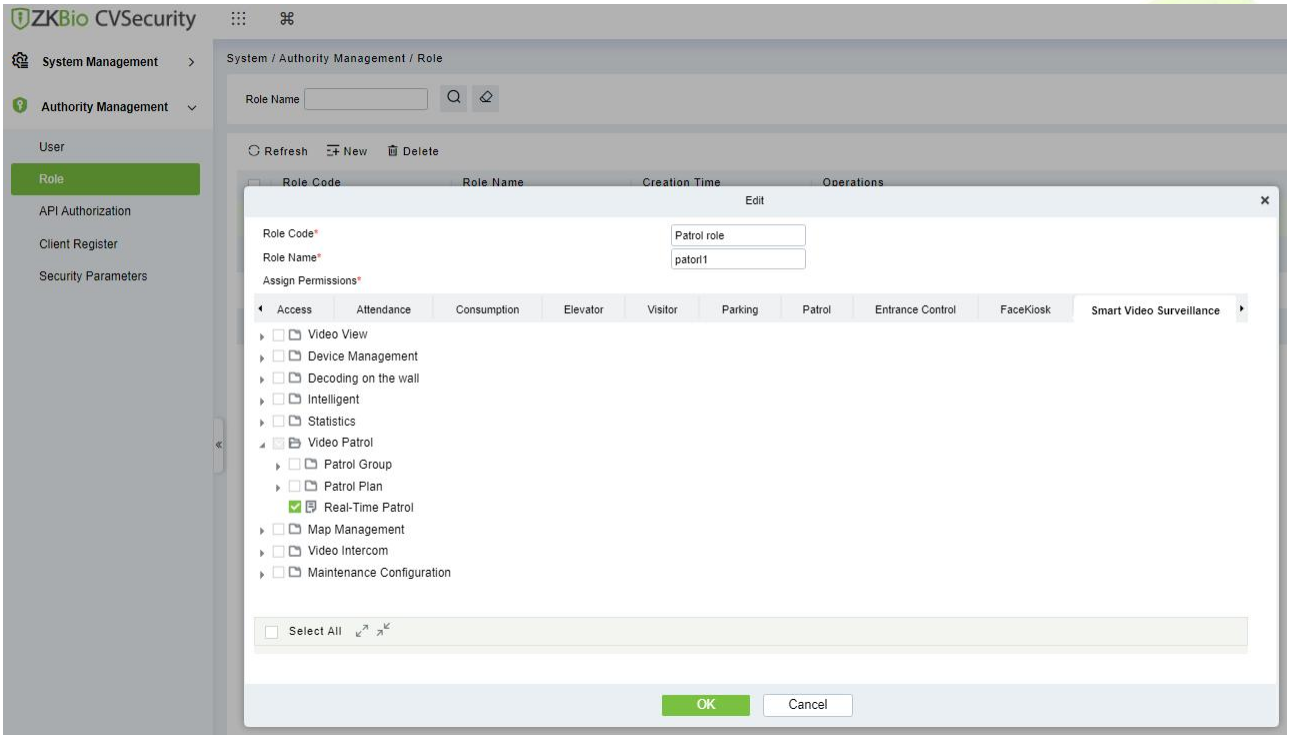


**Figure 4- 51 Role Assign Permission**


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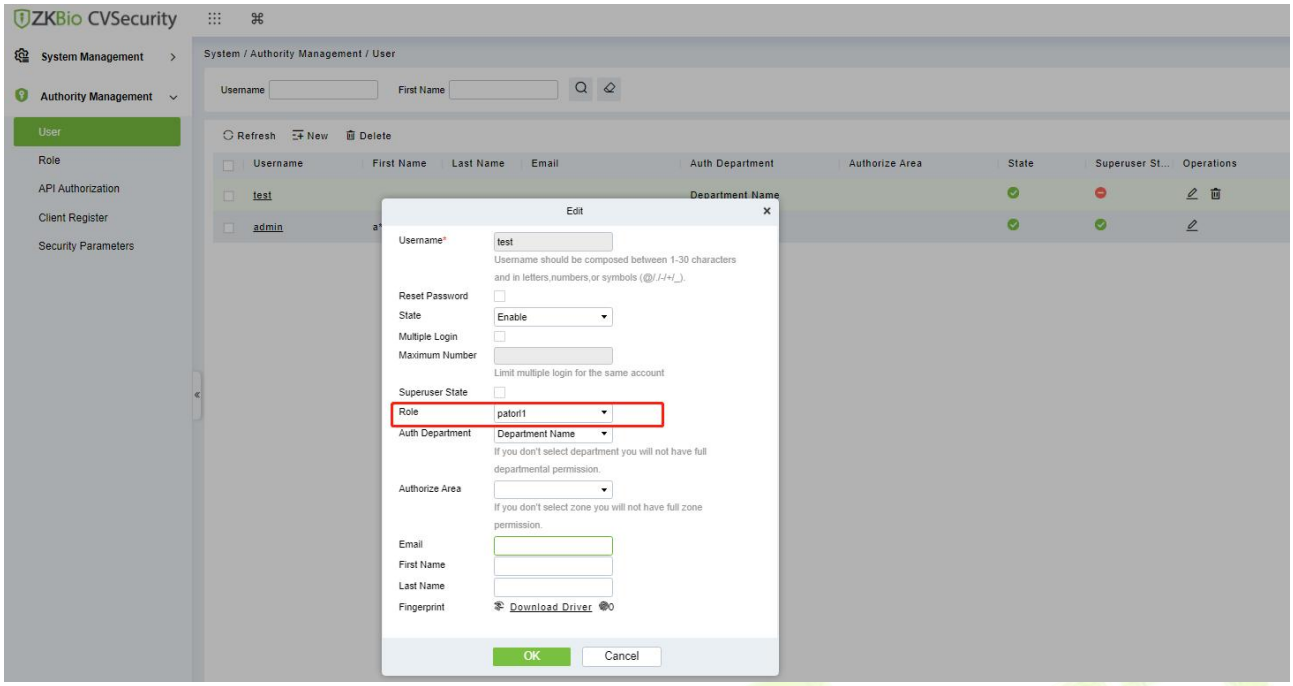


**Figure 4- 52 User Select Role**

### 4.6.1.1 New

Click **Video Patrol> patrol group> New** to enter the new editing interface:

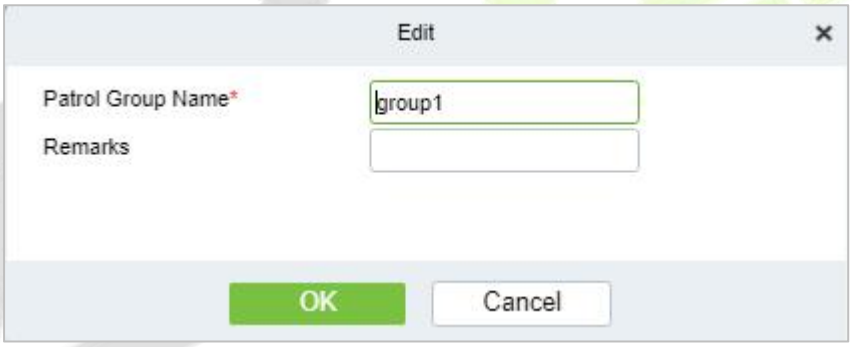


**Figure 4- 53 New Patrol Group**

**Patrol Group Name:** Enter the name of the patrol group for easy searching and management non-repeatable.

**Remarks:** Text notes of the patrol group.

### 4.6.1.2 Edit

Select the edit patrol group name and click edit icon button to edit the required details and click "OK" to submit..


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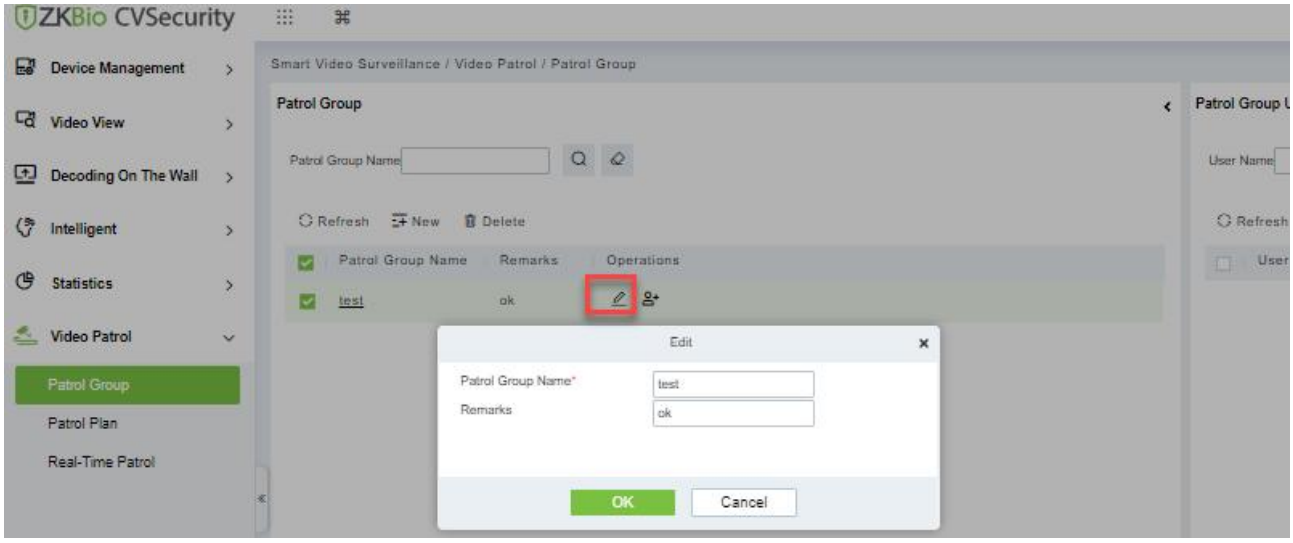
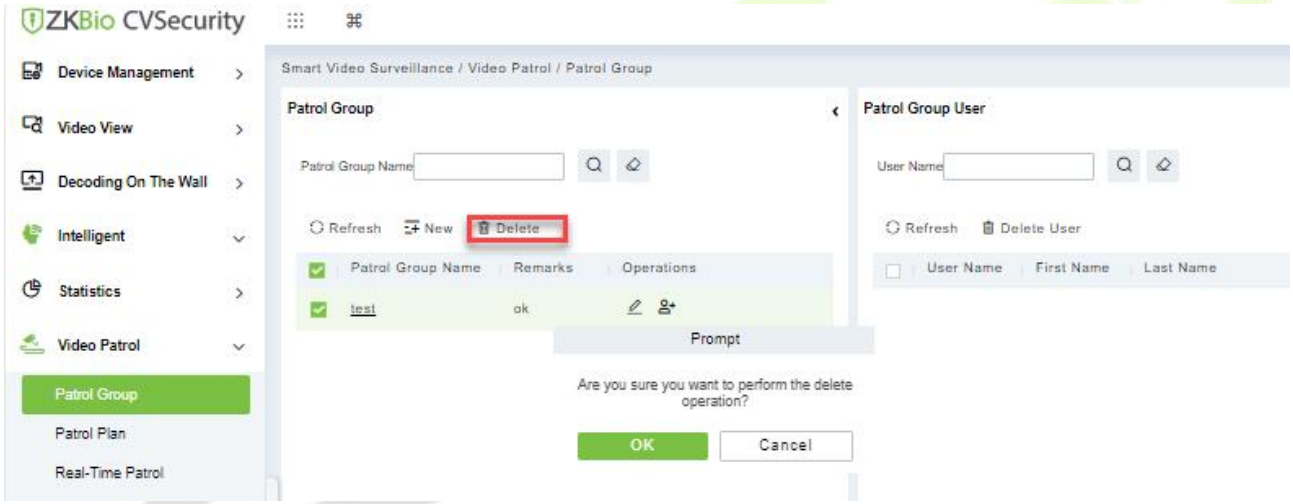



### 4.6.1.3 Delete User

Select the Username and click this button to delete it.




### 4.6.1.4 Add Patrol Group User

In the patrol group list, click Add User to enter and select to add group members.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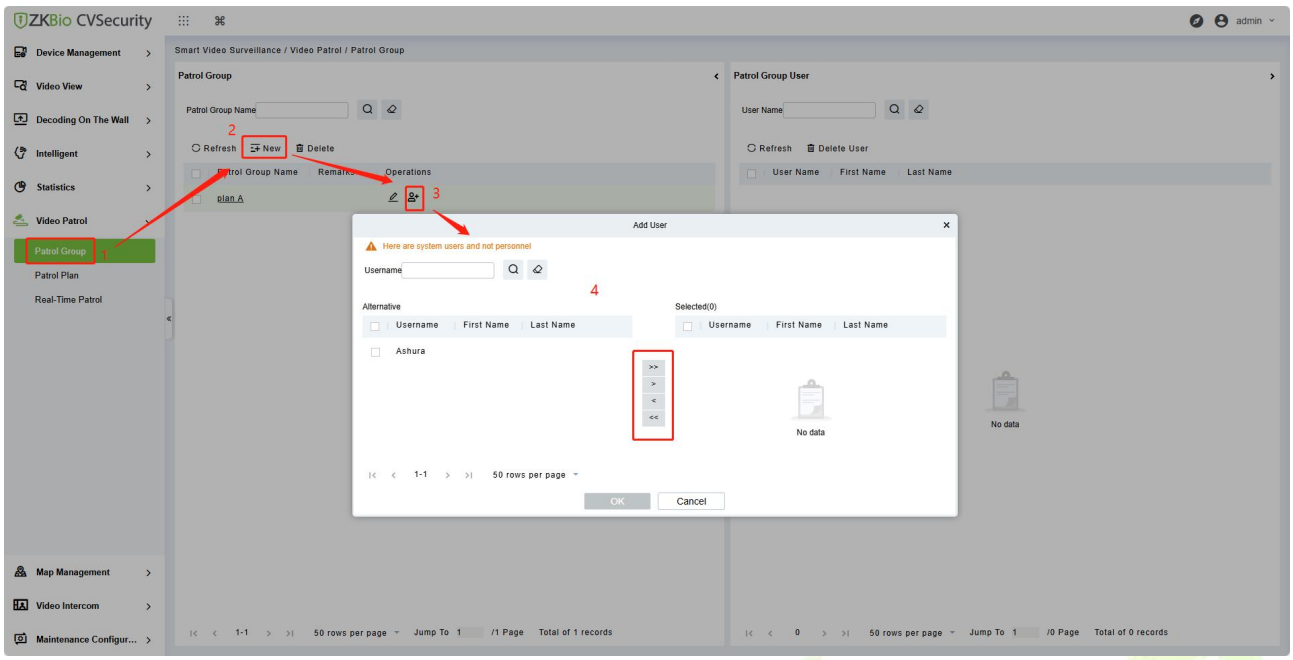


**Figure 4- 54 Add Patrol Group User**

Select the required patrol users and click the OK button to complete the addition. The added users will be displayed in the group member list on the right.

**Note:** Patrol users are users of the system. For adding users to the system, please refer to Adding Users.

## 4.6.2 Patrol Plan

Set a patrol plan for the patrol team.

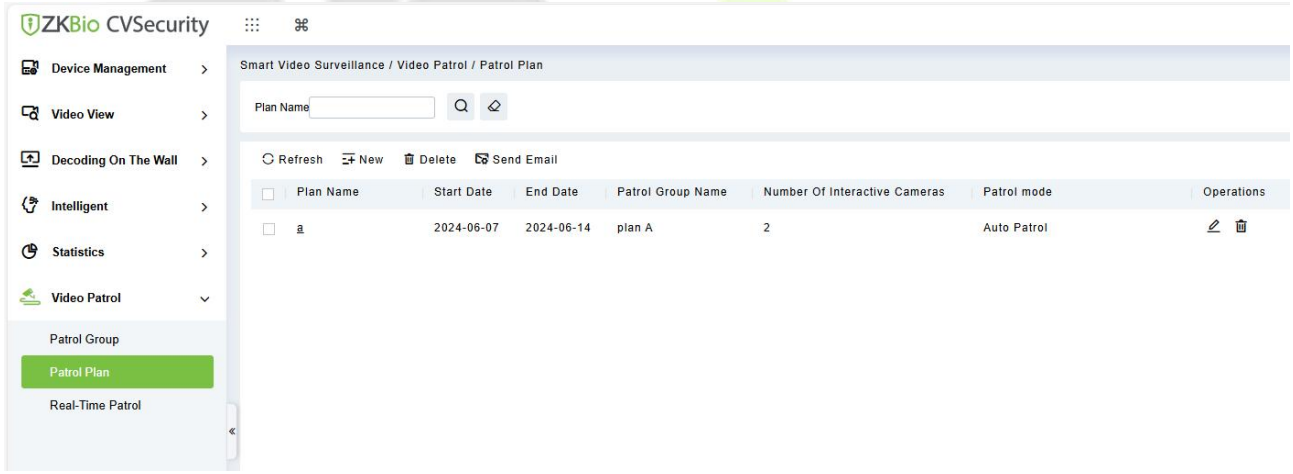


**Figure 4- 55 Patrol Plan**

### 4.6.2.1 New

Click **Video Patrol> Patrol Plan> New** to enter the new editing interface:


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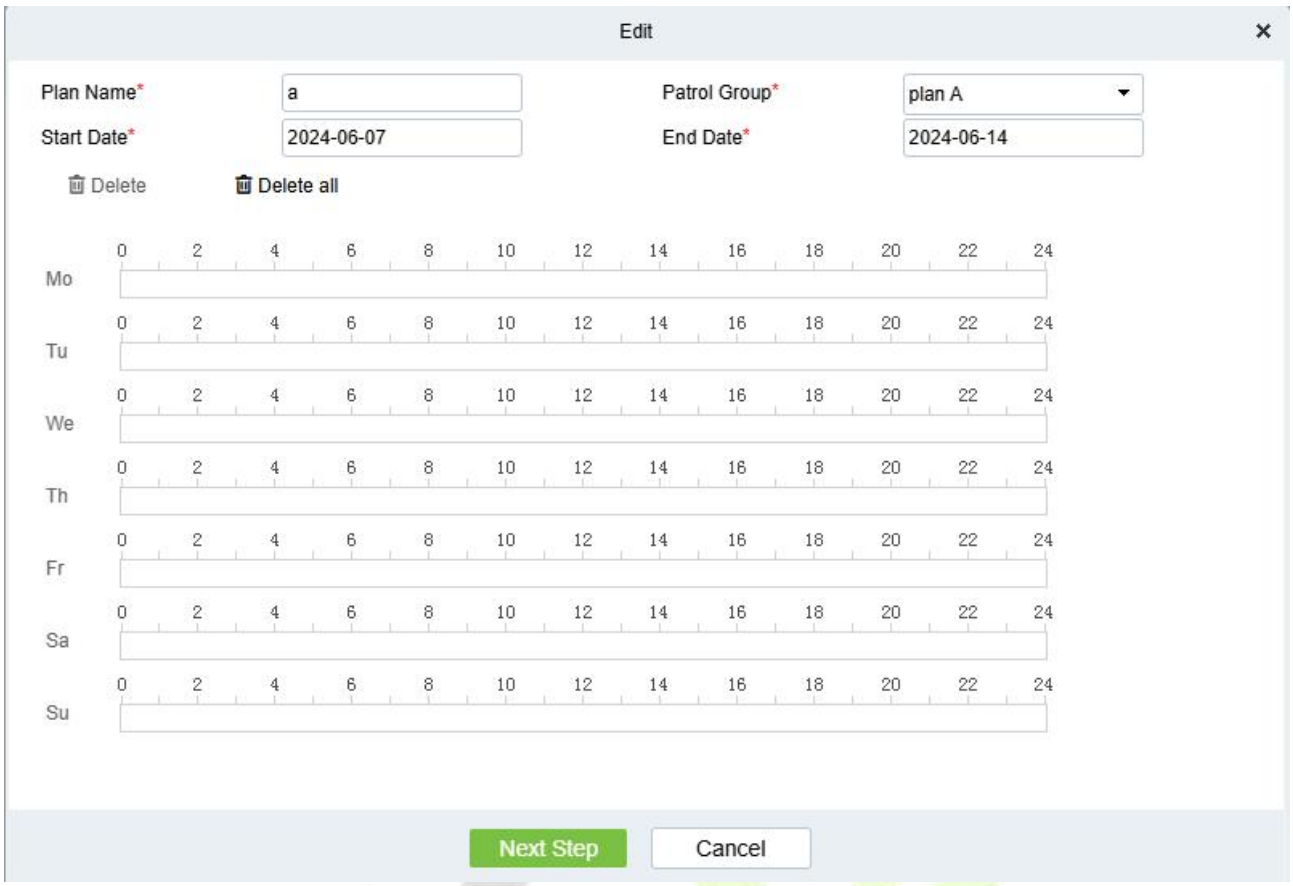


**Figure 4- 56 New**

## The fields are described as follows:

| Parameters | Instructions |
|---|---|
| **Plan Name** | Give the plan a name, make it easy to view and find, not repeatable |
| **Patrol Group** | Optional created patrol group. |
| **Start Date** | Set the start date of the patrol. The start date must not be less than the end date. |
| **End Date** | Set the end date of the patrol. The start date must not be less than the end date. |
| **Patrol Time** | Drag the time bar to select the time period that needs to be patrolled. Multiple copies are supported. |

**Table 4- 7 New**


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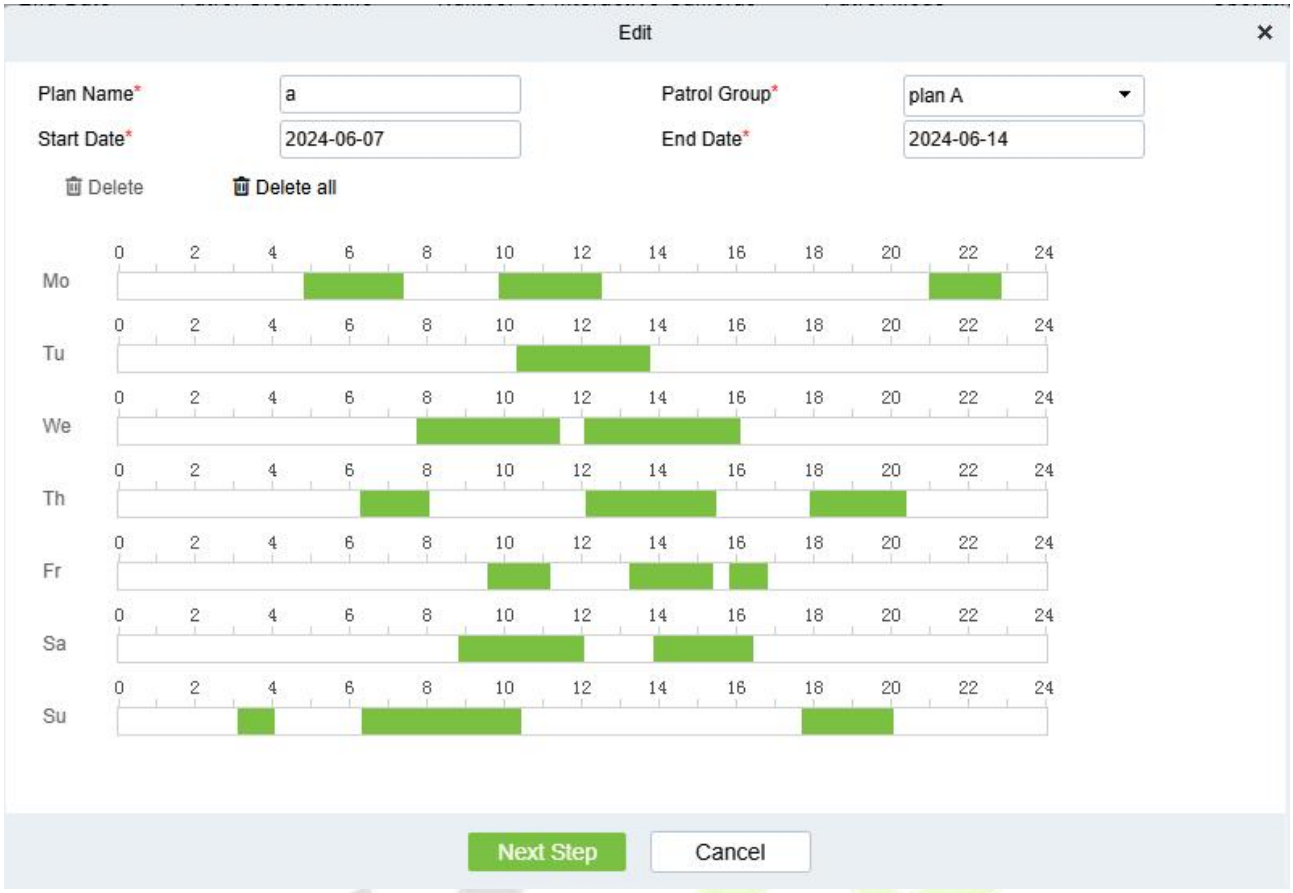


**Figure 4- 57 New**

After editing this page, click Next to enter the camera selection interface:

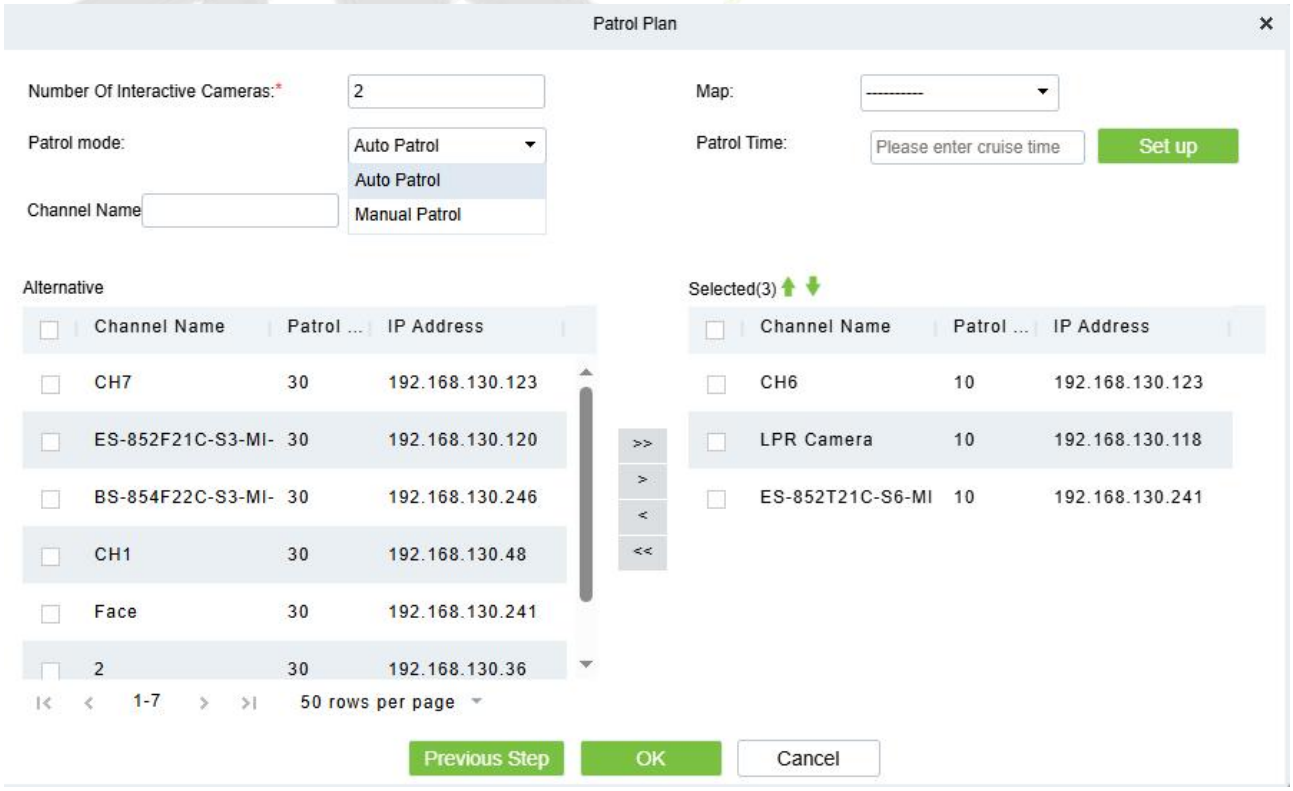


**Figure 4- 58 New**

**Number of interactive Cameras:** Set the number of cameras that need to be chick-in, (like "3" means


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that Chick-in must be completed on 3 cameras during this patrol plan, this number must be less than or equal to the number of cameras you have chosen)

**Channel Name:** Search the channel

**Device List:** Select the equipment on the map that needs to be patrolled. The device list shows only the devices that have been added to the current map, if you want to add a device, go to Device Add

**Map:** Select the map that needs to be patrolled.

**Note:**

(1) You can set the length of time you need to watch each camera by clicking on the cruise time, which is 30 seconds by default

(2) The camera used in the patrol plan needs to be added in the center of the map.The path is **Service Center**> **Map Center**>**Map Config.**

#### 4.6.2.2 Delete

Select the Patrol Plan to be deleted and click the **Delete** button

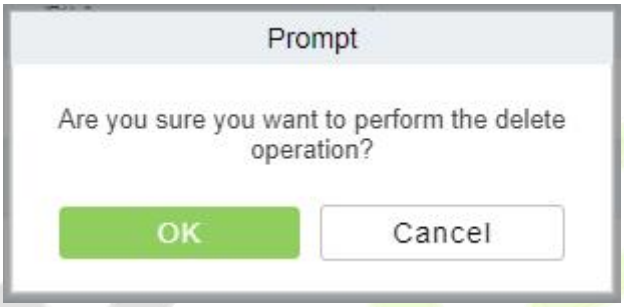


**Figure 4- 59 Prompt**

**Note:** Ongoing or pause plans cannot be deleted, please complete the plan first.

#### 4.6.2.3 Send Email

Select Send email button, set remind information and repetitions.

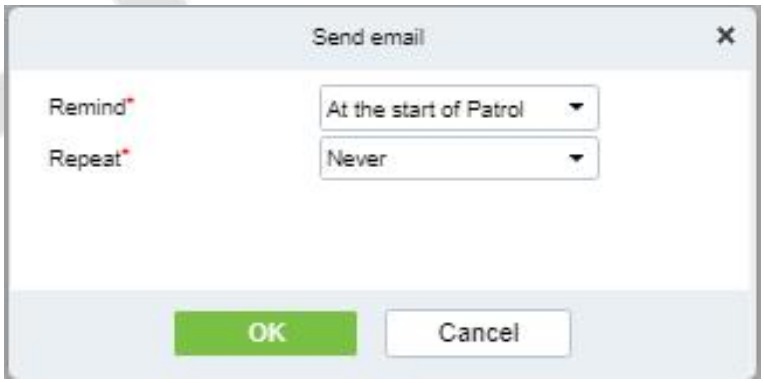


**Figure 4- 60 Send email**

**Note:** Email outgoing configuration requires **System Management ->Email configuration ->Outgoing Mail Server Settings.**


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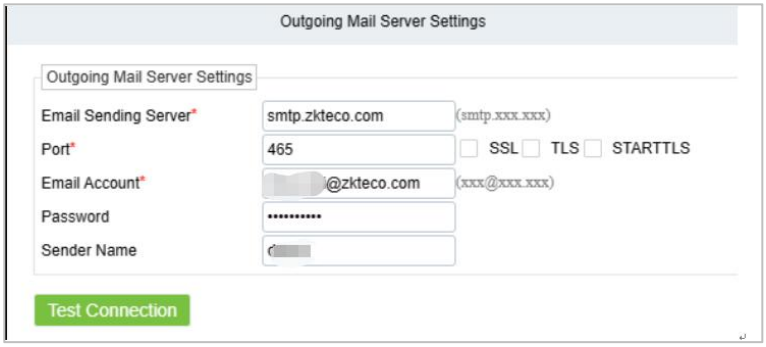


**Figure 4- 61 Email Setting**

## 4.6.3 Real-Time Patrol

Click **Video Patrol** > **Real-time Patrol,** Online patrols are only available if the patrolman is logged into the system.

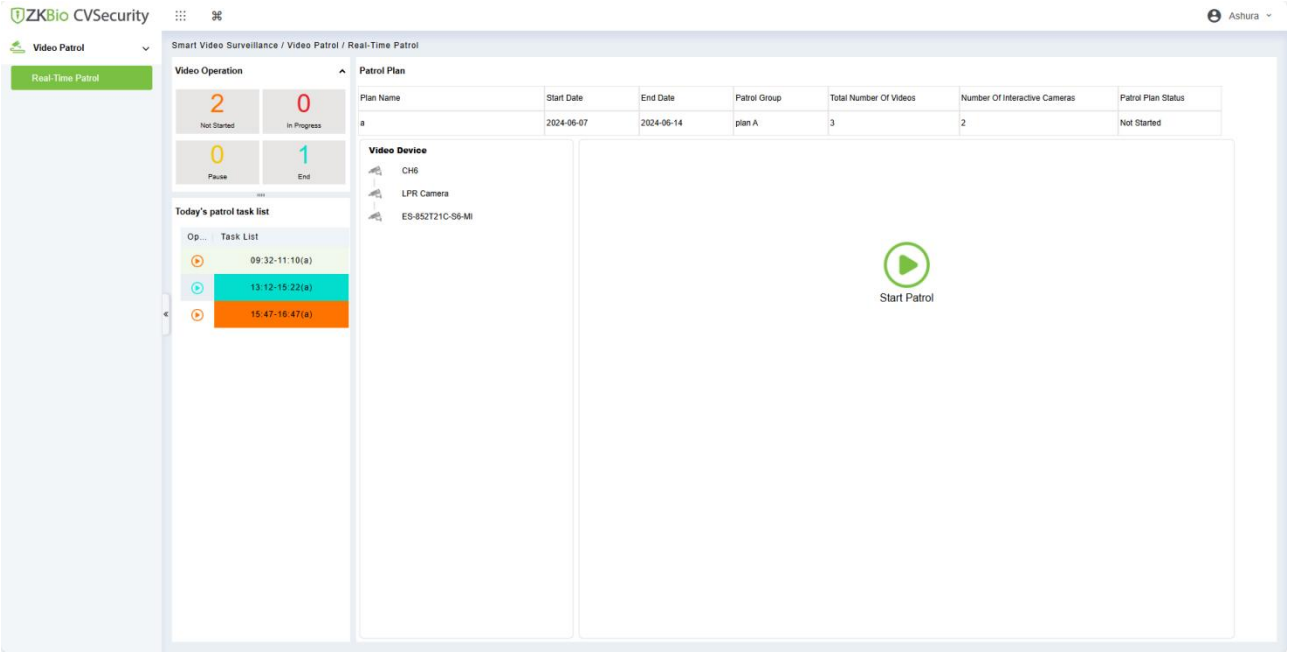


**Figure 4- 62 Real-Time Monitoring**

**Video Operation:**

**Figure 4- 63 Video Operation**

View different states of the Patrol plan.


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### Today's Patrol Task List:

**Figure 4- 64 Today's Patrol Task List**

Displaying the patrol plan, click to patrol.

### Patrol Plan:

After clicking **Start Patrol**, the video patrol will start. The map will display all cameras on the patrol route, as shown in the figure below:

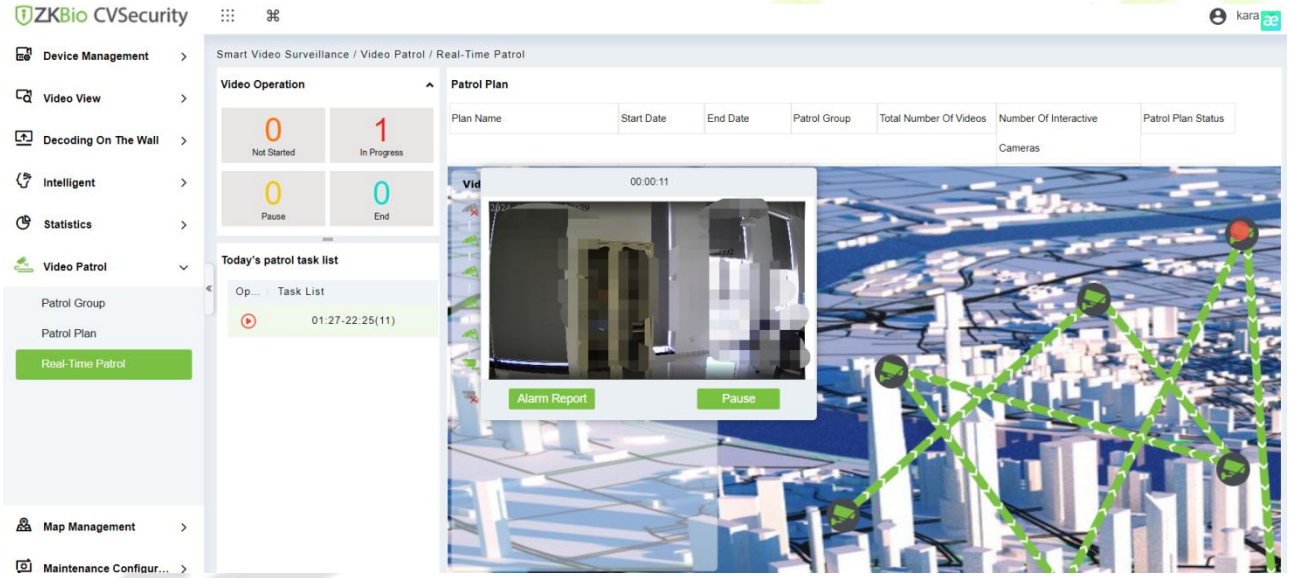


**Figure 4- 65 Patrol Plan**

**Note:**

1. You need to add a camera in the center of the map in advance.
2. The camera points in the list are connected on the map to form a patrol route.
3. A red dot on a camera indicates a camera on patrol.

### Patrol Window:

When the camera is patrolling, the floating window on the map will display real-time images.


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**Figure 4- 66 Patrol Window**

# 4.7 Map Management

## 4.7.1 Video Map

### 4.7.1.1 New/ Add Camera

Click **Map Management** > **Video Map.** Click **New** to add a E-map.

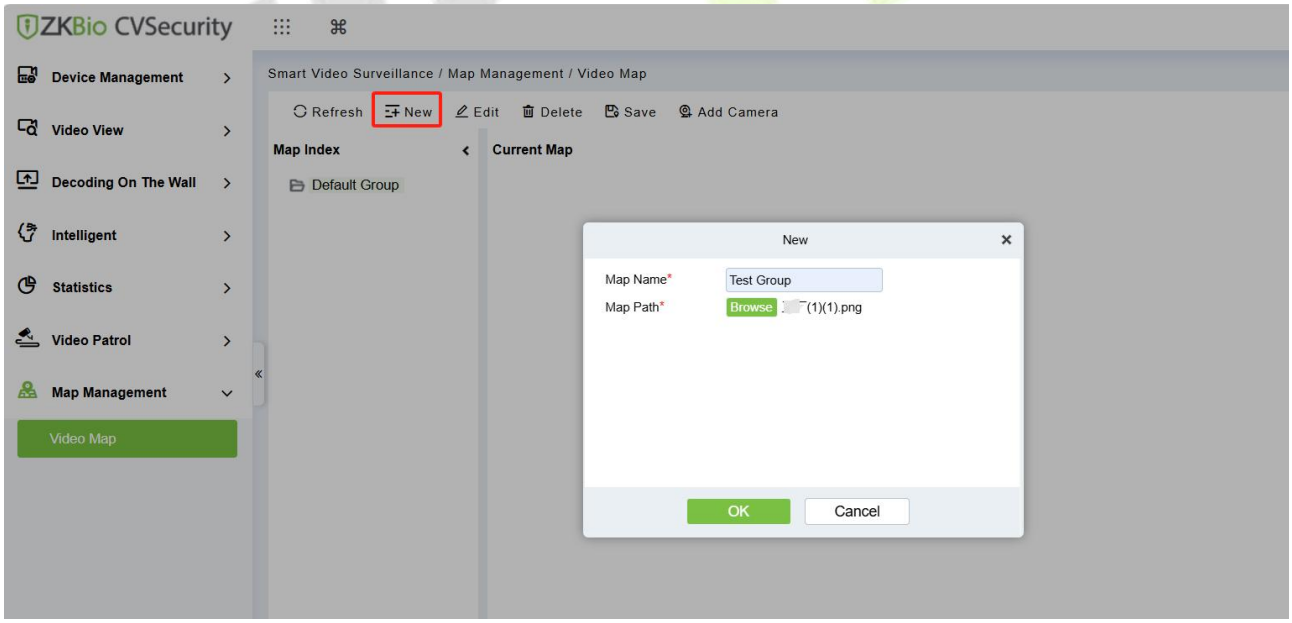


**Figure 4- 67 Video Map**

Then you can click **Add Camera.** Add the cameras to the map.


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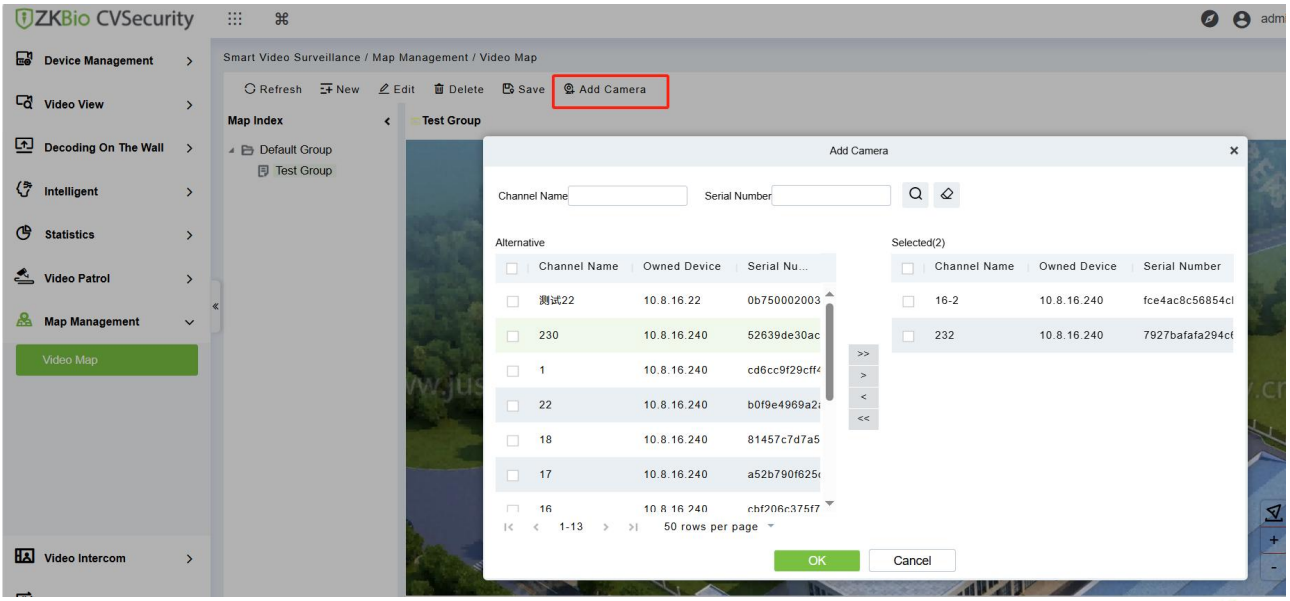


**Figure 4- 68 Add Camera**

Adjust the position and **Save position.** Click button and select camera can dimension distance.

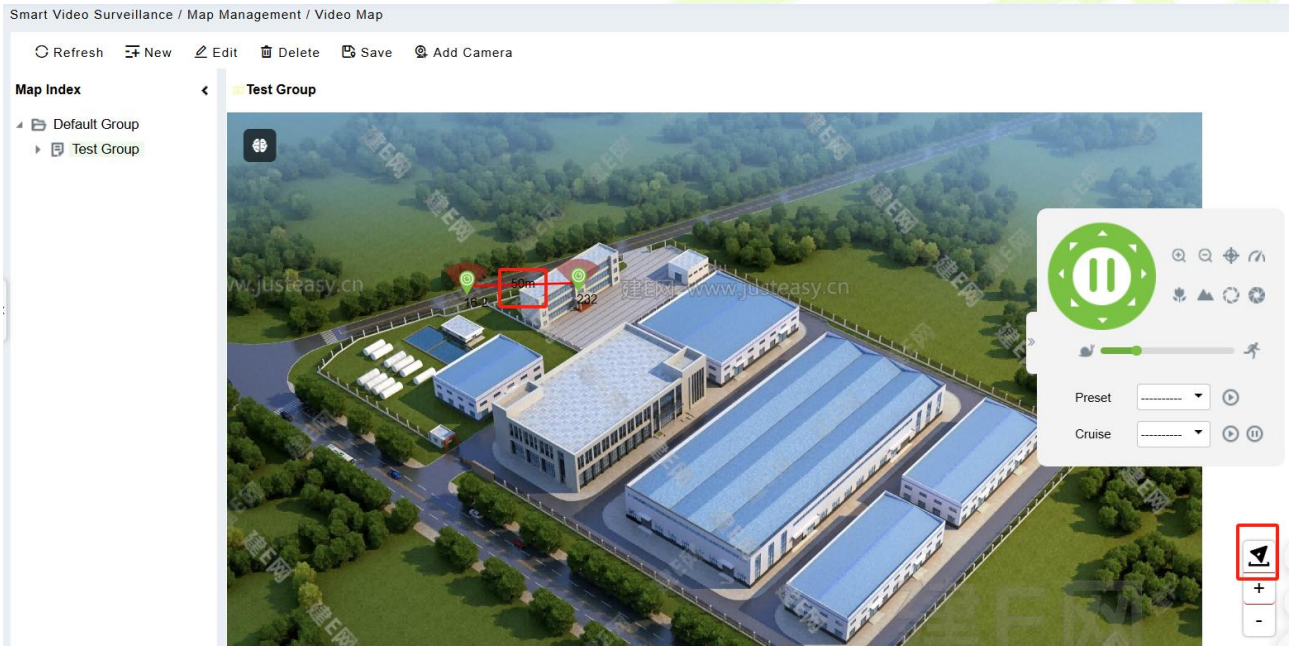


**Figure 4- 69 Video Map**

The map will be displayed as follows:


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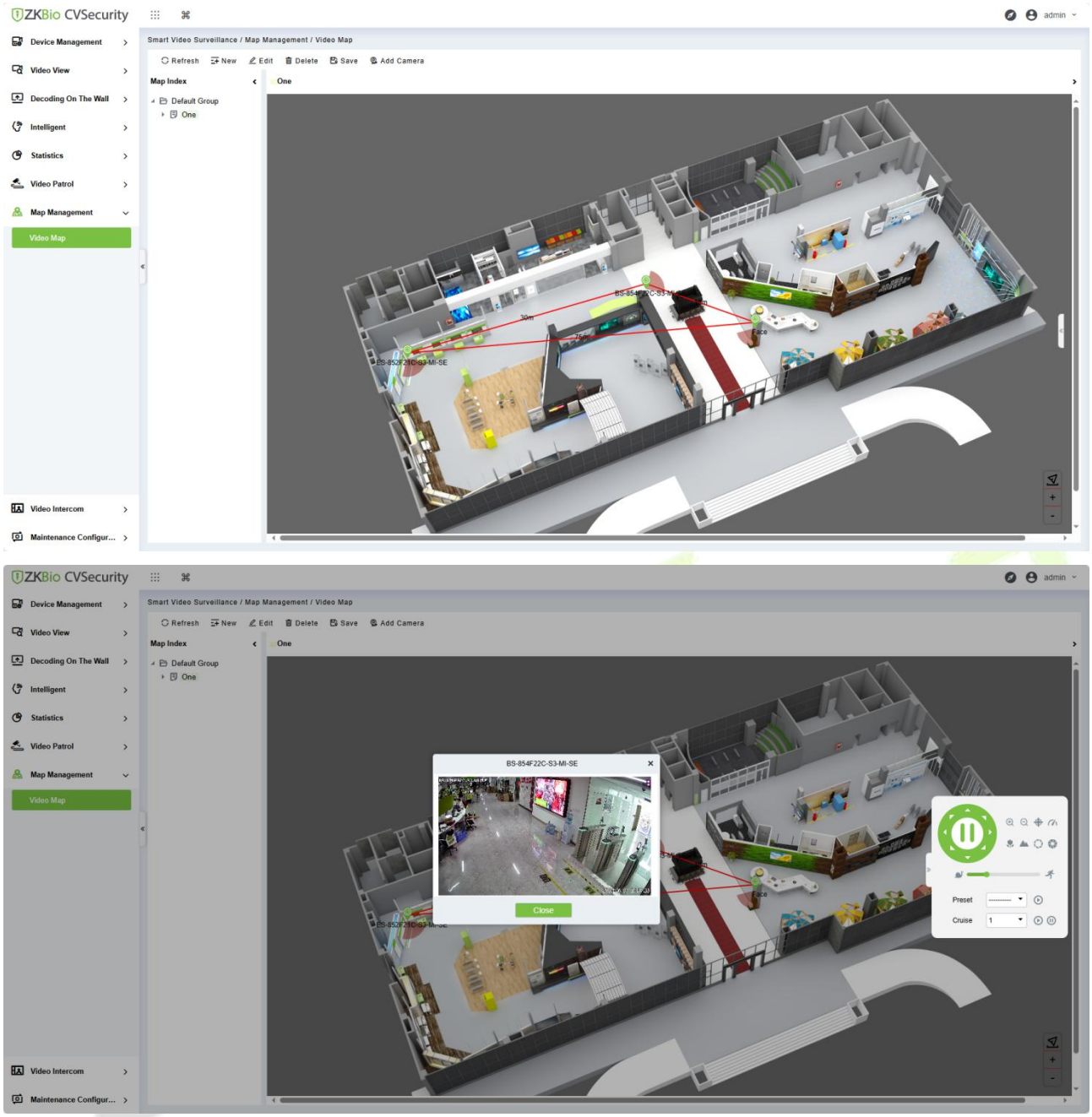


**Figure 4- 70 Video Map**

### 4.7.1.2 Edit

Click **Map Management > Video Map** , select the map details and then click on the **Edit** icon to edit the required details.


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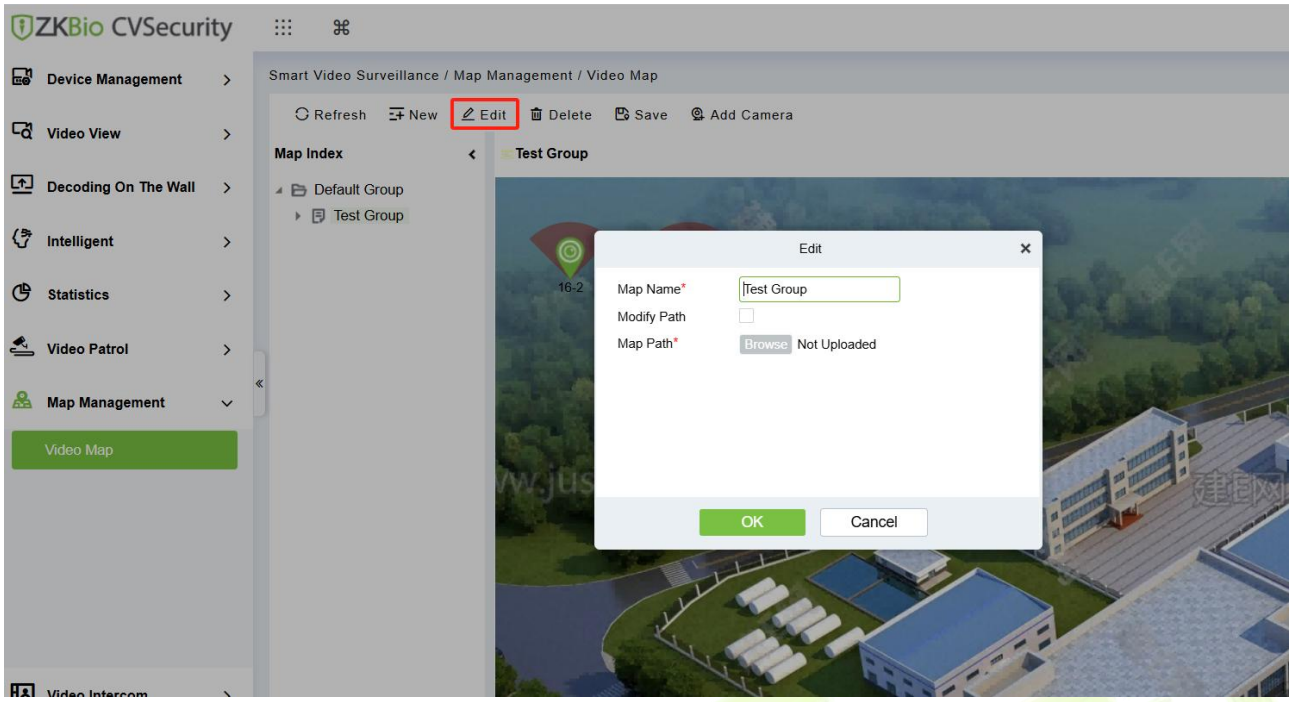


**Figure 4- 71 Edit Map**

### 4.7.1.3 Delete

Click **Map Management** > **Video Map** , select the map details and then click on **Delete** to delete the required details.

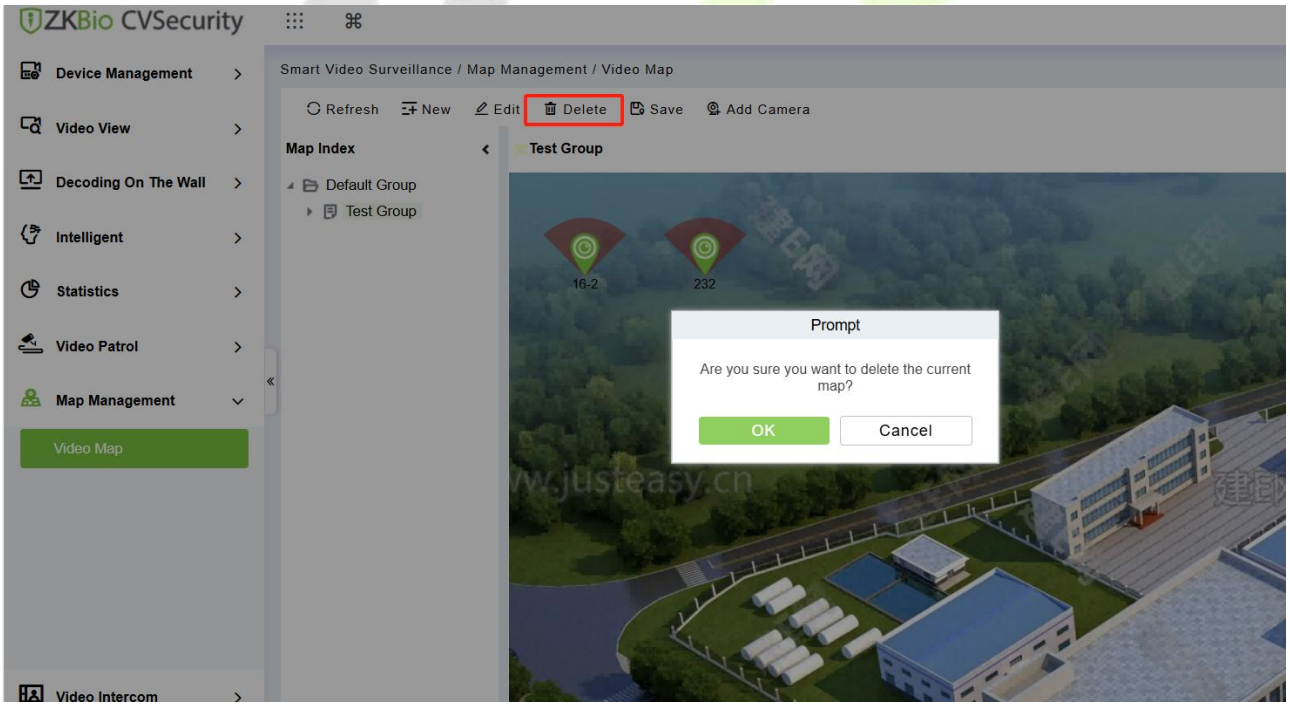


**Figure 4- 72 Delete Map**


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# 4.8 Maintenance Configuration

## 4.8.1 Developer Log

Click **Intelligent Video > Maintenance Configuration> Developer Log,** then select **One-Click Collection**.

Users can download all system logs and system information to get Click on the **One-Click Collection** option.

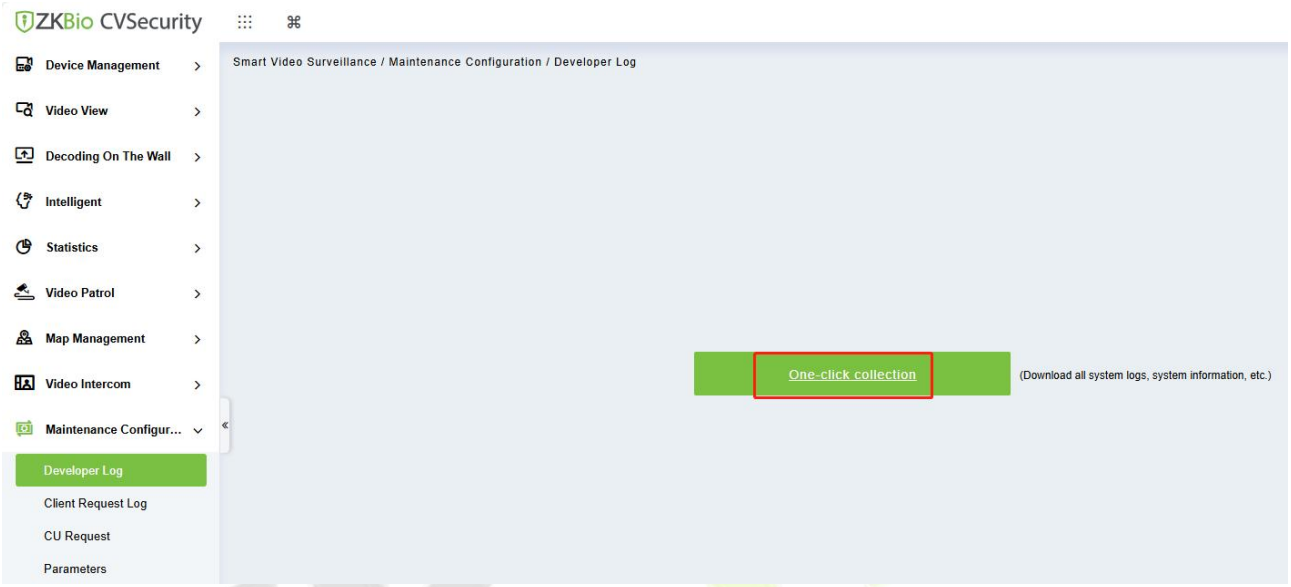


**Figure 4- 73 One-Click Collection**

## 4.8.2 Client Request Log

### 4.8.2.1 Clear All Data

Click **Clear All Data** to pop up the prompt and click **OK** to clear all Data Operations.

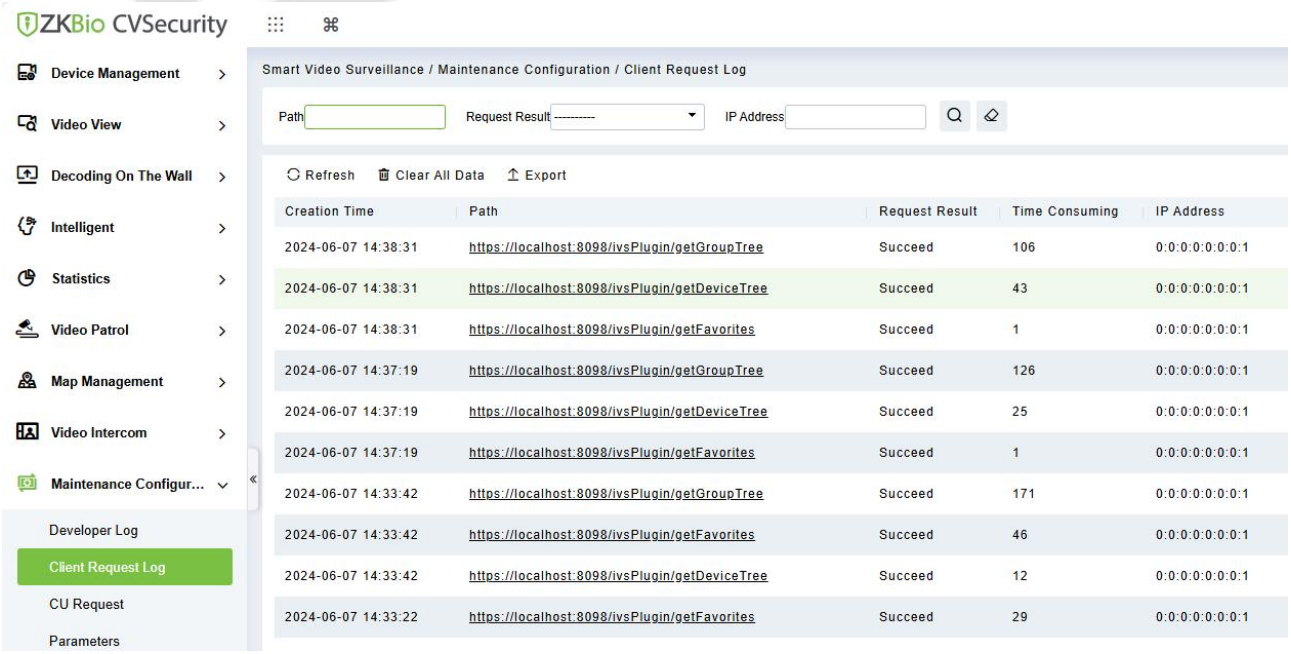


**Figure 4- 74 Client Request Log**


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#### 4.8.2.2 Export

Export selected personnel information in the area; you can export Excel, PDF, CSV format.

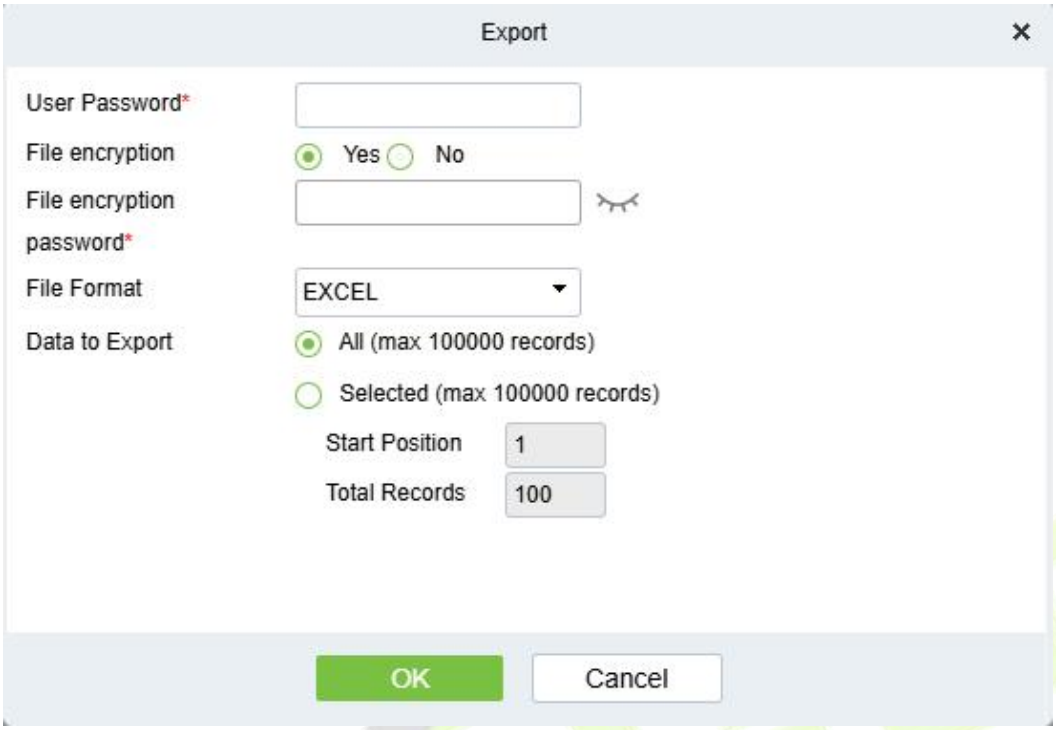


**Figure 4- 75 Export**

### 4.8.3 CU Request

#### 4.8.3.1 Clear All Data

Click **Clear All Data** to pop up the prompt and click **OK** to clear all Data Operations.

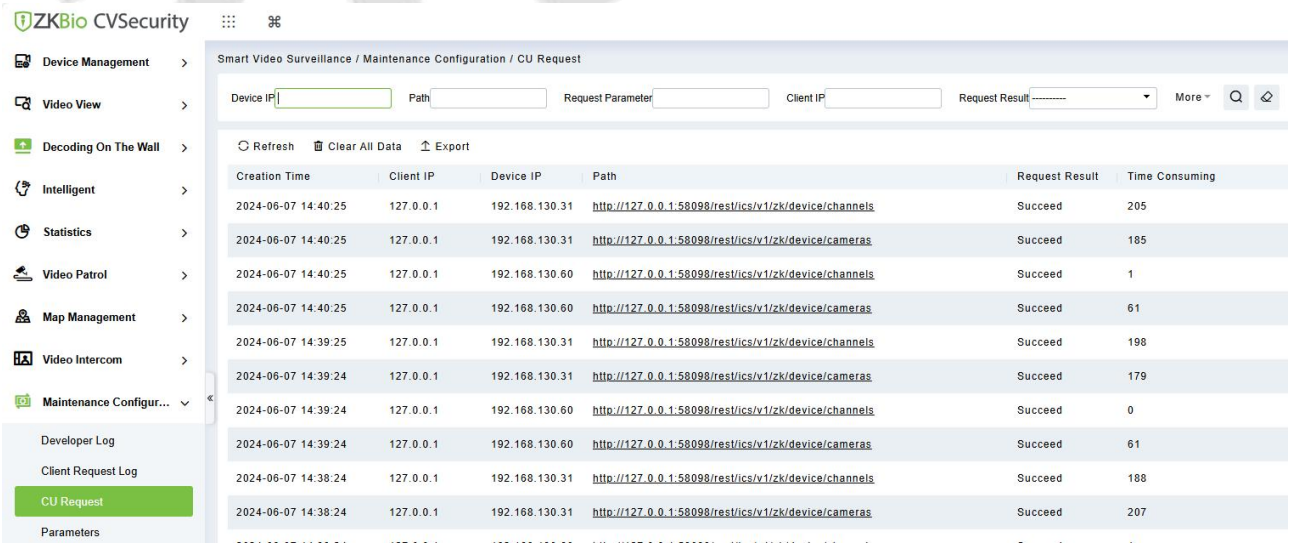


**Figure 4- 76 Clear all Data**

#### 4.8.3.2 Export

Export selected personnel information in the area; you can export Excel, PDF, CSV format.


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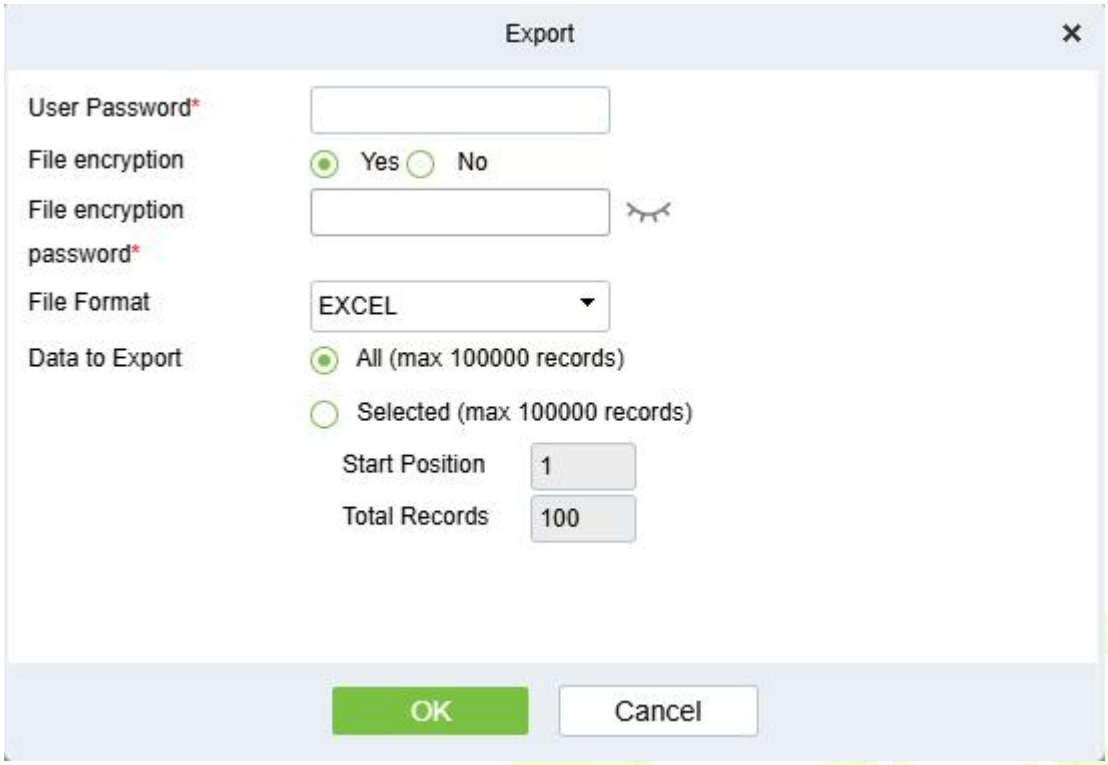


**Figure 4- 77 Export**

### 4.8.4 Parameters

Click **Intelligent Video** > **Parameters,** then Set up all the **settings,** then Click **OK**.

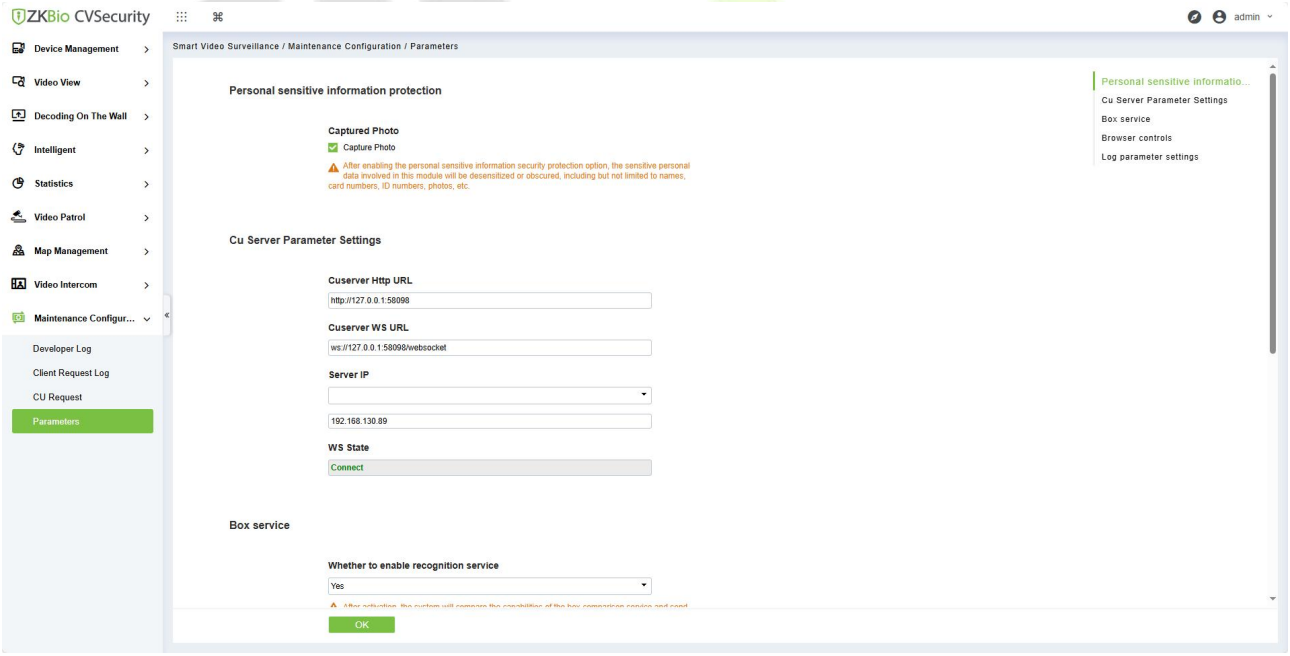


**Figure 4- 78 Parameters**

| Parameters | Instructions |
|---|---|
| Personal Sensitive Information Protection | After enabling the personal sensitive information security protection option, the sensitive personal data involved in this module will be desensitized or obscured, including but not limited to names, card numbers, ID numbers, photos, etc. |


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| | |
|---|---|
| CU Server Parameter Settings | Set Up CU server HTTP Url and WS Url and enter Server IP address then can view WS state. |
| Box service | Whether to receive the alarm of the box and select the terminal to receive the stranger's track. |
| Browser Controls | Set up the File Storage location and change and restore the path. |
| Log Parameter Settings | Set Up the debug log and Access log, and select Yes/No. |

**Table 4- 8 Parameters**

## 4.9 ZKBio Video Client

### 4.9.1 Installing the Client

**Operating Steps:**

**Step 1:** Click Install package to proceed to the installation process.

**Figure 4- 79 Install Package**

**Step 2:** Select the language to use during the installation,and click **OK**.

**Figure 4- 80 Select Setup Language**

**Step 3:** Select the additional task 'Install IVS_Client', then click **Next**.


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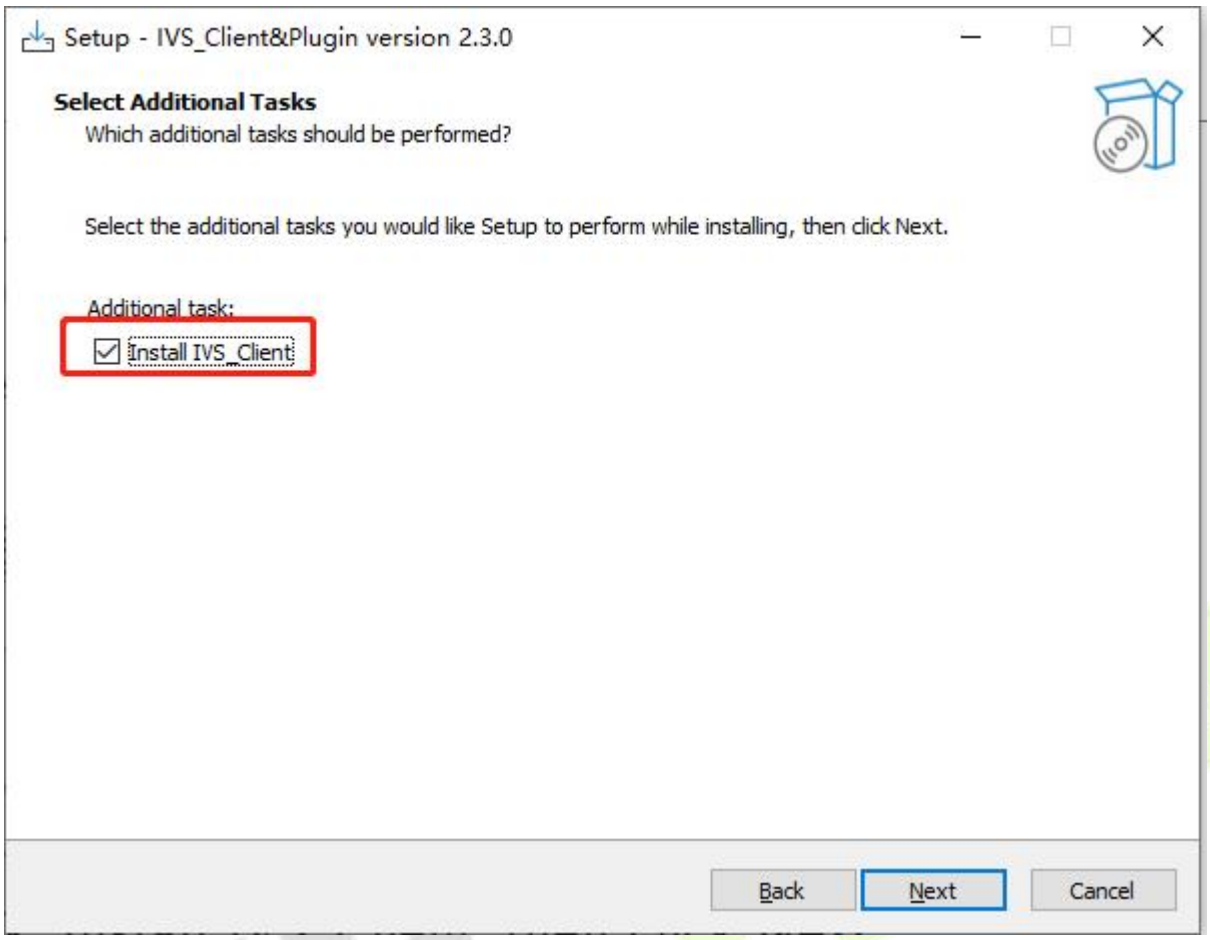


**Figure 4- 81 Select Additional Tasks**

**Step 4:** Click **Install** to continue with the installation.


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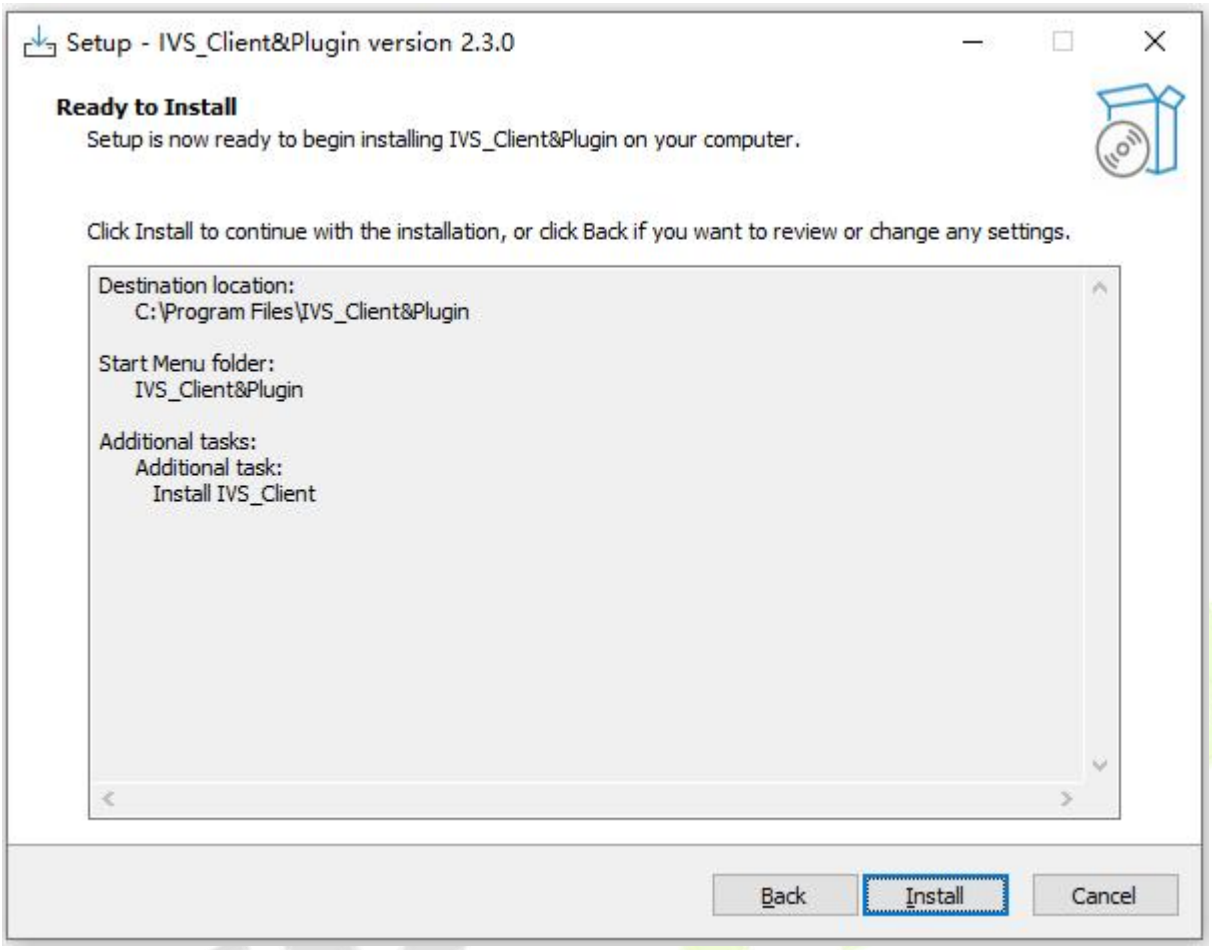


**Figure 4- 82 Ready to Install**

**Step 5:** Click **Finish** to complete the installation process.


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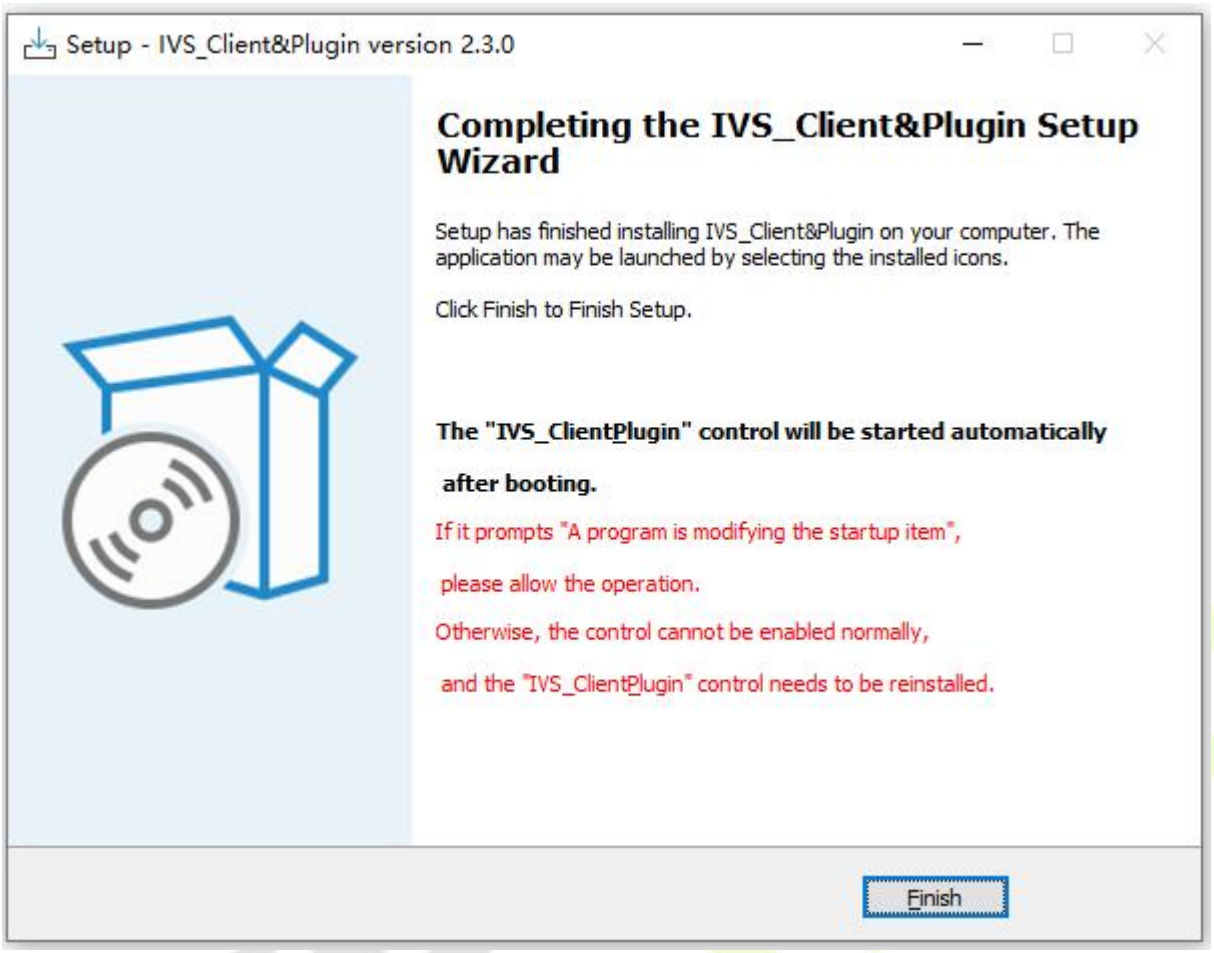


**Figure 4- 83 Finish Installation**

## 4.9.2 Configuration And Use

### 4.9.2.1 Login

**Operating Steps:**

**Step 1:** Click the icon of the client to access the client login page.

**Figure 4- 84 ZKBio Video Client**

**Step 2:** Click **Server Setting** and Configure ZKBioCV Security's server IP and port,enable **TLS** and click **OK**.


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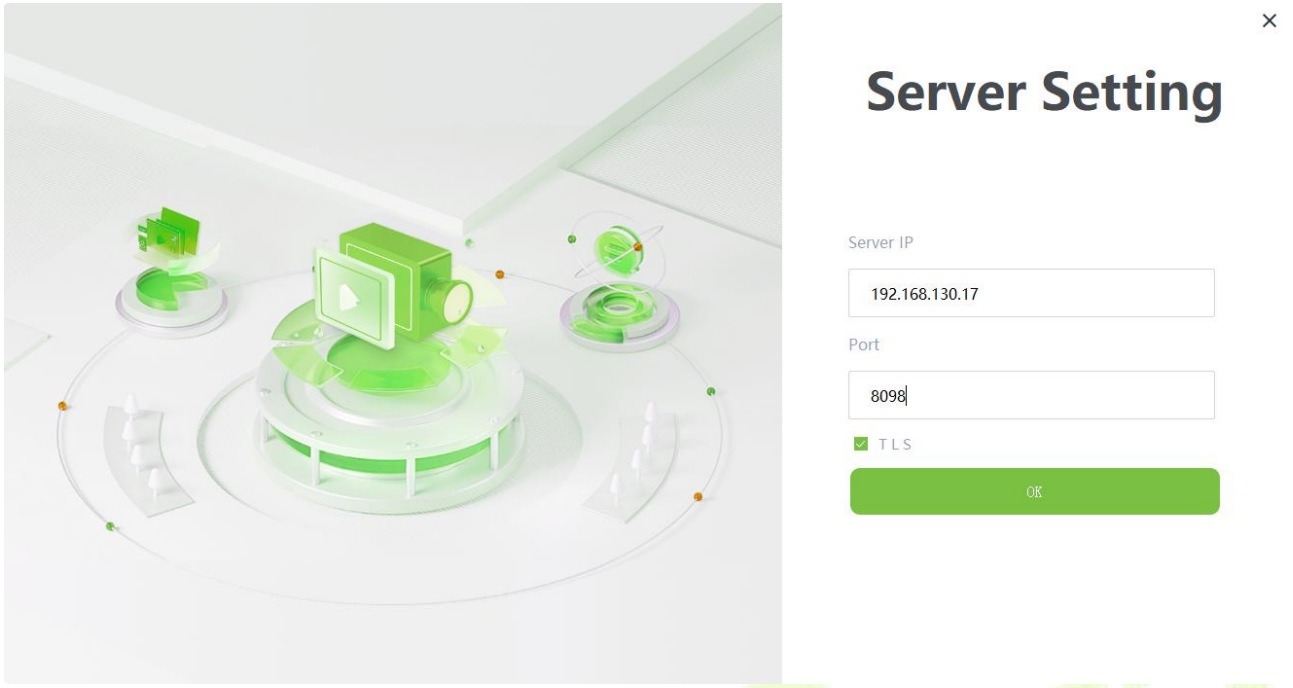


**Figure 4- 85 Server Setting**

**Step 3:** Select the language of the client,enter ZKBioCV Security's username and password,then click **Login**.

**Figure 4- 86 Login**


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#### 4.9.2.2 Homepage

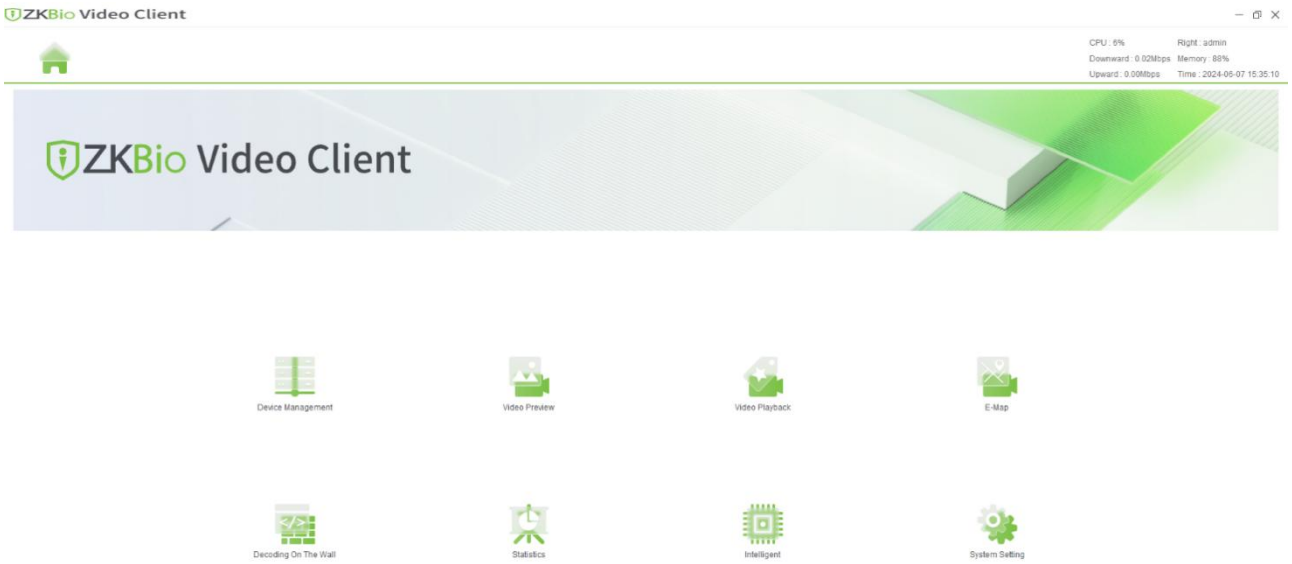


**Figure 4- 87 HomePage**

#### 4.9.2.3 Device Management

Please refer to **4.1** setup.

#### 4.9.2.4 Video Preview

Please refer to **4.2** setup.

#### 4.9.2.5 Video Playback

Please refer to **4.2** setup.

#### 4.9.2.6 E-Map

Please refer to **4.7** setup.

#### 4.9.2.7 Decoding On The Wall

Please refer to **4.3** setup.

#### 4.9.2.8 Statistics

Please refer to **4.5** setup.

#### 4.9.2.9 Intelligent

Please refer to **4.4** setup.

#### 4.9.2.10 System Setting

Please refer to **4.9** setup.


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# 5 Time & Attendance Management

## 5.1 Operation Scenario

Attendance, also known as time management, carries out attendance function operations such as scheduling for employees, and helps enterprises effectively collect attendance data of employees, enter abnormal attendance data, and calculate attendance results.

## 5.2 Operation Flow

Introduce the configuration process of attendance management business.

The attendance management business configuration process is shown in figure below.

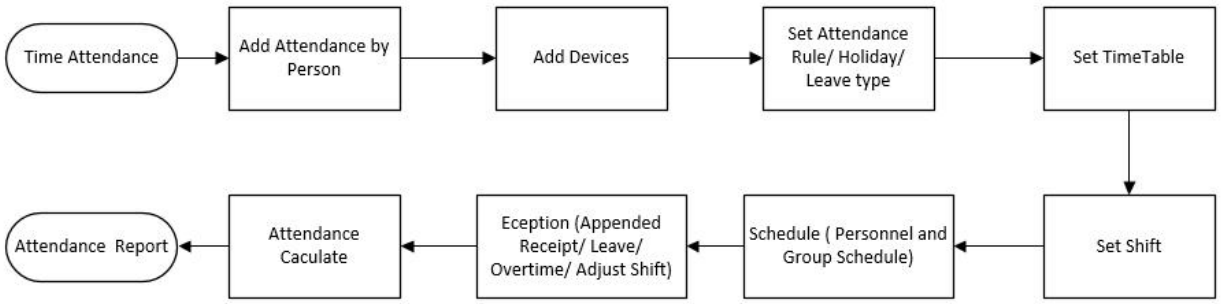


**Figure 5- 1 Attendance Configuration Process**

## 5.3 Attendance Management

### 5.3.1 By Area

This action is used to define which persons in the Attendance area can be attended. Only those who are added to the area can be attended.

This paper introduces the configuration Steps of manually setting regional attendance personnel in.

#### 5.3.1.1 Add Area Personnel

**Operating Steps:**

**Step 1:** In **Attendance** module, select "Attendance Management > Setting Personnel by Region", select the region to be set in the list on the left, and then click "Add Regional Personnel" on the right.

**Step 2:** Add personnel information in the pop-up Add Personnel window, as shown in figure below.


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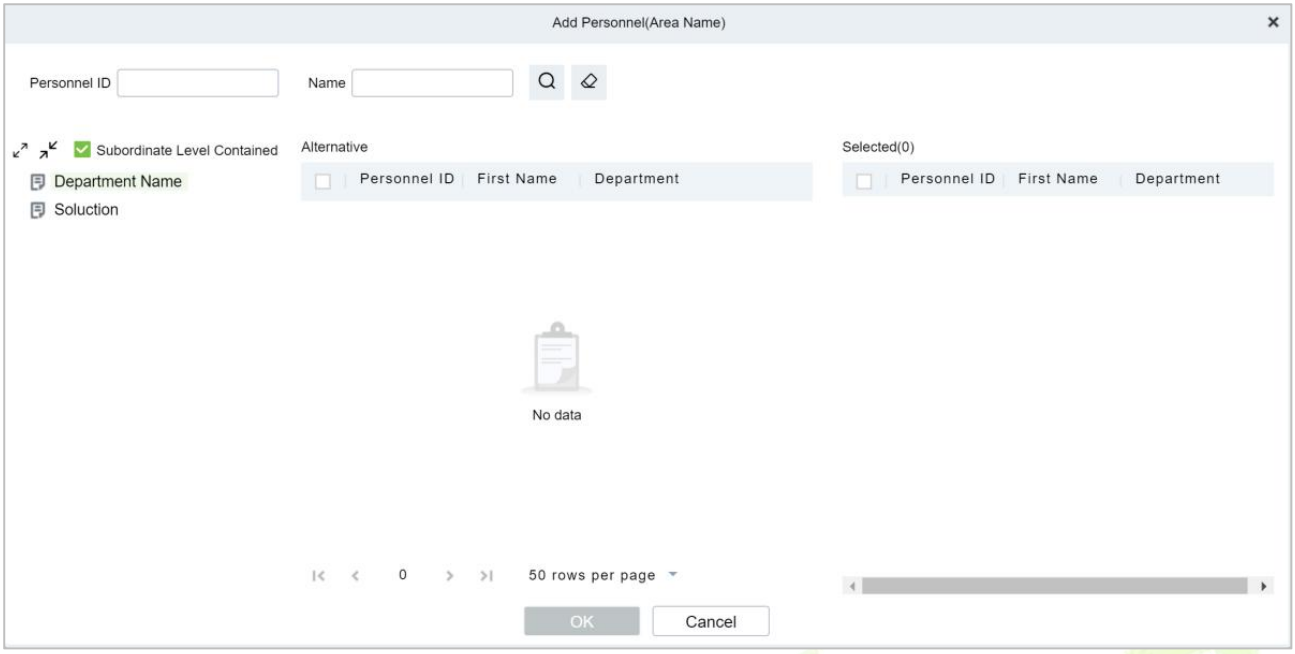


**Figure 5- 2 Add by Area**

**Step 3:** Click **OK** to complete the configuration of adding attendance personnel in the area.

### 5.3.1.2 Delete Area Personnel

**Step 1:** On the **Area** interface, select the required ID from the list.

**Step 2:** Click **Delete** or click on the icon.to delete the selected ID.

**Step 3:** Click **Delete**, to ensure and delete the selected ID from the list.

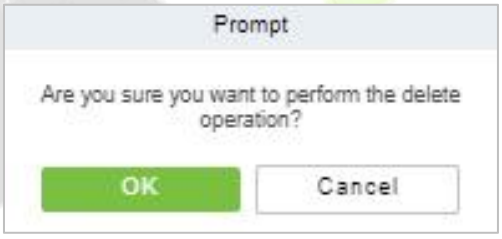


**Figure 5- 3 Deleting People**

### 5.3.1.3 Export

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

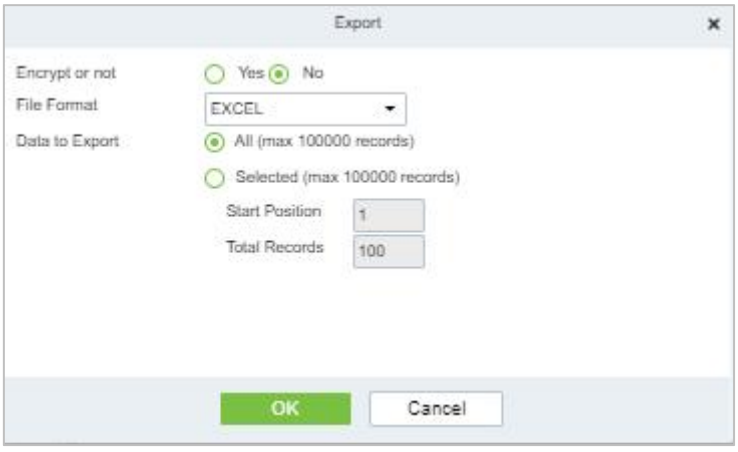


**Figure 5- 4 Export People**


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### 5.3.1.4 Import

You can import all transactions in Excel, PDF, CSV format.

**Import Area Personnel:**

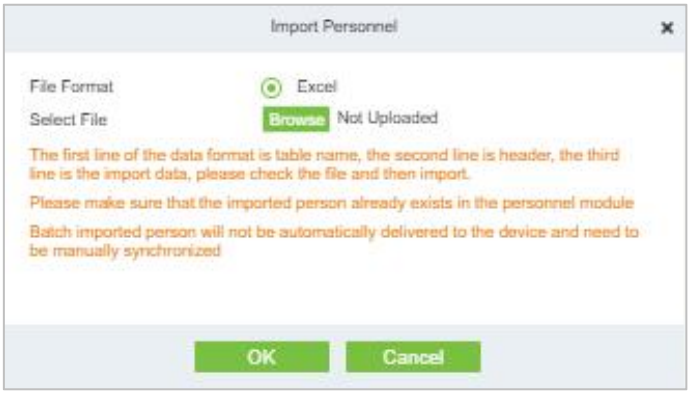


**Figure 5- 5 Adding People Import Area**

**Import and Delete Area Personnel:**

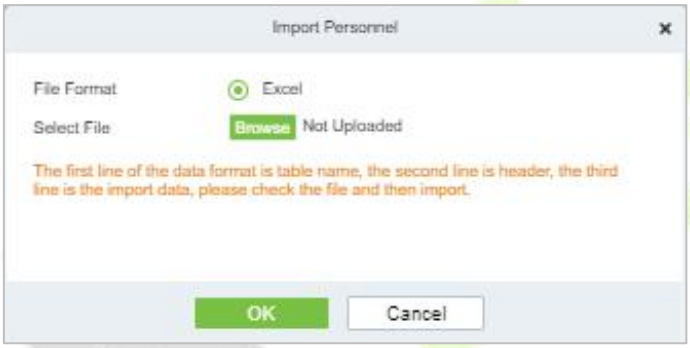


**Figure 5- 6 Import Personnel**

**Download Import Template:**

You can download the entire file in Excel, PDF, CSV format.

### 5.3.1.5 Private Message

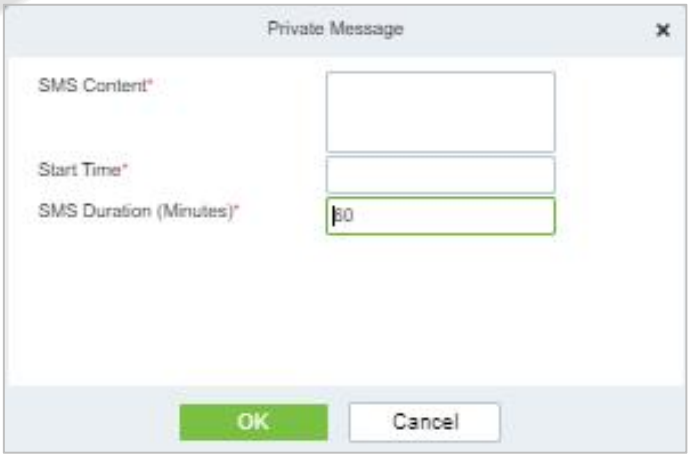


**Figure 5- 7 Private Message**


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## 5.3.2 Attendance Device Description (Attendance Device)

This paper introduces adding attendance device and setting communication parameters of connecting device, including the settings in the system and attendance device. After successful communication, you can view the information of connected devices, monitor the machines remotely, synchronize data and other operations.

Use Attendance Machine as Attendance Data Source

**Precondition:**

You need to set up the communication of the device first:

1. Open "**Communication Settings > Network Settings**" on the attendance device and configure the device network information in the pop-up "Network Settings" window.
2. Open "**Communication Settings > Cloud Service Settings**" and configure cloud server information in the pop-up "Cloud Server Settings" window.

### 5.3.2.1 Authorized Device

This paper introduces the configuration Steps of adding attendance device in by authorization.

**Operating Steps:**

**Step 1:** In the **Attendance** module, select **Attendance Management > Attendance Device**, and click "Authorized device".

**Step 2:** In the **Authorized Devices** window that pops up, add attendance devices, as shown in figure below.

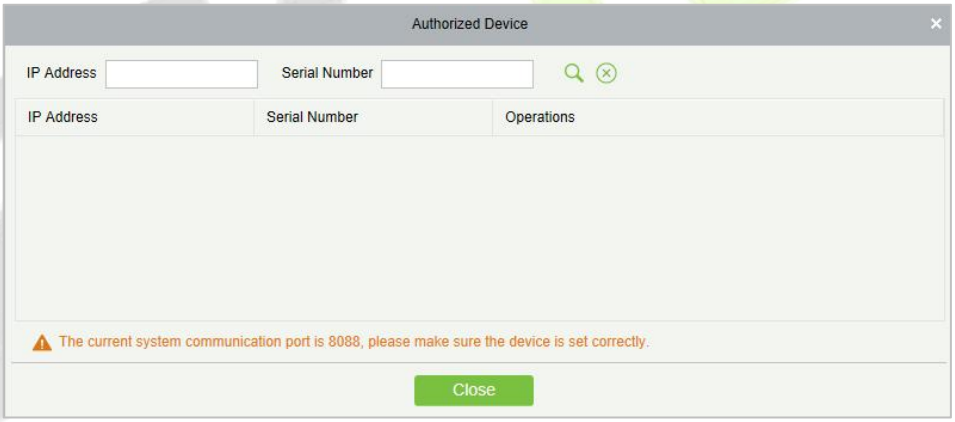


**Figure 5- 8 Device Authorization Add Interface**

**Step 3:** In the **Add** window that pops up, configure the device information, as shown in figure below and the key parameters are described in Table 6-1.

**Figure 5- 9 Adding Device Setup Interface**


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| Parameter | Description |
|---|---|
| Attendance Area | The device is divided into regions to realize the management of regional data. |
| Whether To Register the Machine | If it is not checked, the user data uploaded by the device will not be processed (if the attendance record of the device is checked or not, it will be processed); Check, and the user data uploaded by the device will be processed. |

**Table 5- 1 Description of Key Parameters.**

#### 5.3.2.2 Delete

**Step 1:** On the **Device** interface, select the required Device Name from the list.

**Step 2:** Click **Delete** or click on the icon.to delete the selected Device.

**Step 3:** Click **Delete**, to ensure and delete the selected Device from the list.

#### 5.3.2.3 Device Control

- **Upgrade Firmware**

Tick the device that needs to be upgraded, click **Upgrade firmware** to enter edit interface, then click **Browse** 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 upgrading firmware or upgrade it following the instructions of the distributor. Unauthorized upgrade may affect normal operations.

- **Reboot Device**

It will reboot the selected device.

- **Public Message**

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

- **Disable/Enable**

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

- **Synchronize Software 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.

- **Authorize Area**

It can reach certain areas within a period of time after being authenticated.

#### 5.3.2.4 View and Get Information

- **Get Device Option**

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

- **Get the specified personnel data**

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.


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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.

- **Re-Upload Data**

To re-upload the data from the device.

- **View Device Parameters**

To view the parameters and the specification of the device.

#### 5.3.2.5 Clear Device Data

- **Clear unexecuted device commands**

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

- **Clear the attendance photos**

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.

- **Clear equipment personnel**

This function will clear all the equipment personnel records from the device.

### 5.3.3 Attendance Point

This paper introduces the configuration Steps of using **Access Control /parking/facekiosk/passage/ smart video surveillance** machine as attendance data source in.

#### 5.3.3.1 New

**Operating Steps:**

**Step 1:** In the **Attendance** module, select **Attendance Management** > **Attendance Points**, and click **New**.

**Step 2:** Add **Access Control** attendance points in the pop-up **Add** window, as shown in figure below. Please refer to Table 6-2 for explanations of key parameters.

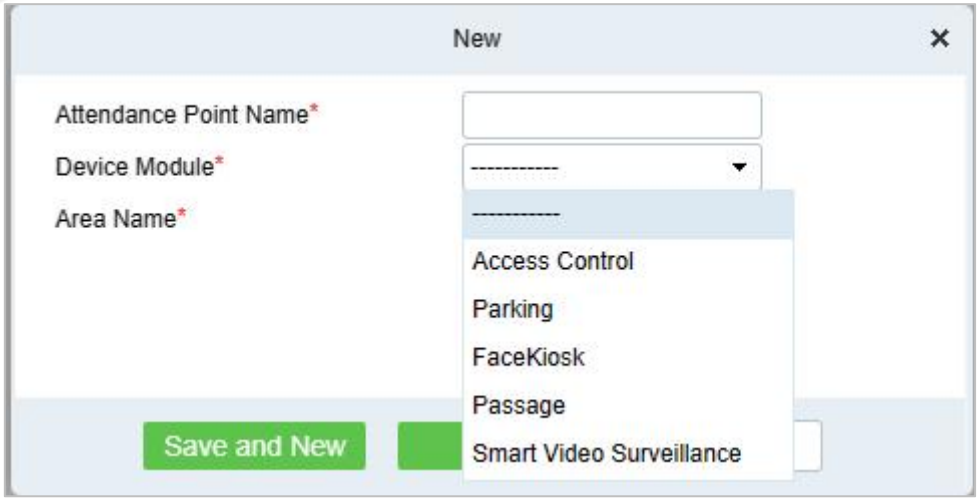


**Figure 5- 10 Adding Attendance Point Interface**


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| Parameter | Description |
|---|---|
| Device Module | Device module for setting attendance record source. |
| Area Name | The area to which the device belongs. |
| Door List | You need to set the door corresponding to the attendance record source. |

**Table 5- 2 Parameter Description**

**Step 3:** Click **OK**.

**Step 4:** Select "**Detailed Report > Original Record Table**" and click **Synchronous Attendance Point Record**.

**Step 5:** Select the time node and attendance point to be synchronized in the pop-up **Synchronize Attendance Point Record** window, as shown in figure below.

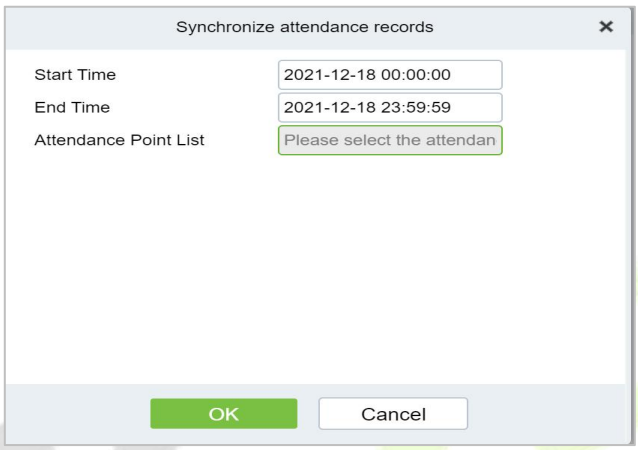


**Figure 5- 11 Record of Synchronized Attendance Points**

**Step 6:** Click **OK**.

### 5.3.3.2 Export

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

### 5.3.3.3 Delete

**Step 1:** On the **Attendance Point** interface, select the required Attendance Point Name from the list.

**Step 2:** Click **Delete** or click on the icon.to delete the selected Attendance Point.

**Step 3:** Click **Delete**, to ensure and delete the selected Attendance Point from the list.

## 5.3.4 Roll Call

The procedure of identifying the availability by calling out a list of names.

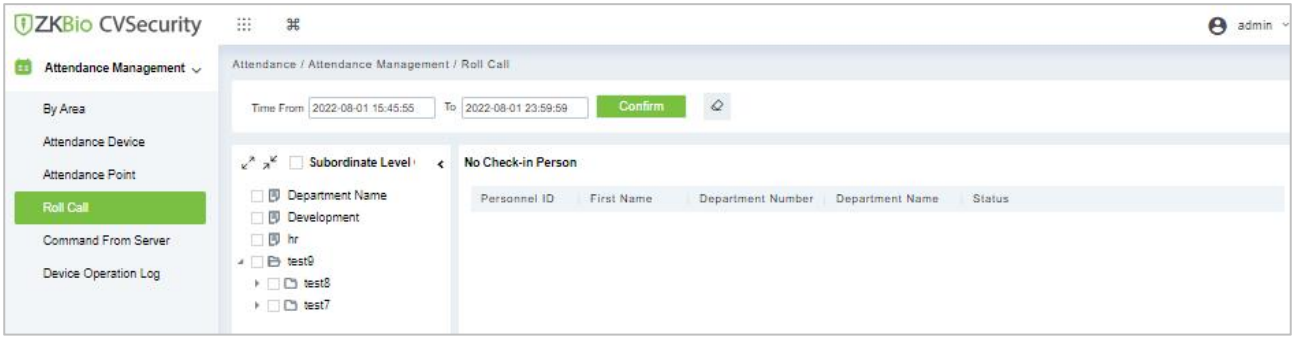


**Figure 5- 12 Roll Call**


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## 5.3.5 Command from Server

### 5.3.5.1 Clear Command List

**Step 1:** You can clear command as required. Click **Clear Command** after selecting the corresponding ID.

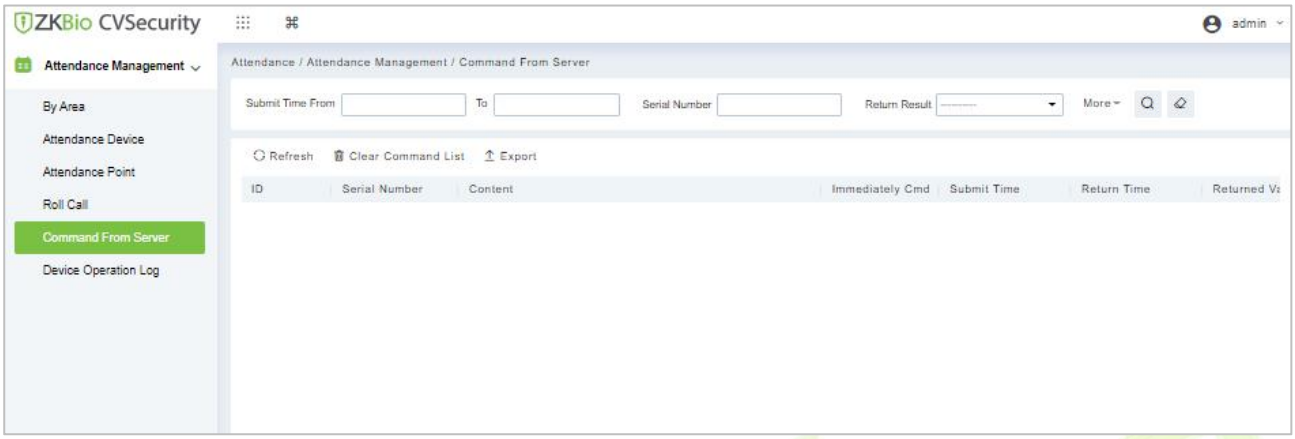


**Figure 5- 13 Roll Call Clear Command List**

### 5.3.5.2 Export

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

## 5.3.6 Device Operation Log

For 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.

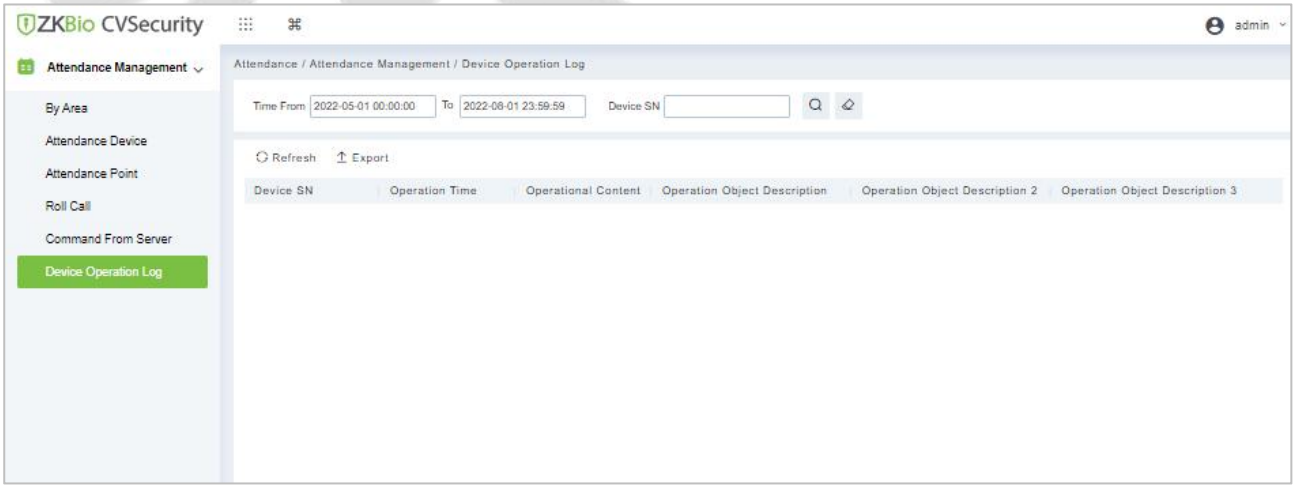


**Figure 5- 14 Device operation Log**

### 5.3.6.1 Export

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


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# 5.4 Attendance Setting

Attendance settings affect attendance results, is the core of attendance calculation logic, including attendance rules settings, holiday settings, fake settings.

## 5.4.1 Attendance Rule Setting

Because the attendance system is different in each company, it is necessary to manually set attendance rules to ensure the accuracy of the final attendance calculation. The setting of attendance rules is the main way to reflect the attendance system of enterprises.

This paper introduces the configuration Steps of attendance rules in.

### 5.4.1.1 Basic Rule Setting

**Operating Steps:**

**Step 1:** In the Attendance module, select Attendance Settings > Attendance Rules.

**Step 2:** In the Attendance Rule interface, fill in the attendance rules as required, as shown in figure below, and the basic rule parameter description is shown in Table 6-3.

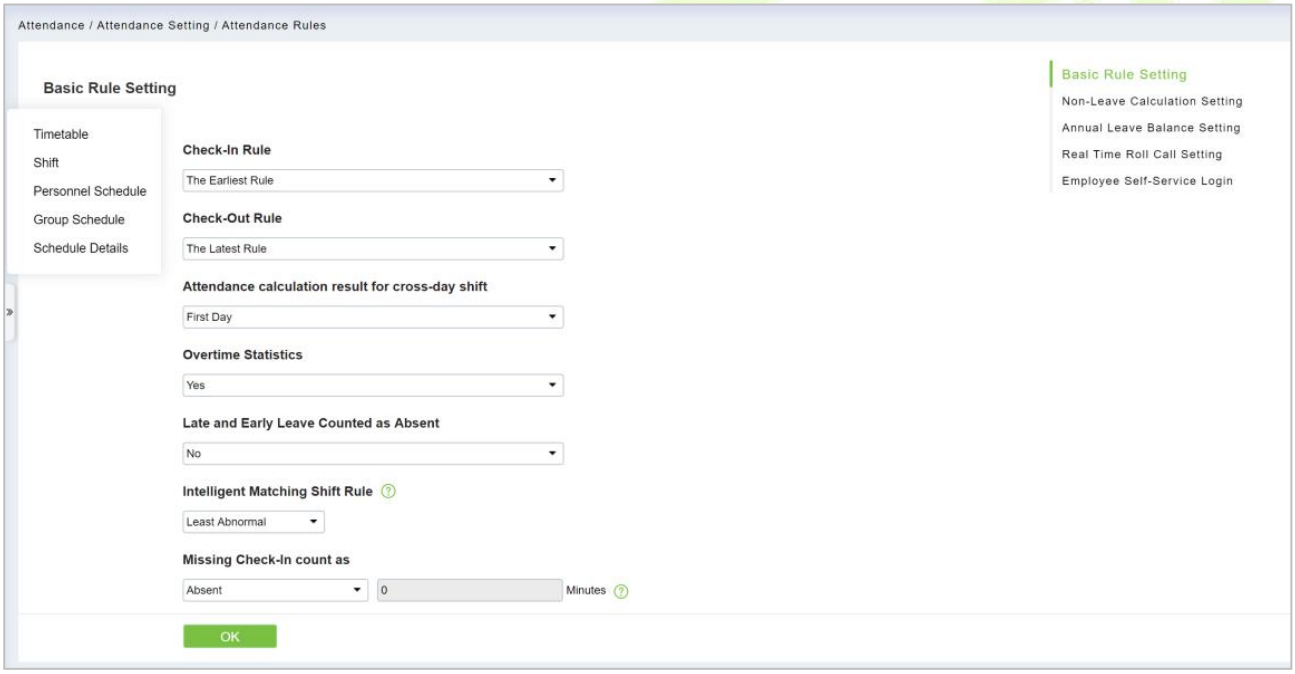


**Figure 5- 15 Attendance Rules**

### 5.4.1.2 Non-Leave Calculation Setting

**Operating Steps:**

**Step 1:** In the Attendance module, select Attendance Settings > Attendance Rules>Non-Leave Calculation Setting.

**Step 2:** In the Attendance Rule interface, fill in the attendance rules as required, as shown in figure below, and the Non-Leave Calculation description is shown in Table 6-3.


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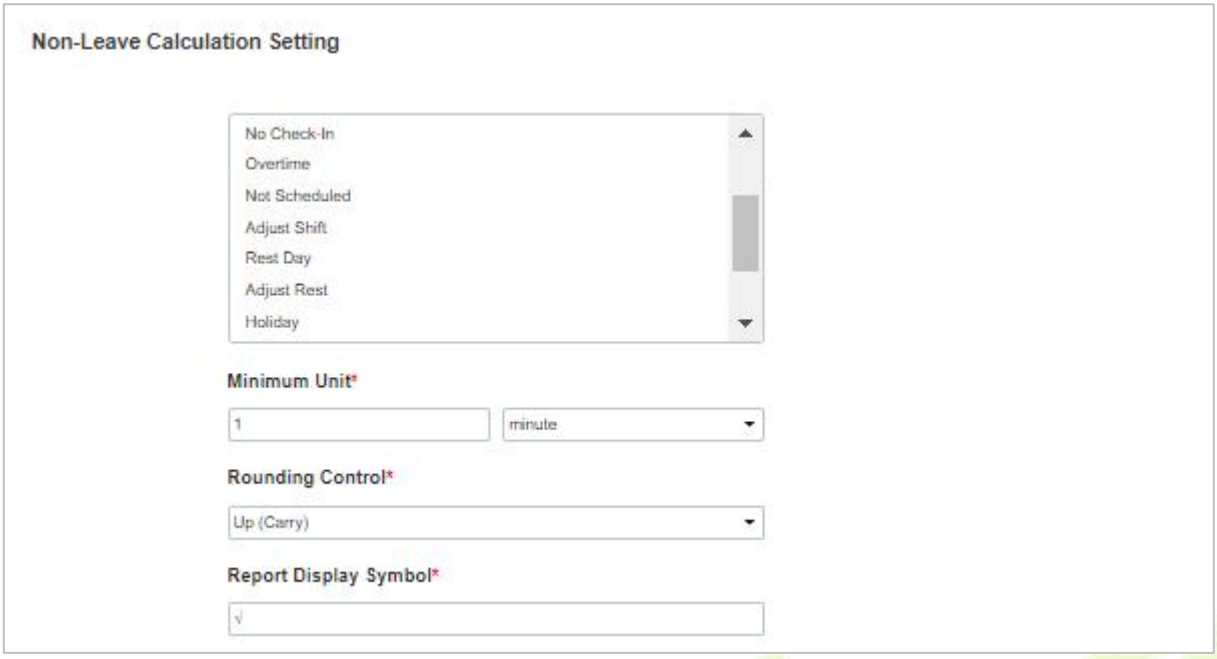


**Figure 5- 16 Attendance Rules Settings**

### 5.4.1.3 Annual Leave Balance Setting

**Operating Steps:**

**Step 1:** In the **Attendance** module, select **Attendance Settings > Attendance Rules>Annual Leave Balance Setting**.

**Step 2:** In the **Attendance Rule** interface, fill in the attendance rules as required, as shown in figure below, and the Annual Leave Balance description is shown in Table 6-3.

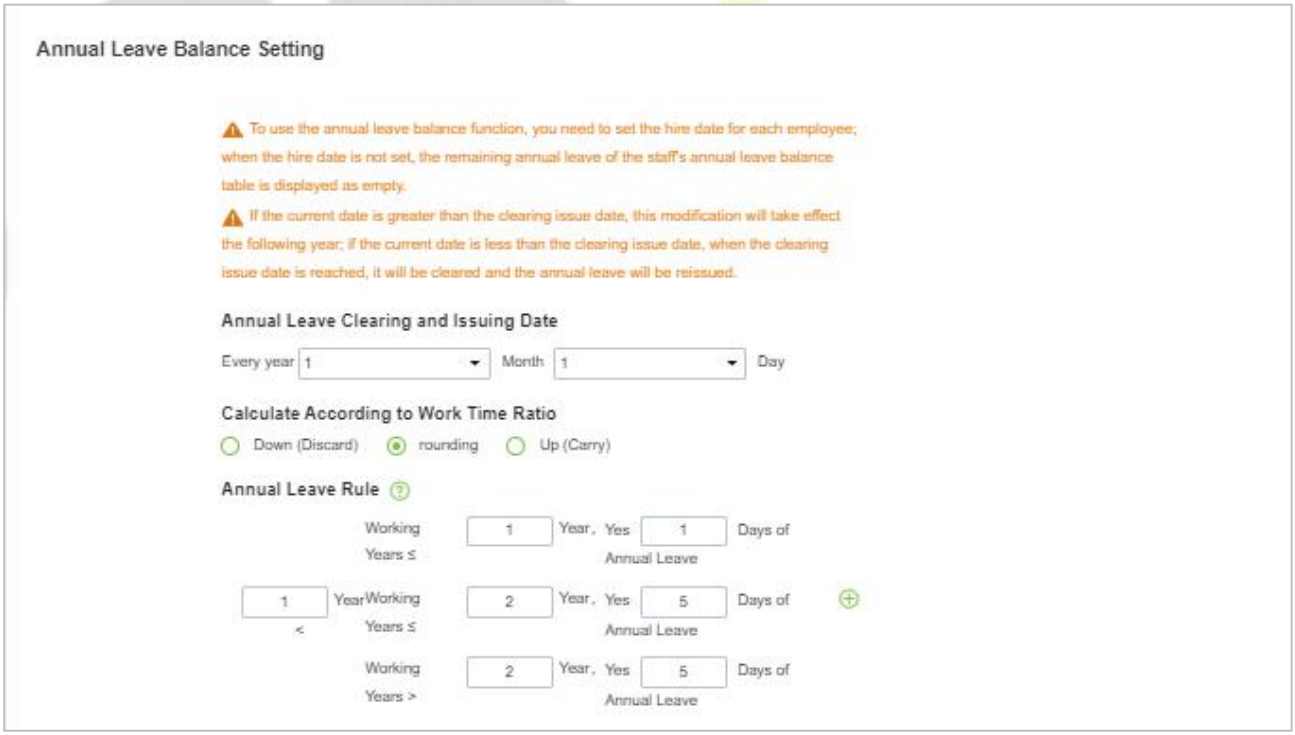


**Figure 5- 17 Annual Leave balance Setting**


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#### 5.4.1.4 Real Time Roll Call Setting

**Operating Steps:**

**Step 1:** In the Attendance module, select **Attendance Settings > Attendance Rules>Real Time Roll Call Setting.**

**Step 2:** In the Attendance Rule interface, fill in the attendance rules as required, as shown in figure below, and the Real Time Roll Call description is shown in Table 6-3.

**Figure 5- 18 Roll Call Real Time**

#### 5.4.1.5 Employee Self-Service Login

**Operating Steps:**

**Step 1:** In the Attendance module, select Attendance Settings > Attendance Rules>Employee Self Service Login Setting.

**Step 2:** In the Attendance Rule interface, fill in the attendance rules as required, as shown in figure below, and the Employee Self Service Login description is shown in Table 6-3.

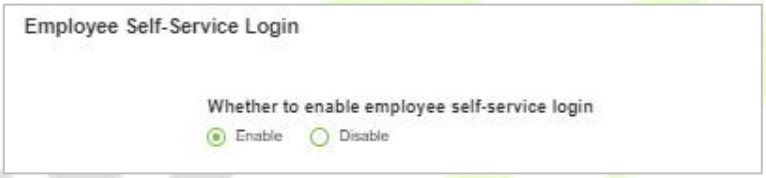


**Figure 5- 19 Roll Call Real Time**

| Parameter | Specific Parameters | Description |
|---|---|---|
| **Basic Rule** | Work check-in and card collection rules | • The earliest (by default, the first punch-in record is taken within the valid card taking range)<br>• Nearby (take the clock-in record closest to working hours within the valid card-taking range). |
| | Rules for sign-out and card collection after get off work | • Latest (by default, the last punch-in record is taken within the valid card taking range)<br>• Nearby (take the clock-in record closest to the attendance checking time within the valid card-taking range). |
| | The shortest attendance period should be greater than (10 minutes) | 120 (default); Range: 10 to 999; Required |
| | The longest attendance period should be less than (1440 minutes) | 600 (default); Range: 10 to 1440; Required |
| | The shift time period spans days, and the attendance calculation results | • On the first day, if there is a cross-day, count the working hours in the effective shift on the second day to the first day.<br>• On the second day, if there is a cross-day, the working hours in the effective shift on the first day are counted to the second day. |


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| Parameter | Specific Parameters | | Description | |
|---|---|---|---|---|
| | Being late and leaving early is absenteeism | | • No (default)<br>• If yes, there are cases of being late and leaving early, and this period is recorded as absenteeism. | |
| | Statistical overtime | | • Yes (default)<br>• No; If the first switch of overtime statistics is set to No, overtime will not be calculated. | |
| | Minimum overtime time per time (minutes) | | This parameter is applied to overtime rule duration statistics. If overtime duration is less than the set minimum overtime duration, it will not be reflected in attendance statistics. | |
| | Exact number of decimal points | | 1 (default), 2. | |
| | Failure to sign in is recorded as | | Three ways:<br>• Absence<br>• Be late<br>• Incomplete<br>**Description:**<br>• When you are late, you should set the number of minutes you are late.<br>• Absence and incompleteness are not valid attendance, but absence is absenteeism and incompleteness is absenteeism. Statistics attendance by setting basic rules in monthly detailed reports and other related reports. | |
| | Unsigned refund as | | Three ways:<br>• Absence<br>• Be late<br>• Incomplete<br>**Description**<br>• When you are late, you should set the number of minutes you are late.<br>• Absence and incompleteness are not valid attendance, but absence is absenteeism and incompleteness is absenteeism. Statistics attendance by setting basic rules in monthly detailed reports and other related reports. | |
| **Non-Pseudo Class Calculation Settings** | Set up various states of non-fake classes (including being late, leaving early, not signing in, etc.) | Minimum unit | Calculate the smallest unit of this arix | |
| | | Rounding control | • Down (discard): discard the decimal part, as long as the integer.<br>• Rounding: If the first decimal place is greater than 5, the integer will be added with 1, otherwise, the integer will be taken.<br>• Up (carry): With decimal, discard decimal, integer plus 1 | |
| | | Report presentation symbol | Symbols for associated report presentation | |
| **Setting of Annual** | Annual leave cleared and issued date | | Set the annual leave clearing | **Description**<br>• Using the annual leave balance |


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<table>
<tr><th>Parameter</th><th>Specific Parameters</th><th colspan="2">Description</th></tr>
<tr><td rowspan="3">Leave Balance</td><td></td><td>date</td><td rowspan="3">function requires setting the entry time for each person; When the induction time is not set, the remaining annual leave in the personnel annual leave balance table is displayed as blank.<br>• If the current date is greater than the clearing and issuing date, the revised content will take effect the following year; If the current date is less than the zero-clearing issue date, the annual leave will be cleared and reissued when the zero-clearing issue date is reached.<br>For example<br>Sam San joined the company on September 1 last year<br>Setting of annual leave balance<br>The clearing and issuing date is January 1 of each year; According to the proportion of work rounded calculation; There are 3 days” annual leave when the length of service is less than or equal to 1 year, and 5 days” annual leave when the length of service is less than or equal to 3 years<br>Annual leave entitlement calculation<br>It enjoyed 4/12 x3 = 1.0 days from September 01 to December 31 last year<br>This year’s 01-01 to 12-31 enjoys 4.0 days (this year’s 01-01 to 08-31 enjoys 8/12 x3 = 2.0 days + this year’s 09-01 to 12-31 enjoys 4/12 x5 ≈ 2. 0 days)</td></tr>
<tr><td>Calculated according to the proportion of working hours</td><td>There are three ways to calculate the proportional duration:<br>• Down (discard): discard the decimal part, as long as the integer.<br>• Rounding: If the first decimal place is greater than 5, the integer will be added with 1, otherwise, the integer will be taken.<br>• Up (carry): With decimal, discard decimal, integer plus 1</td></tr>
<tr><td>Rules of annual leave duration</td><td>Set annual leave days according to length of service, which can be added by symbols</td></tr>
<tr><td>Real-Time Roll Call Setting</td><td colspan="3">Turn on the real-time roll call function, and the sign-in status of personnel will be displayed in the “sign-in Table" under the report.</td></tr>
<tr><td>Employee Self Service Login</td><td colspan="3">The frequency of setting attendance points to obtain records includes (10 seconds/time, 20 seconds/time, 30 seconds/time, 1 minute/time ~ 8 minutes/time).</td></tr>
</table>

**Table 5- 3 Description of Basic Rule Parameters**

## 5.4.2 Holidays

This paper introduces the configuration Steps of manually adding holidays in.

### 5.4.2.1 New

**Operating Steps:**

**Step 1:** In the **Attendance** module, select "Attendance Settings > Holidays" and click **New**.

**Step 2:** Configure holiday information in the pop-up **Add** window.


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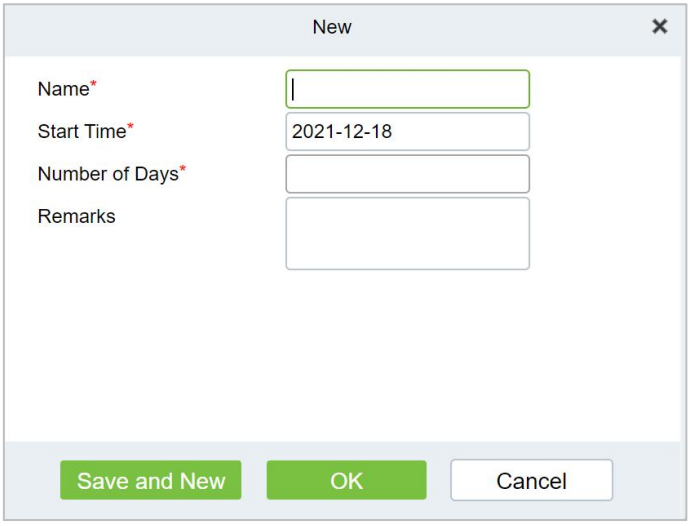


**Figure 5- 20 New Holidays**

**Step 3:** Click **OK**.

#### 5.4.2.2 Delete

**Step 1:** On the **Holiday** interface, select the required Holiday Name from the list.

**Step 2:** Click **Delete** or click on the icon.to delete the selected Holiday list.

**Step 3:** Click **Delete**, to ensure and delete the selected Holiday from the list.

### 5.4.3 Leave Type

This paper introduces the configuration Steps of adding Leave Type.

#### 5.4.3.1 New

**Operating Steps:**

**Step 1:** In the **Attendance** module, select **Attendance Settings > Leave Type** and click **Add**.

**Step 2:** Configure fake information in the pop-up **Add** window, as shown in figure below. Please refer to Table 6-4 for explanations of key parameters.

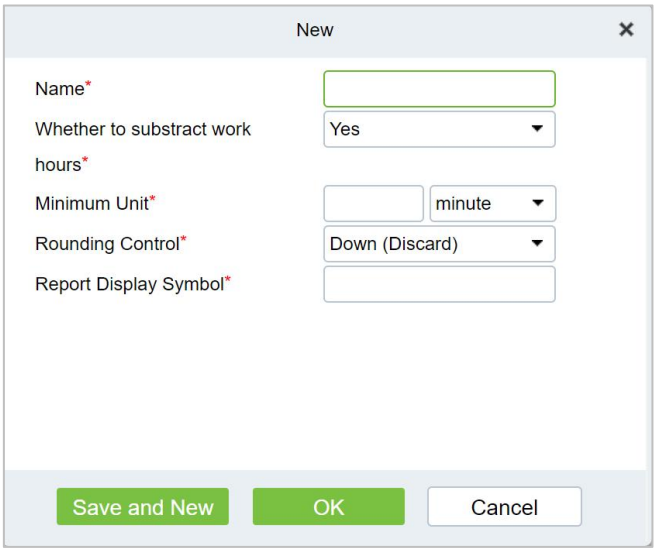


**Figure 5- 21 New Leave Type**

| Parameter | Description |
|---|---|


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| Parameter | Description |
|---|---|
| Name | Character length 30, required. |
| Whether To Deduct Working Hours | Whether the working hours should be deducted for setting this kind of leave, for example, maternity leave/marriage leave/annual leave are all legal holidays, and the working hours are not deducted. |
| Minimum Unit | Calculate the smallest unit for this alias. |
| Rounding Control | Down (discard): discard the decimal part, as long as the integer; Rounding: If the first decimal place is greater than 5, the integer will be added with 1, otherwise, the integer will be taken; Up (carry): There are decimals, decimals are discarded, integers are added by 1. |
| Report Presentation Symbol | Symbols for the presentation of the associated report. |

**Table 5- 4 Description of Key Parameters**

**Step 3:** Click **OK**.

#### 5.4.3.2 Delete

**Step 1:** In the **Leave Type** interface, select the required Leave from the list.

**Step 2:** Click **Delete** or click on the icon.to delete the required Leave from the list.

**Step 3:** Click **Delete**, to ensure and delete the selected Leave from the list.

### 5.4.4 Automatic Report

The Automatic reporting feature helps you to send the reports to the designated person at the specified time.

#### 5.4.4.1 New

**Operating Steps:**

**Step 1:** In the **Attendance** module, select **Attendance Settings > Automatic Report** and click **New**.

**Step 2:** Click to **New** to configure all the details.

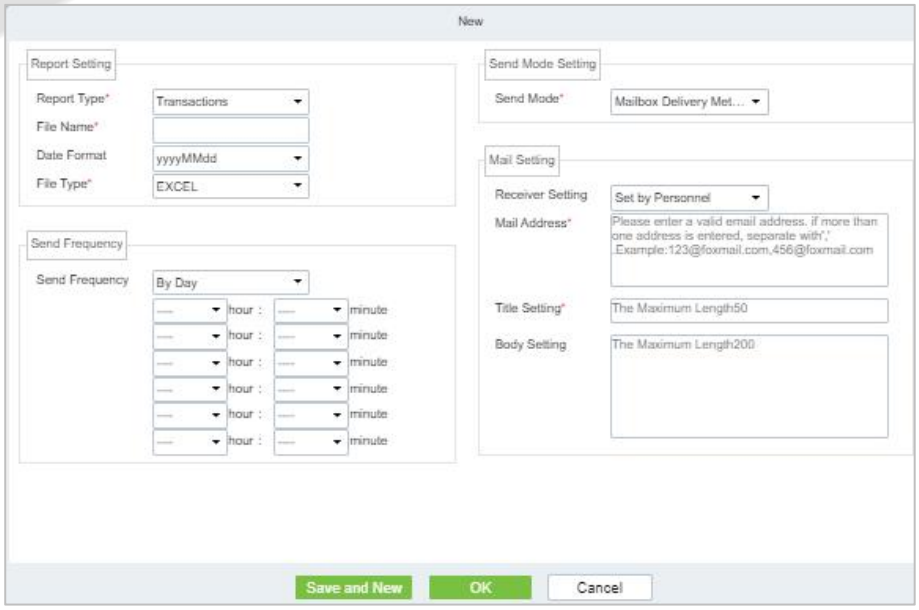


**Figure 5- 22 Automatic Report**


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#### 5.4.4.2 Delete

**Step 1:** In the **Automatic Report** interface, select the required File from the list.

**Step 2:** Click **Delete** or click on the icon.to delete the required File from the list.

**Step 3:** Click **Delete**, to ensure and delete the selected File from the list.

#### 5.4.4.3 Enable/Disabled

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

### 5.4.5 Process Settings

To achieve the approval function, it is necessary to maintain the relationship between positions at all levels in the personnel module and assign them to the corresponding personnel. Then setup the approval process for different process types and different positions.

#### 5.4.5.1 New

**Operating Steps:**

**Step 1:** In the **Attendance** module, select **Attendance Settings** > **Process Settings** and click **New**.

**Step 2:** Click to **New** to configure all the details.

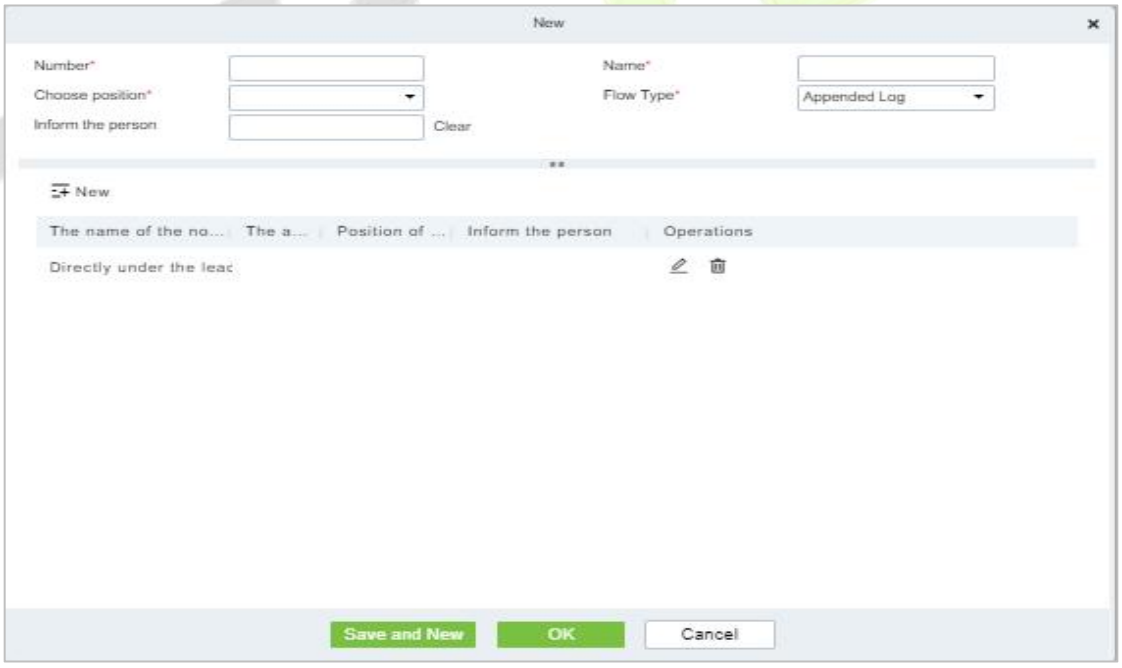


**Figure 5- 23 Processing Setting**

#### 5.4.5.2 Enable/Disabled

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


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# 5.5 Regular Shift Setting Schedule

Regular shifts can choose one or more normal time periods to form a regular shift according to laws. Regular shifts are often used in regular occasions, such as office buildings, governments, banks, etc.

## 5.5.1 Timetable

### 5.5.1.1 Add Normal Timetable

This paper introduces the configuration Steps of adding normal time period to the regular shift configuration of VAORIDA.

**Operating Steps:**

**Step 1:** In the **Attendance** module, select **Schedule Management > Time Period** and click **Add Normal Time Period**.

**Step 2:** Configure the time period information in the **Add Normal Time** Period window, as shown in figure below. Please refer to Table 6-5 for the explanation of key parameters.

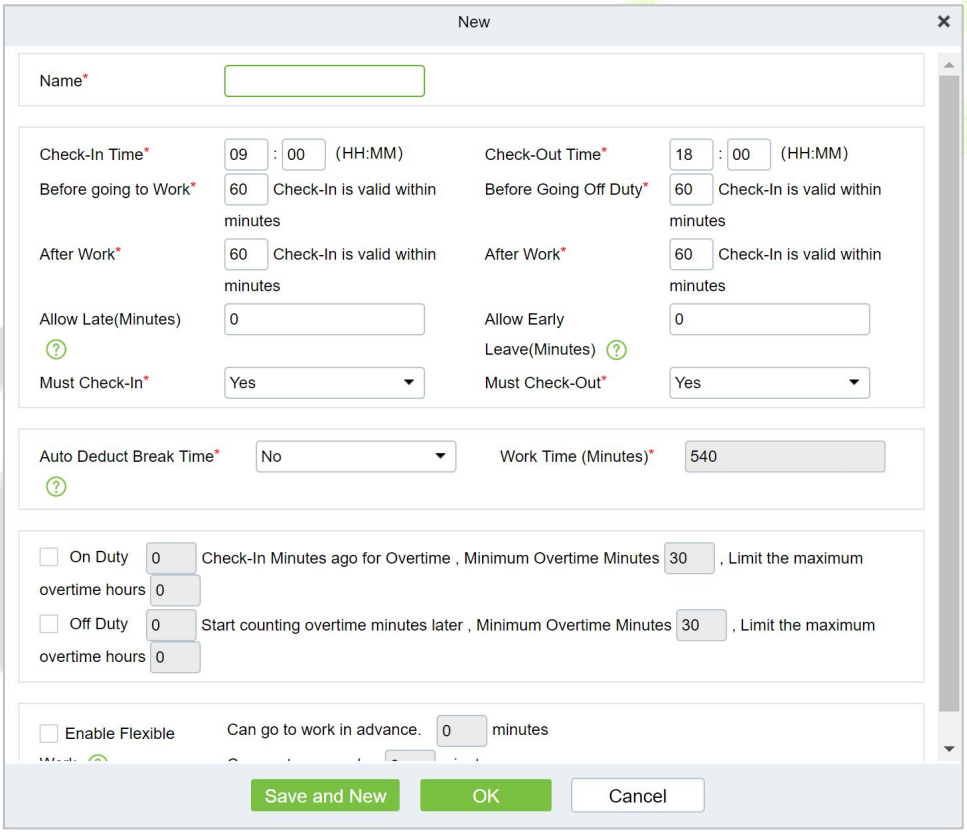


**Figure 5- 24 New Time Period**

| Parameter | Description |
|---|---|
| Before/after work, Before/after work | Set the valid range of check-in/check-out for this time period, and the check-in/check-out records outside this range are invalid records. The valid sign-in time after going to work and the valid sign-out time before going off work cannot overlap, which must be filled in. |
| Minutes allowed to be late/leave early | Refers to how long it is allowed to be late and leave early within the specified time points for going to and from work, and the minutes allowed to be late and leave early must be within the |


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| Parameter | Description |
|---|---|
| | valid time range of sign-in and sign-out before they can take effect. |
| You must sign in/return | In the selected time range, set whether you must sign in and sign out when going to and from work. |
| Whether it is deducted between segments | When used for attendance calculation, whether to subtract the number of minutes defined by inter-segment deduction for this time period. |
| Start counting overtime before/after N minutes from work/work, with the shortest overtime minutes and the maximum overtime hours limited | Select whether to record the verification records before and after work as overtime. |
| Enable flexible hours to work | It refers to the flexible working parameter that people who go to work early can get off work early and people who work at night need to get off work late. When checked, you need to set the number of minutes that can be advanced/delayed, and it must be within the valid sign-in/sign-out time range. |

**Table 5- 5 Description of Key Parameters**

**Step 3:** Click **OK**.

#### 5.5.1.2 Add Flexible Timetable

**Operating Steps:**

**Step 1:** In the **Attendance** module, select **Schedule Management > Time Period** and click **Add Flexible Timetable**.

**Step 2:** Configure the time period information in the **Add Flexible Timetable** window.

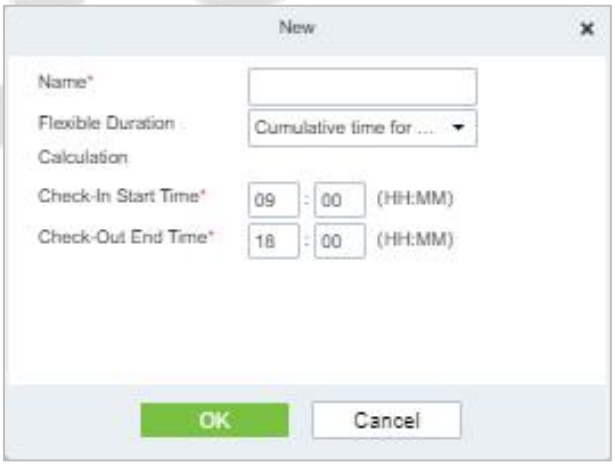


**Figure 5- 25 Adding Flexible Time Table**

#### 5.5.1.3 Delete

**Step 1:** In the **Timetable** interface, select the required Type from the list.

**Step 2:** Click **Delete** or click on the icon.to delete the required Timetable Type from the list.

**Step 3:** Click **Delete**, to ensure and delete the selected Type from the list.


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### 5.5.1.4 Add Regular Shift

**Operating Steps:**

**Step 1:** In the **Attendance** module, select '**Schedule Management > Shift" and click "Add Regular Shift**".

**Step 2:** Configure shift information in the "Add Regular Shift" window, as shown in figure below. Please refer to Table 6-6 for explanation of key parameters.

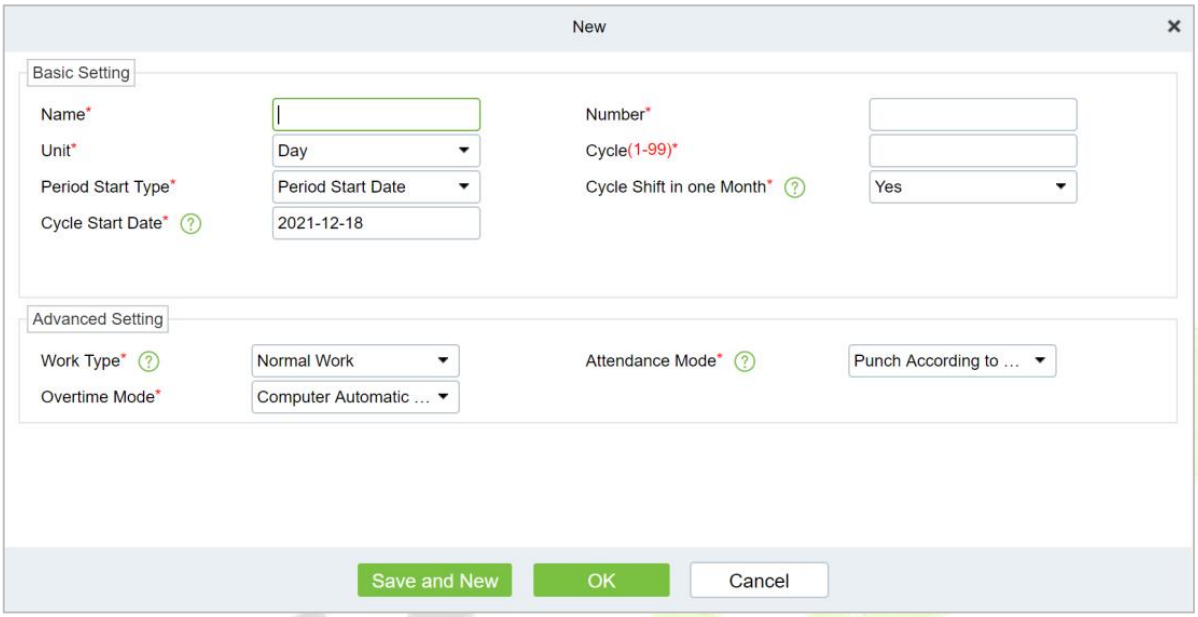


**Figure 5- 26 New Shift**

| Parameter | Description |
|---|---|
| Unit | Set the unit of the cycle, and the default is "day".<br>There are three types of units:<br>• Day<br>• Week<br>• Month |
| Period | Defines the number of cycles of a shift, and the cycle of the shift = cycle number * units.<br>• If the unit is "day", the range is 1 to 99.<br>• If the unit is "week", the range is 1 to 15.<br>• If the unit is "month", the range is 1 to 12. |
| Period starting type | This field is displayed only when the cycle unit is Day,<br>**Description**<br>• It is not displayed when the units are "week" and "month".<br>• There is cycle start date and scheduling start date, and the default is cycle start date.<br>• If you select Scheduling Start Date, the start date when scheduling is the first day of the cycle. |
| Period start date | This field is displayed only when the cycle start type is Cycle Start Date. Define the start date of the shift, and the date before the start date is not affected by the shift. The default system start date is the current system date. |
| Type of work | • Normal work: This shift is a normal work shift<br>• Overtime on rest days: This shift is overtime on rest days<br>• Overtime on holidays: This shift is overtime on holidays. |


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| Parameter | Description |
|---|---|
| Attendance mode | • Swipe the card normally according to the shift: the default item of the system, and punch in normally according to the punch in.<br>• Brush a valid card once a day: only need to brush the card once in the swiping interval defined by the time period within one day, even if it is normal to punch in.<br>• Punch-in-free: Setting this shift can avoid punch-in. |
| Overtime mode | • Computer automatic calculation: It is connected with "whether the delay counts overtime" in the time period. When "whether the delay counts overtime" is "no", the delayed overtime is not calculated, and the overtime time of the overtime bill is not calculated at the same time.<br>• Overtime must be applied: delayed overtime is not calculated, only the overtime order shall prevail; When the signing-back time is less than the end time of overtime, the overtime time is not calculated.<br>• Not counting overtime: overtime hours are not counted for delayed overtime or overtime application. |

**Table 5- 6 Description of Key Parameters**

**Step 3:** Click **OK**.

#### 5.5.1.5 Add Flexible Shift

**Step 1:** In the shift interface, click **Set Time Period** under the operation bar of the added regular shift, and configure the time period information in the pop-up **Set Time Period** window.

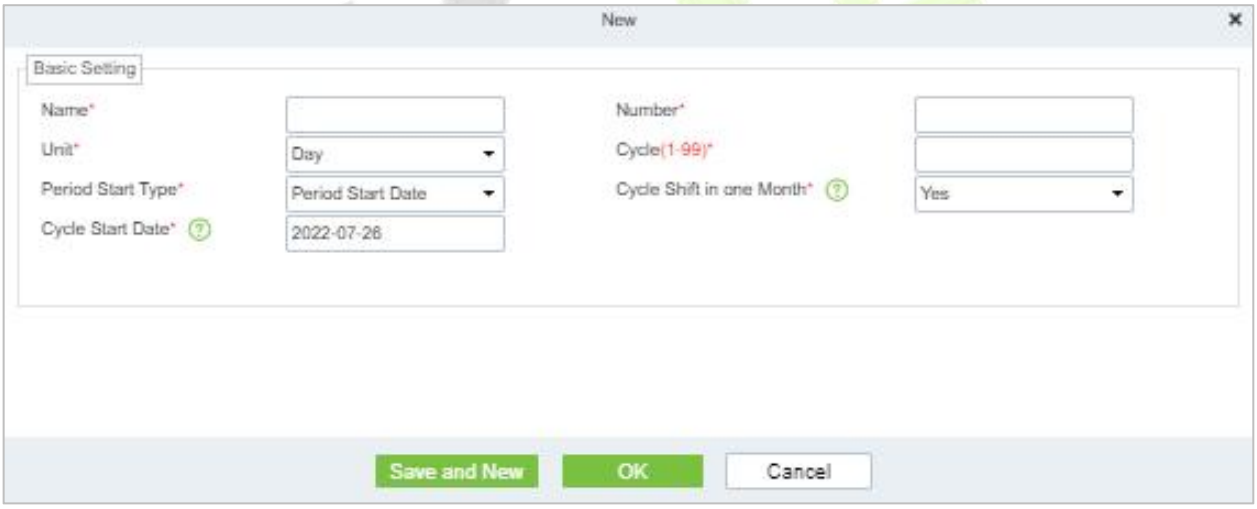


**Figure 5- 27 Adding Flexible Shift**

#### 5.5.1.6 Delete

**Step 1:** In the **Shift** interface, select the required Shift Type from the list.

**Step 2:** Click **Delete** or click on the icon.to delete the required Shift Type from the list.

**Step 3:** Click **Delete**, to ensure and delete the selected Shift Type from the list.

#### 5.5.1.7 Clear Timetable


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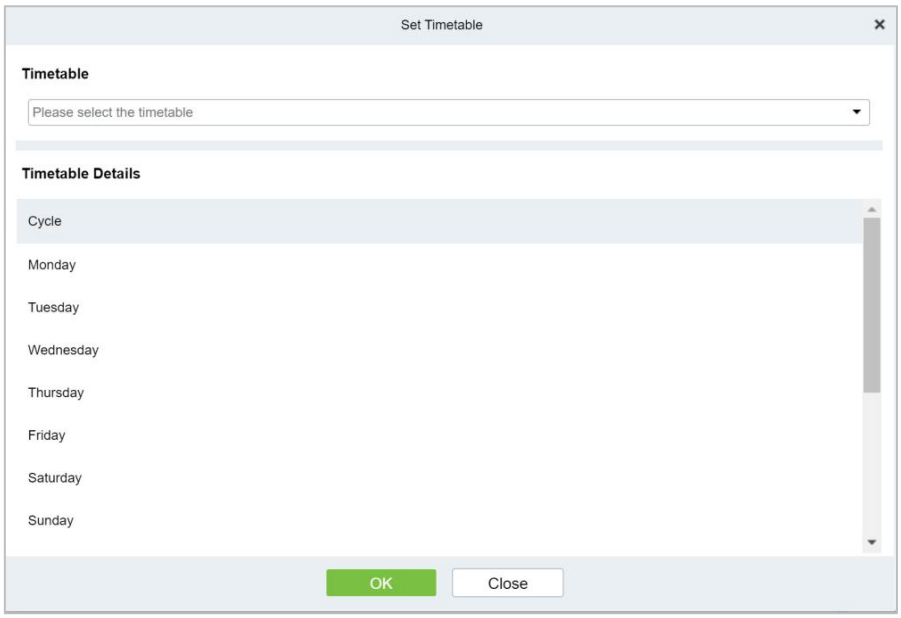


**Figure 5- 28 Adding Time Periods**

**Step 6:** Click **OK** to complete the addition of time period, and the specific time period is displayed in the time period details on the right.

## 5.5.2 Personnel Schedule

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

### 5.5.2.1 Cycle Schedule

**Step 1:** In the **Attendance** module, select **Schedule Management** > **Personnel Schedule** and click **Cycle Schedule**.

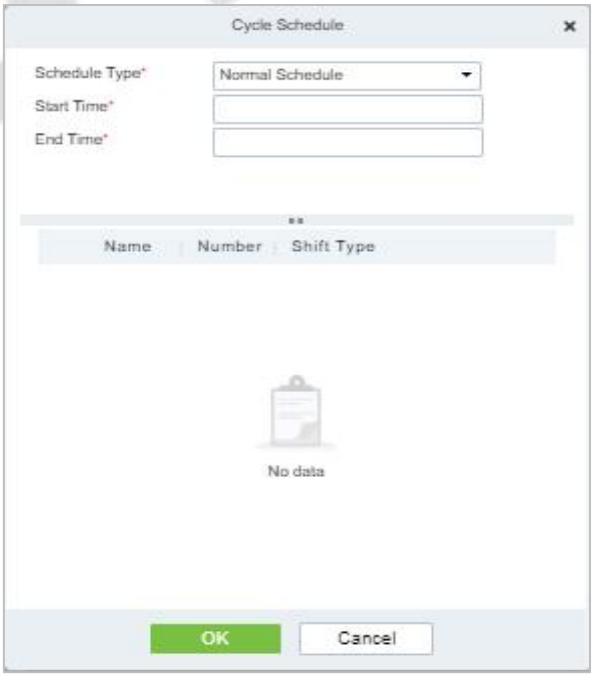


**Figure 5- 29 Adding Personnel Schedule**

### 5.5.2.2 Temporary Schedule


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**Step 1:** In the **Attendance** module, select **Schedule Management > Personnel Schedule** and click **Temporary Schedule**.

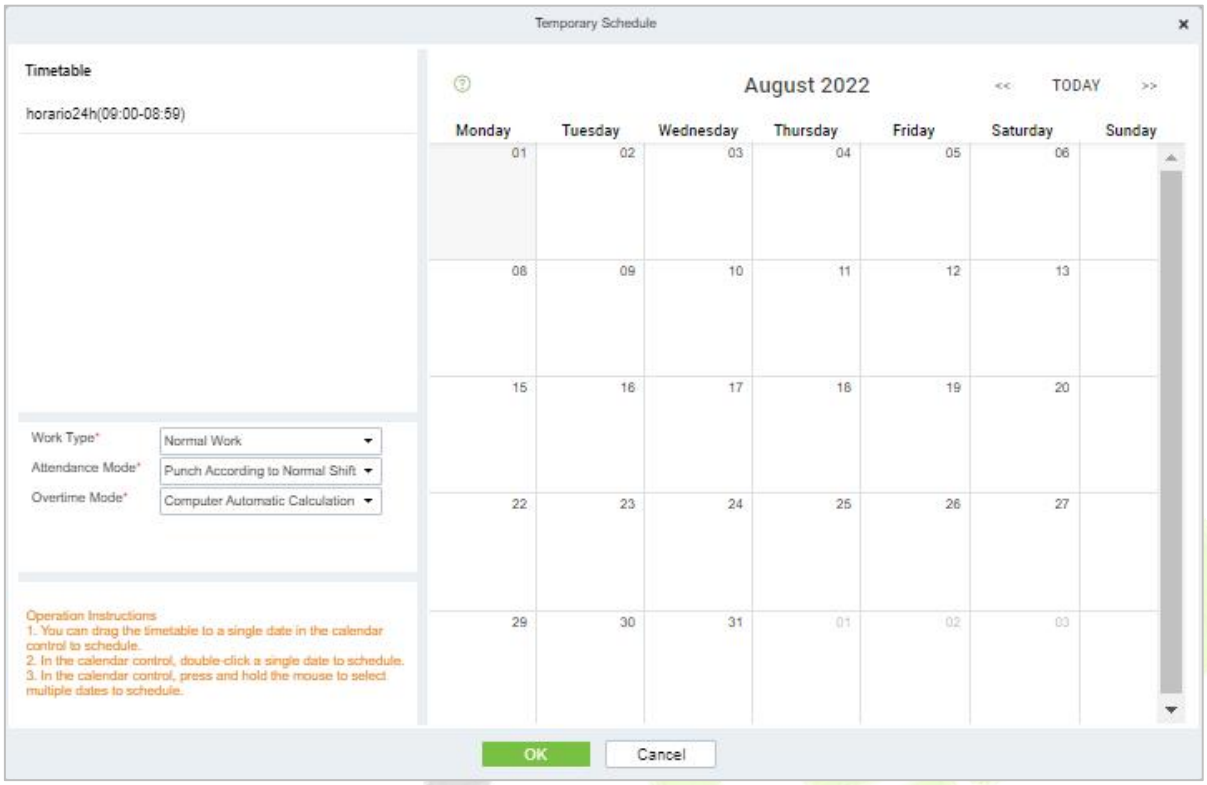


**Figure 5- 30 Adding Temporary Schedule**

### 5.5.2.3 Clear Cycle Schedule

**Step 1:** In the **Attendance** module, select **Schedule Management > Personnel Schedule** and then click on the Personnel ID that you want to delete, and click **Clear Cycle Schedule**.

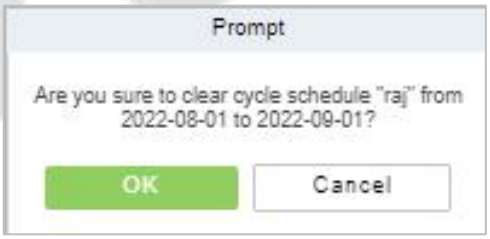


**Figure 5- 31 Clear cycle schedule**

### 5.5.2.4 Clear Temporary Schedule

**Step 1:** In the **Attendance** module, select **Schedule Management > Personnel Schedule** and then click on the Personnel ID that you want to delete, and click **Clear Temporary Schedule**.

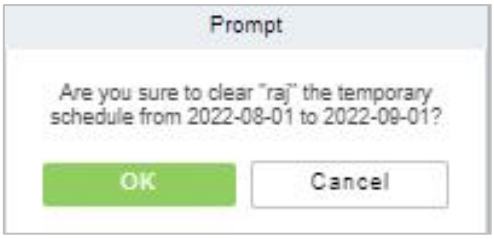


**Figure 5- 32 Clear Temporary Schedule**

## 5.5.3 Group Schedule


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Grouping scheduling means grouping people, and then scheduling people in batches by grouping.

This paper introduces the configuration Steps of grouping cycle scheduling in.

### 5.5.3.1 Edit Personnel for Group

● **New**

**Step 1:** In the **Attendance** module, select **Schedule> Group Schedule** and click **New.**

**Step 2:** Configure the Schedule Name in the **Group Schedule** interface.

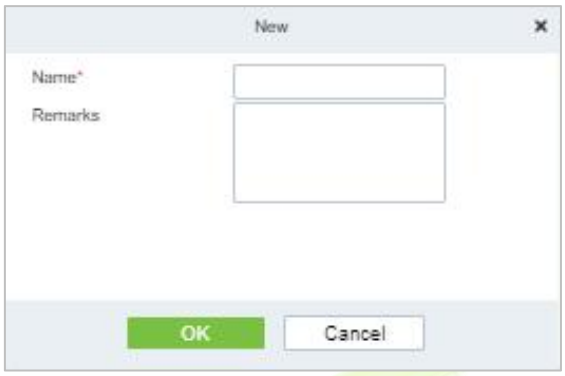


**Figure 5- 33 Adding Elastic Time Period**

| Parameter | Description |
|---|---|
| Name | Can not contain special symbols, period name can not be duplicated, length is 30 characters, required. |
| Remarks | Mentioning comments. |

**Table 5- 7 Description of Key Parameters**

**Step 3:** Click **OK**.

● **Delete**

**Step 1:** In the **Schedule** interface, select the required Shift Type from the list.

**Step 2:** Click **Delete** or click on the icon.to delete the required Shift Type from the list.

**Step 3:** Click **Delete**, to ensure and delete the selected Shift Type from the list.

### 5.5.3.2 Browse the Group Personnel

● **Delete Personnel**

**Step 1:** In the **Schedule** interface, select the required Personnel ID from the list.

**Step 2:** Click **Delete** or click on the icon.to delete the required Personnel ID from the list.

**Step 3:** Click **Delete**, to ensure and delete the selected Personnel ID from the list.

● **Cycle Schedule**

**Step 1:** In the **Attendance** module, select **Scheduling Management > Personnel Scheduling**, check the personnel under the department that needs scheduling or the designated personnel, and click "Periodic Scheduling".

**Step 2:** Configure scheduling information in the pop-up **Cycle Scheduling** window, as shown in figure below. Please refer to Table 6-8 for parameter description.


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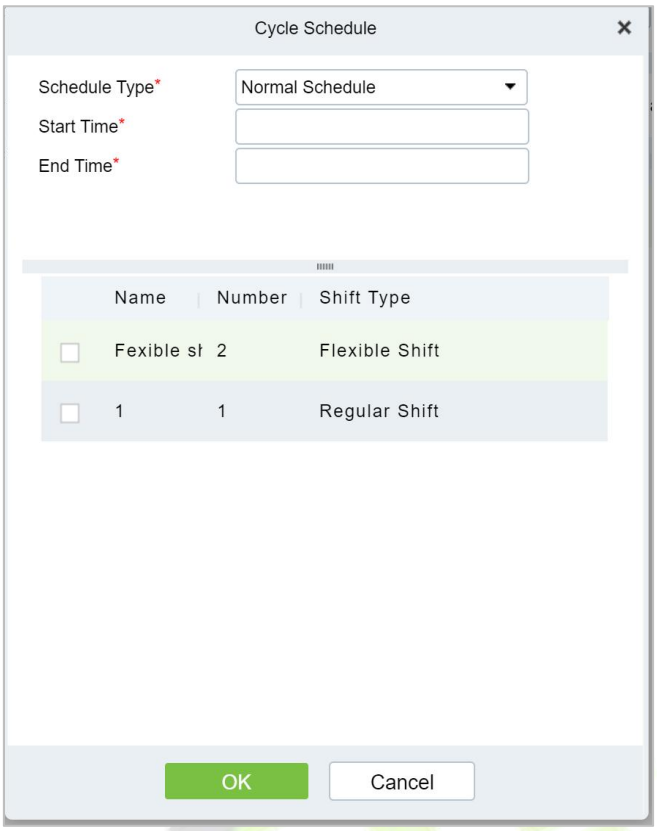


**Figure 5- 34 Cycle Scheduling**

| Parameter | Description |
|---|---|
| Scheduling Type | • Normal Shift Scheduling: Only one shift can be selected for normal shift scheduling<br>• Intelligent scheduling: Intelligent scheduling can select multiple shifts. Select intelligent scheduling, and the software will automatically judge the most suitable shift according to the punch-in record for attendance calculation. |
| Start Time/End Time | Set which date segment the schedule works on. |
| Select Shift | Select the shift to use for scheduling. |

**Table 5- 8 Description of Key Parameters of Cycle Scheduling**

**Step 3:** Click **OK** to complete the configuration of personnel cycle scheduling.

● **Temporary Schedule**

**Step 1:** In the **Attendance** module, select '**scheduling Management > Personnel Scheduling**", check the personnel under the department that needs scheduling or the designated personnel, and click "Periodic Scheduling".

**Step 2:** Configure scheduling information in the pop-up **Temporary Schedule** window, as shown in figure below. Please refer to Table 6-9 for parameter description.

**Step 3:** Click **OK** to complete the configuration of temporary personnel scheduling


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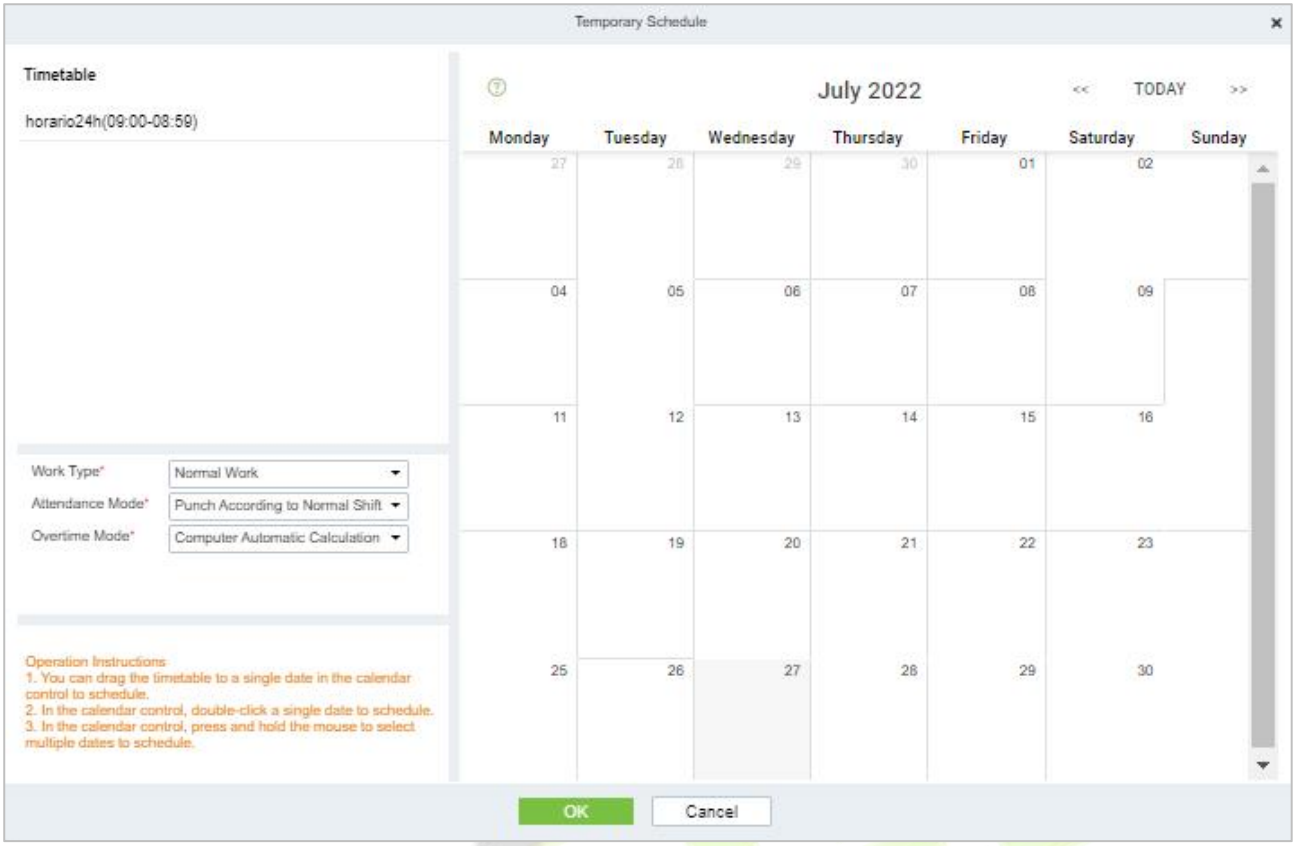


**Figure 5- 35 Group Temporary schedule**

| Parameter | Description |
|---|---|
| Type of Work | • Normal work: This shift is a normal work shift.<br>• Overtime on rest days: This shift is overtime on rest days.<br>• Overtime on holidays: This shift is overtime on holidays. |
| Attendance Mode | • Swipe the card normally according to the shift: the default item of the system, and punch in normally according to the punch in<br>• Brush a valid card once a day: only need to brush the card once in the swiping interval defined by the time period within one day, even if it is normal to punch in.<br>• Punch-in-free: Setting this shift can avoid swiping cards. |
| Overtime Mode | • Computer automatic calculation: It is connected with "whether the delay counts overtime" in the time period. When "whether the delay counts overtime" is "no", the delayed overtime is not calculated, and the overtime time of the overtime bill is not calculated at the same time.<br>• Overtime must be applied: delayed overtime is not calculated, only the overtime order shall prevail; When the signing-back time is less than the end time of overtime, the overtime time is not calculated.<br>• Not counting overtime: overtime hours are not counted for delayed overtime or overtime application. |

**Table 5- 9 Description of Key Parameters of Temporary Scheduling**


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● **Clear Cycle Schedule**

**Step 1:** In the **Attendance** module, select **Scheduling Management > Personnel Scheduling**, check the personnel under the department that needs scheduling or the designated personnel, and click **Periodic Scheduling**.

**Step 2:** Configure scheduling information in the pop-up **Clear Cycle Schedule** window.

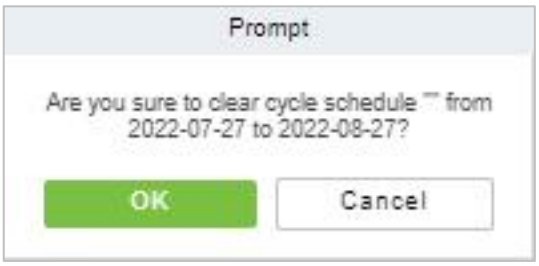


**Figure 5- 36 Group Clear cycle Schedule**

### 5.5.4 Schedule Details

After setting the attendance time period and shift, you can schedule the personnel.

#### 5.5.4.1 Delete

**Step 1:** In the **Schedule** interface, select the required Personnel ID from the list.

**Step 2:** Click **Delete** or click on the icon.to delete the required Personnel ID from the list.

**Step 3:** Click **Delete**, to ensure and delete the selected Personnel ID from the list.

#### 5.5.4.2 Export

You can export all transactions in Excel, PDF, CSV format

## 5.6 Exception

### 5.6.1 Appended Log

In the case of personnel going out on business or forgetting to punch in, the manual supplementary recording of attendance records in the attendance report is called supplementary signing card, which is generally summarized and entered by the management personnel according to the attendance results and the attendance system of the enterprise after the attendance cycle ends.

#### 5.6.1.1 New

**Operating Steps:**

**Step 1:** In the **Attendance** module, select **Exception Management > Appended Log** and click **Add**.

**Step 2:** Configure the card replacement information in the pop-up **Add** window, first select the "Department" where the person to be resigned is located, then select the person to be resigned, and finally enter the date and time of the card replacement.


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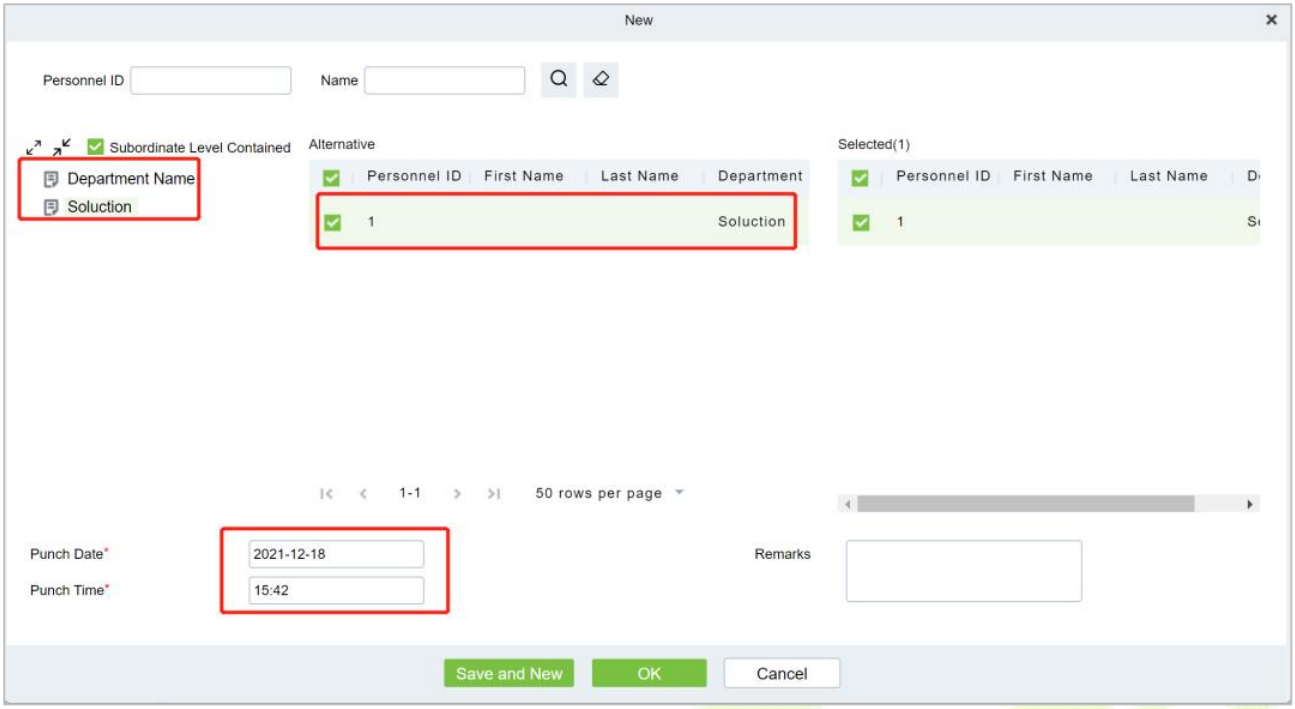


**Figure 5- 37 Replacement Card**

**Step 3:** Click **OK**.

### 5.6.1.2 Delete

**Step 1:** In the **Appended Log** interface, select the required Personnel ID from the list.

**Step 2:** Click **Delete** or click on the icon.to delete the required Personnel ID from the list.

**Step 3:** Click **Delete**, to ensure and delete the selected Personnel ID from the list.

### 5.6.1.3 Approval

**Passed:** The approval by the Supervisor, and more than a certain number of days approved by the Manager.

**Refused:** The denial of leave by the immediate Supervisor and the Manager.

### 5.6.1.4 Export

You can export all logs in Excel, PDF, CSV format.

### 5.6.1.5 Import

You can import all logs in Excel, PDF, CSV format.

## 5.6.2 Ask For Leave

When encountering special circumstances, people may need to take time off for different reasons, and hope that the time off can be displayed in the system statistics.

### 5.6.2.1 New

**Operating Steps:**

**Step 1:** In the **Attendance** module, select **Exception Management > Leave** and click **New**.

**Step 2:** Configure the leave form information in the pop-up **Add** window, first select the "Department" where the person to take leave is located, then select the leave person, finally enter the leave time, and


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optionally upload the leave attachment.

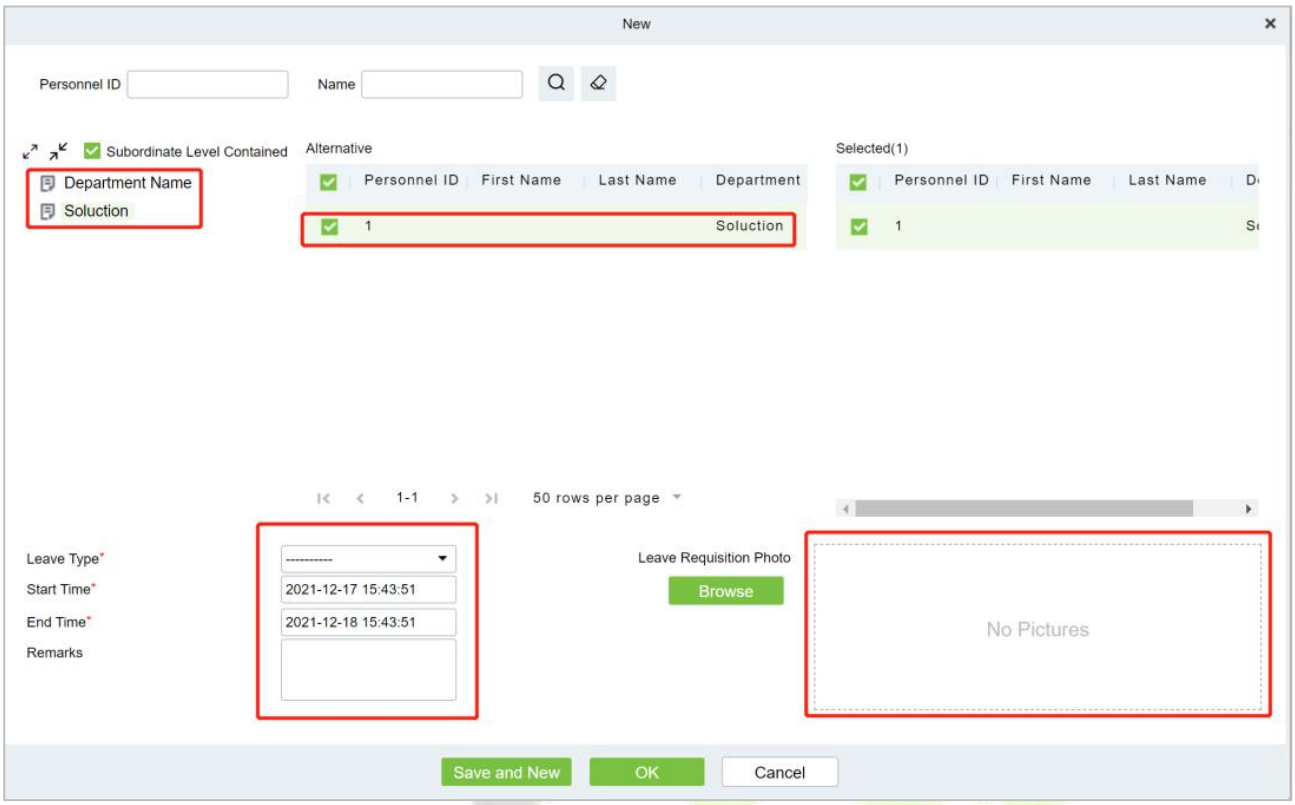


**Figure 5- 38 Leave Request Form**

**Step 3:** Click **OK**.

#### 5.6.2.2 Delete

**Step 1:** In the **Leave** interface, select the required Personnel ID from the list.

**Step 2:** Click **Delete** or click on the icon.to delete the required Personnel ID from the list.

**Step 3:** Click **Delete**, to ensure and delete the selected Personnel ID from the list.

#### 5.6.2.3 Approval

**Passed:** The approval by the Supervisor, and more than a certain number of days approved by the Manager.

**Refused:** The denial of leave by the immediate Supervisor and the Manager.

#### 5.6.2.4 Export

You can export all logs in Excel, PDF, CSV format.

#### 5.6.2.5 Import

You can import all logs in Excel, PDF, CSV format.

### 5.6.3 Overtime

#### 5.6.3.1 New

**Step 1:** In the **Attendance** module, select **Exception Management > Overtime** and click **New**.

**Step 2:** Configure overtime form information in the pop-up **Add** window, first select the "Department" where the person to work overtime is located, then select the overtime person, and finally enter


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overtime hours.

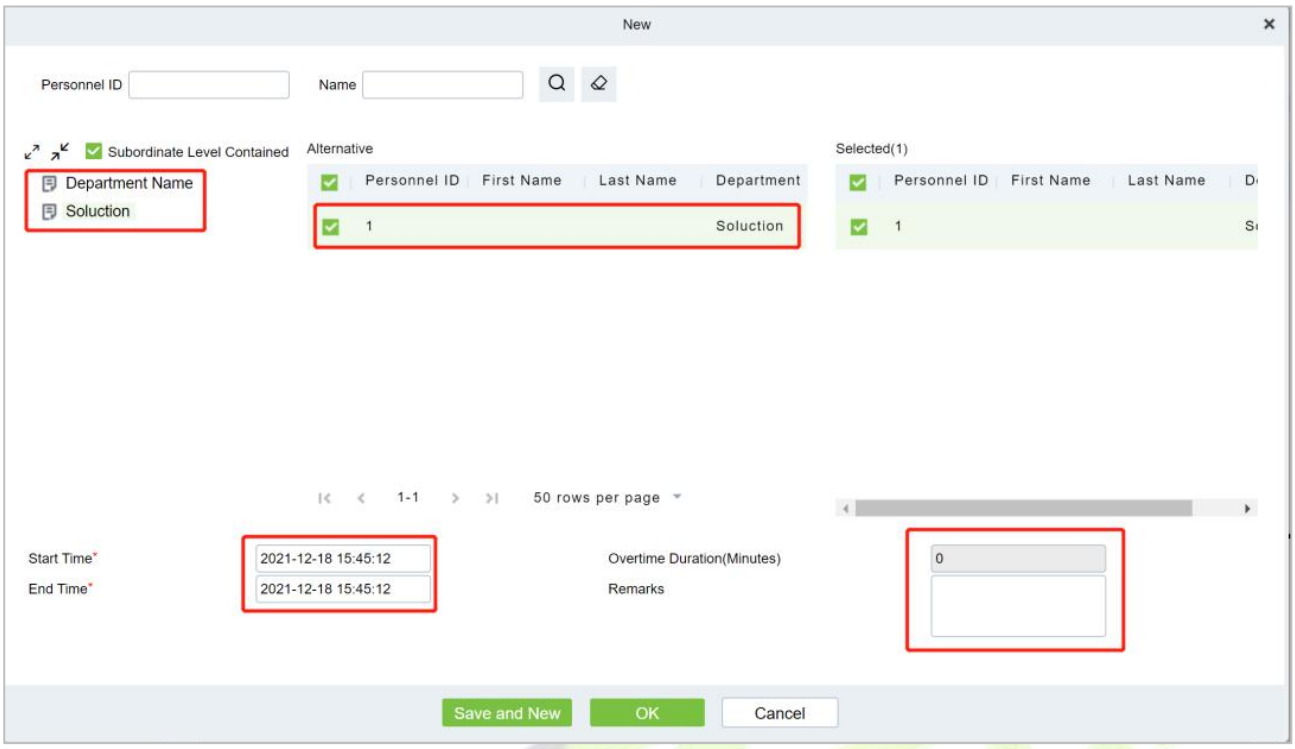


**Figure 5- 39 Overtime Form**

**Step 3:** Click **OK**.

#### 5.6.3.2 Delete

**Step 1:** In the **Overtime** interface, select the required Personnel ID from the list.

**Step 2:** Click **Delete** or click on the icon.to delete the required Personnel ID from the list.

**Step 3:** Click **Delete**, to ensure and delete the selected Personnel ID from the list.

#### 5.6.3.3 Approval

**Passed:** The approval by the Supervisor, and more than a certain number of days approved by the Manager.

**Refused:** The denial of leave by the immediate Supervisor and the Manager.

#### 5.6.3.4 Export

You can export all logs in Excel, PDF, CSV format.

#### 5.6.3.5 Import

You can import all logs in Excel, PDF, CSV format.

### 5.6.4 Adjust Rest

#### 5.6.4.1 New

**Operating Steps:**

**Step 1:** In the **Attendance** module, select **Exception Management > Leave Adjustment** and click **New**.

**Step 2:** In the pop-up **Add** window, configure the information of the leave adjustment form, first select


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the "Department" of the person to be transferred, then select the person to be transferred, and finally enter the leave adjustment time.

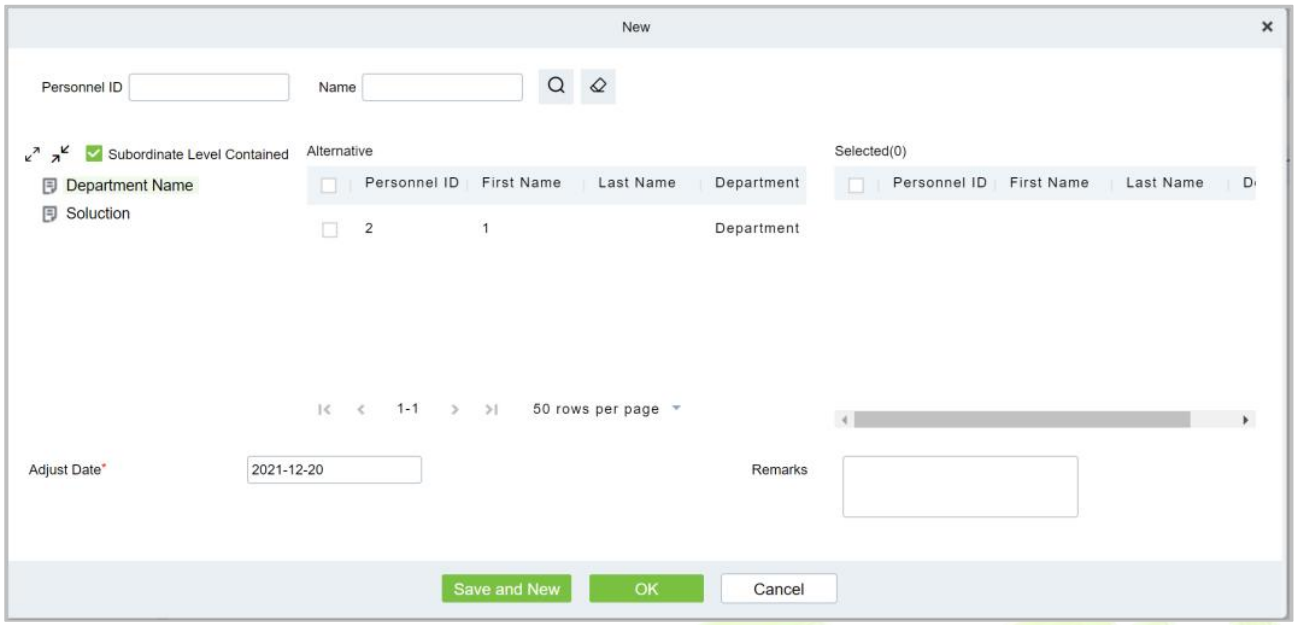


**Figure 5- 40 Leave Adjustment Form**

**Step 3:** Click **OK**.

### 5.6.4.2 Delete

**Step 1:** In the **Adjust Rest** interface, select the required Personnel ID from the list.

**Step 2:** Click **Delete** or click on the icon.to delete the required Personnel ID from the list.

**Step 3:** Click **Delete**, to ensure and delete the selected Personnel ID from the list.

### 5.6.4.3 Approval

**Passed:** The approval by the Supervisor, and more than a certain number of days approved by the Manager.

**Refused:** The denial of leave by the immediate Supervisor and the Manager.

### 5.6.4.4 Export

You can export all logs in Excel, PDF, CSV format.

### 5.6.4.5 Import

You can import all logs in Excel, PDF, CSV format.

## 5.6.5 Shift Adjustment

### 5.6.5.1 New

**Operating Steps:**

**Step 1:** In the **Attendance** module, select **Exception Management > Shift Adjustment** and click **New**.

**Step 2:** In the pop-up **Add** window, configure the shift adjustment list information, first enter the shift adjustment "Personnel Number", then select "shift Adjustment Date", and finally select "shift Adjustment Name".


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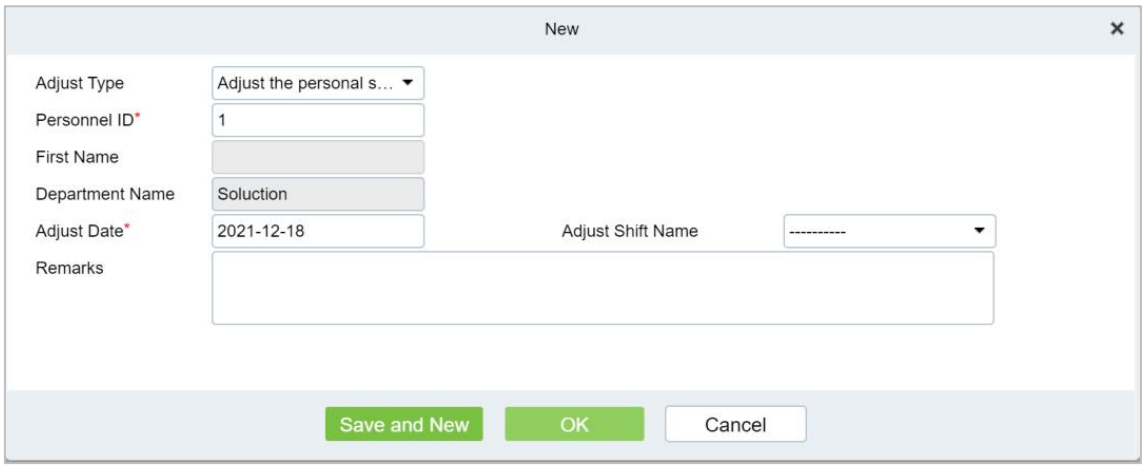


**Figure 5- 41 Leave Adjustment Form**

**Step 3:** Click **OK**.

### 5.6.5.2 Delete

**Step 1:** In the **Adjust Shift** interface, select the required Personnel ID from the list.

**Step 2:** Click **Delete** or click on the icon.to delete the required Personnel ID from the list.

**Step 3:** Click **Delete**, to ensure and delete the selected Personnel ID from the list.

### 5.6.5.3 Approval

**Passed:** The approval by the Supervisor, and more than a certain number of days approved by the Manager.

**Refused:** The denial of leave by the immediate Supervisor and the Manager.

### 5.6.5.4 Export

You can export all logs in Excel, PDF, CSV format.

### 5.6.5.5 Import

You can import all logs in Excel, PDF, CSV format.

## 5.6.6 Attendance Detail Report

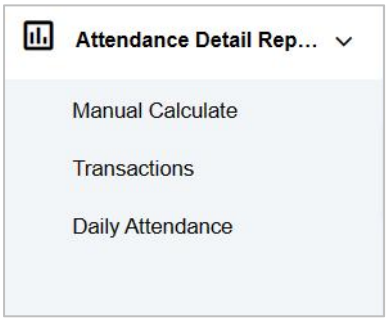


**Figure 5- 42**

### 5.6.6.1 Manual Calculation

In the Attendance Report, you can review an individual's clock-in record and verify their attendance status through attendance calculation. If the status is accurate, it indicates that the attendance business configuration is complete.


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**Operating Steps:**

**Step 1:** In **Attendance** Module, select **Detailed Report > Manual Calculation**, check the person who needs to perform attendance calculation, and click **Attendance Calculation**.

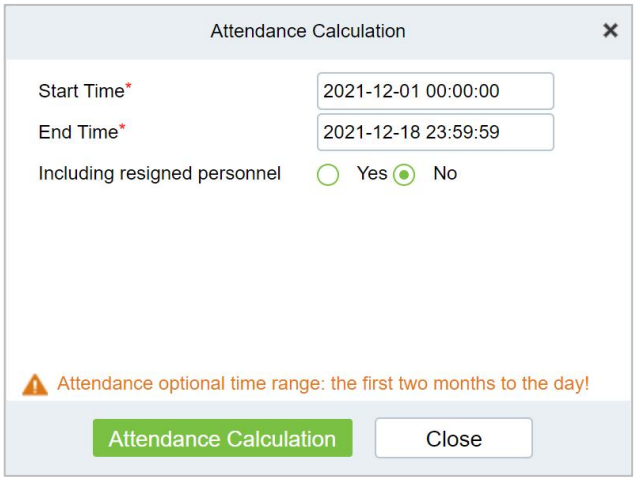


**Figure 5- 43 Manual Calculation**

### 5.6.6.2 Attendance Transaction

This interface will display attendance records for all employees, including those from uploaded attendance transactions. The original record for a normal punch on the device will be uploaded to the software. When a specific data point is selected, its details will be shown on the right side of the page.

**Operating Steps:**

**Step 1:** In the **Attendance** module, select **Detailed Report > Transaction**.

**Step 2:** In the original record table interface, fill in the corresponding query information, and click the **Query** symbol to complete the query of all record tables.

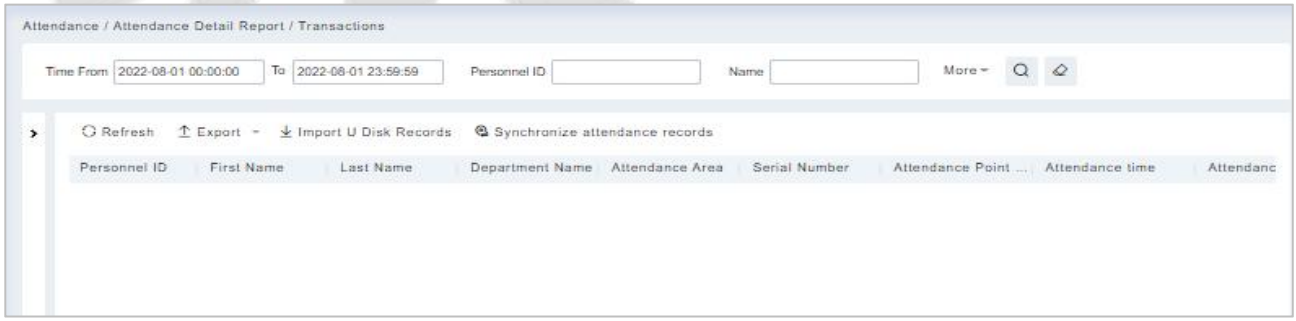


**Figure 5- 44 Report Query Interface**

**Export:**

**Step 1:** In the original record table interface, click **Export**, enter the user password in the pop-up security verification, and click **OK**. Select whether to encrypt and export the file format, and click **OK**.


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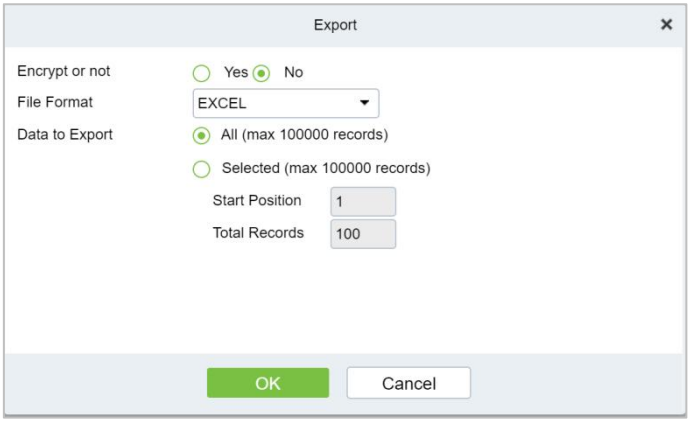


**Figure 5- 45 Report Export Interface**

**Step 2:** After selecting the address where the corresponding file is stored, the export of the file can be completed.

### Import U Disk Records:

The "Import U disk record" feature allows you to import the device data (including access control, parking, Facekiosk, Video records) to the transaction table.

### Synchronize Attendance Records:

The access control records can be synchronized to attendance records through this function. Select the start time and end time to import, check the attendance point list and click **OK**.

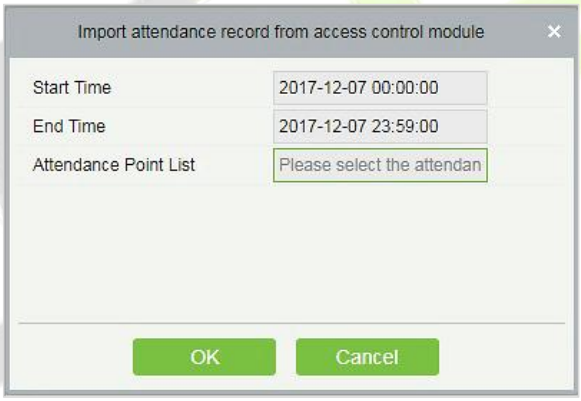


**Figure 5- 46 Synchronize Attendance Records**

## 5.6.6.3 Daily Attendance

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

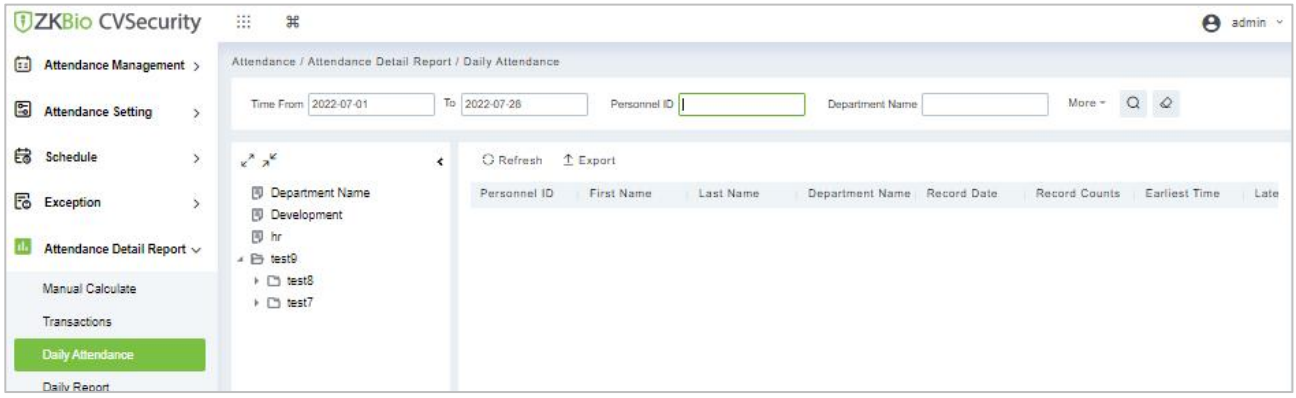


**Figure 5- 47 Daily Attendance**


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## 5.6.7 Daily Attendance Report

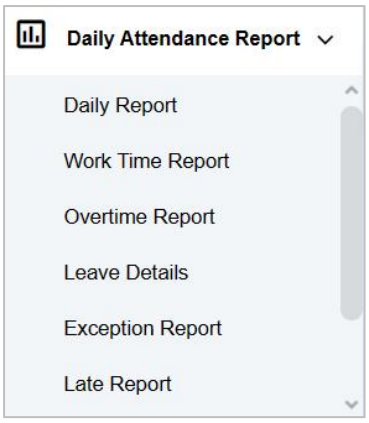


**Figure 5- 48 Daily Attendance Report Interface**

### 5.6.7.1 Daily Report

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

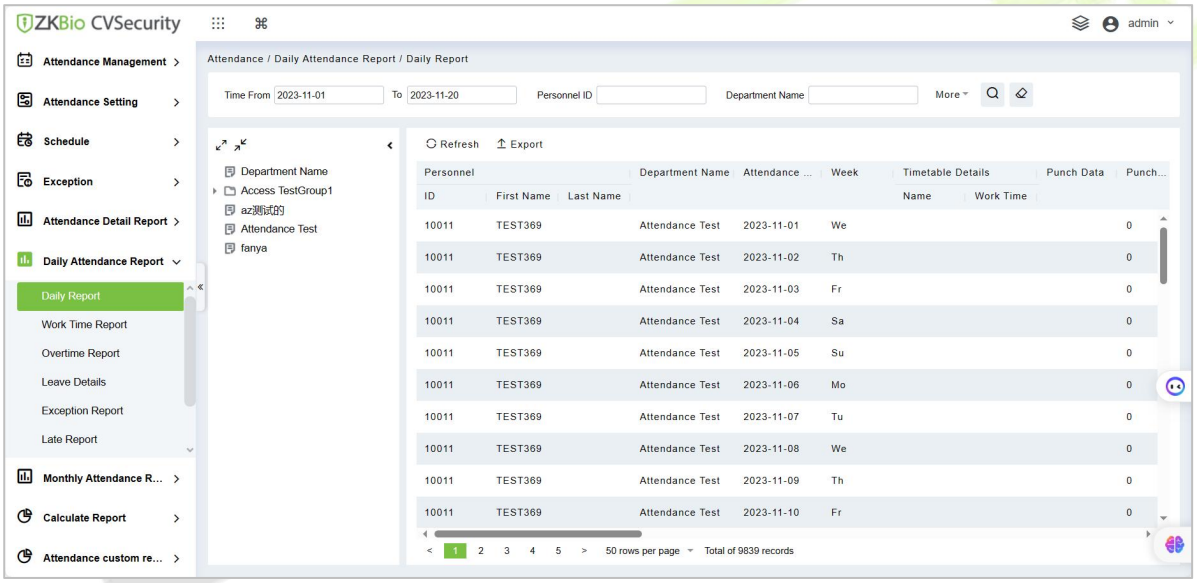


**Figure 5- 49 Daily Report Interface**

**Export:**

Click **Export**, enter the user password in the pop-up security verification, and click **OK**. Select whether to encrypt and export the file format, and click **OK**.

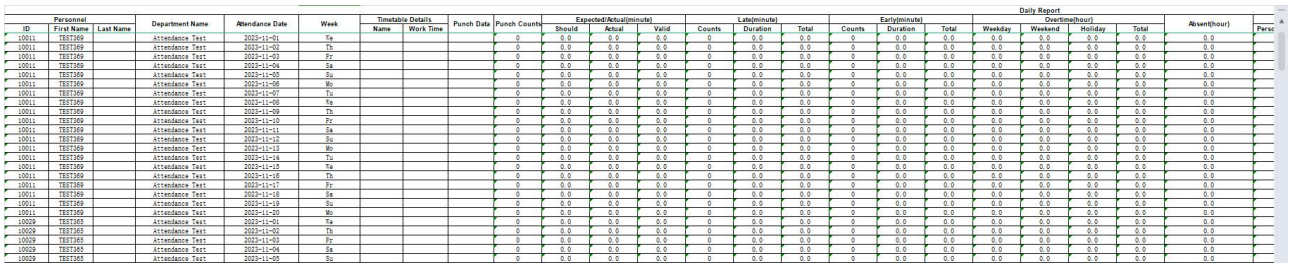

**Figure 5- 50 Report Export Interface**


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### 5.6.7.2 Work Time Report

These interfaces display the personnel's work data, including actual work time and overtime data, and allow for the export of the data.

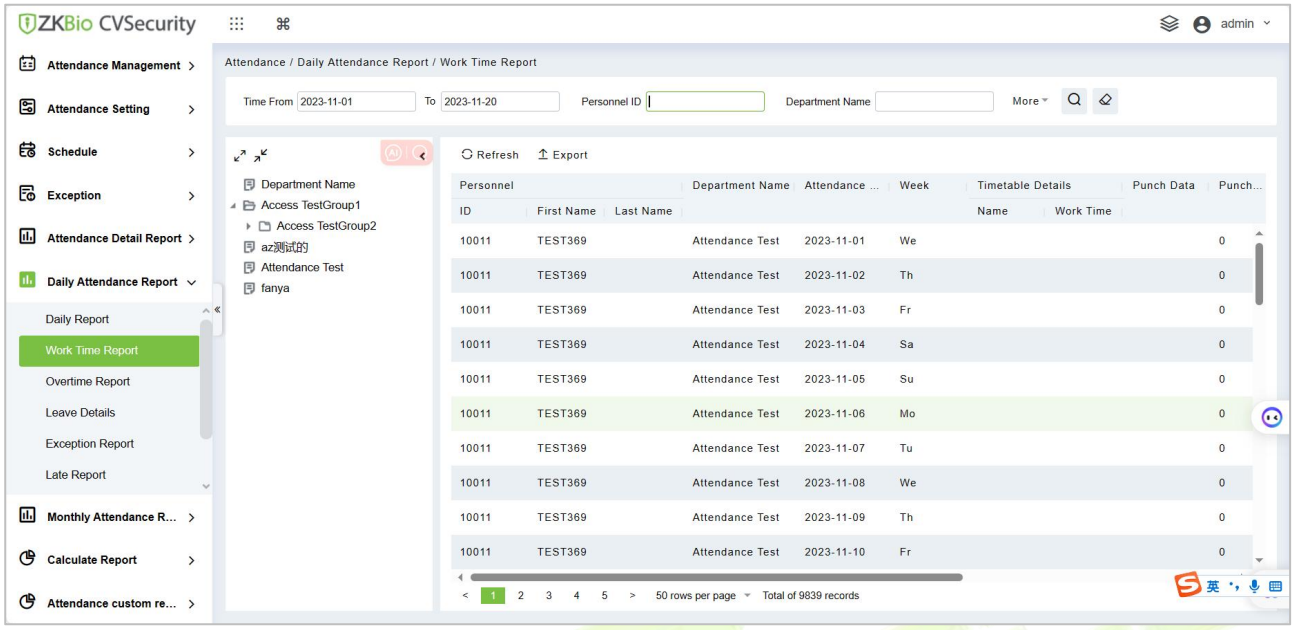


**Figure 5- 51 Work Time Report Interface**

**Export:**

Click **Export**, enter the user password in the pop-up security verification, and click **OK**. Select whether to encrypt and export the file format, and click **OK**.

Work Time Report

| Personnel | | | Department Name | Attendance Date | Week | Timetable Details | | Punch Data | Punch Counts | Expected/Actual(minute) | | | Overtime(hour) | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ID | First Name | Last Name | | | | Name | Work Time | | | Should | Actual | Valid | Weekday | Weekend | Holiday | Total |
| 10011 | TEST369 | | Attendance | 2023-11-01 | We | | | | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 10011 | TEST369 | | Attendance | 2023-11-02 | Th | | | | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 10011 | TEST369 | | Attendance | 2023-11-03 | Fr | | | | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 10011 | TEST369 | | Attendance | 2023-11-04 | Sa | | | | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 10011 | TEST369 | | Attendance | 2023-11-05 | Su | | | | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 10011 | TEST369 | | Attendance | 2023-11-06 | Mo | | | | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 10011 | TEST369 | | Attendance | 2023-11-07 | Tu | | | | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 10011 | TEST369 | | Attendance | 2023-11-08 | We | | | | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 10011 | TEST369 | | Attendance | 2023-11-09 | Th | | | | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 10011 | TEST369 | | Attendance | 2023-11-10 | Fr | | | | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 10011 | TEST369 | | Attendance | 2023-11-11 | Sa | | | | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 10011 | TEST369 | | Attendance | 2023-11-12 | Su | | | | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 10011 | TEST369 | | Attendance | 2023-11-13 | Mo | | | | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 10011 | TEST369 | | Attendance | 2023-11-14 | Tu | | | | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 10011 | TEST369 | | Attendance | 2023-11-15 | We | | | | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 10011 | TEST369 | | Attendance | 2023-11-16 | Th | | | | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 10011 | TEST369 | | Attendance | 2023-11-17 | Fr | | | | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 10011 | TEST369 | | Attendance | 2023-11-18 | Sa | | | | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 10011 | TEST369 | | Attendance | 2023-11-19 | Su | | | | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |

**Figure 5- 52 Report Export Interface**

### 5.6.7.3 Overtime Report

The Overtime report interface displays the overtime work hours of the personnel and allows for the export of the details.


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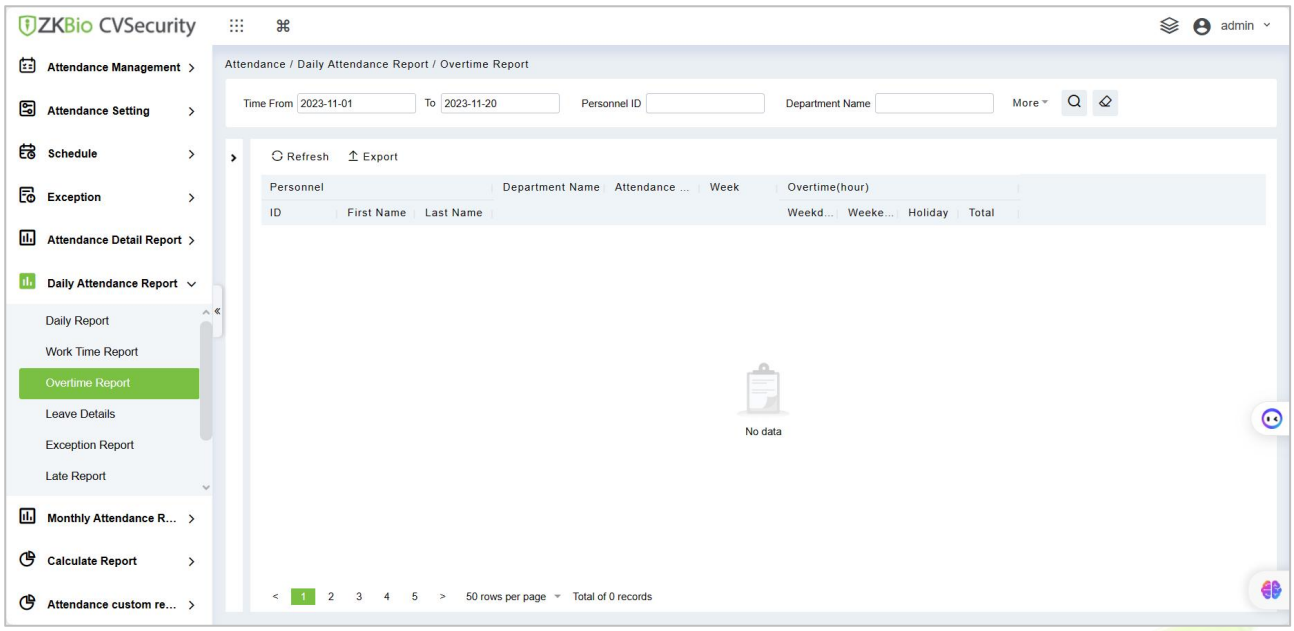


**Figure 5- 53 Overtime Perport Interface**

**Export:**

Click **Export**, enter the user password in the pop-up security verification, and click **OK**. Select whether to encrypt and export the file format, and click **OK**.

### 5.6.7.4 Leave Details

Personnel can apply for leave, and the requests will be displayed here.

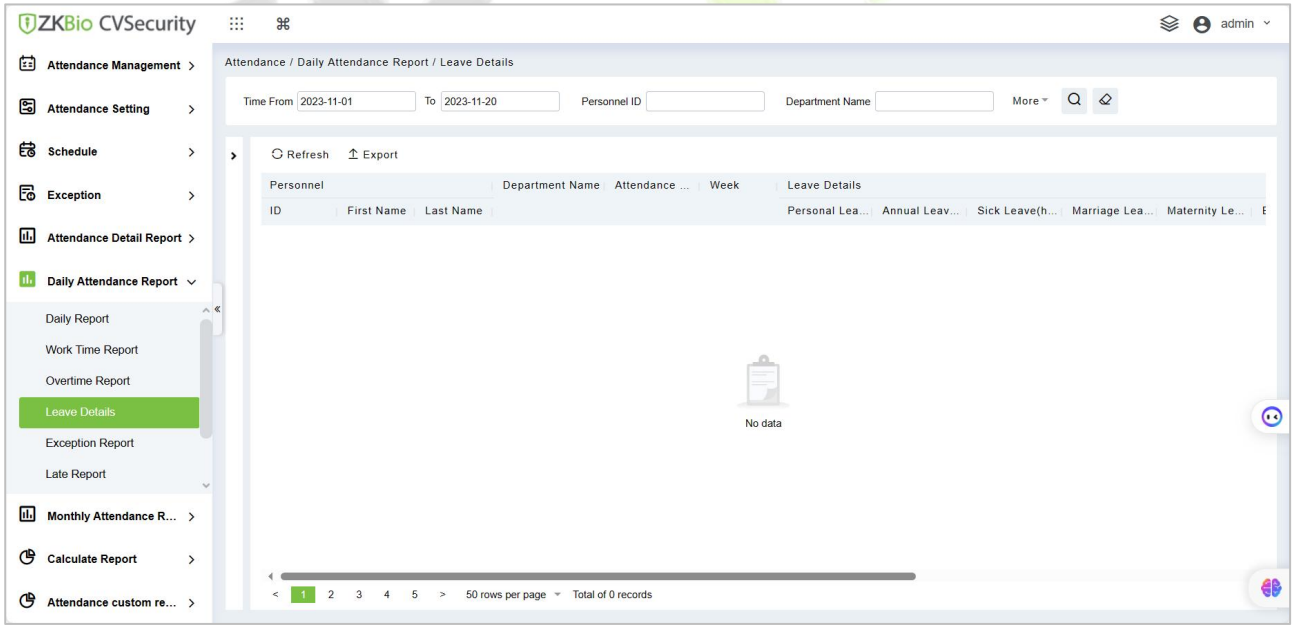


**Figure 5- 54 Leave Details Interface**

**Export:**

Click **Export**, enter the user password in the pop-up security verification, and click **OK**. Select whether to encrypt and export the file format, and click **OK**.

### 5.6.7.5 Exception Report

It displays all the attendance exceptions like misses in and out punches.


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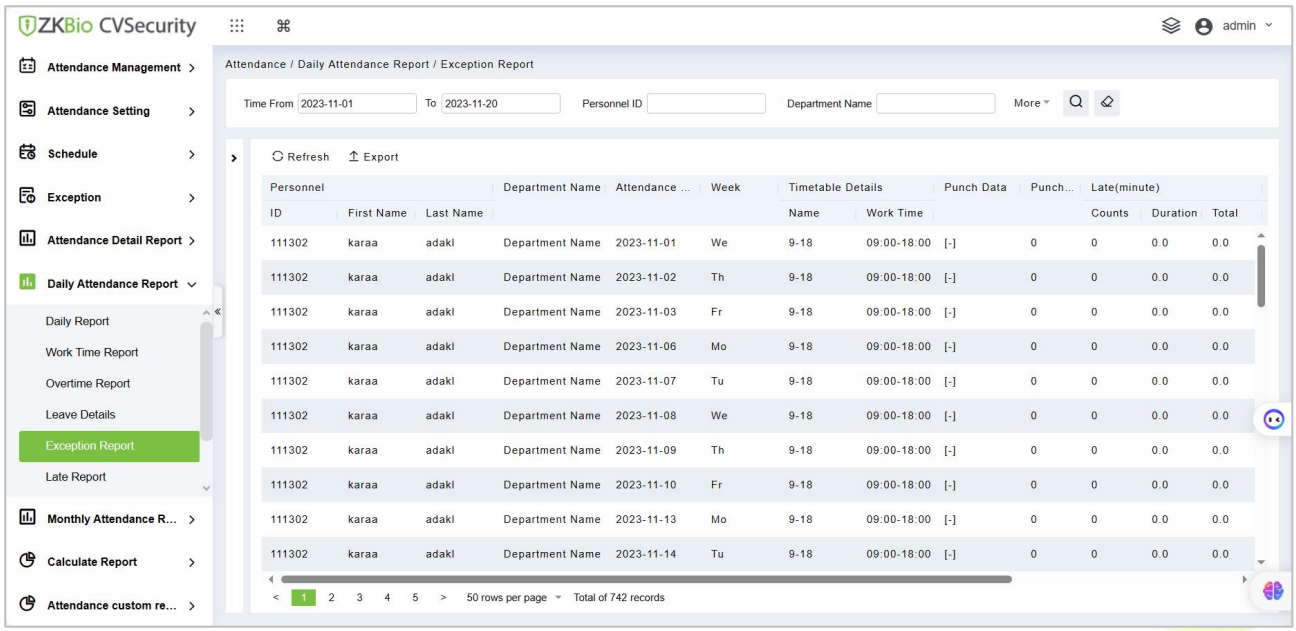
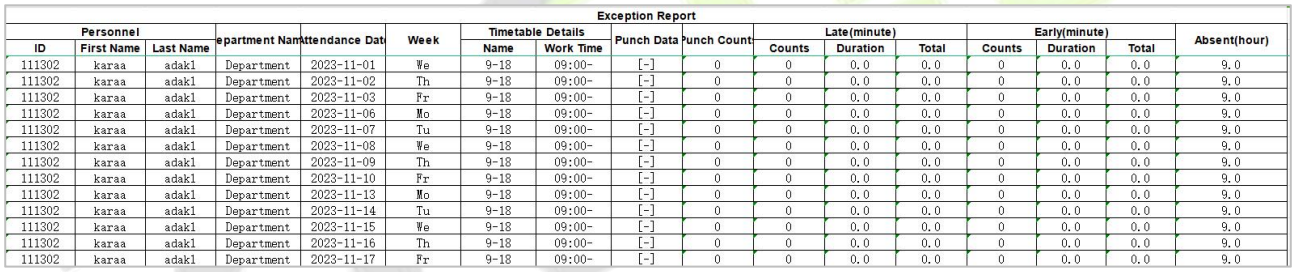



**Figure 5- 55 Exception Report Interface**

## Export:

Click **Export**, enter the user password in the pop-up security verification, and click **OK**. Select whether to encrypt and export the file format, and click **OK**.



Exception Report

| Personnel | | | epartment Nam | ttendance Dat | Week | Timetable Details | | Punch Data | Punch Count | Late(minute) | | | Early(minute) | | | Absent(hour) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ID | First Name | Last Name | | | | Name | Work Time | | | Counts | Duration | Total | Counts | Duration | Total | |
| 111302 | karaa | adakl | Department | 2023-11-01 | We | 9-18 | 09:00- | [-] | 0 | 0 | 0.0 | 0.0 | 0 | 0.0 | 0.0 | 9.0 |
| 111302 | karaa | adakl | Department | 2023-11-02 | Th | 9-18 | 09:00- | [-] | 0 | 0 | 0.0 | 0.0 | 0 | 0.0 | 0.0 | 9.0 |
| 111302 | karaa | adakl | Department | 2023-11-03 | Fr | 9-18 | 09:00- | [-] | 0 | 0 | 0.0 | 0.0 | 0 | 0.0 | 0.0 | 9.0 |
| 111302 | karaa | adakl | Department | 2023-11-06 | Mo | 9-18 | 09:00- | [-] | 0 | 0 | 0.0 | 0.0 | 0 | 0.0 | 0.0 | 9.0 |
| 111302 | karaa | adakl | Department | 2023-11-07 | Tu | 9-18 | 09:00- | [-] | 0 | 0 | 0.0 | 0.0 | 0 | 0.0 | 0.0 | 9.0 |
| 111302 | karaa | adakl | Department | 2023-11-08 | We | 9-18 | 09:00- | [-] | 0 | 0 | 0.0 | 0.0 | 0 | 0.0 | 0.0 | 9.0 |
| 111302 | karaa | adakl | Department | 2023-11-09 | Th | 9-18 | 09:00- | [-] | 0 | 0 | 0.0 | 0.0 | 0 | 0.0 | 0.0 | 9.0 |
| 111302 | karaa | adakl | Department | 2023-11-10 | Fr | 9-18 | 09:00- | [-] | 0 | 0 | 0.0 | 0.0 | 0 | 0.0 | 0.0 | 9.0 |
| 111302 | karaa | adakl | Department | 2023-11-13 | Mo | 9-18 | 09:00- | [-] | 0 | 0 | 0.0 | 0.0 | 0 | 0.0 | 0.0 | 9.0 |
| 111302 | karaa | adakl | Department | 2023-11-14 | Tu | 9-18 | 09:00- | [-] | 0 | 0 | 0.0 | 0.0 | 0 | 0.0 | 0.0 | 9.0 |
| 111302 | karaa | adakl | Department | 2023-11-15 | We | 9-18 | 09:00- | [-] | 0 | 0 | 0.0 | 0.0 | 0 | 0.0 | 0.0 | 9.0 |
| 111302 | karaa | adakl | Department | 2023-11-16 | Th | 9-18 | 09:00- | [-] | 0 | 0 | 0.0 | 0.0 | 0 | 0.0 | 0.0 | 9.0 |
| 111302 | karaa | adakl | Department | 2023-11-17 | Fr | 9-18 | 09:00- | [-] | 0 | 0 | 0.0 | 0.0 | 0 | 0.0 | 0.0 | 9.0 |

**Figure 5- 56 Report Export Interface**

### 5.6.7.6 Late Report

The list displays the late arrival time of the employees.

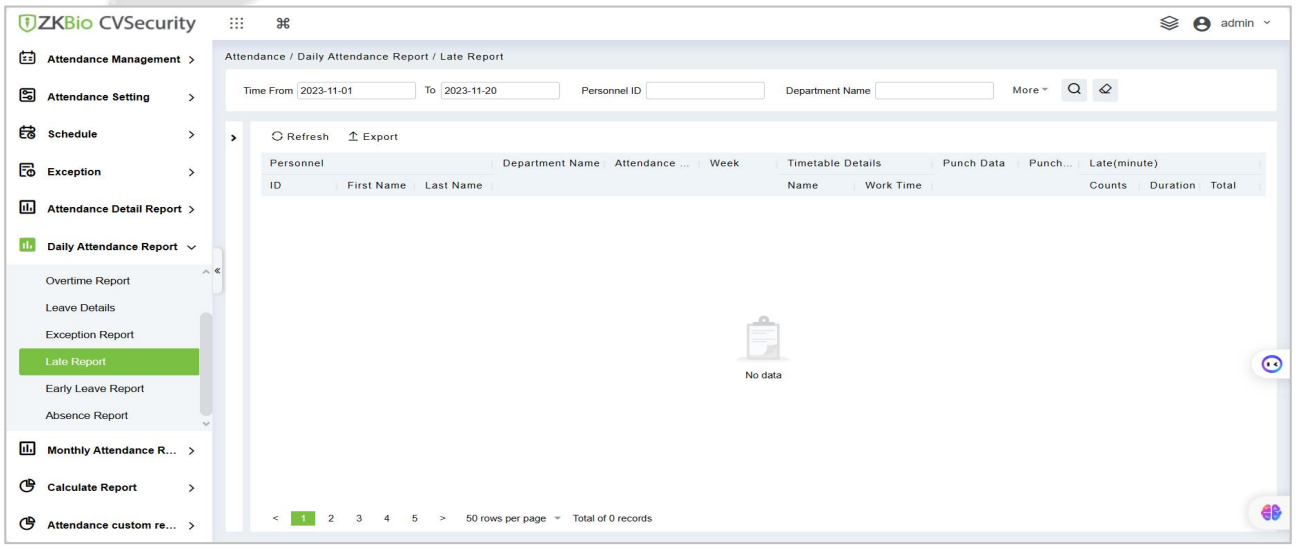



**Figure 5- 57 Late Report Interface**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**Export:**

Click **Export**, enter the user password in the pop-up security verification, and click **OK**. Select whether to encrypt and export the file format, and click **OK**.

### 5.6.7.7 Early Leave Report

The list shows the time of the early leave of the employees.

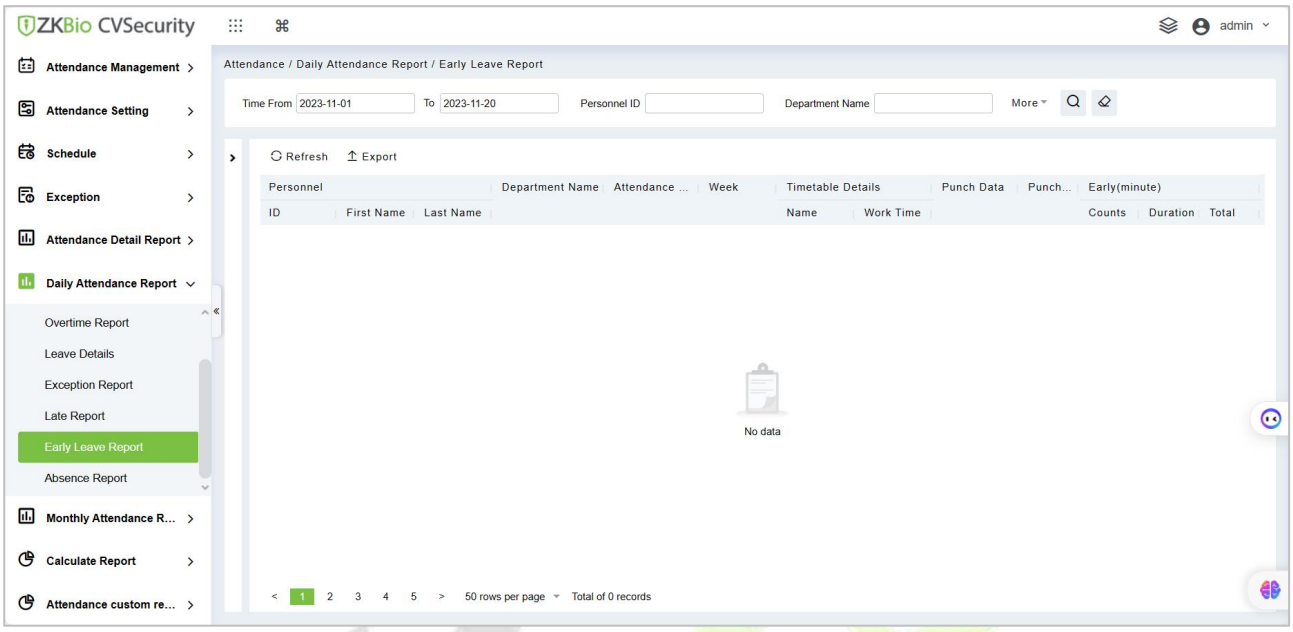


**Figure 5- 58**

**Export:**

Click **Export**, enter the user password in the pop-up security verification, and click **OK**. Select whether to encrypt and export the file format, and click **OK**.

### 5.6.7.8 Absence Report

The list displays the late arrival, early leave, and absent details of the employees.

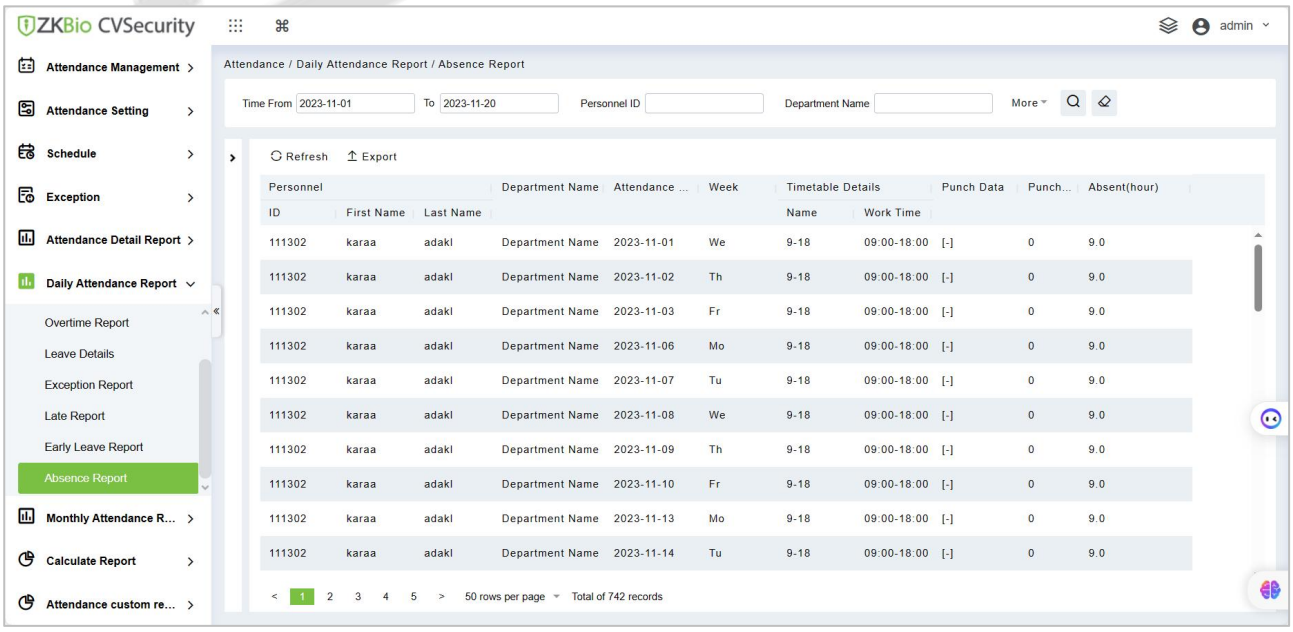


**Figure 5- 59 Absence Repoert Interface**


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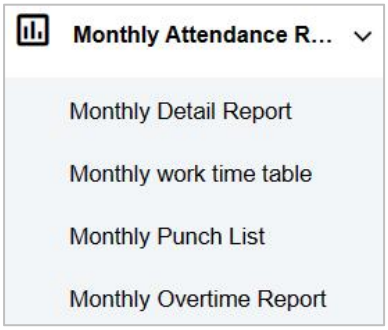
**Export:**

Click **Export**, enter the user password in the pop-up security verification, and click **OK**. Select whether to encrypt and export the file format, and click **OK**.

## 5.6.8 Monthly Attendance Report




### 5.6.8.1 Monthly Detail Report

The Monthly Detail Report is used to analyse the entire attendance of all the employees in that month. It includes Present hours, Absent hours, Holidays, Weekly-off and shifts so on

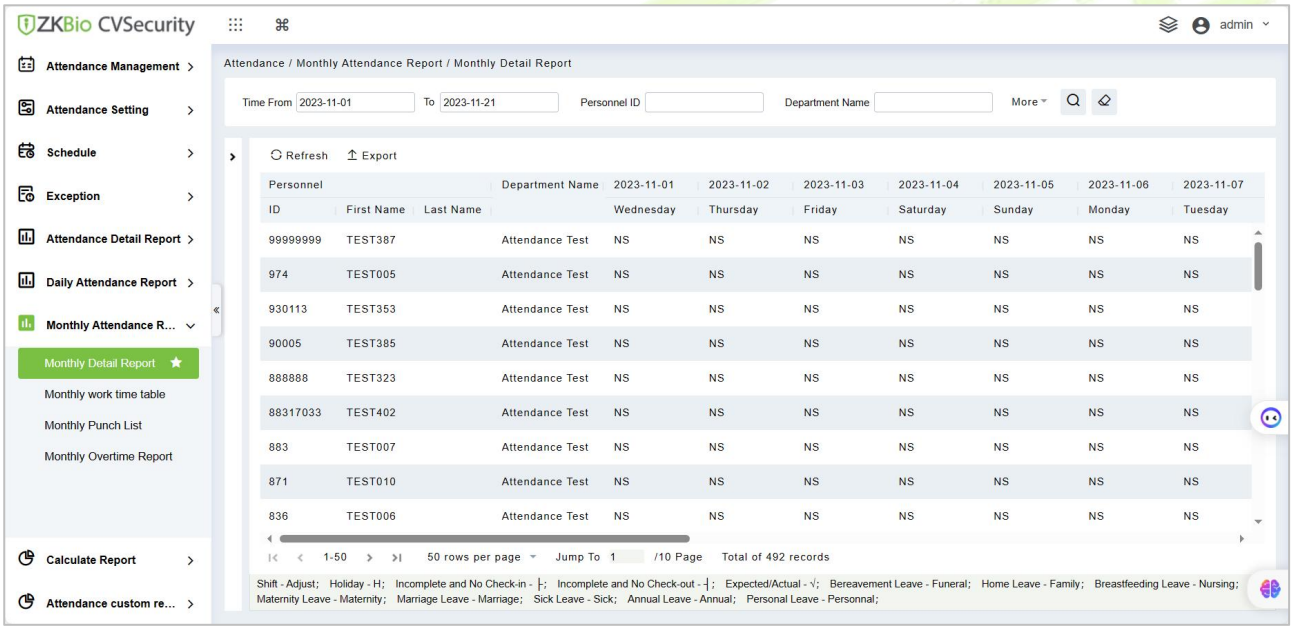



**Figure 5- 60 Monthly Detail Report Interface**

**Export:**

Click **Export**, enter the user password in the pop-up security verification, and click **OK**. Select whether to encrypt and export the file format, and click **OK**.

Monthly Detail Report

| Personnel ID | First Name | Last Name | Department Name | 2023-11-01 Wednesday | 2023-11-02 Thursday | 2023-11-03 Friday | 2023-11-04 Saturday | 2023-11-05 Sunday | 2023-11-06 Monday | 2023-11-07 Tuesday | 2023-11-08 Wednesday | 2023-11-09 Thursday |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 99999999 | TEST387 | | Attendance Test | NS | NS | NS | NS | NS | NS | NS | NS | NS |
| 974 | TEST005 | | Attendance Test | NS | NS | NS | NS | NS | NS | NS | NS | NS |
| 930113 | TEST353 | | Attendance Test | NS | NS | NS | NS | NS | NS | NS | NS | NS |
| 90005 | TEST385 | | Attendance Test | NS | NS | NS | NS | NS | NS | NS | NS | NS |
| 888888 | TEST323 | | Attendance Test | NS | NS | NS | NS | NS | NS | NS | NS | NS |
| 88317033 | TEST402 | | Attendance Test | NS | NS | NS | NS | NS | NS | NS | NS | NS |
| 883 | TEST007 | | Attendance Test | NS | NS | NS | NS | NS | NS | NS | NS | NS |
| 871 | TEST010 | | Attendance Test | NS | NS | NS | NS | NS | NS | NS | NS | NS |
| 836 | TEST006 | | Attendance Test | NS | NS | NS | NS | NS | NS | NS | NS | NS |
| 80233 | TEST008 | | Attendance Test | NS | NS | NS | NS | NS | NS | NS | NS | NS |
| 8023 | TEST009 | | Attendance Test | NS | NS | NS | NS | NS | NS | NS | NS | NS |
| 7777777 | TEST350 | | Attendance Test | NS | NS | NS | NS | NS | NS | NS | NS | NS |
| 7658 | TEST352 | | Attendance Test | NS | NS | NS | NS | NS | NS | NS | NS | NS |
| 67890 | TEST347 | | Attendance Test | NS | NS | NS | NS | NS | NS | NS | NS | NS |

**Figure 5- 61 Monthly Details Report**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### 5.6.8.2 Monthly Work Time

The monthly work time report gives the details of attendance status, Clock-in time, Clock-out time and the total worked hours.

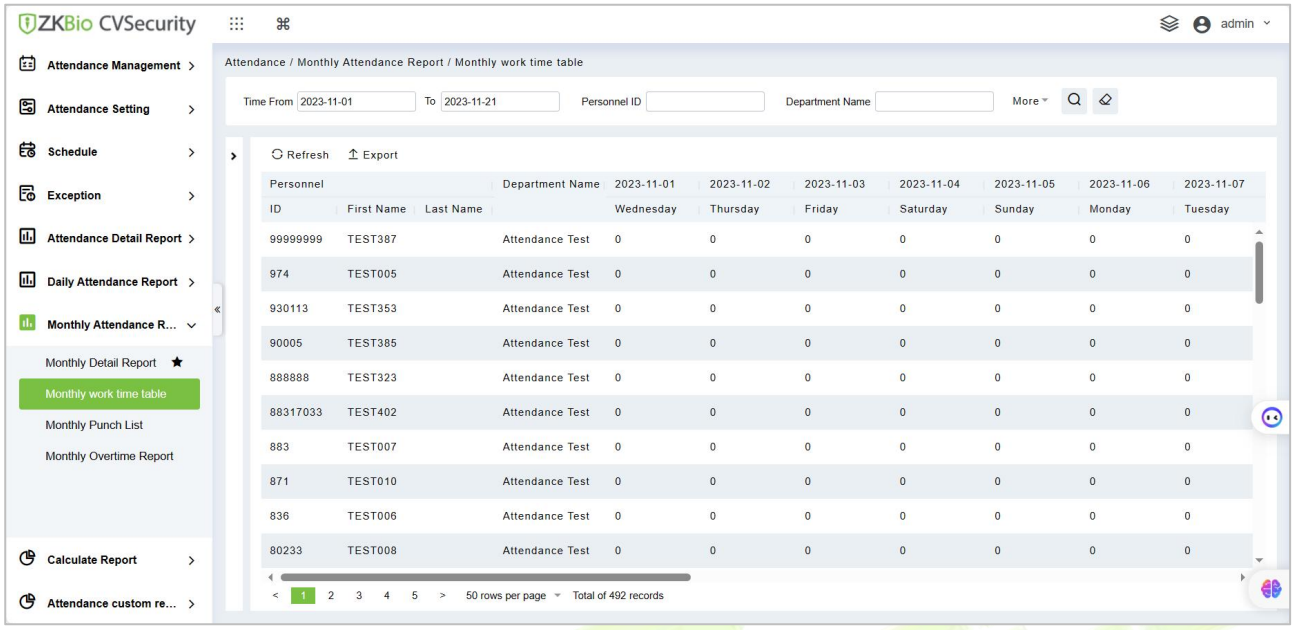


**Figure 5- 62 Monthly Work Time Interface**

**Export:**

Click **Export**, enter the user password in the pop-up security verification, and click **OK**. Select whether to encrypt and export the file format, and click **OK**.

| Monthly work time table | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Personnel | | | epartment Nar | 2023-11-01 | 2023-11-02 | 2023-11-03 | 2023-11-04 | 2023-11-05 | 2023-11-06 | 2023-11-07 | 2023-11-08 | 2023-11-09 | 2023-11-10 | 2023-11-11 | 2023-11-12 |
| ID | First Name | Last Name | | Wednesday | Thursday | Friday | Saturday | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| 99999999 | TEST387 | | Attendance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 974 | TEST005 | | Attendance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 930113 | TEST353 | | Attendance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 90005 | TEST385 | | Attendance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 888888 | TEST323 | | Attendance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 88317033 | TEST402 | | Attendance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 883 | TEST007 | | Attendance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 871 | TEST010 | | Attendance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 836 | TEST006 | | Attendance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 80233 | TEST008 | | Attendance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8023 | TEST009 | | Attendance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7777777 | TEST350 | | Attendance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7658 | TEST352 | | Attendance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 67890 | TEST347 | | Attendance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6666666 | TEST391 | | Attendance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6629 | TEST115 | | Attendance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 60061 | | | Attendance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 60060 | | | Attendance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 60059 | | | Attendance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 60058 | | | Attendance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 60057 | | | Attendance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 60056 | | | Attendance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 60055 | | | Attendance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 60054 | | | Attendance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 60053 | | | Attendance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 60052 | | | Attendance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

**Figure 5- 63 Export Report Interface**


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### 5.6.8.3 Monthly Punch

The monthly punch Report displays the attendance details namely Status, Clock-in, Clock-out, Early Leave, Late coming, assigned to each employee.

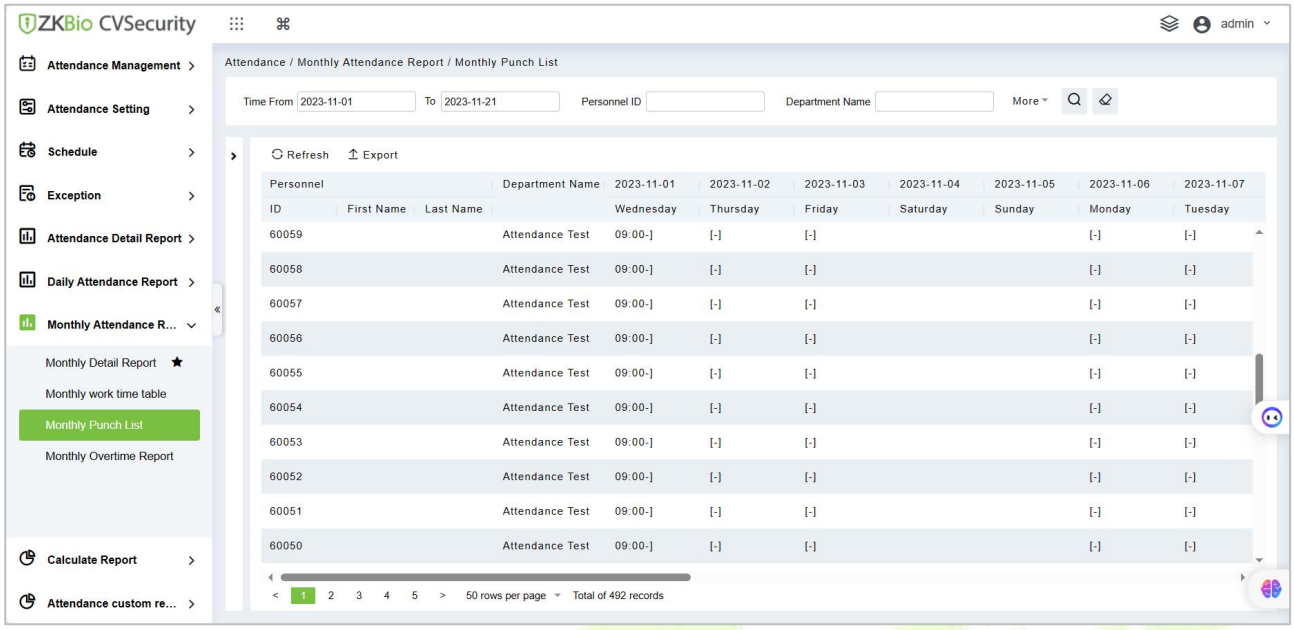


**Figure 5- 64 monthly Punch Report Interface**

**Export:**

Click **Export**, enter the user password in the pop-up security verification, and click **OK**. Select whether to encrypt and export the file format, and click **OK**.

Monthly Punch List

| Personnel | | | | 2023-11-01 | 2023-11-02 | 2023-11-03 | 2023-11-04 | 2023-11-05 | 2023-11-06 | 2023-11-07 | 2023-11-08 | 2023-11-09 | 2023-11-10 | 2023-11-11 | 2023-11-12 | 2023-11-13 | 2023-11-14 | 2023-11-15 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ID | First Name | Last Name | partment Na | Wednesday | Thursday | Friday | Saturday | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Monday | Tuesday | Wednesday |
| 99999999 | TEST387 | | Attendanc | | | | | | | | | | | | | | | |
| 974 | TEST005 | | Attendanc | | | | | | | | | | | | | | | |
| 930113 | TEST353 | | Attendanc | | | | | | | | | | | | | | | |
| 90005 | TEST385 | | Attendanc | | | | | | | | | | | | | | | |
| 888888 | TEST323 | | Attendanc | | | | | | | | | | | | | | | |
| 88317033 | TEST402 | | Attendanc | | | | | | | | | | | | | | | |

**Figure 5- 65 Export Report Interface**

### 5.6.8.4 Monthly Overtime Report

The Overtime Summary Report displays the overtime hours worked by the employees.

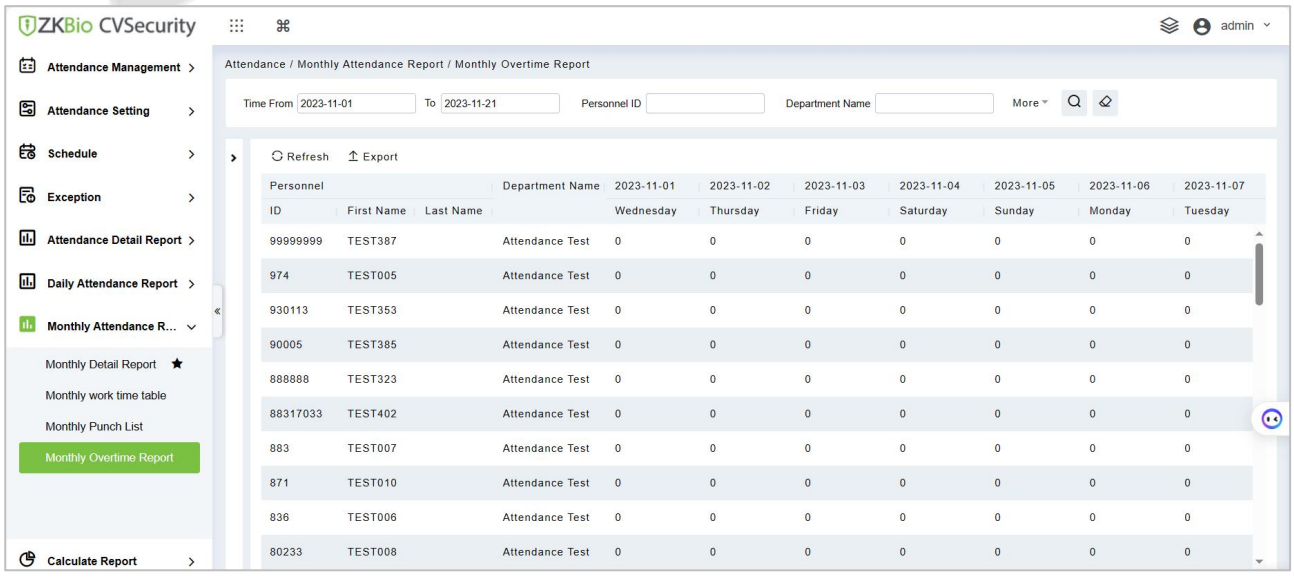


**Figure 5- 66 Monthly Overtime Report Interface**


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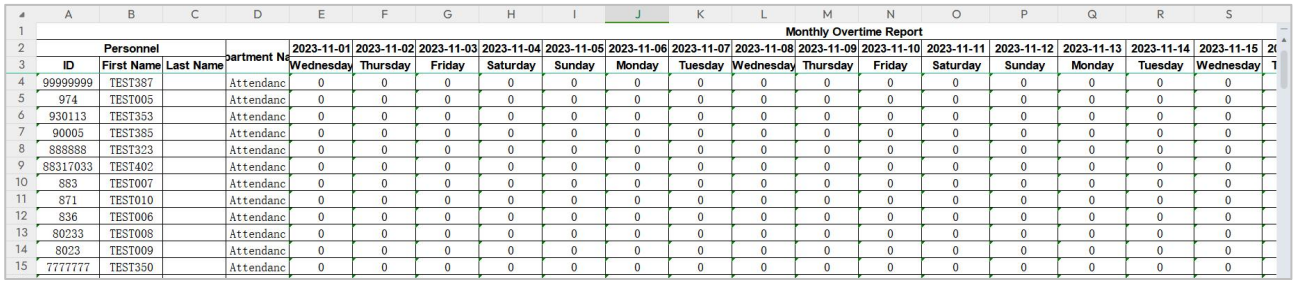
**Export:**

Click **Export**, enter the user password in the pop-up security verification, and click **OK**. Select whether to encrypt and export the file format, and click **OK**.



| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Monthly Overtime Report | | | | | | | | | | | | | | | | | | |
| 2 | Personnel | | | Department Na | 2023-11-01 | 2023-11-02 | 2023-11-03 | 2023-11-04 | 2023-11-05 | 2023-11-06 | 2023-11-07 | 2023-11-08 | 2023-11-09 | 2023-11-10 | 2023-11-11 | 2023-11-12 | 2023-11-13 | 2023-11-14 | 2023-11-15 |
| 3 | ID | First Name | Last Name | | Wednesday | Thursday | Friday | Saturday | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Monday | Tuesday | Wednesday |
| 4 | 99999999 | TEST387 | | Attendanc | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5 | 974 | TEST005 | | Attendanc | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6 | 930113 | TEST353 | | Attendanc | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7 | 90005 | TEST385 | | Attendanc | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8 | 888888 | TEST323 | | Attendanc | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 9 | 88317033 | TEST402 | | Attendanc | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | 883 | TEST007 | | Attendanc | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 11 | 871 | TEST010 | | Attendanc | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 12 | 836 | TEST006 | | Attendanc | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 13 | 80233 | TEST008 | | Attendanc | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 14 | 8023 | TEST009 | | Attendanc | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 15 | 7777777 | TEST350 | | Attendanc | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

**Figure 5- 67 Export Report Interface**

## 5.6.9 Calculate Report

### 5.6.9.1 Monthly Staff Report

The Attendance Status Summary report is used to analyse the entire attendance status of all the employees in that month. It includes Present hours, Absent hours, Holidays, Weekly-off and so on.

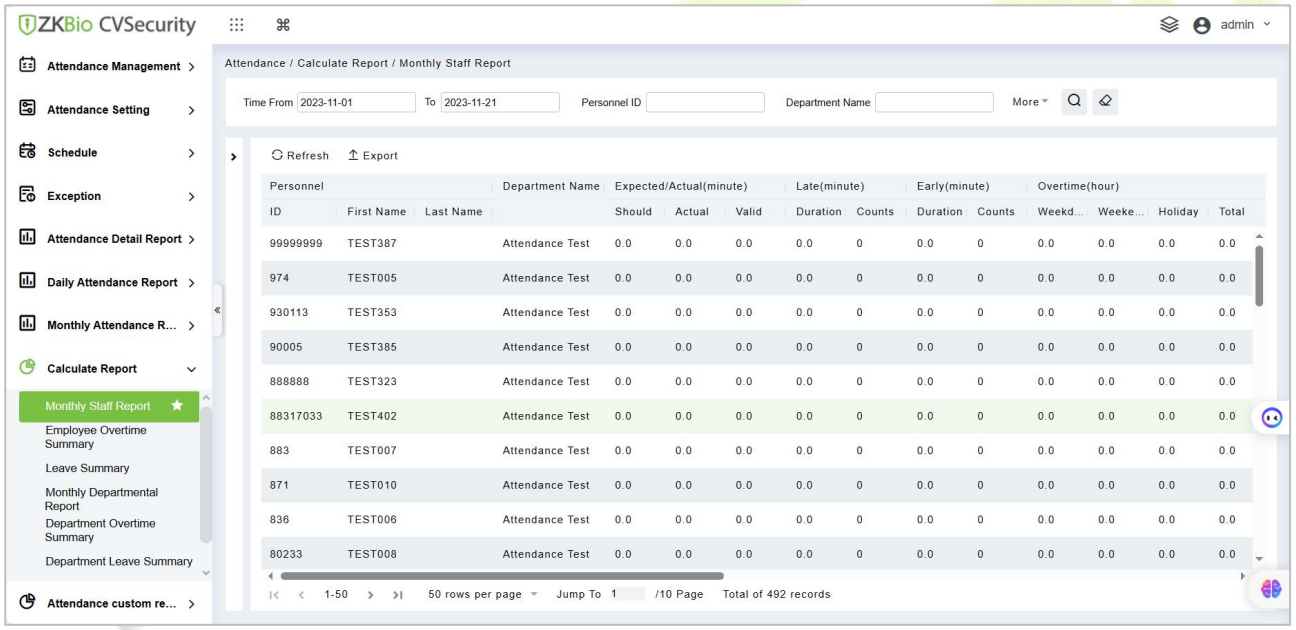
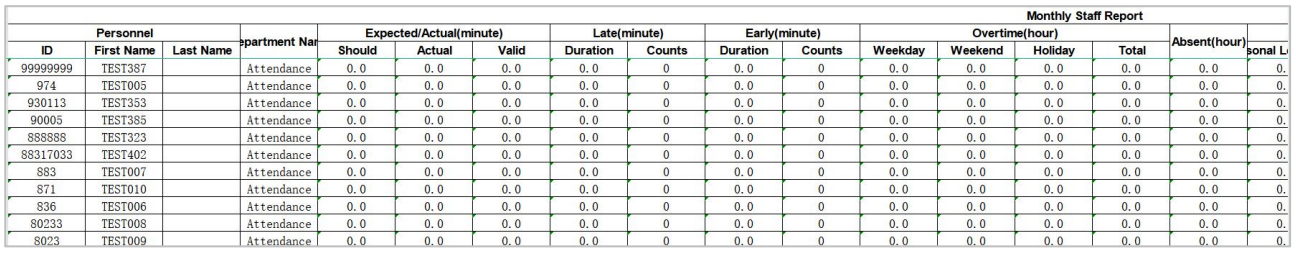



**Figure 5- 68 Monthly Staff Report Interface**

**Export:**

Click **Export**, enter the user password in the pop-up security verification, and click **OK**. Select whether to encrypt and export the file format, and click **OK**.



| | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Monthly Staff Report | | | | | | | | | | | | | | | | | | | |
| Personnel | | | Department Nar | Expected/Actual(minute) | | | Late(minute) | | Early(minute) | | Overtime(hour) | | | | Absent(hour) | sonal L |
| ID | First Name | Last Name | | Should | Actual | Valid | Duration | Counts | Duration | Counts | Weekday | Weekend | Holiday | Total | | |
| 99999999 | TEST387 | | Attendance | 0.0 | 0.0 | 0.0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0. |
| 974 | TEST005 | | Attendance | 0.0 | 0.0 | 0.0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0. |
| 930113 | TEST353 | | Attendance | 0.0 | 0.0 | 0.0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0. |
| 90005 | TEST385 | | Attendance | 0.0 | 0.0 | 0.0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0. |
| 888888 | TEST323 | | Attendance | 0.0 | 0.0 | 0.0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0. |
| 88317033 | TEST402 | | Attendance | 0.0 | 0.0 | 0.0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0. |
| 883 | TEST007 | | Attendance | 0.0 | 0.0 | 0.0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0. |
| 871 | TEST010 | | Attendance | 0.0 | 0.0 | 0.0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0. |
| 836 | TEST006 | | Attendance | 0.0 | 0.0 | 0.0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0. |
| 80233 | TEST008 | | Attendance | 0.0 | 0.0 | 0.0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0. |
| 8023 | TEST009 | | Attendance | 0.0 | 0.0 | 0.0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0. |

**Figure 5- 69 Export Report Interface**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### 5.6.9.2 Employee Overtime Summary

The Overtime Summary Report displays the overtime hours worked by the employees.

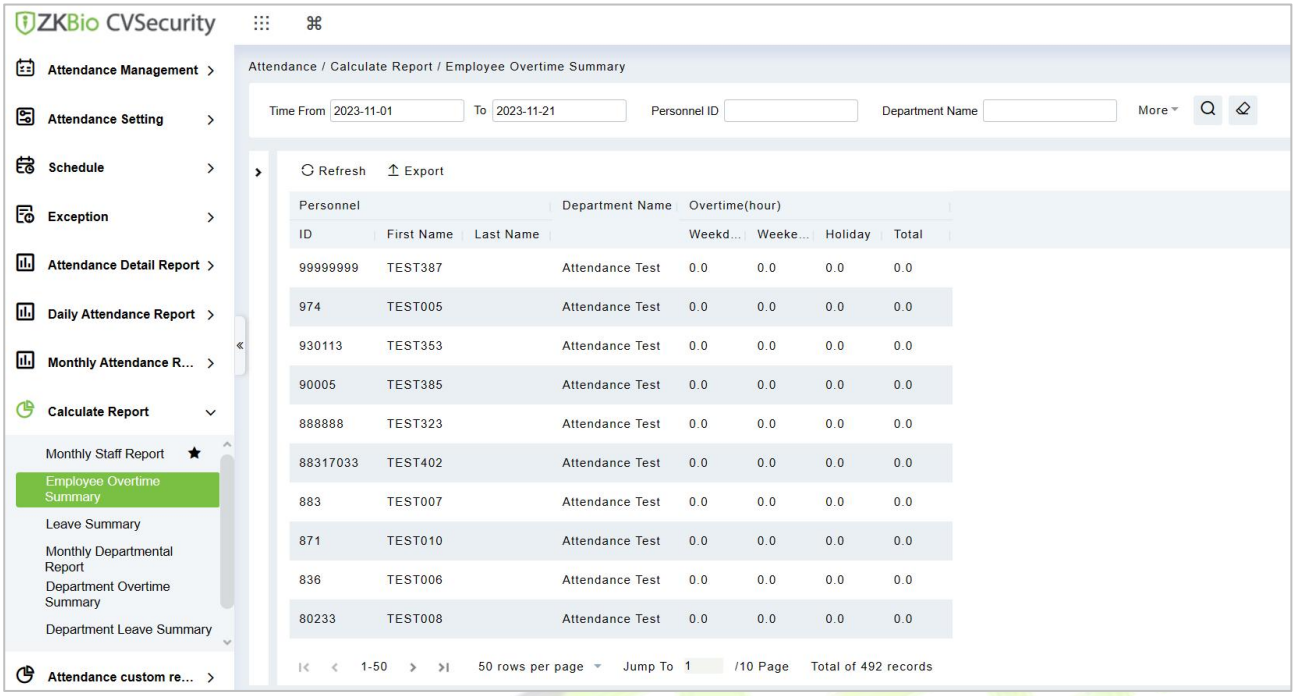


**Figure 5- 70 Employee Overtime Summary Report Interface**

**Export:**

Click **Export**, enter the user password in the pop-up security verification, and click **OK**. Select whether to encrypt and export the file format, and click **OK**.

### 5.6.9.3 Leave Summary

The leave summary displays the total leaves taken by the employees. It includes sick leave, casual leave, parental leave, annual leave, compassionate leave, and more. The procedure to view the leave summary is the same as the Employee Summary

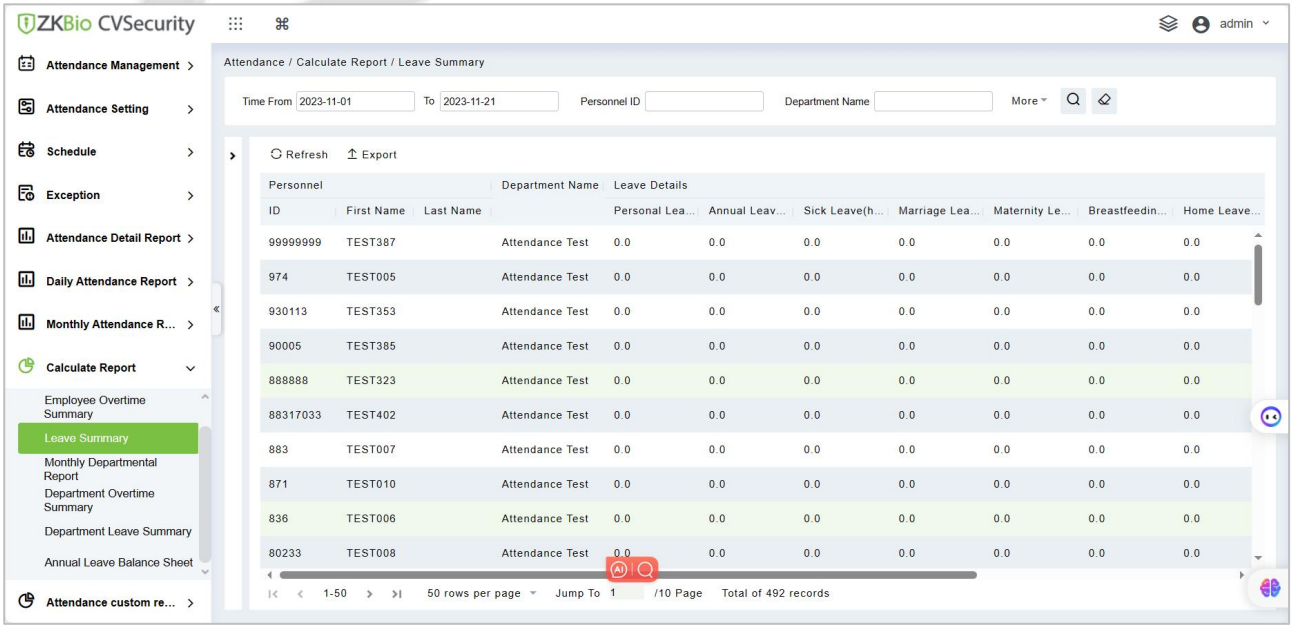


**Figure 5- 71 Leave Summary Report Interface**


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**Export:**

Click **Export**, enter the user password in the pop-up security verification, and click **OK**. Select whether to encrypt and export the file format, and click **OK**.

### 5.6.9.4 Monthly Department Summary

The Department Summary displays all the data of a department including the number of employees, late arrivals, leaves, absents, and more(count). The procedure to view the department summary is the same as the Employee Summary.

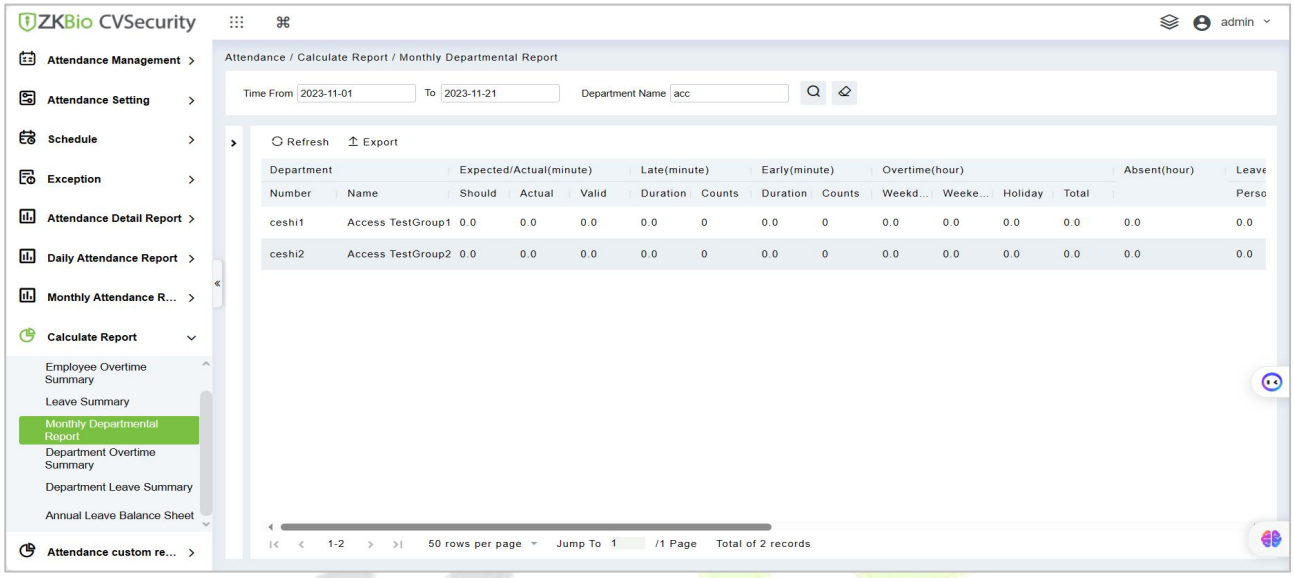


**Figure 5- 72 Monthly Department Summary Report Interface**

**Export:**

Click **Export**, enter the user password in the pop-up security verification, and click **OK**. Select whether to encrypt and export the file format, and click **OK**.

### 5.6.9.5 Department Overtime Summary

The Overtime Summary Report displays the overtime hours worked by the employees in a department.

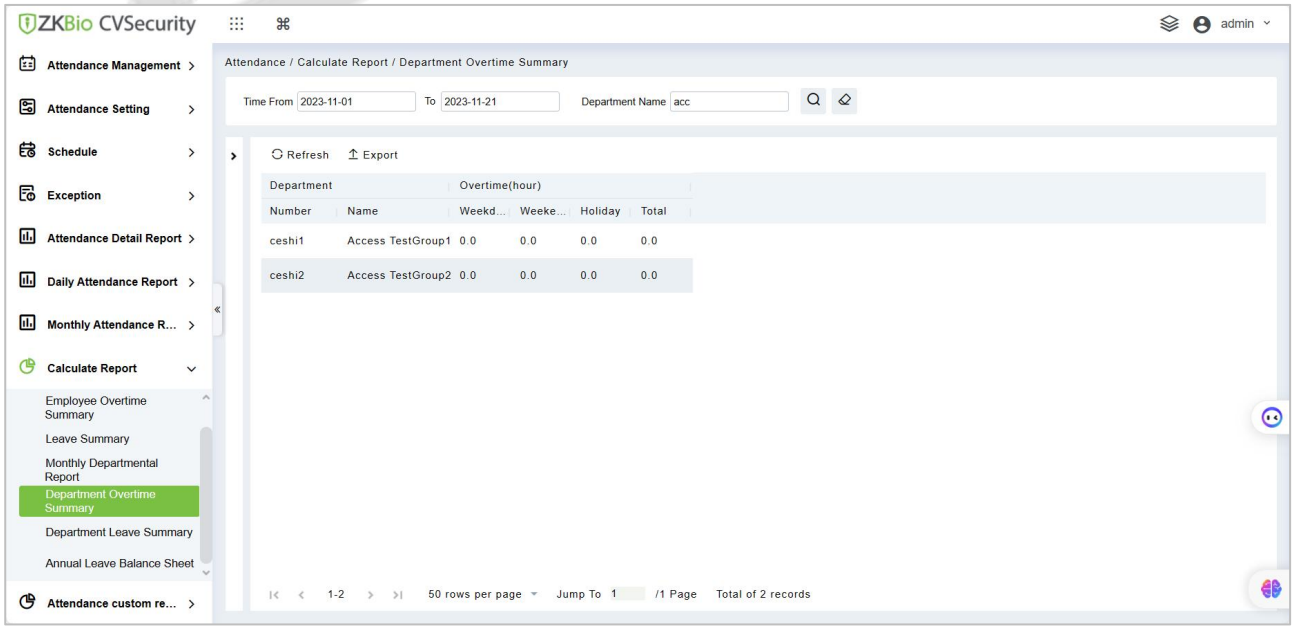


**Figure 5- 73 Department Overtime Summary Report Interface**


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**Export:**

Click **Export**, enter the user password in the pop-up security verification, and click **OK**. Select whether to encrypt and export the file format, and click **OK**.

### 5.6.9.6 Department Leave Summary

The department leave summary displays the total leaves taken by the employees in a department. It includes sick leave, casual leave, parental leave, annual leave, compassionate leave, and more.

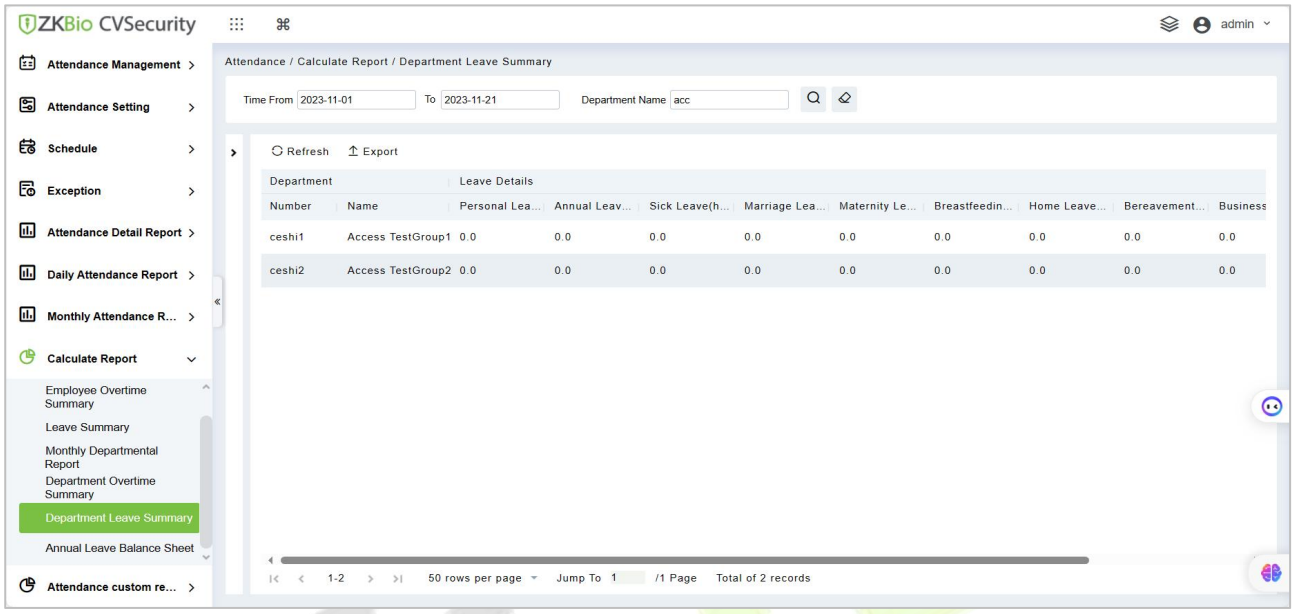


**Figure 5- 74 Department Leave Summary Report Interface**

**Export:**

Click **Export**, enter the user password in the pop-up security verification, and click **OK**. Select whether to encrypt and export the file format, and click **OK**.

### 5.6.9.7 Annual Leave Balance Summary

The Yearly Summary displays all the data of the employee including the number of late arrivals, leaves, absents, and working (count).

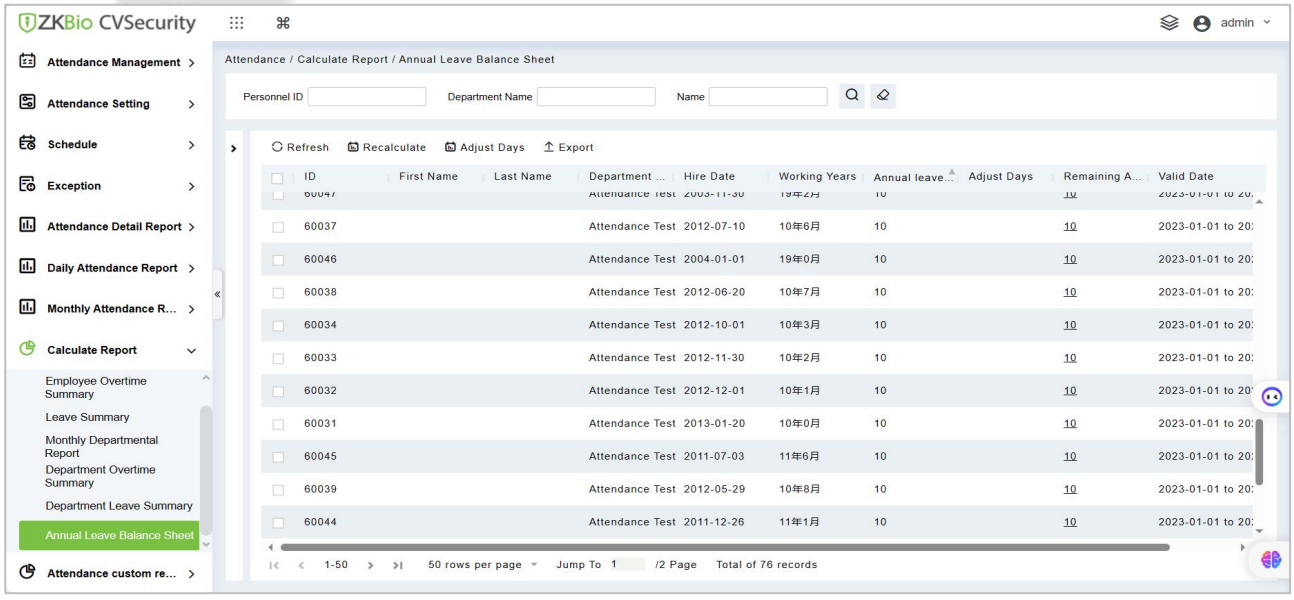


**Figure 5- 75 Annual Leave Balance Summary Report Interface**


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## 5.6.10 Attendance Custom Report

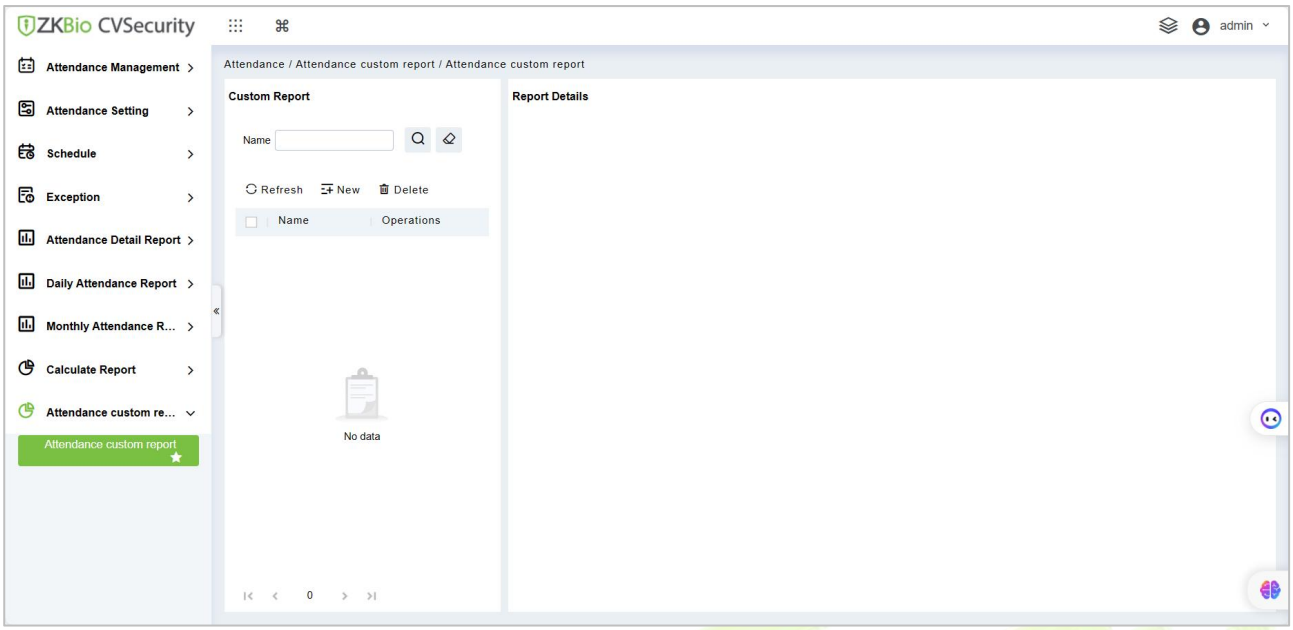


**Figure 5- 76**

### 5.6.10.1 New

1. Go to **Attendance > Attendance Custom Report**, click New .

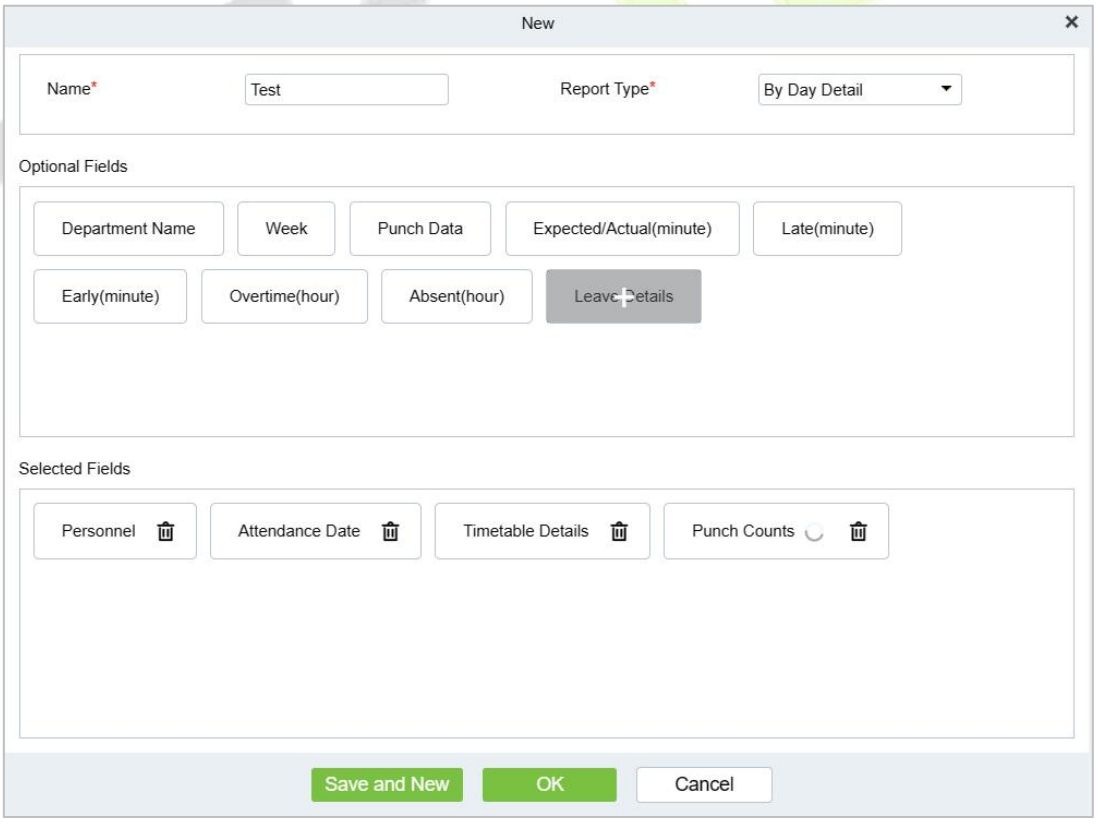


**Figure 5- 77**

**Name:** The name of your customized report.

**Report Type:** There are 3 types, Summary by Dept, Summary by Person, By Day Detail. Optional fields vary by type.


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2. After saving, you can view and export the custom report.

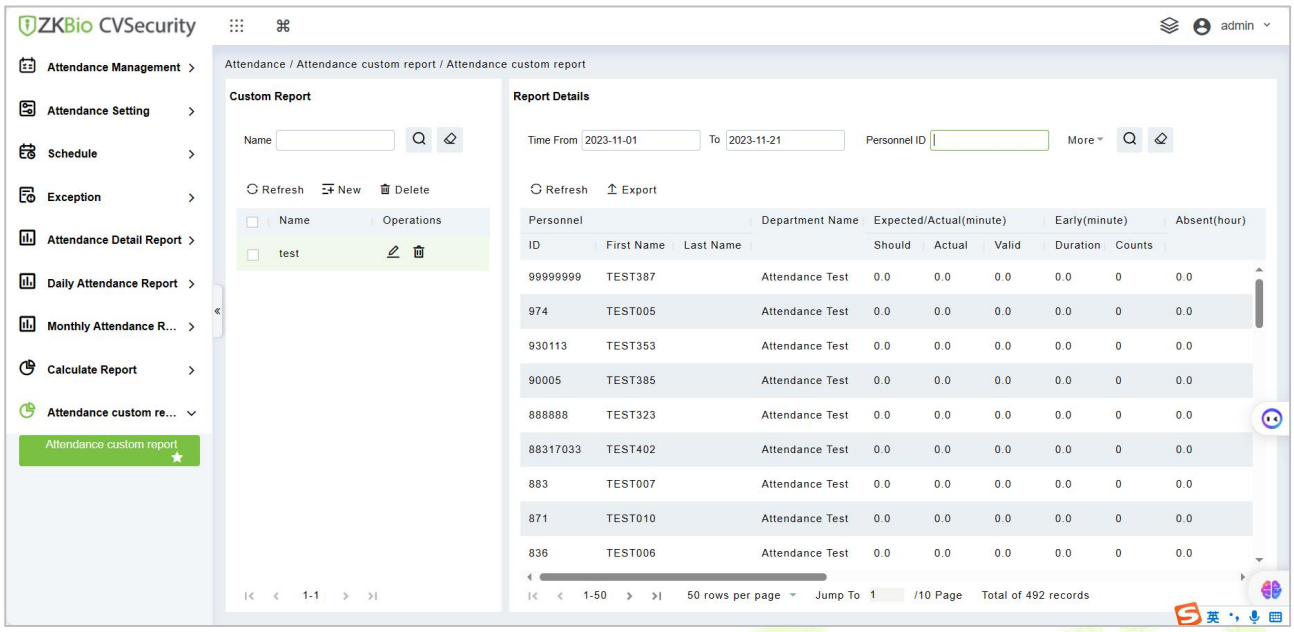


**Figure 5- 78**


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# 6 Consumption (Offline)

The devices for which the offline consumption module is applicable are Promerc 10, Peomerc 20.

## 6.1 Consumption System

This module allows the user to set up a consumption system with the device and realize their functions. The device can be set as either a “Consumer Machine”, a “Cashier Machine” or a “Subsidy Machine”. The “Consumer machine” type combines various consumption modes to meet the diversified consumption requirements such as fixed value mode or amount mode. The “Cashier Machine” type realizes the device recharge and refund function. The “Subsidy machine” type is used to receive allowances/subsidies. This module will collect the data from the device and summarize it on the various consumption reports. It can also perform various operations like issue card, card return, card suspend and resume, and other operations through the card reader connected to the software.

### 6.1.1 Consumption Basic Management

#### 6.1.1.1 Piecewise Fixed Value

Piecewise Fixed value is the value and validity of a card which is supposed to be used on the consumer device.

Click **Consumption Basic Management** > **Piecewise Fixed Value** as shown in the following figure:

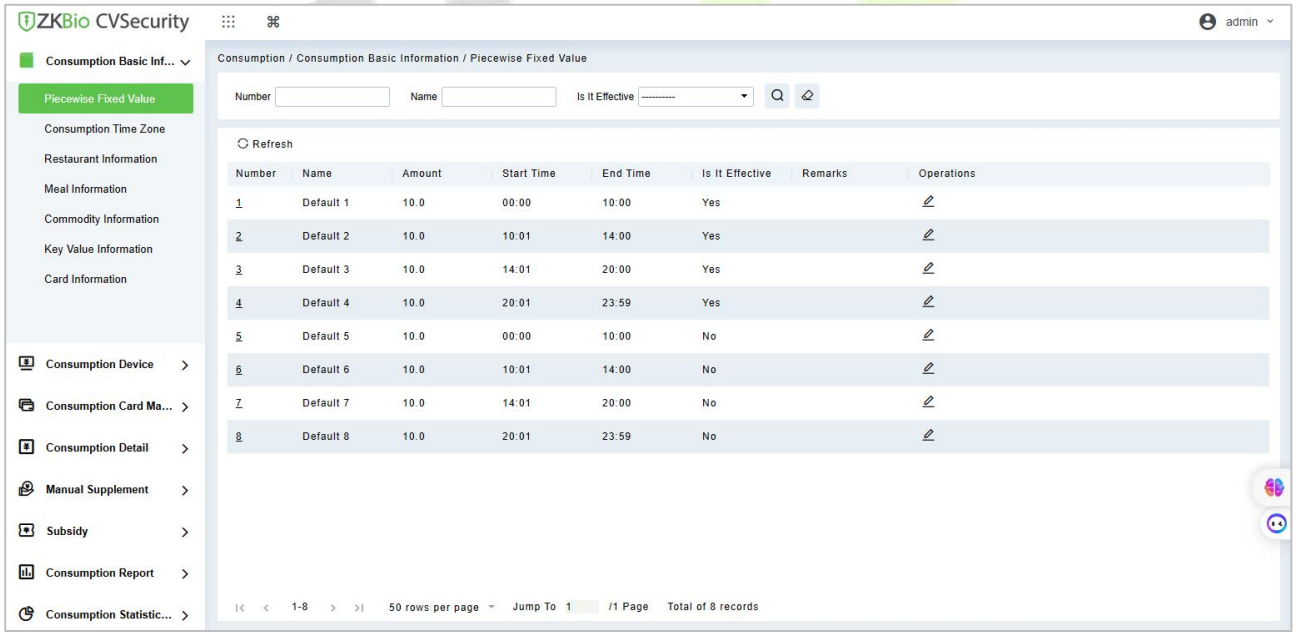


**Figure 6- 1**

**Edit:**

By default, there are eight values, click **Edit** on the operation column to open the modification dialog box.


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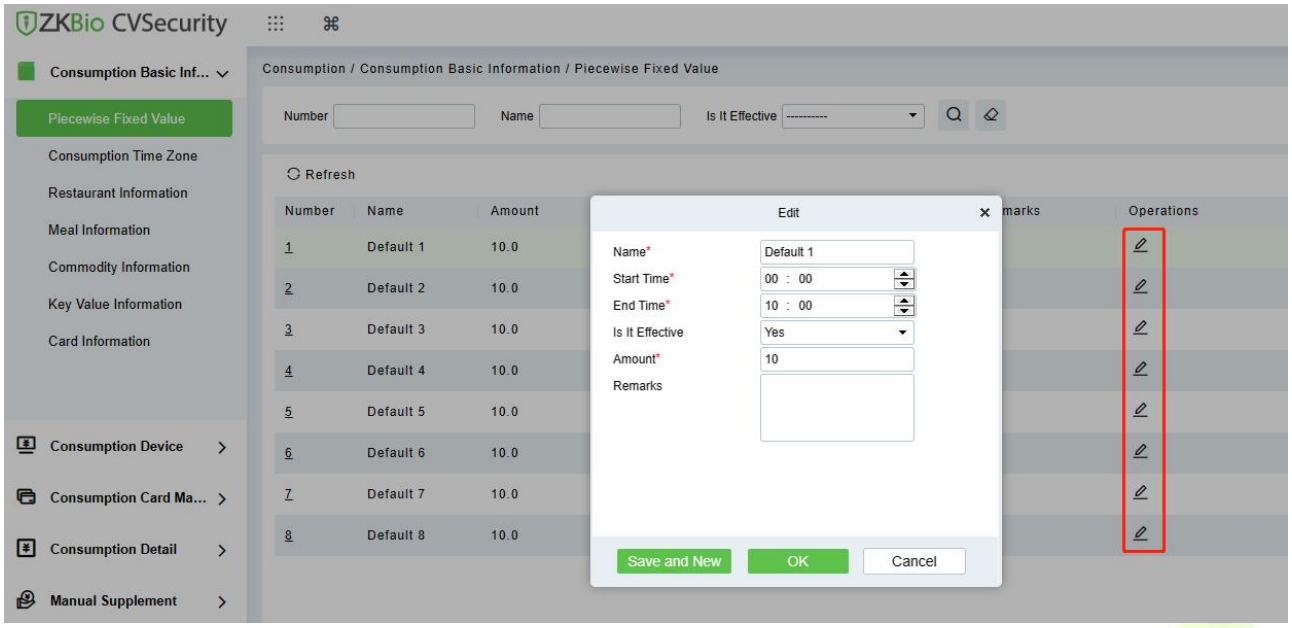


**Figure 6- 2**

You can provide the desired information in the dialog box which include: **Name**, **Start time**, **End time**, **Whether Effective** (status of the card), **Amount**, and **Remarks**.

### 6.1.1.2 Consumption Time Zone

Click **Consumption Basic Management** > **Consumption Time Zone** as shown in the following figure:

By default, the system has some Consumption Time zones, you can select and edit according to your preferences.

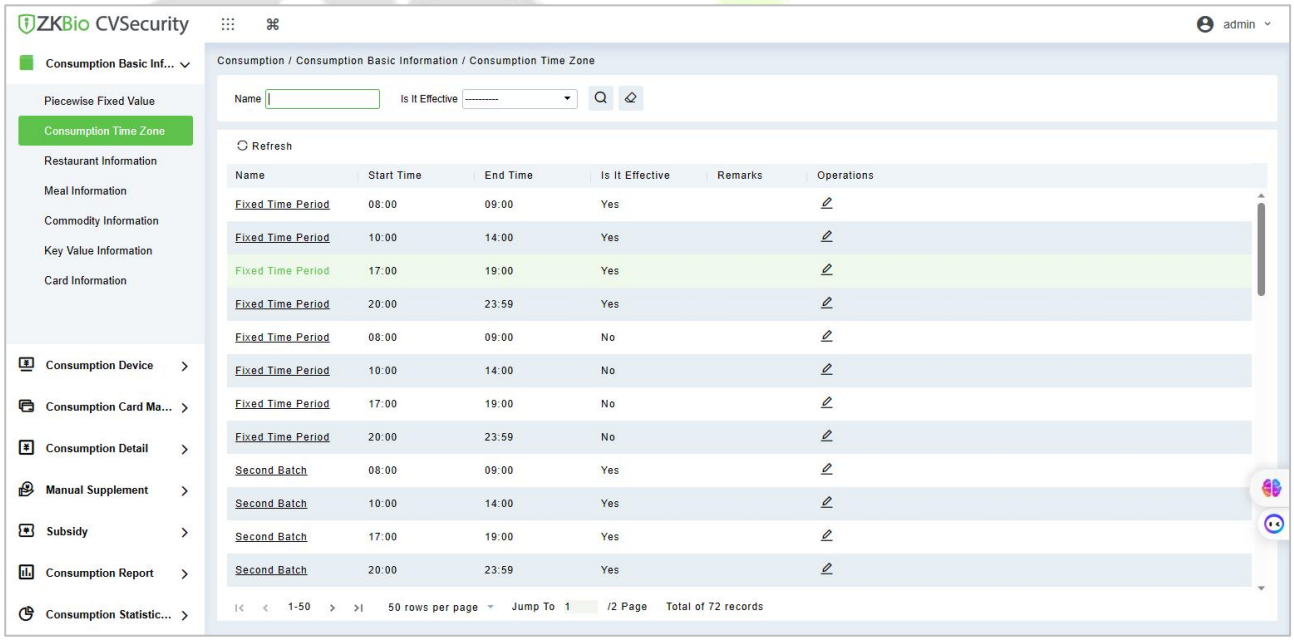


**Figure 6- 3**


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### Edit:

Click **Edit** column on the operation column to open the modification dialog box.

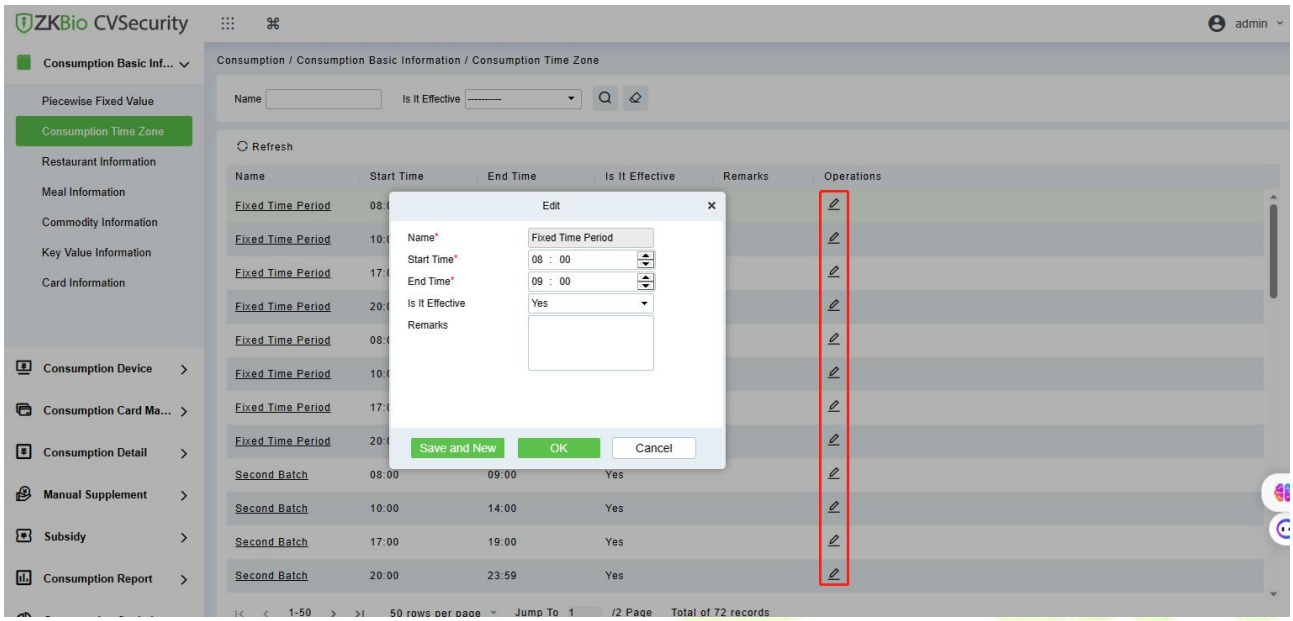


**Figure 6- 4**

On the dialog box, you can select the required **Start time**, **End time**, **Whether Effective**, and **Remarks** (optional), as shown in the above figure. After providing the information, click **OK**.

### 6.1.1.3 Restaurant Information

By default, a Restaurant name is already added, you can edit it and also add new ones.

Click **Consumption Basic Management** > **Restaurant Information**, shown as following figure:

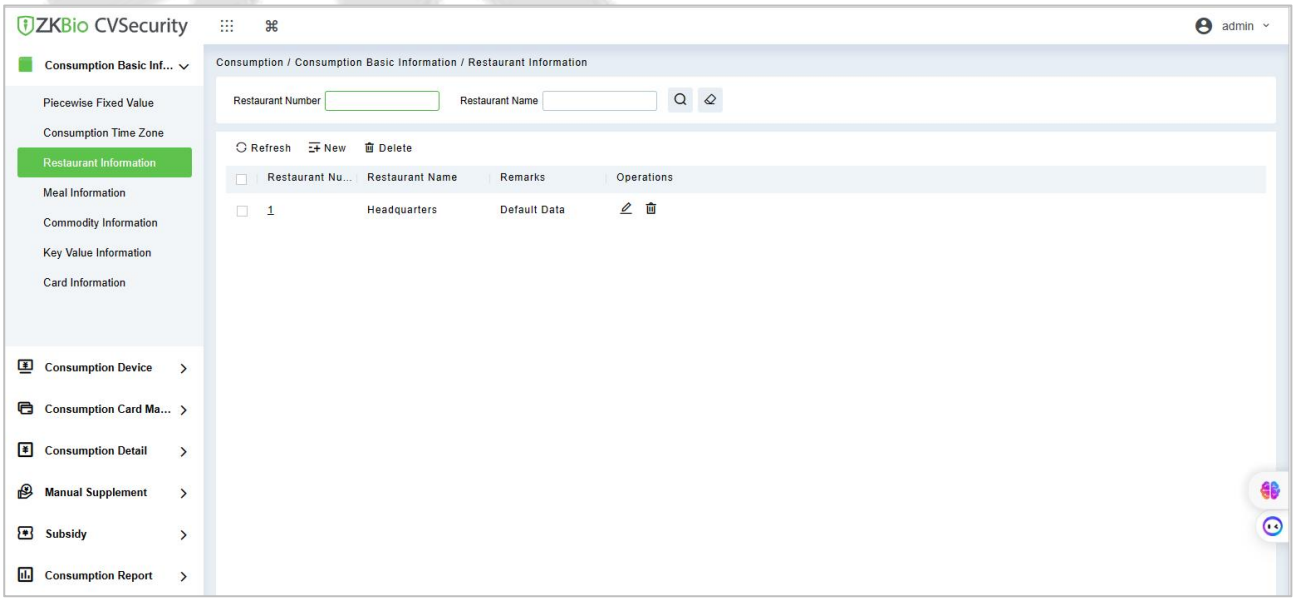


**Figure 6- 5**


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### New:

Click **New**, to add a restaurant.

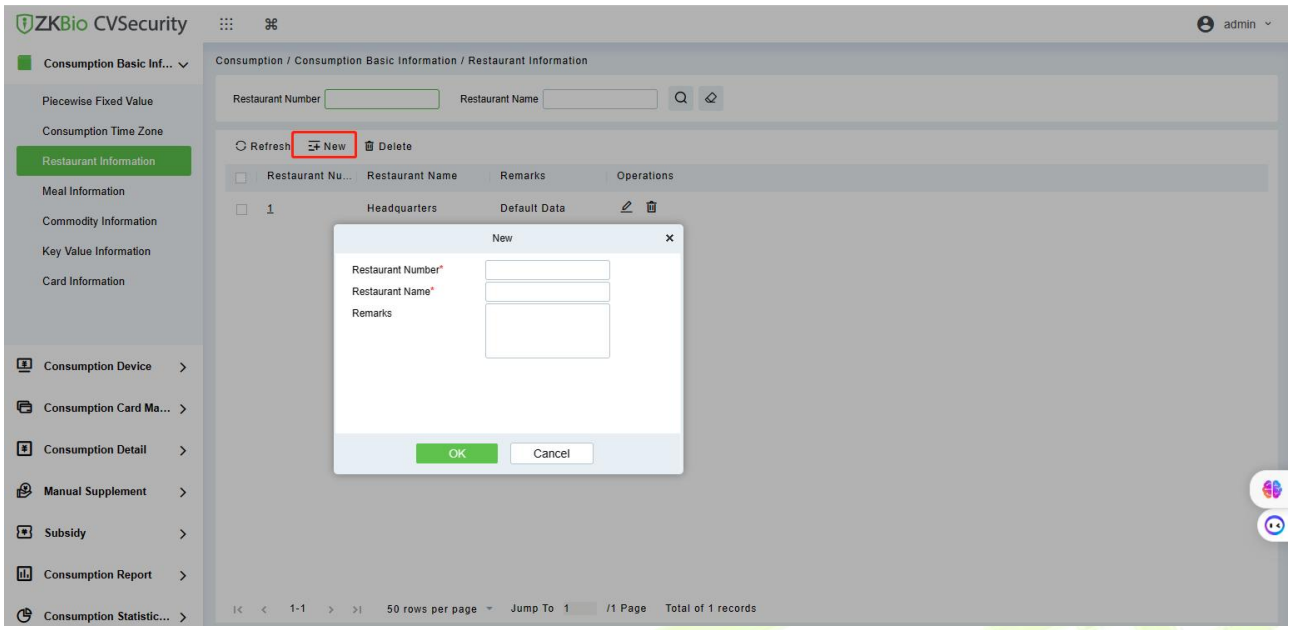


**Figure 6- 6**

Type the preferred Restaurant number, Restaurant name, and Remarks (optional) information, and then click **OK** to save and close or click **Save and New** for continue adding.

### Delete:

You can directly click **Delete** on the required hotel to remove it from the system.

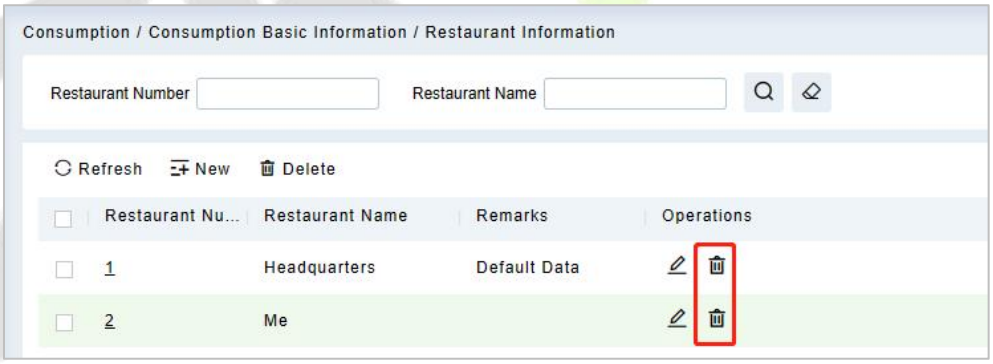


**Figure 6- 7**

For deleting in batch, select the required hotel(s) as shown below and click **Delete**. The default restaurant number 1 cannot be deleted.

**Figure 6- 8**


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**Edit:**

Click **Edit** in the operation column to open the modification dialog box.

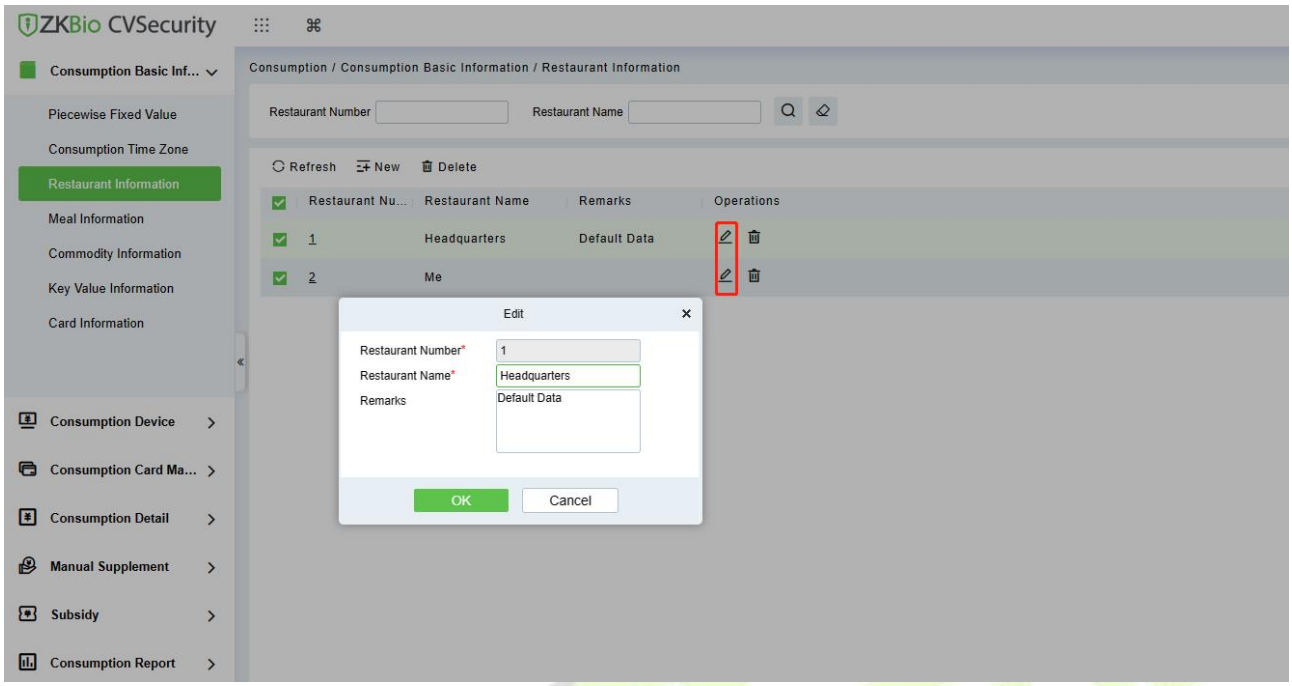


**Figure 6- 9**

### 6.1.1.4 Meal Information

Click **Consumption Basic Management** > **Meal Information**, shown as following figure:

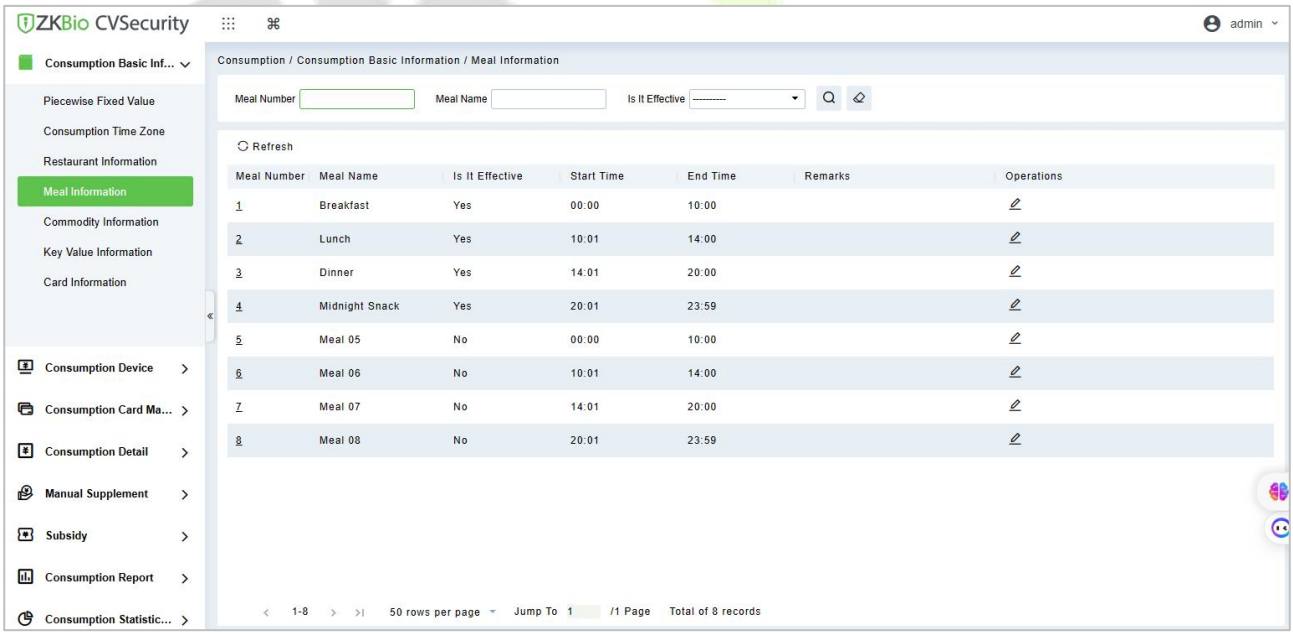


**Figure 6- 10**


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**Edit:**

Click on the meal number of list and the edit column of the operation to pop up the modification dialog box.

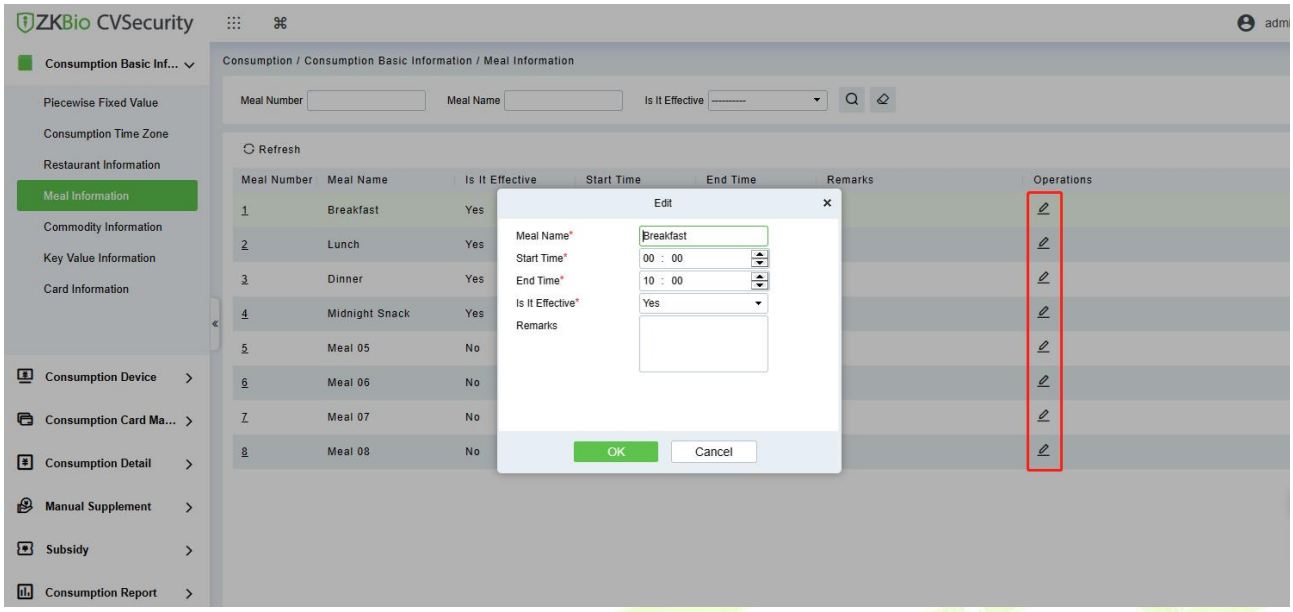


**Figure 6- 11**

Enter the information in the dialog box which include: **Meal Name**, **Start Time**, **End time**, **Whether Effective** (status), **Remarks** (optional) and then click **OK** to save.

### 6.1.1.5 Commodity Information

Click **Consumption Basic Management** > **Commodity Information** as shown in the following figure:

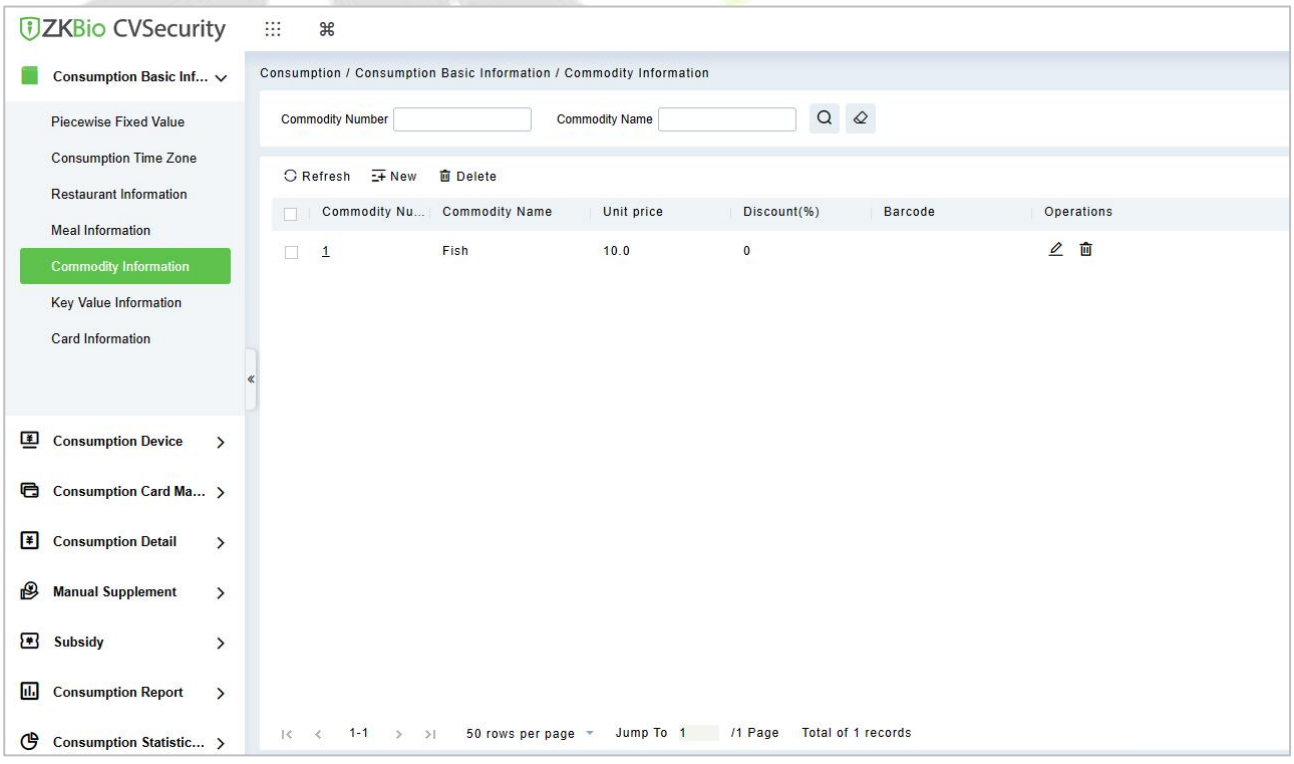


**Figure 6- 12**


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### New:

Click **New** to add, enter required **Commodity number**, **Commodity Name**, **Barcode**, **Unit price**, **Discount** in the dialog box, and then click **OK** to save and close or click **Save and New** for continue adding.

✍**Note:** If you put 0 in **Discount**, then the product is not discounted.

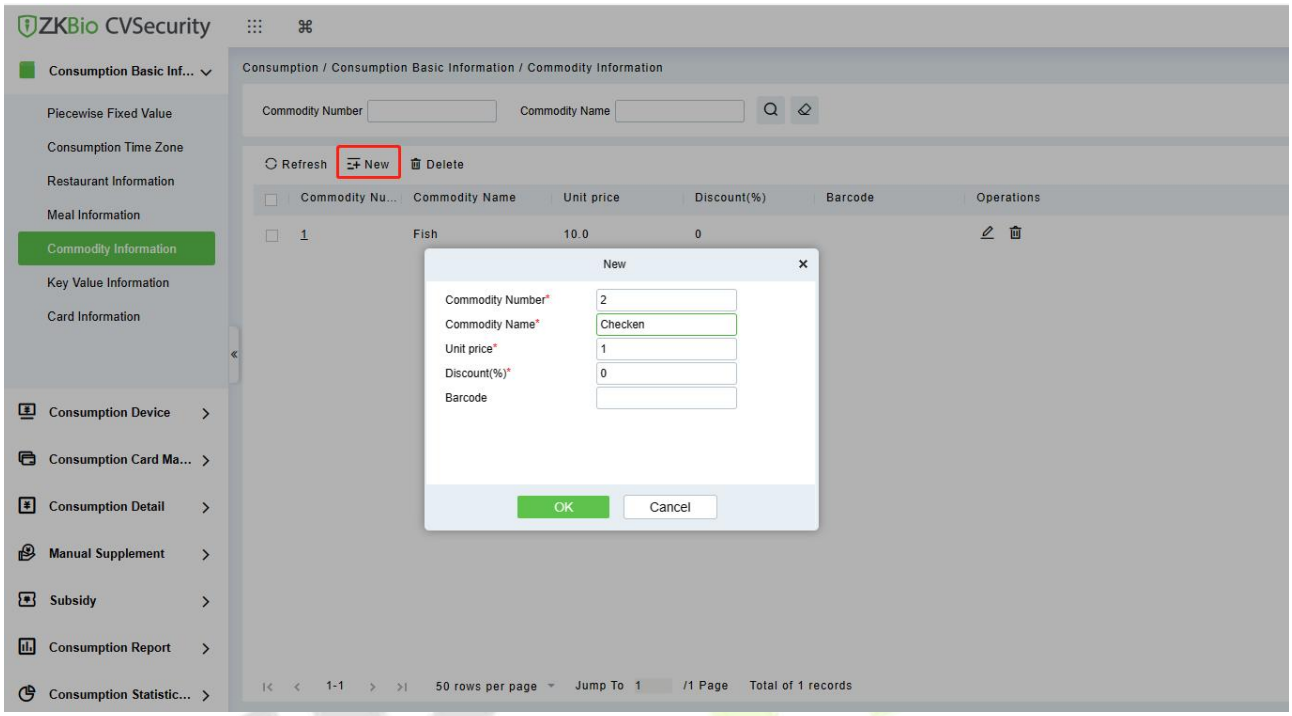


**Figure 6- 13**

### Delete:

You can directly click **Delete** on the required Commodity to remove it from the system.

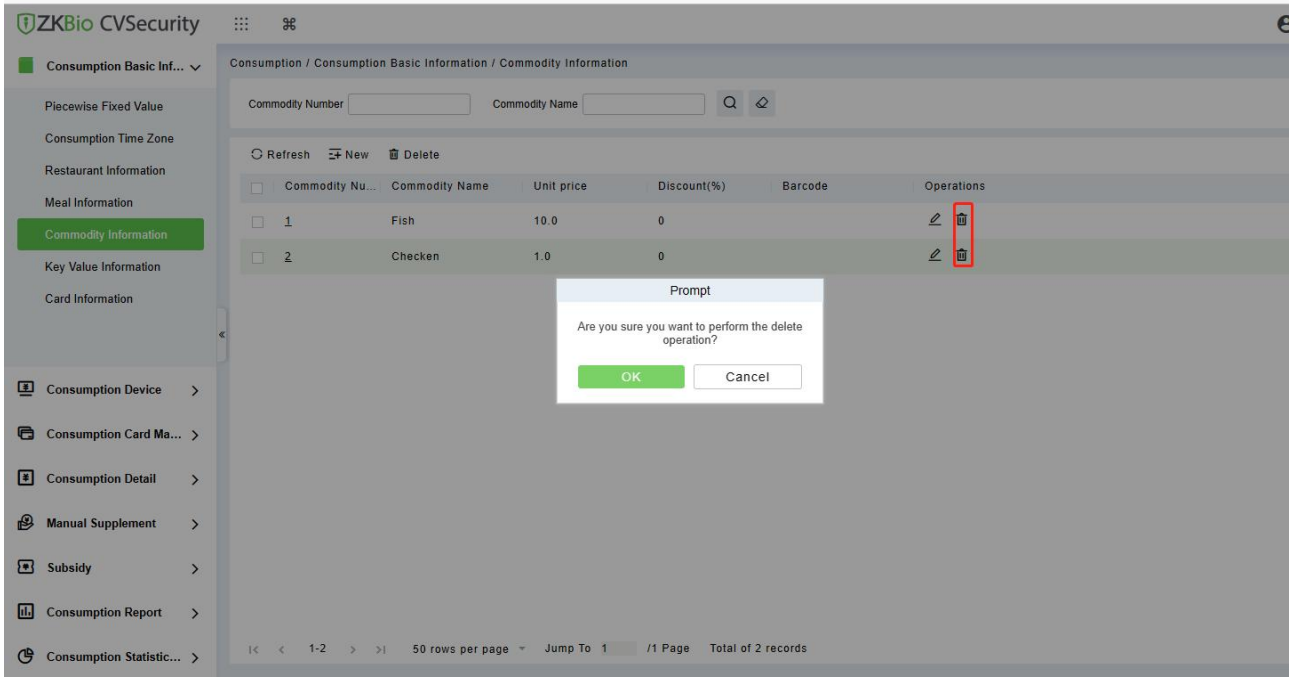


**Figure 6- 14**

For deleting in batch, select the required Commodity(s) as shown below and click **Delete**.


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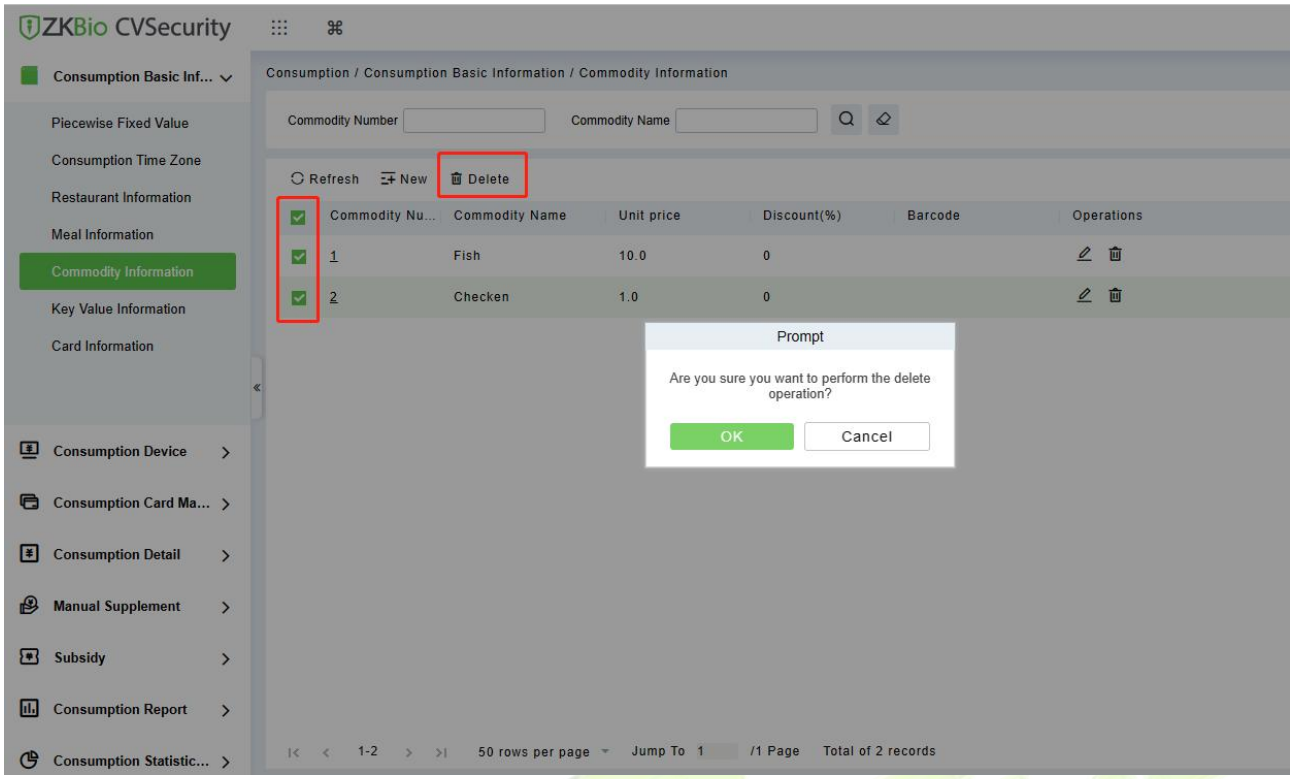


**Figure 6- 15**

## 6.1.2 Key Value Information

Click **Consumption Basic Management** > **Key Value Information** to enter the unit value in the consumer device as shown below:

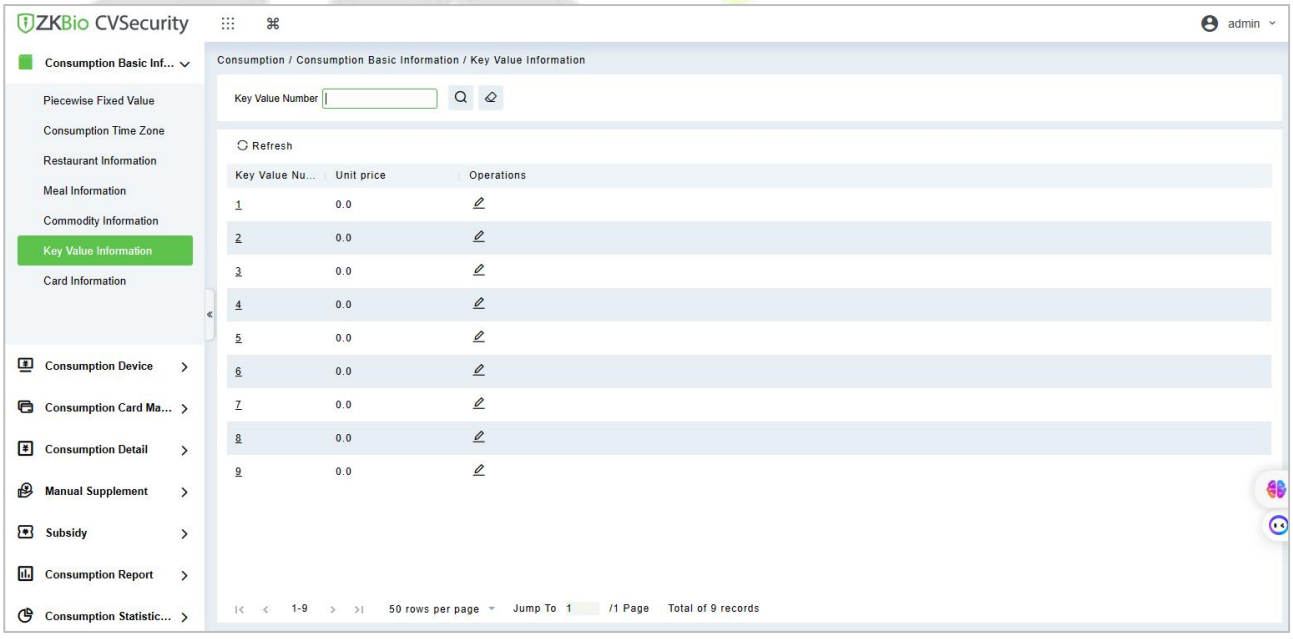


**Figure 6- 16**


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**Edit:**

Click the key value number of the list and the edit column of the operation to pop up the modification dialog box. Only the unit price can be modified. The specific display of the dialog box is as follows:

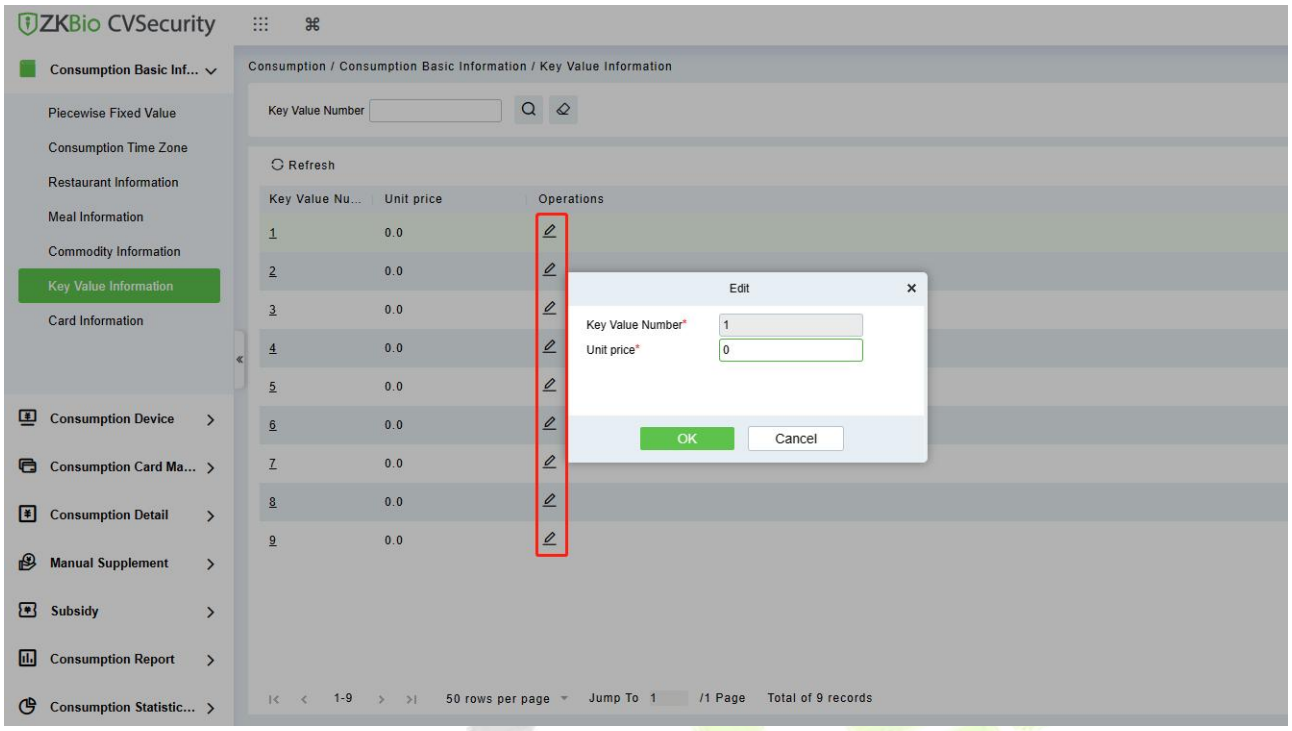


**Figure 6- 17**

## 6.1.3 Card Information

Click **Consumption Basic Management** > **Card Information**, as shown below:

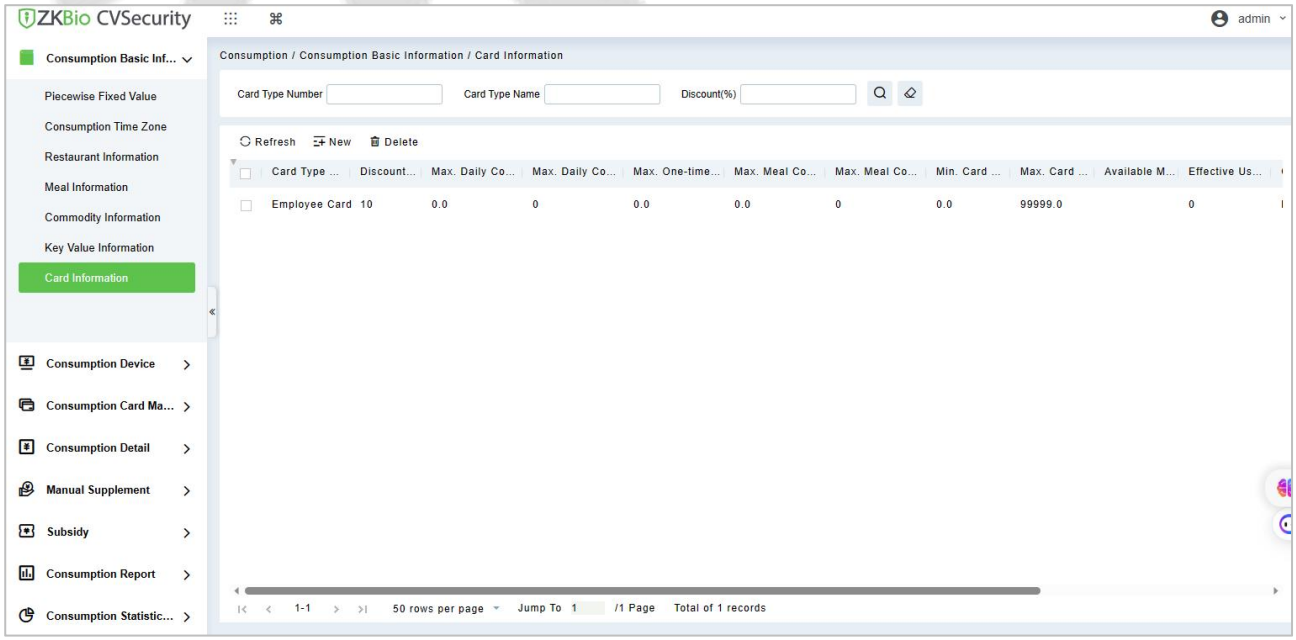


**Figure 6- 18**

**New:**

Click **New**, in the dialog box, you can fill in the **Card Type Number**, **Card Type Name**, **Discount**, **Consumption Time Zone**, **Maximum Daily Consumption Amount**, **Maximum Daily Consumption Times, Maximum One-Time Consumption Amount**, **Maximum Meal Consumption Amount**,


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**Maximum Meal Consumption Times**, **Minimum Card Balance**, **Maximum Card Balance**, **Effective Use of Days**, **Available Meal**, **Available Device, Remarks**, as shown below:

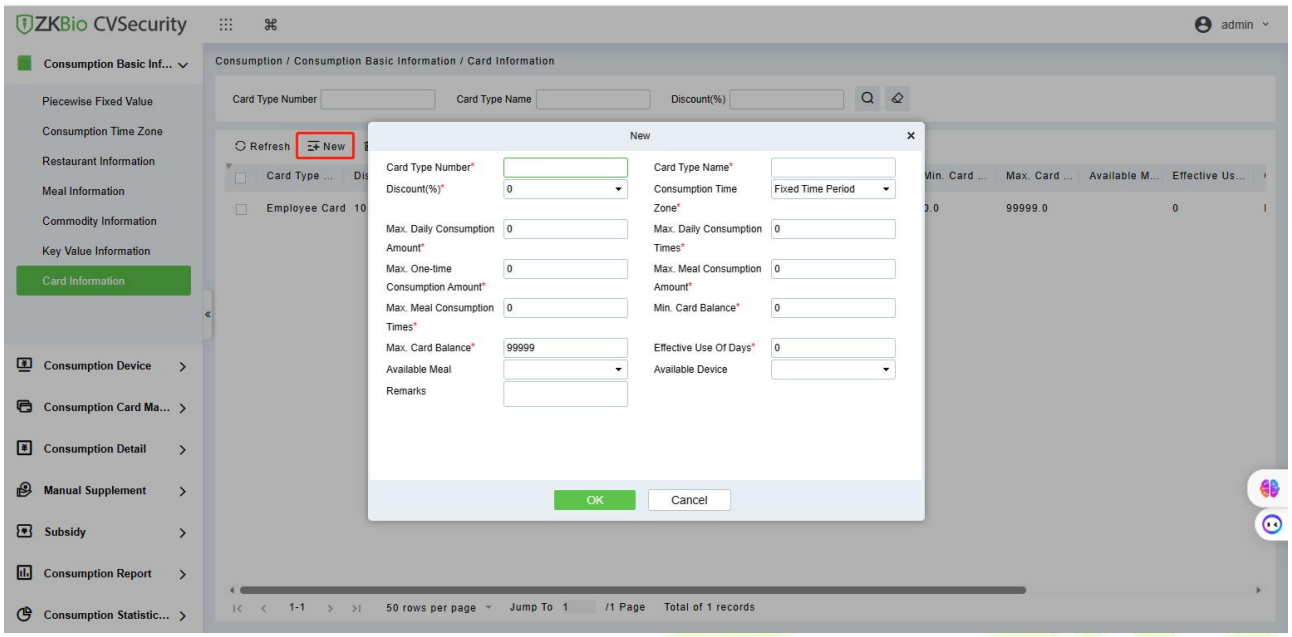


**Figure 6- 19**

## Edit:

Click the card type number of the list and the edit column of the operation to pop up the modification dialog box.

## Delete:

You can directly click **Delete** on the required Card to remove it from the system.

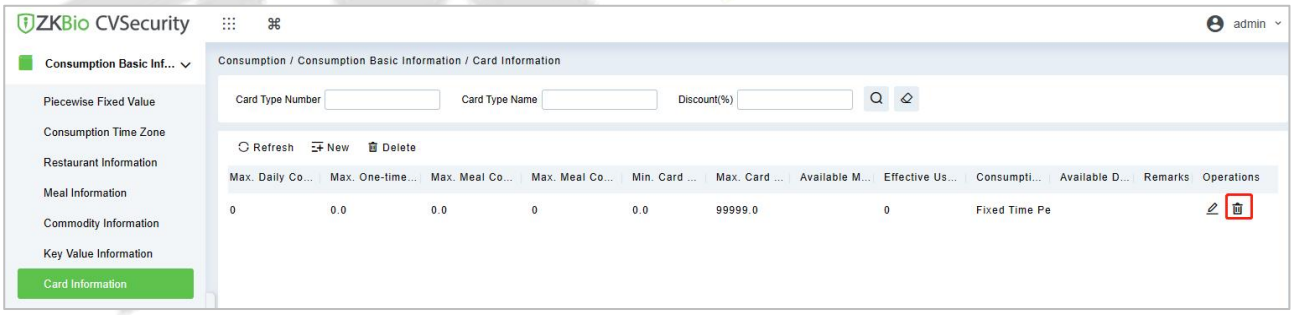


**Figure 6- 20**

For deleting in batch, select the required Card (s) as shown below and click **Delete**. The default employee card cannot be deleted.

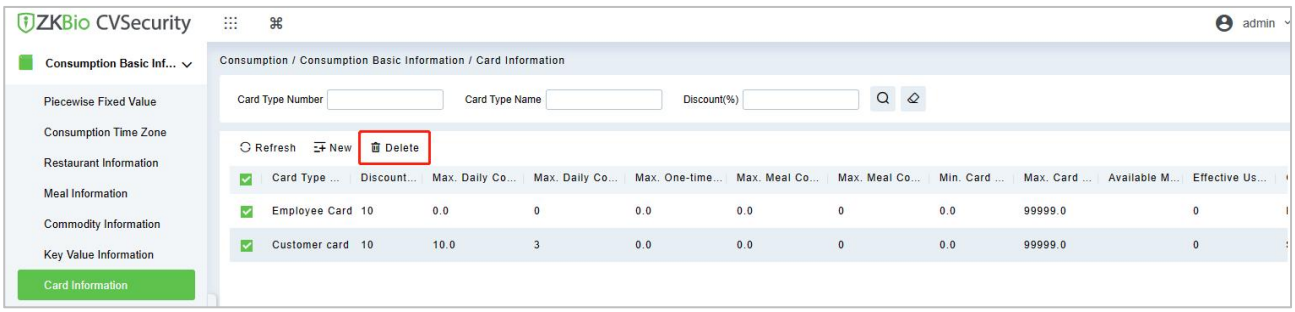


**Figure 6- 21**


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## 6.2 Device Management

This module is used to manage consumer devices and set basic parameters of the consumer system.

### 6.2.1 Consumption Device

Click **Consumption Device** > **Consumption Device,** as shown below:

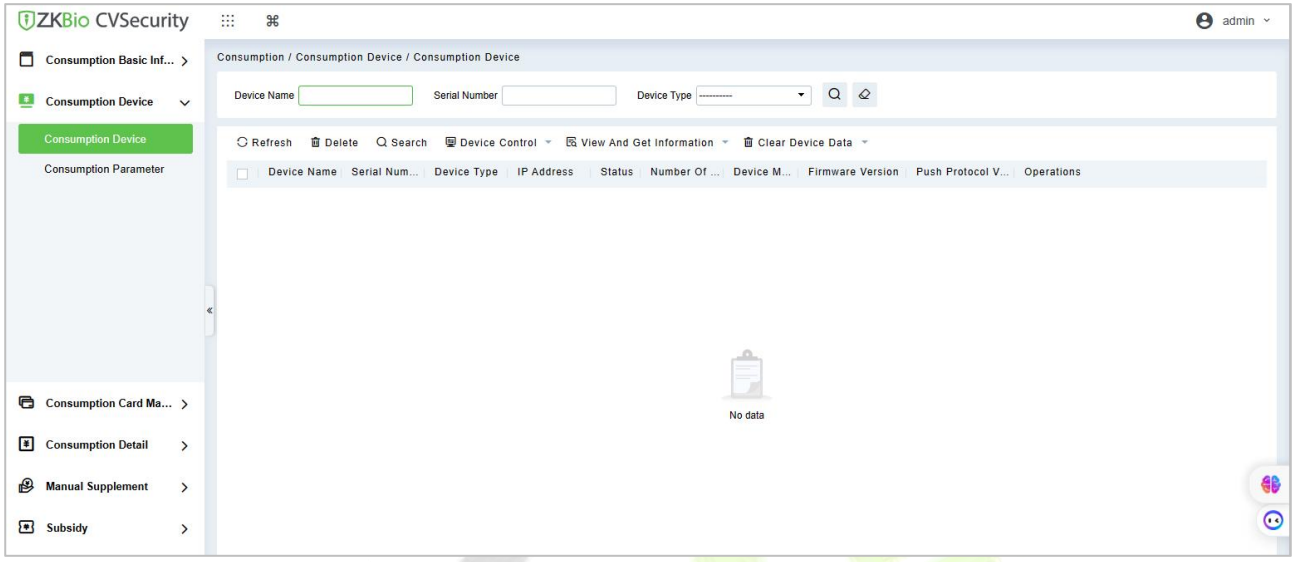


**Figure 6- 22**

**New:**

Click **Search**, the system will automatically searching to add the device . The specific display of the dialog box is as follows:

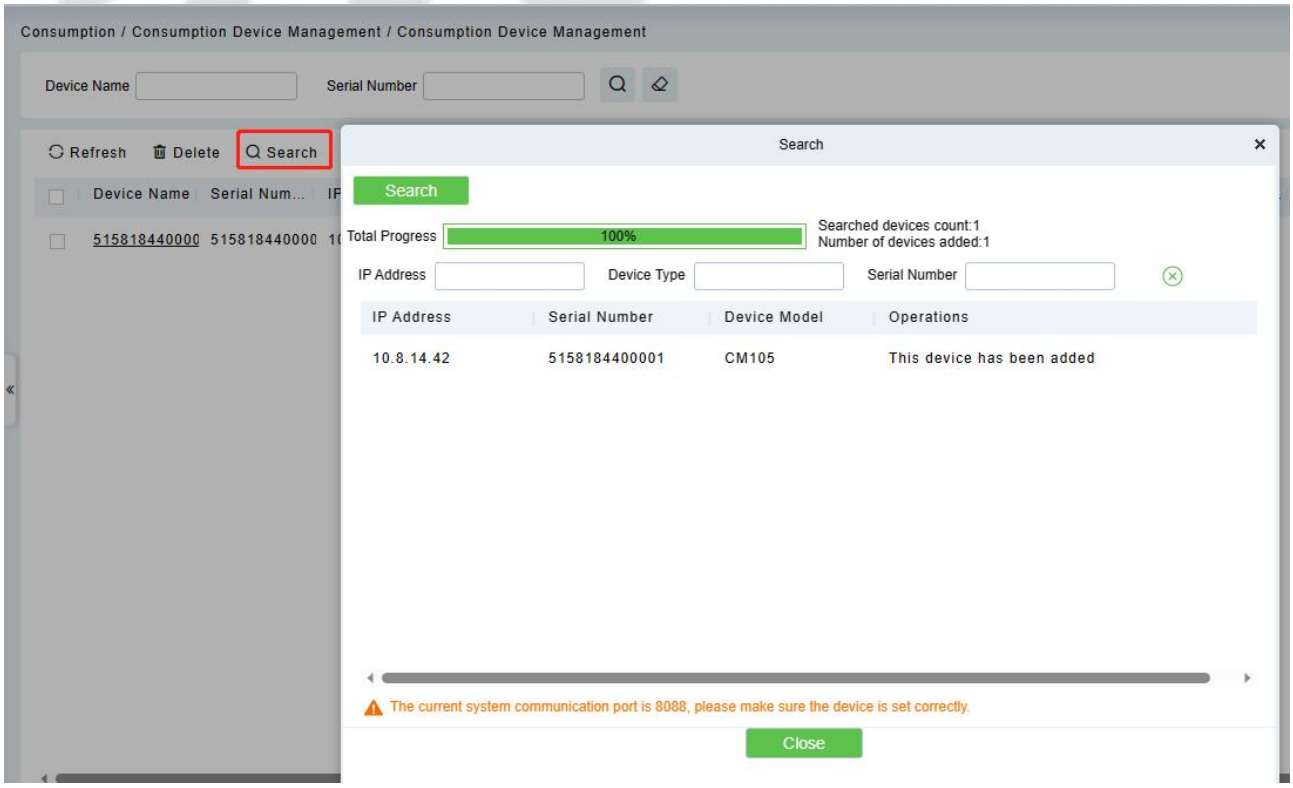


**Figure 6- 23**


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### Some parameters are explained as follows:

**Equipment use:** This will define the usage type of the consumer device.

**Whether accounting:** It appears when the device type is selected as Consumer machine. If the **Whether Accounting** check box is selected, the billing record is generated when the card is swiped and the amount is not deducted from the card.

**Operator check:** If the **Operator Card Check** checkbox is selected, the device will be initially in locked state after being added to the system. To unlock the device, the operation card needs to be swiped. Please note that, the operation card must have been issued before using this parameter.

**Consumption mode:** The options are fixed value mode, Amount Mode, Key-value mode, Counting mode, Commodity mode, Recording Time Mode. Selected for different needs.

**Cumulative Subsidy:** It appears when the device type is selected as Subsidy machine. If the accumulative subsidy is not checked, only the last subsidy application can be received when there are multiple unsubsidized records; when the accumulative subsidy is checked, all the subsidized amounts will be collected.

**Clear subsidy:** Displayed only when the device is a subsidized machine. If the zero subsidy is not checked, the subsidy application will be directly received; if the zero subsidy is checked, the original subsidy in card will be cleared first and then collect the latest subsidy.

### Edit:

Click the device name of the list or the edit column of the operation to pop up the modification dialog box. The items that can be modified in the modification dialog box includes device name, area, device usage, whether accounting, operator card check, consumption mode, and restaurant. And you can also view the segmentation value, card type, and key value data corresponding to the device, as shown in the following figure.

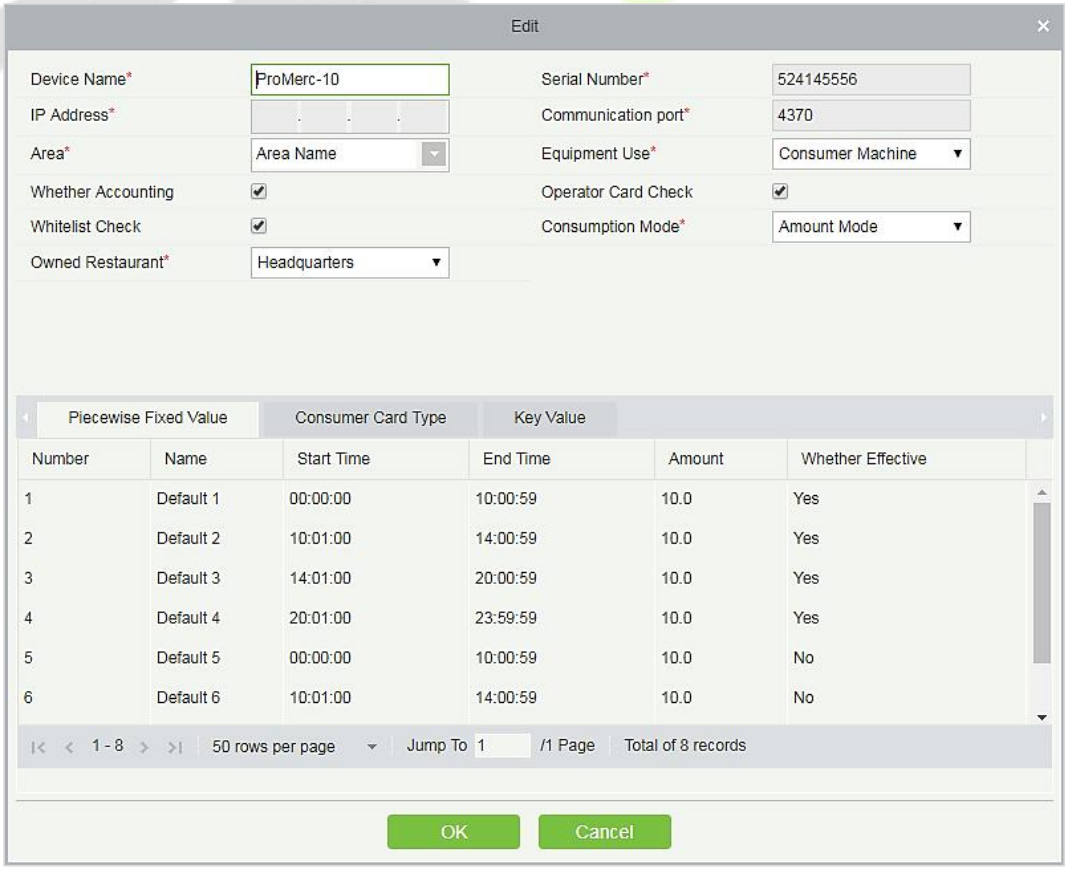


**Figure 6- 24**


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### Delete:

Check the consumer device record, click **Delete** at the top of the list or **Delete** under the operation bar, **OK** to delete the selected consumer device data, and **Cancel** to cancel the operation.

### Clear Swipe Card Data:

Click the **Clear Swipe Card Data** button at the top of the list, a dialog box will pop up as shown below.

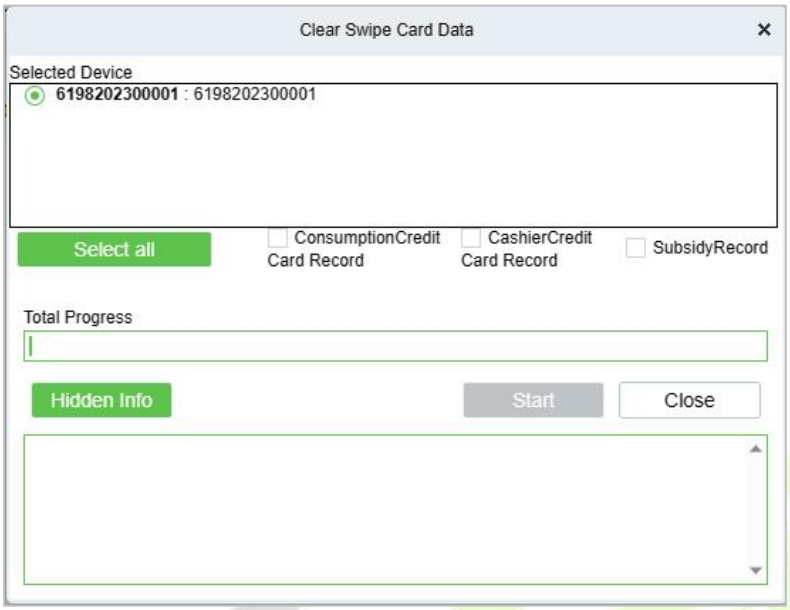


**Figure 6- 25**

The operation here is to select the device first, then you can check the type of the card record, you can select all, click **Start** will clear the data of the selected card record, click **Close** will close the current dialog box, no operation.

### Clear consumer device settings:

Click the **Clear Consumer Device Settings** button at the top of the list, a dialog box will pop up as shown below.

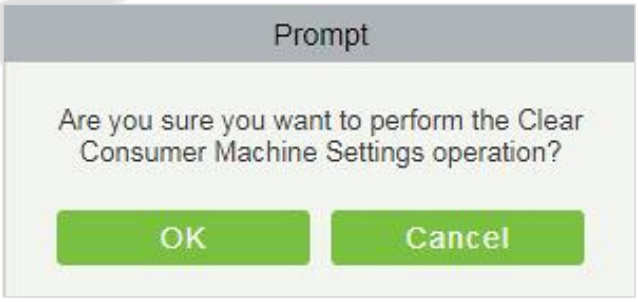


**Figure 6- 26**

Clicking **OK** will clear the setting information of the consumer device, and clicking **Cancel** will close the current dialog box and do nothing.

### Delete device command:

Select a device in the device list below, click and select the device check box on the left side, click the Delete Device command, and the following dialog box will pop up. Click **OK**. The command to be parsed by the device will be deleted and cleared.


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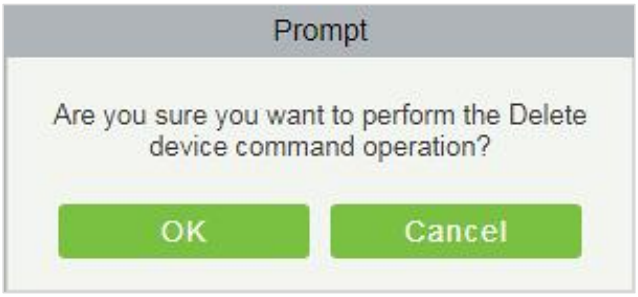


**Figure 6- 27**

### Collect all data:

Select a device in the device list below, click and select the device from the list, click to collect all data, and the following dialog box will pop up. According to the operator's needs, check the data that needs to be synchronized. Click Start and wait for the data to sync until the synchronization is complete.

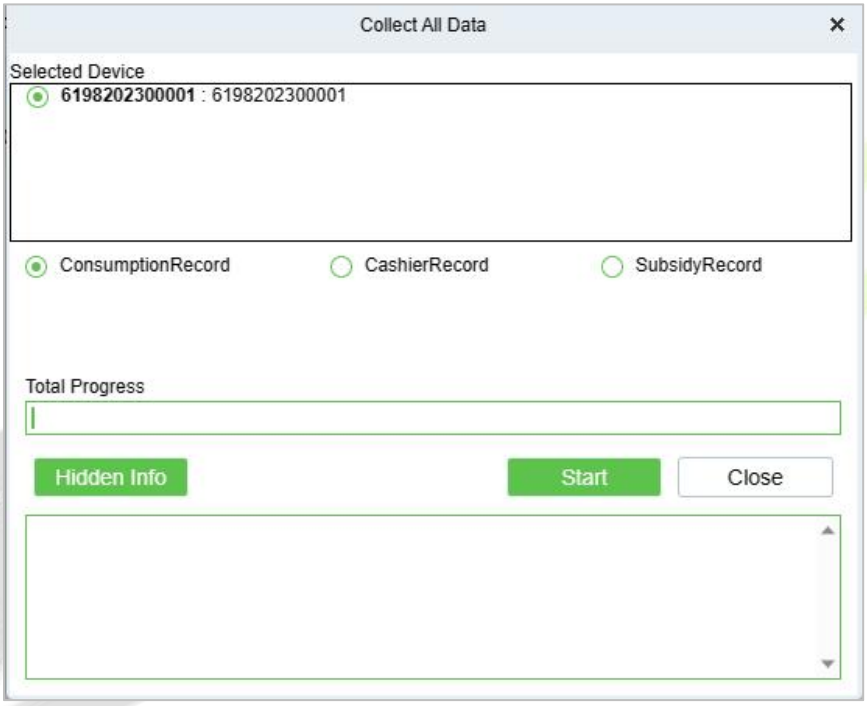


**Figure 6- 28**

### More:

There are two hidden function buttons under the button, which are to restart the device and synchronize the software data to the device:

**Restart the device:** Check one device, click this button, the device will automatically restart.

**Synchronize software data to device:** Select a device, click this button, it will send data such as setting parameters of the software to the device to achieve the function of synchronization information so that the device can set the properties synchronously.


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## 6.2.2 Consumption Parameter

Click **Device** > **Consumption Parameters**, as shown below:

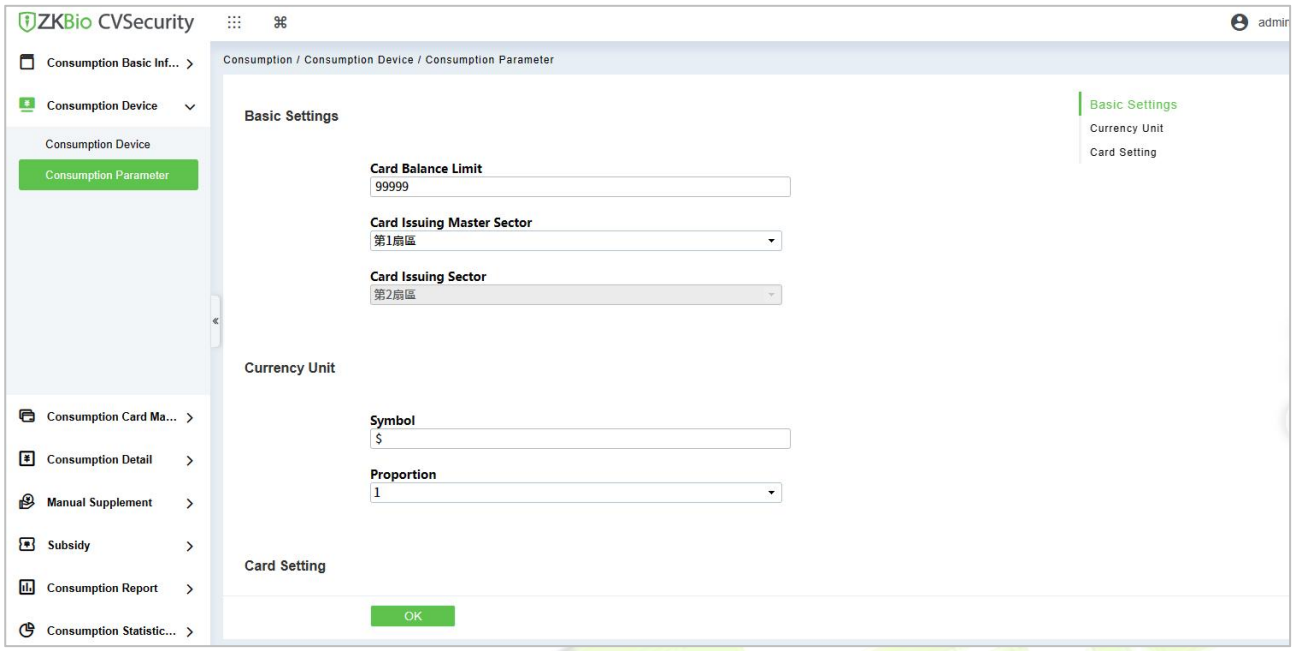


**Figure 6- 29**

### Basic Setting:

1)Set the upper limit of the card balance. You can set an integer value between 1~9999, default value is 9999.

2)Set the master and slave sectors of card issuing: The master sector of card issuing can be selected from sector 1 to sector 14, and the default is sector 1 and it cannot be edited.

3)Consumption rate is the value set to obtain the consumption amount with respect to the entered amount on the device.

4)Set the system password: The default is 123456 and you need to change it before using the password for 1st time. This password will be written on the card while issuing.

5)The default mode is **Single wallet mode.**

6)Click **OK** to save the modified consumption parameter information.

✍ **Note:** The system password and mode are not allowed to be changed again after the device has been added.


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# 6.3 Card Management

## 6.3.1 Card Service

Using this option, you can issue different types of card and set their usage limits. You can also manage the already existing cards.

The initial interface of this module is shown below:

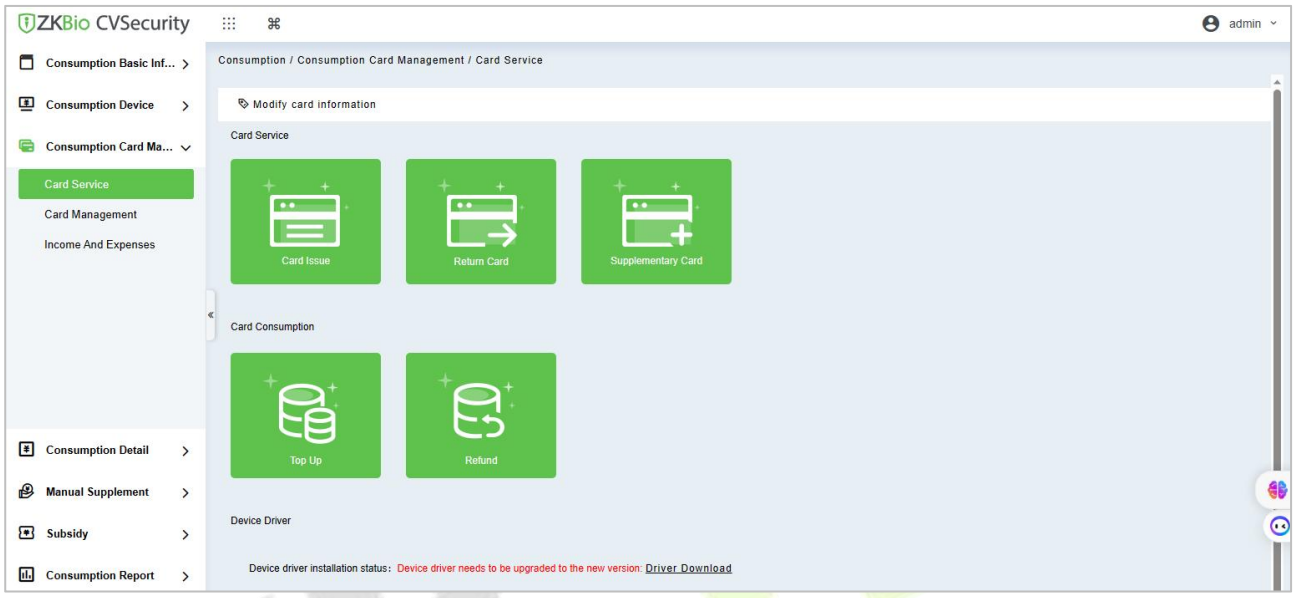


**Figure 6- 30**

### 6.3.1.1 Device Driver

First of all, you need to check the status of the Device driver at the bottom of this interface.

If it is not installed, you need to click **Driver Download** and install it before using this function.

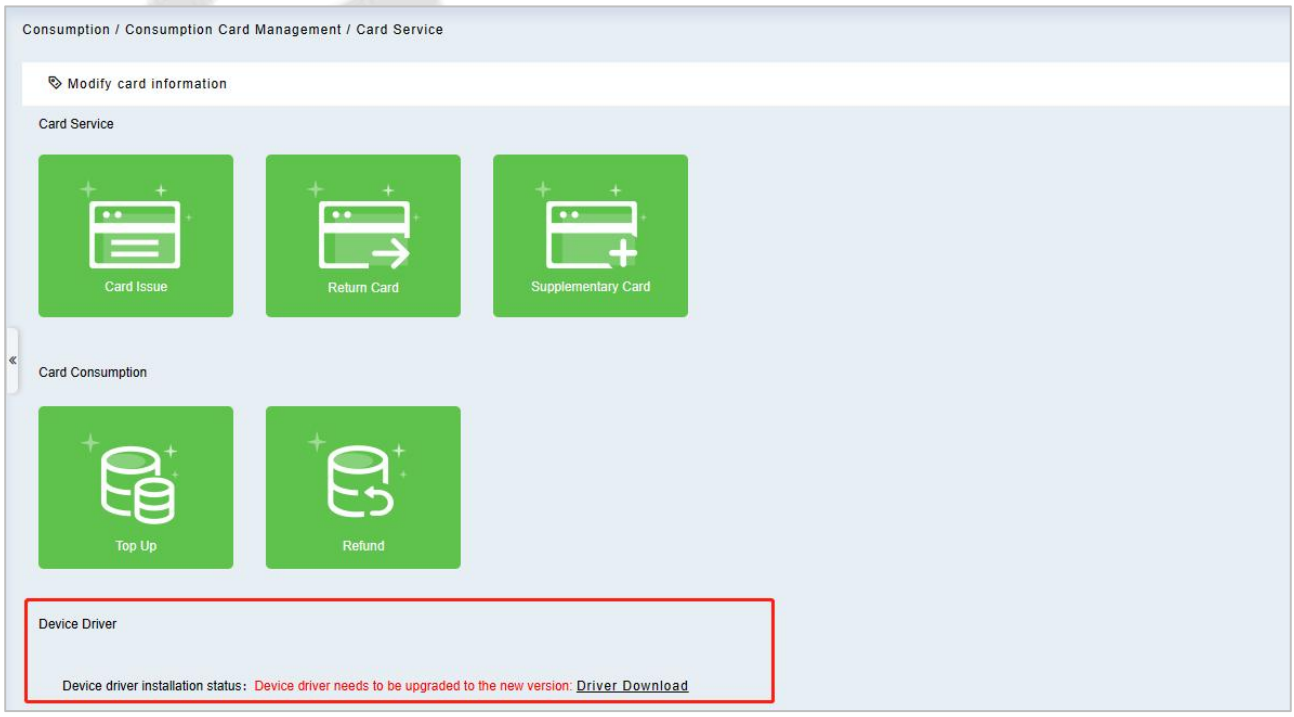


**Figure 6- 31**


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Click **Driver Download** to start downloading. Once it is downloaded, install it as per the on-screen prompts. After the installation is complete, you can see the updated status as shown below:

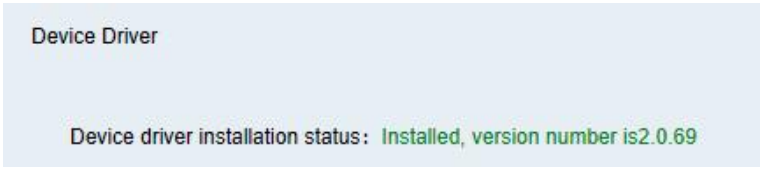


**Figure 6- 32**

### 6.3.1.2 Modify Card Information

Place the card on the card reader, click **Modify card information** as shown below. A dialog box will appear with all the details of the card.

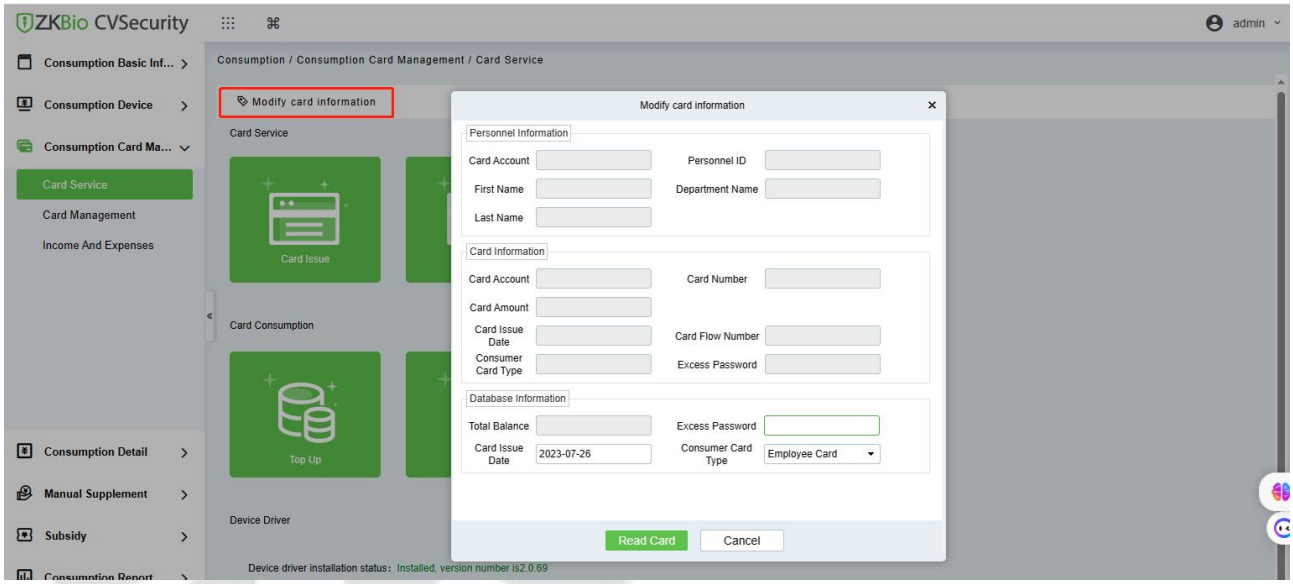


**Figure 6- 33**

### 6.3.1.3 Card Issue

You must initialize a card through this system before using it on the consumer device.

Click on the card issue icon, the card issuing interface is as follows.

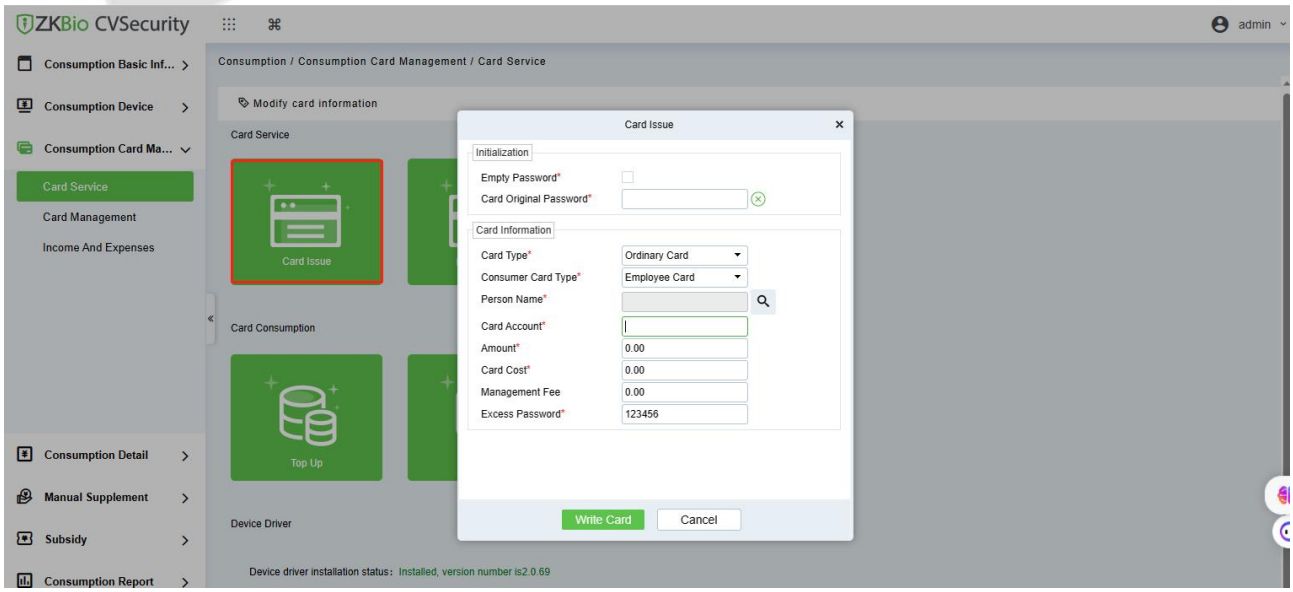


**Figure 6- 34**


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If the card is previously used before initialization, you can set blank password or keep the original password of the card. After setting the card type and consumer card ty in this window, click the icon beside the Person's name field and select the required personnel (you need to add the required personnel in the personnel module before issuing card). Then set the Card Account, Amount, Card Cost, Management Fee, Excess Password, click Issue card to complete.

**Prerequisites:**

1. Make sure the required person is already added in the personnel module before issuing card.
2. The card needs to be initialized before issuing the card.

### 6.3.1.4 Return Card

**Return Card** operation is performed to stop the card being used further in the consumption software system.

After clicking **Return card**, a pop-up window will give additional information for the operation. Put the card on the card reader, click on the card to read, the card information will be displayed, check the information and click OK to block or revoke the card.

**Prerequisites:**

To withdraw a card approval, you must have an issued card.

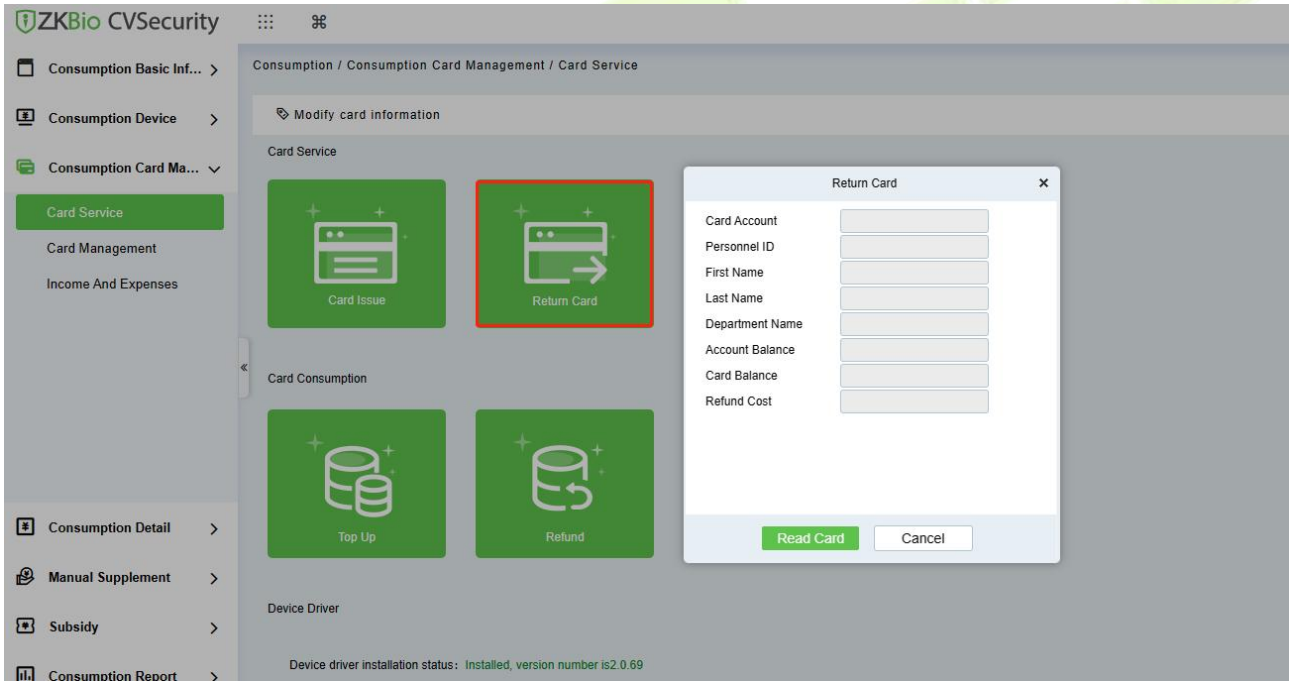


**Figure 6- 35**

### 6.3.1.5 Supplementary Card

**Prerequisite:**

This function is used when a card is reported lost.


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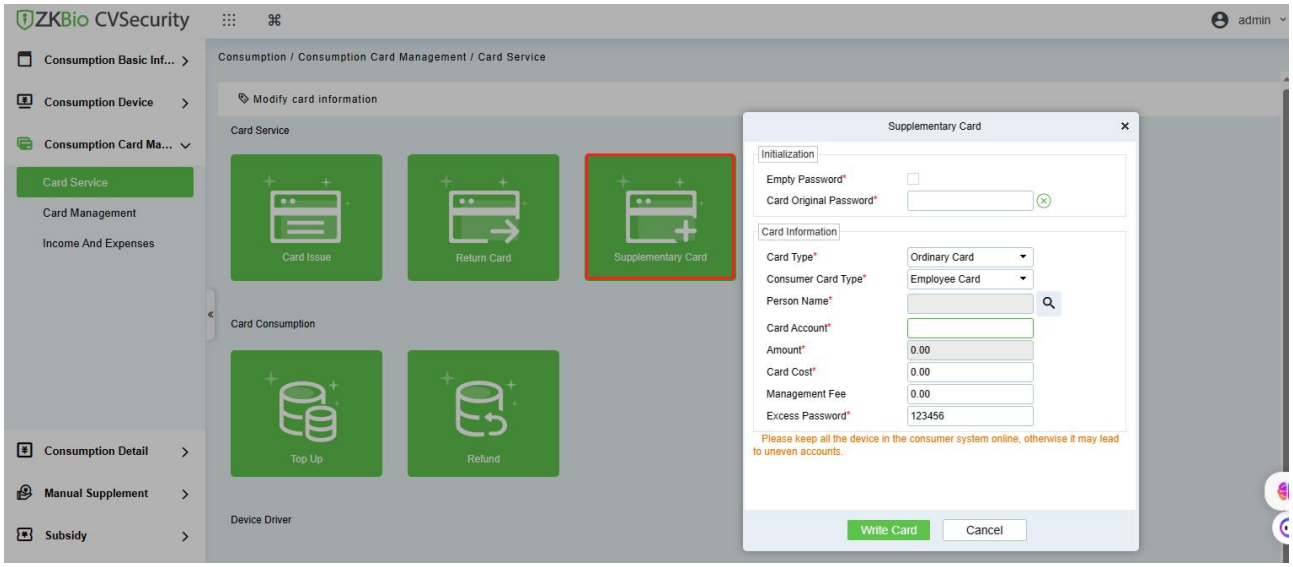


**Figure 6- 36**

Click the search icon beside the Person Name field and select the person who has lost the card. Click to write the card with the same information as the lost card. After the card is issued, the balance and other information in the original card will be written into the new card. (The used card needs to be initialized, and the card can be set to a blank password or a card original password at the initialization interface.)

✍**Note:** Please ensure that all devices in the consumption system are online. Otherwise, the processing result after the above operation cannot be synchronized to other devices. And the original card can still be used for consumption, resulting in the card balance being inconsistent with the actual amount and the account being uneven. Please be careful with this!

## 6.3.2 Top Up

This function is used to add an extra amount to the card balance. Click the top up button to open the Top-up interface. Put the card on the card reader, click on the card to confirm the card information. Enter the amount you need to recharge and then click OK to execute the operation.

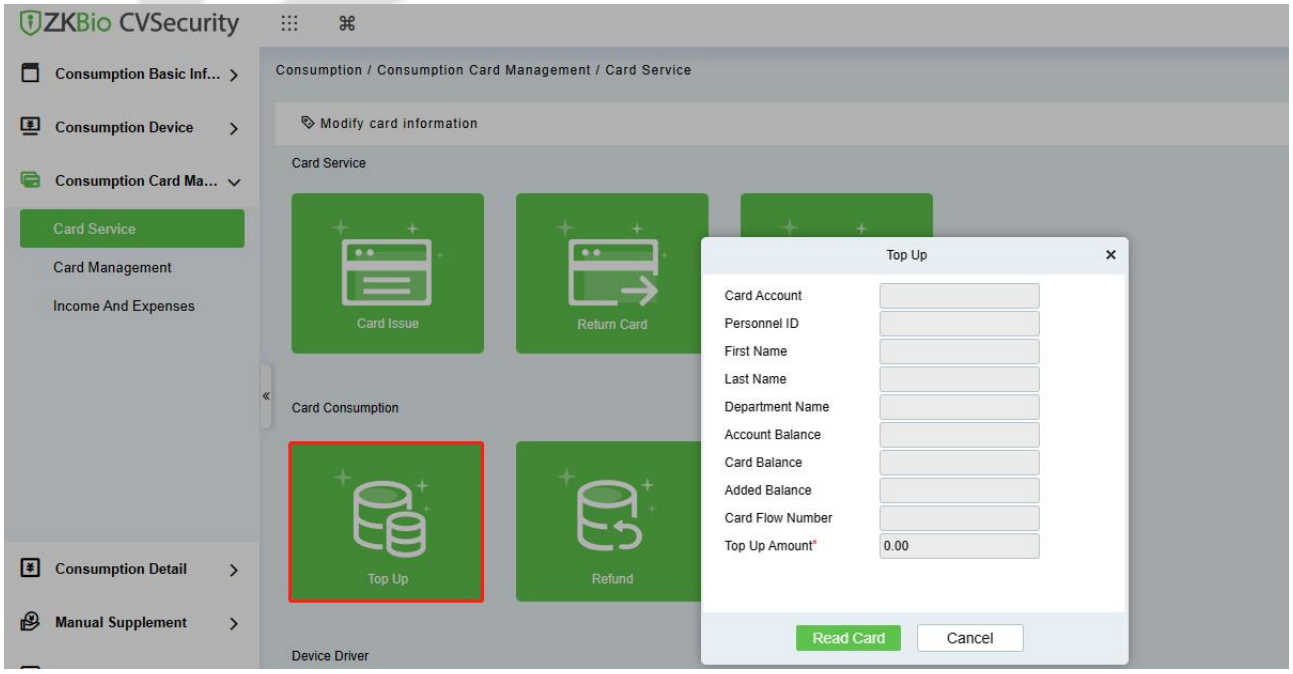


**Figure 6- 37**


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#### 6.3.2.1 Refund

Refund operation is used to return a specified amount to the card. Click the refund button to open the refund interface, put the card on the card reader, click on the Read card to confirm the card information. Enter the amount you need to refund, and click OK to execute the operation.

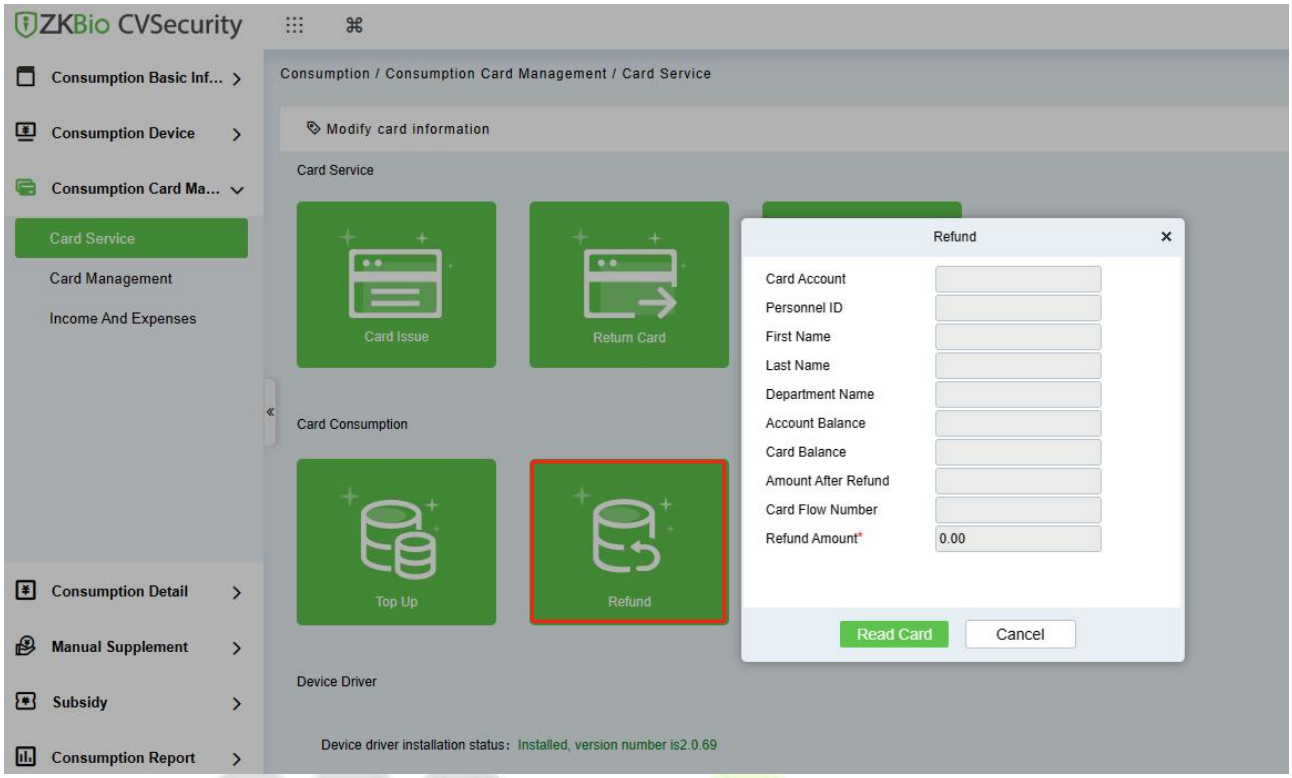


**Figure 6- 38**

### 6.3.3 Card Management

This function is used to perform two operations; **Logout Management Card and Non-Card Return Card**. And on this interface, you can also view the card information that has been issued till date.

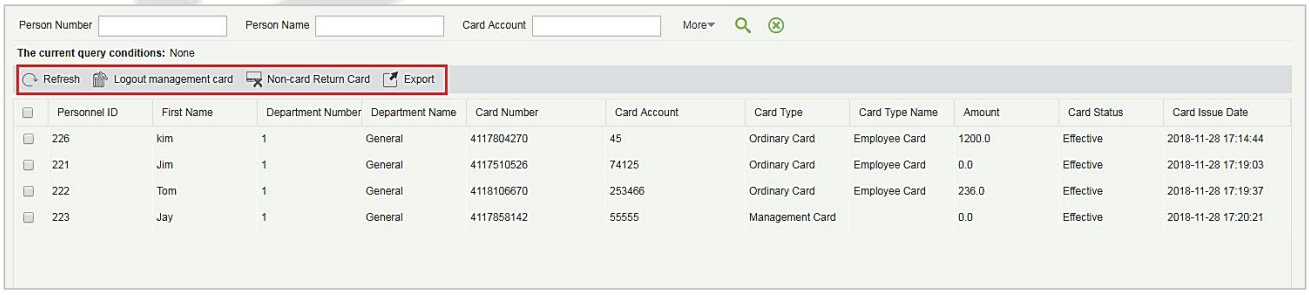


**Figure 6- 39**

The top of the interface provides several search criteria:

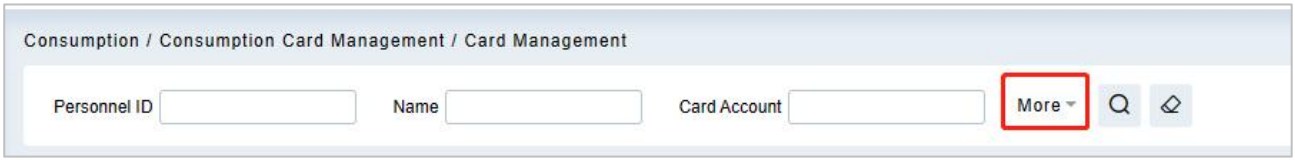


**Figure 6- 40**


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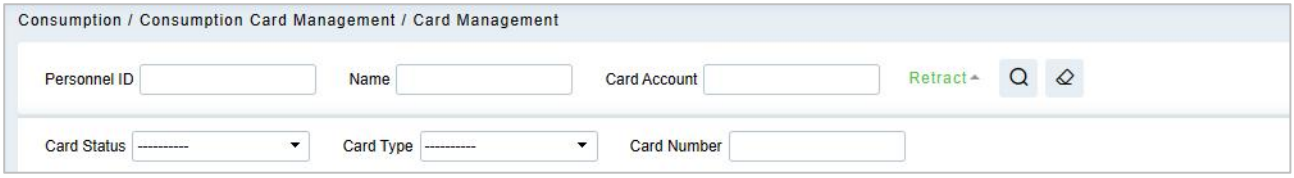


**Figure 6- 41**

Enter the known information in the respective field to search for the corresponding card information. For example, if you need to search all the ordinary cards, click the card type drop-down menu, select Ordinary card, and click the icon on the right to get the search results. The search results are displayed on the report interface at the bottom of the page. As shown below.

| Personnel ID | First Name | Department Number | Department Name | Card Number | Card Account | Card Type | Card Type Name | Amount | Card Status | Card Issue Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 226 | kim | 1 | General | 4117804270 | 45 | Ordinary Card | Employee Card | 1200.0 | Effective | 2018-11-28 17:14:44 |
| 221 | Jim | 1 | General | 4117510526 | 74125 | Ordinary Card | Employee Card | 0.0 | Effective | 2018-11-28 17:19:03 |
| 222 | Tom | 1 | General | 4118106670 | 253466 | Ordinary Card | Employee Card | 236.0 | Effective | 2018-11-28 17:19:37 |
| 223 | Jay | 1 | General | 4117858142 | 55555 | Management Card | | 0.0 | Effective | 2018-11-28 17:20:21 |

**Figure 6- 42**

### 6.3.3.1 Logout Management Card

This function is used to log out the management and the operation card. After the logout operation, the management card or operation card will be invalid.

### 6.3.3.2 Non-Card Return Card

Click **Non-card return card**, select the desired refund option and click **OK**. If the card is eligible for the refund, the amount will be refunded to the card and a refund record will be generated in the system.

The card will not be used in this consumer system after the card is not returned.

✍**Note: Non-card return card** Please ensure that all devices in the consumption system are online before operation. Otherwise, the processing result after operation may not be synchronized to other devices in time. The card can still be consumed, resulting in the card balance being inconsistent with the actual amount and unbalanced situation. Please be careful with this!

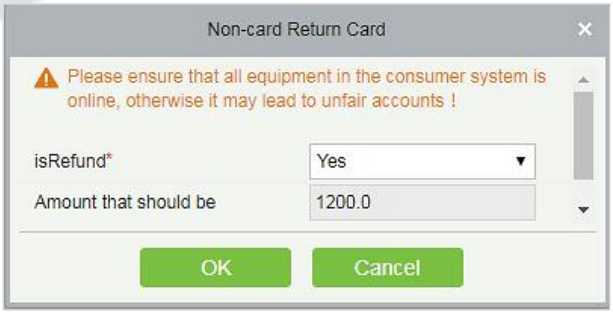


**Figure 6- 43**

### 6.3.3.3 Refresh

It is used to update the card interface with new data.

### 6.3.3.4 Export

It exports the current report data.

✍**Note:** The report loss/resume card operation is performed in the card management in the **Personnel Module**.


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### 6.3.4 Income and Expenses

This function will show all the payments and due amount data of all the cards in the consumption system.

Click **Card Management** > **Income and Expenses**, as shown below:

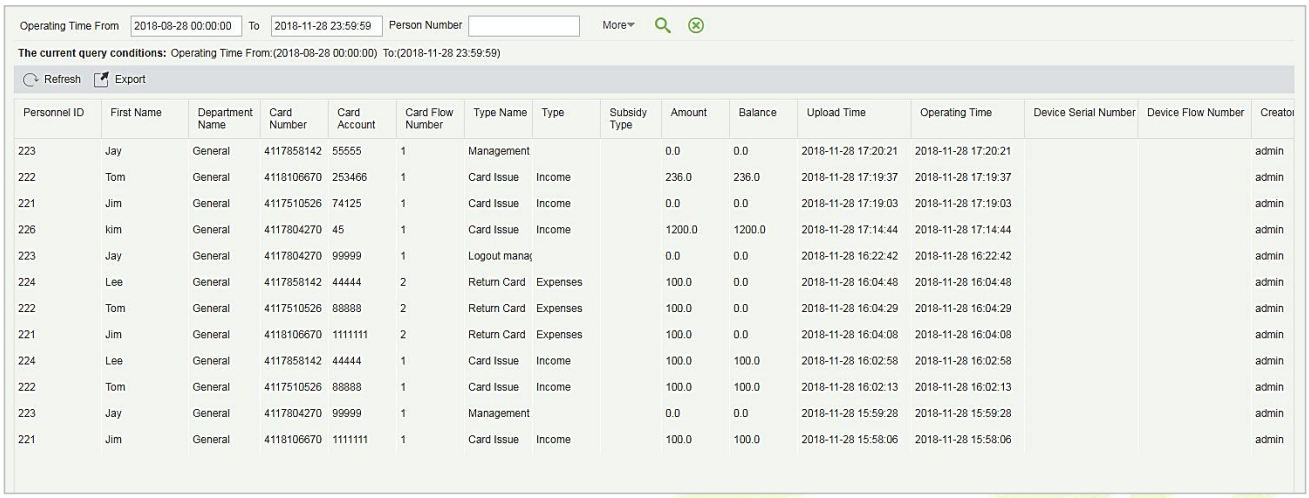


**Figure 6- 44**

#### 6.3.4.1 Refresh

Click **Refresh** to load the latest card cash receipts and payments data.

## 6.4 Consumer Details

Click **Consumption Details** > **Consumption Details Report**, as shown below:

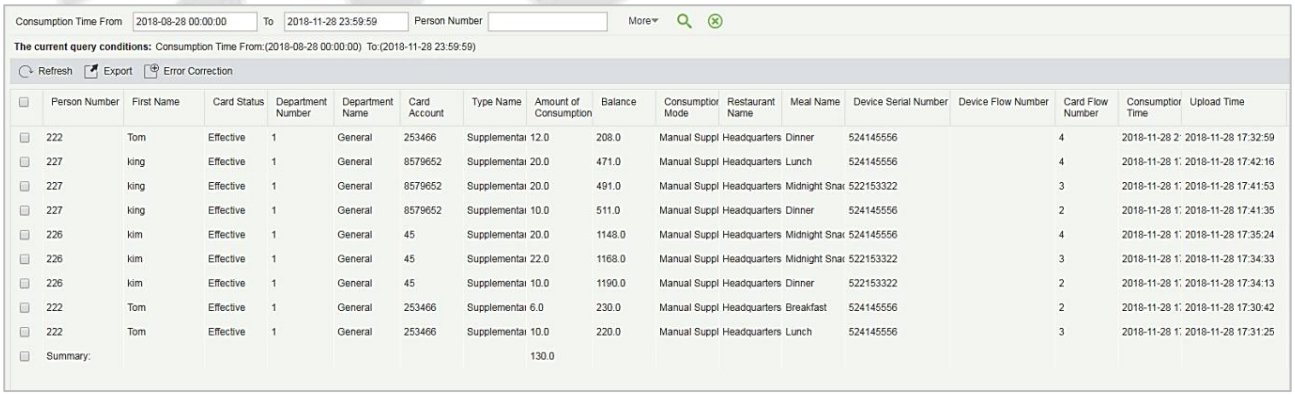


**Figure 6- 45**

#### 6.4.1.1 Refresh

Click **Refresh** to load the latest consumption details.

#### 6.4.1.2 Export

This feature allows you to export consumption details in EXCEL, PDF, CSV format files.

#### 6.4.1.3 Error Correction

Click **Error Correction**. You can carry out the error correction process on the software. This operation is only valid for the records where the consumption type is the amount mode. Select a consumption


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record, read out the current balance of the card, enter the correct amount of consumption, and modify the balance of the card.

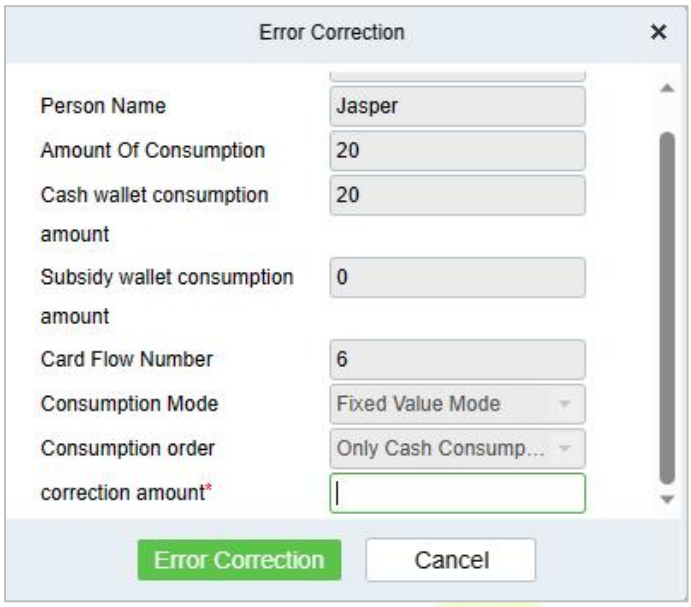


**Figure 6- 46**

**Notes:**

1)The same consumption record cannot be corrected repeatedly.

2)Software error correction automatically produces two new records: One is the record for the system error correction of the return of the original error consumption amount, the other is the correct consumption record of the manual supplement.

### 6.4.1.4 Import U Disk Record

If the equipment consumption record is found inconsistent with the software, you can export the consumption records of the machine (Select **U disk management** > **Download consumption records**) to the U disk, and then import the consumption records into the software (Select **Consumption** > **Consumption detail** > **Consumption detail report** > **Import U disk Records**).

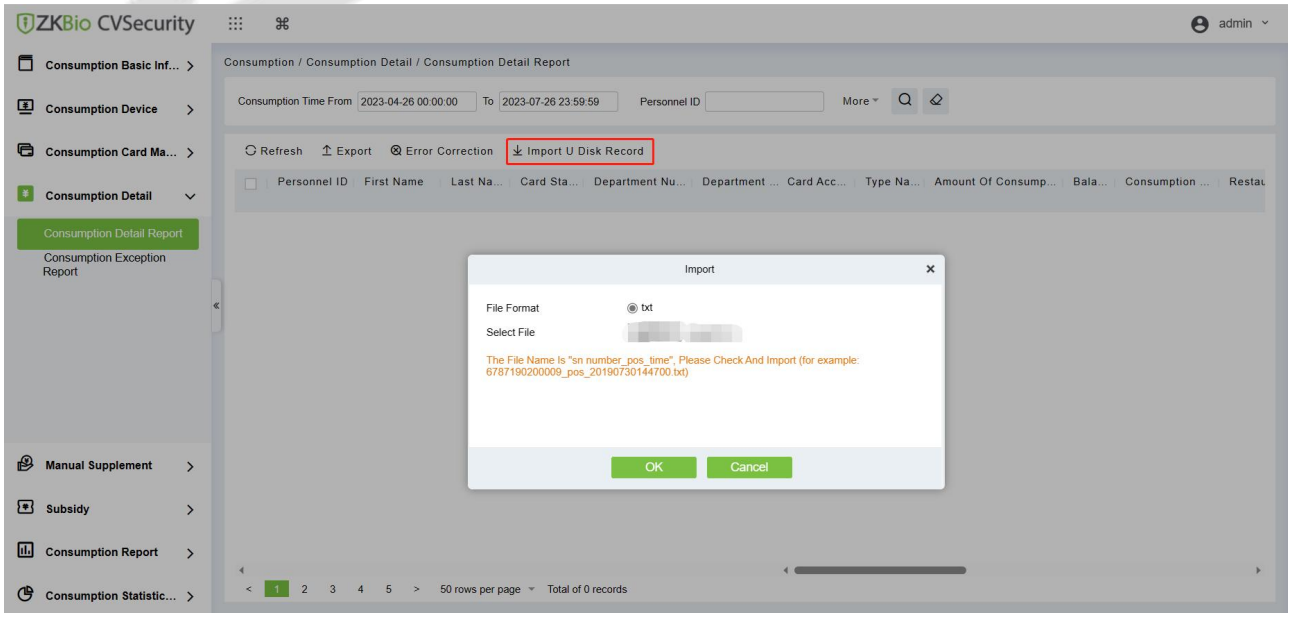


**Figure 6- 47**


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## 6.5 Manual Supplement

It is used to enter some consumptions record details manually in the system.

✍**Note:** Before performing this operation, you need to have the relevant operation card.

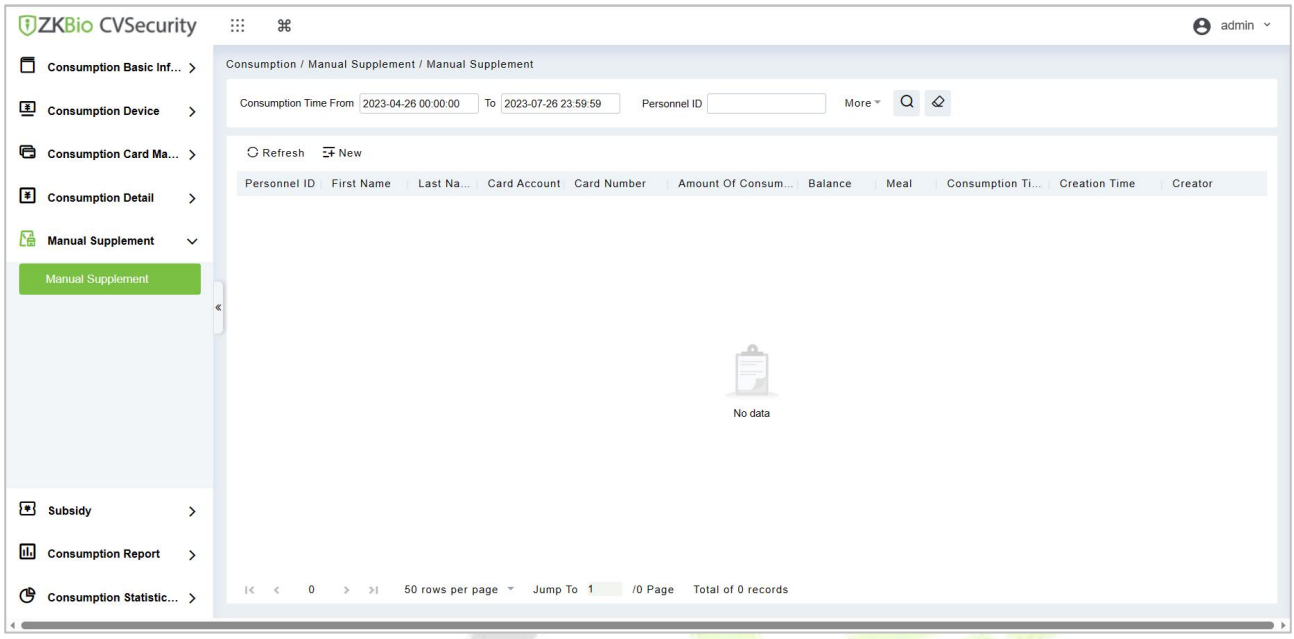


**Figure 6- 48**

### 6.5.1 New

You can manually enter some consumptions entries. Click **New** to open the addition interface.

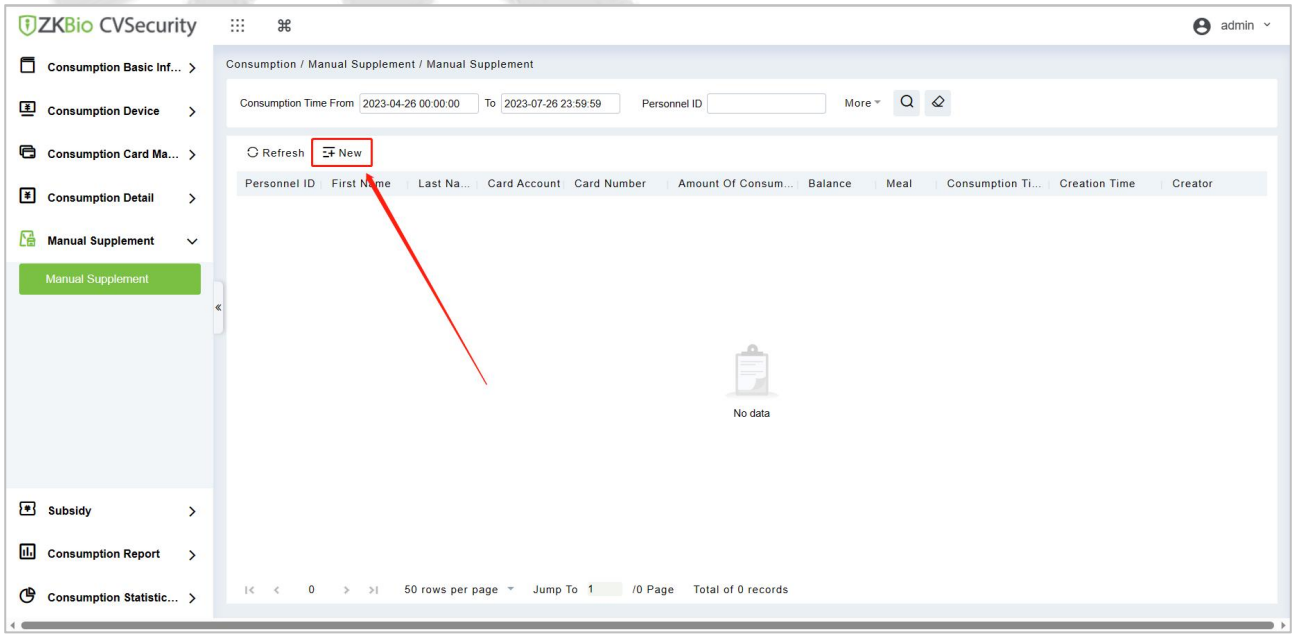


**Figure 6- 49**

You need to cross-check the relevant information of the card. When the user puts the relevant card into the card reader, click on read card to read the detailed data such as the Card Account, Card Number, Name, Person Number, Balance, Card Flow Number. Meals, Available Device, Consumption time and Consumption Amount.


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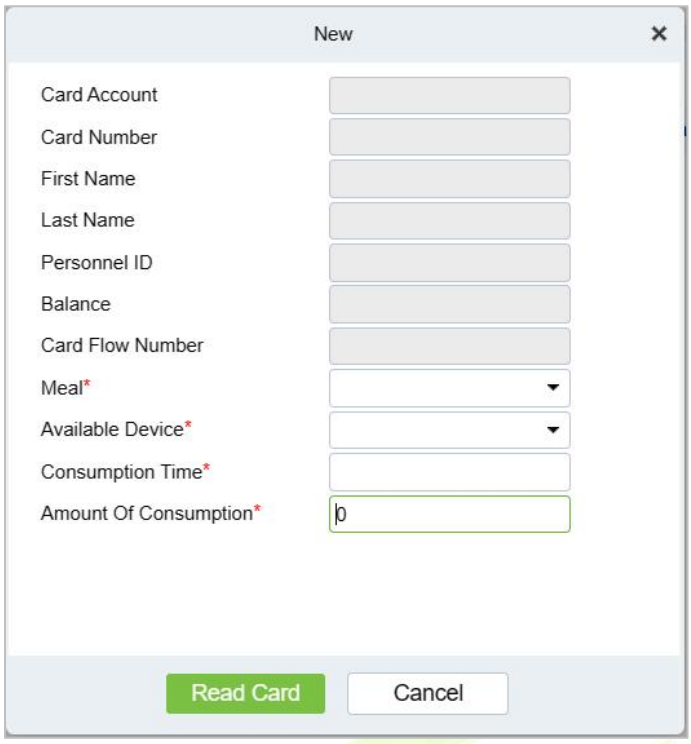


**Figure 6- 50**

### 6.5.2 Refresh

This feature is mainly used to update the interface content with new data.

## 6.6 Subsidy

### 6.6.1 Subsidy Management

Click **Subsidy** > **Subsidy Management** to enter the subsidy page, you can perform different function related to subsidy:

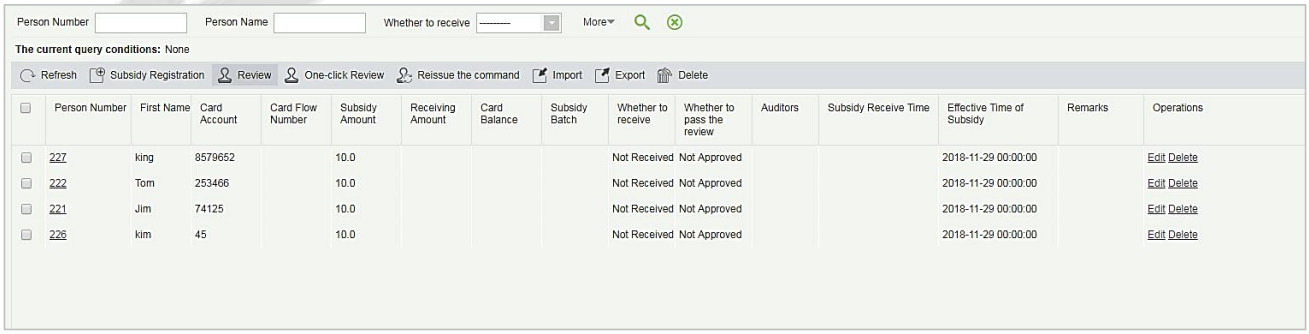


**Figure 6- 51**

✍**Note:** Before the subsidy operation, you need to add personnel in the **Personnel** module.

#### 6.6.1.1 Add

1. Click **Subsidy** > **Subsidy Management** > **Subsidy Registration** to enter the subsidy registration interface.


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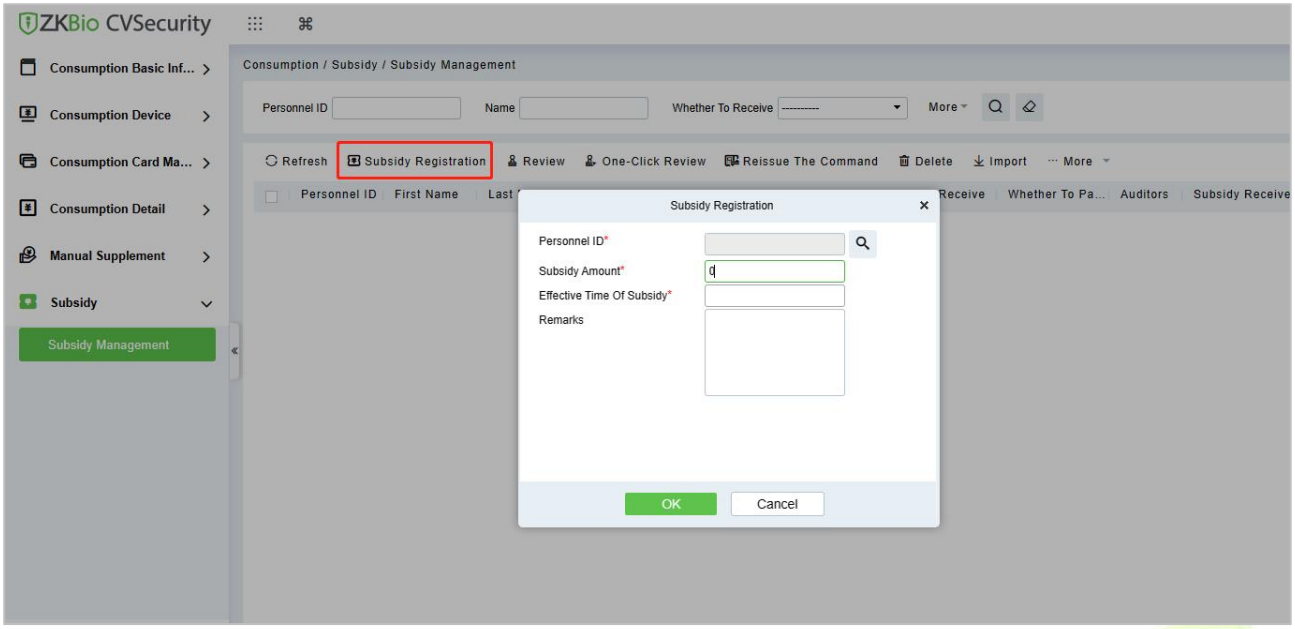


**Figure 6- 52**

2. Fill in the information and click **OK** to confirm.

### 6.6.1.2 Review

This function is mainly to review the audit. Before performing audit, you need to select the subsidy (select in the multi-select box). After clicking the review, an audit dialog box will pop up. The dialog box will display the person number and name as selected by the user.

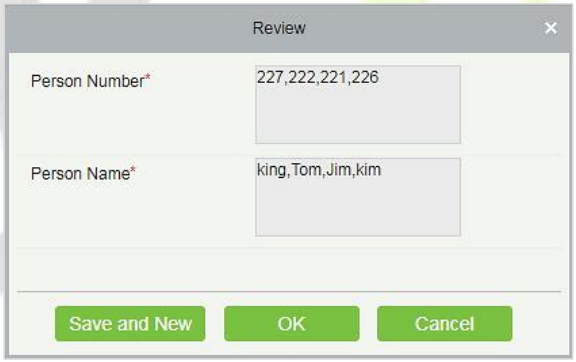


**Figure 6- 53**

### 6.6.1.3 One-Click Review

This function is mainly to review the unapproved subsidies in the system, and will not deal with the subsidy records that have been approved. During the review process, if the unapproved subsidy cannot be approved for some reason (such as the user has already returned the card), the subsidy will not be processed.

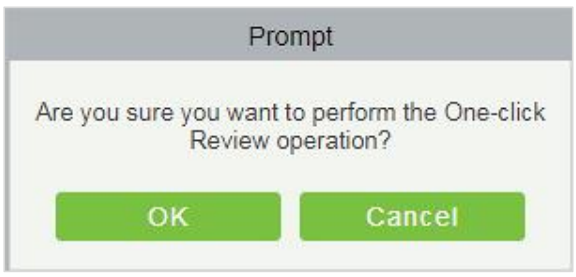


**Figure 6- 54**


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### 6.6.1.4 Reissue the Command

This function is primarily used to re-issue the subsidy to the subsidy machine. Select the required subsidy(s), then click Reissue the command. The dialog box will display the person number and name selected by the user, click OK to reissue the subsidy order to the subsidy machine.

**Figure 6- 55**

### 6.6.1.5 Import

This function is used to import subsidies in batches.

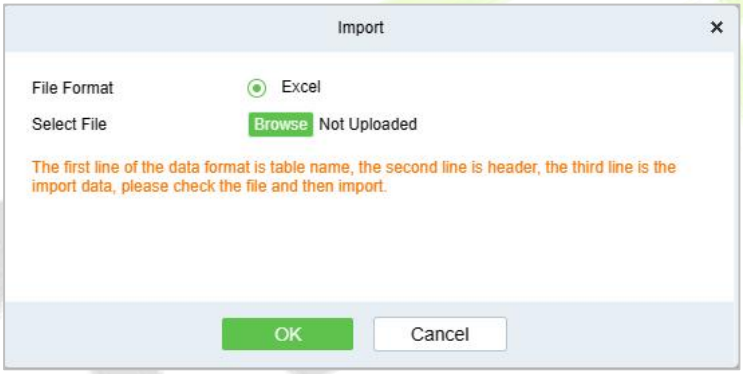


**Figure 6- 56**

If you want to download the sample template excel file for importing, click the **xlsx template** hyperlink.

Once the sample excel is downloaded, you can fill your data into it and save. Then click **Choose File** and select the saved excel file.

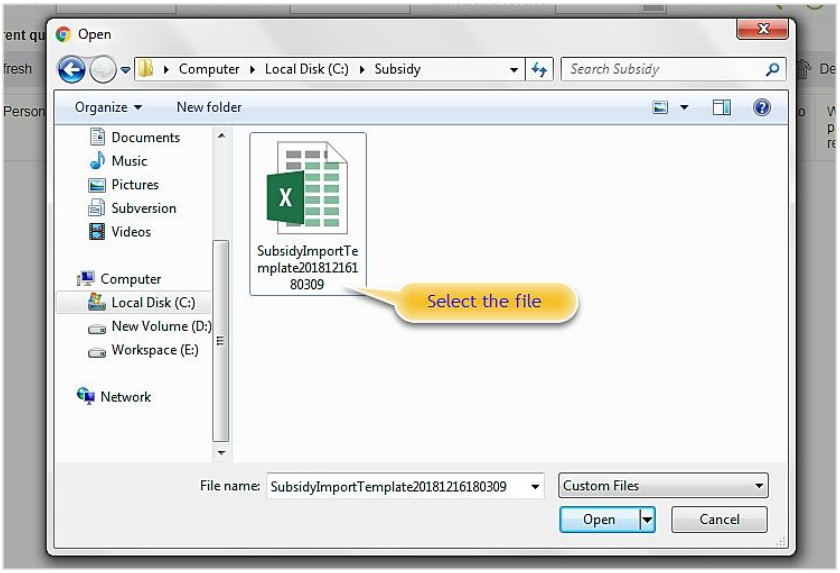


**Figure 6- 57**


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Click **Open**.

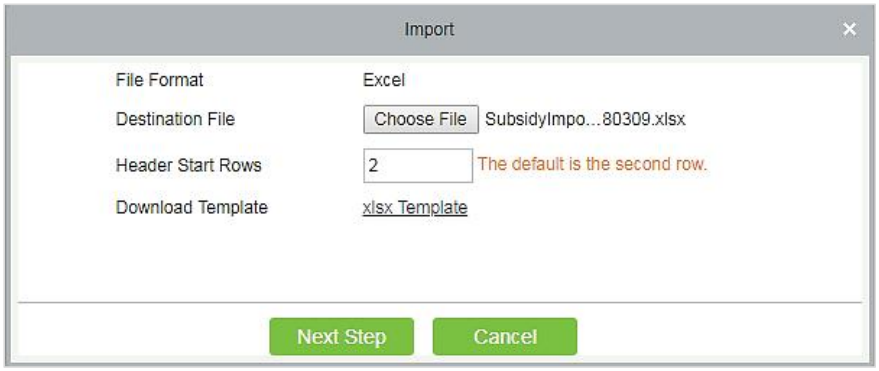


**Figure 6- 58**

Click **Next Step** button to proceed.

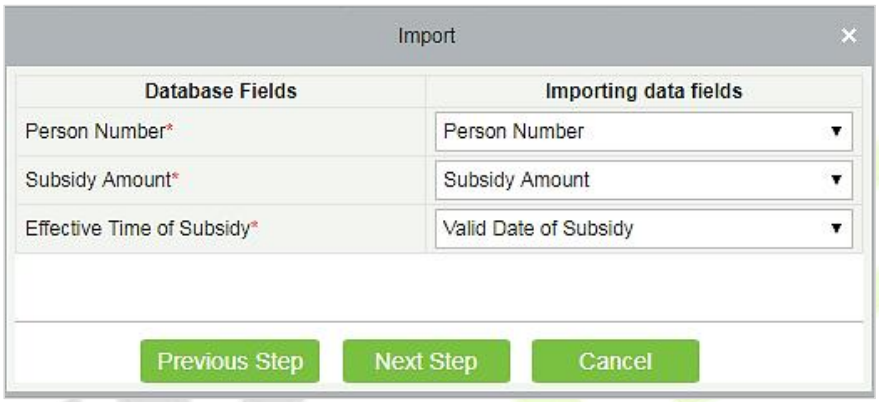


**Figure 6- 59**

Select the corresponding relationship between the subsidy record field and the imported field in Excel. Then click **Next Step** button to import the subsidy into the system. After the subsidy is imported, it will go directly to the approved or unapproved status based on your installation in which the initialization parameters of this software are determined.

### 6.6.1.6 Export

This function is used to export the queried subsidies. Click on Export to open the exporting interface.

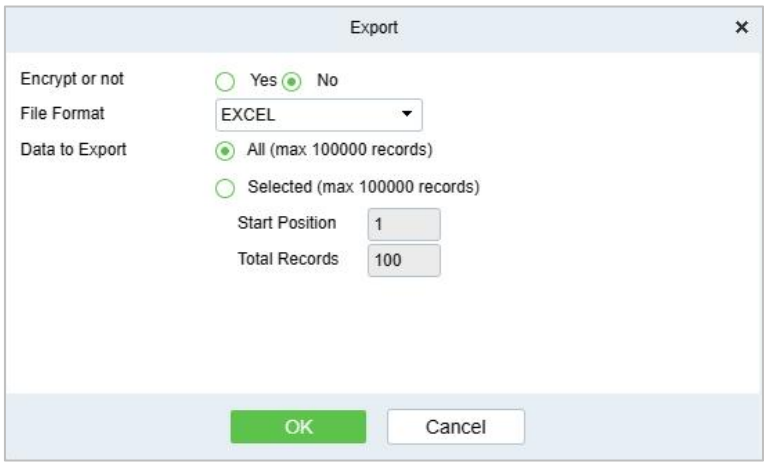


**Figure 6- 60**

Select the file type and export mode. If you select **All data**, then all query data limited to 40,000 will be exported. If you want to export only few results from the query, then select the second mode and enter the desired start and end points of the required data to be exported.


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Click **OK** to finish.

#### 6.6.1.7 Delete

Select the required subsidy record(s) and click Delete under the operation bar to delete the subsidy record. It only supports the removal of unapproved subsidy(s).

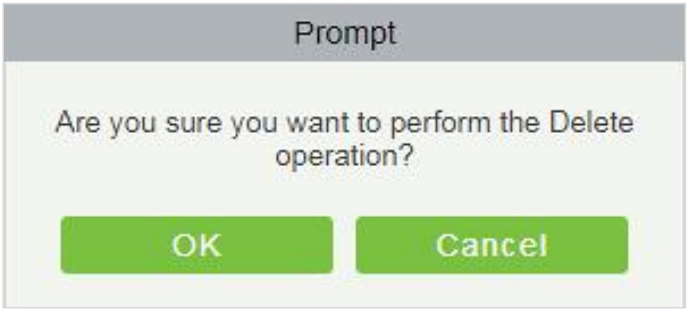


**Figure 6- 61**

#### 6.6.1.8 Edit

Click **Edit** under the operation bar to modify the unapproved subsidies.

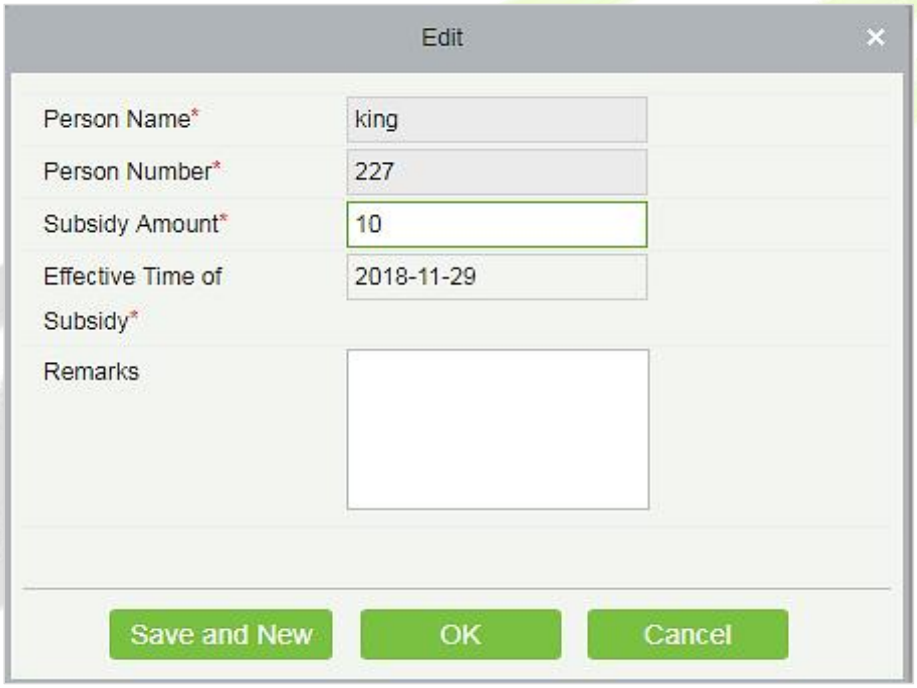


**Figure 6- 62**

Modify the required information and click the **OK** to save successfully.


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## 6.6.2 Consumption Report

The statistical report consists of 9 modules: Issue Card Table, Top Up Table, Refund Table, Subsidy Table, Table of Return Card, Card Cost Table, Card Balance Table, Non-Card Return Card Table, And Table of Resume The Card.

### 6.6.2.1 Issue Card Table

Click **Consumption Report** > **Issue Card Table**, as shown below:

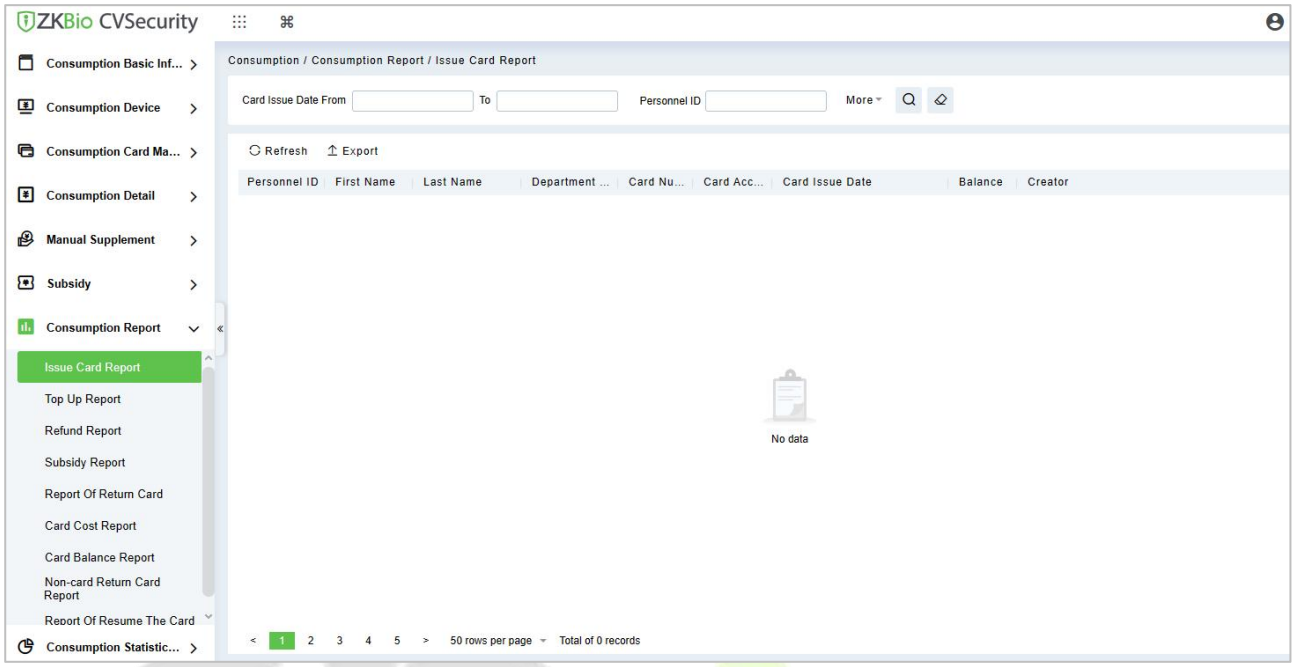


**Figure 6- 63**

**Export:**

Click the **Export** button at the top of the list to open an export dialog box, as shown below. Click **OK** to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

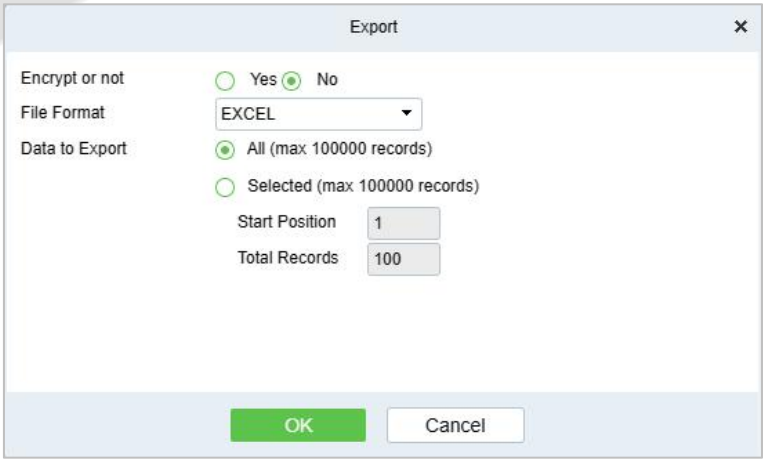


**Figure 6- 64**


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### 6.6.2.2 Top Up Table

Click **Consumption Report** > **Top Up Table**, as shown below:

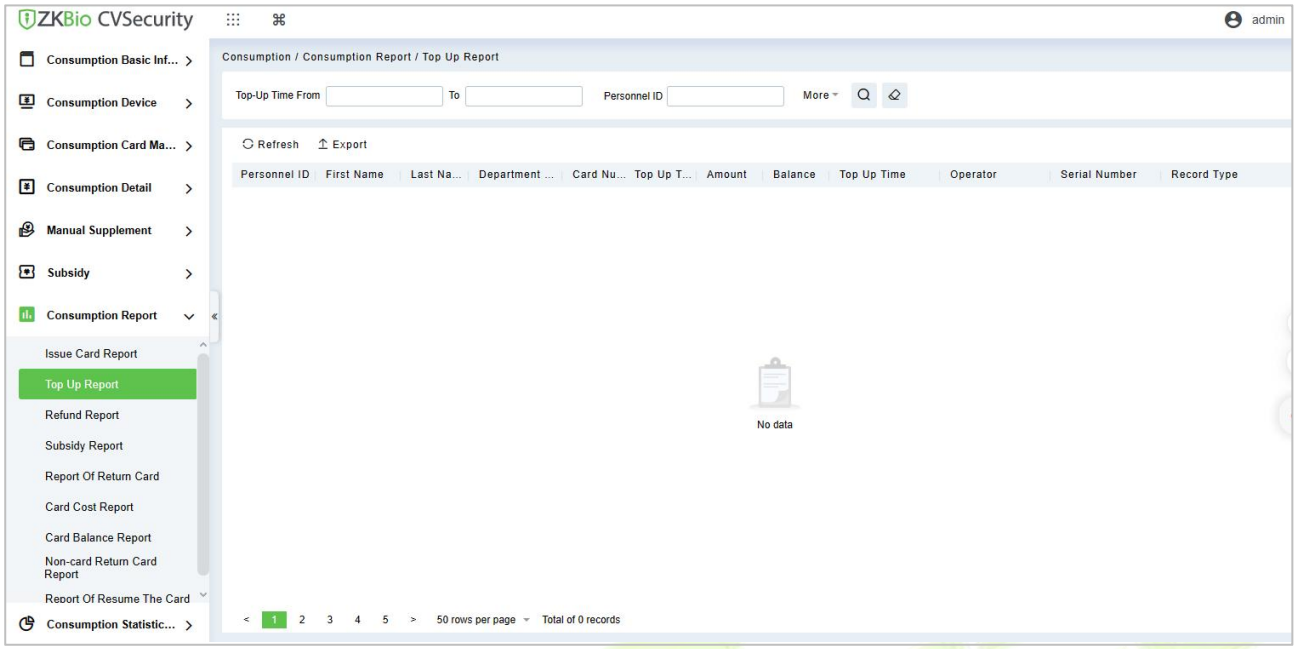


**Figure 6- 65**

**Export:**

Click the **Export** button at the top of the list to open an export dialog box, as shown below. Click **OK** to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

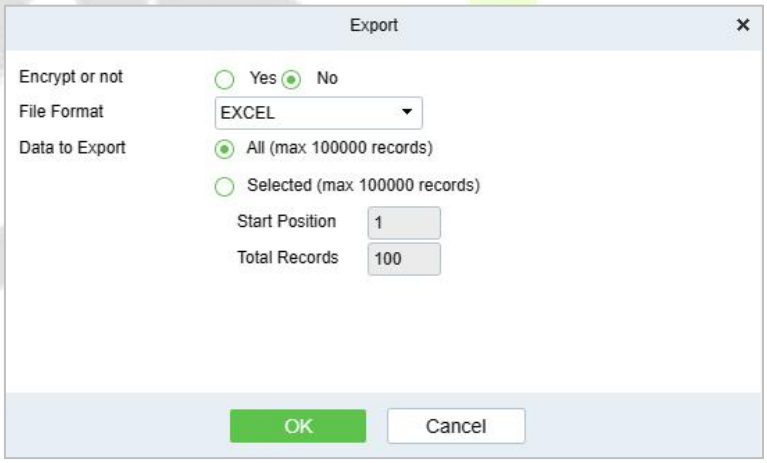


**Figure 6- 66**


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### 6.6.2.3 Refund Table

Click **Consumption Report** > **Refund Table**, as shown below:

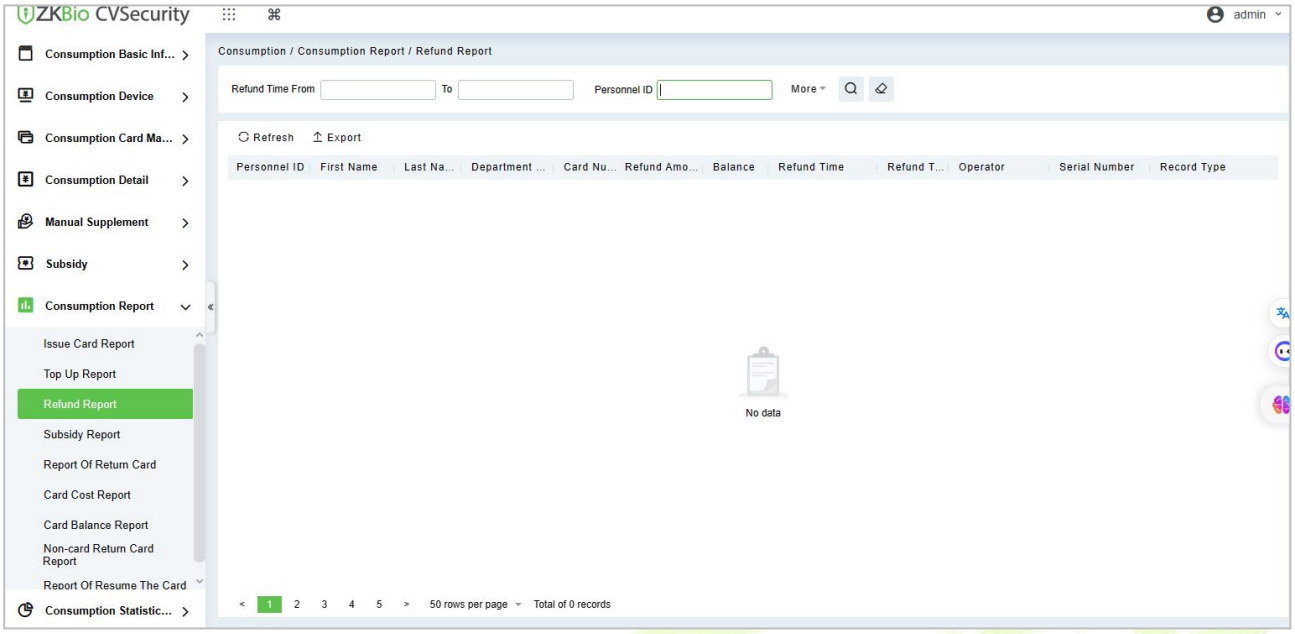


**Figure 6- 67**

**Export:**

Click the **Export** button at the top of the list to open an export dialog box, as shown below. Click **OK** to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

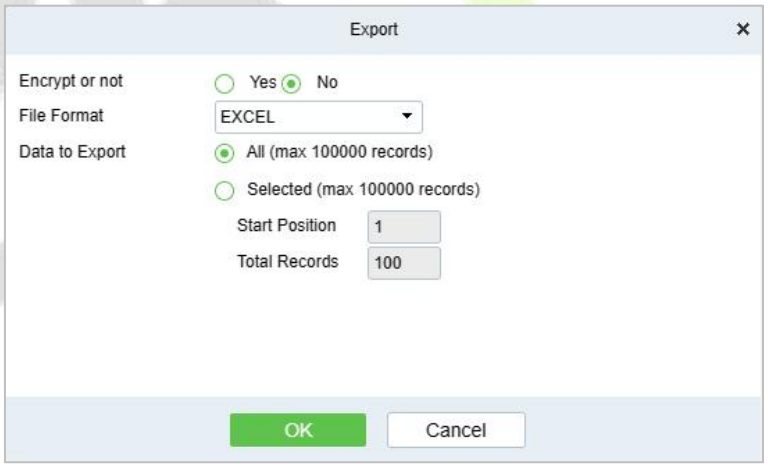


**Figure 6- 68**


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### 6.6.2.4 Subsidy Table

Click **Consumption Report** > **Subsidy Table**, as shown below:

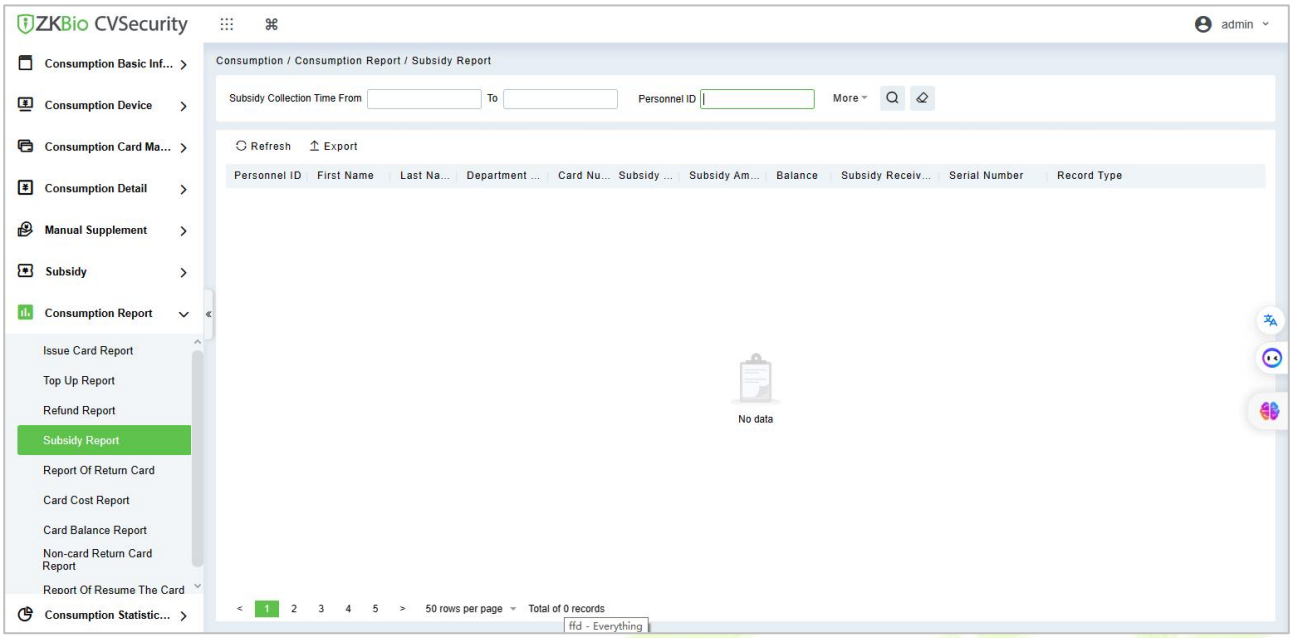


**Figure 6- 69**

**Export:**

Click the **Export** button at the top of the list to open an export dialog box, as shown below. Click **OK** to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

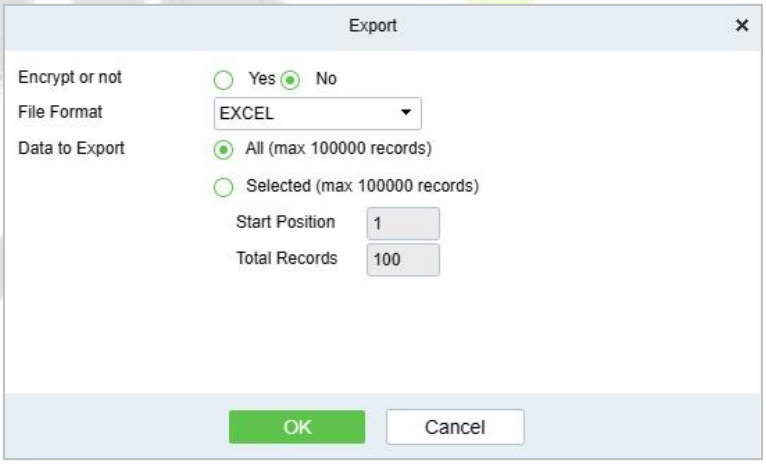


**Figure 6- 70**


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### 6.6.2.5 Report of Return Card

Click **Consumption Report** > **Table of Return Card**, as shown below:

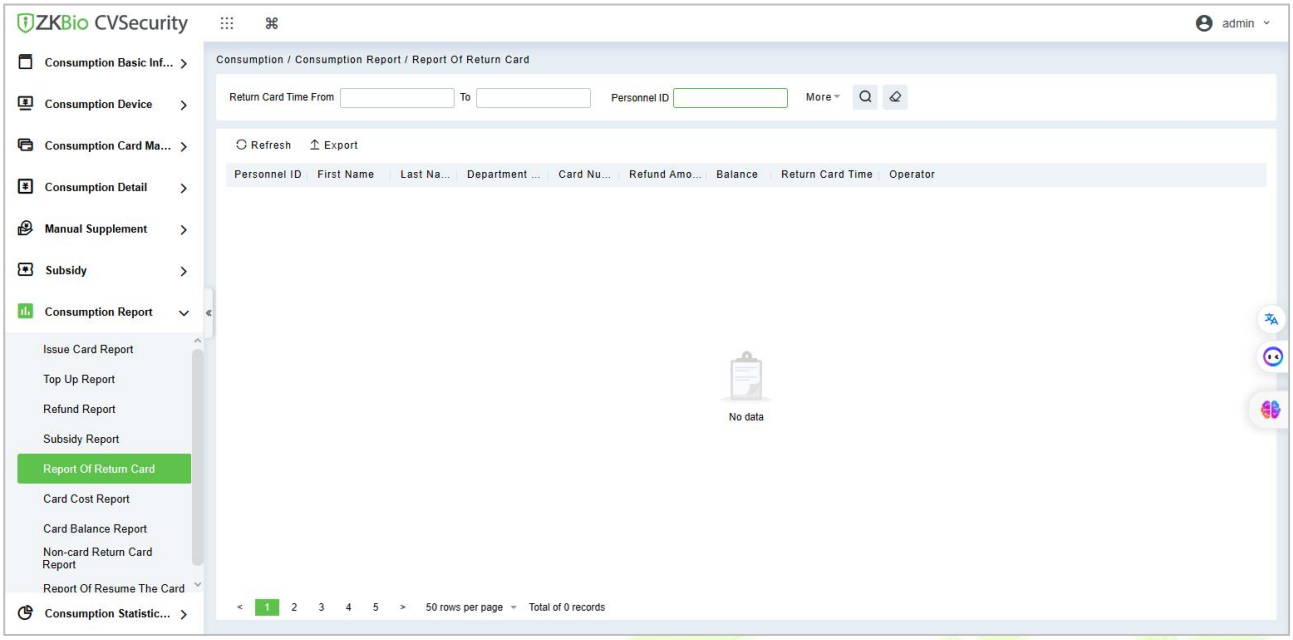


**Figure 6- 71**

**Export:**

Click the **Export** button at the top of the list to open an export dialog box, as shown below. Click **OK** to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

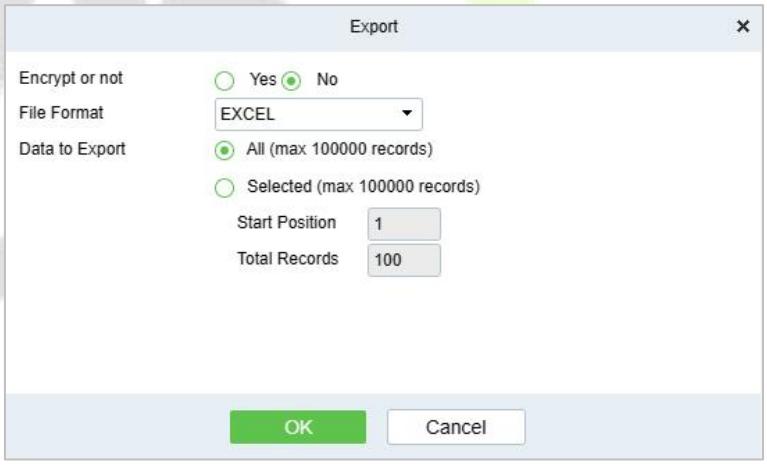


**Figure 6- 72**


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### 6.6.2.6 Card Cost Table

Click **Consumption Report** > **Card Cost Table**, as shown below:

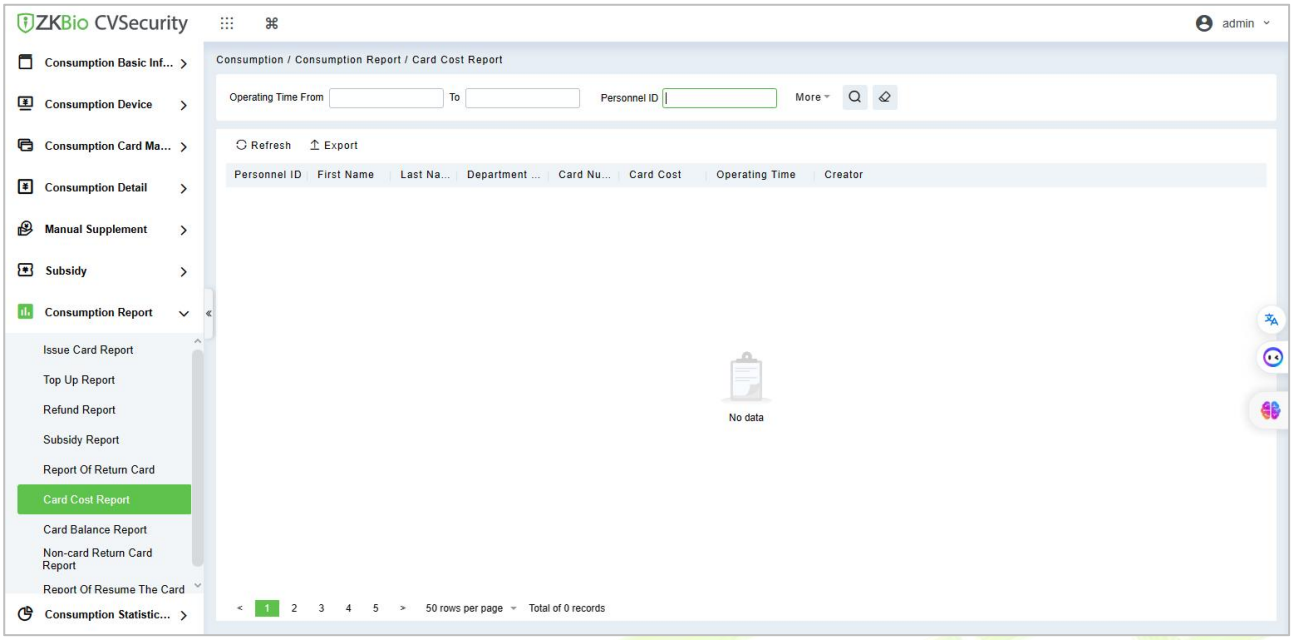


**Figure 6- 73**

**Export:**

Click the **Export** button at the top of the list to open an export dialog box, as shown below. Click **OK** to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

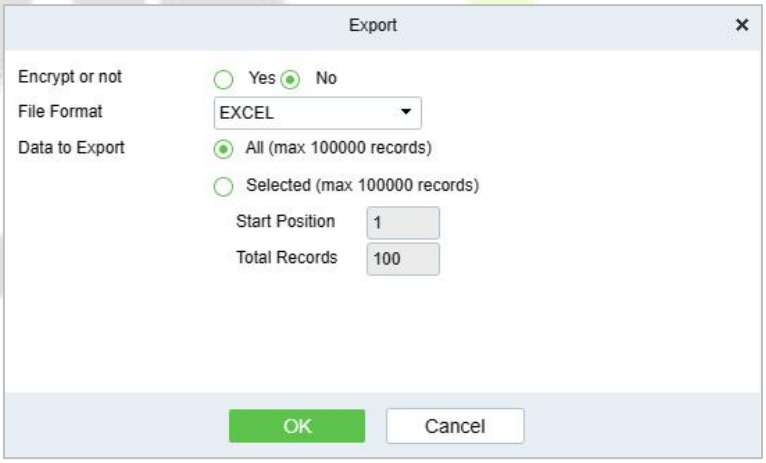


**Figure 6- 74**


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### 6.6.2.7 Card Balance Table

Click **Consumption Report** > **Card Balance Table**, as shown below:

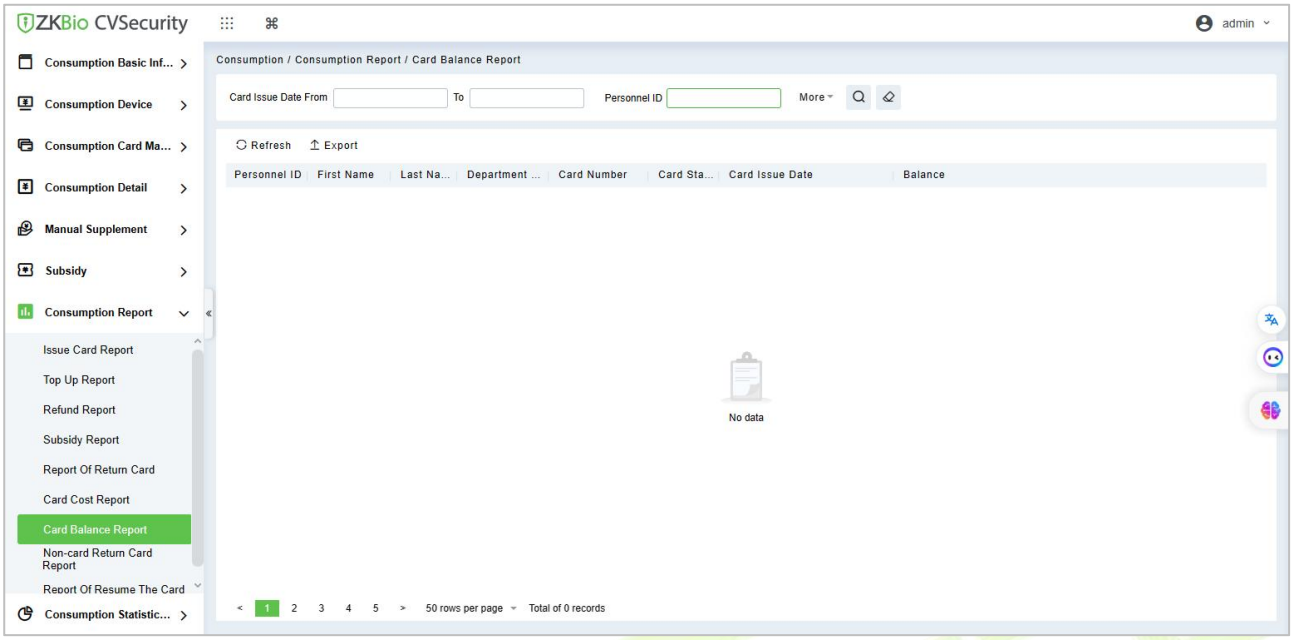


**Figure 6- 75**

- **Export**

Click the **Export** button at the top of the list to open an export dialog box, as shown below. Click **OK** to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

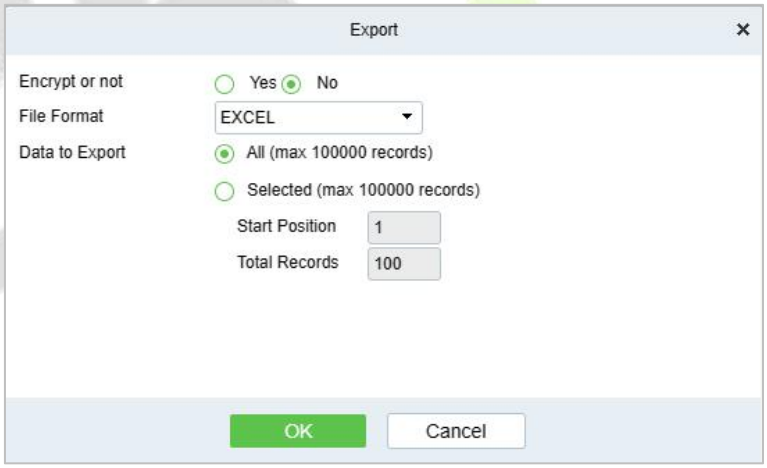


**Figure 6- 76**


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### 6.6.2.8 Non-card Return Card Table

Click **Consumption Report** > **Non-card Return Card**, as shown below:

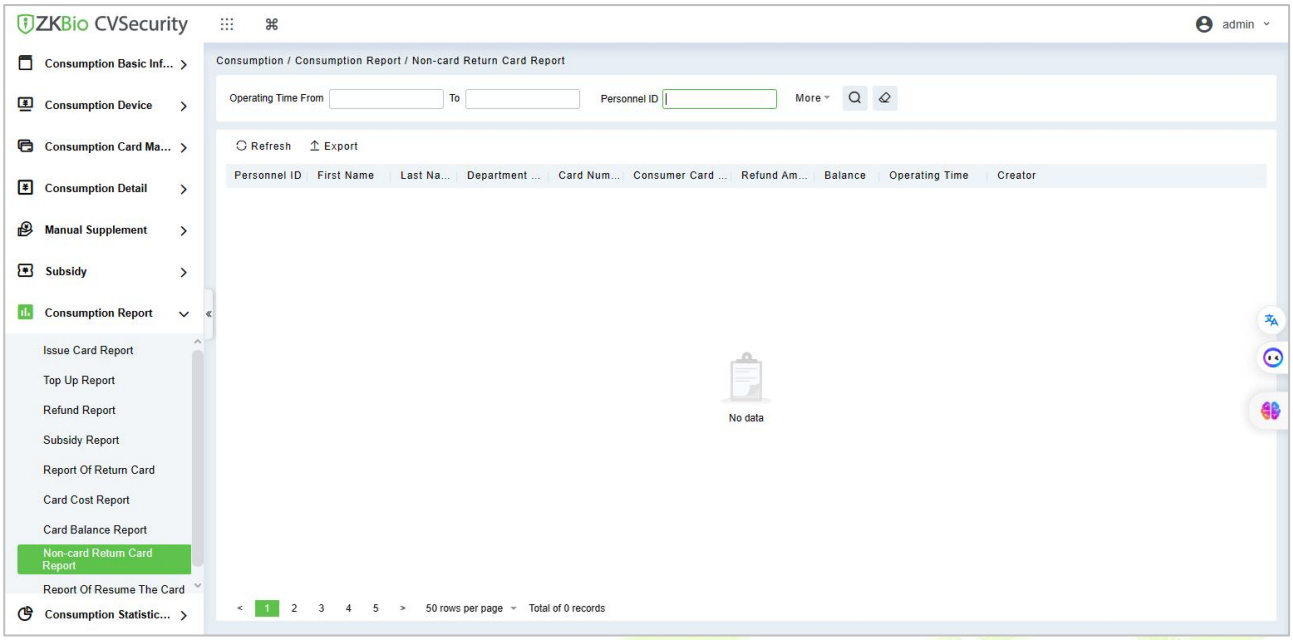


**Figure 6- 77**

**Export:**

Click the **Export** button at the top of the list to open an export dialog box, as shown below. Click **OK** to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

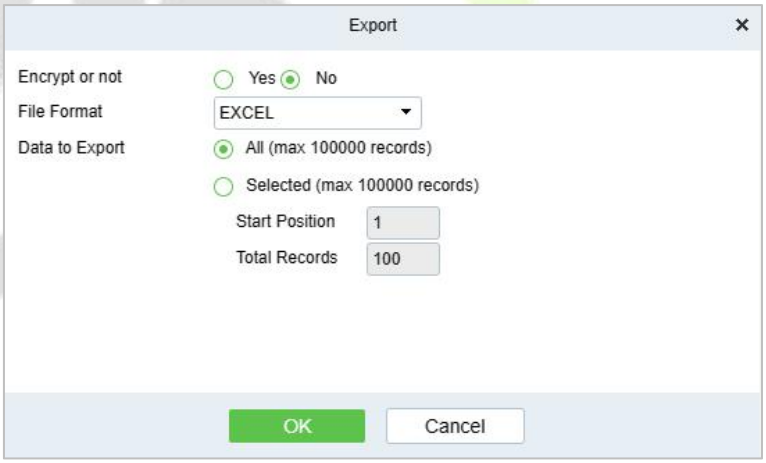


**Figure 6- 78**


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### 6.6.2.9 Table of Resume the Card

Click **Consumption Report** > **Table of Resume the Card**, as shown below:

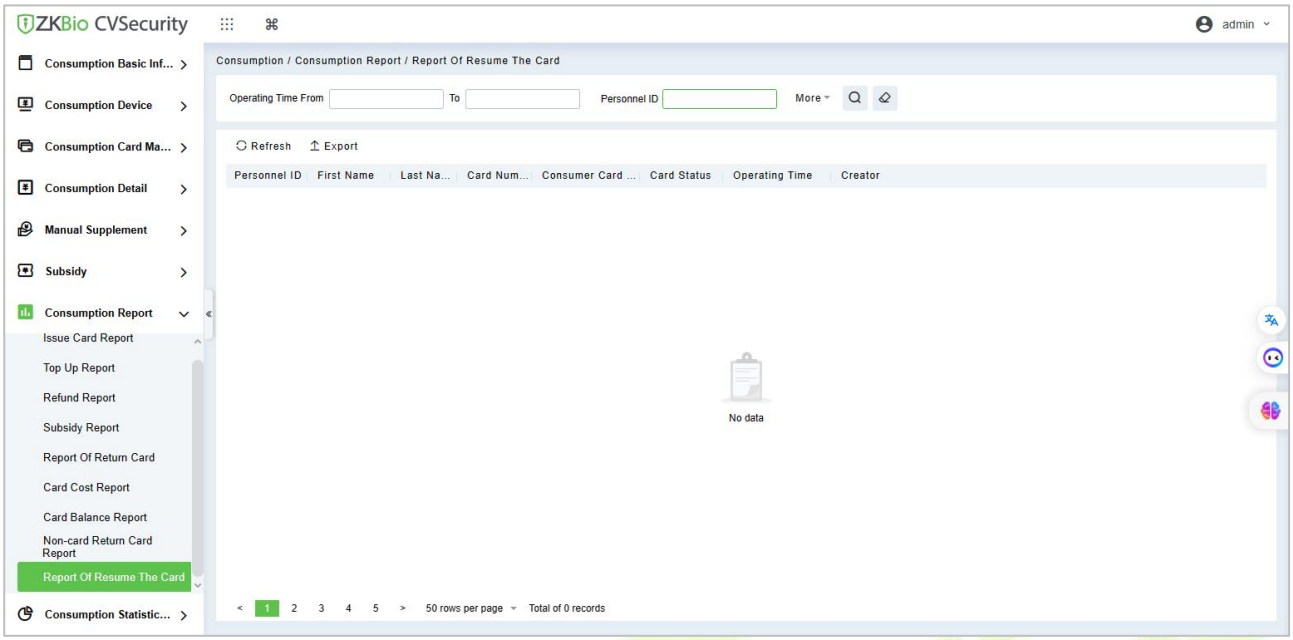


**Figure 6- 79**

**Export:**

Click the **Export** button at the top of the list to open an export dialog box, as shown below. Click **OK** to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

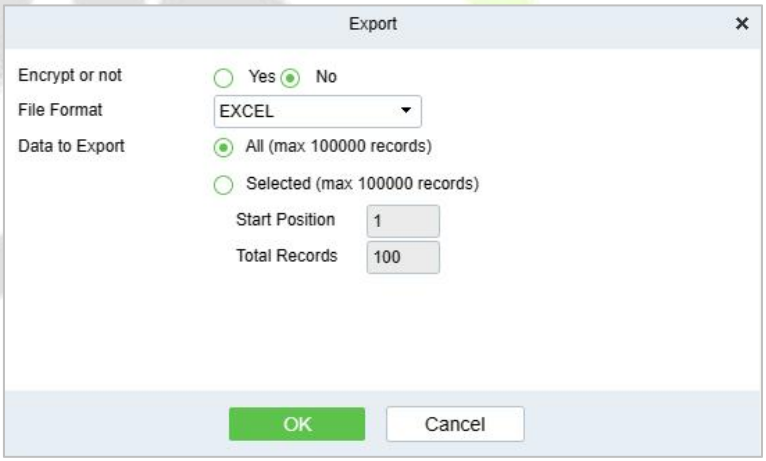


**Figure 6- 80**


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## 6.6.3 Statistical Report

The statistical report contains the statistical information of consumption system module.

### 6.6.3.1 Personal Consumption Table

Click **Statistical Report** > **Personal Consumption Table**, as shown below:

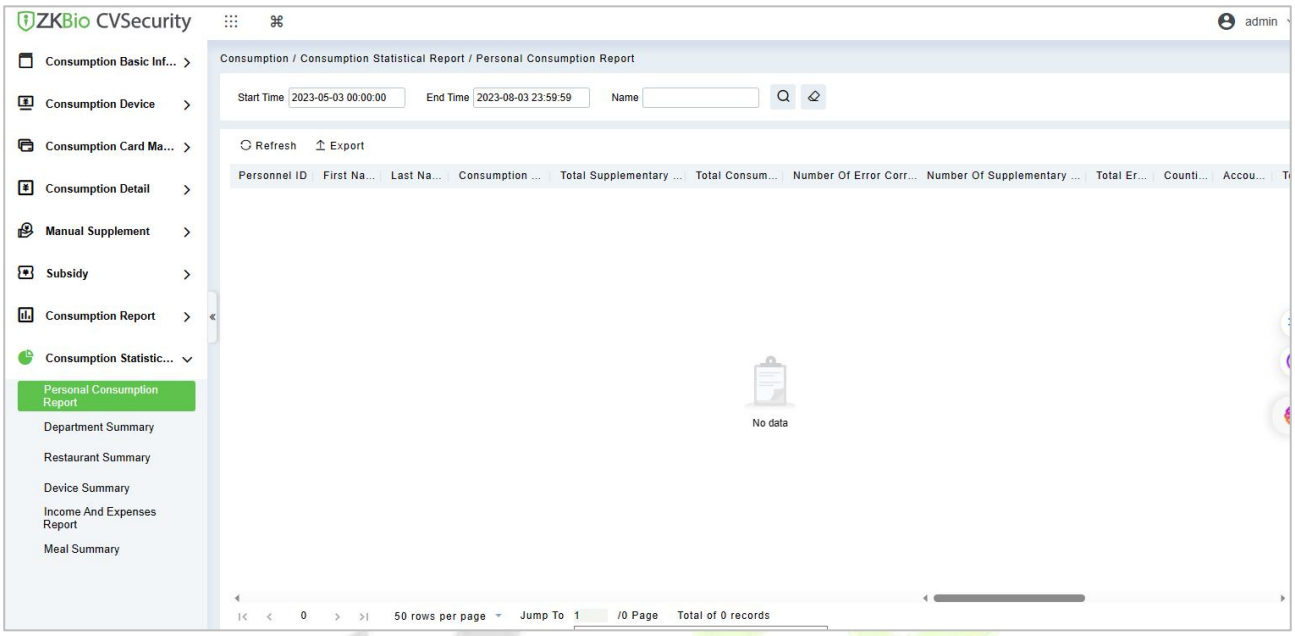


**Figure 6- 81**

**Export:**

Click the **Export** button at the top of the list to open an export dialog box, as shown below. Click **OK** to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

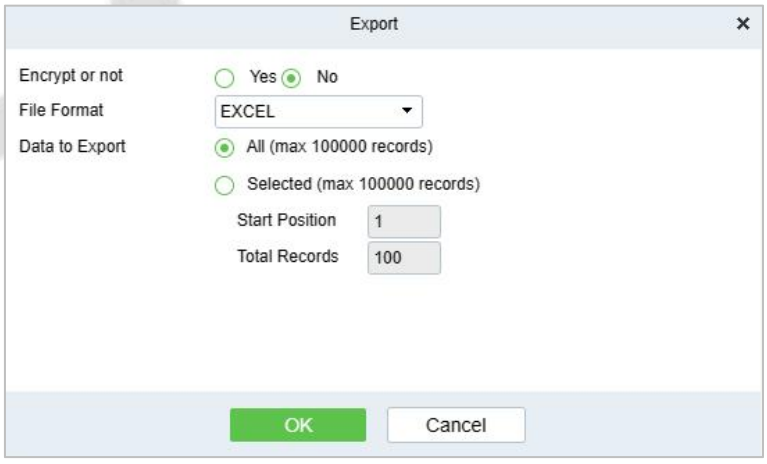


**Figure 6- 82**

**Refresh:**

Click **Refresh** to load the latest personal consumption statistics table data.

✍**Note:** If the page personal consumption statistics table data is more, you can also enter the person name, department name, consumption time in the search field, click to search and query.

The data statistics column includes below information:


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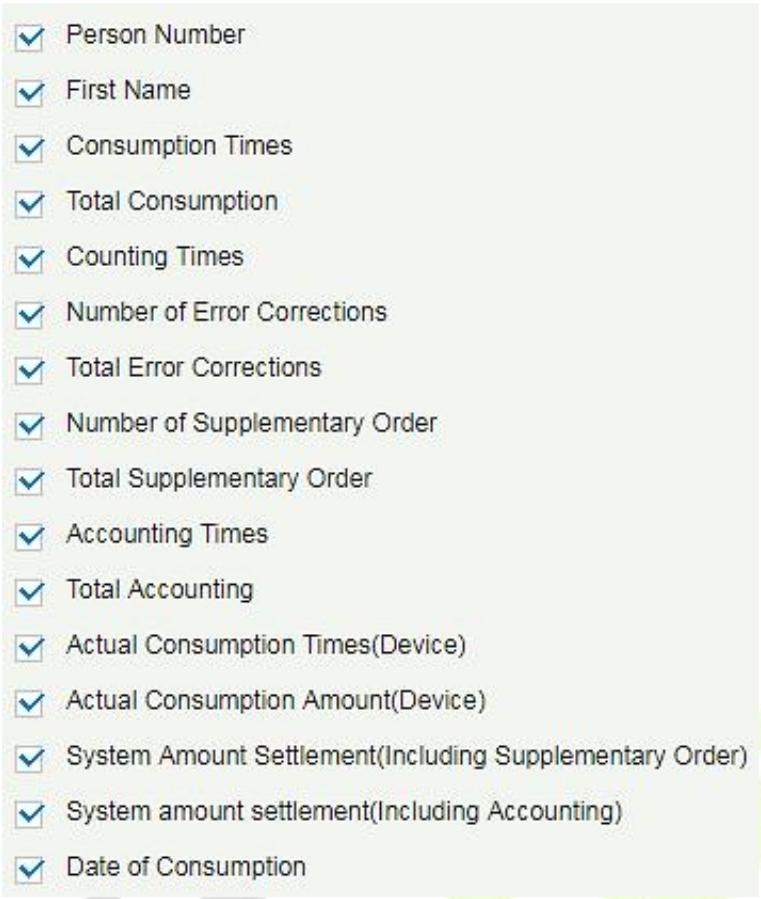


**Figure 6- 83**

- **Consumption Times** = Total number of count the particular type is consumed.
- **Total Consumption** = Total amount of money consumed for the particular type.
- **Counting Times** = Total number of times the type is counted.
- **Number Of Error Corrections** = Total number of error correction for the particular type name.
- **Total Error Correction** = Total amount of error correction for the particular type name.
- **Times Of Supplementary Order** = Total count of supplementary order for the particular type.
- **Total Supplementary Order** = Total amount of supplementary order for the particular type.
- **Accounting Times** = Total count of billing for the particular type.
- **Total Accounting** = Total amount of money billed for the particular type.
- **Actual Consumption Times (Device)** = Consumption times - Number of error corrections.
- **Actual Consumption Amount (Device)** = Total Consumption - Total Error Correction.
- **System Amount Settlement (Including Supplementary Order)** = Total Consumption - (Total Error Correction + Total Supplementary Order).
- **System Amount Settlement (Including Billing)** = Total Consumption - (Total Error Correction + Total Supplementary Order + Total Accounting).


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### 6.6.3.2 Department Summary Table

Click **Statistical Report** > **Department Summary Table** as shown below:

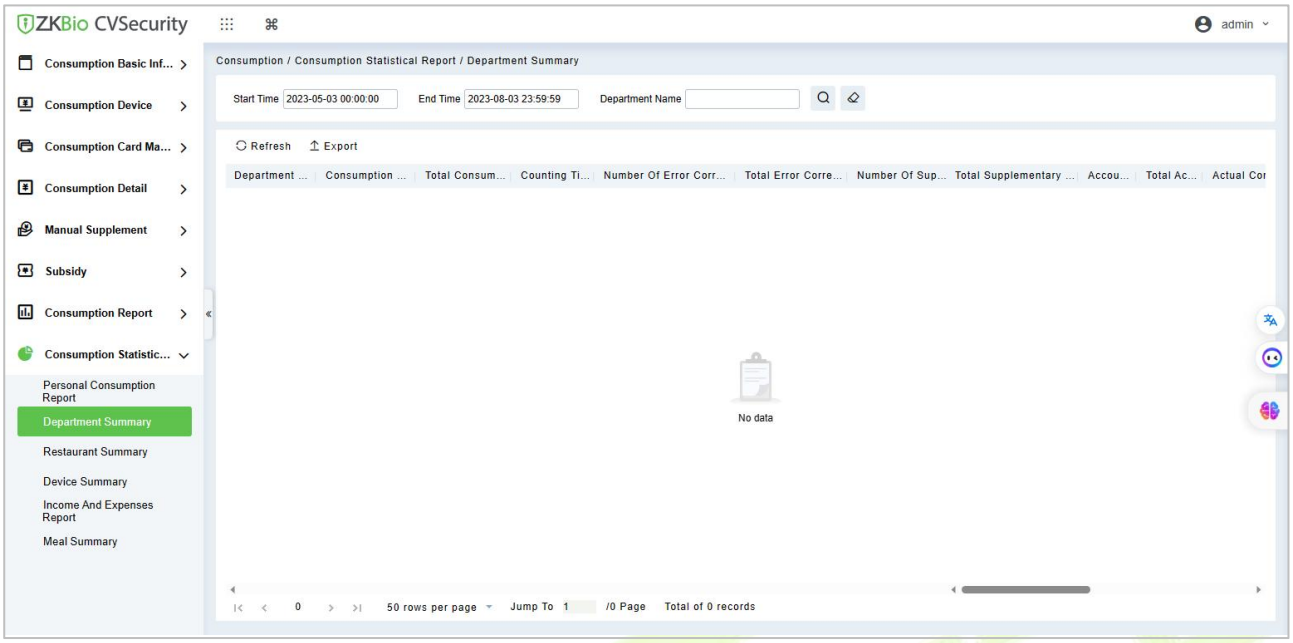


**Figure 6- 84**

**Export:**

Click the **Export** button at the top of the list to open an export dialog box, as shown below. Click **OK** to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

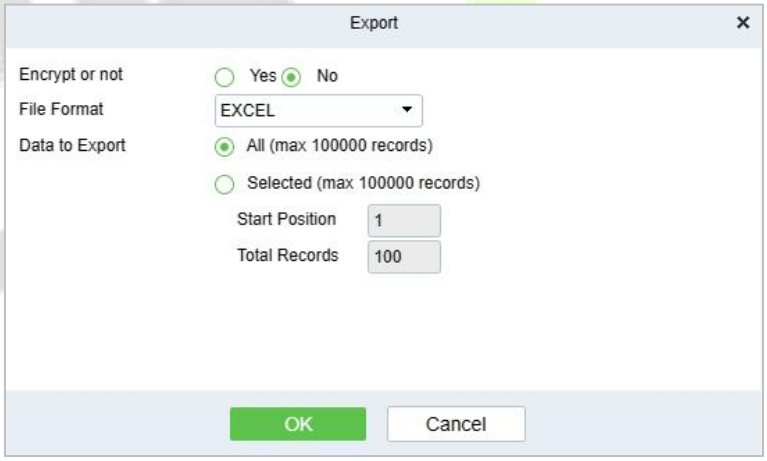


**Figure 6- 85**

- **Refresh**

Click **Refresh** to load the latest department summary table data.

✍**Note:** If the page department summary table data is more, you can also enter the department name and consumption time in the search field, and click to search for the query.

The data statistics column includes:


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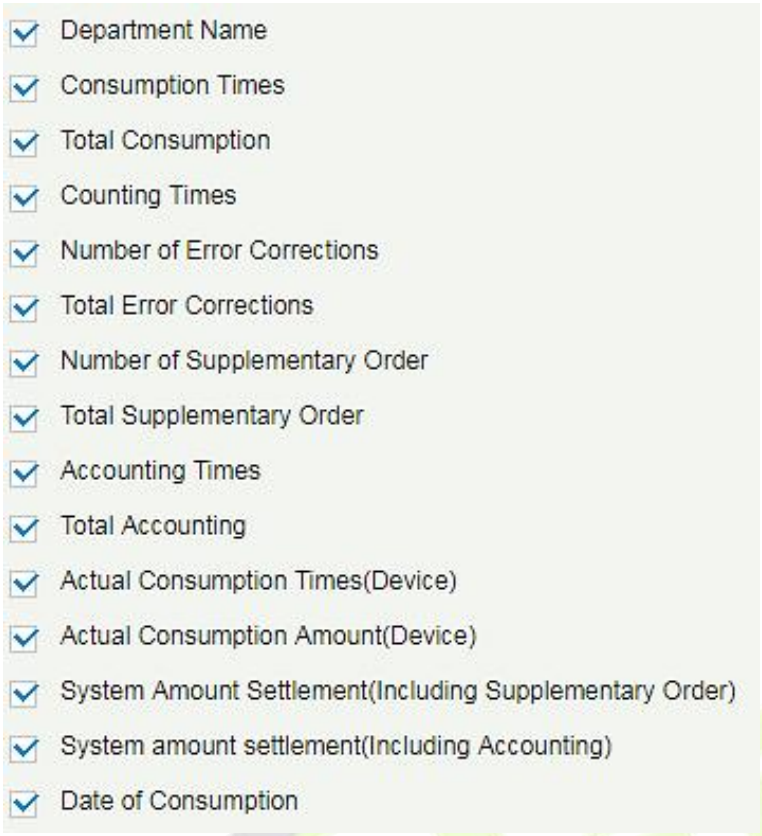


**Figure 6- 86**

- **Consumption Times** = Total number of count the particular type is consumed.
- **Total Consumption** = Total amount of money consumed for the particular type.
- **Counting Times** = Total number of times the type is counted.
- **Number of Error Corrections** = Total number of error correction for the particular type.
- **Total Error Correction** = Total amount of error correction for the particular type.
- **Times of Supplementary Order** = Total count of supplementary order for the particular type.
- **Total Supplementary Order** = Total amount of supplementary order for the particular type.
- **Accounting Times** = Total count of billing for the particular type.
- **Total Accounting** = Total amount of money billed for the particular type.
- **Actual Consumption Times (device)** = Consumption times - Number of error corrections.
- **Actual Consumption Amount (device)** = Total Consumption - Total Error Correction.
- **System Amount Settlement (including supplementary order)** = Total Consumption - (Total Error Correction + Total Supplementary Order).
- **System Amount Settlement (including billing)** = Total Consumption - (Total Error Correction + Total Supplementary Order + Total Accounting).


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### 6.6.3.3 Restaurant Summary

Click **Statistical Report** > **Restaurant Summary**, as shown below:

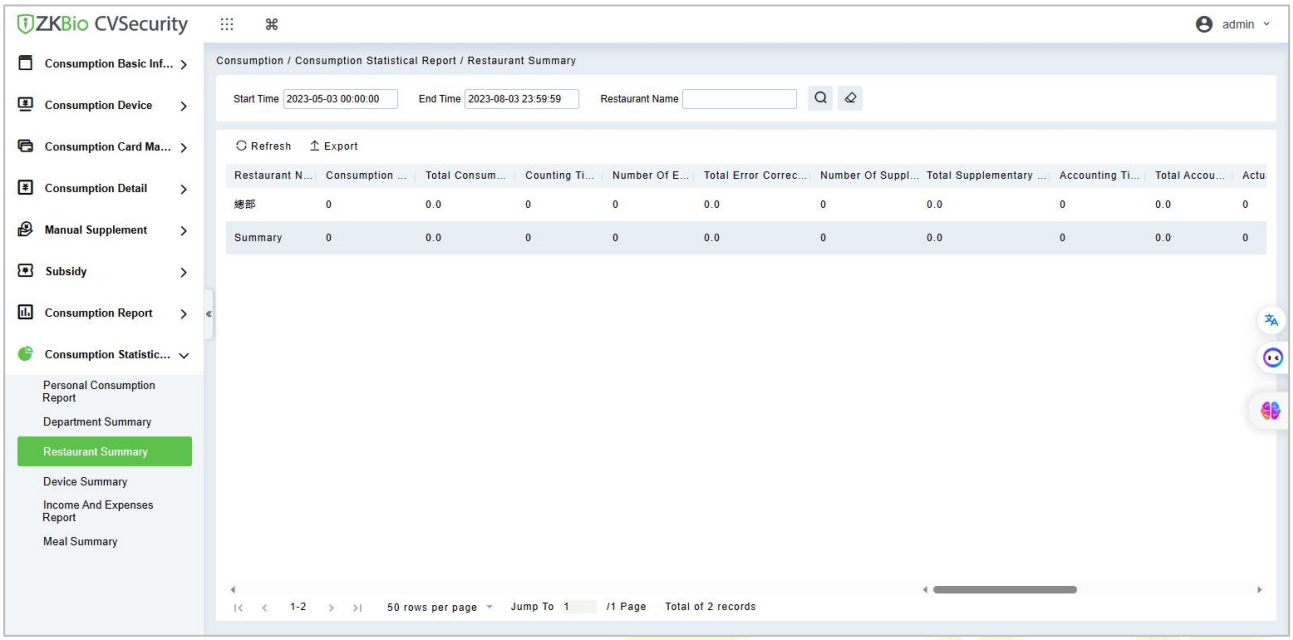


**Figure 6- 87**

**Export:**

Click the **Export** button at the top of the list to open an export dialog box, as shown below. Click **OK** to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

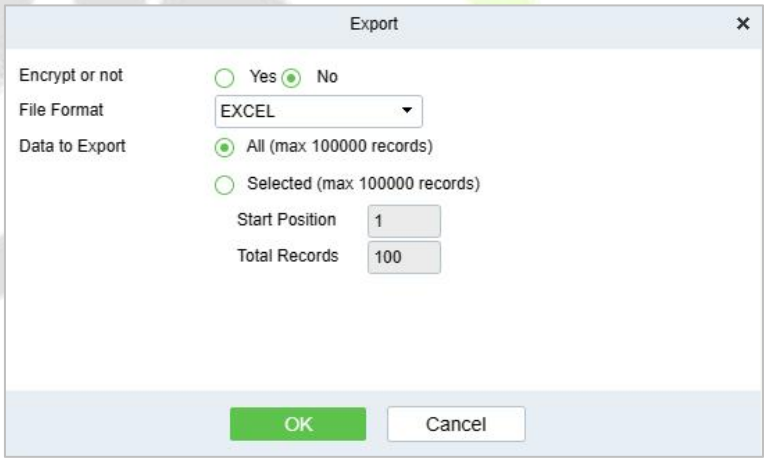


**Figure 6- 88**

**Refresh:**

Click **Refresh** to load the latest restaurant summary table data.

✍ **Note:** If the page restaurant summary table data is more, you can also enter the restaurant name, consumption time in the search bar, click to search and query.

The data statistics column includes:


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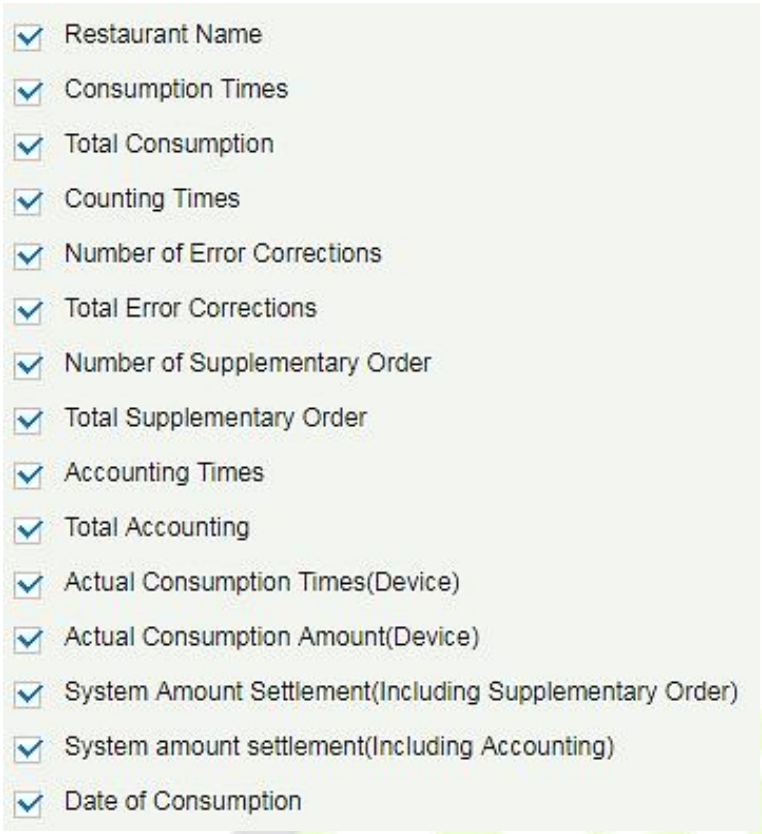


**Figure 6- 89**

- **Consumption Times** = Total number of count the particular type is consumed.
- **Total Consumption** = Total amount of money consumed for the particular type.
- **Counting Times** = Total number of times the type is counted.
- **Number of Error Corrections** = Total number of error correction for the particular type name.
- **Total Error Correction** = Total amount of error correction for the particular type name.
- **Times of Supplementary Order** = Total count of supplementary order for the particular type.
- **Total Supplementary Order** = Total amount of supplementary order for the particular type.
- **Accounting Times** = Total count of billing for the particular type.
- **Total Accounting** = Total amount of money billed for the particular type.
- **Actual Consumption Times (device)** = Consumption times - Number of error corrections.
- **Actual Consumption Amount (device)** = Total Consumption - Total Error Correction.
- **System Amount Settlement (including supplementary order)** = Total Consumption - (Total Error Correction + Total Supplementary Order).
- **System Amount Settlement (including billing)** = Total Consumption - (Total Error Correction + Total Supplementary Order + Total Accounting).


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### 6.6.3.4 Device Summary Table

Click **Statistical Report** > **Device Summary Table**, as shown below:

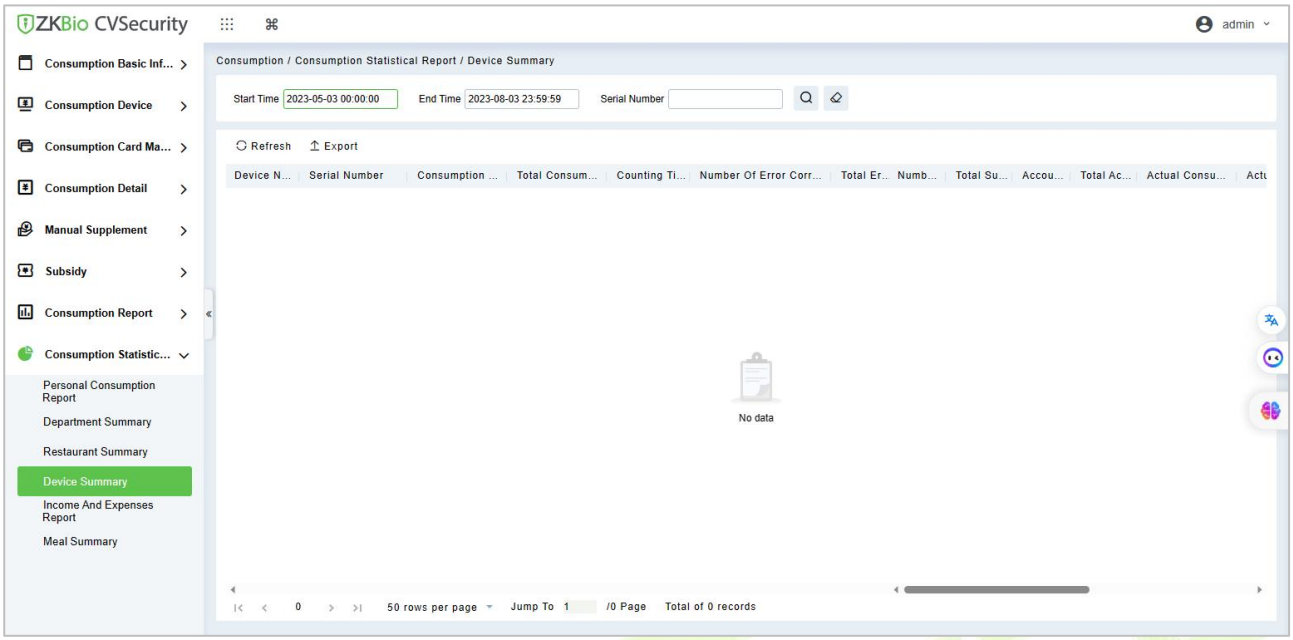


**Figure 6- 90**

- **Export**

Click the **Export** button at the top of the list to open an export dialog box, as shown below. Click **OK** to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

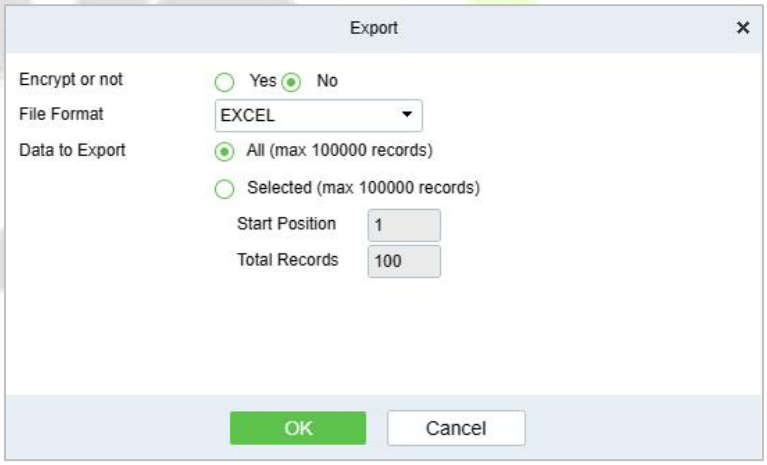


**Figure 6- 91**

**Refresh:**

Click **Refresh** to load the latest equipment summary table data.

✍**Note:** If there is more data on the page device summary table, you can also enter the device name and consumption time in the search field, and click to search for it.

The data statistics column includes:


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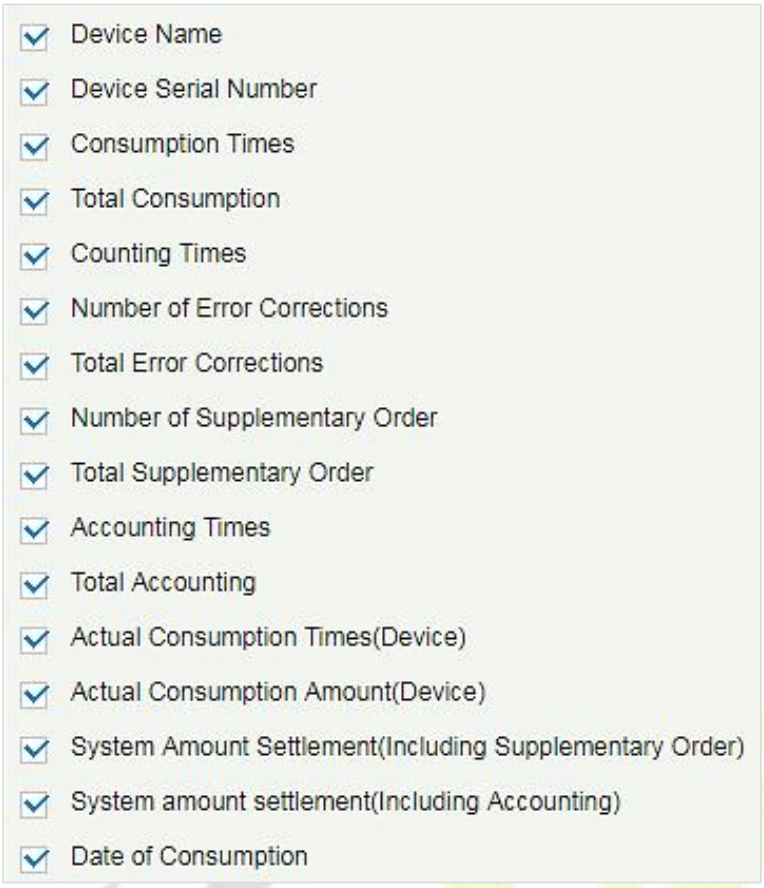


**Figure 6- 92**

- **Consumption Times** = Total number of count the particular type is consumed.
- **Total Consumption** = Total amount of money consumed for the particular type.
- **Counting Times** = Total number of times the type is counted.
- **Number of Error Corrections** = Total number of error correction for the particular type name.
- **Total Error Correction** = Total amount of error correction for the particular type name.
- **Times of Supplementary Order** = Total count of supplementary order for the particular type.
- **Total Supplementary Order** = Total amount of supplementary order for the particular type.
- **Accounting Times** = Total count of billing for the particular type.
- **Total Accounting** = Total amount of money billed for the particular type.
- **Actual Consumption Times (device)** = Consumption times - Number of error corrections.
- **Actual Consumption Amount (device)** = Total Consumption - Total Error Correction.
- **System Amount Settlement (including supplementary order)** = Total Consumption - (Total Error Correction + Total Supplementary Order).
- **System Amount Settlement (including billing)** = Total Consumption - (Total Error Correction + Total Supplementary Order + Total Accounting).


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### 6.6.3.5 Income and Expenses Table

Click **Statistical Report** > **Income and Expenses Table**, as shown below:

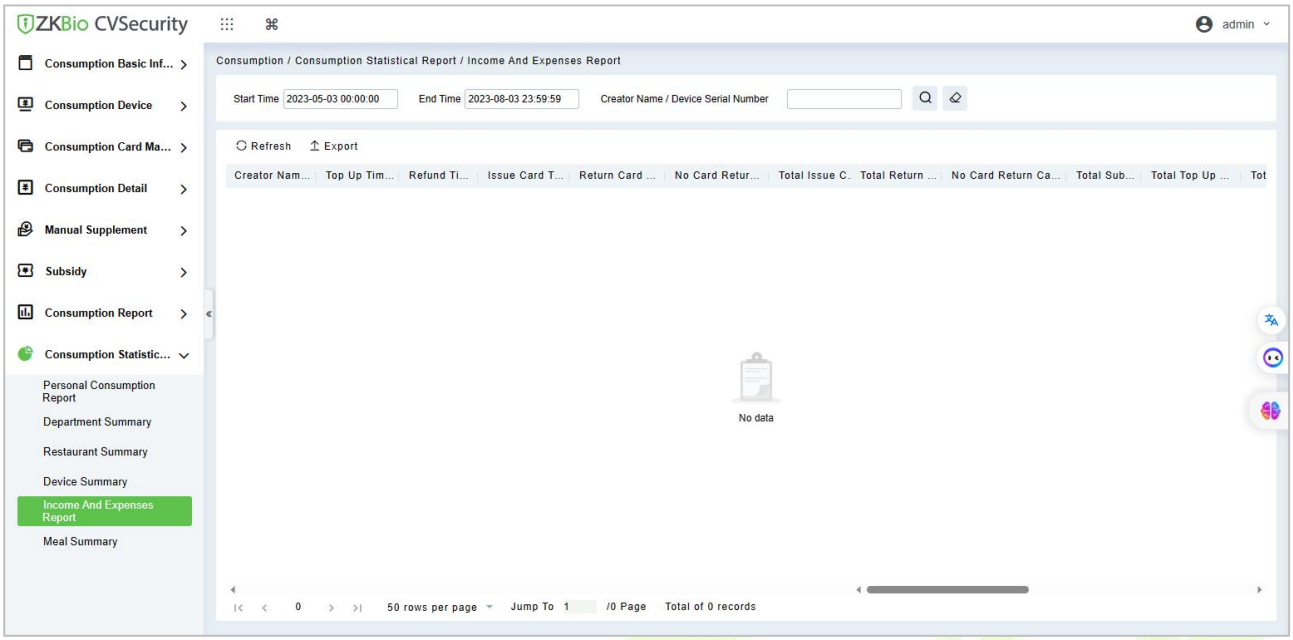


**Figure 6- 93**

**Export:**

Click the **Export** button at the top of the list to open an export dialog box, as shown below. Click **OK** to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

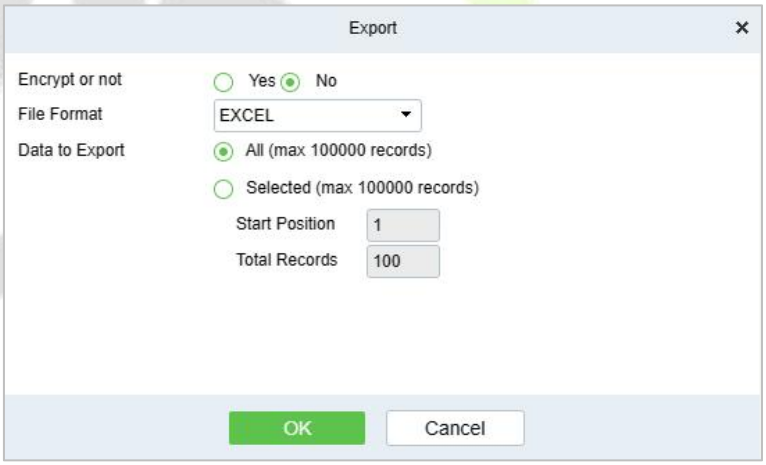


**Figure 6- 94**

**Refresh:**

Click **Refresh** to load the latest revenue and expenditure summary table data.

✍**Note:** If there is more data on the page income and expenditure summary table, you can also enter the creator name/device serial number and summary time in the search field, and click to search for it.

The data statistics column includes


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**Figure 6- 95**

- **Top up Times** = The total number of counts a card was added extra amount.
- **Refund Times** = The total number of counts a card were refunded.
- **Issue Card Times** = The total number of counts a card were issued.
- **Return Card Times** = The total number of counts the cards were returned.
- **Non-card Return card Times** = The total count of Non-card Return card.
- **Total Issue Card** = The total number of issued card.
- **Total Return card** = The total number of cards returned.
- **No Card Return Card Total** = The total number of blocked card which are not returned.
- **Total Subsidy** = The total amount of subsidy for the card type.
- **Total Top-up Offer** = The total amount of top-up discount for the card type.
- **Total Top-up** = The total amount of top-up for the card type.
- **Total Refund** = The total amount of refund for the card type.
- **Card Cost Support** = The total amount of card cost for the card type.
- **Management Fee** = The total amount of management fee for the card type.
- **Card Cost Expense** = The total amount of card cost for the card type.
- **Total Revenue and Expenditure** = (Total Top up + Card Cost Expense + Total Issue Card + Management fee) - (Total Refund - Total Return Card).


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### 6.6.3.6 Meal Summary Table

Click **Statistical Report** > **Meal Summary Table**, as shown below:

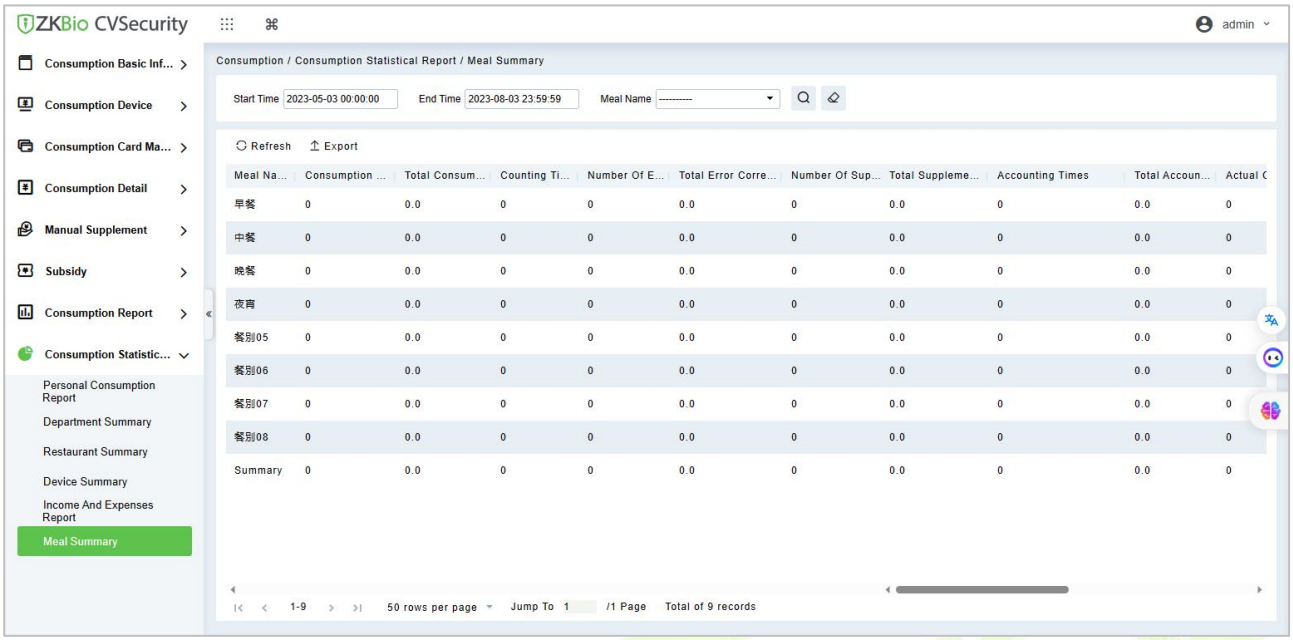


**Figure 6- 96**

**Export:**

Click the **Export** button at the top of the list to open an export dialog box, as shown below. Click **OK** to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

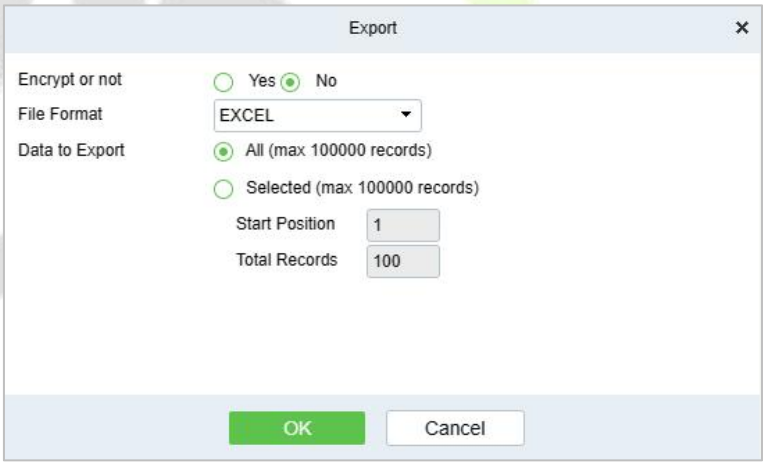


**Figure 6- 97**

**Refresh:**

Click **Refresh** to load the latest meal summary table data.

✍ **Note:** If there is more data in the page meal summary table, you can also enter the device name, name, and consumption time in the search field, and click to search for it.

The data statistics column includes:


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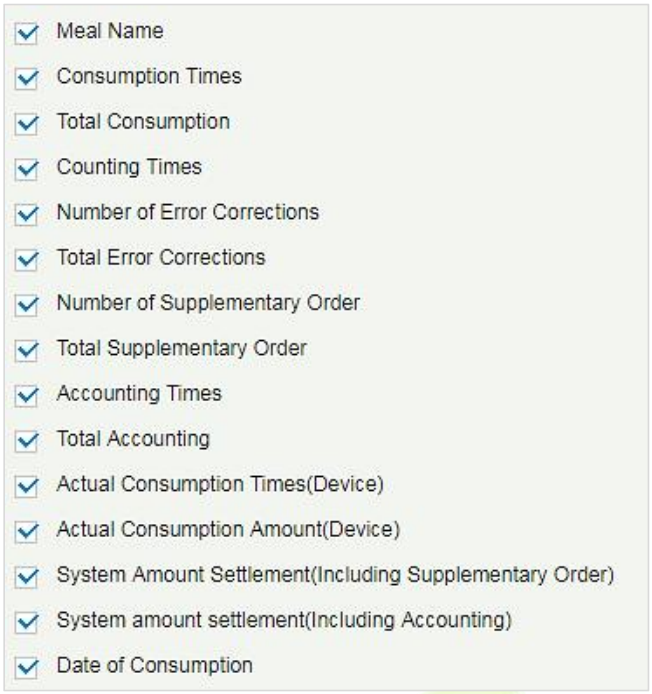


**Figure 6- 98**

- **Consumption Times** = Total number of count the particular type is consumed.
- **Total Consumption** = Total amount of money consumed for the particular type.
- **Counting Times** = Total number of times the type is counted.
- **Number of Error Corrections** = Total number of error correction for the particular type name.
- **Total Error Correction** = Total amount of error correction for the particular type name.
- **Times of Supplementary Order** = Total count of supplementary order for the particular type.
- **Total Supplementary Order** = Total amount of supplementary order for the particular type.
- **Accounting Times** = Total count of billing for the particular type.
- **Total Accounting** = Total amount of money billed for the particular type.
- **Actual Consumption Times (device)** = Consumption times - Number of error corrections.
- **Actual Consumption Amount (device)** = Total Consumption - Total Error Correction.
- **System Amount Settlement (including supplementary order)** = Total Consumption - (Total Error Correction + Total Supplementary Order).
- **System Amount Settlement (including billing)** = Total Consumption - (Total Error Correction + Total Supplementary Order + Total Accounting).


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# 7 Consumption (Online) System

Based on controlled devices by software, it realizes the online consumption mode combining the functions of the Promerc-300 face consumer machine. The software mainly configures background data, including consumption time zone, commodity information, restaurant information and other data. Centralize various data on the device, generate consumption reports, and operate online account creating, refund, recharge, subsidy, etc. on the software.

## 7.1 Consumption Basic Management

### 7.1.1 Piecewise Fixed Value

Piecewise Fixed value is the value and validity of a card which is supposed to be used on the consumer device. Click **Consumption Basic Management** > **Piecewise Fixed Value** as shown in the following figure.

**Figure 7- 1**

#### 7.1.1.1 Edit

By default, there are eight values, Click **Edit** on the operation column to open the modification dialog box.

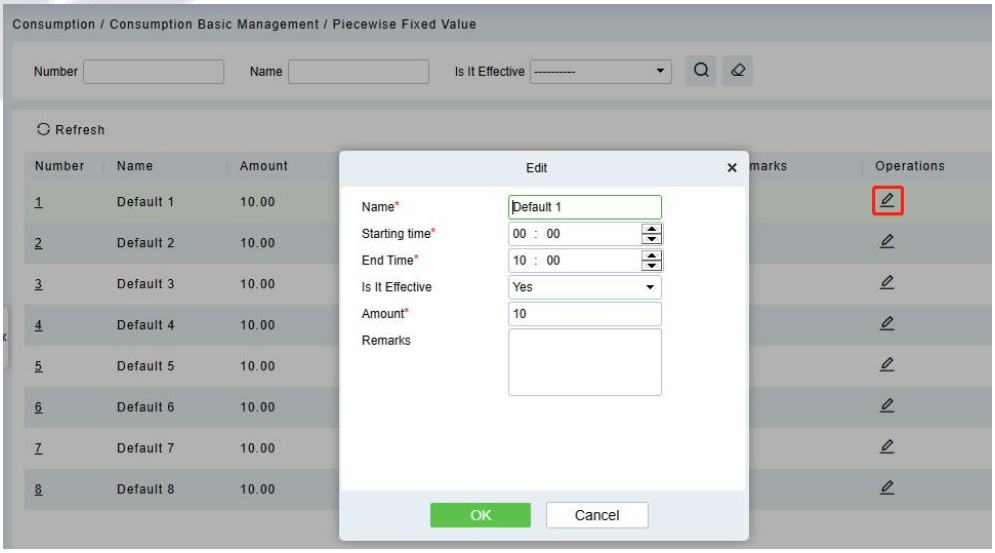


**Figure 7- 2**

You can provide the desired information in the dialog box which include: **Name**, **Start time**, **End time**, **Whether Effective**, **Amount**, and **Remarks**.


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## 7.1.2 Consumption Time Zone

Click **Consumption Basic Management** > **Consumption Time Zone** as shown in the following figure:

By default, the system has some Consumption Time zones, you can select and edit according to your preferences.

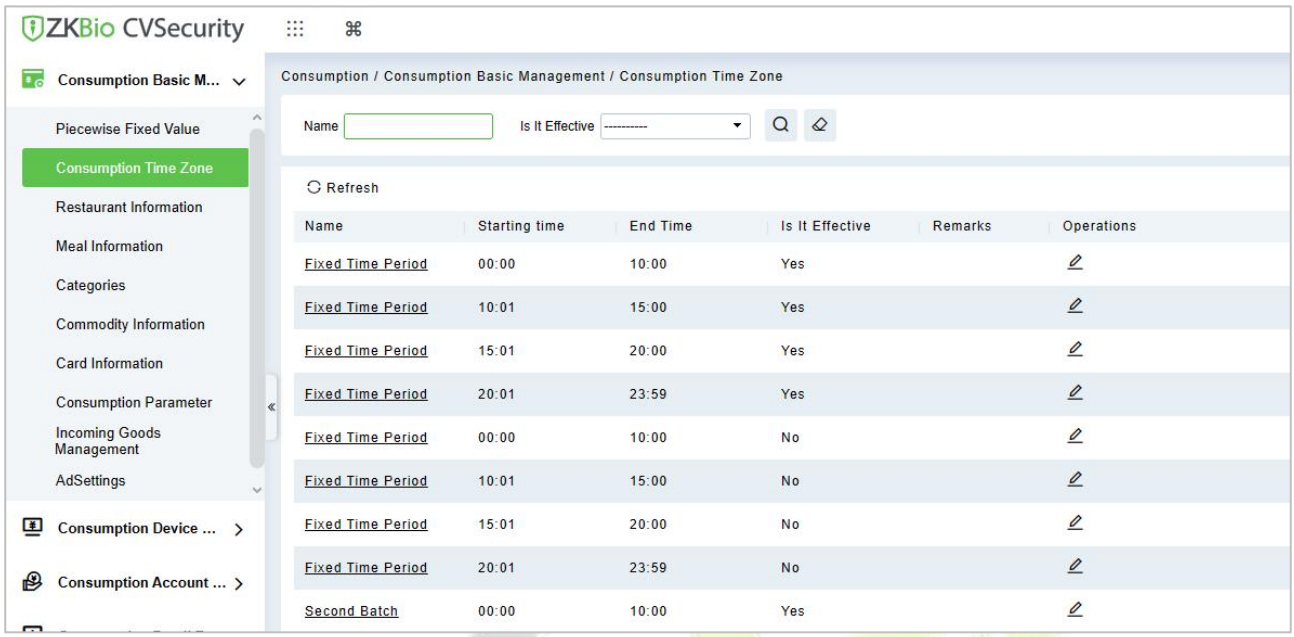


**Figure 7- 3**

### 7.1.2.1 Edit

Click **Edit** column on the operation column to open the modification dialog box.

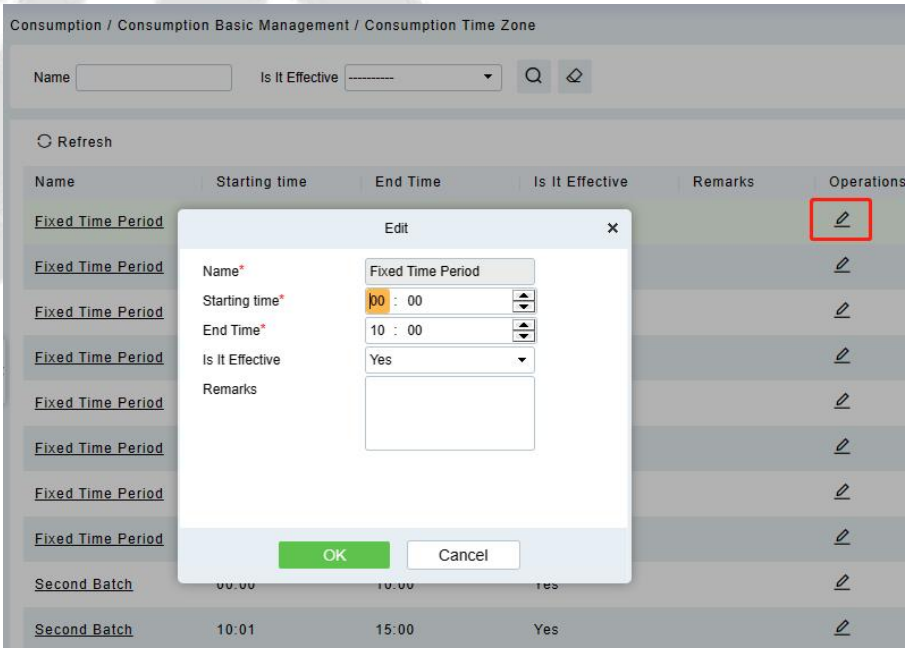


**Figure 7- 4**

On the dialog box, you can select the required **Start time**, **End time**, **Whether Effective**, and **Remarks** (optional), as shown in the above figure. After providing the information, click **OK**.


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### 7.1.3 Restaurant Information

By default, a Restaurant name is already added, you can edit it and also add new ones.

Click **Consumption Basic Management** > **Restaurant Information**, shown as following figure:

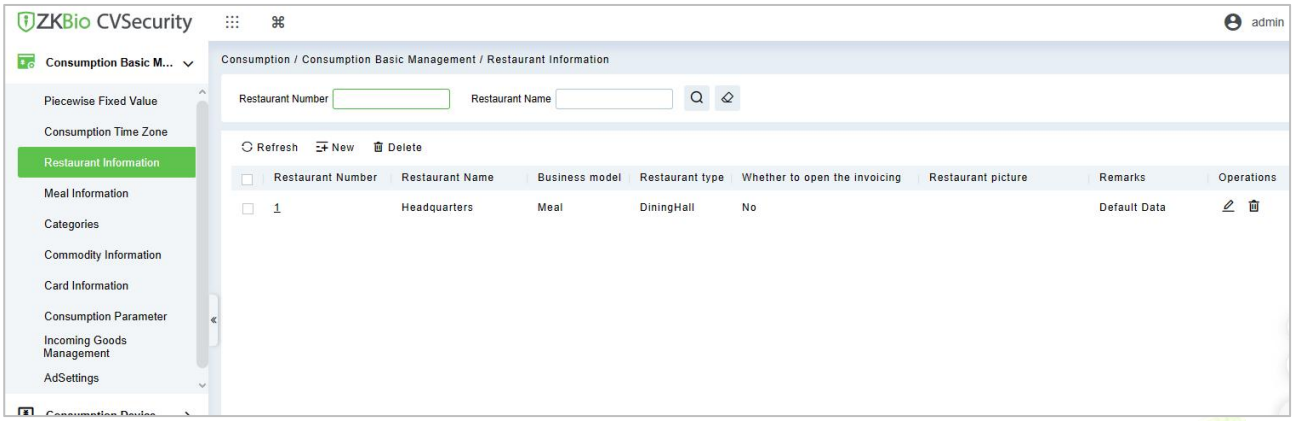


**Figure 7- 5**

#### 7.1.3.1 New

Click **New**, to add a restaurant.

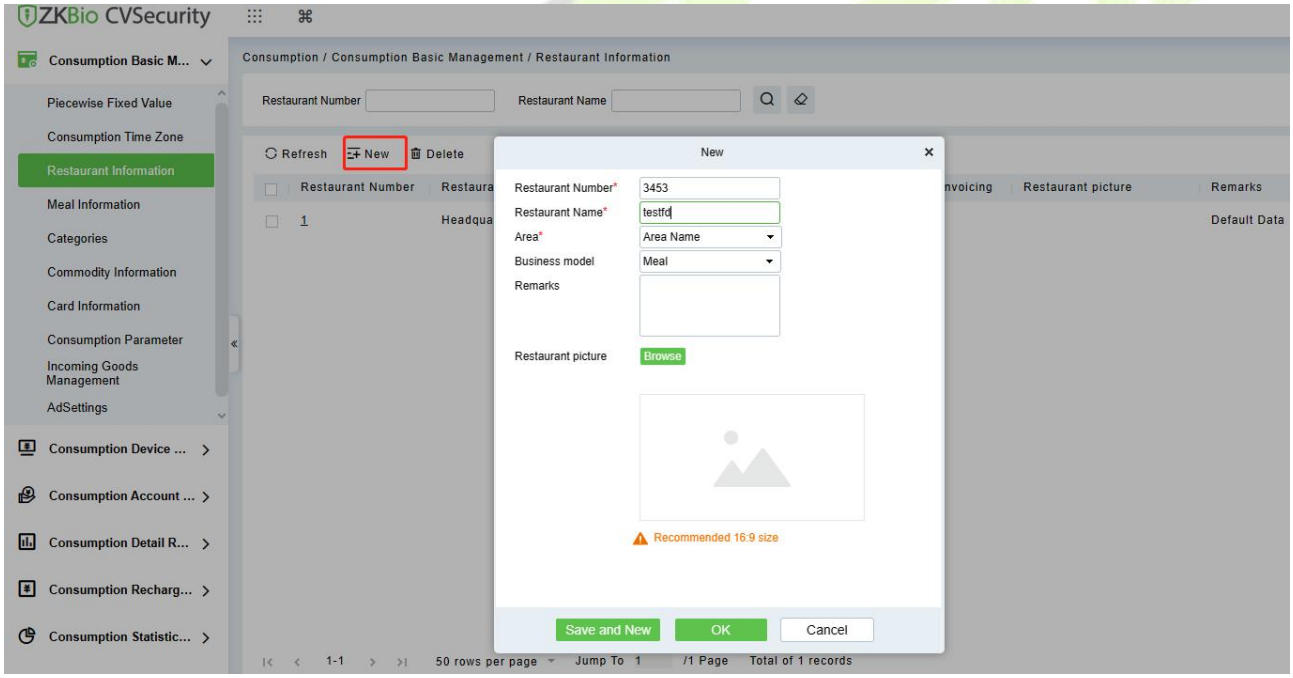


**Figure 7- 6**

Type the preferred Restaurant number, Restaurant name, and Remarks (optional) information, choose whether to open the invoicing, and allows user to upload restaurant picture, then click **OK** to save and close or click **Save and New** for continue adding.


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### 7.1.3.2 Edit

Click **Edit** in the operation column to open the modification dialog box.

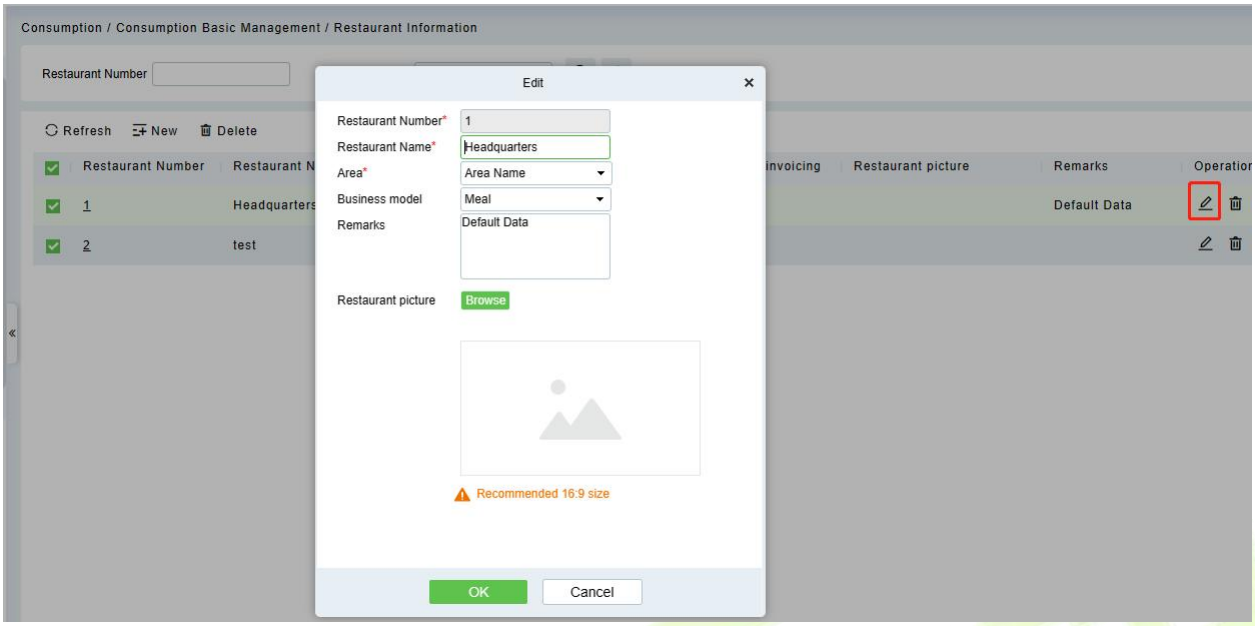


**Figure 7- 7**

### 7.1.3.3 Delete

You can directly click **Delete** on the required hotel to remove it from the system.

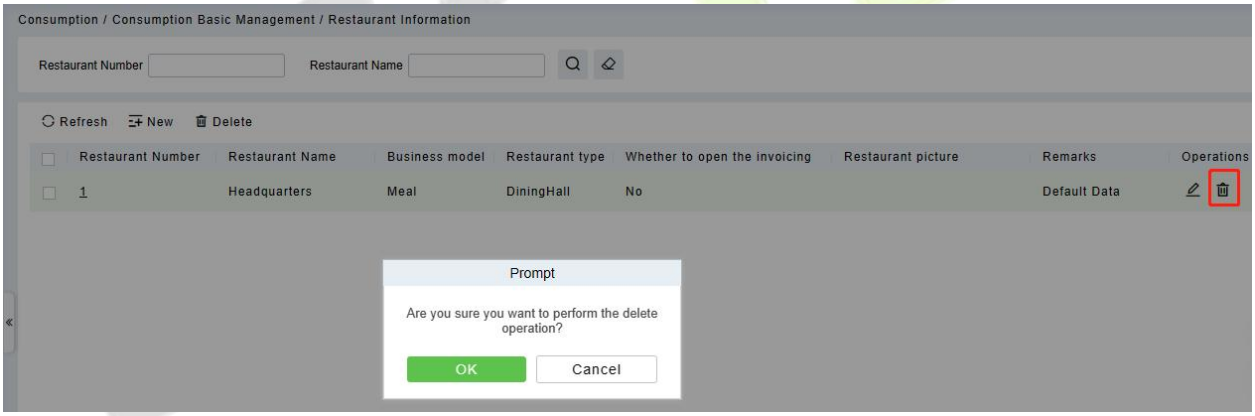


**Figure 7- 8**

For deleting in batch, select the required hotel(s) as shown below and click **Delete**. The default restaurant number 1 cannot be deleted.

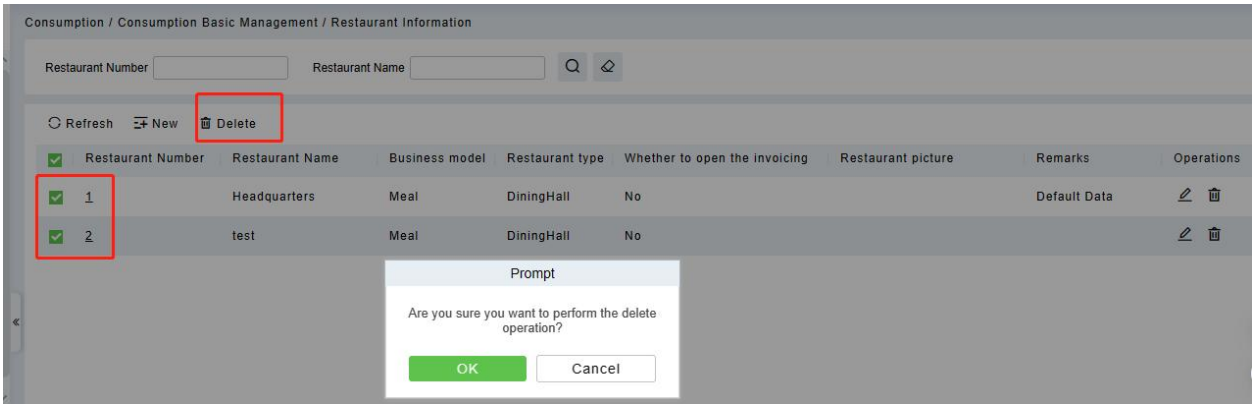


**Figure 7- 9**


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## 7.1.4 Meal Information

Click **Consumption Basic Management** > **Meal Information**, shown as following figure:

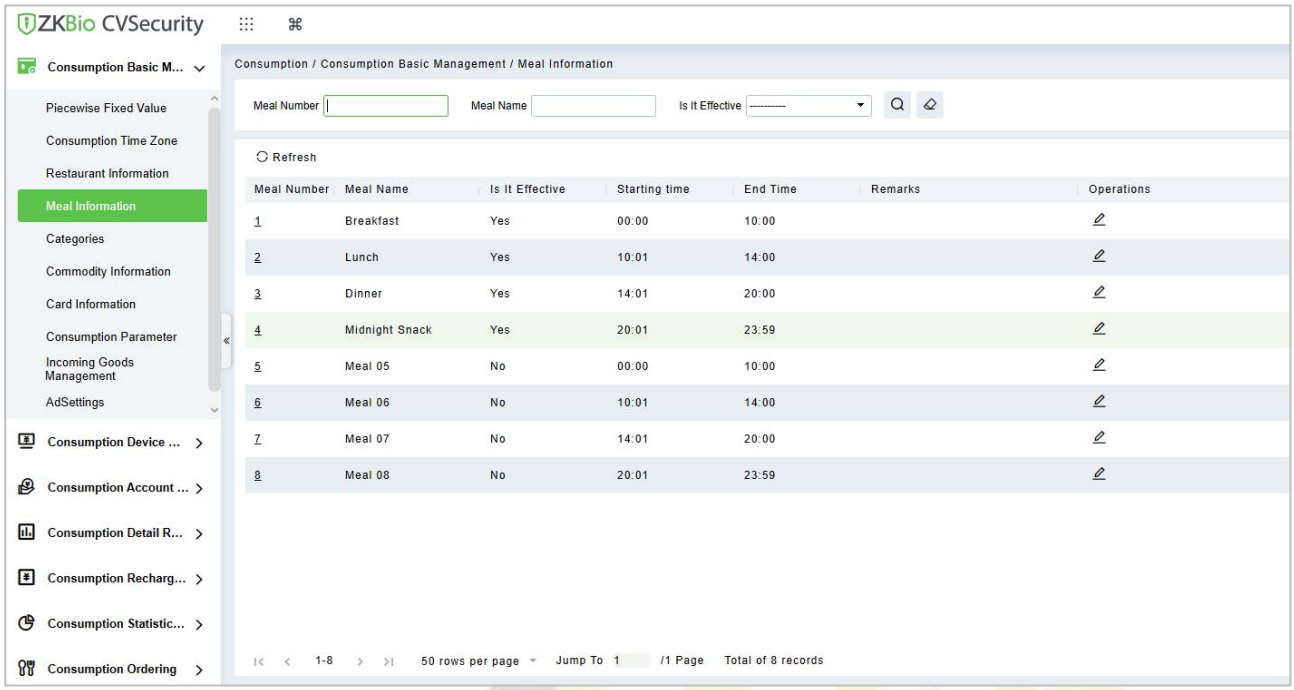


**Figure 7- 10**

### 7.1.4.1 Edit

Click on the meal number of list and the edit column of the operation to pop up the modification dialog box.

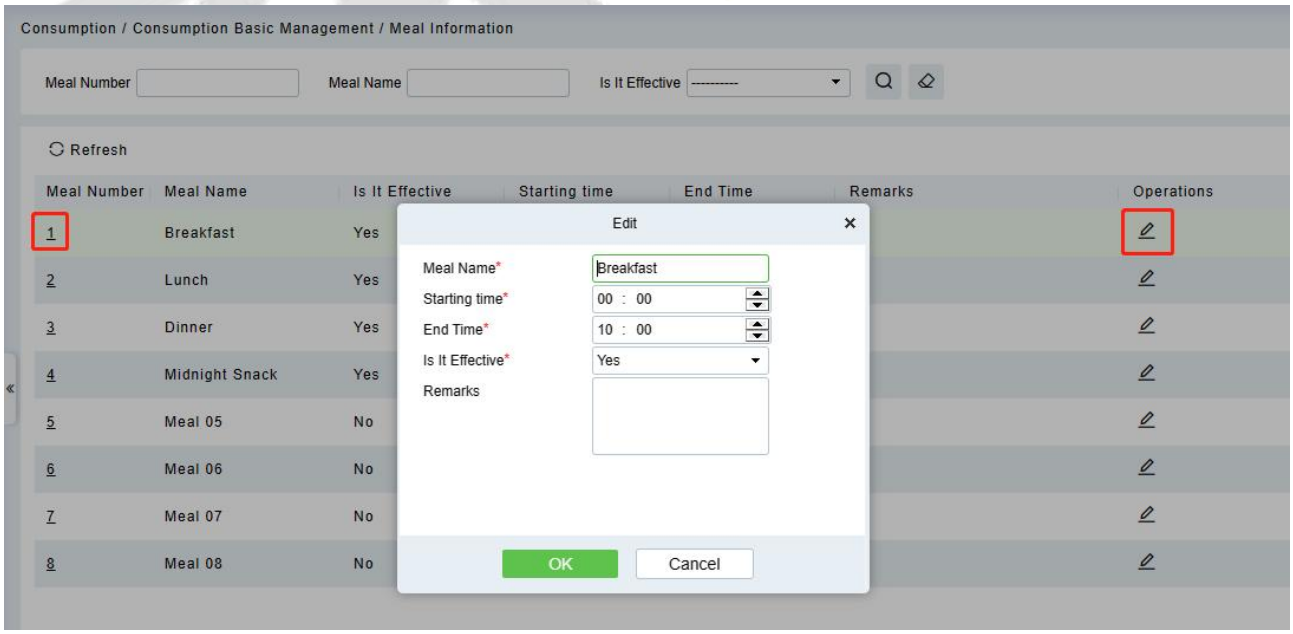


**Figure 7- 11**

Enter the information in the dialog box which include: **Meal Name**, **Start Time**, **End time**, **Whether Effective** (status), **Remarks** (optional) and then click **OK** to save.

## 7.1.5 Categories


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Click **Consumption Basic Management** > **Categories** as shown in the following figure:

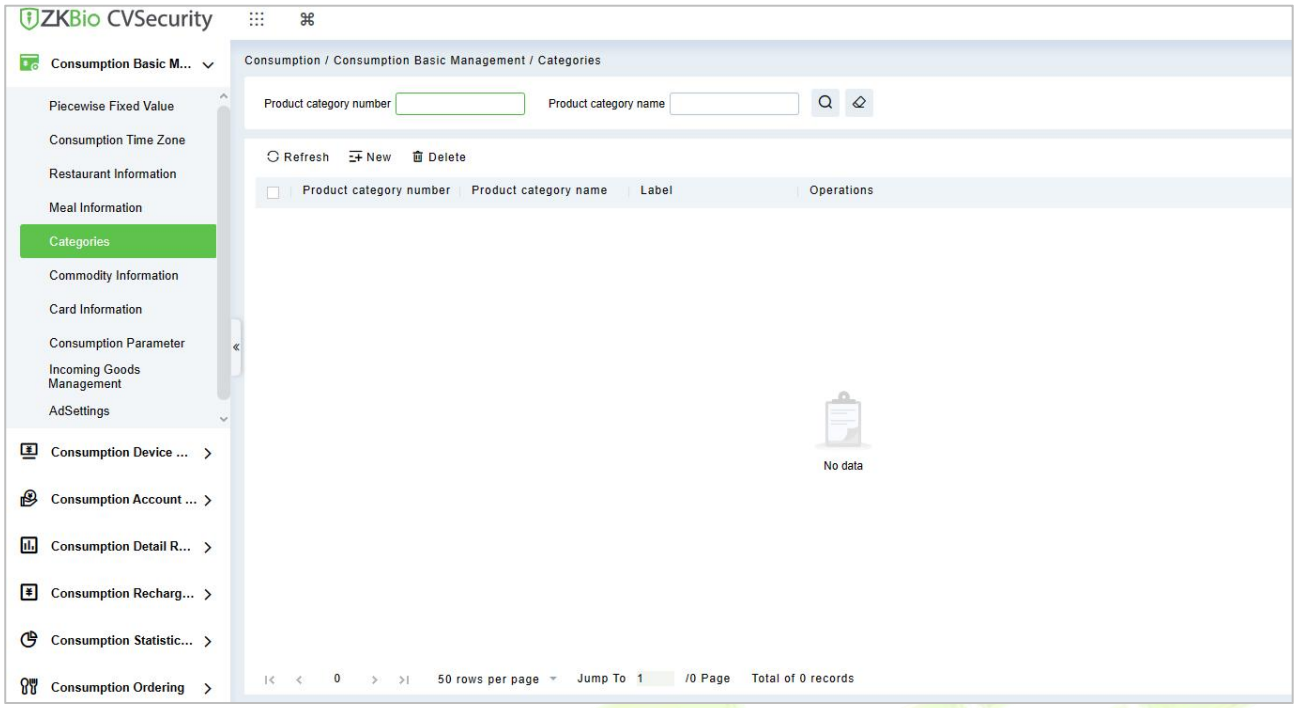


**Figure 7- 12**

### 7.1.5.1 New

Click **New** to add, enter required **Product category number**, **Product category name**, in the dialog box, and then click **OK** to save.

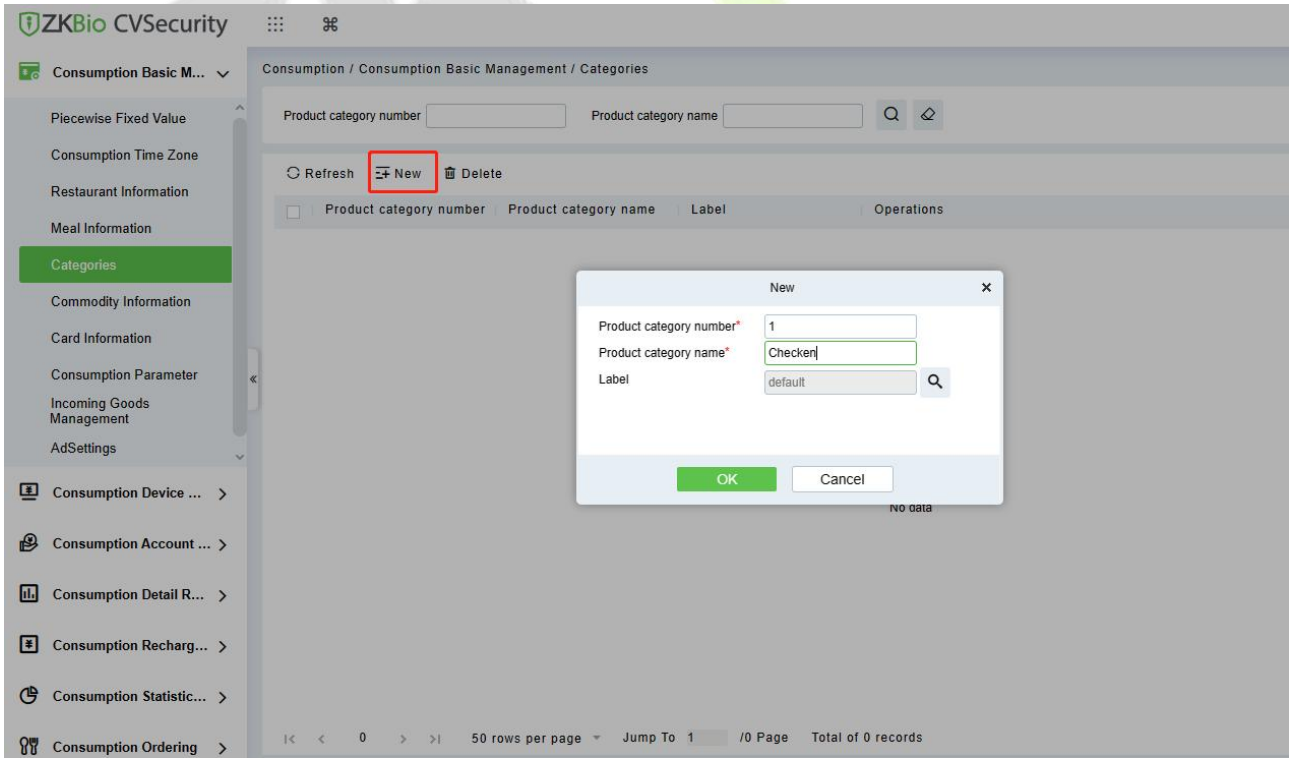


**Figure 7- 13**

## 7.1.6 Commodity Information


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Click **Consumption Basic Management** > **Commodity Information** as shown in the following figure:

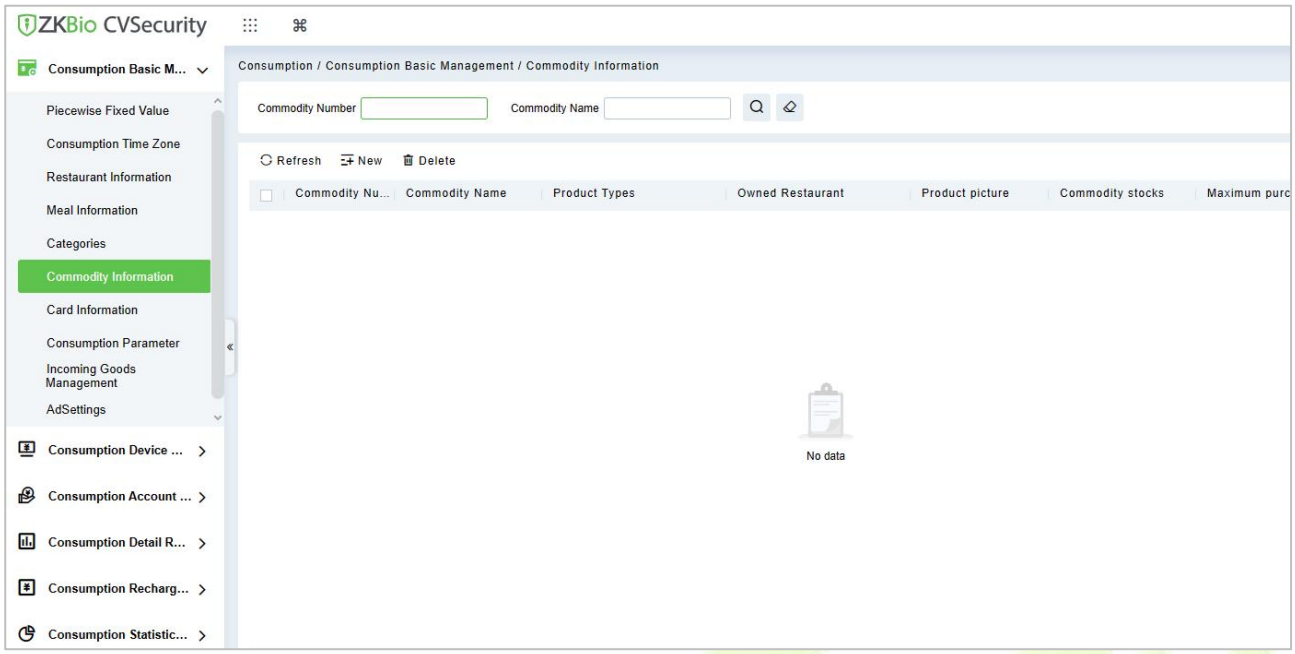


**Figure 7- 14**

### 7.1.6.1 New

Click **New** to add, enter required **Commodity number**, **Commodity Name**, Commodity stocks, Maximum purchase quantity, **Unit price, Member price, Barcode, and remarks** in the dialog box, choose the Commodity categories and Owned Restaurant in the pull-down list, and then click **OK** to save and close or click **Save and New** for continue adding.

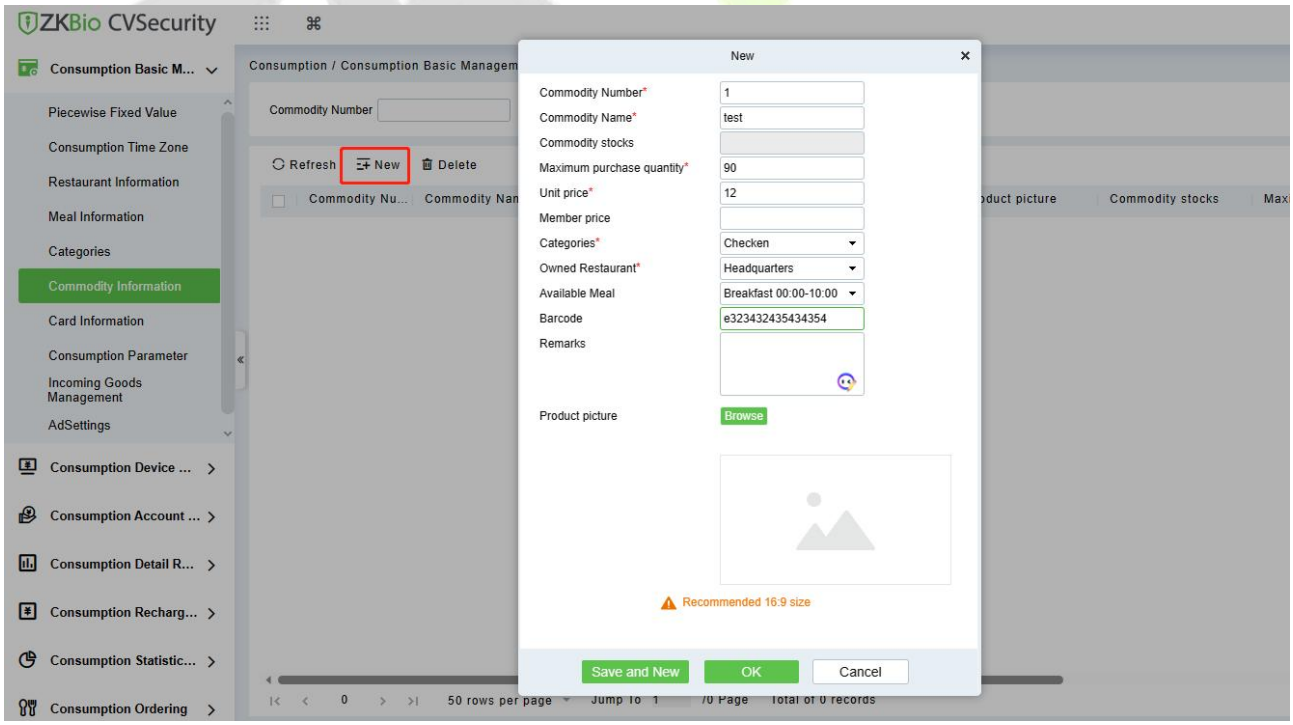


**Figure 7- 15**

### 7.1.6.2 Delete


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You can directly click **Delete** on the required Commodity to remove it from the system.

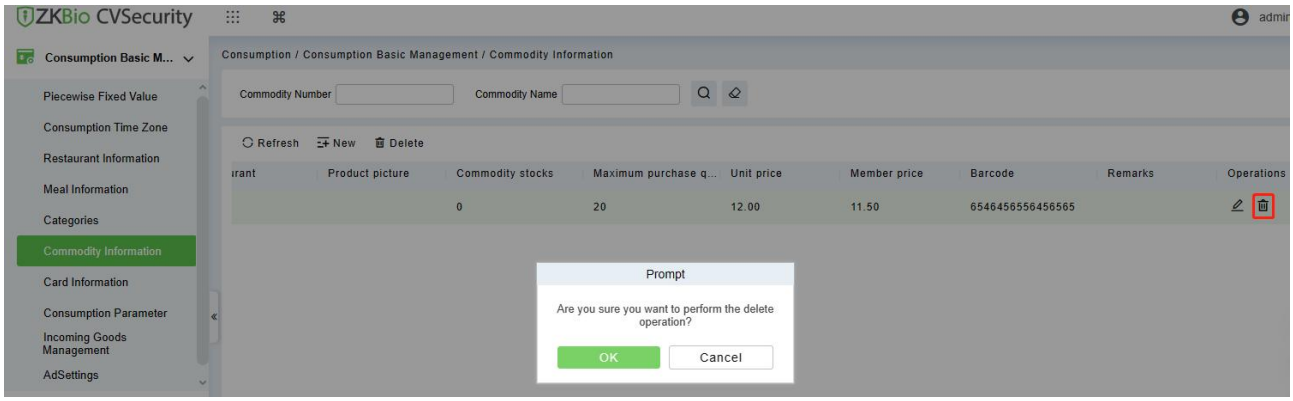


**Figure 7- 16**

For deleting in batch, select the required Commodity(s) as shown below and click **Delete**.

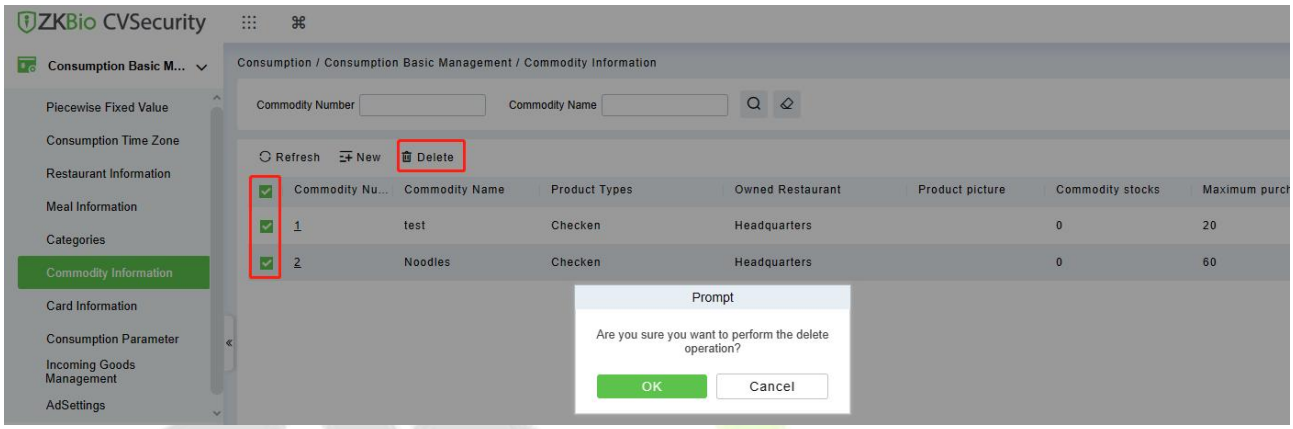


**Figure 7- 17**

## 7.1.7 Card Information

Click **Consumption Basic Management** > **Card Information**, as shown below:

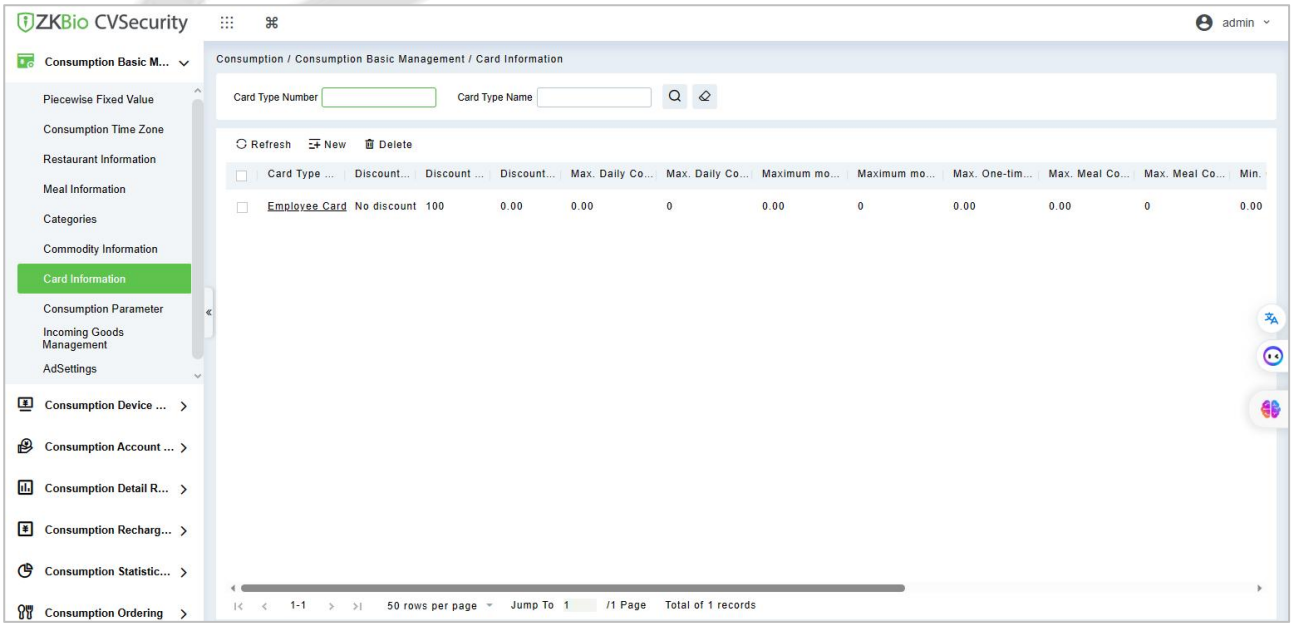


**Figure 7- 18**

### 7.1.7.1 New


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Click **New**, in the dialog box, you can fill in the card type number, card type name, discount, consumption time zone, maximum daily consumption amount, maximum daily consumption times, maximum one-time consumption amount, maximum meal consumption amount, maximum meal consumption times, minimum card balance, maximum card balance, effective use of days, available meal, available device, remarks, as shown below:

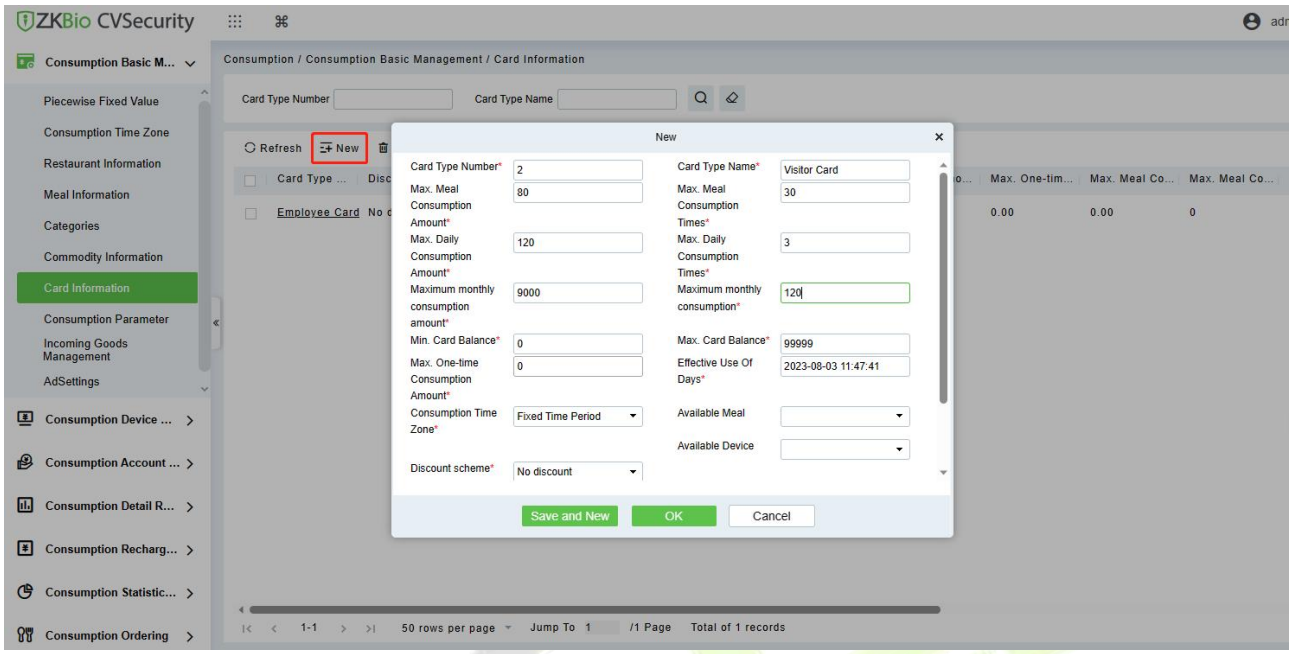


**Figure 7- 19**

### 7.1.7.2 Edit

Click the card type number of the list and the edit column of the operation to pop up the modification dialog box.

### 7.1.7.3 Delete

You can directly click **Delete** on the required Card to remove it from the system.

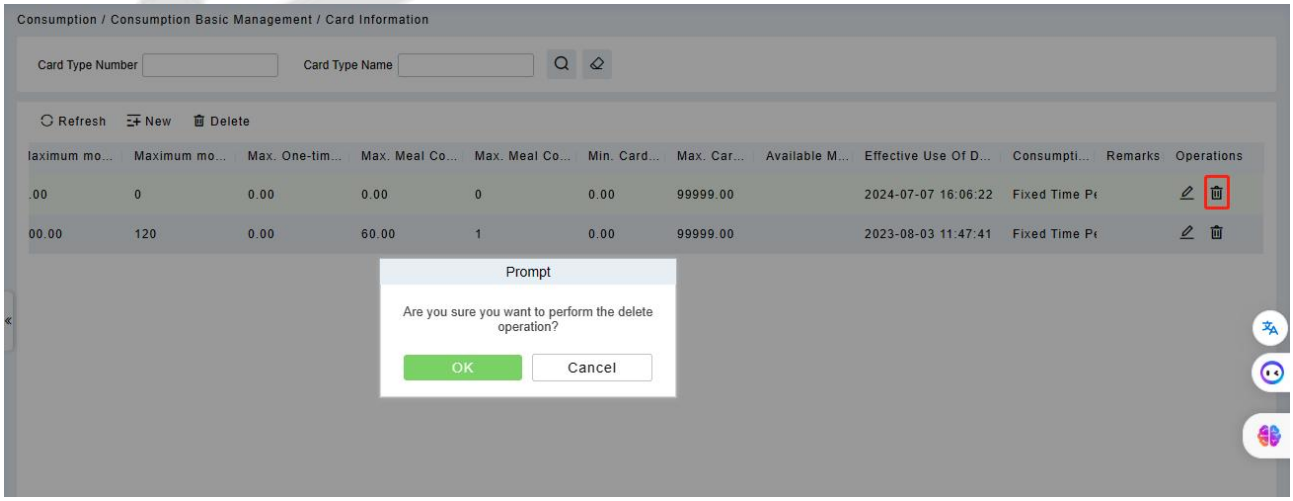


**Figure 7- 20**

For deleting in batch, select the required Card (s) as shown below and click **Delete**. The default employee card cannot be deleted.


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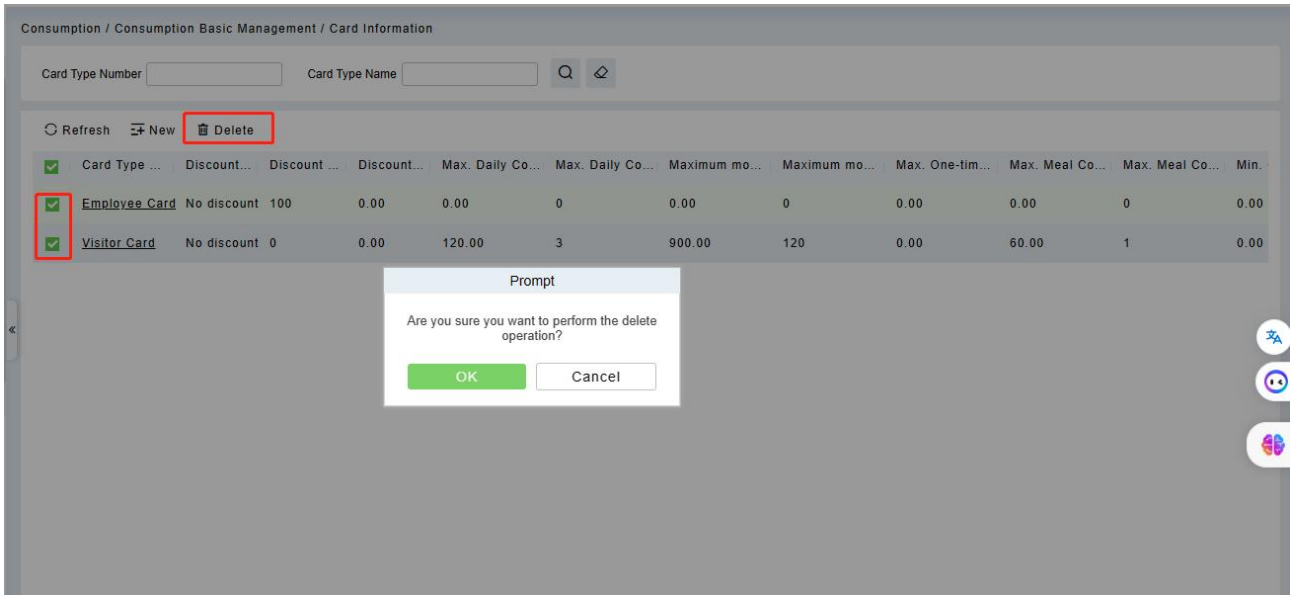


**Figure 7- 21**

## 7.1.8 Consumption Parameter

Click **Consumption Basic Management** > **Consumption Parameter** to enter the consumption module setting, shown below:

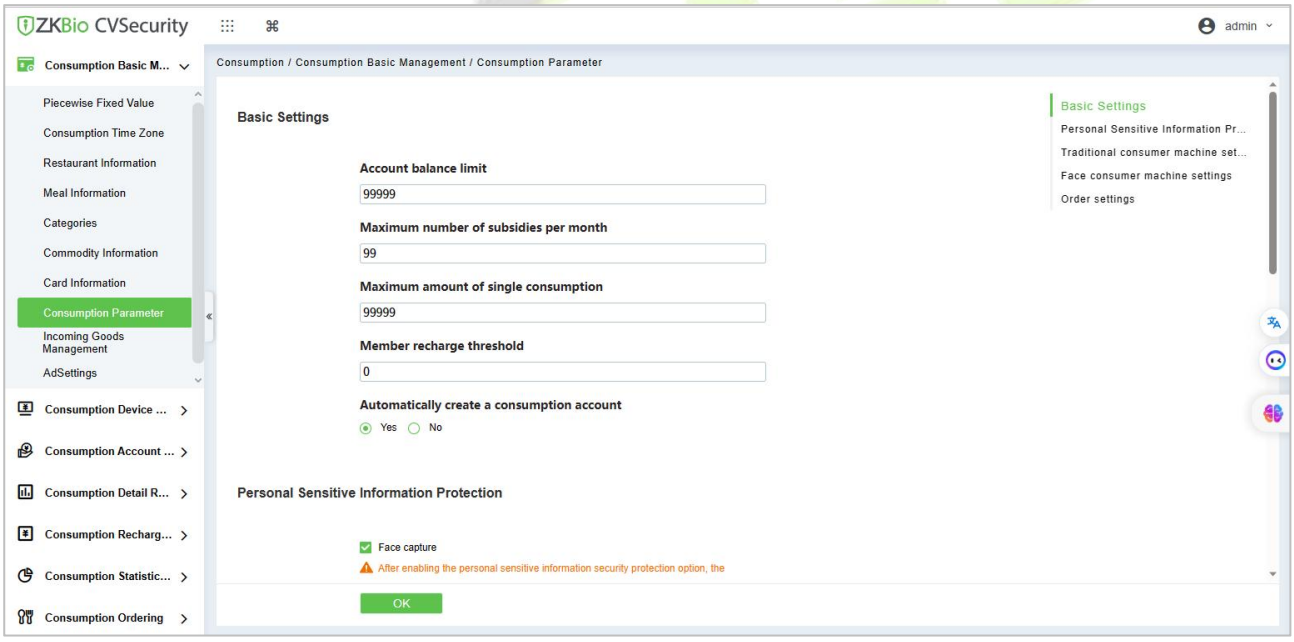


**Figure 7- 22**

**Basic Settings:**

1. Set the upper limit of the account balance. You can set an integer value between 1~99999, default value is 9999.
2. Set the upper limit number of the subsidies. You can set an integer value between 1~99, default value is 99.
3. Set the upper limit amount of single consumption. You can set an integer value between 1~9999, default value is 9999.
4. Member recharge threshold. Default value is 0, maximum number is 9999.

**Traditional consumer machine settings:**


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1. Set the prompt timing mode starts billing. Allows user define the prompt slogan.
2. Set the Timekeeping mode whether subject to start or end rules.

**Face consumer machine settings:**

1. Set the Insufficient balance reminder threshold. Default is 0.
2. Set the prompt words when the amount below the threshold .
3. Set whether to open the second consumption function.

**Order settings:**

1. Set whether ordering is required to consume: Default is no;
2. Set the number of days in advance for ordering: Default is 1-7 days;
3. Set the amount of time (in minutes) required to cancel an order in advance: Default is 60 minutes;
4. Double Wallet Wallet Consumption Order： Dual wallet spending pattern configuration: cash-only spending, subsidized spending only, or cash spending first, subsidized spending later.

**Note:**

1) The parameters for reminder threshold for insufficient balance and prompt message for amount below the threshold are not supported by traditional consumption machines, but are supported by facial recognition consumption machines.
2) The parameters for enabling double confirmation of consumption are not supported by traditional consumption machines, but are supported by facial recognition consumption machines.

## 7.1.9 Incoming Goods Management

Click **Consumption Basic Management** > **Incoming Goods Management** to enter the commodity purchase management page, through the bar-code corresponding to the commodity, shown below:

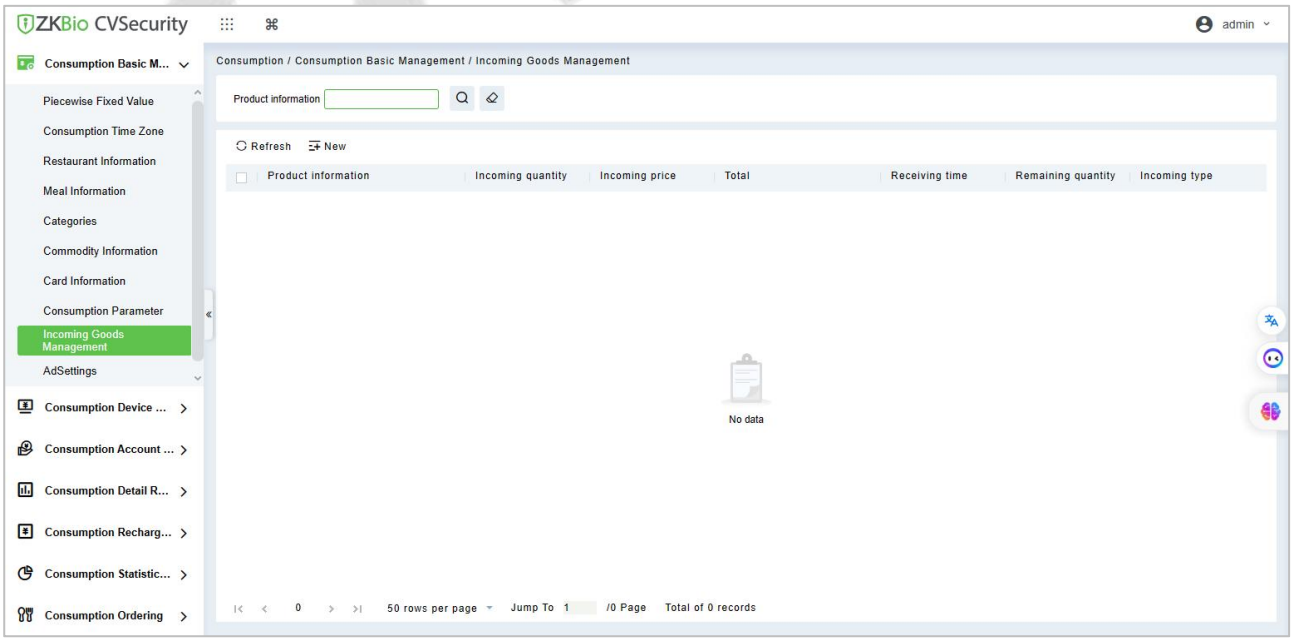


**Figure 7- 23**

### 7.1.9.1 New


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Click the New button, to enter the goods edit page. Input the Commodity bar-code, incoming quantity, incoming price, total amount and receiving time.

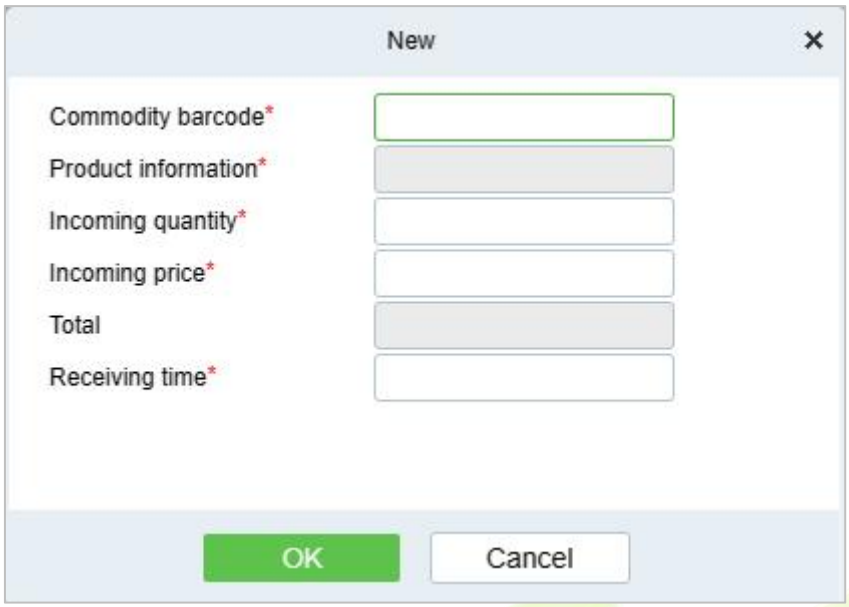


**Figure 7- 24**

## 7.1.10 AD Setting

Click **Consumption Basic Management** > **Incoming Goods Management,** as shown below:

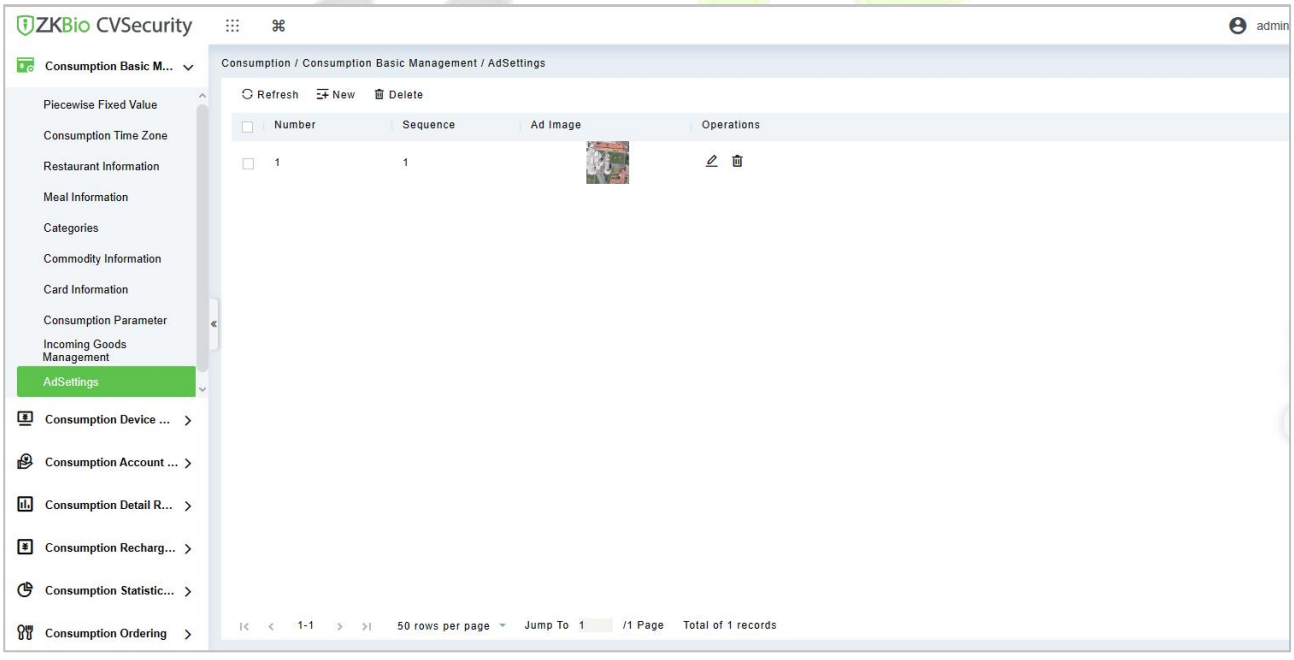


**Figure 7- 25**

### 7.1.10.1 New


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Click **New**, in the dialog box, fill in **Number,Sequence,Upload Image**.then click **OK**.

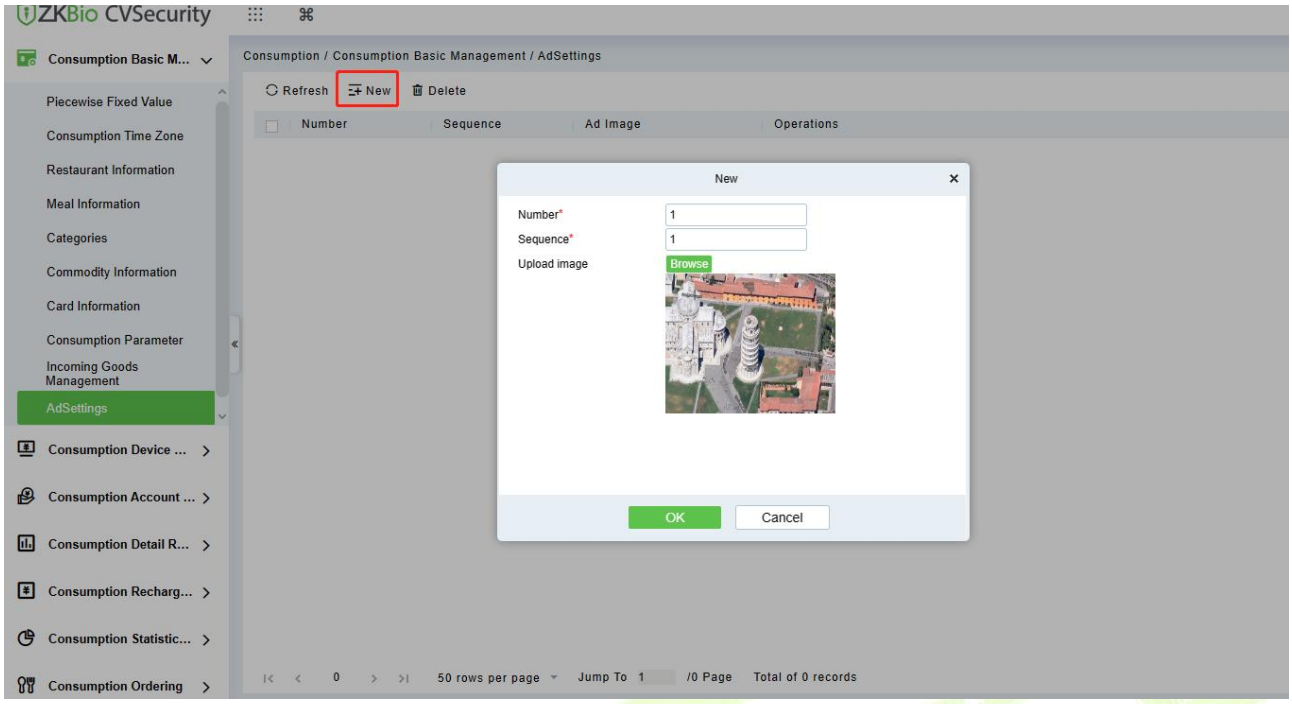


**Figure 7- 26**

## 7.2 Device Management

This module is used to manage online face consumer devices.

### 7.2.1 Consumption Device Management

This menu is available for **Promerc-30, Peomerc-40.**

Click **Consumption Device Management** > **Consumption Device Management**, as shown below:

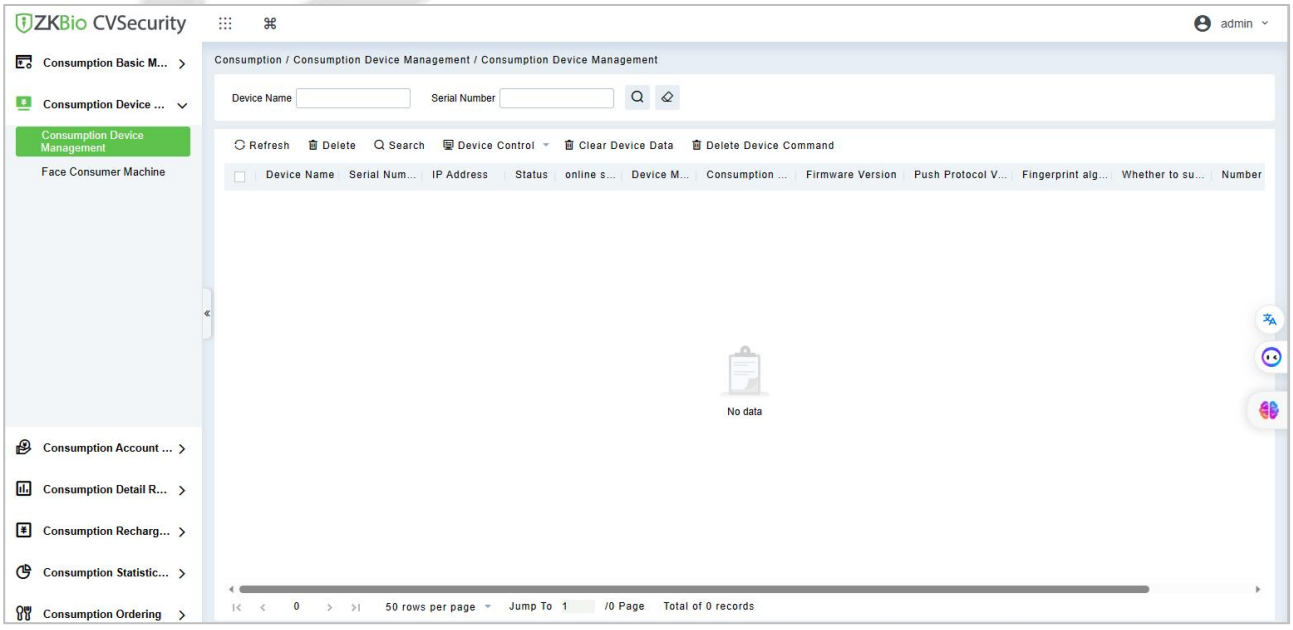


**Figure 7- 27**

### 7.2.2 Face Consumption Machine


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This menu is available for **Promerc-300.**

Click **Consumption Device Management** > **Face Consumption Machine**, as shown below:

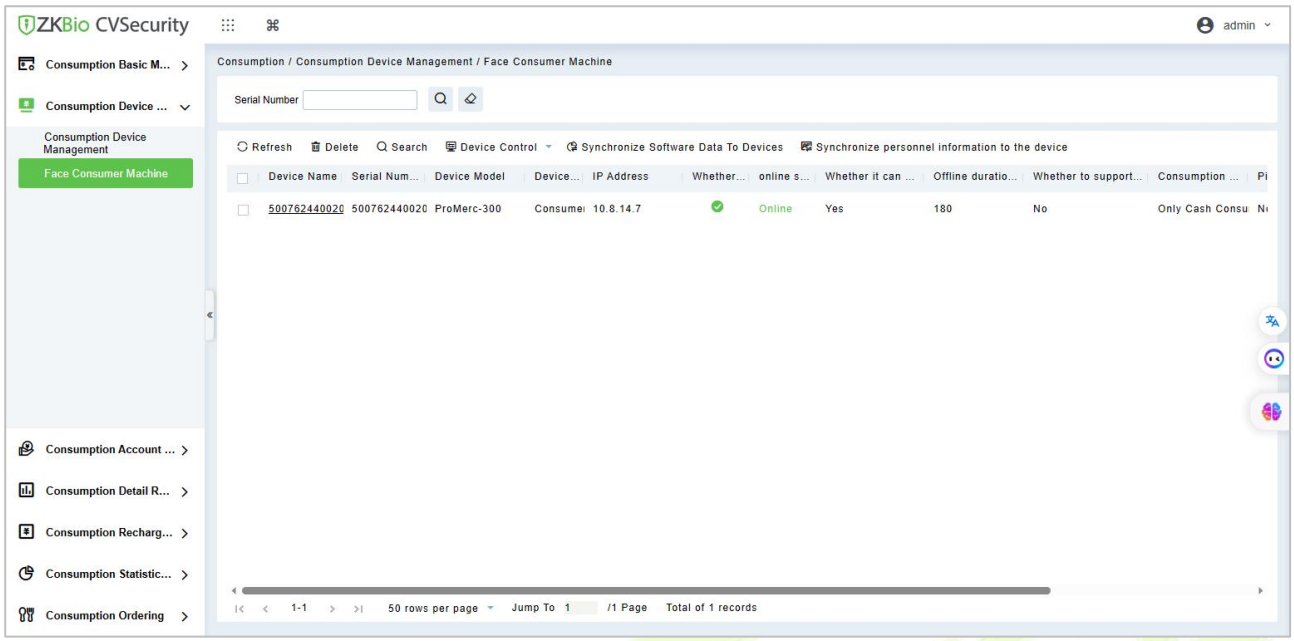


**Figure 7- 28**

### 7.2.2.1 Search

Click **Search**, and the page is show as follows:

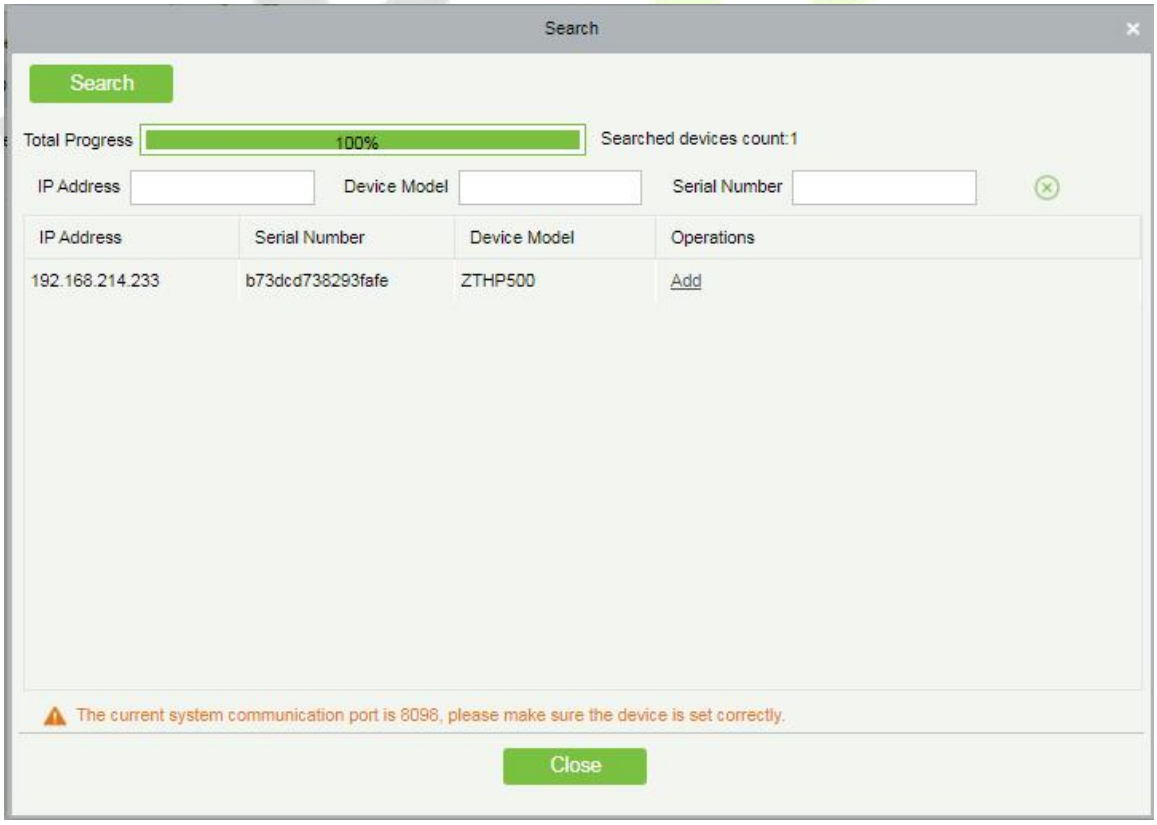


**Figure 7- 29**

Click **Add** to enter the device edit page.


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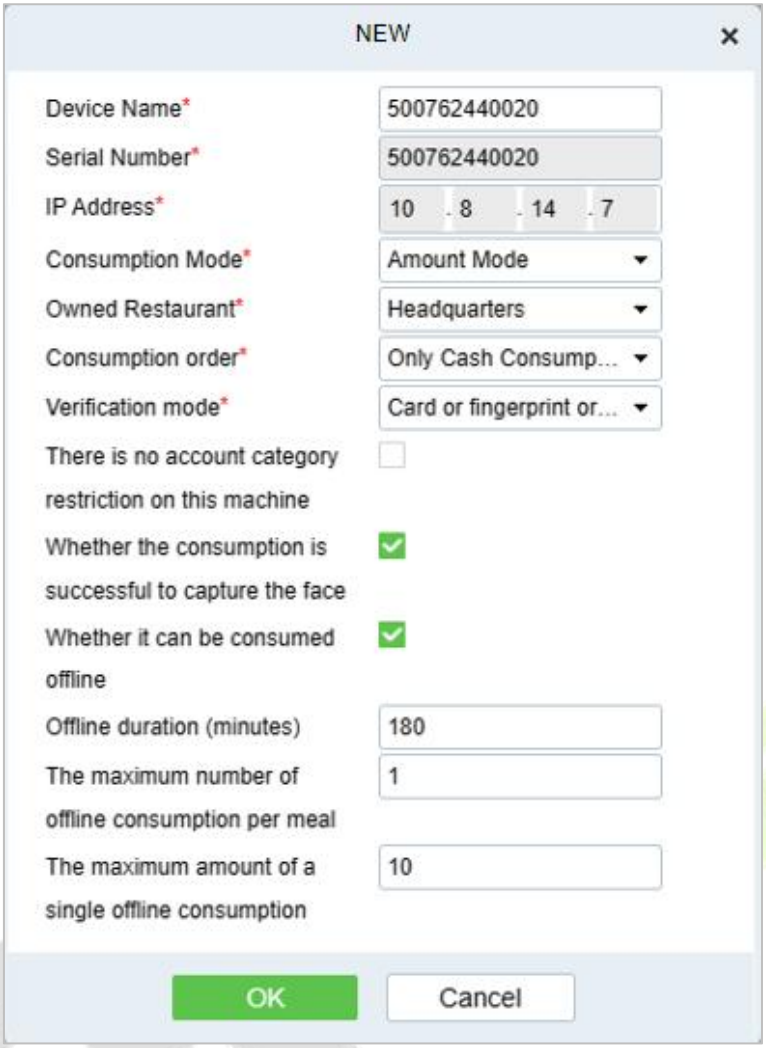


**Figure 7- 30**

**Some parameters are explained as follows:**

**Device Name:** Device name, non-special characters, consisting of up to 20 characters.

**Serial Number:** It get from device, not editable.

**IP Address:** Device IP address, get from device.

**Consumption Mode:** Sets the consumption mode used by the device.

Can choose fixed value mode, amount mode, counting mode, commodity mode, timing mode, ordering mode.

The fixed value mode can choose fixed value (input fixed amount) and segmented fixed value (obtained from the basic data > segmented fixed value).

Timing mode to define the time price and time to take the whole number of minutes.

**Owned Restaurant:** Choose device owned restaurant.

**Consumption Oder:** Set the device to specify wallet consumption order: cash consumption only, subsidy consumption only, subsidy consumption first, then cash consumption, cash consumption first, then subsidy consumption;

1) Cash consumption only: only consumption of cash, not consumption subsidies, when the balance is insufficient, can continue to consume through the way of recharge;

2) Subsidies consumption only: only consumption subsidies, do not consume cash, when the


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balance is insufficient, you can continue to consume by issuing subsidies;

3) Consumption cash first, subsidies second: Consume cash first, and then consume subsidies, through the way of top up or send subsidies to continue the consumption;

4) first consume subsidies, then consume cash: can be topped up or issued subsidies to account to continue consumption;

**Verification Mode**: Set the verification method used by the device. You can select card or fingerprint or face (1: N), card & face, card & fingerprint, fingerprint & face.

**Whether it can be consumption offline:** To enable the device offline consumption function.

**Offline Duration:** Define the duration of offline consumption, default is 180 minutes.

**The maximum number of offline consumptions per meal:** 1-999.

**The maximum amount of a single offline consumption:** Maximum amount of offline consumption per transaction (1-99999).

### 7.2.2.2 Edit

Click the device name of the list or the edit column of the operation to pop up the modification dialog box. The items that can be modified in the modification dialog box includes device name, area, consumption mode, owned restaurant, consumption order, whether can be offline work mode, offline duration, consumption mode, whether support scanning box and so on, as shown in the following figure.

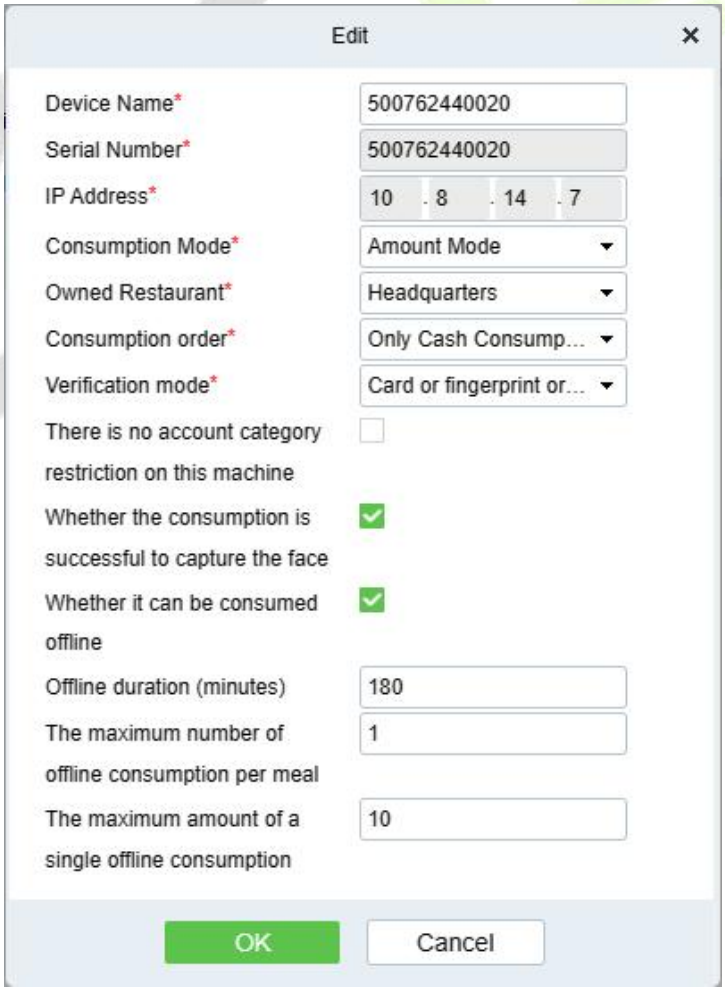


**Figure 7- 31**


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#### 7.2.2.3 Disable/Enable

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

#### 7.2.2.4 Synchronize Software Data to Device

Select a device, click this button, it will send data such as setting parameters of the software to the device to achieve the function of synchronization information so that the device can set the properties synchronously.

#### 7.2.2.5 Synchronize Personnel Information to Device

Select a device, click this button, it will send personnel data of the software to the device, as shown below:

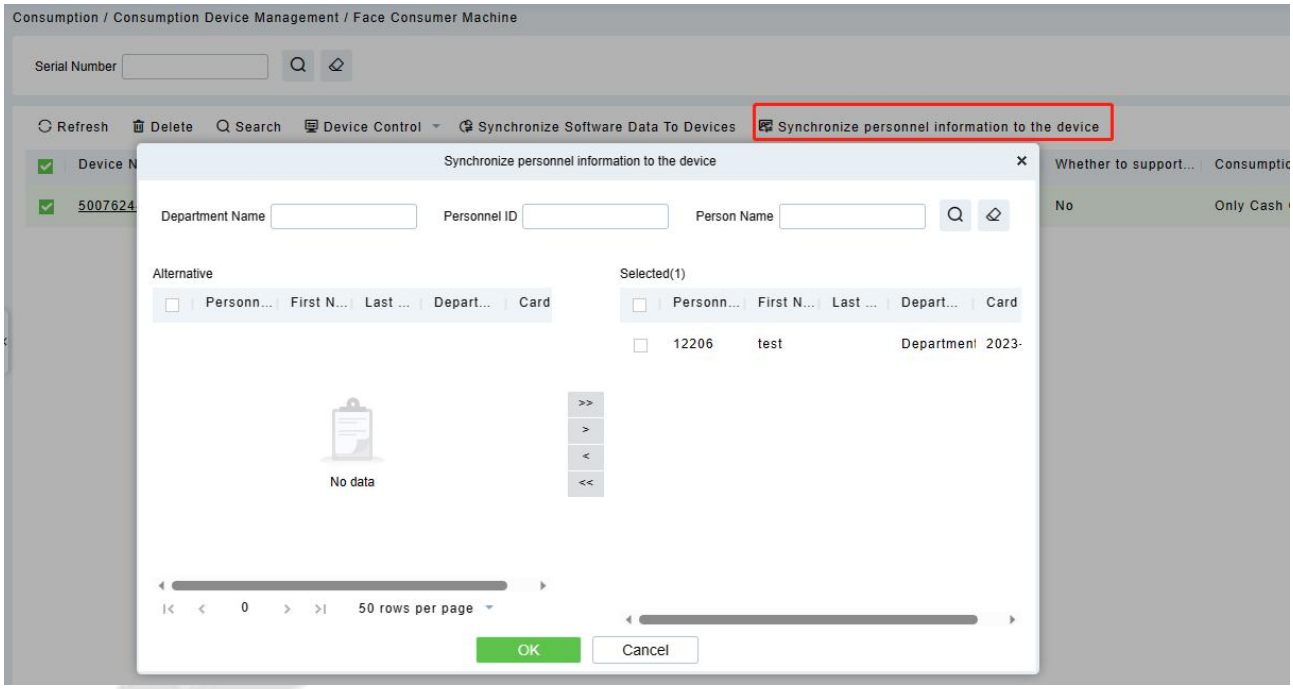


**Figure 7- 32**

## 7.3 Consumption Account

### 7.3.1 Account Service

Using this option to manage staff account, allows to mange top up, refund, account opening, modify card information.

The initial interface of this module is shown below:


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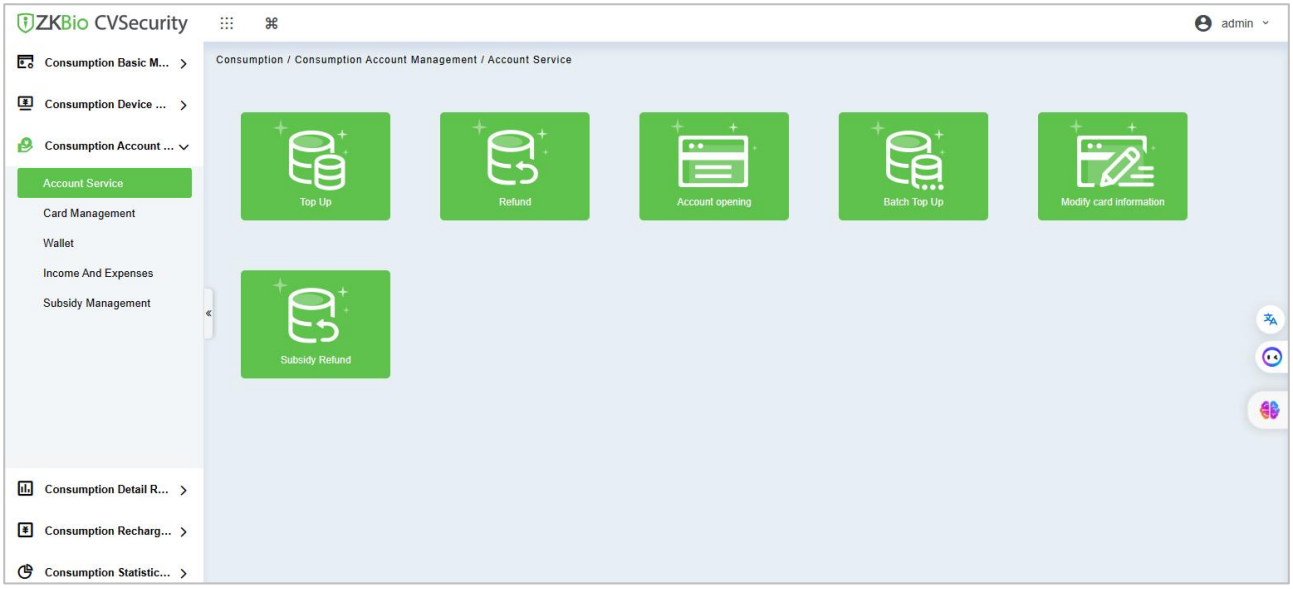


**Figure 7- 33**

### 7.3.1.1 Top Up

Top up for staff account, click **Top Up**, choose the account, confirmed the account information in the pop up dialog window, input the to up amount, click **Top Up** to finish the top up recharge .

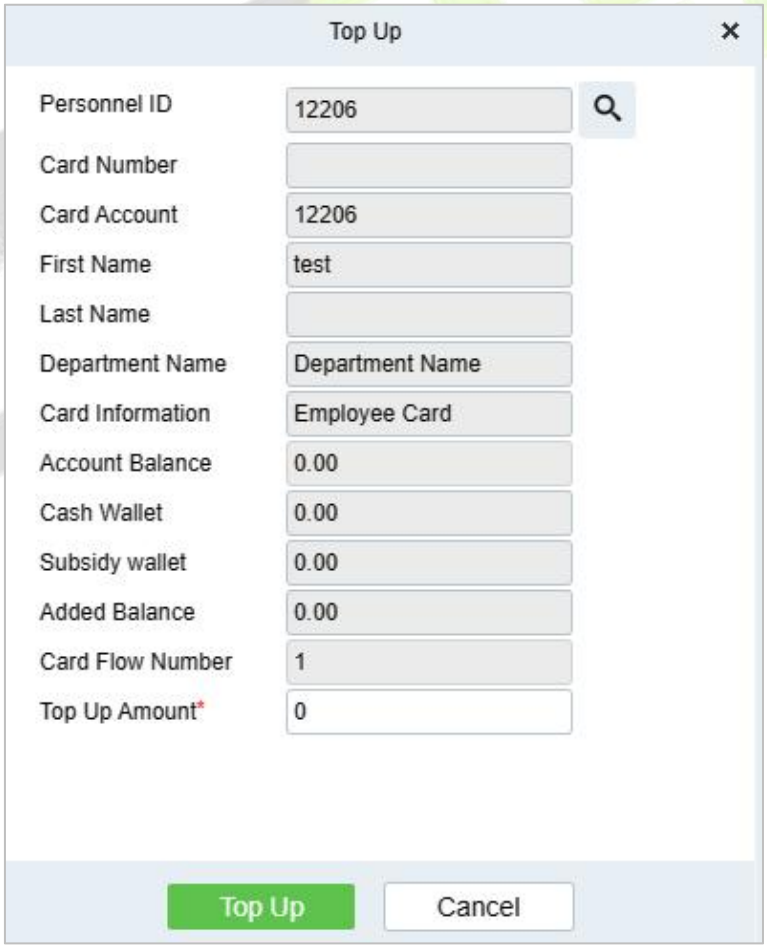


**Figure 7- 34**


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### 7.3.1.2 Refund

Refund for staff account, click **Refund** to enter refund operation dialog box, choose the staff account ,input the refund money, click Refund to finish the refund.

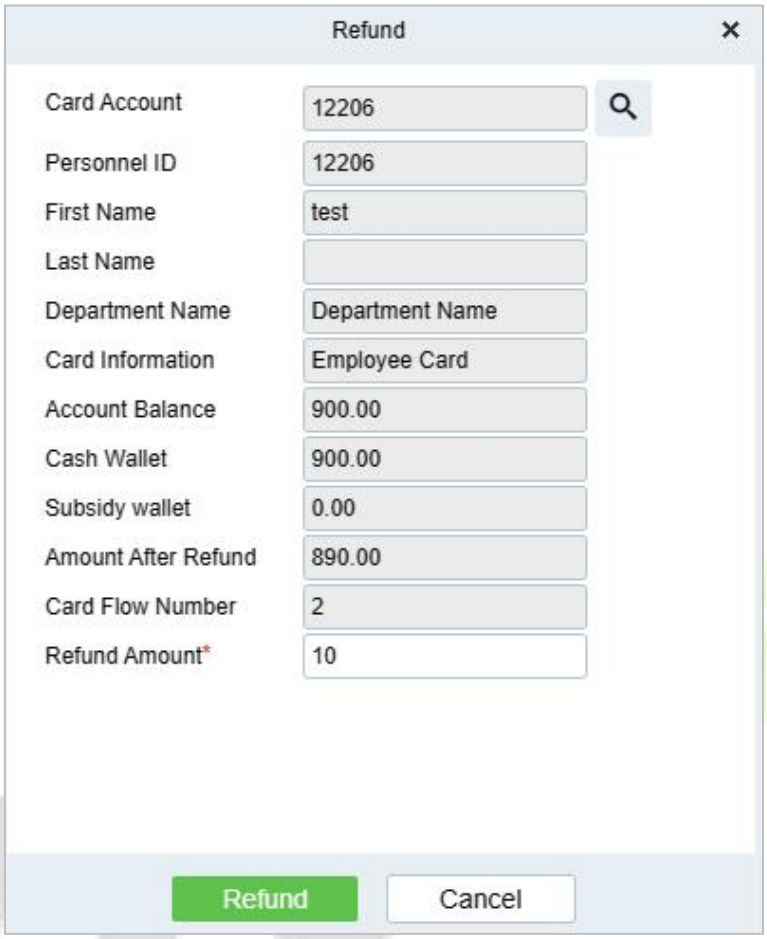


**Figure 7- 35**

### 7.3.1.3 Account Opening

Open consumption account for personnel in the system, newly staff will open the account automatically, batch import staff need manually to open his account.

Click **Account Opening** to open the account opening dialog box, select the personnel information and click **Account Opening** to finish the process.

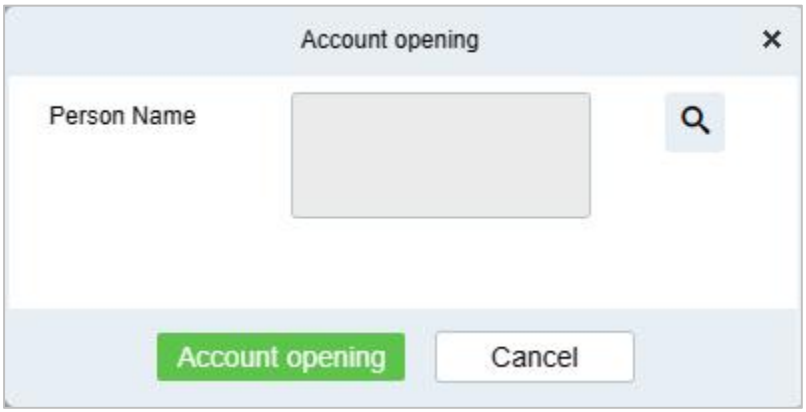


**Figure 7- 36**


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### 7.3.1.4 Batch Top Up

Batch recharge employee accounts; click **Batch Top Up**, select multiple personnel, click confirm and enter the recharge amount, click **Top Up**.

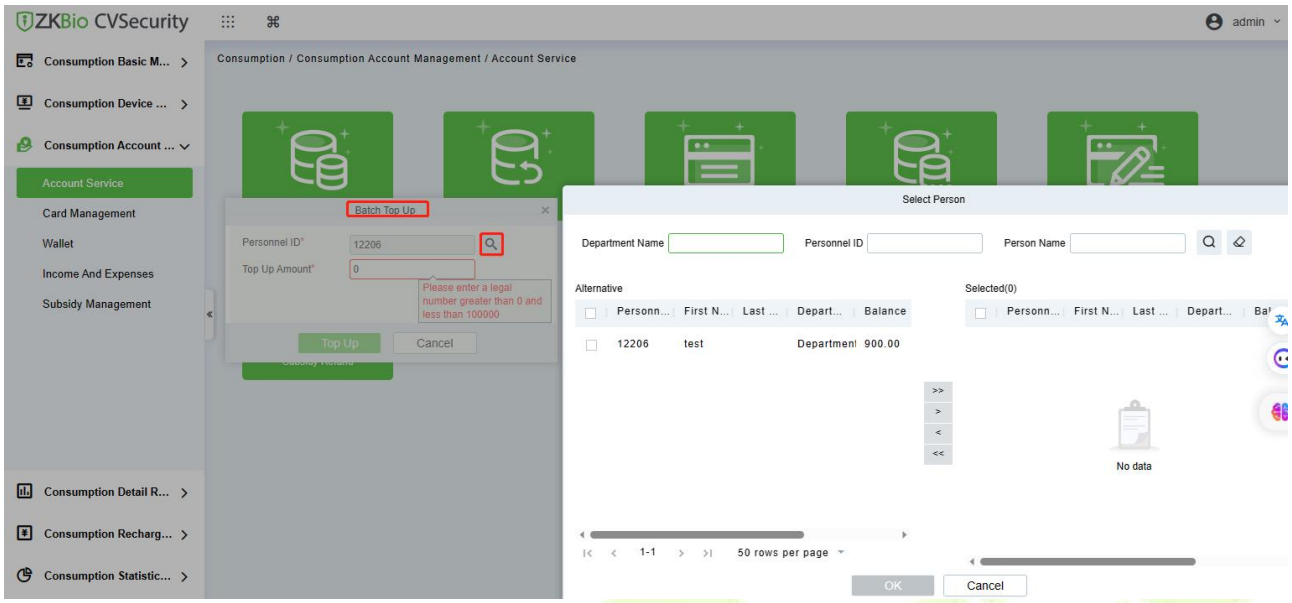


**Figure 7- 37**

### 7.3.1.5 Modify Card Information

Select the account, modify the account information.

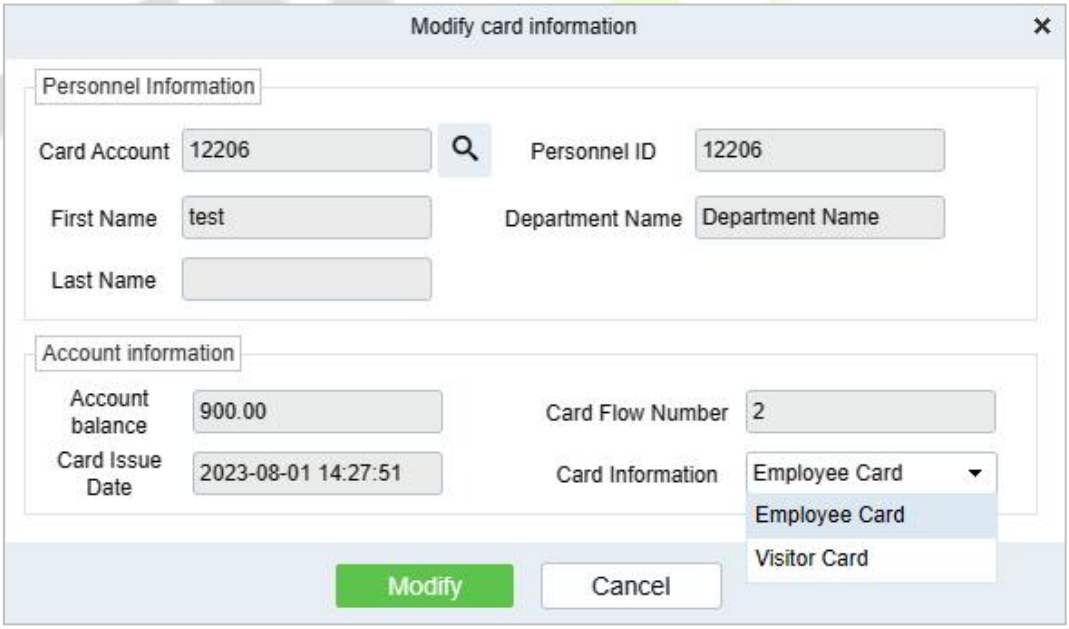


**Figure 7- 38**

All fields are not editable except for the **Card Information** (account category) which can be modified.


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#### 7.3.1.6 Subsidy Refund

Subsidized refunds to designated accounts.

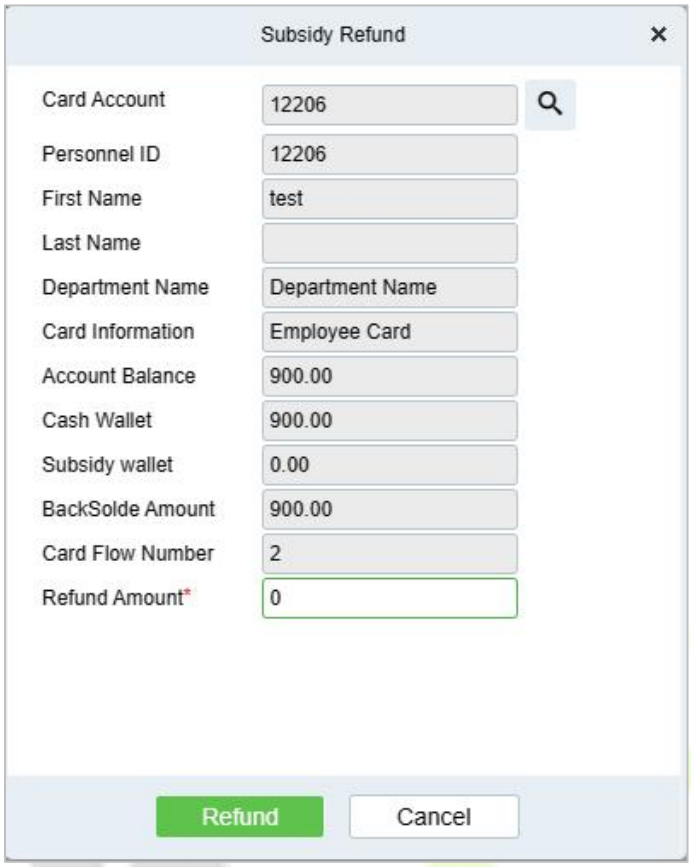


**Figure 7- 39**

### 7.3.2 Card Management

This function is used to manage account, such as enable, disable, set operator, modify account category .

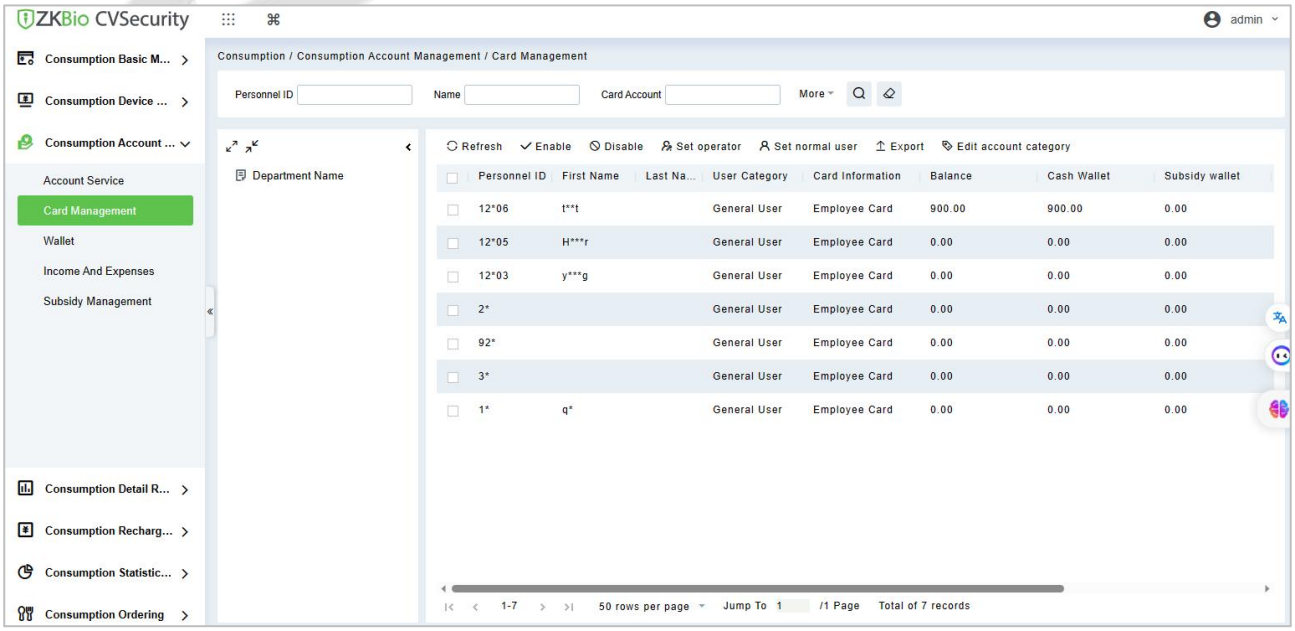


**Figure 7- 40**


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#### 7.3.2.1 Enable/Disable

These functions are used to enable or disable staff account .

#### 7.3.2.2 Set Operator

Check the account and click this button to set this account as the device operator. The balance of the consumption account of the operator must be 0, and it cannot be consume normally, and it is the operation manager of consumption device.

#### 7.3.2.3 Set Normal User

Check the account and click this button to set this account as the normal user. The normal user is normal consumption user.

#### 7.3.2.4 Export

It exports the current report data.

#### 7.3.2.5 Edit Account Category

It allows user to modify the account category, batch editable.

### 7.3.3 Wallet

This page will show all the accounts information in the system, include status, balance.

Click **Consumption Account Management** > **Wallet**, as shown below:

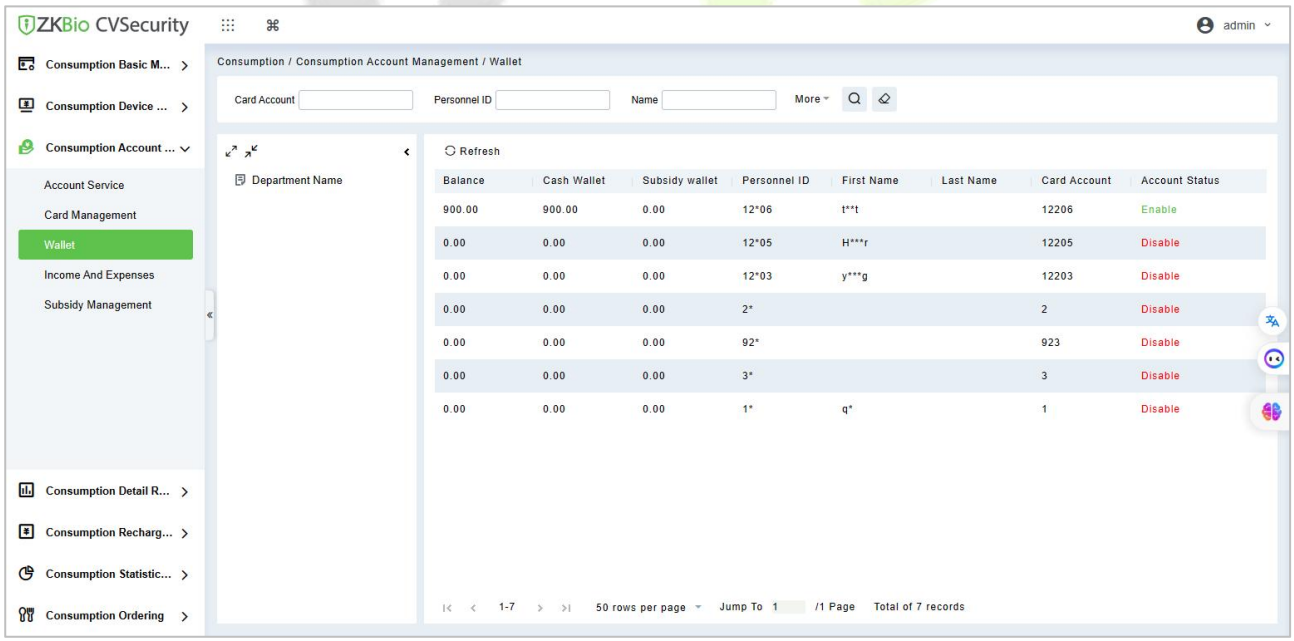


**Figure 7- 41**

### 7.3.4 Income and Expenses

This function will show all the payments and due amount data of all the accounts in the consumption system.

Click **Card Management** > **Income and Expenses**, as shown below:


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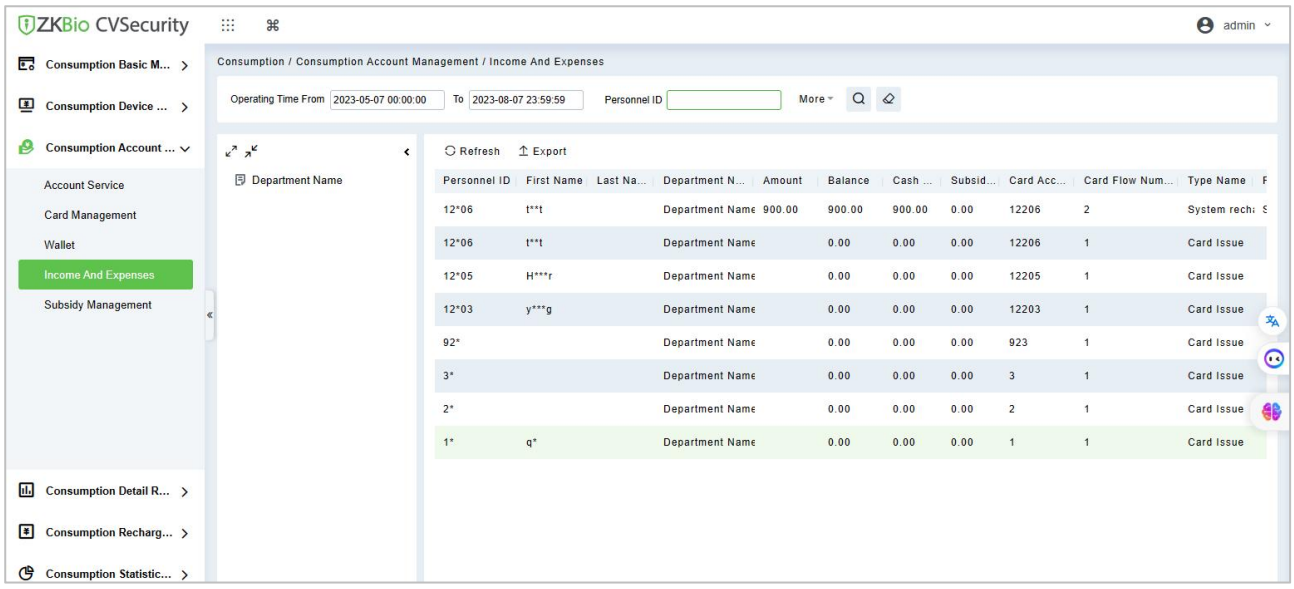


**Figure 7- 42**

### 7.3.4.1 Refresh

Click **Refresh** to load the latest account cash receipts and payments data.

## 7.3.5 Subsidy Management

Click **Subsidy** > **Subsidy Management** to enter the subsidy page, you can perform different function related to subsidy:

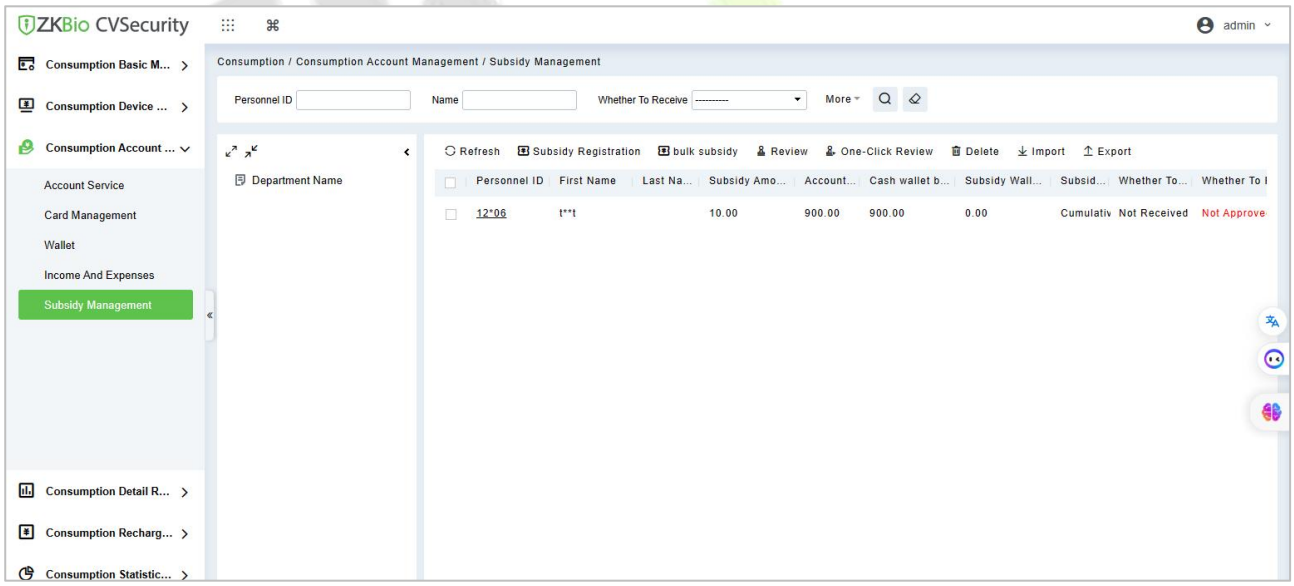


**Figure 7- 43**

### 7.3.5.1 Add

Click **Subsidy Management** > **Subsidy Registration** to enter the subsidy registration interface:

Select the account you want to performed, input the subsidy money and type, and select the arrival time, then click OK to finish the subsidy registration.

**Accumulated subsidy**: the current subsidy amount and the historical subsidy amount are accumulated.

**Subsidy After Zeroing:** Empty the balance of historical subsidy and write the current subsidy amount.


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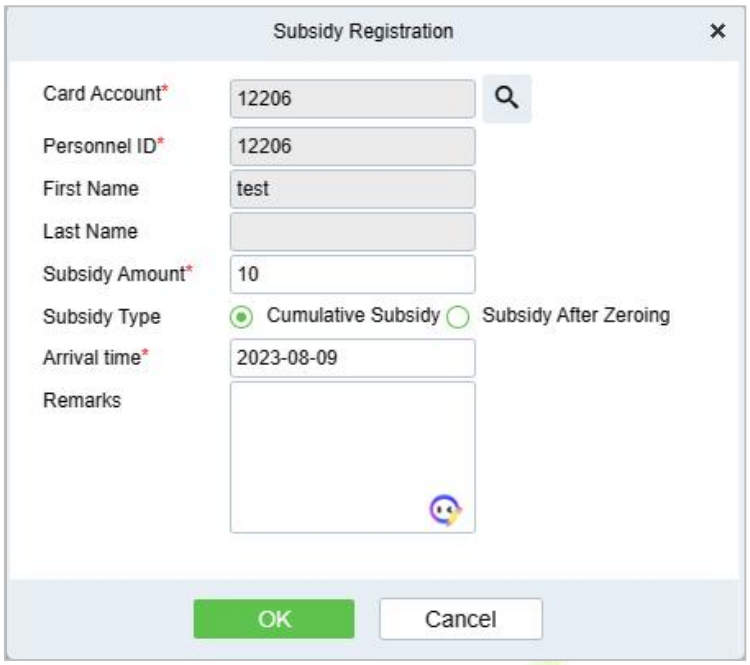


**Figure 7- 44**

### 7.3.5.2 Review

This function is mainly to review the audit. Before performing audit, you need to select the subsidy (select in the multi-select box). After clicking the review, an audit dialog box will pop up. The dialog box will display the person number and name as selected by the user.

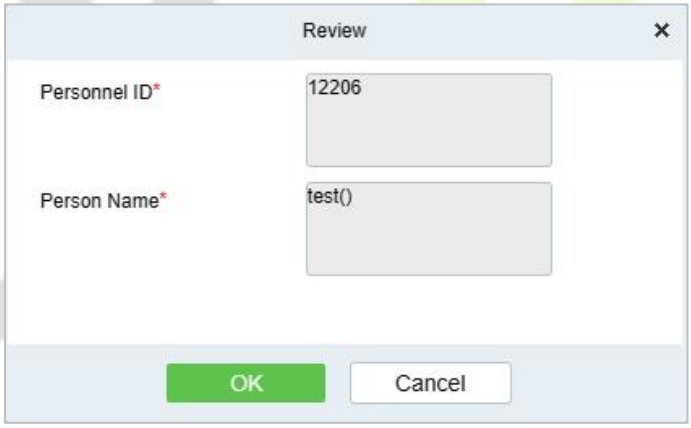


**Figure 7- 45**

### 7.3.5.3 One-click Review

This function is mainly to review the unapproved subsidies in the system, and will not deal with the subsidy records that have been approved. During the review process, if the unapproved subsidy cannot be approved for some reason (such as the user has already returned the card), the subsidy will not be processed.

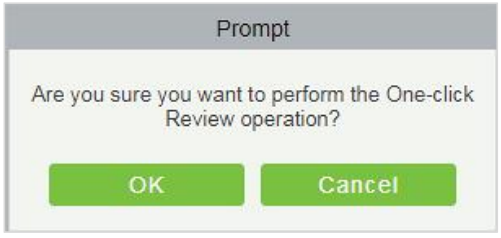


**Figure 7- 46**


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### 7.3.5.4 Delete

Select the required subsidy record(s) and click Delete under the operation bar to delete the subsidy record. It only supports the removal of unapproved subsidy(s).

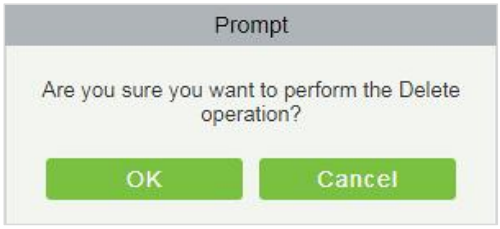


**Figure 7- 47**

### 7.3.5.5 Import

This function is used to import subsidies in batches.

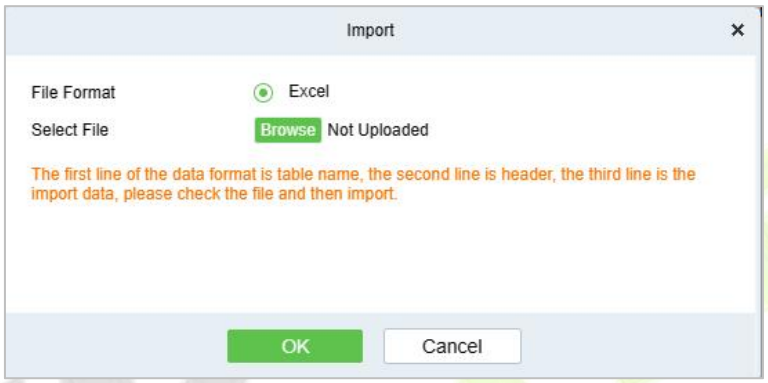


**Figure 7- 48**

### 7.3.5.6 Export

This function is used to export the queried subsidies. Click on Export to open the exporting interface.

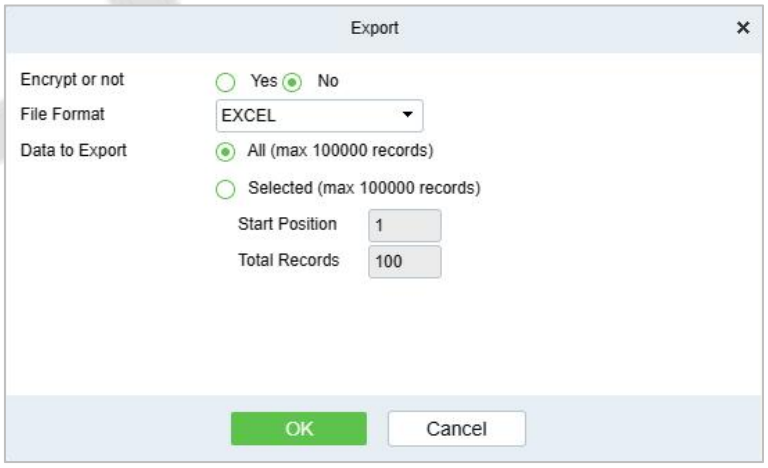


**Figure 7- 49**

Select the file type and export mode. If you select **All data**, then all query data limited to 40,000 will be exported. If you want to export only few results from the query, then select the second mode and enter the desired start and end points of the required data to be exported.

Click **OK** to finish.


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# 7.4 Consumer Details

## 7.4.1 Consumption Details Report

Click **Consumption Details** > **Consumption Details Report**, as shown below:

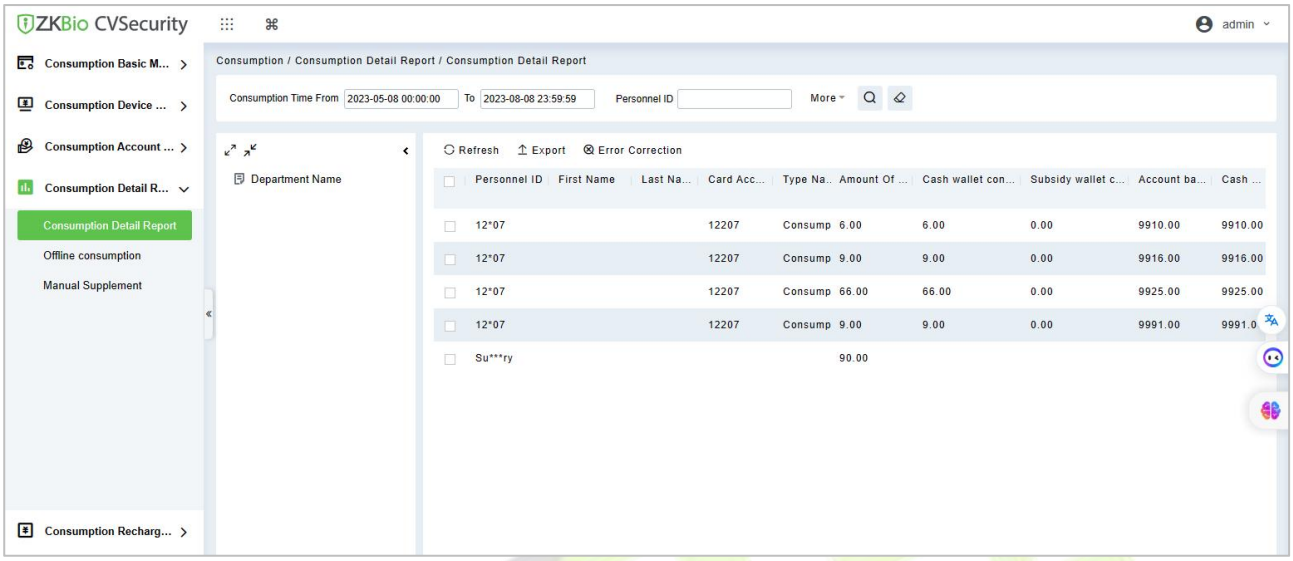


**Figure 7- 50**

### 7.4.1.1 Refresh

Click **Refresh** to load the latest consumption details.

### 7.4.1.2 Export

This feature allows you to export consumption details in EXCEL, PDF, CSV format files.

### 7.4.1.3 Error Correction

Click **Error Correction**. You can carry out the error correction process on the software. This operation is only valid for the records where the consumption type is the amount mode. Select a consumption record, read out the current balance of the card, enter the correct amount of consumption, and modify the balance of the card.

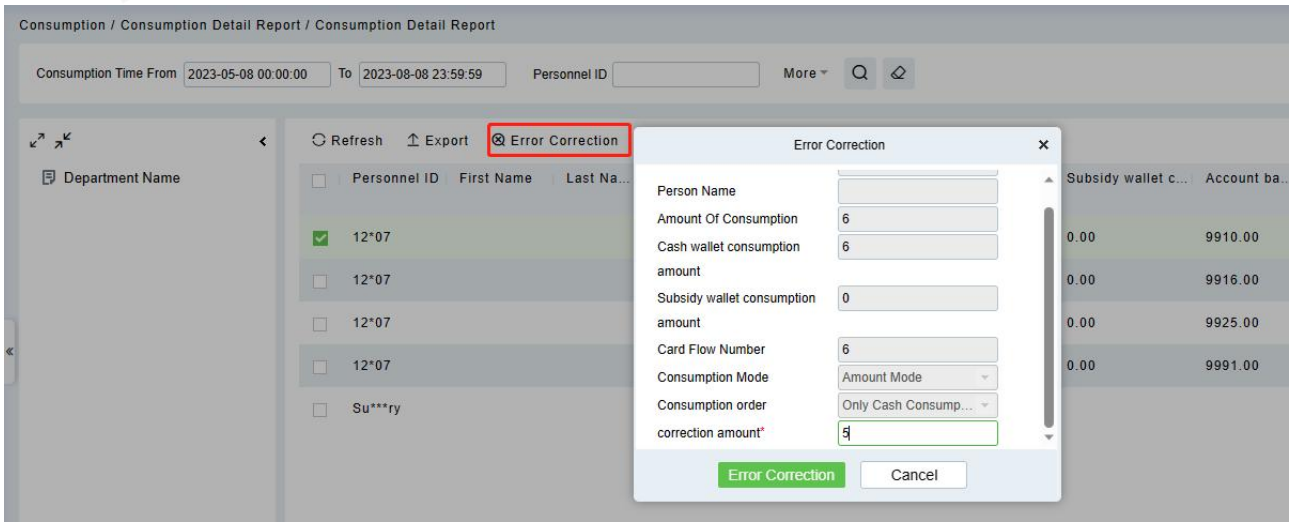


**Figure 7- 51**


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**✍Notes:**

1) The same consumption record cannot be corrected repeatedly.

2) Software error correction automatically produces two new records: One is the record for the system error correction of the return of the original error consumption amount, the other is the correct consumption record of the manual supplement.

## 7.4.2 Offline Consumption

If the device supports offline consumption, after offline consumption, it will upload the consumption record during the offline period when device connect to software, and allows user manually review it.:

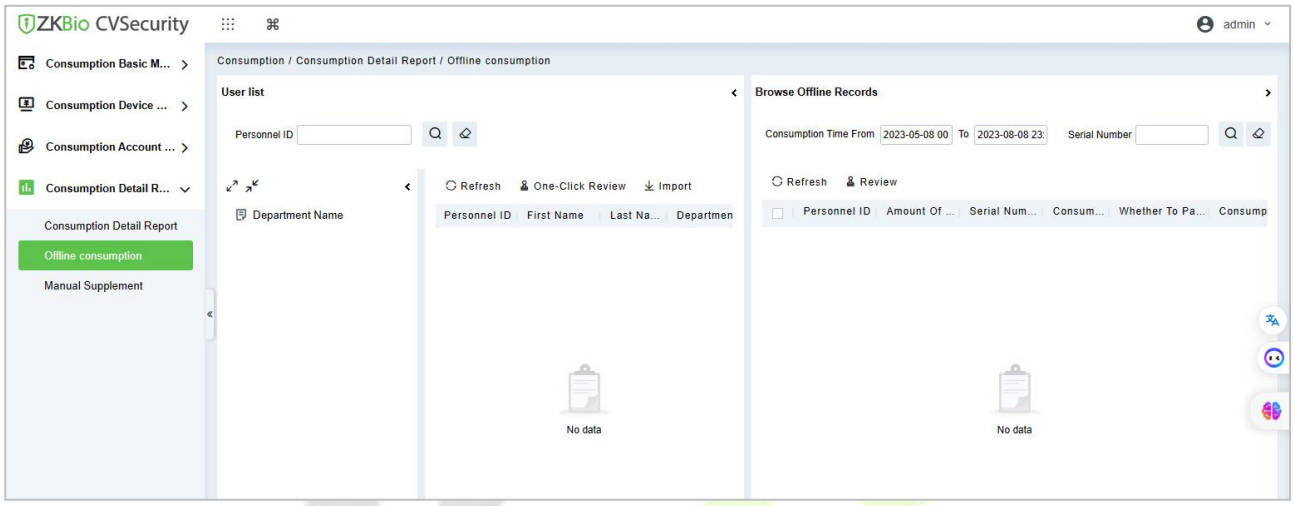



**Figure 7- 52**

The consumption records uploaded to the software during the offline period have not passed the audit and need to be manually reviewed before recorded.

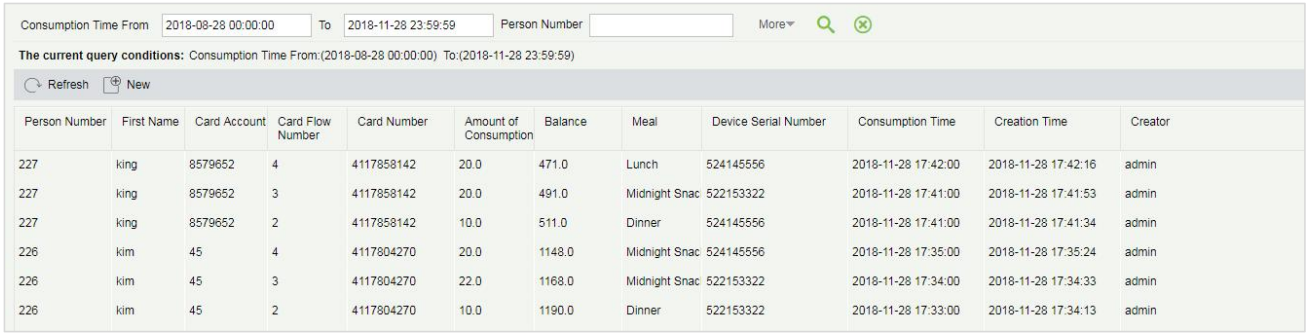
This function is mainly used to audit offline consumption records. Check the consumption records that have not passed the audit, click "Audit", and the audit dialog box will pop up. Click "OK" to complete the audit.

✍**Note:** After offline consumption audit, cash wallet may appear negative, subsidy wallet can not be negative, when the subsidy wallet balance is insufficient to automatically converted to cash wallet deduction.

## 7.4.3 Manual Supplement

It is used to enter some consumption record details manually in the system.

✍**Note:** Before performing this operation, you need to have the relevant operation card.




| Person Number | First Name | Card Account | Card Flow Number | Card Number | Amount of Consumption | Balance | Meal | Device Serial Number | Consumption Time | Creation Time | Creator |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 227 | king | 8579652 | 4 | 4117858142 | 20.0 | 471.0 | Lunch | 524145556 | 2018-11-28 17:42:00 | 2018-11-28 17:42:16 | admin |
| 227 | king | 8579652 | 3 | 4117858142 | 20.0 | 491.0 | Midnight Snac | 522153322 | 2018-11-28 17:41:00 | 2018-11-28 17:41:53 | admin |
| 227 | king | 8579652 | 2 | 4117858142 | 10.0 | 511.0 | Dinner | 524145556 | 2018-11-28 17:41:00 | 2018-11-28 17:41:34 | admin |
| 226 | kim | 45 | 4 | 4117804270 | 20.0 | 1148.0 | Midnight Snac | 524145556 | 2018-11-28 17:35:00 | 2018-11-28 17:35:24 | admin |
| 226 | kim | 45 | 3 | 4117804270 | 22.0 | 1168.0 | Midnight Snac | 522153322 | 2018-11-28 17:34:00 | 2018-11-28 17:34:33 | admin |
| 226 | kim | 45 | 2 | 4117804270 | 10.0 | 1190.0 | Dinner | 522153322 | 2018-11-28 17:33:00 | 2018-11-28 17:34:13 | admin |

**Figure 7- 53**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# 7.5 Consumption Report

The consumption report consists of 4 type of reports: Top Up report, Refund report, Subsidy report, Card Balance report.

## 7.5.1 Top Up Table

Click **Consumption Report** > **Top Up Table**, as shown below:

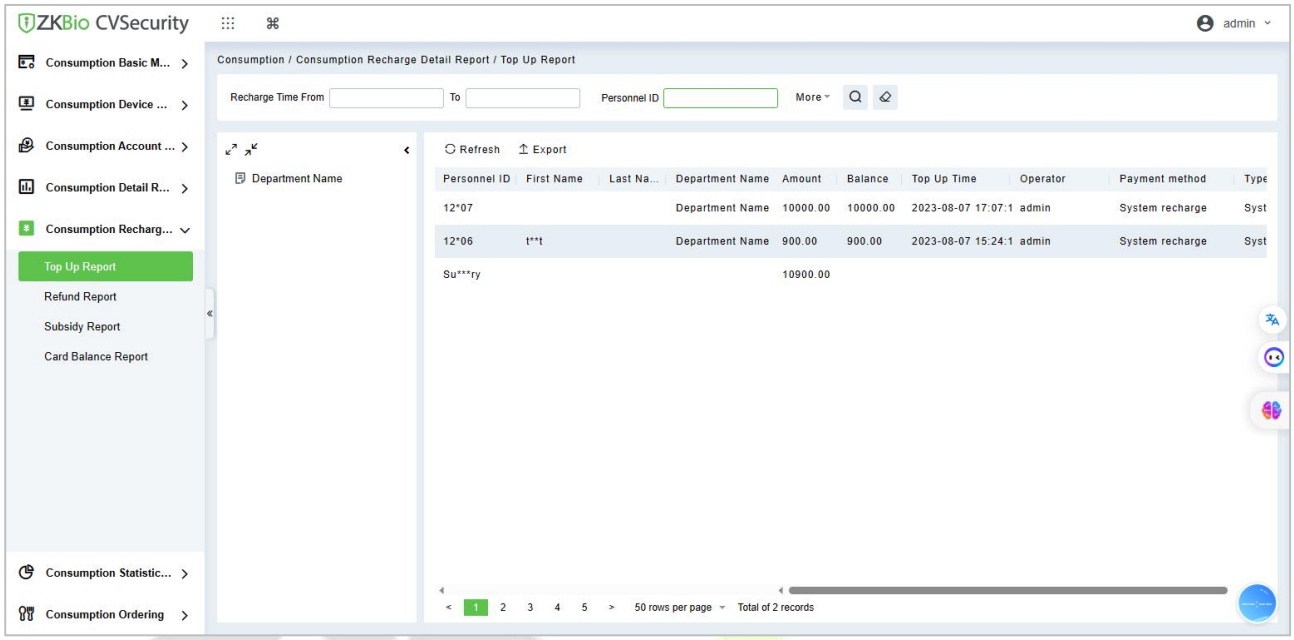


**Figure 7- 54**

### 7.5.1.1 Export

Click the **Export** button at the top of the list to open an export dialog box, as shown below. Click **OK** to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

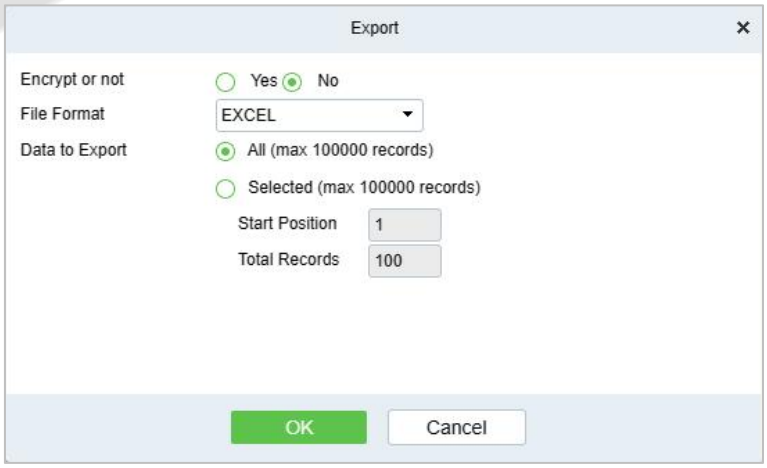


**Figure 7- 55**


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## 7.5.2 Refund Table

Click **Consumption Report** > **Refund Table**, as shown below:

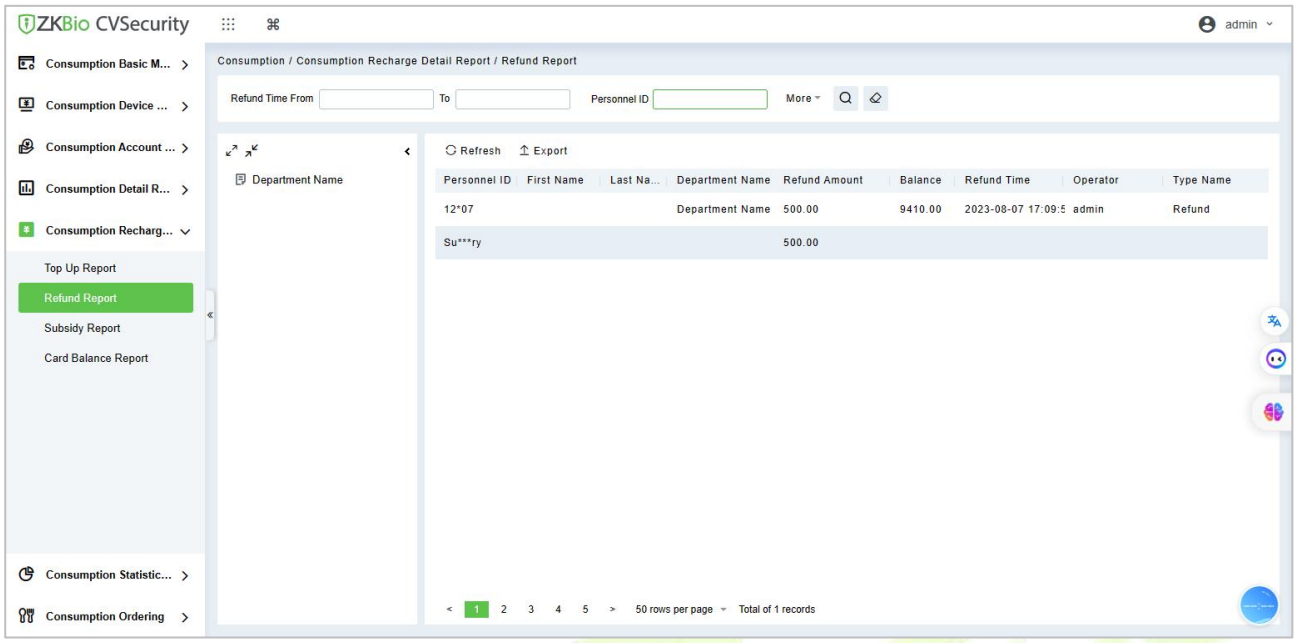


**Figure 7- 56**

### 7.5.2.1 Export

Click the **Export** button at the top of the list to open an export dialog box, as shown below. Click **OK** to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

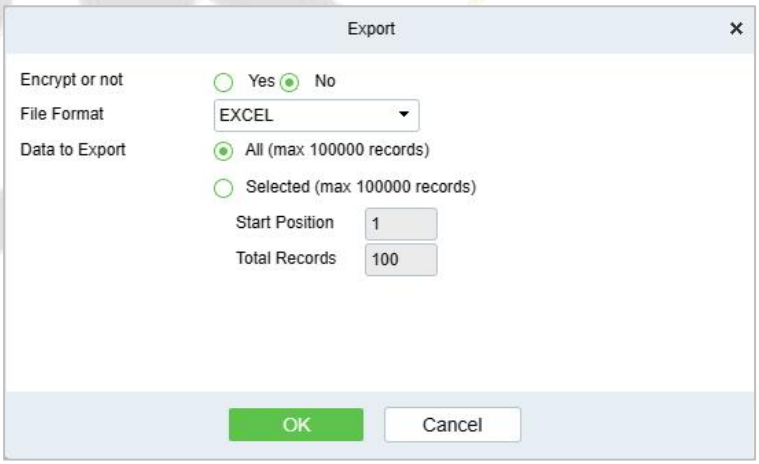


**Figure 7- 57**


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## 7.5.3 Subsidy Table

Click **Consumption Report** > **Subsidy Table**, as shown below:

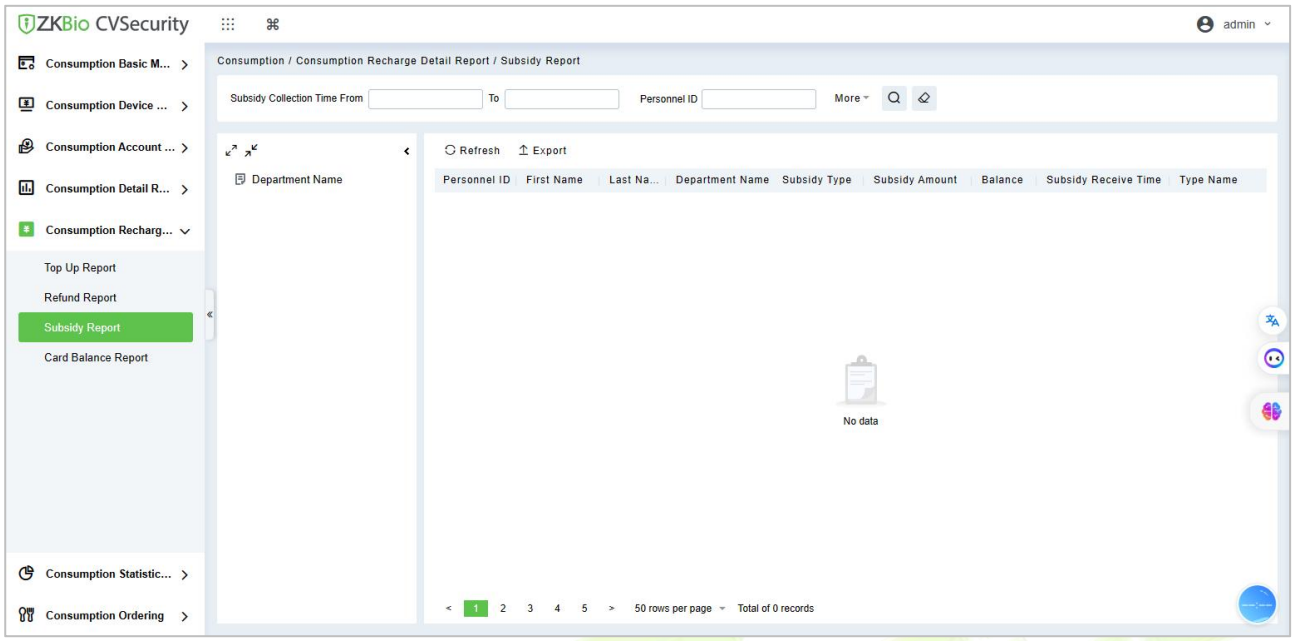


**Figure 7- 58**

### 7.5.3.1 Export

Click the **Export** button at the top of the list to open an export dialog box, as shown below. Click **OK** to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

## 7.5.4 Card Balance Table

Click **Consumption Report** > **Card Balance Table**, as shown below:

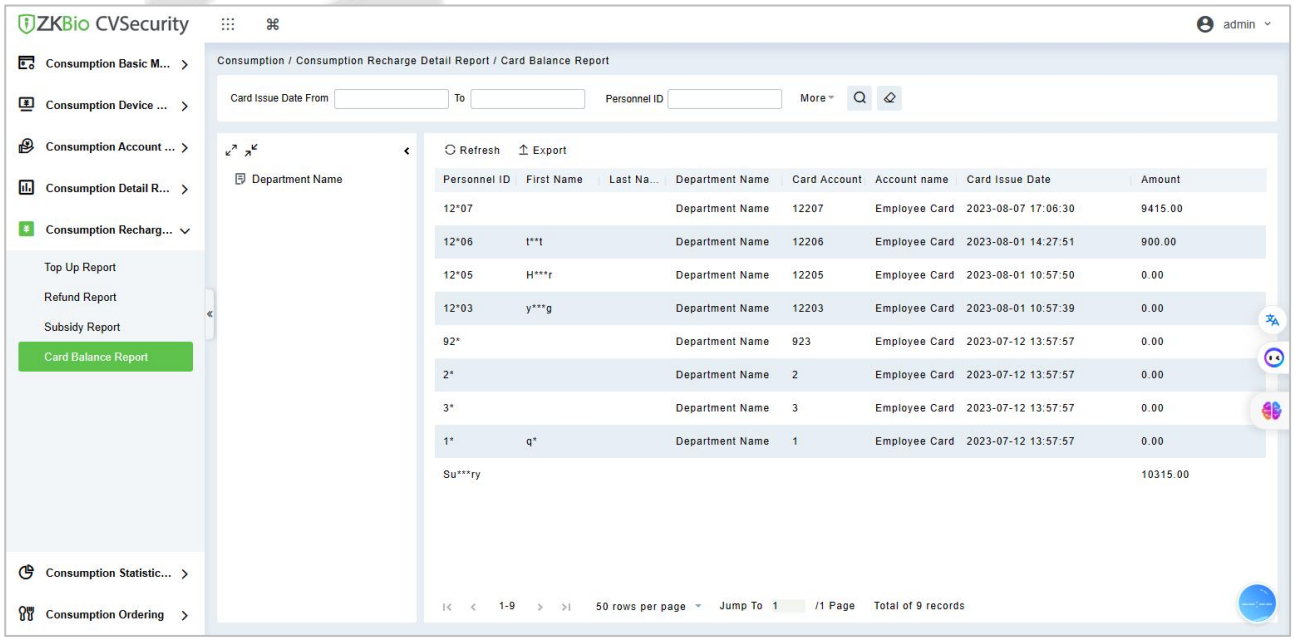


**Figure 7- 59**


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#### 7.5.4.1 Export

Click the **Export** button at the top of the list to open an export dialog box, as shown below. Click **OK** to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

## 7.6 Statistical Report

The statistical report contains the statistical information of consumption system module.

### 7.6.1 Personal Consumption Statistics

Click **Statistical Report** > **Personal Consumption Statistics**, as shown below:

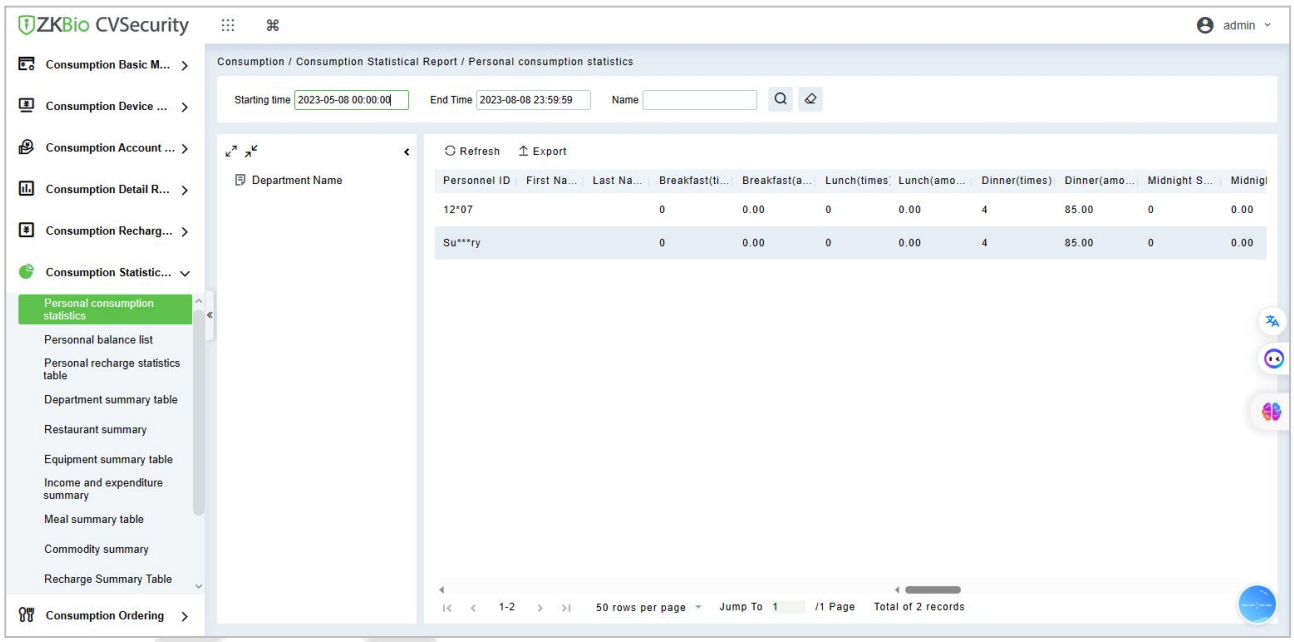


**Figure 7- 60**

#### 7.6.1.1 Export

Click the **Export** button at the top of the list to open an export dialog box, as shown below. Click **OK** to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

#### 7.6.1.2 Refresh

Click **Refresh** to load the latest personal consumption statistics table data.

✍**Note:** If the page personal consumption statistics table data is more, you can also enter the person name, department name, consumption time in the search field, click to search and query.

The data statistics column includes below information:


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**Figure 7- 61**

The following is the calculation formula of the specific column.

- **Consumption Times** = Total number of count the particular type is consumed.
- **Total Consumption** = Total amount of money consumed for the particular type.
- **Counting Times** = Total number of times the type is counted.
- **Number of Error Corrections** = Total number of error correction for the particular type name.
- **Total Error Correction** = Total amount of error correction for the particular type name.
- **Times of Supplementary Order** = Total count of supplementary order for the particular type.
- **Total Supplementary Order** = Total amount of supplementary order for the particular type.
- **Accounting Times** = Total count of billing for the particular type.
- **Total Accounting** = Total amount of money billed for the particular type.
- **Actual Consumption Times (device)** = Consumption times - Number of error corrections.
- **Actual Consumption Amount (device)** = Total Consumption - Total Error Correction.
- **System Amount Settlement (including supplementary order)** = Total Consumption - (Total Error Correction + Total Supplementary Order).
- **System Amount Settlement (including billing)** = Total Consumption - (Total Error Correction + Total Supplementary Order + Total Accounting).


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## 7.6.2 Personal Balance List

Click **Statistical Report** > **Personal Balance List**, as shown below:

This report list shows all account balance information.

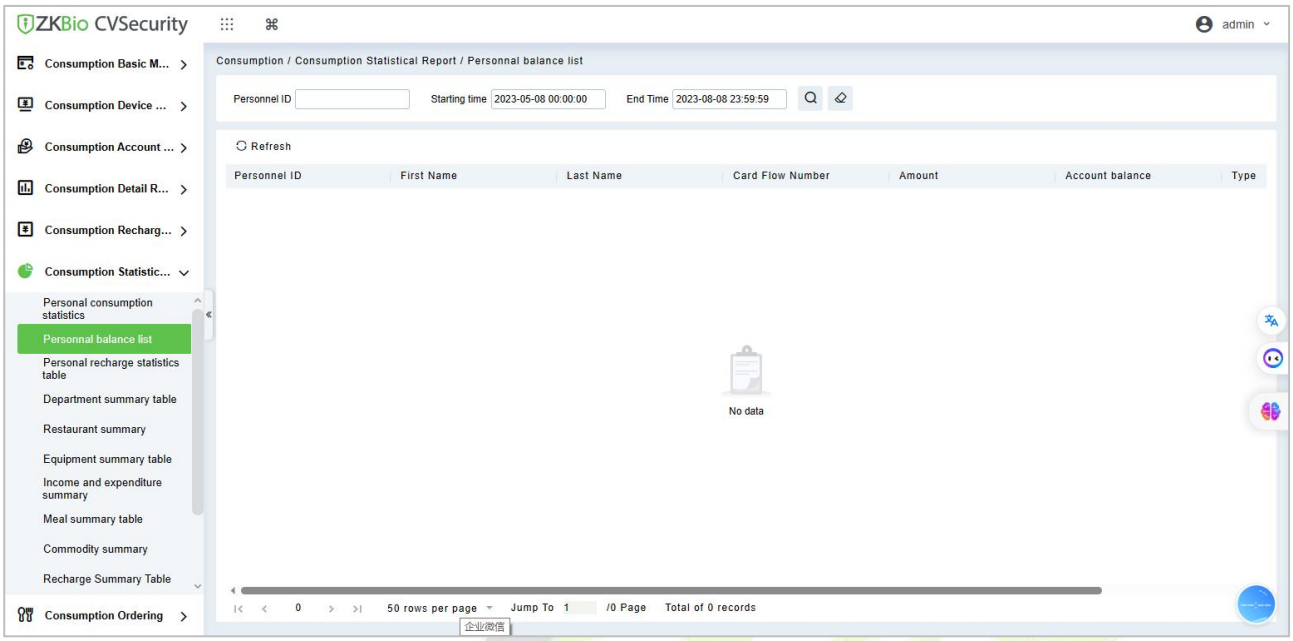


**Figure 7- 62**

## 7.6.3 Personal Recharge Statistics

Click **Statistical Report** > **Personal Recharge List**, as shown below:

This report list shows all account recharge information.

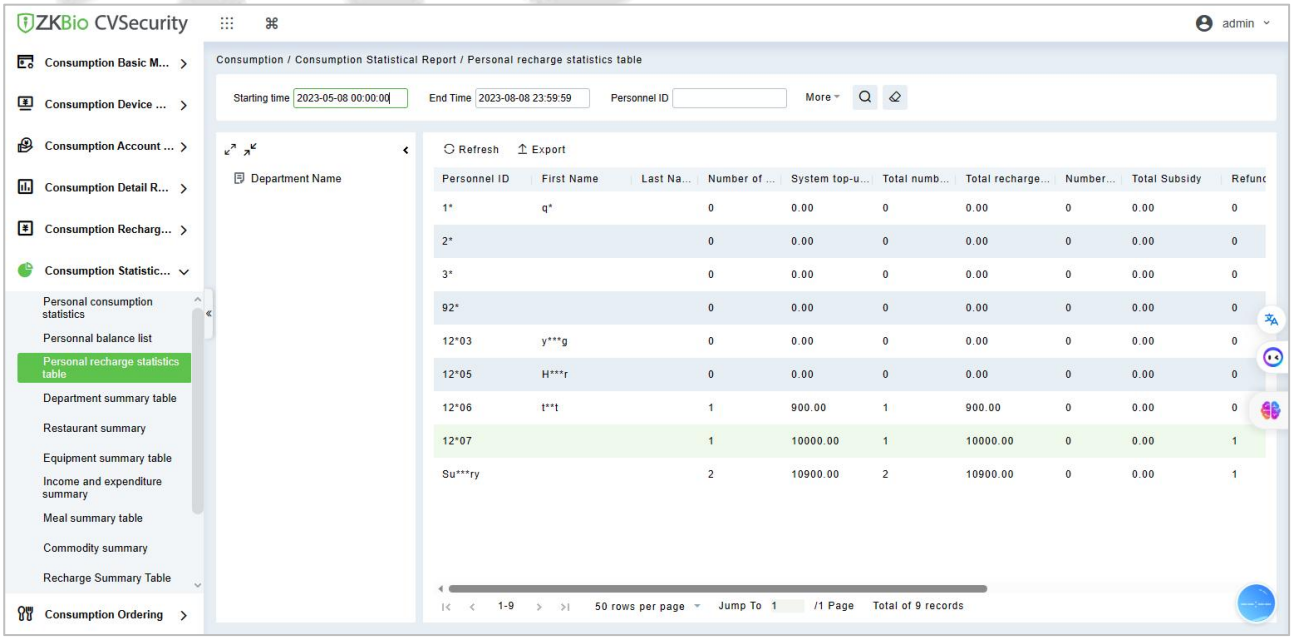


**Figure 7- 63**


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## 7.6.4 Department Summary Table

Click **Statistical Report** > **Department Summary Table** as shown below:

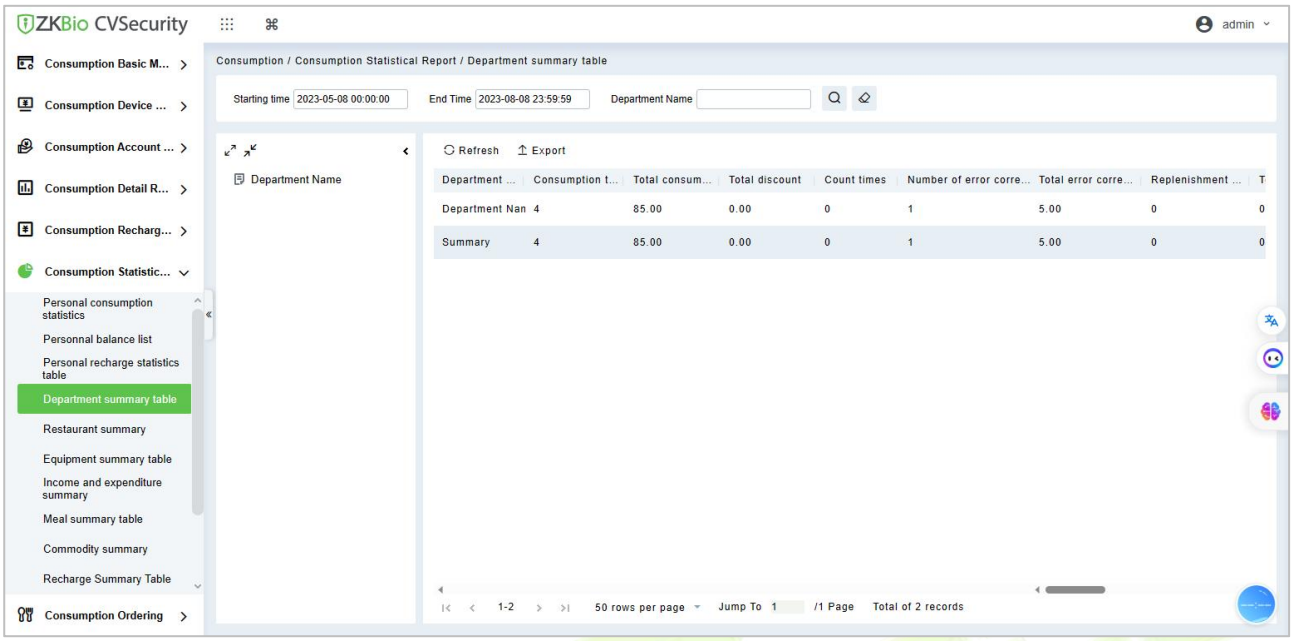


**Figure 7- 64**

### 7.6.4.1 Export

Click the **Export** button at the top of the list to open an export dialog box, as shown below. Click **OK** to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

### 7.6.4.2 Refresh

Click **Refresh** to load the latest department summary table data.

✍**Note:** If the page department summary table data is more, you can also enter the department name and consumption time in the search field, and click to search for the query.

The data statistics column includes:

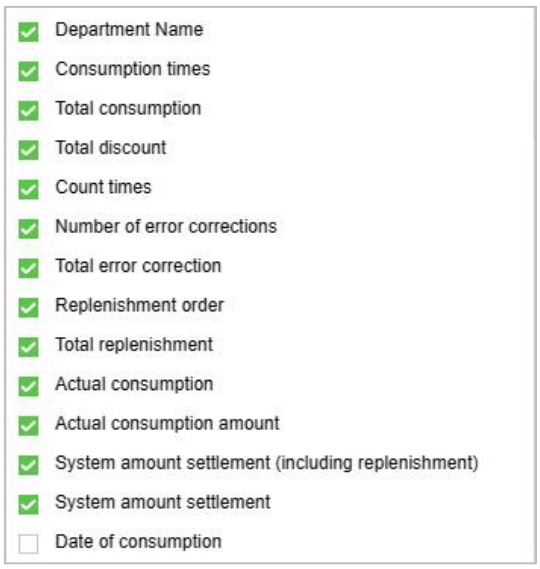


**Figure 7- 65**


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- **Consumption Times** = Total number of count the particular type is consumed.
- **Total Consumption** = Total amount of money consumed for the particular type.
- **Counting Times** = Total number of times the type is counted.
- **Number of Error Corrections** = Total number of error correction for the particular type.
- **Total Error Correction** = Total amount of error correction for the particular type.
- **Times of Supplementary Order** = Total count of supplementary order for the particular type.
- **Total Supplementary Order** = Total amount of supplementary order for the particular type.
- **Accounting Times** = Total count of billing for the particular type.
- **Total Accounting** = Total amount of money billed for the particular type.
- **Actual Consumption Times (device)** = Consumption times - Number of error corrections.
- **Actual Consumption Amount (device)** = Total Consumption - Total Error Correction.
- **System Amount Settlement (including supplementary order)** = Total Consumption - (Total Error Correction + Total Supplementary Order).
- **System Amount Settlement (including billing)** = Total Consumption - (Total Error Correction + Total Supplementary Order + Total Accounting).

## 7.6.5 Restaurant Summary

Click **Statistical Report** > **Restaurant Summary**, as shown below:

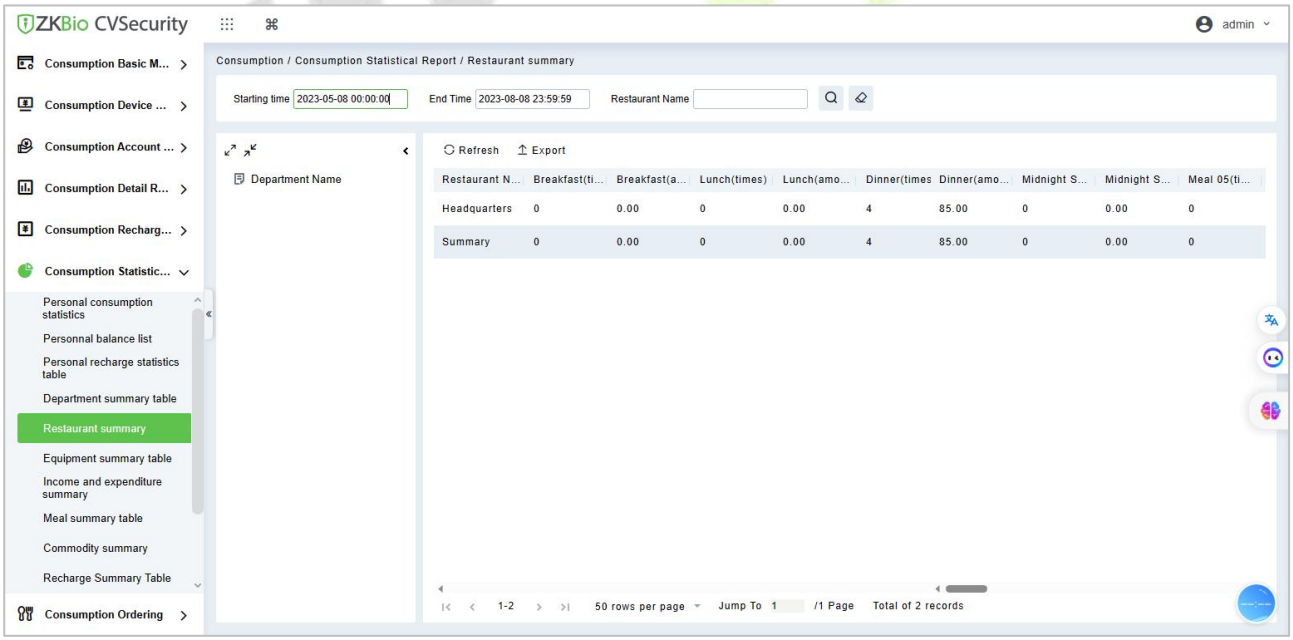


**Figure 7- 66**

### 7.6.5.1 Export

Click the **Export** button at the top of the list to open an export dialog box, as shown below. Click **OK** to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.


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### 7.6.5.2 Refresh

Click **Refresh** to load the latest restaurant summary table data.

✍ **Note:** If the page restaurant summary table data is more, you can also enter the restaurant name, consumption time in the search bar, click to search and query.

The data statistics column includes:

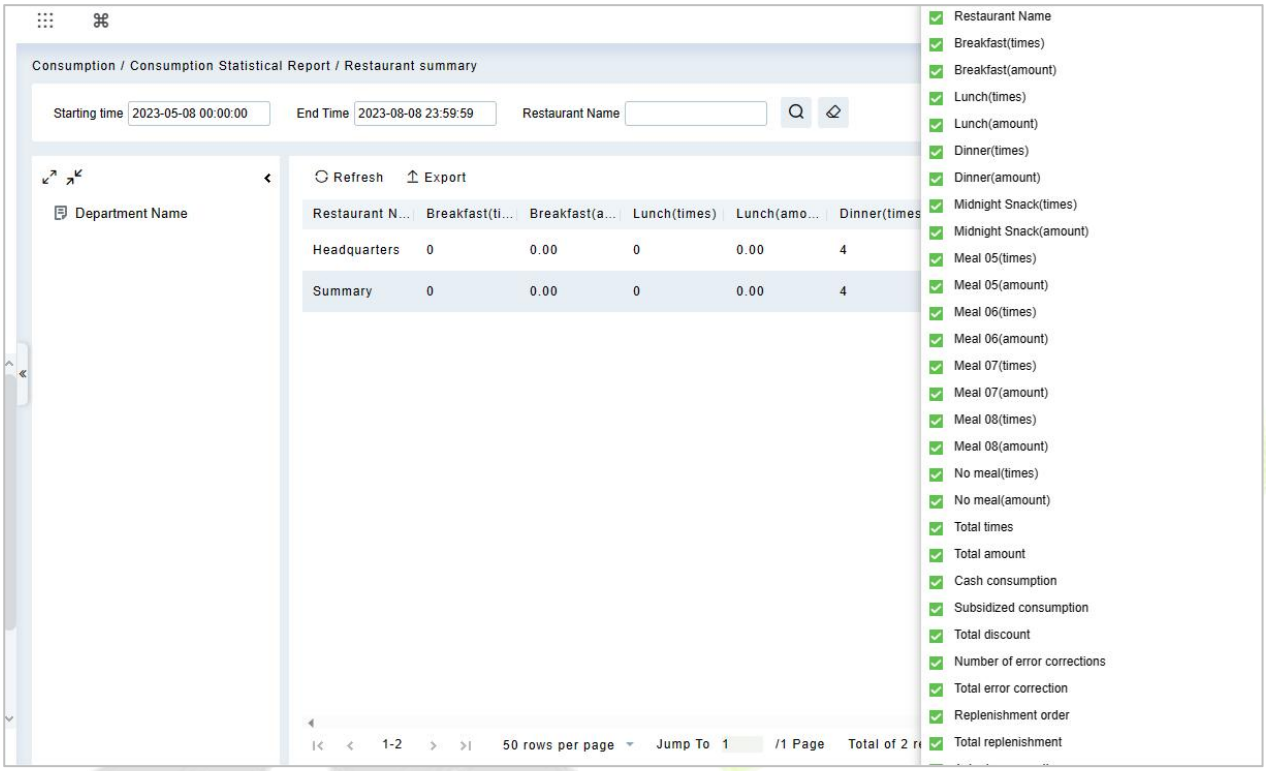


**Figure 7- 67**

- **Consumption Times** = Total number of count the particular type is consumed.
- **Total Consumption** = Total amount of money consumed for the particular type.
- **Counting Times** = Total number of times the type is counted.
- **Number of Error Corrections** = Total number of error correction for the particular type name.
- **Total Error Correction** = Total amount of error correction for the particular type name.
- **Times of Supplementary Order** = Total count of supplementary order for the particular type.
- **Total Supplementary Order** = Total amount of supplementary order for the particular type.
- **Accounting Times** = Total count of billing for the particular type.
- **Total Accounting** = Total amount of money billed for the particular type.
- **Actual Consumption Times (device)** = Consumption times - Number of error corrections.
- **Actual Consumption Amount (device)** = Total Consumption - Total Error Correction.
- **System Amount Settlement (including supplementary order)** = Total Consumption - (Total Error Correction + Total Supplementary Order).
- **System Amount Settlement (including billing)** = Total Consumption - (Total Error Correction + Total Supplementary Order + Total Accounting).


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## 7.6.6 Device Summary Table

Click **Statistical Report** > **Device Summary Table**, as shown below:

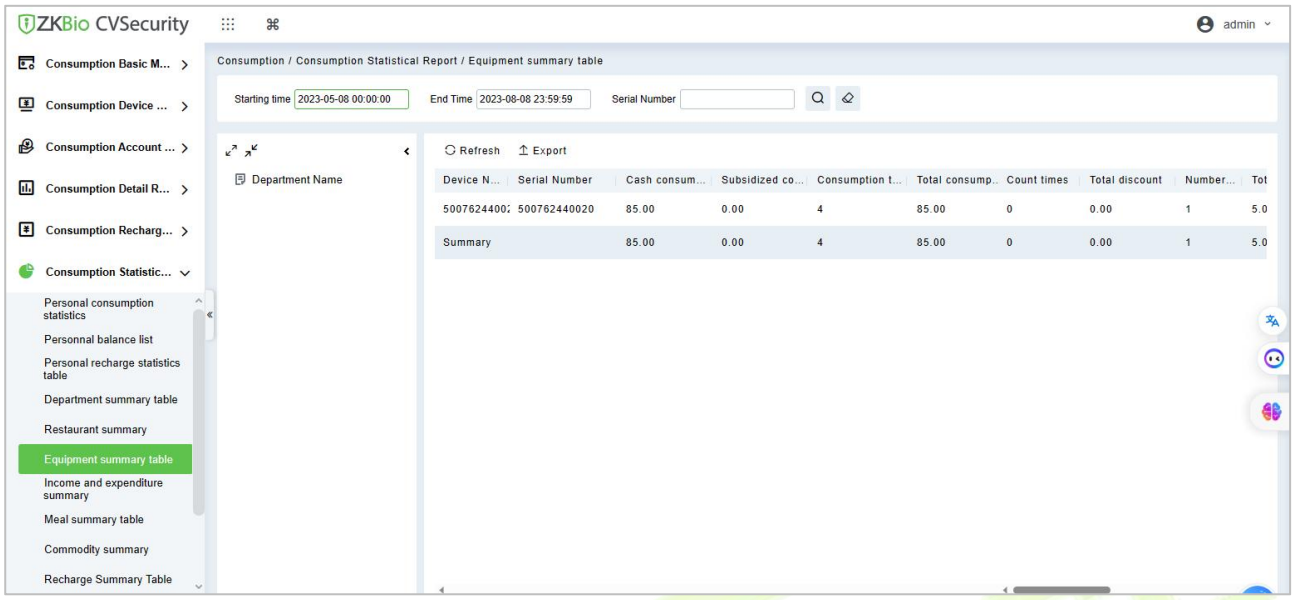


**Figure 7- 68**

### 7.6.6.1 Export

Click the **Export** button at the top of the list to open an export dialog box, as shown below. Click **OK** to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

### 7.6.6.2 Refresh

Click **Refresh** to load the latest equipment summary table data.

✍**Note:** If there is more data on the page device summary table, you can also enter the device name and consumption time in the search field, and click to search for it.

The data statistics column includes:

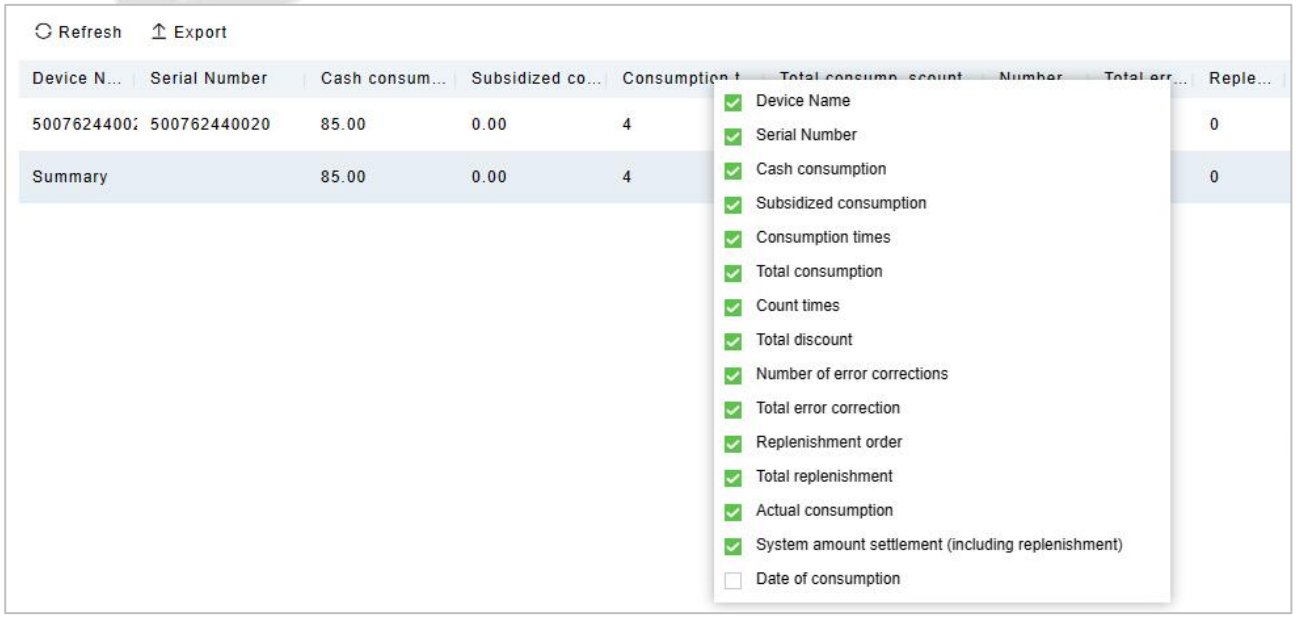


**Figure 7- 69**


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- **Consumption Times** = Total number of count the particular type is consumed.
- **Total Consumption** = Total amount of money consumed for the particular type.
- **Counting Times** = Total number of times the type is counted.
- **Number of Error Corrections** = Total number of error correction for the particular type name.
- **Total Error Correction** = Total amount of error correction for the particular type name.
- **Times of Supplementary Order** = Total count of supplementary order for the particular type.
- **Total Supplementary Order** = Total amount of supplementary order for the particular type.
- **Accounting Times** = Total count of billing for the particular type.
- **Total Accounting** = Total amount of money billed for the particular type.
- **Actual Consumption Times (device)** = Consumption times - Number of error corrections.
- **Actual Consumption Amount (device)** = Total Consumption - Total Error Correction.
- **System Amount Settlement (including supplementary order)** = Total Consumption - (Total Error Correction + Total Supplementary Order).
- **System Amount Settlement (including billing)** = Total Consumption - (Total Error Correction + Total Supplementary Order + Total Accounting).

## 7.6.7 Income and Expenditures Summary

Click **Statistical Report** > **Income and Expenditures Summary**, as shown below:

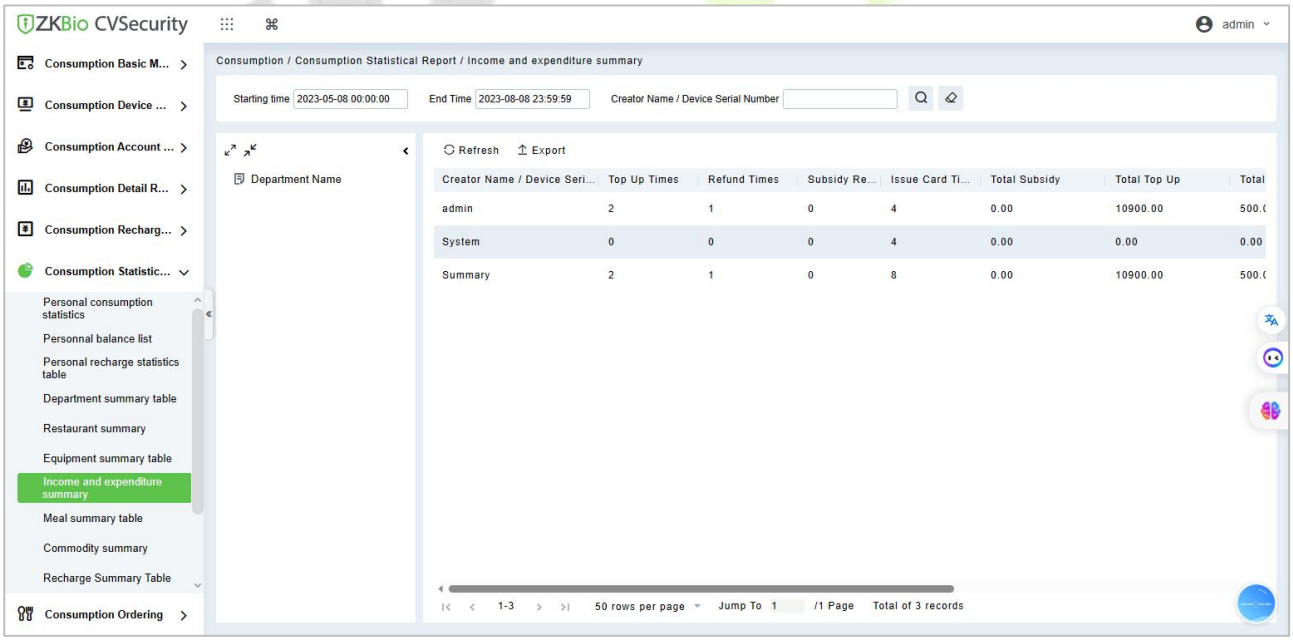


**Figure 7- 70**

### 7.6.7.1 Export

Click the **Export** button at the top of the list to open an export dialog box, as shown below. Click **OK** to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.


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### 7.6.7.2 Refresh

Click **Refresh** to load the latest revenue and expenditure summary table data.

✍**Note:** If there is more data on the page income and expenditure summary table, you can also enter the creator name/device serial number and summary time in the search field, and click 🔍 to search for it.

The data statistics column includes

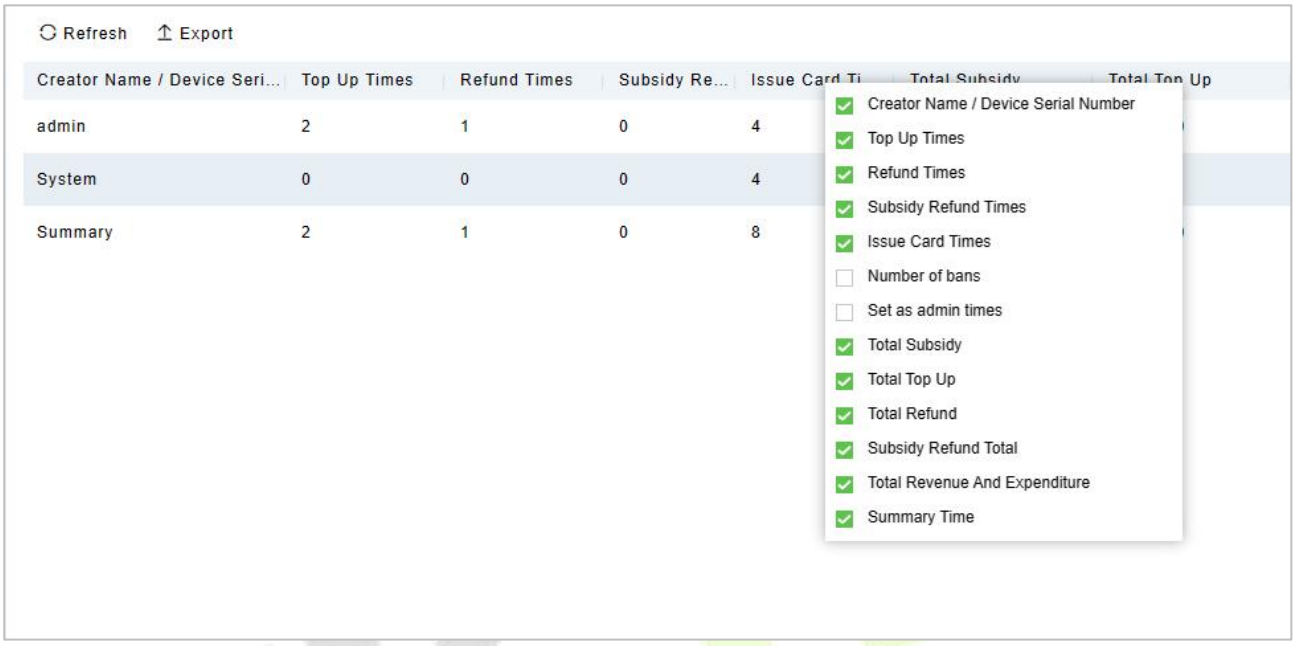


**Figure 7- 71**

- **Top up Times** = The total number of counts a card was added extra amount.
- **Refund Times** = The total number of counts a card were refunded.
- **Issue Card Times** = The total number of counts a card were issued.
- **Return Card Times** = The total number of counts the cards were returned.
- **Non-card Return card Times** = The total count of Non-card Return card.
- **Total Issue Card** = The total number of issued card.
- **Total Return Card** = The total number of cards returned.
- **No Card Return Card Total** = The total number of blocked card which are not returned.
- **Total Subsidy** = The total amount of subsidy for the card type.
- **Total Top-Up Offer** = The total amount of top-up discount for the card type.
- **Total Top-Up** = The total amount of top-up for the card type.
- **Total Refund** = The total amount of refund for the card type.
- **Card Cost Support** = The total amount of card cost for the card type.
- **Management Fee** = The total amount of management fee for the card type.
- **Card Cost Expense** = The total amount of card cost for the card type.
- **Total Revenue and Expenditure** = (Total Top up + Card Cost Expense + Total Issue Card + Management fee) - (Total Refund - Total Return Card).


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## 7.6.8 Meal Summary Table

Click **Statistical Report** > **Meal Summary Table**, as shown below:

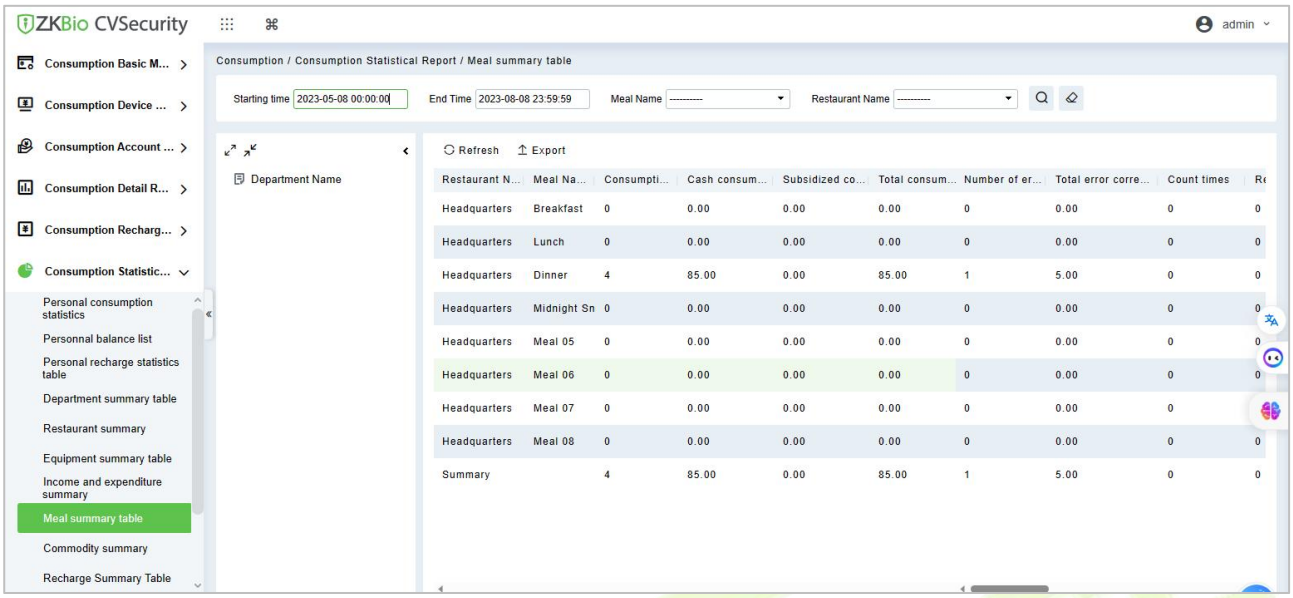


**Figure 7- 72**

### 7.6.8.1 Export

Click the **Export** button at the top of the list to open an export dialog box, as shown below. Click **OK** to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

### 7.6.8.2 Refresh

Click **Refresh** to load the latest meal summary table data.

✍ **Note:** If there is more data in the page meal summary table, you can also enter the device name, name, and consumption time in the search field, and click to search for it.

The data statistics column includes:

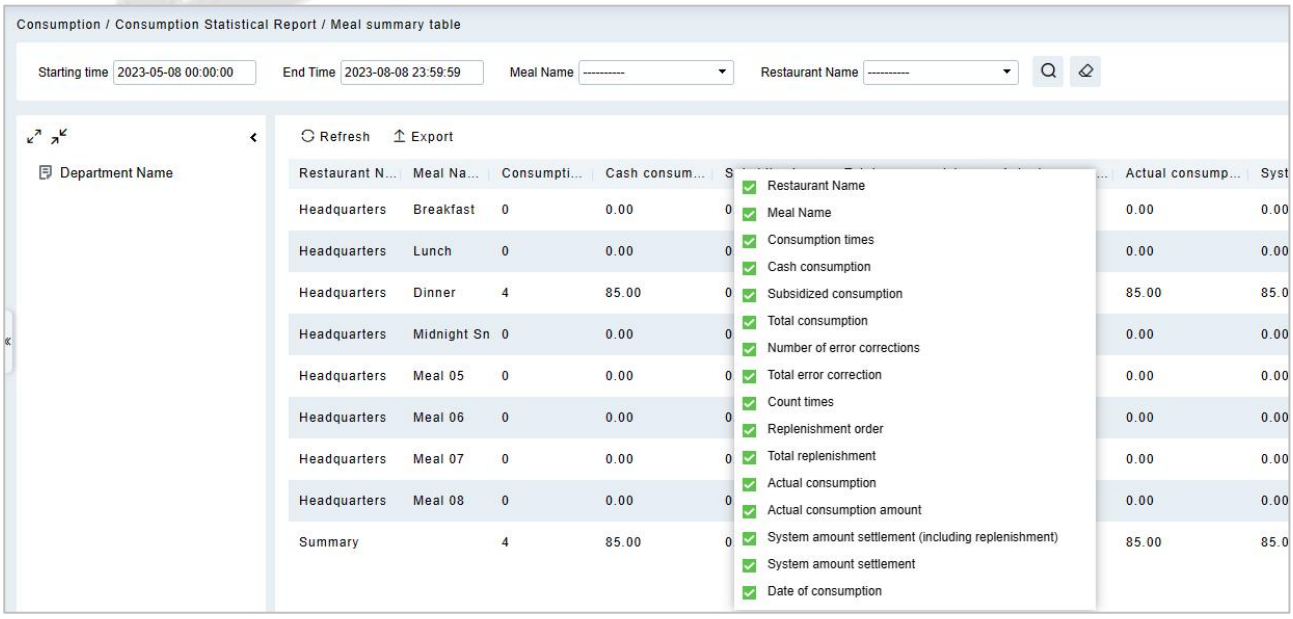


**Figure 7- 73**


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The following is the calculation formula of the specific column.

- **Consumption Times** = Total number of count the particular type is consumed.
- **Total Consumption** = Total amount of money consumed for the particular type.
- **Counting Times** = Total number of times the type is counted.
- **Number of Error Corrections** = Total number of error correction for the particular type name.
- **Total Error Correction** = Total amount of error correction for the particular type name.
- **Times of Supplementary Order** = Total count of supplementary order for the particular type.
- **Total Supplementary Order** = Total amount of supplementary order for the particular type.
- **Accounting Times** = Total count of billing for the particular type.
- **Total Accounting** = Total amount of money billed for the particular type.
- **Actual Consumption Times (device)** = Consumption times - Number of error corrections.
- **Actual Consumption Amount (device)** = Total Consumption - Total Error Correction.
- **System Amount Settlement (including supplementary order)** = Total Consumption - (Total Error Correction + Total Supplementary Order).
- **System Amount Settlement (including billing)** = Total Consumption - (Total Error Correction + Total Supplementary Order + Total Accounting).

### 7.6.9 Commodity Summary

Click **Statistical Report** > **Meal Summary Table**, as shown below:

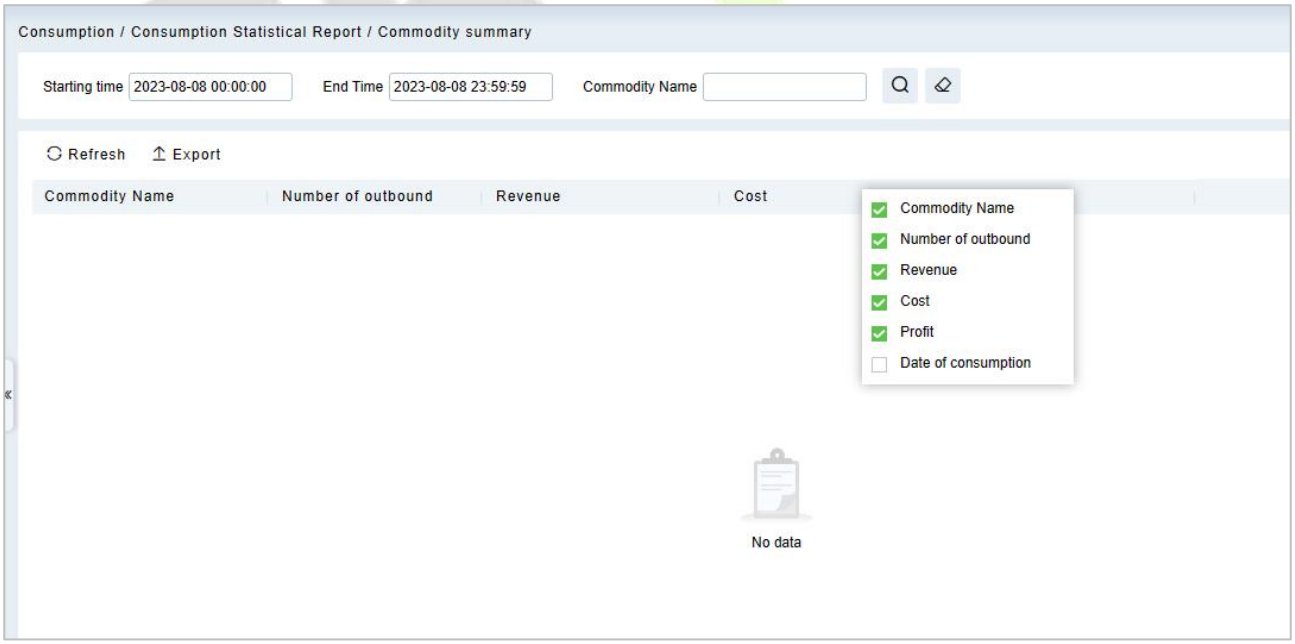


**Figure 7- 74**

The following is the calculation formula of the specific column.

- **Commodity Name** = Total name of count the name of consumption commodity.
- **Number of Outbound** = Total amount of consumption commodity.
- **Revenue** = Total number of revenue amount of the type is consumption commodity.


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- **Cost** = Total number of cost amount of the type is consumption commodity.
- **Profit** = Total number of revenue amount of the type is consumption commodity - Total number of cost amount of the type is consumption commodity.
- **Date of Consumption** = Total name of consumption date of consume commodity.

## 7.6.10 Recharge Summary Table

Click **Statistical Report** > **Recharge Summary Table**, as shown below:

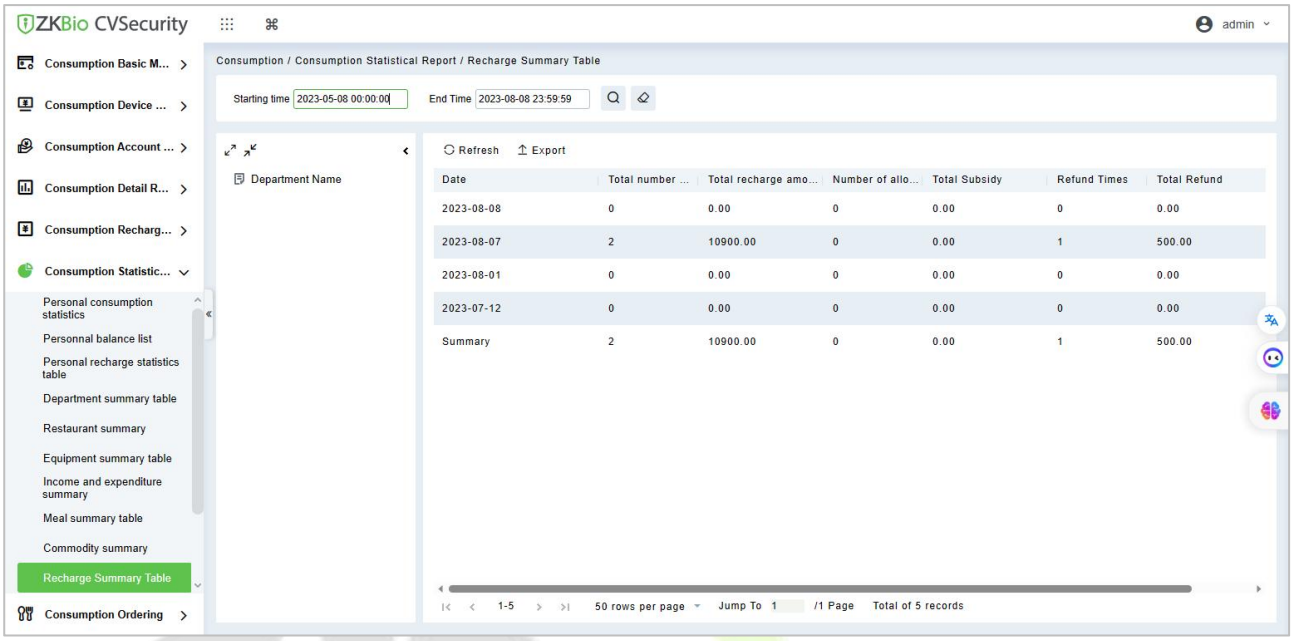


**Figure 7- 75**

## 7.6.11 Personnel Meal Summary Table

Click **Statistical Report** > **Personnel Meal Summary Table**, as shown below:

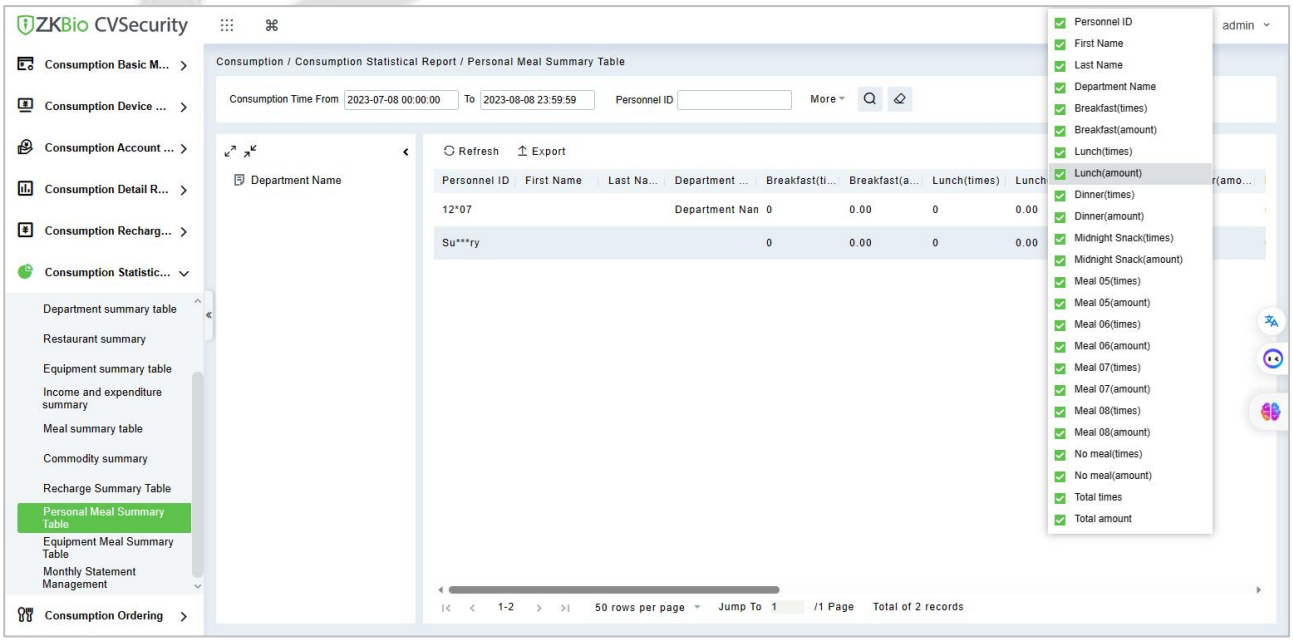


**Figure 7- 76**


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## 7.6.12 Device Meal Summary Table

Click **Statistical Report** > **Device Meal Summary Table**, as shown below:

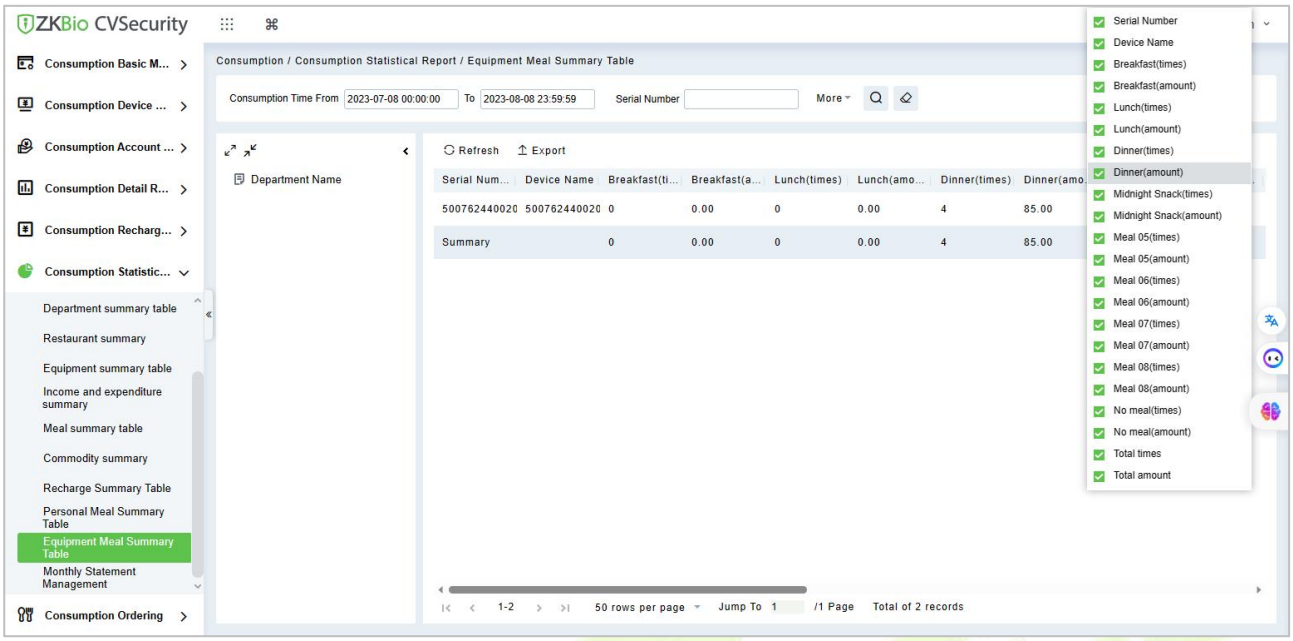


**Figure 7- 77**

## 7.6.13 Monthly Statement Management

Click **Statistical Report** > **Monthly Statement Management**, as shown below:

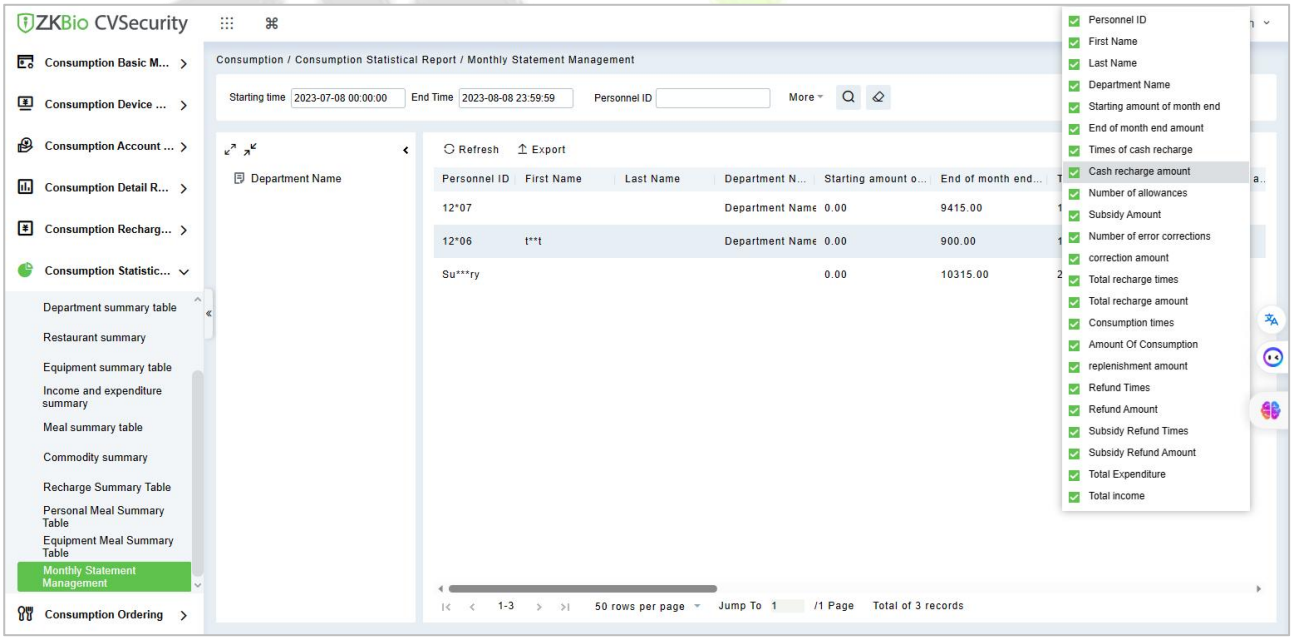


**Figure 7- 78**


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# 7.7 Consumption Ordering

The platform provides food ordering management, employees can find the administrator to order food in advance.

## 7.7.1 Order Management

Click **Consumption Ordering** > **Order Management**, as shown below:

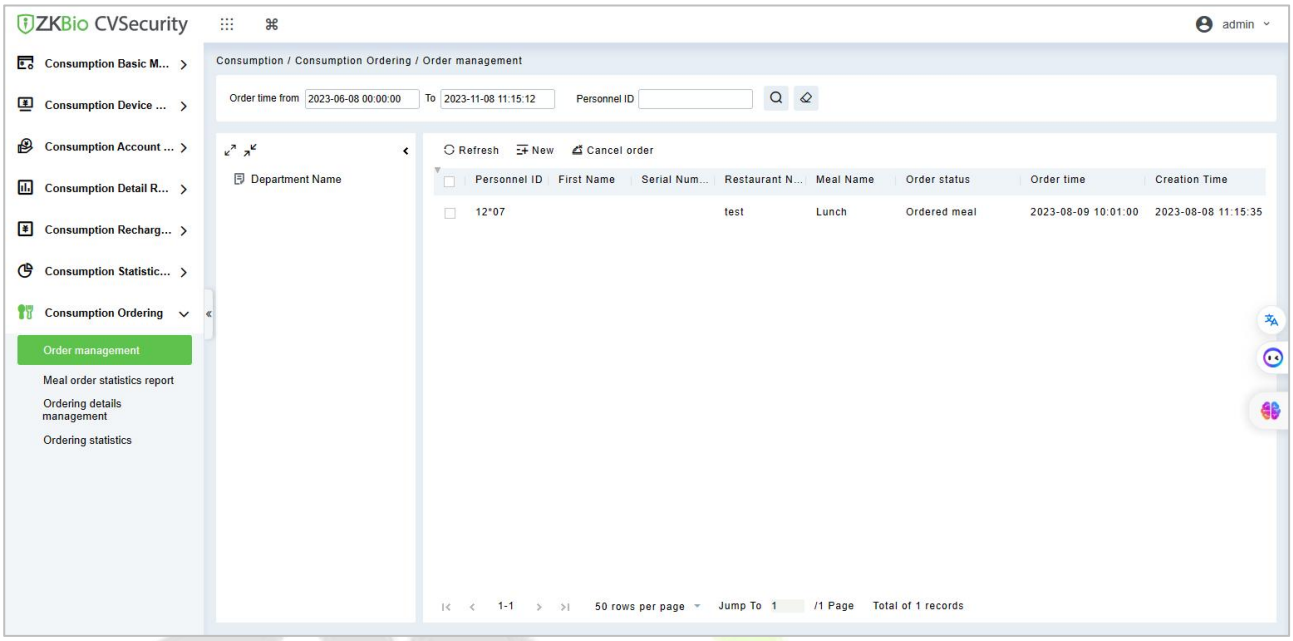


**Figure 7- 79**

### 7.7.1.1 New

Click **New** and select the personnel or department, fill in the meal ordering details.

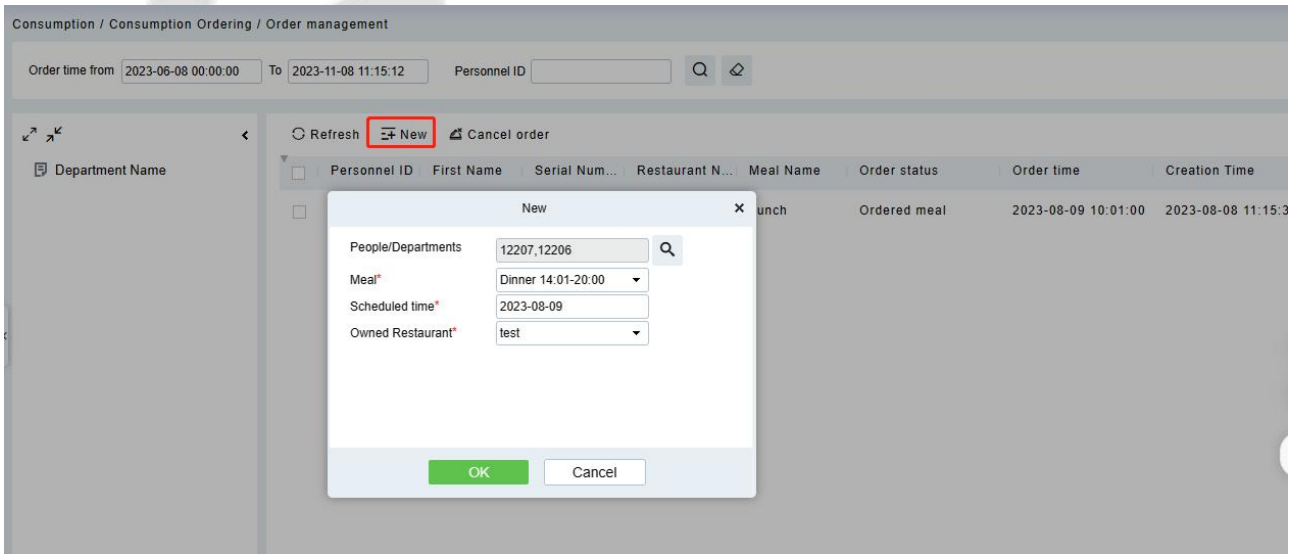


**Figure 7- 80**


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### 7.7.1.2 Cancel Order

Select the personnel, click **Cancel Order** to cancel the order.

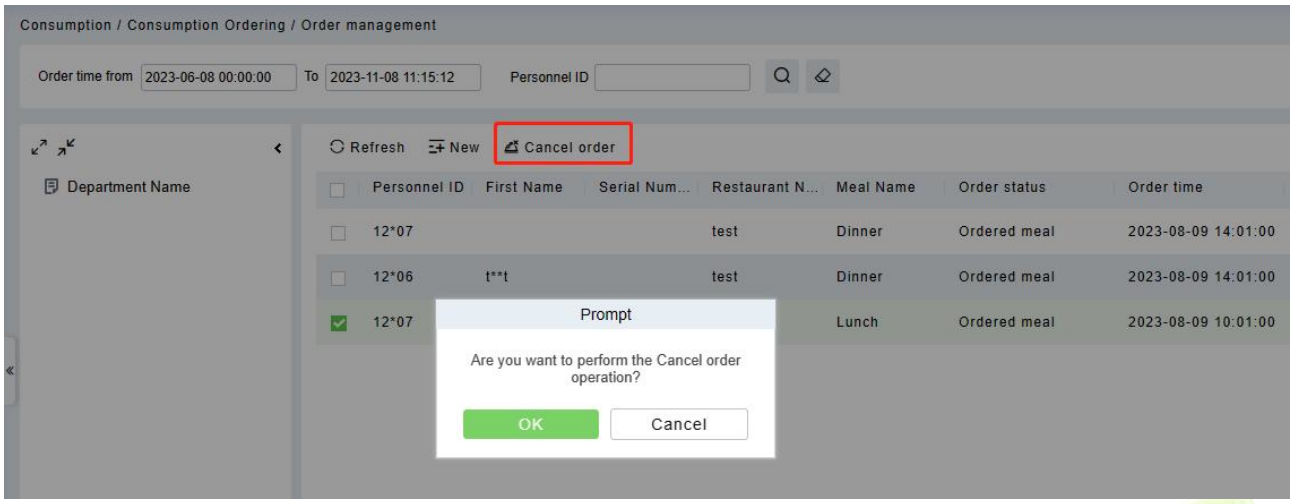


**Figure 7- 81**

## 7.7.2 Meal Order Statics Report

Click **Consumption Ordering** > **Meal Order Statics Report**, as shown below:

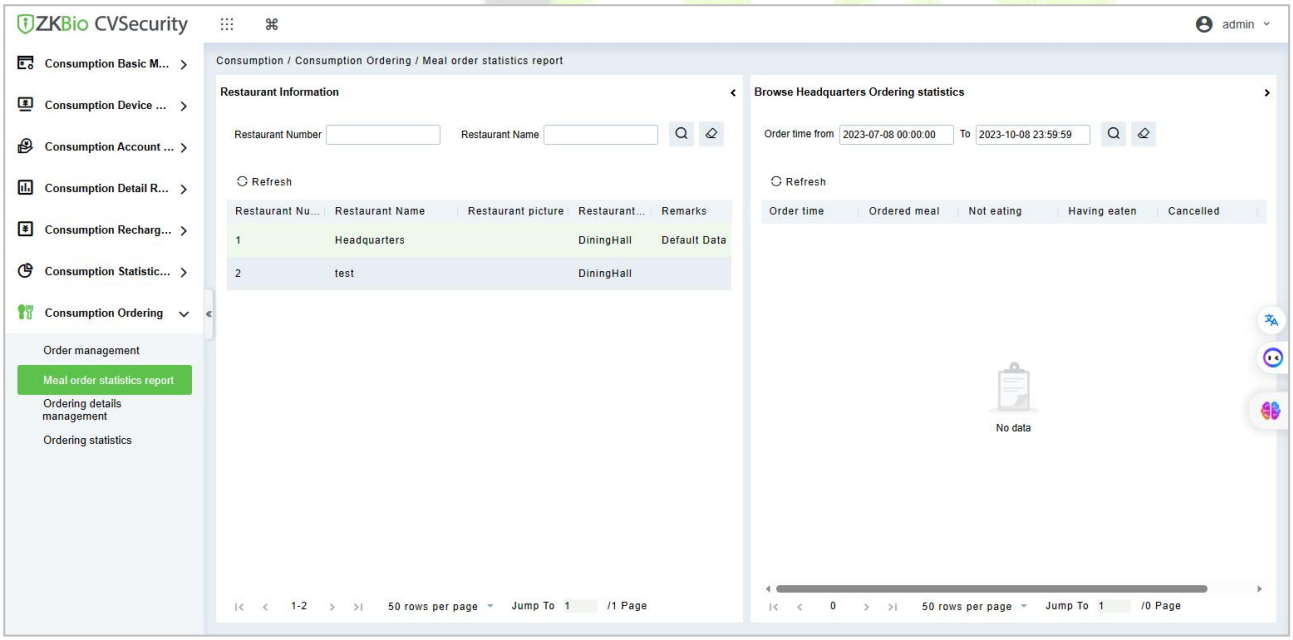


**Figure 7- 82**


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## 7.7.3 Ordering Details Management

Click **Consumption Ordering** > **Ordering Detail Management**, as shown below:

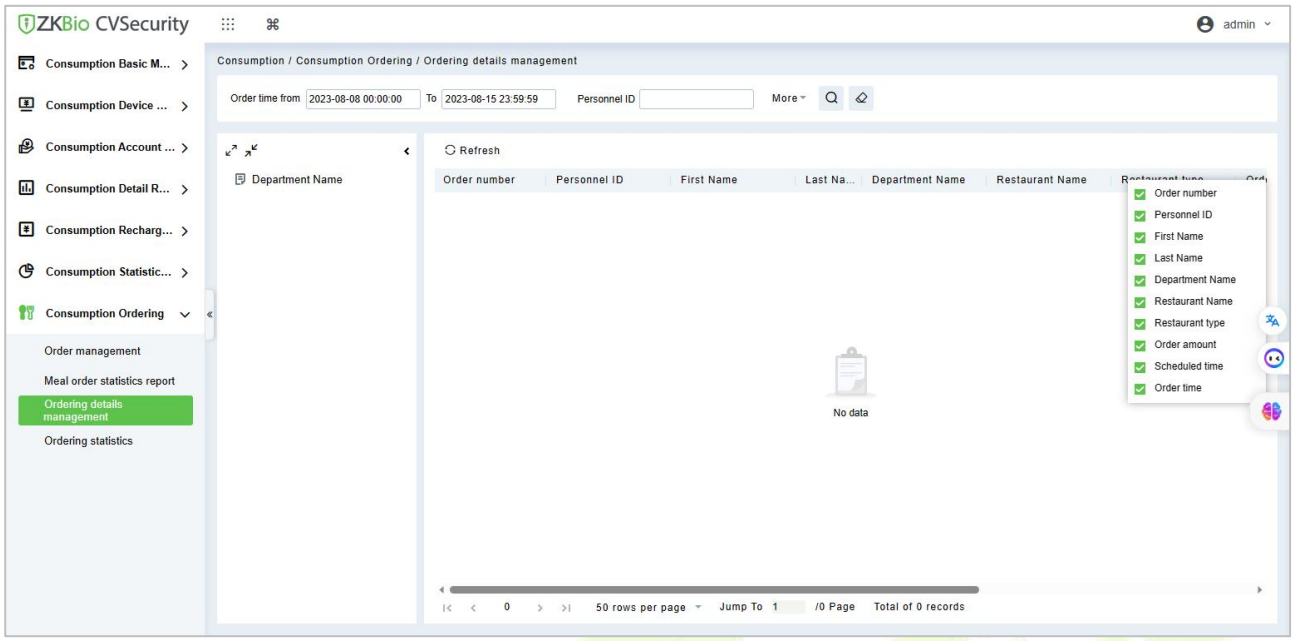


**Figure 7- 83**

## 7.7.4 Ordering Statistics

Click **Consumption Ordering** > **Ordering Statistics**, as shown below:

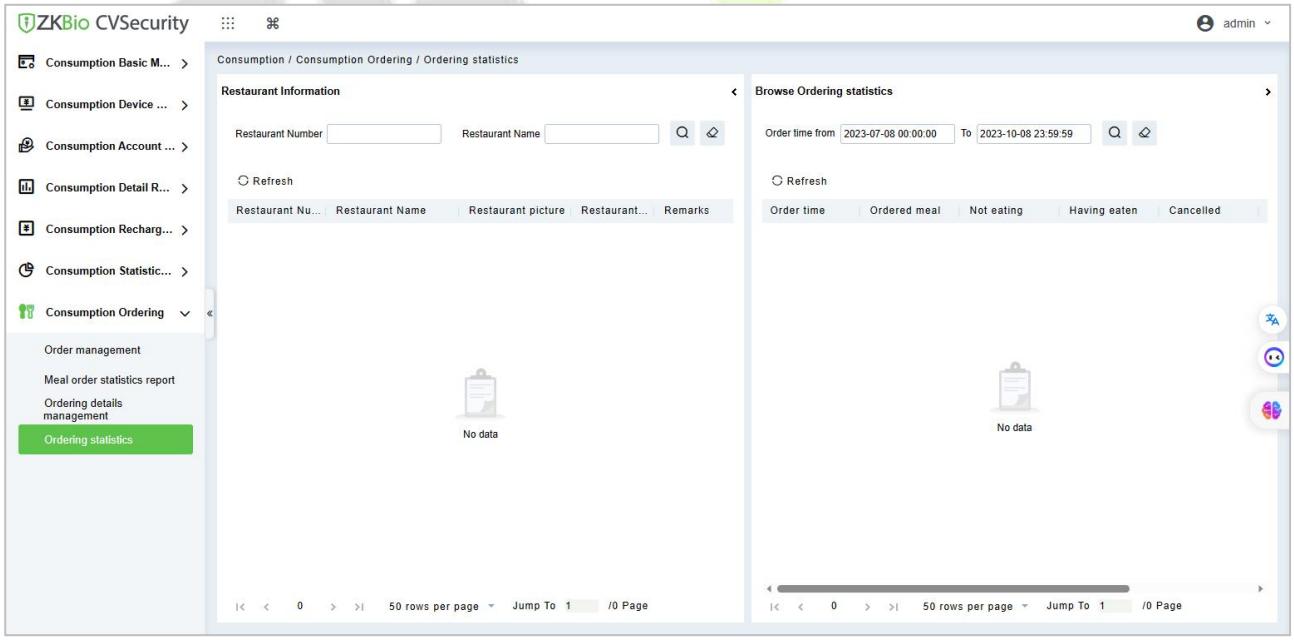


**Figure 7- 84**


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# 8 Elevator Control

The following is the manual of online elevator control. The Elevator Control System is mainly used to set device parameters (such as the swiping interval for taking elevators and elevator key drive duration), manage personnel's rights to floors and elevator control time, and supervise elevator control events. You can set registered users' rights to floors. Only authorized users can reach certain floors within a period of time after being authenticated.

## 8.1 Elevator Control Management

### 8.1.1 Operation Scenario

Elevator control management, also known as elevator access control management, realizes the unified management of personnel entering and leaving the elevator through the configuration of floors and personnel authority groups.

Elevator control solves the elevator floor arrival authority of registered personnel, that is, in a certain period, on certain floors, authorized personnel can be verified and passed.

### 8.1.2 Operation Flow

Introduce the configuration process of Elevator control management business.

The business configuration process of Elevator control management business is shown in figure below:

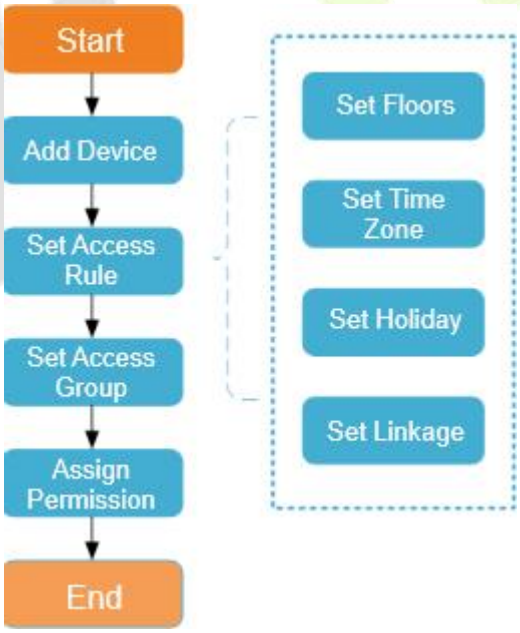


**Figure 8- 1 Elevator Control Configuration Flow**


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## 8.1.3 Elevator Device

### 8.1.3.1 Manually Add Elevator Control Device (EC10)

This paper introduces the configuration Steps of adding **Elevator Control** device in platform.

#### 8.1.3.1.1 Add device (New)

**Operating Steps:**

**Step 1:** In the **Elevator Control** module, select **Elevator Control Device > Device**.

**Step 2:** In the device management interface, click the **New** button to pop up the New box.

**Step 3:** Fill in the corresponding parameter information in the new box. The new box of device is shown in the figures below. Please refer to below table for parameter setting instructions.

**Step 4:** Click **OK** to complete the operation of adding Elevator control device.

**TCP/ IP communication mode** **RS485 communication mode**

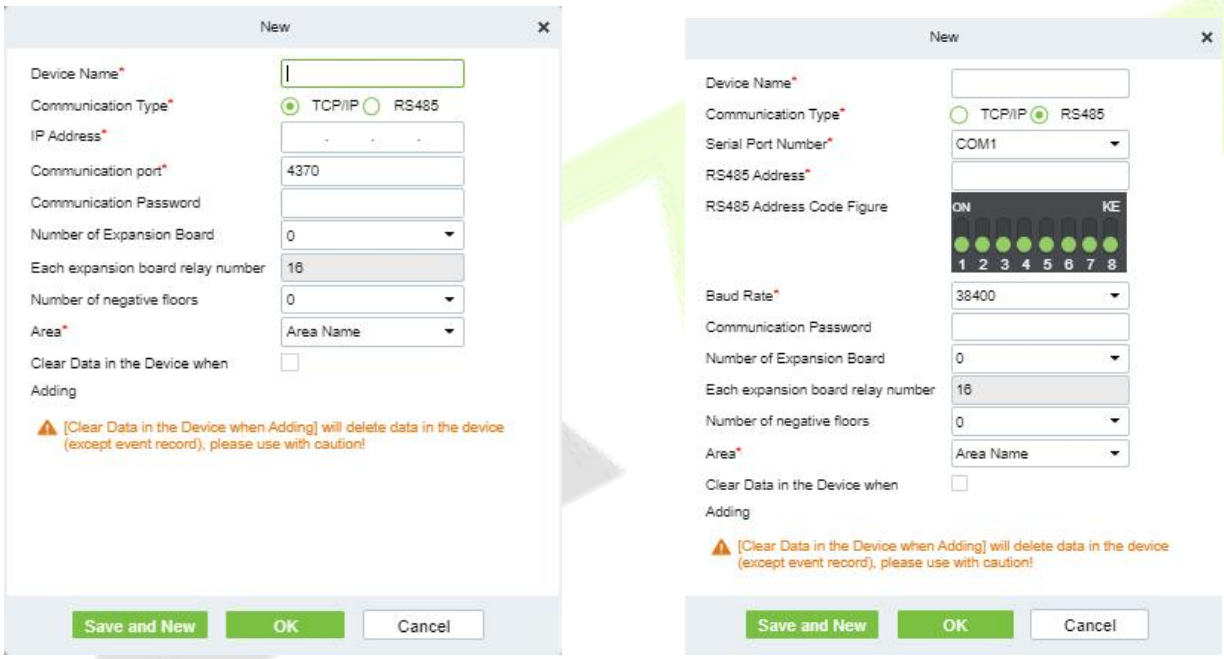


**Figure 8- 2 Add Elevator Control Configuration Flow**

| Parameter | How to set |
|---|---|
| Device Name | Customize the name of this device |
| Communication Mode | Choose the communication mode of TCP/IP |
| IP Address | Fill in the IP address of Elevator control device |
| Communication Port | The default device communication port is 4370 |
| Communication Cipher | Fill in the communication password of the device. If there is no password, it does not need to be filled in, and it can only be added after successful verification.<br>For new factory device and initialized device, the communication password is empty. In order to ensure that the device is not used by others, the user can enter the IP address of the device through the Web page and enter the background to customize the verification password. |
| Number of Expansion Plates | The Elevator control device can control the expansion of the number of floors |


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| Parameter | How to set |
|---|---|
| Number of Relays Per Expansion Board | Each expansion board has 16 relays |
| Region | The device is divided into regions, and the device can be filtered according to the regions during real-time monitoring |
| Delete Data in Device When Adding | Set whether the original Elevator control event data in the device will be automatically emptied after the device is added. |

**Table 8-1 Description of Settings for Adding Devices**

#### 8.1.3.1.2 Delete

**Step 1:** On the **Device** interface, select the required Device from the list.

**Step 2:** Click **Delete** or click on the icon.to delete the selected Device.

**Step 3:** Click **Delete**, to ensure and delete the selected Device from the list.

#### 8.1.3.1.3 Export

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

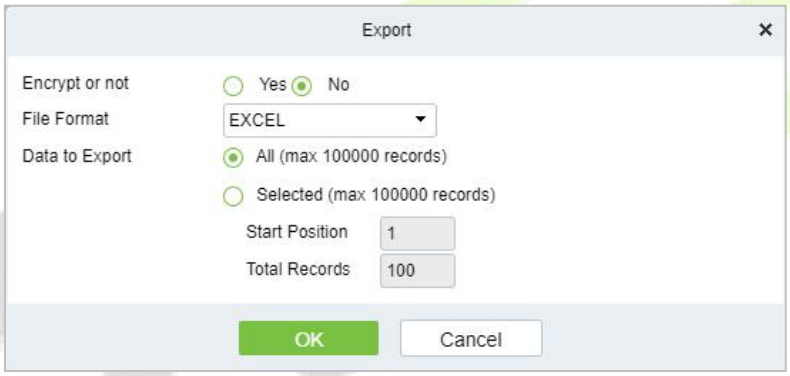


**Figure 8- 3 Export Elevator Control Configuration Flow**

#### 8.1.3.1.4 Search And Add Elevator Control Device (Search)

This paper introduces the configuration Steps of adding Elevator control device in by searching.

Through the way of searching, the Elevator control device in the local area network is searched, and the Elevator control device that has been searched out is directly added, which is convenient to operate.

**Operating Steps:**

**Step 1:** In the **Elevator Control** module, select "**Elevator Control Device > Device**".

**Step 2:** In the device management interface, click the **Search** button to pop up the search box.

**Step 3:** Click "**Start Search**" in the search box to display the Elevator control devices that can be added, as shown in figure below:


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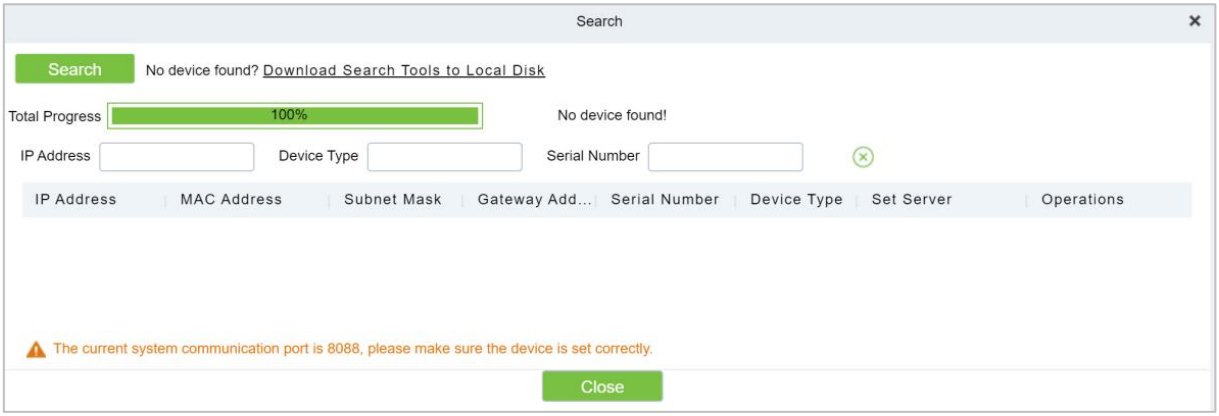


**Figure 8- 4 Device Search Add Interface**

**Step 4: Optional:** Modify the IP address of Elevator control device and click "**Modify IP Address**". Modifying IP address will restart the device, and the IP address modification will be completed after restarting.

**Step 5:** For the Elevator control device searched, click the **Add** button in the operation bar to add the device; The device addition settings are shown in figure below, and the parameter settings are shown in table below.

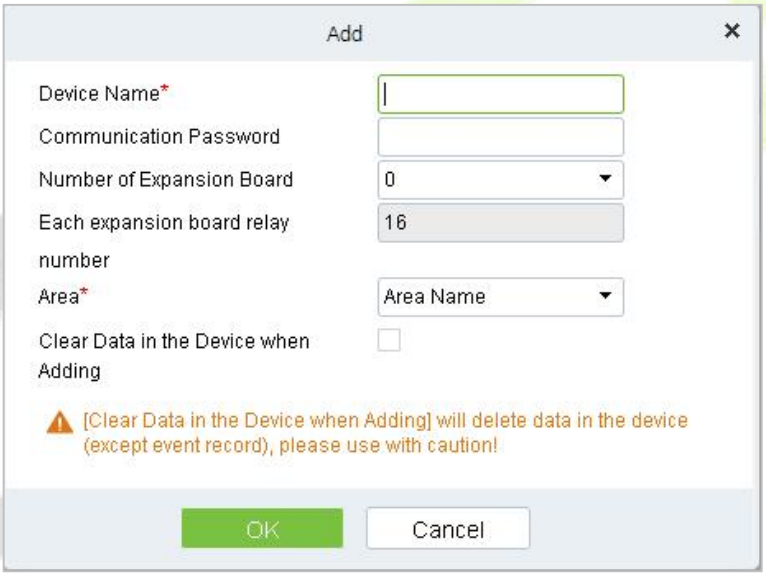


**Figure 8- 5 Add Interface**

| Parameter | How to set |
|---|---|
| Device Name | Customize the name of the device. |
| Communication Cipher | Fill in the communication password of the device. If there is no password, it does not need to be filled in, and it can only be added after successful verification.<br>For new factory device and initialized device, the communication password is empty. In order to ensure that the device is not used by others, the user can enter the IP address of the device through the Web page and enter the background to customize the verification password. |
| Number of Expansion Plates | Elevator control device can control the expansion of the number of floors. |
| Number of Relays Per Expansion Board | Each expansion board has 16 relays. |


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| | |
|---|---|
| Region | The device is divided into regions, and the device can be filtered according to the regions during real-time monitoring. |
| Delete Data in Device When Adding | Set whether the original Elevator control event data in the device will be automatically emptied after the device is added. |

**Table 8-2 Device Search Added Settings Description**

**Step 6:** Click **OK** to complete the operation of adding Elevator control device.

**Step 7:** Click **Close** to close the Device Search Add interface.

#### 8.1.3.1.5 Control

- **Upgrade Firmware**

Tick the device that needs to be upgraded, click **Upgrade firmware** to enter edit interface, then click **Browse** 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 upgrading firmware or upgrade it following the instructions of the distributor. Unauthorized upgrade may affect normal operations.

- **Reboot Device**

It will reboot the selected device.

- **Synchronize Time**

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

- **Disable/Enable**

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

#### 8.1.3.1.6 Set Up

- **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 the similar as 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:** Communication password shouldn't contain spaces; it is recommended to use a combination of numbers and letters. Communication password setting can improve the device's security. It is recommended to set communication password for each device.

- **Modify RS485 Address**

Only the devices that use RS485 communication and with no DIP Switch can modify RS485 address.

- **Modify the Fingerprint Identification Threshold**


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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.

- **Set extended Parameters**

We can set the extended parameters of device like temperature detection and mask detection

#### 8.1.3.1.7 View/Get

- **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.

### 8.1.3.2 Manually Add Elevator Control Device (EC16)

This sub module introduces the configuration steps of adding Access Control device in platform. The elevator control device is added in a new way by TCP/IP and RS485 communication.

#### 8.1.3.2.1 Add Device (New)

**Operating Steps:**

**Step 1**: In the **Elevator** module, select "**Elevator Device** > **Device**".

**Step 2**: In the device management interface, click on **New** to pop up the New box.

**Step 3**: Fill in the corresponding parameter information in the new box. The new box of device is shown in the figures below. Please refer to below table for parameter setting instructions.

**Step 4**: Click **OK** to complete the operation of adding Elevator control device.

**TCP/IP Communication** **RS485 Communication**

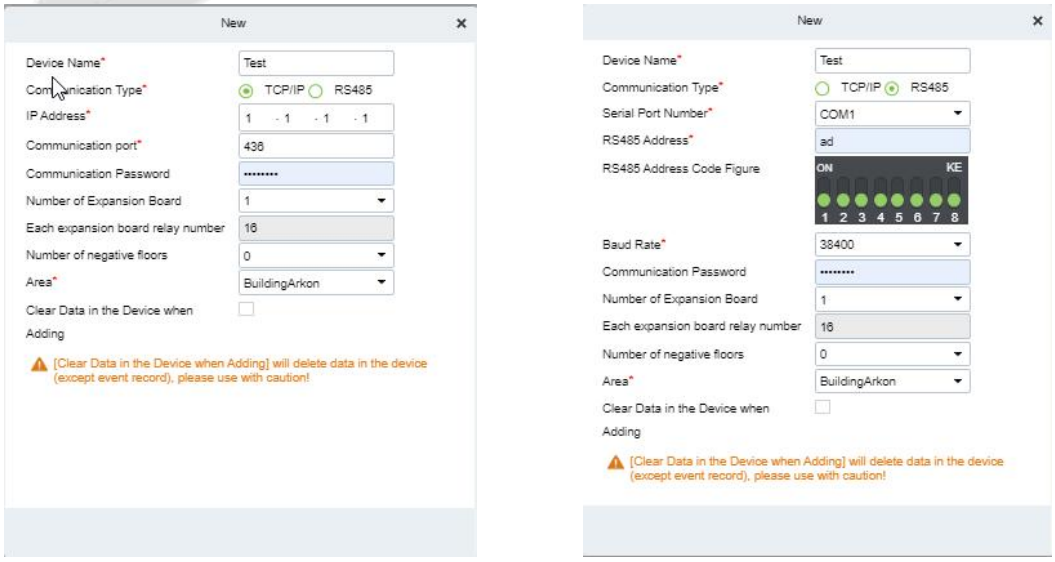


**Figure 8- 6 Add Elevator Control Configuration Flow**

**Fields to be filled for TCP/IP**


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| Parameter | How to set |
|---|---|
| Device Name | Customize the name of this device. |
| Communication Type | Choose the communication mode of TCP/IP. |
| IP Address | Enter the IP address. |
| Communication Port | The default device communication port is 4370. |
| Communication Password | Fill in the communication password of the device. If there is no password, it does not need to be filled in, and it can only be added after successful verification.<br>For new factory device and initialized device, the communication password is empty. In order to ensure that the device is not used by others, the user can enter the IP address of the device through the Web page and enter the background to customize the verification password. |
| Number of Expansion Board | The Elevator control device can control the expansion of the number of floors. |
| Each expansion board relay number | Each expansion board has 16 relays. |
| Number of negative floors | Select the number of negative floor from the default list of 5. |
| Area | The device is divided into areas, and the device can be filtered according to the area during real-time monitoring. |
| Clear Data in the Device when Adding | Set whether the original Elevator control event data in the device will be automatically emptied after the device is added. |
| **Fields to be filled for RS485** | |
| Device Name | Customize the name of this device. |
| Communication Type | Choose the communication mode of TCP/IP. |
| Serial Port Number | Select the serial port number from the list up to COM255. |
| RS485 Address | Enter the Address in integer only and it must be 1-63. Once after enter figure, RS485 will update automatically. |
| RS485 Address Code Figure | Set the address code figure by clicking or toggling on the required number. It must be from 1-63 only. Once it is done the RS485 Address will update automatically. |
| Baud Rate | Select one of the baud rate from the list 19200, 38400, 57600, and 115200. |
| Communication Password | Fill in the communication password of the device. If there is no password, it does not need to be filled in, and it can only be added after successful verification.<br>For new factory devices and initialized devices, the communication password is empty. In order to ensure that the device is not used by others, the user can enter the IP address of the device through the Web page and enter the background to customize the verification password. |
| Number of Expansion Board | The Elevator control device can control the expansion of the number of floors. |
| Each expansion board relay number | Each expansion board has 16 relays |
| Number of negative | Select the number of negative floor from the default list of 5. |


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| Parameter | How to set |
|---|---|
| floors | |
| Area | The device is divided into areas, and the device can be filtered according to the area during real-time monitoring. |
| Clear Data in the Device when Adding | Set whether the original Elevator control event data in the device will be automatically emptied after the device is added. |

**Table 8-3 Description of Settings for Adding Devices**

#### 8.1.3.2.2 Delete

**Step 1:** On the **Device** interface, select the required Device from the list.

**Step 2:** Click **Delete** or click on the icon to delete the selected Device.

**Step 3:** Click **Delete**, to ensure and delete the selected Device from the list.

#### 8.1.3.2.3 Search and Add Elevator Control Device (Search)

The configuration steps for adding an elevator control device through a search method. By searching within the local area network, the elevator control device is identified and directly added, providing a convenient operation process.

**Operating Steps:**

**Step 1:** Click **Elevator** > **Elevator Device** >**Device** > **Search**, to open the Search interface in the software.

**Step 2:** Click **Search** to search the elevator controller.

**Step 3:** After searching, the list and total number of elevator controllers will be displayed.

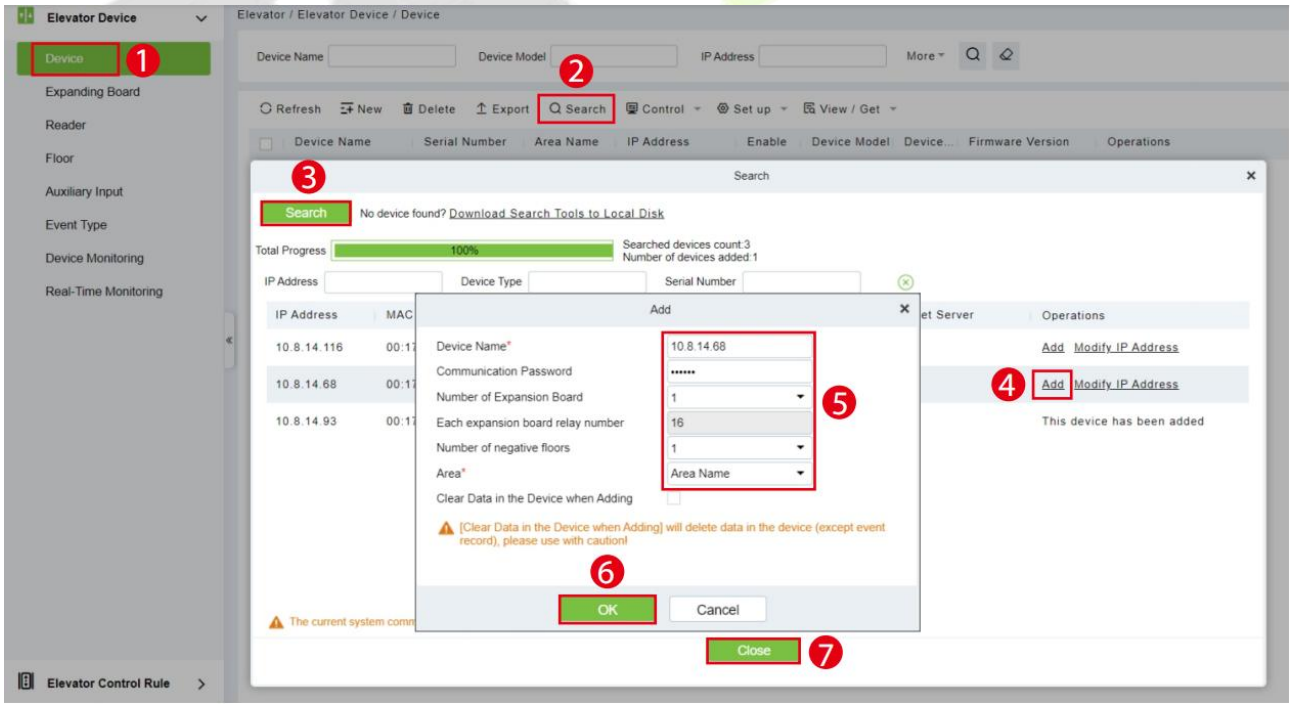


**Figure 8- 7 Device Search Add**

**Step 4:** For the Elevator control device searched, click **Add** in the operation bar to add the device.

**Step 5:** Click **OK** to complete the operation of adding elevator control device.

**Step 6:** Click **Close** to close the Device Search Add interface.


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| Parameter | How to set |
|---|---|
| Device Name | Customize the name of this device. |
| Communication Password | Fill in the communication password of the device. If there is no password, it does not need to be filled in, and it can only be added after successful verification.<br>For new factory device and initialized device, the communication password is empty. In order to ensure that the device is not used by others, the user can enter the IP address of the device through the Web page and enter the background to customize the verification password. |
| Number of Expansion Plates | The Elevator control device can control the expansion of the number of floors. |
| Number of Relays Per Expansion Board | Each expansion board has 16 relays. |
| Region | The device is divided into regions, and the device can be filtered according to the regions during real-time monitoring. |
| Delete Data in Device When Adding | Set whether the original Elevator control event data in the device will be automatically emptied after the device is added. |

**Table 8-4 Device Search Added Settings Description**

### 8.1.3.3 Expanding Board (EC10+EX16)

This introduces the configuration Steps of adding **Expanding Board** device in the platform.

#### 8.1.3.3.1 Add Device (New)

**Operating Steps:**

**Step 1:** In the **Elevator Control** module, select "**Elevator Control device > Expanding Board**".

**Step 2:** In the expanding board interface, click the **New** button to pop up the New box.

**Step 3:** Fill in the corresponding parameter information in the new box. The new box of device is shown in figure below. Please refer to table below for parameter setting instructions.

**Step 4:** Click **OK** to complete the operation of adding Expanding board interface.

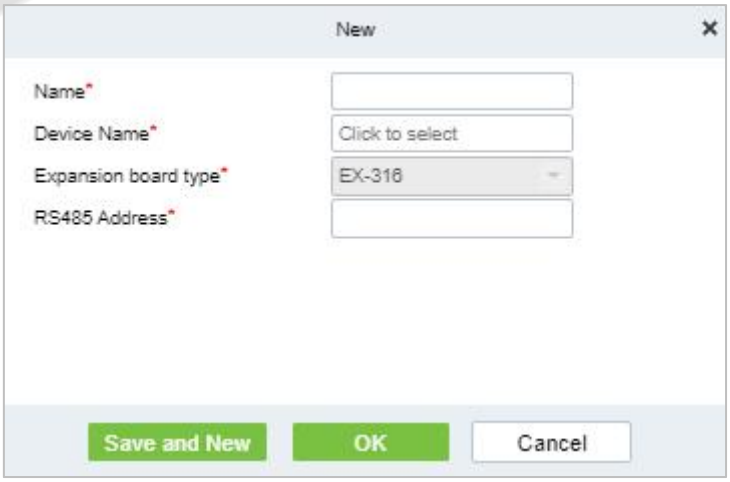


**Figure 8- 8 Add Expanding Board**

#### 8.1.3.3.2 Delete

**Step 1:** On the **Expanding Board** interface, select the required Device from the list.


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**Step 2:** Click **Delete** or click on the icon to delete the selected Device.

**Step 3:** Click **Delete**, to ensure and delete the selected Device from the list.

### 8.1.3.4 Expanding Board (EC16+DEX16)

### 8.1.3.5 Add Expanding Board

**Step 1:** Connect the expansion board correctly and set the RS485 address of the expansion board with the dip switch, then restart the device within 6 minutes.

**Step 2:** In the **Elevator Control** module, select "**Elevator Control device > Expanding Board**".

**Step 3:** In the expanding board interface, click the **New** button to pop up the New box.

**Step 4:** Fill in the corresponding parameter information in the new box.

**Step 5:** Click **OK** to complete the operation of adding Expanding board interface.

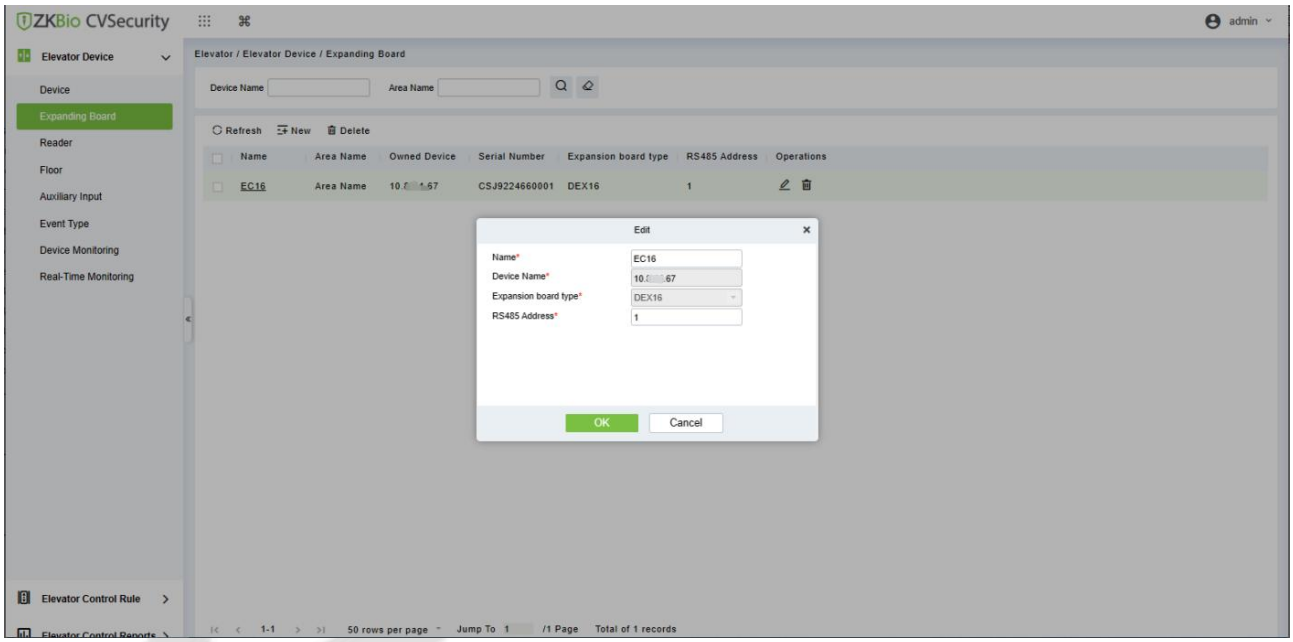


**Figure 8- 9 Add Expanding Board**

| Parameter | Description |
|---|---|
| Name | The name of Expanding Board. |
| Device Name | Select the corresponding elevator control device. |
| Expansion Board Type | The type of expanding board. And the expansion board type cannot be modified. |
| Rs485 Address | Communication protocol between expansion board and reader. The communication protocol should be consistent. |

**Table 8-5 Description of Expanding Board**

#### 8.1.3.5.1 Delete

**Step 1:** On the Expanding Board interface, select the required Device from the list.


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**Step 2:** Click Delete or click on the icon to delete the selected Device.

**Step 3:** Click Delete, to ensure and delete the selected Device from the list.

### 8.1.3.6 Reader

Each elevator device has a reader, the reader information can be set.

**Operating Steps:**

Click **Elevator Device** > **Reader**, select a reader name in the reader list:

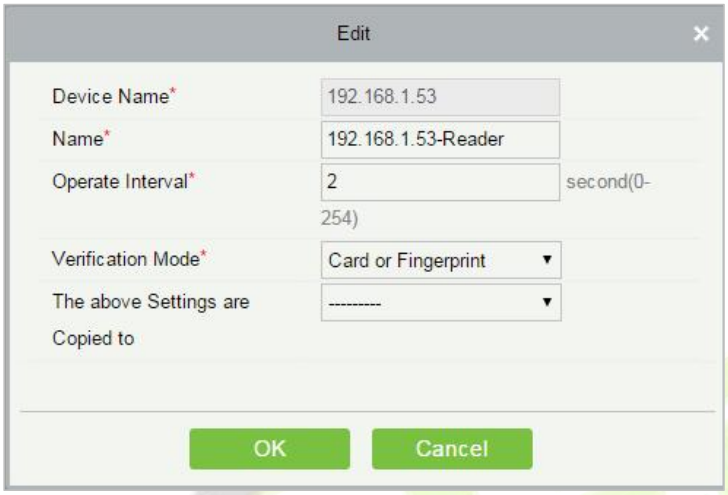


**Figure 8- 10 Edit Reader interface**

| Parameter | How to set |
|---|---|
| Device Name | It is not editable. |
| Name | The default format is "Device Name - Reader", editable in 30 characters. |
| Operate Interval | The interval between two verifications. The default value is 2 seconds, the range is 0 to 254 seconds. |
| Verification Mode | The default setting is "Card or Fingerprint". The Wiegand reader supports" Only Card", "Only Password", "Card or Password", "Card and Password", "Card or Fingerprint". The RS485 reader supports "Card or Fingerprint". Make sure the reader has a keyboard when the verification mode is "Card and Password". |
| The above settings are copied to | Apply the above settings to all readers within the current user's level.<br>Click **OK** to save and exit. |

**Table 8-6 Reader Setting**

### 8.1.3.7 Floor Setting

The setting of floor parameters affects the logical judgment of Elevator control verification.

#### 8.1.3.7.1 Edit

**Operating Steps:**

**Step 1:** In the **Elevator Control** module, select **Elevator Control device > Floor**.

**Step 2:** In the floor management interface, click the **Edit** button in the floor selection operation bar to pop up the floor parameter setting box.

**Step 3:** In the floor parameter setting interface, fill in the corresponding parameters according to the addition requirements, as shown in figure below. Please refer to table below for parameter filling


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instructions.

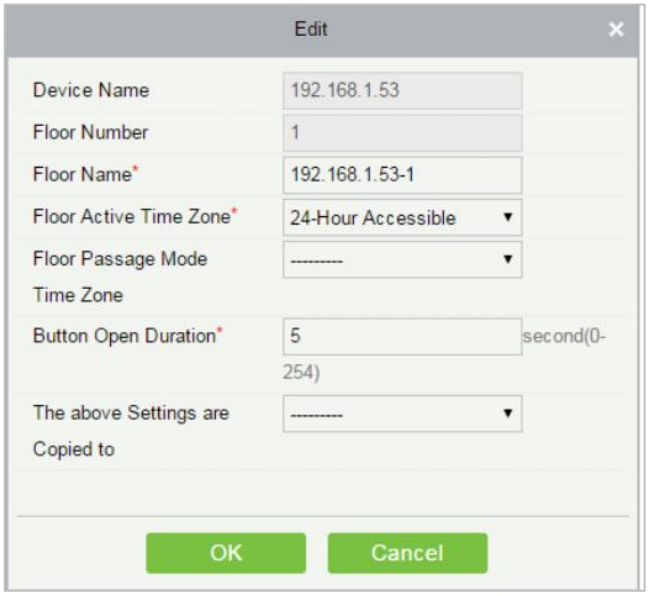


**Figure 8- 11 Floor Parameter Setting**

| Parameter | How to set |
|---|---|
| Owned Device | Displays the basic information of this floor, and reset is not supported. |
| Floor Number | The system automatically numbers the device according to the number of relays. |
| Floor Name | It defaults to "device Name-Floor Number", which can be repaired as needed, and can be filled in with a maximum of 30 arbitrary characters. |
| Effective Time Period of Floor | When editing a floor, the effective time period of the floor is required. Only after the effective time period of the floor is set can the close floor button be continuously released. |
| Time Period for Continuously Releasing Keys | It must be valid within the effective period of the floor. It is recommended to set the continuous release period of the floor. The setting is included in the effective period of the floor. |
| Key Holding Time | Used to control swiping cards or pressing fingerprints, within the range of time, you can press the floor buttons of elevators. The default is 5 seconds, and the range is 0-254. |
| Copy The Above Settings To | Set which floors the above floor parameters also apply to. The options are: all floors of current device and floors of all device. |

**Table 8-7 Instructions for Setting Floor Parameters**

**Step 4:** Click **OK** to complete the operation of adding Elevator-controlled floors.

#### 8.1.3.7.2 Remotely Release the Button

It determines whether the corresponding key to the selected floor can be pressed. You can customize the key release duration (15s by default) or select Enable Intraday Passage Mode Time Zone. You can also directly set the current status of the floor to continuously release. In this case, the floor is not subject to restrictions of any periods, including Floor Active Time Zone, Floor Passage Mode Time Zone, and Button Open Duration. That is, the floor will be continuously released in 24 hours every day.

#### 8.1.3.7.3 Remotely Lock the Button

This normal event is triggered if a user remotely locks a button successfully.


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#### 8.1.3.7.4 Remote Normal Opening

The person having open door permission punch effective card at the opened door to trigger this normal event.

#### 8.1.3.7.5 Enable Intraday Passage Mode Timezone

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.

#### 8.1.3.7.6 Disable Intraday Passage Mode Timezone

In door 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.

### 8.1.3.8 Auxiliary Input

It is mainly used to connect to devices, such as the infrared sensor or smog sensor.

#### 8.1.3.8.1 Edit

**Operating Steps:**

**Step 1:** Click **Elevator Device** > **Auxiliary Input** on the Action Menu, enter into the following page.

**Step 2:** Click **Edit** to modify the parameters

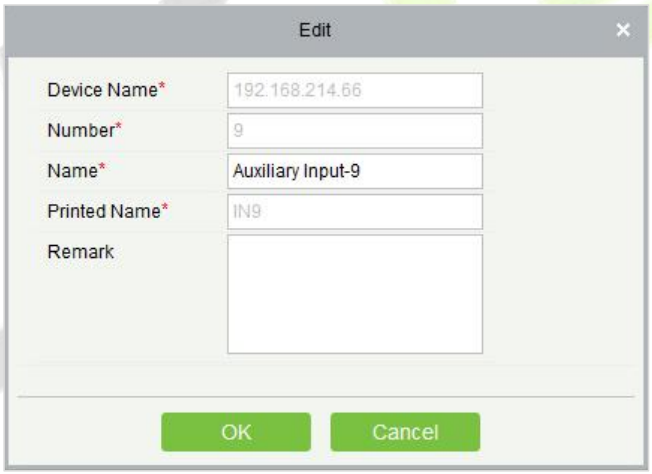


**Figure 8- 12 Auxiliary Input Add Interface**

| Parameter | How to set |
|---|---|
| Device Name | You can customize the name according to your preference. |
| Number | Displays the Number. |
| Name | It displays the default name of “Auxiliary Input” |
| Printed Name | The printing name in the hardware, for example IN9. |
| Remark | Displays the Comment. |

**Table 8-8**

### 8.1.3.9 Event Type

Display the event types of the elevator devices.

**Operating Steps**


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**Step 1:** Click **Elevator Device** > **Event Type**, the following page is displayed:

Refresh

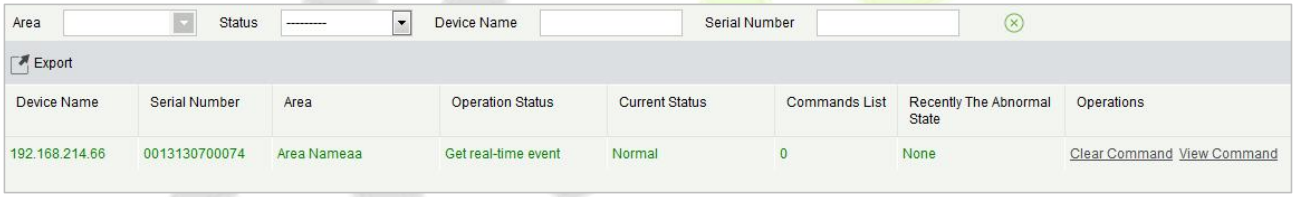
| Event Name | Event No. | Event Level | Device Name | Serial No. |
|---|---|---|---|---|
| Normal Punch Open | 0 | Normal | 192.168.90.235 | 0013130700074 |
| Punch during Passage Mode Time Zone | 1 | Normal | 192.168.90.235 | 0013130700074 |
| Open during Passage Mode Time Zone | 5 | Normal | 192.168.90.235 | 0013130700074 |
| Remote Release | 8 | Normal | 192.168.90.235 | 0013130700074 |
| Remote Locking | 9 | Normal | 192.168.90.235 | 0013130700074 |
| Disable Intraday Passage Mode Time Zone | 10 | Normal | 192.168.90.235 | 0013130700074 |
| Enable Intraday Passage Mode Time Zone | 11 | Normal | 192.168.90.235 | 0013130700074 |
| Normal Fingerprint Open | 14 | Normal | 192.168.90.235 | 0013130700074 |
| Press Fingerprint during Passage Mode Time Zc | 16 | Normal | 192.168.90.235 | 0013130700074 |
| Operate Interval too Short | 20 | Exception | 192.168.90.235 | 0013130700074 |
| Button Inactive Time Zone(Punch Card) | 21 | Exception | 192.168.90.235 | 0013130700074 |
| Illegal Time Zone | 22 | Exception | 192.168.90.235 | 0013130700074 |
| Access Denied | 23 | Exception | 192.168.90.235 | 0013130700074 |

**Figure 8- 13 Event Type Interface**

## 8.1.3.10 Device Monitoring

### 8.1.3.10.1 Export

By default, it monitors all devices within the current user's level, click **Elevator Device** > **Device Monitoring**, and lists the operation information of devices: Device Name, Serial No., Area, Operation Status, current status, commands List, and Related Operation.



Area Status -------- Device Name Serial Number

Export

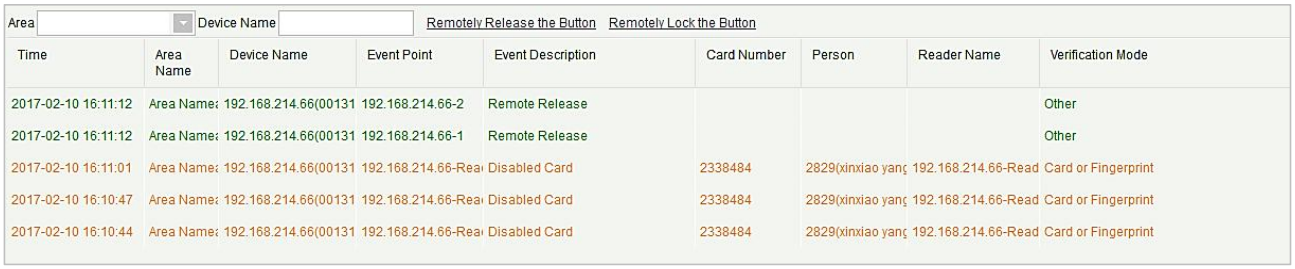
| Device Name | Serial Number | Area | Operation Status | Current Status | Commands List | Recently The Abnormal State | Operations |
|---|---|---|---|---|---|---|---|
| 192.168.214.66 | 0013130700074 | Area Nameaa | Get real-time event | Normal | 0 | None | Clear Command View Command |

**Figure 8- 14 Device monitoring Interface**

## 8.1.3.11 Real Time Monitoring

### 8.1.3.11.1 Operating Steps

Click **Elevator Device** > **Real-Time Monitoring**, real-time monitor the status and real-time events of elevator controllers in the system, including normal events and abnormal events (including alarm events).



Area Device Name Remotely Release the Button Remotely Lock the Button

| Time | Area Name | Device Name | Event Point | Event Description | Card Number | Person | Reader Name | Verification Mode |
|---|---|---|---|---|---|---|---|---|
| 2017-02-10 16:11:12 | Area Name | 192.168.214.66(00131 | 192.168.214.66-2 | Remote Release | | | | Other |
| 2017-02-10 16:11:12 | Area Name | 192.168.214.66(00131 | 192.168.214.66-1 | Remote Release | | | | Other |
| 2017-02-10 16:11:01 | Area Name | 192.168.214.66(00131 | 192.168.214.66-Rea | Disabled Card | 2338484 | 2829(xinxiao yang | 192.168.214.66-Read | Card or Fingerprint |
| 2017-02-10 16:10:47 | Area Name | 192.168.214.66(00131 | 192.168.214.66-Rea | Disabled Card | 2338484 | 2829(xinxiao yang | 192.168.214.66-Read | Card or Fingerprint |
| 2017-02-10 16:10:44 | Area Name | 192.168.214.66(00131 | 192.168.214.66-Rea | Disabled Card | 2338484 | 2829(xinxiao yang | 192.168.214.66-Read | Card or Fingerprint |

**Figure 8- 15 Real Monitoring**

### 8.1.3.11.2 Remotely Release the Button

Click **Remotely Release Button**: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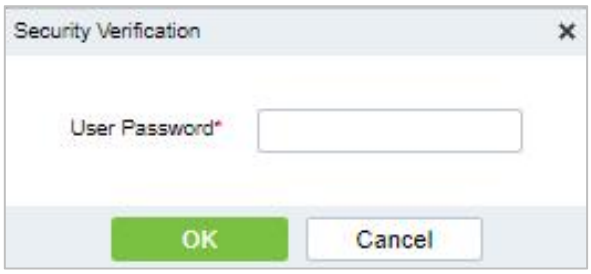


**Figure 8- 16 Security Verification**

Input the user password (the system logging password), click **Next Step**:

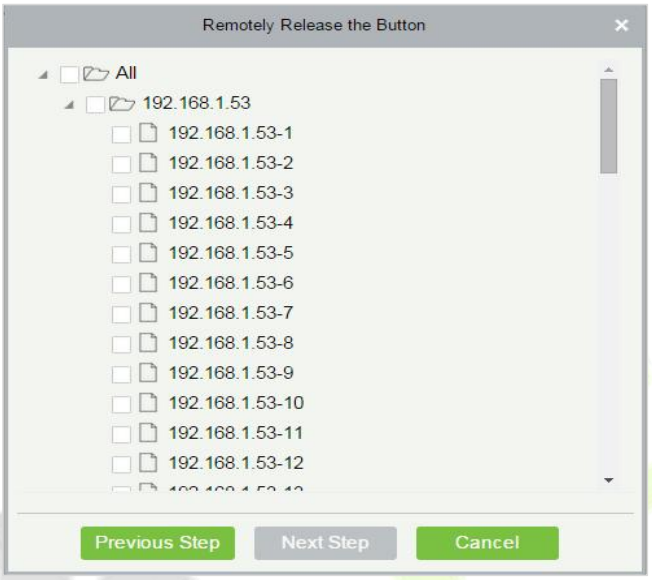


**Figure 8- 17 Remotely Release Button**

Select the floor, and click **Next Step**:

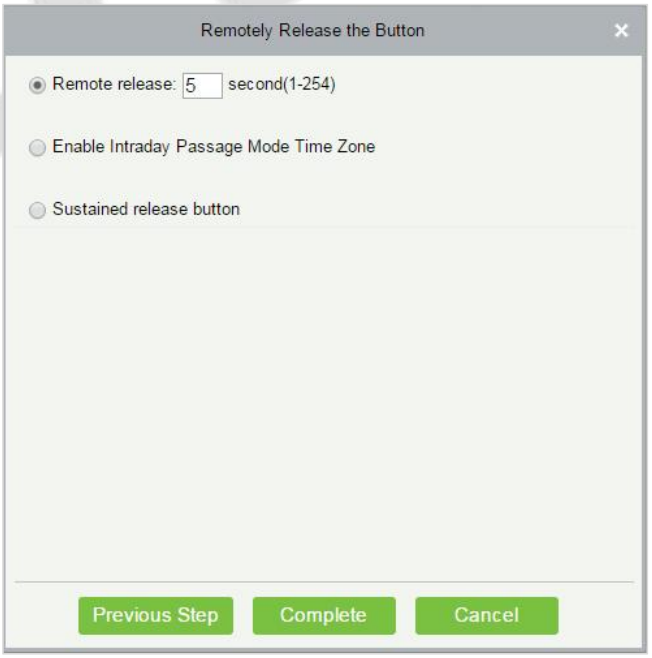


**Figure 8- 18 Remotely Release Button**

### 8.1.3.11.3 Remotely Lock the Button

Same as “Remotely Release the button”.


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**Remote Release:**

It determines whether the corresponding key to the selected floor can be pressed. You can customize the key release duration (15s by default) or select Enable Intraday Passage Mode Time Zone. You can also directly set the current status of the floor to continuously release. In this case, the floor is not subject to restrictions of any periods, including Floor Active Time Zone, Floor Passage Mode Time Zone, and Button Open Duration. That is, the floor will be continuously released in 24 hours every day.

**Enable Intraday Passage Mode Time Zone:**

To close a floor, you must first set Disable Intraday Passage Mode Time Zone to prevent the case that the floor is opened because other continuous open periods take effect. Then, you need to set to close the Remote Lock Button.

**Sustained Release Button:**

The floor that is set to the continuously release state is not subject to restrictions of any periods, that is, the floor will be continuously released in 24 hours every day. To close the floor, you must select Disable Intraday Passage Mode Time Zone.

✍**Note:** If a failure message is always returned for the remote release key, check whether there are too many currently disconnected devices on the device list. If yes, check the network connection.

Select the options, click **Complete** to finish enabling the button.

## 8.1.4 Elevator Control Rules

### 8.1.4.1 Time Period Setting Time Zones

In Elevator control, time period is a very important basic concept, which is used to set the use time of floors and specify that Elevator control can be used in effective time period.

This paper introduces the configuration Steps of manually adding time periods in.

### 8.1.4.2 New

**Operating Steps:**

**Step 1:** In the **Elevator Control** module, select "**Elevator Control Rules > Time Period**".

**Step 2:** Click **Add** to pop up the interface of adding time period.

**Step 3:** Add the interface in the time period and set the corresponding content according to the new requirements, as shown in figure below Please refer to Table 9-8 for parameter setting instructions.


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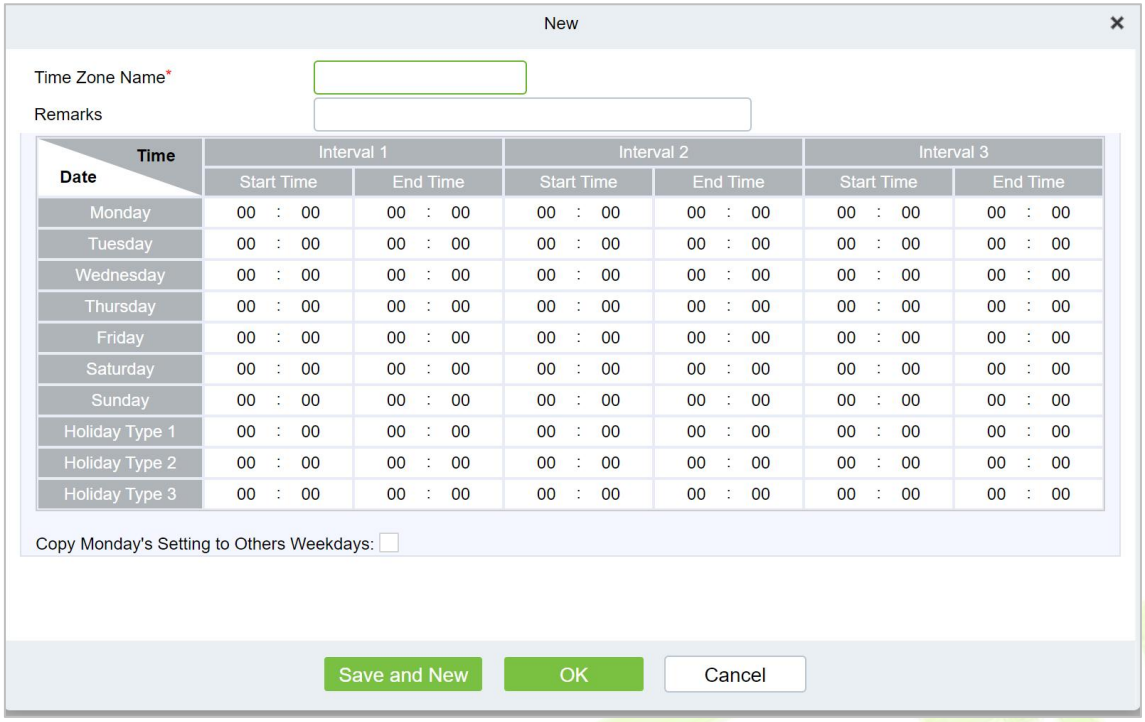


**Figure 8- 19 New Time Period**

| Parameter | How to set |
|---|---|
| Time Period Name | Custom setting time period name for easy memory. |
| Remarks | Custom Setting Notes Description. |
| Time Interval | Set the start and end time in each time interval. Time period includes one week and three holiday type time intervals. |
| Copy Monday time to other working days | You can quickly copy Monday settings to other workdays. |

**Table 8-9 Description of New Parameter Settings in Time Interval**

**Step 4:** Click **OK** to complete the addition of this time period.

#### 8.1.4.2.1 Delete

**Step 1:** On the **Time Zone** interface, select the required time zone from the list.

**Step 2:** Click **Delete** or click on the icon to delete the selected time zone.

**Step 3:** Click **Delete**, to ensure and delete the selected time zone from the list.

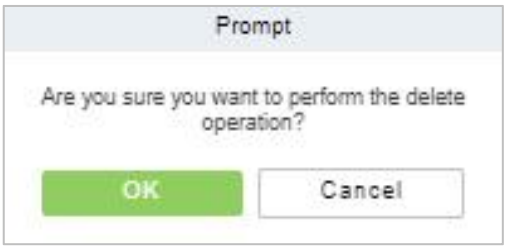


**Figure 8- 20 Delete Time Period**

### 8.1.4.3 Holiday Setting

The Elevator control time on holidays may be different from the usual Elevator control time. For simple operation, the system supports setting the Elevator control time separately on holidays.

This paper introduces the configuration Steps of manually adding holidays in.


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#### 8.1.4.3.1 New

**Operating Steps:**

**Step 1:** In the **Elevator Control** module, select "Elevator Control Rules > Holidays".

**Step 2:** Click **New** to pop up the holiday adding interface.

**Step 3:** In the holiday new interface, set the corresponding content according to the new requirements, as shown in figure below; Please refer to Table 9-9 for parameter setting instructions.

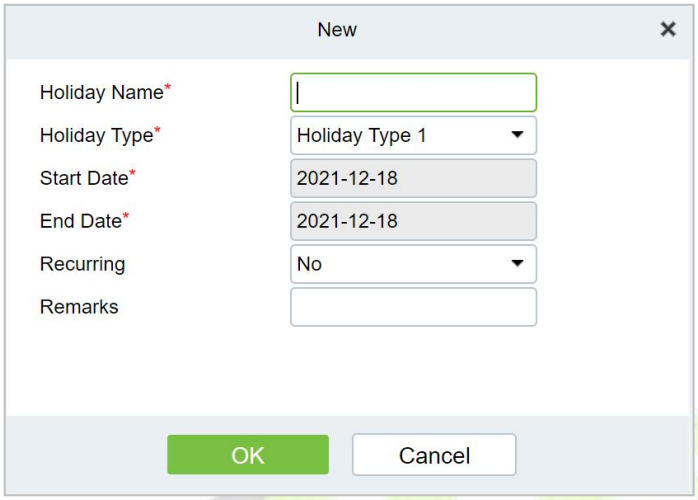


**Figure 8- 21 New Holidays**

| Parameter | How to set |
|---|---|
| Holiday Name | Customize the holiday name for easy memory. |
| Holiday Type | Customize the holiday type: Holiday Type 1, Holiday Type 2, Holiday Type 3. The holiday type is set and selected in the "Time Period" addition. |
| Start Time/End Time | Set the time range for this holiday. |
| Annualized Cycle | Set whether this holiday cycle year by year: Yes, no.<br>For example, if New Year's Day is January 1 of each year, it can be set to "Yes"; Mother's Day is the second Sunday in May every year. If the date is uncertain, it will be set to "No". |
| Remarks | Custom settings description. |

**Table 8-10 Parameter Setting Description for Holidays**

**Step 4:** Click **OK** to complete the operation of Elevator-controlled holidays.

#### 8.1.4.3.2 Delete

**Step 1:** On the **Holidays** interface, select the required holidays from the list.

**Step 2:** Click **Delete** or click on the icon to delete the selected holidays.

**Step 3:** Click **Delete**, to ensure and delete the selected holidays from the list.

### 8.1.4.4 Elevator Levels

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


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#### 8.1.4.4.1 New

**Operating Steps:**

**Step 1:** Click **Elevator** >**Elevator Control Rule** > **Elevator Levels** >**New** to enter the Add Levels editing interface.

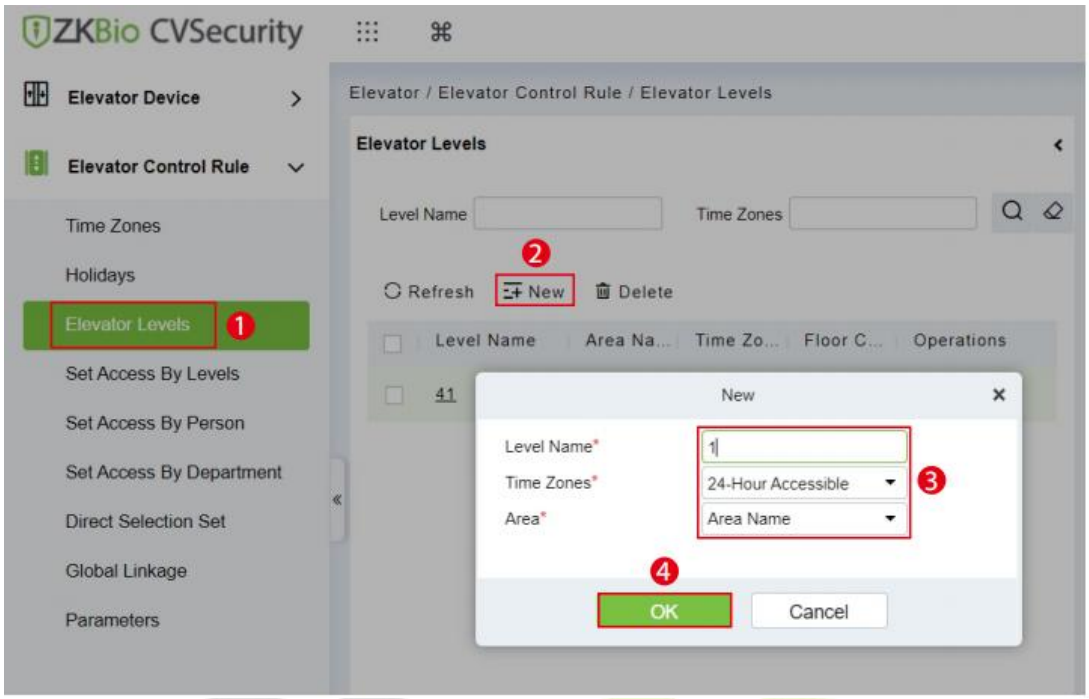


**Figure 8- 22 Elevator Level Add Interface**

**Step 2:** Set each parameter: Level Name (unrepeatable), Time Zone and Area.

**Step 3:** Click **OK**, the system prompts" Add floors to the current elevator control level immediately", click **OK** to add floors, click **Cancel** to return the elevator levels list. The added level is displayed in the list.

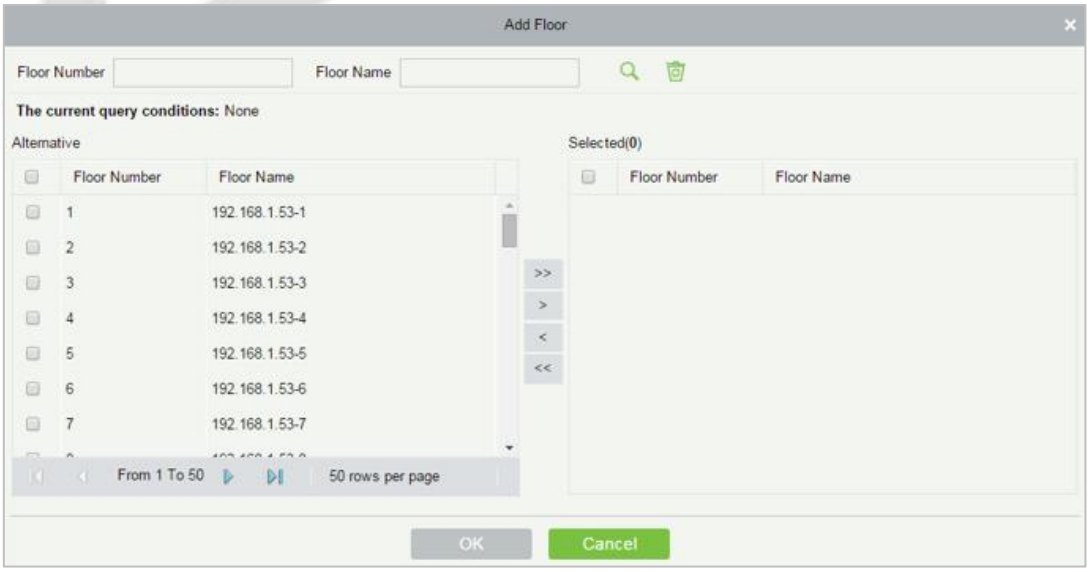


**Figure 8- 23 Elevator Level Add Interface**


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**Figure 8- 24 Elevator Level Cancel Interface**

✍**Note:** Different floors of different elevator controllers can be selected and added to an elevator level.

#### 8.1.4.4.2 Delete

**Step 1:** On the **Elevator Level** interface, select the required level from the list.

**Step 2:** Click **Delete** or click on the icon to delete the selected level floors.

**Step 3:** Click **Delete**, to ensure and delete the selected level from the list.

### 8.1.4.5 Set Access by Levels

**Operating Steps:**

**Step 1: Click Elevator** > **Set by Levels** to enter the edit interface, Click an Elevator level in left list, personnel having right of opening door in this access level will display on right list.

**Step 2:** In the left list, click **Add Personnel** under Operations to pop-up the Add Personnel box; select personnel (multiple) and click > to move it to the right selected list, then click **OK** to save and complete.

**Step 3:** Click the level to view the personnel in the right list. Select personnel and click **Delete Personnel** above the right list, then Click **OK** to delete.

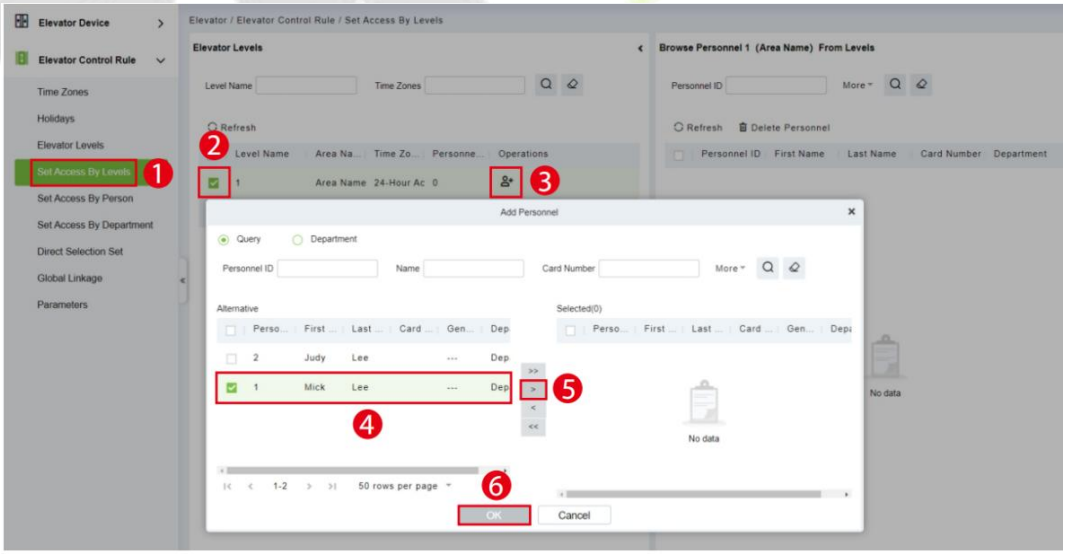


**Figure 8- 25 Set Access by Levels**

#### 8.1.4.5.1 Delete Personnel

**Step 1:** On the **Access Level** interface, select the required Personnel ID from the list.

**Step 2:** Click **Delete** or click on the icon to delete the selected Personnel ID.

**Step 3:** Click **Delete**, to ensure and delete the selected Personnel ID from the list.

### 8.1.4.6 Set Access by Person


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

**Operating Steps:**

**Step 1:** Click **Elevator** > **Elevator Levels** > **Set by Person**, click employee to view the levels in the right list.

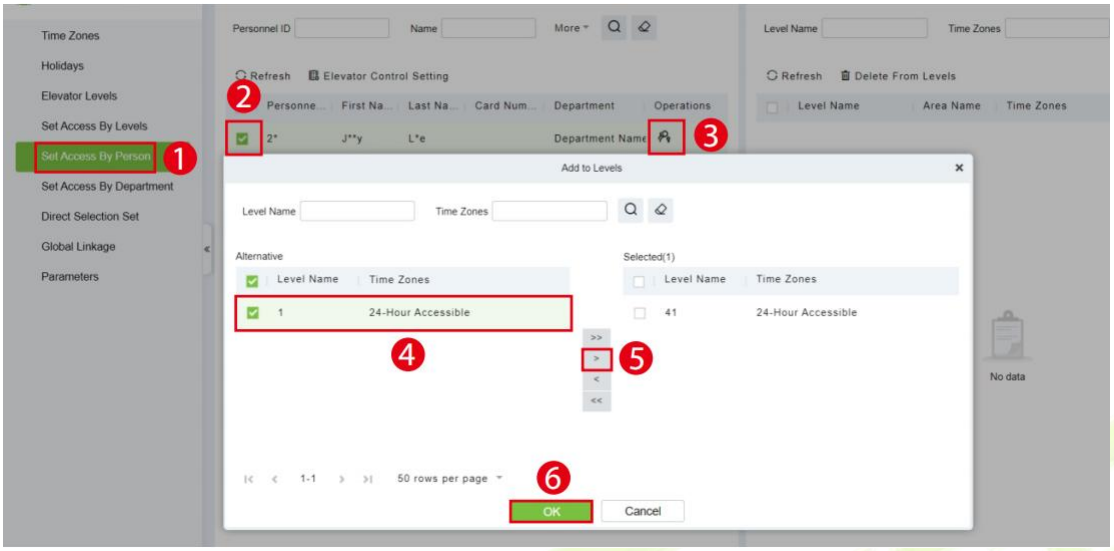


**Figure 8- 26 Set Access by Person Interface**

#### 8.1.4.6.1 Delete from Levels

**Step 1:** Select Level (multiple) in the right list and click **Delete from levels** above the list, then click **OK** to delete the selected levels.

#### 8.1.4.6.2 Elevator Control Setting

**Setting Levels for Selected Personnel:**

**Step 1**: Select a person in the list on the left and click **Elevator Control Setting**. The following page is displayed:

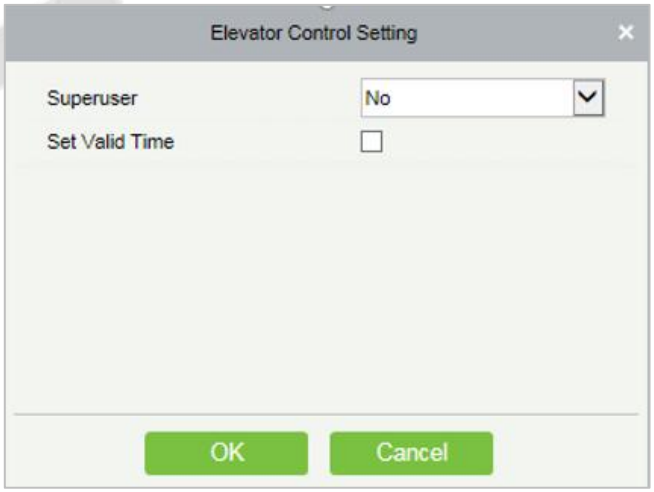


**Figure 8- 27 Elevator Control Setting**

**Step 2:** In the left list, click **Add Personnel** under Operations to pop-up the Add Personnel box; select personnel (multiple) and click > to move it to the right selected list, then click **OK** to save and complete.

### 8.1.4.7 Set Access by Department


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**Operating Steps:**

**Step 1:** Add selected department to selected elevator levels or delete selected department from the elevator levels. The access of the staff in the department will be changed.

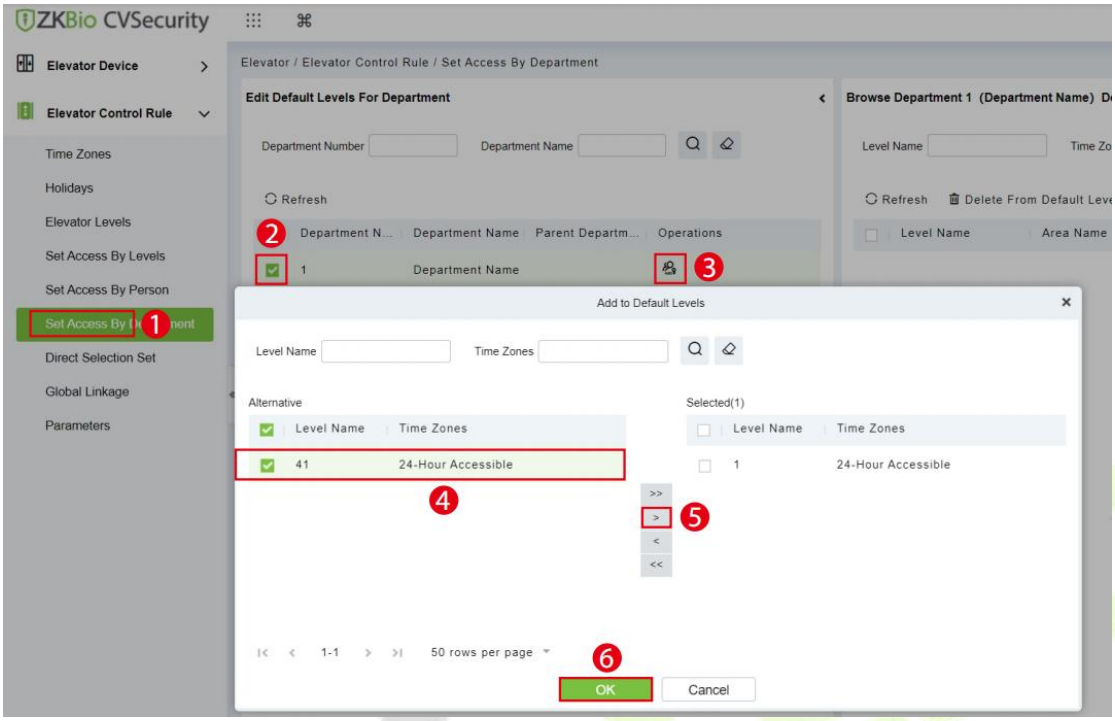


**Figure 8- 28 Set Access by Department**

#### 8.1.4.7.1 Delete from Default Levels

Select Level (multiple) in the right list and click **Delete from levels** above the list, then click **OK** to delete the selected levels.

### 8.1.4.8 Direct Selection Set (EC16)

Assign the user the right to go directly to the floor, then the user can reach the target floor after verification

**Operating Steps:**

**Step 1:** Click **Elevator Control Rule** > **Direct Selection Set**

**Step 2:** Selected target personnel

**Step 3:** Click to add direct selection layer.


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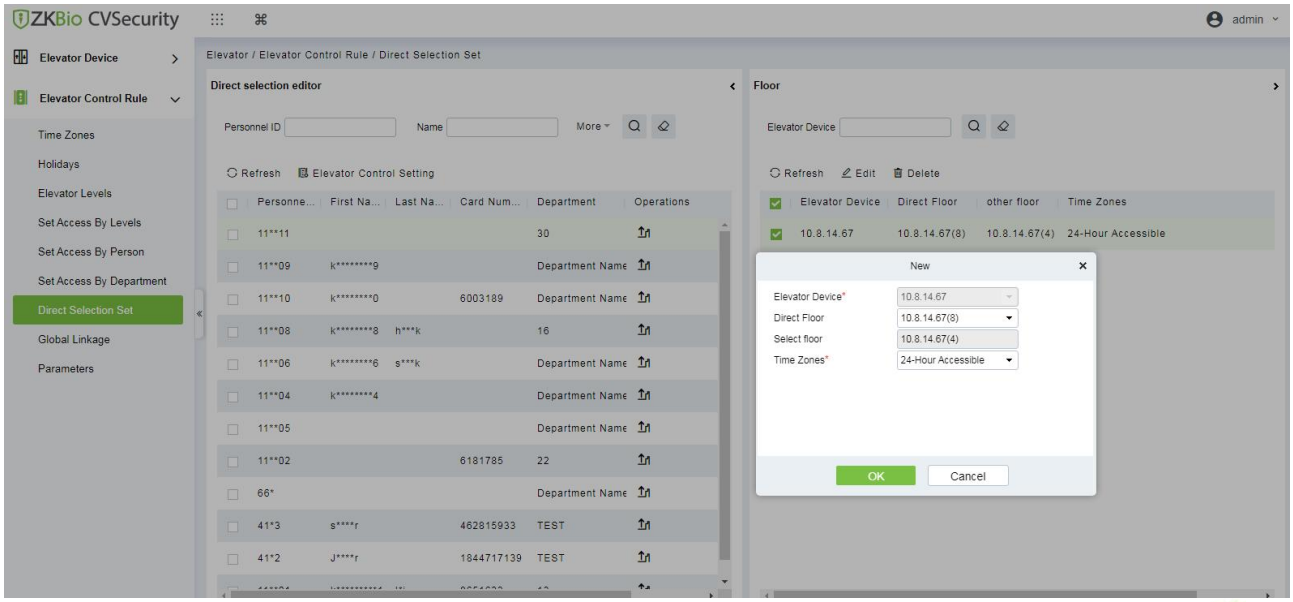


**Figure 8- 29 Direct Selection Set**

| Parameter | Instructions |
|---|---|
| Elevator Device | Select the elevator device of the controller. |
| Direct Floor | After the verification is completed, you can reach the designated floor. |
| Select Floor | Floors that users can reach in addition to direct floors. After the first verification, the elevator can reach the direct floor. At this time, it needs to be verified again before the user can press the elevator button to reach the selected floor. |
| Time Zones | The period of time that the user is allowed to use the elevator. |

**Table 8-11 Description of Direct Selection Set**

### 8.1.4.9 Global Linkage

The use method and scene of linkage are very flexible. After a specific event is triggered at an input point in the Elevator control system, a linkage action will be generated at the designated output point to control the events such as door opening, alarm and abnormality in the system.

#### 8.1.4.9.1 New

**Operating Steps:**

**Step 1:** In the **Elevator Control** module, select "Elevator Control Rules > Global Linkage".

**Step 2:** In the linkage setting interface, select and click the **Add** button, as shown in figure below, and refer to Table 9-11 for linkage parameter setting.


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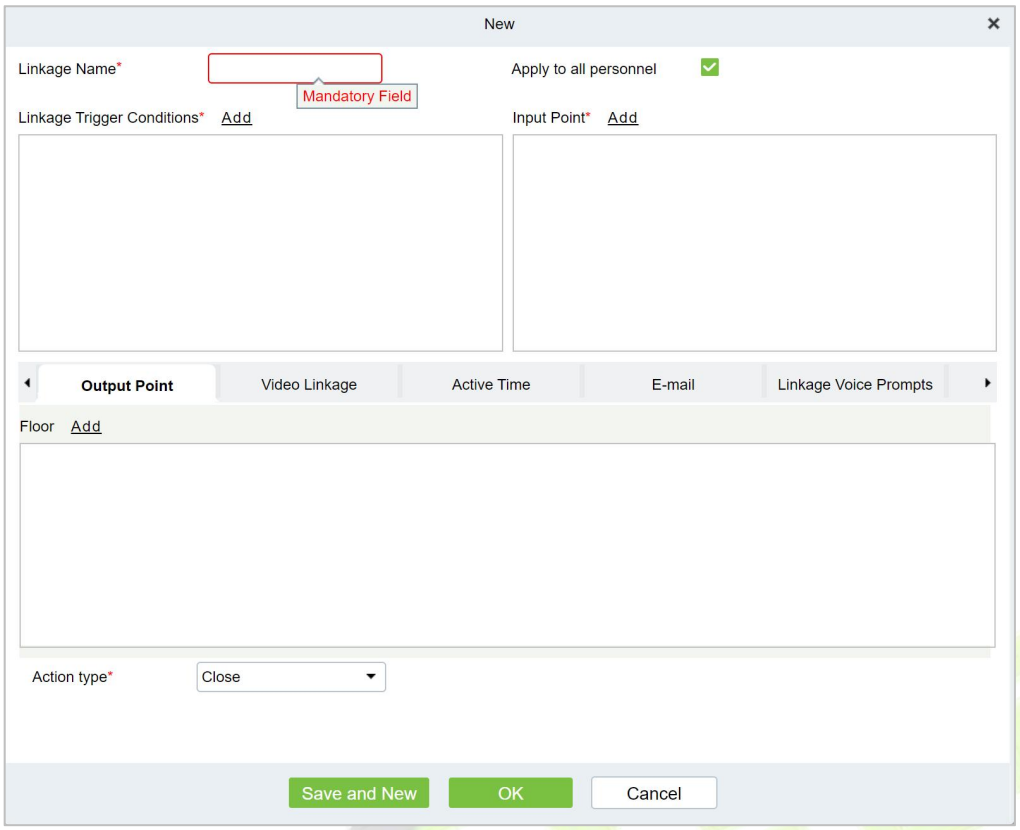


**Figure 8- 30 New Linkage Configuration Interface**

| Parameter | How to set |
|---|---|
| Linkage Name | Custom setting linkage name for easy reference |
| Linkage Trigger Condition | Select the condition that the linkage operation triggers, that is, the type of event generated by the selected device |
| Input Point | Select the input point to set the device input |
| Output Point | Select the output point to set the output of the device |
| Linkage Action Setting | Select and set linkage action, including device operation at output point, video linkage and mail |

**Table 8-12 New Linkage Parameter Setting Description**

**Step 5:** Click **OK** to complete the linkage configuration.

#### 8.1.4.9.2 Delete

**Step 1:** On the **Elevator** interface, select the required linkage from the list.

**Step 2:** Click **Delete** or click on the icon to delete the selected linkage.

**Step 3:** Click **Delete**, to ensure and delete the selected linkage from the list.

#### 8.1.4.9.3 Enable/Disable

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


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#### 8.1.4.9.4 Delete Personnel

**Step 1:** On the **Elevator** interface, select the required Personnel ID of the Global Linkage from the list.

**Step 2:** Click **Delete** or click on the icon to delete the selected Personnel ID.

**Step 3:** Click **Delete**, to ensure and delete the selected Personnel ID from the list.

## 8.1.5 Parameters

**Operating Steps:**

**Step 1:** Click **Elevator** > **Elevator** > **Parameters**:

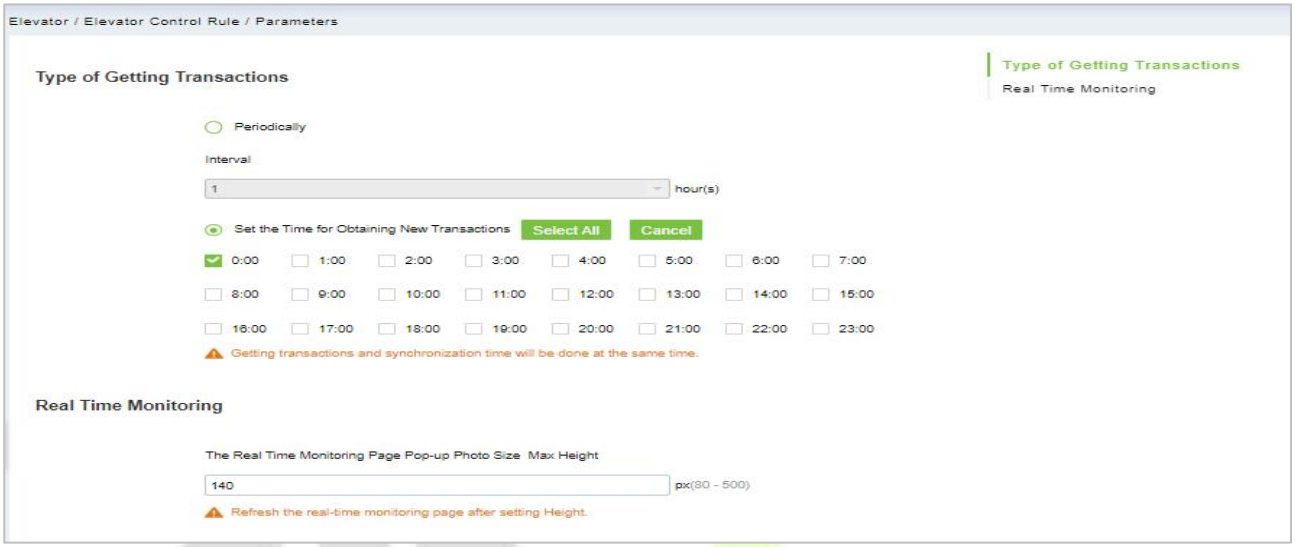


**Figure 8- 31 Parameters Interface**

| Parameter | How to set |
|---|---|
| Type of Getting Transaction | Start from the setting and efficient time, the system attempts to download new transactions every time interval. |
| Real Time Monitoring | When an access control event occurs, the personnel photo will pop up, set the size of the pop-up photos, the range is 80-500px. |

**Table 8-13 Parameter Setting Description**

## 8.1.6 Elevator Control Reports

### 8.1.6.1 All Transaction

The system displays the latest three months transactions by default. As the data size of elevator access control event records is large, you can view elevator access control events as specified condition when querying.

#### 8.1.6.1.1 Clear All Data

**Operating Steps:**

**Step 1:** Click **Elevator Control Reports** > **All Transactions** to view all transactions:


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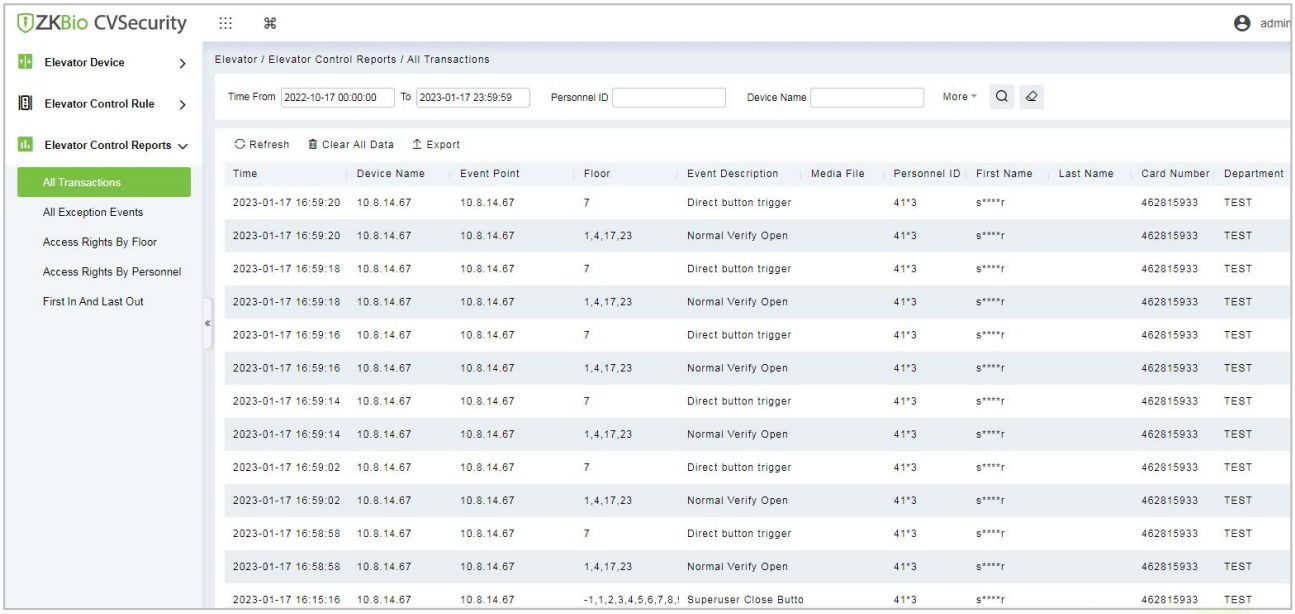


**Figure 8- 32 All Transaction Interface**

**Step 2:** Click **Clear All Data** to pop up prompt and click **OK** to clear all transactions.

#### 8.1.6.1.2 Export

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

All Transactions

| Time | Device Name | Event Point | Floor | Event Description | Personnel ID | First Name | Last Name | Card Number | Department | Reader Name | Verification Mode | Area |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2023-01-17 16:59:20 | 10.8.14.67 | 10.8.14.67 | 1,4,17,23 | Normal Verify Open | 4143 | summer | | 462815933 | TEST | 10.8.14.67 -Reader1 | Card | Area Name |
| 2023-01-17 16:59:20 | 10.8.14.67 | 10.8.14.67 | 7 | Direct button trigger | 4143 | summer | | 462815933 | TEST | 10.8.14.67 -Reader1 | Card | Area Name |
| 2023-01-17 16:59:18 | 10.8.14.67 | 10.8.14.67 | 1,4,17,23 | Normal Verify Open | 4143 | summer | | 462815933 | TEST | 10.8.14.67 -Reader1 | Card | Area Name |
| 2023-01-17 16:59:18 | 10.8.14.67 | 10.8.14.67 | 7 | Direct button trigger | 4143 | summer | | 462815933 | TEST | 10.8.14.67 -Reader1 | Card | Area Name |
| 2023-01-17 16:59:16 | 10.8.14.67 | 10.8.14.67 | 7 | Direct button trigger | 4143 | summer | | 462815933 | TEST | 10.8.14.67 -Reader1 | Card | Area Name |
| 2023-01-17 16:59:16 | 10.8.14.67 | 10.8.14.67 | 1,4,17,23 | Normal Verify Open | 4143 | summer | | 462815933 | TEST | 10.8.14.67 -Reader1 | Card | Area Name |
| 2023-01-17 16:59:14 | 10.8.14.67 | 10.8.14.67 | 1,4,17,23 | Normal Verify Open | 4143 | summer | | 462815933 | TEST | 10.8.14.67 -Reader1 | Card | Area Name |
| 2023-01-17 16:59:14 | 10.8.14.67 | 10.8.14.67 | 7 | Direct button trigger | 4143 | summer | | 462815933 | TEST | 10.8.14.67 -Reader1 | Card | Area Name |
| 2023-01-17 16:59:02 | 10.8.14.67 | 10.8.14.67 | 1,4,17,23 | Normal Verify Open | 4143 | summer | | 462815933 | TEST | 10.8.14.67 -Reader1 | Card | Area Name |
| 2023-01-17 16:59:02 | 10.8.14.67 | 10.8.14.67 | 7 | Direct button trigger | 4143 | summer | | 462815933 | TEST | 10.8.14.67 -Reader1 | Card | Area Name |
| 2023-01-17 16:58:58 | 10.8.14.67 | 10.8.14.67 | 7 | Direct button trigger | 4143 | summer | | 462815933 | TEST | 10.8.14.67 -Reader1 | Card | Area Name |
| 2023-01-17 16:58:58 | 10.8.14.67 | 10.8.14.67 | 1,4,17,23 | Normal Verify Open | 4143 | summer | | 462815933 | TEST | 10.8.14.67 -Reader1 | Card | Area Name |
| 2023-01-17 16:15:16 | 10.8.14.67 | 10.8.14.67 | -1,1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26,27,28,29,30,31 | Superuser Close Buttons | 4143 | summer | | 462815933 | TEST | 10.8.14.67 -Reader1 | Card | Area Name |

**Figure 8- 33 All Transaction Export Interface**

### 8.1.6.2 All Exception Events

#### 8.1.6.2.1 Clear All Data

**Operating Steps:**

**Step 1:** Click **Reports** > **All Exception Events** to view exception events in specified condition. The options are same as those of **All Transactions**.


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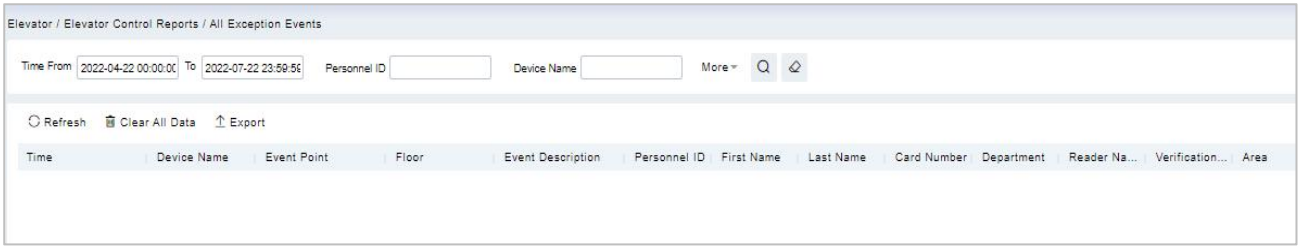


**Figure 8- 34 All Exception Events Interface**

**Step 2:** Click **Clear All Data** to pop up prompt, click **OK** to clear all exception events.

#### 8.1.6.2.2 Export

**Step 1:** You can export all exception events in Excel, PDF, CSV format.

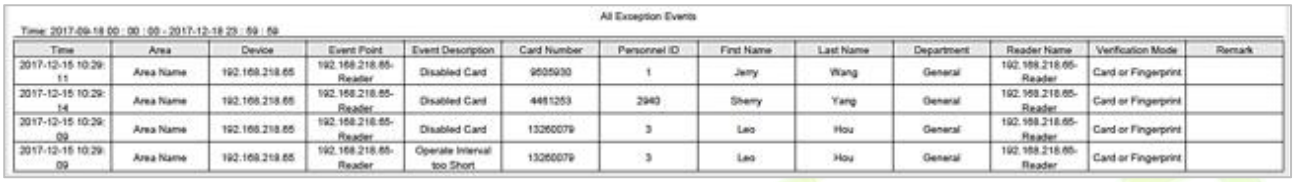


**Figure 8- 35 All Exception Events Export Interface**

### 8.1.6.3 Access Rights by Floor

**Operating Steps:**

**Step 1:** Click **Reports** > **Access Rights by Floor**, the data list in the left side shows all floors in the system, select a floor, the personnel having access levels to the floor will display on the right data list.

**Figure 8- 36 Access Right by Floor Interface**

#### 8.1.6.3.1 Export

**Step 1:** You can export all the personnel having access levels to the floor data in Excel, PDF, CSV format

192.168.218.65-1(1) Opening Personnel

| Personnel ID | First Name | Last Name | Department |
|---|---|---|---|
| 2940 | Sherry | Yang | Hotel |
| 1 | Jerry | Wang | General |
| 2 | Lucky | Tan | Development Department |
| 3 | Leo | Hou | Financial Department |
| 5 | Necol | Ye | Marketing Department |
| 6 | Amber | Lin | Financial Department |
| 8 | Glori | Liu | Marketing Department |
| 9 | Lilian | Mei | Development Department |

**Figure 8- 37 Access Right by Floor Export Interface**


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### 8.1.6.4 Access Rights by Personnel

**Operating Steps:**

**Step 1:** Click **Reports** > **Access Rights by Personnel**, the data list in 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.

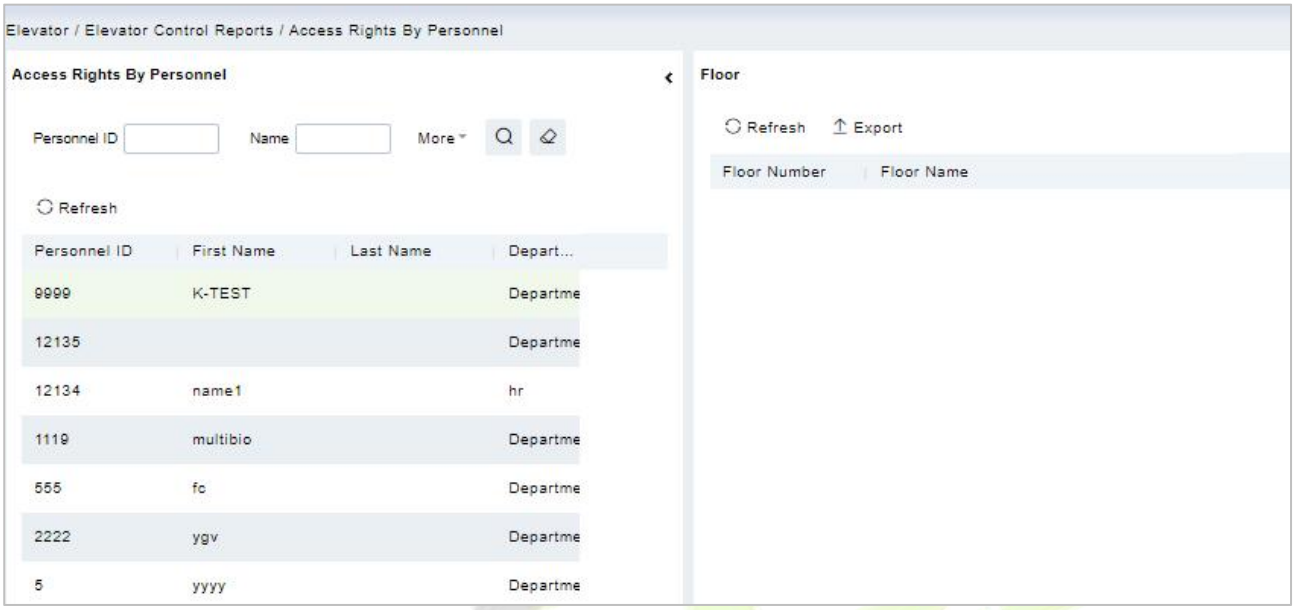


**Figure 8- 38 Access Right by Personnel Interface**

#### 8.1.6.4.1 Export

**Step 1:** You can e export all the floor information in Excel, PDF, CSV format.

2940(Sherry) Having Level to Access

| Floor Number | Floor Name |
|---|---|
| 1 | 192.168.218.65-1 |
| 2 | 192.168.218.65-2 |
| 3 | 192.168.218.65-3 |
| 4 | 192.168.218.65-4 |
| 5 | 192.168.218.65-5 |
| 6 | 192.168.218.65-6 |
| 7 | 192.168.218.65-7 |
| 8 | 192.168.218.65-8 |
| 9 | 192.168.218.65-9 |
| 10 | 192.168.218.65-10 |

**Figure 8- 39 Access Right by Personnel Export Interface**

### 8.1.6.5 First In and Last Out

Click **Elevator Controls Reports** > **First In And Last Out** to view the First and the Last time interval.

#### 8.1.6.5.1 Clear All Data

Click **Clear All Data** to pop up prompt and click **OK** to clear all transactions.

#### 8.1.6.5.2 Export

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


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## 8.1.7 Elevator Integration

### 8.1.7.1 Service Config

Login to the ZKBio CVSecurity Software, and click **Elevator Module**, click **Elevator Integration** > **Service Config** > **New**, and fill in the information.

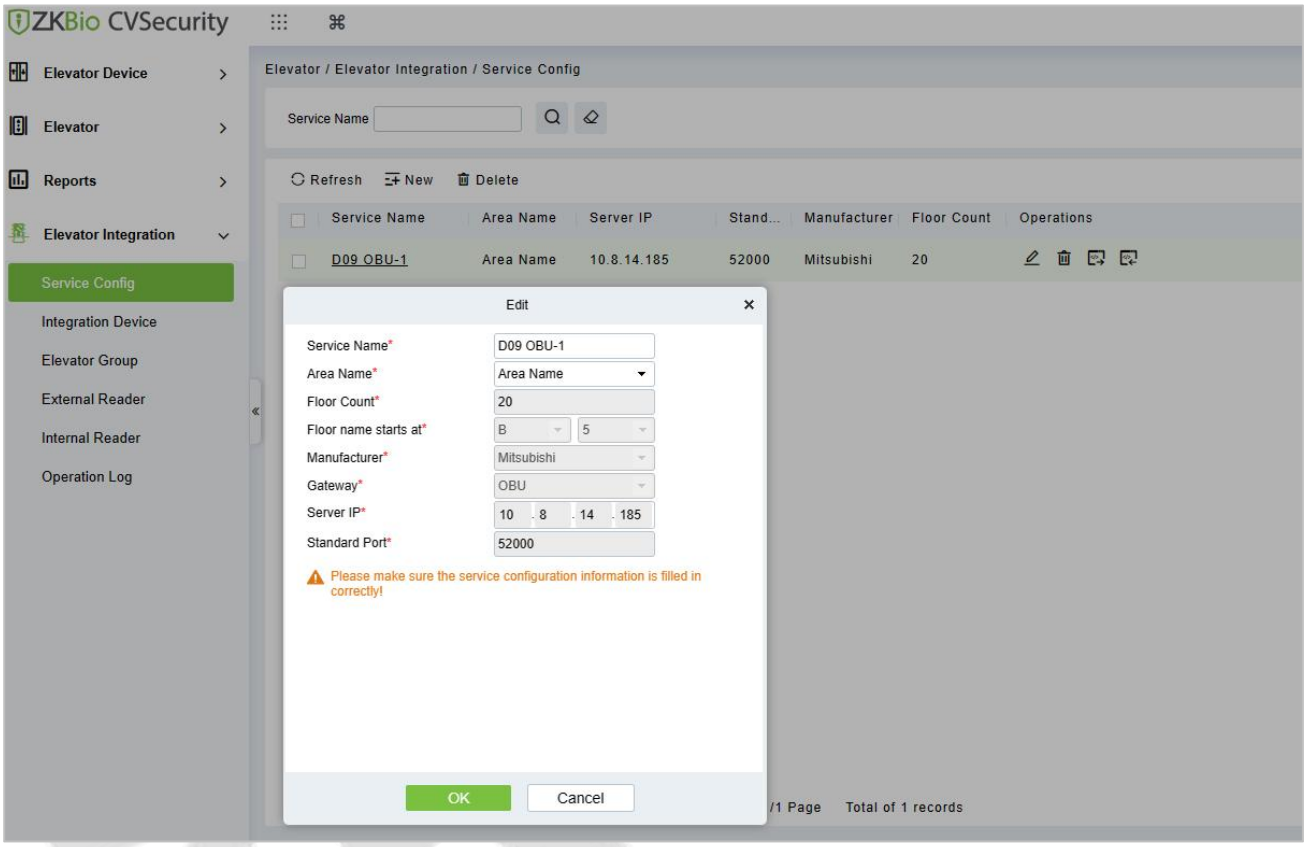


**Figure 8- 40 New Service Config Interface**

| Parameter | How to set |
|---|---|
| Service Name | User-defined. |
| Area Name | Based on the actual situation. |
| Floor Count | Based on the actual situation. |
| Floor name starts at | Based on the actual situation. |
| Manufacturer | Mitsubishi. |
| Gateway | ELSGW/OBU. |
| Server IP | The computer IP where the ELSGW Emulator is installed. |
| Standard Port | 52000(default). |

**Table 8-14 Parameter Setting Description**

Click **Set external global mask**, and select the arrive situation according to the actual situation.


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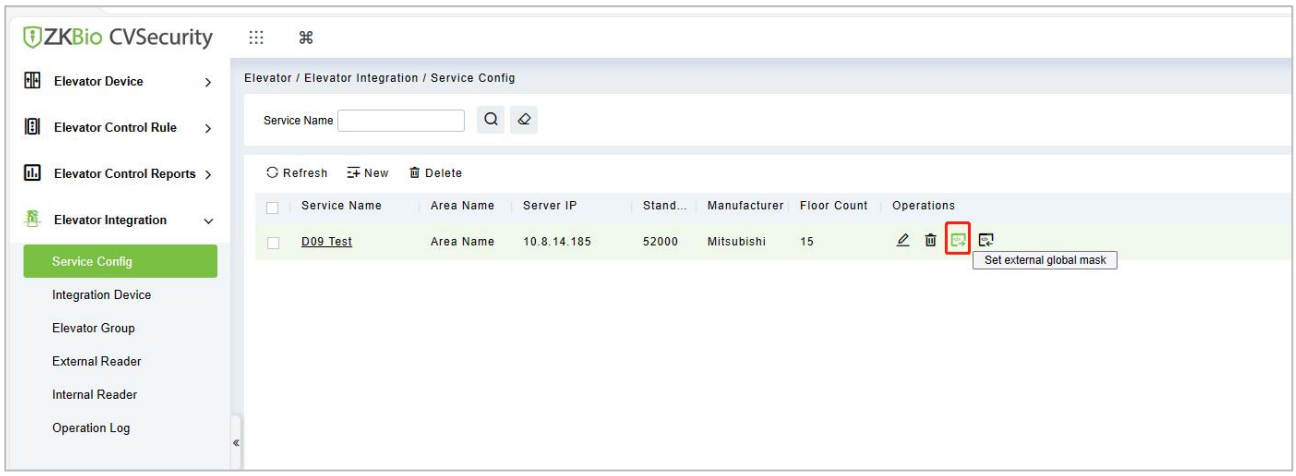


**Figure 8- 41 Set External Global Mask Interface**

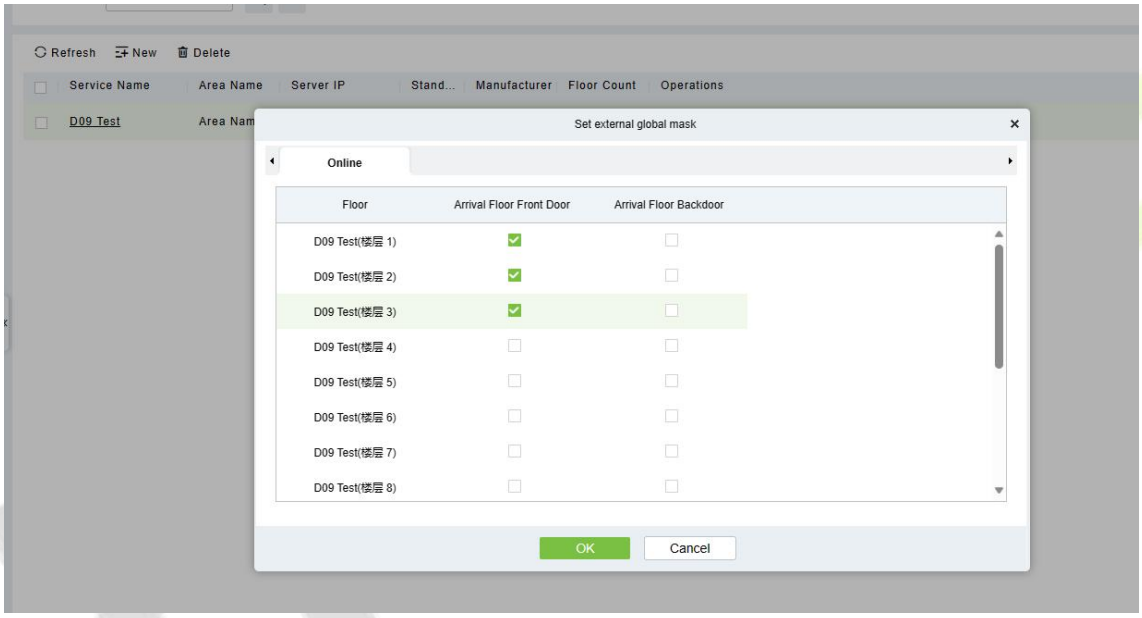


**Figure 8- 42 Set External Global Mask setting Interface**

Click **Set internal global mask**, and select the internal situation according to the actual situation.

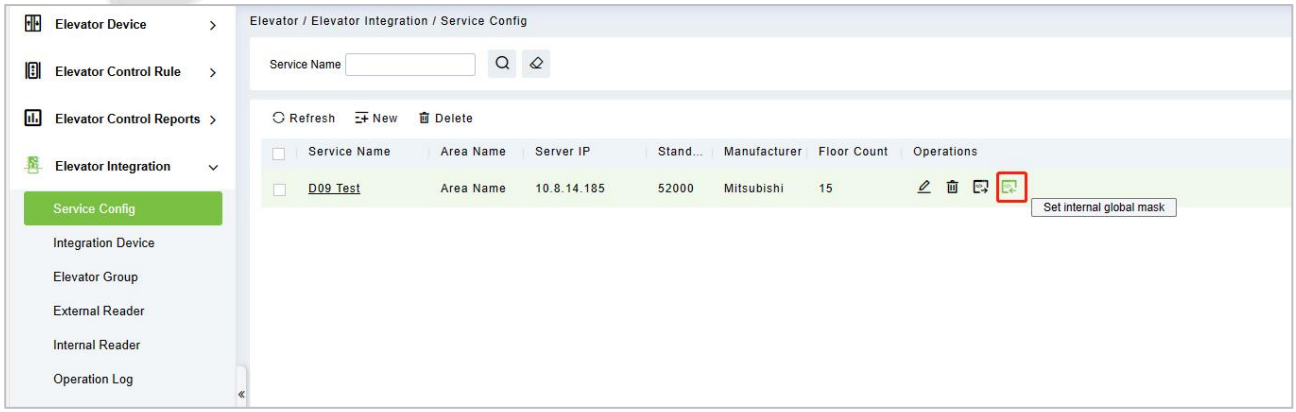


**Figure 8- 43 Set Internal Global Mask Interface**


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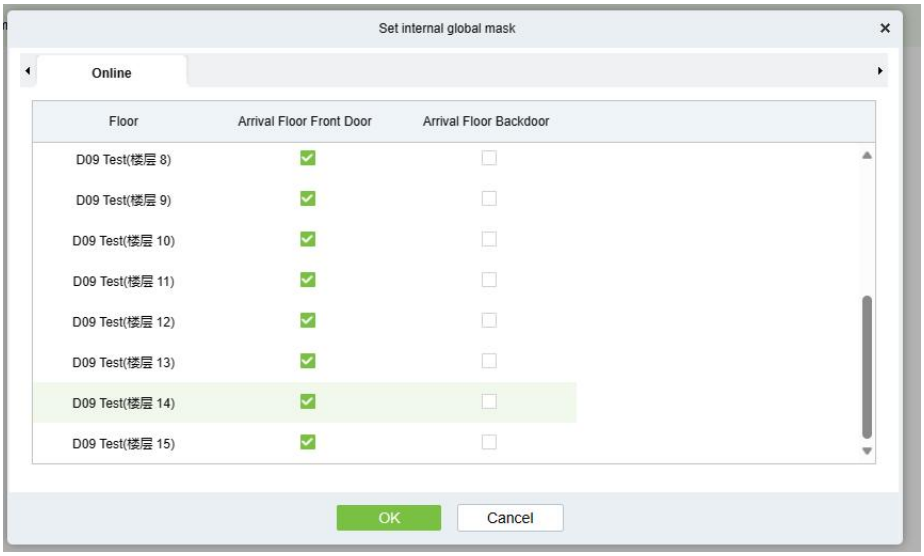


**Figure 8- 44 Set Internal Global Mask Setting Interface**

### 8.1.7.2 Integration Device

In the **Elevator > Elevator Integration > Integration Device> New**, add the related access control devices.

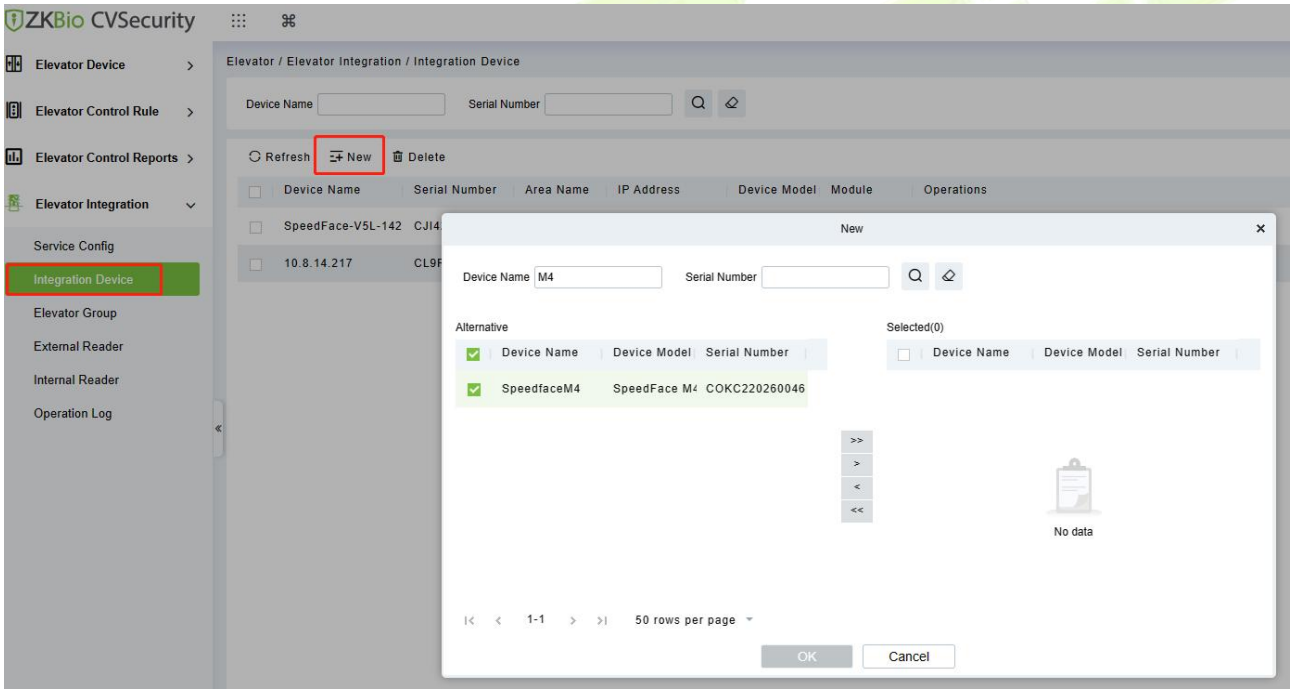


**Figure 8- 45 New Intergration Device Interface**


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### 8.1.7.3 Elevator Group

In the **Elevator > Elevator Integration > Elevator Group> New**, fill in the group name and group number, and select the service that we just added.

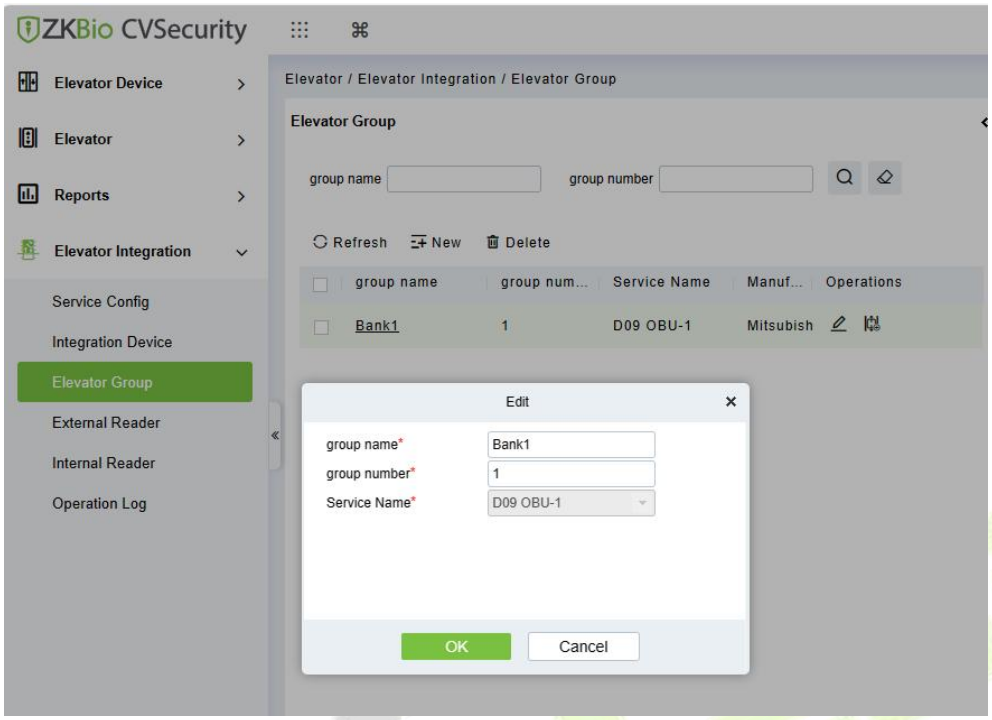


**Figure 8- 46 New Elivator Group Interface**

Then add the Elevator for the elevator group.

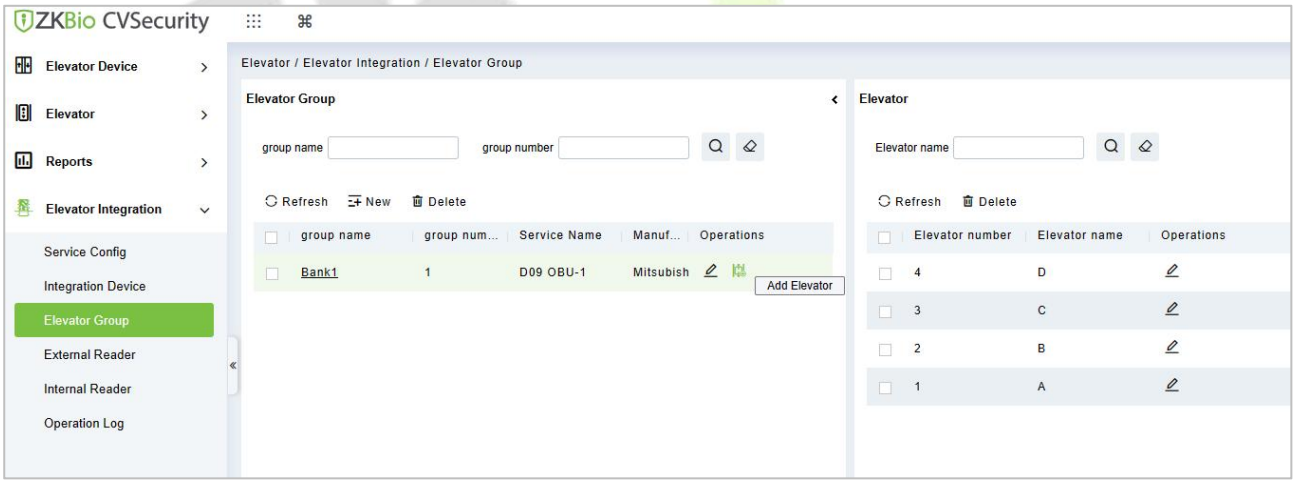


**Figure 8- 47 Elivator Group Interface**


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### 8.1.7.4 External Reader

**Eternal Reader** refers to the reader installed outside the elevator, generally used for DOP/HOP.

In the **Elevator > Elevator Integration > External Reader> New**, and fill in the information.

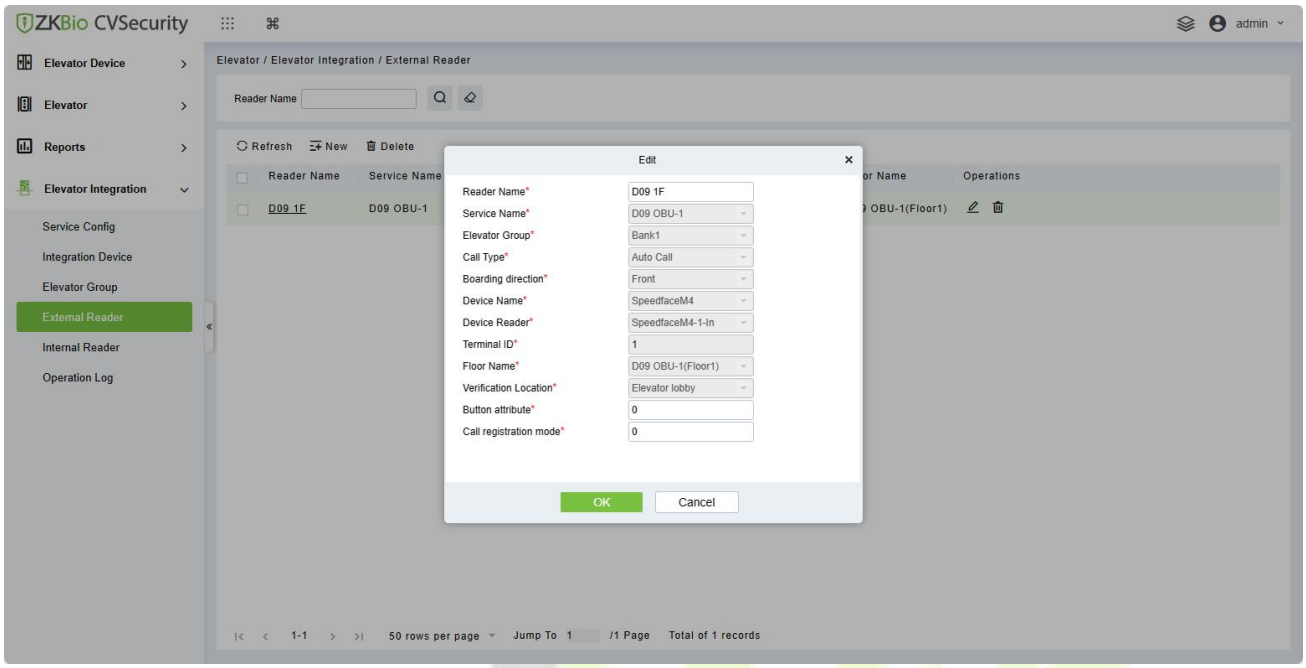


**Figure 8- 48 New External reader Interface**

| Parameter | How to set |
|---|---|
| Reader Name | User-defined. |
| Service Name | Select corresponding service that added in Service Config. |
| Elevator Group | Select corresponding elevator group that added in Elevator Group. |
| Call Type | **Option 1. Manual Call:** which means manually calling the destination floor. **Option 2: Auto Call**, which means the system automatically calls the user's default floor. |
| Boarding direction | Based on the actual situation: **Front / Rear.** |
| Device Name | User-defined. |
| Device Reader | Select the integration device based on the actual situation. |
| Terminal ID | User-defined. |
| Floor Name | Select the floor according to the actual situation. |
| Verification Location | Based on the actual situation: Elevator lobby / Entrance / Room / Security gate. |
| Button attribute | User-defined. |
| Call registration mode | User-defined. |

**Table 8-15 Parameter Setting Description**


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### 8.1.7.5 Internal Reader

**Internal Reader** refers to the reader installed outside the elevator, generally used for COP.

Click **Elevator > Elevator Integration> Internal Reader> New**, and fill in the relevant information.

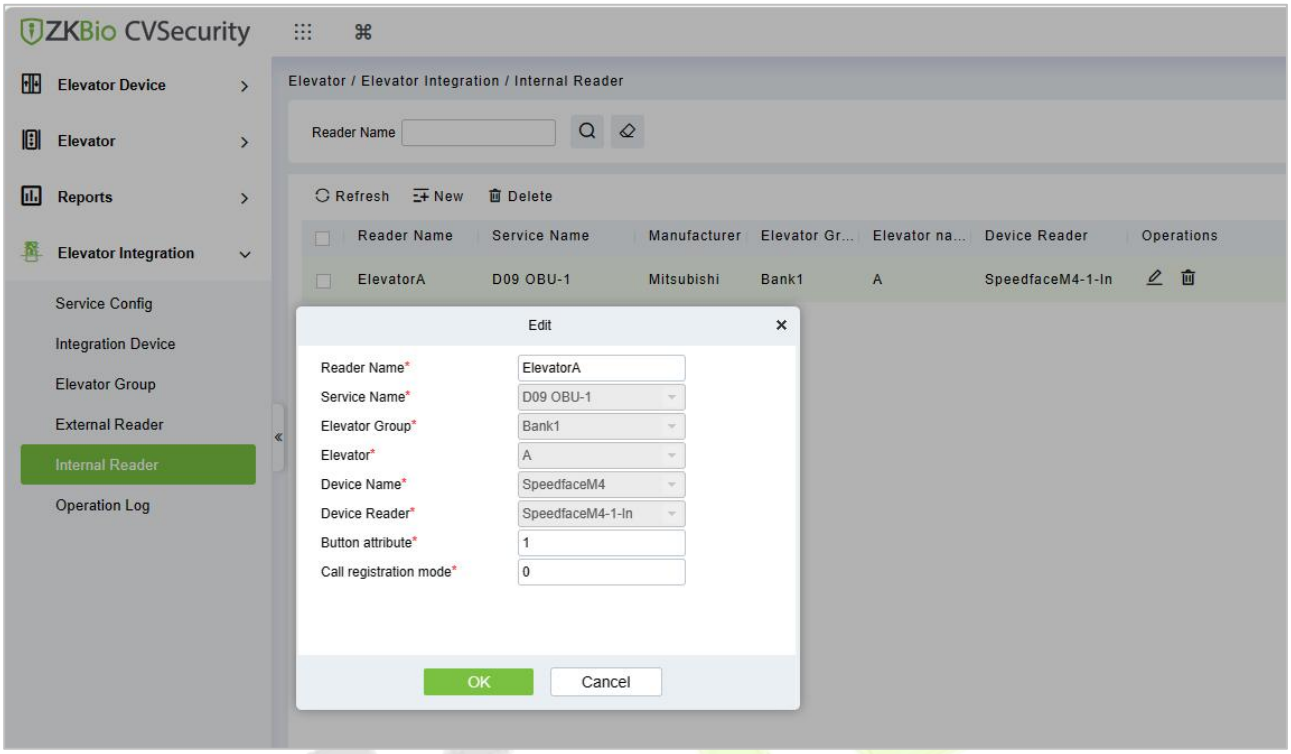


**Figure 8- 49 New Internal Reader Interface**

| Parameter | How to set |
|---|---|
| Reader Name | User-defined. |
| Service Name | Select corresponding service that added in Service Config. |
| Elevator Group | Select corresponding elevator group that added in Elevator Group. |
| Elevator | Select the elevator based on the actual situation. |
| Device Name | User-defined. |
| Device Reader | Select the integration device based on the actual situation. |
| Button attribute | User-defined. |
| Call registration mode | User-defined. |

**Table 8-16 Parameter Setting Description**

ZKBio CVSecurity-Mitsub

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# 9 Parking Management

## 9.1 Operation Scenario

In modern parking lot management, vehicle management is an important aspect, especially for special parking lots, parks and communities, it is required to strictly manage all kinds of vehicles in real time, strictly monitor their entry and exit time, and register and identify all kinds of vehicles (including internal vehicles and external vehicles). In a large-scale field, there are many vehicles coming in and out. For example, every vehicle must be judged manually, which is time-consuming and not conducive to management and inquiry, and the security work is difficult and inefficient. In order to improve this management mode, which is not commensurate with modern parking lots, residential areas, etc., It is necessary to realize the authorization and intelligence of vehicle management as soon as possible, and manage it in the form of computer network, so as to monitor and manage all the vehicles at the entrance and exit effectively and accurately. It is required that the system provide corresponding application software to realize the high efficiency and intelligence of parking lot management.

## 9.2 Operation Flow

This paper introduces the configuration process of parking management business.

The parking management business configuration process is shown in figure below.

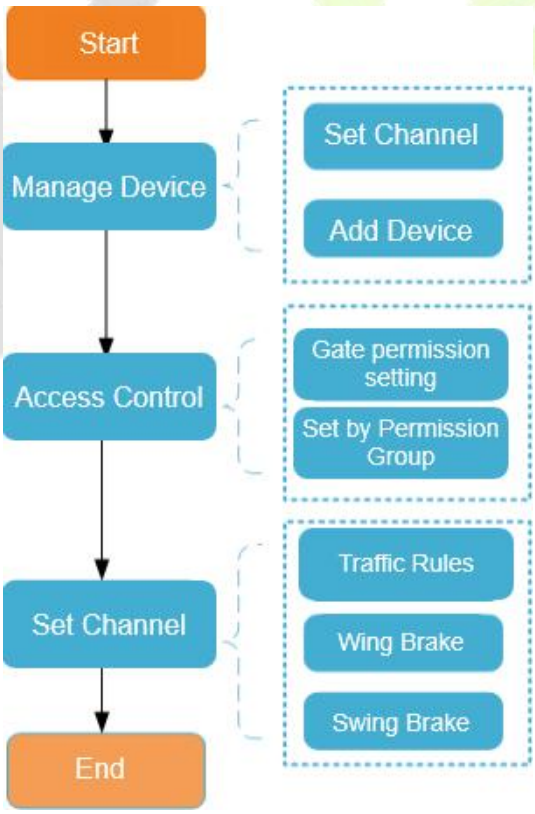


**Figure 9- 1 Parking Configuration Flow**


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# 9.3 Basic Parking Setting

## 9.3.1 Parking Settings

This paper introduces the public parameters of the parking lot under.

**Operating Steps:**

**Step 1:** In the **Parking module**", select "**Parking Basic Management > Parking Settings**".

**Step 2:** In the Parking setting interface, as shown in figure below, fill in relevant parameters. Please refer to Table 10-1 for parameters.

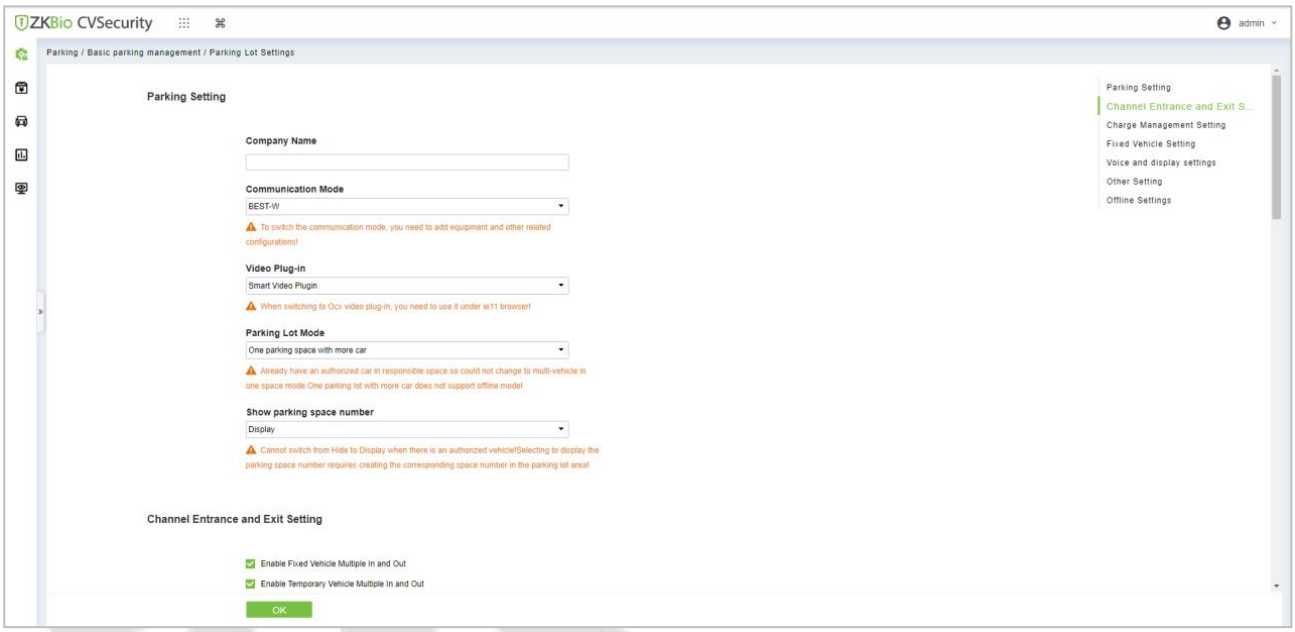


**Figure 9- 2 Parking Parameter Setting Interface**

| Parameter | Specific Parameters | Parameter Description |
|---|---|---|
| **Parking Setting** | Company Name | You can customize the Parking company name, which can be displayed in the billing receipt. |
| | Communication Mode | Selection according to the communication protocol of the device. |
| | Parking Lot Mode | • One Parking Space with one car: means that only one fixed car can be authorized in one parking space at present.<br>• One Parking Space with more car: a parking space that allows multiple fixed cars to be authorized. |
| | Display Parking Space Number | You can choose whether to display the parking space number or not, and you can specify a certain parking space number. |
| | Real Time Preview Channel Count | The number of videos that can be displayed on the Real Time Monitoring page can be switched from 4/6/8/12/16. |
| **Entrance and Exit Lane Setting** | Enable the. fixed or temporary vehicles are multiple In and out. | Allow the fixed or Temporary vehicles to the parking area and vehicles are multiple in and out. |
| | Matching Precision of | Vehicles are allowed by exact match and 5 or 6digits |


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| Parameter | Specific Parameters | Parameter Description |
|---|---|---|
| | Entrance and Exit | registration numbers to the entrance and exit area of the parking. |
| | Special license plate contains characters | Enter the special license plates contains characters wherever required. |
| | Duplicate license plate waiting time | In Duplicate license plate waiting time Mention the timings of single channel mode and normal mode |
| **Charge Management Settings** | Enable the fixed car charging standard | If the fixed car charging standard has been set in advance, check this setting, and when the fixed car is authorized and postponed, it will be implemented according to this charging standard; If it is not checked, you can only manually enter the extension time and amount. |
| | Print the charge receipt | If the receipt printer is set and connected, the corresponding receipt will be printed when the charge is successful. |
| | Enable consumption discounts | Set the "Discount Strategy" in advance and then check the Enable Consumption Discount System, and the consumption discount will be carried out. |
| | Unmatched processing mode | There are two existing ways to deal with mismatches: "free release" and "opening the gate after charging fees"; Manual release is to open the gate directly, and when the gate is opened after charging, a charge confirmation box will pop up during manual release (only for temporary vehicles). |
| | Synchronize data to the cloud | After opening, offline parking data will be uploaded to the cloud platform synchronously. |
| **Fixed Vehicle Setting** | Statistic parking space of fixed car | • If it is checked, the number of cars will not be deducted after authorization, and the number of cars will be counted in real time when vehicles enter and leave the field.<br>• If it is not checked, the number of fixed cars will be deducted after authorization. |
| | Enable fixed vehicles to switch to temporary vehicles | • If this option is checked, the fixed car will be automatically converted into a temporary car after it expires, and the charge will be made according to the temporary charging method.<br>• If it is not checked, this option will require manual release for the fixed car to come out when it expires. |
| | Warning days for fixed vehicles | If the warning days are set to 5 days, it is necessary to prompt the vehicles to postpone the fixed vehicles when entering and leaving the field within 5 days. |
| **Voice And Display Settings** | Enable external display | Checking this parameter will display the relevant parking data on the external display. |
| | The entrance shows the remaining parking spaces | Display the remaining parking spaces at the entrance of the parking lot. |
| | Statistics of car Parking area parking spaces in car Parking area | The statistics of the number of cars in the corresponding booth in the big Parking area include the number of cars in the small Parking area. |


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| Parameter | Specific Parameters | Parameter Description |
|---|---|---|
| | Vehicle entry and exit broadcast license plate | If this parameter is checked, the license plate will be broadcast when the vehicle enters and exits. |
| | Display color | Set the display color of parking machine. |
| **Other Settings** | Maximum vehicle stay time | Set the maximum stay time of on-site vehicles. If the on-site vehicles have not left after this time, the records of on-site vehicles will be displayed in the "On-site Stay Timeout Vehicles" report. |
| | Save days of snapshot photos | Set snapshot photos saved more than the set number of days photos will be automatically deleted, if you do not want to delete snapshot photos will change the parameter set to 0 days. |
| | Snapshot Save Path | You can customize the path where photos are saved. |

**Table 9-1 Description of Parking Parameters**

**Step 3:** After setting the parameters, Click **OK**.

## 9.3.2 Device

For 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.

### 9.3.2.1 Edit or Delete a Device

**Step 1:** Click Device Name or click **Edit** to access the edit interface.

**Step 2:** Select device, click **Delete**, and click **OK** to delete the device

### 9.3.2.2 Reboot Device

It will reboot the selected device.

### 9.3.2.3 Synchronize Time

It will synchronize time with server's current time.

### 9.3.2.4 Get Device Parameters

Click Get Device Parameters Users can get device parameters which is they need from the system.

### 9.3.2.5 Delete Device Command

Click Delete Device command, to delete the selected device command' data.

### 9.3.2.6 Get Device Version

Click Device version to get selected device version.

## 9.3.3 Parking Area

This paper introduces the Step configuration of and Parking area.

### 9.3.3.1 Add New


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**Operating Steps:**

**Step 1:** In the **Parking** module, select **Parking Basic Management > Parking Area**.

**Step 2:** In the **Parking Area** interface, click **Add New** and fill in the relevant parameters, as shown in figure below. Please refer to Table 10-2 for parameter description.

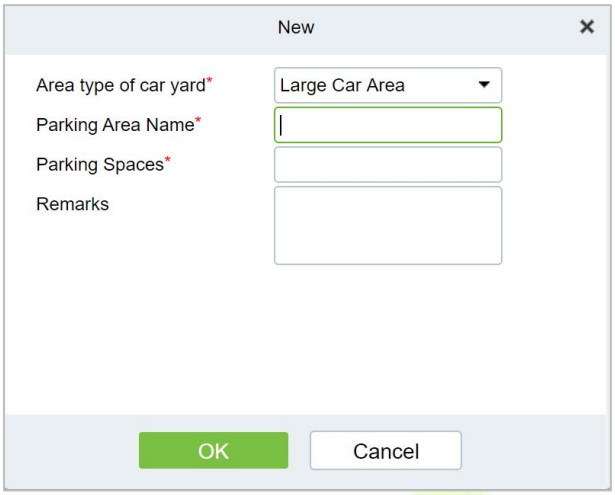


**Figure 9- 3 New Interface in Parking Area**

| Parameter | Description |
|---|---|
| Type Of Parking Area | Set whether the current Parking area is a big Parking or a small Parking. |
| Name Of Parking Area | The name of the Parking area cannot be duplicated. |
| Parking Spaces | Set total number of parking spaces in this area. |
| Remarks | Text description. |

**Table 9-2 Parameter Description of Parking Area**

**Step 3:** Click **OK** to complete the setting of the Parking area.

#### 9.3.3.2 Edit

Click a parking area name or **Edit** in the operation column to go to the Edit page. Make modifications and click **OK** to save modifications.

#### 9.3.3.3 Delete

Select one or more parking areas and click **Delete** at the upper part of the list and click **OK** to delete the selected parking areas. Click **Cancel** to cancel the operation or click **Delete** in the operation column to delete a single parking area.

#### 9.3.3.4 Refresh

Click **Refresh** at the upper part of the list to load new parking areas.

### 9.3.4 Entrance And Exit Area

This paper introduces the Step configuration of parking entrance and exit area.

#### 9.3.4.1 Add New


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**Operating Steps:**

**Step 1:** In the **Parking** module, select "**Parking Basic Management > Entrance and Exit Area**".

**Step2:** In the interface of Entrance and Exit Area, click **Add New** and fill in relevant parameters, as shown in figure below. Please refer to Table 10-3 for parameter description.

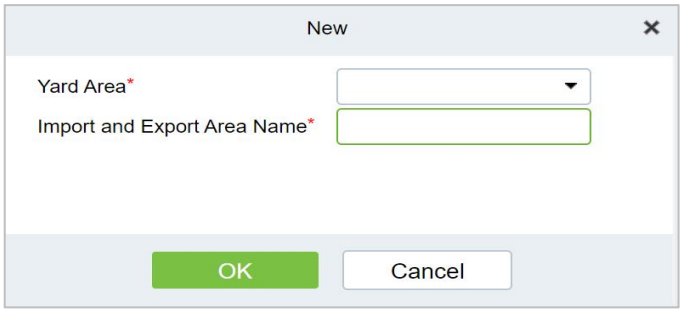


**Figure 9- 4 Add Interface of Entrance and Exit Area**

| Parameter | Description |
|---|---|
| Parking Area | The name of Entrance and Exit Area cannot be duplicated. |
| Name Of Entrance and Exit Area | The Parking area to which the Entrance and Exit Area belongs. |

**Table 9-3 Description of Parameters of Entrance and Exit Area**

**Step 3:** Click **OK** to complete the setting of Entrance and Exit Area.

#### 9.3.4.2 Edit

Click an entrance and exit area name or **Edit** in the operation column to go to the Edit page. Make modifications and click **OK** to save modifications.

#### 9.3.4.3 Delete

Select one or more entrance and exit areas and click **Delete** at the upper part of the list and click **OK** to delete the selected entrance and exit areas. Click **Cancel** to cancel the operation or click **Delete** in the operation column to delete a single entrance and exit area.

#### 9.3.4.4 Refresh

Click **Refresh** at the upper part of the list to load new entrance and exit areas.

### 9.3.5 Guard Booth

This paper introduces the Step configuration of ZKBio CVSecurity Guard Booth. After the configuration is completed, you can check and monitor the Guard Booth interface and operate the gate opening.

#### 9.3.5.1 Add New

**Operating Steps:**

**Step 1:** In the **Parking** module, select "**Parking Basic Management > Guard Booth**".

**Step 2:** In the **Guard Booth** interface, click **Add New** and fill in the relevant parameters, as shown in figure below. Please refer to Table 10-4 for parameter description.


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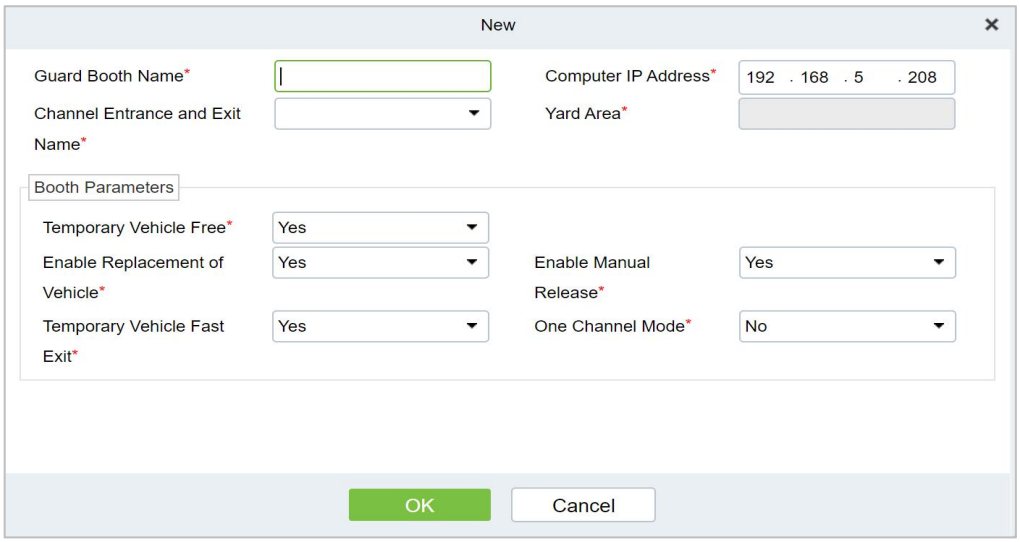


**Figure 9- 5 Added Guard Booth Interface**

| Parameter | Description |
|---|---|
| Name of Guard Booth | Set the name of the booth. |
| Guard Booth Computer IP | When the booth mode is browser, the IP address of the booth needs to be set. |
| Guard Booth Mode | There are two modes of Guard Booth:<br>• Browser: You need to set the IP of the booth computer<br>• Platform: Automatically generate platform registration code |
| Platform Registration Code | When the booth mode is a platform, it is automatically generated for CS booth registration. |
| Name Of Entrance and Exit Area | Entrance and Exit Area to which the booth belongs. |
| Parking Area | After selecting the Entrance and Exit Area, the information of the parking lot area will be read, which is read-only. |
| Allow Temporary Cars Free of Charge | Set whether the temporary car is free or not, check the interface of opening the billing result of the temporary car, and there will be a "Free" button to allow the temporary car to be free. |
| Enable Replacement Models | Set whether the replacement vehicle is enabled or not and check the temporary vehicle charging result interface to change the temporary vehicle type of the vehicle. Different vehicle types have different charging standards, so the charging result will also change. |
| Enable Manual Clearance | Set whether to enable manual release. After checking Enable, you can manually control the gate to open for vehicle release. |
| Temporary Cars Come Out Quickly | Set whether to enable the temporary car to come out quickly. If the temporary car does not incur parking fees after checking the enable, the billing result confirmation interface will not pop up, and the gate will be opened and released directly. |
| Single Channel Mode | Set whether to enable the single channel mode. After checking Enable, the previous channel of the current scene application can be used for both entry and exit. However, in terms of logical settings, it is recommended to establish different logical channels to bind different IPC devices. |

**Table 9-4 Parameter Description of Guard Booth**


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#### 9.3.5.2 Edit

Click a guard booth name or **Edit** in the operation column to go to the Edit page. Make modifications and click **OK** to save modifications.

#### 9.3.5.3 Delete

Select one or more guard booths and click **Delete** at the upper part of the list and click **OK** to delete the selected guard booths. Click **Cancel** to cancel the operation or click **Delete** in the operation column to delete a single guard booth.

#### 9.3.5.4 Refresh

Click **Refresh** at the upper part of the list to load new guard booths.

### 9.3.6 Channel

This paper introduces the configuration of relevant Steps of parking passage.

#### 9.3.6.1 Add New

**Operating Steps:**

**Step 1:** In the Parking module, select **Parking Basic Management > Passage**.

**Step 2:** Click **Add New** in the channel interface and fill in the relevant parameters, as shown in figure below. Please refer to Table 10-5 for parameter description.

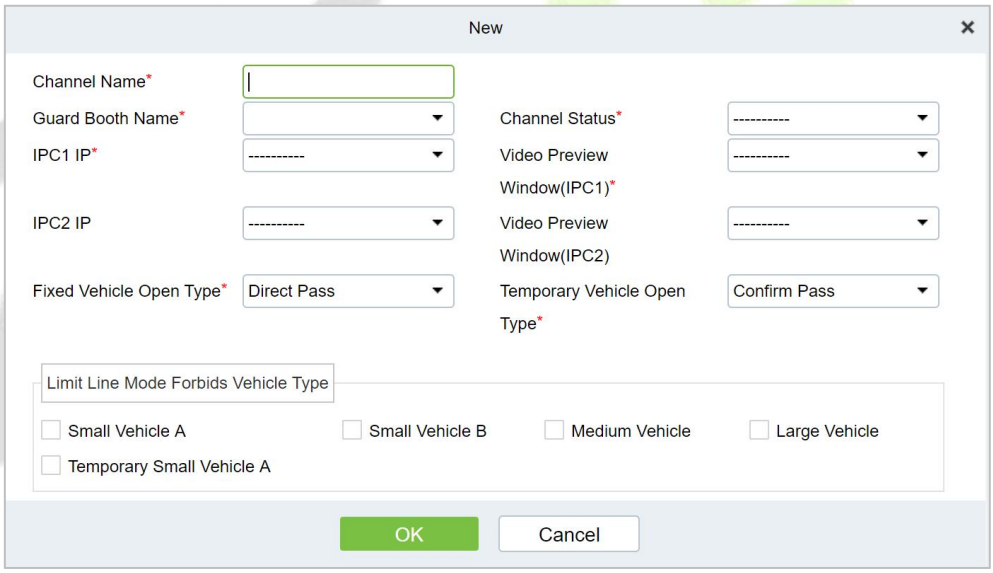


**Figure 9- 6 New Channel Interface**

| Parameter | Description |
|---|---|
| Channel Name | You can customize the channel name here |
| Name of Guard Booth | Select the corresponding booth |
| Import And Export Status | Select the channel properties of the entrance and exit of the corresponding booth entrance and exit area |
| IPC1_IP/IPC1 Corresponds to Video Port Position | The ip address of device 1, and the corresponding video port position is the monitoring position where the device is located |
| IPC2_IP/IPC2 Corresponds to Video Port Position | The ip address of device 2, and the corresponding video port position is the monitoring position where the device is located |


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| Parameter | Description |
|---|---|
| Opening Mode of Fixed Car | Direct release (open the gate directly after identifying the license plate)<br>Confirm the release (pop up the confirmation box and click the button manually to open the gate) |
| Temporary Vehicle Opening Mode | Pick up and release (open the gate directly after identifying the license plate)<br>Confirm the release (pop up the confirmation box and click the button manually to open the gate) |
| Type of Vehicles Prohibited from Passing in Limited Mode | You can set those car types not to pass here, and you can choose multiple |

**Table 9-5 Description of Channel Parameters**

**Step 3:** Click **OK** to complete the channel setting.

#### 9.3.6.2 Edit

Click a channel name or **Edit** in the operation column to go to the Edit page. Modify and click **OK** to save modifications.

#### 9.3.6.3 Delete

Select one or more channels and click **Delete** at the upper part of the list and click **OK** to delete the selected channels. Click **Cancel** to cancel the operation or click **Delete** in the operation column to delete a single channel.

#### 9.3.6.4 Refresh

Click **Refresh** at the upper part of the list to load new channels.

### 9.3.7 Vehicle Definition

This paper introduces the configuration of related Steps of vehicle definition.

#### 9.3.7.1 Add New

**Operating Steps:**

**Step 1:** In the Parking module, select **Parking Basic Management** > **Vehicle Definition**.

**Step 2:** Click **Add New** in the vehicle definition interface and fill in the relevant parameters, as shown in figure below. Please refer to table below for parameter description.

| Parameter | Description |
|---|---|
| Vehicle Definition | Select the corresponding. vehicle |
| Vehicle Type | Vehicle type of the charging standard |
| Status | Select the vehicle status enable or disable |
| Remarks | Text description |

**Table 9-6 Description of vehicle definition Parameters**


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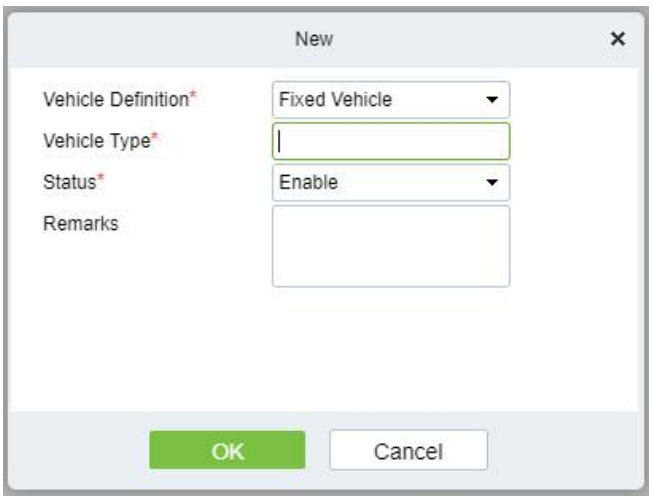


**Figure 9- 7 New vehicle definition**

### 9.3.7.2 Editing the Vehicle Type

**Step 1:** Click a vehicle type name or **Edit** in the operation column. The Edit page is displayed.

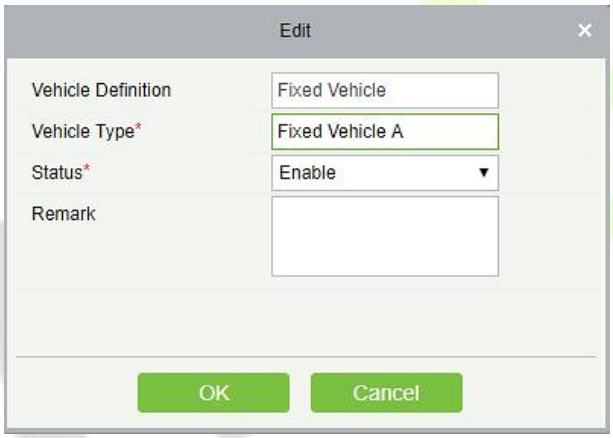


**Figure 9- 8 Edit vehicle Type**

**Step 2:** Set Vehicle Type, select a Status, and enter the vehicle type description in Remark.

**Step 3:** Click **OK** to save and exit.

### 9.3.7.3 Delete

Select one or more channels and click **Delete** at the upper part of the list and click **OK** to delete the selected channels. Click **Cancel** to cancel the operation or click **Delete** in the operation column to delete a vehicle definition.

### 9.3.7.4 Refresh

Click **Refresh** at the upper part of the list to load new vehicle definitions.

## 9.3.8 Shift Settings

This paper introduces the configuration of related Steps of parking shift.

### 9.3.8.1 Add New

**Operating Steps:**

**Step 1:** In the **Parking** module, select "**Parking Basic Management > Shift Setting**".


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**Step 2:** In the **Shift Setting** interface, click **Add New** to fill in relevant parameters, as shown in figure below. Please refer to Table below for parameter description.

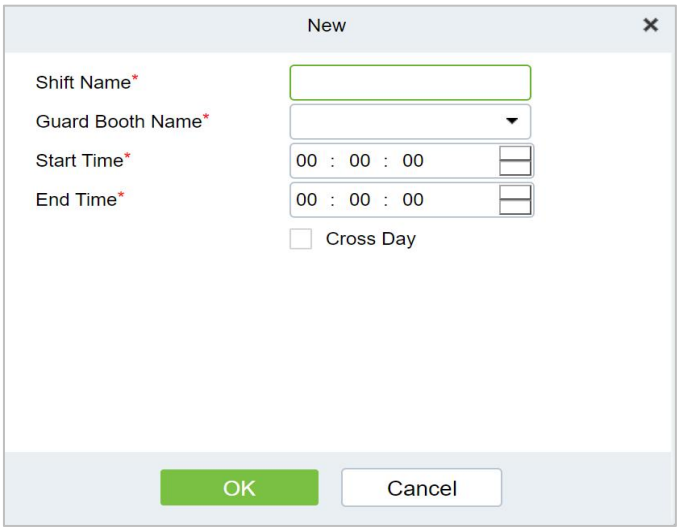


**Figure 9- 9 New Shift Interface**

| Parameter | Description |
|---|---|
| Shift name | Distinguish the difference between shifts by setting the device name |
| Name of Guard Booth | Distinguish the differences between booths by setting device names |
| Start time | Select the time when the shift starts |
| End time | Select the time when the shift ends |
| Across the sky | Is the shift time set across days |

**Table 9-7 Shift Parameter Description**

**Step 3:** Click **OK** to complete the setting of adding shift settings.

#### 9.3.8.2 Edit

Click a channel name or **Edit** in the operation column to go to the Edit page. Modify and click **OK** to save modifications.

#### 9.3.8.3 Delete

Select one or more channels and click **Delete** at the upper part of the list and click **OK** to delete the selected channels. Click **Cancel** to cancel the operation or click **Delete** in the operation column to delete a shift setting.

#### 9.3.8.4 Refresh

Click **Refresh** at the upper part of the list to load new shift settings.

### 9.3.9 Manual Release Reason

A manual release reason must be selected when the manual release function is used on the online monitoring page.

#### 9.3.9.1 Add New

**Operating Steps:**

**Step 1:** In the Parking module, select **"Parking Basic Management > Manual Release Reason.**


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**Step 2:** In the **Manual Release Reason** interface, click **Add New** to fill in relevant parameters, as shown in figure below. Please refer to Table 10-8 for parameter description.

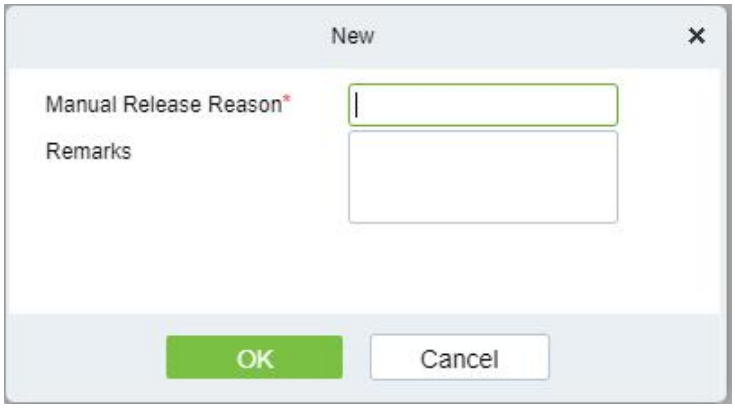


**Figure 9- 10 New Manual Release Reason Interface**

| Parameter | Description |
|---|---|
| Shift Name | Distinguish the difference between shifts by setting the device name |
| Name Of Guard Booth | Distinguish the differences between booths by setting device names |
| Start Time | Select the time when the shift starts |
| End Time | Select the time when the shift ends |
| Across the Sky | Is the shift time set across days |

**Table 9-8 for Manual Release Reason parameter description**

#### 9.3.9.2 Edit

Click a channel name or **Edit** in the operation column to go to the Edit page. Modify and click **OK** to save modifications.

#### 9.3.9.3 Delete

Select one or more channels and click **Delete** at the upper part of the list and click **OK** to delete the selected channels. Click **Cancel** to cancel the operation or click **Delete** in the operation column to delete a manual release reason.

#### 9.3.9.4 Refresh

Click **Refresh** at the upper part of the list to load new Manual Release Reason.

## 9.4 Charge Management

This paper introduces the related configuration of parking charge management, mainly setting the charging rules of various car types in the parking lot and the discount strategy of merchants.

### 9.4.1 Fixed Cars Are Charging Rules

This paper introduces the operation Steps of periodic charging rules for fixed cars in.

#### 9.4.1.1 Add New

**Operating Steps:**

**Step 1:** In the **Parking** module, select "**Charge Management > Fixed Car Charge Rules**"


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**Step 2:** In the fixed car charging rules interface, click **Add New** and fill in the corresponding parameters, as shown in figure below. Please refer to Table 10-9 for parameter description.

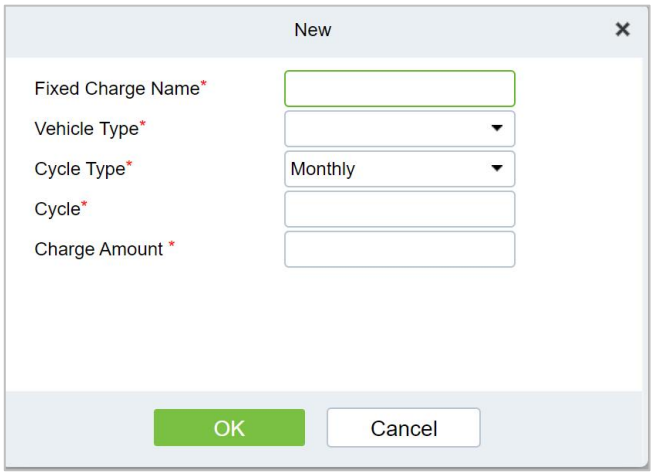


**Figure 9- 11 Fixed Car Charge Rules Interface**

| Parameter | Description |
|---|---|
| Name of Fixed Car Charge | Set the name of the charging standard for fixed cars, which cannot be repeated. |
| Car Type | Select the car type corresponding to the fixed car charging standard, and each car type can only be set once. |
| Periodic Type | Fixed car charging cycle type, monthly/daily. |
| Period | Set the cycle time, that is, the effective time of the fixed car. |
| Amount | Set the amount charged. |

**Table 9-9 Parameter Description of Fixed Car Charging Rules**

#### 9.4.1.2 Edit

Click a fixed charge name or **Edit** in the operation column to go to the Edit page. Modify and click **OK** to save modifications.

#### 9.4.1.3 Delete

Select one or more temporary vehicle charge and click **Delete** at the upper part of the list and click **OK** to delete the selected temporary vehicle charge. Click **Cancel** to cancel the operation or click **Delete** in the operation column to delete a single fixed vehicle charge.

#### 9.4.1.4 Refresh

Click **Refresh** at the upper part of the list to load new fixed vehicle charge.

### 9.4.2 Temporary Car Charging Rules

This paper introduces the Step configuration of temporary car charging rules in.

#### 9.4.2.1 Add New

**Operating Steps:**

**Step 1:** In the **Parking** module, select "**Parking Charge Management > Temporary Car Charge Rules**".

**Step 2:** In the Temporary Car Charge Rules interface, click **Add New.**and fill in the corresponding


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parameters, as shown in figure below. Please refer to Table 10-10 for parameter description.

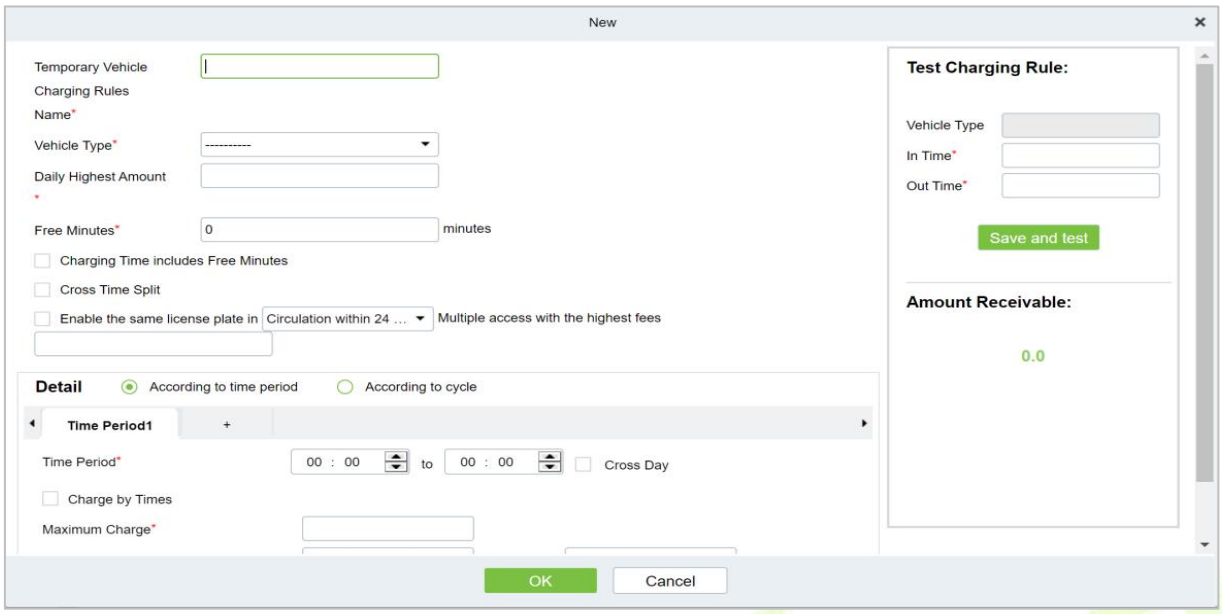


**Figure 9- 12 Temporary Car Charge Rules Interface**

| Parameter | Description |
|---|---|
| Temporary Vehicles Charging Rules Name | Set the name of temporary car charging rule, which cannot be duplicated. |
| Vehicle Type | Select the vehicle type corresponding to the charging standard. |
| Daily Highest Amount | The maximum charge within one day (for example, 10 yuan per hour, 240 yuan for a full day; If the maximum charge amount for the whole day is set to 100 yuan, just charge 100 yuan). |
| Free Minutes | There is no charge for parking time within this value range. |
| Charging Time Includes Free Minutes | • Check this item, assuming that the free minute is 30 minutes, and the parking time is 31 minutes. If the parking time exceeds the free minute, the parking time will be charged according to 31 minutes at this time.<br>• If this item is not checked, assuming that the free minute is 30 minutes and the parking time is 31 minutes, if it exceeds the free minute, the parking time at this time is 1 minute (31 minutes minus 30 minutes). |
| Cross Time Splitting | Suppose that the charge for period 1 is set at 1 yuan every 15 minutes from 9:00 to 10:00, the charge for period 2 is set at 10 yuan every 15 minutes from 10:00 to 11:00, and the parking time is from 9:43 to 10:30.<br>• If this item is not checked, 1 yuan will be charged from 9:43 to 9:58, and if it is only two minutes and less than 15 minutes from 9:58 to 10:00, it will be supplemented from 10:00 to 10:13, then charged according to time period 2 from 10:13 to 10:28, and so on.<br>• If this item is checked, 1 yuan will be charged from 9:43 to 9:58, only two minutes will be less than 15 minutes from 9:58 to 10:00, 1 yuan will be charged according to time period 1, time period 2 will be charged from 10:00 to 10:15, and so on. |
| Enable The Same License Plate to Enter and Leave the | That is, rolling charges. If the accumulated fees for the same license plate entering and leaving the parking lot for many times exceed this |


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| Parameter | Description |
|---|---|
| Maximum Charge for Multiple Times in A Cycle of 24 Hours (24 Hours on Natural Days) | value, no fees will be charged within the set period. The cycle can be set as 24 hours on a natural day or 24 hours on a cycle: 24 hours on a natural day refers to 0:00-24: 00; Cycle 24 hours refers to the time from the admission time to the next day. |
| By Time Period | • Time period: Set the charging standards for different time periods, and check the cross-day, but to ensure that the cumulative sum of all time periods is 24 hours, multiple time periods can be added, and the time periods remain continuous.<br>• Charge by time: If this item is checked, the first time charge, the amount of unit time charge cannot be filled in, only the highest charge is charged, and the fee set in "Maximum Charge" is charged every time; If this item is not checked, the fee will be charged according to the first time charge, and the remaining time exceeding the first time charge setting will be charged according to the unit time; If the first time charge is not set, the charge will be charged directly according to the unit time, and the unit minute must be a multiple of 15. If the charge exceeds the charge set in the "Maximum Charge", it will be charged according to the maximum charge amount.<br>• First time charge: Set the first time within how many minutes, the amount of charge.<br>• Maximum charge: the maximum amount of charge in the setting period.<br>• Charge amount per unit time: Set the charge amount for how many minutes in this time period. |
| Periodically | • Cycle: From the admission time, the next 1440 minutes (24 hours) can be divided into multiple cycle charging standards.<br>• Charge by time: set whether to charge by time in the cycle. After checking, you can only set the maximum charge amount in the cycle, but you cannot set the charge amount per unit time.<br>• Maximum charge: the maximum amount of charge in the setting period.<br>• Charge amount per unit time: Set the charge amount for how many minutes within the minutes of the cycle. |

**Table 9-10 Parameter Description of Temporary Car Charging Rules**

#### 9.4.2.2 Edit

Click a temporary charge name or **Edit** in the operation column to go to the Edit page. Modify and click **OK** to save modifications.

#### 9.4.2.3 Delete

Select one or more temporary vehicle charge and click **Delete** at the upper part of the list and click **OK** to delete the selected temporary vehicle charge. Click **Cancel** to cancel the operation or click **Delete** in the operation column to delete a single temporary vehicle charge.

#### 9.4.2.4 Refresh

Click **Refresh** at the upper part of the list to load new temporary vehicle charge.


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## 9.4.3 Overtime Charging Rules

This paper introduces the operation Steps of charging rules when vehicles time out in.

### 9.4.3.1 Add New

**Operating Steps:**

**Step 1:** In the **Parking** module, select **Parking Charge Management > Overtime Charge Rules**.

**Step 2:** In the **Overtime Charge** Rule interface, click **Add New** and fill in the corresponding parameters, as shown in figure below. Please refer to Table 10-11 for parameter description.

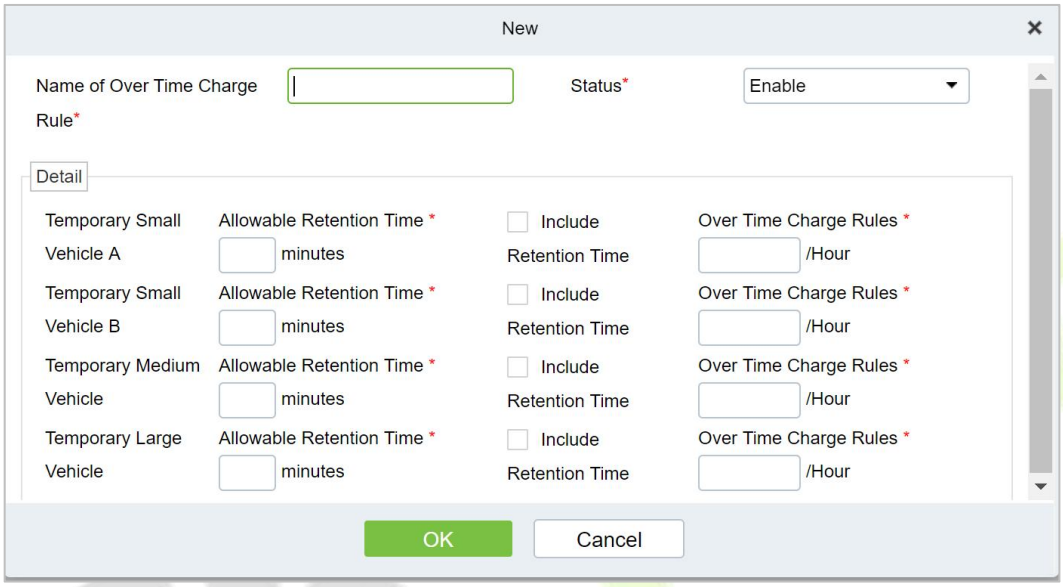


**Figure 9- 13 Interface of Timeout Charging Rules**

| Parameter | Description |
|---|---|
| Overtime Charge Standard | Set the name of timeout charging standard, which cannot be duplicated. |
| Status | Select whether to enable the charging standard. |
| Detailed Settings | Set the allowed detention time of each temporary vehicle type after the central payment and the charging standard after exceeding the time. |
| Allowable Residence Time | The detention time allowed in the garage after the central payment; In case of overtime, you need to charge again. |
| Including Residence Time | Assume that the allowed detention time is 30 minutes, and the detention time is 31 minutes after payment. If this item is checked, it will be charged according to the timeout of 31 minutes; If this item is not checked, it will be charged according to the timeout of 1 minute. |
| Overtime Charging Rules | The billing standard for exceeding the allowable residence time. |

**Table 9-11 Parameter Description of Overtime Charge Rules**

### 9.4.3.2 Edit

Click a name or **Edit** in the operation column to go to the Edit page. Modify and click **OK** to save modifications.


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#### 9.4.3.3 Delete

Select one or more temporary vehicle charge and click **Delete** at the upper part of the list and click **OK** to delete the selected temporary vehicle charge. Click **Cancel** to cancel the operation or click **Delete** in the operation column to delete a time charging rules.

#### 9.4.3.4 Refresh

Click **Refresh** at the upper part of the list to load new over time charging rules.

### 9.4.4 Discount Strategy

This paper introduces the Step configuration of parking discount strategy for parking discount.

#### 9.4.4.1 Add New

**Operating Steps:**

**Step 1:** In the **Parking** module, select **Parking Charge Management** > **Discount Strategy**.

**Step 2:** In the discount policy interface, click **Add New** and fill in the relevant parameters, as shown in figure below. Please refer to Table 10-25 for parameter description.

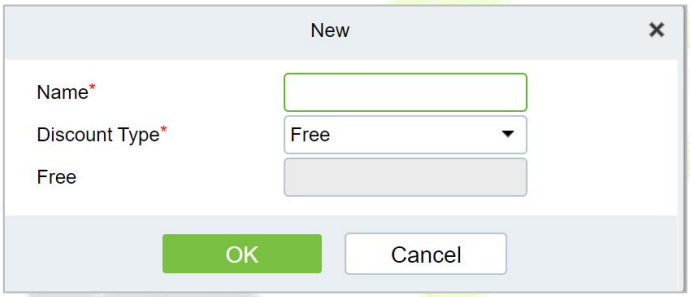


**Figure 9- 14 New Discount Policy Interface**

| Parameter | Description |
|---|---|
| Policy Name | Set the name of discount policy, which cannot be duplicated. |
| Discount Type | Select the discount type:<br>• Free, no charge.<br>• The amount of reduction and exemption, the cost is directly deducted from the fixed amount.<br>• Reduce minutes, subtract minutes from parking time and then charge.<br>• Percentage of reduction and exemption, percentage of expense deduction. |
| Amount of Relief | At present, the discount type is reduction amount, and the corresponding field name is reduction amount; If it is another type, it corresponds to the corresponding unit. When the discount type is free, this item is not filled in. |

**Table 9-12 Discount Strategy Parameter Description**

#### 9.4.4.2 Edit

Click a name or **Edit** in the operation column to go to the Edit page. Make modifications and click **OK** to save modifications.

#### 9.4.4.3 Delete

Select one or more discount policies and click **Delete** at the upper part of the list and click **OK** to delete the selected discount policies. Click **Cancel** to cancel the operation or click **Delete** in the operation column to delete a single discount strategy.


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#### 9.4.4.4 Refresh

Click **Refresh** at the upper part of the list to load new discount policies.

### 9.4.5 Business Management

This paper introduces the operation Steps of merchant management in.

#### 9.4.5.1 Add New

**Operating Steps:**

**Step 1:** In the **Parking** module, select "**Parking Charge Management > Business Management** ".

**Step 2:** In the **Business Management** interface, click **Add New** fill in the corresponding parameters, as shown in figure below. Please refer to Table 10-13 for parameter description.

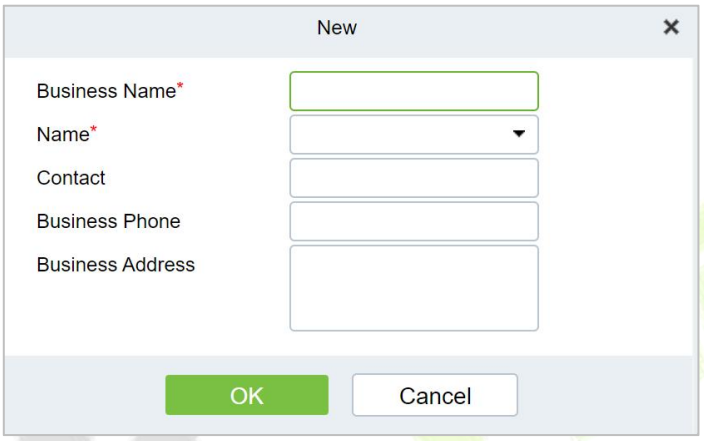


**Figure 9- 15 Business Management New Interface**

| Parameter | Description |
|---|---|
| Merchant Name | Set the merchant's name, which cannot be duplicated. |
| Discount Method | Choose a discount strategy. |
| Contact Person | Set up merchant contacts. |
| Merchant Telephone Number | Set the contact number of the merchant. |
| Merchant Address | Set the merchant contact address. |

**Table 9-13 Description of Business Management Parameters**

#### 9.4.5.2 Edit

Click a name or **Edit** in the operation column to go to the Edit page. Modify and click **OK** to save modifications.

#### 9.4.5.3 Delete

Select one or more vendors and click **Delete** at the upper part of the list and click **OK** to delete the selected vendors. Click **Cancel** to cancel the operation or click **Delete** in the operation column to delete a single vendor.

#### 9.4.5.4 Refresh

Click **Refresh** at the upper part of the list to load new vendors.


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### 9.4.6 Financial Reconciliation

This paper introduces the operation Steps of accounting reconciliation in.

**Operating Steps:**

**Step 1:** In the **Parking** module, select "**Parking Charge Management > Financial Reconciliation**".

**Step 2:** In the account reconciliation interface, click **Reconciliation**, as shown in figure below. Please refer to Table 10-14 for parameter description

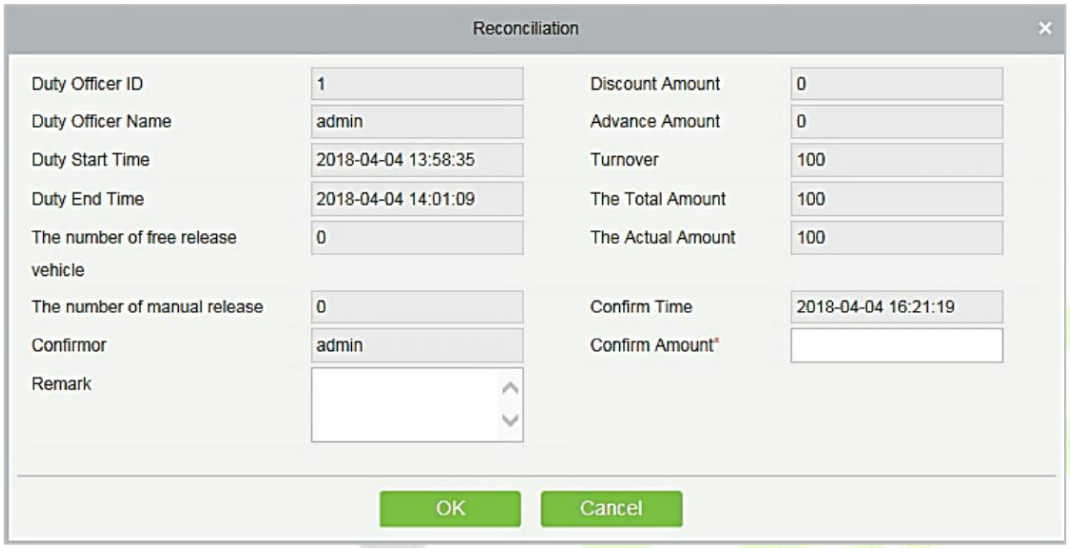


**Figure 9- 16 Accounting Reconciliation New Interface**

| Parameter | Description |
|---|---|
| Duty Officer Name | Duty officer name |
| Duty Officer Id | Duty officer ID |
| Duty Starts Time | Duty starts time |
| Duty End Time | Duty end time |
| The Number of Free Release Vehicle | Number of vehicles released free of charge |
| The Number of Manual Releases | Number of vehicles released manually |
| Confirmor | Reconciliation personnel |
| Advance Amount | Amount prepaid to the guard booth (for changes). |
| Turnover | Paid amount |
| The Total Amount | Advance amount + Turnover |
| The Actual Amount | Amount entered by the duty officer during the shift change. |
| Confirm Time: | Current time |
| Confirm Amount: | Amount confirmed by the reconciliation personnel |
| Remark | Remark to be added. |

**Table 9-14 Parameter Description of Accounting Reconciliation**

## 9.5 Vehicle Management

### 9.5.1 License Plate Registration


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This paper introduces the operation Steps of License. Plate Registration.

#### 9.5.1.1 Add New

**Operating Steps:**

**Step 1:** In the **Parking** module, select "**Vehicle Management > License Plate Registration** ".

**Step 2:** In the License. Plate Registration interface, click **Add New**, as shown in figure below. Please refer to Table 10-15 for parameter description

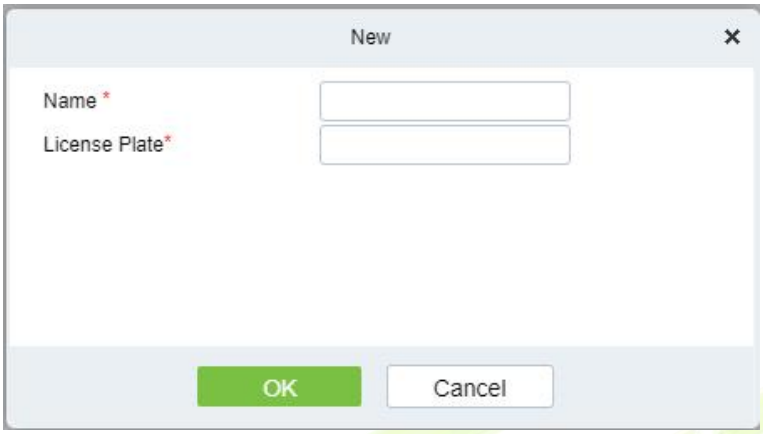


**Figure 9- 17 License Plate Registration New Interface**

| Parameter | Description |
|---|---|
| Name | Enter the person's name |
| License Plate | License Plate numbers to be added for registration |

**Table 9-15 Parameter Description of License Plate Registration**

#### 9.5.1.2 Edit

Click **Edit** at the end of each line or click the corresponding Personnel ID and modify personnel license plate registration information in the Edit dialog box.

#### 9.5.1.3 Delete

Select one or more license plate registration information and click **Delete** at the upper part of the list and click **OK** to delete the selected registration information. Click **Cancel** to cancel the operation or click **Delete** in the operation column to delete a single registration information.

#### 9.5.1.4 Download License Plate Import Template

This function will help you to download the licence plate import template.

| | A | B |
|---|---|---|
| | License Plate Import Template | |
| 2 | Personnel ID | License plate number (multiple license plates, separated) |
| 3 | | |

**Figure 9- 18 License Plate Download Template**

#### 9.5.1.5 License Plate Import

This function will help you to upload the licence plate import template.


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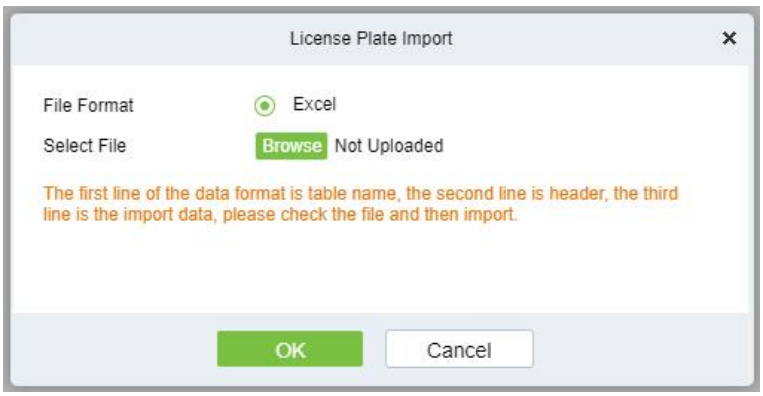


**Figure 9- 19 License Plate Registration Import Interface**

## 9.5.2 Vehicle Authorization

This paper introduces the configuration of vehicle authorization Steps in. Only authorized vehicles can normally use the parking module process.

### 9.5.2.1 Add New

**Operating Steps:**

**Step 1:** In the **Parking** module, select **Vehicle Management > Vehicle Authorization**.

**Step 2:** Click **Add** and fill in the relevant parameters, as shown in figure below. Please refer to Table 10-16 for parameter description.

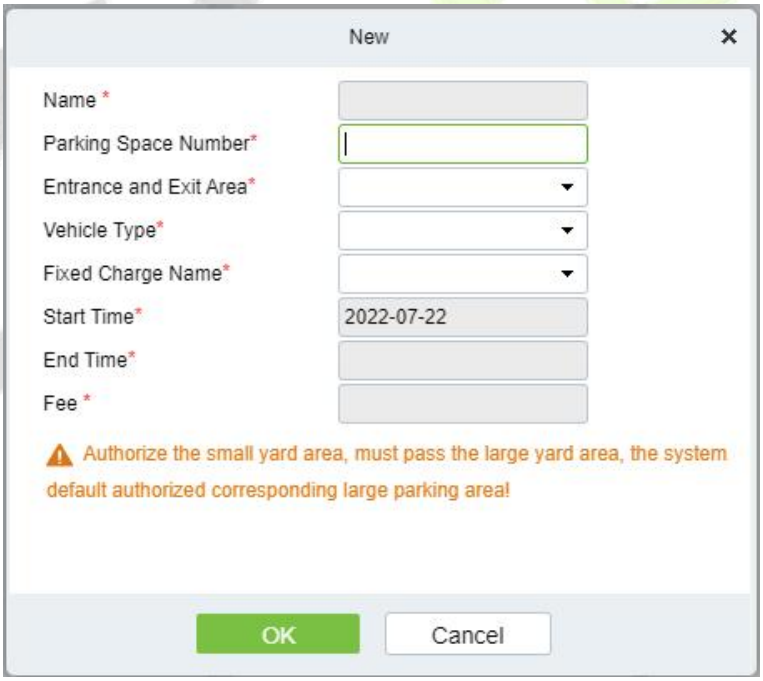


**Figure 9- 20 Vehicle Authorization Interface**

| Parameter | Description |
|---|---|
| Name | In the input box, enter one or more characters contained in the name or number of the owner, and you can find the owner vaguely. |
| Parking Space Number | Enter the total number of parking spaces in this area |
| Entrance And Exit Area | Set the Entrance and Exit Area where this license plate can pass. After selecting the parking space number, filter and only display the Entrance and Exit Area of the parking lot area to which the parking space number belongs. |


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| Parameter | Description |
|---|---|
| Car Type | Select the vehicle type to which the vehicle belongs. |
| Fixed Charge Name | Unique name of a fixed vehicle charge |
| Start Time/End Time | Refers to the time/deadline for authorizing the license plate to take effect. If the fixed car charging standard is enabled, this parameter is filled in by default. |
| Amount Collected | Record the fees charged for this authorization; If the fixed car charging standard is enabled, this parameter is filled in by default. |

**Table 9-16 Description of Vehicle Authorization Parameters**

**Step 3:** Click **OK** to complete the setting of vehicle authorization.

### 9.5.2.2 Fixed vehicle Batch Authorization

On the Vehicle Management page, click Fixed vehicle Batch Authorization. The Fixed vehicle Batch Authorization page is displayed as in the following figure:

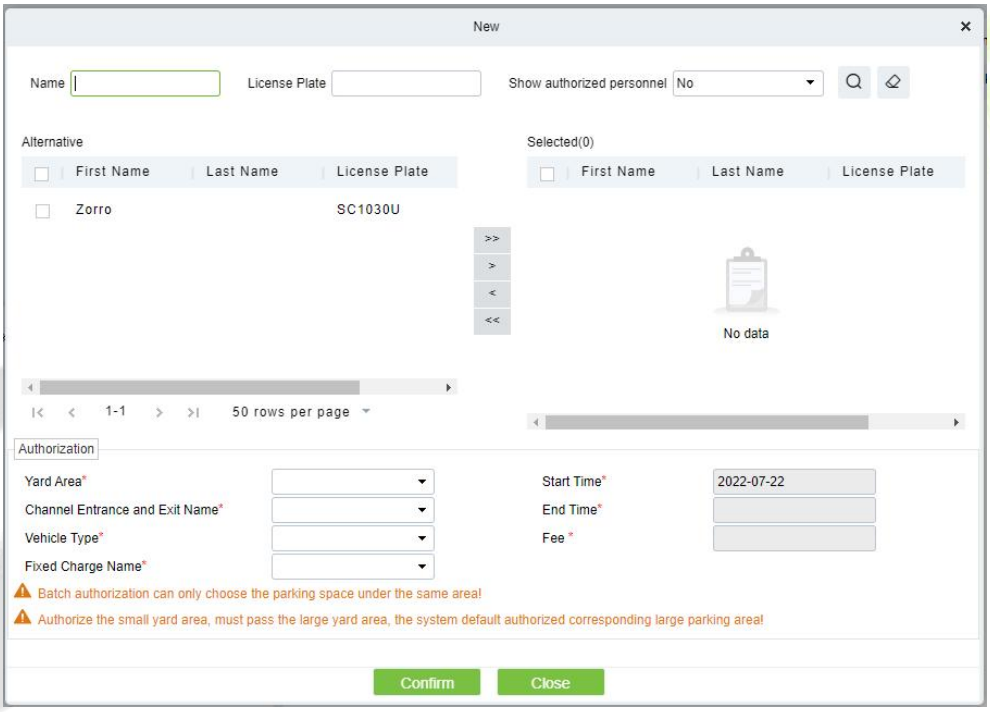


**Figure 9- 21 Fixed vehicle Batch Authorization New Interface**

Select one or more license plates to be authorized from the list on the left. Click > in the middle to add the license plate to the list on the right. Enter the vehicle type, entrance, and exit area, fee, start time and end time in the Authorization area, and click OK to save the information and authorize fixed vehicles in batches.

### 9.5.2.3 Temporary Vehicle Authorization

On the **Vehicle Management** page, click **Temporary Vehicle Authorization,** the Temporary Vehicle Authorization page is displayed as shown in the following figure. Only the entrance and exit areas to be authorized need to be selected.


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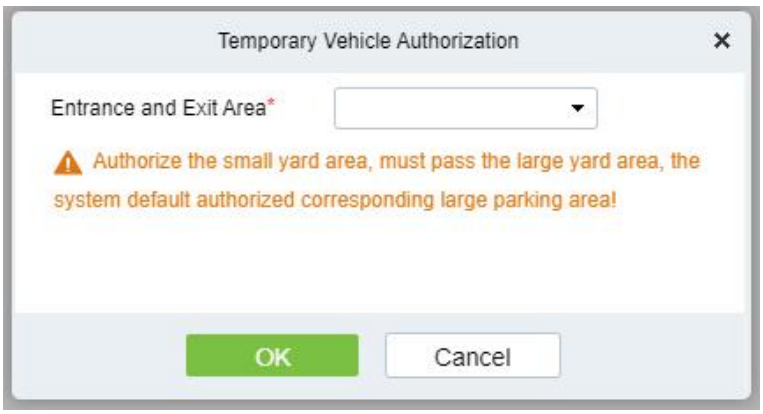


**Figure 9- 22 Temporary vehicle Authorization Interface**

#### 9.5.2.4 Fixed Vehicle Authorization: Delete

Select multiple check boxes in the first column of the license plate list and click Delete to cancel license plates in batches or click Delete at the end of each line to cancel a single license plate.

#### 9.5.2.5 Export

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

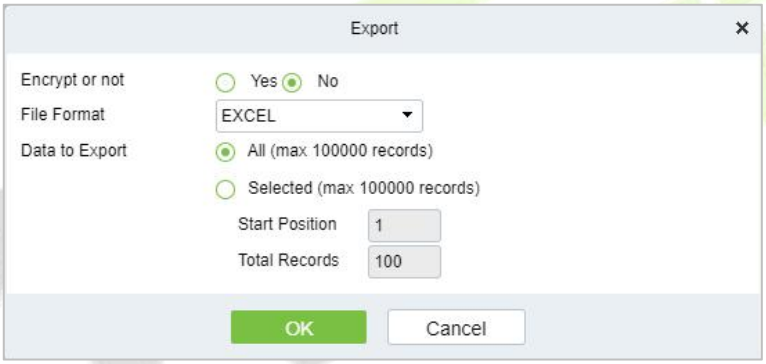


**Figure 9- 23 Fixed vehicle Authorization Export**

### 9.5.3 Fixed Vehicle Extension

#### 9.5.3.1 Fixed Vehicle Authorization: Delete

Select multiple check boxes in the first column of the license plate list and click **Delete** to cancel license plates in batches or click **Delete** at the end of each line to cancel a single license plate.

#### 9.5.3.2 Batch Extension

Select a fixed license plate for which the valid time needs to be extended and click **Batch Extension** at the end of a fixed license plate. The **Batch Extension** page is displayed.


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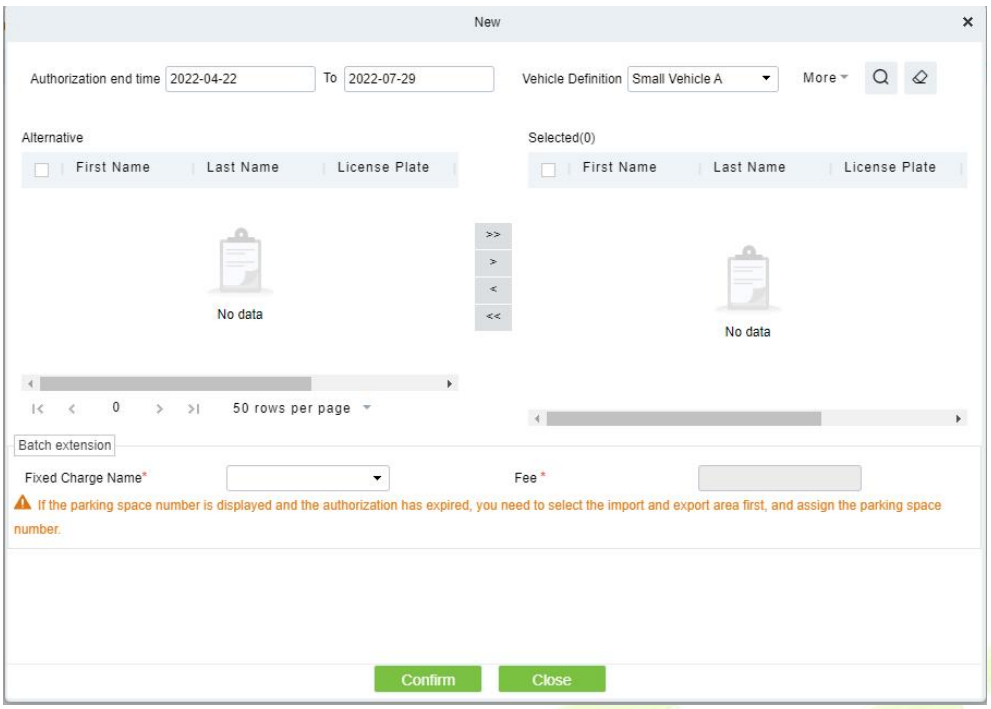


**Figure 9- 24 Fixed vehicle Authorization Batch Extension**

Set Extended Deadline and Fee. Click OK to save and exit.

## 9.5.4 Block&Allow List Management

### 9.5.4.1 Add New

**Operating Steps:**

**Step 1:** In the **Parking** module, select **Vehicle Management > Block&Allow List Management**.

**Step 2:** Click **Add New** and fill in the relevant parameters, as shown in figure below. Please refer to Table 10-17 for parameter description.

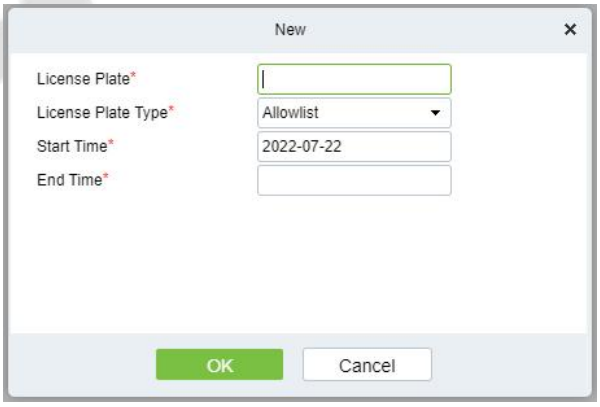


**Figure 9- 25 Block&Allow List Management New Interface**

| Parameter | Description |
|---|---|
| License Plate | License plate numbers to be added to the blocklist or allowlist |
| License Plate Type | The value can be block list or allowlist |
| Start Time/End Time | Time when the allowlist takes effect & expires (This parameter is not available for the blocklist). |

**Table 9-17 Description of Block&Allow List Management Parameters**


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#### 9.5.4.2 Edit

Click a **license plate** number or **Edit** in the operation column to go to the Edit page. Make modifications and click **OK** to save modifications.

#### 9.5.4.3 Delete

Select one or more license plate numbers and click **Delete** at the upper part of the list and click **O**K to delete the selected license plate numbers. Click **Cancel** to cancel the operation or click **Delete** in the operation column to delete a single license plate number.

#### 9.5.4.4 Refresh

Click **Refresh** at the upper part of the list to load the latest blocklist and Allowlist.

#### 9.5.4.5 Synchronize Blocklist

Click **Synchronize Blocklist,** click **OK** to synchronize all blocklists, click **Cancel** to cancel.

When the device is off-line, the device will automatically synchronize blocklist and broadcast voice. It should be noted that the device must be equipped with an SD card.

#### 9.5.4.6 Synchronize Allowlist

Click **Synchronize Allowlist,** click **OK** to synchronize all Allowlists, click **Cancel** to cancel.

When the device is off-line, the device will identify the Alowlist synchronized and automatically open the gate. It should be noted that the device must be equipped with an SD card.

## 9.6 Report Management

### 9.6.1 Vehicle Inside

#### 9.6.1.1 Remove

Remove from Device function lets you to remove or eliminate the transmitted Work Codes from the Device.

#### 9.6.1.2 Export

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

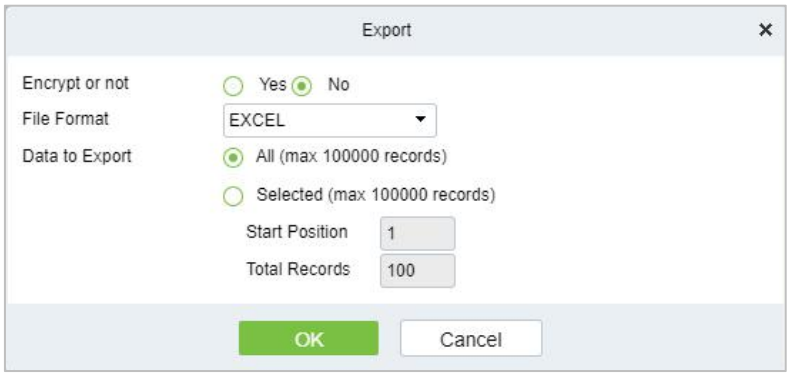


**Figure 9- 26 vehicle Inside Export Interface**


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#### 9.6.1.3 License Plate Correction

Make modifications of the License Plate Number.

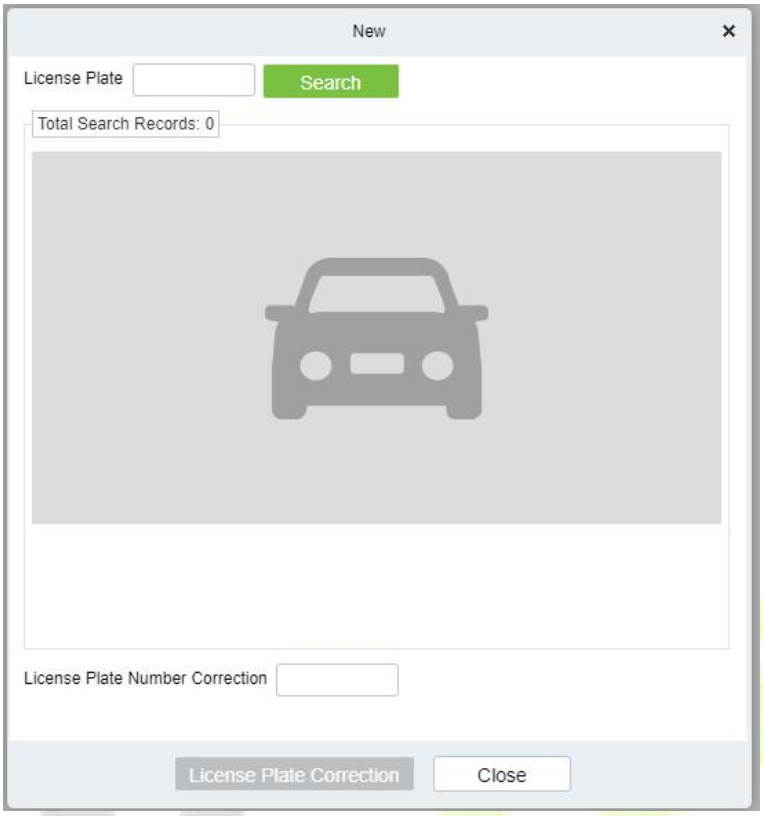


**Figure 9- 27 License Plate Correction**

### 9.6.2 Entry Record

It will provide the details of the vehicle which entered into the parking.

Click **Report Management** > **Entry Record**. Select the desired time period, vehicle owner and license plate number, and click to query Entry records. Click **More** to query based on other conditions.

#### 9.6.2.1 Export

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

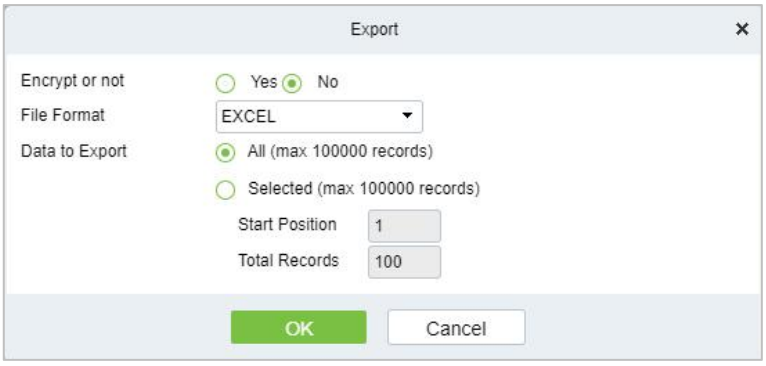


**Figure 9- 28 Entry Record of Export Interface**


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### 9.6.3 Exit Record

It will provide the details of the vehicle which exited out of the parking.

Click **Report Management** > **Exit Record**. Select the desired time period, vehicle owner and license plate number, and click to query Exit records. Click **More** to query based on other conditions.

#### 9.6.3.1 Export

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

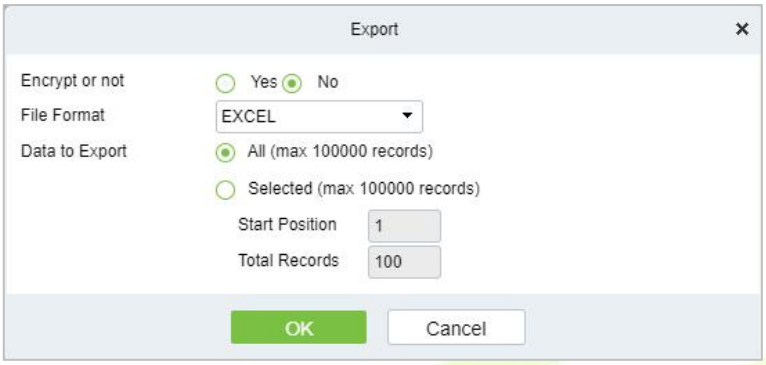


**Figure 9- 29 Exit Record of Export Interface**

### 9.6.4 Charge Record

The Charge Record Details module provides reports of charging information of all exit vehicles (records with fee of 0 are also generated for fixed vehicles and charging-free temporary vehicles).

#### 9.6.4.1 Export

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

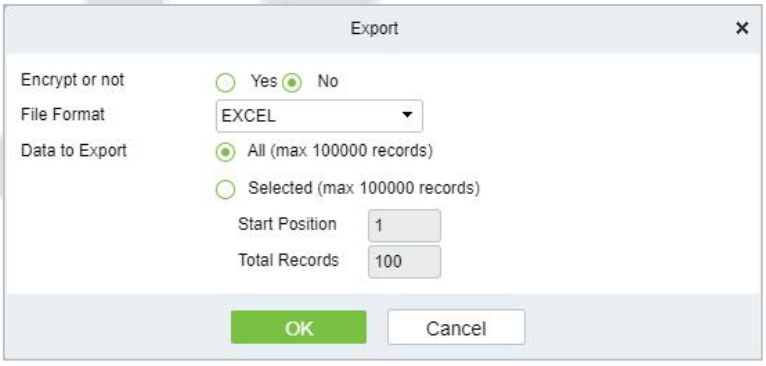


**Figure 9- 30 Export interface for Charge Record**

Choose **Report Management** > **Charge Details**. Select the desired time period and operator name and click \ to query charging details. Click **More** to query based on other conditions. The page is shown in the following figure.

### 9.6.5 Expired Vehicle

#### 9.6.5.1 Incoming Unusual Vehicles

It will provide the details of the vehicle which incoming unusually of the parking.

Click **Report Management** > **Incoming Unusual Vehicles**. Select the desired time period, vehicle owner and license plate number, and click to query Exit records. Click **More** to query based on other


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conditions.

#### 9.6.5.2 Export

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

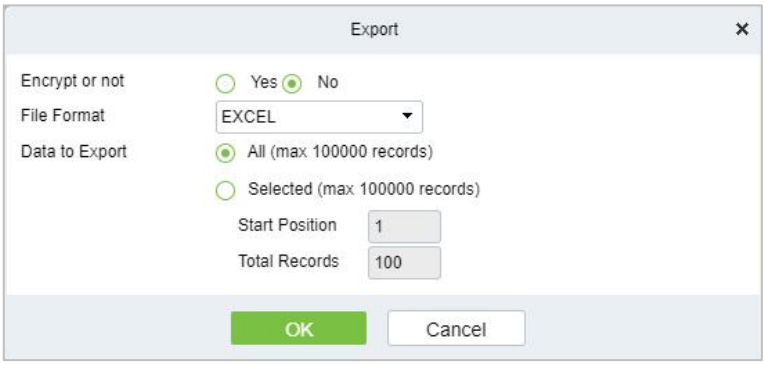


**Figure 9- 31 Incoming Unusual Vehicles of Export Interface**

### 9.6.6 Fixed Vehicle Authorization Record

It will provide the details of the vehicle which fixed authorization records of the parking.

Click **Report Management** > **Fixed vehicle Authorization Record**. Select the desired time period, vehicle owner and license plate number, and click to query Exit records. Click **More** to query based on other conditions.

#### 9.6.6.1 Export

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

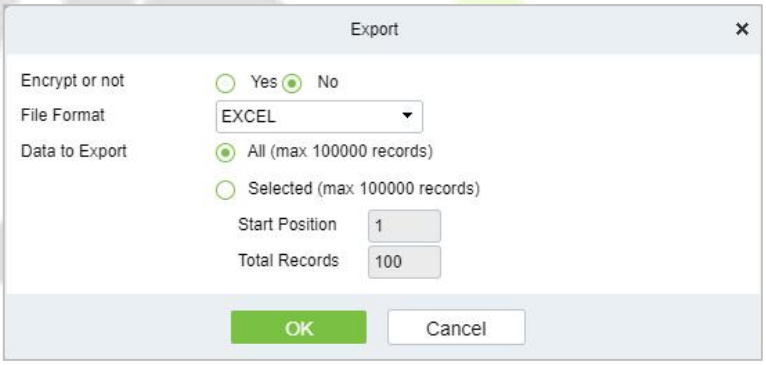


**Figure 9- 32 Fixed vehicle Authorization Record of Export Interface**


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## 9.6.7 Device Operation Record

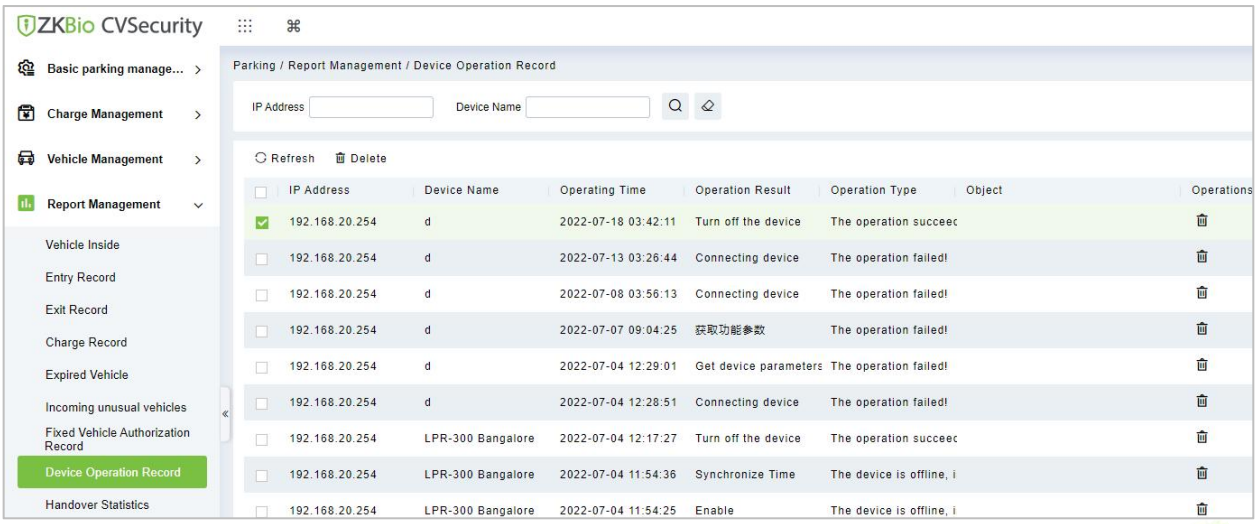


**Figure 9- 33 Device Operation Record Interface**

### 9.6.7.1 Delete

Select one or more device operation record and click **Delete** at the upper part of the list and click **OK** to delete the selected device operation record. Click **Cancel** to cancel the operation or click **Delete** in the operation column to delete a single device operation record.

## 9.6.8 Handover Statistics

The Handover Record provides reports of handover records.

Choose **Report Management** > **Handover Statistics.** Select the desired time period and operator name and click \ to query handover records. Click **More** to query based on other conditions. The page is shown in the following figure.

### 9.6.8.1 Export

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

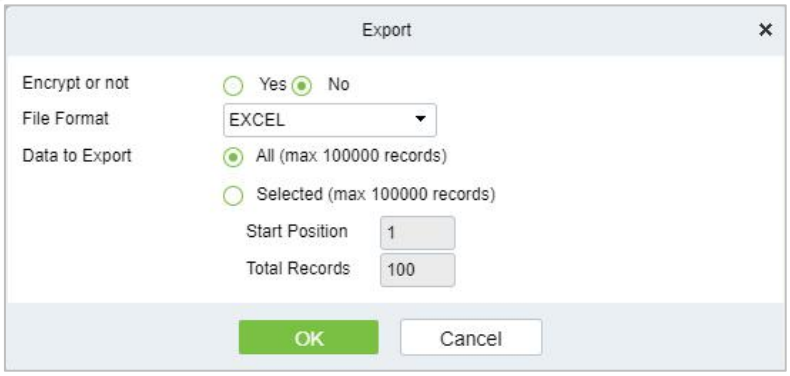


**Figure 9- 34 Hand Over Statistics of Export Interface**

## 9.6.9 Daily Income Statistics


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The Daily Report provides reports of the total amount of charges per day for each shift in each duty guard booth.

Choose **Report Management > Daily Reports**. Select the desired time period and click \ to query the total amount of charges for each shift in each duty guard booth. The page is shown in the following figure.

#### 9.6.9.1 Export

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

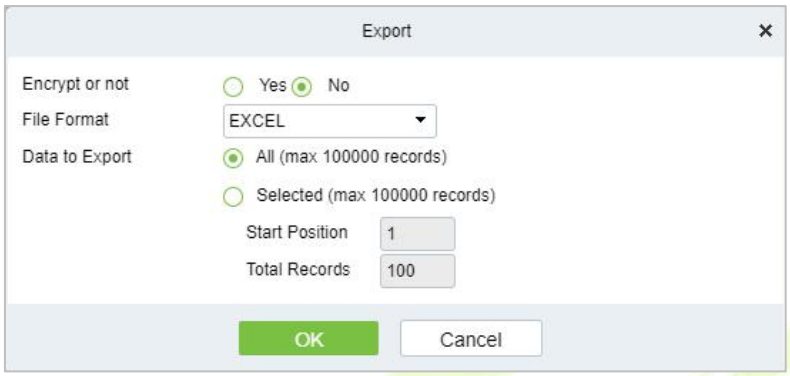


**Figure 9- 35 Daily Income Statistics of Export Interface**

### 9.6.10 Monthly Income Statistics

The Monthly Report provides statistics of parking fees for each day of the month.
Choose **Report Management > Monthly Reports**. Select the desired time period and click **1A** to query the parking fees the page is shown in the following figure.

#### 9.6.10.1 Export

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

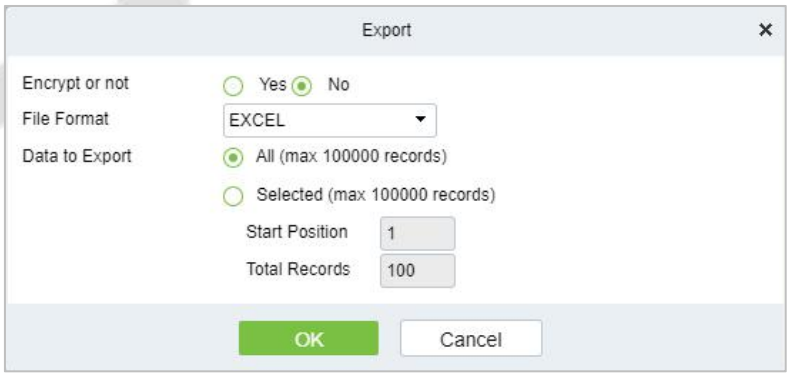


**Figure 9- 36 Export Interface of Monthly Income Statistics**


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# 9.7 Real-Time Monitoring

This paper introduces the configuration of real-time monitoring in parking module and can view the monitoring dynamics in real time in this interface.

## 9.7.1 Sentry Booth Monitoring

This paper introduces that the configuration of monitoring related information can be viewed in the booth monitoring interface in, and the administrator can view the monitoring dynamics in the booth monitoring interface.

**Operating Steps:**

**Step 1:** In the **Parking** module, click "**Parking Real-time Monitoring > Sentry Booth Monitoring**".

**Step 2:** In the booth monitoring interface, you can view related monitoring videos and events, as shown in figure below.

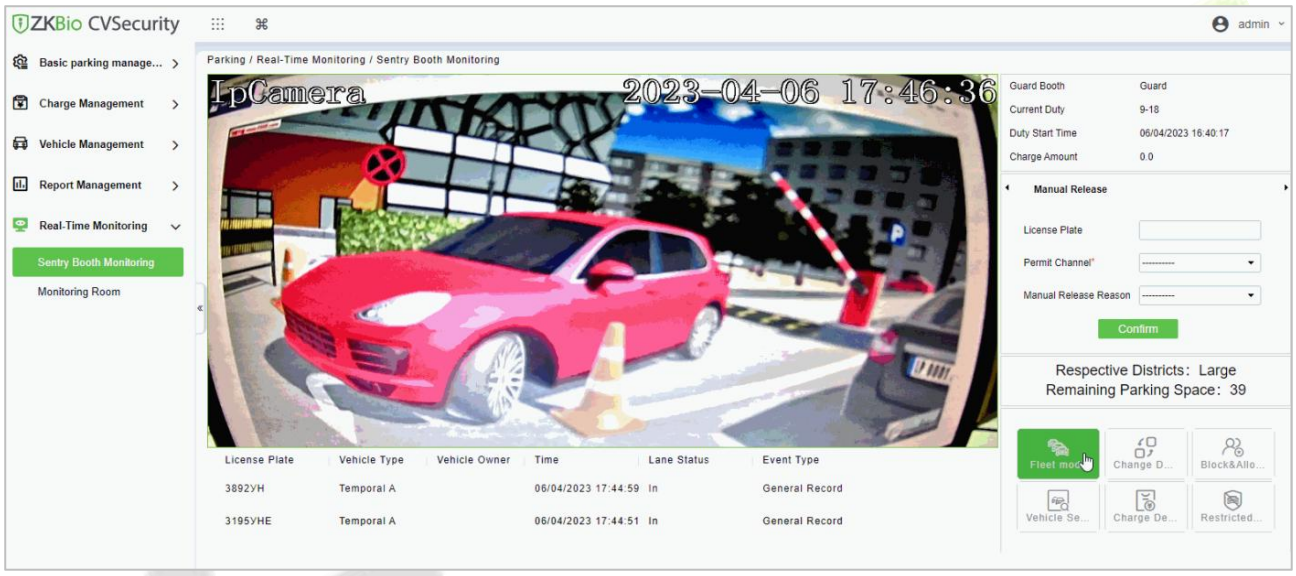


**Figure 9- 37 Guard Booth Monitoring Interface**

### 9.7.1.1 Manual Release

This paper introduces the manual release function of Guard Booth monitoring, and the administrator can operate the vehicle release in this interface.

**Operating Steps:**

**Step 1:** In the **Parking** module, click "**Parking Real-time Monitoring > Box Monitoring > Manual Release**".

**Step 2:** Under manual release, the administrator can operate vehicle release here, and when the vehicle is not recognized, manual release can be performed, as shown in figure below.


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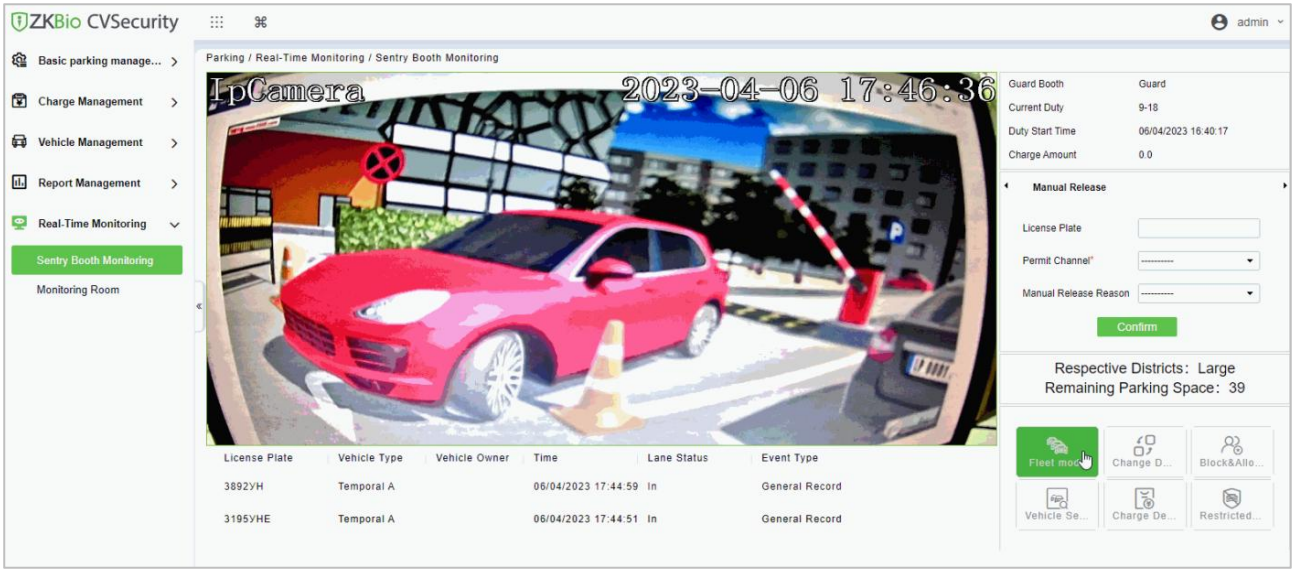


**Figure 9- 38 Manual Pass Interface**

### 9.7.1.2 Change Shifts

This paper introduces the information configuration of personnel shift change in, where you can view the data information of shift change handover when exchanging shifts.

**Operating Steps:**

**Step 1:** In the **Parking** module, click "**Parking Box Monitoring > Shift Change**".

**Step 2:** Set the relevant shift information, as shown in figure below, and refer to Table 10-18 for parameter description.

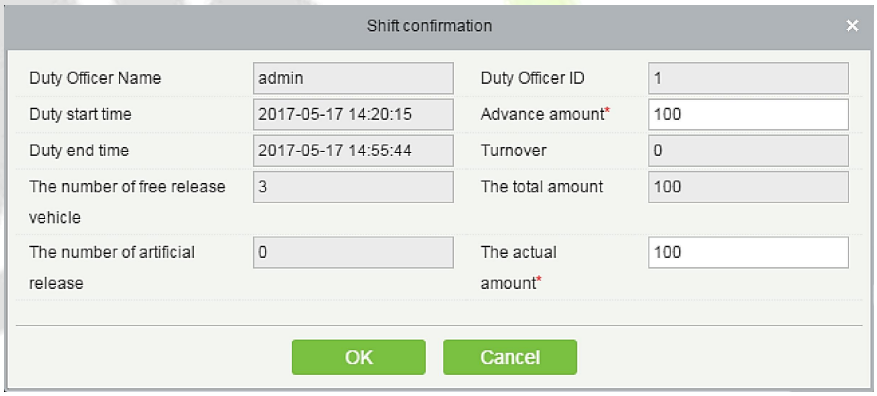


**Figure 9- 39 Shift Change Interface**

| Parameter | Description |
|---|---|
| Name of Duty Officer | Show the name of the person on duty |
| Working Hours | Show the working hours of the personnel on duty |
| attendance Checking Hours | Display the attendance checking time of the attendant |
| Number of Vehicles Released Free of Charge | Number of vehicles allowed to be released free of charge |
| Number of Manual Switches | Number of times of manual release through manual gate opening |
| Advance Amount | Such as reserve amount, such as reserve for change |


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| Parameter | Description |
|---|---|
| Preferential Amount | Amount of parking discount |
| Turnover | Business amount generated by parking lot charges |
| Total Amount | Total amount of car park revenue |
| Actual Amount | Actual amount of parking lot income (net income) |

**Table 9-18 Description of Shift Change Parameters**

**Step 3:** Enter the account number and password of the shift changer.

**Step 4:** Click **OK** to complete the setting of booth shift change.

### 9.7.2 Monitor Room

This paper introduces that the configuration of monitoring related information can be viewed in the monitoring room interface in, and the administrator can view the monitoring dynamics in the monitoring room interface.

**Operating Steps:**

**Step 1:** In the **Parking** module, click "**Parking Real-Time Monitoring > Monitor Room**".

**Step 2:** You can view relevant monitoring videos and data statistics in the monitoring room interface, as shown in figure below.

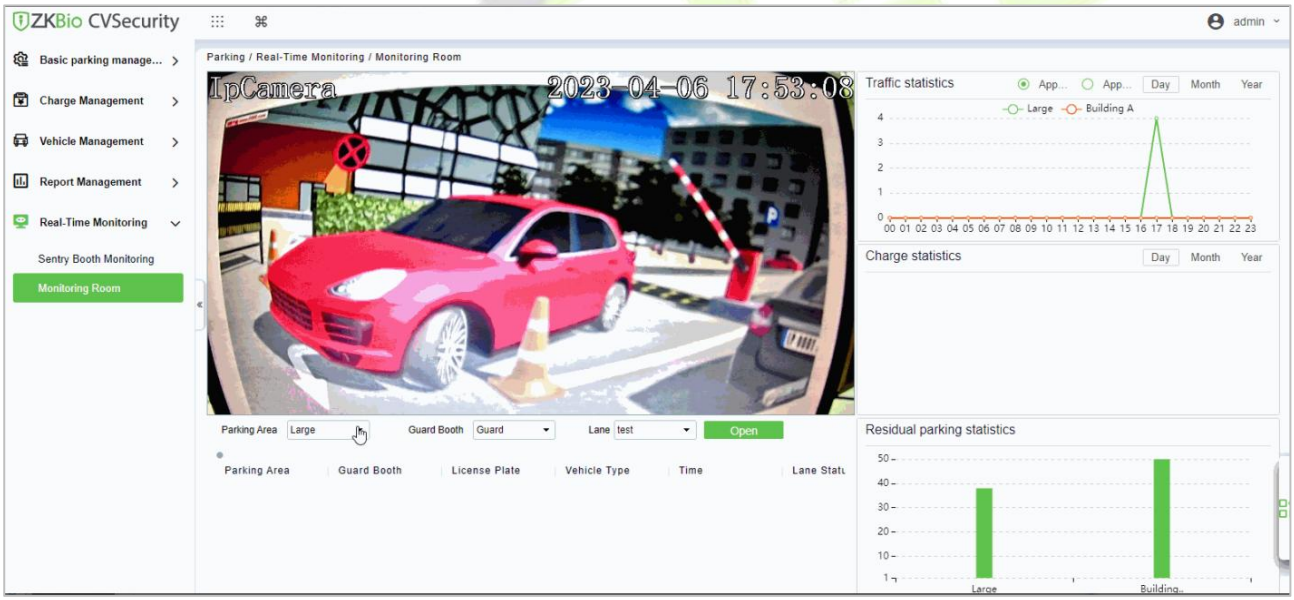


**Figure 9- 40 Monitoring Room Interface**

#### 9.7.2.1 Manual Barrier Opening

This paper introduces the Step configuration that the administrator can open the Barrier manually, which can be used to open the Barrier manually when the vehicle is not recognized.

**Operating Steps:**

**Step 1:** In the **Parking** module, click "**Parking Real-time Monitoring > Monitor Room**".

**Step 2:** In the monitor room interface, click "Open Gate-Enter License Plate Number-Confirm Open Gate", as shown in figure below.


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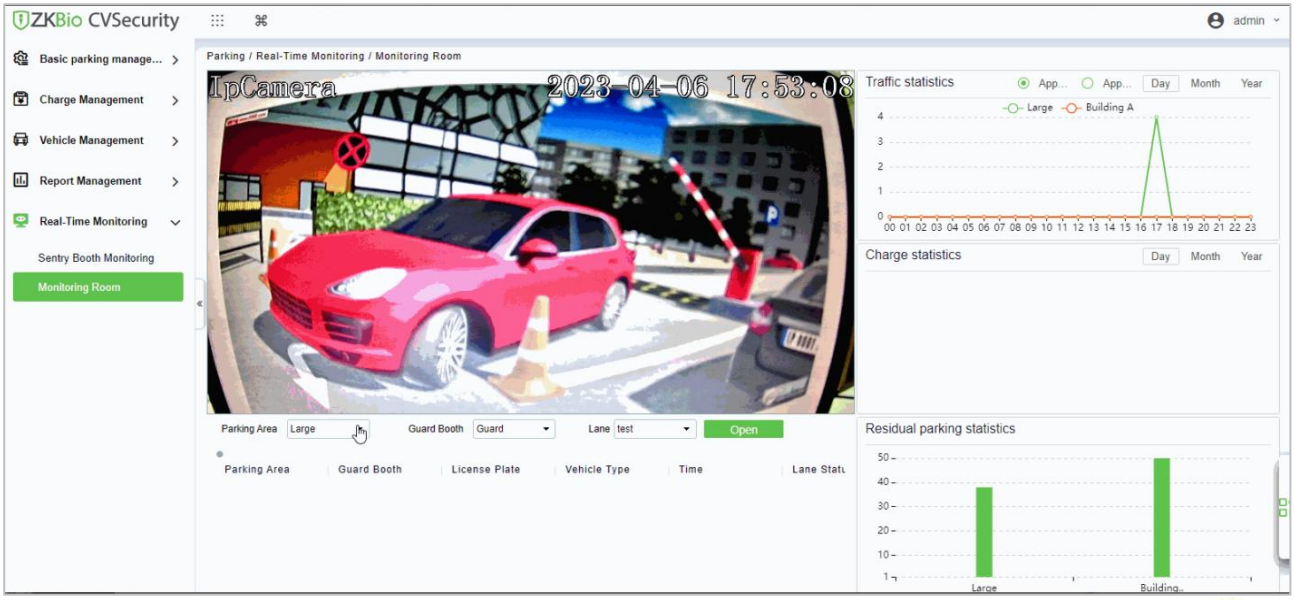


**Figure 9- 41 Switch Interface**

## 9.8 Ticket Dispenser Management

A parking lot ticket dispenser is a form of gate that allows pedestrians to pass through a designated area one at a time. They are typically installed in parking areas that are unattended.

### 9.8.1 Authorized Products (BEST-W Protocol)

Obtain Best-W protocol secret key and upload it to the ticket dispenser for authorization binding.

**Operation:**

**Step 1:** Click System **> Communication Management > Product > New** ,Add a product.

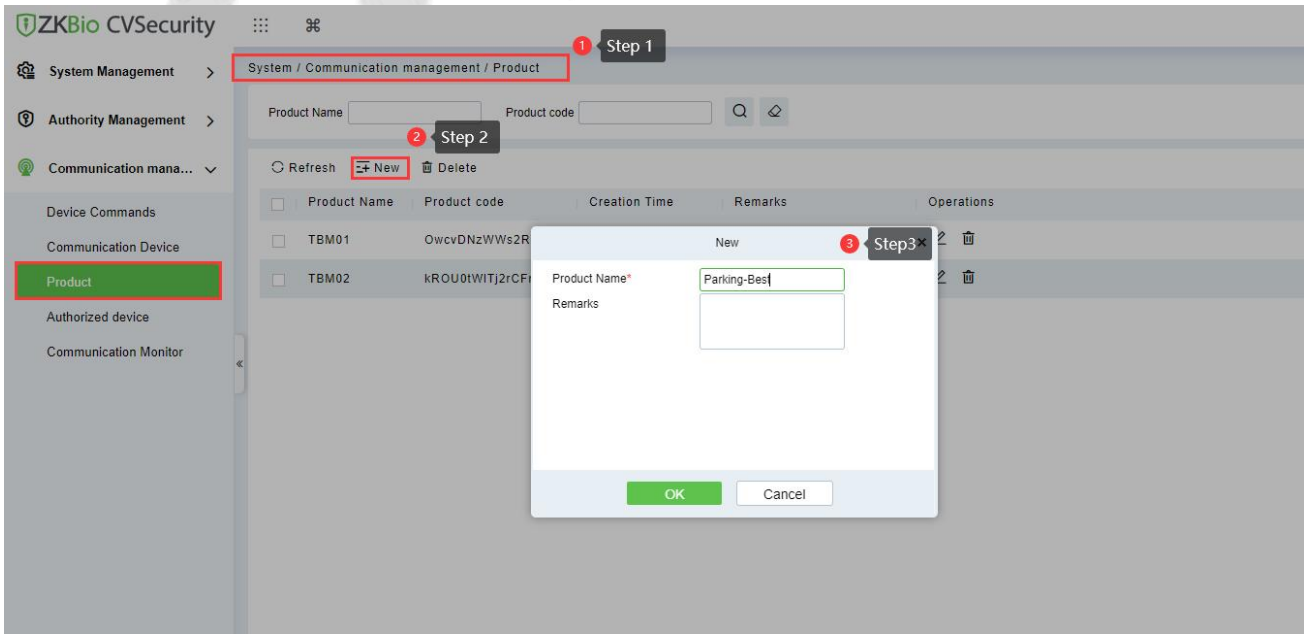


**Figure 9- 42 Add a product**


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**Step 2:** Click **System > Communication Management > Authorized device > New,** enter the device serial number to generate the secret key.

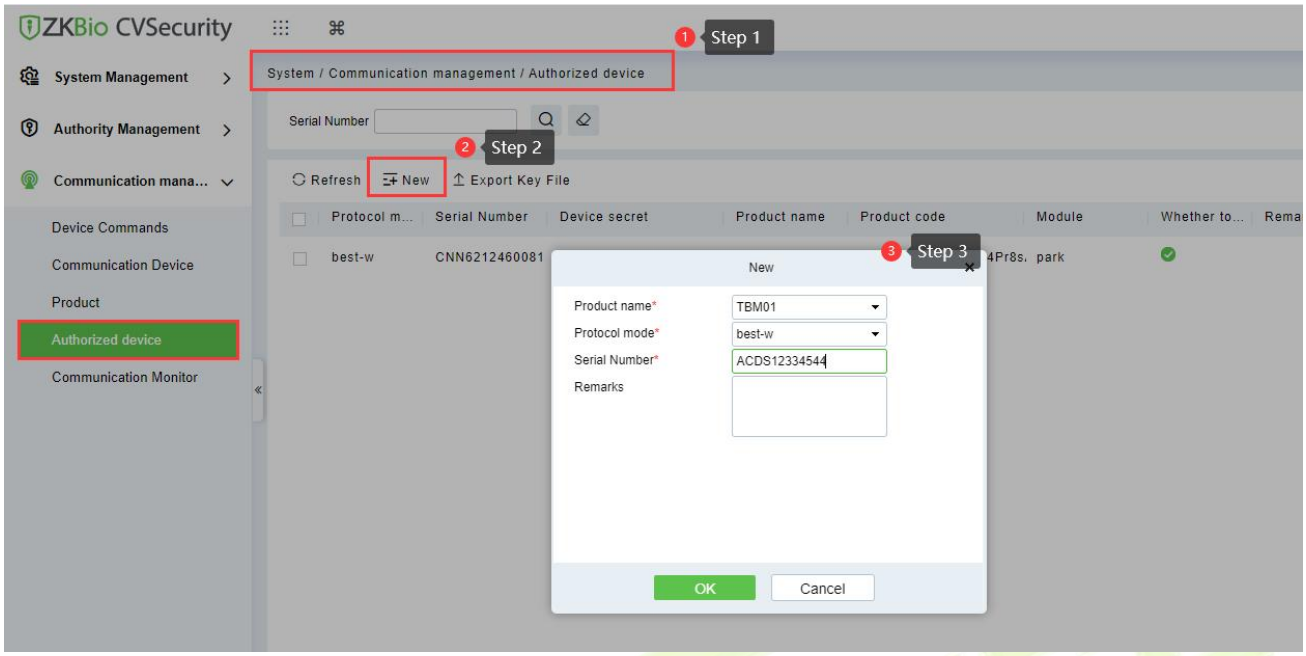


**Figure 9- 43 Authorized Device**

Select the product, click **Export Key File**, enter the activation time and click **Export.**

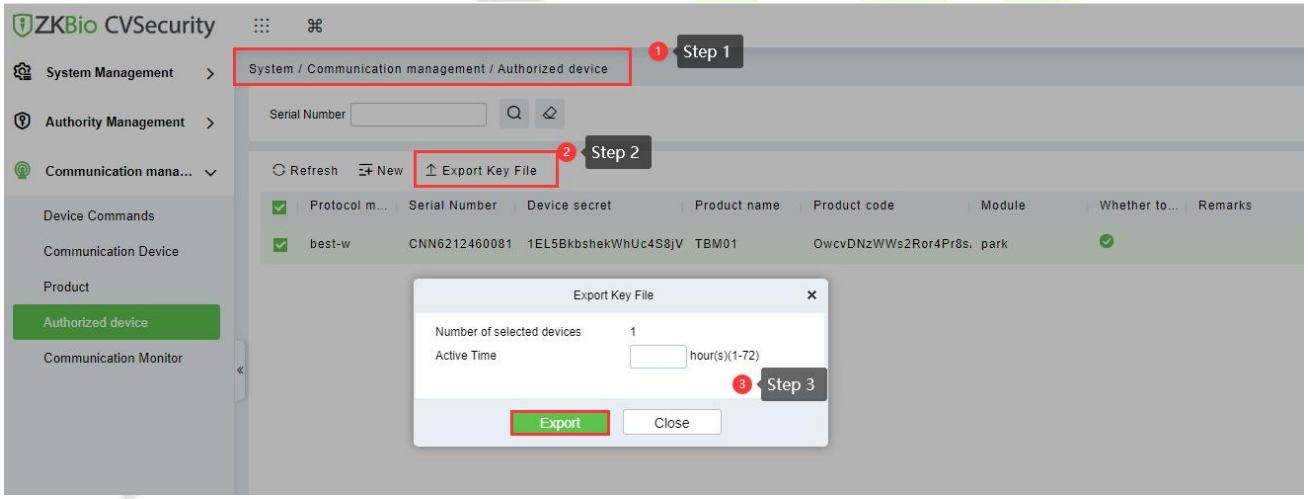


**Figure 9- 44 Export Key File**

**Active Time:** The secret key activation time range, after that, the secret key cannot be used again.

**Step 3:** Login in TBM01 web page, click **Setup > Comm Configuration > Best Configuration** and **Enable Best.**


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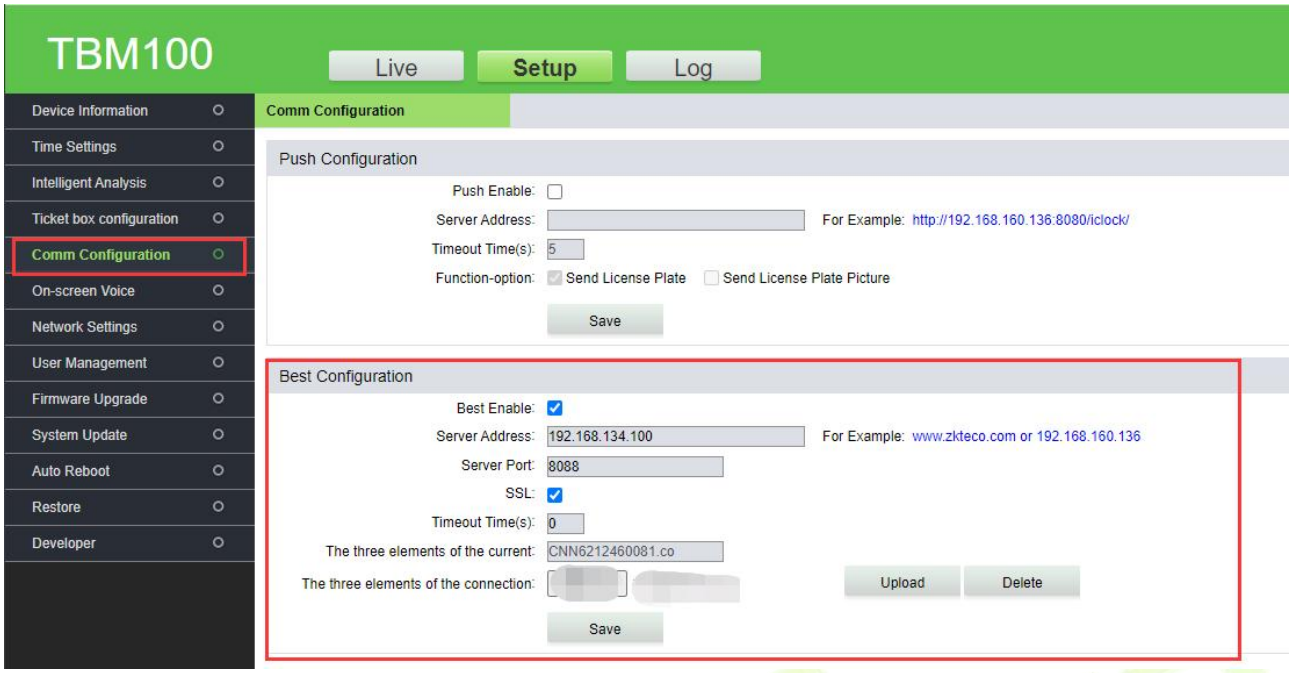


**Figure 9- 45 TBM01 Web Page**

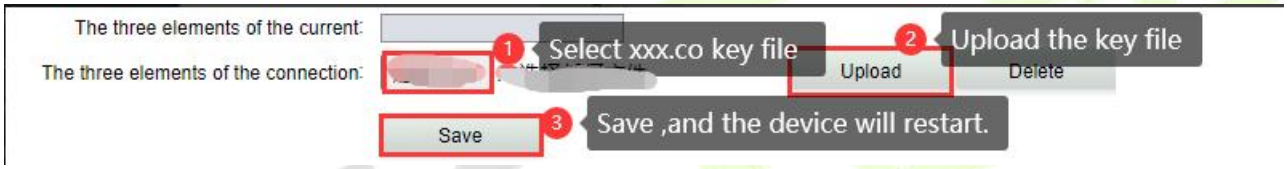


**Figure 9- 46 Import Key File**

**Fields are as follows:**

| Parameter | Description |
|---|---|
| Server Address | Server address of the connected ZKBio CVSecurity . |
| Server Port | The port for the device to communicate with ZKBio CVSecurity, default is 8088. |
| SSL | Whether the ZKBio CVSecurity server is encrypted or not, and if it is HTTPS then Enable SSL. |
| Timeout Time(s) | Communication timeout connection time. |
| The three elements of the current | The secret key exported from ZKBio CVSecurity and decompressed; the key format is "SNXXXXX.co" |
| The three elements of the connection | Select the Key of "SN.co", click Upload, then **Save** and the device will restart. |

**Table 9-19 Comm setting**

**Note**: The firmware of ticket dispenser should be higher than" V9.2.4.20221223.16 ".

## 9.8.2 Set Parking Parameter

Enabling BEST protocol and ticket dispenser for ZKBio CVSecurity.

Step 1: Go to ZKBio CVSecurity Parking Module, click **Parking > Basic Parking Management > Parking Lot Setting >Communication Mode**, select **BEST-W.**


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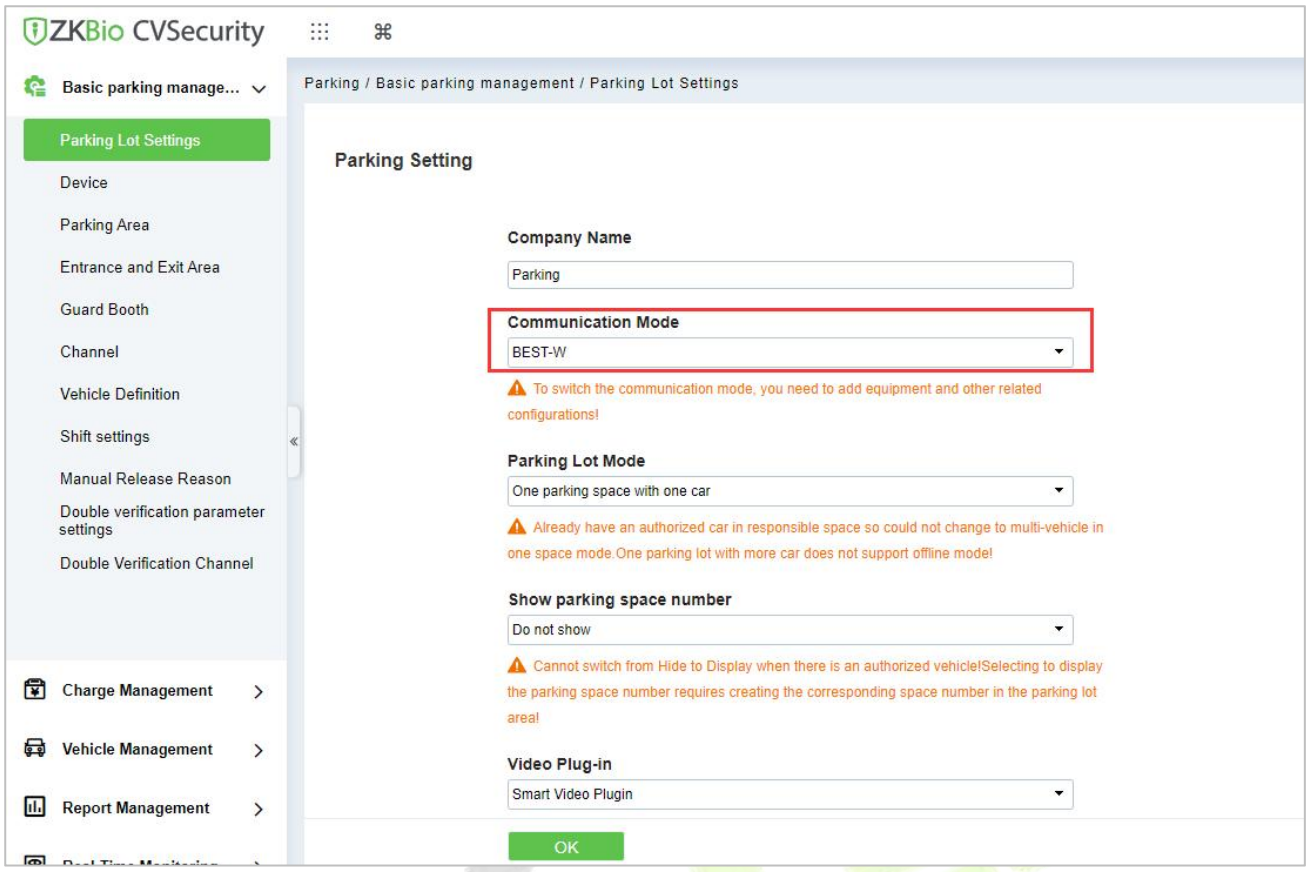


**Figure 9- 47 Enable BEST-W**

### 9.8.2.1 Entrance and Exit Lane Setting

Click **Parking > Basic Parking Management > Parking Lot Setting> Entrance and Exit Lane Setting > Enable Ticket box.**

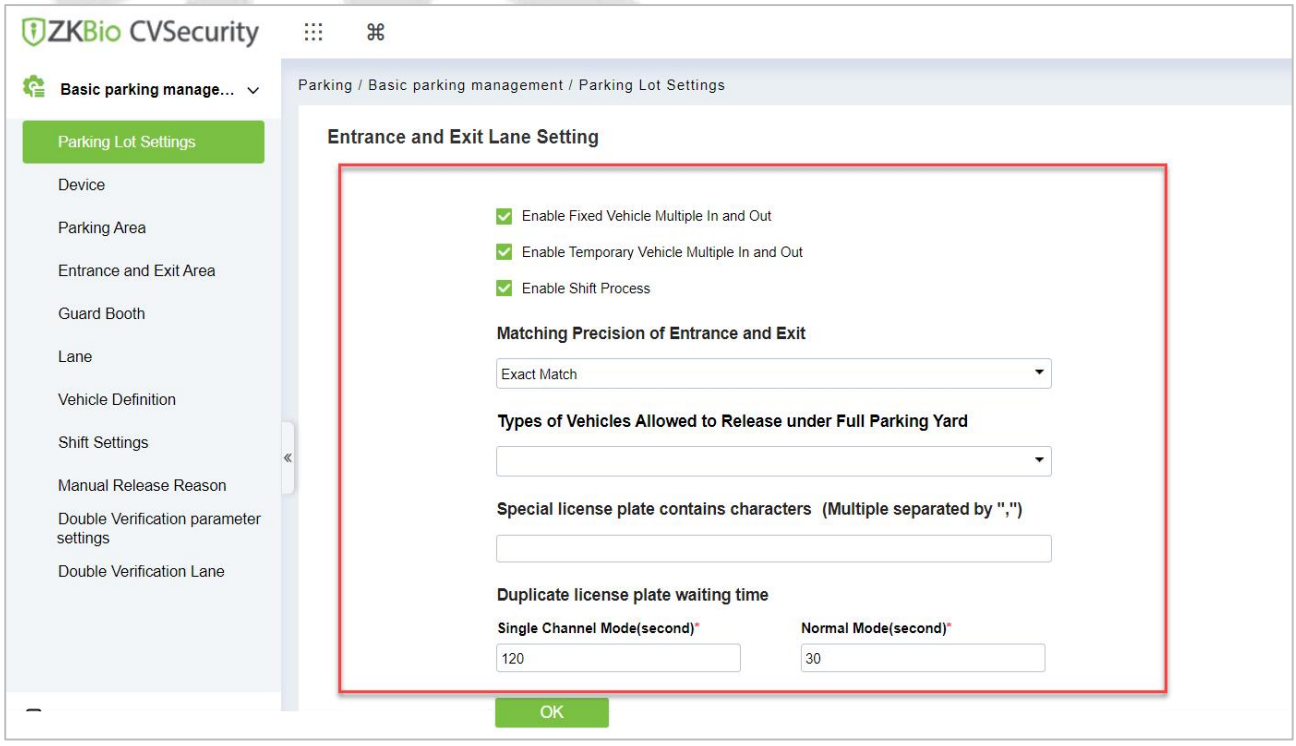


**Figure 9- 48**


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**Fields are as follows:**

| Parameter | Description | Parameter |
|---|---|---|
| **Entrance and Exit Lane Setting** | Enable the fixed or temporary vehicles are multiple In and out. | Allow the fixed or Temporary vehicles to the parking area and vehicles are multiple in and out. |
| | Matching Precision of Entrance and Exit | vehicles are allowed by exact match and 5 or 6digits registration numbers to the entrance and exit area of the parking. |
| | Types of Vehicles Allowed to Release under Full parking Yard | vehicles are allowed like small size, larger or medium vehicle. |
| | Special license plate contains characters | Enter the special license plates contains characters wherever required. |
| | Duplicate license plate waiting time | In Duplicate license plate waiting time Mention the timings of single channel mode and normal mode |

**Table 9-20**

### 9.8.2.2 Charge Management Setting

Click **Parking > Basic Parking Management > Parking Lot Setting> Charge Management Setting > Enable Ticket box.**

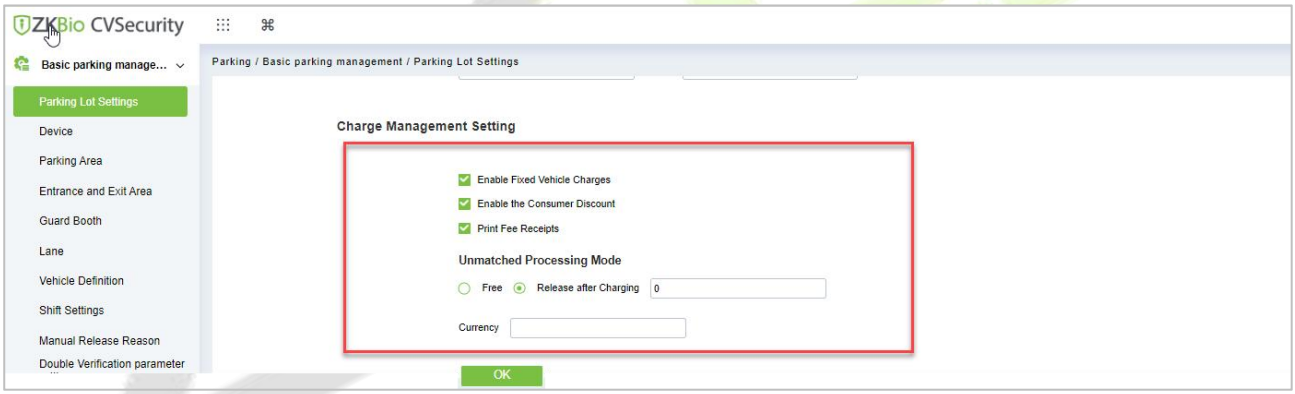


**Figure 9- 49**

**Fields are as follows:**

| Parameter | Specific Parameters | Parameter Description |
|---|---|---|
| **Charge Management Settings** | Enable the fixed Vehicle charges | If the fixed vehicle charging standard has been set in advance, check this setting, and when the fixed vehicle is authorized and postponed, it will be implemented according to this charging standard; If it is not checked, you can only manually enter the extension time and amount. |
| | Print the fee receipt | If the receipt printer is set and connected, the corresponding receipt will be printed when the charge is successful. |
| | Enable consumption discounts | Set the "Discount Strategy" in advance and then check the Enable Consumption Discount System, and the consumption discount will be carried out. |
| | Unmatched processing mode | There are two existing ways to deal with mismatches: "free release" and "opening the gate after charging fees"; Manual |


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| | | |
|---|---|---|
| | | release is to open the gate directly, and when the gate is opened after charging, a charge confirmation box will pop up during manual release (only for temporary vehicles). |

**Table 9-21**

### 9.8.2.3 Fixed Vehicle Setting

Click **Parking > Basic Parking Management > Parking Lot Setting> Fixed Vehicle Setting > Enable Ticket box.**

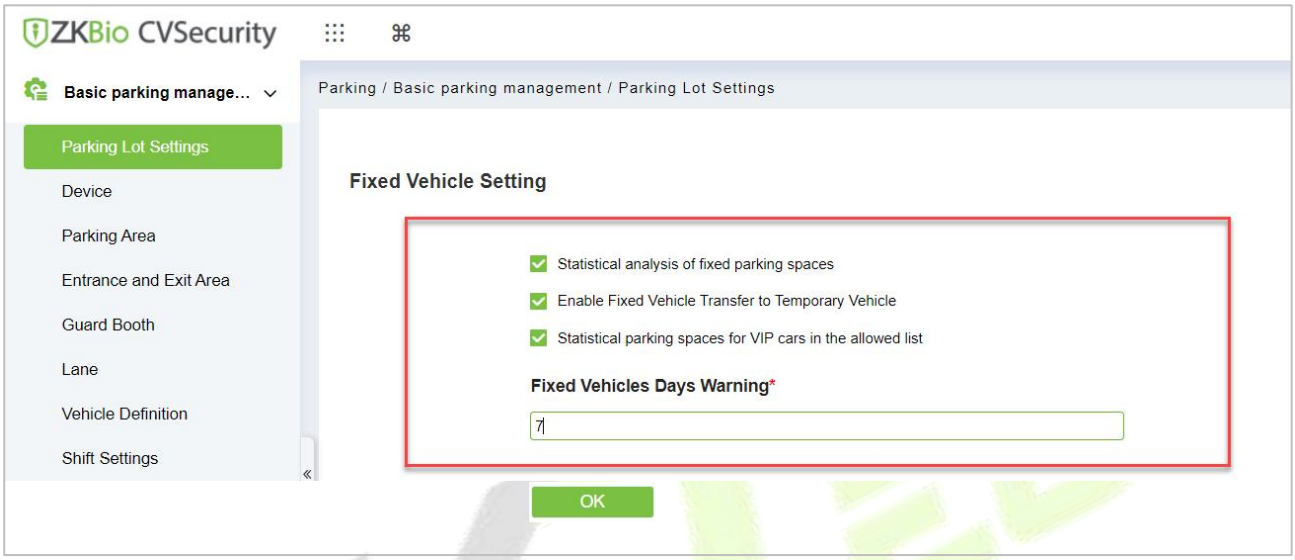


**Figure 9- 50**

**Fields are as follows:**

| Parameter | Specific Parameters | Parameter Description |
|---|---|---|
| **Fixed Vehicle Setting** | Statistical analysis of fixed parking spaces | If it is checked, the number of vehicles will not be deducted after authorization, and the number of vehicles will be counted in real time when vehicles enter and leave the field.If it is not checked, the number of fixed vehicles will be deducted after authorization. |
| | Enable fixed vehicle transfer to temporary vehicles | If this option is checked, the fixed vehicles will be automatically converted into a temporary vehicles after it expires, and the charge will be made according to the temporary charging method.<br>If it is not checked, this option will require manual release for the fixed vehicles to come out when it expires. |
| | Statistical parking spaces for VIP cars in the allowed list | Only for VIP vehicles to park in the allowed specific area space. |
| | Warning days for fixed vehicles | If the warning days are set to 5 days, it is necessary to prompt the vehicles to postpone the fixed vehicles when entering and leaving the field within 5 days. |

**Table 9-22**


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### 9.8.2.4 Voice and Display Setting

Click **Parking > Basic Parking Management > Parking Lot Setting> Voice and Display Setting > Enable Ticket box.**

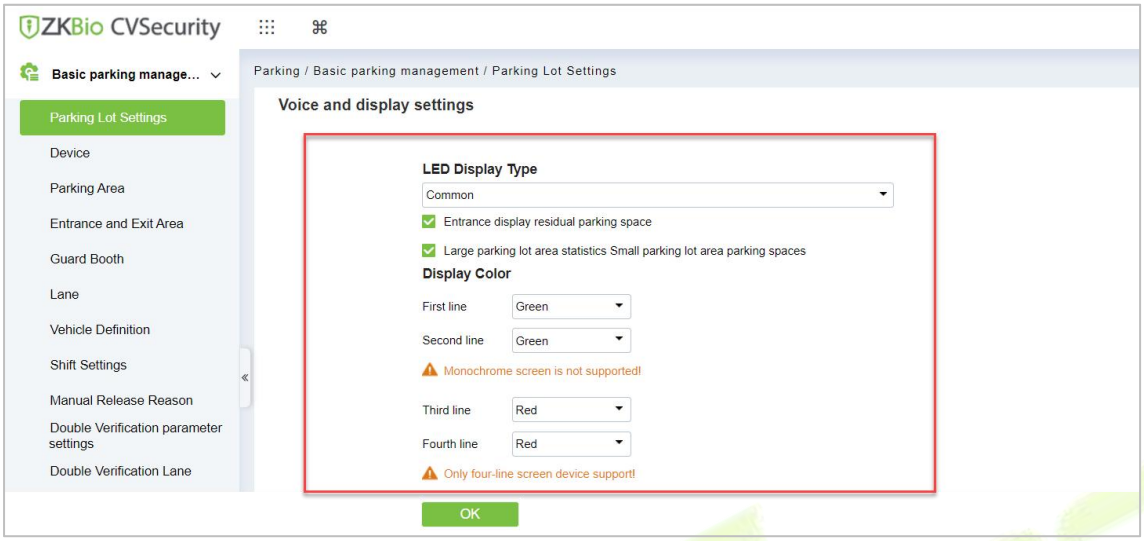


**Figure 9- 51**

**Fields are as follows:**

| Parameter | Specific Parameters | Parameter Description |
|---|---|---|
| **Voice and display settings** | The entrance shows the remaining parking spaces | Display the remaining parking spaces at the entrance of the parking lot. |
| | Statistics of car Parking area parking spaces in car Parking area | The statistics of the number of cars in the corresponding booth in the big Parking area include the number of cars in the small Parking area. |
| | Display color | Set the display color of parking machine. |

**Table 9-23**

Click **Parking > Basic Parking Management > Parking Lot Setting> Ticket Dispenser setting > Enable Ticket box.**

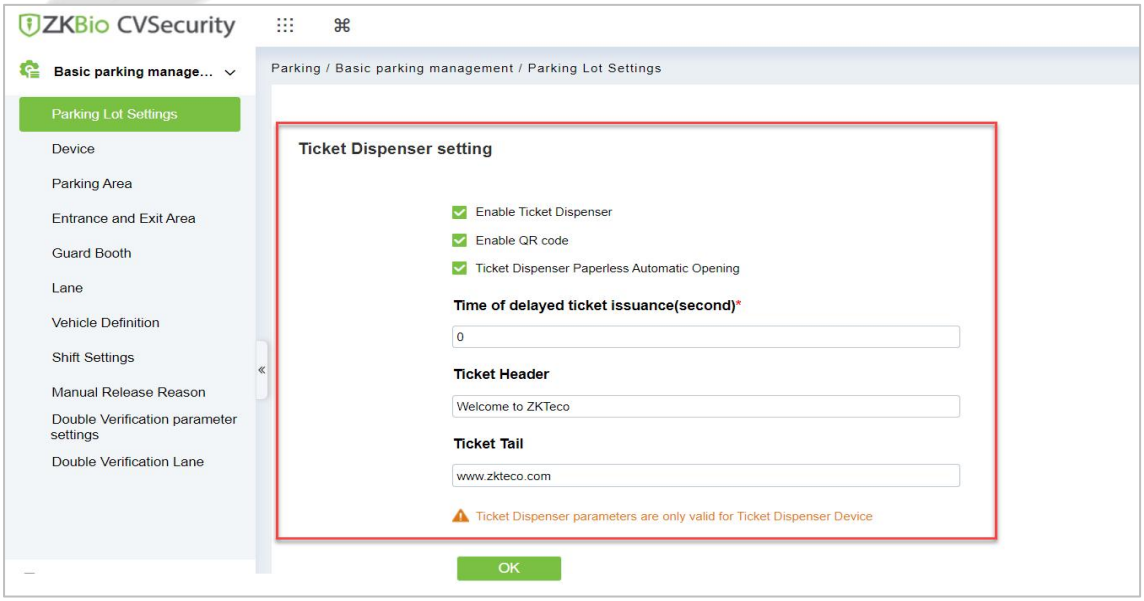


**Figure 9- 52 Enable Ticket Dispenser**


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**Fields are as follows:**

| Parameter | Specific Parameters | Parameter Description |
|---|---|---|
| **Ticket Dispenser Settings** | Enable Ticket Dispenser | Enable the platform's ticket dispenser function. |
| | Enable QR Code | Enable QR Code function. Print barcode if unchecked. |
| | Ticket Dispenser Paperless Automatic Opening | After setting, if there is no printing paper in the ticket dispenser, the barrier will open. |
| | Time of delayed ticket issuance(second) | Ticket dispenser delays printing after the vehicle is detected. |
| | Ticket Header | What is displayed in the header of the ticket. |
| | Ticket Tail | What is displayed in the tail of the ticket. |

**Table 9-24 Enable Ticket Dispenser**

### 9.8.2.5 Protection of Personal Sensitive Information

Click **Parking > Basic Parking Management > Parking Lot Setting> Protection of Personal Sensitive Information > Enable Ticket box.**

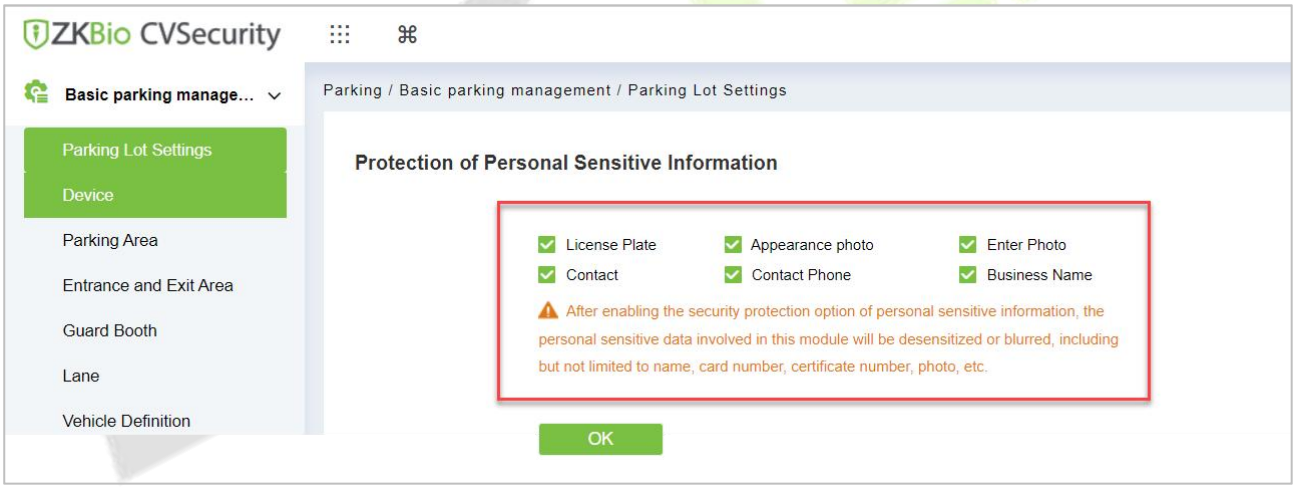


**Figure 9- 53**

**Fields are as follows:**

| Parameter | Specific Parameters | Parameter Description |
|---|---|---|
| **Protection of personal sensitive information** | Enable personal sensitive information | Enable the License Plate, Appearance photo, Enter photo, Contact/phone, Business Name, for security protection. |


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### 9.8.2.6 Other Setting

Click **Parking > Basic Parking Management > Parking Lot Setting> Other Setting > Enable Ticket box.**

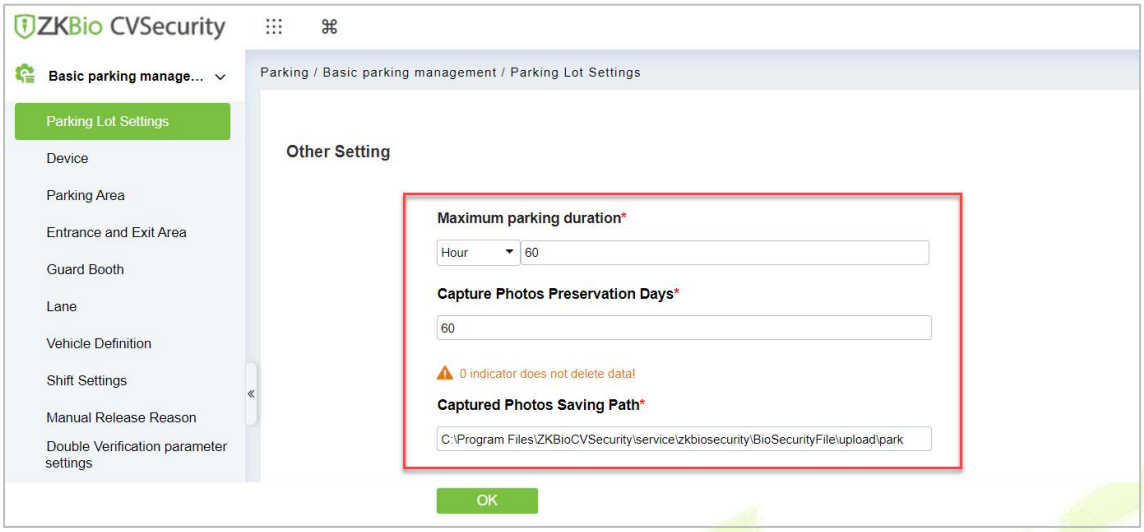


**Figure 9- 54**

**Fields are as follows:**

| Parameter | Specific Parameters | Parameter Description |
|---|---|---|
| **Other Settings** | Maximum parking duration | Set the maximum stay time of on-site vehicles. If the on-site vehicles have not left after this time, the records of on-site vehicles will be displayed in the "On-site Stay Timeout Vehicles" report. |
| | save days of captured photos | Set captured photos saved more than the set number of days photos will be automatically deleted, if you do not want to delete captured photos will change the parameter set to 0 days. |
| | captured photos Saving Path | You can customize the path where photos are saved. |

**Table 9-25**

### 9.8.2.7 Offline Setting

Click **Parking > Basic Parking Management > Parking Lot Setting> Offline Setting > Enable Lifeline Mode.**

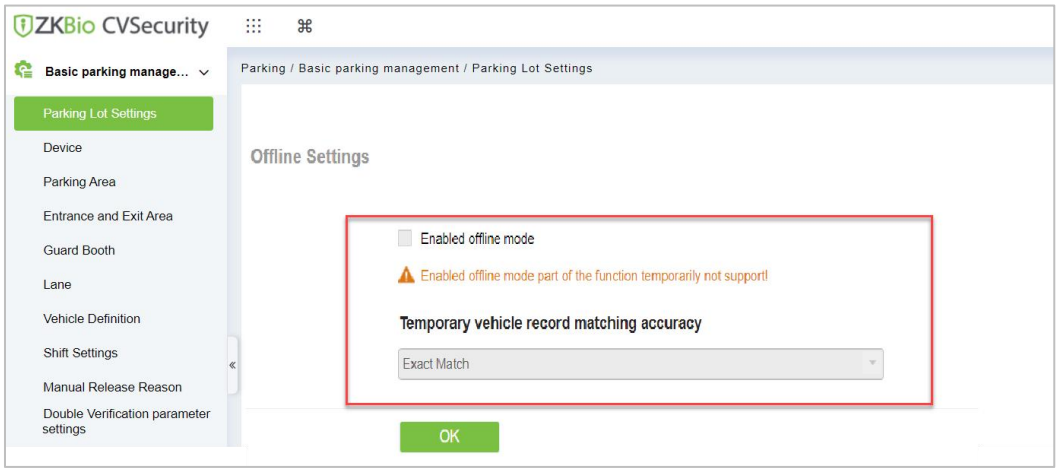


**Figure 9- 55**


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**Fields are as follows:**

| Parameter | Specific Parameters | Parameter Description |
|---|---|---|
| **Offline Setting** | Enable offline mode | Enable the License Plate, Appearance photo, Enter photo, Contact/phone, Business Name, for security protection. |
| | Temporary vehicle record matching | vehicles are allowed by exact match and 5 or 6digits registration numbers to the entrance and exit area of the parking. |

**Table 9-26**

## 9.8.3 Add Ticket Dispenser

Add ticket dispenser to ZKBio CVSecurity.

### 9.8.3.1 Search

Click **Parking > Basic Parking Management > Device >Search**, search and add the ticket dispenser.

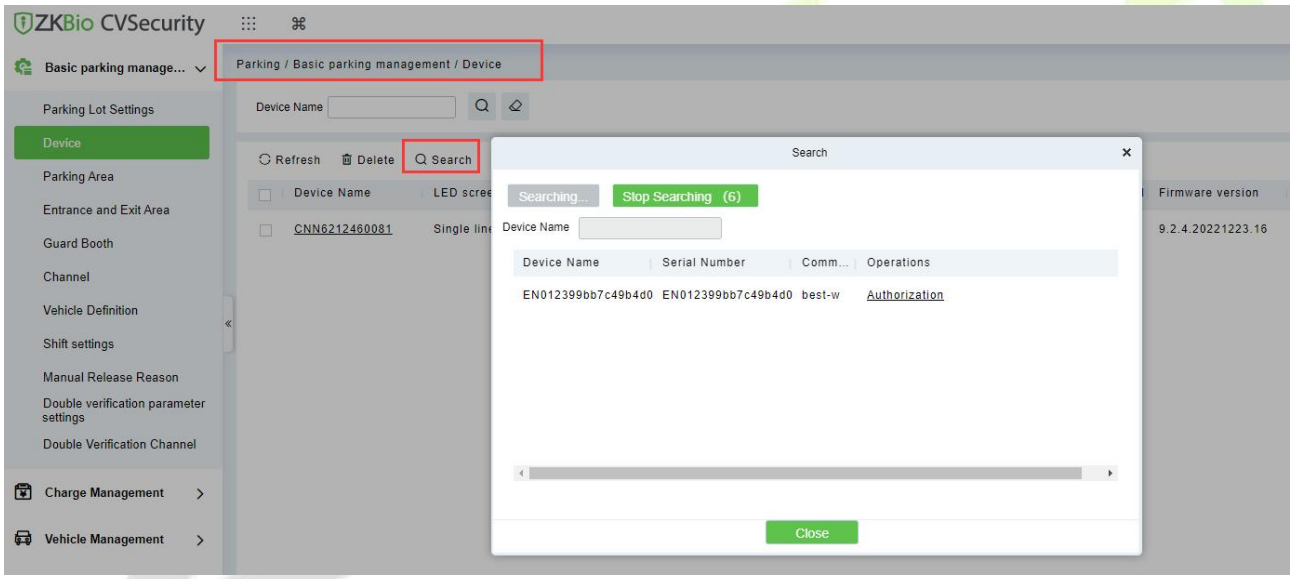


**Figure 9- 56 Search device**

After searching, click **Authorization**.

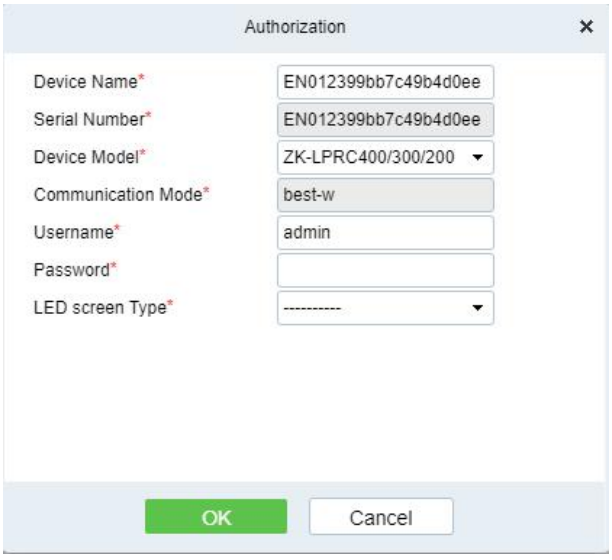


**Figure 9- 57 Add device**


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**Fields are as follows:**

| Parameter | Description |
|---|---|
| Device Name | The name of your ticket dispenser device |
| Serial Number | The serial number of devices |
| Device Model | Select ZK-TBM100 |
| Communication Mode | Use BEST-W Protocol. |
| Username | Login name, default is admin. |
| Password | Login password, the default is 123456 |
| LED Screen Type | Types of LED screens for ticket dispenser. |

**Table 9-27 Add device**

### 9.8.3.2 Add New

**Operating Steps:**

**Step 1:** In the **Parking** module, select **Parking Basic Management > Device**.

**Step 2:** In the **Device** interface, click **Add New** and fill in the relevant parameters, as shown in figure below.

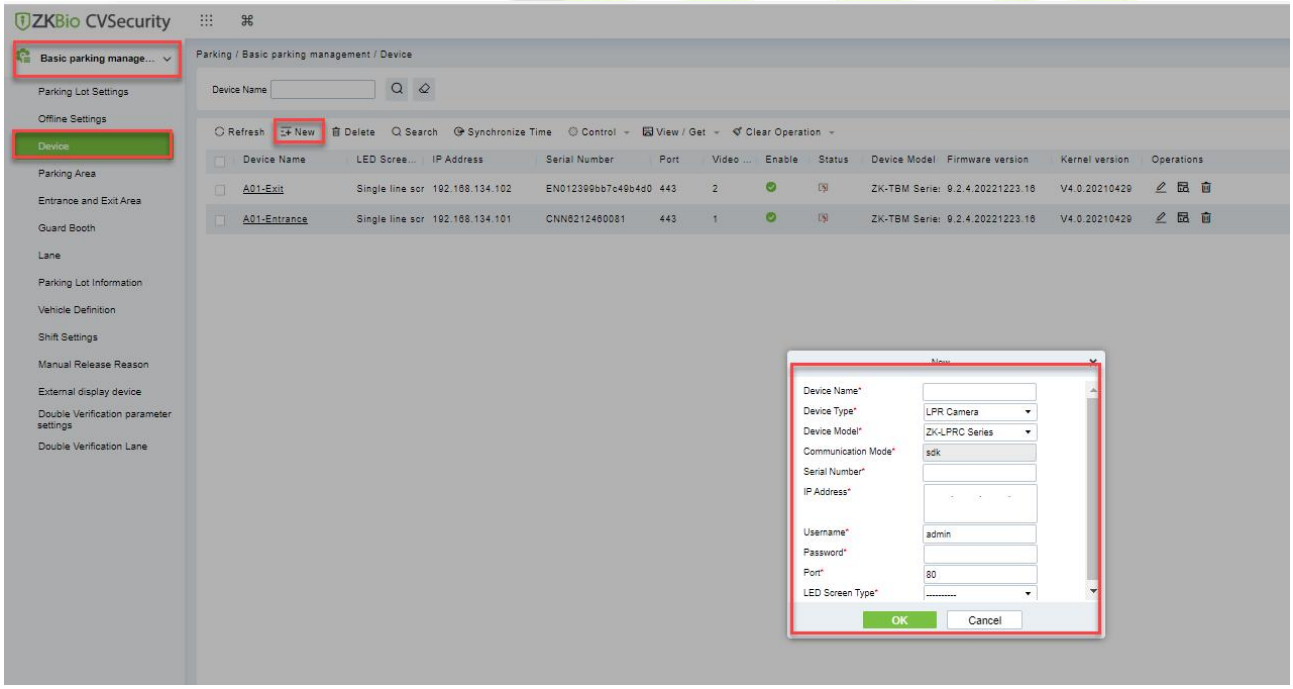


**Figure 9- 58**

**Fields are as follows:**

| Parameter | Description |
|---|---|
| Device Name | The name of your ticket dispenser device |
| Device Type | The type of the device. |
| Serial Number | The serial number of devices |
| Device Model | Select ZK-TBM100 |


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| Parameter | Description |
|---|---|
| Communication Mode | Use BEST-W Protocol. |
| IP Address | The IP address of your device. |
| Username | Login name, default is admin. |
| Password | Login password, the default is 123456 |
| LED Screen Type | Types of LED screens for ticket dispenser. |

**Table 9-28**

**Step 3:** Click **OK** to complete the setting of the Parking area.

### 9.8.3.3 Refresh

Refresh the current page.

### 9.8.3.4 Delete

Select **device**, click **Delete**, and click **OK** to delete the device.

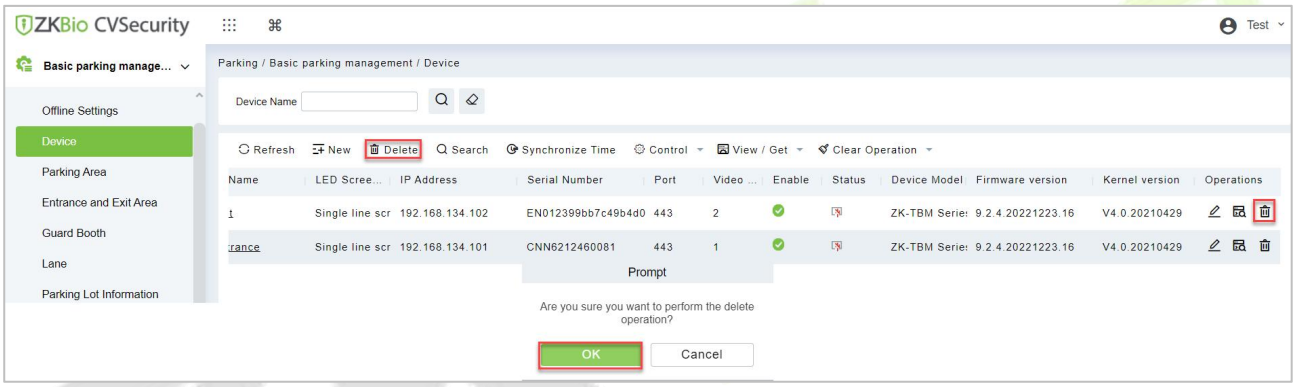


**Figure 9- 59 Delete device**

### 9.8.3.5 Synchronize Time

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

### 9.8.3.6 Control

**Reboot Device:** After clicking on it, the device will restart.

### 9.8.3.7 View/Get

**Get device parameters:** Get the device parameters, such as IP Address, and video port, etc.

**Get device version:** Get the firmware version of device.

### 9.8.3.8 Clear Operation

**Clear blocklist:** Clear blocklisted license plates.

**Clear allowlist:** Clear allowlist license plates.

**Clear fixed vehicle:** Clear the fixed vehicle.

### 9.8.3.9 Operations

: Edit the selected device.

: View all commands for the device.


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: Delete the selected device.

### 9.8.4 Lane Setting

**Preconditions:** Refer to 9 Parking Module to configure the parking area, entrance and exit area, guard booth.

**Operation Step**

**Step 1:** Click **Parking** > **Basic parking management** > **Lane.** Add the ticket dispenser device to the channel.

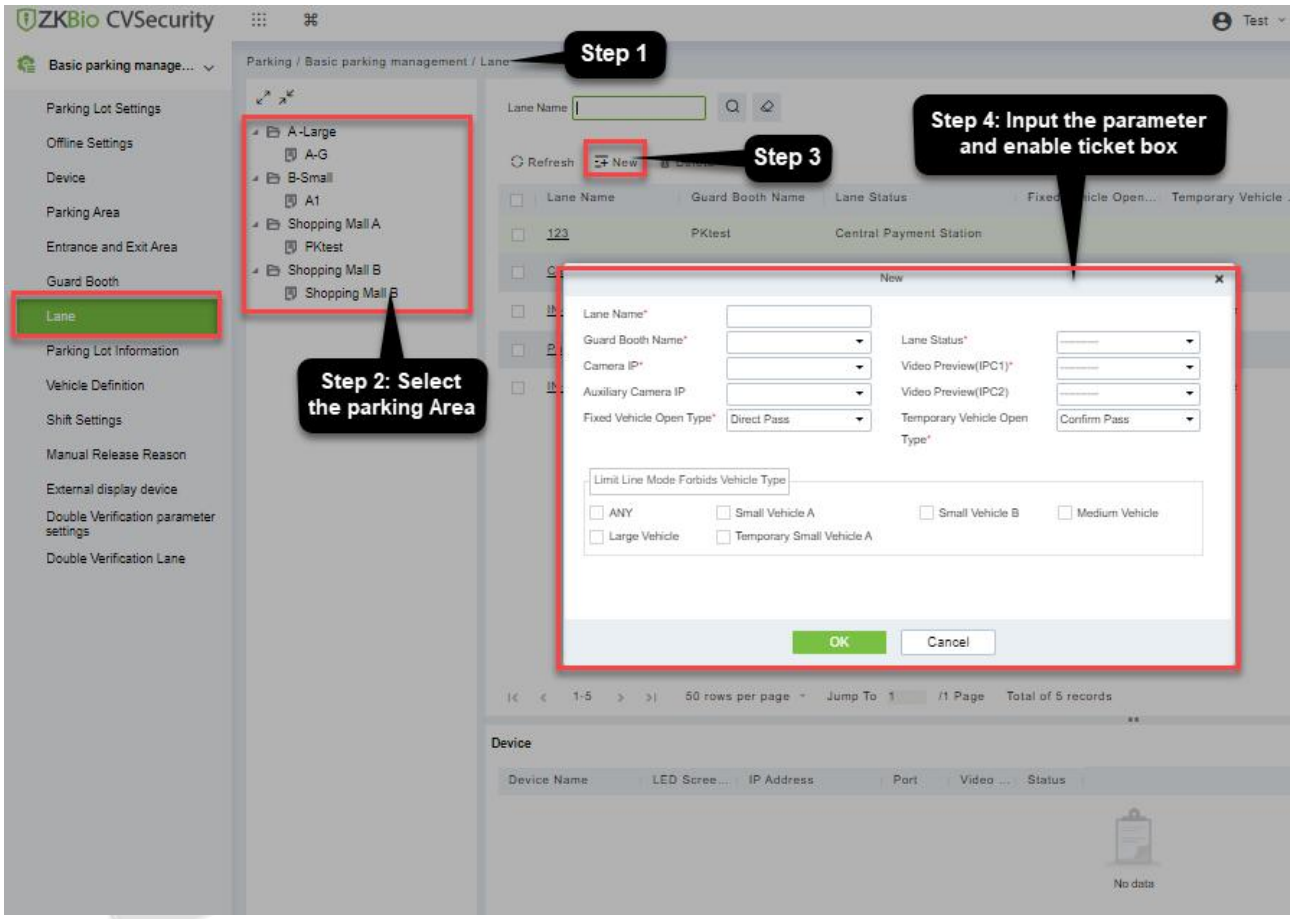


**Figure 9- 60 Add channel**

**Fields are as follows:**

| Parameter | Description |
|---|---|
| Lane Name | You can customize the lane name here |
| Guard Both Name | Select the corresponding booth |
| Lane Status | Select the channel properties of the entrance and exit of the corresponding booth entrance and exit area |
| Camera IP | The ip address of device 1, and the corresponding video port position is the monitoring position where the device is located |
| Auxiliary Camera IP | The ip address of device 2, and the corresponding video port position is the monitoring position where the device is located |
| Video Preview Windows (IPC) | Windows for real-time monitoring of booth |


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| Parameter | Description |
|---|---|
| Fixed Vehicle Open Type | Direct pass: card identification successfully opens the barrier.<br>Confirm pass: after successful card identification, booth confirmation is required before opening the door |
| Temporary Vehicle Open Type | Direct pass: after Printing ticket open the barrier.<br>Confirm pass: if the temporary vehicle need to charged, select "Confirm pass" |

**Table 9-29 Lane Setting**

**Step 3:** Click **OK** to complete the lane setting.

#### 9.8.4.1 Edit

Click a channel name or **Edit** in the operation column to go to the Edit page. Modify and click **OK** to save modifications.

#### 9.8.4.2 Delete

Select one or more channels and click **Delete** at the upper part of the list and click **OK** to delete the selected channels. Click **Cancel** to cancel the operation or click **Delete** in the operation column to delete a single channel.

### 9.8.5 Vehicle Authorization

#### 9.8.5.1 Fixed Vehicle Authorization

Vehicles for internal personnel in the case of using the ticket box, vehicles of internal personnel must swipe their cards to enter and exit.

**Operation Steps:**

**Step 1:** Click **Personnel** > **Personnel** > **Person** > **New**, add a new person, register card and license plate.

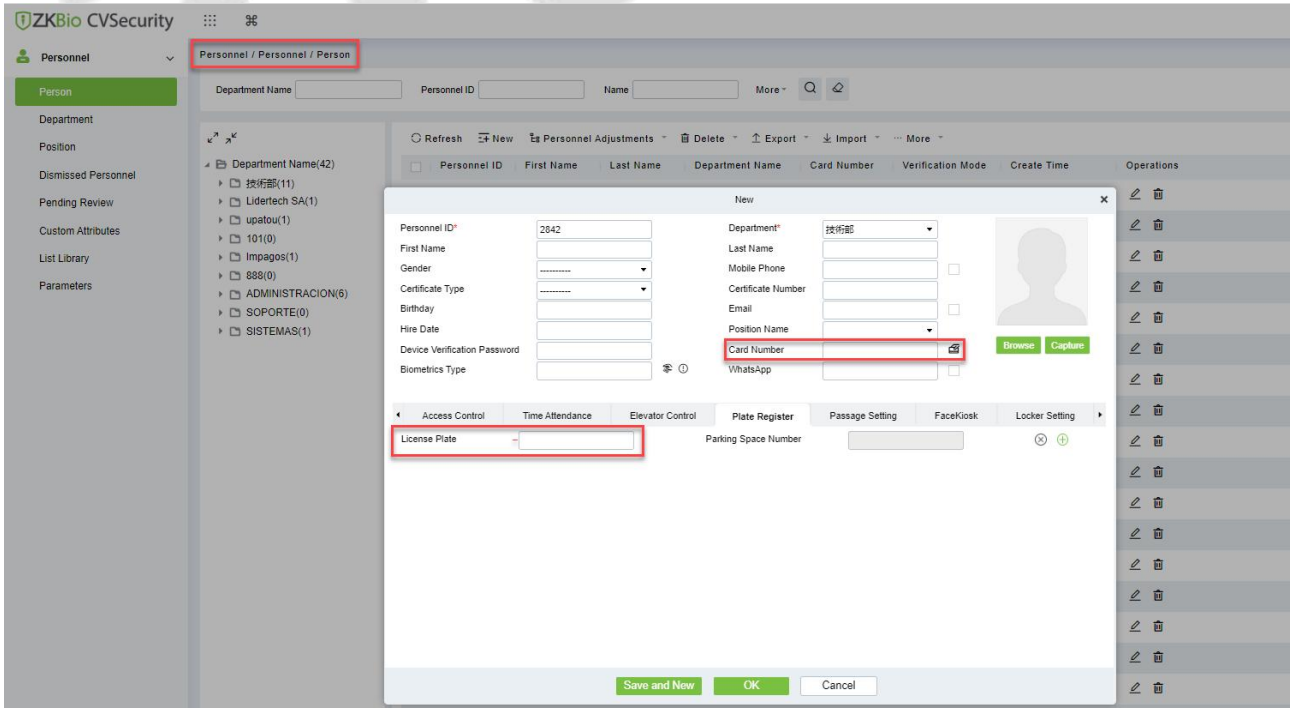


**Figure 9- 61 Add personnel**

**Step 2:** Click **Parking** > **Vehicle Management** > **Vehicle Authorization**> **Fixed Vehicle Batch Authorization**, select the personnel and authorization.


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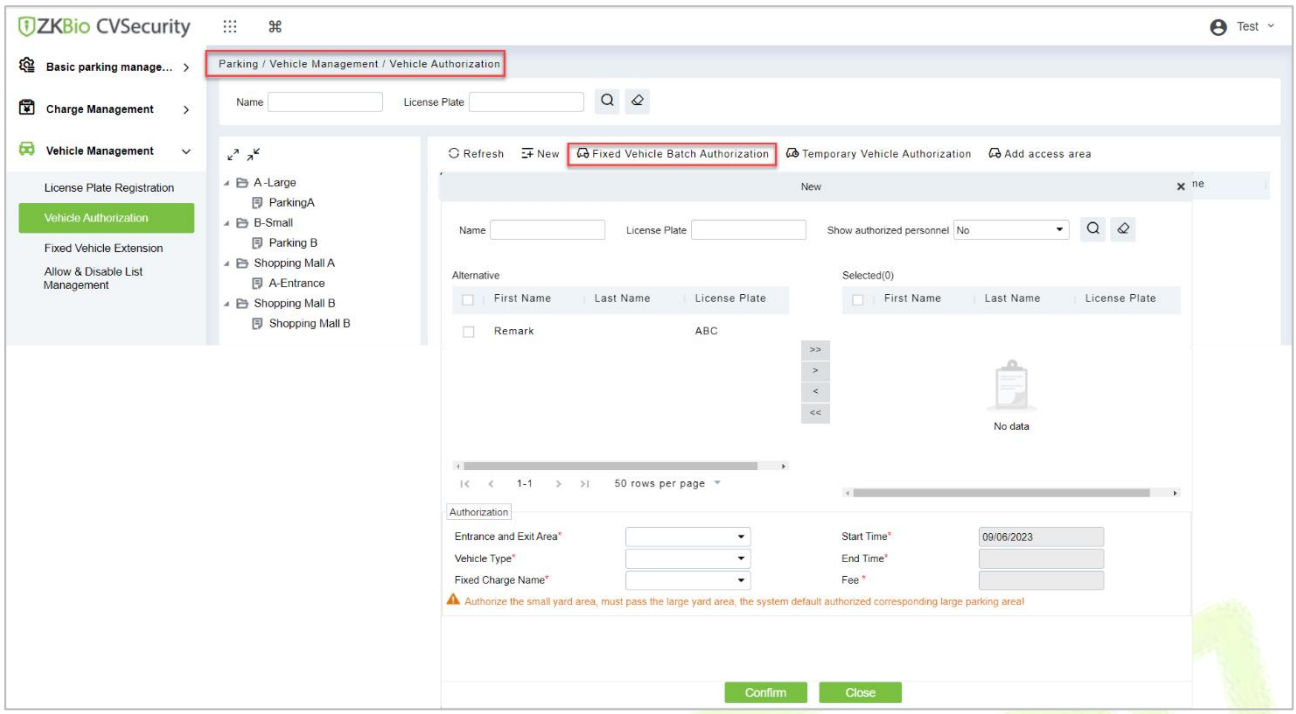


**Figure 9- 62 Fixed vehicle Batch Authorization**

**Step 3:** Successfully authorized vehicles will be displayed in the list.

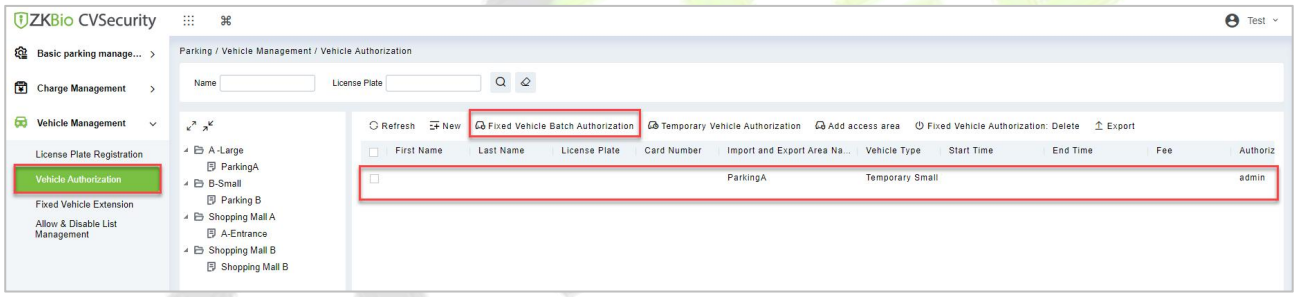


**Figure 9- 63 Authorization list**

### 9.8.5.2 Temporary Vehicle Authorization

Temporary cars print tickets at the entrance ticket dispenser and exit after scanning the QR code and charging.

**Operation Step:**

Step 1: Click **Parking > Vehicle Management > Vehicle Authorization> Temporary Vehicle Authorization.**Authorize access areas for temporary vehicles.

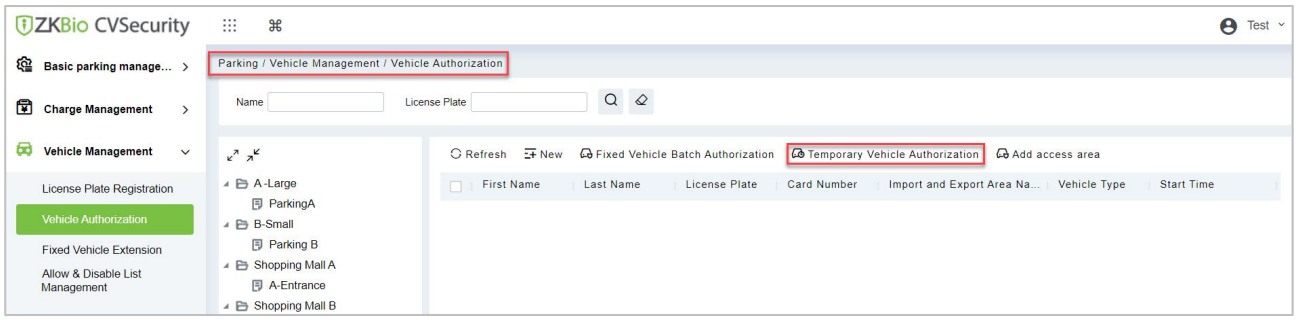


**Figure 9- 64 Temporary Vehicle Authorization**

**Step 2:** Successfully authorized vehicles will be displayed in the list.


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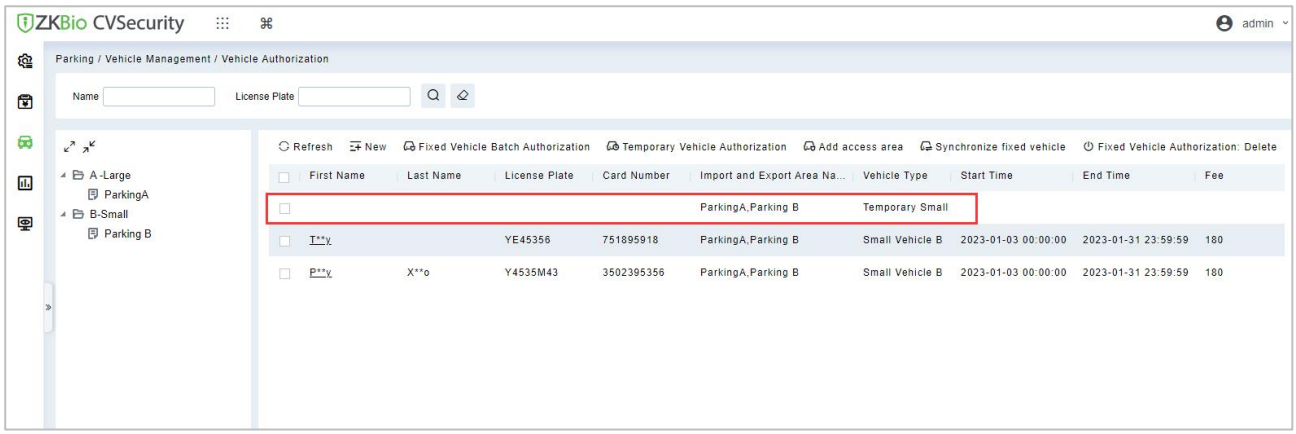


**Figure 9- 65 Authorization list**

## 9.8.6 Result Verification

### 9.8.6.1 Vehicle Entrance

Click **Parking > Real-time Monitoring > Sentry Booth Monitoring,** to check the vehicle access events.

**Fixed Vehicle:** Fixed vehicle swipe card on the ticket dispenser to enter, the booth real-time monitoring can view the record.

**Temporary Vehicle:** The vehicle sensor detects the vehicle and activates the ticket dispenser, the temporary vehicle enters after printing the ticket.

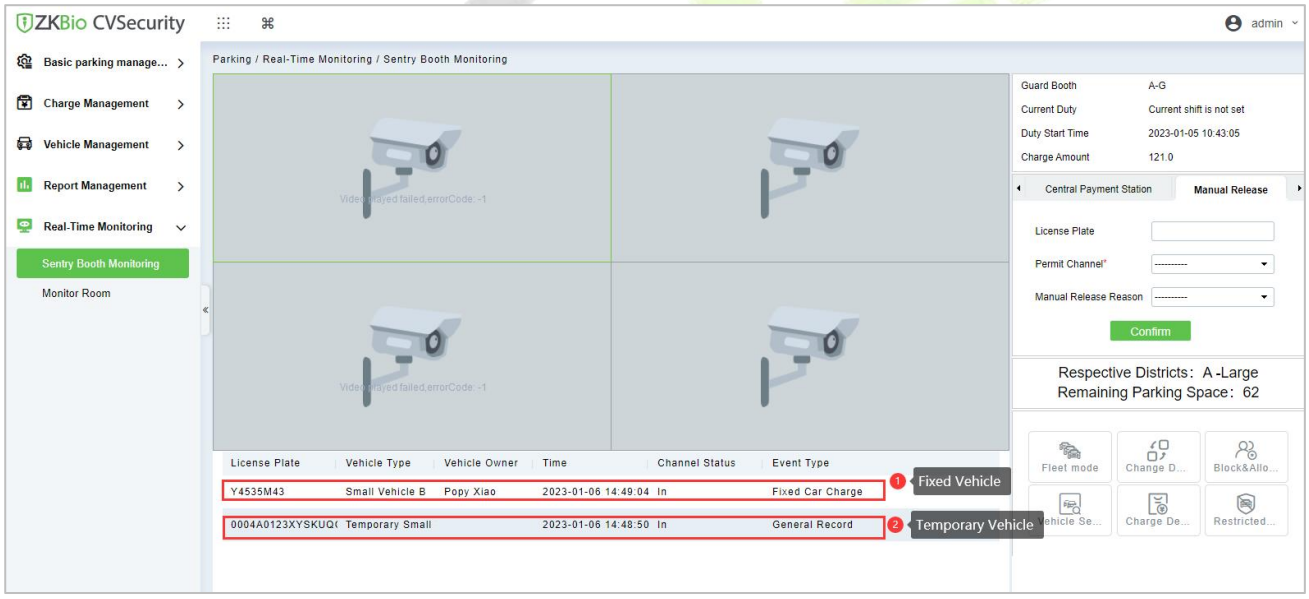


**Figure 9- 66 Vehicle Entrance**

### 9.8.6.2 Vehicle Exit

Click **Parking > Real-time Monitoring > Sentry Booth Monitoring,** to check the vehicle access events.

**Fixed Vehicle:** Fixed vehicle swipe card on the ticket dispenser to exit, the booth real-time monitoring can view the record.


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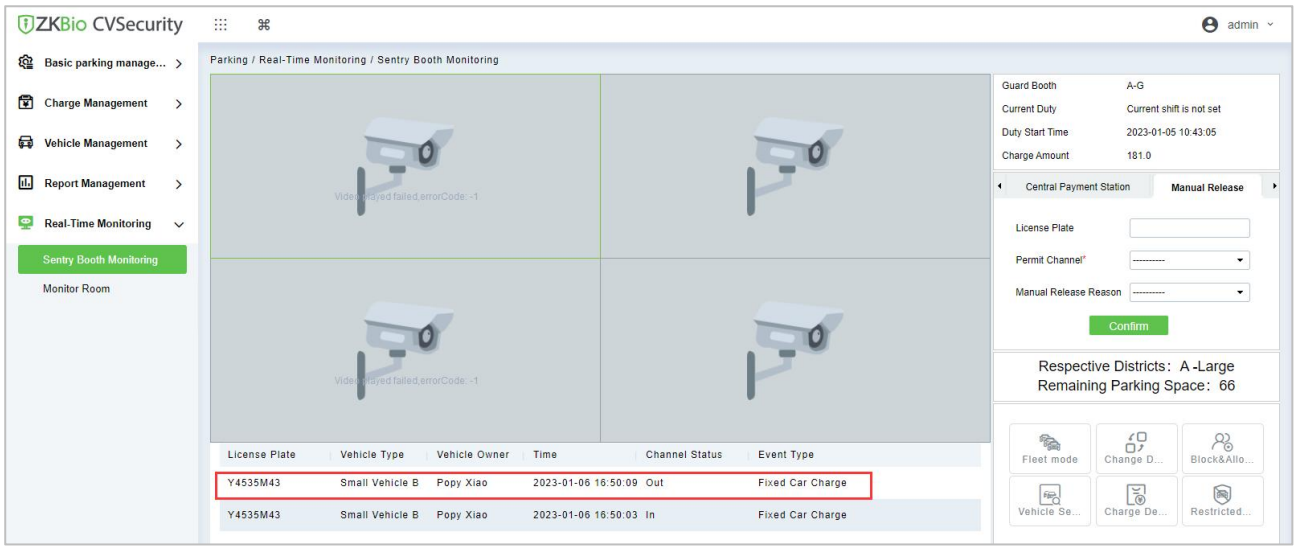


**Figure 9- 67 Sentry Booth Monitoring**

**Temporary Vehicle:** At the exit, after the ticket box scans the QR code, the system starts billing, check the picture below;

After charging, you can click **print the bills** or **open** the barrier.

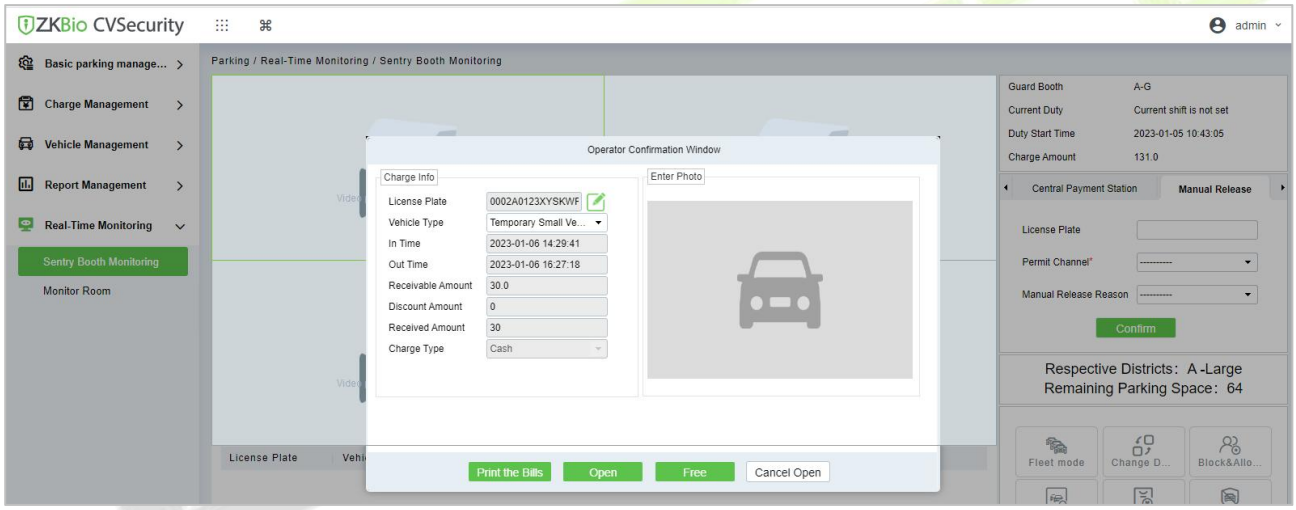


**Figure 9- 68 Sentry Booth Monitoring**

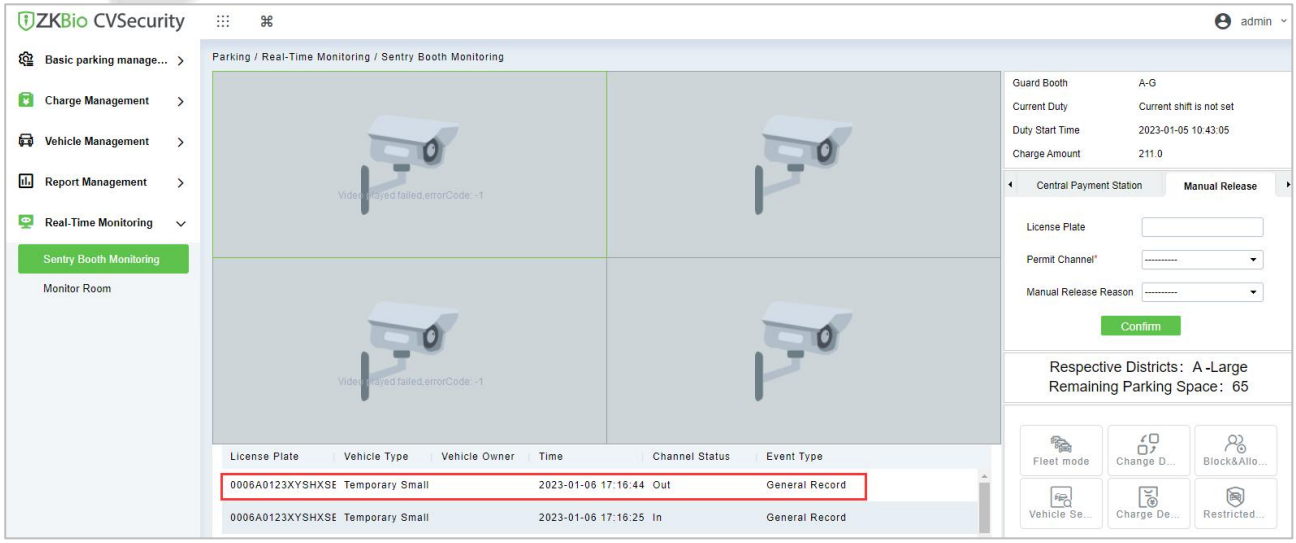


**Figure 9- 69 Sentry Booth Monitoring**


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## 9.8.7 Central Payment Station

When the exit is far from the post, the central payment station can be activated; when charging at the station, the vehicle can stay for a period before leaving the site.

**Operation Step:**

**Step 1:** Click **Parking > Basic Parking Management > Lane > New**, add a channel and set to "**Central Payment Station**".

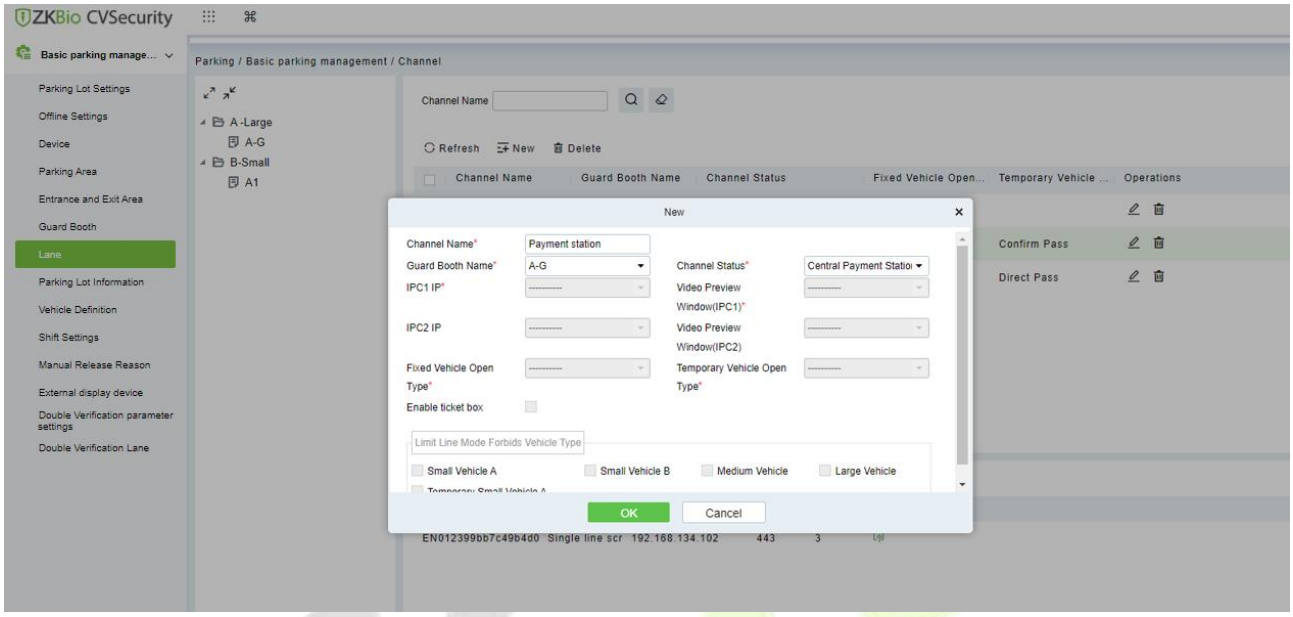


**Figure 9- 70 Channel Setting (1)**

**Step 2:** Click **Parking > Basic Parking Management > Lane > New**, add a channel and set to "**Central Payment Exit**".

When charging at the central payment station, you need to exit at this designated "central payment exit".

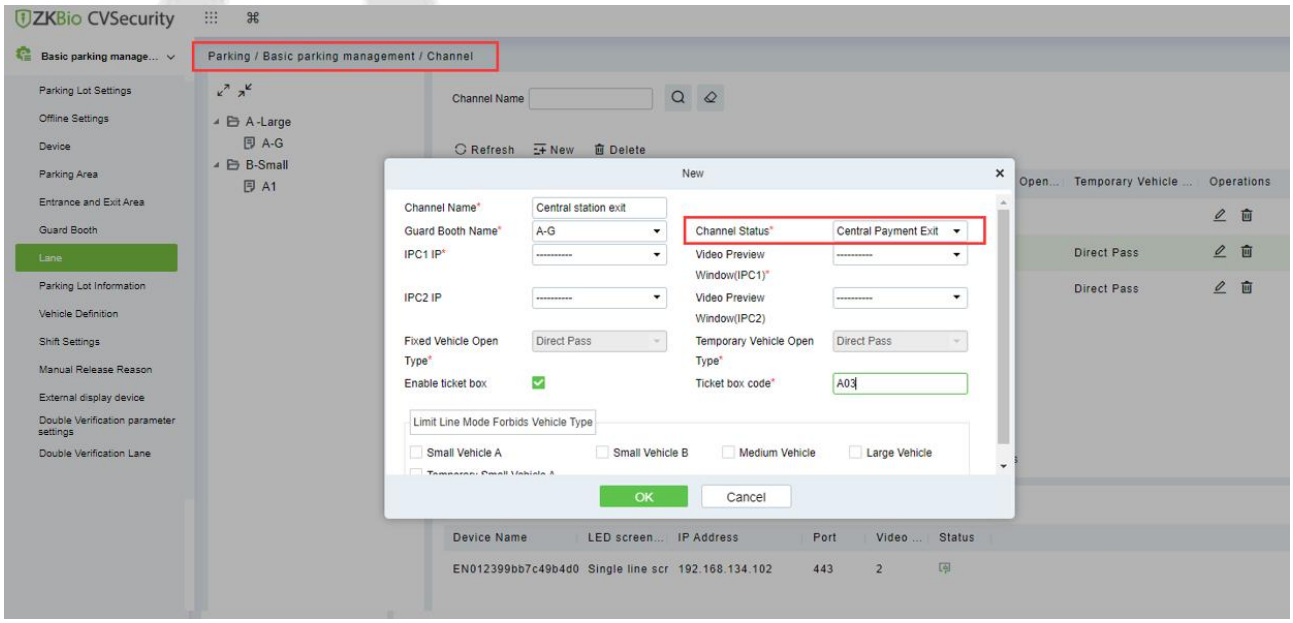


**Figure 9- 71 9-65 Channel Setting (2)**

**Step 3:** Click **Parking > Charge Management > Overtime Charge Rules > New,** New vehicle overstay charge rule.


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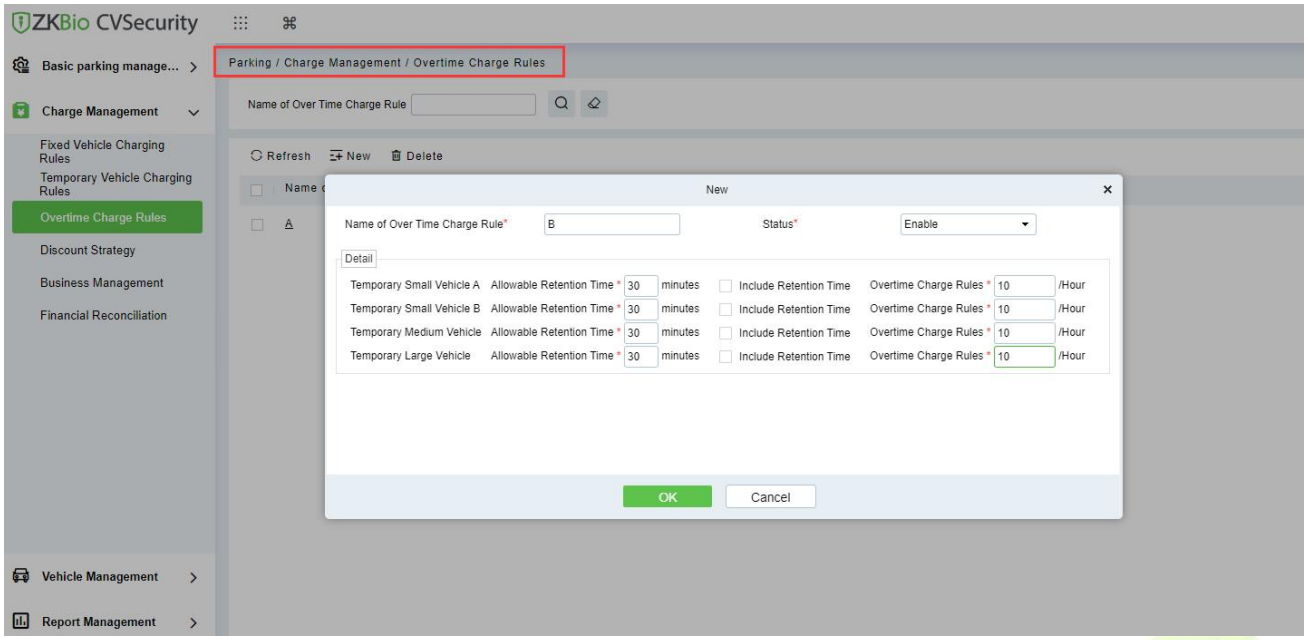


**Figure 9- 72 Overstay rule**

**Edit** : Edit the selected device.

**Delete** : Delete the selected device.

**Step 4:** Click **Parking > Real-time Monitoring > Sentry Booth Monitoring.**

When the vehicle arrives at the central payment station, the administrator uses Barcode Scanner to scan the entrance QR code and the system starts billing.

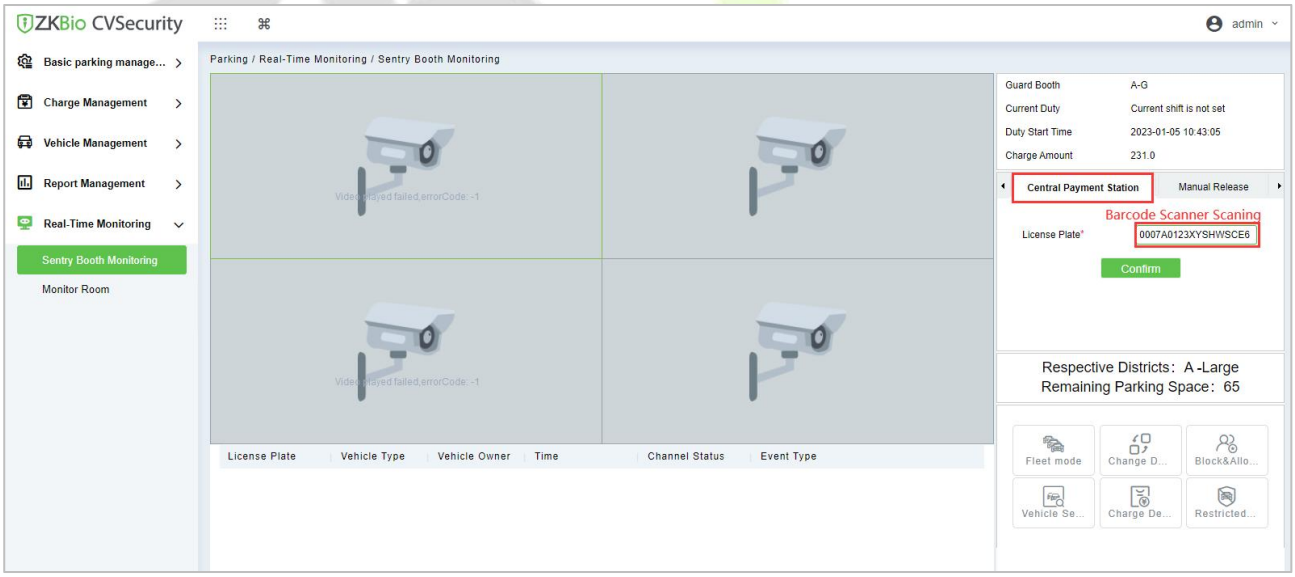


**Figure 9- 73 Overstay Rule**

After click **Confirm**, the charge window will pop up, after paid,you can click **Print the bills** or **Charge**.


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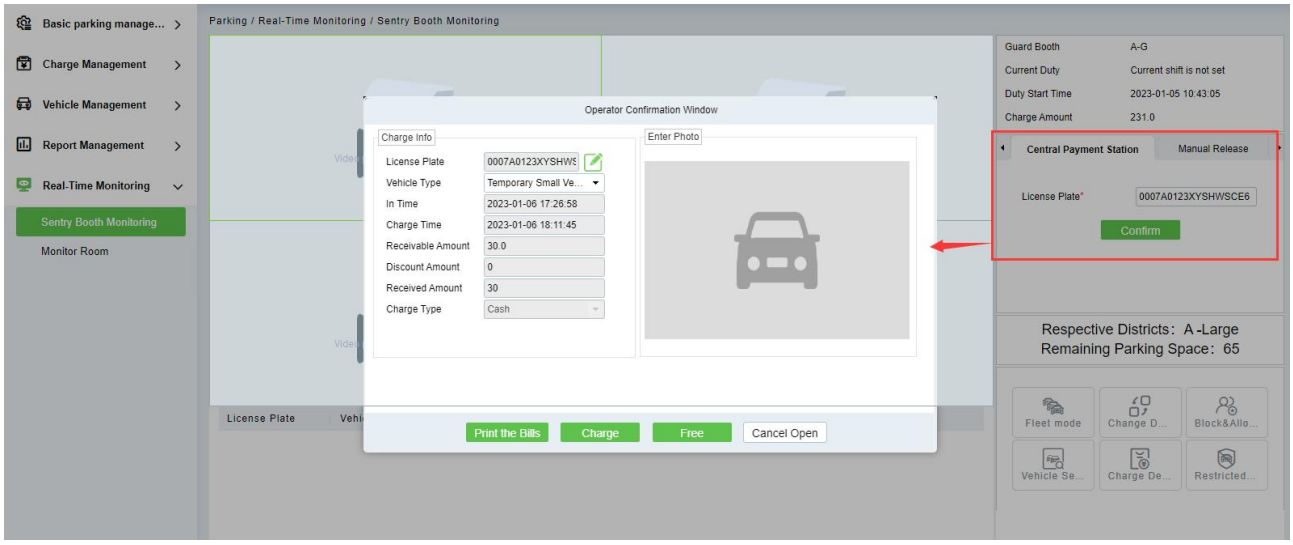


**Figure 9- 74 Overstay Rule (2)**

After successful payment, the vehicle can continue to stay or exit, overtime stay is charged according to the set rules.

When the time limit is exceeded, ZKBio CVSecurity will prompt "Please go to the central payment station to pay for the overtime stay" when the ticket dispenser at the central payment exit is scanning.

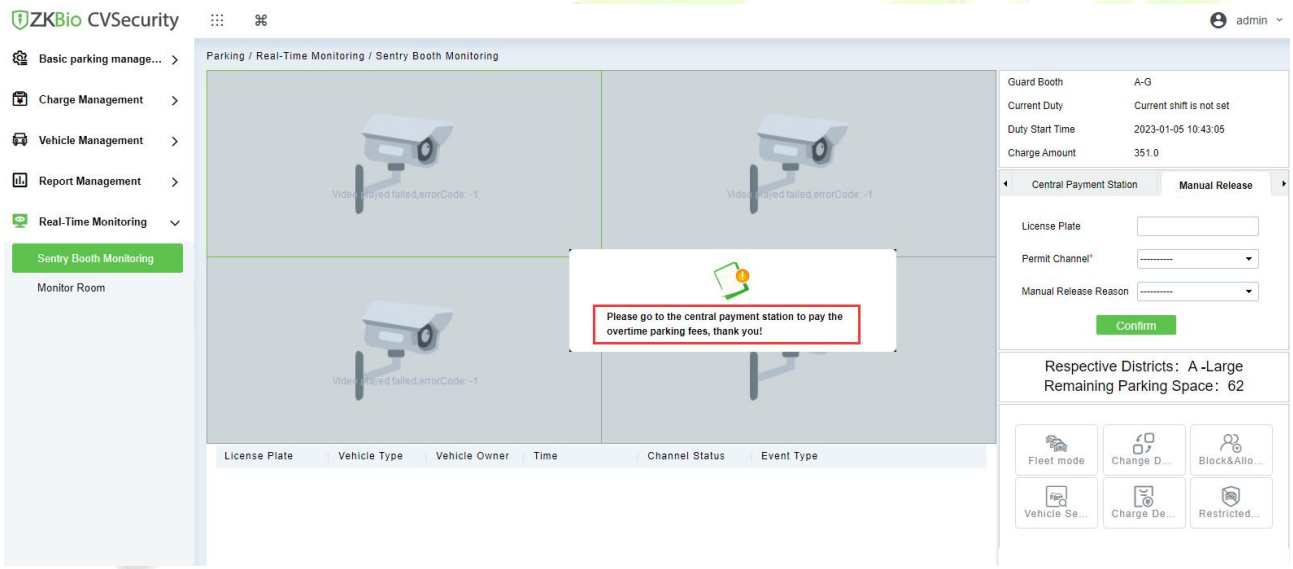


**Figure 9- 75 Overstay Fee**

## 9.8.8 Annex 1

**Figure 9- 76 Barcode Ticket**


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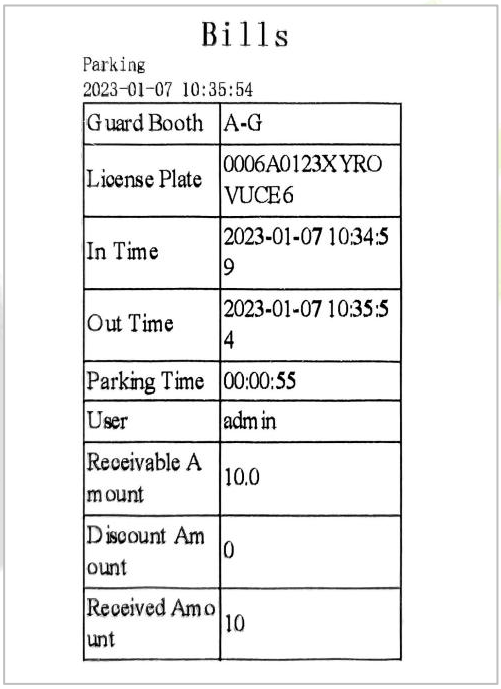
**Figure 9- 77 QR code Ticket**



Bills

Parking
2023-01-07 10:35:54

| | |
|---|---|
| Guard Booth | A-G |
| License Plate | 0006A0123XYRO VUCE6 |
| In Time | 2023-01-07 10:34:59 |
| Out Time | 2023-01-07 10:35:54 |
| Parking Time | 00:00:55 |
| User | admin |
| Receivable Amount | 10.0 |
| Discount Amount | 0 |
| Received Amount | 10 |

**Figure 9- 78 Receipts printed at the central payment station**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# 10 Visitor Management

## 10.1 Operation Scenario

By registering visitor's certificates, photos and other effective ways, and issuing corresponding Access Control/Elevator control/passage/witness authority, visitors can be managed safely and efficiently.

## 10.2 Operation Flow

Introduces the configuration process of visitor management business.

The business configuration process of the visitor management business is shown configure below.

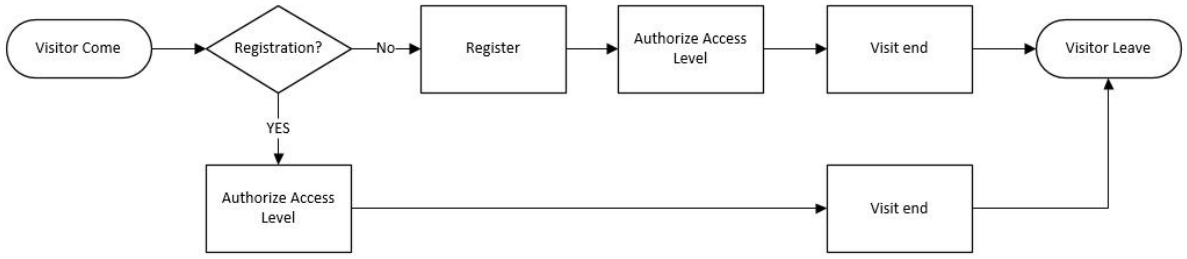


**Figure 10- 1 Visitor Configuration Process**

## 10.3 Visitor Registration

### 10.3.1 Entry Registration

#### 10.3.1.1 Entry Registration

There are two ways to register visitors:

1. PC side (computer)
2. Visiting the passenger plane (ZKBio CVSecurity visits and logs in)

- **PC-Side Registration (Direct Registration)**

This paper introduces the configuration Steps of PC registration (Direct registration) in.

**Operating Steps:**

**Step 1:** In the **Visitor** module, select **Visitor Registration > Entry Registration**.

**Step 2:** In the Entry registration interface, click **Visit Registration** to enter the registration interface for visitor registration, as shown in figure below.


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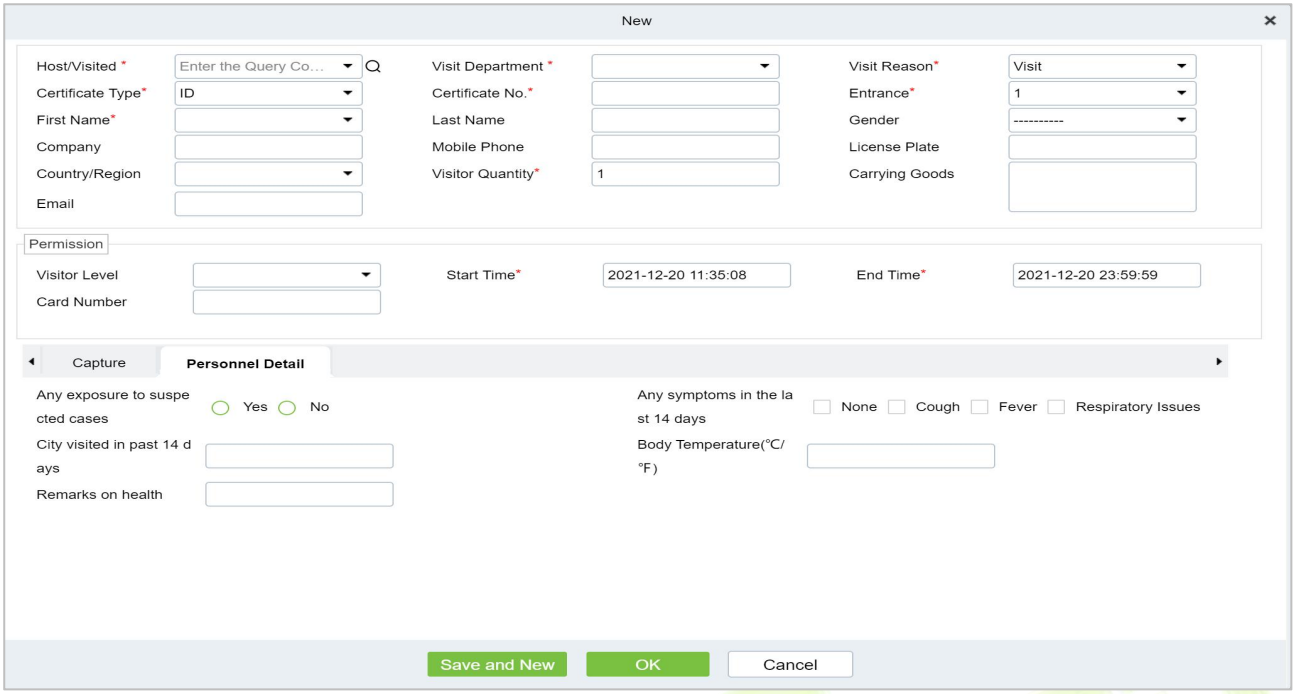


**Figure 10- 2 Direct Register Visitor Interface**

| Parameter | Description |
|---|---|
| Host/Visited | Select the visited personnel. Click the input box to filter the query according to the input characters or click the query button to pop up the list of the visited personnel to select the visited personnel. |
| Visit Department | Select the department the visitor will visit. |
| Visit Reason | Select the visit reason. You can also input a new reason, and the reason will be added in the Visit Reason list in the **Visit Reason** of **Basic Management**. |
| Certificate Type | Passport, Driving License, ID Card, and Others are available to choose from the drop-down list. If the ID Scan OCR function is activated, visitor information will display automatically after clicking icon. |
| Entrance | Select the entry place for the visitor. You can add an entry place in the **Entry Place** of **Basic Management**. |
| Certificate No. | The numbers and letters are legal; the max length is 20. |
| First Name | Enter the first name of the visitor. |
| Visitor Quantity | Enter the number of visitors. |
| Start and End Time | Enter the start and end times of the visit. |
| Personnel Details | Enter the personnel details. |
| Capture | The captured photo and certificate photo can be taken separately or at the same time (which can be set in Parameter Settings). If there is a camera (High-Speed Portable HD Doc Scanner) connected to the server, you can click **Capture** to take the visitors' photos. The browser may block the camera to access, please click in the IP address bar to select the camera and change the setting to allow access to this page. |

**Table 10- 1 Description of Parameters of Entry Registration**


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### ● PC Registration (Second-Generation Id Card Reservation Registration)

This paper introduces the configuration Steps of Registration through the Visitor Reservation.

**Operating Steps:**

**Step 1:** In the **Visitor** module, select **Visitor Reservation > Visitor Reservation**.

**Step 2:** In the visitor reservation interface, click **New** to complete the reservation registration before visitors visit, as shown in figure below.

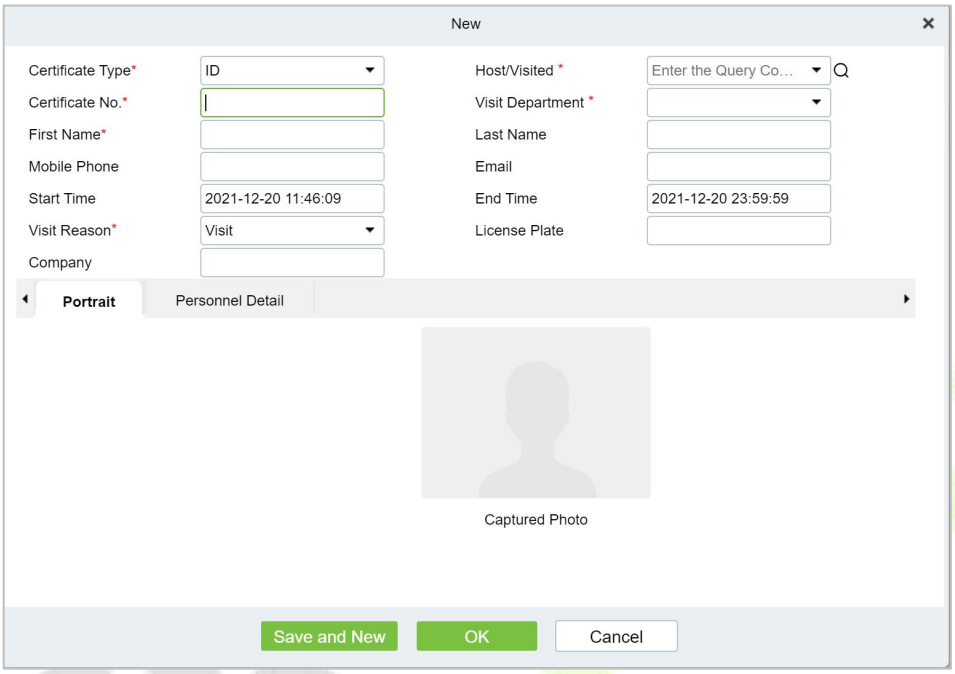


**Figure 10- 3 Reservation Interface**

| Parameter | Description |
|---|---|
| Host/Visited | Select the visited personnel. Click the input box to filter the query according to the input characters or click the query button to pop up the list of the visited personnel to select the visited personnel. |
| Visit Department | Select the department the visitor will visit. |
| Visit Reason | Select the visit reason. You can also input a new reason, and the reason will be added in the Visit Reason list in the **Visit Reason** of **Basic Management**. |
| Certificate Type | Passport, Driving License, ID Card, and Others are available to choose from the drop-down list. If the ID Scan OCR function is activated, visitor information will display automatically after clicking icon. |
| Certificate No. | The numbers and letters are legal; the max length is 20. |
| First Name | Enter the first name of the visitor. |
| Start and End Time | Enter the start and end times of the visit. |
| Personnel Details | Enter the personnel details. |
| Portrait | The captured photo and certificate photo can be taken separately or at the same time (which can be set in Parameter Settings). If there is a camera (High-Speed Portable HD Doc Scanner) connected to the server, you can click **Capture** to take the visitors' photos. The browser may block the camera to access, please click in the IP address bar to select the camera and change the setting to allow access to this page. |

**Table 10-2 Description of Parameters Reservation**


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**Step 3:** Select **Visitor Registration > Entry Registration > Entry Registration** to enter the registration interface for visitor registration. Enter the **First Name** to directly obtain the ID number, thus displaying the visitor information of reservation registration, then select the visitor authority, and click **OK** to complete the visit registration, as shown in figure below.

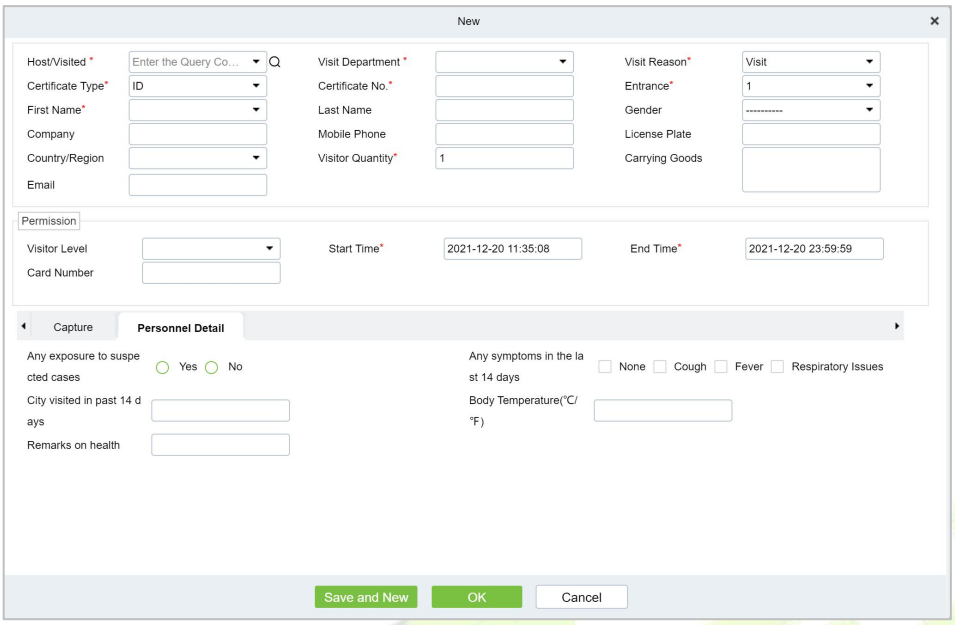


**Figure 10- 4 Second Generation Identity Registration Interface**

| Parameter | Description |
|---|---|
| Host/Visited | Select the visited personnel. Click the input box to filter the query according to the input characters or click the query button to pop up the list of the visited personnel to select the visited personnel. |
| Visit Department | Select the department the visitor will visit. |
| Visit Reason | Select the visit reason. You can also input a new reason, and the reason will be added in the Visit Reason list in the **Visit Reason** of **Basic Management**. |
| Certificate Type | Passport, Driving License, ID Card, and Others are available to choose from the drop-down list. If the ID Scan OCR function is activated, visitor information will display automatically after clicking icon. |
| Entrance | Select the entry place for the visitor. You can add an entry place in the **Entry Place** of **Basic Management**. |
| Certificate No. | The numbers and letters are legal; the max length is 20. |
| First Name | Enter the first name of the visitor. |
| Visitor Quantity | Enter the number of visitors. |
| Start and End Time | Enter the start and end times of the visit. |
| Personnel Details | Enter the personnel details. |
| Capture | The captured photo and certificate photo can be taken separately or at the same time (which can be set in Parameter Settings). If there is a camera (High-Speed Portable HD Doc Scanner) connected to the server, you can click **Capture** to take the visitors' photos. The browser may block the camera to access, please click in the IP address bar to select the camera and change the setting to allow access to this page. |

**Table 10- 2 Description of Parameters of Second Generation Identity Registration**


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**Notes:**

For different browsers, the contents of tips are different, the actual browser display prevails, just choose the shared camera, and allow the system to access the camera.

If the entry place supports a network camera, scanner, high camera, it will not pop up this tip.

You can select card number, fingerprint, password, or code scanning for registration (set in the parameter setting).

### 10.3.1.2 Visitor Cloning

Application scenario: Similar to an entourage copying some information from the previous person, visitors only need to show their credentials and snap photos to complete the registration. It mainly includes the following attributes: Host, visit department, visit reason, Entrance, company, country, visitor level, start time, end time.

**Operating Steps:**

**Step 1:** In the **Visitor** module, select **Visitor Registration** > **Entry Registration**.

**Step 2:** In the visitor registration interface, click **Visitor Cloning** to enter the registration interface for visitor cloning.

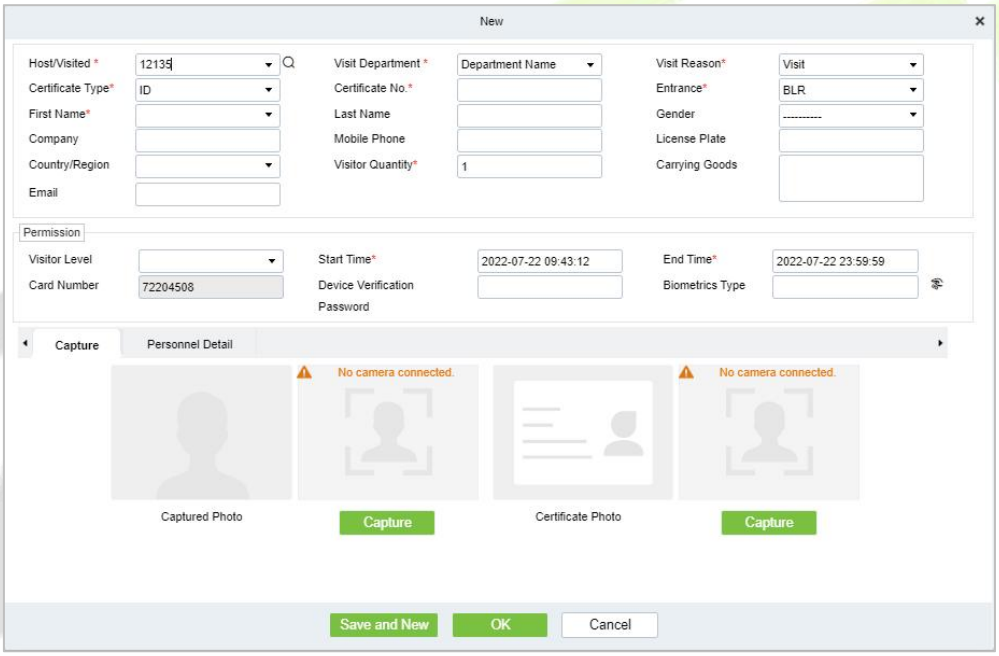


**Figure 10- 5 Visitor Cloning interface**

| Parameter | Description |
|---|---|
| Host/Visited | Select the department the visitor will visit. |
| Visit Department | Select the department the visitor will visit. |
| Visit Reason | Select the visit reason. You can also input a new reason, and the reason will be added in the Visit Reason list in the **Visit Reason** of **Basic Management**. |
| Certificate Type | Passport, Driving License, ID Card, and Others are available to choose from the drop-down list. If the ID Scan OCR function is activated, visitor information will display automatically after clicking icon. |
| Entrance | Select the entry place for the visitor. You can add an entry place in the **Entry Place** of **Basic Management**. |


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| Parameter | Description |
|---|---|
| Certificate No. | The numbers and letters are legal; the max length is 20. |
| First Name | Enter the first name of the visitor. |
| Visitor Quantity | Enter the number of visitors. |
| Start and End Time | Enter the start and end times of the visit. |
| Personnel Details | Enter the personnel details. |
| Capture | The captured photo and certificate photo can be taken separately or at the same time (which can be set in Parameter Settings). If there is a camera (High-Speed Portable HD Doc Scanner) connected to the server, you can click **Capture** to take the visitors' photos. The browser may block the camera to access, please click in the IP address bar to select the camera and change the setting to allow access to this page. |

**Table 10- 3 Description of New Parameters for Positions**

### 10.3.1.3 Batch

**Batch** option will help you to do multiple check-in and check-out at a time.

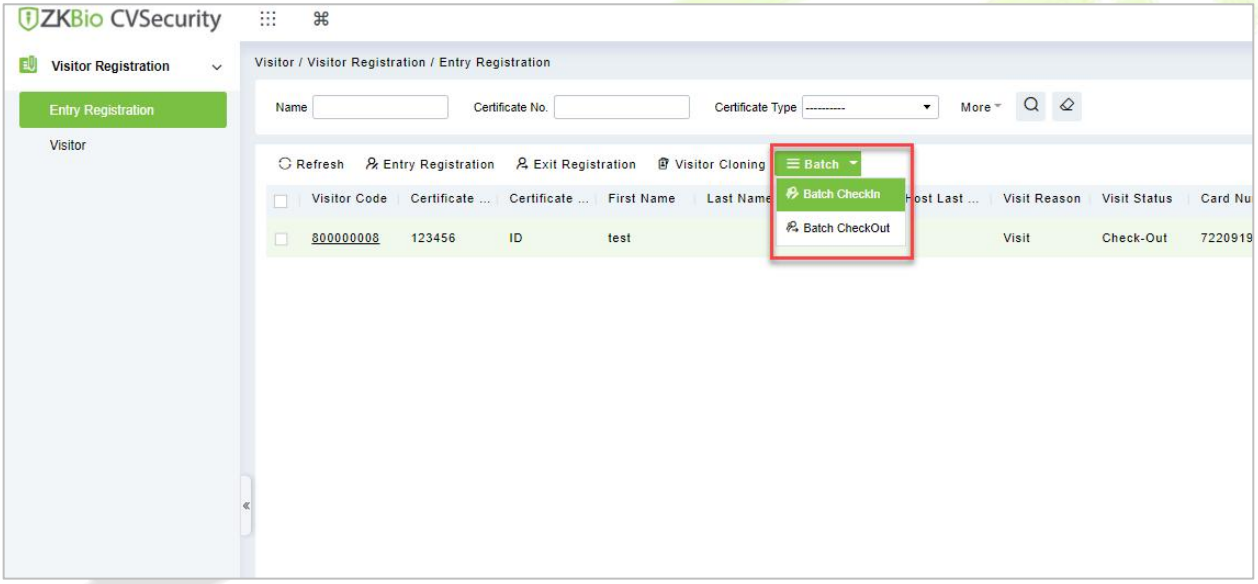


**Figure 10- 6 Batch Interface**

**● Batch Check-in**

**Batch Check-in** option will help you to do multiple check-in at a time. For that you need to create a reservation for the visitors. Then you can be able to see details in the **Batch Check in** option for multiple check-ins at a time.

**Operating Steps:**

**Step 1:** In the **Visitor** module, select **Visitor Reservation > Visitor Reservation**. In the reservation interface, click **New** to complete the reservation registration.

**Step 1:** In the **Visitor** module, select **Visitor Registration > Entry Registration**.

**Step 2:** In the Entry Registration interface, select the visitor to do the check-ins and click **Batch > Batch check in** to do multiple check-in of visitors at a time.


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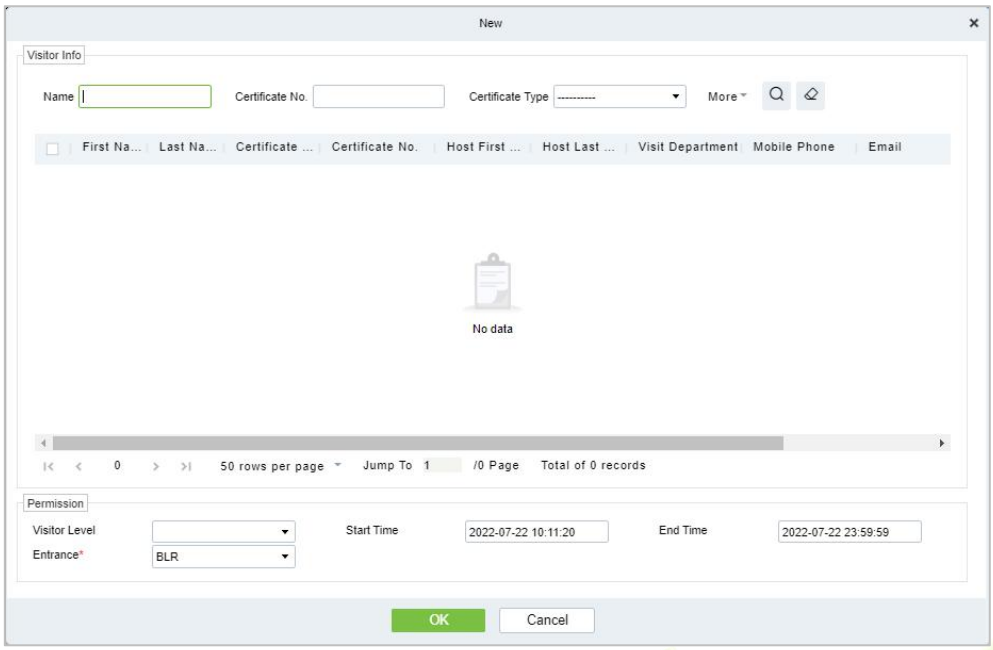


**Figure 10- 7 Batch Check in interface**

**Step 3:** Click **OK** to check in the selected visitors.

- **Batch Check Out**

**Batch check in** option will help you to do multiple check out of visitors at a time.

**Operating Steps:**

**Step 1:** In the **Visitor** module, select **Visitor Registration > Entry Registration**.

**Step 2:** In the Entry Registration interface, select the visitor to do the checkouts and click **Batch > Batch checkout** to do multiple checkouts of visitors at a time.

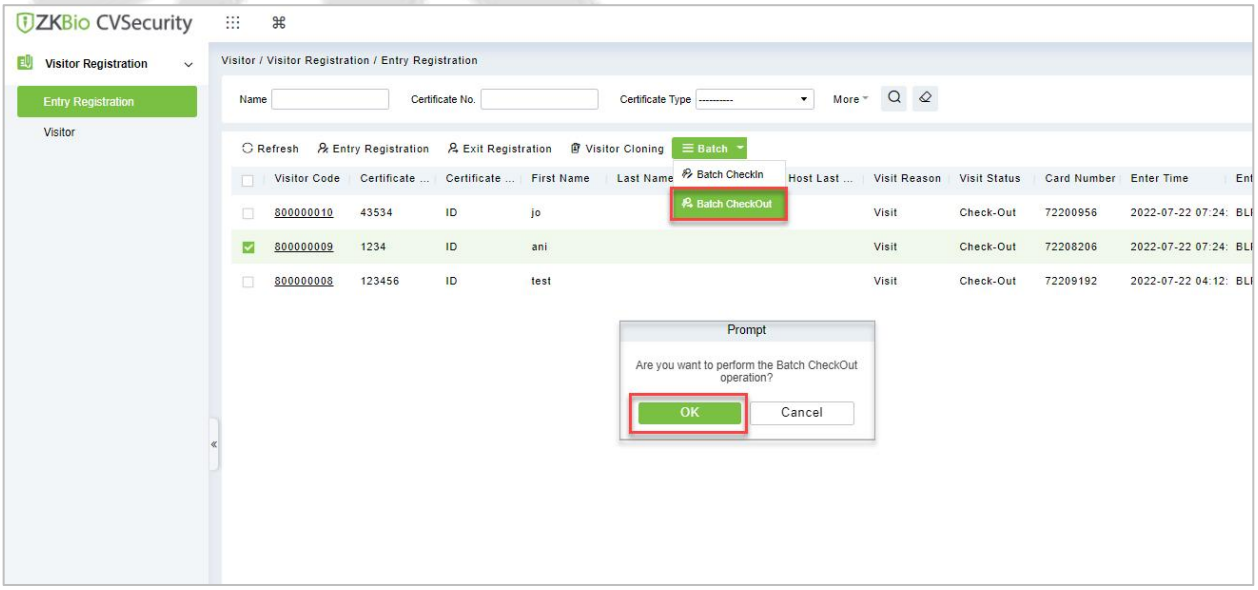


**Figure 10- 8 Batch Check out interface**

**Step 3:** Click **OK** to check-out the selected visitors.


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## 10.3.2 Visitor

Visitor interface provides the complete details about the registered visitors such as Visitor Code, First Name, Last Name, Certificate Type, Certificate No., Company etc. You can delete, disable or enable and export the selected visitor.

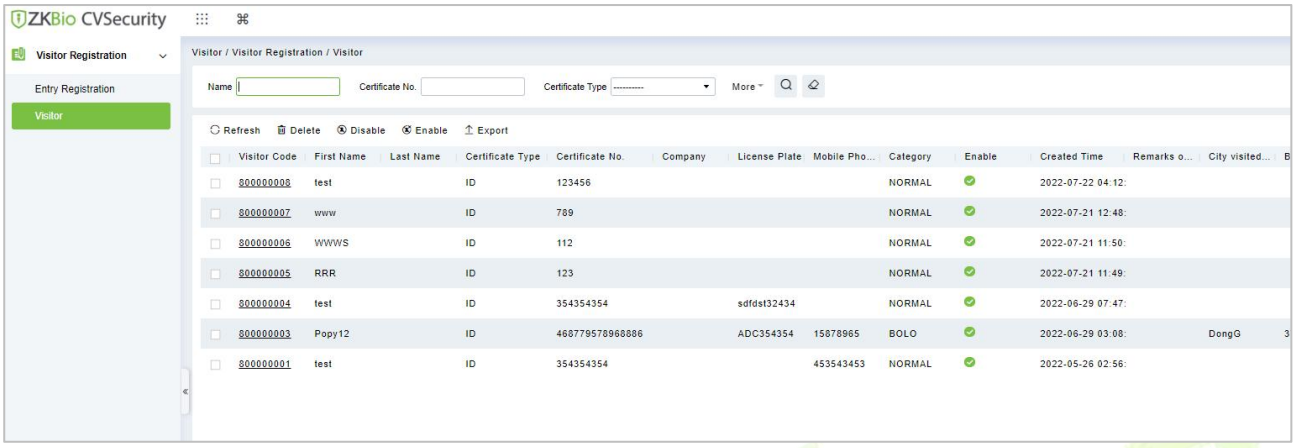


**Figure 10- 9 Visitor Interface**

### 10.3.2.1 Deleting a Visitor (Delete)

In **Visitor** module click **Visitor Registration** > **Visitor**, select a visitor, and click **Delete**.

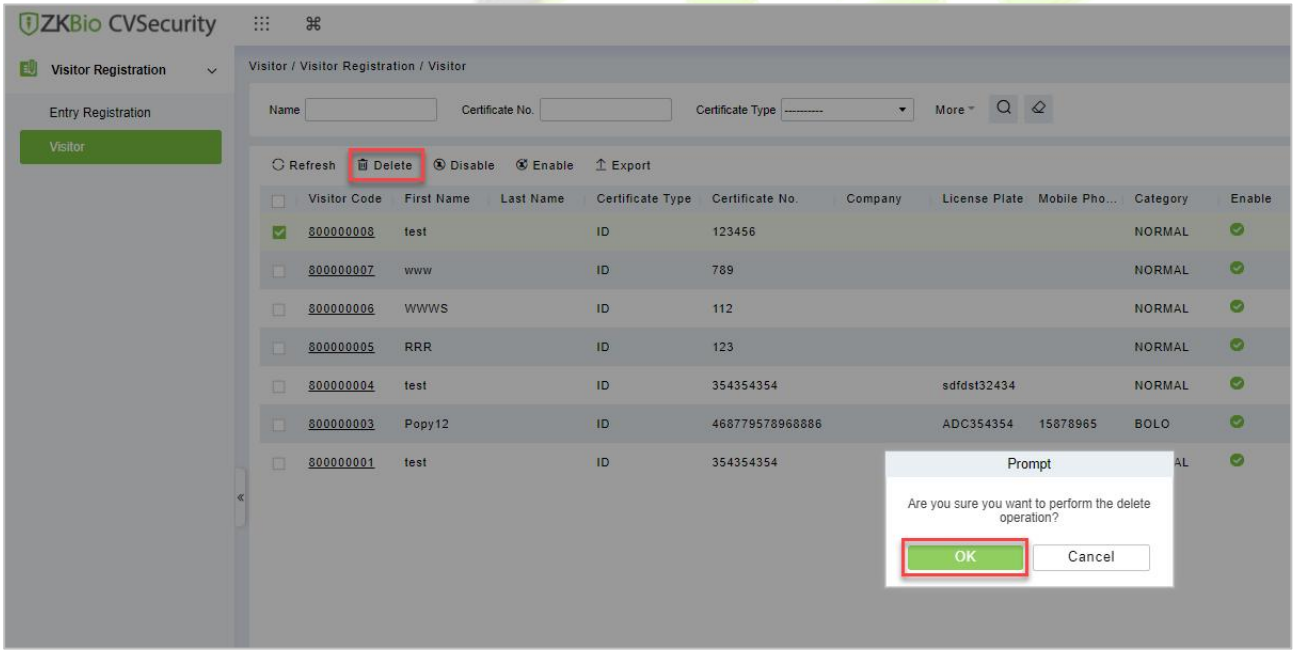


**Figure 10- 10 Deleting Visitor**

Click **OK** to delete the selected visitor.


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### 10.3.2.2 Disabling a Visitor (Disable)

In **Visitor** module Click **Visitor Registration** > **Visitor**, select a visitor, and click **Disable**.

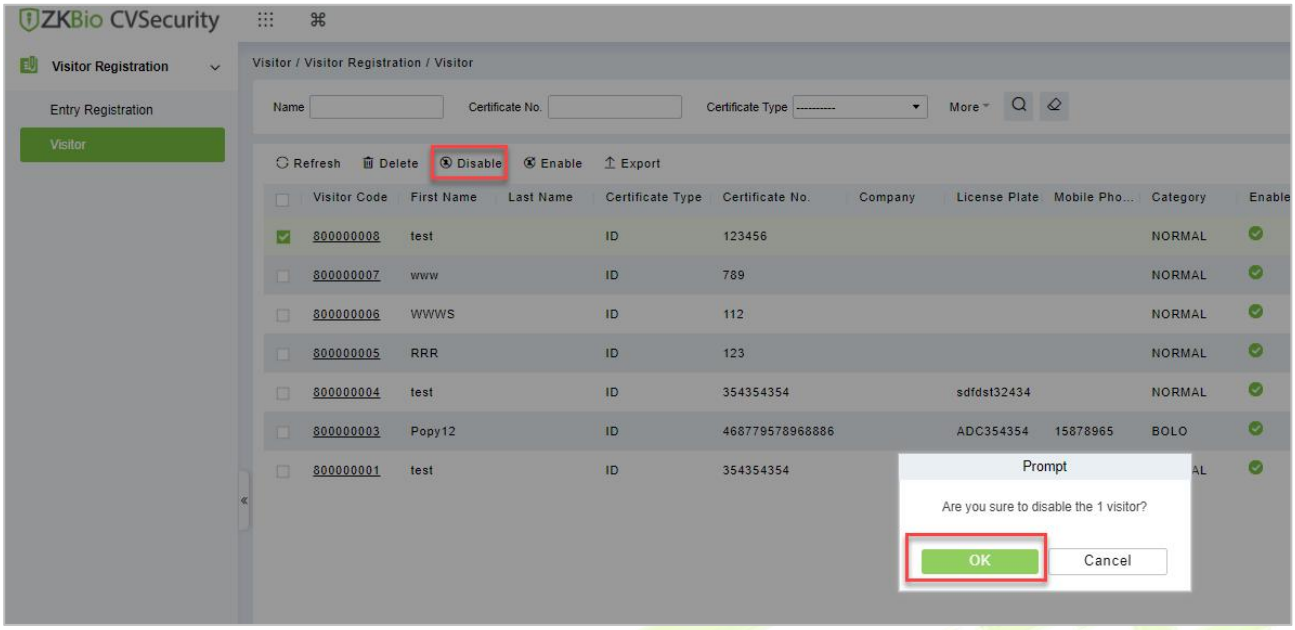


**Figure 10- 11 Disabling Visitor**

Click **OK** to block the visitor. The enable entry for the corresponding selected visitor will show indicates the visitor is blocked.

### 10.3.2.3 Enabling a Visitor (Enable)

In **Visitor** module click **Visitor Registration** > **Visitor**, select a blocked visitor, and click **Enable**.

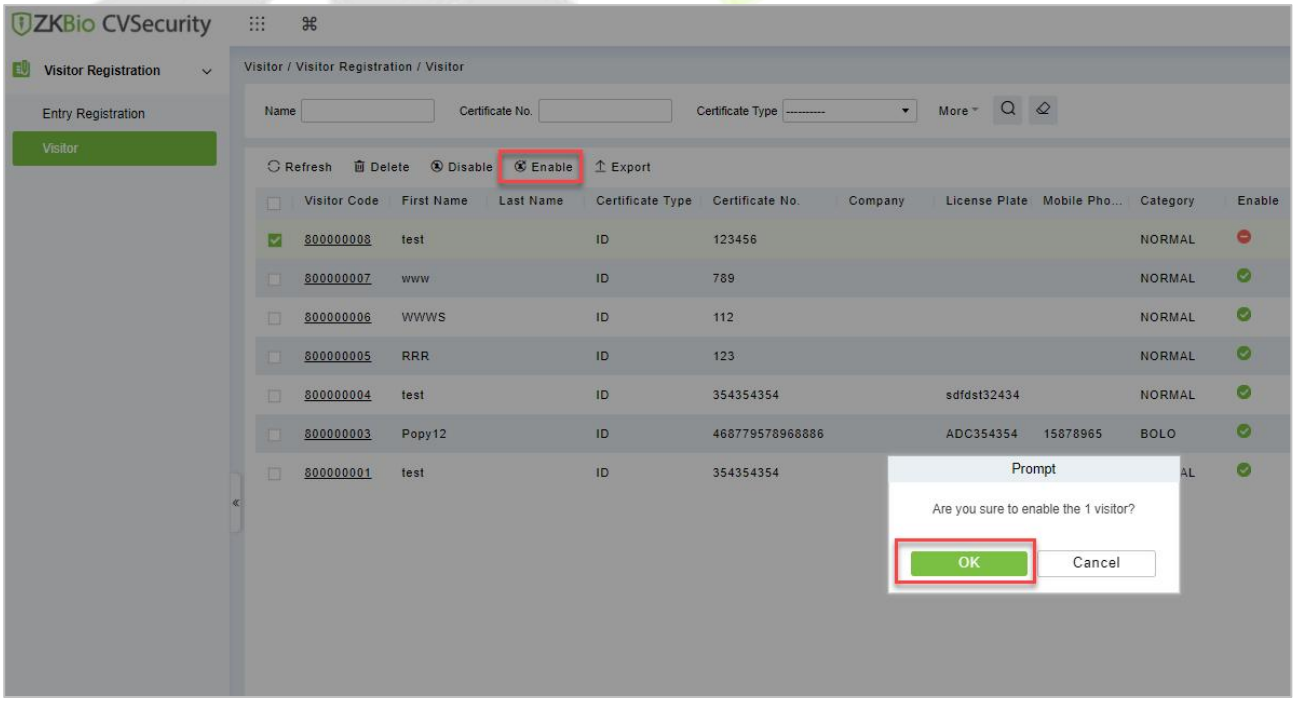


**Figure 10- 12 Enabling Visitor**

Click **OK** to enable the visitor. The enable entry for the corresponding selected visitor will show indicates the visitor is enabled.


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### 10.3.2.4 Export

You can export visitor details into an Excel, PDF, or CSV file. See the following figure10-20.

**Operating Steps:**

**Step 1:** In **Visitor** module click **Visitor Registration > Visitor > Export** to export the visitor records to Excel sheet or PDF or CSV. Enter the User password in the prompt.

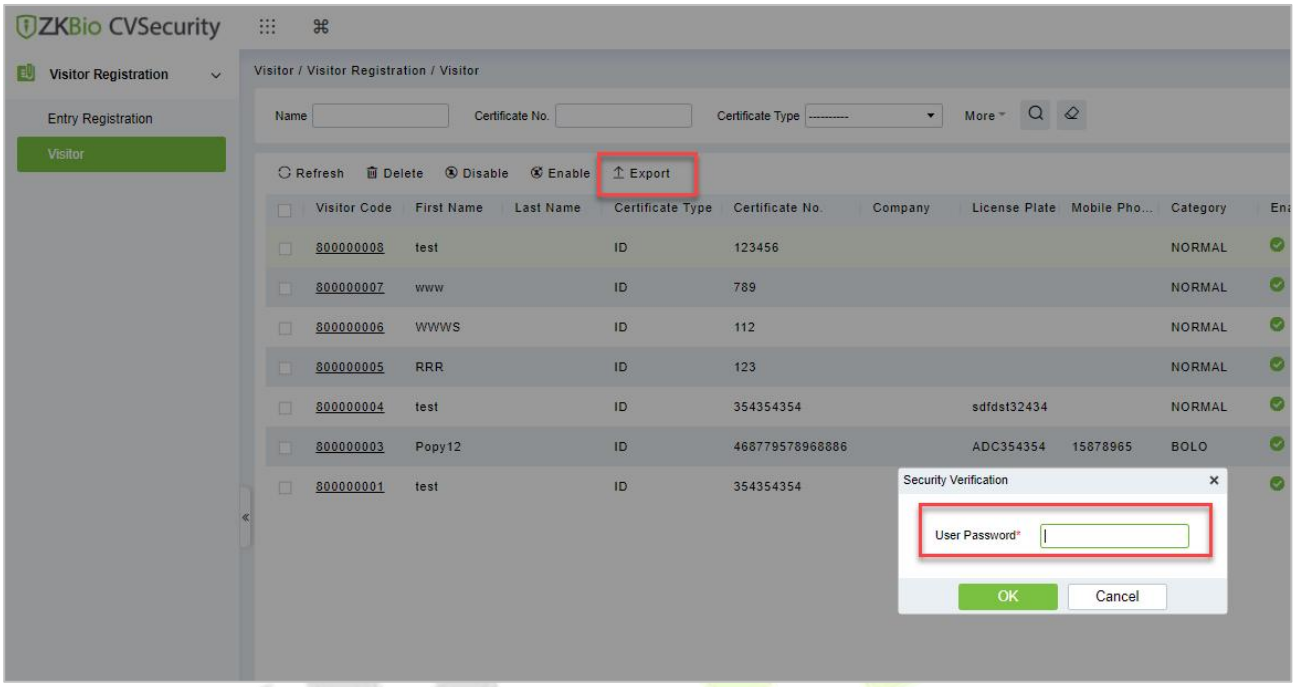


**Figure 10- 13 Export Interface**

**Step 2:** Select the file format and click **OK**.

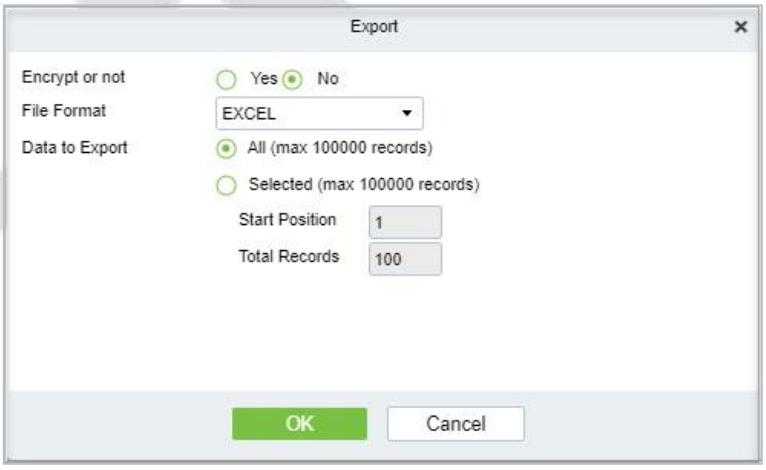


**Figure 10- 14 Export Interface**


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# 10.4 Visitor Reservation

## 10.4.1 Visitor Reservation

Visitor Reservation helps you to do reservations before the visitor's visit.

### 10.4.1.1 Adding a Visitor Reservation (New)

Creating new Reservations for Visitors.

**Operating Steps:**

**Step 1:** In the **Visitor** module, select **Visitor Reservation > Visitor Reservation**.

**Step 2:** In the reservation interface, click **New** to complete the reservation registration before the visitor's visit.

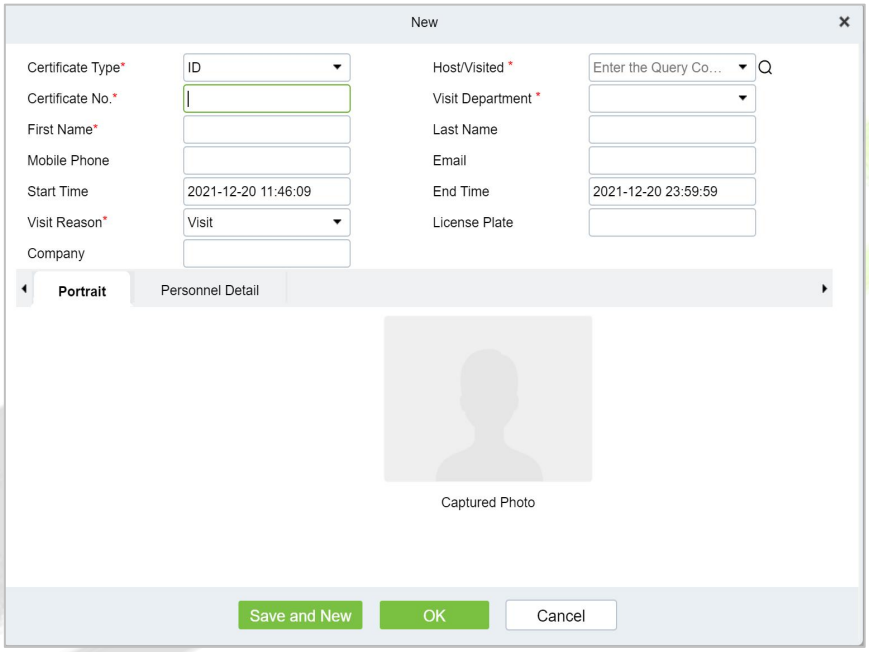


**Figure 10- 15 Reservation Interface**

| Parameter | Description |
|---|---|
| Host/Visited | Select the visited personnel. Click the input box to filter the query according to the input characters or click the query button to pop up the list of the visited personnel to select the visited personnel. |
| Visit Department | Select the department the visitor will visit. |
| Visit Reason | Select the visit reason. You can also input a new reason, and the reason will be added in the Visit Reason list in the **Visit Reason** of **Basic Management**. |
| Certificate Type | Passport, Driving License, ID Card, and Others are available to choose from the drop-down list. If the ID Scan OCR function is activated, visitor information will display automatically after clicking icon. |
| Certificate No. | The numbers and letters are legal; the max length is 20. |
| First Name | Enter the first name of the visitor. |
| Start and End Time | Enter the start and end times of the visit. |
| Personnel Details | Enter the personnel details. |


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| Parameter | Description |
|---|---|
| Portrait | The captured photo and certificate photo can be taken separately or at the same time (which can be set in Parameter Settings). If there is a camera (High-Speed Portable HD Doc Scanner) connected to the server, you can click **Capture** to take the visitors' photos. The browser may block the camera to access, please click in the IP address bar to select the camera and change the setting to allow access to this page. |

**Table 10- 4 Description of Parameters of Adding a Visitor Reservation**

After the reservation visitors can complete the visit registration using Entry Registration option to know more about the registration process.

### 10.4.1.2 Deleting a Visitor Reservation (Delete)

In the **Visitor** module, select **Visitor Reservation > Visitor Reservation,** select a visitor reservation and click **Delete**.

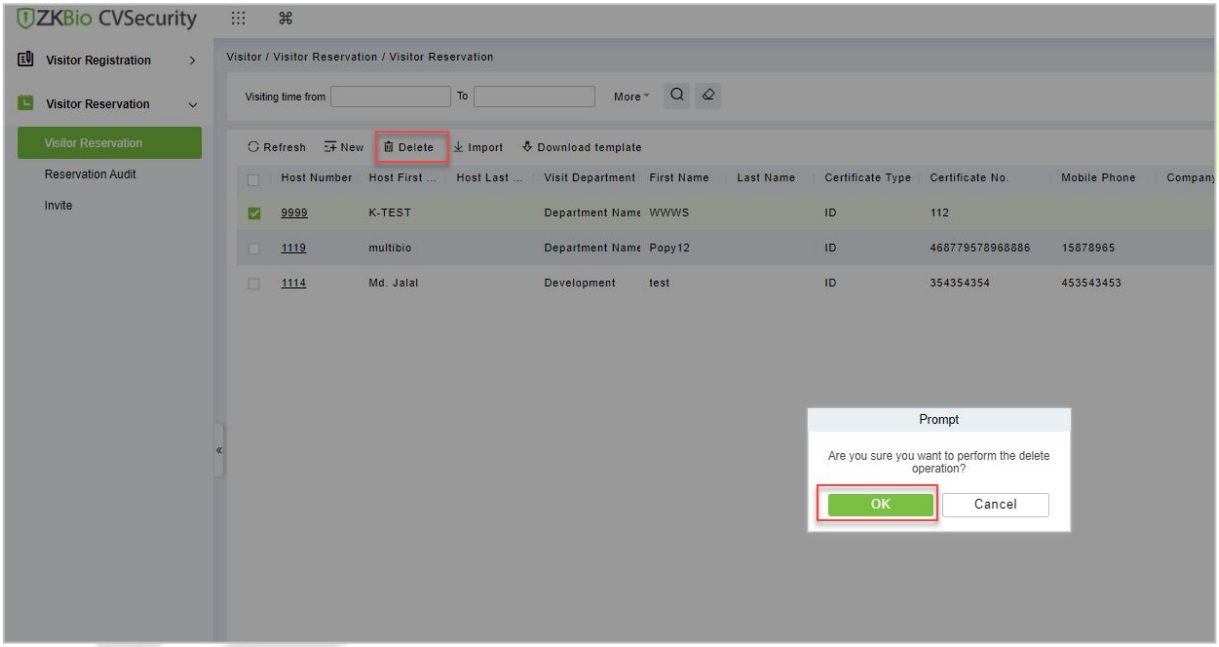


**Figure 10- 16 Deleting Visitor Reservation**

Click **OK** to delete the selected visitor reservation.

### 10.4.1.3 Import

You can import visitor reservation details into the software as in Excel format. See the following Figure10-17.

**Operating Steps:**

**Step 1:** In the **Visitor** module, select **Visitor Reservation > Visitor Reservation,** select a visitor reservation and click **Import**.

**Step 2:** Click the **Browse** button to import the visitor reservation template data (You can download the template from the software by clicking **Download Template**) into the system, as shown in figure below.


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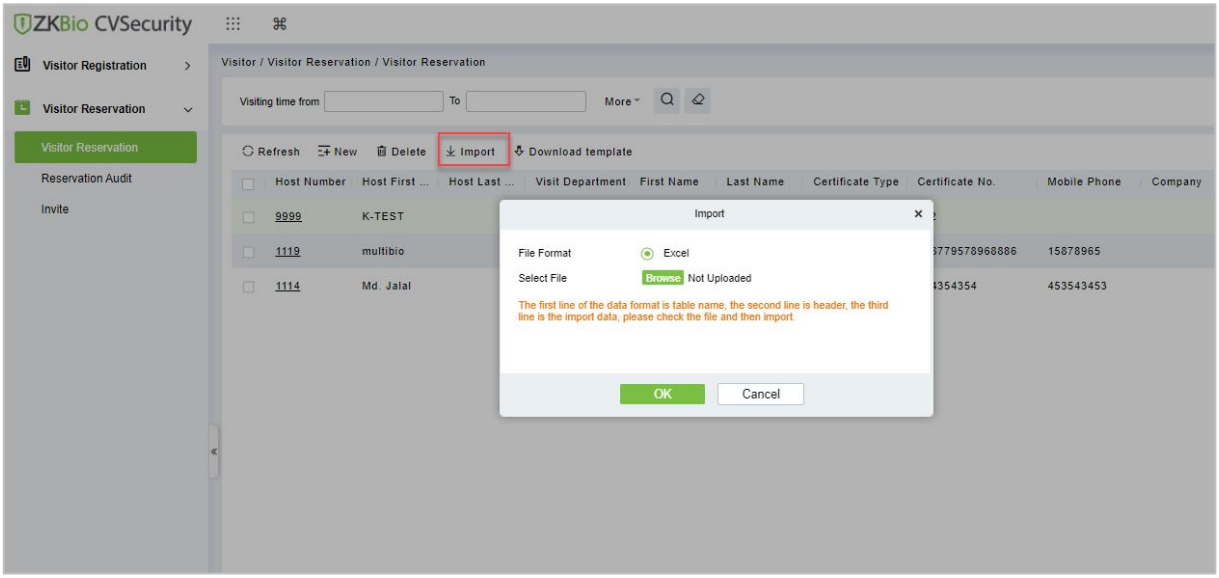


**Figure 10- 17 Import Visitor Reservation**

**Step 3:** Click **OK**, and the interface displays the result of importing and adding visitor reservations.

**Step 5:** Click **Close** to complete the import and addition of visitor reservations.

### 10.4.1.4 Download Template

You can download template visitor reservation details into the software as in Excel format.

**Operating Steps:**

**Step 1:** In the **Visitor** module, select **Visitor Reservation > Visitor Reservation** select a visitor reservation and click **Download Template**.

**Step 2:** Click **OK**, and the interface displays the result of importing and adding visitor reservations.

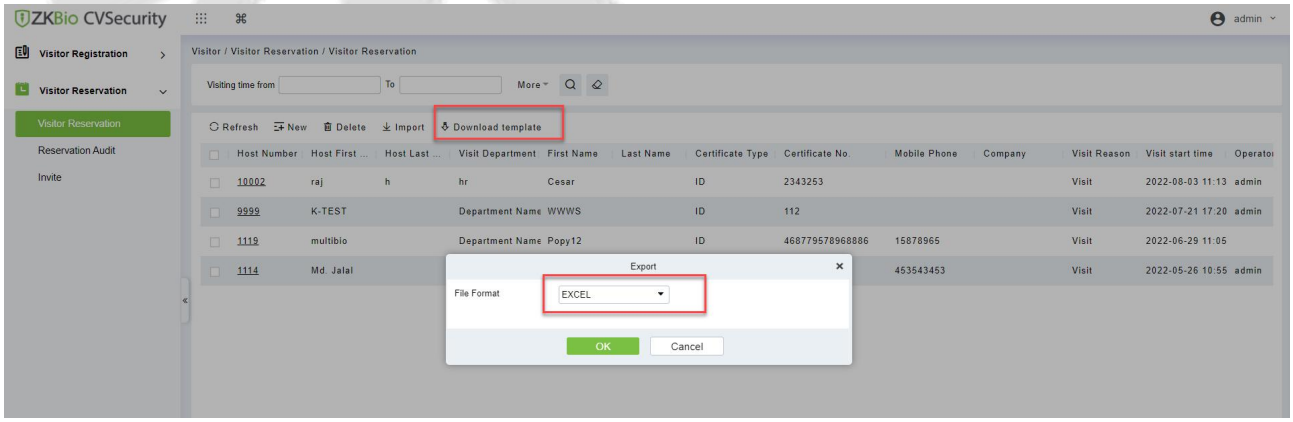


**Figure 10- 18 Import Visitor Reservation**


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## 10.4.2 Reservation Audit

Allow the administrator to review and block the employee's self-reservation visitors.

### 10.4.2.1 Review

Allow the administrator to review the employee's self-reservation visitors.

**Operating Steps:**

**Step 1:** In the **Visitor** module, select **Visitor Reservation > Reservation Audit**.

**Step 2:** In the **Reservation** interface, select the visitor to be reviewed and click **Review** to review the visitor.

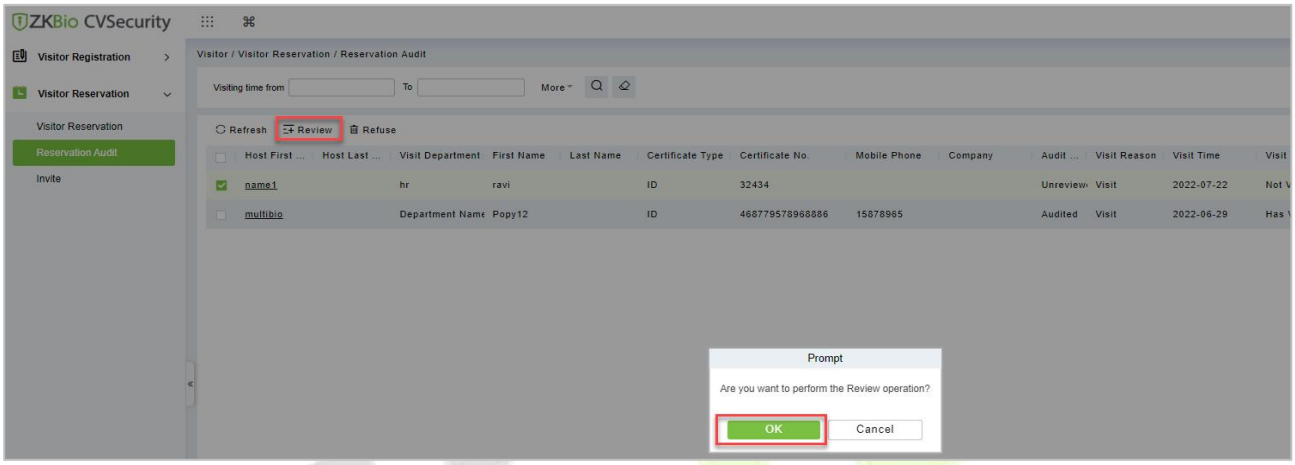


**Figure 10- 19 Review Visitor Reservation**

Step 3: Click **OK** to perform the review operation.

### 10.4.2.2 Refuse

Allow the administrator to block the employee's self-reservation visitors.

**Operating Steps:**

**Step 1:** In the **Visitor** module, select **Visitor Reservation > Reservation Audit**.

**Step 2:** In the **Reservation** interface, select the visitor to be reviewed and click **Refuse** to block the visitor.

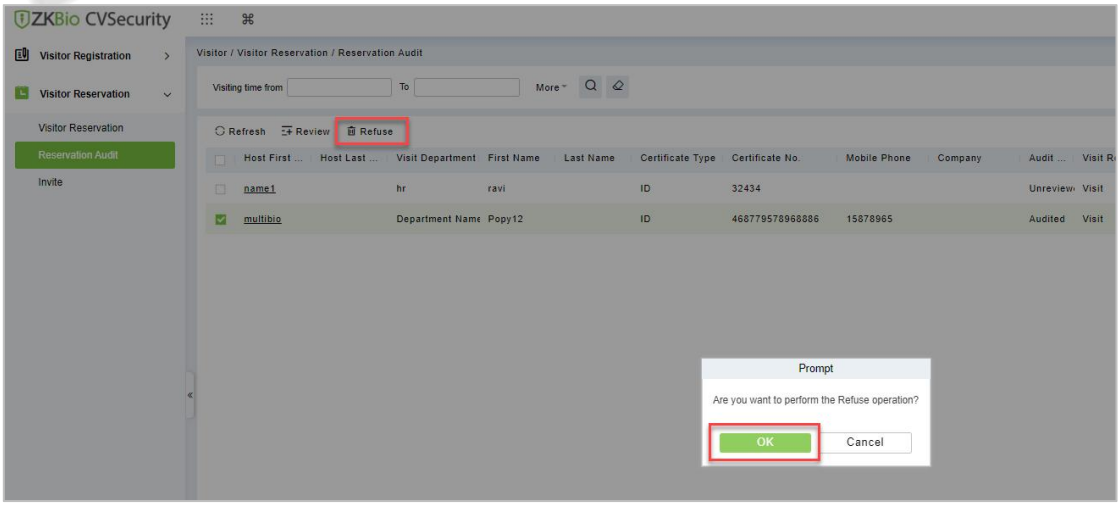


**Figure 10- 20 Refuse Visitor Reservation**

**Step 3:** Click **OK** to perform the refuse operation.


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## 10.4.3 Invite

### 10.4.3.1 Sending Invitations (New)

You can send invitations to the needed visitors by using this option.

**Operating Steps:**

**Step 1:** In the **Visitor** module, select **Visitor Reservation > Invite**.

**Step 2:** In the **Invite** interface, click **New** to send the invitation to the visitors and the details as shown in figure below.

**Step 3:** Click **OK** to send the invitation.

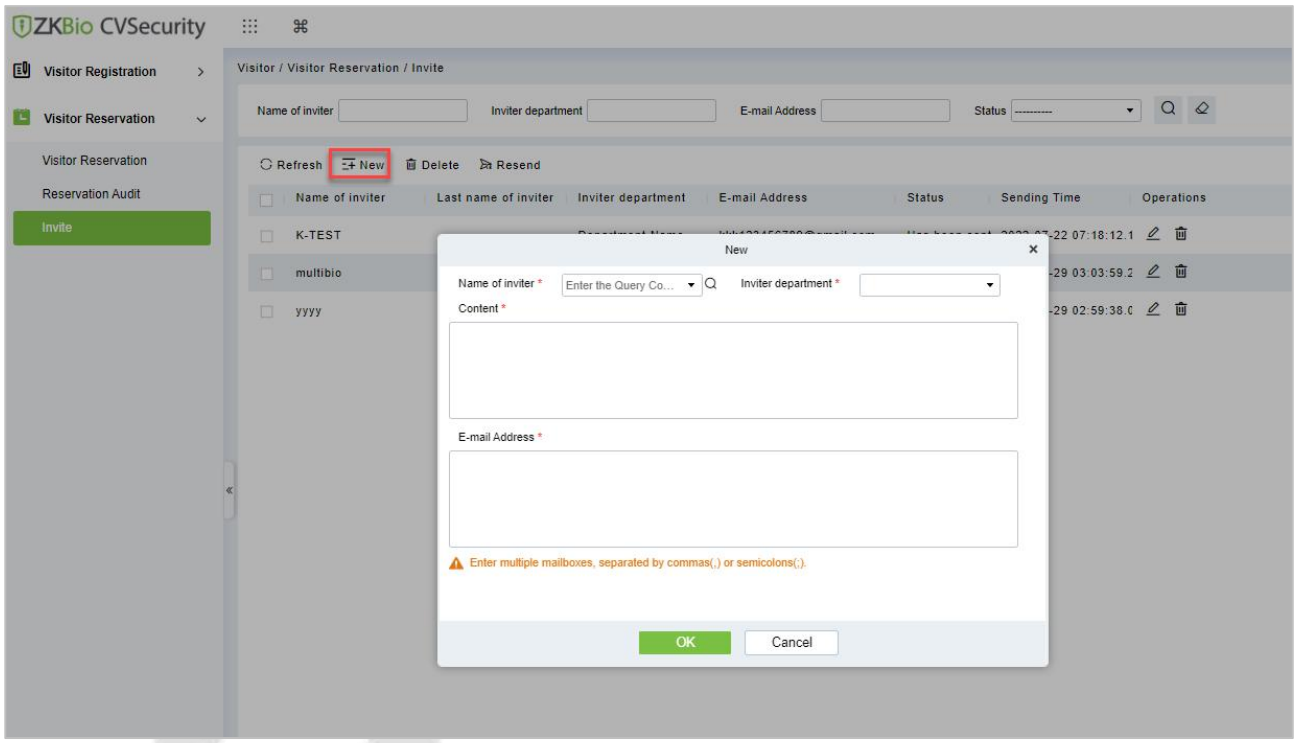


**Figure 10- 21 Invite Interface**

| Parameter | Description |
|---|---|
| Name of the Inviter | Select the visited personnel. Click the input box to filter the query according to the input characters or click the query button to pop up the list of the visited personnel to select the visited personnel. |
| Inviter Department | Select the department of the inviter. |
| Content | Enter the content or reason of the invitation. |
| Email Address | Enter the Email address. |

**Table 10- 5 Description of Parameters of Invite Visitors**

**Results Validation:**


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Visitors will receive an email and can scan the QR code to complete the appointment.

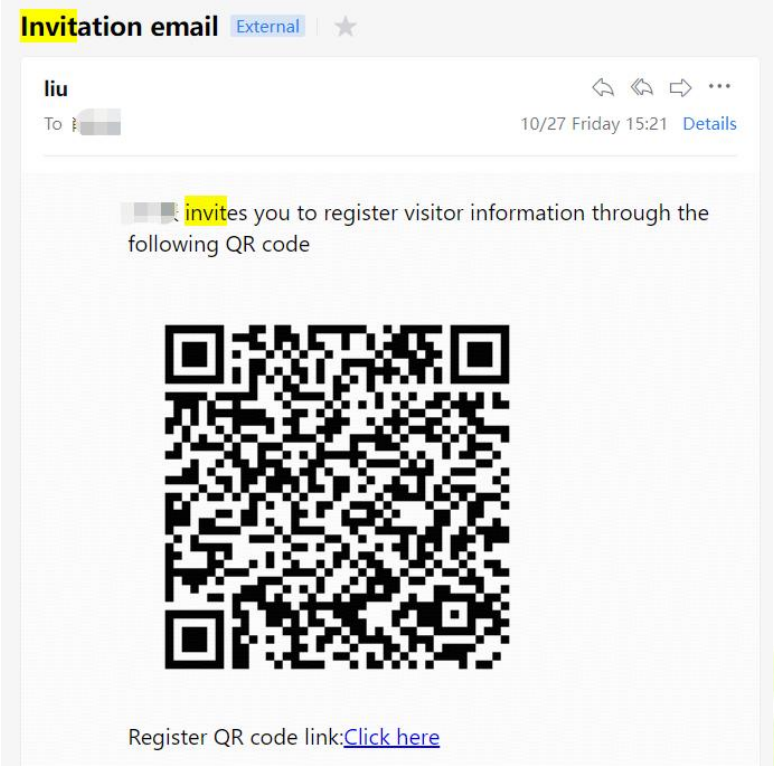


**Figure 10- 22 Invitation Email**

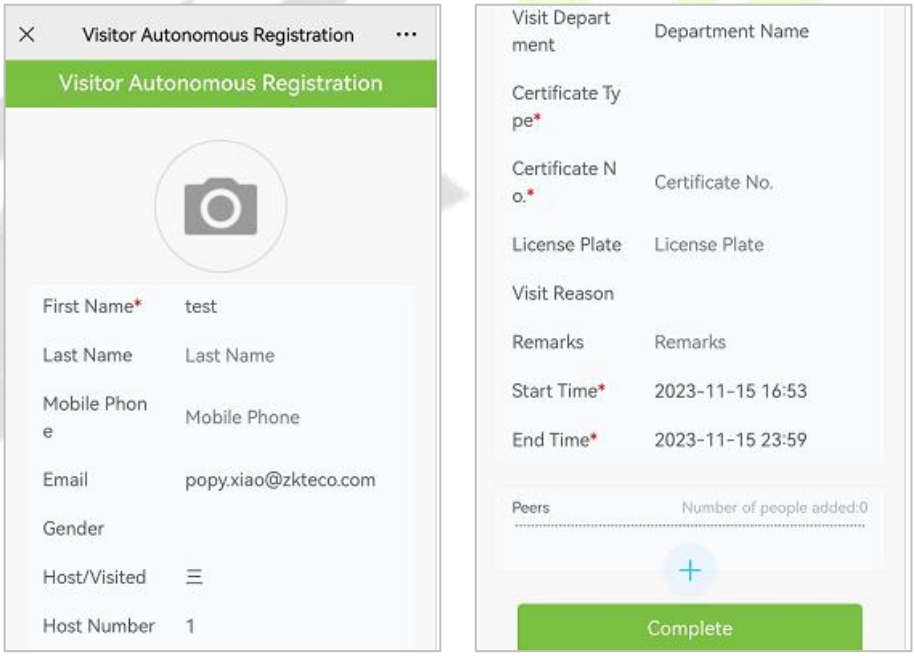


**Figure 10- 23 Visitor Pre -registration page**

### 10.4.3.2 Delete Invitations

To delete the visitor invitations.

**Operating Steps:**

**Step 1:** In **Visitor** module click **Visitor Reservation** > **Invite**.

**Step 2**: In the invite interface select the invitation to be deleted and click **Delete**.

**Step 3**: Click **OK** to delete the invitation.


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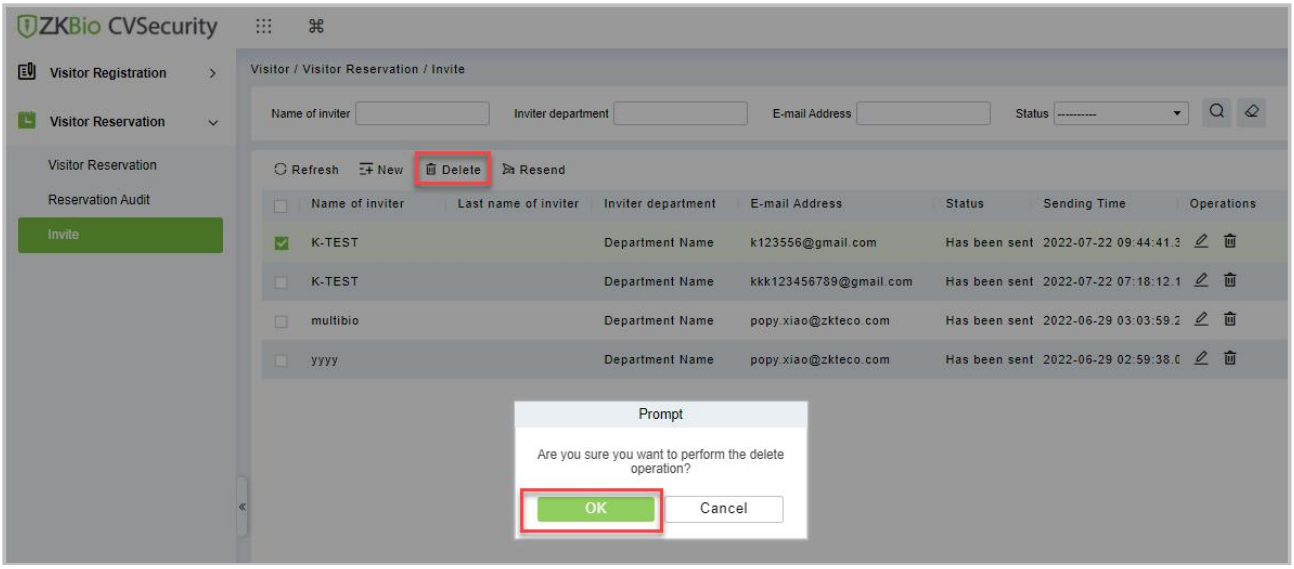


**Figure 10- 24 Delete Invitations**

### 10.4.3.3 Resend Invitation

To Resend the visitor invitations.

**Operating Steps:**

**Step 1:** In **Visitor** module click **Visitor Reservation** > **Invite**,

**Step 2**: In the invite interface select the invitation to be resend and click **Resend**.

**Step 3**: Click **OK** to resend the invitation.

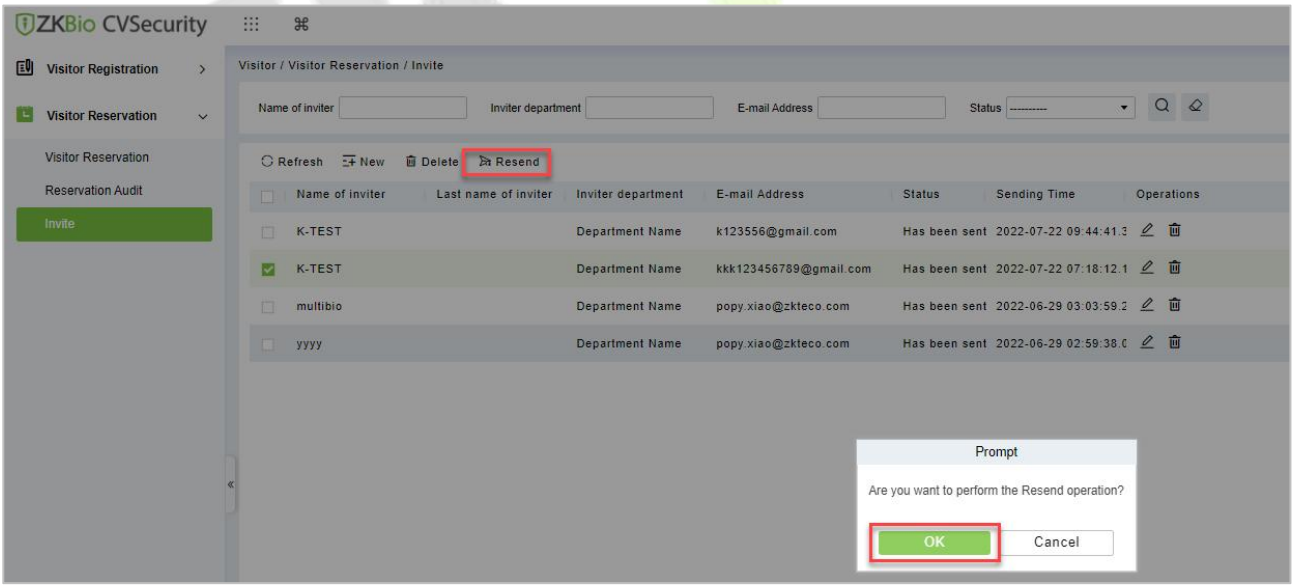


**Figure 10- 25 Resend Invitations**

## 10.4.4 Respondent Self-Approval

Optimize the visitor process, after sending the visitor invitation email, ZKBio CVSecurity will send an audit email to the host. The host can complete the operation of "Review or Reject" by clicking on the audit link of the email, then quickly complete the review.

**Set the Outgoing Mail Server Settings:**


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**Step 1:** In **System Management** module, click **Email Management** > **Outgoing Mail Server Settings**:

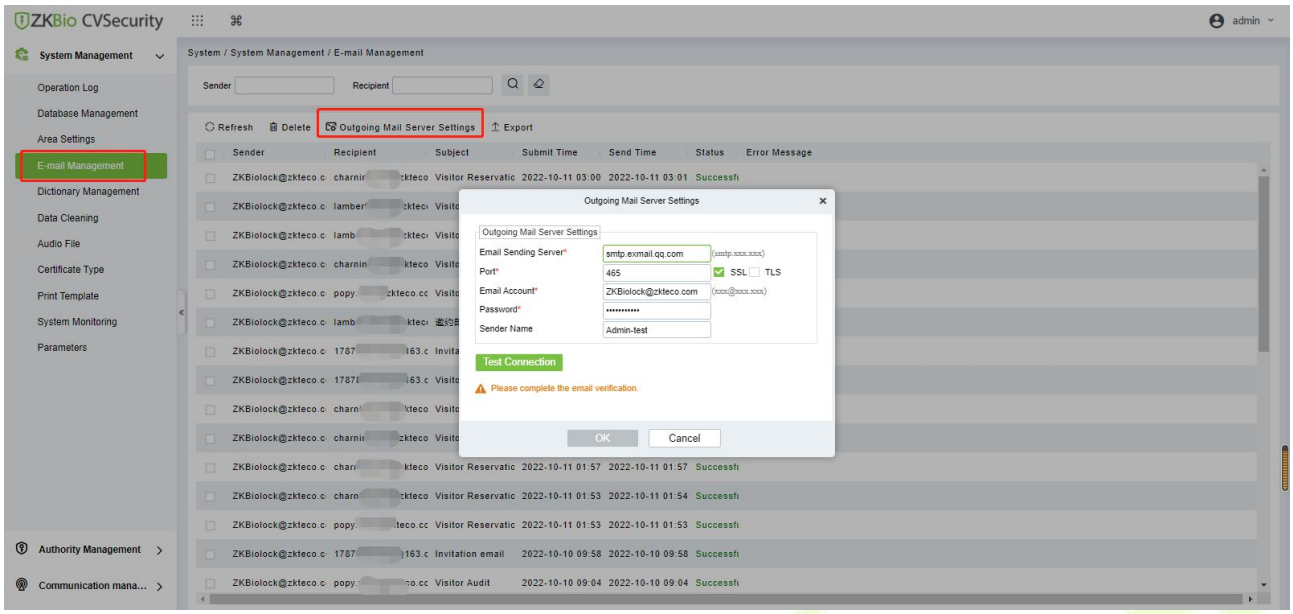


**Figure 10- 26 Outgoing Mail Server Settings**

**Step 2:** Set the Outgoing Mail Server Settings as Table 2.5-1.

| Parameter | How to set up |
|---|---|
| Email server address/port | You can customize the email server address and port.<br>The email products that provide the SMTP server can be used |
| Email username and password | Enter the user's name and password for the mailbox. |
| Name of sender | Sets the name of the sender on the received message. |

**Table 10- 6 Outgoing Mail Server Settings**

**Step 3:** After setting, click **Test Connection** to receive the email, indicating that the test has passed.

**Step 4:** Click **OK** to finish setting email parameters.

✍**Note:** The domain name of E-mail address and E-mail sending server must be identical. For example, the Email address is test@gmail.com, and the E-mail sending server must be smtp.gmail.com.

### Set Visitor Parameters:

**Step 1:** In **Visitor** module, Click **Basic Management** > **Parameters**.

**Step 2:** Select **No** for the **Enable automatic review of guest appointments,** so that the visitors' reservations need to be approved.


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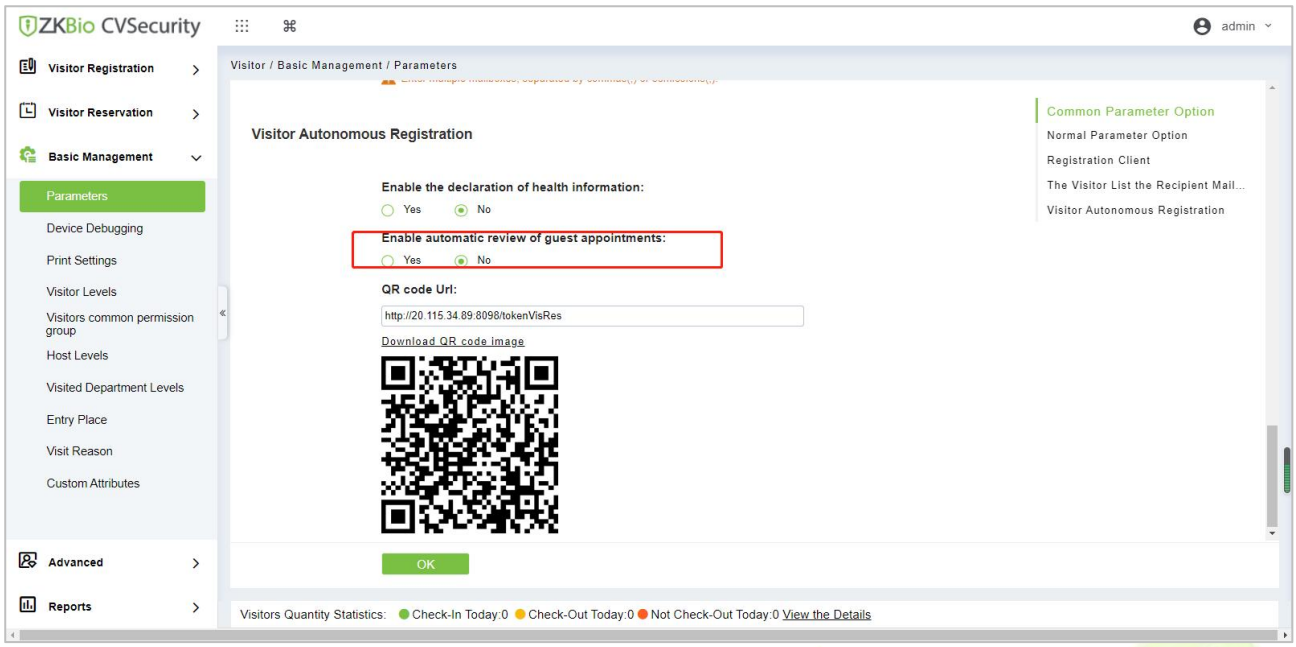


**Figure 10- 27 Enable automatic review of guest appointments**

## Set the Host Levels:

In the **Visitor** module, click **Visitor** > **Host Levels**> **+New**, select the corresponding personnel, click > , set the host Level for the corresponding personnel.

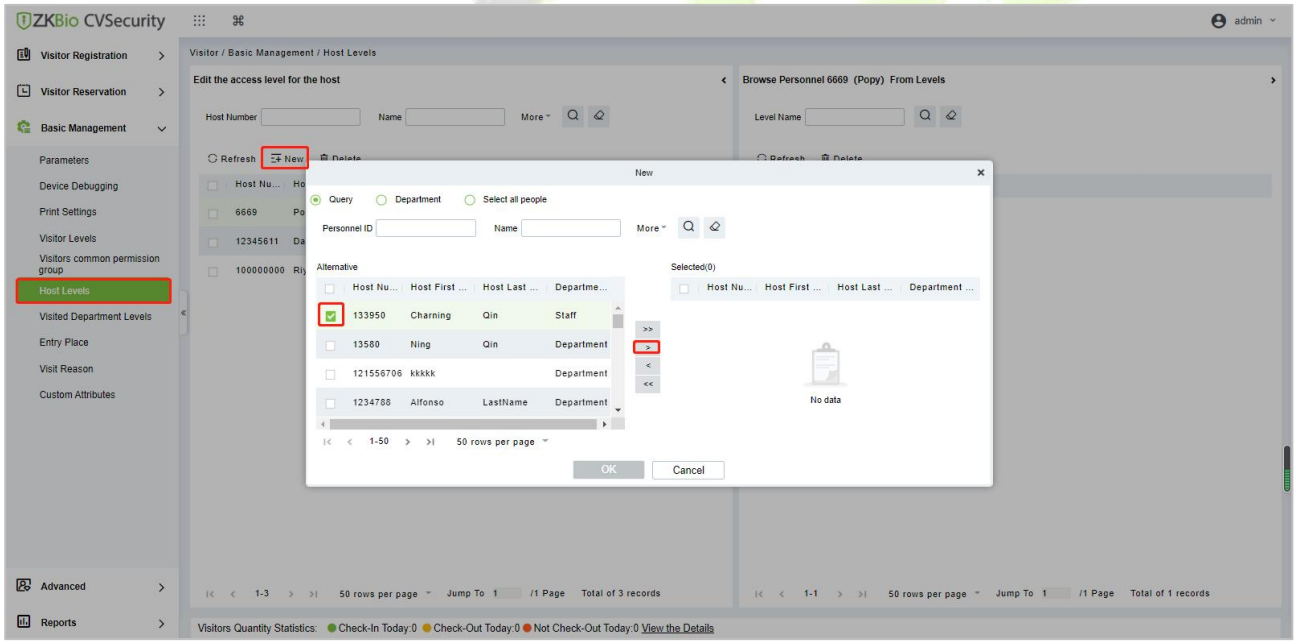


**Figure 10- 28 Adding Host Levels 1**


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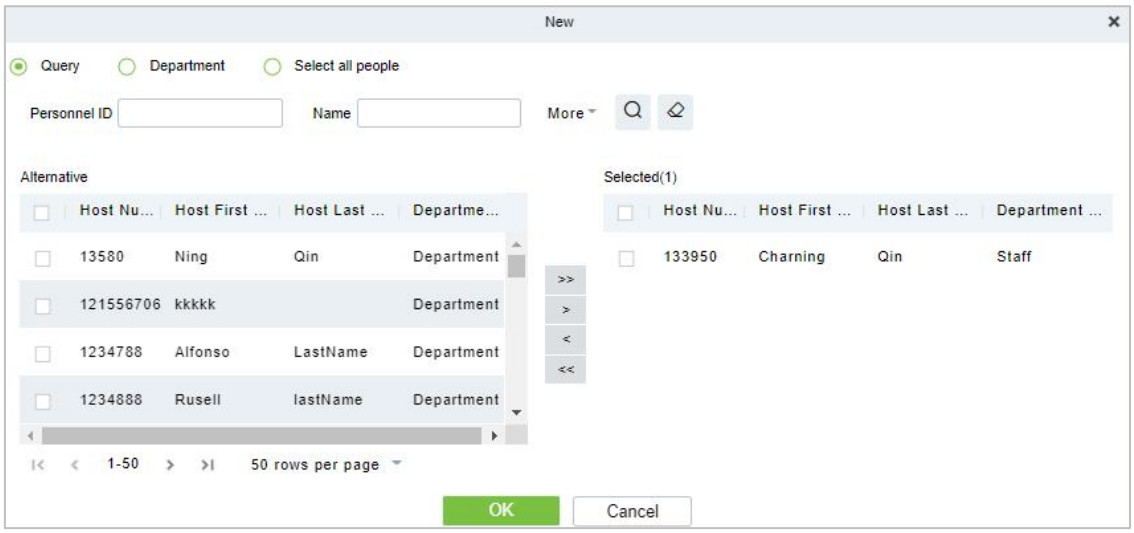


**Figure 10- 29 Adding Host Levels 2**

## Set the Linkage:

**Step 1:** Add an alert template.

Click **Visitor** > **Advanced** > **Alert Template** > **+New**, and fill in the template information.

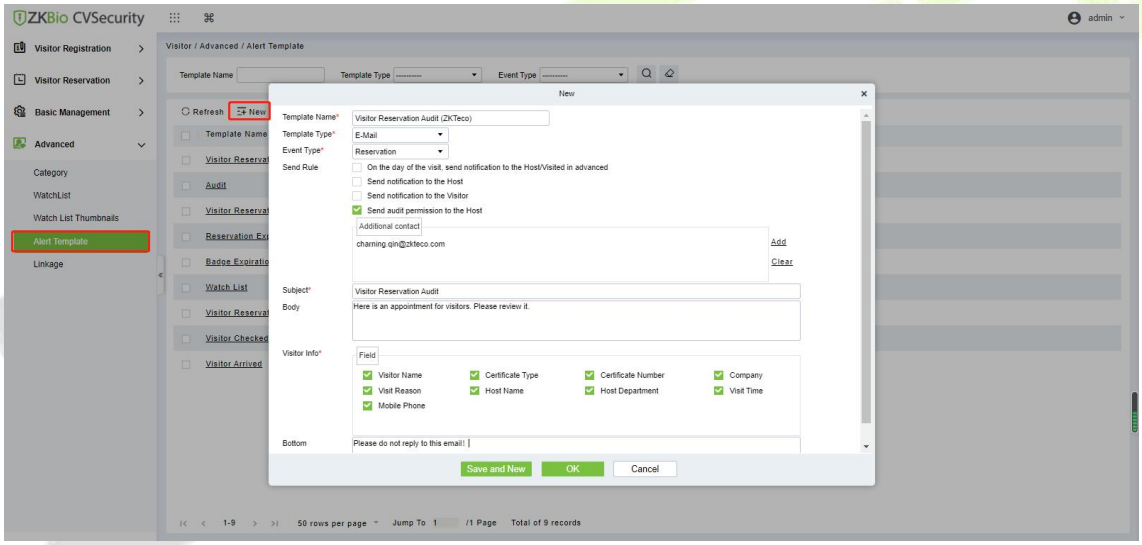


**Figure 10- 30 Add an Alert Template.**

| Parameter | How to set up |
|---|---|
| Template Type | E-Mail |
| Event Type | Reservation |
| Send Rule | Select Send audit permission to the Host<br>Fill in the Additional Contact with the host email. |
| Subject | Fill in the subject and the body content. |
| Visitor Info | Select the visitor content to be audited. |

**Table 10- 7 Add an Alert Template.**

**Step 2:** Add a linkage.

Click **Visitor > Advanced > Linkage > +New**, and here we select the E-mail template *Visitor Reservation Audit(ZKTeco)* added in Step 1.


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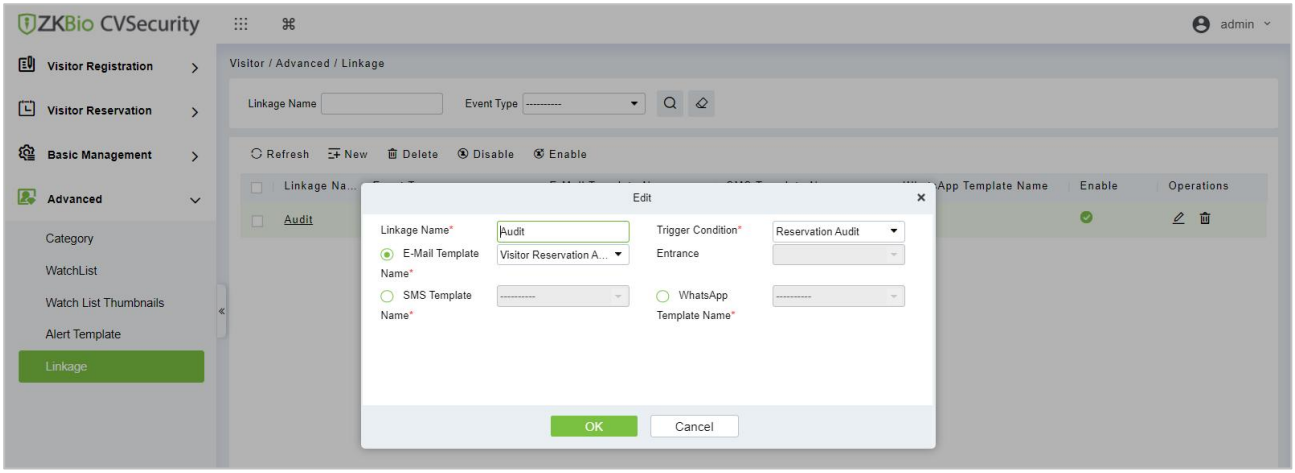


**Figure 10- 31 Add a Linkage**

## Send an invitation E-mail:

**Step 1:** Click **Visitor** > **Visitor Reservation** > **Invite** > **+New**, fill in the correct information and save.

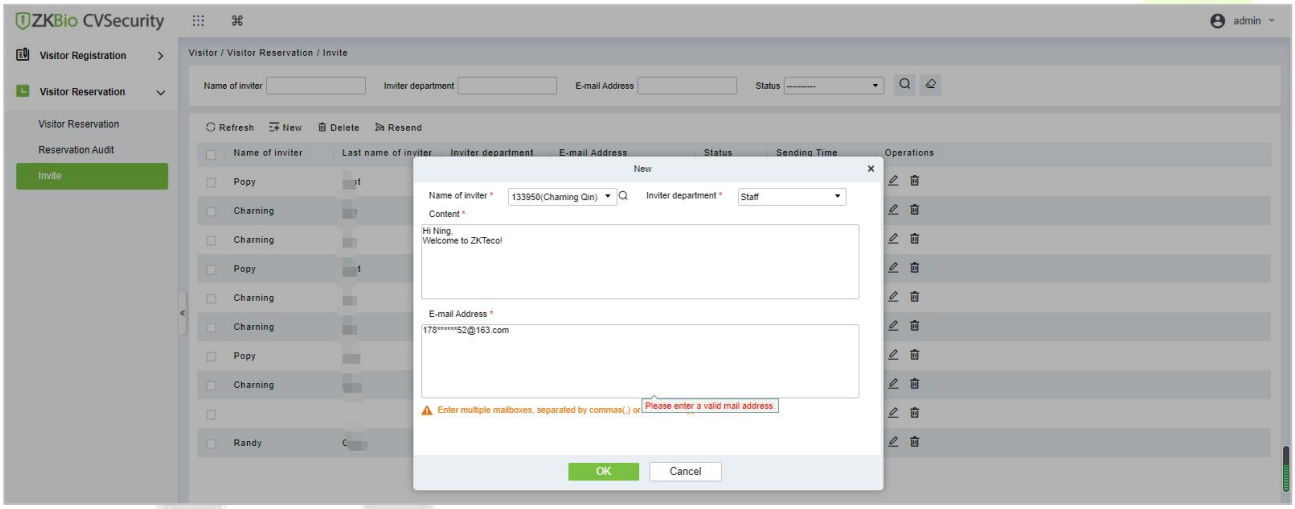


**Figure 10- 32 Send an invitation E-mail 1**

**Step 2:** We can view the record of this invitation email. If the status of the email is Has been sent, the email is sent successfully.

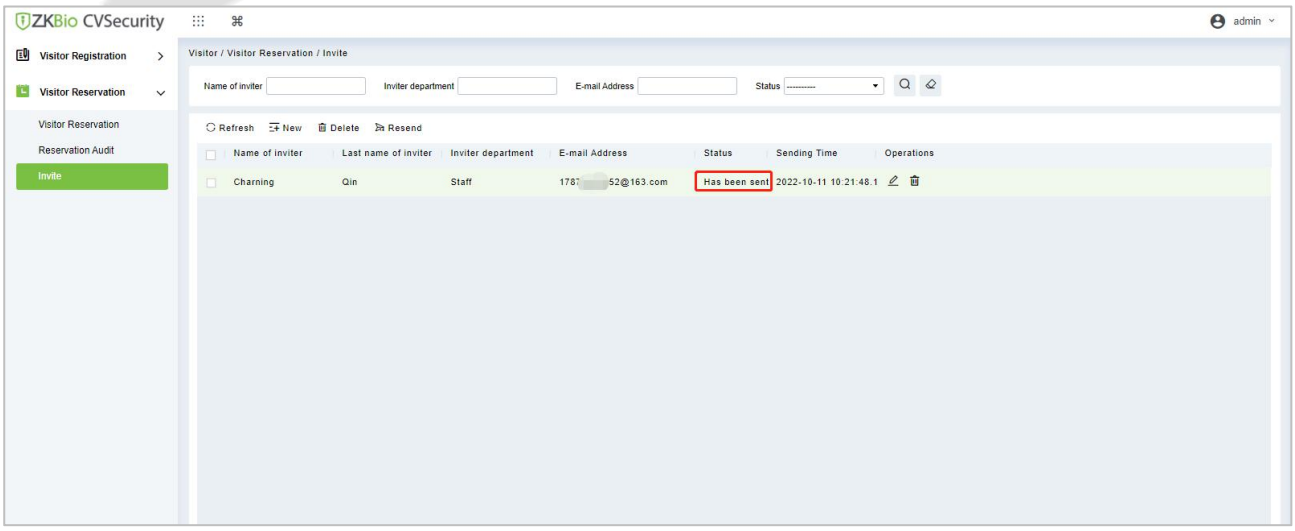


**Figure 10- 33 Send an invitation E-mail 2**


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## Visitor Registration:

Visitors who have received the invitation will receive an email as follows, then the visitor click **Click here** to register as a visitor.

**Figure 10- 34 Invitation E-mail**

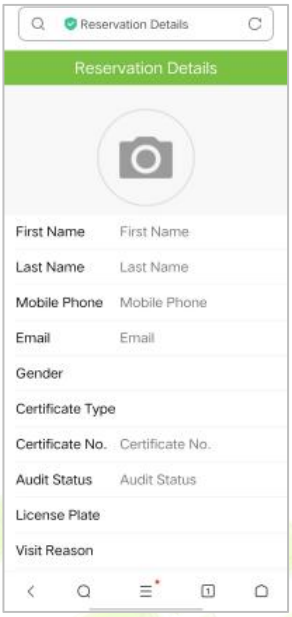


**Figure 10- 35 Visitor Registration**

## Visitor Reservation Audit:

When a visitor submits registration information, host will receive a review email as shown below:

Click **Review** if you agree to make an appointment;

Click **Refuse** if you refuse the appointment.

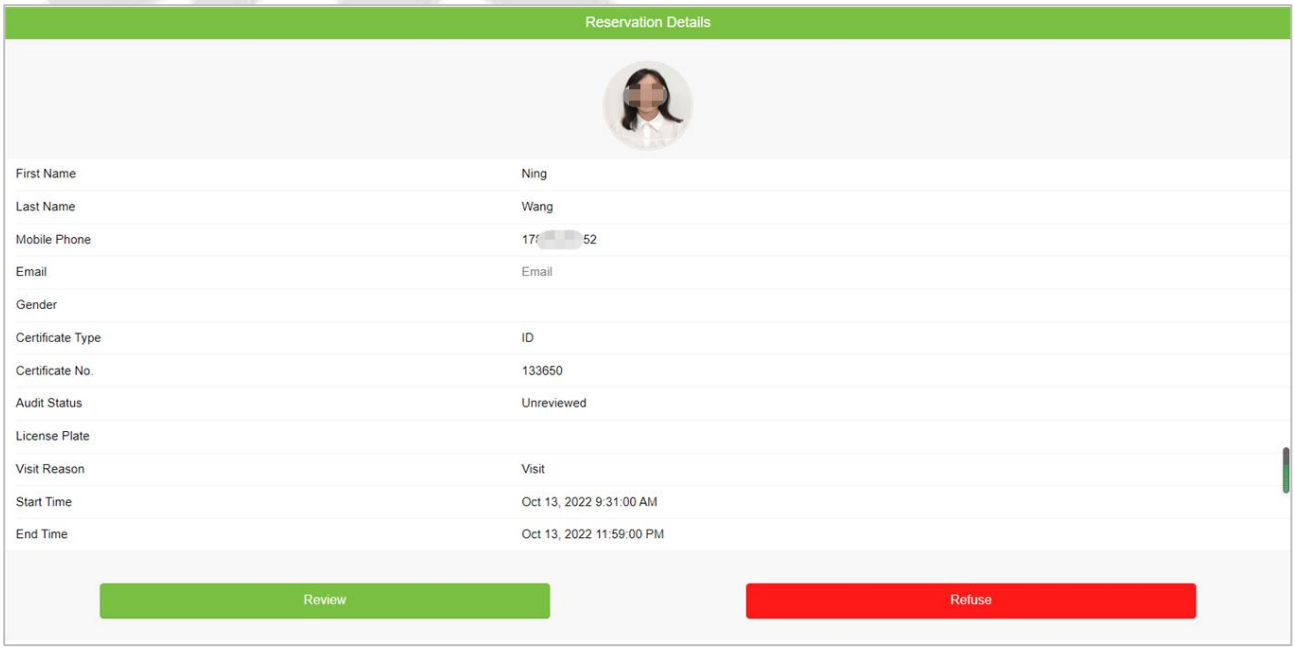


**Figure 10- 36 Visitor Reservation Audit**


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# 10.5 Basic Management

## 10.5.1 Parameters

In **Visitor** module Click **Basic Management** > **Parameter** to set the parameters.

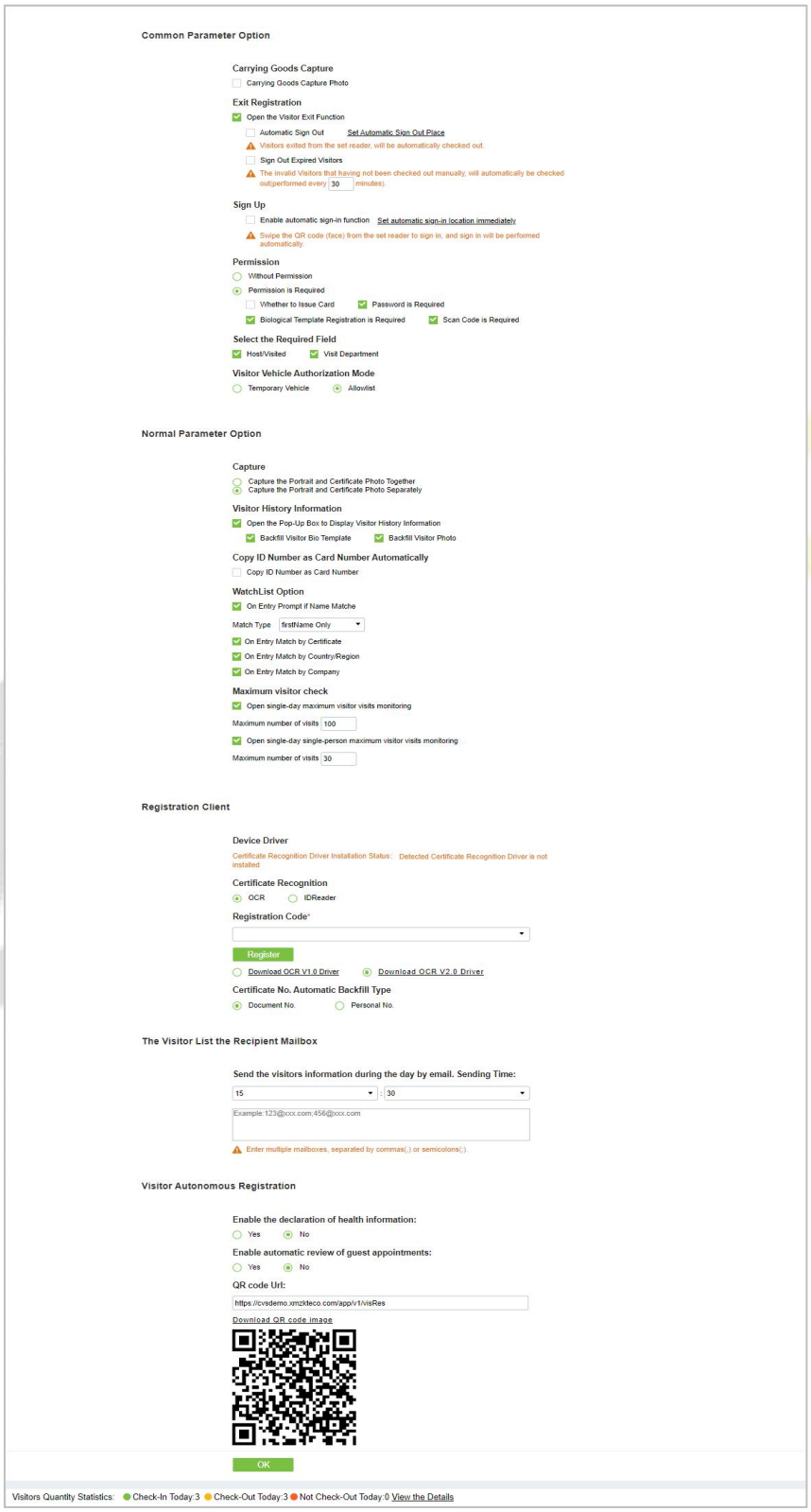


**Figure 10- 37 Parameter**


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**Common Parameter Option:**

**Carrying Goods Capture:** Enable it to take the photo to the goods carried by the visitor.

**Exit Registration:** Enable or disable the auto sign-off function. Auto sign-out means a visitor leaves by directly punching a card or using his/her fingerprint at the preset auto sign-out place, without performing the Exit Registration operation in the software. Setting automatic sign-out place means specifying some readers as the auto sign-out place. Click **Set Automatic Sign Out Place**. Then click **OK** to finish.

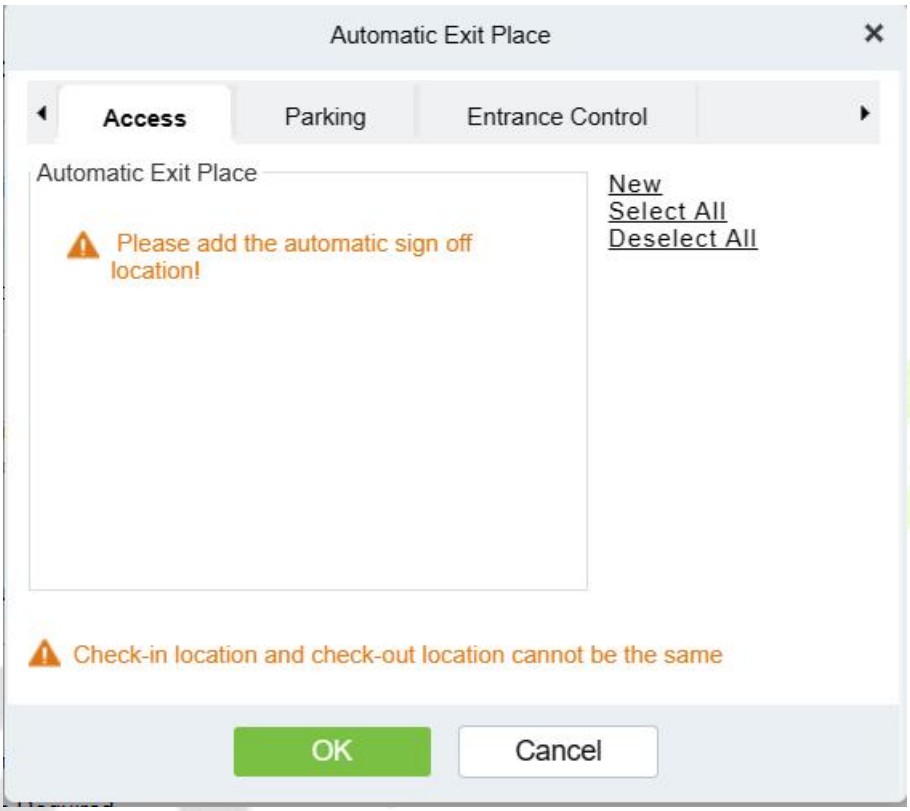


**Figure 10- 38 Automatic Exit Place**

**Sign Out Expired Visitors:** Expired visitors who have not been manually signed out will be automatically signed out after a specified interval.

**Sign up :Enable automatic sign in function** :Once enabled, visitors to the designated access control or ladder control, gate barrier equipment can complete the sign-in.Click **Set automatic sign-in location immediately,**Select the specified device.**Please note that** you have to set the Visitor General permission (Visitor Common Permission Group)for the auto-sign-in device


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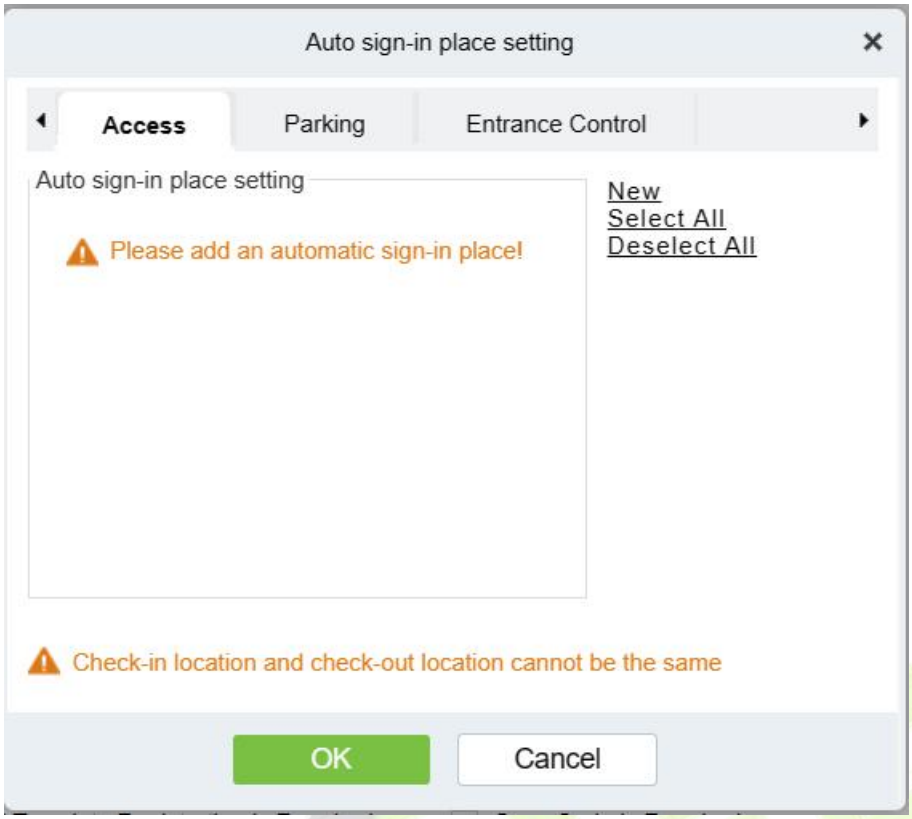


**Permission:**

**Whether to Issue Card:** Whether to issue card for the visitor.

**Fingerprint Registration is Required:** Whether to register the fingerprint for the visitor.

**Password is required:** If selected, it will make password mandatory.

**Scan Code is Required:** If selected, it will code scan mandatory

**Select the Required Field:** You can set whether the Host (Personnel) and visited departments would be required in the registration page and the reservation page.

**Visitor Vehicle Authorization Mode:** You can set this option as per the reliability of the vehicle. If you want to make all vehicle details to be noted, then select Temporary Vehicle. If only one or some vehicle enters on a regular basis, then you can keep them in whitelist.

**Enable automatic review of guest appointments**:Select Yes to have the system automatically review the visitor.

**Normal Parameter Option:**

**Capture:** Whether to capture the portrait and certificate photo together.

**Visitor History Information**: You can select the display parameters of the visitor history. Selecting the Open the Pop-Up Box to Display Visitor History Information check box displays the visitor information with photo and fingerprint of the visitor (These two will be auto-selected).

**Copy ID Number as Card Number Automatically:** Enable this if you want to use the same ID number as the Card number.

**WatchList Option:**

Select the Watchlist parameter as given below:


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- On Entry Prompt if the Name matches. It can be first name only or Last name First name.
- On Entry Match by the certificate provided by the visitor.
- On Entry Match by the Country/Region of the visitor.
- On Entry Match by the Company of the visitor.

**Maximum visitor check:** You can define the parameters to limit the number of visitors and the number of visit times.

**Note:** When the number of visitors reaches the default upper limit set on the day, a prompt will pop up when entering the registration page:

### Registration Client:

**Step 1:** If there is no driver installed in the system, the **Download Driver** link is displayed. Click the link to download and install the driver.

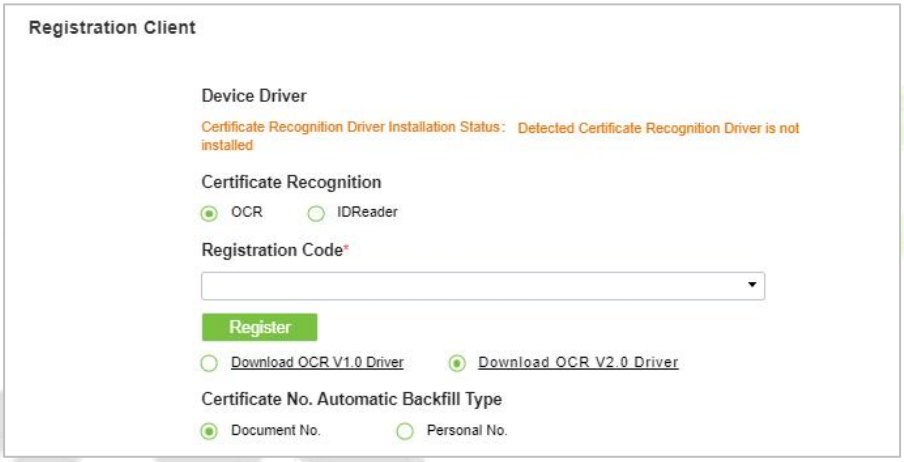


**Figure 10- 39 Registration Client**

**Step 2:** Enter the corresponding registration code and click **Register**.

**Note:** Click **System** > **Authority Management** > **Client Register** to view the registration code.

### The Visitor List the Recipient Mailbox:

Configure the recipient's mailbox and the time for system to send the list of visitors today.

**Figure 10- 40 Visitor List the Recipient Mailbox**

### Visitor Autonomous Registration:

Enable or disable the declaration of visitor's health information and automatic view of guest appointments.


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## 10.5.2 Device Debugging

Device Debugging option will provide information about Entry Place, Print installation, Device Driver installation, and USB Camera.

In **Visitor** module Click **Basic Management** > **Device Debugging** to know about the current location details (including IP address), Printer-driver installation information, device driver installation, calibrate the scanners, and USB camera information.

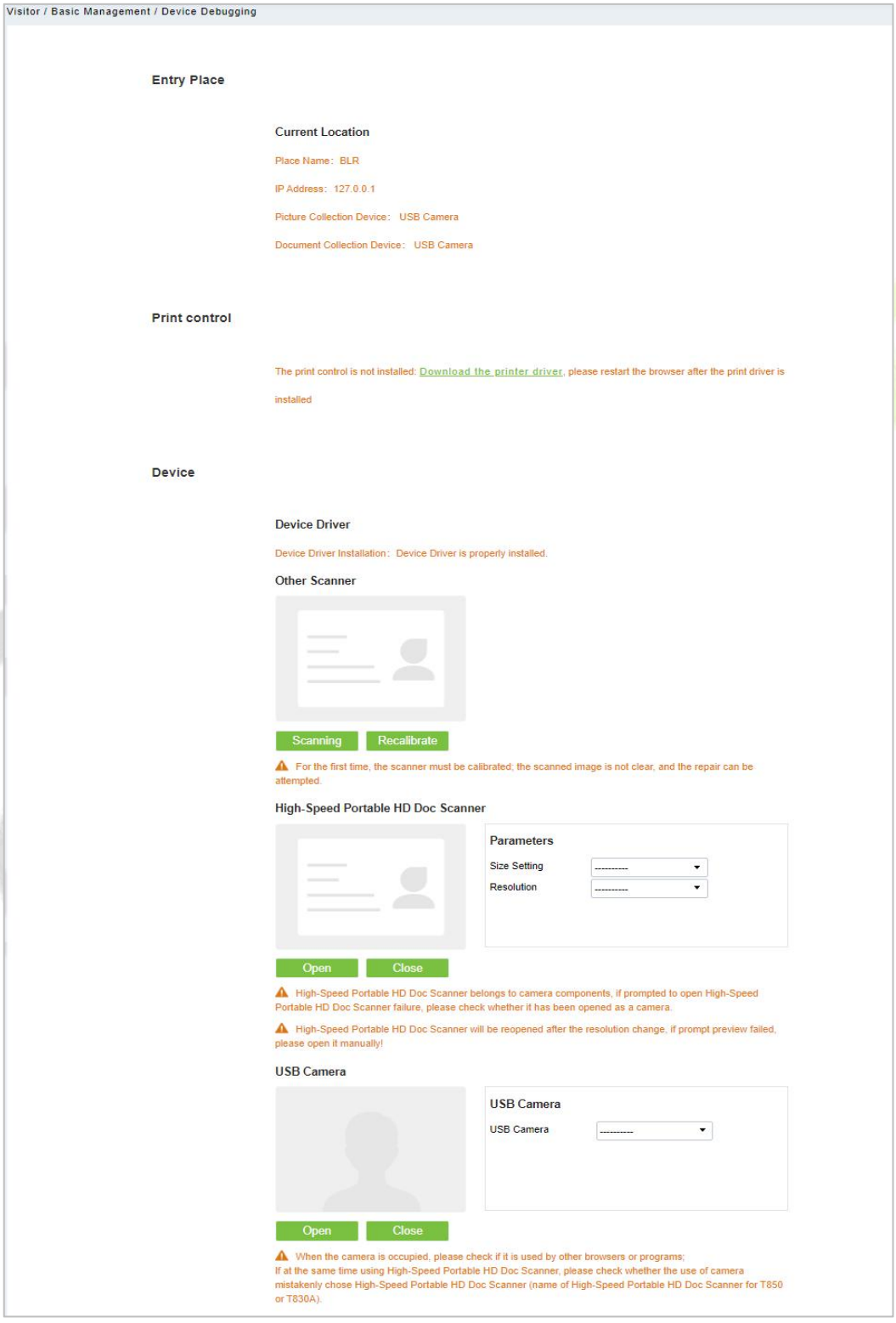


**Figure 10- 41 Device Debugging Interface**


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| Parameter | Description |
|---|---|
| Entry Place | Displays the information of the current entry place, such as the name of the entry place, IP, Mode of picture/document collection. |
| Print Control | It shows the Printer-driver installation information |
| Device | Display device driver installation, you can debug, calibrate the scanner. Set the High-Speed Portable HD Doc Scanner parameters, and information of USB camera. (IE browser does not display USB device debugging). |

**Table 10- 8 Description of Parameters of Device Debugging**

### 10.5.3 Print Settings

In **Visitor** module Click **Basic Management** > **Print Setting** to go to the printer settings.

**Global Settings (Receipt Printer):**

Select **Receipt Printer** to set the global setting of the printer.

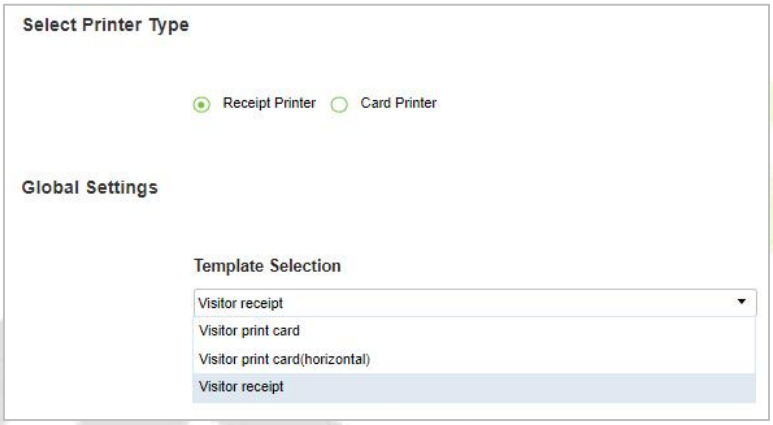


**Figure 10- 42 Global Settings of Printer**

| Parameter | Description |
|---|---|
| Template Selection | Select a template to print the template, if the template does not meet the print content, you can add or edit the template (the default template cannot be edited, deleted).<br>Available Templates are Visitor Receipt, Visitor Print Card and Visitor Print Card (Horizontal). |

**Table 10- 9 Description of Parameters of Printer Setting**


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### Local Settings (Receipt Printer):

You can set the options for the printer, the type of paper to be printed, or the custom paper size, and view the effect by clicking Print Preview / Direct Print. At last, you can save the current setting for the printout of the visitor badge.

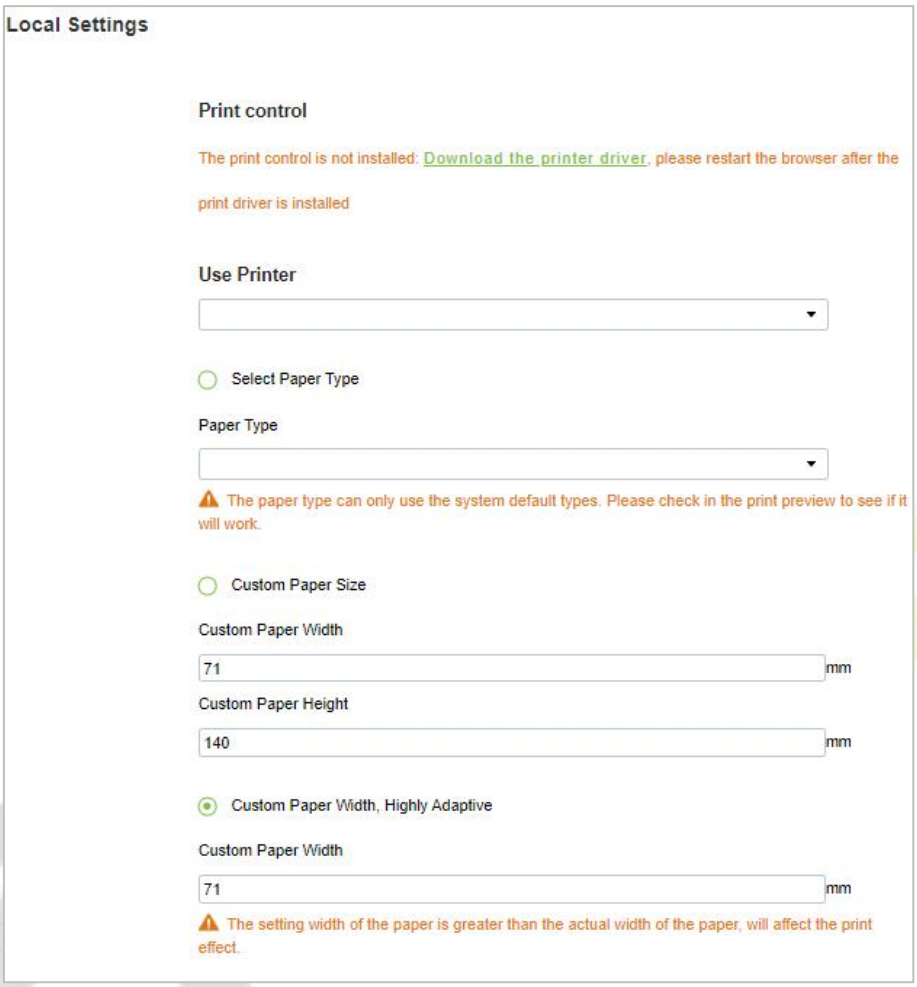


**Figure 10- 43 Local Settings of Printer**

| Parameter | Description |
|---|---|
| Use Printer | Select the printers from the available list of printers. |
| Paper Type | Select the Paper Type |
| Custom Paper Size | You can customize the paper size like paper height and width. |

**Table 10- 10 Description of Parameters of Local Settings of Printer**

### Card Printing:


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In the parameter setting interface, you can set the parameters of card. Initially, define the template (refer to personnel card printing), and then set the card printing function. If the automatic card printing is selected, printer connection is required. After the visitor registration is completed, user can print the card directly.

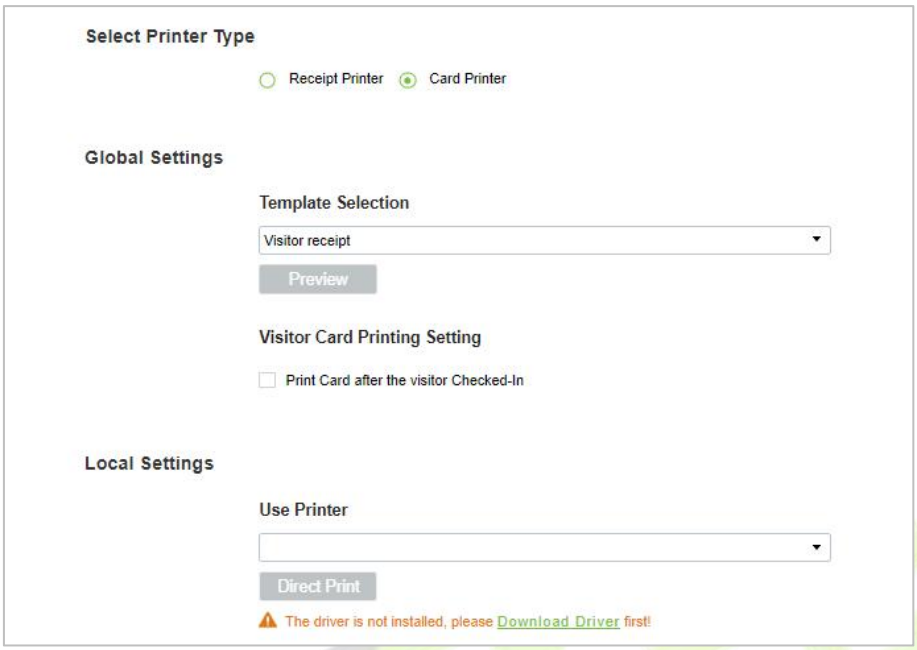


**Figure 10- 44 Printer Setting of Card Printer**

| Parameter | Description |
|---|---|
| Template Selection | Select a template to print the template, if the template does not meet the print content, you can add or edit the template (the default template cannot be edited, deleted). Available Templates are Visitor Receipt, Visitor Print Card and Visitor Print Card (Horizontal). |
| Visitor Card Printing Setting | Select the visitor card printing settings (like after visitor check in) |
| Use Printer | Select the printer from the available list of printers. |

**Table 10- 11 Description of Parameters of Printer Setting of Card Printer**

## 10.5.4 Visitor Levels

The visitor can be allocated Access or Elevator levels within registration after the visitor level has been set.

In **Visitor** interface Click **Basic Management** > **Visitor Levels**:

**Figure 10- 45 Visitor Level Interface**


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### 10.5.4.1 Add Permission Group

In this option you can give access, elevators, and entrance control permissions to the visitors

**● Add Access Levels**

To add Access Levels.

**Operating Steps:**

**Step 1:** In the **Visitor Module,** click **Basic Management** > **Visitor Levels** > **Add Access Levels**

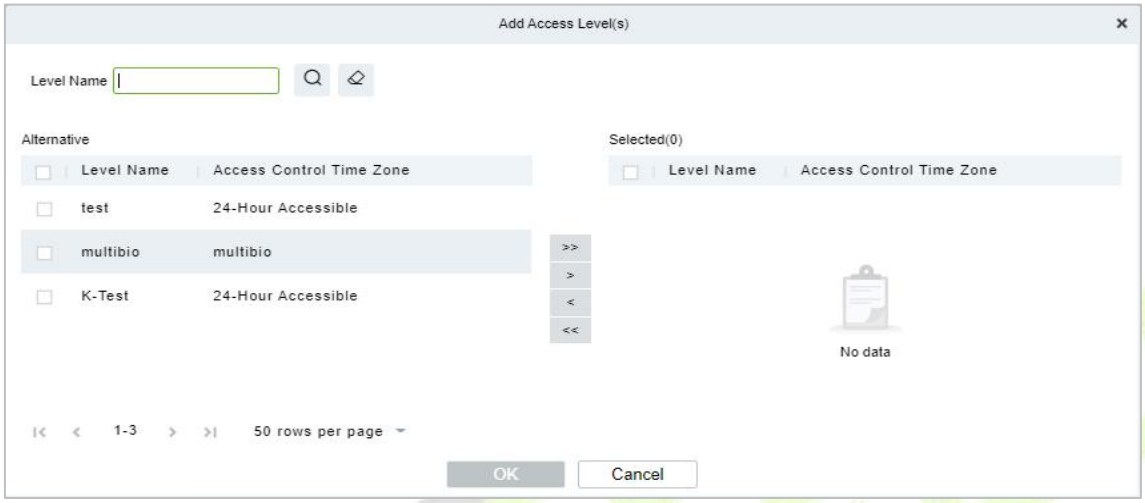


**Figure 10- 46 Add Access Level Interface**

**Step 2:** Set a visitor level name, select one or more access levels, click > or >> to move into the Selected menu. Click **OK**.

**Step 3:** Allocate the Access levels for the visitor when registering.

**● Add Elevator Levels**

To add Elevator Levels.

**Operating Steps:**

**Step 1:** In the **Visitor Module,** click **Basic Management** > **Visitor Levels** > **Add Elevator Levels**.

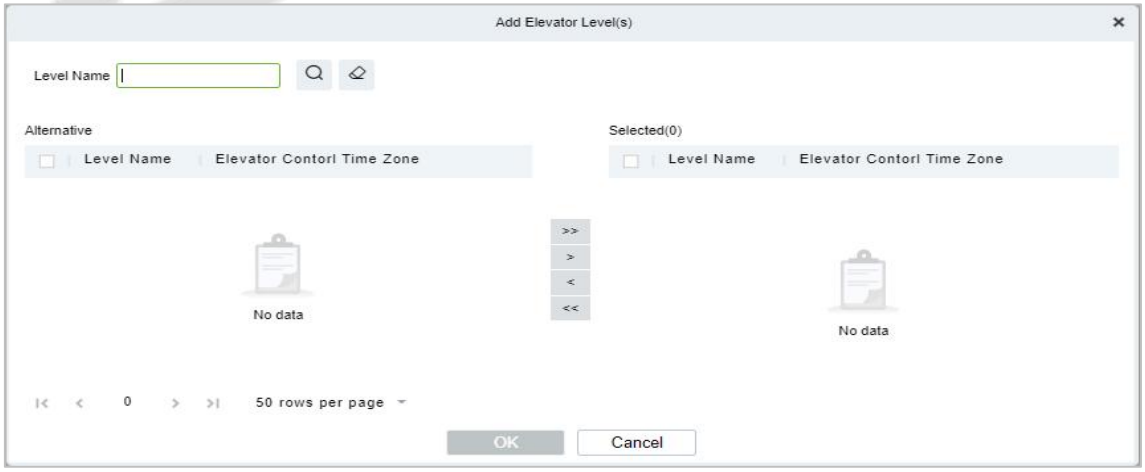


**Figure 10- 47 Add Elevator Level Interface**

**Step 2:** Set a visitor level name, select one or more access levels, click > or >> to move into the Selected menu. Click **OK**.

**Step 3:** Allocate the Elevator levels for the visitor when registering.


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### ● Add Entrance Control Level

To add Entrance Control Levels.

**Operating Steps:**

**Step 1:** In the **Visitor Module,** click **Basic Management** > **Visitor Levels** > **Add Entrance Control Level**

**Step 2:** Set a visitor level name, select one or more access levels, click > or >> to move into the Selected menu. Click **OK**.

**Step 3:** Allocate the Elevator levels for the visitor when registering.

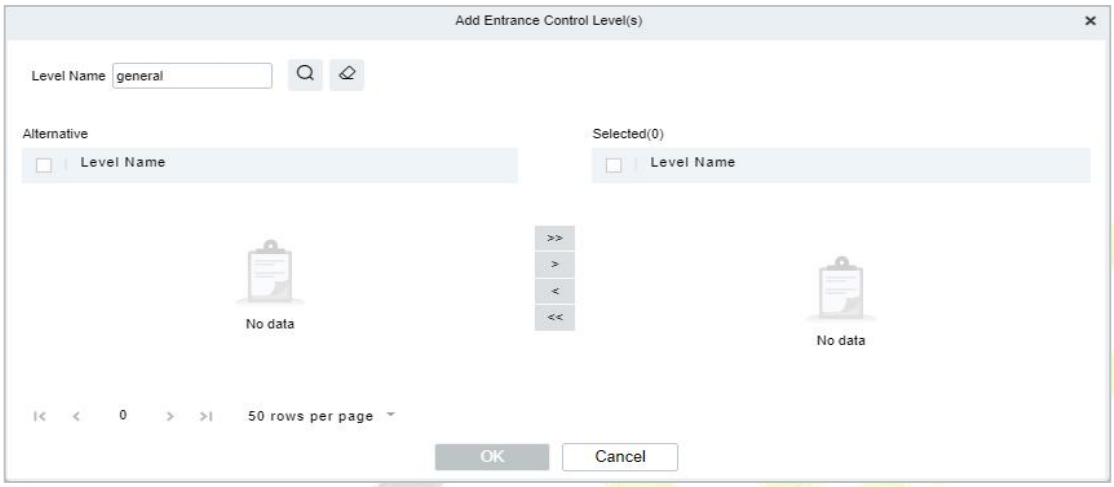


**Figure 10- 48**

**Figure 10-41 Add Entrance Control Level Interface**

## 10.5.4.2 Delete Levels

In the **Visitor** module**,** click **Basic Management** > **Visitor Levels**, select a visitor level and click **Delete** to delete the visitor level.

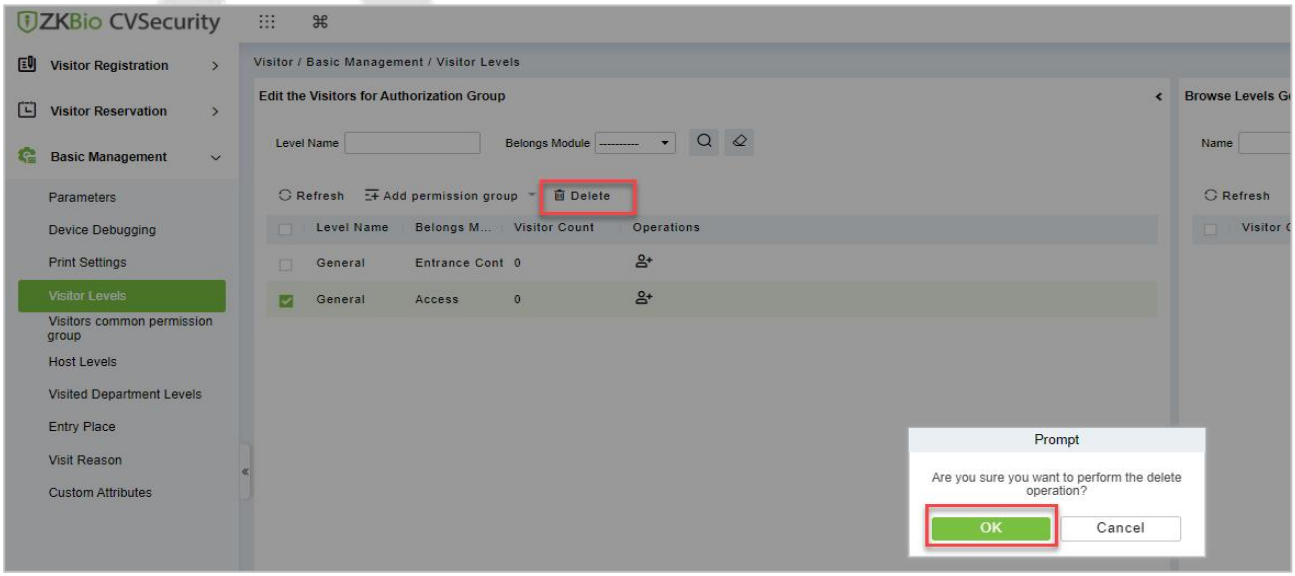


**Figure 10- 49 Delete Level Interface**

Click **OK** to perform the delete operation.

## 10.5.4.3 Add Visitors to Levels (Browse Level)

Adding visitors to levels


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## Operating Steps

**Step 1:** In the **Visitor** module**,** click **Basic Management** > **Visitor Levels**.

**Step 2:** Select the Visitor name click on the icon under the operation categories.

**Step 3:** Select one or more visitors, click > or >> to move into the Selected menu. Click **OK**.

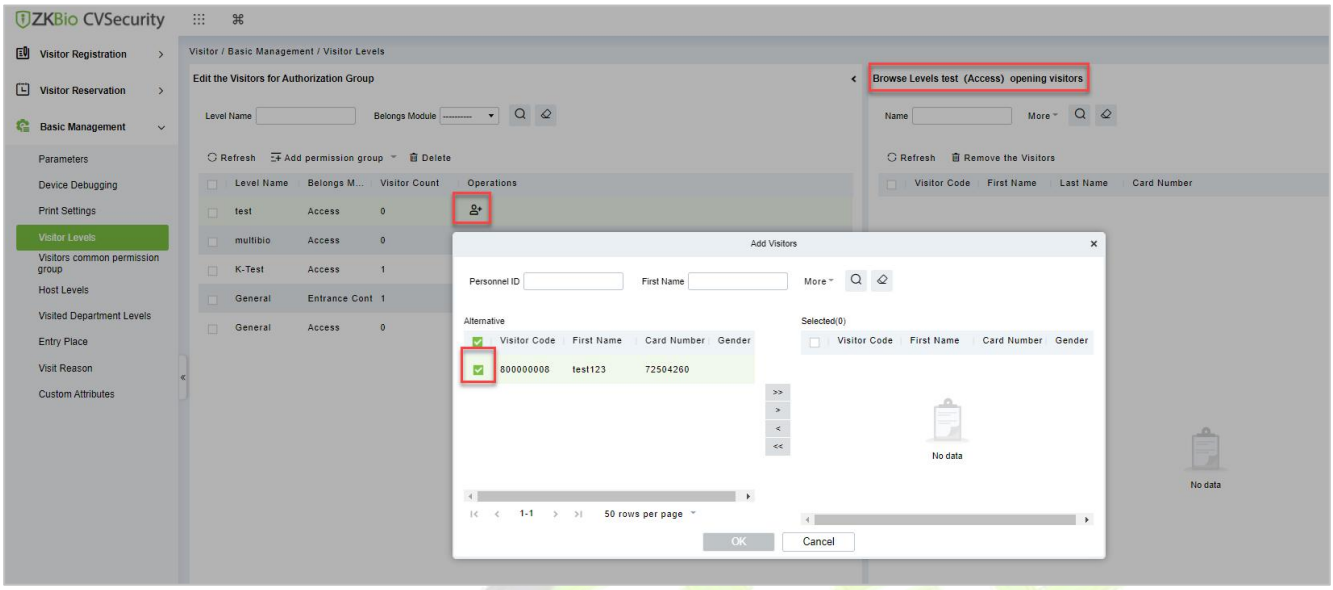


**Figure 10- 50 Add Visitor Interface**

**Step 4:** After clicking **OK** the processing window will appear like figure below shows below**.**

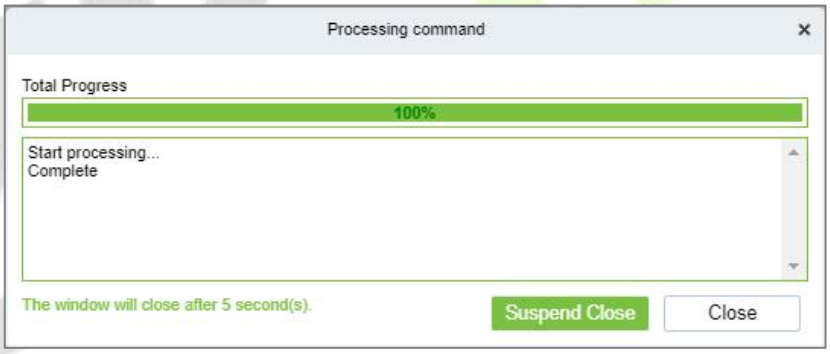


**Figure 10- 51 Processing Command Interface**

### 10.5.4.4 Remove Visitors from Browse Level

Removing visitors from the levels.

## Operating Steps:

**Step 1:** In the **Visitor Module,** click **Basic Management** > **Visitor Levels**

**Steps 2:** Select the visitor details to be deleted, Click **Remove the Visitor** as shown in figure below.


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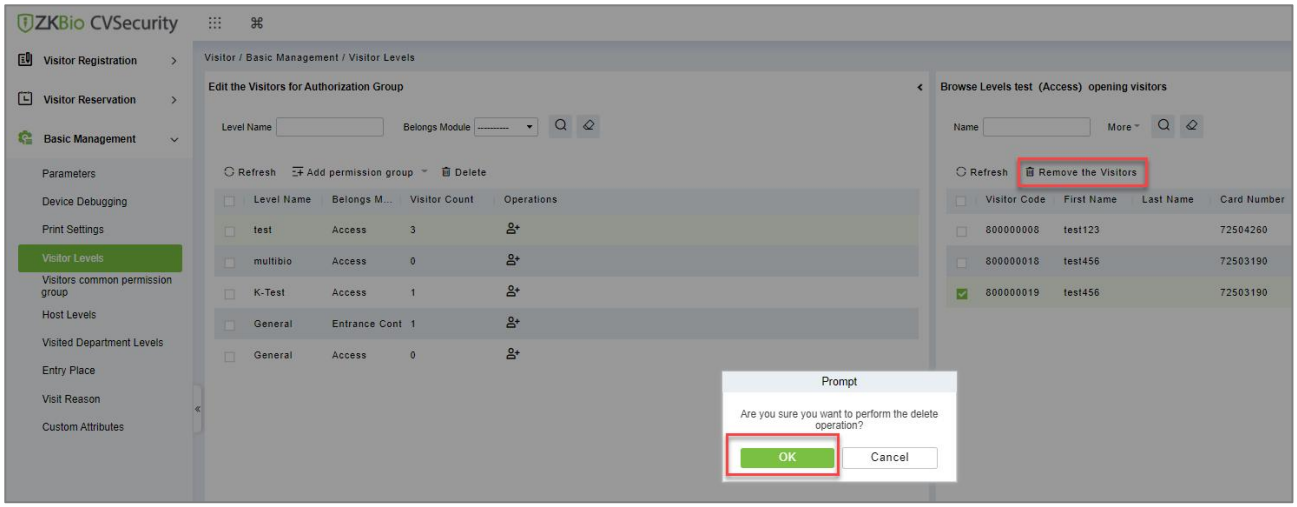


**Figure 10- 52 Remove Visitors from Browse Level**

**Step 3:** Click **OK** to perform the delete operation.

## 10.5.5 Visitor Common Permission Group

This interface displays a list of all visitor permission groups in the visitor system. After setting up the visitor permission group, you can assign access control/passage/witness permission to visitors when registering visitors.

### 10.5.5.1 Add Permission Group

In this option you can give access, elevators, and entrance control permissions to the visitors.

- **Add Access Level**

To add Access Level Group

**Operating Steps:**

**Step 1:** In the **Visitor** module, select **Basic Management > Visitor Common Permission Group**.

**Step 2:** In the Visitor Permission Group interface, click **Add Permission Group**, select **Add Access Level**, and then add the corresponding permissions.

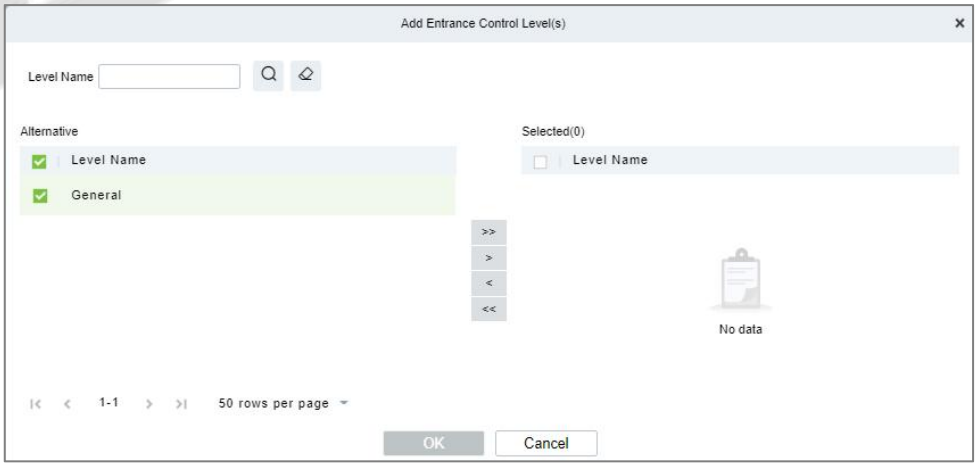


**Figure 10- 53 Visitor Permission Group Adding Interface**

Set a visitor level name, select one or more access levels, click > or >> to move into the Selected menu. Click **OK**.

**Step 3:** In the **Visitor** module, select **Visitor Registration > Entry Registration** interface, and click **Entry Registration** to assign personnel visitor permissions.


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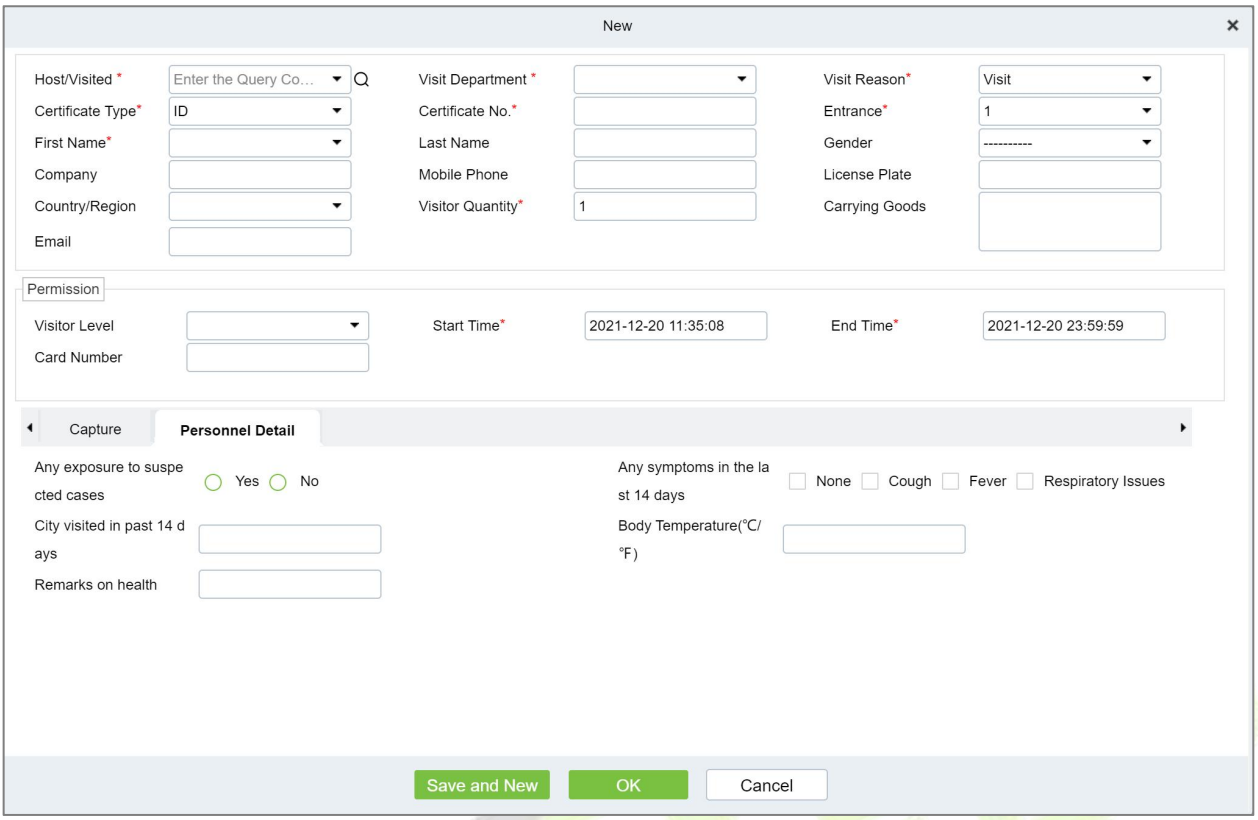


**Figure 10- 54 Visitor Add Visitor Permission Interface**

## ● Add Elevator Level

To add Access Level Group

### Operating Steps:

**Step 1:** In the **Visitor** module, select **Basic Management > Visitor Common Permission Group**.

**Step 2:** In the Visitor Permission Group interface, click **Add Permission Group**, select **Add Elevator Level**, and then add the corresponding permissions.

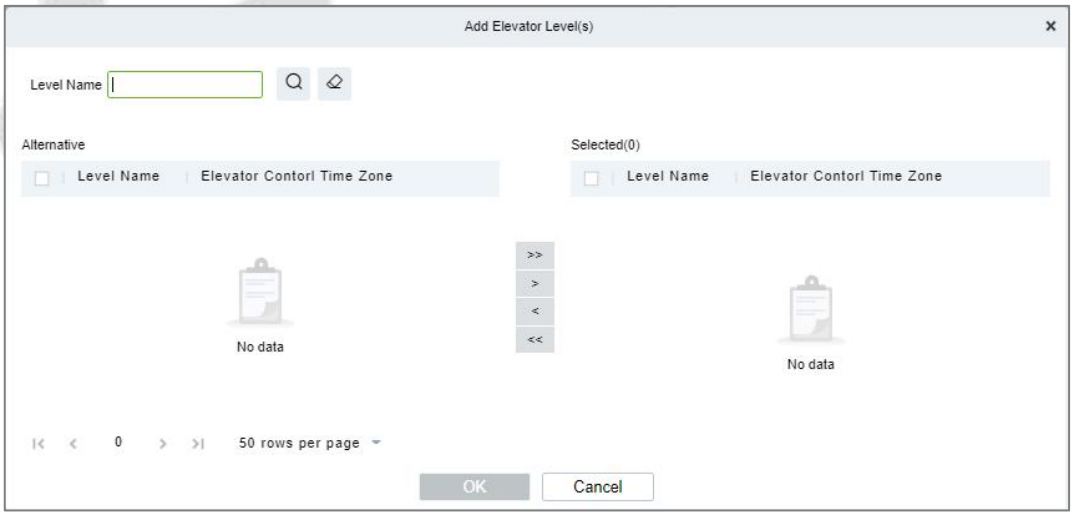


**Figure 10- 55 Visitor Permission Group Adding Interface**

Set a visitor level name, select one or more access levels, click > or >> to move into the Selected menu. Click **OK**.

## ● Add Entrance Control Level


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To add Access Level Group

**Operating Steps:**

**Step 1:** In the **Visitor** module, select **Basic Management > Visitor Common Permission Group**.

**Step 2:** In the Visitor Permission Group interface, click **Add Permission Group**, select **Add Entrance Control Level**, and then add the corresponding permissions.

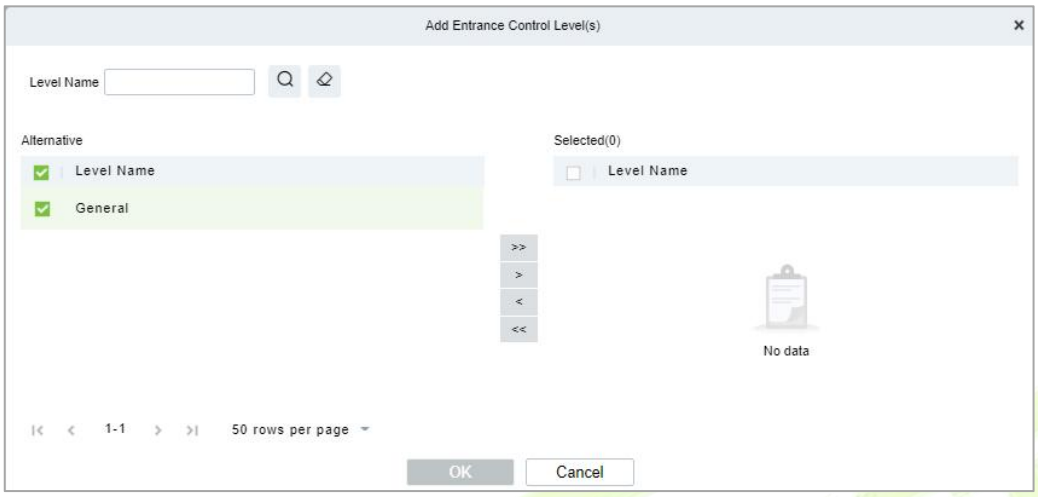


**Figure 10- 56 Visitor Permission Group Adding Interface**

Set a visitor level name, select one or more access levels, click > or >> to move into the Selected menu. Click **OK**.

### 10.5.5.2 Delete Levels

In the **Visitor Module,** click **Basic Management** > **Visitor Common Permission Group**, select a visitor level and click **Delete** to delete the visitor level.

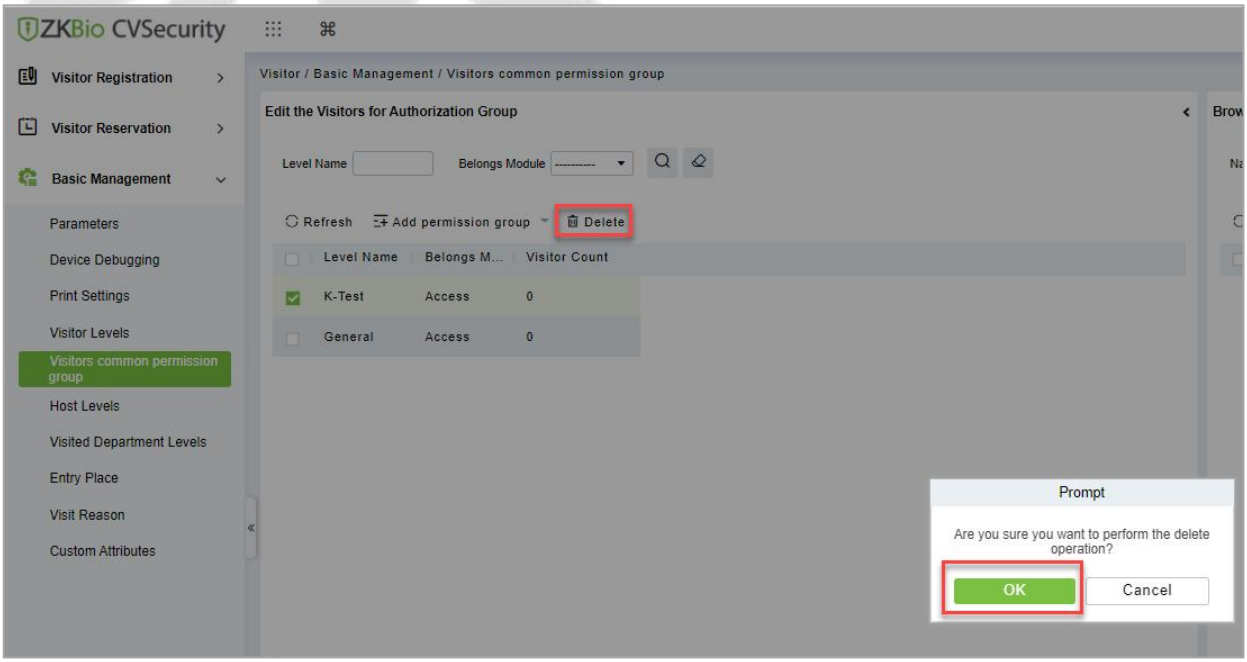


**Figure 10- 57 Delete Level Interface**

Click **OK** to perform the delete operation.

### 10.5.5.3 Remove Visitors from Browse Level

**Operating Steps:**


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**Step 1:** In the **Visitor Module,** click **Basic Management** > **Visitor Common Permission Group**

**Step 2:** Select the visitor details to be deleted, Click **Remove the Visitor**.

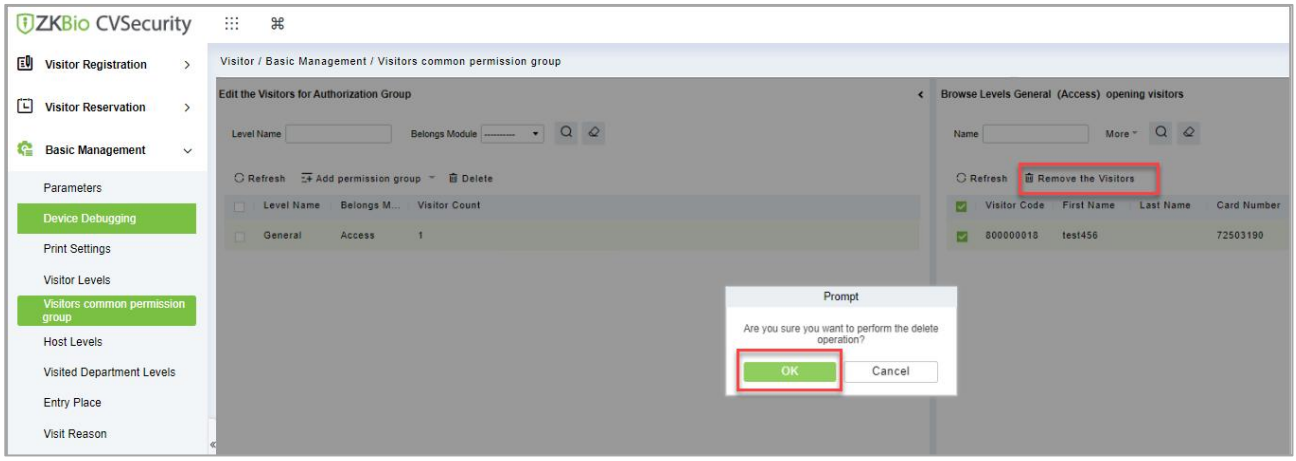


**Figure 10- 58 Remove Visitors from Browse Level**

**Step 3:** Click **OK** to perform the delete operation.

## 10.5.6 Host Level

After setting up the visitor permission group, you can set the visitor permission group according to the visited person or department in the Personnel module. After setting up, visitors who visit the visited person or department have this assigned permission by default.

### 10.5.6.1 Set Up Permission Groups by Interview (New)

This paper introduces the configuration Steps of setting permission groups according to the interview in.

**Operating Steps:**

**Step 1:** In the **Visitor** module, select **Basic Management > Host Level**.

**Step 2:** In the Setting Permission Group by Interviewee interface, click **New** to add interviewee information.

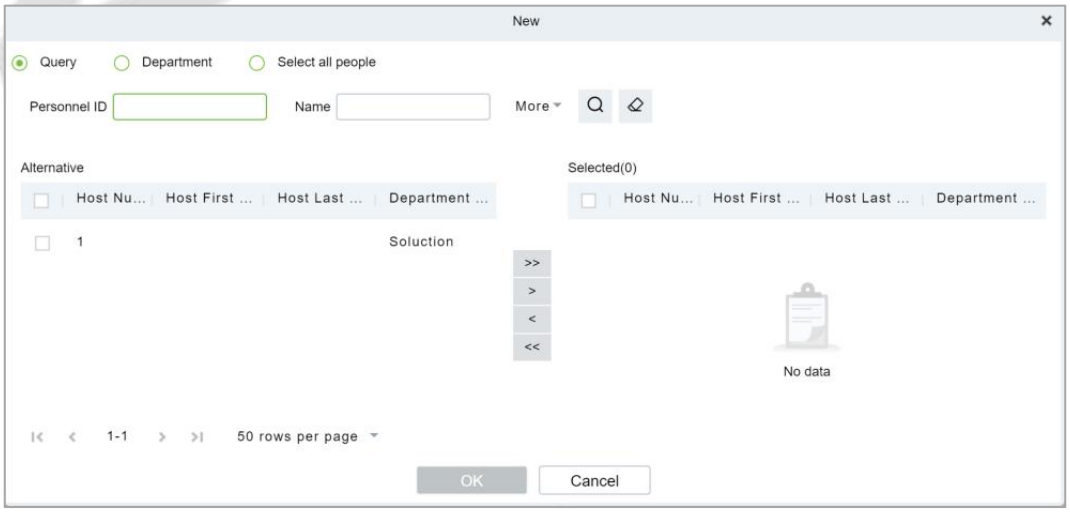


**Figure 10- 59 New Interface for Interviewee**

**Step 3:** After the new information is successfully added, click **Add Visited Levels** under operations. After the respondent adds the corresponding permissions, this permission group will be distributed to the visitor when the visitor registers, and the visitor will have the permissions possessed


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by this permission group.

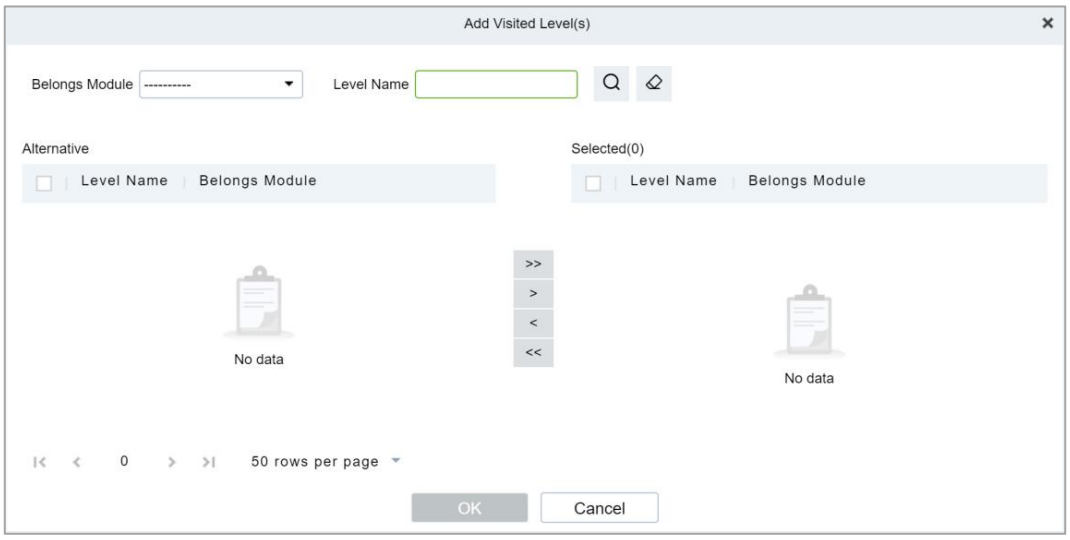


**Figure 10- 60 Add Visitor Permissions Interface**

### 10.5.6.2 Delete Levels

In the **Visitor** module**,** click **Basic Management** > **Host Level**, select a Host and click **Delete** to delete the Host level.

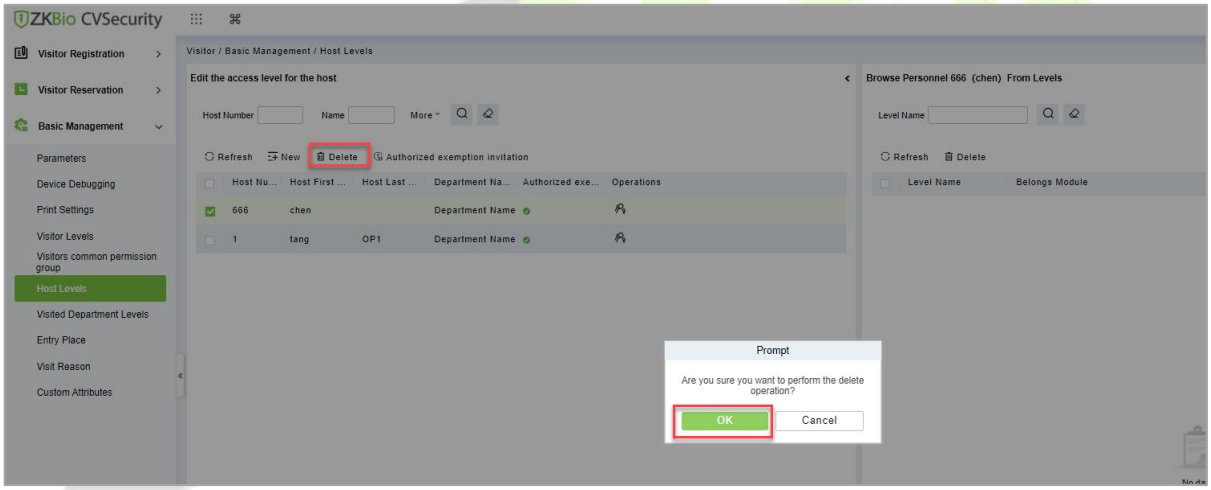


**Figure 10- 61 Delete Level Interface**

Click **OK** to perform the delete operation.

### 10.5.6.3 Authorized Exemption Invitation

To send authorized exemption invitation to the interviewee.


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### Operating Steps:

**Step 1:** In the **Visitor** module, click **Basic Management > Host Level**, select Interviewee

**Step 2:** Click **Authorized Exemption Invitation** and select **Yes** or **No** from the drop-down list as shown in figure below.

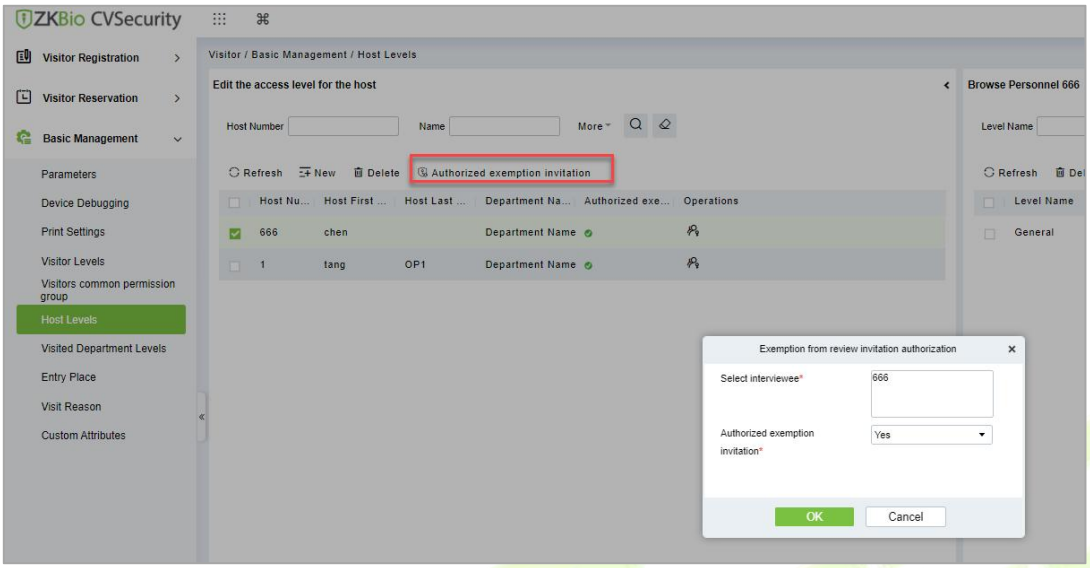


**Figure 10- 62 Authorized Exemption Invitation Interface**

**Step 3:** Click **OK** to send authorized exemption invitation to the interviewee**.**

#### 10.5.6.4 Remove Visited Host Level from Browse Level (Delete)

Removing visitors from the levels.

### Operating Steps:

**Step 1:** In the **Visitor** module, click **Basic Management > Host Level**.

**Step 2:** Select the visited level details to be deleted, click **Delete**.

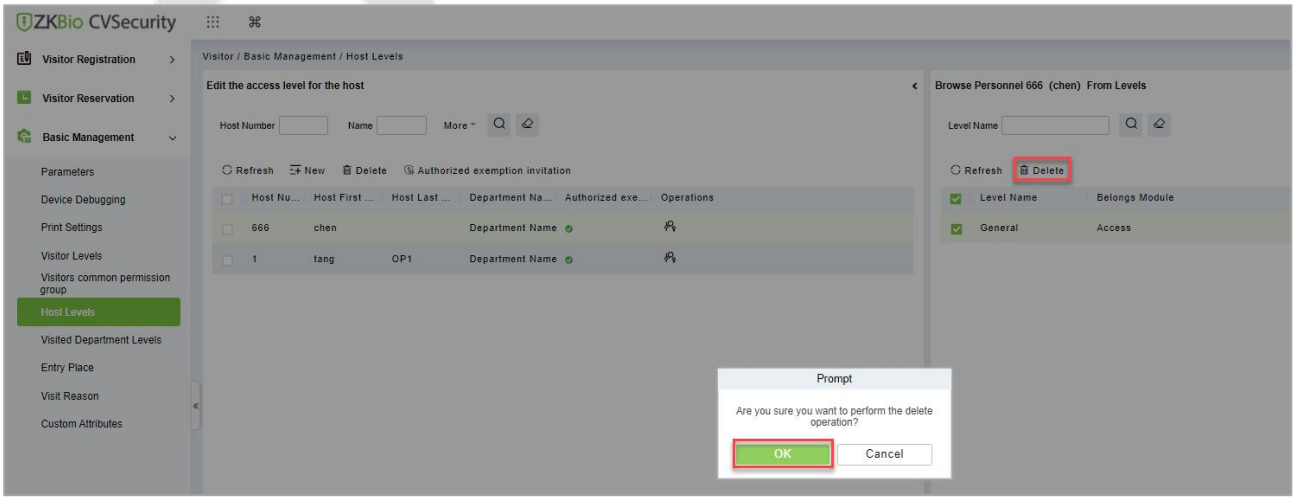


**Figure 10- 63 Remove Visited Level from Browse Level**

**Step 3:** Click **OK** to perform the delete operation.

## 10.5.7 Set Up Permission Groups by Visited Department (Visited Department Level)


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This paper introduces the configuration Steps of setting permission groups by department in.

### 10.5.7.1 Add Permission Group by Visited Department (New)

**Operating Steps:**

**Step 1:** In the **Visitor** module, select **Basic Management > Visited Department**.

**Step 2:** In the Setting Permission Group by Visited Department interface, click **New** to add the visited department.

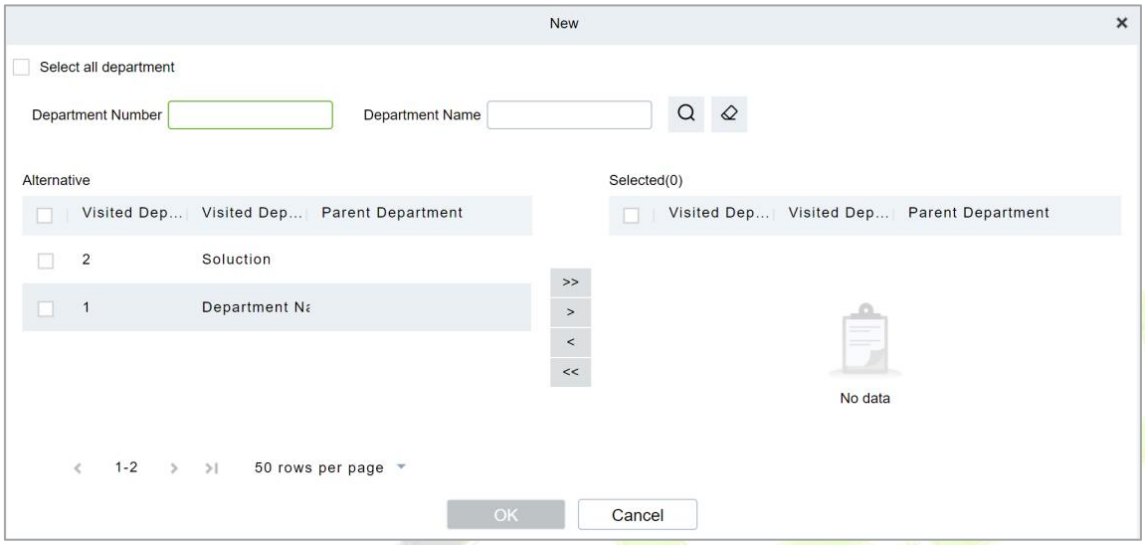


**Figure 10- 64 Add Department Interface**

**Step 3:** In the interface of editing permission group for visited department, click **Add Visited Level** under Operation. After adding the corresponding permission, when the visitor registers, this permission group will be distributed to the visitor, and the visitor will have the permission of this permission group.

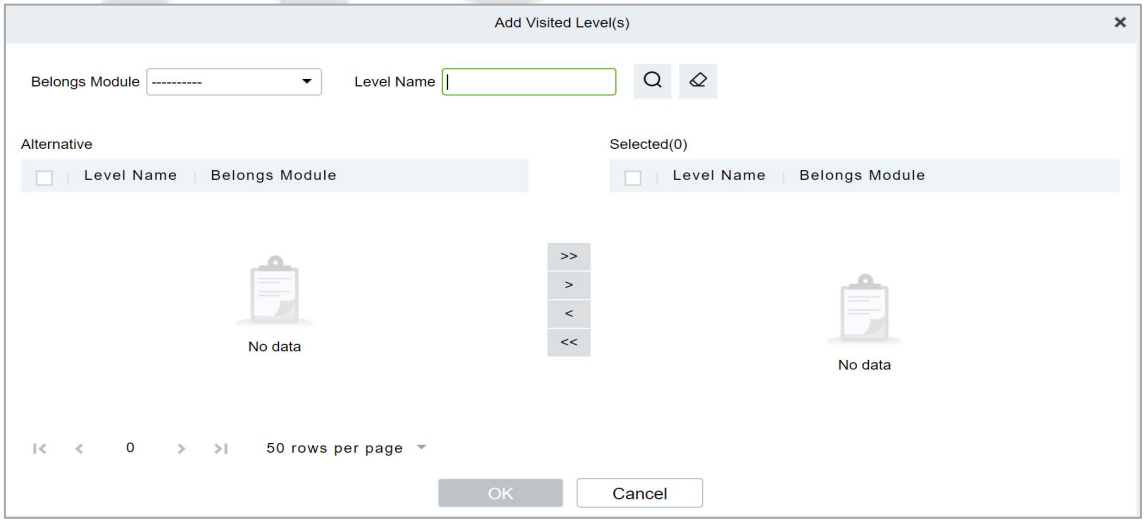


**Figure 10- 65 Add Department Permission Interface**

### 10.5.7.2 Delete Levels

In the **Visitor** module, click **Basic Management > Host Level**, select a visited department and click **Delete** to delete the Host level.


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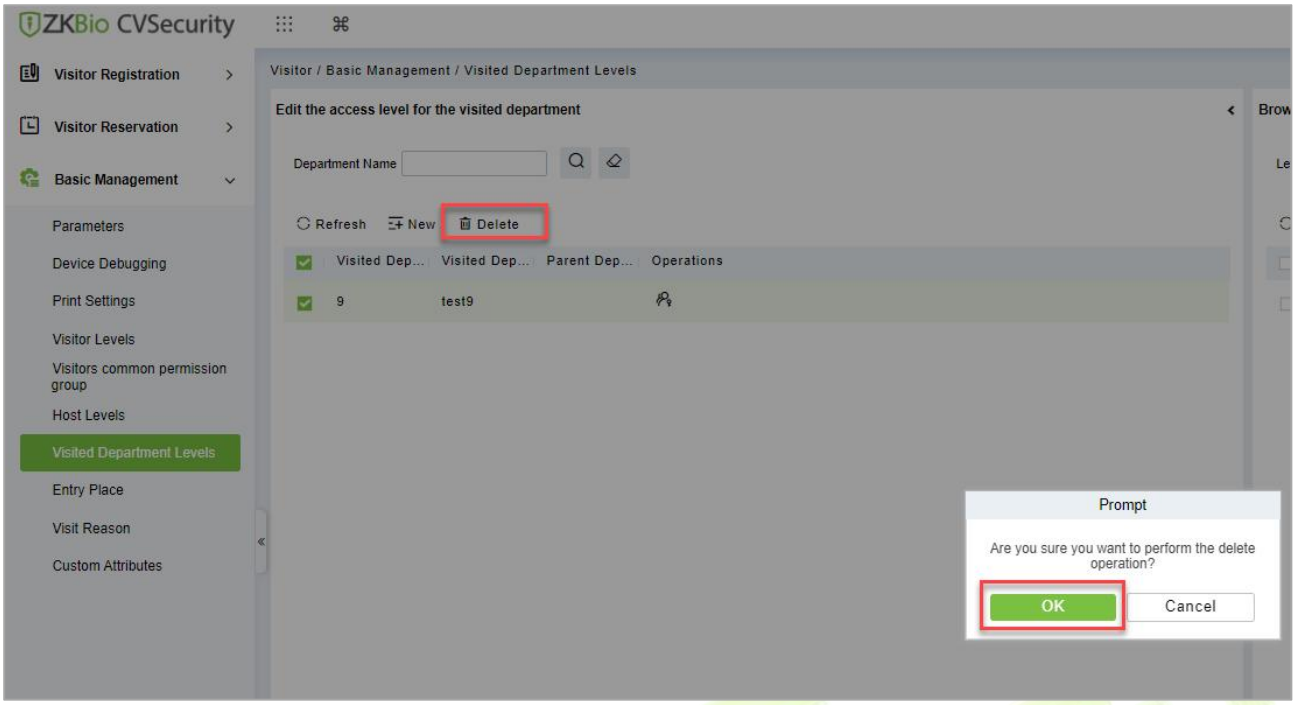


**Figure 10- 66 Delete Visited Department Interface**

Click **OK** to perform the delete operation.

### 10.5.7.3 Remove Visited Department Level from Browse Level (Delete)

Removing visitors from the levels.

#### Operating Steps

**Step 1:** In the **Visitor** module, click **Basic Management** > **Host Level**

**Steps 2:** Select the visited Level details to be deleted, click **Delete**.

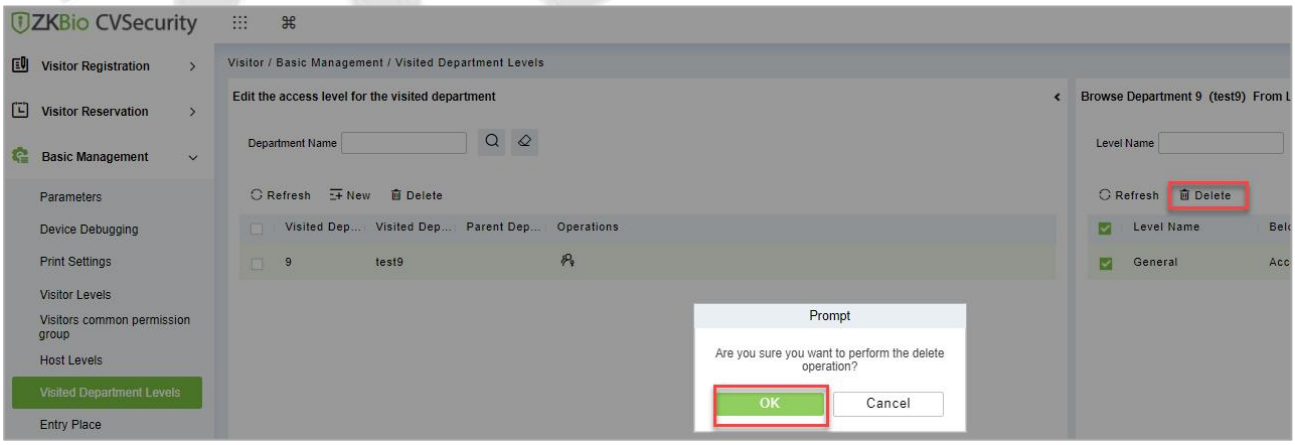


**Figure 10- 67 Remove Visited Level from Browse Level**

**Step 3:** Click **OK** to perform the delete operation.

## 10.5.8 Entry Place

Only the registered platform (including PC platform and visitor plane) can register and sign off visitors.


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This interface displays a list of all registered places in the visitor system. Displays fields such as enlistment location name, IP address, area name, and so on.

### 10.5.8.1 Entry Place (New)

Introduces the configuration Steps of registering locations in ZKBio CVSecurity.

**Operating Steps:**

**Step 1:** In the **Visitor** module, select **Basic Management > Entry Place**.

**Step 2:** In the registration location interface, click **New** and select **Ordinary Computer** as the visitor machine type, as shown in figure below. Please refer to Table 10-12 for parameter description.

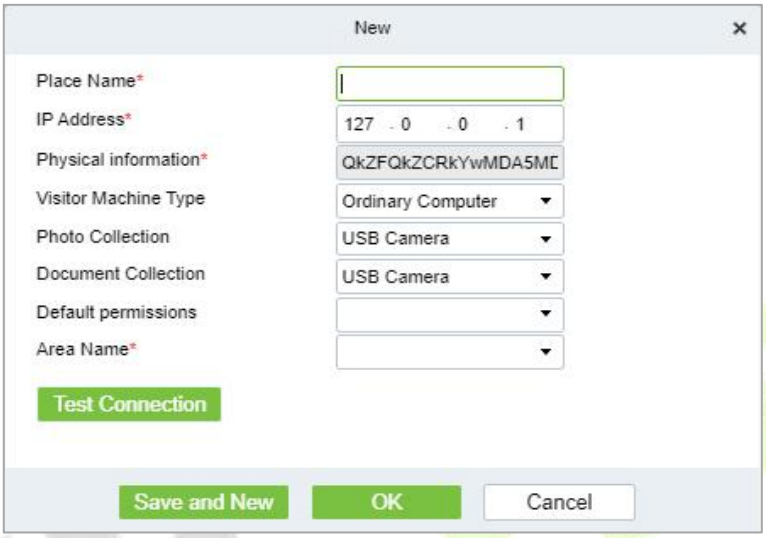


**Figure 10- 68 Ordinary Computer Entry Place Interface**

| Parameter | Description |
|---|---|
| Name of Registration Place | Any character, no more than 50, not repeatable. |
| IP Address | Register the IP address of the computer used by the platform of visitor information and read the IP address of the local computer by default, which can be edited. |
| Physical Information | The physical information of the computer used by the platform for registering visitor information is automatically filled in by default and cannot be edited. |
| Type of Visitor Machine | By default, it is an ordinary computer. When connecting the visitor machine, select the visitor machine type: desktop visitor machine second generation, ID2000. |
| Photo Collection | Select the type of camera installed by customers, which is divided into USB camera, webcam, and dual-camera altimeter.<br>**Description:**<br>The server side of the box does not currently support external "dual camera high camera". |
| Certificate Collection | Select the certificate collection equipment installed by customers, which is divided into USB camera, altimeter, scanner, and dual-camera altimeter.<br>**Description:**<br>The box server does not support external "altimeter, scanner and dual-camera altimeter" for the time being. |
| Default Permissions | Select the default access rights for visitors registered at this level of location. |
| Area Name | Add the name of the area to which the registration place belongs, and the visiting |


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| Parameter | Description |
|---|---|
| | registration record of each registration place will be filtered according to the area of the registration place |

**Table 10- 12 Description of Entry Place Parameters**

### 10.5.8.2 Use of Visitor Machine

Introduces the configuration Steps of registering locations in ZKBio CVSecurity.

**Operating Steps:**

**Step 1:** In the **Visitor** module, select **Basic Management > Entry Place**.

**Step 2:** In the registration location interface, click **New**, and select the visitor type as **Desktop Visitor Second Generation, ID2000**, as shown in figure below. Please refer to Table 10-12 for parameter description.

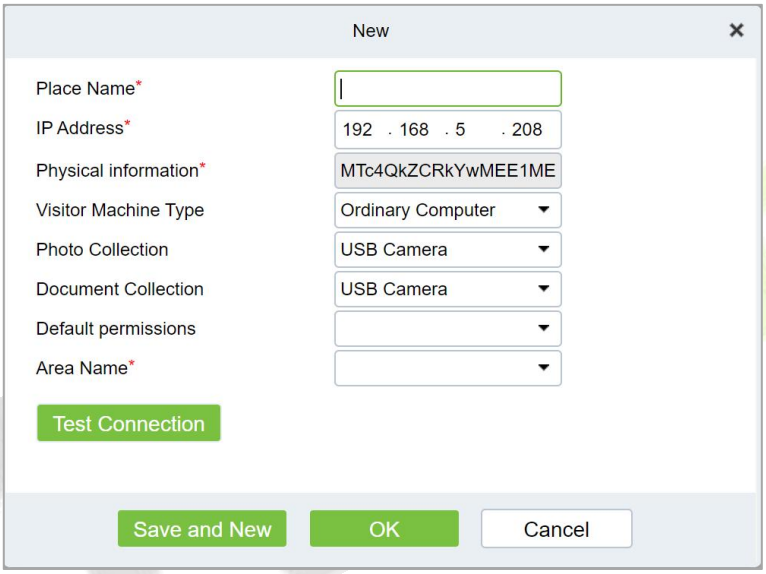


**Figure 10- 69 Interface of Visiting Passenger Airline Entry Place**

| Parameter | Description |
|---|---|
| Name of Registration Place | Any character, no more than 50, cannot repeat. |
| IP Address | Register the IP address of the computer used by the platform of visitor information and read the IP address of the local computer by default, which can be edited. |
| Physical Information | The physical information of the computer used by the platform for registering visitor information is automatically filled in by default and cannot be edited. |
| Type of Passenger Plane | By default, it is an ordinary computer. When connecting the visitor, select the visitor type: desktop visitor second generation, ID2000. |
| Photo Collection | Select the type of camera installed by customers, which is divided into USB camera, webcam, and dual-camera altimeter.<br>**Description:**<br>The server side of the box does not support the external "dual-camera altimeter" equipment for the time being. |
| Certificate Collection | Select the certificate collection equipment installed by customers, which is divided into USB camera, altimeter, scanner, and dual-camera altimeter.<br>**Description:** |


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| Parameter | Description |
|---|---|
| | The box server does not support external "altimeter, scanner and dual-camera altimeter" for the time being. |
| Default Permissions | Select the default access rights for visitors registered at this level of location. |
| Area Name | Add the name of the area to which the registration place belongs, and the visiting registration record of each registration place will be filtered according to the area of the registration place |

**Table 10-12 Description of Registration Location Parameters**

### 10.5.8.3 Delete

**Operation Steps:**

**Step 1:** In the **Visitor Module,** click **Basic Management** > **Entry Place**, select the place name to be deleted.

**Step 2:** Click **Delete** to delete the selected place.

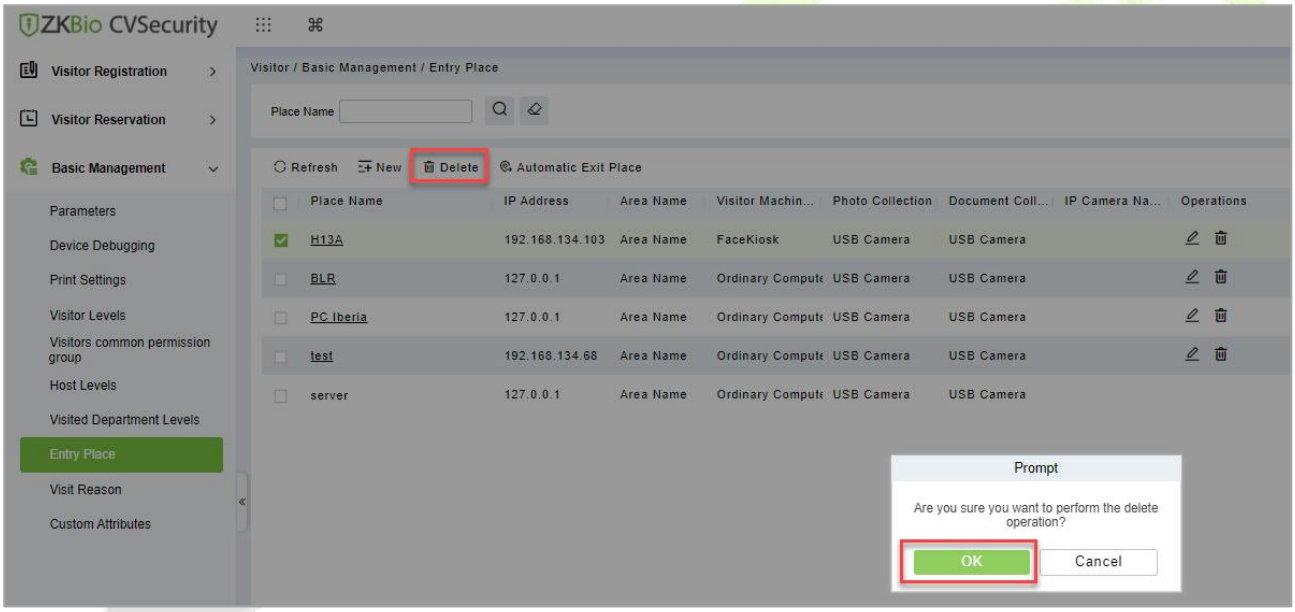


**Figure 10- 70 Interface of Visiting Passenger Airline Entry Place**

**Step 3:** Click **OK** to perform the delete operation.

### 10.5.8.4 Automatic Exit Place

To set automatic Exit place.

**Operation Steps:**


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**Step 1:** In the **Visitor Module**, click **Basic Management** > **Entry Place**, click **Automatic Exit Place** option.

**Step 2:** Select the place to be set as automatic exist place and click **OK**.

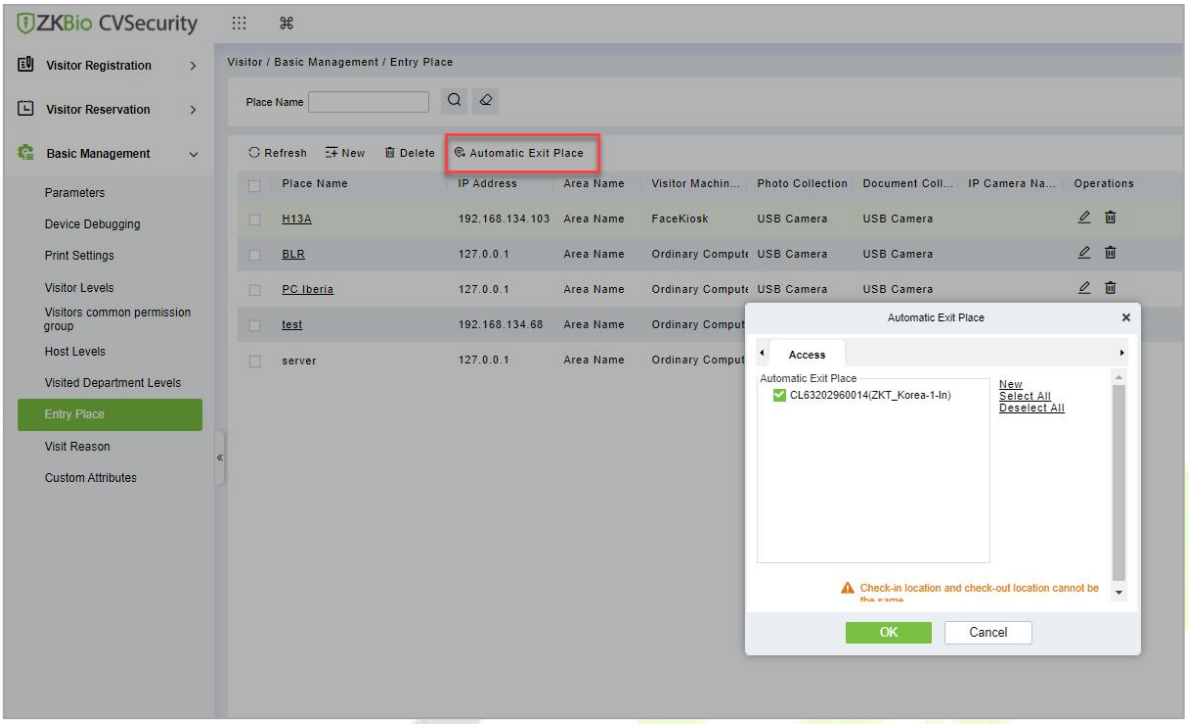


**Figure 10- 71 Automatic Exit Place Interface**

**Step 3:** Click **New** to add place as automatic exit place and select the place reader name (Device place) from the appeared window. Click **OK** to save the data.

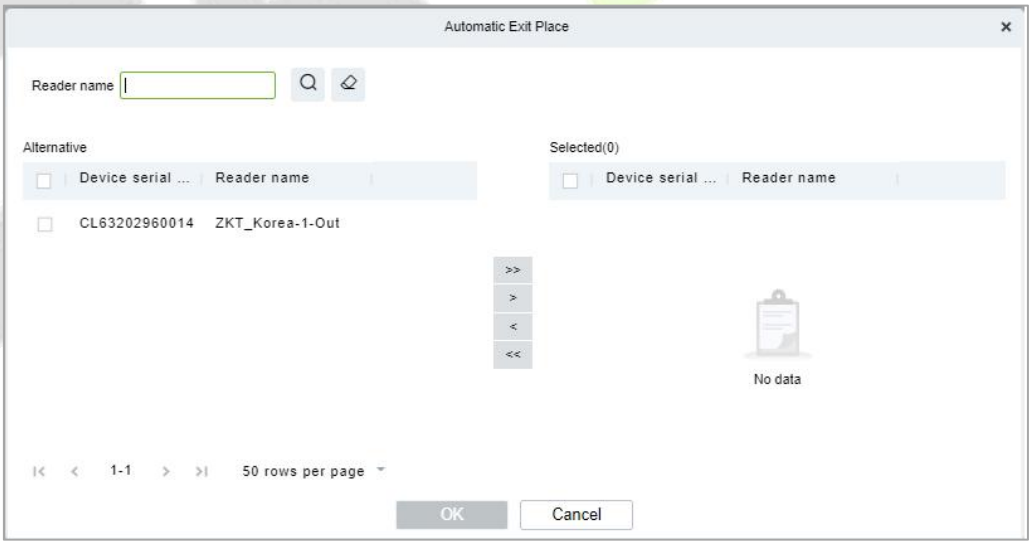


**Figure 10- 72 Add Place as Automatic Exit Place**

**Step 4:** Repeat the step 2 to set the newly added place as automatic exit place.

## 10.5.9 Visit Reason

You can Add, Delete or Edit visit reason in this interface, so that you can select either from them at the entry registration page.


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### 10.5.9.1 To Add Visit Reason (New)

**Operation Steps:**

**Step 1:** In the **Visitor** module, click **Basic Management** > **Visit Reason** > **New**.

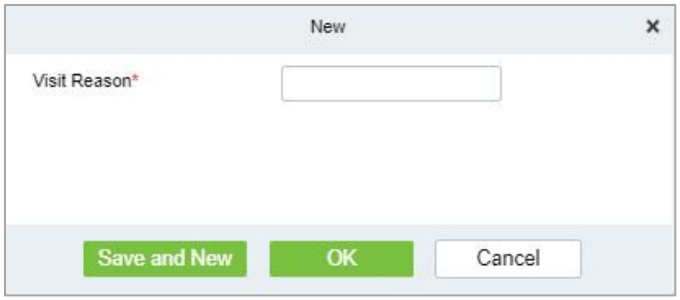


**Figure 10- 73 Add Place as Automatic Exit Place**

**Step 2:** Click **OK** to finish.

### 10.5.9.2 Delete

**Operation Steps:**

**Step 1:** In the **Visitor** module, click **Basic Management > Visit Reason**, select visit reason to be deleted.

**Step 2:** Click **Delete** to delete the selected visit reason.

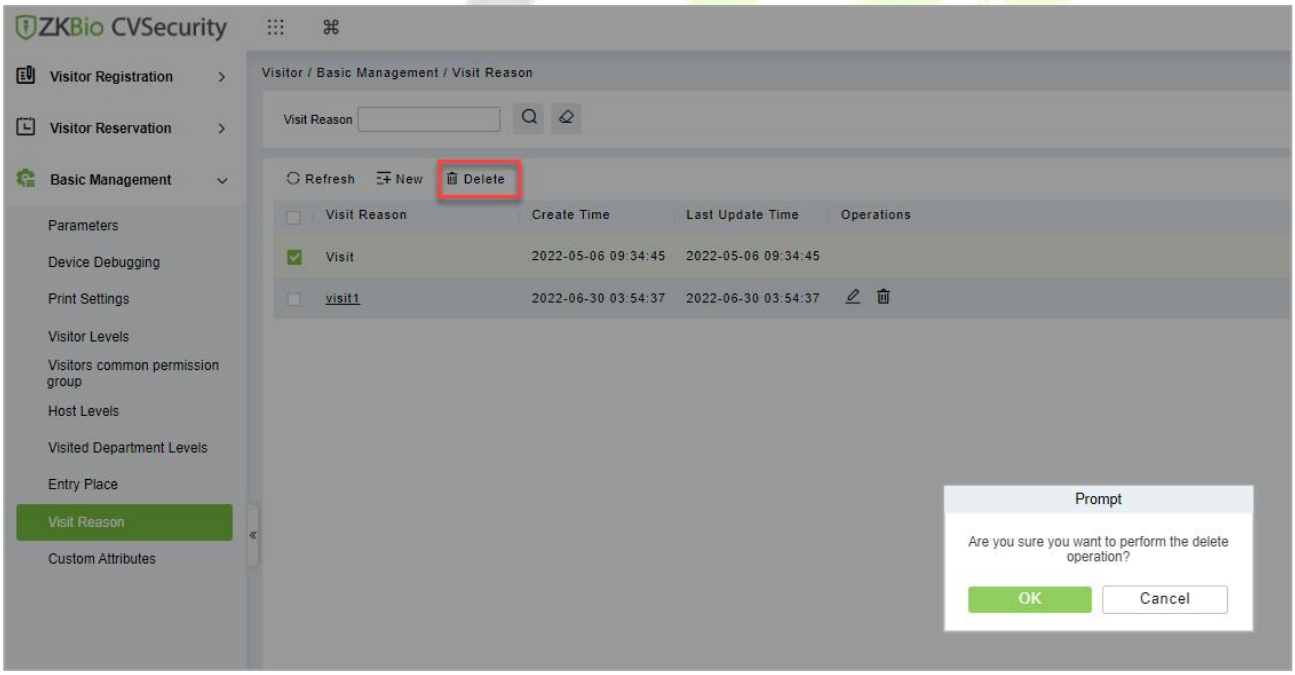


**Figure 10- 74 Delete Visit Reason**

**Step 3:** Click **OK** to perform the delete operation.

## 10.5.10 Custom Attributes

If you want to add or delete a specific field on the registration page, then you can use this function.

### 10.5.10.1 To Add Custom Attributes (New)


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In this interface you can add any specific field on the registration page.

**Operation Steps:**

**Step 1:** In the **Visitor Module**, click **Basic Management > Custom Attribute**s, click **New** to add a specific field on the registration page.

**Step 2:** Enter the Attribute name, select the field type as Pull down, Multiple Choice, Single Choice or Text.

If you select any of the type except Text, then you have to mention the attribute value(s). Use a semicolon to separate the values. Enter Row and Column as required and choose Yes or No according with requirement.

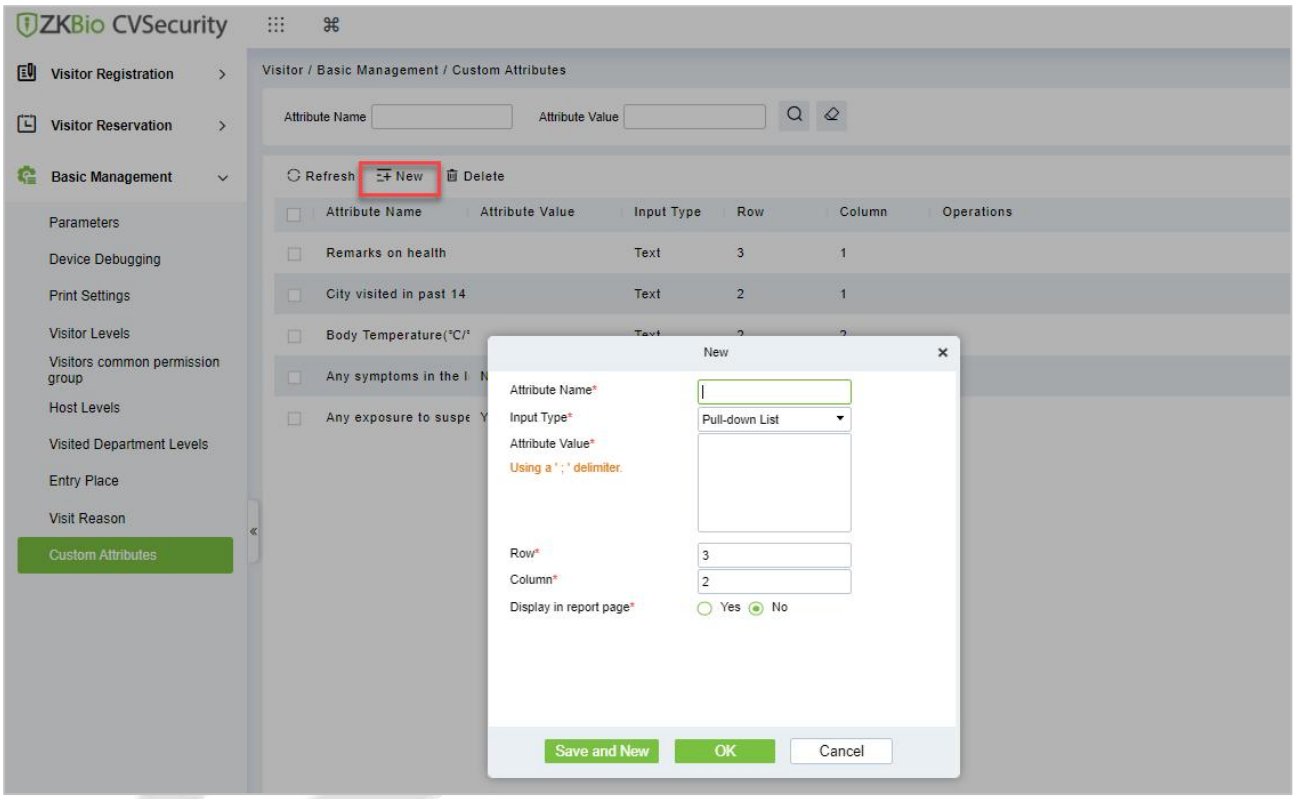


**Figure 10- 75 Custom Attribute Interface**

**Step 3:** Click **OK** to add the attribute.

| Parameter | Description |
|---|---|
| Attribute Name | Enter the attribute name. |
| Input Type | Select the input type from the drop-down list such as Pull down, Multiple Choice, Single Choice or Text. |
| Attribute Value | Enter the attribute value. n attribute has multiple values, you can separate them with a semicolon.<br>If you select text as input type of the attribute, then no need to add the attribute value. |
| Row | Enter the row number as required. |
| Column | Enter the column number as required. |
| Display in Report Page | If an attribute should be displayed on report pages, select **Yes**. Otherwise select **No.** |

**Table 10- 13 Description of Entry Place Parameters**


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#### 10.5.10.2 Delete Custom Attributes

To delete customized attributes.

**Operation Steps:**

**Step 1:** In the **Visitor** module, click **Basic Management** > **Custom Attributes** and select the attribute to be deleted.

**Step 2:** Click **Delete** to delete a specific field on the registration page.

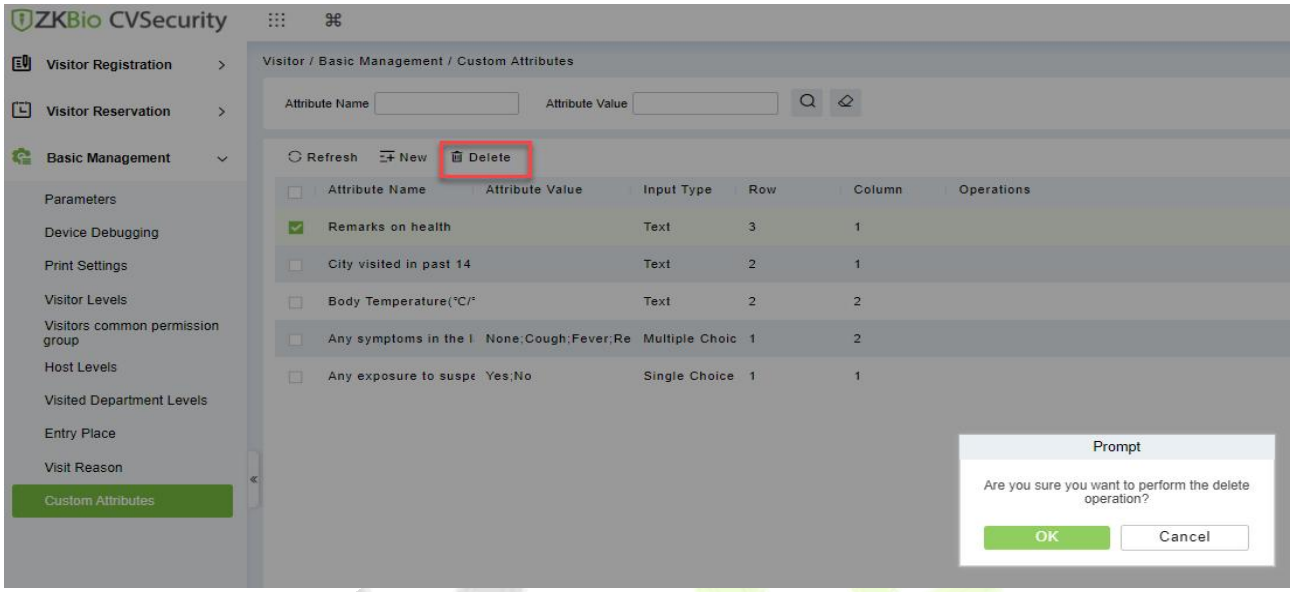


**Figure 10- 76 To Delete Custom Attribute**

**Step 3:** Click **OK** to perform the delete operation.

## 10.6 Advanced

### 10.6.1 Category

This interface allows you to add or delete the visitor category.

#### 10.6.1.1 To Add New Visitor Category

**Operation Steps:**

**Step 1:** In the **Visitor** module, click **Advanced** > **Category** and click **New** to add a new category.

**Step 2:** Enter the type of category and remarks as shown in figure below.


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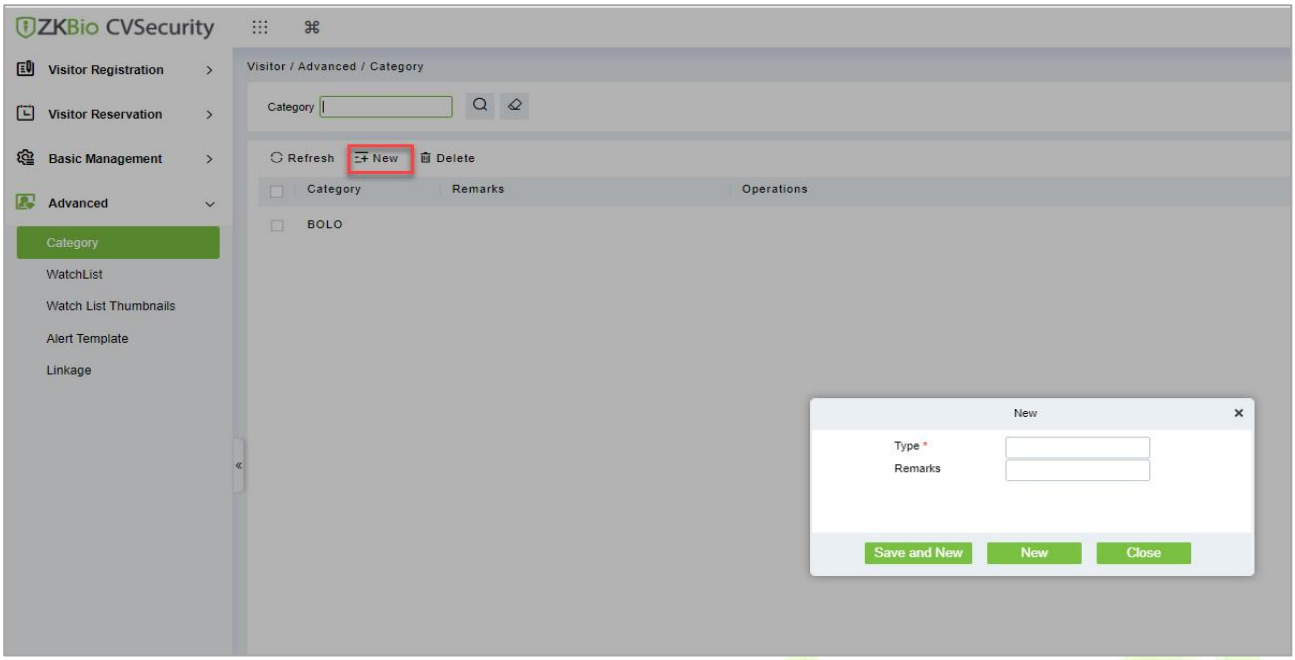


**Figure 10- 77 Category Interface**

**Step 3:** Click **OK** to save the data.

| Parameter | Description |
|---|---|
| Type | Enter the type of category. |
| Remarks | Enter the remarks about the category (Optional). |

**Table 10- 14 Description of Category Parameters**

### 10.6.1.2 To Delete Category

**Operation Steps:**

**Step 1:** In the **Visitor** module, click **Advanced** > **Category** and select the category to be deleted.

**Step 2:** Click **Delete** and then click **OK** to perform the delete operation.

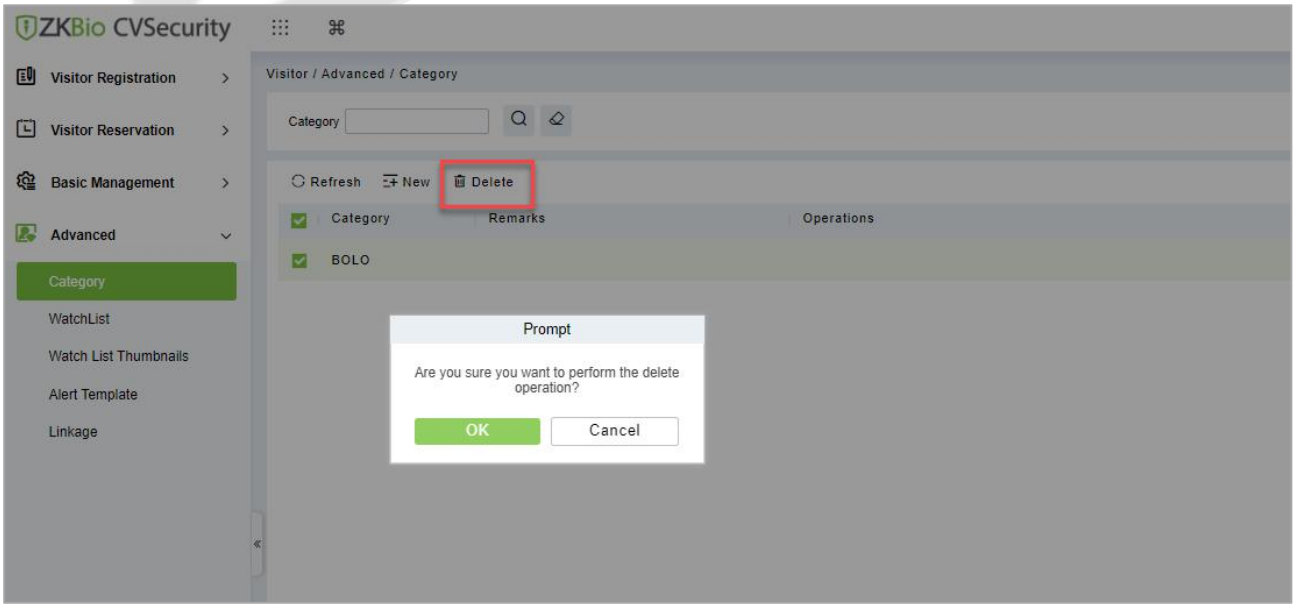


**Figure 10- 78 To Delete Category**

## 10.6.2 WatchList


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Watch List interface displays the list of visitor information, and you can Add, Delete, Enable, or Disable the visitors.

### 10.6.2.1 To Add Visitor (New)

**Step 1:** In the **Visitor** module, click **Advanced > WatchList** and click **New** to add visitor.

**Step 2:** Enter the Visitor details such as Type, Full Name, Category, Certificate Type and Certificate Number.

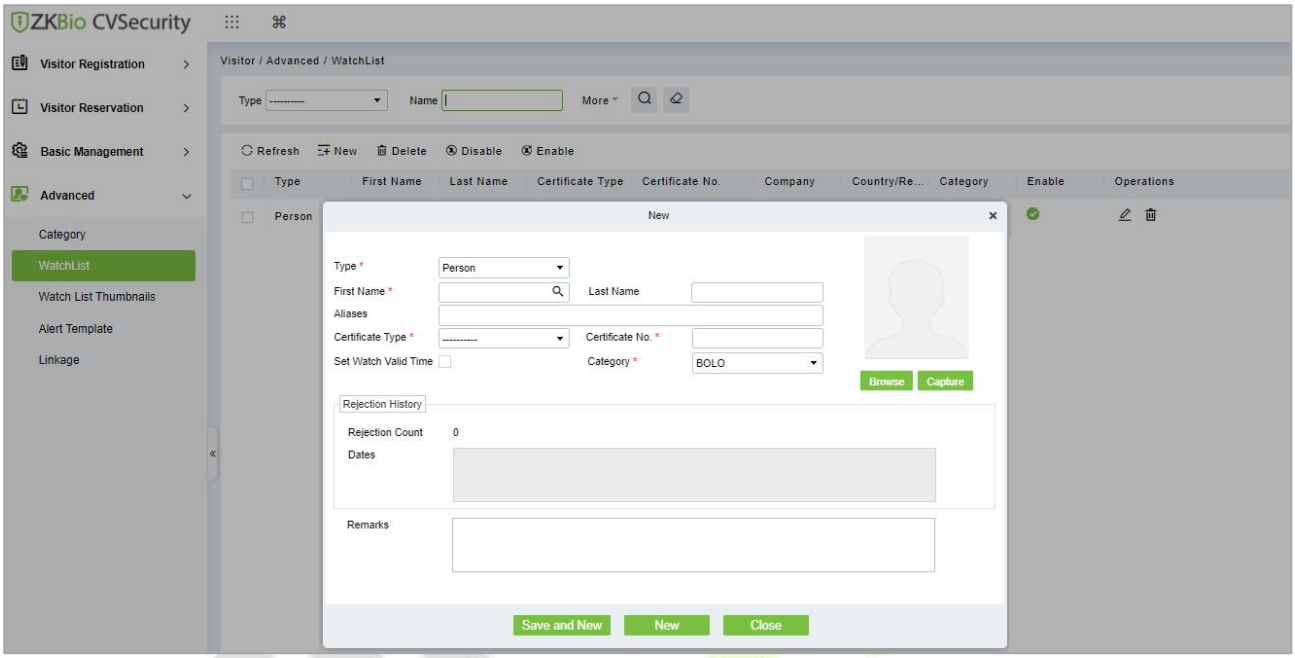


**Figure 10- 79 Watchlist Interface**

**Step 3:** Click **Save and New** to save the details.

| Parameter | Description |
|---|---|
| Type | Select type from the drop-down list; Available types are Person, Company, Category/Country. |
| First and Last Name | Select visitor name using search icon. If you selected company as type, then enter the company name. |
| Aliases | You can enter the more familiar name of visitor if it needed. |
| Certificate Type | Passport, Driving License, ID Card, and Others are available to choose from the drop-down list. If the ID Scan OCR function is activated, visitor information will display automatically after clicking icon. |
| Certificate No. | The numbers and letters are legal; the max length is 20. |
| Category | Select the visitor category from the drop-down list. |
| Set Watch Time | You can set watch time for the selected visitor by clicking on the check box. Then enter the Start Date and end Date. |
| Rejection counts and Dates | Displays how many times the business rejected the visitor and rejected dates. |

**Table 10- 15 Description of WatchList Parameters**

### 10.6.2.2 Delete WatchList


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### Operation Steps:

**Step 1:** In the **Visitor** module, click **Advanced** > **WatchList** and select the visitor watch list to be deleted.

**Step 2:** Click **Delete** to delete the selected watch list.

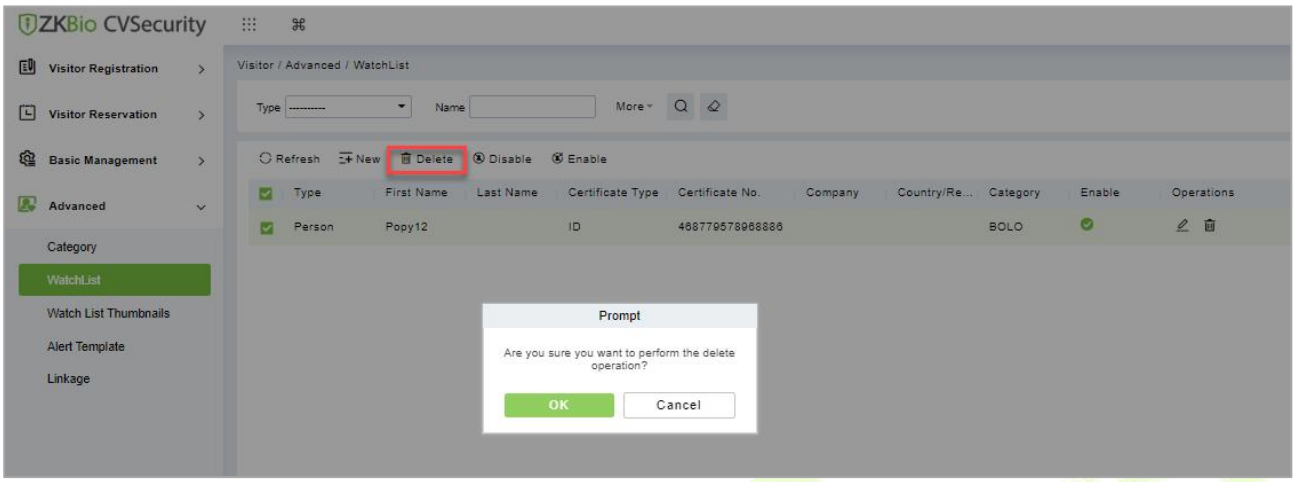


**Figure 10- 80 To Delete WatchList**

**Step 3:** Click **OK** to perform the delete operation.

## 10.6.2.3 Enable WatchList

In **Visitor** module Click **WatchList** > **Advance**, select a blocked visitor, and click **Enable**.

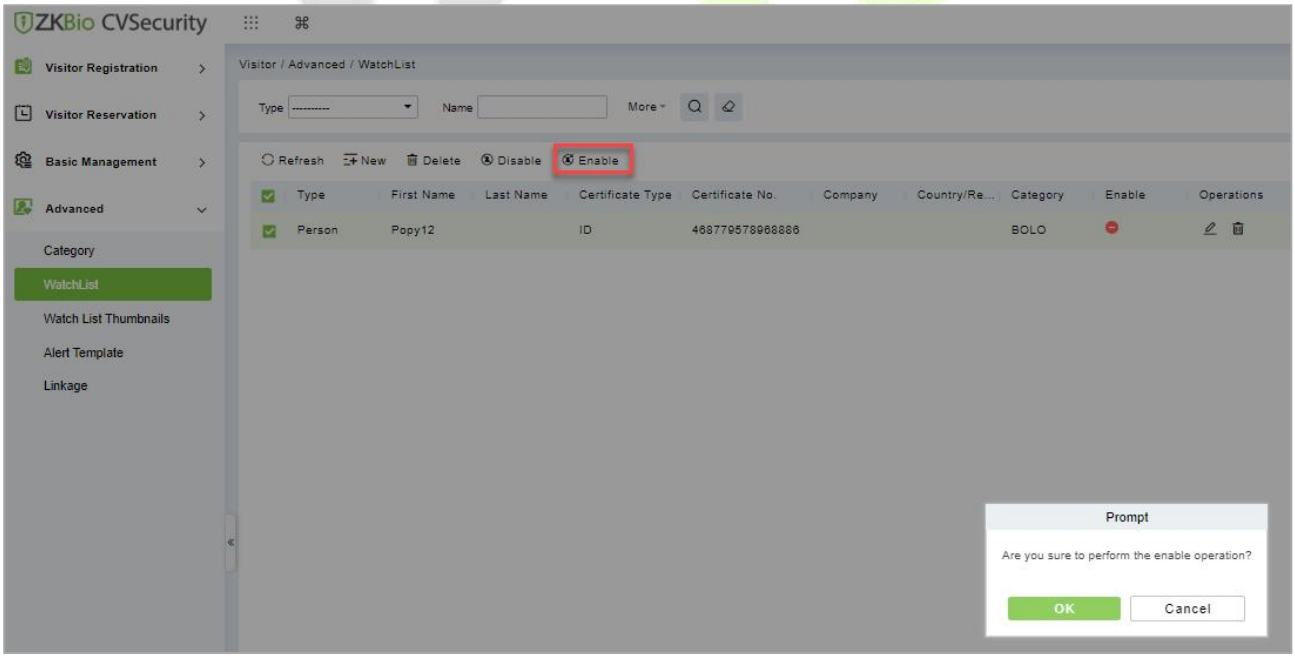


**Figure 10- 81 Enabling WatchList**

Click **OK** to enable the visitor. The enable entry for the corresponding selected visitor will show indicates the visitor's Watch list is enabled.

## 10.6.2.4 Disable WatchList


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In **Visitor** module Click **WatchList** > **Advance**, select a visitor, and click **Disable**.

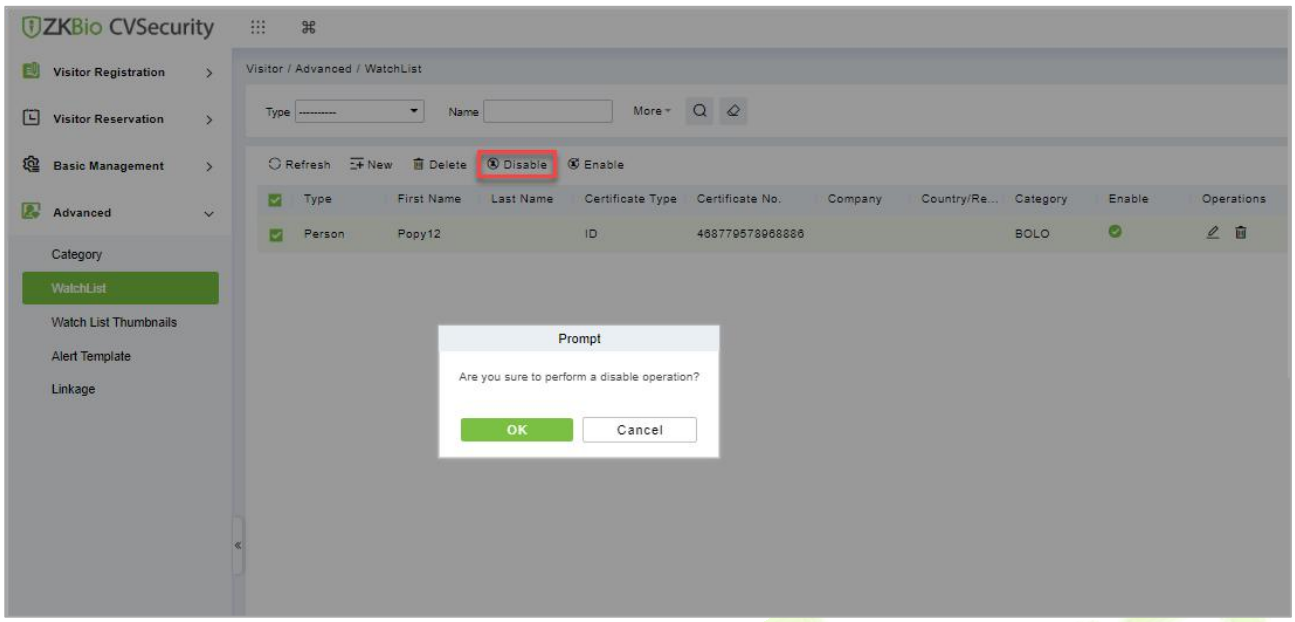


**Figure 10- 82**

**Figure 10-75 Disabling WatchList**

Click **OK** to block the visitor. The enable entry for the corresponding selected visitor will show indicates the visitor's Watch list is blocked.

## 10.6.3 Watch List Thumbnails

Displays the thumbnail of watchlist person's image.

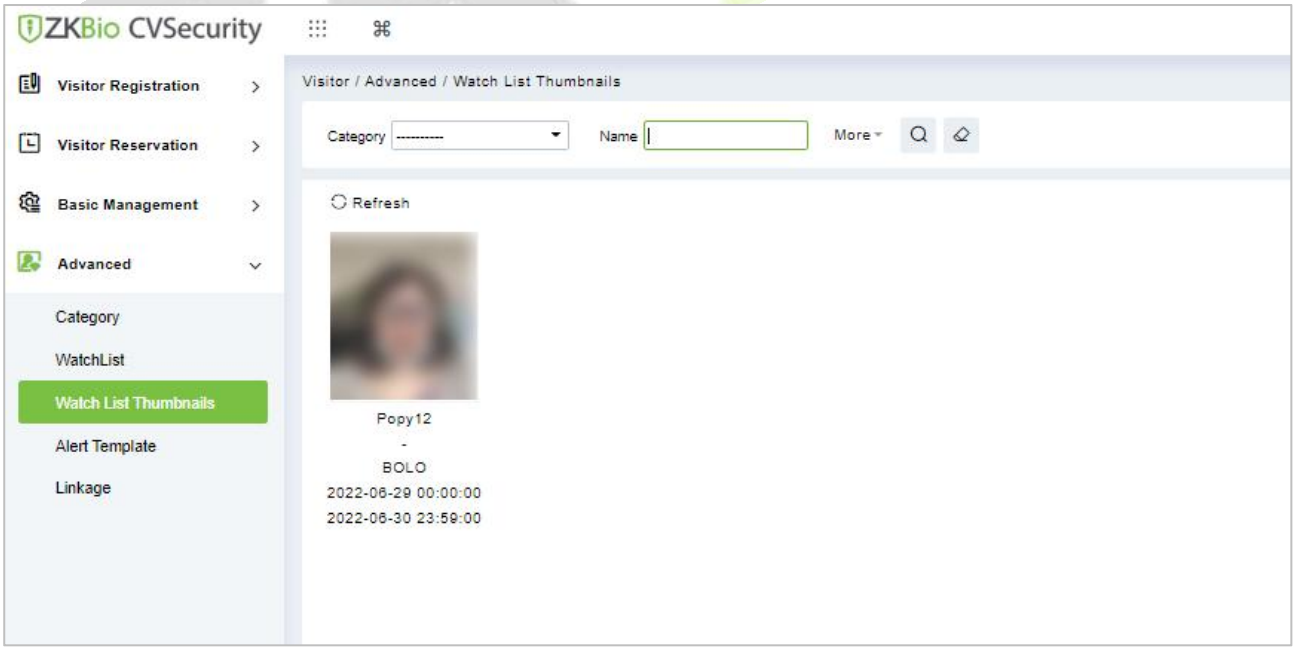


**Figure 10- 83 WatchList Thumbnails Interface**

## 10.6.4 Alert Template


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This feature can add, edit the message templates. Different events have different template types. When a visitor reserved, checked in, checked out, reserved timeout, and visited timeout, the system will alert the visitor and the host via email or SMS.

### 10.6.4.1 To Add Alert Template (New)

**Operation Steps:**

**Step 1:** In the **Visitor** module, click **Advanced > Alert Template** and click **New** to add Alert Template.

**Step 2:** Enter the Details such as Template Name, Template Type, Event Type and Visitor Information.

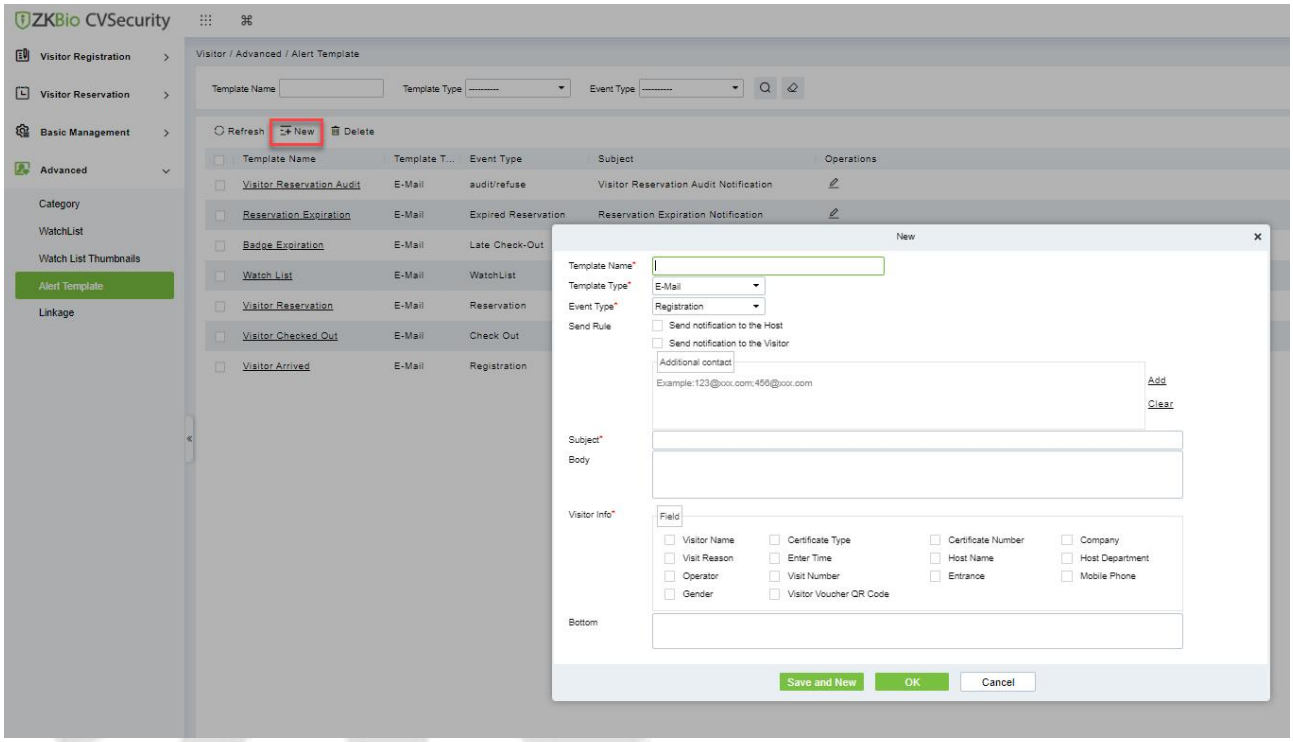


**Figure 10- 84 Alert Template Interface**

**Step 3:** Click **Save** and New to save the alert template.

| Parameter | Description |
|---|---|
| Template Name | Enter the Template Name |
| Template Type | Select template type such as E-mail or SMS. |
| Event Type | Select the event type from the drop-down list such as Registration, Reservation, Check-out, Watch List etc. |
| Send Rule | You can set the send rule by clicking on check boxes. By using this option admin can send notification to the Host as well as visitor about the events (like Registration, Check Out Timing, etc.). Admin can add additional Email in Additional Contact column. |
| Subject And Body | Enter the template's subject and message to send to the host or visitor. |
| Visitor Info | Admin can add visitor information like Visitor Name, Visit Reason, Certificate Type etc. by clicking on the check boxes. |

**Table 10- 16 Description of Alert Template Parameters**

### 10.6.4.2 Delete Alert Template


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**Operation Steps:**

**Step 1:** In the **Visitor Module,** click **Advanced** > **Alert Template** and select the template to be deleted.

**Step 2:** Click **Delete** to delete the selected template.

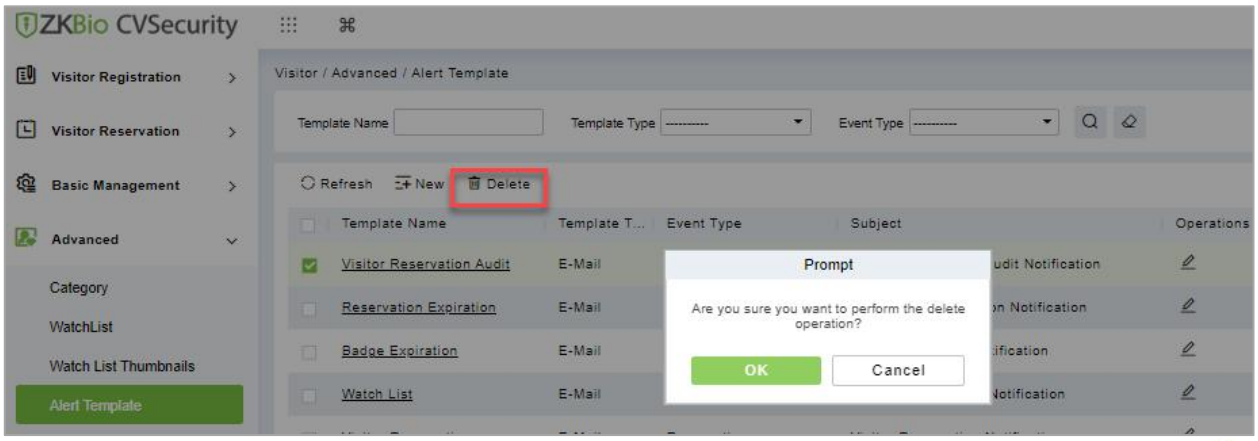


**Figure 10- 85 To Delete Alert Template**

**Step 3:** Click **OK** to perform the delete operation.

## 10.6.5 Linkage

This feature allows you to create a linkage function for each event. You can select the event, entrance and the Email template.

### 10.6.5.1 To Add Linkage

**Operation Steps:**

**Step 1:** In the **Visitor** module, click **Advanced** > **Linkage** and click **New** to add linkage.

**Step 2:** Enter Linkage name and select Entrance, SMS Template and E-mail Template.

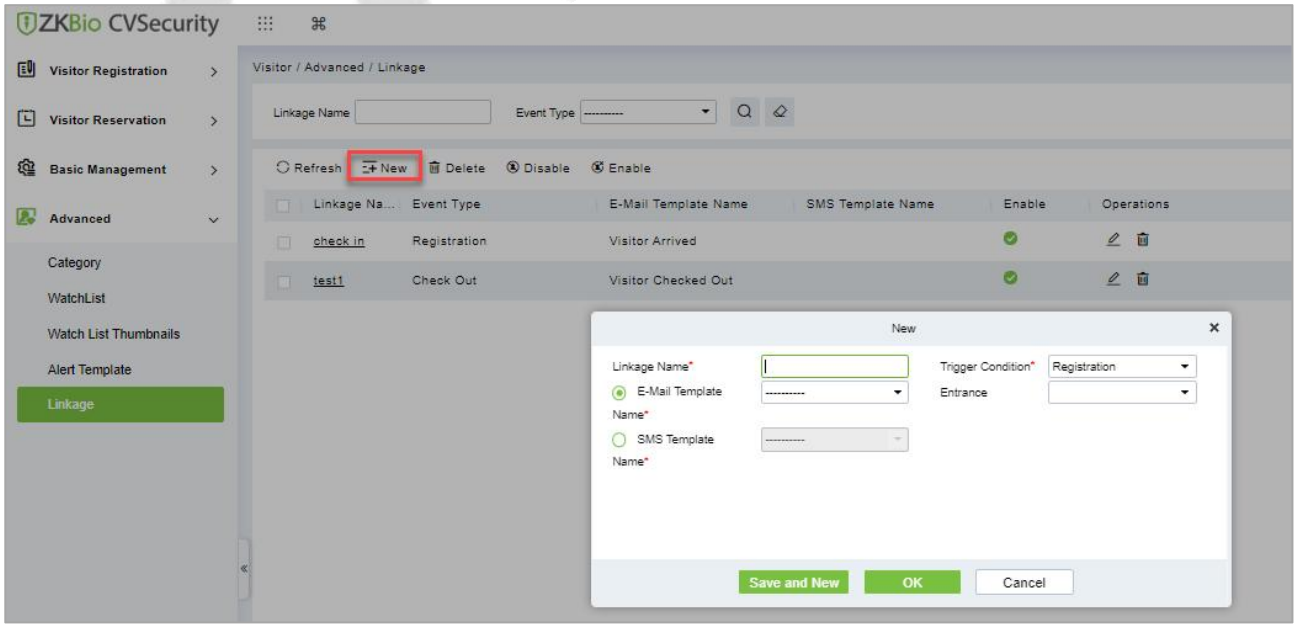


**Figure 10- 86 Linkage Interface**

**Step 3:** Click **Save and New** to save the details.

| Parameter | Description |
|---|---|


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| Parameter | Description |
|---|---|
| Linkage Name | Enter the Linkage Name. |
| Trigger Condition | Select trigger condition such as registration, reservation, check out etc. |
| Email Template | Select E-mail template from drop-down list. |
| SMS Template | Select SMS template from drop-down list. |
| Entrance | Select the Entry place. |

**Table 10- 17 Description of Linkage Parameters**

### 10.6.5.2 Delete Linkage

**Operation Steps:**

**Step 1:** In the **Visitor** module, click **Advanced > Linkage** and select the linkage to be deleted.

**Step 2:** Click **Delete** to delete the selected linkage.

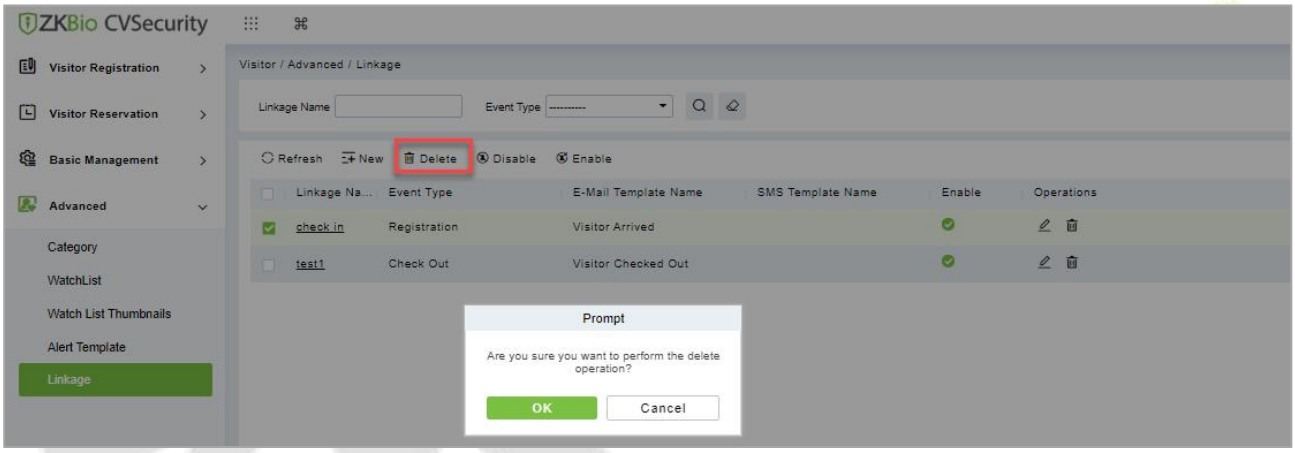


**Figure 10- 87 To Delete Linkage**

**Step 3:** Click **OK** to perform the delete operation.

### 10.6.5.3 Enable Linkage

In the **Visitor** module, click **Advanced > Linkage**, select a blocked Linkage to enable that, and click **Enable**.

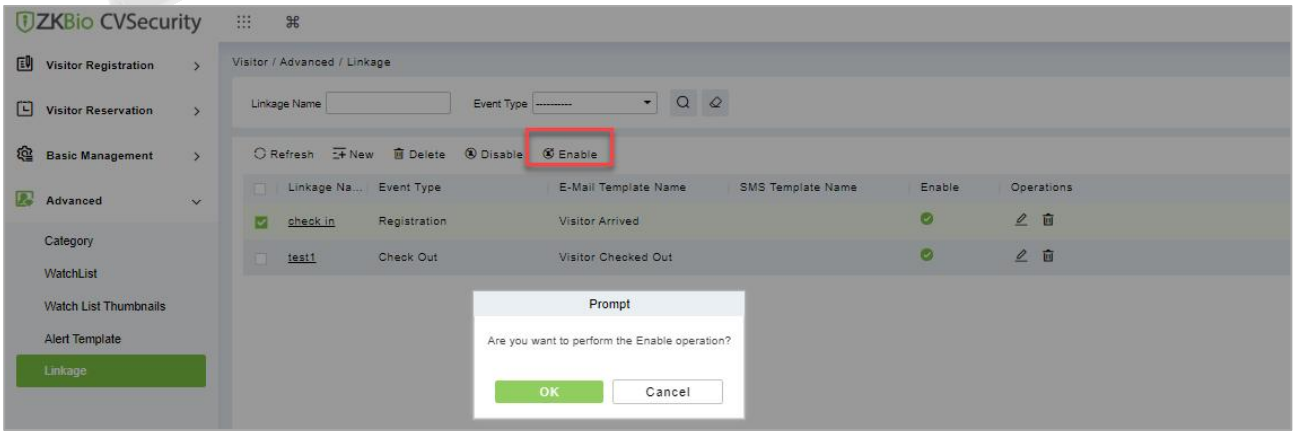


**Figure 10- 88 Enabling Linkage**

Click **OK** to enable the linkage. The enable entry for the corresponding selected linkage will show indicates the linkage is enabled.


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#### 10.6.5.4 Disable Linkage

In the **Visitor** module, click **Advanced > Linkage**, select linkage to be disable, and click **Disable**.

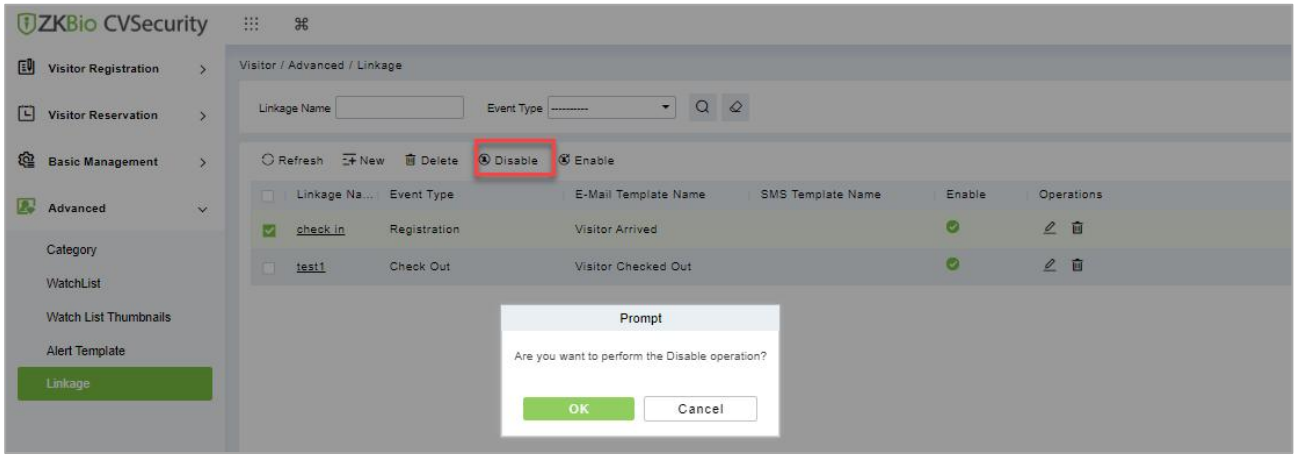


**Figure 10- 89 Disabling Linkage**

Click **OK** to block the linkage. The enable entry for the corresponding selected linkage will show indicates the linkage is blocked.

## 10.7 Visitor Reports

### 10.7.1 Last Visited Location

In the **Visitor** module, click **Reports** > **Last Visited Location** to view the reports. The reports can be filtered by different conditions.

You can export the data into an Excel, PDF, or CSV file. See the following figure by clicking **Export** option.

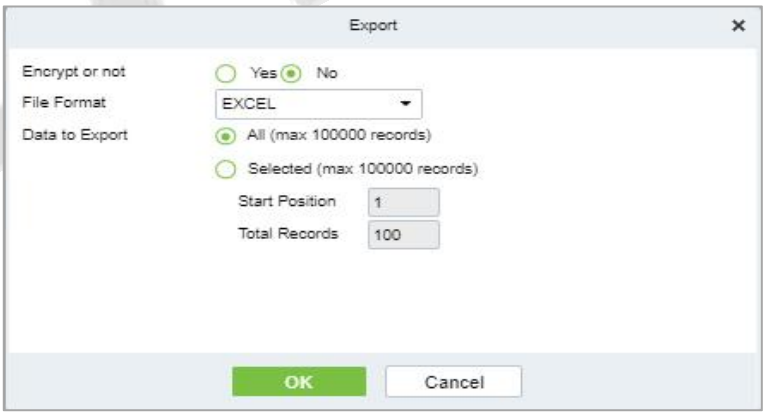


**Figure 10- 90 Export Option**

Select file format and data to be export, then click **OK**.

Last Visited Location

| Visitor Code | First Name | Last Name | Event Date | Enter Time | Event Point | Event Description | Reader Name | Verification Mode | Area | Stay Time |
|---|---|---|---|---|---|---|---|---|---|---|
| 800000020 | usuop | sss | 2022-07-27 09:42:13 | 2022-07-27 09:41:24 | 10.10.20.73-1 | Normal Verify Open | 10.10.20.73-1-In | Only Pin | Area Name | 00:00:48 |

**Figure 10- 91 Last Visited Location Record**


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## 10.7.2 Visitor History Record

In the **Visitor Module,** click **Reports** > **Visitor History Record** to view the reports. The reports can be filtered by different conditions.

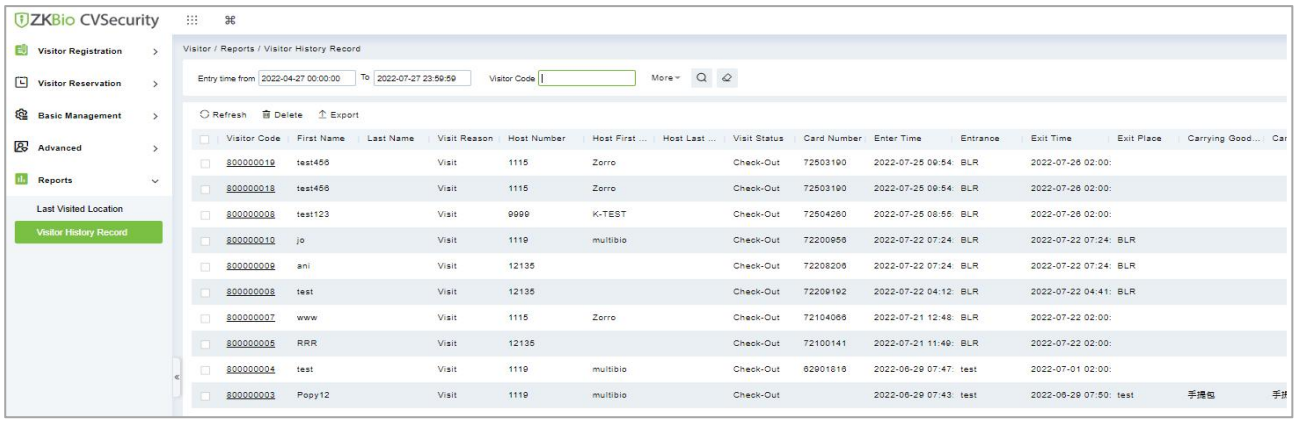


**Figure 10- 92 Visitor History Record Interface**

### 10.7.2.1 Export

You can export the records into an Excel, PDF, or CSV file. See the following figure by clicking **Export**.

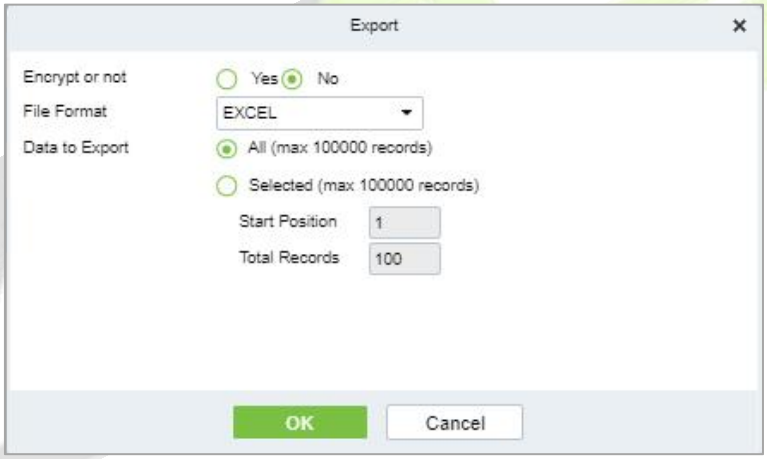


**Figure 10- 93 Export Option**

Select file format and data to be export, then click **OK**.

Visitor History Record

| Visitor Code | First Name | Last Name | Visit Reason | Host Number | Host First Name | Host Last Name | Visit Status | Card Number | Enter Time | Entrance | Exit Time | Exit Place | Carrying Goods In | Carrying Goods Out | Remarks on health | City visited in past 14 days | Body Temperature(℃/℉) | Any symptoms in the last 14 days | Any exposure to suspected cases |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 800000019 | test456 | | Visit | 1115 | Zorro | | Check-Out | 72503190 | 2022-07-25 09:54:03 | BLR | 2022-07-26 02:00:02 | | | | | | | | |
| 800000018 | test456 | | Visit | 1115 | Zorro | | Check-Out | 72503190 | 2022-07-25 09:54:01 | BLR | 2022-07-26 02:00:02 | | | | | | | | |
| 800000008 | test123 | | Visit | 9999 | K-TEST | | Check-Out | 72504260 | 2022-07-25 08:55:34 | BLR | 2022-07-26 02:00:02 | | | | | | | | |
| 800000010 | jo | | Visit | 1119 | multibio | | Check-Out | 72200956 | 2022-07-22 07:24:36 | BLR | 2022-07-22 07:24:49 | BLR | | | | | | | |
| 800000009 | ani | | Visit | 12135 | | | Check-Out | 72208206 | 2022-07-22 07:24:18 | BLR | 2022-07-22 07:24:49 | BLR | | | | | | | |
| 800000008 | test | | Visit | 12135 | | | Check-Out | 72209192 | 2022-07-22 04:12:48 | BLR | 2022-07-22 04:41:36 | BLR | | | | | | | |

**Figure 10- 94 Visitor History Record**


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### 10.7.2.2 Delete Visitor History

**Operation Steps:**

**Step 1:** In the **Visitor** module, click **Reports > Visitor History Record** and select the visitor's history to be deleted.

**Step 2:** Click **Delete** to delete the visitor history.

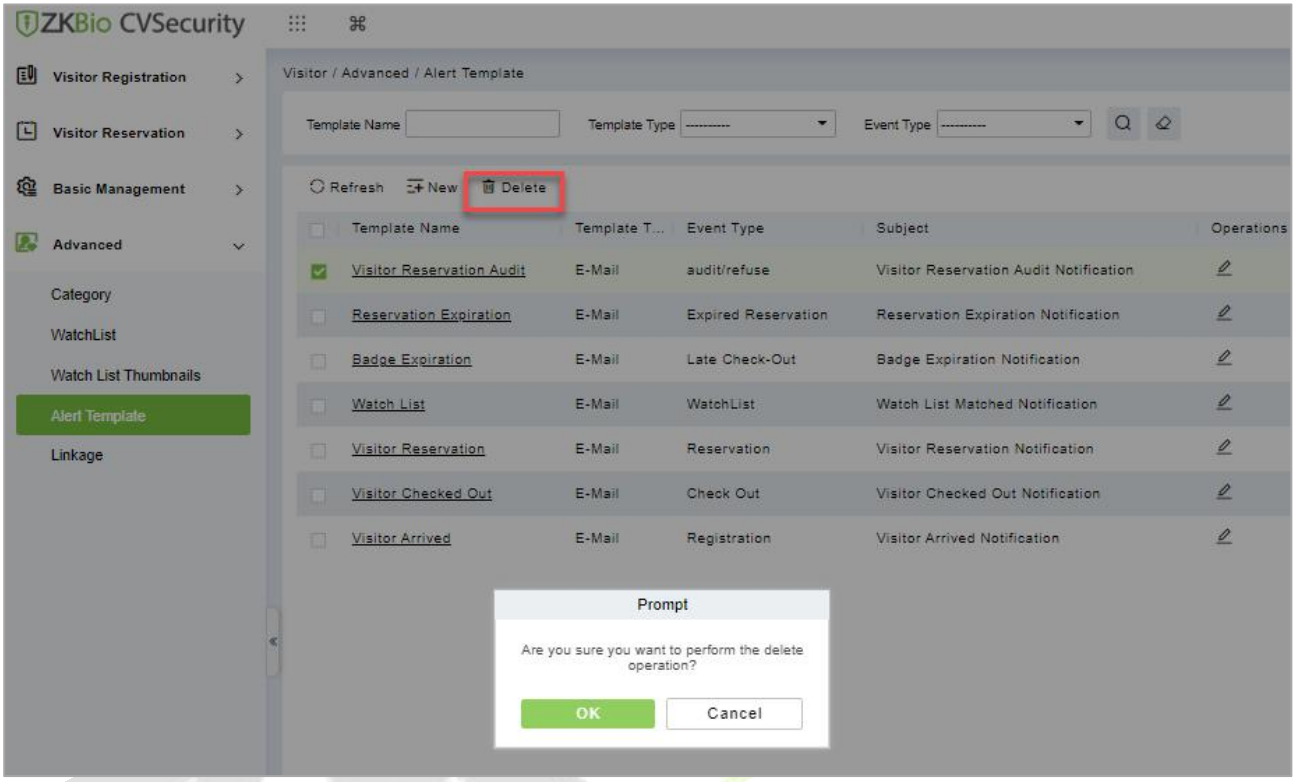


**Figure 10- 95 To Delete Alert Template**

**Step 3:** Click **OK** to perform the delete operation.

## 10.7.3 Visitor Daily Visit Report

View and export today's visitor visit history.


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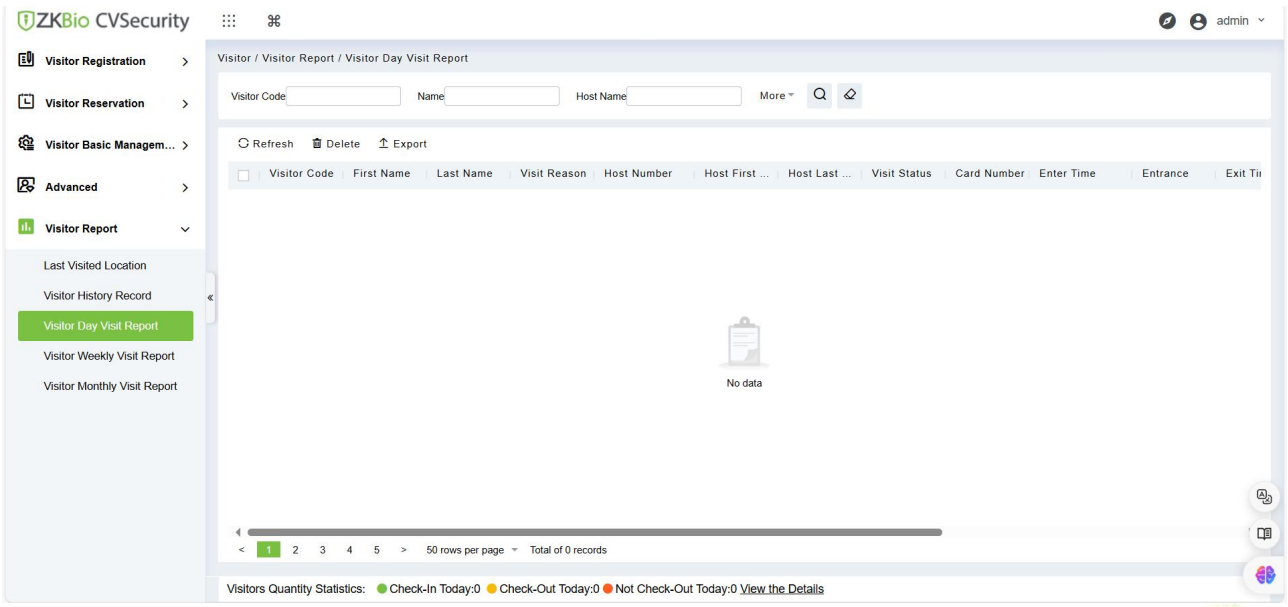
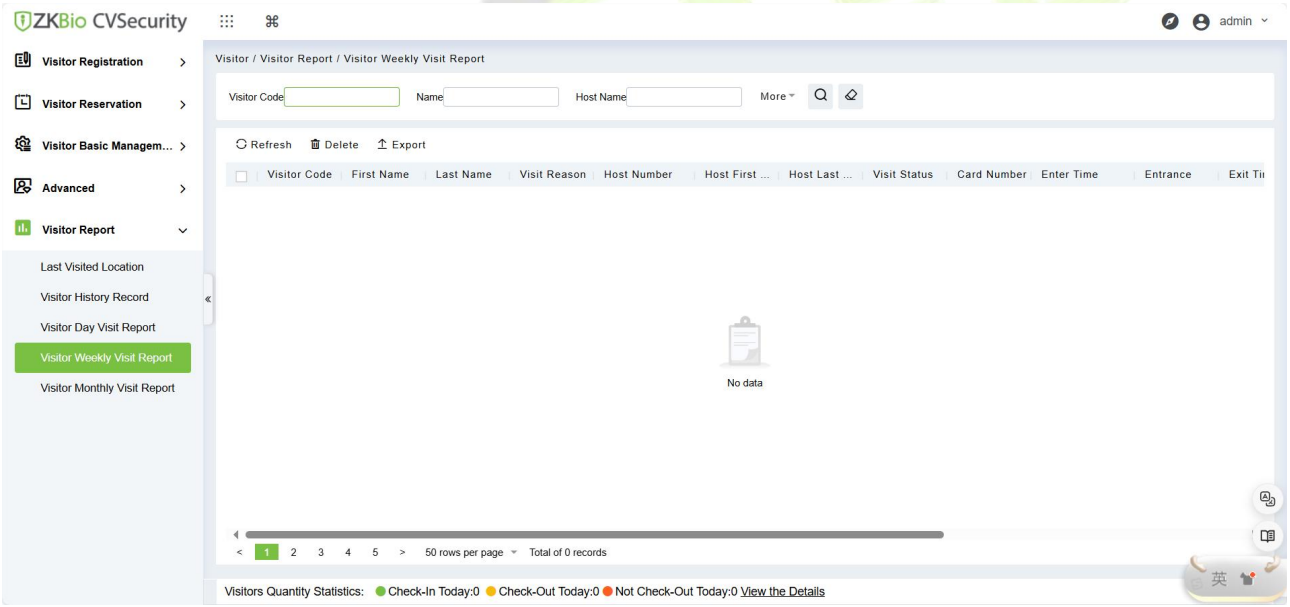



## 10.7.4 Visitor Weekly Visit Report

View and export this week's visitor visit history




## 10.7.5 Visitor Monthly Visit Report

View and export this monthly's visitor visit history.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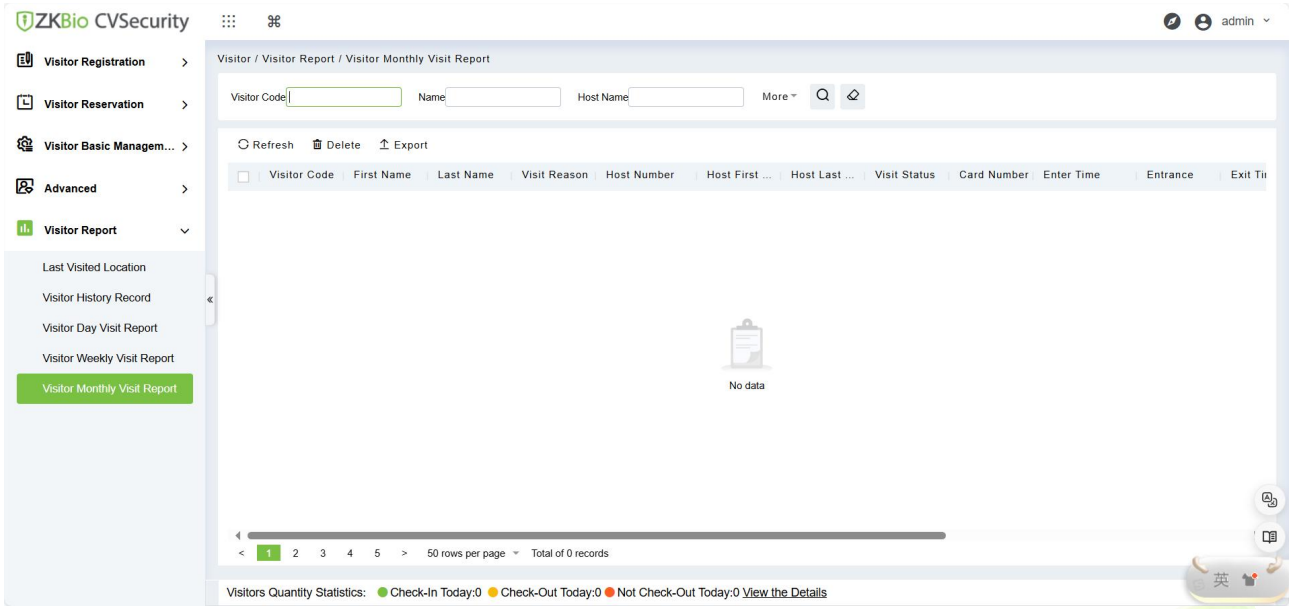



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# 11 Patrol Management

## 11.1 Operation Scenario

Patrol management business can realize the effective supervision and management of patrol personnel, patrol plan and patrol route by enterprise managers, and at the same time, it can also make regular statistics and analysis on patrol route and results.

## 11.2 Operation Flow

Introduce the configuration process of patrol management.

The patrol management configuration process is shown in figure below.

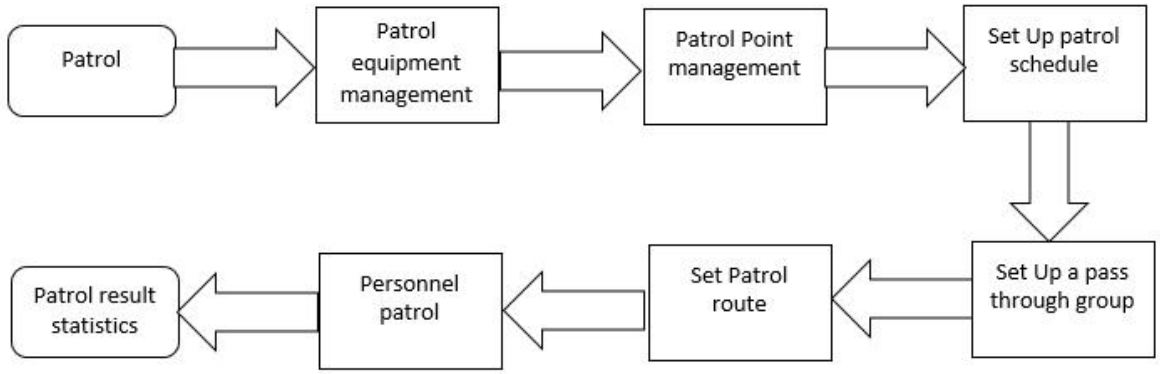


**Figure 11- 1 Patrol Configuration Flow**

## 11.3 Patrol Route Monitoring

### 11.3.1 Patrol Monitoring

Displays all the scheduled routes in the patrol plan on the same day. When the patrol personnel patrol normally as planned, the patrol points in the corresponding patrol routes will turn green; If you don't patrol according to the rules, the patrol point will turn red. This interface is shown in the patrol monitoring interface, as shown in figure below. Refer to Table 12-1 for status description.

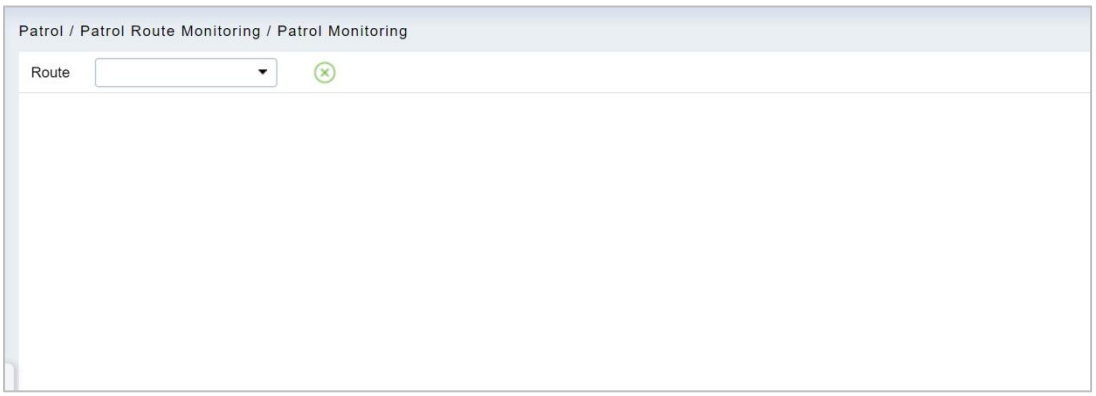


**Figure 11- 2 Patrol Monitoring**


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| Parameter | Description |
|---|---|
| Normal Patrol | Personnel complete patrol in a normal time period according to normal sequence rules. |
| Wrong Patrol | The personnel completed the patrol within the normal time period but did not follow the regular route. |
| Leakage Patrol | The personnel did not complete the patrol within the normal time period, that is, one or part of the patrol points did not patrol. |
| Absence | Personnel has not completed the patrol within the normal time period, that is, the whole patrol route has not completed one patrol. |
| | The patrol route is wrong/missed. |
| | Normal patrol. |
| | Not patrolling. |

**Table 11-1 Patrol Status Description**

# 11.4 Basic Settings (Patrol Basic Management)

## 11.4.1 Device Addition (Device)

### 11.4.1.1 Add device (New)

Select a device to be used as the patrol device from the access control devices. Click **Basic Management** > **Device** > **New**. In the **Alternative** box, add available devices and click **OK** to save the setting. The page is displayed as follows:

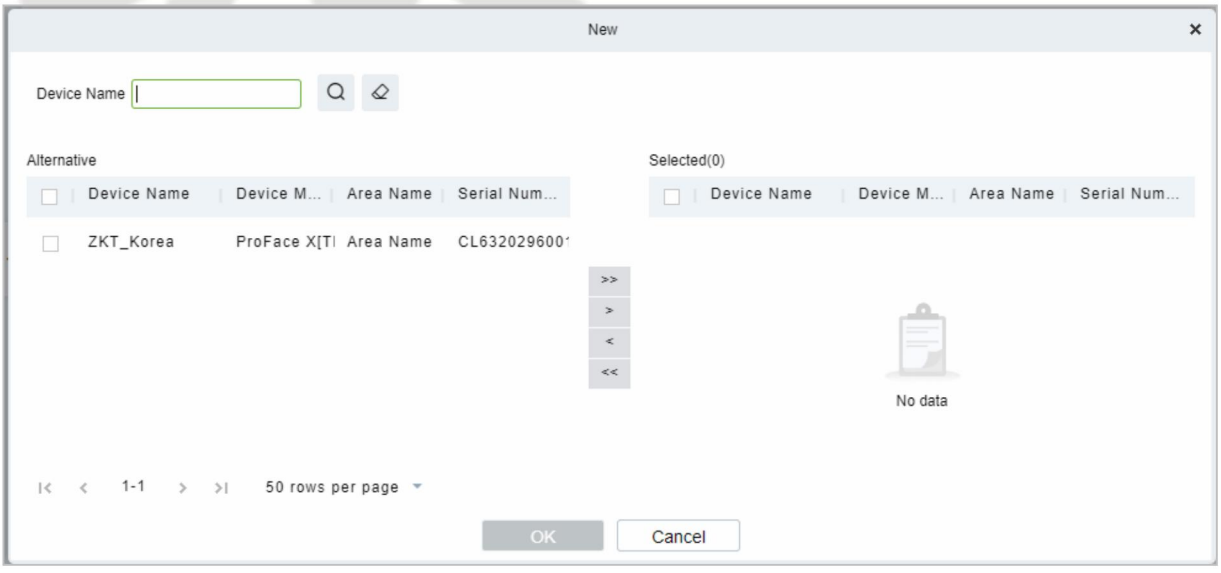


**Figure 11- 3 Add Device (New)**


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**Precondition:**

Before the patrol operation, it is necessary to add patrol device in the **Access Control** module and patrol personnel in the **Personnel** module.

| Parameters | Instructions |
|---|---|
| Device Name | Customize the name of this device |
| Serial Number | Customize the device serial number. |
| Area Name | Divide the area for the device. |
| Device Model | Manufacturer of the device. |

**Table 11-2 Access Control**

#### 11.4.1.2 Delete

Select personnel in the list on the right and click **Delete** above the list to delete the personnel from the patrol group

#### 11.4.1.3 Edit

Click a device name or Edit in the operation column to go to the Edit page. Make modifications and click OK to save modifications.

### 11.4.2 Checkpoint

#### 11.4.2.1 Add Checkpoint (New)

**Step 1:** Click **Basic Management** > **Checkpoint** > **New**. The page is displayed as follows:

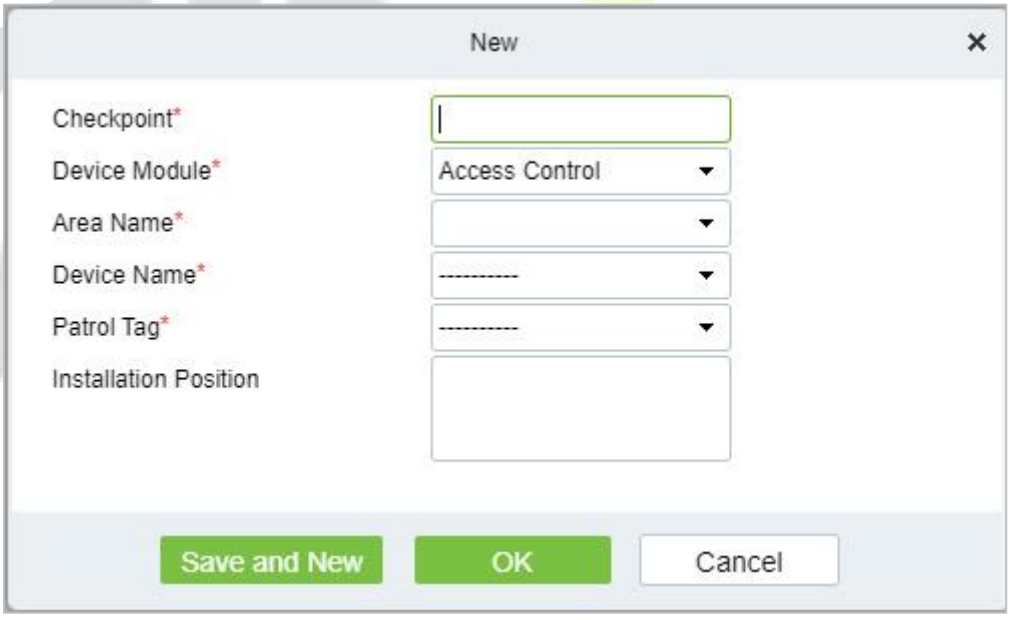


**Figure 11- 4 New Checkpoint**

**Step 2:** After the setting (parameters with * are mandatory), click **OK** to save the setting. You can also click **Save and New** to save the current setting and add another checkpoint. Click **Cancel** to cancel the setting and return to the upper-level menu.

| Parameters | Description |
|---|---|
| Checkpoint | Unique name which can identify a route. |
| Device Module | Displays the device number. |


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| | |
|---|---|
| Area Name | It can support typing anything alphabet but can't typing the common. |
| Device Name | Manufacturer of the device. |
| Patrol Tag | Currently, only access control readers are supported |
| Installation Position | Set a suitable name for the position. Any character, maximum combination of 100 characters. Position names should not be repeated. |
| Operations | The patrol operation, it is necessary to add patrol device in the Access Control module. |

**Table 11-3 New Checkpoint**

#### 11.4.2.2 Delete

Select personnel in the list on the right and click **Delete** above the list to delete the personnel from the checkpoint

#### 11.4.2.3 Edit

Click a device name or **Edit** in the operation column to go to the Edit page. Make modifications and click **OK** to save modifications.

✍**Note:** Patrol tags that have been used by checkpoints cannot be used again when you add another checkpoint.

### 11.4.3 Parameters

**Step 1:** Click **Patrol** > **Basic Management** > **Parameters**.

**Step 2:** Set the interval for patrol statistics collection.

**Step3:** Click **OK** to save the setting.

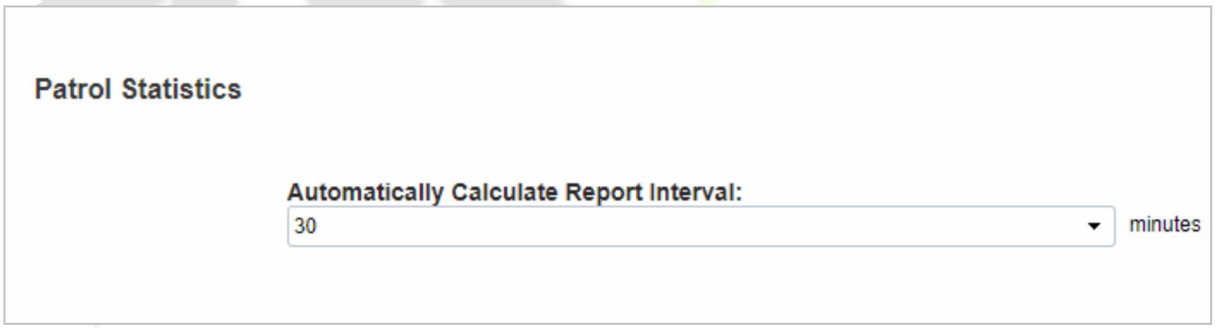


**Figure 11- 5 Parameters**

## 11.5 Patrol Management

### 11.5.1 Set Up a Patrol Plan

#### 11.5.1.1 Add Plan (New)

**Operating Steps:**

**Step 1:** In the **Patrol** module, select "**Patrol Management** > **Patrol Plan**" and click **New**.

**Step 2:** In the **New** window that pops up, configure the patrol plan information, as shown in figure below, and describe the key parameters as shown in Table 12-1.


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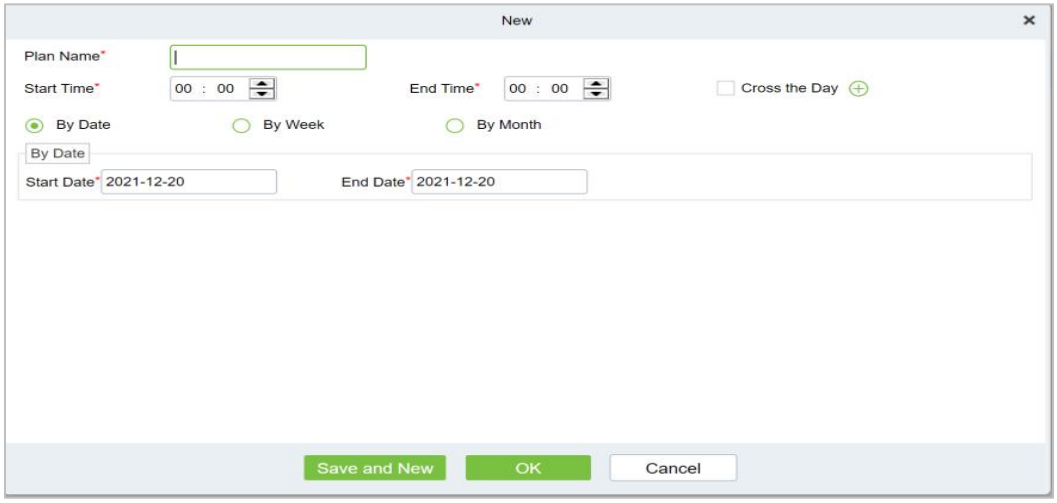


**Figure 11- 6 Patrol Plan**

| Parameter | Instructions |
|---|---|
| Time Period | You can set the time to be set in a day, or you can set it across days. |
| By Date | The patrol plan is scheduled daily. Check by Date to set the start date and end date of the patrol plan. |
| By Week | The patrol plan is scheduled on a weekly basis. |
| By Month | The patrol plan is scheduled monthly.<br>There are two ways to implement the monthly plan: daily implementation or regular implementation. Choose the patrol plan to perform the patrol task every day in the selected month; If you choose to perform regularly, you will perform the patrol task within the specified date in the month. |

**Table 11-4 Parameter Setting Description**

**Step 3:** Click **OK**.

| Parameter | Instructions |
|---|---|
| Plan Name | Customize the Plan Name. |
| Cycle Type | Customize the Cycle Type. |
| Plan | A maximum of three patrol shifts can be added for a patrol plan. |
| Time Zone | This abnormal event is triggered if a user with the floor opening right punches his/her card beyond the effective periods |
| Operations | The patrol operation, it is necessary to add patrol device in the **Access Control** module. |

**Table 11-5 Parameter Setting**

## 11.5.2 Designated Patrol Personnel Group (Patrol Group)

### 11.5.2.1 Add Patrol Group (New)

**Operating Steps:**

**Step 1:** In the **Patrol** module, select "**Patrol Management > Patrol Group**" and click **New**.

**Step 2:** In the pop-up **New** window, configure the patrol personnel group information, as shown in figure below.


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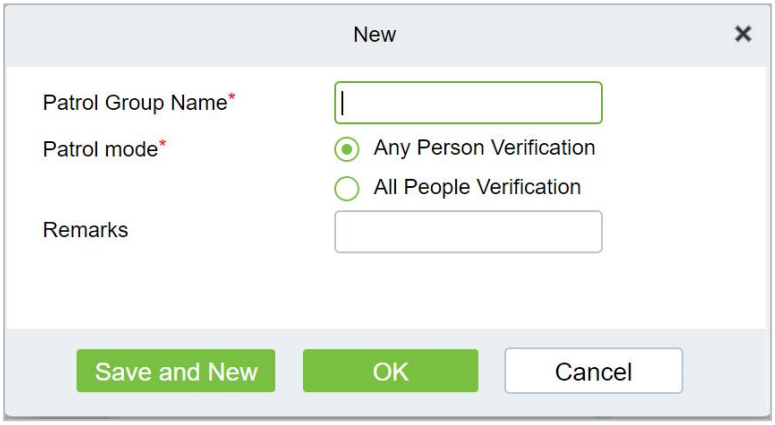


**Figure 11- 7 Patrol Personnel Group**

**Step 3:** Click **OK**.

**Step 4:** Under the operation of the patrol group interface, click "**Add Personnel**".

**Step 5:** In the **Add Person** window that pops up, configure the person information, as shown in figure below.

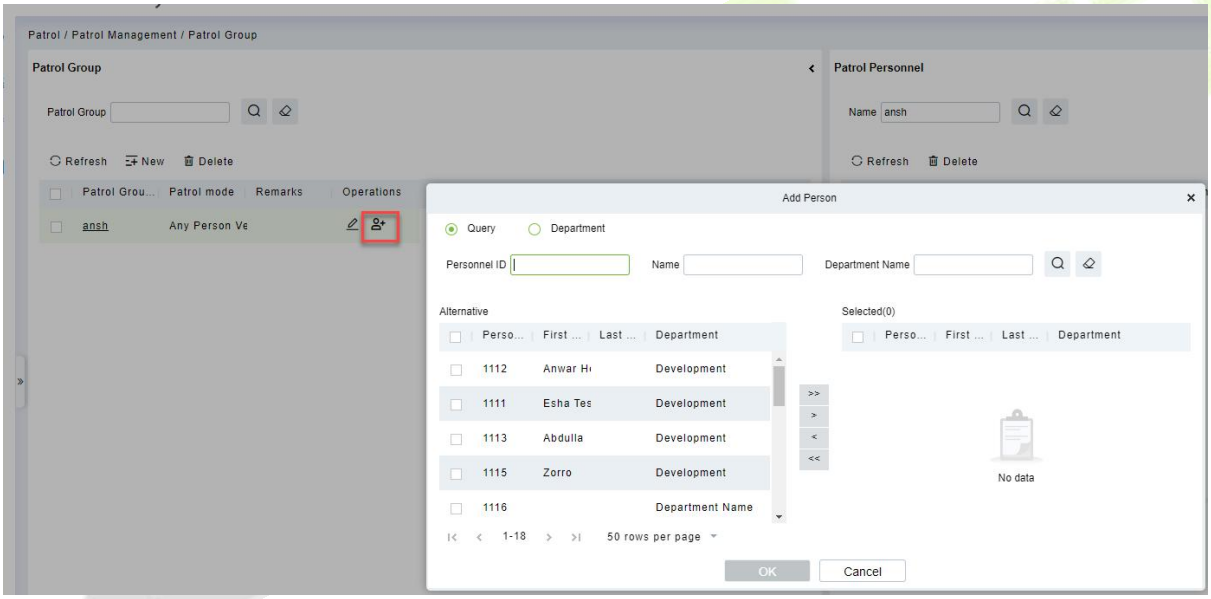


**Figure 11- 8 Adding Patrol Team Personnel**

**Step 6:** Click **OK**.

### 11.5.2.2 Delete

Select personnel in the list on the right and click **Delete** above the list to delete the personnel from the patrol group.

| Parameters | Instructions |
|---|---|
| Patrol Group | Click a patrol group from the list on the left. Personnel in the patrol group are displayed in the list on the right. |
| Patrol Mode | A patrol group cannot be edited or deleted when it is used by a patrol route. |
| Remarks | Custom Setting Notes Description. |
| Operations | The patrol operation, it is necessary to add patrol device in the **Access Control** module. |


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| | |
|---|---|
| Personnel ID | Click **Add Personnel** under Operation in the list on the left. The page for adding personnel is displayed (or adding by department). Add personnel to the list on the right and click **OK** to finish the setting. |
| First Name/ Last Name | The maximum length cannot exceed 50, does not support comma; value sources Personnel field, cannot add, modify, delete. |
| Department Name | Select from the pull-down menu and click **OK**. If the department was not set previously, only one department named **Company Name** will appear. |

**Table 11-6 Delete Personnel**

## 11.5.3 Set Up Patrol Routes (Route)

### 11.5.3.1 Add Route (New)

**Operating Steps:**

**Step 1:** In the **Patrol** module, select "**Patrol Management > Patrol Route**" and click **Add**.

**Step 2:** In the pop-up **Add** window, configure the patrol route information as shown in Figure 12-9 and figure below, and describe the key parameters as shown in Table 12-7.

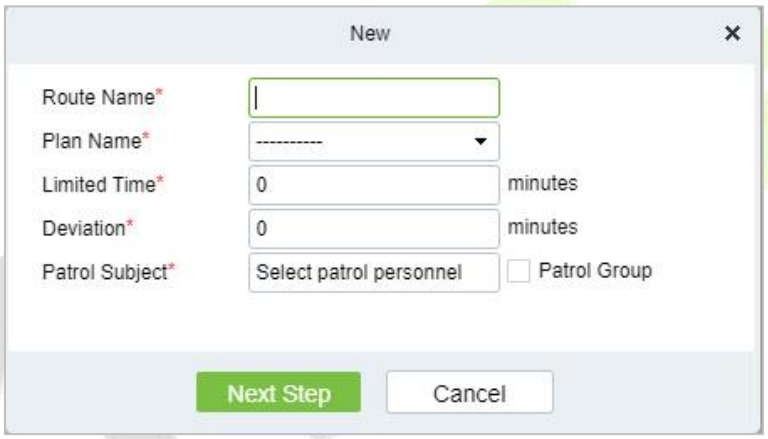


**Figure 11- 9 The First Step of The Patrol Route**

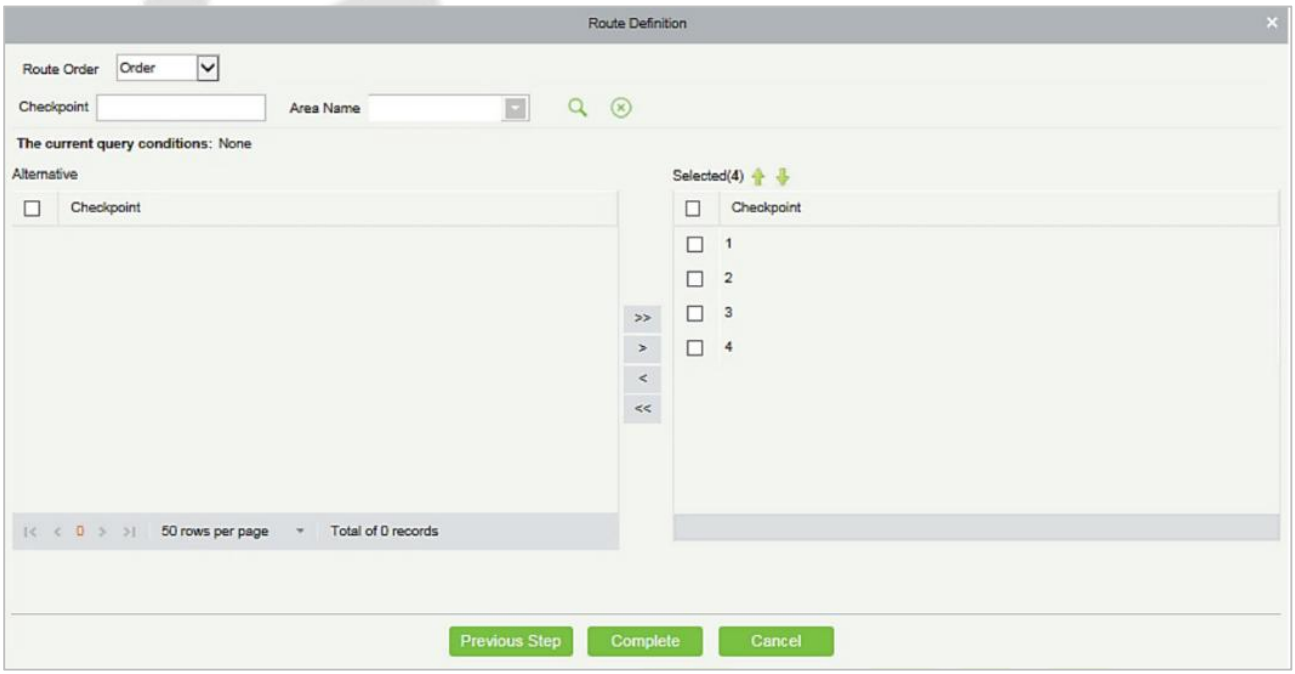


**Figure 11- 10 The Second Step of The Patrol Route**


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| Parameters | Instructions |
|---|---|
| Route Name | Customize the Route Name. |
| Plan Name | Customize the plan Name. |
| Patrol Subject | Select the patrol personnel. |
| Checkpoint Order | In the patrol route, all checkpoints are 2 types of order and disorder routes. |
| Limited Time | Set up the desired Limited Time. |
| Deviation | Set up the required Deviation Time. |
| Route Status | Displays the route status. |
| Sort Type | Fill in the number of the superior department. |
| Operations | The patrol operation, it is necessary to add patrol route in the Access Control module. |

**Table 11-7 Second Step of Patrol Route**

#### 11.5.3.2 Delete

Select personnel in the list on the right and click **Delete** above the list to delete the personnel from the patrol route.

#### 11.5.3.3 Enable/ Disable

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

| Parameter | How to set |
|---|---|
| Error | Allowable error time setting for patrol. Assuming that the patrol plan is not 9:00-12:00, and the allowable error time is 5 minutes before and after, then the records in the period of 8:55-12:05 are valid records, and those beyond the above range are invalid records, which will not be counted. As long as the patrol is not within the above time range, it is invalid. |
| Orderly Route | When carrying out the patrol plan, there is no time limit between the patrol points, and the patrol personnel can complete the patrol work of each patrol point in sequence according to their own habits within the limited time of the route. |
| Unordered Route | • Complete disorder: There is no order in all patrol points of the patrol route, and the patrol personnel can complete the patrol work of each patrol point within the total time limit according to their own habits.<br>• Disorder outside the first point: in the patrol route, other patrol points except the designated patrol starting point are disordered.<br>• Disorder outside the tail point: in the patrol route, other patrol points except for the last patrol point of the designated patrol route are disordered.<br>• Disorder outside the beginning and end points: In the patrol route, except for the first and last patrol points in the designated patrol route, other patrol points are out of order. |

**Table 11-8 Parameter Setting Description**

**Step 3:** Click **OK**.


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# 11.6 Result Validation (Patrol Reports)

In the patrol report, you can query the "All Records", "Patrol Records Today's", "Patrol Route Statistics" and "Patrol Personnel Statistics" report. You can choose to export all or export records after querying.

This paper introduces the configuration Steps of report query and export, taking the "all records" report operation as an example.

## 11.6.1 All Transactions

Click **Reports** > **All transactions** to view all transactions, that is, all event records generated by the patrol device.

You can export all transactions into an Excel, PDF, or CSV file. See the following figure.

**Operating Steps:**

**Step 1:** In the **Patrol** module, select **Report > All Records**.

**Step 2:** In the All Records interface, fill in the corresponding query information and click the **Query** symbol to complete the query of all record tables, as shown in figure below.

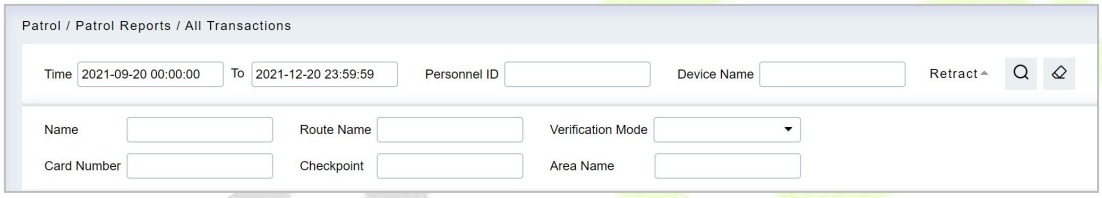


**Figure 11- 11 All Records**

**Step 3:** In the full record interface, click **Export**, enter the user password in the pop-up security verification, and click **OK**. Select whether to encrypt and export the file format, and Click **OK**, as shown in figure below.

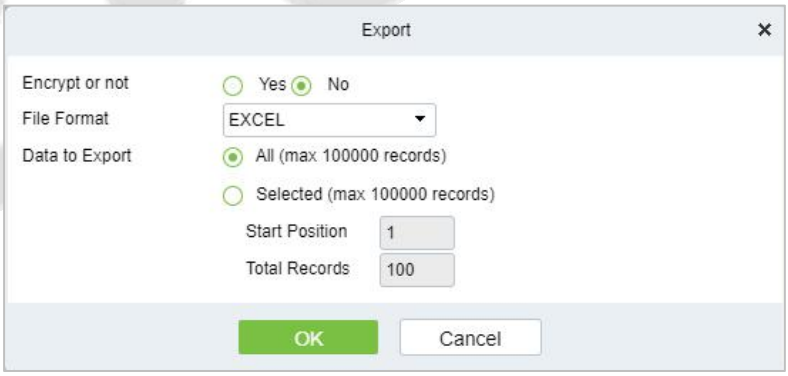


**Figure 11- 12 Report Export Interface**

**Step 4:** After selecting the address where the corresponding file is stored, the export of the file can be completed.

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All Transactions

Time: 2017-09-15 00 : 00 : 00 - 2017-12-15 23 : 59 : 59

| Time | Device Name | Personnel ID | First Name | Last Name | Card Number | Device Module | Route Name | Checkpoint | Verification Mode | Area Name | Remark |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 2017-12-15 13:53:51 | 192.168.218.60 | 8 | Glori | Liu | 6189166 | Access | Route1 | checkpoint1 | Only Card | Area Name | |
| 2017-12-15 13:53:51 | 192.168.218.60 | 8 | Glori | Liu | 6189166 | Access | Route1 | checkpoint2 | Only Card | Area Name | |
| 2017-12-15 13:53:49 | 192.168.218.60 | 8 | Glori | Liu | 6189166 | Access | Route1 | checkpoint2 | Only Card | Area Name | |
| 2017-12-15 13:53:48 | 192.168.218.60 | 8 | Glori | Liu | 6189166 | Access | Route1 | checkpoint1 | Only Card | Area Name | |
| 2017-12-15 13:53:46 | 192.168.218.60 | 7 | Jacky | Xiang | 6323994 | Access | Route1 | checkpoint2 | Only Card | Area Name | |
| 2017-12-15 13:53:46 | 192.168.218.60 | 7 | Jacky | Xiang | 6323994 | Access | Route1 | checkpoint1 | Only Card | Area Name | |
| 2017-12-15 11:54:18 | 192.168.218.60 | 8 | Glori | Liu | 6189166 | Access | route1 | checkpoint1 | Only Card | Area Name | |


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**Figure 11- 13 Report Export File**

| Parameters | Instructions |
|---|---|
| Time | Set the start and end time in each time interval. Time period includes one week and three holiday-type time intervals. |
| Personnel ID | Displays the Personnel ID number. |
| Device Name | Manufacturer of the device. |
| Name | Select the desired name. |
| Route Name | Displays the Route name. |
| Verification Mode | You can set verification mode as following options: Automatic Recognition, Fingerprint, PIN, Password, Card, Fingerprint/ Password, Fingerprint/Card, PIN+Fingerprint, Fingerprint+Password etc. |
| Card Number | The max length is 10, and it should not be repeated. |
| Checkpoint | Displays the Type of checkpoint. |
| Area Name | Customize the Area name. |

**Table 11-9 Report Export File**

## 11.6.2 Patrol Records Today

Click **Reports** > **Patrol Records Today** to view event records generated by the patrol device today.

You can export patrol records today into an Excel, PDF, or CSV file. See the following figure.

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Patrol Records Today

| Time | Device Name | Personnel ID | First Name | Last Name | Card Number | Device Module | Route Name | Checkpoint | Verification Mode | Area Name | Remark |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 2017-12-15 13:53:51 | 192.168.218.60 | 8 | Glori | Liu | 6189166 | Access | Route1 | checkpoint1 | Only Card | Area Name | |
| 2017-12-15 13:53:51 | 192.168.218.60 | 8 | Glori | Liu | 6189166 | Access | Route1 | checkpoint2 | Only Card | Area Name | |
| 2017-12-15 13:53:49 | 192.168.218.60 | 8 | Glori | Liu | 6189166 | Access | Route1 | checkpoint2 | Only Card | Area Name | |
| 2017-12-15 13:53:48 | 192.168.218.60 | 8 | Glori | Liu | 6189166 | Access | Route1 | checkpoint1 | Only Card | Area Name | |
| 2017-12-15 13:53:46 | 192.168.218.60 | 7 | Jacky | Xiang | 6323994 | Access | Route1 | checkpoint2 | Only Card | Area Name | |
| 2017-12-15 13:53:46 | 192.168.218.60 | 7 | Jacky | Xiang | 6323994 | Access | Route1 | checkpoint1 | Only Card | Area Name | |
| 2017-12-15 11:54:18 | 192.168.218.60 | 8 | Glori | Liu | 6189166 | Access | route1 | checkpoint1 | Only Card | Area Name | |
| 2017-12-15 11:54:17 | 192.168.218.60 | 8 | Glori | Liu | 6189166 | Access | route1 | checkpoint2 | Only Card | Area Name | |
| 2017-12-15 11:54:15 | 192.168.218.60 | 7 | Jacky | Xiang | 6323994 | Access | route1 | checkpoint2 | Only Card | Area Name | |
| 2017-12-15 11:54:14 | 192.168.218.60 | 7 | Jacky | Xiang | 6323994 | Access | route1 | checkpoint1 | Only Card | Area Name | |
| 2017-12-15 11:54:10 | 192.168.218.60 | 5 | Necol | Ye | 13260079 | Access | route1 | checkpoint2 | Only Card | Area Name | |
| 2017-12-15 11:54:10 | 192.168.218.60 | 5 | Necol | Ye | 13260079 | Access | route1 | checkpoint1 | Only Card | Area Name | |
| 2017-12-15 11:54:08 | 192.168.218.60 | 2 | Lucky | Tan | 6155266 | Access | route1 | checkpoint1 | Only Card | Area Name | |
| 2017-12-15 11:54:07 | 192.168.218.60 | 2 | Lucky | Tan | 6155266 | Access | route1 | checkpoint2 | Only Card | Area Name | |
| 2017-12-15 11:53:48 | 192.168.218.60 | 2 | Lucky | Tan | 6155266 | Access | route1 | checkpoint1 | Only Card | Area Name | |
| 2017-12-15 11:53:47 | 192.168.218.60 | 2 | Lucky | Tan | 6155266 | Access | route1 | checkpoint2 | Only Card | Area Name | |
| 2017-12-15 11:53:44 | 192.168.218.60 | 2 | Lucky | Tan | 6155266 | Access | route1 | checkpoint1 | Only Card | Area Name | |
| 2017-12-15 11:53:43 | 192.168.218.60 | 2 | Lucky | Tan | 6155266 | Access | route1 | checkpoint2 | Only Card | Area Name | |

Created on: 2017-12-15 18:45:48

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**Figure 11- 14 Patrol Records Today**

| Parameters | Description |
|---|---|
| Personnel ID | Displays the Personnel ID number. |
| Card Number | Displays the Card Number. |
| Name | Select the required Name. |
| Device | Manufacturer of the device. |


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| | |
|---|---|
| Verification Mode | Displays the Automatic Recognition, Fingerprint, PIN, Password, Card, Fingerprint/ Password, Fingerprint/Card, PIN+Fingerprint, Fingerprint+Password etc. |
| Route Name | Displays the Route name. |
| Checkpoint | Displays the Type of checkpoint. |
| Area Name | Customize the Area name. |
| Time | Set the start and end time in each time interval. Time period includes one week and three holiday type time intervals. |
| Remarks | Custom Setting Notes Description. |

**Table 11-10 Patrol Record Today**

### 11.6.3 Patrol Route Statistics

Click **Reports** > **Patrol Route Statistics** to view all normal and abnormal situations collected during the patrol process.

You can export patrol route statistics into an Excel, PDF, or CSV file. See the following figure.

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Patrol Route Statistics

| Route Name | Plan Name | Statistics time | Supposed Patrol Times | Real patrol times | Missed patrol times | Wrong patrol number | Absence times | Patrol Subject |
|---|---|---|---|---|---|---|---|---|
| route1 | plan1 | 2017-12-15 13:30:00 | 2 | 2 | 0 | 0 | 0 | Amber Lin,Necol Ye,Jacky Xiang, Glori Liu,Lilian Mei, Jerry Wang,Berry Cao,Lucky Tan, Sherry Yang,Leo Hou, |
| Route1 | plan1 | 2017-12-15 16:00:00 | 2 | 2 | 0 | 1 | 0 | Lucky Tan,Jerry Wang,Necol Ye, Leo Hou,Sherry Yang,Lilian Mei, Berry Cao,Amber Lin,Jacky Xiang, Glori Liu, |

**Figure 11- 15 Patrol Route Statistics**

| Parameters | Description |
|---|---|
| Route Name | Displays the required route name. |
| Plan Name | Displays the type of plan name. |
| Statistics time | Displays the Time and date of patrol route statistics. |
| Supposed Patrol Times | Number of times that the patrol personnel should normally patrol. |
| Real Patrol Times | Number of times that the patrol personnel patrol |
| Wrong Patrol Times | Number of times that the patrol personnel do not patrol based on the patrol route. |
| Missed Patrol Times | Number of times that the patrol personnel miss one or more checkpoints in the patrol route within the patrol time. |
| Absence Times | Number of times that the patrol personnel do not patrol. |

**Table 11-11 Patrol Route Statistics**


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### 11.6.4 Patrol Personnel Statistics

Click **Reports** > **Patrol Personnel Statistics** to view patrol statistics of patrol personnel.

You can export patrol personnel statistics into an Excel file. See the following figure.

Patrol Personnel Statistics

| Personnel ID | Person Name | Route Name | Plan Name | Statistics time | Supposed Patrol Times | Real patrol times | Missed patrol times | Wrong patrol number | Absence times |
|---|---|---|---|---|---|---|---|---|---|
| 4 | Berry Cao | route1 | plan1 | 2017-12-15 13:30:00 | 2 | 2 | 0 | 0 | 0 |
| 3 | Leo Hou | route1 | plan1 | 2017-12-15 13:30:00 | 2 | 2 | 0 | 0 | 0 |
| 8 | Glori Liu | route1 | plan1 | 2017-12-15 13:30:00 | 2 | 2 | 0 | 0 | 0 |
| 2940 | Sherry Yang | route1 | plan1 | 2017-12-15 13:30:00 | 2 | 2 | 0 | 0 | 0 |
| 6 | Amber Lin | route1 | plan1 | 2017-12-15 13:30:00 | 2 | 2 | 0 | 0 | 0 |
| 5 | Necol Ye | route1 | plan1 | 2017-12-15 13:30:00 | 2 | 2 | 0 | 0 | 0 |
| 7 | Jacky Xiang | route1 | plan1 | 2017-12-15 13:30:00 | 2 | 2 | 0 | 0 | 0 |
| 6 | Amber Lin | Route1 | plan1 | 2017-12-15 16:00:00 | 2 | 2 | 0 | 0 | 0 |
| 4 | Berry Cao | Route1 | plan1 | 2017-12-15 16:00:00 | 2 | 2 | 0 | 0 | 0 |
| 1 | Jerry Wang | Route1 | plan1 | 2017-12-15 16:00:00 | 2 | 2 | 0 | 0 | 0 |
| 9 | Lilian Mei | Route1 | plan1 | 2017-12-15 16:00:00 | 2 | 2 | 0 | 0 | 0 |
| 7 | Jacky Xiang | Route1 | plan1 | 2017-12-15 16:00:00 | 2 | 2 | 0 | 1 | 0 |

**Figure 11- 16 Patrol Personnel Statistics**

| Parameters | Description |
|---|---|
| Supposed Patrol Times | Number of times that the patrol personnel should normally patrol. |
| Real Patrol Times | Number of times that the patrol personnel patrol |
| Wrong Patrol Times | Number of times that the patrol personnel do not patrol based on the patrol route. |
| Missed Patrol Times | Number of times that the patrol personnel miss one or more checkpoints in the patrol route within the patrol time. |
| Absence Times | Number of times that the patrol personnel do not patrol. |

**Table 11-12 Patrol Personnel Statistics**


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# 12 Entrance Control

## 12.1 Operation Scenario

This system connects the gate control board through channel Device (such as TDA integrated machine), and directly controls the relevant parameters of the gate through software, thus controlling the entry and exit of the gate and realizing the automatic management of the gate.

## 12.2 Operation Flow

Introduce the configuration process of channel service.

The channel business configuration process is shown in figure below.

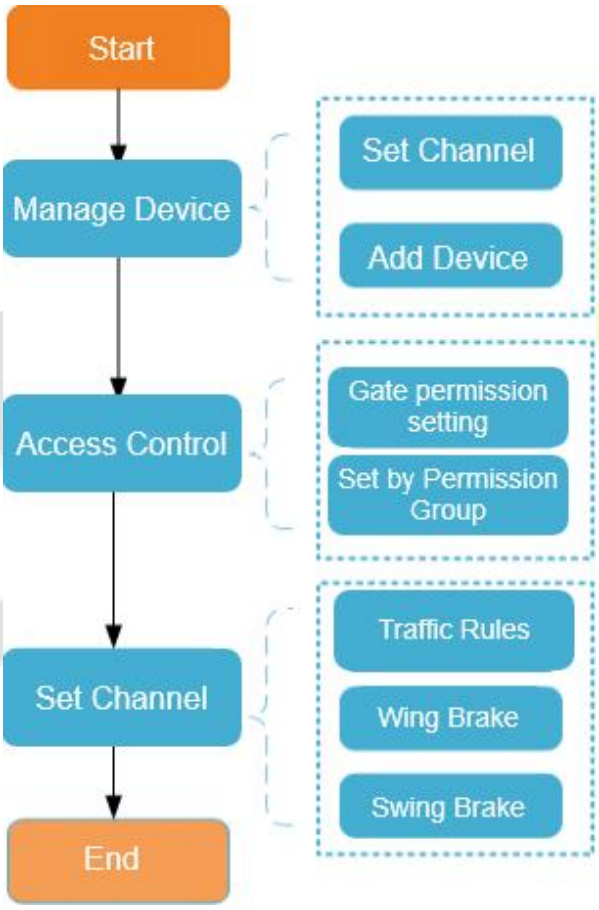


**Figure 12- 1 Channel Configuration Flow**


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## 12.3 Channel Device

Add channel integrated machine Device, and the integrated machine communicates with the gate control board through RS485 to control the gate

### 12.3.1 Passage

Setting the area to which the channel belongs is convenient for users to manage the channel Device in a specific area. After setting the channel, the Device under the channel can be filtered according to the area during real-time monitoring.

This paper introduces the Steps of creating and configuring channels in ZKBio CVSecurity.

#### 12.3.1.1 To Add Passage (New)

**Operating Steps:**

**Step 1:** In the **Entrance Control** module, select **Channel Device > Passage**.

**Step 2:** In the channel interface, click **New** and fill in the relevant parameters, as shown in figure below. Please refer to Table 13-1 for parameter description.

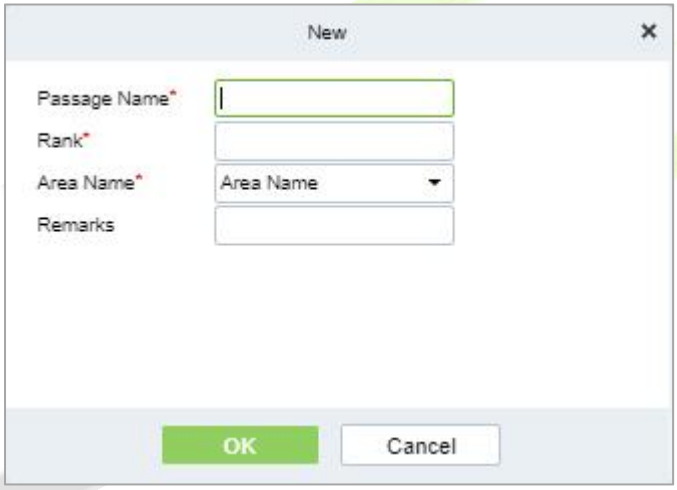


**Figure 12- 2 New Channel Interface**

| Parameter | How to set |
|---|---|
| Passage Name | Any character, a combination of up to 20 characters, cannot be repeated. |
| Rank | Only numbers are supported, up to six digits, and repeatable. The smaller the ranking, in real-time monitoring, the display will move forward. |
| Area Name | Select the region to which the channel belongs. |
| Remarks | Any character with a maximum character length of 100. |

**Table 12-1 Description of New Channel Parameters**

**Step 3:** Click **OK** to complete the channel setting.


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#### 12.3.1.2 Delete Passage

**Operation Steps:**

**Step 1:** In the **Entrance Control module**, select **Channel Device > Passage** and select the template to be deleted.

**Step 2:** Click **Delete** to delete the selected template. Click **OK** to perform the delete operation

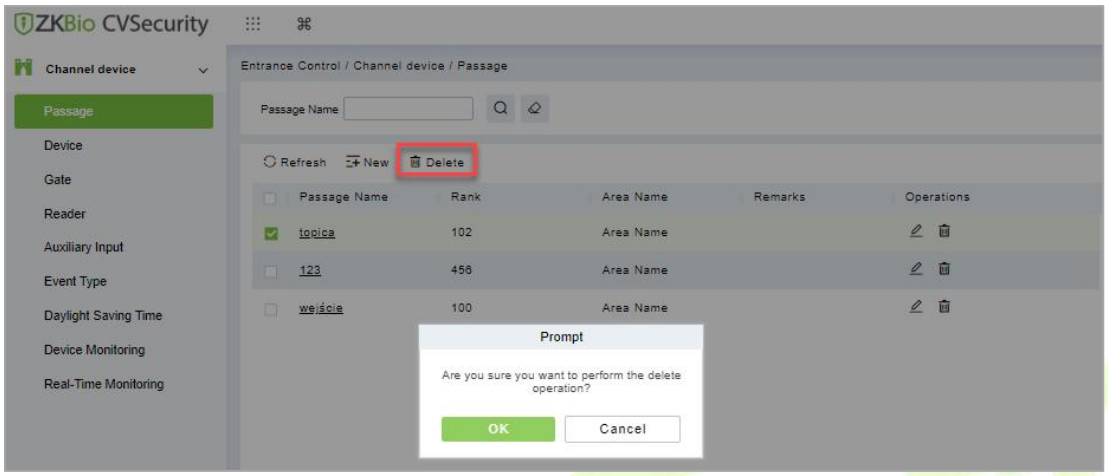


**Figure 12- 3 To Delete Passage**

### 12.3.2 Device

#### 12.3.2.1 Searching for Additional Channel Devices (Search)

Introduces the configuration Steps of searching for additional channel devices in ZKBio CVSecurity.

**Precondition:**

1. Set up IP allocation before adding channel devices.
2. Before searching and adding the device, it is necessary to set the address pointing to the server in advance and set the IP address and port of the current server, that is, the IP address and port installed by the current.

**Operating Steps:**

**Step 1:** In the **Entrance Control** module, select **Channel Device > Devices**.

**Step 2:** In the device interface, click "**Search**" to pop up the search box.

**Step 3:** Click **Search** in the search box to display the channel devices that can be added, as shown in figure below.

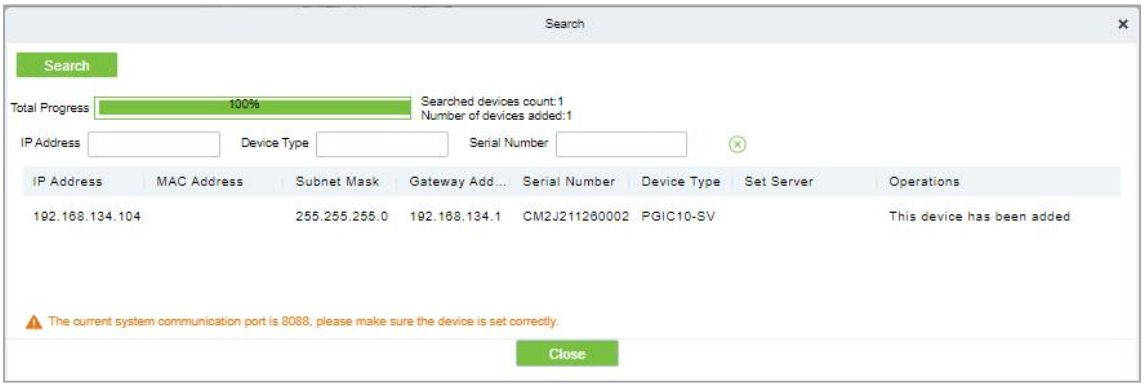


**Figure 12- 4 Device Search Interface**

**Step 4:** For the channel Device found, click the **Add** button in the operation bar to **Add** the device, and


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fill in the parameters of device addition, as shown in figure below. Please refer to Table 13-2 for parameter description.

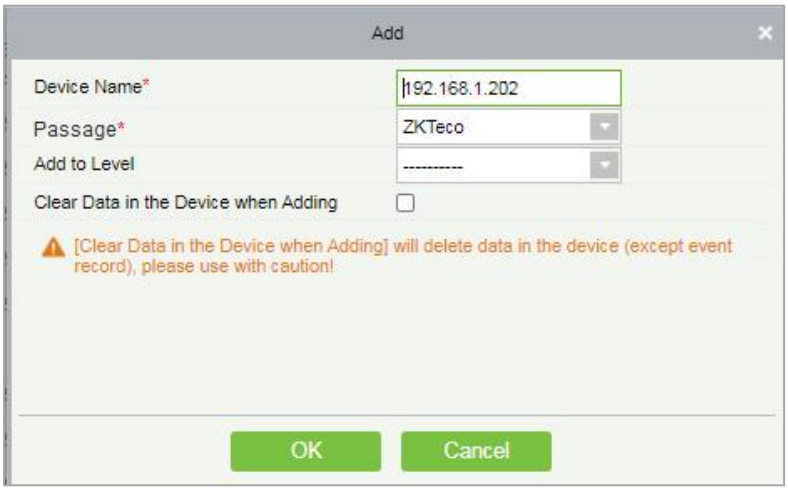


**Figure 12- 5 Device Addition Interface**

| Parameter | Description |
|---|---|
| Device Name | Any character, a combination of up to 20 characters, cannot be repeated. |
| Channel | Select the channel to which the device belongs. |
| Add to Permission Group | Automatically adds the device to the selected permission group. |
| Delete Data in Device When Adding | When the device is added, the data in the device except the event record is deleted. |

**Table 12-2 Description of Device Addition Parameters**

**Step 5:** Click **OK** to complete the addition of channel device.

### 12.3.2.2 Delete

**Operation Steps:**

**Step 1:** In the **Entrance Control,** click **Channel Device > Device** and select device to be deleted.

**Step 2:** Click **Delete** to delete the device.

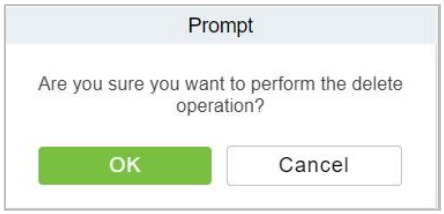


**Figure 12- 6 Delete Device**

**Step 3:** Click **OK** to perform the delete operation.

### 12.3.2.3 Control

In this option admin can upgrade firmware and LCD screen firmware. Also, this option helps to reboot the device, enable and disable the devices, and synchronize time and all data.


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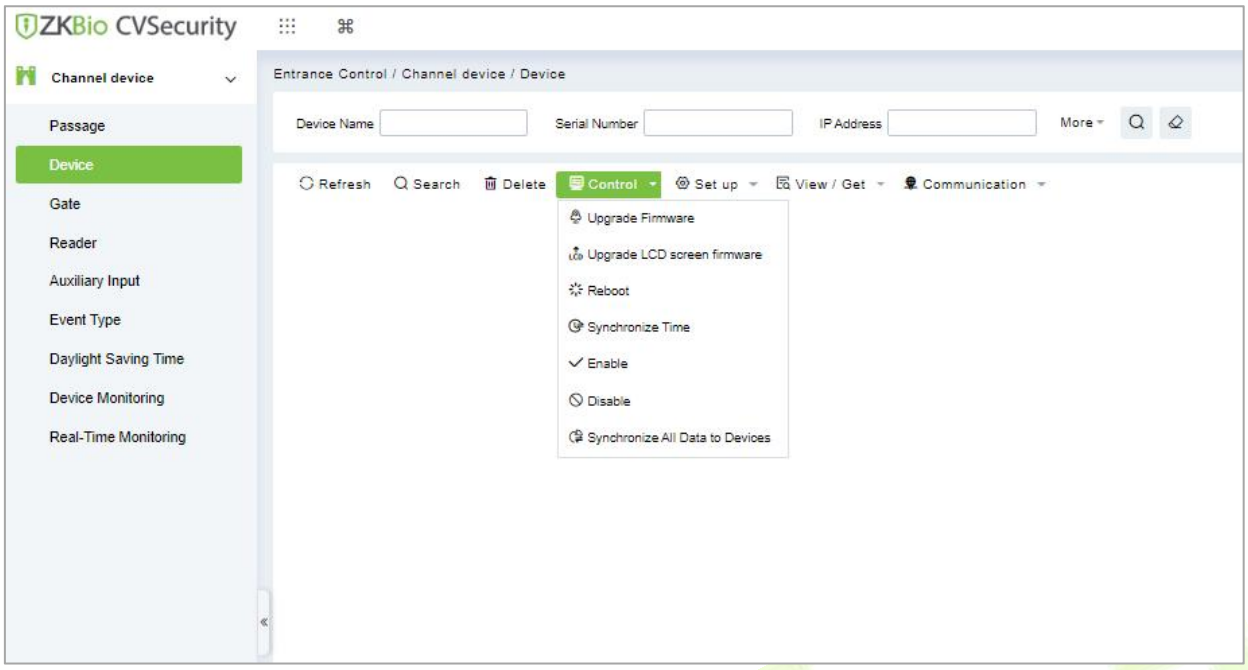


**Figure 12- 7 Device Control Interface**

- **Upgrade Firmware**

Select the device to be upgraded and click **Upgrade Firmware** to open the setting page. Click **Browse**, select the firmware upgrade file (file name is emfw.cfg). Click **Start** to start upgrading the firmware.

**Notes:**

Please be cautious while upgrading the firmware. If the firmware has not been updated properly, it may lead to device failure. If you have any queries, please contact the representative or pre-sales technical support team.

- **Upgrade LCD Screen Firmware**

Admin can upgrade LCD screen firmware of device using this option. Select the device to be upgraded and click **Upgrade LCD Screen Firmware** to open the settings page. Click **Browse** and select the firmware upgrade file. Click **Start** to start upgrading the firmware.

- **Reboot the Device**

Admin can send a restart command to the device to automatically restart. Select the device to be reboot and click **Reboot** to restart the device.

- **Synchronize Time**

When the device's time is not accurate, select the device to be synchronized and then click **Synchronize Time** to synchronize the server time to the device.

- **Disable/Enable**

Select the device and click **Disable/Enable** to stop/start using the device. When communication between the device and the system is interrupted or there is a problem with the device, the device may be automatically displayed as disabled. After adjusting the network or device, click **Enable**. The system reconnects to the device, and the communication status of the device is restored.

- **Synchronize All Data to Devices**

This option synchronizes the data in the system to the device. Select the device, click **Synchronize All Data to Devices**, and click the **Synchronize** button to synchronize data:


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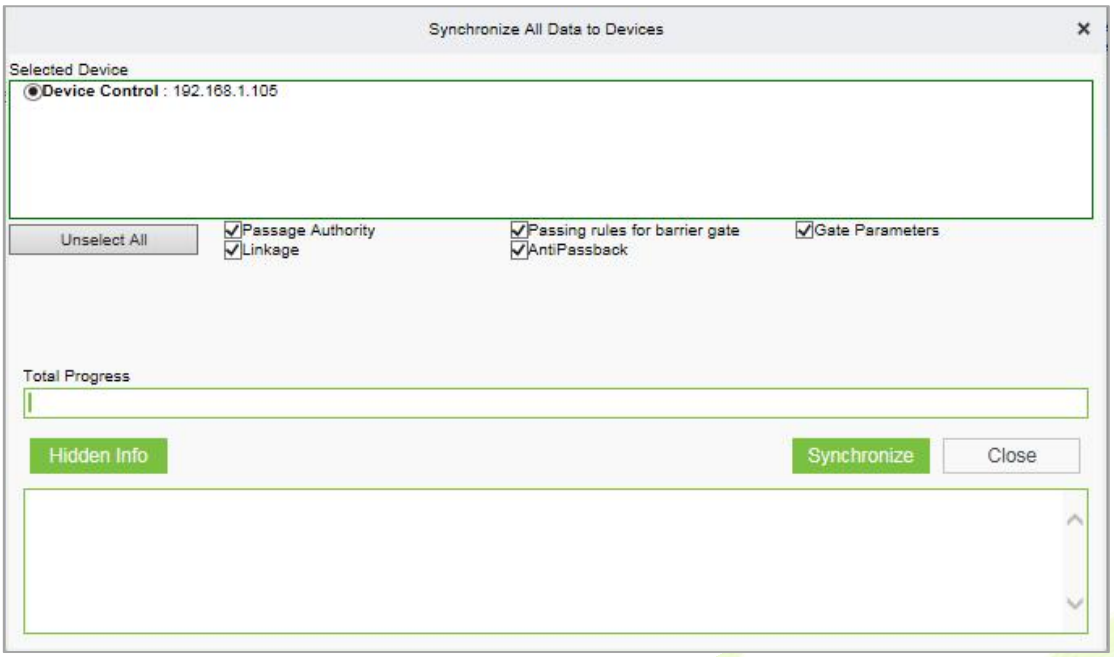


**Figure 12- 8 Synchronize All Data to Devices Interface**

**Notes:**

The operation of synchronizing all data will first delete the existing data in the device (excluding event records) and then download all the setting information again. When performing this operation, please try to ensure that the network is unblocked and avoid power failure. When the device is running normally, please use this operation with caution. It is recommended to synchronize the data when the device is unused.

### 12.3.2.4 Set up

In this interface help you to set the time zone, registration, daylight saving time, fingerprint identification information and LCD screen display of the selected device.

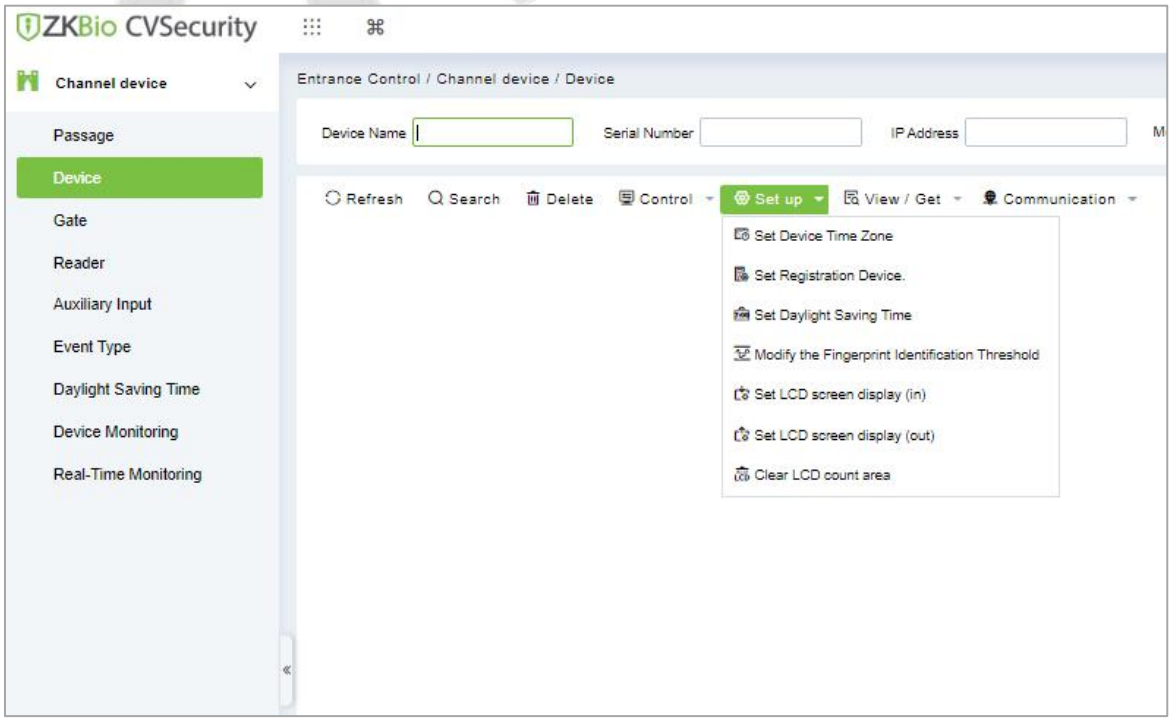


**Figure 12- 9 Set up Options**


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**● Set Device Time Zone**

Set Device Time Zone allows you to set the accurate time zone, if device shows wrong time zone. For that in **Entrance Control** interface, click **Channel Device > Device > Set-up**, select the device to be set up. Then click **Set Device Time Zone** to set up the selected device.

**● Set Registration Device**

The passage standalone device can only automatically upload the personnel and other data entered by the device when the registration device is set. For that in **Entrance Control** interface, click **Channel Device > Device > Set-up,** select the device to be set up. Then click **Set Registration Device** to set up the selected device.

**● Set Daylight Saving Time**

DST, also called the Daylight-Saving Time, is a system to adjusting the official prescribe local time to save energy. To meet the DST requirement, a special function can be customized. You may adjust the clock one hour forward at XX (hour) XX (day) XX (month) and one hour backward at XX (hour) XX (day) XX (month) if necessary.

In the **Entrance Control** interface, click **Channel Device > Device > Set-up** and select the device to be set Daylight Saving Time. Then click **Set Daylight Saving Time** to set up the selected device.

**● Modify the Fingerprint Identification Threshold**

The user can modify the fingerprint comparison threshold in the device, ranging from 35 to 70, and the factory default value is 55. When a new device is added, the system will read the value from the device, and the user can view the current fingerprint comparison threshold size through the device list (Please make sure the device supports the fingerprint function).

In the **Entrance Control** interface, click **Channel Device > Device > Set-up** and select the device to be modify the fingerprint identification. Then click **Modify the Fingerprint Identification Threshold** to set up the selected device.

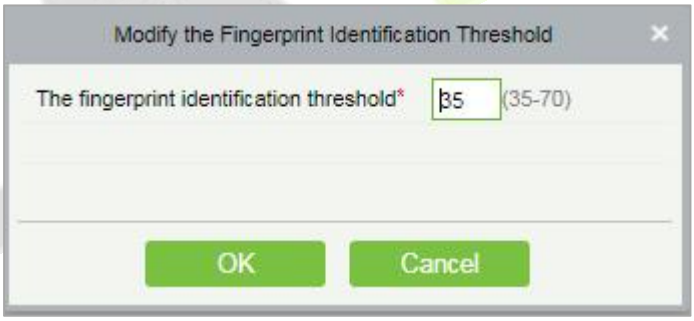


**Figure 12- 10 Modify the finger Identification Option**

**● Set LCD Screen Display (In)/(Out)**

Select the device and set the LCD screen display (in/out). The upper part is the video area 30%, the middle part is the gate channel display area 30%, and the lower part is the picture cycle 40%. Each area can be corresponding to the video and background, The image browsing and clearing operations are confirmed and sent to the LCD screen of the controller for display.

In the **Entrance Control** interface, click **Channel Device > Device > Set-up** and select the device to be set LCD screen display. Then click **Set LCD Screen Display (In)/(Out)** to set up the selected device.

**● Clear the LCD Counting Area**


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Select the device, clear the middle counting area of the LCD screen, and restart counting.

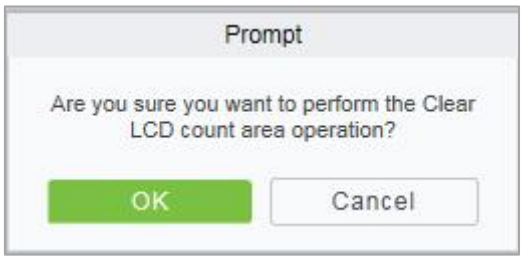


**Figure 12- 11 Clear LCD Counting Area**

In the Entrance Control interface, click **Channel Device** > **Device** > **Set-up** and select the device to clear the LCD counting area. Then click **Clear the LCD Counting Area** to clear counting area the selected device.

### 12.3.2.5 View/ Get

In this interface admin can view device options, personal information and transaction details

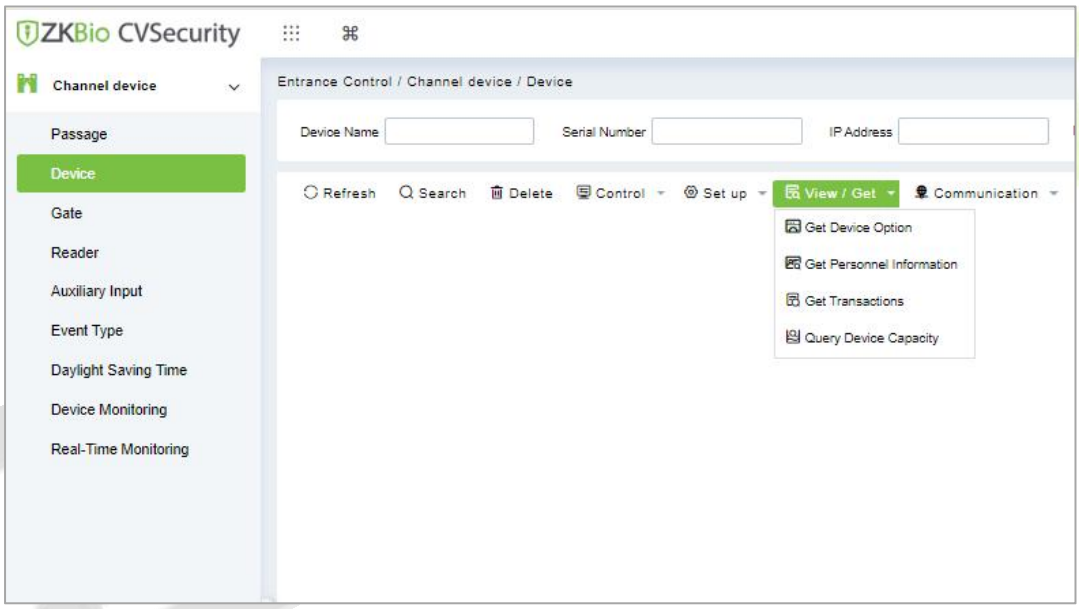


**Figure 12- 12 View/Get Option**

- **Get Device Option**

This option allows you to view the common parameters of the device. For example, get the firmware version after the device is updated.

In the **Entrance Control** interface, click **Channel Device** > **Device** > **View/Get** and select the device to view device options. Then select **Get Device Option** to view device options.

- **Get Personnel Information**

This function obtains the data of Persons, Fingerprints, and Palm prints in the device or obtains the corresponding number.

In the **Entrance Control** interface, click **Channel Device** > **Device** > **View/Get** and select the device to view personnel information. Then select **Get Personnel Information** to view personnel information.

- **Get Transaction**

This function obtains the event records in the device to the system, and the user can choose to obtain new records or all the records.

In the **Entrance Control** interface, click **Channel Device** > **Device** > **View/Get** and select the device to get transaction. Then select **Get Transaction** to view transaction information.


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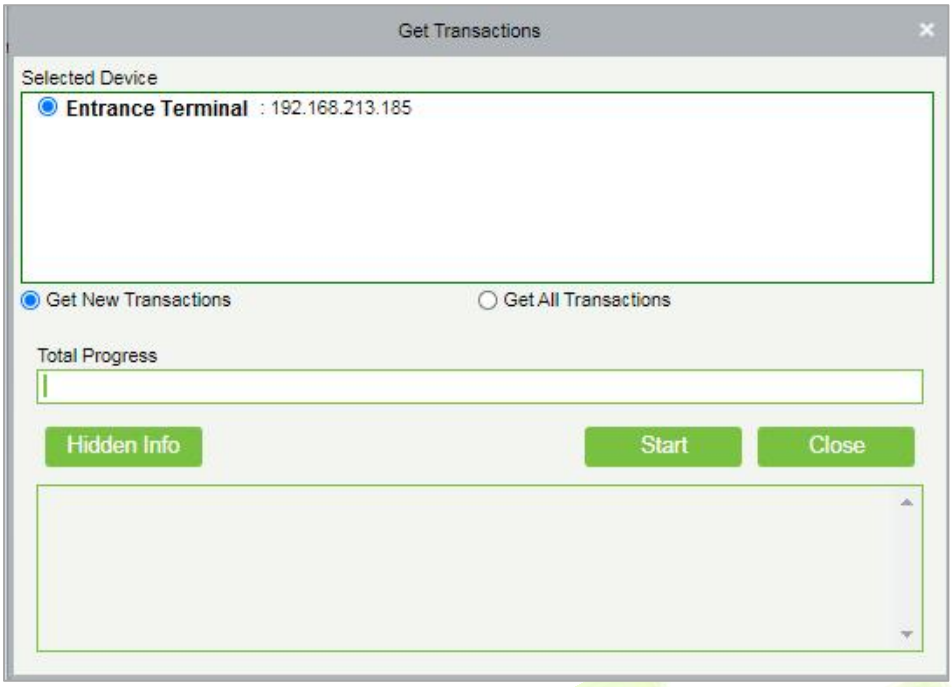


**Figure 12- 13 Get Transactions**

When the network is in good condition and the communication between the system and the device is normal, the system will obtain the event record in the device in real-time and saves it in the database. When the communication is interrupted, the event record in the device is not uploaded to the system in real-time. At this time, the user can perform this operation to manually obtain the event records in the device.

- **Query Device Capacity**

Here, the user can view the capacity information of the device in the software and manually obtain the usage information (person, fingerprint, finger vein, face, imprint) in the device. When the user finds that the information obtained from the software and the device is inconsistent, the user can manually synchronize the data.

In the **Entrance Control** interface, click **Channel Device > Device > View/Get** and select the device to view the capacity information of the device. Then select **Query Device Capacity** to view the user can view the capacity information of the device in the software and manually obtain the usage information.

### 12.3.2.6 Communication

In the **Entrance Control** interface, click **Channel Device > Device > Communication** to modify IP address and communication password.

**Figure 12- 14 Communication Option**

- **Modify IP Address**


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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 the similar as Modify IP Address Function in Device.

- **Modify Communication Password**

Select a device and click **Modify Communication Password** to open the modification interface 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:** Communication passwords shouldn't contain spaces; it is recommended to use a combination of numbers and letters. Communication password settings can improve the device's security. It is recommended to set communication passwords for each device.

## 12.3.3 Gate

In the **Entrance Control** module, select **Channel Device > Gate**.

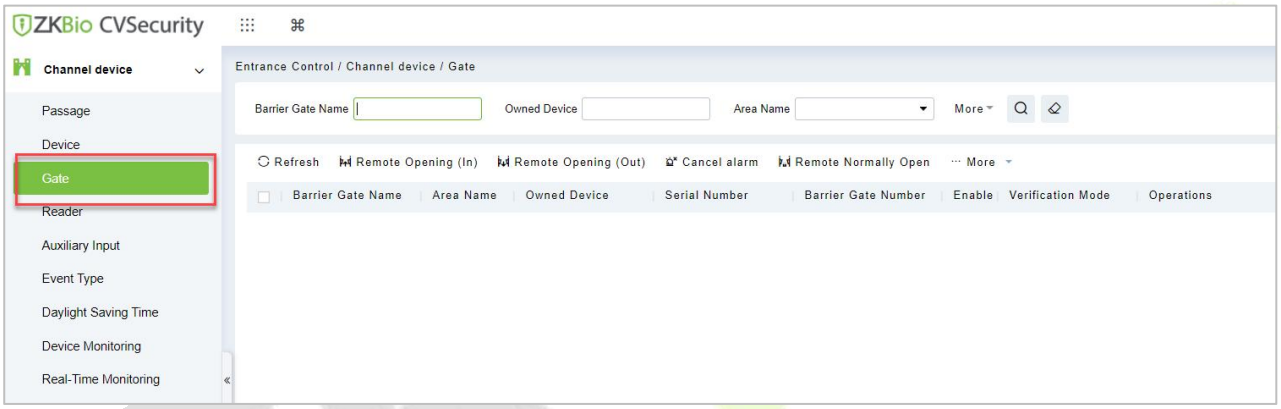


**Figure 12- 15 Channel Device Gate**

### 12.3.3.1 Remote Gate Opening (in)/(out)

In the **Entrance Control** interface, click **Channel Device > Gate** interface allows the user to control one gate or all gates. To control a single gate right-click over it and click **Remote Opening (In/Out)** in the pop-up dialog box. To control all gates, directly click **Remote Opening (In/Out)** behind Current All.

### 12.3.3.2 Cancel the Alarm

Once an alarm door is displayed on the interface, the alarm sound will be played. Alarm cancellation can be done for a single gate or all gates.
In the **Entrance Control** interface, click **Channel Device > Gate** and select the alarm gate to be modified. Then click **Cancel the Alarm** to cancel the alarm**.**
**Note:** If **Cancel the Alarm** fails, check if any devices are disconnected. If found disconnected, check the network.

### 12.3.3.3 Remote Normally Open

It will set the gate as normal open by remote.
In the **Entrance Control** interface, click **Channel Device > Gate** and select the gate to be set as normal open. Then click **Remote Normal Open** to set the gate as normal open by remote**.**

### 12.3.3.4 More Options

In the **Entrance Control** interface, click **Channel Device > Gate >More** to activate the door lockdown


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status (remote lock and unlock).

- **Remote Lock:**

It will remotely set the door status to locked status. After this, the door wouldn't receive any operations, such as card reading and remote operations. This function is supported only by certain devices.

- **Remote Unlock:**

It will unlock a locked door. This function is supported only by certain devices.

- **Enable / Disable Intraday Passage Mode Time Zone**

In remote opening, 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 (open for 24 hours).

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**.

### 12.3.4 Reader

Each Entry device has a reader, user can view the reader information in this interface.

#### Operating Steps

Click **Entrance Control** > **Channel Device** > **Reader** to view the reader information such as reader name, barrier gate name, bound camera and it in/out details.

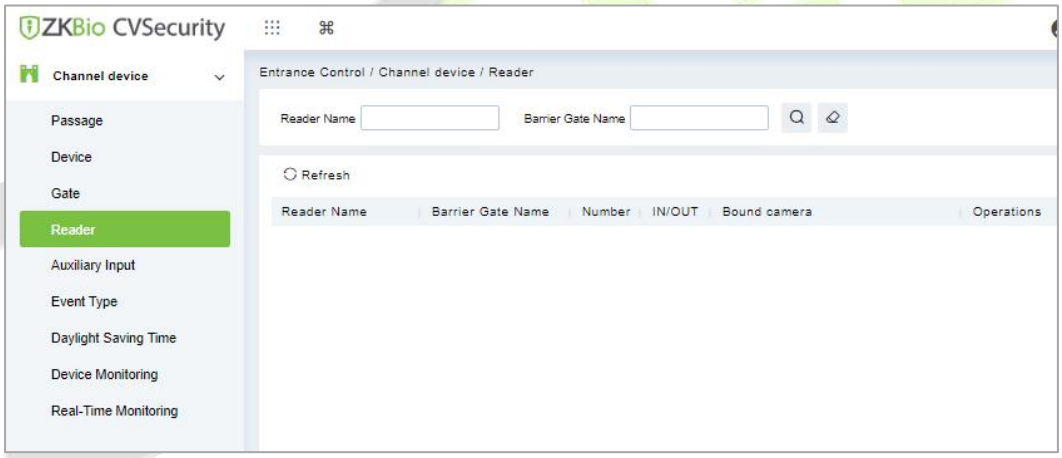


**Figure 12- 16 Reader Interface**

### 12.3.5 Auxiliary Input


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It is mainly used to connect to the devices, such as the infrared sensors or smog sensors.

Click **Entrance Control** > **Channel Device >** Auxiliary Input, to access below shown interface.

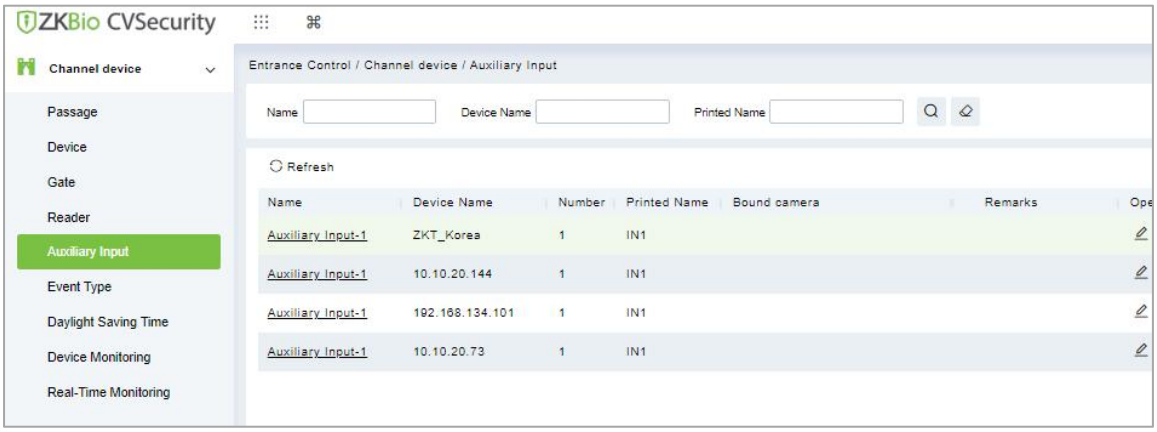


**Figure 12- 17 Auxiliary input**

**● Bind/Unbind Camera**

Through this option, the reader can be connected to the cameras, and the system will make a video linkage (pop-up videos, videos, or screenshots) once there is a corresponding event occurs. For this, the interaction setting in Linkage or in Global Linkage should be done before.

**Note:** An auxiliary input point can bind more than one channel.

## 12.3.6 Event Type

The Event Type is mainly used to display various event types included in the channel device. Click **Entrance Control** > **Channel Device** > **Event Type**, and the following interface appears

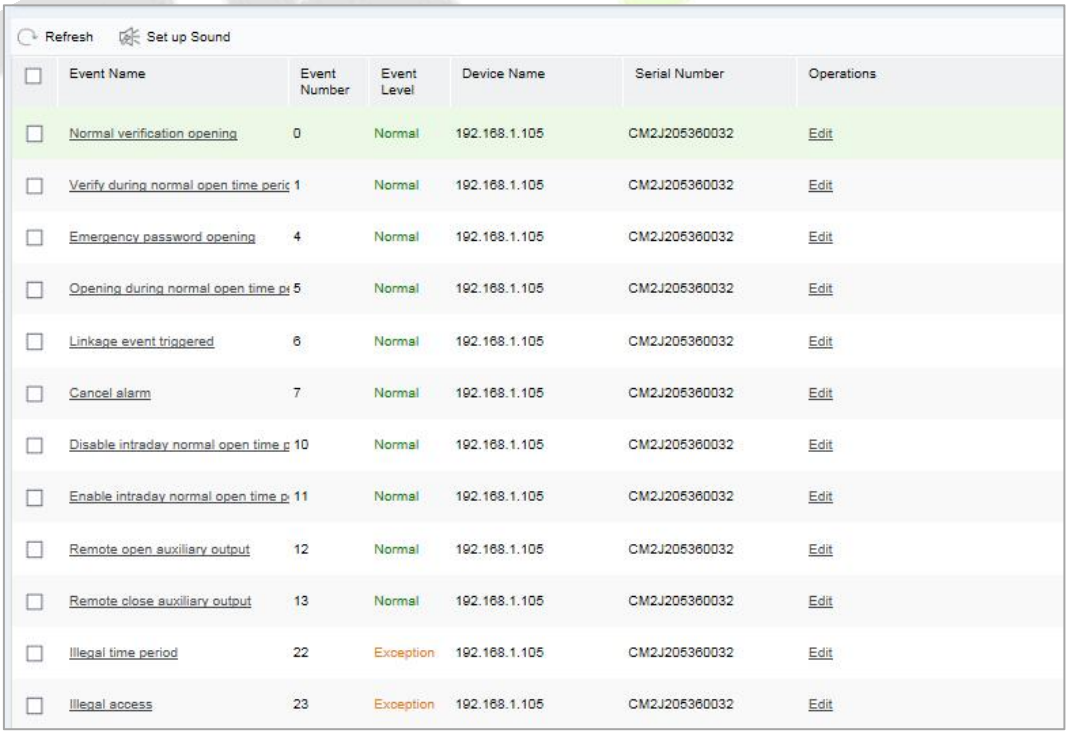


**Figure 12- 18 Event Type**

**● Set the sound**

Here, the user can set the event sound. First, select the event to be set sound and then click **Set up**


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**Sound** on the page.

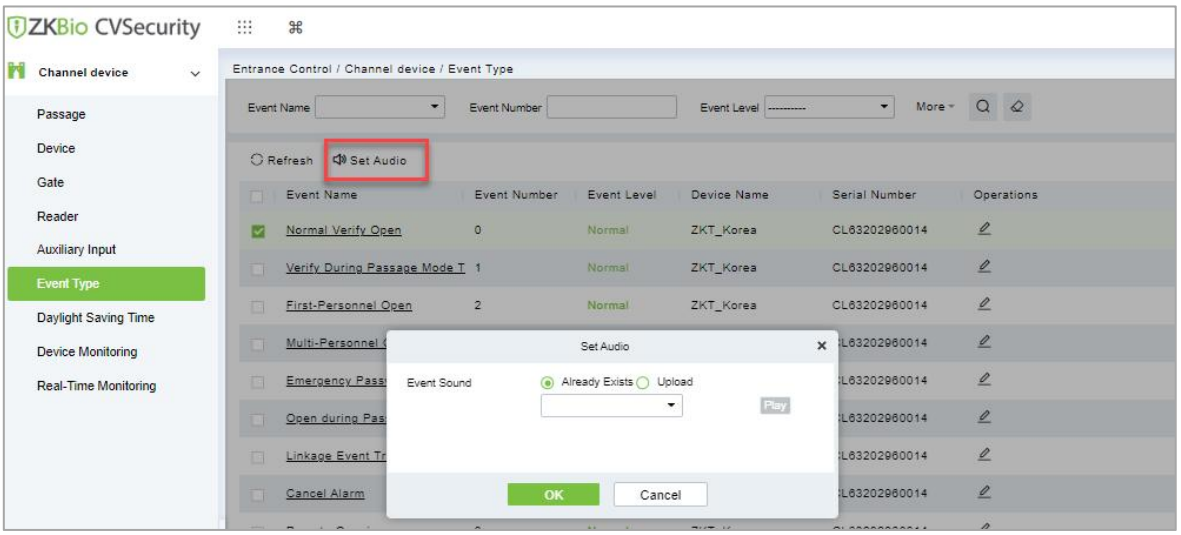


**Figure 12- 19 Set Sound Option**

The audio file can be uploaded locally. The file must be in wav or mp3 format, and the size cannot exceed 10MB.

## 12.3.7 Daylight Saving Time

DST, also called the Daylight-Saving Time, is a system to adjusting the official prescribe local time to save energy. The unified time adopted during the implementation of known as the "DST". Usually, the clocks are adjusted forward one hour in the summer to make people sleep early and get up early. It can also help to save energy. In autumn, clocks are adjusted backwards. 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 forward at XX (hour) XX (day) XX (month) and one hour backward at XX (hour) XX (day) XX (month) if necessary.

### 12.3.7.1 Add DST (New)

**Operation Steps:**

**Step 1**: Click **Entrance Control** > **Channel Device** > **Daylight saving Time** > **New**.

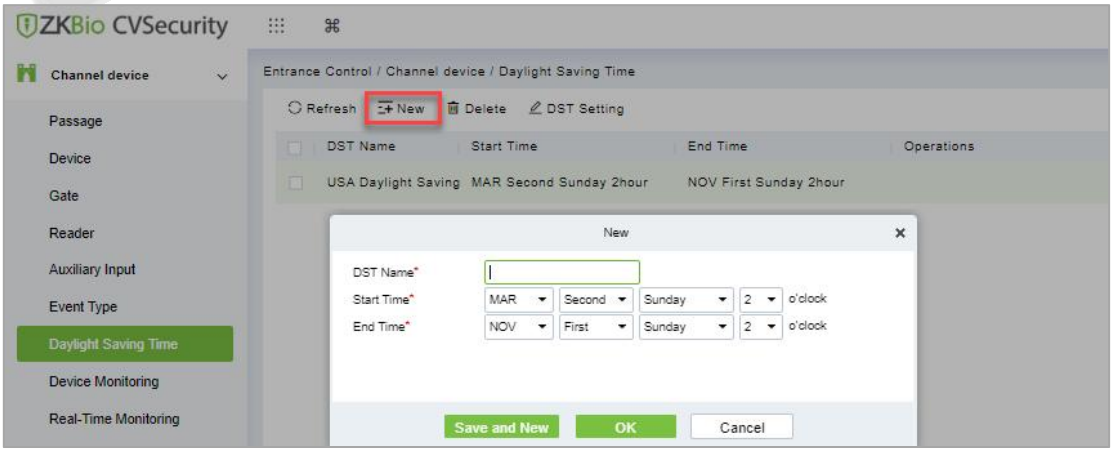


**Figure 12- 20 Daylight Saving Mode**

Set as "Month-Weeks-week hour: minute" format. The start time and end time is needed. For example, the start time can be set as “second Monday in March, 02:00”. The system will be advanced one hour at


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the start time. The system will go back to the original time at the end time.

| Parameter | Description |
|---|---|
| DST Name | Any character, a combination of up to 20 characters, cannot be repeated. |
| Start and End Time | Enter the start and end time. Set as Month-Weeks-week hour: minute format. |

**Table 12-3 Description of New DST Parameters**

### 12.3.7.2 Delete

**Operation Steps:**

**Step 1**: Click **Entrance Control** > **Channel Device** > **Daylight saving Time** and select DST information to be delete.

**Step 2:** Click **Delete** and click **OK** to delete the DST.

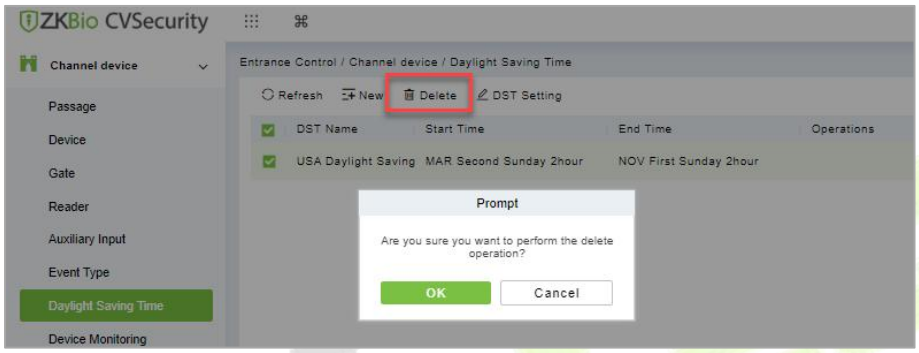


**Figure 12- 21 Daylight Saving Mode Delete**

### 12.3.7.3 DST Setting

**Operation Steps:**

**Step 1**: Click **Entrance Control** > **Channel Device** > **Daylight Saving Time** and select DST information to be modify.

**Step 2:** Click **DST Setting** and select device from the appeared window.

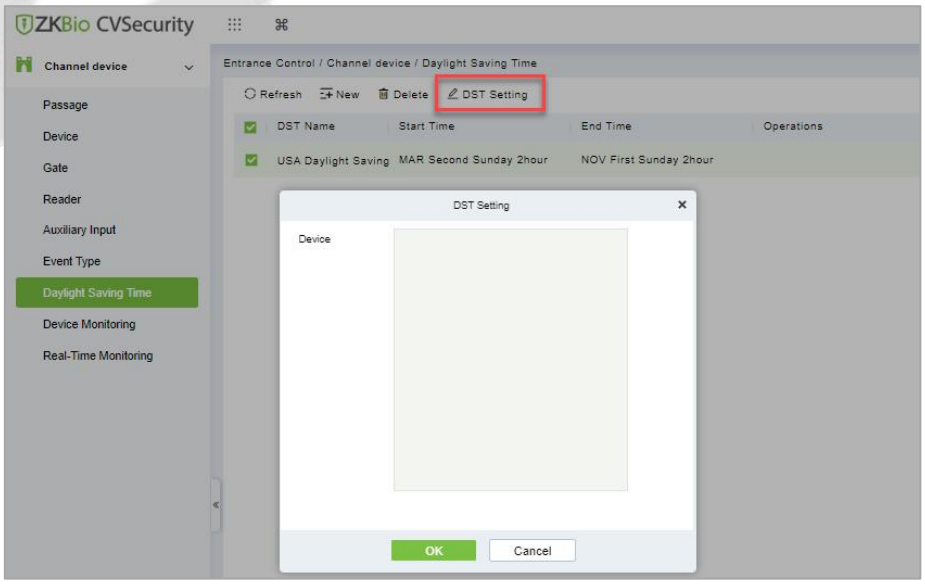


**Figure 12- 22 DST Setting**

**Step 3:** Click **OK** to save the settings.


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## 12.3.8 Device monitoring

By default, it monitors all devices within the current user's level. You may click **Entrance Control > Channel 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.

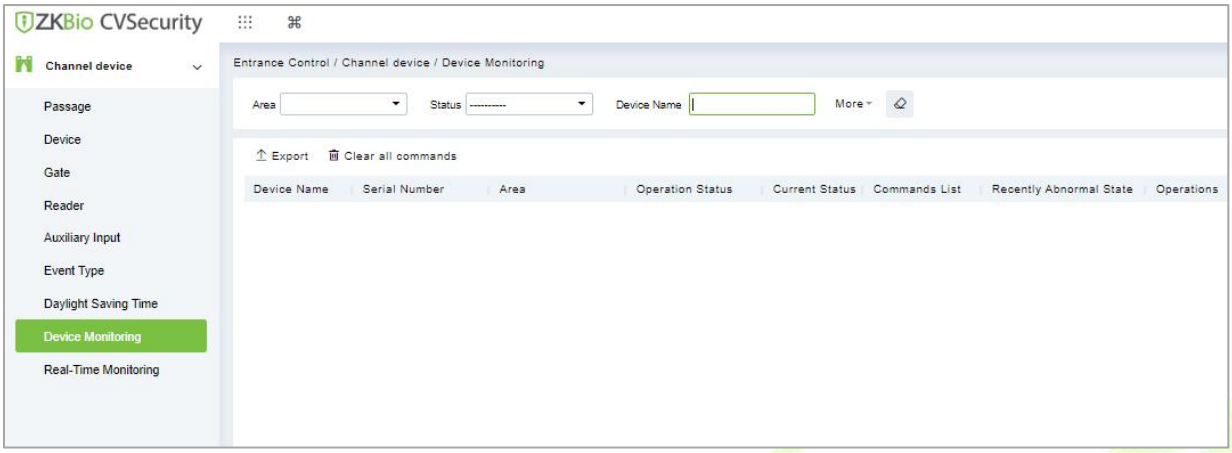


**Figure 12- 23 Device monitoring interface**

### 12.3.8.1 Export

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

Click **Entrance Control > Channel Device > Device Monitoring > Export** to export the device commands.

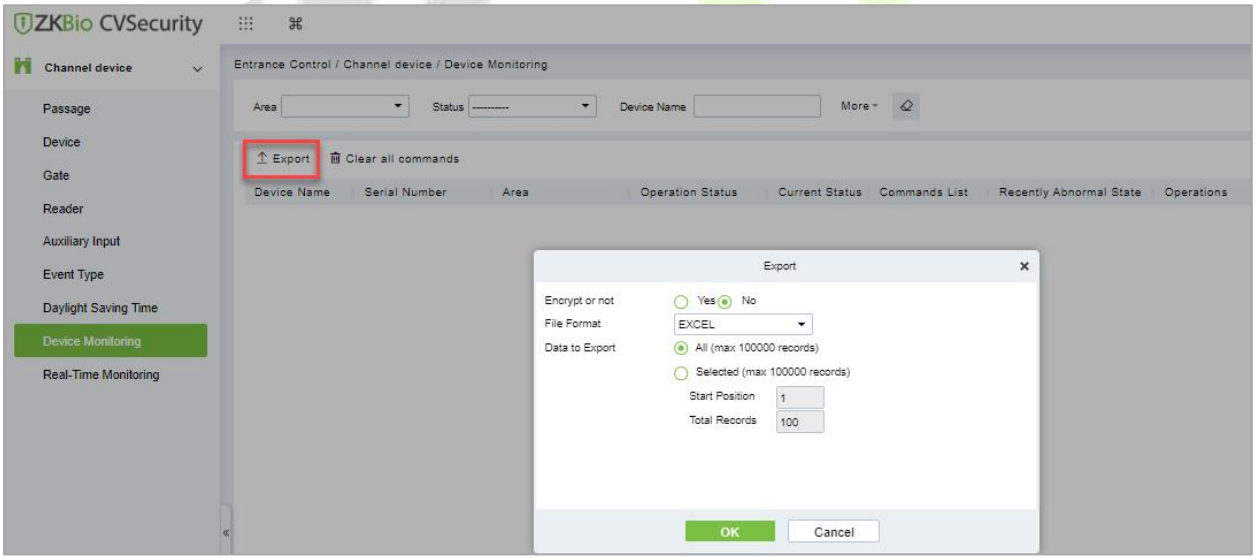


**Figure 12- 24 Device monitoring Export Option**

### 12.3.8.2 Clear Command


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This option allows the users to clear the unwanted command. Click **Entrance Control > Channel Device > Device Monitoring** and select the commands to be delete**.** Click **Clear Command** in operations column.

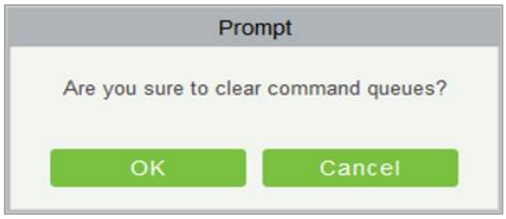


**Figure 12- 25 Device monitoring Clear command**

Click **OK** to clear selected commands.

## 12.3.9 Real-Time monitoring

On the real-time management screen, the status of the added device is displayed, and the device can be opened or closed. At the same time, the dynamic of real-time events is monitored. If the gate opening can be verified and corresponding access control events can be generated, the access control management service configuration is complete.

### 12.3.9.1 Remote Gate Opening (In)/(Out)

In the **Entrance Control** interface, click **Channel Device > Real Time Monitoring** interface allows the user to control one gate or all gates.

**Operation Steps:**

**Step 1:** Check whether the device is online. Check whether the icon status of the added device is online. Click **Barrier Gate** to check and modify the real-time status of the added devices

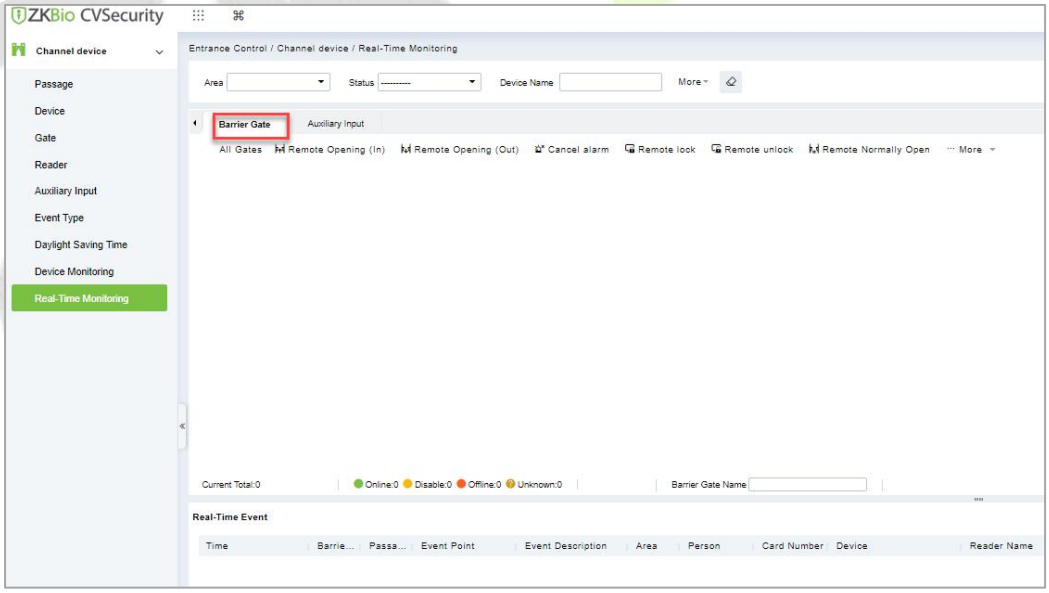


**Figure 12- 26 Barrier Gate Option in Real-Time Monitoring Interface**

**Step 2:** Remote opening in/out verification, taking remote opening in as an example. Select the online barrier gate device, click **Remote opening in**, enter the user password in the pop-up security verification, and click **OK**.

On the remote door opening screen, enter the time to open the door and tap **OK**. If Operation succeeded in is displayed, the remote door opening Operation is complete.

### 12.3.9.2 Cancel the Alarm


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In the **Entrance Control** interface, click **Channel Device > Real Time Monitoring** interface and select the alarm gate to be modified. Then click **Cancel the Alarm** to cancel the alarm**.**

**Note:** If **Cancel the Alarm** fails, check if any devices are disconnected. If found disconnected, check the network.

#### 12.3.9.3 Remote Lock

In the **Entrance Control** interface, click Channel Device > Real-Time Monitoring and select the barrier to modify the lock status Then click Remote Lock to activate the door lockdown status (remote lock and unlock).

It will remotely set the door status to locked status. After this, the door wouldn't receive any operations, such as card reading and remote operations. This function is supported only by certain devices.

#### 12.3.9.4 Remote Unlock

In the **Entrance Control** interface, click **Channel Device > Real-Time Monitoring** and select the barrier to modify the lock status Then click **Remote Unlock** to activate the door lockdown status (remote lock and unlock).

It will unlock a locked door. This function is supported only by certain devices.

**Auxiliary Input:**

In this interface, the user can identify real-time connected sensor devices such as infrared sensors or smog sensors.

To view the list of real-time connected devices, click **Entrance Control > Channel Device > Real-Time Monitoring** and select **Auxiliary Inputs**.

## 12.4 Entrance Control

By setting the gate authority group and assigning it to the corresponding personnel, the gate authority of the personnel can be controlled. At the same time, it is also possible to set the response rules to the gate through Anti-Passback and linkage, to meet the requirements of different entry and exit scenarios.

### 12.4.1 Barrier Gate Permission Group

Gates added to the system should be set in the form of permission groups. Set the corresponding permission group, add gates to the permission group, and define the area where the permission group belongs.

#### 12.4.1.1 To Add Gate Permission (New)

**Operating Steps:**

**Step 1:** In the **Entrance Control** module, select **Entrance Control** > **Barrier Gate Permission Group**. In the barrier gate permission group interface, click **New** in the left column of the mouse to pop up the gate permission group adding interface.

**Step 2:** In the **New** interface of gate permission group, set the corresponding content according to the new requirements, as shown in figure below. Please refer to Table 13-3 for parameter filling instructions.


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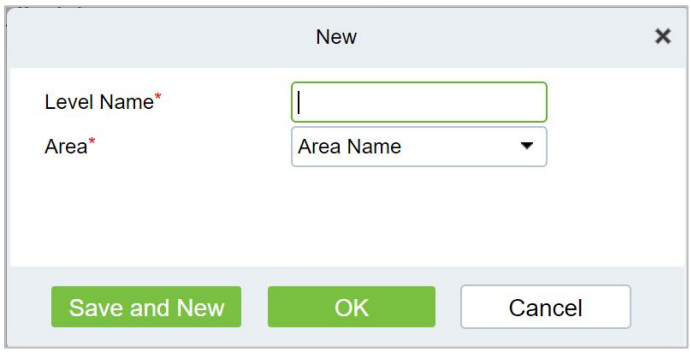


**Figure 12- 27 Add Gate Permission Group Interface**

| Parameter | How to set |
|---|---|
| Level Name | Any character, consisting of up to 30 characters, cannot be repeated. |
| area | Permission groups belong to a zone to which users assigned permissions can manage permission groups under the zone. |

**Table 12-4 Description of Added Gate Permission Parameters**

**Step 3:** Click **OK** to complete the configuration of the access control authority group.

**Step 4:** In the gate permission group interface, click **Add Barrier Gate** icon on the right side of the created gate permission group, and the interface of selecting Add Gate will pop up, and the corresponding gate will be added according to the requirements, as shown in figure below.

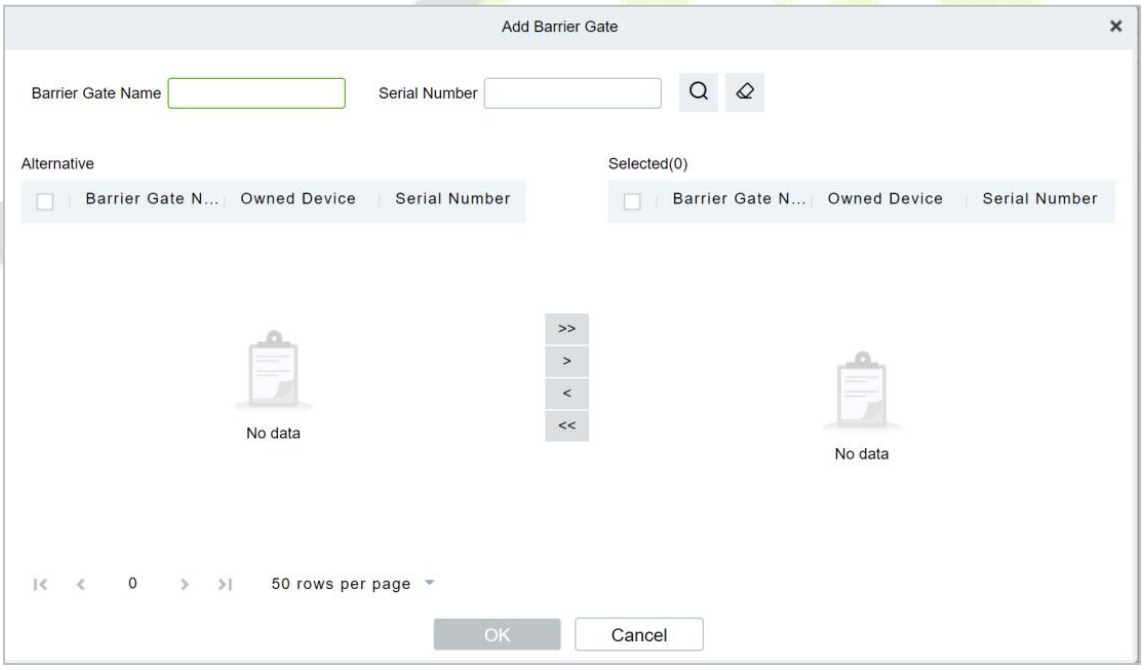


**Figure 12- 28 Adding Gate Interface**

**Step 5:** Click **OK** to complete the setting of gate permissions.


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### 12.4.1.2 Delete

**Operation Steps:**

**Step 1**: Click **Entrance Control** > **Entrance Control** > **Barrier Gate Permission Group** and select gate permission group to be delete.

**Step 2:** Click **Delete** and click **OK** to delete gate permission group.

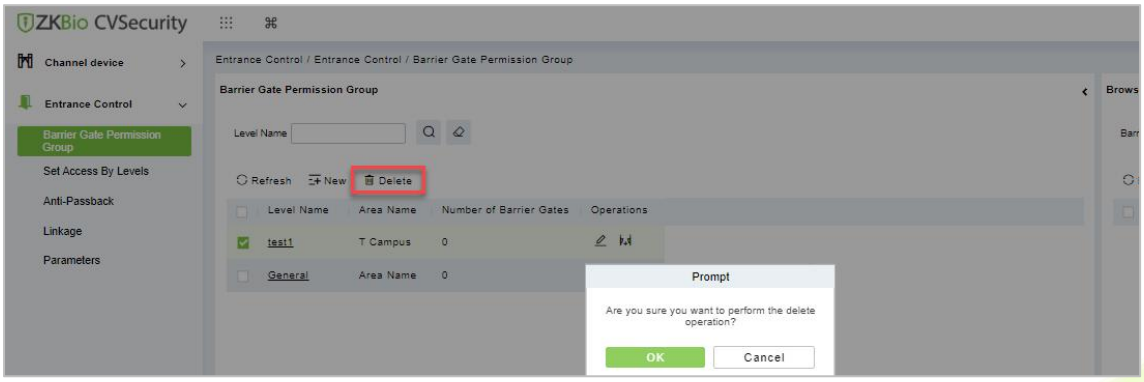


**Figure 12- 29 Deleting Gate Interface**

### 12.4.1.3 Delete Barrier Gate

**Operation Steps:**

**Step 1**: Click **Entrance Control** > **Entrance Control** > **Barrier Gate Permission Group** and select barrier gate name to be delete.

**Step 2:** Click **Delete** and click **OK** to delete barrier gate from the group.

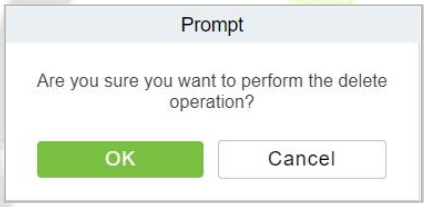


**Figure 12- 30 Delete Barrier Gate**

### 12.4.1.4 Export

You can export barrier gate details into an Excel, PDF, or CSV file. See the following figure below.

**Operating Steps:**

**Step 1:** In **Entrance Control > Entrance Control > Barrier Gate Permission Group > Export** to export the barrier gate records to Excel sheet or PDF or CSV. Enter the User password in the prompt.

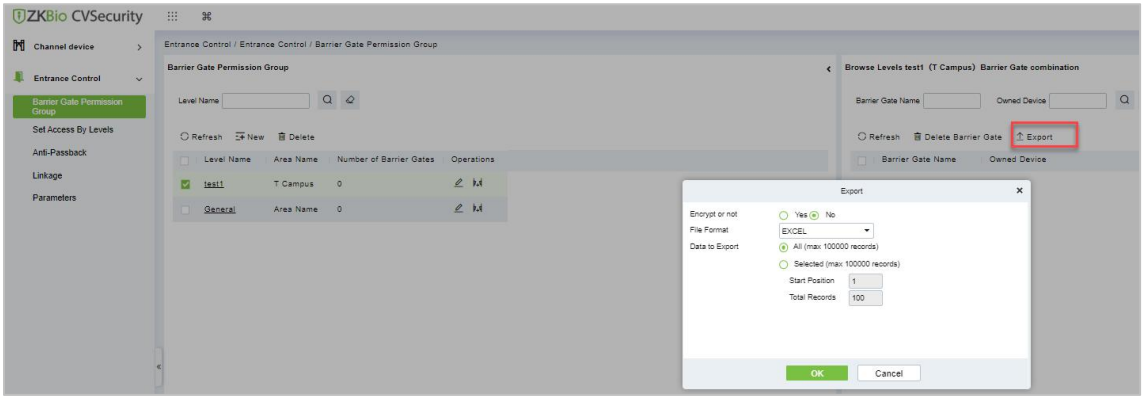


**Figure 12- 31 Export Interface**


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**Step 2:** Select the file format and click **OK**.

## 12.4.2 Set Access by Levels

Assign the added gate permission group to the person.

Introduces the operation Steps of allocating personnel authority according to authority group in ZKBio CVSecurity.

### 12.4.2.1 Add Person

**Operating Steps:**

**Step 1:** In the **Entrance Control** module, click **Entrance Control > Set Access By Levels**.

**Step 2:** Click **Add Person** icon in the operation bar of the corresponding permission group to open the interface of adding person. Select the corresponding person as needed, as shown in figure below.

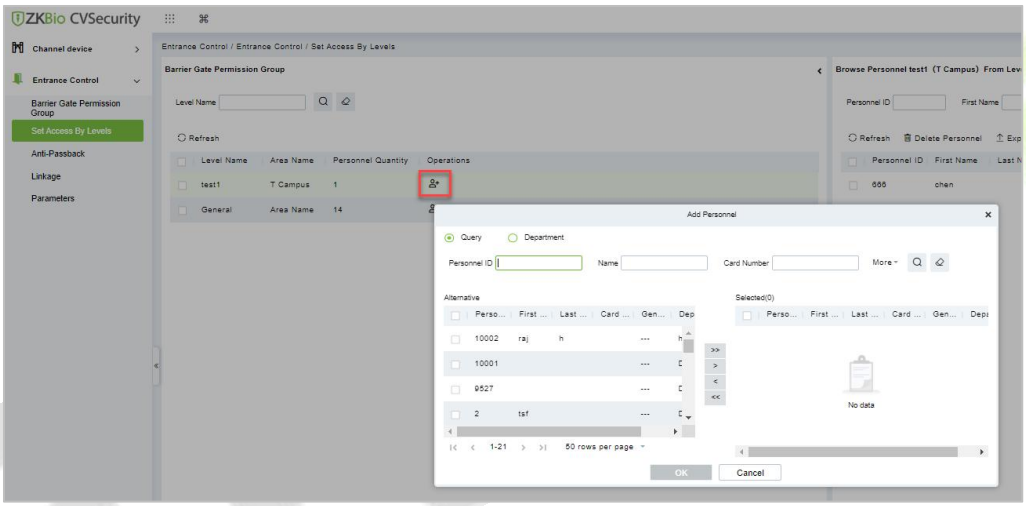


**Figure 12- 32 Add Person Option**

**Step 3:** Click **OK** to complete the assignment of personnel permissions.

### 12.4.2.2 Delete Personnel

**Operation Steps:**

**Step 1**: Click **Entrance Control** > **Entrance Control** > **Set Access By Levels** and select person to be delete.

**Step 2:** Click **Delete Personnel** and click **OK** to delete barrier gate from the group.

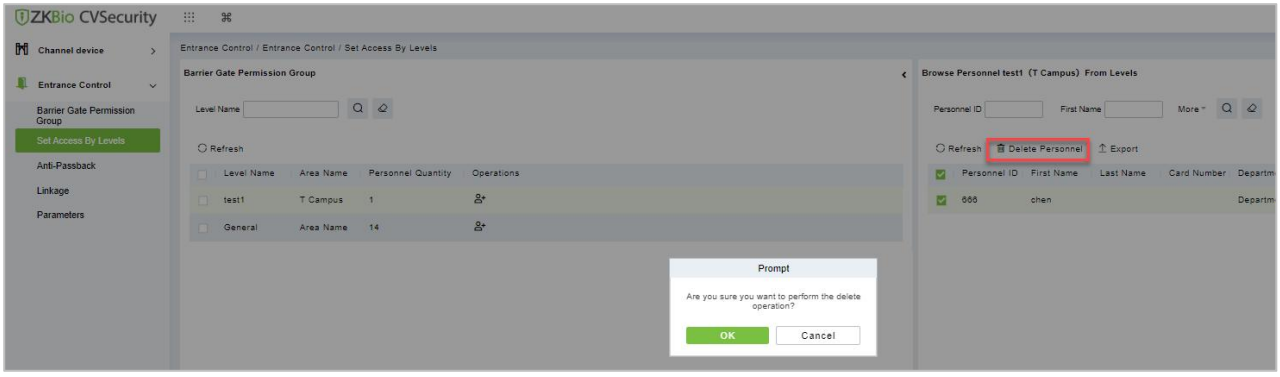


**Figure 12- 33 Delete Person**


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#### 12.4.2.3 Export

You can export barrier gate details into an Excel, PDF, or CSV file. See the following figure below.

**Operating Steps:**

**Step 1:** In **Entrance Control > Entrance Control > Set Access by Levels > Export** to export the persons records to Excel sheet or PDF or CSV. Enter the User password in the prompt.

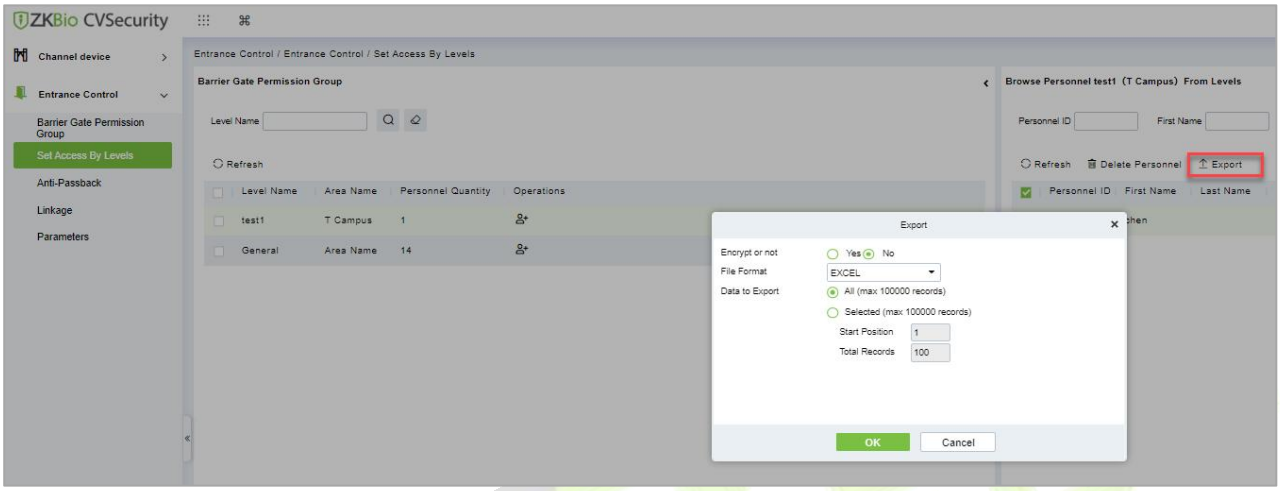


**Figure 12- 34 Export Interface**

**Step 2:** Select the file format and click **OK**.

### 12.4.3 Anti-Passback

At present, it supports Anti-Passback in and out. On some occasions, people who require card swiping verification must swipe their cards from another channel when they come in from one channel, and the card swiping records must be strictly corresponding to one entry and one exit. Users can use this function when they enable it in settings, which is generally used in special units, scientific research, bank vaults and other occasions.

#### 12.4.3.1 To Add Anti-Passback

This paper introduces the configuration Steps of adding Anti-Passback effect in.

**Operating Steps:**

**Step 1:** In the **Entrance Control** module, select **Entrance Control > Anti-Passback** and Click **New**.

**Step 2:** Select the specified device.

**Description:**

When adding Anti-Passback, you can't see the device that has been set up in Anti-Passback in the device list. After deleting the set Anti-Passback information, the device returns to the device list.

Anti-Passback settings of all-in-one machine: Anti-Passback, Anti-Passback and Anti-Passback.

**Step 3:** Select the Anti-Passback rule and click **OK** to complete the setting, as shown figure below. The newly added Anti-Passback settings are displayed in the list of selected Anti-Passback rules.


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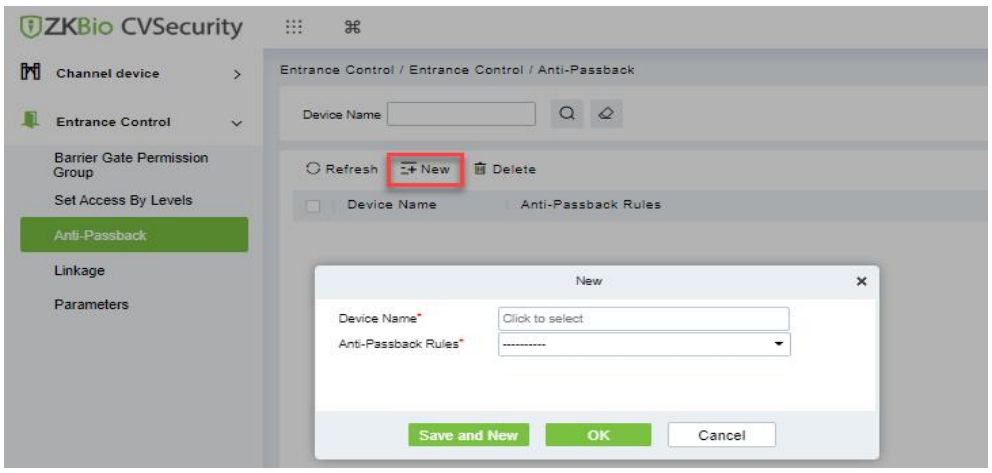


**Figure 12- 35 Add Anti-Passback Interface**

### 12.4.3.2 Delete

**Operation Steps:**

**Step 1**: Click **Entrance Control** > **Entrance Control** > **Anti-Passback** and select device name to be delete.

**Step 2:** Click **Delete** and click **OK** to delete Anti-passback from the group.

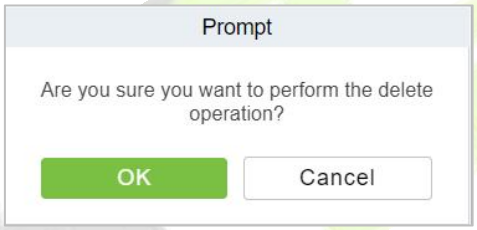


**Figure 12- 36 Delete Anti-Passback**

## 12.4.4 Linkage Setting

After a specific event is triggered at a certain input point in the channel system, a linkage action will be generated at the specified output point to control the events such as verification opening, alarm and anomaly in the system, which will be displayed in the corresponding event list monitored.

**Precondition:**

Before linking new configurations, you need to do the following:

1. Gate device, input point, output point, read head binding camera add settings.
2. Mailbox parameter configuration.


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### 12.4.4.1 Add Linkage

**Operating Steps:**

**Step 1:** In the **Entrance Control** module, select **Entrance Control** > **Linkage**.

**Step 2:** In the linkage setting interface, select and click the **New** button to fill in the corresponding parameters, as shown in figure below. Please refer to Table 13-4 for linkage parameters.

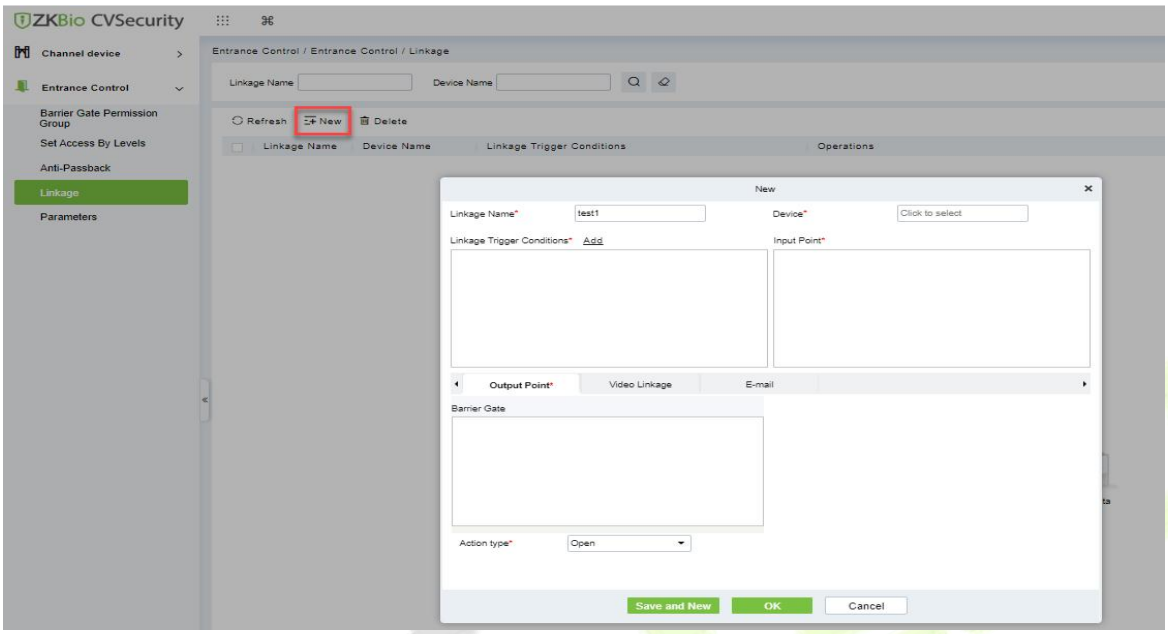


**Figure 12- 37 New Linkage Interface**

| Parameter | Description |
|---|---|
| Linkage Name | Custom setting linkage name for easy reference. |
| Device | Customize and select the added access control device. |
| Linkage Trigger Conditions | Select the condition under which the linkage operation is triggered, that is, the type of event generated by the selected device. |
| Input Point | Select the input point to set the device input. |
| Output Point | Select the output point to set the output of the device. |
| Action Type | Choose to set up linkage action, including device operation of output point, video linkage and mail. Refer to Table 13-5 for configuration description of the three modes. |

**Table 12-5 Description of New Linkage Parameters**

| Parameter | Description |
|---|---|
| Output Point | Set the action type of output point: closed, open and normally open.<br>Sets the delay time if the output point action is on. |
| Video Linkage | Pop-up video, display duration: check the pop-up video in the real-time monitoring interface and set the pop-up duration.<br>Video recording and video recording duration: Check to record and set the video recording duration. Capture: Set whether the linkage action takes pictures: If you take pictures, you also need to set whether it pops up in the real-time monitoring interface and the display time. |
| E-mail | Set the email address of the received linkage content when the linkage event occurs. |

**Table 12-6 Explanation of Output Action Parameters**

**Step 3:** Click **OK** to complete the linkage configuration.


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#### 12.4.4.2 Delete

**Operation Steps:**

**Step 1**: Click **Entrance Control** > **Entrance Control** > **Linkage** and select the linkage name to be delete.

**Step 2:** Click **Delete** and click **OK** to delete linkage.

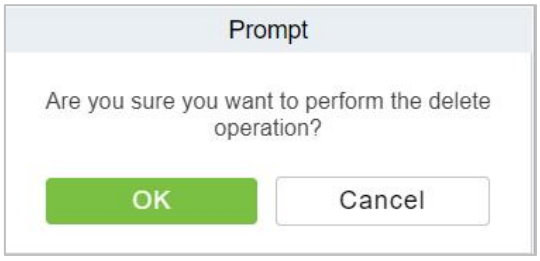


**Figure 12- 38 Delete Linkage**

### 12.4.5 Parameters

Click **Entrance Control** > **Entrance Control**> **Parameter** to enter the parameter setting interface.

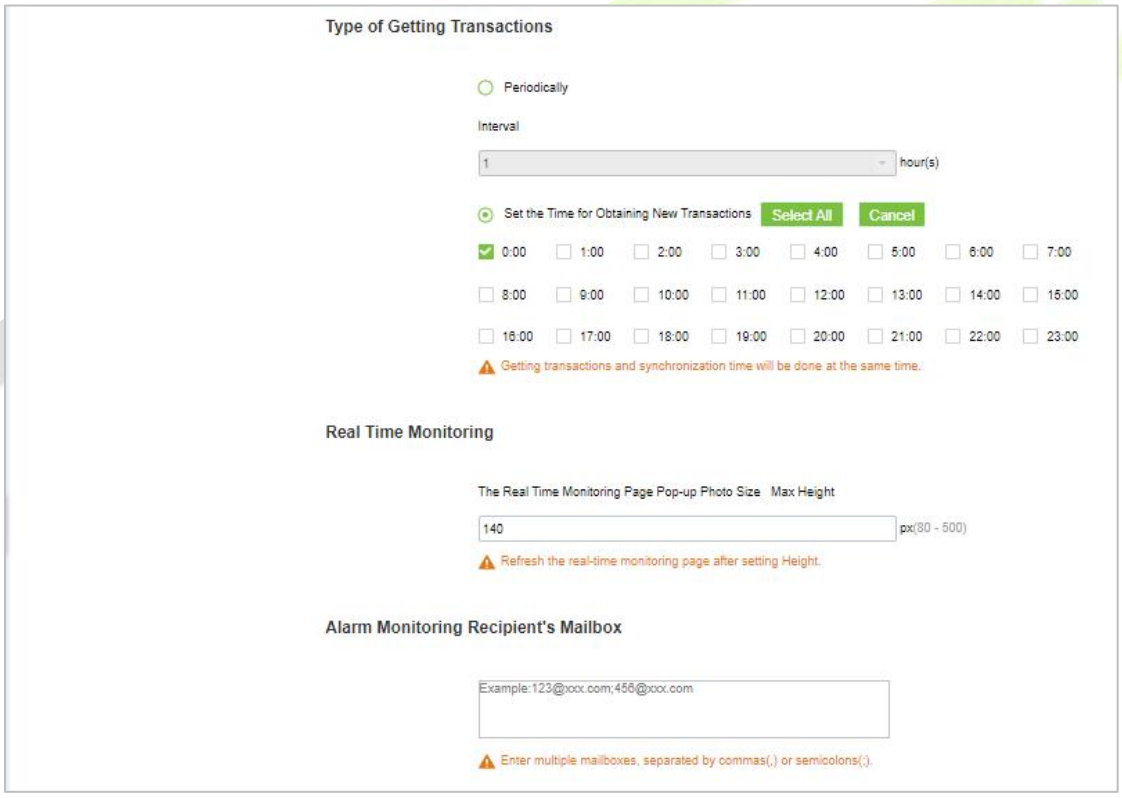


**Figure 12- 39 Add Parameters**

**Type of Getting Transactions:**

- **Periodically**

Start from the setting and efficient time, the system attempts to download new transactions every time interval.

- **Set the Time for Obtaining New Transactions**

The selected Time is up, the system will attempt to download new transactions automatically.

**The Real Time Monitoring Page Pop-up Staff Photo Size:** When an access control event occurs, the personnel photo will pop up. The size of pop photos shall be between 80 to 500 pixels.


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

## 12.5 Passage Settings

By maintaining the gate traffic rules (control time period and traffic mode) and setting the gate parameters corresponding to the gate, the gate function can be directly controlled by software.

### 12.5.1 Barrier Gate Passing Rules

Set the passage time and passage mode of the gate, so that the gate can set different entry and exit passage modes in different time periods. It can be applied to flap Barrier and swing Barrier.

#### 12.5.1.1 Add Barrier Gate Passing Rules

This paper introduces the configuration Steps of gate traffic rules in ZKBio CVSecurity.

**Operating Steps:**

**Step 1:** In the **Entrance Control** module, select **Passage Settings** > **Barrier Gate Passing Rules**.

**Step 2:** Click **New** with the mouse, and the interface for adding gate traffic rules will pop up.

**Step 3:** In the new interface, set the corresponding contents according to the new requirements, as shown in figure below. Please refer to Table 13-6 for parameter setting instructions.

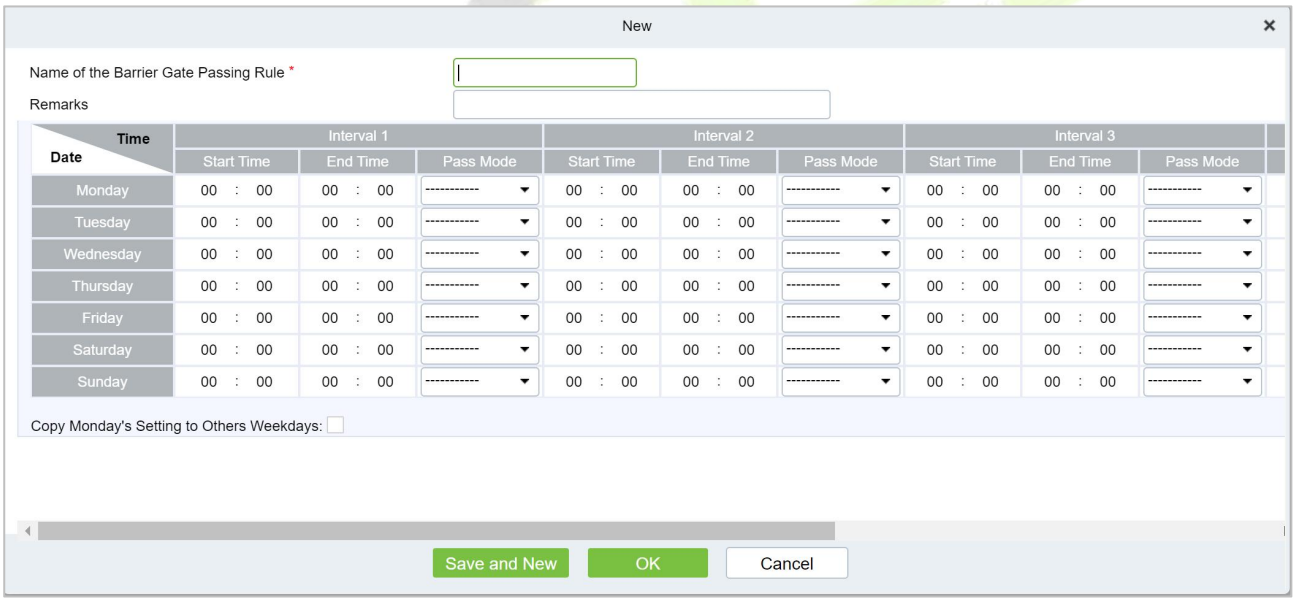


**Figure 12- 40 Interface of Adding Gate Traffic Rules**

| Parameter | Description |
|---|---|
| Name of Gate Traffic Rules | Any character, up to 30 characters. |
| Remarks | The explanation of the current time period and the main application occasions shall consist of 5 0 characters at most. |
| Time Interval | A gate passage rule contains up to five-time intervals in a week. |
| Time Interval-Start/End Time | Set the start and end time in each time interval. |
| Pass Mode | Set the traffic mode in each time interval and select it from drop-down. There are 10 traffic modes by default: "Two-way controlled", "free entry and exit controlled", "controlled entry |


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| | |
|---|---|
| | and exit free", "two-way freedom", "forbidden entry and exit controlled", "forbidden entry and exit free entry", "free entry and exit forbidden entry", "two-way prohibition", "remote normal opening". |
| Copy Monday Time to Other Working Days | You can quickly copy Monday settings to other workdays. |

**Table 12-7 Parameter Description of Gate Traffic Rules**

**Step 4:** Click **OK** to complete the addition of the gate traffic rules.

#### 12.5.1.2 Delete Passage

**Operation Steps:**

**Step 1:** In the **Entrance Control** module, select **Passage Settings > Barrier Gate Passing Rules.** and select the rule to be deleted.

**Step 2:** Click **Delete** to delete the selected rule.

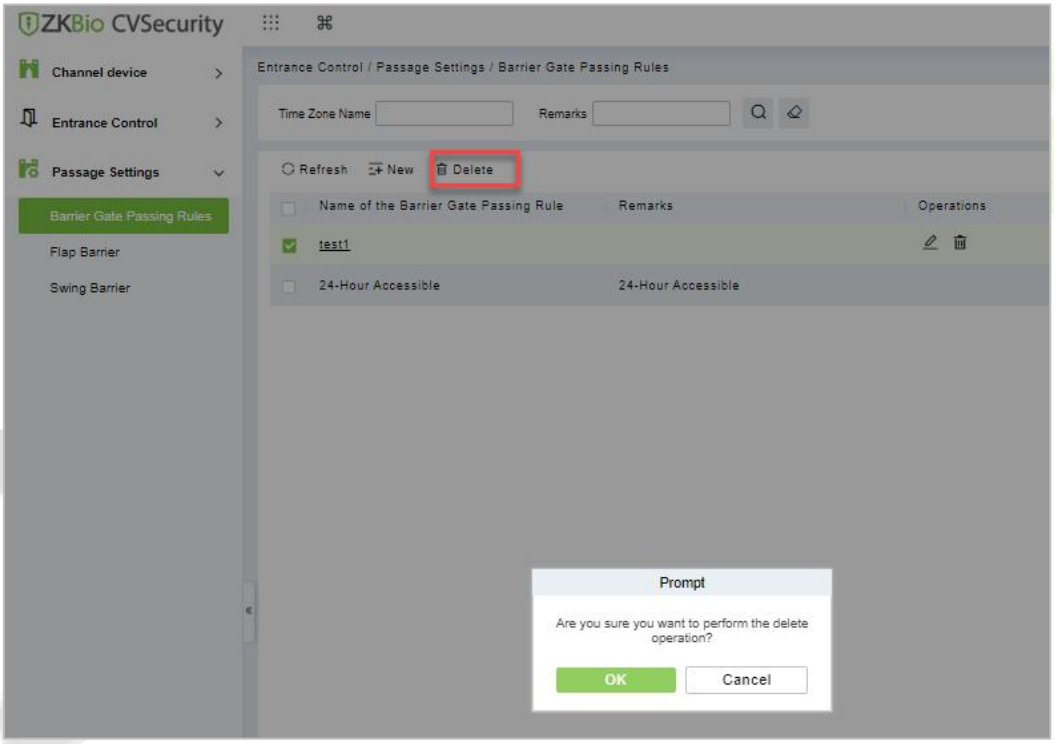


**Figure 12- 41 To Delete Barrier Gate Passage Rule**

**Step 3:** Click **OK** to perform the delete operation.

### 12.5.2 Flap Barrier

Introduces the parameter configuration Steps of wing Barrier in ZKBio CVSecurity.

**Operating Steps:**

**Step 1:** In the **Entrance Control** module, select **Passage Settings > Flap Barrier**.

**Step 2:** In the flap Barrier interface, click the **Edit** button under the name or operation of the flap Barrier to enter the flap Barrier parameter editing interface, as shown in figure below. Please refer to Table 13-7 for parameter description.


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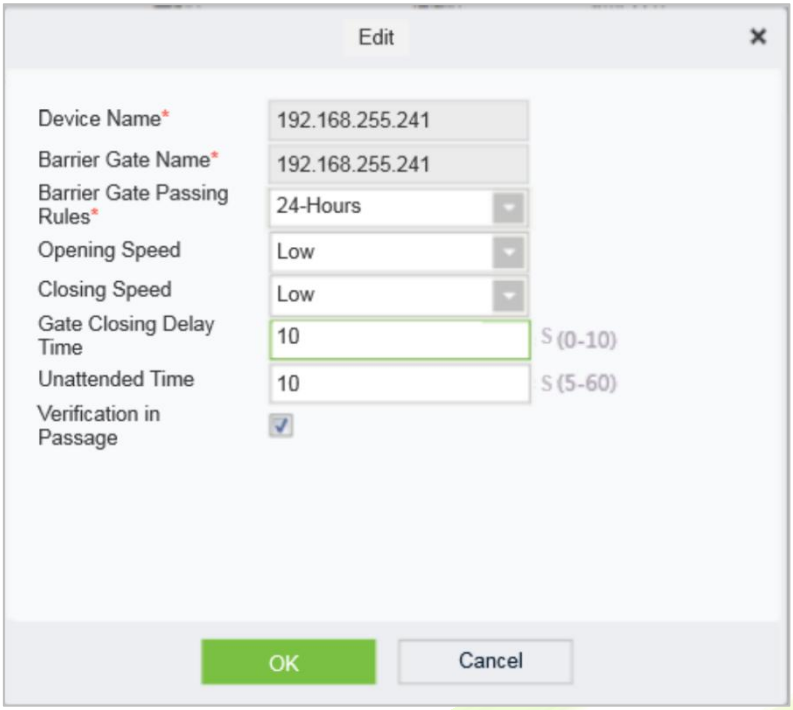


**Figure 12- 42 Flap Barrier Parameter Configuration Interface**

| Parameter | How to set |
|---|---|
| Device Name | Name of flap Barrier device, non-editable. |
| Barrier Gate Name | Custom Setting Notes Description. |
| Barrier Gate Traffic Rules | Drop-down selection, the option is taken from the data of Passage Setting > Barrier Gate Passing Rules. |
| Opening Speed/ Closing Speed | Low speed, medium speed and high speed, set the speed of opening and closing the gate. |
| Gate Closing Delay Time | After passing through the last pair of infrared channels, set the delay closing time. You can set 0 to 10s, and the default is 0s. |
| Unattended Time | The maximum waiting time after verification is 5 to 60s, and the default value is 10s. If no pedestrians pass beyond the set time, the gate will be closed. |
| Verification in Passage | No authentication in the channel is allowed.<br>• When checked the verification in the channel can open the gate;<br>• If it is not checked, the gate cannot be opened for verification in the channel, and the gate can be verified only after exiting the gate. |

**Table 12-8 Explanation of Flap Barrier Parameters**

**Step 3:** Click **OK** to complete the configuration of flap Barrier parameters.

### 12.5.3 Swing Barrier

This paper introduces the parameter configuration Steps of swing Barrier in ZKBio CVSecurity.

**Operating Steps:**

**Step 1:** In the **Entrance Control** module, select **Passage Settings > Swing Barrier**.

**Step 2:** In the swinging interface, click the **Edit** button under the swinging name or operation to enter the swinging parameter editing interface, as shown in figure below. Please refer to Table 13-8 for parameter description.


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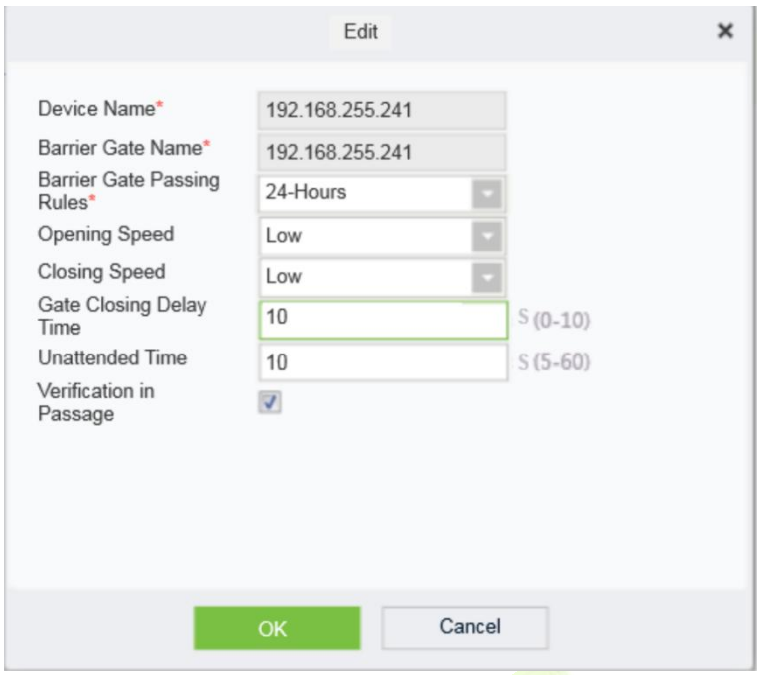


**Figure 12- 43 Swing Barrier Parameter Configuration Interface**

| Parameter | How to set |
|---|---|
| Device Name | The name of the swing Barrier device cannot be edited. |
| Barrier Gate Name | The gate name corresponding to the swing gate device is generally one all-in-one device corresponding to one gate, which cannot be edited. |
| Barrier Gate Traffic Rules | Drop-down selection, the option is taken from the data of Passage Setting > Barrier Gate Passing Rules. |
| Opening Speed/ Closing Speed | Low speed, medium speed and high speed, set the speed of opening and closing the gate. |
| Gate Closing Delay Time | After passing through the last pair of infrared channels, set the delay closing time. You can set 0 to 10s, and the default is 0s. |
| Unattended Time | The maximum waiting time after verification is 5 to 60s, and the default value is 10s. If no pedestrians pass beyond the set time, the gate will be closed. |
| Verification in Passage | Whether authentication in the channel is allowed.<br>• When checked the verification in the channel can open the gate;<br>• If it is not checked, the gate cannot be opened for verification in the channel, and the gate can be verified only after exiting the gate. |

**Table 12-9 Description of Swing Barrier Parameters**

**Step 3:** Click **OK** to complete the configuration of wing Barrier parameters.

## 12.6 Channel Reports

In the Channel report, you can query the All Transactions, Today's Access Records, Person's Last Access Location, and All Exception Events. You can choose to export all or export records after querying.

### 12.6.1 All Transactions

This paper introduces the configuration Steps of report query and export in, taking All Transaction report operation.


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### 12.6.1.1 Export

**Operating Steps:**

**Step 1:** In the **Entrance Control** module, select **Channel Reports> All Transactions**.

**Step 2:** In the All Records interface, fill in the corresponding query information and click the **Query** symbol to complete the query of all record tables, as shown in figure below.

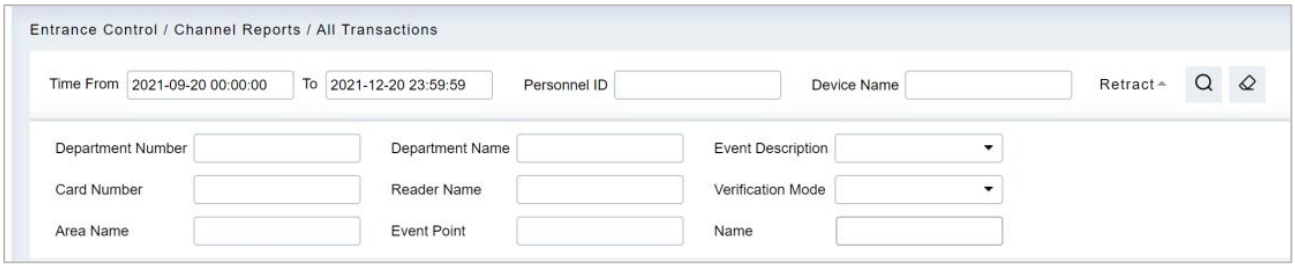


**Figure 12- 44 All Transactions**

**Step 3:** In the full record interface, click **Export**, enter the user password in the pop-up security verification, and click **OK**. Select whether to encrypt and export the file format, and Click **OK**, as shown in figure below.

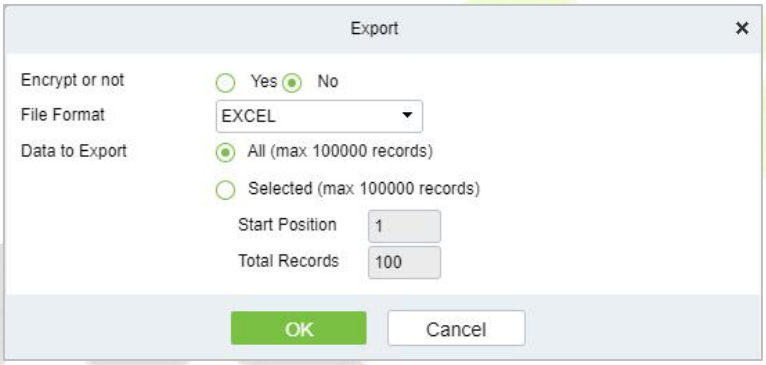


**Figure 12- 45 Report Export Interface**

**Step 4:** After selecting the address where the corresponding file is stored, the export of the file can be completed.


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### 12.6.1.2 Clear All Data

This option allows user to clear all data available in all transaction interface.

**Operating Steps:**

**Step 1:** In the **Entrance Control** module, select **Channel Reports> All Transactions.**

**Step 2:** Click the **Clear All Data** to clear all transactions.

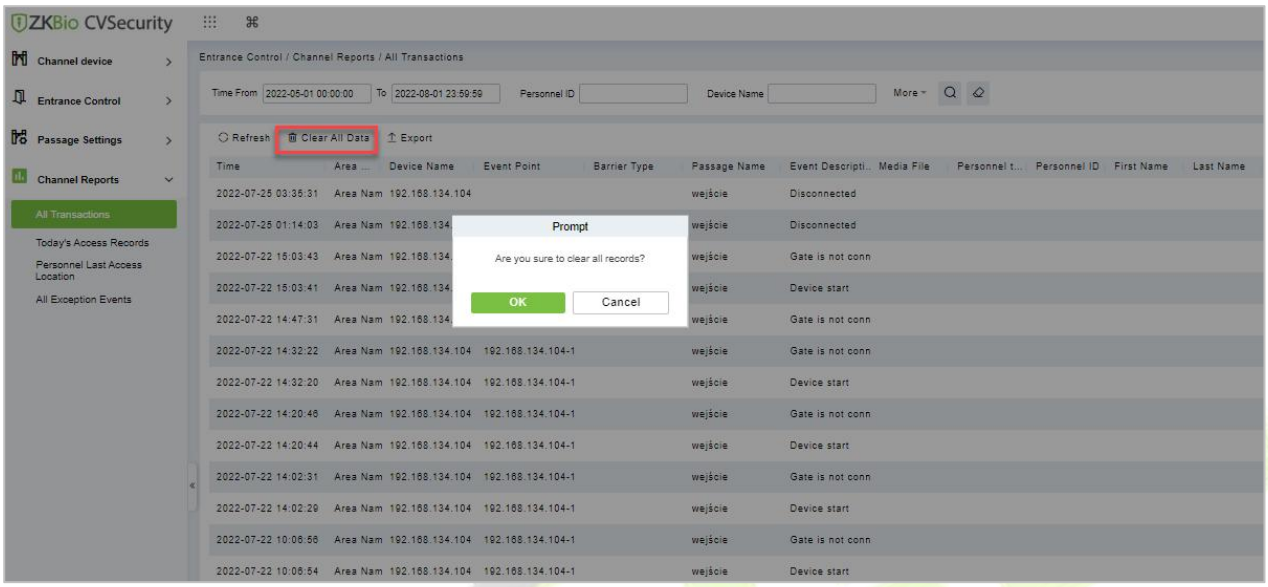


**Figure 12- 46 Clear All Data Option**

**Step 3:** Click **OK** to clear all records.

## 12.6.2 Today's Access Record

The access records for today are displayed in this option.

### 12.6.2.1 Export

**Operating Steps:**

**Step 1:** In the **Entrance Control** module, select **Channel Reports > Today's Access Record**.

**Step 2:** In Today's Access Record interface, fill in the corresponding query information and click the **Query** symbol to complete the query of access record tables, as shown in figure below.

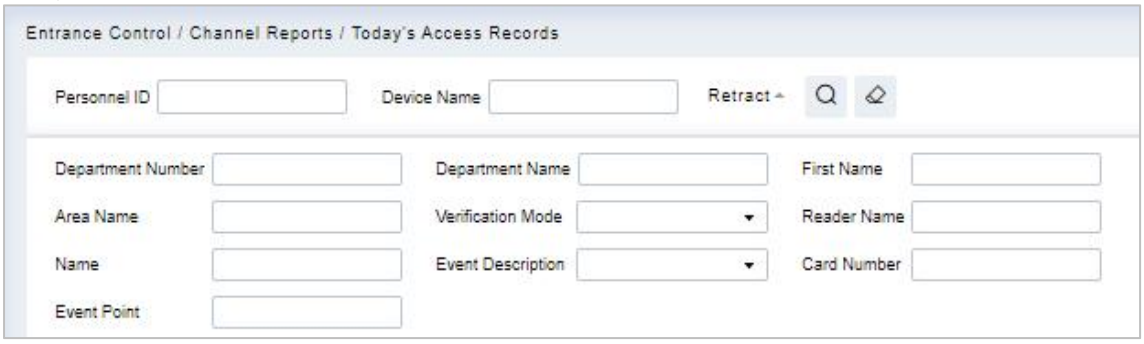


**Figure 12- 47 Today's Access Record**

**Step 3:** In the access record interface, click **Export**, enter the user password in the pop-up security verification, and click **OK**. Select whether to encrypt and export the file format, and Click **OK**, as shown in figure below.


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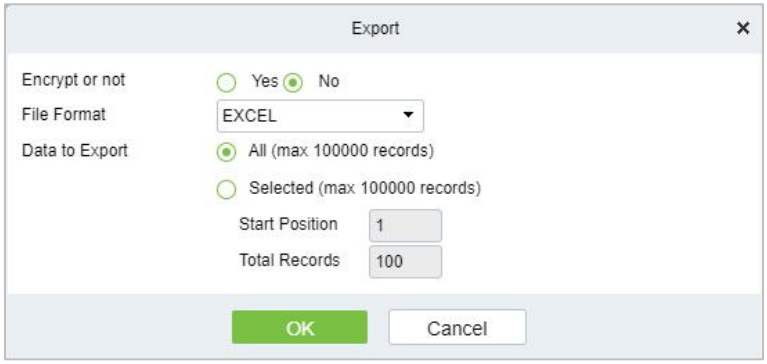


**Figure 12- 48 Report Export Interface**

**Step 4:** After selecting the address where the corresponding file is stored, the export of the file can be completed.

#### 12.6.2.2 Clear All Data

This option allows users to clear all data available in today's access record interface.

**Operating Steps:**

**Step 1:** In the **Entrance Control** module, select **Channel Reports> Today's Access Record**.

**Step 2:** Click the **Clear All Data** to clear access records.

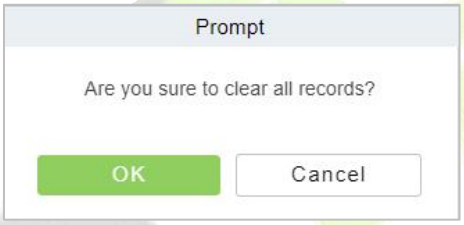


**Figure 12- 49 Clear All Data Option**

**Step 3:** Click **OK** to do the delete operation.

### 12.6.3 Personnel Last Access Location

Displays the last location visited by persons with access rights. It is convenient for users to quickly locate the location of personnel.

#### 12.6.3.1 Export

**Operating Steps:**

**Step 1:** In the **Entrance Control** module, select **Channel Reports > Personnel Last Access Location**.

**Step 2:** In Personnel Last Access Location interface, fill in the corresponding query information and click the **Query** symbol to complete the query of access record tables, as shown in figure below.

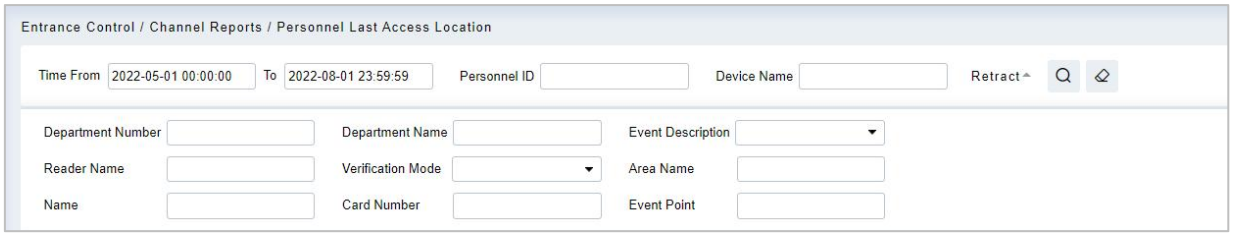


**Figure 12- 50 Today's Access Record**

**Step 3:** In the access location interface, click **Export**, enter the user password in the pop-up security verification, and click **OK**. Select whether to encrypt and export the file format, and Click **OK**, as shown


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in figure below.

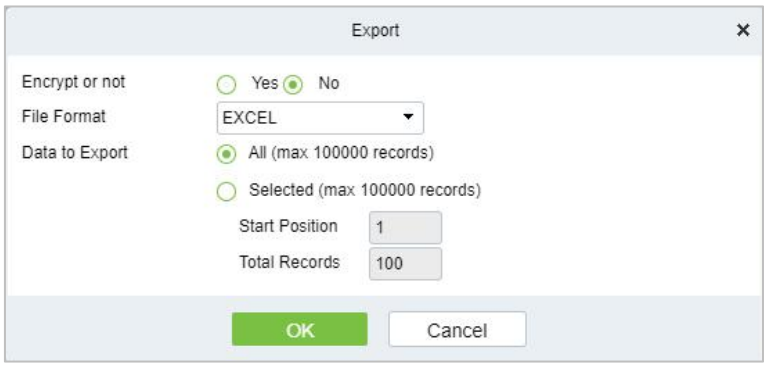


**Figure 12- 51 Report Export Interface**

**Step 4:** After selecting the address where the corresponding file is stored, the export of the file can be completed.

### 12.6.3.2 Clear All Data

This option allows users to clear all data available in Personnel Last Access Location interface.

**Operating Steps:**

**Step 1:** In the **Entrance Control** module, select **Channel Reports > Personnel Last Access Location**.

**Step 2:** Click the **Clear All Data** to clear the access location records of the persons, as shown in figure below.

**Step 3:** Click **OK** to do the delete operation.

## 12.6.4 All Exception Events

Click **Channel Report > All Exception Events** to view the abnormal events (including alarm events) such as unregistered persons, illegal entry, gate opening timeout, and failure to connect to the server under specified conditions (including alarm events).

### 12.6.4.1 Export

**Operating Steps:**

**Step 1:** In the **Entrance Control** module, select **Channel Reports > All Exception Events**.

**Step 2:** In All Exception Events interface, fill in the corresponding query information and click the **Query** symbol to complete the query of access record tables, as shown in figure below.

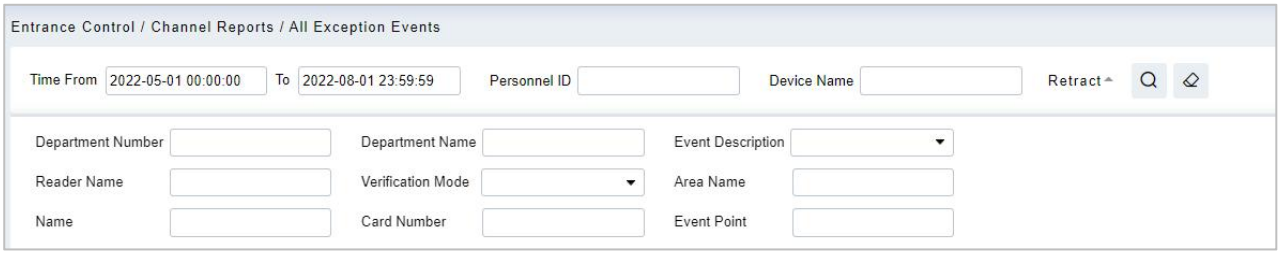


**Figure 12- 52 All Exception Events**

**Step 3:** In the All-Exception Events interface, click **Export**, enter the user password in the pop-up security verification, and click **OK**. Select whether to encrypt and export the file format, and Click **OK**, as shown in figure below.


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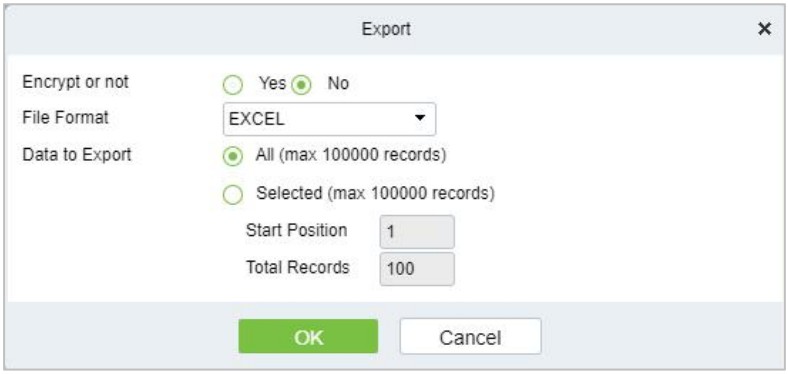


**Figure 12- 53 Report Export Interface**

**Step 4:** After selecting the address where the corresponding file is stored, the export of the file can be completed.

### 12.6.4.2 Clear All Data

This option allows users to clear all data available in All Exception Events interface.

**Operating Steps:**

**Step 1:** In the **Entrance Control** module, select **Channel Reports> All Exception Events**.

**Step 2:** Click the **Clear All Data** to clear exception events record.

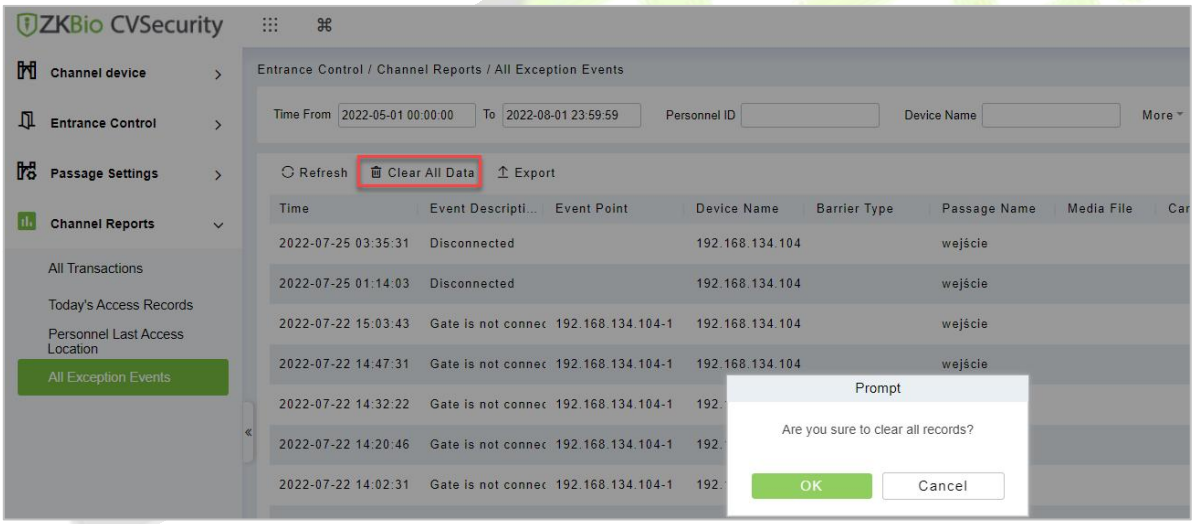


**Figure 12- 54 Clear All Data Option**

**Step 3:** Click **OK** to do the delete operation.


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# 13 FaceKiosk

## 13.1 Facekiosk Device

### 13.1.1 Device

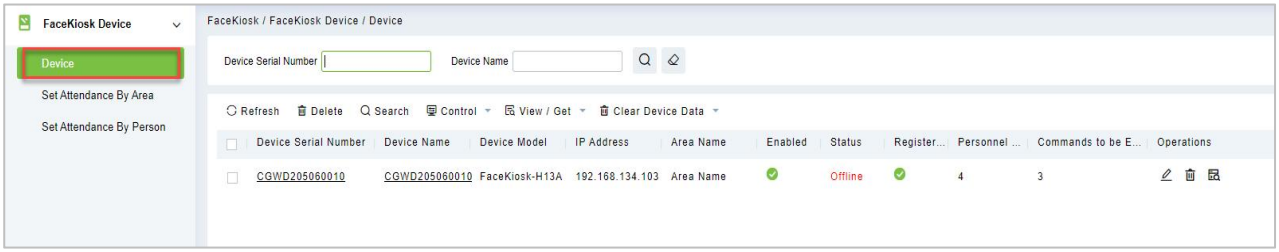


**Figure 13- 1 Device**

#### 13.1.1.1 Delete

Select one or more devices and click **Delete** at the upper part of the list and click **OK** to delete the selected facekiosk device. Click **Cancel** to cancel the operation or click **Delete** in the operation column to delete a single device.

#### 13.1.1.2 Search Device

In the tool bar, select the "**Search device**" menu. Add the device to the software server.

✍**Note:** User need to entry the hardware device and setting some parameters which is supported to setting the software server address.

#### 13.1.1.3 Control

Click **FaceKiosk Device > Device**, then select Control to Enable/ Disable, Reboot, synchronize software Data, and Issued QRCode Address of the device.

| Function | Description |
|---|---|
| Enable/ Disable | Select device, click Disable/ Enable to stop/ start using the device. When communication between the device and the system is interrupted or device fails, the device may automatically appear in disabled status. After adjusting local network or device, click Enable to reconnect the device and restore device communication. |
| Reboot Device | It will reboot the selected device |
| Synchronize software Data to the Device | Synchronize data of the system to the device. Select device, click Synchronize All Data to Devices and click OK to complete synchronization. |
| Issued QRCode Address | Select the Issued QRCode Address. |

**Table 13-1 Device Control**


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#### 13.1.1.4 View / Get

Click **FaceKiosk Device > Device**, then select View/Get to Get Device Option, View Device Parameters, Re-upload Data, and to Gets the Specified Person Data.

| Parameters | Description |
|---|---|
| Get Device Option | It gets the common parameters of the device. For example, get the firmware version after the device is updated. |
| View Device Parameters | Show the capacity detail. |
| Re-upload Data | Select the device in which you want to upload data. Click to enter the check box to upload the data type: attendance record/personnel information/attendance photo, click the confirmation to get such information again from the device. |
| Gets the Specified Person Data | It gets the Specified person Data from the device. |

**Table 13-2 Device View/Get**

#### 13.1.1.5 Clear Device Data

Click **FaceKiosk Device > Device**, then select Clear Device Data to clear Device Command, Verification Photo and Validation Record.

| Parameters | Instruction |
|---|---|
| Clear Device Command | Select the device to be cleared. It clears the operation command issued by the software in the setting. |
| Clear Verification Photo | Select the device. This function will clear all the verification photo records from the device. |
| Clear Validation Record | Select the device. This function will clear all the validation data records from the device. |

**Table 13-3 Clear Device Data**

#### 13.1.1.6 Edit

Click advertisement resources or **Edit** in the operation column to go to the Edit page. Make modifications and click **OK** to save modifications.

### 13.1.2 Set Attendance by Area

Click **FaceKiosk** > **FaceKiosk Device**, then Select **Set Attendance by Area.**

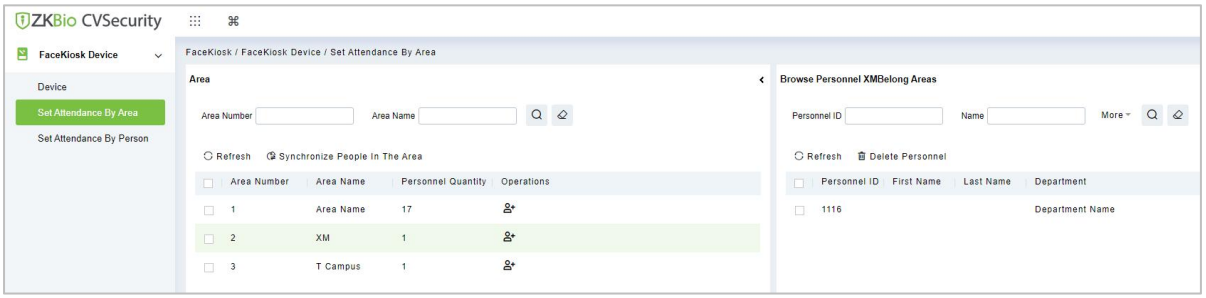


**Figure 13- 2 Set Attendance by Area**


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#### 13.1.2.1 Synchronize People in the Area

Click > **FaceKiosk** > **FaceKiosk Device** > **Set Attendance by Area,** then select **Synchronize People in The Area.**

Click **OK** to save and exit.

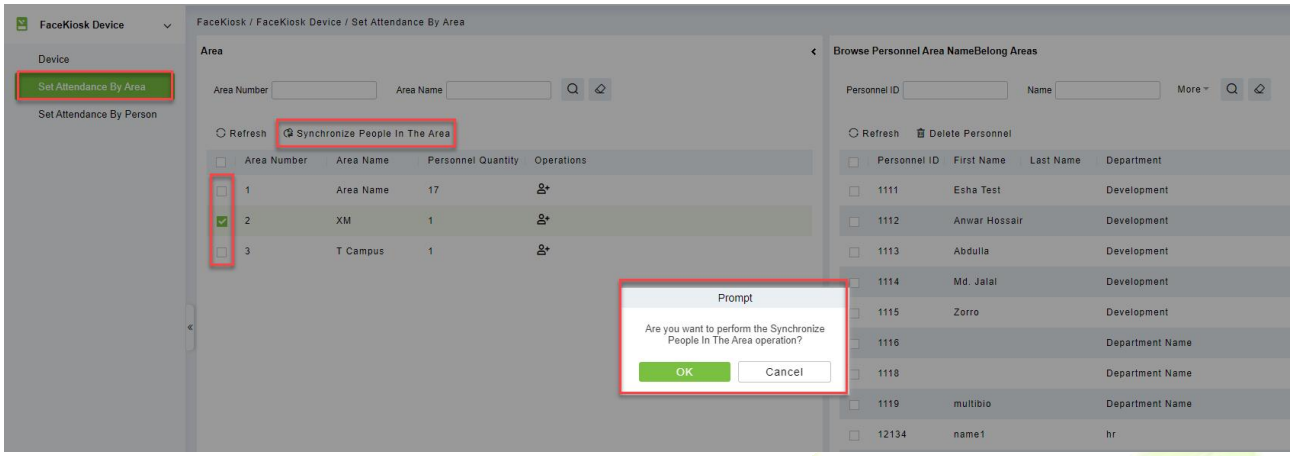


**Figure 13- 3 Set Attendance by Area**

### 13.1.3 Set Attendance by Person

Click > **FaceKiosk** > **FaceKiosk Device**, then Select **Set Attendance by Person.**

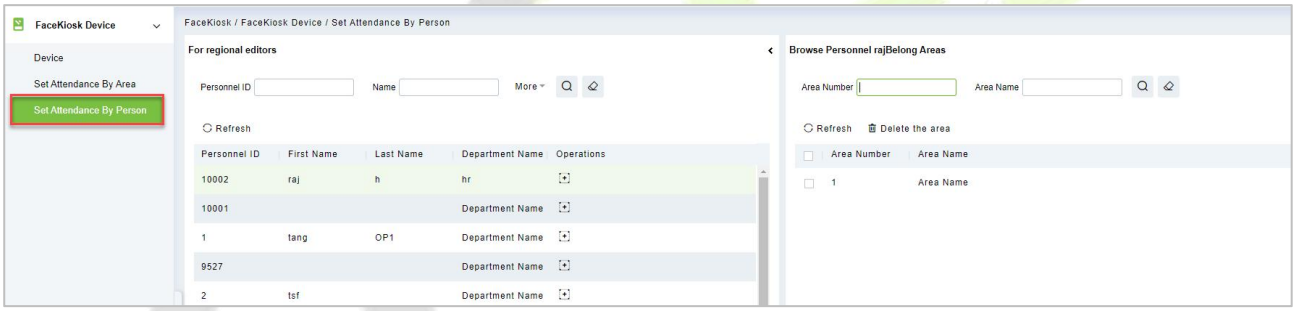


**Figure 13- 4 Set Attendance by Person**

## 13.2 Media Advertisement Resources

### 13.2.1 Advertisement Resources

Click > **FaceKiosk** > **Media Advertisement Resources**, then Select **Advertisement Resources.**

In the Advertisement resources module, it can support to create/edit/delete advertisement resources.

#### 13.2.1.1 Add (New)

Support to upload some new advertisement resources to software server.


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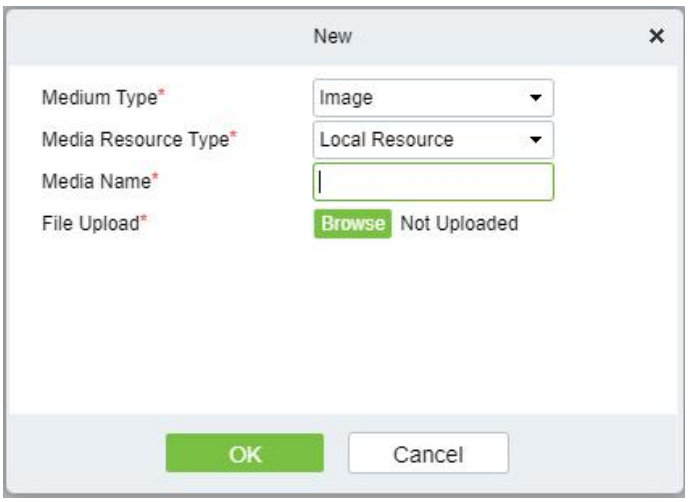


**Figure 13- 5 Media advertisement Resources**

#### 13.2.1.2 Edit

Click device name or **Edit** in the operation column to go to the Edit page. Make modifications and click **OK** to save modifications.

#### 13.2.1.3 Delete

Select one or more advertisement resources and click **Delete** at the upper part of the list and click **OK** to delete the selected advertisement resources. Click **Cancel** to cancel the operation or click **Delete** in the operation column to delete a single advertisement resource.

### 13.2.2 Advertisement Settings

Click > **FaceKiosk** > **Media Advertisement Resources**, then Select **Advertisement Settings.**

This module support to create **Edit** and **Delete** the advertising.

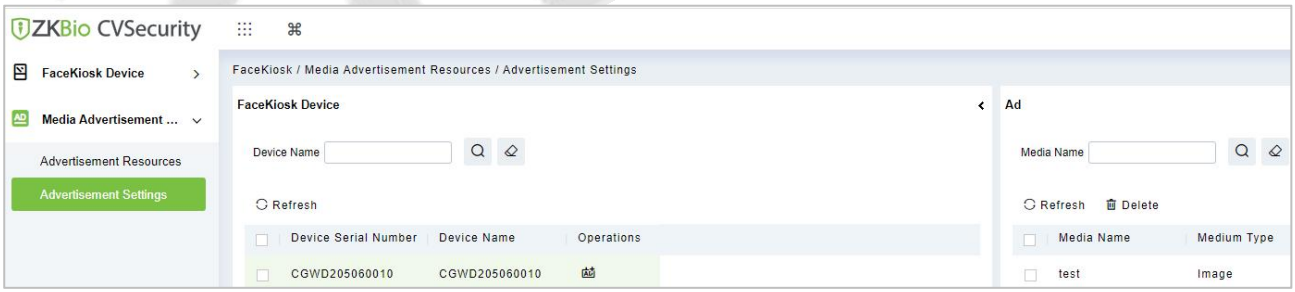


**Figure 13- 6 Advertisement settings**


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# 13.3 FaceKiosk Reports

## 13.3.1 Verification Record

Click > **FaceKiosk** > **FaceKiosk Reports, then Verification Record** to view specified events in specified condition.

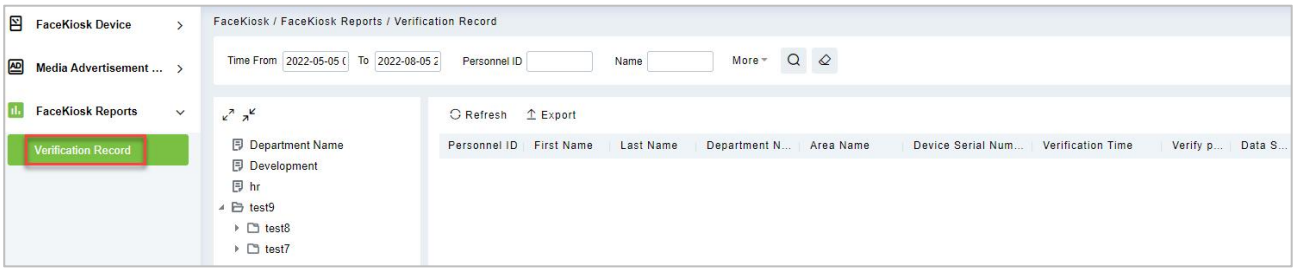


**Figure 13- 7 Verification Record**

### 13.3.1.1 Export

Export the operation log records, save to local. You can export to an Excel, PDF, TXT or CSV file. Click Export See the following figure.

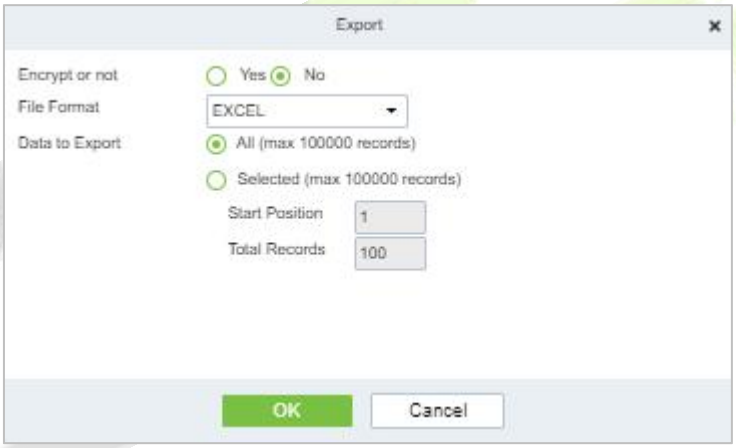


**Figure 13- 8 Verification Record**


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# 14 Locker

## 14.1 Locker Device Management

### 14.1.1 Device

#### 14.1.1.1 Add Devices (New)

**Step 1:** Go to **Locker**> **Locker Device Management** > **Device**.

**Step 2:** Click **New**, the interface for adding a device will pop up.

**Step 3:** In the interface for adding a device, fill in the corresponding parameters according to the adding requirement, as shown in the figure below. Please refer to Table 19-1 for the description of parameter.

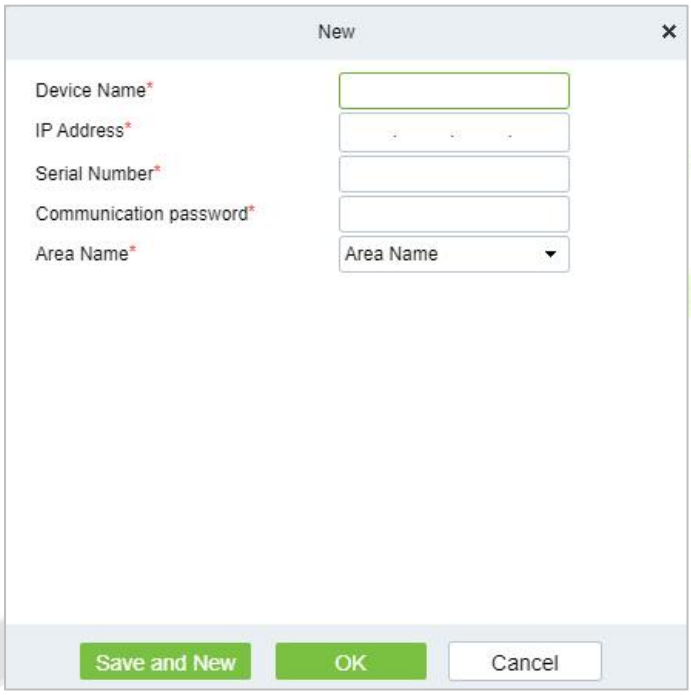


**Figure 14- 1 Adding Device Interface**

| Parameter | Description |
|---|---|
| Device Name | Customize the name of the device. |
| IP Address | Fill in the IP address of the device. |
| Serial Number | Fill the device serial number. |
| Communication Password | Fill in the communication password of the device. You can add it only after the verification is successful. |
| Area Name | Divide the area for the device. |

**Table 14- 1 Adding Device Parameters**


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### 14.1.1.2 Delete

**Step 1:** Go to **Locker**> **Locker Device Management** > **Device**.

**Step 2:** Select device, click **Delete**, then click **OK** to delete device.

**Figure 14- 2 Delete Device**

### 14.1.1.3 Control

#### Set Administrator:

Administration has permission to set the administrator permission to device. Select the person, click **>**, and click **OK**.

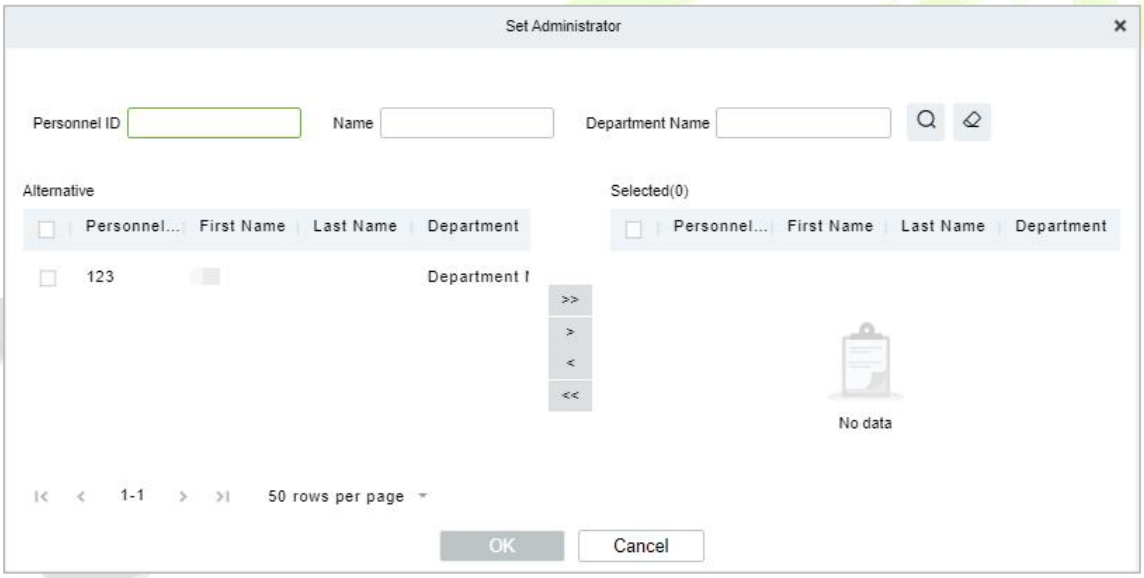


**Figure 14- 3 Set Administrator Interface**

#### Clear Administrator:

Administration has permission to clear the administration permission from device.

#### Reboot Device:

It will reboot the selected device.

#### Synchronize Time:

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

#### Synchronize All Data to Devices:

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


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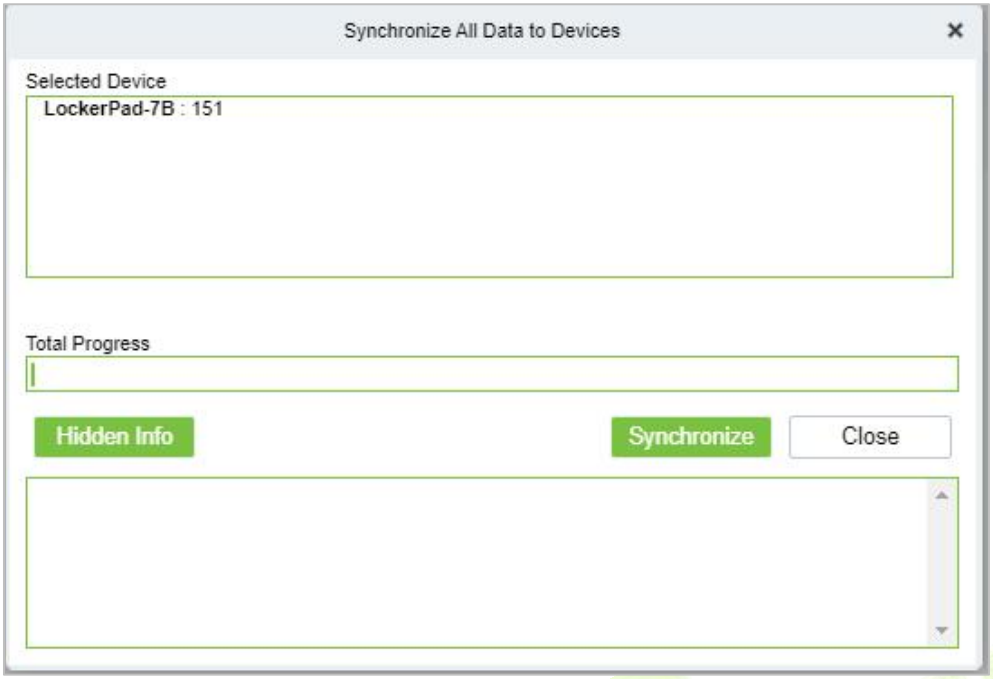


**Figure 14- 4 Synchronize All Data to Devices Interface**

### Distribute Advertising Resources:

Administrator selects the AD resource on the computer and delivers it to lockerpad-7b. Click **Distribute Advertising Resources**, click **Browser**, then select the picture or video and click **OK**.

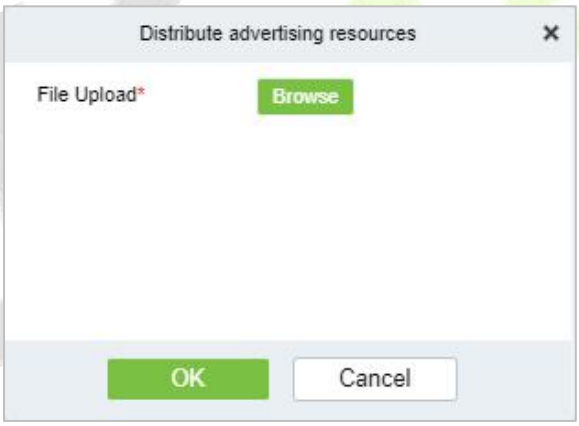


**Figure 14- 5 Distribute Advertising Resources Interface**

### Clear All Ads:

Clears all ads resources from the selected device.

## 14.1.1.4 Binding/Unbinding the Camera

### Steps:

**Step 1:** In **Locker** module, select **Locker Device Management > Device**.

**Step 2:** Choose device, click icon .

**Step 2:** Select **Channel**, click **>** and click **OK**.


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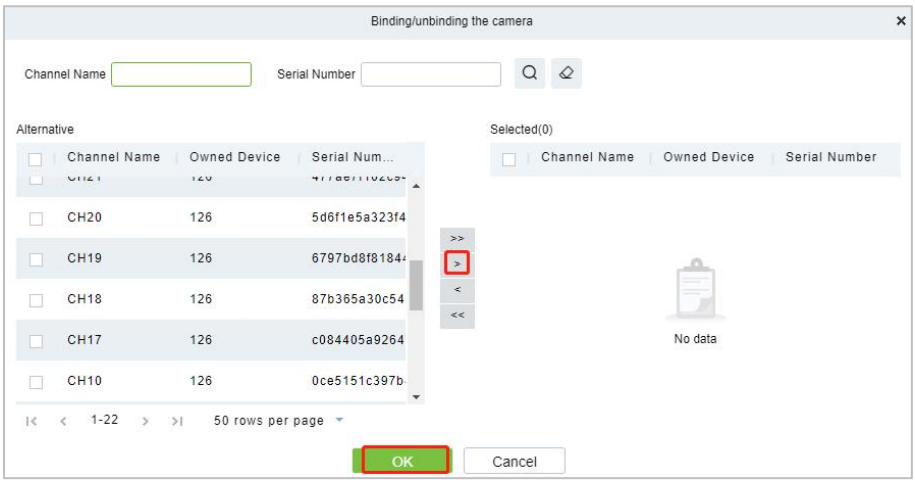


**Figure 14- 6 Binding Camera**

## 14.1.2 Parameters

In **Locker** module, click Locker **Device Management** > **Parameter** to set the parameters.

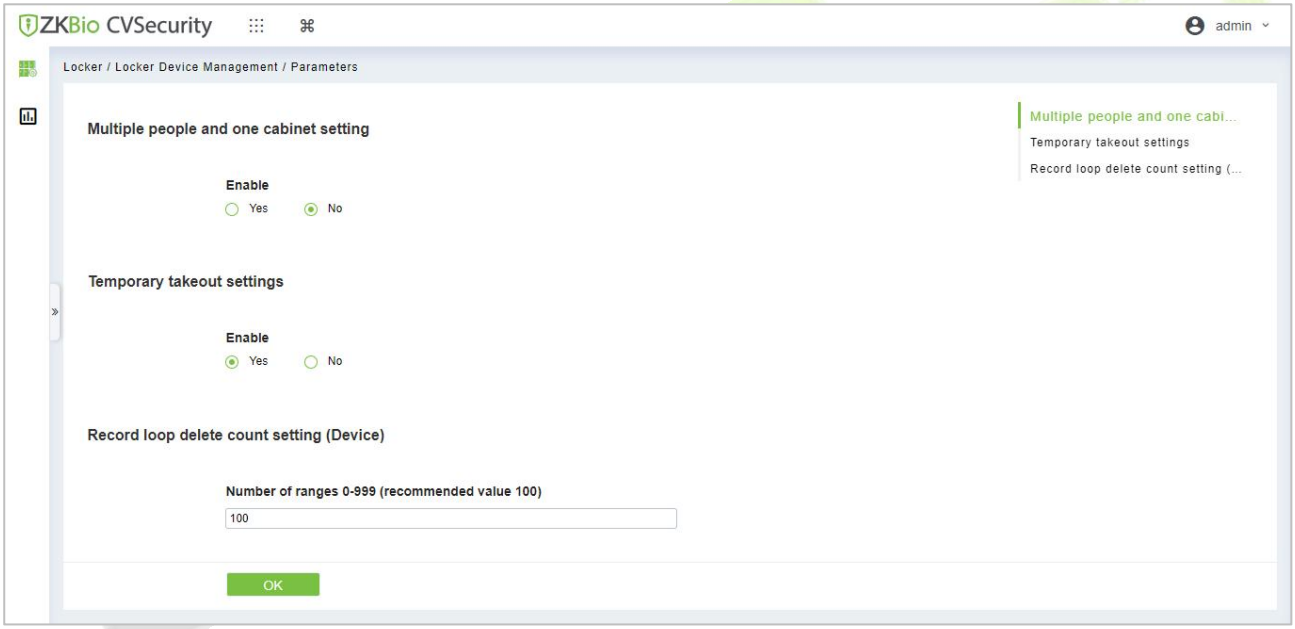


**Figure 14- 7 Parameter**

| Item | Description |
|---|---|
| Multiple people and one cabinet setting | Multiple users can share a cabinet when it is enabled. |
| Temporary takeout settings | When enabled, users can remove objects without losing access to the cabinet |
| Record loop delete count setting (Device) | When a specified number of stored records is reached, a certain number of records will be deleted from the beginning, the number of records you fill in the space. |

**Table 14- 2 Parameter Description**


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## 14.1.3 Visual Panel

In this function, admin can bind users in the software to the corresponding cabinet.

### 14.1.3.1 Distribution Cabinet

**Steps:**

**Step 1:** In the **Locker** module, select **Locker Device Management > Visual Panel**, as shown in figure below.

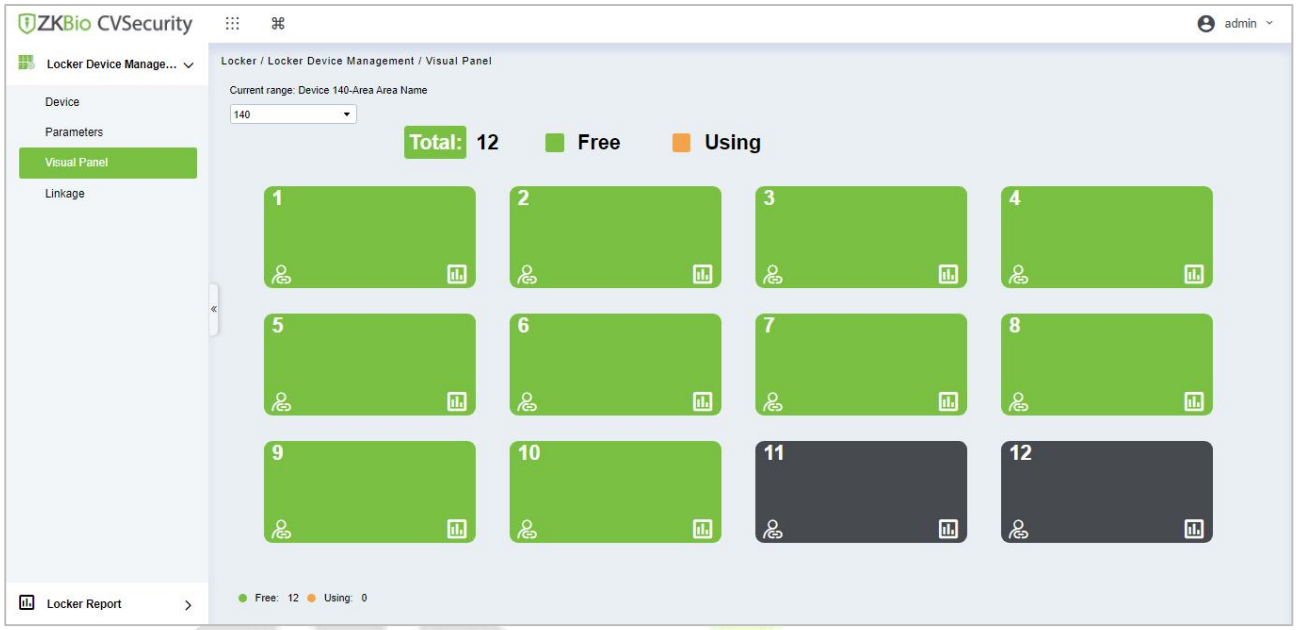


**Figure 14- 8 Visual Panel**

**Step 2:** Select a panel, click , and the interface of Select Person will pop up, as shown in figure below.

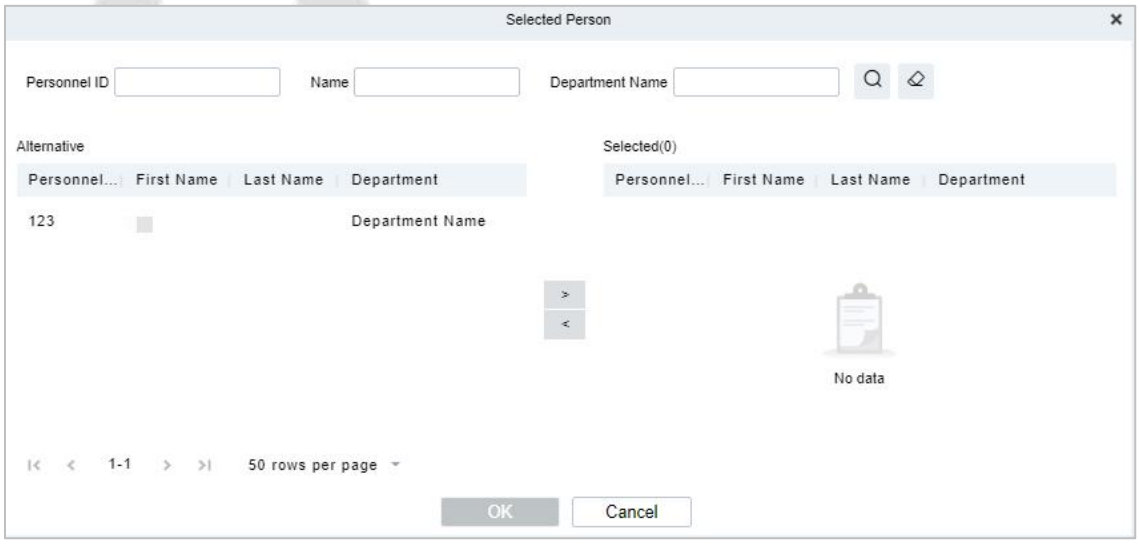


**Figure 14- 9 Select Person Interface**

**Step3:** Select the user that the admin wants to bind with the cabinet. Then click **>** and **OK**.


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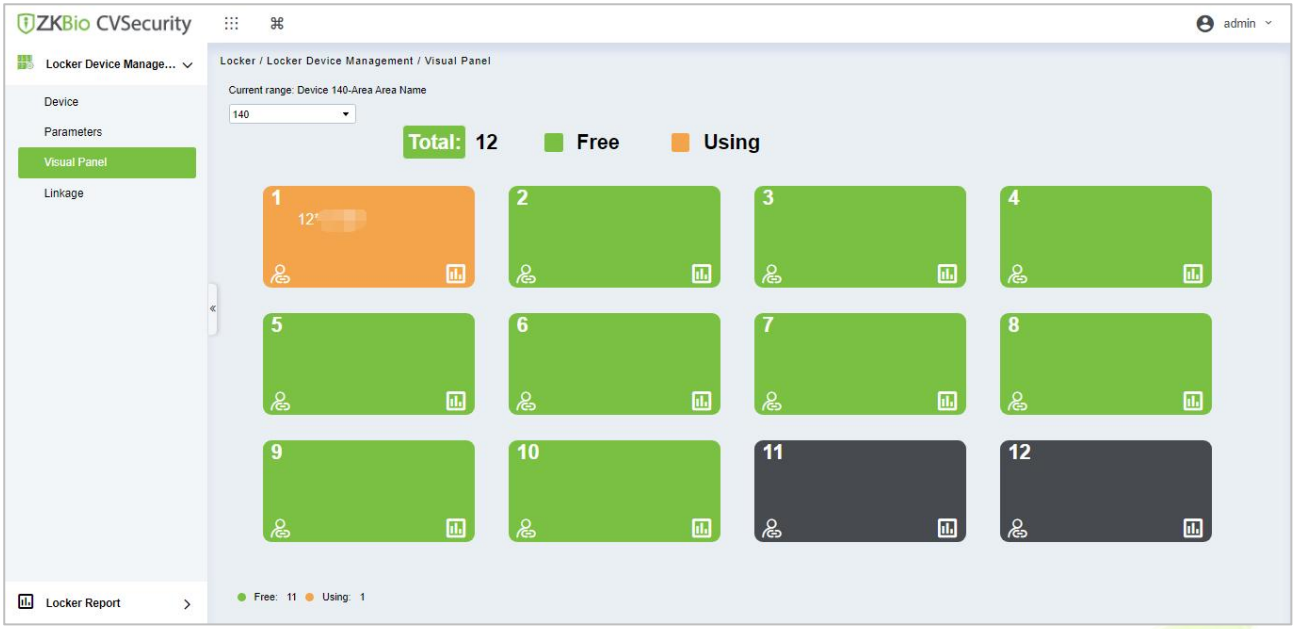


**Figure 14- 10 Visual Panel Interface**

### 14.1.3.2 View the Last 5 Records

**Steps:**

**Step 1:** In the **Locker** module, select **Locker Device Management > Visual Panel**.

**Step 2:** Select a panel, click , and the interface of View the last 5 records will pop up, as shown in figure below.

**Figure 14- 11 Visual Panel Interface**

**✍Notes:**

Color definition:

**Figure 14- 12 Enable, no person has bound, available.**

**Figure 14- 13 Enable, personnel have been bound, unavailable.**


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**Figure 14- 14 Enable, personnel have been bound, unavailable.**

**Figure 14- 15 Not enabled, can be manually enabled.**

## 14.1.4 Linkage

The use method and scenario of linkage are flexible. After a specific event is triggered by an input point in the locker system, a linkage action will be generated at the specified output point to control events such as video recording and send e-mail in the system.

This section describes how to add Step to the linkage effect in ZKBio CVSecurity.

### 14.1.4.1 Add

**Preconditions:**

Before adding a linkage configuration, the system needs to have an intrusion device.

**Steps:**

**Step 1:** In the **Locker** module, choose **Locker Device Management > Linkage**.

**Step 2:** On the linkage setting screen, click **Add**, as shown in figure below. Table 15-2 and Table 15-3 refer to the linkage parameters.

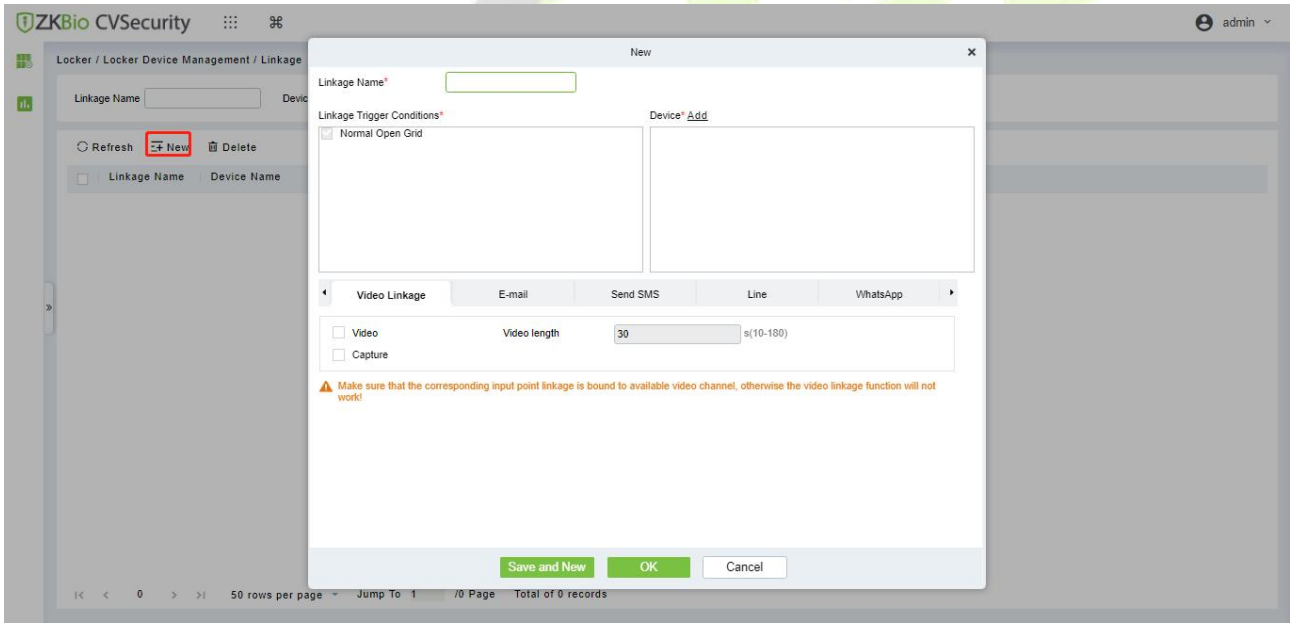


**Figure 14- 16 Adding Linkage**

| Parameter | Description |
|---|---|
| Linkage Name | You can customize the linkage name for easy query. |
| Linkage Trigger Conditions | Select the condition triggered by the linkage Operation, that is, the event type generated by the selected device. |
| Device | Select the locker to be linked. |

**Table14-3 Linkage parameters**


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| Parameter | Description |
|---|---|
| Video Linkage | Pop-up video and display duration: Select pop-up video on the real-time monitoring screen and set the pop-up duration. Video recording and Video Duration: Select Video recording to set the video duration. Capture: Set linkage action whether to take a photo: If a photo is taken, you also need to set whether to pop up on the real-time monitoring interface and the display duration |
| Mail | Set the email address that receives the linkage content when a linkage event occurs. |

**Table 14-4 Linkage parameters**

### 14.1.4.2 Delete

**Steps:**

**Step 1:** Select **linkage**, click **Delete**, and click **OK** to delete the linkage.

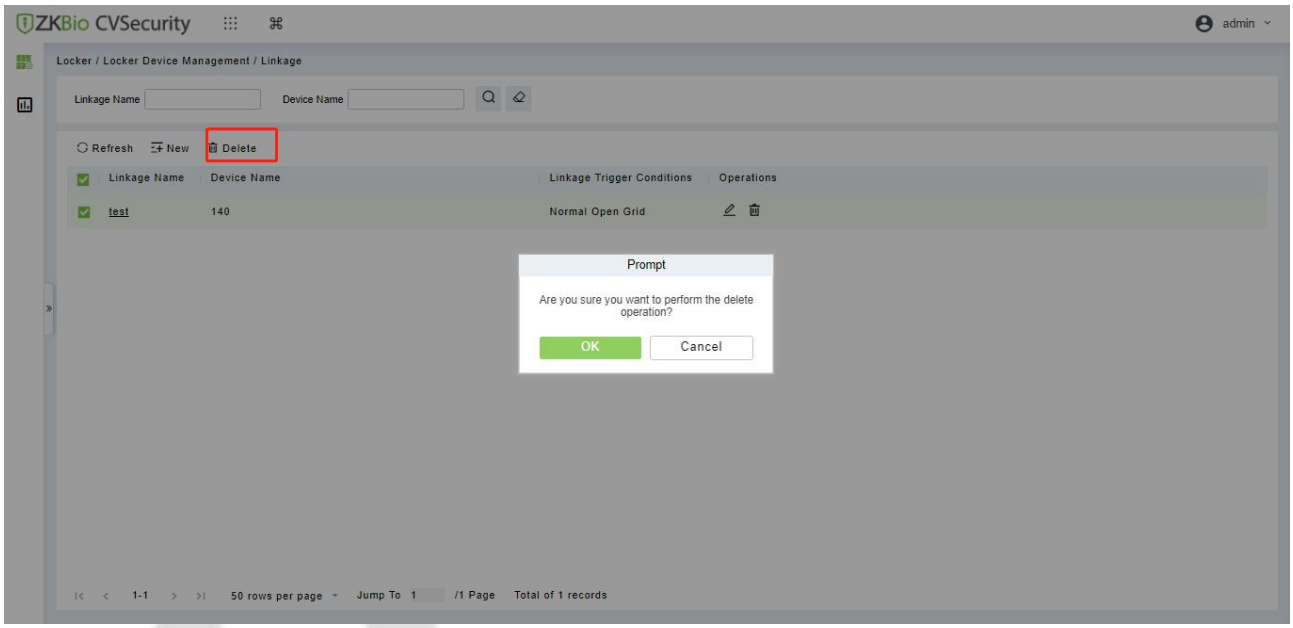


**Figure 14- 17 Delete Linkage**


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# 14.2 Locker Report

## 14.2.1 All Transaction

**Steps:**

**Step 1:** Go to **Locker > Locker Report > All transaction**.

**Step 2**: On the **All Records** interface, fill in the corresponding query information and click **Search** symbol to complete the query of all records.

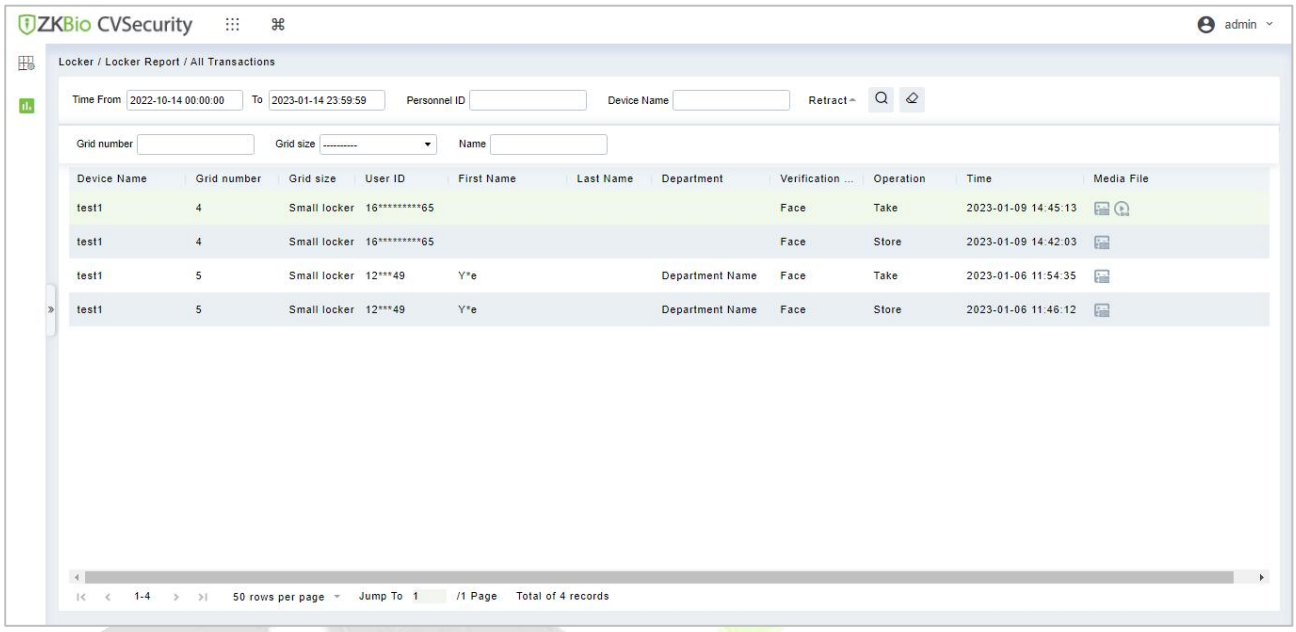


**Figure 14- 18 Report Query Page**

**✍Notes:**

: Click on this icon and it will show the image taken by LockerPad-7b when the cabinet was opened.

: Click on this image and it will show the video taken by the bound camera when the linkage is triggered.

### 14.2.1.1 Export

On the **All Records** interface, click **Export**, enter the admin password in the displayed security verification dialog box, and click **OK**. Select whether to encrypt the file and the file format to export, and Click **OK**.

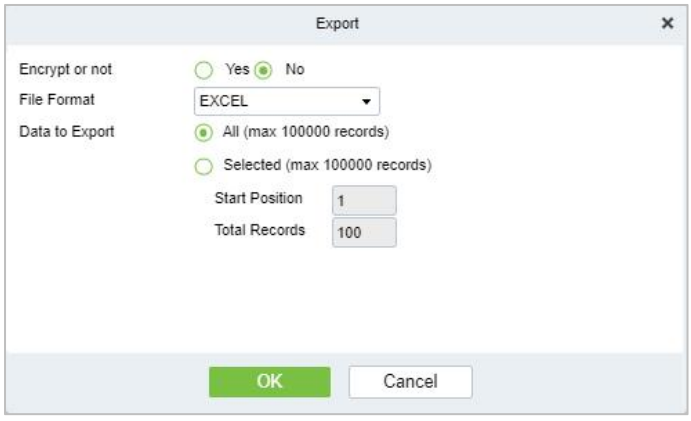


**Figure 14- 19 Report Export Page**


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| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 1 | All Transactions | | | | | | |
| 2 | Device Name | Grid number | Grid size | User ID | First Name | Last Name | Department |
| 3 | 196 | 1 | Small locker | 1 | | | |
| 4 | 196 | 1 | Small locker | 1 | | | |
| 5 | 196 | 1 | Small locker | 1665310457633 | | | |
| 6 | 196 | 1 | Small locker | 1665310457633 | | | |
| 7 | 151 | 8 | Small locker | 1665194322753 | | | |
| 8 | 151 | 8 | Small locker | 1665194322753 | | | |

**Figure 14- 20 Event Export**

### 14.2.1.2 Clear All Data

Click **Clear All Data**, then click **OK** to clear all transactions on the **Prompt** interface.

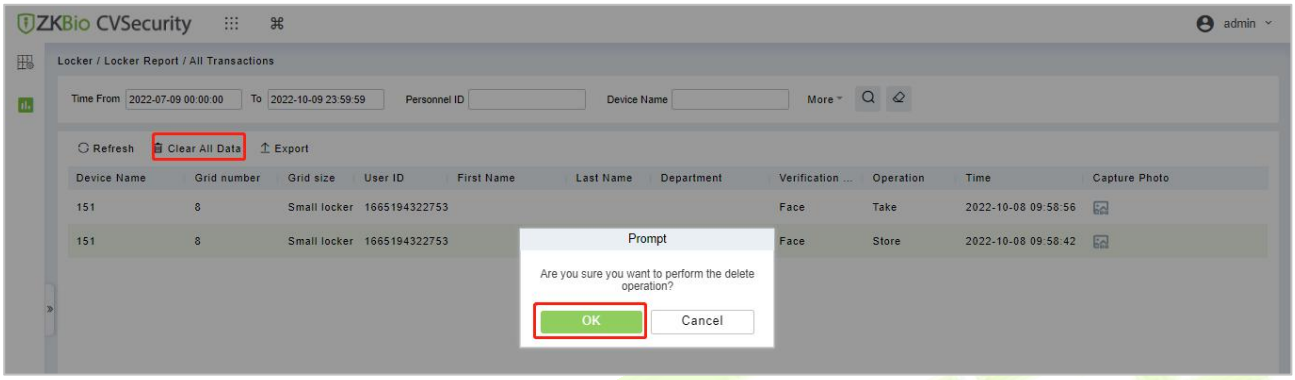


**Figure 14- 21 Report Clear All Data**


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# 15 Video Intercom

## 15.1 Operation Scenario

The Visual Intercom module serves as a solution for managing the entry and exit of individuals. These devices address issues such as remote identity confirmation, secure visitor management, and remote consultation, enhancing security in residential communities, commercial buildings, schools, medical institutions, and other locations. Additionally, they improve communication efficiency by providing users with convenient and secure remote communication solutions.

## 15.2 Operation Step

This section describes the configuration process of the **Video Intercom** module service.

The **Video Intercom** module service configuration process is shown in figure below.

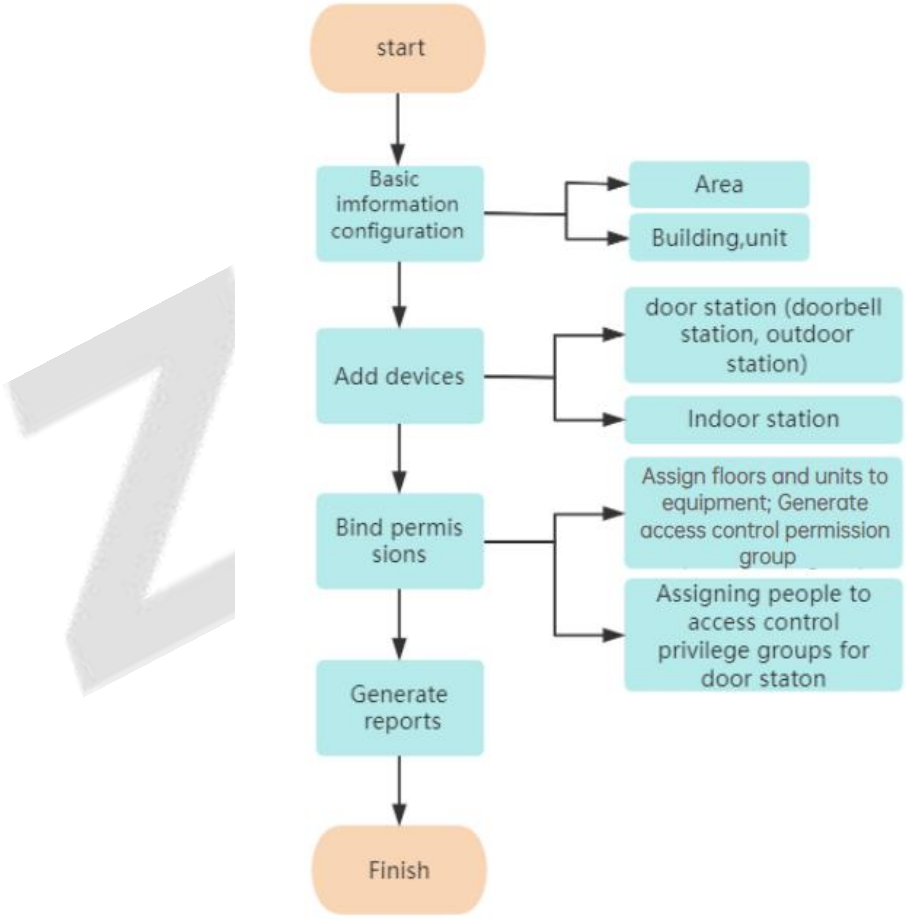


**Figure 15- 1 Video Intercom Configuration Process**

## 15.3 Basic Management

This section describes how to make basic settings in ZKBio CVSecurity.


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## 15.3.1 Building

### 15.3.1.1 Add Building

**Operation Step:**

**Step 1**: In the **Video Intercom** module, choose "**Basic Management > Building**".

**Step 2**: Click **New**, the page for adding buildings will be displayed.

**Step 3**: On the page where buildings are added, configure the necessary content as shown in the figure below. Also, adjust the parameter settings as indicated in the same figure.

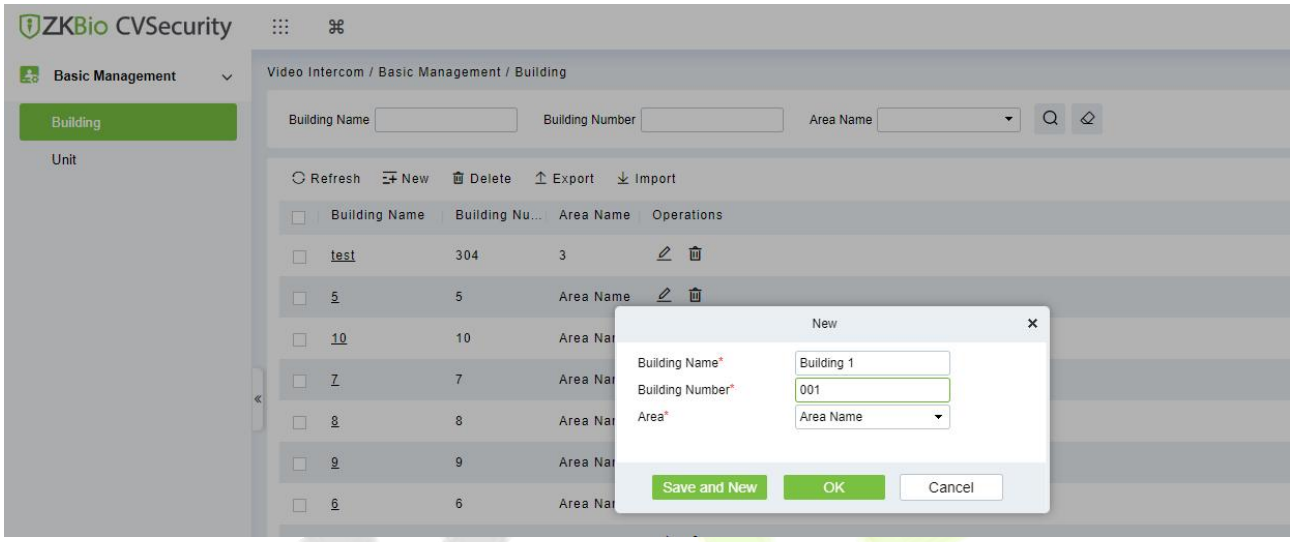


**Figure 15- 2 Building Add Interface**

| Parameter | Description |
|---|---|
| Building Name | Enter the name of the building. |
| Building Number | Enter the number of the building. |
| Area | Select the area name. |

### 15.3.1.2 Delete

Select the Building, click **Delete**, and then, click **OK** to delete the building.

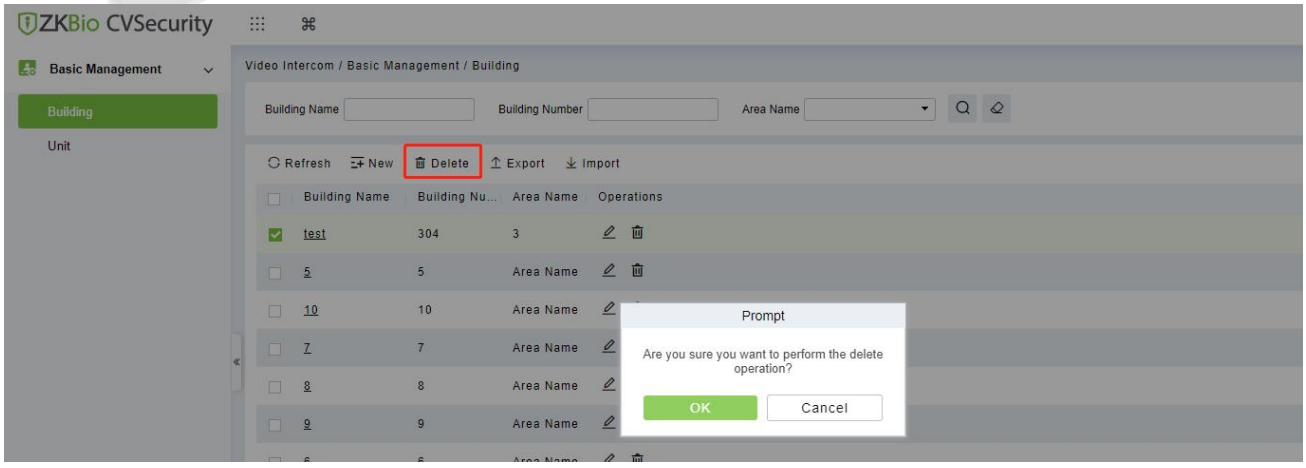


**Figure 15- 3 Delete Building**


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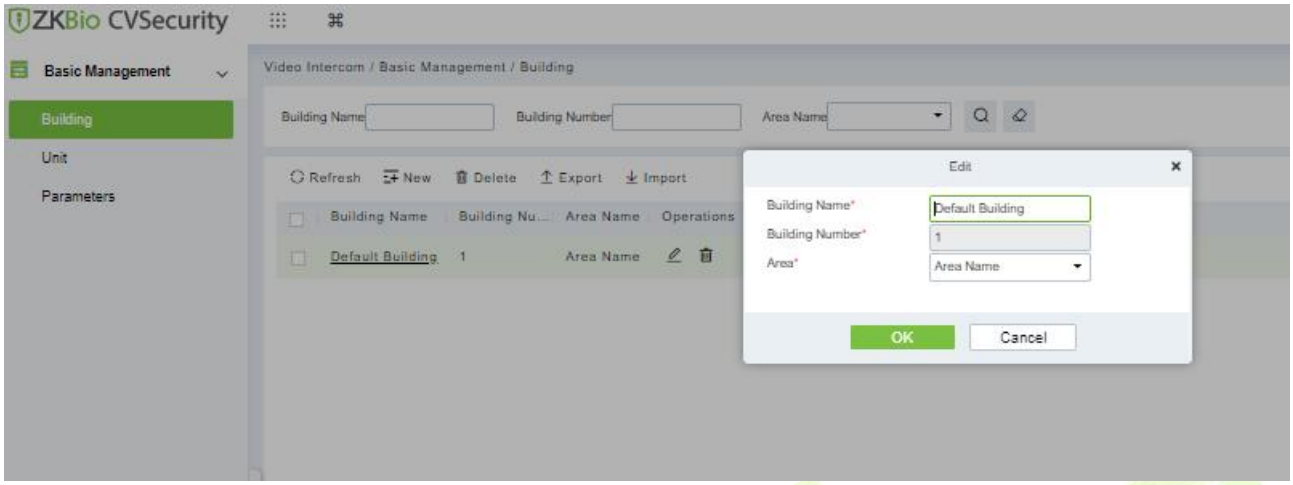
### 15.3.1.3 Edit

Select the Building, click **Edit**, and then, click **OK** after editing the building details.




### 15.3.1.4 Import

Batch import floor data based on the provided template.

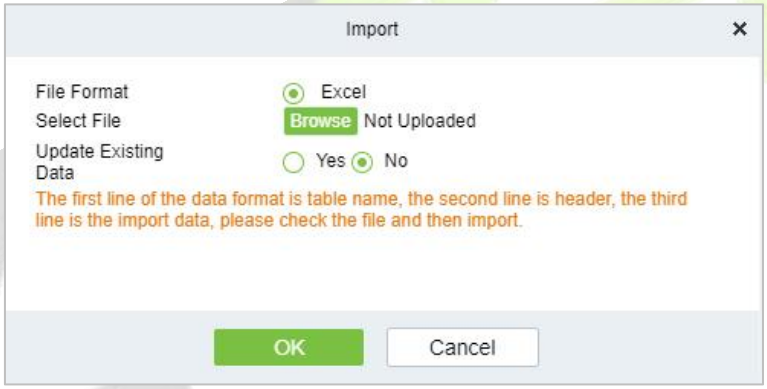



**Figure 15- 4 Import**

### 15.3.1.5 Export

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

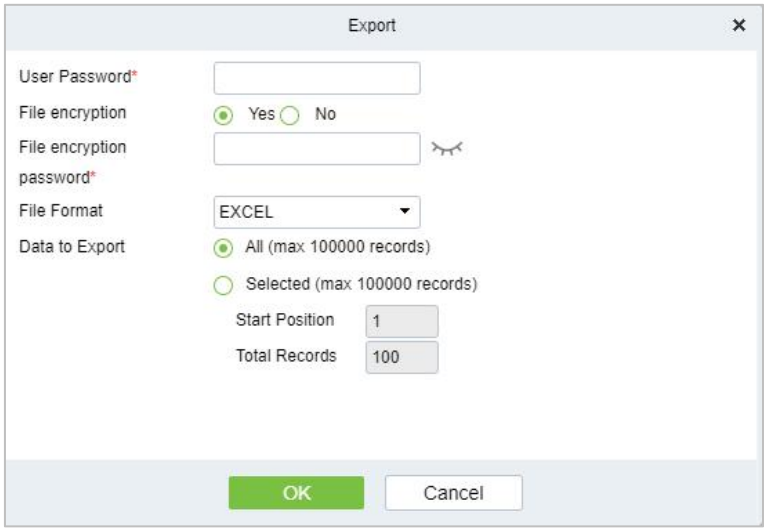



**Figure 15- 5 Export**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## 15.3.2 Unit

### 15.3.2.1 Add Unit

**Operation Step:**

**Step 1**: In the **Video Intercom** module, choose "**Basic Management > Unit**".

**Step 2**: Click **New**, the page for adding units will be displayed.

**Step 3**: On the page for adding units, set the required content as shown in the figure below.

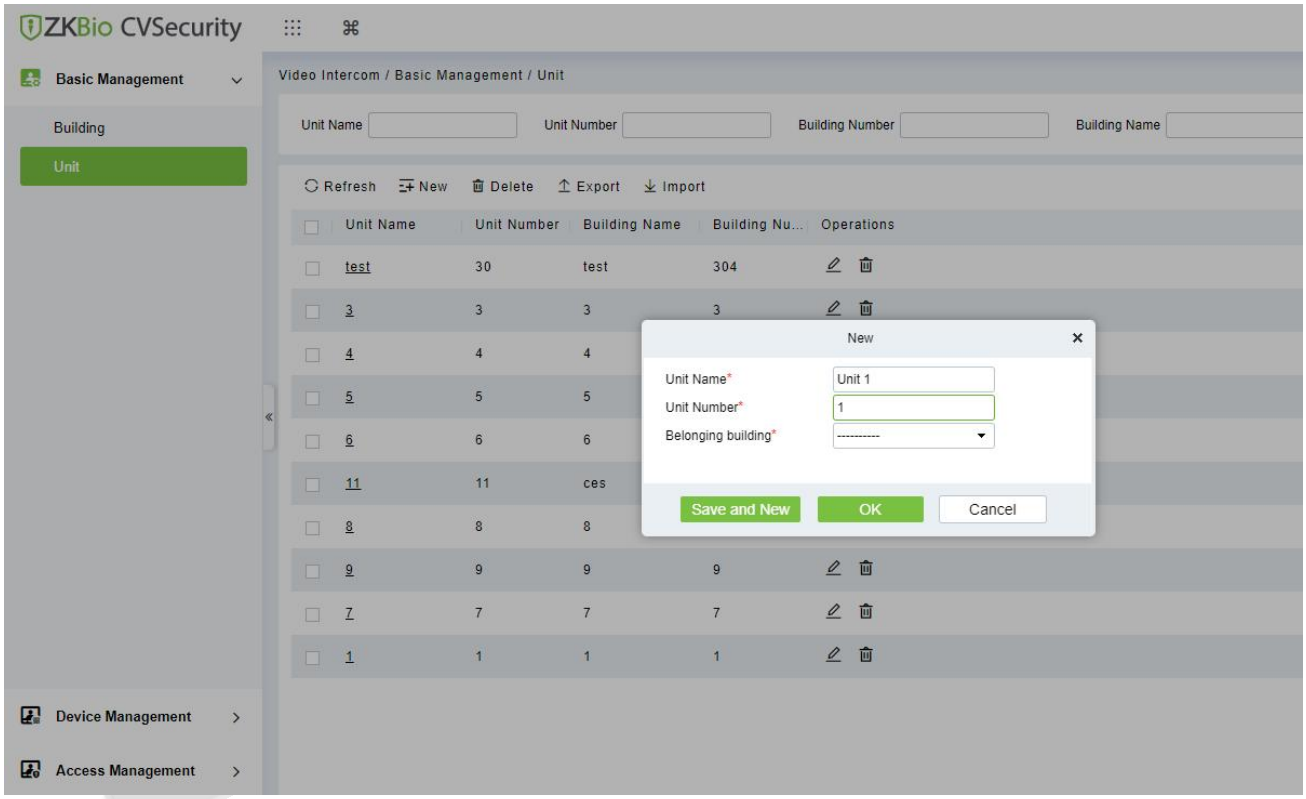


**Figure 15- 6 Unit Add Interface**

| Parameter | Description |
|---|---|
| Unit Name | Enter the name of the unit. |
| Unit Number | Enter the unit number. |
| Belonging Building | Select the belonging building. |

### 15.3.2.2 Delete

Select Unit, click **Delete**, and click **OK** to delete the unit.


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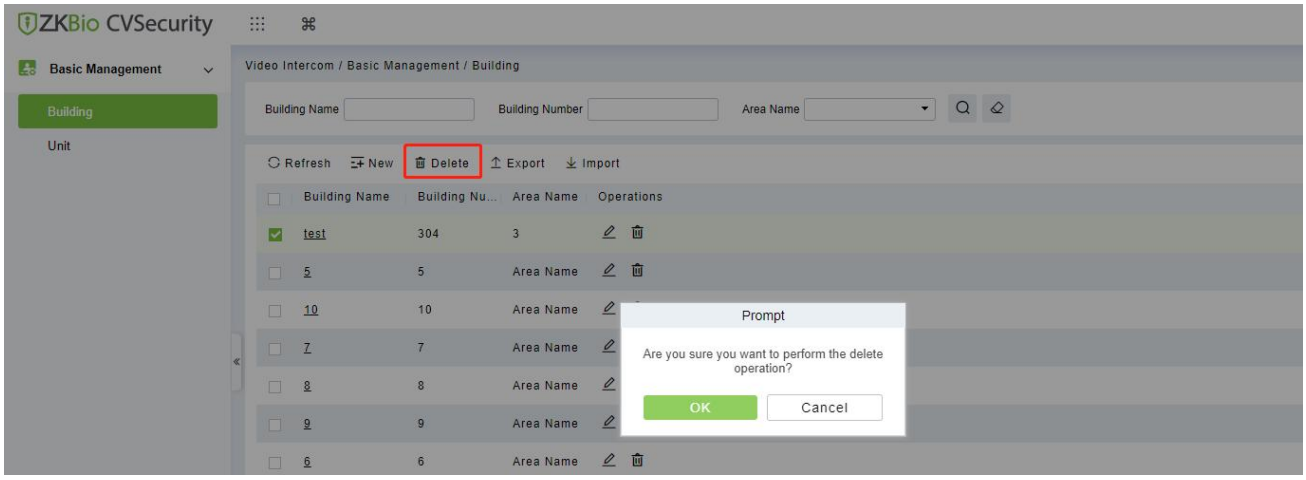
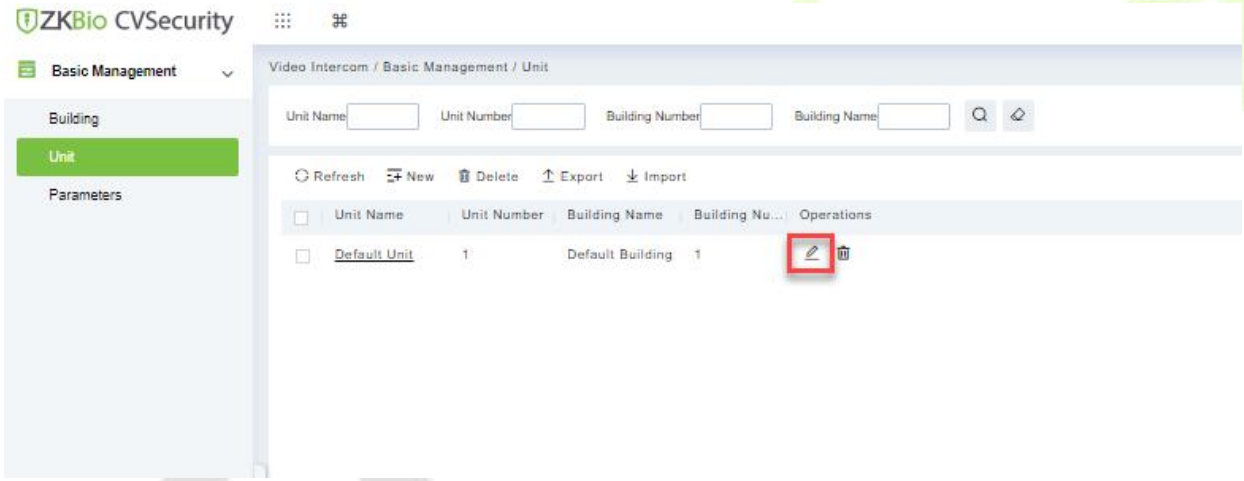



**Figure 15- 7 Unit Delete**

### 15.3.2.3 Edit

Select Unit, click **Edit**, and then click **OK** after editing the unit details.




### 15.3.2.4 Export

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

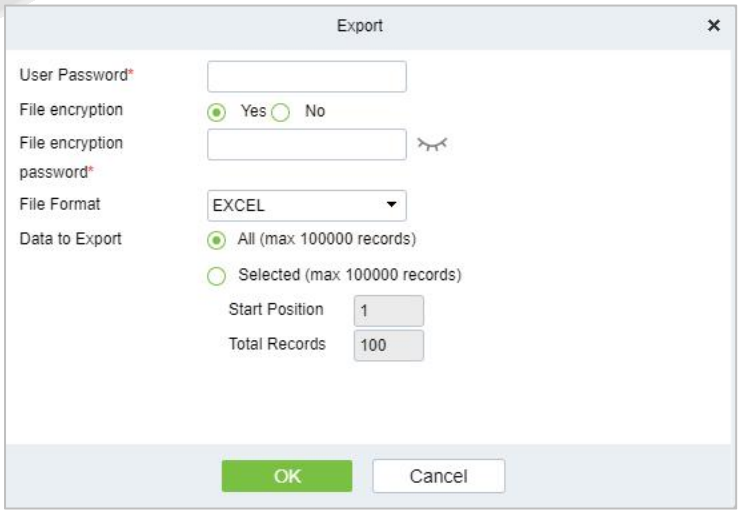



**Figure 15- 8 Export**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#### 15.3.2.5 Import

Batch import floor data according to the added template.

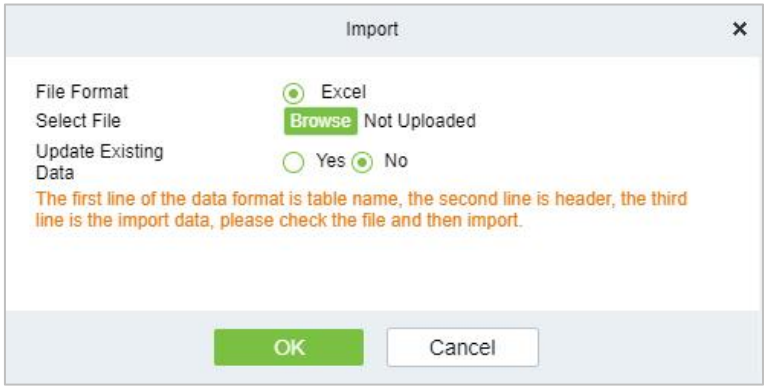
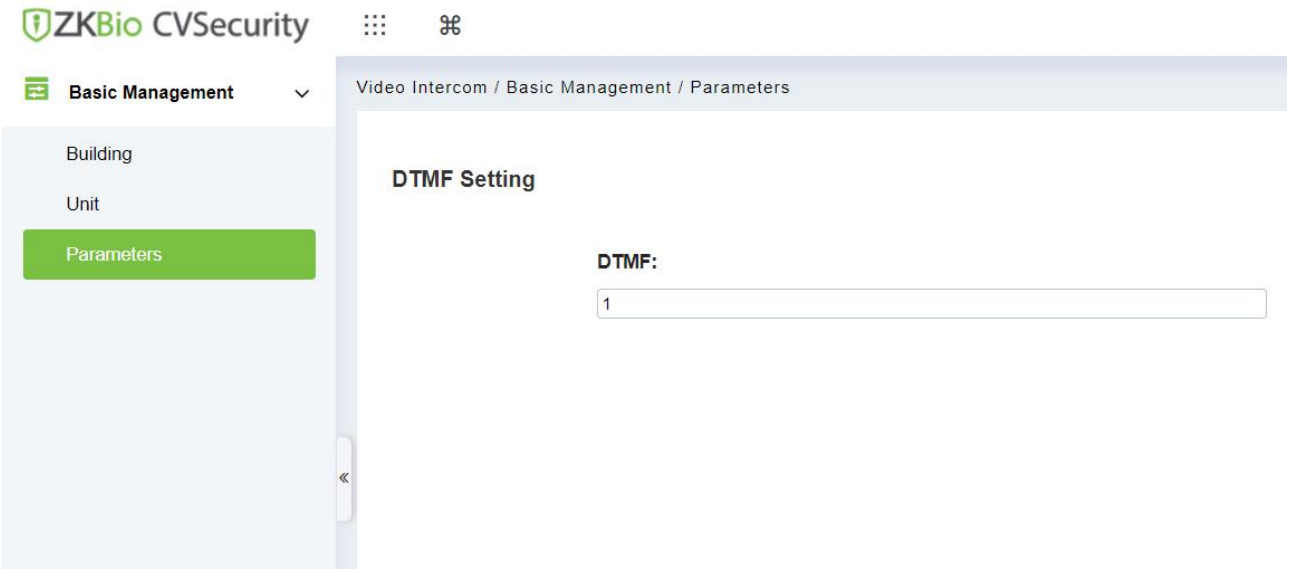



**Figure 15- 9 Import**

### 15.3.3 Parameter

This menu is used for configuring DTMF.

DTMF (Dual-Tone Multi-Frequency) is a telephone communication technology used to send signals through telephone key presses. After configuring DTMF in this menu, the command will be synchronized with the connected devices and apps. This synchronization is used to match the door-opening command between the app and the device, facilitating direct door opening via the app..




## 15.4 Device Management

### 15.4.1 DNK Device Operation Guide

**DNK Type :**the devices supported by this type include:

- Outdoor unit: VEX-B21L, VEX-B21A, VEX-B24L, VEX-B24A, VEX-B25L
- Indoor unit:VT07-B22L,VT07-B26L-W,VT10-B21A,VT10-B21L

#### 15.4.1.1 Add Devices

**Step 1:** Go to **Video Intercom > Device Management > Device**.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**Step 2:** Click **New**, the interface for adding a device will be displayed.

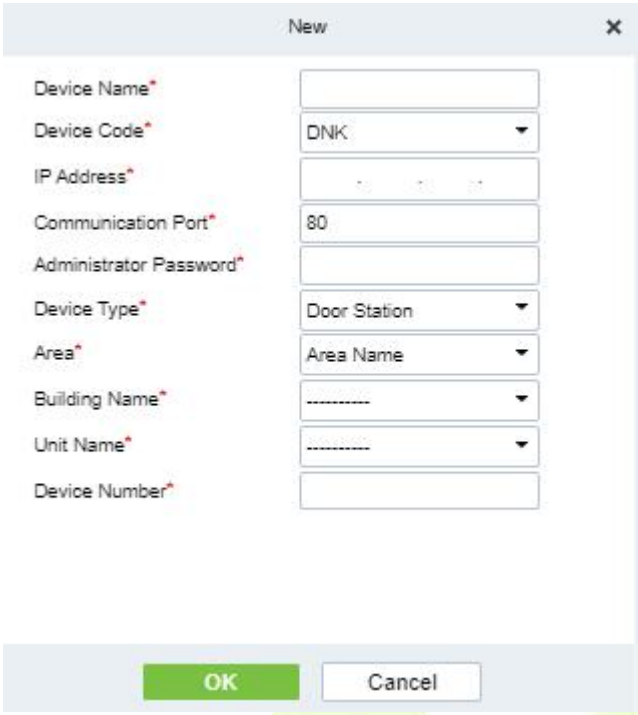


**Figure 15- 10 Device Add Interface**

**Step 3:Manufacture :**please select **DNK**.Please add the corresponding parameters.

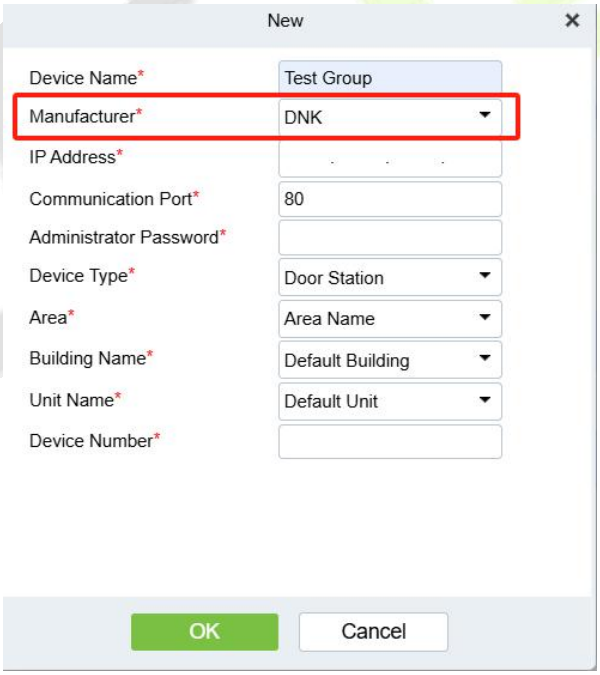


**Figure 15- 11 Device Add Interface**

| Parameter | How to set |
|---|---|
| Device Name | Customize the name of the device. |
| Device Code | Select the device code. |
| IP Address | Fill in the IP address of **Video Intercom** device. |


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| | |
|---|---|
| Communication Port | Enter the communication port number of the device. |
| Username | Enter the username of the device. |
| Administrator Password | Fill in the administrator password. |
| External Network Address | Enter the external address of the device. |
| Transport Protocol | Select the transport protocol of the device. |
| Device Type | • Select the device type you want to add, support to select outer station, outdoor station, doorbell station and indoor Station.<br>• If select **Outer Station**, you should choose the device area and choose whether to enable the unit number.<br>• If select **Door Station**, you should choose device area, Building and unit.<br>• If select **Doorbell Station**, you should choose area, building, unit and room.<br>• If select **Indoor Station**, you should choose area, building, unit and room, and fill in the Sync Code. |
| Area | Divide the device into regions and select the region to which the device belongs. |
| Building | Please first configure the building where the device is located in the "Building" settings. |
| Unit | Please first configure the unit where the device is located in the "Unit" settings. |
| Device Number | Customize the number of the device. |

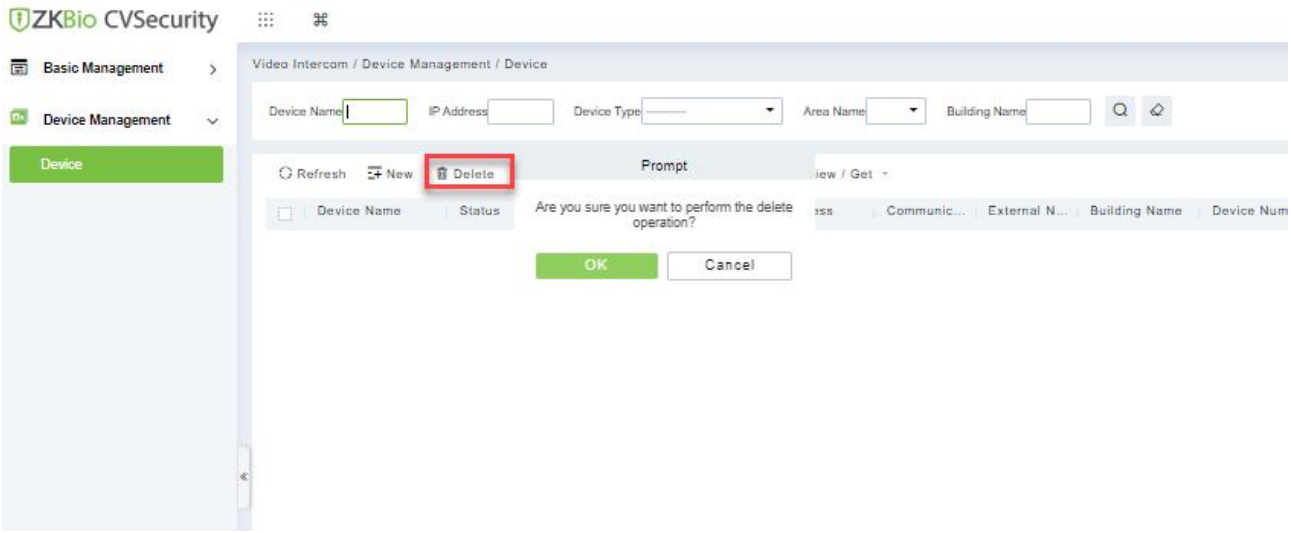
**Table 15-1 Parameter setting**

### 15.4.1.2 Delete

**Step 1**: On the Device interface, select the required Device from the list.

**Step 2**: Click **Delete** or click on the icon.to delete the selected Device.

**Step 3**: Click **Delete**, to ensure and delete the selected Device from the list.





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#### 15.4.1.3 Export

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

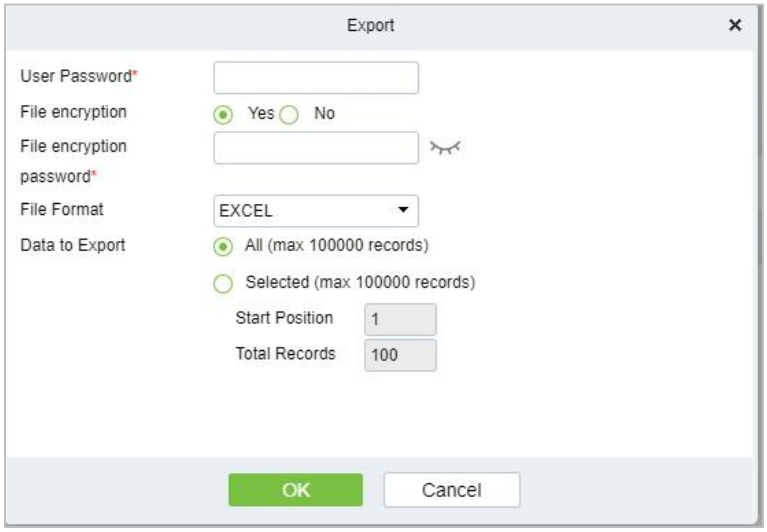


**Figure 15- 12 Export video intercom Configuration Flow**

#### 15.4.1.4 Control

- **Reboot Device**

It will reboot the selected device.

- **Synchronize Time**

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

- **Synchronize People Data**

Synchronize data of the system to the device. Select device, click **Synchronize People Data**and click **OK** to complete synchronization

#### 15.4.1.5 Set up

- **Add Extension**

It will add the extension for the device.

- **Add Address Book**

It will add the address book to the device.

- **Upload Media Files**

Click to upload the media files for the device.

#### 15.4.1.6 View/Get

- **View Extension**

Select device and click View Extension to get the device extension data.

- **View Address Book**

Select device and click View Address Book to get the device address details.

- **Get Record**

Select device and click get records to get the device data.


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- **Device Web Service**

Select device and click Device Web Service to get the web service details of the device.

## 15.4.2 IPBX Device Operation Guide

This device type is used to assign SIP accounts to devices and the APP for SIP protocol-based video intercom applications. Before using this feature, you need to purchase a GDS PBX server from ZKTeco. If you do not wish to purchase IPBX server hardware, you can also subscribe to our cloud SIP. The following steps mainly illustrate the operational instructions for the GDS PBX service.

- **GDS Device**

**Step 1:** Go to **Video Intercom > Device Management > Device**.

**Step 2:** Click **New**, the interface for adding a device will be displayed.

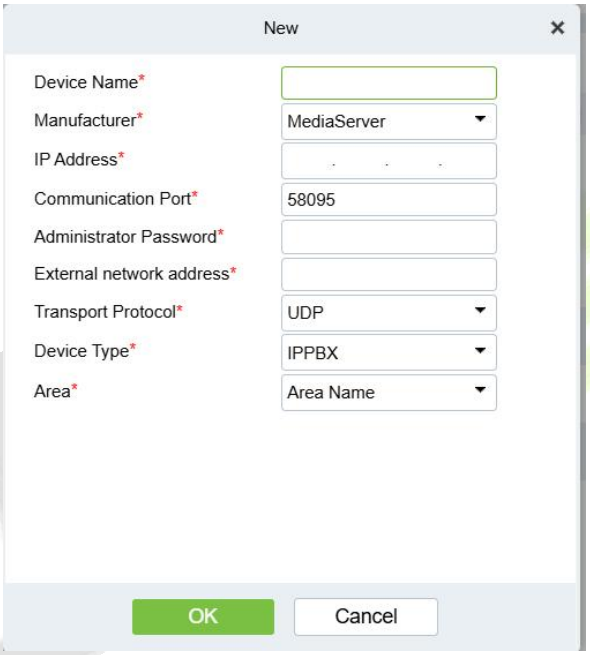


**Figure 15- 13 Device Add Interface**

**Step 3:Manufacture :**please select **GDS**.Please add the corresponding parameters.


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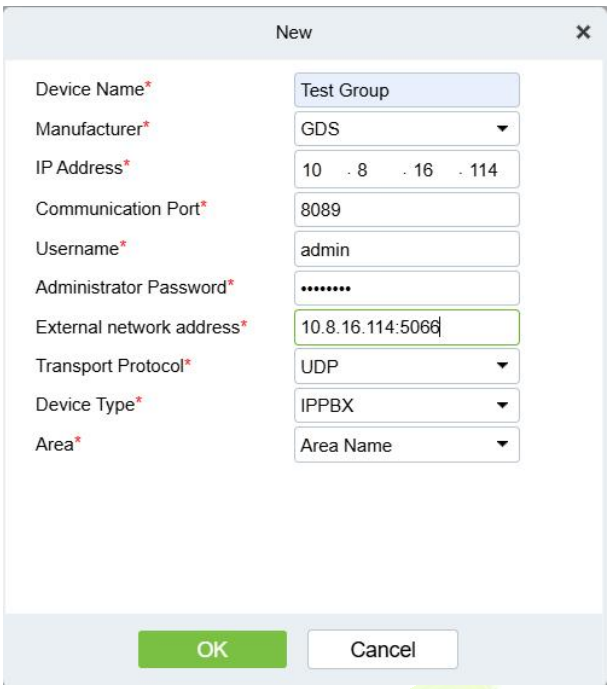


**Figure 15- 14 GDS Parameter**

| Parameter | How to set |
|---|---|
| Device Name | Customize the name of the server. |
| IP Address | Fill in the IP address of **PBX Server**. |
| Communication Port | Fill in the Port of **PBX Server**. |
| User Name | The user name of PBX Server. |
| Administrator Password | Fill in the administrator password. |
| External Network Address | The address of the actual SIP communication(The port number is the default UDP port for SIP services). |
| Transport Protocol | Transport protocol for SIP, default is UDP. |
| Device Type | Device type, default is IPBX |
| Area | Area in which the PBX server is located |

## 15.5 Access Management

This menu is solely used for configuring and synchronizing access permissions for personnel entering and exiting for **DNK** device types.

### 15.5.1 Access Control Group

Access control group define groups and categories of video intercom to facilitate subsequent permission assignment operations.

Setting operations include creating access level groups and adding doors to access level groups.


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### 15.5.1.1 Add Group

This section describes how to create Step for Access Control groups in the module of Video Intercom.

**Operation Step:**

**Step 1**: In the **Video Intercom** module, choose "**Access Management** > **Access Control Group**".

**Step 2**: Click **New** in the left column, and the page for adding access control groups will be displayed.

**Step 3**: On the page for adding access control groups, set parameters based on the new requirements, as shown in figure below.

**Figure 15- 15 Adding Access Control Groups**

| Parameter | How to set |
|---|---|
| Level name | Customize the name of the access control groups. |
| Description | Add description as needed. |

**Table15-2 Description of Access Control Right Groups**

**Step 4**: Click **OK** to finish configuring the access control right group.

### 15.5.1.2 Add Device

**Operation Step:**

**Step 1**: In the Video Intercom module, choose "**Access Management** > **Access Control Group**>**Add Device**".

**Step 2**: Click "**Add Device**", and the page for selecting a door will be displayed. add a door as required, as shown in figure below.

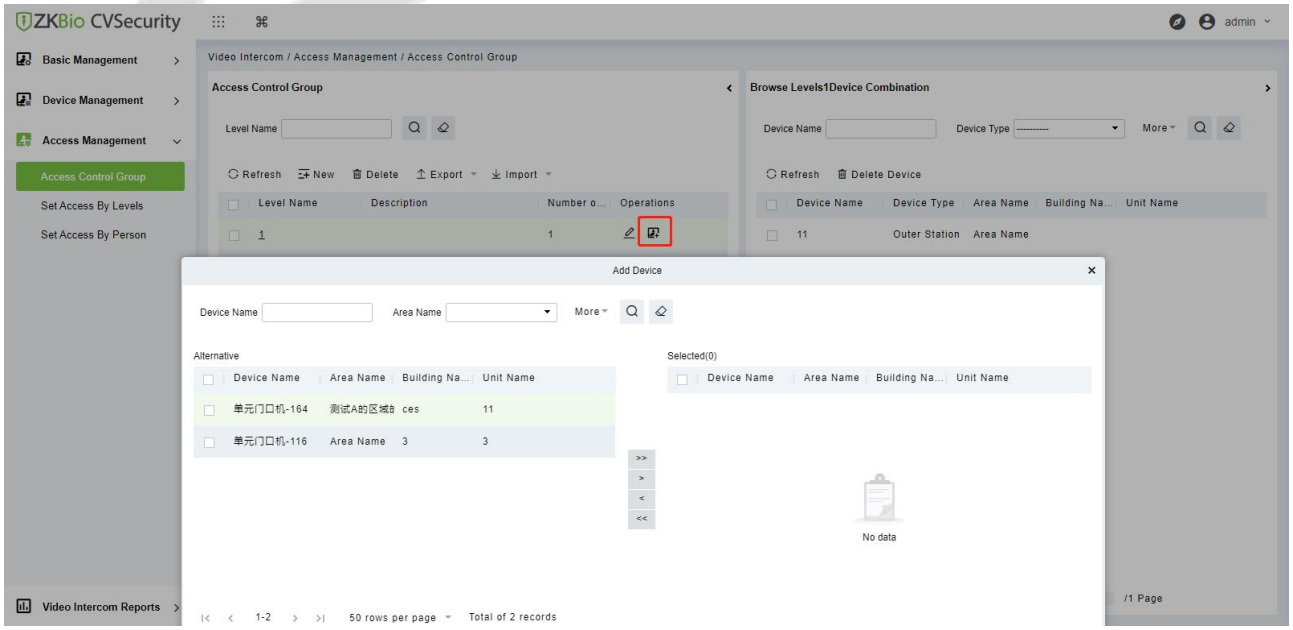


**Figure 15- 16 Adding Access Control Groups Add Devices**

**Step 3**: Click **OK** to finish configuring the device for the video intercom right group.


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| Parameter | How to set |
|---|---|
| Device Name | Enter the name of the device. |
| Area Name | Enter the name of the Area. |

### 15.5.1.3 Delete Devices

Select delete device, click **Delete**, and click **OK** to delete device.

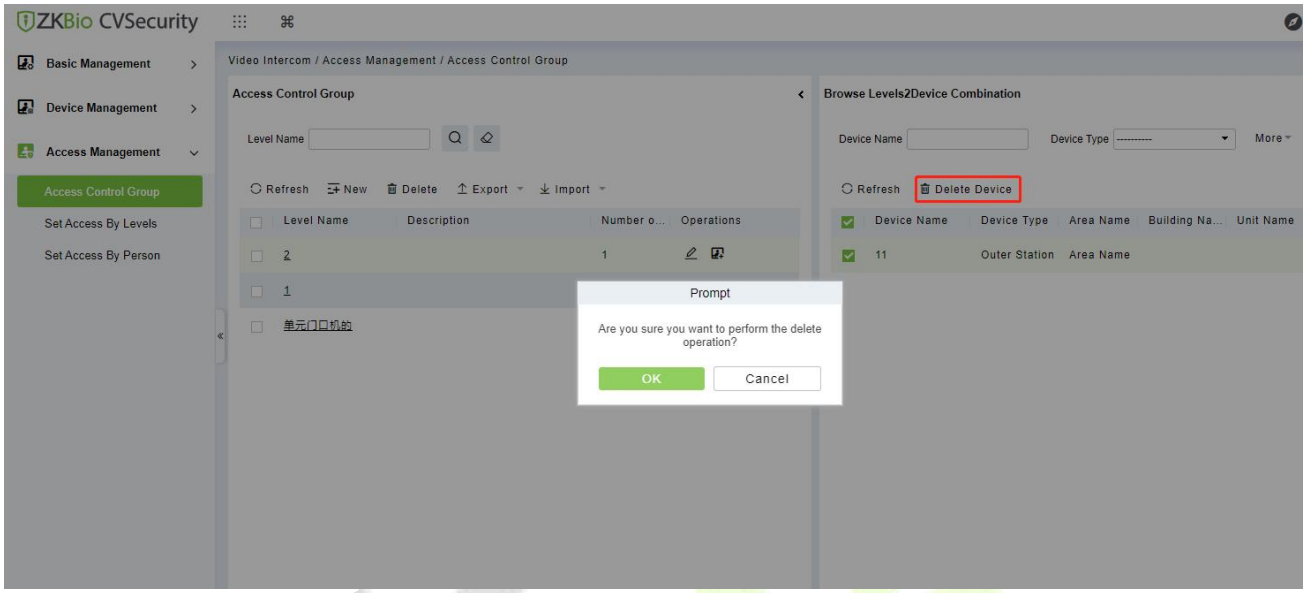


**Figure 15- 17 Delete Device**

### 15.5.1.4 Export / Import

Export the permission group information of Access Control Template:

In the Video Intercom Module, click **Access Management** > **Access Control Group**>**Export**>**Export Access Group**", then You can export doors of access level in Excel file format. Enter the user password in the displayed security verification dialog box, and Click OK. Select whether to encrypt the file and the file format to export, and Click **OK**.

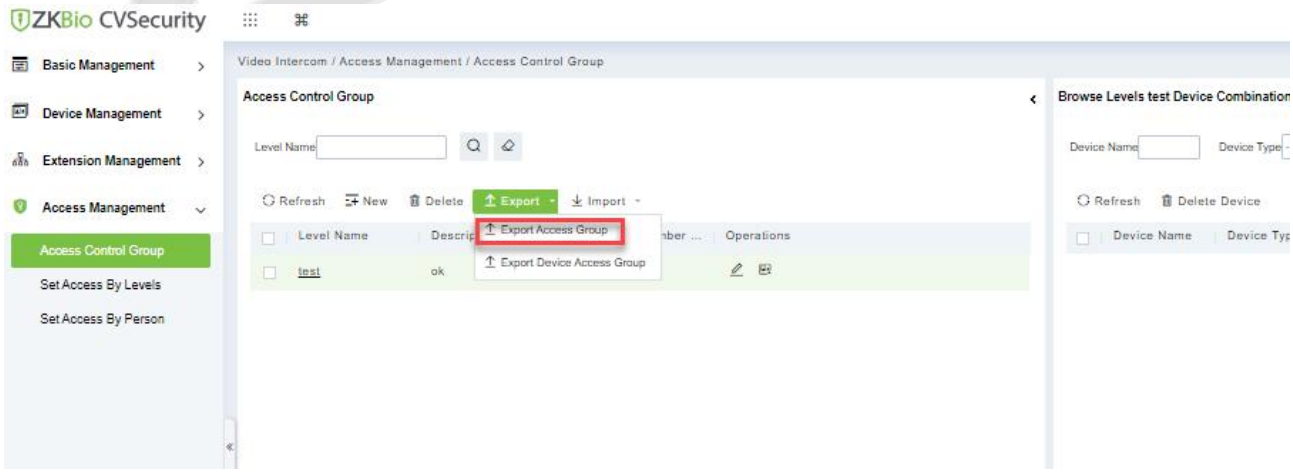


**Figure 15- 18 Export Access Group 1.**


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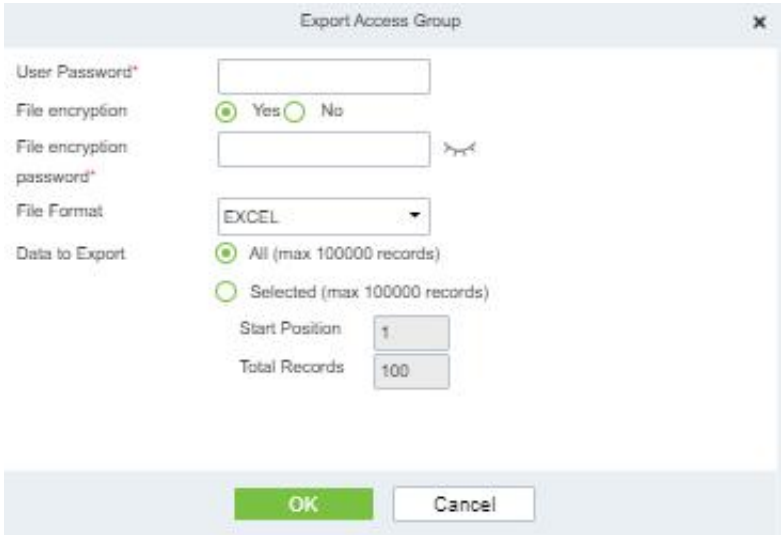


**Figure 15- 19 Export the Access GroupTemplate 2**

Export the device Access groupof Access Control Template:

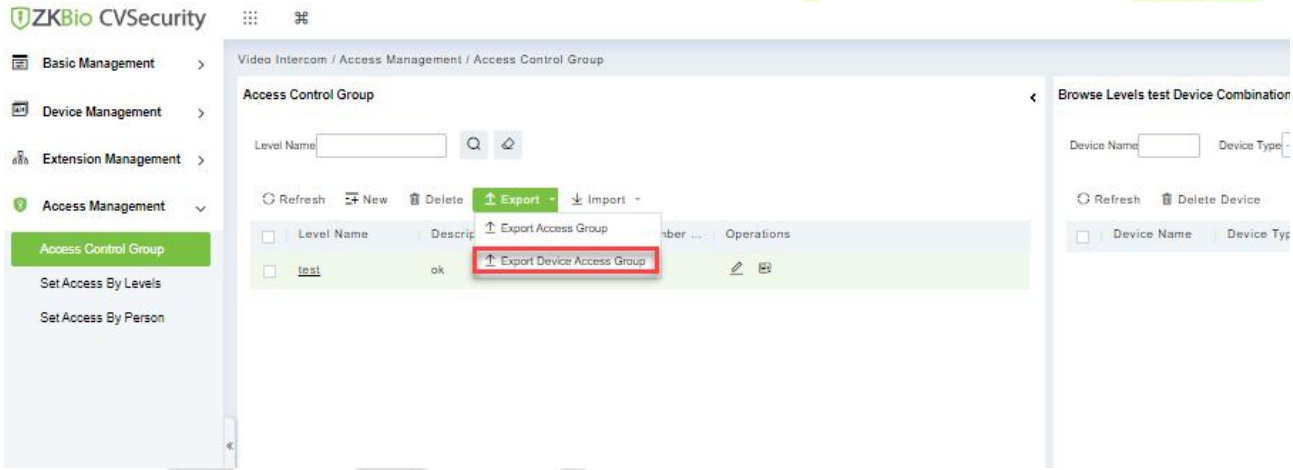


**Figure 15- 20 Export the device access groupTemplate 1**

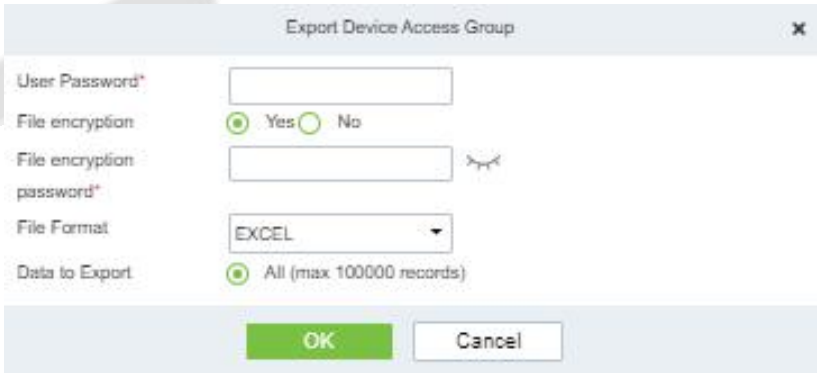


**Figure 15- 21 Export the device access groupTemplate2**

## 15.5.2 Set Access by Levels

This section describes Operation Step that set access by levels in the module of video intercom in ZKBio CVSecurity.


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### 15.5.2.1 Add Personnel

**Operation Step:**

**Step 1**: In the Video Intercom module, choose "**Access Management**>**Set Access by Levels** "

**Step 2**: In the Operation column of the corresponding permission group, click "**Add Personnel**". The Add

Personnel page is displayed. Select personnel as required.

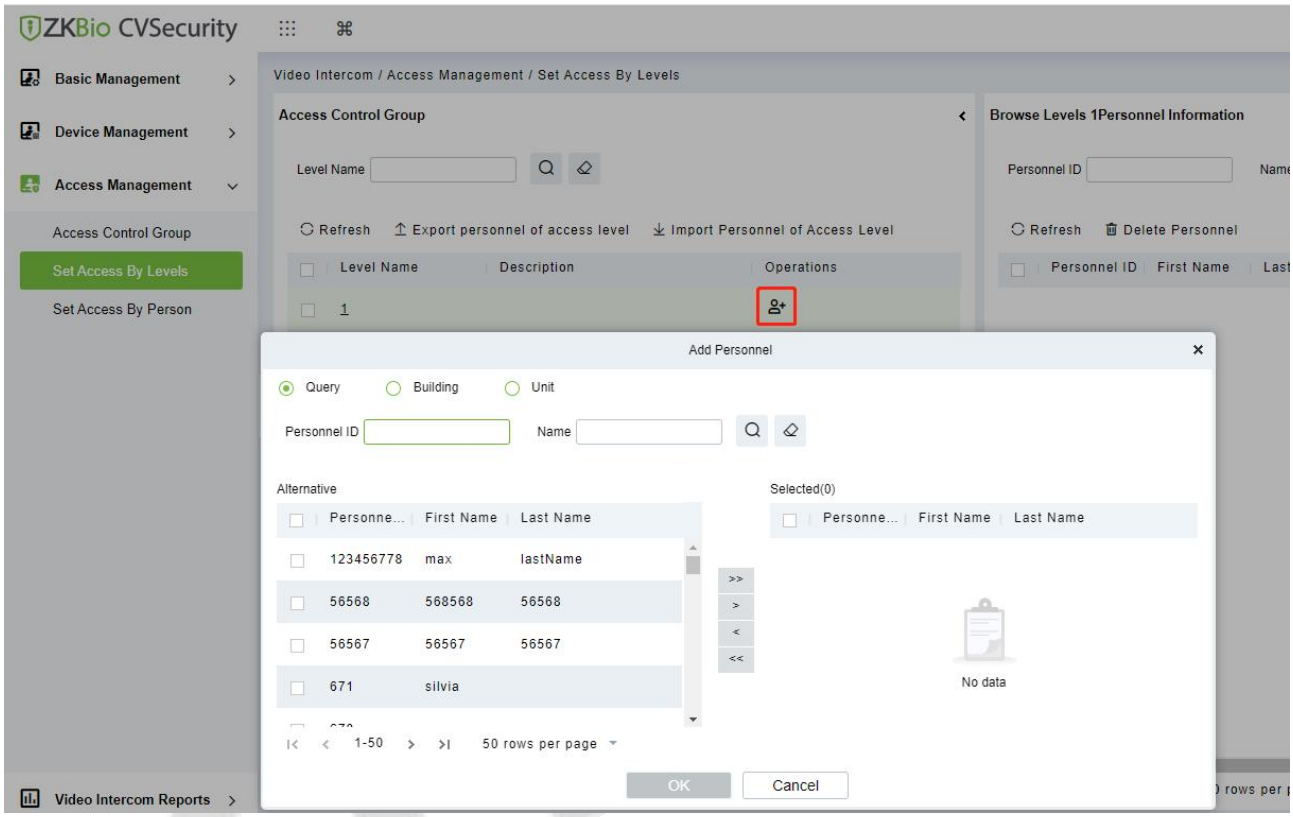


**Figure 15- 22 The Interface of Add Personnel When Set Access by Level**

**Step 3**: Click **OK** to complete the assignment of personnel add.

| Parameter | How to set |
|---|---|
| Personnel ID | Enter the personnel ID.. |
| Name | Enter the name of the person. |
| Building Name | Select the building name. |
| Unit Name | Select the unit name. |

### 15.5.2.2 Export Personnel of Access Level

Click **Export**, enter the user password in the displayed security verification dialog box, and Click **OK**. Select whether to encrypt the file and the file format to export, and click **OK**.


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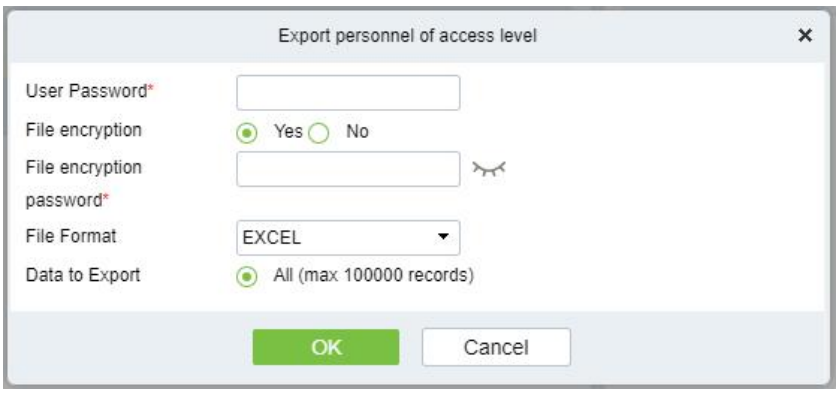


**Figure 15- 23 Export the Personnel of Access Level**

### 15.5.2.3 Import Personnel of Access Level

Click **Import** and then click **Browse** to select a file from the stored location. Finally, click **OK**.

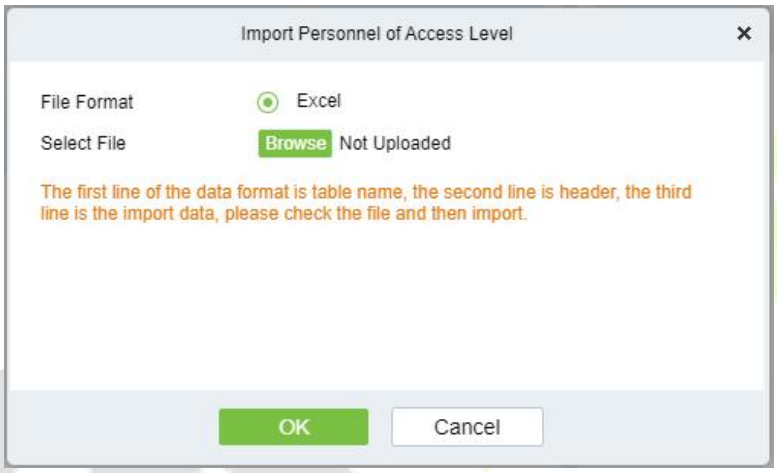


**Figure 15- 24 Import the Personnel of Access Level**

### 15.5.2.4 Delete Personnel

Select delete personnel, click **Delete**, and click **OK** to delete personnel.

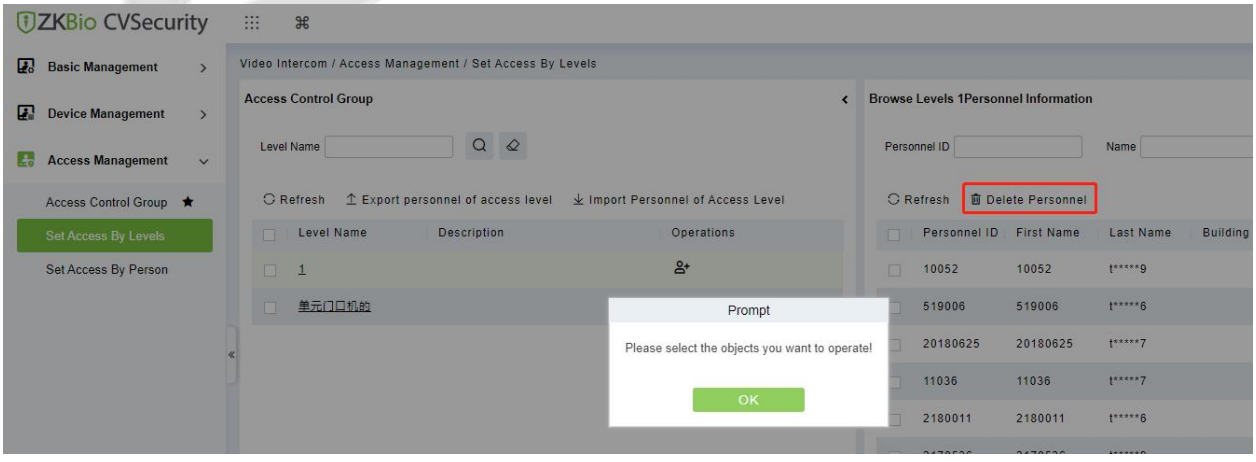


**Figure 15- 25 Delete Personnel**

## 15.5.3 Set Access by Person

This section describes Operation Step that set access by person in the module of video intercom in ZKBio CVSecurity.


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### 15.5.3.1 Add Personnel

**Operation Step:**

**Step 1**: In the Video Intercom module, choose "**Access Management**>**Set Access by Person.**

**Step 2**: In the Operation column of the corresponding permission group, click "**Add to Levels**". The Add level page will be displayed. Select level as required.

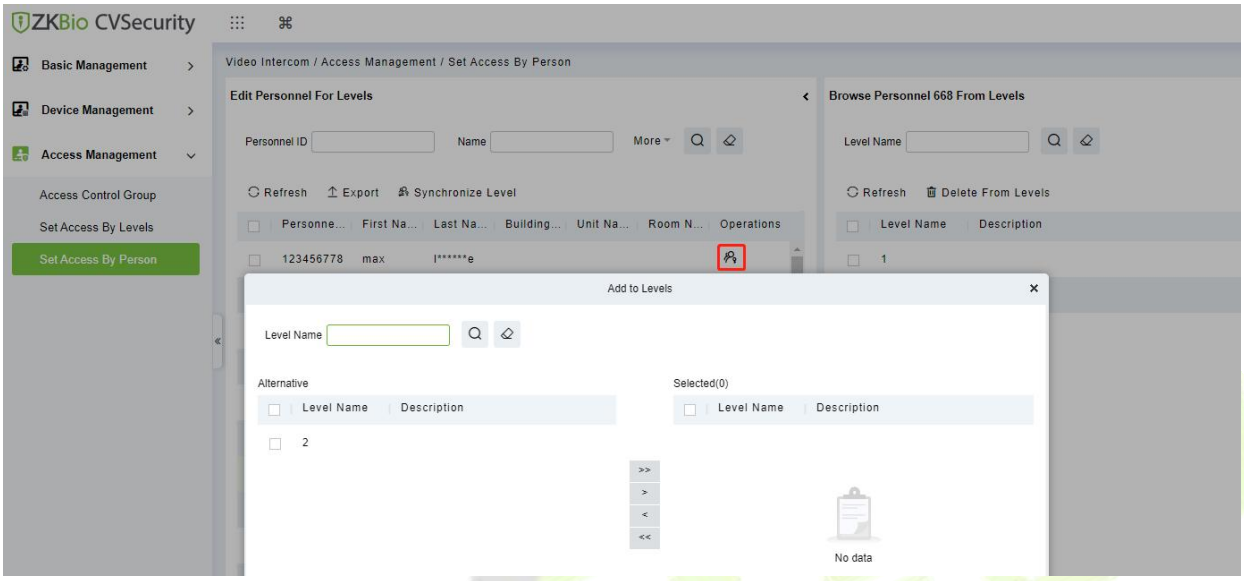


**Figure 15- 26 The Interface of Add Level When Set Access by Personnel**

**Step 3**: Click **OK** to complete the assignment of personnel add.

| Parameter | How to set |
|---|---|
| Level Name | Enter the name of the level for the person. |

### 15.5.3.2 Export

Click **Export**, enter the user password in the displayed security verification dialog box, and Click **OK**. Select whether to encrypt the file and the file format to export, and click **OK**.

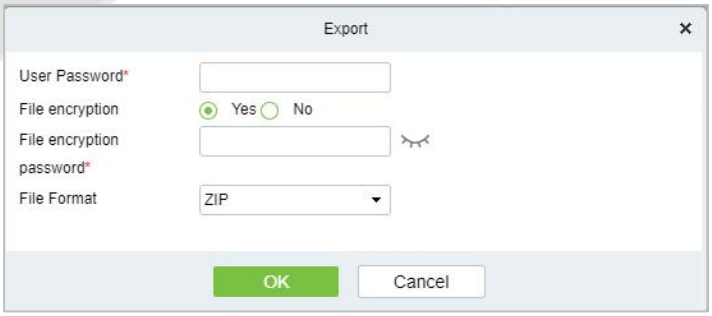


**Figure 15- 27 Export the Access Level of Personnel**

### 15.5.3.3 Synchronize Access Level

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


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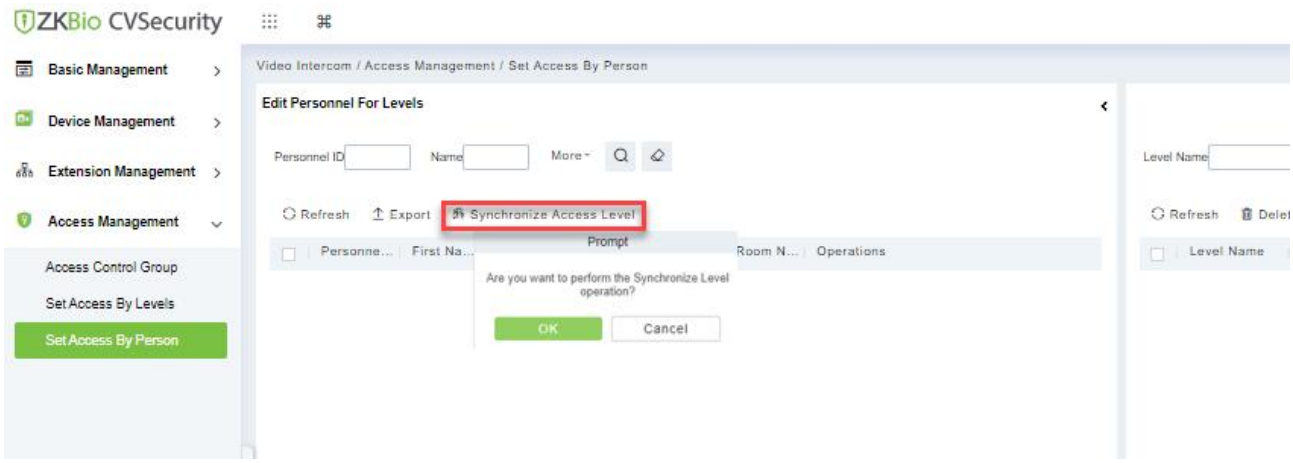


**Figure 15- 28 Synchronize Access Level**

### 15.5.3.4 Delete from Levels

Select delete level, click **Delete**, and click **OK** to delete level.

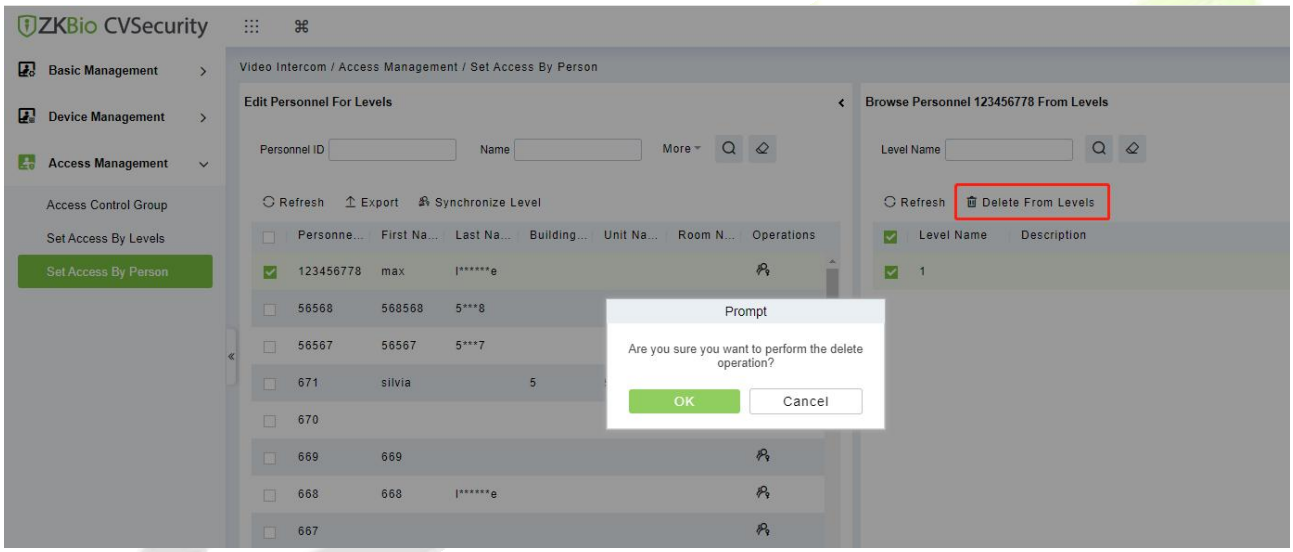


**Figure 15- 29 Delete level**

## 15.6 Extension Management

This menu is used for managing and assigning extension numbers.

**Prerequisite**

ZKBio CVSecurity supports two types of SIP servers:

- **PBX Server:** For addition and operation methods, please refer to IPBX Device Operation Guide
- **Cloud SIP :**Enable Cloud Sip ,please refer to Cloud Setting

### 15.6.1 Extension Number

Usually used for internal telephone systems, an extension number is a number or code used within a company or organization to identify different telephone sets.

#### 15.6.1.1 New

Click on **"New"** to add a single extension number. If you need to add in bulk, please use the "Import"


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function.

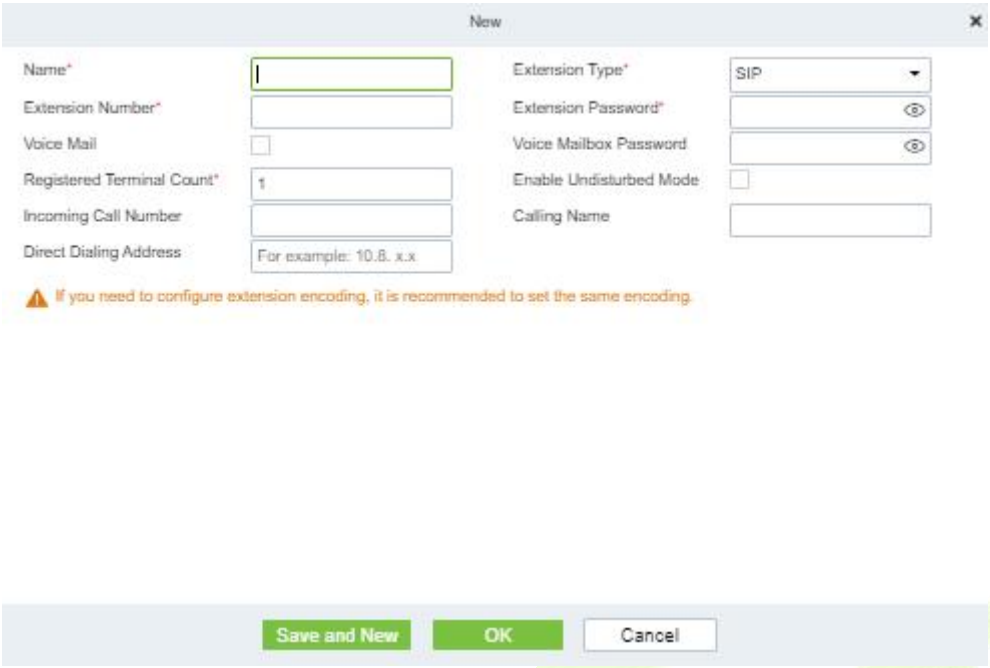


**Figure 15- 30 New Extension Number**

| Parameter | How to set |
|---|---|
| **Name** | Customize the extension name |
| **Extension Type** | Default communication type for SIP |
| **Extension Number** | Customize the extension number; for example, the number for Room 401, Unit 2, Building 1 can be defined as 12401 for easy internal recognition |
| **Extension Password** | Password for the extension |
| **Voice Mail** | Enable voicemail, this parameter is only valid for PBX servers |
| **Voice Mailbox Password** | The voicemail password for this extension, this parameter is only valid for PBX servers |
| **Enable Undisturbed Mode** | Enable the Do Not Disturb mode to ignore all incoming calls, this parameter is only valid for PBX servers |
| **Incoming Calling Number** | Caller ID number |
| **Calling Name** | Caller ID name |
| **Direct Dialing Address** | Intranet point-to-point call device IP; enter the IP here, and the call will be made to the direct dial address first; if the direct dial address is unreachable, then the call will be made through SIP; dual protection, effectively avoiding |


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| | |
|---|---|
| | communication issues in case of network interruption or SIP server downtime. |

### 15.6.1.2 Delete

Select one or more extension numbers from the list, then click "Delete", a dialog box will appear as shown below:

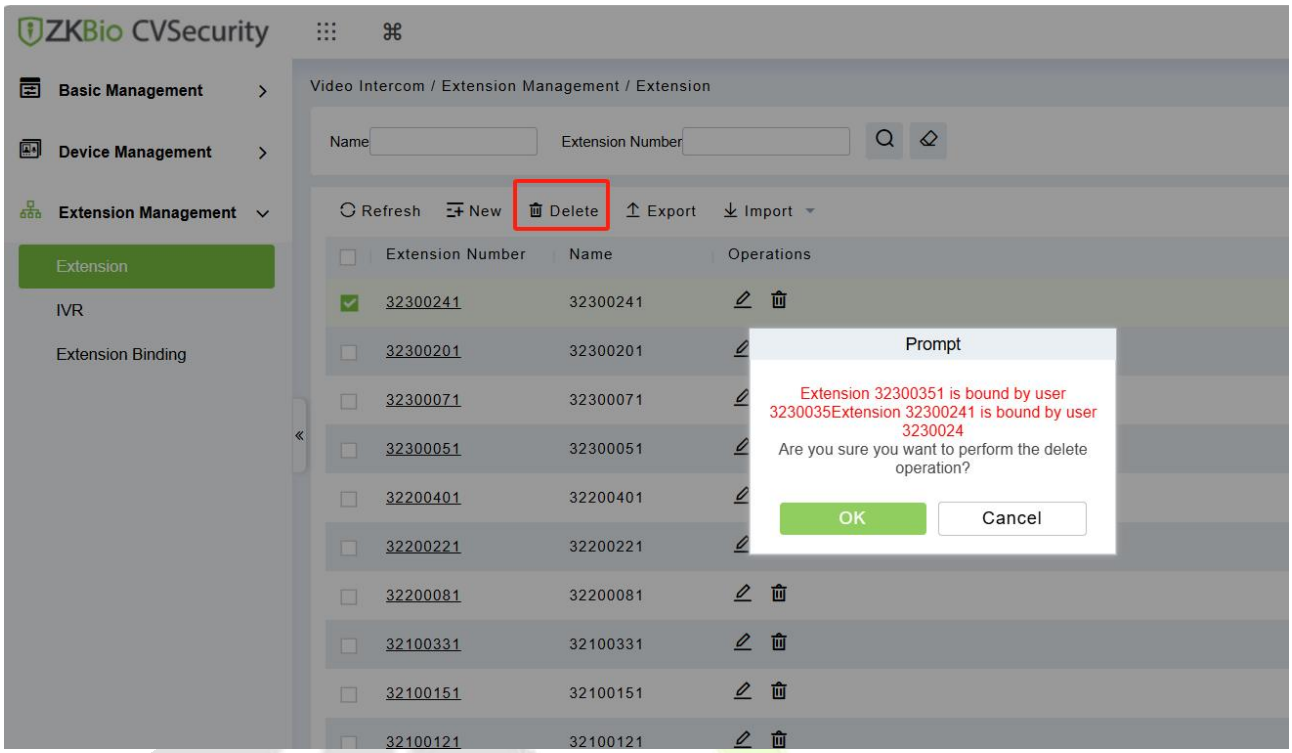


**Figure 15- 31 Delete Extension Number**

Clicking OK will result in the deletion of the selected extension number.

### 15.6.1.3 Import

If you need to add extension numbers in bulk, you can use the Import function.

**Step 1:** Download the import template by clicking **Import -> import** template.

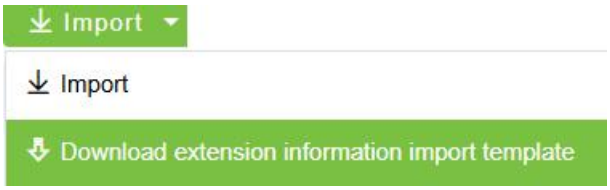


**Figure 15- 32 Import Extension Number**


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**Step 2:** Fill in the information into the import template.

Extension Information Template

| Extension Number | Name | Direct Dial Address | Calling Number | Calling Name |
|---|---|---|---|---|
| 400 | Popy Xiao | | | Popy Xiao |
| 401 | Lambert Chen | | | Lambert Chen |
| 402 | Leo Hou | | | Leo Hou |
| 403 | sfsfd | | | sfsfd |
| 404 | fsfds | | | fsfds |
| 405 | fsfsf | | | fsfsf |
| 406 | fsfsf | | | fsfsf |
| 407 | fsfsf | | | fsfsf |
| 408 | fsfsdfd | | | fsfsdfd |
| 409 | fssdfds | | | fssdfds |
| 410 | fsfsdfd3w | | | fsfsdfd3w |
| 411 | fsfsw | | | fsfsw |
| 412 | fsfsf1 | | | fsfsf1 |
| 413 | afsfdsf | | | afsfdsf |
| 414 | wdsfsfs | | | wdsfsfs |

**Figure 15- 33 Import Extension Number**

**Step 3:** Click on **Import -> Import,** then click Browse to select the import template, and click OK to start the bulk import process.

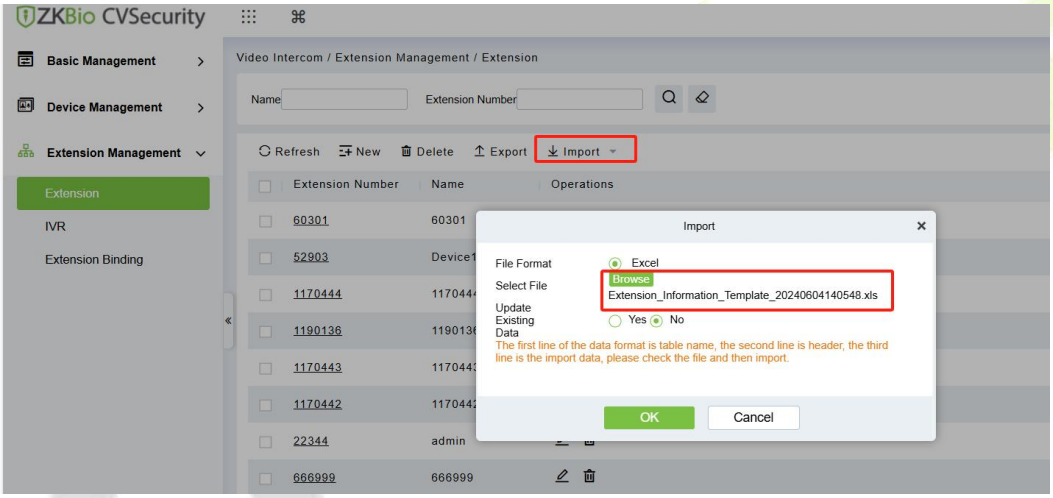


**Figure 15- 34 Import Extension Number**

Once the progress reaches 100%, you will be prompted with the results of the import, as shown in the figure below.

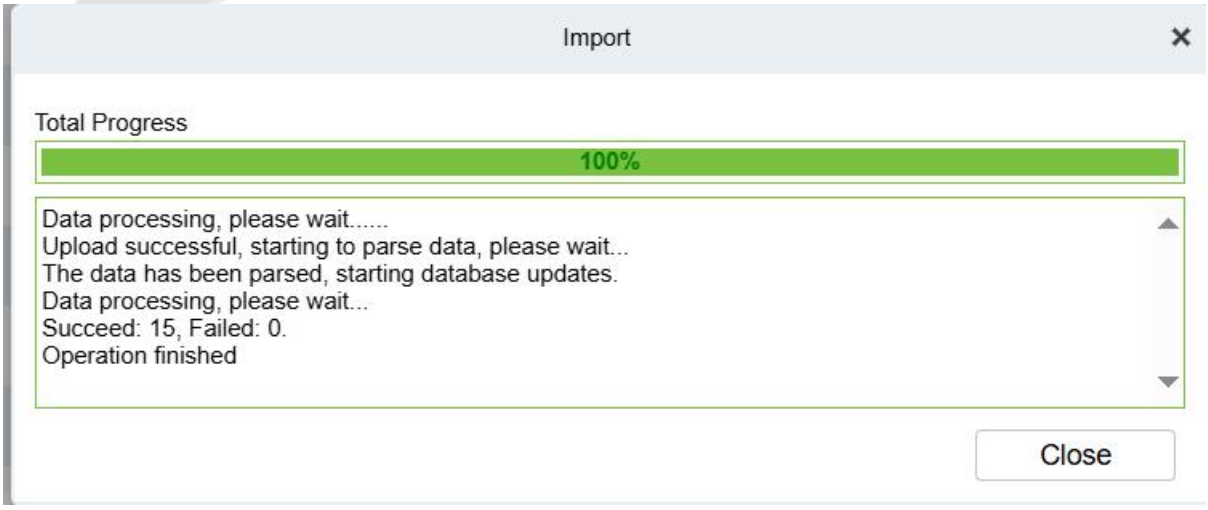


**Figure 15- 35 Progress**


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#### 15.6.1.4 Export

Export the relevant information of the extension numbers.

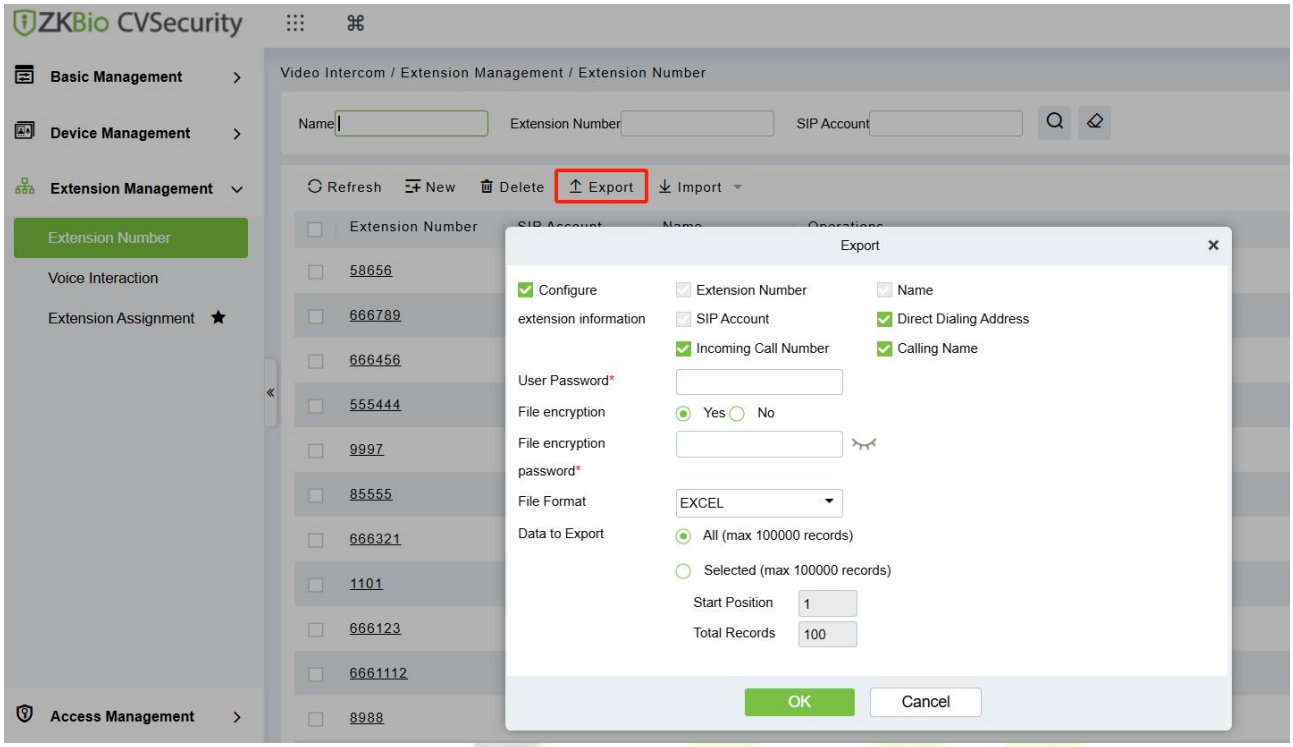


**Figure 15- 36 Export Extension Number**

## 15.6.2 Voice Interaction

IVR (Interactive Voice Response) is a telephone service technology that allows users to interact with an automated telephone system through telephone key presses or voice commands; this feature is only available with PBX Server.

This feature can be used for two major applications: Access Control linkage to video intercom; and IVR Intelligent Voice Interaction.

① **Intelligent Voice Interaction**

The IVR system can improve service efficiency, reduce labor costs, and provide users with uninterrupted service 24 hours a day. For example: Suppose the user has configured the IVR extension number to 10086 and has pre-configured the voice guidance content, then the user can dial 10086 via the app, and the guidance content will be played automatically; the user can press buttons according to the guidance, such as pressing 1 to call customer service, pressing 5 to hang up, etc. (Currently, the ZKBio CVSecurity Mobile App does not support retrieving keyboard input during the call process, the next version will support it; the current version can be used in conjunction with the indoor unit.)

#### 15.6.2.1 New

Go to **Video Intercom -> Extension Management ->Voice Interaction page**, and click on New to display the window as shown in the figure below.


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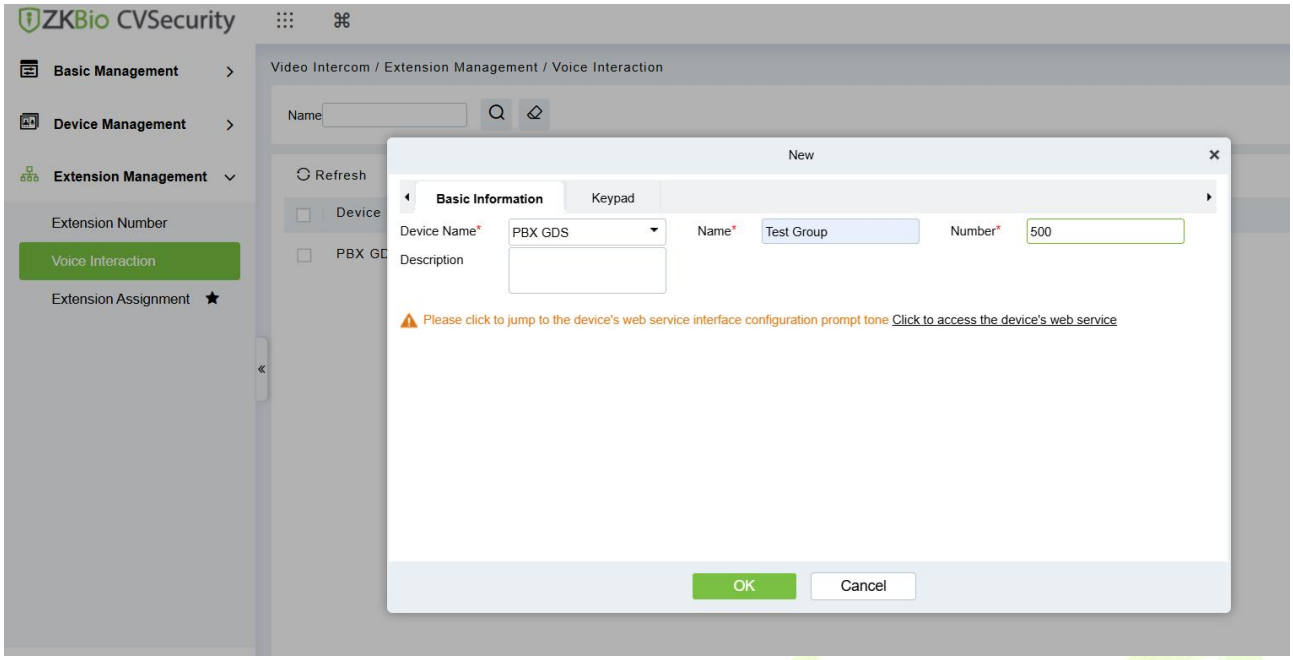


**Figure 15- 37 Voice Interaction**

## ●Basic Information

The PBX Server's IVR feature basic information configuration, with field explanations as follows:

| Parameter | How to set |
|---|---|
| **Device Name** | Select PBX Server |
| **Name** | Custom Name: Name this voice interaction |
| **Number** | Configure IVR Extension: Set the extension number for the IVR |
| **Description** | Description: Provide a description for this IVR |

## ●Keypad

Configure the purpose and actions intended to be achieved by the IVR.


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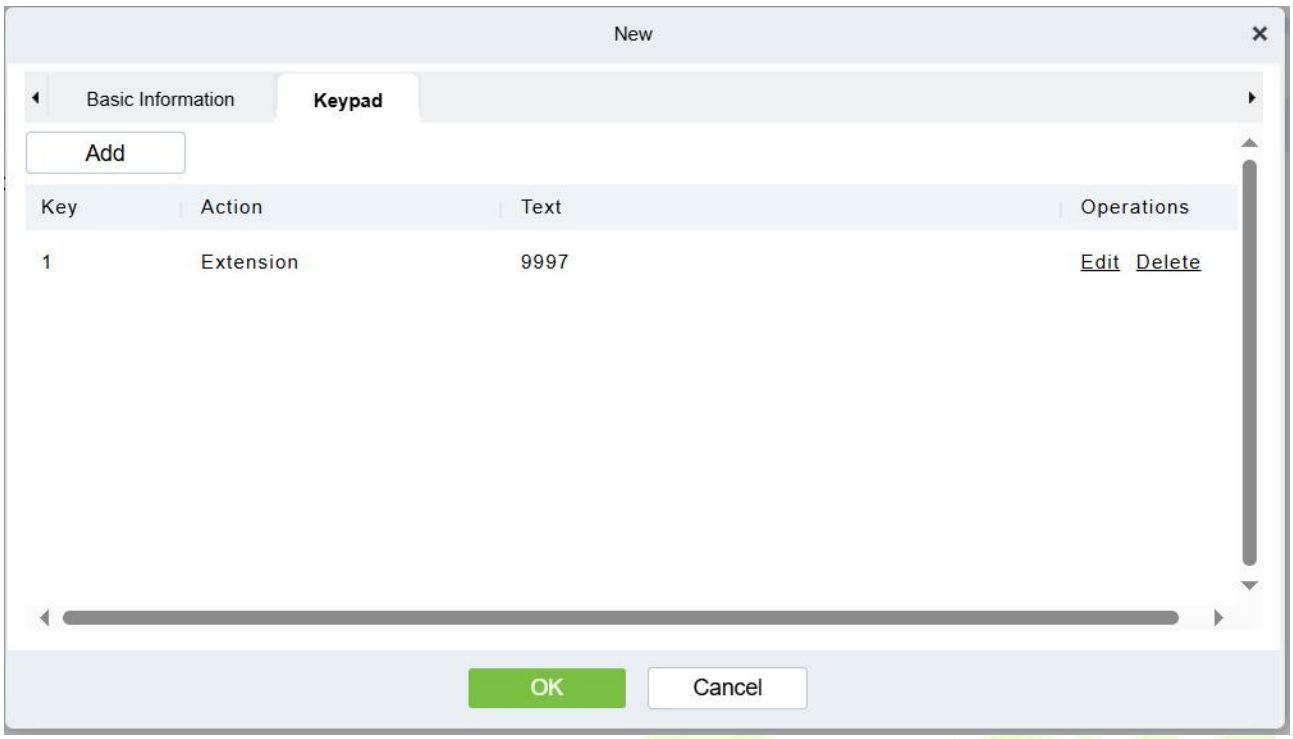
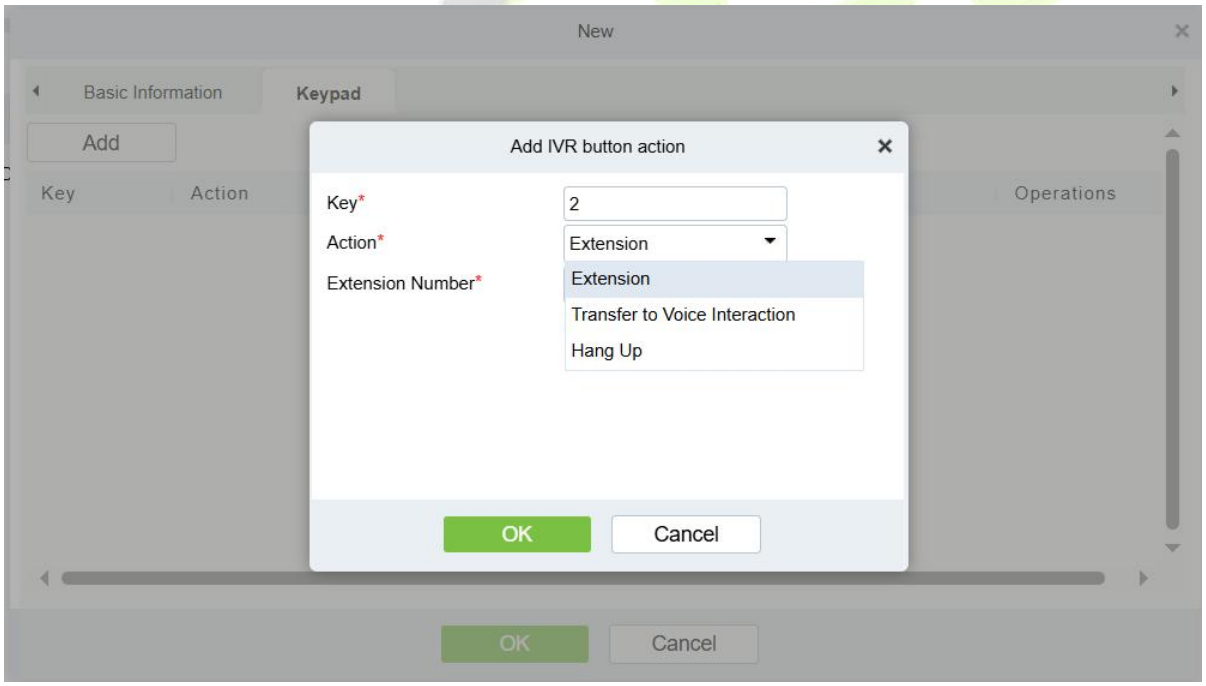



**Figure 15- 38 Keypad**

Click "**Add**" to begin the configuration.




| Parameter | How to set |
|---|---|
| Key | Keyboard values: 1-9, *, # |
| Action | A total of 3 actions are supported:<br><br>● Extension: Dial an extension number. After selecting this option, you can further choose the extension number.<br>● Transfer to Voice Interaction: Transfer to another IVR. After selecting this |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| | |
|---|---|
| | option, you can further choose the IVR number.<br>● Hang Up: End the call. |

**Note:** To ensure the normal use of the IVR function, after you have completed the configuration of the above content, you must go to the PBX's Web-IVR page to find the IVR you just saved and edit it to upload the required voice files, as shown in the figure below:

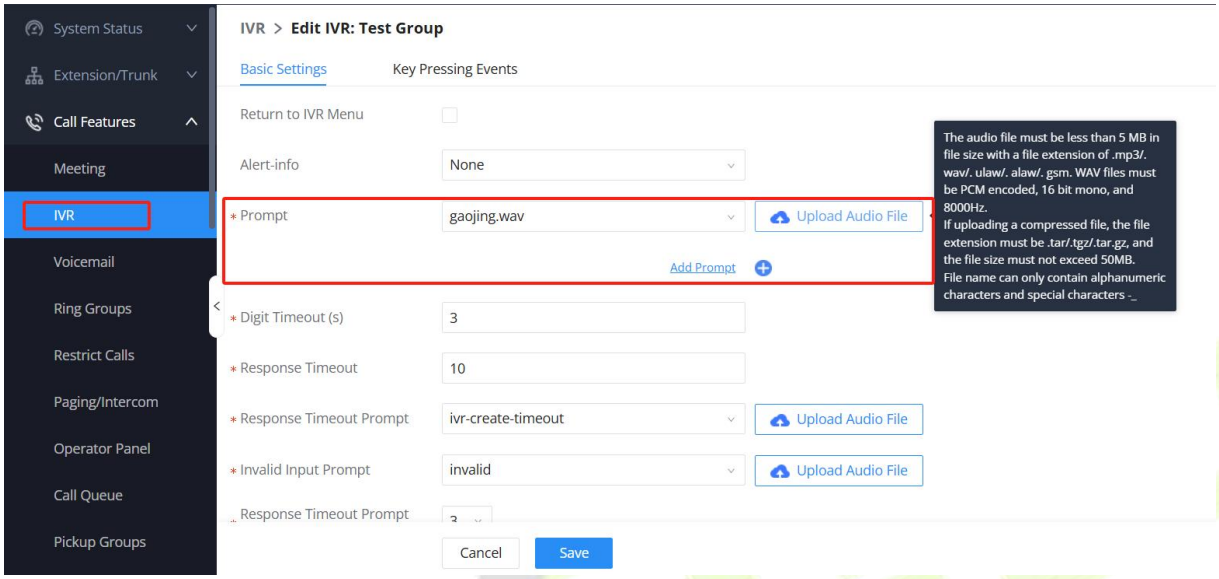


**Figure 15- 39 IVR**

### ② Access Control Linkage

Go to **Access -> Access Rule -> Linkage,** and click on "**New**" to start configuring the linkage. In the output actions, you can find Video Intercom. You can select the IVR and the extension number you wish to call.

After the configuration is complete, when the triggering conditions are met, the system will automatically call the specified extension number and play the IVR voice, preventing security personnel from missing emergency alerts.

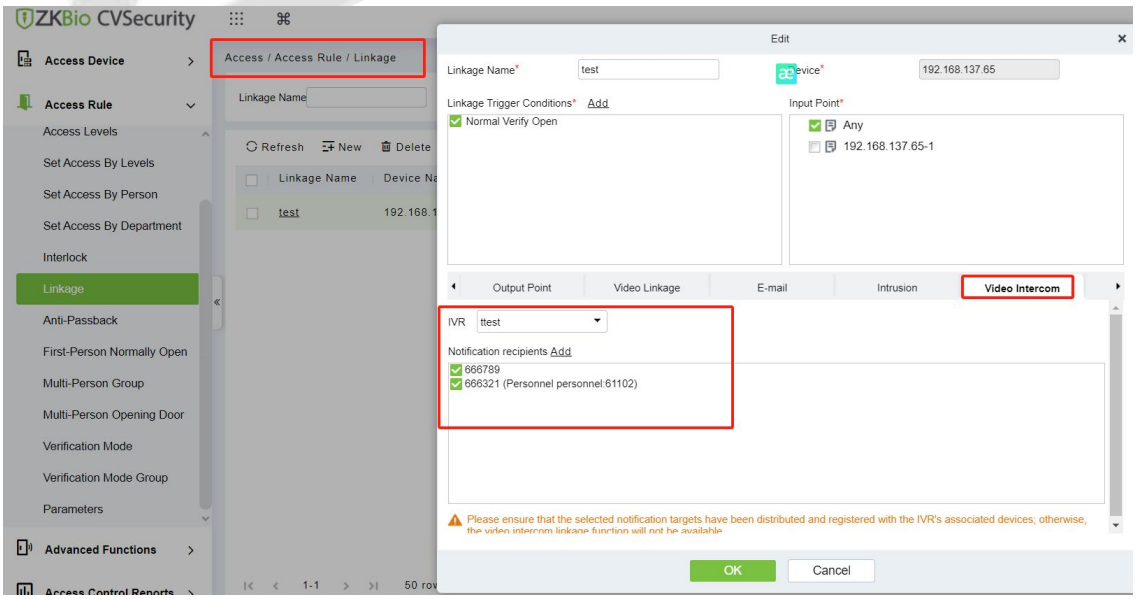


**Figure 15- 40 Access Control Linkage**


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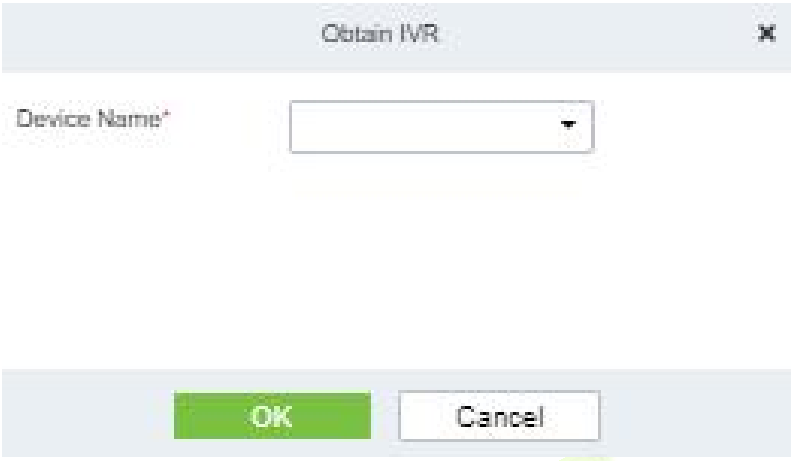
### 15.6.2.2 Obtain IVR

Go to **Video Intercom -> Extension Management ->Voice Interaction page**, and click on **Open IVR** the window as shown in the figure below:




| Parameter | How to set |
|---|---|
| Device Name | Enter the name of the device. |

## 15.6.3 Extension Assignment

This feature is designed to assign extension numbers to devices, personnel, and system users that have been added to ZKBio CVSecurity.

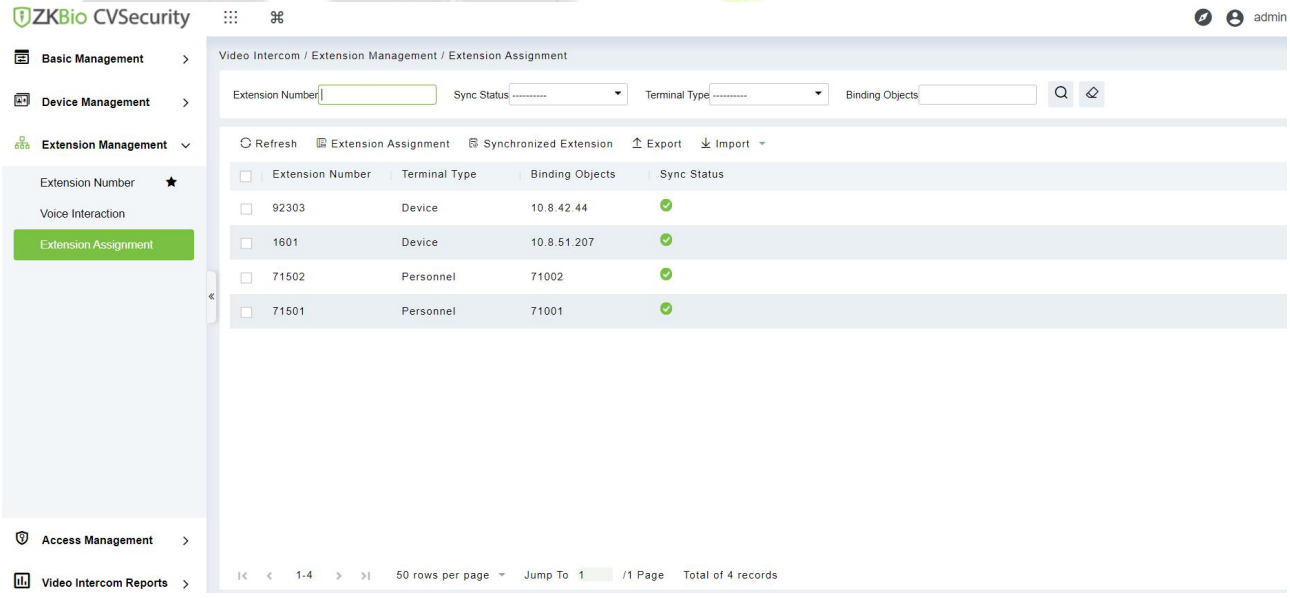



**Figure 15- 41 Extension Assignment**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### 15.6.3.1 Assign Accounts to Devices

Select the Terminal Type as "**Device**," choose the Device Name for the device you wish to bind, and select the extension number. The account information will be automatically synchronized to the device, eliminating the need for users to manually configure the address on the device.

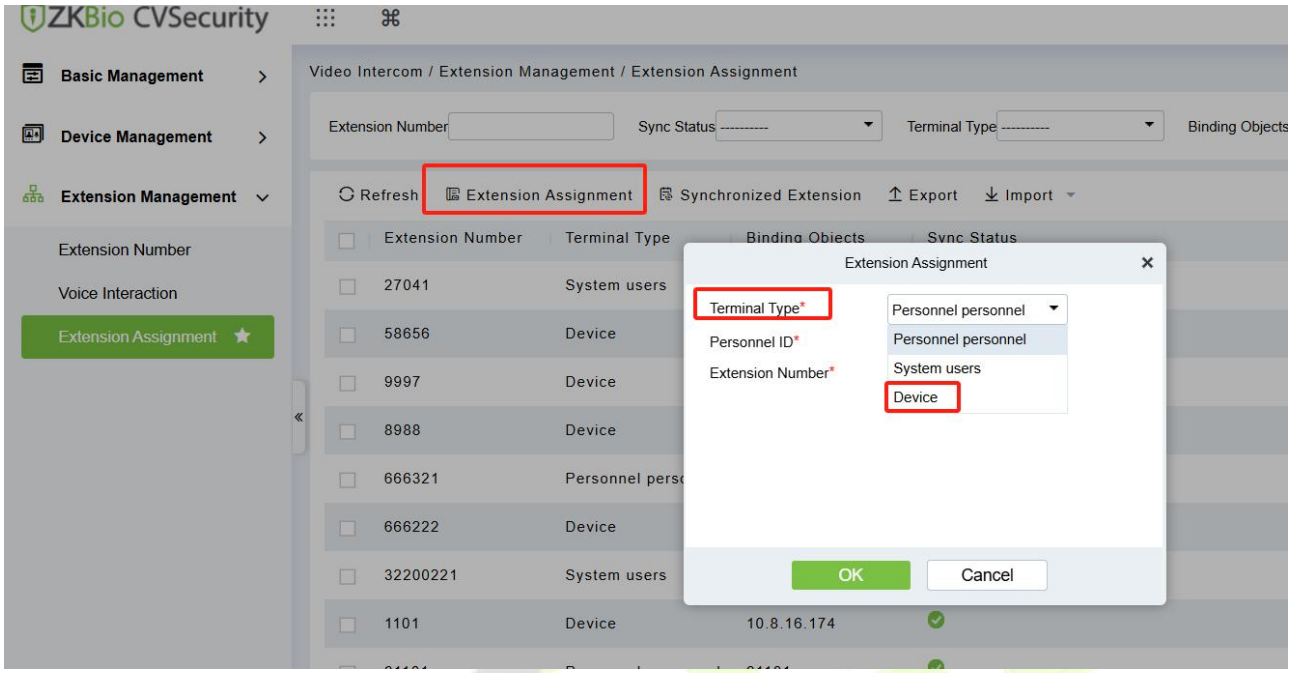


**Figure 15- 42 Device**

**Result Verification**

In the device's visual intercom interface, under **"Account,"** you can see that the SIP server and account information have been automatically written in, as shown in the figure below.


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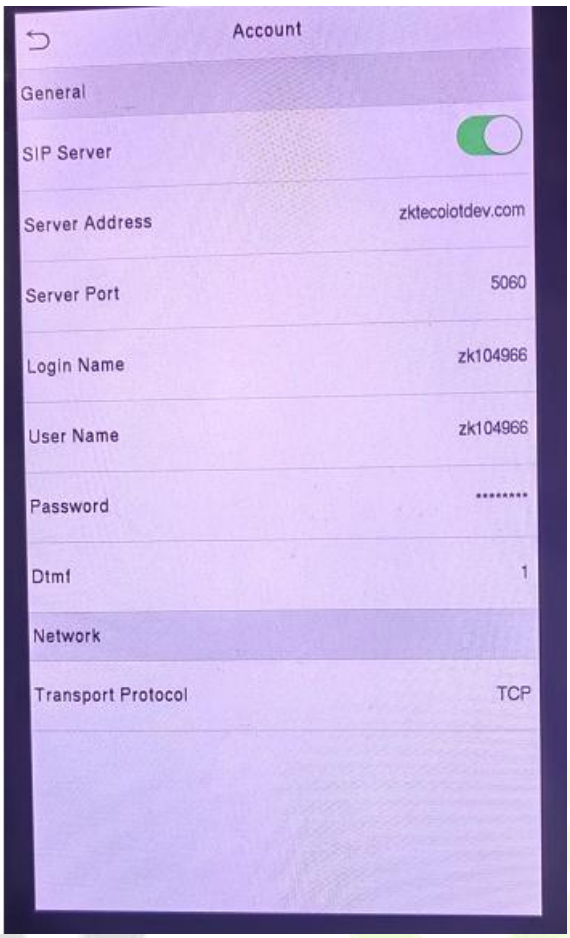


**Figure 15- 43 Device Account**

### 15.6.3.2 Assigning Accounts to Personnel (App)

**Terminal Type :**Select "Personnel" as the Binding Type;

**Personnel ID :**Choose the Personnel ID for the individual to whom you want to assign the account;

**Extension Number:**Select the extension number in the Extension Number field.

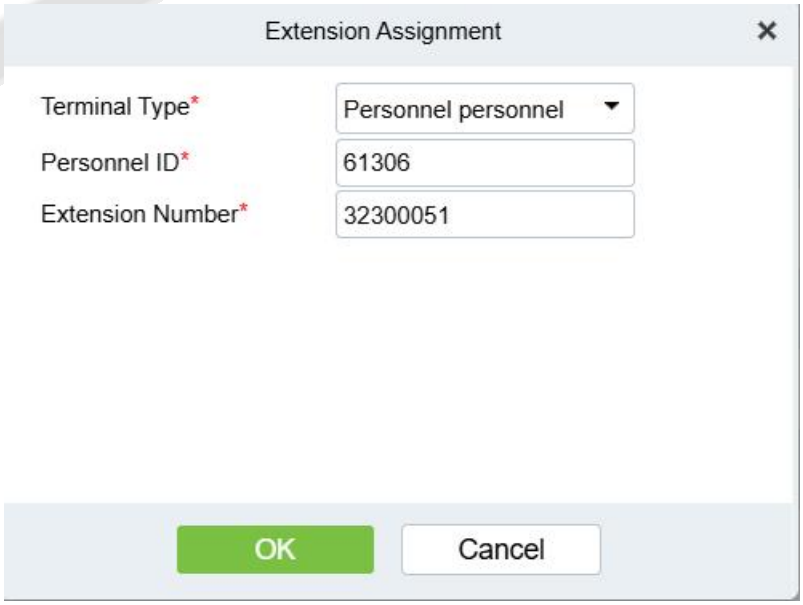


**Figure 15- 44 Personnel**


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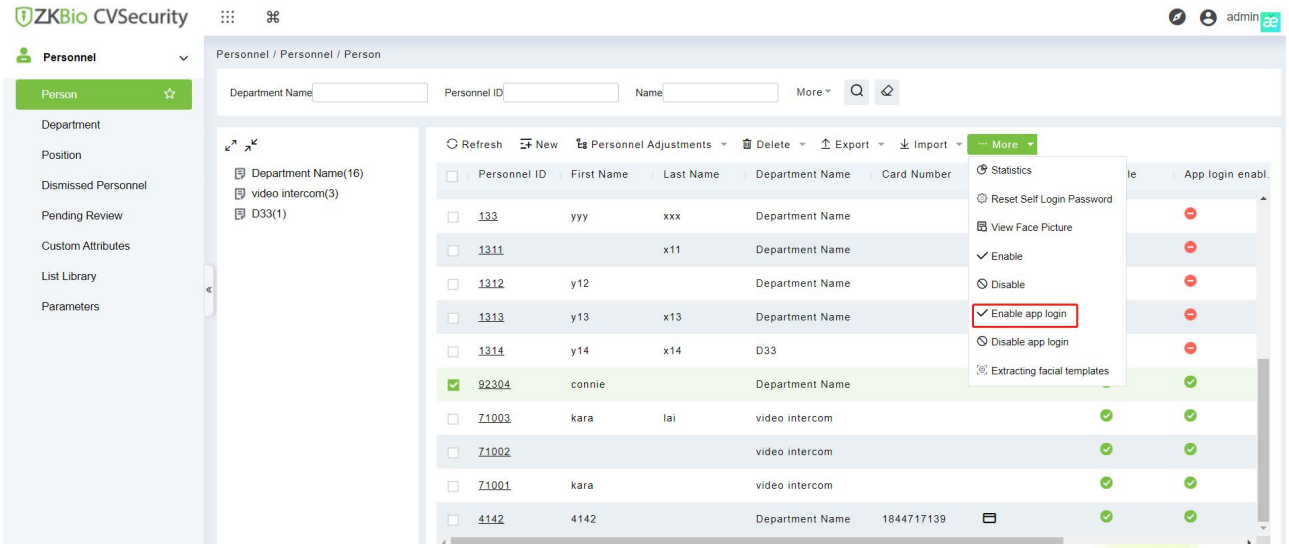
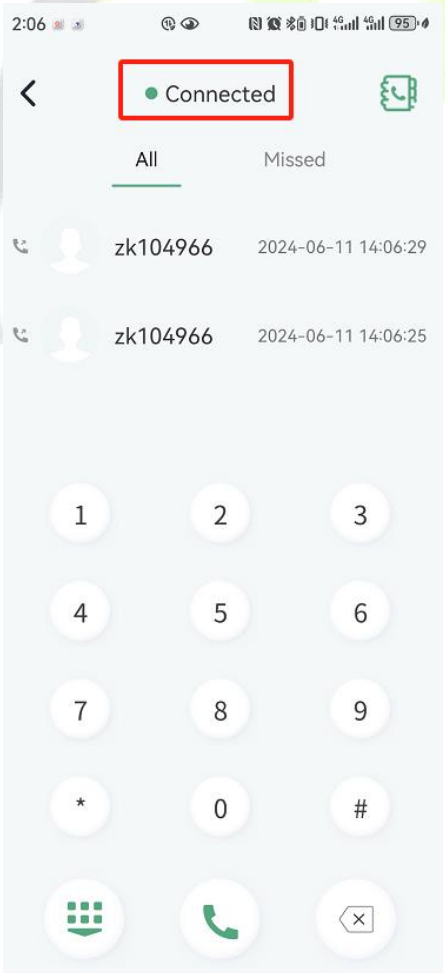
If the personnel has already enabled APP Login, then after logging in to the APP, they can directly use the APP for visual intercom communication.




**Result Verification:**

After the personnel logs into the APP and enters the Video Call application, the interface status will display as "**Connected**"; if the personnel has not been assigned an extension number, entering the application will prompt "You have not been assigned an extension number, please contact the administrator."




### 15.6.3.3 Assigning Accounts to System User (App)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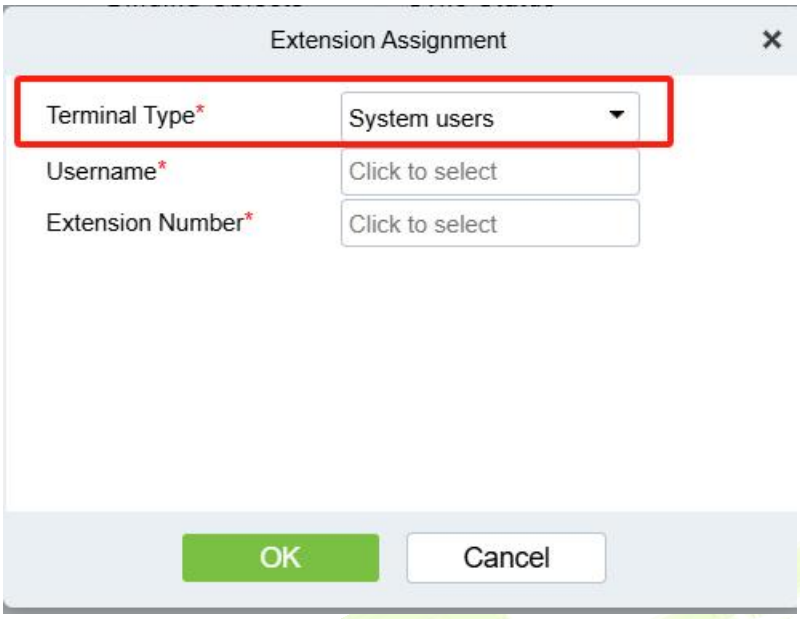
**Terminal Type:** Select "System User";

**User Name:** Choose the system user to whom the account needs to be assigned;

**Extension Number:** Select the extension number.




**Result Verification:**

After logging into the APP, upon entering the Video Call application, the interface status will display as "**Connected**"; if no extension number has been assigned, the application will prompt with "You have not been assigned an extension number, please contact the super administrator."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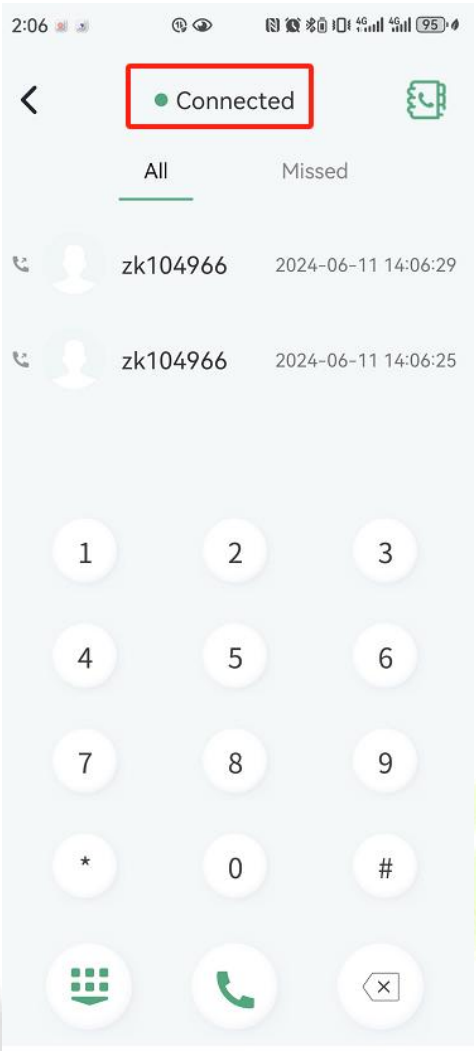
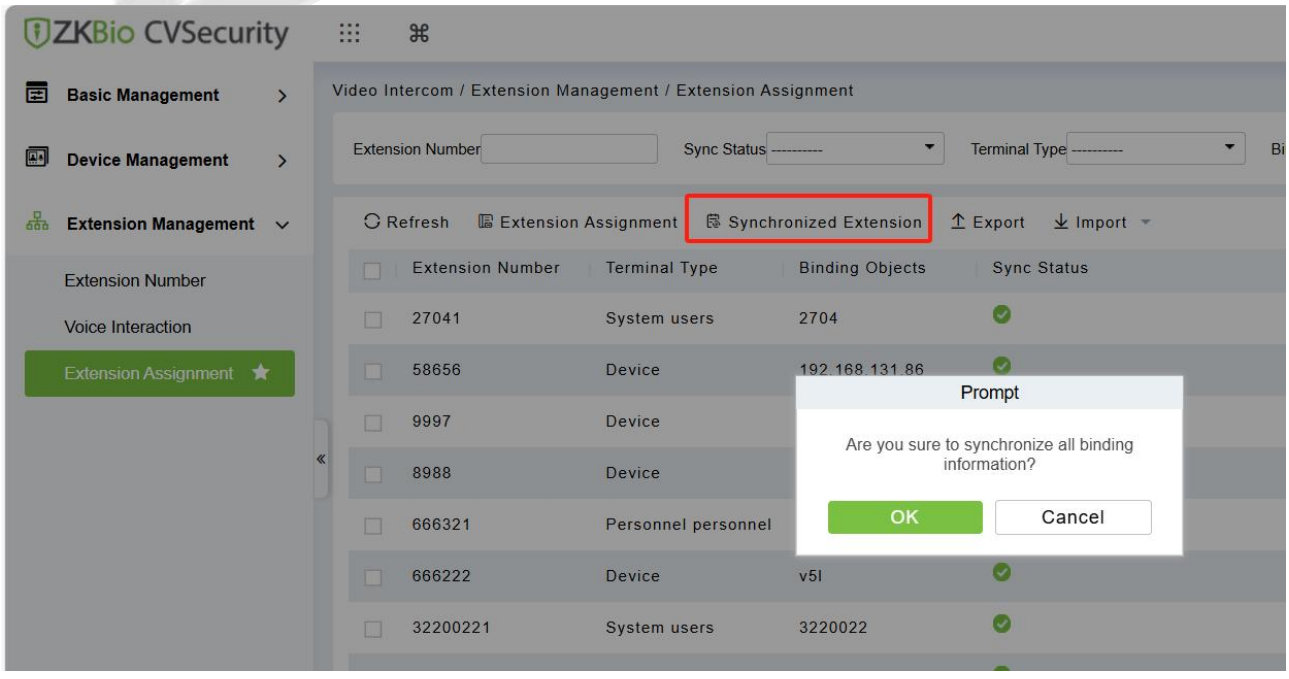



### 15.6.3.4 Synchronized Extension

Following the aforementioned steps to assign extension numbers to devices, personnel, and system users, the system will automatically synchronize the data to the devices or APPs. If the synchronization is interrupted or not successful, you can also click on "Synchronize Extension" to resynchronize.





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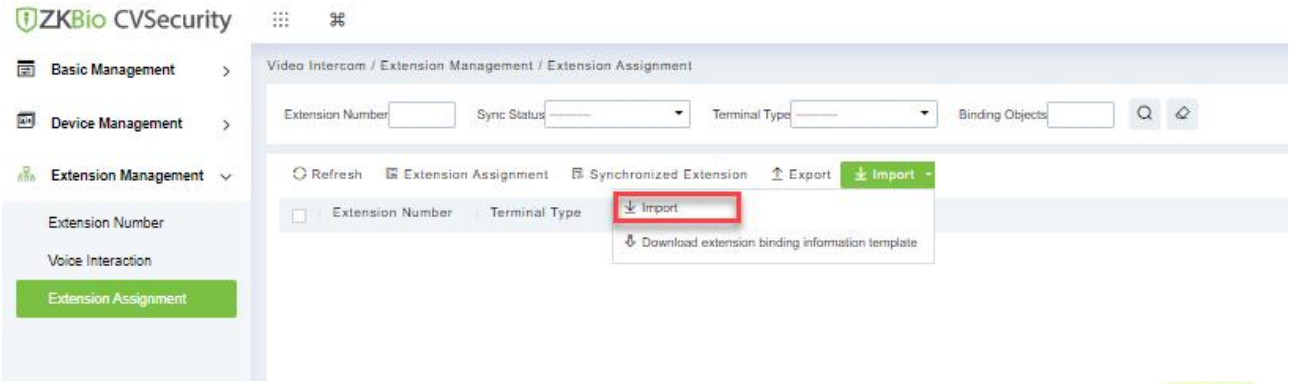
### 15.6.3.5 Import

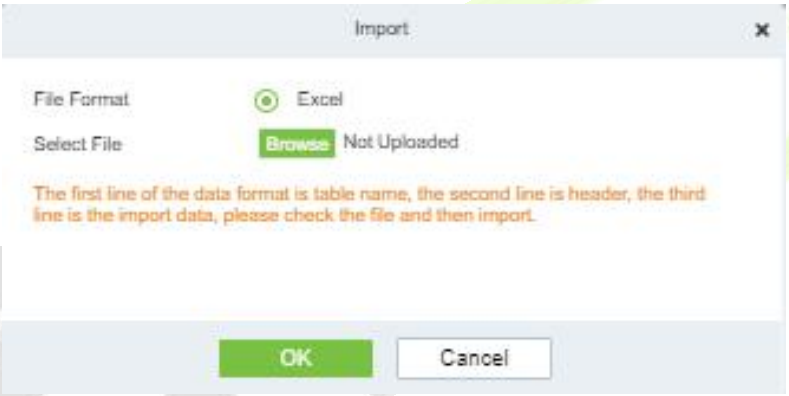
If you need to add extension numbers in bulk, you can use the Import function.

**Step 1:** Click on **Import -> Download extension information import template,** then and enter the details .

Step 2: Download the import template by clicking **Import -> import** template.

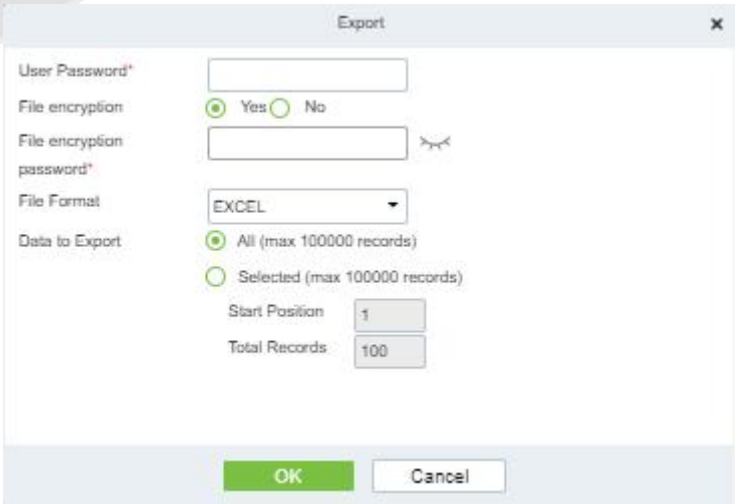



**Step 2:** Click on **Import -> Import,** then click Browse to select the import template, and click **OK** to start the bulk import process.




### 15.6.3.6 Export

Export the relevant information of the extension assignment.




## 15.7 Video Intercom Reports

In the video intercom report, you can query all video intercom records, which includ call records and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unlock records. You have the option to export all records or query specific records. This section describes the Step for querying and exporting reports in ZKBio CVSecurity.

## 15.7.1 Call Records

### 15.7.1.1 Record Query

**Operation Step:**

**Step 1**: In the Video Intercom module, choose "**Video Intercom Report** > **Call Records**".

**Step 2**: On the call Records interface, fill in the corresponding query information and click the icon to complete the query of all records, as shown in figure below.

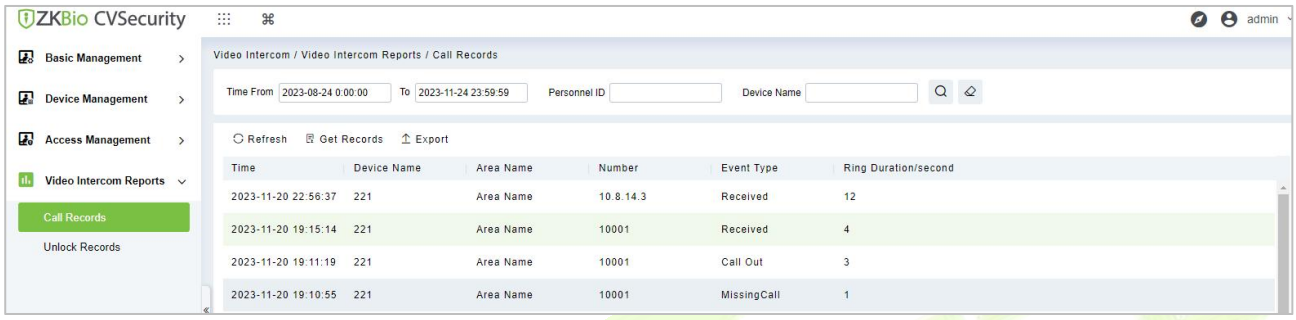


**Figure 15- 45 Report Query Page**

### 15.7.1.2 Get Records

**Operation Step:**

**Step 1**: In the Video Intercom module, choose "**Video Intercom Report** > **Call Records > Get Records**".

**Step 2**: On the Get Records interface, select the indoor station, as shown in figure below.

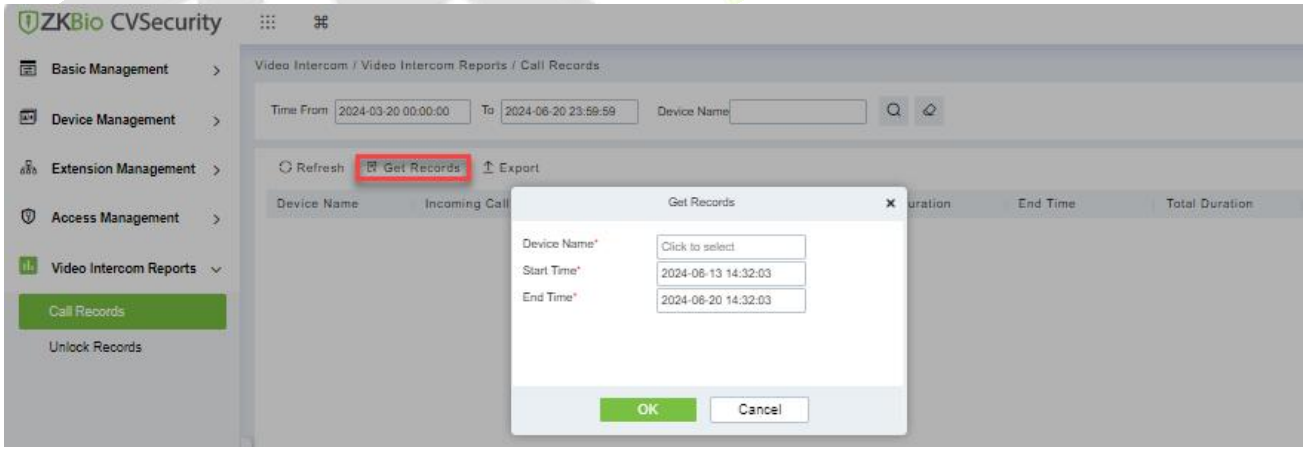


**Figure 15- 46 Get Records Page 1**

| Parameter | Description |
|---|---|
| Device Name | Select the name of the device. |
| Start Time | Enter the start time of the device. |
| End Time | Enter the end time of the device. |

**Step3**: On the Select device interface, select the device you need, as shown in figure below.


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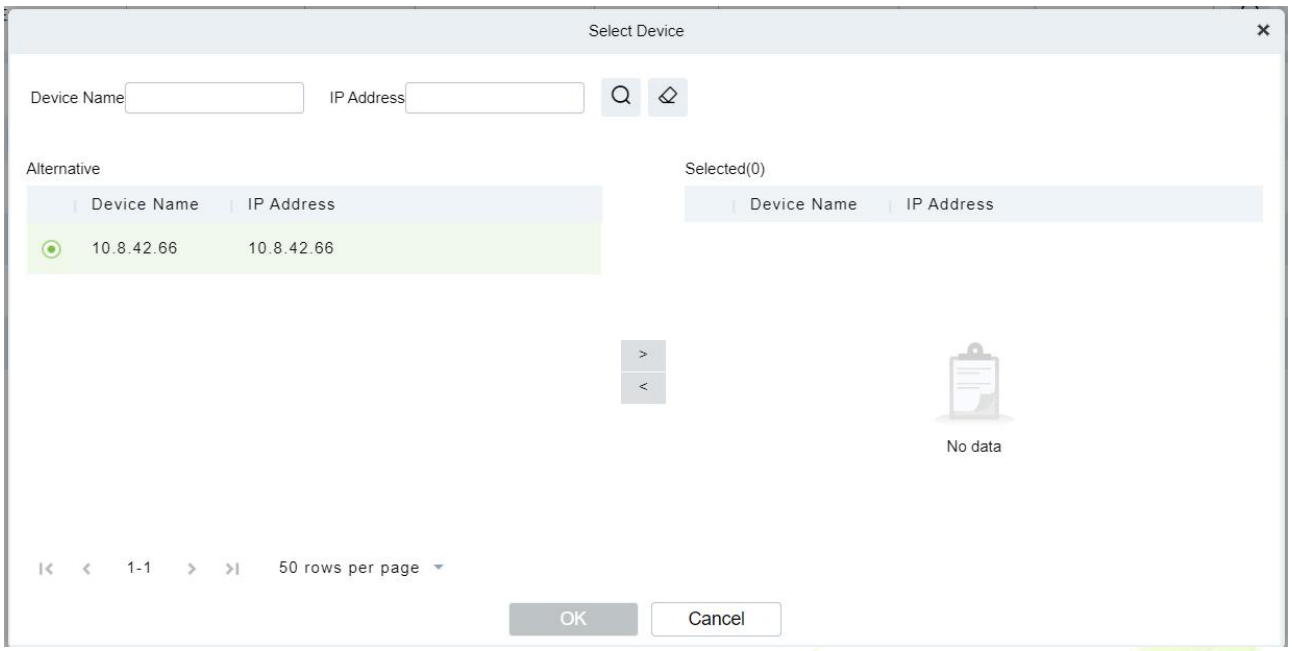


**Figure 15- 47 Get Records Page 2**

**Step 4**: Click **OK** to complete the complete acquisition of device records.

### 15.7.1.3 Export

Click **Export**, enter the user password in the displayed security verification dialog box, and Click **OK**. Select whether to encrypt the file and the file format to export, and click **OK**.

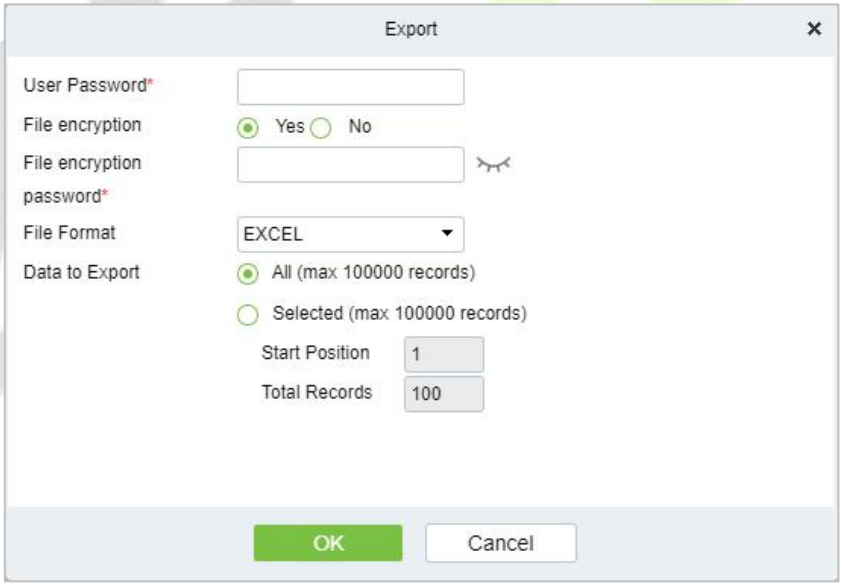


**Figure 15- 48 Report Export**

Call Records

| Time | Device Name | Area Name | Number | Event Type | Ring Duration/second |
|---|---|---|---|---|---|
| 2023-11-20 22:56:37 | 221 | Area Name | 10.8.14.3 | | 12 |
| 2023-11-20 19:15:14 | 221 | Area Name | 10001 | | 4 |
| 2023-11-20 19:11:19 | 221 | Area Name | 10001 | | 3 |
| 2023-11-20 19:10:55 | 221 | Area Name | 10001 | | 1 |
| 2023-11-20 19:09:56 | 221 | Area Name | 10001 | | 5 |
| 2023-11-20 19:09:46 | 221 | Area Name | 10001 | | 4 |
| 2023-11-20 19:07:27 | 221 | Area Name | 10001 | | 5 |
| 2023-11-20 17:44:48 | 221 | Area Name | 10.8.14.3 | | 4 |
| 2023-11-20 16:13:06 | 221 | Area Name | 10.8.14.3 | | 4 |
| 2023-11-16 19:54:01 | 221 | Area Name | 10001 | | 2 |
| 2023-11-16 19:53:52 | 221 | Area Name | 10001 | | 3 |
| 2023-11-16 19:52:23 | 221 | Area Name | 2010008 | | 0 |
| 2023-11-16 19:51:49 | 221 | Area Name | 2010008 | | 0 |
| 2023-11-16 19:51:33 | 221 | Area Name | 2010008 | | 0 |


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**Figure 15- 49 Call Report Export**

## 15.7.2 Unlock Records

### 15.7.2.1 Record Query

**Operation Step:**

**Step 1**: In the Video Intercom module, choose "**Video Intercom Report** > **Unlock Records**".

**Step 2**: On the unlock Records interface, fill in the corresponding query information and click the icon to complete the query of all records, as shown in figure below.

**Figure 15- 50 Report Query Page**

### 15.7.2.2 Get Records

**Operation Step:**

**Step 1**: In the Video Intercom module, choose "**Video Intercom Report** > **Unlock Records** > **Get Records**".

**Step 2**: On the Get Records interface, select the indoor station, as shown in figure below.

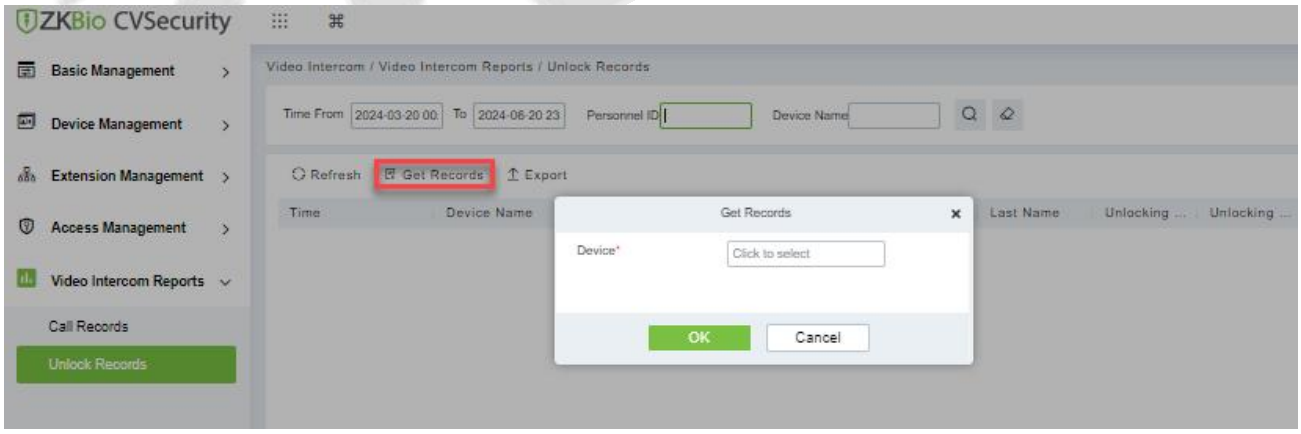


**Figure 15- 51 Get Records Page 1**

| Parameter | Description |
|---|---|
| Device Name | Select the name of the device. |

**Step 3:** On the Select device interface, select the device you need, as shown in figure below.


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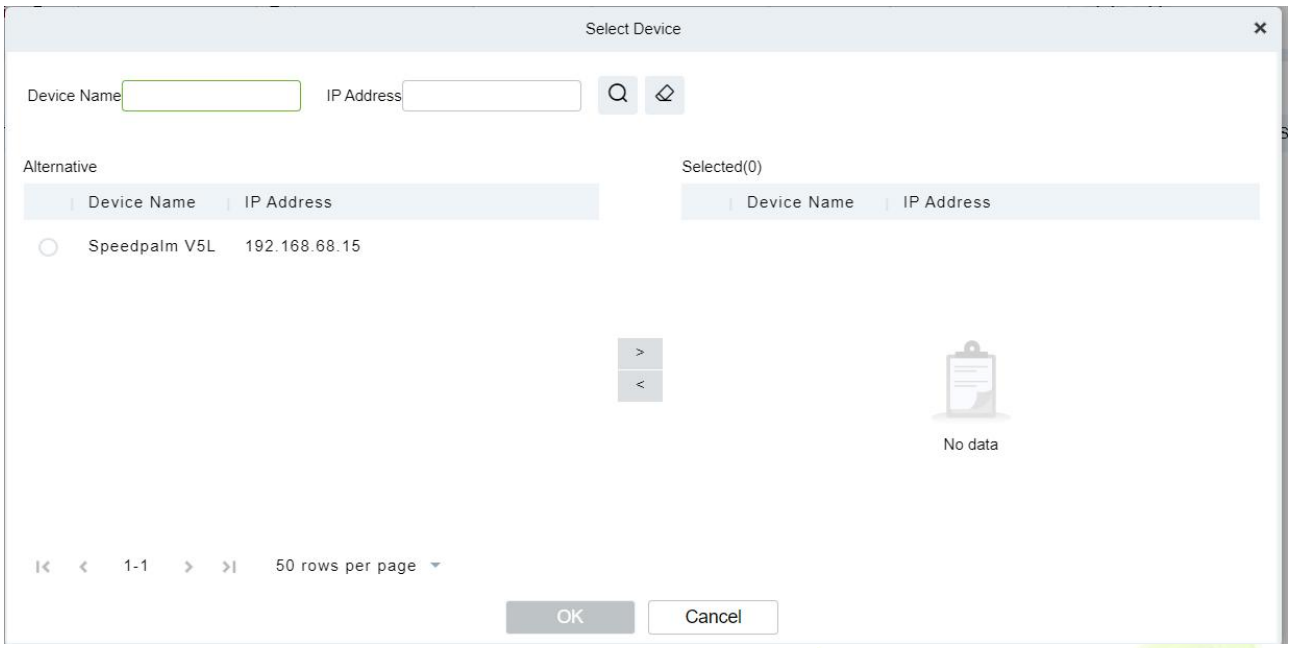


**Figure 15- 52 Get Records Page 2**

**Step 4**: Click **OK** to complete the complete acquisition of unlock records.

### 15.7.2.3 Export

Click **Export**, enter the user password in the displayed security verification dialog box, and Click **OK**. Select whether to encrypt the file and the file format to export, and click OK.

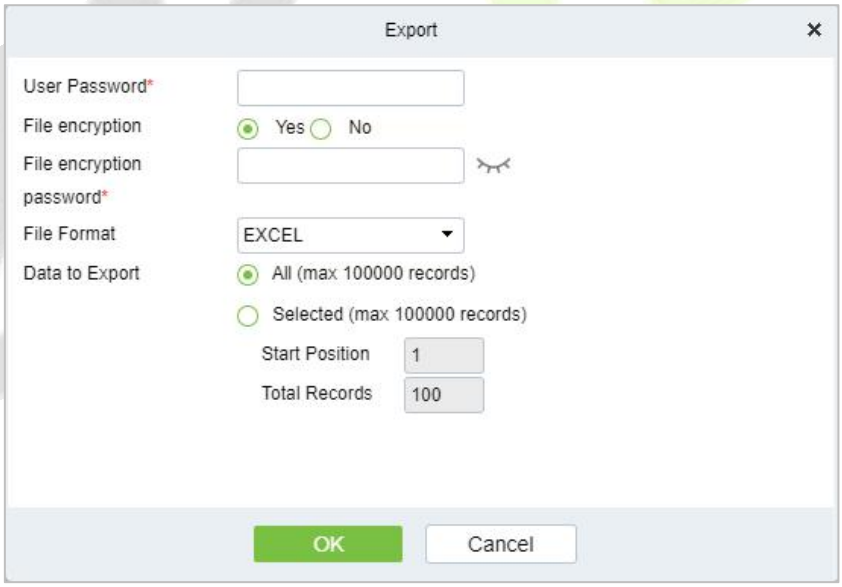


**Figure 15- 53 Report Export**


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| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 1 | Unlock Records | | | | | | | |
| 2 | Time | Device Name | Personnel ID | First Name | Last Name | Unlock Method | Number | Status |
| 3 | 2023-11-23 14:30:46 | [redacted]-164 | | | | Password | 0000 | Succeed |
| 4 | 2023-11-23 14:30:43 | [redacted]-164 | | | | Password | 789 | |
| 5 | 2023-11-23 14:30:39 | [redacted]-164 | | | | Password | 0000 | Succeed |
| 6 | 2023-11-23 14:29:02 | [redacted]-164 | | | | Password | 0000 | Succeed |
| 7 | 2023-11-23 14:28:58 | [redacted]-164 | | | | Password | 9999 | |
| 8 | 2023-11-23 14:28:52 | [redacted]-164 | | | | Password | 99 | |
| 9 | 2023-11-23 14:28:49 | [redacted]-164 | | | | Password | 0000 | Succeed |
| 10 | 2023-11-22 17:40:54 | [redacted]-164 | | | | Password | 0000 | Succeed |
| 11 | 2023-11-22 08:57:44 | [redacted]-116 | | | | Face | | |
| 12 | 2023-11-22 08:57:13 | [redacted]-116 | | | | Face | | |
| 13 | 2023-11-22 07:02:27 | [redacted]-116 | | | | Face | | |
| 14 | 2023-11-22 07:00:39 | [redacted]-116 | | | | Face | | |
| 15 | 2023-11-22 07:00:17 | [redacted]-116 | | | | Face | | |
| 16 | 2023-11-22 06:47:40 | [redacted]116 | | | | Face | | |
| 17 | 2023-11-21 09:37:00 | [redacted]16 | | | | Face | | |
| 18 | 2023-11-21 09:35:36 | [redacted]16 | | | | Face | | |
| 19 | 2023-11-20 22:37:26 | [redacted]64 | | | | Password | 123456 | |
| 20 | 2023-11-20 22:37:08 | [redacted]64 | | | | Password | 11 | |
| 21 | 2023-11-20 19:08:09 | [redacted]64 | | | | Password | 0000 | Succeed |
| 22 | 2023-11-20 19:08:05 | [redacted]64 | | | | Password | 0000 | Succeed |
| 23 | 2023-11-20 19:06:09 | [redacted]64 | | | | Password | 0000 | Succeed |

**Figure 15- 54 Unlock Report Export**


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# 16 System Management

## 16.1 System Management

System settings primarily include assigning system users (such as company management user, registrar, access control administrator) and configuring the roles of corresponding modules, managing database, setting system parameters and view operation logs, etc.

### 16.1.1 Operation Log

#### Operation Step

**Step 1:** Click **System > System Management > Operation Log**.

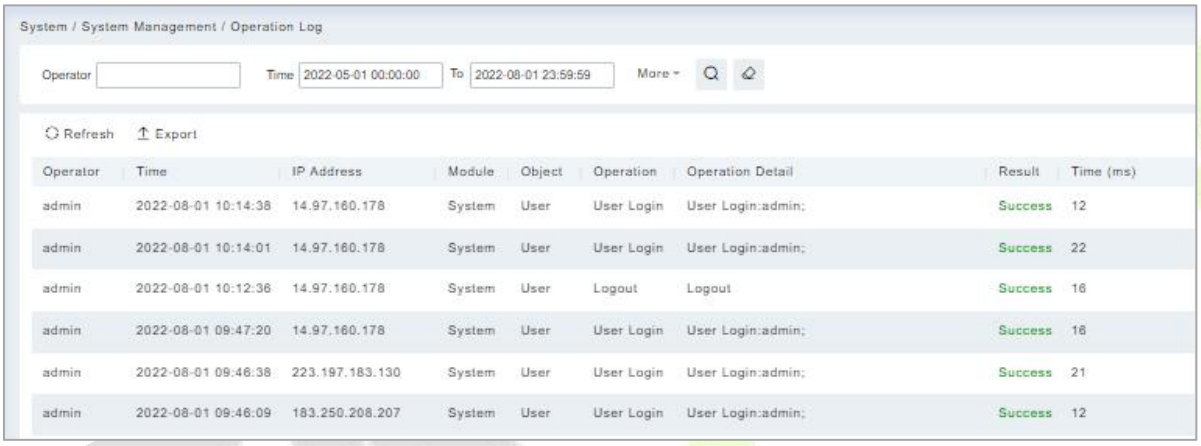


**Figure 16- 1 Operation Log Interface**

All operation logs are displayed in this page. You can query specific logs by conditions.

#### 16.1.1.1 Refresh

Click **Refresh** at the upper part of the list to get the most updated version of the operation log.

#### 16.1.1.2 Export

Export the operation log records, save to local. You can export to an Excel, PDF, TXT or CSV file. See the following figure.

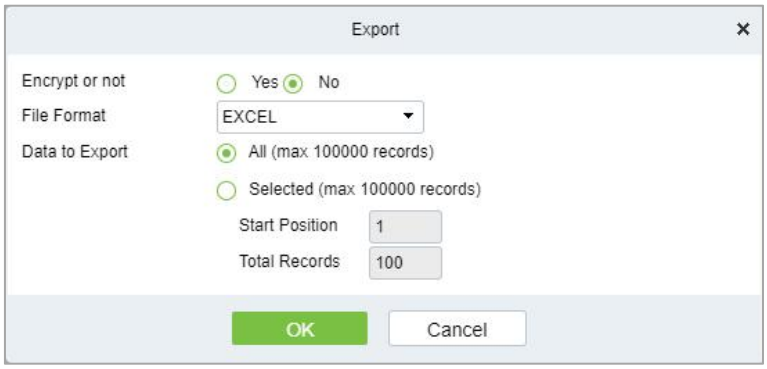


**Figure 16- 2 Export Option**


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## 16.1.2 Database Management

### Operation Step

**Step 1:** Click **System** > **System Management** > **Database Management**.

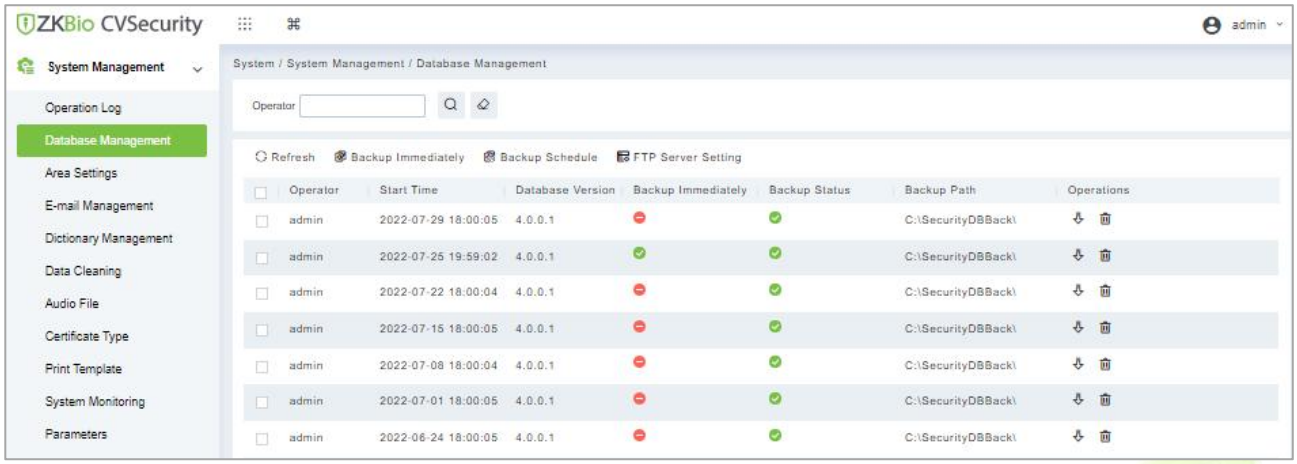


**Figure 16- 3 Database Management Interface**

All history operation logs about database backup are displayed in this page. You can refresh, backup and schedule backup database as required.

#### 16.1.2.1 Refresh

Click **Refresh** at the upper part of the list to get the most updated version of the operation log.

#### 16.1.2.2 Backup Immediately

**Step 1:** Click **Backup Immediately**.

Backup database to the path set in installation right now.

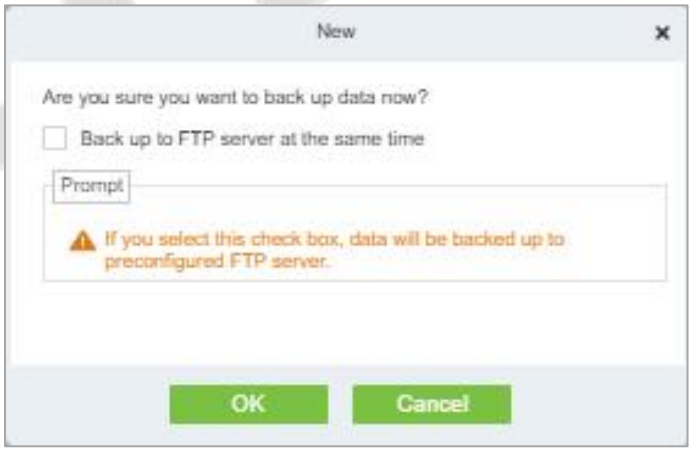


**Figure 16- 4 Back up Immediately Option**

✍ **Note:** The default backup path for the system is the path selected during the software installation. For details, refer to '*Software Installation Guide*'.


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### 16.1.2.3 Backup Schedule

**Step 1:** Click **Backup Schedule**:

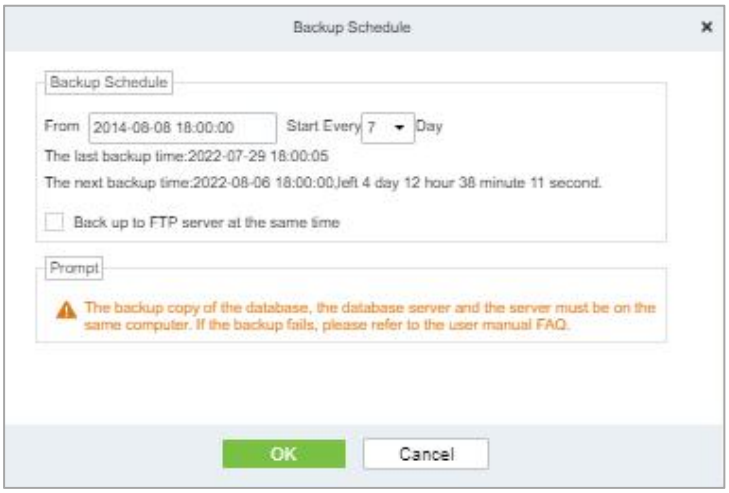


**Figure 16- 5 Back up Schedule Option**

**Step 2:** Set the start time, set interval between two automatic backups, click **OK**.

### 16.1.2.4 FTP Server Setting

When send mode is FTP Send Method, FTP parameters should be set. The parameters are FTP Server Address, Server Port, Folder Location, Username, and Password.

**Figure 16- 6 FTP Server Setting**

| Parameter | Description |
|---|---|
| FTP Server Address | Enter the address FTP Server Address E.g.: such as 192.168.1.10. |
| Port | Enter the port number. |
| Folder Location | Enter the Folder location. |
| Username | Enter the Username of the FTP server. |
| Password | Enter the password for the FTP server. |
| Test Connection | After configuring the FTP parameters, click **Test Connection** to test whether the FTP server is communicating normally. |

**Table 17-1 Description of FTP Server Setting Parameters**

After the setup is completed, click the **OK** button, save and return to the Database Management interface.


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## 16.1.3 Area Settings

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 **Headquarters** and numbered **1**.

### 16.1.3.1 Refresh

Click **Refresh** at the upper part of the list to get the most updated version of the area setting page.

### 16.1.3.2 New

**Step 1:** Click **System** > **System Management** > **Area Setting** > **New**.

**Step 2:** Click **OK** to finish adding.

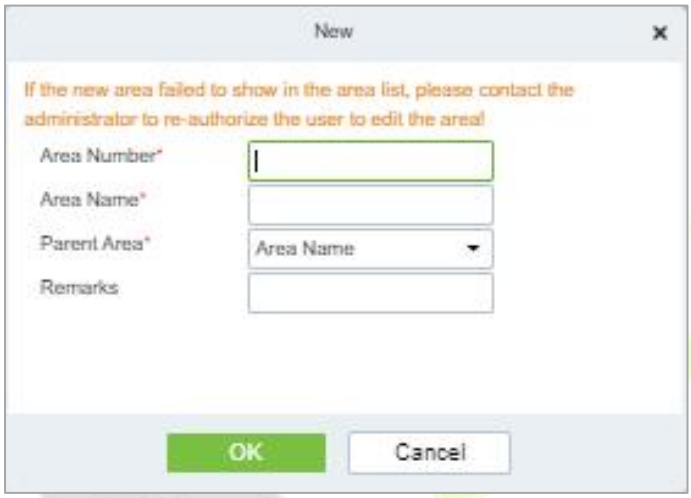


**Figure 16- 7 Area Setting**

| Parameter | Description |
|---|---|
| Area Number | Enter the area number. It must be unique. |
| Area Name | Enter the area name. Any characters with a length less than 30. |
| Parent Area | Determine the area structure of system. |

**Table 17-2 Description of area Setting Parameters**

### 16.1.3.3 Export

Export the operation log records, save to local. You can export to an Excel, PDF, TXT or CSV file. Click Export See the following figure.

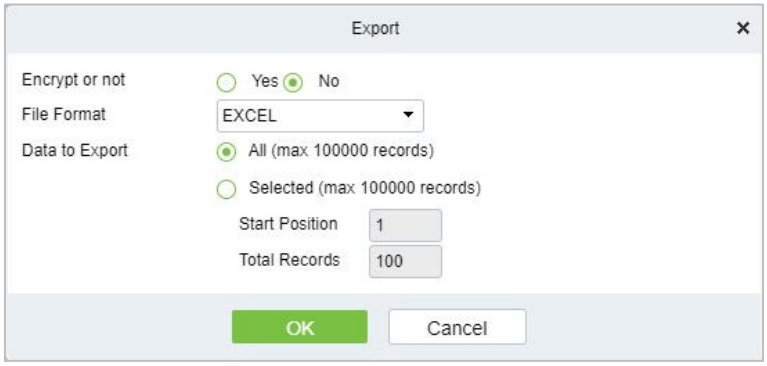


**Figure 16- 8 Export Option**


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#### 16.1.3.4 Edit/Delete an Area

Click **Edit** or **Delete** as required under **Operation** to go to the edit or delete page. Then click **OK** to save the setting.

#### 16.1.3.5 Import

If there is a personnel file in your computer, you can Import it into the system.

**Step 1:** Click **Import**

**Figure 16- 9 Import Interface**

**Step 2:** Select the file format to be imported (default is Excel) and choose the file to be imported.

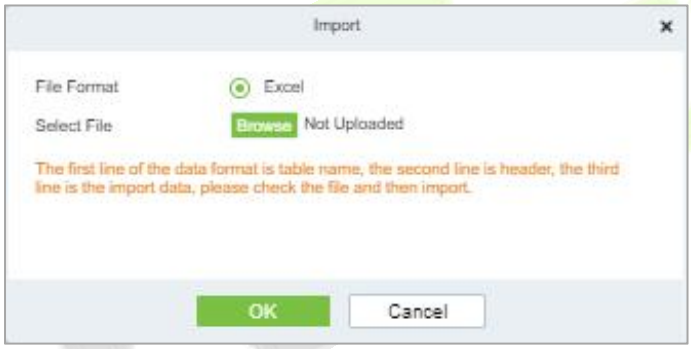


**Figure 16- 10 Import Option**

**Step 3:** If you want to download the sample template excel file for importing, click the **Download Area Import Template.**

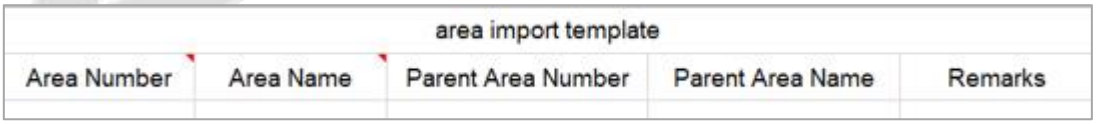


**Figure 16- 11 Area Import Template**

**Step 4:** Once the sample excel is downloaded, you can fill your data into it and save it. Then upload the saved file.

### 16.1.4 E-mail Management

Set the email sending server information. The recipient e mail should be set in Linkage Settings.

**Step 1:** Click **System > System Management** > **Email Management**

#### 16.1.4.1 Refresh

Click **Refresh** at the upper part of the list to get the most updated version of the Email management page.

#### 16.1.4.2 Delete


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Click **Delete** as required under operation to go to the edit or delete page. Then click **OK** to save the setting.

### 16.1.4.3 Outgoing Mail Server Settings

Click **System > System Management** > **Email Management** > **Outgoing Mail Server Settings**.

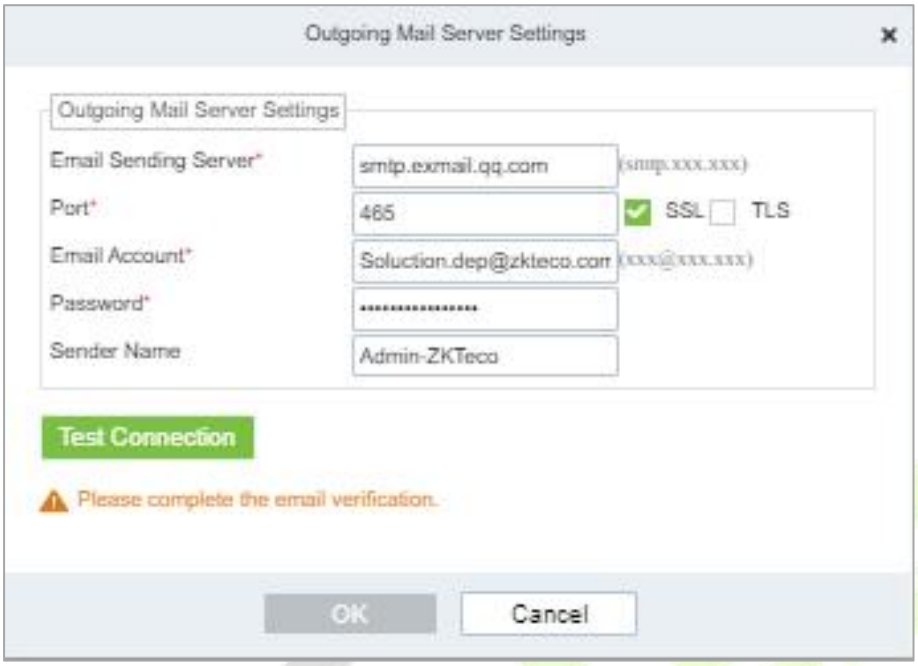


**Figure 16- 12 Outgoing Mail Server Setting**

**Note:** The domain name of E-mail address and E-mail sending server must be identical. For example, the Email address is test@gmail.com, and the E-mail sending server must be smtp.gmail.com.

### 16.1.4.4 Export

Export the operation log records, save to local. You can export to an Excel, PDF, TXT or CSV file. Click Export See the following figure.

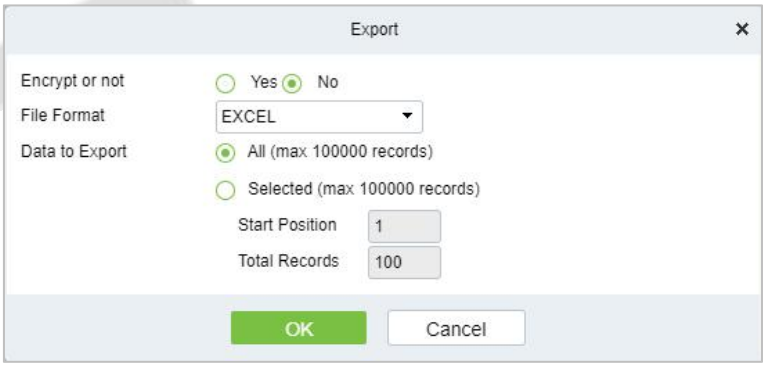


**Figure 16- 13 Export Option**

## 16.1.5 Dictionary Management


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Data dictionary management function, users can find the meaning of error code and self-check software errors.

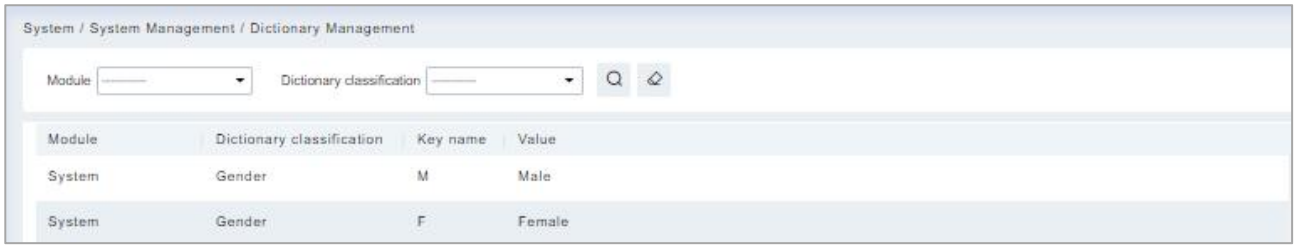


**Figure 16- 14 Dictionary Management Interface**

## 16.1.6 Data Cleaning

To save disk storage space, the expired data generated by the system must be cleaned up regularly

Click **System** > **System Management** > **Data Cleaning**. The data cleaning frequency can be set to Day/Week/Month.

### 16.1.6.1 Record

This option helps you to set the frequency of retain the recent data of the access transaction, attendance transaction, elevator transactions and visitor transactions etc.

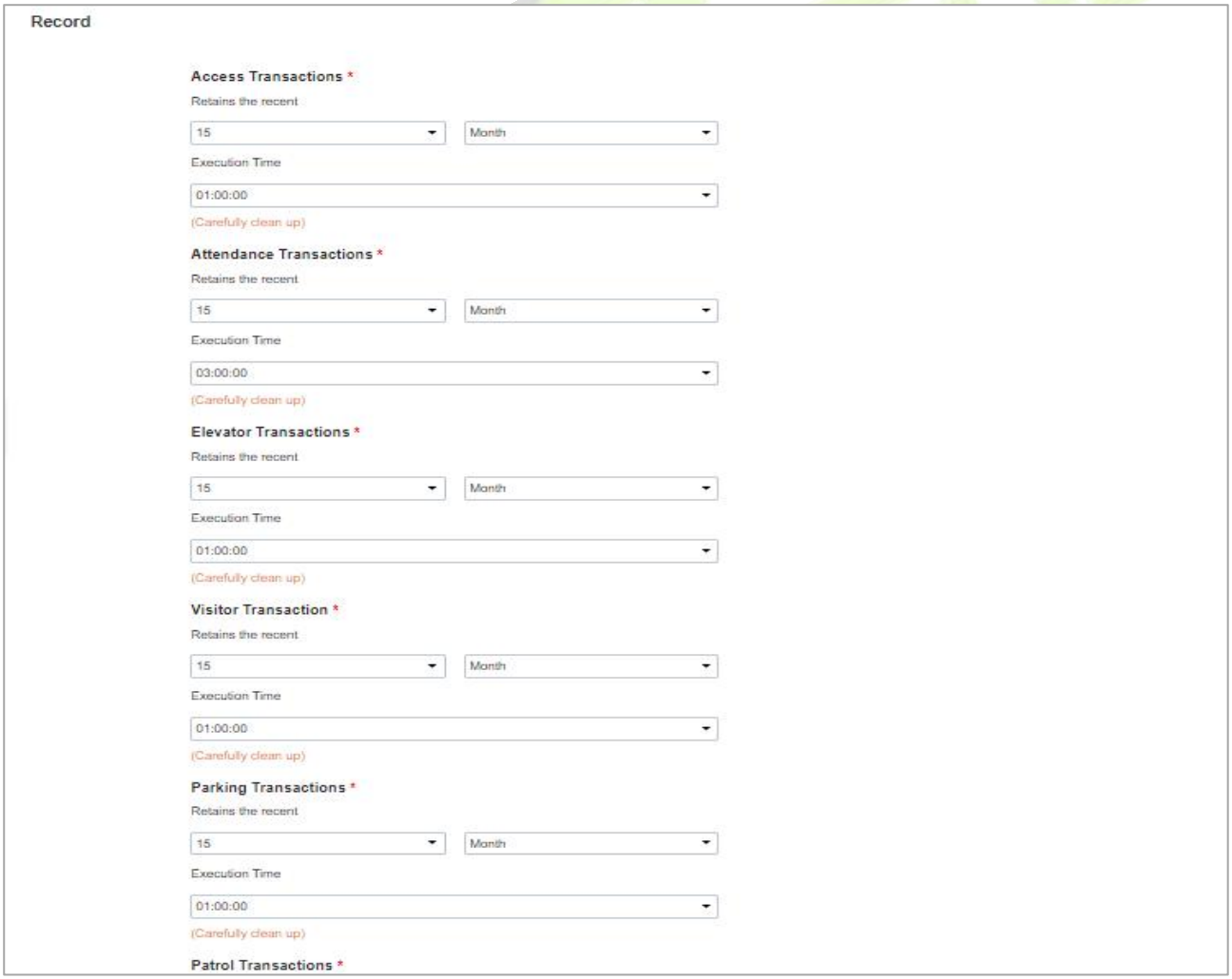


**Figure 16- 15 Record Interface**


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### 16.1.6.2 Disk Space Cleanup

In this option you can set the frequency of the retains the recent and also clean up the selected days data.

**Figure 16- 16 Space Cleanup Interface**

### 16.1.6.3 System

This option helps you to clean up the system operation log, device commands and database backup file.

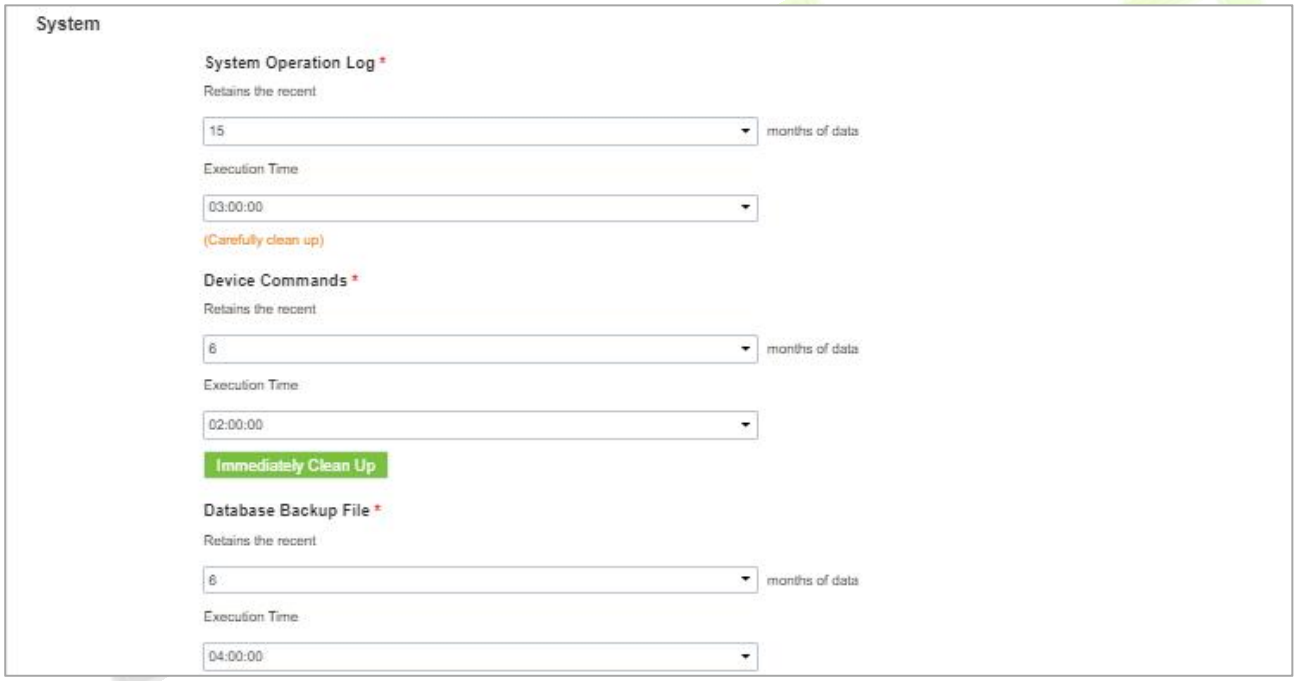


**Figure 16- 17 System Interface**

## 16.1.7 Resource File

Click **System > Basic Management > Audio File** to open the following interface:

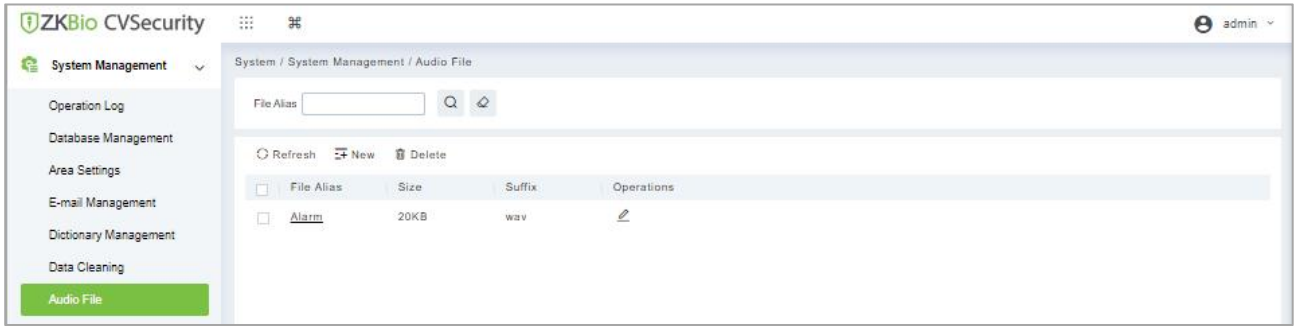


**Figure 16- 18 Audio File Interface**


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#### 16.1.7.1 New

**Operation Steps**

**Step 1:** Click **System** > **System Management** > **Audio File** > **New**, the following window appears:

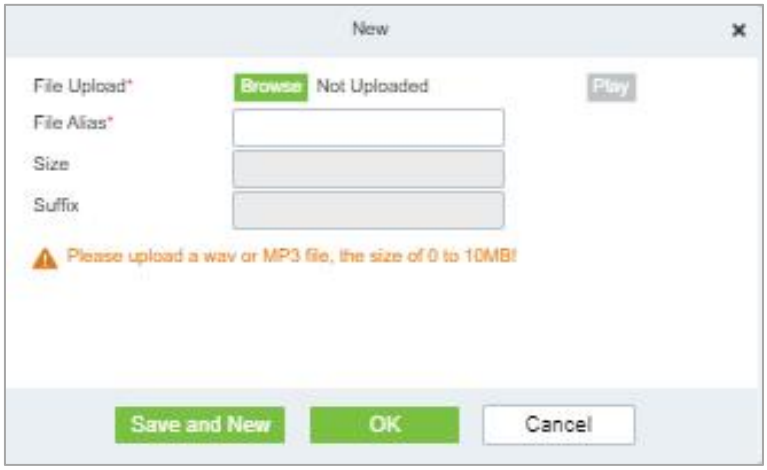


**Figure 16- 19 New Option**

**Step 2: Browse** to upload an audio file locally. The file format must be in WAV or mp3 format and must not exceed 10MB in size.

| Parameter | Description |
|---|---|
| File Alias (Name) | Enter the file name. Any character, up to 30 characters. |
| Size | After uploading the file, the file size is automatically generated. |
| Suffix | After uploading the file, the suffix of the file is automatically generated. |

**Table 17-3 Description New option parameter**

#### 16.1.7.2 Refresh

Click **Refresh** at the upper part of the list to get the most updated version of the Audio file page.

#### 16.1.7.3 Edit

Click the file name or **Edit** to edit the audio file details which support replacing the audio files and editing the file name. The "size" and "suffix" automatically change depending on the size and type of audio file being uploaded. After editing, click **OK** and **Exit**.

#### 16.1.7.4 Delete

Select the specified audio file to delete and click Delete. Then click **OK** to save the setting.

### 16.1.8 Cloud Setting

Enable hybrid cloud services and then use the Mobile APP.

Please refer to the attachment for the operation steps of the Mobile APP.ZK_ZKBio CVSecurity Mobile APP UM_EN v2.0_20240719.pdf


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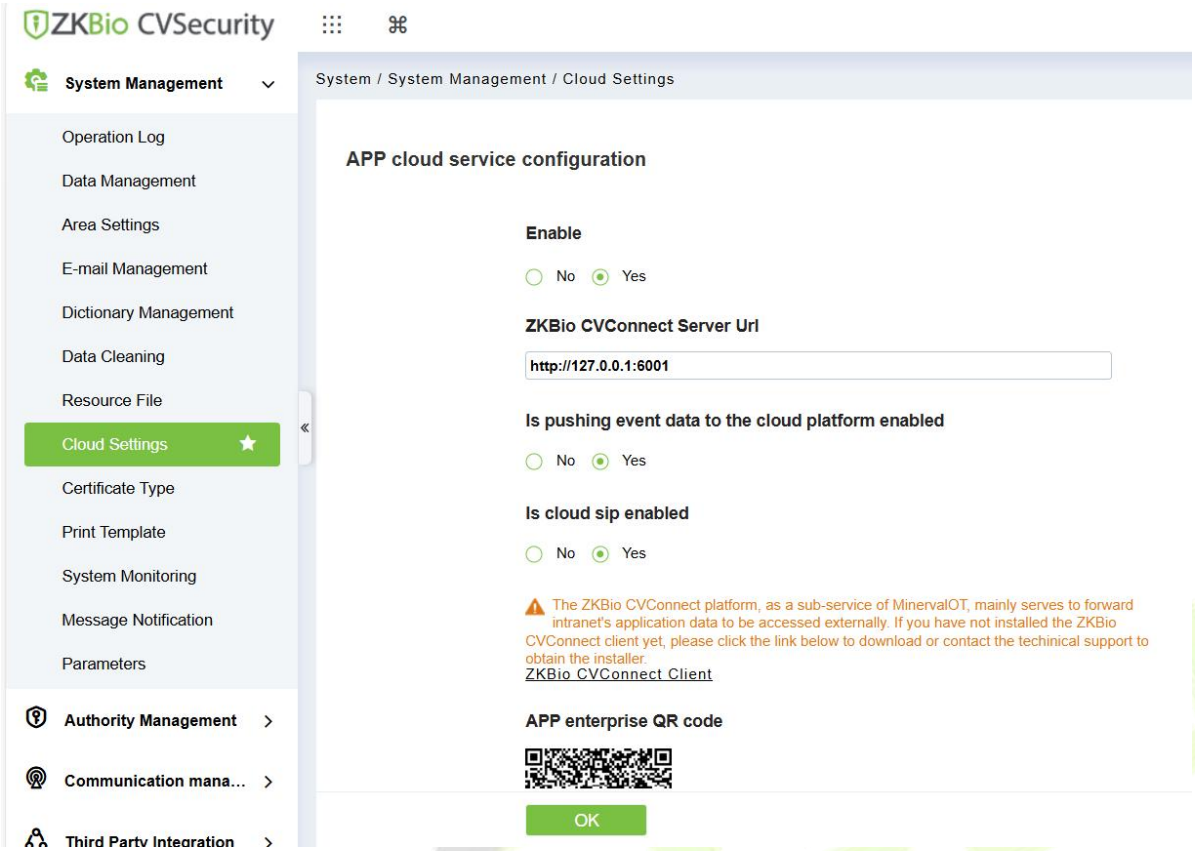


**Parameter Description**

- **Enable:** Whether to enable hybrid cloud services, enabling them allows users to start using the Mobile APP.
- **ZKBio CVConnect Server Url:** The address of the ZKBio CVConnect Client that you need to bind.
- **Is pushing event to the cloud platform enabled:** Whether to store data on the cloud platform, the default is No, data will not be stored in the cloud, it will only be forwarded to the APP.
- **Is Cloud Sip enabled :**Whether to enable the cloud SIP feature, after enabling it, you can configure the extension number for use in the visual intercom module, refer to the Extension Management
- **APP enterprise QR Code :**The QR code for APP login generated after registering and activating in the ZKBio CVConnect.

## 16.1.9 Certificate Type

The system initializes 9 certificate types. User can add the required certificate type for personnel and visitor registration.

**Step 1:** Click **System**> **Basic Management** > **Certificate Type**.


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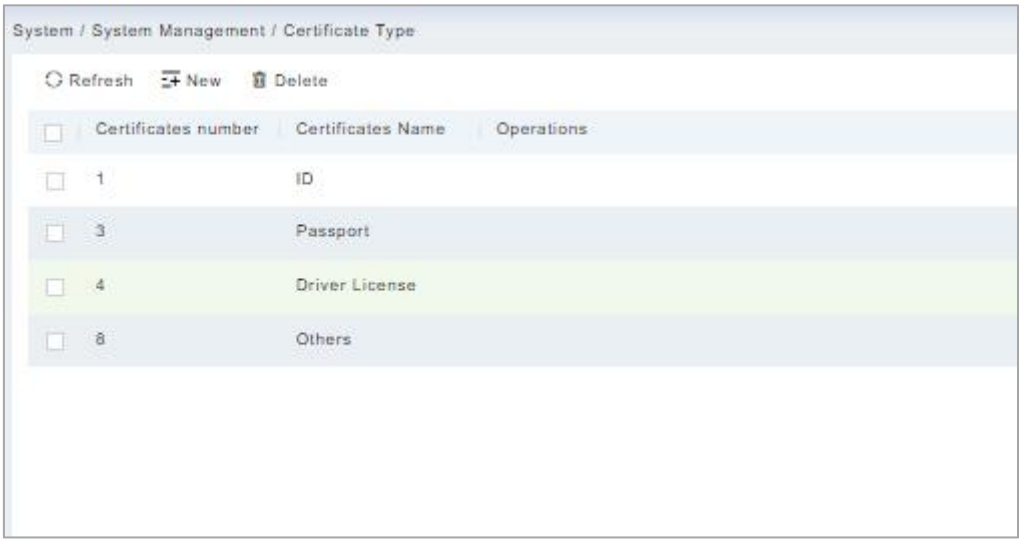


**Figure 16- 20 Certificate Type Interface**

### 16.1.9.1 Refresh

Click **Refresh** at the upper part of the list to get the most updated version of the certificate type page.

### 16.1.9.2 New

**Operation Step:**

To add the certificates, click **System > Basic Management > Certificate Type> New:**

**Certificate Name:** Enter the certificate name.

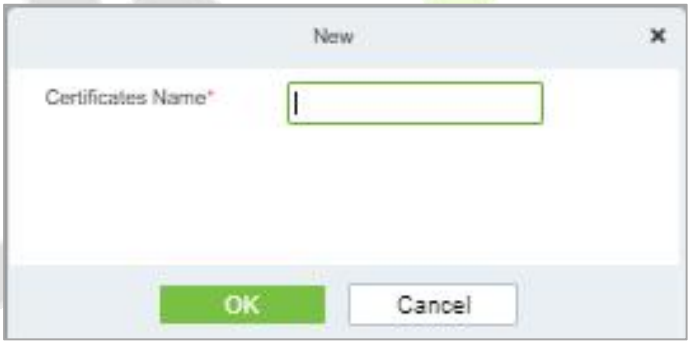


**Figure 16- 21 New Option**

### 16.1.9.3 Delete

Select the specified certificate to delete and click **Delete.** Then click **OK** to save the setting.

## 16.1.10 Print Template

You can manage the template for different cards: Personnel card template, Visitor receipt template/Card template are all configured here. The system initializes 5 types of personnel and visitor print templates.


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**Step 1:** Click **System**> **Basic Management**> **Print template**.

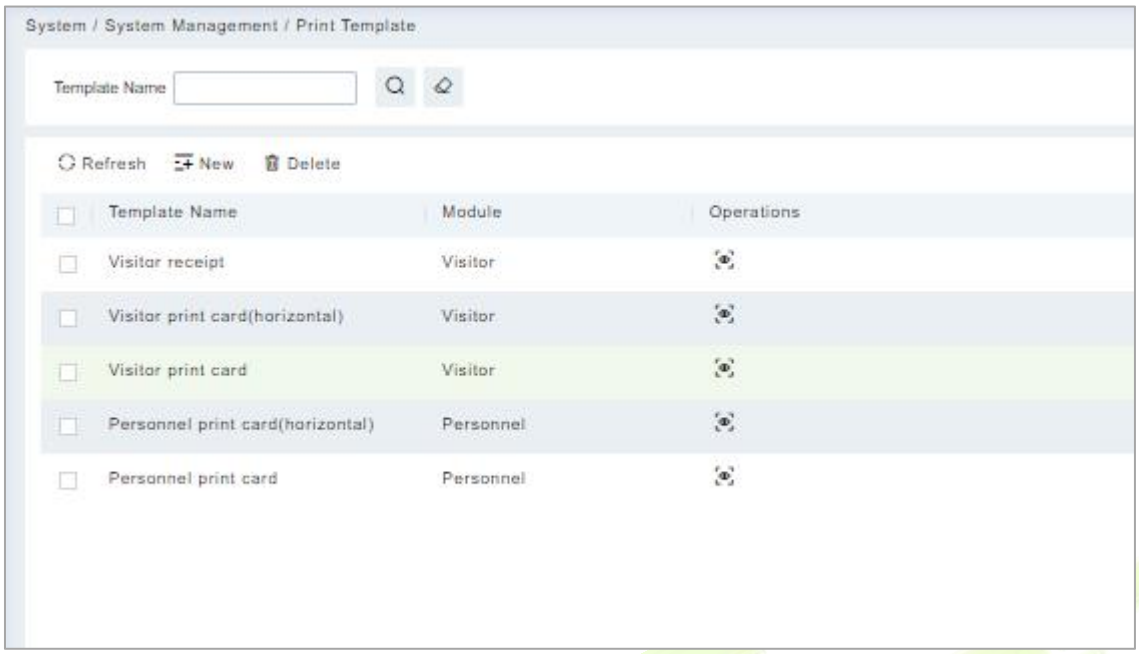


**Figure 16- 22 Print Template**

### 16.1.10.1 Refresh

Click **Refresh** at the upper part of the list to get the most updated version of the Print Template page

### 16.1.10.2 Add

**Step 1:** To add the certificates, click **System > System Management > Print Template> New**:

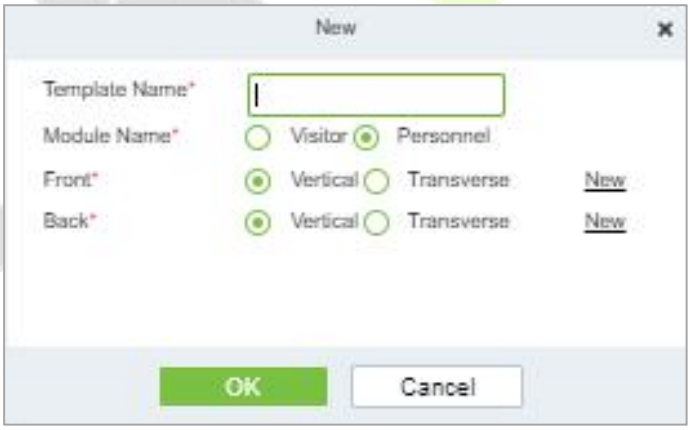


**Figure 16- 23 New Option**

### 16.1.10.3 Delete

Select the specified template to delete and click **Delete.**

## 16.1.11 System Monitoring

The system monitoring function displays the server processor usage, host memory usage, processor information, memory information, java virtual machine memory usage and other information.

**Step 1:** Click **System**> **System Management** > **System Monitoring**.


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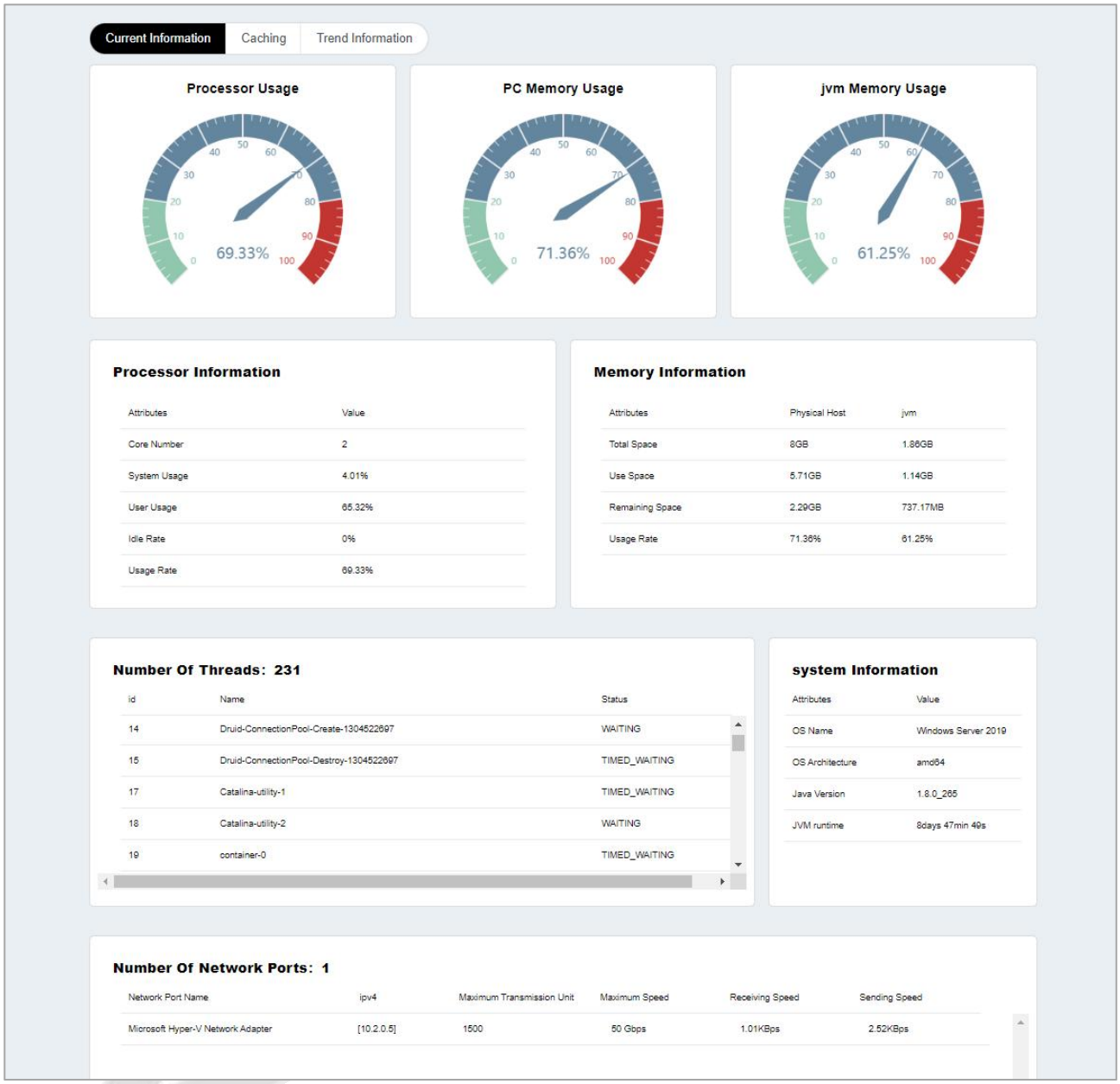


**Figure 16- 24 System Monitoring Interface**

### 16.1.11.1 Caching

This option helps you to know about memory information, Redis information, client information and also current data base.


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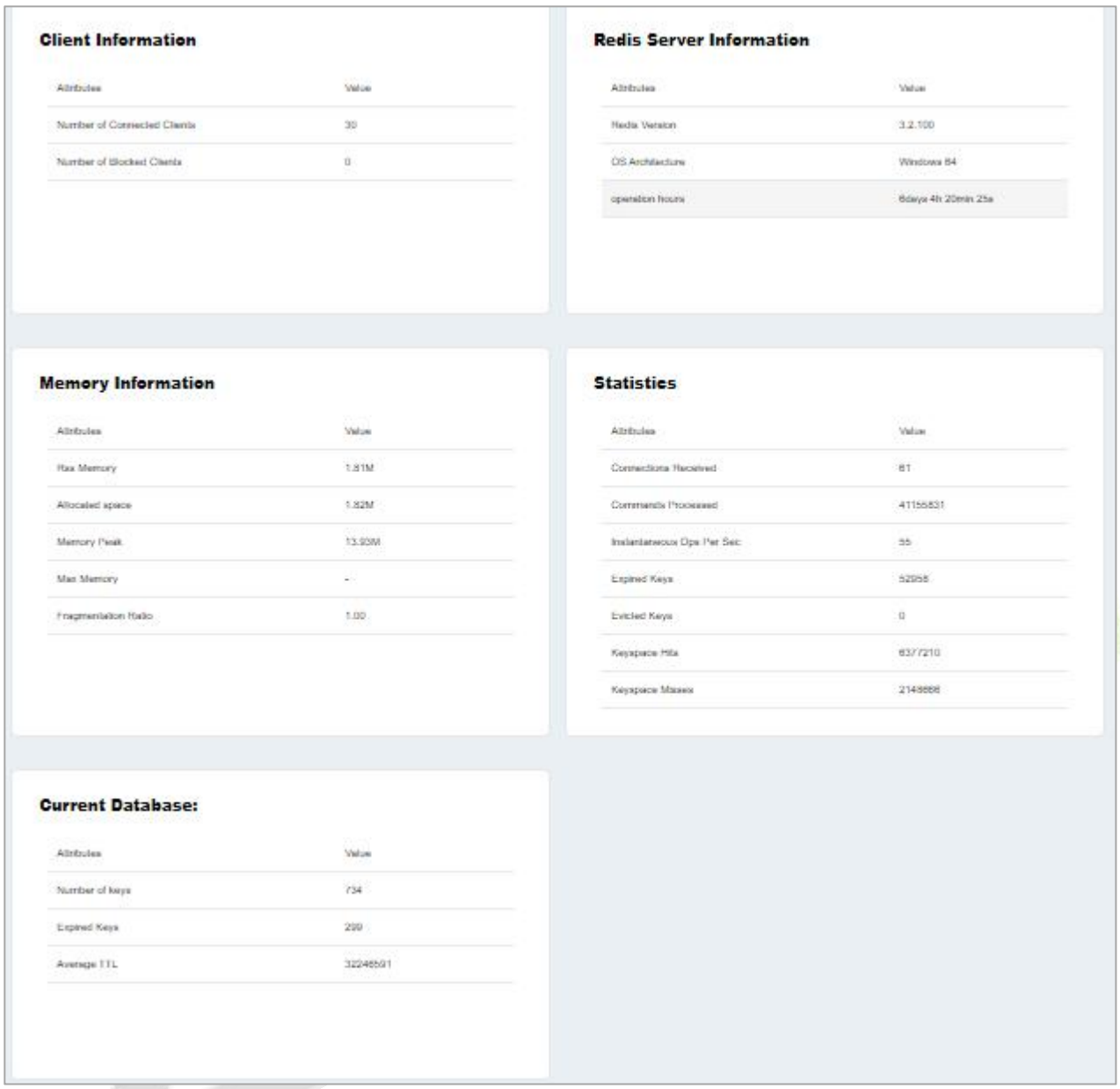


**Figure 16- 25 Caching Interface**

### 16.1.11.2 Trend Information

This option shows the graphical representation of processor usage, PC memory usage and JV memory usage.


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**Figure 16- 26 Trend Information Interface**

## 16.1.12 Parameters

### 16.1.12.1 QR Code Setting

**Step 1:** Click **System**> **System Management** > **Parameter** > **QR Code Setting**.


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**Figure 16- 27 QR Code Setting interface**

**Step 2:** Enable QR code Click **System**> **System Management** > **Parameter** > **YES** or **NO** for Enable the QR code

**Step 3:** Enable QR code If YES click **YES** > **Static**. It will be fixed the QR information same manner for the rest of time.

**Step 4:** Enable QR code If YES click **YES**> **Dynamic** > **Valid Time**. It will generate new QR code every 30 seconds.

### 16.1.12.2 Date Time Format Setting

Here you can set the date and time format.

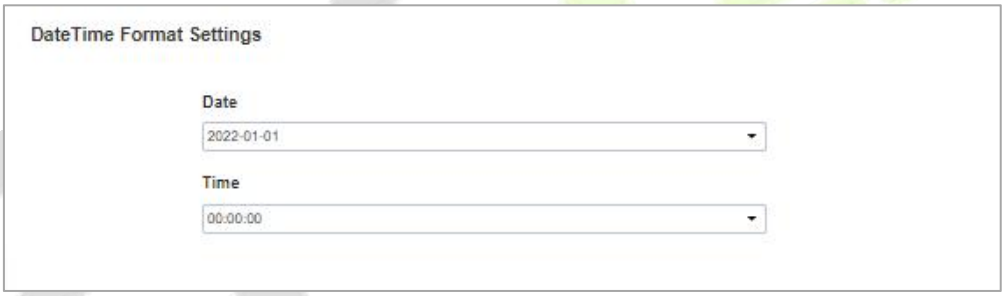


**Figure 16- 28 Date and Time Format Setting Interface**

### 16.1.12.3 Video Watermark

This option helps you to add watermark and tile to your videos.

**Figure 16- 29 Video Watermark Setting**


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# 16.2 Authority Management

## 16.2.1 User

### 16.2.1.1 New

This section describes how to configure Step to add an administrator user in ZKBio CVSecurity.

**Operation Step**

**Step 1:** In the **System** module, choose **Authority Management > User**.

**Step 2:** Click **Add** to pop up the new user interface.

**Step 3:** On the Add role page, set role rights as required, as shown in the figure below and the below Table describes parameters to be set.

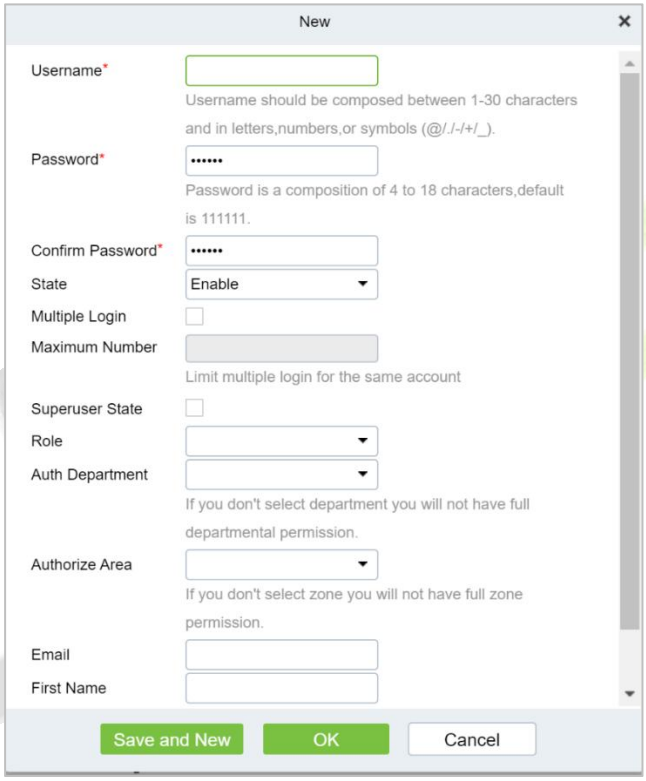


**Figure 16- 30 Adding User Interface**

| Parameter | How to set up |
|---|---|
| User Name/Password | You can customize the user's name and password used for login. |
| State | Set whether the user can log in and operate the system. |
| Connection Limit/Maximum Logins | If this parameter is not selected, the number of simultaneous logins is not limited. |
| Superuser Status | This parameter specifies whether the user has all rights by default. If you click this parameter, the user is a super user, and no role is required. |
| Role | Set a role for the user. The user has all Operation permissions configured for the role. |
| Authorize Department | Authorization Sets the department permissions of the user. |
| Authorized Permission | Authorization Sets the area rights that the user has. |


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| Parameter | How to set up |
|---|---|
| Email | Customizes this user's mailbox, which can be used to retrieve the password. |
| The Name | Custom sets the name of this user. |
| The Fingerprint Registration | Register this user's fingerprint. |

**Table 16-4 Parameters for Adding a User**

**Step 4:** Click **OK** to finish configuring the new user.

#### 16.2.1.2 Edit/Delete

Click **Edit** or **Delete** as required.

### 16.2.2 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.

#### 16.2.2.1 Refresh

Click **Refresh** at the upper part of the list to get the most updated version of the user page.

#### 16.2.2.2 New

**Operation Steps:**

**Step 1:** Click **System** > **Authority Management** > **Role** > **New**.

**Step 2:** Set the name and assign permissions for the role.

**Step 3:** Click **OK** to save.

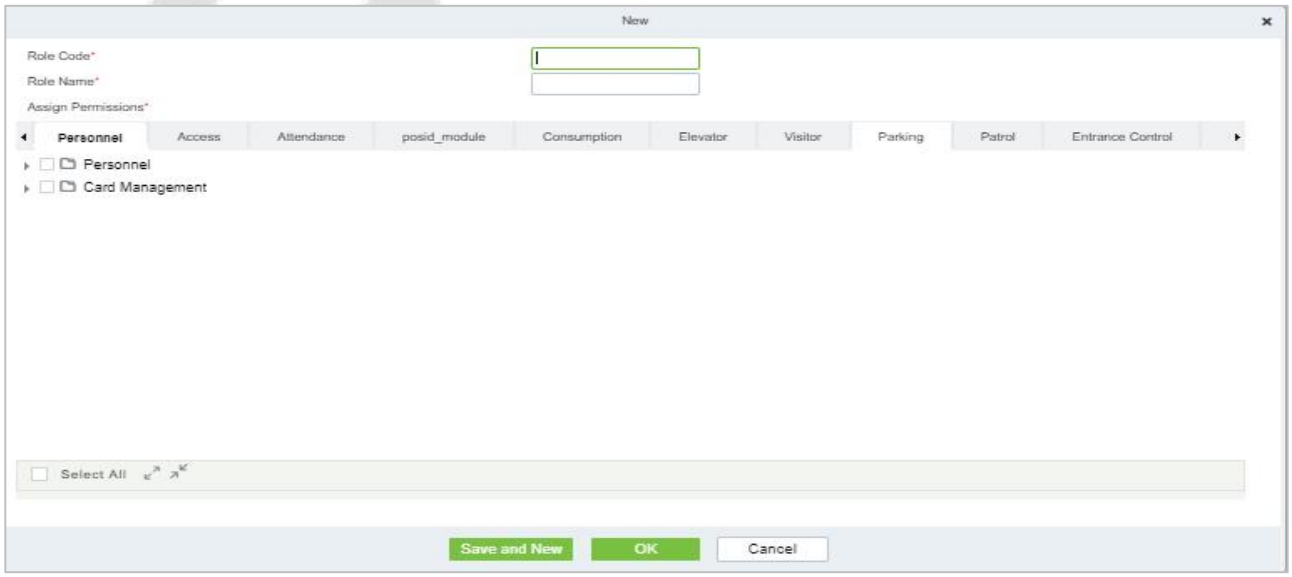


**Figure 16- 31 Add Role Option**

#### 16.2.2.3 Edit/Delete

Click **Edit** or **Delete** as required.


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## 16.2.3 API Authorization

### 16.2.3.1 Refresh

Click **Refresh** at the upper part of the list to get the most updated version of the API authorization page.

### 16.2.3.2 New

**Operation Steps:**

**Step 1:** Log in to the system (as the super user, for exportation.min) to enter the software. Click **System** > **Authority Management** > **API Authorization** >**New**, which must be unique, and a client secret, which will be used when the API is invoked.

**Step 2:** Only when the client ID and secret are added can the next API operation page be displayed normally. Otherwise, the access is abnormal):

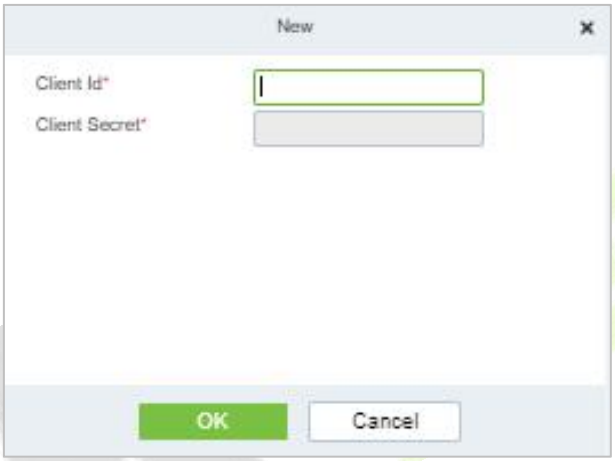


**Figure 16- 32 API Authorization Option**

### 16.2.3.3 Browse the API

After the client ID and secret are added, click Browse API on the API Authorization page to skip to the API operation page (The page of the ZKBio CVSecurity system must be open for normal access of the API operation page). This page provides multiple API.

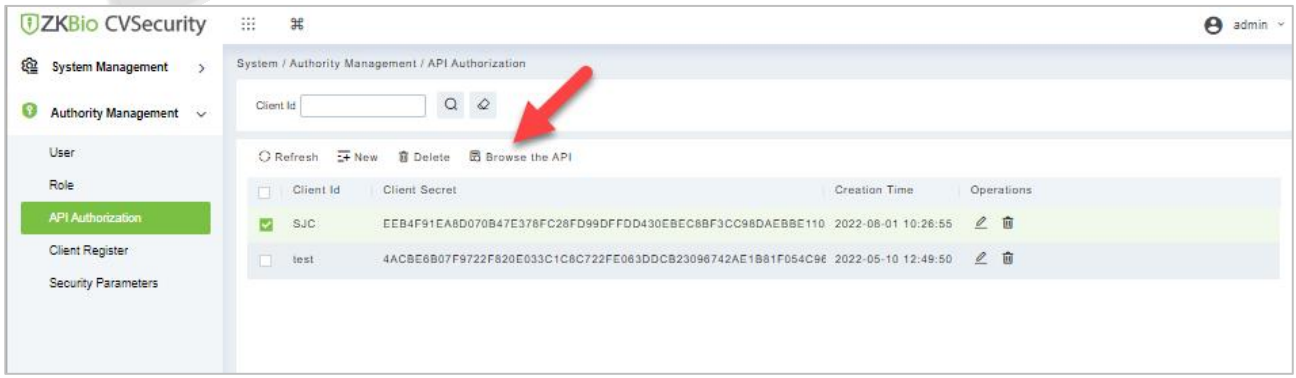


**Figure 16- 33 Browse the API**


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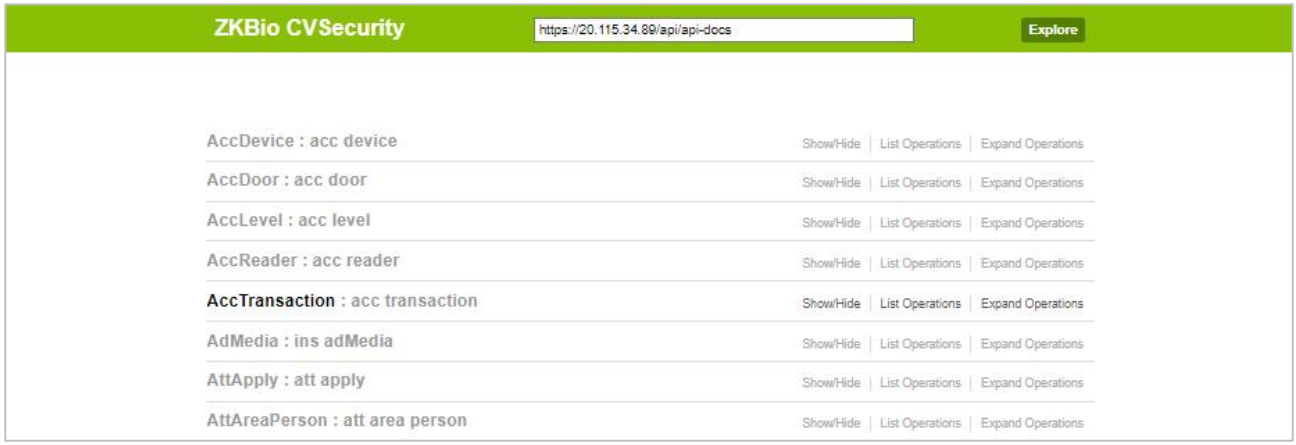


**Figure 16- 34 ZKBIO CV Security API Interface**

When API are invoked, URLs of all request API must contain the access token parameter, whose value is determined by the client key configured on the background (if there are multiple keys, only one is selected), for example:

**Figure 16- 35 Request URL**

The access token parameter must be added when the API is invoked (one request URL can be invoked):

http://localhost:8091/system/swagger/index.html?clientId=1653914953805#!/Person/getByPinUsingGET.

### 16.2.3.4 Edit

Click the **Edit** icon to edit the API Authorization details. Enter the required Details.After editing, click **OK** and exit.

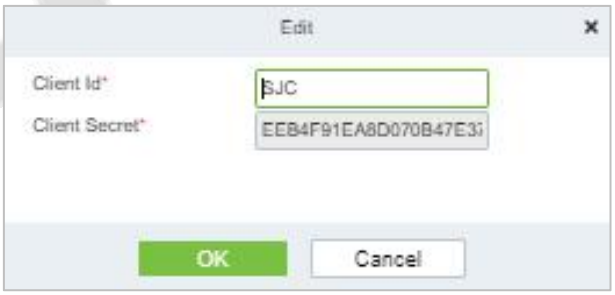


**Figure 16- 36 Edit Option**

### 16.2.3.5 Delete

Select the specified Client id to delete and click **Delete.**Then Click **OK** to confirm the operation.

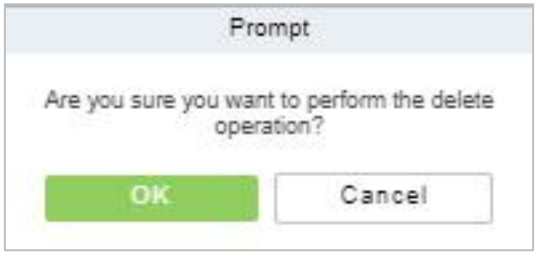


**Figure 16- 37 Delete Option**


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## 16.2.4 Client Register

You can add client types for the system and generate registration codes for client registrations of each module function. The number of allowed clients is controlled by the number of allowed points.

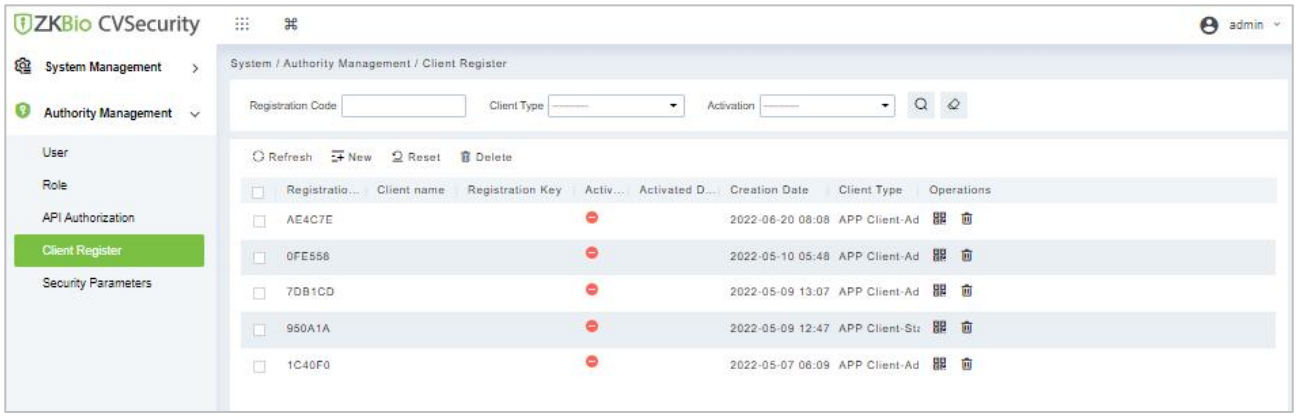


**Figure 16- 38 Client Register Interface**

### 16.2.4.1 New

**Step 1:** Click **System Management** > **Authority Management** > **Client Authorization** > **New** to go to the **New** page.

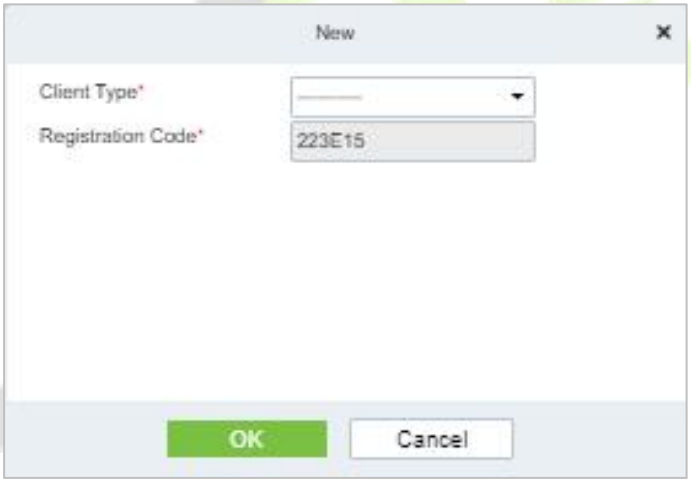


**Figure 16- 39 Add Client Register**

| Parameter | Description |
|---|---|
| Client Type | The value can be APP Client, OCR-Personnel, OCR-Visitor, ID Reader-Personnel, ID Reader-Visitor or Signature- Visitor, Card Printing- Personnel, Card Printing-Visitor. |
| Registration Code | The registration code for **APP Client** is used under **Network Settings** on the APP login page and that for **Print Card-Personnel** is used under **Parameter Settings** > **Client Registration**. Only new registration codes added on the server are authorized and one registration code can be used by only one client. |

**Table 16-5 Description Add Client Register parameter**


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### 16.2.4.2 Reset

To reset a client, select the client and click **Reset**.

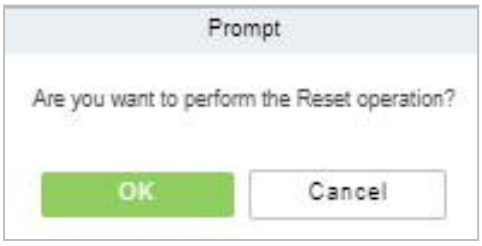


**Figure 16- 40 Reset Option**

### 16.2.4.3 Delete

To delete a client, select the client and click **Delete**.

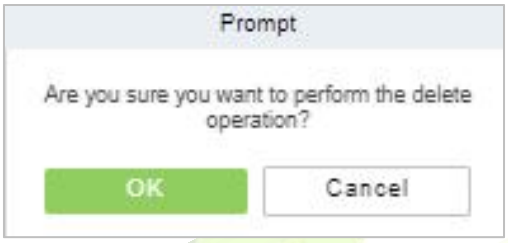


**Figure 16- 41 Delete Option**

Click **OK** to delete the client.

## 16.2.5 Security Parameters

Click **System Management** > **Authority Management** > **Set Security Parameters**.

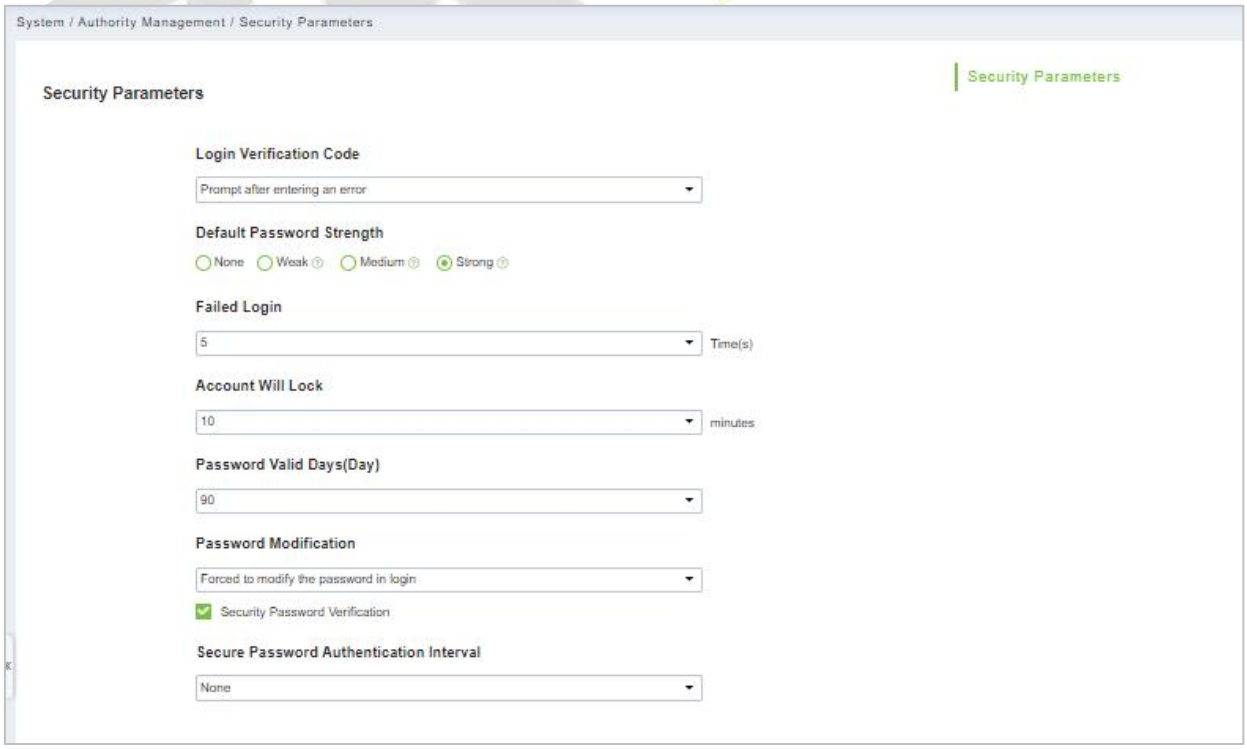


**Figure 16- 42 Security Parameter Interface**


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**● Login Verification Code Setting**

It includes None, always prompt verification code, Prompt after entering an error.

**Do not open verification code:** The system allows no verification code

**Open verification code:** Users must fill in the verification code when logging in to the software.

**Open after input error:** The system will pop-up a verification box after filling in the wrong Username and password.

**● Password Strength Setting**

The path is **System -> Authority Management-> Set Security Parameter.**

**Figure 16- 43 Password Strength Option**

**● Lock Account**

The account will be locked if user fails to login the system as per the software setting. For example, if the system allows user fill in wrong username and password for 2 times. The system will be locked for 10 minutes after exceeding 2 times of operation.

**Figure 16- 44 Lock Account**

**● Password Valid Day (s)**

Users can set the validity as 30 days, 60 days or permanent. If password gets expired, user cannot login to the system.

**Figure 16- 45 Password Valid Days**

**● Password Modification**

There are 2 options that user can set. Not mandatory and forced to modify the next time you login.

**Not mandatory:** The system does not need to modify the initial password.

**Forced to modify the next time you login:** It is compulsory to modify the initial password after the second login.

**Figure 16- 46 Password Modification Option**


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● **Secure Password Authentication Interval**

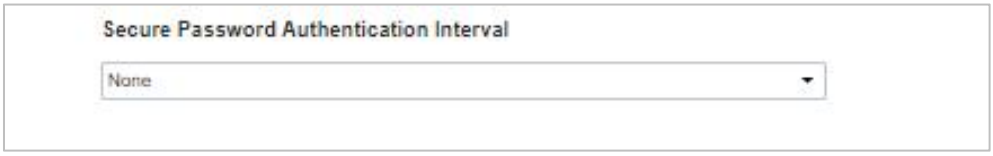


**Figure 16- 47 Secure Password Authentication Interval**

# 16.3 Communication Management

## 16.3.1 Device Commands

**Step 1:** Click **System** > **Communication Management** > **Device Commands,** the commands lists will be displayed.

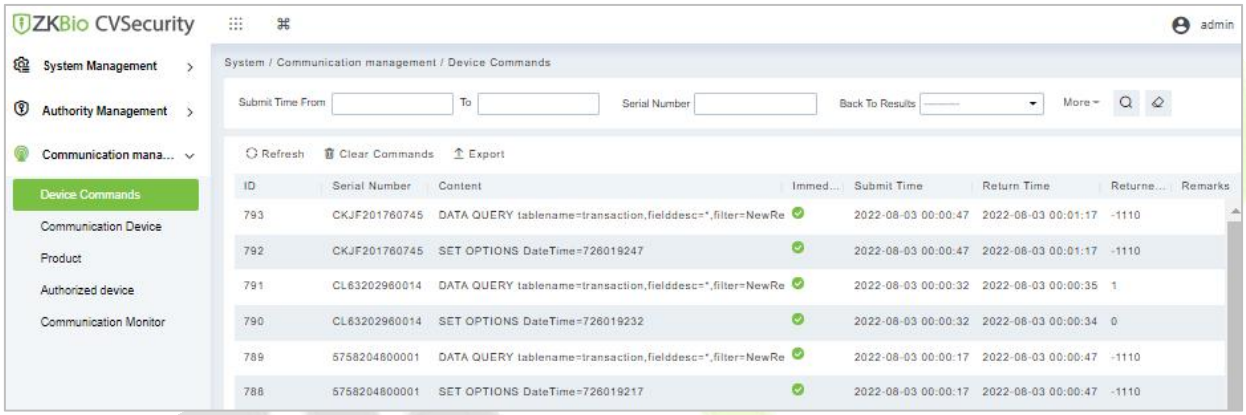


**Figure 16- 48 Device Command interface**

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 is failed to be issued.

### 16.3.1.1 Export

Export the command lists to the local host. You can export it to an Excel file. See the following figure.

| | | | 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 |

**Figure 16- 49 Export File**


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#### 16.3.1.2 Refresh

Click **Refresh** at the upper part of the list to load new temporary Device Commands.

#### 16.3.1.3 Clear Commands

Click **Clear Commands** to clear the command lists.

### 16.3.2 Communication Device

**Step 1:** Click **System > Communication Management > Communication,** you can view all equipment information and communication in the system. Detailed information such as accessed module, serial number, firmware version, IP address, communication status, and command execution can be viewed.

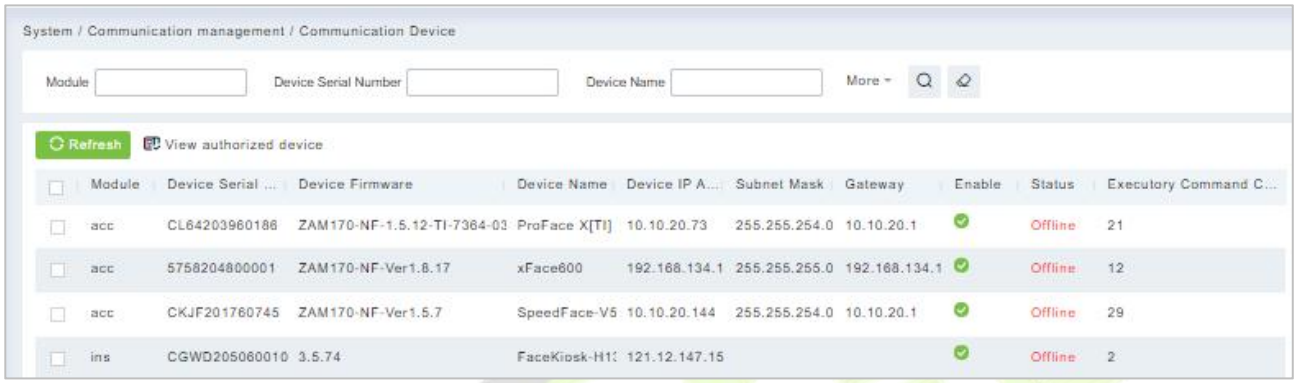


**Figure 16- 50 Communication Device Interface**

#### 16.3.2.1 View Authorized Device

View the authorized device information.

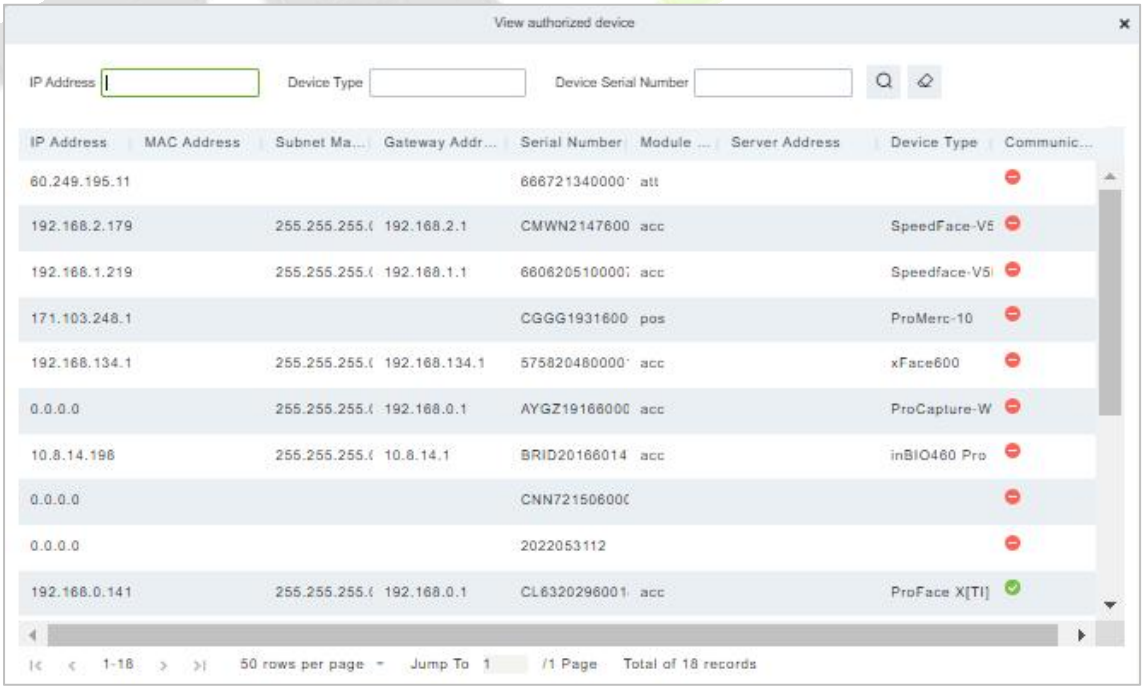


**Figure 16- 51 View Authorized Device Interface**

#### 16.3.2.2 Refresh

Click **Refresh** at the upper part of the list to load the new temporary Communication Device.


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## 16.3.3 Product

**Step 1:** Click **System > Communication Management** > **Product,** and the product lists will be displayed.

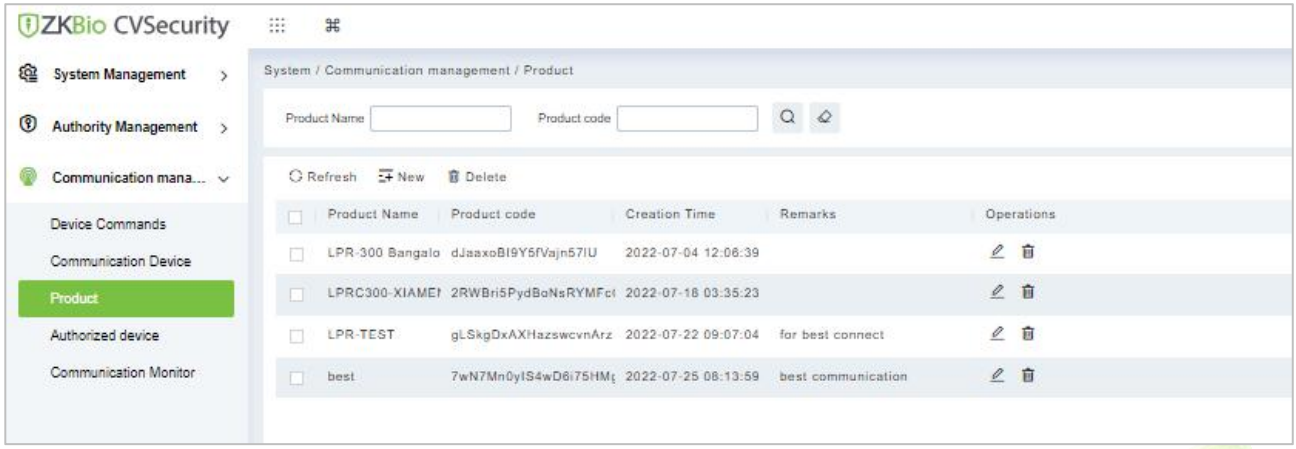


**Figure 16- 52 Product Interface**

### 16.3.3.1 New

Click **System** > **Communication** Management > **Product** >**New**, to add the new product name.

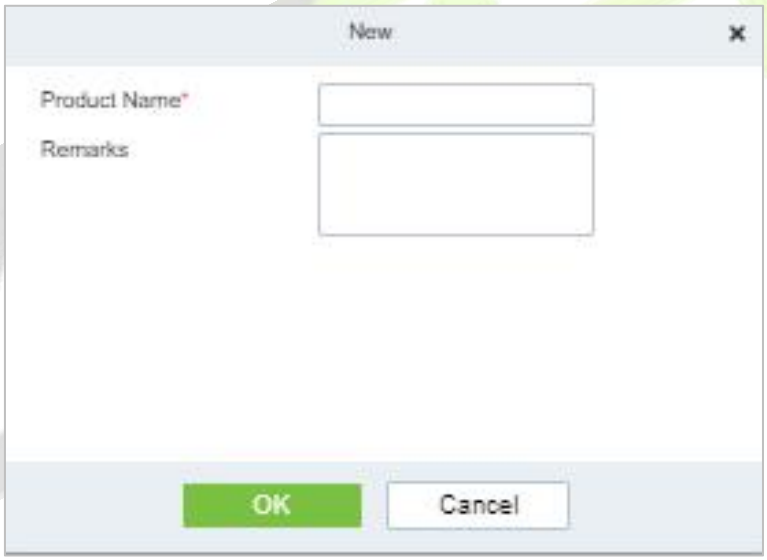


**Figure 16- 53 Add Product Option**

### 16.3.3.2 Delete

Click **Delete** to delete the Product Operation.

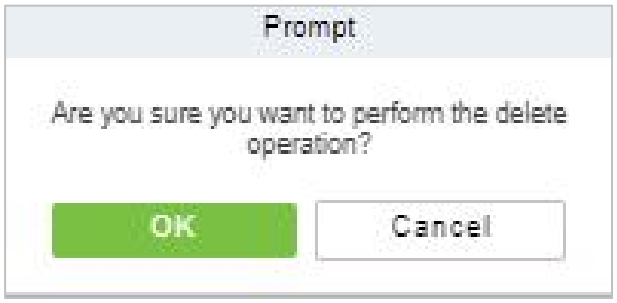


**Figure 16- 54 Delete Product Option**


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#### 16.3.3.3 Edit

Click **Edit** to delete the Product information.

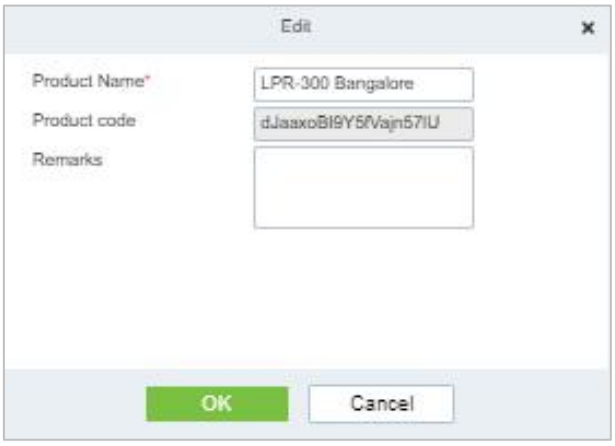


**Figure 16- 55 Edit Product Information**

### 16.3.4 Authorized Device

Click **System > Communication Management** > **Authorized Device,** and the product lists will be displayed.

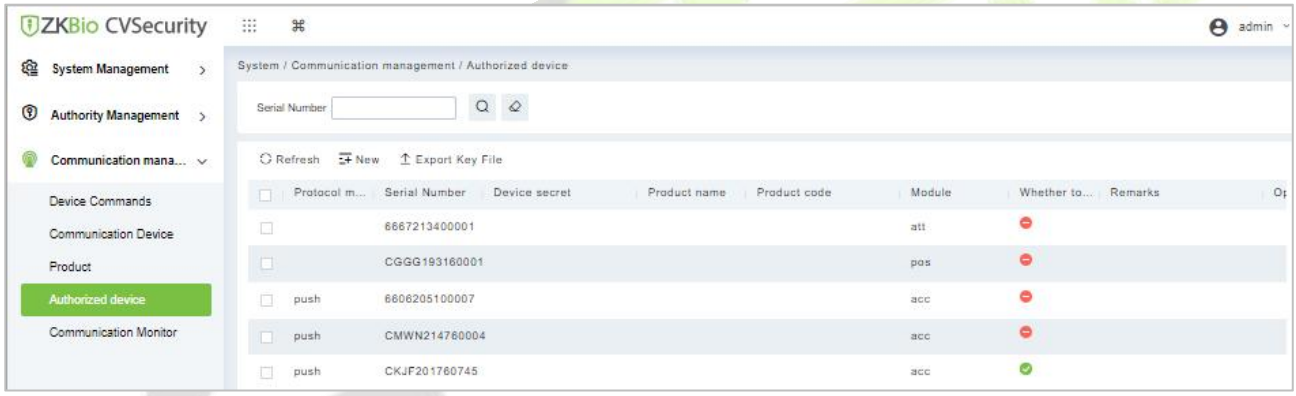


**Figure 16- 56 Authorized Device Interface**

#### 16.3.4.1 New

Click **System > Communication** > **Authorized Device** >**New,** to add the authorized product device.

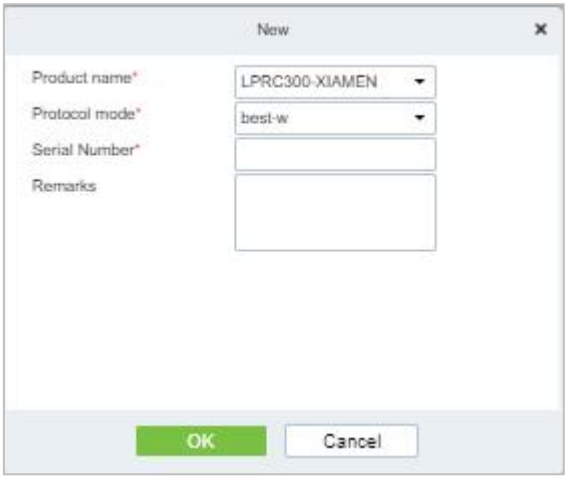


**Figure 16- 57 Add Authorized Device**


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### 16.3.4.2 Export Key File

Click **System > Communication** > **Authorized Device**, Select the protocols to export and click the **Export Key File,** to export the key file of the authorized product device.

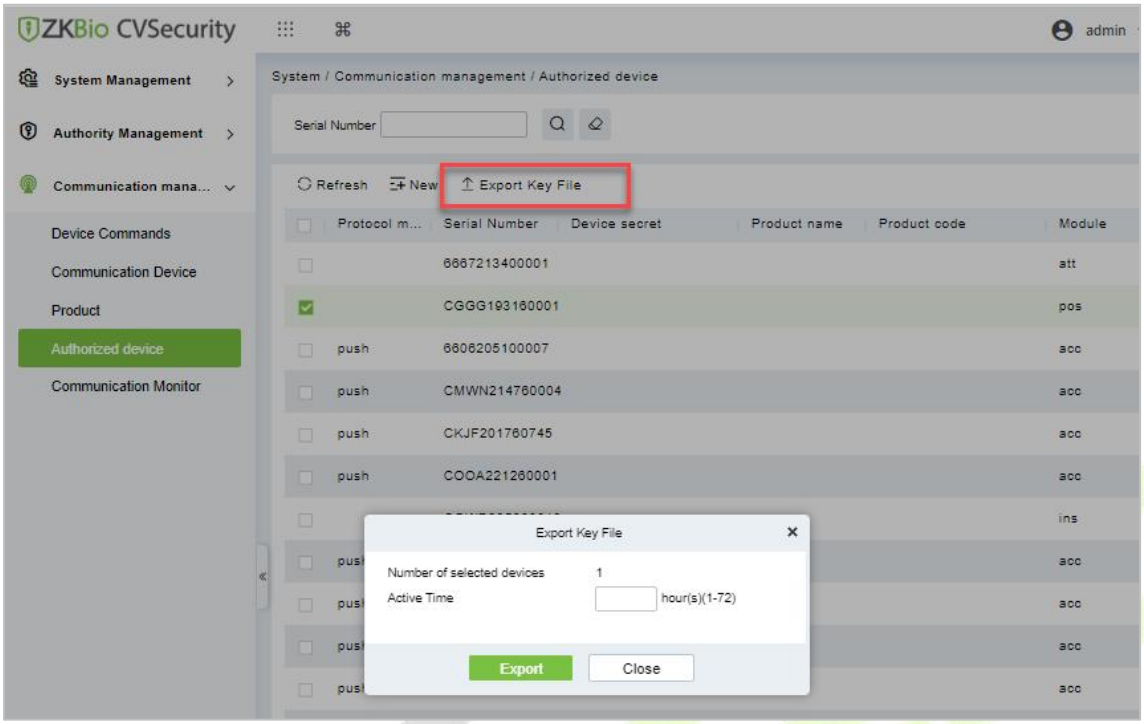


**Figure 16- 58 Export Key Option**

## 16.3.5 Communication Monitor

Click **System > Communication > Communication Monitor**, and the communication mode will be displayed.

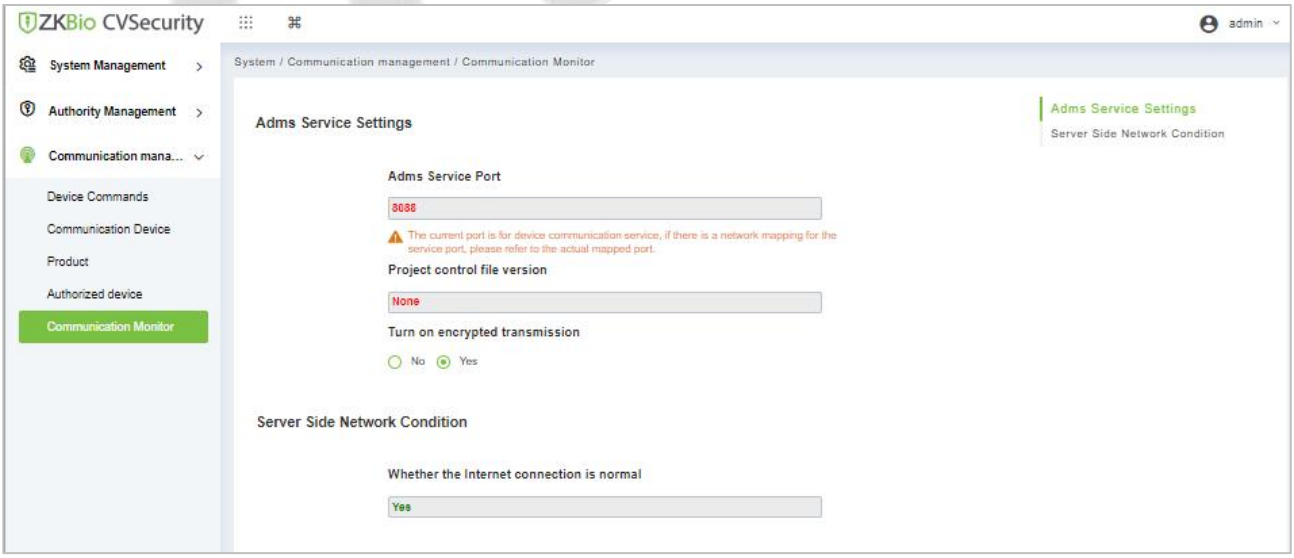


**Figure 16- 59 Communication Monitor**


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# 16.4 Third Party Integration

## 16.4.1 LED Device

The system integrated outsourcing LED equipment (control card: lumens 3200/4200), provides a window to display data; it can provide customers personnel in the access area quantity statistics, real-time information about personnel going in and out and personnel information in the area, etc.

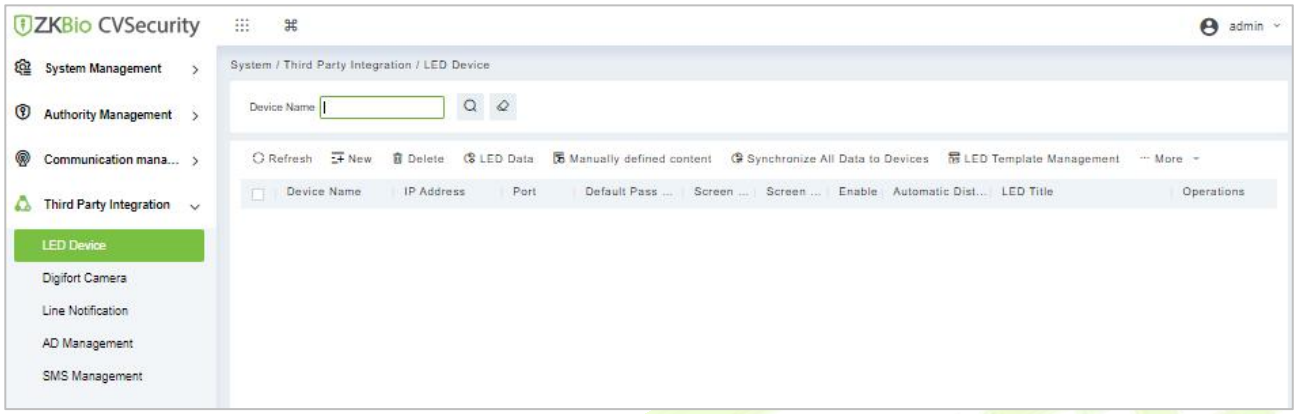


**Figure 16- 60 LED Device**

### 16.4.1.1 New

**Operation Step:**

**Step 1:** Click **System**> **Extended Management**> **LED Device**> **New**. The page is displayed as follows:

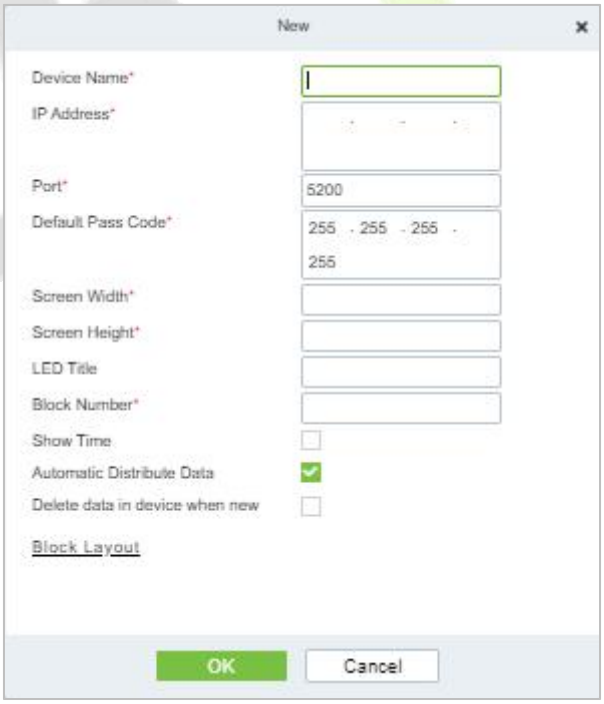


**Figure 16- 61 Add LED Device**

| Parameter | Description |
|---|---|
| Device Name | Enter the name of the LED device. |
| IP Address | Enter the IP address of the LED device. |
| Port | Enter the port number. The default communication port is 5200. |


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| | |
|---|---|
| Default Pass Code | Displays the pass code. The default value is 255.255.255.255. |
| Screen Width | Width of the dot matrix (resolution). |
| Screen Height | Height of the dot matrix (resolution). |
| LED Title | Select whether to display the title. If the parameter is left blank, the title is not displayed. |
| Block Number | Number of blocks that the LED is divided into (Note that the blocks do not contain the title and system time blocks). |
| Show Time | It will display time on the LED screen. Once you select it, you will find two options to choose from: Single Line and Multi-line Display. Choose according to your choice. |
| Automatic Distribute Data | By default, this parameter is selected. You send data to the LED in the access control module only when you select this parameter. Otherwise, the content to be sent needs to be manually defined. |
| Delete Data in the Device When New | Delete the original data in the device when adding an LED device. |

**Table 16-6 Description Add LED Device Parameter**

After you click **Block Layout**, the following box is displayed:

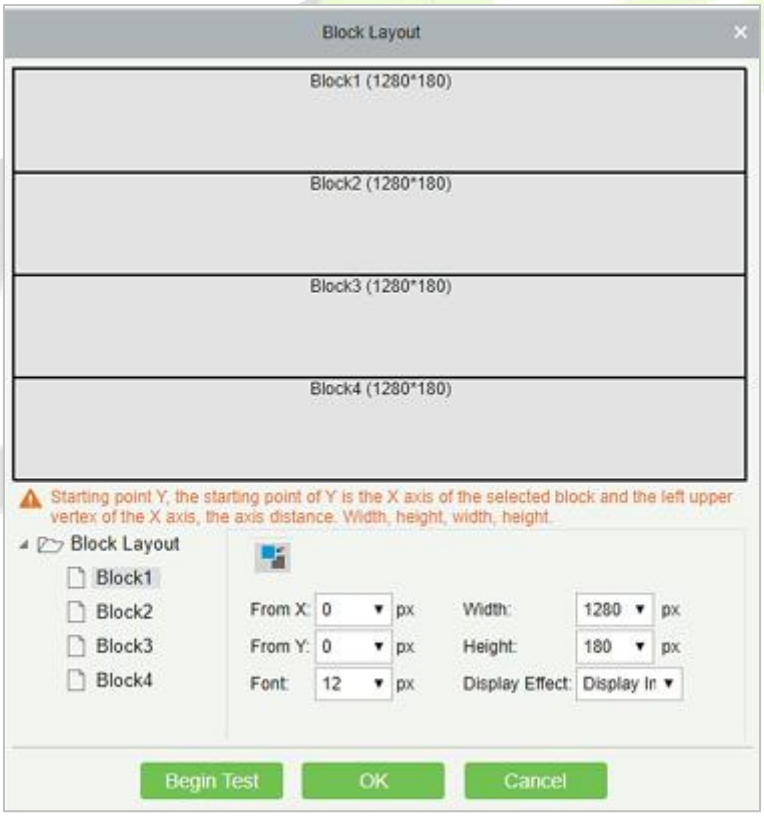


**Figure 16- 62 Block Layout**

**✍Notes:**

Parameters must be set for each block.

The height of each block must be equal to or larger than 12. Otherwise, the letters cannot be completely displayed.

The total height of all blocks cannot be larger than the screen height.


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### 16.4.1.2 Delete

Click a device name or **Delete** under Operation in the device list and click **OK** to delete the device or click **Cancel** to cancel the operation. Select one or more devices and click Delete above the list and click **OK** to delete the selected device(s) or click **Cancel** to cancel the operation.

### 16.4.1.3 LED Data

LED data option let you view the details about outsourcing LED equipment such as zone device block details etc. user can add new LED data in this interface also.

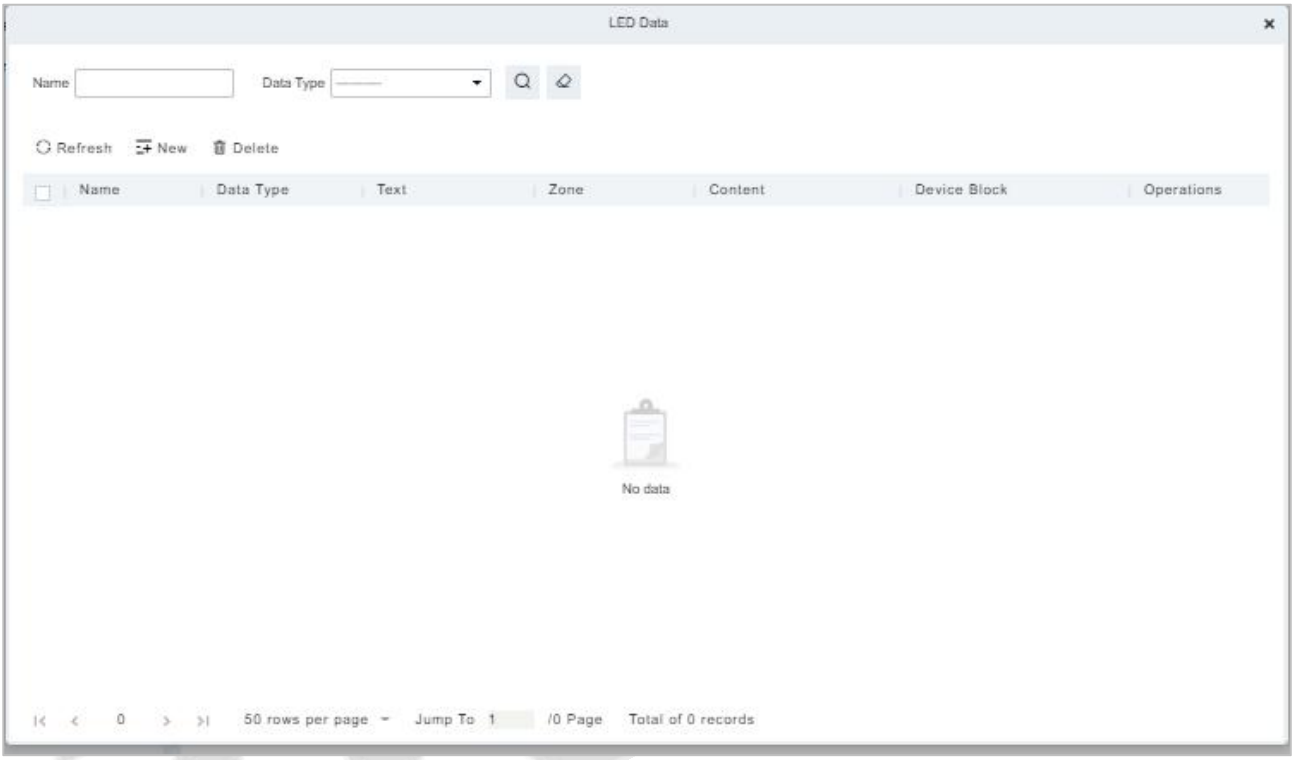


**Figure 16- 63 LED Data**

### 16.4.1.4 Manually Defined Content

Select a device and click **Manually Defined Content**. The page is displayed as follows:

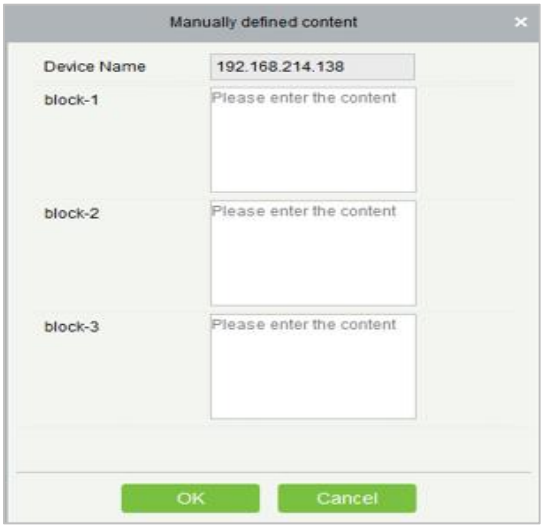


**Figure 16- 64 Manually Defined Content Option**


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**Notes:**

At least one block must be selected for the distribution of manually defined content.

After the manually defined content is selected, the access control module cannot send data to the LED device.

Contact the technical support team for the intermediate table, line notification, active directory page, and other materials.

### 16.4.1.5 LED Template Management

Through this function, you can create a template for the blocks. This template you can directly use at the time of adding an LED device. When you are adding an LED device, then after defining the dimensions of the block, you will be prompted to save the template as shown below:

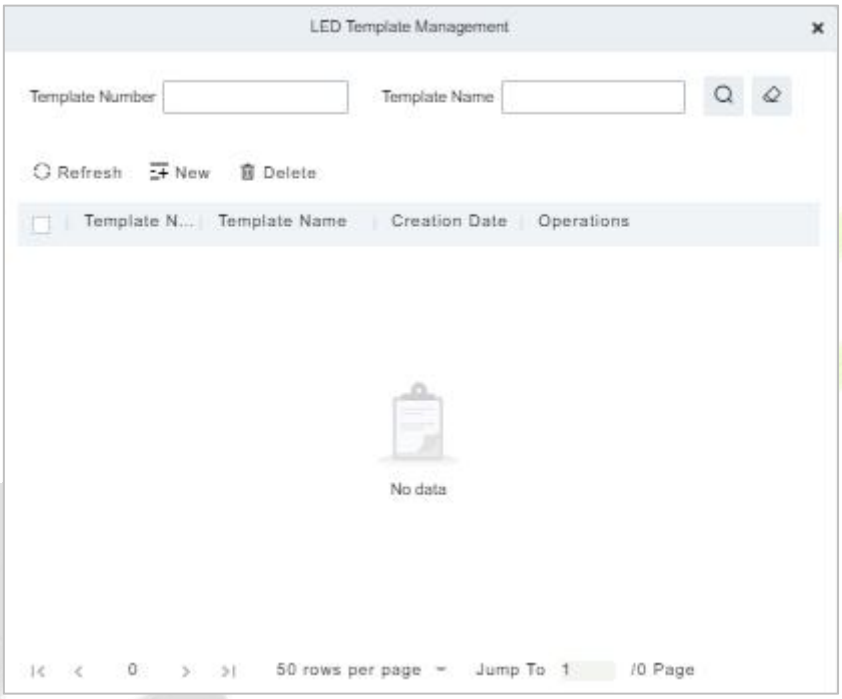


**Figure 16- 65 LED Template Management**

### 16.4.1.6 Synchronize All Data to Devices

Synchronize the LED block layout and LED data set in the system to the device. Select a device, click **Synchronize All Data to Devices**, and then click **Synchronize** to synchronize the data.

### 16.4.1.7 Edit

Click a device name or **Edit** under operation to go to the edit page. After editing the device, click **OK** to save the setting.

### 16.4.1.8 Enable/Disable

Select a device and click **Enable/Disable** to start/stop using the device. If the device is enabled, data is transmitted to the device. Otherwise, no data is transmitted to the device.

### 16.4.1.9 Restart

After you restart the device, the LED control card system will be restarted, data on the screen is cleared and data saved in the system is restored. After the device is successfully restarted, click **Synchronize All Data to Devices** to display all distributed content on the LED screen.


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#### 16.4.1.10 Modify IP Address

Modify the IP address of the device. The default IP address of the control card is 192.168.1.222.

### 16.4.2 Digifort Camera

It's integrated with third-party camera management system and the client uses “Digifort” to manage the cameras.

#### 16.4.2.1 Sync with Server

It will help you to synchronize device with the server.

#### 16.4.2.2 Delete

Click **Third Party Integration** > **Digifort Camera**, then select a Device Name, and click **Delete** > **OK** to delete.

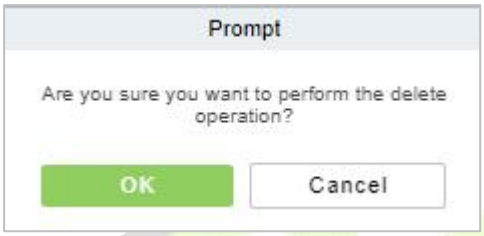


**Figure 16- 66 Delete Option**

#### 16.4.2.3 Parameters

Click **Third Party Integration** > **Digifort Camera** > **Parameters** > to update the server details.

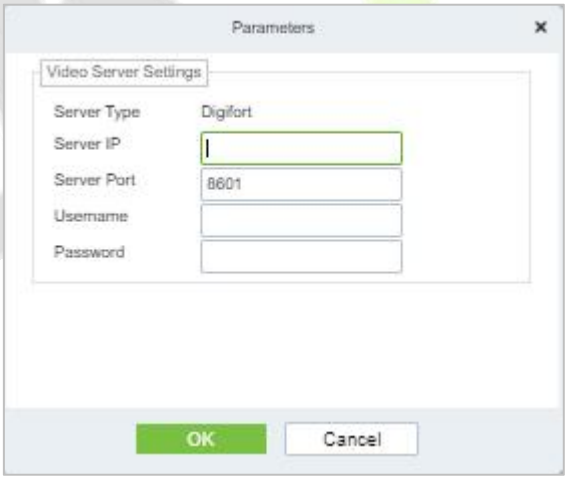


**Figure 16- 67 Digifort Camera Device Parameters**

| Parameter | Description |
|---|---|
| Server Type | By default, the server settings “Digifort”. |
| Server IP | Enter the Arteco Server IP. |
| Server Port | Enter the Arteco Server Port.Default value is 8601 |
| Username | Enter the Arteco User Username. |
| Password | Enter the User Password. |

**Table 16-7 Description Digifort Camera Parameter**


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### 16.4.3 Arteco Intergration

Please refer to the attached operating instructions for ARTECO.

2-ZKBio CVSecurity Integra

### 16.4.4 Line Notification

Click **System > Third Party integration > Line Notification** to enter the interface:

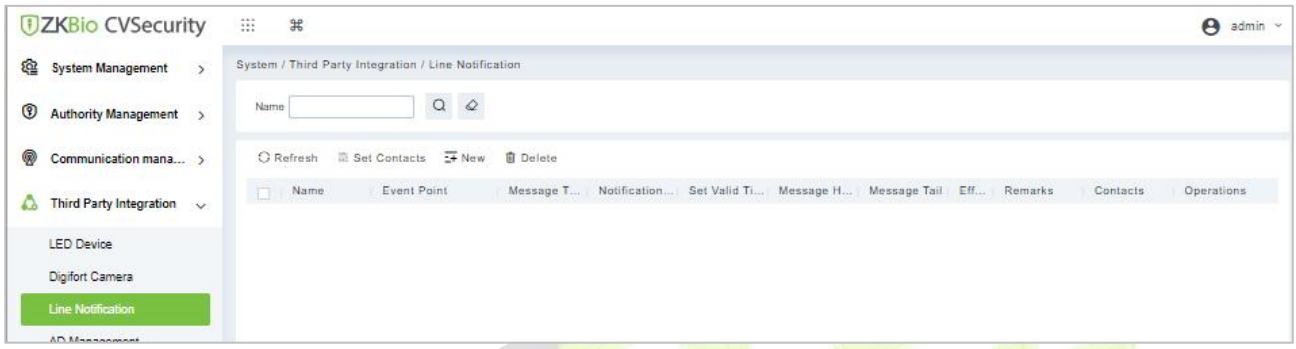


**Figure 16- 68 Line Notification Interface**

#### 16.4.4.1 Refresh

Click **Refresh** at the upper part of the list to load the new temporary line Notification.

#### 16.4.4.2 Set Contacts

**Step 1:** Add Line Integration. Log in ZKBio CVSecurity and go to **System > Third Part Integration > Line Integration**, then click **Set Contacts**.

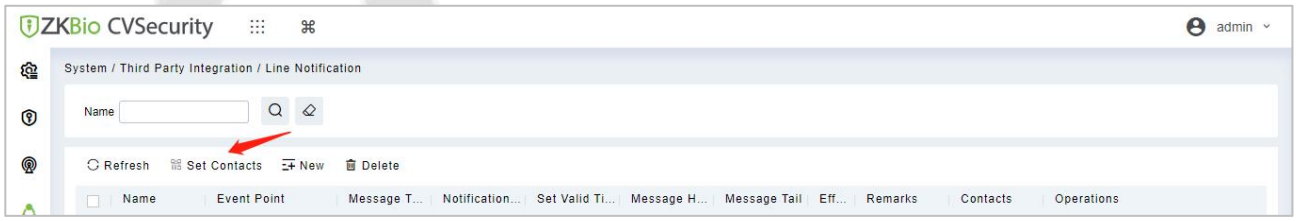


**Figure 16- 69 Set Contacts Option**

**Step 2:** After the windows is displayed, please click **New**.

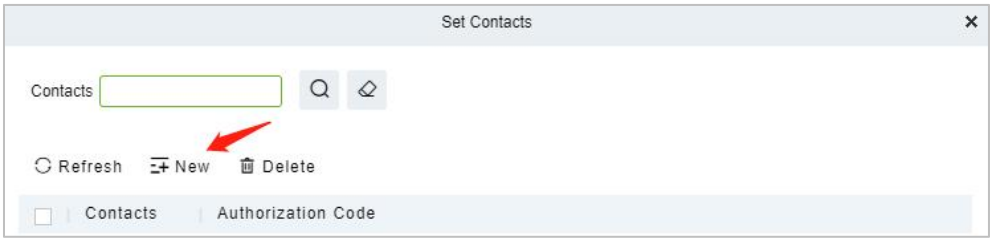


**Figure 16- 70 Add Contacts Option**

**Step 3:** After the windows is displayed, please click **Click to enter**.


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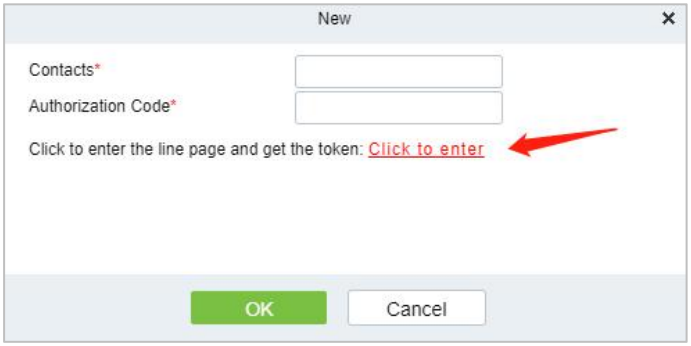


**Figure 16- 71 New Option**

**Step 4:** Line web page, please use the account and password of line to log in.

**Figure 16- 72 Line Interface**

**Step 5:** After login, slide down and click **Generate token**.

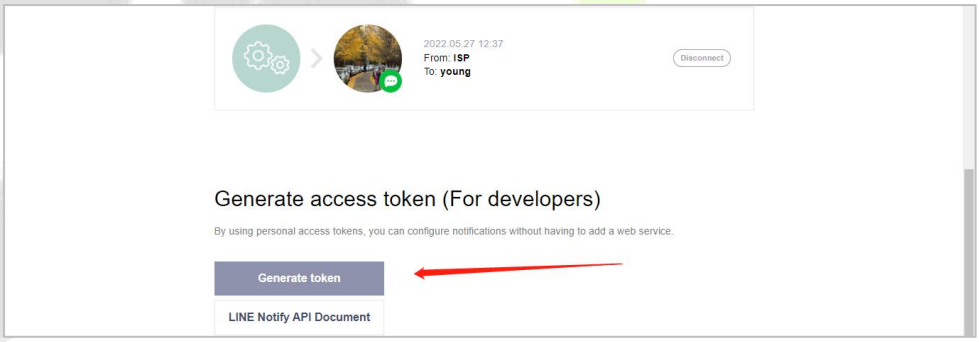


**Figure 16- 73 Generate Token option**

**Step 6:** Fill in the name of token and select the group you created earlier, then click Generate token

**Note:** The group you selected is used to receive Line-linked messages, please make sure that the group members do not disclose information security.


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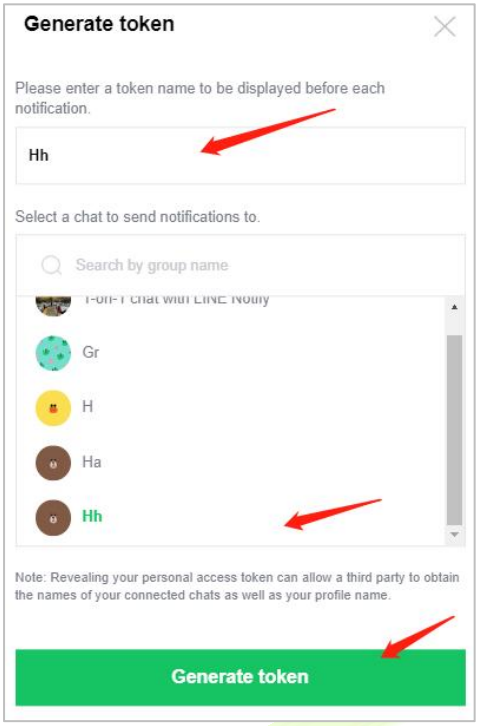


**Figure 16- 74 Generate Token Option**

**Step 7:** Please click **Copy**.

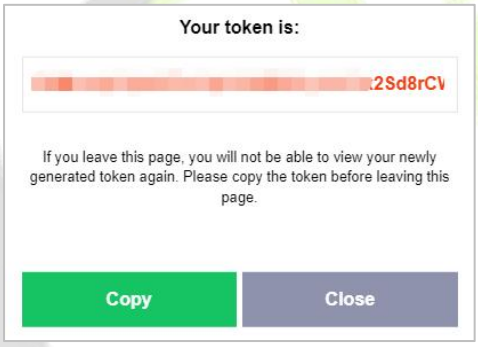


**Figure 16- 75 Token Interface**

**Step 8:** Back to **ZKBio CVSecurity > System Page**, paste the Authorization Code and fill in Contacts.

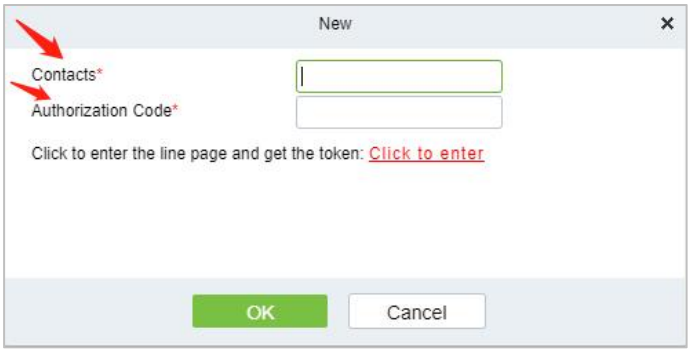


**Figure 16- 76 Add Contact Option**

### 16.4.4.3 New

**Step 1:** Click **Third Party > Line Notification > New** to enter the Add Levels editing interface:


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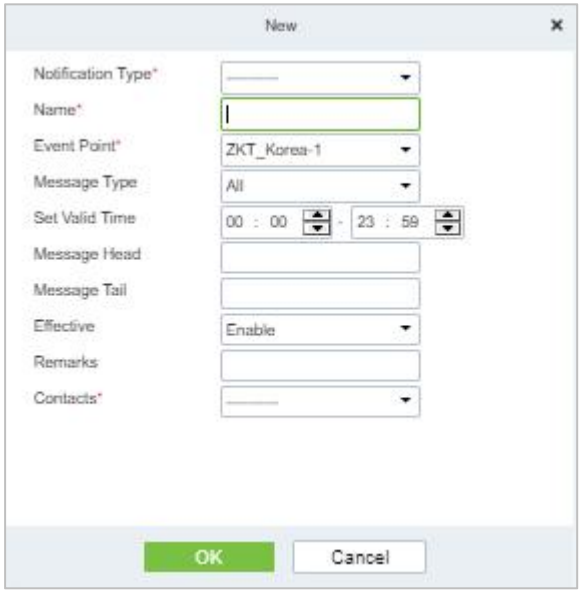


**Figure 16- 77 Add Line Notification**

**Step 2:** Fill in all the required details and save. Once saved, you will get the template at the Line Notification device adding interface.

#### 16.4.4.4 Delete

Click **Third Party** > **Line management**, then select a receiver, and click **Delete** > **OK** to delete.

### 16.4.5 AD Management

#### 16.4.5.1 Server Configuration

**Operation Step:**

**Step 1:** In the **System** module, select **Third Party Integration > AD Management**.

**Step 2:** In the **AD Management** interface, fill in the **Server Configuration** as required in the details below.

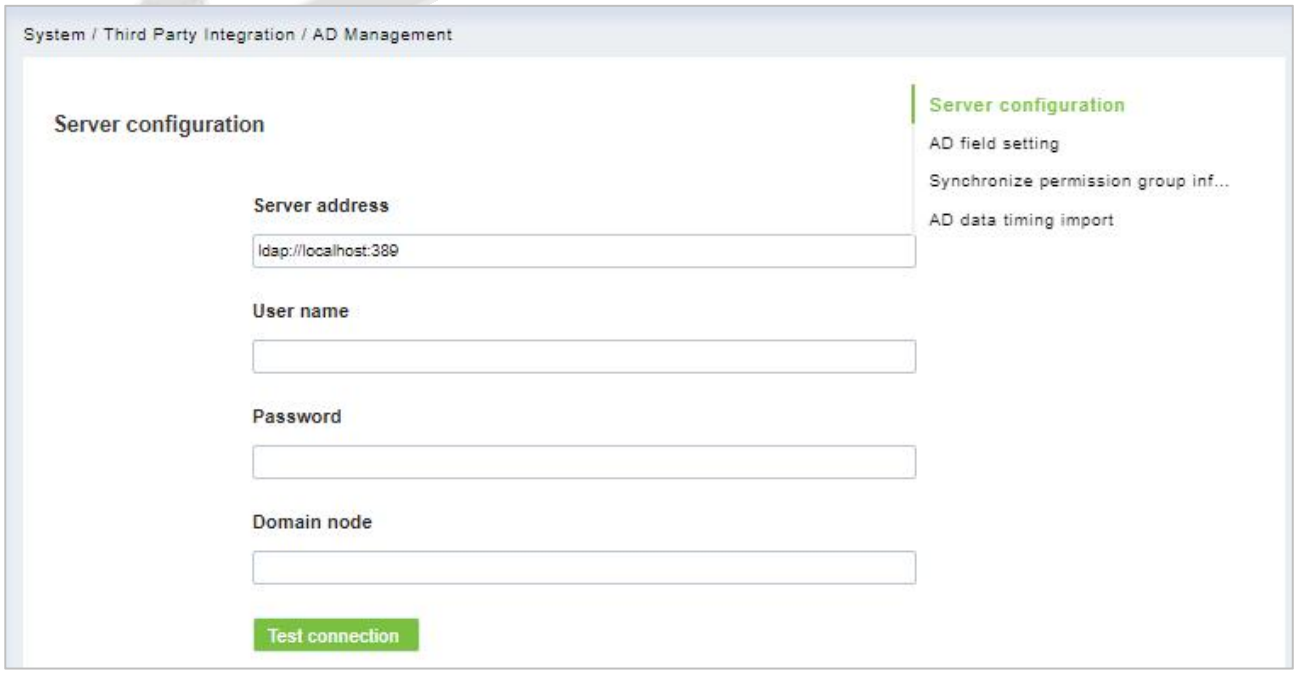


**Figure 16- 78 Ad Management Interface**


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### 16.4.5.2 AD Field Setting

**Operation Step:**

**Step 1:** In the **System** module, select **Third Party Integration > AD Management**.

**Step 2:** In the **AD Management** interface, fill in the **AD field setting** as required in the details below.

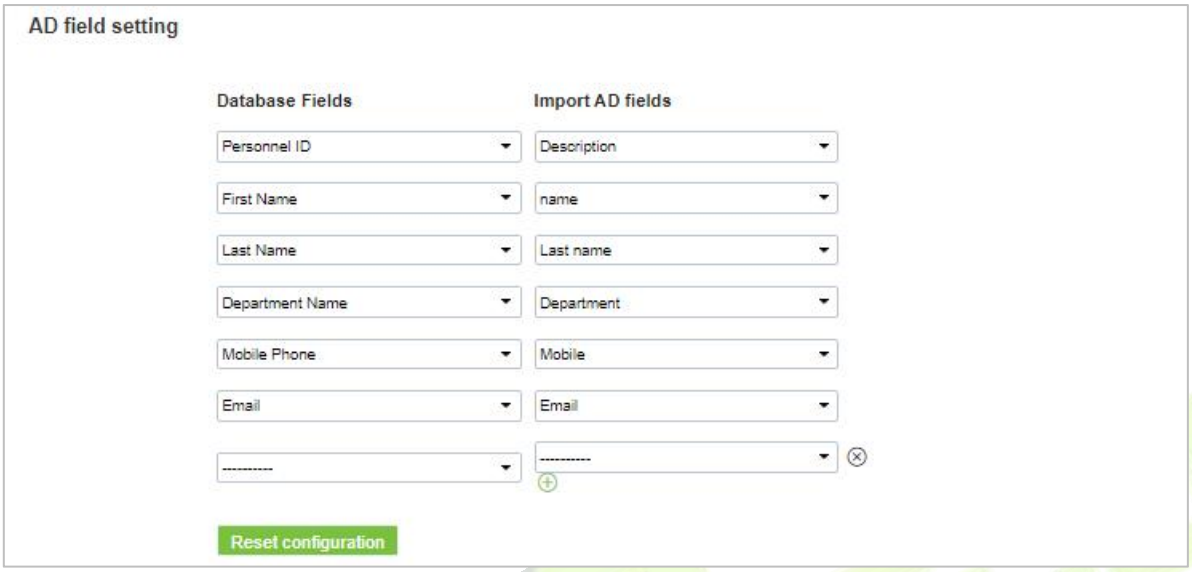


**Figure 16- 79 AD Field Setting**

### 16.4.5.3 Synchronize Permission Group Information

**Operation Step:**

**Step 1:** In the **System** module, select **Third Party Integration > AD Management**.

**Step 2:** In the **AD Management** interface, fill in the **Synchronize permission group information** as required in the details below.

**Figure 16- 80 Synchronize Permission Group Information**

### 16.4.5.4 AD Data Timing Import

**Operation Step**

**Step 1:** In the **System** module, select **Third Party Integration > AD Management**.

**Step 2:** In the **AD Management** interface, fill in the **AD data timing import** as required in the details below.


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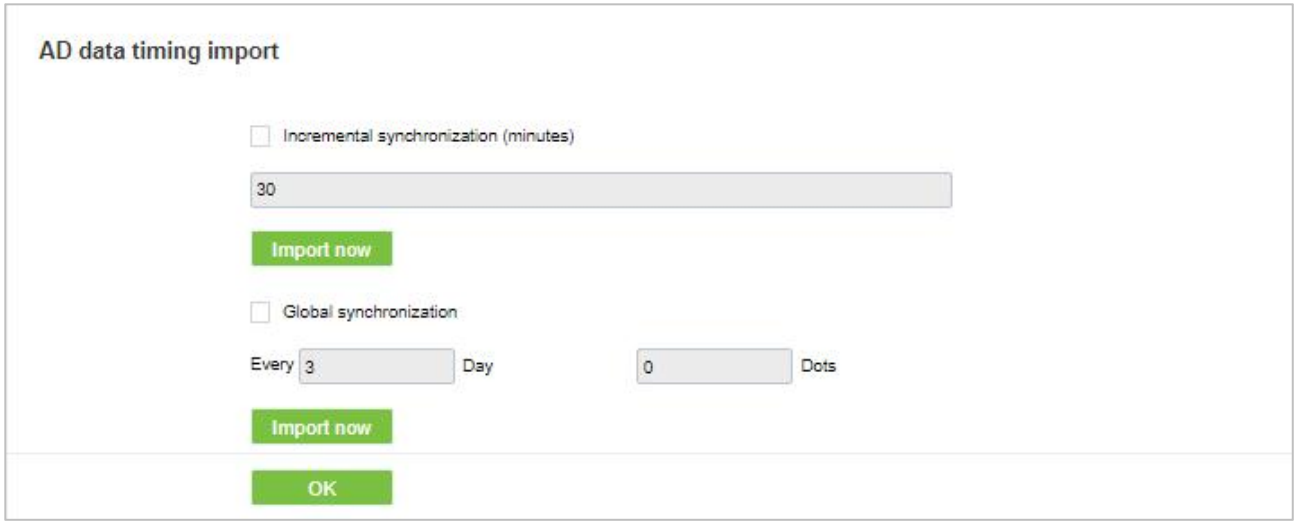


**Figure 16- 81 AD Data Timing Import**

***Note :****Please refer to the documentation for more details3-ZKBio CVSecurity AD （Active Directory）Function Introduction.pdf*

## 16.4.6 SMS Management

The SMS Management feature helps in sending text messages to the personnel in case of any access or elevator event. If the checkbox is selected, the message will be sent to the corresponding person.

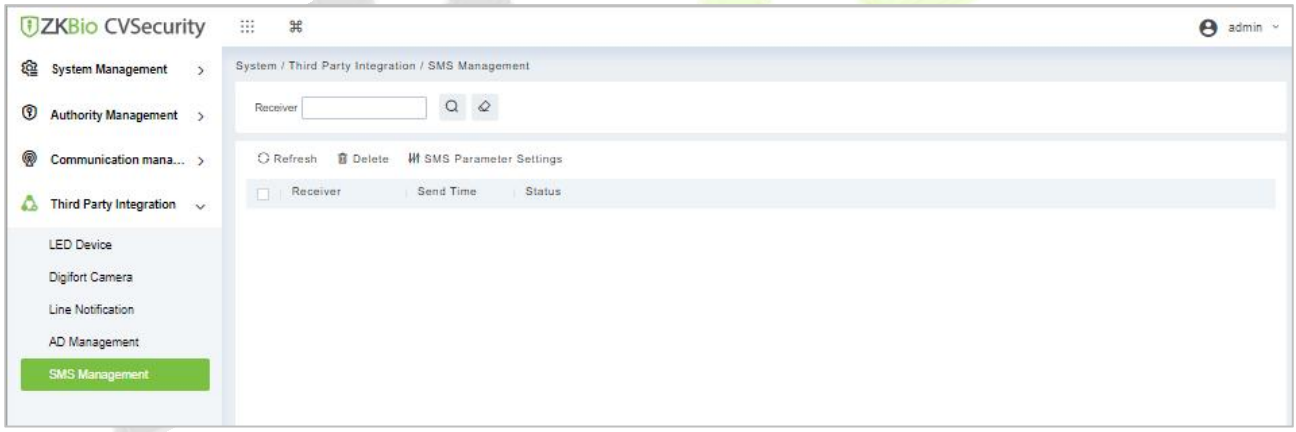


**Figure 16- 82 SMS Management Interface**

### 16.4.6.1 Refresh

Click **Refresh** at the upper part of the list to load a new temporary SMS Management.

### 16.4.6.2 Delete

Click **Third Party** > **SMS Management**, then select a receiver, and click **Delete** > **OK** to delete.

### 16.4.6.3 SMS Parameter Settings

Supports sending text message to Personnel once any access or elevator event occurs.

After selecting the checkbox next to the Mobile Number, the system will send an email to the relevant person once access or an elevator event occurs.


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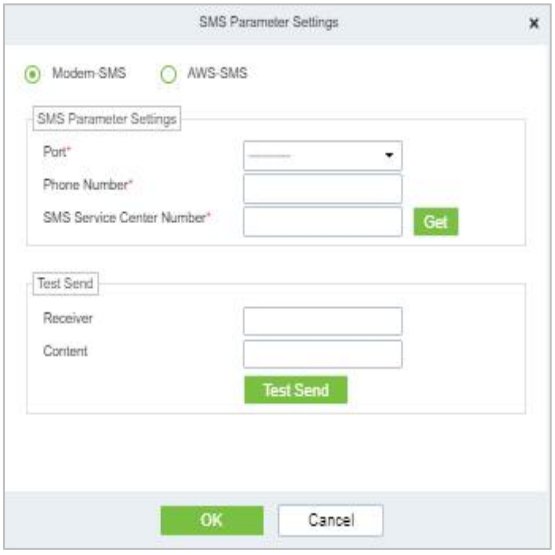


**Figure 16- 83 Modern SMS Parameter Setting**

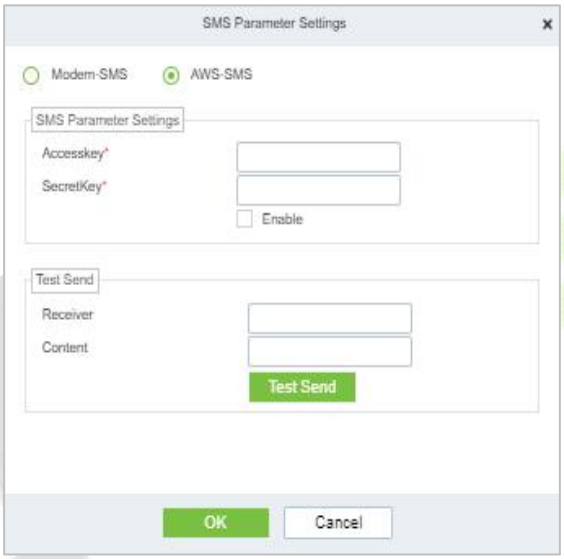


**Figure 16- 84 AWS-SMS Prameter Settings**


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# 17 Service Center

This module integrates the device and event logging of the system module. Users can import a map to the map center to view the distribution of monitoring points and alarm sources. When an alarm occurs, users can view the location and surrounding conditions of the alarm source, select a suitable monitoring point, and view video live, playback, and human movement functions.

## 17.1 Device Center

### 17.1.1 Device

Devices added to the access control and video module are displayed on the screen, and basic device information is displayed, as shown in figure below.

**Figure 17- 1 Device Display Page**

**Device Synchronization:**

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

✍ **Note:** Synchronize 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.

## 17.2 Event Center

Through the definition of the event level and type, it makes the level prompt for the record generated under real-time monitoring.

### 17.2.1 The Event Type

The software contains event types by default. You cannot add new event types. You can customize the level of the event type.

This section describes how to modify step.


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● **Modify Event Type**

**Operation Step:**

**Step 1:** In the **Service Center** module, choose **Event Center > Event Type**.

**Step 2:** On the **Event Type** page, select the event type to be modified and click **Event Level**. The Event Level dialog box is displayed.

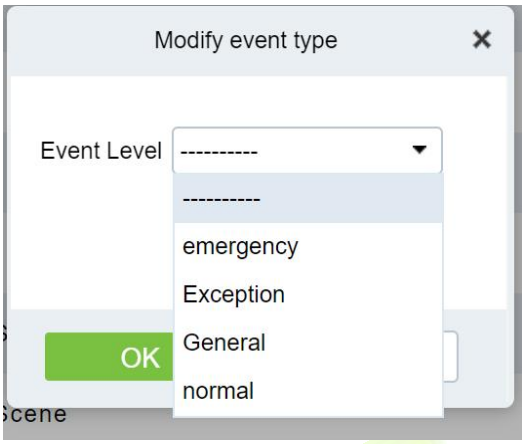


**Figure 17- 2 Modify Event Level Page**

**Step 3:** After selecting the desired level, Click **OK** to complete changing the event type level.

## 17.2.2 The Event Record

This screen records all events generated on the platform, as shown in figure below

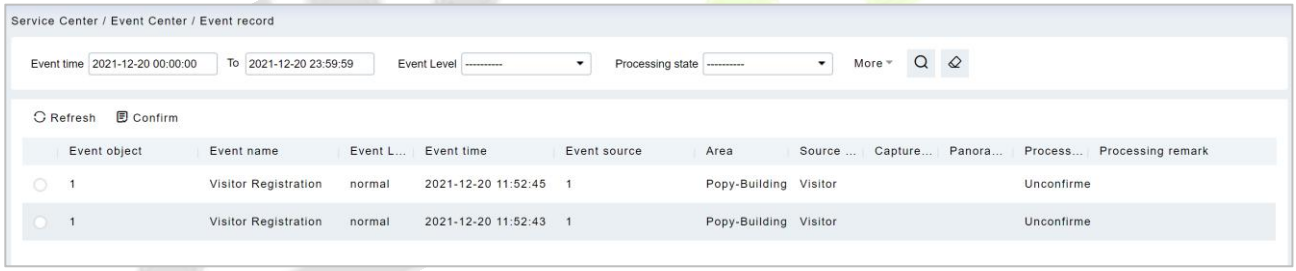


**Figure 17- 3 Event Recording Page**

# 17.3 Notification Center

**Notification Record**

This interface records the notification reminding events generated by the attendance and visitor module.

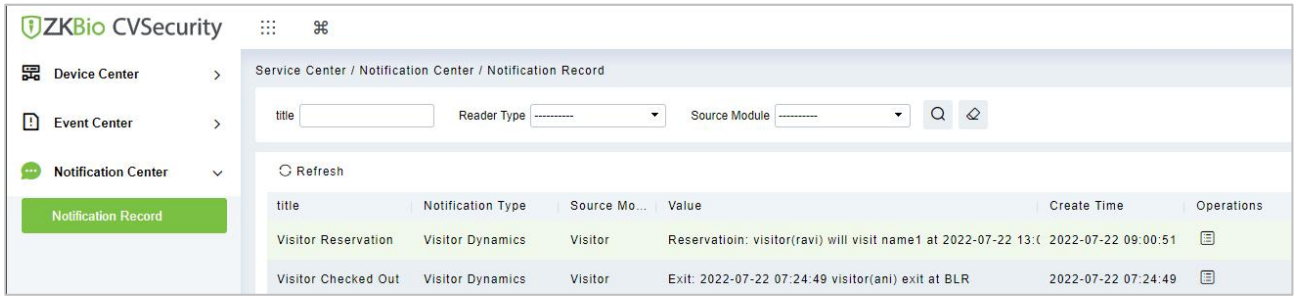


**Figure 17- 4 Notification Record Page**


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# 17.4 Map Center

You can import a map to set monitoring points. When an alarm occurs, you can immediately view the location of the alarm source and surrounding conditions, select an appropriate monitoring point, and view live videos, playback, and personnel movements.

## 17.4.1 Real-Time Monitoring

Alarms generated in the access control and video modules are displayed on the real-time monitoring interface. You can query access control and video events by category. When an alarm is generated, you can view the location of the alarm source and surrounding conditions, select a suitable monitoring point, and view the live video, playback, and personnel movement. Operation that can handle doors in batches.

### 17.4.1.1 Personnel Movement

This paper introduces the configuration Step for real-time monitoring of personnel movement in the service center module.

**Operation Step**

**Step 1:** In the **Service Center** module, choose "**Map Center > Real-time Monitoring**".

**Step 2:** On the real-time monitoring screen, click the icon on the right in the personnel Trend window that is displayed, set related parameters.

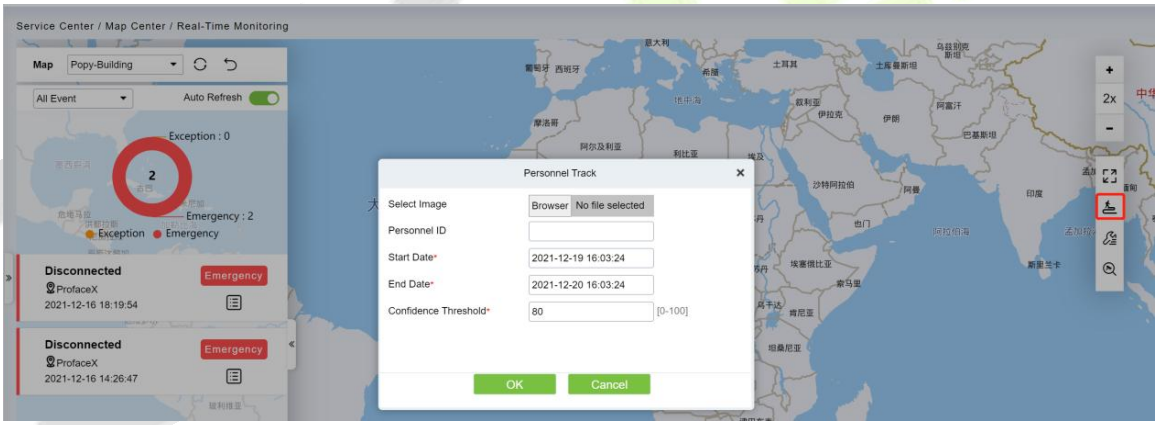


**Figure 17- 5 Page for Querying Personnel Trends**

**Step 3:** Click **OK** to display the movement chart on the map.

### 17.4.1.2 Batch Operation

This paper introduces the configuration Step for real-time monitoring of batch operation in the service center module.

**Operation Step:**

**Step 1:** In the **Service Center** module, choose "**Map Center > Real-time Monitoring**".

**Step 2:** On the real-time monitoring screen, click the icon on the right in the personnel Trend window that is displayed, set related parameters,

**Remote Opening / Remote 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.


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In remote opening, 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 (open for 24 hours).

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.

**Activate Lockdown:**

It will remotely set the door status to locked status. After this, the door wouldn't receive any operations, such as card reading and remote operations. This function is supported only by certain devices.

**Deactivate Lockdown:**

It will unlock a locked door. This function is supported only by certain devices.

**Cancel Alarm:**

Once an alarming door is displayed on the interface, the alarm sound will be played. Alarm cancellation can be done for single door and all doors. To control a single door, move the cursor over the door icon, a menu will pop-up, then click **Remote Opening/Closing** in 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

### 17.4.1.3 Search Device

This paper introduces the configuration Step for real-time monitoring of search device in the service center module.

**● Add a Door**

This paper introduces the configuration Step of map configuration and door addition in the service center module.

**Operation Step:**

**Step 1:** In the service Center module, choose "**Map Center > Map Configuration**".

**Step 2:** On the map configuration screen, select the map of the desired area and click on the right of the screen to add the gate.

**Step 3:** In the Add Door list on the left of the page, drag the required **Access Control** device to place it on the map,

**Step 4:** Click **Submit** under the left door bar to complete the operation of adding a door on the map.

**● Adding a Camera**

This section describes how to add camera Step for map configuration in the Service Center module.

**Operation Step:**

Step 1: In the Service Center module, choose "**Map Center > Map Configuration**".

Step 2: On the map configuration screen, select the map of the desired area and click on the right of the screen to add a camera.

Step 3: In the Add Camera list on the left of the screen drag the required camera device to place it on the map,


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- **Others**

This section describes how to add others Step for map configuration in the Service Center module.

**Operation Step:**

Step 1: In the Service Center module, choose "**Map Center > Real Time Monitoring**".

Step 2: On the map configuration screen, select the map of the desired area and click on the right of the screen to add Others.

Step 3: In the Add Other list on the left of the screen drag the required other device to place it on the map,

- **Map**

Click the Map: It will show the area of the map

- **Defense Area**

It will show the defence area in the map

### 17.4.1.4 Handle Video Alarm Details

This section describes the Step configuration for handling video alarm event details in the Service Center module.

**Operation Step**

**Step 1:** In the **Service Center** module, choose "**Map Center > Real-time Monitoring**".

**Step 2:** On the real-time monitoring screen, select a video alarm in the left pane and click to display detailed information. As shown in Figure 14-6.

**Instructions:**

Function description of the detailed information interface:

1.Preview: Displays the live view of the current video device.

2.Playback: Plays back the records generated by alarm events.

3.Trend: record the corresponding trend record of personnel.

4.Report: You can note the event status.

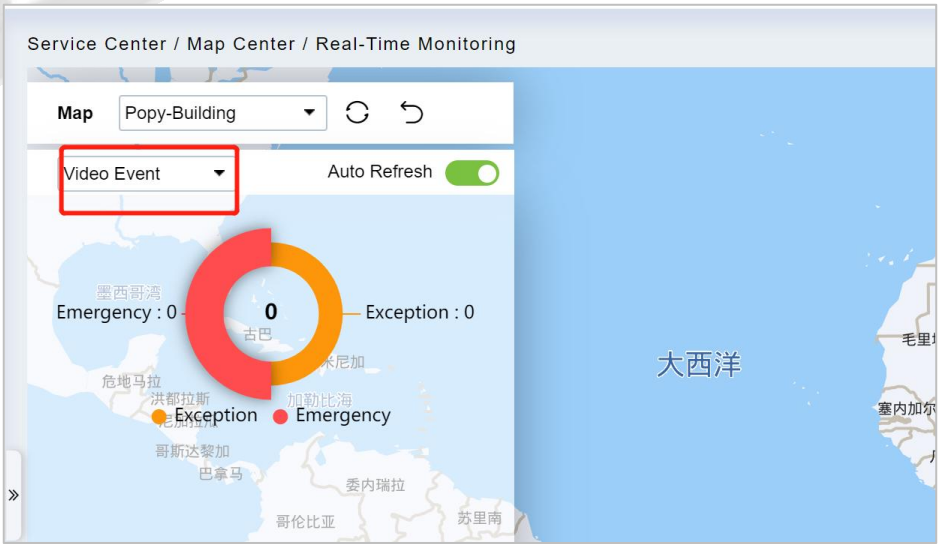


**Figure 17- 6 Video Alarm Details Screen**

**Step 3:** After viewing the detailed information and remarks, click **Submit**.


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### 17.4.1.5 Handle Door Alarms in Details

This section describes the Step configuration for handling gate alarm event details in the Service Center module.

**Operation Step:**

**Step 1:** In the **Service Center** module, choose "**Map Center > Real-time Monitoring**".

**Step 2:** On the real-time monitoring page, select the event for which the access control alarm is generated in the left pane and click The detailed information is displayed.

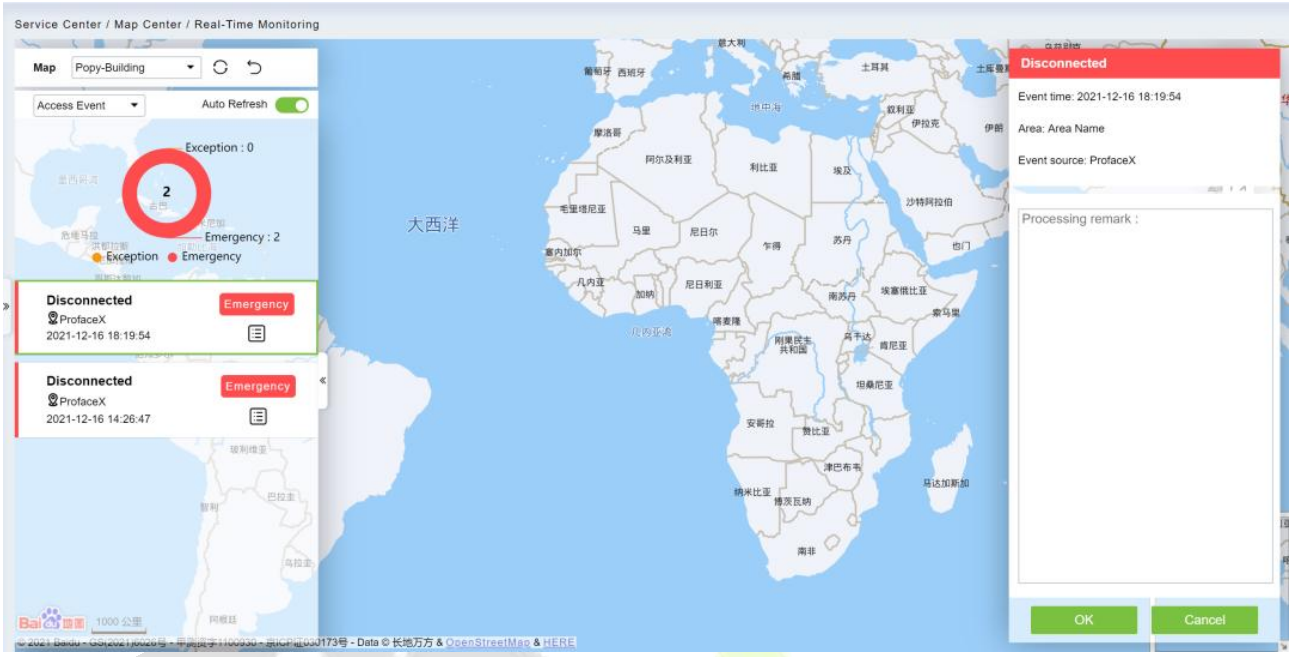


**Figure 17- 7 Access Alarm Details Page**

**Step 3:** After filling in the report remarks, click **Submit**.

## 17.4.2 Map Configuration

By importing the map and configuring the corresponding monitoring points, the distribution of the current monitoring points can be intuitively displayed.

**Instructions:**

Table 18-1 describes the ICONS on the map configuration page.

| Icon | Instructions |
|---|---|
| | Full screen. |
| | The refresh. |
| | Return to the previous level. |
| | Drag ICONS of **Access Control** and camera and move coordinates; After Operation is finished, click , can be saved. |
| | Add the icon of the **Access Control** device. |
| | Add a camera icon. |
| | Add sub maps. |


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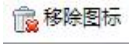
| Icon | Instructions |
|---|---|
| | Operation to zoom in and out of the map. |
|  | Move the mouse over the "door or Video" device on the map and right click it out. |
| | Add a map. |
| | The editor. |

**Table 17-1 Map Configuration Icons**

**The Premise Conditions:**

1. The access control device is added to the **Access Control** module.
2. Add the camera device under the video module.

### 17.4.2.1 Add a Map

This section describes how to add Step of map configuration in the Service Center module.

**Operation Step:**

**Step 1:** In the **Service Center** module, choose "**Map Center > Map Configuration**".

**Step 2:** In the map configuration screen, click on the left bar . The page for adding a map is displayed, as shown in Figure 14-8. For details about the parameters, see Table 18-2.

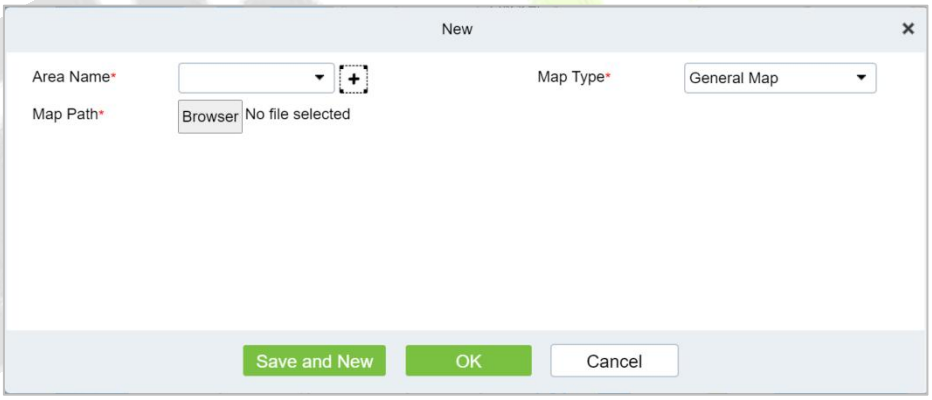



**Figure 17- 8 Add Map Page**

| The Map Type | Parameter | Instructions |
|---|---|---|
| **Normal Mapping** (Using the map drawn by the user, as the background loading,) | Name | Select the area to which you want to add the map. For details about how to configure regions, see 18.2 Region Settings. |
| | Map Path | Select the map you want to add, that is, the map image file that exists on the local server in advance.<br>**Instructions**<br>• Map is supported formats. Jpe \. JPG \. JPEG \. GIF \. PNG \. BMP \. Ico \. SVG \. SVGZ \. Tif \. Tiff \. Ai \. DRW \. PCT \. PSP \. XCF \. PSD \. Raw \. Webp image file.<br>• Map image file size should not exceed 1120 × 380px. |
| **Hypergraph** | Name | Select the area to which you want to add the map. For details about how to configure regions, see 18.2 Region Settings. |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| The Map Type | Parameter | Instructions |
|---|---|---|
| | Map Path | To set up a GIS server, set parameters on the server, and then set these parameters. |
| | Route Analysis Path | |
| | Projection | |
| | The Center X/Y Coordinate | Fill in the latitude and longitude. |
| | Initialize The Scaling Level | The general choice for initial scaling is around 13. |
| | Maximum Zoom Level/Minimum Zoom Level | Custom map zoom size. |
| **Google Maps** | Area | Select the area to which you want to add the map. For details about how to configure regions, see 18.2 Region Settings. |
| | The Map Key | Log on to the platform for https://cloud.google.com/maps-platform for registration for the key.<br>**Instructions:** You need to turn on the Directions API on Google's platform to map people's movements. |
| | Initialize The Scaling Level | The general choice for initial scaling is around 13. |
| | The Center X/Y Coordinate | Fill in the latitude and longitude. |
| **Baidu Map** | Area | Select the area to which you want to add the map. For details about how to configure regions, see 18.2 Region Settings. |
| | The Map Key | Log in to http://lbsyun.baidu.com/ to register and obtain the key. |
| | Initialize The Scaling Level | The general choice for initial scaling is around 13. |
| | The Center X/Y Coordinate | Fill in the latitude and longitude. |

**Table 17-2 Parameters for Adding a Map**

**Step 3:** Set parameters based on the type of the map to be added and Click **OK** to finish adding the map.

### 17.4.2.2 Add Submap (Optional)

This section describes how to add sub-map configuration Step on the map in the **Service Center** module.

**Operation Step:**

**Step 1:** In the **Service Center** module, choose "**Map Center > Map Configuration**".

**Step 2:** On the map configuration screen, select a region map and click on the right to add submaps.

**Step 3:** In the Add Map list on the left of the page, drag a submap to place it on the map.


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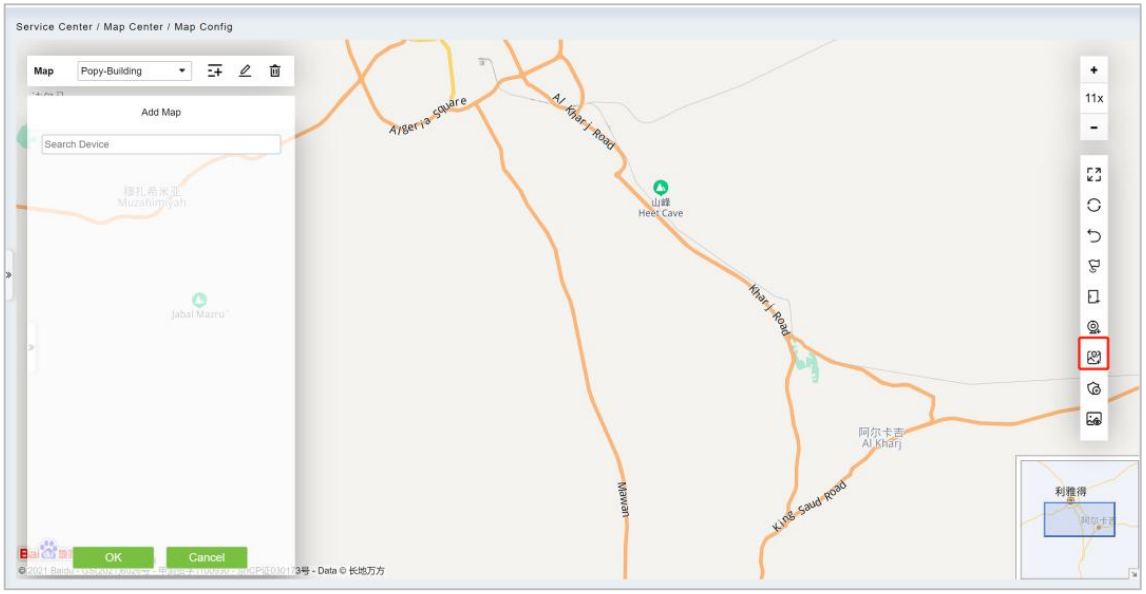


**Figure 17- 9 Add Submap Page**

**Step 3:** Click **submit** under add map on the left to complete the configuration of the sub-map.

### 17.4.2.3 Add a Door

This paper introduces the configuration Step of map configuration and door addition in the service center module.

#### Operation Step

**Step 1:** In the service Center module, choose "**Map Center > Map Configuration**".

**Step 2:** On the map configuration screen, select the map of the desired area and click on the right of the screen to add the gate.

**Step 3:** In the Add Door list on the left of the page, drag the required **Access Control** device to place it on the map, as shown in Figure 14-10.

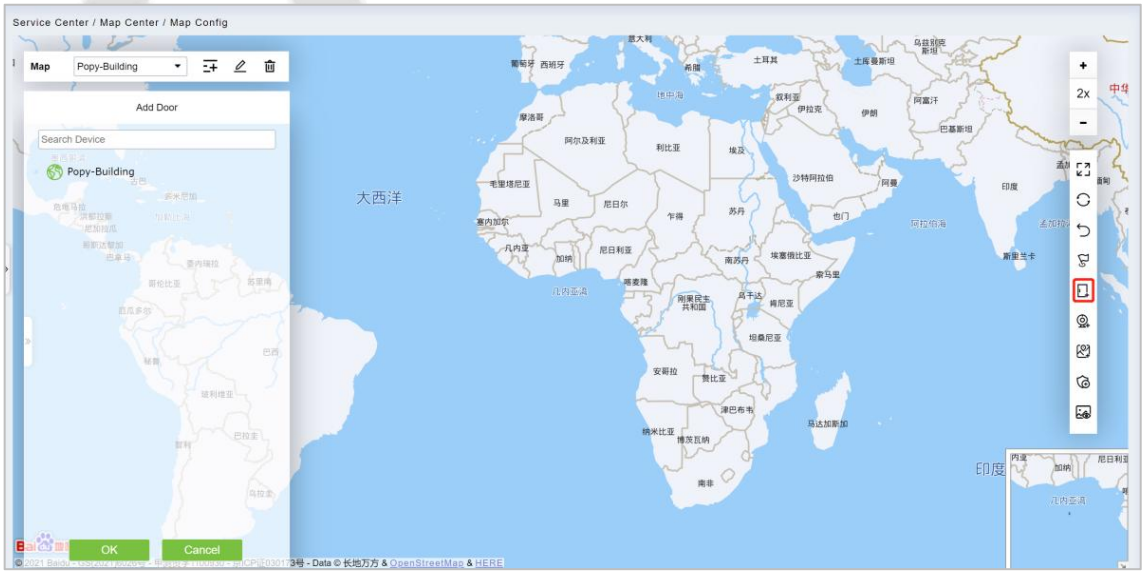


**Figure 17- 10 Add Door Page**

**Step 4:** Click **Submit** under the left door bar to complete the operation of adding a door on the map.

### 17.4.2.4 Adding a Camera


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This section describes how to add camera Step for map configuration in the Service Center module.

### Operation Step

**Step 1:** In the **Service Center** module, choose "**Map Center > Map Configuration**".

**Step 2:** On the map configuration screen, select the map of the desired area and click on the right of the screen to add a camera.

**Step 3:** In the Add Camera list on the left of the screen, drag the required camera device to place it on the map, as shown in Figure 14-11.

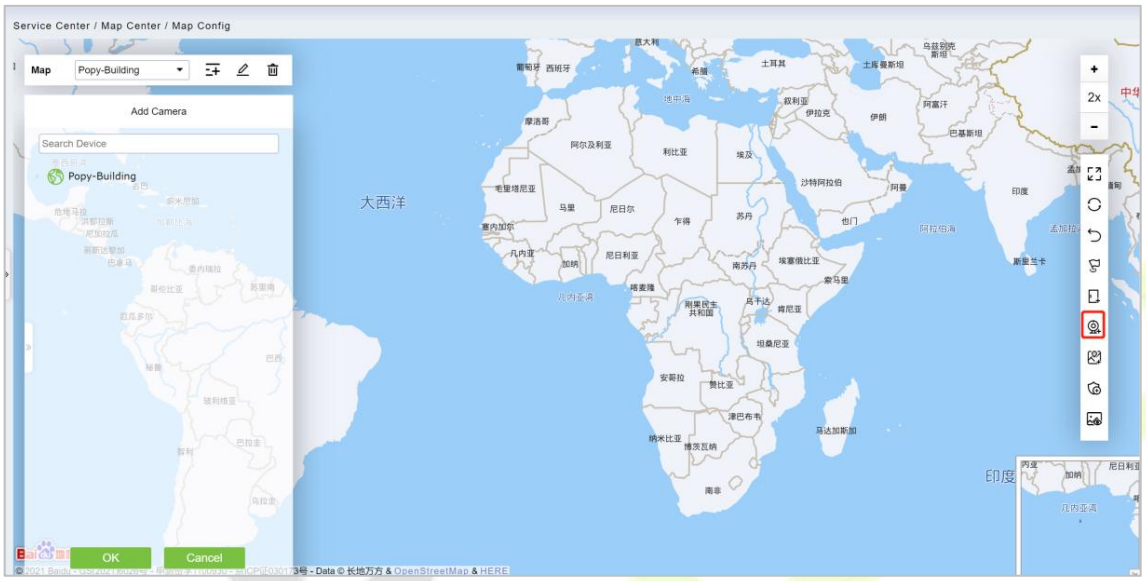


**Figure 17- 11 Add Camera Screen**

**Step 4** Click **Submit** in the left column of Adding a camera to complete the configuration of adding a camera to the map.

## 17.4.2.5 Add Defence Area

We can view the Intrusion Alarm states in real time through the map center.

**Step 1:** Go to **Service Center** > **Map Center** > **Map Config**. Click , start adding defence area.

**Figure 17- 12 Adding Defense Interface**

**Step 2:** Click the **Adding Defence Area** on the left of the screen, drag the required partition or zone to


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place it on the map.

**Step 3:** Click **OK** the left column of **Adding Defence Area** to complete the configuration of adding a partition.

#### 17.4.2.6 Map

**Click the Map:** It will show the area of the map.

## 17.5 Scene Center

### 17.5.1 Scene Configuration

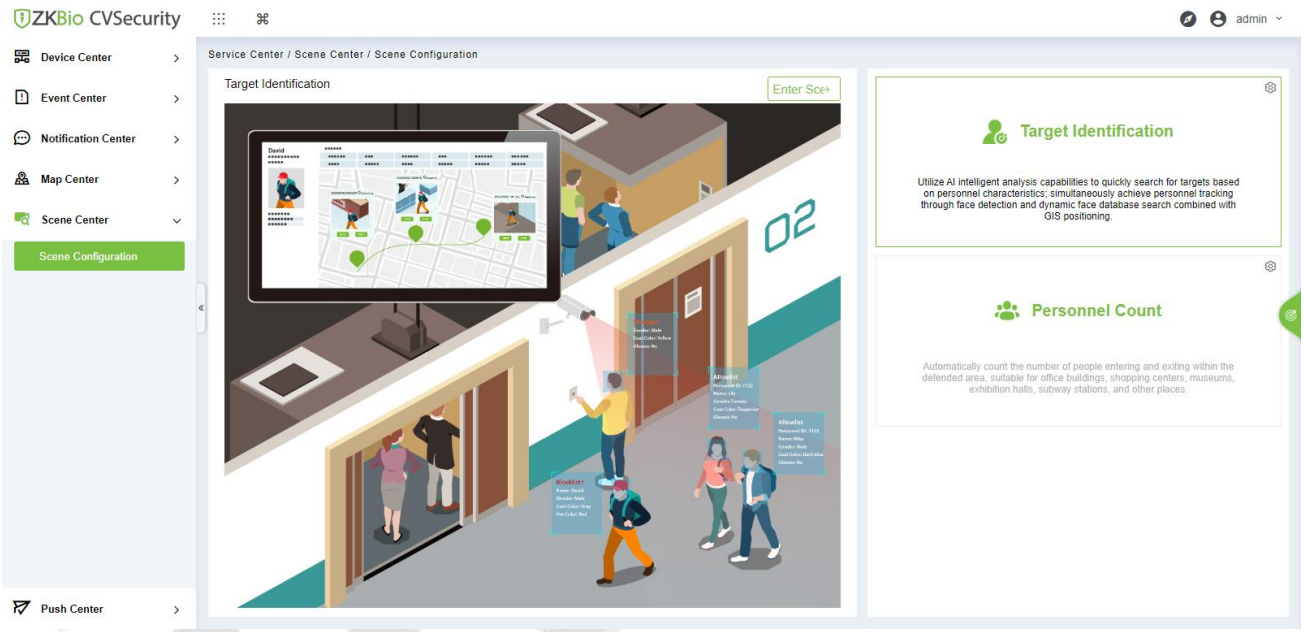


**Figure 17- 13 Scene Center Interface**

#### 17.5.1.1 Target Identification

Click this icon into Target Identification Guide:


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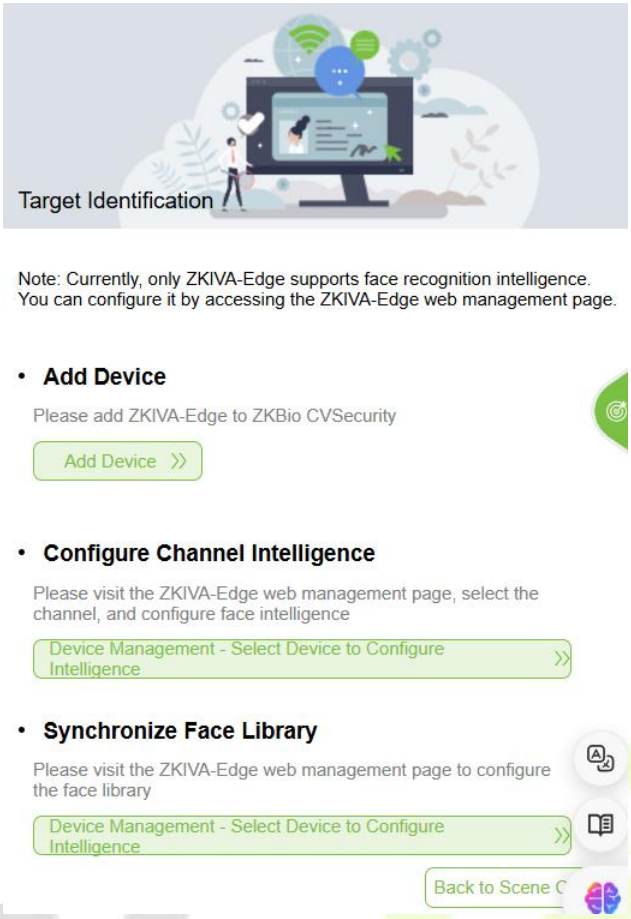


**Figure 17- 14**

✍ **Note:** Currently, only ZKIVA-Edge supports face recognition intelligence. You can configure it by accessing the ZKIVA-Edge web management page.

## Operation Step

### Step1: Add Device

Click **Add Device**, the system will automatically jump to **[Smart Video Surveillance]** > **[Device Management]** > **[Device]**, you can add ZKIVA-Edge devices here, and you can refer 4.1 Device Management for specific operation.

### Step2: Synchronize Face Library

1. Click **Synchronize Face Library** to jump to **[Smart Video Surveillance]** > **[Device Management]** > **[Device],** in this page we can configure the face library.


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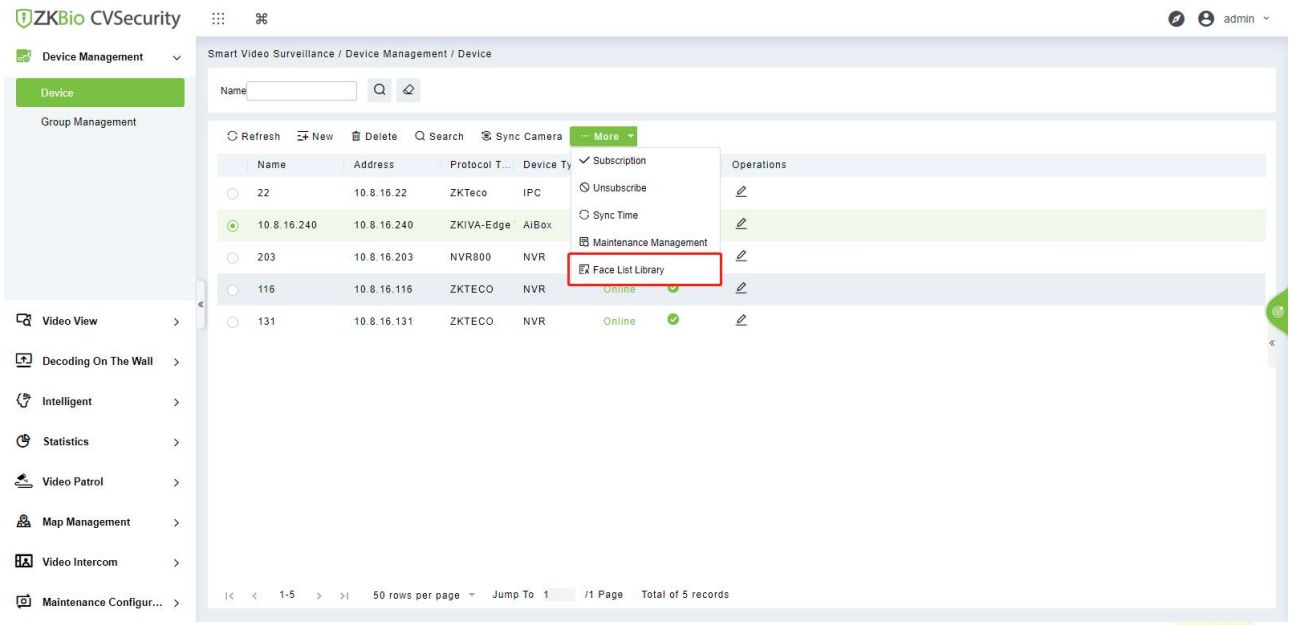


**Figure 17- 15**

2. Select the face library to be added

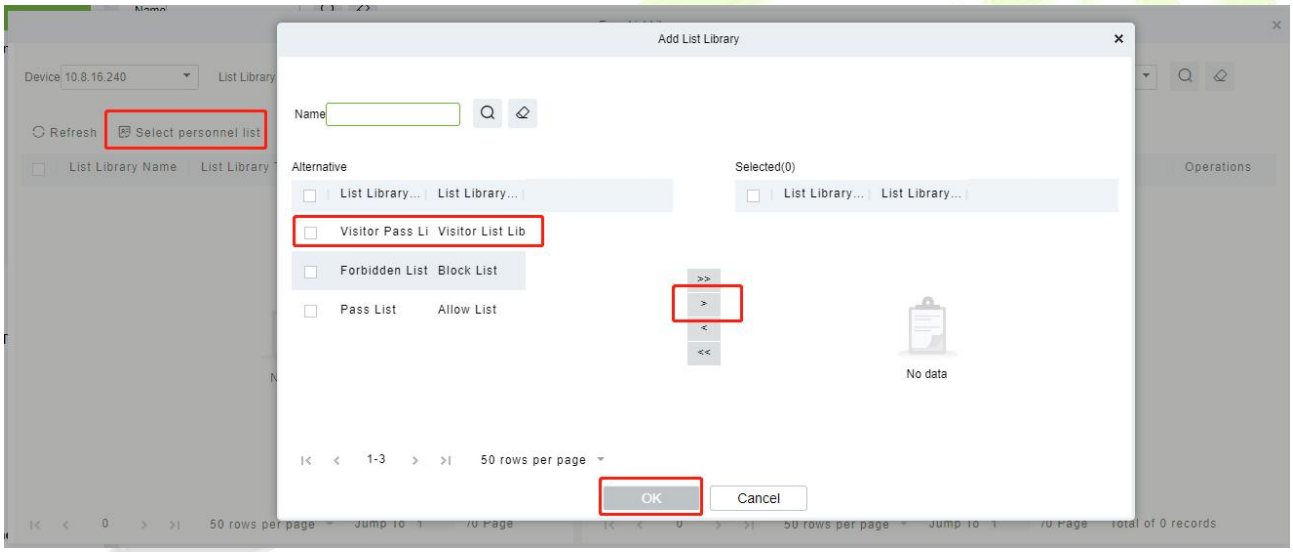


**Figure 17- 16**

### Step 3: Configure Channel Intelligent

The Face Intelligence configuration feature is now moved to the web side of the device, Please visit the ZKIVA-Edge web management page, select the channel, and configure face intelligence.

1. Click **Configure Channel Intelligent** to jump to **[Smart Video Surveillance]**>**[Device Management]** > **[Device]**

2. Click **[Smart Video Surveillance]**>**[Device Management]**>**[Device]**>**[Maintenance Management]** to jump to device web management page.


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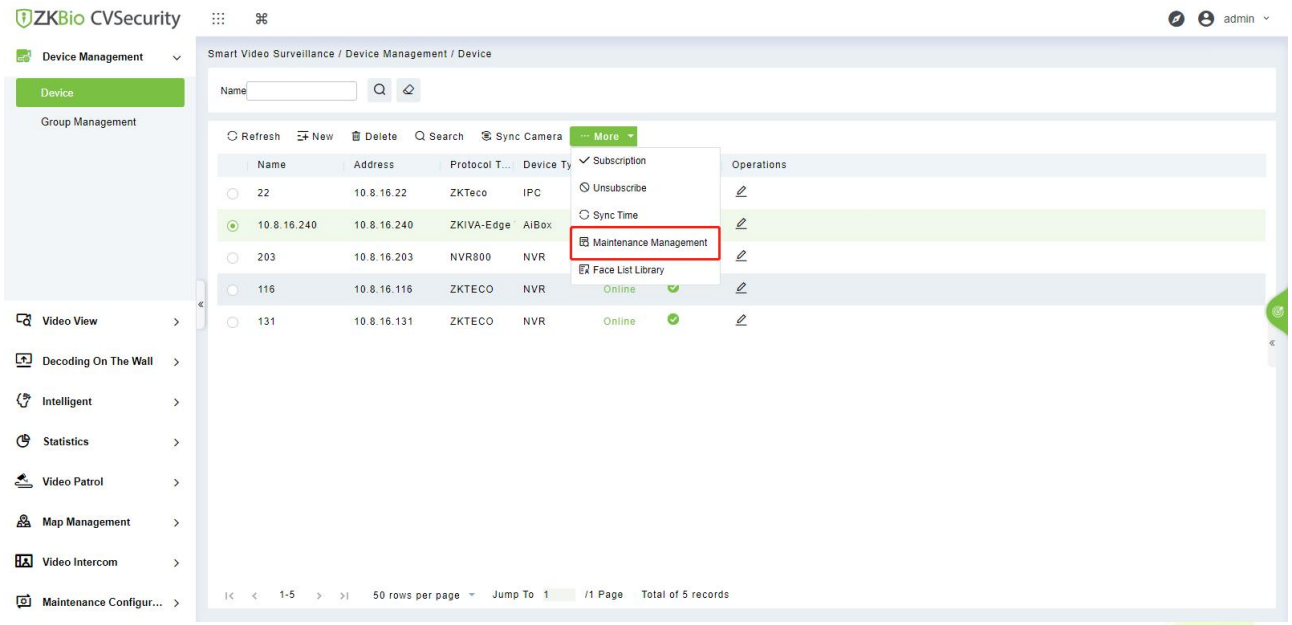


**Figure 17- 17**

**Note: Take the web management page of ZKIVA-Edge T1 for example：**

1. Click **[Data connect]**>**[Active reporting]** >**[Server address]** to fill in the server address and active report your server IP to device.

Server address Format: http://main (ip):port/

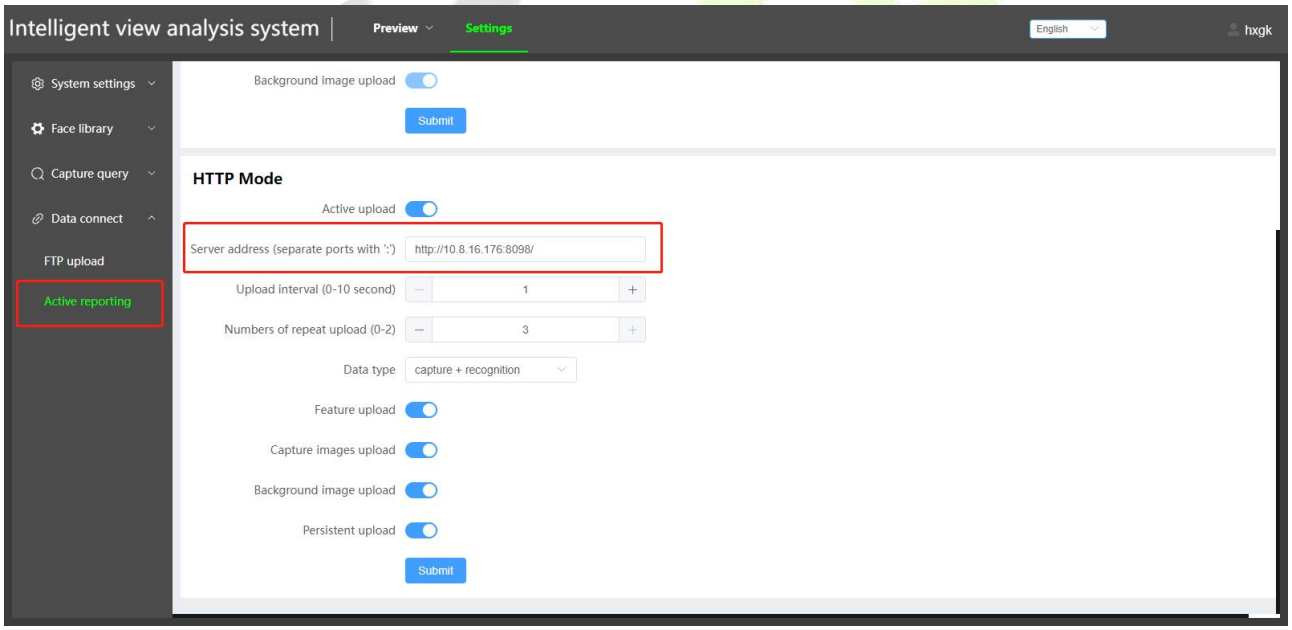


**Figure 17- 18**

2. Click **[Channel management]**>**[View/Edit]** to visit the channel management interface.


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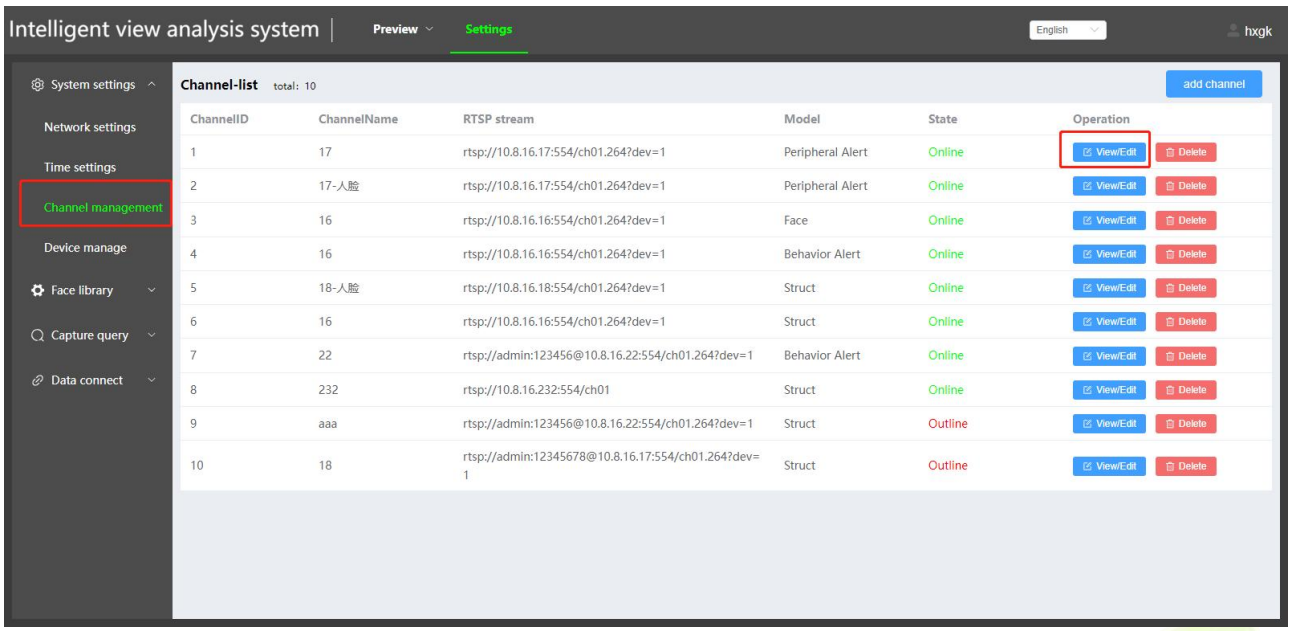


**Figure 17- 19**

3. Select the type of channel as **Face** to perform face recognition rule configuration and then submit the configuration to enable the Target identification.

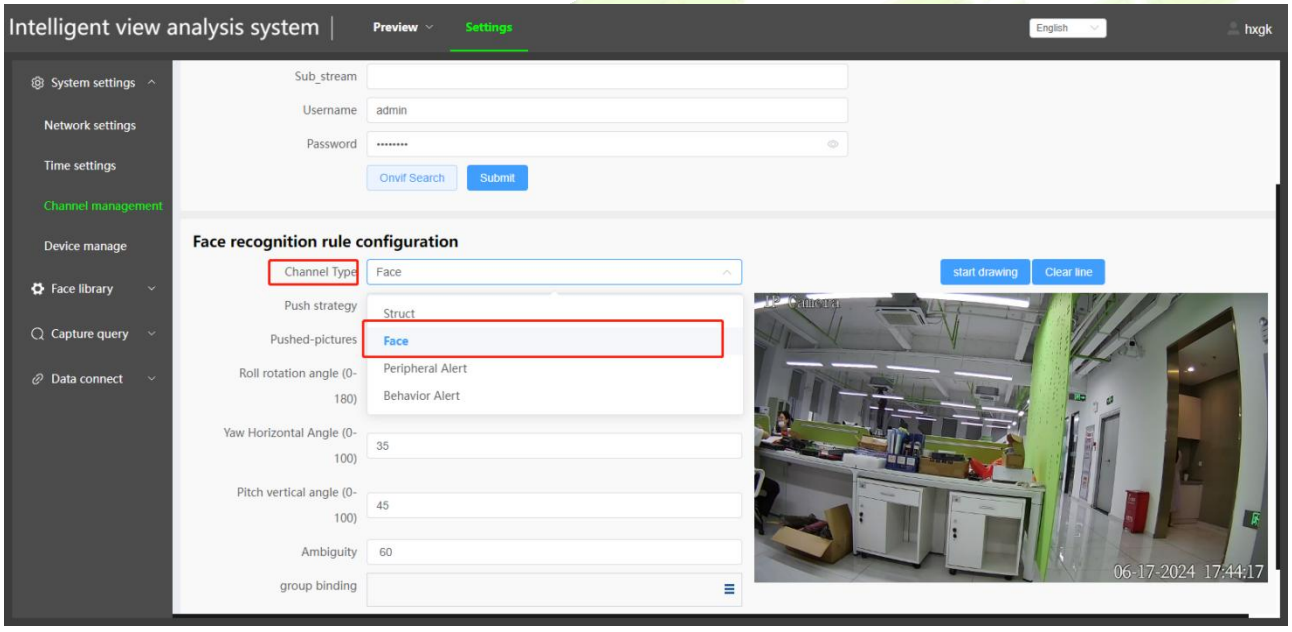


**Figure 17- 20**

## Target Identification Scene Page

Click **Enter Scene** to enter the target identification function.


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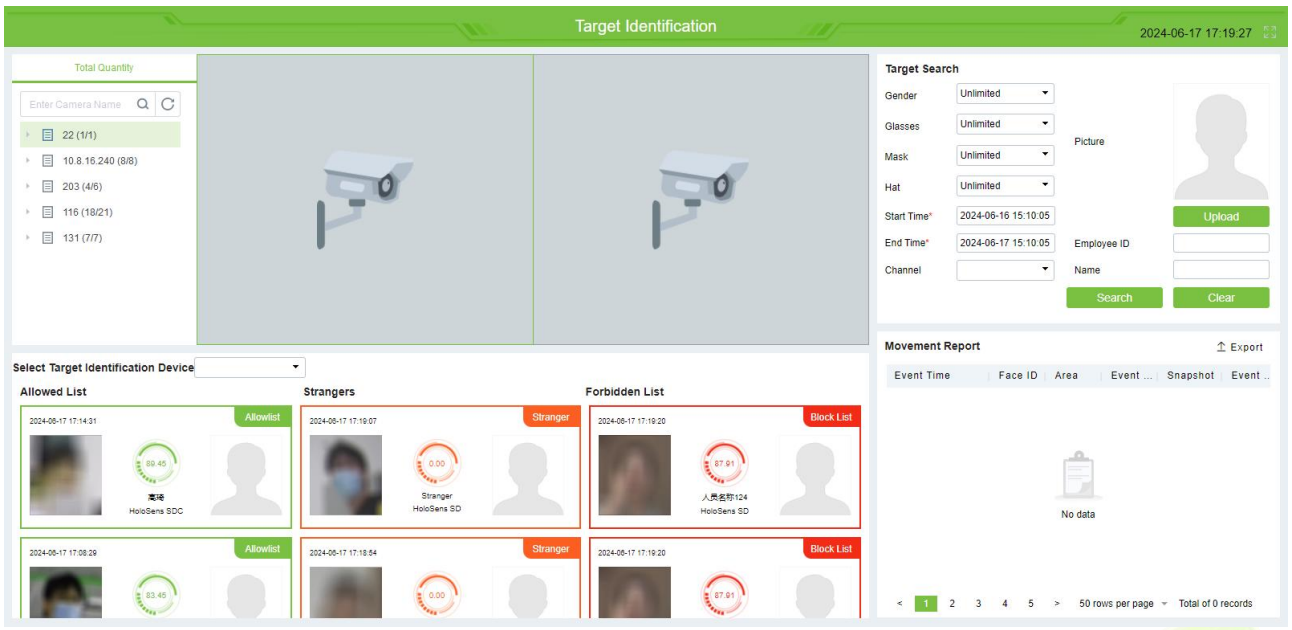


**Figure 17- 21**

## ● Quick Search

Right-click on the list of triggered events to quickly retrieve people.

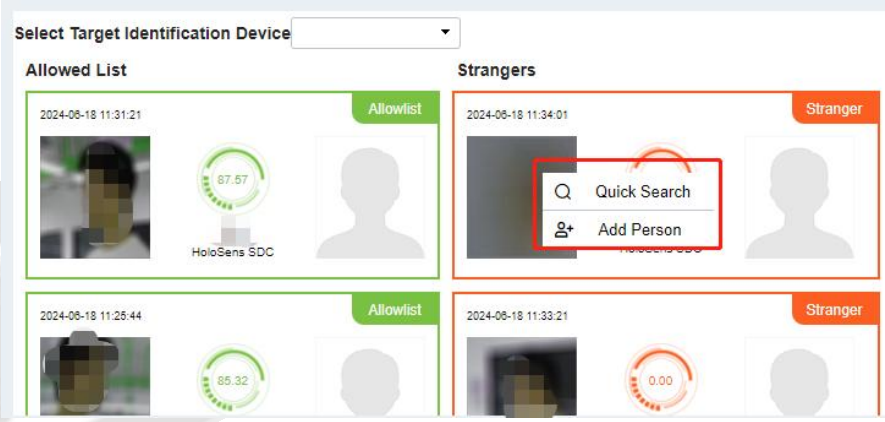


**Figure 17- 22**

## ● Target Search

It is possible to track personnel's passage by searching for their name, employee ID, photo, gender, whether they are wearing glasses, a mask, or a hat.


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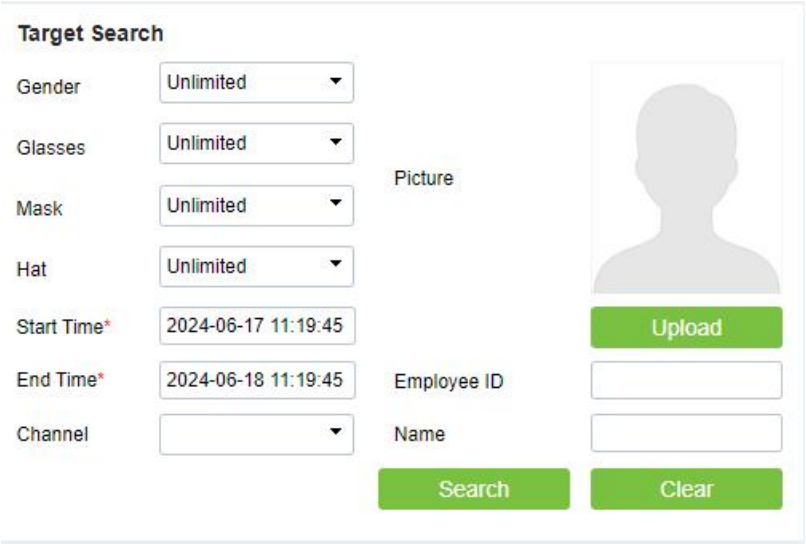


**Figure 17- 23**

- **Movement Report**

In the movement report, you can see the movement track of specific personnel, and click **[export]** to export the movement track report of personnel.

**Figure 17- 24**

### 17.5.1.2 Personnel Count

Click this icon into Personnel Count Guide:


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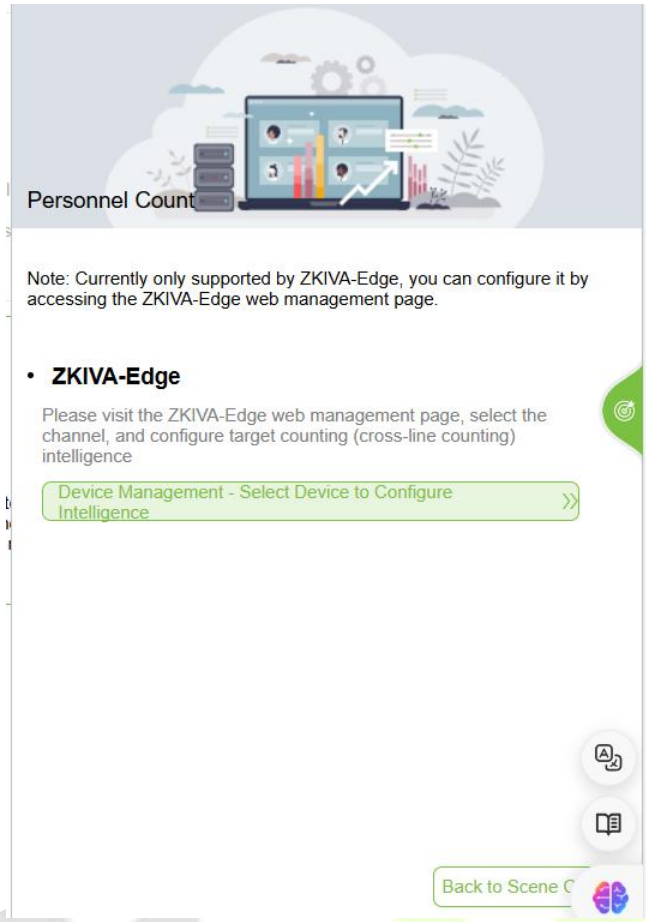


**Figure 17- 25**

✍**Note:** Currently, only ZKIVA-Edge T2 supports Cross-line statistics intelligence. You can configure it by accessing the ZKIVA-Edge T2 web management page.

**Operation Step**

**Step1: Add Device**

Add ZKIVA Edge device, please refer to 18.5.1.1Target Identification for details.

**Step2: ZKIVA-Edge**

Visit the ZKIVA-Edge web management page, select the channel, and configure target counting (cross-line counting) intelligence.

**Take the web management page of ZKIVA-Edge T2 for example：**

1. Click **[Setting]>[Task Setting]** to add a new task.


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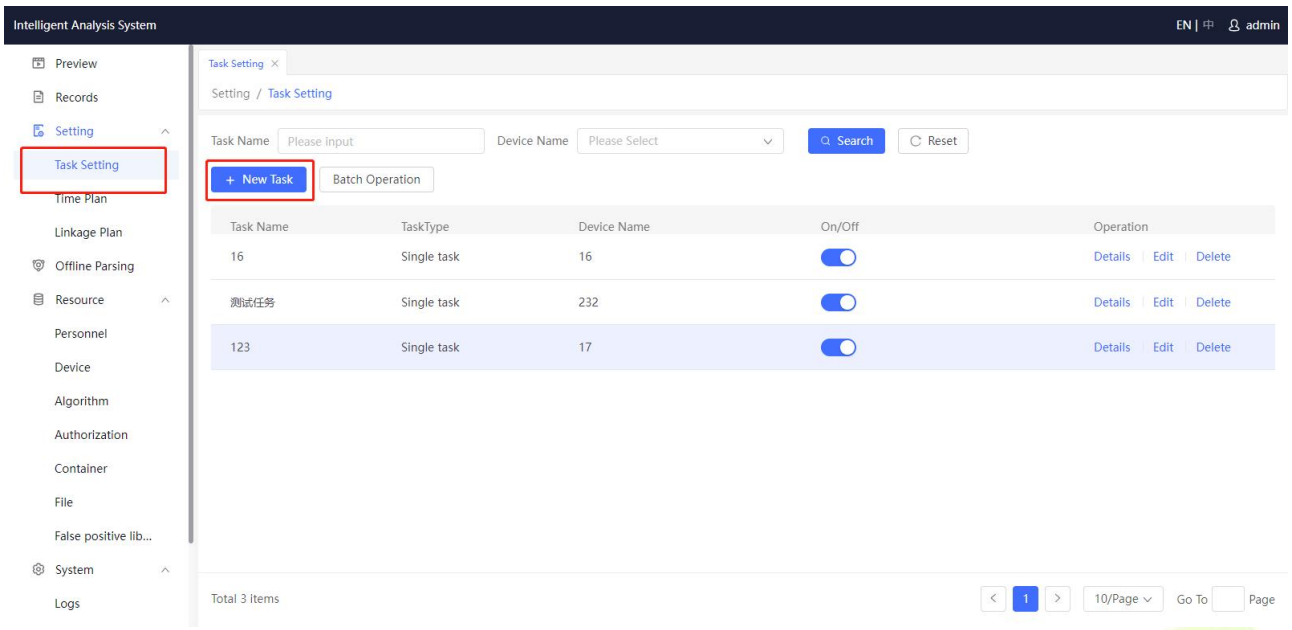


**Figure 17- 26**

2. Perform basic configuration, and then click **Submit**.

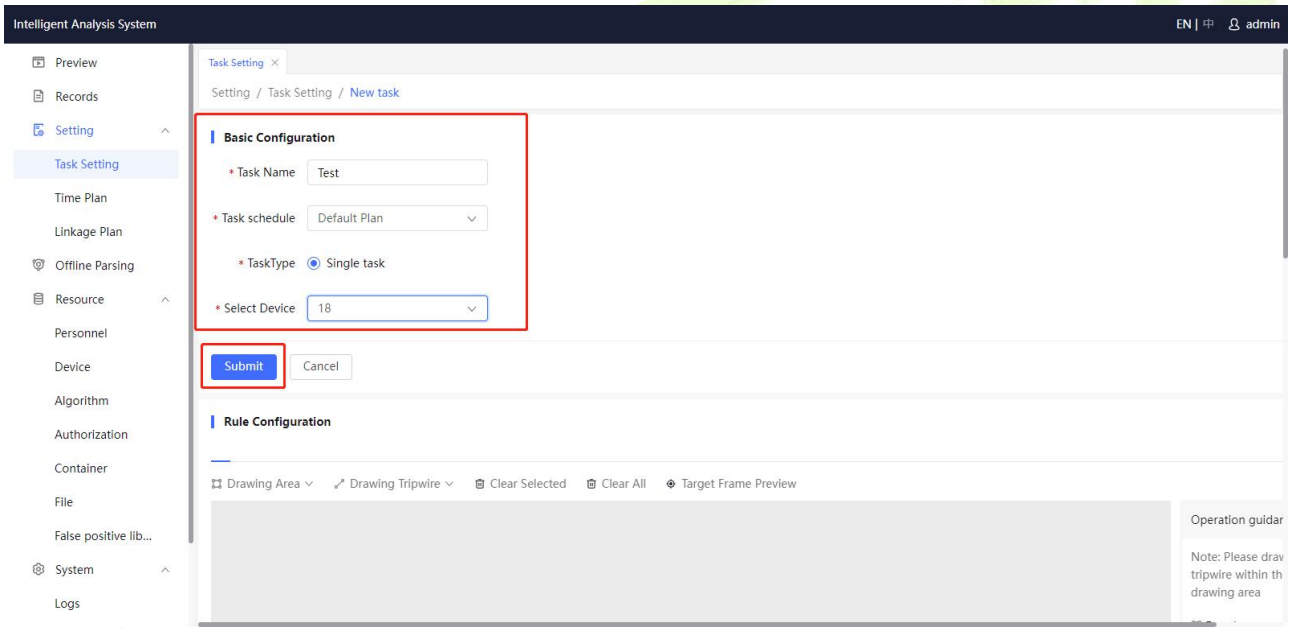


**Figure 17- 27**

3. After submit the basic setting, click **[Drawing Tripwire]**>**[Entry/Exit Tripwire]** to draw entry and exit tripwire, select the configured algorithm and submit it.


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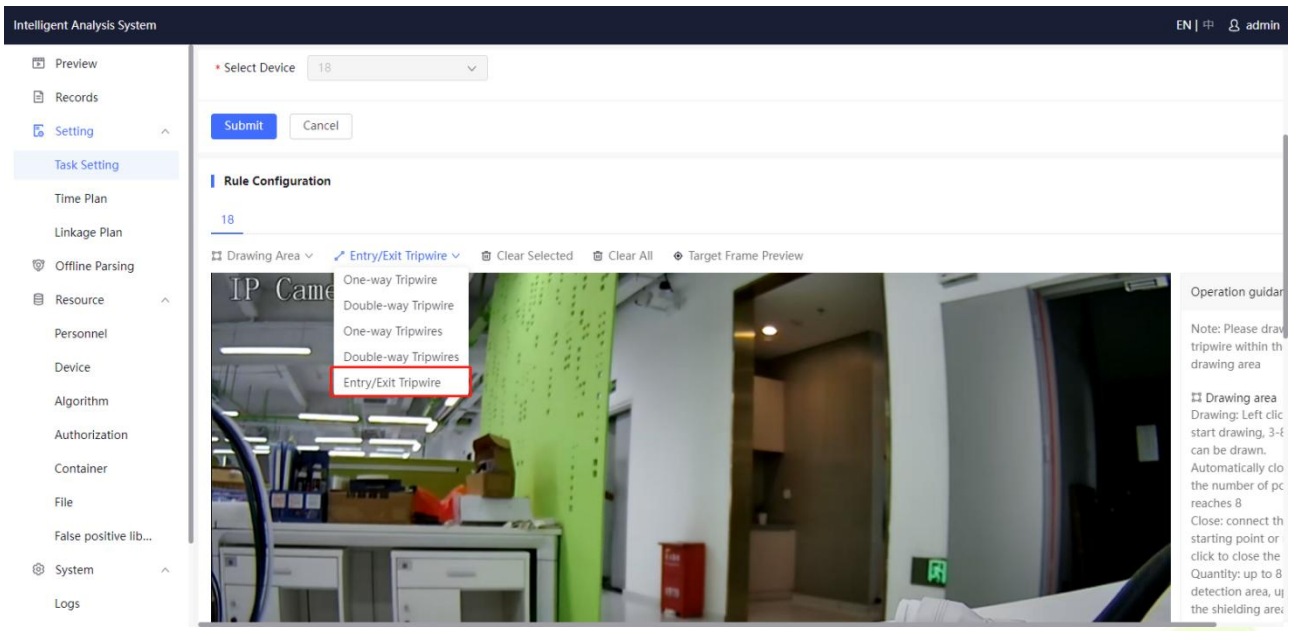


**Figure 17- 28**

### Personnel Count Scene Page

Click **Enter Scene** to enter the personnel count function.

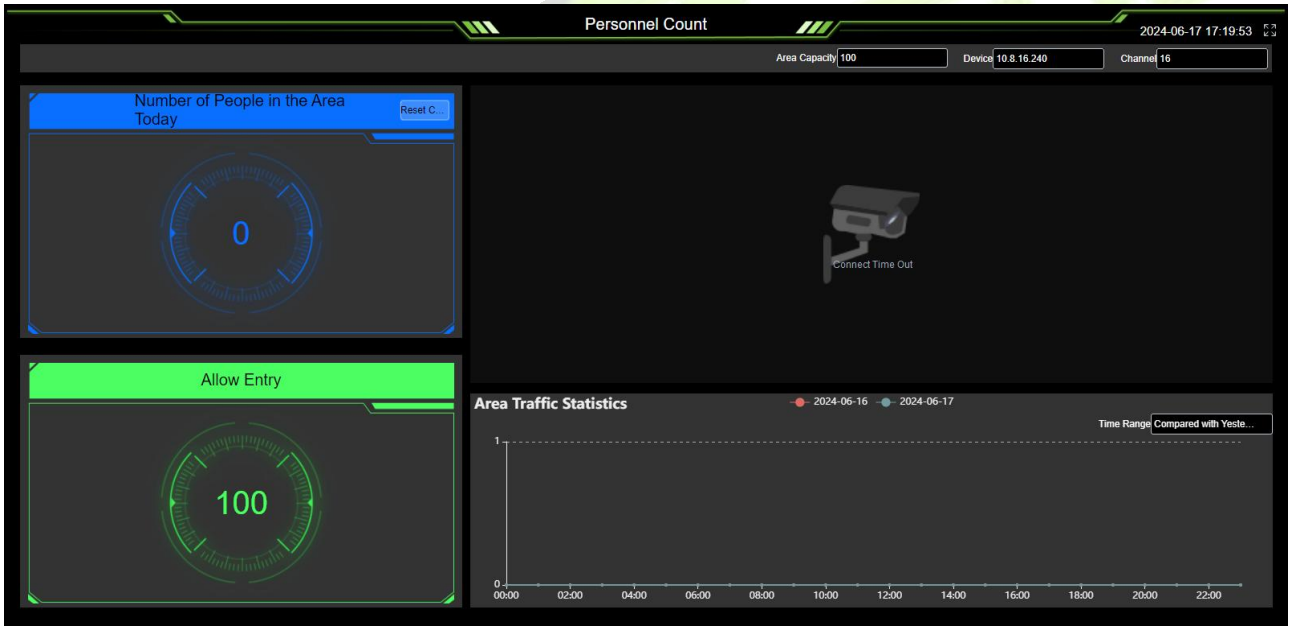


**Figure 17- 29**

## 17.6 Push Center

### 17.6.1 Push Configuration

**● Add New**

**Operation Step:**

**Step 1:** In the **Service Center** module, choose "**Push Center > Push Configuration**".

**Step 2:** In the **Push Configuration** interface, click **Add New** and fill in the relevant parameters, as shown in Figure 18-13. Please refer to Table 18-3 for parameter description.


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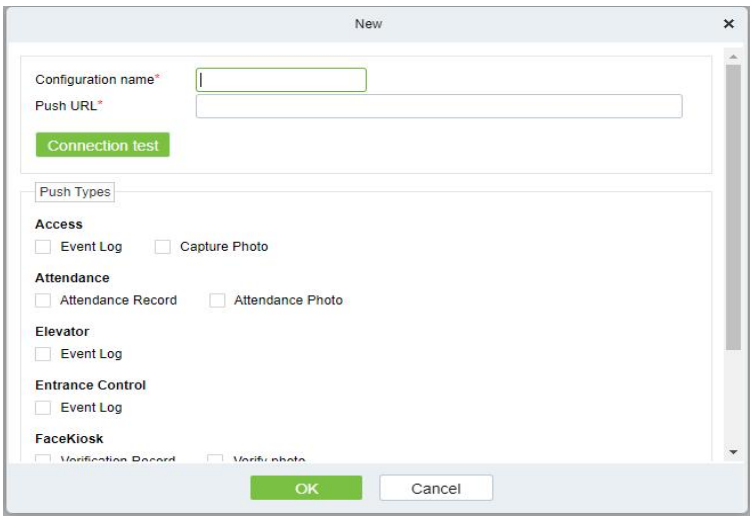


**Figure 17- 30 Add Push Configuration**

| Parameter | Description |
|---|---|
| Configuration Name | Enter the configuration name |
| Push URL | Enter the push URL |

**Table 17-3 Parameters for New**

- **Delete**

Select one or more push configuration and click **Delete** at the upper part of the list and click **OK** to delete the selected push configuration Click **Cancel** to cancel the operation or click **Delete** in the operation column to delete a single push configuration.

- **Docking Example**

It will show the example of data format as a code.


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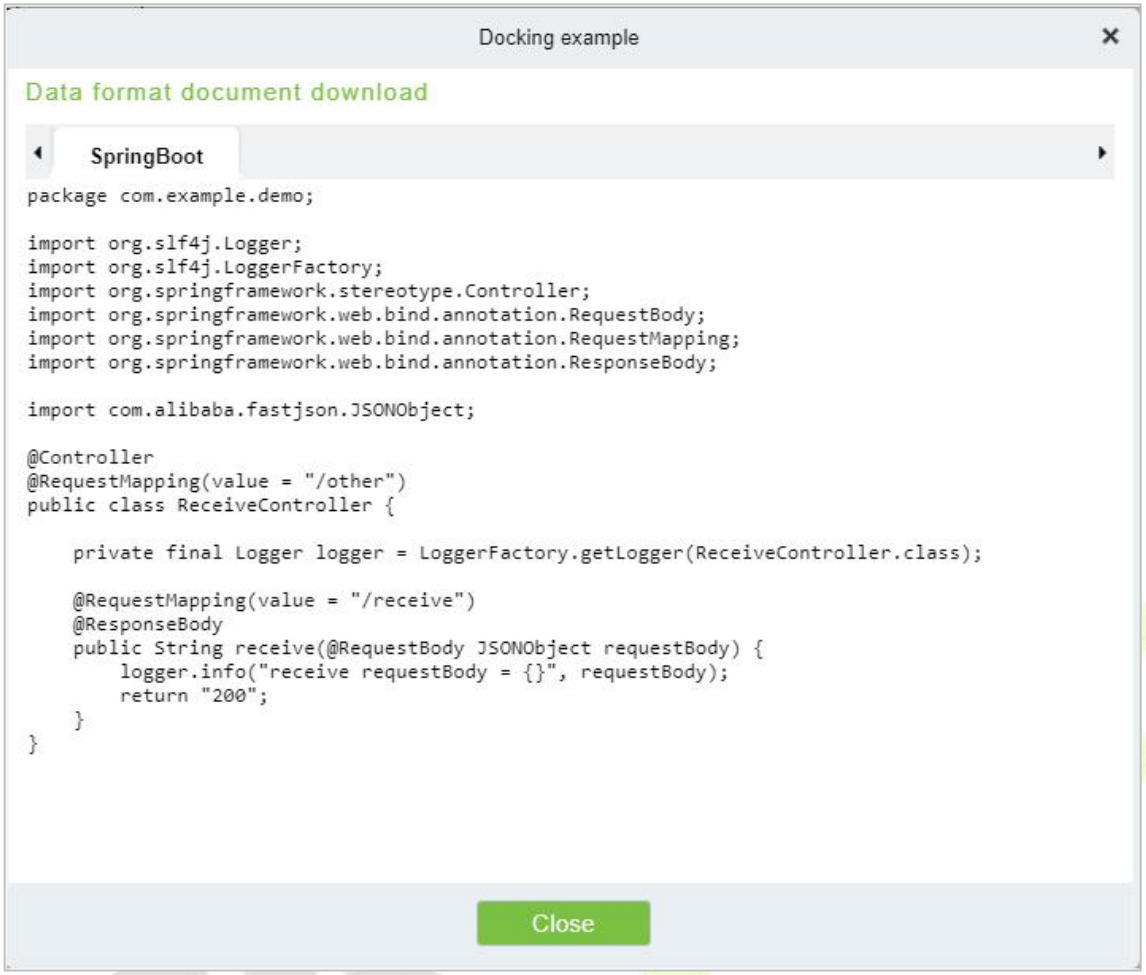


**Figure 17- 31 Docking Example**

## 17.6.2 Push Exception Record

- **Delete**

Select one or more push exception record and click **Delete** at the upper part of the list and click **OK** to delete the selected. push exception record Click **Cancel** to cancel the operation or click **Delete** in the operation column to delete a single push exception record.

- **Re-push**

If the data sync failed one time it will re-sync the data automatically to the software and device.

- **Manual Push**

Manual push is we need to sync the data from device to the software.


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