

USER MANUAL ZKTime.Net 3.0

Version: 1.0 Date: February, 2015

3 Before Use

3.1 Installation and Register

3.1.1 Installation

• Note:

- (1) The demonstration figure below maybe different from your actual installation, the actual software installation shall prevail.
- (2) You must install .Net Framework 4.0 first. Otherwise, you cannot install this program. (**Tips:** The installation CD contents the .Net Framework 4.0 setup file. You can install it as required.)
- (3) If you have installed this program before, please uninstall it first, and restart your computer.
- (4) It is better to turn off all the other applications before installation, to avoid any conflict in installing procedure.
- (5) During the installation, the computer firewall software may prevent the service from this program, please selects "Allow all", or temporarily stops the firewall software before installation.



- 1. Put the installation CD into the CD driver, the installation program will run automatically.
- 2. Click [Next] button on the Installation Guide window to enter to the END-USER LICENSE AGREEMENT FOR THIS SOFTWARE window.



< Back Cancel

61.4 M

ZKTimeNet3 3.0.0.15
 Fingerprint reader driver

Next >

- Read the license carefully; select *l accept the agreement*, and then click [Next] button to enter to the Installation Path Setting window.
 - **Tips:** Click **[Cancel]** button to cancel the installation operation.

Click Browse... button, select the installation path in the pop-up window. Click [Next] button to enter to the Select Components window.

- 5. Ticking the component as required, and then click [Next] button to continue.
- Tips: 🗹 means selected.



···· = 🕞

Cancel

Install

< Back

6. Click Browse... button, select the path for creating the program's shortcuts. Click [Next] button to enter to the Installation Confirmation window.

 Click [Install] button to continue with the installation; or click [Back] button, if you want to review the change of any setting.

- Note: If you selected the *Fingerprint reader driver* at **step 5**, the following window will pop-up.

Setup - ZKTimeNet3

Supports All ZKTeco Product Range

Ó

Click Install to continue with the installation, or click Back if you want to review or change any settings.



Setup	×
Ready to Install Setup is now ready to begin installing ZKOnline SDK on your computer.	
Click Install to continue with the installation.	
< <u>B</u> ack Install (Cancel



(1) Click [Next] button to enter to the Installation Confirm window.

(2) Click [Install] button to continue with the installation of *Fingerprint reader driver*.

(3) Click [Finish] button to close the setup window.

13 Secup - Zichinerecs		
20+ Time	e Attendance Reports REPORT	
Completing the Z	ZKTimeNet3 Setup Wizard	Finish
ΖК	ZKTime.Net License	
	License Information	

License License

- 8. After finishing the installation, the complete wizard window will pop-up.
 - Note: After successfully installing



display. Double- clicks this icon to run ZKTime.Net 3.0 program.

9. Click [Finish] button, the Software Register window will pop-up.

3.1.2 Register

ZK	ZKTime.Net License	\otimes
	License Information	
	Unique product code	
	D64C54-6546BA-AC735C-70B6AF-E5016E-67792D-173962	Сору
	License Type	
	Trial	
	Expired Date	
	No limit	
	Limit Employees	
	5	
	Linit Terminals	
	2	
	License	
	License	
	A	Register
	Ψ	
	Trial	Cancel

- In order to use the system appropriately, please install the authorized software.
- 1. Send the Unique product code to the software provider to get the Registration Code.

	ZKTime.Net License	
	License Information	
Unique product code		
D64C54-6546BA-AC73	5C-70B6AF-E5016E-67792D-173962	Сору
License Type		
Trial		
Expired Date		
No limit		
Limit Employees		
5		
Limit Terminals		
2		
	License	
License		
0AD4D1-2964B4-1EFF	9B-F60728-04FE40-A455DE-C80634	A Register
		Ŧ
	Trial	Cancel

ZK	ZKTime.Net License		\otimes
	License Information		
Unique product code			
D64C54-6546BA-AC735C-70B	6AF-E5016E-67792D-173962		Сору
License Type			
Advanced			
Expired Date			
03/02/2024	ZK Information	\otimes	
Limit Employees			
500			
Limit Terminals			
50	OK		
	Ŭ.		
	License		
License			
0AD4D1-2964B4-1EFF9B-F60	728-04FE40-A455DE-C80634	A	Register
		-	
			Cancel

2. Enter the *Registration Code* in the License box.

- 3. Click [Register] button to register.
- 4. Click [OK] button to close the Information prompt box.

3.2 Uninstall

• Method 1

If you are no longer using this software and wish to delete it, remove it as follows: Click [Start] > [All Programs] > [ZKTime.Net 3.0] > [Uninstall ZKTime.Net 3.0].

- Method 2
- 1. Exit the ZKTime.Net 3.0 program.
- Choose [Start] > [Control Panel] > [Uninstall a Program] > right-click [ZKTime.Net 3.0], and click [Uninstall] button.



3. Click **[Yes]** to remove the ZKTime.Net 3.0 program.

3.3 Login

Double click the desktop shortcut, or choose [Start] > [Programs] > [ZKTime.Net 3.0] to pop-up the Login window.

/	/	ZK Time. Net 3.0	\otimes
	*	User Name	
	8		
	4	Repeat Password	
		User Email Address	
		Register	

ZK Time. Net 3.0	6
Luser Name	
Password	
Remember me	
Forget password?	

- If you log in to the system for the first time (this means the system has no users), the system displays the register administrator interface. Type-in the User Name, Password, Repeat Password and User Email Address as required, and then click [Register] button to register user.
- 2. If you have previously logged in to the system, enter the correct registered User Name and Password. For more information about setting the User Name, Password, and user privilege (Role), please refer to <u>"4.4 User Management"</u>. Click [Login] button to log in to the system, or click [Quit] button to exit.



3. You can log in to different system interfaces based on different user privileges (Role). The administrator will enter to the Employee Card interface by default.

ZK Time	.Net 3.0	System	HRM	Attendance	Terminal	Access Co	ontrol	Reports		☆ ‡? ◯ ◯ ()	
Company	Employee	Pay C	ode								
Employee	-	Z +	Add 🗎 Sa	ave 🗊 Delet	e 🔄 Import	🛃 Export	😨 Bato	h Update 🔻			
Q Search		G	eneral Setting	Enroll FP	Others						
Code	Name		Basic Into								
✓ 1 2	Tome.S James.L		Status		Enable				Size(200*200)		
3	Lily		Emp ID	1		*				-	
4	Simon		First Nam	e 1	ome	•		6	14-	-	
			Last Nam	e S					C Pla		
			Departme	ent F	AE	* *			10	۵	
			Hire Date	0	3/02/2011	* *			0		
			Salary Mo	de S	alary	٣		A	EA		
			Terminal 3	Zone H	IQ	Ψ.					
			Privilege	U	lser	Ŧ		Email Address			
			Password					Card Number			
			FP Count	3				Face Count	0		
Records:4					Ê 🔜	ê				Login User:admin	

Note: Click III icon to view as Grid, and display the Employee Management interface.

3.4 User Interface and Main Menu

K lime.Net 3.0 System	HRM Attendance	Terminal Access Contro	ol Reports	☆ ♡ ⊂
×		j e		
Config Sender Settings	Role User Operat	on Logs Database		
Basic Setting Data Transer Settin	ng			
Records Download Options	2			
Records Download Options				
Delete the punches	from the terminals after download	ng		
Auto download reco	ds when ZKTime.Net start up	Download r	ecords every 5 🌲	Mins
Date and Time Format				
Date and Time Format				
Date Format	HH:mm			
ring ad fiff				
Function options				
Active Access Contro		Active Email Push Report		
Active Short Message	•	Active UDisk		
Active Work Code	~	Active Download Attendance F	Photo	
Calendar Type				
Normal	🔿 Iran		🔿 Arabia	
				Save
				5870

	Main Menu Bar:
1	Provides six main functional menus of the system. The clear classification management and powerful functional structures help you to manage the staff attendance of your company smoothly.
9	The Secondary Menu Bar:
4	Simplifies functions and helps you to perform operations more effectively.
3	Operation area: Allows you to view and use various functions.
	Shortcut Icons:
4	Allows you to perform operations conveniently, including fast access to navigation, system registration and checking of the system version.
•	Information Bar:
5	Displays the Employee Card, Device Card, Report Card and the current Login User.

• Main Menu and Function Instruction

The system menu bar lists all the operation options. The user can click different menus to select different

operations on the bar. If the user clicks one menu, the tiling submenu will display.

System Management: Allows you to manage the system's configuration, including Configuration, Sender Settings, Role and User management, Database management, and check the Operation Logs.

HRM (Human Resource Management): Sets *Company Structure*, types in *Employees*; and sets *Pay Code* for salary payment.

Attendance Setting: Sets attendance *Rule*, *Timetable* and *Shift*; *Schedule* (contains Temporary Schedule); does *Exception* setting, namely Vacation and Sick Leave setting.

Device Maintenance: Allows you to manage the attendance check device and the employee information and attendance records on the device; including *Device* management, *Area* setting, *Data Sync*; *SMS*, *Work Code* and *U Disk* management.

Access Control Management: Sets the parameters of the electronic locks and related access device. Including *AC Time Zone, AC Group, AC Unlock Combination* and *Employee AC Privilege* setting and *Upload AC Privilege*, and so on.

Reports Management: Allows you to process and manage reports by two categories: employee info and attendance record. You can calculate the attendance records by specifying the scope of employees and time, and output reports. You can import or export the attendance data as required by using a U Disk.

Instruction of Shortcut Icons

1. Home



If you encounter any problem when performing operations in the system, you can click icon to return to the system navigation, which will help you to complete attendance management quickly.

2. License

For the specific operation method, please refer to <u>"3.1.2 Register"</u>.

3. About



You can click [About] to check the system version.

Instruction of Information Bar

1. Device Card

ZK Time. Net 3.0 sy	/stem HRM	Attendance	Terminal	Access Control	Reports		@ 🖗 🕐	$\ominus \square \otimes$
			P/Name	All	• Q			
B1	-	A1	1	05				
🗸 Conn	ected	🍇 Dis	connect					
IP Address Users Fingerprints Face templates Records Terminal Area	192.168.1.39 0/10000 0/8000 0/0 0/300000 Zone_B	IP Address Users Fingerprints Face templates Records Terminal Area	192.168.1.18 2032038262 -367567711 0, 1,	81 70 70 70 70				
Time	Action	Terminal		Verify Mode		User ID: Name:		
						No image data	No image data	
						User Photo	Att Photo	
				ê			Login Us	er:admin

Click icon, the system will enter to the **Device Card** interface automatically. An overview of added devices info and current connection status are shown.

	(\otimes
🔟 Clear		
Time	Message	
10:19:55	Connecting to Terminal 192.168.1.39	
10:19:55	Connecting to Terminal 192.168.1.181	
10:19:56	Succeed to connect terminal(192.168.1.39).	
10:19:57	Connecting to '192.168.1.181' failed.	

The system will pop-up the prompt box, and display the connect procedure and status for all devices at the bottom right corner of the screen.

2. Employee Card



Click i i con, the system will enter to the **Employee Card** interface automatically.

3. Reports Card

ZK Time.Net 3.0 sy	ystem HRM	Attendance Termin	al Access Control	Reports	ĥ	\$ ‡ ? ⊖ ⊡ ⊗
Records Calculate	Report					
From	02/13/2015 -	To 02/13/2015	•	All	 Employees 	
Employee	Employee Information	1				
Transactions	Daily Total	TimeCard	Total TimeCard	Early Out	Late Arrival	Absence
			Ð		20	
Employee Shift	Exception	Hours Summary	TimeCard List	Attendance Card	Daily Attendance	Monthly Summary
Flexible Schedule						
						Login User:admin

Click i icon, the system will enter to the **Reports Card** interface automatically.

Tips: For the method of checking report, please refer to <u>"9.3 View Reports"</u>.

4 System Management

The System Management function contains adding system User (such as Company Manager, Registrar, Attendance Statisticians Allows, and so on); assigning role as required. Doing (System) Configuration, Sender Settings, check Operation Logs and Database Management, etc.

4.1 Configuration

Sender Setting Sender Setting Secondary Setting Data Transfer Setting Records Download Options Delete record(s) from the terminal after downloaded Auto Download record(s) from the terminal after downloaded Download record(s) every Data Time Format Time Format Date Format Time Format	
Config Sender Settings Role User Operation Logs Database sic Setting Data Transfer Setting	
Setting Data Transfer Setting Records Download Options Delete record(s) from the terminal after downloaded Auto Download record(s) from terminal(s) when ZKTime.net is on Date and Time Format Date Format Time Format MM/ddy/yyy HH:rmm	
Records Download Options Delete record(s) from the terminal after downloaded Auto Download record(s) from terminal(s) when ZKTime.net is on Date and Time Format Date Format Time Format MM/ddy/yyy HH:mm	
Delete record(s) from the terminal after downloaded Auto Download record(s) from terminal(s) when ZKTme.net is on Download records every Date and Time Format Date Format Time Format HH/dd/yyyy HH:mm	
Auto Download record(s) from termina(s) when ZKTime.net is on Download records every	
Date and Time Format Date Format Time Format Time Format Hitimm *	
Date and Time Format Date Format IMM/dd/yyyy HH:mm	
Date Format Time Format MM/dd/yyyy * HH:mm *	
MM/dd/yyyy * HH:mm *	
Function options	
✓ Active Access Control ✓ Active Email Push Report	
Active Short Message	
✓ Active Work Code ✓ Active Download Attendance Photo	
Calendar Type	
Save	
i 🕞 🕞 📫 👘 Loois Horrados	

Click [System] > [Config] to enter to the (System) Configuration interface.

1. Basic Setting

Records Download Options

Delete record(s) from the terminal after downloaded: If tick () this option, after downloading attendance records by *Download Records* operation, the system will delete the records in the devices automatically.

Auto Download record(s) from terminal(s) when ZKTime.net is on: If tick () this option, after starting this software, the system will download records from the online devices which have been added into the program automatically.

• Download records every (Mins): If tick () and enable *Auto Download records when ZKTime.Net starts* to function, you can choose whether to tick) and enable the *Download records every* function. The default time is 5 minutes, you can modify as required.

Date and Time Format

Set the system's Date and Time format. This format will decide the date and time's display way for the reports and software. You can set them as habits and required.

You can tick \bigcirc the option to enable the function as required.

• Calendar Type

Set the display type of calendar, the default type is *Normal*. You can select as *Iran* or *Arabia* calendar as required.

2. Data Transfer Setting

K Time. Net 3.0	System HRM	Attendance Terminal	Access Control	Reports	♠ ‡ ? ⊖ ⊐ ⊗
X 🔀		2 🛛			
Config Sender Settin	gs Role U	ser Operation Logs	Database		
asic Setting Data Transl	fer Setting				
Transfer photo via	Http				
Photo directory	F:\Program Files\ZKTin	neNet3\AttPhoto			
Port	80 ‡	Timezone	UTC+08:00	*	
Add torminal t					
Transaction	o system automatically				
Real Time					
 Interval 	1 🌲 (Uni	::Min)			
O Times		Ex:00:00;12:	00		
WDMS Data Syn	ic Setting				
Domain / ID	102 169 12 52	8081 🌲			
Domain/ 1P	192.100.12.32				
Client Name					
					Save
		ii -			Logia Userradmia

Note: If tick () and enable the *Transfer photo via Http* function, after setting the following options correctly, the ZKTime. Net 3.0 program will download the attendance photos via Http from device automatically.

Transfer photo via Http

Photo directory: Click icon, select the photo storage path in the pop-up window.

Port: Enter the port number which has set in the ADMS menu of device.

Time zone: Click ▼ button, and select Time zone in the drop-down list.

Add Terminal to system automatically: If tick (\square) and enable this function, when the push device requests connection, the program will automatically add the device.

Transaction: Set the way for uploading attendance photo. Supports *Real Time, Interval* and *Times*. Choose and set as required.

• WDMS Data Sync Setting

Domain/IP, Port: Enter WDMS's Domain/IP address and Port NO.

Client Name: Enter the client name.

3. After setting, click [Save] button to save.

Note: If tick () and enable the WDMS Data Sync Setting function, after setting the following options correctly, the system will automatically synchronize the changed data to WDMS or ZKTime.Net 3.0.

4.2 Sender Settings*

After setting the sender, the system will automatically send data to the user-defined email address, according to the selected data type.

1. Click [System] > [Sender Settings] to enter to the Sender Settings interface.

ZK Time.Net 3.0	System HRM	Attendance	Terminal	Access Control	Reports	♠ ‡ 0 ⊖ □ ⊗
× 7 ×	8	2	Ø			
Config Sender Se	ttings Role	User Ope	ration Logs	Database		
Sender Info	7					
Email Address	Nina.Lu@zkteco	com				
Password	*****					
Display Name:	Nina.Lu					
SMTP Server:	smtp.zkteco.com	n				
Port	25					
	Veed Creden	tials				
	Enabled SSL					
				Te	st Connection	
Send Data						
Send early out d	ata automatically					
Send late data a	utomatically					
Y penu ausent dat	a automiducelly			_		
					Save	
			ê 🔜	Ê		Login User:admin

Sender Info

Email Address: Enter the email address for receiving data.

Password: Enter the correct password of this email address, and click **[Test Connection]** button to check whether connects to the email server successfully.

Display Name, SMTP Server: Generate automatically via entering email address.

Port: The default value is 25, modify as required.

- Need Credentials, Enable SSL: Enable as required, tick () means enable the function.
- Send Data

Send early out data automatically, Send late data automatically, Send absent data automatically: Tick () and select the send data as required, multiple choices.

2. After setting, click [Save] button to save.

4.3 Role Management

During the daily use procedure, the administrator needs to assign different kinds of privilege users. To avoid the repeat setting up for each user, you can assign different kinds of roles. After that, assign the decent role directly to the user while adding user. There are six privilege modules, which are System, HRM, Attendance, Terminal, Access Control, and Reports.

Click **[System]** > **[Role]** to enter to the **Role management** interface. You can add, delete, edit and query roles as required.

ZK Time	e. <mark>Net</mark> 3.0	System		Attendan	e Terminal	Access Contro	Reports	ເດ ‡ ? ⊃ ⊐ ⊗
X	Xô	3		R	Z			
Config	Sender Set	tings	Role	User	Operation Logs	Database		
Role		Ē.	+ Add F	🖁 Save 📋 De	ete			
Administra	ator		General					
			Concia					
			Role Nam	Adminis	trator			
			Pomark				A	
			Remark					
							Y	
			Custom	LIDM Athend	Terminal	Assess Control	Banasta	
			System	HKM ALLENG	ance Terminal	Access Control	Reports	
			A Syste	em onfia				Î
				Select				
			\checkmark	Update				
			.⊿ _ Se	ender Settings				
			×	Lodate				
			A R	ble				
			\checkmark	Select				
			\checkmark	Update				
			\checkmark	Delete				
			⊿ 🗌 U	ser				
			V	Select				
			V	Update				
				Delece				
			A 0 0	Select				
			v v	Delete				
			v 1	Evnort				Ψ
Records:1					Ē.			Login User:admin

Add Role

ZK Time. Net 3.0 System	m HRM Att	tendance Terminal	Access Contro	l Reports	\$\$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$
× ×	A L				
Config Sender Settings	Role User	Operation Logs	Database		
Role	+ Add 🗎 Save	() Cancel			
Administrator	General Role Name Remark System HRM	HR Human Resource Mana Attendance Terminal	ager Access Control	Reports	
		Jpdate			
Records:1		Ē 🔜	ê		Login User:admin

- Note: The system has one role (Administrator) by default. This role has all privileges.
- 1. Click [Add] button to enter to the Add Role interface.
- 2. Set the general information and assign the privilege for role as required.
- General

Role Name, Remark: Enter the role name and remark info.

Assign Privilege

Tick (♥) and select privileges in the Privilege Type Tab; or directly tick (♥) and select the highest privilege to select all sub-privileges.

For example, if you tick () and select the highest privilege HRM, then the sub-privileges of HRM, such as Company, Employee, Pay Code, etc. will be selected automatically as shown above.

3. After setting, click [Save] button to save.

• Edit Role

ZK Time. Net 3.0 Sy	stem HRM A	ttendance Terminal	Access Control	Reports	@ ‡ 0 ⊖ ⊟ ⊗
X X	A 2	L 🛛			
Config Sender Settings	Role Use	er Operation Logs	Database		
Ro'	+ Add 🗎 Save	Delete			
Administrator	General				
HR		100			
Device Manager	Kole Name	EIX			
	Remark	Human Resource Manager		r.	
	System HRM	Attendance Terminal	Access Control Re	eports	
		anagement : e ecords Termnal load Photos : e e mployee evice : sync ta			•
Records:3		É 📰	ê		Login User:admin

• Delete Role

ZK Time. Net 3.0	System HRM	Attendance	Terminal	Access Contro	l Reports	ເດ † 🖓 🗇 🗖 🛇
Config Sender Settin	gs Role	L User mera	ation Logs	Database		
R Administrator HR Device Manager	+ Add 🗎 General Role Name	Save Delete	ier			
	Remark				×	
	System A Terminic	Attendance al Attendance al Attendance	Termnal	Access Control	keports	
Records:3			é 🗔	Ê		Login User:admin



- Click and select the role in which you want to edit in the *Role* list on the *Role* Management interface.
- 2. Modify the role info as required.
- **Tips:** The specific operation method is the same as Add Role.
- 3. After setting, click [Save] button to save the role info.
- Click and select the role in which you want to delete in the *Role* list.
- 2. Click [Delete] button to pop-up the following Question box.
- 3. Click [Yes] button to delete the selected role.
- Note: The default role
 (Administrator) of the system
 cannot be deleted.

4.4 User Management

Add user and assign role (privilege) for system. Click [System] > [User] to enter to the User Management interface. You can add, delete, edit and query users as required.

Add User

ZK Time	.Net 3.0 Syste	m HRM Attend	lance Terminal	Access Control	Reports	@ ‡ ? ⊖ □ ⊗
×		A 👗	Z			
Config	Sender Settings	Role User	Operation Logs	Database		
User		+ Add 🗎 Save	Cancel			
admin	+ Add	Lines Name	1			
		Decreverd	1			
		Fassword				
		Role	✓ Administrato	r		
		1010	HR			
			Device Maria	yei		
		Remark				A
						*
Records:1			é 🗔			Login User:admin

4.5 Operation Logs

The program will record all uses' operations logs automatically.

Then you can check as required.

ZK Time.Net 3.0	System HRM	Attendance Terminal	Access Contro	l Reports	@ ‡ ? ⊖ ⊟ ⊗
X 14		Ω 🚺			
Config Sender Se	ے معامل	Jser Operation Logs	Database		
Latest week	Ŧ	Delete logs before	-	Delete Creport	
User Name	Date		-	Message	
admin	12/31/2014 17:28			Add a Terminal(1)	î
admin	12/31/2014 17:28			Add AC TimeZone(2)	
admin	12/31/2014 17:28			Add AC TimeZone(1)	
admin	12/31/2014 17:27			Login System	
admin	01/04/2015 19:02			Login System	
admin	01/04/2015 18:56			Add Role(Device Manager)	
admin	01/04/2015 18:56			Update Role(HR)	
admin	01/04/2015 18:56			Add Role(HR)	
admin	01/04/2015 18:48			Update Sender Settings	
admin	01/04/2015 17:16			Export employee	
admin	01/04/2015 15:44			Import 9 employee	
admin	01/04/2015 14:13			Update Rules information	
admin	01/04/2015 14:13			Update Rules information	
admin	01/04/2015 13:43			Update company information	
admin	01/04/2015 11:02			Search employees's records	
admin	01/04/2015 10:30			Update employee(Lily)	
admin	01/04/2015 10:30			Update employee(James.L)	
admin	01/04/2015 10:30			Update employee(James.L)	
admin	01/04/2015 10:29			Assign employee to Zone_B	
admin	01/04/2015 10:29			Assian employee to Zone A	· · · · · · · · · · · · · · · · · · ·
		Ē.			Login User:admin

1. Click [Add] button to enter to the Add User interface.

User Name, Password, Email Address: Enter the user name, (login) password and email address for new user.

Role: By ticking () role in the *Role* list to assign privilege for user, single selection.

Remark: Enter the remarked info as required.

- 2. After setting, click [Save] button to save user info.
- Edit/Delete User
- Tips: The operation methods of editing/ deleting user are the same as editing/ deleting role. For the specific operation method, please refer to <u>"4.3 Role</u> <u>Management"</u>. Not repeating the description here.

Click [System] > [Operation Logs] to enter to the Operation Logs management interface.

Latest week
Latest week
Latest month
Latest three month

Delete logs before	🔽 🗎 Delete 🕼 Exp							Expo	ort
			Friday	, Dec	ember	26, 20	14		
	4			Decer	mber, 2	2014			۲
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			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	1	2	3	
		4	5	6	7	8	9	10	

Filter and Check Operation Logs

Select query option to filter and display the operation logs as required.

- Delete Operation Logs
- Click the ▼ icon before [Delete] button, the date select box will pop-up.
- 2. Select date.
- (Tips: For the method of selecting date, please refer to <u>"1. Select Date</u>" in Appendix 1 Common Operations chapter.)
- 3. Click [Delete] button to delete all operation logs before the selected date.
- Note: It is irreversible once you have removed the Operation Logs, please operate carefully.

Click [Export] button to export operation logs. For the specific operation method, please refer to <u>"4. Export"</u> in *Appendix 1 Common Operations* chapter.

4.6 Database Management

Export Operation Logs

Click [System] > [Database] to enter to the Database Management interface:



4.6.1 Initialize Database

This function can restore system to the original installment status, please operate carefully.

The specific operation is shown as below:

Question Previous Sure to initialize DB? Yes	 Click [Initialize Database] button, the Question prompt box will pop-up.
Imme. Net 3.0 System HRM Attendance Terminal Access centrol Reports Image: Config Sender Settings Image: Config Sender Sender Seting Image: Config Sender Sender Sender Se	 Click [Yes] button to start initializing database operation.
	Note: Click [No] button to cancel operation.
🖆 🔜 🎒 Login User:adm	nin

4.6.2 Backup Database

In order to make sure the data security and to restore database, we suggest you to backup the database in a regular time.

The specific operation is showed as below:

- 1. Click [Backup Database] button, the Save As window will pop-up. Choose backup path and enter the backup file name in the File name bar.
- 2. Click [Save] button to start backing-up database operation, is shown as below:

- Notes:
- (1) Do not set the database backup path and the system installation path on the same drive.
- (2) Do not set the backup path under the root directory of a drive.

Time.Net 3.0 System HRM Attendance Terminal Access Control Reports	@ ‡ 0 ⊖ ⊟ ⊗
Config Sender Settings Role User Operation Logs Database	
testilites Database	
Initialize Database	
Backup Database 73% DallySummary	
Restore Database	
é 🔜 🛊	Login User:admin

Note: We suggest you to backup the database after building human resource record, adding terminal info and accessing control setting.

4.6.3 Restore Database

The specific operation is shown as below:

Time.Net 3.0 System HR	M Attendance Terminal Access control Reports	♠ ‡ ? ⊝ ⊟ ⊗
× × A	£ 🖉 📕	
Config Sender Settings Role	User Operation Logs Database	
Initialize Database		
Backup Database		
Restore Database	11% Role_Privilege	
	ē 🗐 🖨	Login User:admin

Click [Restore Database] button on the Database Management interface, the Open window will pop-up. Choose the backup file in which you want to restore; and click [Open] button to start restoring database operation.

5 Human Resource Management

Before using the attendance function, you should do the human resource management. The first part is Company Setting, namely, setting the company structure. The second part is employee management, namely, typing-in employee and assigning department for the system and managing employee as required. The third party is Pay Code setting.

5.1 Company Setting

ZE Time. Net 3.0 System	m HRM Atten	idance Terminal	Access Control	Reports	@ † 0 ⊖ □ ⊗
Company Employee P	ay Code				
+	Basic Info Name City Country Fax Email Address State Phone Website Postal Code Address1 Address2	Company		Logo(270*145) No image data	li l
		Ĕ	É.		Login User:admin

Click [HRM] > [Company] to enter to the Company Setting interface.

ZK-Time Net 3.0 System	HRM Attend	dance Terminal	Access Control	Reports	\$\$\$? ⊖ □ ⊗
Company Employee Pay 0	Code				
+	Basic Info				
Company	Name	Company	•	Logo(270*145)	~
	City Country		-		•
	Fax Email Address			No image data	
	State				
	Phone Website			Show In Report	
1	Postal Code				
	Address1 Address2				
					Save
		é 🗔	ê		Login User:admin

Set Company Info

The system supports you to modify the company's basic info and the name for the default department. Click **[Save]** button to save settings.

- **Tips:** Double-click the department name to enter to the modify interface, and then modify the name as required.
- Note: The parameter with * means cannot be empty.

Country: Click▼ button, and then select country on the drop-down list.

Logo: Click i icon, doubleclick the LOGO file in the popup window, and then add LOGO for company.

 Note: The size of the LOGO file must be in the scope of 270*145. Moreover, you can click in icon to delete the added LOGO.

Shown In Report: Tick () and select this option, the company's LOGO will display in the reports. Otherwise, it will not display.

Add Department

1. Click + icon to pop-up the Department Edit window is shown as below.

De	partment Edit	\otimes
Parent	ZK 🔹	
Department Name	I	
Save	Cancel	

Parent: Click▼ button behind *Parent* parameter, and then select parent department for the new department.

Department Name: Enter the department name.

- 2. After setting, click [Save] button to save the department info.
- Edit Department

The operation method of editing department is the same as editing role. For the specific operation method, please refer to <u>"4.3 Role Management"</u>. Not repeating the description here.

Delete Department

0	Question	\otimes
?	There are some employees in the department, are you sure remove these employee into default department?	
	Yes No	

Click and the department in which you want to delete in the **Company** Structure list, and then click in icon:

- If there are no employees in this department, directly delete this department.
- If there are employees in this department, the **Question** prompt box will pop-up.

Click [Yes] button to remove these employees from the default department.

Click [No] button to cancel the delete operation.



• Note: The default company and department are undeletable, but you can modify them as required.

5.2 Employee Management

Before using, you should add employee for system, or import employee info from other programs.

ZK Time. Net 3.0 System	HRM Attendar	ice Terminal Acces	s Control Reports	;	@ ‡ 0 ⊖ ⊡ ⊗
Company Employee Pay C	ode				
Employee +	- Add 🗎 Save 🗎 D	elete 🕒 Import 🕑 Expo	rt 🕞 Batch Update	.	
Q Search by ID or name	eneral Setting Enroll Fl	Others			
Code Name	Basic Info				
	Status	🖌 Enable		Size(200*200)	
	Emp ID		*		
	First Name		*		Î
	Last Name				
	Department	FAE		No image data	
	Hire Date		*		
	Salary Mode	Salary	Ŧ		
	Terminal Zone		•		
	Privilege		- Emai	Address	
	Password	_	Card	Number	
	FP Count	U	Face	Count 0	
Records:0		é 🖬 🛊			Login User:admin

Click [HRM] > [Employee] to enter to the Employee Management interface.

You can add, delete, edit and query employees as required in this interface.

5.2.1 Add Employee

Add employee info, and enroll fingerprint and issue card as required.

The specific operation is shown as below:

Employee Code Name	HRM Attendan	Ince Terminal Access Con	trol Reports Batch Update Size(200*20 No mage di Email Address	 (小学校) <l< th=""><th>1. Click [Add] button to enter to the Add Employee interface</th></l<>	1. Click [Add] button to enter to the Add Employee interface
	Password FP Count	0	Card Number Face Count 0		 Note: The parameter with * means canner be empty.
Records:0		ú 🔜 🏟		Login User:admin	

Basic Info

Status: Tick () and select *Enable*, means this employee is in-service, otherwise, means demission.

Emp ID: Enter employee ID, the setting range is 1~999999999, unrepeatable.

First Name, Last Name, Email Address: Enter employee's first name, last name and email address as required.

Department: Click ▼ button, and select the subordinate department in the drop-down department list.

Hire Date: Display the current date in default. Click ▼ button, and select hire date in the drop-down date box as required.

Salary Mode: Click ▼ button, and select the salary mode in the drop-down list, can select as Hours or Salary as required.

Terminal Zone: Click ▼ button, and select the subordinate (attendance) zone in the drop-down area list. For the Terminal Zone setting, please refer to <u>"7.2 Zone Setting</u>".

Privilege: Click ▼ button, and select privilege in the drop-down list. You can select as User, Enroller, Manager or Administrator as required.

Photo: Supports two kinds of method to add photo info for employee:

- Method 1: Click in icon, double-click and select file in the pop-up window, add photo for employee.
- Method 2: If the computer is connected with video camera, you can click con, and add photo for employee via camera photograph.

Password: Enter password as required. When the employee has password verification privilege, then he/ she can punch via password on the device.

Card: Enter the card No. to issue card for employee.

FP Count, Face Count: Display the enrolled count of fingerprint and face.

Others Setting

ZK Time. Net 3.0 Syste	m HRM Attendance Termi	nal Access Control Reports	🏠 🌣 🛈 🖯 🗖 🛇
	(P)		
Company Employee P	ay Code		
Employee	🕂 Add 🖹 Save 🚫 Cancel 🗈 Imp	ort 🔄 Export 🕞 Batch Update	•
• •	General Setting Enroll FP Others		
Code Name	Address		
	City		State
	Country	.	Postal Code
	Mobile Phone		Fax
	Address a	•	
	Emergency Contacts		
	Name		Address a)
	Phone1		Phone2
	- Honey		
	Additional		
	Position		SSN
	Gender	.	Birthday 👻
	Dimission Date	-	Reason
	Payroll		National ID
Records:0	1 1 1 1 1 1 1 1 1 1 1 1 1 1		Login User:admin

Click **Others** tag to enter to the **Others** setting interface.

Set employee info as required.

- 2. After setting, click [Save] button to save employee info.
- Tips: The size of the employee photo must be in the scope of 200*200. You can click m icon to delete the added employee photo.

5.2.2 Fingerprint Management

The program supports Terminal or FP Sensor to enroll fingerprint for employee.

Enroll FP

Take enrolling fingerprint via terminal as an example to describe the specific operation of enrolling fingerprint.



- Click and select employee in the Employee list, and click Enroll
 FP tag to enter to the Enroll
 Fingerprint interface.
- 2. Select the *Terminal Type* as **Terminal**.



- Click ▼ button behind the Device, select the device in which will be used for enroll FP in the drop-down device list. Click ▲ icon to connect device. After successful connection, the interface will prompt Please select the finger.
- **Tips:** Tips: Ti
- Note: The selected device must have online enroll FP function, otherwise, you cannot do the enroll operation.







Tips:

- For the specific operation of adding device, please refer to <u>"7.1.1 Add Device</u>".
- (2) The device being used for enrolling FP must connect to the network, and make sure the network is unobstructed. Otherwise, you cannot enroll FP.
- 4. Click and select finger, the selected one will display in green.
- 5. Press the finger on the fingerprint collector correctly for three times.

When the fingerprint enrolls successfully, the interface will prompt Enrolled Successfully. The enrolled finger will display the green fingerprint pattern.

Notes:

- (1) You can repeat the step 4 and step 5 to enroll more fingerprints for employee.
- (2) After enrolling successfully, the system will save the enrolled FP info automatically.
- (3) You can click [Cancel enroll] button to cancel operation.

• Delete FP

1. In the Enroll FP interface, click the enrolled finger, the Question box will pop-up.



2. Click [Yes] button to delete the selected FP template, or click [No] button to cancel operation.

5.2.3 Employee Maintenance

- Edit Employee
- 1. Click and select employee in the Employee list.
- 2. Modify the employee info as required, and click [Save] button to save settings.
- Delete Employee
- 1. Click and select employee in the Employee list.
- 2. Click [Delete] button, the Question prompt box will pop-up.



- 3. Click [Yes] button to delete the selected employee, or click [No] button to cancel operation.
- Import/Export Employee Info

Import: The system supports importing function to import employee info from other programs. For the specific operation, please refer to <u>"3. Import"</u> in *Appendix 1 Common Operations* chapter.

Export: The system supports exporting function to export employee info as Excel, Text or CSV format file. For the specific operation, please refer to <u>"4. Export"</u> in *Appendix 1 Common Operations* chapter.

• Batch Update

ZK	Time.N	let 3.0 Sys	stem HRM	Attendance	Terminal	Access Control	Reports		\$ ‡ 0 ⊖ ⊡ ⊗
Cor Emp	npany loyee Search b	Employee	Pay Code + Add A General Setti	Save 🗍 🗇 Delete	Timport Others	🕑 Export 🕞 Bat	ch Update +		
~	Code	Name	Basic Info						
	1 2	Tome.S James.L			Ba	tch Update		*200)	
* *	4	Simon	St D H Si T	atus epartment re Date alary Mode erminal Zone			* * *	e data	
			Passwo FP Cour	rd nt O	<u>OK</u>	Cancel	Card Number Face Count	0	
Reco	rds:4				Ē.	ê			Login User:admin

- Tick () and select multi employee in the *Employee* list, and click [Batch Update] button to pop-up the Batch Update window.
- 2. Batch update the employees' Department, Hire Date, Salary Mode, and Terminal Zone as required; and click [Save] button to save settings.

Delete Passwords/Delete Cards/Delete Fingerprints/Delete Faces

Delete Passwords
Delete Cards
Delete FingerPrints
Delete Faces

The software supports (batch) to delete passwords, cards fingerprints, and face operation.

Take **Delete Password** as an example to introduce the specific operation method.

	\otimes
🔟 Clear	
Time	Message
10:59:09 10:59:11	Batch clear 3 employee's password from terminal B1 Batch clear 3 employee's password from terminal B1
٠	4

- 1. Select employee in the Employee list. (Multiple choices)
- Click ▼ behind [Batch Update] button and click and select Delete Passwords in the dropdown menu list. The system will delete the selected employees' password. The result will display in the pop-up window, is shown at the bottom right corner of the PC screen.

5.3 Pay Code

Define the type of salary payment which is used for payroll calculation.



Click [HRM] > [Pay Code] to enter to the Pay Code setting interface.

- 1. Click [Add] button to enter to the Add Pay Code interface.
 - Note: The parameter with * means cannot be empty.

• Add Pay Code



• Edit/Delete Pay Code

For the operation method of editing/deleting pay code, is the same as editing/deleting role. For the specific operation method, please refer to <u>"4.3 Role Management"</u>. Not repeating the description here..

Name: Enter the pay code name.

Export Code, Report Sign: Enter the export code and the report sign for this pay code.

- 2. After setting, click [Save] button to save info.
 - Note: The Pay Code which
 Export Code is greater than or
 equal to 11, will be used for Pay
 Code setting in the Exception
 Assign menu interface. For
 details, please refer to <u>"6.5</u>
 Exception Assign".

6 Attendance Management

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

The data exchange between the attendance device and the program has to be performed in advance to execute synchronous management of the attendance device and collect the employee attendance records saved on the attendance device. For the attendance device setting, please refer to <u>"7.1 Device Management"</u>.

The *Attendance* menu mainly achieves the following function: Attendance Rule setting, Timetable and Shift which are used for common attendance, Schedule (contents Temporary Schedule) and Exception Assign, etc.

6.1 Attendance Rule

The attendance system varies across companies, so you need to manually set attendance rules to ensure the accuracy of the final attendance calculation. The attendance rule setting is a major way to demonstrate a company's attendance system.

Click [Attendance] > [Rule] to enter to the Attendance Rule setting interface. Set as required, and click [Save] button to save settings.

Time. Net 3.0	System HRM	Attendance Term	inal Access Control	Reports	♠ ‡ ? ⊖ ⊐ ⊗
		52			
Rule Timetable	Shift Schedule	Exception Assign			
Company	B Save				
ZK			10.00		
	OT & Weekends S	etting Holiday Adva	anced Setting		
	Weekends Setti	ng			
	Monday	Tuesday	Wednesday	Thursday	
	Friday	Saturday	🗹 Sunday		
	Overtime(OT) S	etting			
		OT Level1 (H)	OT Level2 (H)	OT Level3 (H)	
	Monday	8 🌲	11 ‡	14 🜲	
	Tuesday	8 🌲	11 ‡	14 🖕	
	Wednesday	8 🌲	11 🗘	14 🌲	
	Thursday	8 🌲	11 🗘	14 🌲	
	Friday	8 ‡	11 ‡	14 🌲	
	Saturday	8 🌲	11 ‡	14 🐥	
	Sunday	1 ‡	0 🖕	0 🌩	
	☑ Weekends wo	ork as O Work	• OT Leveli	OT Level2 OT Level3	
		<u> A</u> =			Login User:admin

6.1.1 OT & Weekends Setting

ZK Time.Net 3.0	System HRM	Attendance	Terminal	Access Control	Reports	♠ ‡ ? ⊂ □ ⊗
		43)			
Rule	Shift Schedule	Exception A	ssign			
Company	😭 Save					
ZK	OT & Weekends S	Setting Holiday	Advanced Set	ting		
	- Weekends Setti Monday Friday	ng Tuesday 🗹 Saturday	Tim	e 1	Time 2	Time 3
	Overtime(OT) S	etting OT Level1 (I	н)	OT Level2 (H)	OT Level3 (H)	
	Monday	8 ‡		11 ‡	14 🌲	
	Tuesday	8 ‡		11 ‡	14 🌲	
	Wednesday	8 ‡		11 🗘	14 🗘	
	Thursday	8 🗘		11 🗘	14 🗘	
	Friday	8 🌲		11 🗘	14 🗘	
	Saturday	8 ‡		11 ‡	14 🖕	
	Sunday	1 \$		0 \$		
	✓ Weekends wo	ork as OWork	(®	OT Leveli	OT Level2 0	T Level3
			ê 🖬 é)		Login User:admin

Click OT & Weekends Setting tag in the Attendance Rule setting interface, to enter to the OT & Weekends Setting interface.

Weekends Setting

Select weekends based on the company's actual situation. (Multiple Choices)

• Overtime (OT) Setting

Set OT Levels 1, 2, and 3 to different lengths of work time.

Method of Overtime Level Calculation: (Calculated in subparagraph)

Assume that the values of T1 to T3 are specified as above. T represents the end point of working time.



- If an employee's Actual daily working hours are greater than Time 1 but less than Time 2; then the overtime at OT Level 1 is the Actual daily working hours minus Time 1.
- If an employee's Actual daily working hours are greater than Time 2 but less than Time 3; then the overtime at OT Level 1 is the Time 2 minus Time 1; the overtime at OT Level 2 is the Actual daily working hours minus Time 2.
- If an employee's Actual daily working hours are greater than Time 3; then the overtime at OT Level 1 is the Time 2 minus Time 1; then overtime at OT Level 2 is Time 3 minus Time 2; the overtime of OT Level 3 is the Actual daily working hours minus Time 3.

The following example is used to explain how overtime is calculated by using the values which is specified in the preceding figure.

• If an employee works 9 hours a day, he/she has 1-hour overtime (9 minus 8) at OT Level 1.

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

Weekends work as: Specifies how the work time on weekends is calculated. The work time on weekends can be included into the normal work time or one of the three types of overtime, whichever you select.

6.1.2 Holiday Setting

The required attendance time on holidays might differ from that on usual days. For ease of operation, the system provides Holiday setting which allows you to set the attendance time and rules for holidays. After a holiday is specified, the system will set attendance rules for the holiday and collect statistics and display the attendance records on the holiday.



Click **Holiday** tag in the **Attendance Rule** setting interface to enter to the **Holiday** setting interface.

add.	Holiday Edit		\otimes
Nama	I=Jave M Delete		
Name	Count Work Time		
	Work	OT Level2	
	OT Level1	OT Level3	
	Fixed Date		
	O Cycle by Year		
	O Cycle by Date		
	Start From	Ŧ	
	Days	1 ‡	

Click **[Add]** button to pop-up the **Holiday Edit** interface.

• Add Holiday

	Holiday Ed	it	\otimes
+ Add	🛱 Save 🚫 Can	cel	
Name			
	Count Wo	rk Time	
	Work	OT Level2	
	OT Level1	OT Level3	
	• Fixed Date		
8	O Cycle by Ye	ar	
	O Cycle by Date	te	
	Start From	12/26/2014 -	
	Days	1 🖕	

1. Click [Add] button to enter to the Add Holiday interface.

Name: Enter the holiday name.

Count Work Time: You can select as Work, OT Level 1, OT Level 2 or OT Level 3 based on actual situation.

Circulation rules setting: You can select as Fixed Date, Cycle by Year or Cycle by Date as required.

-->When select as Fixed Date or Cycle by Year

Fixed Date: When select as *Fixed Date*, then this holiday will only apply to the selected date.

Cycle by Year: The holiday has a fixed date, such as the New Year's Day in on January 1th. You can set the holiday as Cycle by Year. After setting, the system will set this date as holiday automatically.

Start From: Click ▼ button, and then select the holiday start date in the drop-down date box.

Days: Supports manual input or by clicking \blacktriangle/∇ to increase or decrease to set continuous days for holiday.

-->When select ad Cycle by Date

Cycle by Date: The holiday has no fixed date. Such as the Thanksgiving Day is on every 4th Thursday of November. Then you can set the holiday as *Cycle by Date*.

	Holiday Edit	t	
+ Add	🖹 Save 🚫 Cance	el	
+ Add Name	Save Save Source Source Count Work OT Level1 Fixed Date Cycle by Yea Ocycle by Date Start From Days	el ay k Time OT Level2 OT Level3 r e Nov. * 4th * Thur. 1 ‡	

Start From: Click ▼ button behind the Month, Week and Day one by one, and then select month, week and day in the drop-down list.

Days: Supports manual input or by clicking ▲/▼ to increase or decrease to set continuous days for holiday.

2. After setting, click [Save] button to save settings.

• Edit/Delete Holiday

The operation methods of editing/deleting holidays are the same as editing/deleting the role. For the specific operation method, please refer to <u>"4.3 Role Management"</u>. Not repeating the description here.

6.1.3 Advanced Setting



Click Advanced Setting tag in the Attendance Rule setting interface to enter to the Advanced Setting interface.

Time interval between two records: Sets the interval length for saving effective attendance record. The default length is **5** minutes. You can set this parameter as required. For example, if an employee punches at 08:30 a.m, his/her punch records in the following 5 minutes (08:30~08:35) are invalid and not stored in the attendance device. Similarly, the attendance device will save only the valid punch records according to this rule.

No check-in, count as Late Arrival / Absent: Tick () and select this option, click ▼ button and select as *Late Arrival* or *Absent* in the drop-down list as required. Then no check-in employee will be counted as *Late Arrival* or *Absent*.

No check-out, count as Early Out / Absent: Tick () and select this option, click ▼ button and select as *Early Out* or *Absent* in the drop-down list as required. Then no check-out employee will be counted as *Early Out* or *Absent*.
Late exceed _ minutes, count as absent: The default value is 0 minute, you can modify as required. After ticking () and selecting this option, if the Check-In Time is 9 a.m, all punches after 9 a.m, will be counted as absent.

Early leave exceed _ minutes, count as absent: The default value is 0 minute, you can modify as required. After ticking () and selecting this option, if the Check-Out Time is 18 p.m, all punches before 18 p.m, will be counted as absent.

Active automatic schedule for no-shift employee: After ticking () and selecting this option, the system will use the default shift to schedule for no-shift employee automatically.

Active attendance status: If tick () and select this option, the system will identify the attendance status of the attendance records downloaded from the device according to the preset attendance status on the device. If you do not select this option, the system will identify the attendance status of the attendance records downloaded from the device according to the odd and even numbers of the attendance records, where an odd number represents "Check-in' and an even number represents "Check-out". Specifically, the first attendance record is "Check-in", the second is "Check-out", the third is "Check-in", the fourth is "Check-out", and the like.

Active Round setting (Attendance > Timetable > Round Setting): By ticking () and selecting this option, to activate the Round Setting function, otherwise, to disable it.

6.2 Timetable Setting

You can set all timetables that may be used during the attendance procedure, and then set each option as required. Such as Check-In /Out Time, Late Arrival/Early Out time, Break and Rounding setting, etc.

Before shift setting, you must set all the timetables that might be used. Only after employees are assigned to shifts, you can collect and calculate employee attendance time based on the attendance parameters.

ZK Time Net 3.0 Syste	em HRM Attendance	Terminal Access Control	Reports	@ ‡ 0 ⊖ ⊡ ⊗
Rule Timetable	ift Schedule Exception	n Assign		
Timetable	+ Add 😭 Save 📋 Delete	2		
Default				
	General Setting Rounding S	etting		
	Timetable Name	Default	Timetable Type	Regular *
	Regular Type			
	Check-In Time	09:00 🇘	Check-Out Time	18:00 🌲
			Color	
	Active additional sett	ing		
	Check-In Start at	07:00 🌲	Check-Out Start at	15:00 🌲
	Check-In End at	11:00 🌲	Check-Out End at	22:00 🌲
	Calculate As	540 🌲 (Mins)	First Punch IN / L	ast Punch OUT function
	Late Arrival	0 🌲 (Mins)	Early Out	0 🐥 (Mins)
	Break			
	Break Name	Start Time End Time	Management	
Records:1		é 🔜 é		Login User:admin

Click [Attendance] > [Timetable] to enter to the Timetable setting interface.

The system has a timetable named *Default* by default. You can modify it as required, but undeletable.

6.2.1 Add Timetable

- 1. Click [Add] button to enter to the Add Timetable interface.
- General Setting

Timetable Name: Enter the timetable name.

Timetable Type: Click ▼button and select timetable type (Regular or Flexible) in the drop-down list

-->When the Timetable Type is selected as Regular

The General Setting interface is shown as below:

ZK Time.Net 3.0 s	ystem HRM Attendance	Terminal Access Contro	l Reports	@ ‡ 0 ⊖ □ ⊗
Rule	Shift Schedule Exception	n Assign		
Timetable	+ Add 🖹 Save 🛇 Cance	el		
Default	General Setting Rounding S	ietting		
	Timetable Name Regular Type		Timetable Type	Regular *
	Check-In Time	00:00 ‡	Check-Out Time Color	00:00 \$
	Active additional set	ting		
	Check-In Start at	00:00 ‡	Check-Out Start at	00:00 🌲
	Check-In End at	00:00 ‡	Check-Out End at	00:00 ‡
	Calculate As	0 🌲 (Mins)	First Punch IN /	/ Last Punch OUT function
	Late Arrival	0 🖕 (Mins)	Early Out	0 🌲 (Mins)
	Break			
	Break Name	Start Time End Tim	ne Management	
Records:1		é 🔜 🍦		Login User:admin

• Regular Type

Check-In/Out Time: Set the Check-In and Check-Out time.

Color: Click icon, and select the display color for this timetable in the pop-up color box.

Active additional setting: If you want to manually modify the following parameters, tick () and select this option, and modify as required. Otherwise, use the default setting by unselecting it.

Check-In Start at: The default Check-In Start time is two hours before *Check-In* time. For example, the *Check-In* time is 08:00, and the system set 06:00 as *Check-In Start* time automatically. The *Check-In Start* time must be earlier or equal to *Check-In* time. All punches before *Check-In Start* time will be counted as invalid records.

Check-In End at: The default *Check-In End* time is two hours after *Check-In* time. For example, the *Check-In* time is 08:00, and the system will set 10:00 as the *Check-In End* time automatically.

• Note: The *Check-In End* time must be later or equal to the *Check-In* time plus allowable *Later Arrival* time. For example, the *Check-In* time is 09:00 and the allowable *Later Arrival* time is **5** minutes, then the *Check-In End* time must be later or equal to 09:05. All punches after the *Check-In End* time will be counted as invalid records.

Check-Out Start at: The default *Check-Out Start* time is two hours before *Check-Out* time. For example, the *Check-Out* time is 18:00, then the *Check-Out Start* time is 16:00. All punches before the *Check-Out Start* time will be counted as invalid records.

• Note: If allowable *Early Out* time is greater than **0** minute, then the *Check-Out Start* time must be earlier or equal to the *Check-Out* time minus the allowable *Early Out* time. For example, the *Check-Out* time is 18:00 and the allowable *Early Out* time is **5** minutes, then the *Check-Out Start* time must beearlier or equal to 17:55.

Check-Out End at: The default *Check-Out End* time is two hours after *Check-Out* time. For example, the *Check-Out* time is 18:00, and the system will set the *Check-Out End* time as 20:00 automatically.

• Note: The *Check-Out End* time must be later or equal to the *Check-Out* time. For example, the *Check-Out* time is 18:00, then the *Check-Out End* time must be later or equal to 18:00. All punches after the *Check-Out End* time will be counted as invalid records.

Calculate As: Generate automatically after setting Check-In and Check-Out time.

Late Arrival, Early Out: Set the allowable Late Arrival/Early Out Time. The unit is Minute.

First Punch IN / Last Punch OUT function: After ticking () and selecting this option, the system will only record the first and last effective punch records; other punch records will be considered as invalid records. The terminal will only store the effective punch records.

Break: Tick () and select break in the Break list.

» Add Break

	\frown			\otimes
Break	🕂 Add 😭 Save 🛇	Cancel		
	Break Name			
	Start Time	00:00 ‡	, Ahead to	00:00 ‡
	End Time	00:00 ‡	, Delay to	00:00 🗘
	Break (Mins)	0 ‡		
	Auto Deduct		O Must Check	
	Early return		0 🌲 Mins forward to	Ŧ
	Break Exceed		0 🜲 Mins forward to	Ŧ

- (1) Click [Management] > [Add] to enter to the Add Break widow.
- (2) After setting, click [Save] button to save info.

Break Name, Start Time, Ahead to: Enter the name and set this break's start time and when the break can advance to.

End Time, Delay to: Set this break's end time and when the break can delay to.

Break (Mins): Generate automatically after setting Start Time and End Time.

Auto Deduct: If tick () and select this option, without punching, the system will deduct the break time from the work time automatically.

Must Check: If tick () and select this option, you must check before and end break.

Early return_ Mins forward to: we means to active this function. Set the time as required. When comes back early before this time, then forward to *Work*, *OT Level 1*, *OT Level 2*, or *OT Level 3*.

Break Exceed _ **Mins forward to:** we means to active this function. Set the time as required. When comes back exceeding this time, then forward to *Late Arrival*, *Early Out*, or *Absence*.

» Edit / Delete Break

The operation methods of editing/deleting break are the same as editing/deleting role. For the specific operation method, please refer to <u>"4.3 Role Management"</u>. Not repeating the description here.

-->When the Timetable Type is selected as Flexible

The General Setting interface is shown as below:

ZK Time. Net 3.0	System HRM Attendance Terminal Access Control Reports	♠ ‡ ? ⊃ ⊃ ⊗
Rule	Shift Schedule Exception Assign	
Timetable	+ Add 🖹 Save 🚫 Cancel	
Default		
	General Setting Rounding Setting	
	Timetable Name A.M Timetable Type	Flexible -
	Flexible Type	
	Daily Work Time 0 \$ (Mins) Color	
	Day Change At 00:00 \$ Only consider 1	îrst and last Records one day
	OT Level 1 Work Time Exceed 0 \$↓\$ (Mins) OT Level 2 Work Time Exceed 0 \$↓\$ (Mins)	
	OT Level 3 Work Time Exceed 0 🗘 (Mins)	
Records:1	ê 🖬 🏚	Login User:admin

• Flexible Type

(Not to limit the Check-In and Check-Out time, but the time between Check-In and Check-Out need to be greater than or equal to *Daily Work Time*.)

Daily Work Time: Enter the daily work time, namely, the minimum time that employees have to work every day.

Color: Click icon, and select the display color for this timetable in the pop-up color box.

Day Change at: Set the day change time, namely, the end time of day's work time statistics. Fox example, the Day Change time is 23 o'clock; the work time after 23 o'clock, will be counted as the second day's work time.

Only consider first and last Records one day: After ticking () and selecting this option, the system will only record the first and last effective punch records; other punch records will be considered as invalid records. The terminal will only store the effective punch records.

OT Level 1/2/3 Work Time Exceed: Set and select as required. The specific operation is the same as <u>"6.1.1 OT &</u> <u>Weekends Setting</u>".

Rounding Setting

Click Rounding Setting tag to enter to	the Rounding Setting interface:
--	---------------------------------

ZK Time Net 3.0	System HRM Attendar	ice Terminal .	Access Control Reports	俞 ‡ ⑦ ⊖ □ ⊗
Rule Timetable	Shift Schedule Exce	otion Assign		
Default	General Setting Roundin	g Setting		
	Rounding Type Regular Type	Regular -		
	Round Value Round Down	CheckIn 0 ¢ 0 ¢	Chack-Out	
Records:1		é . é	78	Login User:admin

Rounding Type: There are two types of rounding, namely, Regular and Custom.

```
-->When the Rounding Type is selected as Regular
```

» Regular

Check-In/Check-Out Round Value: The minimum round-off unit of punch time. If the Round Value = 10, then takes 10 minutes as the minimum unit when counting the punch time.

Check-In/Check-Out Round Down: The rules of rounding down. When punch time is greater than or equal to the cutoff value, it gets rounded up; otherwise, it gets rounded down and not counted in the attendance time.

Assume that Check-In/Check-Out Round-Off Value = 10 minutes; Check-In/Check-Out Cutoff Value = 5 minutes.

For example, if an employee checks in at 08:02 and checks out at 17:55, his/her check-in time counts as 08:00 and check-out time as 18:00 after rounding-off. In other words, the period of 2 minutes after the requested check-in time is not recorded as Late Arrival, and the period of 5 minutes before the requested check-out time is not recorded as Early Out.

-->When the Rounding Type is selected as Custom

The user can manually add rounding type as required.



Click 💿 button to add rounding type, and then set the Round Time, Start Time and End Time as required.

The user-defined round rule must meet the following condition: Start Time \leq Round Time \leq End Time. Any attendance time in the range of Start Time to End Time will be recorded as the Round Time.

For example: The Round Time is set as 07:05; the Start Time is set as 07:00; the End Time is set as 07:10; then the punches between 07:00 and 07:10, will be recorded as 07:05.

6.2.2 Edit/Delete Timetable

The operation methods of editing/deleting timetable are the same as editing/ deleting role. For the specific operation method, please refer to <u>"4.3 Role Management"</u>. Not repeating the description here.

- Tips: Click O icon to delete the rounding type.
- Note: The Round Time cannot be set as Check-In or Check-Out Time. The round rule's Start and End Time must meet the either condition:
- (1) The rounding type's Start and End time are earlier than Check-In Time.
- (2) The rounding type's Start and End time are later than the Check-In Time and earlier than the Check-Out Time.
- (3) The rounding type's Start and End time are later than the Check-Out Time.
- 2. After setting, click [Save] button to save info.
- **Tips:** The default timetable cannot be deleted.

6.3 Shift Management

The Shift consists of one or more preset timetables according to a certain sequence and cycle, and is a preset work schedule. To monitor employee's time and attendance, you must set shifts first.

ZK Time. Net 3.0	System HRM Attendance	Terminal Access Contr	rol Reports	♠ ‡ ? ⊖ ⊟ ⊗
Rule Timetable	Shift Schedule Exception	n Assign		
Shift	+ Add 🗎 Save 🗎 Delete	e (🖹 Assign		
Default	Basic Info	Timetab	le	
	Shift Name Default	Default(A M(09)	(09:00-18:00)	
	Start Date 06/30/2	2014 - P.M(12:	00-18:00)	-
	Cycle Length Week	Flexible	(00-18:00) (00:00-23:59)	
	Cycle Value	1 ‡		
	00 01 02 0	3 04 05 06 07 08 09	10 11 12 13 14 15 16 17	' 18 19 20 21 22 23 00 <u>*</u>
	06-30(Mon.)		Default(09:00-18:00)	
	07-01(Tues.)		Default(09:00-18:00)	
	07-02(Wed.)		Default(09:00-18:00)	
	07-03(Thur.)		Default(09:00-18:00)	
	07-04(Fri.)		Default(09:00-18:00)	
	07-05(Sat.)			
	07-06(Sun.)			, i i i i i i i i i i i i i i i i i i i
	4			→ → + → +
Records:1		ri 🔜 🏚		Login User:admin

Click [Attendance] > [Shift] to enter to the Shift Management interface. All shifts will be displayed in the Shift list.

• Click and select shift in the Shift list, the detailed timetable of the shift will be shown as the chart on the right.

The system has a shift named **Default** by default. You can modify it as required, but undeletable.

1. Click [Add] button to enter to the Add Shift interface.

Note: The parameter with *, means cannot be empty.

6.3.1 Add Shift

ZK Time	e. Net 3.0	Syster	m HRM		Atter	ndano	ce 🛛	Ter	mina	1	Acc	ess C	ontro	bl	Rep	orts							ŝ						
	đ			80		<	Ð																						
Rule	Timetable	Shi	ft Sched	ule	E	Excep	tion A	ssign																					
Shift			+ Add	Sav	eĆ	Car	ncel	1	Assign																				
Default			Basic Info									Time	etabl	е															
	+ Ad	d	Shift Nar Start Da	ne te		01/0	4/201	5	Ŧ	•		Defa A.M P.M Day	ault() (09:0 (12:0 (09:0	09:0 00-1 00-1 00-1	0-18 2:00 8:00 8:00	1:00) 1) 1) 1)													
			Cycle Lei	ngtn		vvee	ĸ		· •			Flex	ible(0:0	0-23	8:59)													
			Cycle Va	lue					1 .																				
				00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	00	
			01-04(Sun.)																										
			01-05(Mon.)																										
			01-06(Tues.)																										
			01-07(Wed.)																										
			01-08(Thur.)																										
			01-09(Fri.)																										
			01-10(Sat.)																										-
			•																									∍⊦	
Records:1								ē	à 6		î,													Logi	n Use	r:adm	in		

Set the parameters as required, the specific operation is shown as below:

Shift Name: Any characters, unrepeatable.

Start Date: Click ▼ button and select start date in the drop-down list.

Cycle Length: Click ▼button and select cycle length in the drop-down list. There are two options, Day and Week.

Cycle Value: Manually input or by clicking ▲/▼ button to increase or decrease the cycle value.

Timetable: Select timetable for this shift. Click and select timetable in the Timetable list, and drag it onto the corresponding date, is shown as above figure. For the timetable setting, please refer to <u>"6.2 Timetable Setting</u>".

ZK Time	e. Net 3.0	System	m HRM		Atter	dan	ce	Ter	mina	il	Acc	ess C	ontr	ol	Rep	orts							â					
Rule	Timetable	Shi	ft Scher		E	xcep	D tion /) Assign																				
Shift		~	+ Add) Sav	e C	Car	ncel	1	Assigr	1																		
Default			Basic Info									Time	etabl	e														
			Shift Na Start Da Cycle Le	me ate angth		Shift 12/0 Wee	A.M 1/20: k	14	v v	*		Defa A.M P.M Day	ault() (09:) (12:) (09:) ible()	09:00 00-1 00-1 00-1	D-18 2:00 8:00 8:00	:00))) .59)												
			Cycle V	alue					1 0				1010(0 20	,												
			67 610 11							0.0	07					40	40		45		47	10	10					
				00	01	02	03	04	05	06	07	08	09 A M	10	11 0-12	12	13	14	15	16	1/	18	19	20	21	22	23	00
			12-01(Mon.)											(05.0														
			12-02(Tues.)										A.M	(09:0	0-12													
			12-03(Wed.)										A.M	(09:0	0-12													
			12-04(Thur.)										A.M	(09:0	0-12													
			12-05(Fri.)										A.M	(09:0	0-12													
			12-06(Sat.)																									
			12-07(Sun.)																									Ļ
			4																									> +
Records:1								2	36		<u></u>													Logi	n Use	r:adm	in	

6.3.2 Shift Maintenance

• Edit Shift

ZK Time. Net 3.0 s	/stem HRM	A	Attend	dance	e	Terr	mina	I.	Acc	ess (Contr	ol	Re	ports	5							බ					
Rule Timetable	Shift Schedu	ule	Ð	cepti	Ion A	ssign																					
Shift	+ Add	Save		j Dele	te	(1) A	\ssigr																				
Default CA.M	Basic Info									Tim	etab	le															
Shift P.M	Shift Nam	ne	(Day				•		Def A.M	ault(09: 00-	00-1	18:00)												
Day	Start Dat	e		12/01	/201	4	Ŧ			P.M	(12:	00-	18:0	0)													
Elexible Shift	Cycle Len	ngth	١	Week			Ŧ			Day Flex	(U9: able(00- 00:	18:0 00-2	00) 23:59)												
	Cycle Valu	ue				1	1 ‡																				
		00	01	02	03	04	05	06	07	08	09	10	1	1 12		13	14	15	16	17	18	19	20	21	22	23	00
	12-01(Mon.)											1		Day(09:	00-1	8:00)									
	12.02(Tuos.)													Day(09:	00-1	8:00)									
	12-02(1065.)																				_						
	12-03(Wed.)													Day(09:	00-1	8:00)									
	12-04(Thur.)													Day(09:	00-1	8:00)									
	12-05(Fri.)													Day(09:	00-1	8:00)									
	12-06(Sat.)																										
	12-07(Sun.)																										
	•																										⇒ +
Records:5						Â	3 6		¢,														Logi	n Use	er:adn	nin	

- **Tips:** The Shift Cycle Period = Cycle Length * Cycle Value.
- 2. After setting, click [Save] button to save. The added shift info will be displayed in the Shift list.
- Note: A shift is a cycling of a user-selected timetable in the user-defined cycle. The dates that are without any specified timetable are deemed as holidays. When arranging a schedule for employees, the user only needs to select the start and end time of the shift without specifying the working days or vacations. After selecting a shift, the system will determine on which day the employees need to work or taking time off according to the predefined cycle of the shift.
- Click and select shift in the Shift list to enter to the Edit Shift interface.
- 2. Modify the parameters as required, and click [Save] button to save the shift info.

ZK Time. Net 3.0	System HRM	A	ttendan	се	Ter	rmina	ıl	Acc	ess C	Contro	ol	Rep	orts							බ					
Rule Timetable	Shift	lle	Excep	(1) otion) Assign	I																			
Shift	+ Add	Save	De	elete	(12)	Assigr	1																		
Default	Basic Info								Tim	etabl	e														
Shift A.M Shift P.M	Shift Nan	ne	Day				•		Defa A.M	ault() (09:	09:0 00-1	0-18	:00))												
Day Elovible Chift	Start Dat	e	12/0	01/20	14	Ŧ			P.M	(12:0	00-1	8:00)												
Flexible Shirt	Cycle Ler	ngth	Wee	ek		Ŧ			Day Flex	(09: ible(00-1 00:0	8:00 0-23) :59)												
	Cycle Val	ue				1 ‡																			
		00	01 02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	00
	12-01(Mon.)											1	Day(0	9:00-	18:00)									
	12-02(Tues.)											1	ay(0	9:00-	18:00)									
	12-03(Wed.)											1)ay(0	9:00-	18:00)									
	12-04(Thur.)											1)ay(0	9:00-	18:00)									
	12-05(Fri.)													P.M(12:0	0-1	8:00)							
	12-06(Sat.)																	T							
	12-07(Sun.)																								
	•																								∍⊦
Records:5					(a	È 6		<u></u>													Log	n Use	r:adn	nin	

- Note: If you want to change the timetable used by date, you should click the select the timetable on the date, and then click [Delete] key (on the keyboard) to delete the old timetable. Finally click and select timetable in the Timetable list, and drag it onto the corresponding date.
- Click and select shift in the Shift list, and then click [Delete] button, the Question box will pop-up.
- Click [Yes] button to delete the selected shift, or click [No] button to cancel operation.
- Note: After deleting the shift info, the system will clear the schedules that are being used in this shift automatically.
- 1. Click and select shift in the Shift list.
- 2. Click [Assign] button, the Shift Assign window will pop-up.

Delete Shift



6.3.3 Shifts Assign Management

Assign shift for employee, namely, employee scheduling.

ZK Time. Net 3.0	System HRM A	ttendance	Terminal	Access Control	Reports					ŵ					
Rule Timetable	Schedule	Exception A	Assign												
Shift	+ Add 🗎 Save	Delete	(" Assign												
Defait A.M	Basic Info			Timetable											
Day	Shift Name	Shift P.M	•	Default(09: A.M(09:00- P.M(12:00-	00-18:00) 12:00) 18:00)										
Flexible Shift	Start Date	12/01/201	.4 *	Day(00.00-	18.00)										
	Cycle Length Cycle Value	Start	12/1/2014	Shift Assign	1/1/2020	 × × 									
	00	01 02 Q		r name			15	16	17	18 1	9 20	21	22	23	00
	12-01(Mon.)	e-E	III ZK				-18	:00)							
	12-02(Tues.)		FAE	e.S			-18	:00)							
	12-03(Wed.)	e	Simor	n .cl			-18	:00)							
	12-04(Thur.)		- Ily				-18	:00)							
	12-05(Fri.)						-18	:00)							
	12-06(Sat.)		Save		Cancel										
	12-07(Sun.)														
	4														0 F
Records:5			ê 🖬 é	Ì							Log	jin Use	er:adm	in	

Start/End Date: Select the start and end date for shifting assign. •

Employee: Tick () and select employee. (Multiple choice)

		Shift A	Assign		\otimes
Start	12/1/2014	Ŧ	End	1/1/2020	-
Q 1					
	2X 	.S			
	Save			Cancel	

Tips: For the method of selecting date, please refer to <u>"1. Select Date"</u> in *Appendix 1 Common Operations* chapter.

- Note:
- If tick (♥) and select department, directly select all employees in this department.
- (2) The system supports search employee via *Emp ID* or *Name*. Type in your query, and click **Q** button to search and select the corresponding employee info.
- **3.** After setting, click **[Save]** button to save. Right now, the system will schedule for the selected employee.

6.4 Employee Schedule

After ticking () and selecting Active automatic schedule for no-shift employee option in the Attendance Rule setting interface, the system will use the default shift to schedule for no-shift employee automatically.

If an employee is not assigned with any work schedule, the system cannot collect statistics on the employee's attendance. If an employee is not assigned with any shift, the system cannot determine whether the employee's attendance record is Check-In or Check-Out and also cannot collect the employee attendance data.

🖾 Tirrne.Net 3.0 System HPM Attendance Terminal Access Control Reports 🏠 🔅 🕐 💬 🗔 😣													
Pula Timatakia G	a Shft Schodula Exception Assign												
Rule Timetable 3	Kule Imetable Snit Schedule Exception Assign												
Q Search by ID or name	<	_	>	Temporary Schedule									
	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.						
FAE	30	1	2	3	4	5	6	Paycode					
Simon		09:00-12:00	09:00-12:00	09:00-12:00	09:00-12:00	09:00-12:00	OFF	Timetable					
	7	8	9	10	11	12	13	· · · · · · · · · · · · · · · · · · ·					
	OFF	09:00-12:00	09:00-12:00	09:00-12:00	09:00-12:00	09:00-12:00	OFF	Assign					
	14	15	16	17	18	19	20	Clear					
	OFF	09:00-12:00	09:00-12:00	09:00-12:00	09:00-12:00	09:00-12:00	OFF						
	21	22	23	24	25	26	27						
	OFF	09:00-12:00	09:00-12:00	09:00-12:00	09:00-12:00	09:00-12:00	OFF						
	28	29	30	31	1	2	3						
	OFF	09:00-12:00	09:00-12:00	09:00-12:00									
	4	5	6	7	8	9	10						
	🖆 🔜 🍺 Login Useradmin												

Click [Attendance] > [Schedule] to enter to the Employee Schedule interface.

You can query and check employee schedule records, and assign temporary schedule for employee as required.

6.4.1 Query and Check Employee Schedule

Tick (IV) and select employee in the Company Structure list to check the employee's schedule.

To facilitate administrators to locate a employee quickly from a large number of employees, the system supports querying via *Emp ID* or *Name* to search and check employee schedule records.

ZK Time. Net 3.0	System	HRM	Attendanc	e Termina	I Access C		♠ † ? ⊖ □ ⊗				
Timetable	Shift	Schedul	e Except								
Q 2		C Today December * 2014 \$							Temporary Schedule		
		Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.			
FAE		30	1	2	3	4	5	6	Paycode		
Simon			09:00-18:00	09:00-18:00	09:00-18:00	09:00-18:00	14:00-18:00	OFF	Timetable		
		7	8	9	10	11	12	13	•		
		OFF	09:00-18:00	09:00-18:00	09:00-18:00	09:00-18:00	14:00-18:00	OFF	Assign		
		14	15	16	17	18	19	20	Clear		
	20 20	OFF	09:00-18:00	09:00-18:00	09:00-18:00	09:00-18:00	14:00-18:00	OFF			
		21	22	23	24	25	26	27			
		OFF	09:00-18:00	09:00-18:00	09:00-18:00	09:00-18:00	14:00-18:00	OFF			
			29	30	31	1	2	3			
		OFF	09:00-18:00	09:00-18:00	09:00-18:00						
		4	5	6	7	8	9	10			
🖻 🔜 🏟 Login Userradmin											

The specific operation method is shown as below:

- 1. Enter *Emp ID* or *Name* in the search bar.
- 2. Click Q button to search and display the corresponding employee's schedule record.

6.4.2 Temporary Schedule

Add Temporary Schedule

(If one (or several) employee needs to change his/her work hours temporarily, his/her shift can be arranged temporarily.)

ZK Time. Net 3.0	System	HRM	Attendanc	e Termina	al Access C	Control Re		@ ‡ ? ⊖ ⊟ ⊗				
Î			Ą									
Rule Timetable	Shift	Schedu										
Q 2				Temporary Schedule								
⊡- ≣ ∰ ZK		Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.				
FAE		30	1	2	3	4	5	6	Paycode			
Simon			09:00-18:00	09:00-18:00	09:00-18:00	09:00-18:00	14:00-18:00	OFF	Timetable			
James.L		7	8	9	10	11	12	13				
		OFF	09:00-18:00	09:00-18:00	09:00-18:00	09:00-18:00	14:00-18:00	OFF	Assign			
		14	15	16	17	18	19	20	Clear			
		OFF	09:00-18:00	09:00-18:00	09:00-18:00	09:00-18:00	14:00-18:00	OFF				
		21	22	23	24	25	26	27				
		OFF	09:00-18:00	09:00-18:00	09:00-18:00	09:00-18:00	14:00-18:00	OFF				
		28	29	30	31	1	2	3				
		OFF	09:00-18:00	09:00-18:00	09:00-18:00							
		4	5	6	7	8	9	10				
	🗈 🔜 🏟 Login User:admin											

1. Tick () and select employee in the *Company Structure* list.

ZK Time	e. Net 3.0	System	HRM	Attendanc	e Termina	al Acce	ss Control Re	ports		@ ‡ 0 ⊖ □ ⊗				
	G													
Rule	Imetable	Shift	Shirt Schedule Exception Assign											
Q Searc			۲	Temporary Schedule										
🖃 🗊 ZK			Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.					
	FAE 🍒 Tome.S		30	1	2	3	4	5	6	Paycode work				
<u></u>	Simon R&D			09:00-18:00	09:00-18:00	09:00-18:	00 09:00-18:00	14:00-18:00	¢	Timetable				
	🎿 James.L		7	8	9	10	11	12		A.M(09:00-14:00)				
			OFF	09:00-18:00	09:00-18:00	09:00-18:	00 09:00-18:00	14:00-18:00		Assign				
			14	15	16	17		20		Clear				
		8 8 8 8	OFF	09:00-18:00	09:00-18:00	09:00-15	09:00-18:00	14:00-18:00	OFF					
			21	22	23	2	25	26						
			OFF	09:00-18:00	09:00-18:00	09:0(10	09:00-18:00	14:00-18:00	D					
			28	29	30	31	1	2						
			OFF	09:00-18:00	09:00-18:00	09:00-18:	00							
			4	5	6	7	8	9	10					
	🗈 🔜 🆨 Login Useradmin													

- 2. Select the year and month of the date when the employee needs a temporary schedule and then click and select date. (Click and hold the **Ctrl** key to select more.)
 - Note: Click [Today] button, it will turn to the current month, the red one is the current date.
- Tick (☑) and select Pay Code option, click ▼ button, and select the pay code for the temporary schedule in the drop-down list.
- 4. Click ▼ button under the
 Timetable option, and select
 the timetable for the temporary
 schedule in the drop-down list.
- 5. After setting, click [Assign] button to add temporary schedule for the selected employee.
- Note: After a temporary schedule is added on the day with a fixed schedule, the system will be subject to the temporary schedule for collecting employee attendance data.

ZK Time. Net 3.0 Sys	stem	HRM	Attendance	Termina	Access (Control Re	ports		$\bigotimes \odot \boxdot \odot \boxtimes \bigotimes$
Rule Timetable	Shift	Schedule	Excepti	On Assign					
Q Search by ID or name			_	Today D	ecember .	2014 🗘		>	Temporary Schedule
⊡- □	S	Sun. Mon. Tues. Wed. Thur. Fri. Sat.							
FAE	3	30	1	2	3	4	5	6	✓ Paycode work
			09:00-18:00	09:00-18:00	09:00-18:00	09:00-18:00	14:00-18:00	OFF	Timetable
		7	8	9	10	11	12	13	A.M(09:00-14:00)
	0	FF (09:00-18:00	09:00-18:00	09:00-18:00	09:00-18:00	14:00-18:00	OFF	Assign
	1	14	15	16	17			20	Clear
	0	FF (09:00-18:00	09:00-18:00	09:00-18:0	9:00-18:00	14:00-18:0	OFF	
	2	21	22	23	24	25	26	27	
	0	FF	09:00-18:00	09:00-18:00	09:00-1 ₀	9:00-14:00 work	09:00-14:0 work	0 DEE	
	2	28	29	30	31	1	2	3	
	0	FF	09:00-18:00	09:00-18:00	09:00-18:00				
		4	5	6	7	8	9	10	
				A .					Login User:admin

Clear Temporary Schedule

ZK Time. Net 3.0 Syste	m HRM	Attendance	e Termina	I Access (Control Rej	ports		@ † ? ⊖ □ ⊗					
Rule Timetable Shi	Timetable Shift Schedule Exception Assign												
Q Search by ID or name	۲		Today D	ecember *	2014 🗘		>	Temporary Schedule					
⊡- □ , ZK	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.						
ia - □■•[i FAE □🎎 Tome.S	30	1	2	3	4	5	6	✓ Paycode work ・					
Simon		09:00-18:00	09:00-18:00	09:00-18:00	09:00-18:00	14:00-18:00	OFF	Timetable					
	7	8	9	10	11	12	13	A.M(09:00-14:00) *					
	OFF	09:00-18:00	09:00-18:00	09:00-18:00	09:00-18:00	14:00-18:00	OFF	Assign					
	14	15	16	17	18	19	20	Clear					
	OFF	09:00-18:00	09:00-18:00	09:00-18:00	J.UU-10.0	14:00-18:00	OFF						
	21	22	23	24	25	26	27						
	OFF	09:00-18:00	09:00-18:00	09:00-1a <mark>0</mark>	09:00-14:00 work	-14:00 0(0-14:00 ork	OFF						
	28	29	30	31		2	3						
	OFF	09:00-18:00	09:00-18:00	09:00-18:00									
	4	5	6	7	8	9	10						
🗈 🔜 🏚 Login User:admin													
Time.Net 3.0 Syste	m HRM	Attendance	e Termina	I Access (Control Rej	ports		@\$\$\$?⊙⊡⊗					

- 1. Click and select employee in the *Company Structure* list.
- 2. Select the year and month of the date when the employee needs to delete temporary schedule; and then click and select date. Click and hold the Ctrl key to select more.
- Note: Click [Today] button, it will turn to the current month, the red one is the current date.
- 3. Click [Clear] button to delete the employee's all temporary schedules within the selected date.

Rule	Timetable	Shift	Schedu	e Except	Ion Assian					
Q Search					Today	December	2014 🗘		>	Temporary Schedule
— 🗊 zк		Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.		
FAE		30	1	2	3	4	5	6	Paycode	
			09:00-18:00	09:00-18:00	09:00-18:00	09:00-18:00	3:00 14:00-18:00 OFF		Timetable	
	🎎 James.L 🎎 Lily		7	8	9	10	11	12	13	A.M(09:00-14:00)
			OFF	09:00-18:00	09:00-18:00	09:00-18:00	09:00-18:00	14:00-18:00	OFF	Assign
			14	15	16	17	18	19	20	Clear
			OFF	09:00-18:00	09:00-18:00	09:00-18 [.]	J3.00-10.C	4:00-18:00	OFF	
			21	22	23	2	25	?6	27	
			OFF	09:00-18:00	09:00-18:00	09:00 TO	09:00-18:00	0/-14:00 vork	OFF	
			28	29	30	31		2	3	
			OFF	09:00-18:00	09:00-18:00	09:00-18:00				
			4	5	6	7	8	9	10	
					r e					Login User:admin

6.4.3 OFF Setting

You can clear the schedule info and add OFF settings by adding temporary schedule. The specific operation method is shown as below:

ZK Time. Net 3.0	e. Net 3.0 System HRM Attendance Terminal Access Control Reports 🏠 🕸 🛈 👄 🗖											
Î		i 4	2									
Rule Timetable	Shift Sche	dule Excepti	ion Assign									
Q Search by ID or name			Today [December -	2014 🗘		>	Temporary Schedule				
	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.					
⊖-⊡• FAE 	30	1	2	3	4	5	6	Paycode				
		09:00-14:00	09:00-14:00	09:00-14:00	09:00-14:00	09:00-14:00	OFF	Timetable				
	7	8	9	10	11	12	13	OFF				
	OFF		29:00-14:00	09:00-14:00	09:00-14:00	09:00-14:00	OFF	Assign				
		15		17	18	19	20	Clear				
) JFF	09:00-14:00	09:00-14	09:00-14:00	09:00-14:00	09:00-14:00	OFF					
	21	× 22	23	24	25	26	27					
	Έ	09:00-14:00	09:0/*:00	09:00-14:00	09:00-14:00	09:00-14:00	OFF					
	28		30	31	1	2	3					
	OFF	09:00-14:00	09:00-14:00	09:00-14:00								
	4	5	6	7	8	9	10					
	🗈 📰 🎒											

Time.Net 3.0 Syste	m HRM	Attendanc	e Termina	I Access C	Control Re	ports		@ † ? ⊖ ⊟ ⊗					
Rule Timetable Shi	Rule Timetable Shift Schedule Exception Assign												
Q Search by ID or name	<		Today	Temporary Schedule									
⊡- □	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.						
FAE	30	1	2	3	4	5	6	Paycode					
Simon		09:00-14:00	09:00-14:00	09:00-14:00	09:00-14:00	09:00-14:00	OFF	Timetable					
	7	8	9	10	11	12	13	OFF					
	OFF	15	09:00-14:00	09:00-14:00	09:00-14:00	09:00-14:00	OFF	Assign					
	1			17	18	19	20	Clear					
	OFF	OFF	09:00-1 ₁)	09:00-14:00	09:00-14:00	09:00-14:00	OFF						
	21	22	23	24	25	26	27						
	ΨE	OFF	09:******	09:00-14:00	09:00-14:00	09:00-14:00	OFF						
	28		30	31	1	2	3						
	OFF	09:00-14:00	09:00-14:00	09:00-14:00									
	4	5	6	7	8	9	10						
	🗈 🔜 🍃 Login Useradmin												

- 1. Tick (☑) and select employee in the *Company Structure* list.
- Tips: If tick (♥) and select department, directly select all employees in this department.
- 2. Select the year and month of the date when the employee needs to clear schedule, and click and select date. Press **Ctrl** key to select more.
- **Note:** Click **[Today]** button, it will turn to the current month, the red one is the current date.
- Click ▼ button under the Timetable option, and select OFF in the drop-down list.
- 4. Click [Assign] button to clear employee schedule for the selected date, and set the date as OFF.

6.5 Exception Assign

It is possible for the employee to apply for leave when he/she encounters serious problems. Due to different reason, applying for leave can be an automatic statistic in the system.

Click [Attendance] > [Exception Assign] to enter to the Exception Assign interface.

ZK Time. Net 3.0) System	HRM A	Attendance Term	inal Access Co	ontrol Reports		合 🌣	$\bigcirc \boxdot \boxdot \bigotimes$
Rule Timetab	le Shift	Schedule	Exception Assign					
Q Search by ID or r		Pay code Sick L	eave Fro	m 00:00 ‡	То 00:00	\$	E Assign	
				Today	December *	2014 🌲		
		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday 🔶
	• -	December 2	21 22	23	24	25	26	27
Elia Liy		2	28 29	30	31	January 01, 2015	2	3
			4 5	6	7	8	9	10
		1	11 12	13	14	15	16	17
		1	18 19	20	21	22	23	24
		2	25 26	27	28	29	30	31
			Â=				Log	jin User:admin

- 1. Tick () and select employee in the Company Structure list.
- Click ▼ button behind Pay code option, and select pay code in the drop-down list.
- Note: For the Pay Code's setting, please refer to <u>"5.3 Pay Code"</u>.
- 3. Select the year and month of the date when the employee needs to assign exception, and click and select date.

Add Exception

ZK Time. Net 3.0	System	HRM	Atte	endance	Termi	inal A	Access Co	ntrol	Reports		合 🌣	$\odot \boxdot \boxdot \otimes$
Rule Timetable	Shift	Schedul	e	Exception A	lssign	_						
Q Search by ID or nam	e <	Pay code	Sick L	eave 🔻		From	19:00	¢	То	12:00 🗘	Assign	
						т	oday	Decembe	er v	2014 🌲		
Tomo S		Sunday		Monda	у	Tue	sday	Wedn	esday	Thursday	Friday	Saturday ^
Simon		Novemb	er 30	Decem	ber 01		2		3	4	5	6
i 🛄 🚄 Liy			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	January 01, 2015	2	3
			4		5		6		7	8	9	10
					rî:							aia Usaara dania
					<u>a</u> -		ŧ				LO	gin User:admiñ

- Note: Click [Today] button, it will turn to the current month, the red one is the current date.
- 4. Set the exception's start and end time.
 - **Tips:** From indicates start, while To indicates end.

ZK Time. Net 3.0 s	ystem HRM At	tendance Termin	al Access Co	ntrol Reports		合 🌣	$\bigcirc \boxdot \boxdot \otimes$
Rule Timetable	Shift Schedule	Exception Assign					
Q Search by ID or name	Pay code Sick Le	ave T From	09:00 \$	To 12:00	\$	E Assign	
			Today	December -	2014 🌲		
Tomo S	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday ^
Simon R&D	November 30	December 01	2	3	4	5	6
📶 🤽, Liy	ĺ	8 9:00 AM 12:00 PI	9	10	11	12	13
	14		16	17	18	19	20
	21	. 22	23	24	25	26	27
	28	29	30	31	January 01, 2015	2	3
	4	5	6	7	8	9	10
		i i				Logi	n User:admin

5. Click [Assign] button to add exception for the selected employee. After assigning the exception successfully, the interface is shown as left figure.

• Delete Exception

ZK Time. Net 3.0 System	n HRM Atter	idance Termin	al Access Co	ntrol Reports		合 🕸	$\bigcirc \bigcirc \square \otimes$						
		1											
Rule Timetable Shif	t Schedule E	Exception Assign											
Q Search by ID or name	Pay code Vacation	▼ From	09:00 \$	To 18:00	*	E Assign							
	Today December - 2014 🗘												
Tome S	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday ^						
Simon R&D Simon Simon	November 30	December 01	2	3	4	5	6						
Liy	7	8	9	10	11	12	13						
	g	0:00 AM 12:00 PI											
	14	15	1	1 0:00 AM 6:00 PM	18	19	20						
	21	22	23		25	26	27						
	28	29	30	31	January 01, 2015	2	3						
	4	5	б	7	8	9	10						
		<u>a</u> -				Logi	n User:admin						

- 1. Tick () and select employee in the *Company Structure* list.
- 2. Select the year and month of the date when the employee needs to delete exception, and click and select date.
- Note: Click [Today] button, it will turn to the current month, the red one is the current date.

7 Terminal Maintenance

The system needs to add device to achieve attendance function. Before downloading or uploading data from (to) the Device; you should connect the device to the system, input the related parameter, ensure that the communication between device and PC has established. After creating connection successfully, uploading or downloading data is available. In addition, you can check all kinds of reports as required.

The **Terminal Maintenance** mainly contents *Device Management*, *Area Setting*, *Data Sync*, *U Disk Management*, *Work Code Setting*, and *SMS Management*, etc.

7.1 Device Management

Set the communication parameters of the device. The system can communicate with the device properly only when communication parameters are configured correctly, including the parameter settings in the system and the device. After communication succeeds, you can view the information on the connected device and perform remote monitoring of the device and upload and download.



7.1.1 Add Device

There are two kinds of methods to add device, namely, Manually Add and Automatically Add.

Sync Employee Information: Sync the employee info between the program and the terminal.

Sync Fingerprint Template: Sync the fingerprint template between the program and the terminal. ☑ Indicates selected.

Sync Face Template: Sync the facet template between the program and the terminal. 🗹 Indicates selected.

Overwrite previous information after download: When staff information in the software and device is not the same during data synchronization. If the function is enabled, the employee information in the device will overwrite the information in the software. Vice versa, if the function is disabled, the employee information in the software will overwrite the information in the device.

Upload Workcode: Upload the work code settings to the selected device.

Upload Employee Photo: Upload employee photo to the selected device.

Upload Message: Upload message to the selected device.

The system will pop-up the following window to display the procedure and result of data sync:

💼 Clear									
Time	Message								
12:20:19	Process data which being synced								
12:20:19	No active terminal in terminal zone HQ								
12:20:19	Connecting to Terminal A1(192.168.1.181)								
12:20:19	19 Connecting to Terminal B1(192.168.1.39)								
12:20:21	Begin download employee from B1(192.168.1.39)								
12:20:21	Get 4 employees from B1(192.168.1.39)								
12:20:21	Begin download template from B1(192.168.1.39)								
12:20:22	Connecting to 'A1(192.168.1.181)' failed.								
12:20:22	Get 0 templates from B1(192.168.1.39)								
12:20:24	Begin upload employee to B1(192.168.1.39)								
12:20:24	Begin upload template to B1(192.168.1.39)								
12:20:24	Upload employees:2,Fingers:2,Faces:0 to terminalB								
•	4 III								

7.4 U Disk Management

Import /export attendance records, employee info, employee photo, and attendance photo via U Disk.

	$\underline{\otimes}$									
Select Terminal Type										
B&W Screen Color Screen	Algorithm 9Algorithm 10									
Import from:H:\	ок									

- Plug in the U Disk containing data, and click [Terminal] > [U Disk], the Select Terminal Type window will pop-up.
- 2. Select *terminal type* and *algorithm version* as the actual condition.

ZK Time. Net 3.0	System HRM	Attendance Termi	al Access Control	Reports	☆ ‡ 0 ⊖ □ ⊗
		123	ç		
Device Management	Zone DataSync	U Disk Work Co	de SMS		
Work Code	🕂 Add 🗎 Sa	ve 🛇 Cancel			
Code Name					
	Code	1	*		
	Name:				
	Description			*	
Records:0		<u> </u>			Login User:admin

Code: The terminal automatically allocates the code starting from 1 for every user in sequence. Supports manually input, but unrepeatable.

Name, Description: Enter the name and description for this work code.

7.6 SMS Management

SMS is similar to notice. The SMS includes Public SMS and Personal SMS.

The operator can edit the notice content in advance and make it into SMS displayed on the screen. Specifics the time range for SMS display, selects terminal zone and employee as required. (**Tips:** Only when the *Message Type* is *Personal*, you should select employee.)

- Note:
- (1) You should consider the employees' possible attendance time range before setting the SMS's start and end time, to ensure that the employee can check the SMS.
- (2) The SMS will send out to all terminals in the selected zone automatically. If *Public* SMS is set, then in the effective time, all employees in the device can check the SMS before/after punching. If the *Personal* SMS is set, then in the effective time, the selected employee can check the SMS after successful attendance.

Add Work Code

- 1. Click [Add] button to enter to the Add Work Code interface.
- Note: The parameter with*, means cannot be empty.
- 2. After setting, click [Save] button to save settings.
- Edit/Delete Work Code
- The operation methods of editing/deleting work code are the same as editing/deleting role. For the specific operation method, please refer to <u>"4.3 Role</u> <u>Management"</u>. Not repeating the description here.

ZK Time. Net 3.0	System HRM Attendand	ce Terminal Access Control	Reports	ເດ ﷺ ⑦ ⊖ 🗖 ⊗
Device Management	Zone DataSync U Disk	123 Work Code		
SMS	🕂 Add 🗎 Save 🗊 De	ete		
Code Title				
	Message Type	Public *		
	Title	*		
	From	▼ 12:00 A ↓ *		
	То	▼ 12:00 A ↓ *		
	Description		A	
			*	
	Terminal Zone	zone1 *		
Records:0		é 🔜 🛊		Login User:admin
	IC.			

Click [Terminal] > [SMS] to enter to the SMS Management interface.

Add SMS

ZK Time. Net 3.0	System HRM	Attendance	Terminal	Access Control	Reports	♠ ‡ 0 ⊖ ⊟ ⊗
Device Management	Zone DataSync	U Disk	123 Work Code	SMS		
SMS	+ Add 🗎	Save Save Cancel				
Code Title						
	Message	Туре Ри	ublic	÷ *		
	Title			*		
	From	12	2/26/2014	▼ 12:00 A 🗘 *		
	То	12	2/31/2014	* 11:59 PI 🌲 *		
	Descriptio	n			*	
					¥	
	Terminal 2	Zone H	Q	Ŧ		
Records:0			Ê.	Ê		Login User:admin

1. Click [Add] button to enter to the Add SMS interface.

- The parameter with *, means cannot be empty.
- **Note:** The start time must be earlier than the end time.
- Note: The program will send out the SMS to all terminals in the selected zone.

Title: Enter the message's title.

Personal) in the drop-down list.

From, To: Set the start/end date and time for the message.

Message Type: Click ▼ button and select message type (Public or

Description: Enter the description for the message.

Terminal Zone: Click ▼ button, and then select zone in the drop-down list.

ZK Time. Net 3.0	System	HRM	Attendance	Terminal	Access Control	Reports		♠ ‡ 0 ⊖ ⊟ ⊗
				123 Work Code				
Device Management	Zone .	DataSync	U Disk	Work Code	5M5			
Code Title	+	Add Hin Sa Message Ty Title From To Description Terminal Zc Recipient	pe i I I I I I I I I I I I I I I I I I I	Personal Irthday Wish 2/26/2014 2/31/2014 Happy Birthday Kone_A Emp ID	 Name 		Employees]•
Records:0				É .	lê			Login User:admin

-->When the Message Type is selected as Personal

_ _ _ _ _ _ _ _ _ _

Recipient: Set the recipient for the message.

Set Rece	evier 🚫
QI	
CHARACTER STREET	
ОК	Cancel

- (1) Click [Employee] to pop-up the Set Receiver window.
- (2) Tick () and select employee, multiple choices.

8 Access Control Management*

Access control option is to set user's open door time zone, control lock and related device's parameters.

To unlock, the enrolled employee must accord with the following conditions:

- 1. The current unlock time should be in the effective time of user time zone or group zone.
- 2. The group in which the user belongs to must be in an unlock combination (or in the same unlock combination with other groups, but the door can be unlocked only when all the groups in this combination pass verification).

8.1 AC Time Zone Setting

Click [Access Control] > [AC Time zone] to enter to the AC Time Zone Setting interface:

ZK Tin	ne. Net 3.0	System	HRM	Atte	endance	Termina	Acces	s Control	Report	5			合 🕸		$\square \otimes$
7 L	5 🗗	£	8		Ŀ		ŕ]							
ACTime	zone ACGro	up i	ACUnlockCon	nb	Emp ACPrivile	ege	Upload ACP	rivilege							
+ Aou 🗎 Save 🚊 Delete															
		S	unday	M	londay	Tu	Jesday	Wednesday		Thursday			Friday	Saturday	
NO.	Name	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
													Log	jin User:adn	nin

AC time zone is used to set the effective door open time. You can set the AC reader to be valid in a specified time zone only, and you can also set a normal open (NO) time zone of the door. AC time zone can be used to set the access control right to allow the user to only access the specified door (including AC group and unlock combination settings) in the specified time zone.

The system implements access control according to the AC time zone setting.

The whole system can define **50** time zones.

Every time section is the effective time zone within 24 hours every week. Every time section format is **HH:MM-HH:MM**, namely, accurate to minute.

If *End time* is smaller than *Start time*, such as 23:57~23:56, then the whole day is forbidden.

Effective time zone for user unlocking: 00:00~23:59 (it is effective section) or *End time* is later than *Start time*, e.g. 08:00~23:59.

• Add AC Time Zone

ZK Time. Net 3.	0 System	HRM	Attendance	Terminal	Access Co	ontrol Repo	ts			合 🕸			1. Click [Add] button to enter to
Ŀ	<u>Be</u>	2 Clipic shComb	Sg.		ارمان م								the Add AC Time Zone interface.
+ Add Save	Delete	comockcomo	Emp Acetimie	iye o		ye.							
	Su	nday	Monday	Tue	esday	Wednesday	Т	hursday	F	Friday	S	aturday	
NO. Name	Start	End	Start End	Start	End St	tart End	Start	End	Start	End	Start	End	
													2. After setting, click [Save] button to save the AC Time Zone info.
				â						Log	in User:adr	min	

Name: Enter the AC Time Zone's name.

Start and End Time: Set the Start and End time for each time interval within a week.

(Tips: Select *00*, and then press the numeric key to enter the time. In additional, the Start time must be earlier than the End time.)

• Edit/Delete AC Time Zone

The operation methods of editing/deleting AC Time Zone are the same as editing/deleting role. For the specific operation method, please refer to 4.3 Role Management. Not repeating the description here.

8.2 AC Group Setting

Group function can divide users into groups and combine different groups to different unlock combinations, which making group management of Access control more convenience.

AC group defines which door or door combination can be opened in a specific time zone after users pass verification. The system allows you to authorize the members of the specified one or more AC groups to open a door or door combination through employee AC Privilege setting

Click **[Access Control]** > **[AC Group]** to enter to the **AC Group** Setting interface:

ZK Time.Net 3.0 System	HRM	Attenda	ance Termi	nal Access C	Control R	Reports	ĥ	> ‡ ? ⊃ ⊂ S
	ß		So	(A)				
ACTimezone ACGroup AC	UnlockComb	Emp	ACPrivilege	Upload ACPrivil	lege			
	+ Add	🗎 Save	Delete					
B1(192,168,1,39)	NO.	Name	Timezone1	Timezone2	Timezone	3 Verify Style	Holiday Effect	Terminal
_ 、 ,	1 -	Group1				FP/PW/RF/FACE		A1(192,168,1,142)
	2	Group2				FP/PW/RF/FACE		A1(192,168,1,142)
	3	Group3				FP/PW/RF/FACE		A1(192.168.1.142)
	4	Group4				FP/PW/RF/FACE		A1(192.168.1.142)
	5	Group5				FP/PW/RF/FACE		A1(192.168.1.142)
			Â=					Login User:admin
			_					-

Add AC Group

ACTIMEERONE ACCIOUP	ZK Time. Net	t 3.0 s	ystem	HR	м	Attenda	ance Te	erminal	Access C	ontrol	Report	s	Ĝ	\$ ‡ 0 ⊖ ⊡ ⊗
ACTmezone ACCioup ACInhi mo Ema ACPrivilege Upload ACPrivilege ACTmezone ACCioup ACInhi mo Ema ACPrivilege Upload ACPrivilege ACCioup ACInhi Mame Timezone ACPrivilege Upload ACPrivilege ACCioup ACInhi Mame Timezone ACPrivilege ACCioup ACINA ACINA ACINA ACINA ACINA ACINA ACINA ACINA ACINA ACINA ACCioup ACINA		1		ß			Se		(P)					
Image: Solution of the second seco	ACTimezone	ACGroup	ACL	Jnlo-1-	`~mb	Emp	ACPrivilege	Up	load ACPrivile	ege				
Bit (192,1601,139) Nu Name Tmezone1 Tmezone2 Trezone3 Verify Style Holday Effect Terminal 1 Group1 Trezone3 FP/PW/RF/FACE B1(192,168,1.39)	- 4 Zone_A	.168.1.142)	(+ A	dd	🖹 Save	🗊 Delete							
Bite Croup1 FP/PW/RF/FACE B1(192.168.1.39) 2 Group2 FP/PW/RF/FACE B1(192.168.1.39) 3 Group3 FP/PW/RF/FACE B1(192.168.1.39) 4 Group4 FP/PW/RF/FACE B1(192.168.1.39) 6 FP/PW/RF/FACE B1(192.168.1.39) FP/PW/RF/FACE	⊡-\48 Zone_B	168 1 39)		NG.		Name	Timezone1	Tir	nezone2	Timez	one3	Verify Style	Holiday Effect	Terminal
2 Group2 FP/PW/RF/FACE B1(192.168.1.39) 3 Group3 FP/PW/RF/FACE B1(192.168.1.39) 4 Group4 FP/PW/RF/FACE B1(192.168.1.39) 6 FP/PW/RF/FACE B1(192.168.1.39) 6 FP/PW/RF/FACE B1(192.168.1.39)		10011100)		1		Group1						FP/PW/RE/FACE		B1(192,168,1,39)
3 Group3 FP/PW/RF/FACE B1(192.168.1.39) 4 Group4 FP/PW/RF/FACE B1(192.168.1.39) 6 FP/PW/RF/FACE B1(192.168.1.39)				2		Group2						FP/PW/RE/FACE		B1(192.168.1.39)
4 Group4 FP/PW/RF/FACE B1(192.168.1.39) Group5 FP/PW/RF/FACE B1(192.168.1.39) 6 FP/PW/RF/FACE B1(192.168.1.39)				3		Group3						EP/PW/RE/EACE		B1(192,168,1,39)
Group5 FP/PW/RF/FACE B1(192.168.1.39) 6 FP/PW/RF/FACE B1(192.166.1.39)				4		Group4						FP/PW/RF/FACE		B1(192.168.1.39)
6 • FP/PW/RF/FACE B1(192.168.1.39)				-		Group5						FP/PW/RF/FACE		B1(192.168.1.39)
			- (6	Ŧ							FP/PW/RF/FACE		B1(192.168.1.39)
🖆 🔜 🎒							(ê 🔜	Ê					Login User:admin

Name: Enter the AC Group's name.

Verify Style: Click ▼button and then select verified style in the drop-down list.

Holiday Effect: Tick () and select this option, means the AC Group is effective during the holiday; otherwise, the AC Group is invalid.

Notes:

- (1) The AC Group name is unrepeatable.
- (2) The system does not allow existence of two AC groups having the same combination of time zone and door.
- **Tips:** The system supports to set different AC Group for different terminals.
- Click and select device in the Device list, and then click [Add] button to enter to the Add AC Group interface.

Time Zone: Click ▼ button, and then select the AC Time Zone for the AC Group. The effective unlock time is the sum of the Time Zone 1, 2, and 3. (For example, *Time Zone 1* is from 9 to 12 o'clock; *Time Zone 2* is from 11 to 15 o'clock; *Time Zone* 3 is from 16 to 19 o'clock; then the effective unlock time of this AC Group is from 9 to 15 o'clock and 16 to 19 o'clock.)

2. After setting, click [Save] button to save the AC Group settings.

Edit/Delete AC Group

The operation methods of editing/deleting AC Group are the same as editing/deleting role. For the specific operation method, please refer to <u>"4.3 Role Management"</u>. Not repeating the description here.

8.3 AC Unlock Combination Setting

AC groups can be put into different unlock combinations to enable multiple authentication and improve access control security. An unlock combination can consist of a maximum of five AC groups.

Click [Access Control] > [AC Unlock Comb] to enter to the AC Unlock Combination Setting interface:

ZK Time.Ne	et 3.0	System HPM	Attendance	Terminal	Access Control	Reports		ŝ	\$? ⊖ ⊂ ⊗
R	- Fts	76)	So		(p)				
ACTimezone	ACGroup	ACUplockCom	Emp ACPrivile	ae Up	load ACPrivilege				
- (2) Zone_A A1(192 - (2) Zone_B B1(192	2.168.1.142	NO.	Name	Group 1	Group 2	Group 3	Group 4	Group 5	Terminal
		1	 Combination1 	1(Group1)					A1(192.168.1.142)
		2	Combination2						A1(192.168.1.142)
		3	Combination3						A1(192.168.1.142)
		4	Combination4						A1(192.168.1.142)
		5	Combination5						A1(192.168.1.142)
		6	Combination6						A1(192.168.1.142)
		7	Combination7						A1(192.168.1.142)
		8	Combination8						A1(192.168.1.142)
		9	Combination9						A1(192.168.1.142)
		10	Combination10						A1(192.168.1.142)
				Ê.	Ê				Login User:admin

Tips: The system supports to set different AC Unlock Combination for different terminals.

AC Unlock Combination Setting

Time.Net 3.0 System	HRM	Attendance	Terminal	Access Control	Reports		<u>م</u>	\$ 0 ⊖ □ ⊗
L Ba	6	Ŀ		Î.				
ACTimezone ACGroup	ACUnlockComb	Emp ACPrivile	ege Upl	oad ACPrivilege				
⊡ ∰ Zone_A 	R Save	_						
B1(192,168,1,39)		Name	Group 1	Group 2	Group 3	Group 4	Group 5	Terminal
<u> </u>	1	Combination 1	1(Group1)					A1(192,168,1,142)
	<u> </u>	Combination2	1(0,000)1)					A1(192.168.1.142)
	3	Combination3						A1(192.168.1.142)
	4	Combination4						A1(192.168.1.142)
	5	Combination5						A1(192.168.1.142)
	6	Combination6						A1(192.168.1.142)
	7	Combination7						A1(192.168.1.142)
	8	Combination8						A1(192.168.1.142)
	9	Combination9						A1(192.168.1.142)
	10	Combination10						A1(192.168.1.142)
			É 🔜	ê				Login User:admin

- Tick () and select device in the *Device* list, the system will automatically filter and display the device's AC Unlock Combination info based on the selected device.
- 2. Click and select combination in the *AC Unlock Combination* list to enter to the edit interface.

ZK Time. Ne	t 3.0 Sys	tem HRM	Attendance	Terminal	Access Control	Reports		命	‡?⊙⊃⊡⊗
Ŀ	Eq.	G	Ŀ		[p]				
ACTimezone	ACGroup	ACUnlockComb	Emp ACPrivi	lege Up	load ACPrivilege				
	.168.1.142)	Save							
B1(192	.168.1.39)	NO.	Name	Group 1	Group 2	Group 3	Group 4	Group 5	Terminal
		1	Combination1	1(Group1)					B1(192,168,1,39)
		2	Combination2	0(none)					B1(192,168,1,39)
		3	Combination3	1(Group1)					B1(192.168.1.39)
		4	Combination4	2(Group2)					B1(192.168.1.39)
		5	Combination5	3(Group3)					B1(192.168.1.39)
		6	Combination6	5(Group5)					B1(192.168.1.39)
		7	Combination7						B1(192.168.1.39)
		8	Combination8						B1(192.168.1.39)
		9	Combination9						B1(192.168.1.39)
		10	Combination10						B1(192.168.1.39)
				é 💷	Ê				Login User:admin

3. Click the Group cell, and select AC Group in the drop-down list.

4. After setting, click [Save] button to save info.

8.4 Employee AC Privilege Setting

The Employee AC Privilege Setting function supports setting AC Privilege for each employee. It contains AC Group, Time Zone and Verify Mode setting, etc.

If you set the AC Group, you can add unlock person for the AC Group via Employee AC Privilege menu.

Click [Access Control] > [Emp AC Privilege] to enter to the Employee AC Privilege Setting interface:

ZK Time. Net 3.0 sy	stem HRM Attendance	Terminal Access Control	Reports	♠ ‡ 0 ⊖ ⊟ ⊗
L L	F 	[f]		
ACTimezone ACGroup	ACUnlockComb Emp ACPriv	Upload ACPrivilege		
A1(192.168.1.142)		User		Unauthori
	Emp ID Name	Group Group Timezo Privilege	ne1 Timezone2 Timezone3	Terminal Employee Verify Style
		É 🔜 🛊		Login User:admin

• Employee AC Privilege Setting

Add Employe	e Access Control Privilege	\otimes
Employees	Other Options	
Image: Constraint of the second se	Deauthorize privilege User Group Privilege AcGroup Verify Mode Timezone1 Timezone2 Timezone3 Verify Mode	
Confirm	Apply the privilege to other terminal of zone Cancel	

 Click and select device in the *Device* list, and click [Add] button to pop-up the Add Employee Access Control Privilege window.

Deauthorize privilege: If tick () this option, then the selected one will not have unlock privilege.

--->When the selected employee nonuse the Group Privilege

Verify Type: Click ▼ button and select verify type in the dropdown list.

Time Zone 1, 2, 3: Click ▼ button and select the effective unlock time zone in the drop-down list. The effective unlock time is sum of time zone 1, 2, and 3.

>When the selected e	mployee use the Group Privile	ege
Add Empl	oyee Access Control Privilege	\otimes
Employees Q Search by ID or name FAE FAE Simon R&D Lily	Other Options Deauthorize privilege User Group Privilege AcGroup Verify Mode Group Verify	
	Apply the privilege to other terminal of zone	
Confirm	Cancel	

(For example, *Time Zone 1* is from 9 to 12 o'clock; *Time Zone 2* is from 11 to 15 o'clock; *Time Zone 3* is from 16 to 19 o'clock; then the effective unlock time of this AC Group is from 9 to 15 o'clock and 16 to 19 o'clock.)

- 2. Tick () and select employee in the Employee list, multiple choices.
- 3. According to the actual condition to set the parameters in the **Other Options** box.

User Group Privilege: () Indicates selected.

4. After setting, click [Save] button to save.

AC Group: Click ▼ button and select AC Group for the selected employee.

Verify Mode: Click ▼ button and select verified mode in the drop-down list.

Apply the privilege to other terminal of zone: If tick () and select this option, apply the AC Privilege settings to the device selected in *Step 1*.

» The Quick Guide about Add unlock employee for AC Group

ZK Time.Ne	t 3.0 s	ystem	HRM	Attendance	Terminal	Access Co	ontrol Re	ports		â	\$\$ () ($\exists \square \otimes$
		ACU		Emp. ACPrivi	eae Upi	이 아이	iae					
Cone_A	.168.1.142)		+ Add (🛛 Edit 🗎 î Dele	te							
B1(192	.168.1.39)		Emp ID	Name	Group	User Group Privilege	Timezone1	Timezone2	Timezone3	Terminal	Unauthori Employee	Verify Style
			[1]	Tome.S	1(Group1)	V				B1(192.1		Group Verify
		ration of the second										
					Ê 🔜	ê					Login User:	admin

- **Tips:** When the employee uses the group privilege, then this employee's effective unlock time is the timetable set in the selected AC Group.
- Tick () and select employee in the *Employee* list, multiple choices.
- 2. Tick () and select User Group *Privilege* option.
- Click ▼ button behind AC Group option, and select AC Group in the drop-down list.
- 4. Click [Confirm] button to save setting. Then unlock employee for the AC Group selected in *Step 1* is added successfully.

9 Reports Management

An attendance record lists the daily attendance data of a queried employee in a specified period, and collects statistics of the Absent, Late Arrival/Early Out, Overtime, and Leave time, which helps to check the actual attendance against the record. If a record is inconsistent with the actual attendance, you can adjust the shift, modify the record (record the attendance of missed punch), set exception assignment, and directly modify the daily report data.

9.1 Attendance Records

Display all employees' attendance records, including the records downloaded from device and added by administrator.

Click [Reports] > [Records] to enter the Records interface:

ZK Time.Net 3.0 Syste	em HRM	Attendance T	erminal Acces	s Control Reports		@ ‡ ? ⊝ ⊟ ⊗
Records Calculate Re	port					
Q Search by ID or name	From 12/2	0/2014 -	To 12/26/20	14 -	🔎 Search	🗁 Import 🛛 🔄 Export
C C C C C C C C C C C C C C C C C C C	Emp ID	Name	Record Time	Work Code	Work State Termina	Record So
			Ê 🖬 🛊			Login User:admin

You can search, import and export attendance record in the menu interface.

• Query and Check Attendance Record

Time.Net 3.0 Syste	m HRM	Attendance	Terminal Access Contro	Reports			@ ‡ 0 ⊖ □	\otimes
Records Calculate Rep	port							
Q Search by ID or name	From 12/0	1/2014 -	To 12/26/2014 -		P	Search	🕈 Import 🛛 🔄 Export	
	Emp ID	Name	Record Time	Work Code	Work State	Terminal	Record So	
🖕 📲 🔚 FAE	1	Tome.S	12/08/2014 17:11		Check In		Normal	
	1	Tome.S	12/08/2014 17:13		Check In		Normal	
Simon	1	Tome.S	12/26/2014 10:53		Check In	B1	Normal	
	1	Tome.S	12/26/2014 10:53		Check In	B1	Normal	
James.L	1	Tome.S	12/26/2014 14:24		Check In	B1	Normal	
🗐 🏭 Lily	1	Tome.S	12/26/2014 14:26		Check In	B1	Normal	
	1	Tome.S	12/26/2014 14:28		Check In	B1	Normal	
			府副食				Login User:admin	
							Login obtradmin	

1. Tick () and select employee in the *Company* Structure list, multiple choices.

Tips: If tick (♥) and select department, directly select all employees in this department.

- 2. Set the start and time behind *From* and *To* option.
- 3. Click [Search] button, the program will search and display the attendance records conform to the query condition.

Import Attendance Record

The program supports to import attendance records from file. For the specific operation, please refer to <u>"3. Import"</u> in *Appendix 1 Common Operations* chapter.

Export Attendance Record

The program supports to export attendance records to files that are used for other applications. For the specific operation, please refer to <u>"4. Export"</u> in *Appendix 1 Common Operations* chapter.

9.2 Attendance Calculation

The system will calculate the attendance records according to the Attendance Rule. For the specific operation of *Attendance Rule* setting, please refer to <u>"6.1 Attendance Rule</u>".

Click [Reports] > [Calculate] to enter to the Attendance Calculate interface:

ZK Time. Net 3.0 System	m HRM	Attendance	Terminal	Access Control	Reports	@ ‡ 0 ⊖ □ ⊗
Records	ort					
Q Search by ID or name	From 12/	20/2014 -	To 12/	26/2014 -	Calculate 👂 View Re	sult 😨 Modify Record 🗔 Export
Constraints of the second seco	Emp ID	Name	Date	Timetable	Check-In Check-	Out R Summary Minu
	4	_	_			>
			â 🛄	ê		Login User:admin

You can calculate and view results, Modify Record, and export data in this menu interface.

Calculate and View Results

ecords Calculate R	eport							
Q Search by ID or name	From 12/	20/2014 -	To 12/31/2014	e 🕞 🖬 Calc	ulate 💈	View Result	Modify Record	Export
7K	Emp ID	Name	Date	Timetable	Check-In	Check-Out	R Summary	Minu
FAE	1	Tome.S	12/20/2014				Total	
Tome.S	1	Tome.S	12/21/2014				Work	
	1	Tome.S	12/22/2014	Default(09:00-18			OT Level1	
	1	Tome.S	12/23/2014	Default(09:00-18			OT Level2	
R&D	1	Tome.S	12/24/2014	Default(09:00-18			OT Level3	
	1	Tome.S	12/25/2014	Default(09:00-18			Late Arrival	
	1	Tome.S	12/26/2014	Default(09:00-18	10:53		Early Out	
	1	Tome.S	12/26/2014	Default(09:00-18	14:24		Absence	
	1	Tome.S	12/27/2014				Break	
	1	Tome.S	12/28/2014					
	1	Tome.S	12/29/2014	Default(09:00-18				
	1	Tome.S	12/30/2014	Default(09:00-18				
	1	Tome.S	12/31/2014	Default(09:00-18				
	4	Simon	12/20/2014					
	4	Simon	12/21/2014					
	4	Simon	12/22/2014	Default(09:00-18				
	4	Simon	12/23/2014	Default(09:00-18				
	4	Simon	12/24/2014	Default(09:00-18				
	4	Simon	12/25/2014	Default(09:00-18				
	4	Simon	12/26/2014	Default(09:00-18	14:26			
	4	Simon	12/27/2014					
	4	Simon	12/28/2014					
	4	Simon	12/29/2014	Default(09:00-18				
	4	Simon	12/30/2014	Default(09:00-18				
	4	Simon	12/31/2014	Default(09:00-18				

- 1. Tick () and select employee in the *Company* Structure list, multiple choices.
- Tips: If tick (♥) and select
 department, directly select all
 employees in this department.)
- 2. Set the start and time behind *From* and *To* option.
- Click [Calculate] button to calculate attendance records. After calculating, the system will display the calculate result based on the query condition.

Modify Record

The attendance can be modified manually when employees leave on business or forget to punch cards. Usually, the management personnel shall input the attendance record for missed punches at the end of the attendance cycle according to the attendance records and the company's attendance system.

		R	Records Modify				\otimes
Q Search by ID or name	+ Add 😭 Save	Delete					
fit ZK fit FAE fit Smon fit 820 f	Date Work Code Reason	12/20/2014	*	Time Work State	00:00	•	
	Emp ID	Name	Record Time	Work Code	Work State	Terminal	Record So

Click [Modify Record] button, the following Record Modify interface will pop-up:

Add Punch Record

	\square	R	ecords Modify				\otimes
Q Search by ID or name	+ Add 🗎 Save	🛇 Cancel					
til ZX til FAE fa	Date Work Code Reason	12/20/2014	•	Time Work State	08:00 Check In	•	
	Emp ID	Name	Record Time	Work Code	Work State	Terminal	Record So

Date, Time: Set the date and time as required.

Work Code: Click ▼ button and select work code in the drop-down list.

Work State: Click ▼ button and selected work state in the drop-down list.

Reason: Enter the reason as required.

- 1. Click [Add] button to enter to the Add Punch Record interface.
- 2. Tick () and select employee in the *Company* Structure list, multiple choices.
- Tips: If tick (♥) and select
 department, directly select all
 employees in this department.)
- Tips: For the Work Code setting, please refer to <u>"7.5 Work Code</u> Setting★".
- **3.** Set parameters according to the actual condition.

	\square		Records Modify				\otimes
Q Search by ID or name	+ Add 💾 Save	🗊 Delete					
THE TAE TAE	Date Work Code Reason	12/03/2014	v	Time Work State	08:00 Check In	* * *	
	Emp ID	Name Tome.S	Record Time 12/03/2014 08:00	Work Code 0	Work State Check In	Terminal	Record So Manual

- 4. After setting, click [Save] button to save the punch record.
- 1. Tick () and select record in the *Record* list, multiple choices.
- 2. Click [Delete] button, the Question box will pop-up.
- 3. Click [Yes] button to delete the selected record; or click [No] button to cancel operation.

Delete Punch Record (Manually add)



• Export Attendance Record

The program supports to export attendance records to file that are used for other application. For the specific operation, please refer to <u>"4. Export"</u> in *Appendix 1 Common Operations* chapter.

9.3 View Reports

Click [Reports] > [Report] to enter to the Report interface:

ZK Time	e. <mark>Net</mark> 3.0	System HRM	Attendance Terr	ninal Access Control	Reports	ĥ	\$\$ (⊂ ⊂ \$\$
Records	Calculate	Report					
	Fro	12/20/2014	• To 12/31/2014	Ŧ	All	 Employees 	
	Employee	Employee Informa	tion				
		C					
	Transactions	Daily Total	TimeCard	Total TimeCard	Early Out	Late Arrival	Absence
				Ð		20	
	Employee Shift	Exception	Hours Summary	TimeCard List	Attendance Card	Daily Attendance	Monthly Summary
	Flexible Schedule						
			<u> </u>				Login User:admin

All: If select as All, then select all employees in the system.

Custom: To enable *Custom*, click **[Employee]** button, and tick (**v**) and select employee in the pop-up window, multiple choices, is shown as the following figure:

-	\otimes
Q	
Constraints of the second seco	
	В
Confirm Cancel	

The specific operation of viewing report is shown as below:

- 1. Set the start and end time behind *From* and *To* option.
- Select employee. Click ▼ button and select employee group in the drop-down list; or select *Custom* and click [Employee] button, and then tick () and select employee in the pop-up window.

Tips: After selecting, click [**Confirm**] button to save settings.

• Employee Group Setting

In order to simplify the employee selection, the system supports grouping for employees as required. The user can directly select the employee group to select all employees within the selected group.

The specific operation is shown as below:



(1) Click □ icon, the Employee
 Group Setting window
 will pop-up.

Group Name: Enter the group name.

Employee: Tick () and select employee in the *Company Structure* list, multiple choices.



 Tips: If tick () and select department, directly select all employees in this department.

(2) Enter the *Group Name* and select *employee* as required, and click [Save] button to save settings.

ZK Time	e. Net 3.0	System	HRM	Attendance	Terminal	Access Control	Reports	ľ	\$ ‡ 0 ⊖ ⊟ ⊗
Records	Calculate	Report							
	F Employee	From 12/20/	2014	* To 12/31/2	014 🔻		R&D All Custom FAE R&D	Employees	
	Transactions			TimeCa	rd	Total TimeCard	Early Out	Late Arrival	Absence
	Employee Shift	t e		Hours Sun	mary	TimeCard List	Attendance Card	Daily Attendance	Monthly Summary
	Flexible Schedu	le							
					È.	ê			Login User:admin

(3) Click the ▼ before [Employee] button to view all employee groups in the drop-down list.

3. After setting, click the report icon to view the corresponding report info.

Employee Report

12	Previe	ew																×
1	File	Vie	v	Backgr	ound	d												~
1	88 🗁 🗄 📑 🗳 🖫 🖏 🔍 🔍 100% 🔹 🍳																	
	ZK Employee Report											Î						
		User ID 2 Name James.L												U				
								De	partme	nt	R&D		Title					
								Ad	dress									
								Ci	t y			Sta	ite			Zip		
								Bi	rthday			Ge	nder	Female		SSN		
								Jo	in Date		01/01/1970			Terminatio Date	n			
								Ca	rd Num	ber	0			Phone				.
₽	Page1 of 1 100% ⊙ ── U ── ↔											+						

• Employee Information Report

The system supports to select columns for the Employee Information Report as required. The specific operation showed as below:

	Select Columns
First Column	•
Second Column	Ŧ
Third Column	•
Fourth Column	
Fifth Column	*
Sixth Column	~
Seventh Column	-
Eighth Column	
	Accept

Click Employee icon, the system will pop-up the Employee Report.

(1) Click register button on the
 Employee Information icon, the
 Select Columns window will
 pop-up.
Selec	t Columns 🛞
First Column	
Second Column	Emp ID Name
Third Column	Phone
Fourth Column	Privilege Hire Date
Fifth Column	Address
Sixth Column	Dimission Date 👻
Seventh Column	
Eighth Column	-
	Accept

4	Preview				x
	File View Background				Ŧ
1	H 🗁 🗎 📑 🗛 🔖 🕄 🔇	/ 🔍 🔍 100% 🔻		👆 🔯 🗋 • 🖂 • 🚳 •	
		Employee I	ZK Information Repo	rt	
					_
	Emp ID	Name	Hire Date	Department	=
	Emp ID	Name James.L	Hire Date 01/01/1970	Department R&D	
	Emp ID 2 3	Name James.L Lily	Hire Date 01/01/1970 01/01/1970	Department R&D R&D	

• Transactions Report

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		ZK		
	Fro	Transactions Repor om 12/01/2014 To 01/04,	t /2015	
User ID	Full Name	Date/Time	Work Code	Record Type
2	James.L	12/26/2014 14:26		Normal
2	James.L	12/26/2014 14:28		Normal
2	James.L	01/04/2015 10:26		Normal
3	Lily	12/26/2014 14:26		Normal
3	Lily	12/26/2014 14:28		Normal
3	Lily	12/26/2014 14:28		Normal
5	Liby	01/04/2015 10:26		Normal
3	Liiy			
3				>

- (2) Click ▼ button and then select the employee's basic info item for the *First* to *Eighth Column* in the drop-down list.
- (3) After setting, click [Accept] button to confirm and save settings.
- (4) Click Employee Information icon to view the Employee Information Report.

Click Transactions Report icon to check the Transactions Report for the employee selected in *Step 2*.

• Daily Total Report

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						Dai From 12/0	y Tota 01/2014	al Rep 4 To 01	00rt 1/04/20	15			
			Use	r ID	Full Name	Regular Hours	OT Level1 Hours	OT Level2 Hours	Break Hours	Absent Hours	Total	Late	Early
			01/	01/20	15								
			2		James.L	0:00	0:00	0:00	0:00	9:00	0:00	0:00	0:00
			3		Lily	0:00	0:00	0:00	0:00	9:00	0:00	0:00	0:00
						0:00	0:00	0:00	0:00	18:00	0:00	0:00	0:00
			01/	02/20	15								
			2		James.L	0:00	0:00	0:00	0:00	9:00	0:00	0:00	0:00
			3		Lily	0:00	0:00	0:00	0:00	9:00	0:00	0:00	0:00 +
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• Time Card Report

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		ZK TimeCard Report									
				From 12/	/01/2014	To 01/04/2	2015				
		Department				R&D					
		Full Name	Jar	mes.L	Card N	lumber		0			
		User ID	Date	Timetable	Check In	Check-Out	Round In	Round Out	Working time		
		2	12/01/2014	Default(09:00- 18:00)							
		2	12/02/2014	Default(09:00- 18:00)							
		2	12/03/2014	Default(09:00- 18:00)							
		2	12/04/2014	Default(09:00- 18:00)							
		2	12/05/2014	Default(09:00- 18:00)							
		2	12/06/2014						-		
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• Total Time Card Report

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				ZK
			Total Time From 12/01/20	eCard Report 014 To 01/04/2015
	User ID	2	Full Name	James.L
	Code		Description	Total
	1		total	0:00
	2		work	0:00
	3		overtime1	0:00
	4		overtime2	0:00
	5		overtime3	0:00
	6		lateCome	0:00
	7		earlyOut	0:00
	8		absence	225:00
	9		break	0:00
4				•
Page 1 of 1	.			100% 😐 🕂

Click Daily Total icon to check the Daily Total Report for the employee selected in *Step 2*.

Click Time Card icon to check the Time Car Report for the employee selected in *Step 2*.

Click Total Time Card icon to check the Total Time Card Report for the employee selected in *Step 2*.

• Early Out / Late Arrival Report

Click Early Out/ Late Arrival icon to check the Early Out/ Late Arrival Report of the employee selected in *Step 2*.

Note: The system will calculate the attendance records according to the *Attendance Rule*. For the specific operation of *Attendance Rule setting*, please refer to <u>"6.1 Attendance Rule</u>".

•

Click Absence icon to check the Absence Report for the employee selected in *Step 2*.

Absence Report

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		Abse	nce Report	
		(
		From 12/01/	2014 16 01/04/201	5
Department			R&D	
Full Name	J	ames.L	Card Number	0
User ID	Date	Week		Timetable
2	12/01/2014	Monday	D	efault(09:00-18:00)
2	12/02/2014	Tuesday	D	efault(09:00-18:00)
2	12/03/2014	Wednesday	D	efault(09:00-18:00)
	12/04/2014	Thursday	D	efault(09:00-18:00)
2	12/05/2014	Friday	D	efault(09:00-18:00)
2				efault/00-00-18-00)
2 2 2	12/08/2014	Monday		cradid(05.00 10.00)
2 2 2 2	12/08/2014 12/09/2014	Monday Tuesday	D	efault(09:00-18:00)
2 2 2 2 2 2	12/08/2014 12/09/2014 12/10/2014	Monday Tuesday Wednesday	D D	efault(09:00-18:00) efault(09:00-18:00)

Employee Shift Report

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Employee Chiff Depost										
		Employee Sr	ип керо	rt						
		From 12/01/2014	To 01/04/	2015						
Department			R&D							
Department R&D										
Full Name		Junicale								
Full Name User ID	Date	Time Period/Exception	Start	End	Break Start	Break				
Full Name User ID 2	Date 12/01/2014	Time Period/Exception Default	Start 09:00	End 18:00	Break Start	Break				
Full Name User ID 2 2	Date 12/01/2014 12/02/2014	Time Period/Exception Default Default	Start 09:00 09:00	End 18:00 18:00	Break Start	Break				
Full Name User ID 2 2 2	Date 12/01/2014 12/02/2014 12/03/2014	Time Period/Exception Default Default Default	Start 09:00 09:00 09:00	End 18:00 18:00 18:00	Break Start	Break				
Full Name User ID 2 2 2 2 2 2 2 2 2 2 2	Date 12/01/2014 12/02/2014 12/03/2014 12/03/2014 12/04/2014	Time Period/Exception Default Default Default Default Default	Start 09:00 09:00 09:00 09:00 09:00	End 18:00 18:00 18:00 18:00	Break Start	Break				
Full Name User ID 2 2 2 2 2 2 2	Date 12/01/2014 12/02/2014 12/03/2014 12/04/2014 12/05/2014	Time Period/Exception Default Default Default Default Default Default Default	Start 09:00 09:00 09:00 09:00 09:00 09:00 09:00	End 18:00 18:00 18:00 18:00 18:00	Break Start	Break				
Full Name User ID 2 2 2 2 2 2 2 2 2 2	Date 12/01/2014 12/02/2014 12/03/2014 12/04/2014 12/05/2014 12/05/2014 12/06/2014	Time Period/Exception Default Default Default Default Default Default	Start 09:00 09:00 09:00 09:00 09:00 09:00	End 18:00 18:00 18:00 18:00 18:00	Break Start	Break				
Full Name User ID 2 2 2 2 2 2 2 2 2 2 2 2 2	Date 12/01/2014 12/02/2014 12/03/2014 12/04/2014 12/05/2014 12/05/2014 12/06/2014 12/07/2014	Time Period/Exception Default Default Default Default Default Default Default	Start 09:00 09:00 09:00 09:00 09:00 09:00 09:00	End 18:00 18:00 18:00 18:00 18:00	Break Start	Break				

Click Employee Shift icon to check the Employee Shift Report for the employee selected in *Step 2*.

• Exception Report

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			ZK				
		Exce	eption Re	eport			
		Erom 12/01	/2014 To	01/04/20	15		
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Departr	nent	R&D					_
Departr ^{User ID}	nent Full Name	R&D Date/Time	From	То	Exception	Exception Hours	_
Departr User ID 2	Full Name	R&D Date/Time 12/11/2014	From 08:00	To 18:00	Exception sick	Exception Hours 10:00	_
Departr User ID 2 3	Full Name James.L Lily	R&D Date/Time 12/11/2014 12/22/2014	From 08:00 08:00	To 18:00 18:00	Exception sick vacation	Exception Hours 10:00 10:00	
Departr User ID 2 3 3	Full Name James.L Lily	R&D Date/Time 12/11/2014 12/22/2014 12/23/2014	From 08:00 08:00 08:00	To 18:00 18:00	Exception sick vacation vacation	Exception Hours 10:00 10:00 10:00	
Departr User ID 2 3 3	Full Name James.L Lily Lily	R&D Date/Time 12/11/2014 12/22/2014 12/23/2014	From 08:00 08:00 08:00	To 18:00 18:00 18:00	Exception sick vacation vacation	Exception Hours 10:00 10:00 10:00	
Departr User ID 2 3 3	Hell Name James.L Lily Lily	Date/Time 12/11/2014 12/22/2014 12/23/2014	From 08:00 08:00 08:00	To 18:00 18:00 18:00	Exception sick vacation vacation	Exception Hours 10:00 10:00 10:00	

Hours Summary Report

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	ZK										
	Hours Summary Report From 12/01/2014 To 01/04/2015										
Departi	nent	R&D									
User ID	Full Name	Regular Hours	OT Level1 Hours	OT Level2 Hours	Break Hours	Absent Hours	Total	Late	Early		
2	James.L	0:00	0:00	0:00	0:00	207:00	0:00	0:00	9:00		
3	Lily	0:00	0:00	0:00	0:00	198:00	0:00	0:00	9:00		
Pa	y Period Totals	0:00	0:00	0:00	0:00	405:00	0:00	0:00	18:00		
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Page 1 of 1							100%	Θ	-0	÷	

• Time Card List Report

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					Zk	(Î
				Time	Card Li	ist Rei	oort					U
			(
			Fro	m 12/0	1/2014	To 01/	04/2015					
												-
Departn	nent	R&D										_
Full Name	James.L		Card Nu	ımber		0						
User ID	Date	Timetable	Regula r Hours	OT Level1 Hours	OT Level2 Hours	Break Hours	Absent Hours	Total	Late	Early	Total Exceptio Hours	n
2	12/01/2014	Default (09:00- 18:00)	0:00	0:00	0:00	0:00	9:00	0:00	0:00	0:00	0:00	
2	12/02/2014	Default (09:00- 18:00)	0:00	0:00	0:00	0:00	9:00	0:00	0:00	0:00	0:00	
2	12/03/2014	Default (09:00- 18:00)	0:00	0:00	0:00	0:00	9:00	0:00	0:00	0:00	0:00	
		Default	1		1	1	1	1	1			+
Page 1 of 5									100	% Θ —	Ū	٠

Click Exception icon to check the Exception Report for the employee selected in *Step 2*.

Tips: For the *Exception setting*, please refer to <u>"6.5 Exception Assign"</u>.

Click Hours Summary icon to check the Hours Summary Report for the employee selected in *Step 2*.

Calculate the sum of the Work, Absent, and Late Arrival/Early Out time in the time range preset in *Step1*.

Click Time Card List icon to check the Time Card List Report for the employee selected in *Step 2*.

Count and show the Regular Hours, OT Level 1, 2, 3 Hours, Early and Absent Hours, etc.

• Attendance Card Report

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	ZK									
				Atte	endance	Card Rep	ort			
				From 1	2/01/2014	4 To 01/04	/2015			l
	2	James.L								
	12/01/2014	12/02/2014	12/03/2014	12/04/2014	12/05/2014	12/06/2014	12/07/2014	12/08/2014	12/09/2014	12/10/2014
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday
	09:00-18:00	09:00-18:00	09:00-18:00	09:00-18:00	09:00-18:00			09:00-18:00	09:00-18:00	09:00-18:00
	12/11/2014	12/12/2014	12/13/2014	12/14/2014	12/15/2014	12/16/2014	12/17/2014	12/18/2014	12/19/2014	12/20/2014
	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	09:00-18:00	09:00-18:00			09:00-18:00	09:00-18:00	09:00-18:00	09:00-18:00	09:00-18:00	
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Click Attendance Card icon to check the Attendance Card Report for the employee selected in *Step 2*.

Show all attendance cards in the time range set in *Step 1*.

Daily Attendance Report



Click Daily Attendance icon to check the Daily Attendance Report.

Monthly Summary

ile View B	Background															-
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					Mor	othly 9	ZK	ent D	enort							
				(From	12/01,	/ 2014 T	o 01/0	4/2015							
User ID	2	Full Name	Jam	es.L				epartm	ent	F	18.D				,	
Date	Week	Timetable	In	Out	In	Out	Break	Late	Early	Work	Absent	0T1	OT2	OT3	Exception	Holida
12/01/2014	Monday	Default(09:00- 18:00)					0:00	0:00	0:00	0:00	9:00	0:00	0:00	0:00	0:00	0:00
12/02/2014	Tuesday	Default(09:00- 18:00)					0:00	0:00	0:00	0:00	9:00	0:00	0:00	0:00	0:00	0:00
12/03/2014	Wednesday	Default(09:00- 18:00)					0:00	0:00	0:00	0:00	9:00	0:00	0:00	0:00	0:00	0:00
12/04/2014	Thursday	Default(09:00- 18:00)					0:00	0:00	0:00	0:00	9:00	0:00	0:00	0:00	0:00	0:00
12/05/2014	Friday	Default(09:00- 18:00)					0:00	0:00	0:00	0:00	9:00	0:00	0:00	0:00	0:00	0:00
12/06/2014	Saturday						0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
12/07/2014	Sunday						0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
12/07/2011	Manday	Default(09:00-					0:00	0:00	0:00	0:00	9:00	0:00	0:00	0:00	0:00	0:00
12/08/2014	monuay	18:00)				1										
12/08/2014	monuay	T8:00) Dafault/00-00-							1				1			

Click Monthly Summary icon to check the Monthly Summary Report for the employee selected in Step 2.

• Flexible Schedule Report

Click Flexible Schedule icon to check the Flexible Schedule Report for the employee selected in *Step 2*.

Appendices

Appendix 1 Common Operations

1. Select Date

Take setting **Hire Date** in the **Add Employ** interface as example.



Hire Date	12/2	6/201	4		-	*			
Salary Mode			Friday	, Dec	ember	26, 20	14		
	4		< D	ecen	nber,	2014		. (+	
Terminal Zone		Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Privilege			1	2	3	4	5	6	Idress
		7	8	9	10	11	12	13	
		14	15	16	17	18	19	20	
Dassword	1	21	22	23	24	25	26	27	mhor
rassword		28	29	30	31	1	2	3	mber
FP Count	(4	5	6	7	8	9	10	unt

Hire Date	12/26/2014		- *		
Salary Mode Terminal Zone	4	Friday, Dec	ember 26, 201 2014	⊧4	
Privilege	Jan	Feb	Mar	Apr	ldres
	May	Jun	Jul	Aug	-
Password FP Count	Sep	Oct	Nov	Dec	mbei unt

Click the ◀/► button to forward or backward to select month; or double-click the Month Bar to view the Month Selection box, and click and select month as required.

Hire Date	12/26/2014	4 🔽	*				
Salary Mode	Friday, December 26, 2014 ◀ 2010-2019 ►						
Privilege	2009	2010	2011	2012	Idress		
	2013	2014	2015	2016			
FP Count (2017	2018	2019	2020	mper unt		
Hire Date	12/08/2	2010	• *				

When double-click the Year Bar, the *Year Selection* box will pop-up.

Click and select year as required.

After selecting, the date will be displayed in the **Hire Date** box.

2. Set Time

Take the *Check-In Time* setting in the **Add Timetable** interface as example.

ZK Time. Net 3.0 Syste	em HRM Attendance	Terminal Access Control	Reports	@ ‡ 0 ⊖ ⊟ ⊗
Rule	hift Schedule Exception	n Assian		
Timetable	+ Add 🗎 Save 🛇 Cance General Setting Rounding S	etting	Timetable Type	Require v
	R Check-In Time	00:00	Check-Out Time Color	00:00 ÷
	Check-In Start at Check-In End at Calculate As Late Arrival	ing 22:00 ¢ 02:00 ¢ 0 ¢ (Mins) 0 ¢ (Mins)	Check-Out Start at Check-Out End at Only consider firs Early Out	00:00 00:00 t and last Records a day 0 ↓ (Mins)
	Break	Start Time End Time	Management	
Records:1		é 🖬 🛊		Login User:admin

The program supports two kinds of method to set time:

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• Method 1

Manually input from the keyboard.

• Method 2

Hour setting

Check-In Time

00:00

09:00

Minute setting

Check-In Time

(1) Click and select *Hour* (The blue highlighting indicates selected.)

- (2) Select *Hour* via click *◄/* button to increase or decrease.
- (3) Click and select *Minute* (The blue highlighting indicates selected.)
- (4) Select *Minute* via click ◄/► button to increase or decrease.

3. Import

Take import employee as example:

If there is an existing file for the workforce or HR system, from other software or devices, you can import such information by using the Import function.

Employee Import Wizard	\otimes	
Select the type and name of the file to be imported.	1. Click [Import] button, the Employee Import Wizard	
File Type	window will pop-up.	
• MS Excel		
C Text File	File Type: Select the imported	filo
O CSV File	type, MS Excel, Text or CSV file.	inc
Source File		
	Source File: Click icon, and	
	Back Next Cancel select file in the pop-up windo)W.

Set column o	of the fields fro	m the	right table					
ïelds			Auto Fi	il Clea	r	Skip L	ine	1
Field Name	Excel Col		1	2	3	4	5	6
Emp ID	0	_	Emp ID	First Name	Last Name	Department		
First Name	0	- 1	1001	Α	Α	FAE		
ast Name	0	- 1	1002	В	В	FAE		
Department	0	- 1	1003	C	С	FAE		
Gender	0	- 1	1004	D	D	FAE		
Card Number	0	- 1	1005	E	E	FAE		
Hire Date	0	- 1	1006	F	F	FAE		
Email Address	0		1007	G	G	FAE		
Title	0		1008	Н	Н	FAE		
Birthday	0		1009	I	I	FAE		
Phone	0							
Address	0	Ŧ	4					

The data in the selected file will display on the right side of the window.

2. Click [Next] button to enter to the next interface

			Empl	oyee Import	Wizard					\otimes
Set column	of the fields fror	n the I	ight table							
Fields	·····		Auto Fil	Clea	ar J	Skip L	ine	1		
Field Name	Excel Col		1	2	3	4	5		6	
Emp ID	1		Emp ID	First Name	Last Name	Department				
First Name	2	- 11	1001	A	A	FAE				
Last Name	3		1002	В	В	FAE				
Department	4 0		1003	С	С	FAE				
Gender	0		1004	D	D	FAE				
Card Number	0		1005	E	E	FAE				
Hire Date	0		1006	F	F	FAE				
Email Address	0		1007	G	G	FAE				
Title	0		1008	Н	Н	FAE				
Birthday	0		1009	I	I	FAE				
Phone	0									
Address	0	$\overline{\mathbf{v}}$	4							Þ
						Back	St	art	C	ancel

Auto Fill: Click [Auto Fill] button, the program will automatically allocate the column No. starting from 1 for every filed in sequence.

Clear: Click [Clear] button to clear settings.



3. Set the field excel column No. according to the data in the selected file, as shown on the left side of the window.

For example: The *Emp ID* in the first column; the *First Name* in the second column; the *Last Name* and *Last Name* in the third and fourth column.

- 4. Click [Start] button to import data. After importing successfully, the information box will pop-up.
- 5. Click [OK] button to close the prompt box.

EXAMPLE:

	A	В	С	D	E
1	Emp ID	First Name	Last Name	Department	
2	1001	А	А	R&D	
3	1002	В	В	R&D	
4	1003	С	С	R&D	
5	1004	D	D	R&D	
6	1005	E	E	R&D	
7	1006	F	F	R&D	
8	1007	G	G	R&D	
9	1008	Н	Н	R&D	
10					
11					

Notes:

- (1) The importing file must have header.
- (2) The *Emp ID* is a mandatory field, while others are optional.

4. Export

Take exporting employee info as example:

ZK Tim	ne. <mark>Net</mark> 3.	0 System	HRM A	ttendance	Terminal	Access (Control	Reports) () 🍄 🏠	$\exists \square \otimes$
		5	20									
Compan	y Emp	oyee Pay O	Code									
Employee	, –	-	Add 🗎 Save	Delete	🕭 Import	Export	🖓 Bato	ch Update	•			
	-	*	Seneral Setting	Enroll EP	Others							
Qs		-ne	Jeneral Security	CIIOITE	oulleis							
Co	de Na	ime	Basic Info									
✓ 1	Тс	me.S										
✓ 2	Ja	mes.L	Status	\checkmark	Enable				Size(2	00*200)		
✓ 3	Lil	y	Emp ID	1			*				-	
✓ 4	Si	mon	First Name	То	me		•				_	
10	01 A.	A	Last Name	S							Ē	
1003	3			-	-							
1004	4 D.D		Department	FA	E	*			No ima	age data		
1005	5 E.E		Hire Date	02	/11/2011	Ŧ	•					
1006	6 F.F		Salary Mode	Sa	lary	-						
1007	7 G.G		Terminal Zor	ne uc	7000 1 700	no P =						
1008	8 H.H		reminal 201	HC HC	, zone_A, zon	ie_s +						
1009	9 I.I		Privilege	Us	er	*		Email	Address			
			Password					Card N	lumber			
			FP Count	0				Face (Count	0		
Records:1	13				E .	Ê					Login User	admin

1. Tick () and select employee in the *Company Structure* list, multiple choices.

	Employee Export Wizard	\otimes
Select the t	ype and name of the file to be exported.	
File Type		
• MS Excel		
🔿 Text File		
O CSV File		
O PDF File		
Export File	D:\Record Data\Employee-12.xls)
	Back Next Canc	el

2. Click [Export] button, the Employee Export Wizard window will pop-up.

File Type: Select file type as required. It supports MS Excel, Text, CSV, and PDF file.

Export File: Click i icon, then select save path in the popup window and input the file name in the File Name bar. Click [Save] button to save settings.

Employee Export V	Vizard 🛞
Select the fields to be exported. Select all by default if r Fields Fields First Name Last Name Department Gender Gender Card Number Hire Date Email Address Title Birthday Phone Address	Date Format Time Format HH:mm:ss T
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- 3. After setting, click [Next] button to continue.
- 4. Tick () and select Fields; and set the *Date Format* and *Time Format* according to the actual condition.
- 5. After setting, click [Start] button to export data. The Information box will pop-up if the data is exported successfully.



6. Click [OK] button to close the prompt box.