

User Manual

WDMS

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English

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



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If there is any issue related to the product, please contact us.

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About the Company

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

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

About the Manual

This manual introduces the operations of WDMS software.

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

Document Conventions

Conventions used in this manual are listed below:

GUI Conventions

For Software	
Convention	Description
Bold font	Used to identify software interface names e.g. OK , Confirm , Cancel
>	Multi-level menus are separated by these brackets. For example, File > Create > Folder.

Symbols






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

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1. System Overview

As a middleware, WDMS allows you to deploy on kinds of servers and databases for devices and transactions management.

WDMS provides unified management to customers in terms of time management and operational safety. It helps the customers to continuously improve safety management by affording a simple and efficient platform that can manage all the time and security-related aspects at a single instance.

System Features

1. With a powerful data handling capacity, the system can manage the attendance data of 10,000 employees.
2. Supports multiple companies and organizational hierarchies with different permission levels.
3. Automatic user management makes the system simpler and more efficient.
4. The hierarchical management ensures user data security.
5. The real-time data processing system ensures data availability to the administrators at any time.
6. The MTD module records the health status of employees.

Server Hardware Configuration Requirements

- **CPU:** Frequency of more than 2.0 GHz
- **Memory:** 4 GB available or above
- **Hard Disk:** Available space of 100 GB and above. It is recommended to use an NTFS hard disk partition as the software installation directory. (An NTFS hard disk partition provides better performance and higher security)

Software Requirements

- **Supported Operating Systems:** (64-bits) Windows 7/8/8.1/10, Windows Server 2008/2008 R2/2012/2012 R2/2016/2019.
- **Supported Databases:** PostgreSQL(Default), MSSQL Server2005/2008/2012/2014/2016/2017, Oracle 10g/11g/12c/19c, MySQL 5.0/5.6/5.7.
- **Supported Mainstream Browsers:** IE 11+, Google Chrome 33+, and Firefox 27+.

System Modules

The system mainly consists of the following functional modules:

- **Personnel Module:** The Personnel Module sets the Company, Department, Position, and Area of the employees. Here, employee details are added to the system and the employees will be allocated different departments as per the organization.
- **Device Module:** The Device Module sets the communication parameters to connect the devices. The communication with the devices will be successful only after the communication parameters are set properly, including the settings in both the system and devices. Once the communication is successful, you can view information about connected devices and perform operations such as remote monitoring, upload, and download.
- **MTD Module:** The MTD Module detects the body temperature and whether the personnel is wearing a mask or not. It generates statistical reports about masks and temperature. If the person has a higher body temperature or does not wear a mask, an email notification will be sent to the person himself, the system superuser, and the system user who has permission to access the department to which the personnel belongs.
- **System Module:** The System Module assigns System Users and configures their roles. It sets the system parameters and manages the system operation logs.

2. Basic System Usage Procedure

Follow the below procedure for a smoother interface experience. It takes Superuser as an example. Different users have different access rights, so the procedure changes for each role.

Step 1: Create a Superuser and login to the system with the created user account.

Step 2: Create user accounts and roles for the users using the system (such as Company Management Personnel, Registrars, and Attendance Administrators).

Step 3: Set the common system information such as System parameters, Announcements, and Alerts.

Step 4: Set the organization architecture according to the company's structure and set the corresponding position details.

Step 5: Enter the employee information.

Step 6: Set the regional structure of the company. Add T&A devices for the system and configure the devices.

Step 7: Export attendance transaction to the third-party software for further calculation.

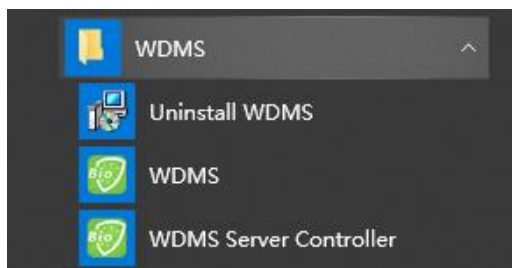
3. System Management

3.1 Login

1. Once the program is installed on the system, double-click the program icon on the desktop to open the system login interface. Other systems can access the application through the network.
2. Open the browser, enter the Server IP Address and the Port number in the address bar. Click **Enter** to login.



3. To use the system on a Server, select **Program > WDMS > WDMS Server Controller** and start the service. Then, double-click the shortcut icon of the WDMS Home Page on the desktop. The system login interface pops up.

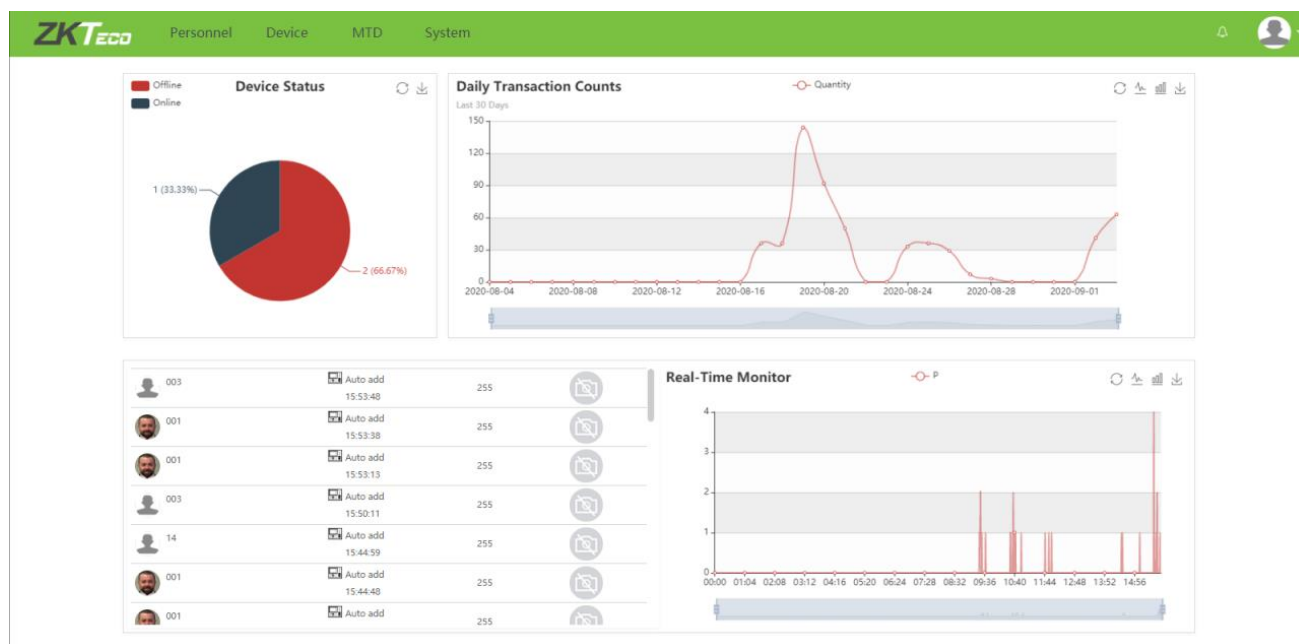


Note: In Windows 7/Vista, right-click **WDMS Server Controller** and select **Run as administrator** from the shortcut menu.

4. When the user logs in to the system, authentication is required to guarantee the system security. A superuser account (with all operational permissions) needs to be created for a user who is using the system for the first time.


The superuser can assign employees (such as Company Management Personnel, Registrars, and Statistics Clerks) as new users and they can configure the corresponding user roles. For detailed operation, please refer to [6.1.2 "User Management"](#).

5. After the user logs in, the system displays the dashboard as shown in the below figure.




On the Dashboard, the user can see four modules namely Personnel, Device, MTD, and System. Click the related module to perform the related functionalities.

3.2 Logout

Click the **User Profile** button  on the top-right of the interface, select Logout, and click **Confirm** to log out from the application.

After logging out, stop the service in WDMS Server Controller and quit the service counter.

3.3 Change Password

A Superuser or new users can change their passwords to guarantee a safe system operation. Click the **User Profile** button  on the top-right and select **Password**. Enter the old password, new password, and confirm the new password. Click **Confirm** to change the password.

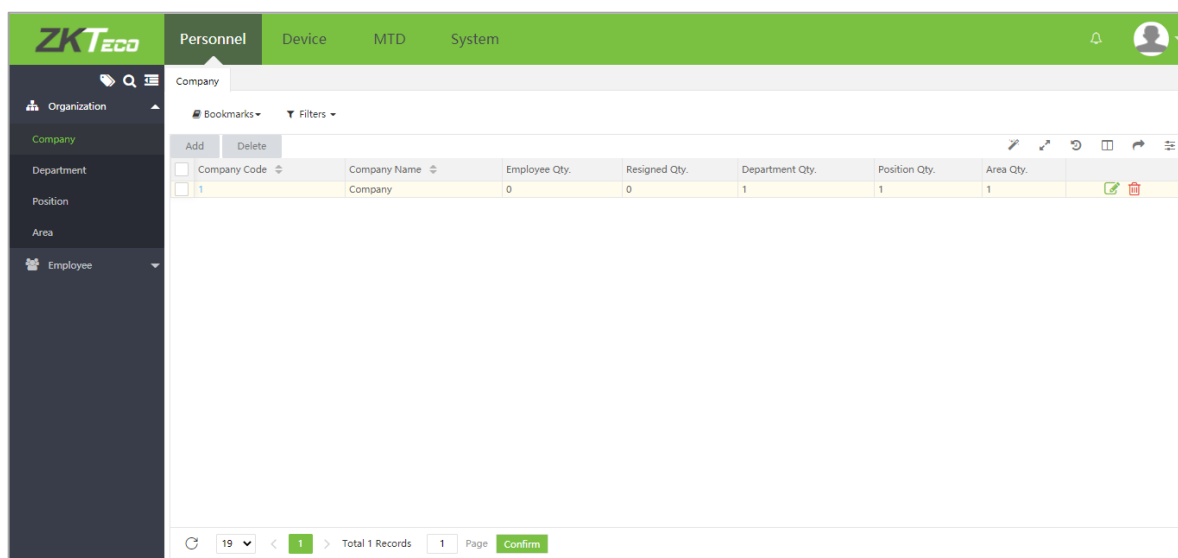
The screenshot shows a 'Password' dialog box with three input fields: 'Original Password*', 'Password*', and 'Password (again)*'. Below the fields is a notice: '*Notice Password must be 8 to 16 characters, and contain at least 2 of the following types: numbers, letters and special characters.' At the bottom right are 'Confirm' and 'Cancel' buttons.

4. Personnel Management

The Personnel management module allows you to set the main architecture of the company. It includes adding employees to the system, allocating employees to departments maintaining the employees, and so on.

4.1 Company Management

Select **[Personnel] > [Company]** to view the Company management interface, as shown in the figure below.



Before adding the employees, set the organizational structure of the company. When the module is used for the first time, a level 1 company with the company name as "Company" and Company Code as "1" will be created as a default.

Note: This Company can be edited (modified) but cannot be deleted.

4.1.1 Add a Company

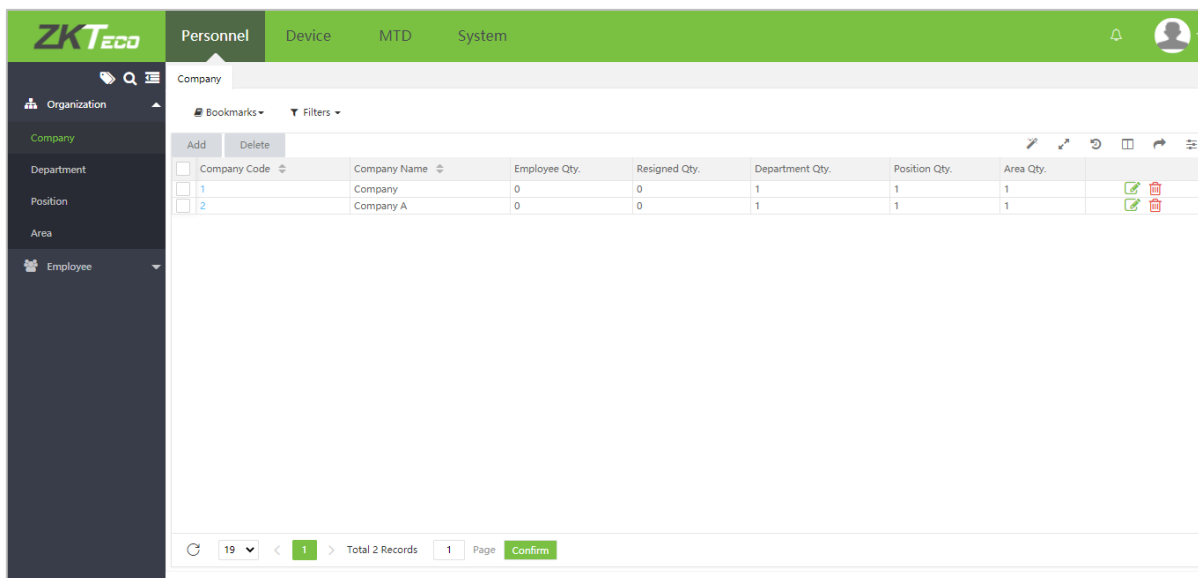
1. Select **[Personnel] > [Company] > [Add]** to add a new Company, as shown in the figure below.

Set the parameters as shown below:

Company Code: Enter a unique Company code maximum of 50 digits.


Company Name: Enter the corresponding Company Name maximum of 100 characters.

2. After entering the required details, click **[Confirm]** to save the new Company.




A Level 1 Department/Position/Area with Department/Position/Area name as "Department"/"Position"/"Area" and Department/Position/Area Code as "1" will be created as a default for the newly added company.

4.1.2 Edit a Company

If you want to change the organization's structure, you can modify the Company Name and Company Code. Click the **Company Code** of the Company to be modified or, click  icon in the same row of the Company to be modified. After modifications, click **[Confirm]** to save the modified Company information.

4.1.3 Delete a Company

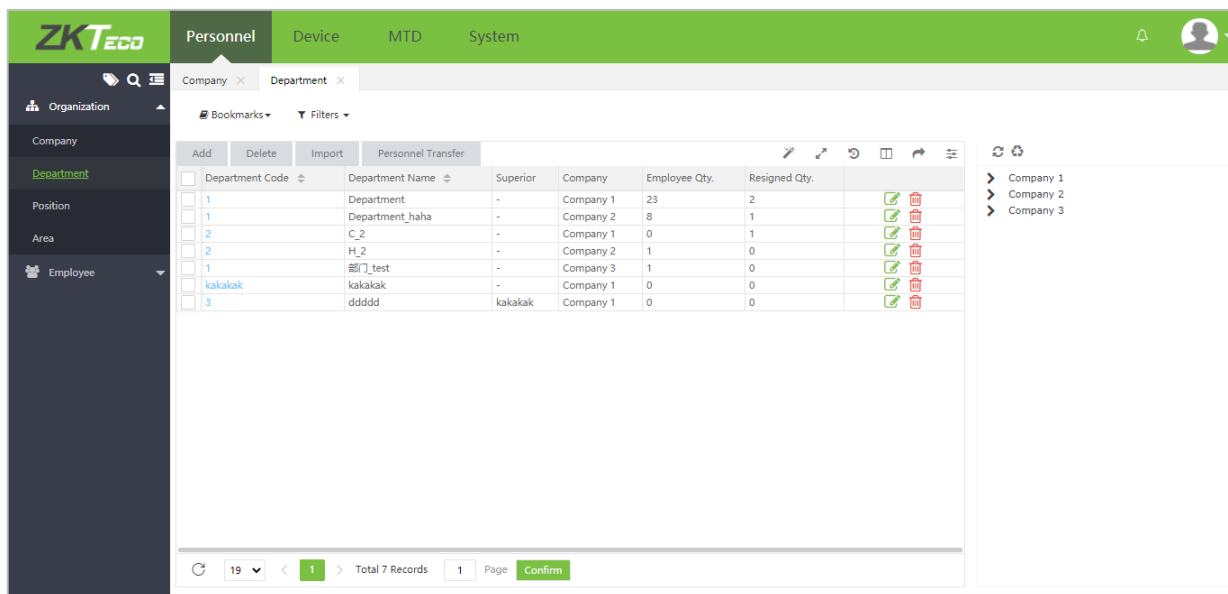
Select the Company to be deleted and click **[Delete]** on the upper left of the Company list. Or directly click  in the same row of the Company to be deleted. Click **[Confirm]** to delete the Company.

Note:

- Deleting or modifying a Company causes the employees belonging to the particular Company to belong to none of the Companies.
- If deletion or modification is indeed required, transfer the personnel in the particular Company to another Company and then delete the Company.
- That is, the Company which is currently being used cannot be deleted.

4.2 Department Management

- Select **[Personnel] > [Department]** to view the Department management interface, as shown in the figure below.



- Before adding the employees, set the organizational structure of the department. When the module is used for the first time, a level 1 department with department name as "Department" and Department Code as "1" will be created as a default.

Note: This Department can be edited (modified) but cannot be deleted.

4.2.1 Add a Department

1. Select **[Personnel] > [Department] > [Add]** to add a new Department, as shown in the figure below.

Add

Company*

Department Code*

2



Department Name*

Superior

Confirm


Cancel

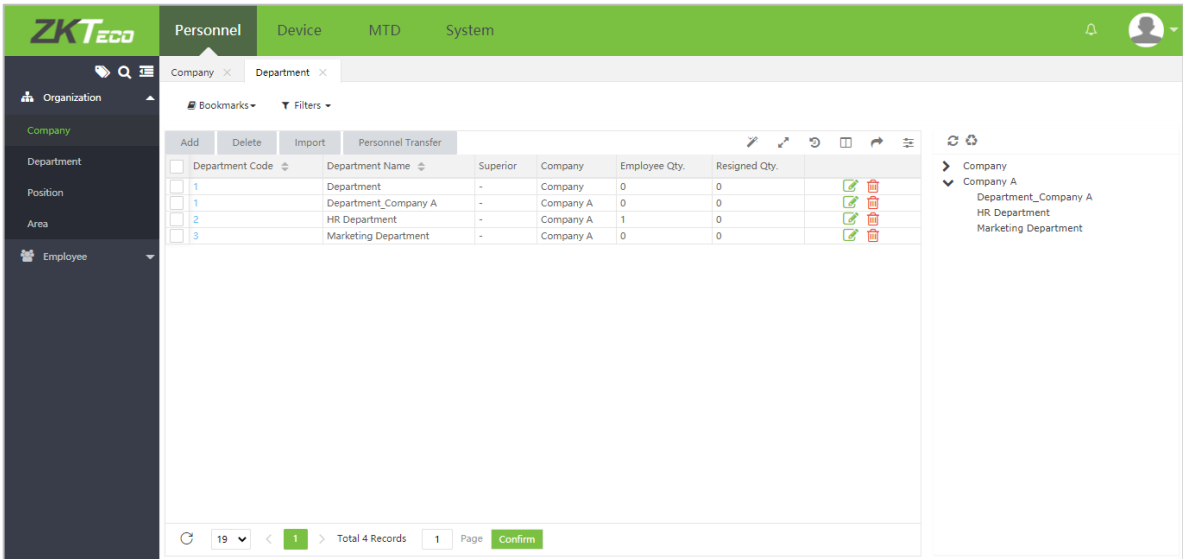
Set the parameters as shown below:

- **Company:** Click  and select the Company to which the department belongs.
- **Department Code:** Enter a unique Department code maximum of 50 digits.
- **Department Name:** Enter the corresponding Department Name maximum of 100 characters.
- **Superior:** Click  and select a superior Department of this Department from the drop-down list.



Note:


- The department codes and department names of two positions in different companies can be the same.
 - The department codes of two departments in the same company cannot be the same, and the department names can be the same.
2. After entering the required details, click [**Confirm**] to save the new Department. Click  to refresh the Department tree.



Department Code	Department Name	Superior	Company	Employee Qty.	Resigned Qty.
1	Department	-	Company	0	0
1	Department_Company A	-	Company A	0	0
2	HR Department	-	Company A	1	0
3	Marketing Department	-	Company A	0	0




Notes:


- The user can click [**Import**] to import the Department information to another software or system. For detailed operation, please refer to "[Import](#)" in Appendix 1.
- The user can click  to export the Department data locally. For detailed operation, please refer to "[Export](#)" in Appendix 1.

4.2.2 Edit a Department

If you want to change the organization's structure, you can modify the Department Name, Department Code, and the Superior Department. Click the **Department Code** of the Department to

be modified or, click  icon in the same row of the Department to be modified. After modifications, click **[Confirm]** to save the modified Department information.

4.2.3 Delete a Department

- Select the Department to be deleted and click **[Delete]** on the upper left of the Department list. Or directly click  in the same row of the Department to be deleted. Click **[Confirm]** to delete the Department.

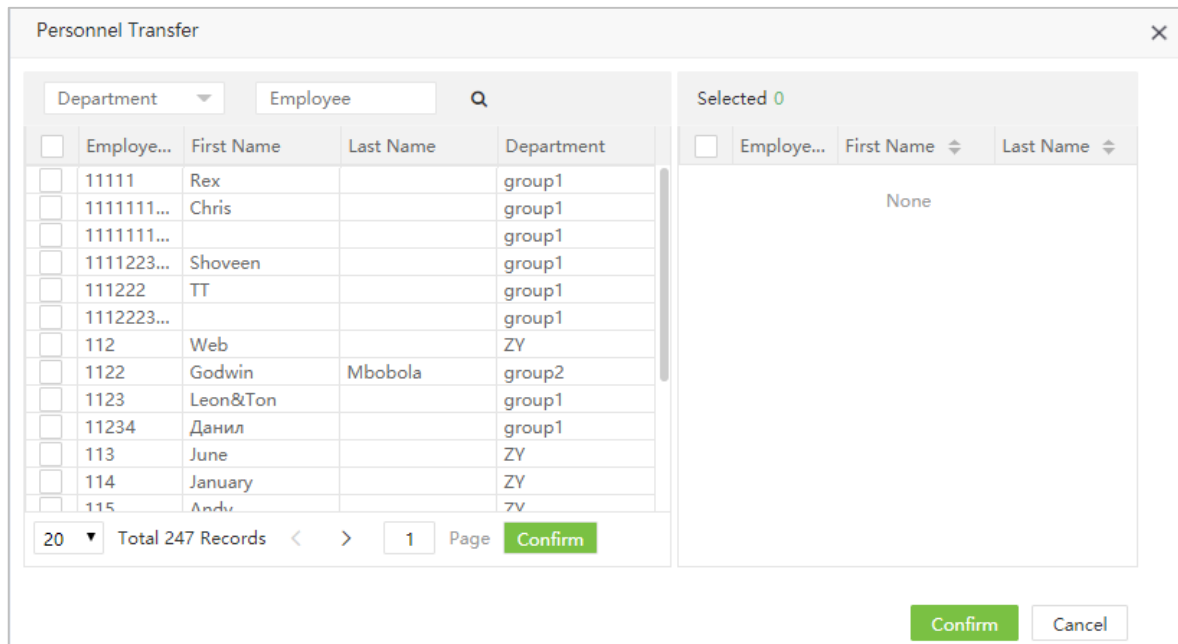
Note:

- Deleting or modifying a Department causes the employees belonging to the particular Department to belong to none of the Departments.
- If deletion or modification is indeed required, transfer the personnel in the particular Department to other Departments, and then delete the Department.
- That is, the Department which is currently being used cannot be deleted.

4.2.4 Personnel Transfer

The user can adjust employees to the selected Department in batches. The steps are given below:

- Select **[Personnel]** > **[Department]**. Select the corresponding Department and click **[Personnel Transfer]**.



The dialog box titled "Personnel Transfer" contains a table of employees and a selection area on the right.

Employee...	First Name	Last Name	Department
<input type="checkbox"/> 11111	Rex		group1
<input type="checkbox"/> 1111111...	Chris		group1
<input type="checkbox"/> 1111111...			group1
<input type="checkbox"/> 1111223...	Shoveen		group1
<input type="checkbox"/> 111222	TT		group1
<input type="checkbox"/> 1112223...			group1
<input type="checkbox"/> 112	Web		ZY
<input type="checkbox"/> 1122	Godwin	Mbobola	group2
<input type="checkbox"/> 1123	Leon&Ton		group1
<input type="checkbox"/> 11234	Данил		group1
<input type="checkbox"/> 113	June		ZY
<input type="checkbox"/> 114	January		ZY
<input type="checkbox"/> 115	Andy		ZV

Selected 0

Employee...	First Name	Last Name
None		

20 Total 247 Records 1 Page **Confirm**

Confirm Cancel

- In the employee's list, select the employee(s) whom you want to adjust to the selected Department in batches (The user can search employees by Department, Name, or Employee ID).
- Select the Employee and click **[Confirm]**. The Departments of the selected employee will be changed.

Personnel Transfer

Department Employee

<input type="checkbox"/>	Employee...	First Name	Last Name	Department
<input checked="" type="checkbox"/>	11111	Rex		group1
<input checked="" type="checkbox"/>	1111111...	Chris		group1
<input type="checkbox"/>	1111111...			group1
<input type="checkbox"/>	1111223...	Shoveen		group1
<input type="checkbox"/>	111222	TT		group1
<input type="checkbox"/>	1112223...			group1
<input type="checkbox"/>	112	Web		ZY
<input type="checkbox"/>	1122	Godwin	Mbobola	group2
<input type="checkbox"/>	1123	Leon&Ton		group1
<input type="checkbox"/>	11234	Данил		group1
<input type="checkbox"/>	113	June		ZY
<input type="checkbox"/>	114	January		ZY
<input type="checkbox"/>	115	Andv		ZY

20 Total 247 Records < > 2 Page

Selected 2

<input checked="" type="checkbox"/>	Employee...	First Name	Last Name
<input checked="" type="checkbox"/>	11111	Rex	
<input checked="" type="checkbox"/>	1111111...	Chris	

4.3 Position Management

It is necessary to add the position details while adding the employee details.

- Select **[Personnel]** > **[Position]** to view the Position interface, as shown in the figure below.

ZKTECO Personnel Device MTD System

Company Position

Organization

Company

Department

Position

Area

Employee

Bookmarks Filters

Add Delete Import Personnel Transfer

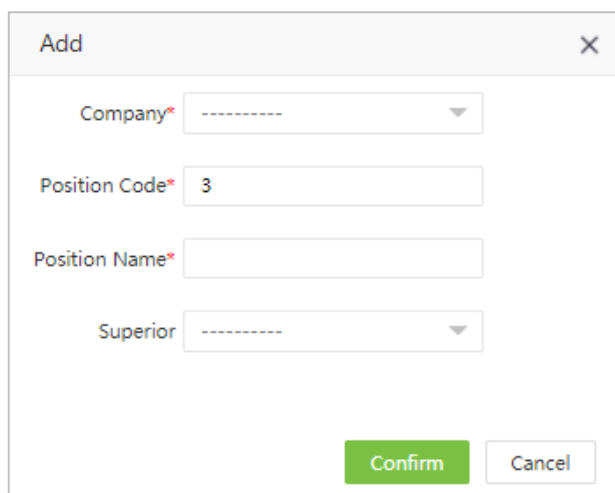
<input type="checkbox"/>	Position Code	Position Name	Superior	Company	Employee Qty.	Resigned Qty.	
<input type="checkbox"/>	1	Position	-	Company	0	0	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/>	1	Position_Company A	-	Company A	0	0	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/>	2	Product Manager	-	Company A	1	0	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

19 < 1 > Total 3 Records 1 Page



Company A
Position_Company A
Product Manager

4.3.1 Add a Position

- Select **[Personnel]** > **[Position]** > **[Add]** to add a new position.



Set the parameters as shown below:

- **Company:** Click  and select the Company to which the position belongs.
 - **Position Code:** Enter a unique Position Code.
 - **Position Name:** Enter the Position Name.
 - **Superior:** Click  and select a superior Position of this Position from the drop-down list.
2. After entering the required details, click **[Confirm]** to save the new position.

Notes:


- The position codes and position names of two departments in different companies can be the same.
- The position codes of two positions in the same company cannot be the same, but the position names can be the same.

4.3.2 Edit a Position

If the user wants to edit the position details, click the Position or  icon in the same row of the position to be edited.

After modifications, click **[Confirm]** to save the modified position details.

4.3.3 Delete a Position

Select the position to be deleted and click **[Delete]** on the upper left of the position list or click  icon in the same row of the position to be deleted. Click **[Confirm]** to delete the position.

4.3.4 Personnel Transfer

You can adjust the employee's positions in batches.

1. Select **[Personnel]** > **[Position]**. Select the corresponding position and click **[Personnel Transfer]**.

Personnel Transfer

Employee Q

<input type="checkbox"/>	Employee ID	First Name	Last Name	Department
<input type="checkbox"/>	1	Jenny	J	HR Department
<input type="checkbox"/>	2	Jane	Li	Marketing Department
<input type="checkbox"/>	3	Tim	Smith	HR Department
<input type="checkbox"/>	4	Karley	Ning	Marketing Department
<input type="checkbox"/>	5	Tina		HR Department

Selected 0

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

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

Confirm Cancel

2. In the employee's list, select the employees whom you want to change the position. (You can search employees by Name or Employee ID).
3. Select the employee(s) and click **[Confirm]**. The position of the selected employee will be changed.

Personnel Transfer

Employee Q

<input type="checkbox"/>	Employee ID	First Name	Last Name	Department
<input checked="" type="checkbox"/>	1	Jenny	J	HR Department
<input type="checkbox"/>	2	Jane	Li	Marketing Department...
<input type="checkbox"/>	3	Tim	Smith	HR Department
<input checked="" type="checkbox"/>	4	Karley	Ning	Marketing Departme...
<input type="checkbox"/>	5	Tina		HR Department

Selected 2


<input checked="" type="checkbox"/>	Employee ID	First Name	Last Name	Department
<input checked="" type="checkbox"/>	1	Jenny	J	HR Department
<input checked="" type="checkbox"/>	4	Karley	Ning	Marketing Departme...

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

Confirm Cancel



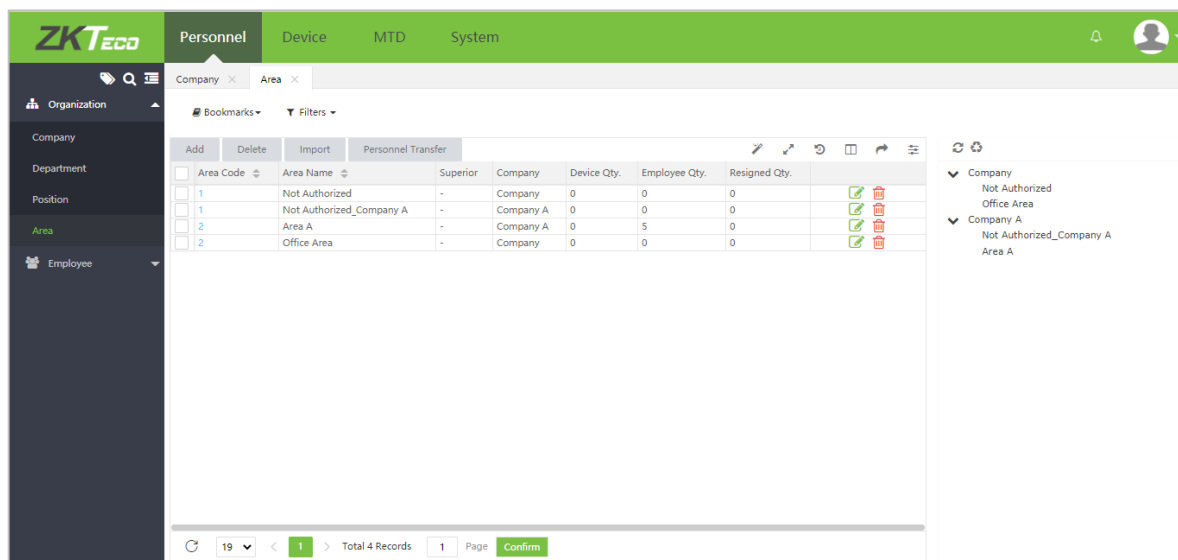
Notes:

- The user can click **[Import]** to import the position information in another software or system. For detailed operation, please refer to ["Import"](#) in Appendix 1.
- The user can click  to export the position data locally. For detailed operation, please refer to ["Export"](#) in Appendix 1.

4.4 Area Management

Area Management allows you to manage the employee's details in a device within the designated area. (One device can belong to only one area) The system will automatically send the employee's information to the devices in real-time.

- Select **[Personnel]** > **[Area]** to view the area settings.




The system will set a default area named **[Not Authorized]** whose area code is 1 for every Company.

4.4.1 Add an Area

1. Select **[Personnel]** > **[Area]** > **[Add]** to add a new area.

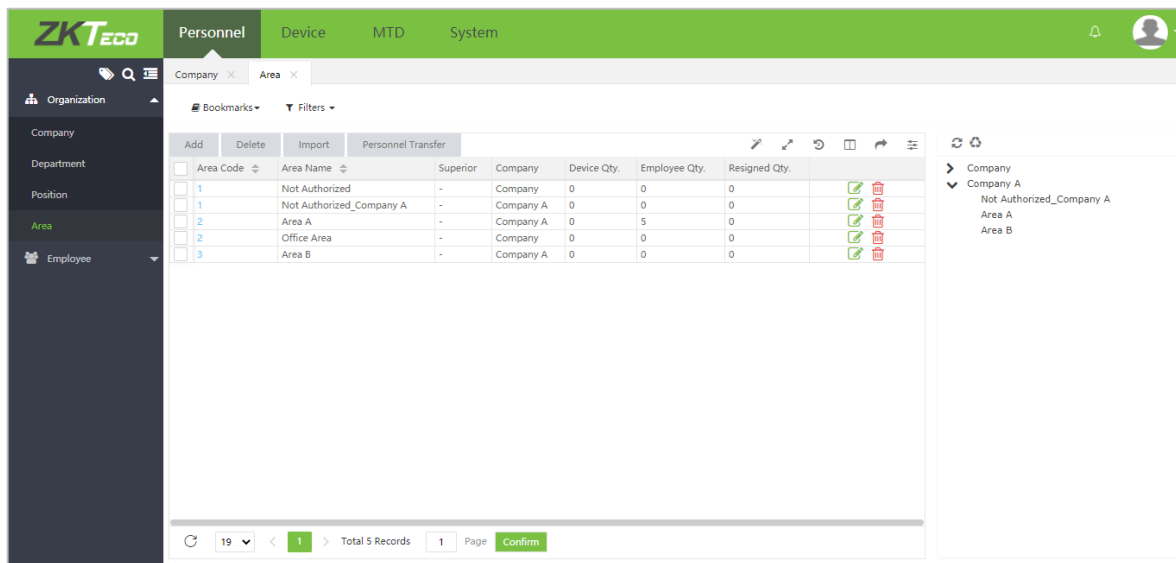
Set the parameters as shown below:

- **Company:** Click ☐ and select the Company to which the area belongs.
- **Area Code:** Enter a unique area code.

- **Area Name:** Enter an area name.
 - **Superior:** Click  and select a superior area of this area from the drop-down list.
2. After entering the required details, click **[Confirm]** to add the new area.

Notes:

- The area codes and area names of two areas in different companies can be the same.
- The area codes of two areas in the same company cannot be the same, but the area names can be the same.

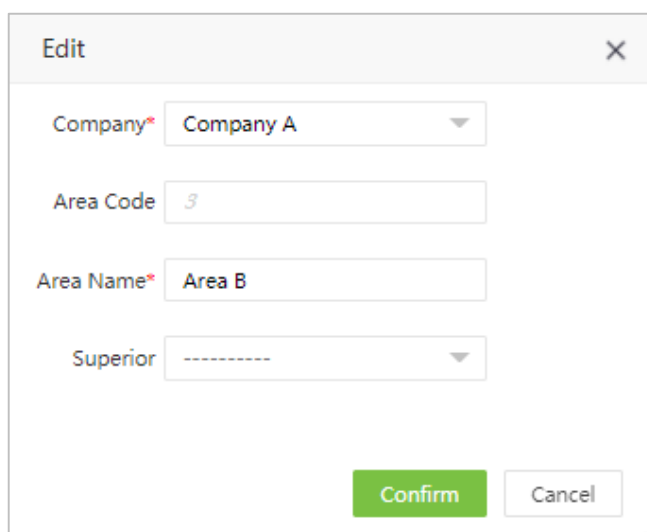


The screenshot shows the ZKTeco Personnel management interface. The top navigation bar includes 'Personnel', 'Device', 'MTD', and 'System'. The left sidebar shows 'Organization' with options for 'Company', 'Department', 'Position', 'Area', and 'Employee'. The main area displays a table of areas with columns: Area Code, Area Name, Superior, Company, Device Qty., Employee Qty., and Resigned Qty. There are also icons for adding, deleting, and importing areas. A right sidebar shows a tree view of the organization structure.

Area Code	Area Name	Superior	Company	Device Qty.	Employee Qty.	Resigned Qty.
1	Not Authorized	-	Company	0	0	0
1	Not Authorized_Company A	-	Company A	0	0	0
2	Area A	-	Company A	0	5	0
2	Office Area	-	Company	0	0	0
3	Area B	-	Company A	0	0	0

4.4.2 Edit an Area

1. In the area list, click an area code, or click  icon in the same row of the area to be edited.




The screenshot shows the 'Edit' dialog box for an area. It contains the following fields:

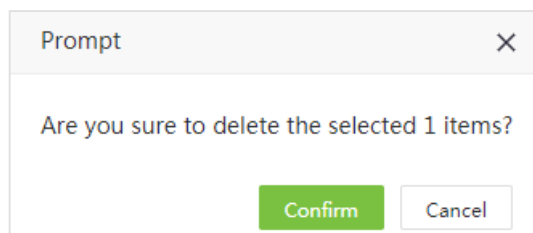
- Company***: A dropdown menu showing 'Company A'.
- Area Code**: A text input field containing '3'.
- Area Name***: A text input field containing 'Area B'.
- Superior**: A dropdown menu showing '-----'.

At the bottom right, there are two buttons: 'Confirm' and 'Cancel'.

2. After modifications, click **[Confirm]** to save the modified area.

4.4.3 Delete an Area

In the area list, select the area to be deleted and then click **[Delete]** on the upper of the area list or directly click  in the same row of the area to be deleted.



- Click **[Confirm]** to delete the selected area.

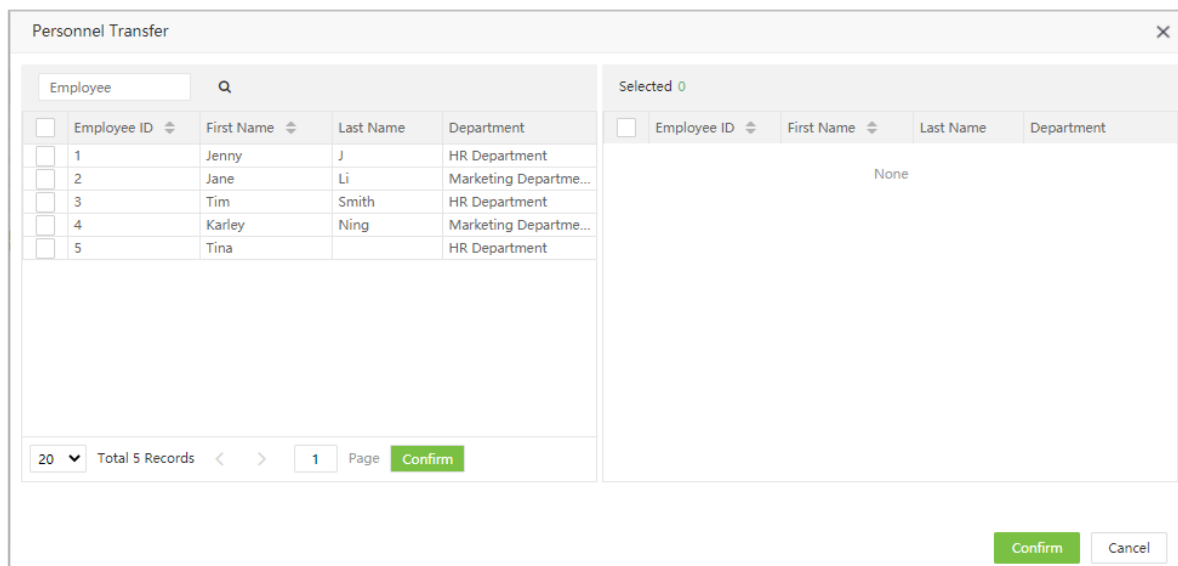
Notes:

- The default area cannot be deleted.
- Areas that are being currently used by employees or devices cannot be deleted.
- Areas with subordinates cannot be deleted.

4.4.4 Personnel Transfer

The user can adjust the area of employees in batches.

- Select **[Personnel]** > **[Area]**. Select the corresponding area and click **[Personnel Transfer]**.



Employee ID	First Name	Last Name	Department
1	Jenny	J	HR Department
2	Jane	Li	Marketing Departme...
3	Tim	Smith	HR Department
4	Karley	Ning	Marketing Departme...
5	Tina		HR Department

- In the employee's list, select the employees whom you want to change the area (The user can search employees by Department, Name, or Employee ID).
- Select the employee and click **[Confirm]**. The area of the selected employees will be changed.

Personnel Transfer

Employee

	Employee ID	First Name	Last Name	Department
<input type="checkbox"/>	1	Jenny	J	HR Department
<input type="checkbox"/>	2	Jane	Li	Marketing Departme...
<input checked="" type="checkbox"/>	3	Tim	Smith	HR Department
<input checked="" type="checkbox"/>	4	Karley	Ning	Marketing Departme...
<input type="checkbox"/>	5	Tina		HR Department

20
Total 5 Records
1
Page
Confirm


Selected 2

	Employee ID	First Name	Last Name	Department
<input checked="" type="checkbox"/>	3	Tim	Smith	HR Department
<input checked="" type="checkbox"/>	4	Karley	Ning	Marketing Departme...


Confirm
Cancel



Notes:

- The user can click **[Import]** to import the area information in another software or system. For detailed operation, please refer to ["Import"](#) in Appendix 1.
- The user can click  to export the position data locally. For detailed operation, please refer to ["Export"](#) in Appendix 1.

4.5 Employee Management

- In Employee management, you can add the employee details or import the employee information. For detailed operation, please refer to [Import](#) in Appendix 1.
- You can click  to export the personnel data locally. For detailed operation, please refer to "Export" in Appendix 1.

4.5.1 Add an Employee

- Select **[Personnel]** > **[Employee]** > **[Employee]** > **[Add]** to add an Employee.

Add

Profile

Company* Employee ID*

First Name Last Name

Department* Area*

Position

Employment Type Hired Date

Private Information **Device Access Setting**

SSN Local Name Gender

Passport NO. Automobile License Motorcycle License

Contact Tel Office Tel Mobile

National Religion City

Address Postcode Email

Confirm **Cancel**

Set the parameters as shown below:

Profile

- **Company:** Click ☐ and select the Company to which the employee belongs.
- **Employee ID:** Enter the Employee ID a maximum of 20 digits. The digits will be incremented automatically based on the system settings.
- **First Name:** Enter the Employee's first name.
- **Last Name:** Enter the Employee's last name.
- **Department:** Select the Employee's Department from the drop-down list. (If no Department has been set, only the default Department existing in the system can be chosen)
- **Position:** Select the position from the drop-down list.
- **Area:** Select an area from the drop-down list. (If no area has been set, only the default area existing in the system can be chosen)
- **Employment Type:** Select the employment type from the drop-down list. It can be set as Official, Temporary, and Probation. If Temporary or Probation is selected, then users can set the valid working period for the personnel.

Employment Type Hired Date

Effective Start Date* Effective End Date*

After the valid period, the personnel details will be deleted from the corresponding device(s).

- **Hired Date:** It is set to the current date by default.

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



- Click **[OK]** to save the profile details.

Note:

- While HTTPS is enabled, users can access the system with https address and enroll personnel photos with a USB camera or the inbuilt system camera.

Private Information

- Click **[Private Information]** to enter the employee's personal information.

Set the parameters as shown below:

- **SSN:** Enter the Social Security Number.
- **Local Name:** Enter the employee's local name.
- **Gender:** Select the Gender of the employee.
- **Passport No.:** Enter the employee's Passport number.
- **Automobile License:** Enter the employee's vehicle license number.
- **Motorcycle License:** Enter the employee's motorcycle license number.
- **Contact Tel:** Enter the Employee's Telephone number.
- **Office Tel:** Enter the employee's Office Telephone number.
- **Mobile:** Enter the employee's Mobile Phone number.
- **National:** Enter the employee's Nationality.
- **Religion:** Enter the employee's Religion.
- **City:** Enter the employee's City.
- **Address:** Enter the employee's Address.
- **Postcode:** Enter the employee's Postcode.
- **Email:** Enter the employee's Email Address.
- **Birthday:** Enter the employee's Date of Birth.

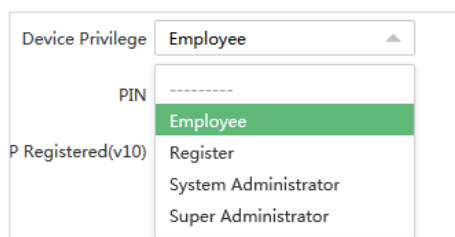
Device Access Setting

- Click [**Device Access Setting**] to add the device details.

The screenshot shows a web interface for 'Device Access Setting'. It features a tabbed interface with 'Private Information' and 'Device Access Setting'. The 'Device Access Setting' tab is selected. The form includes the following elements:

- Verify Mode:** A dropdown menu currently set to 'Any'.
- Device Privilege:** A dropdown menu currently set to 'Employee'.
- Card NO.:** A text input field.
- PIN:** A text input field.
- Enroll Device:** A text input field.
- FP Qty.:** A dropdown menu set to 'v10', followed by a text input field containing '0'.
- Enroll:** A button to initiate the enrollment process.
- Bio-Photo:** A placeholder for a biometric photo, showing a silhouette of a person's head and shoulders.


- **Verify Mode:** Select the verification mode when the employee checks-in/out for attendance.
- **Device Privilege:** Select the privilege of a user in the device from the following options.



These four device privileges are the default device privileges. Some devices only display "Employee" and "Super Administrator". Once the personnel device privilege is set as "Registrar", "System Administrator" or "Super Administrator", the person corresponds to all devices in the area, and the personnel with "Employee" privilege can only make verification on the device, and cannot open and operate the device menu. Only "Registrar", "System Administrator" or "Super Administrator" can open the device and operate the corresponding device menu.


- **Card NO.:** Enter the card number manually and assign the card numbers to employees to verify attendance.
- **PIN:** Set the employee's password. The black-and-white T&A devices support a password maximum of 5 digits. The color-screen T&A devices support passwords of 8 digits. Password digits exceeding the specified length are cut out by the system automatically. When the user needs to change the password, clear the old password in the text box and enter the new password.
- **Enroll Device:** Enroll the employee in the T&A device.
- **FP Qty.(v10):** Register the employee's fingerprints.
- **Bio-Photo:** Upload the bio photo of the employee.

4.5.2 Edit an Employee

1. In the employee's list, click the Employee ID or click  icon in the same row of the employee to be edited.

2. After modifications, click **Confirm** to save the modified details.

4.5.3 Delete an Employee

- Select the employee(s) and click **[Delete]** on the upper left of the employee's list or click  icon in the same row of the employee to be deleted.

- Click **[Confirm]** to delete the employee.

Note: When the user deletes an employee, the information of the employee in the database is also deleted.

4.5.4 Personnel Transfer

Personnel Transfer

This includes Department Transfer, Position Transfer, Area Transfer, and Pass Probation.

- In the employee's list select the employee(s) and click **[Personnel Transfer]** > **[Department**

Transfer] to adjust the department.

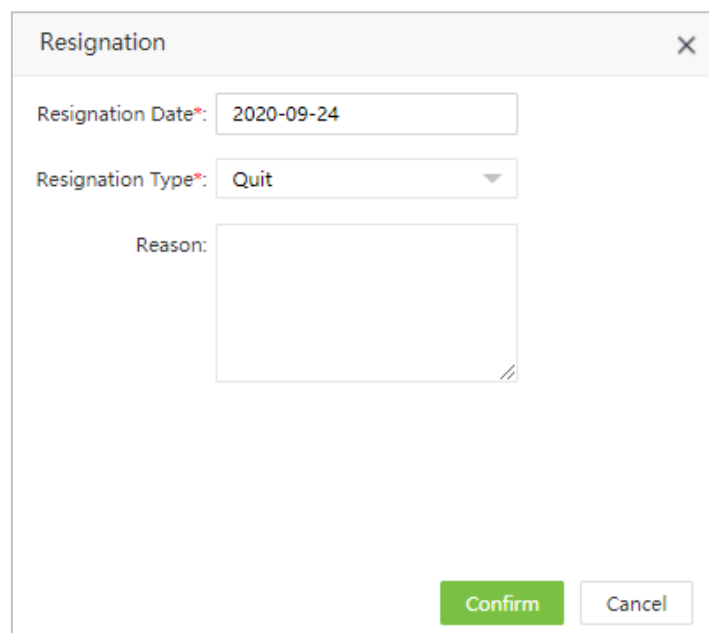
- In the Company drop-down list, select the Company to which the employee is to be moved.
- In the Department drop-down list, select the Department to which the employee is to be moved and enter the remarks.
- Click [**Confirm**] to save the details.

Note: The operation of Adjust Position, Adjust Area, and Pass probation are the same as the operation of Department adjustment.

Personnel Resignation

Personnel resignation includes resignation and disabling attendance.

1. In the employee's list, select the employee (s), and click [**Personnel Transfer**] > [**Resignation**] to add the resignation details.

A screenshot of a 'Resignation' form. The form has a title bar with 'Resignation' and a close button. It contains three fields: 'Resignation Date*' with the value '2020-09-24', 'Resignation Type*' with a dropdown menu showing 'Quit', and 'Reason:' with a large text area. At the bottom right, there are two buttons: 'Confirm' (green) and 'Cancel' (white).

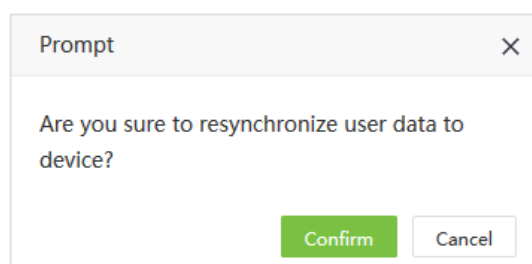
Enter the details as shown below:

- **Resignation Date:** Select the date of resignation.
 - **Resignation Type:** Select the resignation type. The types are Suspension, Dismissal, Resignation, Transfer, and Unpaid retention.
 - **Reason:** Enter the reason for resignation.
2. Click **[Confirm]** to save the resignation details.

4.5.5 Re-synchronize to Device

It synchronizes the employee details on the software to the devices in the corresponding area.

1. In the employee's list, select the employee(s) and click **[More] > [Re-synchronize to Device]** to synchronize the data.

A screenshot of a 'Prompt' dialog box. The dialog box has a title bar with 'Prompt' and a close button. It contains the text 'Are you sure to resynchronize user data to device?'. At the bottom right, there are two buttons: 'Confirm' (green) and 'Cancel' (white).

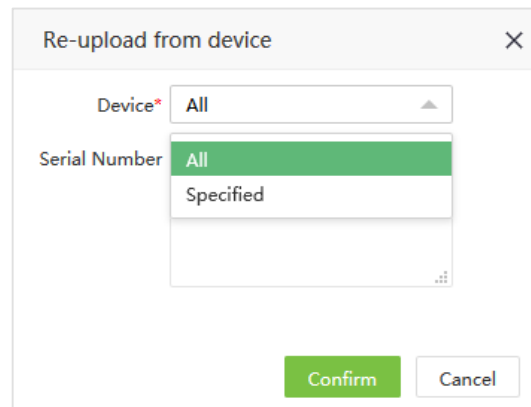
2. Click **[Confirm]**, to synchronize the employee data to the device.

4.5.6 Re-upload from Device

It re-uploads the employee's details from the device to the software.

1. In the employee's list, select the employee(s) and click **[More] > [Re-upload from Device]** to

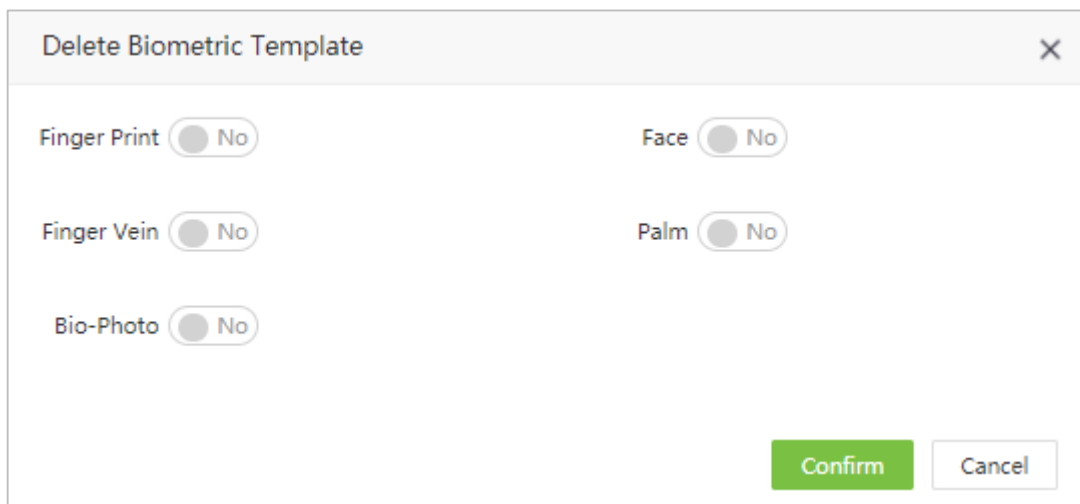
re-upload the employee details from the specified devices.



2. Click **[Confirm]** to re-upload the employee details from the device to the software.

4.5.7 Delete Biometric Template

- In the employee's list, select the employee(s) and click **[More]** > **[Delete Biometric Template]** to delete the biometric templates.



- Select the type of biometric template and click **[Confirm]**. The biometric template of the employee will be deleted from the device.

4.6 Personnel Resignation

4.6.1 Add a Resignation

1. Select **[Personnel]** > **[Employee]** > **[Resign]** > **[Add]** to add the employee's resignation details.

Add

Employee

<input type="checkbox"/>	Employee ID	First Name	Last Name	Department
<input type="checkbox"/>	1	Jenny	J	HR Department
<input type="checkbox"/>	2	Jane	Li	Marketing Departme...
<input type="checkbox"/>	3	Tim	Smith	HR Department
<input type="checkbox"/>	4	Karley	Ning	Marketing Departme...
<input type="checkbox"/>	5	Tina		HR Department
<input type="checkbox"/>	6	Nancy	Xie	Department

Selected 0

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

20 Total 6 Records < > 1 Page


Resign Date* 2020-09-24 Resign Type* Quit

Resign Reason

Enter the details as shown below:

- **Employee:** Select the employee to enter the resignation details. (You can filter the employees by Department, Name, or Employee ID).
 - **Resign Date:** Select the date of resignation.
 - **Resign Type:** Select the type of resignation. The types are Quit, Dismissed, Resign, Transfer, Retain Job Without Salary.
 - **Resign Reason:** Enter the reason for resignation.
2. After entering the details, click **[Confirm]** to save the details.

4.6.2 Delete Resignation

- Select the employee(s) to be deleted and click **[Delete]** on the upper left of the personnel list or click  in the same row of the employee to be deleted.

Prompt

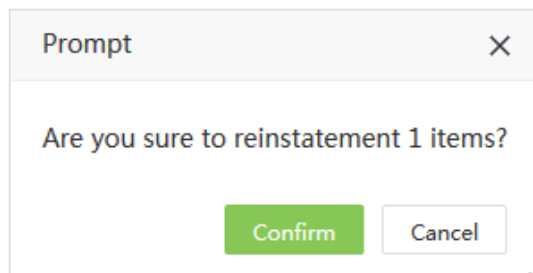
Are you sure to delete the selected 1 items?

- Click **[Confirm]** to delete the resignation details.

4.6.3 Reinstate

It restores a resigned employee from the resigned employee's list. The details of the employee will be deleted from the resigned employee's list.


1. In the resigned employee's list, select the employee whom you want to restore from resignation. Click **[Reinstate]** to restore the employee.



2. Click **[Confirm]** to reinstate the resigned employee.



Note:

- You can click **[Import]** to import the employee's resignation details in another software or system. For detailed operation, please refer to ["Import"](#) in Appendix 1.
- You can click  to export the employee's resignation details locally. For detailed operation, please refer to ["Export"](#) in Appendix 1.

5. Device Management

Device Management includes the installation of devices and setting the device parameters. It allows you to manage the connected devices from the system, thereby implementing virtual management. It also includes uploading the user attendance data, downloading the configuration information.

5.1 Device

Initially, communication parameters must be set to connect the devices. Once the communication is successful, you can view the information on the connected devices and perform operations such as remote monitoring, uploading, and downloading.

- Select **[Device]** > **[Device]** to view the Device Management interface. All the connected T&A devices are displayed in a list as shown in the below image.

Device Name	Serial Number	Area	Company Name	Device IP	State	Last Activity	User Qty	FP Qty	Face Qty	Palm Qty	Transaction Qty	Cmd
Auto add	CKV5202060017	2	Company	192.168.218.166	●	2020-10-23 13:38:42	7	3	3	0	87	0

The details of the interface are given below:

- **Device Name:** Displays the name of the device. For automatically connected devices, it will be displayed as Auto_add.
- **Serial Number:** Displays the Device Serial Number.
- **Area:** Displays the area in which the device is defined in the software.
- **Device IP:** Displays the IP address of the device.
- **Device Model:** Displays the model of the device.
- **Firmware/Push Version:** Firmware/push version of the device.
- **State:**
 - indicates that the device is connected
 - indicates that the device is not connected
 - indicates that the user needs to assign an area except for the default area to the device.
- **Last Activity:** Represents the last time the command was executed.
- **User Qty:** Displays the number of employees already registered on the device.
- **FP Qty:** Displays the number of Fingerprints registered.
- **Face Qty:** Displays the number of Faces registered.
- **Palm Qty:** Displays the number of Palms registered.
- **Transaction Qty:** Displays the total number of attendance records.
- **Last Sync:** Displays the time in which the system issued data to the device last time.

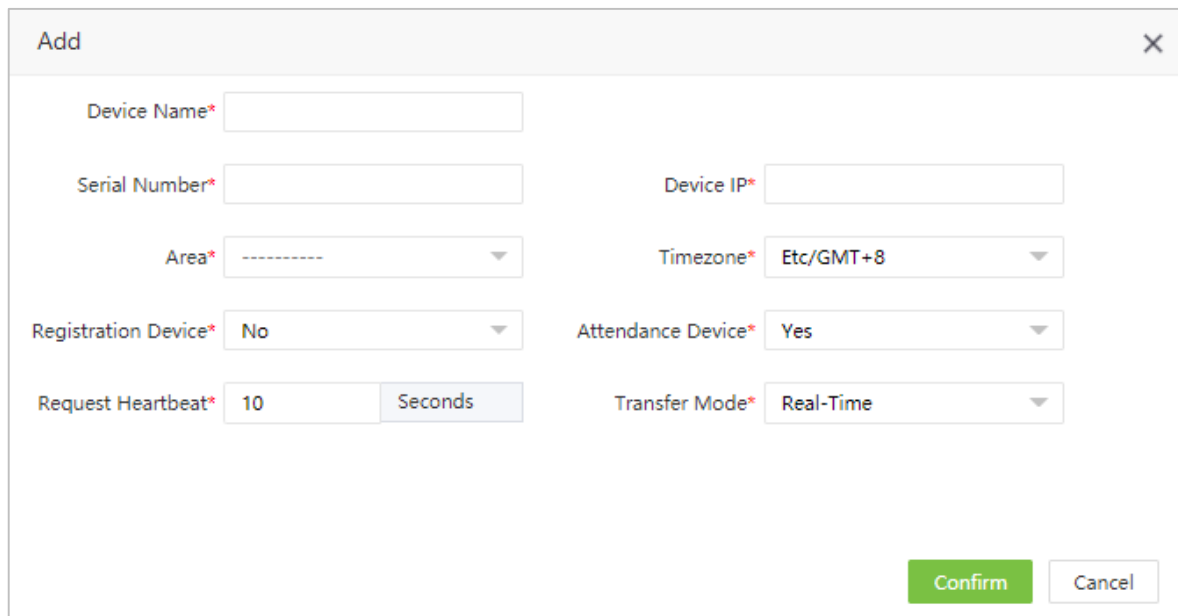
5.1.1 Add a T&A Device

There are two ways to add a T&A device: Manually adding a T&A device and automatically adding a

T&A device.

Manually Add a T&A Device

1. Select **[Device]** > **[Device]** > **[Add]** to add a device manually.



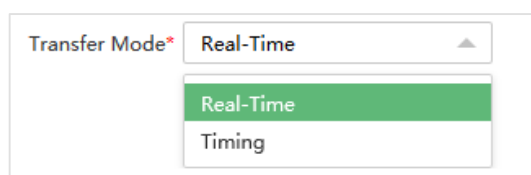
The 'Add' dialog box contains the following fields and options:

- Device Name* (text input)
- Serial Number* (text input)
- Device IP* (text input)
- Area* (dropdown menu)
- Timezone* (dropdown menu, currently set to 'Etc/GMT+8')
- Registration Device* (dropdown menu, currently set to 'No')
- Attendance Device* (dropdown menu, currently set to 'Yes')
- Request Heartbeat* (text input '10' and a unit dropdown 'Seconds')
- Transfer Mode* (dropdown menu, currently set to 'Real-Time')

Buttons: Confirm (green), Cancel (white).

Enter the details as shown below:

- **Device Name:** Enter the device name maximum of 50 characters.
- **Serial Number:** Enter the Serial number of the device.
- **Device IP:** Enter the IP Address of the device.
- **Area:** In the drop-down list, select the area to which the T&A device belongs.
- **Time Zone:** When a time zone is selected, the time on the T&A device will be automatically synchronized to the standard time in the particular time zone.
- **Registration Device:** Select whether the device is a registration device or not. If yes, then only the employees registered from the device will be uploaded to the software automatically.
- **Attendance Device:** Select whether the device is an attendance device or not.
- **Heartbeat Request:** Set the time for the device to automatically transmit the data to the system.
- **Transfer Mode:** Select the data transfer mode between software and devices. The Transfer mode can be real-time or at a specified time.



Transfer Mode* Real-Time

- Real-Time
- Timing

- Click **[Confirm]** to add the device.

Note: When an employee is added to a device, the employee information will be uploaded to the server automatically. It will be synchronized with other devices in the same area.

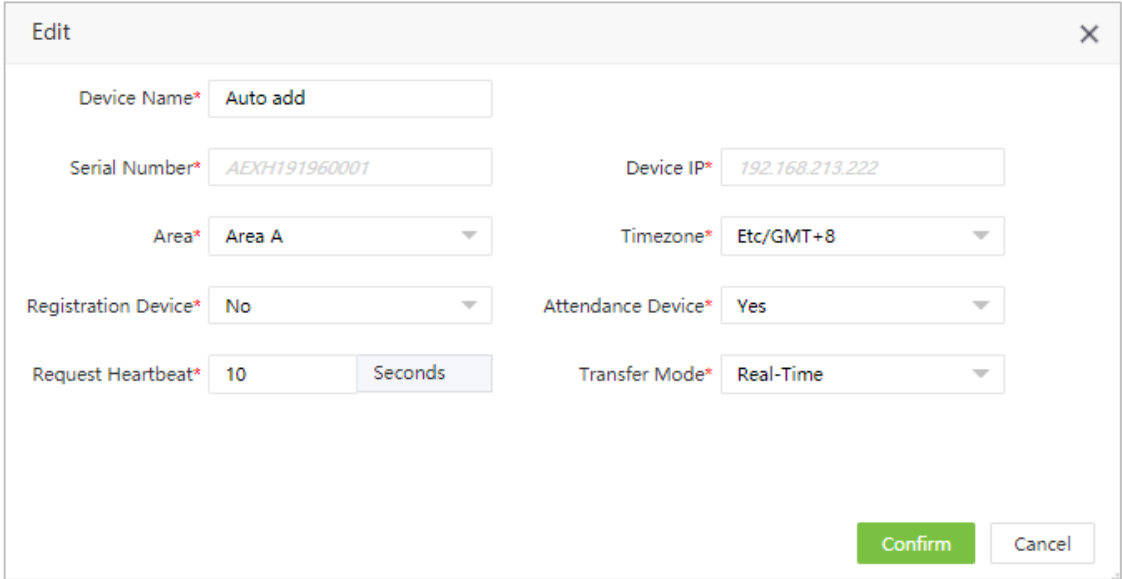
Automatically Add a T&A device

- It is unnecessary to manually add T&A devices of certain models. You can connect such devices to the system via HTTP by completing the settings on the devices. Once the devices are connected to the internet, the device list will display all the T&A devices. Please refer to the relevant user manuals for the detailed operating procedures.

Note: The devices added automatically must be assigned to custom areas to communicate with the software.

5.1.2 Edit a Device

- Click a device name or click  icon in the same row of the device to be edited.




The 'Edit' dialog box contains the following fields and controls:

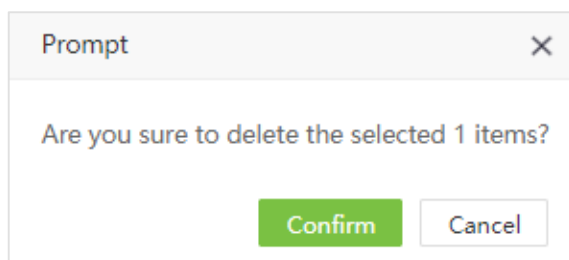
Device Name*	Auto add		
Serial Number*	AEXH191960001	Device IP*	192.168.213.222
Area*	Area A	Timezone*	Etc/GMT+8
Registration Device*	No	Attendance Device*	Yes
Request Heartbeat*	10	Seconds	Transfer Mode*
			Real-Time

Buttons: Confirm, Cancel

Note: Serial Number and Device IP are read-only. The device name must be unique.

5.1.3 Delete a Device

- Select the device and click **[Delete]** above the device list or click  in the same row of the device to be deleted.



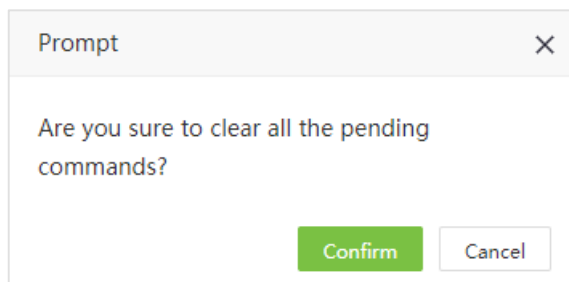
- Click **[Confirm]** to delete the selected device.

5.1.4 New Area

- Select [Device] > [Device] > [New Area] to create a new area. For detailed operation, please refer to [3.3.1 Add an Area](#).

5.1.5 Clear Pending Command

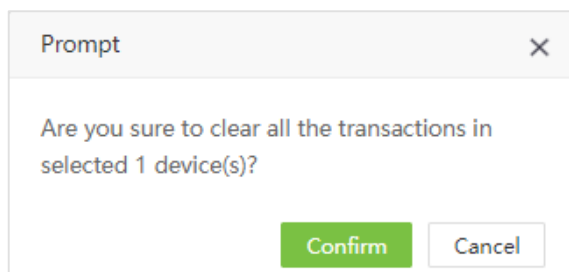
- Select the device and click **[Device Menu] > [Clear Pending Command]**. Click **[Confirm]** to clear all the pending commands.



5.1.6 Data Clean

Clear Attendance Data

- Select a device and click **[Data Clean] > [Clear Attendance Data]**.

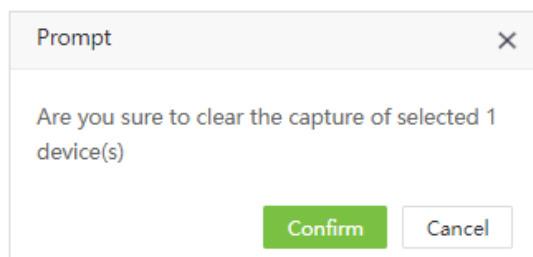


- Click **[Confirm]** to delete all transactions from the device.

Clear Capture Photo

- You can clear the attendance photos on a T&A device.

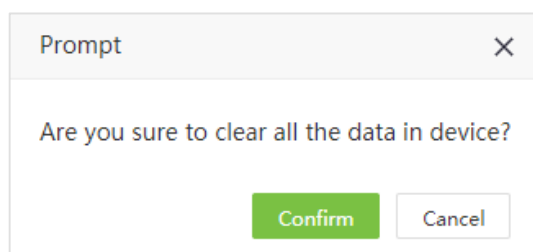
- Select a device and click **[Data Clean] > [Clear Capture Photo]**(It is mainly used to clear the attendance photos and the blacklisted photos):



- Click **[Confirm]** to delete the captured photos.

Clear All Data

- You can clear all the data on a T&A device.
- Select a device and click **[Data Clean] > [Clear All Data]**.

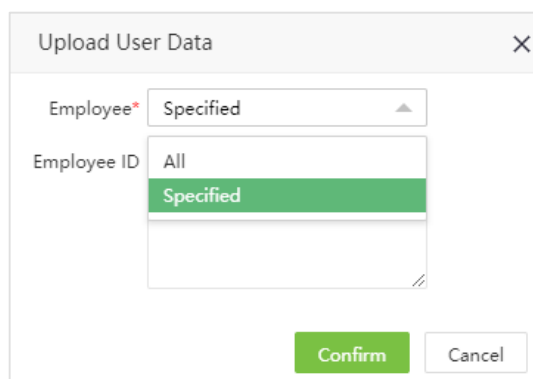


- Click [Confirm] to delete all the data.

5.1.7 Data Transfer

Upload User Data

- It is used to upload the user data from the device to the software.
- Select a device and click **[Data Transfer] > [Upload User Data]**.



- Here you can select to upload all or specified user data to the software.
- Click **[Confirm]** to upload the user data.

Note: You can upload the personal information on a T&A device to the server in batches by uploading it again. If time is out, uploading will be interrupted and you need to perform the upload operation again.

Upload Transaction

- You can upload the attendance transactions from the device to the software.
- Select a device and click **[Data Transfer] > [Upload Transaction]**.

- Here you can select to upload all transactions or set the start time and end time to upload the transactions within the specified time.
- Click **[Confirm]** to upload transactions.

Sync Data to Device

- Synchronize data from the server to all the devices. Generally, this operation needs to be performed only when the data in devices are inconsistent with those in the server due to Internet abnormalities or other conditions.
- In the device list, select the device to which data needs to be synchronized and click **[Data Transfer] > [Sync Data to Device]**. Select the data to synchronize.

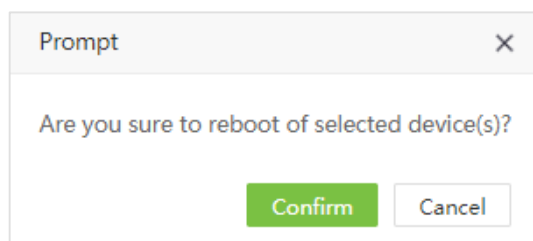
- Click **[Confirm]** to synchronize the data.

Note: Synchronizing the data to the devices will delete the existing data (excluding event records) in the devices and then the setting details will be re-downloaded. Ensure that the internet connection is smooth and there is no power failure while performing this operation.

5.1.8 Device Menu

Reboot

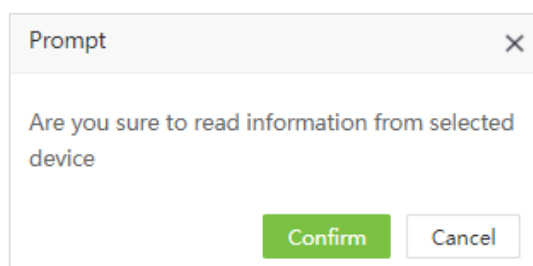
- Reboots a device through the system remotely.
- In the device list, select a device to reboot, and click **[Device Menu] > [Reboot]**.



- Click **[Confirm]** to reboot the device.

Read Information

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



- Select a device and click **[Device Menu] > [Read Information]** and click **[Confirm]** to download the information.

Enroll Remotely

This function is applicable when the device administrator is not available to operate the device and enroll the fingerprint.

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

A form titled "Enroll Remotely" with a close button (X) in the top right corner. It contains three input fields: "Bio Type*" with a dropdown menu showing "Fingerprint", "Employee ID*" with a text input field containing "1122", and "Finger*" with a dropdown menu showing "(Right Hand)Fore Finger". At the bottom, there are two buttons: a green "Confirm" button and a white "Cancel" button with a green border.

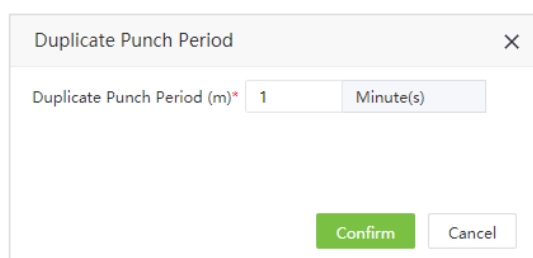
Enter the details as shown below:

- **Bio Type:** Select the biometric type. Currently, it supports fingerprint only.
 - **Employee ID:** Enter the Employee ID.
 - **Finger:** Select the corresponding finger which needs to be enrolled remotely.
2. Click **[Confirm]**. The software will issue a command to the device, and the device will open the fingerprint enrolling menu. The employee just needs to enroll in the fingerprint.



Duplicate Punch Period

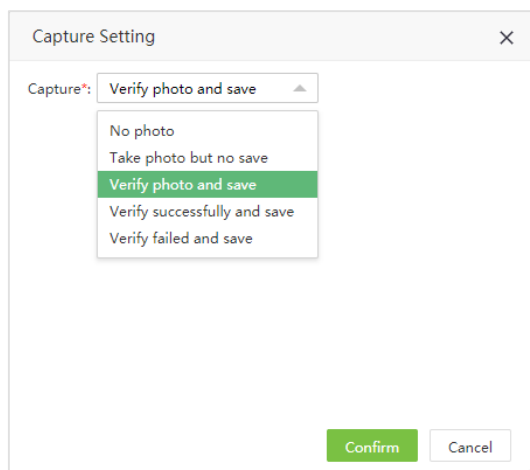
- Set the duplicate punch period on the device.
- Select a device and click **[Device Menu] > [Duplicate Punch Period]**.



- Click **[Confirm]** to save the duplicate punch period.

Capture Setting

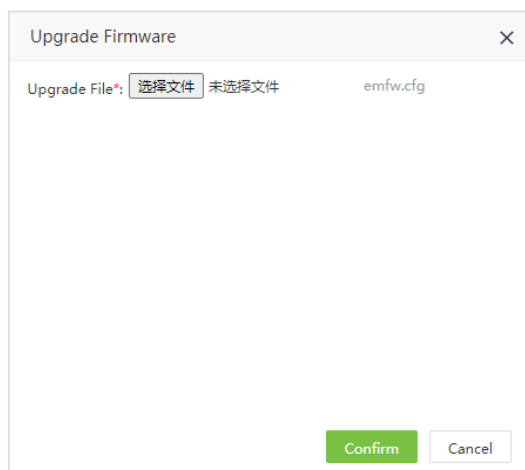
- Set the capture mode of attendance photos during verification.
- Select a device and click **[Device Menu] > [Capture Setting]** to set the capture mode.



- Click **[Confirm]** to set the capture mode.

Upgrade Firmware

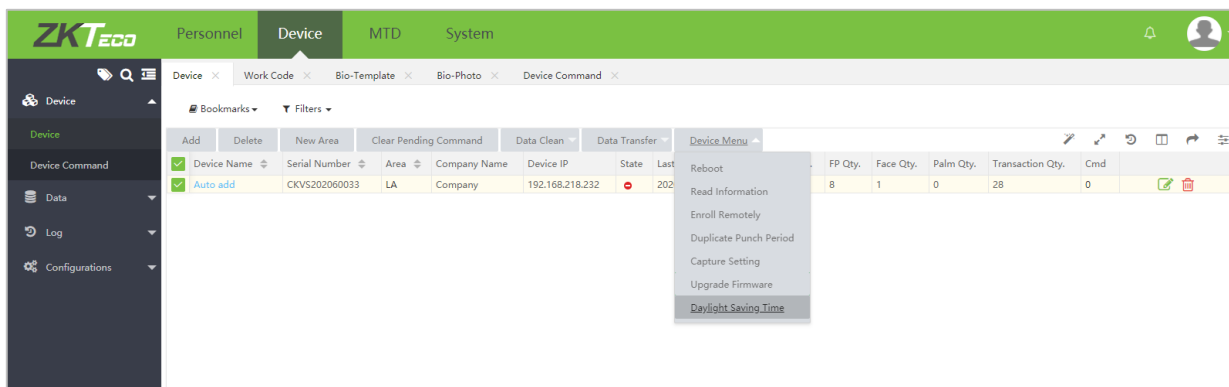
- Upgrades the firmware for the corresponding device.
- Select a device and click **[Device Menu] > [Upgrade Firmware]**.



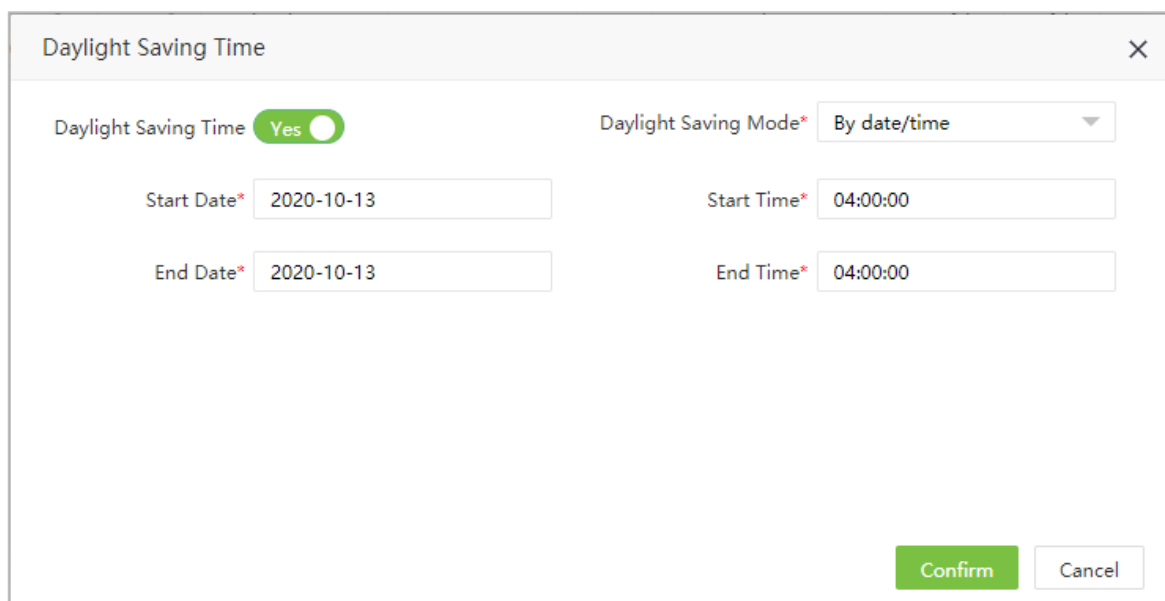
- Click **[Choose File]** to upload the corresponding firmware (emfw.cfg) file. Click **[Confirm]** to upgrade the firmware for the device.

Daylight Saving Time

- Select the corresponding device(s), click **[Device Menu]->[Daylight Saving Time]** to open the setting page of daylight-saving time.



- Users can set the Daylight-Saving Mode as By date/time or By week/day. Confirm the setting, the daylight-saving time will be issued to the device(s).



Daylight Saving Time

Daylight Saving Time ☒ Yes

Daylight Saving Mode* By date/time

Start Date* 2020-10-13

Start Time* 04:00:00

End Date* 2020-10-13

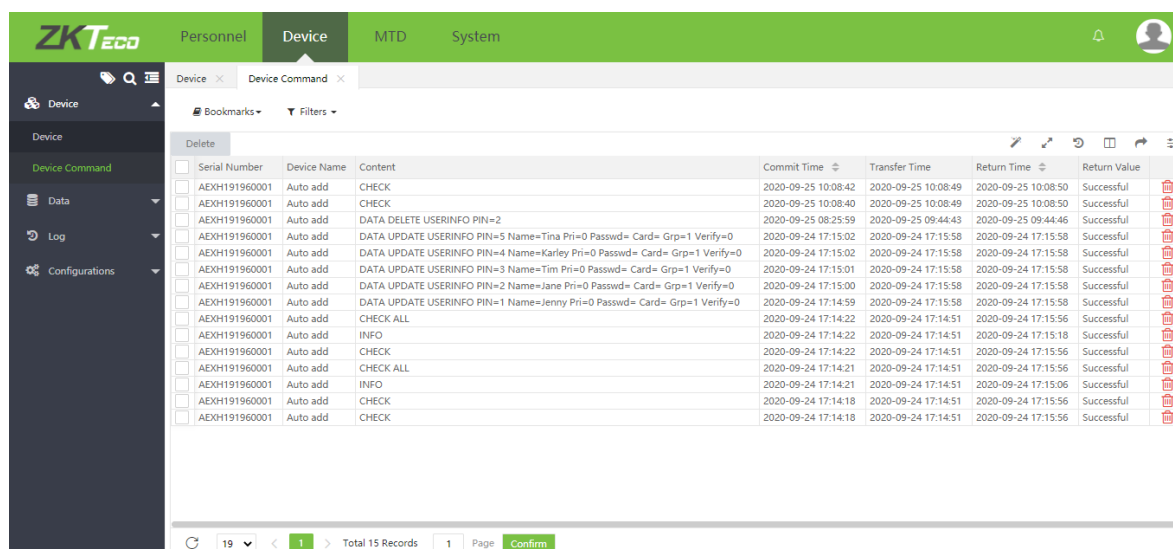
End Time* 04:00:00

Confirm Cancel


- Click **[Confirm]** to issue the daylight-saving time to the device.

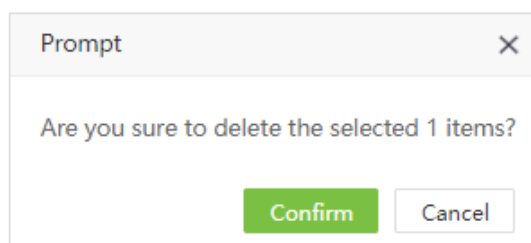
5.2 Device Command

- Select **[Device] > [Device] > [Device Command]**. The command list will be displayed. Check the commands issued by the software to a device during communication.



Serial Number	Device Name	Content	Commit Time	Transfer Time	Return Time	Return Value
AEXH191960001	Auto add	CHECK	2020-09-25 10:08:42	2020-09-25 10:08:49	2020-09-25 10:08:50	Successful
AEXH191960001	Auto add	CHECK	2020-09-25 10:08:40	2020-09-25 10:08:49	2020-09-25 10:08:50	Successful
AEXH191960001	Auto add	DATA DELETE USERINFO PIN=2	2020-09-25 08:25:59	2020-09-25 09:44:43	2020-09-25 09:44:46	Successful
AEXH191960001	Auto add	DATA UPDATE USERINFO PIN=5 Name=Tina Pri=0 Passwd= Card= Grp=1 Verify=0	2020-09-24 17:15:02	2020-09-24 17:15:58	2020-09-24 17:15:58	Successful
AEXH191960001	Auto add	DATA UPDATE USERINFO PIN=2 Name=Karley Pri=0 Passwd= Card= Grp=1 Verify=0	2020-09-24 17:15:02	2020-09-24 17:15:58	2020-09-24 17:15:58	Successful
AEXH191960001	Auto add	DATA UPDATE USERINFO PIN=3 Name=Tim Pri=0 Passwd= Card= Grp=1 Verify=0	2020-09-24 17:15:01	2020-09-24 17:15:58	2020-09-24 17:15:58	Successful
AEXH191960001	Auto add	DATA UPDATE USERINFO PIN=2 Name=Jane Pri=0 Passwd= Card= Grp=1 Verify=0	2020-09-24 17:15:00	2020-09-24 17:15:58	2020-09-24 17:15:58	Successful
AEXH191960001	Auto add	DATA UPDATE USERINFO PIN=1 Name=Jenny Pri=0 Passwd= Card= Grp=1 Verify=0	2020-09-24 17:14:59	2020-09-24 17:15:58	2020-09-24 17:15:58	Successful
AEXH191960001	Auto add	CHECK ALL	2020-09-24 17:14:22	2020-09-24 17:14:51	2020-09-24 17:15:56	Successful
AEXH191960001	Auto add	INFO	2020-09-24 17:14:22	2020-09-24 17:14:51	2020-09-24 17:15:18	Successful
AEXH191960001	Auto add	CHECK	2020-09-24 17:14:22	2020-09-24 17:14:51	2020-09-24 17:15:56	Successful
AEXH191960001	Auto add	CHECK ALL	2020-09-24 17:14:21	2020-09-24 17:14:51	2020-09-24 17:15:56	Successful
AEXH191960001	Auto add	INFO	2020-09-24 17:14:21	2020-09-24 17:14:51	2020-09-24 17:15:06	Successful
AEXH191960001	Auto add	CHECK	2020-09-24 17:14:18	2020-09-24 17:14:51	2020-09-24 17:15:56	Successful
AEXH191960001	Auto add	CHECK	2020-09-24 17:14:18	2020-09-24 17:14:51	2020-09-24 17:15:56	Successful

- If you want to clear the command issued by the software to a device during communication, click  to access the device command clearing interface:



Prompt

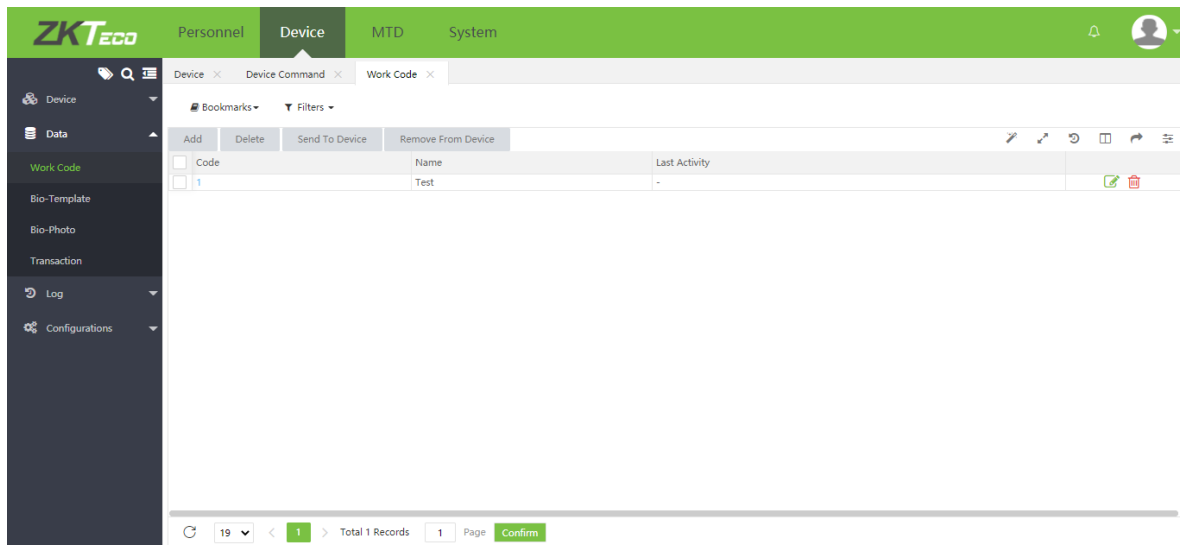
Are you sure to delete the selected 1 items?

Confirm Cancel

5.3 Work Code

Different work codes can be added and uploaded to a single device or multiple devices.

- Select **[Device] > [Data] > [Work Code]** to assign workcode.



5.3.1 Add Work Code

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

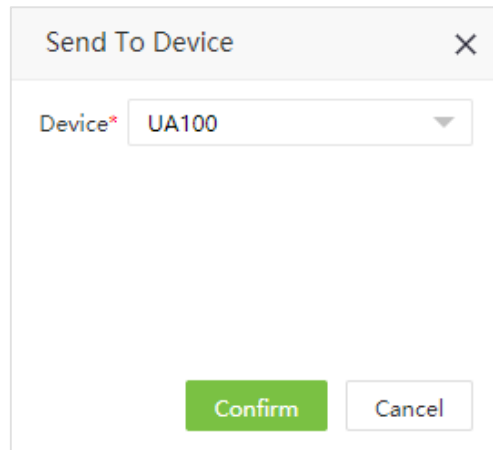
Enter the details as shown below:

- **Code:** Enter the Work Code number.
 - **Name:** Enter the name of the Work Code.
2. Click **[Confirm]** to save the details.

5.3.2 Issue Work Code to Device

This option Issues work code to the device.

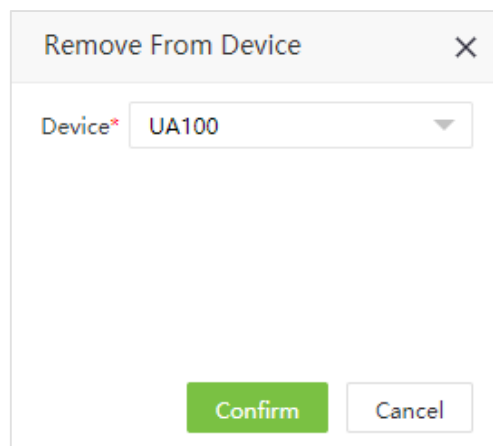
- Select **[Device] > [Work Code] > [Send to Device]**.



- Click **[Confirm]** to send the work code to the device.

5.3.3 Remove Work Code

- Select **[Device]** > **[Work Code]** > **[Remove From Device]**.

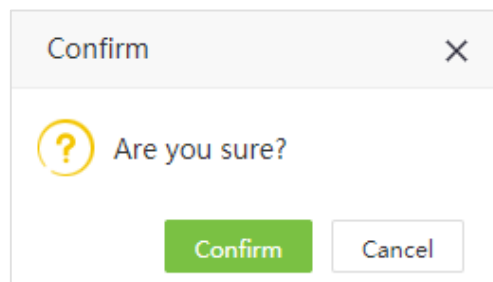


- Click **[Confirm]** to remove the work code from the device.

5.3.4 Delete Work Code

Deletes the work code from the software.

- Select the work code and click **[Delete]**



- Click **[Confirm]** to delete the work code.

5.4 Bio-Template

- Displays detailed information about employees' biometric templates.

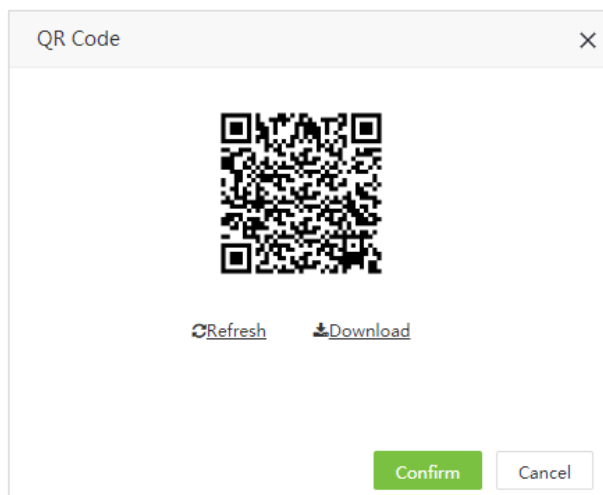
Employee ID	First Name	Last Name	Bio-Type	Bio-Index	Major Version	Serial Number	Update Time
3	hyp3	Smith	Face	0	7	AEKH191960001	2020-09-24 17:15:42
666666	Jj	-	Fingerprint	6	10	AEKH191960001	2020-09-24 17:15:40
1	Hu	J	Fingerprint	9	10	AEKH191960001	2020-09-24 17:15:39
1	Hu	J	Fingerprint	6	10	AEKH191960001	2020-09-24 17:15:39
1	Hu	J	Fingerprint	7	10	AEKH191960001	2020-09-24 17:15:38
1	Hu	J	Fingerprint	8	10	AEKH191960001	2020-09-24 17:15:38
1	Hu	J	Fingerprint	5	10	AEKH191960001	2020-09-24 17:15:38
17	Tjtw	-	Fingerprint	6	10	AEKH191960001	2020-09-24 17:15:38
9	hyp9	-	Fingerprint	6	10	AEKH191960001	2020-09-24 17:15:38
8	hyp8	-	Fingerprint	6	10	AEKH191960001	2020-09-24 17:15:36
4	hyp4	Ning	Fingerprint	8	10	AEKH191960001	2020-09-24 17:15:36
19	jenny19	-	Fingerprint	9	10	AEKH191960001	2020-09-24 17:15:36
16	hyp16	-	Fingerprint	6	10	AEKH191960001	2020-09-24 17:15:36
15	Johnson	-	Fingerprint	6	10	AEKH191960001	2020-09-24 17:15:36
14	hyp14	-	Fingerprint	6	10	AEKH191960001	2020-09-24 17:15:36
10	hyp10	-	Fingerprint	6	10	AEKH191960001	2020-09-24 17:15:35
003	003	-	Fingerprint	6	10	AEKH191960001	2020-09-24 17:15:35
001	001	-	Fingerprint	6	10	AEKH191960001	2020-09-24 17:15:35
3	hyp3	Smith	Fingerprint	6	10	AEKH191960001	2020-09-24 17:15:35

5.5 Bio-Photo

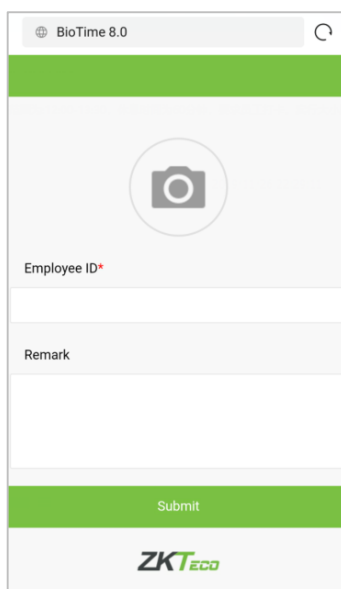
5.5.1 Register Bio-Photo

Registers the visible light comparison photos to verify on the visible light device.

- Select **[Device]** > **[Data]** > **[Bio-photo]** > **[QR Code]**.

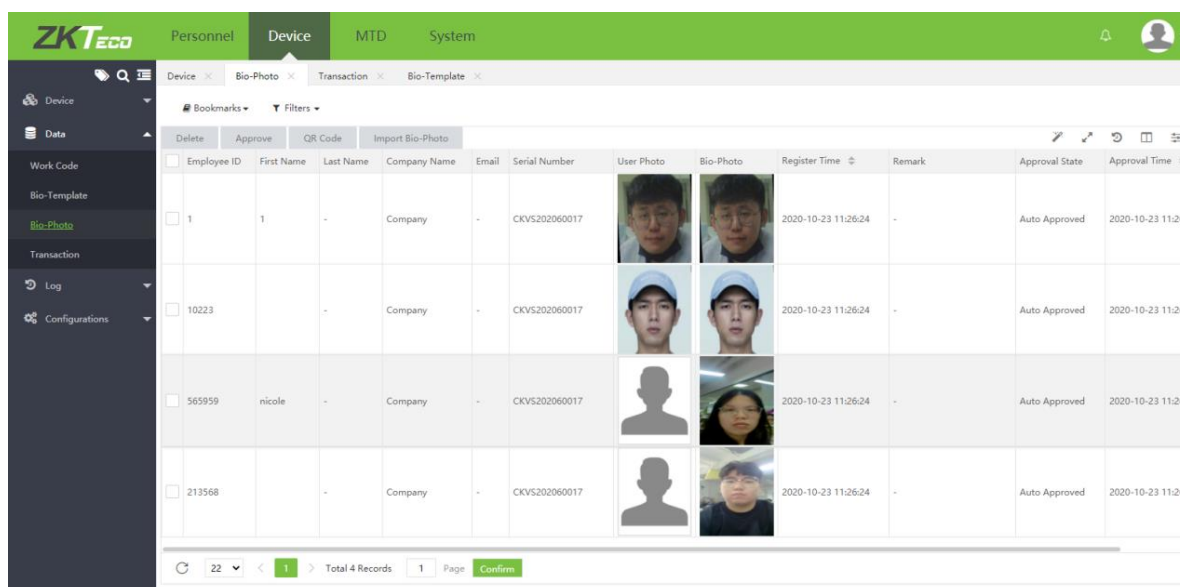


- Scan the QR code and register the bio-photo of the user on the mobile phone (the user details must be saved in the software), the following interface will be displayed after scanning.











The image shows a mobile application interface for BioTime 8.0. At the top, there's a status bar with 'BioTime 8.0' and a refresh icon. Below this is a large circular camera icon. Underneath the camera icon, there are two text input fields: 'Employee ID*' and 'Remark'. At the bottom of the form is a green 'Submit' button. The ZKTeco logo is visible at the very bottom of the screen.

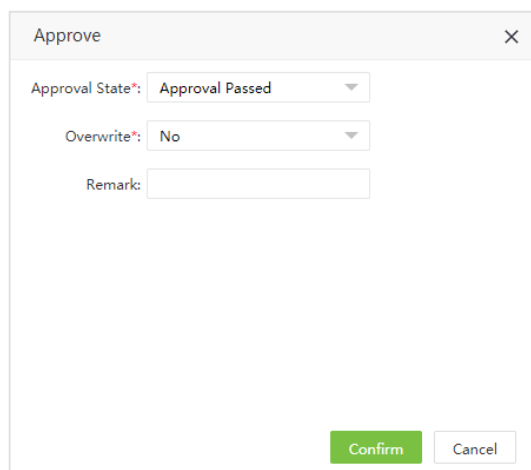
3. Take the photo, enter the employee's ID Number. First Name and Last Name are optional. Click **[Enroll]** to complete the registration.



The image displays the ZKTeco web management interface. The top navigation bar includes 'Personnel', 'Device', 'MTD', and 'System'. The 'Device' tab is active, and the 'Bio-Photo' sub-tab is selected. A sidebar on the left contains various menu items like 'Device', 'Data', 'Work Code', 'Bio-Template', 'Bio-Photo', 'Transaction', 'Log', and 'Configurations'. The main area shows a table of registered employees with their bio-photos.

Employee ID	First Name	Last Name	Company Name	Email	Serial Number	User Photo	Bio-Photo	Register Time	Remark	Approval State	Approval Time
1	1	-	Company	-	CKV5202060017			2020-10-23 11:26:24	-	Auto Approved	2020-10-23 11:26:24
10223		-	Company	-	CKV5202060017			2020-10-23 11:26:24	-	Auto Approved	2020-10-23 11:26:24
565959	nicole	-	Company	-	CKV5202060017			2020-10-23 11:26:24	-	Auto Approved	2020-10-23 11:26:24
213568		-	Company	-	CKV5202060017			2020-10-23 11:26:24	-	Auto Approved	2020-10-23 11:26:24

4. Click **[Approve]** to approve the bio-photo.

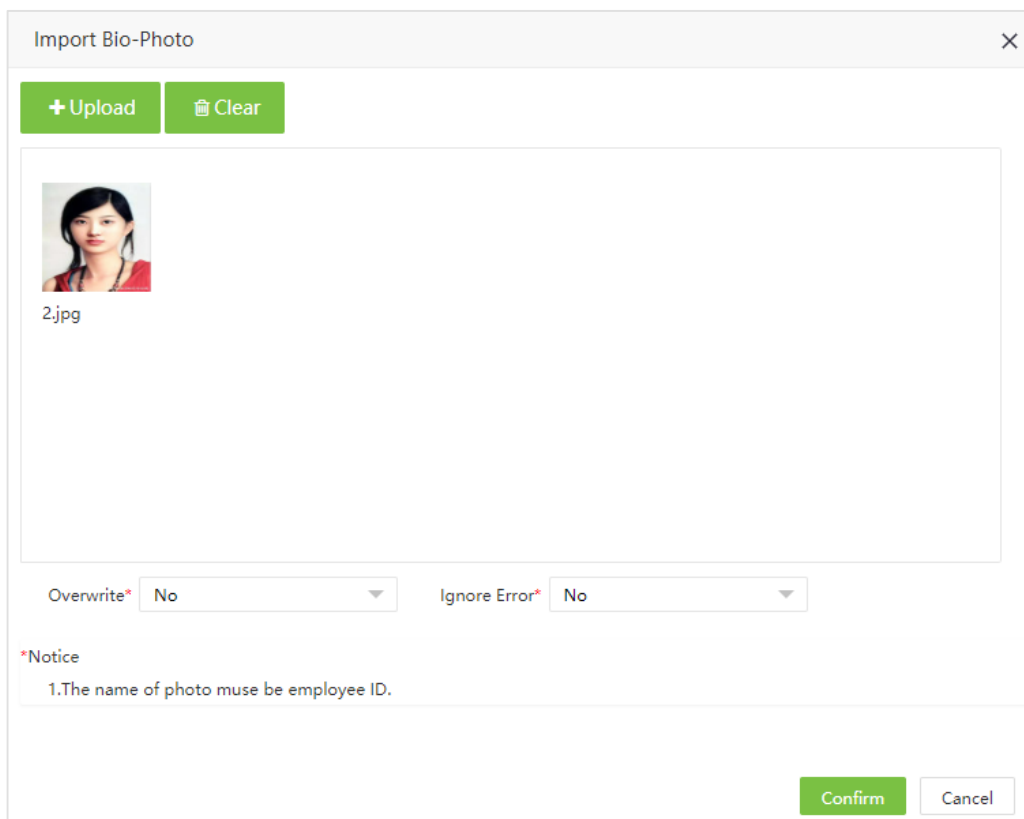


The image shows a modal dialog box titled 'Approve'. It contains three fields: 'Approval State*' with a dropdown menu set to 'Approval Passed', 'Overwrite*' with a dropdown menu set to 'No', and a 'Remark:' text input field. At the bottom right, there are two buttons: 'Confirm' (highlighted in green) and 'Cancel'.

- Select the Approve State and click **[Confirm]** to complete the approval process. After approval, the user can use the face to verify on the visible light device.

5.5.2 Import Bio-Photo

1. Select **[Device] > [Data] > [Bio-Photo] > [Import Bio-Photo]** to import the bio-photo



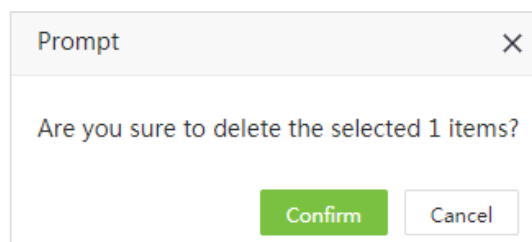
2. Click **[Upload]** to select the photos in batch.
 - **Overwrite:** If it is Yes, then the existed bio photo will be overwritten.
 - **Ignore Error:** If it is set as Yes, then the software will automatically ignore the error that happened during the importation.
3. Click **[Confirm]** to complete the import process.

Notes:

- The name of the photo must be the employee ID.
- The maximum size of the photo is 25Kb.

5.5.3 Delete Bio-Photo Application

- Select the application(s) and click **[Delete]** on the upper left of the list or click  in the same row of the bio-photo to be deleted.



- Click [**Confirm**] to delete the bio-photo.

5.6 Transaction

5.6.1 Transaction Table

The transaction table displays the attendance records of all employees, including the logs from the software and the devices.

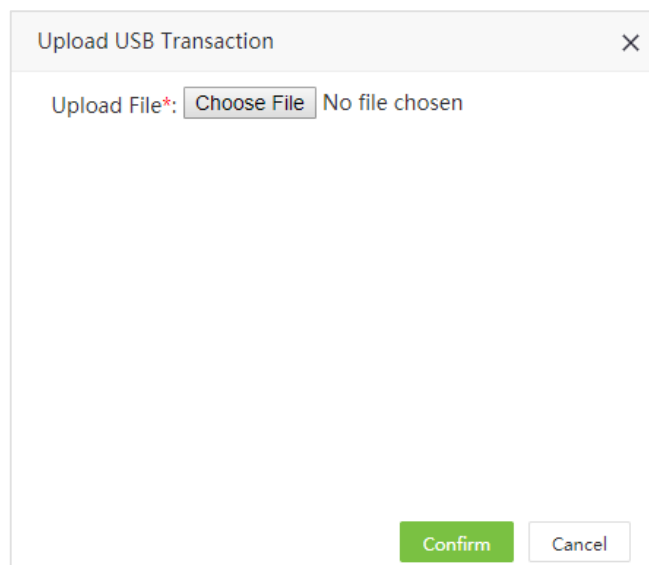
- Select [**Device**] > [**Data**] > [**Transaction**] to view the transaction table.

- Users can export the transaction table in .xls, PDF, CSV or .txt file formats based on the requirements. Please refer to [5. "Export"](#) in Appendix 1 for detailed operation.
- Users can select the fields to be displayed in the transaction table based on requirements (the fields are displayed if the columns are checked).
- Users can change the column width by dragging the column border to the left or right.
- Users can define the number of records to be displayed on each interface in the transaction table.
- Click any row of the attendance record and view the corresponding photo and employee information on the right side.

5.6.2 Upload USB Transaction

You can import the attendance records to the software from the USB disk.

1. Click [**Upload USB Transaction**].

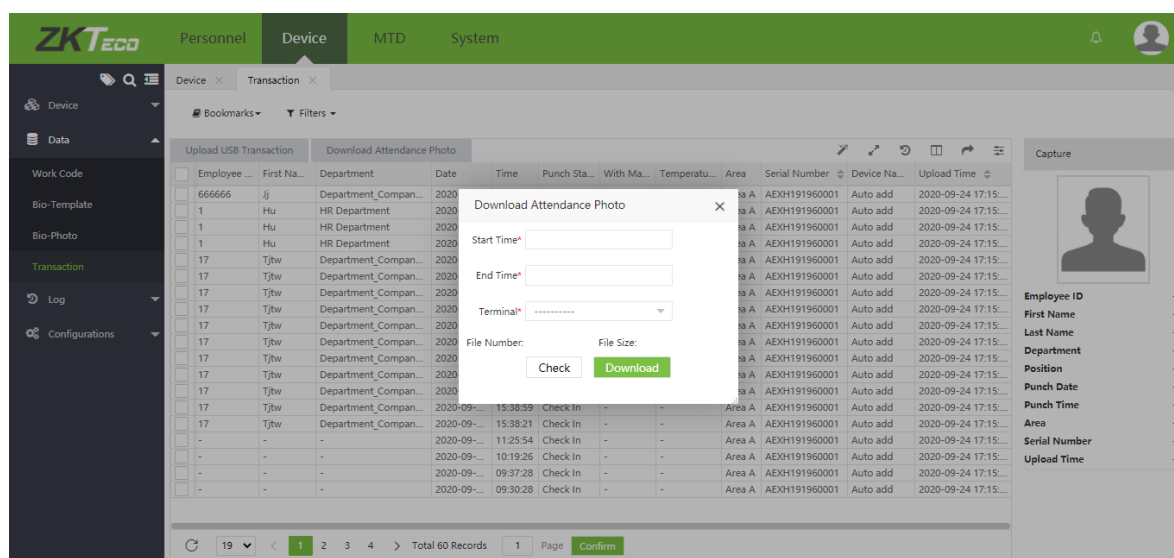


- **Upload File:** Click [**Choose File**] and select the attendance record file to be uploaded.
2. Click [**Confirm**] to upload the attendance records to the software.

5.6.3 Download Attendance Photo

You can import the attendance records to the software from the USB disk.

- Click [**Device**]->[**Data**]->[**Transaction**]->[**Download Attendance Photo**] to open the download setting page.



- Set the start time and end time, select the device. Click [**Confirm**] to download the captured attendance pictures of the corresponding time period from the software

5.7 Device Log

- Displays device operation logs i.e., what are the actions performed by the admin with time details.

Device	Timezone	Administrator	Action	Object	Parameters	Action Time	Upload Time
AEXH191960001	Etc/GMT+8	0	Power on	0	0	2020-09-24 17:12:07	2020-09-24 17:14:49
AEXH191960001	Etc/GMT+8	0	Enter menu	0	0	2020-09-24 17:10:52	2020-09-24 17:14:49
AEXH191960001	Etc/GMT+8	0	Enter menu	0	0	2020-09-24 17:10:08	2020-09-24 17:14:49
AEXH191960001	Etc/GMT+8	0	Enter menu	0	0	2020-09-24 17:03:05	2020-09-24 17:14:49
AEXH191960001	Etc/GMT+8	0	Power on	0	0	2020-09-24 17:03:02	2020-09-24 17:14:49
AEXH191960001	Etc/GMT+8	0	Enter menu	0	0	2020-09-24 11:23:00	2020-09-24 17:14:49
AEXH191960001	Etc/GMT+8	0	Enter menu	0	3006	2020-09-24 10:39:40	2020-09-24 17:14:48
AEXH191960001	Etc/GMT+8	0	Enter menu	0	3002	2020-09-24 10:39:34	2020-09-24 17:14:48
AEXH191960001	Etc/GMT+8	0	Enter menu	0	0	2020-09-24 10:38:41	2020-09-24 17:14:45
AEXH191960001	Etc/GMT+8	0	Duress alarm	1	1	2020-09-24 10:37:10	2020-09-24 17:14:44

5.8 Error Log

- Displays all error logs uploaded from the visible light devices.

Serial Number	Device Name	Error Code	Error Message	Error Command	Command ID	Extra Message	Upload Time
None							

5.9 Upload Log

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

Device	Event	Content	Count	Error Count	Upload Time
AEXH191960001	User Photo	1.jpg	1	0	2020-09-24 17:15:46
AEXH191960001	User Photo	222.jpg	1	0	2020-09-24 17:15:46
AEXH191960001	User Photo	4.jpg	1	0	2020-09-24 17:15:45
AEXH191960001	User Photo	19.jpg	1	0	2020-09-24 17:15:45
AEXH191960001	User Photo	3.jpg	1	0	2020-09-24 17:15:43
AEXH191960001	Face	3 hyp3	6	0	2020-09-24 17:15:42
AEXH191960001	Face	3 hyp3	6	0	2020-09-24 17:15:41
AEXH191960001	Fingerprint	666666 .j	1	0	2020-09-24 17:15:40
AEXH191960001	Fingerprint	1 Hu	7	0	2020-09-24 17:15:39
AEXH191960001	Fingerprint	8 hyp8	6	0	2020-09-24 17:15:36
AEXH191960001	Fingerprint	10 hyp10	7	0	2020-09-24 17:15:35
AEXH191960001	Employee Info	666666 .j	17	0	2020-09-24 17:15:31
AEXH191960001	TRANSACT	Duplicate:1	21	0	2020-09-24 17:15:25
AEXH191960001	Operation Log		10	0	2020-09-24 17:14:48
AEXH191960001	Operation Log		2	0	2020-09-24 17:14:44

5.10 Configuration

Device Communication Setting

Registration Device: ☐ No ☒ Yes

Resigned Filter: ☐ No ☒ Yes

Allow Auto Add: ☒ Yes ☐ No

Allow Upload Card: ☒ Yes ☐ No

Allow Upload Name: ☒ Yes ☐ No

Allow Download Name: ☒ Yes ☐ No

Global Setup: ☐ Disable ☒ Enable

Default Timezone:

Device Communication Setting

- **Registration Device:** Set whether the device works as a registration device or not.
- **Resigned Filter:** Set whether to filter the resigned employees or not.
- **Allow Auto Add:** Set whether to allow to add a device automatically or not.
- **Allow Upload Card:** Set whether to allow to upload the employee's card number from the device.
- **Allow Download Name:** Set whether to allow to upload employee's names from the device.
- **Global Setup:** When Global Setup is enabled, heartbeat and transfer mode set here will be applied to all devices. If users want to set different heartbeat and transfer mode for different devices, users need to disable this global setup firstly.

Global Setup **Enable** ☒ Default Timezone* Etc/GMT+8

Heartbeat* 10 Seconds Transfer Mode* Real-Time

Transfer Interval* 1 Minute(s) Transfer Time* 00:00:14:05

- **Default Timezone:** Set the default timezone for new added device(s).

Bio-Photo Approval Policy

ZKTeco Personnel **Device** MTD System

Device Configuration

Device Communication Setting Bio-Photo Approval Policy Data Retention Setting

Employee Edit* Pending Batch Import* Pending

Mobile Register* Pending Device Upload* Auto Approved

API Upload* Auto Approved

- Set the Bio-Photo approval policy. It can be **[Pending]** or **[Auto Approved]**. If it is set as **[Pending]**, then the Bio-Photo must be approved by the administrator. Only the approved Bio-Photo will be issued to the visible light device for verification.

Data Retention Setting

ZKTeco Personnel **Device** MTD System

Device Configuration

Device Communication Setting Bio-Photo Approval Policy Data Retention Setting

The software will keep the recent data according to the value set here, setup 9999 to keep all data

Transaction* 9999 Days Command* 9999 Days

Device Log* 9999 Days Upload Log* 9999 Days

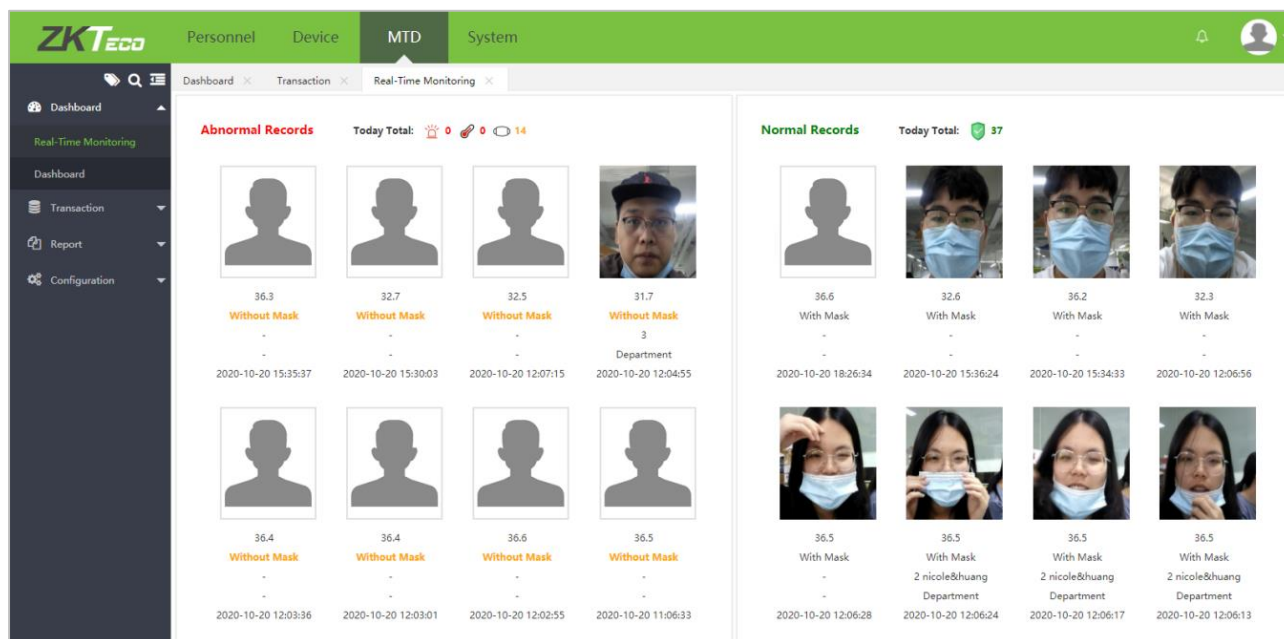
- Set the retention days for data, including transactions, command, device log, and upload log. It is set as 9999 to keep all data by default.

6. MTD Module

The MTD Module detects the body temperature and whether the personnel is wearing a mask. It generates statistic reports about mask and temperature. If there is personnel who has a higher body temperature or does not wear a mask, an email notification will be sent to the personnel himself, the system superuser, and the system user who has permission to access the department to which the personnel belongs. And also, if the personnel's APP status is enabled, the software will push notification to the corresponding personnel APP account.

6.1 Real-Time Monitoring

Real-Time Monitoring is used to display whether the temperature of personnel passing through the equipment is abnormal and whether they wear masks.



Abnormal Records

When the following three situations occur, the personnel will be recorded in the abnormal records:

- **Abnormal body temperature**
- **No mask**
- **Abnormal body temperature without a mask**

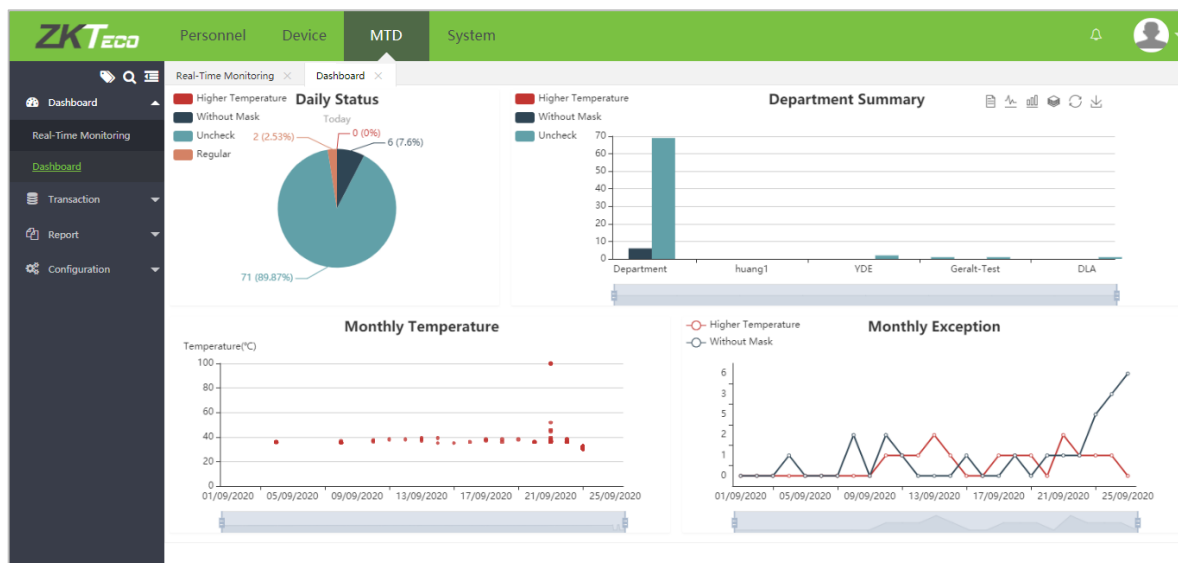
If the person in the abnormal record is a person registered in the device and there is an email message on the software, an email reminder will be sent to the person and the administrator.

If the abnormal recorder is not registered on the device, the administrator will be reminded by email.

Normal Records

Only personnel with normal body temperature and wearing masks will be included in the normal record.

6.2 Dashboard



The dashboard is making the following statistics:

- **Daily Status:** It displays the daily statistics of personnel who have a higher temperature, who are all without a mask, who do not detect temperature and mask, and who are with mask and temperature is regular.
- **Department Summary:** Displays the statistics by the department of personnel who have a higher temperature, who is without a mask, and who do not detect temperature and mask.
- **Monthly Temperature:** Statistics of monthly temperature.
- **Monthly Exception:** Statistics of monthly exception.

6.3 Transaction

It shows the transactions uploaded from the body temperature & mask detection device. If the body temperature detected exceeds the warning temperature set on the software, then the temperature will be marked in red.



Daily Detail

- [illegible]

- It is the statistics of all the personnel's mask and temperature detection in a department.

Department C...	Department N...	Employee Qty.	Check Date	Checked Qty.	Regular Qty.	Abnormal Qty.	Higher Temper...	Without Mask ...	Uncheck Qty.
1	Department	525	2020-09-28	1	0	1	0	1	524
1	Department	525	2020-09-27	7	2	5	0	5	518
1	Department	525	2020-09-25	11	2	9	0	9	514
1	Department	525	2020-09-24	5	1	4	1	3	520
9	DLA	1	2020-09-24	1	1	0	0	0	0
1	Department	525	2020-09-23	5	0	5	0	5	520
7	Geralt-Test	1	2020-09-23	1	0	1	1	0	0
1	Department	525	2020-09-22	1	1	0	0	0	524
7	Geralt-Test	1	2020-09-22	1	0	1	1	1	0
1	Department	525	2020-09-21	3	0	3	1	2	522
6	Test6	1	2020-09-21	1	1	0	0	0	0
7	Geralt-Test	1	2020-09-21	1	0	1	1	1	0
7	Geralt-Test	1	2020-09-20	1	0	1	0	1	0
7	Geralt-Test	1	2020-09-19	1	0	1	1	0	0
7	Geralt-Test	1	2020-09-18	1	0	1	1	1	0
7	Geralt-Test	1	2020-09-17	1	0	1	1	0	0
7	Geralt-Test	1	2020-09-16	1	1	0	0	0	0
7	Geralt-Test	1	2020-09-15	1	0	1	0	1	0
1	Department	525	2020-09-14	1	0	1	1	0	524
7	Geralt-Test	1	2020-09-14	1	1	0	0	0	0

Abnormal Detail

- It displays all the personnel abnormal temperature details.

Employee Code	First Name	Department Name	Check Date	Check Time	Temperature	With Mask
2333	von&	Department	2020-09-28	09:23:58	36.8°C	False
2333	von&	Department	2020-09-28	09:23:57	36.8°C	False
2333	von&	Department	2020-09-28	09:19:45	36.5°C	False
2333	von&	Department	2020-09-28	09:19:44	36.5°C	False
2333	von&	Department	2020-09-28	09:13:44	36.8°C	False
2333	von&	Department	2020-09-28	08:58:54	36.6°C	False
2333	von&	Department	2020-09-28	08:58:53	36.7°C	False
2333	von&	Department	2020-09-28	08:58:31	36.7°C	False
2333	von&	Department	2020-09-28	08:58:30	36.7°C	False
2333	von&	Department	2020-09-28	08:57:55	36.6°C	False
2333	von&	Department	2020-09-28	08:43:02	36.6°C	False
2333	von&	Department	2020-09-27	20:58:00	36.6°C	False
2333	von&	Department	2020-09-27	20:57:59	36.6°C	False
2333	von&	Department	2020-09-27	20:52:02	36.6°C	False
2333	von&	Department	2020-09-27	20:52:01	36.6°C	False
2333	von&	Department	2020-09-27	20:51:09	36.6°C	False
2333	von&	Department	2020-09-27	20:51:08	36.6°C	False
666666	von&	Department	2020-09-27	19:46:17	36.6°C	False
666666	von&	Department	2020-09-27	19:46:16	36.6°C	False
2333	von&	Department	2020-09-27	19:46:06	36.6°C	False

6.5 Configuration

Temperature Setting

Temperature Warning: 37.3 Temperature Unit: °C

Alert Setting

Temperature Alarm: ☒ Yes Mask Alarm: ☒ Yes

Temperature Setting

- Set the warning temperature and the temperature unit. The temperature unit can be set as °C or °F.

Alert Setting

- Enable **[Temperature Alarm]** or **[Mask Alarm]** function, then if there is personnel who has higher body temperature or does not wear a mask, an email notification will be sent to the person himself, the system superuser, and system user who has permission to access the department which the personnel belongs to. And also, if the personnel's APP status is enabled, the software will push the notification to the corresponding personnel APP account.
- And the email notification is in real-time. Once there is an abnormal event, the notification email will be sent to the corresponding email account.

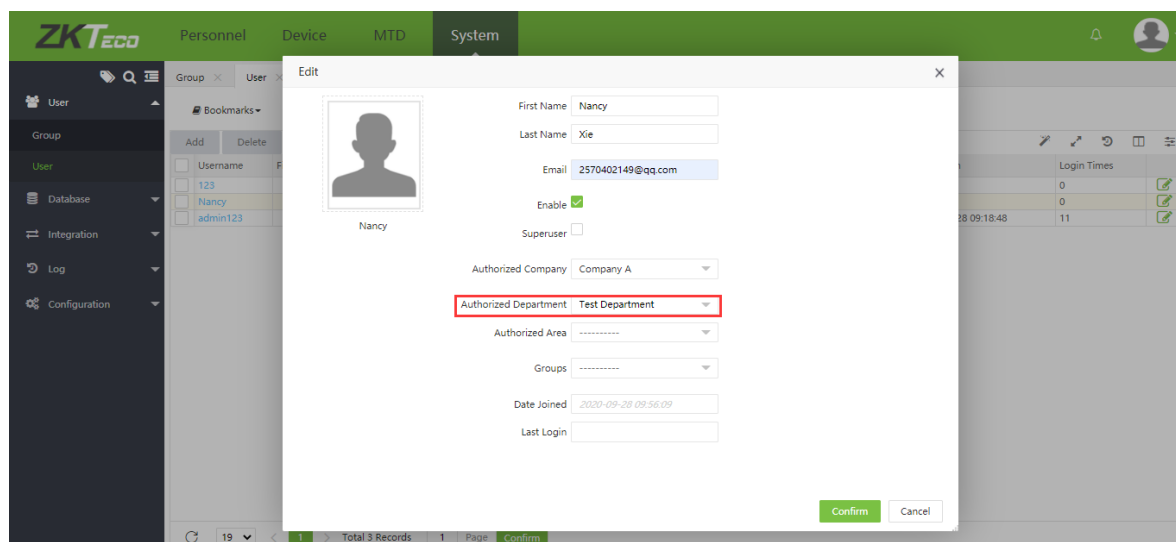
Example:

- There is a person called Andy, and he belongs to the Test Department. APP status is enabled and an email account has been set.

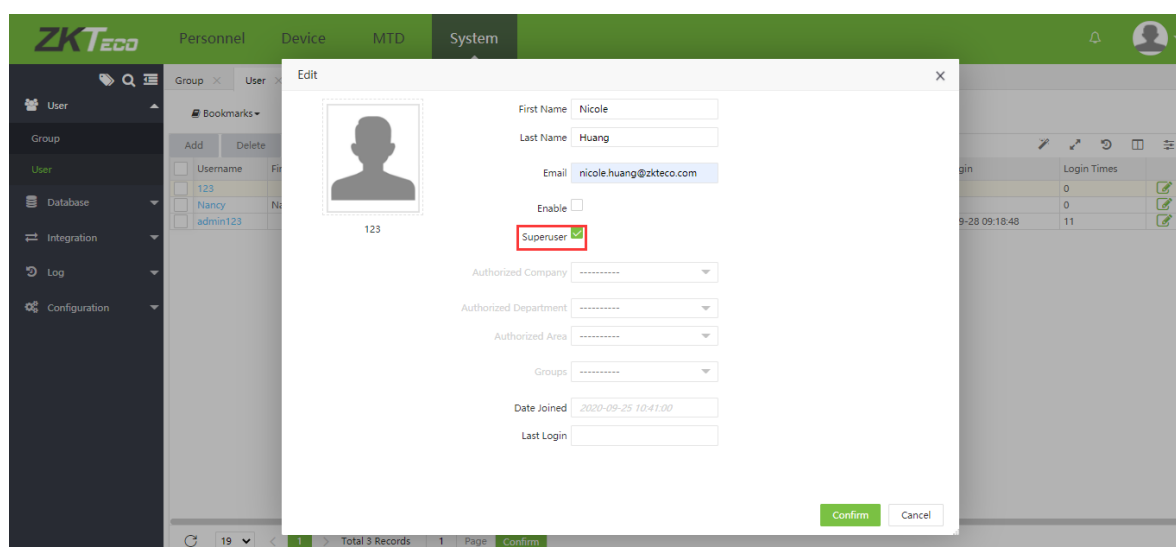
The screenshot displays the 'Add' form in the ZKTeco software. The 'Profile' section includes fields for Company (Company A), Employee ID (666667), First Name (Andy), Last Name, Department (Test Department), Area (Area A), Position, Employment Type, and Hired Date (2020-04-01). The 'Private Information' section includes fields for Contact Tel, National, Address, Birthday, Office Tel, Religion, Postcode, Mobile, City, and Email (andy0808.wu@zkteco.com). The 'Email' field is highlighted with a red box. The form has 'Confirm' and 'Cancel' buttons at the bottom right.

There are two system users:

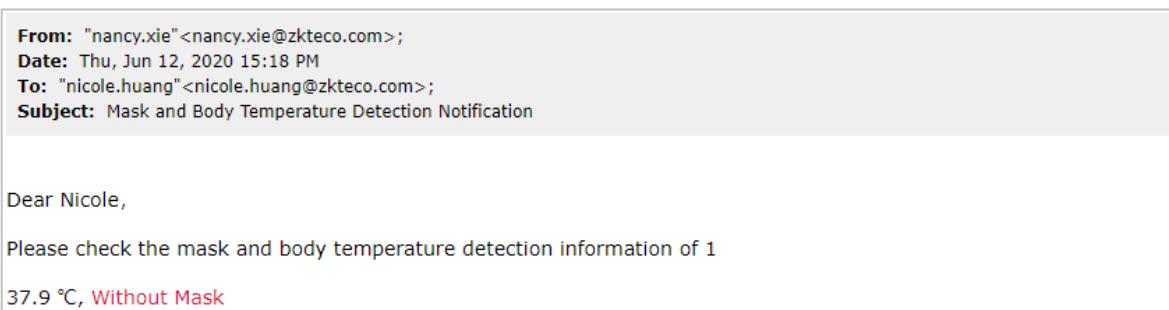
- Nancy is NOT a system superuser but has the permission to access the Test Department and has a valid email address.



2. Nicole is a system superuser and has a valid email address.



- When Andy has the mask and body temperature detection, if he is not wearing a mask or his body temperature exceeds the warning temperature, an email alert will be sent to Andy, Nancy and Nicole, the email content is as following:



7. System Settings

The system setting facilitates you to assign system users (such as Company Management Personnel, Registrars, and Statistics Clerk), configure roles for each user, and set mailbox function, automatic export, backup, data migration, operation logs, etc.

7.1 System User Management

7.1.1 Privilege Group Management

While using the system, the superuser needs to assign different levels to new users. To avoid assigning one by one, you can set roles with specific levels in role management. You can also assign appropriate roles to users while adding users. The permissions are configured for all the functional modules namely Personnel, Device, Attendance, Payroll, Access, and System. The default super users of the system have all the privileges and can assign new users based on the requirements and they can set the corresponding permissions.

Add a Privilege Group

1. Select **[System] > [User] > [Group]**.

The screenshot shows a dialog box titled 'Add' with a close button (X) in the top right corner. Below the title bar, there is a text input field labeled '* Name'. Underneath the input field, there are four tabs: 'Personnel', 'Device', 'MTD', and 'System'. The 'Personnel' tab is currently selected and highlighted with a green underline. Below the tabs, there is a tree view structure showing a hierarchy of folders. The root folder is 'Personnel (0/41)', which is expanded. It contains several sub-folders: 'Company (0/4)', 'Employee (0/13)', 'Department (0/6)', 'Postion (0/6)', 'Area (0/6)', and 'Resign (0/6)'. Each folder has a checkbox next to it, and the 'Personnel (0/41)' checkbox is checked. At the bottom right of the dialog box, there are two buttons: 'Confirm' (green) and 'Cancel' (white).


Note: Select the corresponding permissions based on the selected functional module.

- **Name:** Enter the name of the role (e.g.: Employee, Device Administrator, etc).
- **Permissions:** In the permission list under each functional module, select the checkbox of the

required permissions. If you want to select all the permissions under a module, select the Master check box.

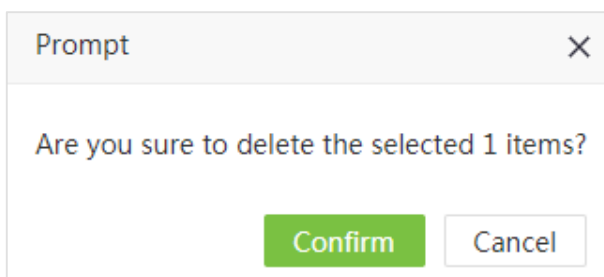
2. Click **[Confirm]** to save the settings.

Edit a Privilege Group

1. In the privilege group list, click the role name or click  icon in the same row of the role to be edited.
2. Modify the parameters as per your requirements (refer to the parameter setting method in "Adding a role"). After modifications, click **[Confirm]** to save the parameters.

Delete a Privilege Group

1. In the privilege group list, select the privileged group and click **[Delete]** on the upper part of the interface to be deleted.



2. Click **[Confirm]** to delete the selected privilege group.

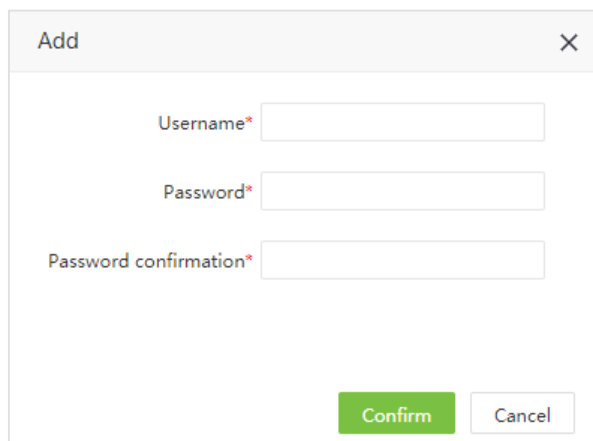
Note: The group which is currently being used cannot be deleted.

7.1.2 User Management

Adds new users to the system and assigns the role (permissions) to users.

Add a User


1. Select **[System]** > **[User]** > **[Add]** to access the Add User interface:

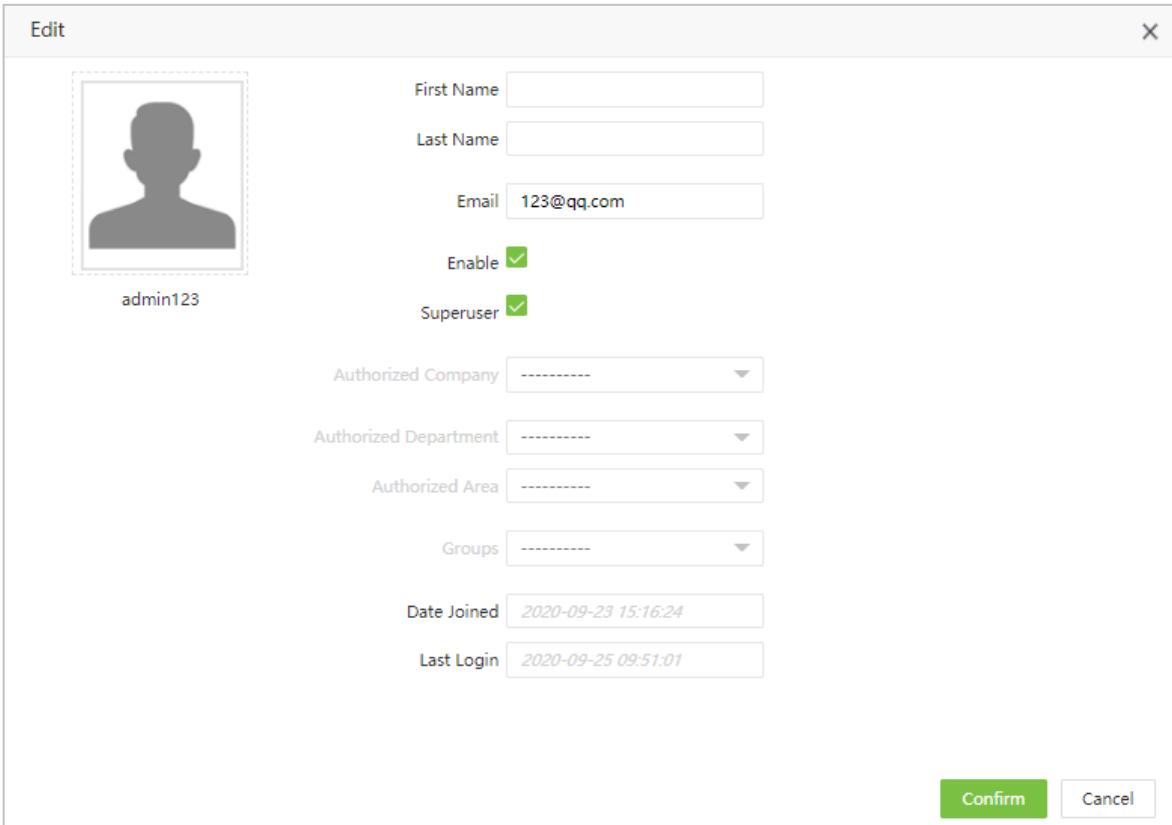


2. Enter the parameters as shown below:

- **Username:** Enter the Username a maximum of 30 alphanumeric characters. It supports letters, digits, and special characters such as @/./+/_ only.
- **Password/ Password Confirmation:** Enter the Password. Re-enter the password to confirm the same.


Edit a User


1. Click the username or click  icon in the same row as the user to edit the user details.



The 'Edit' dialog box contains the following fields and controls:

- Profile Picture:** A placeholder image of a person's head and shoulders, with the username 'admin123' displayed below it.
- First Name:** A text input field.
- Last Name:** A text input field.
- Email:** A text input field containing '123@qq.com'.
- Enable:** A checkbox that is checked.
- Superuser:** A checkbox that is checked.
- Authorized Company:** A dropdown menu.
- Authorized Department:** A dropdown menu.
- Authorized Area:** A dropdown menu.
- Groups:** A dropdown menu.
- Date Joined:** A text field showing '2020-09-23 15:16:24'.
- Last Login:** A text field showing '2020-09-25 09:51:01'.
- Buttons:** 'Confirm' (green) and 'Cancel' (white) buttons at the bottom right.

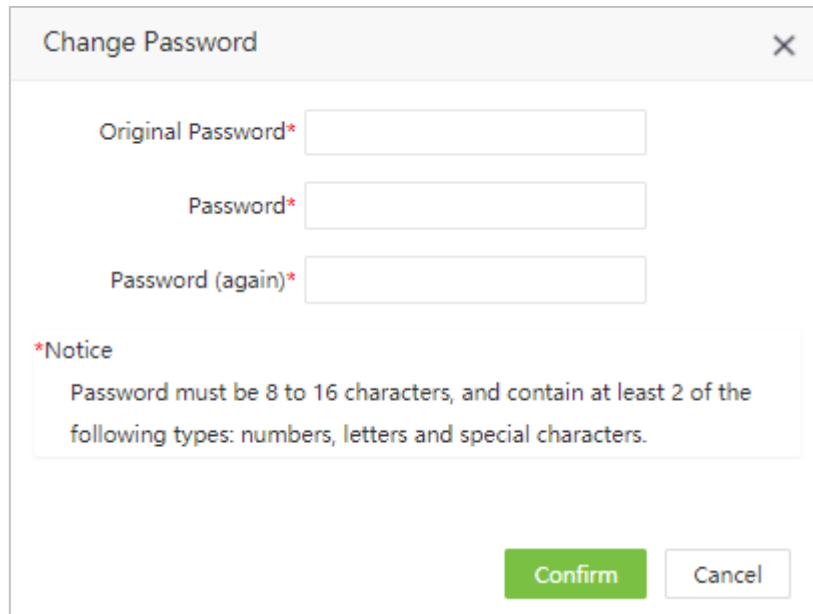
- **Username:** Enter the Username a maximum of 30 alphanumeric characters.
- **First Name/Last Name:** Enter the First Name and the Last Name of the user.
- **Email:** Enter the user's Email address.
- **FP Qty.:** Enroll fingerprint for the user.
- **Enable:** If selected, the user can log into this admin site.
- **Superuser:** If selected, the user has all the rights and there is no need to assign permissions.
- **Groups:** Roles need to be selected for non-superusers. Select a preset role, and the user has all the operational permissions of this role.
- **Authorize Department:** Click  and select a Department from the Department drop-down list. (If the Department is not selected, the user possesses rights for all the Departments)

- **Authorize Area:** Click  and select an area from the area drop-down list. (If you select no area, you will possess all area rights by default.)
2. After editing the user details, click **[Confirm]** to save them.

Note: You can delete the existing users. Click the **[Delete]** at the top of the user list. The detailed operations are the same as those in "Deleting a permission group."

Change Password

1. Select **[System]** > **[User]** > **[Change Password]** to change the password.



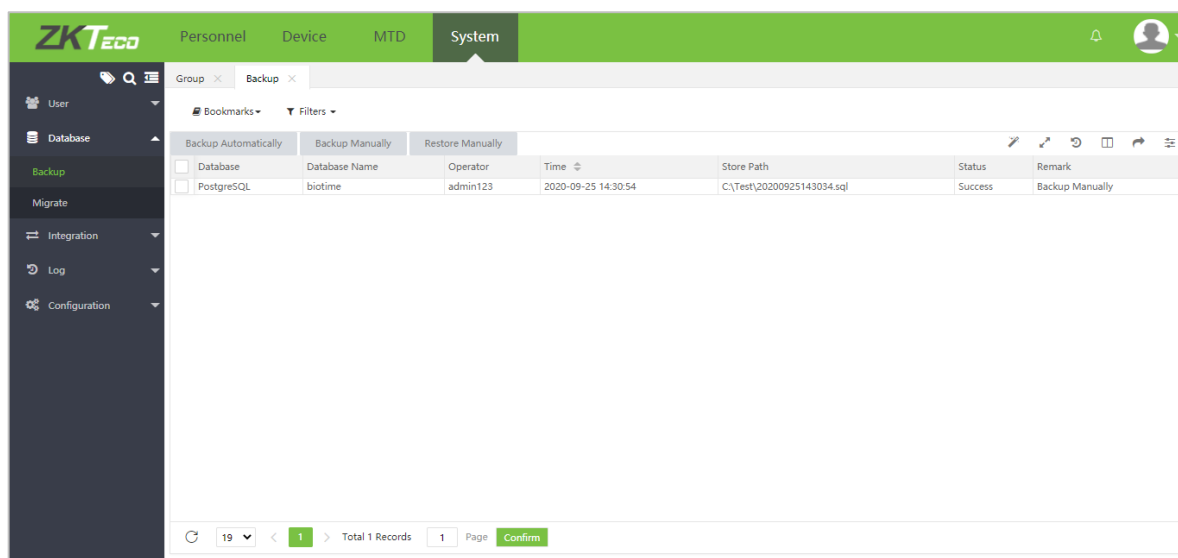
The image shows a 'Change Password' dialog box with a title bar containing a close button (X). Inside the dialog, there are three text input fields labeled 'Original Password*', 'Password*', and 'Password (again)*'. Below these fields is a notice box with the text: '*Notice Password must be 8 to 16 characters, and contain at least 2 of the following types: numbers, letters and special characters.' At the bottom right of the dialog are two buttons: 'Confirm' (green) and 'Cancel' (white).

2. Enter the Original Password, New Password, and confirm the New Password. Click **[Confirm]** to change the Password.

7.2 Data Management

7.2.1 Database Backup

You can backup the data to prevent data loss. The software can be set to back up the database automatically or manually. And it also supports to restore the PostgreSQL database.



Backup Automatically

1. Select **[System] > [Database] > [Backup Automatically]** to back up the data manually.

- **Database:** Database type cannot be modified.
- **Database Name:** Database name cannot be modified.
- **Store Path:** Set the storage path. A corresponding folder will be created to store the original backup files.
- **Frequency:** Enter the repetition interval for the backup files.
- **Day and Time:** Enter the Day and Time for backup.
- **Backup photos:** Select whether to backup photos (including personnel photos, bio-photos, and attendance photos).

2. After setting the backup parameters, click **[Confirm]**.

Backup Manually

1. Select **[System]** > **[Database]** > **[Backup Manually]** to back up the database manually. Enter the Storage path and select whether to backup photos (including user photo, bio-photo, and attendance photo).

2. After setting the storage path, click **[Confirm]**.

Restore Manually (Only PostgreSQL)

1. Select **[System]** > **[Database]** > **[Restore Manually]** to restore the Database.

- **Database Name:** Enter the database name.
 - **Backup File:** Enter the backup file which has to be restored.
 - **Restore photos:** Check it to restore the photos already backup.
2. After setting the details, click **[Confirm]** to restore the file manually.

7.2.2 Data Migration

It supports to migrate specific data from WDMS5 and WDMS6 to WDMS 8.0.

1. Select **[System]** > **[Database]** > **[Migrate]** to migrate the data.

- **Migrate From:** Select the software from which you want to migrate(currently supported)
 - **Database:** Select the database type used by the original software.
 - **Address:** Enter the IP address of the Database.
 - **Port:** Enter the port number to connect to the Database
 - **Name:** Enter the Database name.
 - **User:** Enter the Username.
 - **Password:** Enter the Password.
2. Select the fields to be migrated and click **[Test Connection]**. if it is successful, then click **[Migrate]**.

7.3 Integration

7.3.1 Auto Export

Based on the time period and repetition frequency, the attendance data will be exported automatically.

Add Auto Export Template

1. Select **[System] > [Integration] > [Auto Export] > [Add]** to set the auto export details.

Add

Code* Name*

File Name yyyy-MM-DD

Data Template (Please drag the fields you want to export from the right to the text box below.)

```
{emp_code}\t{first_name}\t{last_name}\t{dept_code}\t{dept_name}\t{date}\t{time}\t{verify_type}\t{punch_state}\t{work_code}\t{card_number}\t{area_name}\t{terminal_alias}\t{terminal_sn}\r\n
```

Employee ID {emp_code}
 First Name {first_name}
 Last Name {last_name}
 Department Code {dept_code}
 Department Name {dept_name}
 Date {date}
 Time {time}
 Verify Type {verify_type}
 Punch State {punch_state}
 Work Code {work_code}
 Card Number {card_number}
 Area {area_name}
 Device Alias {terminal_alias}
 Serial Number {terminal_sn}

Format Setting Data Filter Setting Export Time Setting Export Path Setting

Short Date Format* yyyy-MM-DD Short Time Format* HH:mm

ID Digits* 0 The digits of employee ID

File Format* Txt Support .xls .csv .txt only.

Confirm Cancel

- **Name:** Enter the name of auto export.
- **Code:** Enter the serial number of the automatic export.
- **File Name:** Enter the file name to be exported. Set the Date and Time format.
- **Data Template:** Select the data to export from the menu on the right side of the interface. By default, all the data will be auto exported.

Format Setting

- **Short Data/Time:** Set the time format in the export content.
- **ID Digits:** Set the length of the Employee ID when exporting. If the length is insufficient, 0 will be appended to the Employee ID.
- **File Format:** Set the file format of the exported file (Excel, CSV, Txt).

Data Filter Setting



Format Setting **Data Filter Setting** Export Time Setting Export Path Setting

Filter By* Upload Time Include Today* Yes

Department Area

Export all by default Export all by default

- **Filter By:** Select Upload time to represent the time when the attendance data is uploaded to the software and select Punch time to represent the time when the user punches.
- **Include Today:** When exporting a file, select **Yes** to indicate that the data exported is included in the data of today, and select **No** to indicate that the data exported is not included the data of that particular day.

- **Department:** Click  to select the Department to export. If the Department is not selected, the attendance data of all the departments will be auto exported.
- **Area:** Click  to select the area to export. If the area is not selected, the attendance data of all the areas will be exported.


Export Time Setting

Format Setting	Data Filter Setting	Export Time Setting	Export Path Setting
Interval* <input type="text" value="0"/> Minutes		Time Point* <input type="text" value="00:01"/> HH:mm;HH:mm	
Frequency* <input type="text" value="Daily"/>		Day* <input type="text" value="1"/>	

- **Interval:** Set the export interval.
- **Frequency:** Set the export frequency. The export time-frequency can be set on a monthly/weekly/daily basis. According to the selected frequency, set the date and time.
- **Time Point:** Set the export time.

Export Path Setting

Format Setting	Data Filter Setting	Export Time Setting	Export Path Setting
Export Path <input type="text" value="AutoExport"/>		Email <input type="text"/>	
FTP Server <input type="text" value="-----"/>		FTP Path <input type="text"/>	

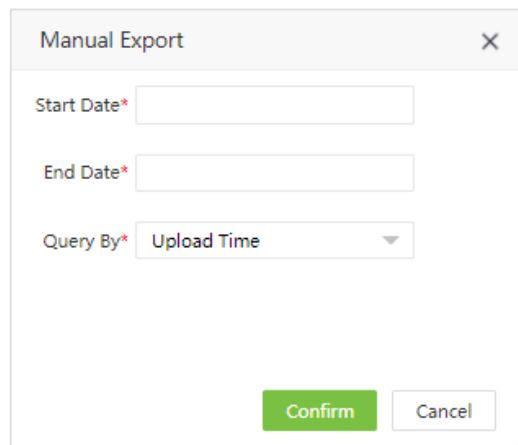
- **Export Path:** After entering the file name, a new folder will be created in **\files\temp** of the installation directory of the local computer to store all the exported files.
- **Email:** When an Email is set, it receives the exported file when it is exported.
- **FTP Path:** Set the name of the folder, which is the existing folder on the FTP server. The exported files will be saved in the corresponding folder under the FTP server in the file format of **"/ABC/"** (ABC is the existing folder on the FTP server).
- **FTP Server:** Click  to select the FTP server. When the attendance record is exported, the exported file will be saved on the FTP server.

- After setting the export details, click **[Save]**.

Manual Export


After the automatic export settings are saved, you can export the attendance records in real-time by clicking **[Manual Export]** at the top of the list.

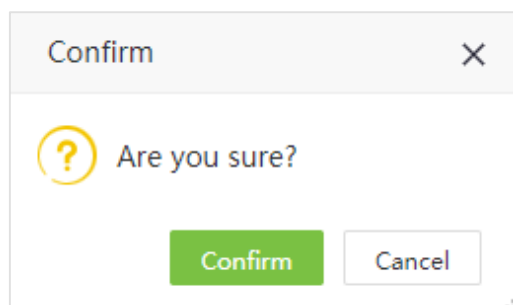
1. Select the set automatic export and click **[Manual Export]** to export the data manually.

A dialog box titled "Manual Export" with a close button (X) in the top right corner. It contains three input fields: "Start Date*" with a date picker icon, "End Date*" with a date picker icon, and "Query By*" with a dropdown menu showing "Upload Time". At the bottom, there are two buttons: "Confirm" (green) and "Cancel" (white).

- **Start Date/End Date:** Set the export period.
 - **Query By:** Select **Upload time** if you want to search by the time when the attendance data is uploaded to the software. Select **Punch time** if you want to search by the time when the user punches.
2. After entering the details, click **[Confirm]** to export the attendance records.

Delete Auto Export Template

1. In the auto export template, select the template and click **[Delete]** at the top of the template list, or click  icon in the same row of the template.

A dialog box titled "Confirm" with a close button (X) in the top right corner. It contains a yellow question mark icon and the text "Are you sure?". At the bottom, there are two buttons: "Confirm" (green) and "Cancel" (white).

2. Click **[Confirm]** to delete the selected template.

7.4 Log

7.4.1 User Log

The log displays all the operational log records in the system.

- Select **[System] > [Log] > [User Log]** to access the Log interface.

User	IP Address	Action Time	Action	Content Type	Object	Status	Describe
admin123	127.0.0.1	2020-09-25 14:38:05	Add	Auto Export	1 WDMS	Success	Code=1,Name=WDMS,File Date=1,File Time=9,Short Date Format=1,Short Time Form
admin123	127.0.0.1	2020-09-25 14:30:54	Backup Manually	DB Backup Log		Success	Store Path=C:\TestBackup photos=False
admin123	127.0.0.1	2020-09-25 14:29:26	Restore Manually	DB Backup Log		Fail	[Errno 13] Permission denied: 'C:/'
admin123	127.0.0.1	2020-09-25 14:26:42	Restore Manually	DB Backup Log		Fail	[Errno 13] Permission denied: 'C:\\Test'
admin123	127.0.0.1	2020-09-25 14:25:57	Restore Manually	DB Backup Log		Fail	[Errno 2] No such file or directory: 'C:\\'
admin123	127.0.0.1	2020-09-25 14:25:04	Restore Manually	DB Backup Log		Fail	[Errno 13] Permission denied: 'D:\\ZKTeco'
admin123	127.0.0.1	2020-09-25 14:23:59	Restore Manually	DB Backup Log		Fail	[Errno 2] No such file or directory: 'D:\\'
admin123	127.0.0.1	2020-09-25 14:23:52	Restore Manually	DB Backup Log		Fail	[Errno 2] No such file or directory: 'D:\\\\'
admin123	127.0.0.1	2020-09-25 14:23:42	Restore Manually	DB Backup Log		Fail	[Errno 2] No such file or directory: 'D:\\\\'
admin123	127.0.0.1	2020-09-25 14:23:37	Restore Manually	DB Backup Log		Fail	[Errno 13] Permission denied: 'D:\\'
admin123	127.0.0.1	2020-09-25 10:41:01	Add	User	123	Success	Username=123,Password=pbkdf2_sha256\$36000\$UH6gnwGRnuvK\$3znDvbrOY8EHf4
admin123	127.0.0.1	2020-09-25 10:31:05	Add	Work Code	TerminalWorkCode o...	Success	Code=1,Name=Test
admin123	127.0.0.1	2020-09-25 10:08:43	Change	Device	AEXH191960001	Success	Timezone(8->8),Registration Device(0->0),Attendance Device(1->1),Transfer Mode(1-
admin123	127.0.0.1	2020-09-25 10:08:41	Change	Device	AEXH191960001	Success	Timezone(8->8),Registration Device(0->0),Attendance Device(1->1),Transfer Mode(1-
admin123	127.0.0.1	2020-09-25 09:51:02	Login	User	admin123	Success	
admin123	127.0.0.1	2020-09-24 17:14:23	Change	Device	AEXH191960001	Success	Timezone(8->8),Registration Device(0->0),Attendance Device(1->1),Transfer Mode(1-
admin123	127.0.0.1	2020-09-24 17:14:22	Change	Device	AEXH191960001	Success	Area(1->Area A),Timezone(8->8),Registration Device(0->0),Attendance Device(1->1),
admin123	127.0.0.1	2020-09-24 17:14:22	Change	Device	AEXH191960001	Success	Area(1->Area A),Timezone(8->8),Registration Device(0->0),Attendance Device(1->1),
admin123	192.168.218...	2020-09-24 17:10:11	Login	User	admin123	Success	

The following are the main contents of the log:

- **User:** The user who operated.
- **IP Address:** The IP address of the computer which is used by the user.
- **Action Time:** The actual time in which the user performed some operation.
- **Action:** The operation performed by the user.
- **Content-Type:** The content type of the operation.
- **Object:** The object of the operation.
- **Describe:** The description of the operation.

7.4.2 System Log

The log displays all the system log records in the system.

- Select **[System] > [Log] > [System Log]** to access the Log interface.

Execution Time	Operation	Result	Description
2020-09-25 08:25:59	Resign Monitoring	Success	Success: 1, Failed: 0
2020-09-25 08:25:55	Employment Status Monitoring	Success	Active: 0, Inactive: 0

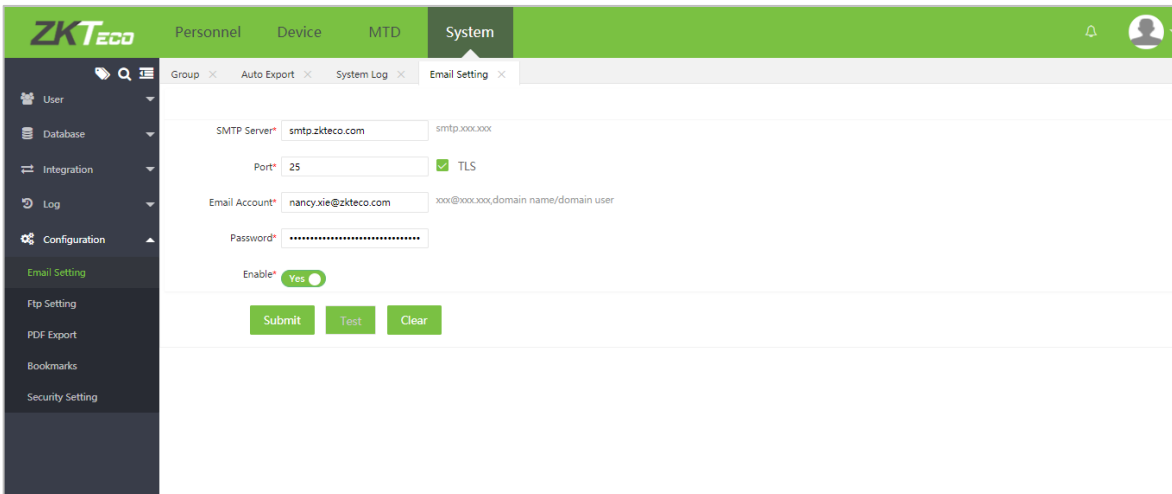
7.5 Configuration Settings

7.5.1 Email Setting

- Select **[System] > [Configuration] > [Email Settings]**.
- The email setting is used to trigger an alert when the specific value set by the administrator has crossed the limit.

Note: The domain name of the E-mail address and E-mail sending server (outgoing server) must be the same. For example, the Email address is test@yahoo.com, and the E-mail sending server must be smtp.mail.yahoo.com.

Obtain the mail server details and fill it accordingly. An example is shown below.

The screenshot shows the ZKTECO web interface. At the top, there's a navigation bar with 'Personnel', 'Device', 'MTD', and 'System' tabs. The 'System' tab is active. Below it, a sub-menu shows 'Group', 'Auto Export', 'System Log', and 'Email Setting'. The 'Email Setting' page contains several input fields: 'SMTP Server' (smtp.zkteco.com), 'Port' (25), 'Email Account' (nancyxie@zkteco.com), and 'Password' (masked with dots). There's a 'TLS' checkbox which is checked. An 'Enable' toggle switch is set to 'Yes'. At the bottom, there are 'Submit', 'Test', and 'Clear' buttons.

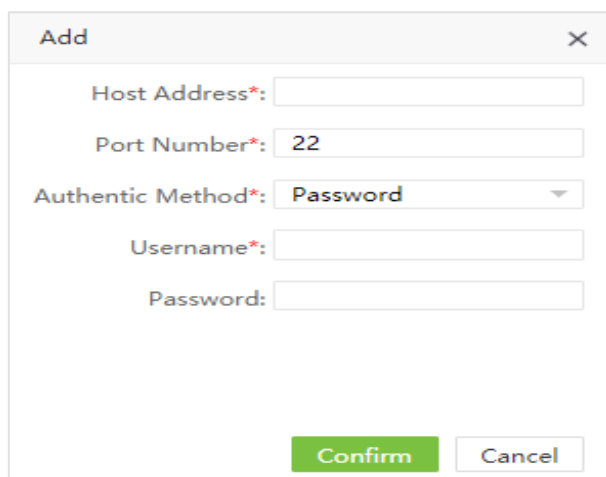
Note: The password is a one-time random authorization password provided by the email service provider.

- **SMTP Server:** Enter the Email sending Server address.
- **Port:** Port of the email sending server.
- **Email Account:** Enter the email account.
- **Password:** Enter the One-time random authorization password from the mailbox provider.
- **Email Address:** Enter the Email address.
- **Enable:** Set the email account status to enable or disable.

7.5.2 FTP Settings

Add FTP Server

- Select **[System] > [Configuration] > [FTP Settings] > [Add]**.

A dialog box titled "Add" with a close button (X) in the top right corner. It contains five input fields: "Host Address*" (empty), "Port Number*" (containing "22"), "Authentic Method*" (a dropdown menu showing "Password"), "Username*" (empty), and "Password:" (empty). At the bottom right, there are two buttons: "Confirm" (green) and "Cancel" (white with a grey border).

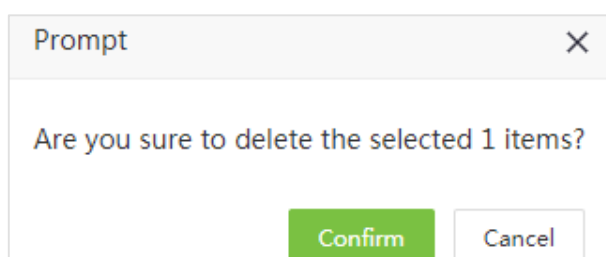
- **Host Address:** Enter the FTP Server address.
- **Port Number:** Enter the FTP server port number.
- **Authentic Method:** Enter the authentication method to access the FTP server.
- **Username:** Enter FTP Server's Username.
- **Password:** Enter the FTP server's Password.

The FTP Settings can be used to transfer the files exported by the software to the specified FTP server for data transfer.

Note: Click the FTP server or the  icon in the same row of the FTP server.

Delete FTP Server

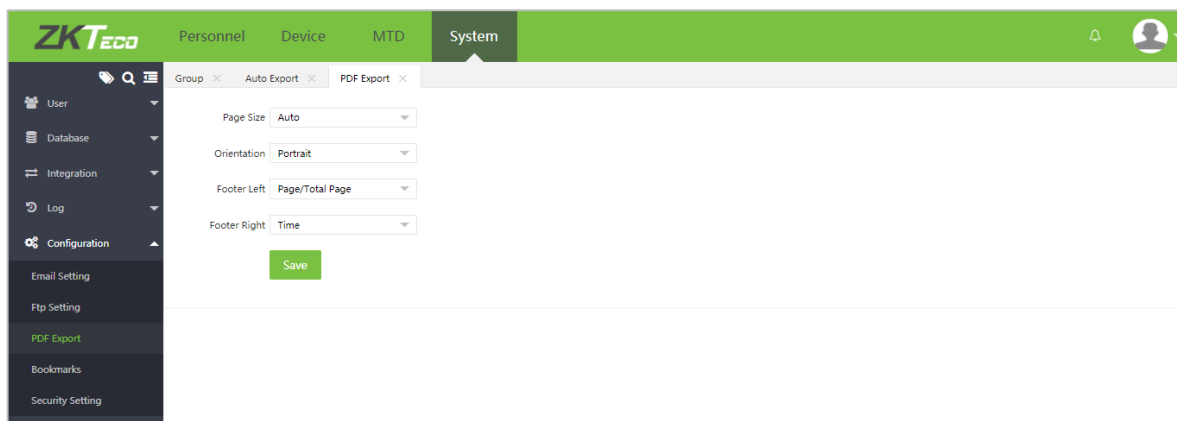
In the FTP list, select the FTP server and click [**Delete**] at the top of the FTP server list, or click  icon in the same row of the FTP server.

A dialog box titled "Prompt" with a close button (X) in the top right corner. It contains a text prompt: "Are you sure to delete the selected 1 items?". At the bottom right, there are two buttons: "Confirm" (green) and "Cancel" (white with a grey border).

- Click [**Confirm**] to delete the selected FTP server.

7.5.3 PDF Export

1. Select [**System**] > [**Configuration**] > [**PDF Export**].



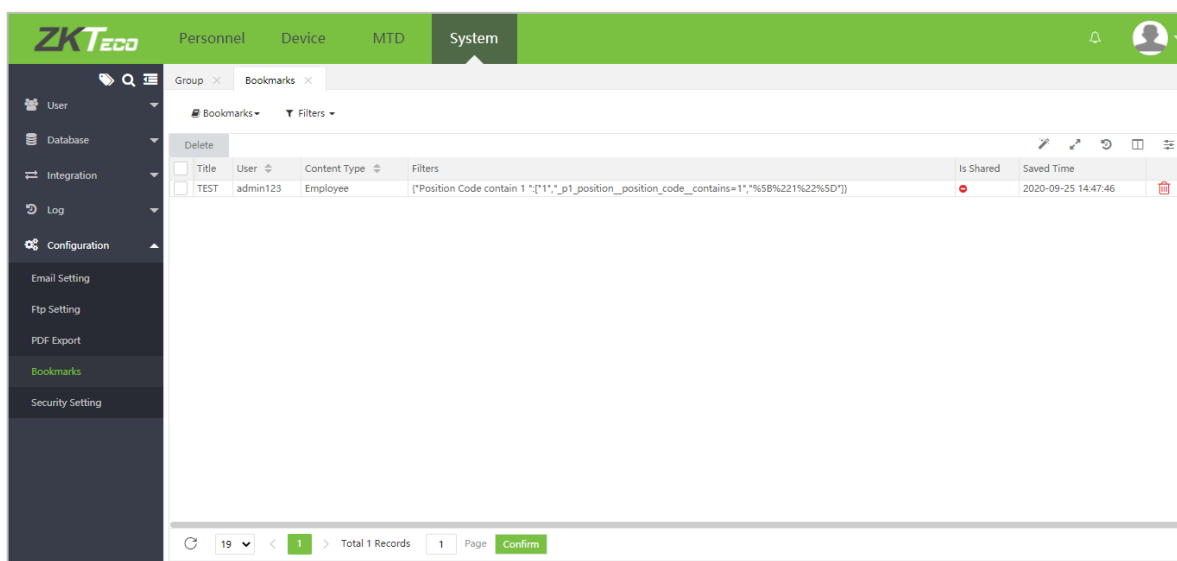
- **Page Size:** Sets the page size for exported PDF.
 - **Direction:** Set the direction of the exported PDF. It can be "Portrait" or "Landscape".
 - **Footer Left:** Set the content to be displayed in the lower-left corner of the exported PDF page. It can be "Blank", "current page number / total number of pages", "author", "time", "author + time".
 - **Footer Right:** Set the content to be displayed in the lower right corner of the exported PDF page. It can be "Blank", "current page number / total number of pages", "author", "time", "author + time".
- Click **[Save]** to save the PDF export settings.

7.5.4 Bookmarks


Add a Bookmark

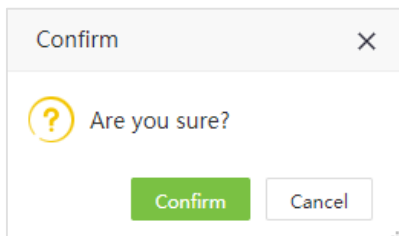
You can save the filtered query as a bookmark to simplify the search operation next time. See [11. "Custom bookmark"](#) in Appendix 1 for a custom bookmark.

After saving successfully, you can view the saved filter under the bookmarks list.



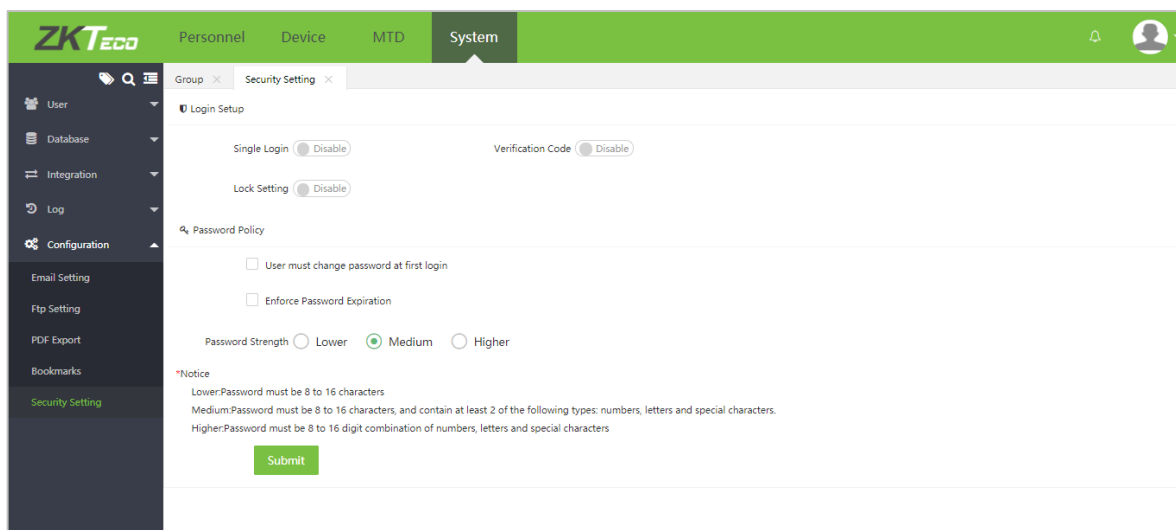
Delete Bookmark

- In the bookmarks list, select the bookmark and click **[Delete]** at the top of the bookmarks list, or click  icon in the same row of the bookmark.



- Click **[Confirm]** to delete the selected bookmark.

7.5.5 Security Setting



Login Setup

Single Login

If it is enabled, then the software will forbid system users to log in to the software from multiple places. This feature is only for the system administrator login. For self-service, multiple logins are not allowed by default.

Verification Code

If it is enabled, then while log in to the software, users need to fill in the QR code. Here the users can set the length and valid duration of the verification code.

Failed Locked

If it is enabled, if the user enters the login password incorrectly equal to the set login failed times within 24 hours, the system will lock the user and prohibit the user from login. After the set lock

duration, the user can log in again.

Password Policy

1) User must change password at first login

If it's enabled, then when the system users or employees login to the software for the first time, it is required to change the password and login to the software with the new password.

2) Enforce Password Expiration

Users can set the expiration day of the password. Before the expiration date, the users need to change the password.

Forget Password

While forgetting the login password, users and personnel can click [Forget Password] on the login page to get a new password.

Enter the username and email address set in the software:

The image shows a web form titled "WDMS" for "Password Management - Forget Password". It has a green background. There are two input fields: "Username" and "Email". Below them is a "Submit" button. At the bottom, there is a logo for "ZKTECO" and a copyright notice: "Copyright ©2020 ZKTECO CO., LTD. All rights reserved. [About Forget Password](#)".

The email of resetting the password will be sent to the corresponding email account.

Reset Password

Please click Reset Password to reset your password. The link will be expired in 2 hours. If you have never requested a password reset, please ignore this email, and your password will remain the same.

Reset Password

Users need to click the link in the email within 2 hours to get the new password.

Then the user will receive an email with the new password, and the user will be able to log in to the software according to the password in the email.



8. Appendices

Appendix 1

1. Personnel Selection

An example to adjust an employee to an area is shown below:

- Select **[Personnel]** > **[Organization]** > **[Area]** > **[Personnel Transfer]**.

Personnel Transfer

Department: [Dropdown] Employee: [Textbox] [Search Icon]

	Employee...	First Name	Last Name	Department
<input checked="" type="checkbox"/>	100027	ARIEL		TOWarka
<input checked="" type="checkbox"/>	10003	10003		4
<input type="checkbox"/>	100030	GABBY		TOWarka
<input type="checkbox"/>	100031	GERONIMO Q...		TOWarka
<input type="checkbox"/>	100033	ALAN SALAME...		TOWarka
<input type="checkbox"/>	100034	GERRY MAGAL...		TOWarka
<input type="checkbox"/>	100037	RONAN JARAN...		TOWarka
<input type="checkbox"/>	100040	crizaldo		TOWarka
<input type="checkbox"/>	100041	LINEESH PRAT...		TOWarka
<input type="checkbox"/>	100045	ZEYAD		TOWarka
<input type="checkbox"/>	100048	ADEL MOHAM...		TOWarka
<input type="checkbox"/>	100049	MOHD SALEH		TOWarka
<input type="checkbox"/>	100058	MOHAMED SA		TOWarka

20 Total 12573 Records < > 2 Page [Confirm]

Selected 2

	Employee...	First Name	Last Name
<input checked="" type="checkbox"/>	100027	ARIEL	
<input checked="" type="checkbox"/>	10003	10003	

[Confirm] [Cancel]

You can search for employees in two ways:

1. **Search By Department:** Click the Department search box to search the corresponding Department. Click the Master to view all the employees in all the Departments. If only one of the departments is selected, all the employees in that Department will be displayed.

Department [Dropdown Arrow]

- ☒ [Expand Icon] Department (
- ☒ [Expand Icon] ZKTeco (0/2)
- ☐ [File Icon] errq
- ☐ [File Icon] Testing
- ☐ [File Icon] D2000
- ☐ [File Icon] D2001
- ☐ [File Icon] D2002
- ☐ [File Icon] D2003
- ☐ [File Icon] D2004
- ☐ [File Icon] D2005
- ☐ [File Icon] D2006
- ☐ [File Icon] D2007
- ☐ [File Icon] D2008

2. **Search By ID/Name:** Enter the Employee ID or Name to be searched in the textbox and Click [Search Icon]. Then the related employee details will be displayed.

If the required employee is displayed in the Selected employee's list and you need to delete one or more employees, deselect the checkboxes.

2. Date Selection

An example to select the date is shown below:

The system automatically displays the date selection window when you click the Date textbox as shown in the figure below.

The screenshot shows the 'Add' window with a table of employees. A date picker is open, showing the month of November 2019. The date '4' is selected. Below the table, the 'Resign Date' field is set to '2019-11-04'. The 'Resign Type' is 'Quit' and 'Attendance' is 'Enable'. A 'Confirm' button is visible at the bottom right.

1. Click the year on the top and select a year from the year list (by default, the system displays the current year).
2. Click the month and select a month from the month list (by default, the system displays the current month).
3. Select the required date in the date selection box.
4. Click Confirm. The selected date is displayed to the right of the Resignation Date, as shown in the figure below.

- **Now:** Click Now to set the current date.
- **Clear:** Click Clear to clear the selected date if you want to re-select the date.

3. Import

An example to import an employee is shown below:

1. Select **[Personnel] > [Employee] > [Import] > [Import Employee]**.

File: No file chosen

Please download the template and follow the template to fill out the data.

Existing Data: Company:

Template Demo: [Download Template](#)

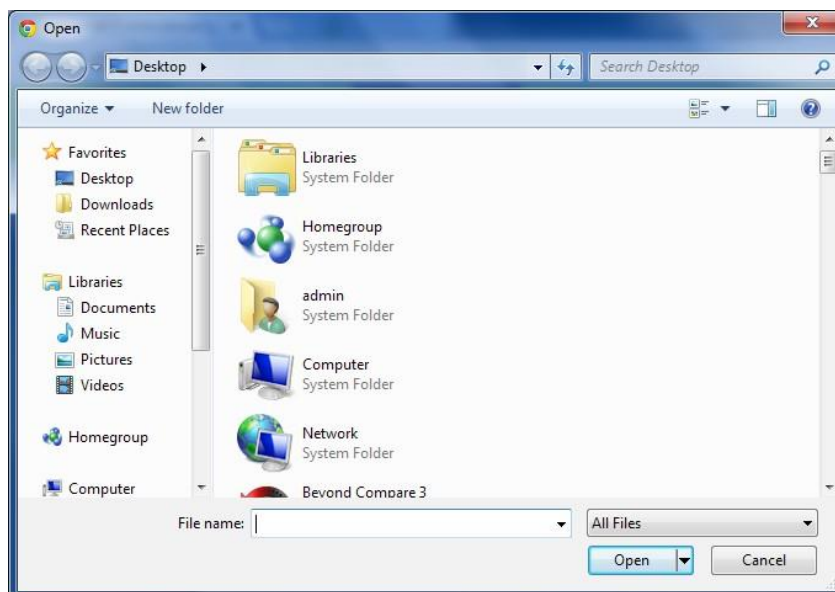
	A	B	C	D	E	F	G	H	I
1	Employee ID	First Name	Last Name	Department Code	Department Name	Position Code	Position Name	Gender	Hired Date
2	10001	Koi	start	1	HR	1	Director	Male / Female	2016-10-14
3	10002	Koe	Maline	1	HR	1	Director	Male / Female	2016-10-14
4	10003	Kosan	Selin	1	HR	2	Manager Assistant	Male / Female	2016-10-14

Description

- 1.The heads in file template are required
- 2.The Employee ID,First Name,Department Number is Required fields
3. All column values should be text format
- 4.The Card Number must be unique

Note: Click **[Download Template]** to download the template. Fill in the template and save the corresponding employee's information. You can use the employee import function to import the file (.xls file) to the system.

2. Click **[Choose File]**. A dialog box will open as shown in the figure below.



3. Select the file to be imported and click **[Open]** or directly double-click the file to be imported.

Note: Only .xls and .csv files can be imported.


4. **Existing Data:** When **[Ignore]** is selected, records with the identical Employee ID are not imported. When **[Overwrite]** is selected, records with the identical Employee ID replace the earlier records.
5. Click **[Confirm]** to import the records.

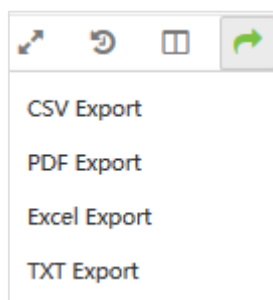
Notes:

- A table header is required for importing the templates.
- Employee ID, First Name, and Department No. are mandatory. Other fields are optional.
- The card number must be unique.
- All the values should be in text format.

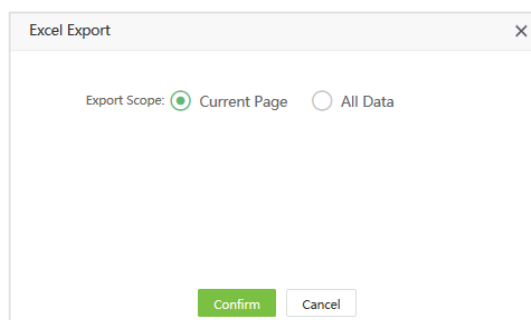
4. Export

An example to export employee's list is shown below:

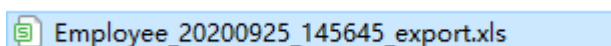
1. Select **[Personnel]** > **[Employee]** and click  on the top right corner of the screen. The exporting options are shown below:



2. File Type: if you want to export the file in Excel format, select **Excel Export**.




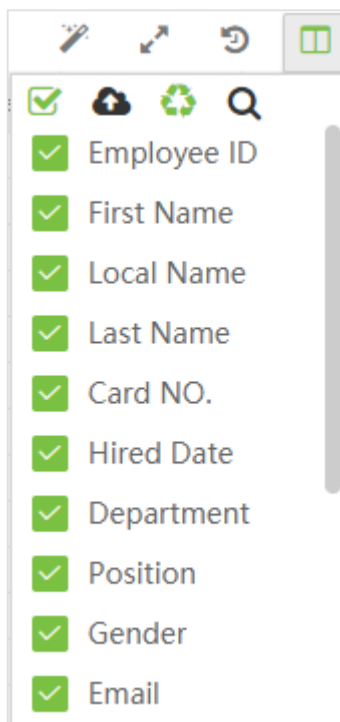
- Select **"Current Page"** to export the data for the current page.
 - Select **"All Data"** to export all the data.
3. Click **[Confirm]** to set the export path. Under the corresponding path, the file will be successfully exported, as shown in the figure below:




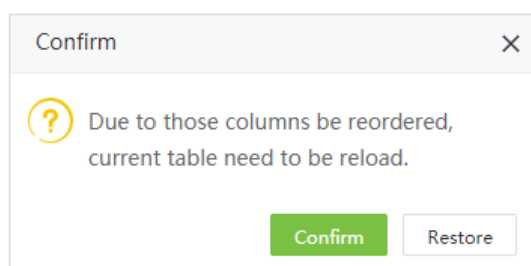
5. Custom Display Fields

Take the Employee's list as an example:

- Select **[Personnel]** > **[Employee]** and click  icon on the top right corner of the screen, the field selection window will pop-up as shown below:




You can adjust the display order and decide whether the fields need to be displayed or not (checked means it will be displayed, un-checked means it will not be displayed). When adjusting the order, simply move the cursor to the field to be moved, and then drag the field to move the order when the  icon appears after the field. After adjusting the order, click **Confirm** to reorder the fields.



6. Adaptive Column Width

The column width can be set to the optimal width.

1. After setting the number of fields to be displayed, click  and choose **[Best Fit]** to adjust the column width, as shown in the figure below:

Employee ID	First Name	Company	Department	Device Privilege	Area	Fingerprint	Face	Palm	VL Face
001	001	Company A	Department_Company A	Employee	Area A	Ver 10:1	-	-	-
003	003	Company A	Department_Company A	Employee	Area A	Ver 10:1	-	-	-
1	Hu	Company A	HR Department	Employee	Area A	Ver 10:5	-	-	-
10	hyp10	Company A	Department_Company A	Employee	Area A	Ver 10:1	-	-	-
128128	Jerry	Company A	Department_Company A	Employee	Area A	-	-	-	-
14	hyp14	Company A	Department_Company A	Employee	Area A	Ver 10:1	-	-	-
15	Johnson	Company A	Department_Company A	Employee	Area A	Ver 10:1	-	-	-
16	hyp16	Company A	Department_Company A	Employee	Area A	Ver 10:1	-	-	-
17	Tjfw	Company A	Department_Company A	Employee	Area A	Ver 10:1	-	-	-
19	jenny19	Company A	Department_Company A	Employee	Area A	Ver 10:1	-	-	-
222	ffff&	Company A	Department_Company A	Employee	Area A	-	-	-	-
3	hyp3	Company A	HR Department	Employee	Area A	Ver 10:2	Ver 7:1	-	-
4	hyp4	Company A	Marketing Department	Employee	Area A	Ver 10:1	-	-	-
5	Tina	Company A	HR Department	Employee	Area A	-	-	-	-
6	Nancy	Company	Department	Employee	Office Area	-	-	-	-
666666	ji	Company A	Department_Company A	Employee	Area A	Ver 10:1	-	-	-
8	hyp8	Company A	Department_Company A	Employee	Area A	Ver 10:1	-	-	-
9	hyp9	Company A	Department_Company A	Employee	Area A	Ver 10:1	-	-	-

- Click **[Best Fit With Scale]** to adjust the columns with the best ratio, as shown in the figure below:

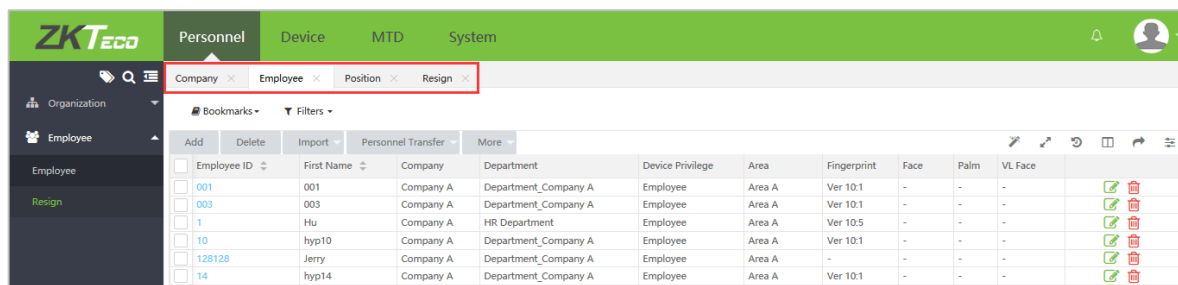
Employee ID	First Name	Company	Department	Device Privilege	Area	Fingerprint	Face	Palm	VL Face
001	001	Company A	Department_Company A	Employee	Area A	Ver 10:1	-	-	-
003	003	Company A	Department_Company A	Employee	Area A	Ver 10:1	-	-	-
1	Hu	Company A	HR Department	Employee	Area A	Ver 10:5	-	-	-
10	hyp10	Company A	Department_Company A	Employee	Area A	Ver 10:1	-	-	-
128128	Jerry	Company A	Department_Company A	Employee	Area A	-	-	-	-
14	hyp14	Company A	Department_Company A	Employee	Area A	Ver 10:1	-	-	-
15	Johnson	Company A	Department_Company A	Employee	Area A	Ver 10:1	-	-	-
16	hyp16	Company A	Department_Company A	Employee	Area A	Ver 10:1	-	-	-
17	Tjfw	Company A	Department_Company A	Employee	Area A	Ver 10:1	-	-	-
19	jenny19	Company A	Department_Company A	Employee	Area A	Ver 10:1	-	-	-
222	ffff&	Company A	Department_Company A	Employee	Area A	-	-	-	-
3	hyp3	Company A	HR Department	Employee	Area A	Ver 10:2	Ver 7:1	-	-
4	hyp4	Company A	Marketing Department	Employee	Area A	Ver 10:1	-	-	-
5	Tina	Company A	HR Department	Employee	Area A	-	-	-	-
6	Nancy	Company	Department	Employee	Office Area	-	-	-	-
666666	ji	Company A	Department_Company A	Employee	Area A	Ver 10:1	-	-	-
8	hyp8	Company A	Department_Company A	Employee	Area A	Ver 10:1	-	-	-
9	hyp9	Company A	Department_Company A	Employee	Area A	Ver 10:1	-	-	-

7. Multi-Label Function

You can navigate to any module by clicking the opened labels. There is no need to go back or refresh the page. With this multi-label function, the data loss can be prevented even if navigating to other pages.

Take the Personnel module as an example:


- Click **[Personnel]** to open the Personnel module. When you open any menu, you can see the opened menu label at the top of the page, as shown in the below image:

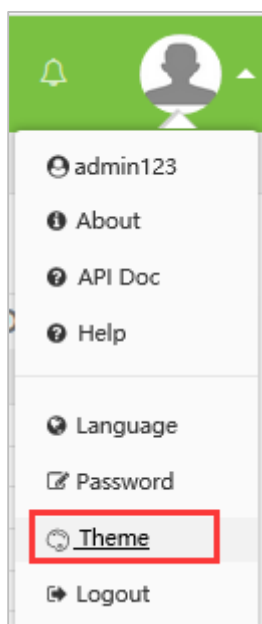


- The menu can be switched randomly. When switching, the data which is entered will not be refreshed.

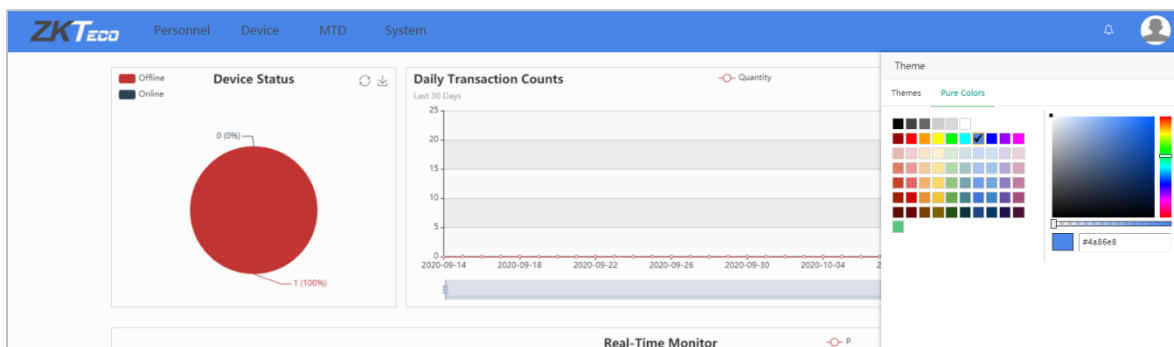
8. Custom Theme

You can change the theme color and background pattern.

- Click the  icon at the top right of the page and select Theme to set the theme color.



- Click **[Themes]** to select the background of the menu. Then click **[Pure Colors]** to customize the theme color. Then click **Change** to apply the color effects.



9. Filter Search Function

You can filter and search all the results in this software.

Take the Employee list as an example. Click **[Personnel]** > **[Employee]** > **[Employee]** to view the Employee's list.

1. In the Filters section, enter the keyword such as Employee ID (The toggle button moves to the right to indicate that the search has been filtered, and to the left to indicate that the search has been excluded).


2. Select from the search criteria: Exact search, Start field, End field, Include, One of, or Regular expression.

In this example, an employee with an Employee ID as 3 is being searched. Enter "3" and click .

The filtered result will be displayed as shown below:

Employee ID	First Name	Company	Department	Device Privilege	Area	Fingerprint	Face	Palm	VL Face	
003	003	Company A	Department_Company A	Employee	Area A	Ver 10:1	-	-	-	
3	hyp3	Company A	HR Department	Employee	Area A	Ver 10:2	Ver 7:1	-	-	

Notes:

- Multiple search criteria can also be selected, but the same field and the same criteria can only be selected once.
- Click **Clear Filter** to clear the search criteria.
- In the search term that appears at the top of the employee's list, click  to toggle whether the search term is filtered or excluded.

For example, set multiple query conditions as follows:

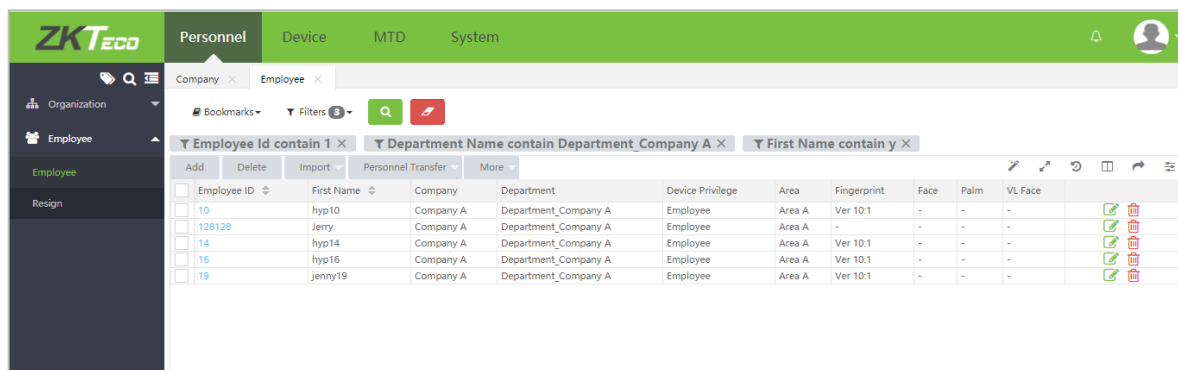
Employee ID	First Name	Company	Department	Device Privilege	Area	Fingerprint	Face	Palm	VL Face	
10	hyp10	Company A	Department_Company A	Employee	Area A	Ver 10:1	-	-	-	
128128	Jerry	Company A	Department_Company A	Employee	Area A	-	-	-	-	
14	hyp14	Company A	Department_Company A	Employee	Area A	Ver 10:1	-	-	-	
16	hyp16	Company A	Department_Company A	Employee	Area A	Ver 10:1	-	-	-	
19	jenny19	Company A	Department_Company A	Employee	Area A	Ver 10:1	-	-	-	

Note: The filter function under each menu in the system is similar. But the difference lies in the field settings.

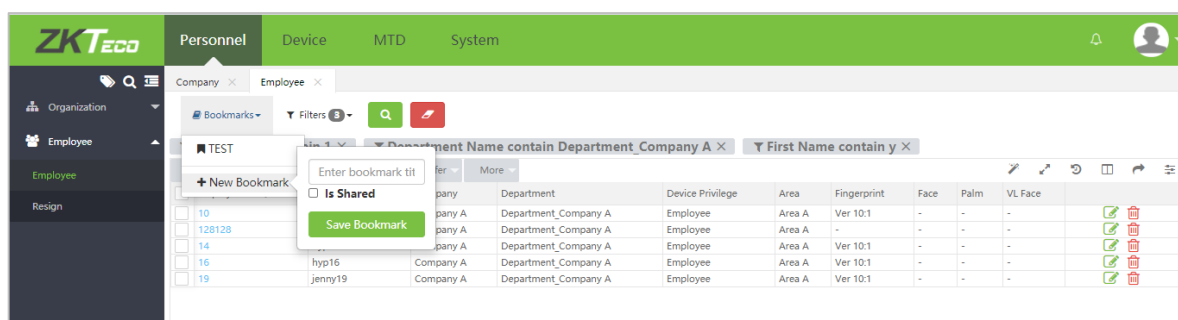
10. Custom Bookmark

You can customize a variety of filter combinations and save them as bookmarks. By the next time, you can open the existing bookmarks to filter the data.

- When multiple filters are set, the page will be displayed as shown below:




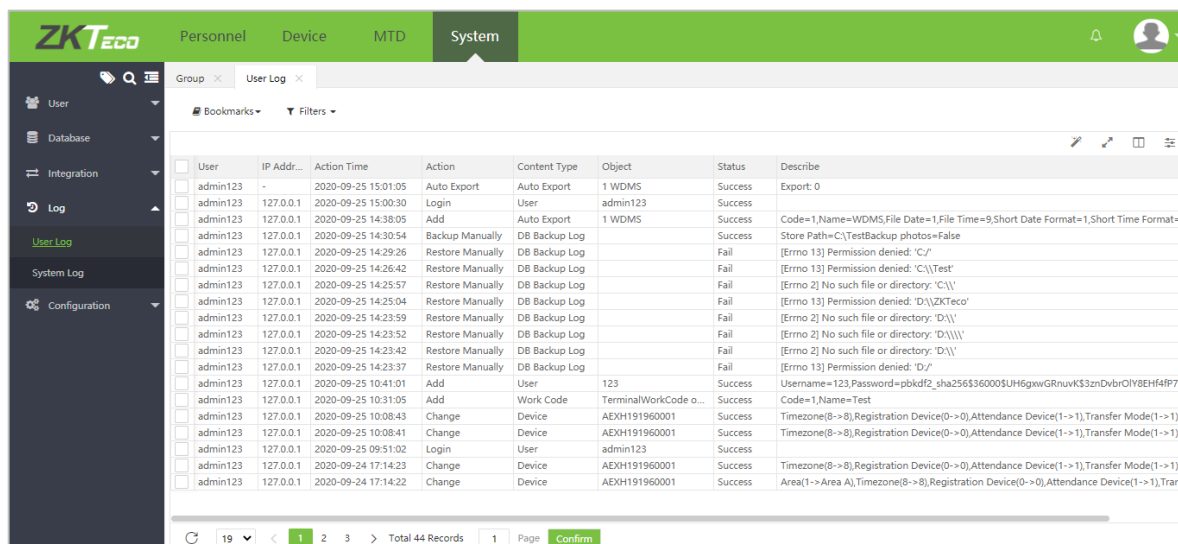
- Click Bookmarks, select **[New Bookmark]**. Enter the bookmark name and click **[Save]**. The saved bookmarks can be seen under the Bookmarks menu.



11. Log View

An example to view operational logs is shown below:

- Select **[System]** > **[Log]** > **[User Log]**. click  on the top right corner to access the Logs as shown in the figure below.



Notes:

- The Logs interface displays only the operation logs of the current operation module.
- You can view all log records in Log under the System module.

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