

# User Manual

## ZKBioSecurity Mobile Application

Date: March 2021

APP Version: V2.20.1 or above

Software Version: ZKBioSecurity 4.0.0 or above

Doc Version: 3.0

English

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



For further details, please visit our Company's website  
[www.zkteco.com](http://www.zkteco.com).

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To know more about our global branches, visit [www.zkteco.com](http://www.zkteco.com).

## 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 ZKBioSecurity Mobile Application.

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

## Notice

This Mobile App is available in App stores including AppStore, Google, Tencent Myapp, GfanStore, and Wandoujia.

The app can be installed on Android 9 or above versions on popular smartphone brands, including Xiaomi, Samsung, Meizu, Huawei, Vivo, and Oppo. It can also be installed on iOS 9 or above versions on iPhone6 or next released Apple phones.






## Document Conventions

Conventions used in this manual are listed below:

### GUI Conventions

For Device	
Convention	Description
< >	Button or key names for devices. For example, press <OK>
[ ]	Window names, menu items, data table, and field names are inside square brackets. For example, pop up the [New User] window
/	Multi-level menus are separated by forwarding slashes. For example, [File/Create/Folder].

### Symbols

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

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## 1 Overview

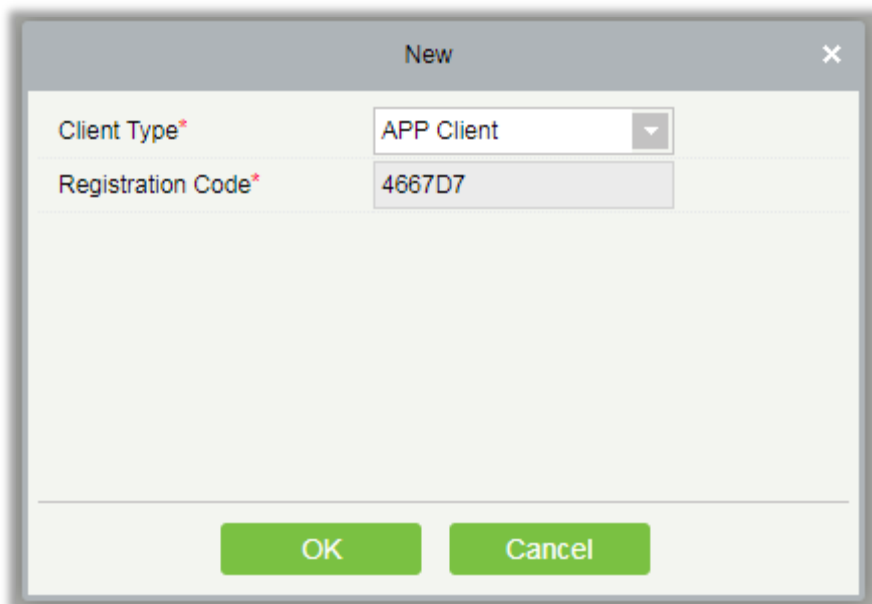
The ZKBioSecurity Mobile App is a contemporary plan that aids in organizing and managing the Employee's access, Visitor process, Parking management, Attendance statistics in no time. This greatly assists to track the entire management process of an organization at a single instance.

The Mobile App is crafted with the most advanced techniques so that the management process can be carried out without any hassle.

## 2 Mobile App Configuration

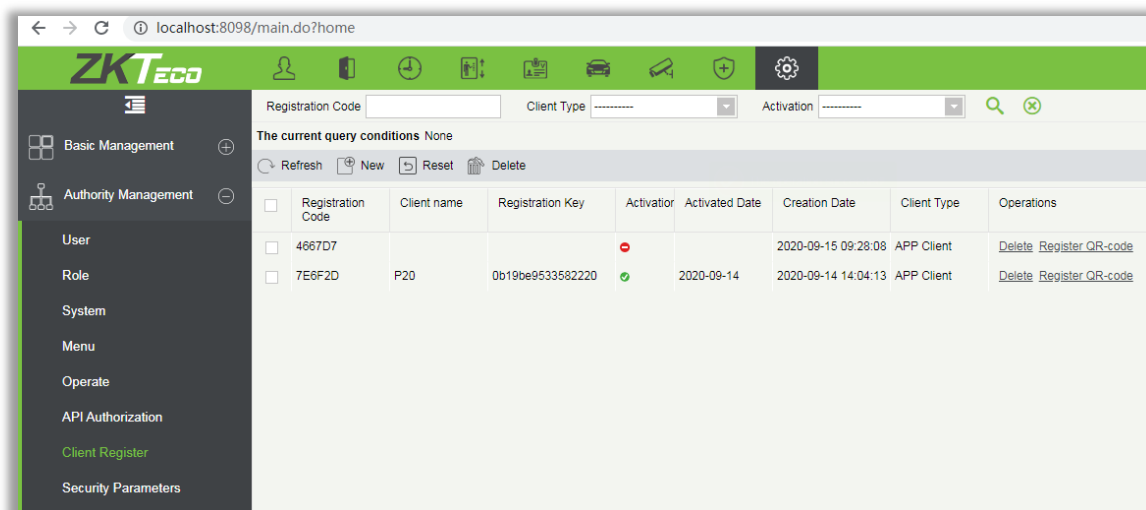
After downloading and installing the App, the user needs to set the Server before login. The steps are given below:

1. On the Server, choose [**System**] > [**Authority Management**] > [**Client Register**] to add a registered App client.

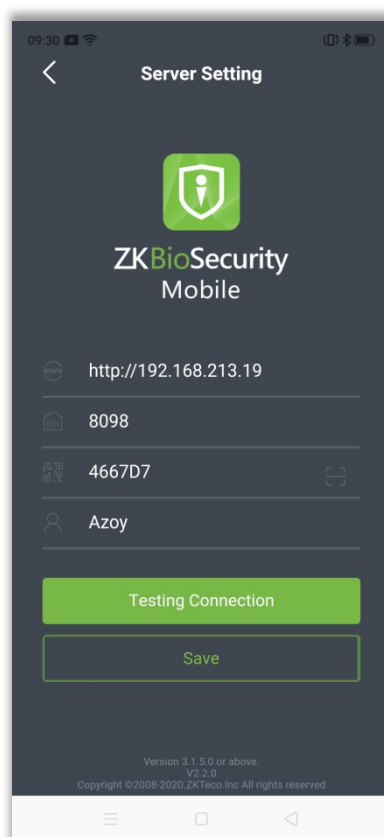


The screenshot shows a 'New' dialog box with a close button (X) in the top right corner. It contains two input fields: 'Client Type\*' with a dropdown menu showing 'APP Client', and 'Registration Code\*' with the text '4667D7'. At the bottom, there are two green buttons labeled 'OK' and 'Cancel'.





- Open the App on the Smartphone. On the login screen, tap **[Server Setting]** and type the IP Address or the Domain Name of the Server, and its Port Number.
- Tap the **QR Code icon** to scan the QR code of the new App client. After the client is identified successfully, set the Client Name and tap **[Connection Test]**.
- After the network is connected successfully, tap **[Save]**.



<input type="checkbox"/>	Registration Code	Client name	Registration Key	Activation	Activated Date	Creation Date	Client Type	Operations
<input type="checkbox"/>	4667D7	Azoy	8a819daf4bf1953a	✓	2020-09-15	2020-09-15 09:28:08	APP Client	<a href="#">Delete</a> <a href="#">Register QR-code</a>
<input type="checkbox"/>	7E6F2D	P20	0b19be9533582220	✓	2020-09-14	2020-09-14 14:04:13	APP Client	<a href="#">Delete</a> <a href="#">Register QR-code</a>

**Note:** The APP's network connection and the server's network connection need to be in the same LAN, otherwise the network will be unavailable.

### 3 User Privileges

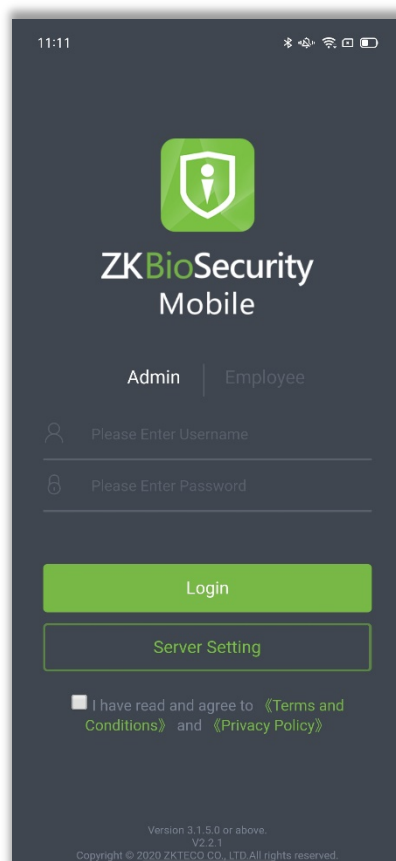
In ZKBioSecurity Mobile App, user privilege defines the delegation of authority to perform certain functions. The defined user roles are:

- Administrator
- Employee

### 4 Login

Initially, it is required to configure the Server Settings before login. After the Server settings are successfully saved, it will automatically return to the login screen.

- Select the login identity which includes **Administrator** login and **Employee** login.
- The default is "Admin". When the Employee needs to login, tap on **Employee** to switch to Employee login screen.



- The administrator can login with the username in **[System] > [Authority Management] > [User]** and self-service password. The default self-service password is 111111.

ZKTeco

Basic Management

+

Authority Management

-

User

Role

API Authorization

Client Register

Security Parameters

Username

First Name

The current query conditions

None

Refresh

New

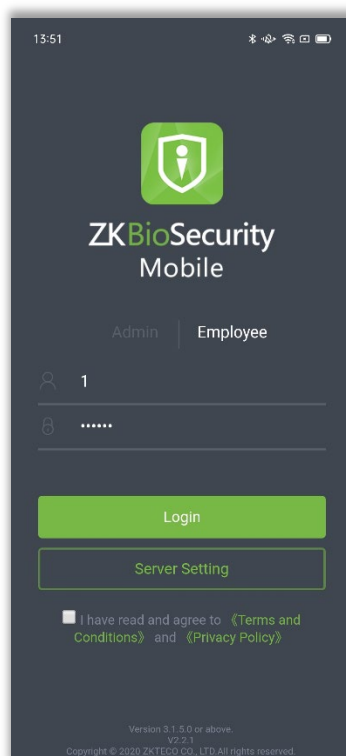
Delete

<input type="checkbox"/>	Username	First Name	Last Name	Email	State	Superuser State	Operations
<input type="checkbox"/>	gwee						<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	TTTsst						<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	test1209						<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	1180812						<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	TuanAnh1						<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	TuanAnh						<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	zktecoTest						<a href="#">Edit</a> <a href="#">Delete</a>

- Employees can login with the Personnel ID in **[Personnel] > [Personnel] > [Person]** and self-service password. The default self-service password is 123456.

Refresh New Dismissal Adjust Department Change Position Delete Export Import Statistics Print Card								
<input type="checkbox"/>	Personnel ID	First Name	Last Name	Department Name	Card Number	Verification Mode	Create Time	Status
<input type="checkbox"/>	v123456	vu		ZKTeco			2020-12-03 12:37:19	Normal
<input type="checkbox"/>	6abhdsla			ZKTeco			2020-12-03 12:35:06	Normal

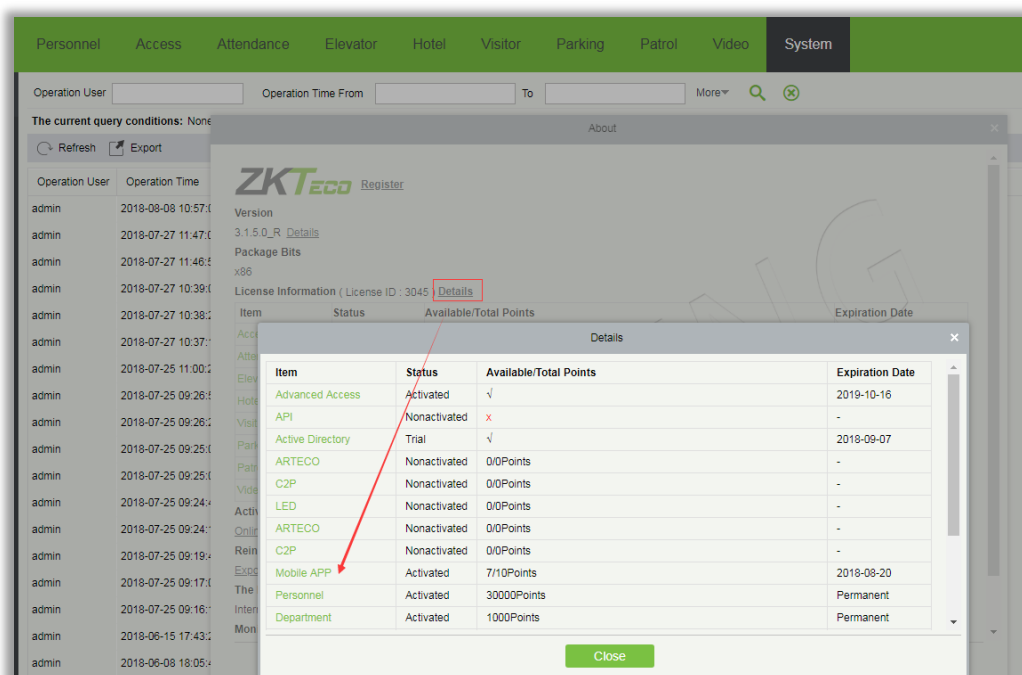
- The employee login diagram is shown in the figure:



- The Administrator and Employee can change the Password in the App [System Settings](#).

### Notes:

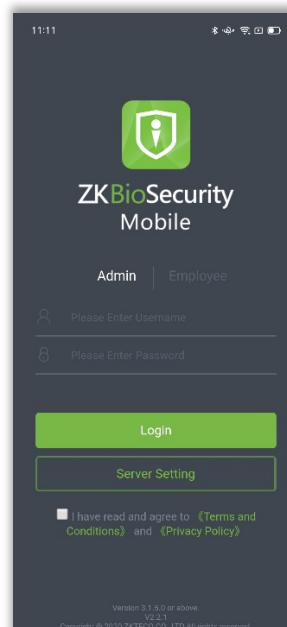
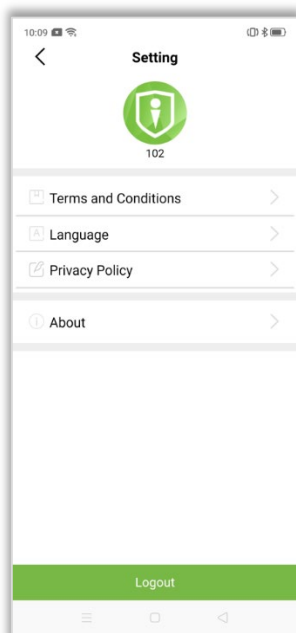
The license determines the number of available Mobile App connections.



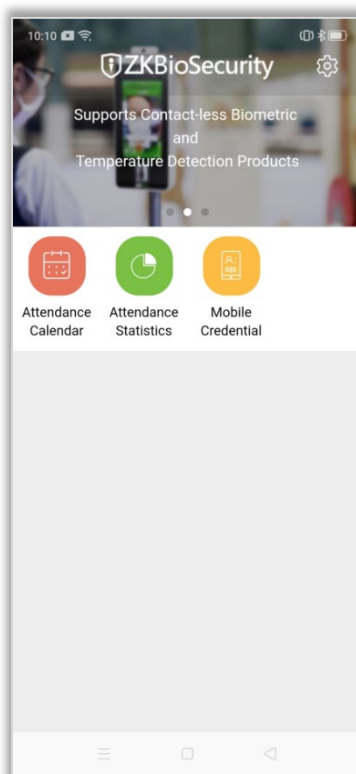
Each registration code consumes a licensed App point and can only be assigned to one mobile phone.

## 4.1 Subsequent Login's

1. If the user taps **Logout** on the System settings page and opens the App again, the user will be redirected to the Login page. The user has to enter the login credentials.



2. If the user just ends the App process in the background without logging out of the App account, the user can directly enter the Homepage without logging in again for the next time.

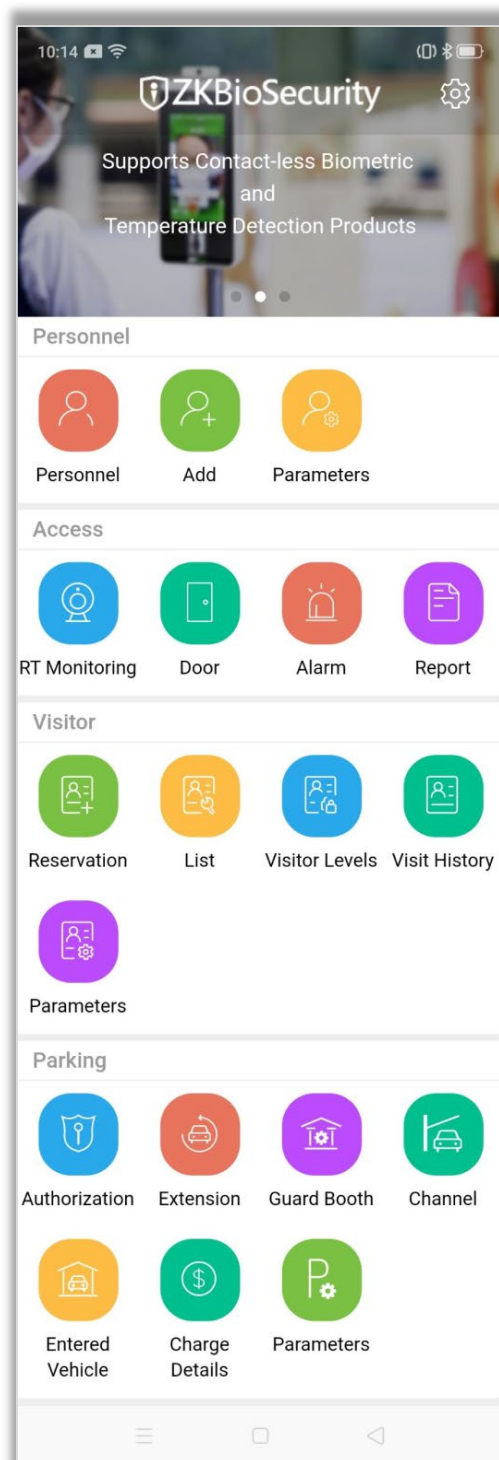


**Note:**

The user must verify that the Server information, Username, and Password are correct. The operations of adding, modifying, and deleting the login accounts and setting the access rights can only be performed using the ZKBioSecurity software on the Server.

## 5 Main Menu

After successfully logging to the APP, the user can view the Main menu as shown below:



The description of the Main menu is given below:

Menu	Description
<b>Personnel</b>	Adding and managing Employee details
<b>Access</b>	Real-time access monitoring, managing doors, alarms, reports and mobile credentials.
<b>Visitor</b>	Manages Visitor appointments, Visitor levels and Visitor History
<b>Parking</b>	Manages Parking authorization, Guard booth, Charge details, Channels, Extension of validity
<b>Attendance</b>	Displays Attendance statistics of the Employee.
<b>System Setting</b>	Customizes the User account

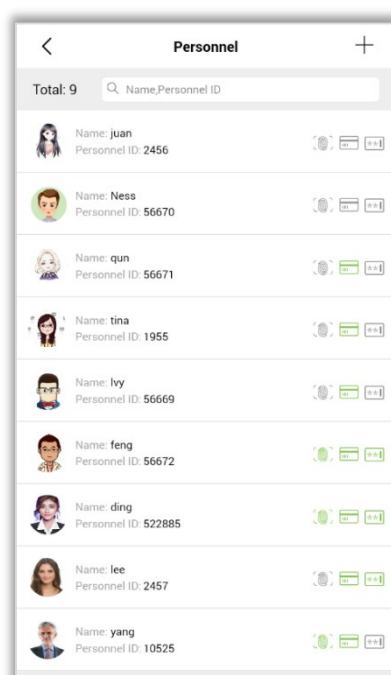
## 6 Personnel Management

The Personnel Management module is an intuitive interface to add and manage employee details in an organization. It helps in assigning Access Cards, Access Levels, Department to the employees.

### 6.1 Personnel

- On the main menu, tap **[Personnel]** to view the Personnel list.
- The list shows brief information about all the persons, including their Names, IDs, Fingerprints, Cards, and Passwords. (The registered Fingerprints, Cards, and Passwords are displayed in green, while those not registered are displayed in grey)

The following figure shows the personnel list.





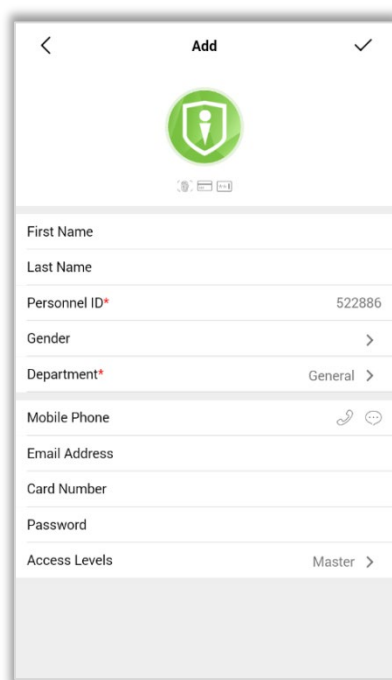
## 6.2 Add and Manage Person Details

### Add a Person

- Tap **+** on the upper right corner of the personnel list to add a new person.
- Enter the necessary details such as Name, Gender, Department, Mobile Number, Email ID, Card Number, Password and Access Levels.
- After entering the required information, tap **✓** on the upper right corner to save the information, and then tap **<** on the upper left corner to return to the personnel list.

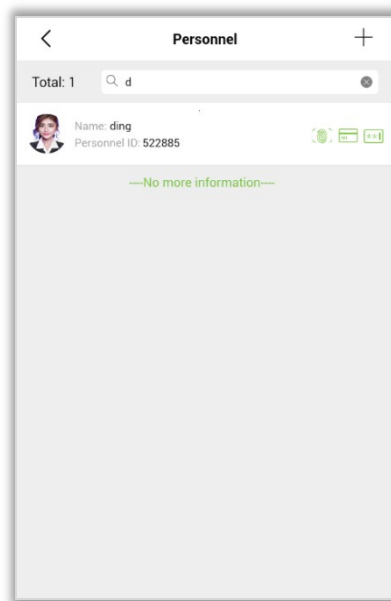
### Search

The search function allows searching a person by Personnel ID or Name, as shown in the following figure.



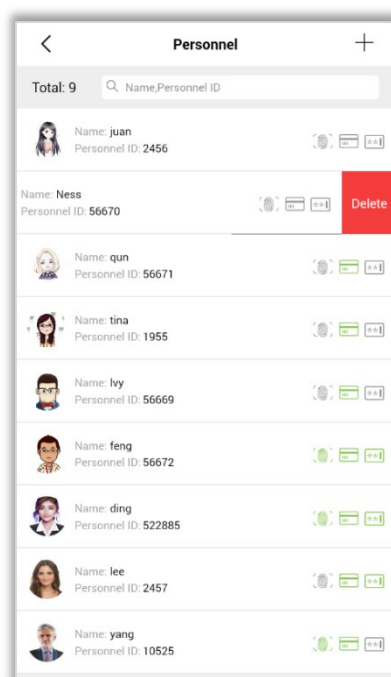
### Personnel Count

The total number of registered persons will be automatically displayed in the upper left corner.



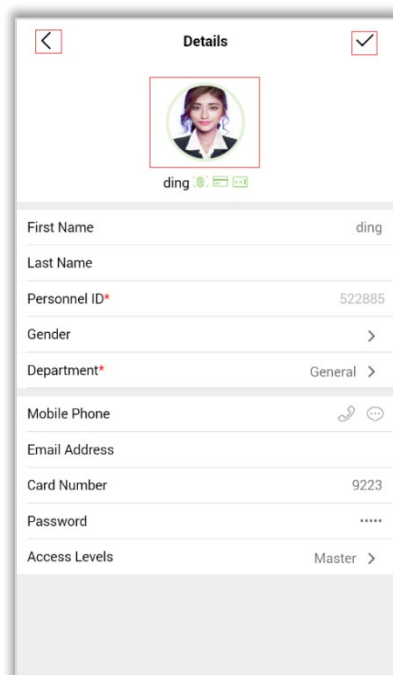
## Delete a Person

The **[Delete]** button will appear after you select a person to delete and slide leftward, as shown in the following figure.



## Edit Personnel Details

Tap a person's name on the list to view the details of this person, as shown in the following figure.



- The details such as Name, Personnel ID, Gender, Department, Mobile number, Email address, Card Number, Password, Access Level, and the image will be displayed.
- The user can modify all the preceding information except the Personnel ID.
- After modifying the details of the person, tap ✓ on the upper right corner to upload the updated information to the Server.
- To exit from the current screen, tap < on the upper left corner.

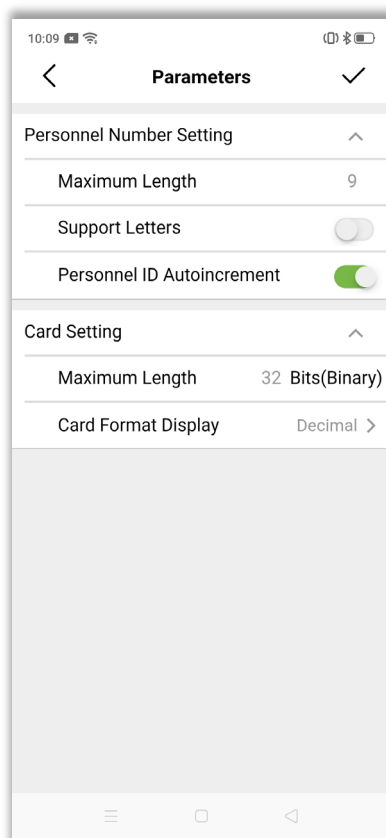
## Change Profile Photo

Tap the profile photo of a person. The user can open the mobile camera to take a new photo or choose one from the gallery, and then save it as the new profile photo.

## 6.3 Parameter Setting

- On the main menu, tap [**Parameters**] in the personnel module to open the Personnel parameter setting screen.
- The user can set the same parameters as those on the web server, including the Personnel ID (maximum length and whether English letters are allowed) and Card number (maximum length and display format).
- After setting the parameters, tap ✓ on the upper right corner to save the settings and synchronize them to the web server.

The following figure shows the parameter setting screen.



## 7 Access Control

The Access Control parameters can be set to manage the devices, doors, alarms and generate access control reports to achieve the digital access control system of the enterprise.

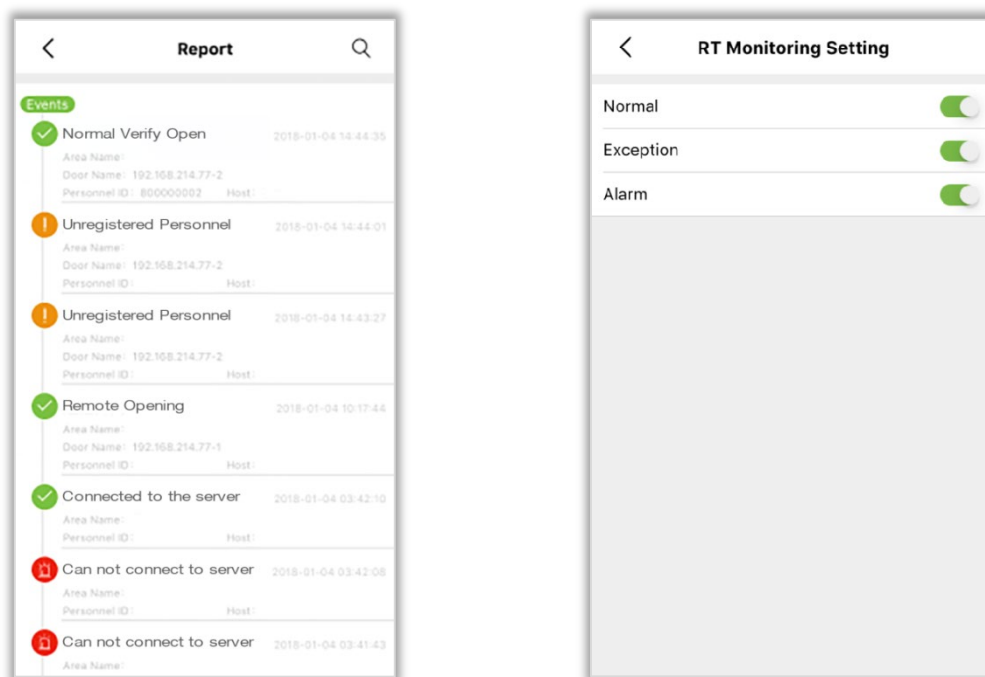
### 7.1 Real-Time Monitoring

- On the main menu, tap [RT Monitoring] in the Access Control module to check the real-time events of all the doors configured to the server, including Normal, Abnormal, and Alarm events.
- The user can enable or disable the display of each type of event.

**Normal events:** The Normal events can be identified by a  tag.

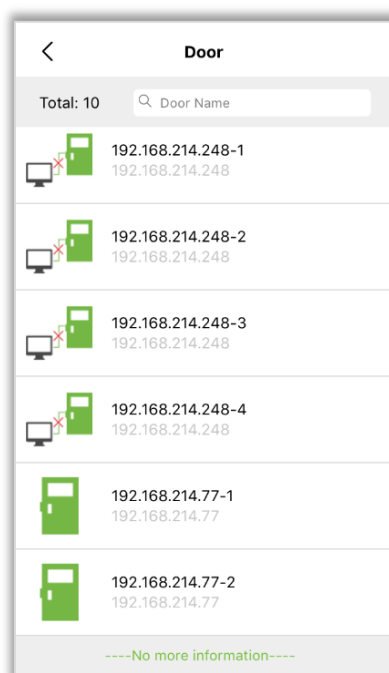
**Abnormal events:** The Abnormal events can be identified by a  tag.

**Alarm events:** The Alarm events can be identified by a  tag.



## 7.2 Doors

- On the main menu, tap **[Door]** in the access control module to view basic information about all the doors, including Device names, Door names, and Number of doors.
- The user can type the door name to find a specific door. The following figure shows the list of doors.

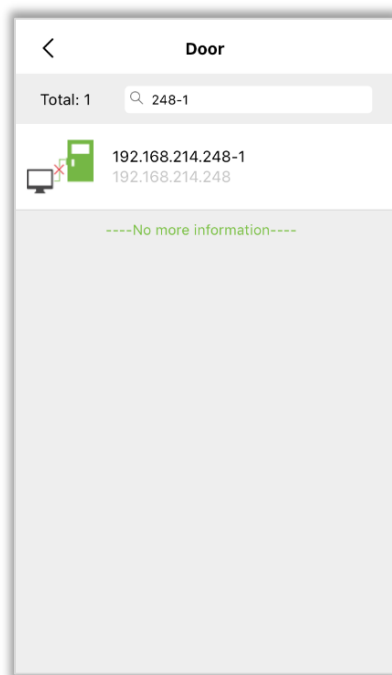


### Door Count

The total number of configured doors will be displayed automatically on the upper left corner.

## Search

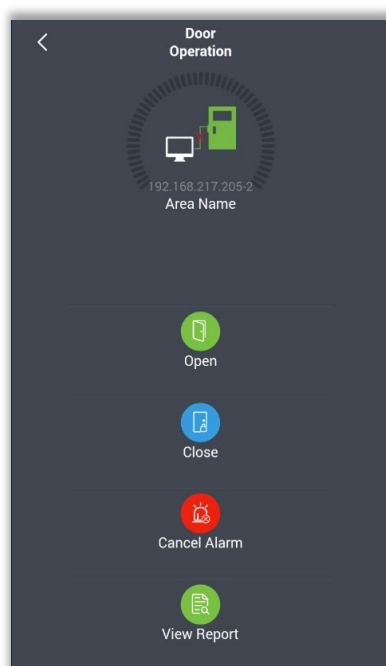
This enables the user to search a Door by its name as shown in the following figure.





## Door Operations

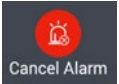
Tap a door on the list to view the available door operations. You can open/close the door, view its reports, and cancel the alarm for the door.

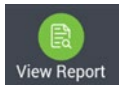
The following figure shows the buttons for door operations.



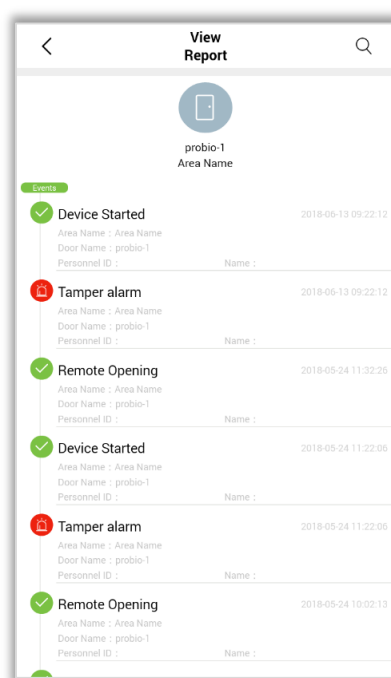
**Open the door:** Tap  and select the time to open the door remotely.

**Close the door:** Tap  to close the door remotely.

**Cancel alarm:** Tap  to cancel the alarm events on this door.

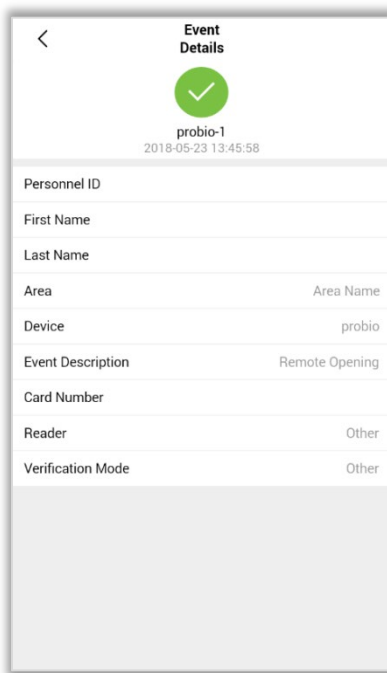
**View reports:** Tap  to display all the events of the door, which are obtained from the Server. Tap any event to view the details.

**Event list:** It displays the Event type, Door opening time, Area name, Door name, Personnel ID and Name, as shown in the following figure.




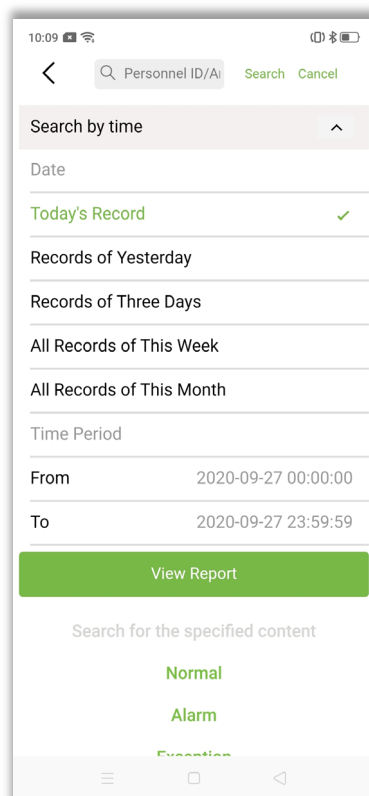
## Event details

Tap an event to view the details, including the Door name, Event occurrence time, Personnel ID, Name, Area, Device, Event description, Card number, Reader, and Verification mode as shown in the following figure.



## Event Search

- Tap  on the upper right corner of the event list and type a keyword to search for the required event. Here, searching by Personnel ID, Device Name, and Area Name is supported.
- You can also search the events by Time or Event type (Normal, Abnormal, or Alarm), as shown in the following figure.





### Search by time

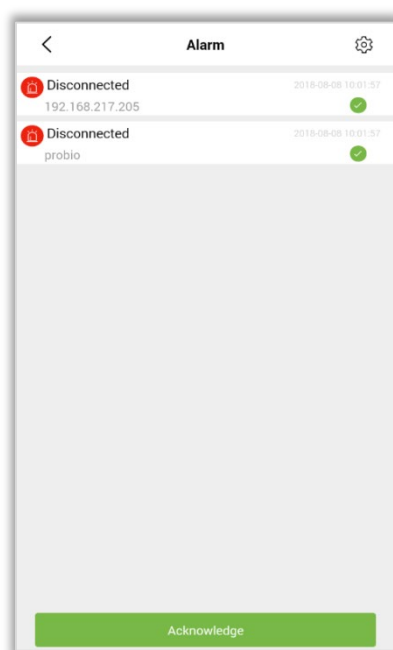
- Tap [**Search by time**] to start searching for an event. The user can choose any of the five default time ranges to search the events of Today, Yesterday, Three days, This Week, or This Month.
- Then tap **View Report** to view the reports.

## 7.3 Alarms

On the main menu, tap [**Alarm**] in the access control module to view the alarm events on the Server. The user can perform the following operations on the screen.

### Confirm Alarms

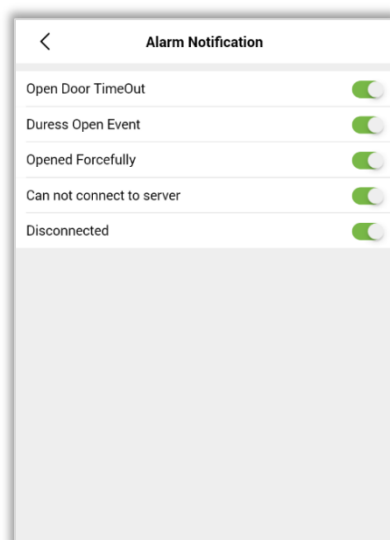
Select an alarm and tap [**Acknowledge**] to cancel the alarm, as shown in the following figure.




### Setting Alarm Notification

- All the alarm events will be received from the Server by default.
- The user can enable the required alarm notification to receive only the alarm events needed.
- Then, the App will obtain only the specified type of alarm events from the server.

The following figure shows the alarm notification options.

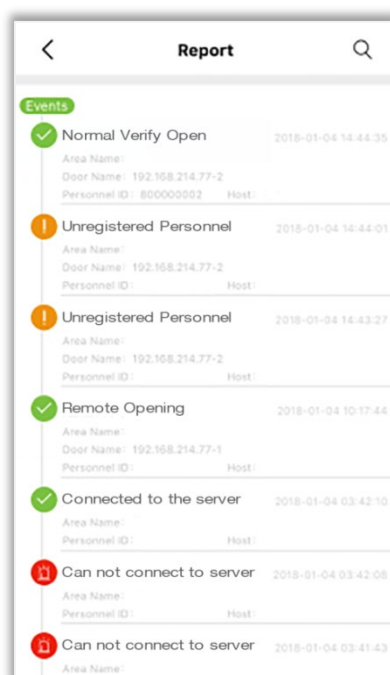


## 7.4 Reports

- On the main menu, tap **[Report]** in the access control module to view the events of all doors obtained from the Server.
- The user can tap a specific event to view the details or tap  on the upper right corner to start a search.

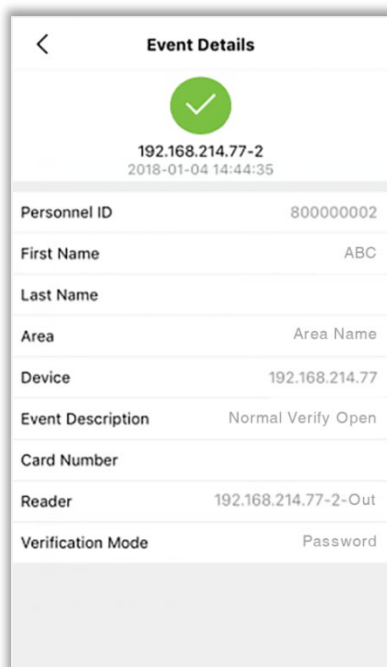
### Event list

The Event list displays the Event type, Event occurrence time, Area name, Door name, Personnel ID and Name, as shown in the following figure.




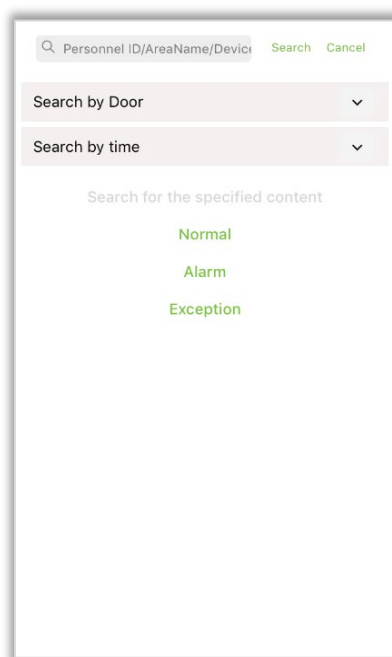
## Event Details

Tap an event to view the details, including the Door name, Event occurrence time, Personnel ID, Name, Area, Device, Event description, Card number, Reader, and Verification mode as shown in the following figure.



## Event Search

- Tap  on the upper right corner of the reports screen and type a keyword to search for the required event.
- Here, searching by Personnel ID, Device Name, and Area name is supported.
- The user can also search the events by Door name, Time, or Event type (Normal, Abnormal, or Alarm), as shown in the following figure.



### Search by Door

Tap [**Search by Door**] to view the search screen, on which all the devices and doors accessible to the current login account are displayed. Select a door and tap **View Report** to view its report.

### Search by Time

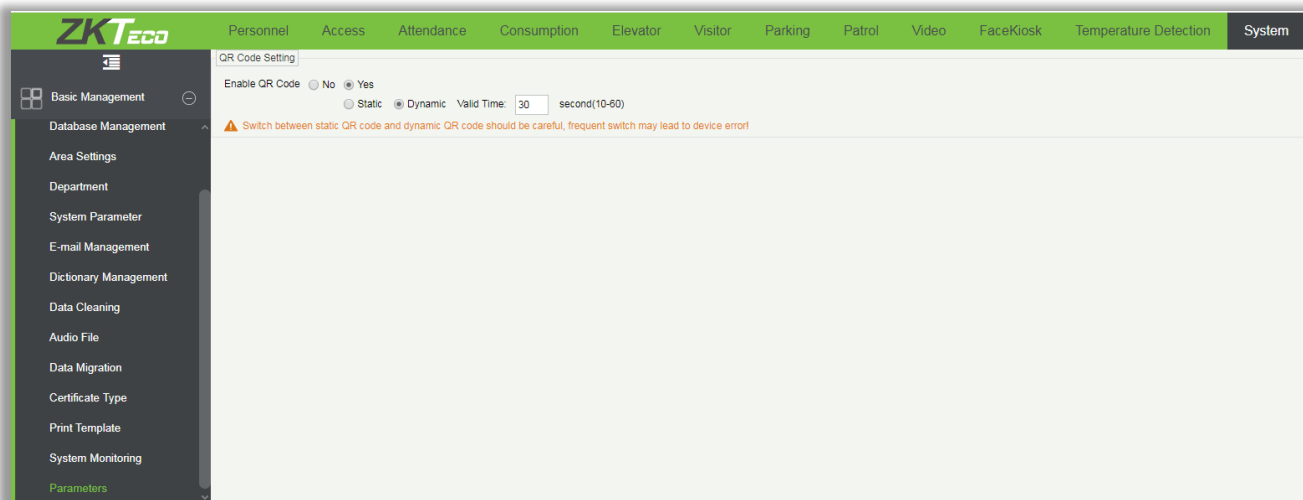
- Tap [**Search by time**] to start searching by time.
- The user can choose any of the five default time ranges to search the events of Today, Yesterday, Nearly three days, This week, or This month.
- Then, tap **View Report** to view the reports.

## 7.5 Mobile Credential

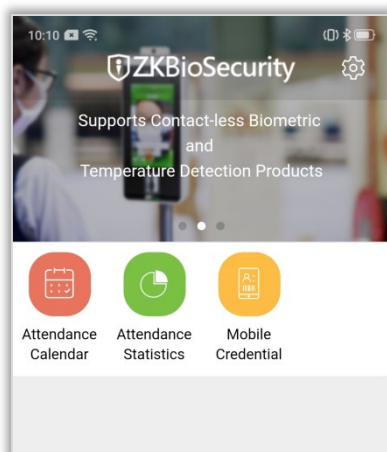
The Mobile Credential function is only valid when logging in as an employee.

To use the Mobile Credential function normally, you need to set the parameters on the server first.

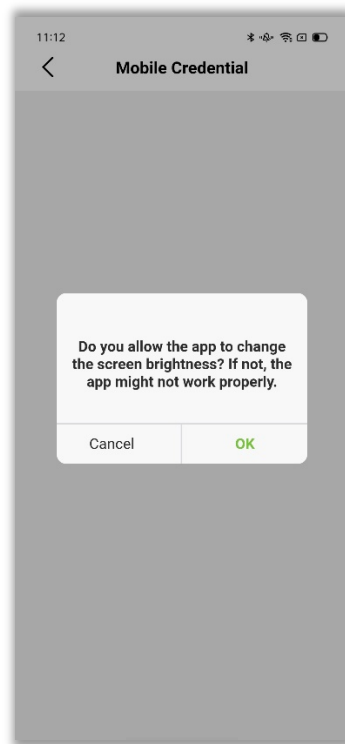
In [**System**] > [**Basic Management**] > [**Parameters**], set **Enable QR Code** to "Yes", and select the QR code status according to the actual situation. The default is **Dynamic**, the valid time of the QR code can be set.



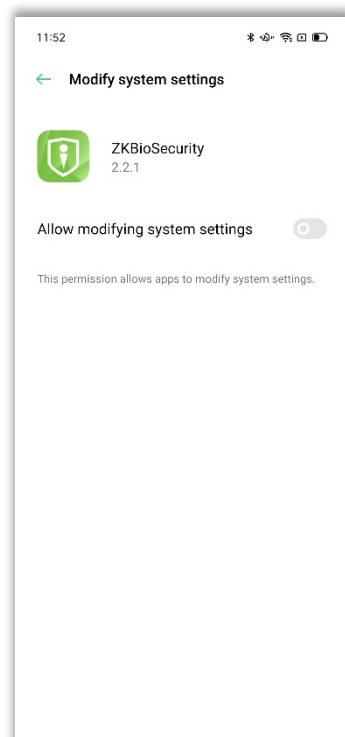
- Tap [**Mobile Credential**] on the APP, and a QR code will appear, which includes employee ID and card number (static QR code only includes card number) information.
- The QR code can replace a physical card on a specific device to achieve contactless authentication to open the door.



- When using this function for the first time, the APP will prompt to authorize the modification of screen brightness settings, as shown in the figure:



After clicking **OK**, the settings page opens as shown below. The following figure shows the OPPO A9 mobile phone as an example:



If not authorized, the brightness of the Mobile Credential page will not be adjustable.

- The QR code is automatically refreshed for every 30s, and it also supports manual refresh.



## 8 Visitors

The Visitor Management system implements visitor entry registration, exit registration, visitor statistics, and many more sophisticated services.

### 8.1 Appointment

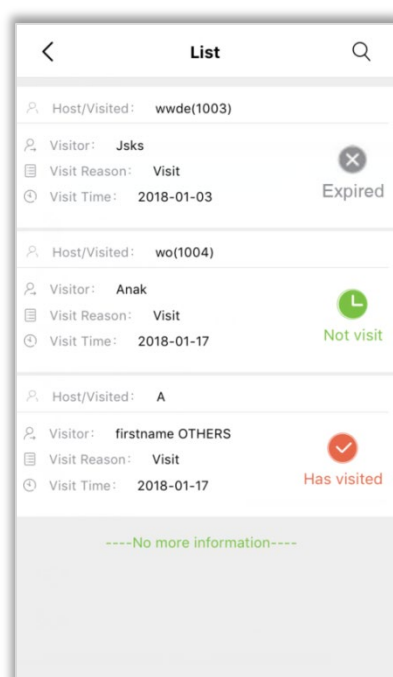
- On the main menu, tap [**Reservation**] in the visitor's module to create a new visitor reservation.
- Enter the required details such as Host, Department, Certificate Type, Certificate Number, Name of the Visitor, Visitor's Company, Mobile Number, Reason and Time of Visit.

A screenshot of a mobile application screen titled "Reservation". At the top, there is a back arrow, the title, and a checkmark icon. Below the title is a green circular icon with a white person and a plus sign. The form is divided into two sections: "Host/Visited Information" and "Visitor Information". The "Host/Visited Information" section includes fields for "Host \*" and "Department \*", both with right-pointing arrows. The "Visitor Information" section includes fields for "Certificate Type\*" (with a right-pointing arrow), "Certificate No.\*", "First Name\*", "Last Name", "Company", and "Mobile Phone". At the bottom, there are fields for "Visit Time\*" (with the date "2018-08-08" and a calendar icon) and "Visit Reason\*" (with the word "Visit" and a right-pointing arrow).

- After setting the parameters, tap ✓ on the upper right corner to save the data, and then tap < on the upper left to return to the main menu.

## 8.2 Appointment Management

- On the main menu, tap [List] in the visitor's module to view the list of appointments.
- The unvisited, visited, and expired appointments are displayed on a list.
- The information about each appointment includes the Host Name with Personnel ID, Visitor's name, Purpose of visit, Arrival time, and Visit status.
- The user can search for a specific appointment by tapping the 🔍 icon on the top right corner of the screen. The following figure shows the appointment management screen.



### Appointment details

- Tap an appointment record to view the details.
- The appointments in visited and expired states are read-only, and the appointments in the unvisited state can be edited (All the fields are editable except the Type and Number of the Certificate).
- The details of an appointment include the Visit status tag, Host information (Name and Department) and Visitor information (Type and Number of the certificate, Name, Company, Mobile number, Arrival time, and Purpose of visit), as shown in the following figure.



The 'Reservation' form consists of two main sections: Host/Visited Information and Visitor Information.


**Host/Visited Information:**

- Host: wo(1004) >
- Department: General >

**Visitor Information:**

- Certificate Type: Others >
- Certificate No.: 12383
- First Name: Anak
- Last Name: Shjs
- Company: Hshs
- Mobile Phone:
- Visit Time: 2018-01-17
- Visit Reason: Visit >

## Search

- Tap  on the upper right corner of the appointment management screen to search for an appointment.
- An appointment can be searched by the Host's Name, Visitor's name, and Purpose of the visit.
- The user can also search the appointments by time or status (unvisited, visited, or expired), as shown in the following figure.

Search for the specified content

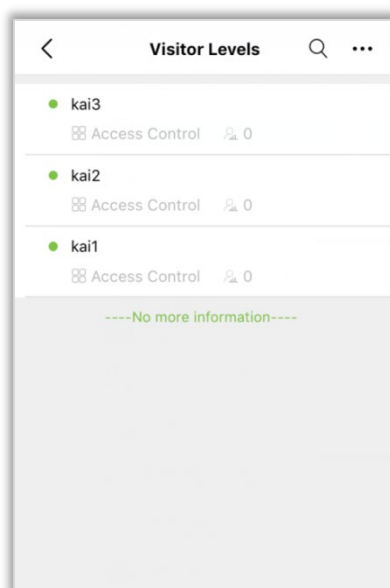
- Has visited
- Not Visited
- Invalid

## Search by Time

- Tap **[Search by time]** to search for an appointment by time.
- The user can choose any of the five default time ranges to search for the events of Today, Yesterday, Nearly three days, This week, or This month.
- Then tap **View Report** to view the reports.

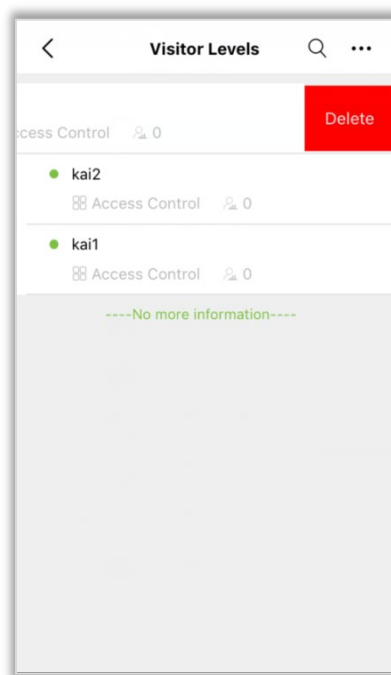
## 8.3 Access Level Management

- On the main menu, tap **[Visitor Levels]** in the visitor's module to view the visitor access level management screen.
- The access and elevator control levels that have been added in the visitor's module are displayed on a list.
- Each record includes the Access or Elevator control Level name, Module Name, and the number of visitors.
- The user can search for the added access and elevator control levels. The following figure shows the access level management screen.



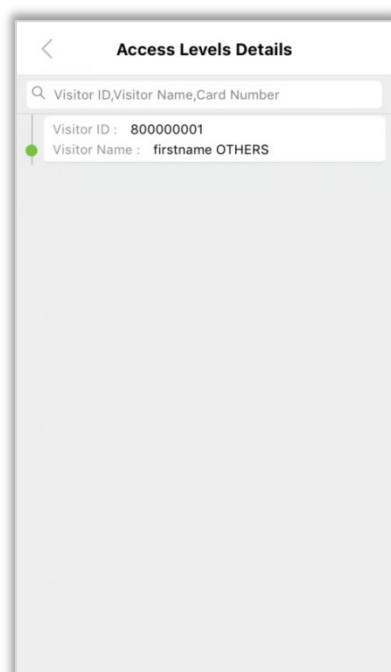
### Deleting an Access Level Record

The **[Delete]** button will appear when you select an access level record and slide leftward, as shown in the following figure.




### Access Level Details

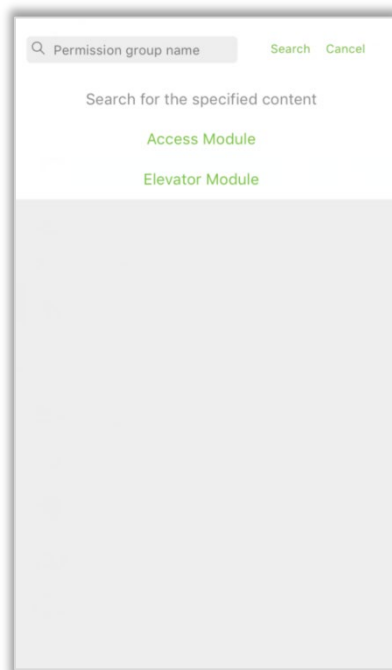
Tap an access level record to view the details, including the Visitor ID, Name, and Card information. The user can search by these criteria to view the access level records. The following figure shows the access level details screen.



### Search

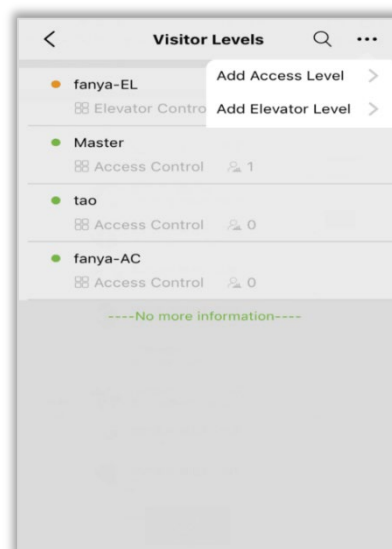
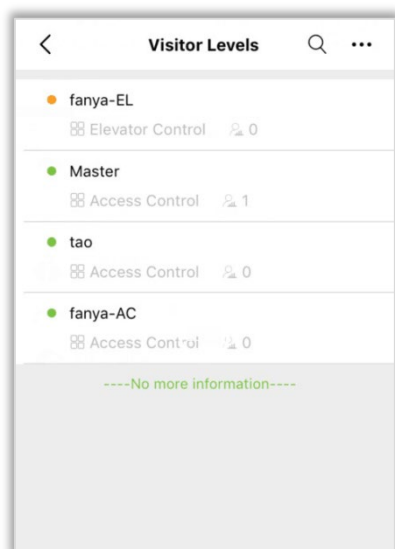
- Tap  on the upper right corner to start searching for an access level or elevator level.

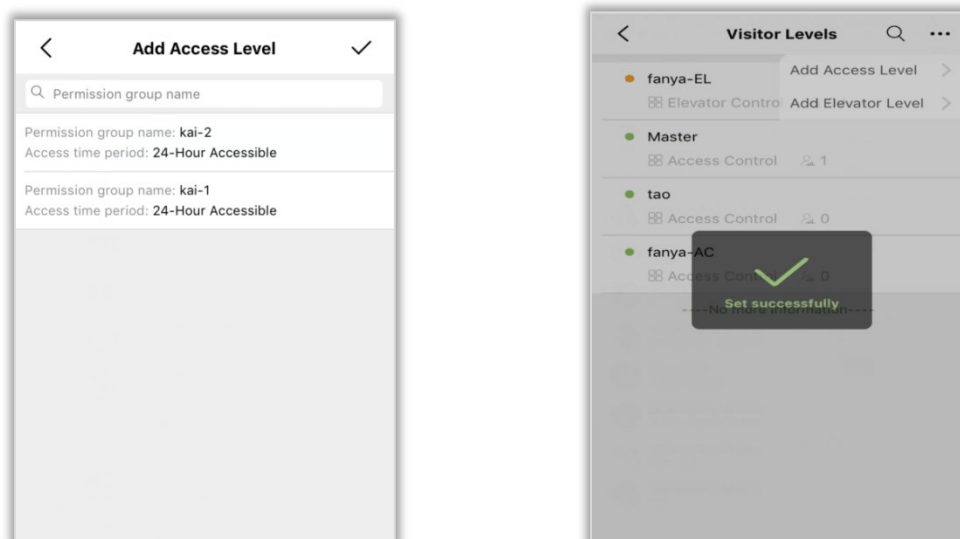
- Type the Access Level name or select the Access Control Module or Elevator Control Module to find the access level records of the specified module, as shown in the following figure.



### Adding Access/Elevator Control Levels

- Tap **...** on the upper right corner to expand the operation list and then tap [**Add Access Level**] or [**Add Elevator Level**].
- The user can search the Access Control or Elevator Control level records, as shown in the following figure.





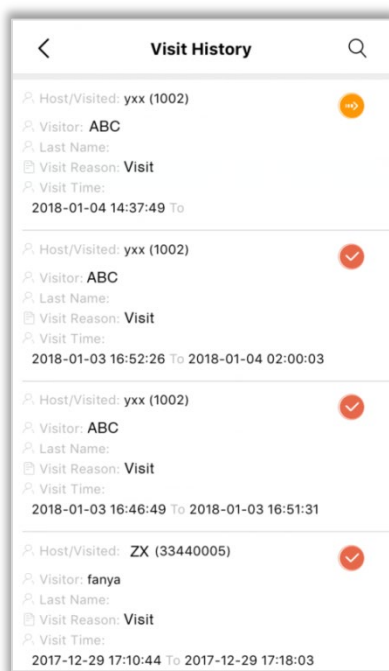
After setting the level, tap ✓ on the upper right corner to save the information, and then tap < on the upper left corner to return to the visitor access level management screen.

## 8.4 Visit History

On the main menu, tap **[Visit History]** in the Visitor module to view all the visitor records obtained from the Server. The user can tap a specific record to view the details or tap 🔍 on the upper right corner to start searching.

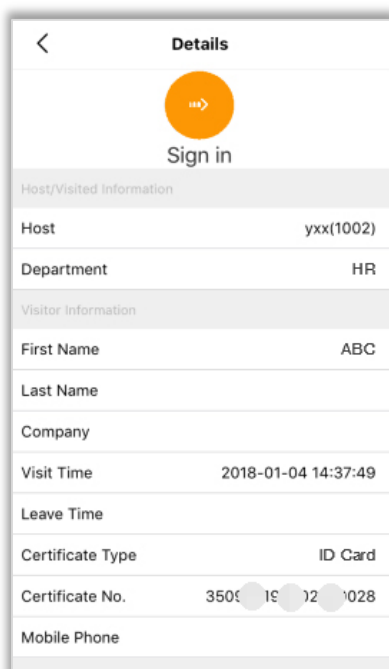
### Visit History List

The Visit History list shows the Host Name with Personnel ID, Visitor's name, Purpose of visit, Arrival time, and Visit status as shown in the following figure.




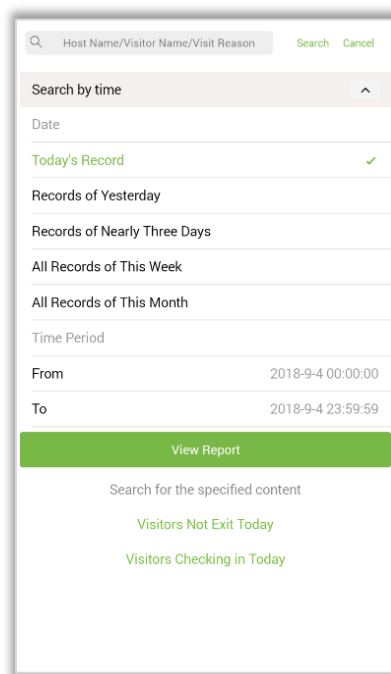
## Visitor Details

Tap a record to view the details, including the Visit status, Host Information (Name and Department), Visitor Information (Name, Company, Arrival time, Leaving time, Certificate Type and number and Mobile number), and Photos of the Visitor (Certificate photo and photos taken when the visitor arrived and left), as shown in the following figure.




## Search


Tap  on the upper right corner of the Visitor history screen to start a search. Here, searching by Host's Name, Visitor's name, and Purpose of the visit is supported. The user can also search for the visitors who have not left or arrived on the current day, as shown in the following figure.

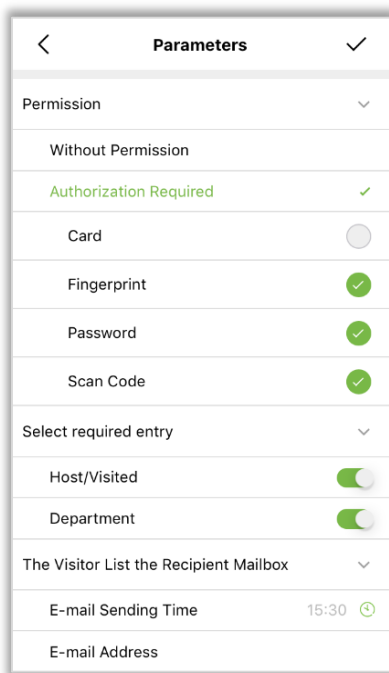


### Search by Time

- Tap **[Search by time]** to start a search. The user can choose any of the five default time ranges to search the Visitor records of Today, Yesterday, Nearly three days, This week, or This month.
- Then tap  to view the reports.

## 8.5 Parameter Setting

- On the main menu, tap **[Parameters]** in the Visitor module to view the visitor parameter settings.
- Set the authorization option, required entries, and visitor list receiver's Email Address, and then tap  on the upper right corner to save the settings and synchronize them to the web server.
- First, determine whether an authorization is needed.
- If authorization is needed, select one or more authorization options (Visitor card, Fingerprint, Password, and QR Code for opening the door).
- The options Visitor card and Code cannot be selected simultaneously.
- The user can select the Host or Department as the mandatory item.
- Then set an Email address to receive the visitor list on the current day and set the time to send the Email. The following figure shows the parameter setting screen.

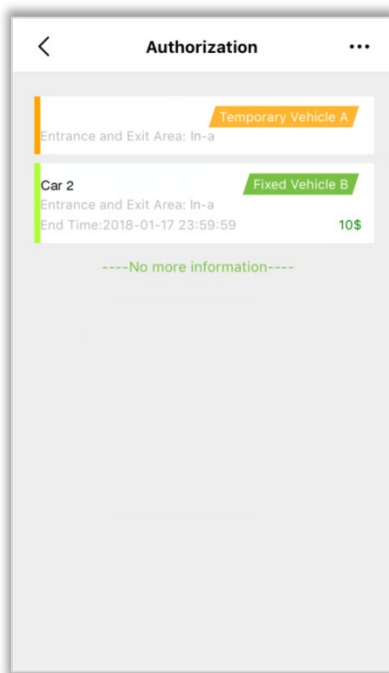


## 9 Parking

### 9.1 Parking Authorization

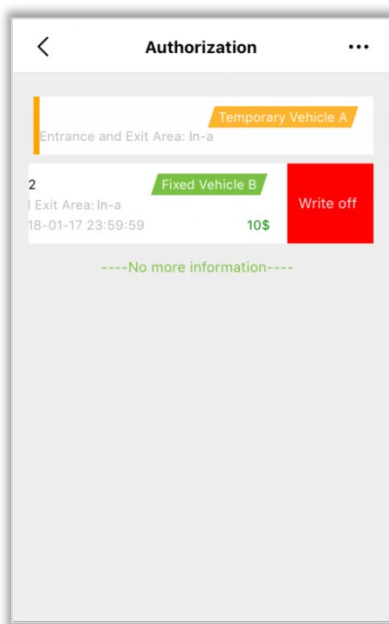
- On the main menu, tap [**Authorization**] in the parking module to view the parking authorization list.
- The list shows the information about all the authorized regular and temporary vehicles, including the Owner's Name, Entrance/Exit area, End time, Vehicle type, and Parking fee for each regular vehicle and the Entrance/Exit area of each temporary vehicle.
- The user can add regular and temporary vehicle authorization records. The following figure shows the parking authorization screen.





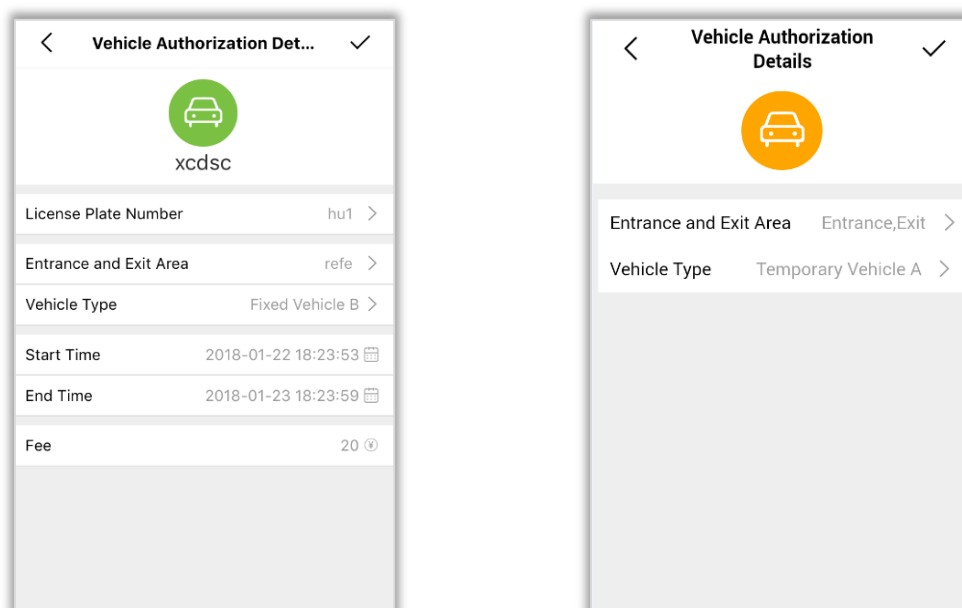
### Deregistering a Parking Authorization Record

The **[Write off]** button will appear when you select an authorization record and slide leftward, as shown in the following figure.



### Vehicle Authorization Details

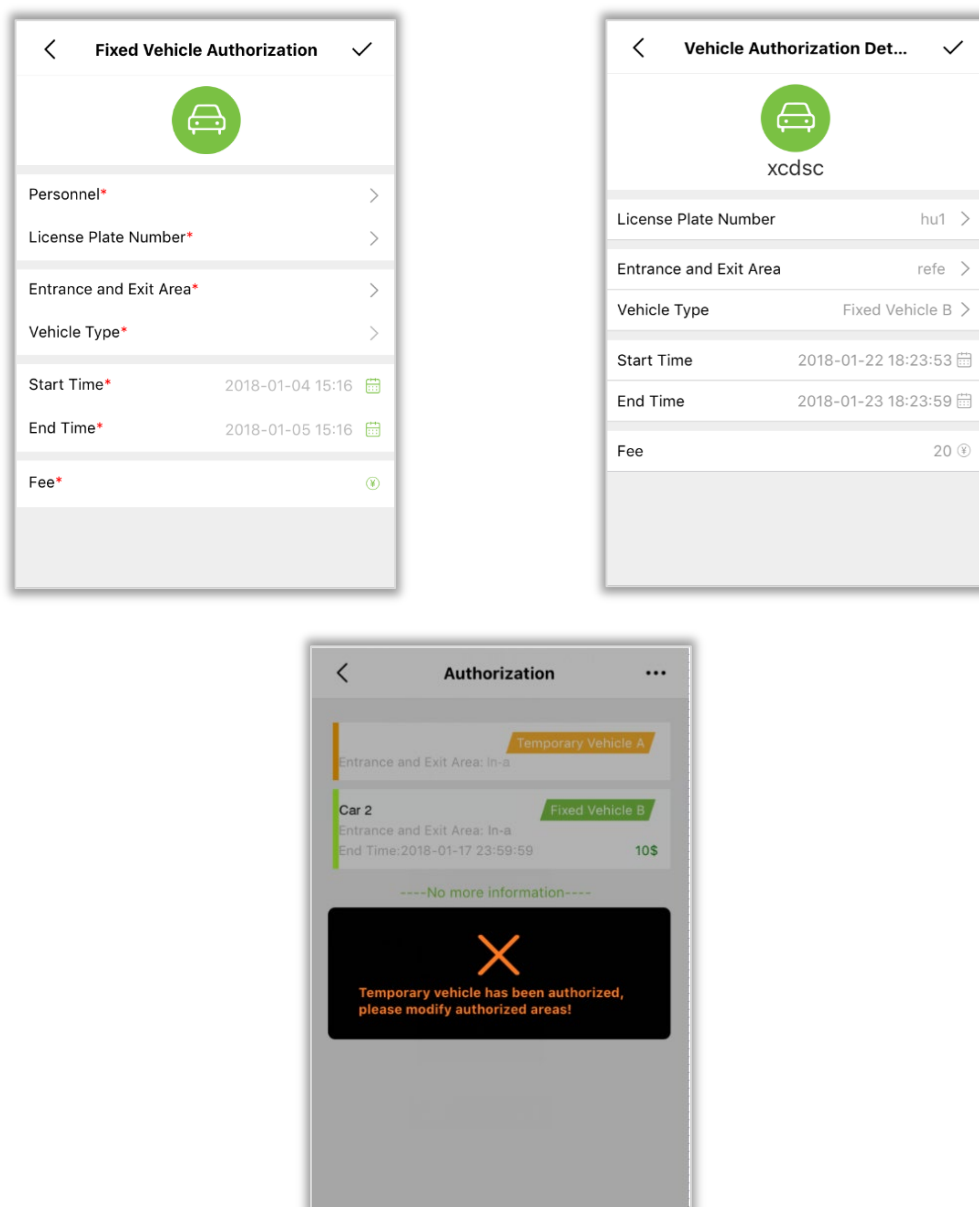
- Tap an authorization record to view the details.
- For a regular vehicle, the user can edit the Parking Spot Number and Entrance/Exit area.
- For a temporary vehicle, the user can edit the Entrance/Exit area, as shown in the following figure.



- After editing the authorization record, tap ✓ on the upper right corner to save the record, and then tap < on the upper left to return to the parking authorization screen.

### Add an Authorization Record

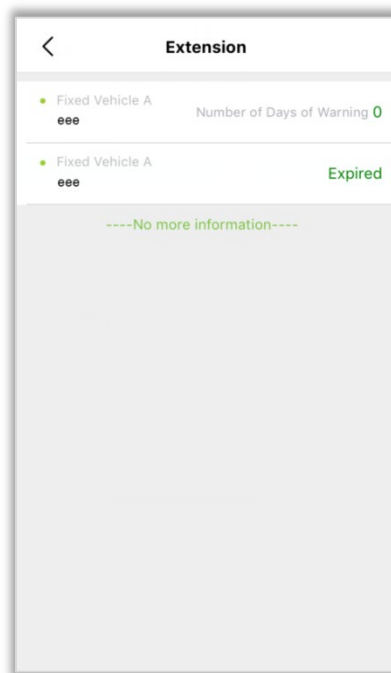
- On the Parking Authorization screen, tap ... on the upper right corner to expand the operation list.
- Then choose to add authorization for a regular or temporary vehicle.
- For a regular vehicle, set its Owner's Name, License Plate Number, Entrance/Exit area, Type, Start time, End time, and Parking fee.
- For a temporary vehicle, set its Entrance/Exit area and vehicle type.
- Only one authorization record is allowed for a temporary vehicle.
- If a temporary vehicle authorization record already exists, a message is displayed, saying that the temporary vehicle has been authorized and you can change the authorized area, as shown in the following figure.



- After editing the authorization record, tap ✓ on the upper right corner to save the record, and then tap < on the upper left to return to the parking authorization screen.

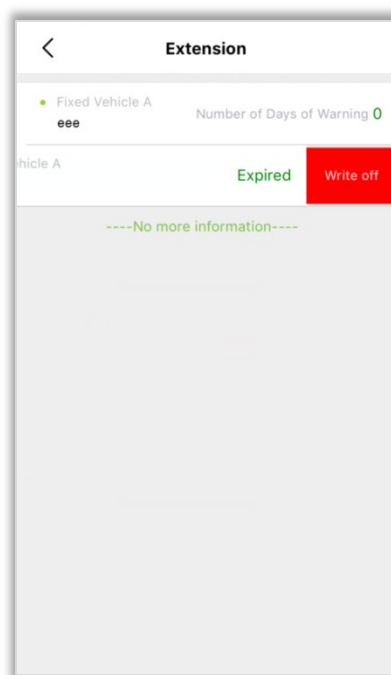
## 9.2 Fixed Vehicle Parking Extension

- On the main menu, tap [Extension] in the parking module to view the fixed vehicle parking extension list.
- The list shows information about all the fixed vehicles whose parking period has expired or is about to expire, including the Vehicle type, Owner's name, and Days remaining for expiry, as shown in the following figure.



### Deregistering a Parking Authorization Record

The **[Write off]** button will appear when you select an authorization record and slide leftward, as shown in the following figure.



### Extending the Parking Period of a Fixed Vehicle

- Tap a record on the fixed vehicle parking extension list to view the extension screen.
- The extension screen shows the Parking spot number, Vehicle type, Expiration date, Extended deadline, and Parking fee, as shown in the following figure.

Delay Operation	
License Plate Number	KIU747
Vehicle Type	Fixed Vehicle A
Deadline	2018-09-05 16:45:53
Extend Deadline*	2018-09-06 16:4...
Fee*	

- After extending the parking period, tap on the upper right corner to save the record, and then tap on the upper left to return to the regular vehicle parking extension screen.

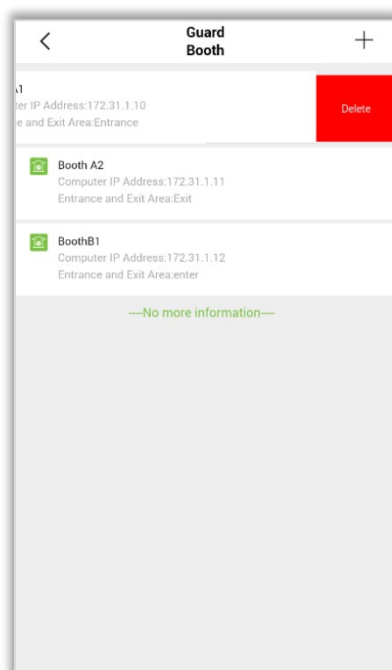
### 9.3 Guard Booth

- On the main menu, tap [**Guard Booth**] in the parking module to view the guard booth list.
- The list shows basic information about all guard booths, including their Names, System IP Addresses, and Entrance/Exit areas, as shown in the following figure.

Guard Booth	
Booth A1	Computer IP Address:172.31.1.10 Entrance and Exit Area:Entrance
Booth A2	Computer IP Address:172.31.1.11 Entrance and Exit Area:Exit
BoothB1	Computer IP Address:172.31.1.12 Entrance and Exit Area:enter
—No more information—	

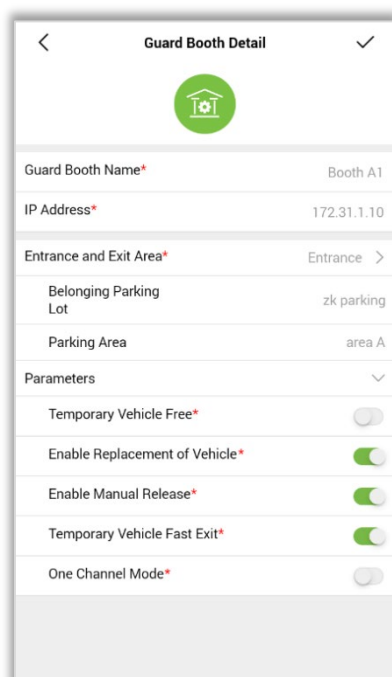
## Deleting a Guard Booth

The **[Delete]** button will appear when you select a guard booth and slide leftward, as shown in the following figure.



## Guard Booth Details

- Tap a record on the guard booth list to view the details, including the Guard Booth Name, IP Address, Entrance/Exit area, and Parameter settings (whether to offer free parking for a temporary vehicle, and whether to enable vehicle type change, manual exit, temporary vehicle fast parking, and single-passage mode), as shown in the following figure.



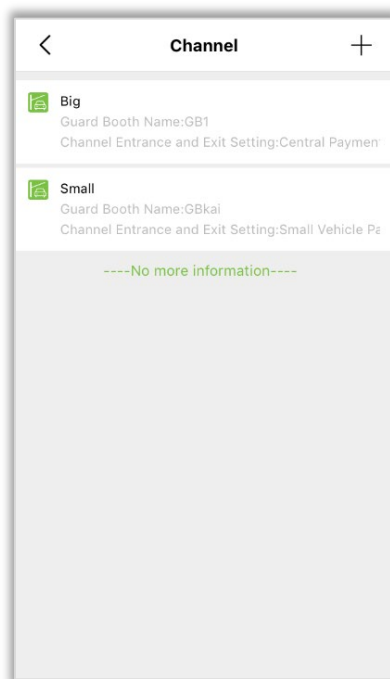
- After setting the parameters, tap ✓ on the upper right corner to save the record, and then tap < on the upper left to return to the guard booth list.

### Adding a Guard Booth

- Tap + on the upper right corner of the guard booths screen to switch to the screen for adding a guard booth, which is similar to the guard booth details screen.
- Type the Guard Booth information, tap ✓ on the upper right corner to save the information, and then tap < on the upper left corner to return to the guard booth list.

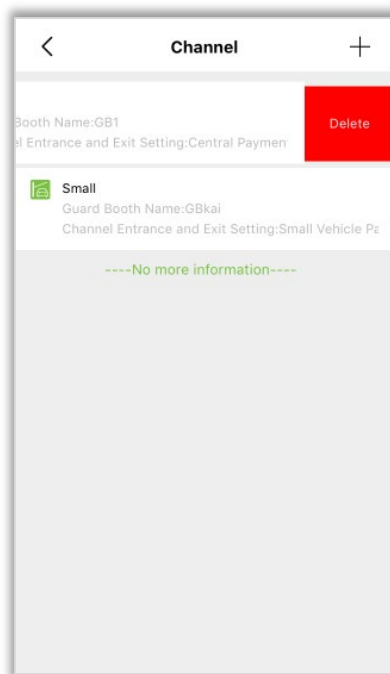
## 9.4 Channel

- On the main menu, tap **[Channel]** in the parking module to view the passage list.
- The list shows basic information about all the Channels, including Channel Names, Guard Booth Names, and Channel Entrance/Exit settings, as shown in the following figure.



## Deleting a Channel

The **[Delete]** button will appear when you select a channel and slide leftward, as shown in the following figure.

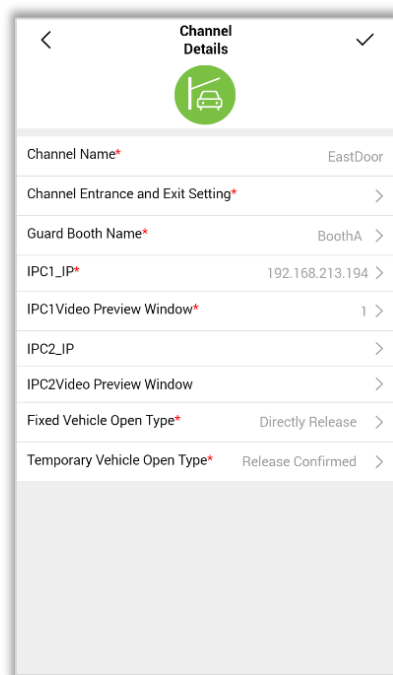


## Channel details

- Tap a record on the channel list to view the details, including the Channel Name, Channel Entrance/Exit setting, Guard Booth Name, IPC1\_IP, Video interface of IPC1, IPC2\_IP, Video



interface of IPC2, Gate opening mode for fixed vehicles, and gate opening mode for temporary vehicles, as shown in the following figure.



- After setting the parameters, tap ✓ on the upper right corner to save the settings, and then tap < on the upper left to return to the passage list.

### Adding a channel

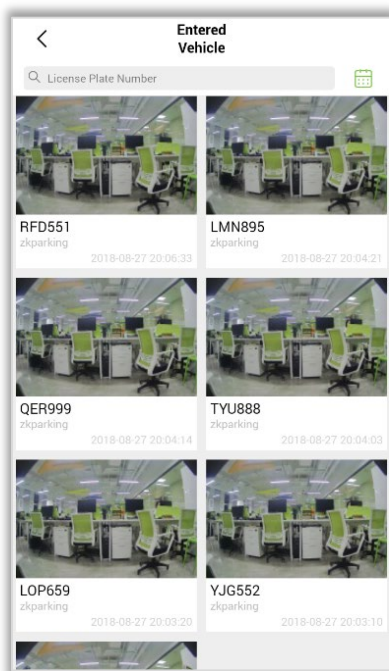
- Tap + on the upper right corner of the channels screen to switch to the screen for adding a channel, which is similar to the channel details screen.
- Type the Channel information and tap ✓ on the upper right corner to save the information, and then tap < on the upper left corner to return to the channel list.

## 9.5 Entered Vehicles

- On the main menu, tap **[Entered Vehicle]** in the parking module to check the details of vehicles in the parking lot. This information will be obtained from the server.
- The user can tap a specific record to view the details.

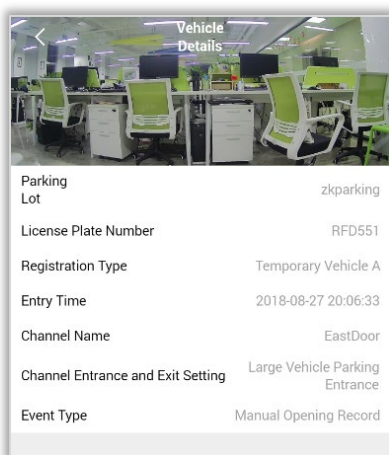
### Entered Vehicle List

The list shows the Vehicle photo taken at the entrance, Plate Number, Parking Lot Name, and Entry time, as shown in the following figure.




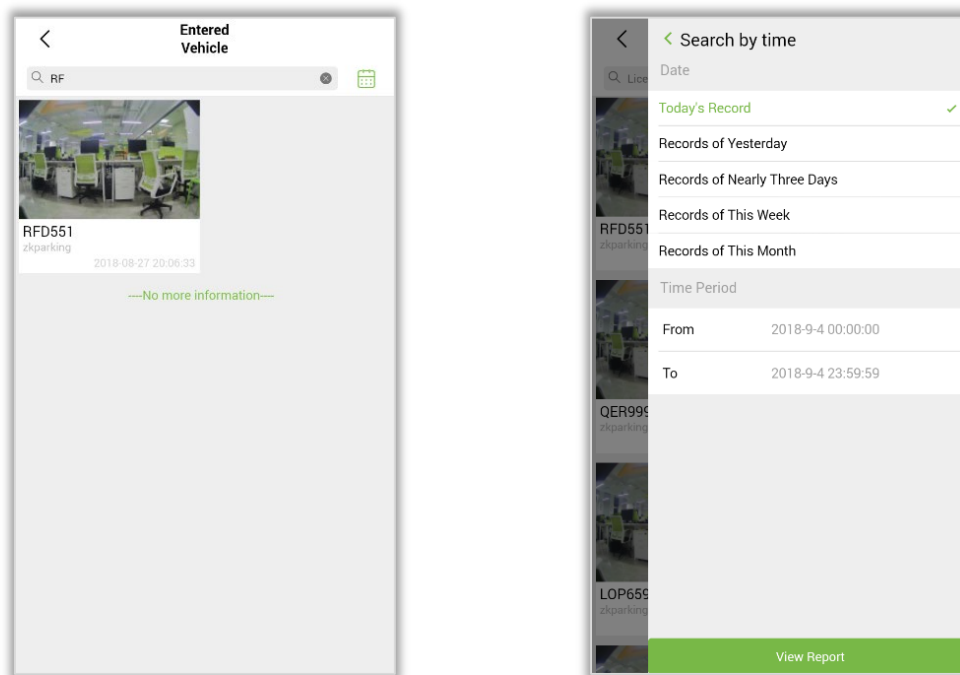
### Entered Vehicle Details

Tap an entered vehicle record to view the details, including the photo taken at the Entrance, Parking lot name, Plate number, Registration type, Entry time, Passage name, Channel Entrance/Exit setting, and Event type, as shown in the following figure.



### Vehicle Search

The user can search a vehicle by Plate number or tap  on the upper right corner to search for the parked vehicles by time, as shown in the following figure.



### Search by Time

- The user can choose any of the five default time ranges to search for the parking vehicle records of Today, Yesterday, Nearly three days, This week, or This month.
- Then tap **View Report** to view the records of parking vehicles in the specified time range.

## 9.6 Charge Details

- On the main menu, tap [**Charge Details**] in the parking module to view parking charge details obtained from the server. Tap a record to view the details.
- The charge details of a vehicle include the Plate number, Operator, Entry time, Leaving time, and Amount charged, as shown in the following figure.


Charge Details		
<input type="text" value="License Plate Number"/>		
HSD2C1	Operator:admin	\$10
2018-01-13 17:57:26-2018-01-13 18:03:41		
B79CG0	Operator:admin	\$12
2018-01-13 17:57:20-2018-01-13 17:59:10		
FMW1N	Operator:admin	\$0
2018-01-13 17:57:15-2018-01-13 17:58:49		
GG9D96	Operator:admin	\$0
2018-01-13 17:57:33-2018-01-13 17:58:01		
ABD777	Operator:admin	\$0
2018-01-13 17:34:43-2018-01-13 17:56:43		
KR9888	Operator:admin	\$10
2018-01-13 17:40:56-2018-01-13 17:56:15		
D15888	Operator:admin	\$10
2018-01-13 17:34:53-2018-01-13 17:55:42		

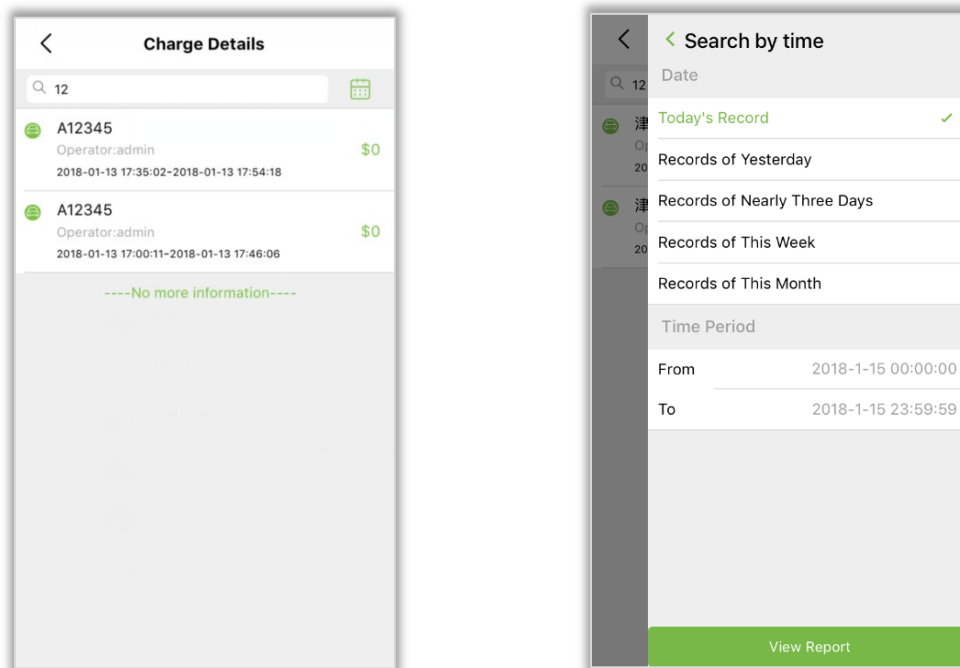
## Charge Details

- Tap a vehicle record to view the charge details, including the Owner's Name, Plate number, Vehicle type, Entry time, Leaving time, Charging type, Amount receivable, Discount, Actual amount charged, Payment mode, and Operator, as shown in the following figure.

Charge Details	
Owner	
License Plate Number	HSD2C1
Vehicle Type	Temporary VehicleB
Entry Time	
2018-01-13 17:57:26	
Exit Time	
2018-01-13 18:03:41	
Charge Type	
Normal Charge	
Receivable Amount	10\$
Discount Amount	0\$
Rolling Reduction Amount	0\$
Received Amount	10\$
Payment Type	Cash
Operator	
admin	

## Search Charge Details

The user can search by Plate number or tap  on the upper right corner to search for the charge details by time, as shown in the following figure.



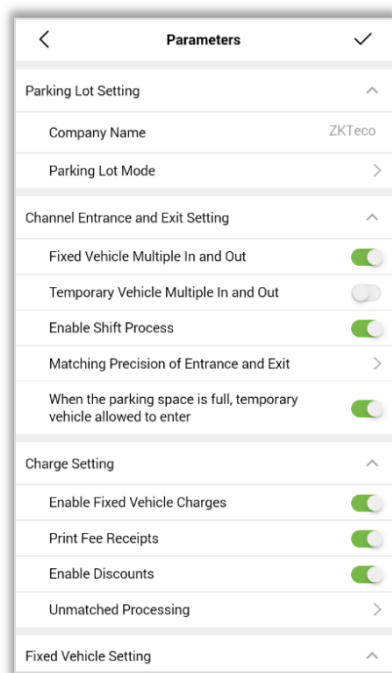
### Search by Time

- The user can choose any of the five default time ranges to search for charge details of Today, Yesterday, Nearly three days, This week, or This month.
- Then tap **View Report** to view the records of charge details in the specified time range.

## 9.7 Parameter Setting

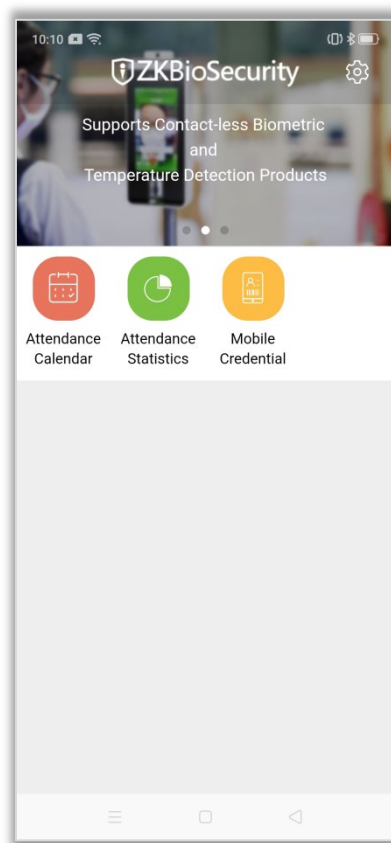
- On the main menu, tap [**Parameters**] in the parking module to view the parking parameter setting screen.
- Parameters configurable on the screen include the Parking lot settings, Channel Entrance/Exit settings, Charging method, and Regular vehicle parking options.
- Parking lot settings include the Company name and Parking lot mode. In the channel entrance/exit setting section, the user can enable multiple-in, multiple-out mode of regular vehicles, multiple-in, multiple-out of temporary vehicles, and Shift process, Entrance/Exit match precision, and whether to allow entry of temporary vehicles when the parking lot is full.
- In the charging method section, the user can enable regular vehicle charging criteria, charge bill printing, discount, and set the action to be taken for unmatched vehicles.
- For regular vehicle parking, the user can enable fixed-to-temporary vehicle conversion and set the number of days to alert before expiration.
- After setting these parameters, tap ✓ on the upper right corner to save the settings and synchronize them to the web server.

- The parking lot mode cannot be changed after being set. The following figure shows the parameter setting screen.



## 10 Attendance Management

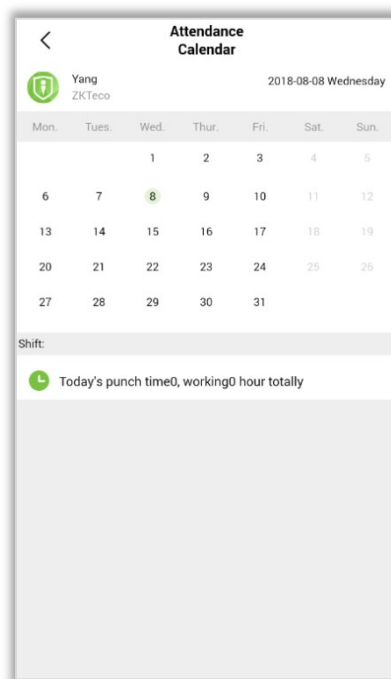
The Attendance module of the App can only be used for attendance data query currently. Employees can log in using their Personnel ID and self-service password. The employees can view their attendance calendar and attendance data in this module. The following figure shows the attendance module.



## 10.1 Attendance Calendar

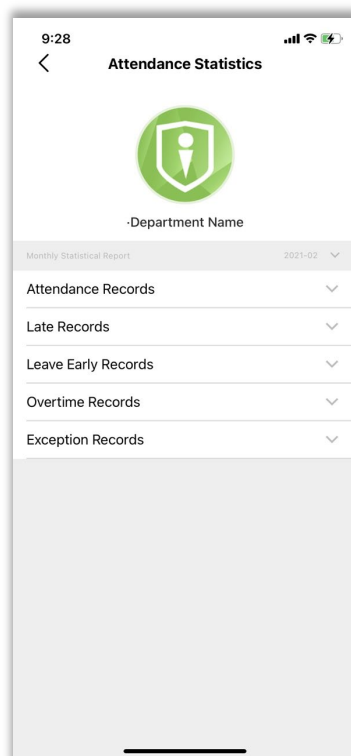
- After login using the self-service account, tap [**Attendance Calendar**] in the attendance module.
- The employee can see the attendance information in a month, including the Employee Name, Department, Shift, Number of check-in/out, Worked hours, and so on.
- The employee can slide left or right to view the attendance information of the previous or next month.

The following figure shows the attendance calendar.



## 10.2 Attendance Statistics


- After login with the self-service account, tap **[Attendance Statistics]** in the attendance module.
- The employee can see the attendance statistics in a month, including the Employee Name, Department, Month, Work hours, Late time (hours), Early leave time (hours), Overtime work hours, and exception time (hours) as shown in the following figure.

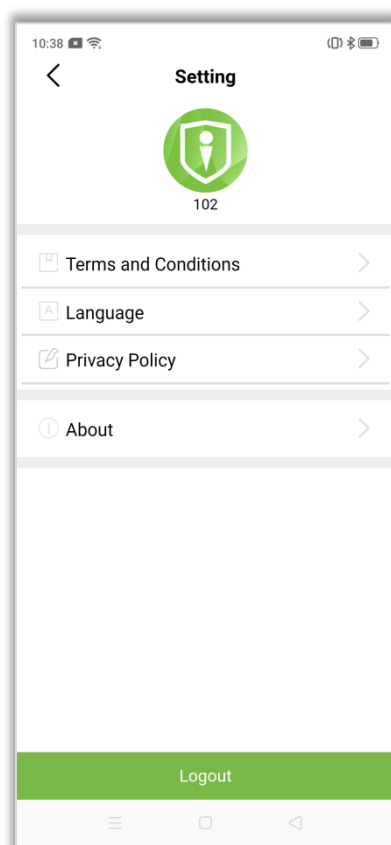




## 11 System Setting

The System Settings menu helps in customizing the Mobile app for user-friendly operation.

- On the main menu, tap  on the upper right corner to open the System Settings page.
- The page displays Terms and Conditions, Language Settings, Privacy Policy, About ZKBioSecurity, and the **[Logout]** button, as shown in the following figure.





**Language:** The user can change the language of the Mobile App. The App supports Chinese, English, Spanish, and Portuguese.

**Exit:** Tap the **[Logout]** button to log out from the current account.

### 11.1 Modify user information

Both Administrators and Employees can modify the personnel information.

- Click the User profile picture  on the System Settings page.
- The Mobile App supports modifying the User's login password, Name and Email Address.
- After the modification is completed, tap  on the upper right corner to save the changes.
- The modified information will be synchronized to the Personnel module of the software.

14:56 100% 100%

< Edit User >

Username 102

Reset password ☒

Current Password

Password

Confirm password

E-mail

Name BBAAA

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