

User Manual

ZKBio Zlink

Date: September 2023 Doc Version: 1.0 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 <u>www.zkteco.com</u>.

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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 **ZKBio Zlink Website**.

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

Features and parameters with \star are not available in all devices.

Document Conventions

Conventions used in this manual are listed below:

GUI Conventions

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

Symbols

Convention	Description
5	This represents a note that needs to pay more attention to.
2	The general information which helps in performing the operations faster.
*	The information which is significant.
۲	Care taken to avoid danger or mistakes.
	The statement or event that warns of something or that serves as a cautionary example.

TABLE OF CONTENTS

1	R	REGIS	STER AND LOGIN	7
	1.1	Reg	GISTER ACCOUNT	7
	1.2	Log	GIN	8
2	A	DMI	IN PANEL	
	2.1	Das	SHBOARD	
	2.2	CON	NTACTS	
	2.3	MES	SAGE	
	2.4	Wo	DRKSHOP	
	2.5	MF.		
	2	.5.1	ORGANIZATION	
	_	2.5.1	1.1 Person	12
		2.5.1	1.2 Department	13
		2.5.1	1.3 Bole and Permission	13
		2.5.1	1.4 lob Title	14
		2.5.1	1.5 Site and Zone	14
		2.5.1	1.6 Besignation	15
	2	5.2	DEVICE CENTER	16
	2	53	CREDENTIAL	
	26	.9.9 Ope		
R	2.0			
5	31			18
	3.7	ORG	GANIZATION	
	<u>אר</u>	2 1	PERSON	
	3	·2·1 2 2		
	יר ג ג ג	.2.2 Site		
	ן.כ ג	3 1	SITE	
	2	3.1	70NE	
	2 /	.3.2 Dev		
	л. т	1 1		
	כ. כ	.4.1		
	د د	.4.Z		
	э. Э	.4.5		
	כ. כ	.4.4		
	3.	.4.5		
	3.	.4.6		
	3. Э Е	.4./		
	<u>ر.</u> د			
	5	.D. I D E 1	1.1 Add Person to the Device	
		3.5.1	1.1 Add Person to the Device	
	2	5.5.1		
	3.	.5.2 		
		3.5.2		
		3.5.2	2.2 Search à Timesheet	
		3.5.2	2.3 Add a Timesheet	
		3.5.2	2.4 Eait a Timesneet	
	2.4	3.5.2	2.5 Delete a Timesheet	
	3.0	SCH	1EDULE	

3.6.1	HISTORY	
3.6.2	SEARCH A SCHEDULE	
3.6.3	ADD A SCHEDULE	
3.6.4	DELETE A SCHEDULE	
3.7 Tı	IMECARD MANAGEMENT	
3.7.1	CLOCKING RECORDS	
3.7	7.1.1 Search a Record	
3.7	7.1.2 History	
3.7	7.1.3 Upload	
3.7.2	TIMECARD	
3.8 Re	EPORT MANAGEMENT	
3.8.1	FIRST AND LAST REPORT	
3.8.2	MONTHLY REPORT	
4 CLO	UD ACCESS	
4.1 D/	ASHBOARD	
4.2 OI	PRGANIZATION	
4.2.1	PERSON	
4.2.2	ROLE AND PERMISSION	
4.3 S⊓	ITE AND ZONE	43
4.3.1	SITE	
4.3.2	ZONE	
4.4 Di		
4.4.1	DEVICE TOPOLOGY	
4.4.2	DEVICE	
4.4	4.2.1 Add a Device	
4.4	4.2.2 Search a Device	
4.4	4.2.3 Edit a Device	
4.4	4.2.4 Reboot a Device	
4.4	4.2.5 Verification Mode and Person Role	
4.4	4.2.6 Delete a Device	
4.4.3	DOOR	
4.4	4.3.1 Edit a Door	
4.4.4	READER	
4.4.5	AUXILIARY INPUT	
4.4.6	AUXILIARY OUTPUT	
4.5 Ac		
4.5.1	TIME SLOT	52
4.5	5.1.1 Add a Time Slot	53
4.5.2	DOOR ACCESS TIME	53
453	GROUP ACCESS TIME	54
4 5	5.3.1 Add a Group Access Time	54
4 5	5.3.2 Synchronize Person to Device	
46 R⊑		
47 0		
01		

1 Register and Login

1.1 Register Account

- 1. Access the ZKBio Zlink website (https://zlink.minervaiot.com).
- 2. If you do not have an account, please click create account to add a new account.



3. Read and agree to User Agreement and Privacy Policy, then click **Register**.



4. Enter user's information and set password, then click **Register** to finish.

\frown	†ZK Bio Zlink	€ [€] ≹
	Register	
Run Vour Workplace	First Name*	
Null Tour Workplace	Please enter your First Name	
All-in-One	Last Name*	
Access Visitor Management O Attendance III Guide Control Support	Please enter your Last Name	
	Email*	
12	Please enter your Email	
	Country *	
	Select your Country	?
	Create Password *	
	Create your Password	?
	Confirm Password*	
	Confirm your Password	Ø
	Register	

1.2 Login

- 1. Access the ZKBio Zlink website (<u>http://zlink.minervaiot.com</u>).
- 2. Input your account name (email address & password), and click **Login**.

Run Your Workplace	
All-in-One	TKBio Zlink
Access Visitor Control Ranagement Of Attendance	Welcome
	Email*
	Password*
	Enter your Password 🧭
	Auto login in 5 days Forgot Password?
	Login
	Don't have an account? <u>Create Account</u>
*Functions will be limited subject to region, please contact support team for details	

3. Set the organization's name and code, click **Create**, then complete registration. If you do have an organization, please click **Select an Organization**.



2 Admin Panel

2.1 Dashboard

Click **Dashboard** in the left side bar of the home page. Users can check total number of persons, sites, devices on the dashboard and the device status.

Note: The filter function is available.

•			🕼 Zkteco99 🗸 🔘 Zkteco Zkteco 🗸
	Dashboard		
6			
	2	1 2	1
	Total Number of Persons	Total Number of Sites	I otal Number of Devices
8			
L@			
	Device Status - 1 Devices		All Sites
	SpeedFace		
>			

2.2 Contacts

Click **Contacts** in the left side bar of the home page. Users can view all persons' information of the **ZKBio Zlink** Website.

						🕼 Zkteco99 🗸 🔘 Zkteco Zkteco 🗸
	Contacts					Search by first name,last name, person ID Q
	First Name	Last Name	Person ID	Email	Mobile	Department
g	Mike	Mike	1	1@1.com	+93-12345678	DEFAULT
8	Zkteco	zkteco	001	shanleylee@zkteco.com		DEFAULT
[a	No of Records per page 5	▼ 1-2 of 2				
\gg						

2.3 Message

Click **Message** in the left side bar of the home page. Users can view the operations performed in the Organization, CloudATT, and CloudACC.

1			Zkteco99 🗸 🔘 Zkteco Zkteco V
	Messages		C
	Chat	zkteco99	
R	zkteco99	Person resignation 1-Sep-2023, 14:53:16	
e S	CloudATT	Person resigned: Tom * Person Remove resignation 1.9en-2023 14-52-51	
	CloudACC	Person "Tom" removed from resignation	
		Person resignation 1-Sep-2023, 14:52:13 Person resigned: "Tom "	
		Person creation 1-Sep-2023, 14:52:03 Created new Person: Tom	
		Department creation 1-Sep-2023, 14:37:50 Created new department: Test Department	
		Department creation 1-Sep-2023, 14:37:37 Created new department: Recources Department	
»			

2.4 Workshop

Click **Workshop** in the left side bar of the home page. Users can use applications in here, which include Cloud ACC and Cloud ATT currently.

Note: There's more coming, like cloud visitor, surveillance, cloud door lock and so on.

1			Zkteco99 ✓	Zkteco Zkteco 🗸
	Workshop			
6				
Þ	CloudACC	CloudATT		
8				
8				
6				
~				
"				

2.5 Me

Click **Me** in the left side bar of the home page. Users can manage the organizations, view the devices, and credential.

1				Zkteco Zkteco 🗸
	Me			
6				
P	Organization Device Center	Credential		
R				
8				
Co-				
>>				
	1			

2.5.1 Organization

Click Organization in Me interface.

2.5.1.1 Person

Select **Person** in Organization interface. Users can view/create all the employees in this organization, and view their profile and edit.

1							Kteco99 ✓	Zkteco Zkteco 🗸
	< Organization							
	Person Department Role and Permission	Job Title Site	Zone Resignatio	n			C	
Ŗ	Person Name	Person ID	Email	Mobile	Department	Job Title	Date of Joining	Actions
8	Mike Mike	1	1@1.com	+93-12345678	Default department	Default job title		:
Lê#	zkteco zkteco	001	shanleylee@zkteco.com	1	Default department	Default job title		:
	No of Records per page 5 👻 1-2 of 2							< 1 >
>>								

2.5.1.2 Department

Select **Department** in **Organization** interface. Users can create and view the departments here.

Note: When adding persons, users need to choose a department for them.

1			Zkteco99 🗸 🔘 Zkteco Zkteco 🗸
•	< Organization		
F	Person Department Role and Permission Job Title Site Zone Resignation		C 13 A +
Ş.	Department Name Department Code Parent Department	ent Description	Actions
8	Test Department 005		© ∥ Ō
8	Recources Department 003		• 2 Ī
	Default department DEFAULT	Default department for the current company	۲
	No of Records per page 5 - 1.3 of 3		< 1 >
>>			

2.5.1.3 Role and Permission

Select **Role and Permission** in **Organization** interface. Users can take control of this access permission, then choose a role in the profile of person.

1			Zkteco99 🗸	Zkteco Zkteco 🗸
	< Organization			
p:	Person Department Role and Permissio	Job Title Site Zone Resignation		C 7 +
Ŗ	User Role Name	User Role Code		Actions
8	Organization Owner	ORGANIZATION OWNER		0
L®	Super Admin	SUPER ADMIN		0
	General Person	GENERAL PERSON		0 /
*				

2.5.1.4 Job Title

Select Job Title in Organization interface. Users can create the job titles for their employees.

Organization Person Department Role and Permission Job Title Name Employeer	Job Title Site Zone Resignation		C 12 7 +
Person Department Role and Permission	Job Title Site Zone Resignation		C 17 A +
Job Title Name	Job Title Code		
Engineer		Description	Actions
Lighter	003		◎ 2 Î
Manager	002		◎ 2 Î
Default job title	DEFAULT	Default job title for the current company	۲
No of Records per page 5 - 1.3 of 3			< 1 →
	 Engineer Manager Default job ttle No of Records per page 5 - 1-3 of 3 	Engineer 003 Manager 002 Default job title DEFAULT No of Records per page 5 - 1-3 of 3	i Engineer 003 Default job title Default job title or the current company No of Records per page 5 • 1.3 of 3 Second

2.5.1.5 Site and Zone

Select **Site/Zone** in **Organization** interface to manage the site or zone.

Note: Site and Zone are geospatial concepts. Site is bigger than zone, after users create a zone, they must choose a site which belongs to. Also, users need to choose a time zone for this site, and when adding a new device, site and zone must be selected.

							Zkteco99	V Zkteco Zkteco V
	< Organization							
P	Person Department	Role and Permission	Job Title Site Zone	Resignation				C 12 7 +
R	Site Name	Site Time Zone	Country	Province/State	City		Address	Actions
8	□ 1	(UTC+08:00) Beijing,	Chongqing, Hong Afghanistan	1	1		1	◎ 2 Î
L®	Default site							۲
	No of Records per page 5	✓ 1-2 of 2						
							Zkteco99	✓ 📿 Zkteco Zkteco ✓
•	< Organization							
	Person Department	Role and Permission	Job Title Site Zone	Resignation				C 17 A +
Ŗ	Zone Name	Site Name	Site Time Zone	Country	Province/State	City	Address	Actions
8	□ 1	1	(UTC+08:00) Beijing,	Afghanistan	1	1	1	◎ 2 Î
L®	Default zone	Default site						۲
	No of Records per page 5							< 1 >

2.5.1.6 Resignation

Select **Resignation** in **Organization** interface. Users can view the resignation here after users sign someone as "resignation" in the person list page.

1									Zkteco Zkteco 🗸
	< Organization								
									~
	Person Department Role and I	Permission Job Title	Site Zone	Resignation					G V I
Ŗ	Person Name	Person ID	Email	Mobile	Department	Job Title	Date of Joining	Date of Resignation	Actions
8	Tom Green	0817	tom@zkteco.com	+86-08170817	Test Department	Engineer		01-09-2023	:
L®	No of Records per page 5 - 1-1 of 1								

Mark as Resigned

Click **Organization** > **Person**, choose a person and click **Mark as resigned** to sign this person as "resignation".

1							Zkteco99 🗸	Zkteco Zkteco 🗸
	< Organization							
6								
	Person Department Role and Permission	Job Title Site	Zone Resignation	1			C	12 7 +
2	Person Name	Person ID	Email	Mobile	Department	Job Title	Date of Joining	Actions
8	Tom Green	0817	tom@zkteco.com	+86-08170817	Test Department	Engineer		:
Lis	Mike Mike	1	1@1.com	+93-12345678	Default department	Default job title		View Person Details
	Zkteco zkteco	001	shanleylee@zkteco.com		Default department	Default job title		Edit Person Details Delete Person
	No of Records per page 5 💌 1-3 of 3							Mark as resigned

Remove Person from Resignation List

Click **Organization** > **Resignation**, choose a person and click **Remove Person from Resignation List** to remove this person from the resignation list, and then users can view this person in the person list.

1									Zkteco Zkteco 🗸
	< Organization								
	Person Department Role	and Permission Job Title	Site Zone	Resignation					C V i
R	Person Name	Person ID	Email	Mobile	Department	Job Title	Date of Joining	Date of Resignation	Actions
8	Tom Green	0817	tom@zkteco.com	+86-08170817	Test Department	Engineer		01-09-2023	:
C:	No of Records per page 5 💌 1-1	l of 1						Remove Person f	from Resignation List
								Delete Person	uno

Note: Resigned personnel do not participate in any logical judgments, such as attendance calculations, access control permissions, etc.

2.5.2 Device Center

Click Device Center in Me interface. Users can view all devices' information of the ZKBio Zlink Website.

1										Zkteco99 ✓	Zkter	o Zkteco 🗸
	< Device Center										i C	∇
P	2 Devices											
R	Device Name	Device SN	Site Name	Zone Name	Site Time Zone	IP Address	Device Type	Firmware Version	Status	Register Device	Acti	ons
8	SpeedFace-V4L Pro	8057232340005	1	1	(UTC+08:00) Beijing, O	192.168.163.175	acc	ZAM180-NF40VB	Online	Yes	0	>
ß	D3	7860223940012	1	1	(UTC+08:00) Beijing, (192.168.122.32	att	ZMM510-NF28H	Offline	Yes	0	>
*	No of Records per page	5 • 1-2 of 2									<	

2.5.3 Credential

Click **Credential** in **Me** interface. Users can view all persons' verification mode and quantity of the **ZKBio Zlink** Website.

Note: For details about the configuration person's verification template, please refer to <u>3.5.1.2</u> <u>Verification Mode and 4.4.2.5 Verification Mode and Person Role</u>.

1										6	Zkteco99 🗸	Zkteco Zkte	× 00
	< Credential											G A	
8													
Ē	Person Name	Person ID	Person Credentials									Actions	
R	Mike Mike	1	Pin 🔒 0 📋	Card 📰 0 🚺	🗂 Fingerprint 🎆	1	Facial 👩 1	I 📋 Finger	vein 🔋 0	D Palm vein	0 🗂	20	
8	zkteco zkteco	001	Pin 🔒 0 📋	Card 🚍 0 [🗂 Fingerprint 🇌	0	Facial 👩 0) 📋 Finger	vein 🔋 0	Palm vein	0 🗂	20	
ß	No of Records per page 5	▼ 1-2 of 2										< 1	
\gg													

2.6 Operation Log

Click **Operation Log** in the left side bar of the home page. Users can view the operation records of the current login account here.

1							Zkteco99 ✓ Q	Zkteco Z	!kteco 🗸
	(Opera	ation Log					C	∇
			Operator	Operation Time	Operation Function	Executing State	Description		
8			zkteco zkteco	1-Sep-2023, 14:53:16	Mark Person as Resigned	Success	A Tom Green person has been marked as resigned by zkteco zkteco		
8			zkteco zkteco	1-Sep-2023, 14:52:51	Person removed from Resignati	Success	A Tom Green person has been removed from Resignation list by zkteco zkteco		
ß			zkteco zkteco	1-Sep-2023, 14:52:13	Mark Person as Resigned	Success	A Tom Green person has been marked as resigned by zkteco zkteco		
			zkteco zkteco	1-Sep-2023, 14:52:04	Add Person	Success	A Tom Green Person has been added successfully by zkteco zkteco		
			zkteco zkteco	1-Sep-2023, 14:37:50	Add Department	Success	A Test Department Department has been added successfully by zkteco zkteco		
		No	of Records per page 5 💌 1	-5 of 22			< 1 2 3	4 5	>
>>									

3 Cloud Attendance

Click **Workshop** > **CloudATT** in the home page to enter the **Cloud Attendance** interface.

3.1 Dashboard

Click **Dashboard** in the left side bar of the **Cloud Attendance** interface. Users can view attendance status here.

CloudATT					Z zkteco	99 Z zkteco zkte	eco (
Dashboard							
Today			This Week		This Month		
Number of Present	Number of Absent		Number of Present	Number of Absent	Number of Present	Number of Absent	
Attendance status							
Mike 1 DEFAULT DEFAULT	?	zkteco 001 DEFAULT DEFAULT					
						099 Z zkteco zkteco Vumber of Absent 2 C	

3.2 Organization

Click **Organization** in the left side bar of the **Cloud Attendance** interface. Users can check person and role function here.



3.2.1 Person

Click **Person** in the **Organization** interface. Users can view the person's information here.

Note: Users can manage the persons in **Admin Panel** module and cannot edit any person profile in **Cloud Attendance** module.

CI	oudATT						Z zkteco99	Z zkteco zkted	:o 🗸
	< Person -2 records							T	G
1	Person Name	Person ID	Email	Mobile	Department	Job Title	Date of joining	Action	
	Mike Mike	1	1@1.com	+93-12345678	DEFAULT	DEFAULT		0	
Cî	Z zkteco zkteco	001	shanleylee@zkteco.com		DEFAULT	DEFAULT		0	
	No of records per page 10 👻							1-2 of 2	>
ė									
O									
Ē									
E									

3.2.2 Role and Permission

Click **Role and Permission** in the **Organization** interface. Users can view and manage the access permissions here.

Note: Super Admin and Owner's permission can not be edited. And users can add new roles in **Admin Panel** module.

Clo	udATT 2 zkteco99	Z zkteco zkteco 🗸
	< Role and permission	
÷	SuperAdmin	1
R	Owner	1
	General Person	1
ė		
G		
Ē		
E		

3.3 Site and Zone

Click **Site Management** in the left side bar of the **Cloud Attendance** interface. Users can view the site and zone here.

Note: When you add a new device in Cloud Attendance, site and zone will be needed.

📋 Cle	TTAbud	Z zkteco99	Z zkteco zkteco 🗸
	Site Management		
÷	B Site Zone		
C			
i			
Ê			
Q			
Ē			
E			

3.3.1 Site

Click **Site** in the **Site Management** interface. Users can view the site here.

Note: Users can manage the site in **Admin Panel** module and cannot edit any site's information in **Cloud Attendance** module.

C C	loudATT		Z zkteco99	Z zkteco zkteco 🗸
	Site -2 records			C
÷	Site Name	Site Time Zone	Description	Action
	1	(UTC+08:00) Beijing, Chongqing, Hong Kong, Urumqi,Kuala Lumpur, Singapore		0
C	DEFAULT		DEFAULT	0
	No of records per page 10 👻			1-2 of 2 < >
ė				
G				
Ē				

3.3.2 Zone

Click **Zone** in the **Site Management** interface. Users can view the zone here.

Note: Users can manage the zone in **Admin Panel** module and cannot edit any zone's information in **Cloud Attendance** module.

CI	oudATT		Z zkteco99	z zkteco zkteco	, v
	C Zone -2 records				G
÷	Zone Name	Site Name	Site Time Zone	Action	
	1	1	(UTC+08:00) Beijing, Chongqing, Hong Kong, Urumqi,Kuala Lumpur, S	0	
Ū	Default	DEFAULT		0	
	No of records per page 10 -			1-2 of 2 <	>
ė					
C					
Ē					
⊡					

3.4 Device

Click **Device** in the left side bar of the **Cloud Attendance** interface. Users can view, edit and delete the device here.

Cle	DUDATT						2 :	kteco99	Z zkteco zkteco 🗸
	Device -1 records								Y 0 C +
±	Device Name	Serial Number	Site Name	Site Time Zone	Zone Name	Device Model	Firmware Ver.	Status	Action
R	SpeedFace-V4L Pro	8057232340005	1	(UTC+08:00) Beijing, Chongqing, Hong Ko	1	SpeedFace-V4	ZAM180-NF40VB-Ver3.5.2	Offline	:
C	No of records per page 10 👻								1-1 of 1 < >
ė									
C									
Ē									
E									

3.4.1 Search a Device

In the **Device** interface, click the **Fitter** button **T** to search a device via device name or serial number.

📋 Clo	DUDATT						2	zkteco99	Z zkteco zkteco 🗸
	Device -1 records								▼ ④ C +
÷	Device Name		Serial Nun	nber	SEARCH				
R	Device Name	Serial Number	Site Name	Site Time Zone	Zone Name	Device Model	Firmware Ver.	Status	Action
Ci	SpeedFace-V4L	8057232340005	1	(UTC+08:00) Beijing, Chongqing, Hong Ko	1	SpeedFace-V4	ZAM180-NF40VB-Ver3.5.2	Offline	1
	No of records per page 10	•							1-1 of 1 < >
ė									
O									
Ē									
Ē									

3.4.2 Device History

In the **Device** interface, click the **History** button ⁴ to view the device management history.

oudATT					Z zkteco99 Z	zkteco zkteco 🗸
C Device History -1 records						G
User	Time	Action	Object	State	Content	
shanleylee@zkteco.com	2023-09-04 16:03:14	edit device	f5e83baea0194e7cb4b021349cdc9adc	Success	{'deviceAlias': 'Sp	eedFace-V4L', 'siteId': '8a888
No of records per page 10 👻						1-1 of 1 < >
	VudATT	Average of the state of the sta	Action tiver Interconds User Interconds Shanleyke@2kteco.com 2023-09-04 16:03:14 edit device No of records per page 10 •	Action Object Iver Ine Action Object Ishanleyke@j2kteco.com 2023-09-04 16:03:14 edit device f5e83baea0194e7.054b021349cd.03adc No of records per page 10 •	Control Periode History -1 records Time Action Object State shanleylee@ixtkeco.com 2023 09-04 16:03.14 edit device 15:83baea0194675b4b021349cdc9adc Success	AudATT C2 2xtcc09 C2 C Device History -1 recots User Ima Action Object State Content shanleylee@zhteco.com 2023.09-041.16.03.14 edil device (fse3baea0194.07.0b.002.1349.cd.9ade Success (deviceMas: "Sp No of records per page 10 ~

3.4.3 Add a Device

1. Set the network of the device.

System Info	Wi-Fi Settings			
Device Info				
Device Capacity	WIFI			
Firmware Info	Wi-Fi Name		Dalianmi@o_TEST-2.4 奈	g
liser Mat	Connection Status		Connected	
oser mgt.	IP Address		192.168.2.100	
All Users	MINI-zkt6-6	((;;	1c:1c:fd:00:69:a8	Connect to Wi-Fi
Advanced Settings				
сомм.	zkcs	(ii)	b8:f8:83:46:b5:b4	Connect to Wi-Fi
Connection Settings	hwlyq@123	((;;	b0:cc:fe:7e:df:8c	Connect to Wi-Fi
Cloud Service Setup	Dalianmi@o_TEST-2.4g	((;;	68:77:24:33:2e:d8	Connect to Wi-Fi
Wi-Fi Settings	NETGEAR54	((;;	08:36:c9:ee:9e:88	Connect to Wi-Fi
Date Setup	ZKTeco-office	(((-	d4:68:ba:14:81:c0	Connect to Wi-Fi
System	ZKTeco-Visitor	(((*	d4:68:ba:0c:81:c0	Connect to Wi-Fi
Face		6	00779700000040	

- 2. Click + button to add a new device.
- 3. Read and check to the instructions, then click **Continue**.

Cla	DUdATT		Z zkteco99 Z zkteco zkteco 🗸
	< Add Device		
÷	Step 1, Power up and turn on the device	Step 2, Configure the network	Step 3, Register the device to your organization
R	If the device has a network, it will automatically connect to the network and start working.	You may use blue tooth to set up the network. Or some device has touch screen that has network setting in firmware.	Device needs to been bound to your organization, only your company can use the data of the device. Later check those devices in your Device center.
		223 2027 2027 2027 2027 2027 2027 2027 2	
G			
Ē	I had read these instruction		CONTINUE
▣			

4. Enter the device's serial number, then click **Add**. (Click **System Info > Device Info** on the device to view the serial number)



5. Choose a site and a zone, then click **Save** to finish.

CloudATT			Z zkteco99	Z zkteco zkteco 🗸
Couder 1 Coude	vser vice support Ethernet function. ting/WiFI setting menu to enter commun nthe back of device, can find the device: system.	Bind device to your company Serial Number: 8057232340005 Please specially the device to a site and zone This device will sync the same timezone of the site Bind Site * Site Time Zone Bind Zone * Detect this may be an access control device, only the attendance function will be us after binding. EXXE CANCEL	ndby page.	CONFIRM
1				
	1.1			

3.4.4 Edit a Device

Choose a device in the **Device** interface, click the **Action** button, and select **Edit device** to edit this device.

📋 Clo	udATT				z zkteco99	Z zkteco zkte	:CO 🗸
	< Edit Device						
÷		Device Name *	Serial 1 7860	Number			
R		Bind Site *	Device D3	Model			
		- Bind Zone *	Status Onlin				
e o		- Site Time Zone					
Ē		IP Address					
		- Firmware Ver					
						SAVE	
Ξ							

3.4.5 Sync Date & Time to Device

Choose a device in the **Device** interface, click the **Action** button, and select **Sync date & time to device** to synchronize device date and time to the site where the device is located.

Note: The device must be online.

Cle	oudATT						Z z	kteco99	Z zkteco zkteco 🗸
	Device -1 records								T 🔊 C 🕇
÷	Device Name	Serial Number	Site Name	Site Time Zone	Zone Name	Device Model	Firmware Ver.	Status	Action
栗	SpeedFace-V4L	8057232340005	1	(UTC+08:00) Beijing, Chongqing, H	long Ko 1	SpeedFace-V4	ZAM180-NF40VB-Ver3.5.2	Online	:
C	No of records per page 10								1–1 of 1 < >
									
Ø				Are you ever	_				
©				Do you want sync date &	time to this device				
Ē				'SpeedFace-V4L'?					
				CONFIRM	CANCEL				
Ĩ									

3.4.6 Reboot Device

Choose a device in the **Device** interface, click the **Action** button, and select **Reboot device** to restart the device.

Note: The device must be online.

	oudATT						2	zkteco99	Z zkteco z	kteco 🗸
	Device -1 records								T 🔊	C +
÷	Device Name	Serial Number	Site Name	Site Time Zone	Zone Name	Device Model	Firmware Ver.	Status	Actio	n
E.	SpeedFace-V4L	8057232340005	1	(UTC+08:00) Beijing, Chongqing, Hong Ko	. 1	SpeedFace-V4	ZAM180-NF40VB-Ver3.5.2	Online	:	
<u>C</u>	No of records per page 10 -								1-1 of 1	$\langle \rangle$
e				Are you sure!						
C				Do you want to reboot this devic	e 'SpeedFace-					
Ē				V4L'?						
				CONFIRM	CANCEL					
戸										

3.4.7 Delete a Device

Choose a device in the **Device** interface, click the **Action** button, and select **Delete device** to delete this device.

📋 Cl	oudATT						Z zkteco99	Z zkteco zkteco 🗸
	Device -1 records							▼ ⊕ C +
÷	Device Name	Serial Number	Site Name	Site Time Zone	Zone Name	Device Model Firm	ware Ver. Status	Action
R	SpeedFace-V4L	8057232340005	1	(UTC+08:00) Beijing, Chongqing	, Hong Ko 1	SpeedFace-V4 ZAN	1180-NF40VB-Ver3.5.2 Online	÷
C	No of records per page 10	•						1-1 of 1 < >
ė				Annual				
C				Are you sure:	to this davice 'SpeedFace			
Ē				V4L' permanently?	to this device speed ace-			
				CONFIRM	CANCEL			
₫								

3.5 Attendance Rule Setting

Click **Attendance Rule Setting** in the left side bar of the **Cloud Attendance** interface. Users can manage clocking and timesheet of the device here.

📋 ci	oudATT		Z zkteco99	Z zkteco zkteco 🗸
	Attendance Rule Setting			
.	Clocking In Device	Timesheet		
栗				
C				
e				
O				
Ē				
E				

3.5.1 Clocking in Device

Click **Clocking in Device** in the **Attendance Rule Setting** interface. Users can view and manage the person in the device.

	oudATT								Z zkteco99	Z zkteco zkt	eco 🗸
	< Clocking In D	Device -1 records									C
÷	Device Name	Serial Number	Site Name	Site Time Zone	Zone Name	Device Model	Firmware Ver.	Status		Action	
Ħ	D3	7860223940012	1	(UTC+08:00) Beijing, Chongqing, Ho	1	D3	ZMM510-NF28HC-Ver	Online	VIEW PE	RSON IN THIS DEVICE	
Cî	No of records per page	10 👻								1-1 of 1	$\langle \rangle$
Ê											
0											
Ē											

3.5.1.1 Add Person to the Device

- 1. Choose a device and click **VIEW PERSON IN THE DEVICE** in the **Clocking in Device** interface.
- 2. Click + button to add person to the device.

📋 ci	loudATT			Z	zkteco99 Z zkteco zkteco 🗸
	< Person in this device				
•	D3 Site: 1 Zone: 1				
Ū,	Person & verification mod	e in this device			? C +
	Person ID	Person Name	Role in this device	Remote registration	Action
ė			No rows		
C					
Ē	No of records per page 10 +				< > 0100-0
Ξ					

3. Choose person and click **Confirm**.

📋 ci	TADud			Z zkteco99	Z zkteco zkteco	o ~
5	< Add person to device					
•	D3 Site: 1 Zone: 1					
Cî	Choose some persons that need to sync to this device $\mbox{-}2\mbox{records}$				T	G
	Person ID	First name	Last name			
ė	I 1	Mike	Mike			
O	001	zkteco	zkteco			
Ē	No of records per page 10 +				1-2 of 2 <	>
				CONFIRM	CANCEL	
Ē						

3.5.1.2 Verification Mode

- 1. Choose a device and click **VIEW PERSON IN THE DEVICE** in the **Clocking in Device** interface.
- 2. Click **Remote registration** button, then the device will pop up the registration interface, users can register their face template (fingerprint and so on) on the device.

Note: The verification method depends on the actual device please.

📋 ci	oudATT			Z	zkteco99 Z zkteco zkteco 🗸
	< Person in this device				
•	D3 Site: 1 Zone: 1				
Cî	Person & verification mode in	n this device -2 records			? C +
	Person ID	Person Name	Role in this device	Remote registration	Action
ė	1	Mike Mike	Normal user		ō
Q	001	Z zkteco zkteco	Normal user		Ō
Ē	No of records per page 10 👻				1-2 of 2 < >

3.5.2 Timesheet

Click **Timesheet** in the **Attendance Rule Setting** interface. Users can view, add and delete the person's working timesheet.

CI	pudATT				Z zkteco99	Z zkteco zkteco 🗸
	< Timesheet -1 records				Q Search by Timesheet Name	• C +
÷	Timesheet Name	Repeat Cycle	Time Period	Description		Action
R	996	1	week			© Î
ũ	No of records per page 10 👻					1-1 of 1 < >
ė						
C						
Ē						

3.5.2.1 History

In the **Timesheet** interface, click the **History** button ⁽¹⁾ to view the timesheet management history.

📋 ci	oudATT					Z zkteco99	Z zkteco zkteco 🗸
	< Timesheet History -1 records	S					C
÷	User	Time	Action	Object	State	Content	
累	shanleylee@zkteco.com	2023-09-04 16:44:57	Created Timesheet	ce846afb-a481-4e11-b6ff-6ad076999aa6	Success	{'name': '996'	, 'description': ", 'cycle': 1, 'period':
Cî	No of records per page 10 💌						1-1 of 1 < >
ė							
C							
Ē							

3.5.2.2 Search a Timesheet

In the **Timesheet** interface, enter the sheet name in the search box to quickly find a timesheet.

📋 ci	oudATT				Z zkteco99	Z zkteco zkt	eco 🗸
	< Timesheet -1 records				Q Search by Timesheet Name	5	c +
±	Timesheet Name	Repeat Cycle	Time Period	Description		Action	
累	996	1	week			© Î	
Çî	No of records per page 10 👻					1-1 of 1	< >
ė							
C							
Ē							
E							

3.5.2.3 Add a Timesheet

1. Click + button to add a new timesheet.

CI	oudATT				Z zkteco99	Z zkteco zkteco	~
	C Timesheet -1 records				Q Search by Timesheet Name	49 C	+
÷	Timesheet Name	Repeat Cycle	Time Period	Description		Action	
黑	996	1	week			© Î	
Ċ	No of records per page 10 👻					1-1 of 1 <	>
e							
G							
Ē							
E							

2. Set sheet name, time range and rule, then click **Save**.

< New Times Timesheet Name —	heet	Descr	ription ————				
∨ Timesheet ?							
Normal ()	Flexible				Number of	repetitions: 1	Cycle Period: 💿 Week
Number	Day	Check In Start	Check In	Check Out	Check Out End		Туре
1	Monday	08:30	() 09:00	() 18:00	() 18:30	O	Workday O Weekend
2	Tuesday	08:30	O9:00	() 18:00	I8:30	O	Workday O Weekend
3	Wednesday	08:30	() 09:00	() 18:00	I8:30	O	Workday O Weekend
4	Thursday	08:30	O9:00	() 18:00	I8:30	O	Workday O Weekend
5	Friday	08:30	() 09:00	() 18:00	() 18:30	0	Workday O Weekend
✓ Rule Setting							
Max Work Hour Pairing Rule	s 24 Hours ?						
Day Change Tir Break Time Fro	n 12:00 0 12:30	Q					

Note:

- Timesheet is a weekly work or rest time plan set for persons.
- Person can clock at any time from 0 to 24 O'clock of one day, and system will calculate the working hours of person according to the timesheet setting.
- Normal Timesheet: Only punch time within the range of "Check In Start" and "Check Out End" are calculated and recorded as "Clock time", while punch time within the range of "Check In" and "Check Out" are recorded as "Work time".

• Flexible Timesheet: Punch time within the "Day change time" range of previous day and the current day are calculated and recorded as "Clock time", while punch time within the range of "Check In" and "Check Out" are recorded as "Work time".

3.5.2.4 Edit a Timesheet

Choose a timesheet and click **View** button **(19)** to edit this timesheet.

Clou	udATT										Zz	kteco99 Z zkteco zkteco
	C Timesheet Name -	esheet		- Description								
Koudali < View Timesheet												
	~ Timesheet ?	2										
	Normal O) Flexible							Number of re	petitions: 1		Cycle Period: 🔘 Week
	Number	Day	Che	eck In Start	Check In		Check Out		Check Out E	nd		Туре
	1	Monday	08	3:30 🕓	09:00	G	18:00	S	18:30	Q	Workda	y 🔿 Weekend
	2	Tuesday	08	3:30 🕓	09:00	G	18:00	©	18:30	0	Workda	y 🔿 Weekend
	3	Wednesday	08	::30 🕓	09:00	0	18:00	0	18:30	0	Workday	y 🔘 Weekend
	4	Thursday	08	3:30	09:00	0	18:00	S	18:30	0	Workday	y 🔘 Weekend
	5	Friday	08	3:30	09:00	0	18:00	0	18:30	0	Workday	y 🔘 Weekend
	> Rule Setting											
												SAVE C/

3.5.2.5 Delete a Timesheet

Choose a timesheet and click **Delete** button $\overline{\Box}$ to delete this timesheet.

	DUDATT				Z zkteco99	Z zkteco zkteco 🗸
	< Timesheet -1 records				Q Search by Timesheet Name	- ⊙ C +
÷	Timesheet Name	Repeat Cycle	Time Period	Description		Action
R	996	1	week			© Î
Ū	No of records per page 10 👻					1–1 of 1 < >
ė						
C			Are you sure!			
Ē			You want to delete this data permanent	y? a		

3.6 Schedule

Click **Schedule** in the left side bar of the **Cloud Attendance** interface. Users can set timesheet for their employees.

CI	oudATT						Z zkteco99	Z zkteco zkteco
	Schedule						Q Search by Person, TimeSheet	• C
÷	Person ID	Person Name	Department	Job Title	Timesheet Name	Start Date	End Date	Action
					No rows			
Ĵ								
1	No of records per page	10 -						0-0 of 0 <
)								

3.6.1 History

In the **Schedule** interface, click the **History** button ⁴ to view the schedule management history.

	TAbuo				2	zkteco99	zkteco zkteco 🗸 🗸
	< Schedule History -1 records						C
÷	User	Time	Action	Object	State	Content	
R	shanleylee@zkteco.com	2023-09-05 14:43:56	Created Schedule	a05d8033-ebb9-47b3-94a1-944fc41246	Success	{assigned_start': '20	23-09-05', 'assigned_end'
Ũ	No of records per page 10 👻						1-1 of 1 < >
8							
C							
Ē							

3.6.2 Search a Schedule

In the **Schedule** interface, enter the sheet name in the search box to quickly find a schedule.

CI	oudATT						Z zkteco99	Z zkteco zkteco 🗸
	Schedule -1 records						Q Search by Person, TimeSheet	• C +
±	Person ID	Person Name	Department	Job Title	Timesheet Name	Start Date	End Date	Action
R	1	Mike Mike	DEFAULT	DEFAULT	996	2023-09-05	2023-09-05	ō
Cî	No of records per page 1	0 -						1–1 of 1 < >
Ē								
8								
G								
Ē								
Σ								

3.6.3 Add a Schedule

1. Click + button to add a new timesheet.

📋 ci	oudATT						Z zkteco99	Z zkteco zkteco 🗸
	Schedule -1 records						Q Search by Person, TimeSheet	• C +
÷	Person ID	Person Name	Department	Job Title	Timesheet Name	Start Date	End Date	Action
R	1	Mike Mike	DEFAULT	DEFAULT	996	2023-09-05	2023-09-05	Ō
Ũ	No of records per page 1	0 👻						1–1 of 1 < >
8								
©								
Ē								
E								

2. Set start and end time, and choose person and a timesheet, then click **Save**.

Clor	udATT				Z zkteco99	Z zkteco zkteco 🗸
	Start Date 05 Sep 2023	End Date 05 Sep 2023	Overwri	te existing timesheet during this period Yes N	0	
栗						
C	Employee *		~			
	Timesheet*		-			
8						SAVE
G						
Ē						
Ţ						

Note:

"Overwrite existing timesheet during this period" means whether to overwrite the existing time range during this period. If "yes" is selected, the schedule to be overwritten is invalid.

3.6.4 Delete a schedule

Choose a schedule and click **Delete** button $\overline{\Box}$ to delete this schedule.

	oudATT						Z zkteco99	Z zkteco zkteco 🗸
	Schedule -1 records						Q Search by Person, TimeSheet	• C +
÷	Person ID	Person Name	Department	Job Title	Timesheet Name	Start Date	End Date	Action
R	1	Mike Mike	DEFAULT	DEFAULT	996	2023-09-05	2023-09-05	Ō
C	No of records per page 10) -						1–1 of 1 < >
8								
C			4	Are you sure to delete?				
Ē				CONFIRM	CANCEL			
I								

3.7 Timecard Management

Click **Timecard Management** in the left side bar of the **Cloud Attendance** interface. Users can manage clocking records and timecard sheets.

C C	oudATT		Z zkteco99	Z zkteco zkteco 🗸
	Timecard Management			
÷	Clocking Records	III Timecard		
æ				
C				
Ê				
C				
Ē				
亘				

3.7.1 Clocking Records

Click **Clocking Records** in the **Timecard Management** interface. Users can view and manage the clocking records.

Cle	DUDATT				Z zkteco9	9 Z zkteco zkteco 🗸
	Clocking Records -81 records					T ? 🕙 🖸 C
÷	Person Name	Person ID	Clocking Date	Clocking Time	Timezone	Punch From
栗	Rinnnnna chandra		2023-06-08	15:48:20		machine
C	adsae qewq		2023-06-08	15:48:19		machine
	Rinnnnna chandra		2023-06-08	15:06:40		machine
ė	Rinnnnna chandra		2023-06-08	15:06:12		machine
C	Rinnnnna chandra		2023-06-08	15:06:08		machine
Ē	Rinnnnna chandra		2023-06-08	15:06:04		machine
	Rinnnnna chandra		2023-06-08	15:06:01		machine
	Rinnnnna chandra		2023-06-08	15:03:33		machine
	Rinnnnna chandra		2023-06-08	15:03:03		machine
	Rinnnnna chandra		2023-06-08	15:01:44		machine
	No of records per page 10 +					1-10 of 81 < 🔉

Note:

- Clocking record is the original attendance data obtained from the device.
- If device's time zone is different from browser's time zone, system will transform clocking record from device's time zone to browser's time zone.

3.7.1.1 Search a Record

In the **Clocking Records** interface, click the **Fitter** button **T** to search a record via person or date range.

loudATT					Z zkteco99 Z zkte	co zkteco
< Clocking Record	s				Υ ? 4	3
Person	Clocking Date: From	То	SEARCH RE	SET		
Person Name	Person ID	Clocking Date	Clocking Time	Timezone	Punch From	
			No rows			
			101000			
No of records per page 10 👻					0-0) of 0 <

3.7.1.2 History

In the **Clocking Records** interface, click the **History** button ⁴⁹ to view the record management history.

						1		
	OUDATI				2	:kteco99	Z ZKIECO ZKIECO	~
	< PunchRecord His	story -1 records						G
÷	User	Time	Action	Object	State	Content		
累	chloe.zhang@zkteco.com	2023-08-31 14:24:16	Upload device transactions	a05d8033-ebb9-47b3-94a1-944fc41246	Success	{assigned_sta	art': '2023-09-05', 'assigned_	_end'
C	No of records per page 10 👻						1-1 of 1 <	>
ė								
0								
Ē								
E								

3.7.1.3 Upload

In the **Clocking Records** interface, click the **Upload** button **and** select the date range to upload the record from the device to the website.

CI	loudATT		Z zkteco99	Z	zkteco	zkteco	~ ~
	< Clocking Records			T	? 🕤	6	G
÷	Person Name	Upload device transactions	Punch I	rom			
R		You want to upload device attendance records? Only upload online devices.					
Ū		From Star Date					
	No of records per page 10 👻	05-09-2023 III			0-0 c	f0 <	>
e		End Date					
O		Select the type of device that needs to upload attendance records 🛛 🖉					
Ē		1. The system supports uploading punch records of attendance devices by default, and if bind access control devices, you can choose to upload access control device records 2. If device's time zone is different from browser's time zone, system will transform clocking record from device's time zone to browser's time zone. CONFIRM CANCEL					

Note:

- The system supports uploading punch records of attendance devices by default, and if bind access control devices, you can choose to upload access control device records.
- If device's time zone is different from browser's time zone, system will transform clocking record from device's time zone to browser's time zone.

3.7.2 Timecard

Click **Timecard** in the **Timecard Management** interface. Users can view the attendance status of person, such as total break time, total work time or else.

Cle	DUDATT							Z zkteco99	Z zkteco zkteco	~
	< Timecard						Q	Search by Person, TimeShe	eet	G
÷	Person ID	Person Name	Date	Timesheet	Clock In	Clock Out	Clock Time(h)	Total Clock Time(h)	Statistic Rule Mode	
凩	0412	Rinnnnna chandra	2023-06-08	test	10:26:01	15:48:20	05:22:19	05:22:19	First and Last	
Cî	No of records per page 10	•							1–1 of	<
									0-0 of 0 <	>
ė										
Q										
Ē										

3.8 Report Management

Click **Report Management** in the left side bar of the **Cloud Attendance** interface. Users can view the person's first, last and monthly clocking reports.

📋 ci	oudATT		Z zkteco99	Z zkteco zkteco 🗸
	Report Management			
*	S First And Last	Monthly Report		
R				
Cî				
				
ė				
O				
Ē				
亘				

3.8.1 First and Last Report

Click **First And Last** in the **Report Management** interface. Users can view person's first and last clocking time.

🛅 CI	oudATT					Z	zkteco99 Z zkteco	zkteco	• •
	< First And Last				Q Search by Pers	son, Date	September 2023	Ľ	G
÷	Person ID	Person Name	Date	Timesheet Name	First Clocking	Last Clocking	Total Work Hours		
æ				No rows					
Cî									
	No of records per page 10 -						0-0 c	f0 <	>
Ê									
C									
Ē									
F									

3.8.2 Monthly Report

Click **Monthly Report** in the **Report Management** interface. Users can view person's monthly clocking status.

i) ci	loudATT													Z zkte	20099	Z zkte	eco zkte	eco '	~
	< Monthly Report									Q Search	by Person				September	2023			Э
<u>.</u>	Person ID Person Name Tir	nesheet Name 1	2	3	4	5 6	7	8	9	10	11	12	13	14	15	16	17		1
Ē																			
0î							No rows												
	No of records per page 10 -								-	_						0-	0 of 0		•
ė																			
0																			
Ē																			
Ē																			

4 <u>Cloud Access</u>

Click **Workshop** > **CloudACC** in the home page to enter the **Cloud Access** interface.

4.1 Dashboard

Click **Dashboard** in the left side bar of the **Cloud Access** interface. Users can view access status here.

Cloud ACC		Zkteco99 Zkteco zkteco
Dashboard	Dashboard	
Site Management V	2 0 2 Sites 0 2 Devices 0	12 Events
Device Management Access Control		- Time range
🗅 Report 🗸	Event Overview	Last 2 hou •
🕼 Operation Log	5	
	Hender of the second seco	
	US39HM URUMHM URUAHM URUAHM USUMHM USUMHM USUMHM USUMHM USUMHM USUMHM	U5.39 PM U5.54 PM
	Site Overview Loading	Search Site 🔹
version V 2.1.0		

- Sites: The number of sites. Click it to go to Site Management > Site.
- Devices: The number of devices connected to CloudACC. Click it to go to Devcie Management > Device.
- Doors: The number of online devices. Offline devices are not displayed. Click it to go to Device Management > Doors.
- Persons: The number of people on the organization. Click it to go to Organization > Person.
 It should be noted here that the personnel in the device also need to select and add in Access
 Control > Group Access Time, and will not directly add the personnel on Admin Panel to the device, which is equivalent to setting the corresponding permission group for the personnel.
- Events: The device operation logs. Click it to go to Report > Events.
- **Event Overview:** The visualization of event types in a certain time period.
- Site Overview: The site overview map.

4.2 Organization

Click **Organization** in the left side bar of the **Cloud Access** interface. Users can view person, role and permission here.

4.2.1 Person

Click **Organization** > **Person** in the left side bar of the **Cloud Access** interface. Users can view all the employees in this organization.

Note: Users can manage the persons in Admin Panel module and cannot edit any person profile in Cloud Access module.

Cloud ACC					Zkteco99 Zkteco zkteco
Dashboard	Person				C T
🗳 Organization 🔨					
Person	Person Name	Person ID	Email	Mobile	Action
Role and Permission	Mike Mike	1	1@1.com	+93-12345678	©
🛄 Site Management 🗸	zkteco zkteco	001	shanleylee@zkteco.com		0
_ Device Management ~	No of records per page 5 👻 1-2 of 2				< 1 >
Access Control 🗸					
🗅 Report 🗸					
Coperation Log					

4.2.2 Role and Permission

Click **Organization** > **Role and Permission** in the left side bar of the **Cloud Access** interface. Users can view and manage the access permissions here.

Note: Organization Owner and Super Admin's permission cannot be edited. And users can add new roles in **Admin Panel** module.

Cloud ACC			Zkteco99	Zkteco zkteco
Dashboard	Role and Permission			CΥ
路 Organization ^				
Person	User Role Name	User Role Code	Actions	
Role and Permission	Organization Owner	ORGANIZATION OWNER	٥	
🛄 Site Management 🗸	Super Admin	SUPER ADMIN	0	
Device Management V	General Person	GENERAL PERSON	۲	0
🔗 Access Control 🗸				
🗅 Report 🗸				
Dperation Log				

4.3 Site and Zone

4.3.1 Site

Click **Site Management > Site** in the left side bar of the **Cloud Access** interface. Users can view the site here.

Note: Users can manage the site in **Admin Panel** module and cannot edit any site's information in **Cloud Access** module.

Cloud ACC				Zkteco99	zkteco zkteco
Dashboard 왕 Organization ~	Site				C Y
🛄 Site Management 🧄	Site Name	Site Time Zone	Description	Action	
• Site	□ 1	(UTC+08:00) Beijing, Chongqing, Hong Kong, Uru		٢	
• Zone	DEFAULT		DEFAULT	٢	
Device Management 🗸	No of records per page 5 💌 1-2 of 2				< 1 >
🕜 Access Control 🗸					
🗅 Report 🗸					
Dperation Log					

4.3.2 Zone

Click **Site Management > Zone** in the left side bar of the **Cloud Access** interface. Users can view the zone here.

Note: Users can manage the zone in **Admin Panel** module and cannot edit any zone's information in **Cloud Access** module.

Cloud ACC				Zkteco99 Zkteco zkteco
Dashboard	Zone			C T
움 Organization ~				
🛄 Site Management 🧄	Zone Name	Site Name	Site Time Zone	Action
• Site		1	(UTC+08:00) Beijing, Chongqing, Hong Kong, Uru	۵
• Zone	Default	DEFAULT		©
Device Management V	No of records per page 5 💌 1-2 of 2			< 1 >
🕜 Access Control 🗸				
🗅 Report 🗸				
Operation Log				

4.4 Device Management

4.4.1 Device Topology

Click **Device Management > Device Topology** in the left side bar of the **Cloud Access** interface. Users can view the overview map of device information.

Note: Click the icon in the upper right corner to switch topology forms.

Cloud ACC										Zkteco99	Zkteco zkteco
Dashboard	Device Topology										•EI 🗄
谸 Organization ~	Site List	3 Sites	Zone List	2 Zones	Device List	1 Device	Wire & Ports	1 Door	Informations		
<u>n</u> Site Management 🗸							Dece 1		momutons		
📮 Device Management 🤸	ZKTeco-DG	>	DG-02	>	SpeedFace-V3L	[QR]/ID >	Door-1	>	Door Lock Number	1	
Device Topology Device	ZKTeco-SZ	>	DG-01	>			Aux-In1	>	Door Name	Door-1	
• Door	DEFAULT	>					Aux-Out1	>	Lock Open Duration (Lock will be opened in seconds)	5	
Reader							reader-out-1	>			
Auxiliary Input									Door Sensor Status ?	None	
Auxinary Output							reader-in-1	>	Door Sensor Delay (1-254 second	()	
Access Control									Duoi Sensor Delay (1-234 second	15) 15	
Report V									Door Sensor Alarm Delay (1-254 seconds)	0	
									Duress Password (Maximum 6 Bi integer)	t	
									Emergency password (8 Bit integ	er)	
version V 2.1.0 X											

4.4.2 Device

Click **Device Management** > **Device** in the left side bar of the **Cloud Access** interface. Users can view and manage the device.

Cloud ACC		Zkteco99 Zkteco zkteco
Dashboard Organization V	Device	C · ∲· ⊡ ∇ + Add Device
🛄 Site Management 🗸	Device Name Serial Number IP Address Device Model Firmware Version Status	Actions
Device Management Device Topology	No Device found	
Device Door	No of records per page 5 💌 0 - 0 of 0	
Reader Auxiliary Input		
Auxiliary Output Access Control		
Report ~		
version V 2.1.0 X		

4.4.2.1 Add a Device

1. Tap **COMM.** > **Ethernet** in the main menu on the device to set the IP address and gateway of the device.



- 2. Click +Add Device button to add a new device.
- 3. Read and check to the instructions, then click **Continue**.

Cloud ACC			S zkteco99 Stkeco zkteco
Dashboard	< Add Device		
🛄 Site Management 🗸	Device Network Configuration Steps		
Device Management Device Topology			
Device Door	Step 1: Power up and turn on the Device If the Device has a network, it will automatically connect to the network and start working.	Step 2: Configure the Network You may use Bluetooth to set up the network. Or some Device has touch screen that has network setting in Firmware.	Step 3: Restore the Factory Settings Some Devices can not have network setting. You may try to Reset the Device factory setting.
Reader Auxiliary Input	0		0
Auxiliary Output Access Control			
▶ Report ~ ▶ Operation Log			
	☐ I have read these instructions	Continue	
version V 2.1.0 X			

4. Enter the device's serial number, then click **Add**. (Click **System Info > Device Info** on the device to view the serial number)

CI	loud ACC		Zkteco99	Zkteco zkteco
88 33	Dashboard Organization ~	< Add Device		
딦	Site Management V	Manual Register Device		
	Device Management	Power Up and Set Device Network		
•	Device Topology Device	1. Plog in the network cable in Device support Enternet function. 2. Enter your Device Ethernet setting/WFI setting menu to enter communication setting page. Network setup is successful, Device will display a QR code in standby page. 3. On the side of Device box or on the back of Device, can find the Device Serial Number. 4. Fill in Device Serial Number on system.		
•	Door	Device Serial Number		
	Auxiliary Input	Please Enter Device Serial Number		
•	Auxiliary Output			
đ	Access Control ~			Add
D	Report ~			
ß	Operation Log			
version	N V 2.1.0 X			

5. Choose a site and a zone, then click **Save** to finish.

Cloud ACC			Zkteco99 Zkteco zkteco
Dashboard Organization ~	 Add Device Manual Register Device 		
Ini Site Management ∽ □ Device Management ∧ • Device Topology	Power Up and Set Device Network 1. Plug in the network cable if Device support Ethem 2. Enter your Device Ethernet setting/WiFi setting me	Bind Device your Organization × e will display a QR code in standby page.	
Device Door	3. On the side of Device box or on the back of Device 4. Fill in Device Serial Number on system.	8057232340005	
Reader Auxiliary Input	8057232340005	Please bind the Device to a Site and Mapped Zone Bind Site * Please select your Site	
Auxiliary Output		Bind Zone * Please select your Zone	Add
Report C		Bind	
version V 2.1.0			

4.4.2.2 Search a Device

In the **Device** interface, click the **Fitter** button ∇ to search a device via device name or serial number.

Babbard Stexanagement Babbard Stexanagement Device Tanale Device	Cloud ACC		Zkteco99 Zkteco zkteco
is the Management i bevice Management i bevice Name celice Name bevice Name i bevice Name bevice Name i bevice Name bevice Name i bevice Name	B Dashboard 와 Organization ~	Device	C ↔ ā 7 + Add Device
Device Door Reader Auxiliary input Auxiliary output Auxiliary output Access Control ve Report operation Log	Site Management Device Management	Device Name Device Serial Number	Apply Clear
 boor Beeder No of records per page i.i.of Auxiliary Output Auxiliary Output Access Control Report Operation Log 	Device Topology Device	Device Name Serial Number IP Address Device Model Firmware Version Status	Actions
 Reader Auxiliary Input Auxiliary Output Auxiliary Output Access Control ~ Report ~ (a) Operation Log 	• Door	SpeedFace-V4L Pro 8057232340005 192.168.163.175 SpeedFace-V4L Pro ZAM180-WF40VB-Ver3.5.2 Online	
	Reader Auxiliary Input Auxiliary Output Access Control Report P Report P Operation Log	No of records per page 5 v 1-1 of 1	

4.4.2.3 Edit a Device

Choose a device in the **Device** interface, click the **Edit** button 2 to edit this device.

Cloud ACC			Zkteco99 Zkteco zkteco
B Dashboard 와 Organization ~	< Edit Device Details		
🛄 Site Management 🗸		Device Name *	Serial Number
Device Management Device Topology		SpeedFace-V4L Pro	8057232340005
Device			
• Door		IP Address	Site *
Reader		192.168.163.175	1 *
Auxiliary Input			
Auxiliary Output		Zone *	
🕜 Access Control 🗸		1	
🗅 Report 🗸			
Dperation Log			Save Clear
version V 2.1.0 X			

4.4.2.4 Reboot a Device

Choose a device in the **Device** interface, click the **Control** button 2 **Reboot** to restart this device.

Cloud ACC						e	zkteco99 Zkteco zkteco
Dashboard Organization V	Device					C	 ÷ Add Device Reboot
🛄 Site Management 🗸	Device Name	Serial Number	IP Address	Device Model	Firmware Version	Status	Actions
Device Management A	SpeedFace-V4L Pro	8057232340005	192.168.163.175	SpeedFace-V4L Pro	ZAM180-NF40VB-Ver3.5.2	Online	G. 🖉 Ō
Device Topology Door Reader Auxiliary Input Auxiliary Output Auxiliary Output Report C Operation Log	No of records per page 5 - 1.1	of1					< 1
version V 2.1.0 X							

4.4.2.5 Verification Mode and Person Role

- 1. Choose a device in the **Device** interface, click the **Person in the Device** button 🖬 to restart this device.
- 2. Click **Role** selection bar to choose a role for persons.
- 3. Click **Person Credentials** button, then the device will pop up the registration interface, users can register their face (fingerprint and so on) on the device.

Note: The verification method depends on the actual device please.

Cloud ACC		Zkteco99	zkteco zkteco
Dashboard	< Person In This Device		
路 Organization			
Site Management	SpeedFaceV4L Pro Site: 1 Zone: 1		
Device Management	Demon & Demon Anderticle in this Device C		~
Device Topology			G
Device	Person Name Person ID Role Person Credentials		
• Door	Mike Mike 1 Select User role V	0 💽 0 🔒 0	u
Reader	No of records per page 5 * 1-1 of 1		< 1 >
Auxiliary Input			
Auxiliary Output			
d Access Control	,		
P Report	·		
Dperation Log			
version V 2.1.0			

4.4.2.6 Delete a Device

Choose a device in the **Device** interface, click the **Delete** button \Box to delete this device.

Cloud	d ACC						8	zkteco99 Szkteco zkteco
문 Dashbo 와 Organiz	ioard ization ~	Device					C	-ộ- 🗇 🖓 🕂 Add Device
🛄 Site Ma	lanagement 🗸 🗸	Device Name	Serial Number	IP Address	Device Model	Firmware Version	Status	Actions
_ Device	e Management 🔺	SpeedFace-V4L Pro	8057232340005	192.168.163.175	SpeedFace-V4L Pro	ZAM180-NF40VB-Ver3.5.2	Online	Ga 🖉 🗇
Device Device	e Topology	No of records per page 5 👻 1-1	l of 1					< 1 >
Boor Reader	r			Are you sure!	×			
Auxiliar	iry Input			Do you want to De	elete this Device?			
Auxiliar	ary Output			Delete	Cancel			
Report	t v							
🕼 Operati	tion Log							
version V 2.1.0	0 ¥							

4.4.3 Door

Click **Device Management** > **Door** in the left side bar of the **Cloud Access** interface. Users can view and edit the access control devices door.

(Cloud ACC								Zkteco99	Zkteco zkteco
88	Dashboard		Door							G A
තී	Organization	~								
교	Site Management	~	Door Name	Device Name	Serial Number	Door Number	Enable	Active Time Slot	Verification Mode	Actions
	Device Management	t ^	Door-1	SpeedFace-V4L Pro	8057232340005	1	~	24-Hours General		0
·	Device Topology		No of records per page 5 -	1-1 of 1						< 1 >
· ·	Device									
· ·	Door									
·	Reader									
·	Auxiliary Input									
·	Auxiliary Output									
I	Access Control	~								
0	Report	~								
ß	Operation Log									
	ion V 2 1 0									

4.4.3.1 Edit a Door

Choose a device in the **Device** interface, click the **Edit** button \checkmark to edit this door.

Cloud ACC		zkteco99 Zkteco
B Dashboard 와 Organization ~	< Edit Door Details	
🛄 Site Management 🗸	Door Name*	▲ Usually, a Lock relay open one Door Lock. There will be a Lock # on the Device to indicate these relays. Choose a memorable name (usually with a
Device Management	Door-1 Device Name*	Coation) as the name of the Door.
Device Topology Device	SpeedFace-V4L Pro	This Door physically wired to one Lock relay of this Device. One Device may support 1-4 Doors.
• Door	Door Number	Device mark a Lock relay number for Door Lock, so that it can know what action happen to which Door Lock.
Reader Auxiliary Input	Door Active Time Slot*	The Default value is 24.Hours General it means all the Person some to this Device can pass the Door after verification. If you want this Door working in
Auxiliary Output	24-Hours General Lock Open Duration (1-254 seconds)*	Imited Time Slots, choose one Active Time for this Door, then only during this Time Slots, this Door Lock will open.
I Access Control 🗸	5	By Default, the CNA and NC of the Lock Relay are connected. "Open" means the COM and NO of the Lock Relay connected, According to the type of the Door Lock, some Door Lock is closed when the power is on, and some Door Lock is closed when the power is off. Please check Door Lock is correctly connected to the Lock Relay.
🗅 Report 🗸	Lock Sensor Type*	The Door Lock Sensor Type defines the default operation that the Lock is set.
🕼 Operation Log	Save Clear	
version V 2.1.0 X		

Note:

- **Door Active Time Slot:** The default value is 24-hours general. It means all the person sync to this device can pass the door after verification. If you want this door working in limited time slots, choose one active time for this door, then only during this time slots, this door lock will open.
- Lock Open Duration: By default, the COM and NC of the lock relay are connected. "Open" means the COM and NO of the lock relay connected. According to the type of the door lock, some door lock is closed when the power is on, and some door lock is closed when the power is off. Please check door lock is correctly connected to the lock relay.
- Lock Sensor Type: The door lock sensor type defines the default operation that the lock is set.

4.4.4 Reader

Click **Device Management** > **Reader** in the left side bar of the **Cloud Access** interface. Users can view and edit the reader of an online device.

Note: A device can have an exit and an entry door reader.

(Cloud ACC									Zkteco99	Zkteco zkteco
ස යී	Dashboard Organization ~	Re	ader								C T
딟	Site Management \sim	·	Reader Name ?	Door Name	Device Name	Device Serial Number	Reader Number	Communication Type	Communication Addres	Reader Status	Actions
	Device Management 🔸		reader-in-1	Door-1	SpeedFace-V4L Pro	8057232340005	1	3	0	In	◎ /
•	Device Topology		reader-out-1	Door-1	SpeedFace-V4L Pro	8057232340005	2	3	0	Out	© /
· -	Device	N	o of records per page 5 👻 1-2 of 2								< 1 >
· ·	Door										
· ·	Reader										
· ·	Auxiliary Input										
·	Auxiliary Output										
đ	Access Control 🗸 🗸										
C	Report ~										
G	Operation Log										
					-		_		_		

4.4.5 Auxiliary Input

Click **Device Management** > **Auxiliary Input** in the left side bar of the **Cloud Access** interface. Users can view and edit the auxiliary input of the device.

Cloud ACC							Zkteco99	Zkteco zkteco
Dashboard	Auxiliary Input							C T
🛄 Site Management 🗸	Auxiliary Input Name	Device Name	Serial Number	Auxiliary Input Number	Printer Number	Remarks		Actions
Device Management 🦒	Aux-In1	SpeedFace-V4L Pro	8057232340005	1	In1			© /
Device Topology	No of records per page 5 💌 1-1 of 1							< 1 >
Device								
Door								
Reader								
Auxiliary Input								
Auxiliary Output								
🕜 Access Control 🗸								
🗅 Report 🗸								
Dperation Log								

4.4.6 Auxiliary Output

Click **Device Management > Auxiliary Output** in the left side bar of the **Cloud Access** interface. Users can view and edit the auxiliary output of the device.

Cloud ACC						Zkteco99	Zkteco zkteco
 Bashboard ⅔ Organization ∨ 	Auxiliary Output						C Y
🛄 Site Management 🗸	Auxiliary Output Name	Device Name	Serial Number	Auxiliary Output Number	Printer Name	Remarks	Actions
Device Management 🦒	Aux-Out1	SpeedFace-V4L Pro	8057232340005	1	Out1		© /
Device Topology Device	No of records per page 5 💌 1-1 of	1					< 1 >
Door							
Reader							
Auxiliary Input							
• Auxiliary Output							
Access Control V							
💾 Report 🗸 🗸							
Dperation Log							
version V 2.1.0 X							

4.5 Access Control

4.5.1 Time Slot

Click **Access Control** > **Time Slot** in the left side bar of the **Cloud Access** interface. Users can view and add new time slot for employees.

Cloud ACC	Stateco99	Zkteco zkteco
Dashboard	Time Slot	C 7 +
🛄 Site Management 🗸	Time Slot Name	Actions
Device Management V	24-Hours General	•
Access Control Time Slot	No of records per page 5 - 1-1 of 1	$\langle 1 \rangle$
Door Access Time		
Group Access Time		
🗅 Report 🗸		
C Operation Log		
version V 2.1.0 X		

4.5.1.1 Add a Time Slot

In the **Time Slot** interface, click the + button to add a new time slot.

Cloud ACC						Zkte	099	2 zkteco zł
Dashboard 양 Organization ~	< Add Time Slots							
🛄 Site Management 🗸	Name *							
Device Management Access Control	Mandau	0000 > 0000	00.00	00-00	00:00	00:00		
Time Slot Door Access Time	Tuesday	00:00 -> 00:00	00:00	→ 00:00 ©	00:00	→ 00:00		
Group Access Time	Wednesday	00:00 ~ 00:00	00:00	→ 00:00 ⁽	00:00	→ 00:00		
neport v	Thursday	00:00 -> 00:00	00:00	→ 00:00 ⁽	00:00	00:00		
	Friday	00:00 -> 00:00	00:00	→ 00:00 ③	00:00	→ 00:00		
	Saturday	00:00 00:00	00:00	→ 00:00 ()	00:00	00:00		
	Sunday	00.00 00000	00:00	- 00:00	00:00			
	Copy Mondays setting to others weekda Copy Mondays setting to weekends	ys			Save		Clear	

4.5.2 Door Access Time

Click **Access Control** > **Door Access Time** in the left side bar of the **Cloud Access** interface. Users can view and select the access time period of the device.

Cloud ACC							Zkteco99	Zkteco zkteco
Dashboard 양 Organization ~	Door Access Time							îk C ₹
🛄 Site Management 🗸	Door Name	Device Name	Device Serial Number	Door Number	Enable	Active Time Slot	Verification Mode $~\uparrow~$	Actions
Device Management V	Door-1	SpeedFace-V4L Pro	8057232340005	1	~	24-Hours General		0
Access Control 🔷	No of records per page 5 👻 1	-1 of 1						< 1 >
Time Slot								
Door Access Time								
Group Access Time								
🗅 Report 🗸								
Dperation Log								
version V 2.1.0 X								

• 🔲 Keep Door Open: Set the door open state.

Note: If select "Switch the Door Keep Open Status Immediately", door will keep open immediately. If select a time slot, door will keep open in that time slot. **Remote Close** can cancel door keep open status and time slots will become invalid after door closed. If want Door keep open in a time slot again, need set time slots for **Keep Door Open** again.

- **Î Remote Open:** Open the door and set the opening duration time.
- 🛱 **Remote Close:** Close the door.
- **Fitter:** Search a device via device serial number.
- 🖉 : Edit door access time.

4.5.3 Group Access Time

Click **Access Control** > **Group Access Time** in the left side bar of the **Cloud Access** interface. Users can set a group to control the access time of person and door at the same time.

Cloud ACC					Zkteco99 Zkteco zkteco
Dashboard	Group Access Time				G A +
🛄 Site Management 🗸	Name	Time Slot	Start Date and Time	End Date and Time	Actions
Device Management ~	□ 1	24-Hours General	16:06 01-08-2023	00:06 11-08-2023	0 2 0 1
🕜 Access Control 🔨	No of records per page 5 💌 1-1 of 1				< 1 >
Time Slot					
Door Access Time					
Group Access Time					
🗅 Report 🗸					
Operation Log					

4.5.3.1 Add a Group Access Time

In the **Group Access Time** interface, click the + button to add a new group.

Cloud ACC		Szkteco99 Zkteco zkteco
Dashboard	< Add Group Access Time	
නී Organization ~		
🛄 Site Management 🗸	Name *	Time Slot *
📮 Device Management 🗸	Please enter the Name of the Group Access Time	Select a Time Slot
🕜 Access Control 🔨	Start Date and Time *	End Date and Time *
Time Slot	Please Enter the Start Date and Time	Please Enter the End Date and Time
Door Access Time		
Group Access Time		Add Clear
🗅 Report 🗸		
Dperation Log		
version V 2 1 0		

4.5.3.2 Synchronize Person to Device

1. Click **Manage Door** button \square > **Add** button \blacksquare to choose a device.

Cl	loud ACC						Zkteco99	Zkteco zkteco
88	Dashboard		< Manage Door					C +
තී	Organization	~						
Ē	Site Management	~	Door Name	Device Name	Device Serial Number	Door Number	Verification Mode	Actions
_	Device Management	~	Door-1	SpeedFace-V4L Pro	8057232340005	1		Î
A	Access Control	^	No of records per page 5 💌	1-1 of 1				< 1 >
•	Time Slot							
· ·	Door Access Time							
1.1	Group Access Time							
۵	Report	~						
(à	Operation Log							
version	1∀2.1.0	×						

2. Click **Manage Person** button $\stackrel{\text{def}}{=}$ > **Add** button $\stackrel{\text{def}}{=}$ to allocate person to this device.

Cloud ACC			Zkteco99	E zkteco zkteco
Dashboard	< Add Person			G T
🔏 Organization 🗸				
🛄 Site Management 🗸	First Name	Last Name	Person ID	
_ Device Management V	Mike	Mike	1	
🕜 Access Control 🗠	Zkteco	ziteco	001	
Time Slot	No of records per page 5 👻 1-2 of 2			< 1 >
Door Access Time				
Group Access Time				
🗅 Report 🗸			Add	Clear
Deration Log				
version V 2.1.0 X				

3. Click **Device Management > Device** to enter the **Device** interface.

Cloud ACC		Zkteco99	zkteco zkteco
Dashboard	Device	Ċ ộ, ₫	→ Add Device
谿 Organization 🗸			
🛄 Site Management 🗸	Device Name Serial Number IP Address Device Model Firmware Version	Status	Actions
Device Management 🔺	SpeedFace-V4L Pro 8057232340005 192.168.163.175 SpeedFace-V4L Pro ZAM180-NF40VB-Ver3.5.2	Online	G. 🖉 Ō
Device Top ology	No of records per page 5 + 1-1 of 1		< 1 >
Device			
• Door			
Reader			
Auxiliary Input			
Auxiliary Output			
🕜 Access Control 🗸			
🗅 Report 🗸			
Dperation Log			
version V 2.1.0 X			

4. Choose a device and click **Persons in the Device** icon **G** to view the person list.

Cloud ACC					Z zkteco99 Zkteco zkteco)
Dashboard	< Person In This Dev	vice				
路 Organization ~						
📊 Site Management 🗸	SpeedFace-V4L Site: 1 Zone: 1	. Pro				
Device Management 🔺	Person & Person Cradential	e in this Davica 2			0	
Device Top ology	reach ar e son oredentia	a in this bender ?			C	
Device	Person Name	Person ID	Role	Person Credentials		
• Door	Mike Mike	1	Select User role	V 🔒 0 🚍 0		
Reader	No of records per page 5 👻	1-1 of 1			< 1 >	
Auxiliary Input						
Auxiliary Output						
🖨 Access Control 🗸						
🗅 Report 🗸						
Dperation Log						
version V 2.1.0 X						

User Manual

4.6 Report

Click **Report** > **Events** in the left side bar of the **Cloud Access** interface. Users can check the specific information of all devices' events.

Cloud ACC						8	zkteco99 Skteco zkteco
B Dashboard 와 Organization ~	Events						C V L
🛄 Site Management 🗸	Person ID Person N	ame Device Name	Device Serial Number	Event Time	Event Address	Event Name	Verification Mode
_ Device Management V	0	SpeedFace-V4L Pro	8057232340005	2023-09-06 14:15:26	1		
Access Control 🗸	0	SpeedFace-V4L Pro	8057232340005	2023-09-06 14:09:33	1		
🗅 Report 🔨	0	SpeedFace-V4L Pro	8057232340005	2023-09-06 14:09:27	1		
Events	0	SpeedFace-V4L Pro	8057232340005	2023-09-06 14:09:09	1		
Operation Log	0	SpeedFace-V4L Pro	8057232340005	2023-09-06 14:09:03	1		
	No of records per page 5 v 1-5 of 3	3				<	23456>
version V 2.1.0 X							

4.7 Operation Log

Click **Operation Log** in the left side bar of the **Cloud Access** interface. Users can check the operation log in **Cloud Access**.

Cloud ACC							8	zkteco99 Zkteco zkteco
B Dashboard 옷 Organization ~	Events							C Z E
🛄 Site Management 🗸	Person ID	Person Name	Device Name	Device Serial Number	Event Time	Event Address	Event Name	Verification Mode
Device Management 🗸	0		SpeedFace-V4L Pro	8057232340005	2023-09-06 14:15:26	1		
Access Control 🗸	0		SpeedFace-V4L Pro	8057232340005	2023-09-06 14:09:33	1		
🗅 Report 🥎	0		SpeedFace-V4L Pro	8057232340005	2023-09-06 14:09:27	1		
Events	0		SpeedFace-V4L Pro	8057232340005	2023-09-06 14:09:09	1		
Coveration Log	0		SpeedFace-V4L Pro	8057232340005	2023-09-06 14:09:03	1		
	No of records per page 5	▼ 1.5 of 30					< 1	2 3 4 5 6 >

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