

# User Manual

## easyWDMS

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English

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



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

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

## 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 of the industrialization of biometric verifications

## About the manual



This manual introduces the operations of easyWDMS.




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

## Document conventions

Conventions used in this manual are listed below:

### 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 Why EasyWDMS

Our **easyWDMS** is Web-Based Browser and Server Application software that aids in organizing and managing Employee Time and Attendance. As a middleware, WDMS allows you to deploy on all the kinds of Server and Database, for devices and transaction management.

### Key Features of *easyWDMS* Software:

- Supports LAN and WAN Device Management and Data Synchronization.
- Friendly User Interface and Platform Style brings new process experience for the user.
- Simple installation process for Windows and Linux Operating Systems.
- Supports the automatic synchronization of employees in the same area.
- Supports multiple companies and divides the administrators with different permissions.
- Supports HTTPS security communication.
- Supports license control.
- Supports hybrid-biometric templates such as fingerprint, face, and palm.
- Simple deletion of outdated data.

Our software is built on a powerful architecture that integrates several modules, which permits you to manage Personnel/Employees/Staff up to 10,000 counts on a single platform. You can integrate the Device to our Software Application, which enables you to retrieve instantaneous Reports and eases you in the importing and exporting of the data. Our software gathers all the distinct information and gives you the best interactive view of the data and records on a single interface.

Here in our documentation, you will acquire more information on how to create an admin and how to set up the System and your Organization.

## 2 Visualizing All in One Place

Our EasyWDMS App integrates all the jobs in a single platform, which updates the data and delivers the output whenever required. It is a user-friendly software that helps you to maintain the records and monitors the actions of the users.

Overall this improves your Organization standard and facilitates in performance and growth of your Management.

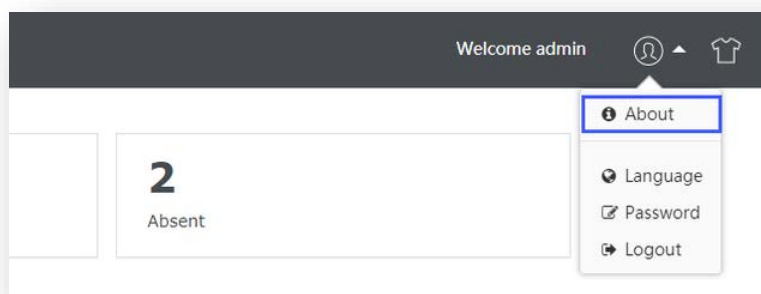
## 3 License and Version Details

You can view the software version and license details in the **About** option. It also provides numerous facilities such as;

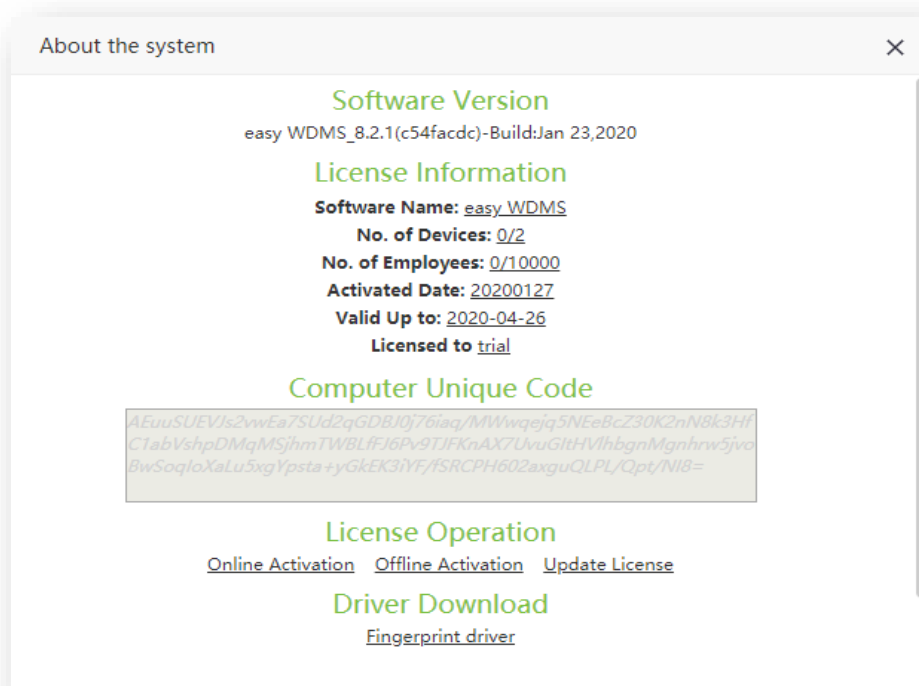
- Online Activation

- Offline Activation
- License Update

You can also download the fingerprint driver for using the USB fingerprint reader with your PC.

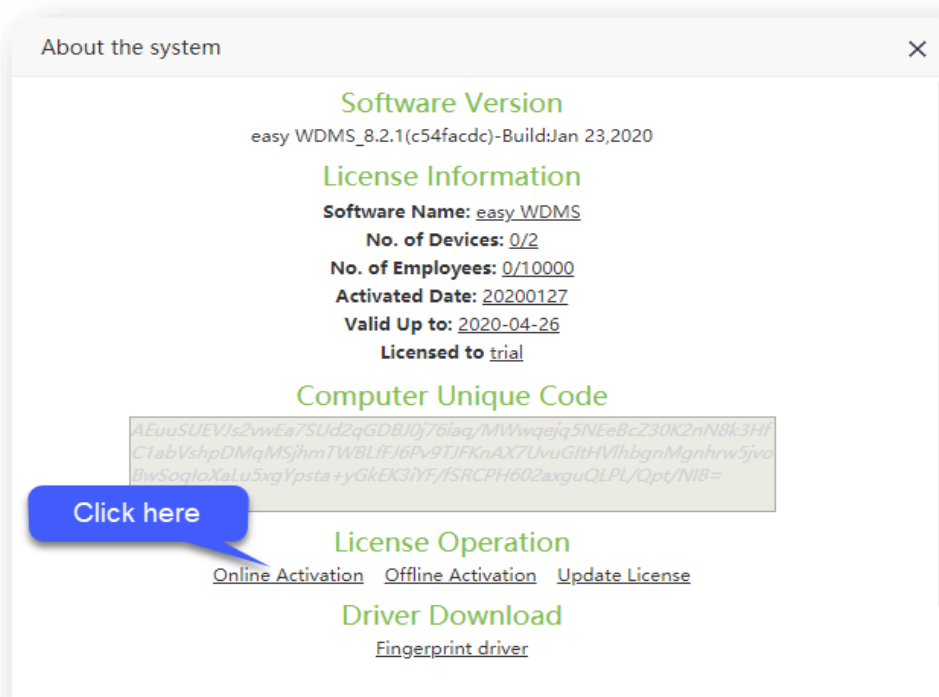


The details will be displayed as shown below:

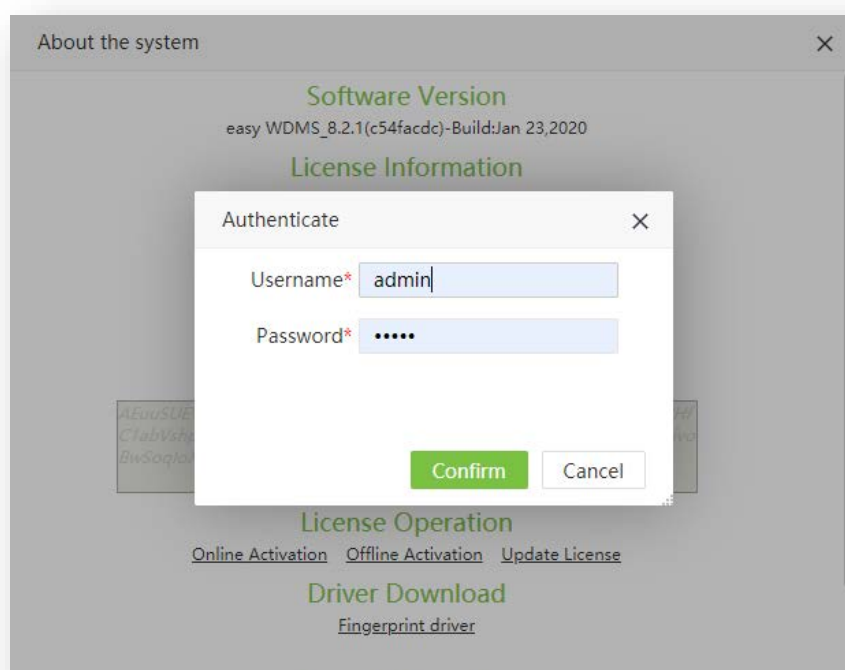


### 3.1 Online Activation

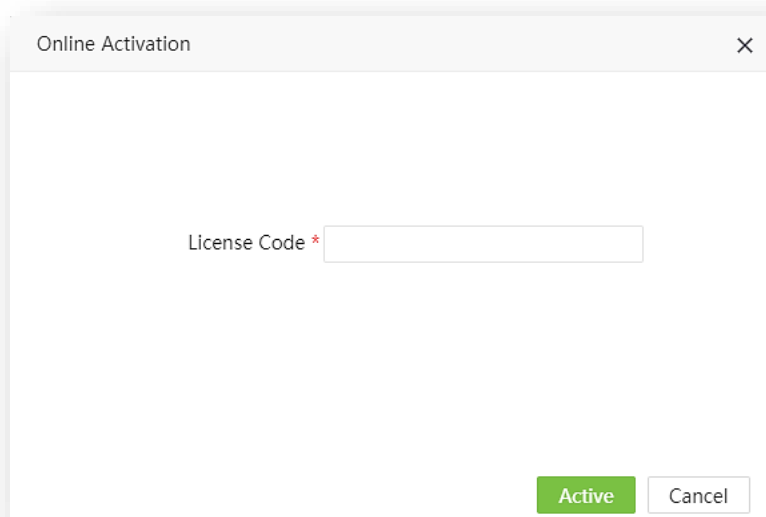
- Before using this function, you should get the License Code from your dealer.
- Contact your dealer and get the License Code.



- After obtaining the license code, click **Online Activation** and authenticate using your **Username** and **Password**.

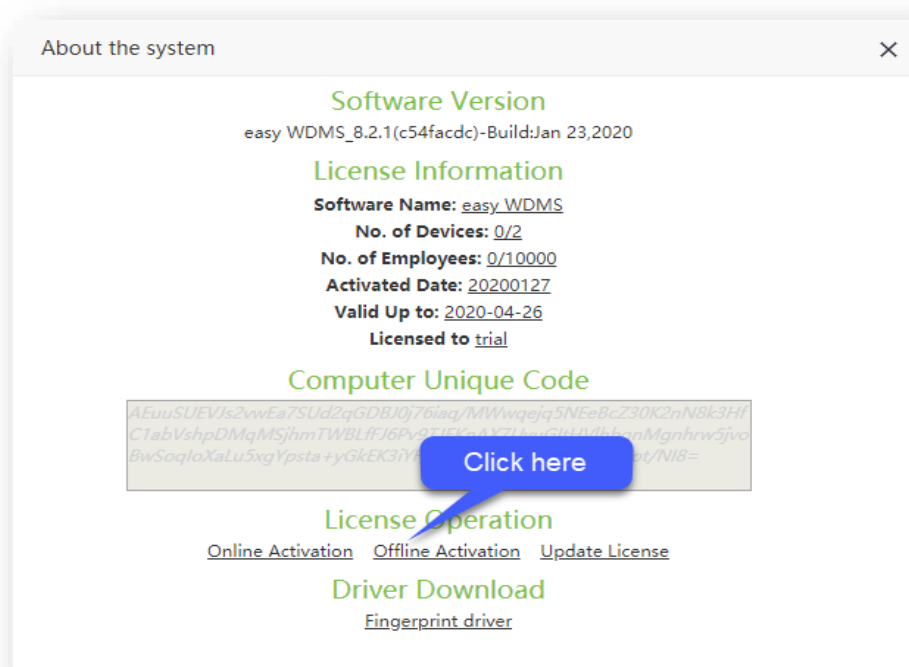


- You will get an interface to input the provided license code. Enter the license code and click **Activate**.

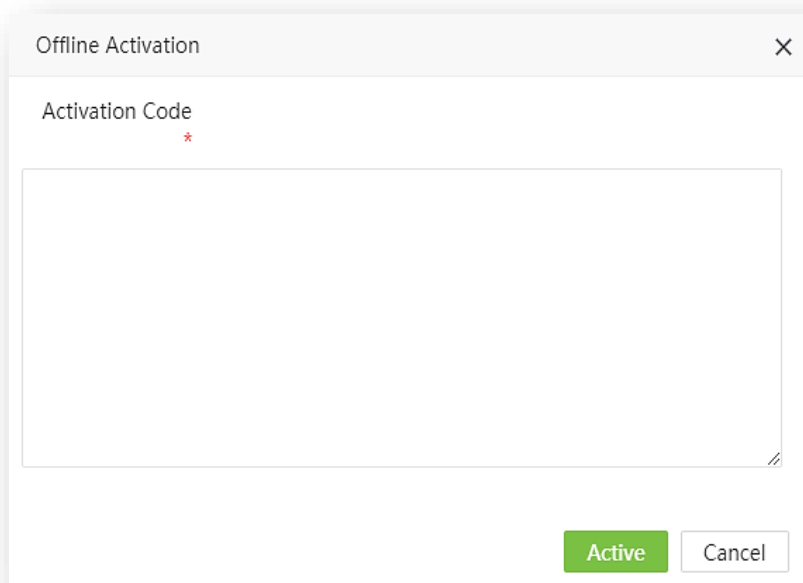


## 3.2 Offline Activation

- Contact your dealer to acquire the offline Activation Code.
- After obtaining the Activation code, click **Offline Activation** and authenticate using your **Username** and **Password**.



- You will get an interface to input the provided license code.
- Enter the license code and click **Activate**.



## 4 System Setup

### 4.1 Requirements

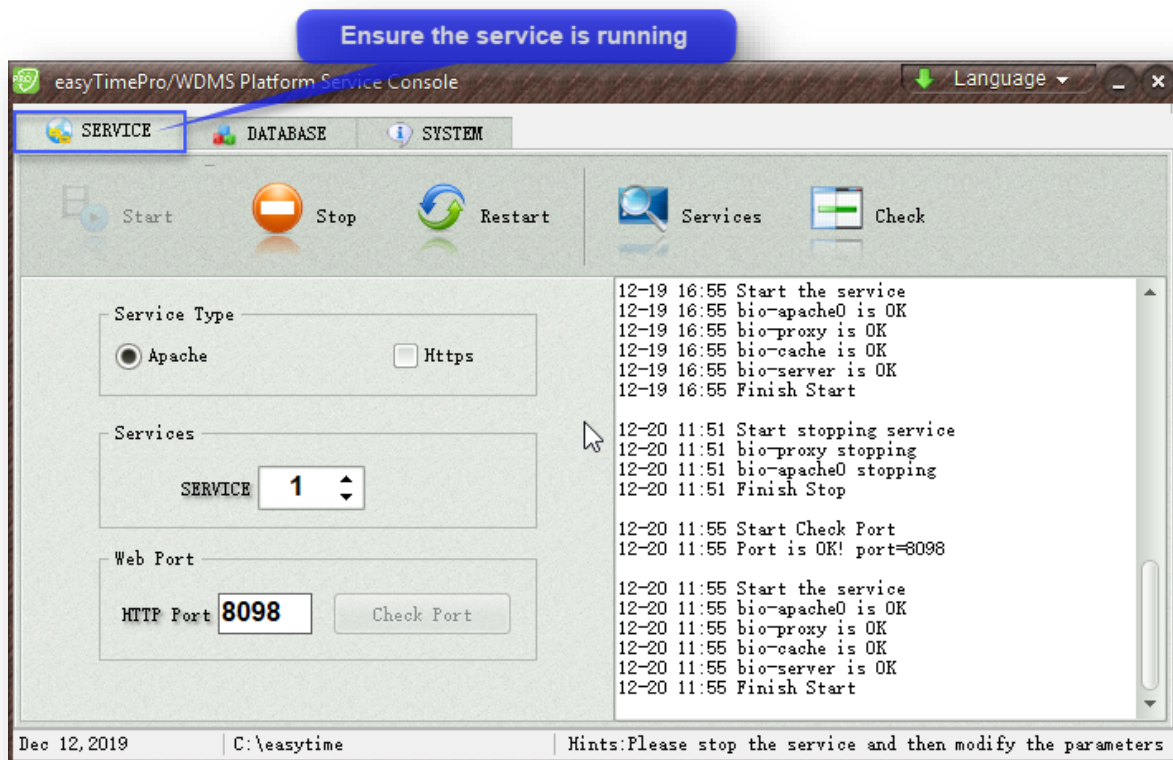
Features	Details
<b>CPU</b>	Dual-core 2.0GHz or above
<b>RAM</b>	4GB or above
<b>Hard Disk</b>	100GB available space or above
<b>Operating System</b>	Windows 7/8/8.1/10 Server: 2003/2008/2012/2016 (64-bit)
	Linux: CentOS, Ubuntu
<b>Browser</b>	IE 11, Firefox 27, Chrome 33+
<b>Database</b>	PostgreSQL (Default)/MySQL/SQL Server/Oracle

## 4.2 Procedure

Install the software from the provided setup file. Once installed, provide the port number.

### Service Console

- On the **easyWDMS** menu, click **open/Run as administrator**, to go to the Service Console.



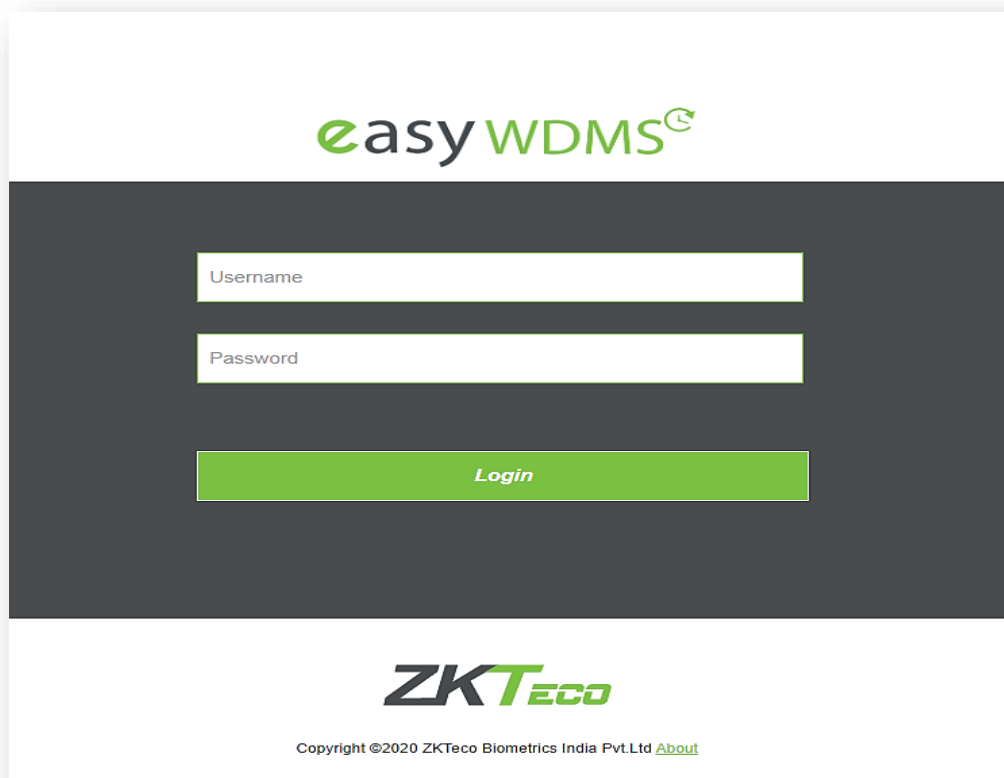
- Click **Stop**, to provide the required service or the port number.
- Then click **Start** to start the service.
- Click **Restart**, if you require to restart your service.



## 5 Into the Software

### 5.1 Login to EasyWDMS

After installing the software, you will find an **easyWDMS** icon on the desktop, double-click to open. An interface appears as shown below:



The default login ID is **admin** and the password is also **admin**. We recommend changing the login password.

An **Admin** account is a User account with excessive privileges that is responsible for managing our EasyWDMS application.

It is a **Superuser** account which is accountable in all the Organization activities.

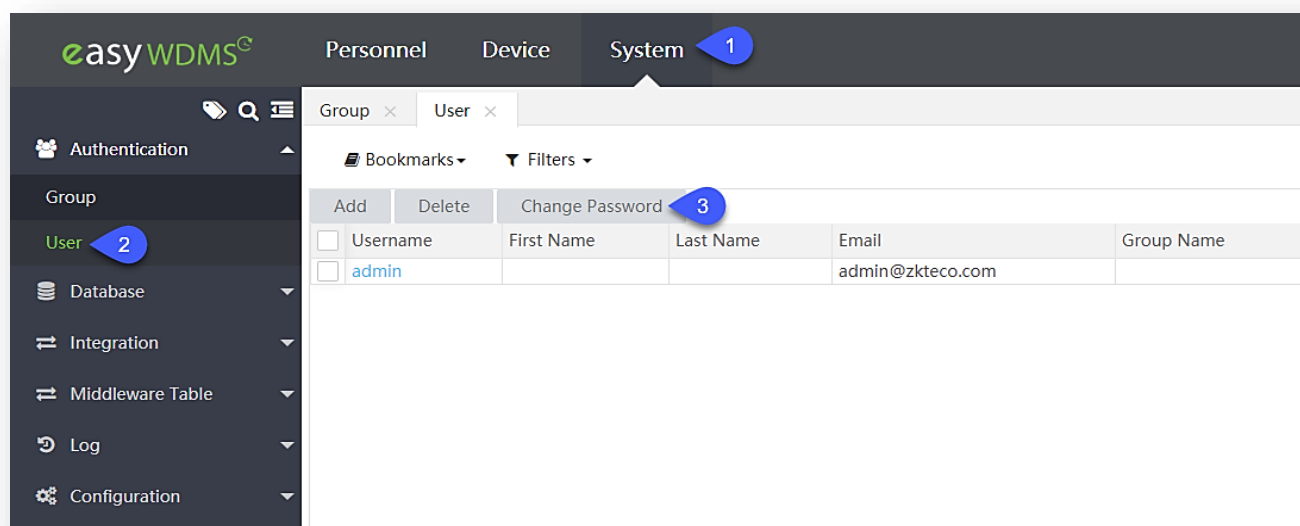
#### Key outlines of an Admin profile in our EasyWDMS application:

- Installation of our Software
- Managing your Organization's User permissions
- Handles in User Access and Information
- Managing the Services, and more.

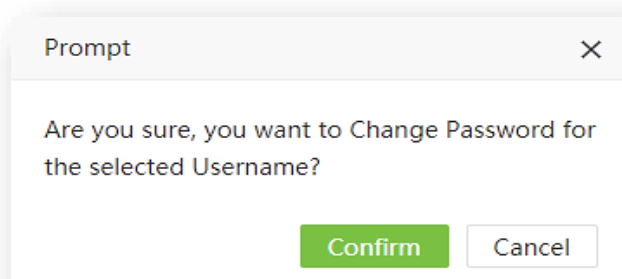
## 5.2 How to Reset your Password

You can change the password by performing the following steps:

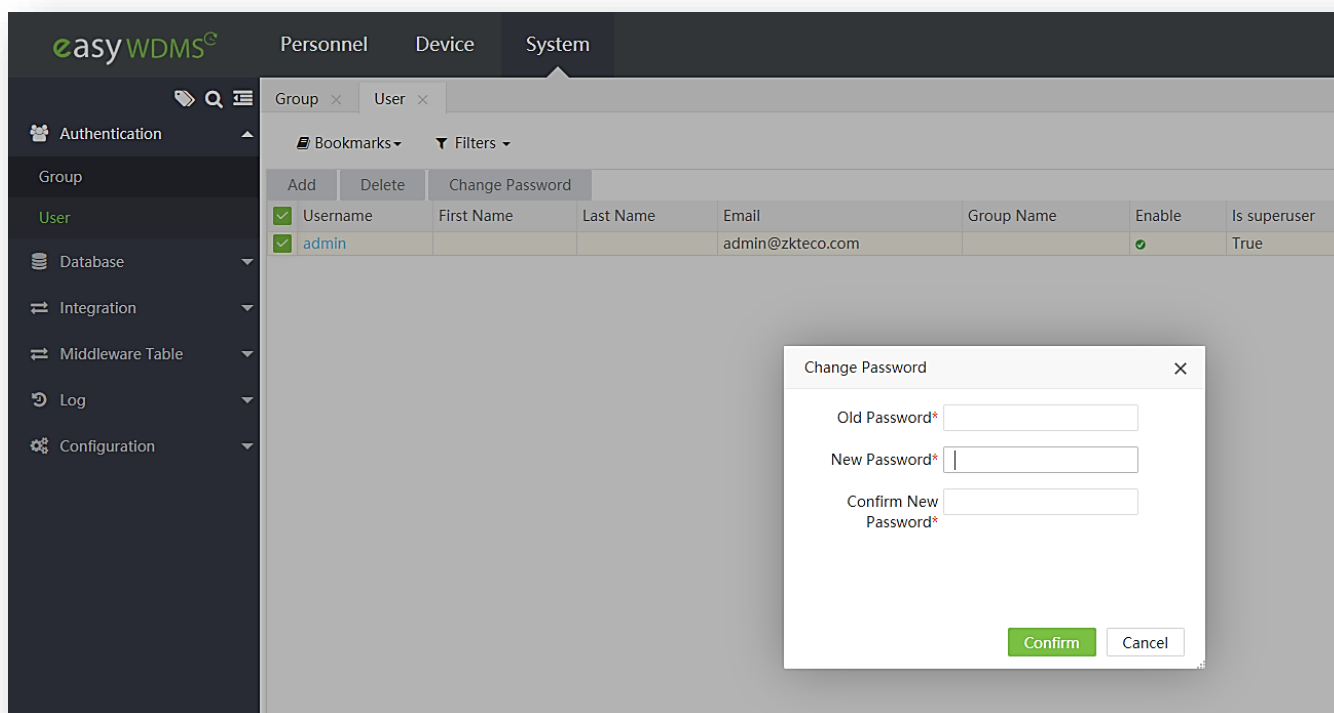
- In the user's list, select the user to change the password and click **Change Password**.



- A prompt appears as shown in the image below:

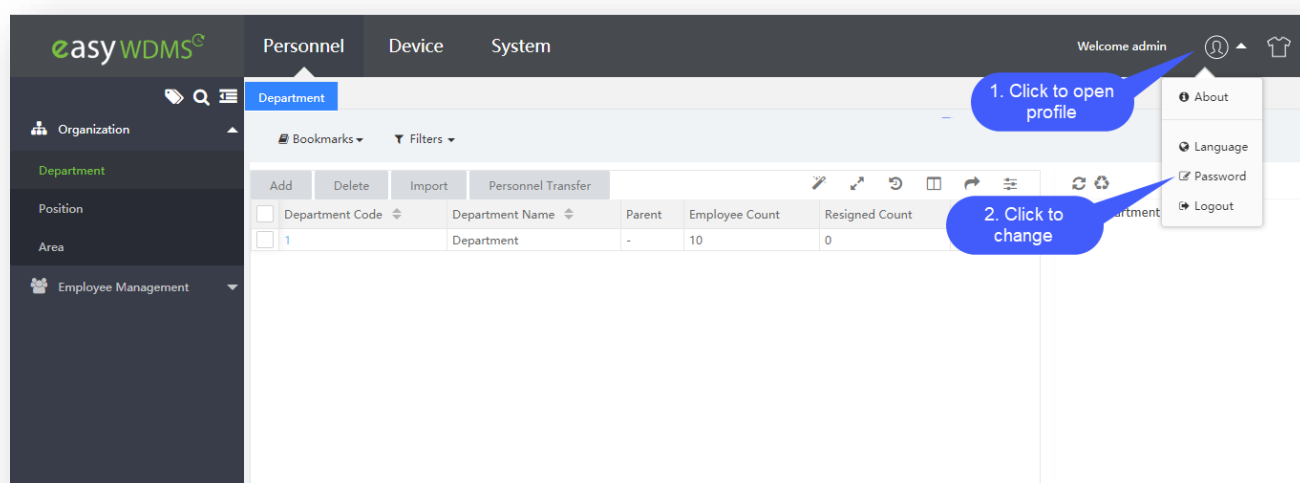


- Click **Confirm** to change the password.
- In the appearing window, enter the old password, new password and confirm it.



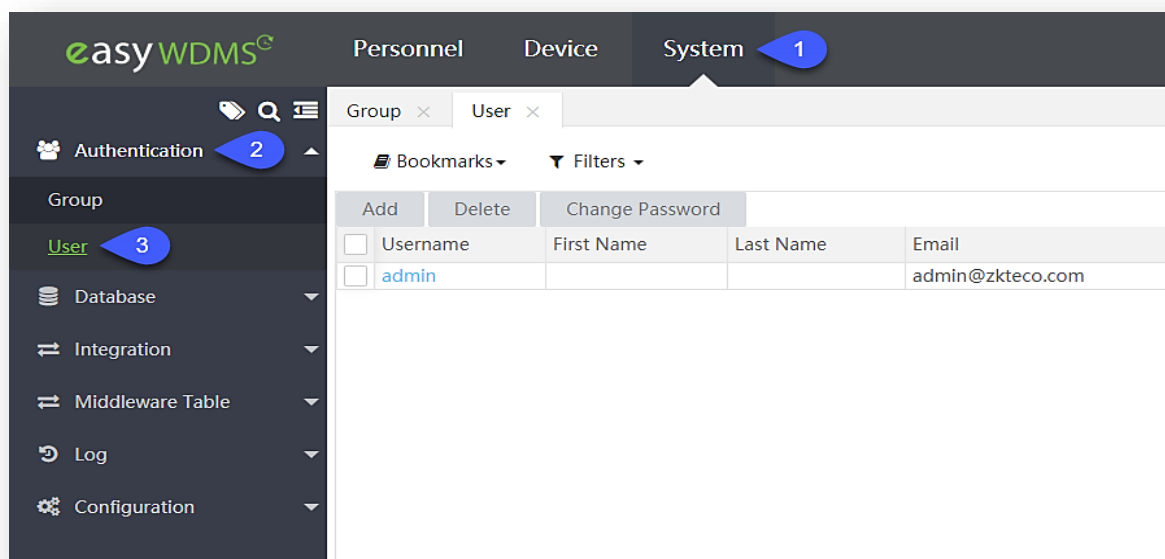
Click **Confirm** after entering the password details.

Alternatively, you can change the password as given below:



### 5.3 How to set up a “User Account”

The **User Management** option allows you to add and manage multiple users. You can also assign user roles and set privileges to the users.



### The columns are explained as follows:

**Username, First Name, Last Name, Email:** The username, Name and Email ID of the user.

**Group Name:** The name of the user group to which the user belongs.

**Enable:** Whether the user account is activated or not.

**Superuser:** Whether the user is Superuser or not.

**Vendor:** Whether the user is a Vendor or not.

**Date Joined:** The Date on which the user account is created.

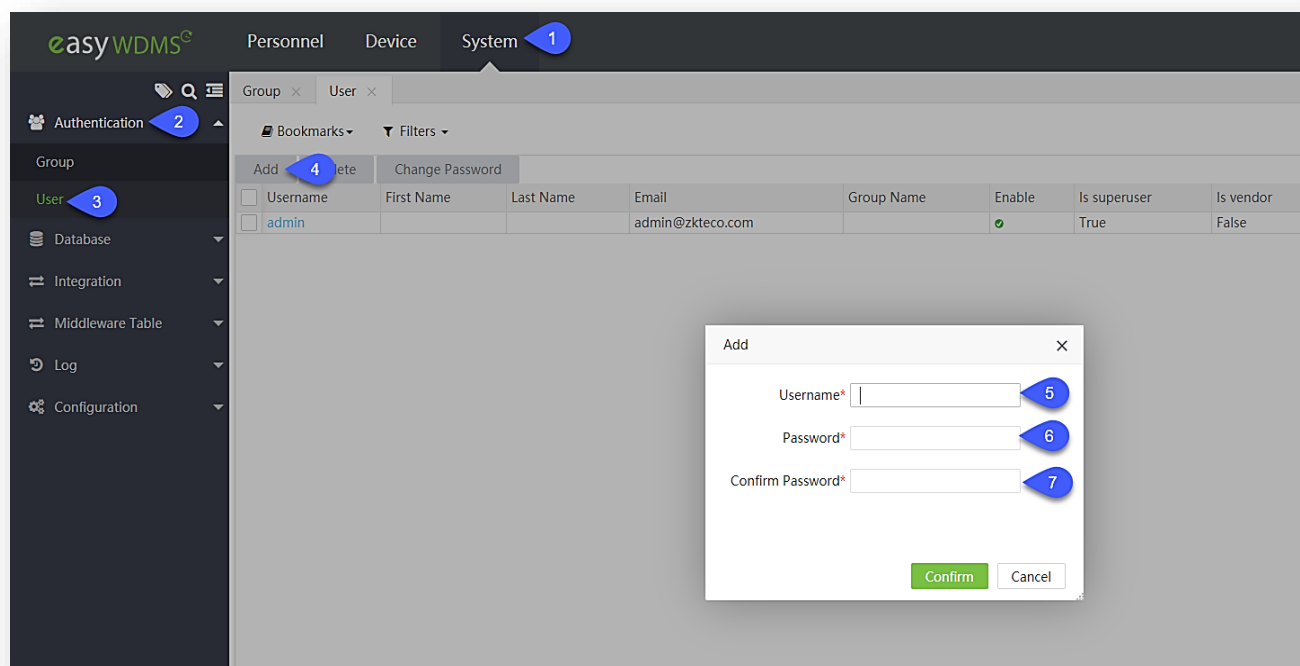
**Login Times:** Number of times the user logged into the account.

### Add a user (Consider Admin as an example)

Perform the following steps to add a new user:

- Click **Add** to add a new user.

A window appears as shown in the image below.




**Username:** Enter the username.

**Password and Confirm Password:** Enter the password and confirm the same.

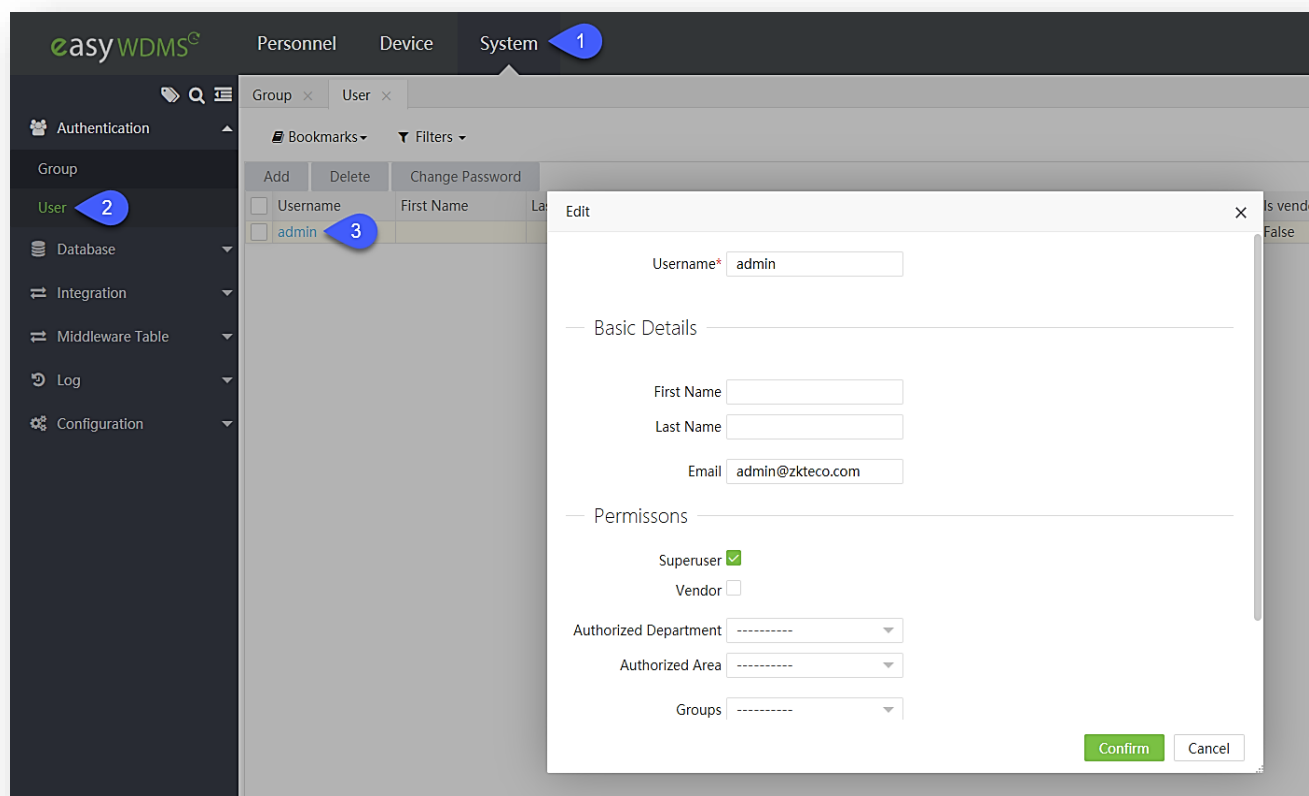
Click **Confirm** after entering the password details.

## Edit user details

Perform the following steps to edit the user details:

- In the user's list, select the user to be edited and click  icon.

A window appears as shown in the image below.



**Username:** Enter/Modify the username (required field)

### Information

**First Name:** Enter the First name of the user.

**Last Name:** Enter the Last name of the user.

**Email:** Enter the Email ID of the user.

### Permission

**Enable:** If the checkbox is selected, the user can log in to the application. If it is not selected, the user account will be disabled by default.

**Superuser:** If the checkbox is selected, the user becomes a Superuser and there is no need to assign permissions. If it is not selected, the user will be a normal user with specified access permissions.

**Vendor:** If this checkbox is selected, the user becomes a Vendor.

**Authorized Department:** Select the corresponding department of the user from the drop-down list.

**Authorized Area:** Select the corresponding area of the user from the drop-down list.

**Groups:** Select the group to which the user belongs.

Click **Confirm** after entering the required details.

## Delete a user

Perform the following steps to delete a user:

- In the user's list, select the user to be deleted and click **Delete**.
- On the appearing pop-up, click **Confirm** to delete the user.

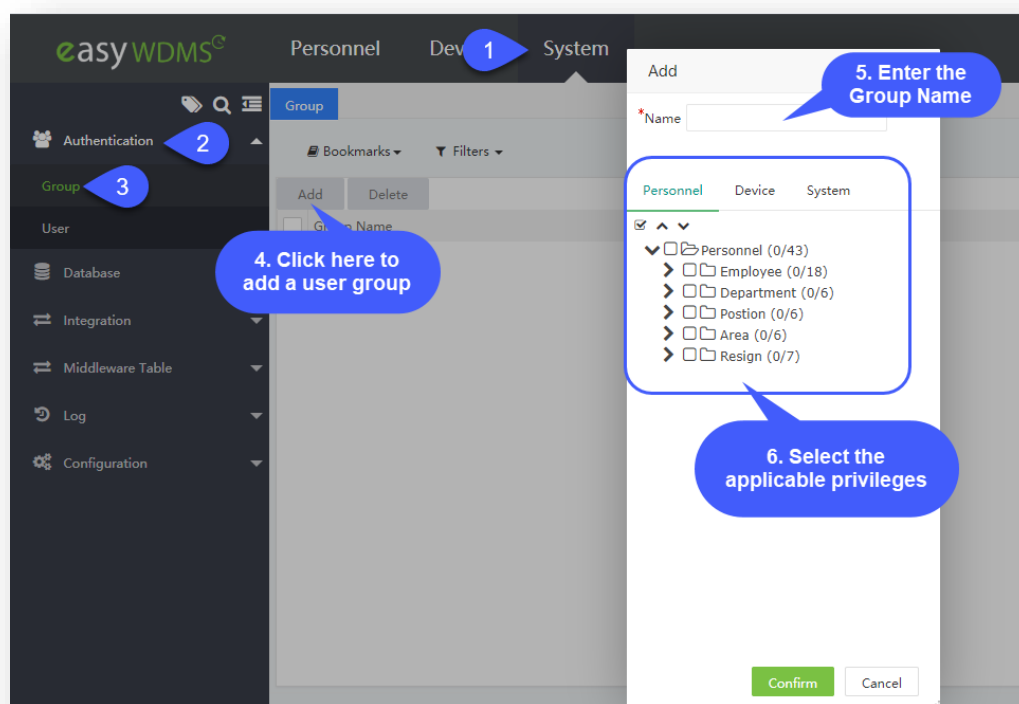
## 5.4 Create User Groups

The Superuser assigns different user levels to different users. To avoid assigning one by one, the Superuser can create a user group and set roles with specific levels of access to other users.

### Add a User Group

Perform the following steps to add a new user group:

- Click **Add** to add a new user group.
- A window appears as shown in the image below:




**Name:** Enter the name of the group.

**Permission:** Under each module, select the permissions to the user by selecting the corresponding checkboxes. Only the corresponding user can use the selected options. If you want to select all the options, select the Master checkbox.

Click **Confirm** after setting the permissions.

## Edit a User Group

Perform the following steps to edit a user group:

- In the user groups list, select the group to be edited and click  icon.
- Edit the required details in the user group and click **Confirm**.

## Delete a User Group

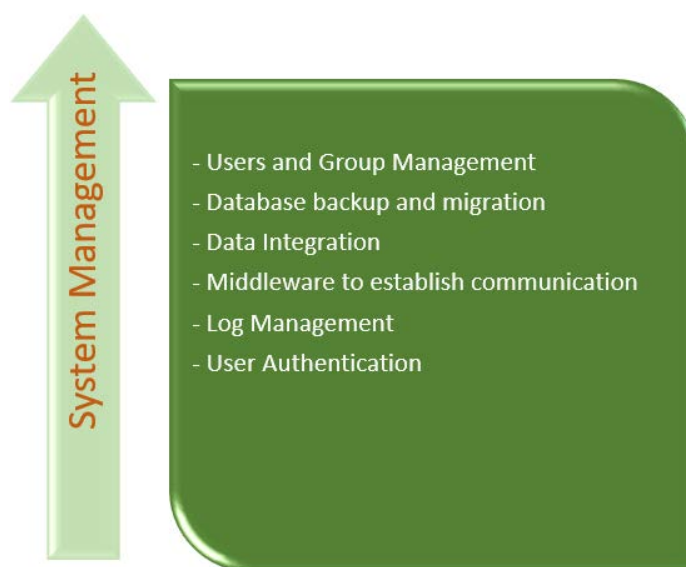
Perform the following steps to delete a user group:

- In the user groups list, select the group to be deleted and click **Delete**.
- On the appearing pop-up, click **Confirm** to delete the selected user group.

## 5.5 Getting Started

**System Management** defines the process in which the software and other devices interact with each other based on system settings. The System Management module is designed to manage multiple users, user groups, databases, and other system-related parameters.

With its advanced framework, the configuration of system parameters is made simple. You can view all the system logs with associated details that enable efficient management. You can also backup the system data that ensures data security and data availability at any time.





## Advantages of System Management

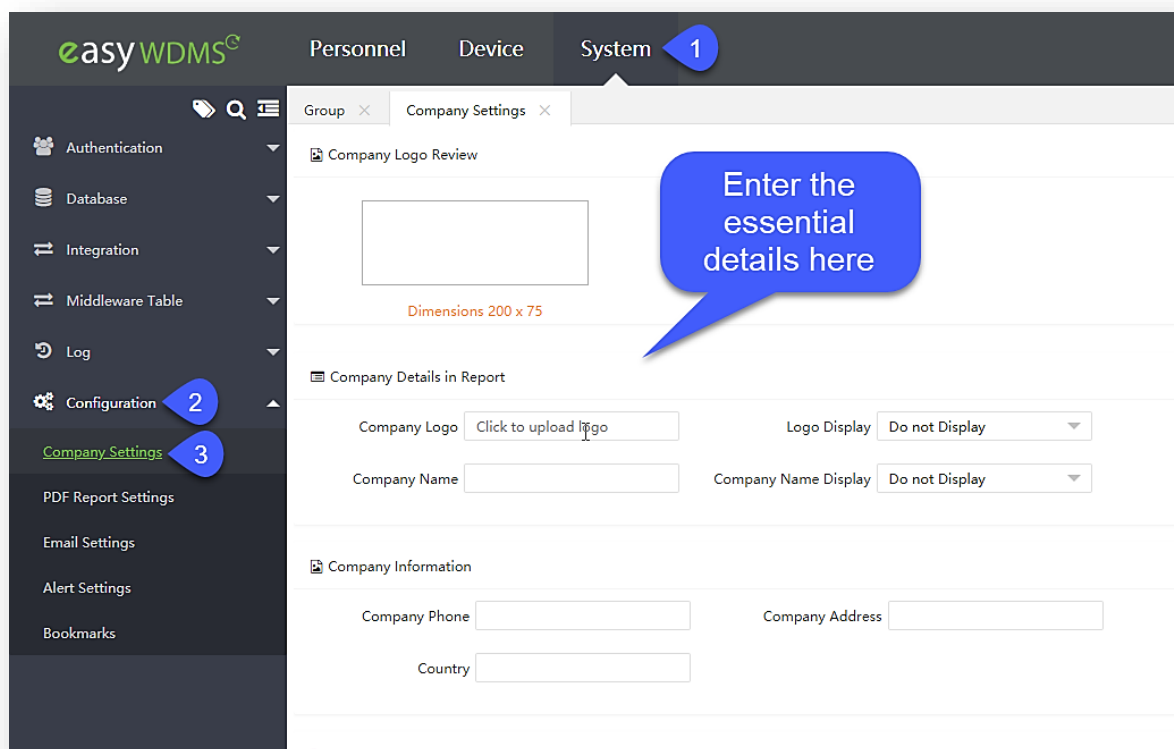
- Consistent user management
- Back-up options to prevent data loss
- Displays all the transaction logs
- Auto-export the data
- Configuration of Email, SMS, WhatsApp, and Alert settings
- System log details in a single interface.
- Alerts for exceptions

### 5.5.1 Set up the System Parameters

You can set up the system parameters through the **System Configuration**. It manages the specifications of the given software and its associated processes. In easyWDMS, you can manage and configure various parameters such as Company, Reports, WhatsApp, SMS, Email, and more. All steps in setting up your organization happen under the Settings tab.

## Company Settings

The Company Settings allows you to add and configure Company Name and Logo. This logo can be used in exported reports.



## Report

You can set the following parameters that will be displayed in reports.

**Company Logo:** Upload the company logo.

**Logo Display:** Select the display position of the logo. It can be aligned to Left/Center/Right.

**Company Name:** Enter the company name.

**Company Name Display:** Select the display position of the company name. It can be aligned to Left/Center/Right.

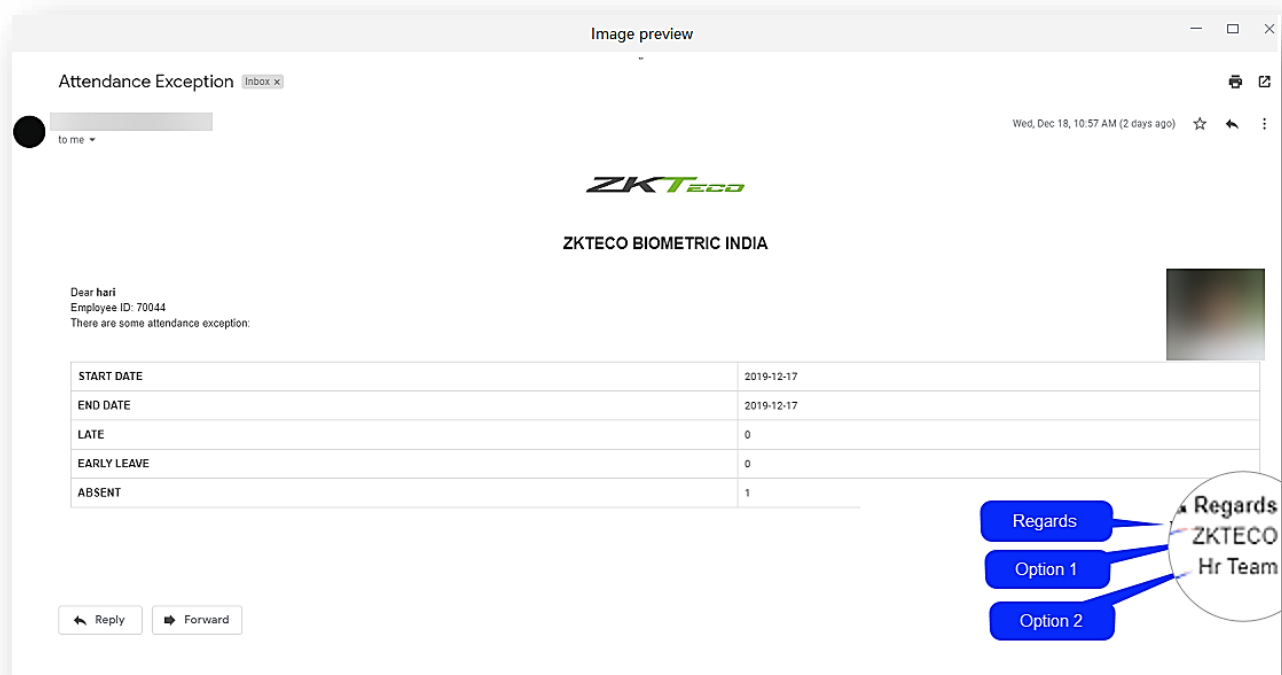
## Email Signature

You can set the following parameters that will be displayed in auto generated e-mails.

**Regards:** Set the name/term which will be displayed in the first line of the e-mail signature.

**Option1:** Set the name/term which will be displayed in the 2<sup>nd</sup> line of the e-mail signature.

**Option2:** Set the name/term which will be displayed in the 3<sup>rd</sup> line of the e-mail signature.



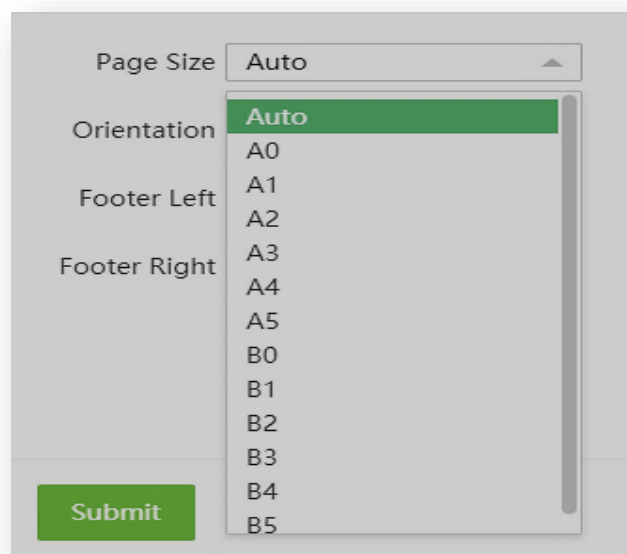
Click **Submit** after entering the required details.

## PDF Report Settings

PDF Report Settings allows you to set the report style settings. You can generate PDF reports such as Transaction Reports, Employee Details, Device Details, and so on. The major advantage of exporting the reports as PDF is, you can configure the page size and report components as per your requirements.

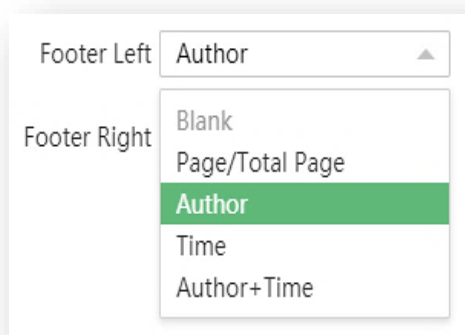
The screenshot displays the EasyWDMS web application interface. At the top, there are navigation tabs for 'Personnel', 'Device', and 'System'. The 'System' tab is selected and marked with a blue callout '1'. On the left side, a dark sidebar contains a list of settings categories: 'Authentication', 'Database', 'Integration', 'Middleware Table', 'Log', 'Configuration', 'Ftp Settings', 'Company Settings', 'PDF Report Settings', and 'Email Settings'. The 'Configuration' category is marked with a blue callout '2', and 'PDF Report Settings' is marked with a blue callout '3'. The main content area shows the 'PDF Report Settings' page, which includes a sub-header 'PDF Report Export Style Settings'. Below this, there are five dropdown menus: 'Page Size' (set to A4), 'Orientation' (set to Portrait), 'Footer Left' (set to Page/Total Page), 'Footer Right' (set to Blank), and 'Report style' (set to Classic). A blue callout '4. Enter the required details' points to these settings. At the bottom of the form is a green 'Submit' button.

**Page Size:** Select the page size according to your requirements. The **auto** option generates the report with size which fits the columns. You can also set other page sizes such as A0, A1, A2, A3, A4, etc.



**Orientation:** Select the page orientation. It can be a portrait or landscape.

**Footer Left:** Select the content which is to be displayed on the left side of the footer. It can be (Page/Total page) / Author/ Time/ Author+Time.



**Note:** Author is the Username of the account.

**Footer Right:** It is the same as Footer Left.

Click **Submit** after setting PDF report formats.

## Email Settings

Email settings are used to trigger an email alert if there is an exception.

The screenshot displays the 'Email Settings' configuration page in the EasyWDMs application. The sidebar on the left contains navigation links, with 'Configuration' and 'Email Settings' highlighted. The main panel shows the 'Email Settings' tab active, containing several input fields: 'SMTP Server\*' with a placeholder 'smtp.xxx.xxx', 'Port\*' with '25', 'Email Account\*' with a placeholder 'xxx@xxx.xxx, domain name/domain user', 'Password\*', and 'Email Address\*' with a placeholder 'xxx.xxx.xxx'. There are also checkboxes for 'SSL' and 'TLS'. A green 'Submit' button is located below the input fields.

**SMTP Server:** Enter the Email sending Server's address.

**Port:** Enter the Port number of the email sending server.

**Email Account:** Enter the email account.

**Password:** Enter the one-time random authorization password from the mailbox provider.

**Email Address:** Enter the Email address.

**Notes:** The domain name of the E-mail address and E-mail sending server (outgoing server) must be the same.

**For example,** the Email address is **test@yahoo.com**, and the E-mail sending server must be **smtp.mail.yahoo.com**.

## Alert Settings

**Alert Settings** is used to configure the alerts for any exceptions regarding employee's attendance. The corresponding personnel will be notified if any of the configured exceptions occur.

## Attendance Alert Settings

Here, the alert can be set for late check-in, early check-out and absent. You must set the value for each exception. For example, let the values for Late, Early-Leave and Absent are set as 4,5,6, respectively.

- When an employee comes late more than 4 times, an alert will be sent to the corresponding person.
- When an employee leaves early more than 5 times, an alert will be sent to the corresponding person.
- When an employee is absent more than 6 times, an alert will be sent to the corresponding person.

**Sending Frequency:** Set the repetition interval for alerts. It can be set to Daily/Weekly/Monthly.

**Day:** Set the day to send the alert.

**Time:** Set the time to send the alert.

**Sending Day:** You can set whether to send the alert on the same day or the next day.

**Last Alert Time:** Displays the sent time of the last alert.

## Approve Alert Settings

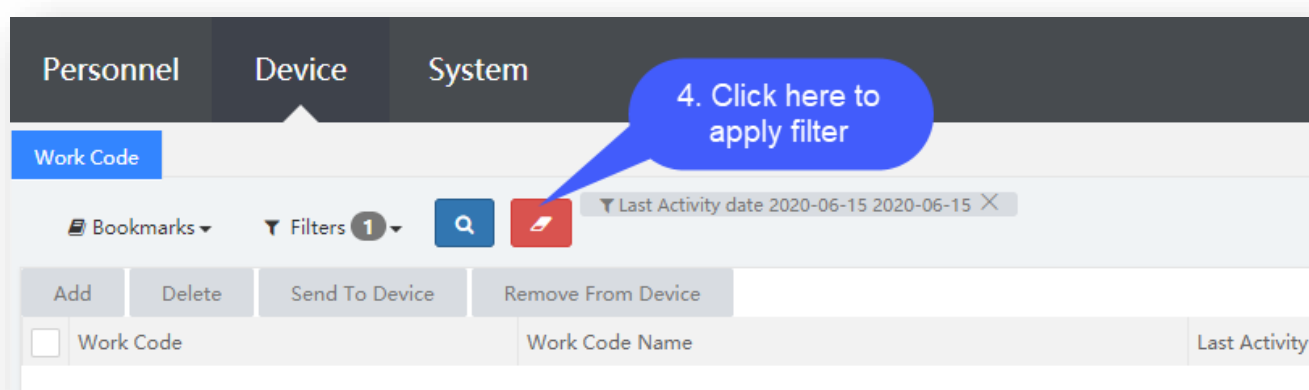
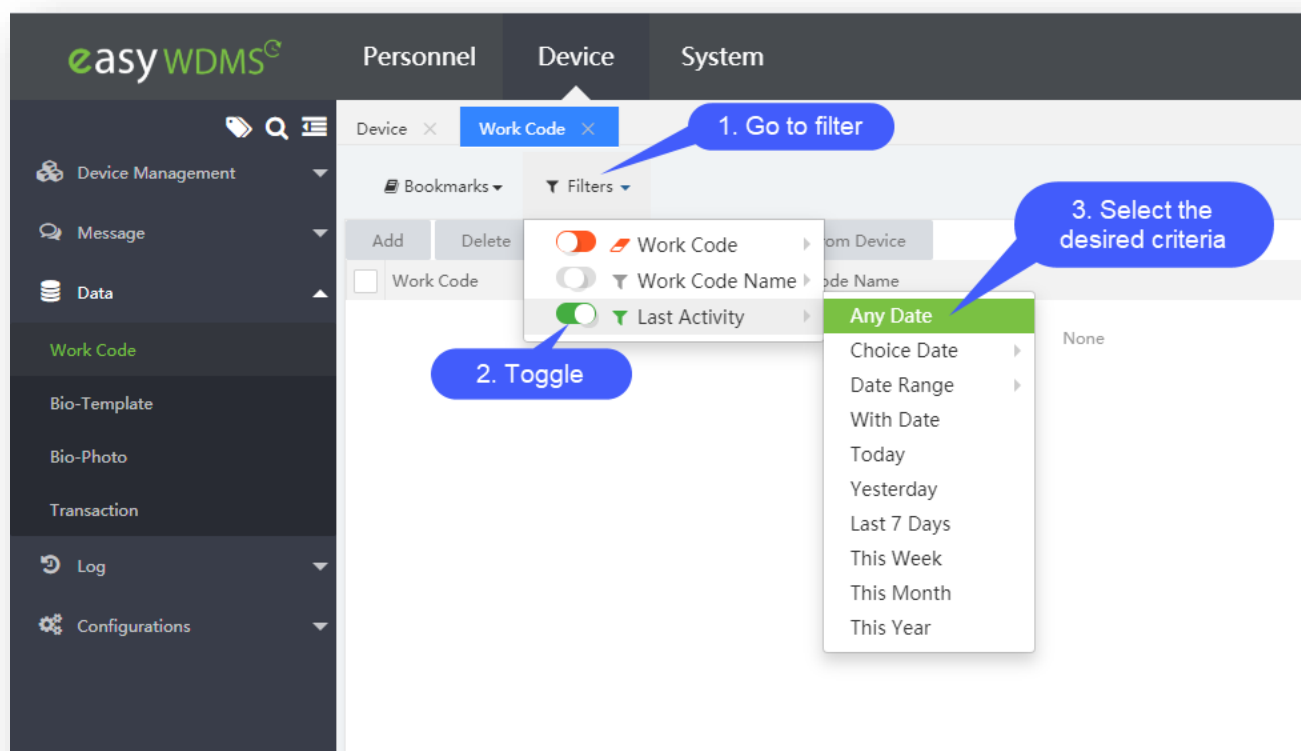
- Set the mode of alerts. The mode can be SMS/Email/WhatsApp.
- Click **Submit** after entering the details.

**Notes:** You can also send an alert if the device is offline or the Admin's password is changed.

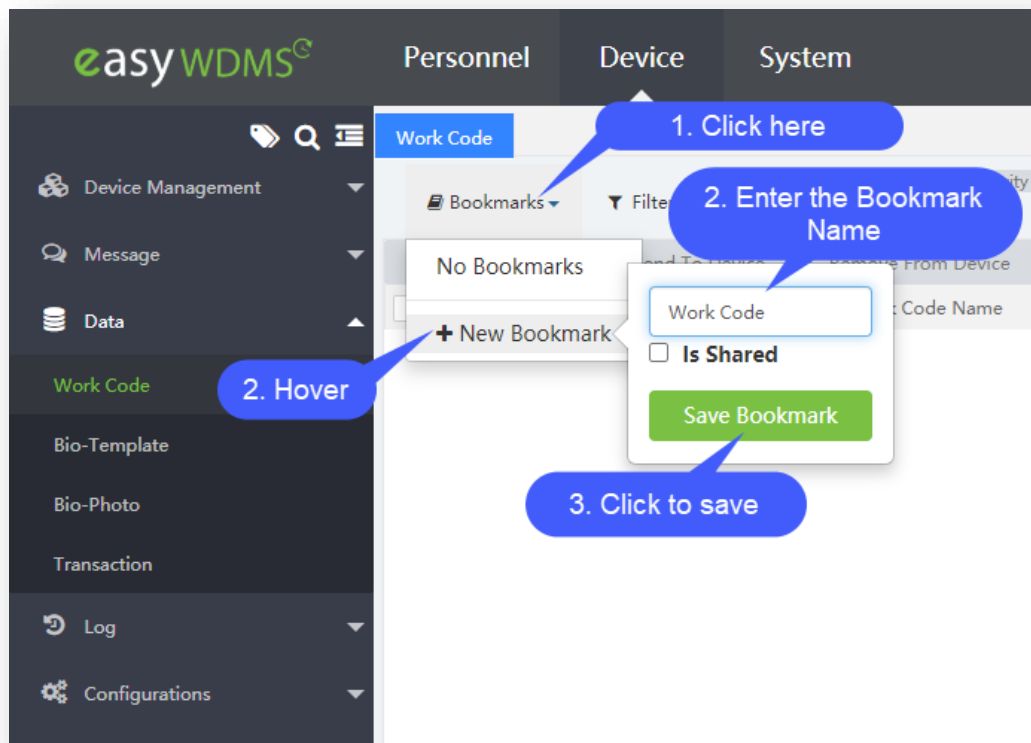
## Bookmarks

You can save the filtered results as a bookmark to simplify the search operation and they can be used for future references.

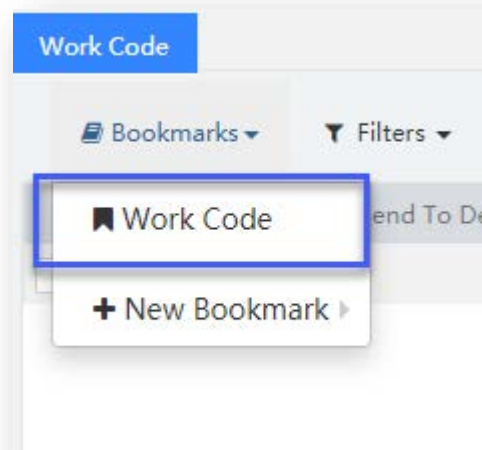
- To add a bookmark, apply the condition for the filter by enabling the toggle button as shown in the image below:



- Then click **Bookmarks** and select New Bookmark as shown below:



- The saved Bookmark appears as shown below:



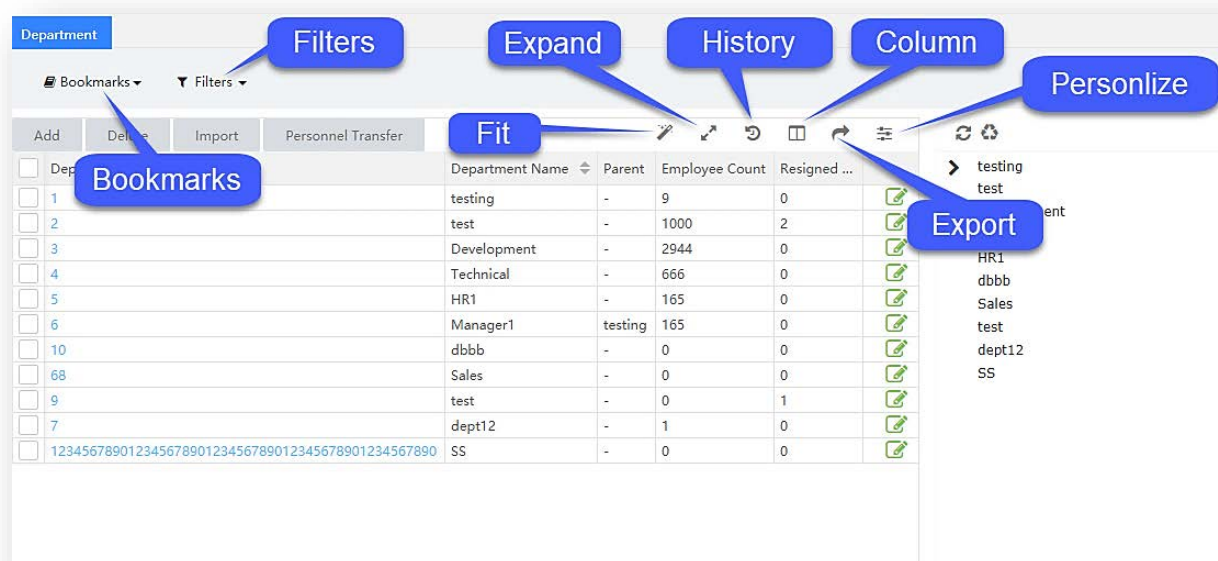


## Delete a bookmark

Perform the following steps to delete a bookmark:

- Select the bookmark to be deleted and click **Delete** or the **Delete** icon of the corresponding bookmark.
- On the appearing pop-up, click **Confirm** to delete the bookmark.

## 5.6 What are the Common Functions in EasyWDMS



### Bookmarks

- This function bookmarks the filtered columns.
- At first, a filter needs to be applied using the provided filter options, and then on the **Bookmark** function, click **New Bookmark**, provide the new Bookmark name, and then click **Save**, to bookmark the filtered columns.

### Filters

- This function filters and displays only the required columns by selecting the required options provided on the Filter function.

### Fit

- This function aligns and displays the columns based on the provided options.
- **Best Fit** shrinks all the column's width as much as possible, and **Best Fit with Scale** aligns the column based on the scale.

### Expand

- This function expands the display of the columns based on the provided options.

- **Full Frame** expands the column only within the frame interface and **Full Screen** expands the whole interface with the size of the monitor

## History

- This function displays the history of all the activities done by the Administrator.

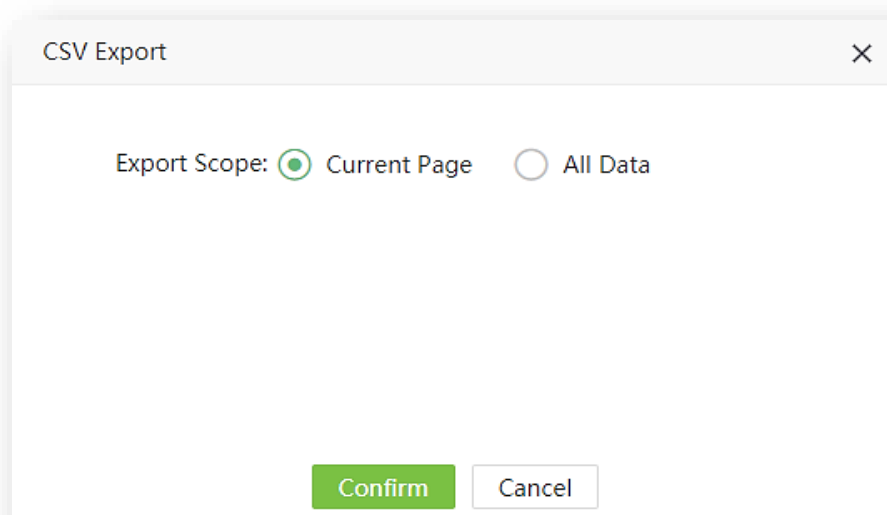
## Columns

- This function allows selecting the preferred columns that need to be exported, as well as displays only the selected column on the interface.

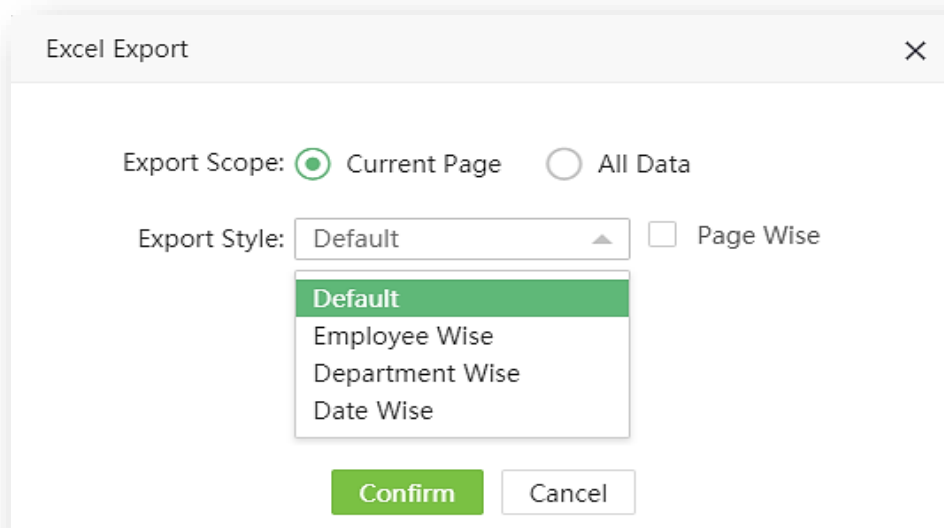
## Export

- This function exports the selected columns, and the output format can be selected from the provided options (**CSV**, **PDF**, **Excel**, **TXT**).

**CSV/TXT:** You can export only the current page or the entire report data.

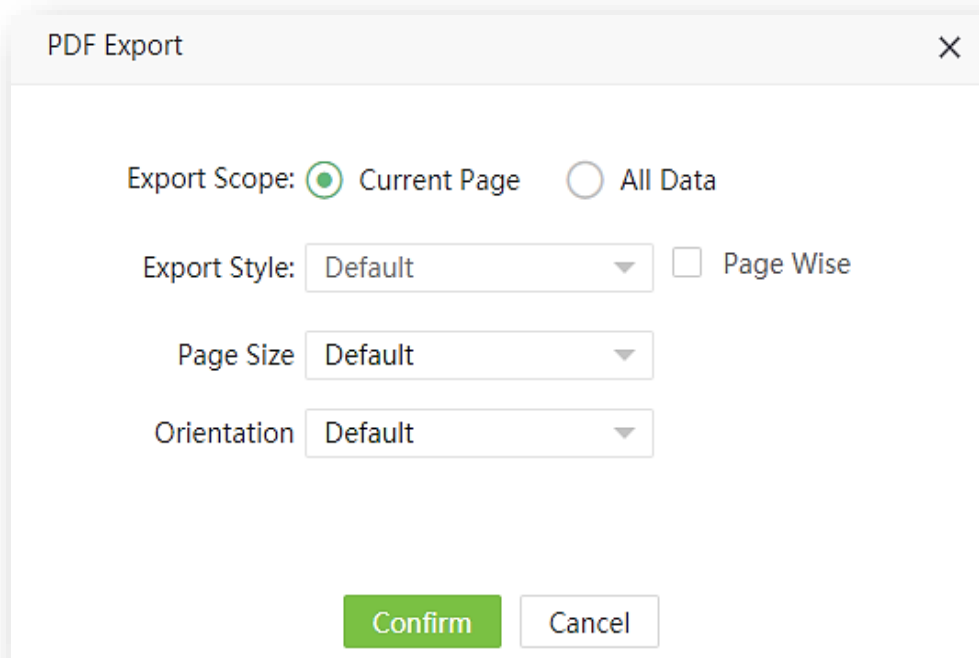


**Excel:** You can export only the current page or the entire report data. You can also set the export style namely Default/Employee-wise/Department-wise/Date-wise. If the page-wise checkbox is selected, then the report will be generated as individual pages for the selected export style.



The Excel Export dialog box features a title bar with a close button. It contains two radio buttons for 'Export Scope', with 'Current Page' selected. Below this is a dropdown menu for 'Export Style' currently set to 'Default', with a list showing 'Default', 'Employee Wise', 'Department Wise', and 'Date Wise'. To the right of the dropdown is a 'Page Wise' checkbox. At the bottom are 'Confirm' and 'Cancel' buttons.

**PDF:** You can export only the current page or the entire report data. You can also set the export style namely Default/Employee-wise/Department-wise/Date-wise. If the page-wise checkbox is selected, then the report will be generated as individual pages for the selected export style.



The PDF Export dialog box has a title bar with a close button. It includes 'Export Scope' radio buttons with 'Current Page' selected. It features a 'Page Wise' checkbox and three dropdown menus for 'Export Style' (set to 'Default'), 'Page Size' (set to 'Default'), and 'Orientation' (set to 'Default'). 'Confirm' and 'Cancel' buttons are at the bottom.

The advantage of the PDF format is that you can define the page size according to your requirements. You can also set the page orientation as Default/Portrait/landscape. The default parameters are taken from PDF settings. Click [here](#) for further details.

This setup greatly helps when you need to change the layout only at that instant.

## Refresh

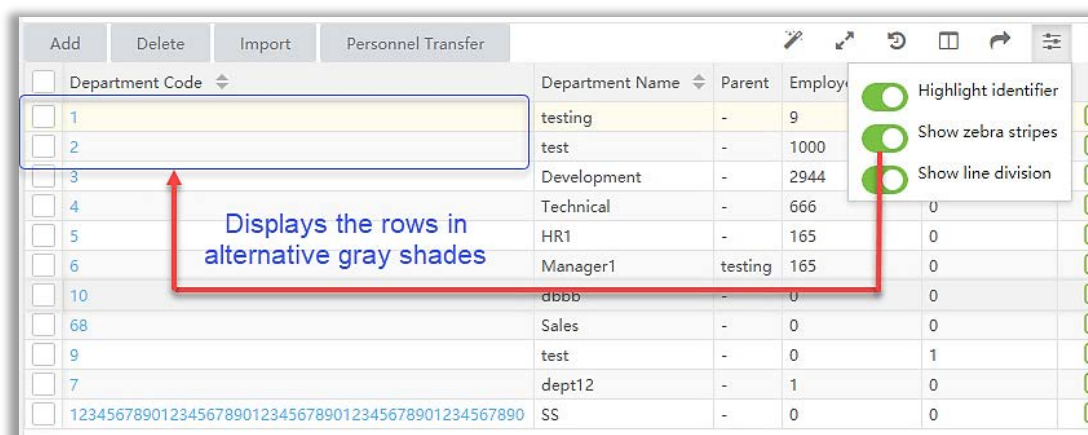
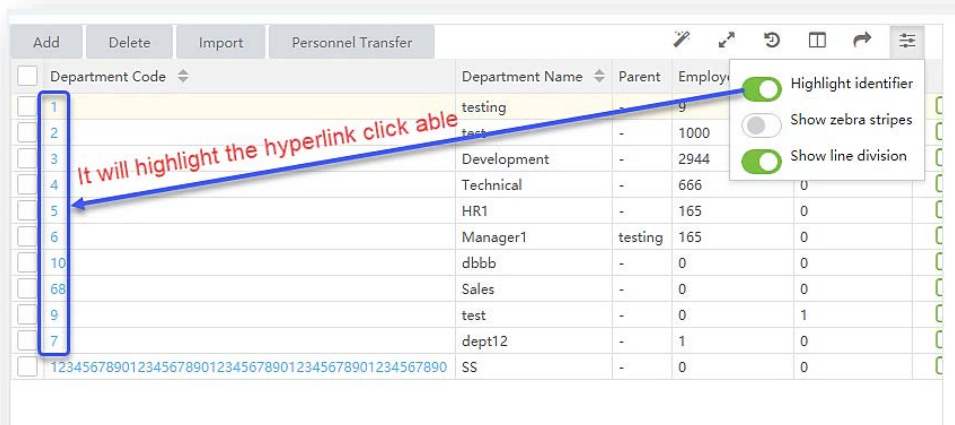
- This function refreshes or reloads the page.

## Restore Layout

- This function restores the data to the default.

## Personalize

- This function changes the view of the display column on the interface, based on the below three options.



Displays Horizontal & Vertical divider lines

Department Code	Department Name	Parent	Employee
1	testing	-	9
2	test	-	1000
3	Development	-	2944
4	Technical	-	666
5	HR1	-	165
6	Manager1	testing	165
10	dbbb	-	0
68	Sales	-	0
9	test	-	0
7	dept12	-	1
1234567890123456789012345678901234567890	SS	-	0

**Note:** The Preferences function changes the view of the columns only on the interface and does not reflect this change on the exported sheet.

### Edit

- This function enables us to revise the created data on the Software.

### Delete

- This function allows you to erase or remove the existing data on the Software.

### Column Arrangement

- This function arranges the columns either according to their position in the alphabets from A to Z or in order of their numerical value.

## 6 Personnel Management

Our **Personnel** module of **easyWDMS** eases the employee creation in the system by directing you only to the relevant and the mandatory fields.

This feature allows updating employee details; manage request flow, area, job title, department, joined date, and add or remove positions of each employee.

The powerful reporting tools create both productive and pre-defined reports.



## 6.1 Organization

Our Organization module of **easyWDMS** simplifies you to make up major teams of employees structured to achieve in close coordination with each other and to thrive in categorizing a requirement or sustaining collective determinations.

On the **Organization** module, you can create, modify, or delete the Department, Employees and their roles, establishment of the Areas and the Request flows of your Organization.

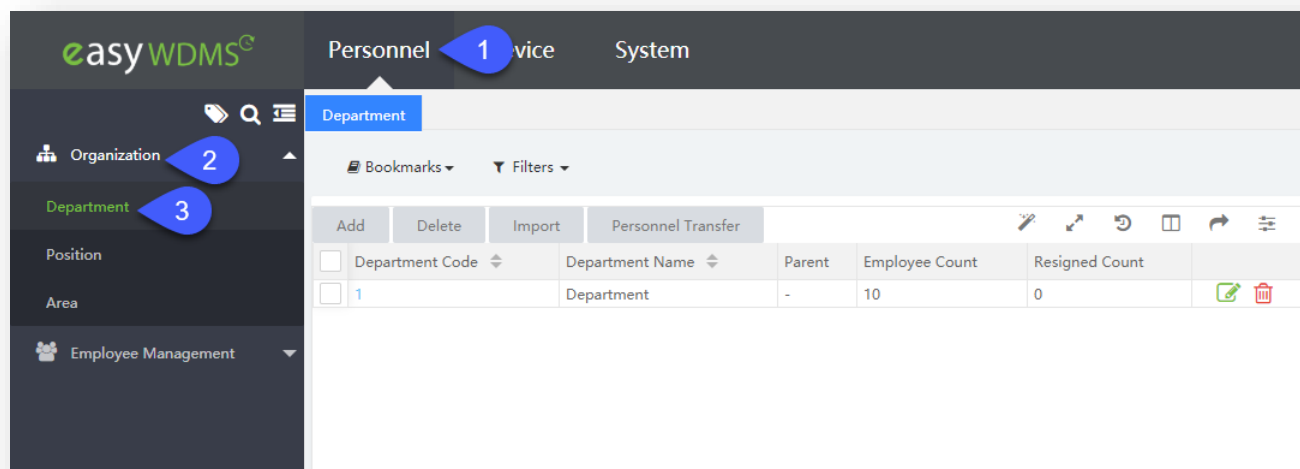
On the **Personnel** module, click **Organization** to go to the Organization module.



### 6.1.1 How to Set Up the Department

Our **Department** interface facilitates you to enhance and manage the functional space, such as accounting, marketing, planning, which adds value to the overall strategy and targets of your organization.

On the **Personnel** module, click **Organization**, and then click **Department** to go to the Department Interface.



On this Interface, you can create a new Department or a Sub-department, modify or delete the existing Departments or the Sub-department and can manage employees in existing Departments or the Sub departments.

With design to the Corporate Structure; "Marketing", "Finance", "Operations management", "Human Resource", and "IT" are some of the common Departments.

### A brief note about the columns displayed on the Department Interface

**Department Code:** Displays the unique code number of the Department.

**Department Name:** Displays the name of the Department.

**Parent:** Displays the Superior Department name.

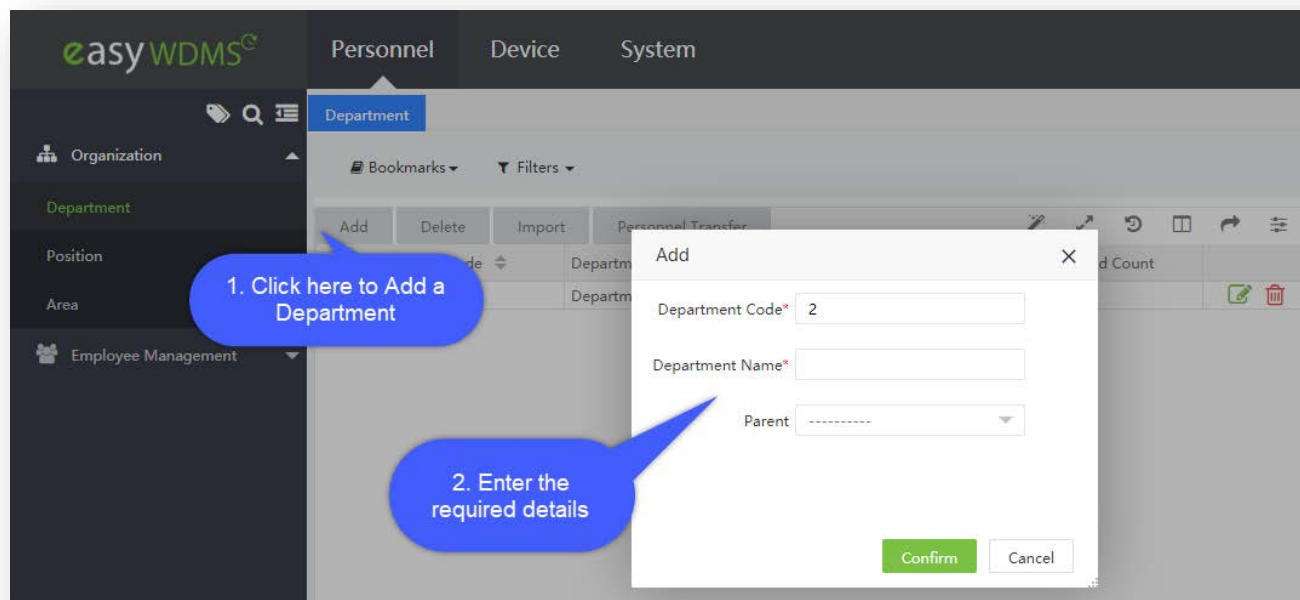
**Employee Qty.:** Displays the total count of the Employees in a Department.

**Resigned Qty.:** Displays the total count of the resigned Employees in a Department.

### Functions available on the Department Interface

## Add

**Add** function lets to create a new name for a Department or a Sub-department, with a unique Department Code.



### Create a new name for a Department or a Sub-department

On the **Department** interface, click **Add** to create a new Department or a Sub-department name.

Enter the unique **Department Code** and the required **Department Name**.

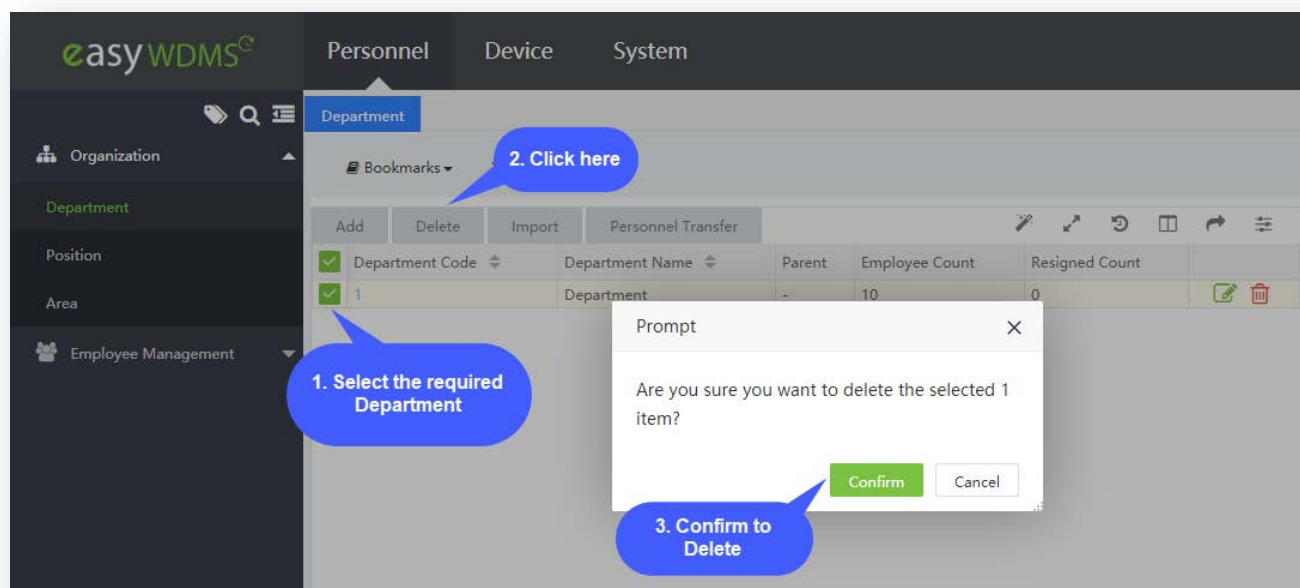
On the **Parent** field, select the required Department name from the list to define as the Parent department if creating a new name for a Sub-department.

After entering the details, click **Confirm** to save and update the newly created Department or the Sub-department name.



## Removing a Department

**Delete** function lets you remove the existing data of the Departments or the Sub departments from the list.



### Delete the existing Department or a Sub Department

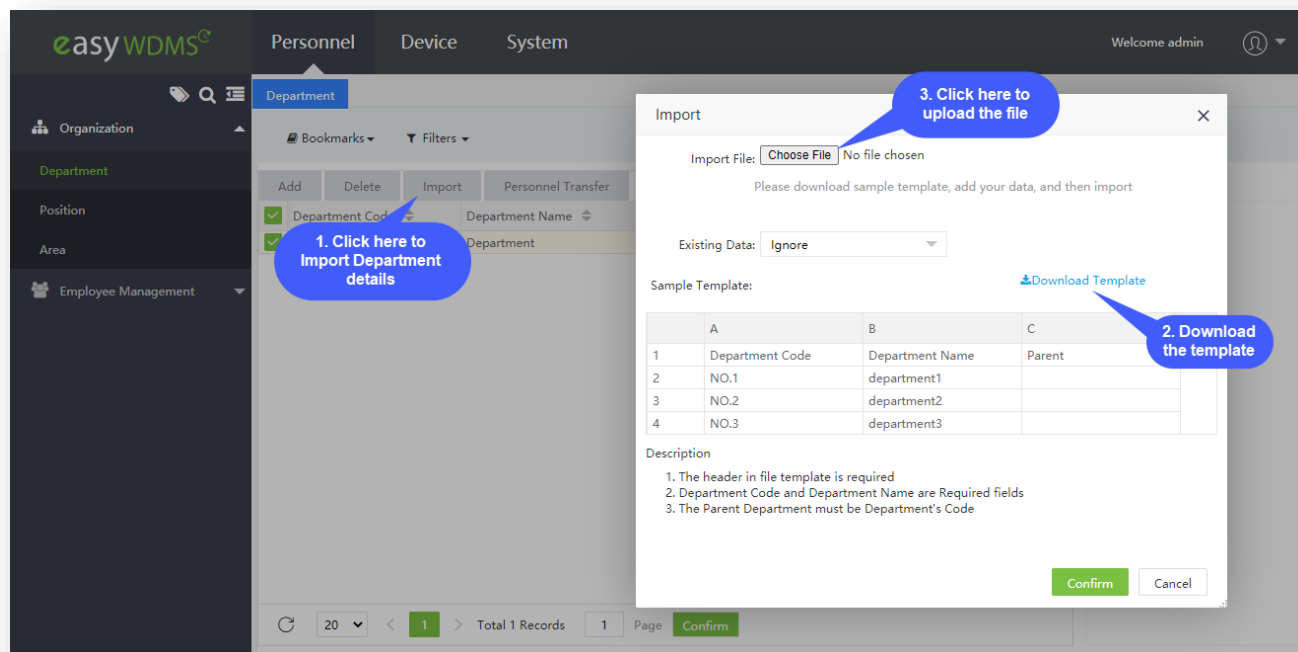
On the **Department** interface, select the required Department or the Sub-department data from the list.

Click **Delete**, to delete the selected Department or the Sub-department data.

Click **Confirm**, to ensure and delete the selected Department or the Sub-department data from the list.

## How to import Department details from the system

**Import** function lets you add a new or update the existing Department or the Sub-department data to the Software.



### Import a new or update the existing Department or the Sub-department details

- On the **Department** interface, click **Import** to import a new or update the existing Department or the Sub-department details on the Software.
- Click **Download Template**, to view and imply the same structure format specified on the template document.
- Please make sure that the document, which is to import, follows the guidelines specified on the description of the Import window.
- On the **Import** window, click **Choose File** to select the file from the PC to import.
- Based on the import type, there are two options available on the **Existing Data** field.
- Choose **Overwrite**, if the existing Department and the Sub-department on the Software need to be updated with the imported data.
- Choose **Ignore**, if the modification is not required for the existing Department or the Sub-department on the Software.
- Click **Confirm**, to ensure and import the saved data file to the software.

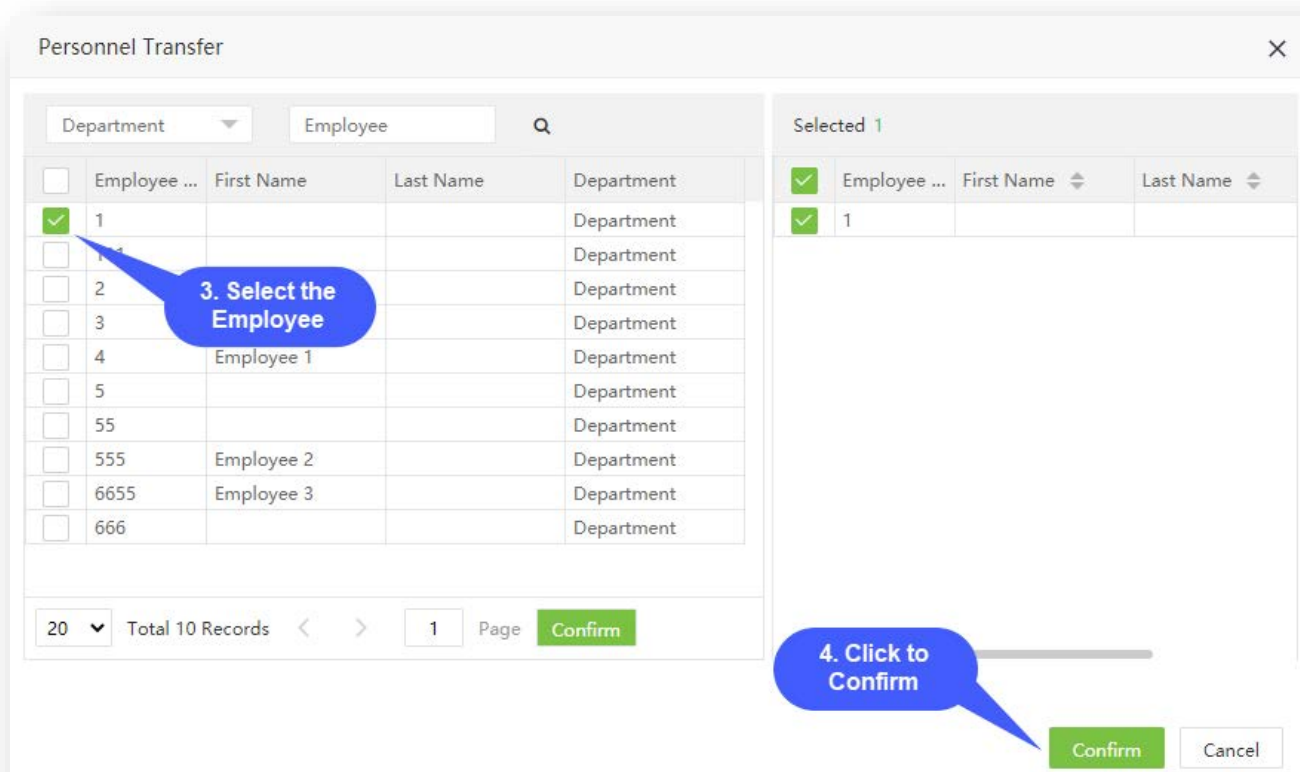
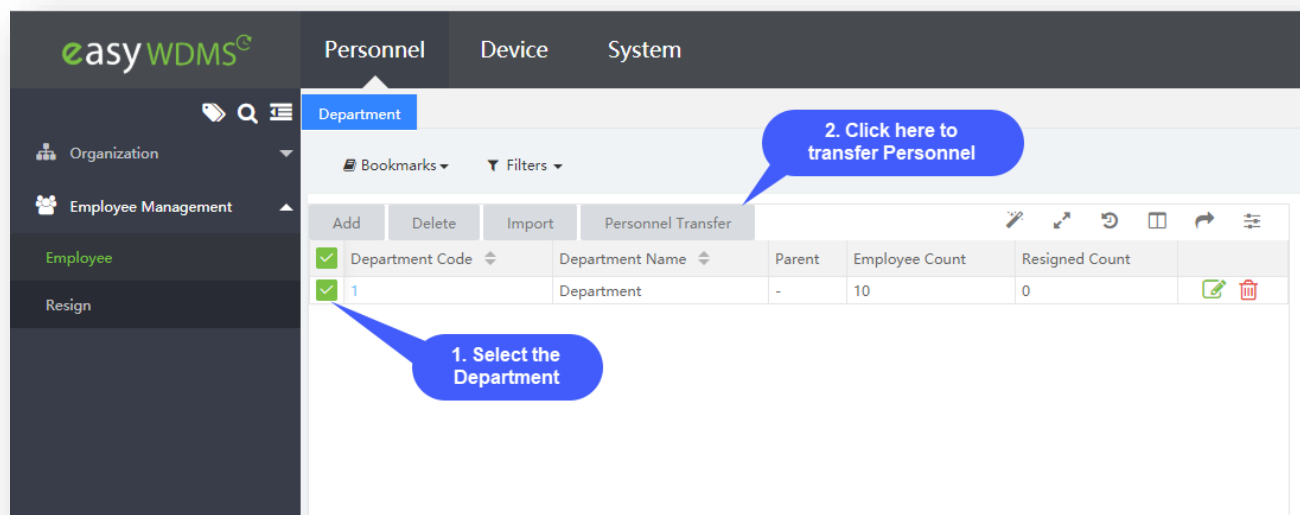
## How to allocate Employees to Departments

On the **Personnel** module, click **Organization**, and then click **Department** to allocate Employees to the departments.

## Personnel Transfer

**Personnel Transfer** function lets you transfer the existing Employees from another Department or the Sub-department to the specified Department or the Sub-department based on the Organization system.

**Note:** Only one Department or a Sub-department can be selected at a time to modify.



## Manage and modify Employees Departments

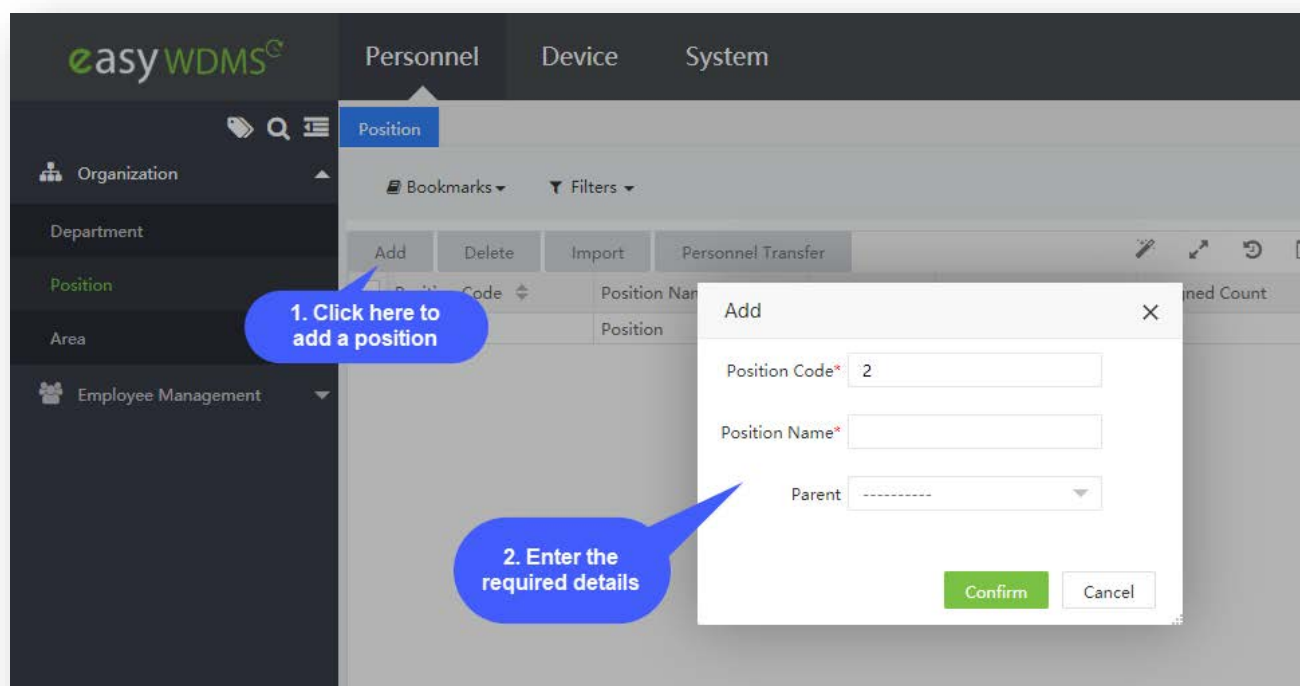
- On the Department interface, select the required Department or the Sub-department from the list to move in the Employees.
- Click **Personnel Transfer** to transfer the required Employees into that selected Department or the Sub-department.
- On the **Personnel Transfer** window, select the required Employees from the list displayed on the left.
- The selected Employees list will reflect on the right side of the Adjust Employee window.
- Use the Department drop-down list or the **Search** option (search by Employee name or Employee ID) to search for Employees.
- Click **Confirm**, to ensure and adjust the Employees to the selected Department or the Sub-department.

### 6.1.2 Employees' Designation Management

Our **Position** interface helps you to manage and maintain the nomination, selection, or ranking of an employee into a distinct category from one another.

On the **Personnel** module, click **Organization**, and then click **Position** to go to the Position Interface.

On this interface, you can create a new Position or a Sub position, edit or delete the existing Positions or the Sub positions, based on the rules and requirements of the Organization.



Position reveals both the role and the job responsibility of an employee in the Organization such as "Director", "Head Chief", "Manager", "Lead Accountant", "Developer", "Project Engineer", and more.

### A brief note about the columns displayed on the Position Interface

**Position Code:** Displays the unique code number of the Position.

**Position Name:** Displays the name of the Position.

**Parent:** Displays the Superior Position name.

**Employee Qty.:** Displays the total count of the Employees in a Position.

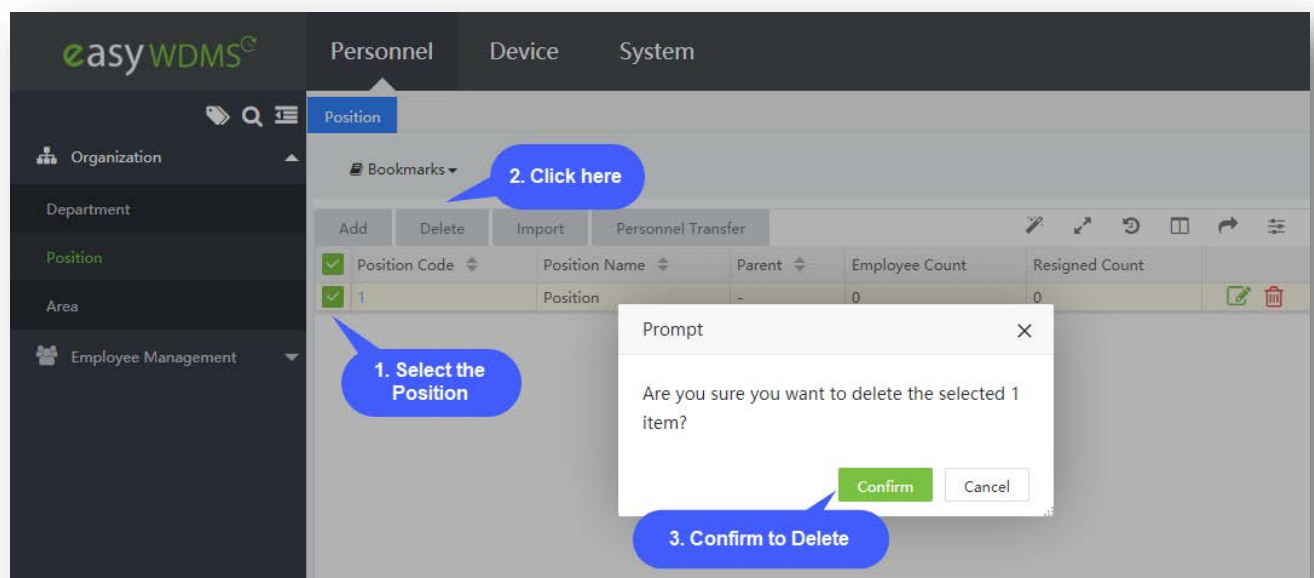
**Resigned Qty.:** Displays the total count of the resigned Employees in a Position.

### How to create Designations for the Employees

On the **Personnel** module, click **Organization**, and then click **Position** to create Employee designation.

#### Add

**Add** function lets you create a new title for a Position or a Sub position with a unique Position Code.



## Create a New Position or a Sub position name

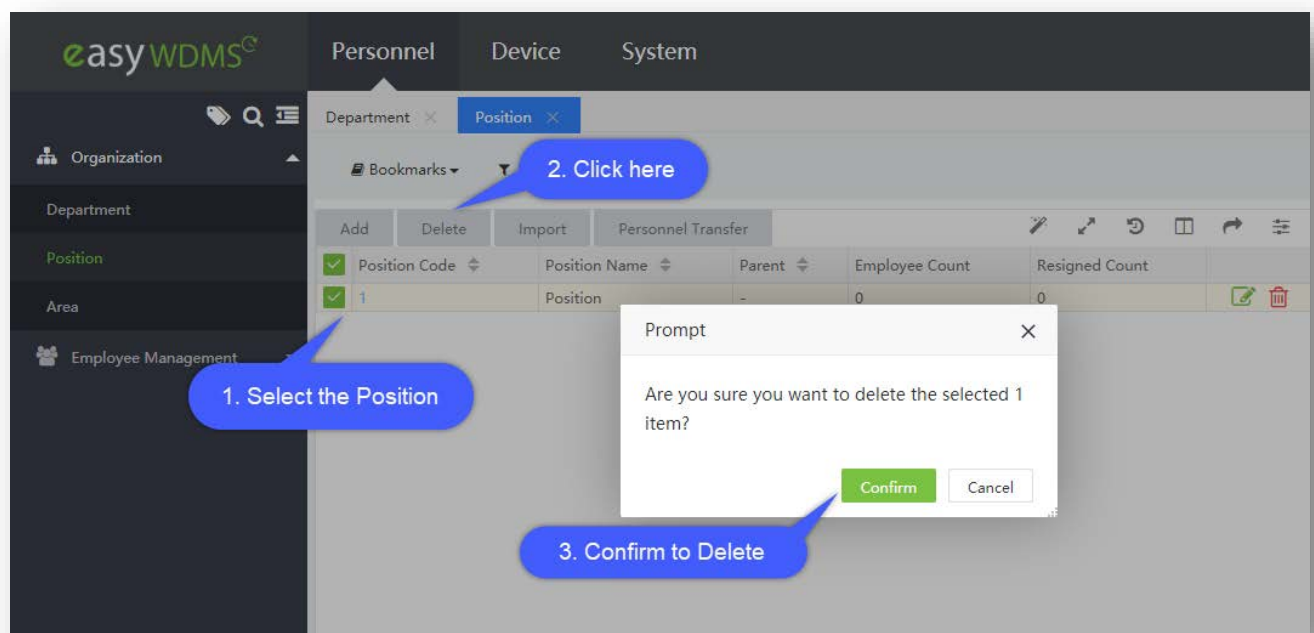
- On the **Position** interface, click **Add** to create a new Position or a Sub position name.
- Enter a unique **Position Code** and the required **Position Name**.
- On the **Parent** field, select the required Position name from the list to define as the Parent position, if creating a new name for a Sub position.
- After entering the details, click **Confirm** to save and update the newly created Position or the Sub position name.

## Removing the Designation of an Employee

On the **Personnel** module, click **Organization**, and then click **Position** to remove the Employee designation.

## Delete

**Delete** function lets you remove the existing data of the Positions or the Sub positions from the list.



## Delete the existing Position or a Sub position

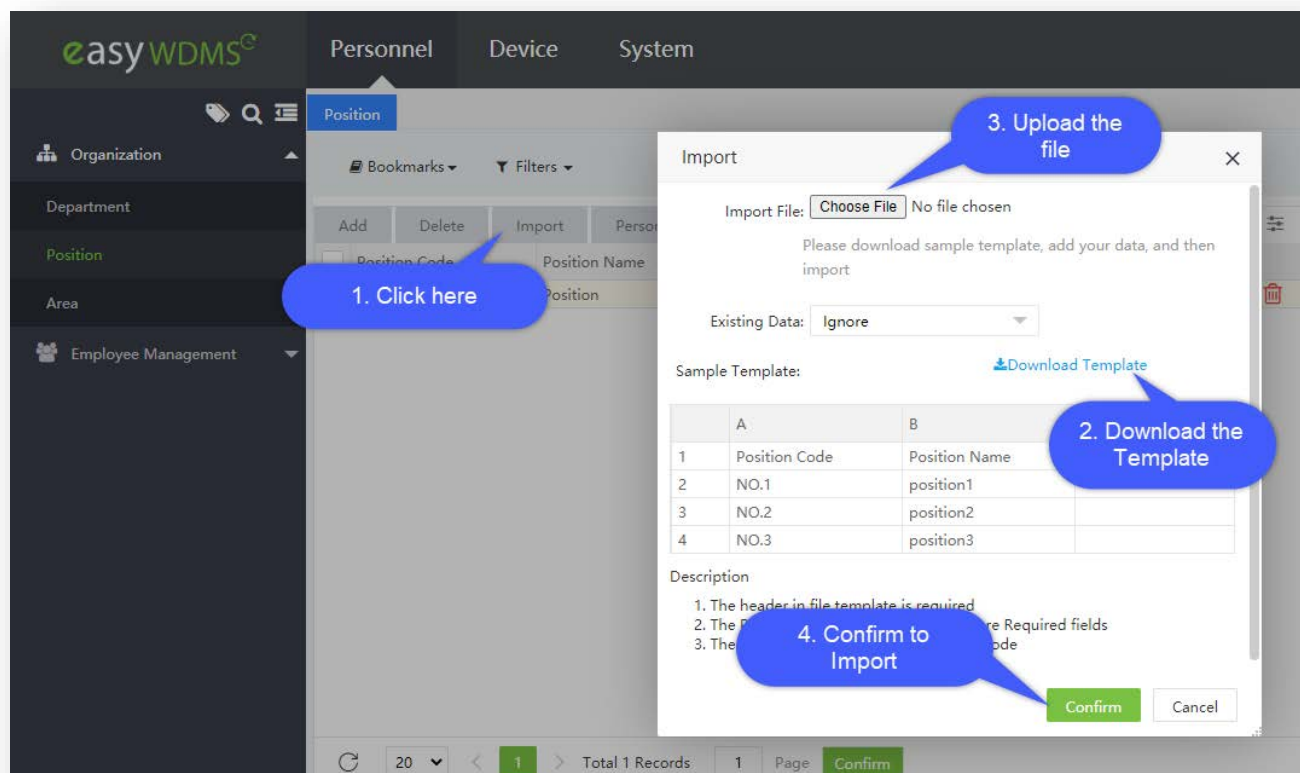
- On the **Position** interface, select the required Position or the Sub position data from the list.
- Click **Delete**, to delete the selected Position or the Sub position data.
- Click **Confirm**, to ensure and delete the selected Position or the Sub position data from the list.

## Importing Employees' Designation

On the **Personnel** module, click **Organization**, and then click **Position** to import Employee designation to the software.

### Import

**Import** function lets you add a new or update the existing Position data to the Software.



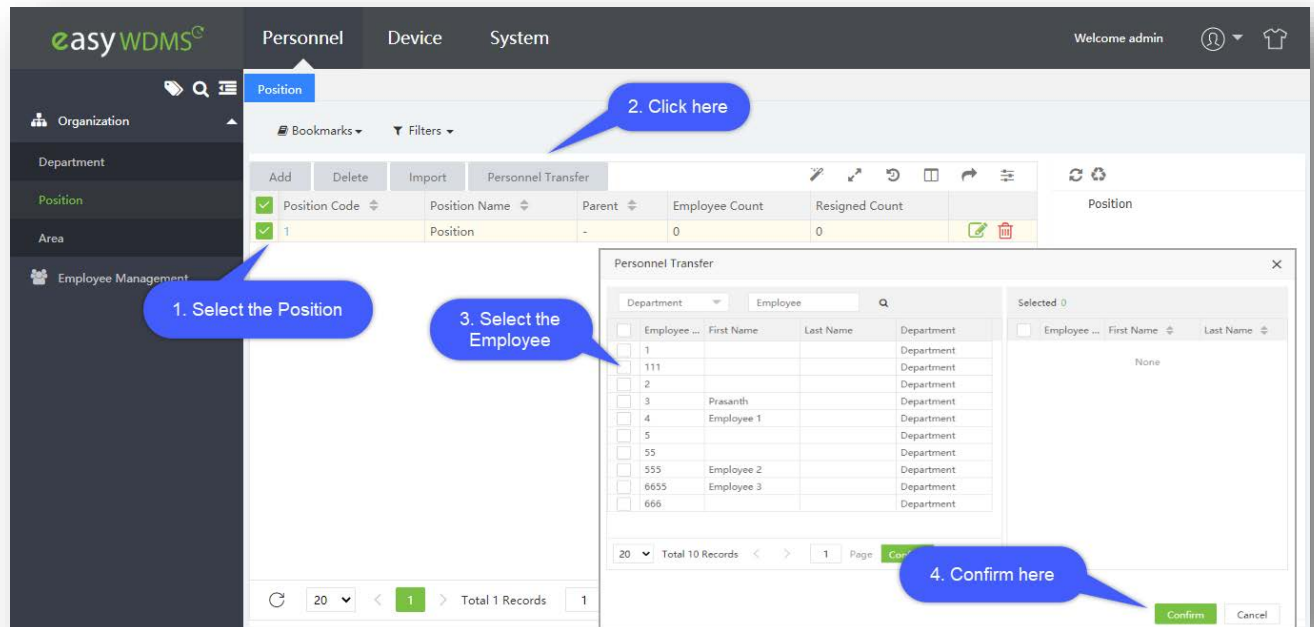
### Import a new or update the existing Position or the Sub position details on the Software

- On the **Position** interface, click **Import** to import a new or update the existing Position or the Sub position details on the Software.
- Click **Download Template**, to view and imply the same structure format specified on the template document.
- Please make sure that the document, which is to import, follows the guidelines specified on the description of the Import window.
- On the **Import** window, click **Choose File** to select the file from the PC to import.
- Based on the import type, there are two options available on the **Existing Data** field.
- Choose **Overwrite**, if the existing Position or the Sub position on the Software needs to be updated with the imported document.
- Choose **Ignore**, if the modification is not required for the existing Position or the Sub position on the Software.
- Click **Confirm**, to ensure and import the saved data file to the software.

## How to move an Employees' Designation

**Personnel Transfer** function lets you transfer the existing Employees from another Position or the Sub positions to the specified Positions or the Sub positions based on the Organization system.

Only one Position or a Sub position can be selected at a time, to modify.



## Manage and modify Employees Positions

- On the **Position** interface, select the required Position or the Sub position from the list to move in the Employees.
- Click **Personnel Transfer** to transfer the required Employees into that selected Position or the Sub position.
- On the **Personnel Transfer** window, select the required Employees from the list displayed on the left.
- The selected Employees information will reflect on the right side of the Adjust Employee window.
- Use the Department drop-down list or the **Search** option (search by Employee name or Employee ID) to search for Employees.
- Click **Confirm**, to ensure and adjust the Employees to the selected Position or the Sub position.

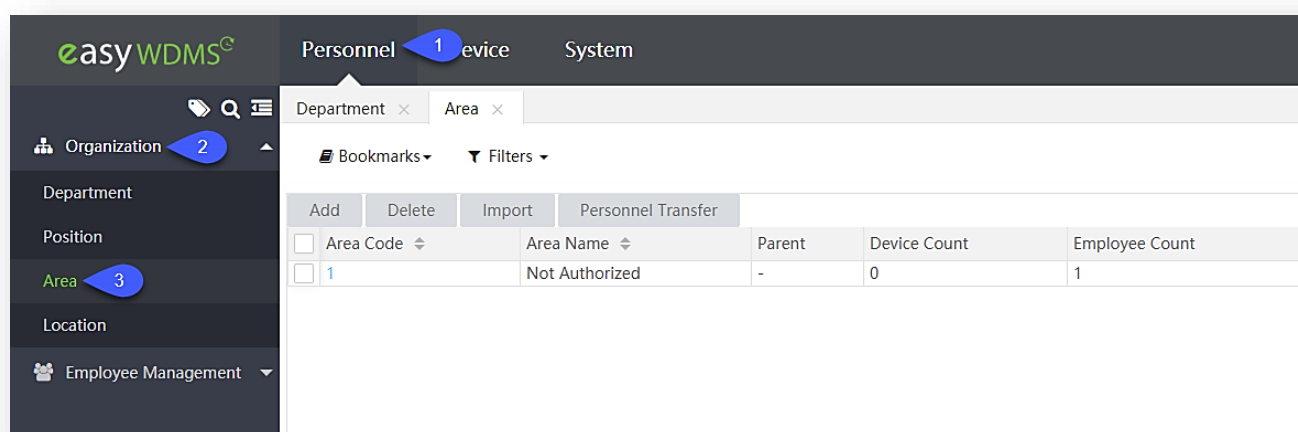


### 6.1.3 Area Classification

#### Area

Our **Area** interface benefits you to shape the workplace zone and the Department space, which in turn have a remarkable effect on both the employees and the business as a whole.

On the **Personnel** module, click **Organization**, and then click **Area** to go to the Area Interface.



On this interface, you can create a new Area or a Sub-area, edit or delete the existing Areas or the Sub-areas, based on the rules and requirements of the Organization.

Area defines your Employee's service location whether geographically or by sector such as, "Manufacturing Floor", "Experience Center", "Server Room", "Development", "Marketing", and more.

#### A brief note about the columns displayed on the Area Interface

**Area Code:** Displays the unique code number of the Area.

**Area Name:** Displays the name of the Area.

**Parent:** Displays the Superior Area name.

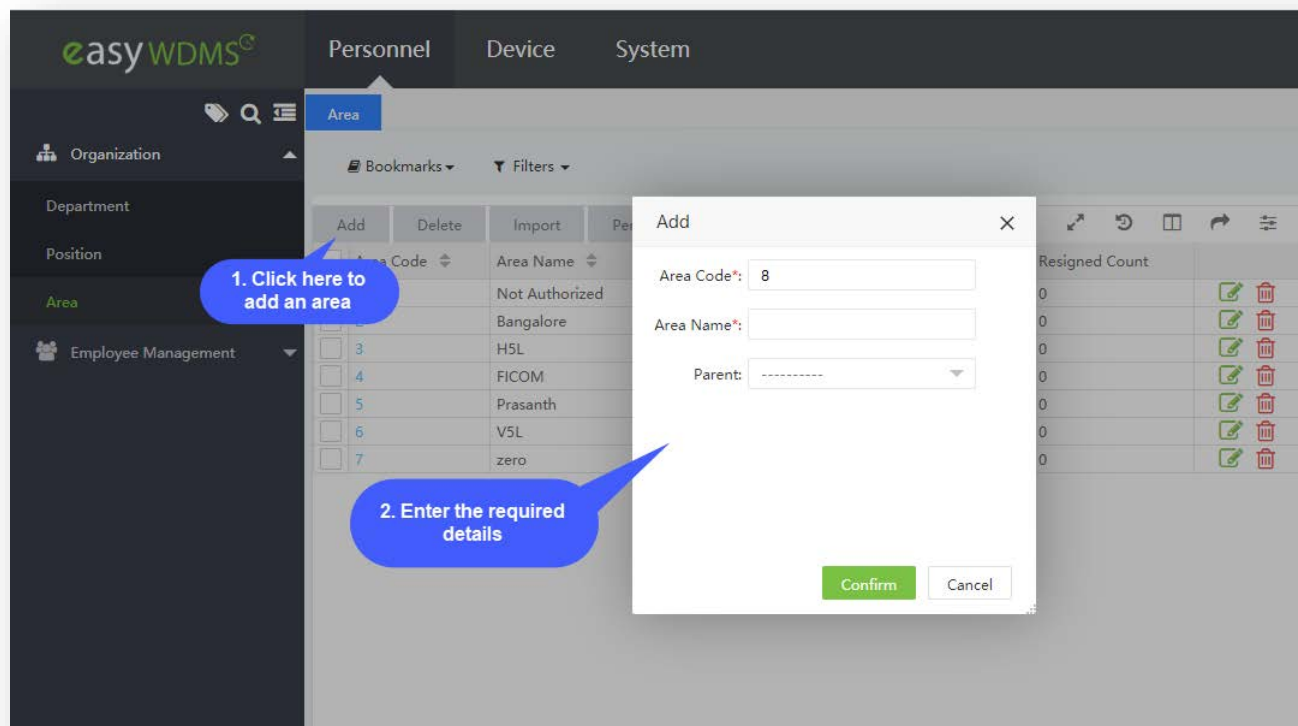
**Device Qty.:** Displays the total count of the Devices connected in an Area.

**Employee Qty.:** Displays the total number of Employees in each Area.

**Resigned Qty.:** Displays the total number of Employees resigned in each Area.

## Create an Area

**Add** function lets you create a new name for an Area or a Sub-area with a unique Area Code.

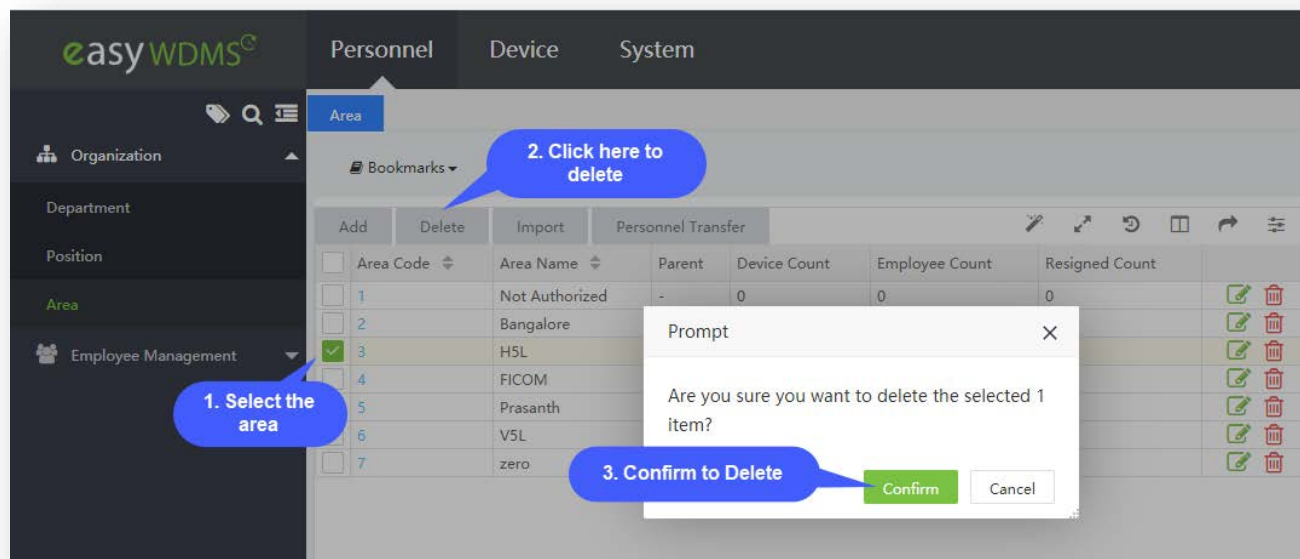


### Create a New Area or a Sub Area name

- On the **Area** interface, click **Add** to create a new Area or a Sub-area name.
- Enter a unique **Area Code** and the required **Area Name**.
- On the **Parent** field, select the required Area name from the list to define as the Parent area, if creating a new name for a Sub-area.
- After entering the details, click **Confirm** to save and update the newly created Area or the Sub-area name.

## How to remove an Area

**Delete** function lets you remove the existing data of the Area or the Sub-areas from the list.

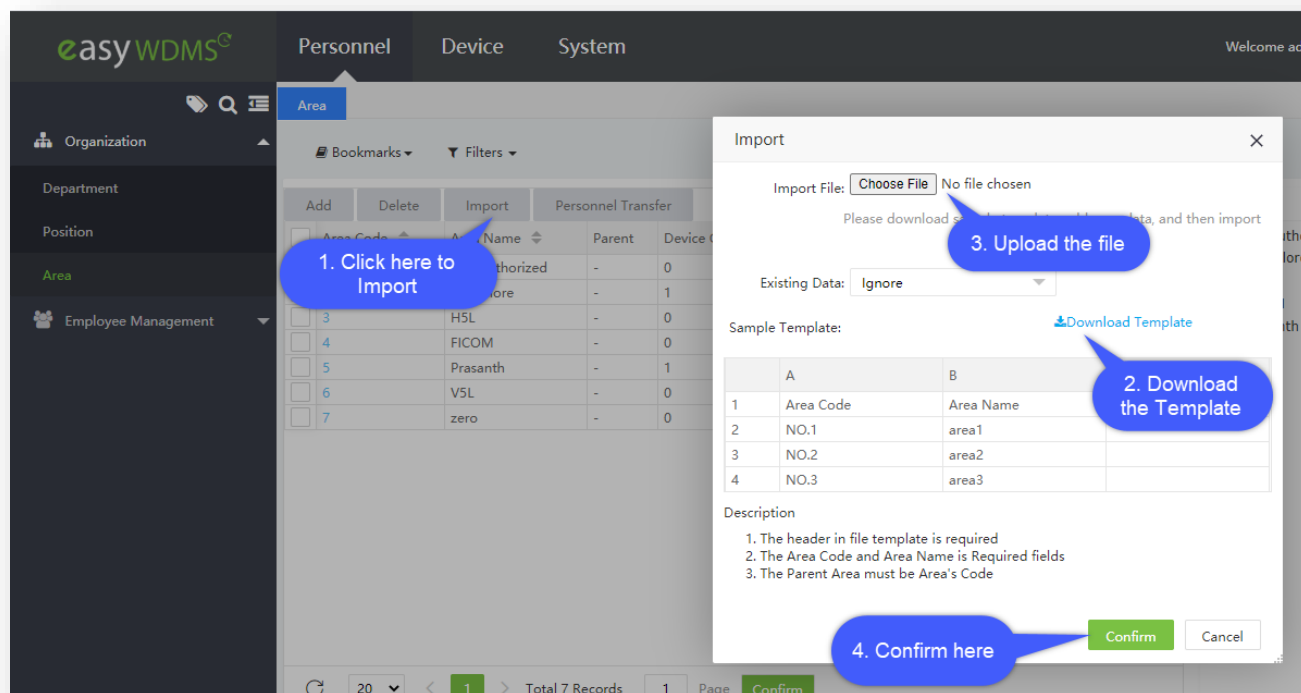


### Delete the existing Area or a Sub-area:

- On the **Area** interface, select the required Area or the Sub-area data from the list.
- Click **Delete**, to delete the selected Area or the Sub-area data.
- Click **Confirm**, to ensure and delete the selected Area or the Sub-area data from the list.

## Import the Area details from System

**Import** function lets you add a new or update the existing Area data to the Software.



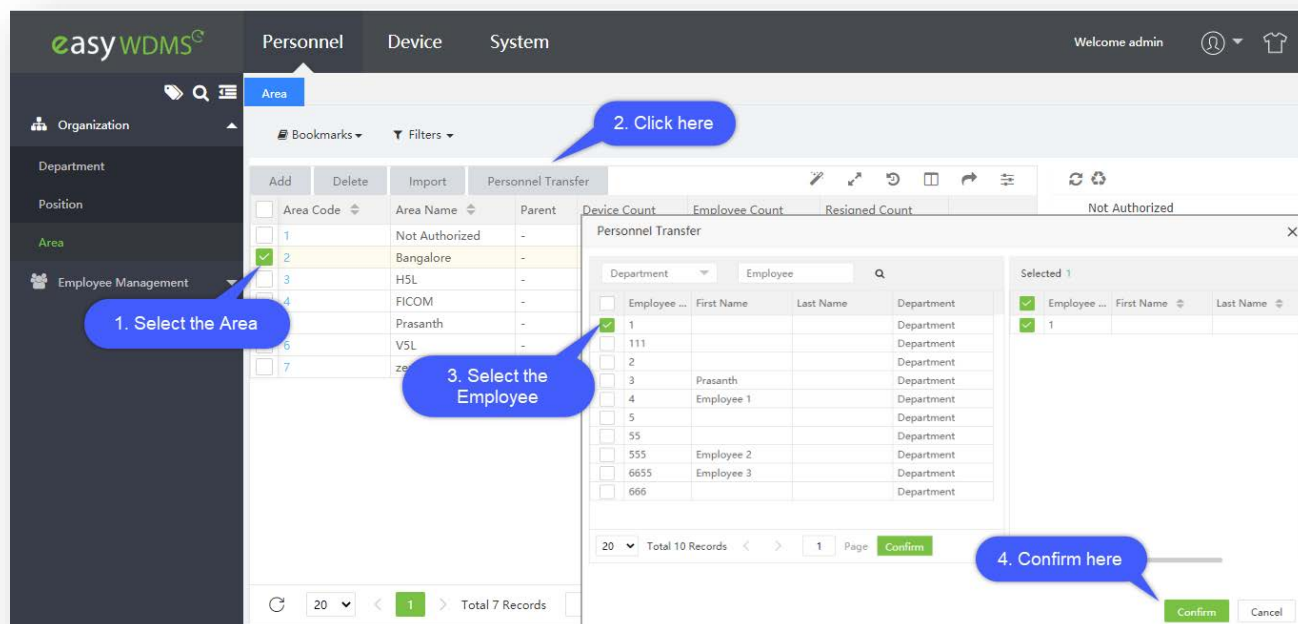
### Import a new or update the existing Area or the Sub-area details on the Software

- On the **Area** interface, click **Import** to import a new or update the existing Area or the Sub-area details on the Software.
- Click **Download Template**, to view and imply the same structure format specified on the template document.
- Please make sure that the document, which is to import, follows the guidelines specified on the description of the Import window.
- On the **Import** window, click **Choose File** to select the file from the PC to import.
- Based on the import type, there are two options available on the **Existing Data** field.
- Choose **Overwrite**, if the existing Area or the Sub-area on the Software needs to be updated with the imported document.
- Choose **Ignore**, if the modification is not required for the existing Area or the Sub-area on the Software.
- Click **Confirm**, to ensure and import the saved data file to the software.

## How to move Employees between Areas

**Personnel Transfer** function lets you transfer the existing Employees from another Area or the Sub-area to the specified Area or the Sub-area based on the Organization system.

Only one Area or a Sub-area can be selected at a time to modify.



### Manage and modify Employees Areas

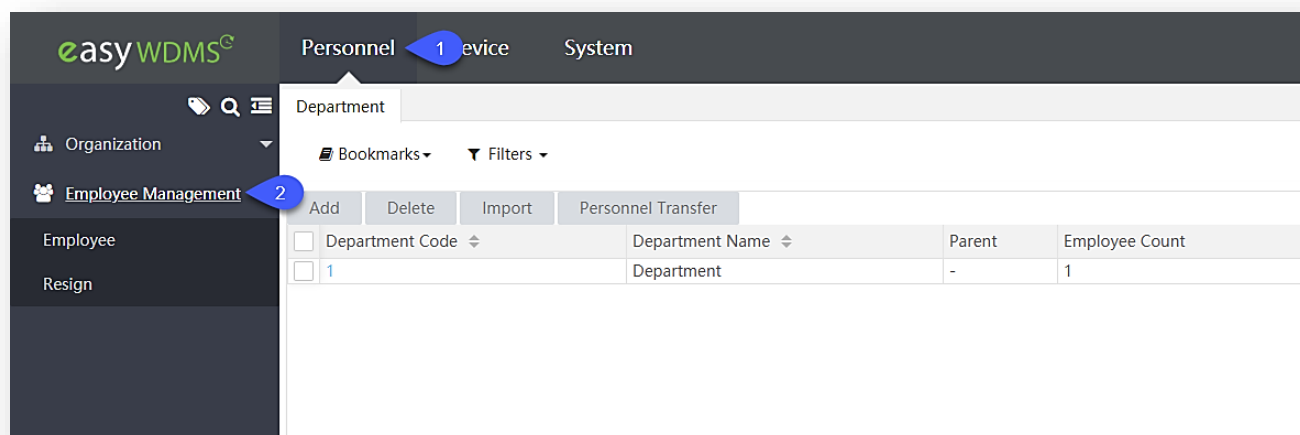
- On the **Area** interface, select the required Area or the Sub-area from the list to move in the Employees.
- Click **Personnel Transfer** to transfer the required Employees into that selected Area or the Sub-area.
- On the **Personnel Transfer** window, select the required Employees from the list displayed on the left.
- The selected Employees information will reflect on the right side of the Adjust Employee window.
- Use the Department drop-down list or the **Search** option (search by Employee name or Employee ID) to search for Employees.
- Click **Confirm**, to ensure and adjust the Employees to the selected Area or the Sub-area.

## 6.2 Employee Account

Our **Employee Management** module of easy time Pro helps you to stay organized by maintaining all your employee data up to date, which saves you an ample amount of time and also helps you to retrieve employee information of your Organization at any point in

time. On the **Employee Management** module, you can add, modify, terminate, or revive the Employee details of your Organization.

Our **Employee** interface facilitates you to update, sync, upload and retrieve Employees' personal, medical, and identity information so that you need not delve into multiple papers and documents; and thus, eases your work and saves your time.



On this Interface, you can add a new or delete the existing Employee information and even enables you to transfer, modify and terminate a temporary or permanent Employee of your Organization.

Some common examples of the Employee Information include; "Employee Name", "Identity Proof", "Biometric details", "Personnel Information" and more.

### A brief note about the columns displayed on the Employee Interface

**Employee ID:** Displays the identity number of each Employee.

**First Name:** Displays the First name of each Employee.

**Local Name:** Displays the defined common name of each Employee.

**Last Name:** Displays the Last name of each Employee.

**Card NO:** Displays the Card number of Employee if the Card access is registered.

**Date of joining:** Displays the joining date of each Employee.

**Department:** Displays the Department names of each Employee.

**Department Code:** Displays the unique Department Code of each Employees' Department.

**Position:** Displays the Position name of each Employee.

**Location:** Displays each Employee's work or Organization location.

**Gender:** Displays each Employees' Gender details.

**Email:** Displays the Electronic Mail ID of each Employee.

**Device Privilege:** Displays the Employees' Device privilege.

**Area:** Displays the located Area of each Employee.

**Area Code:** Displays the unique Area code of each Employee's located Area.

**Mobile App Status:** Displays the Mobile Application (Active or Inactive) Status of each Employee.

**Fingerprint:** Displays the registered Fingerprint count of each Employee.

**Face:** Displays the registered Face count of each Employee.

**Palm:** Displays the registered Palm count of each Employee.

**VL Face:** Displays the registered Face count captured from the Visible Light Devices.

**WhatsApp Status:** Displays the WhatsApp (Active or Inactive) Status of each Employee.

**SMS Status:** Displays the SMS (Active or Inactive) Status of each Employee.

## How to create an Employee Account

On the **Personnel** Module, go to **Employee Management**, click **Employee** Interface to create an Employee Account.


## Add

**Add** function lets you add the new Employee details with the unique Employee ID and to update the Employee's personal information.

### Add a New Employee

- On the **Employee** interface, click **Add** to add a new Employee.
- Enter the mandatory fields, the unique **Employee ID**, Employee's **First Name**, **Last Name**, and then select the **Department**, and the **Area** (Employee's work department and location) from the drop-down list.
- After entering the mandatory details, click **Confirm** to save created Employee Account.


## Where and how to update Employee Information

On the **Personnel** module, go to **Employee Management**, click **Employee** interface and then either click  or click the required **Employee ID** to update Employee Information.

### Profile

- On the **Add** window, under **Profile**, you can enter the following data.



Profile		
Employee ID*	<input type="text"/>	First Name*
Department*	<input type="text"/>	Last Name
Position	<input type="text"/>	Area*
Employment Type	<input type="text"/>	Date of joining
		
		Photo

**Position:** Select the Organization Position or the designation of the Employee from the drop-down list.

**Employment Type:** Select the required Employment Type **Permanent** or **Temporary** for the Employee, based on the Employment discussion.

**Date of joining:** Choose the **date of joining** or the joined date of the Employee from the calendar.

**Photo:** Click on the photo to upload the image of the Employee.

## Personal Information

- On the **Personal Information** tab, you can update the Employee's specific data.

Personal Information	Device Settings				
Aadhaar No.	<input type="text"/>	Local Name	<input type="text"/>	Gender	<input type="text"/>
Passport No.	<input type="text"/>	Automobile License	<input type="text"/>	Motorcycle License	<input type="text"/>
Contact no.	<input type="text"/>	Office Tel	<input type="text"/>	Mobile	<input type="text"/>
Nationality	<input type="text"/>	Religion	<input type="text"/>	City	<input type="text"/>
Permanent Address	<input type="text"/>	Pincode	<input type="text"/>	Email	<input type="text"/>
Birthday	<input type="text"/>				

**Aadhaar No:** Enter the Employee's 12-digit unique identification Aadhaar number issued by the government.

**Gender:** Select the sociocultural expression of the Employee from the drop-down list.

**Passport NO.:** Enter the Employee's official travel document number issued by the government.

**Motorcycle License:** Enter the Employee's driving authorization number issued by the government.

**Contact No.:** Enter the personal or official contact number of the Employee.

**Mobile:** Enter the alternative or the wireless cellular phone number of the Employee.

**Nationality:** Enter the legal Nation or the Country name of the Employee.

**City:** Enter the Employee's city name.

**Permanent Address:** Enter the Employee's permanent address.

**Email:** Enter the Employee's official Email ID.

**Birthday:** Enter the Employee's birth date.

**Office Tel:** Enter the Employee's Office desk contact number.

**Religion:** Enter the religious practice of the Employee.

**Pin Code:** Enter the postal code number of the Employee.

## Device Settings

On the **Device Settings** tab, you can set the Employee's Device Registration data.

Personal Information		Device Settings	
Verification Mode	Any	Device Privilege	Employee
Card NO.		Device Password	
Enroll Device		FP Registered(v10)	0
		Enroll	
			Bio-Photo

**Verification Mode:** Select the Employee's Device verification mode from the list.

**Card NO.:** Enter the Biometric Device RFID Card number of the Employee.

**Enroll Device:** The Software automatically updates the Employee's registered Device name or the serial number.

**Device Privilege:** Select the Device authorization type of the Employee.

**PIN:** Enter the Employee's Device verification password.

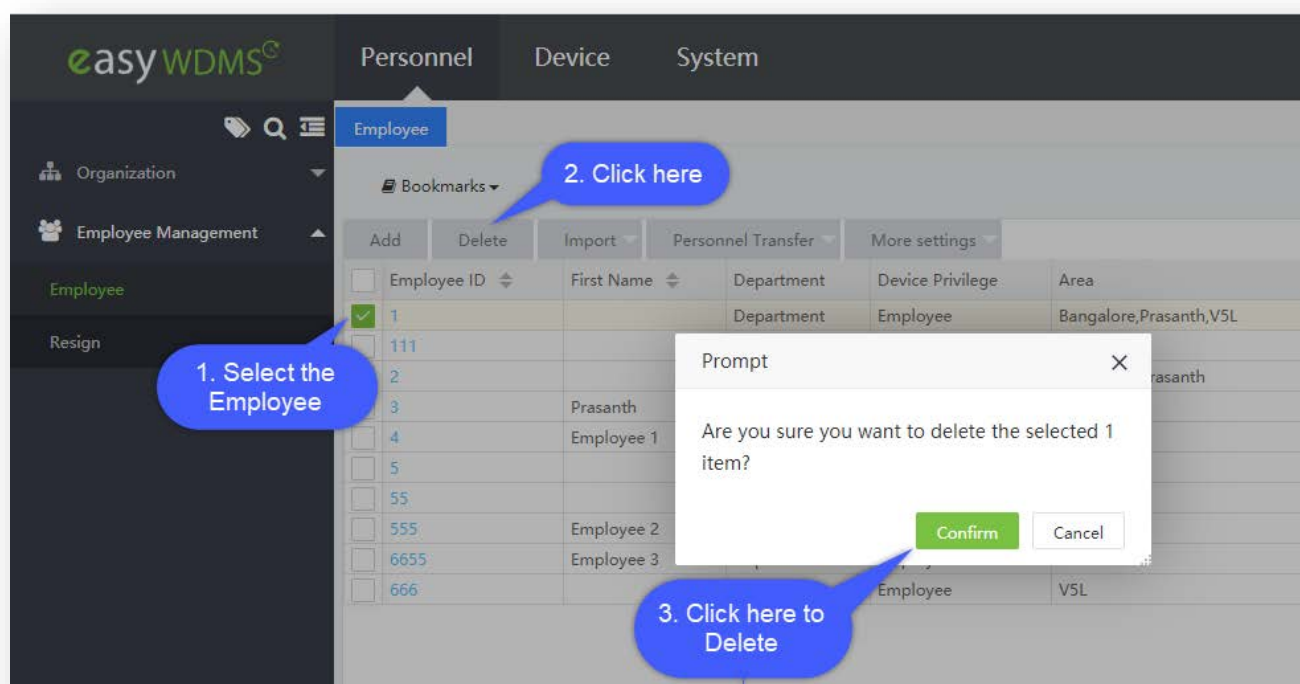
**FP Registration(v10):** Click **Enroll**, to register the Employee's Fingerprint.

## Delete an Employee Account

On the **Personnel** module, click **Employee Management**, and then click the **Employee** interface to remove or delete an Employee account.

### Delete

**Delete** function lets you remove the existing data of the Employee from the list.

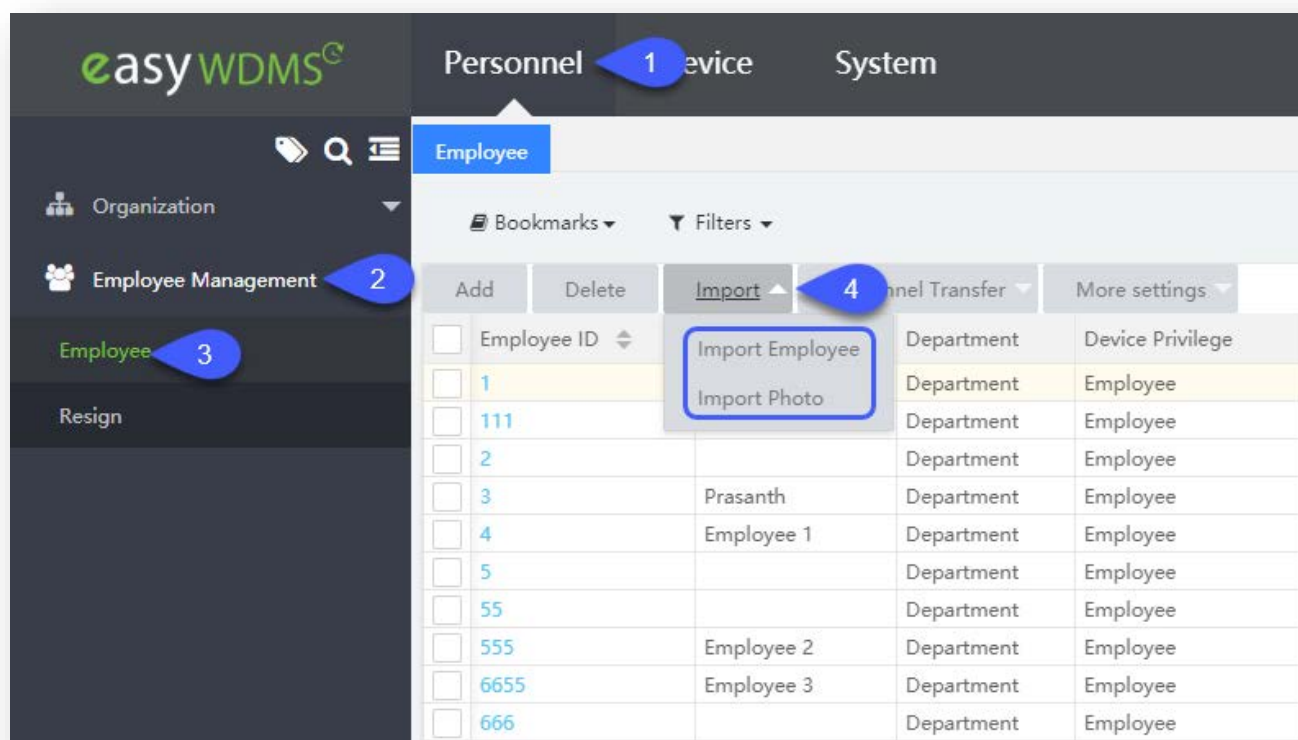


### Delete the existing data of the Employee

- On the **Employee** interface, select the required Employee data from the list.
- Click **Delete**, to delete the selected Employees' data.
- Click **Confirm**, to ensure and delete the selected Employee's data from the list.

## 6.2.1 Import Employee Details

**Import** function lets you add a new or update the existing data to the Software.



### Functions available under Import

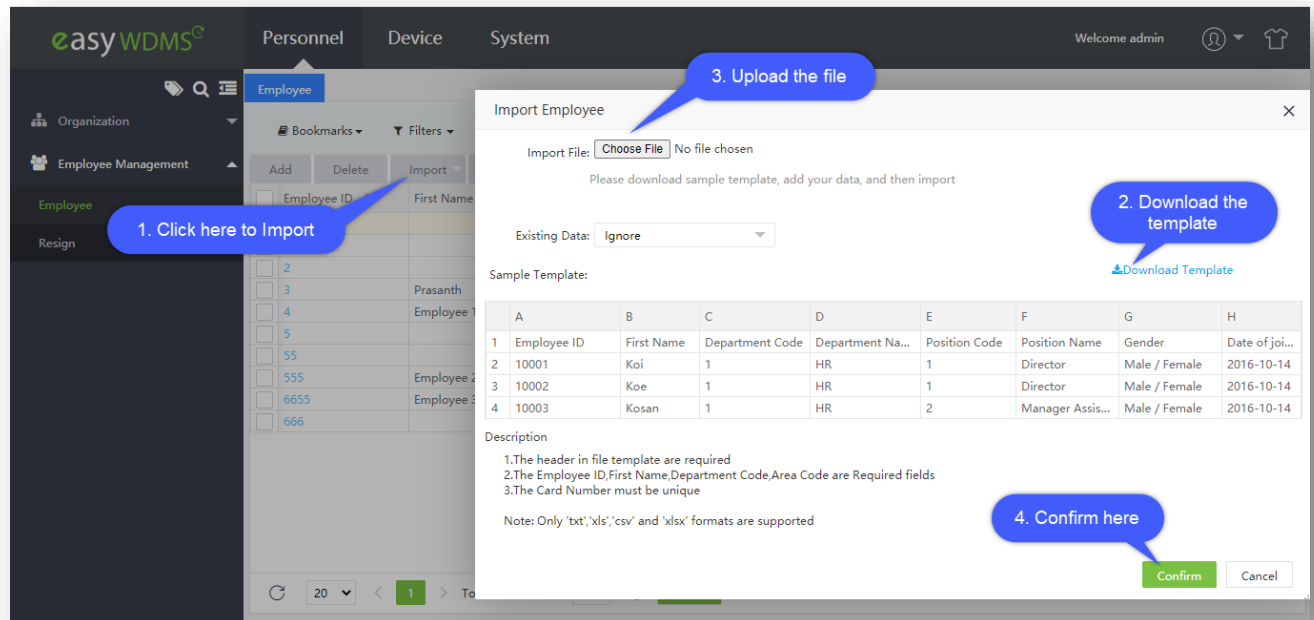
- Import Employee
- Import Photo

### Import Employees from Device to the Software

On the **Personnel** module, click **Employee Management**, and then click the **Employee** interface, to import the newly registered Employee from the Device to the Software.

## Import Employee

**Import Employee** function lets you add a new or update the existing Employee data to the Software.



### Import a new or update the existing Employee data on the Software

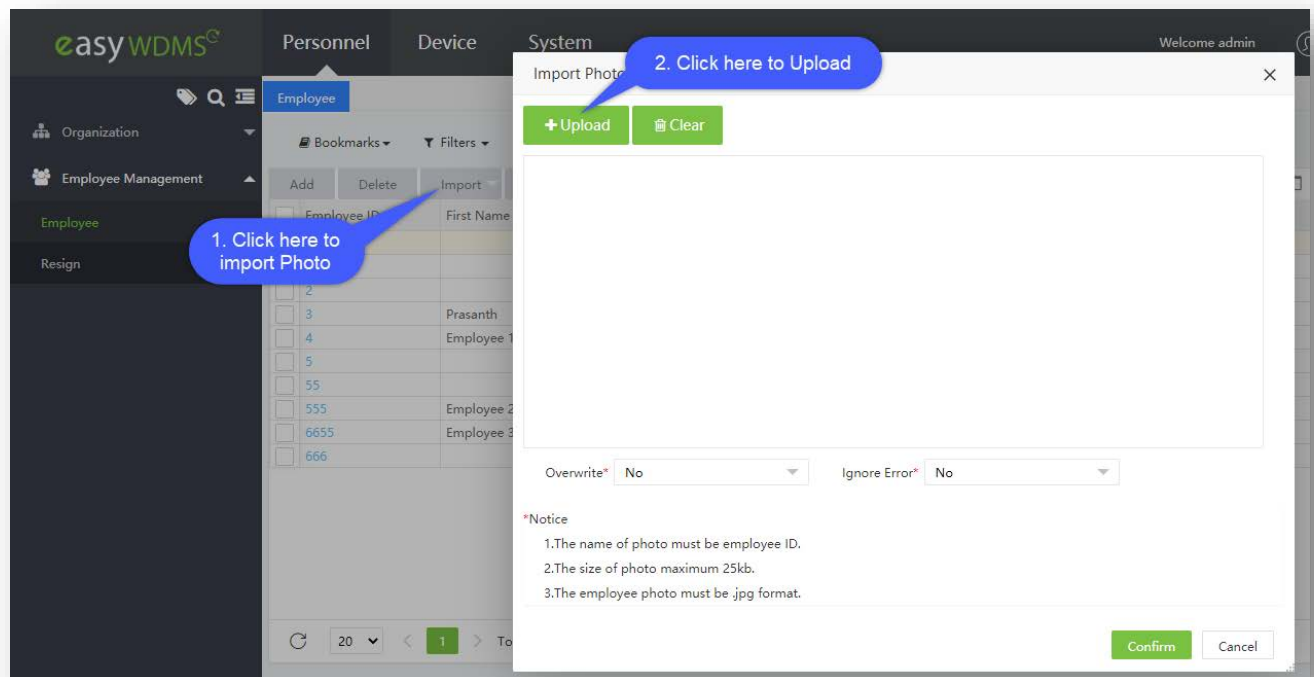
- On the **Employee** interface, click **Import**, and then select **Import Employee** from the drop-down list to import a new or update the existing Employee data on the Software.
- Click **Download Template**, to view and imply the same structure format specified on the template document.
- Please make sure that the employee details, which are to import, follow the guidelines specified on the description of the **Import** window.
- On the **Import** window, click **Choose File** to select the file from the PC to import.
- Based on the import type, there are two options available on the **Existing Data** field.
- Choose **Overwrite**, if the existing Employee data on the Software needs to be updated with the imported document.
- Choose **Ignore** if the modification is not required for the existing Employee data on the Software.
- Click **Confirm**, to ensure and import the saved data file to the software.

## Import Employees' Photo from the System

On the **Personnel** module, click **Employee Management**, and then click the **Employee** interface, to import the Employee photo to the Software.

## Import Photo

**Import Photo** function lets you add a new or change the existing Employee's Photo to the Software.

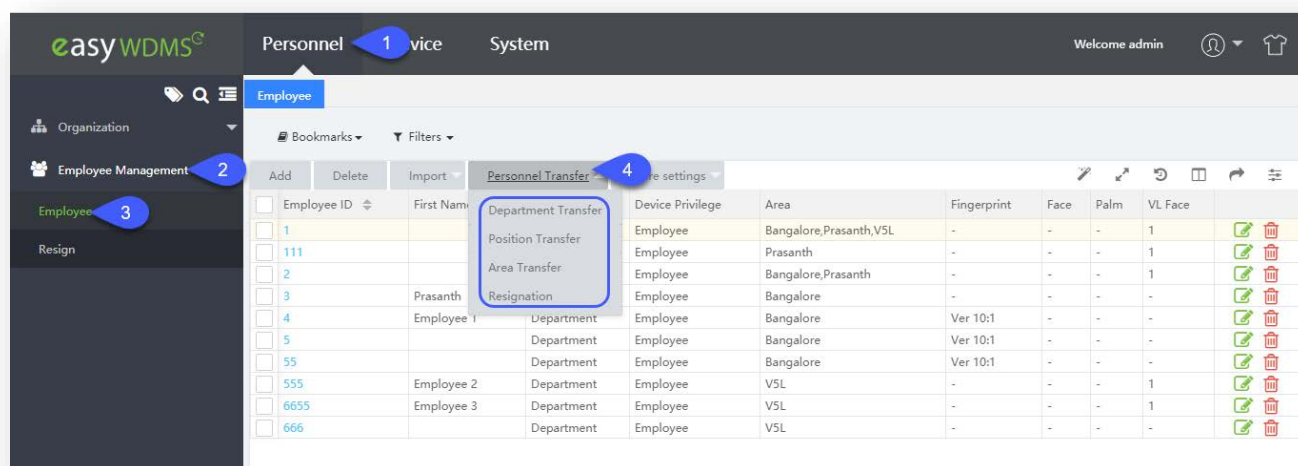


### Import a new or change the existing Employee Photo

- On the **Employee** interface, click **Import**, and then select **Import Photo** from the drop-down list to import a new or to change the Employee's existing Image.
- Please make sure that the image, which is to import, follows the guidelines specified on the description of the Import window.
- On the **Import** window, click **Upload** to select the image file from the PC to import.
- Click **Clear** if the image uploaded is not needed or does not meet the standards provided on the description.
- Based on the import type, there are two options available on the **Overwrite** field.
- Choose **Yes** if it is required to revise the Employee's existing image with the imported image.
- Choose **No** if it is not required to revise the Employee's existing image with the imported image.
- Choose **Ignore Error**, if the modification is not required for the existing Employee's image on the Software.
- Click **Confirm**, to ensure and import the saved image to the software.

### 6.2.2 Transfer Personnel

Personnel Transfer function eases the employee's migration or transference from one area, team, department, or one position to another at the same or different location, which helps an employee gain extensive and wide-ranging experience within the Organization.



## Functions available under Personnel Transfer

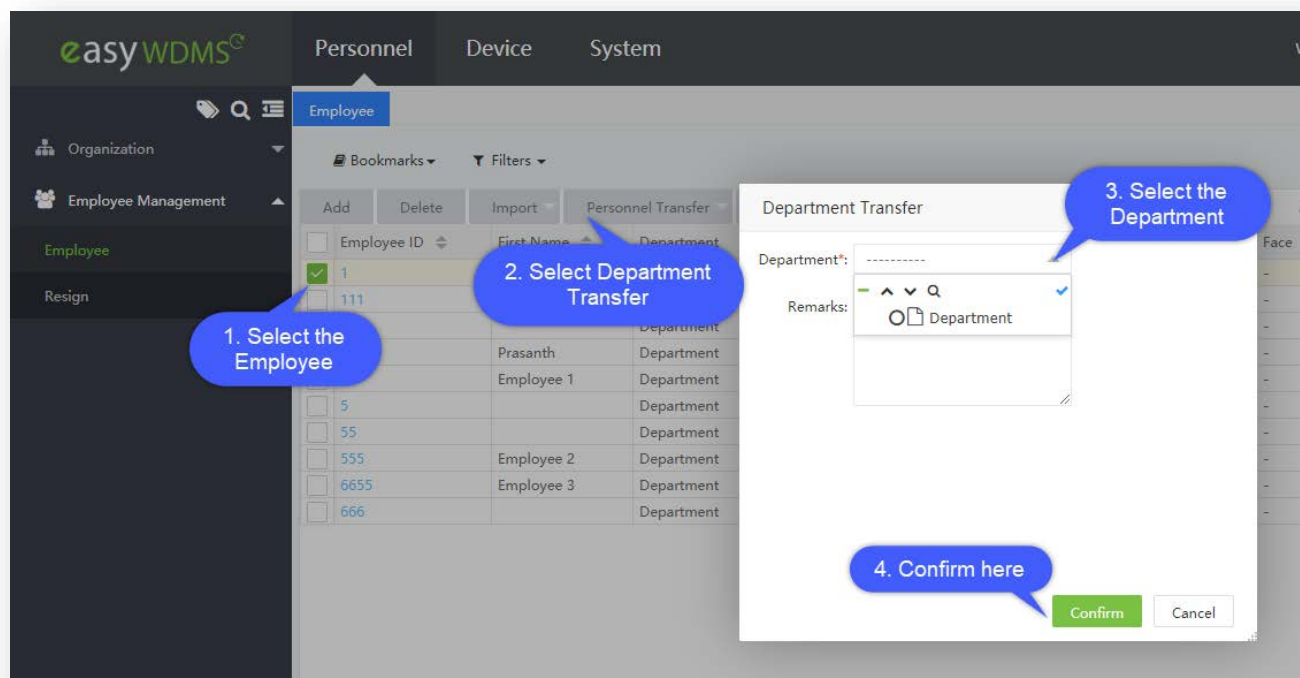
- Department Transfer
- Position Transfer
- Area Transfer
- Resignation

## How to move Employees between Departments

On the **Personnel** module, click **Employee Management**, and then click **Employee** to move Employees between Departments.

## Department Transfer

This function lets you transfer the Employees between Departments or the Sub departments within the Organization.



### Transfer Employees Department or the Sub-department

- On the **Employee interface**, select the required Employees from the list to move to another Department or the Sub-department.
- On the **Personnel Transfer** menu, click **Department Transfer** to transfer the selected Employees.
- In the **Department** field, select the required Department or the Sub-department from the drop-down list.
- Use the **Expand/Collapse** option or the **Search** option to search for the specific Department or the Sub-department.
- On the **Remarks** field, write the reason for transferring the Employees.
- Click **Confirm**, to ensure and transfer the selected Employees to the required Department or the Sub-department.

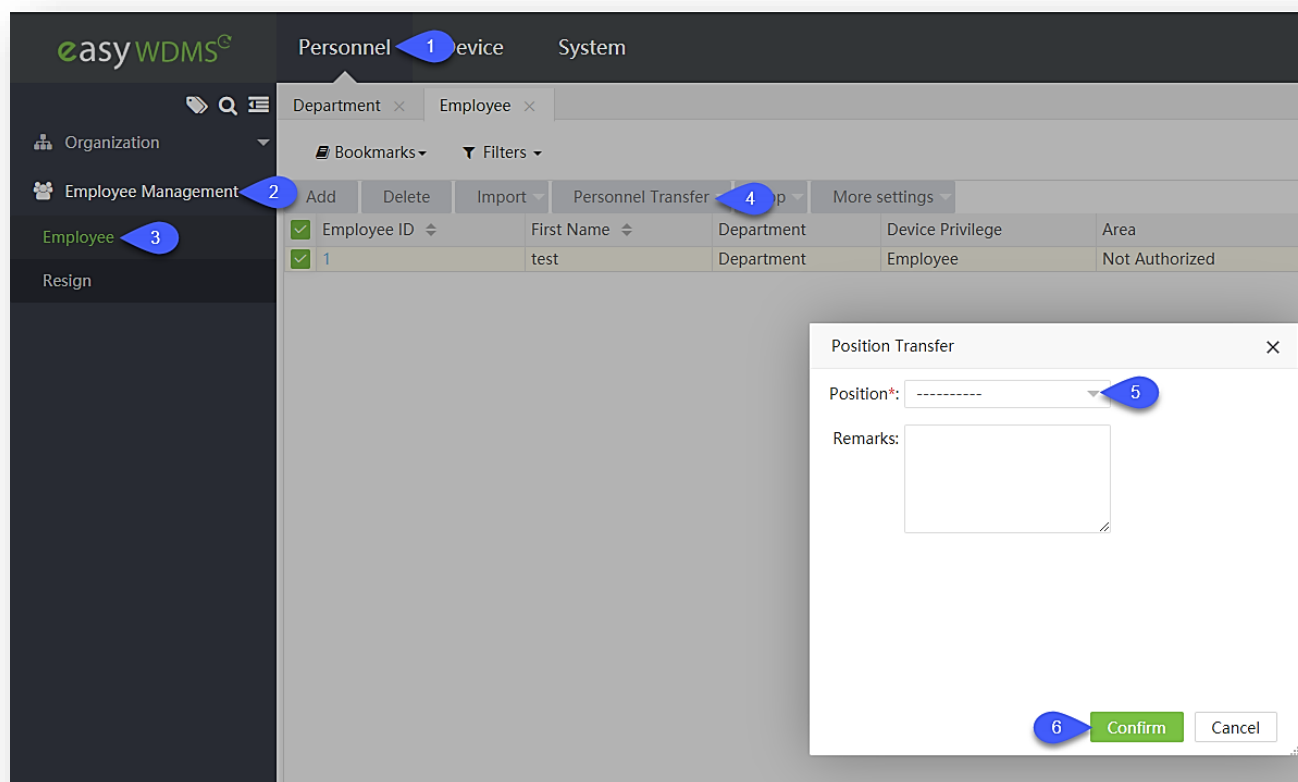
### How to move Employees' Positions

On the **Personnel** module, click **Employee Management**, and then click **Employee** to move Employees' positions.



## Position Transfer

This function lets you move the Employees from the existing Position or the Sub position to another Position or the Sub position within the Organization.



### Transfer Employees Position or the Sub position

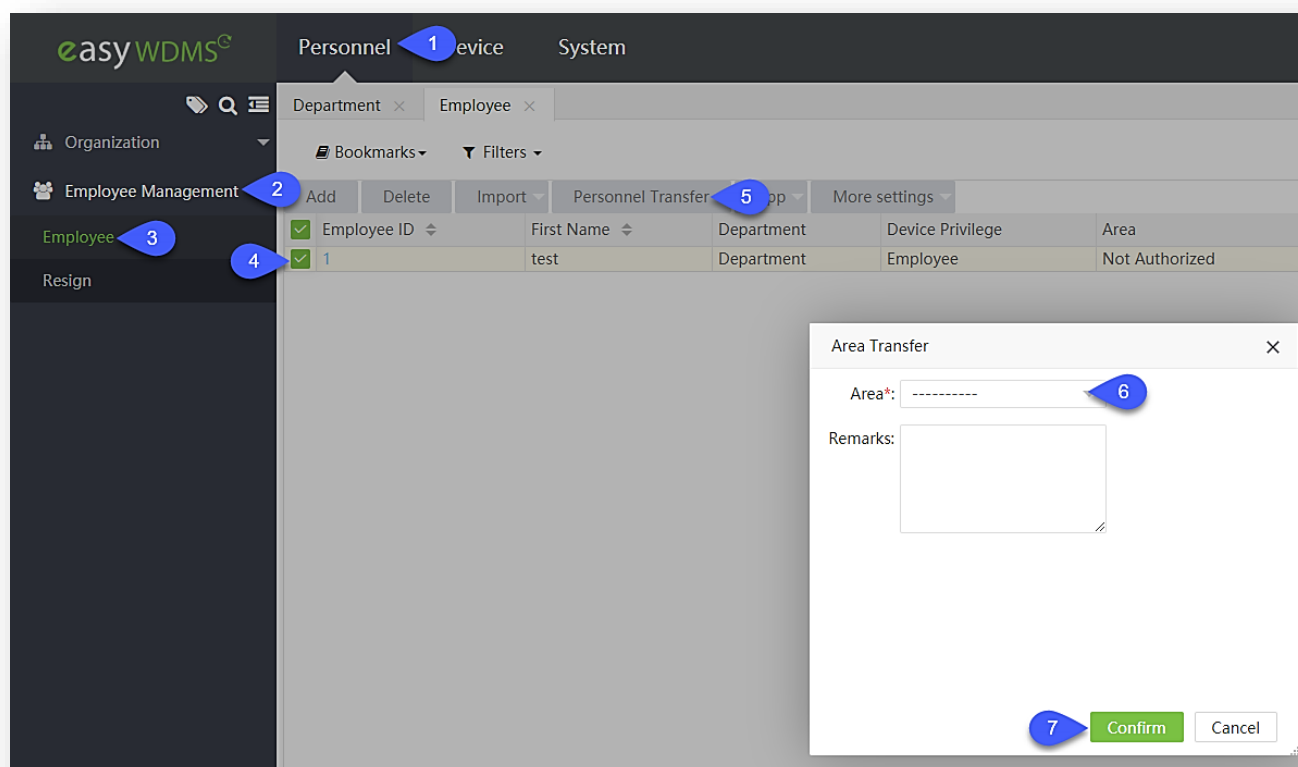
- On the **Employee** interface, select the required Employees from the list to modify their Position or the Sub position.
- On the **Personnel Transfer** menu, click **Position Transfer** to transfer the required Employees' existing Position or the Sub position
- On the **Position** field, select the required Position or the Sub position from the drop-down list.
- Use the **Expand/Collapse** option or the **Search** option to search the specific Position or the Sub position.
- On the **Remarks** field, write the reason for moving the Employees.
- Click **Confirm**, to ensure and move the selected Employees to the required Position or the Sub-department.

## Transfer Employees' Area

On the **Personnel** module, click **Employee Management**, and then click **Employee** to move Employees between Areas.

### Area Transfer

This function lets you shift the Employees from the existing Area or the Sub-area to another Area or the Sub-area within the Organization.



### Transfer Employees Area or the Sub-area

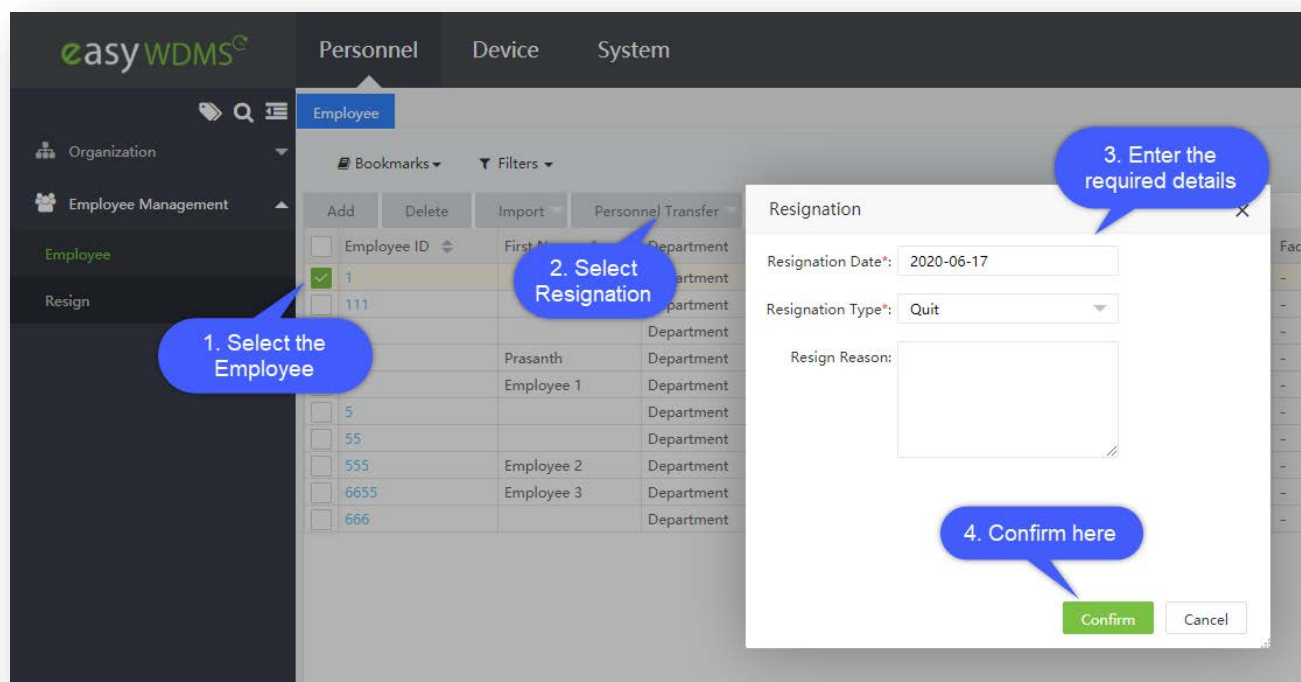
- On the **Employee** interface, select the required Employees from the list to modify their Area or the Sub-area.
- On the **Personnel Transfer** menu, click **Area Transfer** to shift the required Employees' existing Area or the Sub-area
- On the **Area** field, select the required Area or the Sub-area from the drop-down list.
- Use the **Expand/Collapse** option or the **Search** option to search the specific Area or the Sub-area.
- On the **Remarks** field, write the reason for shifting the Employees.
- Click **Confirm**, to ensure and shift the selected Employees to the required Area or the Sub-area.

## How to move Employees Profile to Terminated Account

On the **Personnel** module, click **Employee Management**, and then click **Employee** to terminate Employees' Accounts.

### Resignation

This function lets you authoritatively terminate, relocate the Employees' regular or permanent position based on your Organization standards.



### Employees' Resignation

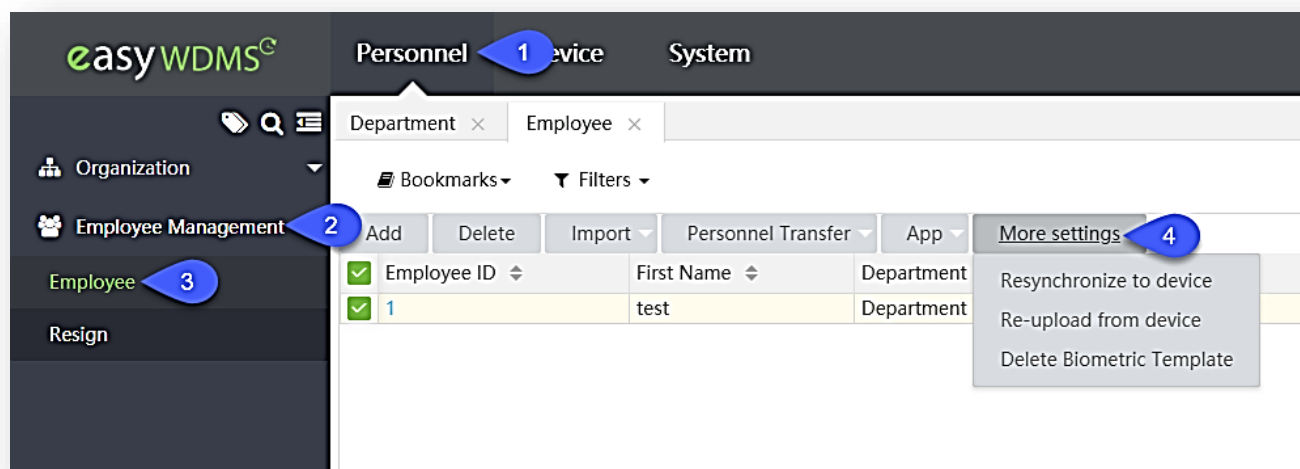
- On the **Employee** interface, select the required Employees from the list to terminate or transfer their position permanently.
- On the **Personnel Transfer** menu, click **Resignation** to officially terminate or transfer the selected Employees.
- On the **Resignation Date** field, select the last working day of the Employee and on the Resignation Type, select the mode of Resignation.
- On the Attendance field select **Enable** to calculate attendance till the last working date or select **Disable** to stop the attendance calculation and on the **Reason** field, write the reason for resigning or transferring the selected Employees.
- Click **Confirm**, to grant the selected Employees either the transfer or the resignation from their responsibility.

## 6.2.3 Employee Data Management

On the **Personnel** module, click **Employee Management**, and then click **Employee** to manage Employee data in Device and Software.

### More Settings

More Settings lets you to the following functions.



### Functions available under More Settings

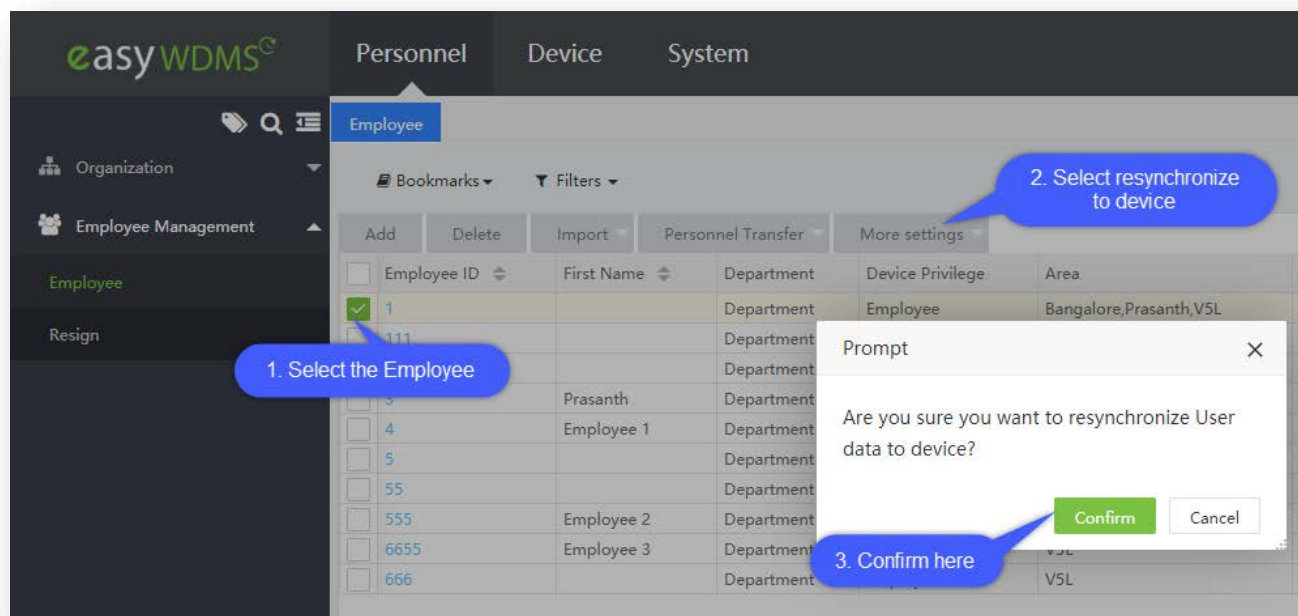
- Resynchronize to Device
- Re-upload from Device
- Delete Biometric Template

## How to Resynchronize Data to Device

On the **Personnel** module, click **Employee Management**, and then click **Employee** to resynchronize Employee data to Device.

### Resynchronize to Device

This function lets you sync or merge the Employees' data from the Software to the Device.



### Resynchronize Employee Data from Software to Device

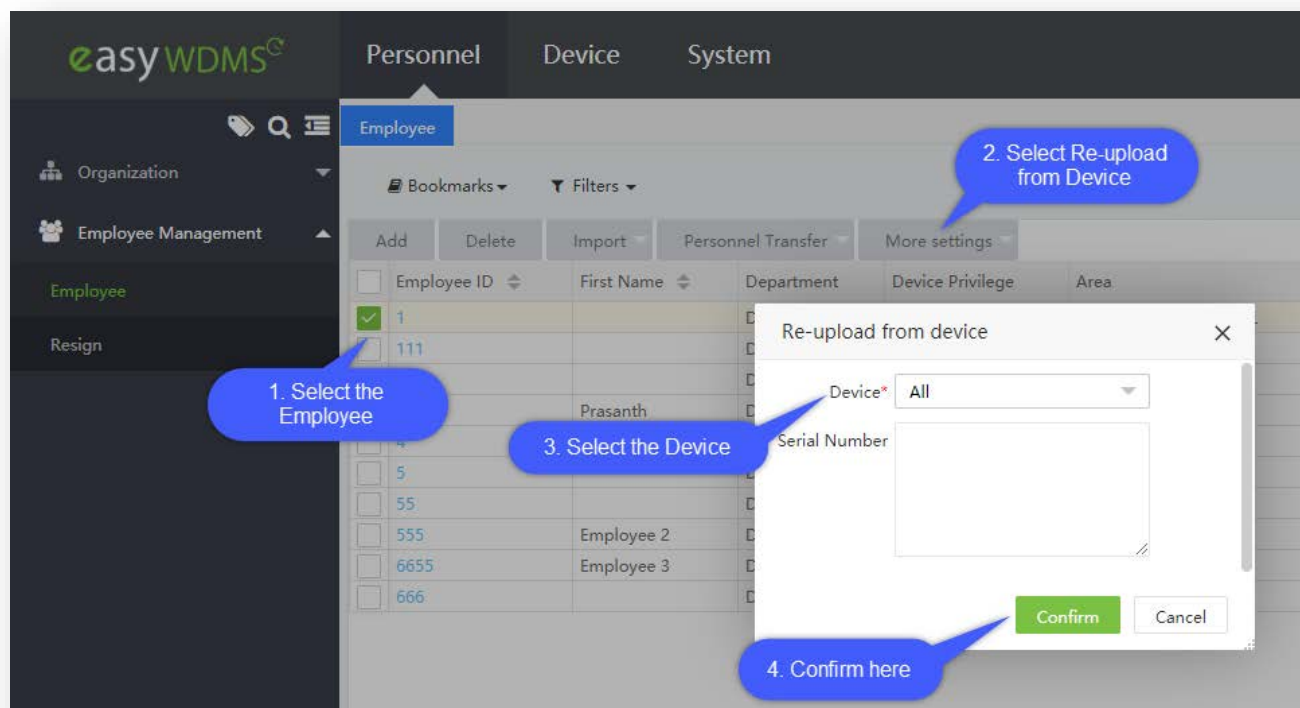
- On the **Employee** interface, select the required Employees' data from the list to sync or merge to the Device.
- On the **More Settings** menu, click **Resynchronize to the device**, to sync or merge the selected Employees' data to the Device.
- Click **Confirm**, to sync the selected Employees' data to the Device.

## Re-upload Employee Data from Device

On the **Personnel** module, click **Employee Management**, and then click **Employee** to re-upload Employee data from Device.

### Re-upload from Device

This function lets you sync or merge the Employees' data from the Device to the Software.



### Re-upload Employee Data from Device to Software

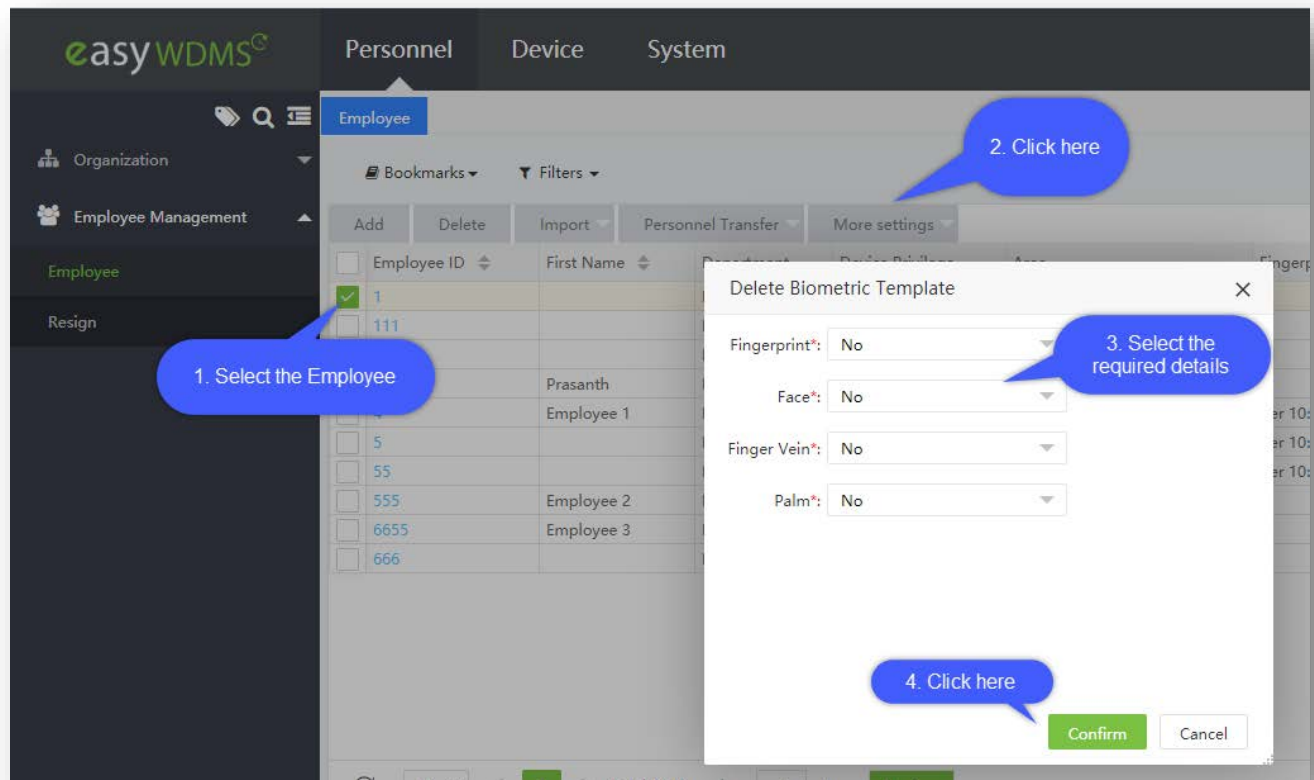
- On the **Employee** interface, select the required Employees' data from the list to sync or merge from the Device.
- On the **More Settings** menu, click **Re-upload from device**, to sync or merge the selected Employees' data from the Device.
- On the **Device** field, select from the drop-down list either **All**, to sync or merge the selected Employees' data from all the connected Devices, or select **Specified**, to sync or merge the selected Employees' data from the specific Devices only.
- On the **Device** field, if you select **Specified**, then on the **Serial Number** field enter the serial numbers of the Devices from which you need to sync the Employees' data to the Software.
- Click **Confirm**, to sync the selected Employees' data from the Device to the Software.

## How to remove Bio-metric Template of an Employee

On the **Personnel** module, click **Employee Management**, and then click **Employee** to delete the Bio-metric template of the Employees.

### Delete Biometric Template

This function lets you delete or remove the Employees' retained Biometric Impression from the Device.



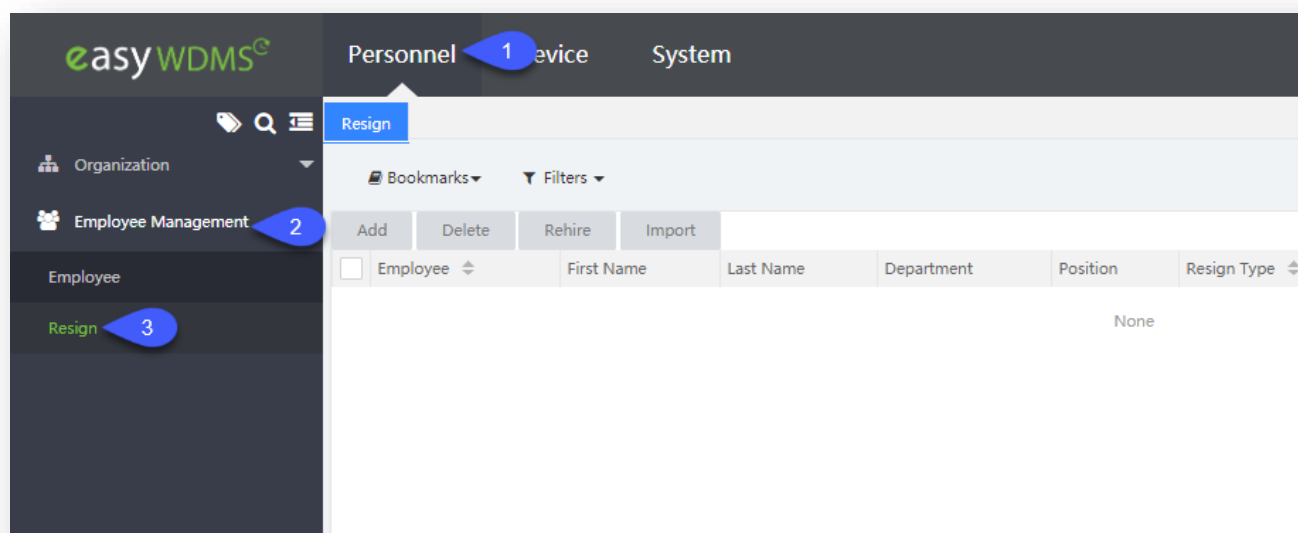
### Delete Biometric Template from the Device

- On the **Employee** interface, select the required Employees from the list to delete their Biometric Impression from the Device.
- On the **More Settings** menu, click **Delete Biometric Template** to delete the retained Biometric Impression of the selected Employees from the Device.
- On the **Fingerprint**, **Face**, **Finger Vein**, and **Palm** drop-down list boxes, select **Yes**, to delete the retained Biometric Impression or select **No**, to keep the same (it is **No** by default).
- Click **Confirm**, to remove or delete the unrequired Biometric Impressions of the selected Employees.

## 6.2.4 Manage Employee's Termination

Our **Resign** interface manages the discrete resignations professionally and systematically, which simplifies your work and avoids unnecessary interruptions and obstructions. Resignation plays a crucial role in proficient organizations primarily in thriving enterprises.

On the **Personnel** module, click **Employee Management**, and then click **Resign** to go to the Resign Interface.



On this Interface, you can add a new, delete or restore the resigned Employee information and even enables you to transfer, modify and terminate a temporary or permanent Employee of your Organization.

### A brief note about the columns displayed on the Resign Interface

**Employee:** Displays the Employee name.

**Department:** Displays the Employee's Department.

**Position:** Displays the Employee's Position.

**Resign Type:** Displays the Employee's Resignation type.

**Resign Date:** Displays the Employee's Resign or the last working date.

**Attendance:** Displays the Employee's Attendance status.

**Resign Reason:** Displays the Employee's relieving reason.

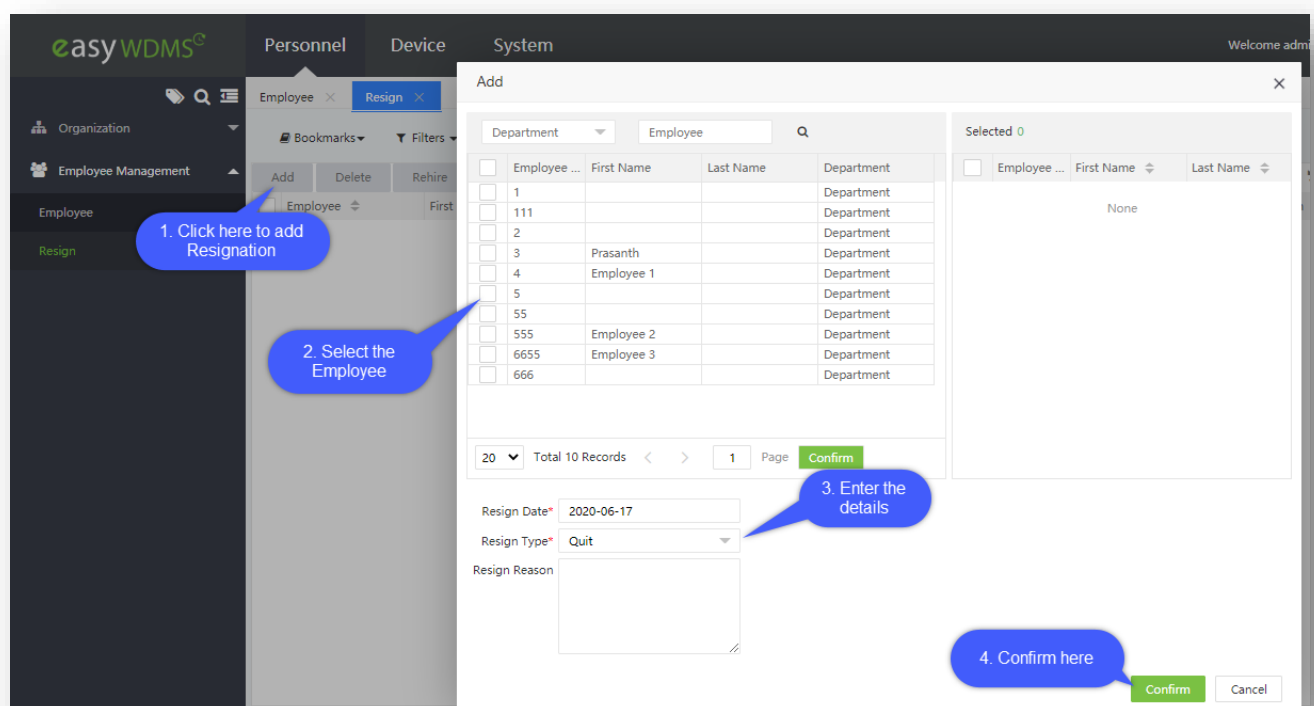


## How to Terminate the Employees

On the **Personnel** module, click **Employee Management**, and then click **Resign** to terminate the Employee's Account.

### Add

**Add** function lets you add the Employees' data who are getting dismissed from their responsibility in your Organization.



### Add the Employee's Resignation details

- On the **Resign** interface, click **Add** to include the Employees' resignation information.
- On the **Add** window, select the required Employees' names from the list on the left.
- The selected Employees' names will reflect on the right side of the **Add** window.
- Use the **Department** drop-down list or the **Search** option (search by Employee name or Employee ID) to search for the required Employees.
- On the Resign Date field, select the last working date of the selected Employees.
- On the Resign Type field, select the kind of resignation from the drop-down list.

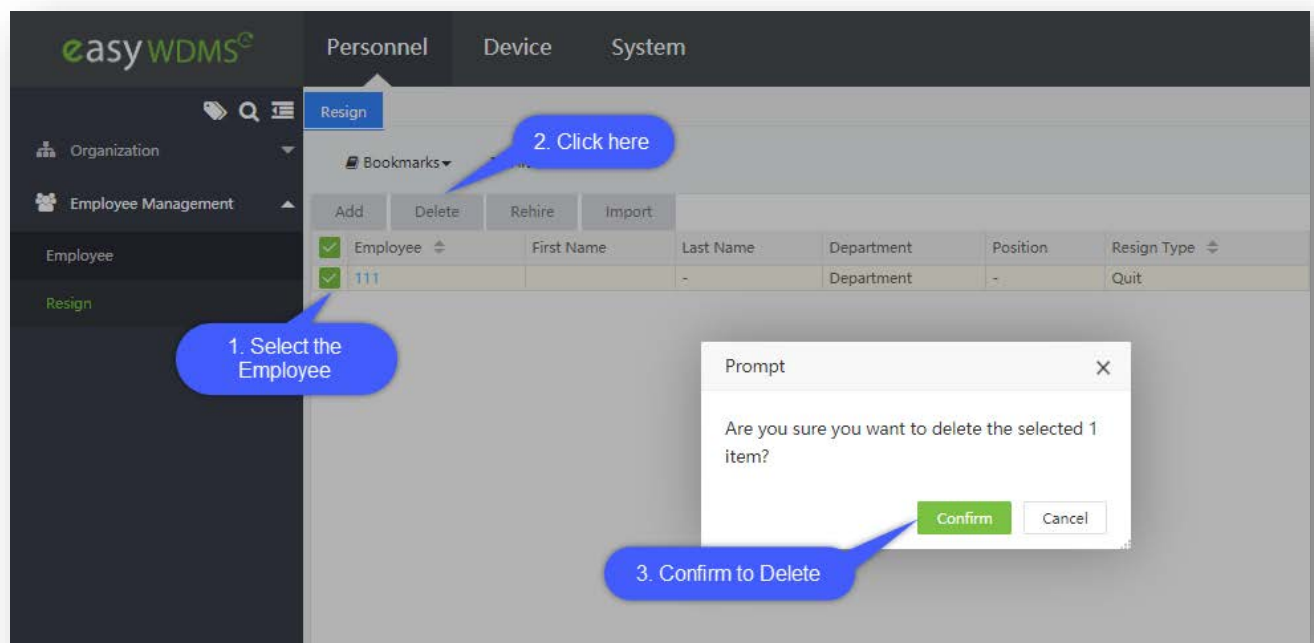
- On the Attendance field select **Enable** to calculate attendance till the last working date or select **Disable** to stop the attendance calculation.
- On the **Resign Reason** field, based on the type of resignation write the reason for resigning the selected Employees.
- Click **Confirm**, to update the resignation details for the selected Employees.

## Deleting Employees from the Terminated list

On the **Personnel** module, click **Employee Management**, and then click **Resign** to delete the Employee's Account from the terminated list.

### Delete

**Delete** function lets you remove or discard the existing resignation details of the Employees from the list.



### Delete the existing Department or a Sub Department

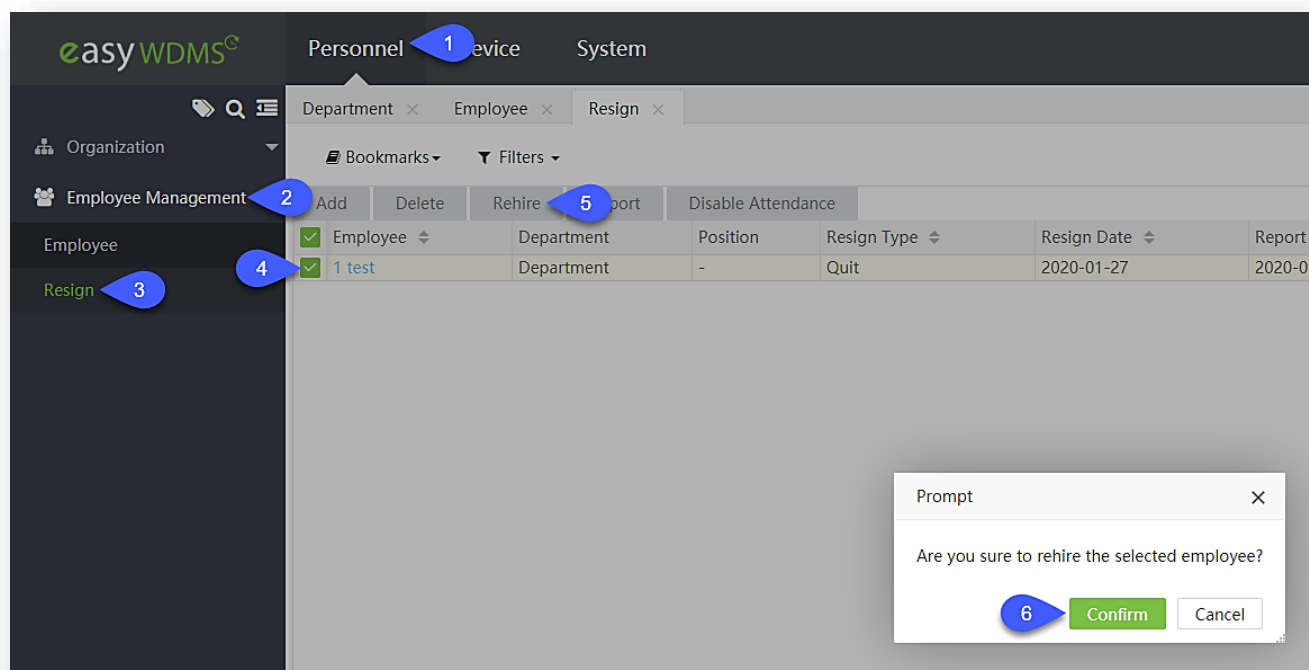
- On the **Resign** interface, select the required Employees' resignation details from the list.
- Click **Delete**, to delete the selected Employees' resignation details.
- Click **Confirm**, to delete the selected Employees' resignation details from the list.

## How to Rehire the Terminated Employee

On the **Personnel** module, click **Employee Management**, and then click **Resign** to reinstate the terminated Employee's Account.

## Rehire

**Rehire** function lets you revive or restore the Employees from the resignation list.



### Rehire the Employees from the Resignation list

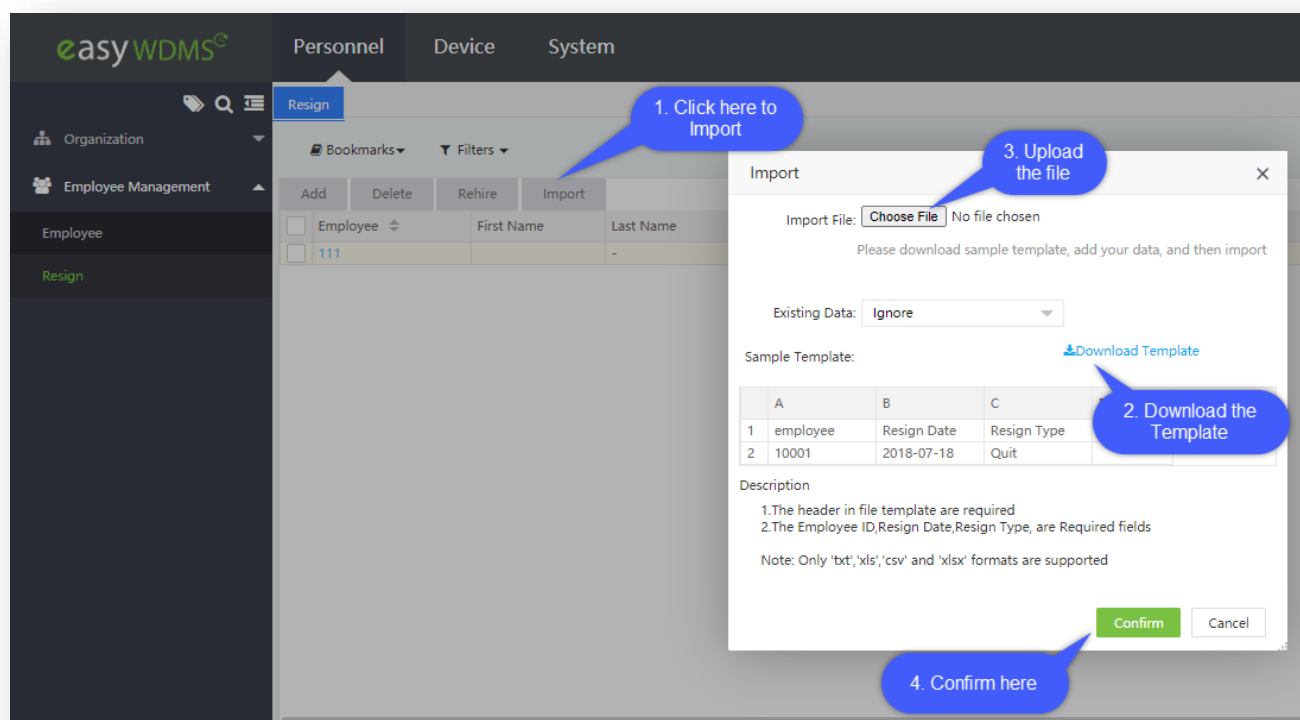
- On the **Resign** interface, select the required Employees from the resignation list.
- Click **Rehire**, to restore the selected Employees from the resignation list.
- Click **Confirm**, to restore the selected Employees from the resignation list.

## Import Employee's Account to Termination

On the **Personnel** module, click **Employee Management**, and then click **Resign** to import the Employee's Account to termination.

### Import

**Import** function lets you add a new or update the existing Employees' resignation details to the Software.



### Import a new or update the existing Employees' Resignation details

- On the **Resign** interface, click **Import** to import a new or update the existing Employees' resignation details.
- Click **Download Template**, to view and imply the same structure format specified on the template document.
- Please make sure that the document, which is to import, follows the guidelines specified on the description of the Import window.
- On the **Import** window, click **Choose File** to select the file from the PC to import.
- Based on the import type, there are two options available on the **Existing Data** field.
- Choose **Overwrite**, if the existing Employees' resignation details on the Software needs to be updated with the imported document.
- Choose **Ignore** if the modification is not required for the existing Employee data on the Software.
- Click **Confirm**, to ensure and import the saved data file to the software.

## 7 Device Management

Our **Device** module of **easyWDMS** manages with the implementation and maintenance process of the Biometric Devices, which facilitates the proper tracking of the Employee attendance and transaction details.

It eases the configuration of the Biometric Devices by ensuring the consistency between the physical and the logical assets.

It administrates the setup of mobile applications, Device instructions, Employee announcements, capturing and uploading of Employee data, maintenance of logs, attendance, and the transaction details among the Devices.



### Features of the Device module

- Centralized Device Management
- Mobile Workforce Management
- Work Code Management
- Device Data synchronicity
- Customized Announcements for individual or all Employees
- Security and Threat Detection
- Tracking down of Anomalies

## Device Management

Our **Device Management** of **easyWDMS** simplifies you to mount and manage the Biometric Devices in your Organization with necessary configurations to track and maintain the Time and Attendance data of your Employees.

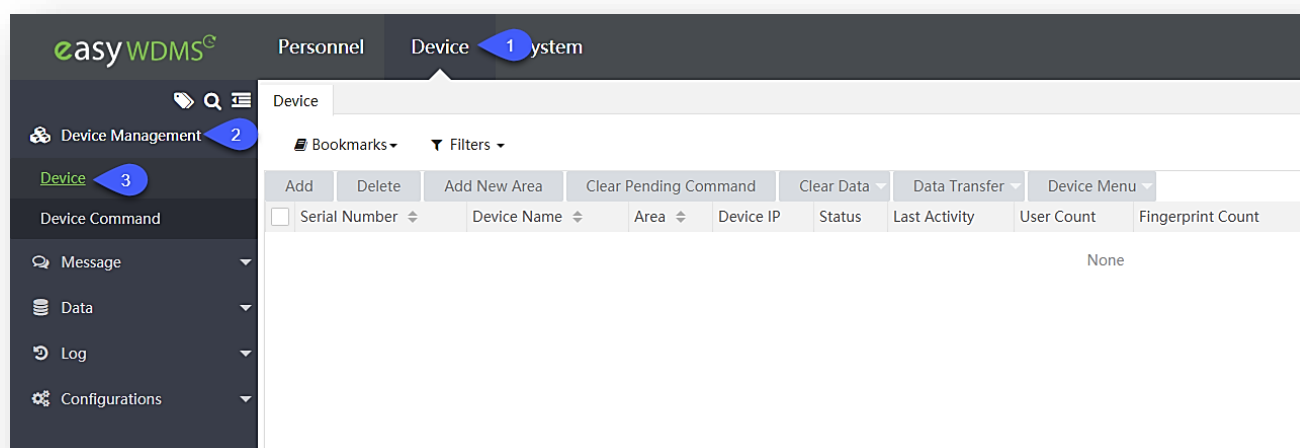
On the **Device Management**, you can set instructions to the Devices, and add, remove, or modify Devices and its locations.

On the **Device** module, click **Device Management** to go to the Device Management module.

## Device

Our **Device** interface eases you to set up and administrate the Biometric Devices and its locations of your Organization.

On the **Device** module, click **Device Management**, and then click **Device** to go to the Device Interface.



On this Interface, you can add a new Device, modify, or delete the existing Devices, manage the existing Device locations, transfer Data and more.

### A brief note about the columns displayed on the Device Interface

**Serial Number:** Displays the unique Serial Number of the Device

**Device Name:** Displays the Device Name.

**Area:** Displays the Device's Area Name.

**Device IP:** Displays the Device IP address.

**Device Model:** Displays the Device model name.

**Timezone:** Displays the Device Time zone.

**Firmware Version:** Displays the Firmware version of the Device.

**Push Version:** Displays the Push version of the Device.

**Status:** Displays the Device (Active or Inactive) Status.

**Last Activity:** Displays the Device's last activity date.

**User Qty.:** Displays the User count registered in the Device.

**FP Qty.:** Displays the registered Fingerprint count stored in the Device.

**Face Qty.:** Displays the registered Face count stored in the Device.

**Palm Qty.:** Displays the registered Palm count stored in the Device.

**Transaction Qty.:** Displays the total transaction count of the Device.

**Last Sync:** Displays the last sync date of the Device.

**Cmd:** Displays the total Device command count stored in the Device.

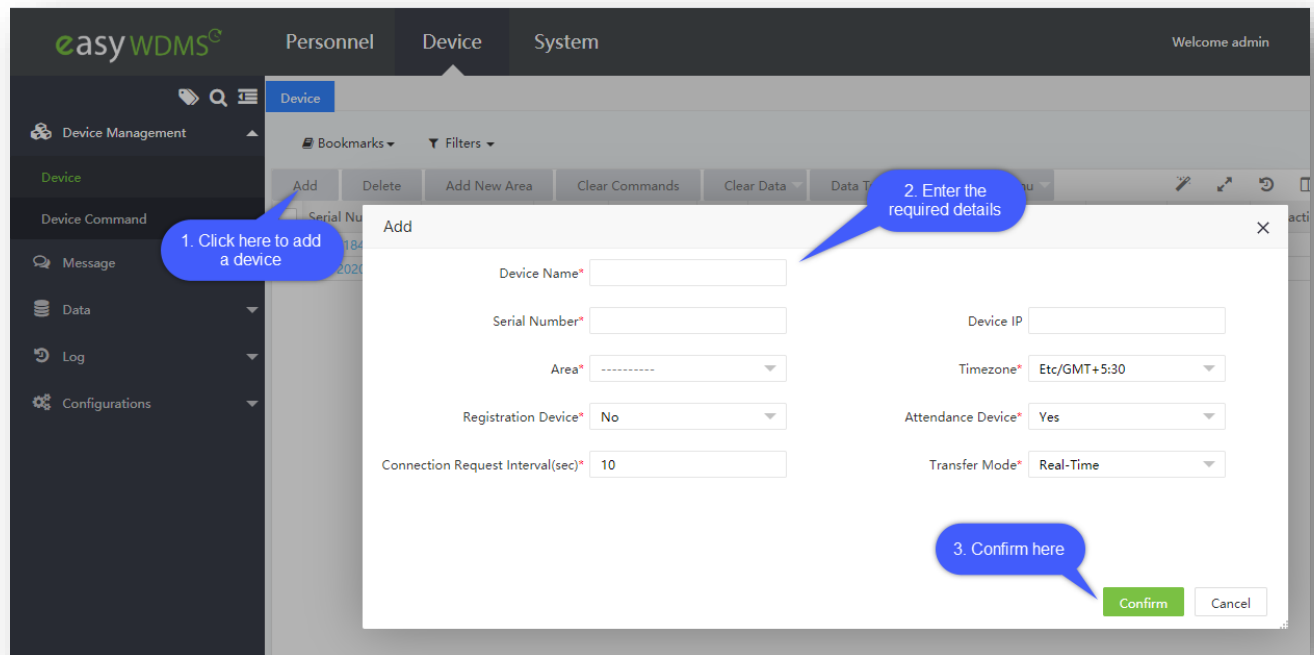
## 7.1 How to Set Up the Device

First, connect the Device to the required network cable and then log in to **easyWDMS** software.

On the **Device** module, click **Device Management**, and then click **Device** interface.

### 7.1.1 Add a Device

**Add** function lets to add the mounted Device to the software.



### Add the mounted Device

On the **Device** interface, click **Add** to add the newly mounted Device to the software.

**Device Name:** Enter the unique Device Name.

**Serial Number:** Enter the Device Serial Number.

**Device IP:** Enter the Device IP specified in the Device, under **Network Settings**.

**Area:** Select the mounted Area name of the Device from the drop-down list.

**Timezone:** Select the common standard time of the specified Area from the drop-down list.

**Registration Device:** Select from the drop-down list whether the Device is for User Registration or not.

**Attendance Device:** Select from the drop-down list whether the Device is for tracking Attendance or not.

**Connection Request Interval:** Enter the time-interval for the Device's connections pulse oscillation.

**Transfer mode:** Select from the drop-down list whether to transfer the Device data in real-time or to be sent at the predefined time.

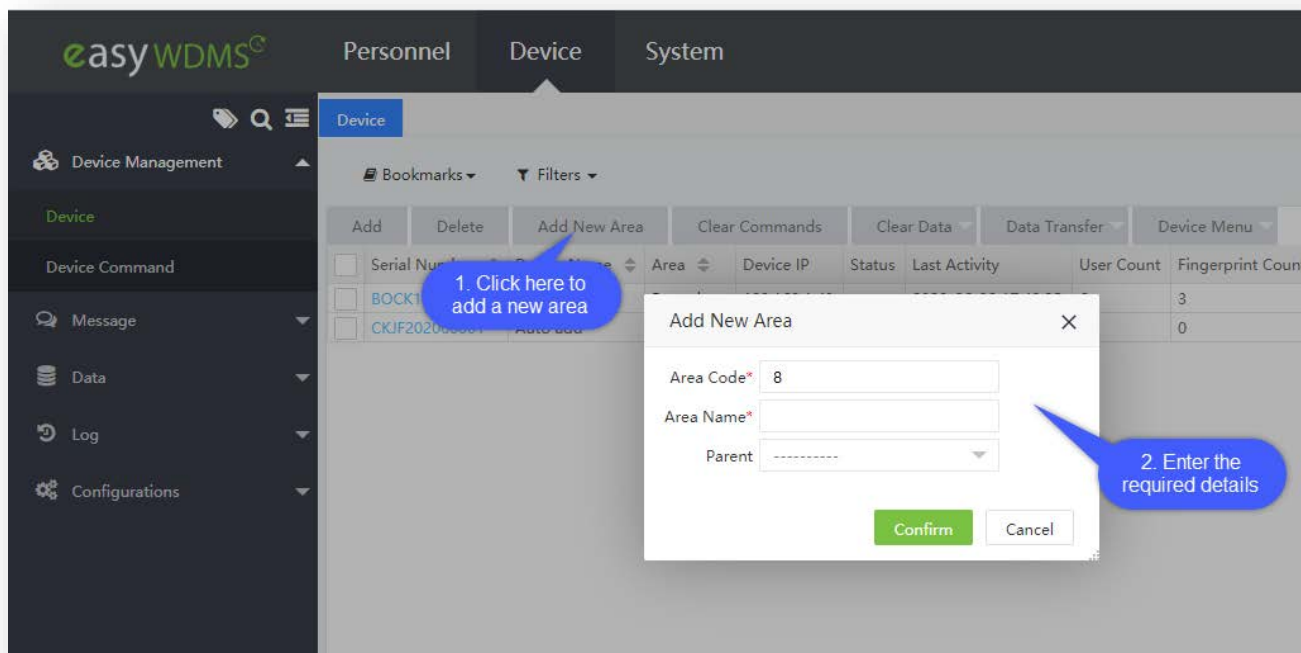
Click **Confirm** to save the newly mounted Device to the software.



### 7.1.2 Assign the Device to an Area

#### New Area

New Area function lets you create a new name for an Area or a Sub area with a unique Area Code.

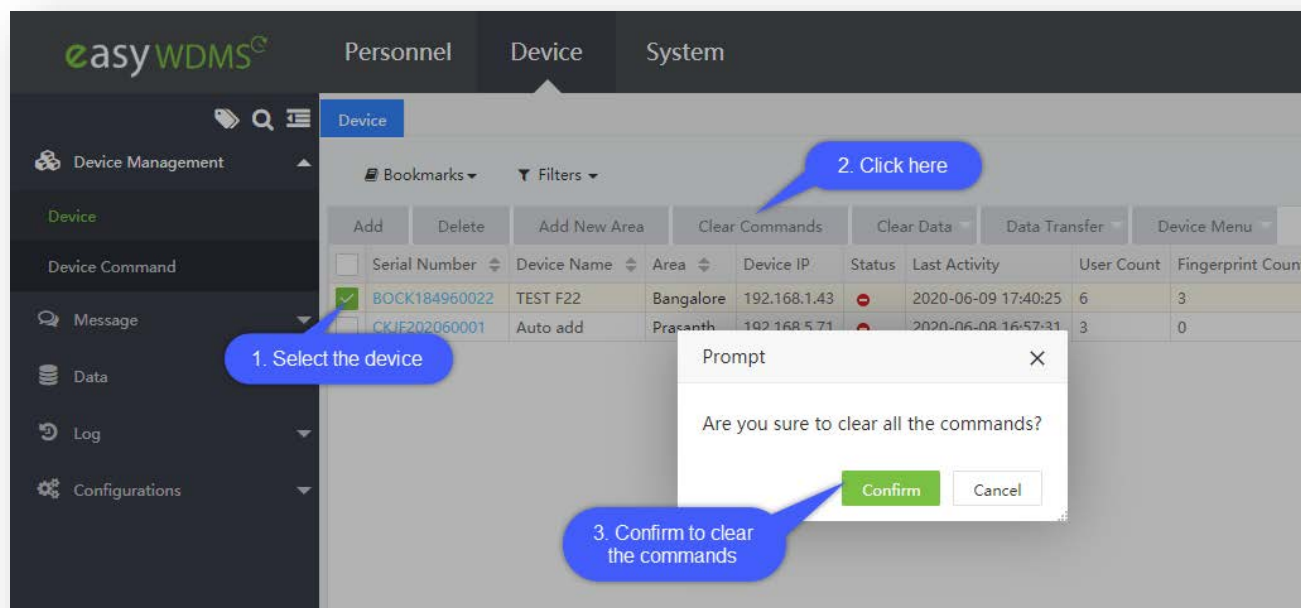


#### Create a New Area

- On the **Device** interface, click **New Area** to create a new Area or a Sub-area name.
- Enter a unique **Area Code** (by default it takes the next Code number from the **Area** interface) and the required **Area Name**.
- On the **Parent** field, select the required Area name from the list to define as the Parent area, if creating a new name for a Sub area.
- After entering the details, click **Confirm** to save and update the newly created Area or the Sub area name.

### 7.1.3 Clear Pending Commands from Device

**Clear Pending Command** function lets you clear the pending or the awaiting commands or instructions from the Device.

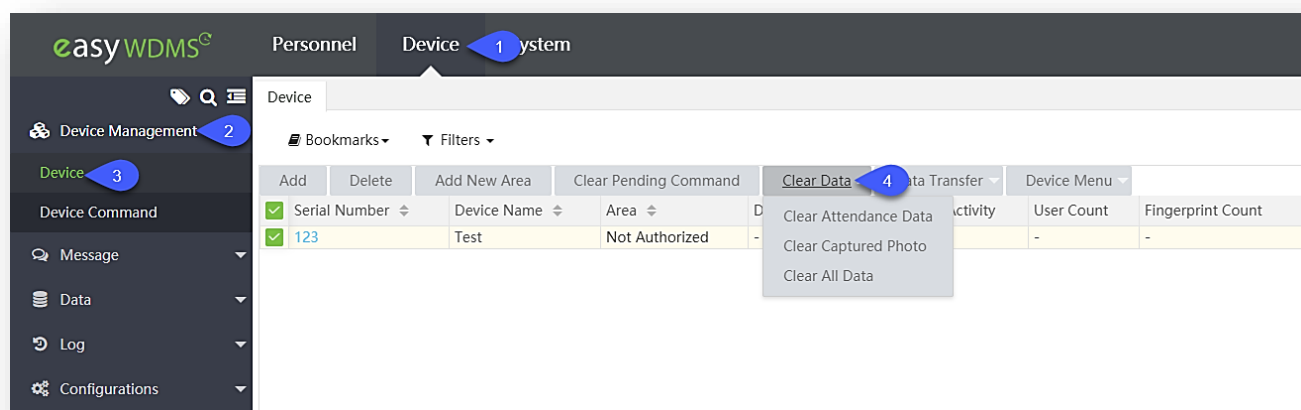


### Clear the pending or the awaiting commands

- On the **Device** interface, select the required Devices from the list to clear the pending or the awaiting commands.
- Click **Clear Pending Commands**, to clear the awaiting or the pending commands from the selected Devices.
- Click **Confirm**, to clear the awaiting or the pending commands from the selected Devices.

### 7.1.4 How to clear Data from Device

**Data Clean** clears away or erases the stored data from the Devices.

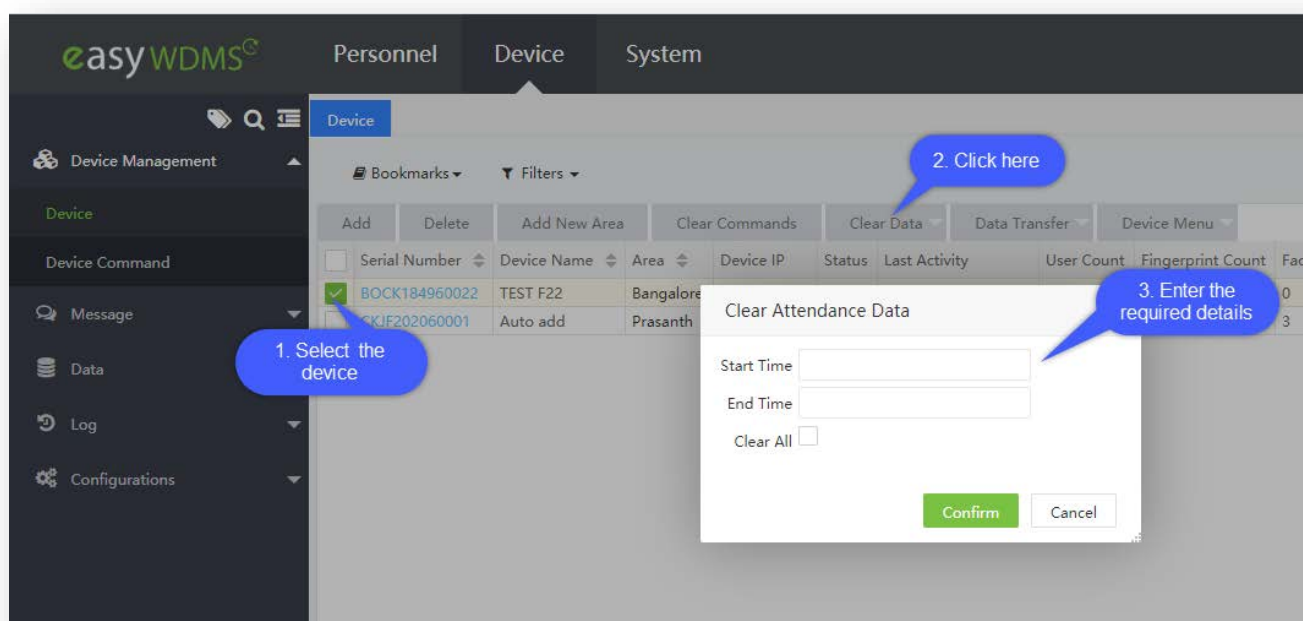


## Functions available under Data Clean

- Clear Attendance Data
- Clear Captured Photo
- Clear All Data

### Clear Attendance Data

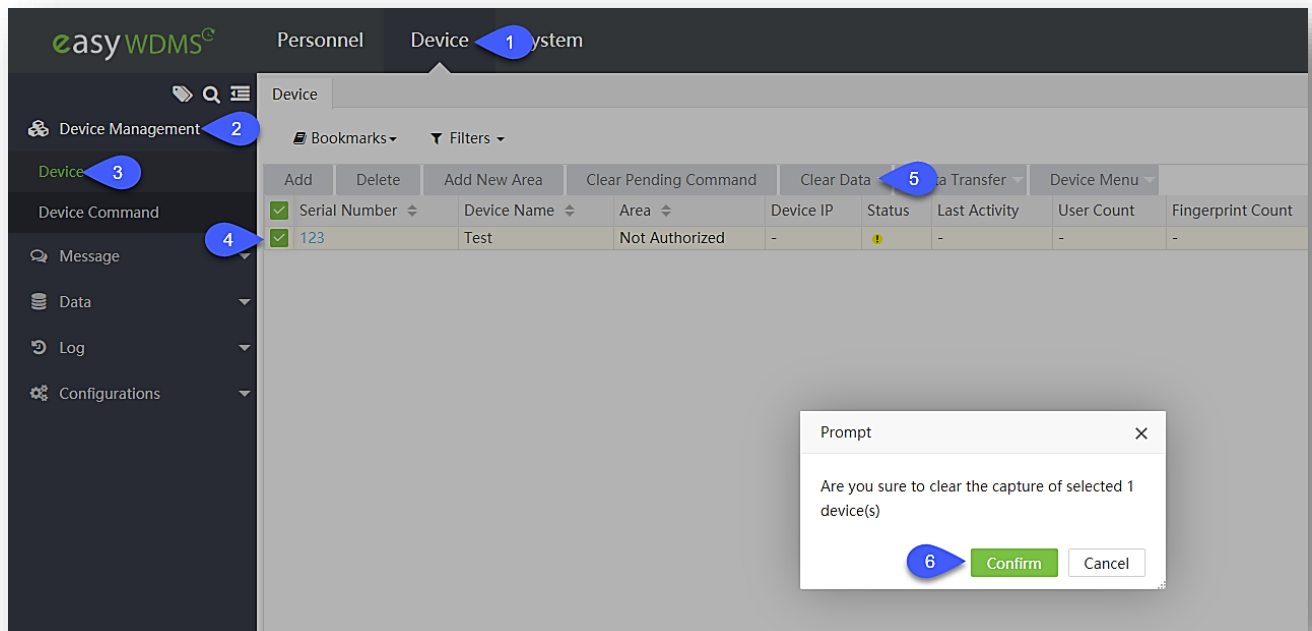
This function lets you clear or erases the stored Attendance information from the Device. Clear or erase the stored Attendance data.



- On the **Device** interface, select the required Devices from the list to clear or erase the attendance data from the Devices.
- On the **Data Clean** menu, click **Clear Attendance Data** to clear or erase the attendance data from the selected Devices.
- Click **Confirm**, to clear or erase the attendance data from the selected Devices.

## Clear Captured Photo

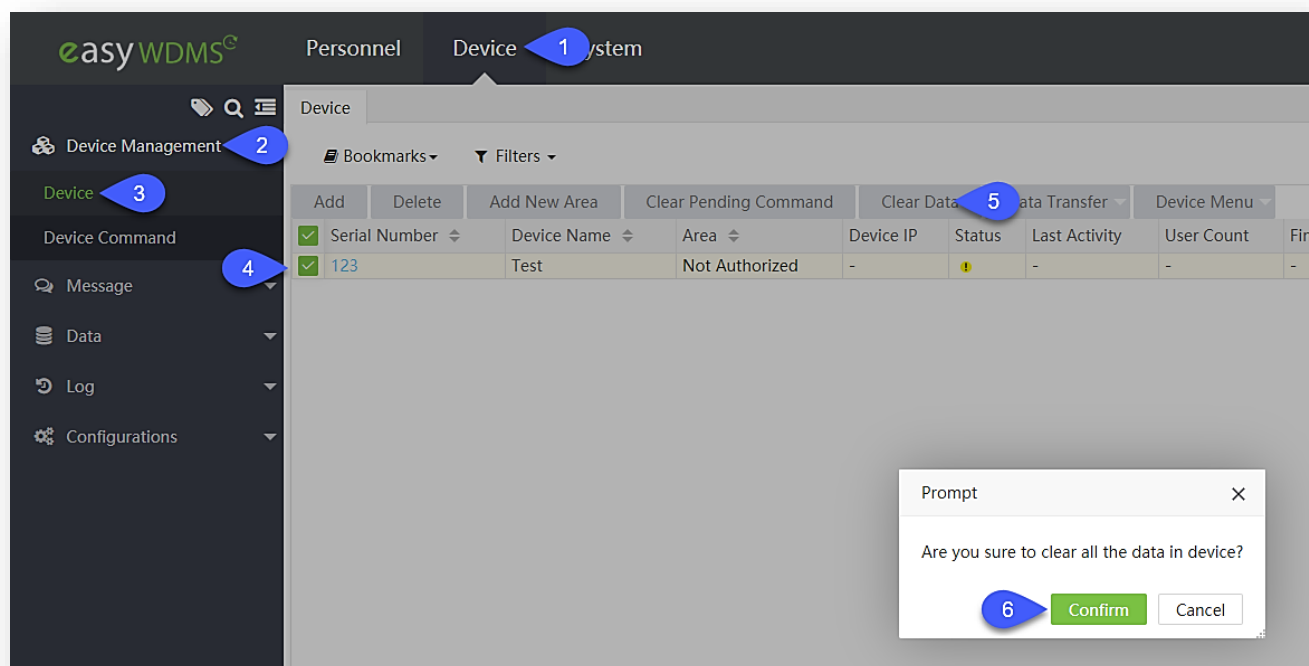
This function lets you clear or erases the Employees captured attendance Photo from the Device.



- On the **Device** interface, select the required Devices from the list to clear or erase the Employees captured attendance Photo from the Devices.
- On the **Data Clean** menu, click **Clear Captured Photo** to clear or erase the Employees captured attendance Photo from the selected Devices.
- Click **Confirm**, to clear or erase the Employees captured attendance Photo from the selected Devices.

## Clear All Data

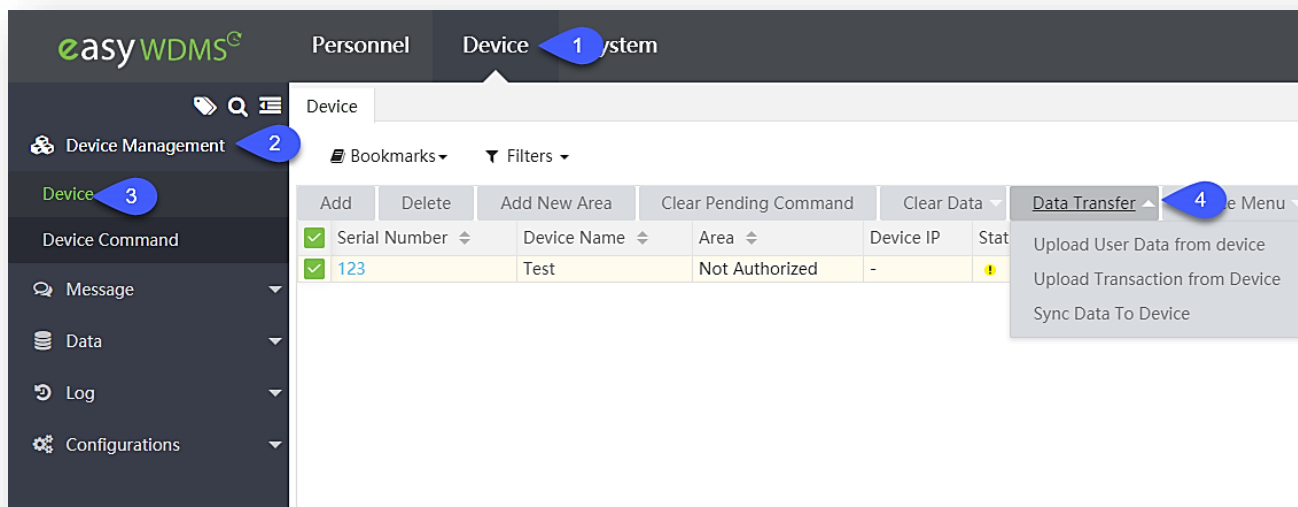
This function lets you clear or erases all the stored data from the Device.



- On the **Device** interface, select the required Devices from the list to clear or erase all the stored data from the Devices.
- On the **Data Clean** menu, click **Clear All Data** to clear or erase all the stored data from the selected Devices.
- Click **Confirm**, to clear or erase all the stored data from the selected Devices.

### 7.1.5 How to transfer Data

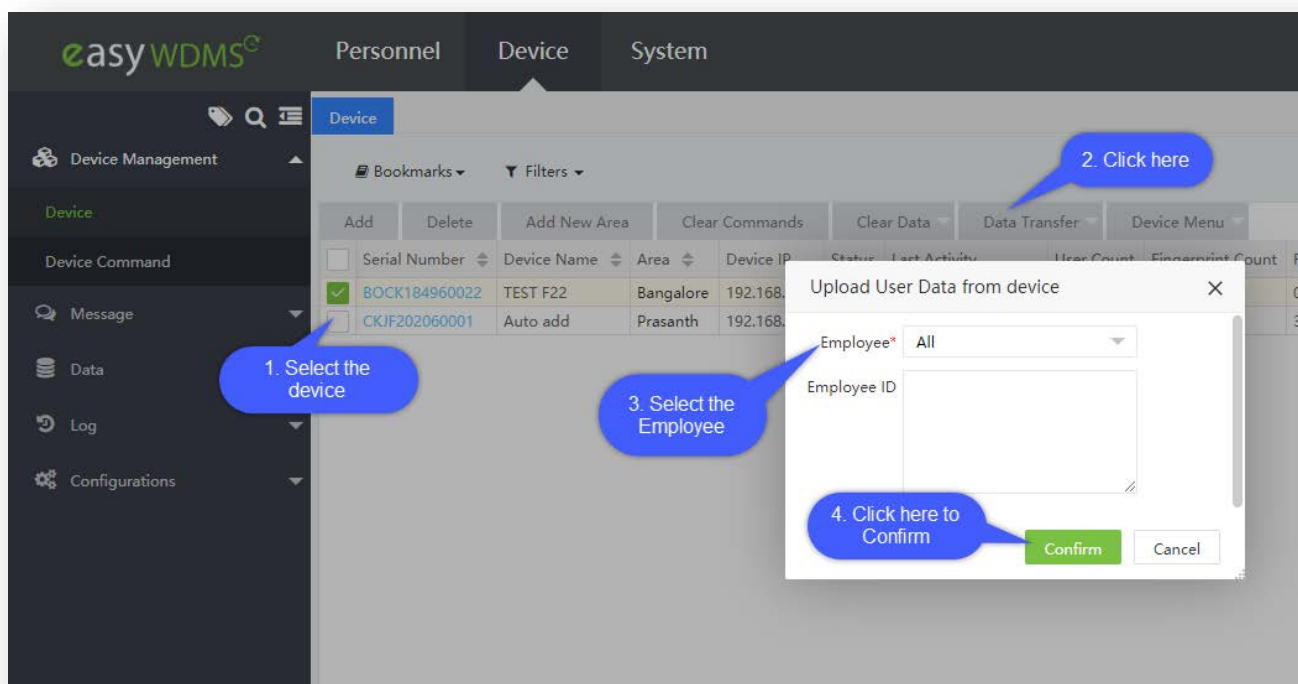
Data Transfer lets you send the stored data from the Device to the Software.



- Upload User Data from Device
- Upload Transaction from Device
- Sync Data to Device

### Upload User Data from Device

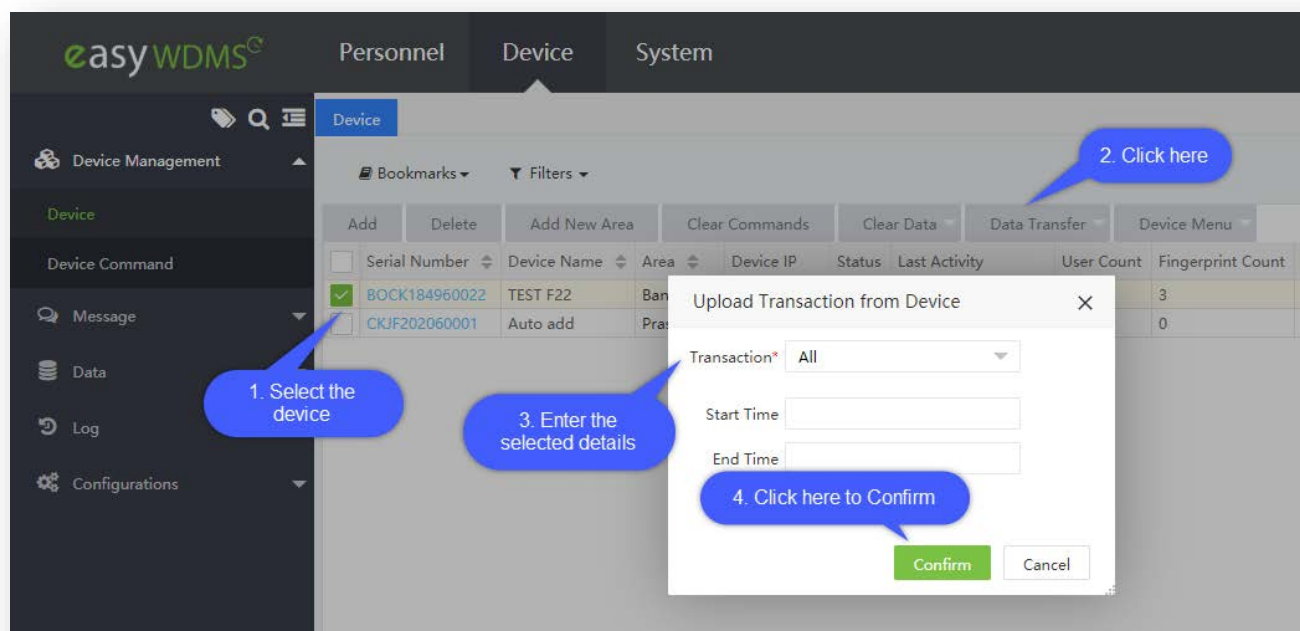
This function lets you upload the User's or the Employee's data from the Device to the Software.



- On the **Device** interface, select the required Devices from the list to upload the Users or the Employees' data to the software.
- On the **Data Transfer** menu, click **Upload User Data from Device** to upload the Users or the Employees' data from the selected Devices to the software.
- On the **Upload User Data from Device** window, select from the drop-down list either **All** to upload all the Users or the Employees data or select **Specified** to upload only the specific Users' or the Employees' data.
- If you select **Specified**, on the Employee ID, enter the unique Identity number of the Users or the Employees whose data need to be uploaded from the selected Devices to the software.
- Click **Confirm**, to upload the Users' or the Employees' data from the selected Devices to the software.

## Upload Transaction from Device

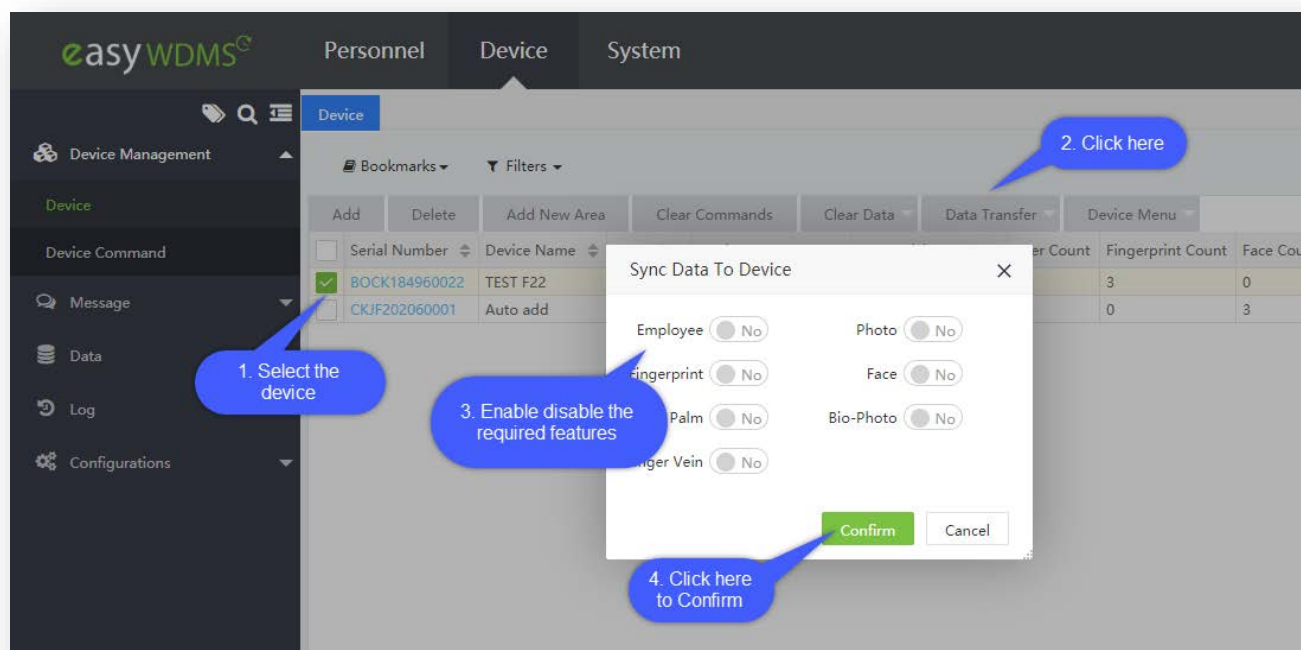
This function lets you upload the Device transactions to the software.



- On the **Device** interface, select the required Devices from the list to upload the transactions to the software.
- On the **Data Transfer** menu, click **Upload Transactions from Device** to upload the transactions from the selected Devices to the software.
- On the **Upload Transactions from Device** window, select from the drop-down list either **All** to upload all the transactions or select **Specified** to upload only the specific transactions from the selected Devices to the software.
- If you select **Specified**, on the Start Time and the End Time fields select the required time to upload the specific Device transactions to the software.
- Click **Confirm**, to upload the selected Devices' transactions to the software.

## Sync Data to Device

This function lets you synchronize or update the data from the software to the Device.

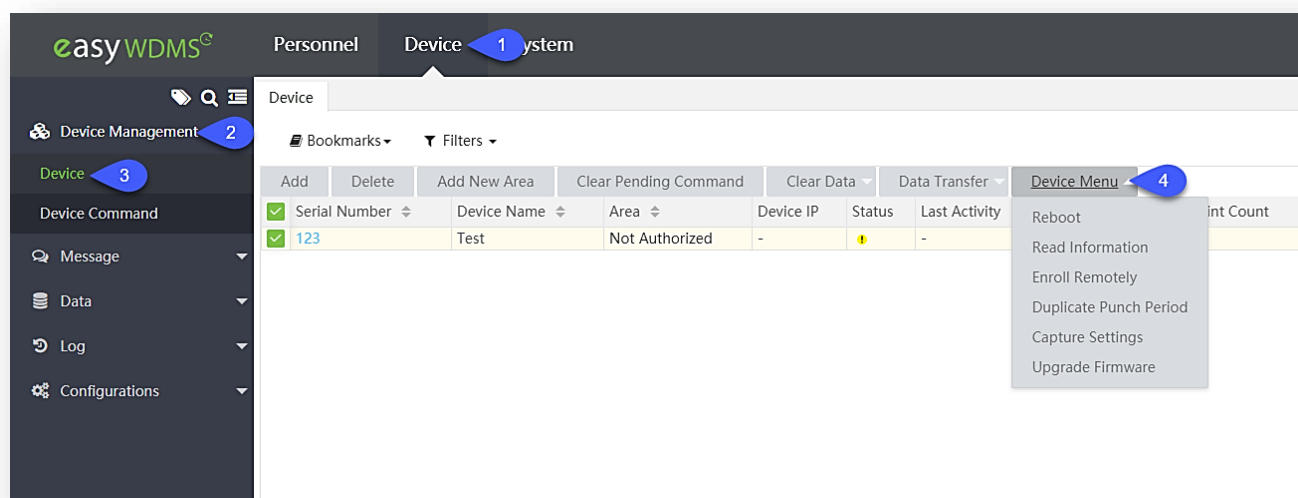


- On the **Device** interface, select the required Devices from the list to sync the Employee Data from the software.
- On the **Data Transfer** menu, click **Sync Data to Device** to sync or update the Employee data from the software to the selected Devices.
- On the **Sync Data to Device** window, select the required data, by switching the toggle button to either **Yes** or **No** for the data options (Employee, Photo, Fingerprint, Face, Palm, Bio-Photo and Finger Vein).
- Click **Confirm**, to sync or update the selected data from the software to the selected Devices.

### 7.1.6 Device Menu



**Device** Menu allows you to perform other specific Device functions via software.

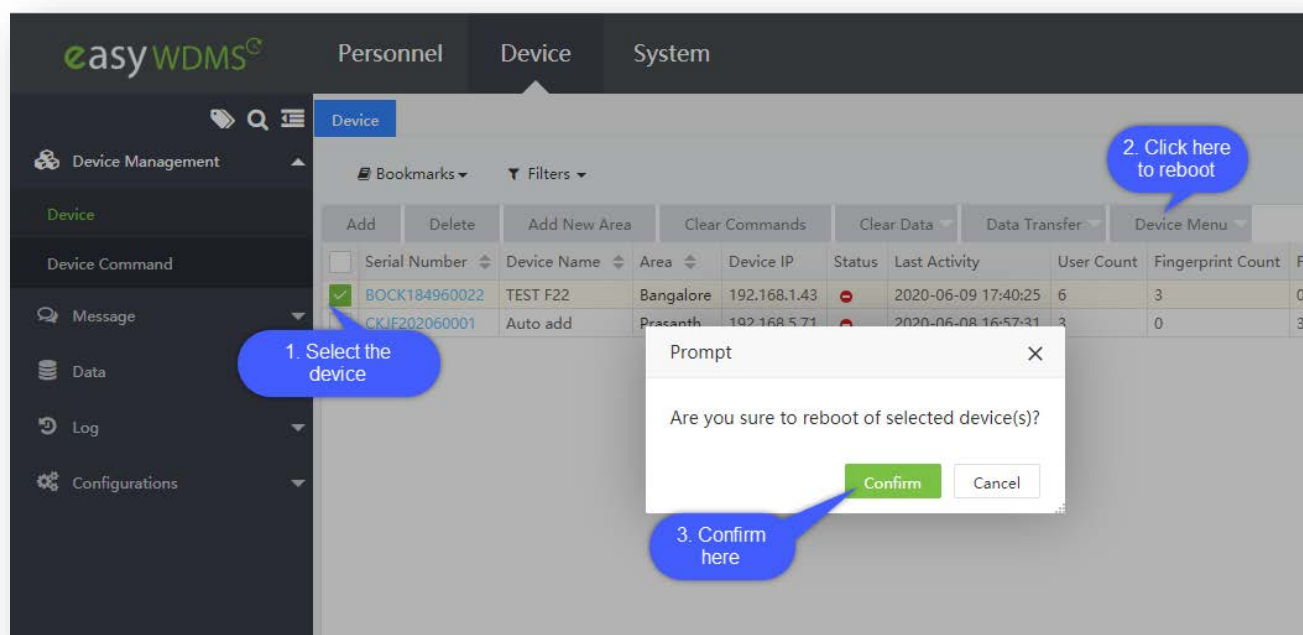


## Functions available under Device Menu

- Reboot
- Read Information
- Enroll Remotely
- Duplicate Punch Period
- Capture Setting
- Upgrade Firmware
- Download File

## Reboot

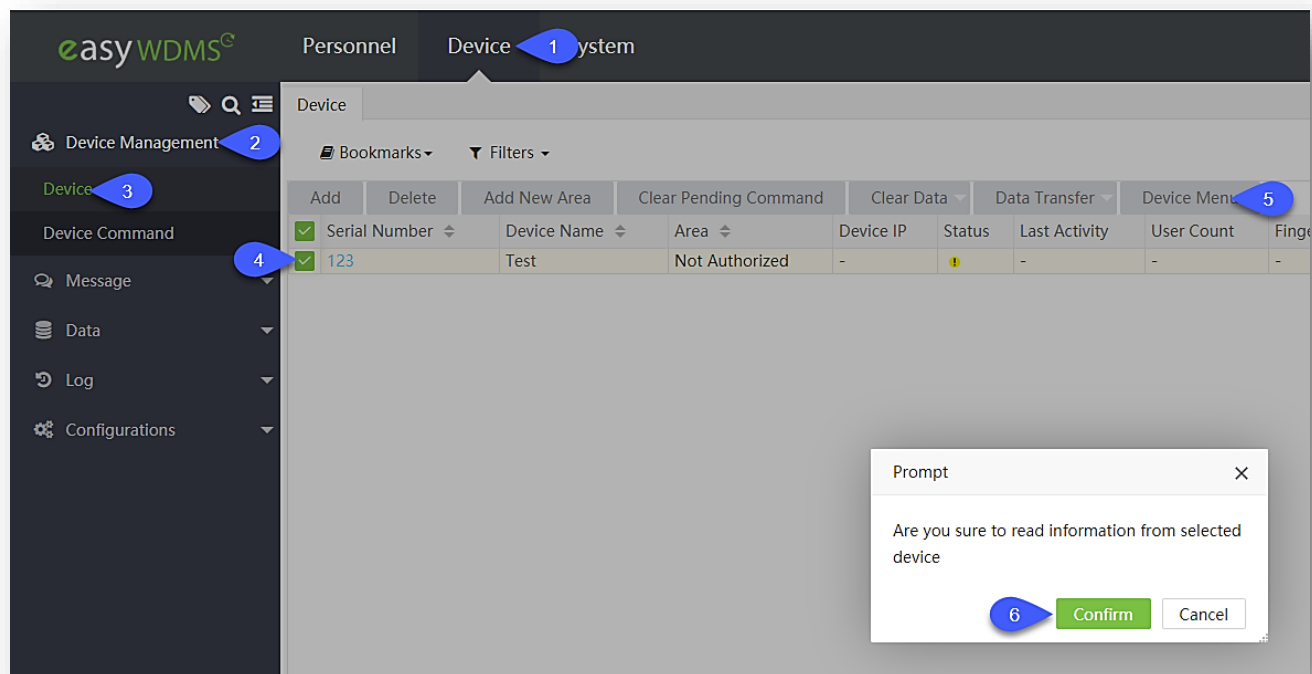
This function lets you restart or reset the Device.



- On the **Device** interface, select the required Devices from the list to restart or reboot.
- On the **Device Menu**, click **Reboot** to restart or reboot the selected Devices.
- Click **Confirm**, to restart or reboot the selected Devices.

## Read Information

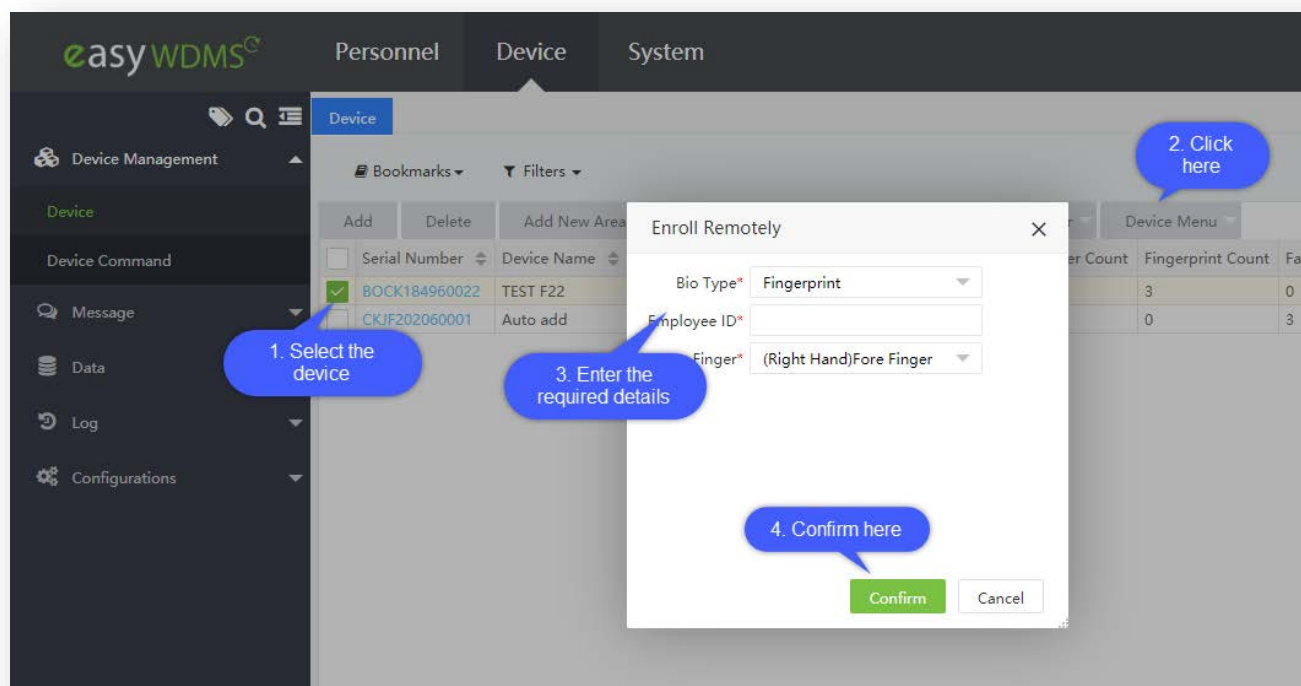
This function lets you read or pull Device information.



- On the **Device** interface, select the required Devices from the list.
- On the **Device Menu**, click **Read Information** to read or pull the selected Devices information.
- Click **Confirm**, to read the selected Devices information.

## Enroll Remotely

This function lets you communicate with the Device via software, for Employees Bio registration.



### Enroll Remotely via software

- On the **Device** interface, select the required Devices from the list to communicate for Bio registration.
- On the **Device Menu**, click **Enroll Remotely** to start registration.
- On the **Enroll Remotely** window, enter the following.

**Bio Type:** From the drop-down list, select the type of Bio-registration. At present, only the **Fingerprint** option is available to register.

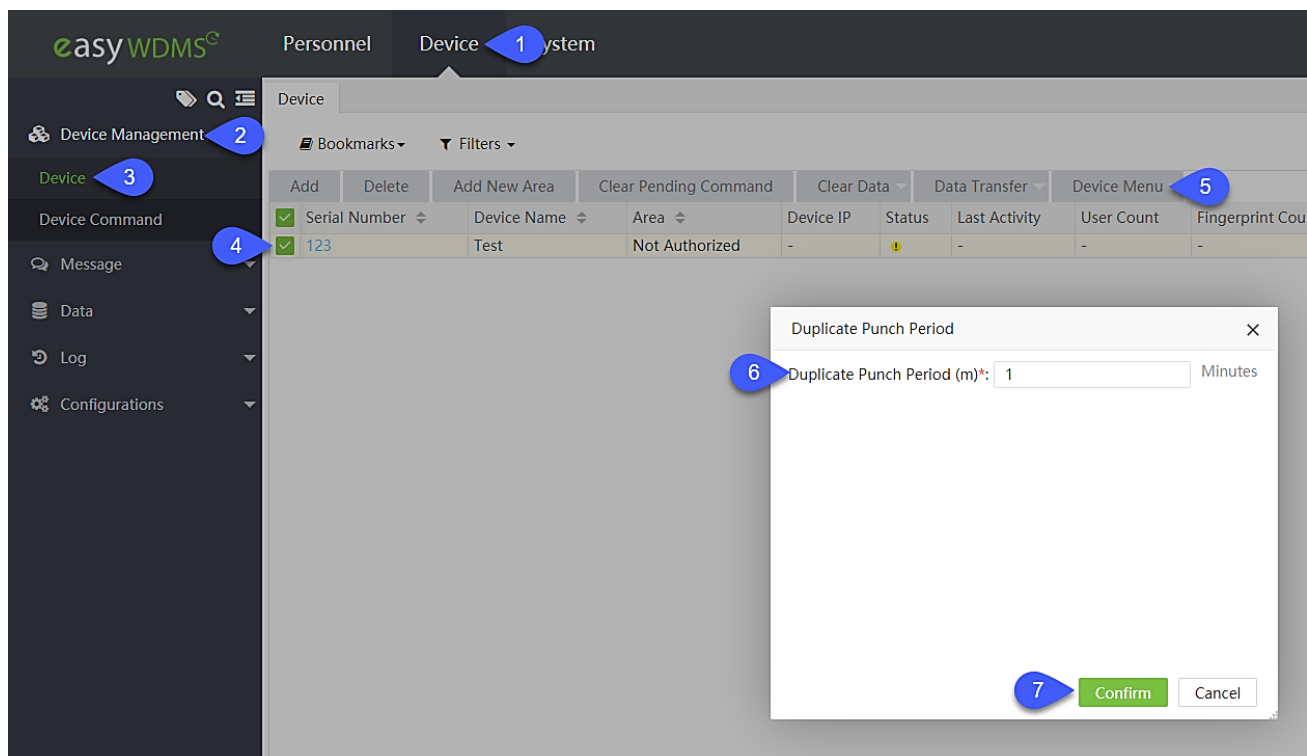
**Employee ID:** Enter the Employee's ID for registration.

**Finger:** From the drop-down list, select the required hand and the finger for use, to register.

Click **Confirm**, to communicate to the selected Device for registration.

## Duplicate Punch Period

This function lets you in indicating the Employees about the duplication of the punch on the Device by setting the time duration.

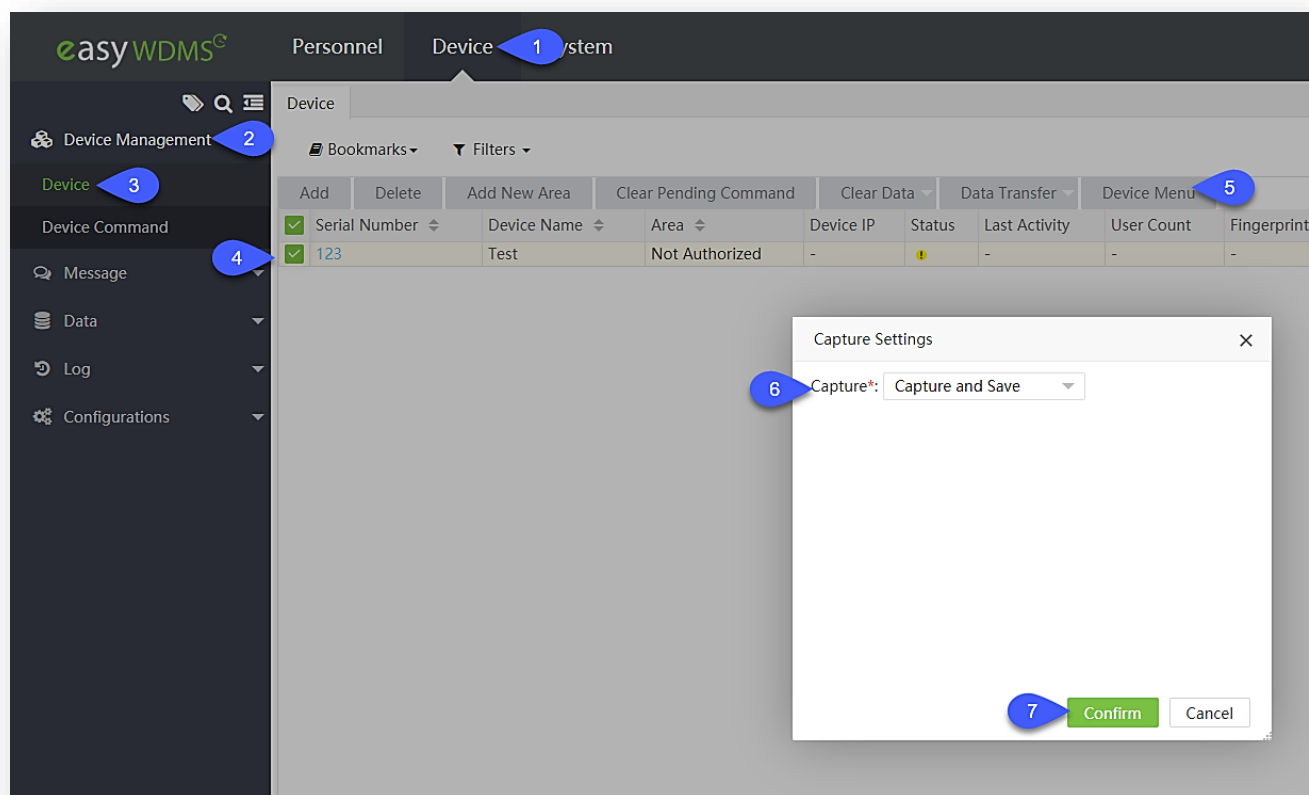


## Set Duplicate Punch Period

- On the **Device** interface, select the required Devices from the list.
- On the **Device Menu**, click **Duplicate Punch Period** to set the time on the selected Devices.
- On the **Duplicate Punch Period** field, set the time (minutes) until which the Device should consider the repetitive punch as Duplicate Punch.
- Click **Confirm**, to set the time on the selected Devices.

## Capture Setting

This function lets you set the image capturing mode in the Device.



**Do not capture:** The Device will not capture the image.

**Capture photo but don't save:** The Device will capture the photo but will not save in the Device.

**Capture and save:** The Device will verify the captured photo and save it even if the verification is not successful.

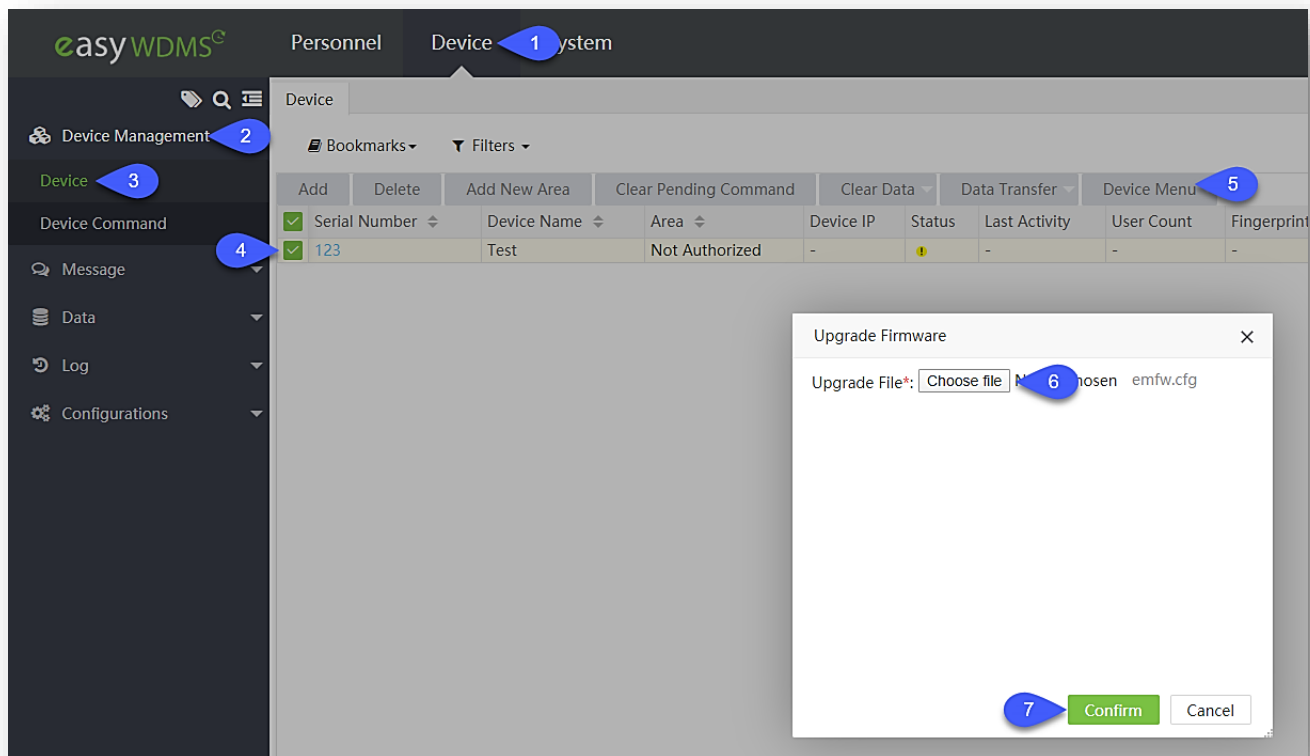
**Save only when verification is successful:** The Device will save only those photos whose verification was successful.

**Save only when verification is failed:** The Device will save only those photos whose verification is failed.

Click **Confirm**, to set the mode on the selected Devices.

## Upgrade Firmware

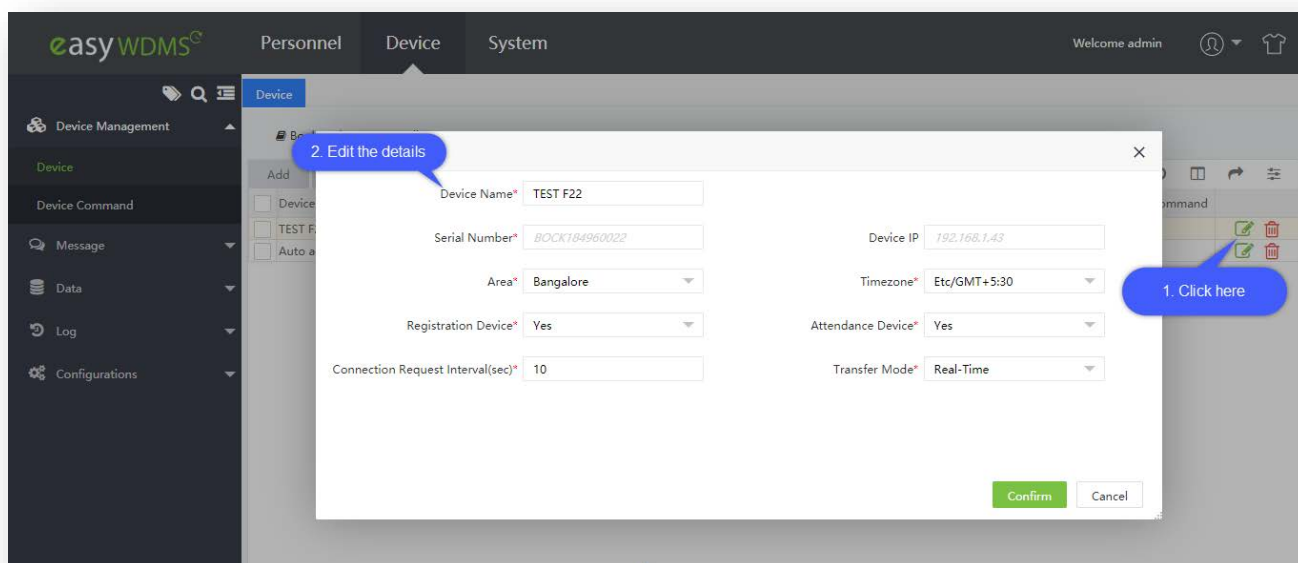
This function lets you upgrade or enhance the Firmware of the Device.



- On the **Device** interface, select the required Devices from the list to upgrade the Firmware.
- On the **Device Menu**, click **Upgrade Firmware** to upgrade or enhance the Firmware of the selected Devices.
- On the **Upgrade File** field, click **Choose file** to select the configuration file from your PC to upgrade.
- Click **Confirm**, to upgrade the Firmware of the selected Devices.

### 7.1.7 Edit Device Details

Edit function allows you to modify the existing device details.

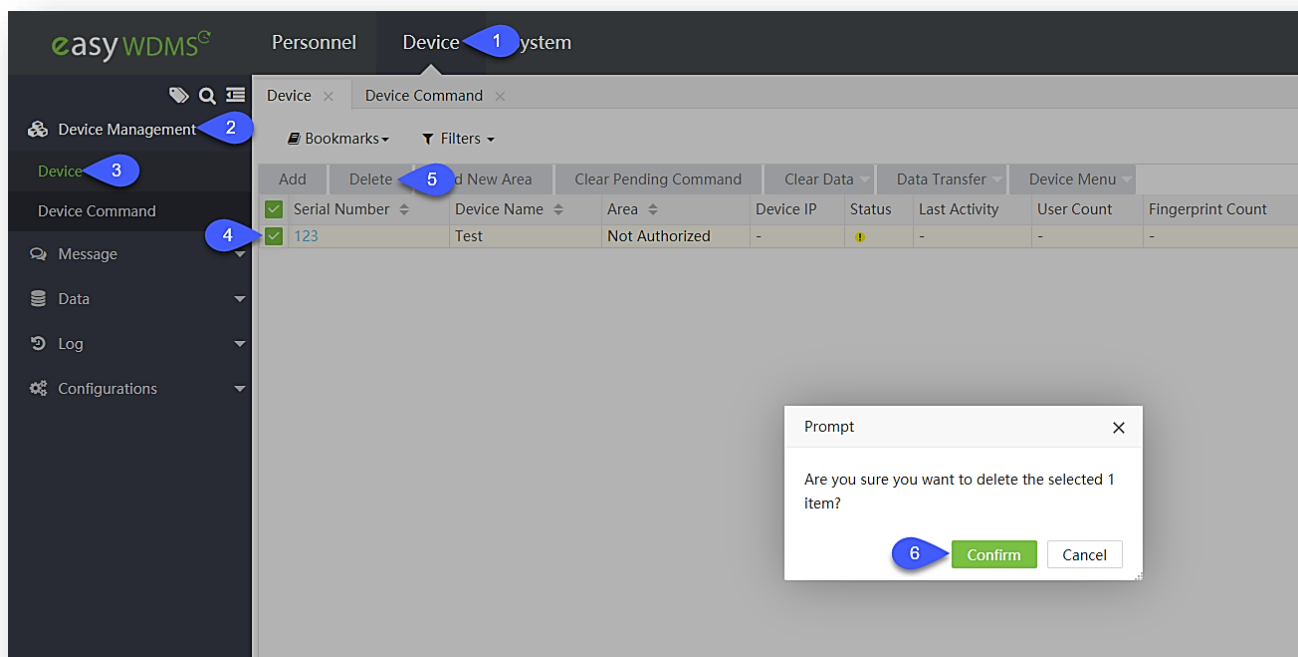


## Modify the existing devices

- On the **Device** interface, click the required device or **Edit** button.
- Edit the required detail and click **Confirm**.

## 7.1.8 Discontinue the Device from the Software

**Delete** function lets you remove or discard the existing Devices from the software.





## Delete the existing Devices

- On the **Device** interface, select the required Devices to be removed from the list.
- Click **Delete**, to remove the selected Devices.
- Click **Confirm**, to remove the selected Devices from the list.

### 7.1.9 Device Command

Our **Device Command** interface facilitates you to set up instructions to the Biometric Devices to take some action.

On the **Device** module, click **Device Management**, and then click **Device Command** to go to the Device Command Interface.

On this Interface, you can view and delete the Device commands that are being initiated to the Devices.

Serial Number	Device Name	Content	Operate Date/Time	Transfer Time	Return Time	Return Value
BOCK184960022	TEST F22	CHECK LOG	2020-06-09 17:09:04	2020-06-09 17:09:08	2020-06-09 17:09:21	Successfu
BOCK184960022	TEST F22	CHECK OP	2020-06-09 17:08:55	2020-06-09 17:09:08	2020-06-09 17:09:21	Successfu
BOCK184960022	TEST F22	CHECK	2020-06-09 14:56:23	2020-06-09 14:56:31	2020-06-09 14:56:32	Successfu
BOCK184960022	TEST F22	DATA USER PIN=4 Name=Mm Pri=0 Passwd= Card= Grp=1 Verif...	2020-06-09 14:47:40	2020-06-09 14:48:58	2020-06-09 14:48:59	Successfu
BOCK184960022	TEST F22	DATA USER PIN=1 Pri=0 Passwd= Card= Grp=1	2020-06-09 14:47:19	2020-06-09 14:47:30	2020-06-09 14:48:57	Successfu
BOCK184960022	TEST F22	CHECK ALL	2020-06-09 14:47:16	2020-06-09 14:47:30	2020-06-09 14:48:57	Successfu
BOCK184960022	TEST F22	INFO	2020-06-09 14:47:16	2020-06-09 14:47:30	2020-06-09 14:47:36	Successfu
BOCK184960022	TEST F22	CHECK	2020-06-09 14:47:06	2020-06-09 14:47:30	2020-06-09 14:48:57	Successfu
BOCK184960022	TEST F22	CHECK	2020-06-09 14:47:06	2020-06-09 14:47:30	2020-06-09 14:48:57	Successfu
CKJF202060001	Auto add	INFO	2020-06-08 16:57:29	2020-06-08 16:57:29	2020-06-08 16:57:30	Successfu
CKJF202060001	Auto add	DATA UPDATE BIOPHOTO PIN=111 Type=9 Format=1 Url=iclock/...	2020-06-08 16:57:26	2020-06-08 16:57:29	2020-06-08 16:57:31	Successfu
CKJF202060001	Auto add	DATA UPDATE BIOPHOTO ZK_BIO_PHOTO_PIN=default_111	2020-06-08 16:57:26	2020-06-08 16:57:28	2020-06-08 16:57:28	Successfu
CKJF202060001	Auto add	DATA USER PIN=111 Pri=0 Passwd= Card= Grp=1	2020-06-08 16:57:25	2020-06-08 16:57:28	2020-06-08 16:57:28	Successfu
CKJF202060001	Auto add	INFO	2020-06-08 16:57:07	2020-06-08 16:57:07	2020-06-08 16:57:09	Successfu
CKJF202060001	Auto add	INFO	2020-06-08 16:55:06	2020-06-08 16:55:07	2020-06-08 16:55:08	Successfu
CKJF202060001	Auto add	INFO	2020-06-08 16:50:39	2020-06-08 16:50:39	2020-06-08 16:50:41	Successfu

## A brief note about the columns displayed on the Device Command Interface

**Serial Number:** Displays the unique serial number of the Device.

**Device Name:** Displays the Device name.

**Content:** Displays the command content.

**Operate Date/Time:** Displays the last command operated time.

**Transfer Time:** Displays the last command transfer time.

**Return Time:** Displays the last command return time.

**Return Value:** Displays the last command return value.

## Functions available on the Device Command Interface

### Delete the Device commands

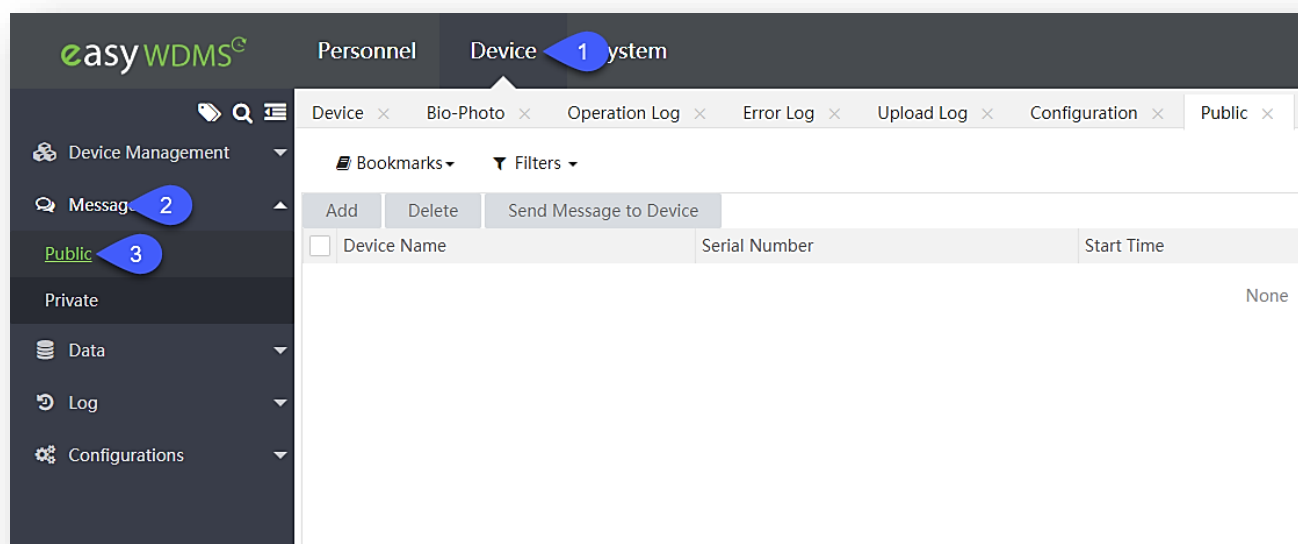
- On the **Device Command** interface, select the required Devices from the list to delete or remove the instructions.
- Click **Delete** to delete or remove the pending or successful Device instructions.
- Click **Confirm** to delete or remove the selected pending or successful Device instructions from the list.

## 7.2 Configure Employee Notifications

Our **Message** module of **easyWDMS** eases you, to convey your Organizational announcements to the Employees. It enables you to set messages to the Employees both as a public announcement and as a private message.

On the **Message** module, you can add or remove the Device Messages, select the Employees to send a message, set the retain duration for the public announcement or private messages.

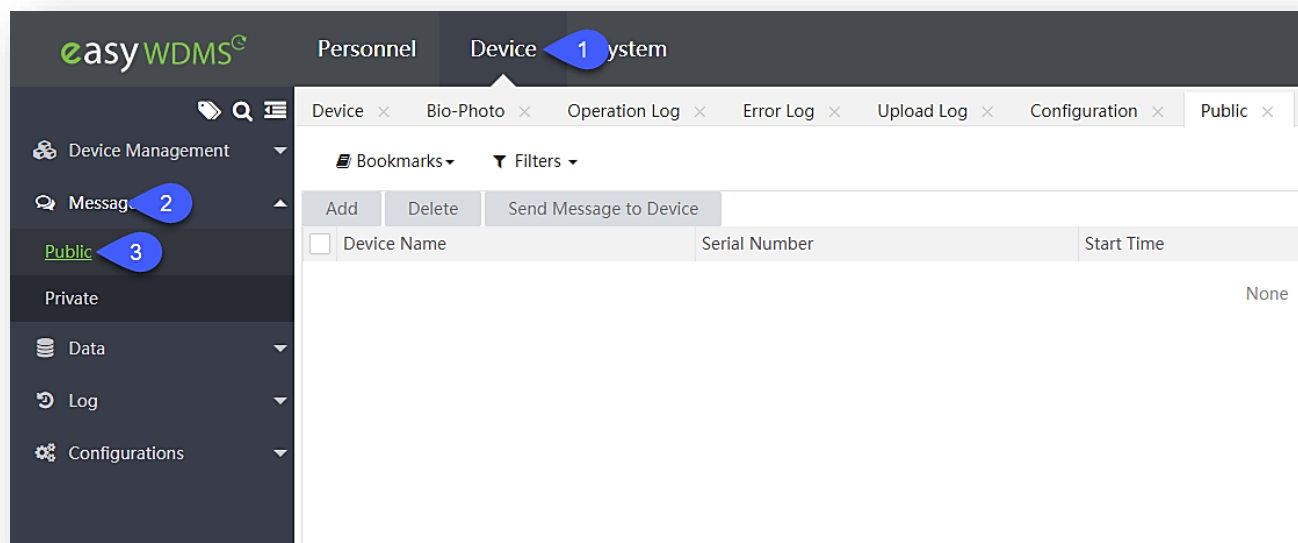
On the **Device** module, click **Message** to go to the Message module.



### 7.2.1 How to Set Up Public Notification

Our **Public** interface benefits you to set up and convey the Organizational announcements to the Employees.

On the **Device** module, click **Message**, and then click **Public** to go to the Public Interface.



On this Interface, you can add a new Device, modify, or delete the existing messages, and set public messages to the required Devices.

### A brief note about the columns displayed on the Public Interface

**Device Name:** Displays the Device name.

**Serial Number:** Displays the unique Device serial number.

**Start Time:** Displays the message start time.

**Duration:** Displays the message transfer duration.

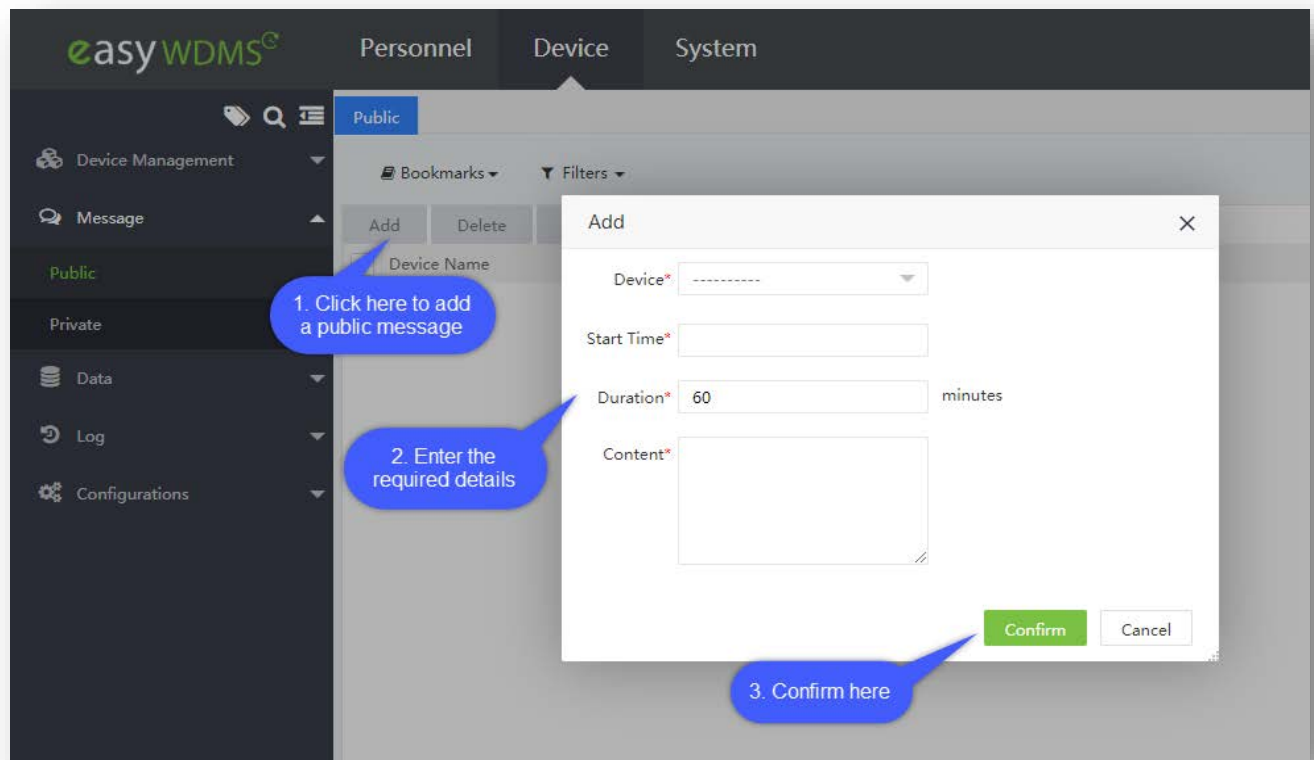
**Content:** Displays the content of the message.

**Last Send:** Displays the time of the last sent message.

## Functions available on the Public Interface

### Add

**Add** function lets you add and set messages to the connected Devices.



### Add the newly mounted Device

- On the **Public** interface, click **Add** to add the connected Device to set the message.
- On the **Add** window, proceed with the following.

**Device:** Select the required connected Device from the drop-down list.

**Start Time:** On the **Start Time** field click and select from the calendar, to commence the created message to Device.

**Duration:** Set the retainment duration for that message on the Device.

**Content:** Enter the message to announce.

Click **Confirm** to save the newly created message.

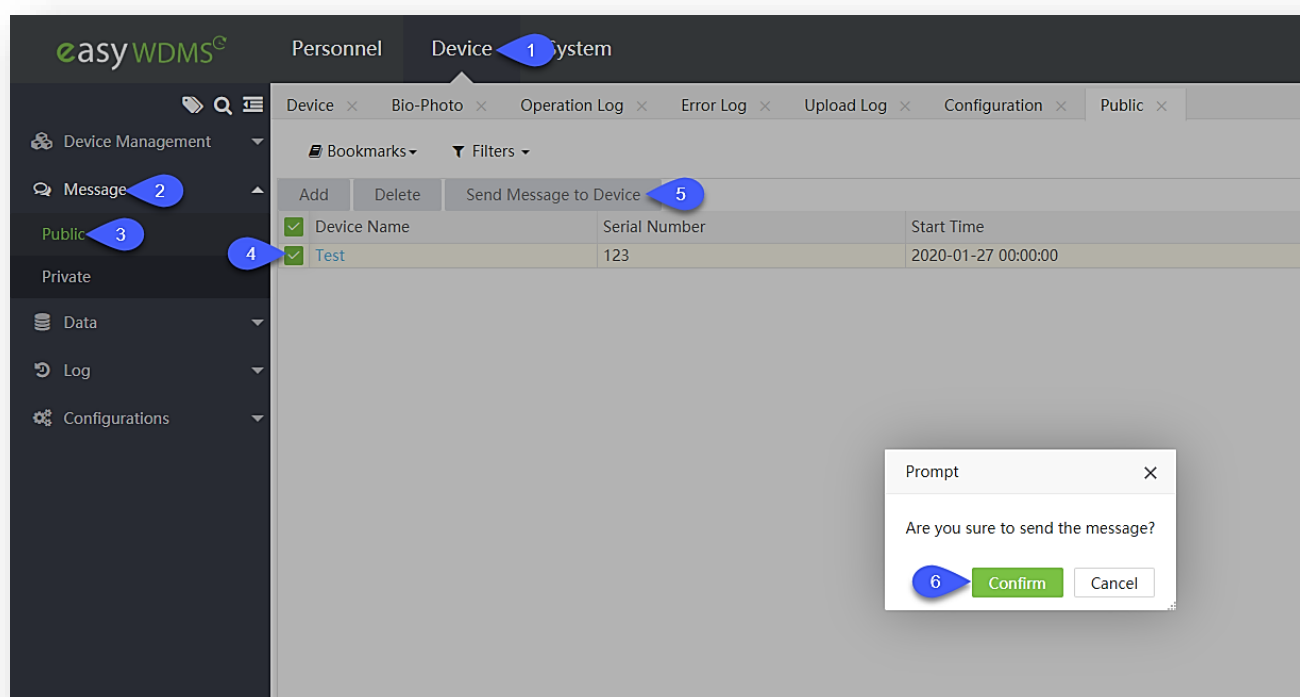
## Delete

**Delete** function lets you delete or remove the successful and the pending announcements via software.

- On the **Public** interface, select the required Device announcements to delete or remove from the list.
- Click **Delete** to delete or remove the selected pending or successful Device announcements.
- Click **Confirm** to delete the selected pending or successful Device announcements from the list.

## Send Message to Device

**Send Message to Device** function, lets you send that created message announcement to the respective Device via software.



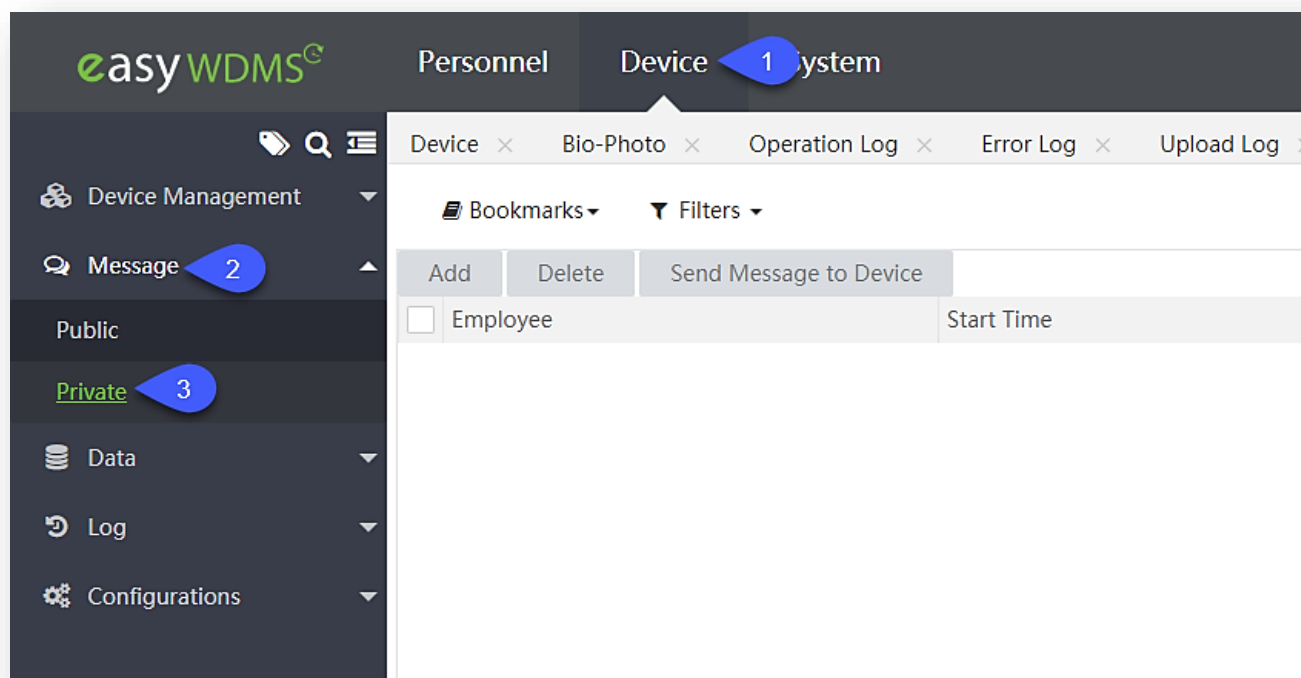
### Send Message to the Device

- On the **Public** interface, select the required message announcements to send to the respective Devices from the list.
- Click **Send Message to Device** to send the selected message to the respective Devices.
- Click **Confirm** to send the selected message to the respective Devices.

## 7.2.2 How to Set Up Private Notification

Our **Private** interface benefits you to set up and convey the messages to the Employees privately or individually.

On the **Device** module, click **Message**, and then click **Private** to go to the Private Interface.



On this Interface, you can add a new Device, modify, or delete the existing Devices, and set individual or private messages to the required Employees.

### A brief note about the columns displayed on the Private Interface

**Employee:** Displays the unique Employee ID.

**Start Time:** Displays the message start time.

**Duration:** Displays the message transfer duration.

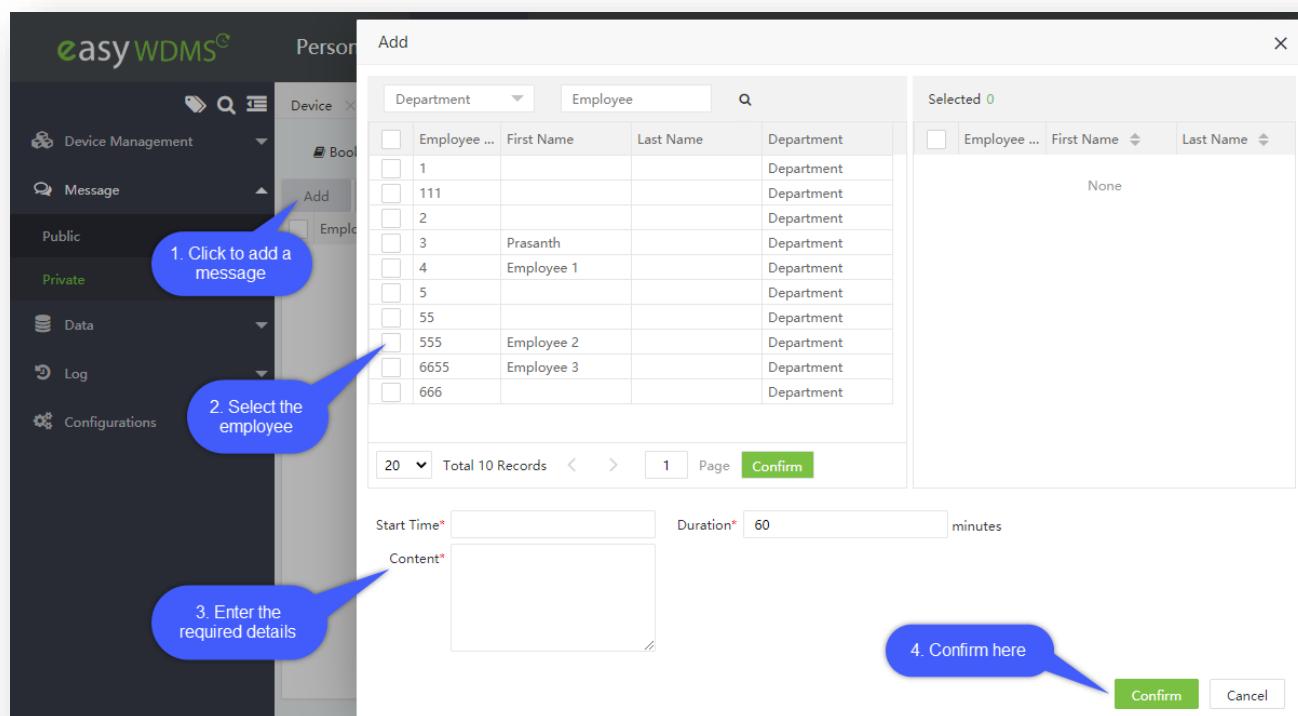
**Content:** Displays the content of the message.

**Last Send:** Displays the time of the last sent message.

## Functions available on the Private Interface

### Add

**Add** function lets you add and set private messages for the Employees to the connected Devices.



### Add the Private message details

- On the **Private** interface, click **Add** to add the Employees, set the message and the duration.
- On the **Add** window, select the required Employees' names from the list on the left.
- The selected Employees' names will reflect on the right side of the **Add** window.
- Use the **Department** drop-down list or the **Search** option (search by Employee name or Employee ID) to search for the required Employees.

**Start Time:** On the **Start Time** field click and select from the calendar, to start the created message to Device.

**Content:** Enter the message to announce.

**Duration:** Set the retainment duration for that message on the Device.

Click **Confirm** to save the newly created message.

## Delete

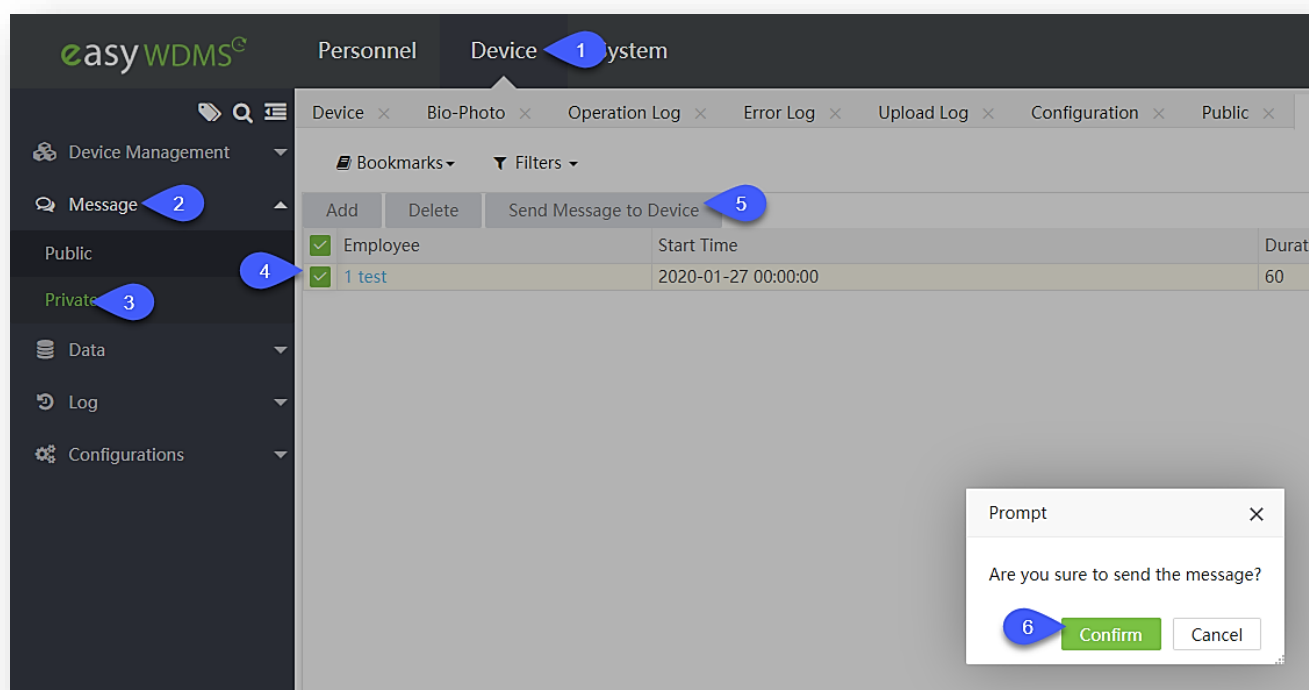
**Delete** function lets you delete or remove the successful and the pending private messages via software.

### Delete the private messages

- On the **Private** interface, select the required Employee messages to delete or remove from the list.
- Click **Delete** to delete or remove the selected pending or successful Employee's private messages.
- Click **Confirm** to delete the selected pending or successful Employee's private messages from the list.

## Send Message to Device

**Send Message to Device** function, lets you send that created private message to the respective Device via software.



### Send Message to the Device

- On the **Private** interface, select the required private messages to be sent to the respective Devices from the list.
- Click **Send Message to Device** to send the selected message to the respective Devices.
- Click **Confirm** to send the selected message to the respective Devices.

## 7.3 Device Data Management

Our **Data** module of **easyWDMS** facilitates you in obtaining, authenticating, storing, protecting, and processing required data to ensure the accessibility, reliability, and timeliness of the data for its users.



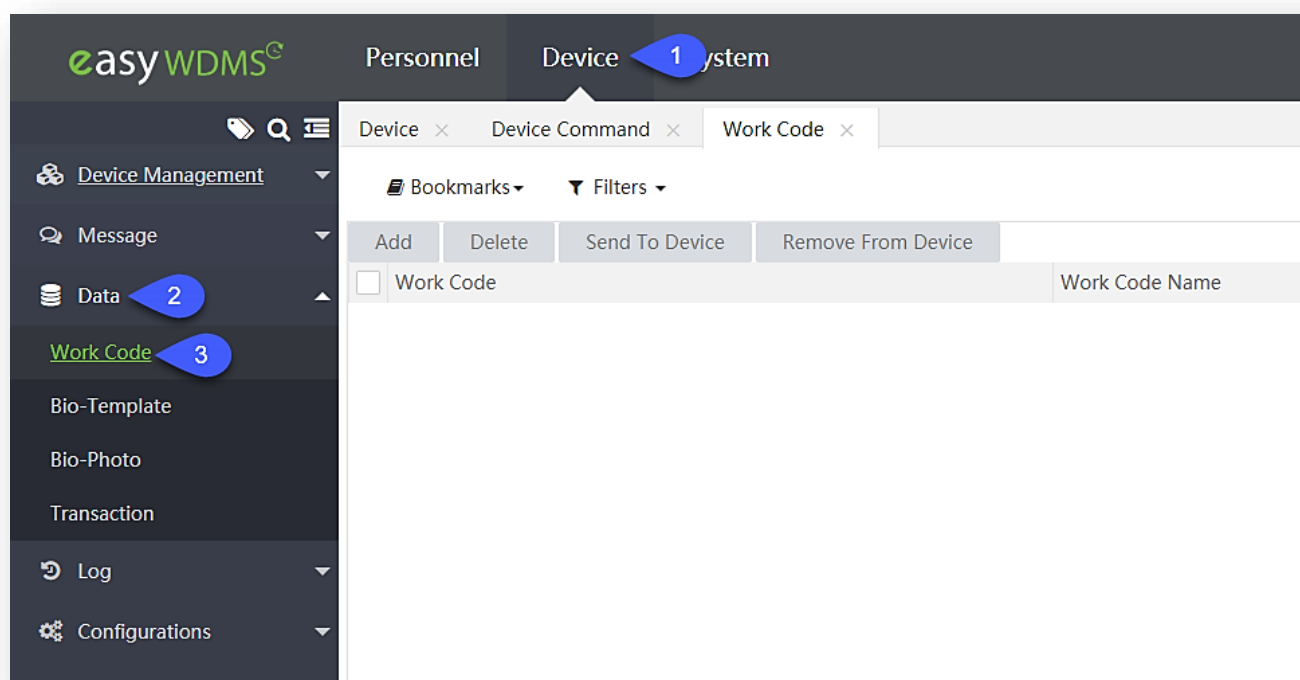
On the **Data** module, you can view and maintain the registered Biodata, add, modify, or delete a Work Code and upload transactions via USB.

On the **Device** module, click **Data** to go to the Data module.

## Work Code

Our **Work Code** interface aid you to create labour codes that are relevant to the services provided by your organization which eases to identify the different sections of work carried out by the Employees.

On the **Device** module, click **Data**, and then click **Work Code** to go to the Work Code Interface.



On this Interface, you can create a new Work code, modify, or delete the existing Work Codes, and even can set up or remove the Work Code to the required Devices.

### A brief note about the columns displayed on the Work Code Interface

**Work Code:** Displays the unique work code number.

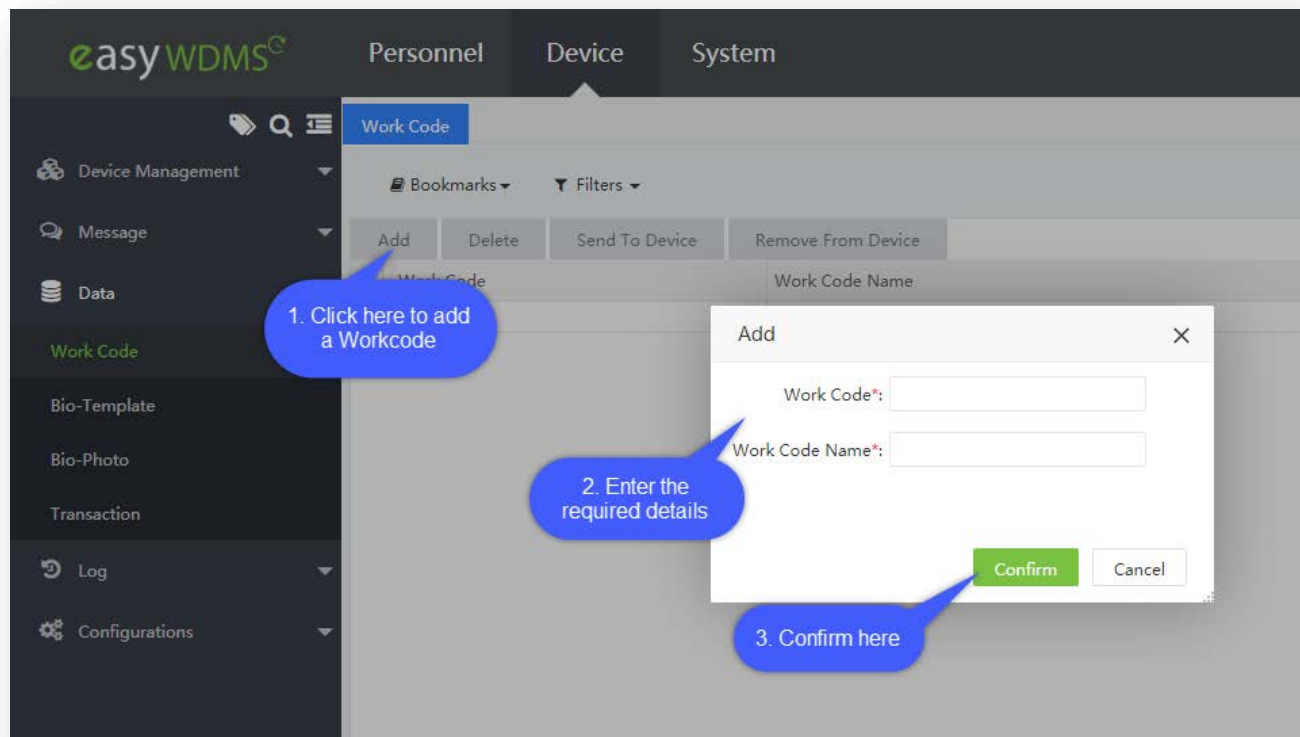
**Work Code Name:** Displays the work code name.

**Last Activity:** Displays the time of the last activity of each work code.

### Functions available on the Work Code Interface

## Add

**Add** function lets you create a new Work Code.

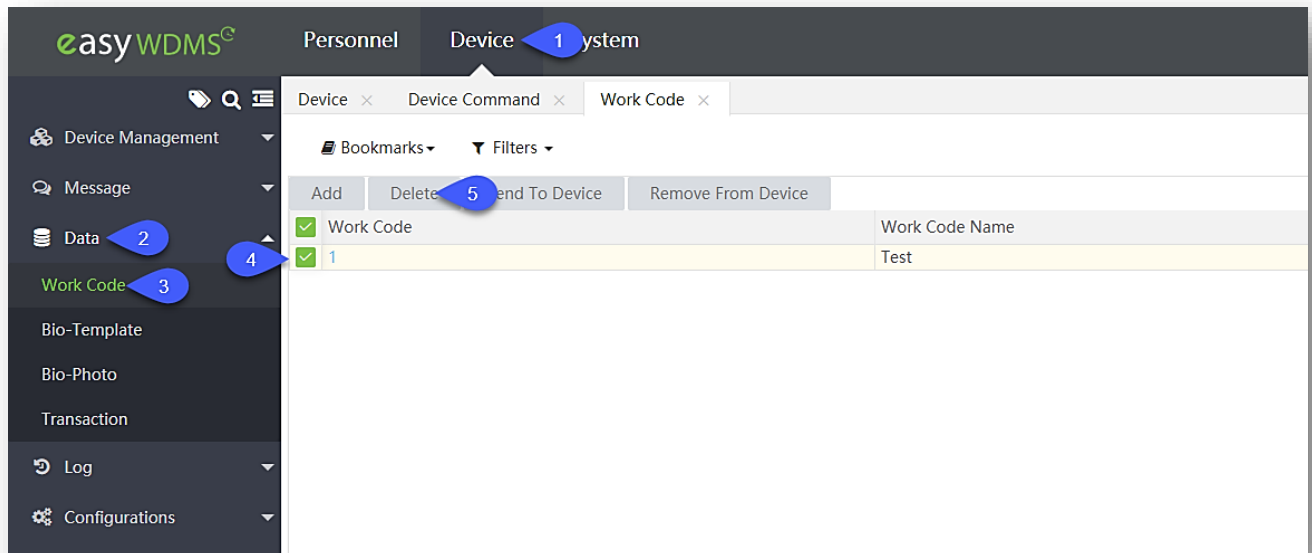


### Add or create a new Work Code

- On the **Work Code** interface, click **Add** to add or create a new Work Code.
- On the **Work Code** field, enter a unique code number.
- On the Work Code Name field, enter the name for the Work type.
- Click **Confirm** to save the newly created Work Code.

## Delete

**Delete** function lets you delete the required existing Work Codes.



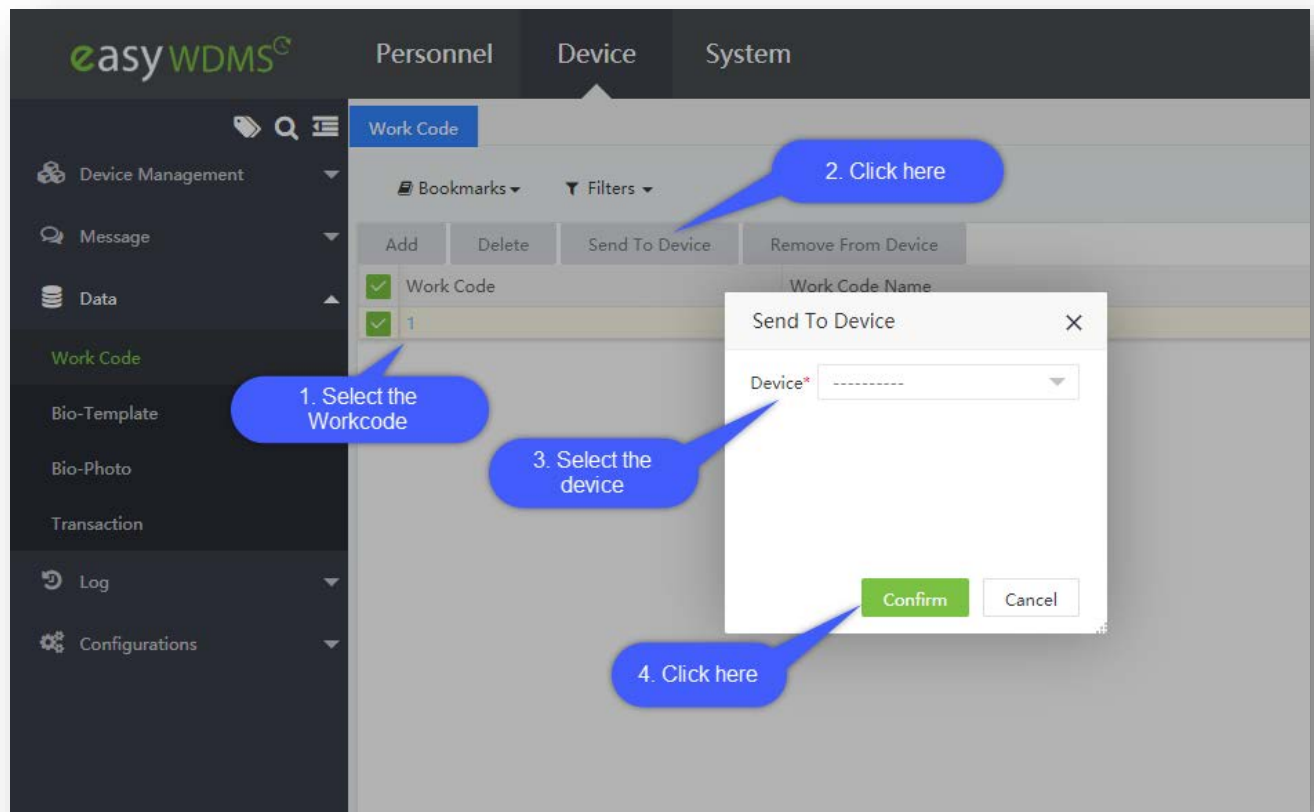
### Delete a Work Code

- On the **Work Code** interface, select the required Work Code to delete or remove from the list.
- Click **Delete** to delete or remove the selected Work Codes.
- Click **Confirm** to delete the selected Work Codes from the list.

## Send to Device

**Send to Device** function lets you send or transmit the required Work Codes to the connected Device.

After transferring to the Device, you can set up the Work Code based attendance registration in the Device which eases to identify your Employees' different type of work process.

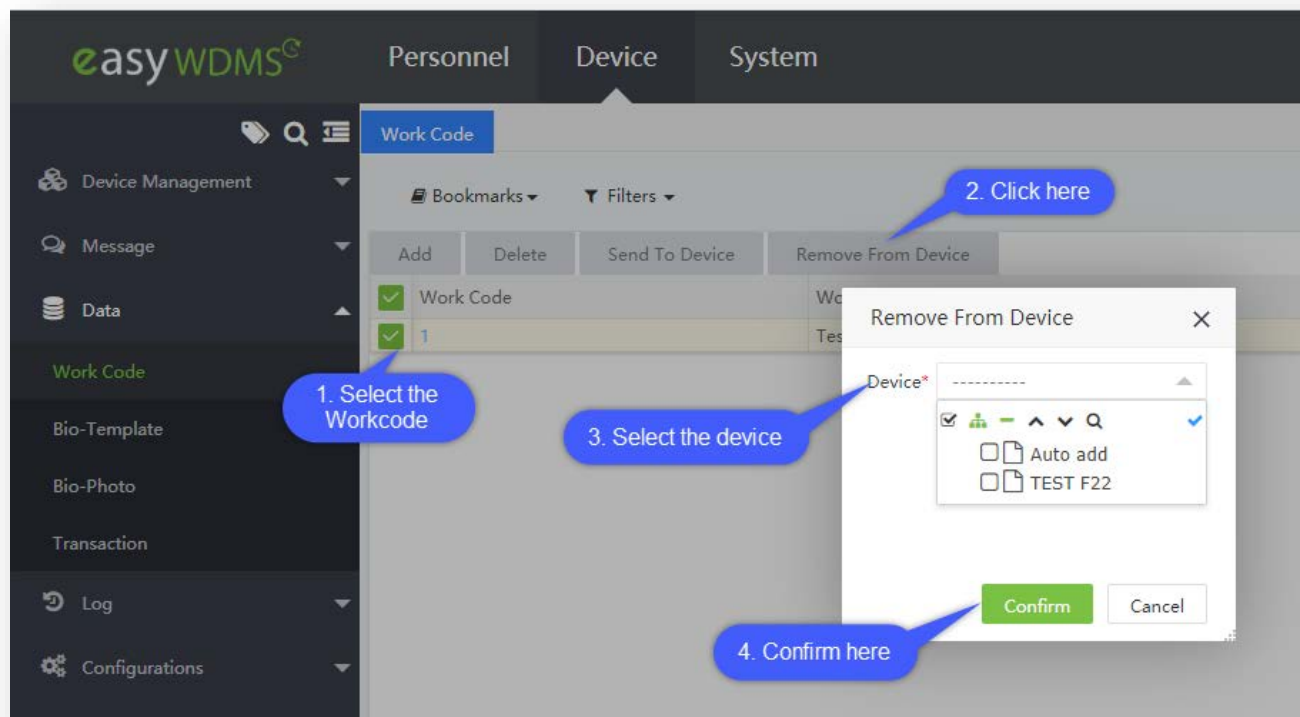


### Send the Work Code to Device

- On the **Work Code** interface, select the required Work Code from the list.
- Click **Send to Device** to send the selected Work Codes to the required connected Device.
- On the **Device** field, select the required Device from the drop-down list.
- Click **Confirm** to send the selected Work Codes to the Device.

## Remove from Device

**Remove from Device** function lets you to remove or eliminate the transmitted Work Codes from the Device.



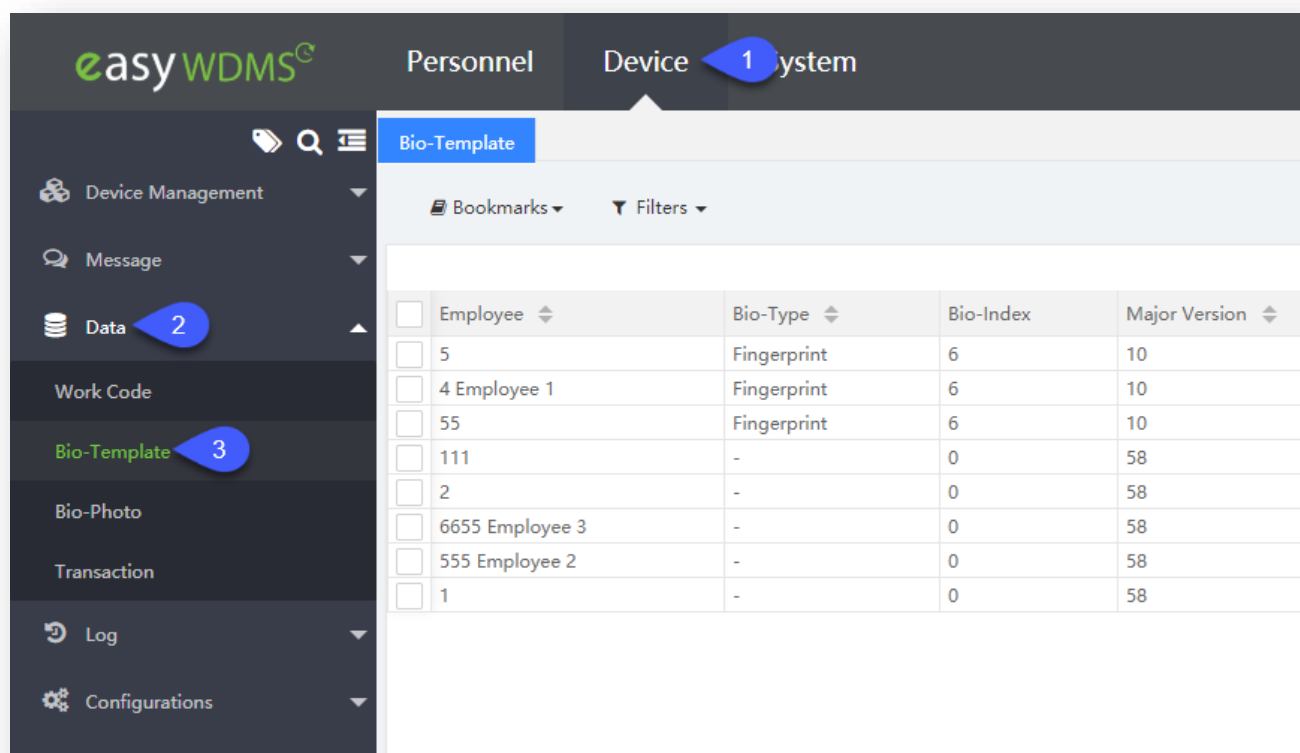
### Remove the Work Code from Device

- On the **Work Code** interface, select the required Work Code from the list.
- Click **Remove from Device** to remove the selected Work Codes from the Device.
- On the **Device** field, select the required Device from the drop-down list.
- Click **Confirm** to remove the selected Work Codes from the Device.

## Bio-Template

Our **Bio-Template** interface aid you to view the registered Bio record information of the Employees.

On the **Device** module, click **Data**, and then click **Bio-Template** to go to the Bio-Template Interface.



### A brief note about the columns displayed on the Bio-Template Interface

**Employee:** Displays the unique identity number of the Employee.

**Biotype:** Displays the type of registered Bio-template.

**Bio-Index:** Displays the arrangement of the registered Bio-template.

**Major Version:** Displays the algorithm version of the registered Bio-Template.

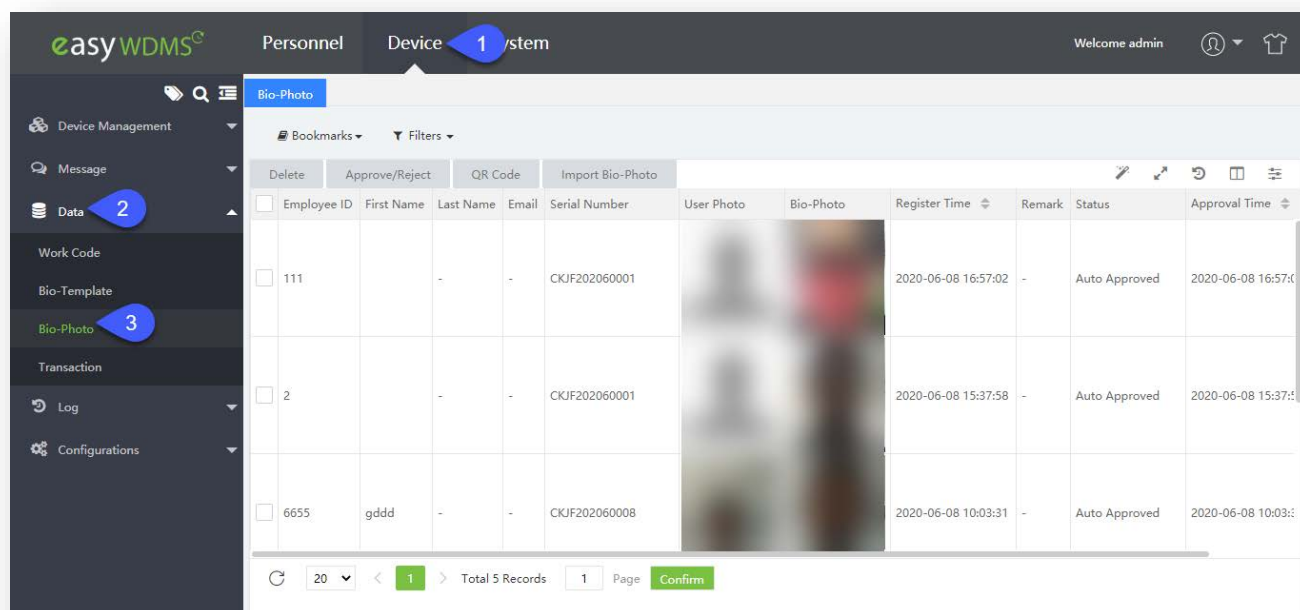
**Serial Number:** Displays the Device serial number.

**Update Time:** Displays the last update time of the Bio-template.

### Bio-Photo

Our **Bio-Photo** interface aid you to view the registered Bio-Photo information of the Employees.

On the **Device** module, click **Data**, and then click **Bio-Photo** to go to the Bio-Photo Interface.



## A brief note about the columns displayed on the Bio-Photo Interface

**Employee ID:** Displays the unique identity number of the Employee.

**First Name:** Displays the first name of the Employee.

**Last Name:** Displays the last name of the Employee.

**Email:** Displays the E-mail ID of the Employee.

**Serial Number:** Displays the serial number of the Device.

**User Photo:** Displays the Employee's uploaded photo.

**Bio-Photo:** Displays the Employee's Device captured photo.

**Register Time:** Displays the photo registered time of the Employee.

**Remark:** Displays the comments (Approval or Disapproval reason) updated by the admin.

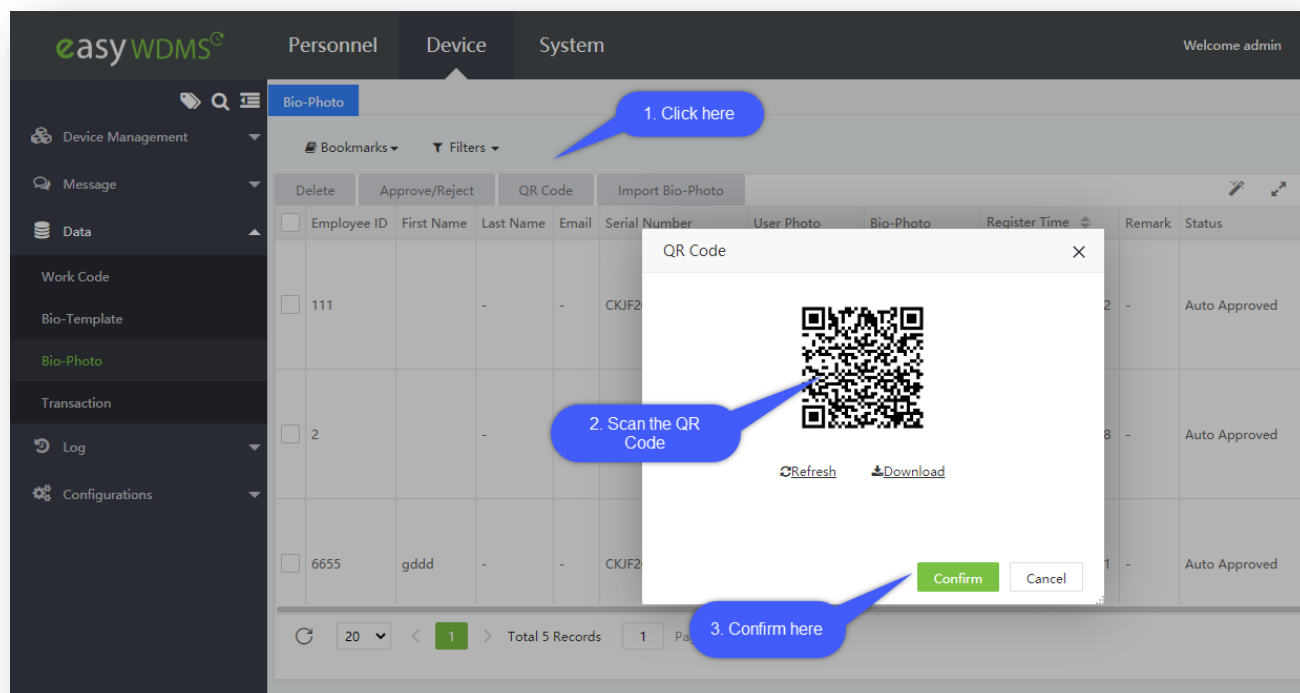
**Approval State:** Displays the approval or the disapproval status of the Bio-photo.

**Approval Time:** Displays the time of the approval or the disapproval status.

## How to Upload User Photo via Mobile phone

### QR Code

**QR Code** function lets you upload the user photo to the software by scanning the machine-readable code by the camera on a smartphone.

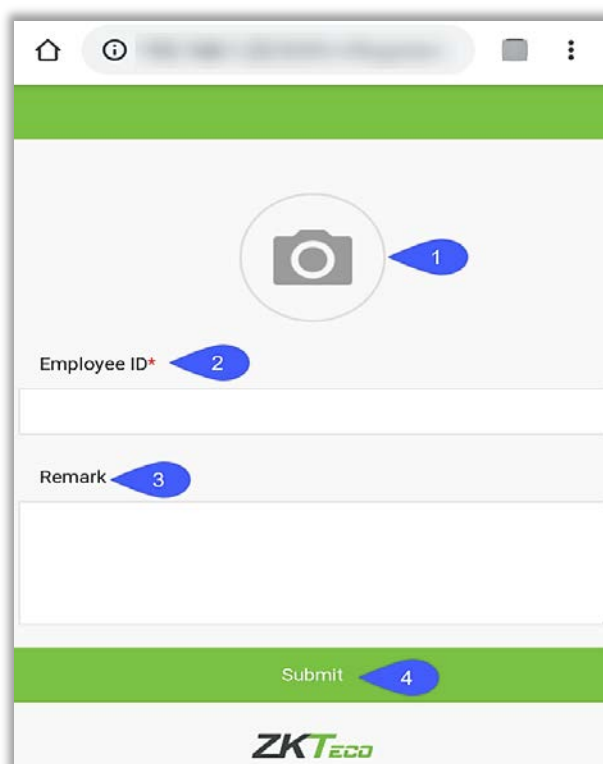


### Upload Bio-photo using QR Code

- On the **Bio-Photo** interface, click the **QR Code** to scan and upload the User photo via smartphone to the software.
- Use the smartphone to scan the displayed readable code by the camera.



- The URL navigates you to the page displayed below. In case of any error kindly contact your software User admin.



The screenshot shows a mobile application interface for uploading a bio-photo. It features a camera icon at the top, followed by an 'Employee ID\*' field, a 'Remark' field, and a 'Submit' button at the bottom. The ZKTeco logo is visible at the very bottom. Blue callout bubbles with numbers 1 through 4 point to the camera icon, the Employee ID field, the Remark field, and the Submit button, respectively.

**Upload Photo:** Tap the camera button to capture the User's image for Bio-Photo.

**Employee ID:** Enter the Employee Identity Number.

**Remark:** Enter the required information.

Click Submit, to upload the captured photo from mobile device to software.

## How to Import Bio-Photo via System

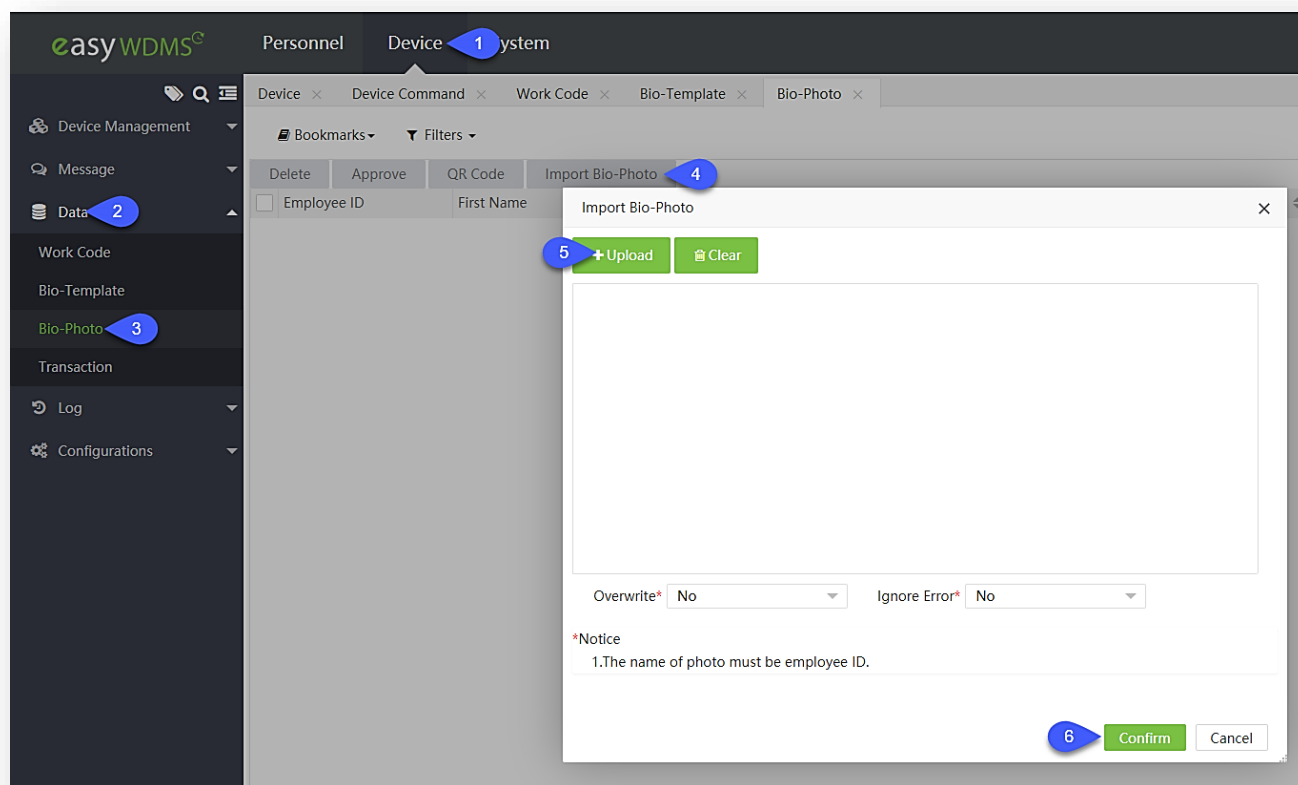
### Import Bio-Photo

**Import Bio-Photo** function lets you import the User photo via software.

#### Import User Bio Photo

- On the **Bio-Photo** interface, click **Import Bio-Photo** to a photo.

- On the **Import Bio-Photo** window, click **+Upload** to upload the photo from the local system.



**Overwrite:** Select either **Yes** to overwrite or **No** if the overwrite is not required from the drop-down list.

**Ignore Error:** Select **Yes** to ignore the error or **No** to consider the error.

Click **Confirm** to save and update the Bio-Photo.

## Approve the User's Bio-Photo

### Approve

**Approve** function lets you approve the User photo as the registered Bio-Photo.

#### Approve the User Photo

- On the **Bio-Photo** interface, select the required unauthorized User photo from the list to approve.
- On the **Bio-Photo** interface, click **Approve** to approve the User photo.
- On the **Approval** window, proceed with the following.

**Approval State:** Select either Approval Passed or Rejected from the drop-down list.

**Overwrite:** Select either Yes to overwrite or No if the overwrite is not required from the drop-down list.

**Remark:** Enter the description for the approval or the disapproval of the Photo.

Click **Confirm** to save and update the Bio-Photo.

## Remove the Bio-Photo

### Delete

**Delete** function lets you delete the registered, pending, or approved Bio-Photo from the list.

### Delete Bio-Photo

- On the **Bio-Photo** interface, select the required Bio-Photo to delete or remove from the list.
- Click **Delete** to delete or remove the selected Bio-Photos.
- Click **Confirm** to delete the selected Bio-Photos from the list.

## Upload the Device Data Transaction

### Transaction

Our **Transaction** interface avails you to view the recorded attendance transaction information of the Employees.

On the **Device** module, click **Data**, and then click **Transaction** to go to the Transaction Interface.

The screenshot displays the 'Transaction' interface within the EasyWDMs application. The top navigation bar shows 'Personnel', 'Device', and 'System' modules, with 'Device' selected. The left sidebar contains various options, with 'Transaction' highlighted. The main area shows a table titled 'Upload USB Transaction' with columns: Employee ID, First Name, Department, Date, Punch Time, Punch State, Area, Serial Number, Device Name, and Upload Time. The table lists 184 records. The interface includes a 'Capture' button on the right and a 'Confirm' button at the bottom right.

### A brief note about the columns displayed on the Transaction Interface

**Employee ID:** Displays the unique identity number of the Employee.

**First Name:** Displays the first name of the Employee.

**Last Name:** Displays the last name of the Employee.

**Department:** Displays the Employee's Department name.

**Position:** Displays the Employee's Position name.

**Date:** Displays the last Punch Date of the Employee.

**Time:** Displays the last Punch Time of the Employee.

**Punch State:** Displays the last Punch State of the Employee.

**Verify Type:** Displays the Punch verification type of the Employee.

**Work Code:** Displays the last punched unique Work Code of the Employee.

**GPS:** Displays the Employee's last punched Device's GPS location.

**Longitude:** Displays the Employee's last punched Device's GPS longitude location.

**Latitude:** Displays the Employee's last punched Device's GPS latitude location.

**Area:** Displays the Employee's last punched Area of the Device.

**Serial Number:** Displays the Device serial number.

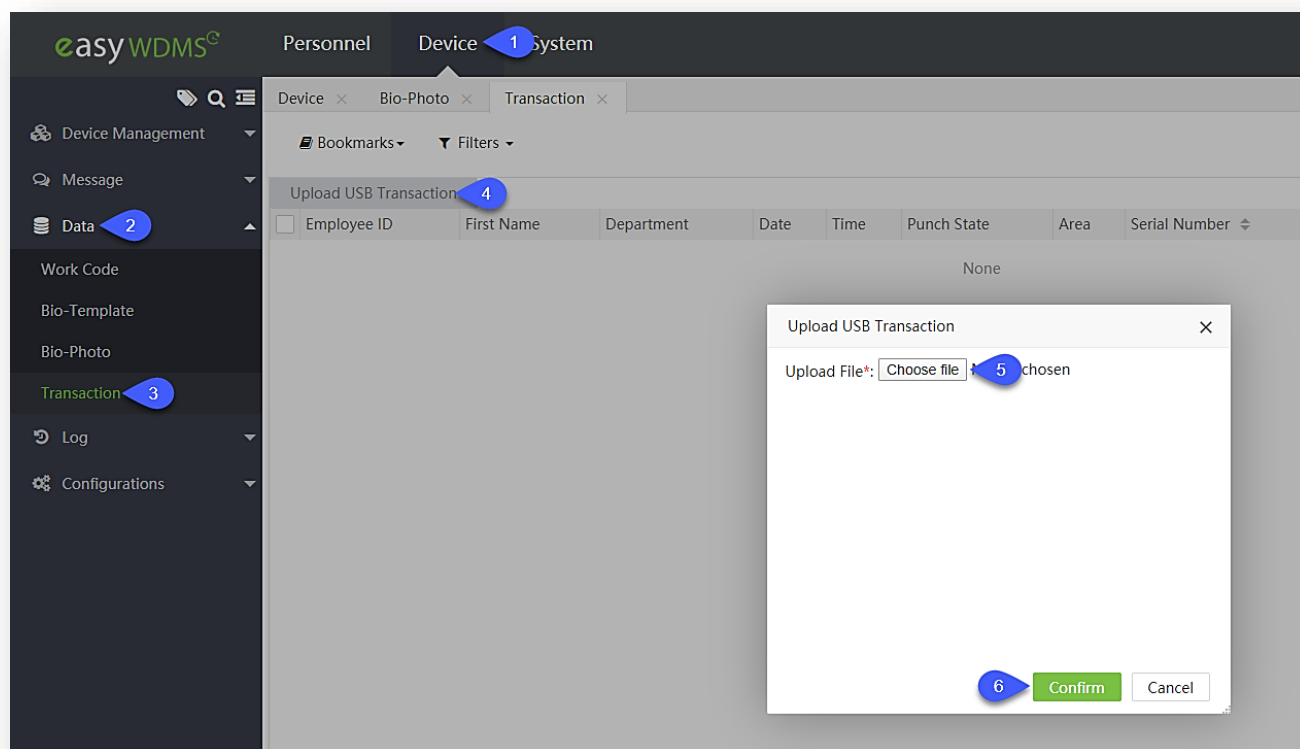
**Device Name:** Displays the Device name.

**Upload Time:** Displays the last upload time.

**Temperature:** Displays the detected temperature.

**Mask Flag:** Displays whether the employee has worn the mask or not.

## Upload USB Transaction



### Upload the USB transactions

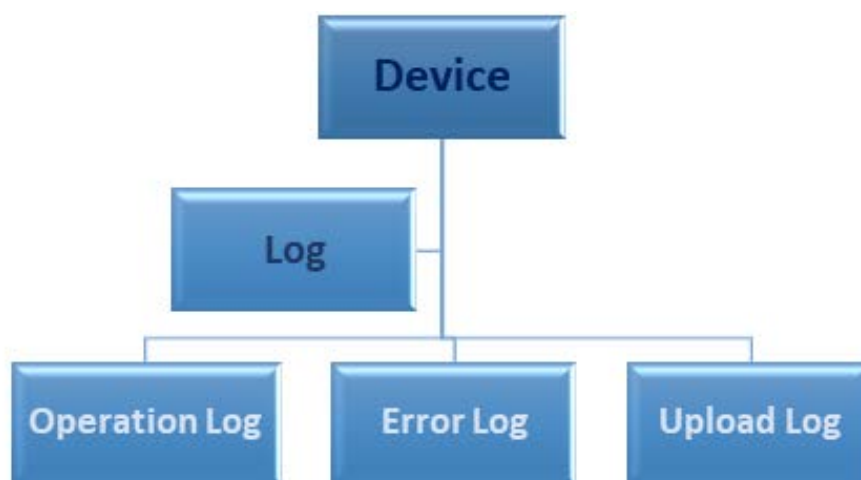
- On the **Transaction** interface, click **Upload USB Transaction** to upload the attendance transaction via a USB device to the software.
- On the Upload File, click **Choose file** to choose the file from your Desktop.
- Click **Confirm**, to upload the attendance transaction from the USB device.

## 7.4 Device Logs

Our **Log** module of **easyWDMS** facilitates you to view the recorded events or day-to-day activities that have occurred on the connected Devices.

On the **Log** module, you can view the list of generated logs recorded on the Device.

On the **Device** module, click **Log** to go to the Log module.



## Operation Log

Our **Operation Log** interface aid you to view the events that took place on the connected Devices.

On the **Device** module, click **Log**, and then click **Operation Log** to go to the Operation Log Interface.

### A brief note about the columns displayed on the Operation Log Interface

**Device:** Displays the Device serial number.

**Timezone:** Displays the Device time zone.

**Administrator:** Displays the total number of Admin Users of the Device.

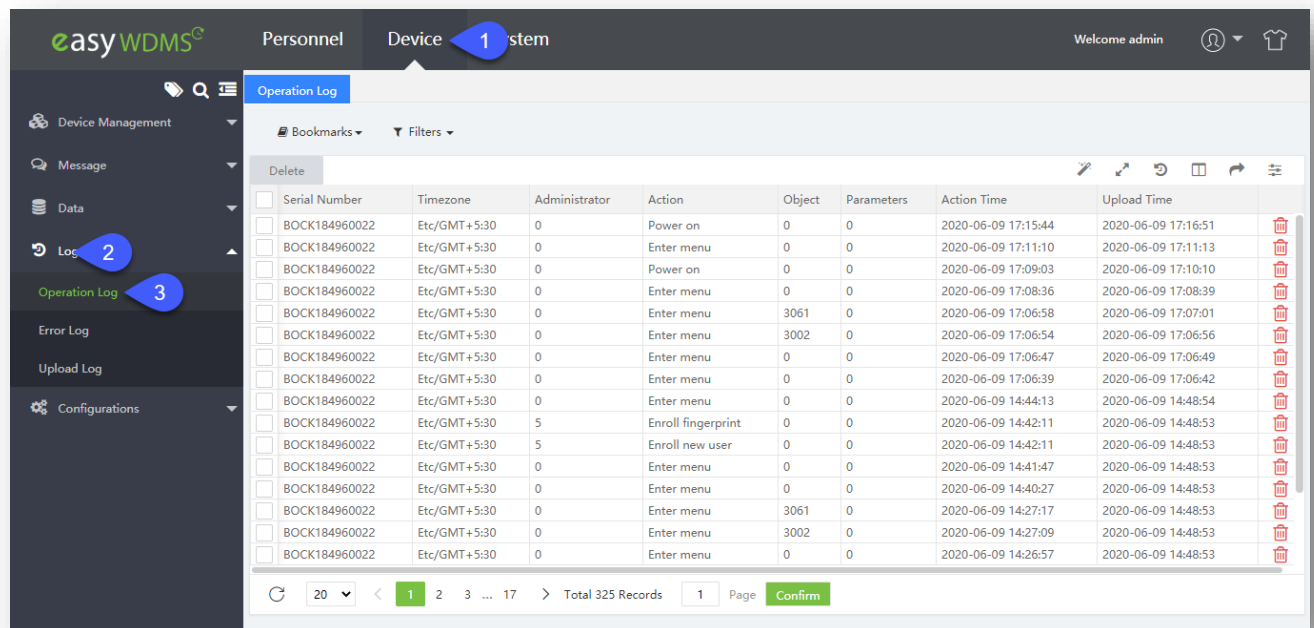
**Action:** Displays the activity or the operation that took on the Device.

**Object:** Displays the description of the activity that took place on the Device.

**Parameters:** Displays the specifications of the activity that took place on the Device.

**Action time:** Displays the time of the action that took place on the Device.

**Upload Time:** Displays the uploaded time of the action that took place on the Device.



## Delete

Delete function lets you remove or discard the Devices' event records via software.

## Error Log

Our **Error Log** interface facilitates to maintain a record of critical errors that are encountered by the Devices while in operation.

On the **Device** module, click **Log**, and then click **Error Log** to go to the Error Log Interface.

### A brief note about the columns displayed on the Error Log Interface

**Serial Number:** Displays the Device serial number.

**Device Name:** Displays the Device name.

**Error Code:** Displays the unique code of the Error captured by the Device.

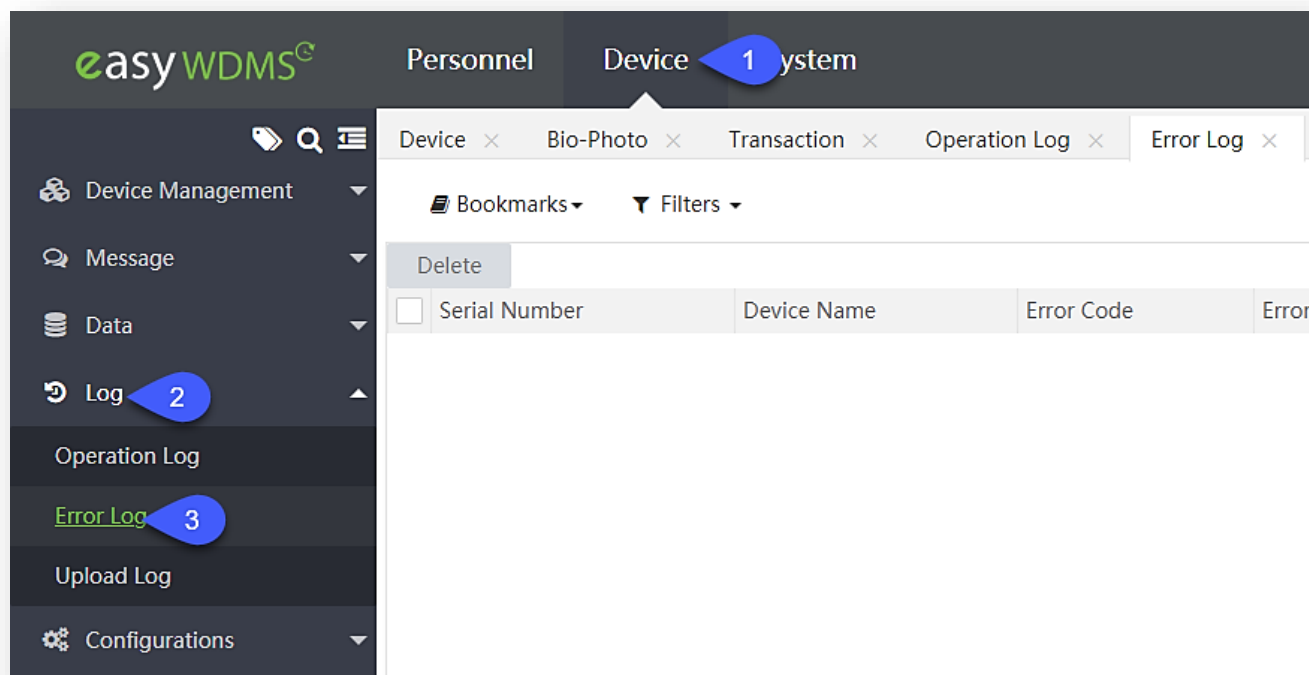
**Error Message:** Displays the Error message.

**Error Command:** Displays the Error command.

**Command ID:** Displays the unique identity number of the error command.

**Extra Message:** Displays any added messages available for the error.

**Upload Time:** Displays the error uploaded time.



## Delete

Delete function lets you remove or discard the event errors detected by the Device.

## Upload Log

Our **Upload Log** interface facilitates to maintain a record of the transmission of Device commands and instructions from the software to the Devices.



On the **Device** module, click **Log**, and then click **Upload Log** to go to the Upload Log Interface.

Serial Number	Event	Content	Count	Error Count
BOCK184960022	Operation Log		2	0
BOCK184960022	Operation Log		1	0
BOCK184960022	Operation Log		2	0
BOCK184960022	Fingerprint	5	3	0
BOCK184960022	Employee Info	5	6	0
BOCK184960022	TRANSACT	Duplicate:92	92	0
BOCK184960022	Operation Log		1	0
BOCK184960022	Operation Log		1	0
BOCK184960022	Operation Log		1	0
BOCK184960022	Operation Log		1	0
BOCK184960022	Operation Log		1	0
BOCK184960022	Operation Log		22	0
BOCK184960022	Operation Log		128	0
BOCK184960022	Operation Log		128	0
BOCK184960022	Operation Log		128	0
BOCK184960022	Operation Log		128	0

### A brief note about the columns displayed on the Upload Log Interface.

**Device:** Displays the Device serial number.

**Event:** Displays the occurrences that took place on the Device.

**Content:** Displays the description of the event that took place on the Device.

**Count:** Displays the total count.

**Error Count:** Displays the total number of errors.

**Upload Time:** Displays the uploaded time.

## Delete

Delete function lets you remove or discard the transmitted Device commands' logs from the software to the Device.

## 7.5 Configure the Device

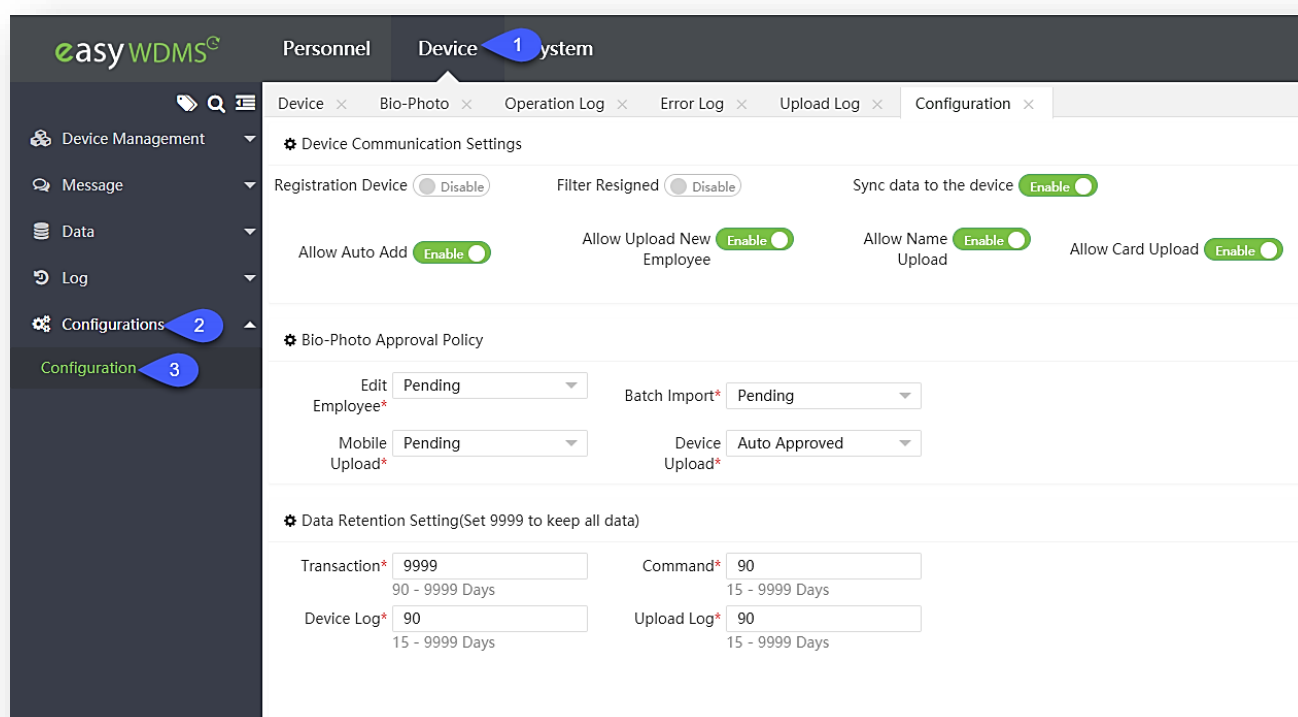
### Configurations

Our **Configurations** module of **easyWDMS** facilitates you to accomplish in managing the new or the existing Devices, registration of Bio-Photo, and in the maintenance of the data, which eases your work and increases your productivity.

On the **Device** module, click **Configurations** to go to the Configurations module.

### Configuration

On the **Device** module, click **Configurations**, and then click **Configuration** to go to the Configuration Interface.



## Functions available on the Configuration Interface

### Device Communication Setting

This function lets you set up the Device signal for enrollment and data transmission.

**Registration Device:** Toggle **Enable**, to allow the newly connected Device to automatically consider as the Registered Device.

**Resigned Filter:** Toggle **Enable**, to automatically eliminate or remove the resigned Employees from the connected Devices.

**Allow Auto Add:** Toggle **Enable**, to automatically add the new Devices to the Software.

**Allow Upload Name:** Toggle **Enable**, to automatically upload the Usernames from the Device to the Software.

**Allow Upload Card:** Toggle **Enable**, to automatically upload the Users' Card numbers from the Device to the Software.

### Bio-Photo Approval Policy

This function lets you set up the approval method for the uploaded Bio-Photo.

**Employee Edit:** Toggle **Auto Approved**, to automatically approve the captured Bio-Photo of the Employees.

**Batch Import:** Toggle **Auto Approved**, to automatically approve the batch upload of the Bio-Photo.

**Mobile Register:** Toggle **Auto-Approved** to automatically approve photo uploaded via mobile device.

**Device Upload:** Toggle **Auto-Approved** to automatically approve the photo captured via Bio-metric Device.

### Data Retention Setting

This function lets you set up Device enrollment and Data transmission.

**Transaction:** Provide the required number of days the transactions need to be retained.

**Command:** Provide the required number of days the commands need to be retained.

**Device Log:** Provide the required number of days the log files in the Device need to be retained.

**Upload Log:** Provide the required number of days the upload log files need to be retained.

## 8 System Management

### 8.1 Data Management

The Data Management in EasyWDMS ensures acquiring, validating, protecting, and processing the required data to ensure accessibility, reliability, and timeliness of data to the users.

#### 8.1.1 Database Backup

##### Database

**Database management** is important to manage multiple types of user data. It also enables you to perform multiple tasks at the same time. It increases data consistency by reducing the update errors. The database also increases data security.

##### Database backup

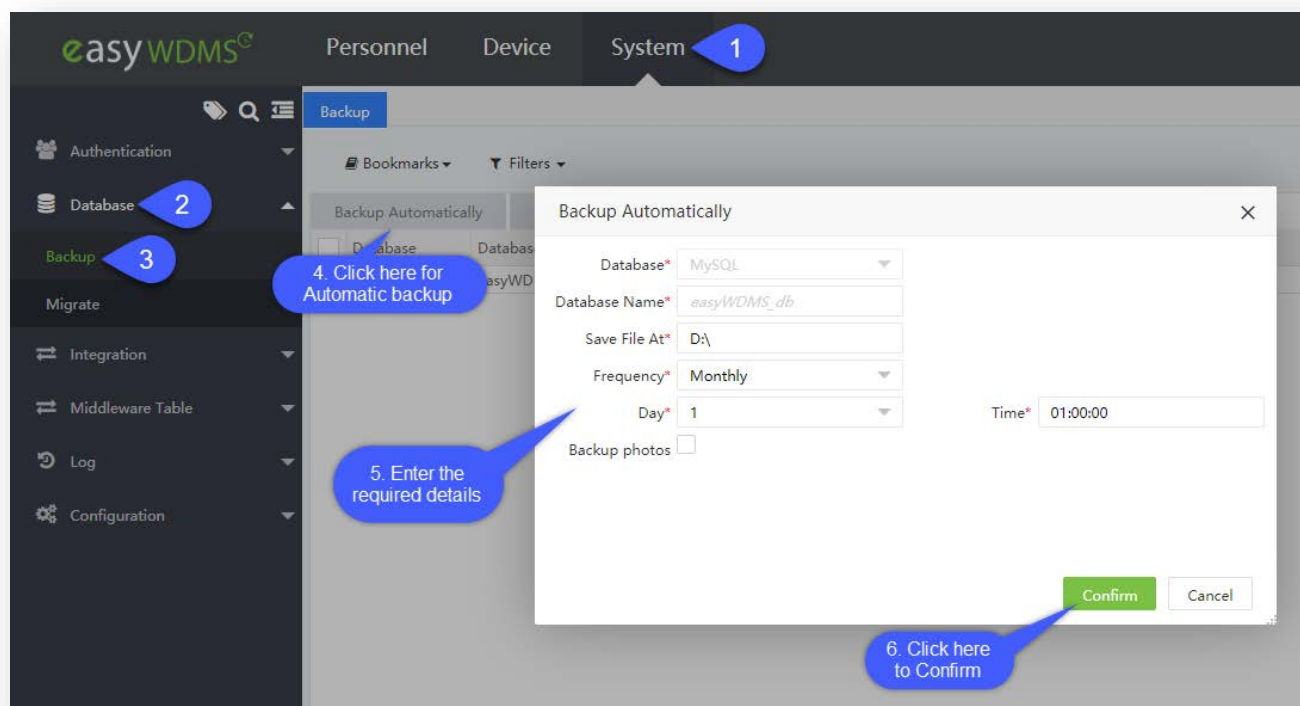
**Database backup** at regular intervals is highly recommended to avoid a network disaster. It helps to restore the data and its operational state in case of any data loss.

## Backup automatically

This option allows you to back up the data when the day and time are pre-set.

Perform the following steps to back up the data automatically:

- Click **Backup automatically** to back up the data automatically.
- A window appears as shown in the image below:



**Database:** The database type cannot be modified.

**Database Name:** The database name cannot be modified.

**File Storage Location:** Enter the location to save the backup file.

**Frequency:** Select the backup interval.

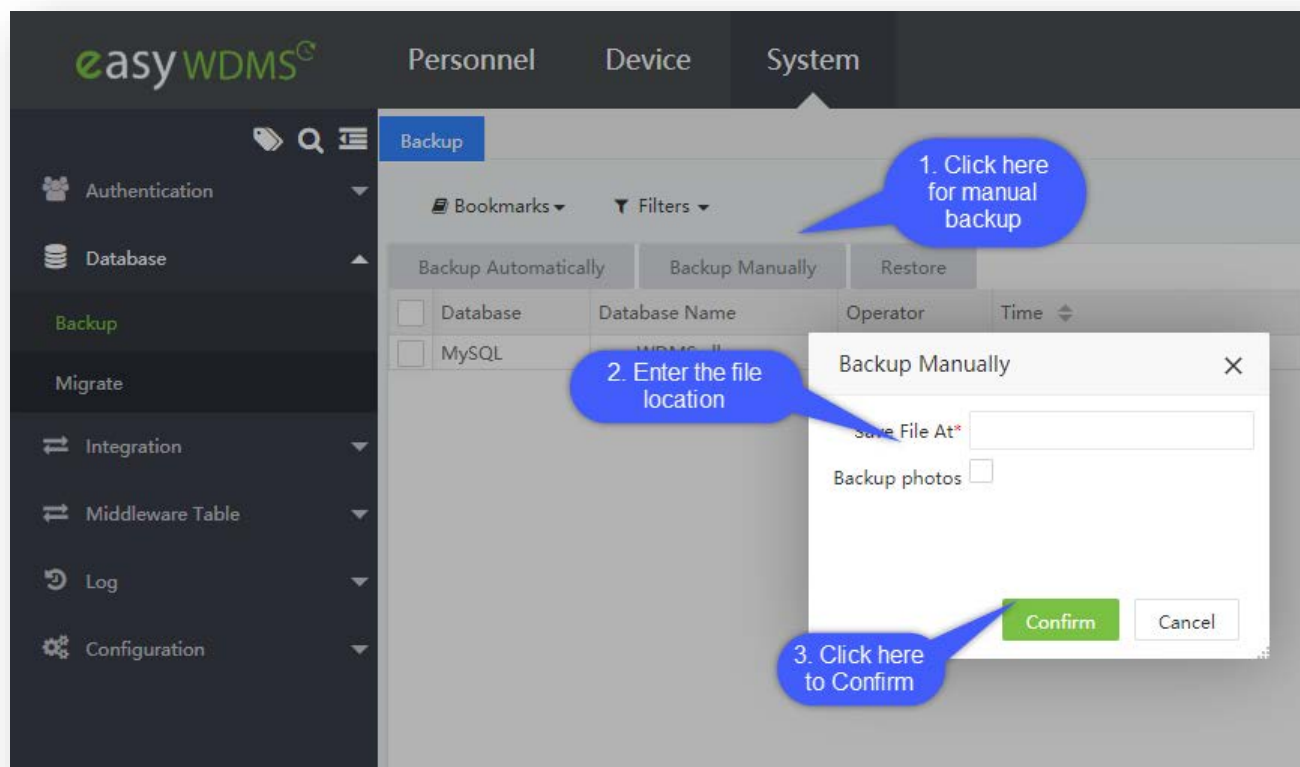
**Day and Time:** Select the Day and Time of backup.

Click **Confirm** after entering the details.

## Backup manually

Perform the following steps to back up the data manually:

- Click **Backup manually** to manually backup the data.
- A window appears as shown in the image below:

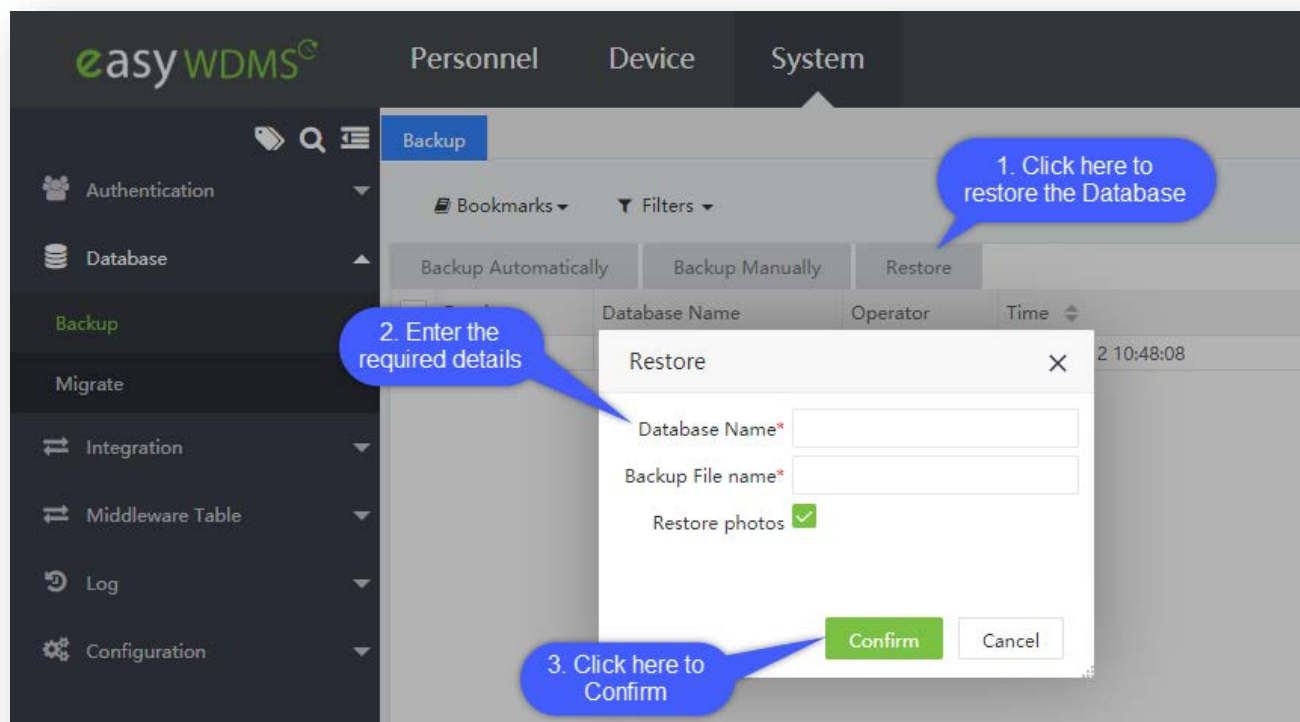


- Enter the location to save the backup file.
- Click **Confirm** after entering the file location.

## Restore manually

Perform the following steps to restore the data manually:

- Click **Restore Manually** to restore the data manually.
- A window appears as shown in the image below:



**Database Name:** Enter the database name.

**Backup file Name:** Enter the file name to be restored.

Click **Confirm** after entering the details.

### 8.1.2 Migration

**Data migration** is a key factor for system implementation, upgradation, or consolidation. While moving to a new system or upgrading the existing system, you need to migrate the data to prevent data loss.

The data migration window appears as shown in the image below:

**Migrate From:** Select the software from which you want to migrate the data.

**Database:** Select the Database type.

**Address:** Enter the IP Address of the Database.

**Port:** Enter the port number to connect to the Database.

**Name:** Enter the Database name.

**User:** Enter the Username.

**Password:** Enter the Password.

**Fields to migrate:** Select the fields which you want to migrate from the software.

After entering the migration details, click **Test Connection**. If the connection is successful, click **Migrate**.

**Notes:** If the data is not migrated, clear the Cache memory, and try again.



## 8.2 Integrating and Exporting Data

### Integration

**Data integration** combines data from several distinct sources. The data stored using different technologies are combined to give a unified view of the data.

#### 8.2.1 Auto Export

**Auto Export** allows you to export the data to a selected directory on a local or network drive. The data will be auto exported based on the selected date and frequency.

#### Add an auto export template

Perform the following steps to add an auto export template:

- Click **Add** to add an auto export template.
- A window appears as shown in the image below:

**Name:** Enter the name of the auto export template.

**Code:** Enter the serial number of the template.

**File Name:** Enter the file name to be exported.

**Date and Time:** Set the date and time.

**Department:** Select the department to export the data.

**Notes:** If none of the departments is selected, the attendance data of all the departments will be auto exported.

**Area:** Select the area to export the data.

**Notes:** If none of the areas is selected, the attendance data of all the areas will be auto exported.

**Data Template:** To set the data template, drag the required fields from the right of the interface to the text box.

**Notes:** By default, all data will be auto exported.

**Short Date/Short Time:** Set the time format.

**Frequency:** Select export frequency. It can be Monthly/Weekly/Daily.

**Day:** Select the export day.

**Search by:** Select the search criteria. **Upload Time** represents the data uploaded time. **Punch time** represents the attendance recorded time.

**Interval:** Set the interval to export the data.

**File Format:** Set the file format of the exported file. It can be .xls, CSV or txt.

**Time Point:** Set the time to export data.

**Include Today:** Select **Current** to export the data after the specified time. Select **Previous** to export the data before the specified time.

**Export Path:** A new folder will be created in **\files\temp** in the installation directory of the local computer to store all the exported files.

**FTP Server:** Select the FTP Server. When the attendance data is exported, it will be saved on the FTP server.

**FTP Path:** Set the existing folder name in the FTP server. The exported files will be saved in the corresponding folder of the FTP server in the file format of **"/ABC/"** (ABC is the existing folder on the FTP server).

**Email:** When an Email ID is set, the exported files will be sent to it.

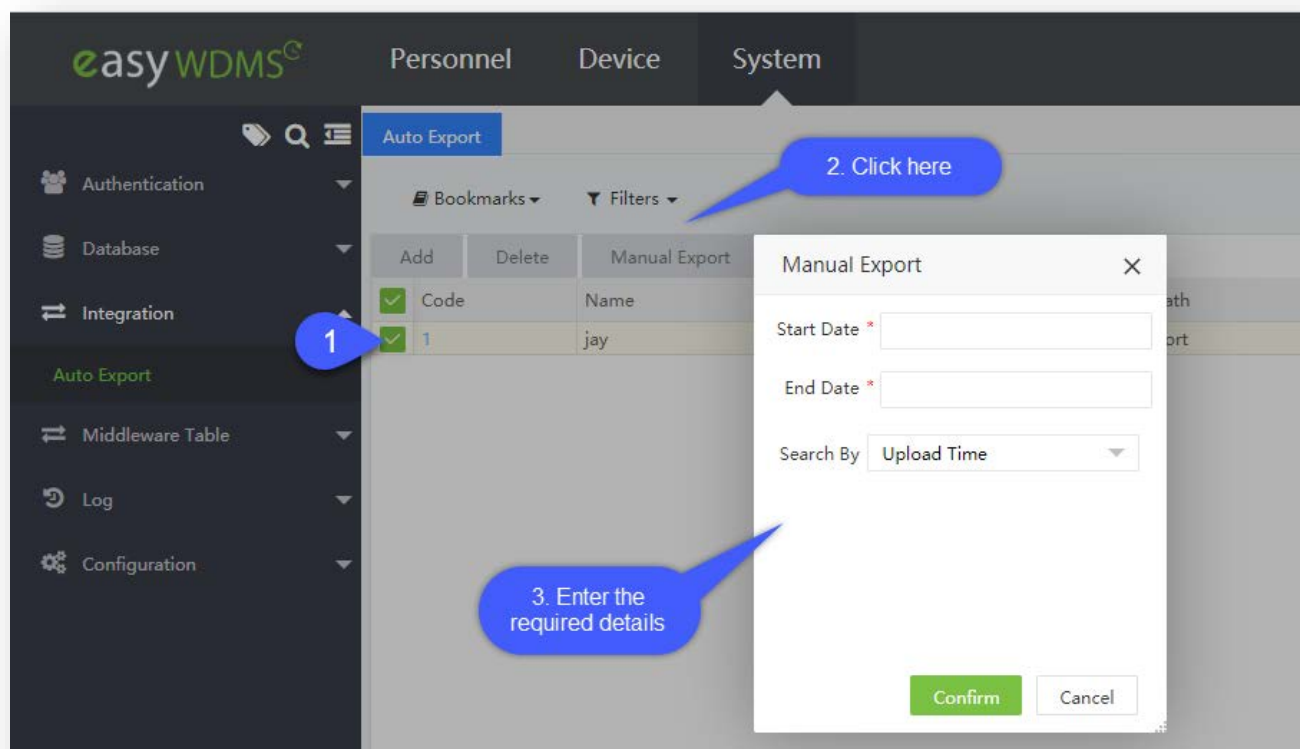
**ID digits:** Set the length of the Employee ID. If the length is insufficient, 0 will be appended to the Employee ID.

Click **Confirm** to create an auto export template.

## 8.2.2 Manual Export

Perform the following steps to export the attendance data manually:

- Select the template and click **Manual Export**.
- A window appears as shown in the image below:



**Start Date/End Date:** Set the data export period.

**Search by:** Select the search criteria.

**Upload Time:** The data will be searched based on data uploaded time.

**Punch Time:** The data will be searched based on attendance time.

Click **Confirm** after entering the details.

### Delete an auto export template

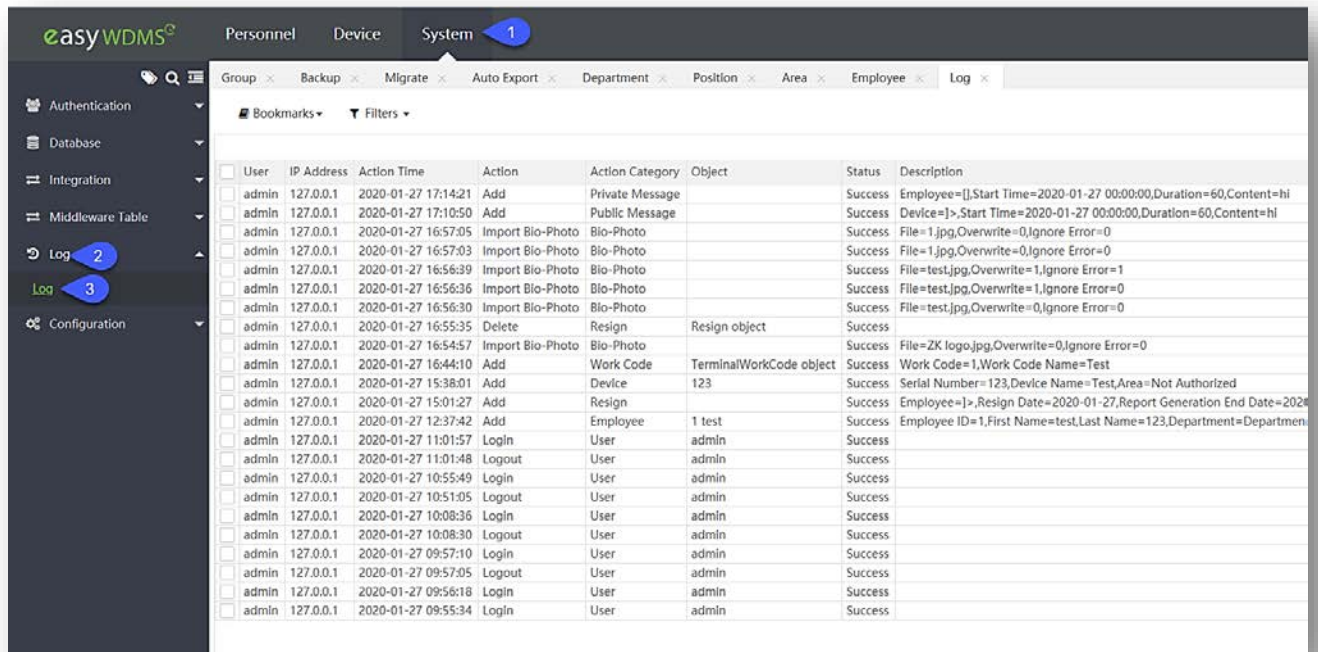
Perform the following steps to delete an auto export template:

- Select the template and click or icon of the corresponding template.
- On the appearing pop-up, click **Confirm** to delete the auto export template.

## 8.3 System Logs

## Log

Log collects and displays all the data-based operations/events/actions of a system. It helps you to track all the interactions through which the data, files or applications are stored, accessed, or modified. The log record consists of the following fields:



The screenshot shows the EasyWDMS web interface with the 'Log' tab selected. The interface includes a sidebar with navigation options like Authentication, Database, Integration, Middleware Table, Log, and Configuration. The main area displays a table of log entries with columns for User, IP Address, Action Time, Action, Action Category, Object, Status, and Description. The table contains various entries such as 'Add', 'Import Bio-Photo', 'Delete', 'Resign', 'Login', and 'Logout'.

User	IP Address	Action Time	Action	Action Category	Object	Status	Description
admin	127.0.0.1	2020-01-27 17:14:21	Add	Private Message		Success	Employee=[],Start Time=2020-01-27 00:00:00,Duration=60,Content=hi
admin	127.0.0.1	2020-01-27 17:10:50	Add	Public Message		Success	Device=[],Start Time=2020-01-27 00:00:00,Duration=60,Content=hi
admin	127.0.0.1	2020-01-27 16:57:05	Import Bio-Photo	Bio-Photo		Success	File=1.jpg,Overwrite=0,Ignore Error=0
admin	127.0.0.1	2020-01-27 16:57:03	Import Bio-Photo	Bio-Photo		Success	File=1.jpg,Overwrite=0,Ignore Error=0
admin	127.0.0.1	2020-01-27 16:56:39	Import Bio-Photo	Bio-Photo		Success	File=test.jpg,Overwrite=1,Ignore Error=1
admin	127.0.0.1	2020-01-27 16:56:36	Import Bio-Photo	Bio-Photo		Success	File=test.jpg,Overwrite=1,Ignore Error=0
admin	127.0.0.1	2020-01-27 16:56:30	Import Bio-Photo	Bio-Photo		Success	File=test.jpg,Overwrite=0,Ignore Error=0
admin	127.0.0.1	2020-01-27 16:55:35	Delete	Resign	Resign object	Success	
admin	127.0.0.1	2020-01-27 16:54:57	Import Bio-Photo	Bio-Photo		Success	File=ZK logo.jpg,Overwrite=0,Ignore Error=0
admin	127.0.0.1	2020-01-27 16:44:10	Add	Work Code	TerminalWorkCode object	Success	Work Code=1,Work Code Name=Test
admin	127.0.0.1	2020-01-27 15:38:01	Add	Device	123	Success	Serial Number=123,Device Name=Test,Area=Not Authorized
admin	127.0.0.1	2020-01-27 15:01:27	Add	Resign		Success	Employee=[],Resign Date=2020-01-27,Report Generation End Date=2024
admin	127.0.0.1	2020-01-27 12:37:42	Add	Employee	1 test	Success	Employee ID=1,First Name=test,Last Name=123,Department=Department
admin	127.0.0.1	2020-01-27 11:01:57	Login	User	admin	Success	
admin	127.0.0.1	2020-01-27 11:01:48	Logout	User	admin	Success	
admin	127.0.0.1	2020-01-27 10:55:49	Login	User	admin	Success	
admin	127.0.0.1	2020-01-27 10:51:05	Logout	User	admin	Success	
admin	127.0.0.1	2020-01-27 10:08:36	Login	User	admin	Success	
admin	127.0.0.1	2020-01-27 10:08:30	Logout	User	admin	Success	
admin	127.0.0.1	2020-01-27 09:57:10	Login	User	admin	Success	
admin	127.0.0.1	2020-01-27 09:57:05	Logout	User	admin	Success	
admin	127.0.0.1	2020-01-27 09:56:18	Login	User	admin	Success	
admin	127.0.0.1	2020-01-27 09:55:34	Login	User	admin	Success	

**User:** The user type of action.

**IP Address:** The IP address of the user's system.

**Action Time:** The actual time of the execution of the action.

**Action:** The action performed by the user.

**Action Category:** The content type of the action (The module in which the action is performed).

**Object:** The output of the action.

**Status:** The status of the action. It can be successful/Failure.

**Description:** The short statement of the outcome of the action.