

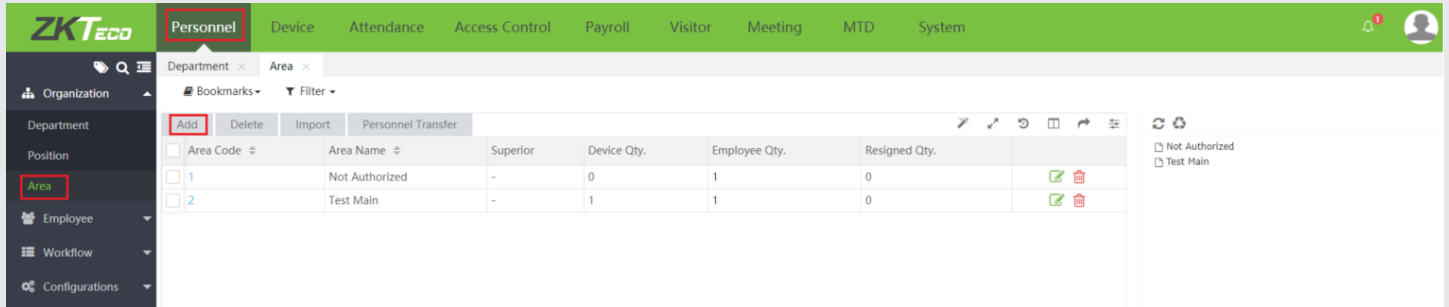
Biotime 8 – How to add Area

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

Following are steps to take when you add an area

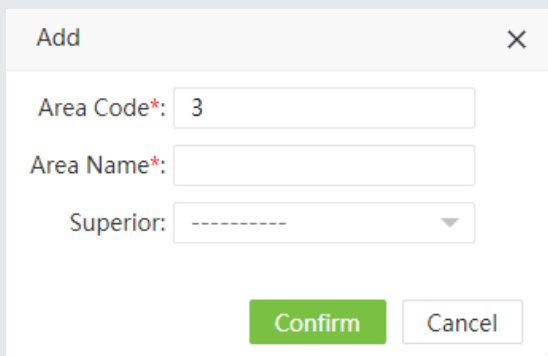
Personnel > Organization > Position

Click on Add



The screenshot shows the ZKTeco Personnel management interface. The 'Personnel' menu is selected, and the 'Area' sub-menu is active. The main content area displays a table with the following data:

Area Code	Area Name	Superior	Device Qty.	Employee Qty.	Resigned Qty.	
1	Not Authorized	-	0	1	0	<input type="checkbox"/> <input type="checkbox"/>
2	Test Main	-	1	1	0	<input type="checkbox"/> <input type="checkbox"/>



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

- Area Code*:** Text input field containing the value '3'.
- Area Name*:** Text input field.
- Superior:** Drop-down menu with a dashed line indicating no selection.
- Buttons:** 'Confirm' (green) and 'Cancel' (white).

Area Code: Enter Unique Area code

Area Name: Enter an Area Name

Superior: Select a Superior area of this area from the drop-down list.

Select Confirm