

# ZKBioSecurity – Personnel data - How Much data can I export at once?

Following are steps to take when you want to Export personnel Data

Personnel > Personnel > Person

Select all Fields by ticking the tick box

The screenshot shows the ZKBioSecurity interface. On the left sidebar, 'Personnel' is expanded and 'Person' is selected. The main area displays a table of personnel records. A red box highlights the 'Personnel ID' column header. The table columns are: Personnel ID, First Name, Last Name, Department Name, Position Name, Card Number, Verification Mode, Create Time, Status, and Operations. The first few rows of data are visible, including records for Sheldon Donavan, Hendrik, JOHAN, lezard, Bianca Nell, THABO, Betsie, Jimmy Kasangule, Djiddj, Tristin, saga, Durk, Walter Mashamba, Nakedi, and Quintin.

Select Export Tab

This screenshot shows the same personnel list as above, but with the 'Export' dropdown menu open. The 'Export' option is highlighted with a red box. The dropdown menu lists three options: 'Export Personnel', 'Export Biometric Template', and 'Export Personnel Photo'. The 'Export Personnel' option is selected.

A close-up view of the export dropdown menu. The 'Export' button is selected, and the dropdown list shows 'Export Personnel' as the chosen option. Other options include 'Export Biometric Template' and 'Export Personnel Photo'.

**Export Personnel:** This is personnel all basic information. Max is 30 000 lines.

**Export Biometric Template:** Max is 40 000 lines. This will export all the user's Biometric templates in ZKBS format.

**Export Personnel Photo:** Exports all the photo's that was loaded on the system

**Export Personnel**

Select all the personnel data you need to export.

Export Personnel ✕

<input checked="" type="checkbox"/> Basic Information	<input checked="" type="checkbox"/> Personnel ID	<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/> Department...
<input checked="" type="checkbox"/> Department...	<input checked="" type="checkbox"/> Gender	<input checked="" type="checkbox"/> Birthday	<input checked="" type="checkbox"/> Password	
<input checked="" type="checkbox"/> Certificate Type	<input checked="" type="checkbox"/> Certificate Nu...	<input checked="" type="checkbox"/> Card Number	<input checked="" type="checkbox"/> License Plate	
<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Reservation C...	<input checked="" type="checkbox"/> Mobile Phone		
<input type="checkbox"/> Custom Attributes				
<input type="checkbox"/> Employee Type	<input type="checkbox"/> Hire Type	<input type="checkbox"/> Job Title	<input type="checkbox"/> Street	
<input type="checkbox"/> Birthplace	<input type="checkbox"/> Country	<input type="checkbox"/> Home Phone	<input type="checkbox"/> Home Address	
<input type="checkbox"/> Office Phone	<input type="checkbox"/> Office Address			

The File Type: EXCEL File

Export Mode:  All data (Can export up to 40000 data)

Select the amount of data to export (Can export up to 40000 data)

From the article: 1 Strip, is derived 100 Data

OK
Cancel

Click on OK

Person												
Personnel ID	First Name	Last Name	Department Numbe	Department Name	Gender	Birthday	Mobile Phone	Card Number	License Plate	Email	Certificate Type	Certificate Number
6877	Sheldon	Donavan	55	Sales 22								
6	Hendrik		55	Sales 22	Male			1247142				
7	JOHAN		55	Sales 22								
8	lezard		55	Sales 22								
11111	ff		55	Sales 22								
885	Bianca Nell	Nell	1	ZKTeco Exp Cen								
9	THABO		55	Sales 22								
82	Betsie		55	Sales 22								
7484874	Jimmy	Kasangule	55	Sales 22			0717598633					
13233	Jdfjx	Djiddj	55	Sales 22			56					
3	Trnstin		1	ZKTeco Exp Cen	Male			1458863				
35	saga		1	ZKTeco Exp Cen					DG235GP			
649336	Durk	Maritz	1	ZKTeco Exp Cen			0833811894					
9597989	Walter Mashamba	Mashamba	1	ZKTeco Exp Cen								
646464	Nakedi	Mokhwibitsane	55	Sales 22			0726279965					
9595	Quintin	Struppmann	55	Sales 22			0813443572					
5333	Joseph		12	Support	Male			4915634				
58	Marnu		12	Support	Male			4521738				
9897	Robin	M	55	Sales 22								
649474	Kuben		55	Sales 22								
7493	Michael	Collier	55	Sales 22			0828053469					
8085	Riaan	Brand	55	Sales 22								

**Export Biometric Template**

Click on OK

Export Biometric Template ✕

The File Type: EXCEL File

Export Mode:  All data (Can export up to 40000 data)

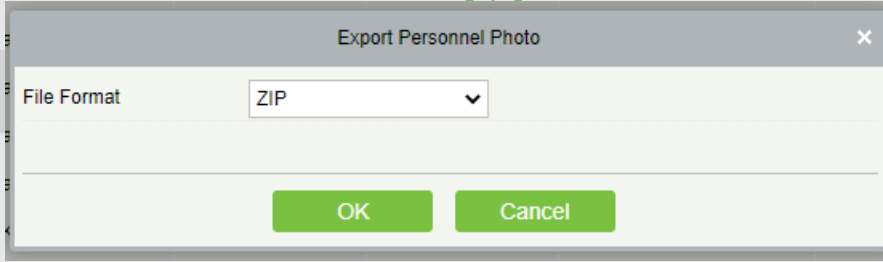
OK
Cancel

Personnel Biometric Template

Personnel ID	First Name	Last Name	Biometric	Biometric	Biometric	Biometric	Biometric	Biometric Template
1	Jerry	Wang	1	Fingerprint	10	4	1	TExTUzbAAAFDxECAUHCc7QAAAAdDmkBAAAAdDlvmg/fADwLvgANACkAyQCzAB4PFwD2DzoM1g ACAX4H9A/gAcgP5QBOABUE8QCHA4LhACJD+MMNQCfAJ8MSQ8gAVgM0ACQAIMAAAEsAVoJpQ AyD+4PKgA6ARwGtw8aAAEPkAB+AOmfjwDhAFILqACwD+QPrGCHANQP6g+5ACAPTAAXAFcAQQ CpAN4MNwCDD5L+wAAQAYMFTw8eAVYM0wDyAdQA5gBdABMPAA/DIUPDAD+ABQK7Q8wA18IA CBAFsQIDCAAQLuwCqD/QLagDjABoP3w/vAD4M5gAZADoI9wCpAJkEBwBsDw8P8AASAFoEeA82 AdMP9QDYAbsKNAADAc8PNgA1Ds8K9gBF AZ8MDA8FcaAK2ADiABYFvOzqQ54S7BK7X7wtfZqP 6ENf8gE39fYBoFYhyrOrf78btpYdkc:5954P1kg+v18DgB7/RXw4ellfYQVphs8KzHZQdd7TnYzInbwD DpyG8+MPagVLh4uMjKTd69/Oecw/SMBKRqUG1IP6v4KYBSgVe9XINMjmbQl6g3Xje8NvQYRlx+PW QpghCr9fAtiHTGTQFh9KJbwTHdZcXy7IBmODaHFogy798BJzBtr0IH1KCzZ3nNwCFeHYCMPEdgc+B6 48aUSOo1njYfQrQZdA2FhACsisgFOXWwNcNSDXPNWb+OPu1g/MPLgBDftN+Y0Qdwp2nnaev8CrH4 Ee114Y08A70FfILC8+vrQD/GbaM5qb9d7sPJU4AArcnJwrfdAVrQ9+gQAnAFuZAKAaAFwTppxR0 B2wWJ8GaeVvOccETAOYNRlxz4XAcFYGAHAyBTLBFQDyGly7e3n0cWpaACl2YB7zX/AC2cHAH AeA1hLCwDmM48FwMZhCBEITvTEzsNpcWvAwAQXBAdQKHnYhnR0wMRVwAwAz1WJqnyD8 BkBC1yQwKhngc1uwMFJwFvBAO9RFI0RAQtmVXL7zorCwMKEwMIAwWgHJUvDFgB5aYZgwMJ4w MLC0v9vIMEAMRsD4MHBU14YG1ZEgHlepZKw3dxfg8bxUZ+WMH/8FaB8WygwNB/8RAKpCg8fNw8 F2dn5W1QD1I39g4CAwQWEAQ/nihM7CAB3jBxwwf7BVx0B042nzFh6eG93wDrFxfH+wclAQJFNK RRXMcGAD1YJzFcYjCwsHCwLXBxWR6DgCcsPA7/S3x0cA4CADEzFEzMcKHAEOsVtkeY/AtHTB/8 M6XMWEDwbtsI7+6SnE8f5FCADmstL+R1wJAJS3A/84/TUFAcu3HC//P40D26XHf/wTpFDw+NvHDEw cEHVvoAAAs/D/spO/1GTSE0AKPEHjr8+vH8/vAMQ3Fvskm/vo+8A/1ABVwTL+wP/+wDj+SROwAUAS NSfW/nBAbO1VPAB/4OD5DhNPswyQf8QAoB8eEvsEFCwVw4zT9+1fOhfYeLewPz7/Dn9+PD6wf7 BwP46wAMP3/6v5RwWd99dsqWAgQ2MBJRJUGRDvDbpRwICjld+/x+XhD7HTb5CBEWepXxLDP wcQ7RWD/vvwSgUQRyBaBVQBH00iUcWFEccuW898ERB9M6c8DNzCjDwsH/BVkbH+40WkoXEIk2 1nBPP77+vw+H1ZLAhDQPvRAzxA7V+XBb2TACsWN6bXVEQ=

**Export Personnel Photo**

Click on OK



The dialog box titled "Export Personnel Photo" has a close button (X) in the top right corner. It contains a "File Format" label followed by a dropdown menu currently showing "ZIP". At the bottom, there are two green buttons: "OK" and "Cancel".

This will export the photo's that was uploaded.