

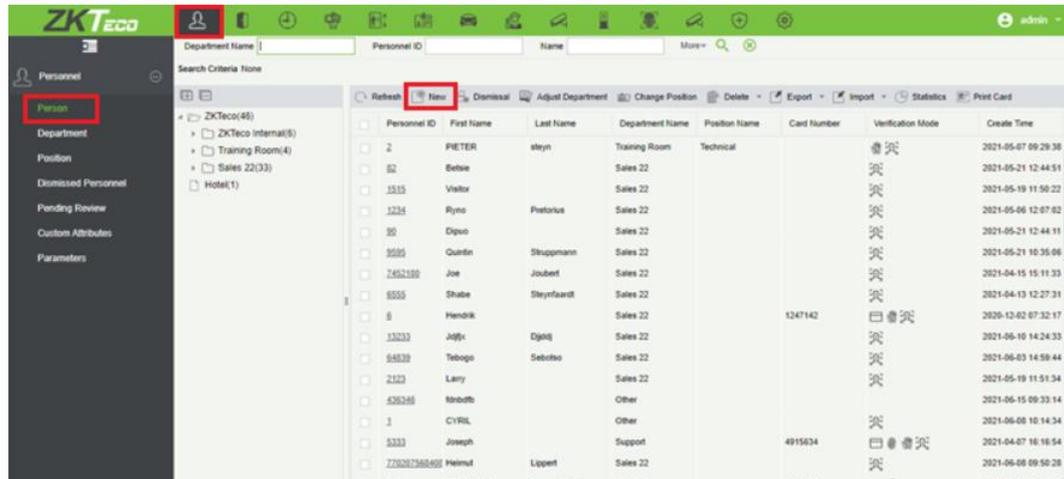
## ZKBioSecurity - Adding Personnel

When using this management program, the user shall register personnel in the system, or import personnel information from other software or documents into this system.

Following are steps to take when you add a Personnel.

Personnel > Personnel > Person

Click on new



Fill in all the fields.

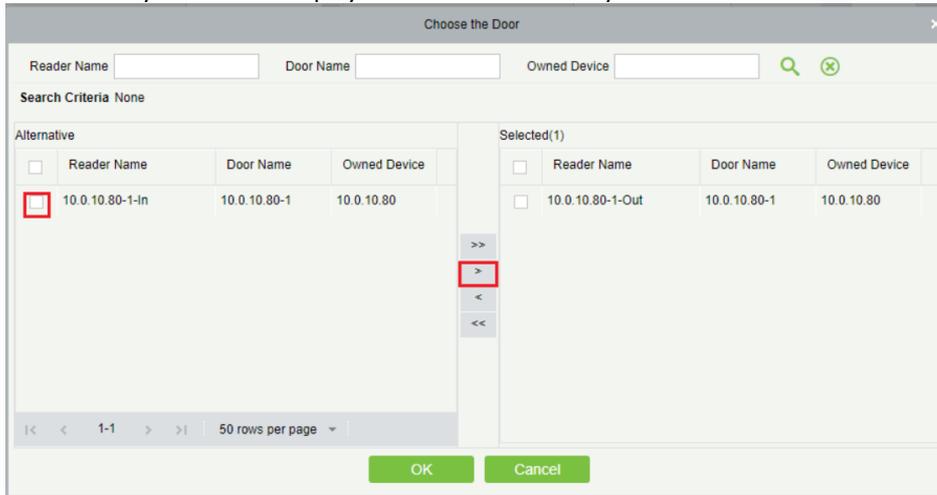
Under Access Control and Personal Details, you choose which details you want to fill in based on what your employee gave you. You can link this person's access levels here or you can do it under Access > Access Control > Set access by Person.

**Device Verification Password:** Set password for personnel accounts. It can only contain up to 6-digits. If a password exceeds the specified length, the system will truncate it automatically. It cannot be the same with other passwords and the duress password.

**Certificate Type:** There are four types of certificates: ID, Passport, Driver's License, and Others. Select the certificate and fill in the certificate number.

**Personnel Photo:** click on Browse and select a local Photo to upload. The best size is 120×140 pixels. Format **jpg, jpeg, bmp, png, gif ext.**

**Card Number:** The max length is 10, and it should not be repeated. Click on the icon  All your readers will appear on the left-hand side. Select one with a tick in the tick box and use > send the device to the right-hand side. Click ok and you need to swipe your card at the device you have chosen.

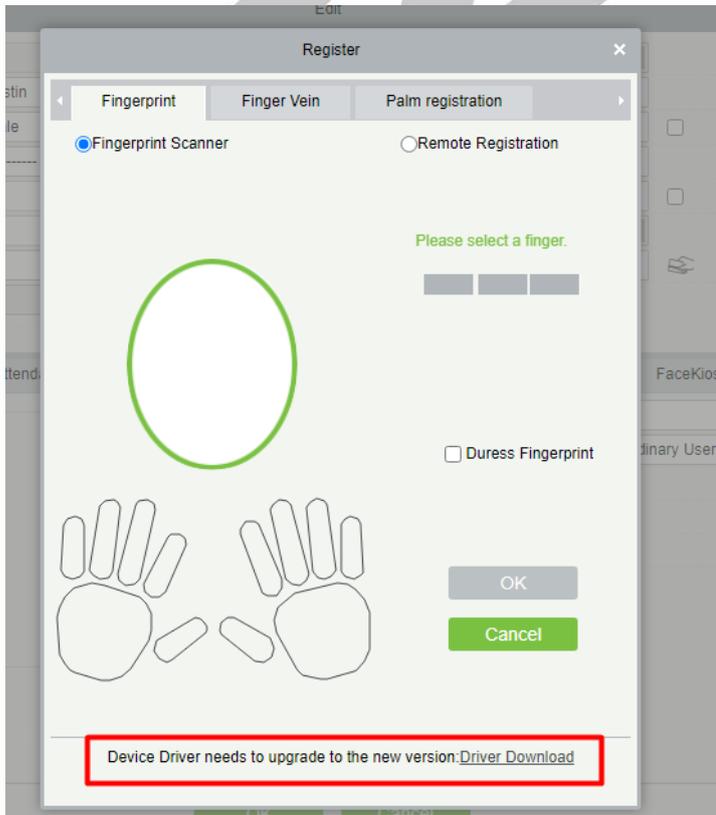


**Biometric Type:** Click on the Icon 

Fingerprint scanner – this is our enrolment unit like ZK9500, SLK20R

First, we need to install the Drivers for the Fingerprint enrolment reader. Please refer back to the driver installation Document.

Select a finger(click with your Mouse on a finger) you want to scan. The system will scan your fingerprint 3 times.



**Duress Finger:** If the user presses the duress fingerprint, it will trigger the alarm and send the signal to the system.

**Superuser:** In access controller operation, a superuser is not restricted by the regulations on time zones, Anti-passback and interlock and has extremely high door-opening priority.

**Delay Passage:** Extend the waiting time for the personnel through the access points. Suitable for physically challenged or people with other disabilities.

**Disabled:** Temporarily disable the personnel's access level.

**Set Valid Time:** Set Temporary access level. Doors can be set to open only within certain periods. If it is not checked, the time to open the door is always active.

Select OK.

Your user will be able to access the device that is set up for them.

