

User Manual

easy  cafeteria

Date: May 2024

Doc Version: 1.0

English

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



For further details, please visit our Company's website
<http://www.zkteco.in/>.

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

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About the Company

ZKTeco is one of the world's largest manufacturer of RFID and Biometric (Fingerprint, Facial, Finger-vein) readers. Product offerings include Access Control readers and panels, Near & Far-range Facial Recognition Cameras, Elevator/floor access controllers, Turnstiles, License Plate Recognition (LPR) gate controllers and Consumer products including battery-operated fingerprint and face-reader Door Locks. Our security solutions are multi-lingual and localized in over 18 different languages. At the ZKTeco state-of-the-art 700,000 square foot ISO9001-certified manufacturing facility, we control manufacturing, product design, component assembly, and logistics/shipping, all under one roof.

The founders of ZKTeco have been determined for independent research and development of biometric verification procedures and the productization of biometric verification SDK, which was initially widely applied in PC security and identity authentication fields. With the continuous enhancement of the development and plenty of market applications, the team has gradually constructed an identity authentication ecosystem and smart security ecosystem, which are based on biometric verification techniques. With years of experience in the industrialization of biometric verifications, ZKTeco was officially established in 2007 and now has been one of the globally leading enterprises in the biometric verification industry owning various patents and being selected as the National High-tech Enterprise for 6 consecutive years. Its products are protected by intellectual property rights.

About the Manual

This manual introduces the operations of Easy Cafeteria Solution.

All figures displayed are for illustration purposes only. Due to regular updates, figures in this manual may not be exactly consistent with the actual products.

Document Conventions

Conventions used in this manual are listed below:

GUI Conventions:

For Software	
Convention	Description
Bold font	Used to identify software interface names e.g., OK , Confirm , Cancel
>	Multi-level menus are separated by these brackets. For example, File > Create > Folder.

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 **Overview**

Our "Canteen Management System" streamlines data handling across multiple vendors on one secure platform, accessible worldwide. Designed for large setups with dining facilities, it enhances transparency among employees, companies, and vendors while automating processes. Our software integrates seamlessly with biometric devices, facilitating instant report retrieval and data management. Explore our documentation for detailed setup instructions.

2 System Operations

An **Admin** account is a User ID with excessive privileges which is responsible in managing our easy Cafeteria.

It is a Superuser account that is accountable for all the organization's activities.

2.1 Login

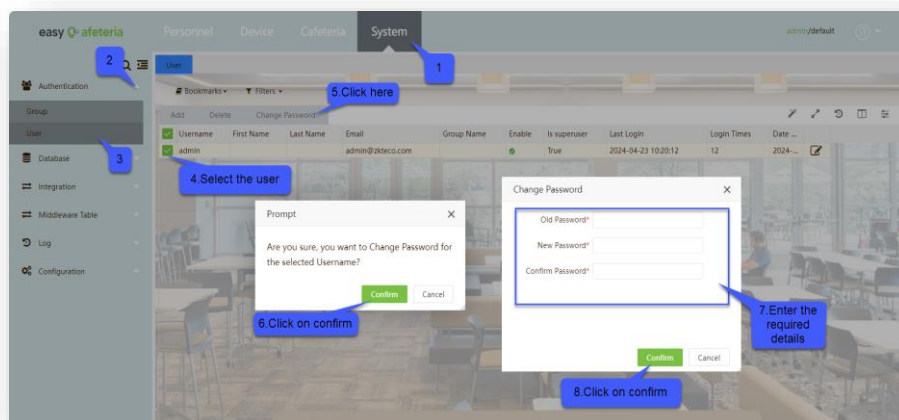
Enter the given Username and Password. Click **Login**.



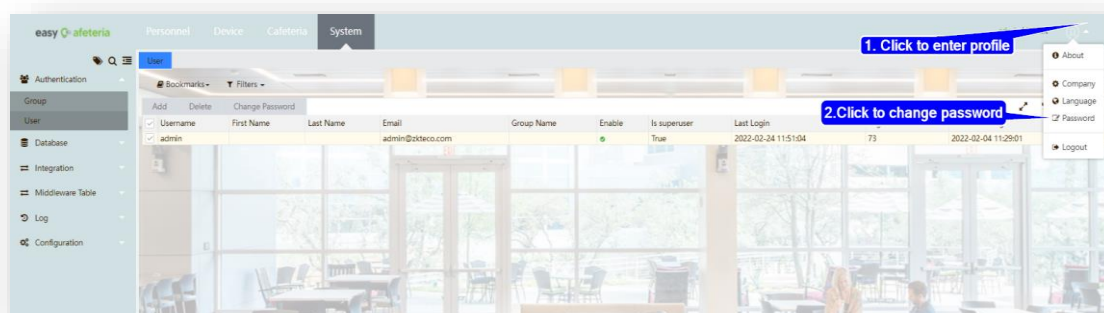
2.2 Change Password

You can change the password by performing the following steps:

In **[System]** module click **[User]** on **[Authentication]** to enter the user interface select the user and then click on **Change Password** and then click confirm in the appearing window enter the required details to change the password and confirm it



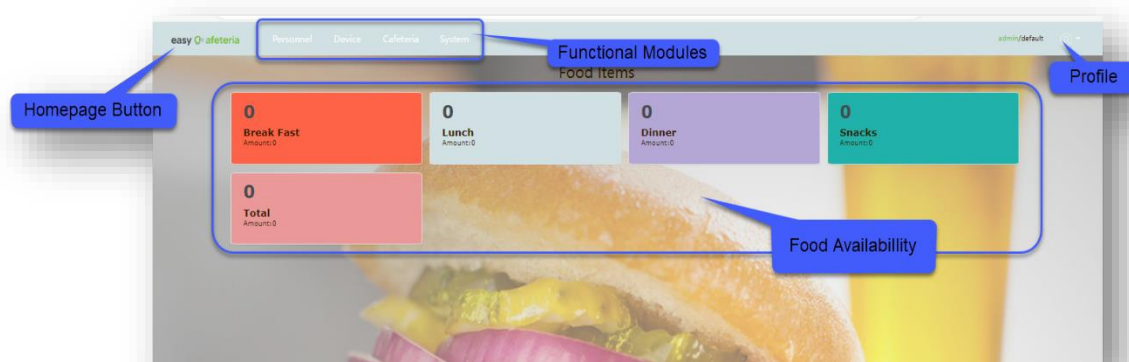
Alternatively, you can also follow below steps to change password.



2.3 Dashboard

Our dashboard helps in facilitating the display of your organization's essential data metrics and statistics of the workforce.

It presents real-time information like Breakfast, Morning Snacks, Lunch, Evenings, Dinner, Total food consumption, or other Organizational data instinctively and you can get the report of each metric directly from the dashboard.



The Dashboard displays contains a total number of items, amount of the food items details.

2.3.1 Profile

The profile provides essential organization information, including options for Logot Profile, Switch Language, About and Password.

Language

Click **[Language]** users to choose their preferred language for the application's interface and content, making it easier to use the application. click **[Confirm]** to save the language.

Password

Click **[Password]** to change the default password to new password.

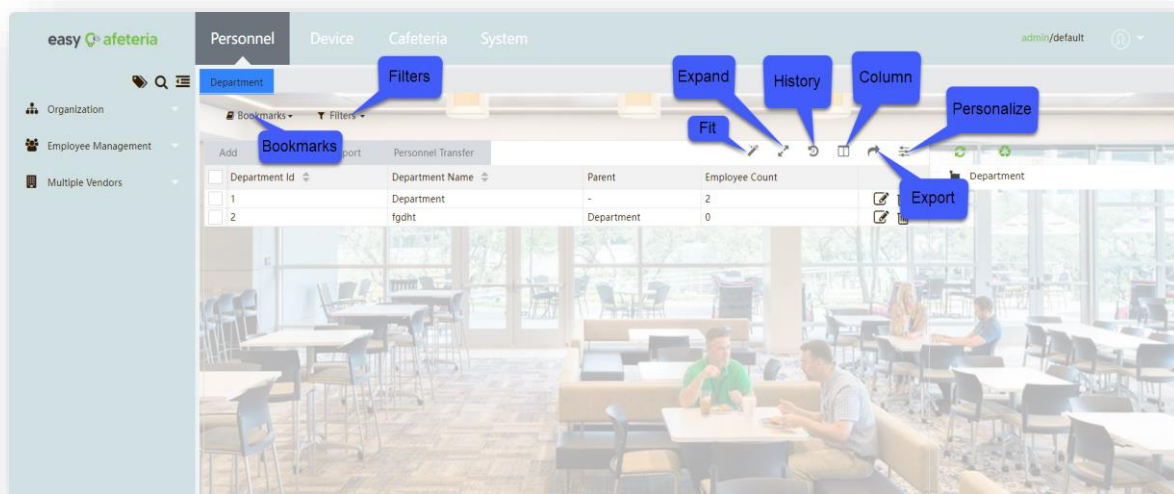
Logout

Click **[Logout]** to sign out from the current user in the easy cafeteria solution application.

About

Click **[About]** to view the application details such as software version, license and server information.

2.4 Common Features used in all the modules.



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.

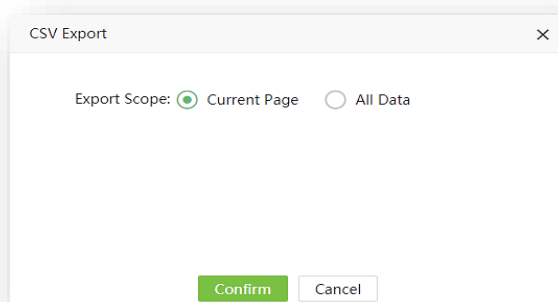
Columns

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

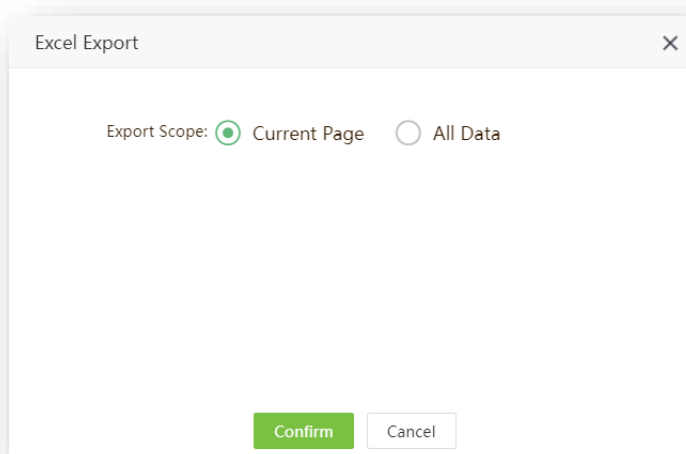
Export

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

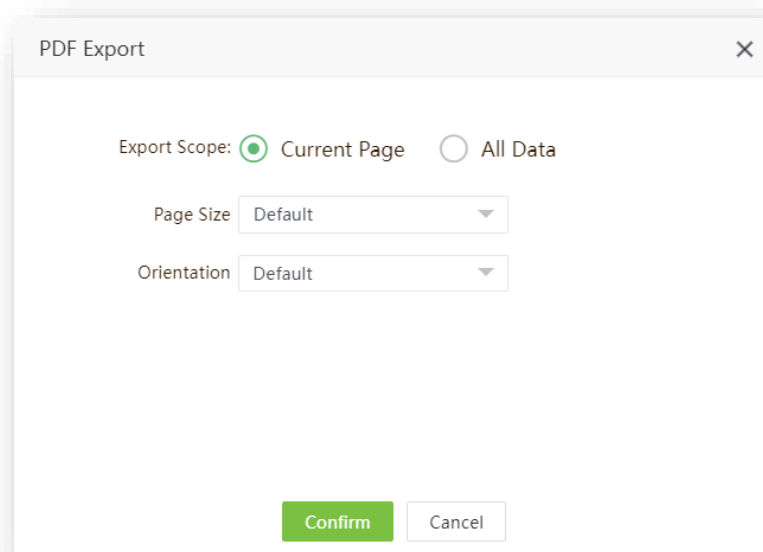
CSV/TXT Export: You can export only the current page or the entire report data.



Excel Export: You can export only the current page or the entire report data.



PDF Export: The purpose is to export only the current page or the entire report data. You can also set the orientation namely portrait and landscape. If the page-wise checkbox is selected, then the report will be generated as individual pages for the selected export style.



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.

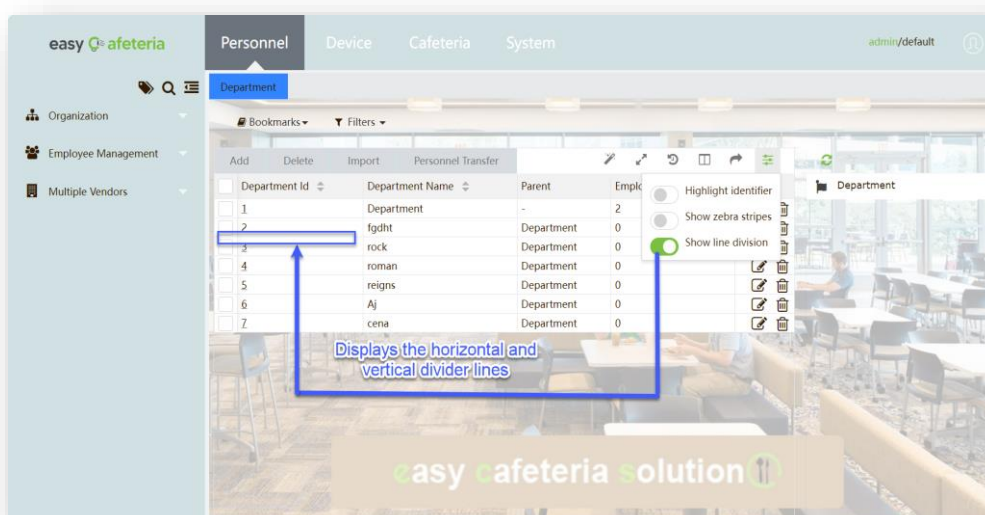
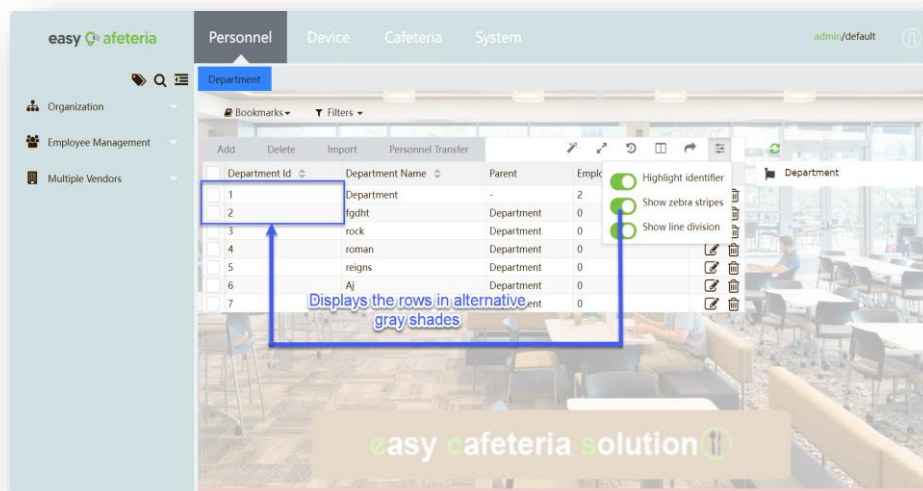
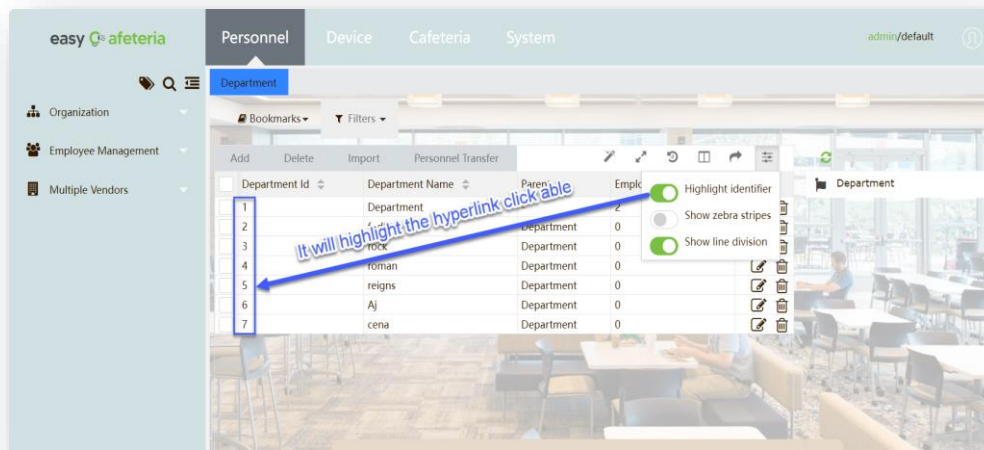
This setup greatly helps when you need to change the layout only at that instant.

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.



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 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

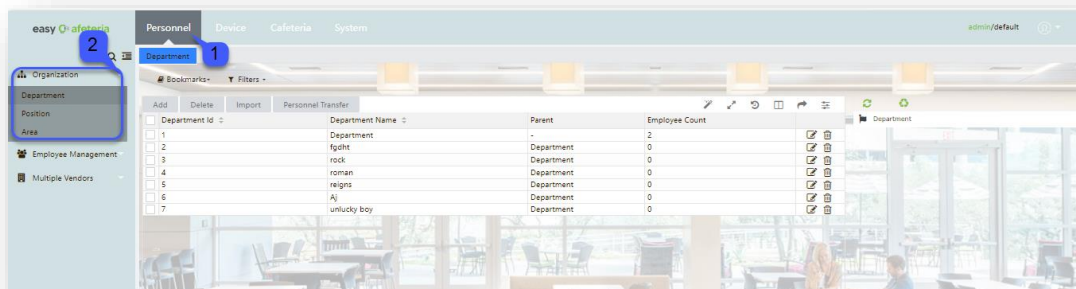
- This function arranges the columns either according to their position in the alphabets from A to Z or in order of their numerical value.

3 Personnel

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

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.

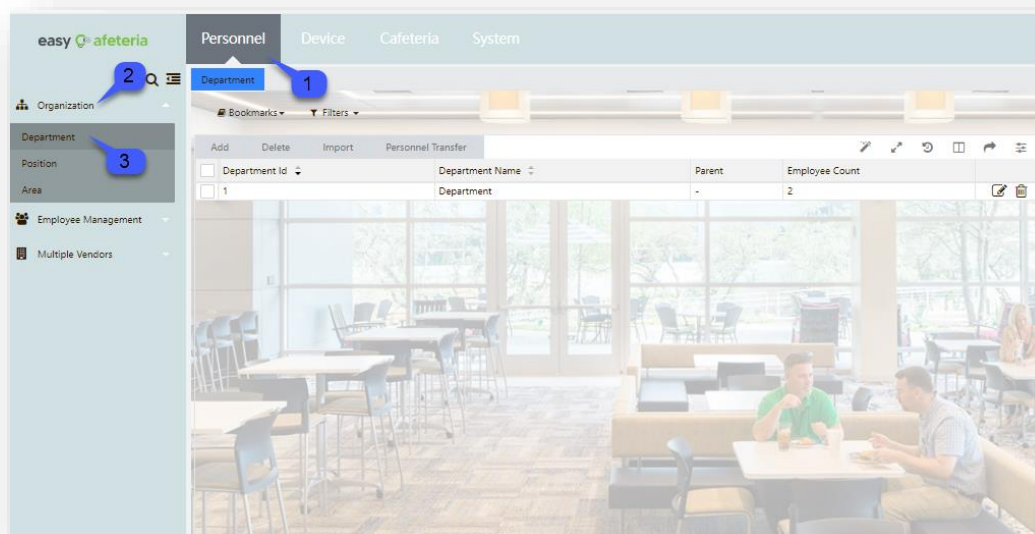
On the **[Personnel]** module, click **[Organization]** to go to the Organization module.



3.1.1 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.

In the **[Personnel]** module, click **[Department]** on the **[Organization]** and then, the user can view the department details.



On this Interface, you can create a new Department and delete the existing Departments and can manage employees in existing Departments.

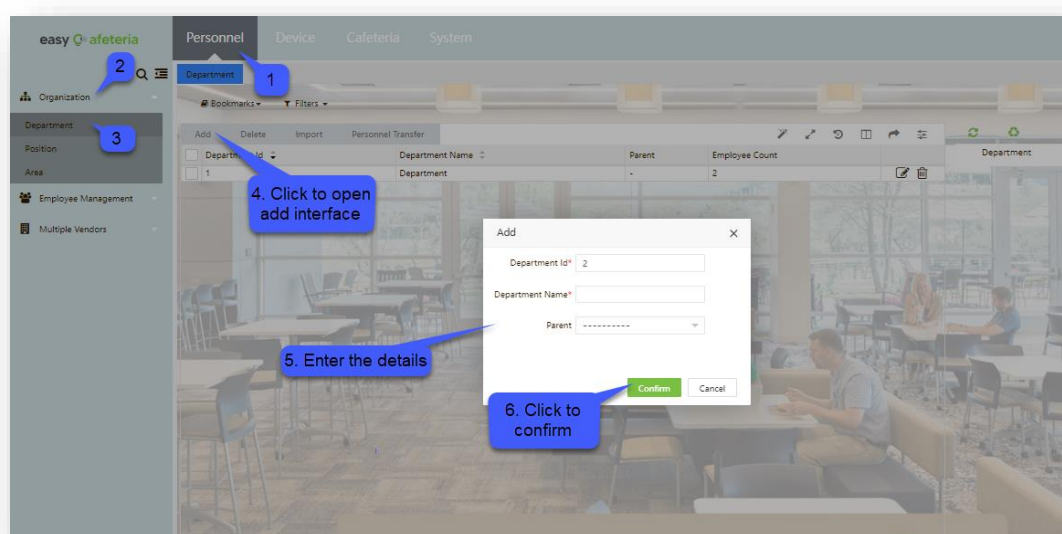
With design to the Corporate Structure, “Marketing”, “Finance”, “Operations management”, “Human Resource”, and “IT” are some of the common Departments.

Functions available on the Department Interface.

Add

[Add] function lets to create a new name for a department with a unique department Code.

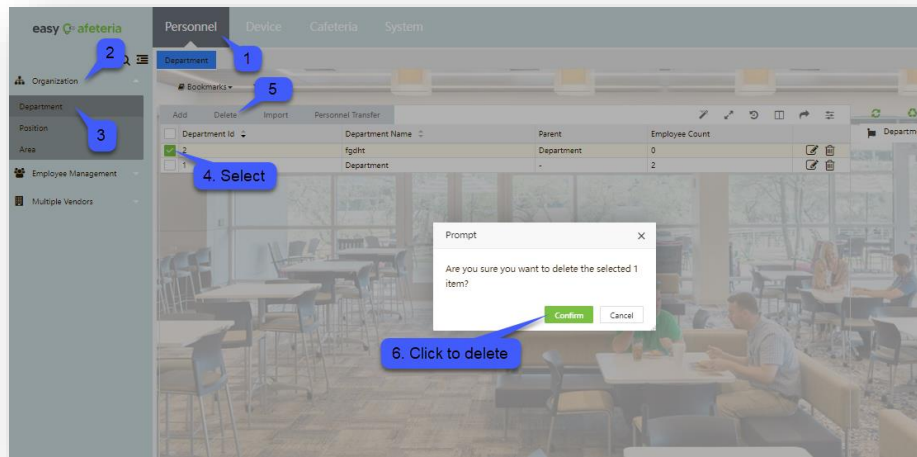
In the **[Personnel]** module, click **[Department]** on the **[Organization]** and then, click on **[Add]** to add an employee. Enter the required details. Click on **[Confirm]** to add the employee.



Delete

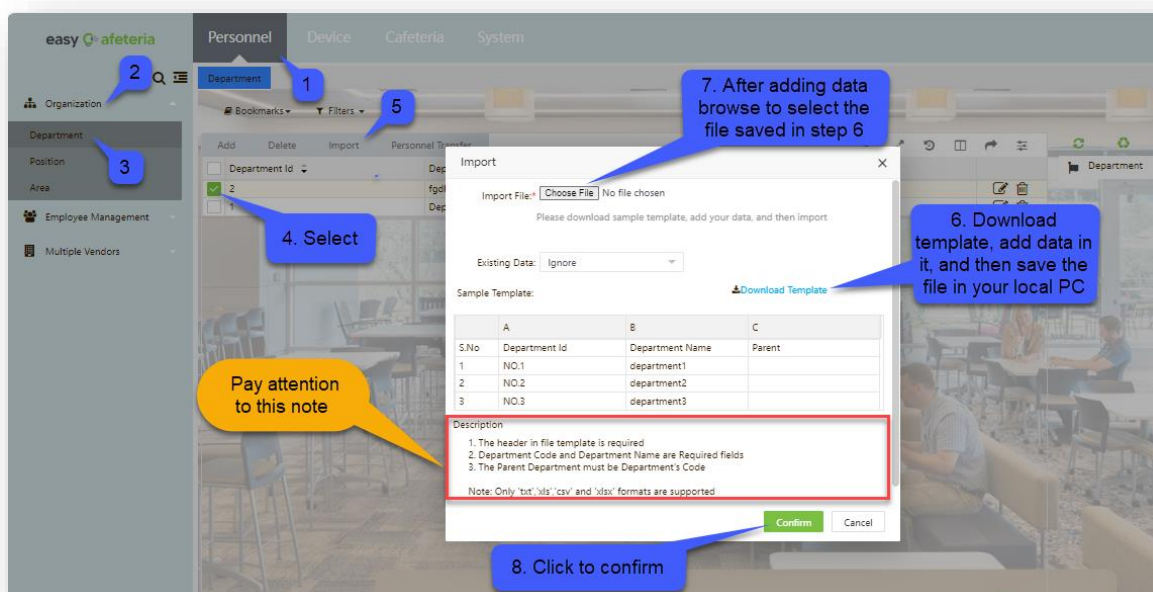
In this function the user can remove the existing data of the departments from the list.

In the **[Personnel]** module, click **[Department]** on the **[Organization]** and then, click on **[Delete]** to delete the employee. Enter the required details. Click on **[Confirm]** to delete the employee from the list.



Import

In the **[Import]** function the user can add a new or update the existing Department or the Sub-department data to the Software.



In the **[Personnel]** module, click **[Department]** on the **[Organization]** and then, click on **[Import]** to import the Position. Enter the required details. Click on **[Confirm]** to import the position from the list.

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

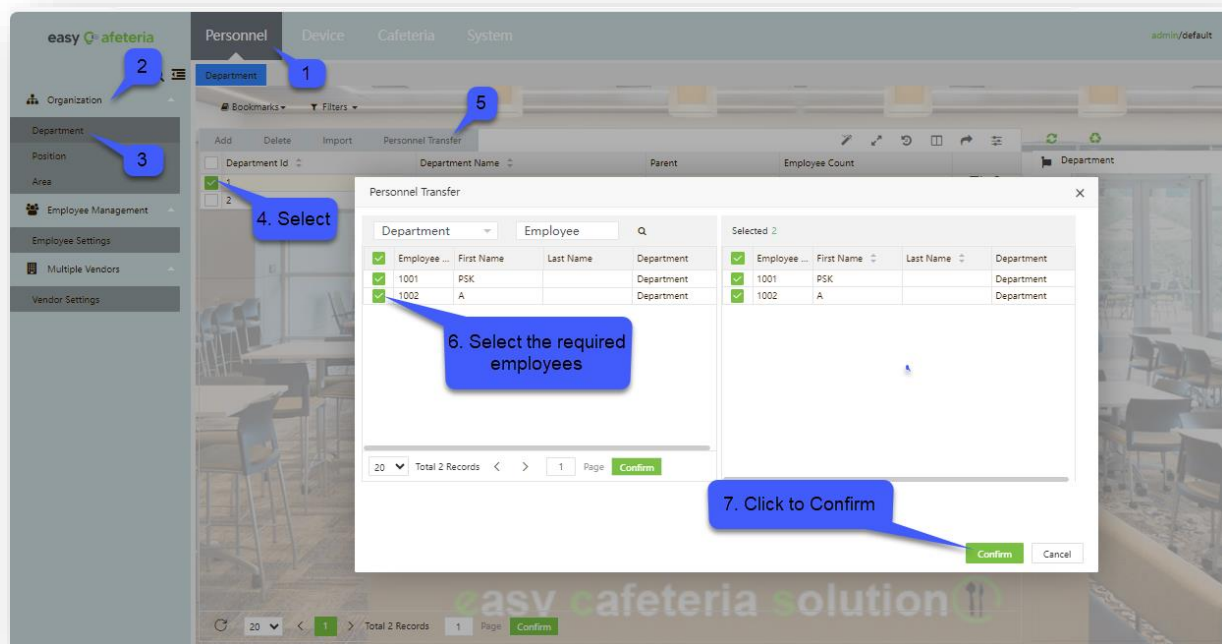
On **[Organization]** module click on **[Department]** to enter the department interface then select the required employee and click on **[import]** enter the required details on the popup window and click on confirm to import the employee. Click on download to view and imply the same structure format specified on the template document sample template.

Note: 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.

Personnel Transfer

[Personnel Transfer] function lets you transfer the existing Employees from another Department to the specified Department based on the Organization system.

Note: Only one Department can be selected at a time to modify.



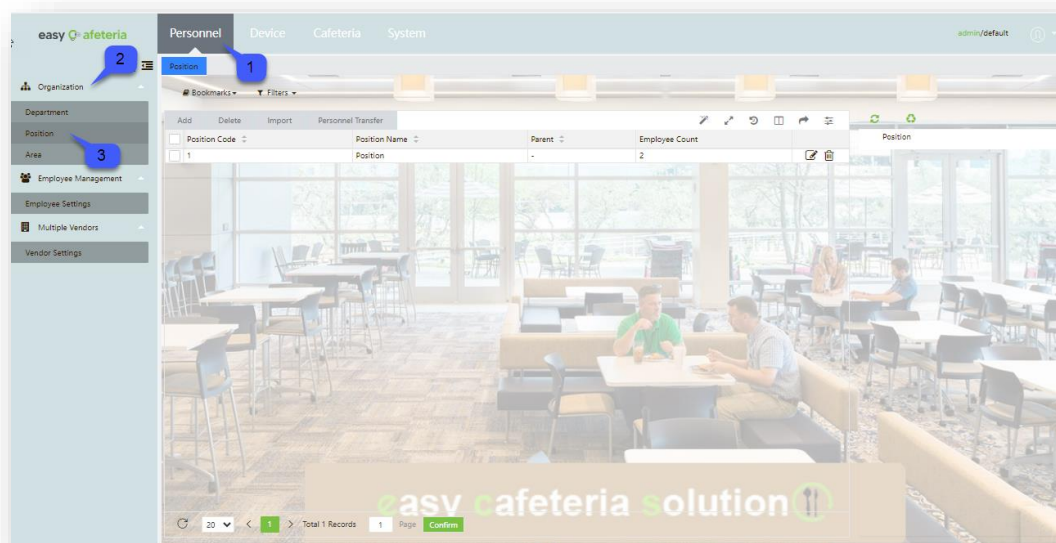
In the **[Personnel]** module, click **[Department]** on the **[Organization]** and then, select the required department click on **[Personnel Transfer]** to transfer the existing Employees from another Department to the specified Department based on the Organization system. Enter the required details. Click on **[Confirm]** to Transfer.

3.1.2 Position

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

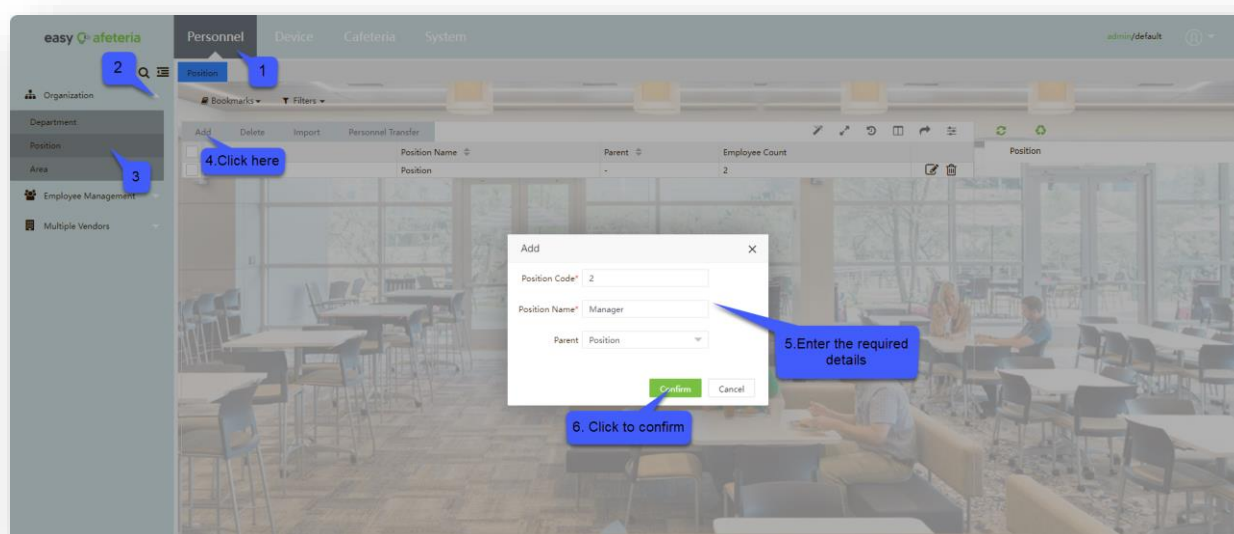
On the **[Personnel]** module, click **[Organization]**, and then click **[Position]** to go to the Position Interface.

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.



Add

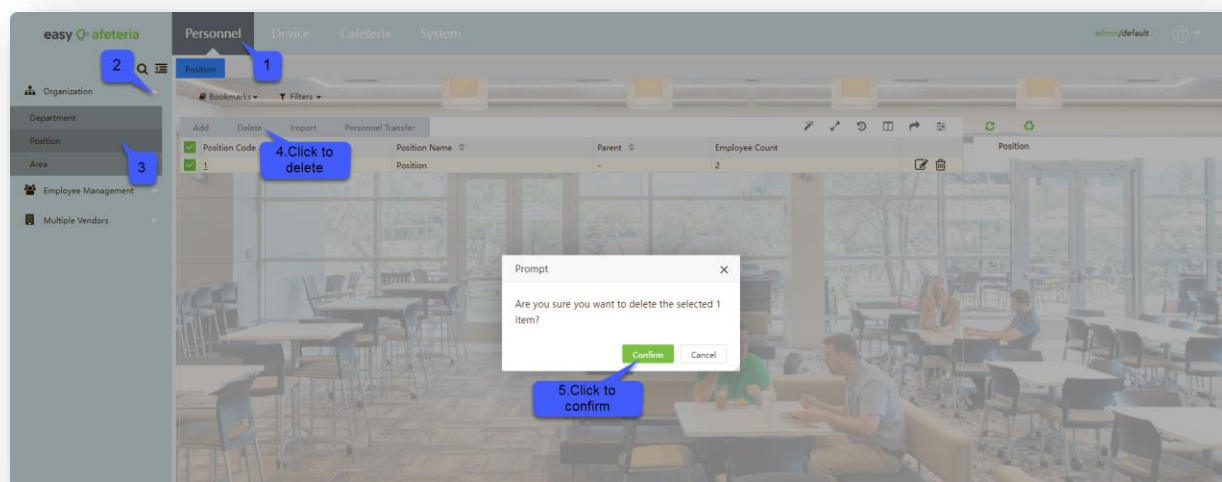
In the **[Personnel]** module, click **[Position]** on the **[Organization]** and then, click on **[Add]** to add a new title for a Position or a Sub position with a unique Position Code. Enter the required details. Click on **[Confirm]** to add the Position.



Delete

In this function the user can remove the existing data of the Positions or the Sub potions from the list.

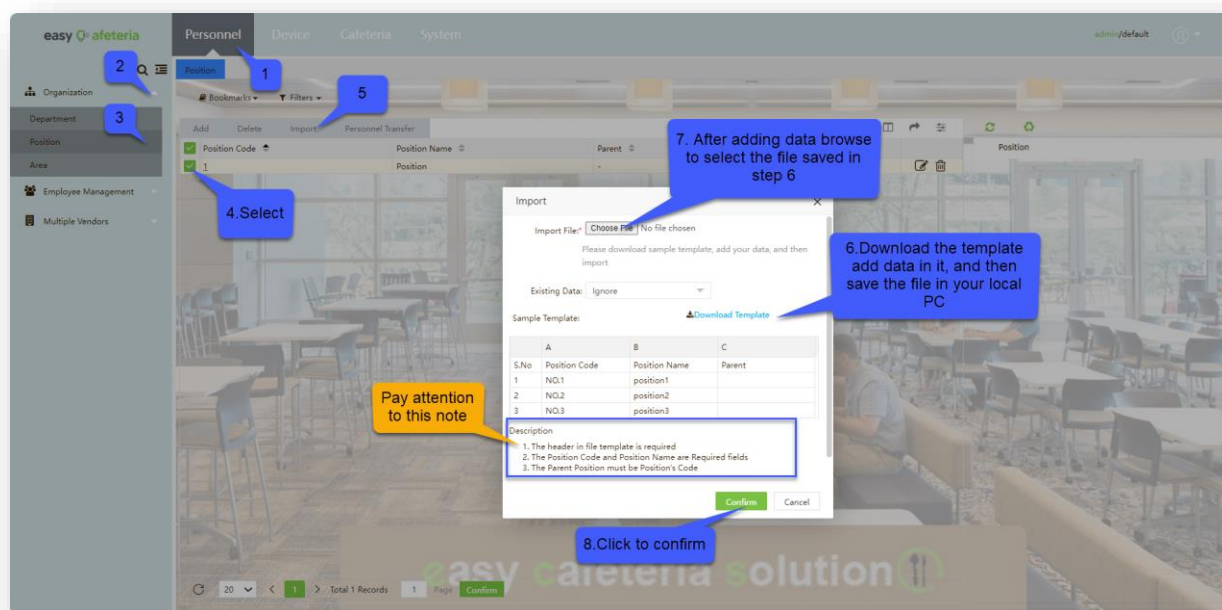
In the **[Personnel]** module, click **[Position]** on the **[Organization]** and then, click on **[Delete]** to delete the Position. Click on **[Confirm]** to delete the position from the list.



Import

In the **[Personnel]** module, click **[Position]** on the **[Organization]** and then, click on **[Import]** to import the Position. Enter the required details. Click on **[Confirm]** to import the position from the list.

Import



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

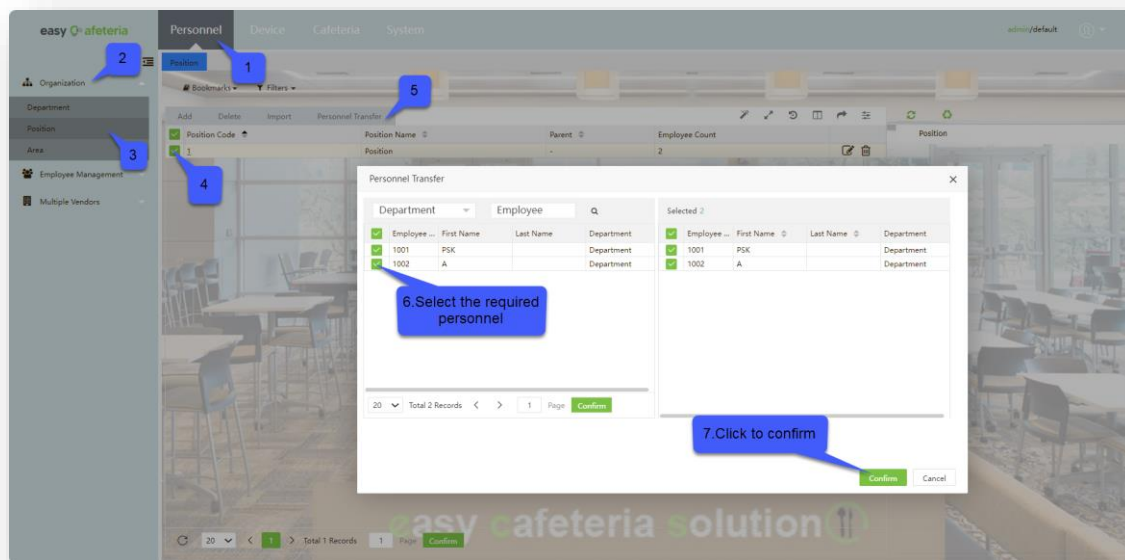
On **[Organization]** module click on **[Area]** to enter the Area interface then select the required employee and click on **[import]** enter the required details on the popup window and click on confirm to import the employee. Click on download to view and imply the same structure format specified on the template document sample template.

Note: 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.

Personnel Transfer

[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.

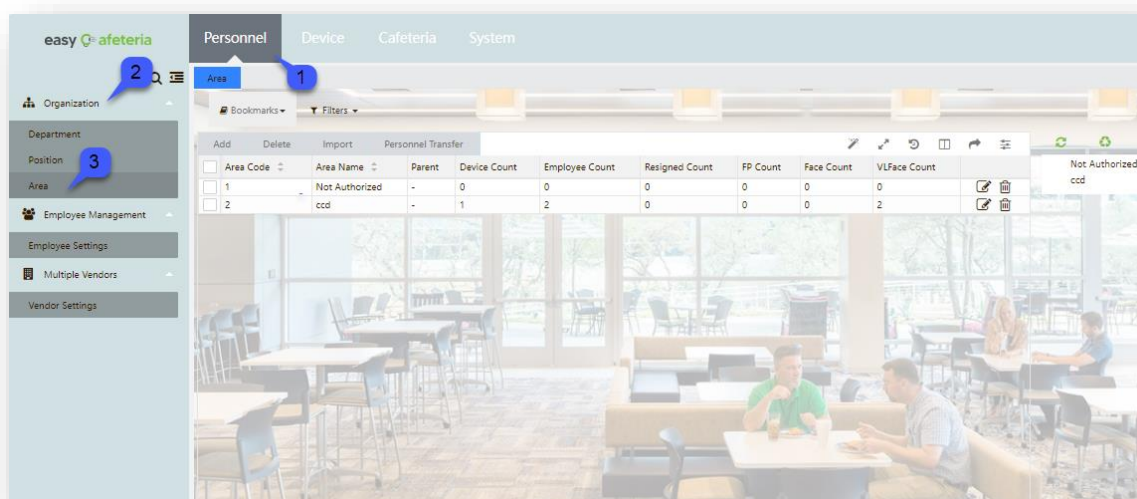


In the **[Personnel]** module, click **[Position]** on the **[Organization]** and then, select the required position click on **[Personnel Transfer]** to transfer the existing Employees from another Position or the Sub positions to the specified Positions or the Sub positions based on the Organization system. Enter the required details. Click on **[Confirm]** to Transfer.

3.1.3 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.

In the **[Personnel]** module, click **[Area]** on the **[Organization]** and then, the user can view the area details.

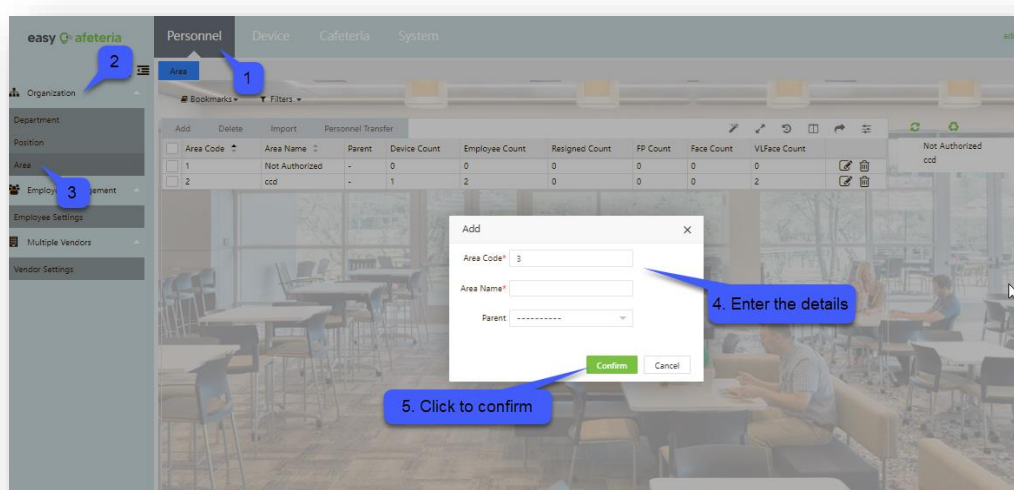


On this interface, you can create a new Area or a Sub-area, edit or delete the existing Areas or the Sub-areas, based on the rules and requirements of the Organization.

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

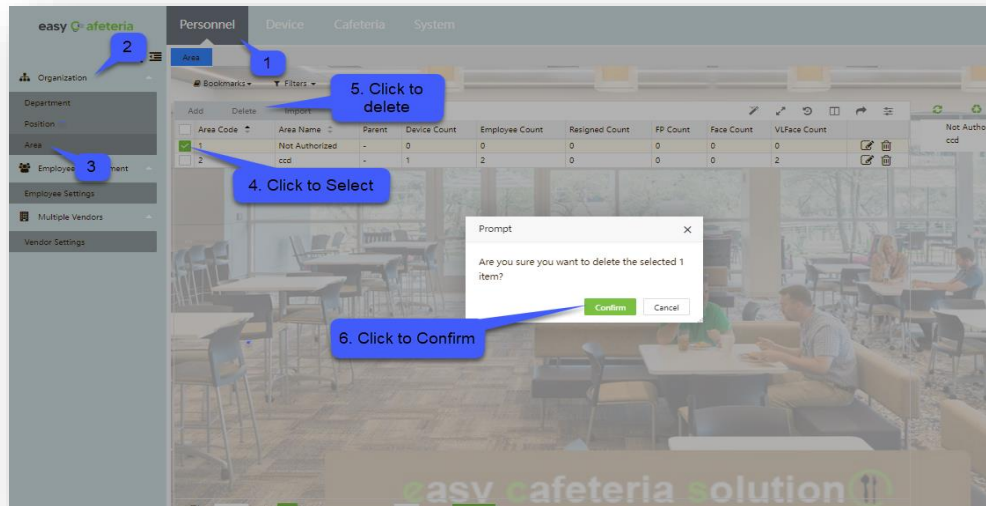
Add

In the **[Personnel]** module, click **[Area]** on the **[Organization]** and then, click on **[Add]** to add a new name for an Area or a Sub-area with a unique Area Code. Enter the required details. Click on **[Confirm]** to add the Position.



Delete

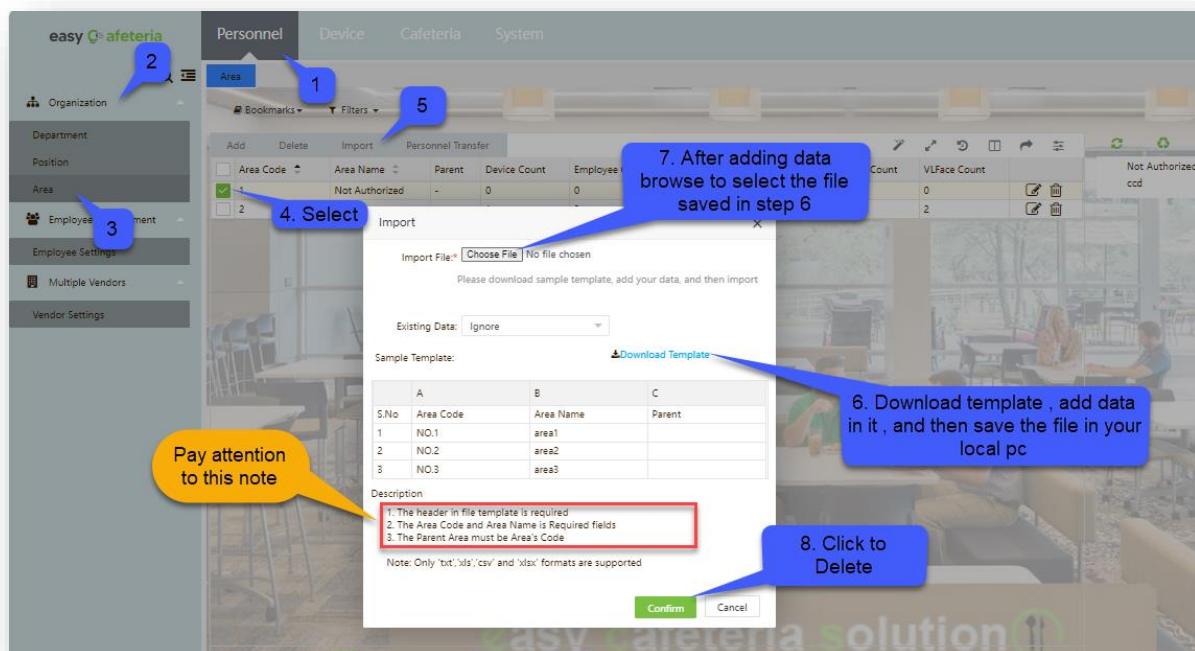
[Delete] function lets you remove the existing data of the Area or the Sub-areas from the list. In the **[Personnel]** module, click **[Area]** on the **[Organization]** and then, click on **[Delete]** to delete the area. Click on **[Confirm]** to delete the position from the list.



Import

In this function the user can add a new or update the existing Area data to the Software.

In the **[Personnel]** module, click **[Area]** on the **[Organization]** and then, click on **[Import]** to add a new or update the existing Area data to the Software. Enter the required details. Click on **[Confirm]** to import.



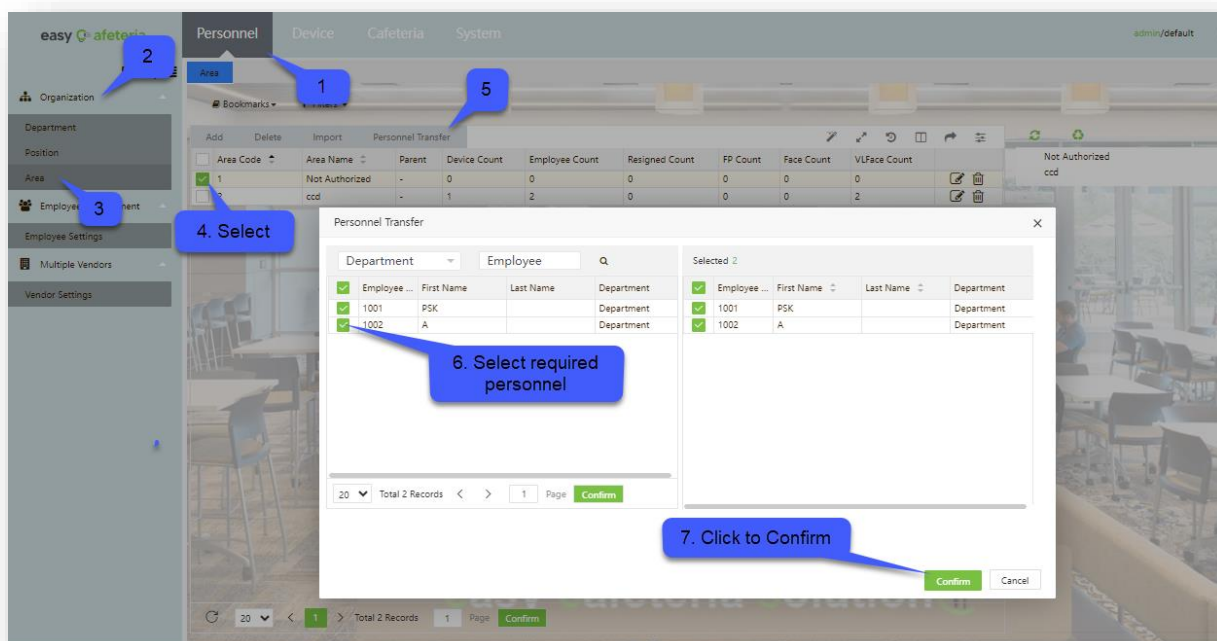
On **[Organization]** module click on **[Area]** to enter the Area interface then select the required employee and click on **[import]** enter the required details on the popup window and click on confirm to import the employee. Click on download to view and imply the same structure format specified on the template document sample template.

Note: 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.

Personnel Transfer

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.

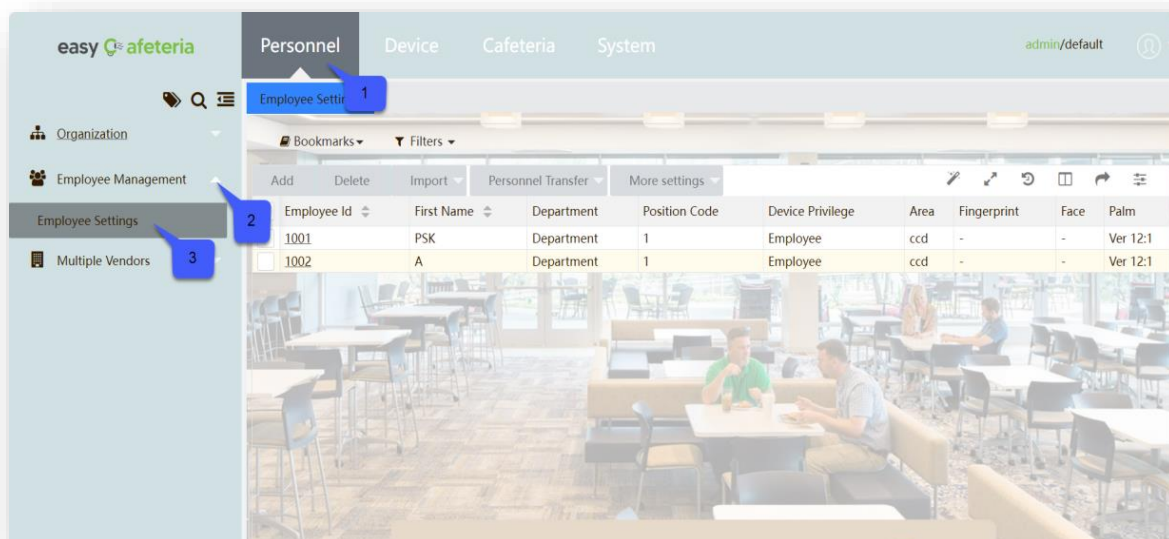
In the **[Personnel]** module, click **[Area]** on the **[Organization]** and then, select the required area click on **[Personnel Transfer]** to migrate employee's or transference from one area, team, department, or one position to another at the same or different location. Enter the required details. Click on **[Confirm]** to Transfer.



3.2 Employee Management

Our **[Employee Management]** module facilitates you to accomplish in managing the successful verification of Employees document, which eases your work about the area, department allotted to them along with the verification method. On the **[Employee Management]** module, you can add all the details and the Employee ID based on your organization's requirement.

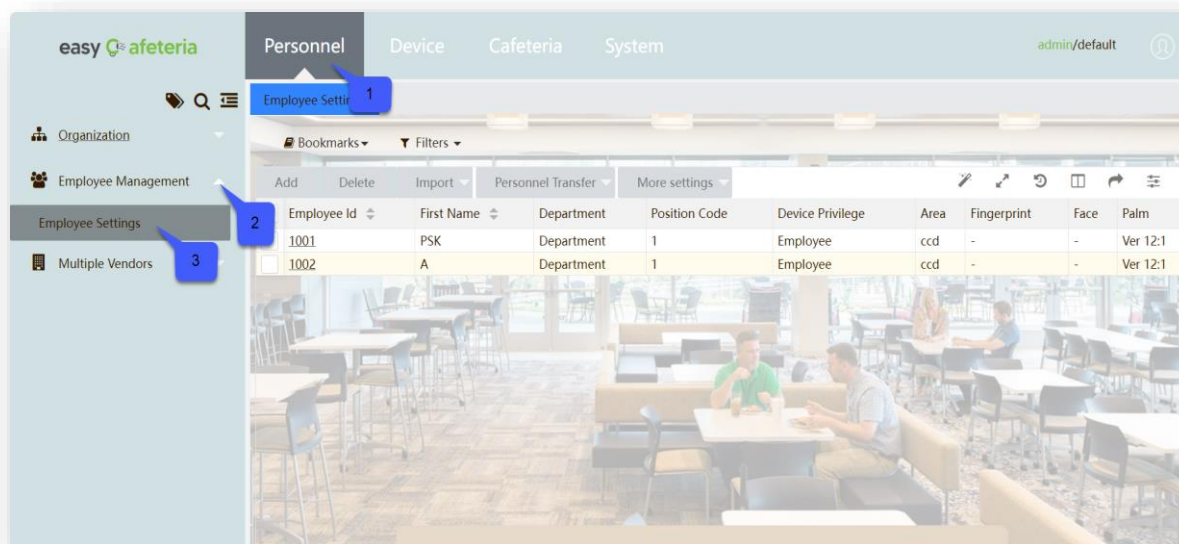
On the **[Personnel]** module, click **[Employee Management]** to go to the **[Employee Settings]** module.



3.2.1 Employee Settings

Our **[Employee Settings]** interface eases you to manage paperless documents more proficiently and retrieve them in no time. It also maintains concealment by providing access only to the relevant Employees and manages in purging trivial documents.

On the **[Personnel]** module, click **[Employee Management]**, and then click **[Employee Settings]** to go to the Employee Document Interface.



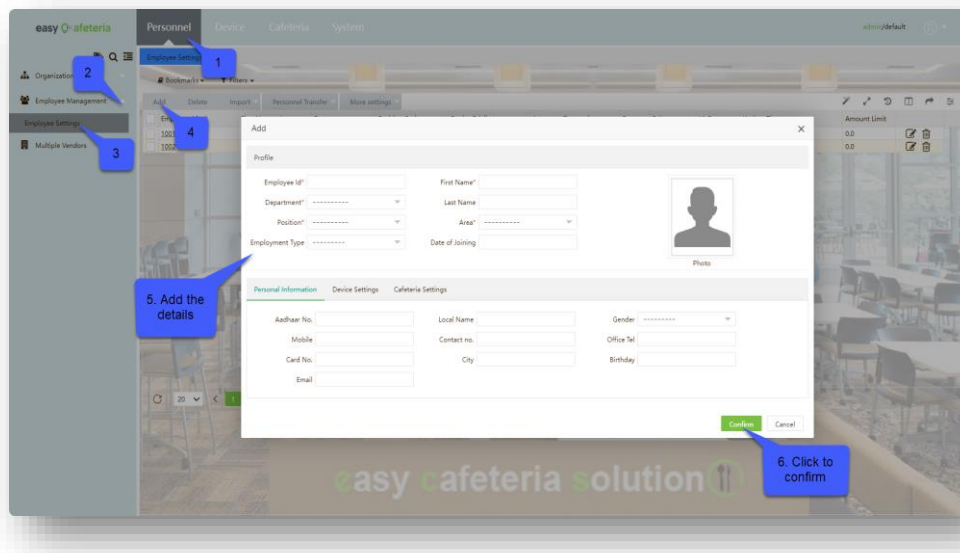
On this Interface, you can add a new document type, remove the existing document type, can import the document, and can even transfer the document.

Functions available on the Employee Settings Interface

Add

In this function the user can create a new employee, for the submission or the update of your employee's document.

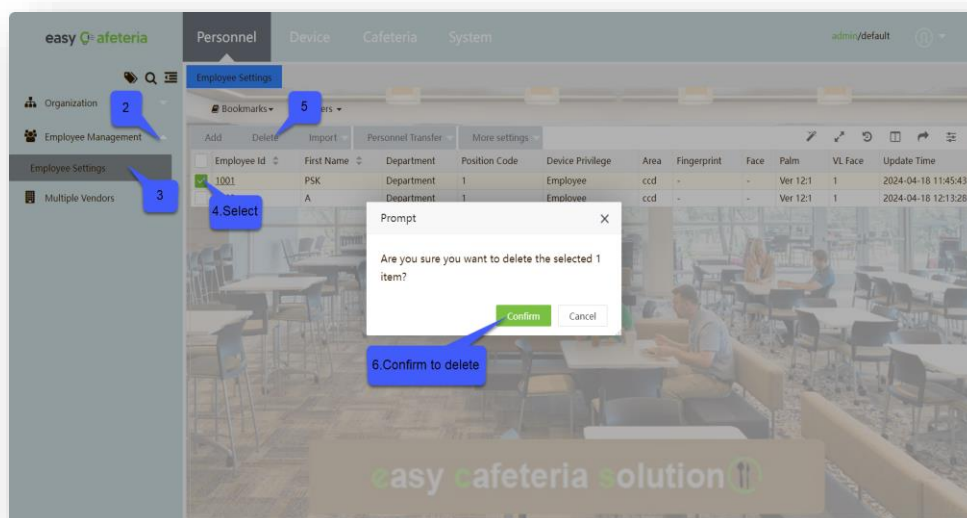
In the **[Personnel]** module, click **[Employee Management]** on the **[Employee Setting]** and then, click on **[Add]** to add an employee. Enter the required details. Click on **[Confirm]** to add the employee.



Delete

In this function the user can delete the existing document template, which is not required, from the list.

In the **[Personnel]** module, click **[Employee Management]** on the **[Employee Setting]** and then, click on **[Delete]** to delete the employee. Enter the required details. Click on **[Confirm]** to delete the employee from the list.

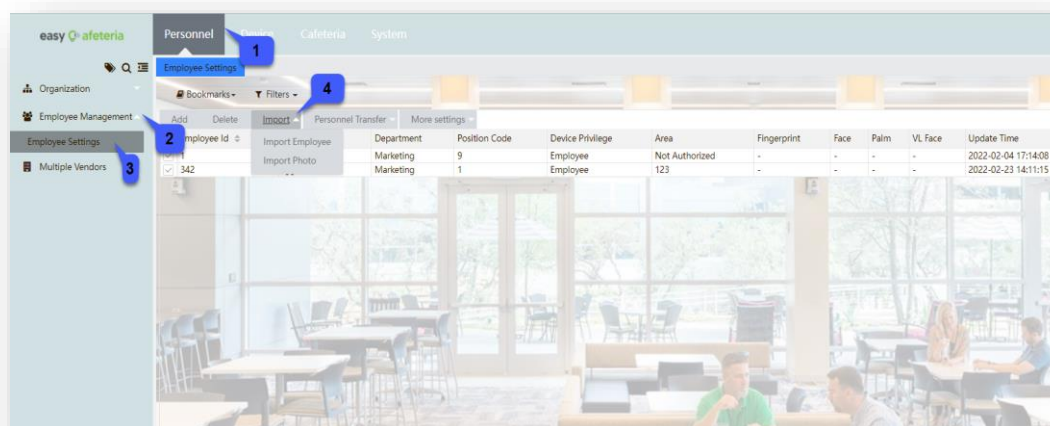


Import

In this function the user can import the existing document type details to the software.

Functions available under Import

- Import Employee
- Import Photo

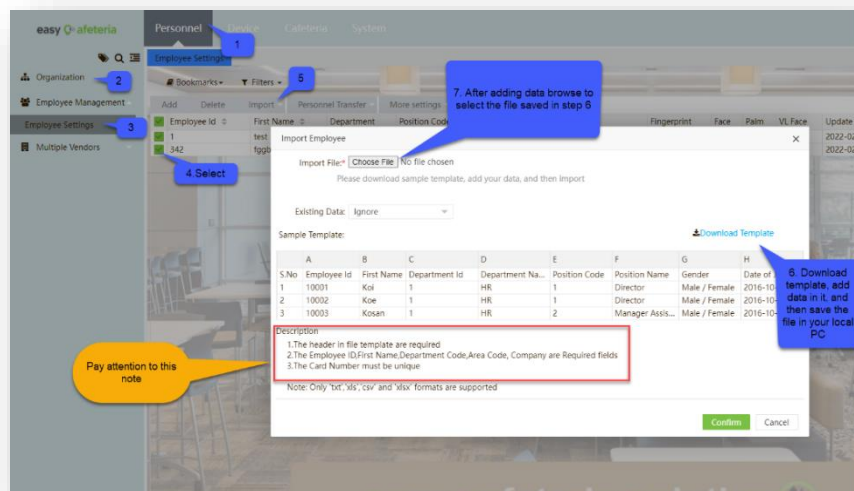


Import Employee:

On **[Employee Management]** module click on **[Employee settings]** to enter the employee settings interface then select the required employee and click on **[import]** enter the required details on the popup window and click on confirm to import the employee. Click on download to view and imply the same structure format specified on the template document sample template.

Note: 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

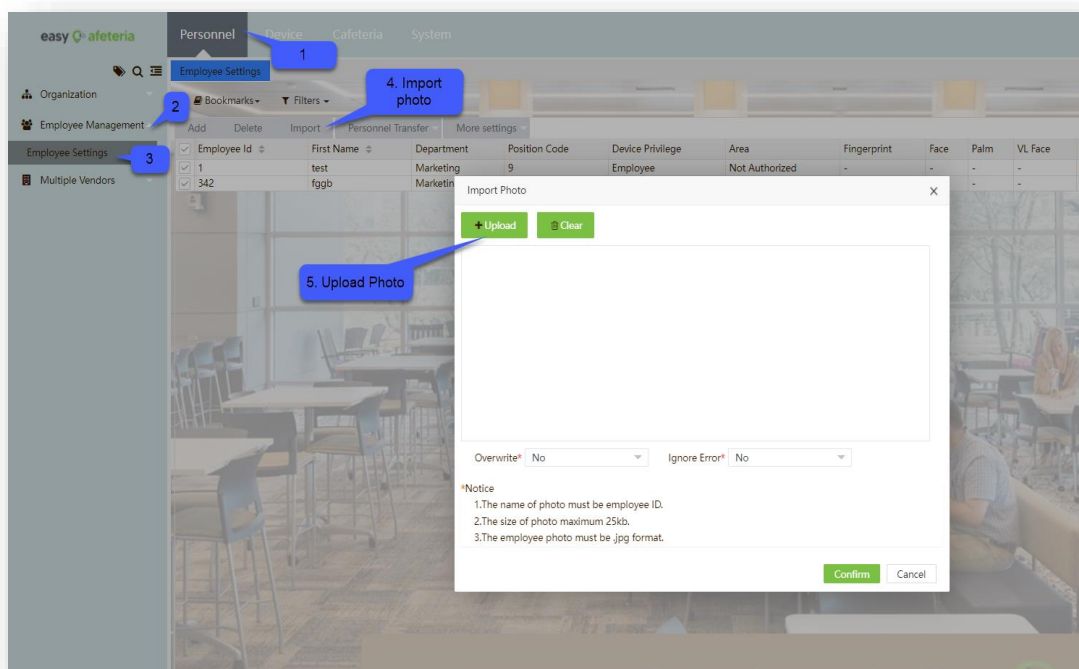
document. Choose **Ignore** if the modification is not required for the existing Employee data on the Software. Click **Confirm**, to ensure and import the saved data file to the software.



Import Photo:

In this function the user can import the existing document type details through the image into the software.

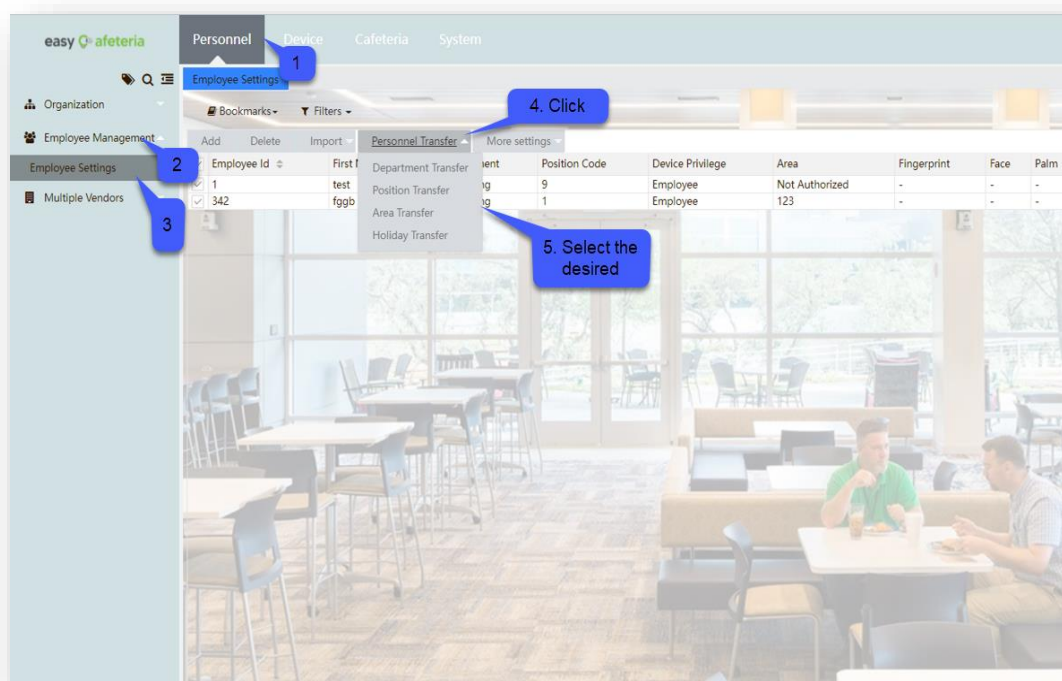
On the **[Employee]** interface, click **[Import]**, and then select **[Import Photo]** from the drop-down list to import a new or to change the Employee's existing Image. On the **[Import]** window, click **[Upload]** to select the image file from the PC to import. Click **[Clear]** if the image uploaded 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.



Transferring 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.

In the **[Personnel]** module, click **[Employee Setting]** on the **[Employee Management]** and then, click **[Personnel Transfer]**.



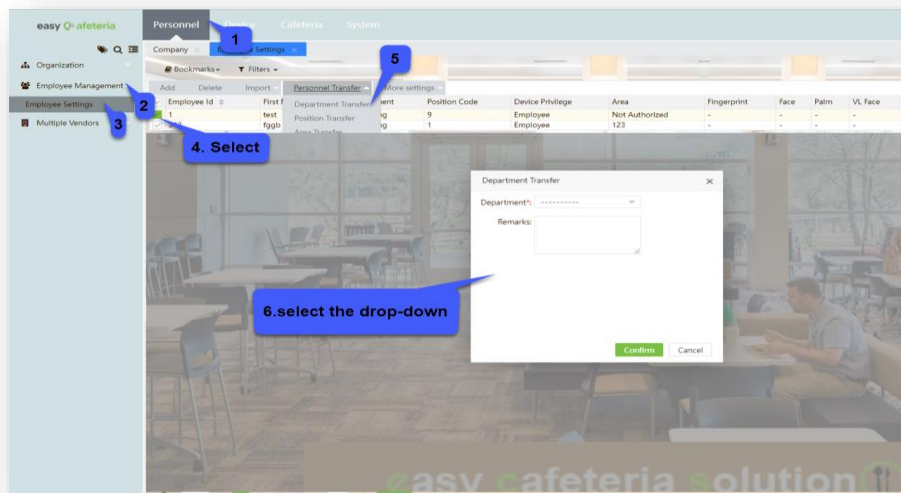
Functions available under Personnel Transfer

- Department Transfer
- Position Transfer
- Area Transfer

Departments Transfer

This function the user can transfer the employees between departments or the sub departments within the Organization.

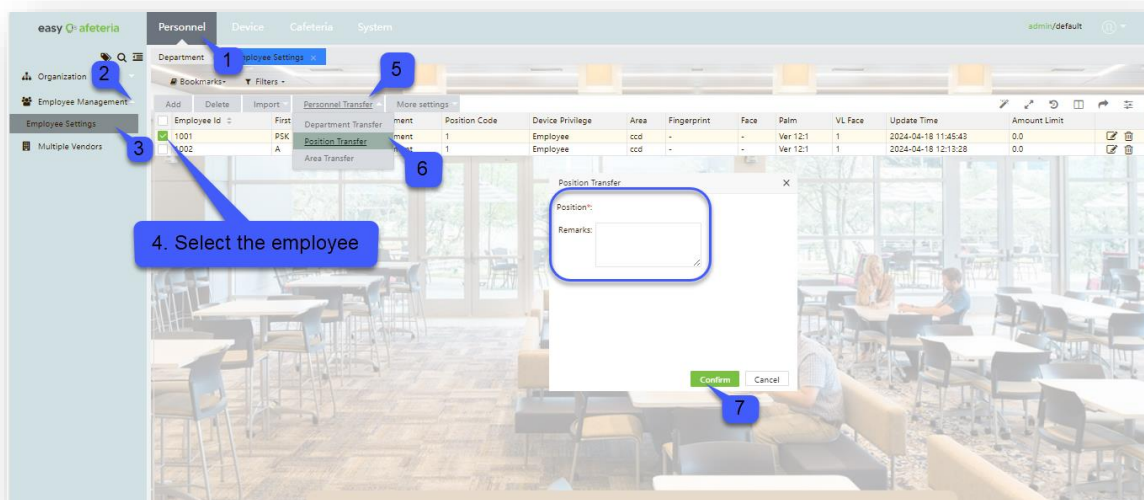
In the **[Personnel]** module, click **[Employee Setting]** on the **[Employee Management]** and then, click on **[Add]** to add an employee. Enter the required details. Click on **[Confirm]** to add the employee.



Position Transfer

In this function the user can move the employees from the existing position or the Sub position to another Position or the Sub position within the Organization.

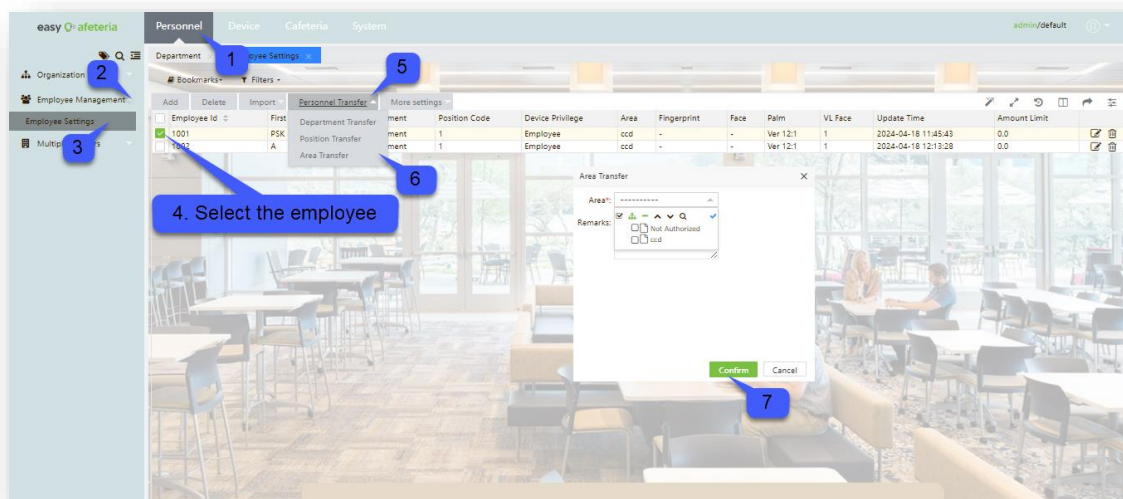
On the **[Personnel Transfer]** select the employee and click on **[position transfer]** and select the required detail and click **[confirm]** to move the position of the employee.



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.

On the **[Personnel Transfer]** select the employee and click on **[Area transfer]** and select the required detail and click **[confirm]** to move the position of the employee.

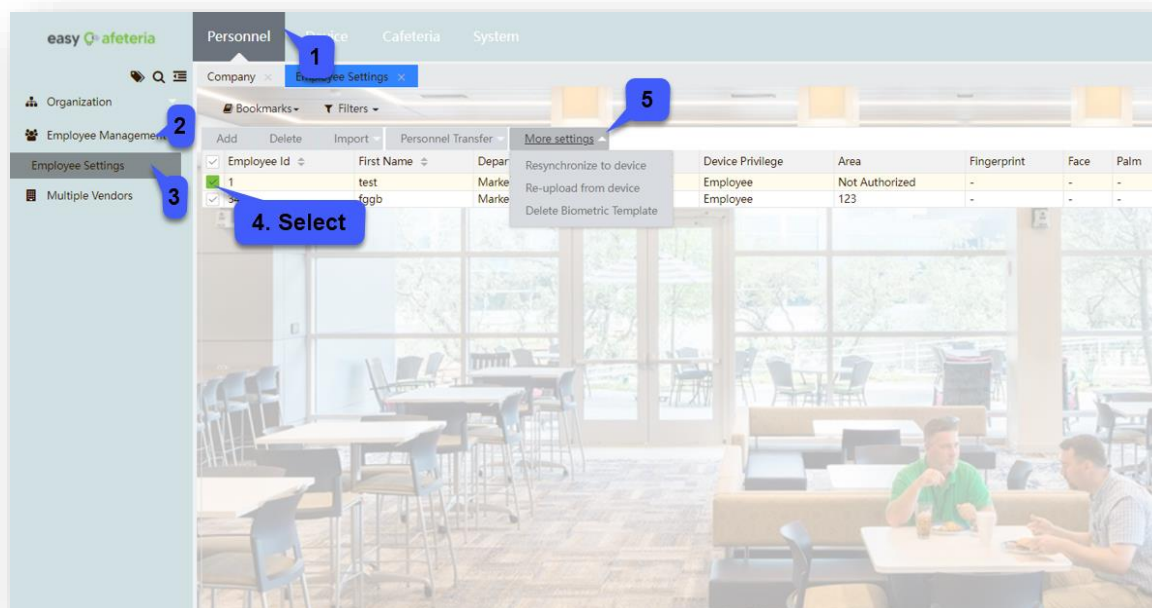


More Settings

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

More Settings

More Settings lets you to the following functions.



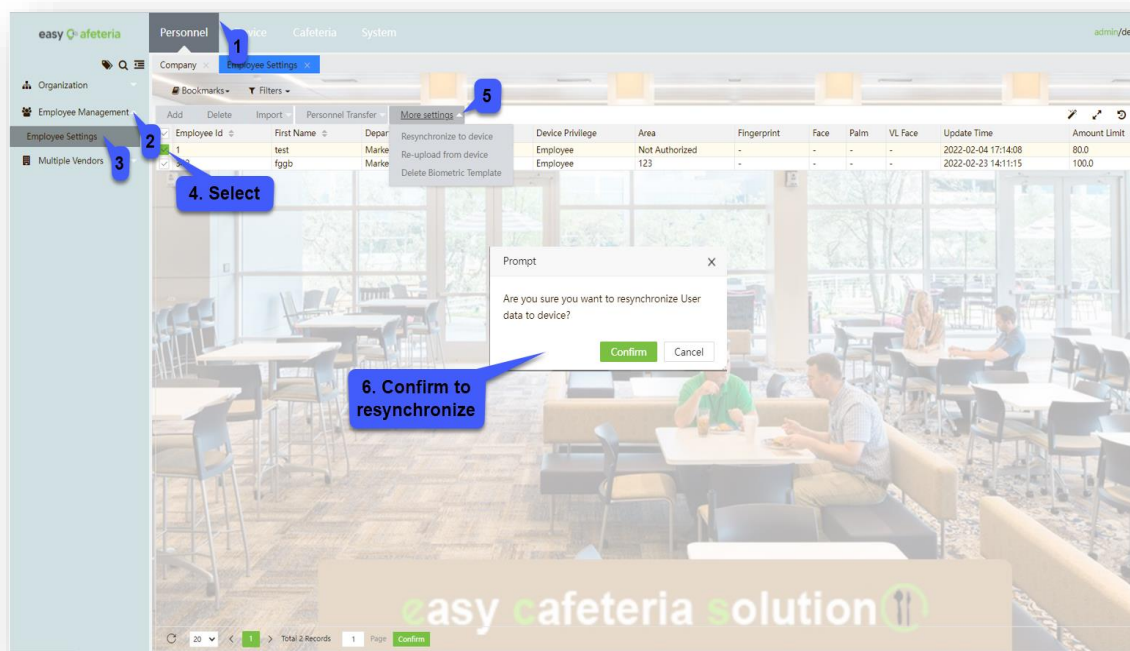
Functions available under More Settings

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

Resynchronize Data to Device

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

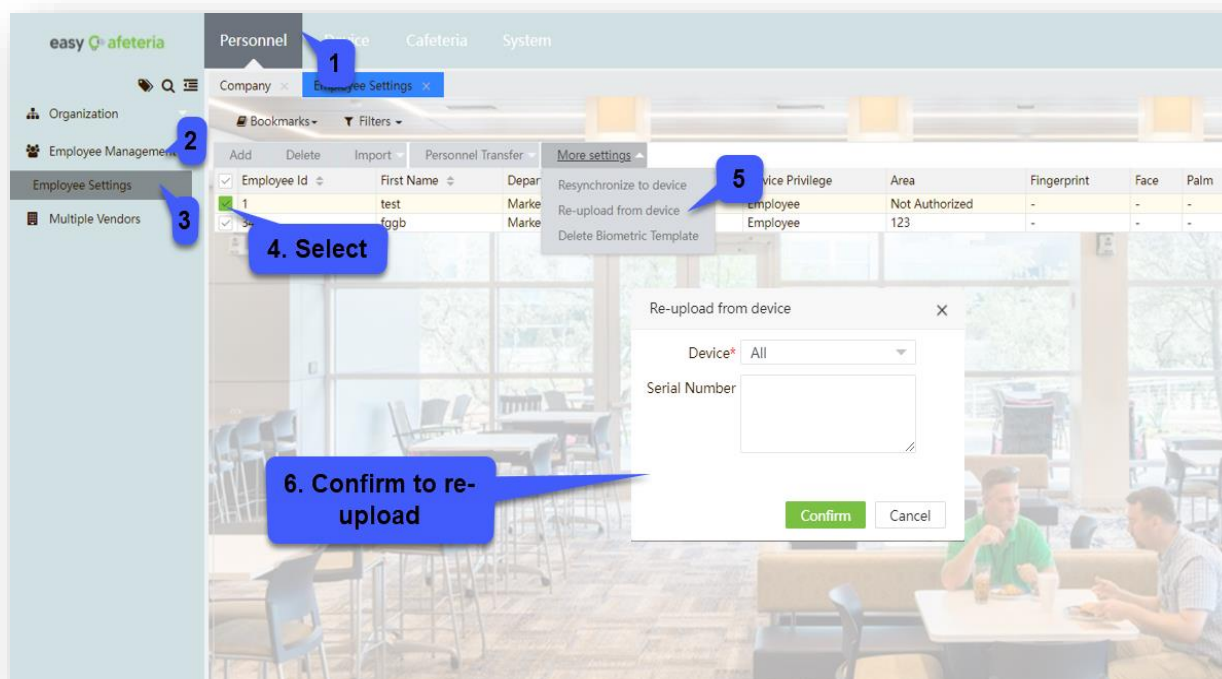
On the **[Employee]** interface, select the required Employees' data from the list to sync or merge to the Device. On the **[More Settings]** menu, click **[Resynchronize to device]**, to sync or merge the selected Employees' data to the Device. Click **[Confirm]**, to sync the selected Employees' data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



Re-upload Data from Device

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

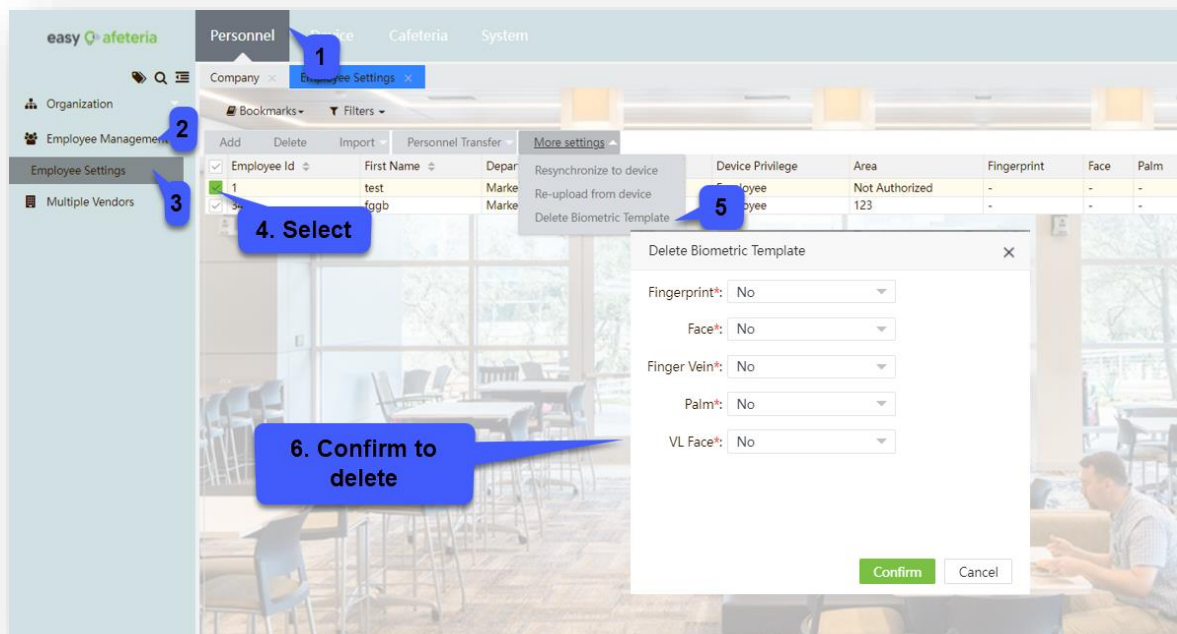
On the **[Personnel]** module, click **[Employee Management]**, and then click **[Employee]** to re-upload Employee data from Device.



Delete Biometric Template

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

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



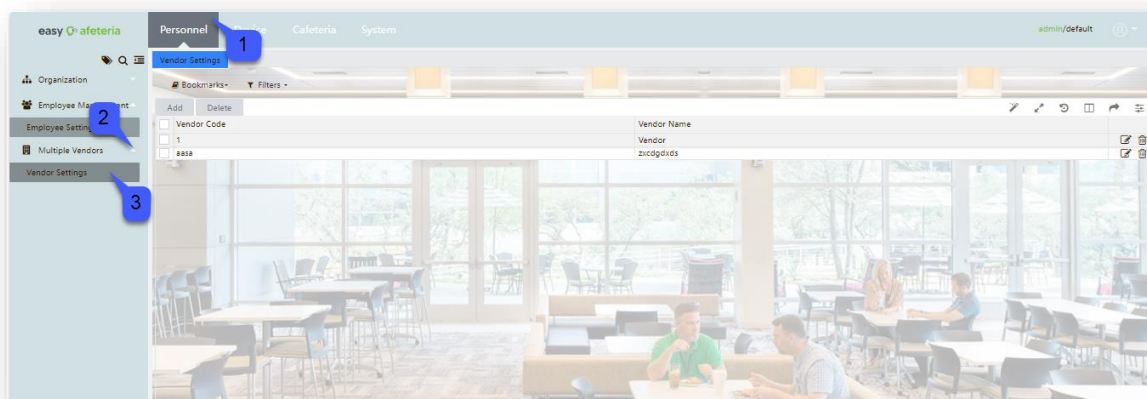
Delete Biometric Template from the Device

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.

3.3 Multiple Vendors

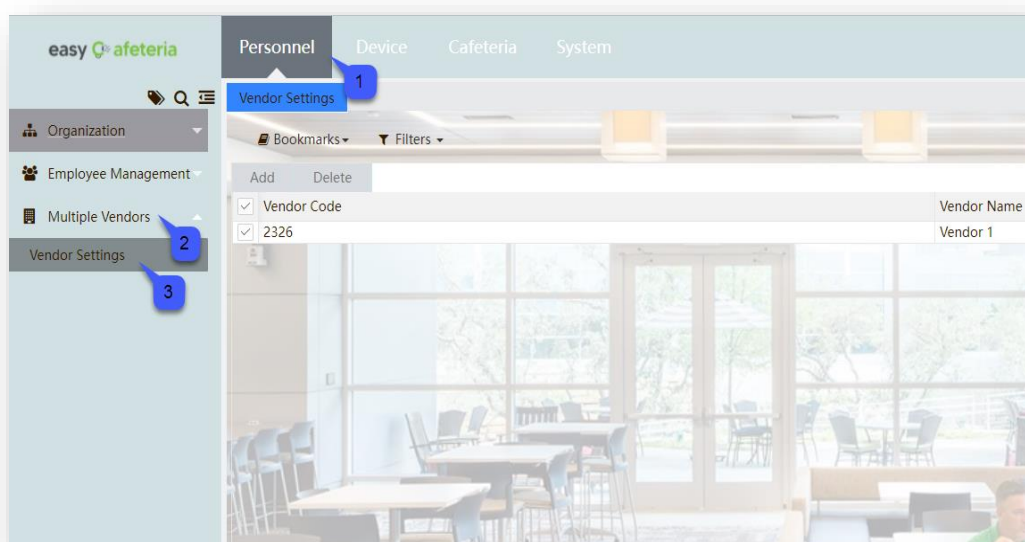
Our **[Multiple Vendor]** interface benefits you to keep a track on the vendors and to manage it.

On the **[Personnel]** module, click on **[Multiple Vendors]**, and then click **[Vendor Settings]** to go to the Vendor settings Interface.



3.3.1 Vendor Settings

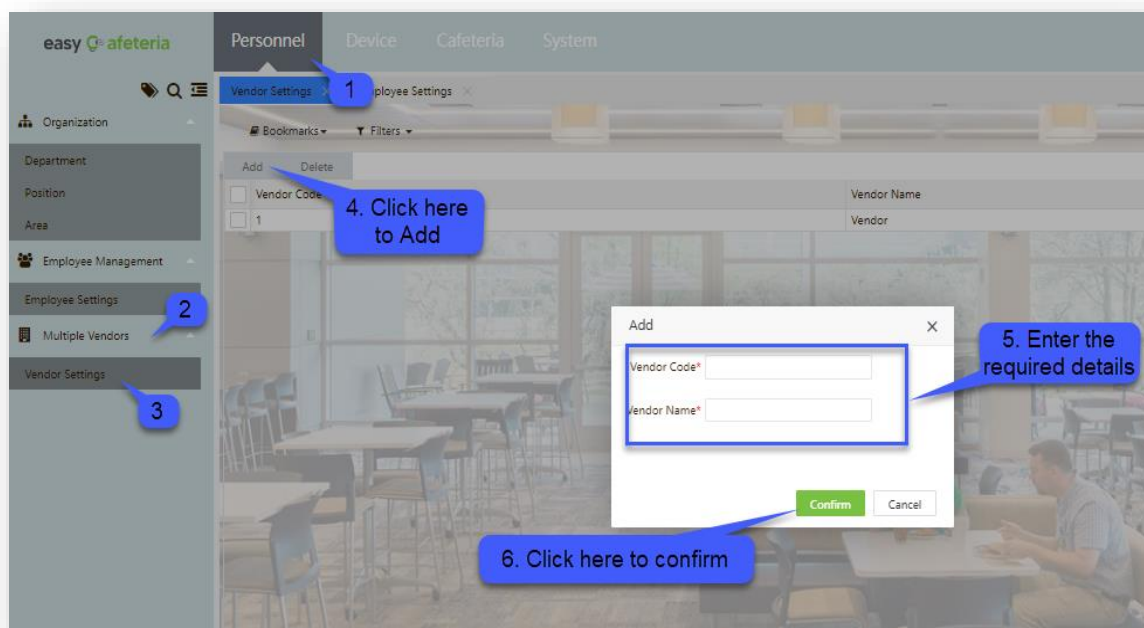
On this interface, you can create a new Vendor Code or a Vendor Name, edit or delete based on the rules and requirements of the Organization.



Add

The function creates a new name for a Vendor with a unique Vendor Code.

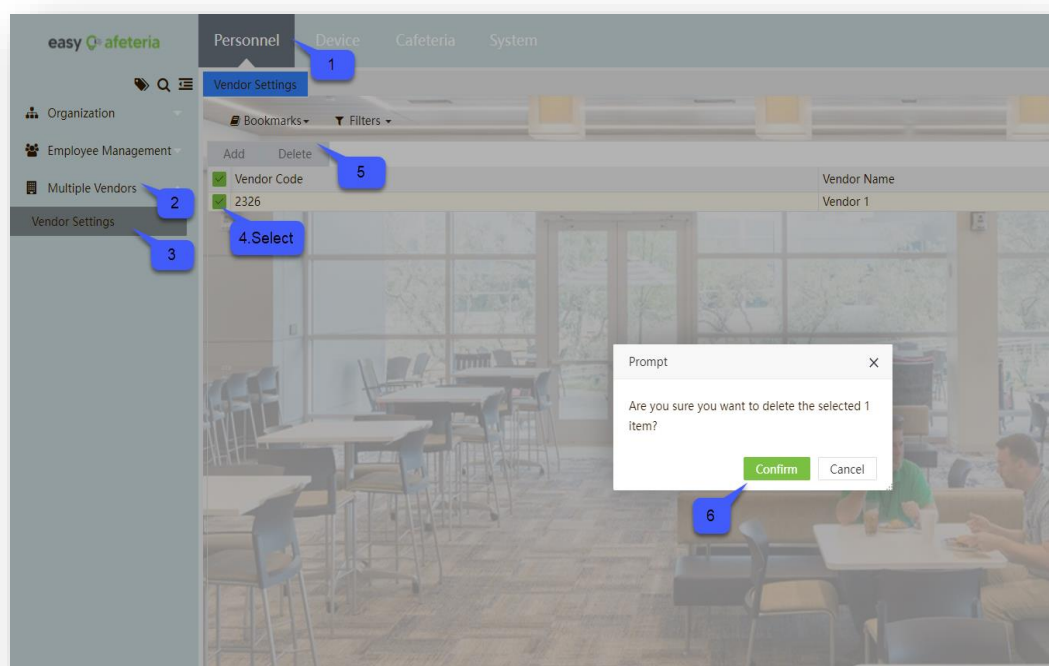
In the **[Personnel]** module, click **[Vendor Setting]** on the **[Multiple vendors]** and then, click on **[Add]** to add the vendor. Enter the details and click on **[Confirm]** to add the vendor.



Delete

In this function the user can remove the existing data of the Vendor Code or the Vendor Name from the list.

On the [**Vendor Settings**] interface, select the required Vendor Code or the Vendor Name from the list. And click [**Delete**], to delete the selected [**Vendor Code**] or the Vendor Name. Then Click [**Confirm**], to ensure and delete the selected [**Vendor Code**] or the Vendor Name from the list.



4 Device

Device

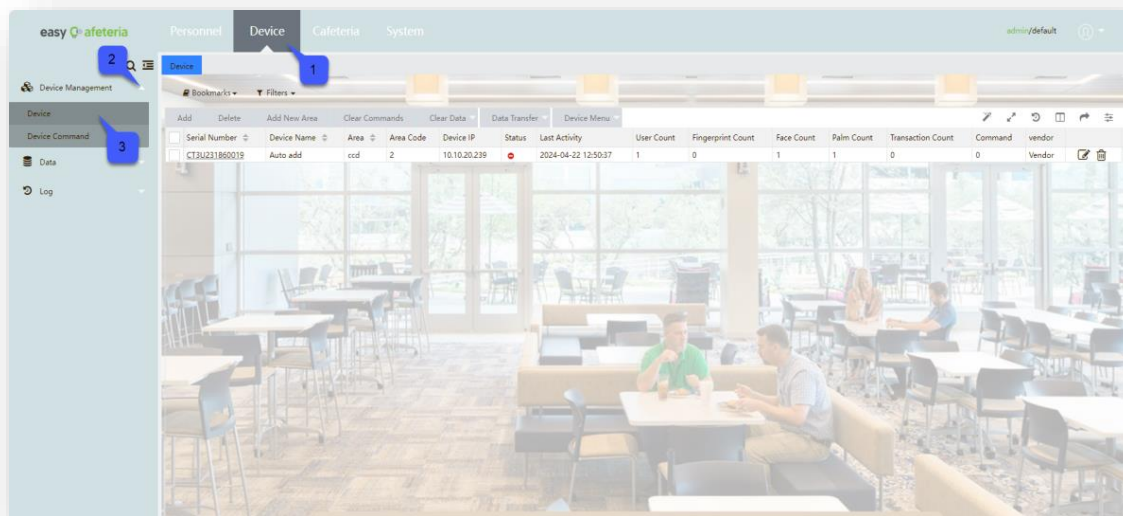
Our **Device** module manages the implementation and maintenance process of the Biometric Devices, which facilitates the proper tracking of the Employee punch and transaction details.

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

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

4.1 Device management

Our **Device Management** makes it easy to install and manage biometric devices in your organization, including the necessary configurations for tracking and maintaining your employees' time and attendance data.



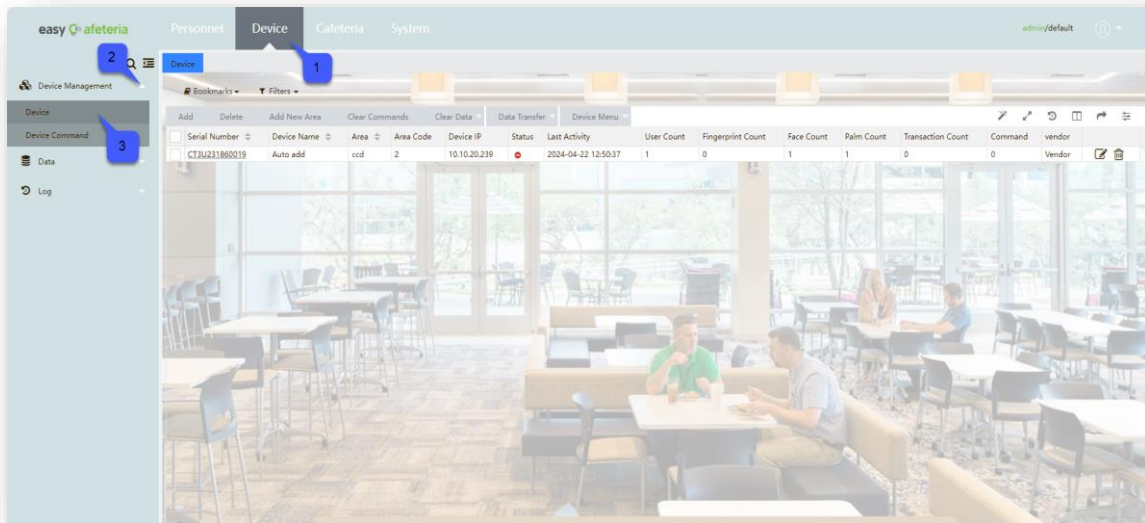
On the **Device Management**, you can set instructions to the Devices, and add, remove, or modify Devices and its locations.

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

4.1.1 Device

Our **Device** interface eases you to set up and administrate the Biometric Devices and their 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, edit, or delete the existing Devices, manage the existing Device locations, transfer Data, and more.

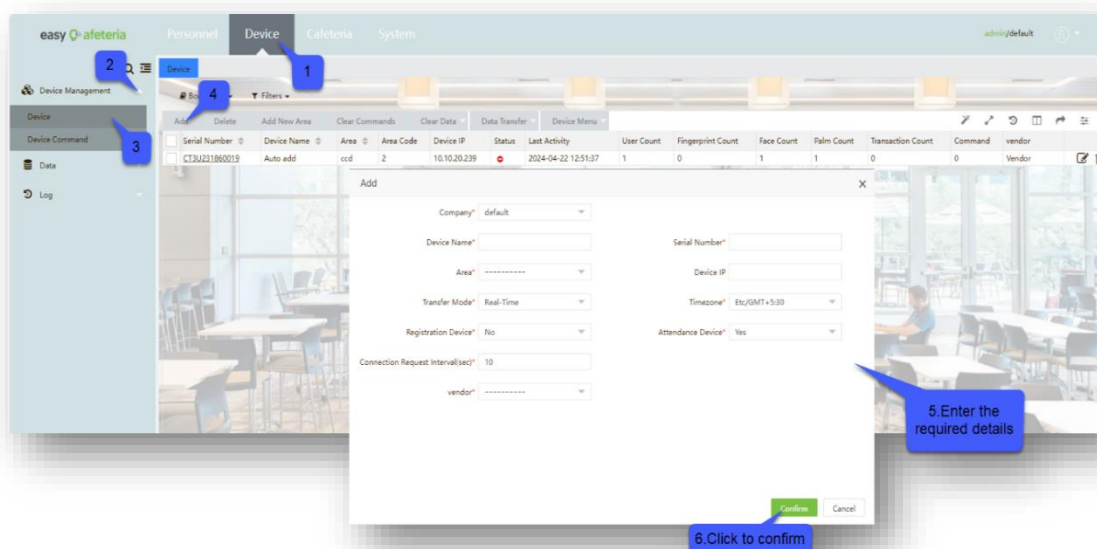


Add

Before adding a device, it is necessary to enable the **Domain name** in **Cloud Server Settings** of the device. Once the domain name is enabled, you need to enter the domain name of your company on the device, e.g.: democompany.itime.minrevaioit.com.

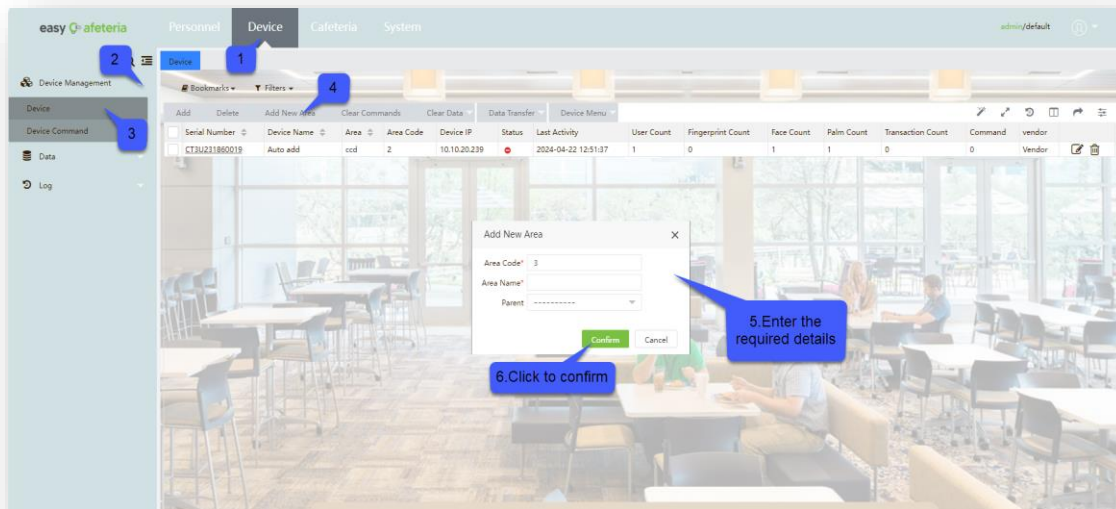
Add function lets to add the mounted Device to the software.

In the **[Device]** module, click **[Device]** on the **[Device Management]** and then, click on **[Add]** to add the device. Enter the details and click on **[Confirm]** to add the device to the software.



Assigning the Device to an Area (New Area)

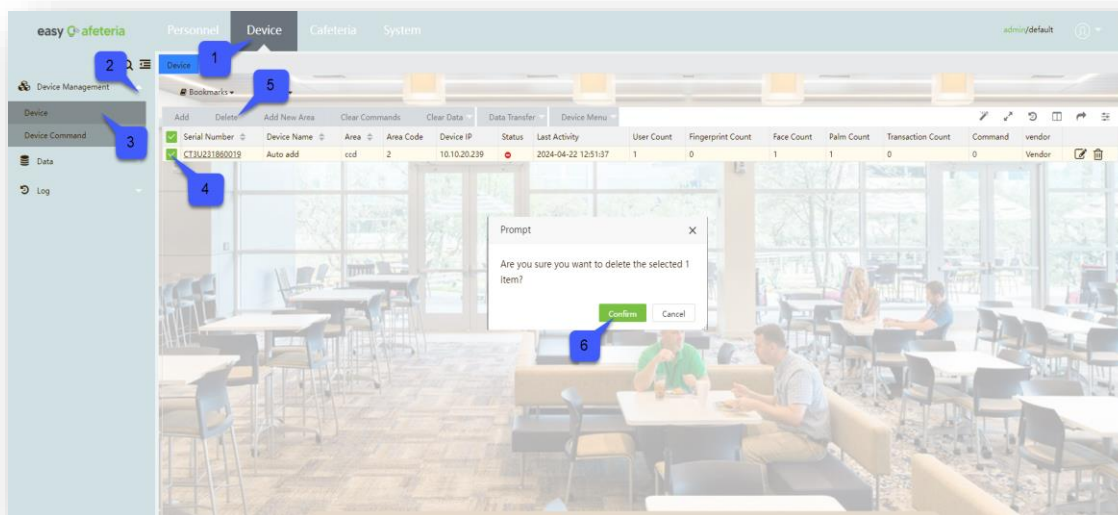
New Area function lets you create a new name for an Area or a Sub area with a unique Area Code.



In the **[Device]** module, click **[Device]** on the **[Device Management]** and then, click on **[Add New Area]** to add the new area. Enter the details and click on **[Confirm]** to add the update the newly created Area or the Sub area name.

Discontinuing the Device from the Software

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

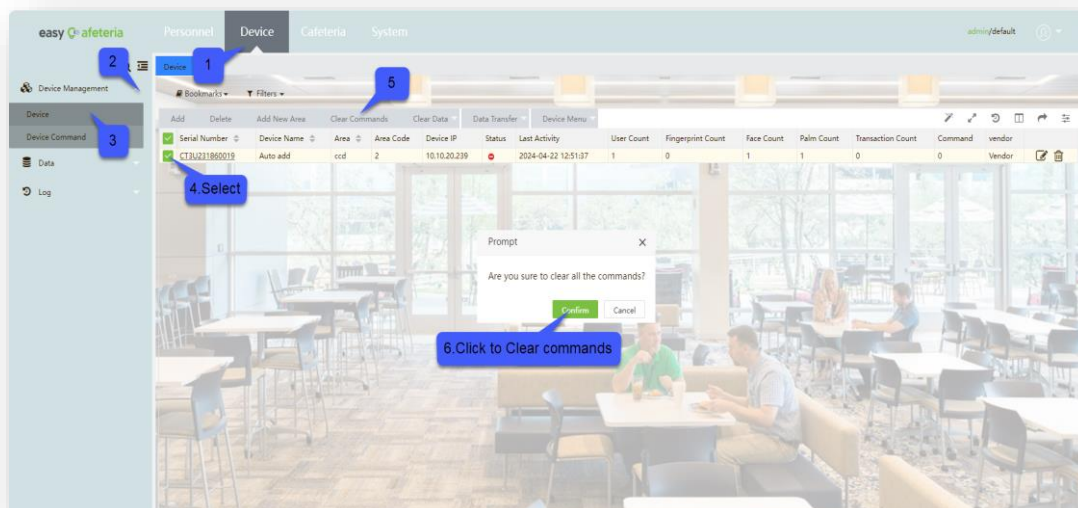


Delete the existing Devices.

In the **[Device]** module, click **[Device]** on the **[Device Management]** and then, click on **[Delete]** to delete the device. Select the device and click on **[Confirm]** to delete the existing device.

Clearing Pending Commands from Device

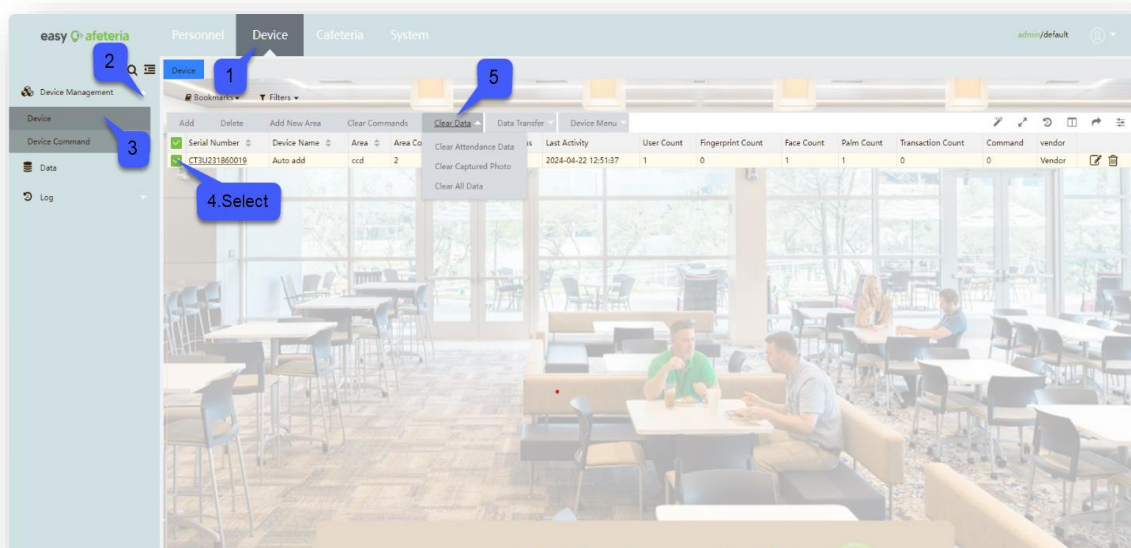
Clear Pending Command function lets you clear the pending or the awaiting commands or instructions from the Device.



In the **[Device]** module, click **[Device]** on the **[Device Management]** and then, click on **[Clear Command]** to clear the commands. Select the device and click on **[Confirm]** to delete the existing commands from the device.

Clear Data from Device

Clear Data clears or erases the stored data from the devices.



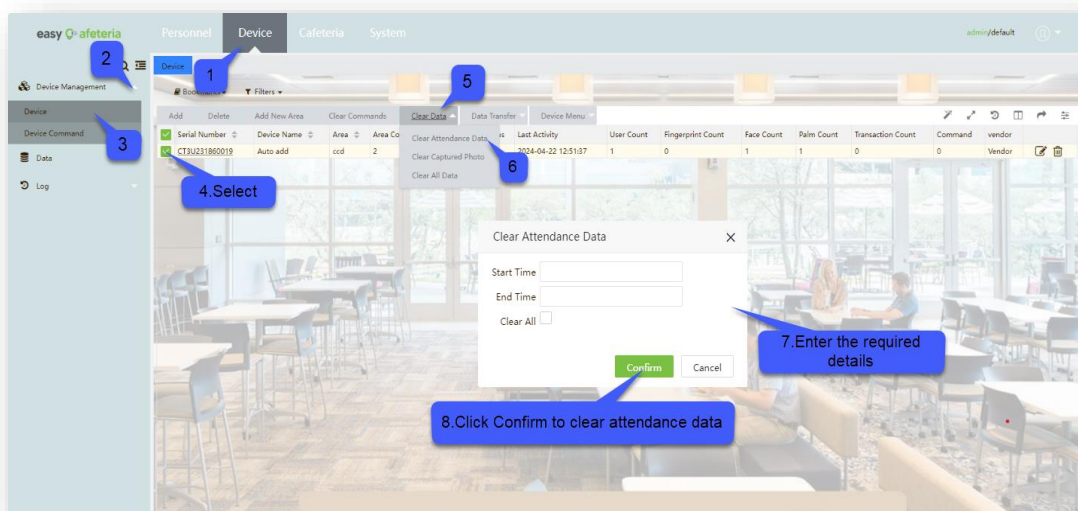
Functions available under Clear Data

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

Clear Attendance Data

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

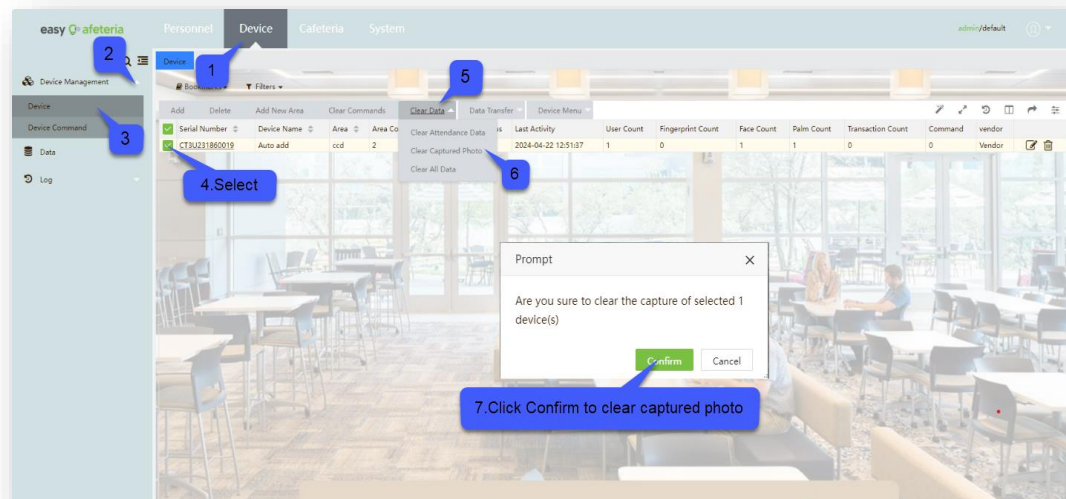
In the **[Device]** module, click **[Device]** on the **[Device Management]** and then, click on **[Clear Data]** to clear the data. Select the clear attendance data and click on **[Confirm]** to clear the attendance data from the device.



Clear Captured Photo

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

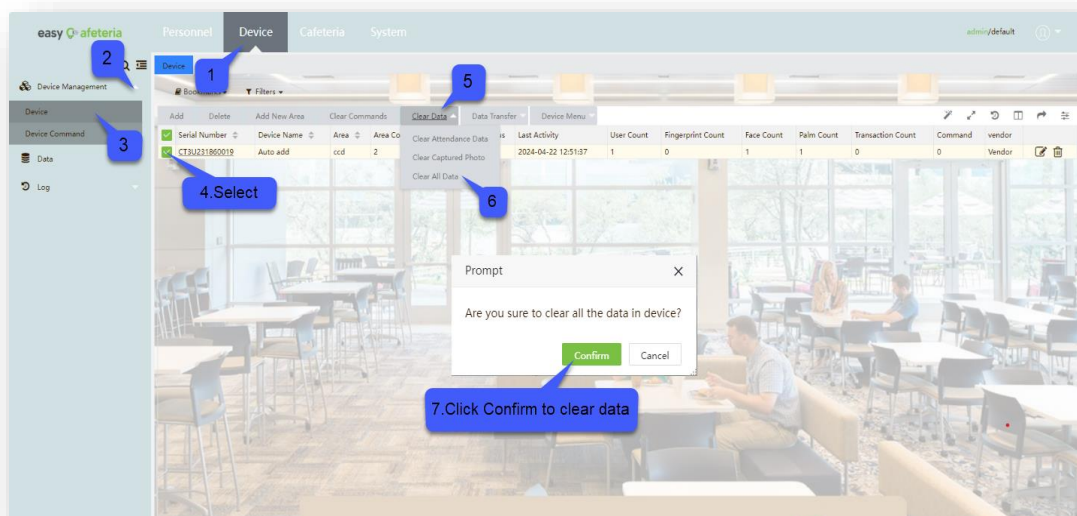
In the **[Device]** module, click **[Device]** on the **[Device Management]** and then, click on **[Clear Data]** to clear the data. Select the clear capture data and click on **[Confirm]** to clear the capture data from the device.



Clear All Data

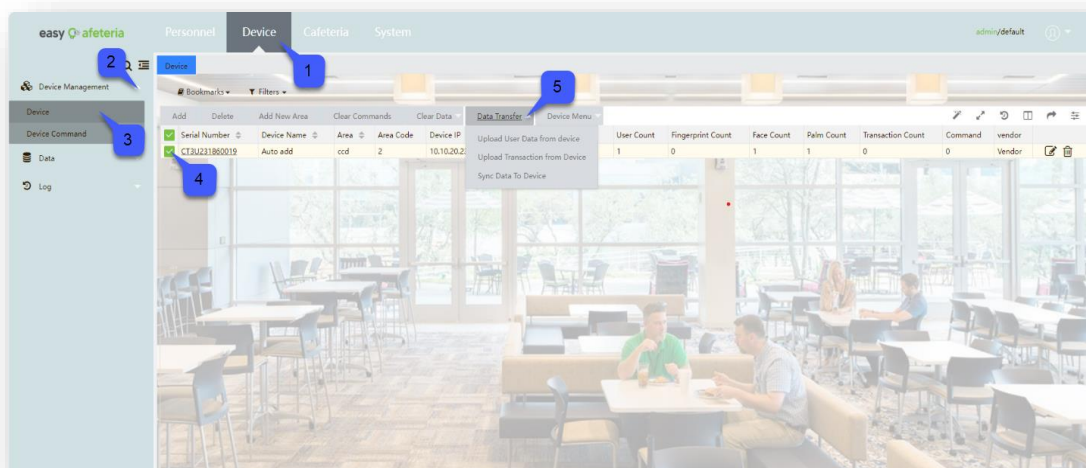
This function lets you clear or erase all the stored data from the Device. Clear or erase all the stored data.

In the **[Device]** module, click **[Device]** on the **[Device Management]** and then, click on **[Clear Data]** to clear the data. Select the Clear All Data and click on **[Confirm]** to clear the clear all the data from the device.



How to transfer Data

Data Transfer send the stored data, upload transaction data and sync data from the device to the software.



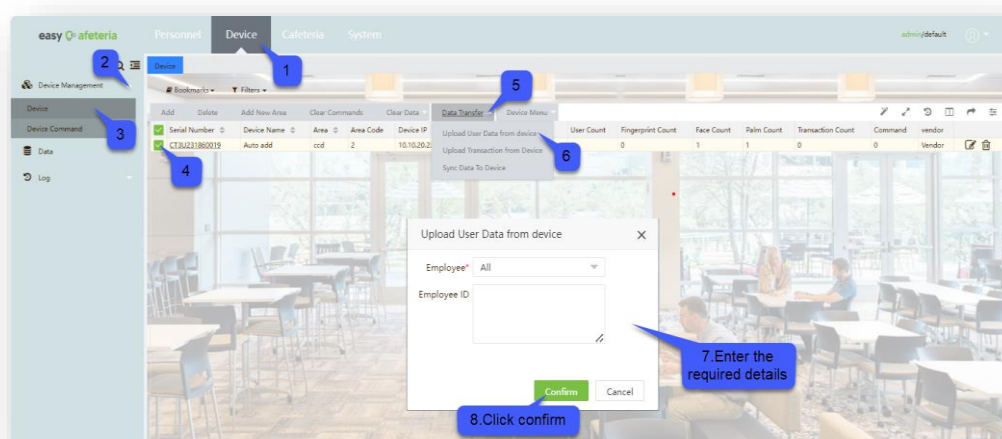
Functions available under Data Transfer

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

Upload User Data from Device

This function uploads the User's or the Employee's data from the Device to the Software.

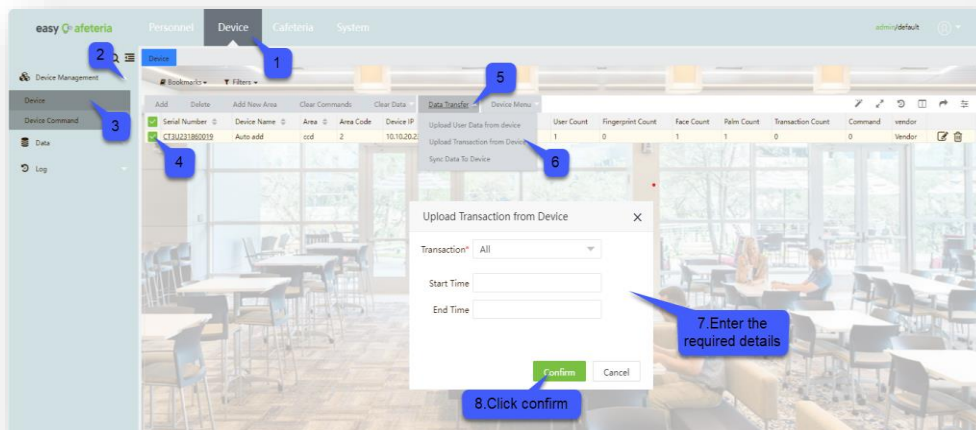
In the **[Device]** module, click **[Device]** on the **[Device Management]** and then, click on **[Data Transfer]** to transfer the data to device. Select the upload user data from device and click on **[Confirm]** to upload the user data from the device.



Upload Transaction from Device

This function uploads the Device transactions to the software.

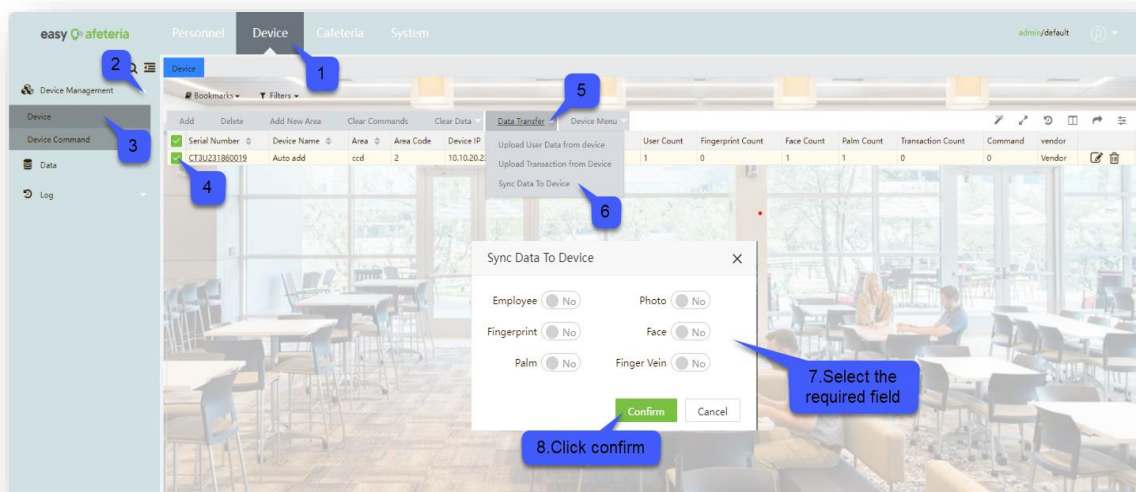
In the **[Device]** module, click **[Device]** on the **[Device Management]** and then, click on **[Data Transfer]** to transfer the data to device. Select the Upload Transaction from the Device and click on **[Confirm]** to upload the transaction data from the device.



Sync Data to Device

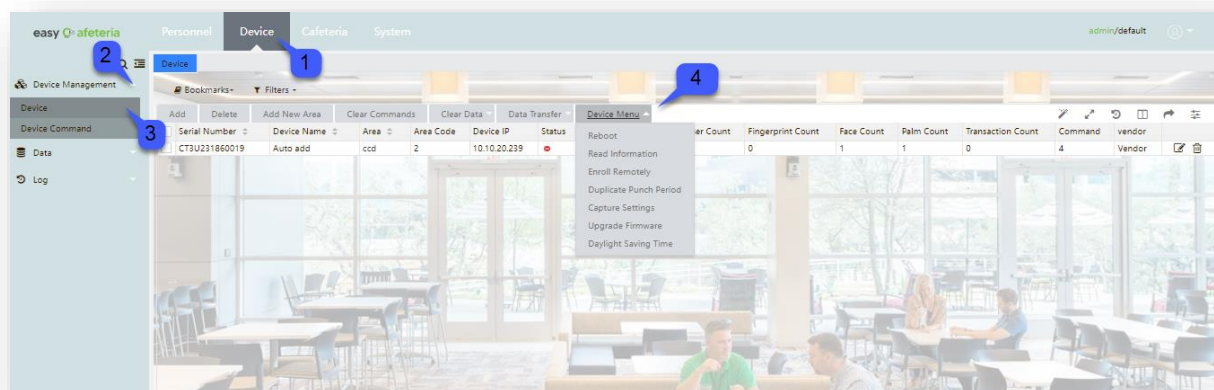
This function synchronizes or update the data from the software to the Device.

In the **[Device]** module, click **[Device]** on the **[Device Management]** and then, click on **[Data Transfer]** to transfer the data to device. Select the Sync data to Device and click on **[Confirm]** to sync the data to the device.



Remote handling of Device Menu

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



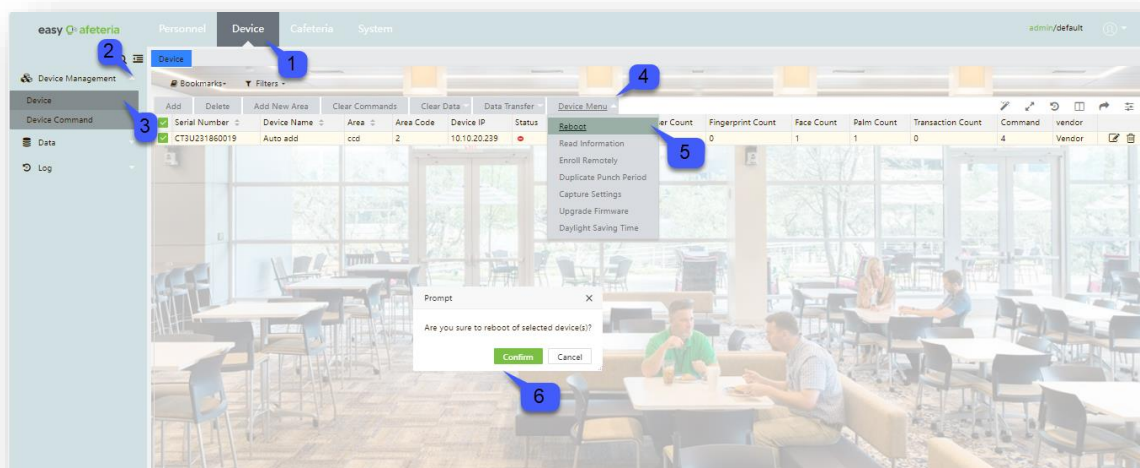
Functions available under Device Menu

- Reboot
- Read Information
- Enroll Remotely
- Duplicate Punch Period
- Capture Setting
- Upgrade Firmware
- Daylight saving Time

Reboot

This reboot function restart or reset the Device.

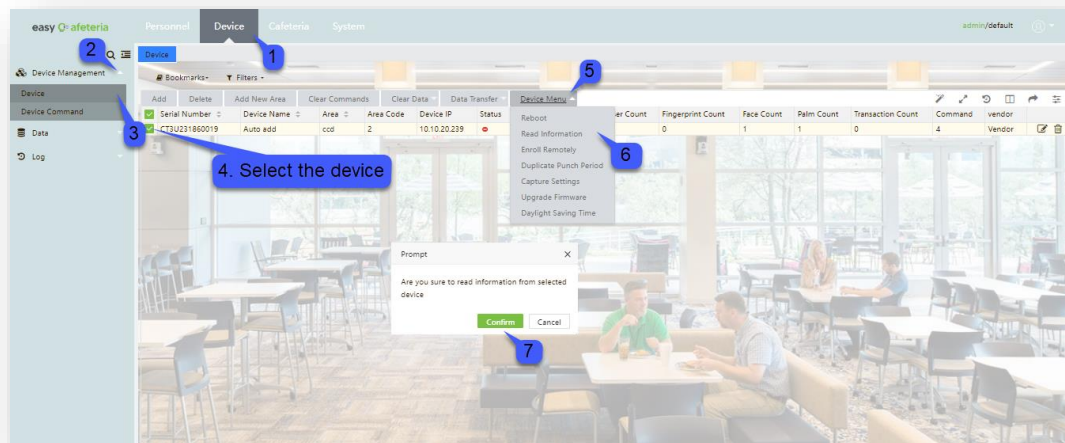
In the **[Device]** module, click **[Device]** on the **[Device Management]** and then, click on **[Data Menu]**. Click on reboot to Device and click on **[Confirm]** to reboot the device.



Read Information

This function describes about the read or pull Device information.

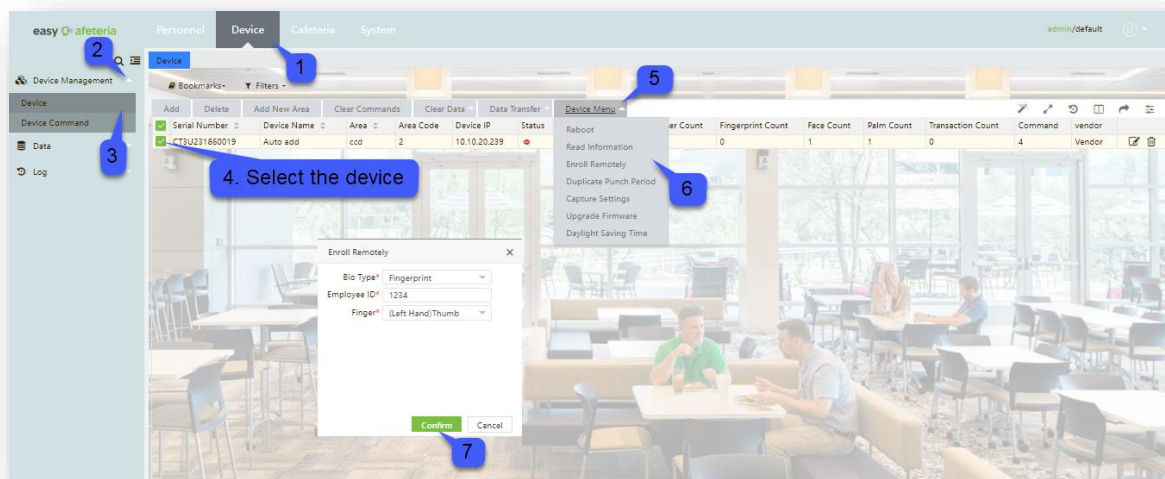
In the **[Device]** module, click **[Device]** on the **[Device Management]** and then, click on **[Device Menu]**. Click on read information and click on **[Confirm]** to read information of the device.



Enroll Remotely

This function communicates with the Device via software, for Employees Bio registration.

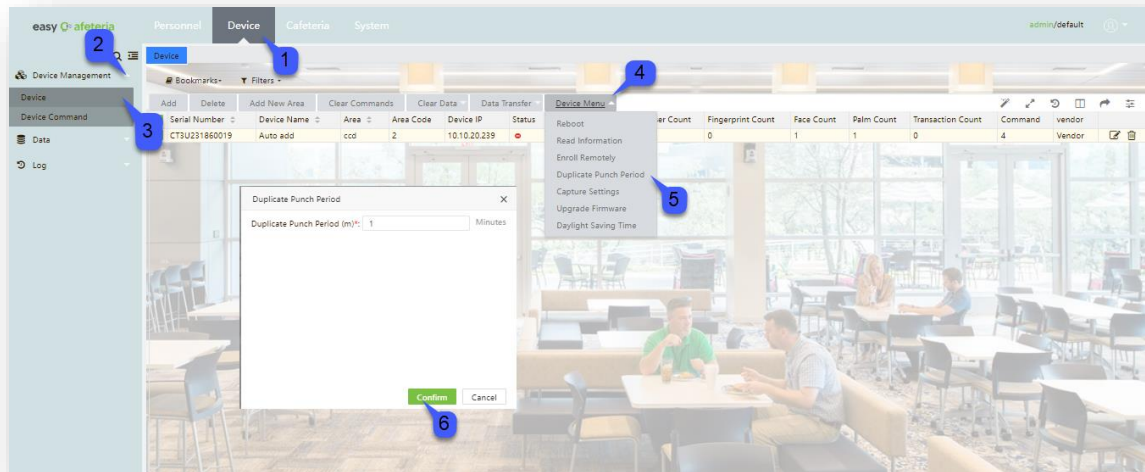
In the **[Device]** module, click **[Device]** on the **[Device Management]** and then, click on **[Device Menu]**. Click on enrol remotely and select the bio type and fingerprint type. Click on **[Confirm]** to update the type of fingerprint.



Duplicate Punch Period

This function indicates the employees about the duplication of the punch on the device by setting the time duration.

In the **[Device]** module, click **[Device]** on the **[Device Management]** and then, click on **[Device Menu]**. Click on duplicate punch period and select the duplicate punch period minutes. Click on **[Confirm]** to set the duplicate punch period for the device.

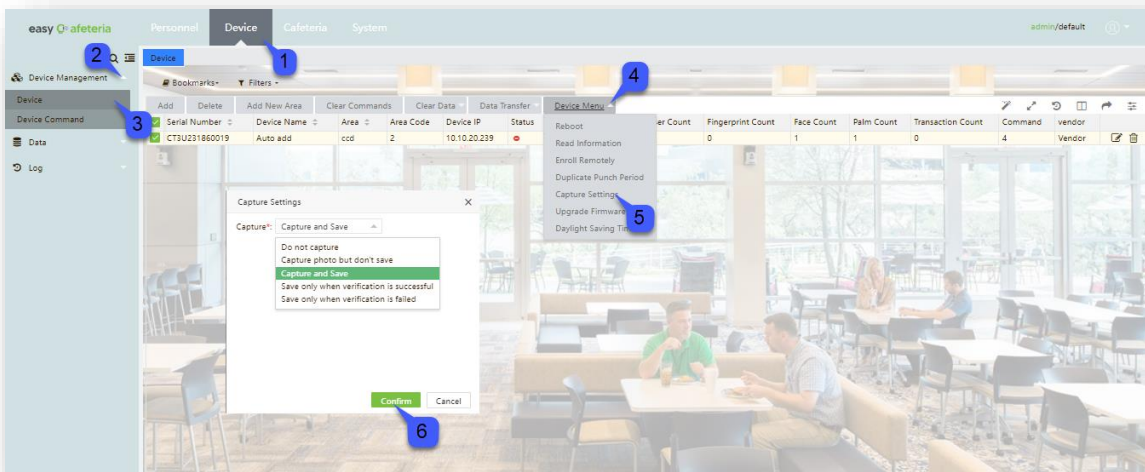


E.g., If the Duplicate Punch Period is set to 2 minutes, and the employee punch twice at 18:00 and 18:01, then the system will only consider the punch at 18:00, the punch at 18:01 will be considered as duplicate punch and will not be reflected in the report.

Capture Setting

This function set the image capturing mode in the device. Some devices capture the photo of the employee during verification.

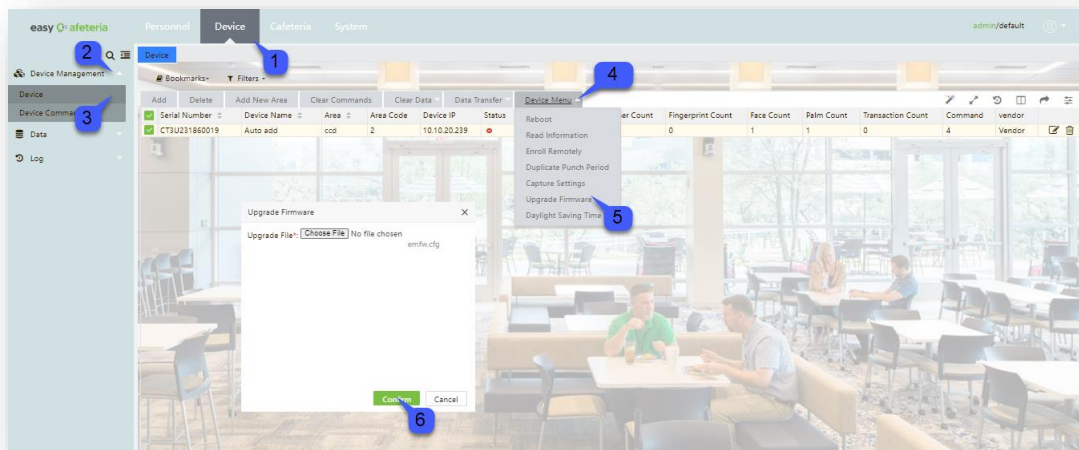
In the **[Device]** module, click **[Device]** on the **[Device Management]** and then, click on **[Data Menu]**. Click on capture settings and select the capture settings from the dropdown list. Click on **[Confirm]** to update capture settings for the device.



Upgrade Firmware

In case if you need to upgrade the Firmware, then this feature enables you to update or improve the device's firmware. Before using this function, ensure you have the necessary firmware upgrade file.

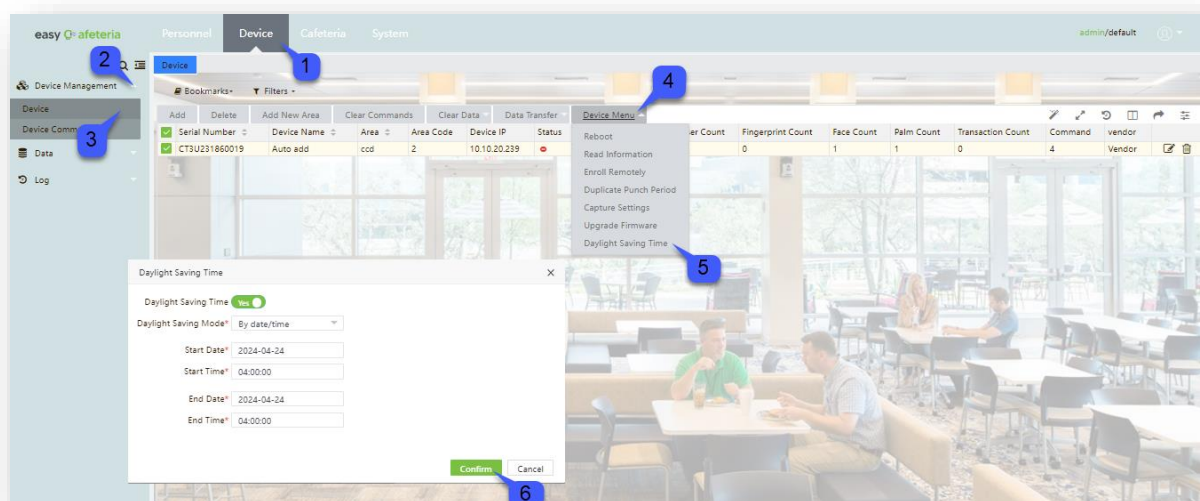
In the **[Device]** module, click **[Device]** on the **[Device Management]** and then, click on **[Device Menu]**. Select the upgrade firmware and upload the firmware file. Click on **[Confirm]** to upgrade the firmware of the device.



Day Light Saving Time

DST aka daylight-saving time, the period during which the time is adjusted in order to gain an extra hour of daylight in the evening during part of the year. Daylight-saving time begins in the spring, when clocks are set one hour ahead.

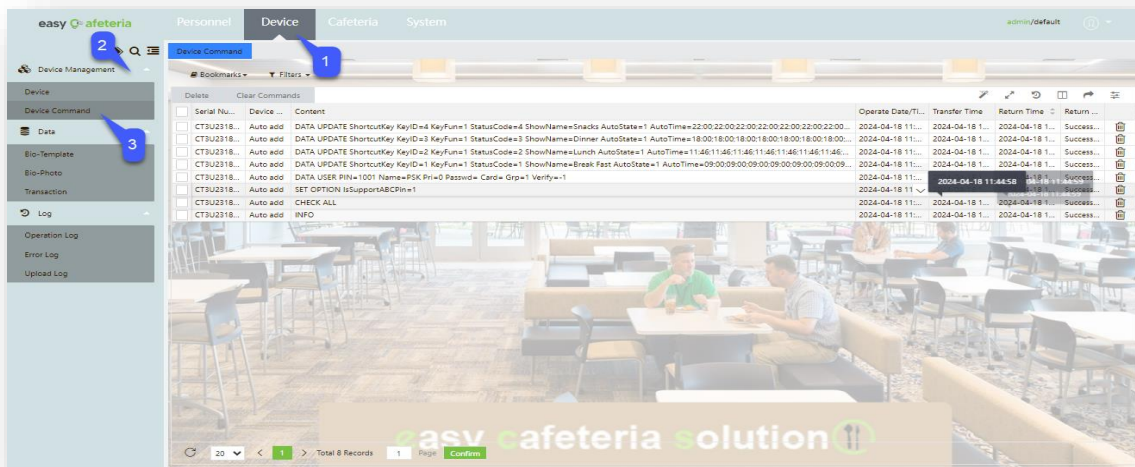
In the **[Device]** module, click **[Device]** on the **[Device Management]** and then, click on **[Device Menu]**. Select the day light saving time and enter the details. Click on **[Confirm]** to enable the day light saving time more for the device.



4.1.2 Device Command

The **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.

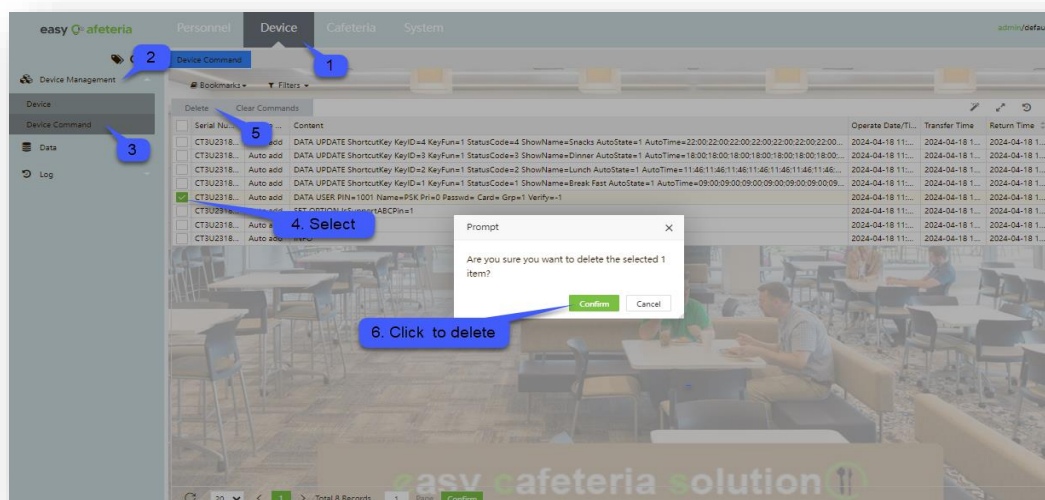


Functions available on the Device Command Interface

Delete

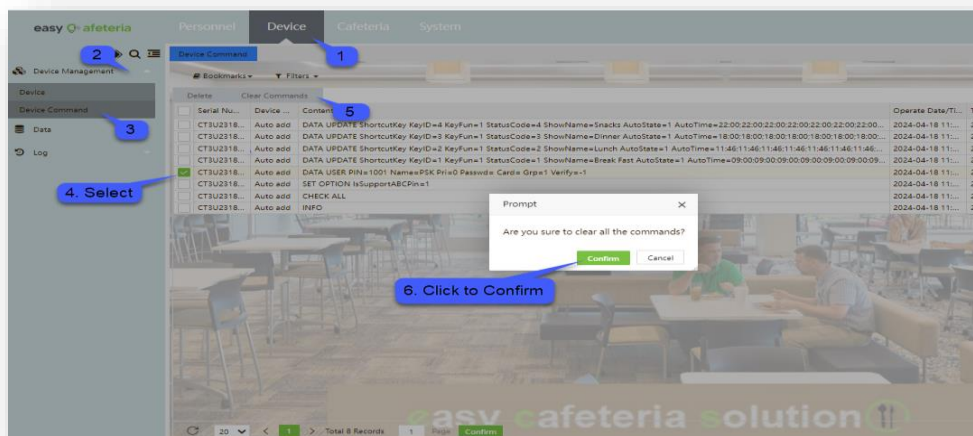
Delete function delete or remove the successful and the pending Device instructions via software.

In the **[Device]** module, click **[Device Command]** on the **[Device Management]** and then, select the device and click on **[Delete]**. Click on **[Confirm]** to delete or remove the selected pending or successful Device instructions from the list.



Clear Commands

In the **[Device]** module, click **[Device Command]** on the **[Device Management]** and then, click on **[Clear Command]** to clear the commands. Select the device and click on **[Confirm]** to delete the existing commands from the device.

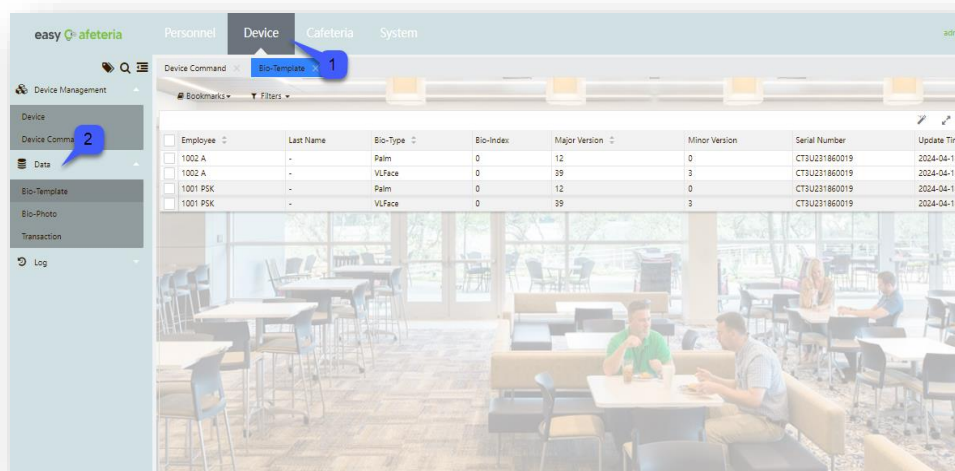


4.2 Data management

Our **Data** module 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.

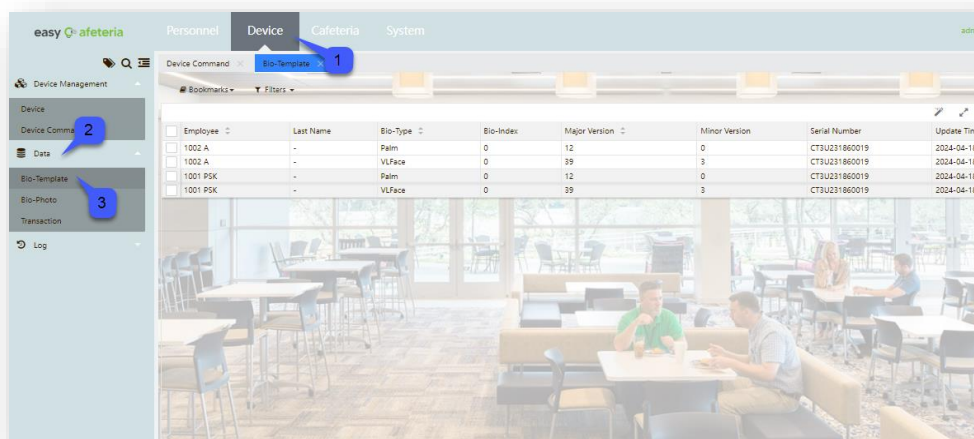
On the **Device** module, click **Data** to go to the Data module.



Bio-Template

Bio-template means the templates (Fingerprint, Face, Palm, Finger Vein) registered for the Employees. Our **Bio-Template** interface aid you to view the detailed (mainly the major version number and minor version) information of the Employees bio-templates. It gives an idea about the Major Version and minor version of the templates.

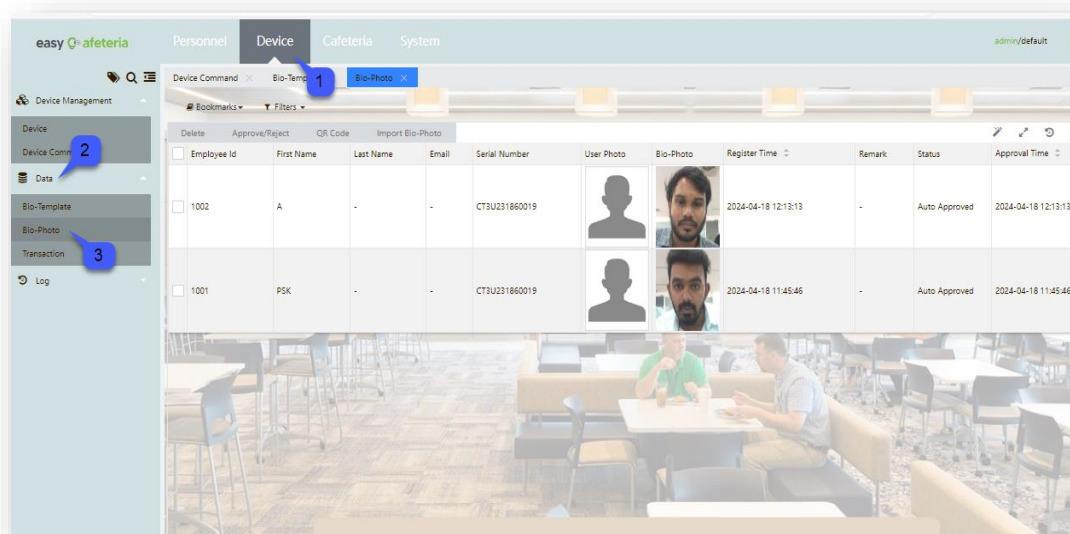
On the **Device** module, click **Data**, and then click **Bio-Template** to go to the Bio-Template Interface.



Bio-Photo

Bio-Photo means the uploaded photos of the employees. During the initial step of adding employee, Admin/HR can upload employees' photo. Apart from this, employees too can also upload their photo using mobile or scanning QR code. Our **Bio-Photo** interface aid you to view the registered Bio-Photo information the Employees.

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



Uploading the Device Data Transaction

Transaction

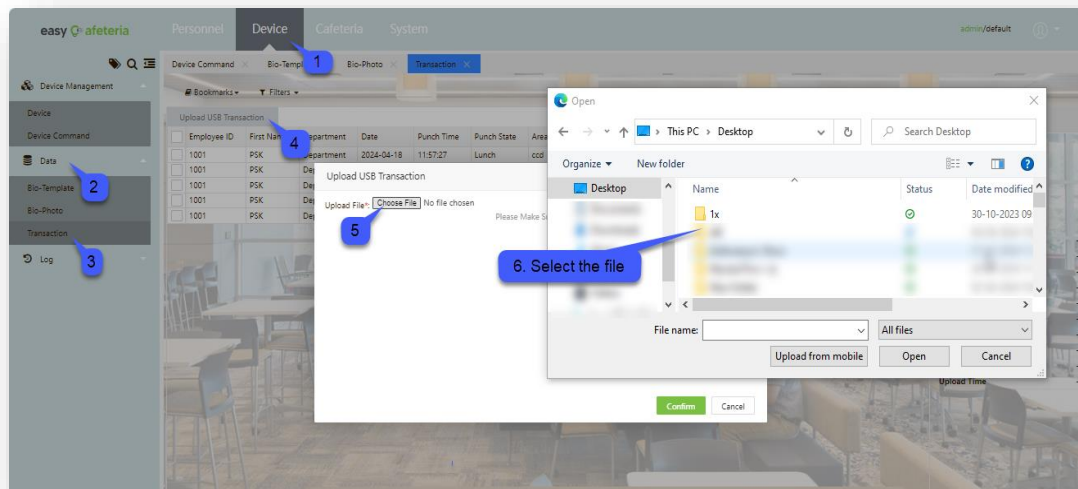
Our **Transaction** interface avails you to view the recorded attendance transaction information of the Employees.

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

Upload USB Transaction

If you want to upload any transaction downloaded from a device, then you can use this interface.

In the **[Device]** module, click **[Transaction]** on the **[Data]** and then, click on **[Upload USB Transaction]** to upload the transaction details. Upload the file and click on **[Confirm]** to upload the transaction details from USB.

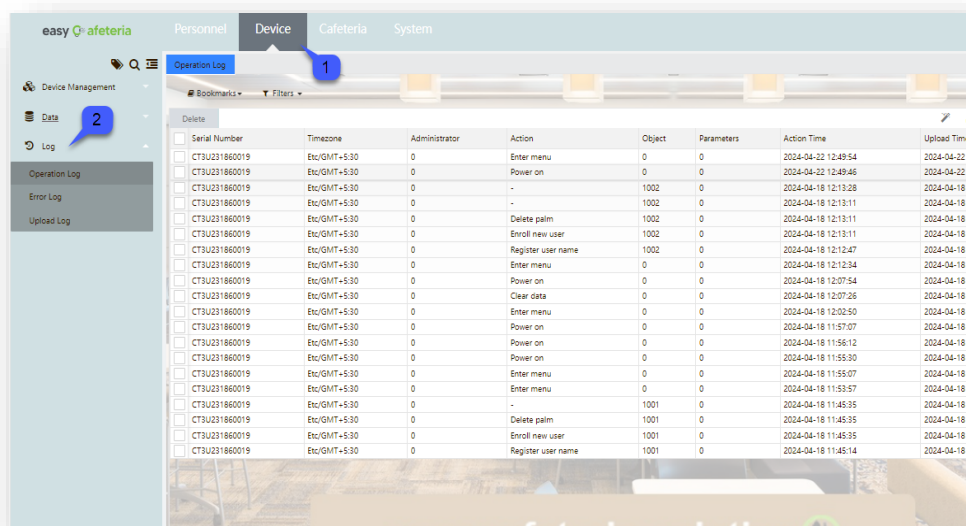


4.3 Log

Log module allows you to easily access and review the recorded events or day-to-day activities that have taken place on the connected devices.

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

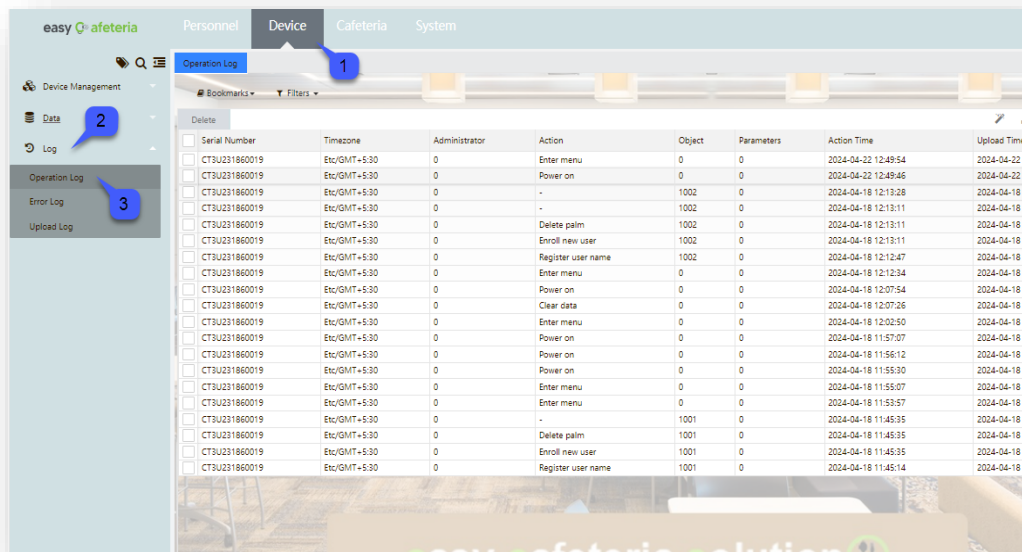
On the **Device** module, click **Log** to go to the Log module.



Operation Log

In the operation log interface helps you to view the events that have occurred on the connected devices.

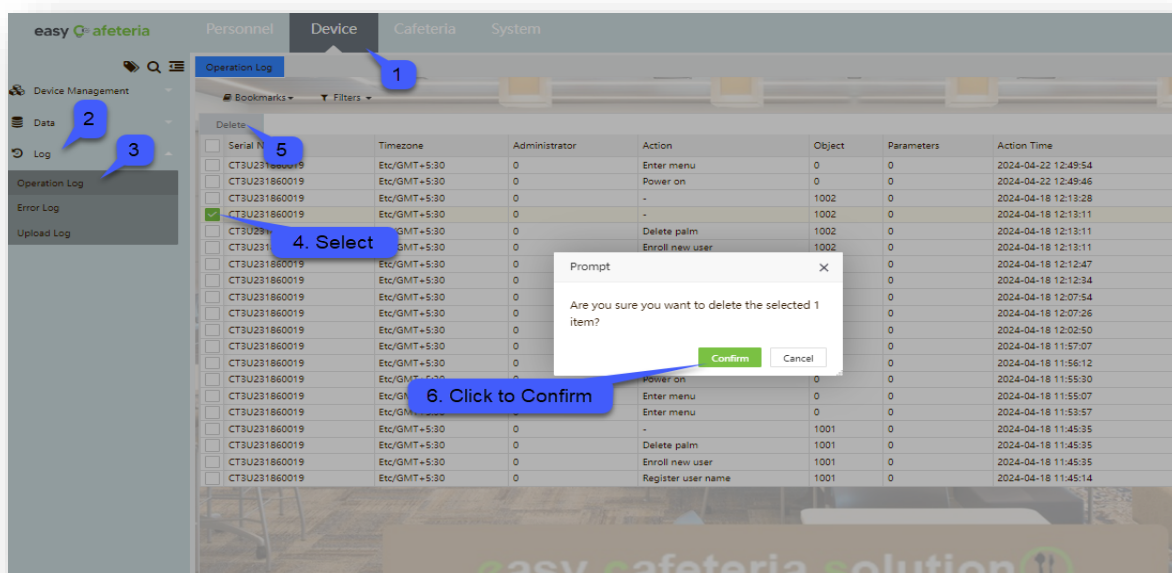
On the **Device** module, click **Log**, and then click **Operation Log** to go to the operation log Interface.



Delete

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

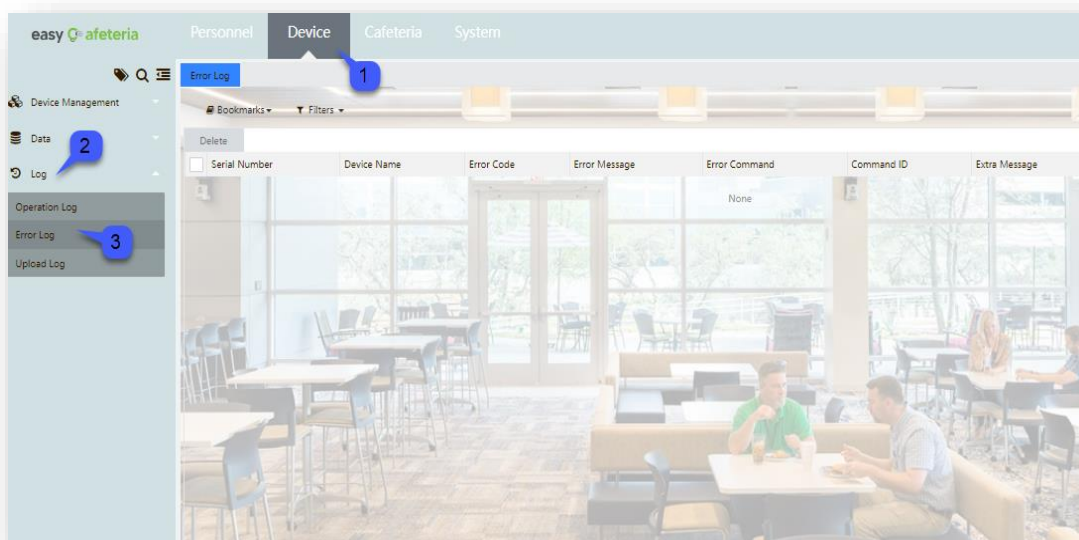
In the **[Device]** module, click **[Operation Log]** on the **[Log]** and then, click on **[Delete]** to delete the logs. Select the logs and click on **[Confirm]** to delete the operation logs.



Defining 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.



Delete

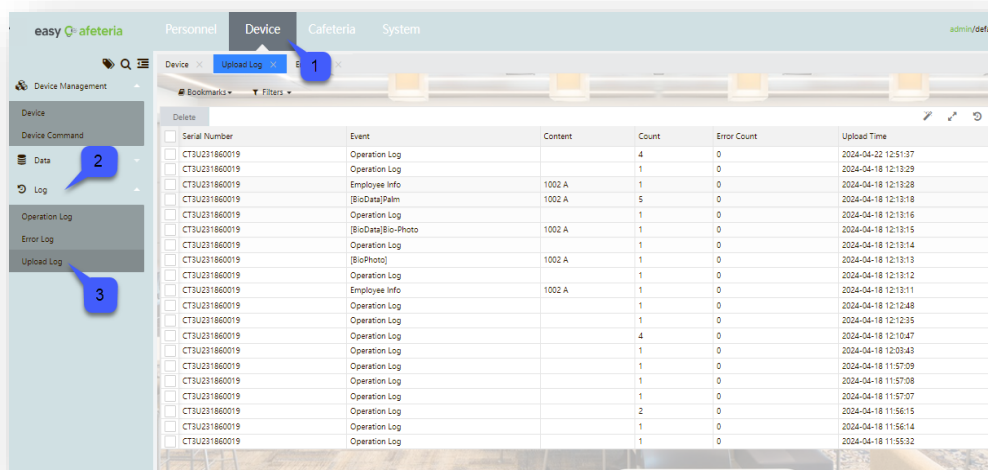
Delete function remove or discard the transmitted Device error logs from the software to the Device.

In the **[Device]** module, click **[Error Log]** on the **[Log]** and then, click on **[Delete]** to delete the logs. Select the logs and click on **[Confirm]** to delete the error logs.

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.

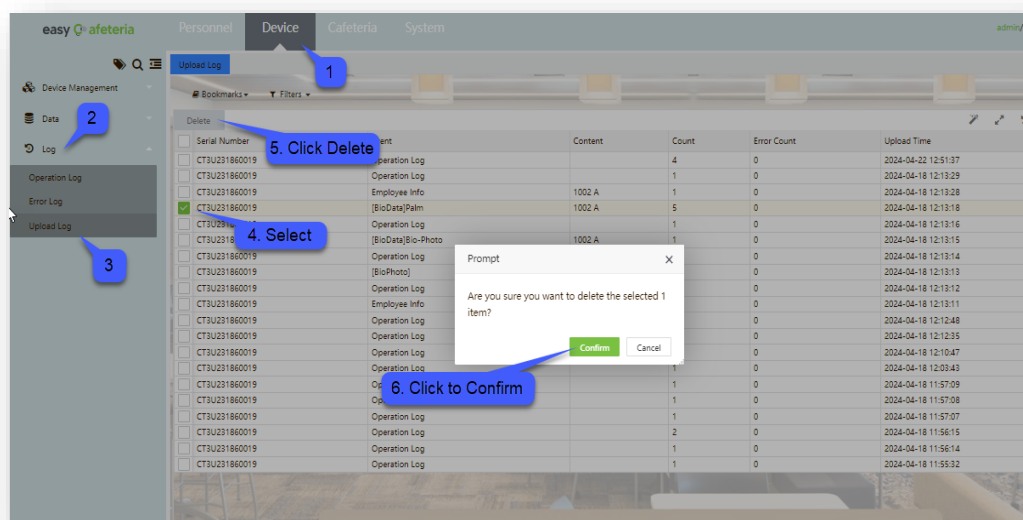
On the **Device** module, click **Log**, and then click **Upload Log** to go to the Upload Log Interface.



Delete

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

In the **[Device]** module, click **[Upload Log]** on the **[Log]** and then, click on **[Delete]** to delete the logs. Select the upload logs and click on **[Confirm]** to delete the upload logs.

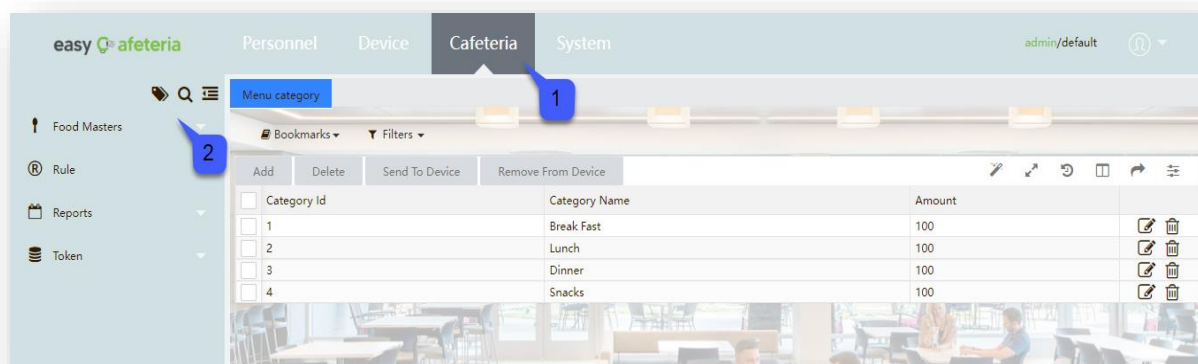


5 Cafeteria

Our **Cafeteria** interface facilitates you to add your category of food, set up the food schedule, make reports on user consumption and generate tokens.

5.1 Food Masters

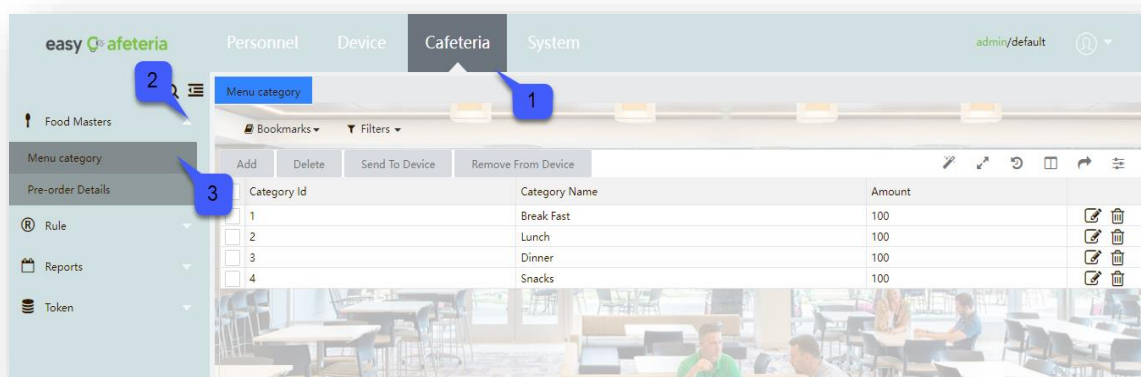
The food master helps you create food categories, menu category and preorder details.



5.1.1 Menu Category

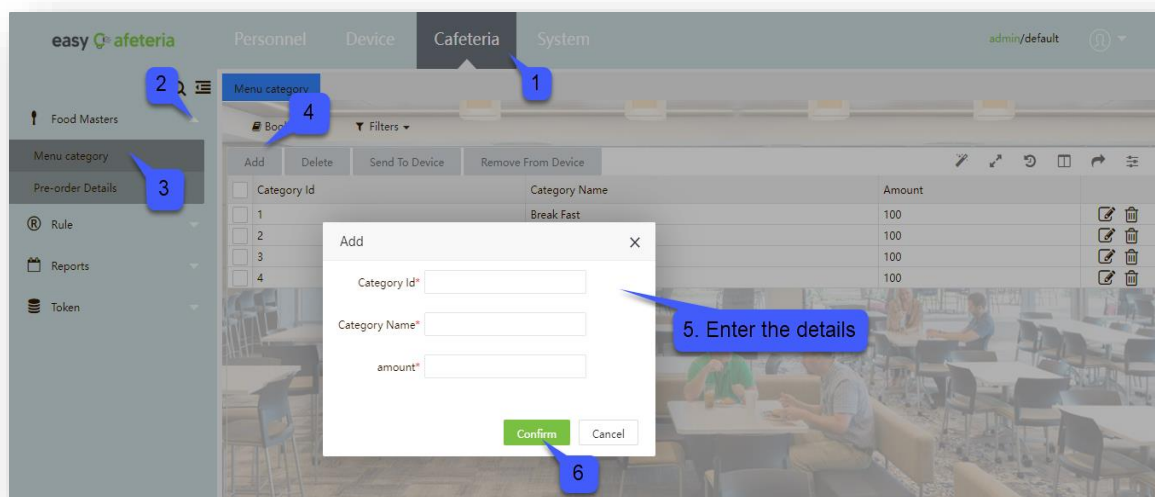
In the **[Cafeteria]** module, click **[Master Menu]** on the **[Food Master]** interface help you to add your food details, set up the amount and quantity.

On this Interface, you can create a new Category, modify, or delete the existing Category and send or remove the data from the device.



Add

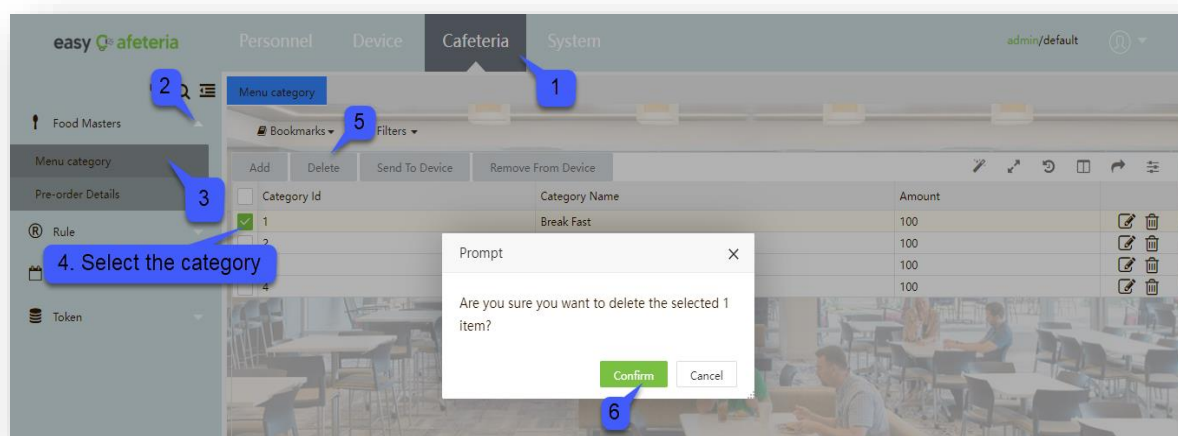
In the **[Cafeteria]** module, click **[Master Menu]** on the **[Food Master]** and then, click on **[Add]** to add the category. Enter the start time and end time. Click on **[Confirm]** to add the category name.



Delete

This function removes the existing Category from the Menu.

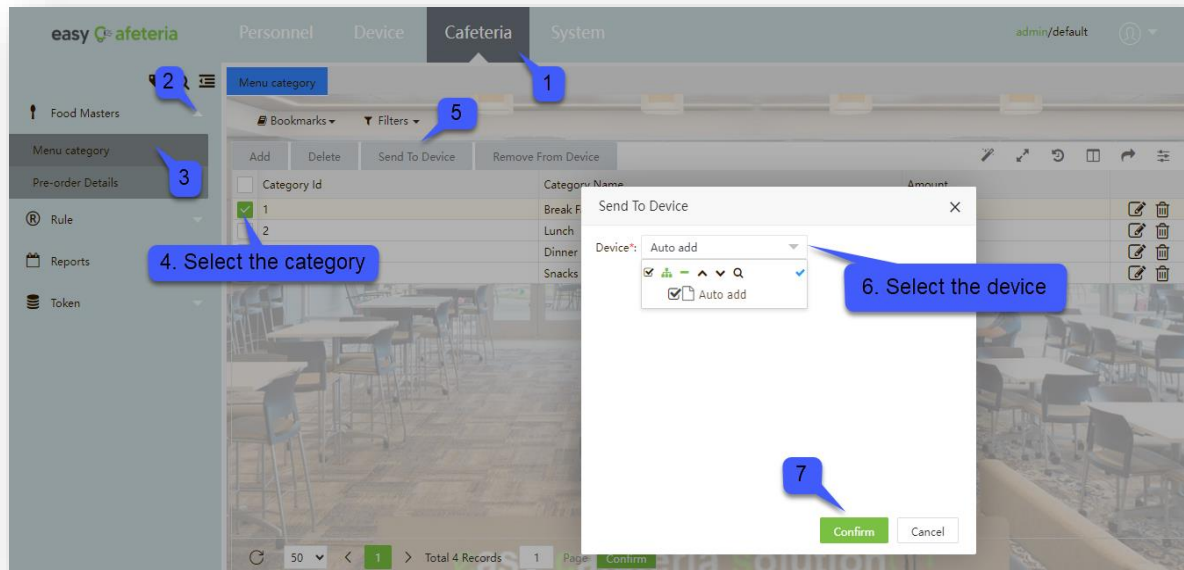
In the **[Cafeteria]** module, click **[Master Category]** on the **[Food Master]** and then, click on **[Delete]**. Select the category name and click on delete to delete the category. Click on **[Confirm]** to delete the category.



Send To Device

This function helps sync the data from the application to the device.

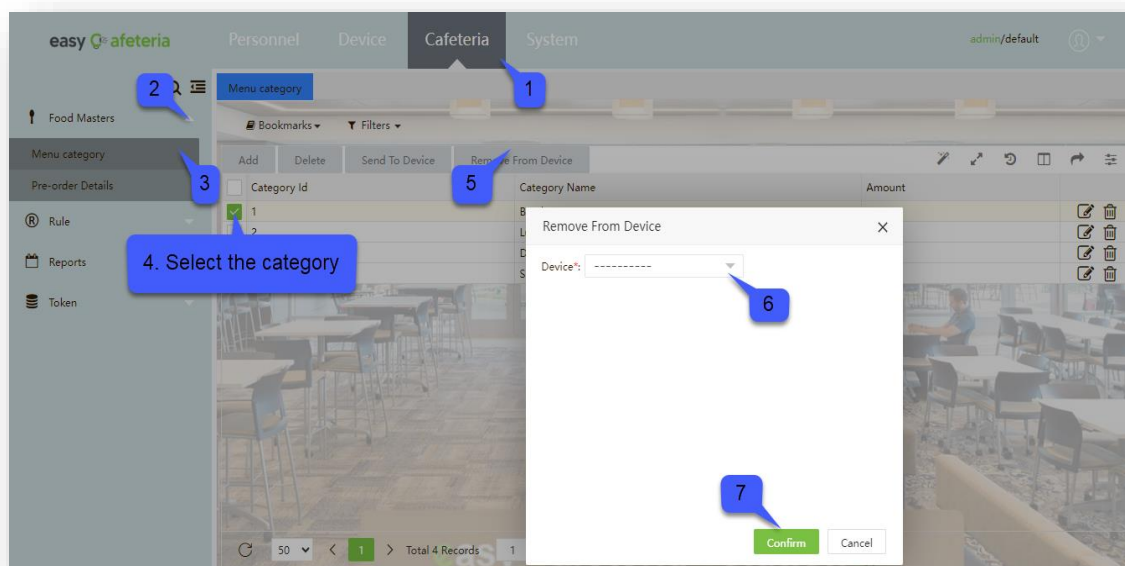
In the **[Cafeteria]** module, click **[Master Category]** on the **[Food Master]** and then, select the category and click on **[Send to Device]**, Click on **[Confirm]** to send data to the device.



Remove From Device

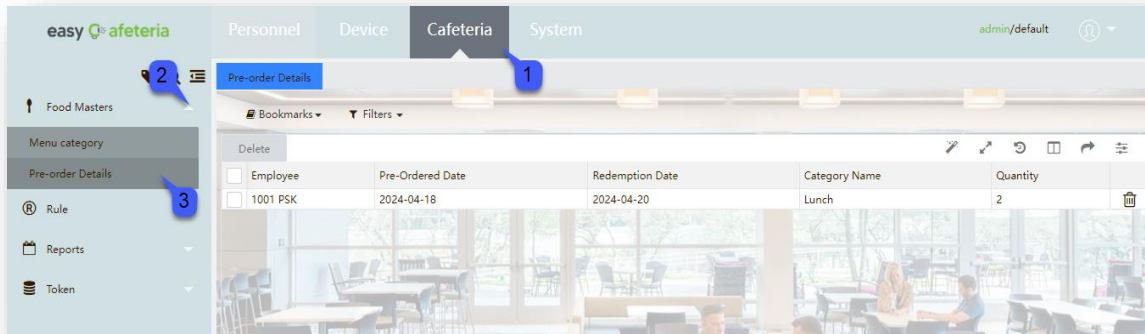
This function helps to remove the sync data from the application to the device.

In the **[Cafeteria]** module, click **[Master Category]** on the **[Food Master]** and then, select the category and click on **[Remove from Device]**. Click on **[Confirm]** to remove the category from the device.



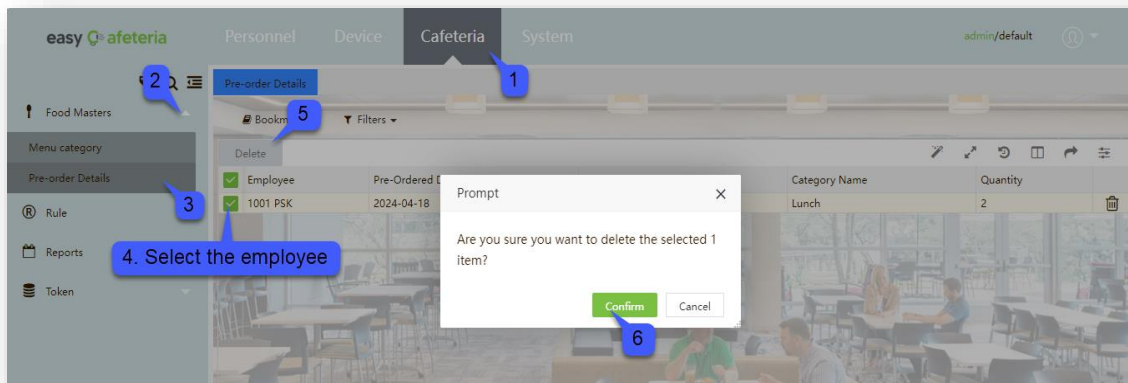
5.1.2 Pre-Order Details

The admin can view the pre order details from the menu category which is applied by the employee. On the **Cafeteria** module, click **Food Masters**, and then click Pre-order Details to go to the Pre-order Interface.



Delete the existing Food Category

In the **[Cafeteria]** module, click **[Rule Setting]** on the **[Rule]** and then, select the required Category data from the list. Click **[Delete]**, to delete the selected category from the list. Click **[Confirm]**, to delete the selected category from the list.



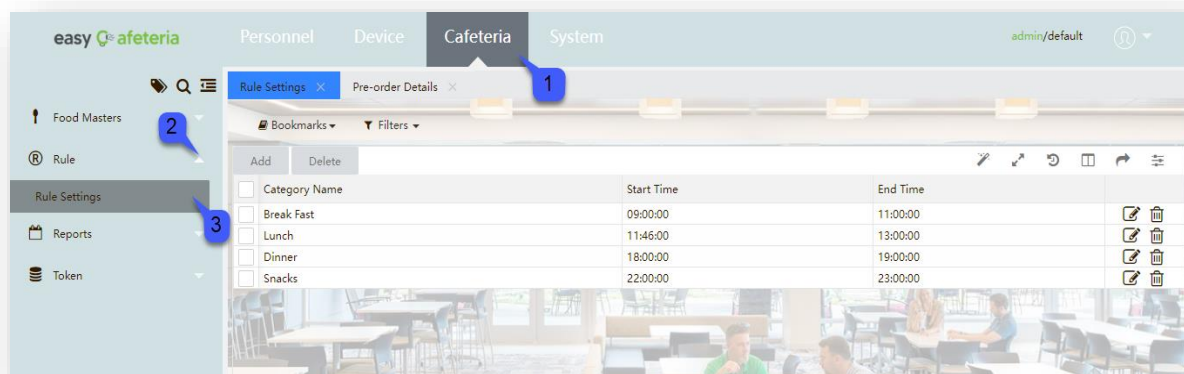
5.2 Rule

The Rule is to set the rule regarding employee.

5.2.1 Rule Settings

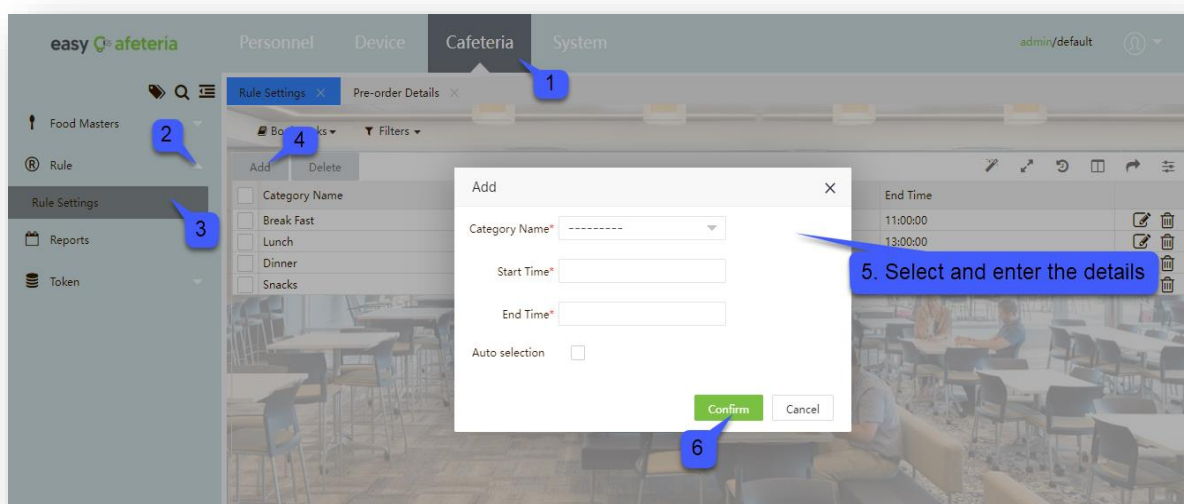
The Rule Setting enables you to set the rules regarding employee's check-in/check-out.

On the **Cafeteria** module, click **Rule**, and then click Rule Settings to go to the Food Category Interface.



Add

In the **[Cafeteria]** module, click **[Rule Settings]** on the **[Rule]** and then, click on **[Add]** to add the category. Enter the category name start time and end time. Click on **[Confirm]** to add the category name.

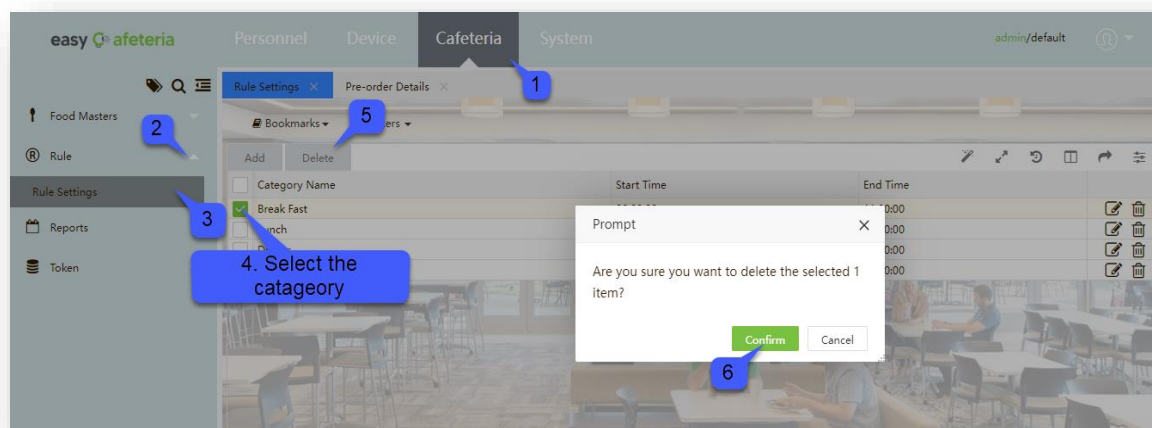


Note: Click on check box for auto selection

Delete

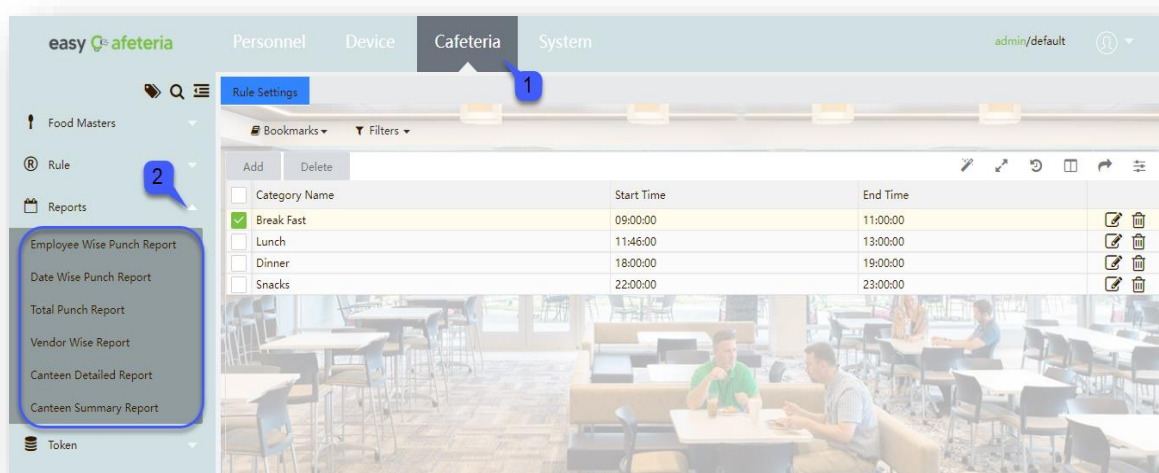
This function removes the existing Category from the rule.

In the **[Cafeteria]** module, click **[Rule Settings]** on the **[Rule]** and then, click on **[Delete]**. Select the category name and click on delete to delete the rule. Click on **[Confirm]** to delete the rule.



5.3 Reports

In the Report we can generate reports like item, user, vendor, and canteen detailed reports.

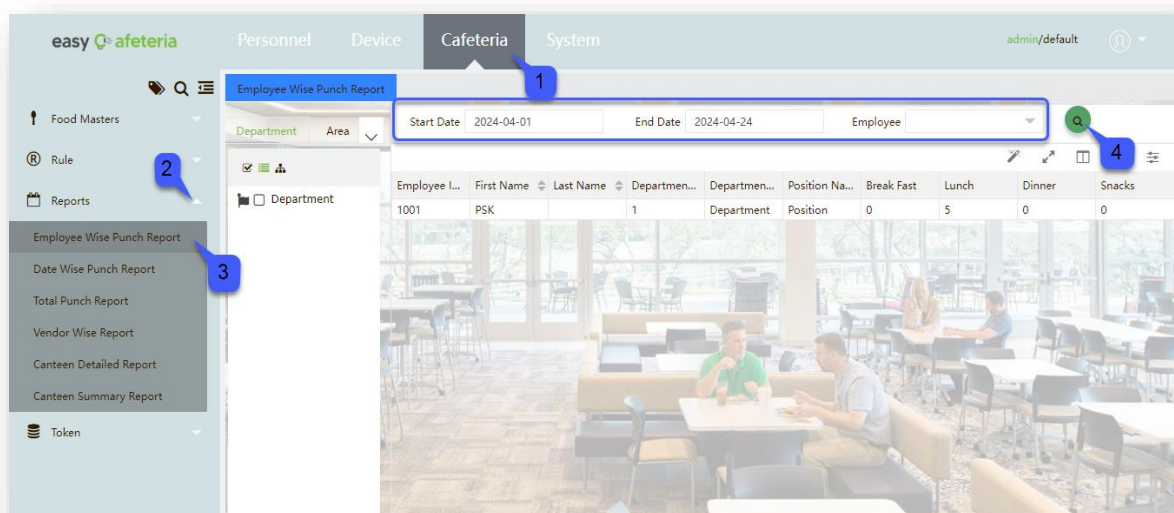


5.3.1 Employee wise Punch Report

On the **Cafeteria** module, click **Reports**, and then click Employee wise Punch Reports to go to the Food Category Interface.

In the employee wise punch report, the admin can view the employee punches reports.

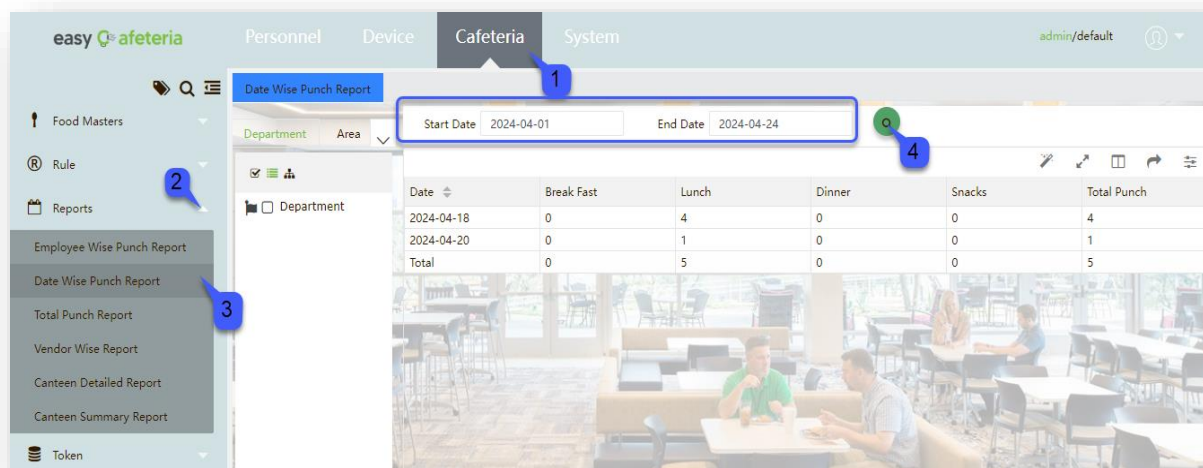
In the **[Cafeteria]** module, click **[Employee Wise Punch Report]** on the **[Reports]** and then, select the start time and end time. Click on **[Search]** to search the employee wise punch report.



5.3.2 Date-Wise Punch Reports

On the **Cafeteria** module, click **Reports**, and then click date-wise consumption Reports to go to the Food Category Interface.

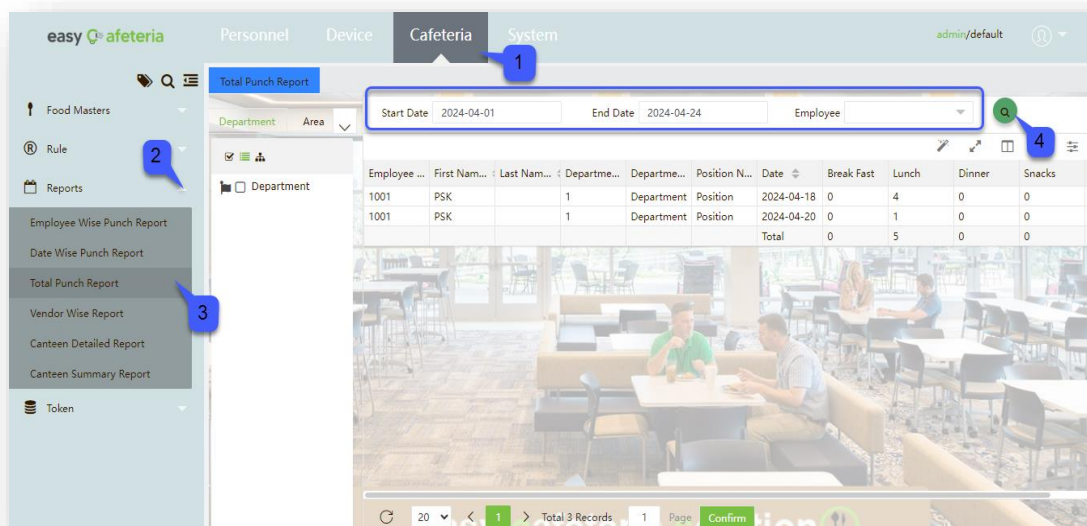
In the **[Cafeteria]** module, click **[Date Wise Punch Report]** on the **[Reports]** and then, select the start time and end time. Click on **[Search]** to search the date wise punch report.



5.3.3 Total Punch Reports

On the **Cafeteria** module, click **Reports**, and then click **User-wise Daily consumption** to go to the Food Category Interface.

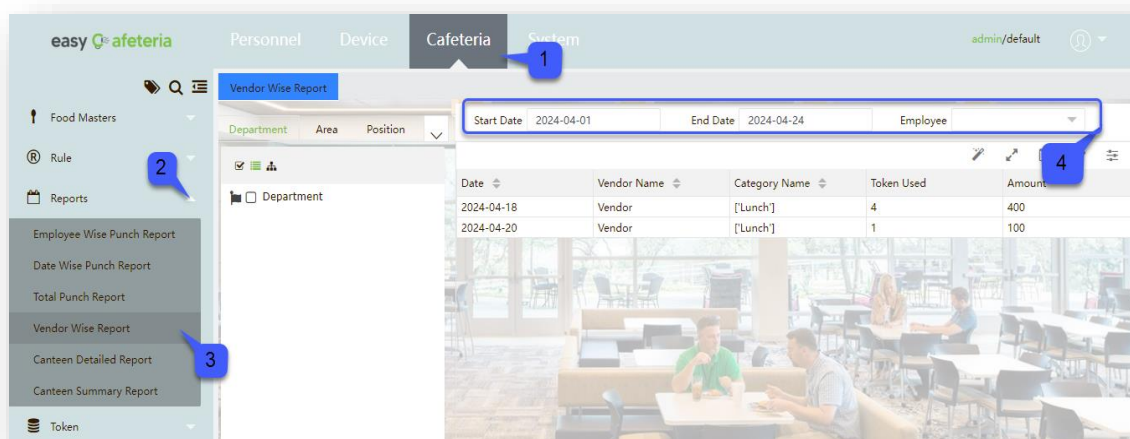
In the **[Cafeteria]** module, click **[Total Punch Report]** on the **[Reports]** and then, select the start time, end time and enter employee id. Click on **[Search]** to search the total punch report.



5.3.4 Vendor Wise Reports

On this Interface, you can create a Category Name Start Time and End Time.

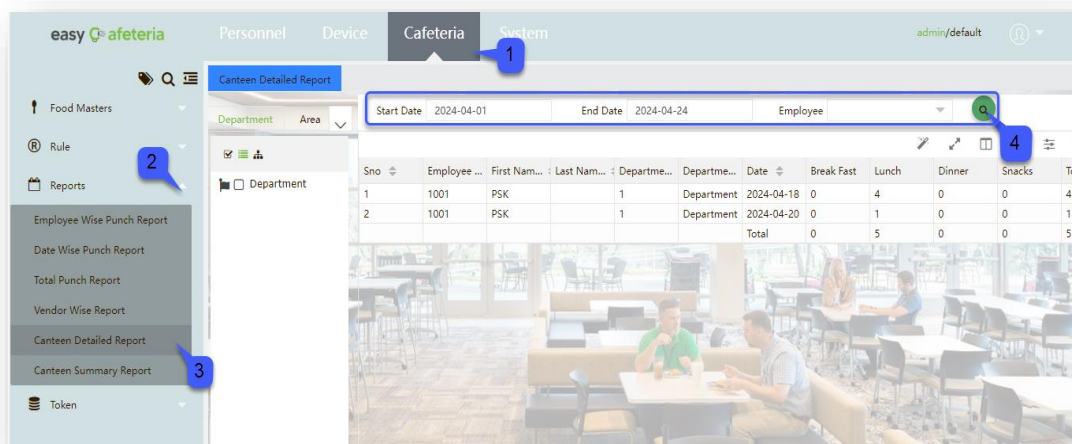
In the **[Cafeteria]** module, click **[Vendor Wise Report]** on the **[Reports]** and then, select the start time, end time and enter employee id. Click on **[Search]** to search the vendor wise report.



5.3.5 Canteen Detailed Report

On the **Cafeteria** module, click **Reports**, and then click **Canteen Detailed Report** to go to the **Food Category** Interface.

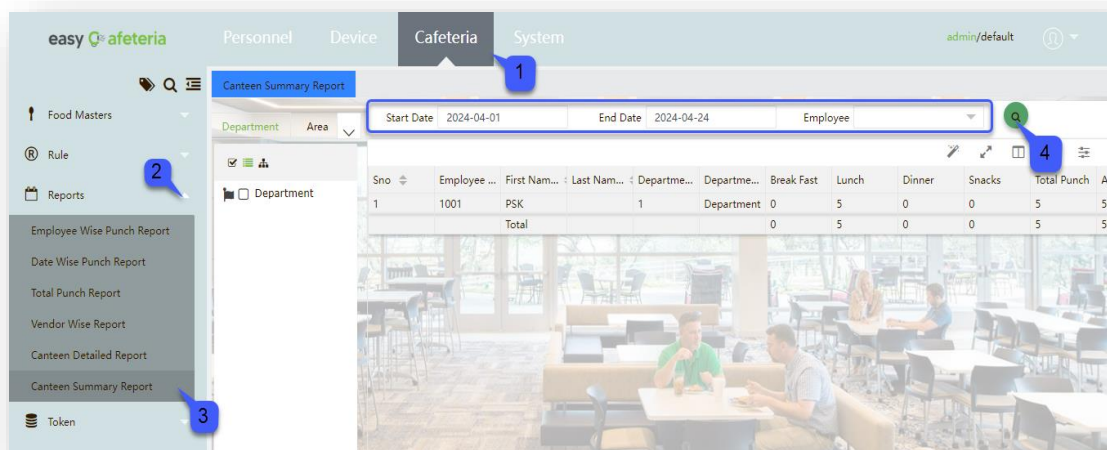
In the **[Cafeteria]** module, click **[Canteen Detailed Report]** on the **[Reports]** and then, select the start time, end time, and enter employee id. Click on **[Search]** to search the canteen detailed report.



5.3.6 Canteen Summary Reports

On the **Cafeteria** module, click **Reports**, and then click **Canteen Summary Report** to go to the **Food Category** Interface.

In the **[Cafeteria]** module, click **[Canteen Summary Report]** on the **[Reports]** and then, select the start time, end time and enter employee id. Click on **[Search]** to search the canteen detailed report.

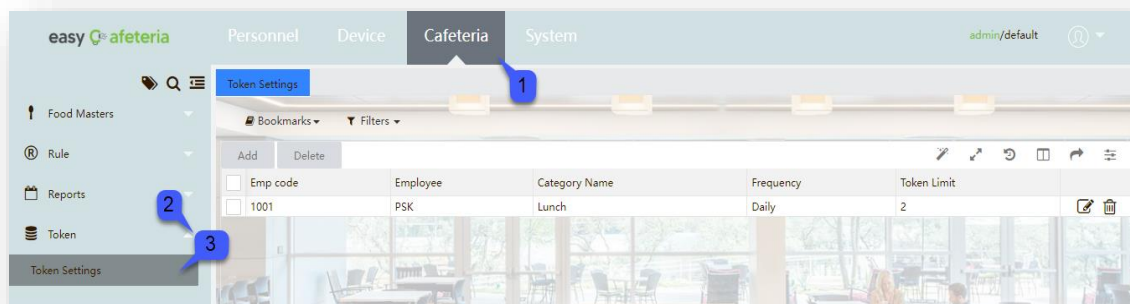


5.4 Token

We can produce tokens using the token interface.

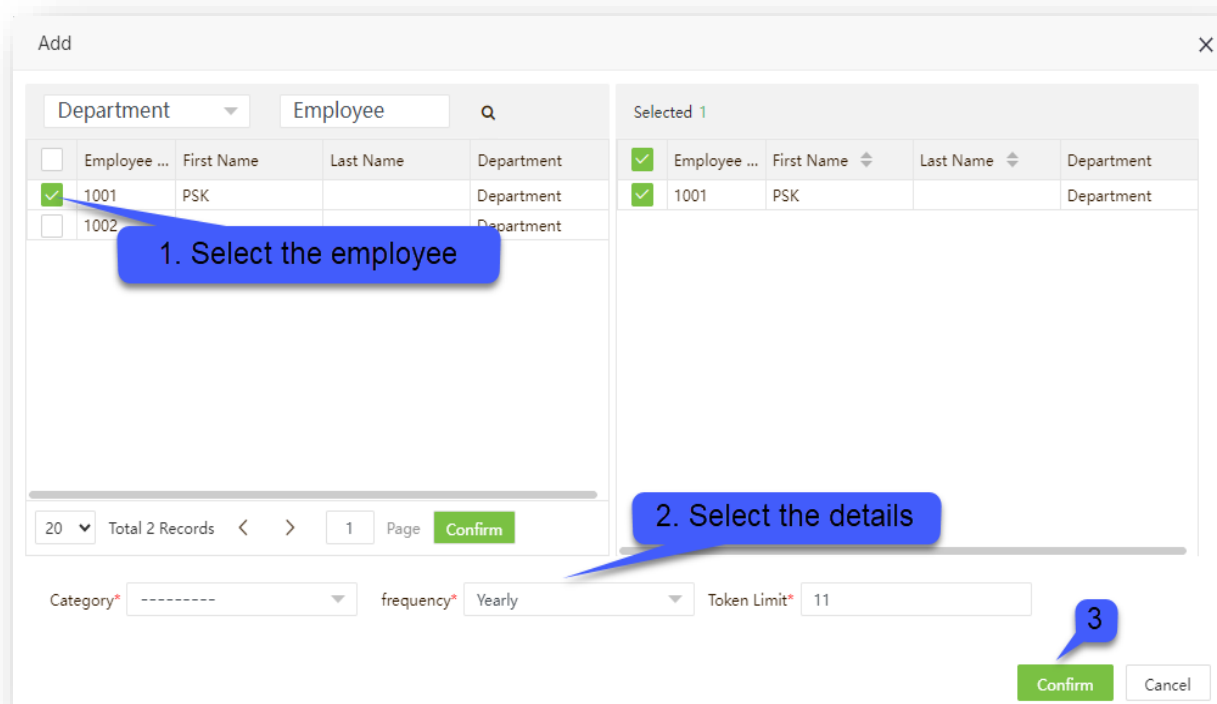
5.4.1 Token Settings

On the **Cafeteria** module, click **Token**, and then click **Token Settings** to go to the **Token** Interface.



Add the Token Category

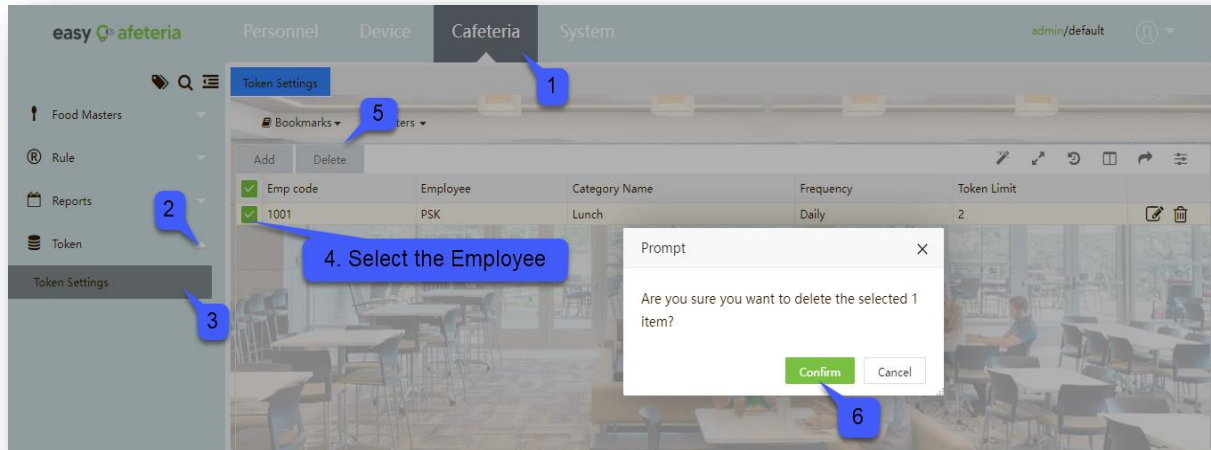
In the **[Cafeteria]** module, click **[Token Settings]** on the **[Token]** and then, click on add icon to add the token. Select the employee. Click on **[Confirm]** to add the token.



Delete the existing Token Category

This function removes the existing token from the Menu.

In the **[Cafeteria]** module, click **[Token Setting]** on the **[Token]** and then, click on **[Delete]**. Select the employee and click on delete to delete the token. Click on **[Confirm]** to delete the token.



6 System

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.

6.1 Authentication

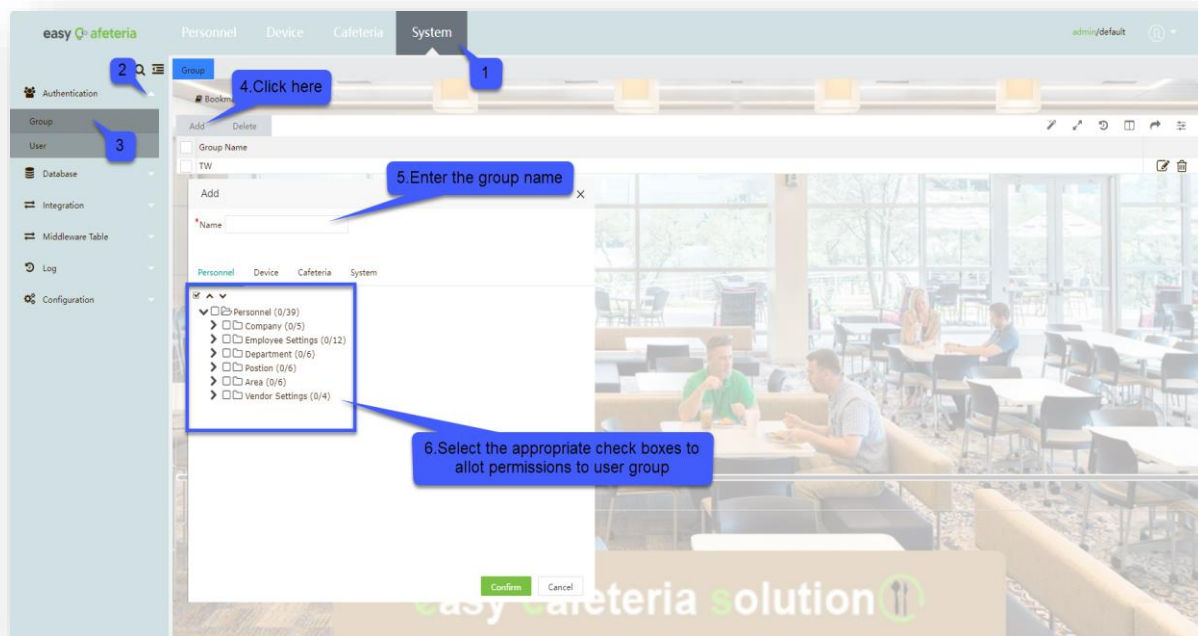
Authentication technology provides access control for systems by checking to see if a user's credentials match the credentials in a database of authorized users or in a data authentication server.

6.1.1 Group

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

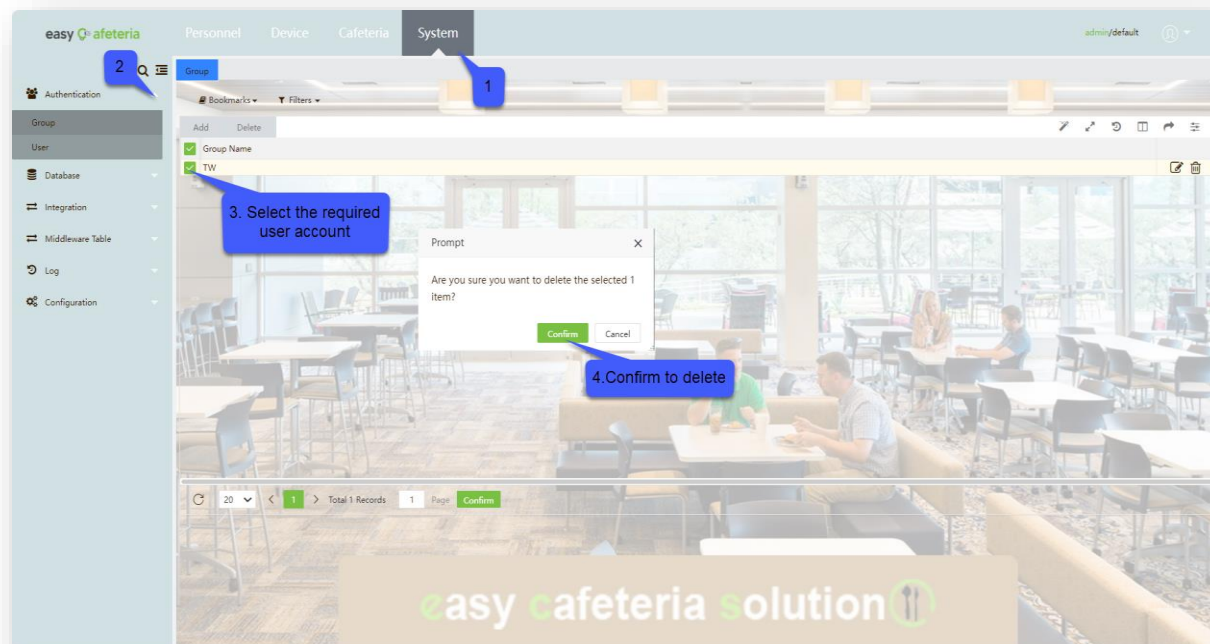
Add a User Group

In **[System]** module click **[Group]** on **[Authentication]** and then click on **add** to add a new user group.



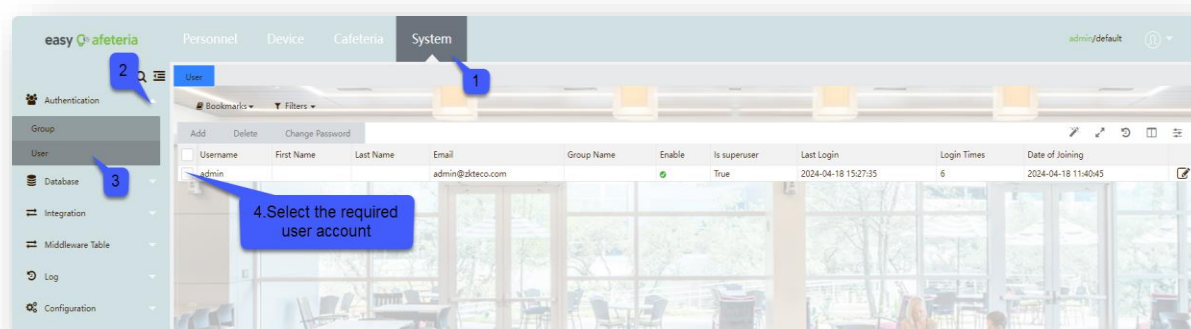
Delete a User Group

In **[System]** module click **[Group]** on **[Authentication]** to enter the group interface select the group and then click on **delete** to delete the required details.



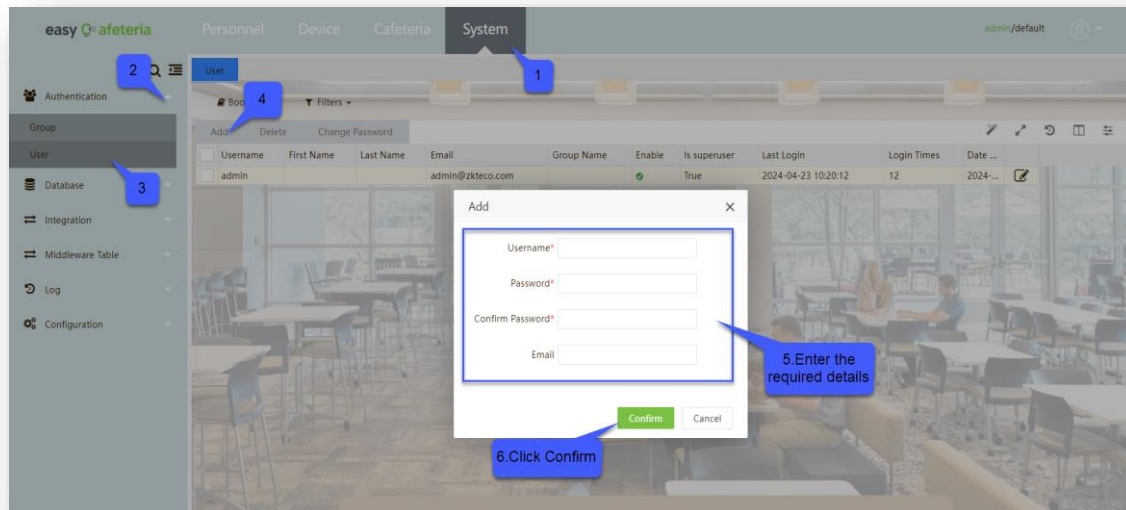
6.1.2 User

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




Add a User Group

In the **[System]** module click **[User]** on Authentication to enter user interface. Click on **add** to add a new user.



Edit a User

In the **[System]** module click **[User]** on **[Authentication]** to enter user interface. Click on  icon to edit the required details and click confirm to edit a user group.

Edit

Username* admin

Basic Details

First Name

Last Name

Email admin@zktco.com

Permissions

Enable ☒

Superuser ☒

Company default

Authorized Department -----

Authorized Area -----

Authorized Position -----

Groups -----

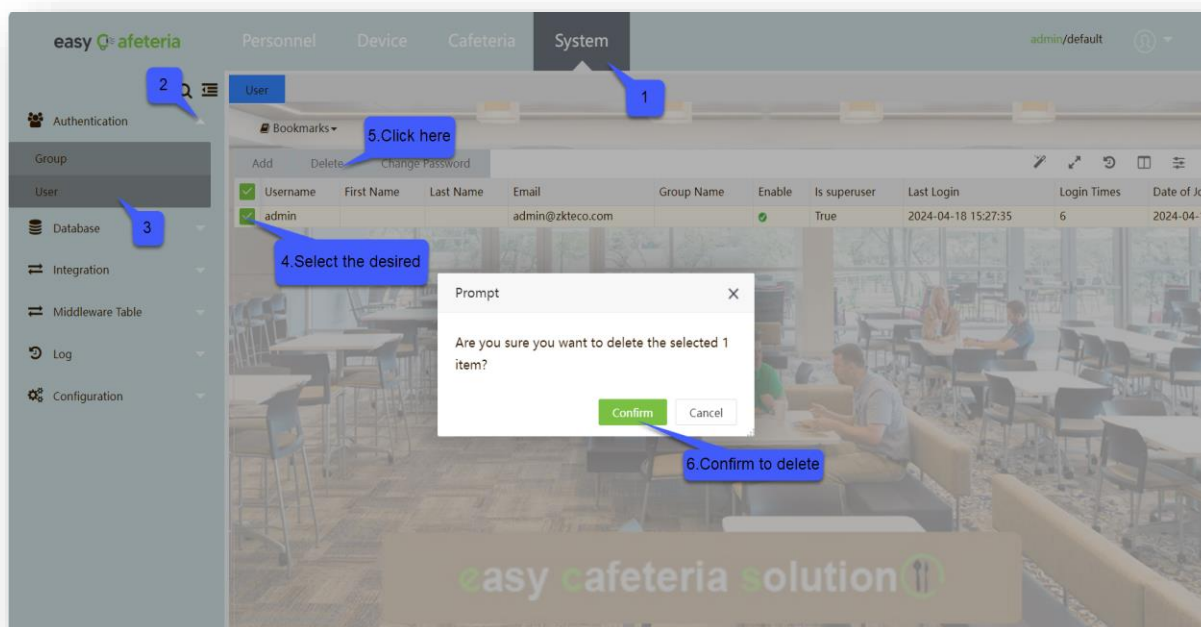
Date of Joining 2024-04-18 11:40:45

Last Login 2024-04-18 15:27:35

Confirm Cancel

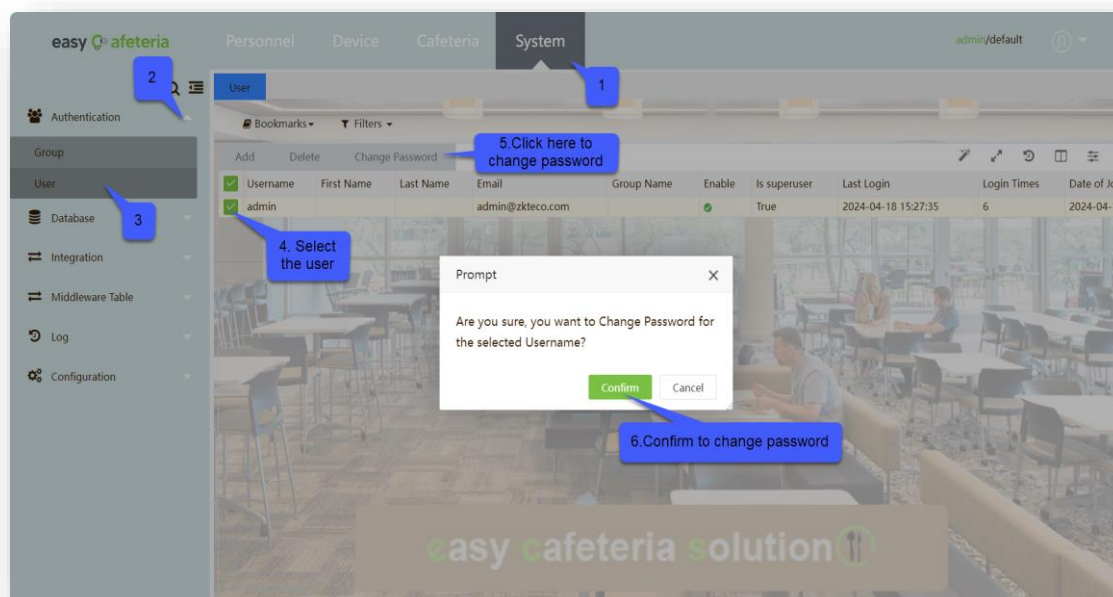
Delete a user account.

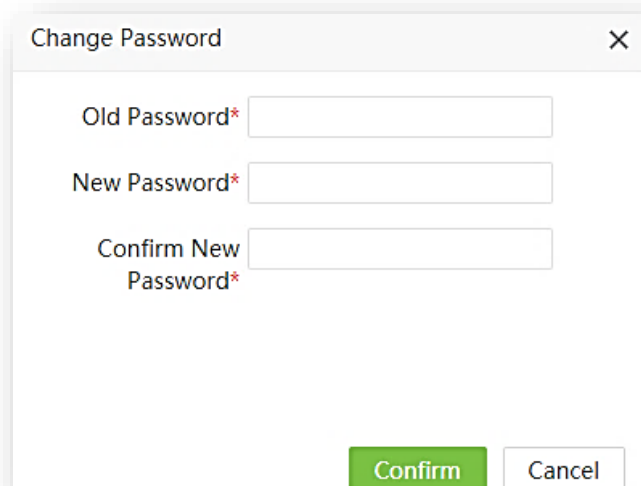
In the **[System]** module click **[User]** on [Authentication] to enter user interface. Select the user from the users list and click on **delete** then click confirm to delete the user.



How to reset your Password

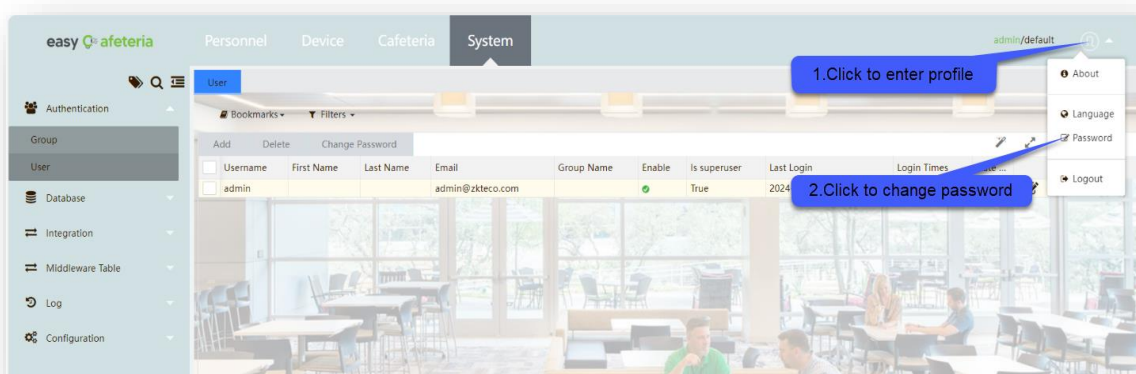
In the **[System]** module click **[User]** on [Authentication] to enter user interface. Select the user click on change password confirm the prompt enter the old and new password and confirm it.





A dialog box titled "Change Password" with a close button (X) in the top right corner. It contains three input fields: "Old Password*", "New Password*", and "Confirm New Password*", each with a red asterisk indicating it is required. At the bottom right, there are two buttons: "Confirm" (green) and "Cancel" (white).

Alternatively, you can also follow below steps to change password.



6.2 Database

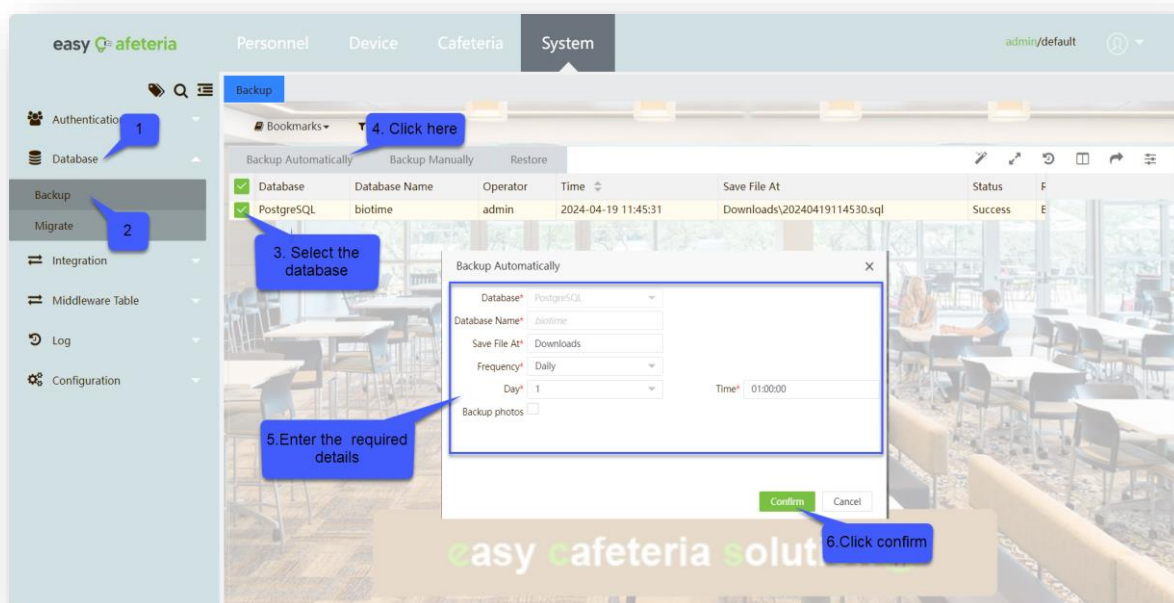
A database is information that is set up for easy access, management and updating. Computer databases typically store aggregations of data records or files that contain information, such as employee data, financials, and product information.

Click on **[Database]** to enter the **database** interface.

6.2.1 Backup

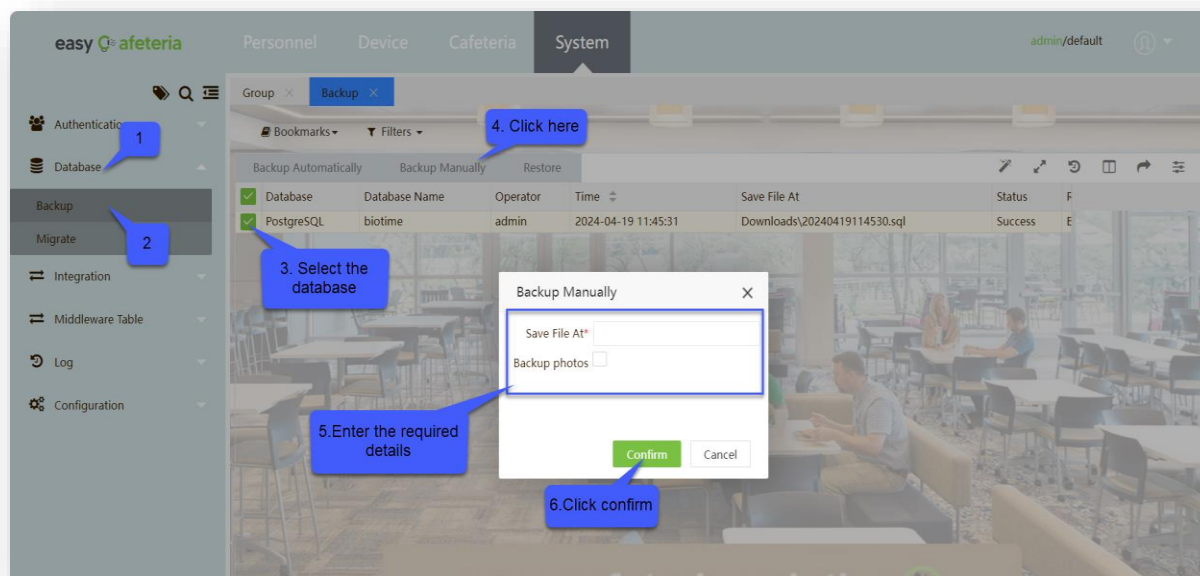
Backup Automatically

In **[System]** module click **[backup]** on Database to enter the backup interface select the database and then click on **backup automatically** enter the required details click confirm to backup data automatically. The backup takes automatically.



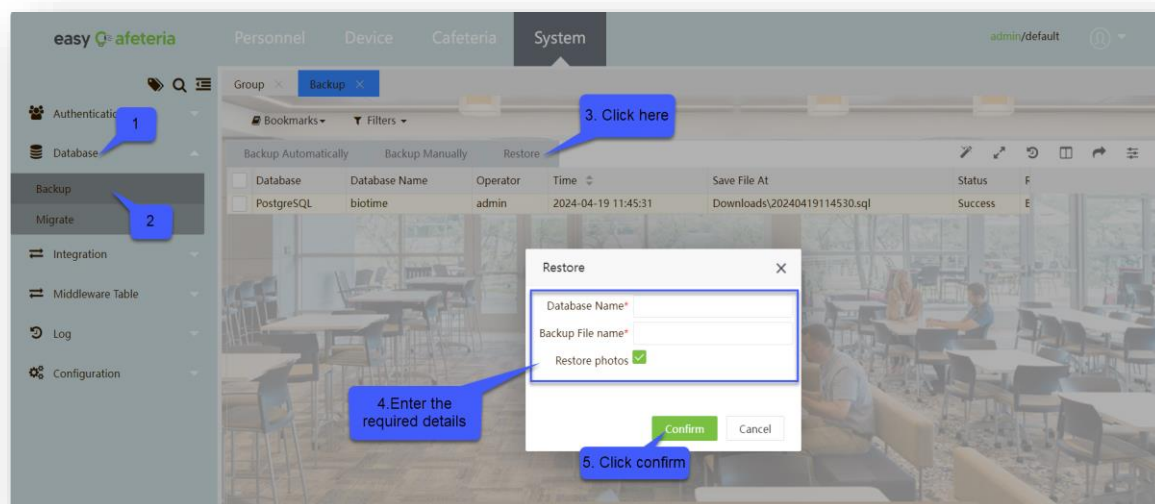
Backup manually

In **[System]** module click **[backup]** on **[Database]** to enter the backup interface select the database and then click on **backup manually** enter the required details click confirm to backup data manually.



Restore

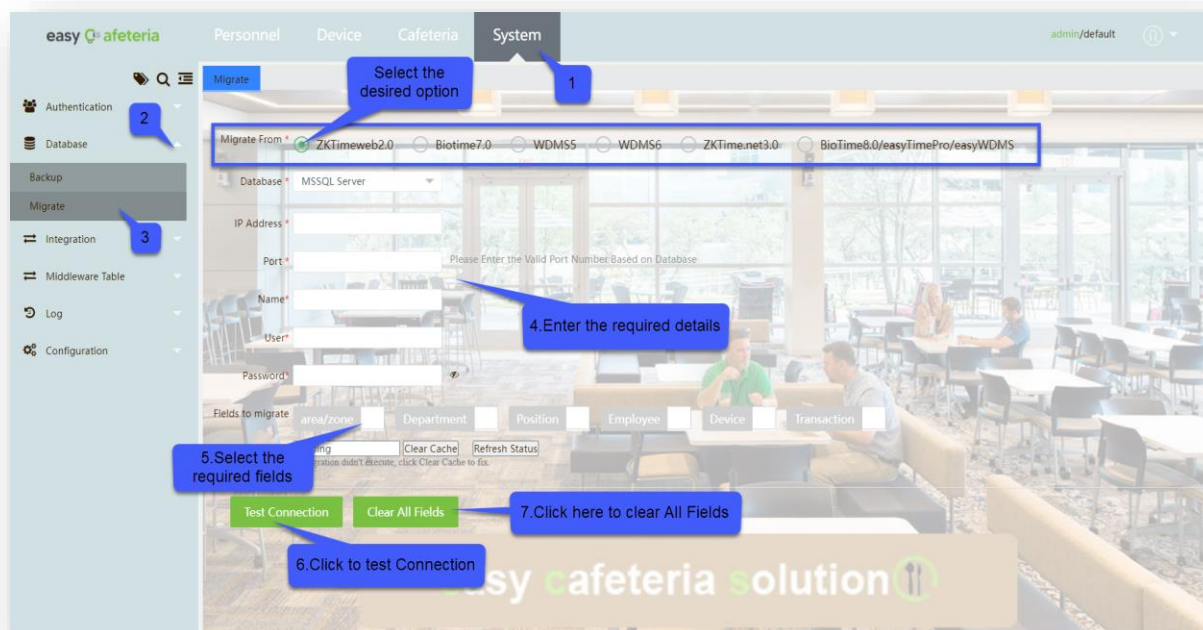
In **[System]** module click **[backup]** on **[Database]** to enter the backup interface and then click on **restore** enter the required details click confirm to restore.



6.2.2 Migrate

Software migration is the practice of transferring data, accounts, and functionality from one operating environment to another. It could also refer to times when users are migrating the same software from one device to another.

In **[System]** module click **[migrate]** on **[database]** to enter the migrate interface and then enter the required details click test connections to migrate.

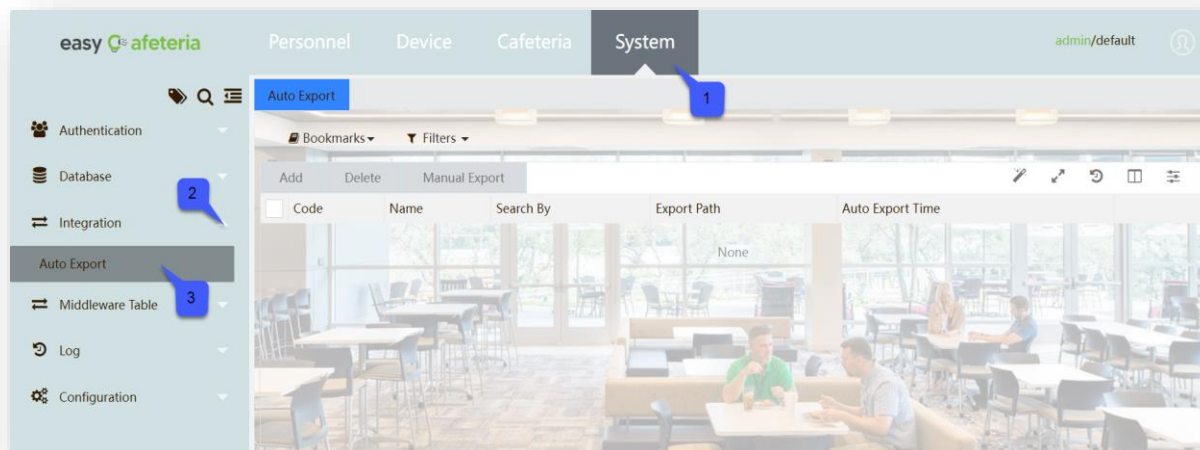


6.3 Integration

Software integration can be required for a number of reasons, such as: Migrating from a legacy system to a new database system, auto export the files.

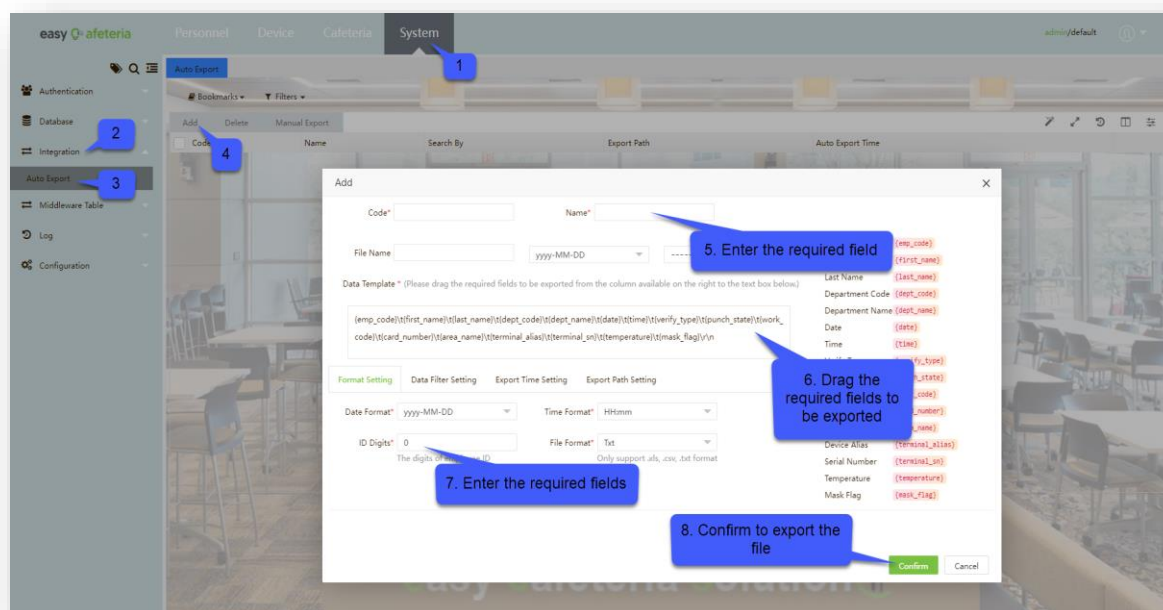
6.3.1 Auto Export

Data export is the extraction and conversion of data from their existing format into excel, pdf format. Exporting data is also a way of backing up data or moving the files setting to the system.



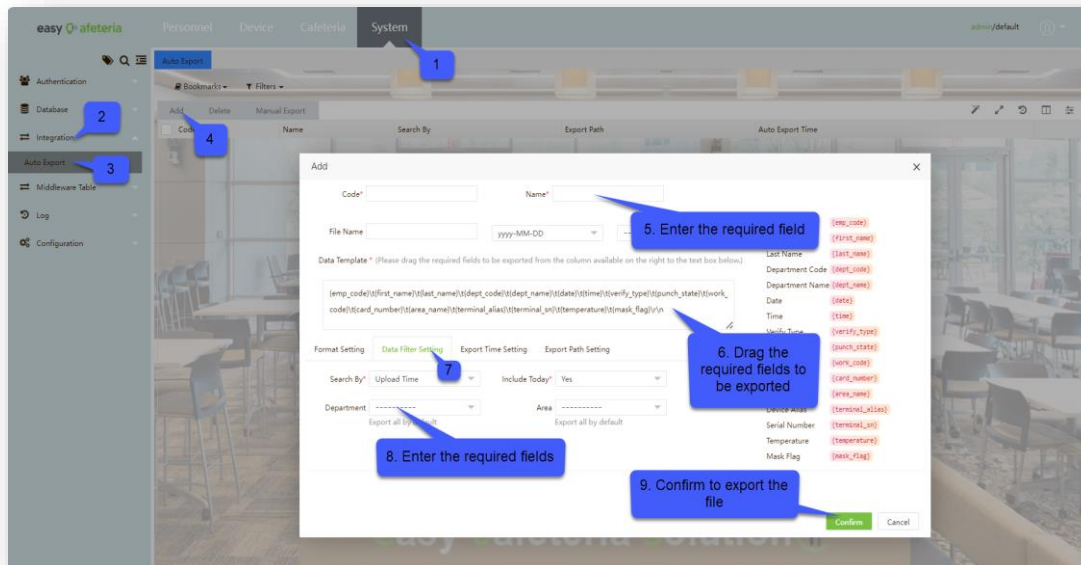
Add Auto export:

In the **[System]** module click **[Auto Export]** on **[Integration]** to enter auto export interface. Click on add enter the required details, drag the required fields to be exported and click confirm.



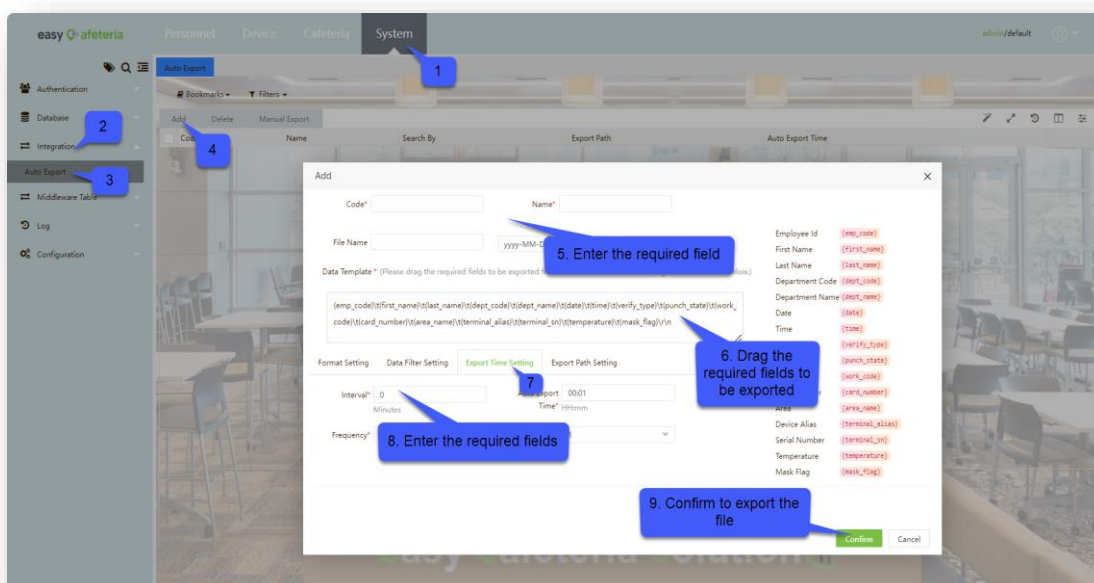
Data filter setting:

In the **[System]** module click **[Auto Export]** on **[Integration]** to enter auto export interface. Click on add select the **data filter setting**, enter the required details, drag the required fields to be exported and click confirm to export the file. In the data filter setting, you can export the data by giving, department and area.



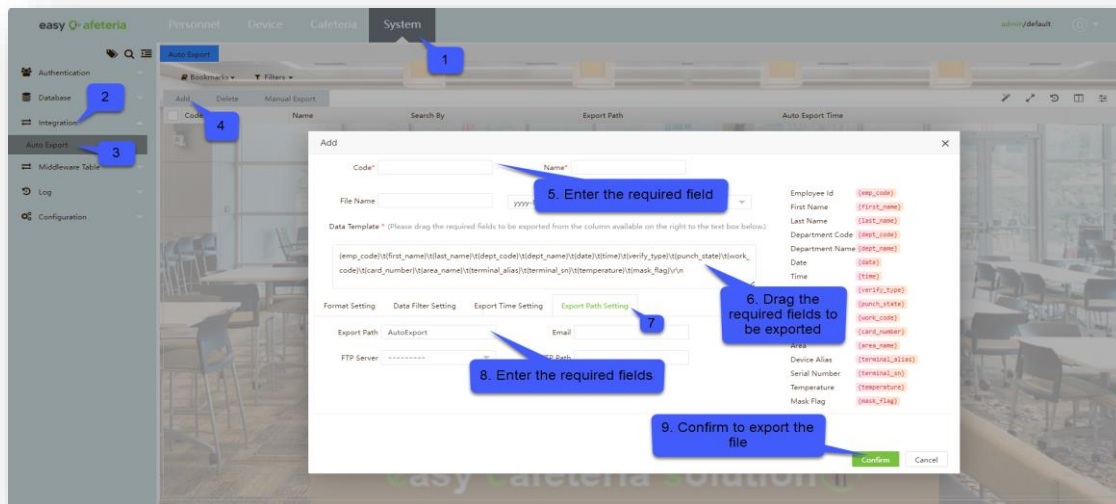
Export Time setting:

In the **[System]** module click **[Auto Export]** on **[Integration]** to enter auto export interface. Click on add select the **export time setting**, enter the required details, drag the required fields to be exported and click confirm. In the Export Time setting, you can export the data by giving, interval, frequency, and day.



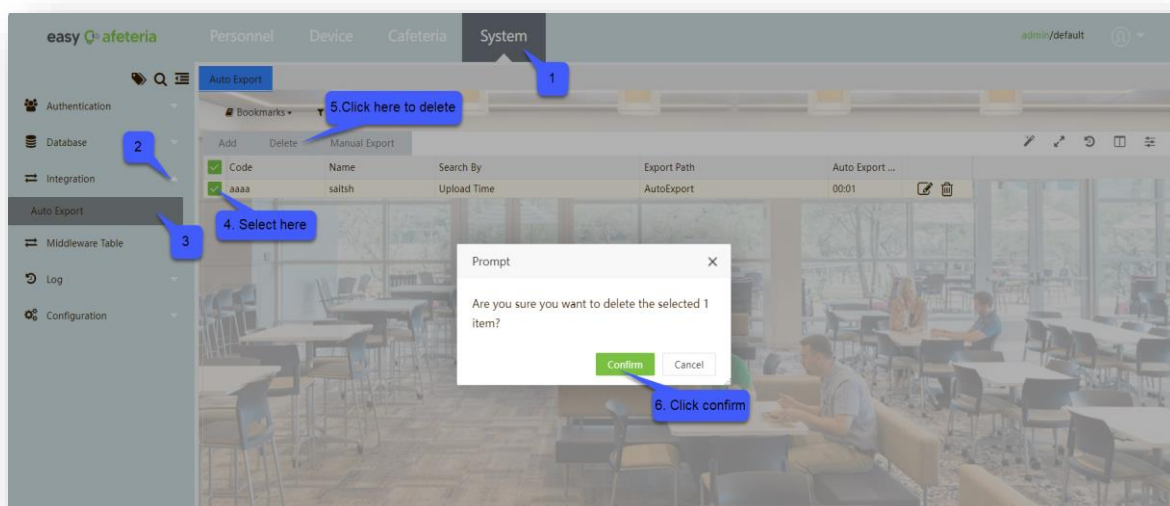
Export Path setting:

In the **[System]** module click **[Auto Export]** on **[Integration]** to enter auto export interface. Click on add select the **export path setting**, enter the required details, drag the required fields to be exported and click confirm. In the Export Path setting, you can export the data by giving, export path, email, FTP server and FTP path.



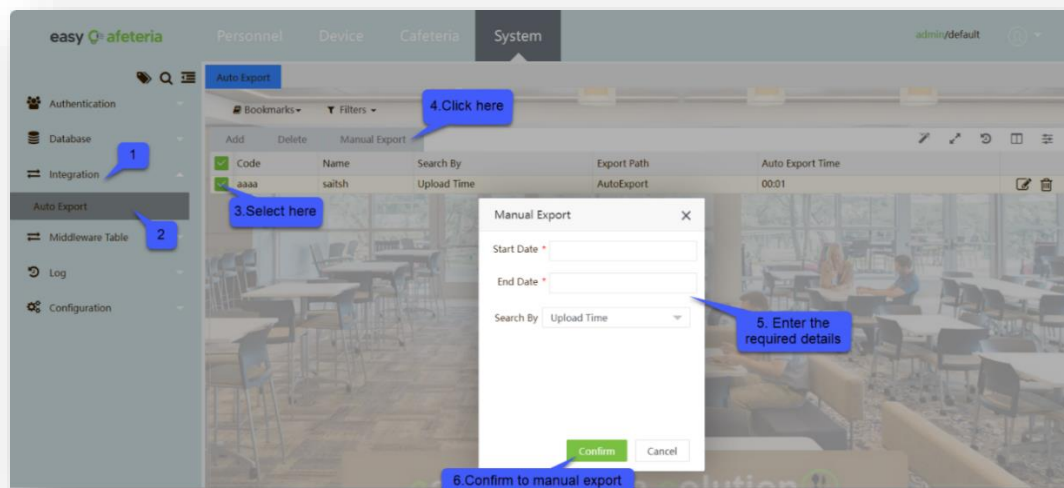
Delete:

In the **[System]** module click **[Auto Export]** on **[Integration]** to enter auto export interface. Select the export and click on delete to delete the export.



Manual Export:

In the **[System]** module click **[Auto Export]** on **[Integration]** to enter auto export interface. Select the export and click on Manual export to export manually.



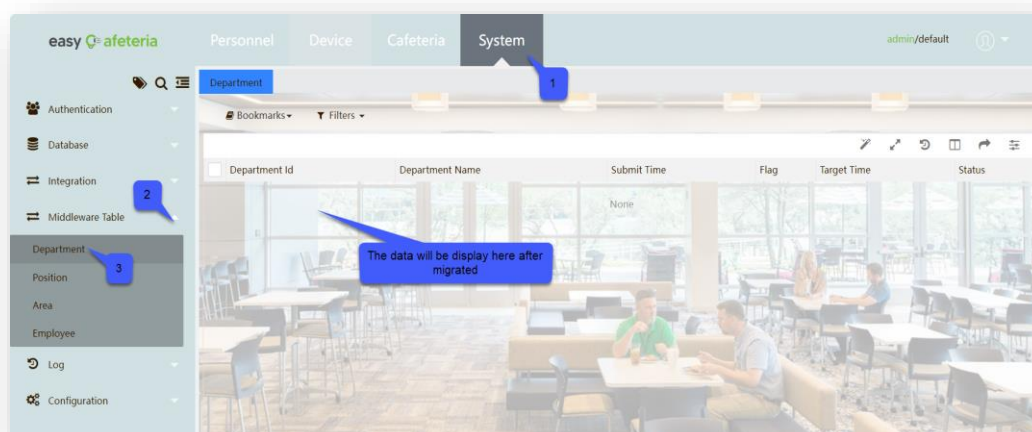
6.4 Middleware Table

Database middleware is a generic term used to refer to software infrastructure that supports functionality, improved database service.

6.4.1 Department

When we migrate the department field data, it will transfer the data to department and all the data in the department field that is migrated from other package to the current package will display along with status of transfer showing whether the details have successfully transferred, or failed department wise status will display making it easy to find out if any data has failed to be transferred

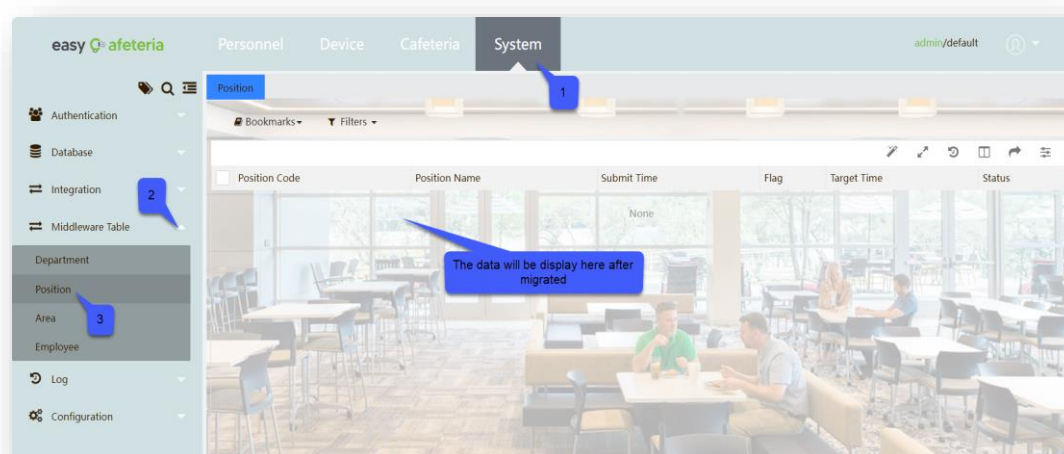
In **[System]** module click **[Department]** on **[Middleware Table]** to enter the department interface.



6.4.2 Position

When we migrate the position field data, it will transfer the data to position and all the data in the position field that is migrated from other package to the current package will display along with status of transfer showing whether the details have successfully transferred, or failed position wise status will display making it easy to find out if any data has failed to be transferred

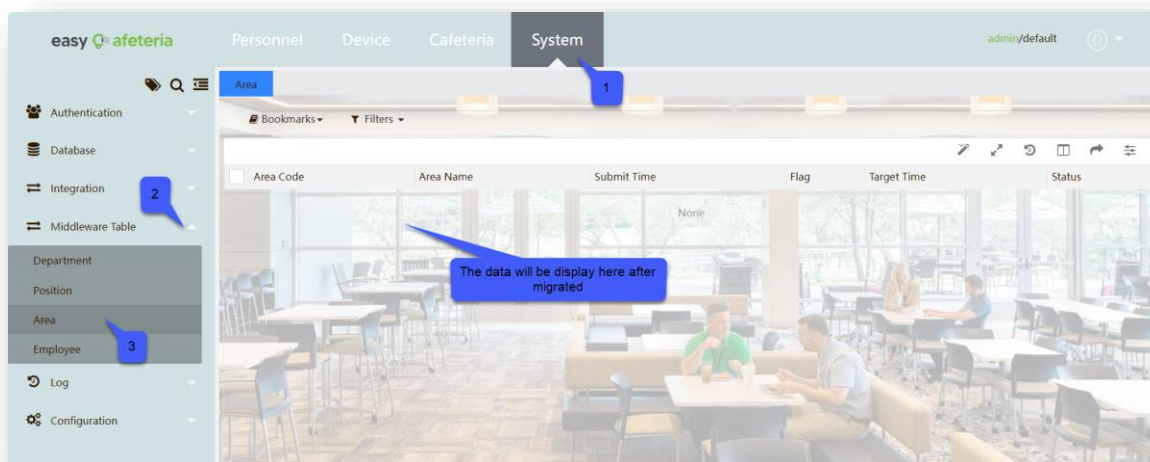
In **[System]** module click **Position** on **[Middleware table]** to enter the position interface



6.4.3 Area

When we migrate the area field data, it will transfer the data to area and all the data in the area field that is migrated from other package to the current package will display along with status of transfer showing whether the details have successfully transferred, or failed area wise status will display making it easy to find out if any data has failed to be transferred

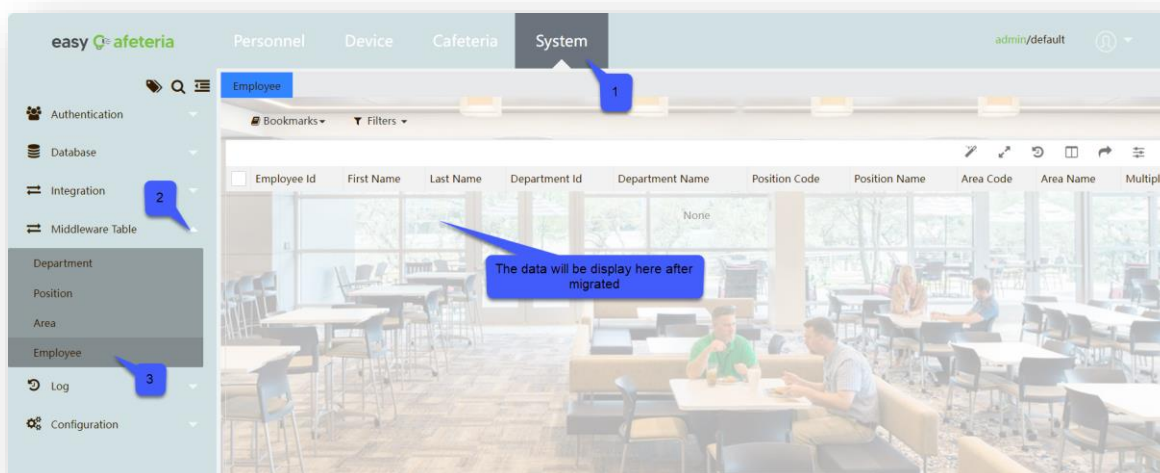
In **[System Module]** click **[Area]** on **[Middleware Table]** to enter the Area interface



6.4.4 Employee

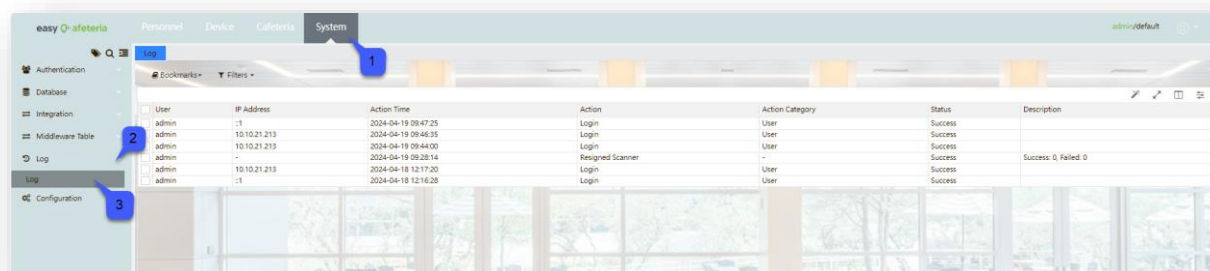
When we migrate the employee field data, it will transfer the data to employee and all the data in the employee field that is migrated from other package to the current package will display along with status of transfer showing whether the details have successfully transferred, or failed employee wise status will display making it easy to find out if any data has failed to be transferred

In **[System]** module click **[Employee]** on **[Middleware table]** to enter the employee interface



6.5 Logs

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:



User	IP Address	Action Time	Action	Action Category	Status	Description
admin	:1	2024-04-19 09:47:25	Login	User	Success	
admin	10.10.21.213	2024-04-19 09:46:35	Login	User	Success	
admin	10.10.21.213	2024-04-19 09:44:00	Login	User	Success	
admin	-	2024-04-19 09:28:14	Resigned Scanner	-	Success	Success & Failed 0
admin	10.10.21.213	2024-04-18 12:17:20	Login	User	Success	
admin	:1	2024-04-18 12:16:28	Login	User	Success	

In **[System]** module click **log** on log to enter the log interface.

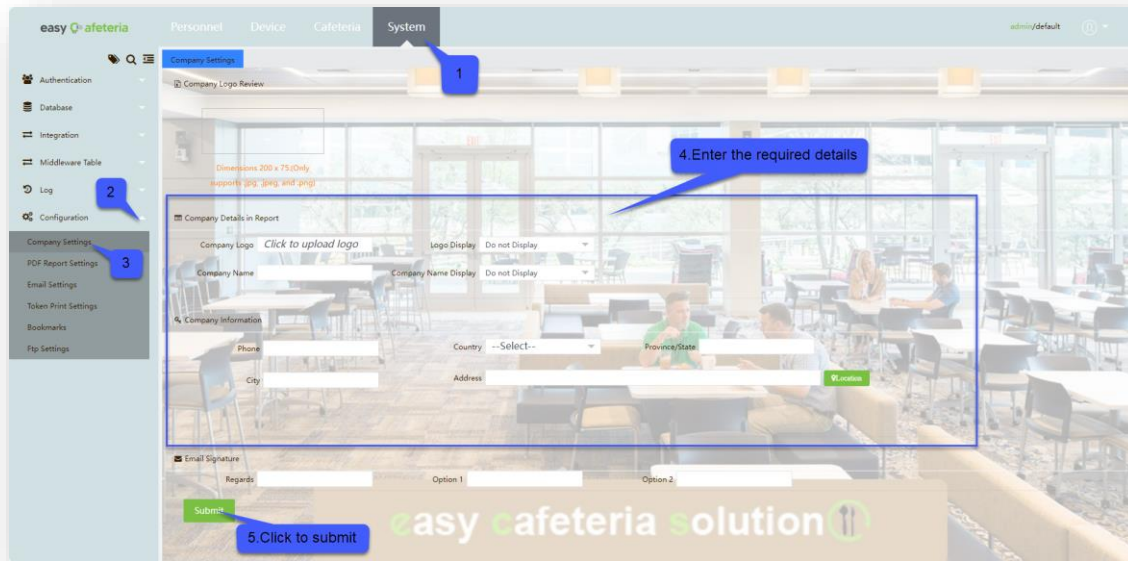
6.6 Configuration

You can set up the system parameters through the **System Configuration**. It manages the specifications of the given software and its associated processes. In Easy Cafeteria, you can manage and configure various parameters such as Company, Reports, SMS, Email, Token print settings and more.

6.6.1 Company Settings

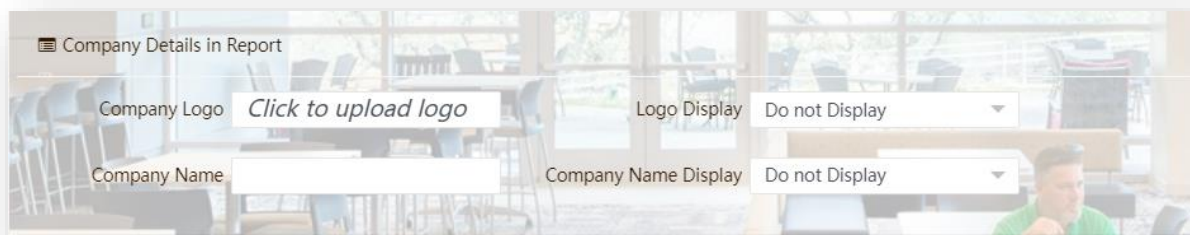
The Company Settings allows you to add and configure Company Name and Logo. This logo can be used in exported reports.

In **[System]** module click **[company settings]** on **[Configuration]** to enter the company settings interface and then enter the required company details and click submit to set the company settings.



Company Details in Report

By using the below section, you can configure the company details that will be displayed on the report.

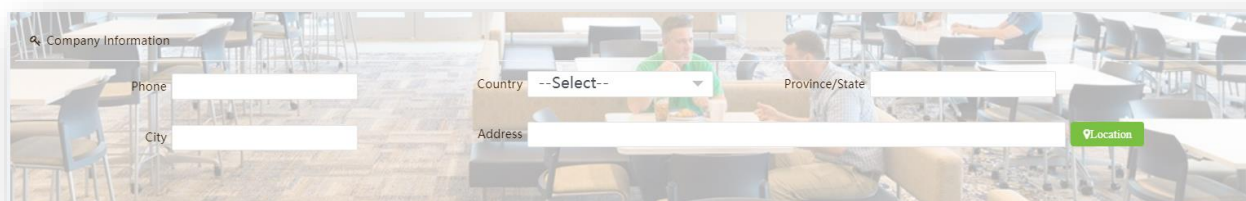


Make sure the logo is of below mentioned size.



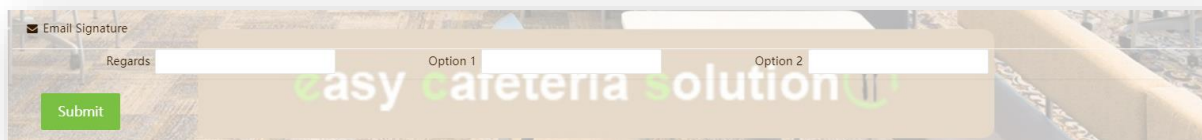
Company Information

In the company information section, input the required company details such as Phone, Country, State, City and Address. You can also select the company address through the map. Click the **Location** button and select the company address.

A screenshot of the 'Company Information' form. It features a title bar with a magnifying glass icon and the text 'Company Information'. Below the title bar, there are input fields for 'Phone', 'City', 'Country' (a dropdown menu with '--Select--'), 'Province/State', and 'Address'. A green button labeled 'Location' with a location pin icon is positioned to the right of the 'Address' field. The background of the form is a blurred image of a cafeteria.

Email Signature

Here you can set the email signature of the Admin. Any email correspondence from the Admin will contain this email signature.

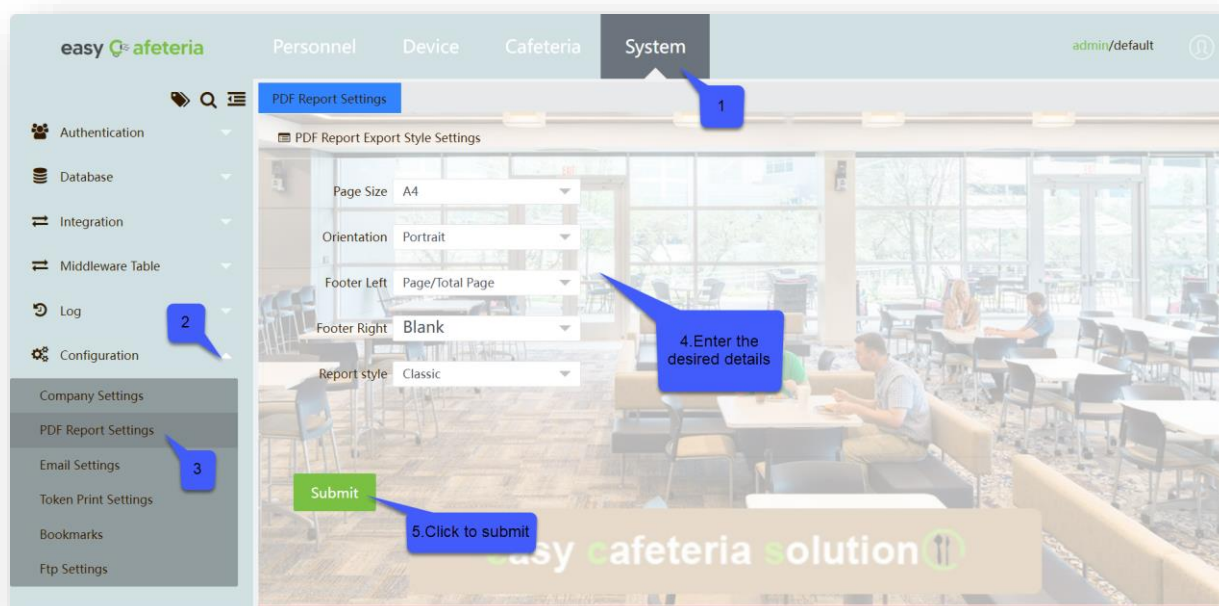
A screenshot of the 'Email Signature' form. It has a title bar with an envelope icon and the text 'Email Signature'. The form contains three input fields: 'Regards', 'Option 1', and 'Option 2'. A green 'Submit' button is located at the bottom left. The background is a blurred image of a cafeteria.

Click **Submit** after entering all the desired details.

6.6.2 PDF Report Settings

PDF Report Settings allows you to set the report style settings. You can generate PDF reports such as Transaction Reports, Attendance Summary Reports, Scheduling Reports, Employee Details, Device Details, Payroll Structure, Increment/Deductions and so on. The major advantage of exporting the reports as PDF is, you can configure the page size and report components like orientation, footer left, footer right, report style as per your requirements.

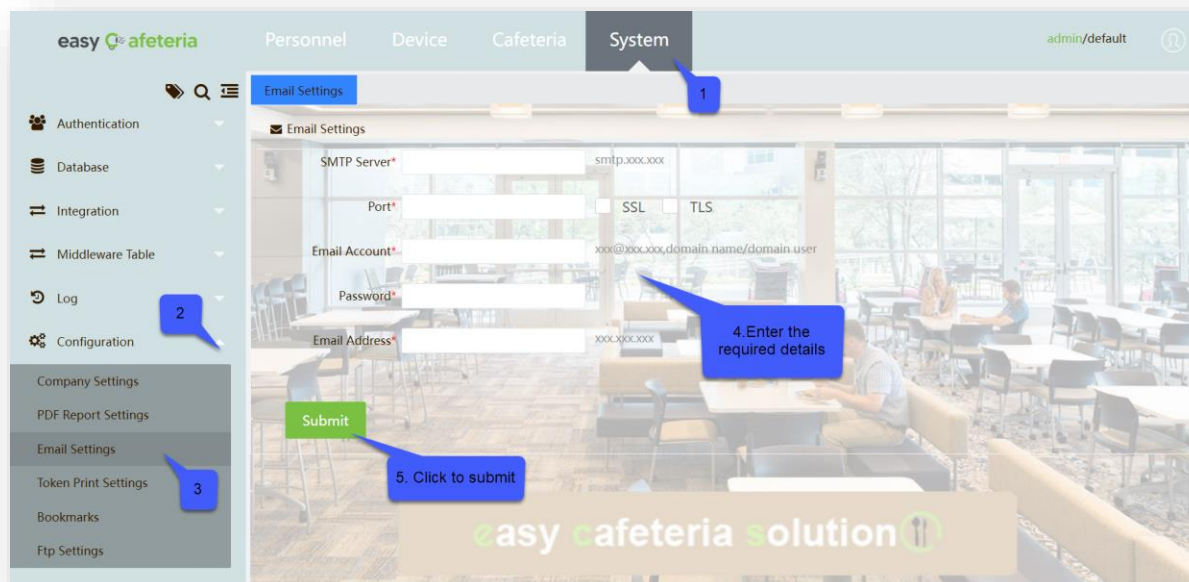
In **[System]** module click **[PDF report settings]** on **[configuration]** to enter the PDF report settings interface and then enter the required PDF report styles and click **submit**.



6.6.3 Email Settings

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

In **[System]** module click **[Email settings]** on **[Configuration]** to enter the Email settings interface and then enter the required details and click **submit**.

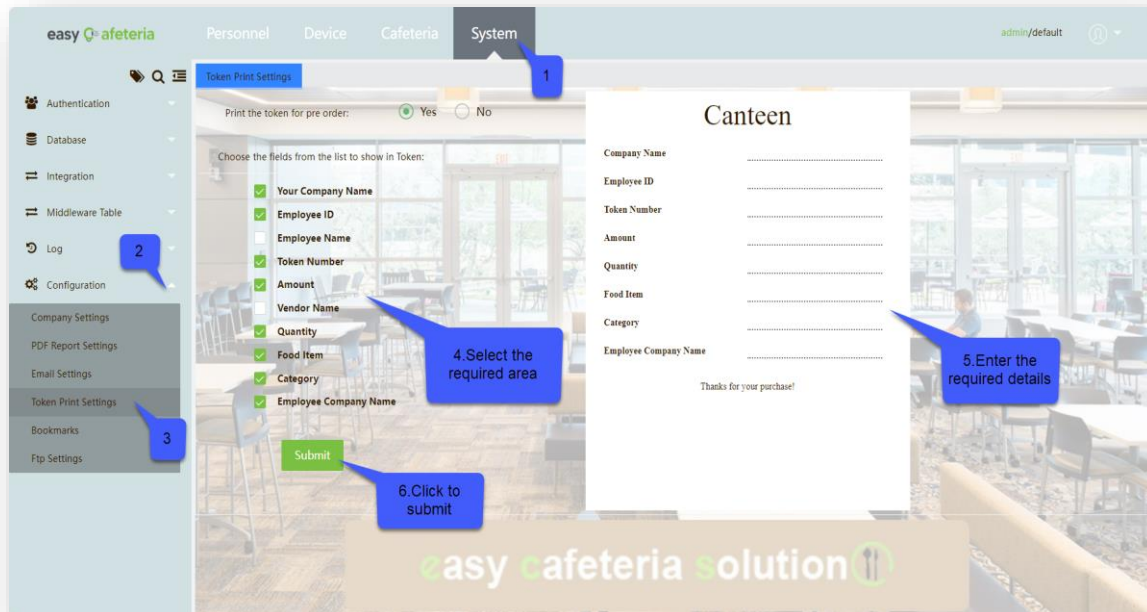


Note: The domain name of the E-mail address and E-mail sending server (outgoing server) must be the same.

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

6.6.4 Token print settings

In **[System]** module click **[Token print settings]** on **[Configuration]** to enter the Token print settings interface and then select the required field to be displayed on token, enter the details, and click submit.

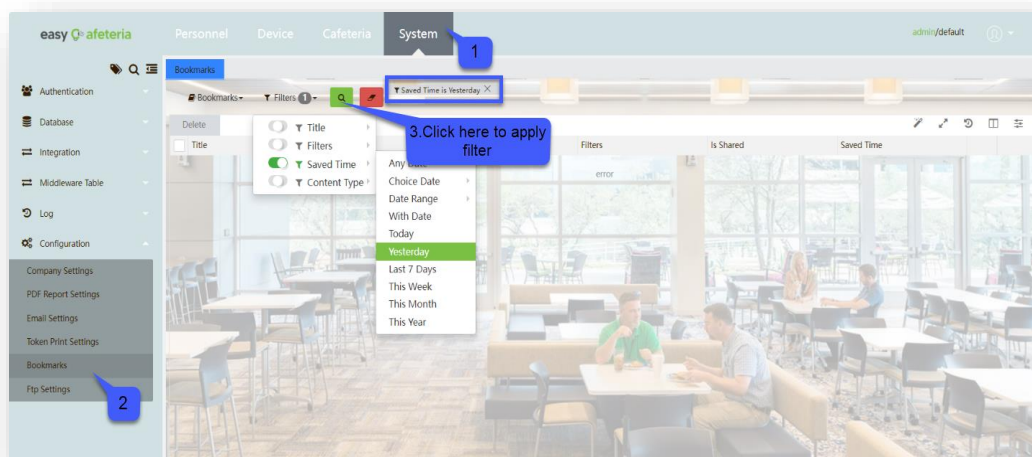
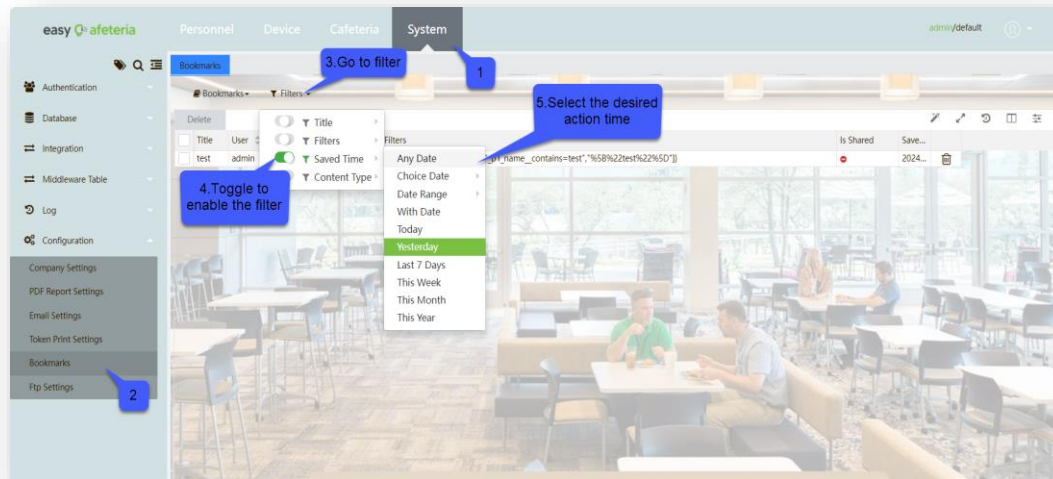


6.6.5 Bookmarks

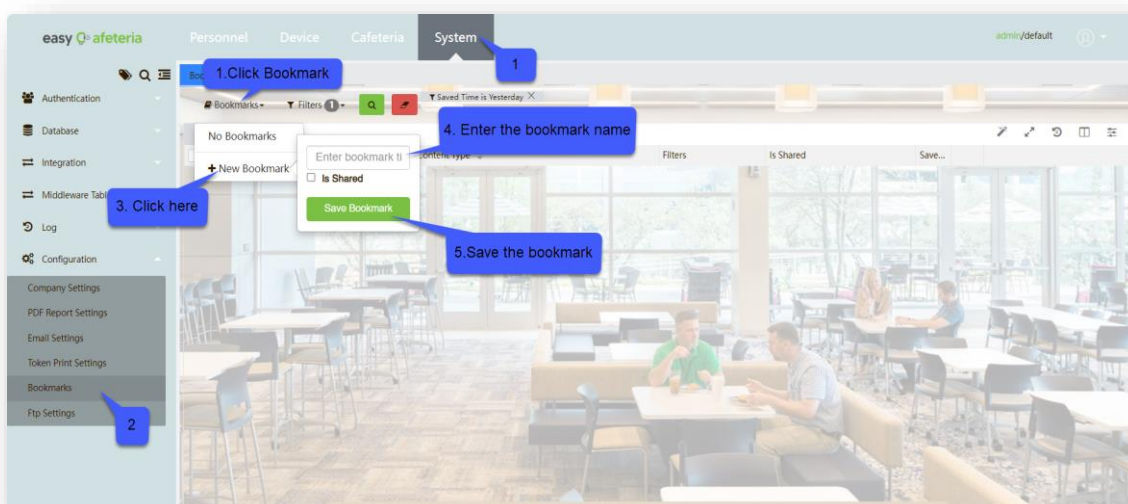
Bookmarks are filtered results to simplify the search operation and they can be used for future references. All the module interface has bookmark options as shown below, once you save, it is reflected here.

Below is an example of adding a bookmark by filtering User in Log page in System Module.

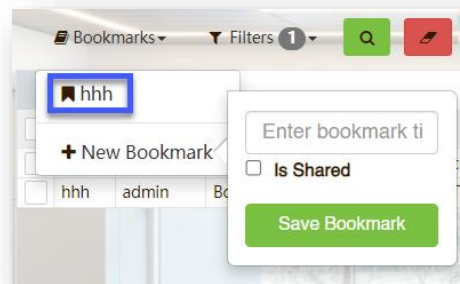
In **[System]** module click **[bookmark]** on **[Configuration]** to enter bookmark interface then enable the toggle button and click on the desired users and apply the condition for the filter.




In **[System]** module click **[bookmark]** on **[Configuration]** to enter bookmark interface and click on bookmark icon enter the bookmark name and click Save bookmark.

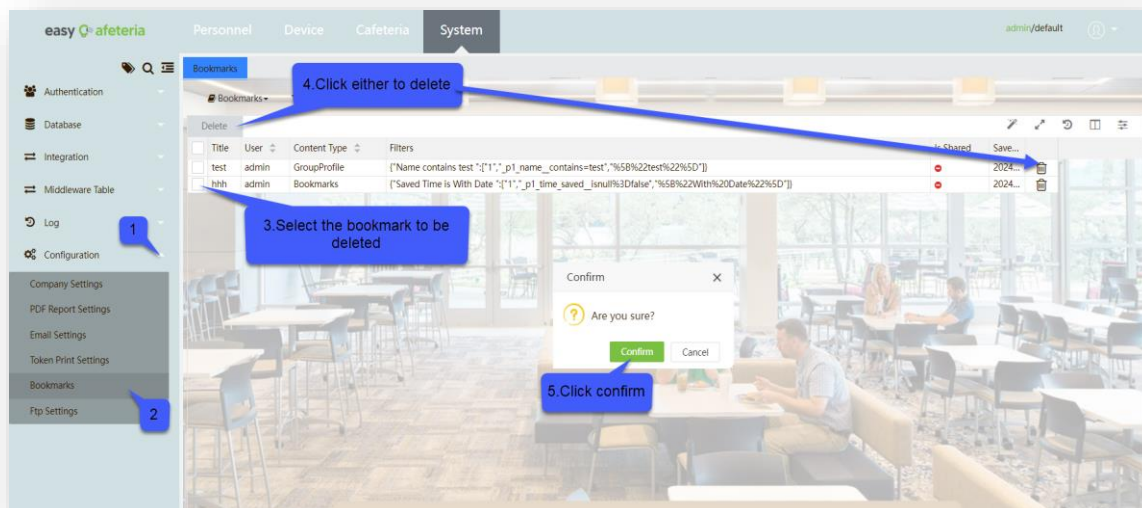


Saved Bookmarks appears as shown below.



Delete a Bookmark

In **[System]** module click **[bookmark]** on **[Configuration]** to enter the bookmark interface and select the bookmark to be deleted and then click on delete or  icon. Click confirm on the appearing pop.

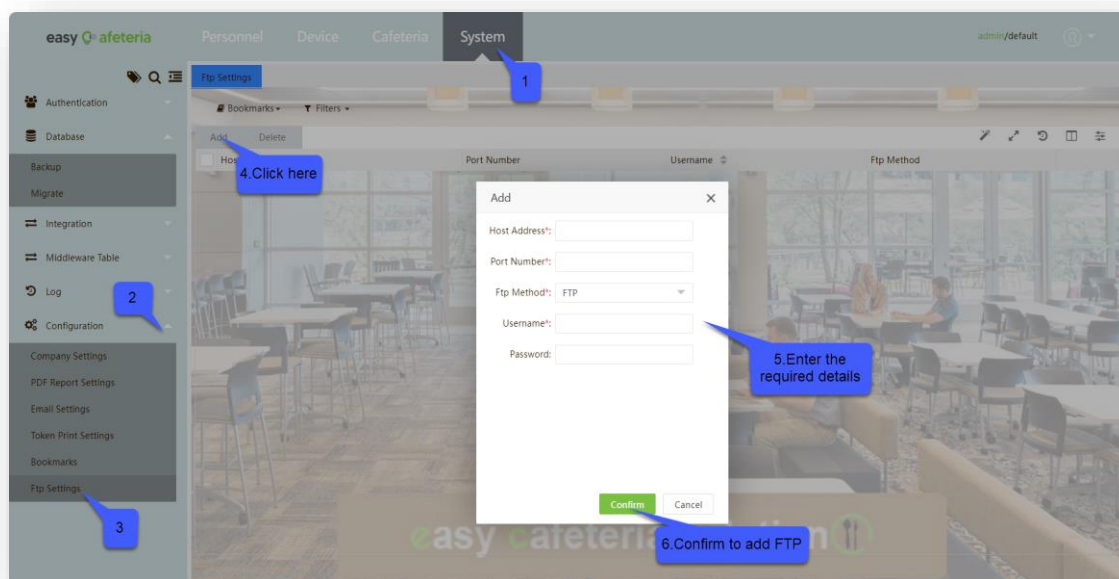


6.6.6 FTP Settings

FTP server is a computer that has a file transfer protocol (FTP) address and is dedicated to receiving an FTP connection. FTP is a protocol used to transfer files via the internet between a server (sender) and a client (receiver)

Add FTP settings

In **[System]** module click **[FTP settings]** on **[configuration]** to enter the FTP settings interface and then click on add enter the required details and click confirm.



Delete FTP settings

In **[System]** module click **[FTP settings]** on **[Configuration]** to enter the FTP settings interface and then select the FTP from the list click on delete and confirm it to delete FTP settings.

