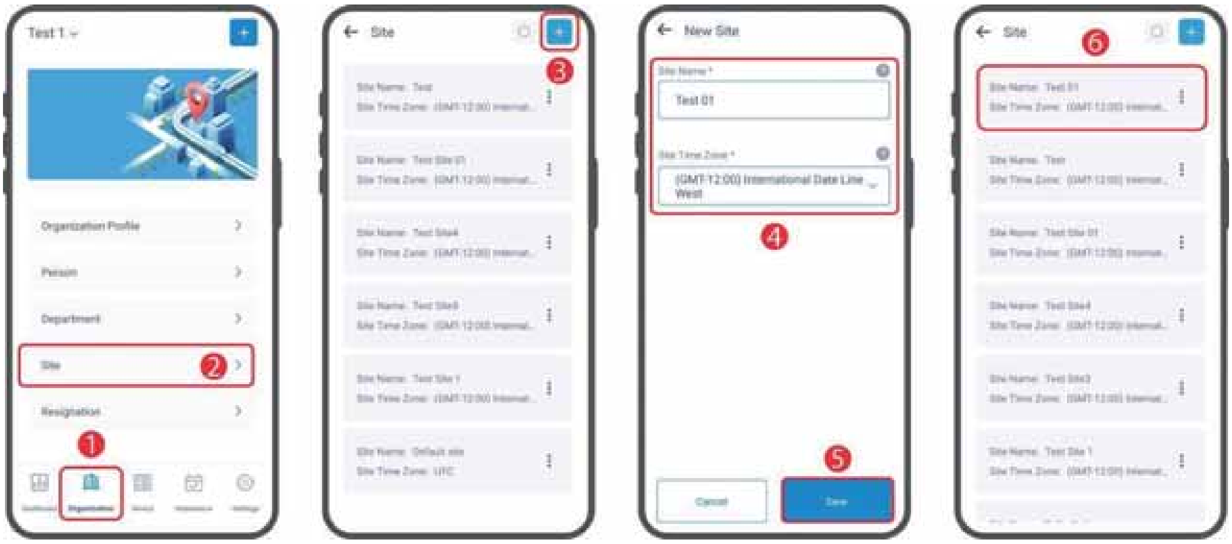
15.3.3 Add Site

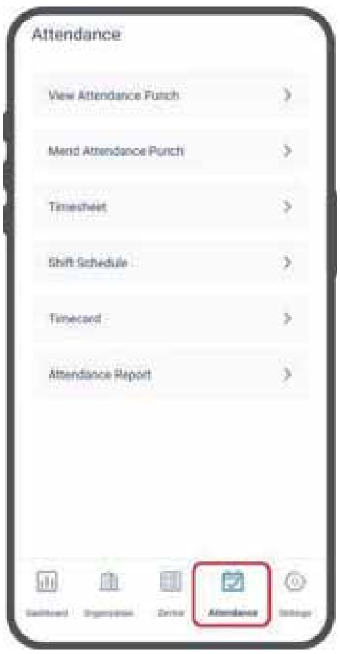
Click [**Organization**] > [**Site**] at the NGTeco Office App and follow the steps below to add a site.



15.4 Attendance Settings

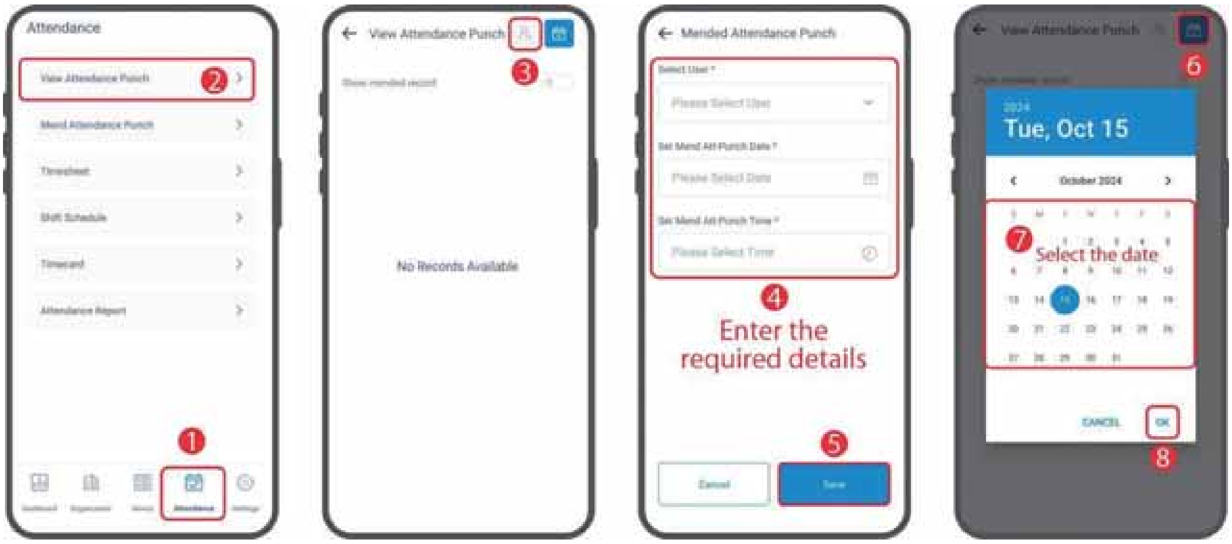
The Attendance module contains View attendance punch, Mend attendance punch, Timesheet, Shift Schedule, Timecard and Attendance report.

Click [**Attendance**] at the NGTeco Office App to enter the attendance setting interface.



15.4.1 View Attendance Punch

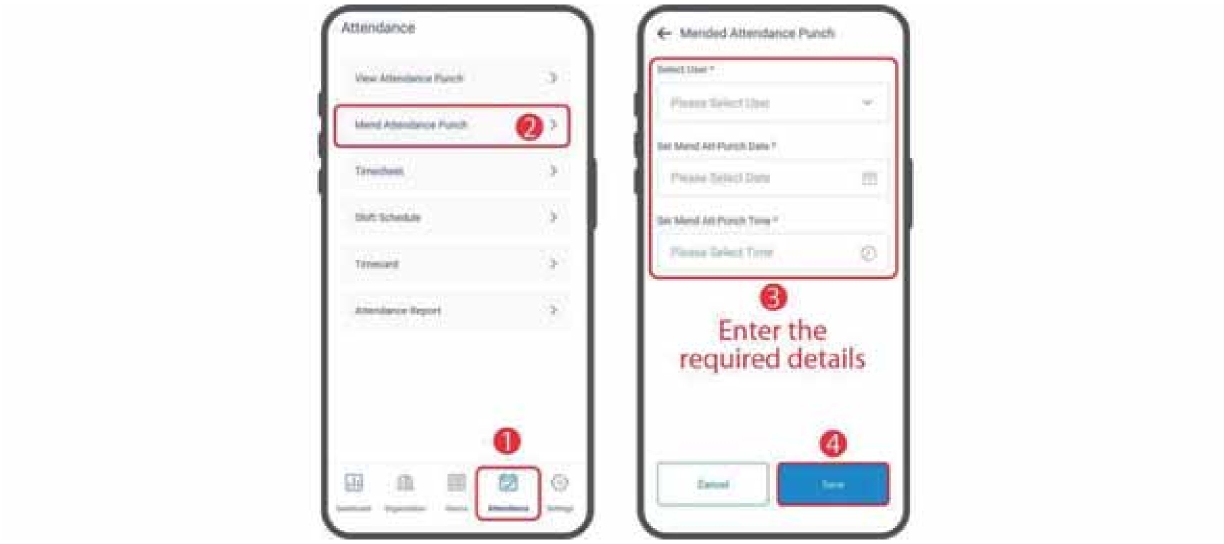
1. Click [**Attendance**] > [**View Attendance Punch**] on the NGTeco Office to view the attendance punch details.
2. Click on the icon to set mend attendance punch, select the user, set the mend attendance punch date and time then click [**Save**].
3. Click on the icon to see the attendance punch on particular date then click [**OK**].
4. To see the mended record click on enable.



15.4.2 Mend Attendance Punch

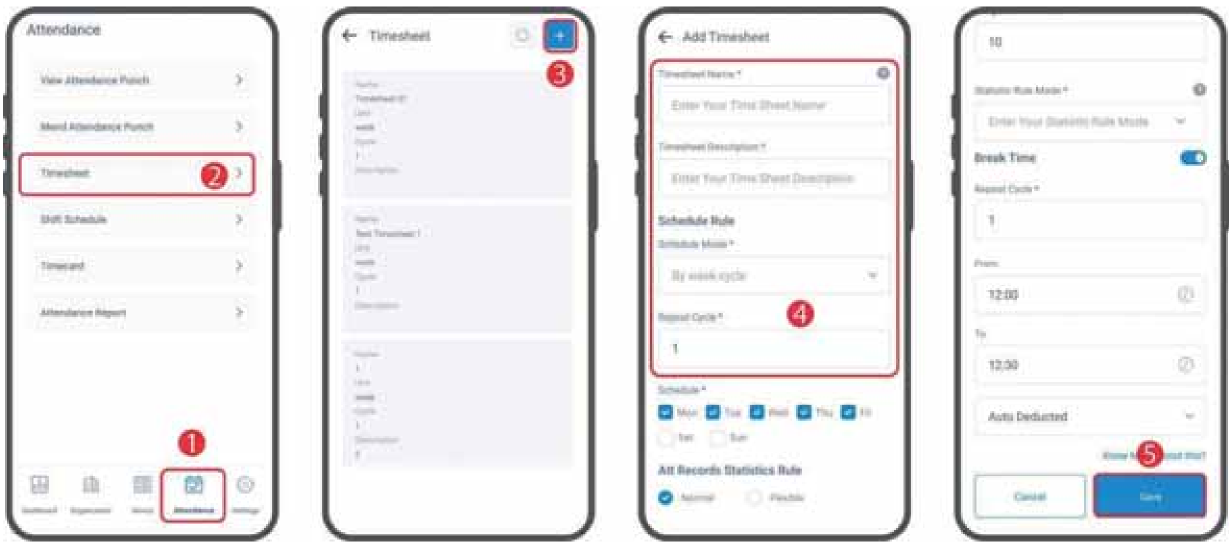
If an employee forgets to Check In/Out, the Admin can rectify it by performing a Mend Attendance Punch to check them in/out. Admin can only add Check In/Out punches and are unable to edit or delete the check In/Out times of employees that have already been recorded and reflected in the View Attendance Punch, Dashboard, or Timecard Management.

Click on [**Attendance**] > [**Mend Attendance Punch**], select the person, set the mend attendance-punch date, time and then click [**Save**].



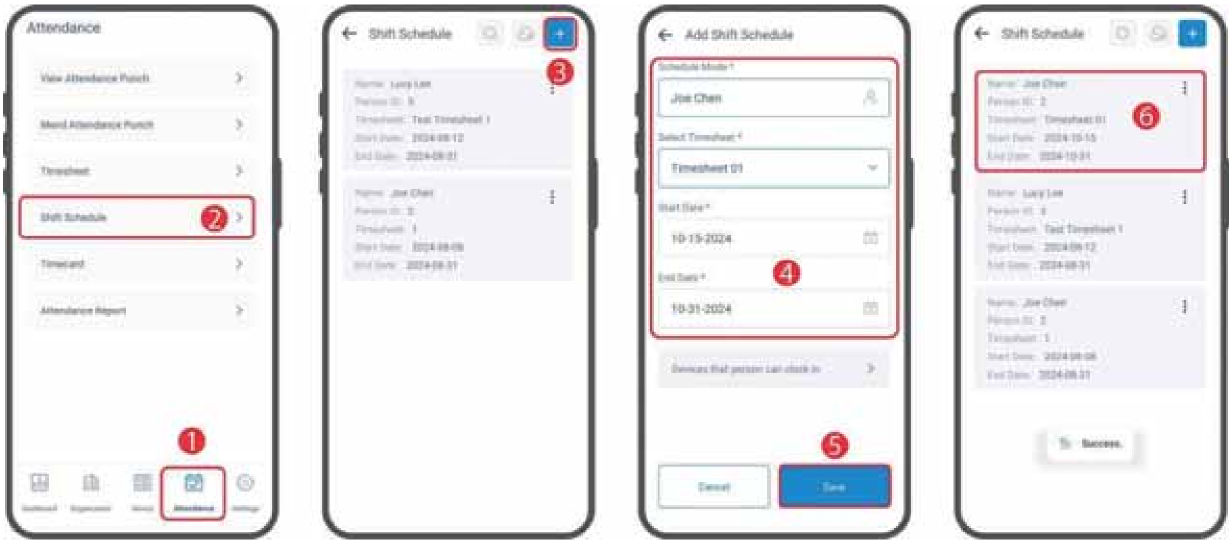
15.4.3 Timesheet

1. Click [**Attendance**] > [**Timesheet**] on the NGTeco Office main menu to add a timesheet.
2. Click the add icon + to add a new timesheet.
3. Enter the timesheet-related information and click [**Save**].



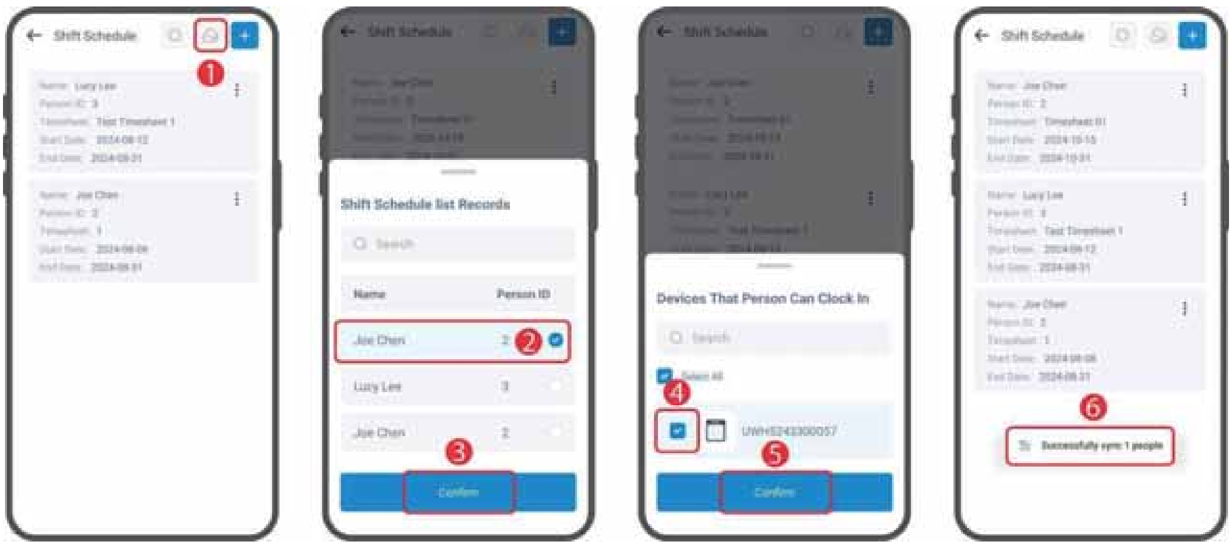
15.4.4 Shift Schedule

1. Click [**Attendance**] > [**Shift Schedule**] on the NGTeco Office main menu to open the interface of shift schedule.
2. Click the add icon + to add a new shift schedule.
3. On the Add shift Schedule interface select the schedule mode, timesheet, start and end date, devices that person can clock in. and click [**Save**] to add shift schedule.



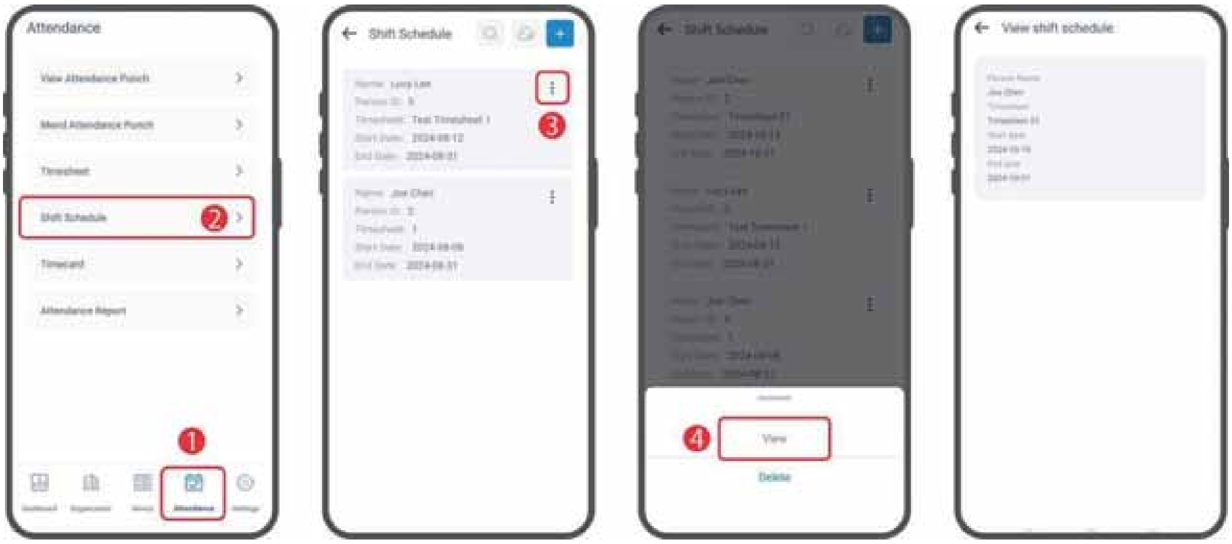
Sync Person

1. Click on [**Attendance**] > [**Shift Schedule**], select the person to be scheduled and click to synchronize the personnel to the device.
2. The selected personnel will then be synchronized to the selected device, and those who are successfully synchronized will be able to check-in and check-out on the device by password/card /fingerprint/face, and so on.



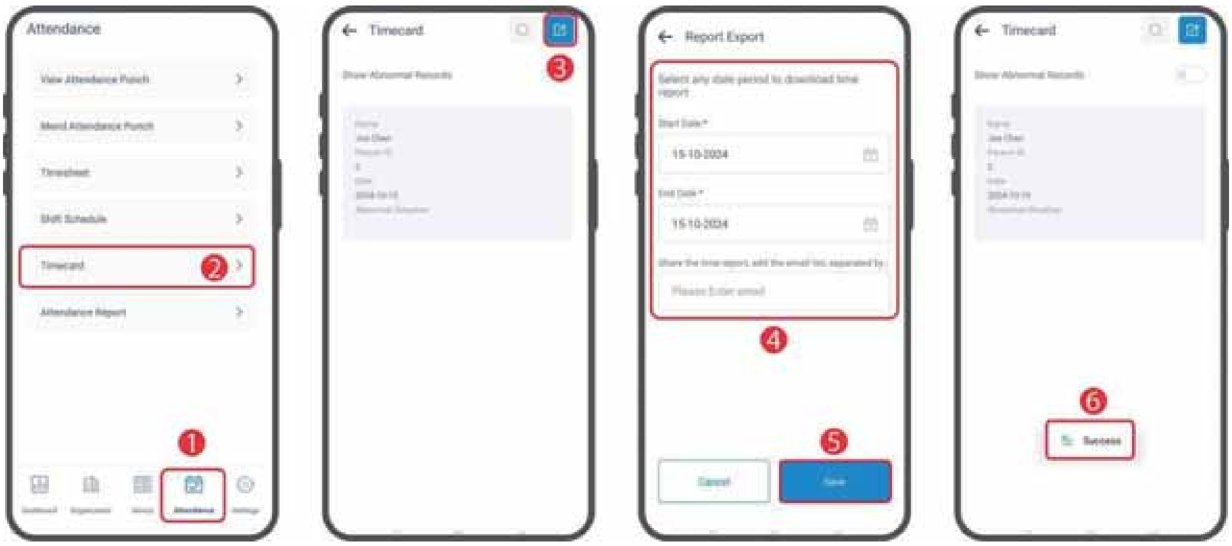
View Details

Select the shift and click on the action bar and click [**View**] to get the complete shift schedule information.



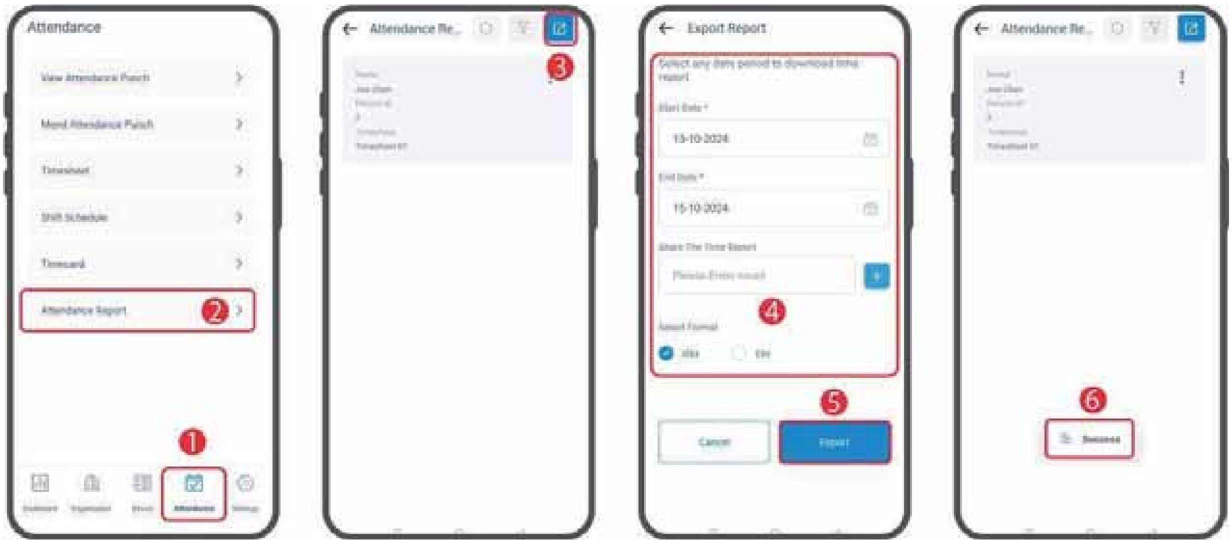
15.4.5 Timecard

1. Click [**Attendance**] > [**Timecard**] on the NGTeco Office Mobile App.
2. Click on the icon to export the timecard report.
3. Select any date period to download the time report and enter the email address to receive the report and click [**Save**].



15.4.6 Attendance Report

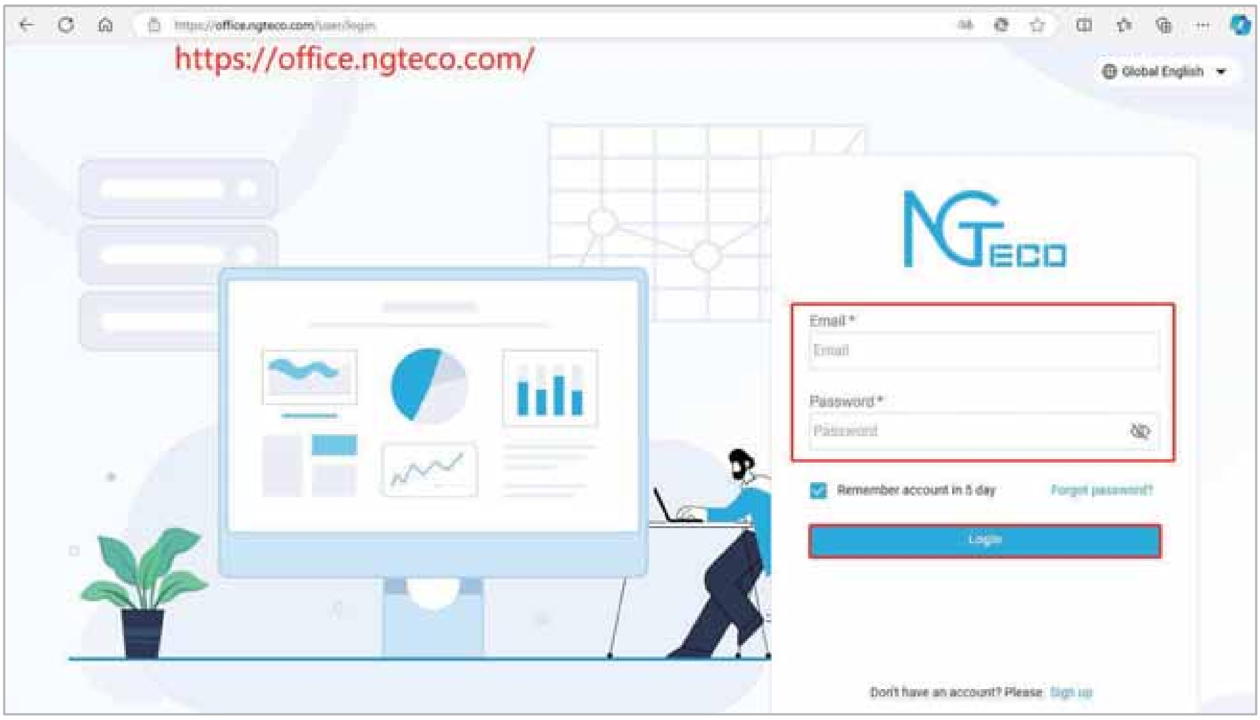
1. Click [**Attendance**] > [**Attendance Report**] on the NGTeco Office Mobile App.
2. Click on the icon to export the attendance report.
3. Select any date period to download the time report and enter the email address to receive the report and click [**Export**].

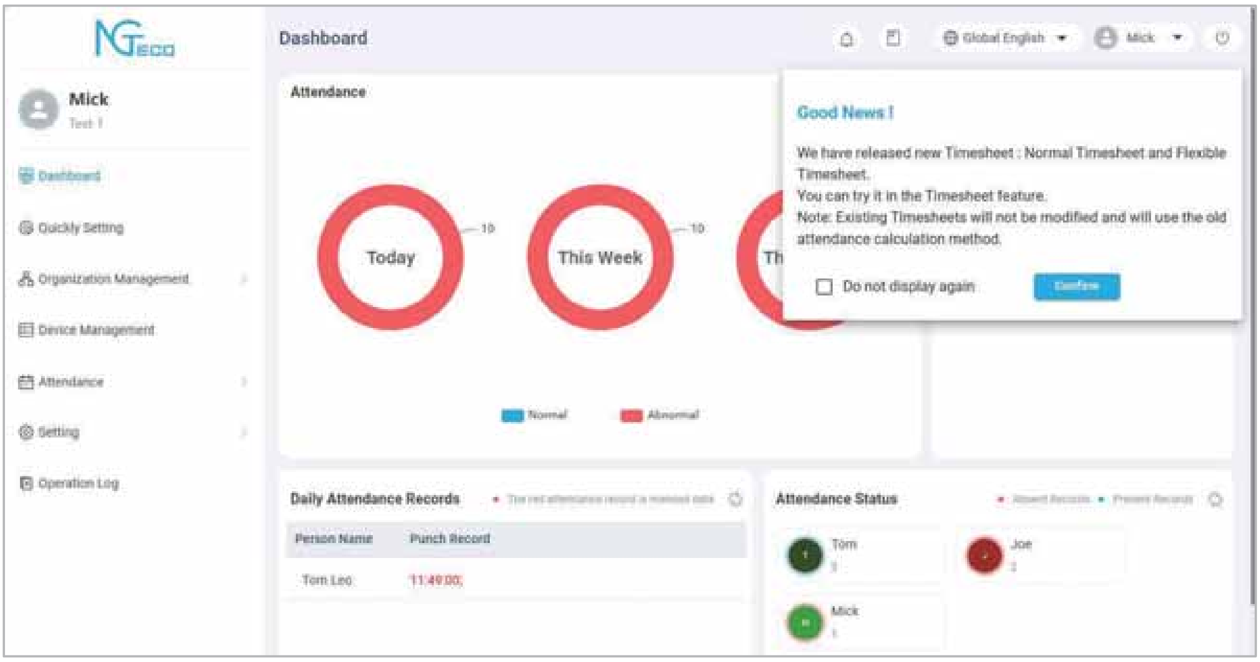


16 Connect to NGTeco Office Web

16.1 Login

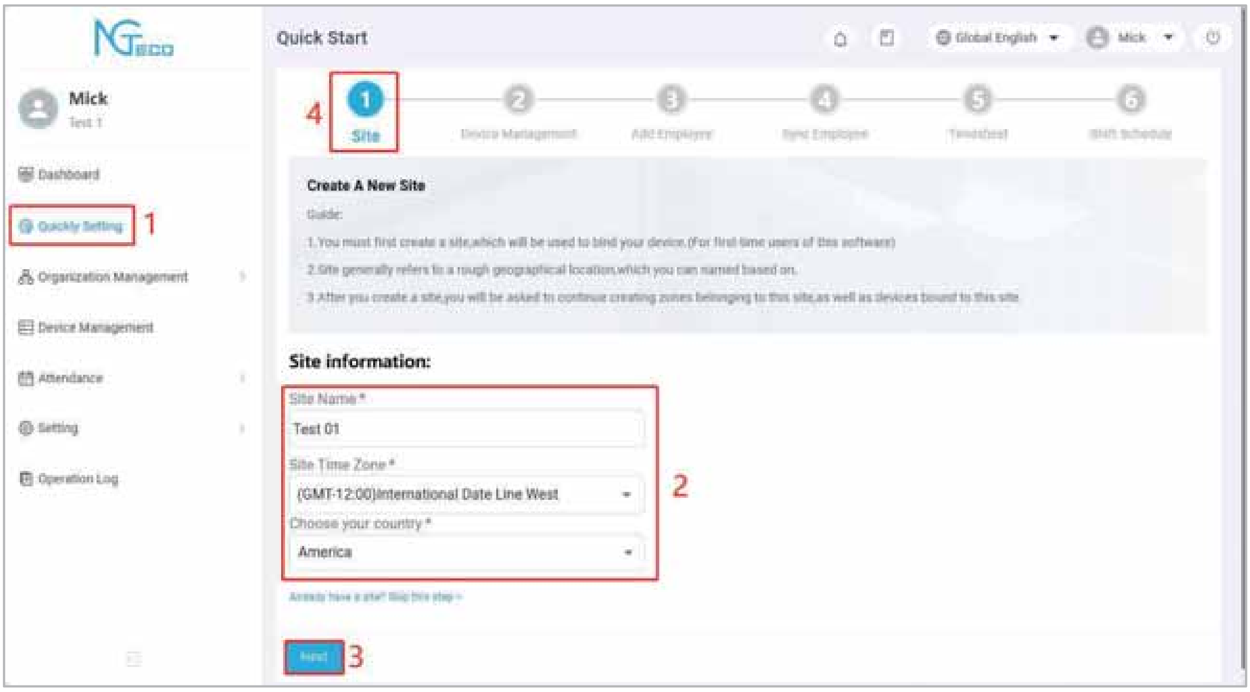
Access the NGTeco Office https://office.ngteco.com/. Then enter your Email ID and Password on the login screen and click [**Login**] to log in.



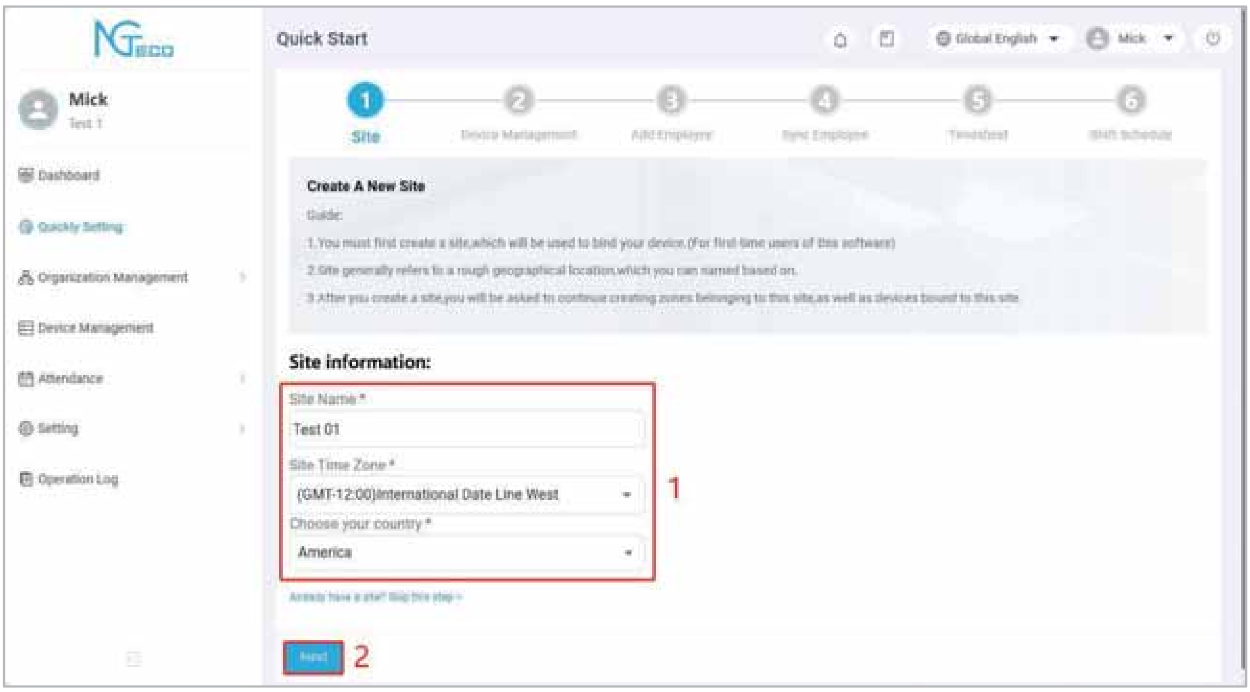


16.2 Quickly Setting

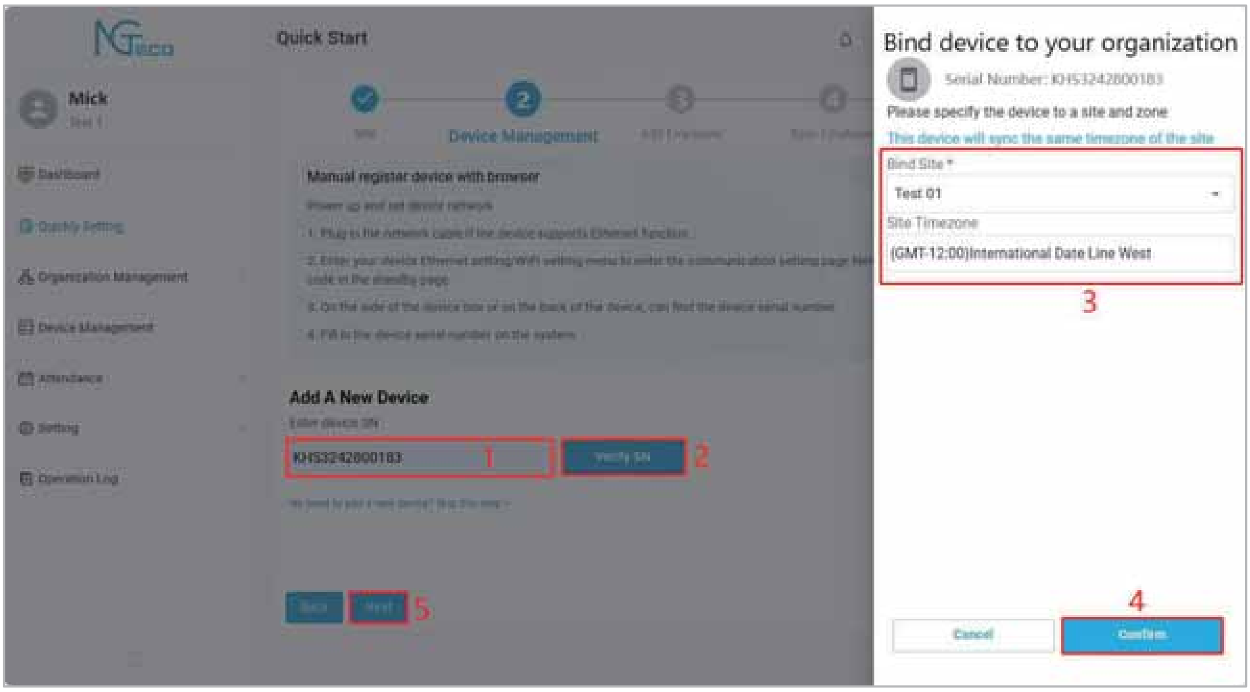
In the Quickly Setting interface, users can quickly set the relevant parameters according to the steps. After inputting the relevant parameters, click [**Next**] in the lower right corner to enter the next step, and the icon will be lit in blue every time the setting is completed until all the parameters are set.



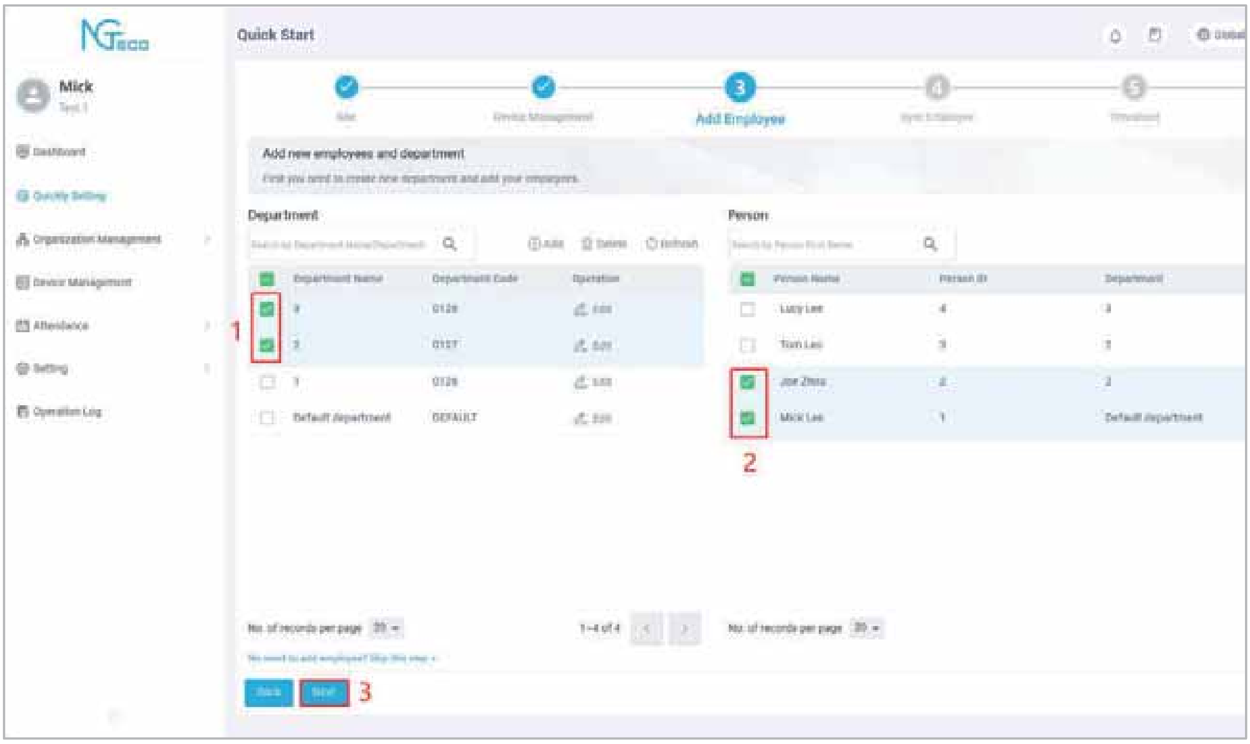
Step 1: Create A New Site



Step 2: Add A New Device

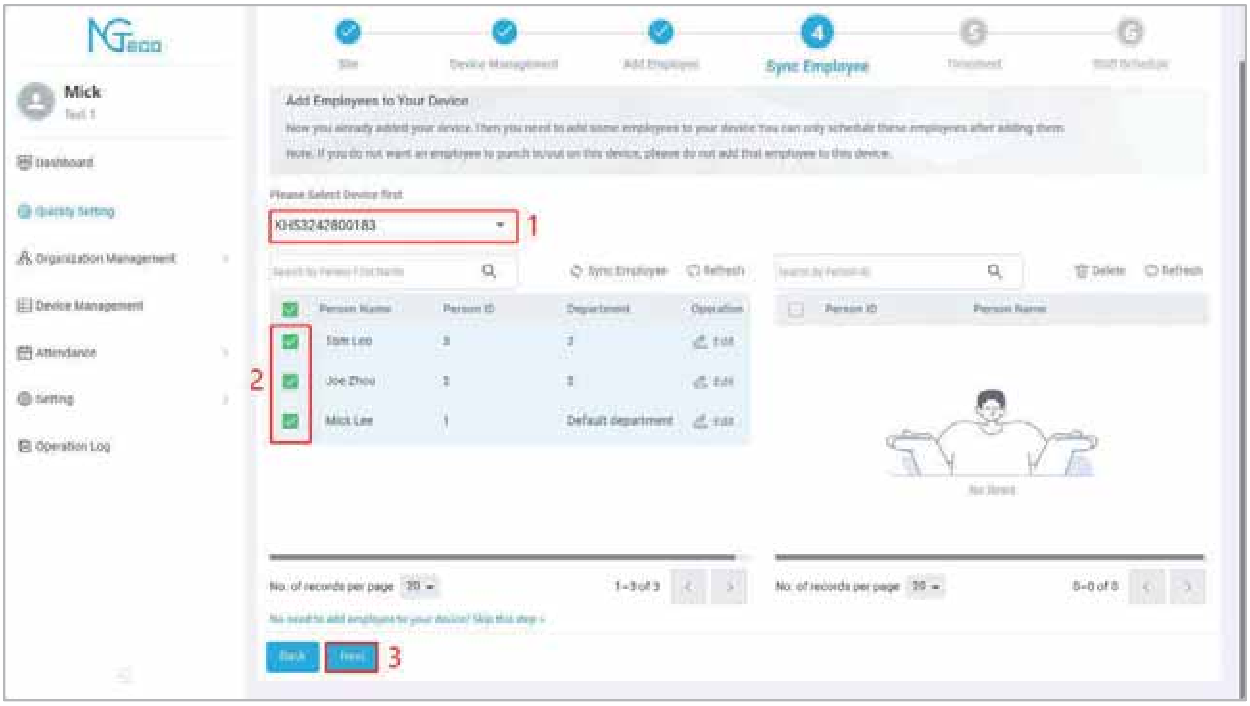


Step 3: Add new employees and department.

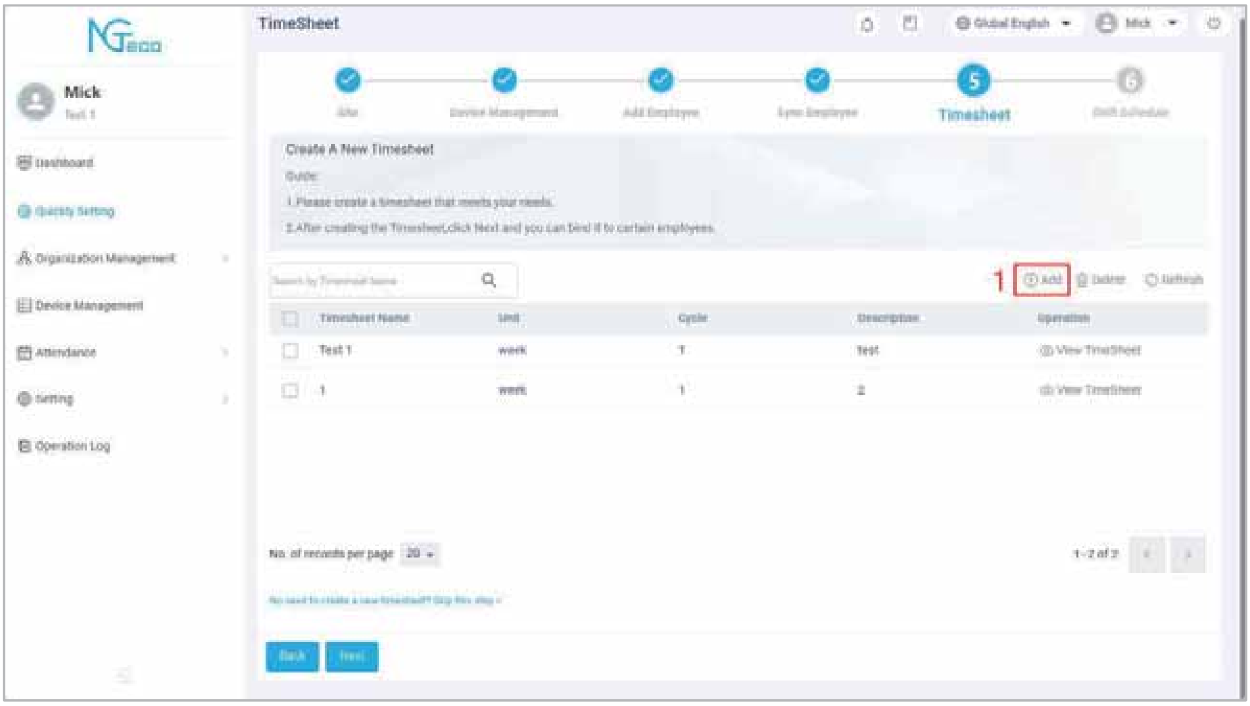


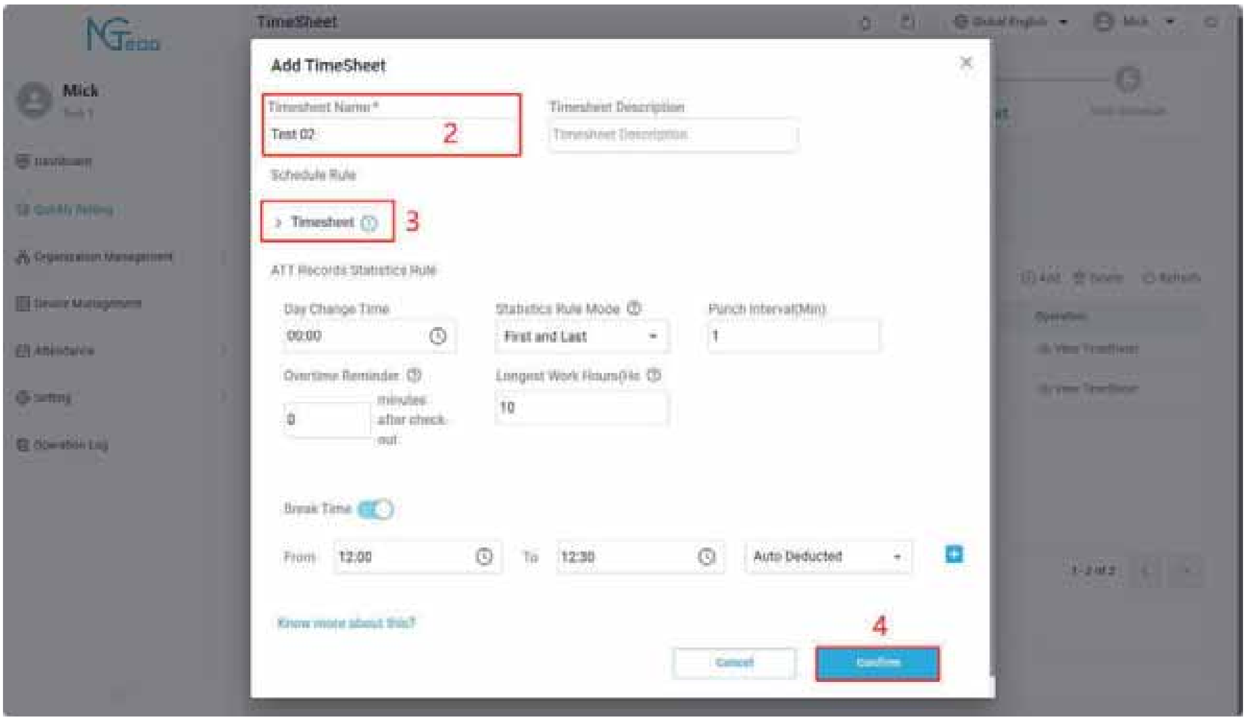
Note: *You can click the icon to add a new department or person.*

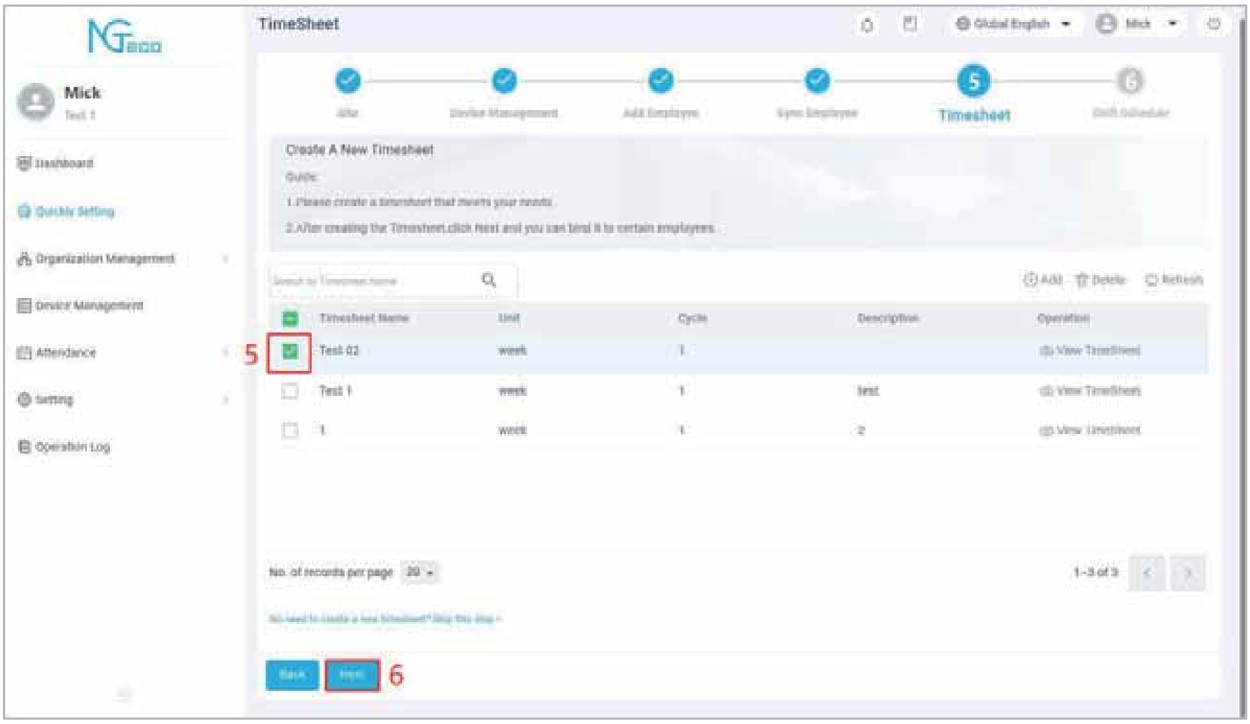
Step 4: Add Employees to Your Device



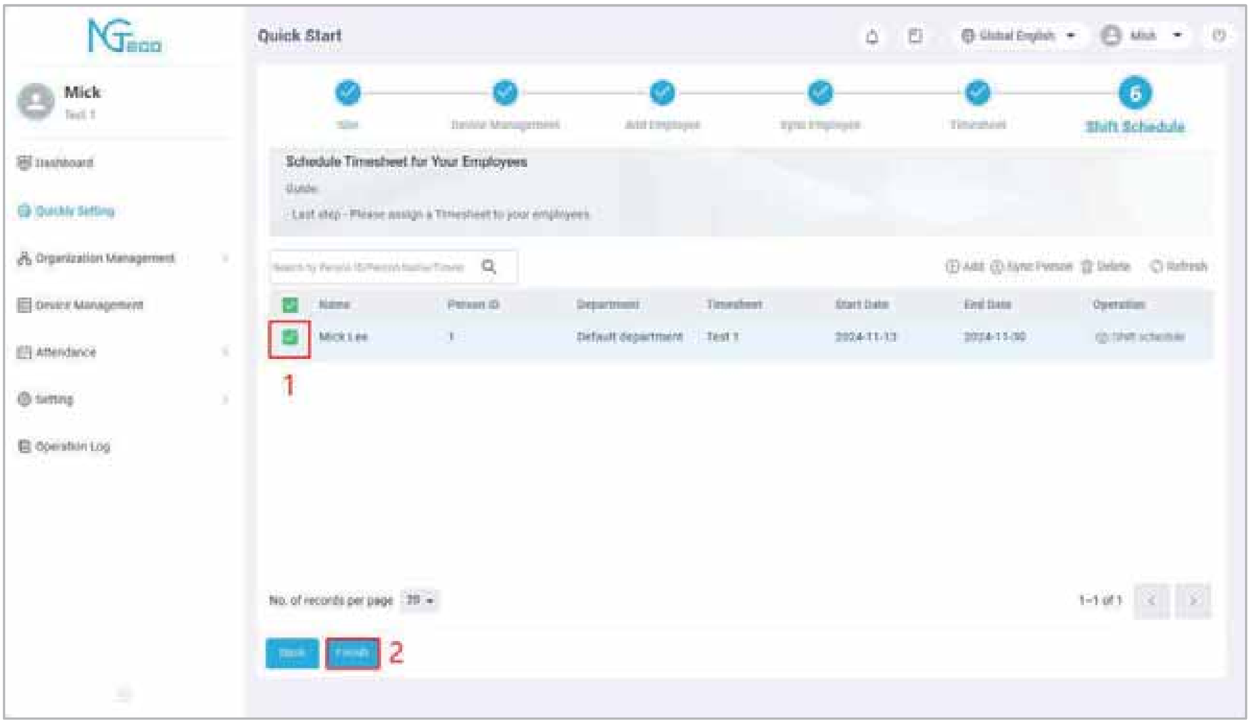
Step 5: Create A New Timesheet

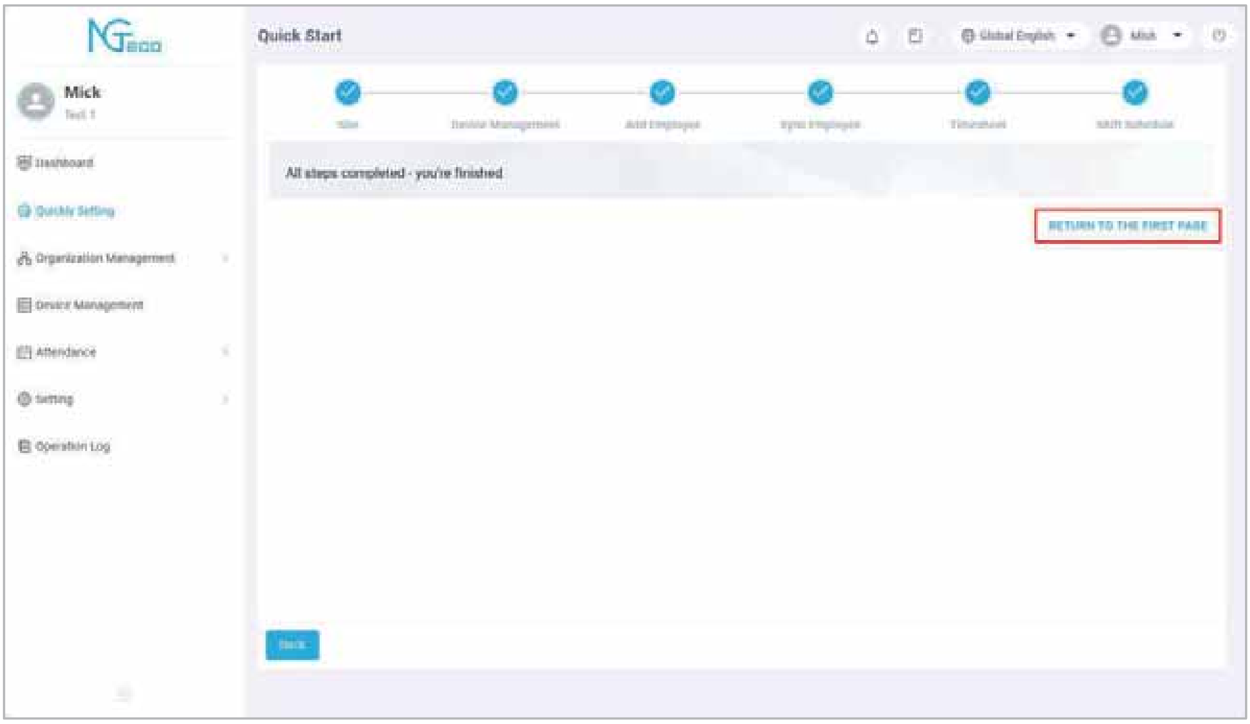



TimeSheet
Mick
Add TimeSheet
Timesheet Name *
Test 02
2
Timesheet Description
Schedule Rule
Timesheet
3
ATT Records Statistics Rule
Day Change Time
00:00
Statistics Rule Mode
First and Last
Punch Interval(Min)
1
Overtime Reminder
0
minutes after check out
Longest Work Hours(Hr
10
Break Time
From
12:00
To
12:30
Auto Deducted
Know more about this?
4
Cancel
Confirm


TimeSheet
Mick
Test 1
Dashboard
Quickly Setting
Organization Management
Device Management
Attendance
Setting
Operation Log
Site
Add Employee
Sync Employee
5
Timesheet
Shift Schedule
Create A New Timesheet
Guide:
1.Please create a timesheet that meets your needs.
2.After creating the Timesheet,click Next and you can bind it to certain employees.
Add
Delete
Refresh
Timesheet Name
Unit
Cycle
Description
Operation
Test 02
week
1
View Timesheet
Test 1
test
20
1-3 of 3
Back
Next
6

Step 6: Schedule Timesheet for Your Employees

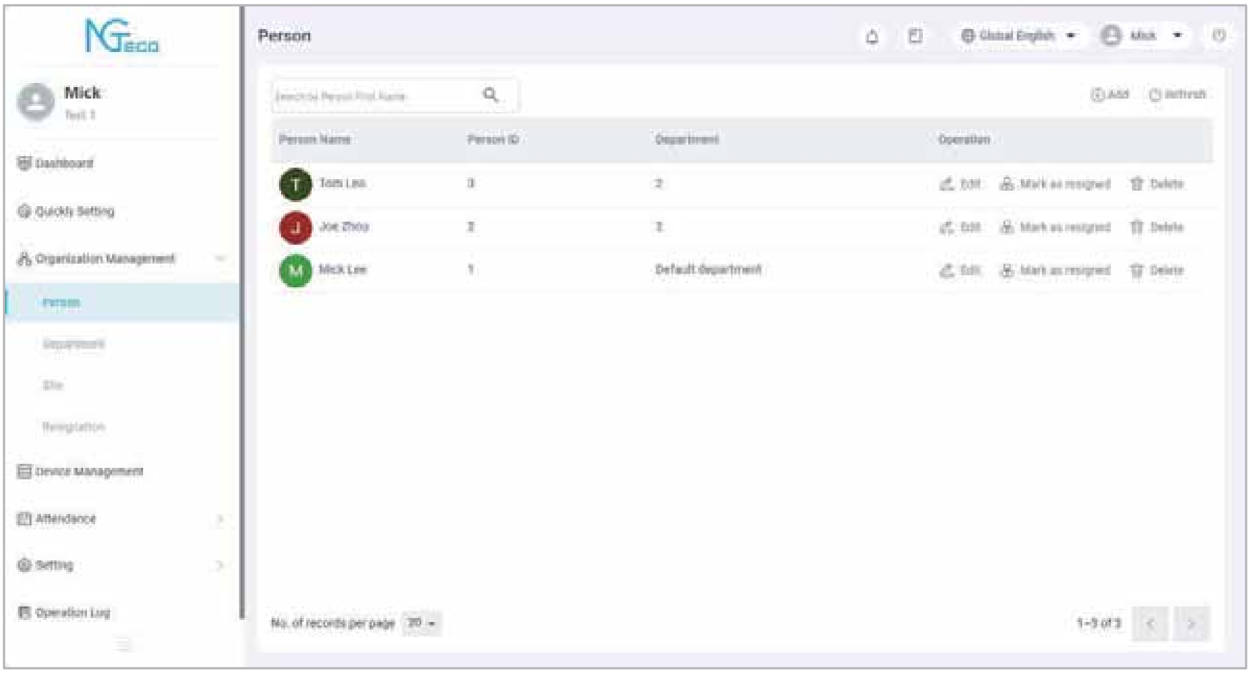




After completing all settings, click [**RETURN TO THE FIRST PAGE**] to repeat the above steps to set new parameters.

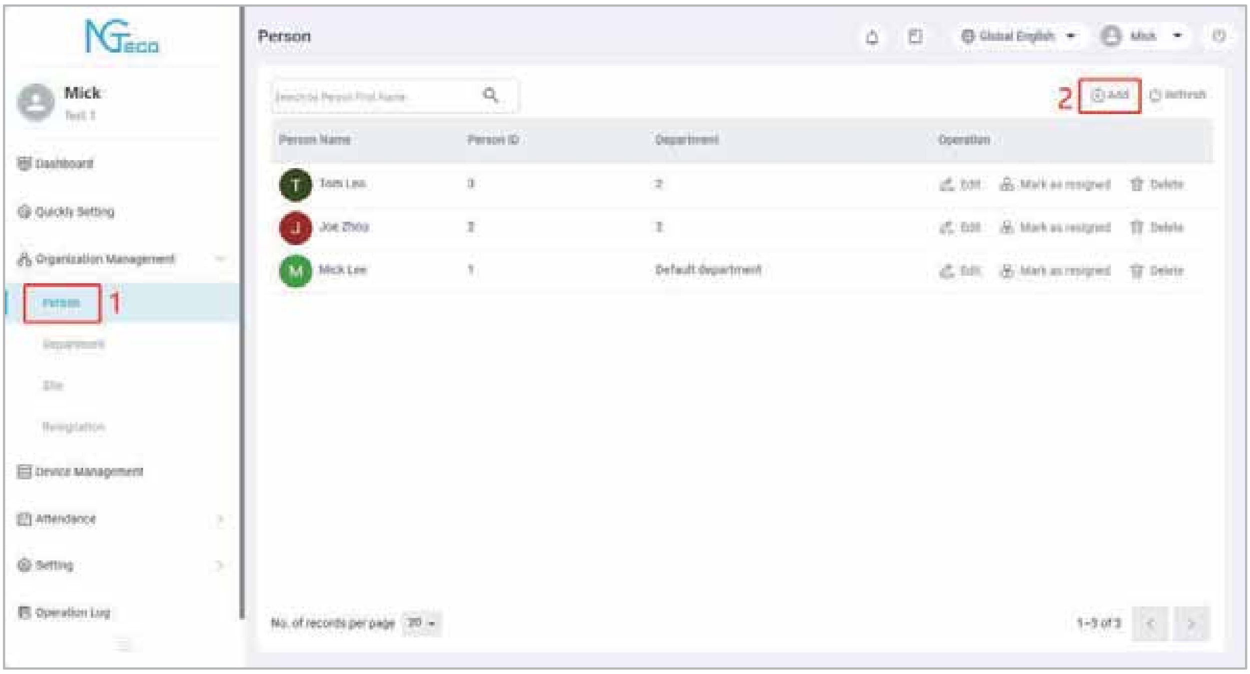
16.3 Person Management

Click [**Organization Management**] > [**Person**] on the NGTeco Office main menu to add person, edit person, and delete a person.

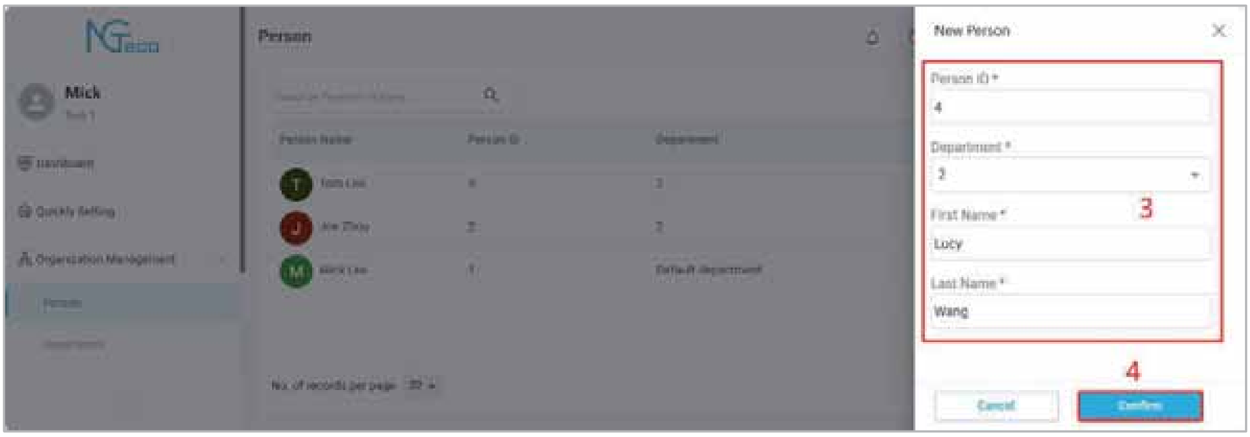


16.3.1 Add Person

1. Click on the add icon ⊕ to add a new person.



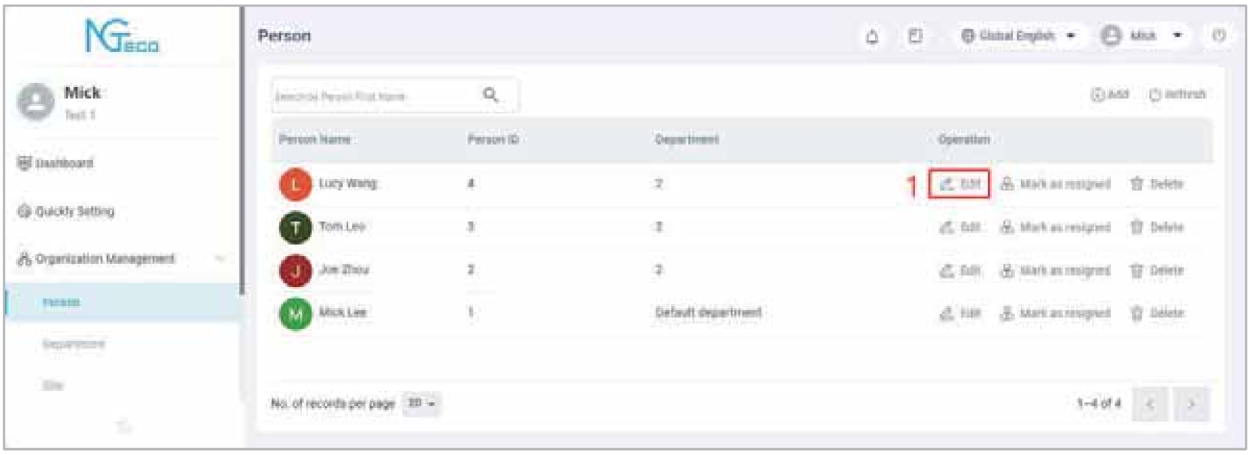
2. Enter the person's information and click [**Confirm**].

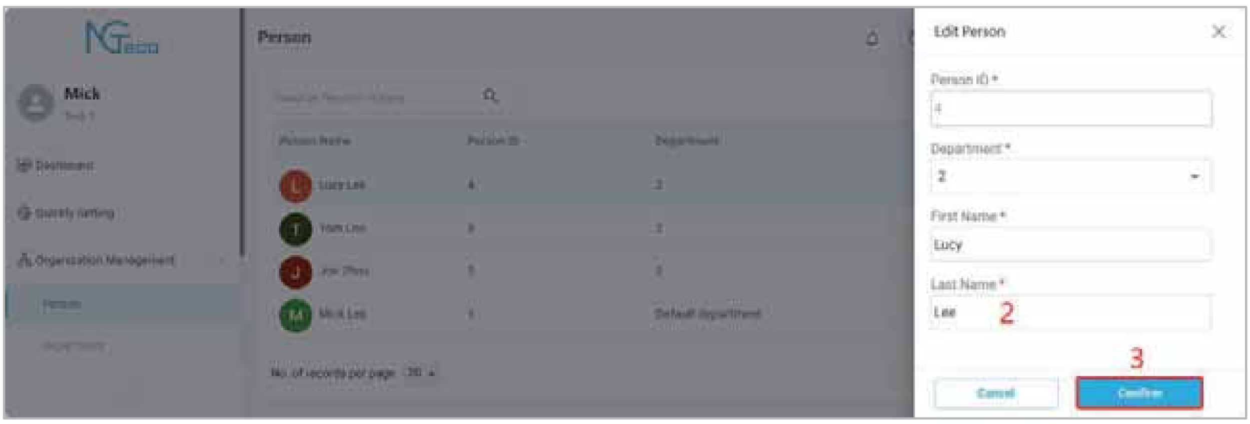


Note: *During the initial registration, you can modify your ID; but you cannot modify the registered ID once the registration is successful.*

16.3.2 Edit Person

On the [**Person**] interface, click on the icon of the person you want to edit, and modify the information about the person on the pop-up screen.

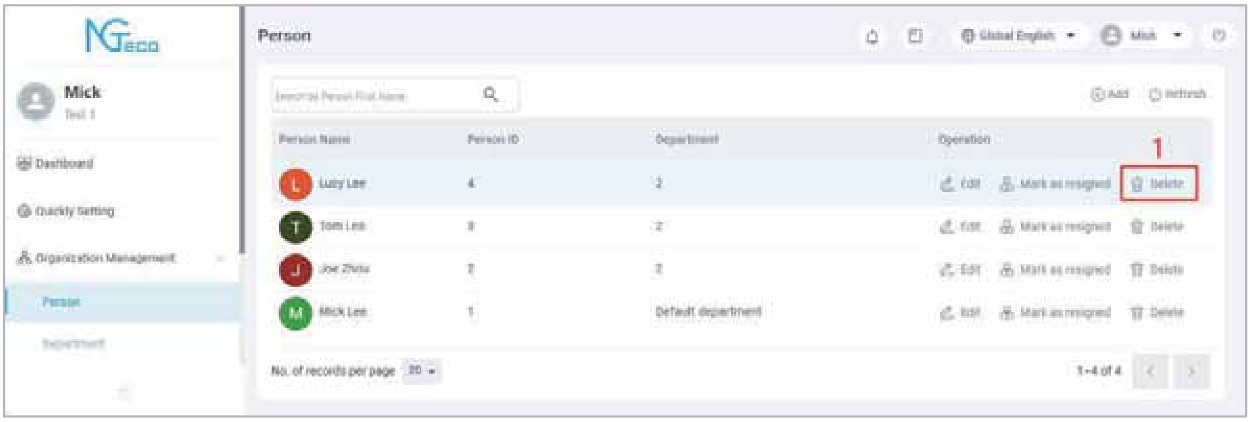


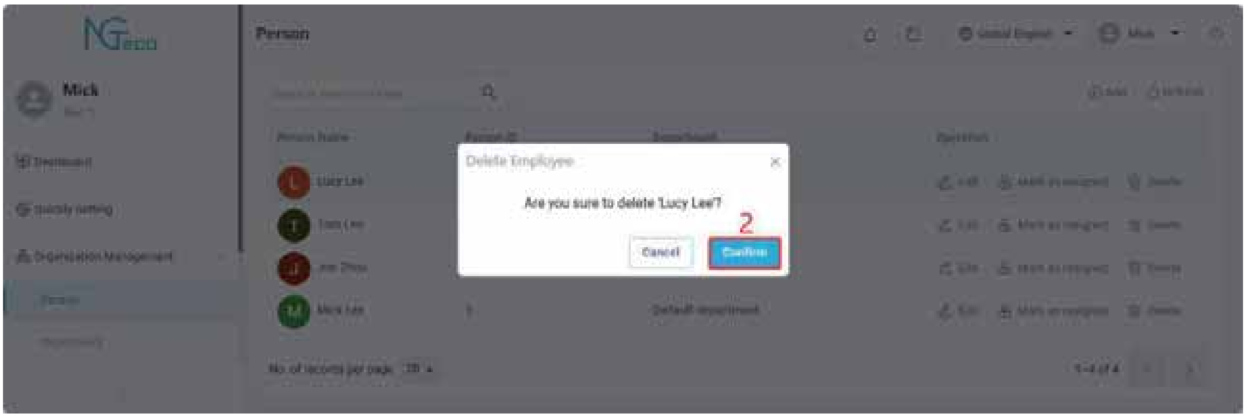


Note: *Person ID does not support modification.*

16.3.3 Delete Person

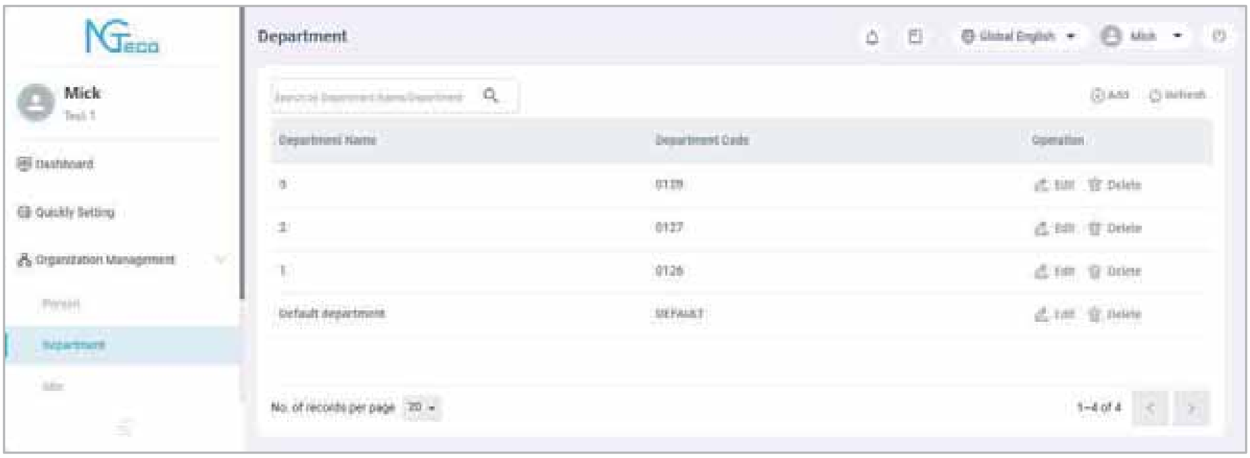
On the [**Person**] interface, click the icon of the person you want to delete.





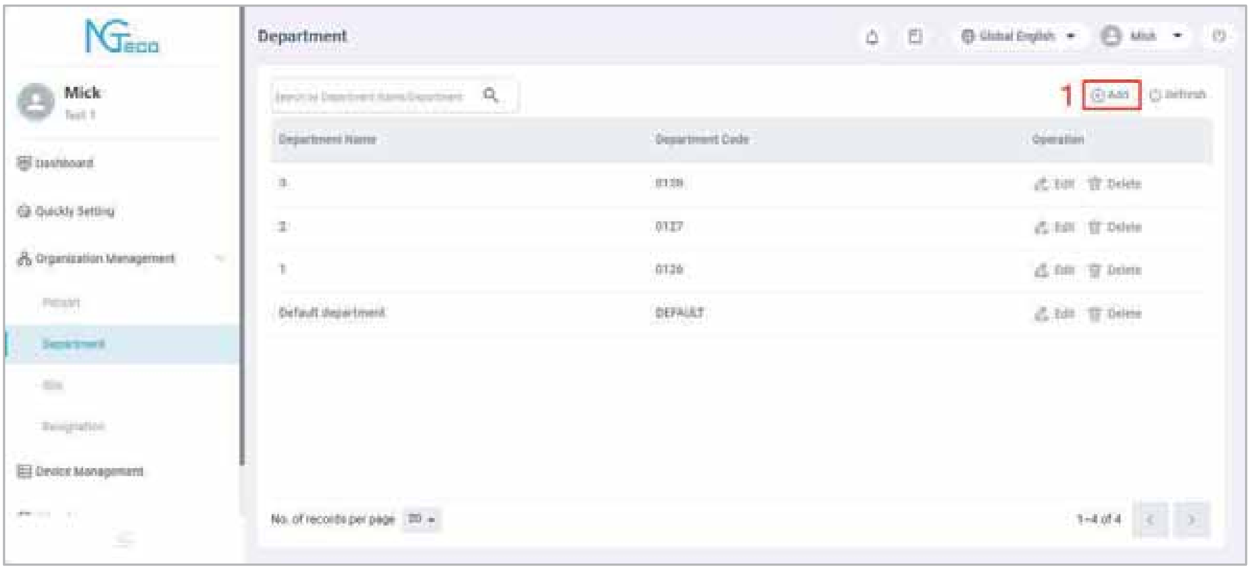
16.4 Department Management

Click [**Organization Management**] > [**Department**] on the NGTeco Office main menu to add department, edit department, and delete department.

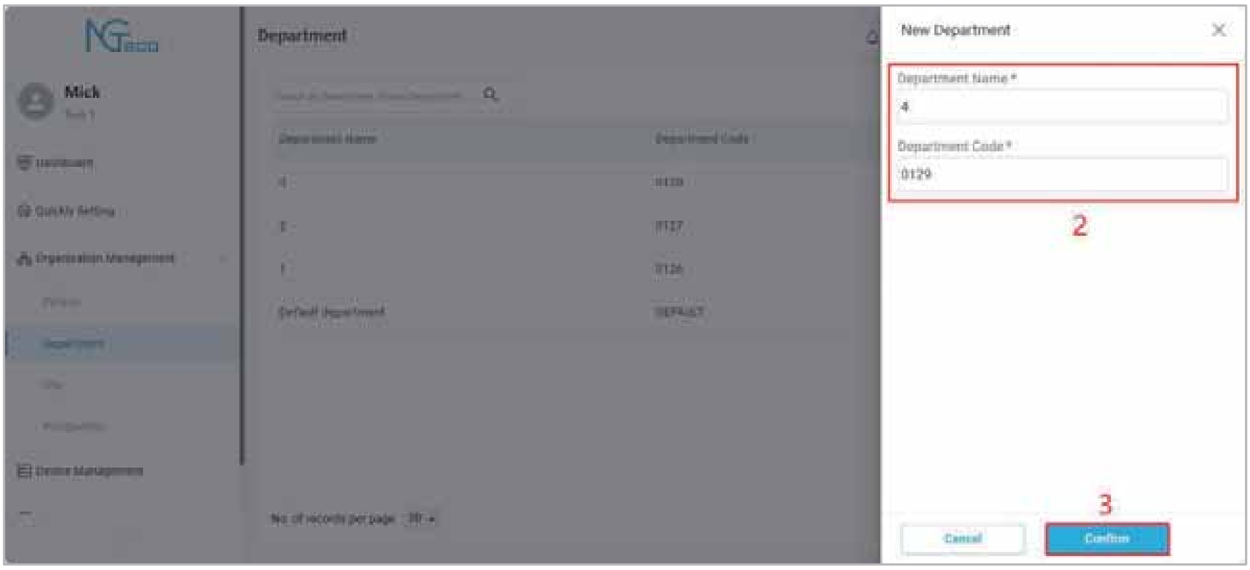


16.4.1 Add Department

1. Click the add icon to add a new department.

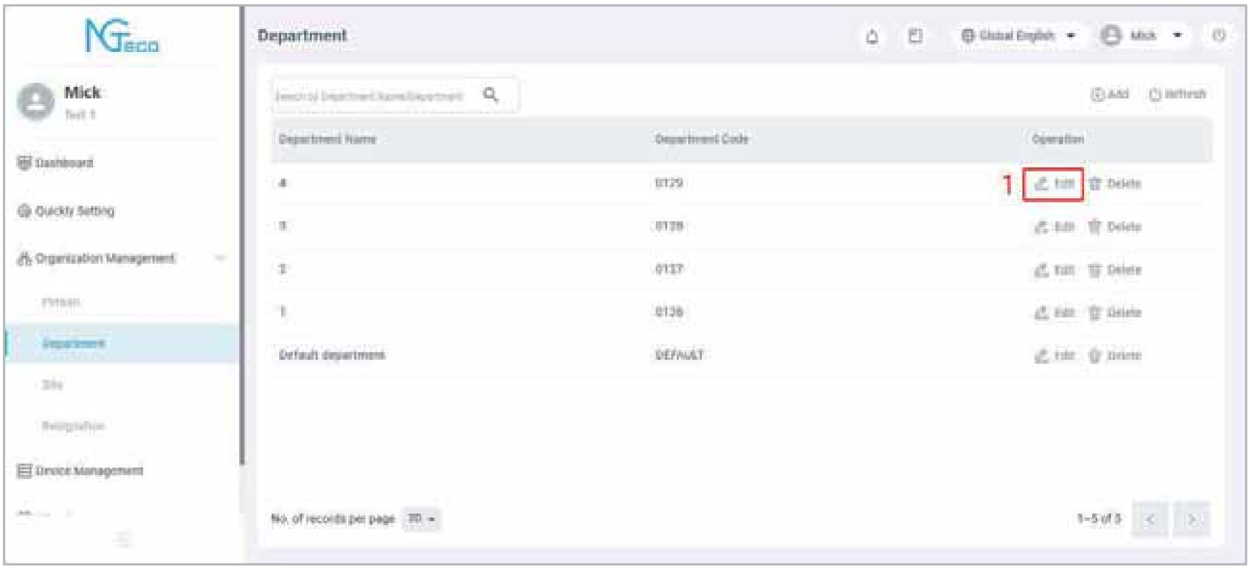


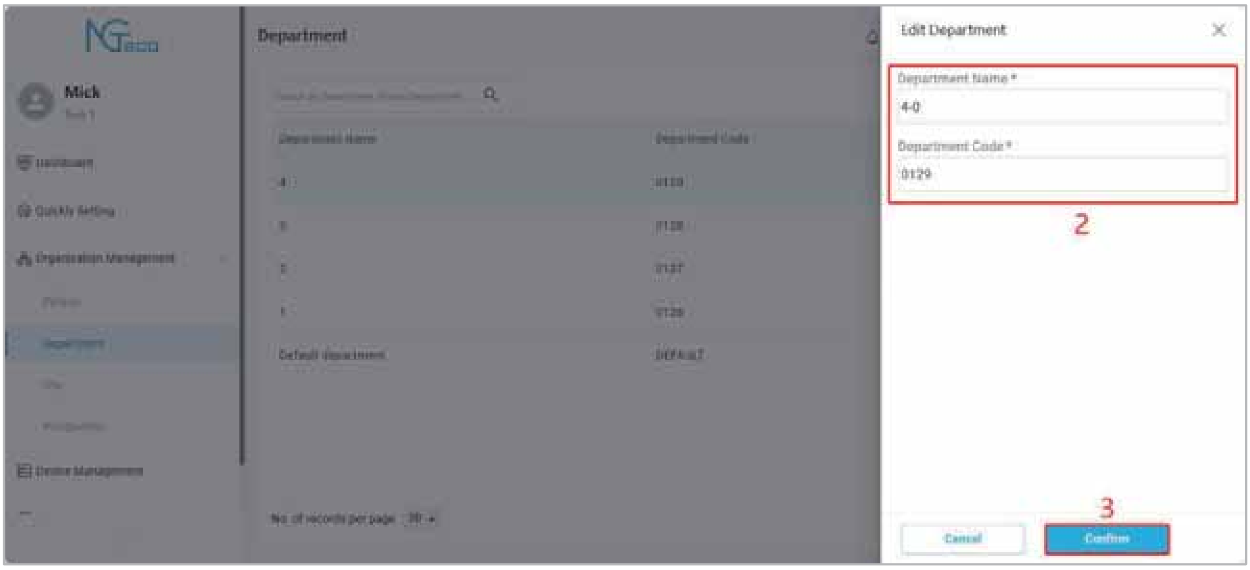
2. Enter the department's information and click **[Confirm]**.



16.4.2 Edit Department

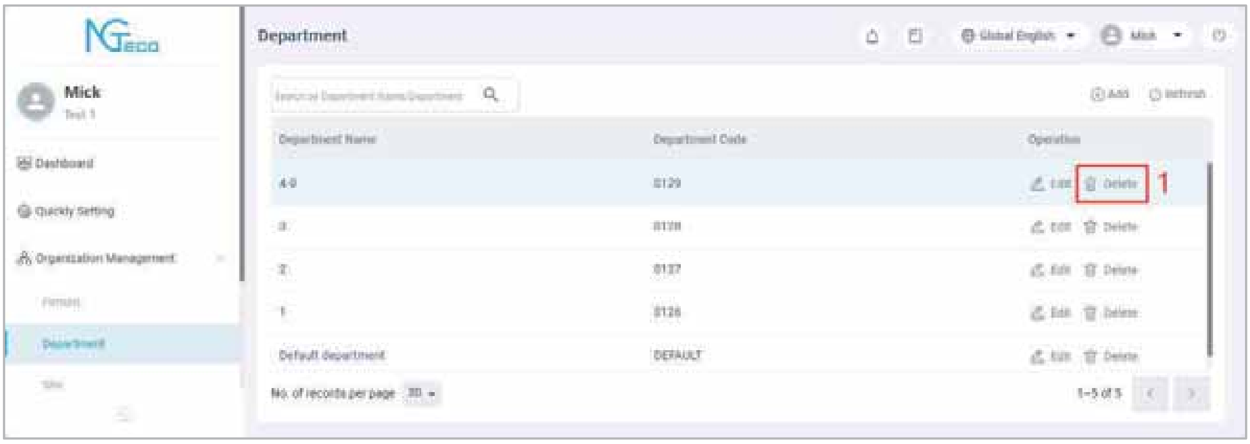
On the **[Department]** interface, click on the icon of the department you want to edit and edit the department information on the pop-up screen and then click [**Confirm**] to save the updates. Editing a department is the same as adding a department.

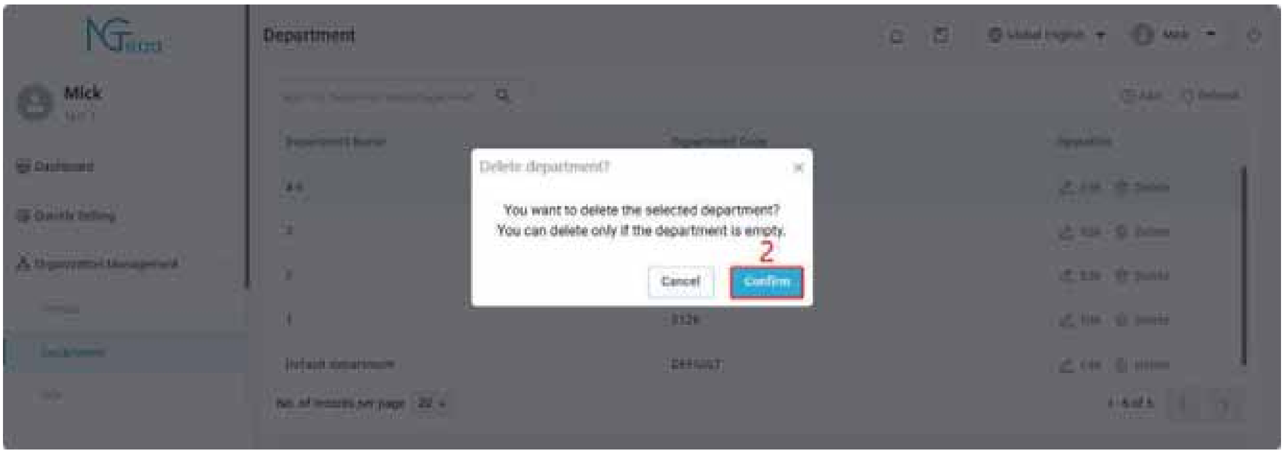




16.4.3 Delete Department

On the **[Department]** interface, click the icon of the department to delete the department.

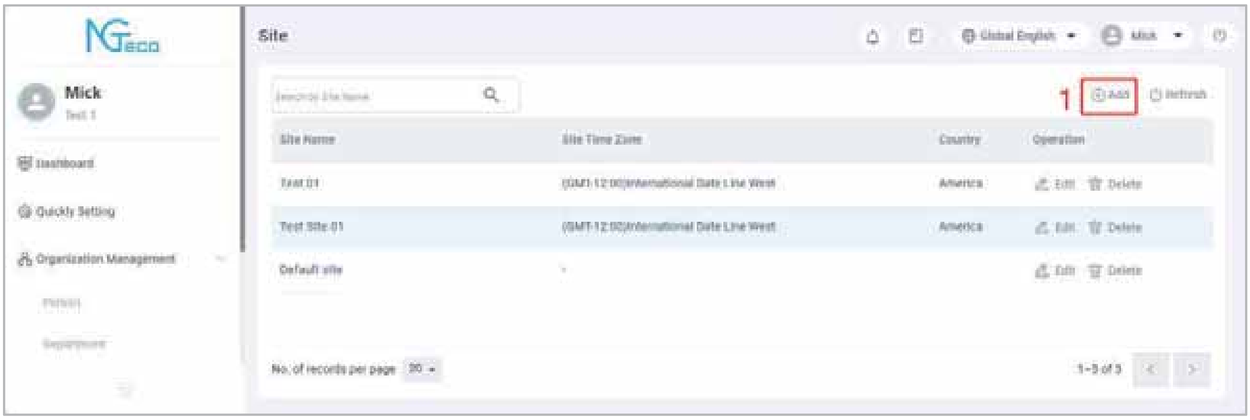




16.5 Site Management

16.5.1 Add Site

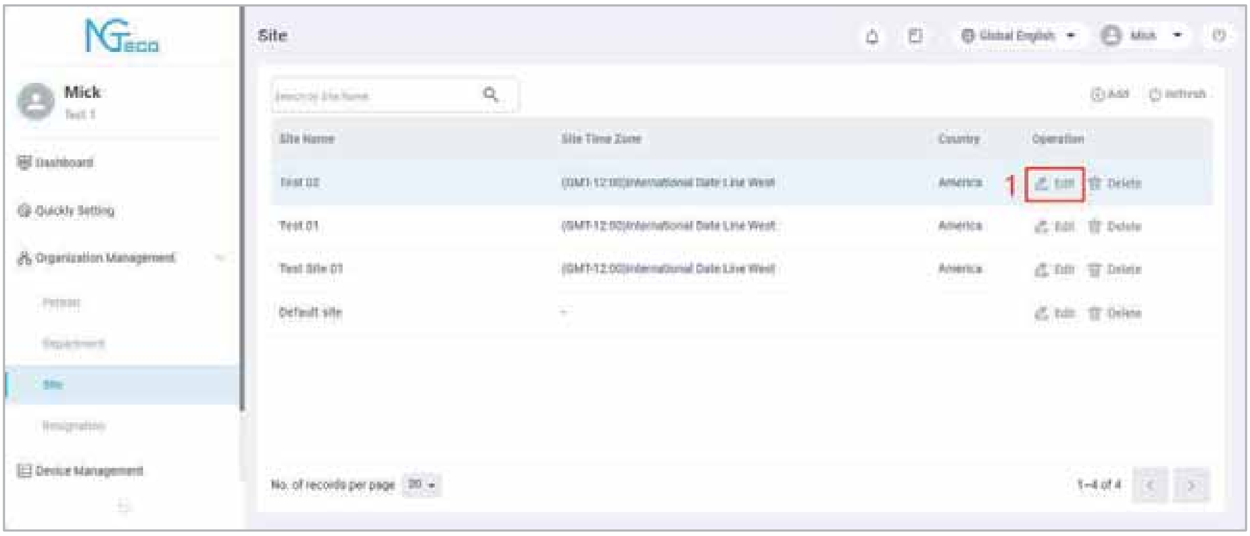
1. Click on **[Organization Management] > [Site],** then click the add icon ⊕ to add a new site.

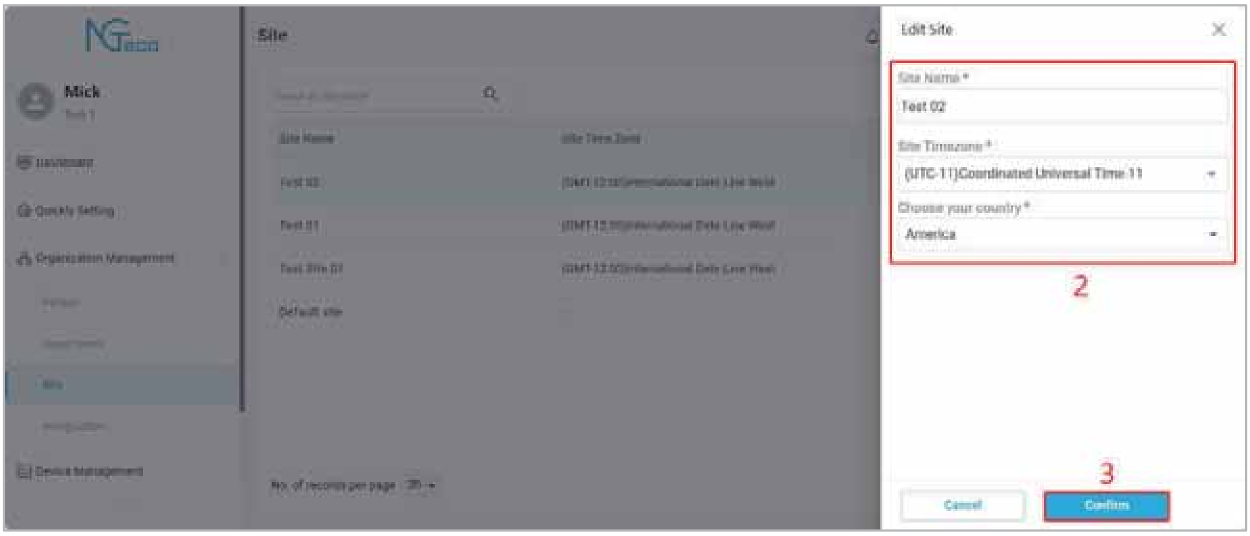


2. Enter the site's information and click **[Confirm]**.

16.5.2 Edit Site

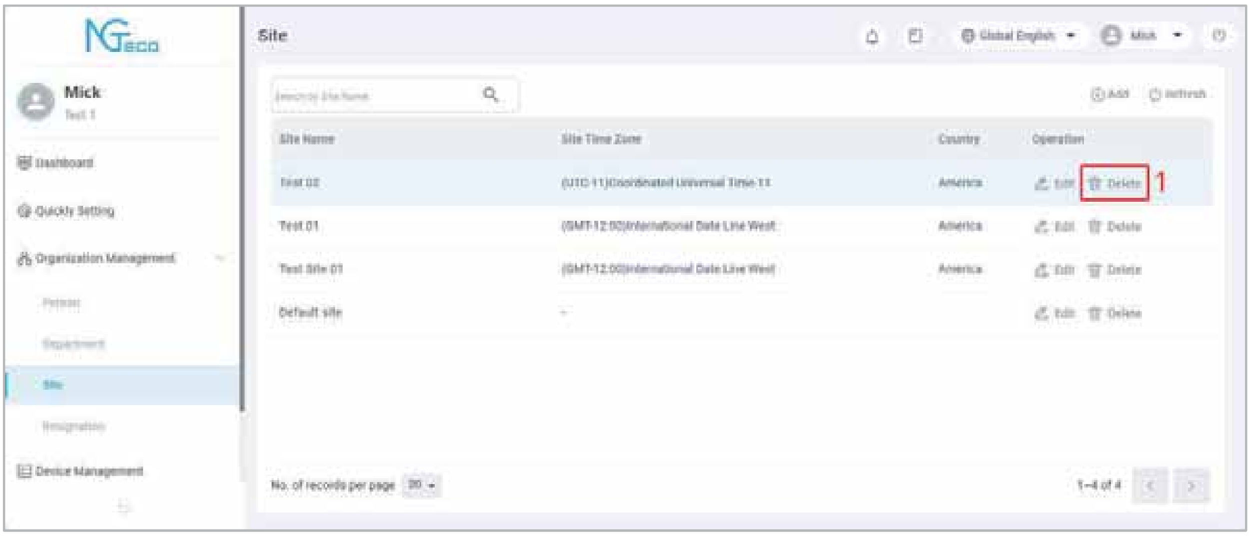
On the **[Site]** interface, click the icon of the site you want to edit, and then edit the required details similar to adding a site in the pop-up interface and then click **[Confirm]** to save the updates.

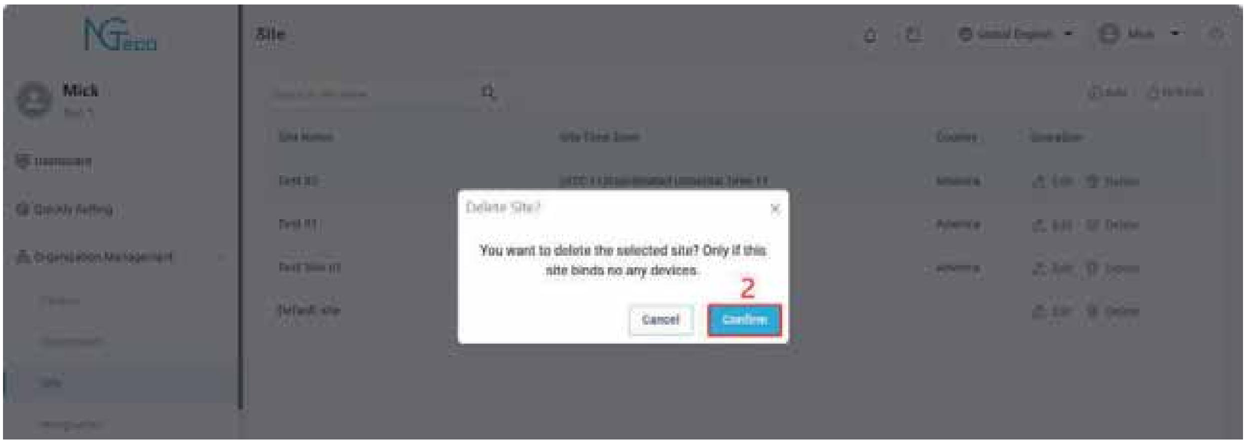




16.5.3 Delete Site

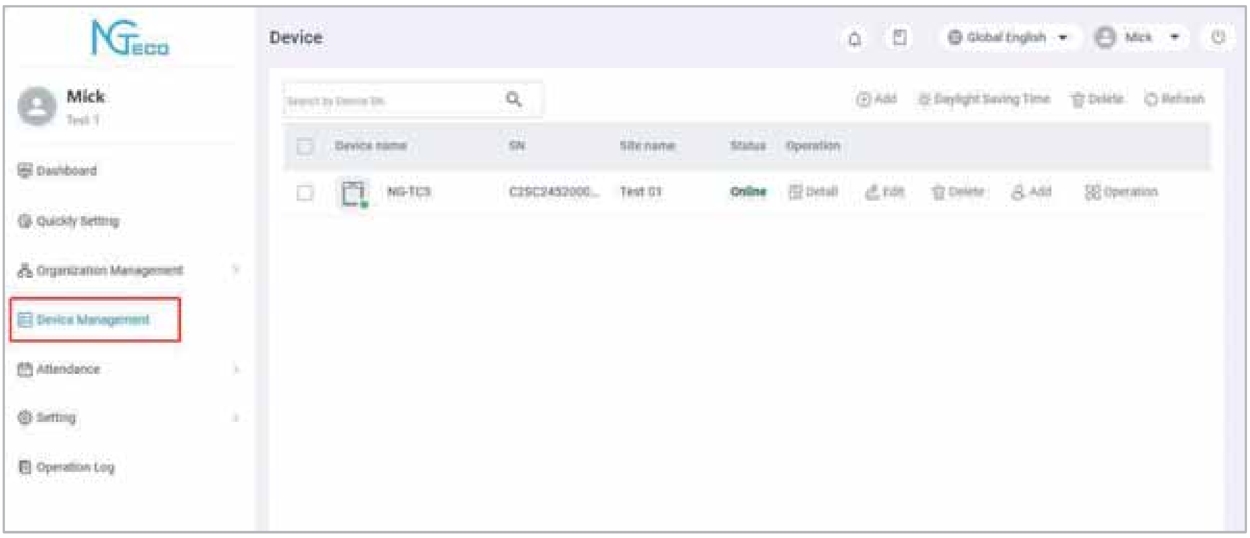
On the **[Site]** interface, click the icon of the site you want to delete.





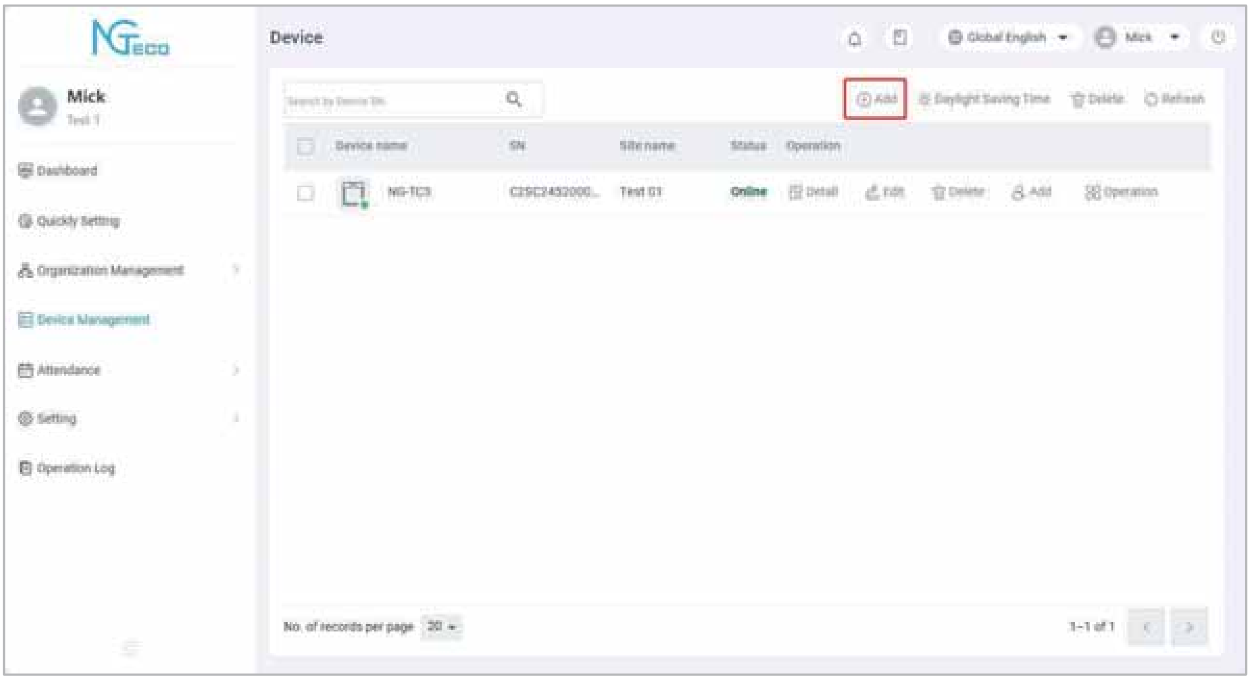
16.6 Device Management

Click **[Device Management]** on the NGTeco Office main menu to support adding device, editing device, deleting device, viewing device details, and operating devices remotely.

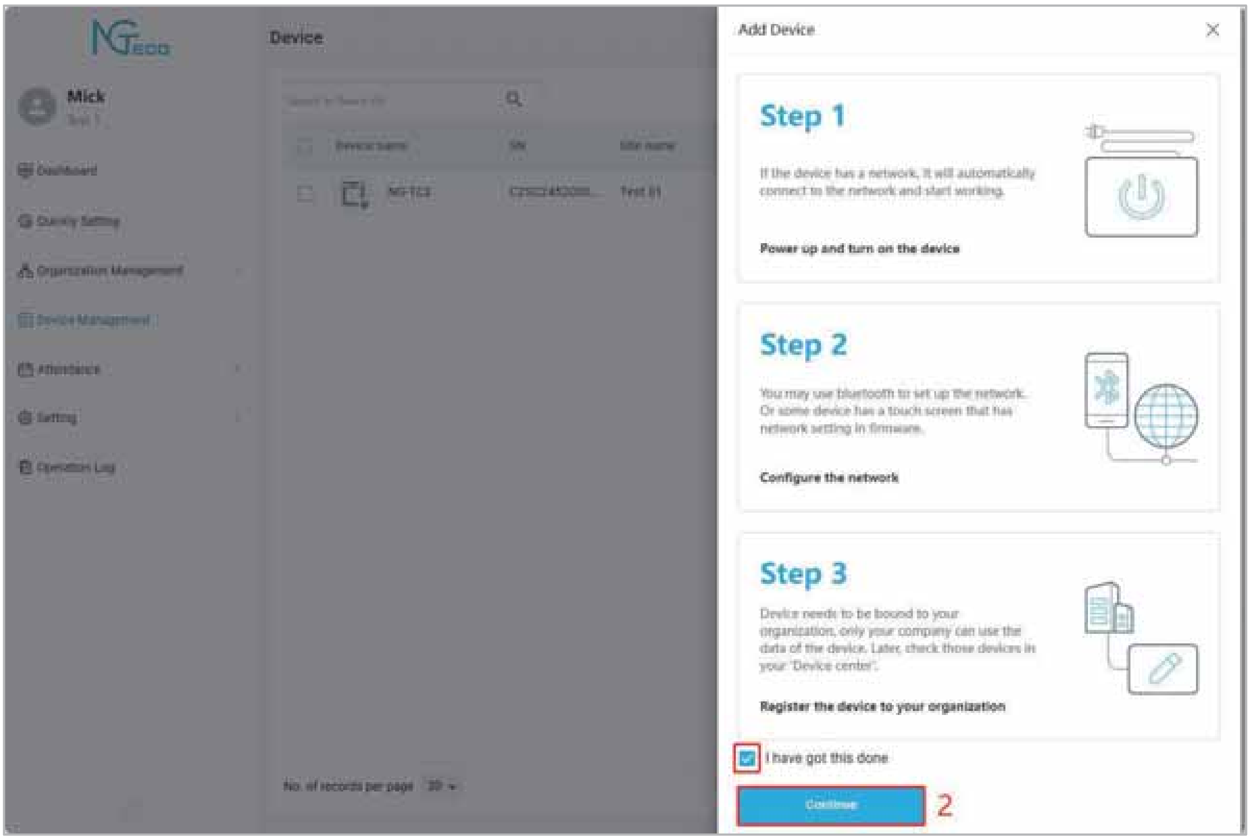


16.6.1 Add Device

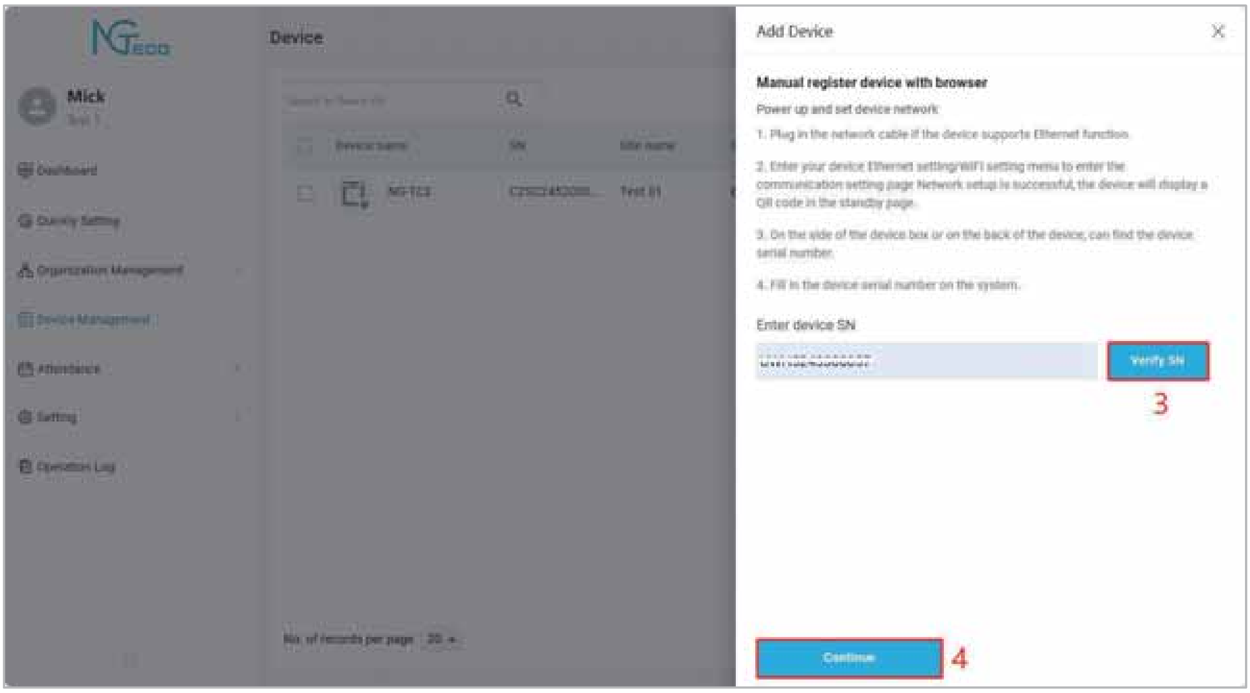
1. Click on the add icon ⊕ to add a new device.



2. Follow the prompts to complete the operation.

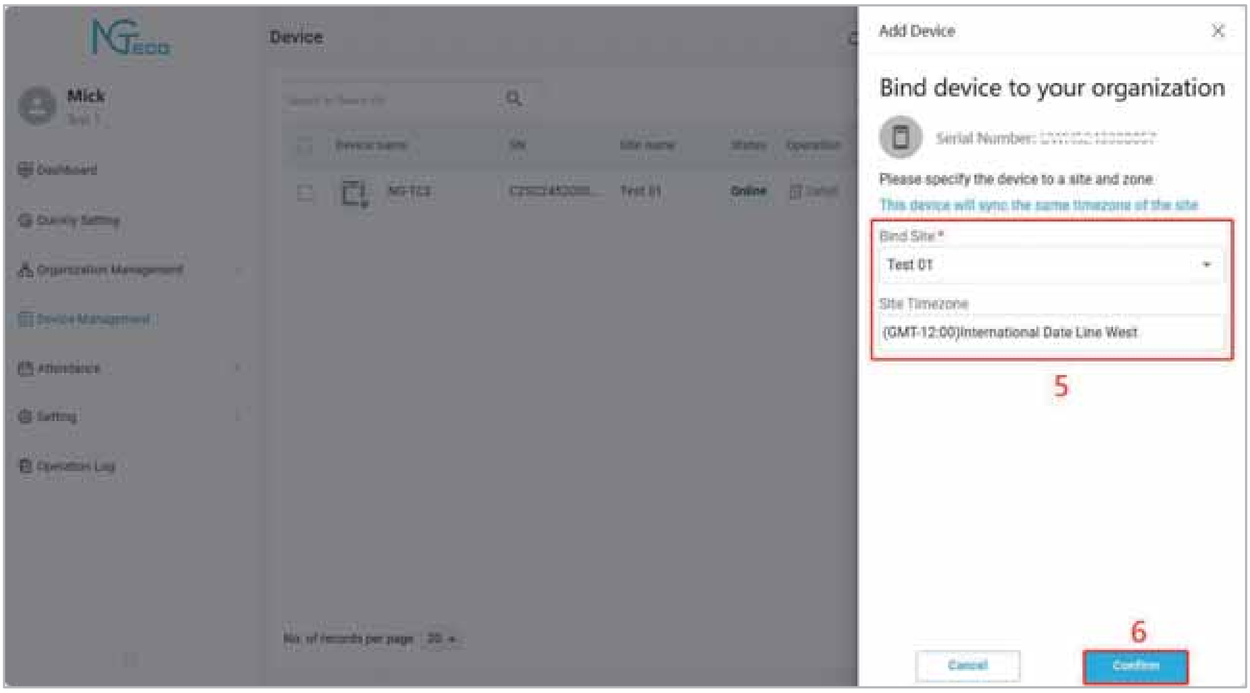


3. Enter the device's SN code verify the SN and click [**Continue]**.



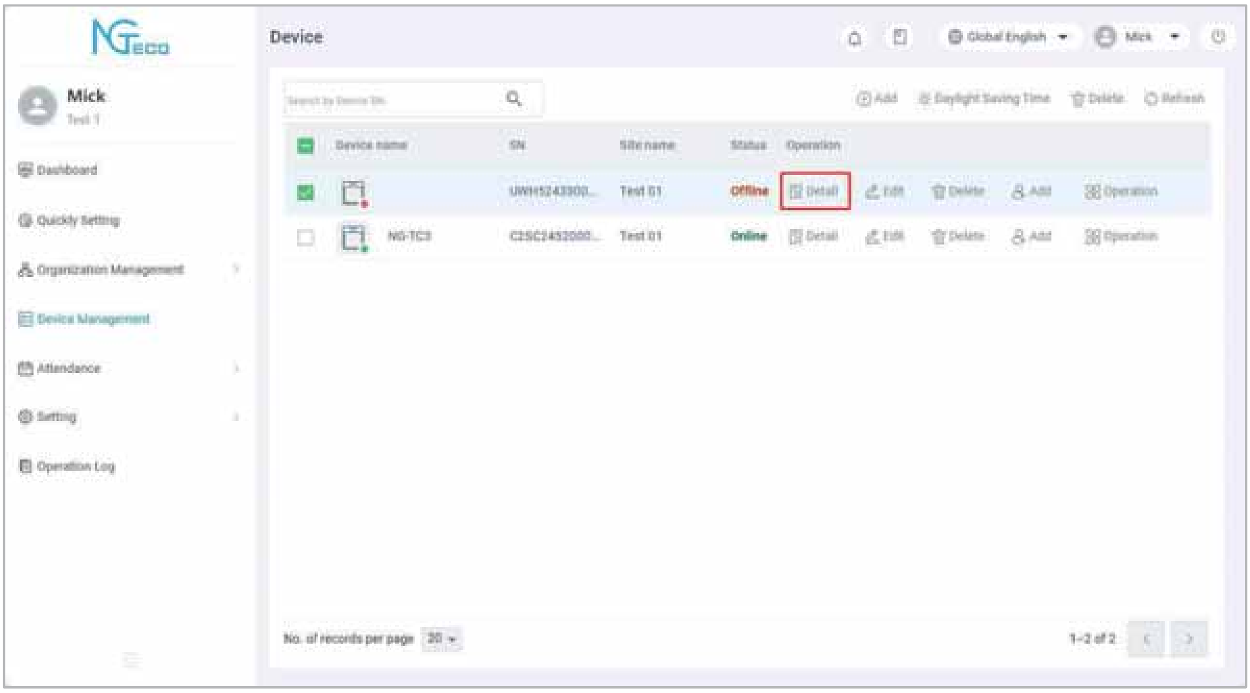
The SN can be viewed on the serial number tab on the back case of the device.

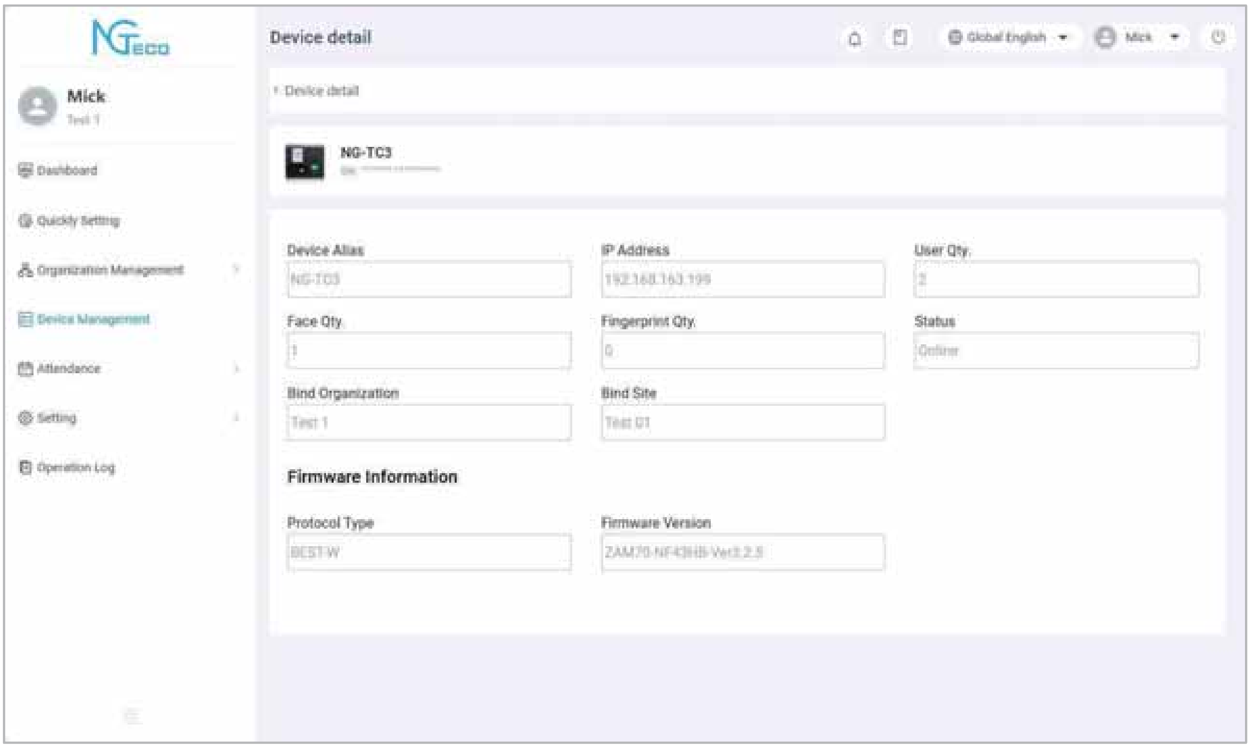
4. Assign the Site and zone to the device and click confirm to add the device.



16.6.2 View Device

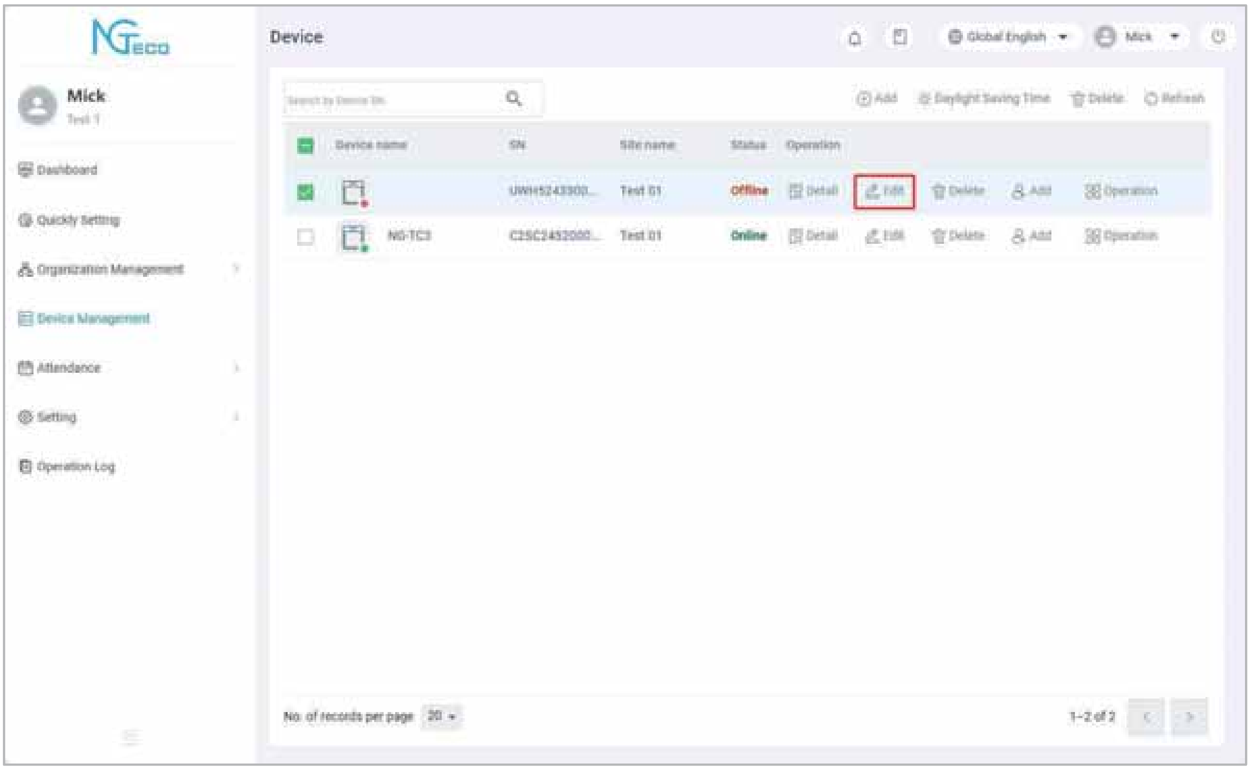
On the **[Device Management]** interface, all successfully connected devices can be viewed, both online and offline. Click icon to view detailed information about each device.

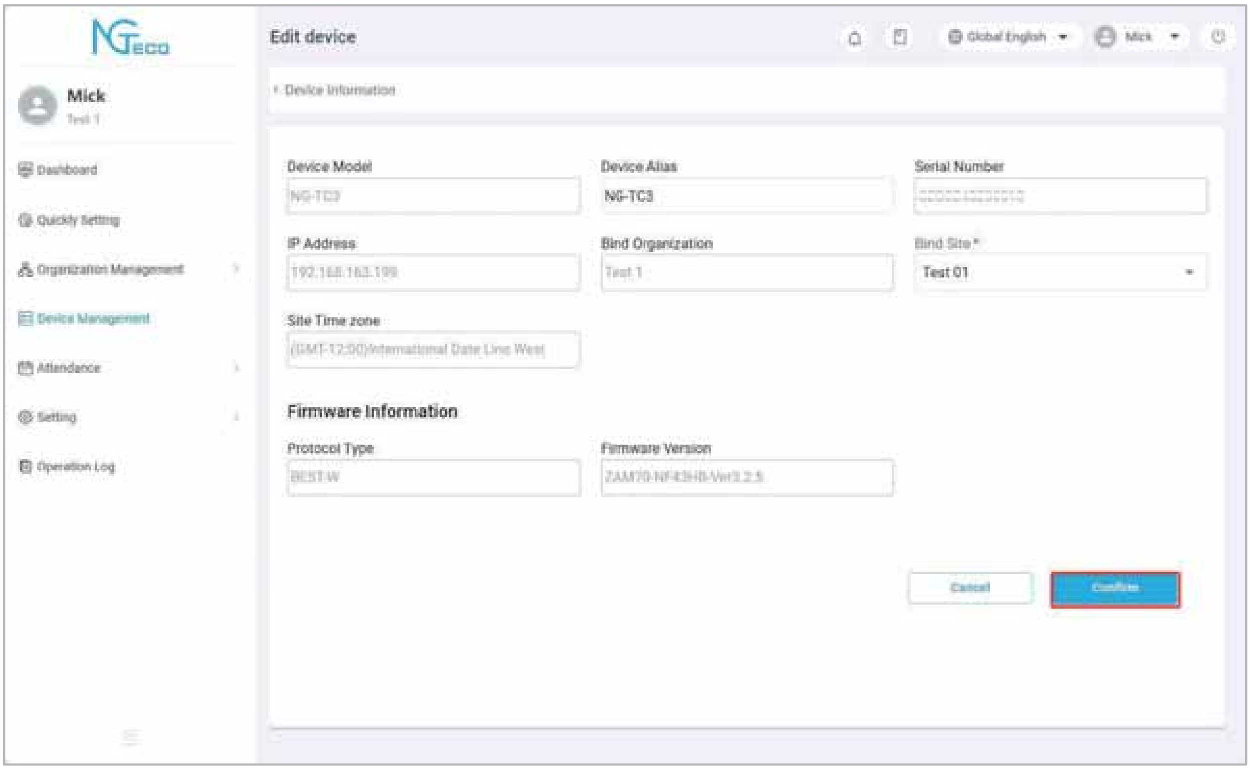




16.6.3 Edit Device

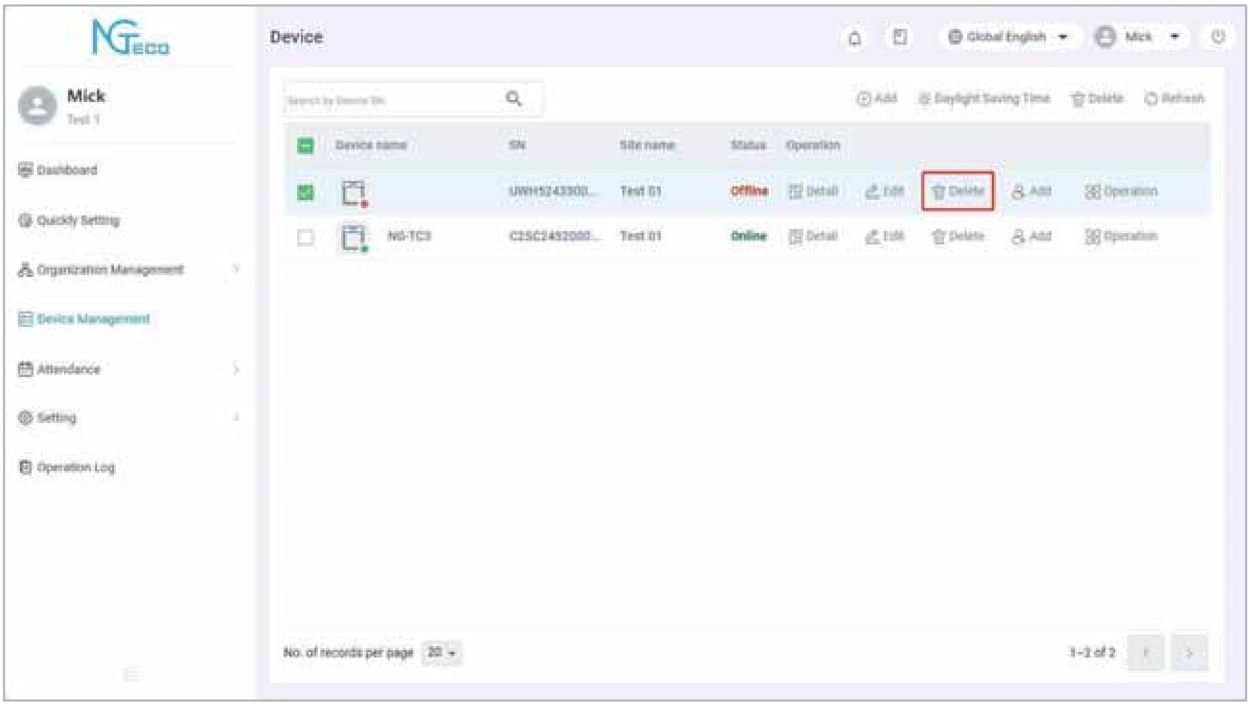
On the **[Device Management]** interface, click the icon, and modify the information about the device. and then click [**Confirm**] to save the updates.

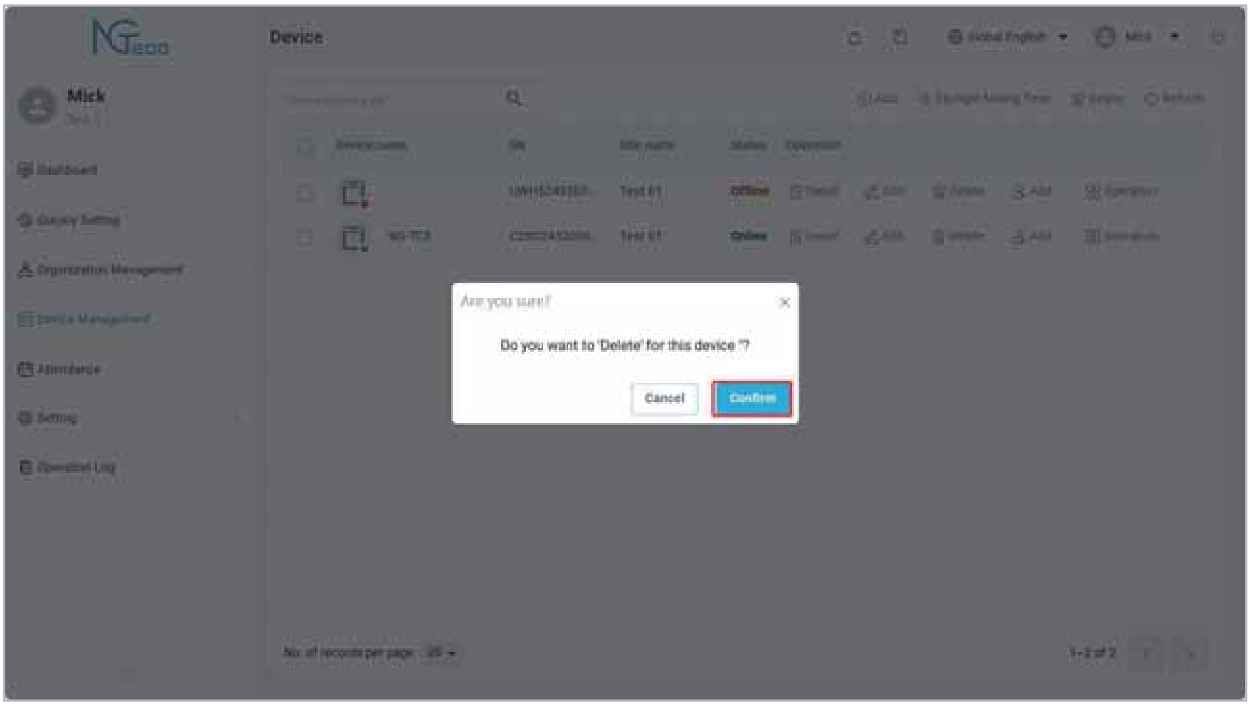




16.6.4 Delete Device

On the **[Device Management]** interface, click the icon of the device you want to delete.

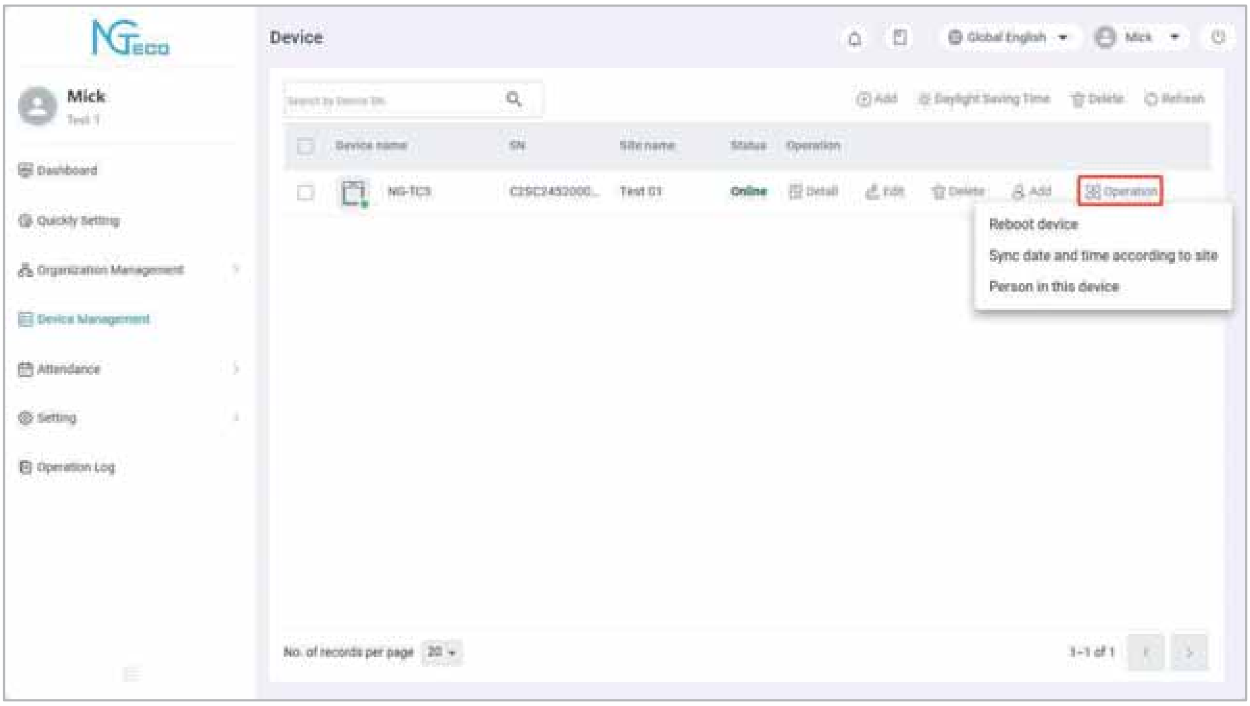




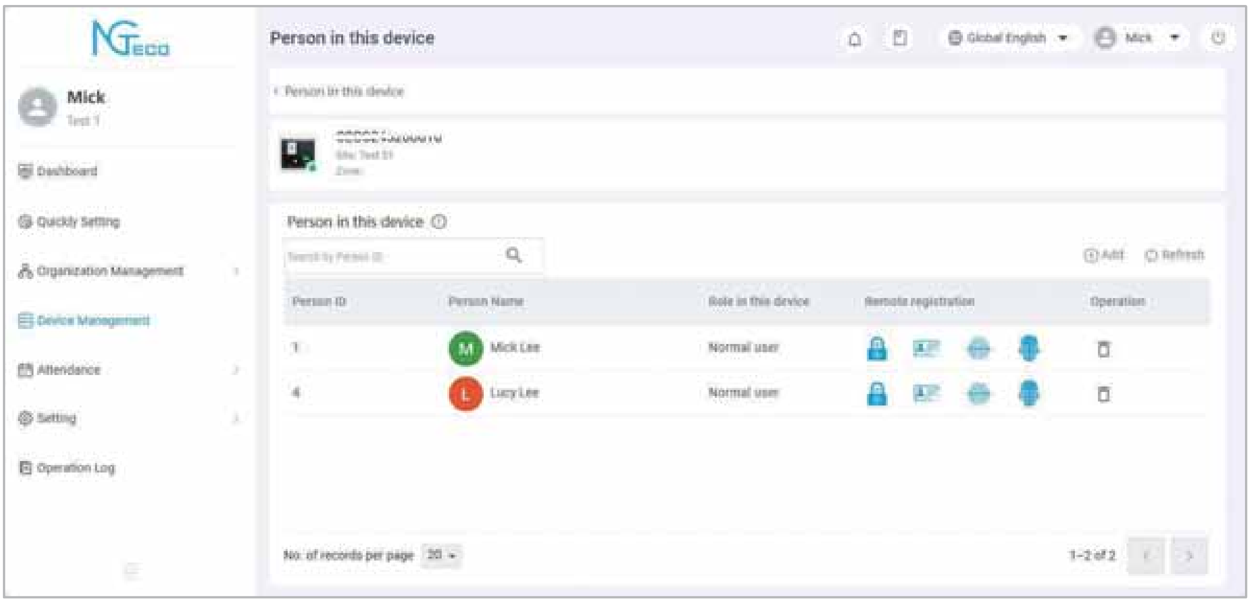
Note: *Once the device is deleted, the device will be unbundled and the personnel and attendance information on the device will be cleared.*

16.6.5 Operation Device

On the **[Device Management]** interface, click on the icon to remotely operate the successfully connected device. Operation device supports reboot device, sync date and time according to site and registering the person verification modes.

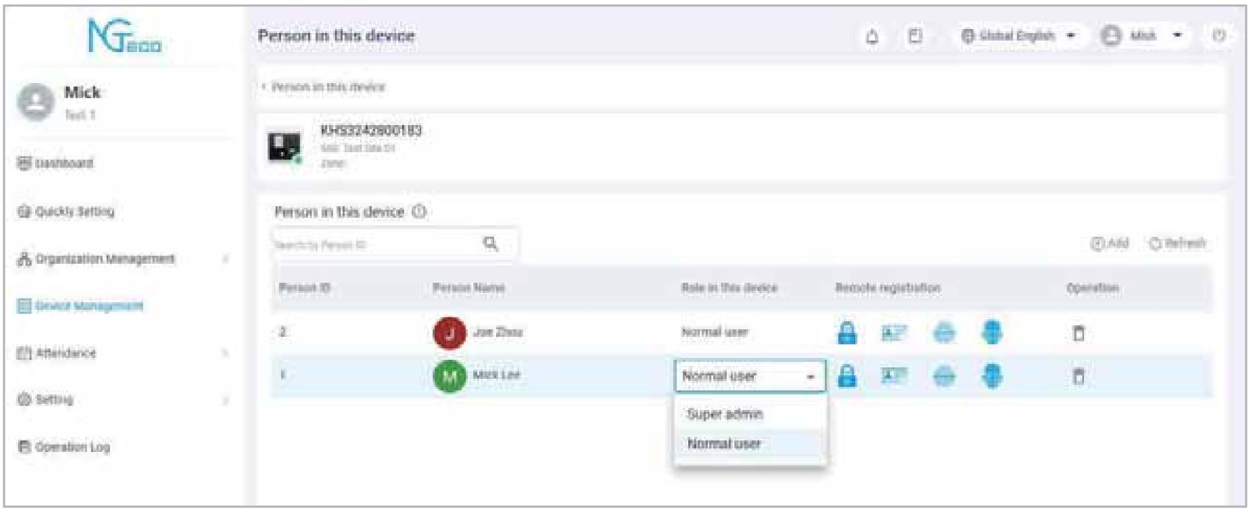


Click on the icon or **[Person in this device]**, to add the person, set the user as normal user or super admin, and register the verification modes of password, card number,fingerprint or face for the user. All the operation on the current interface is instantly synchronized to the device.



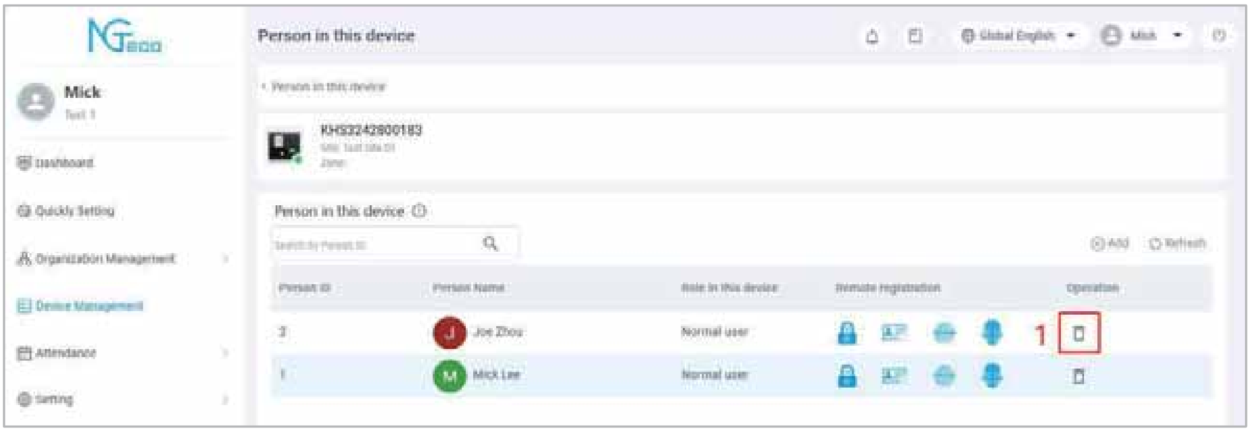
Privileges

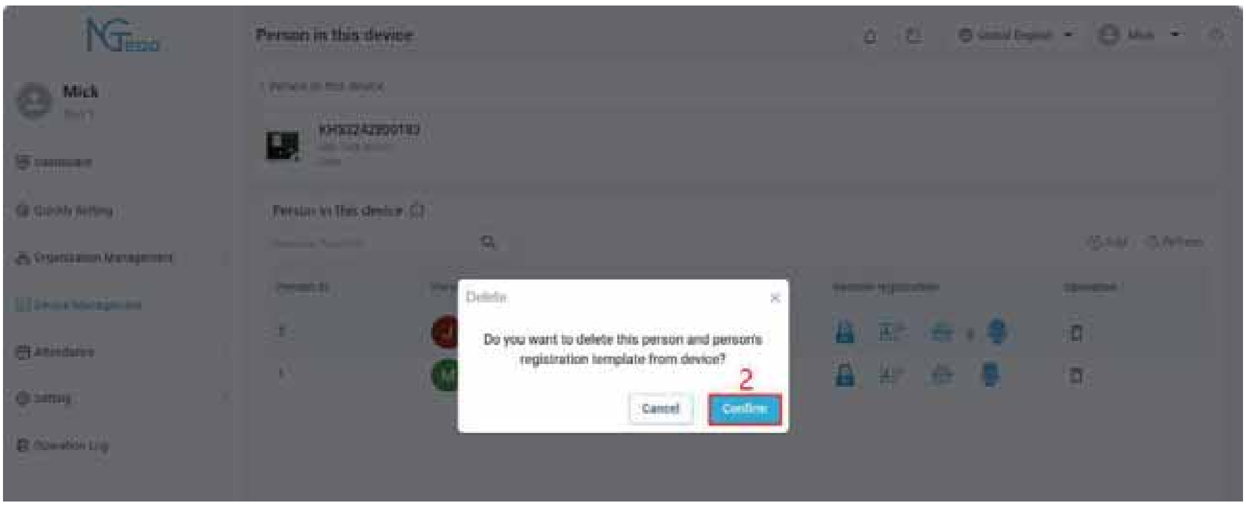
On the Person in this device interface, double-click the **[Role in this device]** column of the corresponding person to change the user privileges.



Delete Person

On the current interface, click the icon to remove person from NGTeco Office and devices.



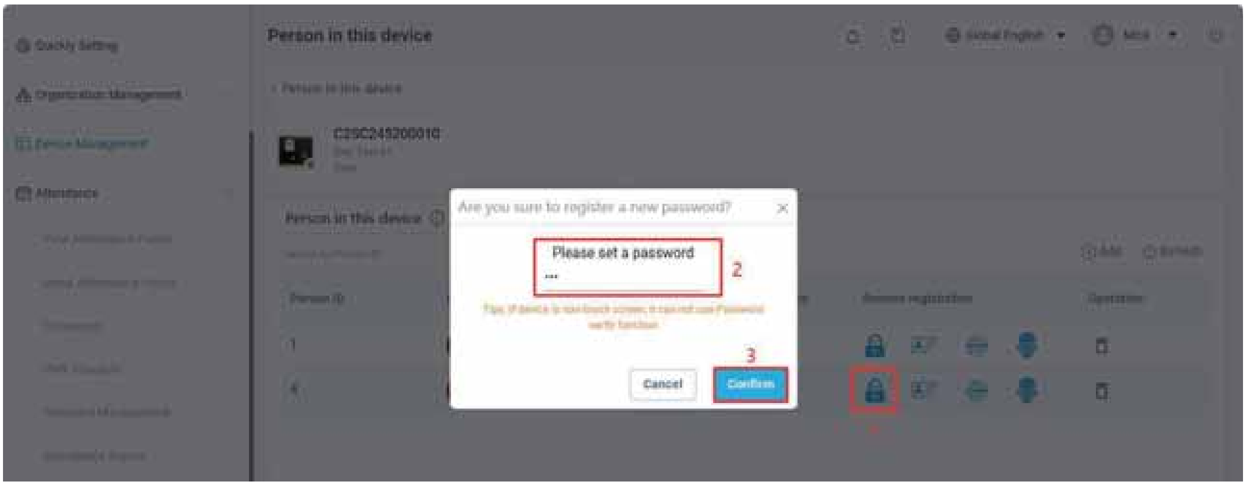


Register Verification Modes

On the Person in this device interface, click the relevant biometric function icon **(password/card /fingerprint/ face)** to remotely register the personnel biometric identification method.

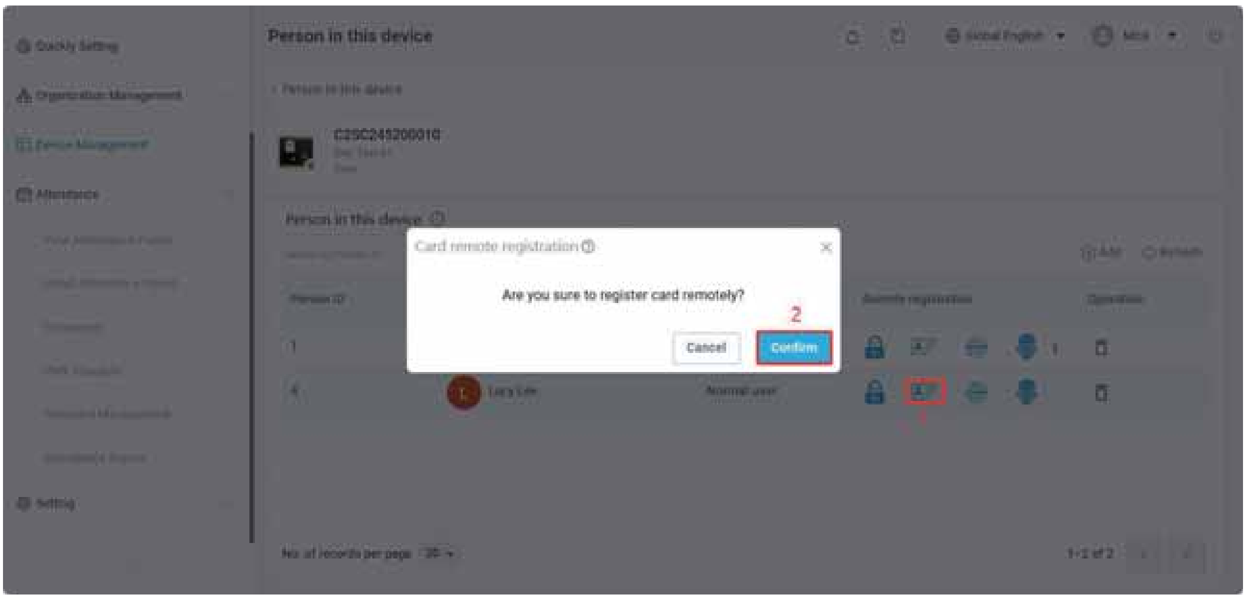
- **Password**

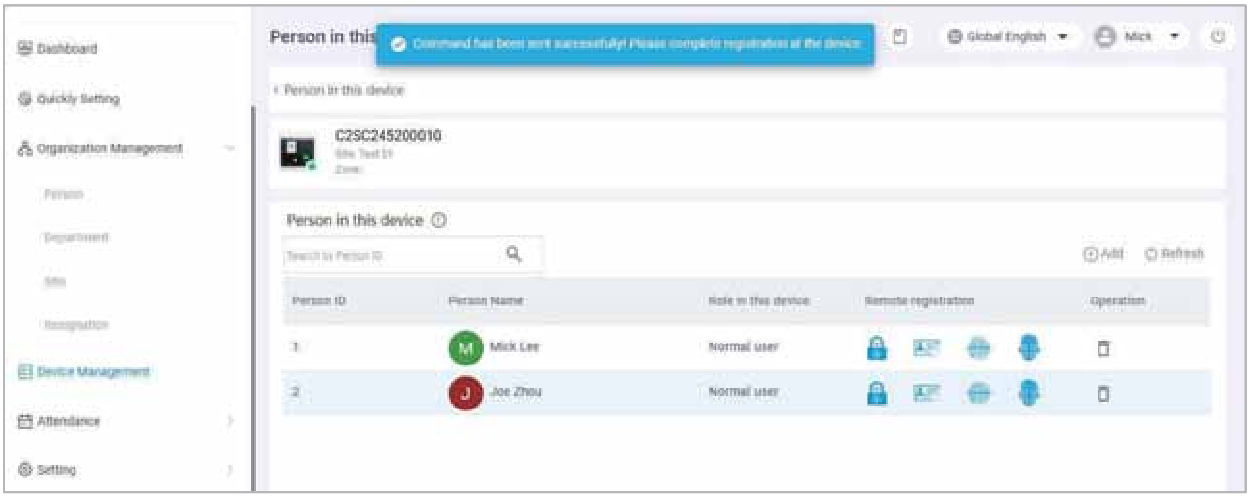
1. Click on the icon of the person who needs to register password.
2. Then in the pop-up window, enter your password and click [Confirm].



- **Card**

1. Click on the icon of the person who needs to register the card verification modes. On the pop-up page, follow the prompts to complete the card registration.

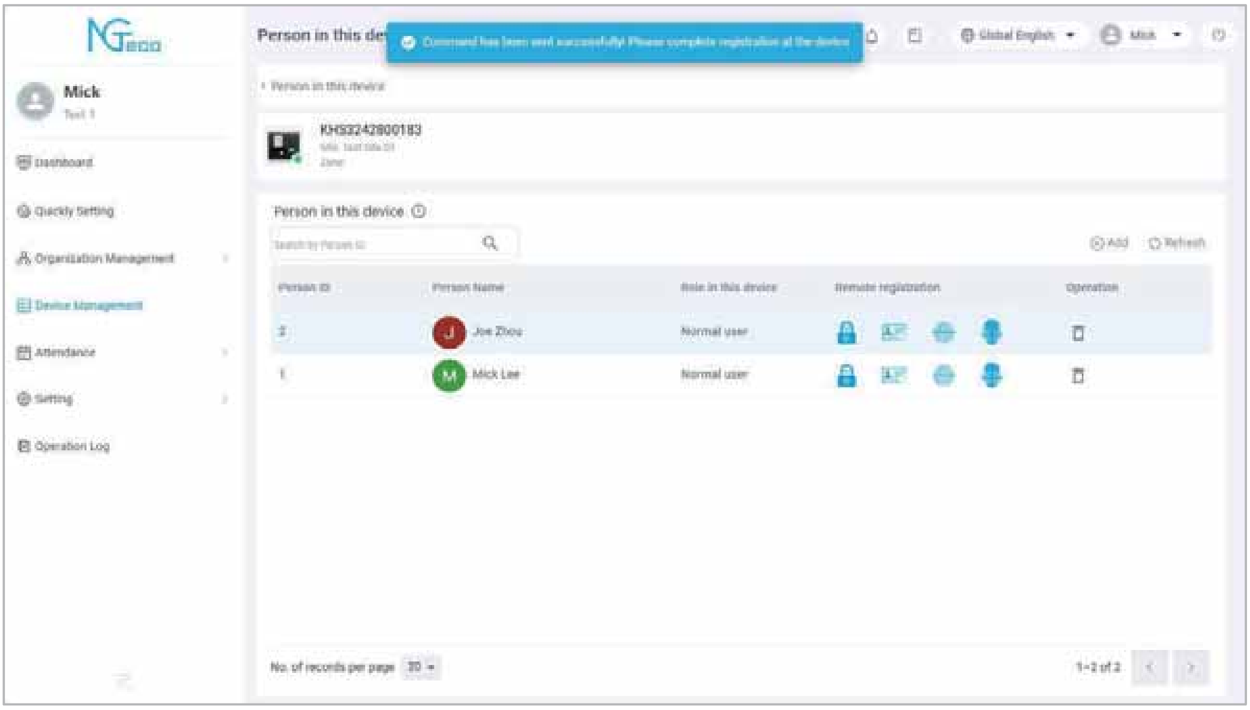




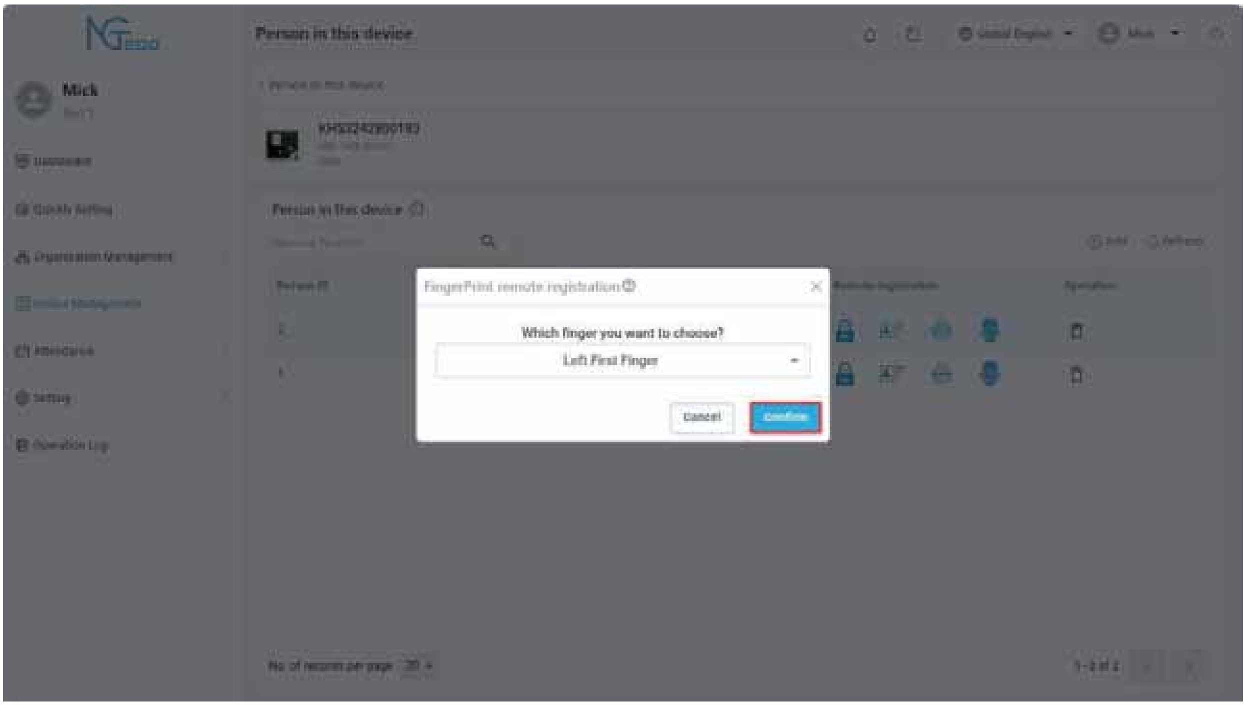
2. Swipe the card underneath the card reading area on the card interface. The registration of the card will be successful. If the card has already been registered, the message "**Error! Card already enrolled**" appears.

- **Fingerprint**

1. Click on the icon of the person who needs to register the fingerprint verification mode.



2. Choose the finger to be recorded in the pop-up prompt window, and then click [**Confirm**].



3. At the same time, the device voice prompts "**Please press your finger**" and press three times on the collector after hearing the prompt.
4. When you hear the message "**Registration is successful**," the registration is successful. And you can repeat the above operation to register other fingers.

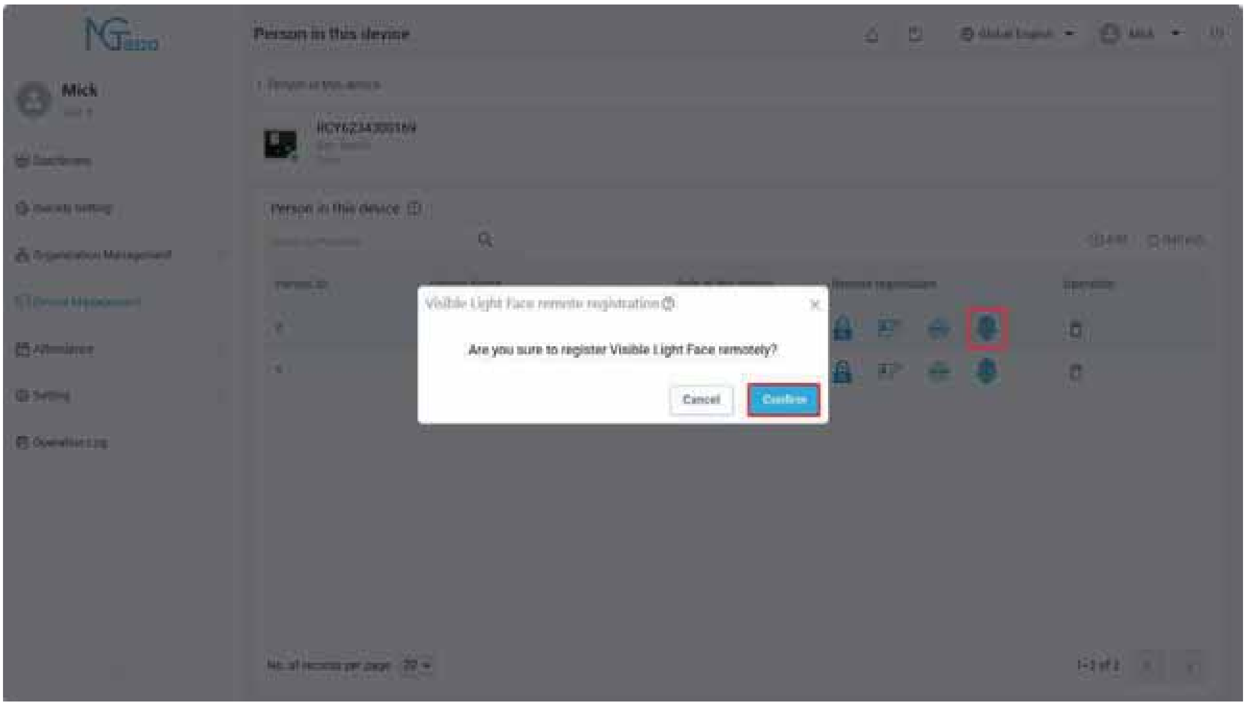
Quality Improvement of Fingerprint Reads

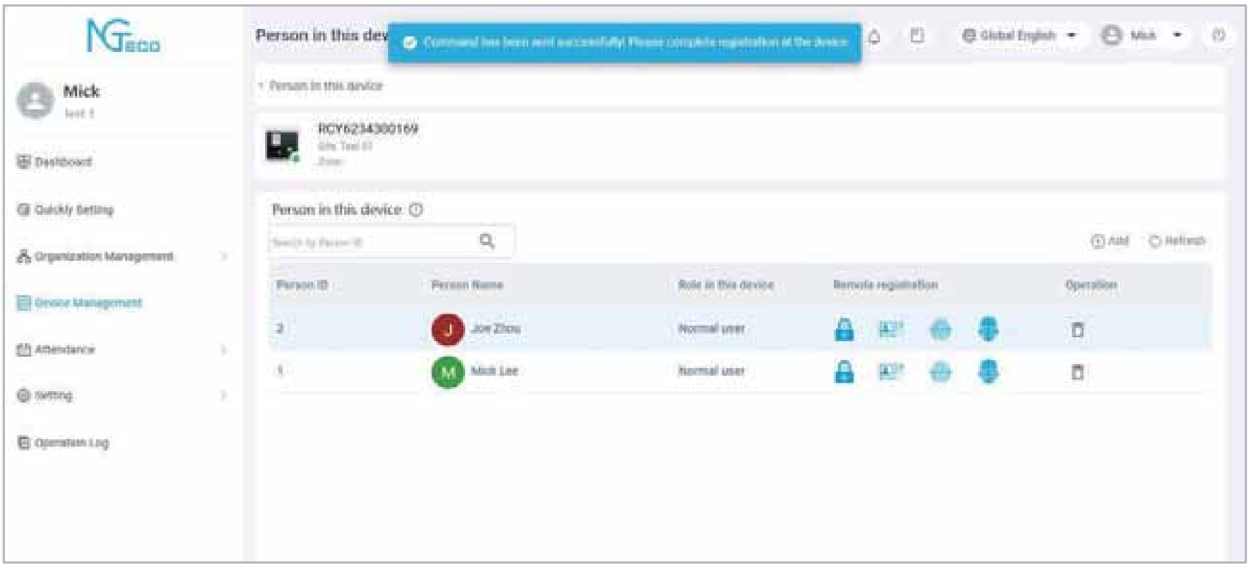
- Place the finger firmly on the sensor surface.
- Always use clean fingers for enrolment.
- Do not slide the finger while enrolling it.
- Avoid angled or tilted finger positions for enrolment.

Note: *Please use the correct method when pressing your fingers onto the fingerprint reader for registration and identification. Our company will assume no liability for recognition issues that may result from incorrect usage of the product. We reserve the right of final interpretation and modification concerning this point.*

- **Face Template**

1. Click on the icon of the person who needs to register the face template on the device. Click [**Confirm**] in the pop-up box.





2. At the same time, the device voice prompts "**Please look straight at the camera** ". Then follow the prompts to register the face information on the device.
3. When the device interface prompts "**Enrolled Successful** ", the registration is complete.

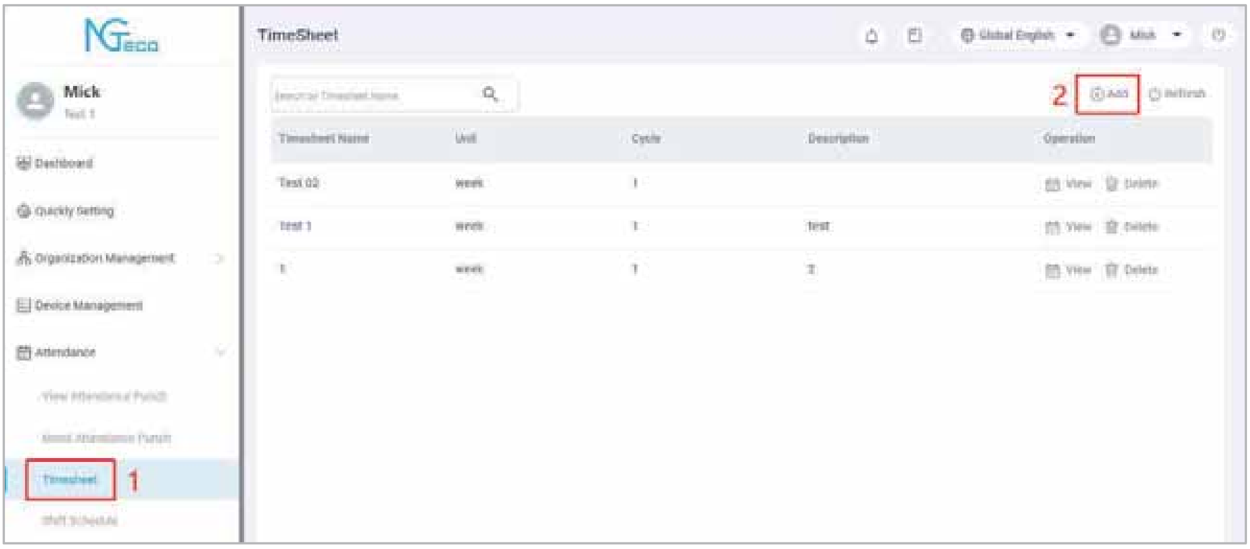
Note: *The facial information will be encrypted to protect privacy and security. User need to be added to the device on the web side. Please refer to the user manual for details.*

16.7 Synchronize Persons to Device

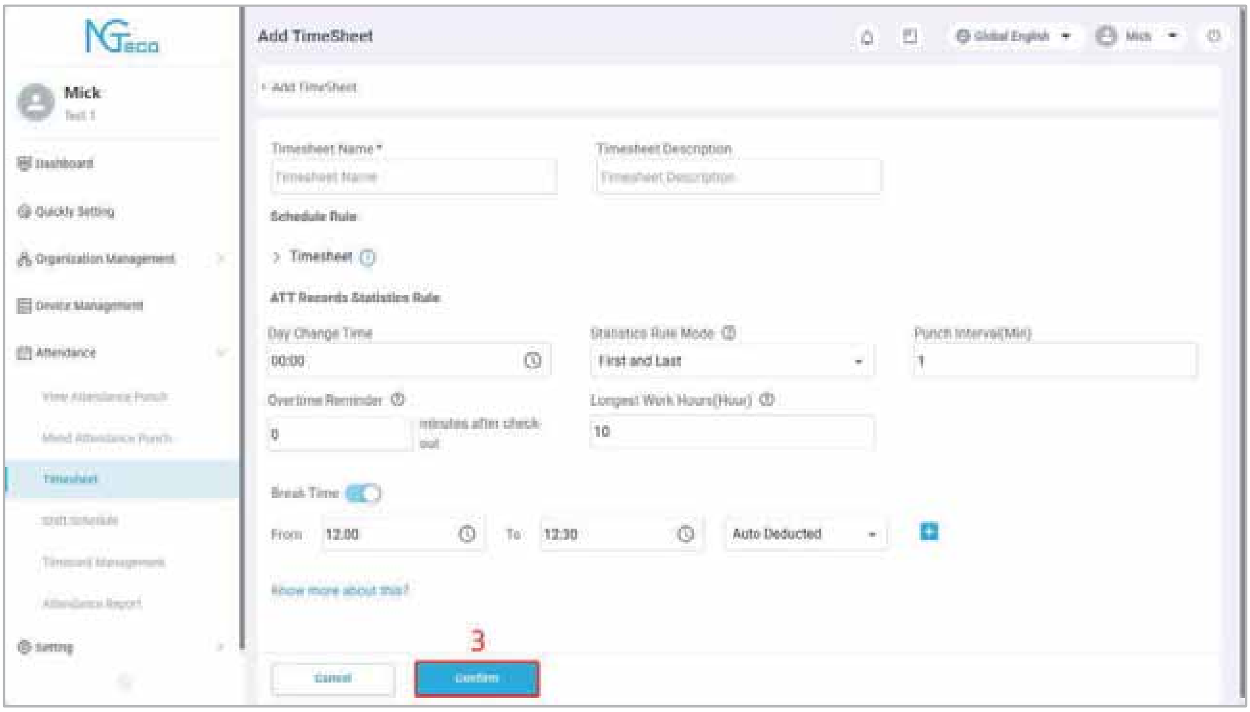
16.7.1 Add Timesheet

Click **[Attendance] > [Timesheet]** on the NGTeco Office main menu to add a timesheet.

1. Click the add icon to add a new timesheet.



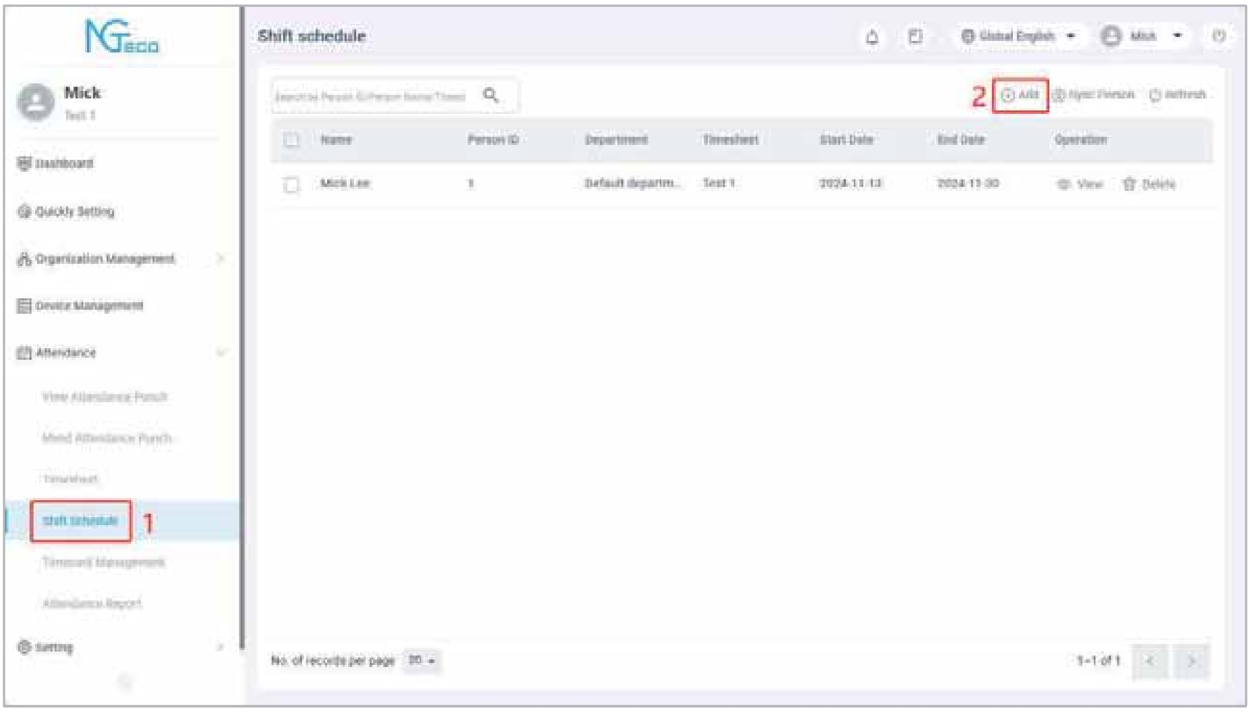
2. Enter the timesheet-related information and then click [**Confirm**] to add the timesheet.



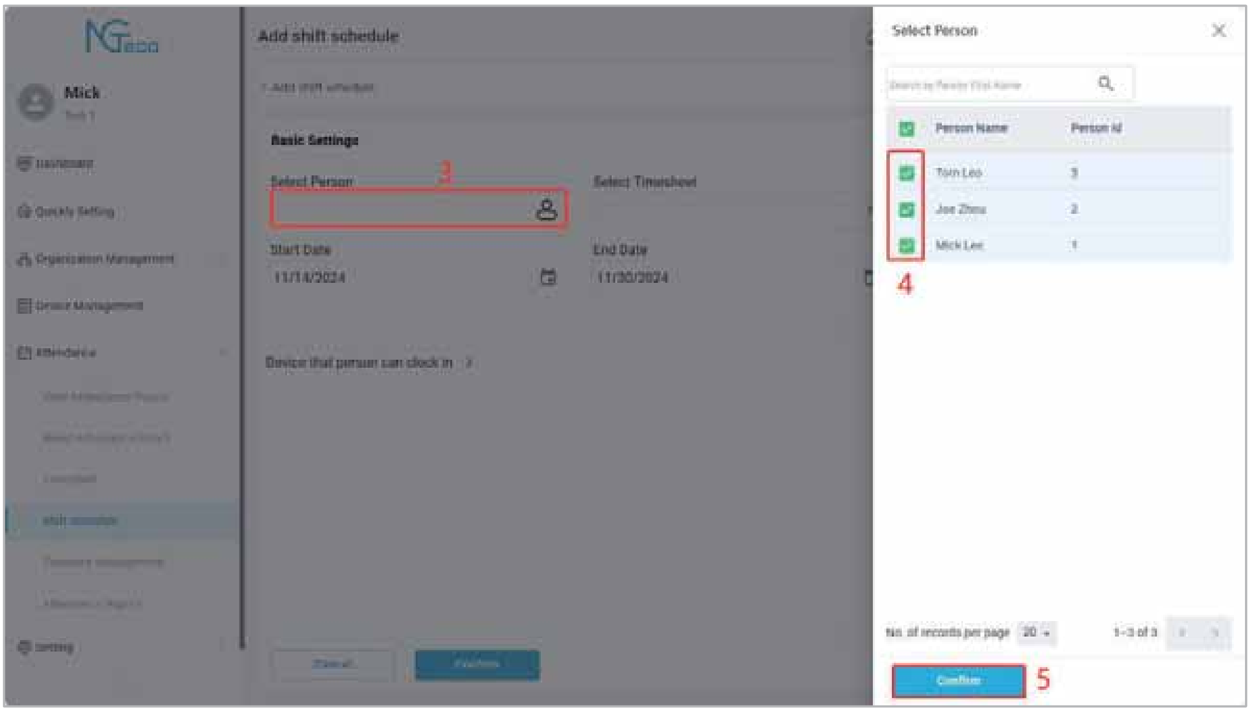
16.7.2 Add Shift Schedule

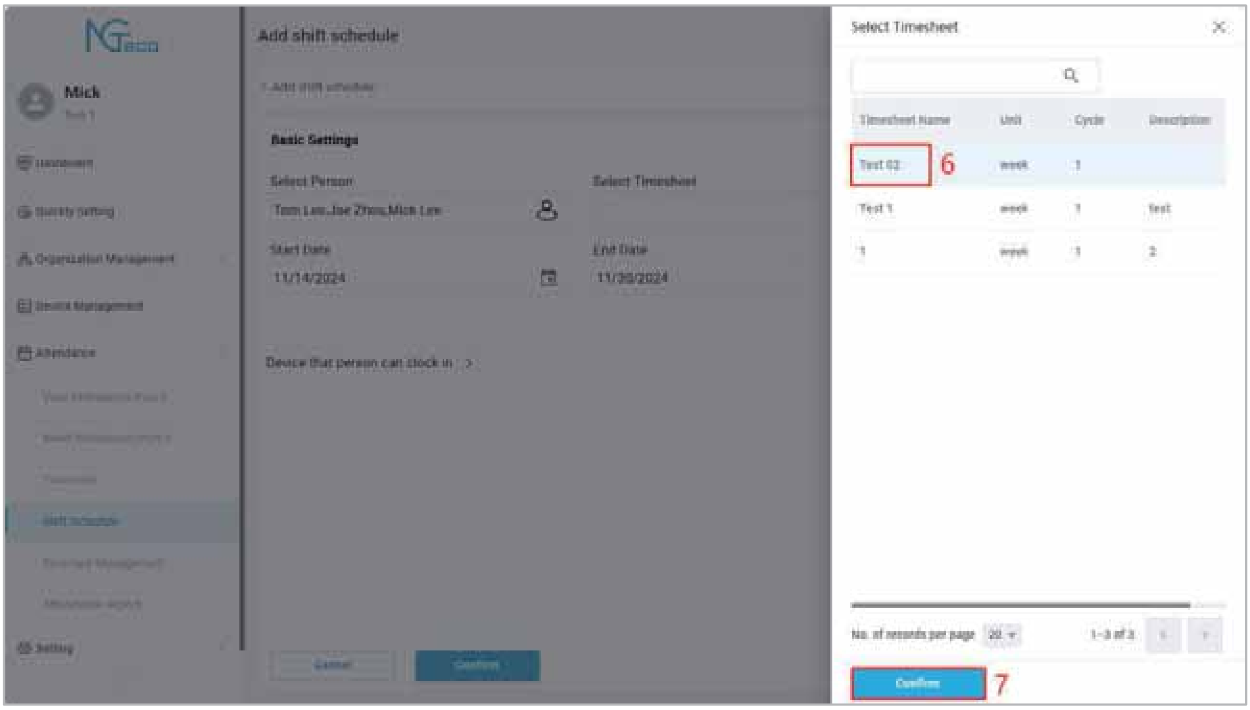
Click **[Attendance]** > **[Shift Schedule]** on the NGTeco Office main menu to add a shift schedule.

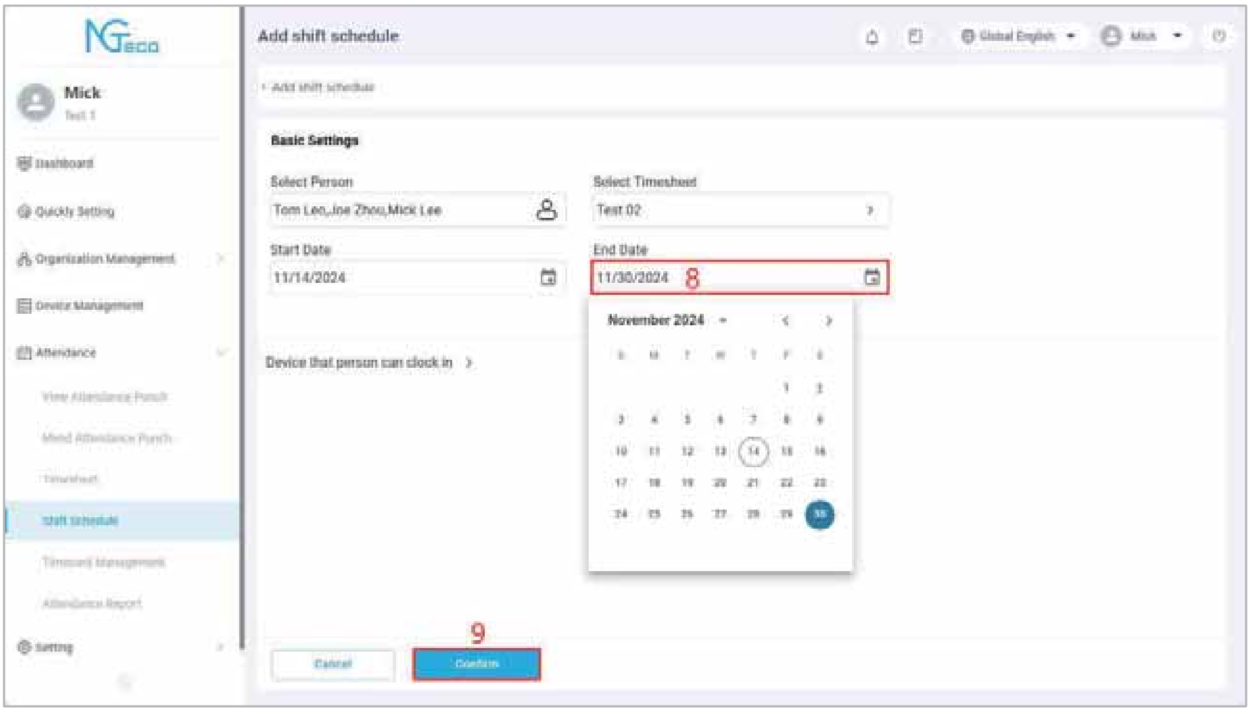
1. Click the add icon ⊕ to add a new shift schedule.



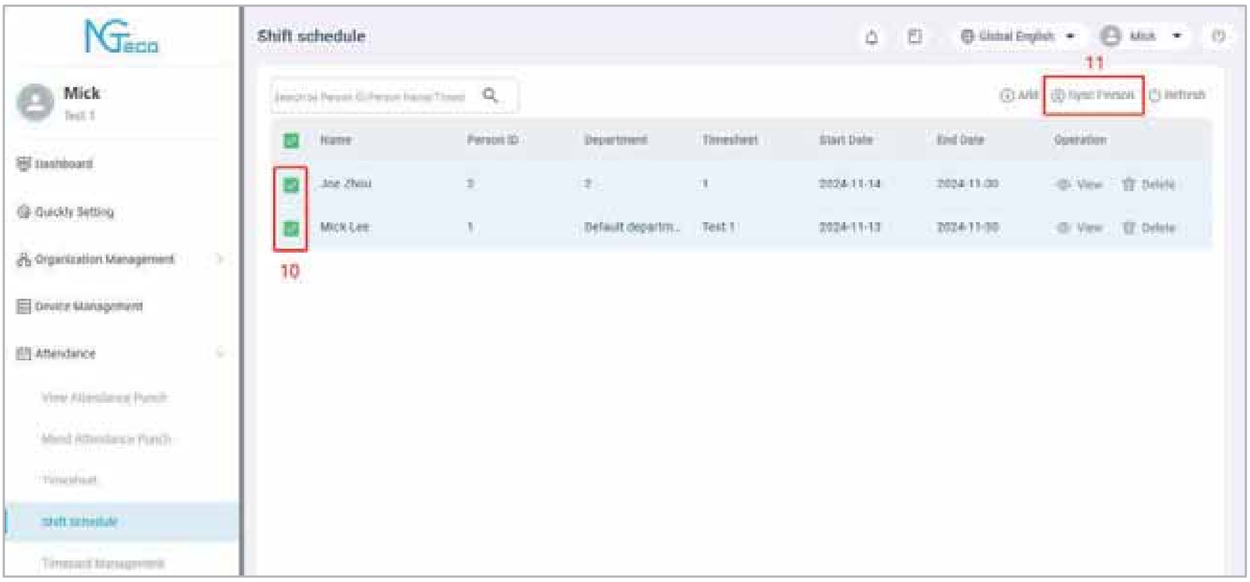
2. On the pop-up page select the person to be scheduled and the timesheet.

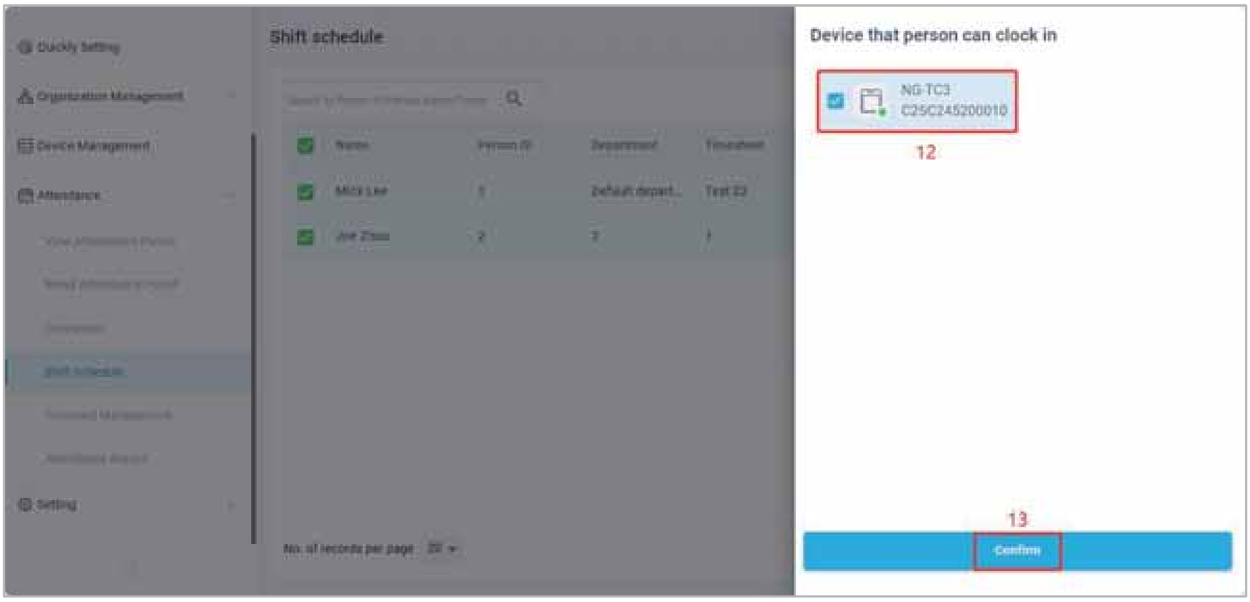


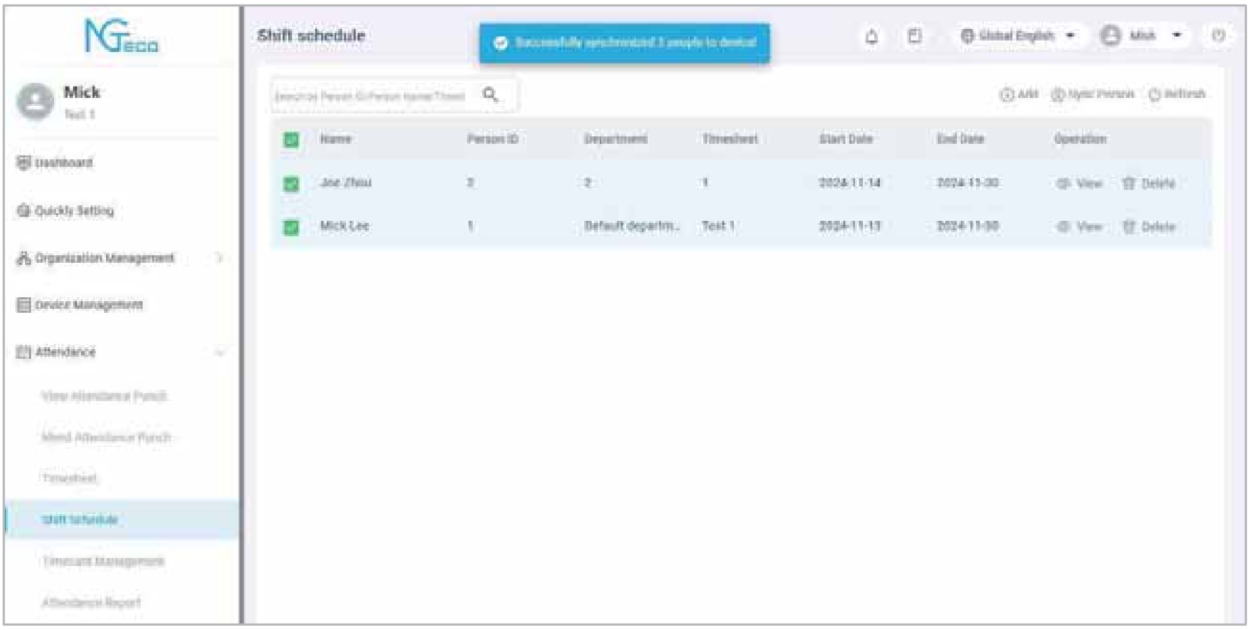




3. Select the person to be scheduled and click icon to synchronize the personnel to the device.


Shift schedule
Mick
Test 1
Dashboard
Quickly Setting
Organization Management
Device Management
Attendance
Shift Schedule
Global English
11
Add
Sync Person
Refresh
Name
Person ID
Department
Timesheet
Start Date
End Date
Operation
Joe Zhou
2024-11-14
2024-11-30
View
Delete
Mick Lee
Default departm...
Test 1
2024-11-13
10


Shift schedule
Device that person can clock in
NG-TC3
C25C245200010
12
13
Confirm


Shift schedule
Mick
Test 1
Dashboard
Quickly Setting
Organization Management
Device Management
Attendance
Global English
Name
Person ID
Department
Timesheet
Start Date
End Date
Operation
Joe Zhou
Mick Lee

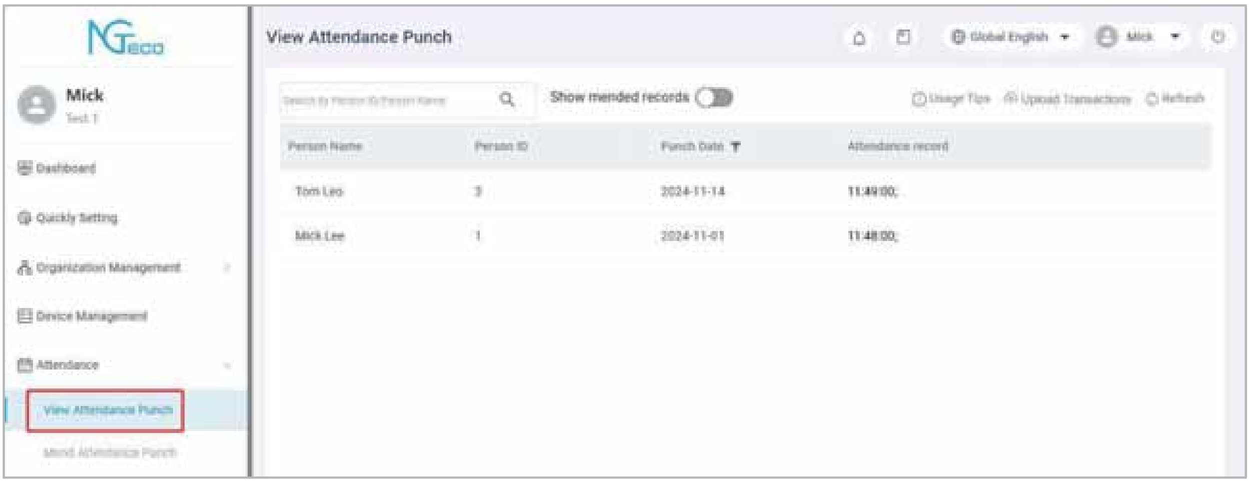
The selected personnel will then be synchronized to the selected device, and those who are successfully synchronized will be able to check-in and check-out on the device by password/card/fingerprint/face, and so on.

16.8 Report Attendance

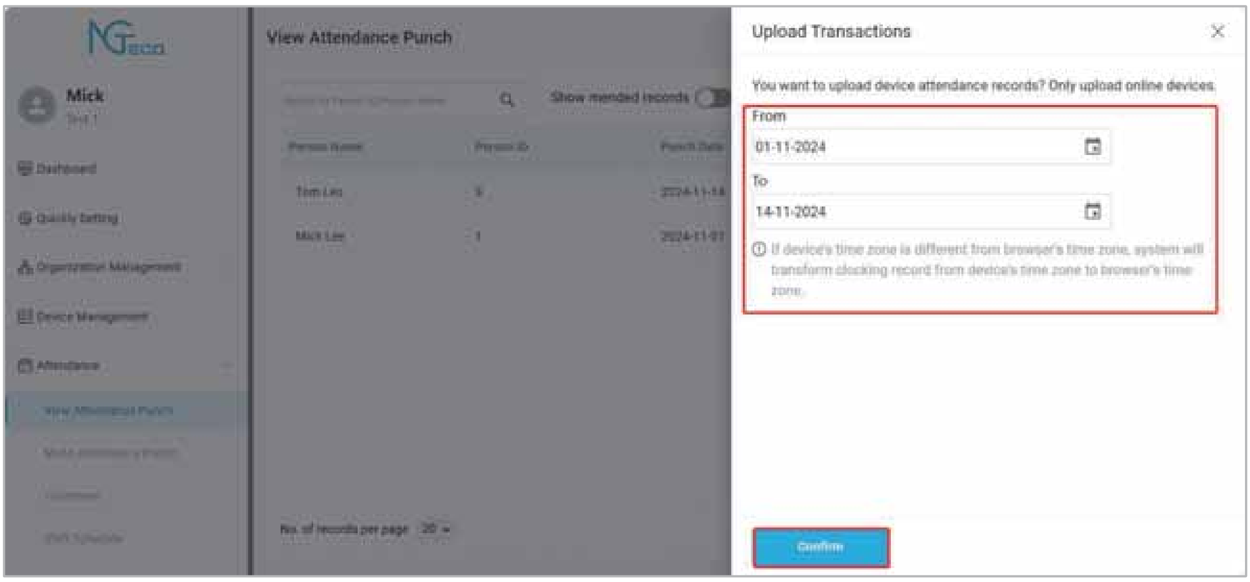
Attendance records of all employees will be displayed on this interface, including the attendance record of uploaded attendance transactions. The record of the normal punch on the device will be uploaded to the software as the original record.

16.8.1 View Attendance Reports

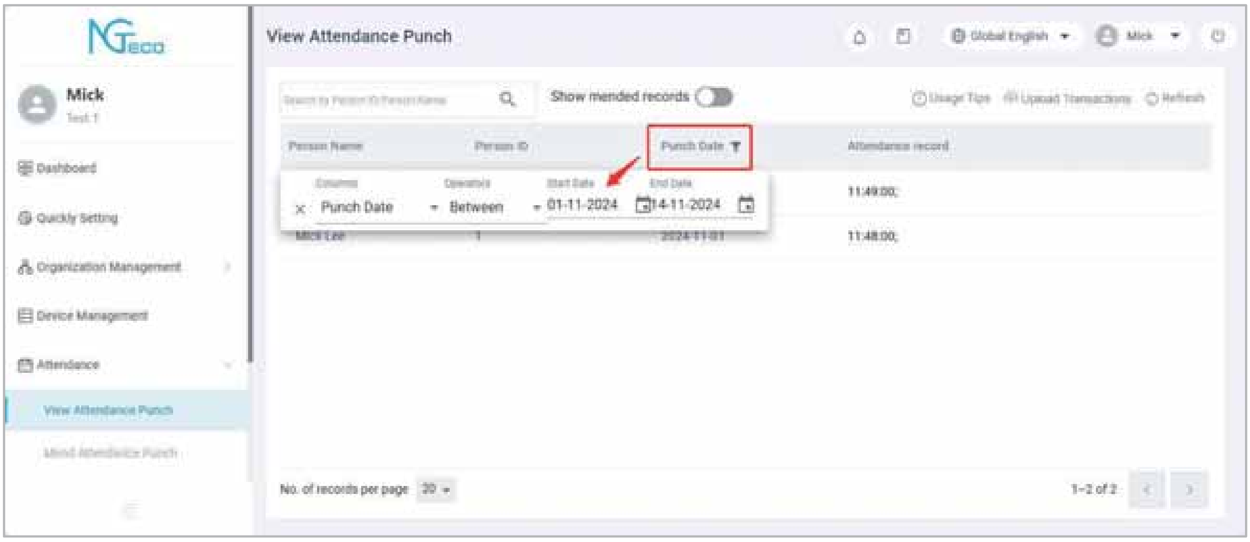
1. Click **[Attendance] > [View Attendance Punch]** on the NGTeco Office.

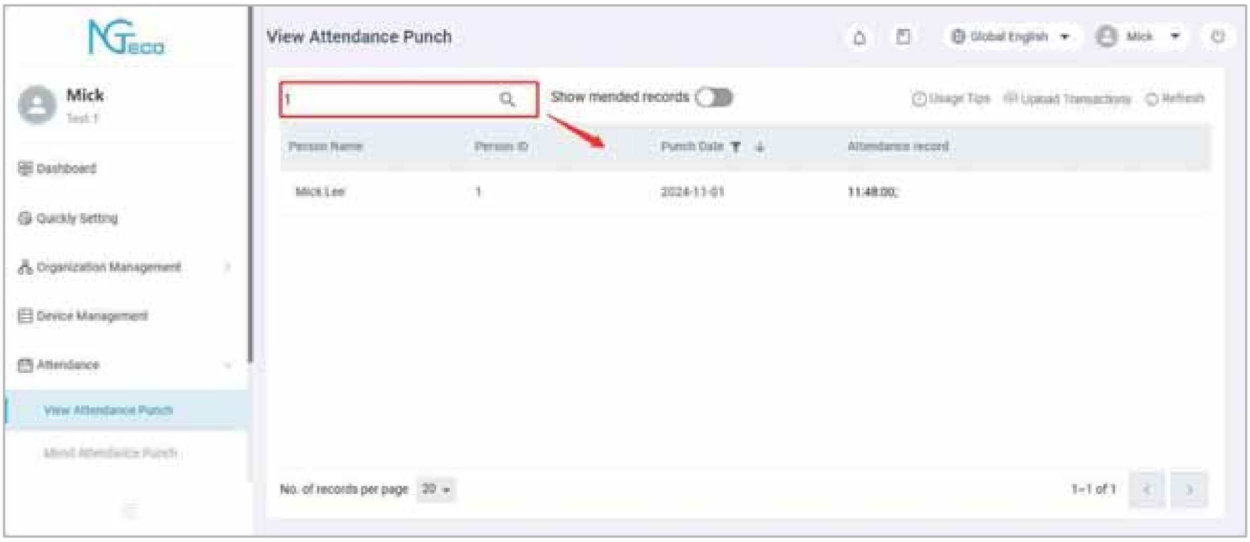


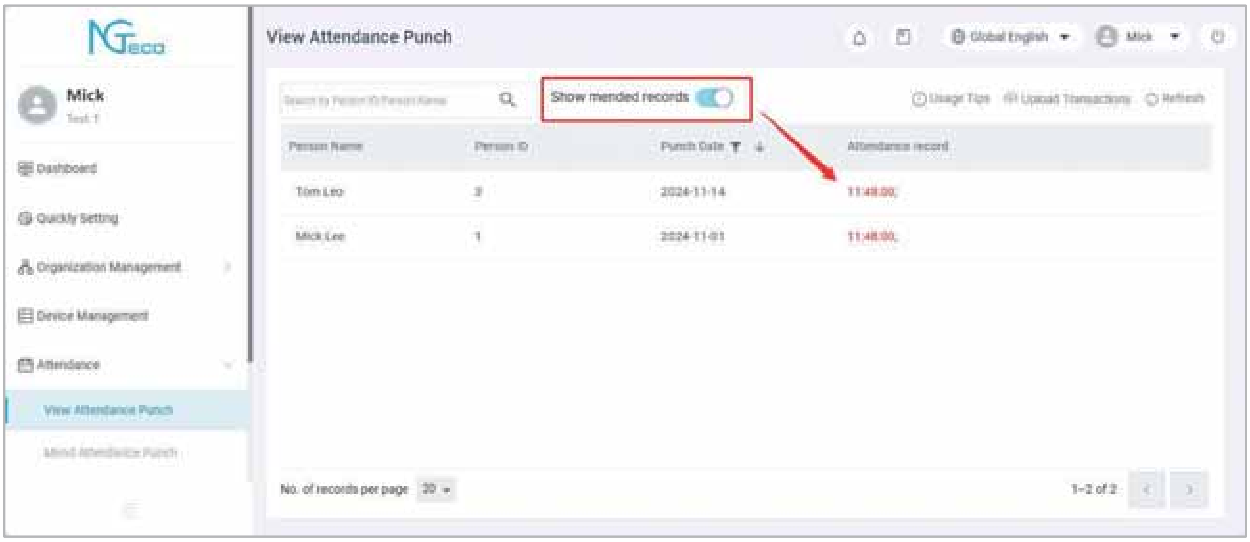
2. Click the icon and set the time range to upload device attendance records.



In the uploaded attendance report, it supports to view each attendance record information specifically based on time, person ID, and mended attendance.



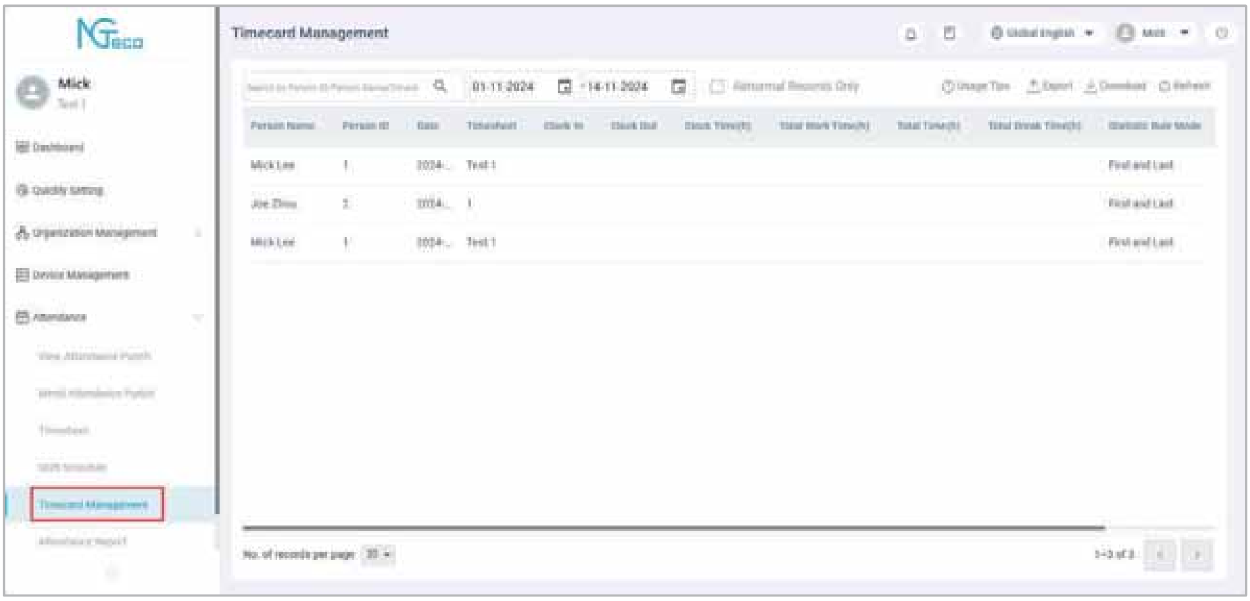




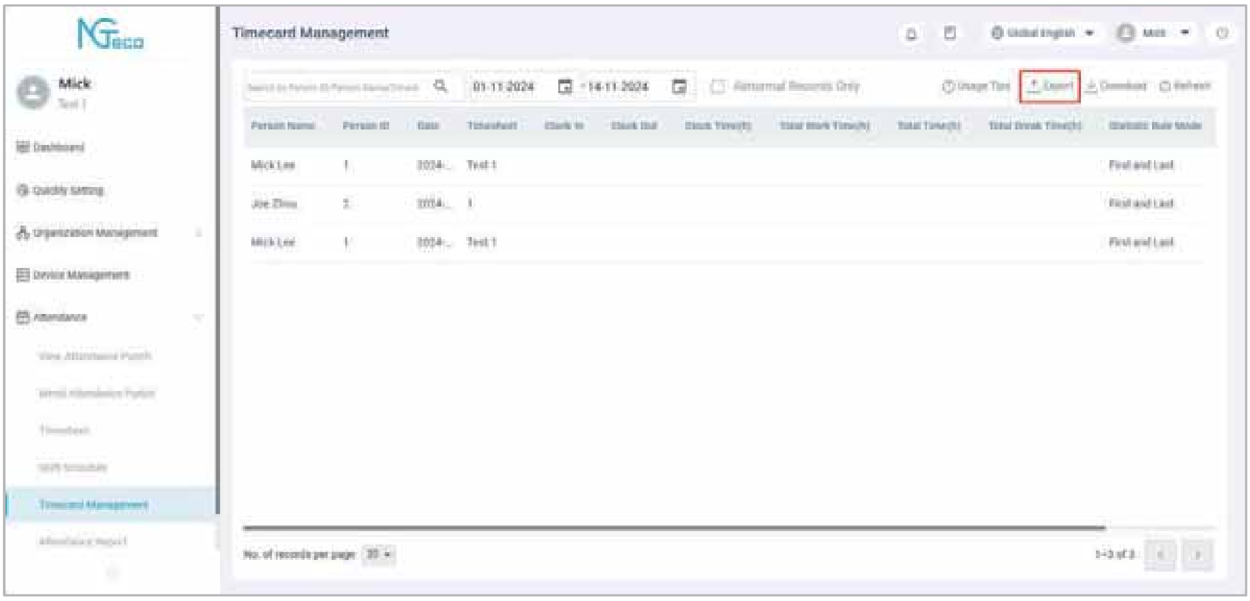
16.8.2 Exporting Reports

Timecard Management

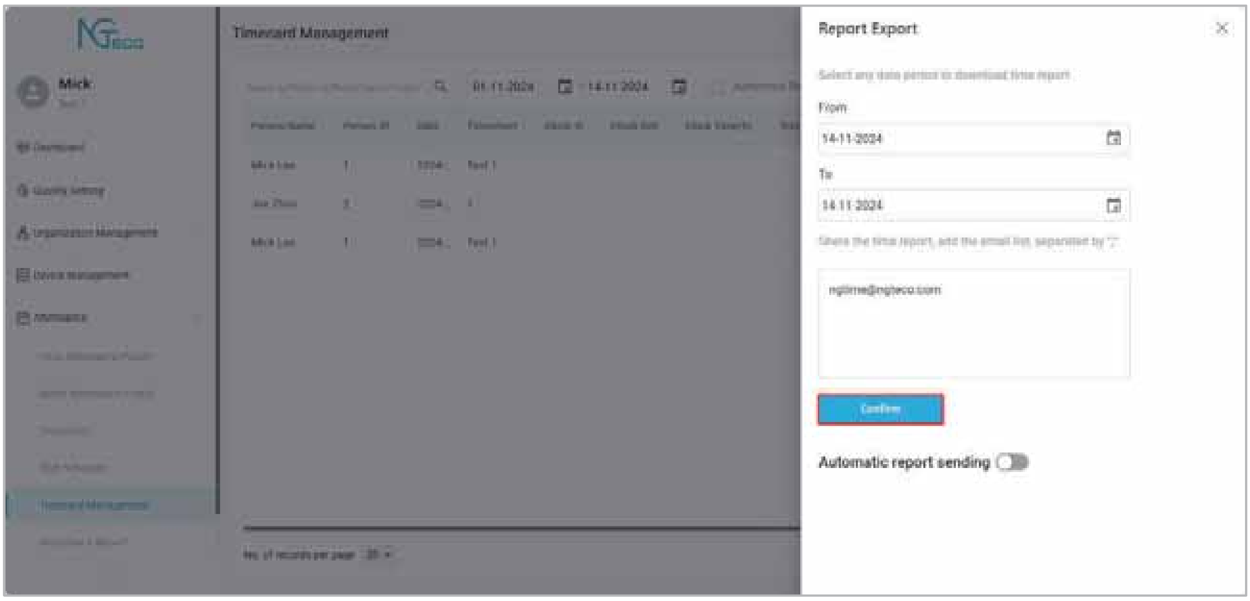
1. Click on **[Attendance] > [Timecard Management]** on the NGTeco Office.



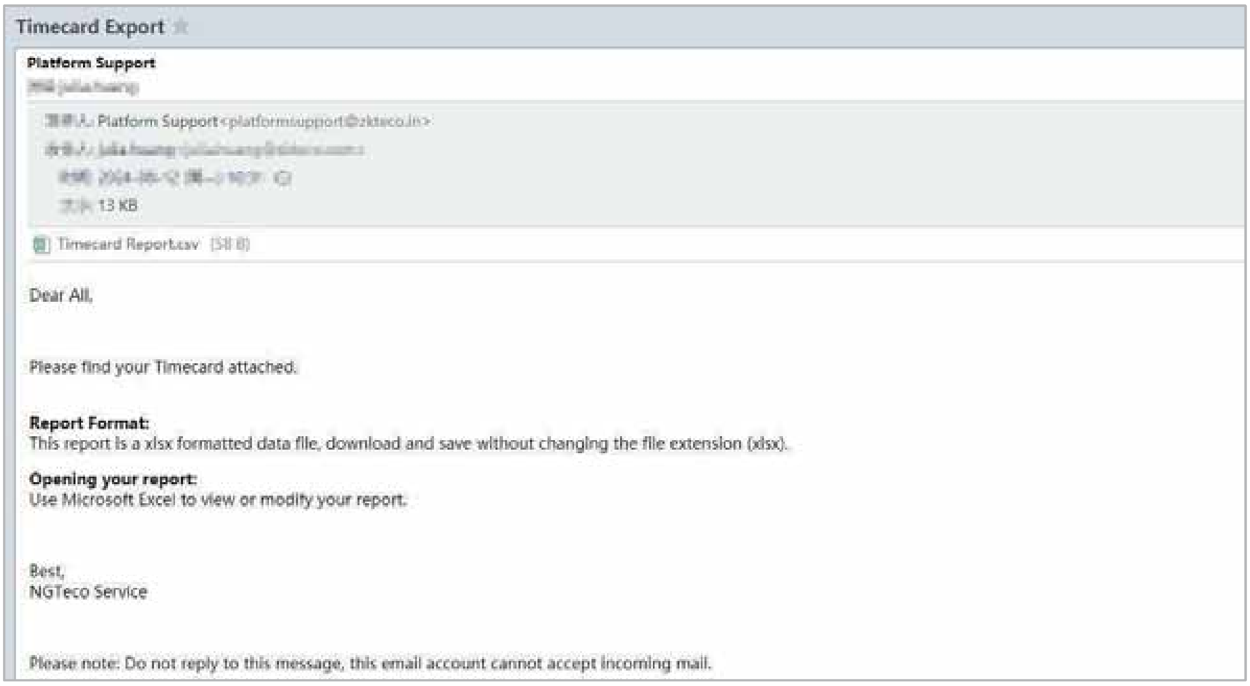
2. Click the icon to export the attendance report according to the person ID, person name or Timesheet name, unchecked to export all.



3. Set the time and enter the email address to receive the report on the pop-up page.



4. Check your email and download the attachment to view the report of attendance.



Timecard Export

Platform Support

Platform Support <platformsupport@zkteco.in>

13 KB

Timecard Report.csv (58 B)

Dear All,

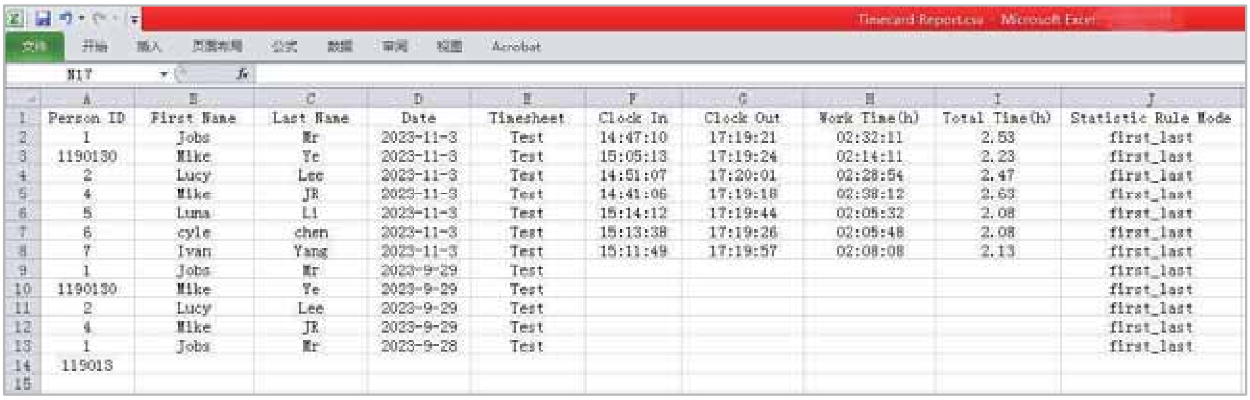
Please find your Timecard attached.

Report Format:
This report is a xlsx formatted data file, download and save without changing the file extension (xlsx).

Opening your report:
Use Microsoft Excel to view or modify your report.

Best,
NGTeco Service

Please note: Do not reply to this message, this email account cannot accept incoming mail.

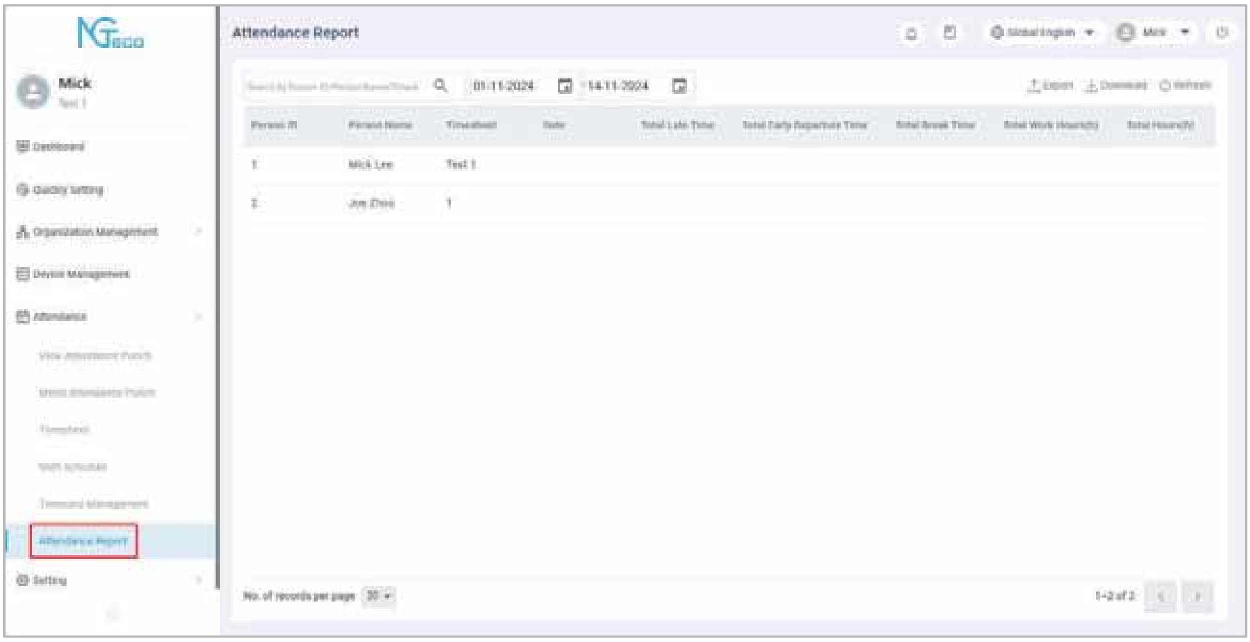


Timecard Report.csv - Microsoft Excel

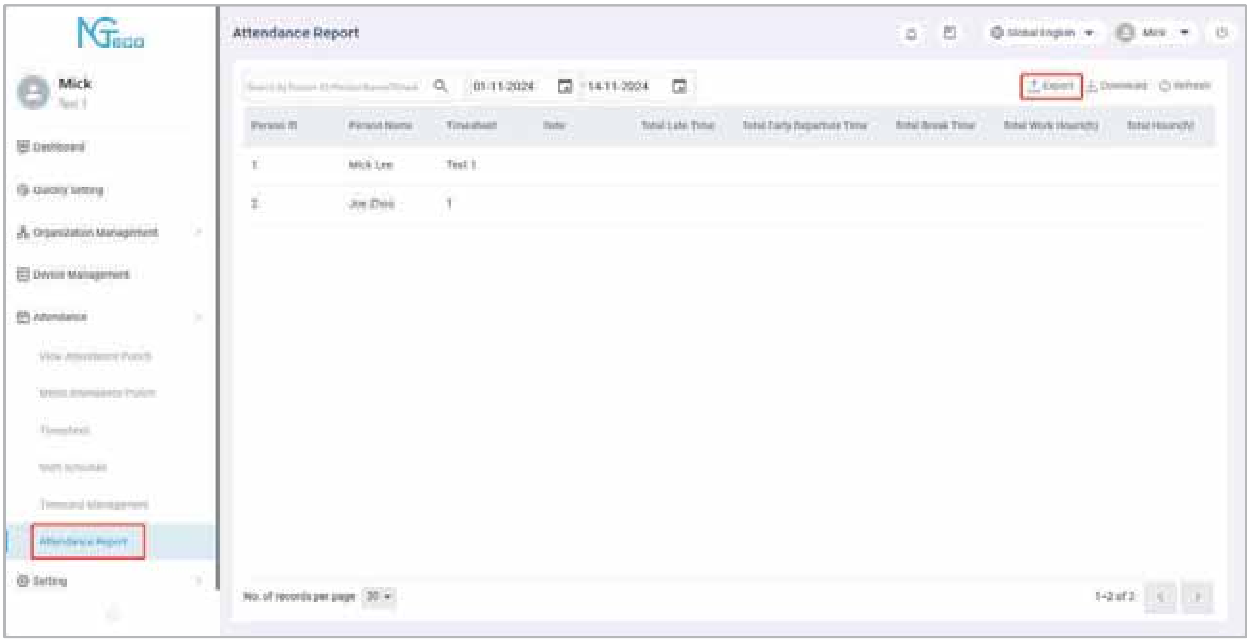
	Person ID	First Name	Last Name	Date	Timesheet	Clock In	Clock Out	Work Time(h)	Total Time(h)	Statistic Rule Mode
2	1	Jobs	Mr	2023-11-3	Test	14:47:10	17:19:21	02:32:11	2.53	first_last
3	1190130	Mike	Ye	2023-11-3	Test	15:05:13	17:19:24	02:14:11	2.23	first_last
4	2	Lucy	Lee	2023-11-3	Test	14:51:07	17:20:01	02:28:54	2.47	first_last
5	4	Mike	JR	2023-11-3	Test	14:41:06	17:19:18	02:38:12	2.63	first_last
6	5	Luna	Li	2023-11-3	Test	15:14:12	17:19:44	02:05:32	2.08	first_last
7	6	cyle	chen	2023-11-3	Test	15:13:38	17:19:26	02:05:48	2.08	first_last
8	7	Ivan	Yang	2023-11-3	Test	15:11:49	17:19:57	02:08:08	2.13	first_last
9	1	Jobs	Mr	2023-9-29	Test					first_last
10	1190130	Mike	Ye	2023-9-29	Test					first_last
11	2	Lucy	Lee	2023-9-29	Test					first_last
12	4	Mike	JR	2023-9-29	Test					first_last
13	1	Jobs	Mr	2023-9-28	Test					first_last
14	115013									

Monthly Report

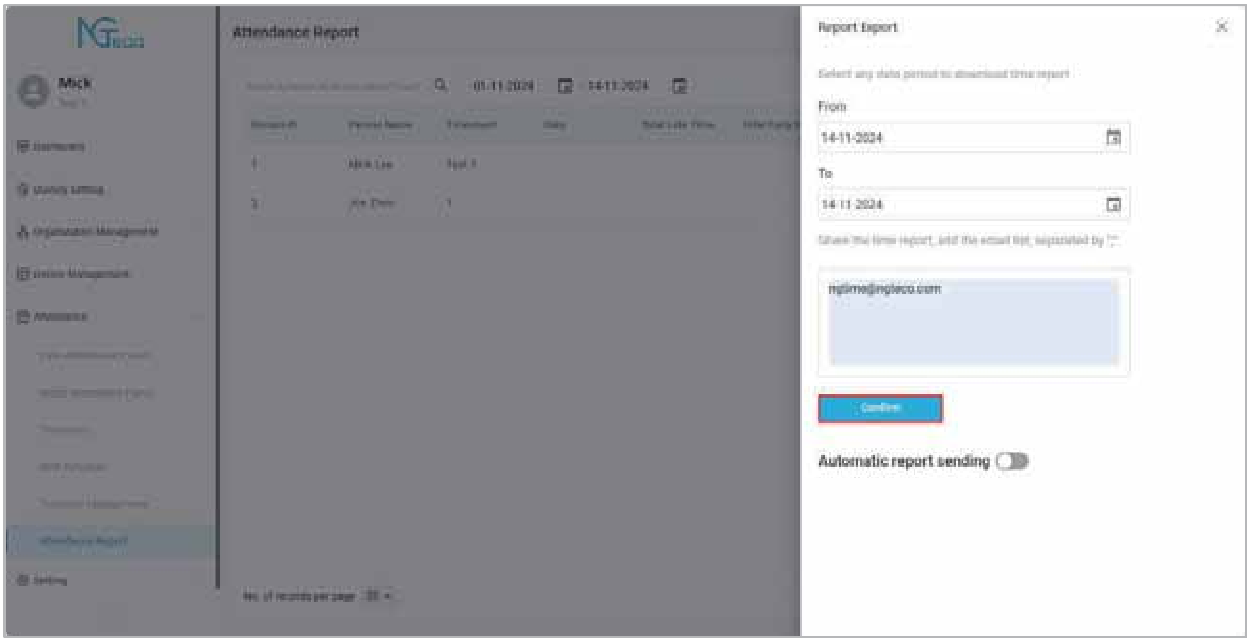
1. Click **[Attendance] > [Attendance Report]** on the NGTeco Office.



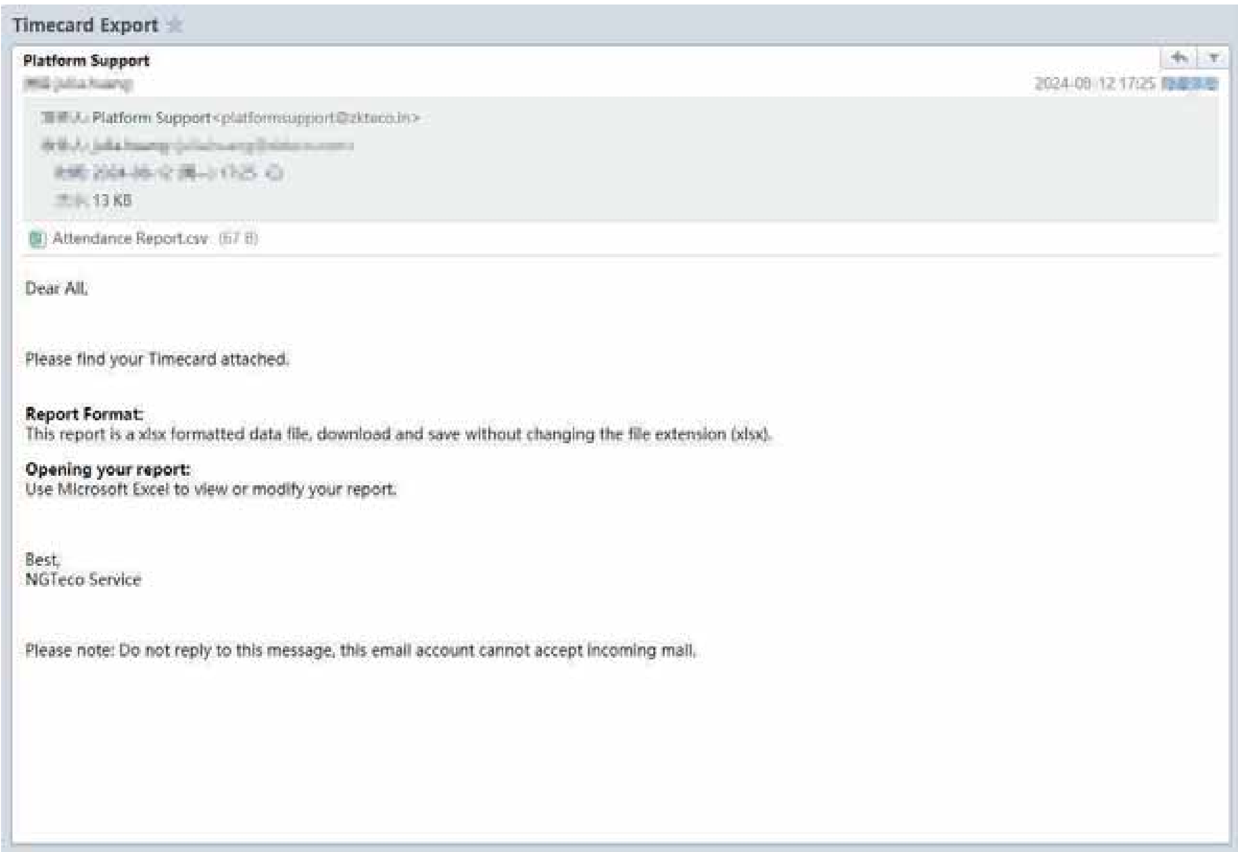
2. Click the  icon to export the attendance report according to the person ID, person name or Timesheet name, unchecked to export all.



3. Set the time and enter the email address to receive the report on the pop-up page and click confirm.



4. Check your email and download the attachment to view the report of attendance.



17 Troubleshooting

Q: How to change the device time?

A: On the web or app interface, verify the site name to which the device is bound, then navigate to [**Organization Management**] > [**Site**], and click [**Edit**] on the right to update the site's time zone and country settings.

Q: There is a delay when connecting to the device.

A: It is normal and may be due to factors such as an unstable network connection.

Q: What's the day change time?

A: The clock-in time range for the day is determined by comparing the check-in time with the day change time: if the check-in occurs before the change time, the working hours are recorded for the current day; if it occurs after, the hours are assigned to the following day.

Q: How to sync employees to the device?

Web:

In the final step of the quick setup, select the employees to sync, click "Sync Person" on the right, and choose the device. Alternatively, navigate to "Shift Schedule" under Attendance, then click "Sync Person" and select the device.

App:

In the final step of quick setup, click "Devices that person can clock in" and select the device. Alternatively, click "Shift Schedule" under Attendance, then tap the second icon in the top right to select the device.

Q: How to implement attendance on multiple devices?

A: Select multiple devices in Devices that person can clock in.

Attachment 1

"Hereby, ZKTECO CO.,LTD declares that this Product is in compliance with the essential requirements and other relevant provisions of Directive 2014/53/EU.

This device complies with Part 15 of the FCC Rules.

Operation is subject to the following two conditions:

(1) This device may not cause harmful interference, and

(2) This device must accept any interference received, including interference that may cause undesired operation.

Warning: Changes or modifications to this unit not expressly approved by the party responsible for compliance could void the user’s authority to operate the equipment.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

"This equipment complies with FCC RF radiation exposure limits set forth for an uncontrolled environment.

This equipment should be installed and operated with a minimum distance of 20 cm between the radiator and your body.

This transmitter must not be co-located or operating in conjunction with any other antenna or transmitter."

This device complies with ISED Canada license-exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

Le présentappareilestconforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence. L'exploitationestautorisée aux deux conditions suivantes: (1) l'appareil ne doit pas produire de brouillage, et (2) l'utilisateur de l'appareildoit accepter tout brouillageradioélectriquesubi, mêmesi le brouillageest susceptible d'encompromettre le fonctionnement.

NGTeco

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Phone: +1(770) 800-2321

Support: https://ngteco.com/cms/support/index