USER MANUAL

WDMS

Version: 3.0
Date: June, 2015

About This Manual

This document introduces the installation and uninstallation of the WDMS, and describes the user interface and menu operations of this software.

Important Claim

Firstly, thank you for purchasing this product, before use, please read this manual carefully to avoid the unnecessary damage! The company reminds you that the proper user will improve the use effect and authentication speed.

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Due to the constant renewal of products,the company cannot undertake the actual product in consistence with the information in the document. If there is any dispute caused by the difference between the actual technical parameters and the information in this document, please be aware of any change without notice.

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1 Overview

1.1 WDMS Function Guide

The WDMS system is a Windows-based browser and server application which have been designed to offer simple yet effective employee time and attendance management. As one middleware, it allows you to deploy on kinds of server and database, doing areas cross devices and data management.

WDMS Middleware Features:

- Supports WAN device management and Data Sync
- The new UI and flatting style, brings new operation experience for user
- Easily deploy on different server and database
- Supports device zoning function; automatically syncs the data between the device in the save zone; simplifies the device management operation
- Supports thin clients with limited resources consuming
- Supports License Control and Networking Update
- Supports multi-languages and Local Development, meets the attendance requirement around the world

1.2 Procedure for WDMS using

The following user environment takes the super user as an example to describe the WDMS usage. The operation procedures vary with users of different operation authorities. Users only need to operate the items displayed on the operation interface by following the procedure below.

Step 1: Register and Login. Add User and assign Role as required. (Such as Company Manger, Registrar and Attendance Manager, etc.)

Step 2: Set Company Structure. Set and assign Company and Departments Info as the actual situation.

Step 3: Add devices new or from existing system

Step 4: Sync the data between units and WDMS database

Step 5: Connect WDMS to ZKTime.Net.

Step 6: Check and analysis in the ZKTIime.Net

2 Before Use

2.1 Installation and Register

2.1.1 Installation

- Note:

(1) The demonstration figure below maybe different from your actual installation, the actual software installation shall prevail.

(2) If you have installed this program before, please uninstall it first, and restart your computer. Also if

You want to re-install WDMS, we recommend uninstall old version first.

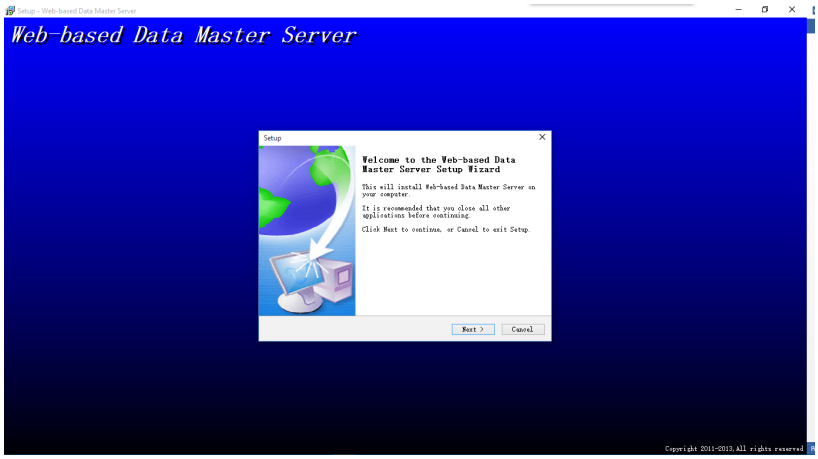
(3) It is better to turn off all the other applications before installation, to avoid any conflict in installing procedure.

(4) During the installation, the computer firewall software may prevent the service from this program, please selects "Allow all", or temporarily stops the firewall software before installation.

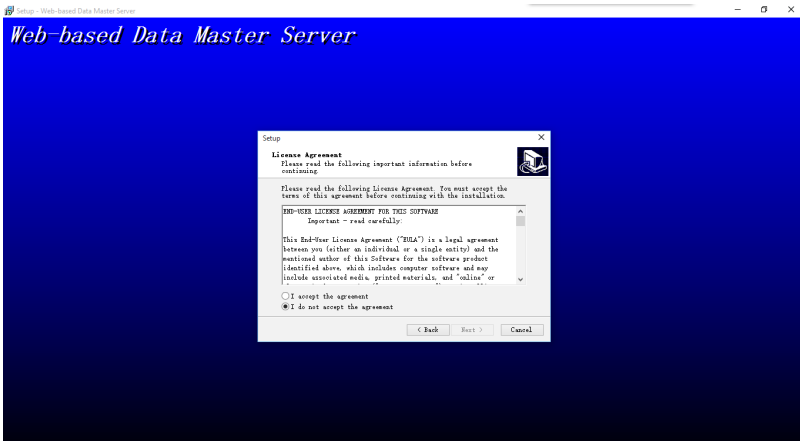
1. You maybe need to download the installer first then unzip to one folder.

Double click the "setup.exe", installation program will run automatically.

You may need administration permission to allow the installation.



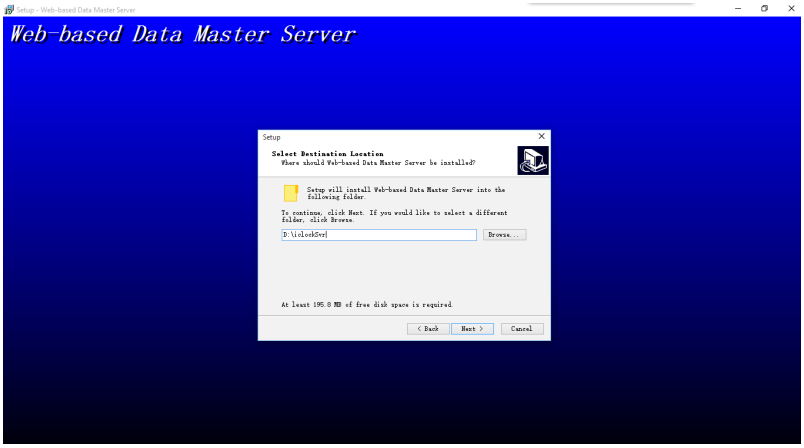
2. Click **[Next]** button on the Installation Guide window to enter to the END-USER LICENSE AGREEMENT FOR THIS SOFTWARE window:



3. Read the license carefully; select I accept the agreement, and then click **[Next]** button to enter to the Installation Path Setting window.

- (**Tips:** Click [Cancel] button to cancel the installation operation.)

4. Click Browse... button, select the installation path in the pop-up window. Click **[Next]** button to enter the Select Components window.

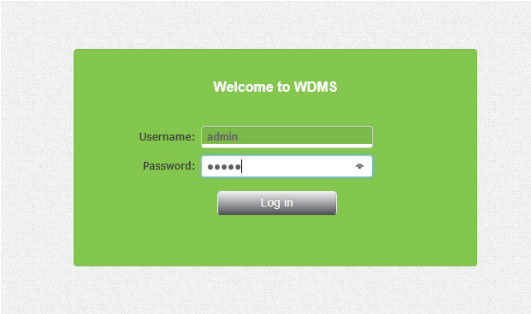


5. Click **[Next]** button and continue to finish the installation. You will have one shortcut on desktop.and also you will find 2 shortcuts in your program start:

2.1.2 Register

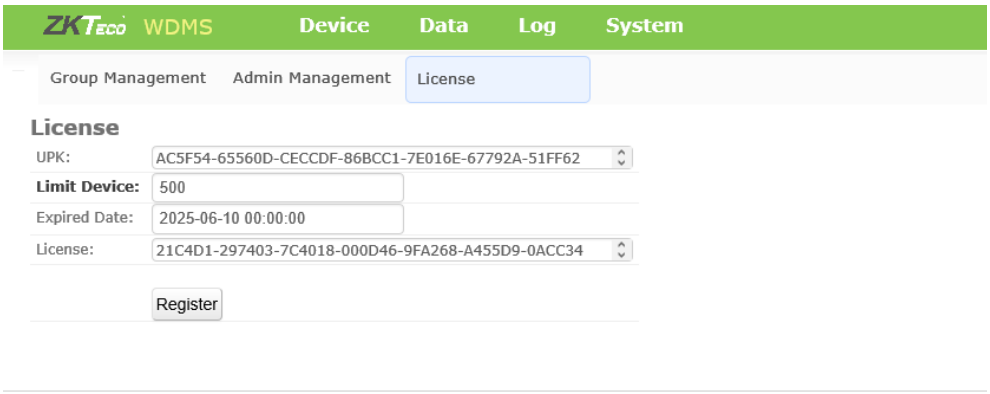
In order to use the system appropriately, please install the license.

Double click the WDMS Home Page shortcuts, this will guide you and open the login interference:



Input the default Username: admin and Password: admin.

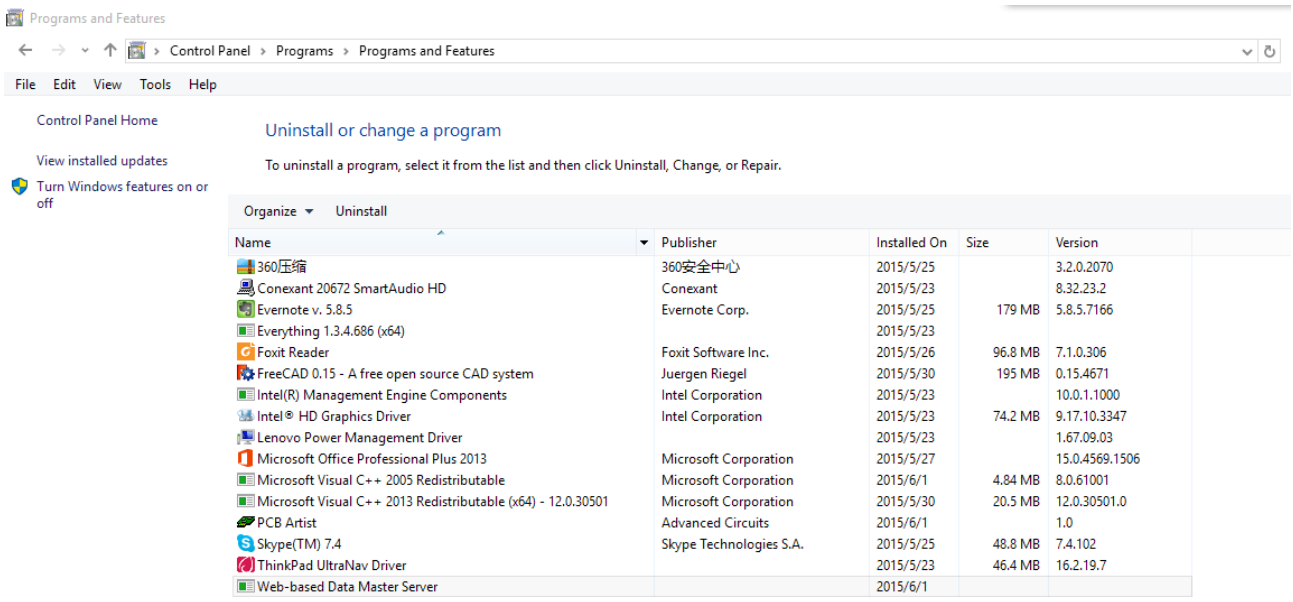
Follow the **System** > **License**, and you will see:



1. Send the Unique Product Key (UPK) to the software provider, to get the license Code.
2. Enter the Registration Code in the License box.
3. Click **[Register]** button to register.

2.2 Uninstall

1. Exit the WDMS program.
2. Choose **[Start]** > **[Control Panel]** > **[Uninstall a Program]** > right-click **[WDMS]**, and click **[Uninstall]** button.



3. Click **[Yes]** to remove the program.

2.3 Log in

Double click the WDMS desktop shortcut, or choose **[Start]** > **[Programs]** > **[WDMS]** to open one browser. Once the browser open, it will show:

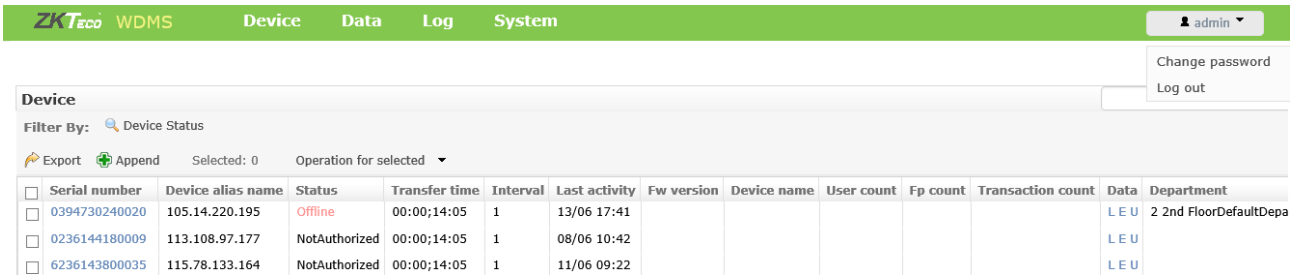
Input the correct Username and password you have.

First time login, please use the default Username admin and Password admin.

Then click the Log in buttons.

2.4 Log out

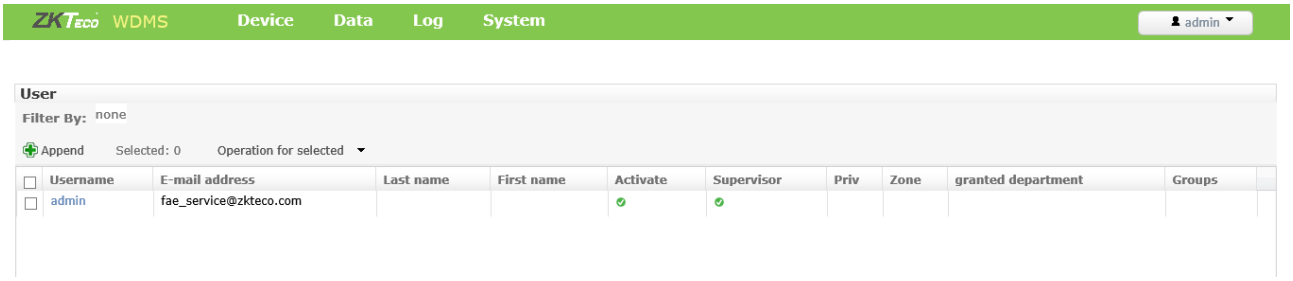
Click Logout on the top right corner to logout this system, then return to the login interface.



2.5 Password Modification

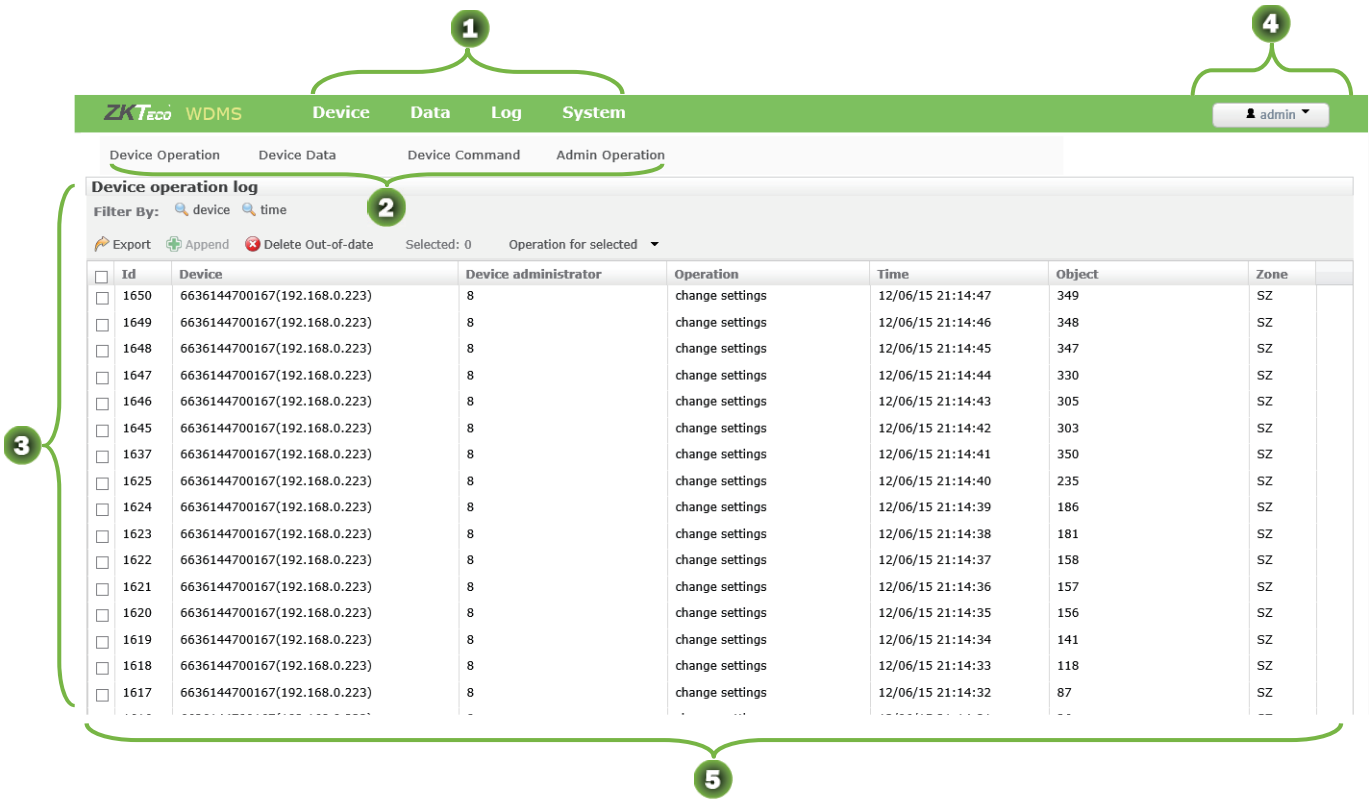
We recommend the system manager to modify the password of the default administrator.

Click Modify Password on the top right corner to enter the interface.



Input your old password (Default Username: **admin**, Password: **admin**), and then input your new password twice, click **[Change my password]**, after verification, the modification will be complete. The new password comes into efficiency after the system gets logout and login again.

2.6 User Interface and Main Menu



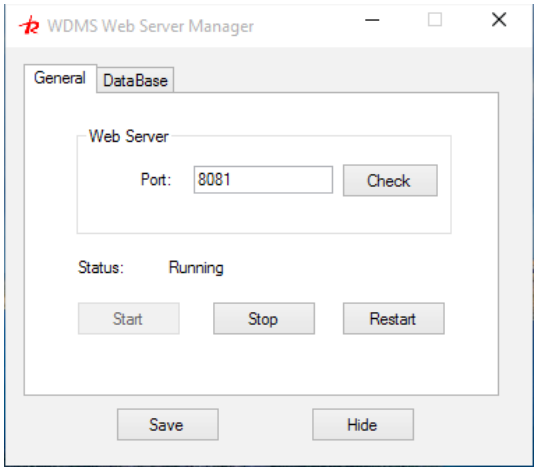
1	Main function Bar: Provides **four** main functional menus of the system. The clear classification management and powerful functional structures help you to manage the staff attendance of your company smoothly.
2	The Secondary Menu Bar: Simplifies functions and helps you to perform operations more effectively.
3	**View & operation area:** Allows you to view and use various functions.
4	**Administration Tools button:** Allows you to do system setting and configuration.
5	**Information Bar:** Displays the information and lists of the choose function .

3 System Management

The System Management function contains adding system User (such as Company Manager, Registrar, Attendance Statisticians Allows, and so on); assigning role as required. Doing (System) Configuration, Sender Settings, check Operation Logs and Database Management, etc.

3.1 Configuration

Double click the desktop shortcut or enter **Start** > **Programs** > **WDMS Web Server Manager** to open management interface:



1. Set WDMS Web Server port

Input port number of WDMS. (Please verify that this port isn't shielded by fire protection wall or anti-virus software.

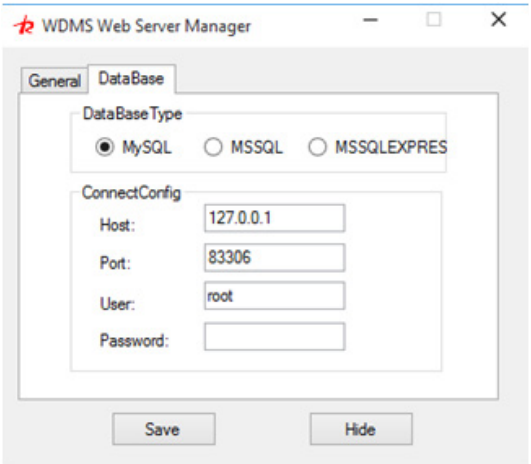
2. Start WDMS service

Press the Start button to start the WDMS back end service. Look at the Status information line, if you take the shielded port, you will get one information. We suggest you go back and change the connection port and try again.

3. Database connect

Choose the database label:

Choose the database type, then Input the necessary communication parameter:



3.2 Guideline to quick start WDMS

Steps recommended by system:

➔Add Terminal Unit.

➔Add Personnel data, or Download Personnel Data from terminal unit.

➔Carry out management of department and personnel.

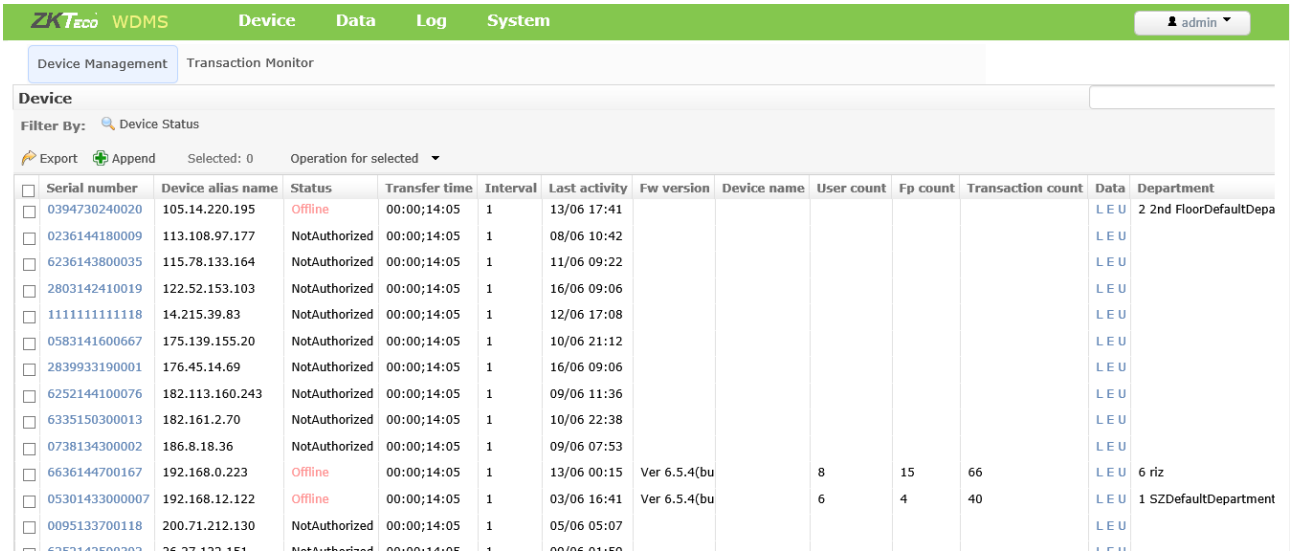
➔Download and examine record from terminal unit.

4 Function Modules Operation

After you log into WDMS system, you can find 4 functions modules: Device, Data, Log and System. In this chapter, we will introduce the details of each modules.

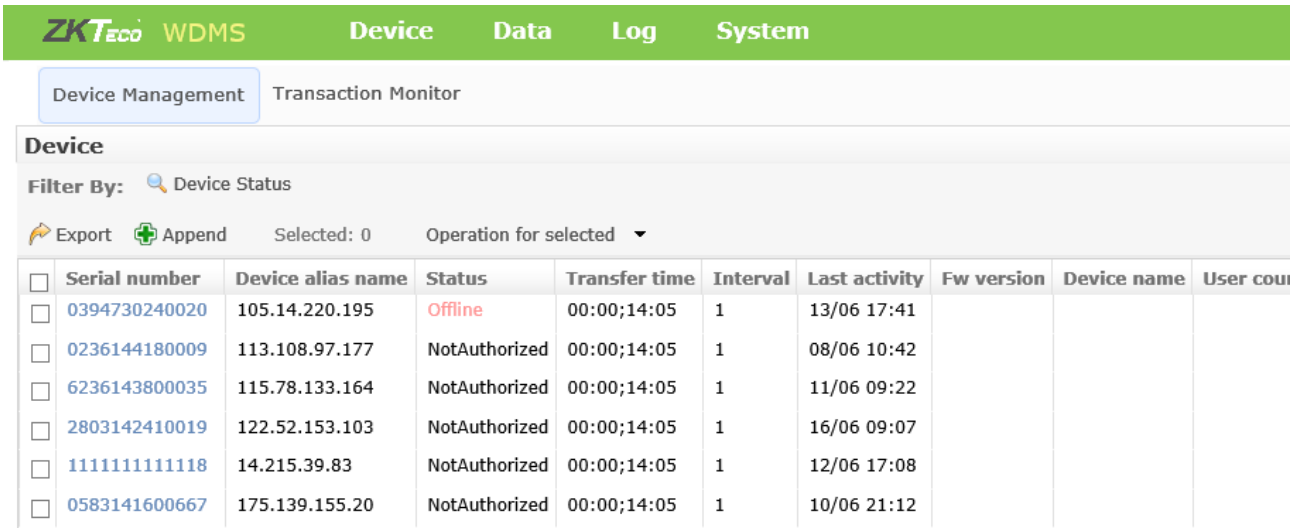
4.1 Device Function Module

Device function module will do manage adding, deletion, query and modification of the enrolled device in the system. Transmit data to the devices online and control them remotely.



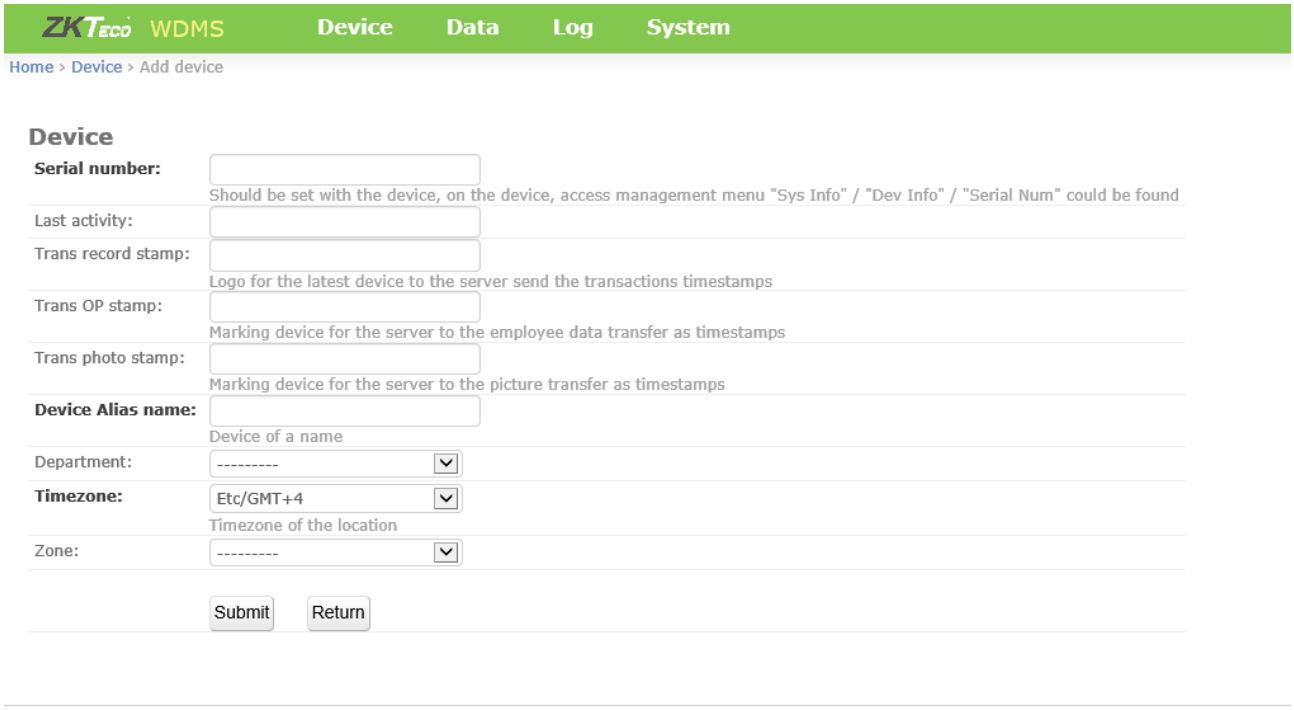
4.1.1 Device Management

Click **Device** > **Device Management** to enter the maintenance page:



1. Add Device

Click Append on the top left corner to enter the device page:



Input specific information of device:

Serial number: Should be set with the device, on the device, access management menu "Sys Info" / "Dev Info" / "Serial Num" could be found.

Last activity: Logo for the latest device to the server send the transactions timestamps.

Trans record stamp: Logo for the latest device to the server send the transactions timestamps.

Trans OP stamp: Marking device for the server to the employee data transfer as timestamps.

Trans photo stamp: Marking device for the server to the picture transfer as timestamps.

Device Alias name: give some easy to memorize name of the hardware units.

Department: define units belong to which departments. Click ✚ to enter the new added department page.

Time Zone: Setup the units' working time zone.

Zone: select which synchronization zone to sync the data. All the units in same zone will keep the same information.

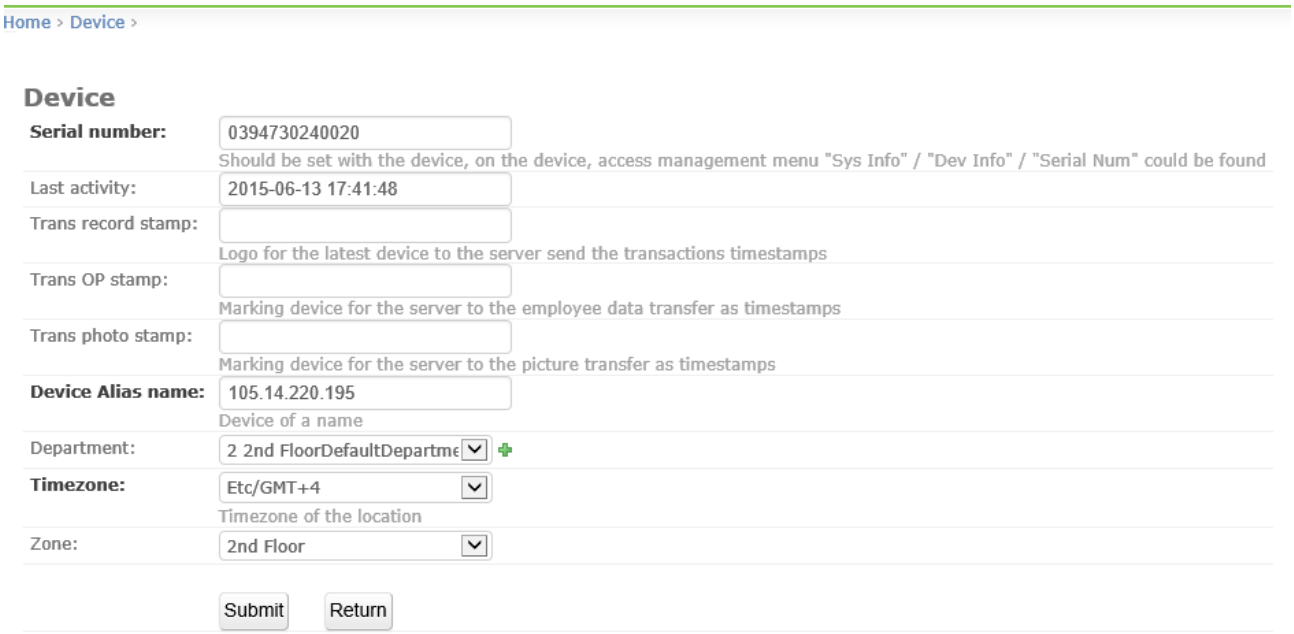
- **Note:** It is necessary to fill in serial number and device's name.

After completing information above, click **[Submit]**, and then the device is added to the device list.

- **Note:** When transmitting time, refresh interval and so on are set, the server will communicate with the device and transmit the setting to the device.

2. Modify Device

Click Serial Number of one device in the device list to enter the device modification page.

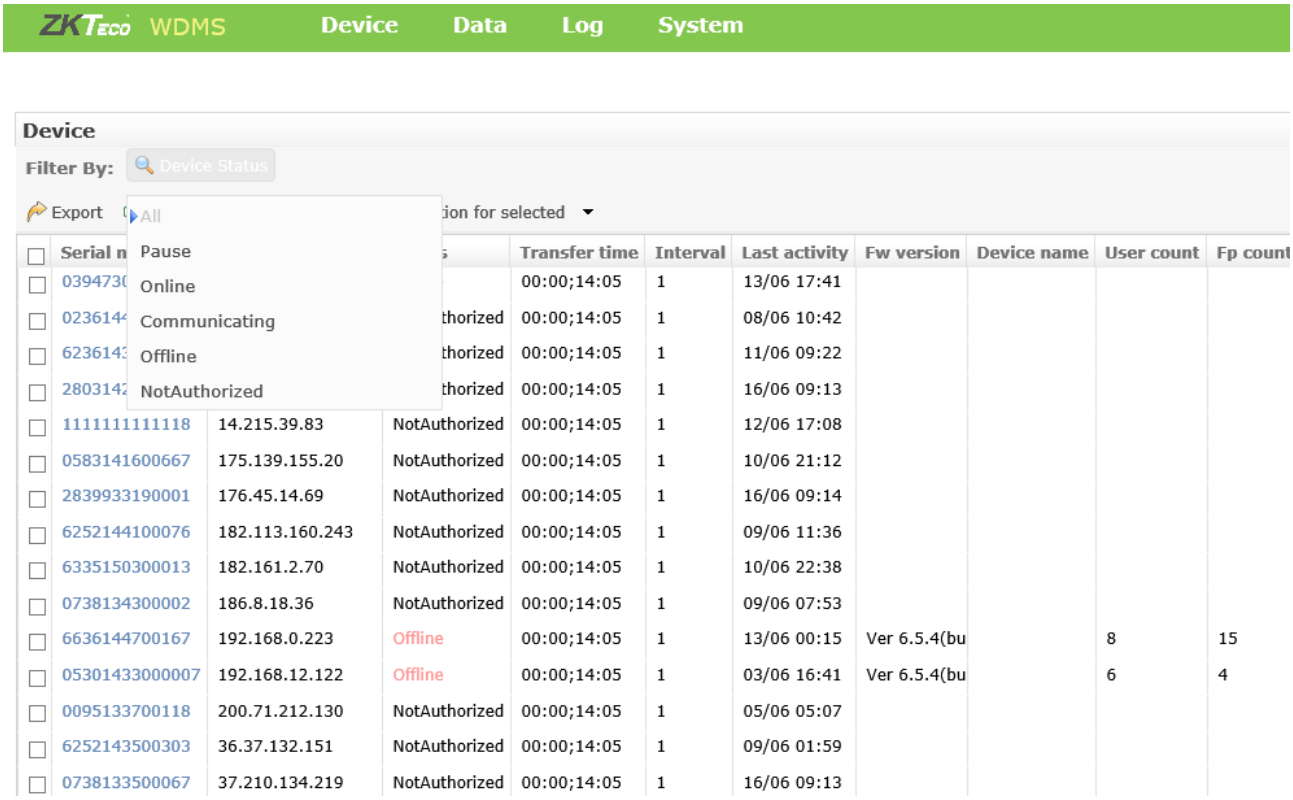


Input the information you want to modify then Click **[Submit]** after modification.

- **Note:** You can only modify one unit information once time.

3. Device status

In the device list page, you can find two tools, the bigger one is on the left corner for detail query. The smaller one has some defaults parameter which you can quick find the units.



You can use the left corner query tools to research more information:

Query fields: serial number and device name

Fuzzy query: it is supported by this system. For example, input 3, serial number and device name containing "3" will be displayed.

After query, the device according with the condition will be displayed in the list.

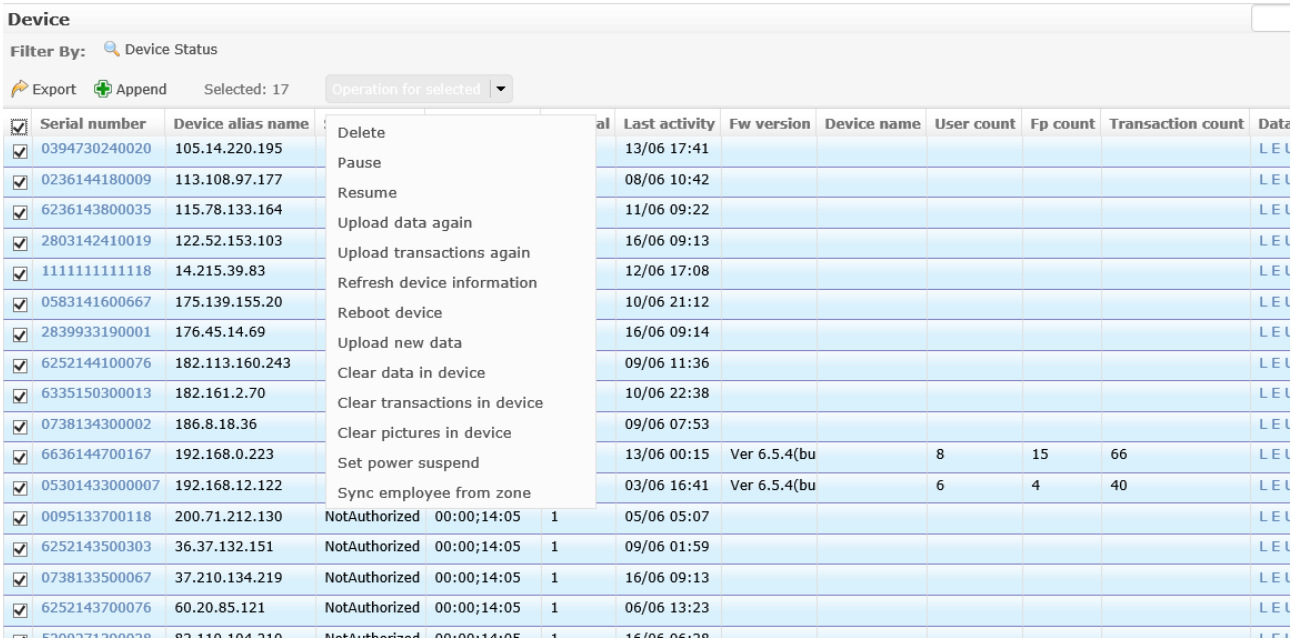
Click Cancel Query Condition, all the devices will be displayed again.

Some time, query action will take more time according to the system database capacity.

4. Delete Device

You can use the items check boxes to select the devices to be deleted, then click **[operation for selected]** to find **[Delete]** action.

- **Note:** This Devices delete action will only remove the units not including the data in both of unit and database.



5. More operation for selected units

Pause: select the devices to make them in pause status and waiting for next action. In this way, you can save transaction time when it is bad network speed.

Resume: resume the paused action and any other stopped actions.

Upload data again: try to re-upload the information once you think the data is wrong or missing, or you modify some information upon unit's side.

Upload transactions again: same like above data reload action but only refresh the necessary transactions not all of the data in case to saving network and database consuming.

Refresh device information: once you add new units or you modify some information in the units, you can use this function to reload.

Reboot device: online reboot the units. According to some devices hardware, maybe this action will not execute.

Upload new data: upload the selected units data, especially when you change lots of one unit`s data.

Clear data in device: clear all of the data including finger, face, transactions, photos, etc.

Clear transactions in device: only clear the transactions, especially when your units has full transactions, you would like to sync to database and clear the units` transactions.

Clear pictures in device: same like above commands but this action will only clear the photos of selected units.

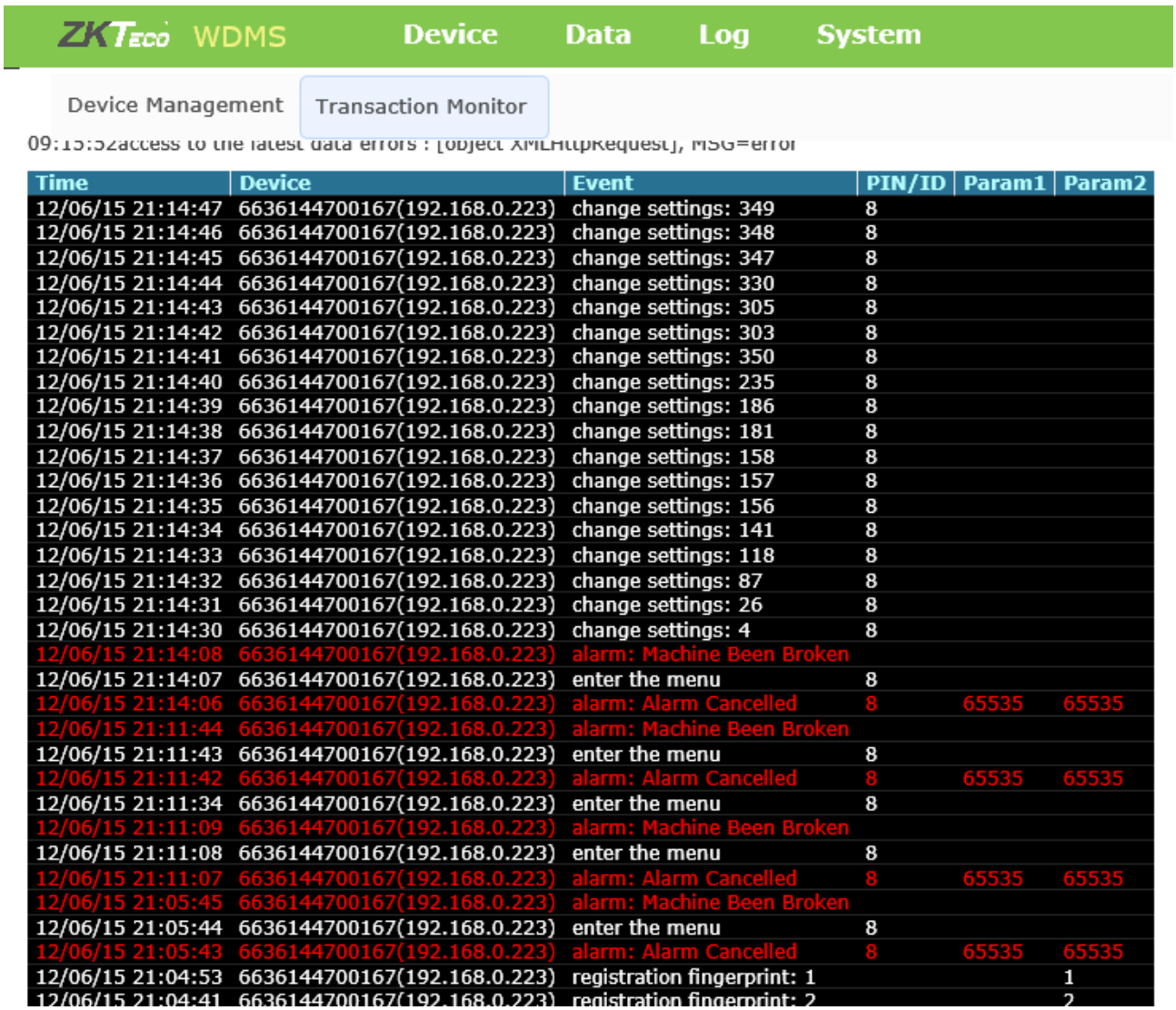
Set power suspend: Set the time to make devices to sleep or dim the screen brightness.

Sync employee from zone: according to the units' zone setting, once you use this action, all the units in the same zone can have the same data.

4.1.2 Transaction monitor

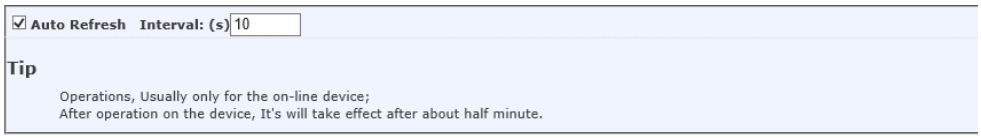
Click **Device** > **Transaction Moniter** to go to page:

This action will allow you to doing the real time system monitoring. You can monitor the Device action, event logs, employees checking status action. The default refresh time is 30 minutes and properly closed.



Time	Device	Event	PIN/ID	Param1	Param2
12/06/15 21:14:47	6636144700167(192.168.0.223)	change settings: 349	8		
12/06/15 21:14:46	6636144700167(192.168.0.223)	change settings: 348	8		
12/06/15 21:14:45	6636144700167(192.168.0.223)	change settings: 347	8		
12/06/15 21:14:44	6636144700167(192.168.0.223)	change settings: 330	8		
12/06/15 21:14:43	6636144700167(192.168.0.223)	change settings: 305	8		
12/06/15 21:14:42	6636144700167(192.168.0.223)	change settings: 303	8		
12/06/15 21:14:41	6636144700167(192.168.0.223)	change settings: 350	8		
12/06/15 21:14:40	6636144700167(192.168.0.223)	change settings: 235	8		
12/06/15 21:14:39	6636144700167(192.168.0.223)	change settings: 186	8		
12/06/15 21:14:38	6636144700167(192.168.0.223)	change settings: 181	8		
12/06/15 21:14:37	6636144700167(192.168.0.223)	change settings: 158	8		
12/06/15 21:14:36	6636144700167(192.168.0.223)	change settings: 157	8		
12/06/15 21:14:35	6636144700167(192.168.0.223)	change settings: 156	8		
12/06/15 21:14:34	6636144700167(192.168.0.223)	change settings: 141	8		
12/06/15 21:14:33	6636144700167(192.168.0.223)	change settings: 118	8		
12/06/15 21:14:32	6636144700167(192.168.0.223)	change settings: 87	8		
12/06/15 21:14:31	6636144700167(192.168.0.223)	change settings: 26	8		
12/06/15 21:14:30	6636144700167(192.168.0.223)	change settings: 4	8		
12/06/15 21:14:08	6636144700167(192.168.0.223)	alarm: Machine Been Broken			
12/06/15 21:14:07	6636144700167(192.168.0.223)	enter the menu	8		
12/06/15 21:14:06	6636144700167(192.168.0.223)	alarm: Alarm Cancelled	8	65535	65535
12/06/15 21:11:44	6636144700167(192.168.0.223)	alarm: Machine Been Broken			
12/06/15 21:11:43	6636144700167(192.168.0.223)	enter the menu	8		
12/06/15 21:11:42	6636144700167(192.168.0.223)	alarm: Alarm Cancelled	8	65535	65535
12/06/15 21:11:34	6636144700167(192.168.0.223)	enter the menu	8		
12/06/15 21:11:09	6636144700167(192.168.0.223)	alarm: Machine Been Broken			
12/06/15 21:11:08	6636144700167(192.168.0.223)	enter the menu	8		
12/06/15 21:11:07	6636144700167(192.168.0.223)	alarm: Alarm Cancelled	8	65535	65535
12/06/15 21:05:45	6636144700167(192.168.0.223)	alarm: Machine Been Broken			
12/06/15 21:05:44	6636144700167(192.168.0.223)	enter the menu	8		
12/06/15 21:05:43	6636144700167(192.168.0.223)	alarm: Alarm Cancelled	8	65535	65535
12/06/15 21:04:53	6636144700167(192.168.0.223)	registration fingerprint: 1			1
12/06/15 21:04:41	6636144700167(192.168.0.223)	registration fingerprint: 2			2

If you need to change the refresh time and the monitoring action, you can go to: **Device** > **Device Management**, at the bottom of the page, you can find:

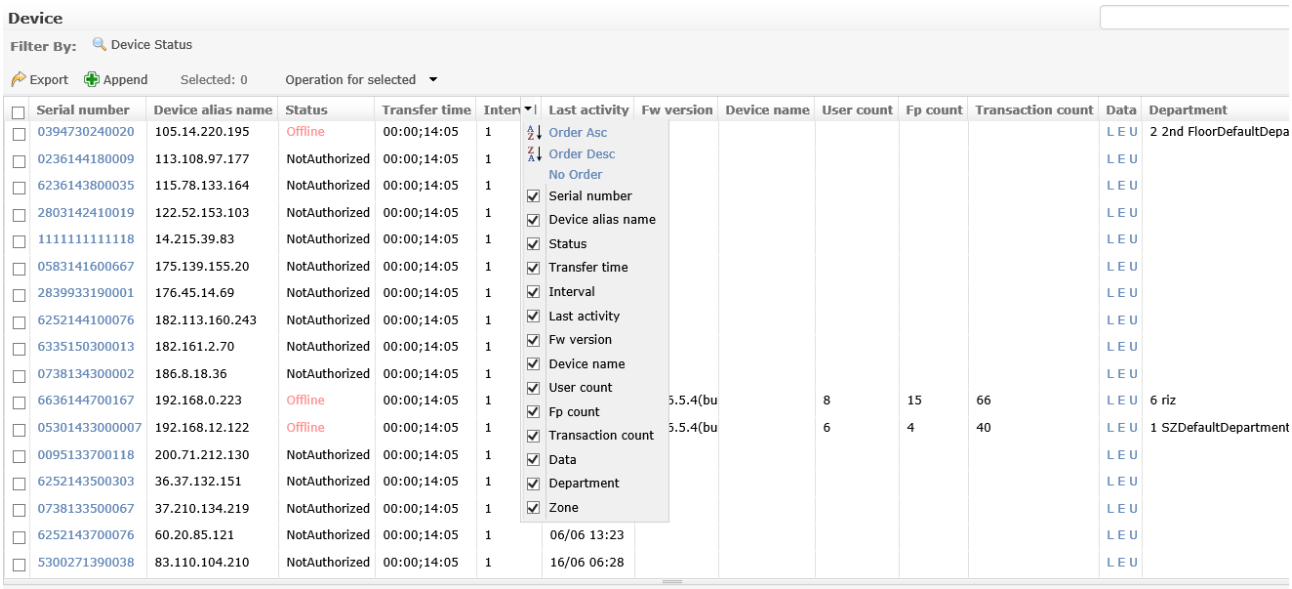


Choose the action or refreshing time, but high refreshing frequency will take more computing consuming.

4.1.3 Change the devices list view and know the monitoring status

In this action, you will learn to modify the list view and know the information status:

Please go to **Device** > **Device Management** page:



1. How to change the device list view

Please move your mouse and point to the item name, and it will automatic appear one pull-down icon.

Please press that icon then you can see one selection list. Here, you can choose the item to show on page.

Also you can adjust the separator width to see more information. When you press the item name and keep it to move, you can replace this selected item to end or some where.

2. Information letter status meaning

L➔ attendance record

E➔ enrolled personnel on this device

U➔ upload data log

C➔ give command log

R➔ monitor real-time record

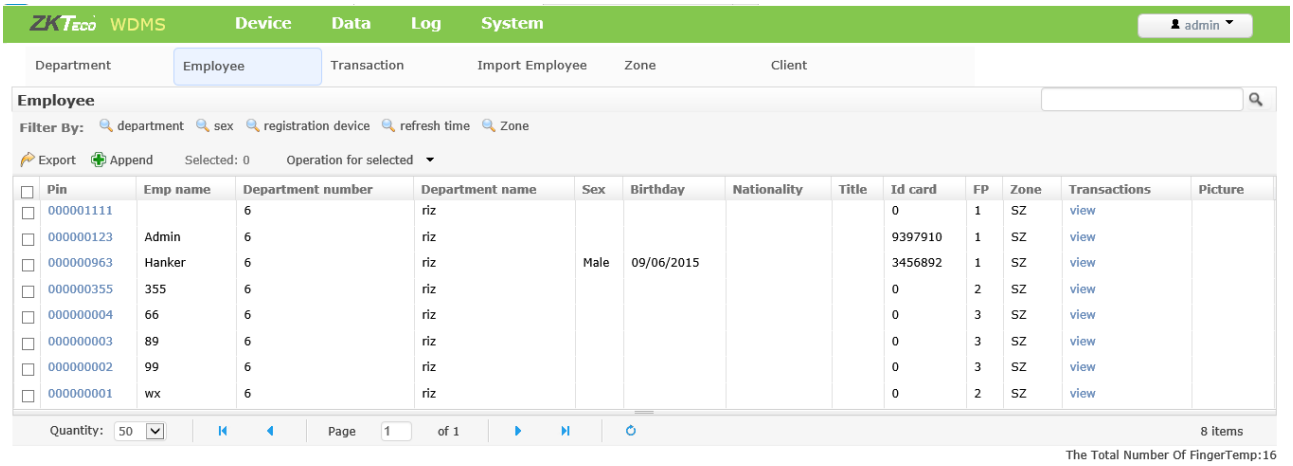
P➔ photos management and verification photos

You can press the status letter to enter the page to view the log.

All the status letters actually will jump to **[Log function module]**, you can read after in following chapter.

4.2 Data Function Module

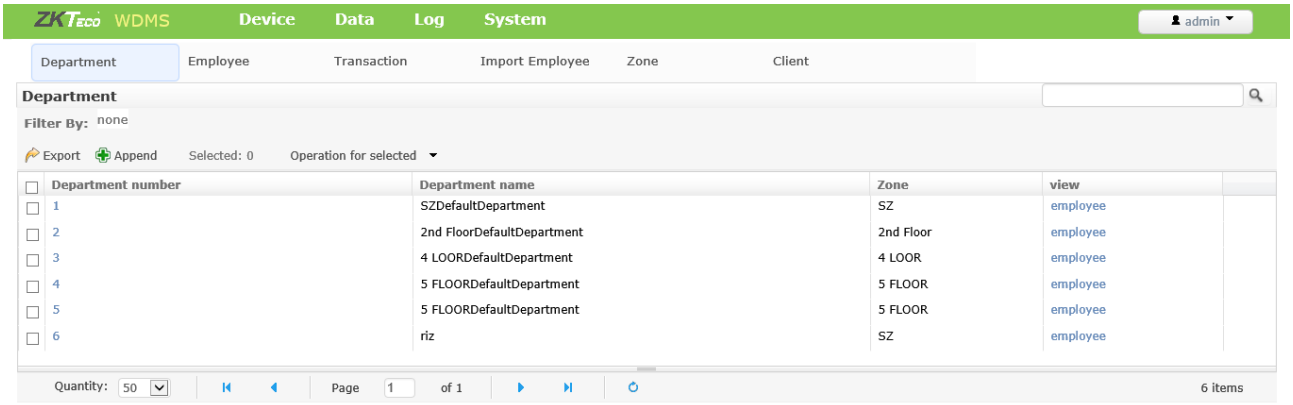
In this function module, you will have the capability to manage the department, employees, transactions, import employees, setting up the zone and manage sub-clients license.



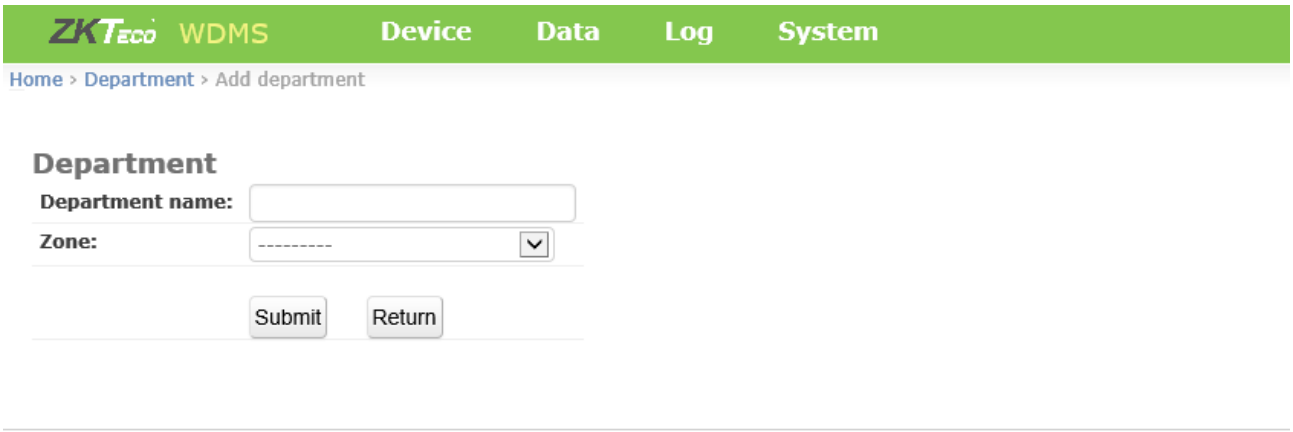
4.2.1 Department Management

In WDMS system, department conception means one logical folder which can add in units and cross ponding employees in some department.

Click **Data** > **Department**, turn to the page:



In this action, you will learn to add one department. Click the right corner ✚, to enter the department modification page:



Please input the department name, and system will auto arrange one numerical item for it.

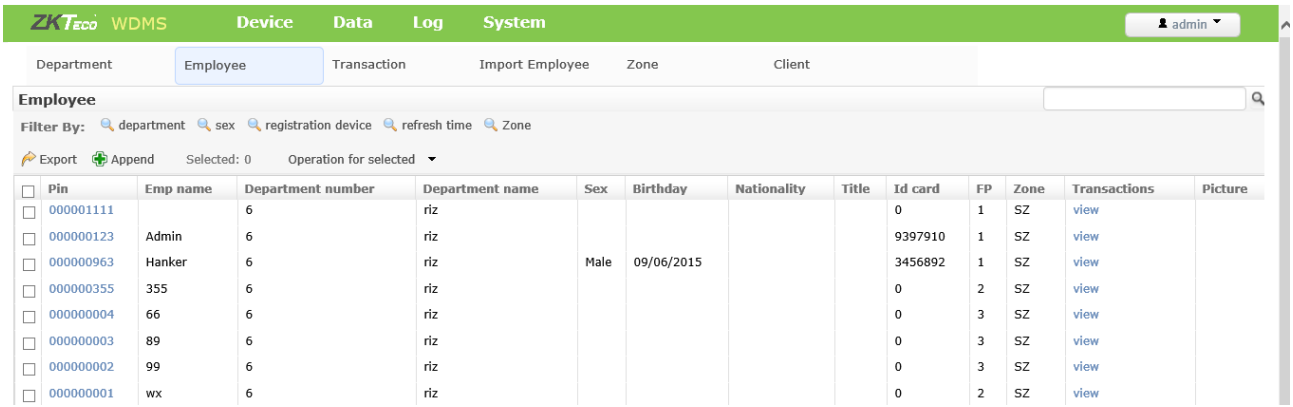
If you have the following requirements:

1. All the departments have the same employees.
2. One department has more than 1 units.
3. Want to manage units' data in same department.
4. Auto sync one or dame department data.

You need to choose one Zone for one department. Otherwise, you can leave it empty.

4.2.2 Employees management

Click **Data** > **Employee** to enter the **Employee management** page:



In this action, you can learn to manage employees' information:

1. How to search the employee

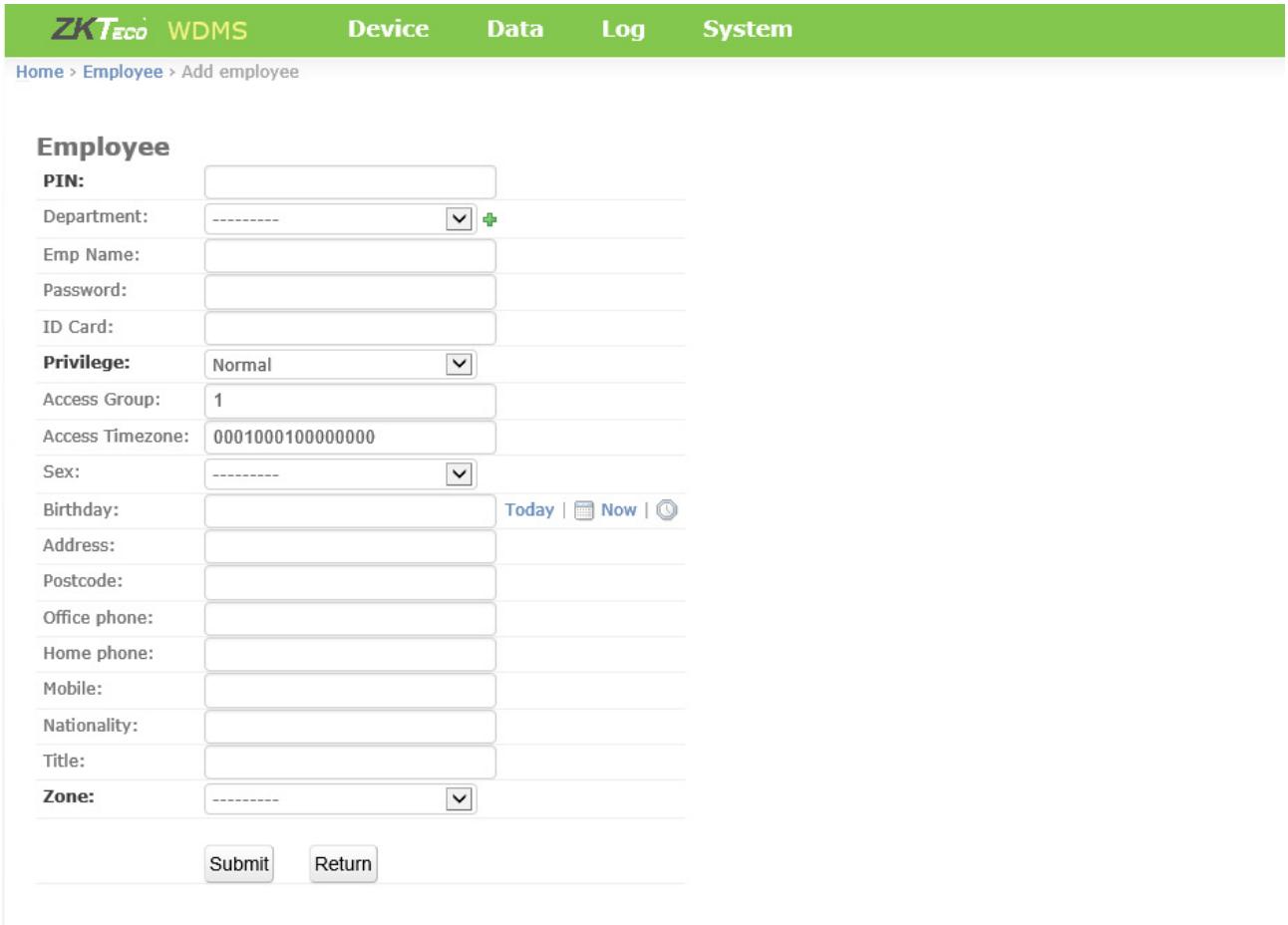
Actually, WDMS has some defaults that allow you to quickly find what you want:

You can quick rank the employees by the department, sex, registration device, refresh time or Zone.

You can also use the global research tool in the left upper corner.

2. How to add one new employee

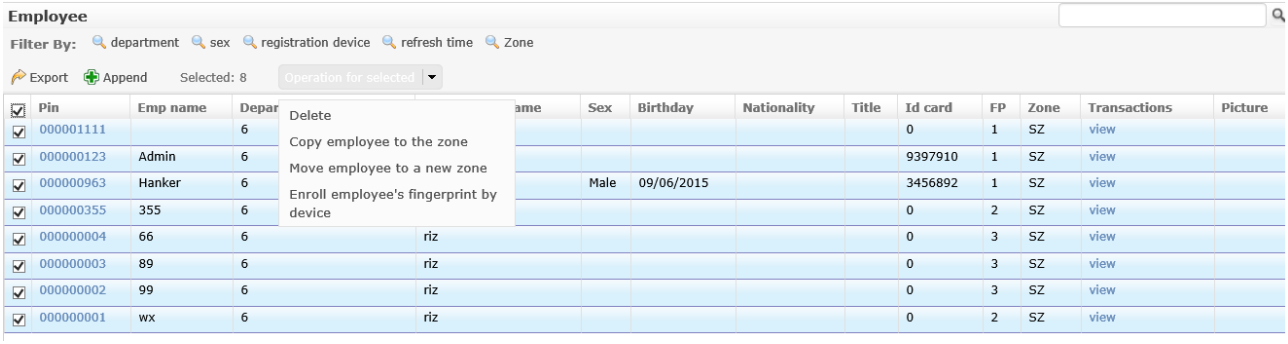
Click **Data** > **Employee** to enter the page, then press the right corner ✚, it will turn to page:



Please input the necessary information, then press **[Submit]** to save and return to the employees list page.

3. how to do employees management

Use the check items boxes to choose the employees you want to modify information, then press **[Operation for selected]**, it will jump to page :



Here in the pull-down action list, you can do:

1. **Delete:** Delete all the information in the WDMS database; units side will not be effected.

2. **Copy employee to the zone:** Copy all the selected units' employees information and merge to the selected zone.

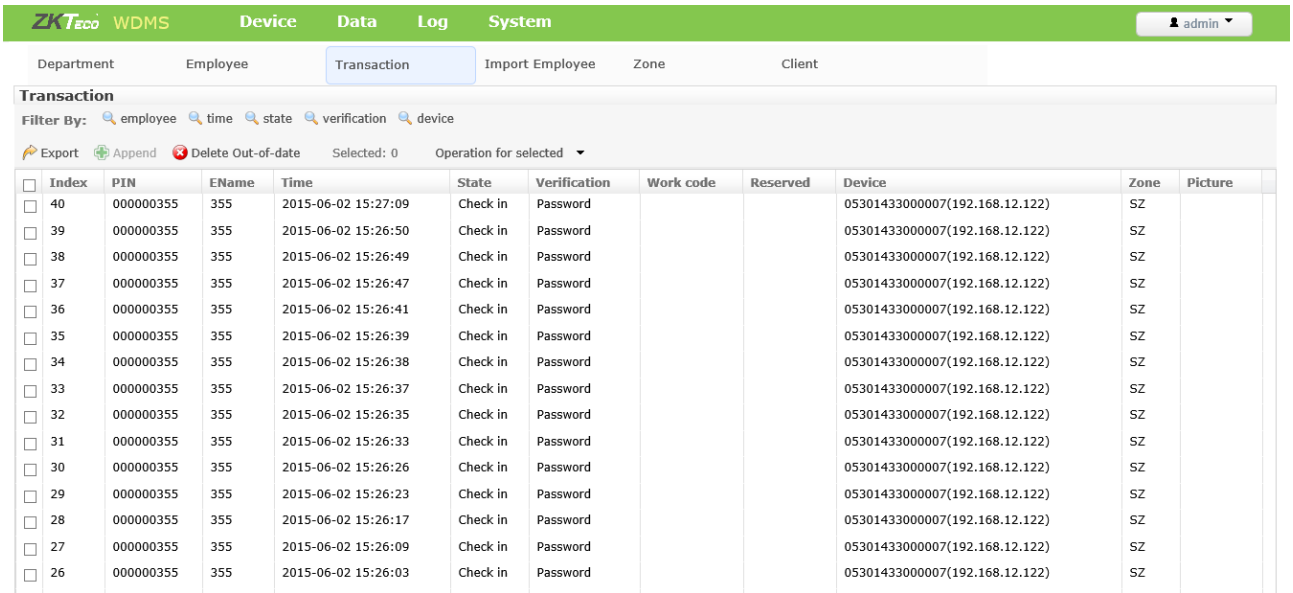
3. **Move employee to a new zone:** Copy all the selected units' employees information to one new zone.

4. **Eroll employee's fingerprints by device:** enable one or more units in same zone to enroll the fingerprints.

4.2.3 Data transaction management

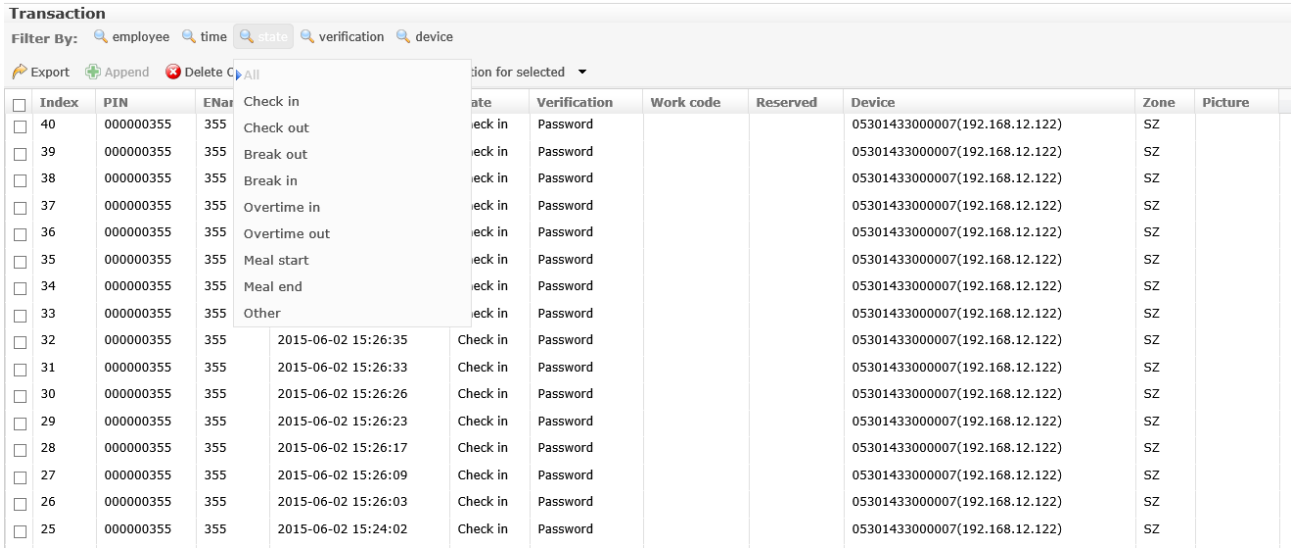
In this action , you will learn to know the data transaction, please go to **[Data]** >**[Transaction]** page:

Transaction generally will show you the employees' checking status by days. Usually, one index show one employee's information.



1. How to do quick view

In this web page, you can use the defaults filter to view the transactions:



You can choose to query the transactions by the employees, the punching time, checking status or the devices.

Also, you can use the items check boxes to choose the transactions you want to have a look.

For each transact, it has PIN/Employee Name/Checking Time/Checking Status/Verification Way/Device/ Zone/Picture ID/Work Code information.

You can find the necessary one you need.

2. How to delete transactions

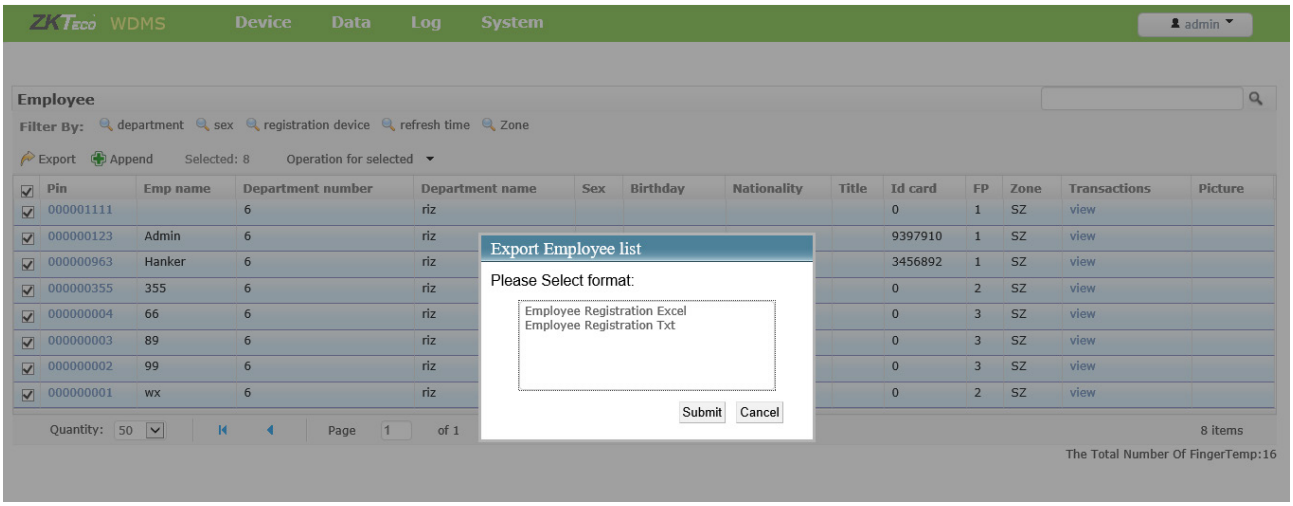
You can use the items check boxes to choose one or more items, then press **[Operations for selected]** to delete the transactions. Also, same like data. This delete action will only effect the WDMS database , units side will keep there.

4.2.4 Export and import employee

In this action, you will learn to export and import the employees information:

1.How to export the employees information

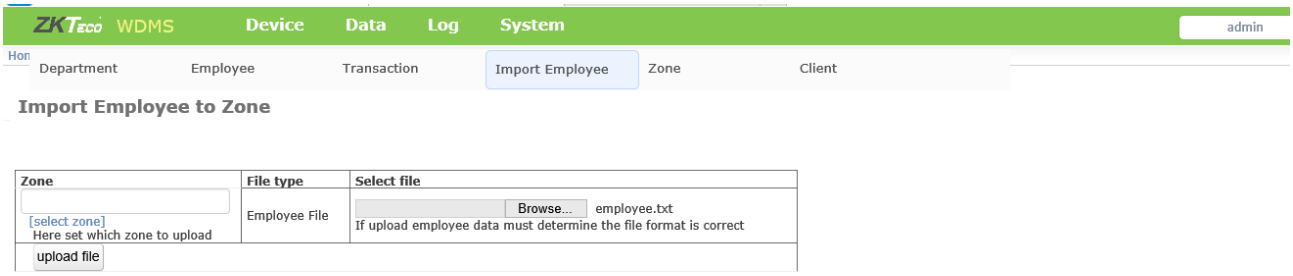
Please go to **Data** > **Employee** page, then choose the employees you want to export and save:



Then press **[Export]** button to choose the file format you want , then press **[Submit]**.

2. How to import the employees information

Please go to **Data** > **Import Employee** page:



(1) Please press the **[select zone]** blue button to choose the zone you want to sync.

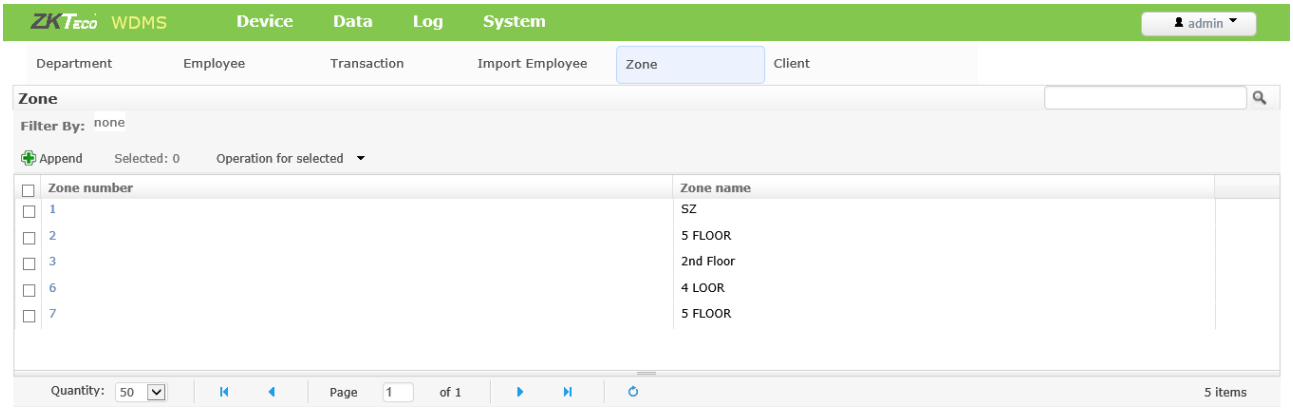
(2) Then select the file with your employees information then press **[Upload file]** to finish.

4.2.5 Zone function

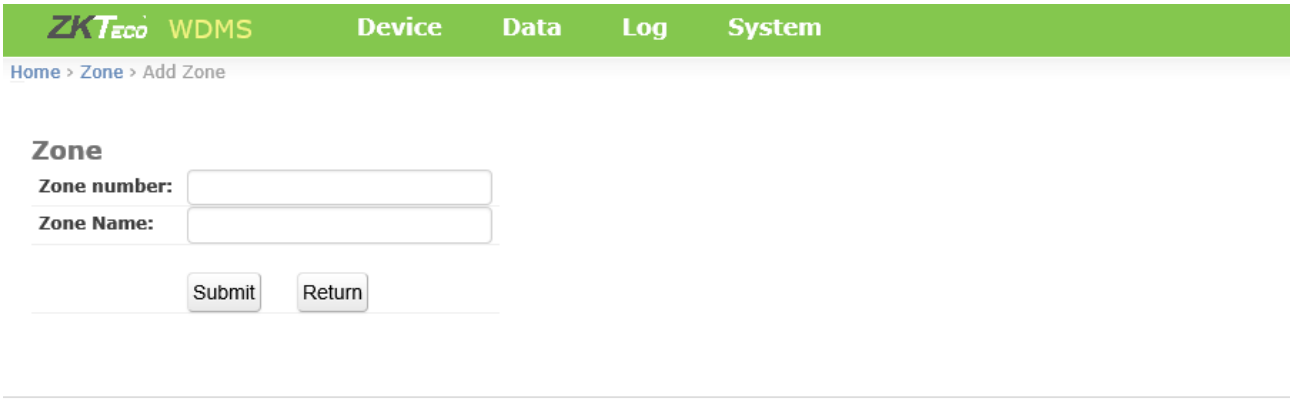
Zone is one management conception that logically allow admin to put the devices, employees or departments in the same place like one folder only has the same file format.

In this action, you will learn to add zone.

Please go to Data > Zone page:



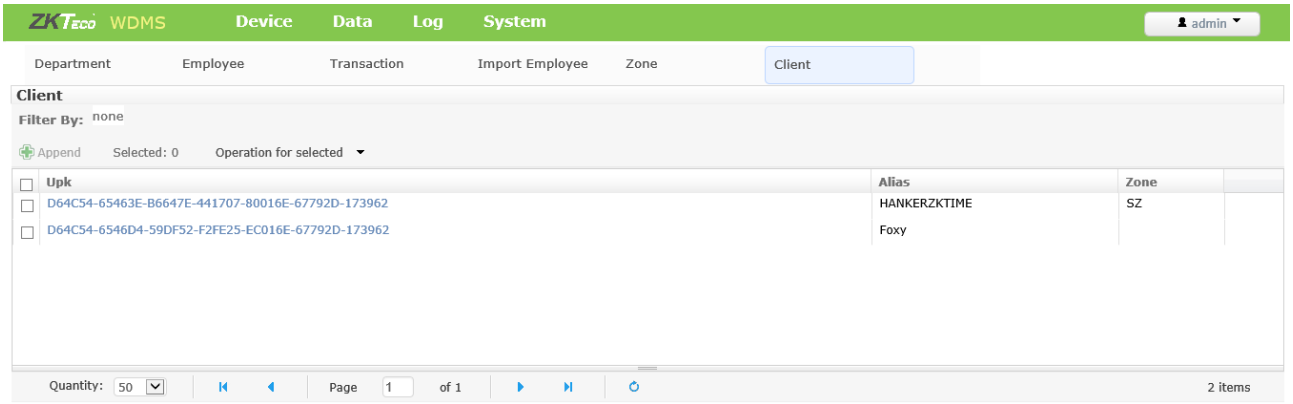
Please press the **[Append]** button to add your zone , then press **[Submit]** to finish.



4.2.6 Client Function

Clients, here we identity as the computer which has been installed ZKTime.Net 3.0(or above).

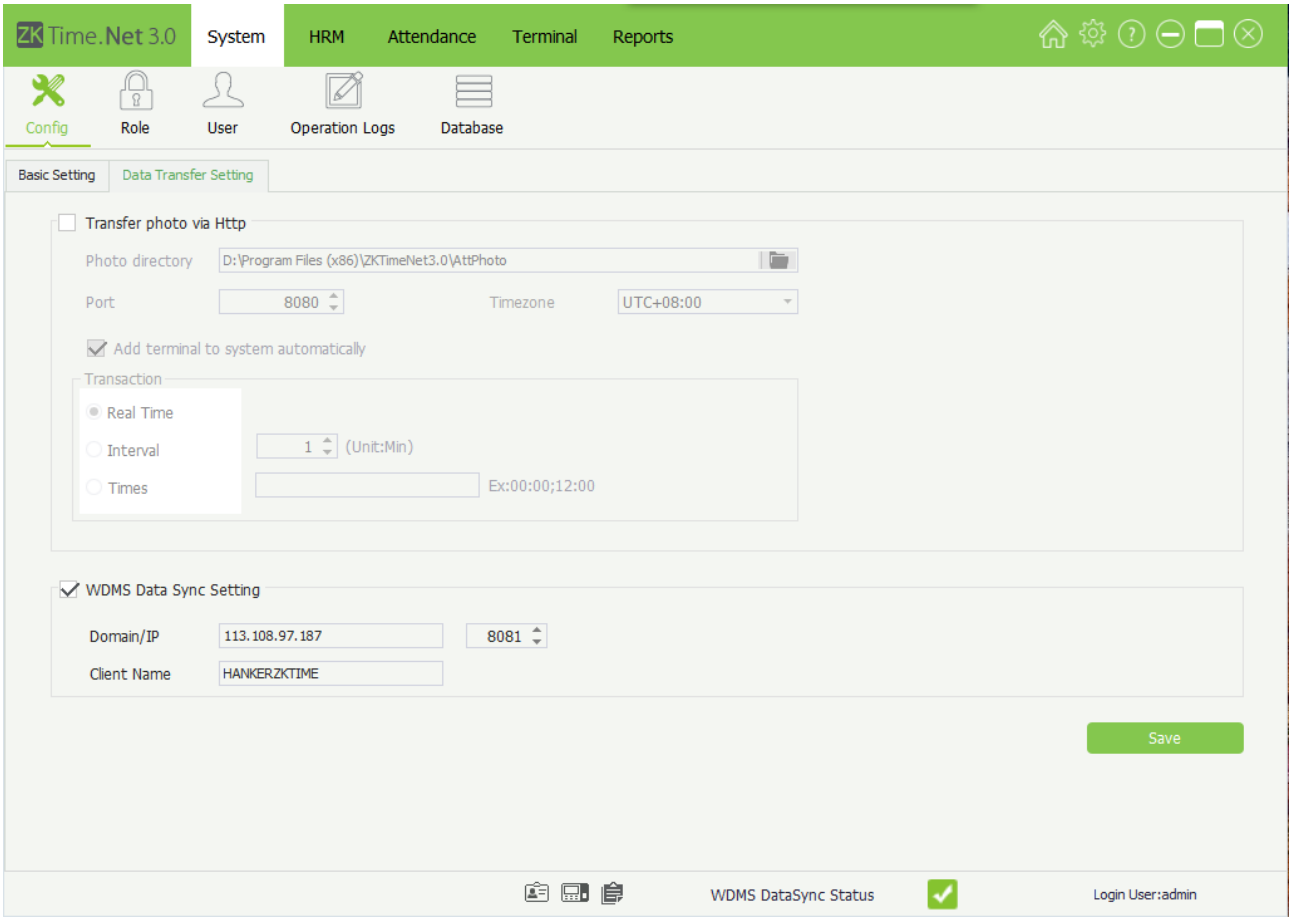
Once you put the WDMS http address and communication port to ZKTime.Net. you can get the certain UPKs of the ZKTime.Net and show all up to WDMS clients page.



4.2.7 How to connect ZKTime.Net to WDMS

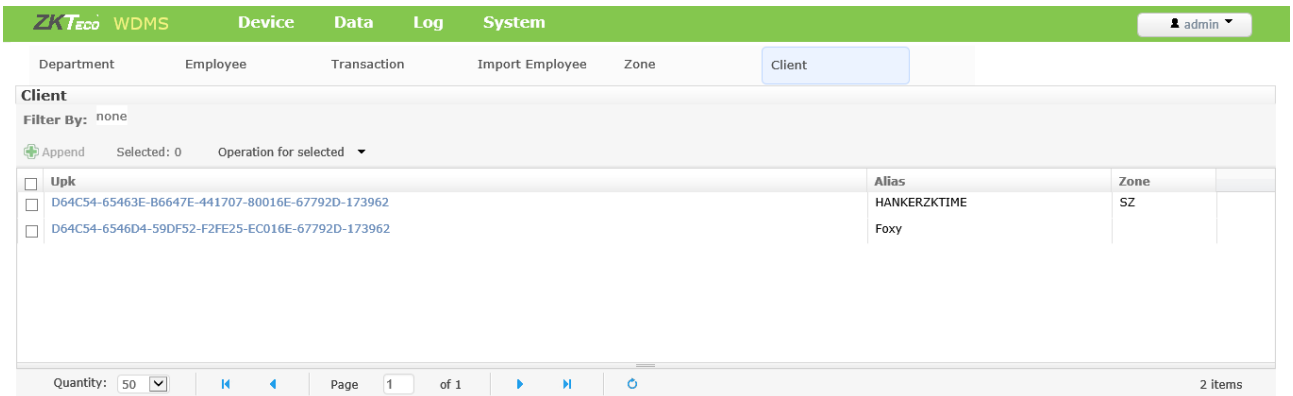
Once you install WDMS, ZKTime.Net and configure them well, please open the ZKTime.Net.

1. In the ZKTime.Net software, click **System** > **Config** > **Data Transfer Setting** then go to following interface:



Please find out the "WDMS Data Sync Setting" configuration. Input the WDMS server IP address and the communication port. We recommend you give your clients one easy to memory name. Keep ZKTime.Net software running, and open the WDMS web browser.

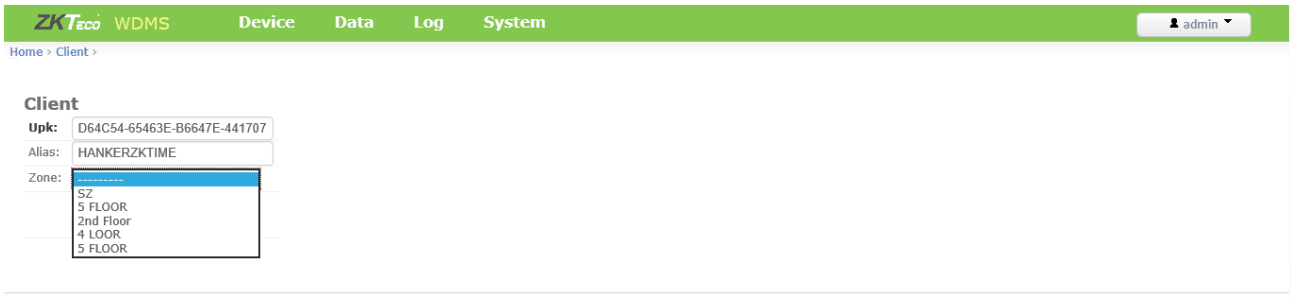
2. in the WDMS web browser , please click **Data** > **Client**, then go to page:



Here , you can check if your ZKTime clients` name appears here.

3. add the clients to the zone.

In the **Data** > **Clients** page, use the item check Box to select the UPK(clients name), then go to:



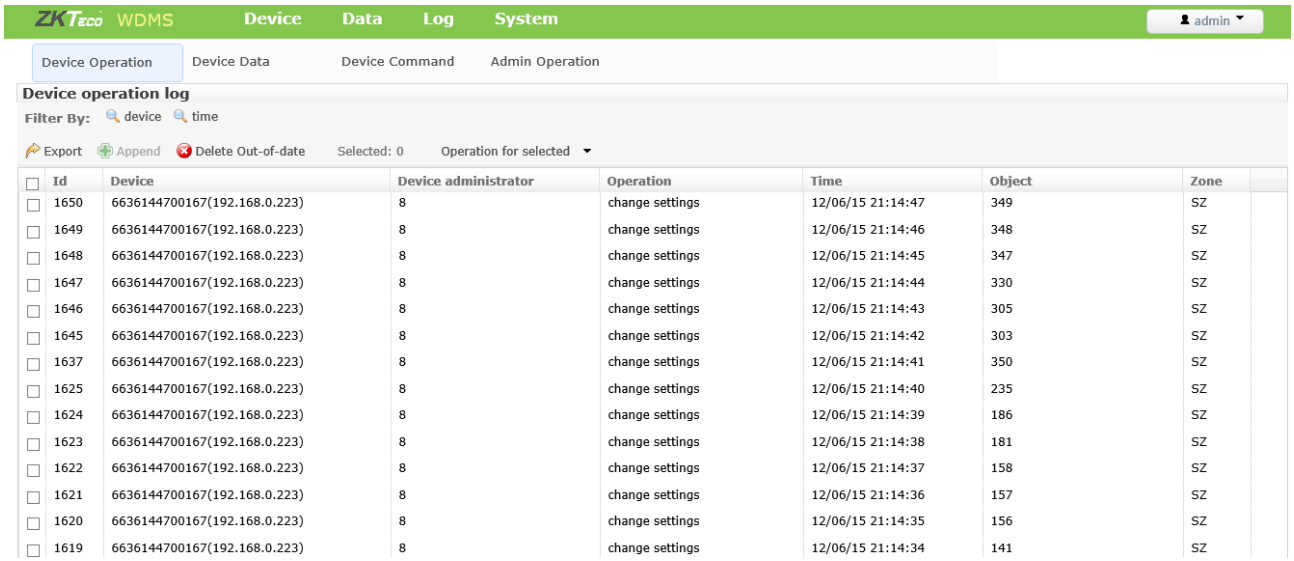
You have to choose one certain synchronization zone, then the ZKTime.Net software can connect to add exchange data with WDMS.

4.3 Log Function Module

In this function module, you can re-view all of the operations log including: Device Operation, Device Data, Device Command, Admin operation:

4.3.1 Device operation function

In this page, you can check any unit's side operation log, especially some local administrators change information of the data.



Id	Device	Device administrator	Operation	Time	Object	Zone
1650	6636144700167(192.168.0.223)	8	change settings	12/06/15 21:14:47	349	SZ
1649	6636144700167(192.168.0.223)	8	change settings	12/06/15 21:14:46	348	SZ
1648	6636144700167(192.168.0.223)	8	change settings	12/06/15 21:14:45	347	SZ
1647	6636144700167(192.168.0.223)	8	change settings	12/06/15 21:14:44	330	SZ
1646	6636144700167(192.168.0.223)	8	change settings	12/06/15 21:14:43	305	SZ
1645	6636144700167(192.168.0.223)	8	change settings	12/06/15 21:14:42	303	SZ
1637	6636144700167(192.168.0.223)	8	change settings	12/06/15 21:14:41	350	SZ
1625	6636144700167(192.168.0.223)	8	change settings	12/06/15 21:14:40	235	SZ
1624	6636144700167(192.168.0.223)	8	change settings	12/06/15 21:14:39	186	SZ
1623	6636144700167(192.168.0.223)	8	change settings	12/06/15 21:14:38	181	SZ
1622	6636144700167(192.168.0.223)	8	change settings	12/06/15 21:14:37	158	SZ
1621	6636144700167(192.168.0.223)	8	change settings	12/06/15 21:14:36	157	SZ
1620	6636144700167(192.168.0.223)	8	change settings	12/06/15 21:14:35	156	SZ
1619	6636144700167(192.168.0.223)	8	change settings	12/06/15 21:14:34	141	SZ

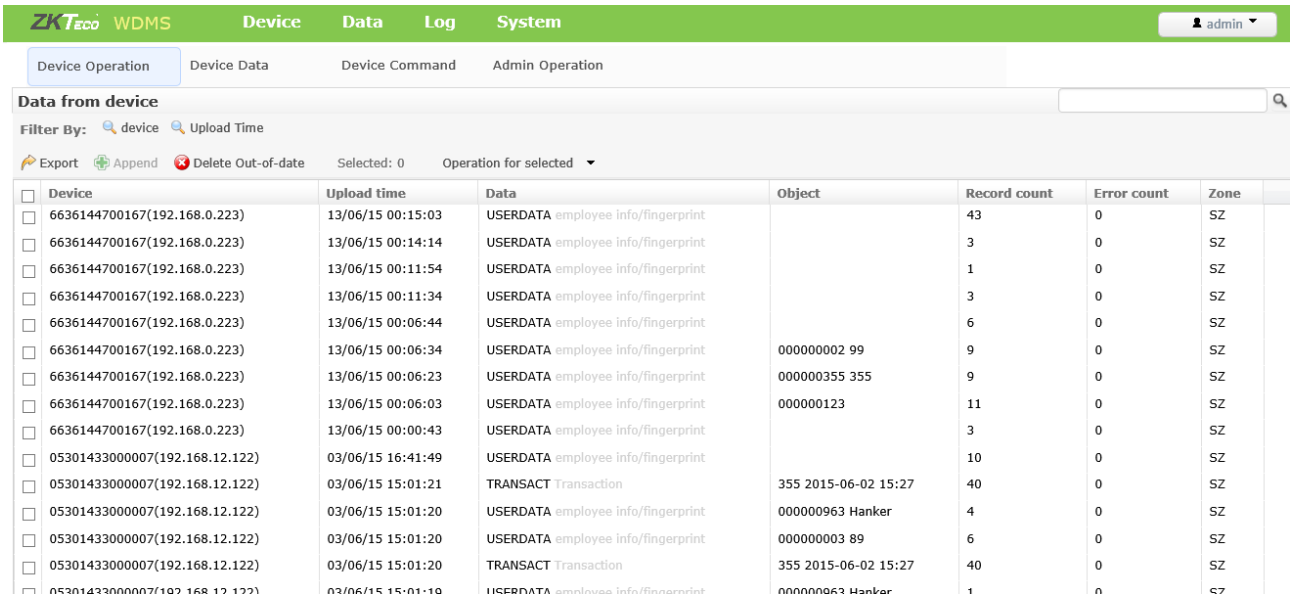
Also, you can use the defaults filter to do quickly query.

From this log view, you can know devices status, and check if some ones do wrong things like change the data, fake the logs, add new devices.

4.3.2 Device Data function

This is function looks like the Device operations logs, but focus on the data change.

Please go to **Log** > **Device Data** page. It will show you:



Device	Upload time	Data	Object	Record count	Error count	Zone
6636144700167(192.168.0.223)	13/06/15 00:15:03	USERDATA employee info/fingerprint		43	0	SZ
6636144700167(192.168.0.223)	13/06/15 00:14:14	USERDATA employee info/fingerprint		3	0	SZ
6636144700167(192.168.0.223)	13/06/15 00:11:54	USERDATA employee info/fingerprint		1	0	SZ
6636144700167(192.168.0.223)	13/06/15 00:11:34	USERDATA employee info/fingerprint		3	0	SZ
6636144700167(192.168.0.223)	13/06/15 00:06:44	USERDATA employee info/fingerprint		6	0	SZ
6636144700167(192.168.0.223)	13/06/15 00:06:34	USERDATA employee info/fingerprint	000000002 99	9	0	SZ
6636144700167(192.168.0.223)	13/06/15 00:06:23	USERDATA employee info/fingerprint	000000355 355	9	0	SZ
6636144700167(192.168.0.223)	13/06/15 00:06:03	USERDATA employee info/fingerprint	000000123	11	0	SZ
6636144700167(192.168.0.223)	13/06/15 00:00:43	USERDATA employee info/fingerprint		3	0	SZ
05301433000007(192.168.12.122)	03/06/15 16:41:49	USERDATA employee info/fingerprint		10	0	SZ
05301433000007(192.168.12.122)	03/06/15 15:01:21	TRANSACT Transaction	355 2015-06-02 15:27	40	0	SZ
05301433000007(192.168.12.122)	03/06/15 15:01:20	USERDATA employee info/fingerprint	000000963 Hanker	4	0	SZ
05301433000007(192.168.12.122)	03/06/15 15:01:20	USERDATA employee info/fingerprint	000000003 89	6	0	SZ
05301433000007(192.168.12.122)	03/06/15 15:01:20	TRANSACT Transaction	355 2015-06-02 15:27	40	0	SZ

How to read this log, you should know:

1. The Data item list

TRANSACT: Transaction in the local unit.

USERDATA: Employee information and fingerprints capacity in the local unit.

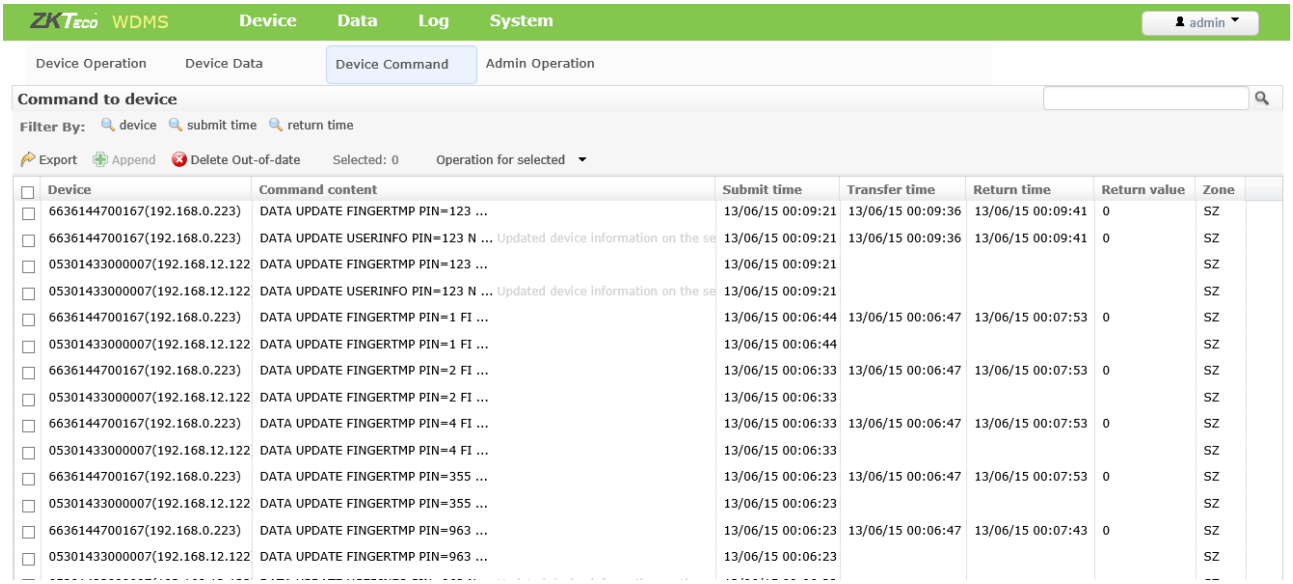
All the devices local information will be marked as TRANSACT, USERDATA. You can check this status information to know the local units' data.

2. Record count: it will tell you the logs number in one local unit.

4.3.3 Device Command function

In this action, you will learn how to analysis the commands between WDMS server and the units.

Please go to **Log** > **Device Command** page.



You can view the commands including both ways.

All the commands between units and server have functions like adding/deleting/checking the information.

You can know the Commands Contents, Submit time, Transfer Time, Return Time and the Return Value.

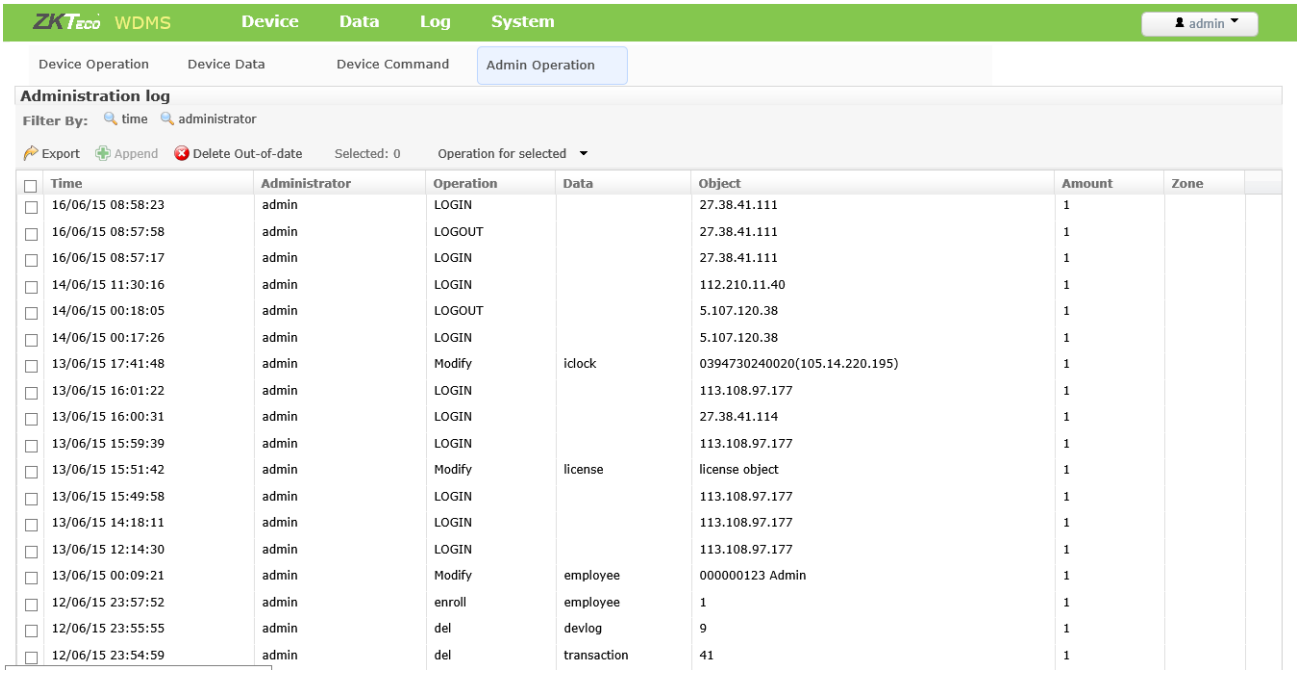
All of this will help you to know better about you system running status.

For quickly research you can use the defaults filter.

4.3.4 Admin operation function

This part, we will teach you the admin operation log, especially this is about the server side.

Please go to **Log** > **Admin Operation** page:



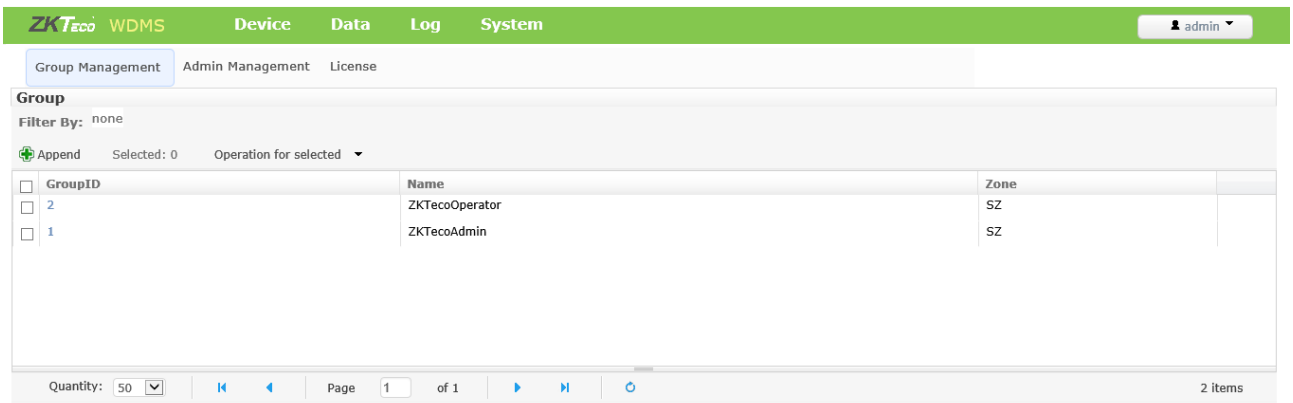
Time	Administrator	Operation	Data	Object	Amount	Zone
16/06/15 08:58:23	admin	LOGIN		27.38.41.111	1	
16/06/15 08:57:58	admin	LOGOUT		27.38.41.111	1	
16/06/15 08:57:17	admin	LOGIN		27.38.41.111	1	
14/06/15 11:30:16	admin	LOGIN		112.210.11.40	1	
14/06/15 00:18:05	admin	LOGOUT		5.107.120.38	1	
14/06/15 00:17:26	admin	LOGIN		5.107.120.38	1	
13/06/15 17:41:48	admin	Modify	iclock	0394730240020(105.14.220.195)	1	
13/06/15 16:01:22	admin	LOGIN		113.108.97.177	1	
13/06/15 16:00:31	admin	LOGIN		27.38.41.114	1	
13/06/15 15:59:39	admin	LOGIN		113.108.97.177	1	
13/06/15 15:51:42	admin	Modify	license	license object	1	
13/06/15 15:49:58	admin	LOGIN		113.108.97.177	1	
13/06/15 14:18:11	admin	LOGIN		113.108.97.177	1	
13/06/15 12:14:30	admin	LOGIN		113.108.97.177	1	
13/06/15 00:09:21	admin	Modify	employee	000000123 Admin	1	
12/06/15 23:57:52	admin	enroll	employee	1	1	
12/06/15 23:55:55	admin	del	devlog	9	1	
12/06/15 23:54:59	admin	del	transaction	41	1	

You can monitor all the admin operations logs about yourself or other admin. But if you have limited access permission, some logs you cannot open.

4.4 System Function Module

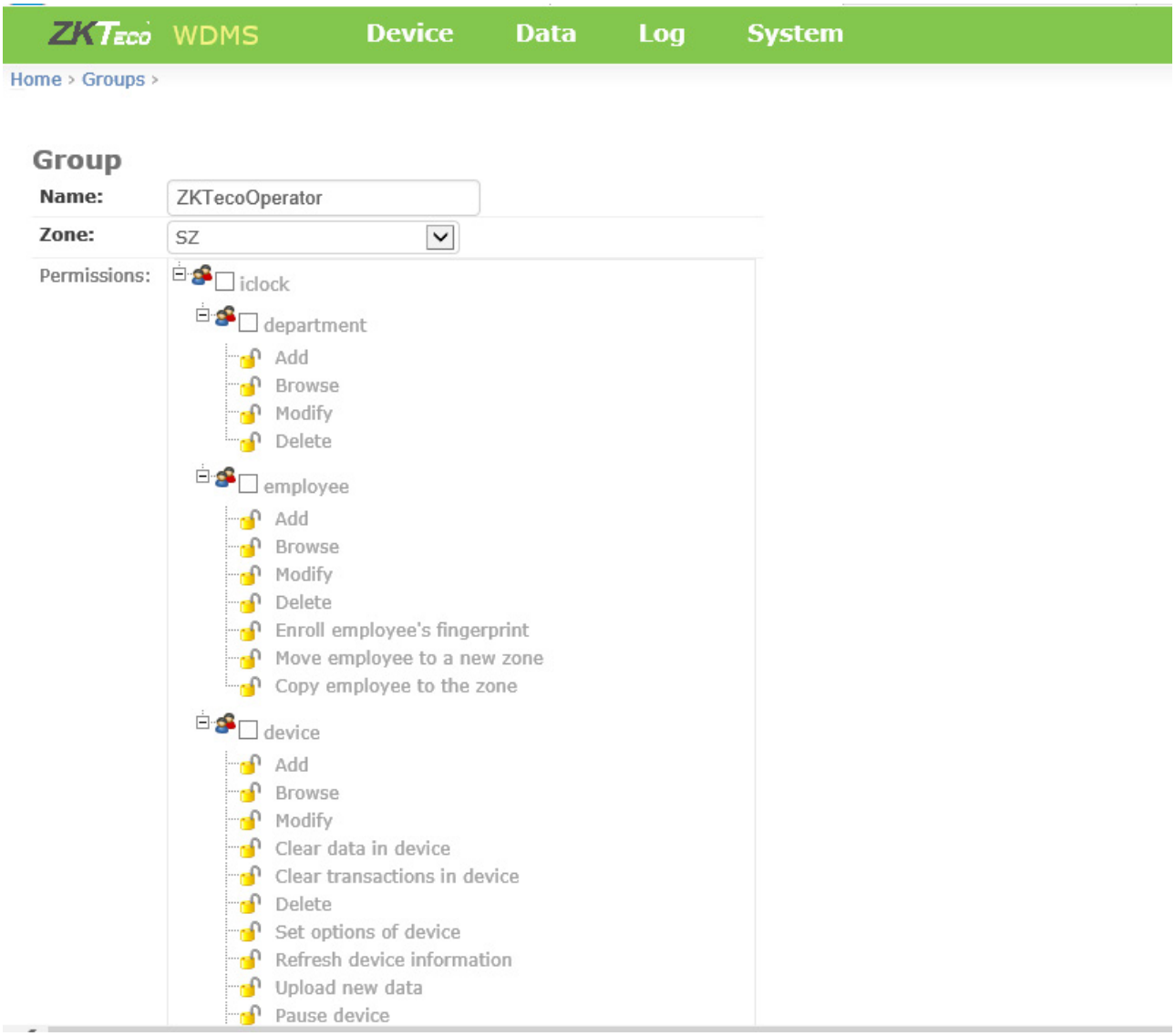
4.4.1 Group Management Function

This part is about to setup different system operator like administrators, mangers, log viewer, devices enroller.



Here is the way to add one new group with the same access permission:

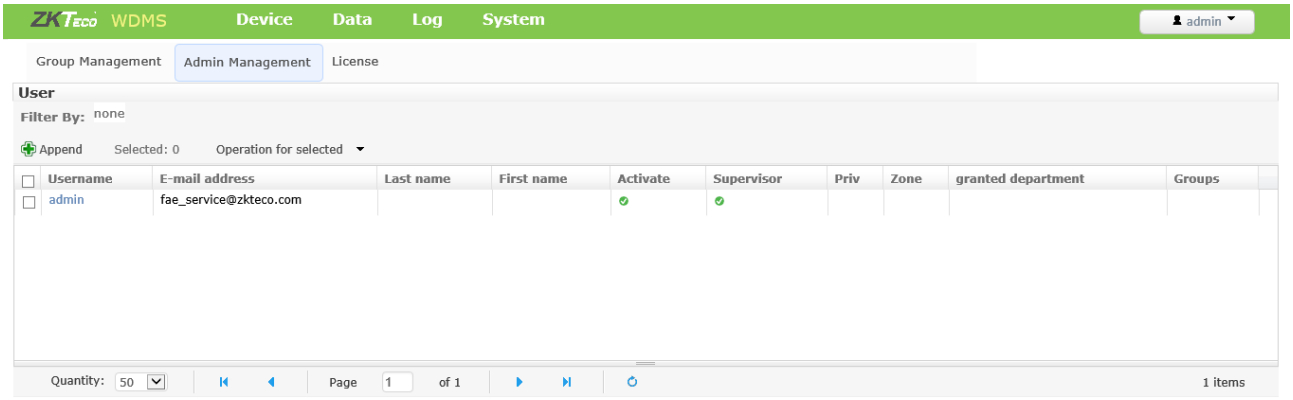
First, please go to **System** > **Group Management** page, then press the left upper corner **[Append]** button:



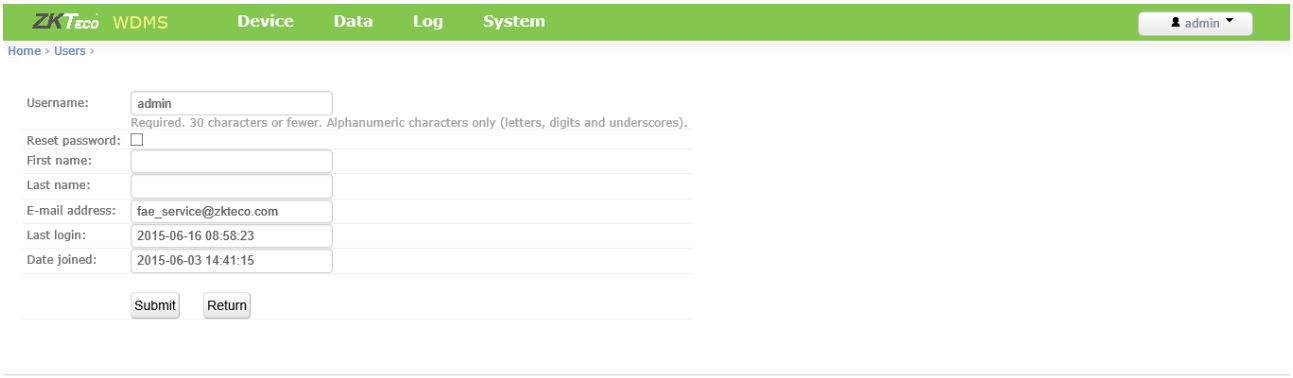
You can choose the access items for the group, then press **[Submit]** button to save and exit.

4.4.2 Admin Management Function

Please go to **System** > **Admin Management** page:



Then press the blue item part to enter the modification page:

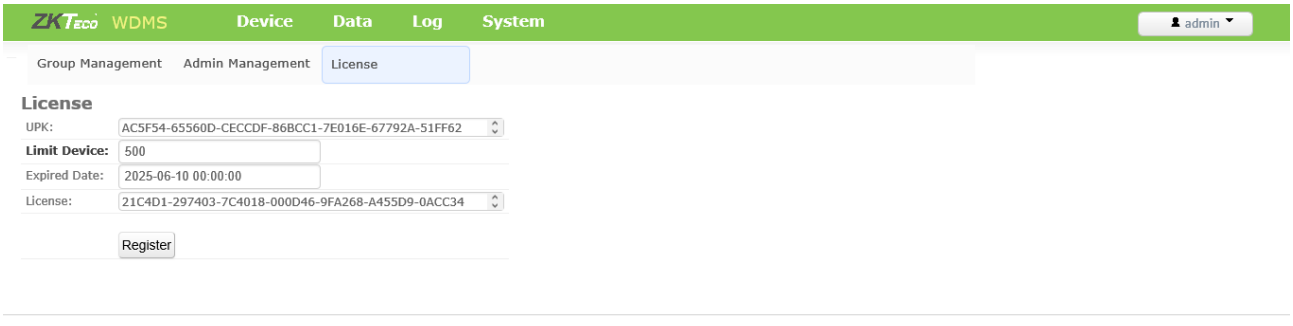


Change the information you want, then press **[Submit]** to save and exit.

4.4.3 License Management Function

This part is about the license control.

The default WDMS version only have 2 units: you can go back to installation part to learn how to register.



Appendix End User License Agreement

<END-USER LICENSE AGREEMENT>

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