

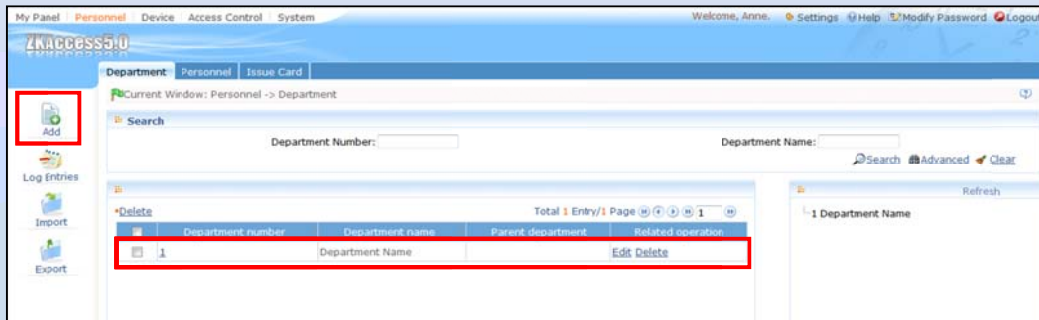


Adding Departments in ZKAccess

Departments allow users to be grouped together. This is particularly useful when there are a large number of users in the system. Different departments can make different privileges at each door. Departments enable quick reporting and viewing of users.

Department by Default

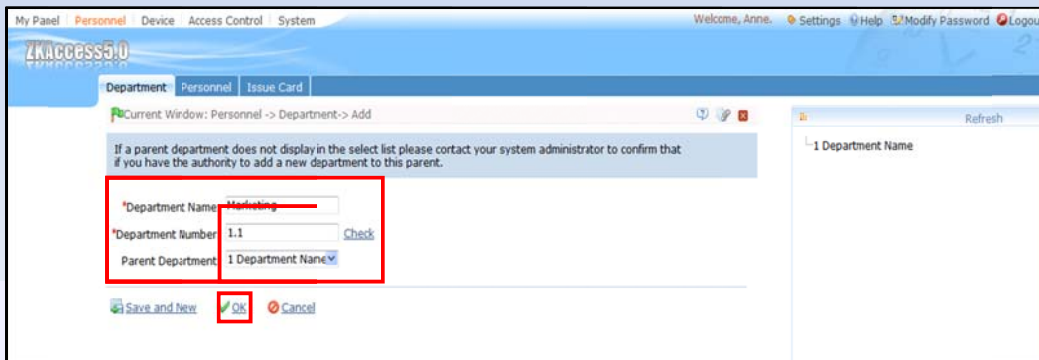
Upon first use of the system, by default it has a primary department named [Department Name] and numbered [1]. This department can be modified but cannot be deleted.



Adding New Departments

ZKAccess provides two ways to add new departments.

- 1 Click [Add] on the [Personnel—Department] interface. The edit section will appear.



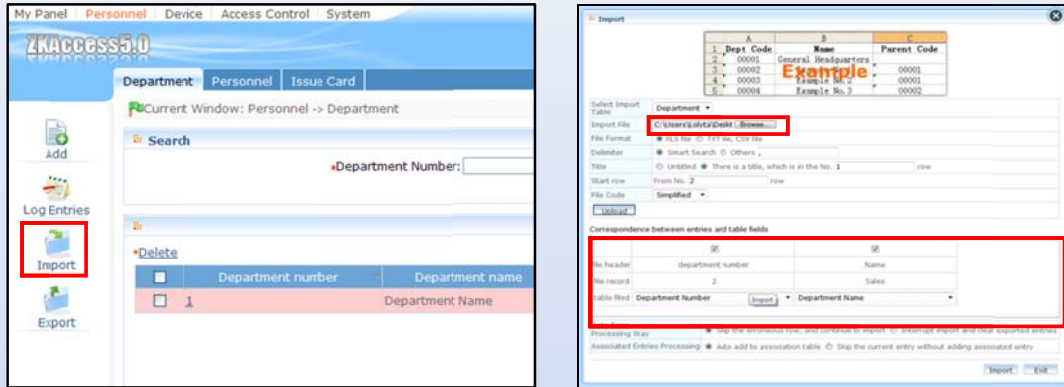
Enter the Department Name. Select the Parent Department from the Parent Department pull-down menu. After editing, click [OK] to complete.



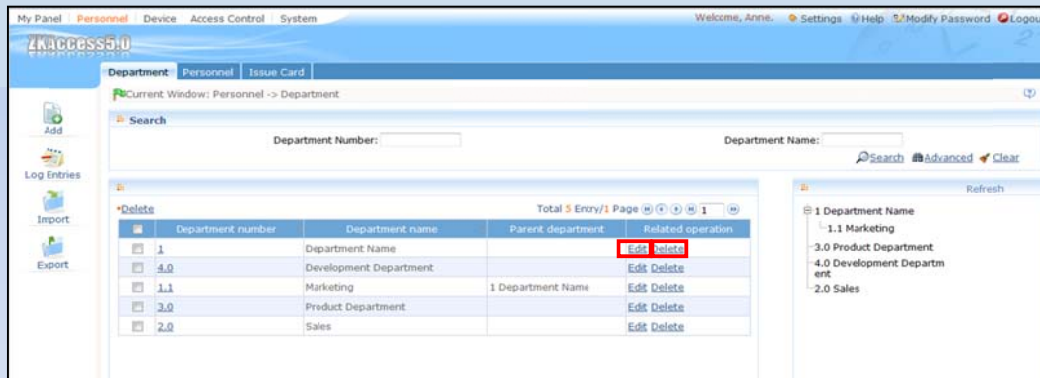
ZK Access Quick Start Guide

② To add a batch of departments, you can also use the [Import] option to import department information from other software or documentation into this system. The importing wizard is similar to the personnel importing wizard, which was explained in *Importing and exporting ZKAccess*.

Browse and add the file prepared in advance. Click [Upload].



Click [Import], make the information corresponding and click [OK]. If imported successfully, the department list will show on the right side of the [Personnel—Department] interface. The company's organizational chart will show in the form of a department tree. To delete a department, click the [Delete] option behind the department.



If there are changes to the department or organizational structure, the user can use the [Edit] function to modify the detail information of the department. Click the department name directly or click the [Edit] option behind the department to access the edit interface for modification.

Note: A department with personnel or sub departments cannot be deleted freely. If deletion is required, please transfer the departmental personnel to other department first.