Hik-Connect Portal

User Manual

Legal Information

About this Manual

The Manual includes instructions for using and managing the Product. Pictures, charts, images and all other information hereinafter are for description and explanation only. The information contained in the Manual is subject to change, without notice, due to firmware updates or other reasons. Please find the latest version of this Manual at the Hikvision website (***https://www.hikvision.com/***).

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Symbol Conventions

The symbols that may be found in this document are defined as follows.

Symbol	Description
Danger	Indicates a hazardous situation which, if not avoided, will or could result in death or serious injury.
Caution	Indicates a potentially hazardous situation which, if not avoided, could result in equipment damage, data loss, performance degradation, or unexpected results.
Note	Provides additional information to emphasize or supplement important points of the main text.

Contents

Chapter 1 Introduction

Hik-Connect is a cloud-based platform for managing and controlling devices, including network cameras, NVRs, DVRs, security control panels, doorbells, and so on. It also provides access to the cloud features such as cloud attendance.

Note

For details about the cloud attendance system, see ***About the Cloud Attendance System*** .

Hik-Connect offers a web portal and a mobile client to you for accessing the platform.

Table 1-1 Client Description

Client	Description
Hik-Connect Portal	For managing Hikvision devices, persons, attendance rules, and so on. The Portal is mainly used for managing cloud attendance via the cloud attendance system, which allows you to define attendance rules and assign shift schedules to your employees so as to monitor their attendance status, including work hours, late arrivals, early leaves, absenteeism, etc.
Hik-Connect Mobile Client	For device management, live view, playback, receiving notification, viewing attendance records, and so on. Your employees can use the Mobile Client to access features such as viewing their own attendance records.

1.1 Target Audience

This manual provides the Administrator (e.g., company owner, department manager, and HR director) and Sub-Administrators (e.g., senior employees) with the essential information and instructions about how to use the Hik-Connect Portal to manage employees' attendance and their access levels.

This manual describe how to manage accounts and permissions of employees in your company or department, set access levels and attendance rules for the employees, and view/manage employees' attendance data, etc.

1.2 About the Cloud Attendance System

A cloud attendance system is created by your security service provider (or installer) via Hik-ProConnect for your time and attendance management. After configuring the cloud attendance system on Hik-ProConnect, the service provider will hand over the system to you (the Administrator of Hik-Connect); if you accept the handover, you can enter the system via the Hik-Connect portal to manage your employees' attendance.

Note

- Hik-ProConnect is a cloud-based platform for security service providers to manage, configure, and maintain their customers' devices.
- For a tenant site, if security service providers disable the Hik-Connect service, all end users (i.e., Administrator, Sub-Administrator, and Staff) will not able to enter the cloud attendance system via the site.

The list below shows the user types involved in the cloud attendance system.

- Administrator: The Administrator of Hik-Connect has the top-level management permission and full access to Hik-Connect features. And the Administrator can click **About → Delete Cloud Attendance System** in the top right corner of Hik-Connect portal to delete the system.
- Sub-Administrator: Sub-Administrators have the permissions to manage employees' access levels and attendance rules, but their access to Hik-Connect features is limited (they cannot manage and configure devices). The Administrator can appoint specific employees as the Sub-Administrators.
- Staff: Staff only have the permissions for using the basic attendance features via the Hik-Connect Mobile Client (if allowed by the Administrator or Sub-Administrator), such as viewing their own attendance records.

1.3 Running Environment

The recommended system for running the Portal is as follows:

Operating System

Microsoft Windows® 7/8.1/10 (32-bit and 64-bit).

CPU

Intel® Core™ i5-4460 CPU @3.20GHz 3.20GHz and above.

RAM

8 GB and above (4 GB at least).

Graphics Card

NVIDIA® GeForce GT 730

Web Browser

Internet Explorer 11 (32-bit and 64-bit) and above, and versions of Firefox (32-bit and 64-bit) and Chrome (32-bit and 64-bit) released in the latest half year.

Chapter 2 Flow Chart For Configuring and Using the Cloud Attendance System

For the first time use, it is recommended that you follow the steps below to configure and use the cloud attendance system.

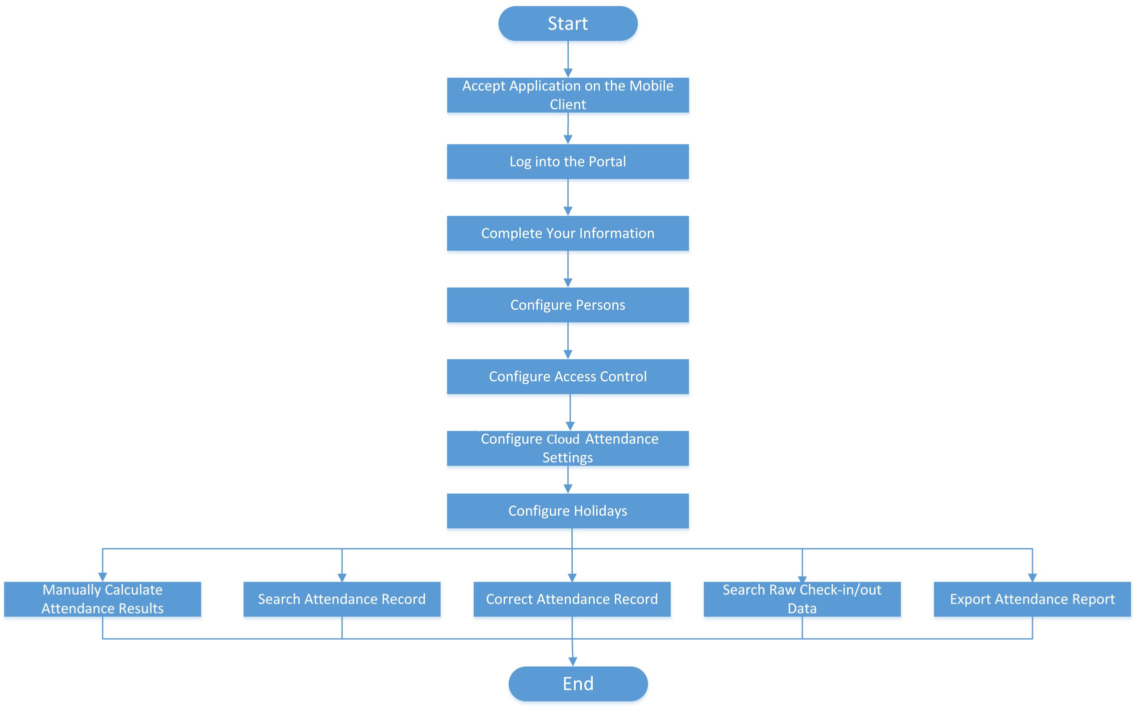

Figure 2-1 Flow Chart

The table below shows the description of each step in the flow chart.

Table 2-1 Flow Chart Description

Step	Description
Accept Application on the Mobile Client	Accept the Installer's application for enabling the cloud attendance service on the Hik-Connect Mobile Client. See ***Accept Application on Mobile Client*** for details. When your installation service provider completes installation of access control devices and configuration of the cloud attendance system, he/she will send this application to you.
Log into the Portal	Log into the Hik-Connect Portal.

Step	Description
Complete Your Information	Complete your information, such as first name and last name. For details, see ***Complete Your Information*** .
Configure Persons	Add person groups and add persons to these groups. For details, see ***Add Person Group*** and ***Add a Person*** .
Configure Access Control	Set the access schedule template and add access groups to assign different access levels to different groups of persons. For details, see ***Access Control Management*** and its sections.
Configure Cloud Attendance Settings	Configure cloud attendance settings. For details, see ***Cloud Attendance Management*** and its sections.
Configure Holidays	Define the holidays on which the attendance check is NOT required. For details, see ***Holiday Management*** .
Manually Calculate Attendance Results	Manually calculate attendance results within a specific period if needed. See ***Manually Calculate Attendance Results*** for details.
Search Attendance Record	Search attendance records of the persons managed in Hik-Connect. For details, see ***Search Attendance Record*** .
Correct Attendance Record	Correct attendance record(s) for persons managed in Hik-Connect. Attendance records refers to the attendance results determined by the attendance rules basing on persons' check in/out records. For details, see ***Correct Attendance Record for a Person*** and ***Correct Attendance Record for Multiple Persons*** .
Search Raw Check-in/out Record	Search the raw check in/out records of the persons managed in Hik-Connect. Raw check in/out records refers to the actual time when these persons check in/out. For details, see ***Search Raw Check-in/out Data*** .
Export Attendance Report	Export attendance report of the persons managed in Hik-Connect to the local PC for further analysis. For details, see ***Export Attendance Report*** .

Chapter 3 Accept Application on Mobile Client

Before using the cloud attendance system on Hik-Connect Portal, you should accept the Installer's application for enabling the cloud attendance service on the Hik-Connect Mobile Client.

When receiving the cloud attendance service application on the Mobile Client, you can perform one of the following operations:

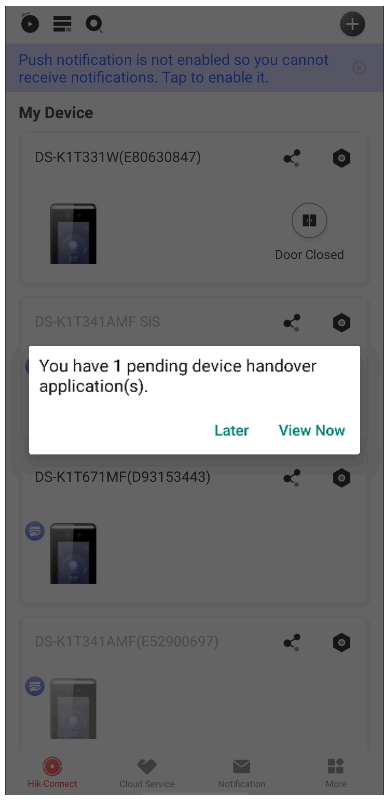

Figure 3-1 Receive Application (iOS Users)

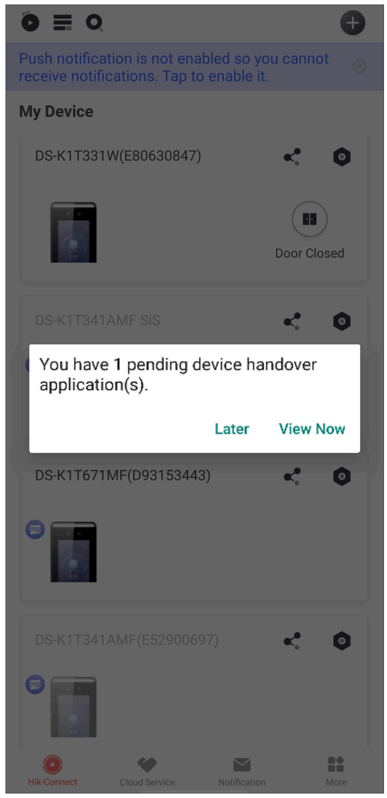

Figure 3-2 Receive Application (Android Users)

Note

The devices in the above pictures are added by the Installer on Hik-ProConnect and are handed over by the Installer to the Administrator of Hik-Connect Portal.

- Click **View Now** to enter Service Notification page, select the cloud attendance service application, and click **Agree** to accept the application.
- Click **Later** to defer the application, and later you can manually click **Cloud Service → Service Notifications → Service** , select the cloud attendance service application, and click **Agree** to accept the application.

Chapter 4 Account Management

You can register a Hik-Connect account and log in to the Portal to configure the cloud attendance system.

4.1 Create an Account

If you have no Hik-Connect account, you need to create one for logging in to the Portal.

Steps

1. In the address bar of the web browser, enter ***https://www.hik-connect.com/*** .
   The Login page of Hik-Connect will show.
2. Click **Register** to enter the User Register page.
3. Enter the user name.
4. Enter a password and confirm the password.
5. Select the country/region.
6. **Optional:** Check **Email** and enter the email address.
7. **Optional:** Check **Country Code**, and enter your county and the mobile phone number.

   Note

   Email and country code can not be checked simultaneously.
8. Enter the CAPTCHA code.

   Note

   You can click **Refresh** to get a new CAPTCHA code.
9. Click **Next**.
10. Enter the security code received by the email address, or the security code received by the mobile phone number you entered previously.
11. Click **OK**.

What to do next

You can log in to Hik-Connect by the account.

4.2 Login

You can log in to Hik-Connect with a registered account.

Go to ***https://www.hik-connect.com*** to enter the Login page.

Enter your account and password, and then click **Login** to log in to Hik-Connect.

Cloud Attendance Service Not Enabled

If the cloud attendance service is not enabled for your account by your installer / service provider on Hik-ProConnect, the Home page is displayed as follows:

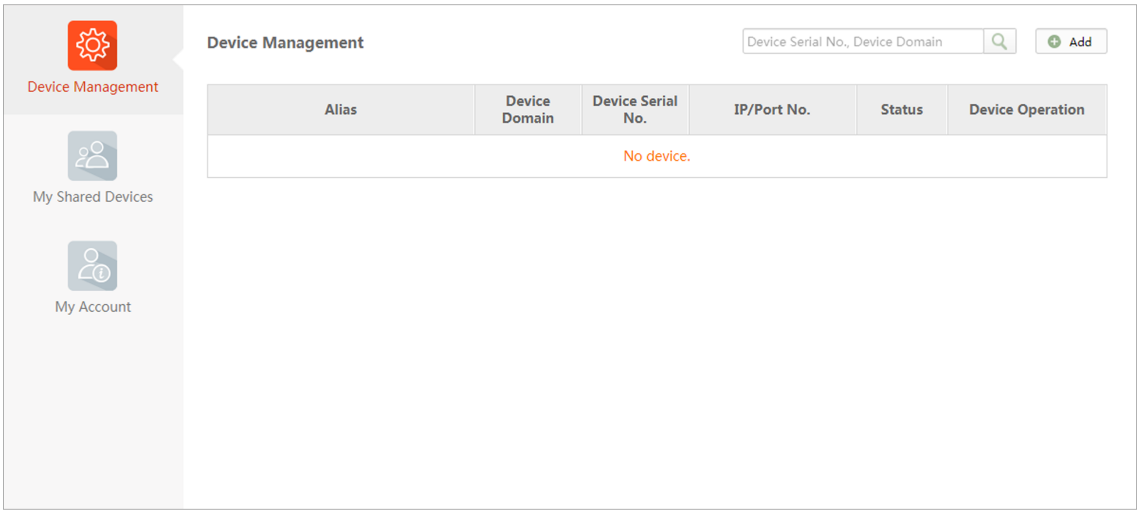

Figure 4-1 Home Page (Cloud Attendance Service Not Enabled)

Cloud Attendance Service Enabled

If the cloud attendance service is enabled for your account by the installer / service provider on Hik-ProConnect, and if you log in to Hik-Connect with the account for the first time, you need to complete your information. Refer to ***Complete Your Information*** .

After you complete your information, the next time you log in to the Hik-Connect, the Home Page is displayed as follows.

Note

If the Hik-Connect service is disabled for the devices in your cloud attendance system by your installer / service provider, your cloud attendance system will be inaccessible.

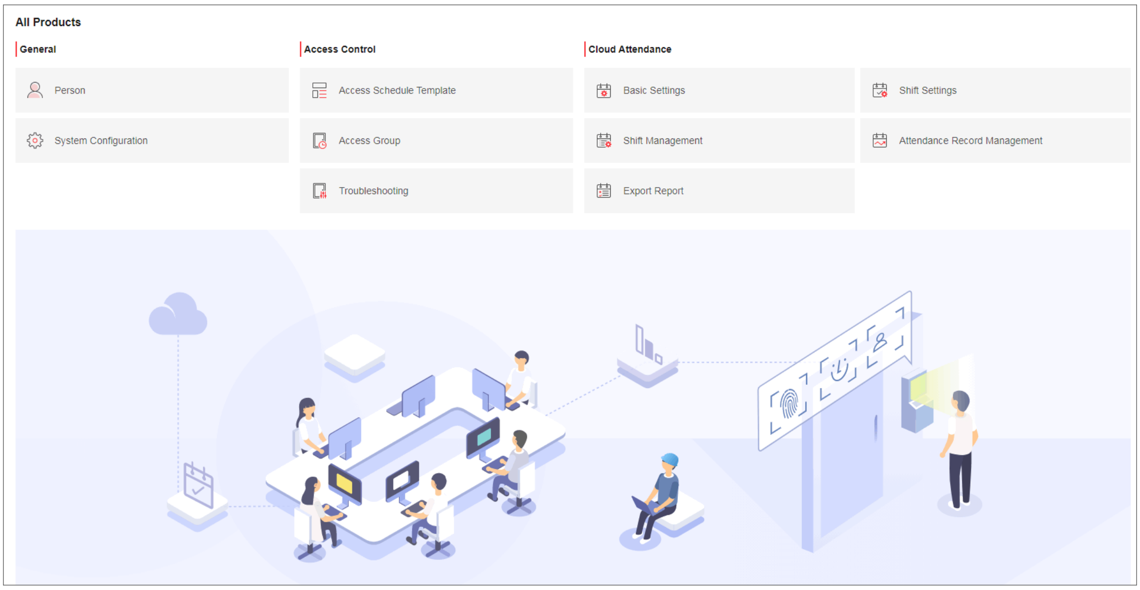

Figure 4-2 Home Page (Cloud Attendance Service Enabled)

4.3 Complete Your Information

When you log in to the Hik-Connect Portal for the first time, if the cloud attendance service has been enabled for your account, you need to complete your information, and read and agree to the Cloud Attendance Service Statement and Cloud Attendance Privacy Statement before further configurations and operations.

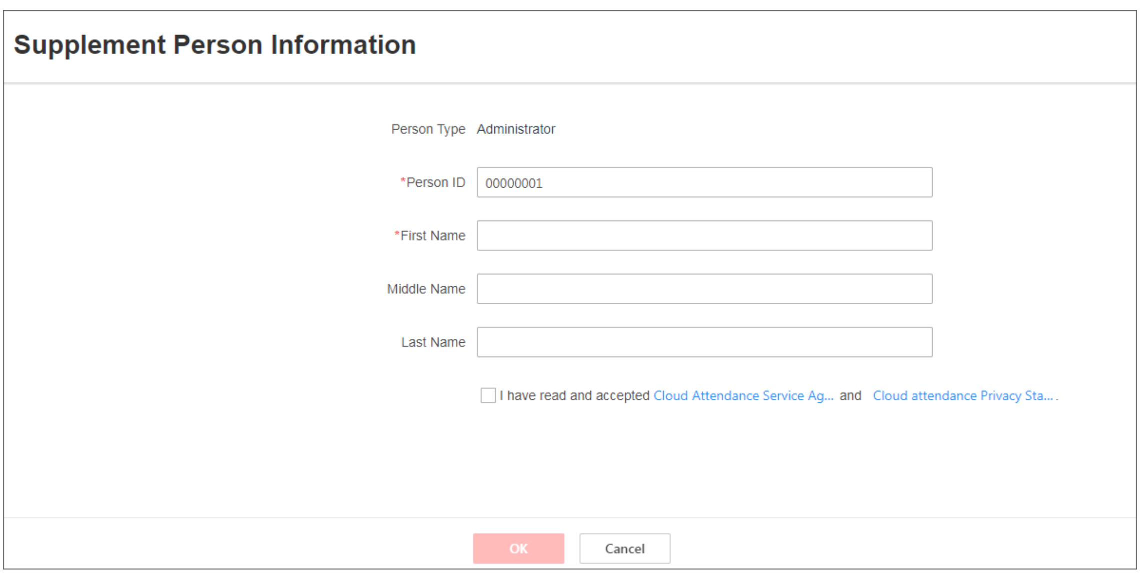

Figure 4-3 Complete Your Information

Chapter 5 Person Management

In Person Management, you can add, edit, and delete person groups. You can also add employees after entering their basic information and perform further operations, including assigning access levels to them, setting shift schedules for them, and managing their credentials. The credentials are used to authenticate access in the access points of your company or other premises. In addition, you can search for the information about a specific employee by setting filtering conditions. With this function, you can manage employees with higher efficiency.

5.1 Add Person Group

When there are a large number of persons managed in the system, you can put the persons into different person groups. For example, you can group employees of a company to different departments. For employees of different positions, you can add sub-groups to classify the employees.

Steps

1. On the Home page, click → **Person** to enter the Person module.
2. Select a person group, and click **+** to enter the Add Person Group page.
3. From the **Parent Group** drop-down list, select a parent group for the group.
4. Create a name for this group.

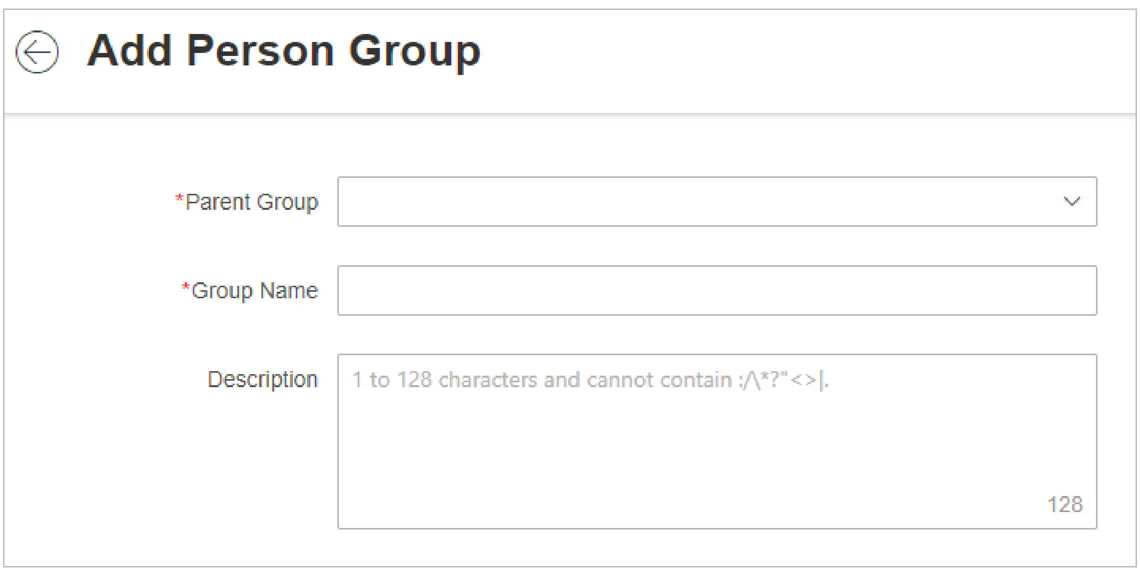

Figure 5-1 Add Person Group

5. **Optional:** Enter the descriptions for this group.
6. Click **Add** to add the group, or click **Add Person Group & Person** to add the group and add person to this group.

7. Optional: Perform the following operation(s).

Edit Person Group	Select a person group, and click ✎ to edit the group's parent group, group name, and description.
Delete Person Group(s)	Select a person group, and click 🗑 to delete the person group. **Note** Before you can delete a person group, you need to delete all persons from it.

What to do next

Add person to the group. See ***Add a Person*** for details.

5.2 Add a Person

After adding person groups, you can add persons to the groups. When adding a person, you are required to configure the basic information, access level, and shift schedule for the person.

Before You Start

- Make sure you have added a person group. See ***Add Person Group*** for details.
- To assign the access level to a person, make sure you have added at least one access group. See ***Add an Access Group*** .

Steps

1. On the Home page, click ≡ → **Person** to enter the Person module.
2. Select a person group on the left, and click **Add** to enter the Add Person page.
3. Configure basic information for the person.
   1) Select an employee type.

   Sub-Administrator

   The Sub-Administrator has the permission for managing access level and shift schedule of other employees, but it has no permission for adding or deleting devices from the portal. No more than 5 Sub-Administrators can be added.

   Staff

   The staff have no permission for managing access control permission and shift schedule of employees, but it have the permission for editing personal information and view their own attendance records by Hik-Connect Mobile Client.

   2) Enter the **Person ID**.

   Note

   A person ID consists of 8 digits by default. The person IDs are created in ascending order in one cloud attendance system. When creating a person ID for an employee, if the ID has already been occupied, it will be jumped over. After you delete an employee, this employee's person ID will be reserved, but will not be used again when creating a person ID for another employee, and the person IDs are still being created in ascending order.

3) Select a person group for the person.
4) **Optional:** Hover the cursor on the profile photo area to configure a profile photo for the person.

By Device

Collect a profile photo via an enrollment station connected to Hik-Connect. You can switch on **Face Anti-Spoofing Detection** and set the security level for the collected face picture.

Note

You need to download the web control named HCRemoteWebControl before you can collect profile photos via an enrollment station.

Collect by App

If you have logged in to your account by the Hik-Connect Mobile Client, you can collect a profile photo of the person via the mobile phone's webcam.

Upload a Picture

Upload a profile photo from your PC. You can drag the picture to change its position or zoom in/out before cutting it.

Note

It is recommended that the face in the picture be in full-face view directly facing the camera, without a hat or head covering. And the picture size should be no larger than 200 KB.

After uploading the profile photo, a person can check in/out by facial authentication.

5) Enter the name for the person.
6) Switch on **Cloud Attendance on Mobile Client** .

Note

If this button is not switched on, the added person will not be able to check in/out via the cloud attendance module on the Mobile Client or view the cloud attendance records.

7) Set the **Account** for the person.

Email

Enter the email address of the person. The person will receive an email inviting her/him to join the cloud attendance system.

If the person already has registered a Hik-Connect account using this email address, he/she can log in to the account to use the cloud attendance system directly.

If the person has not registered a Hik-Connect account, he/she can click the link in the email to register one to use the cloud attendance system.

Mobile Phone

Enter the mobile phone number of the person.

If the person has already registered a Hik-Connect account using this mobile phone number, he/she can log in to the account to use the cloud attendance system directly.

If the person has not registered a Hik-Connect account, when you complete the last step, the following window will pop up. In this case, click **Send Email** on the pop-up window to send an email containing an auto-generated registration link to the person (see ***Figure 5-2***). After the person completes registration, he/she can log into her/his account to use the cloud attendance system.

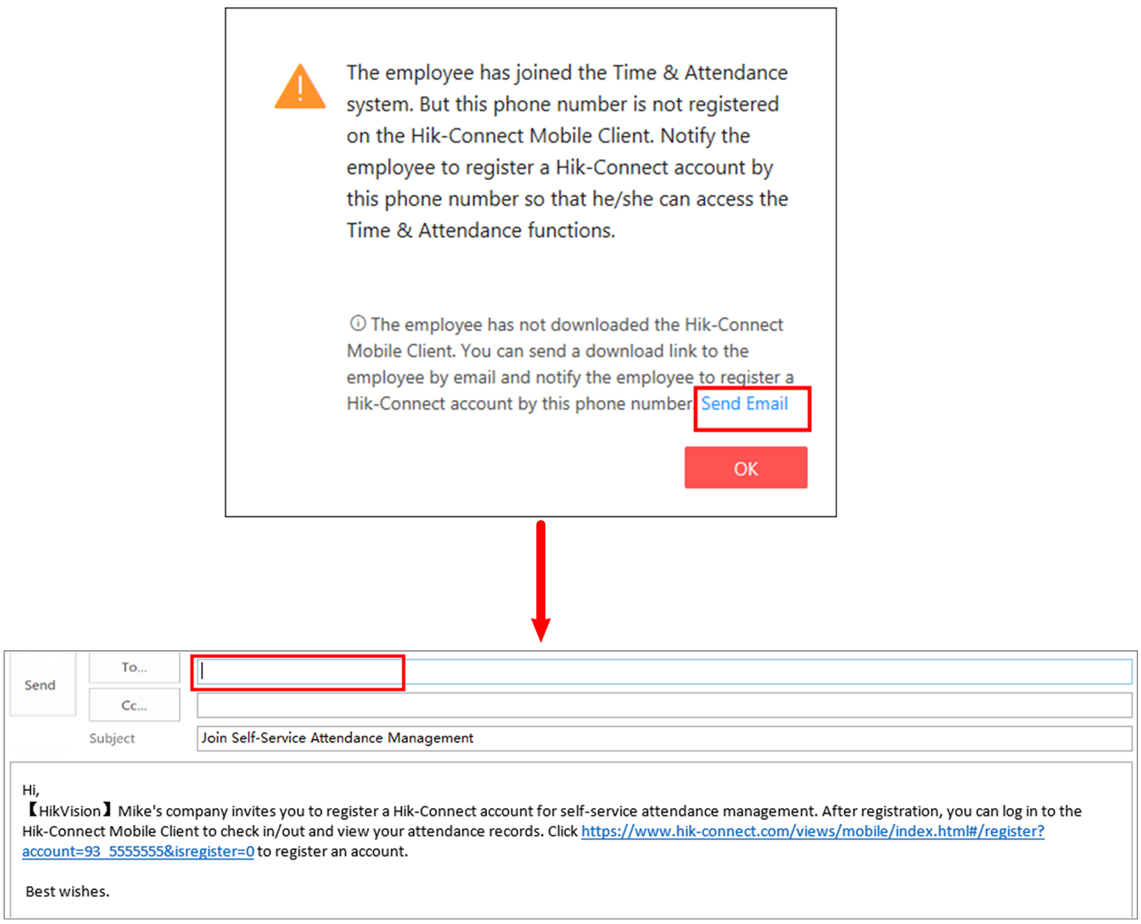

Figure 5-2 Send Email

4. **Optional:** Manage the person's credential. See ***Manage Credentials*** for details.
5. **Optional:** Assign access level to the person.
   1) Click **Add** to open the Add Access Group panel.
   2) Check access group(s).
   3) Click **Add**.

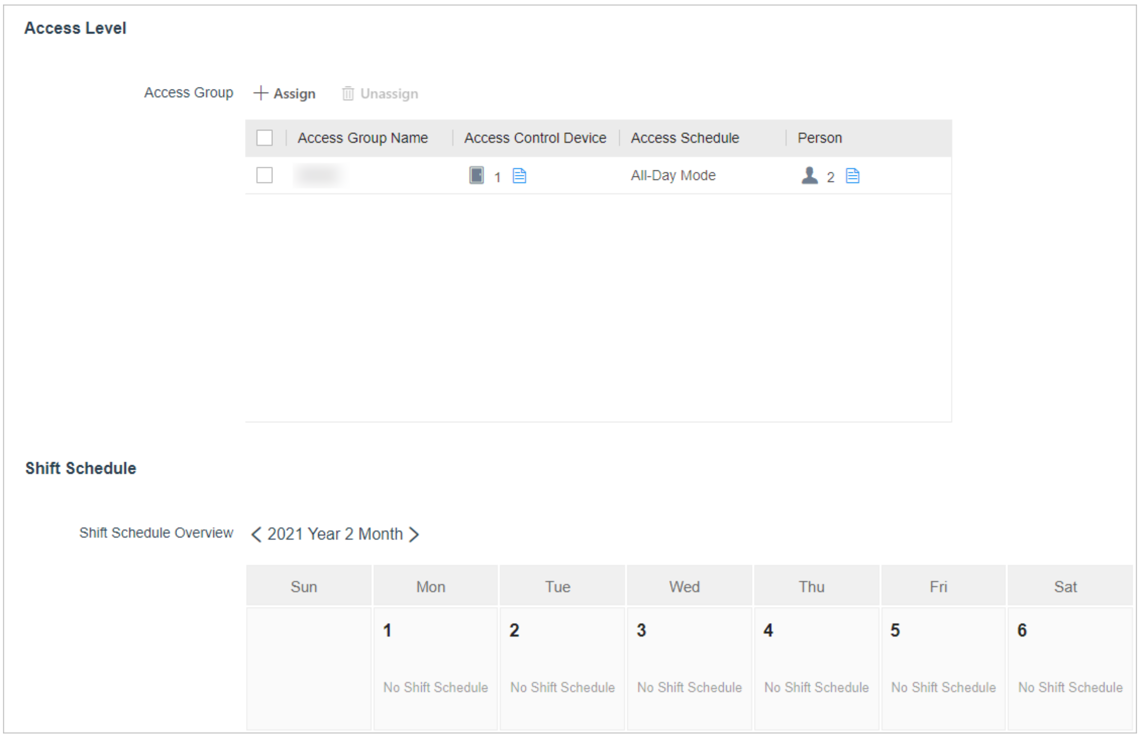

Figure 5-3 Access Level and Shift Schedule

6. Click **Add**.

   The Portal will start applying person information (including persons' access permission) to the devices of the selected access groups. The applying results will be displayed after applying.

7. **Optional:** Perform the following operation(s).

View Person List	On the person list, you can view person information, including profile photos, names, IDs, types, etc. Check **Show Sub-Group** to show persons in sub-groups.
Edit Person Information	Click a person name to enter the person's information page. You can edit the person's information according to your needs.
Filter Person	On the top of the person list, enter a person name or person ID, and click **Filter** to filter the person you want.
Delete Person	Check person(s) and click **Delete** to delete the selected person(s).

5.3 Import Persons from Devices

You can batch import person information from MinMoe devices to the platform. The information that can be imported includes person names, card No., profile pictures, etc. You need to be aware that only one normal card and profile picture of each person will be imported. Once the persons' information is imported into the platform, you can edit these persons' basic information, access level, and shift schedule.

Before You Start

Make sure that you have added MinMoe devices to the cloud attendance system, and the devices are added with person information.

Steps

1. Go to ☰ → **General** → **Person** .
2. Select a person group from the left list.
3. Click **Import from Device** in the top area of the page.

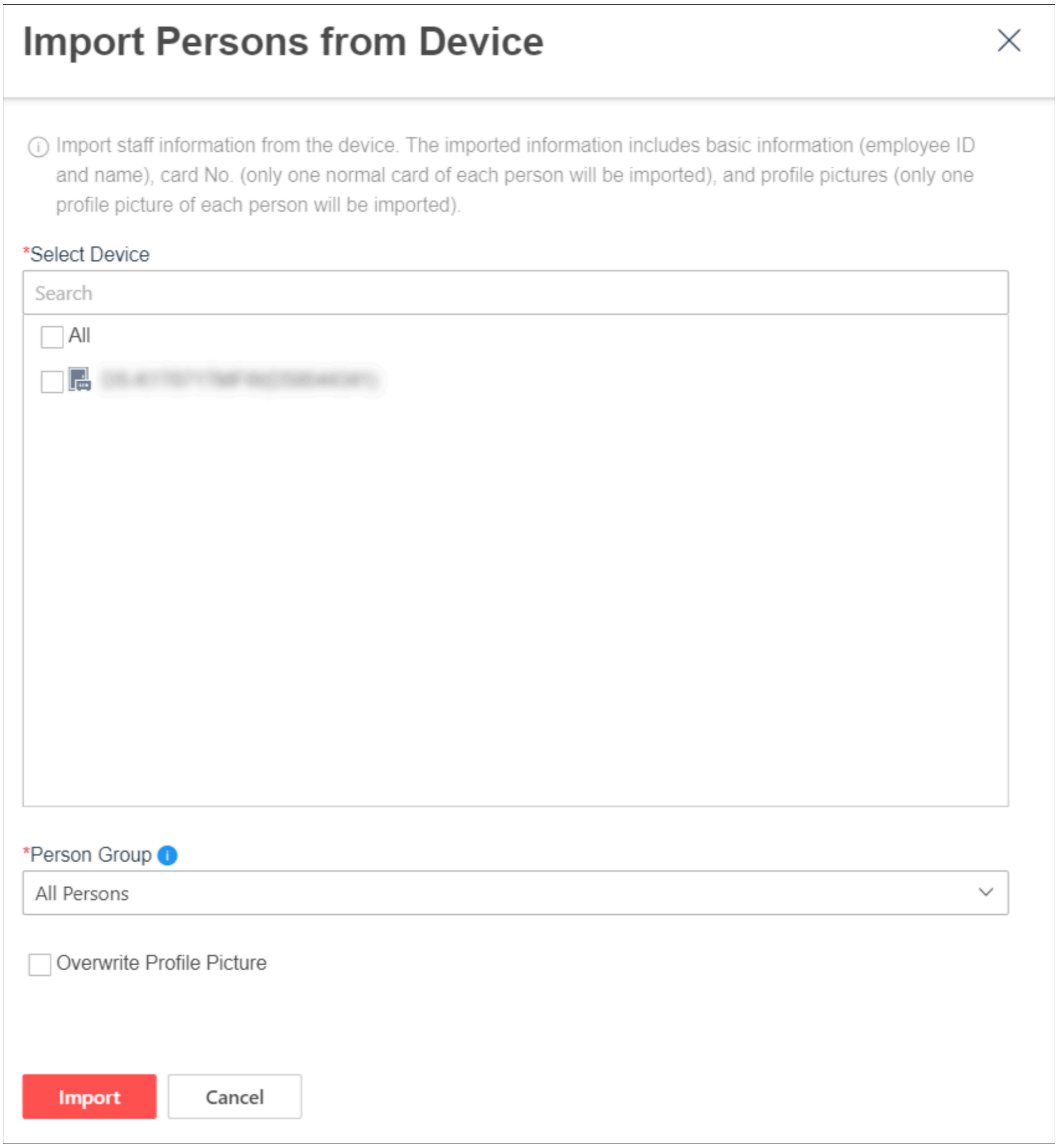

Figure 5-4 Import Persons from Device

4. Select device(s) from the list.
5. Select a person group from the drop-down list.
6. **Optional:** Check **Overwrite Profile Picture** to replace the existing profile pictures with the new ones from the device(s).
7. Click **Import**.

Note

When importing, the platform will compare the person information in the device with that in the platform based on the profile pictures. If a profile picture exists in the device but not in the platform, the platform will create a new person. If a profile picture exists in both the device and the platform, this person's information in the platform will be replaced by that in the device.

8. **Optional:** Perform the following operation(s) if needed.

Delete Person	Check one or multiple persons, and click **Delete** to delete the person(s).
Edit Person	Click the name of a person to edit the person's basic information, access level, shift schedule, and credentials.

5.4 Manage Credentials

When adding a person, you can add required credential to this person. The credential is used to authenticate access in the access points of your company or other premises. Currently, the supported credential is card only. Once the card is added, you can perform further operations, including editing and deleting the added card, reporting loss of the card, and canceling the card-loss report.

Steps

Note

Currently, you can only add one card to one person.

1. Go to ☰ → **General** → **Person** .
2. Enter the Add Credential panel.
   - If you are going to manage the credential of a to-be-added person, click **Add → Credential Management** to enter the following panel.
   - If you are going to manage the credential of an added person, click the name of the person, and then click **Credential Management** to enter the following panel.

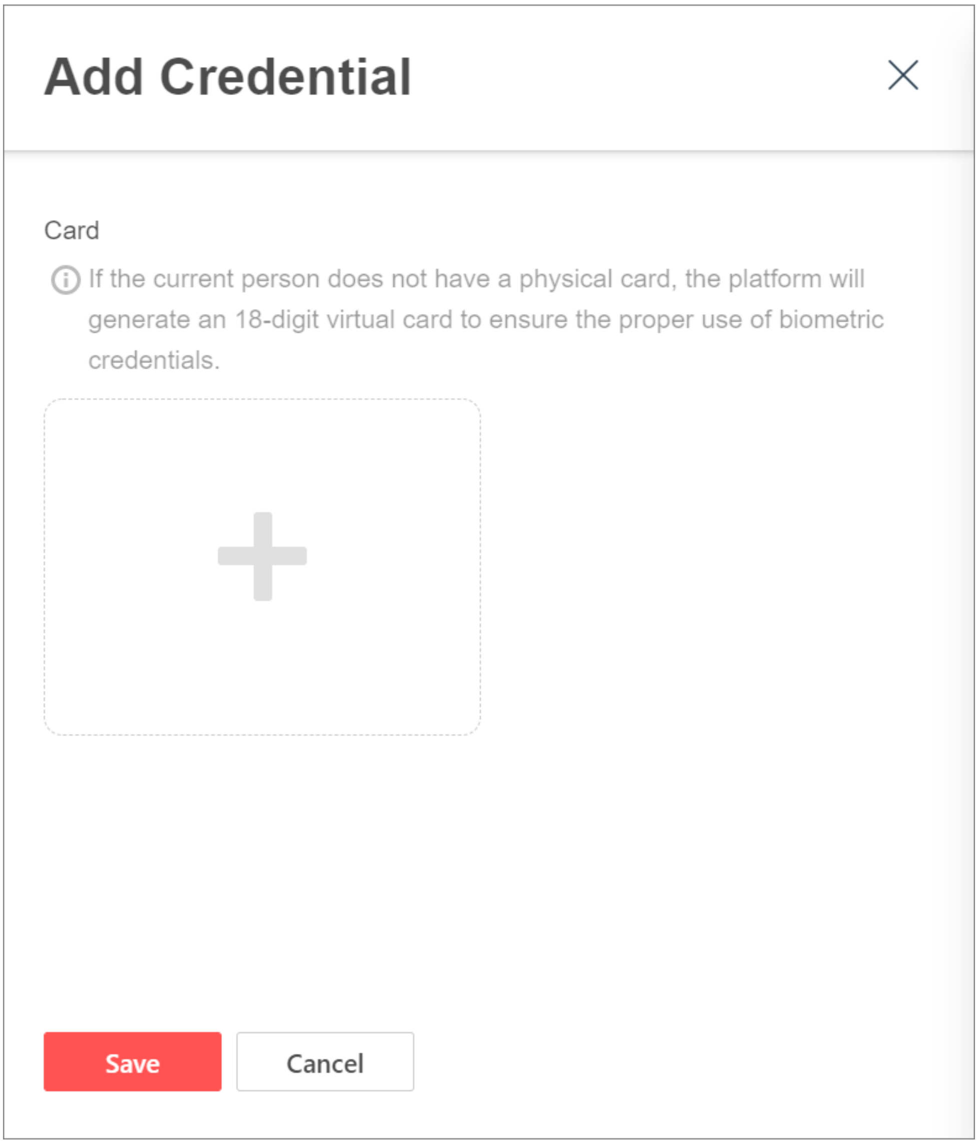

Figure 5-5 Add Credential Panel

3. Click ➕ to add a card to the person.
   - Manually enter a card number containing 1 to 20 digits.
   - Click **Card Issuing Settings**, select a card reader, and then swipe the card on the device to collect the card No.
   - Click **Card Issuing Settings**, select the mode as **Enrollment Station**, set the card format and radio frequency card type for the enrollment station, and then swipe the card on the device to collect the card No.
4. Click **Save**.
5. **Optional:** Perform the following operation(s) if needed.

Edit Card Name	On the Add Credential panel, hover your cursor on the card, and click to edit the name of the card.
Report Card Loss	On the Add Credential panel, hover your cursor on the card, and click to report loss of the card.
Cancel Card-Loss Report	• On the Add Credential panel, hover your cursor on the card, and click to cancel the card-loss report. • On the Person page, check the person who lost his/her card, and click **Cancel Card-Loss Report** to cancel the card-loss report.
Delete Card	On the Add Credential panel, hover your cursor on the card, and click to delete the card.

Chapter 6 Access Control Management

You can set the access schedule template to define the authorized time when the persons can access certain access points. Also, you can add access group(s) to group persons who will have the same access permissions. By relating the access schedule template with the access group, persons in the same access group can access the same access points during the same authorized time period.

6.1 Set Access Schedule Template

Access schedule defines the authorized time when the persons can access certain access points. The platform provides three default access control schedule templates: All-day Template, Weekday Template, and Weekend Template. You can also add customized templates as needed.

Steps

Note

- The default templates cannot be edited or deleted.
- There is no limit to the number of customized templates that can be added.
- Access schedules are only available for checking in/out and locally opening door, and not available for remotely opening door or remote live view.

1. On the Home page, select ≡ → **Access Control** → **Access Schedule Template** .
2. Click + to add a new schedule template.
3. Set the basic information for the template.

   Name

   Set the name for the template. The template names cannot be duplicate.

   Copy from

   Select an existing template from the drop-down list to copy its settings to the new template.
4. Set the week schedule.
   1) Select or draw in the box to define the authorized time period(s) of a day.
   2) Repeat the above step to set the authorized time periods for the rest days of the week.
   3) **Optional:** Click **Erase**, and select or draw on the authorized time periods to cancel the selections.

   Note

   You can set up to 8 separate time periods for each day.
5. **Optional:** Set the holiday schedule.

Note

Holiday schedule has a higher priority than week schedule.

1) Click **Add Holiday**.
2) Select one or more existing holiday(s) from the list, or click **Add** to create a new holiday.

Note

For details about adding holidays, refer to ***Holiday Management*** .

3) Click **Add**.
4) Set the authorized time period(s) for holiday(s) as needed.
5) **Optional:** Click **Erase** to cancel the authorized time period(s).

6. Click **Add** to save the above settings.
7. **Optional:** Perform further operations for the added templates.

View Template Details	Click a template to view its details.
Edit Template	Click a template and edit it if needed.
Delete Template	Select a template and click to delete it. **Note** The template that is being used cannot be deleted.

6.2 Add an Access Group

Persons in the same access group have the same access level. For example, employees in the same department of a company can be added to the same access group. After you add employees to one access group, all employees have the same access permission for accessing certain access points during the same authorized time period.

Steps

1. On the Home page, select **Access Control → Access Group** to enter the Access Group module.
2. Click **Add** to enter the Add Access Group page.
3. Create a name for the access group.
4. **Optional:** Enter the descriptions for the access group.
5. Select access control device(s) from the drop-down list.
6. Check the permission(s).

Check In/Out & Locally Open Door

The permission to check in/out and open door through authentication by this access control device.

Remotely Open Door

The permission to open door by Hik-Connect Mobile Client. It is controlled by the access schedule configured below.

Remote Live View

The permission to view live view of the access control device by Hik-Connect Mobile Client. It is controlled by the access schedule configured below.

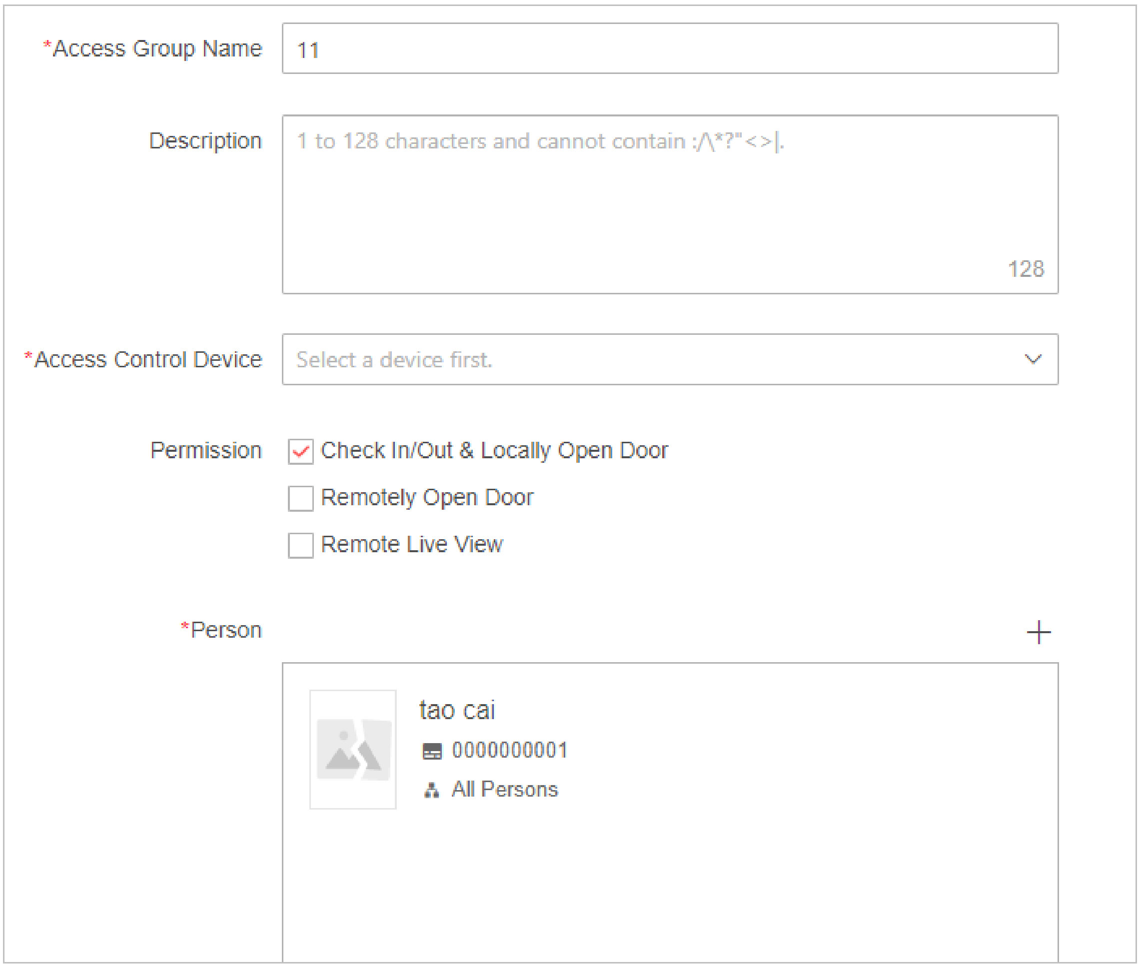

Figure 6-1 Add Access Group

7. In **Person** area, click to select person(s) to be added to the access group.

Note

The access level of persons in the access group is valid all the time.

8. Select an access schedule template from the drop-down list.

Note

- You can either select a system predefined template or a customized template. For details about adding a customized template, refer to ***Set Access Schedule Template*** .
- You can click **View** to view the schedule details.

9. Click **Add and Apply**.

   The Portal will start applying person information and persons' access levels to the devices in this access group.

10. **Optional:** Perform the following operation(s).

View Access Control Device	Click in the **Access Control Device** column to view the access control device name(s).
View Person Information	Click in the **Person** column to view information of persons in the access group. The information includes persons' profile photos, names, IDs, and person groups.
View Reason for Applying Failure	If a failure occurs when applying access level to device, will show in the **Applying Status** column. Move the mouse cursor to to view the failure details or apply again.
Edit Access Group	Click an access group name to edit the related parameters as needed.
Delete Access Group	Check access group(s) and click **Delete** to delete the selected access group(s).

6.3 Troubleshooting

In the troubleshooting module, the Administrator can view the status (including Applying Exception and To Be Applied) when applying person's credentials or access level settings to devices, and apply or reapply the settings.

On the Home page, select **Access Control → Troubleshooting** to enter the Troubleshooting page.

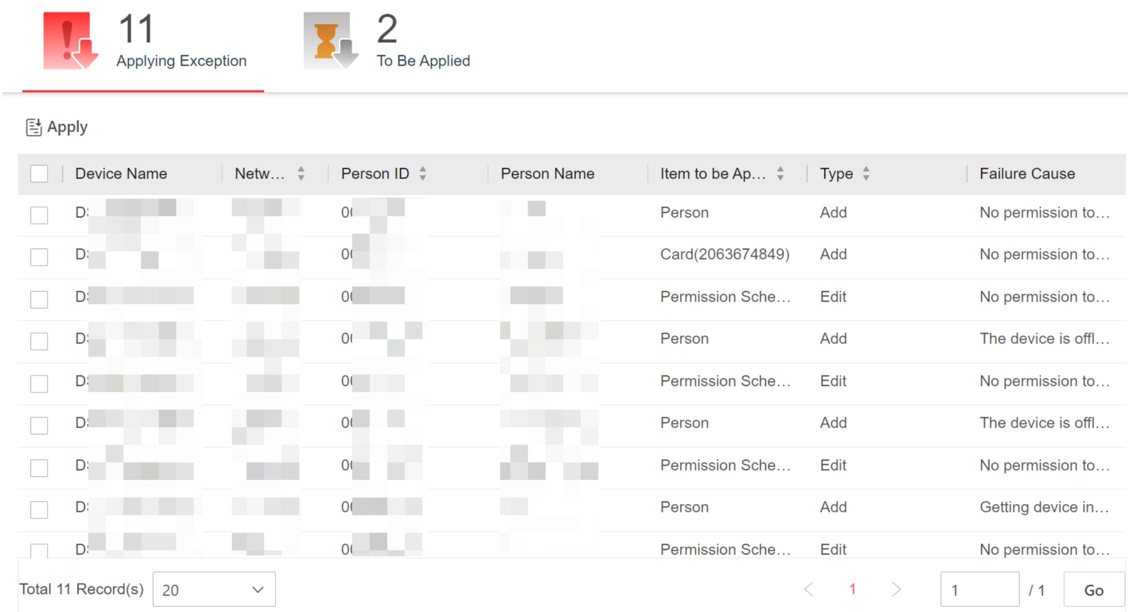

Figure 6-2 Troubleshooting Page

If an exception occurred when a configuration is applied, the record will appear in the Applying Exception list. And then the Administrator can view the record details (including the device to which the configuration is applied, device's network status, person ID, person name, item to be applied, configuration type, and failure cause) or check record(s) in the list and click **Apply** to apply them to devices again.

If a configuration is finished but without applying, the record will appear in the To Be Applied list. And then the Administrator can view the record details (including the device to which the configuration is applied, device's network status, person ID, person name, item to be applied, and configuration type) or check record(s) in the list and click **Apply** to apply them to devices.

Chapter 7 Cloud Attendance Management

After adding the person groups and persons, if you want to track when the persons start/stop work and monitor their working hours, late arrivals, early departures, and absenteeism, you can assign a shift (a rule for the attendance defining how the shift repeats, the shift type, break settings, the check-in/out rule, etc.) to define the attendance rules for the persons in the person groups.

The following chart shows the process of Time & Attendance Management.

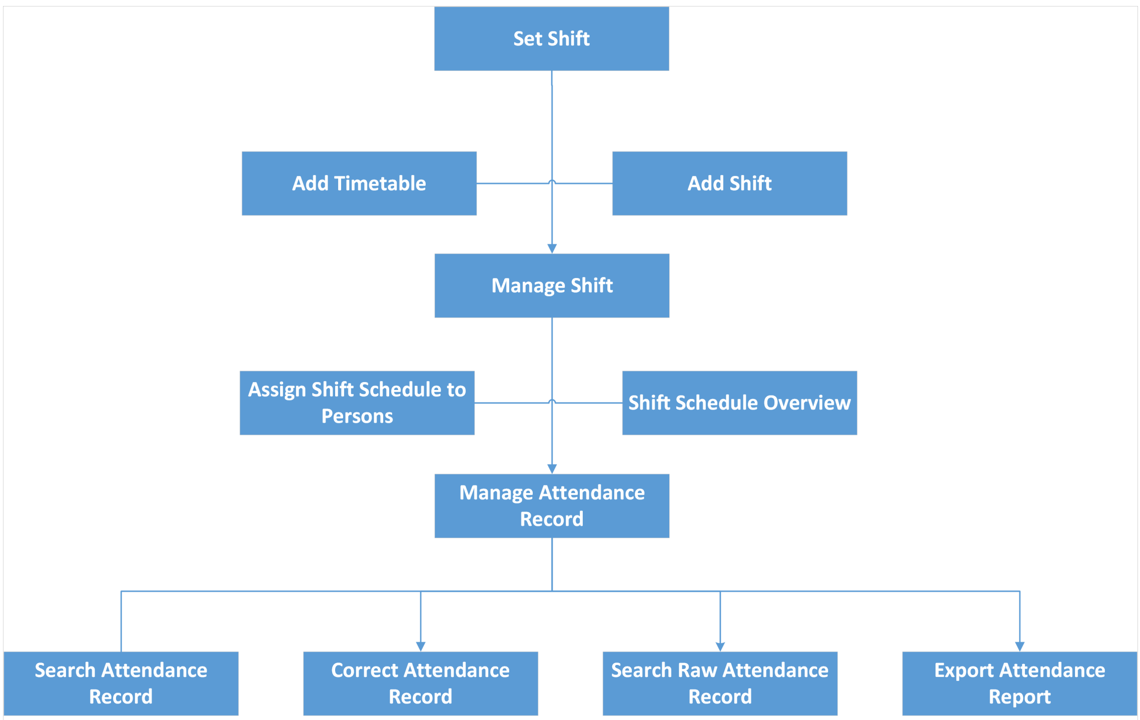

Figure 7-1 Time and Attendance

- **Add Timetable**: The timetable defines the detailed time rules for attendance such as work time, break time, etc. The employees need to follow the time rules to check in, check out, etc. It is an essential parameter for configuring a shift. See ***Add Timetable for Normal Shift*** for details.
- **Add Shift**: Shift is a time arrangement for employment practice which is designed to make use of all 24 hours of the clock each day, and usually assigned to employees to perform their duties according to the rule. Based on the actual requirements, you can add shift and apply one or more timetables in one shift for employees, which requires them to check in and check out for each timetable. See ***Add Shift*** for details.
- **Assign Shift Schedule to Person**: After adding person shift schedule(s), you should assign the shift schedule(s) to one or more persons. After that, the persons' attendance records will be calculated according to the configured shift schedule(s). See ***Assign Shift Schedule to Person*** for details.

- **Shift Schedule Overview**: The shift schedule overview shows the shift schedule information of all persons in the person group. You can also view the detailed schedule of single person in each day within one month. See ***Shift Schedule Overview*** for details.
- **Search Attendance Record**: You can set search conditions to search for the attendance records to view the person's attendance status. See ***Search Attendance Record*** for details.
- **Correct Attendance Records**: If the persons' attendance status is incorrect, you can manually correct the check in or check out record. See ***Correct Attendance Record for a Person*** and ***Correct Attendance Record for Multiple Persons*** for details.
- **Search Raw Attendance Record**: Raw attendance records are the original data generated by access control devices every time a person check in or check out. You can search for raw attendance records to view each attendance record of specific persons. See ***Search Raw Check-in/out Data*** for details.
- **Export Attendance Report**: If you need to view the overview attendance data of a specific time period, you can export attendance report of different types. See ***Export Attendance Report*** for details.

7.1 Basic Settings

In Basic Settings, you can set parameters for calculating overtime on workdays and holidays, and set leave types including the main leave type and sub leave type. You can also set scheduled reports which can be automatically sent to specific receivers by email at specific time, and set parameters for two attendance check modes (onsite check-in/out and offsite check-in/out) for the check-in/out by Hik-Connect Mobile Client.

7.1.1 Set Overtime Parameters

Overtime is the amount of time a person works beyond scheduled work hours. You can configure parameters for overtime in workdays and on holidays.

Steps

1. In the upper-left corner of Home page, select → **Cloud Attendance → Basic Settings → Overtime** to enter the overtime settings page.
2. Switch on **Calculate Overtime**.

   Calculation Mode

   By Total Work Hours

   Overtime is calculated according to the extra work hours that exceed the required work hours.

   OT Duration Calculation Mode

   Actual

Count the actual duration of the overtime. You need to set a minimum threshold for a valid overtime.

For example, if you set **Exceeding Required Work Hours for Counts as Valid Overtime** to 30 minutes, and the start-work time is 9:00 and the end-work time is 18:00:

- Overtime duration is 0 if a person checks in at 8:31 and checks out at 18:00;
- Overtime duration is 31 if a person checks in at 8:29 and check out at 18:00.

3. Set the overtime rule for holidays.

   If Overtime per Day Longer than Counts as Valid Overtime

   Set a minimum threshold for a valid overtime.
4. Click **Save**.

7.1.2 Set Leave Type

Setting the leave type will help you better manage leaves. The leave type includes the main type and sub type. You can add, edit, delete, and search main leave types. For a main type, you can add sub types which can also be edited, deleted, and searched.

Steps

Note

Only the admin account and the sub admin account have the permission to set the leave type.

1. In the upper-left corner of Home page, select → **Cloud Attendance → Basic Settings → Leave Type** .
2. Click in the left area to add a main type.
3. Enter the main type name and click **Add**.

   The added main type will be displayed on the left.
4. **Optional:** Perform the following operations after adding the main type.

Edit Main Type	Select a main type and click to edit its name.
Delete Main Type	Select a main type and click to delete it.
Search Main Type	Enter a keyword in search field on the left to search for the specific main type(s).

5. Click **Add** in the right area to add a sub type.
6. Enter the sub type name and click **Add**.

   The added sub type will be displayed on the left.
7. **Optional:** Perform the following operations after adding the sub type.

Edit Sub Type	Click in the Operation column to edit the sub type name.
Delete Sub Type	Check one or more sub types and click to delete the sub type(s).
Search Sub Type	Enter keywords in the search field in the top-right corner to search for specific sub types.

7.1.3 Set Scheduled Report

Scheduled reports can be automatically sent to the receiver by email and the receiver can view the details about the attendance check results. You can view, add, and delete report templates. You can also set parameters for the template including report name, report target, report type, and sending time.

Steps

1. In the upper-left corner of Home page, select ☰ → **Cloud Attendance** → **Basic Settings** → **Scheduled Report Settings** .
2. Click ＋ to add a report template.

Note

Up to 5 report templates can be added.

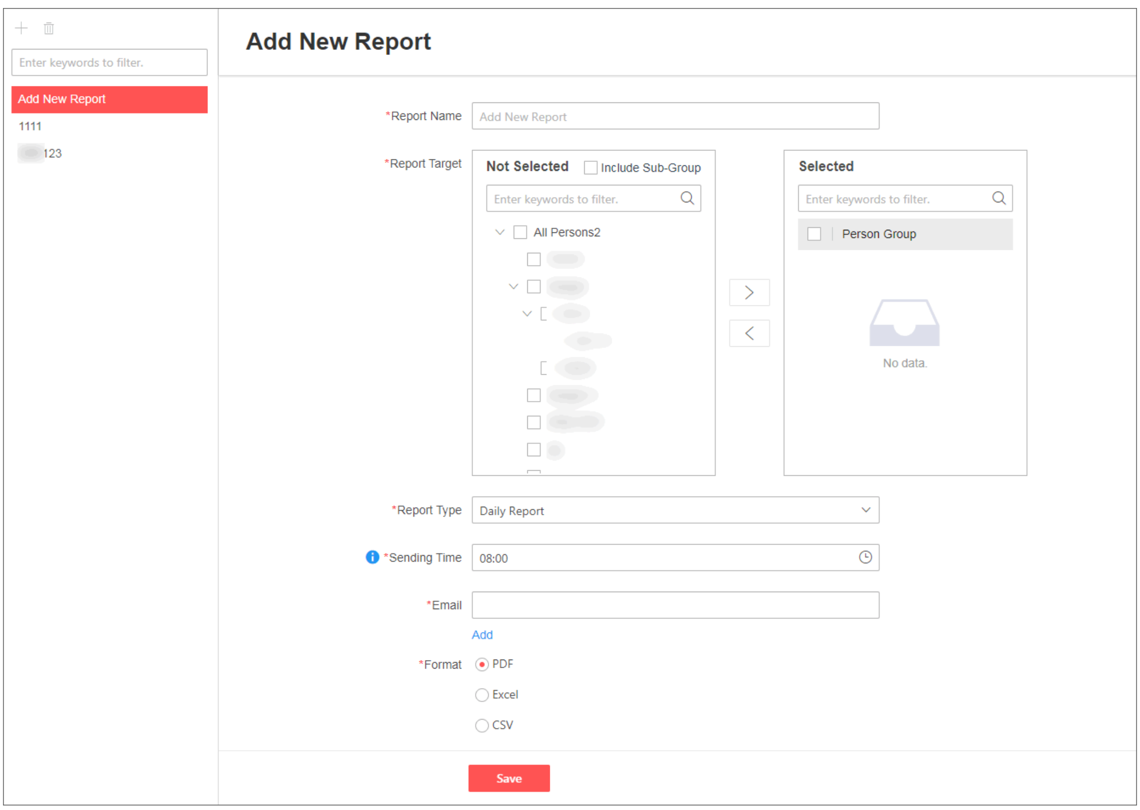

Figure 7-2 Add New Report

3. Enter the report name.
4. In Report Target area, check the person group(s) in To Be Selected list and click ＞ .

   The selected person group(s) will be displayed in Selected list.

Note

- In Selected area, you can check the person group(s) and click < to delete the checked person group(s).
- If **Include Sub-Group** is checked, the settings will be applied to all sub groups of the person group.
- You can enter the keyword in the search field to search for a specific group or sub group.

5. Select the report type.

Daily Report

The report will include the attendance check result of the last day.

Weekly Report

The report will include the attendance check result of the last week (from Sunday to Saturday).

Monthly Report

In Report Time area, you can select **Current Month** or **Last Month**. The report will include the attendance check result of the current month or last month.

6. Set the sending time.

The report will be sent to the receiver every day, every week, or every month at the specific time according to the report type.

7. Enter the email of the receiver.

Note

If there are more than one receivers, you can click **Add** to add emails.

8. Set the format of the report.
9. Click **Save**.

The added report template will be displayed on the left.

10. Perform the following operations after adding the report template.

Delete Report Template	Select a report template and click on the left to delete it.
Search for Report Template	Enter the keyword in the search field on the left to search for specific templates.

7.1.4 Set Check-In by Mobile Client

There are two modes for the check in/out by Hik-Connect Mobile Client, including the onsite check in/out and the offsite check in/out. You can set the attendance site and valid range in the first mode; in the second mode, persons in the selected person group can check in/out anywhere.

Steps

1. In the upper-left corner of Home page, select → **Cloud Attendance** → **Basic Settings** → **Check-In/Out by Mobile Client** .

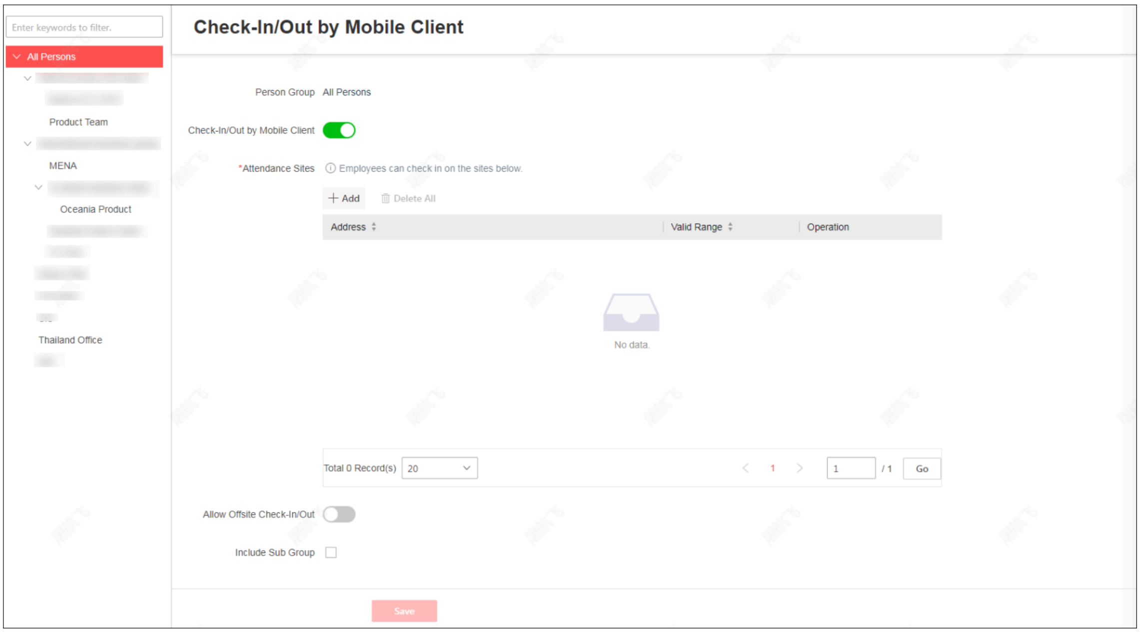

Figure 7-3 Check-In/Out by Mobile Client

2. Select the person group on the left.
3. Switch on **Check-In/Out by Mobile Client**.

Note

After it is switched on, the person in the selected person group can check in/out at the corresponding attendance site within the valid range. The attendance check outside the valid range is invalid.

4. In Attendance Sites area, click **Add** to enter Add Attendance Site page.

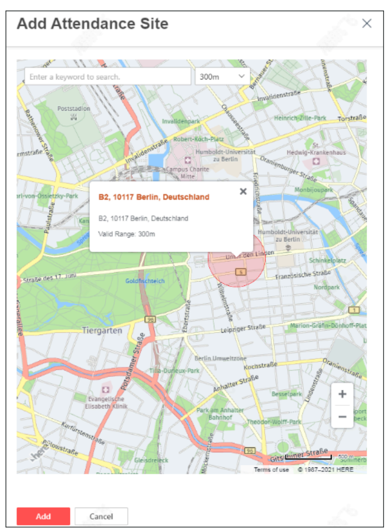

Figure 7-4 Add Attendance Site Page

5. Select a specific attendance site on the map.

Note

You can enter the keyword in the search field to search for a site. When selecting the site, you can drag the map, and click + / − to zoom in/out the map.

6. Select a valid range in the drop-down list.

Note

You can click the site on the map to view its address details and valid range.

7. Click **Add**.

   The added site will be displayed in the Attendance Sites area.

8. **Optional:** Perform the following operations after adding the site.

Edit Valid Range	Select the valid range in the drop-down list in Valid Range column.
Delete Site	Click in Operation column to delete the site; click **Delete All** to delete all sites.

9. Switch on **Allow Offsite Check-In/Out**.

   Persons in the selected person group can check in/out anywhere, and the attendance check is always valid. The Administrator and Sub-Administrator can view the person's attendance records on the HC Portal.

10. **Optional:** Check **Include Sub Group** to apply the settings to all sub groups of the person group.

7.2 Shift Settings

Shift is a time arrangement for employment practice which is designed to make use of all 24 hours of the clock each day, and usually assigned to employees to perform their duties according to the rule. Based on the actual requirements, you can add shift and apply one or more timetables in one shift for employees, which requires them to check in and check out for each timetable.

7.2.1 Add Timetable for Normal Shift

Normal shift is usually used for the attendance with fixed schedule. The employees need to follow the time rules to check in and check out. Otherwise, their attendance status will be late, early leave, or absent. You can add the timetable for normal shift to define the detailed rules (e.g., start-work time, end-work time, late rule, valid check-in/out time, break time, etc.), in order to check employees' work hours and attendance.

Steps

1. Go to **Cloud Attendance → Shift Settings → Timetable** .

Note

An example timetable is already created for your reference. The example timetable can edited but cannot be deleted.

2. Click **Add** to enter the Add Timetable page.

Note

Up to 16 timetables can be added to the platform.

3. In **Basic Settings**, set the following parameters.

Timetable Name

Create a descriptive name for the timetable.

Color

Click on the **Color** field and set the color for the timetable. Different colors represent the corresponding timetables when drawing for Shift Schedule in time bar.

4. In **Attendance**, select **Normal Shift** as the timetable type.
5. Set the detailed rules for work time and check-in/out.

Scheduled Work Time

The total scheduled working duration of employees.

Valid Check-In Period

If the employee does not check in within the valid check-in period, the check-in will not be recorded and the attendance status will be absent.

Valid Check-Out Period

If the employee does not check out during the valid check-out period, the check-out will not be recorded and the attendance status will be absent.

Min. Work Hours

Employees' work duration in one day must be longer than minimum work hours. Otherwise, the attendance status will be absent.

Flexible Mode

Allow Late & Early Leave

The scheduled start-work time and end-work time is fixed, but the employees are allowed to arrive late or leave early for a specific period of time.

For this mode, you need to set the allowable minutes for late arrival and early leave. If the employee checks in/out within the period after the start-work time or before the end-work time, the status will be Normal if the total work hours meet the minimum work hours.

For example, if the start-work time is set to 09:00 and end-work time is set to 18:30, and the allowable duration of late arrival and early leave is set to 30 minutes. If the employee checks in at 09:15 and checks out at 18:20, the attendance status will be Normal.

Note

Currently, only Allow Late Arrival & Early Leave mode is available.

6. In **Break Time**, switch on **Break Duration** to set the break time parameters.

Start Time

Start time of the break.

Earliest Allowable Start Time

Flexible start time of the break. If a person checks out earlier than **Earliest Allowable Start Time**, the check-out will not be counted as the break start time and no break will be recorded.

End Time

End time of the break.

Latest Allowable End Time

Flexible end time of the break. If a person checks in later than **Latest Allowable End Time**, the check-in will not be counted as the break end time.

Break Duration Calculation Mode

Method for counting the duration of a break.

Actual

Actual duration calculated by the check-out time and check-in time.

Note

Currently, only Actual mode is available.

Set Calculation Mode

Set the calculation method of break duration.

First Out & Last In

Only count and calculate the duration of the first and last check-in/out records within the start/end time of the break.

Note

Currently, only First Out & Last In mode is available.

7. **Optional:** In **Check-In/Out Rule Preview**, view the valid check-in/out period in a timeline.

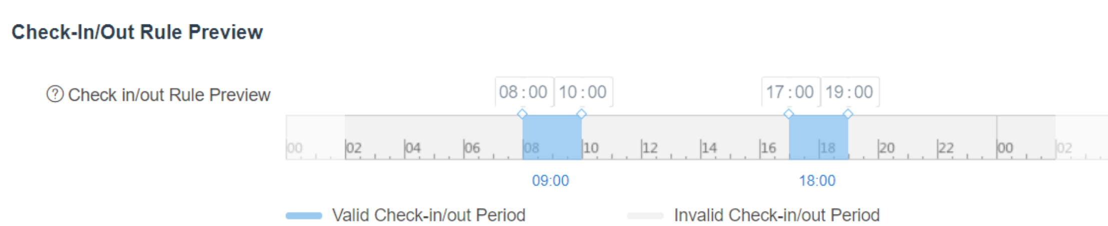

Figure 7-5 Check-In/Out Rule Preview

Note

You can drag the timeline to the left or right.

8. Click **Add** to save the timetable.
9. **Optional:** Perform further operations.

Edit a Timetable	Click a timetable to edit its parameters.
Delete Timetable(s)	Select timetable(s) and click **Delete** to delete the selected timetable(s).

What to do next

Use the timetables to define the work schedule on each day in a shift. For more details, refer to ***Add Shift*** .

7.2.2 Add Timetable for Man-Hour Shift

Man-hour shift is usually used for the attendance with flexible schedule. It does not require a strict check-in time and check-out time and only requires that the employees' work hours are longer than the minimum work hours.

Steps

1. Go to **Cloud Attendance → Shift Settings → Timetable** .

   Note

   An example timetable is already created for your reference. The example timetable can edited but cannot be deleted.

2. Click **Add** to enter the Add Timetable page.

   Note

   Up to 16 timetables can be added to the platform.

3. In **Basic Settings**, set the following parameters.

   Timetable Name

   Create a descriptive name for the timetable.

   Color

   Click on the **Color** field and set the color for the timetable. Different colors represent the corresponding timetables when drawing for Shift Schedule in time bar.

4. In **Attendance**, select **Man-Hour Shift** as the timetable type.
5. Set the detailed rules for work time and check-in/out.

   Valid Check-In/Out Period

   If the employee does not check in/out within the valid check-in/out period, the check-in/out will not be recorded and the attendance status will be absent.

   Min. Work Hours

Employees' work duration in one day must be longer than minimum work hours. Otherwise, the attendance status will be absent.

6. In **Break Time**, switch on **Break Duration** to set the break time parameters.

Start Time

Start time of the break.

Earliest Allowable Start Time

Flexible start time of the break. If a person checks out earlier than **Earliest Allowable Start Time**, the check-out will not be counted as the break start time and no break will be recorded.

End Time

End time of the break.

Latest Allowable End Time

Flexible end time of the break. If a person checks in later than **Latest Allowable End Time**, the check-in will not be counted as the break end time.

Break Duration Calculation Mode

Method for counting the duration of a break.

Actual

Actual duration calculated by the check-out time and check-in time.

Note

Currently, only Actual mode is available.

Set Calculation Mode

Set the calculation method of break duration.

First Out & Last In

Only count and calculate the duration of the first and last check-in/out records within the start/end time of the break.

Note

Currently, only First Out & Last In mode is available.

7. **Optional:** In **Check-In/Out Rule Preview**, view the valid check-in/out period in a timeline.

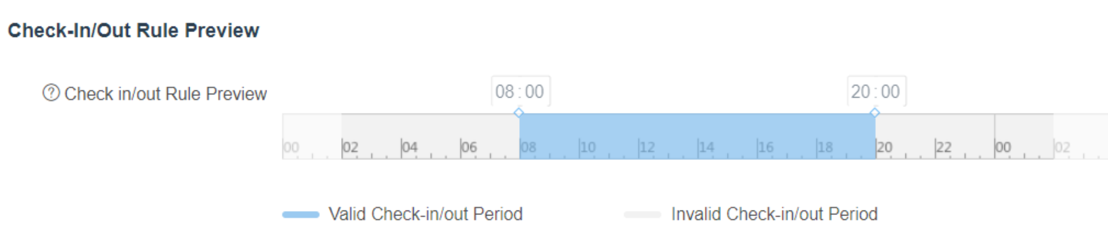

Figure 7-6 Check-In/Out Rule Preview

Note

You can drag the timeline to the left or right.

8. Click **Add** to save the timetable.
9. **Optional:** Perform further operations.

Edit a Timetable	Click a timetable to edit its parameters.
Delete Timetable(s)	Select timetable(s) and click **Delete** to delete the selected timetable(s).

What to do next

Use the timetables to define the work schedule on each day in a shift. For more details, refer to ***Add Shift*** .

7.2.3 Add Shift

After adding timetables, you need to create a shift by adopting the configured timetables. Shifts can be assigned to persons to calculate the attendance records.

Before You Start

Make sure you have added at least one timetable. See ***Add Timetable for Normal Shift*** or ***Add Timetable for Man-Hour Shift*** for details.

Steps

1. Go to **Cloud Attendance → Shift Settings → Shift** .

   Note

   An example shift is already created for your reference. The example shift can edited but cannot be deleted.

2. Click **Add** to enter the Add Shift page.

   Note

   Up to 4 shifts can be added to the platform.

3. In **Basic Information**, set the basic information for the shift, including name and descriptions.
4. In **Schedule**, set the schedule parameters.

   Repeat by

   Week

   The shift will repeat every 7 or 14 days based on the cycle you select. If you select two weeks, you need to set the start week of the repeating period in **Start Week**.

   Day

   You can customize the number of days (1-30) in one period. You should set a start date of the repeating period in **Start Date for Reference**.

   Shift Type

Select the type of the shift from Normal Shift and Man-Hour Shift. If you select Normal Shift, you can only add normal-shift timetables to the shift and vice versa.

Work Time

Select the added timetable and click on the time bar to apply the timetable.

Note

For **Normal Shift**, you can apply up to four timetables in one day, which requires the employees to check in and check out according to each timetable. The start and end work time and the valid check-in and out time in different timetables can not be overlapped.

Calculation Method

Currently, the time between the first check-in and the last check-out will be regarded as the actual work hours.

5. **Optional:** In **Overtime**, switch on **Calculate Overtime** to count the extra work hours outside the required work time as overtime.

Note

For setting the general overtime rules, see ***Set Overtime Parameters*** .

6. In **Holiday**, select the holidays. On holidays, the shift will not be effective.

Note

- You can click **Add** to add a new holiday.
- You can manage the holidays in the platform in **System Configuration → Holiday Management** . See details in ***Holiday Management*** .

7. Click **Add** to save the shift.
8. **Optional:** Perform further operations.

Edit a Shift	Click a shift to edit its parameters.
Delete Shift(s)	Select the shift(s) and click **Delete** to delete the selected shift(s).

What to do next

Assign shift to persons. See details in ***Assign Shift Schedule to Person*** .

7.3 Shift Management

After setting the shift, you should assign it to the persons, so that the persons' attendance records will be calculated according to the shift schedule. Also, you can have an overview of shift schedules of single person or a person group.

7.3.1 Assign Shift Schedule to Person

After adding shifts, you need to assign the shift schedules to persons. The platform will calculate the attendance status for the persons according to this shift schedules.

Before You Start

- Make sure you have added shift(s) in the platform. For details, refer to ***Add Shift*** .
- Make sure you have added person(s) in the platform. For details, refer to ***Add a Person*** .

Steps

1. Go to **Cloud Attendance → Shift Management → Assign Shift Schedule to Person** .
2. Select a person group.

Note

You can enter a keyword in the search box to quickly search for the target person group.

Person(s) in the selected group will be displayed on the right side.

3. **Optional:** Check **Show Sub-Group** to display the person(s) in sub-group(s) of the selected person group.
4. Select person(s) to assign the shift schedule to.

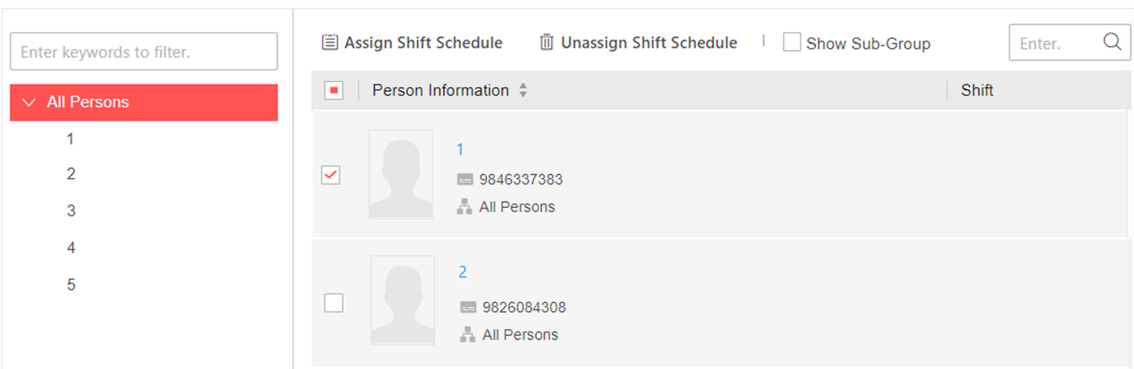

Figure 7-7 Assign Shift Schedule to Person

Note

You can enter a keyword in the search box in the upper-right corner to quickly search for the target person(s).

5. Click **Assign Shift Schedule** to open the Assign Shift Schedule panel.

Note

You can also click a person name to set shift schedule for the person alone.

6. Set the effective period of the shift schedule.

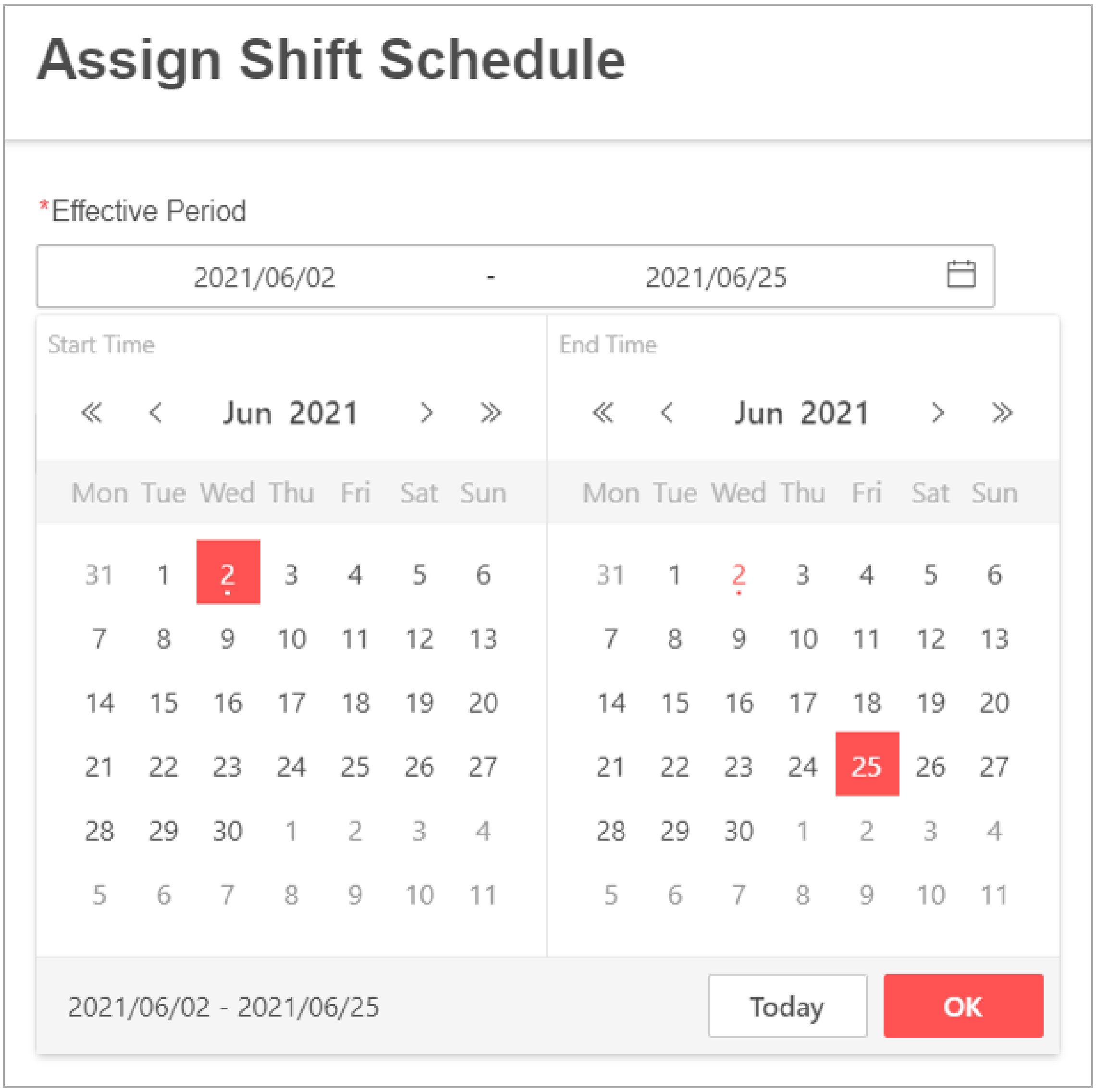

Figure 7-8 Set Effective Period

7. Select a shift from the drop-down list to be assigned.

Note

You can click **View** to view the details of the selected schedule.

8. Click **Save** to save the above settings.
9. **Optional:** Select one or more persons, click **Unassign Shift Schedule** to delete the shift schedule for the selected persons.

7.3.2 Shift Schedule Overview

The shift schedule overview shows the shift schedule information of all persons in the person group. You can also view the detailed schedule of single person on each day during a month.

Before You Start

Make sure you have added person(s) in the platform. For details, refer to ***Add a Person*** .

Steps

1. On the Home page, select → **Cloud Attendance** → **Shift Management** .
2. Click **Shift Schedule Overview**.
3. Select a person group on the left.

Note

You can enter a keyword in the search box to quickly search for the target person group.

Schedule information about all the persons in the selected group will be displayed on the right.

4. **Optional:** Check **Show Sub-Group** to display the person(s) in sub-group(s) of the selected person group and you can also view their schedule information.
5. **Optional:** Enter a keyword in the search box on the upper right side to quickly filter the target person(s).
6. Click a person name to view the detailed schedule of this person for each day in one month.

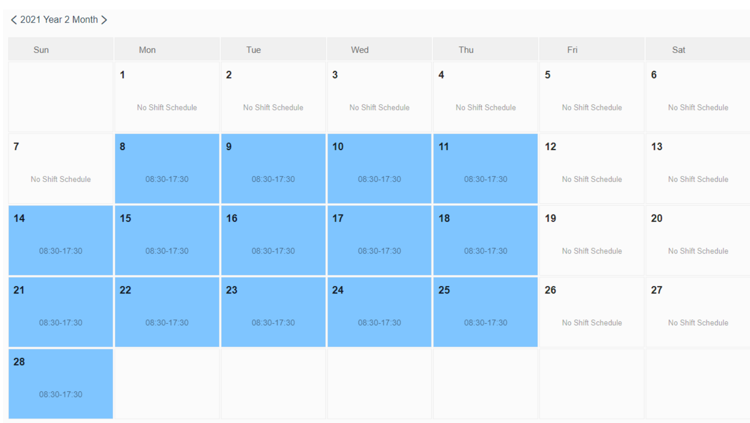

Figure 7-9 Shift Schedule Overview

Note

- You can click < / > to switch months.
- You can click **Edit** to edit person's shift schedule. For details, refer to ***Assign Shift Schedule to Person*** .
- You can click **Delete** to delete the shift schedule.

7.4 Attendance Record Management

The persons' attendance records will be calculated according to the configured shift schedules. You can manually calculate the attendance results and the attendance records will be updated. You can set the search conditions to search for the records and view the attendance details. If there is incorrect attendance status, you can manually correct attendance records for single or multiple persons. Also, you can search and view raw attendance data in the platform.

7.4.1 Manually Calculate Attendance Results

On Attendance Record page, the persons' attendance records will be calculated automatically every day according to the configured shift schedules. However, you can manually calculate the attendance results of specific persons within a specific period.

Steps

1. Go to **Cloud Attendance → Attendance Record Management → Attendance Record** .
2. Click **Recalculate** in the upper-left corner.

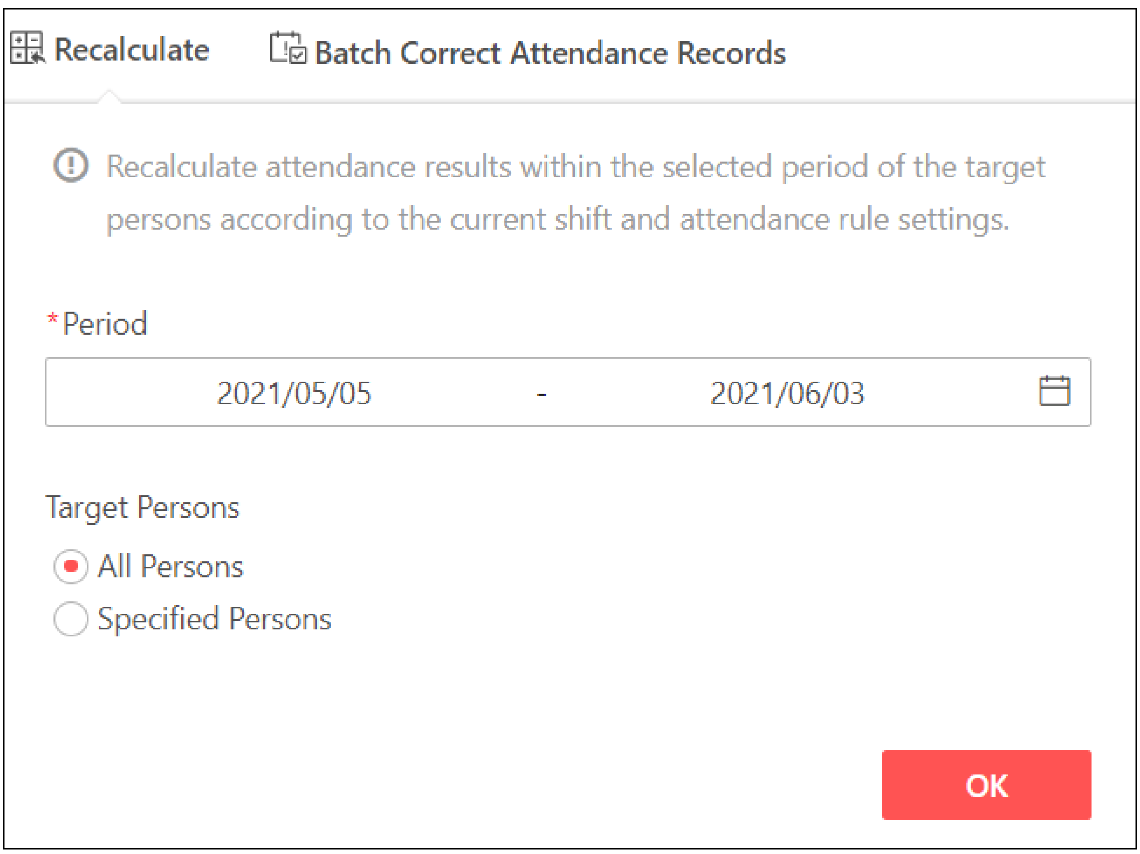

Figure 7-10 Manually Calculate Attendance Results

3. Specify the period.

4. Select the target persons whose attendance results need to be calculated.
   - Select **All Persons**.
   - Select **Specified Persons** and click to add persons as needed.
5. Click **OK**.

   The attendance records will be updated and displayed.

7.4.2 Search Attendance Record

You can set search conditions to search for the attendance records to view the person's attendance status, etc.

Before You Start

- Make sure you have added person(s) in the platform and have assigned access group(s) to person(s). For details, refer to ***Add a Person*** .
- Make sure you have assigned shift schedule to person(s). For details, refer to ***Assign Shift Schedule to Person*** .

Steps

1. On the Home page, select → **Cloud Attendance** → **Attendance Record Management** .
2. Click **Attendance Record**.
3. Click on the upper right corner.
4. Set the search conditions such as time, person name, and person group.
5. Click **Filter** to search for the attendance records.

   Attendance records which meet the search conditions will be displayed below.
6. **Optional:** Perform the following operations.

View Person's Attendance Records	Click the person name to view the person's attendance records. **Note** • You can hover the cursor on the date to view the details of records. • If there is incorrect attendance status, you can click **Correct** to manually correct the attendance record. For details, refer to ***Correct Attendance Record for a Person*** .
Sort Attendance Records	Click Sort by Pers... in the top right corner of Attendance Record page and select a sorting rule from the drop-down list to sort records by person ID or date in ascending/descending order.
Correct Attendance Record for Single Person	Click to correct the attendance record for single person. For details, refer to ***Correct Attendance Record for a Person*** .

Correct Attendance Records for Multiple Persons	Click **Batch Correct Attendance Records** to batch correct attendance records for multiple persons. For details, refer to ***Correct Attendance Record for Multiple Persons*** .

7.4.3 Correct Attendance Record for a Person

If a person's attendance status is incorrect, you can manually correct the check-in or check-out record.

Steps

1. On the Home page, select → **Cloud Attendance** → **Attendance Record Management** .
2. Click **Attendance Record**.
3. **Optional:** Search the attendance records.

Note

For details, refer to ***Search Attendance Record*** .

4. For the person whose attendance record is incorrect, click in the Operation column.
5. Select the correction type and time.

Note

- You can click **Add** to add new check-in/out corrections. Up to 9 corrections can be added.
- For the added check-in/out corrections, you can click **Delete** to delete them if needed.

6. Select the correction reason from the drop-down list.
7. **Optional:** Enter the remarks if needed.
8. Click **Save** to save the above settings.

7.4.4 Correct Attendance Record for Multiple Persons

You can batch correct the check-in/out records or apply for leave for multiple persons with abnormal attendance records. You can search for records and correct them, or correct the records for specific persons.

Steps

1. Go to **Cloud Attendance** → **Attendance Record Management** → **Attendance Record** .
2. Search for the attendance records that you want to correct.

Note

For details, refer to ***Search Attendance Record*** .

3. Click **Batch Correct Attendance Records**.

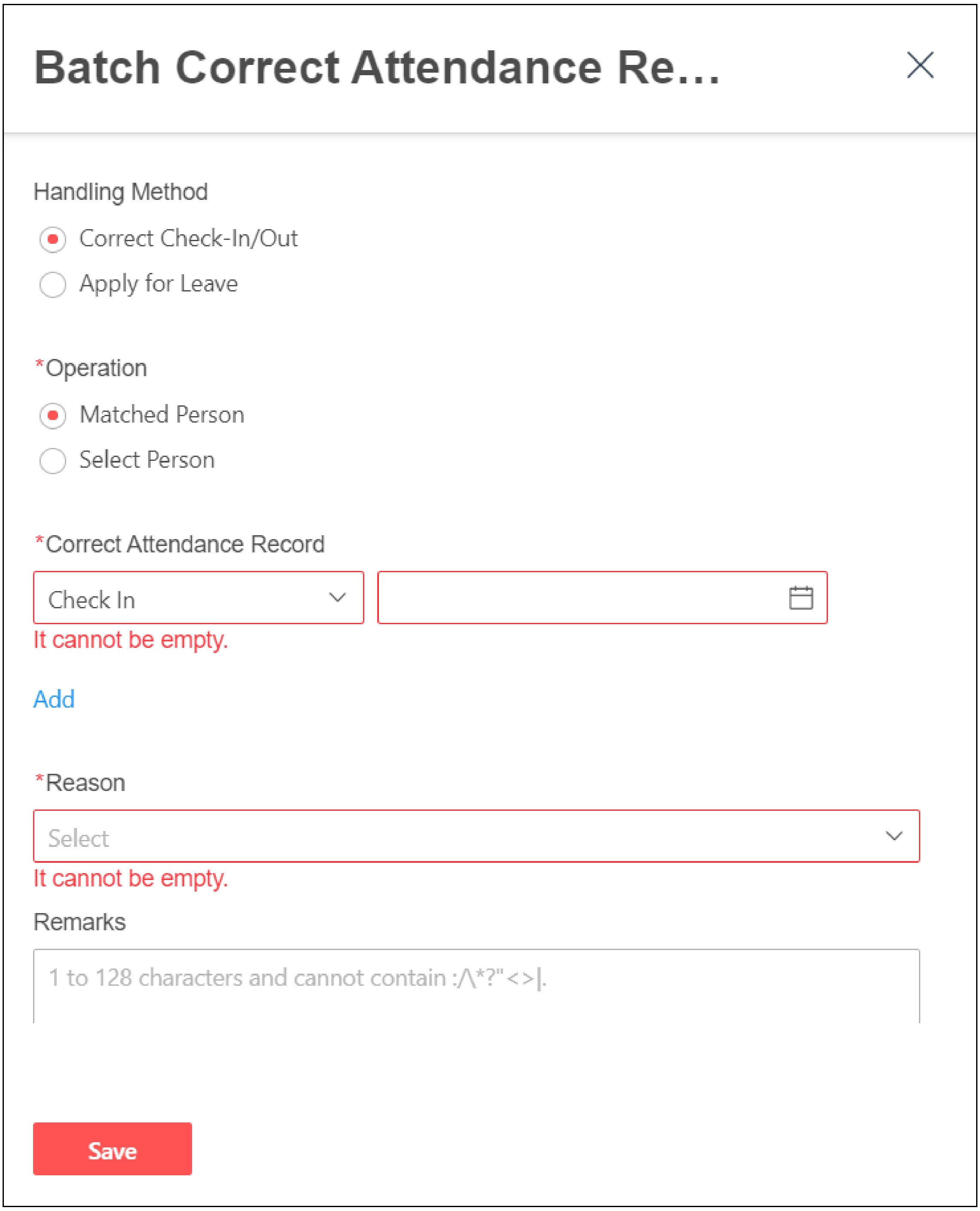

Figure 7-11 Batch Correct Attendance Records

4. Select a handling method and complete the related settings.

Correct Check-

a. Select **Correct Check-In/Out**.

b. Select **Matched Person** to correct the records that match the filter conditions.

In/Out Records

Note

You can also select **Select Person** and choose the persons whose records need to be corrected.

c. Specify the attendance type and time.

Note

- You can click **Add** to add new check-in/out corrections. Up to 10 corrections can be added.
- For the added check-in/out corrections, you can click **Delete** to delete them if needed.

d. Select a correction reason from the drop-down list.
e. (Optional) Add remarks if needed.

Apply for Leave

a. Select **Apply for Leave**.
b. Select **Matched Person** to correct the records that match the filter conditions.

Note

You can also select **Select Person** and choose the persons whose records need to be corrected.

c. Specify the leave type and time.

Note

- You can click **Add** to add new leave records. Up to 10 records can be added.
- For the added leave records, you can click **Delete** to delete them if needed.

d. Add remarks if needed.

5. Click **Save**.

7.4.5 Search Raw Check-in/out Data

You can search for raw check-in and check-out data to view each record of specific persons. Raw check-in/out data is the original data generated by access control devices when a person check in or check out on an access control device, containing information such as time, device, and person details.

Steps

1. Go to **Cloud Attendance → Attendance Record Management → Raw Check-in/out Data** .
2. **Optional:** Click in the upper-right corner if the search condition section is not expanded.
3. Set the search conditions such as time, person name, employee ID, and person group.
4. Click **Filter**.

   Raw check-in/out data which meet the search conditions will be displayed below.

7.4.6 View Attendance Handling Records

Attendance handling records show the added attendance handling information, including check-in/out correction and leave application. You can view the handling details or undo the handling operations.

On the Home page, select **Cloud Attendance → Attendance Record Management → Handling Records** to view the attendance handling records.

You can perform the following operations.

- **Filter Handling Records**: Click and set conditions (e.g., name, ID, person group, time, etc.) to filter the handling records.

  Note

  The time period configured for filtering handling records should be shorter than one month.
- **Undo Handling Operations**: Select the handling record(s) and click **Undo** to cancel the handling operations. The correction records will be deleted on the page and the previous attendance status will also be restored.

7.5 Export Attendance Report

Hik-Connect Portal supports multiple report types and you can export a series of attendance reports manually to view the persons' attendance data.

Steps

1. Go to **Cloud Attendance → Export Report** .
2. Select a report type by choosing a template in the **Statistics Template** section. The list below introduces the information that each report includes.

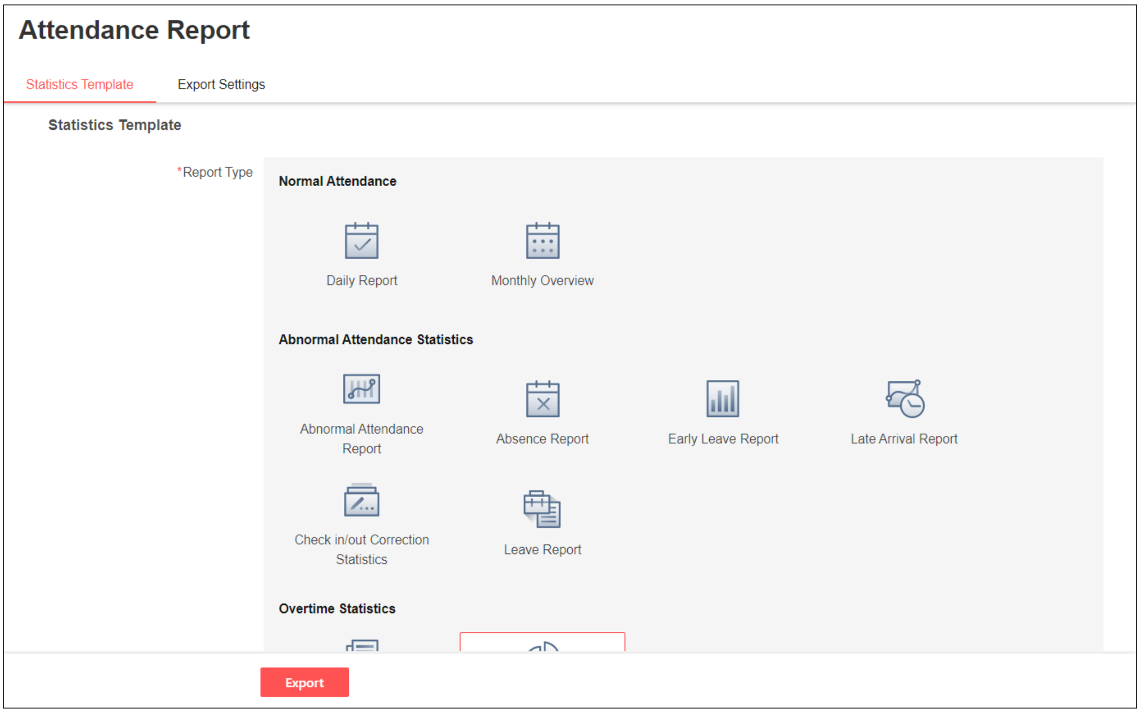

Figure 7-12 Statistics Template

Daily Report

- Person information, including person ID, name, and belonging person group
- Date and scheduled work time
- Time of check-in & out
- Time of break-in & out
- Required work hours
- Work duration and overtime duration
- Break duration and leave duration
- Status

Monthly Overview

- Person information, including person ID, name, and belonging person group
- Time of check-in & out
- Late duration
- Early leave duration
- Working duration
- Status of each date
- Statistics of the month

Abnormal Attendance Report

- Person information, including person ID, name, and belonging person group
- Scheduled work time
- Status

Absence Report

- Person information, including person ID, name, and belonging person group
- Scheduled work time
- Absence duration

Early Leave Report

- Person information, including person ID, name, and belonging person group
- Scheduled work time
- Early leave duration

Late Arrival Report

- Person information, including person ID, name, and belonging department
- Scheduled work time
- Late duration

Check in/out Correction Statistics

- Person information, including person ID, name, and belonging person group
- Correction type
- Actual start-work time
- Actual end-work time

Leave Report

- Person information, including person ID, name, and belonging person group
- Leave type
- Leave start/end time

Overtime Details Monthly Report

- Person information, including person ID, name, and belonging person group
- Total overtime on workdays/holidays in the current month
- Total overtime in the current month

Total Overtime Monthly Report

- Person information, including person ID, name, and belonging person group
- Total overtime on workdays/holidays in the current month
- Total overtime in the current month

3. Configure the report in the **Export Settings** section.

Person

Select the persons to be included in the report.

Time Period

For monthly overview, select the month of the report. For other report types, specify the start date and end date of the report.

Note

For daily report, the start time and end time should be within 30 days.

Format

Select PDF, Excel, or CSV as the file format of the report.

4. Click **Export** to download the report file to the local disk.

   The exported report file will be named by report type and time period (e.g., Abnormal Attendance Report_2021-07-01_2021-07-31).

Chapter 8 Holiday Management

You can configure the holiday parameters, including the holiday name, holiday start time, and number of days. Once the holiday is added, it will be applied in employees' shift arrangement automatically. On holidays, the configured attendance rules will not take effect.

Steps

1. Go to **General → System Configuration → Holiday Settings** .
2. Click **Add**.
3. Enter the holiday name, holiday start time, and number of days.

   Note

   - The dates of different holidays cannot overlap.
   - The holiday settings will only take effect in the configured year. You need to set the holidays for each year.
4. Click **Add**.

   Note

   Once the holiday is added, it will be applied in employees' shift arrangement automatically.
5. **Optional:** Click or to edit or delete the added holidays.

   Note

   - You can click **Delete All** to delete all holidays.
   - The holiday that has been applied in the shift cannot be deleted.

See Far, Go Further

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