

Company Prefix Setup

ADMINISTRATION

User Management

Settings

App Settings

Attendance Settings

Approval Settings

Leave Type

Custom Fields (Prefix)

ZKTeco Biometrics

REPORTS

To set up Company Prefix,
Click the Settings Button



Then **Click the Custom Fields (Prefix) Button**



Company Prefix Setup

The screenshot shows a mobile application interface for 'Company Prefix Setup'. The top navigation bar has 'Settings' and a back arrow. The left sidebar includes 'Attendance Settings', 'Approval Settings', 'Leave Type', and 'Custom Fields' (which is highlighted with a brown box). The main content area has a header 'Prefix' and a sub-header 'Prefix List(Employee-ID)'. A modal window titled 'Add Prefix' is open, containing fields for 'Prefix*' (with a red asterisk) and 'Remarks'. Below the modal are 'Cancel' and 'Add Prefix' buttons. To the right is a table with columns 'Remarks', 'Action', and a list of entries: 'Company' and 'branch', each with edit and delete icons. A 'Add Prefix' button is located in the top right corner of the main content area.

*** Set a prefix for employee IDs. This automates ID creation and integrates with biometric devices.

eg.

Company Name = **COMP**
JAF DIGITAL GROUP INC = **JDGI**