ADMINISTRATION

User Management

Settings

App Settings

Attendance Settings

Approval Settings

Leave Type

Custom Fields (Prefix)

ZKTeco Biometrics

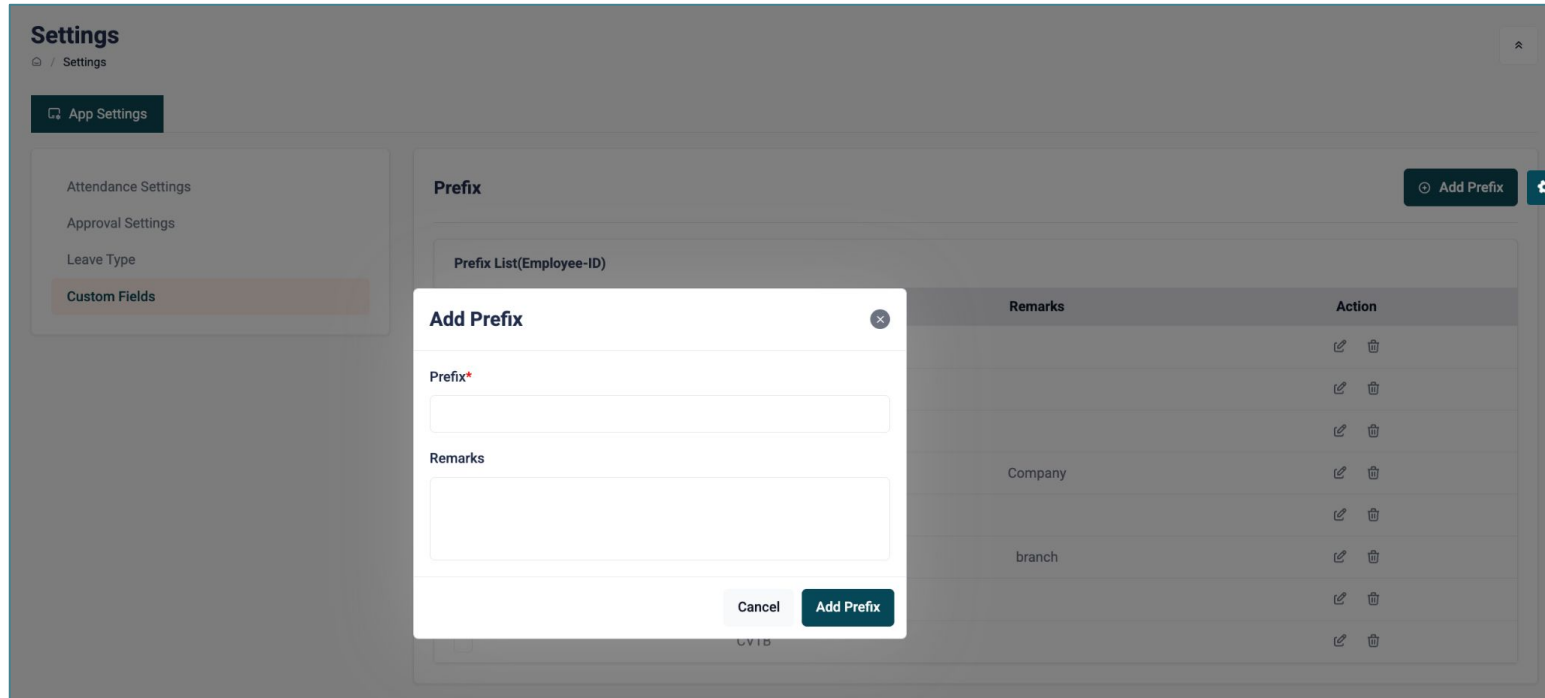REPORTS

To set up Company Prefix, **Click** the **Settings Button**

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

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

eg.

Company Name = **COMP**

JAF DIGITAL GROUP INC = **JDGI**