

ZKBio Time

Change Log

Version Change Info: V1.0

Current Version: 8.0.7

Date: May 2022

English

Thank you for choosing our product. Please read the instructions carefully before operation. Follow these instructions to ensure that the product is functioning properly. The images shown in this manual are for illustrative purposes only.



For further details, please visit our Company's website
www.zkteco.com.

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1 Key Updates

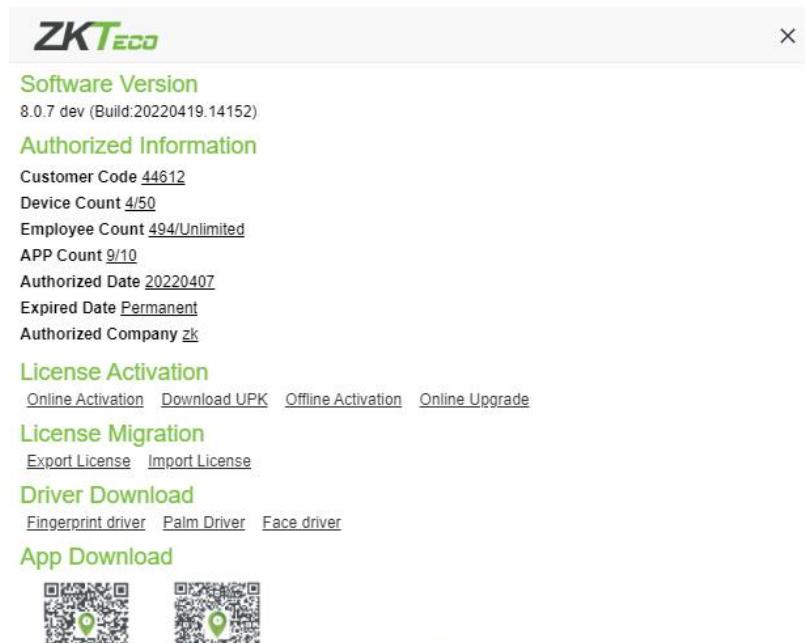
Implemented Change	Description
Login Dashboard	<ul style="list-style-type: none">● About● Online Punch● Language● Remember Password
User Info	<ul style="list-style-type: none">● Controller● Feedback
Personnel Module	<ul style="list-style-type: none">● Personnel list attendance record
Attendance Module	<ul style="list-style-type: none">● shift schedule change notification
Visitor Module	<ul style="list-style-type: none">● Visitor QR code to upload visible light photos● Visitor bio template auto delete● Accessible Setting

2 Login Dashboard



2.1 About

Click  icon to enter the software information interface, as shown in the following figure



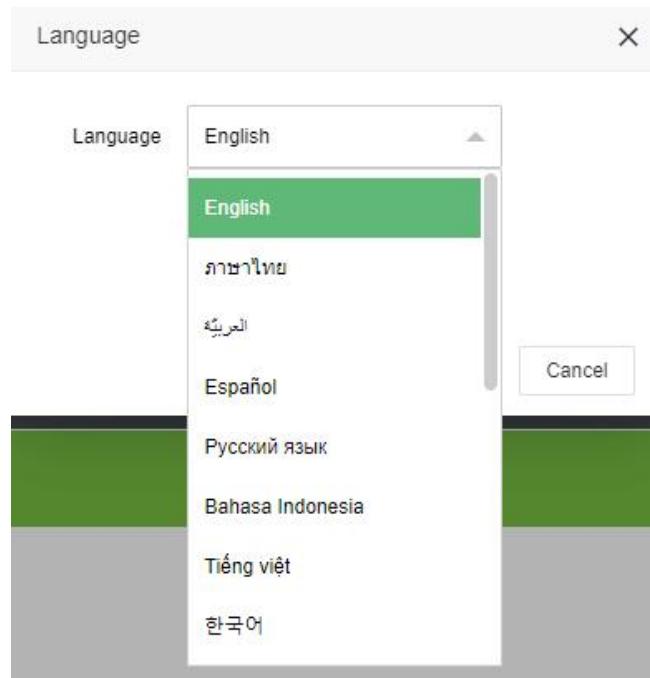
2.2 Online Punch

Click  icon to enter the employee online punch interface, as shown in the following figure



2.3 Language

Click  icon to select software language translation , Not associated with the login account, stored in the browser cookie



2.4 Remember Password

Click  the Remember password function, the password will be saved in the browser cookie

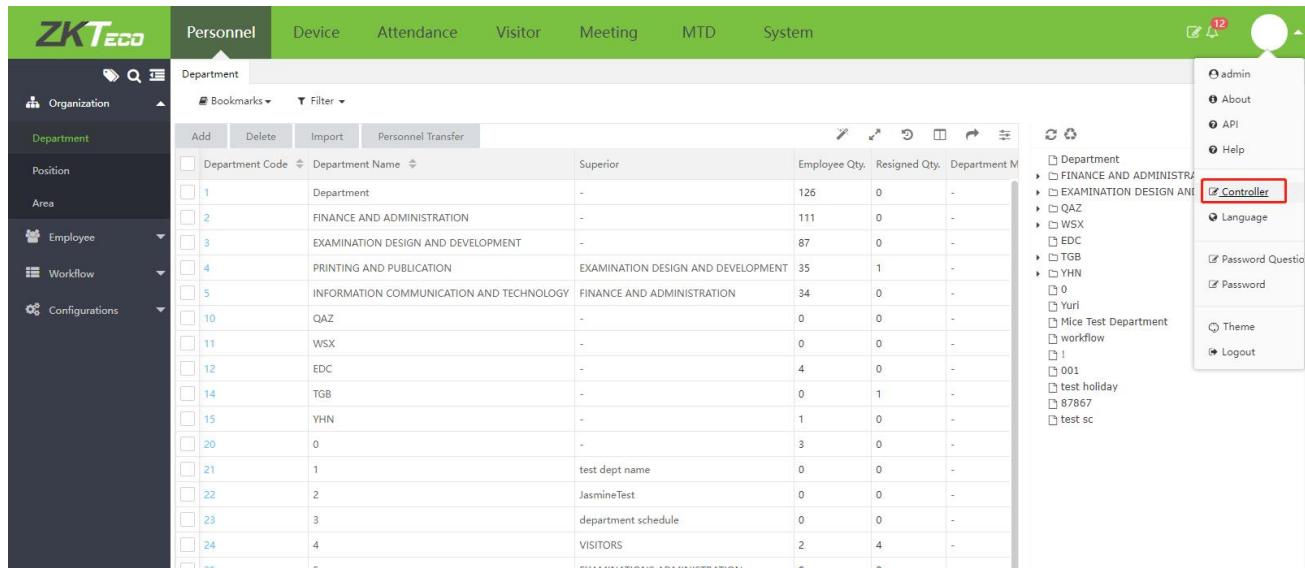
3 User Info

A new control button has been added under the user information to control the display of the module

3.1 Controller

Click 

user info -> controller, you will see the following interface.



The screenshot shows the ZKTECO software interface with the following details:

- Top Navigation Bar:** Personnel, Device, Attendance, Visitor, Meeting, MTD, System.
- Left Sidebar:** Organization, Department, Position, Area, Employee (selected), Workflow, Configurations.
- Central Content Area:** Department list table with columns: Department Code, Department Name, Superior, Employee Qty., Resigned Qty., Department M.
- Right Sidebar (User Menu):**
 - admin, About, API, Help
 - Department, FINANCE AND ADMINISTRATION, EXAMINATION DESIGN AND DEVELOPMENT, QAZ, WSX, EDC, TGB, YHN, 0, 1, 2, 3, department schedule, VISITORS.
 - Language
 - Password Question, Password
 - Theme
 - Logout
- Bottom Status Bar:** Page | 5, Copyright©2022 ZKTECO CO., LTD. All rights reserved.

The screenshot shows the ZKBio Time software interface. The main menu at the top includes tabs for Personnel, Device, Attendance, Visitor, Meeting, MTD, and System. On the left, there's a sidebar with sections for Organization, Department, Position, Area, Employee, Workflow, and Configurations. A modal window titled 'Controller' is open in the center, containing settings for different modules: Personnel, Attendance, Device, Access Control, Payroll, Visitor, Meeting, MTD, and System. Each module has an 'Enable' button. The background shows a list of departments with their corresponding codes.

3.2 Feedback

Click next notification ,you will see the following interface.

The feedback form interface consists of several input fields and dropdown menus. At the top, there are fields for Name*, Country*, Email*, and Type*. The Type* dropdown is set to 'Suggestion'. Below it, there's a Description* field containing three options: 'Suggestion' (highlighted in green), 'Bug', and 'Others'. There's also an Attachment field with an 'Upload' button. At the bottom right, there are 'Submit' and 'Cancel' buttons.

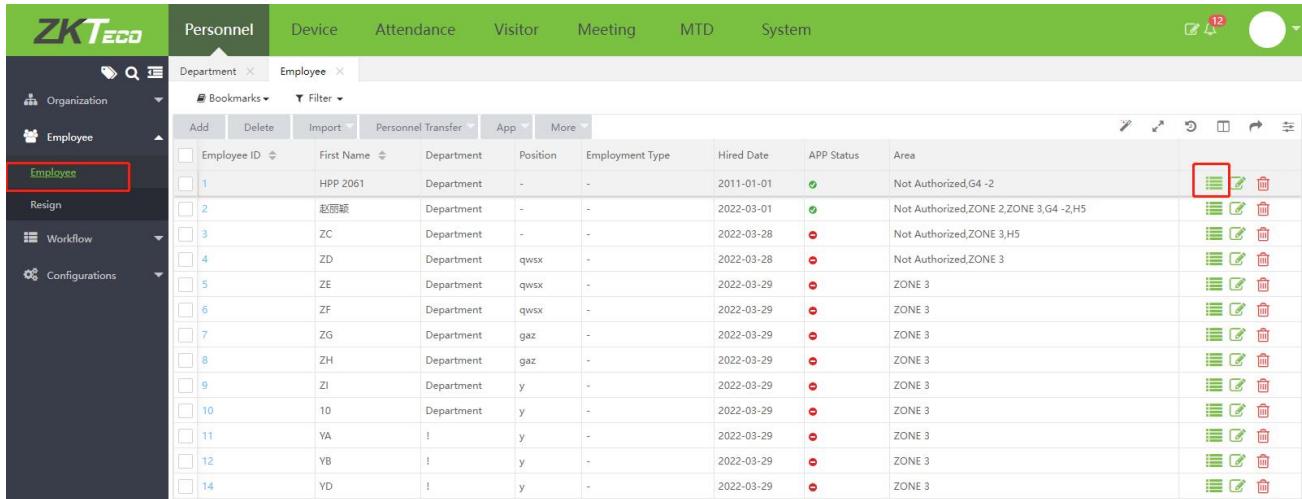
You can fill in your information, select a module (such as personnel), submit your suggestions for the module or bugs, etc., you can attach attachments, click submit, and we will receive your feedback

4 Personnel Module

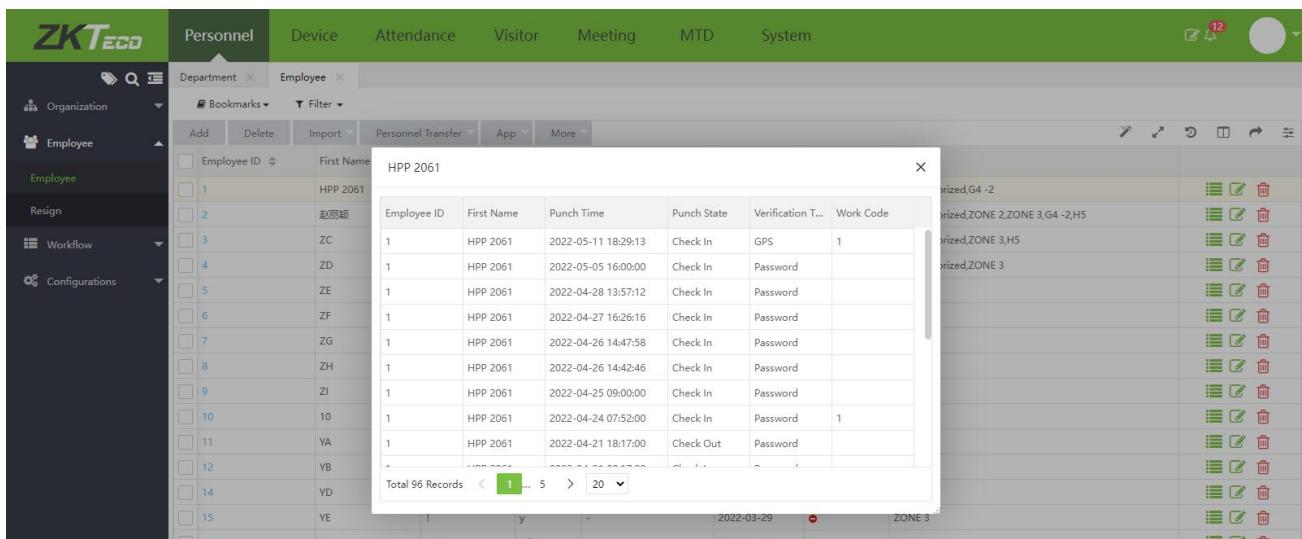
4.1 Personnel list attendance record

Click Personnel -> Employee ->  enter the following interface.

You can view the employee's punch-in record and punch-in method



Employee ID	First Name	Department	Position	Employment Type	Hired Date	APP Status	Area
1	HPP 2061	Department	-	-	2011-01-01	Green	Not Authorized,G4 -2
2	赵丽颖	Department	-	-	2022-03-01	Green	Not Authorized,ZONE 2,ZONE 3,G4 -2,H5
3	ZC	Department	-	-	2022-03-28	Red	Not Authorized,ZONE 3,H5
4	ZD	Department	qwsx	-	2022-03-28	Red	Not Authorized,ZONE 3
5	ZE	Department	qwsx	-	2022-03-29	Red	ZONE 3
6	ZF	Department	qwsx	-	2022-03-29	Red	ZONE 3
7	ZG	Department	gaz	-	2022-03-29	Red	ZONE 3
8	ZH	Department	gaz	-	2022-03-29	Red	ZONE 3
9	ZI	Department	y	-	2022-03-29	Red	ZONE 3
10	10	Department	y	-	2022-03-29	Red	ZONE 3
11	YA	!	y	-	2022-03-29	Red	ZONE 3
12	YB	!	y	-	2022-03-29	Red	ZONE 3
13	YE	!	y	-	2022-03-29	Red	ZONE 3
14	VD	!	y	-	2022-03-29	Red	ZONE 3



Employee ID	First Name	Punch Time	Punch State	Verification T...	Work Code
1	HPP 2061	2022-05-11 18:29:13	Check In	GPS	1
1	HPP 2061	2022-05-05 16:00:00	Check In	Password	
1	HPP 2061	2022-04-28 13:57:12	Check In	Password	
1	HPP 2061	2022-04-27 16:26:16	Check In	Password	
1	HPP 2061	2022-04-26 14:47:58	Check In	Password	
1	HPP 2061	2022-04-26 14:42:46	Check In	Password	
1	HPP 2061	2022-04-25 09:00:00	Check In	Password	
1	HPP 2061	2022-04-24 07:52:00	Check In	Password	1
1	HPP 2061	2022-04-21 18:17:00	Check Out	Password	

5 Attendance Module

5.1 shift schedule change notification

When the check in/check out time of the normal timetable assigned by the employee changes, the employee will receive an email reminder

Click **Attendance- > Shift- > Normal timetable** to enter the following interface.

Add Normal Timetable

Name* Work Hours Assign To*

Basic Settings **BreakTime Settings** **Unscheduled Time Settings** **Overtime Rule** **Rule Settings**

Check-In*	09:00:00	Check-Out*	18:00:00	Cross	0	Days				
Check-In Start	08:00:00	Cross	0	Days	Check-Out Start	17:00:00	Cross	0	Days	
Check-In End	10:00:00	Cross	0	Days	Check-Out End	19:00:00	Cross	0	Days	
Time*		Time*		Time*	Time*		Time*		Time*	
WorkDay*	1.0	Days	Color Settings <input type="button" value="X"/>							

*Notice
1. All the cross-days setting is based on check-in.

Confirm **Cancel**

When the employee's shift changes, an email reminder will be sent to the employee

Click **Attendance- > Shift- > Shift** to enter the following interface.

Add

Shift Name* Auto Shift Disable

General Setting

Timetable

	Name	Check-In	Check-Out	Break Time
<input type="checkbox"/>	9-18 norm...	09:00:00	18:00:00	60
<input type="checkbox"/>	9-18 nobr...	09:30:00	17:30:00	30
<input type="checkbox"/>	9-18.5 nor...	08:00:00	18:30:00	90
<input type="checkbox"/>	flex1	04:00:00	21:00:00	
<input type="checkbox"/>	flex2	00:00:00	00:00:00 ⁺¹	
<input checked="" type="checkbox"/>	001	08:00:00	18:00:00	60

Total 14 Records < **1** > 20 ▾

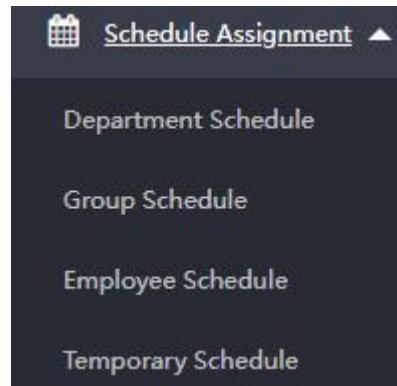
Unit* Week **Cycle*** 1

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1		flex1	9-18.5 n...	flex2	9-18 no...	001	

*Notice
1. Select the shift on right side by choosing the timetable from the left side.

Confirm **Cancel**

When an employee's schedule is added or deleted and then re-arranged, the employee will receive an email reminder. The following four schedule types all have email reminders



6 Visitor Module

6.1 Visitor QR code to upload visible light photos

Click **Visitor -> Reservation -> Reservation** to enter the following interface, after scanning the QR code with your mobile phone, click to enter the interface

The screenshot shows the ZKTeco software interface with a green header bar containing tabs: Personnel, Device, Attendance, Visitor (highlighted in green), Meeting, MTD, and System. On the far right of the header, there are icons for user profile, notifications (12), and settings. The main content area has a dark background. On the left, a sidebar lists 'Registration', 'Reservation' (with a red box around it), 'Configuration', and 'Data'. The 'Reservation' section contains a table with columns: First Name, Last Name, Certification Type, Certification No., Employee, Visit Reason, Visit Date, Visitor Quantity, Workflow Builder, Approval Status, Approval Comment, Approval Time, and Last. A modal window titled 'QR Code' is overlaid on the table, showing a QR code and buttons for 'Refresh' and 'Download'. At the bottom of the modal, there are 'Confirm' and 'Cancel' buttons.

Click the camera icon to take a photo and upload a visible light photo



Visitor Information

Certification Type *

Certification No. *

First Name

Last Name

Gender

Company



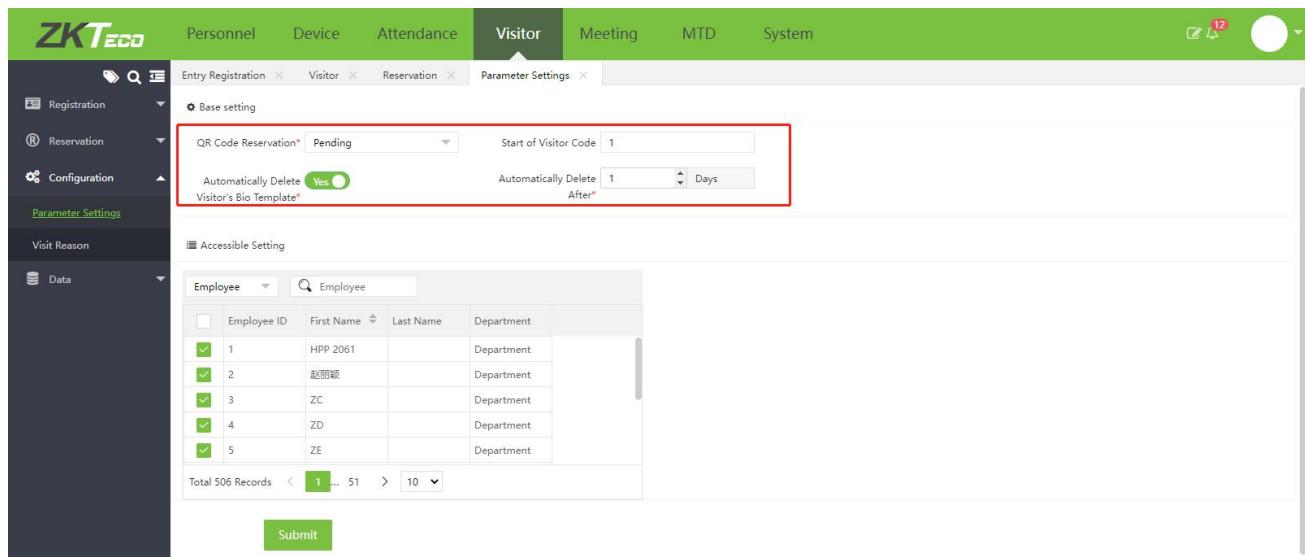
Entry Information

Visit Date *

Visitor Quantity *

6.2 Visitor bio template auto delete

Click **Visitor -> Configuration -> Parameter Settings** to enter the following interface, turn on Automatically Delete Visitors' Bio-template, and set the save time in the input box at the back



6.3 Accessible Setting

Click Visitor -> Configuration -> Parameter Settings to enter the following interface, the selected person can be selected as the interviewee when the visitor scans the QR code to register

