

# User Guide

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BioTime Mobile APP

Version: 3.0

Date: September 2020

## Introduction

The ZKTeco BioTime APP is designed for iOS and Android users to clock in & out from anywhere using their Mobile. The APP facilitates the Employees to report and verify attendance on mobile devices. It uses GPS information, which benefits the management to ensure that the right employee is at the right place to work. The application can be paired with the mobile by username and password supported by the BioTime server.

## Features

- Easy to Use.
- Real-Time Tracking of Attendance
- Advanced Workforce Management
- Intergrated System
- Both iOS and Android Supported

## Internet Connectivity

The attendance reporting carried out from the mobile device requires a stable internet connection to transfer the reports from the mobile to the server. The BioTime APP communicates with the internet network to get the current user location details. So, while reporting the attendance, the current location is also tagged along with the attendance record. Hence, the administrator can get each user's punch location by getting the data from the attendance record.

## Downloading and Installing BioTime APP

You can download our Mobile App from Google Play Store or Apple Store. Search for BioTime in Google Play Store or Apple Store and install the application to your mobile.

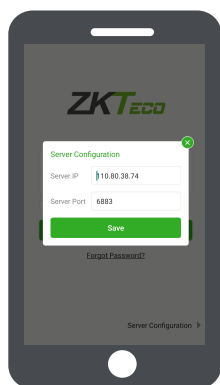
## Creating a BioTime APP Account

After the mobile app settings configured for the employees in the BioTime web application server, the administrators will provide each employee with an individual mobile account to access the APP.

Employees can then download and install the BioTime APP in their smart phones (iOS and Android) and carry out various tasks like attendance reporting, viewing or verifying attendance, etc.

## BioTime APP Setup

**Important:** To access the Mobile App for attendance-related activities, you need to know the BioTime server network details and login credentials from your administrator.

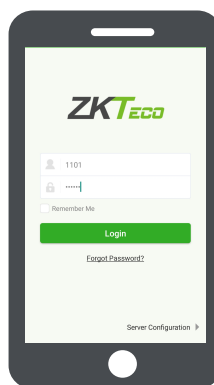


### Server Configuration

Once the App is installed, tap **Server Configuration** to set the Server and Port.

**Server IP:** Enter the Server IP/DynDNS address of the BioTime server.

**Server Port:** Enter the port number for the BioTime server.



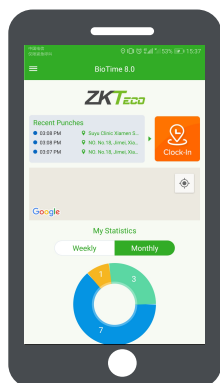
### Log-in Interface

**User ID:** Enter the Employee ID. Make sure that the specific Employee ID is configured for mobile access by the Admin.

**Password:** Enter the password assigned for that specified Employee ID.

**Note:** If there is an error, please verify whether the server configuration is correct, and the login details are valid in order to login to the server and access the software.

## How to Use BioTime APP



### Home Page

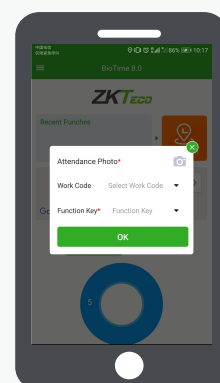
After successful login, the user (employee/admin) will be directed to the home page, where they can perform the clock-in/out operation, view the recent clock-in/out operations, and the real-time geographic view of their recent clock-in or clock-out location.

This interface also displays a graphical summary of weekly or monthly statistical data displaying the total count of Late, Absent, Early Leave, Leave, and Overtime represented in varied colors.

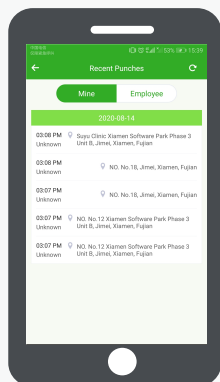
### Attendance Settings

Admin can enable or disable the Attendance settings for the Employees such as Attendance Photo, Work Code, and the Function key in the Mobile App.

If the Admin has enabled the following settings, then the Employees are required to register their attendance using the Clock-in icon and are required to capture their Photo, input their Work Code details, and the Function Key value.



## Recent Punches



On the **Home** page, tap **Recent Punches** to view the latest attendance information.

For the Admin, the “Recent Punches” interface displays all the employee’s recent attendance details with information such as Employee ID, Attendance Photo, Clock-in/out type, Time, Date, and Location.

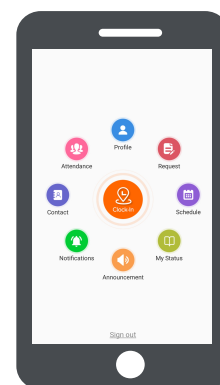
For the Employee, the “Recent Punches” interface displays all the recent attendance details with information such as Clock-in/out type, Time, Date, and the Location.

## Shortcut Keys

iOS	Right swipe in any interface to go to the Home page. Left swipe in any interface to go to the Main Menu.
Android	Click the “Back” button from any menu functions to go to the Main Menu. Click the “Back” button from the Main Menu to go to the home page.

## Main Menu

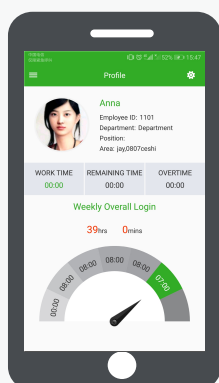
The Main Menu interface displays all the menu functions of the BioTime APP along with the shortcut Home page icon.



## Profile Menu

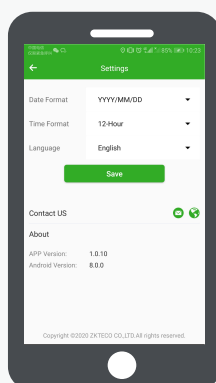
The Profile displays the description of the Employee’s designation, weekly overall log-in per day, and the total accumulated hours of work for the week.

### Profile



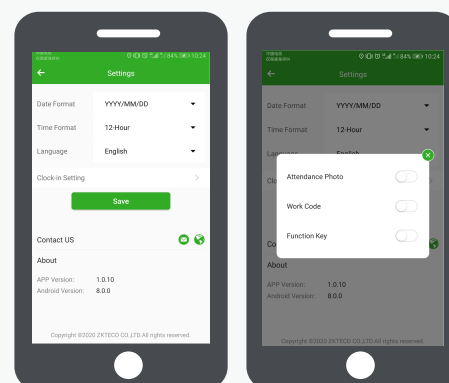
The Settings icon available on the top right corner of the Profile interface enable you to set the basic parameters of the Mobile App.

### Employee-Settings Interface



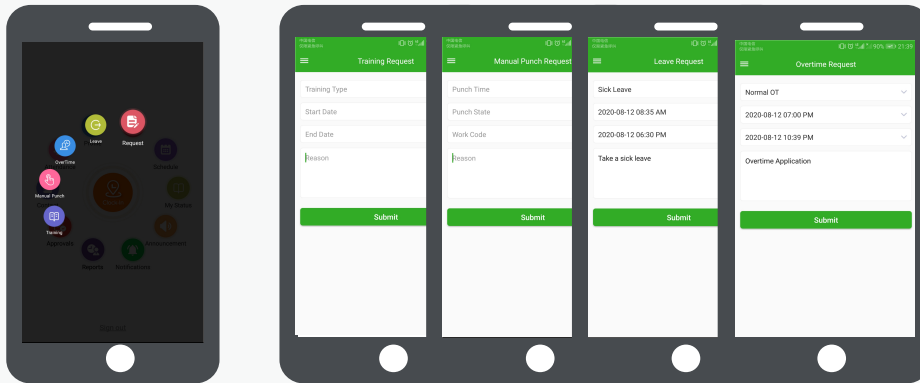
Settings includes changing of date and time format, language, contact details of the developer, and the APP details.

### Admin-Settings Interface



Additional settings available for Admin are the “Clock-in Settings” that allows the Admin to enable or disable the Attendance Photo, Work code, and Function key.



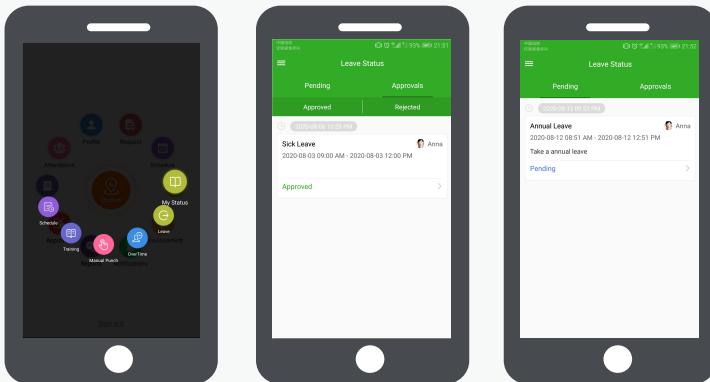
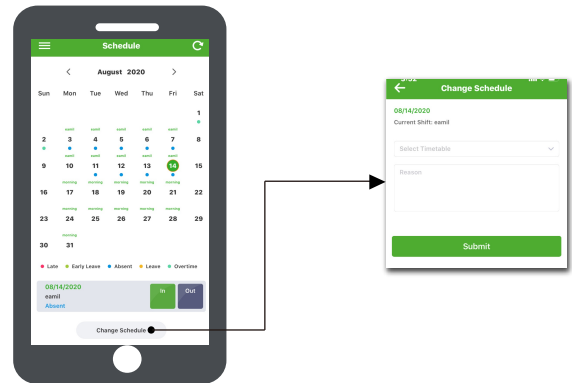


## Request Menu

The Employees can self apply for their Leaves, Overtime, Manual Punch, and for the Trainings which will go through the approval process.

## Schedule Menu

The Schedule Menu provides a calendar view of the employee's allocated schedules. The Employee may request a schedule change by tapping on the "Change Schedule" button and then selecting the required schedule in which the Employee wishes to work, and the request will go through the approval process.



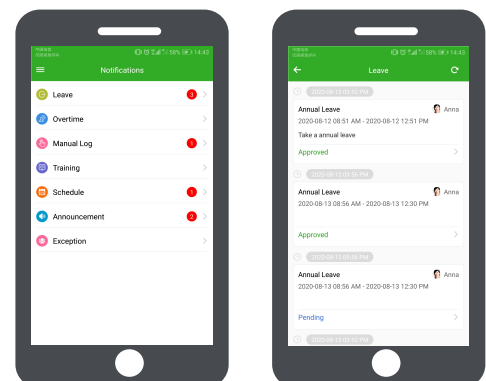
## My Status Menu

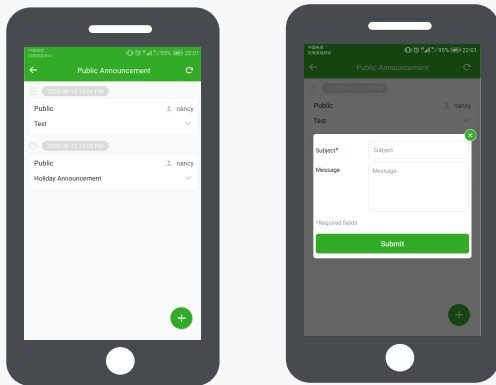
Employees can view the status (pending/ approved/ rejected) of their requests applied for Leaves, Overtime, Manual Punch, Training & Schedule change. My Status interface also displays the Approver details in the hierarchy format with their approved/ rejected/ revoked status of the request records.

## Notification Menu

The Notification feature notifies the Employees for all the approved/ revoked/ rejected records. The Employees will receive notifications in case of attendance exceptions like Late, Early Leave and Absent.

The Notification feature notifies the Admin about the subordinates' attendance exceptions or whenever his/her subordinates' requests gets processed.



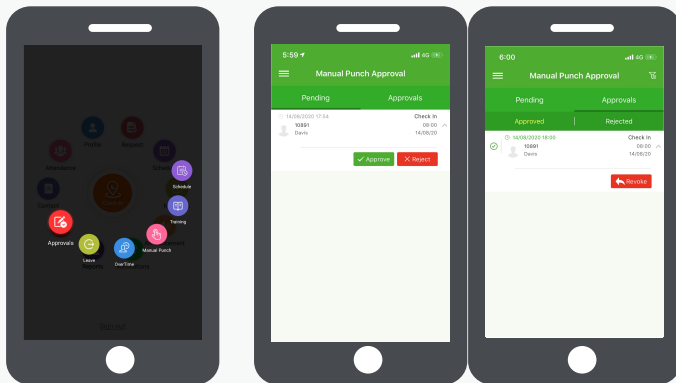
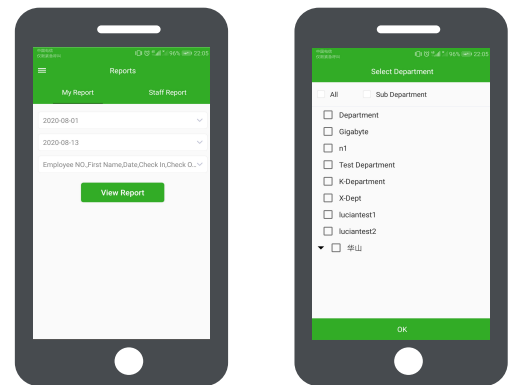


## Announcement Menu

The “Announcement Menu” is visible for both Employees and Admins. The Admin can set private announcements to specific Employees and also public announcements for all the Employees.

## Report Menu

The “Reports Menu” is only available for Admins. Admin can view their attendance report in a certain date range and has the provision to check subordinate Employees’ attendance reports by choosing the department or the required Employee ID.



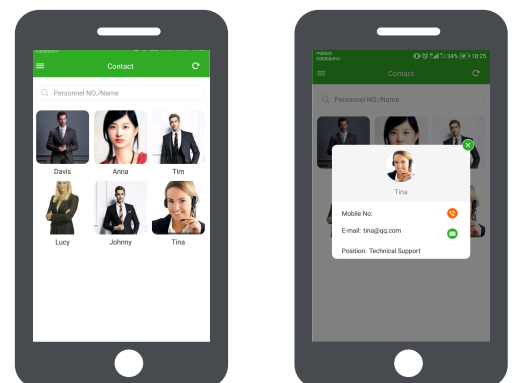
## Approval Menu

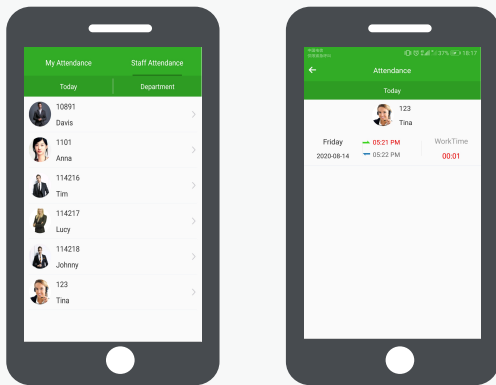
The “Approval Menu” is only available for Admins. The Admin can view all the applied requests of the Employees for Leave, Overtime, Manual Punch, Training and Change of Schedule.

The status of each request will be classified and displayed as Pending/ Approved/ Rejected. Approvers can process the request as Approved/ Rejected/ Revoke for the listed request entries.

## Contact Menu

The “Contact Menu” allows you to view the contact information of the Employees from the main server with a direct call option and e-mail function.

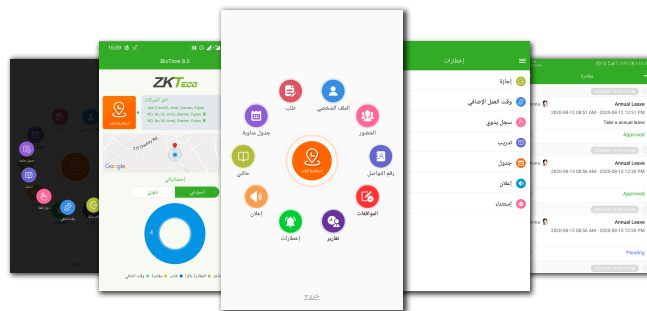




## Attendance Menu

Attendance interface displays the Clock-in/out and the total work hours. Employee self summary is available for Employee login and the Admin can view both the employee and staff attendance details.

## BioTime APP Arabic Interface



## Download the APP



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