

ZKBio Time

Change Log

Version Change Info: V2.0

Current Version: 8.0.8

Date: March 2023

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.

Table of Contents

1 KEY UPDATES	2
2 DASHBOARD	2
3 PERSONNEL MODULE	3
3.1 LEAVE WORKFLOW	3
4 ATTENDANCE MODULE	4
4.1 ATTENDANCE WORKBENCH	4
4.2 DOWNLOAD ATTENDANCE WORKFLOW FORM	7
5 SYSTEM MODULE	9
5.1 VERIFICATION CODE	9
6 LICENSE DEACTIVATION	10
6.1 ONLINE DEACTIVATE	10
6.2 OFFLINE DEACTIVATE	12

1 Key Updates

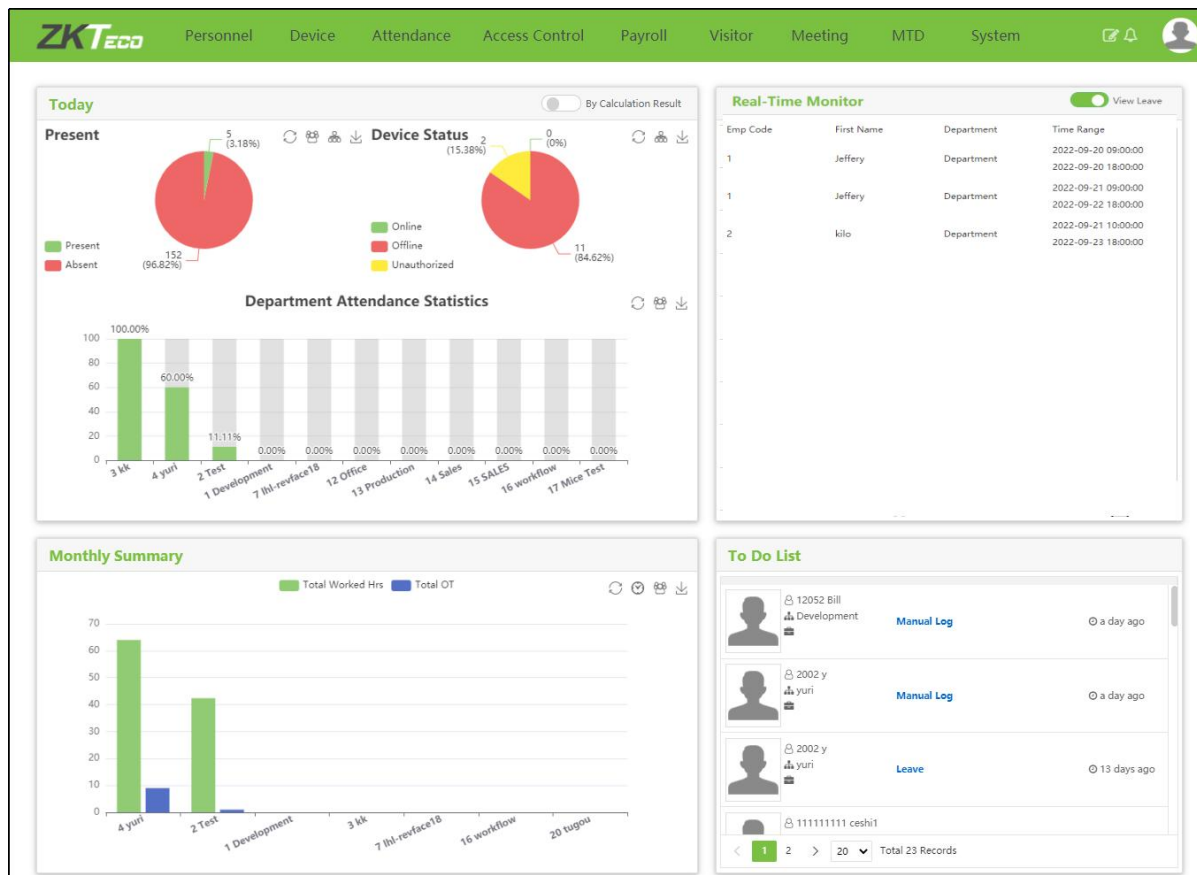
Implemented Change	Description
Dashboard	<ul style="list-style-type: none">● View employees on leave
Personnel Module	<ul style="list-style-type: none">● Leave workflow
Attendance Module	<ul style="list-style-type: none">● Attendance workbench● Download attendance workflow form
System Module	<ul style="list-style-type: none">● Verification Code
License	<ul style="list-style-type: none">● License online deactivation● License offline deactivation

2 Dashboard

The user can view the employees who will request for leave and are on leave by clicking the button



on the real-time monitoring panel.



The system will display the employees who are on leave on the current day and have applied for leave.

3 Personnel Module

3.1 Leave Workflow

The leave workflow allows users to set different approvers for different leave applications and days.

Take **Add for Employee** as an example.

Enable **Is Leave** function. As shown in the figure below.

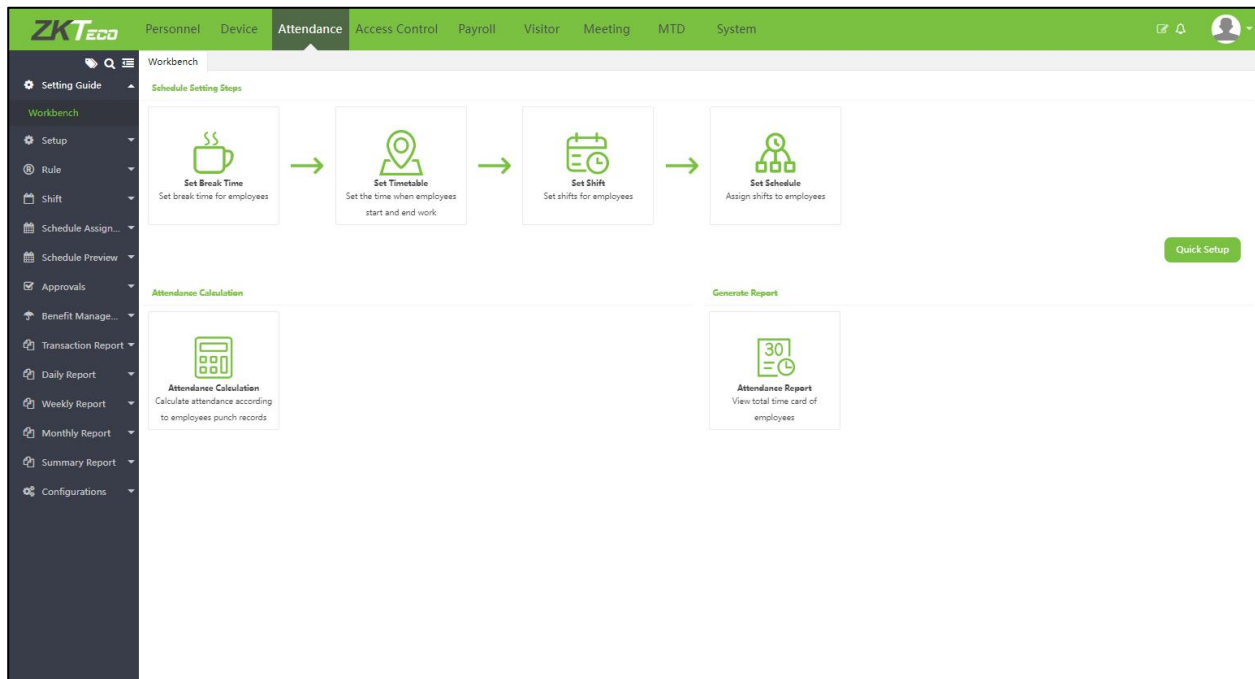
Leave Type: User can select the default leave in the system and the leave created by the user.

From Day & To Day: User can set the number of days for different approvers, and the corresponding approver will approve when the number of days is met.

4 Attendance Module

4.1 Attendance Workbench

On the workbench, you can quickly schedule shifts, calculate attendance, and generate attendance reports for employees. This will improve your operation efficiency.



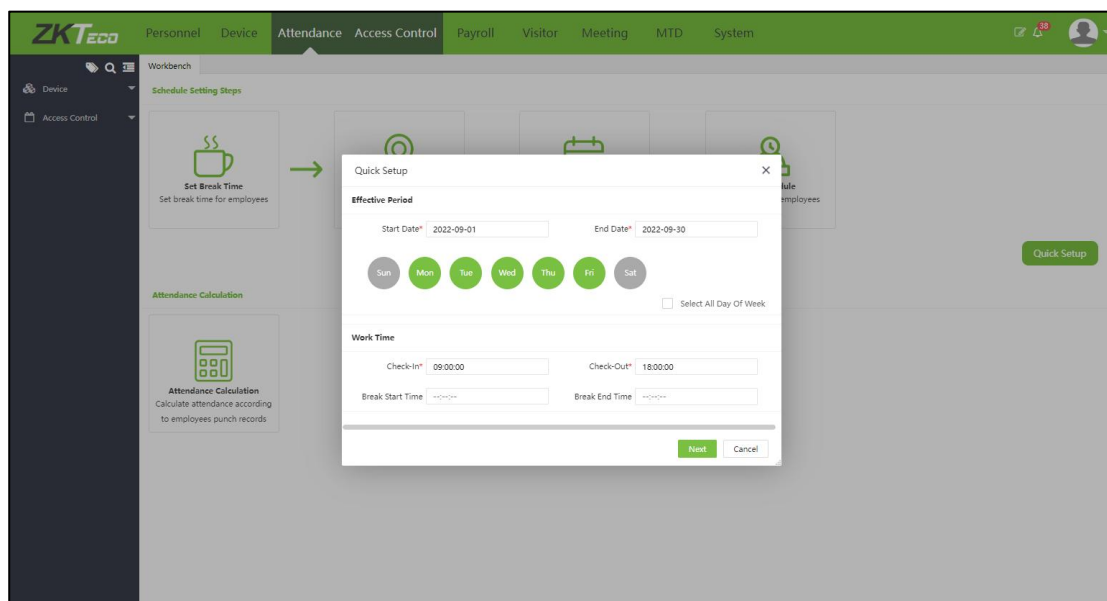
1. Schedule Setting Steps:

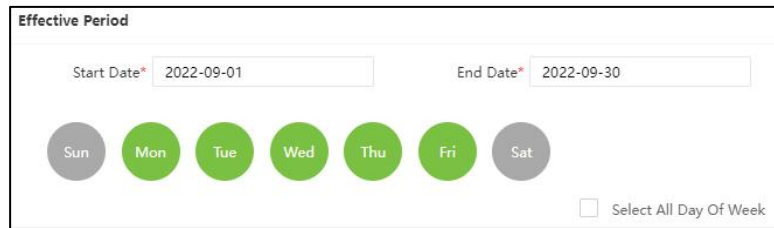
Click the icon to enter the interface for setting rest time, schedule, shift and shift arrangement.



2. Quick Setup:

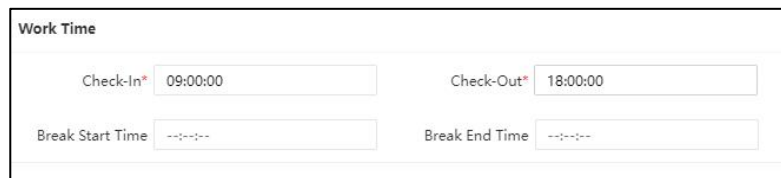
Click the function icon to quickly create a schedule and arrange shifts for employees.





The 'Effective Period' form contains two date input fields: 'Start Date*' with the value '2022-09-01' and 'End Date*' with the value '2022-09-30'. Below these is a row of seven circular day selectors: 'Sun' (grey), 'Mon' (green), 'Tue' (green), 'Wed' (green), 'Thu' (green), 'Fri' (green), and 'Sat' (grey). A checkbox labeled 'Select All Day Of Week' is located at the bottom right.

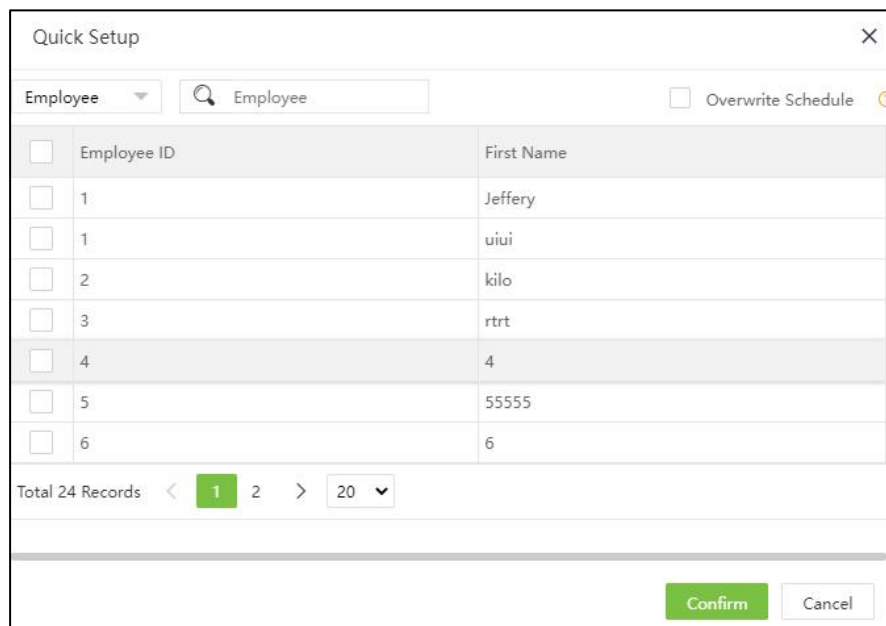
Effective Period: The user can set the effective date of the schedule. After setting, the schedule will be cycled weekly between the start date and end date.



The 'Work Time' form includes four time input fields: 'Check-In*' with '09:00:00', 'Check-Out*' with '18:00:00', 'Break Start Time' with '---:--:--', and 'Break End Time' with '---:--:--'.

Work Time: Set the working time and break time (break time may not be set).

User can select the person using this shift arrangement in the following interface.

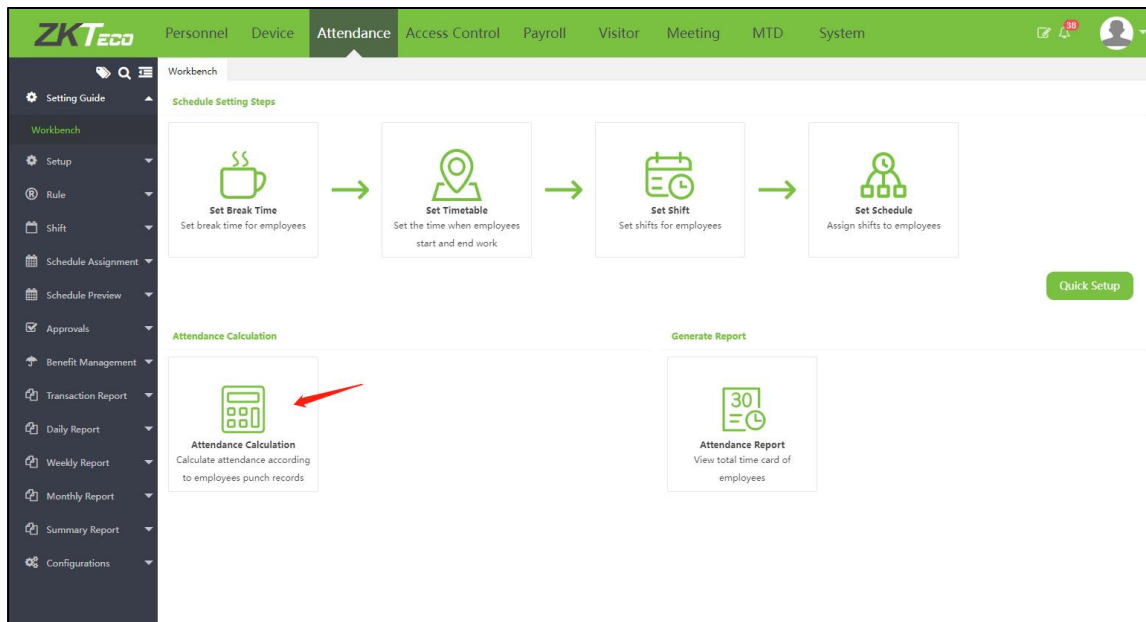


The 'Quick Setup' window features a search bar with 'Employee' and a magnifying glass icon, and an 'Overwrite Schedule' checkbox. Below is a table with columns 'Employee ID' and 'First Name'. The table contains six rows with IDs 1 through 6 and names 'Jeffery', 'uiui', 'kilo', 'rtrt', '4', and '6'. The fourth row (ID 4) is highlighted. At the bottom, there is a pagination bar showing 'Total 24 Records', a page indicator '1' (highlighted in green), and a dropdown menu set to '20'. 'Confirm' and 'Cancel' buttons are at the bottom right.

Employee ID	First Name
1	Jeffery
1	uiui
2	kilo
3	rtrt
4	4
5	55555
6	6

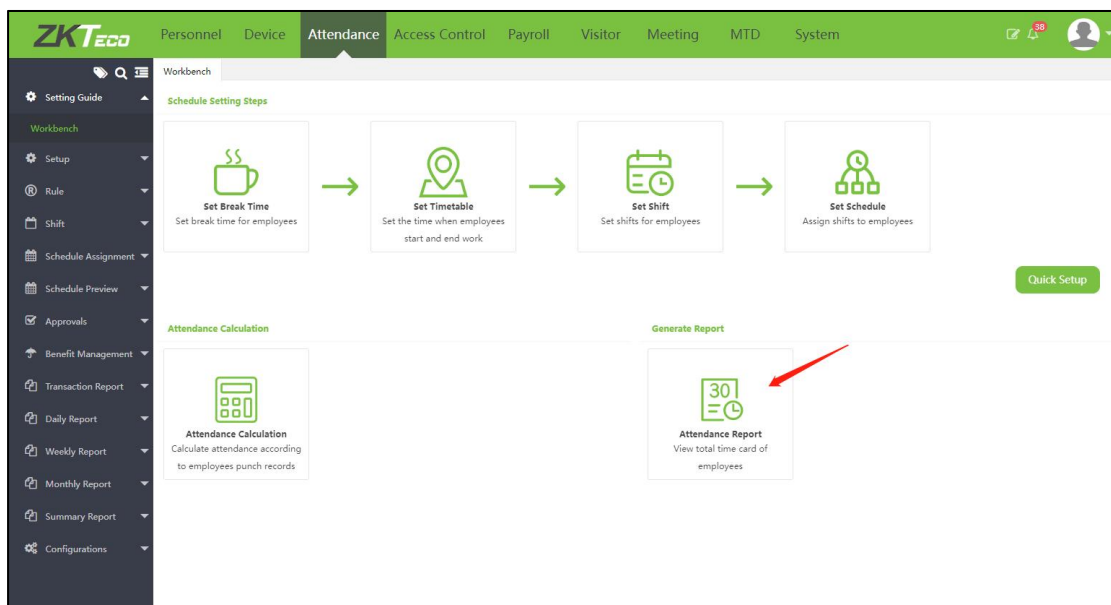
3. Attendance Calculation:

User can click the icon to enter to the attendance calculation interface.



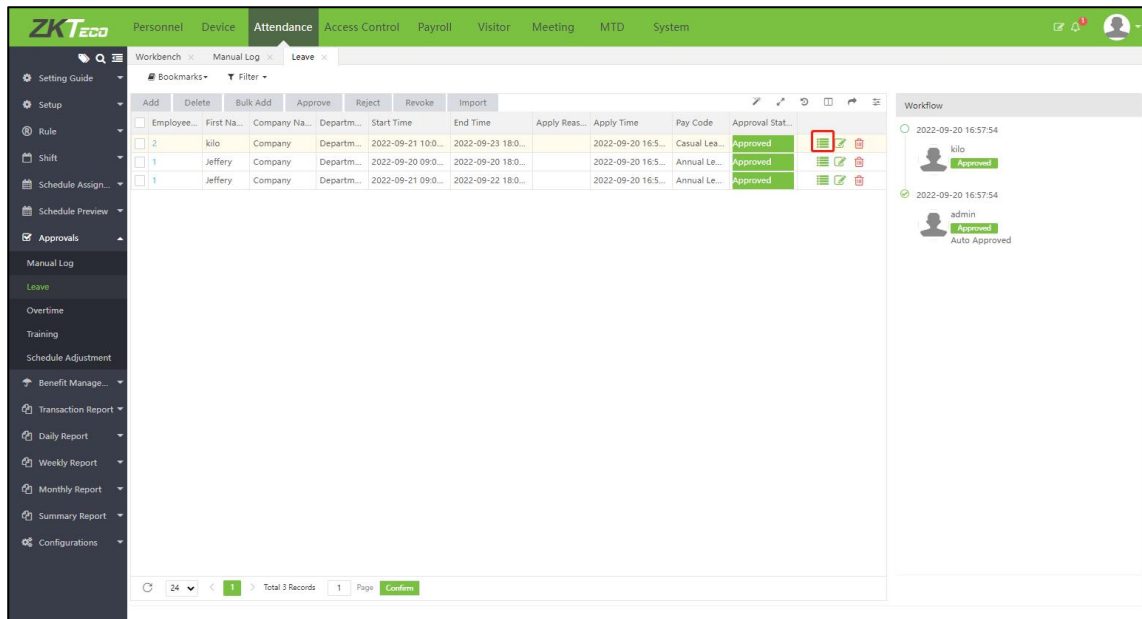
4. Attendance Report:


User can click the icon to view the total time card.

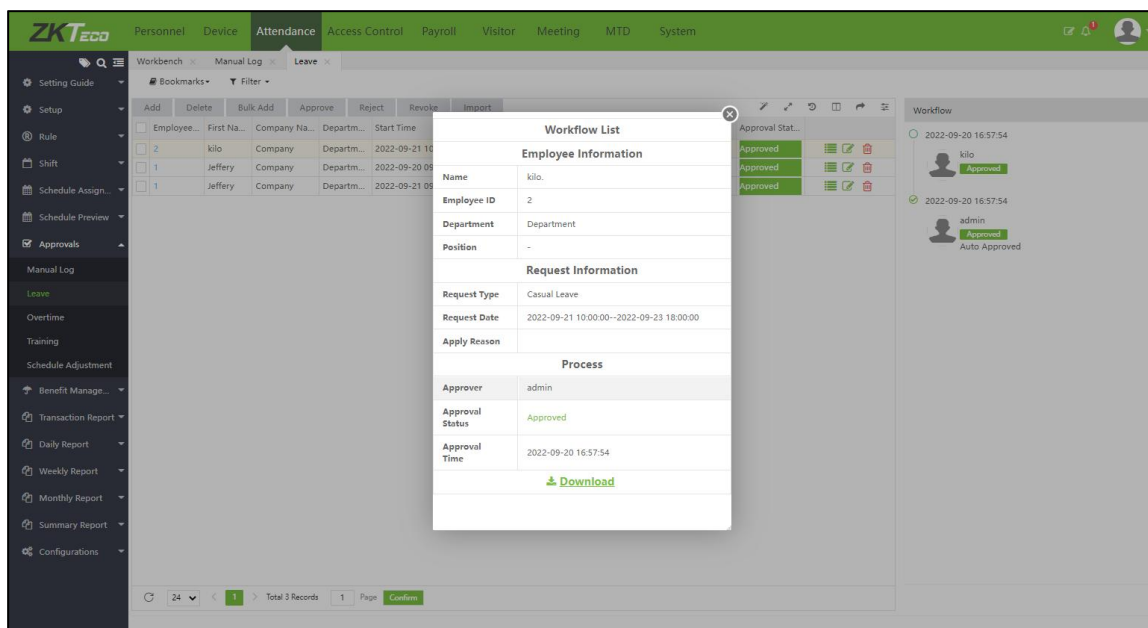



4.2 Download Attendance Workflow Form

The user can view the workflow and status of the application and download the approval form.



Click the icon  in the application record to view the current application workflow and related information.



Click the icon  [Download](#) to download the workflow form. Forms only support PDF format.

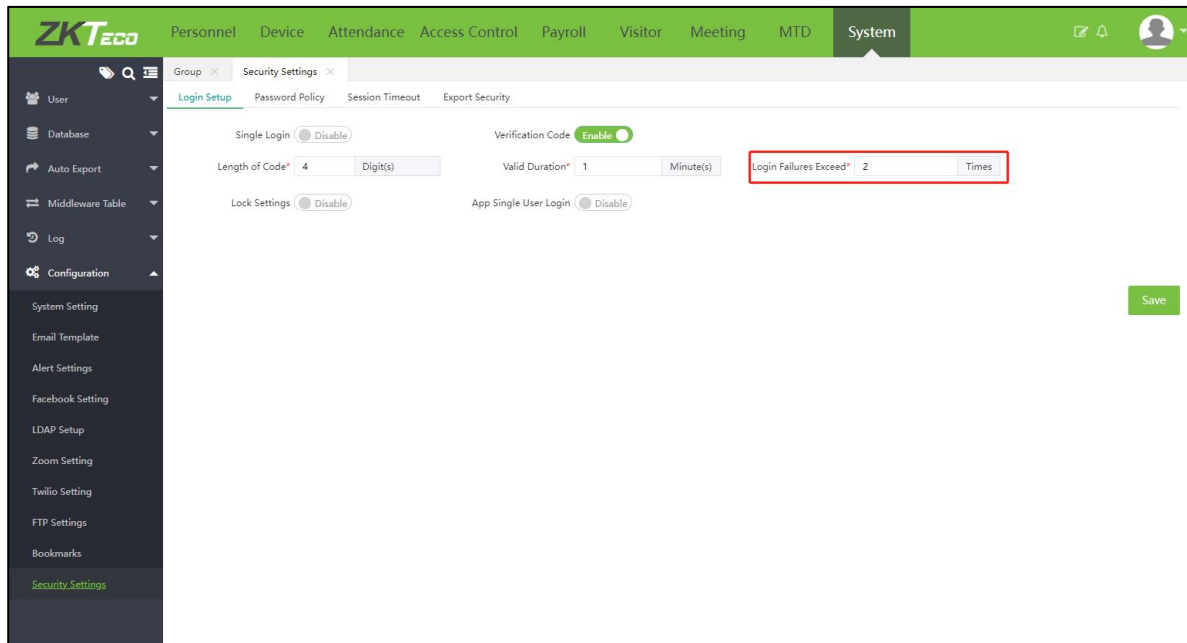
Workflow List	
Employee Information	
Name	kia.
Employee ID	2
Department	Department
Position	
Request Information	
Request Type	Casual Leave
Request Date	2022-09-21 10:00:00--2022-09-23 18:00:00
Apply Reason	
Process	
Approver	admin
Approval Status	Approved
Approval Time	2022-09-20 16:57:54

5 System Module

5.1 Verification Code

In the system module, the user can configure the verification code. User must input the verification code when login into the system after entering the wrong password a predetermined number of times.

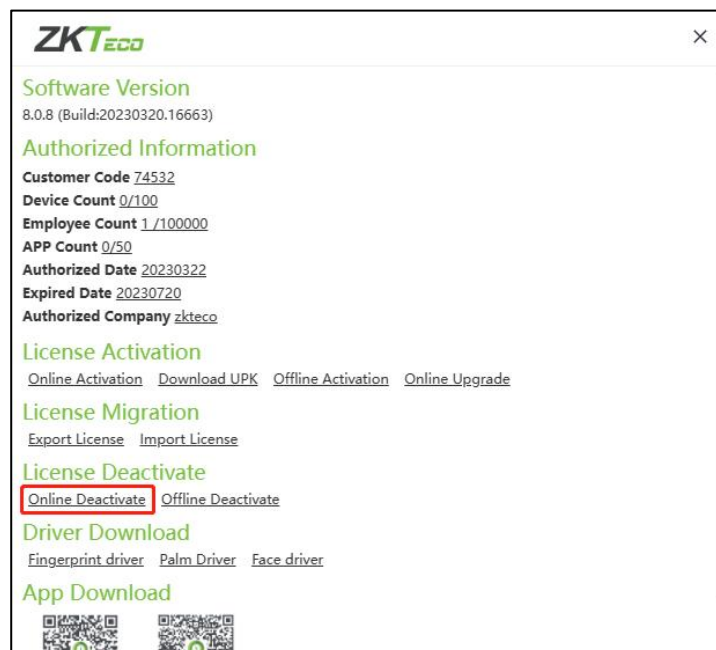
This will help to prevent the unauthorized logins and password cracking.



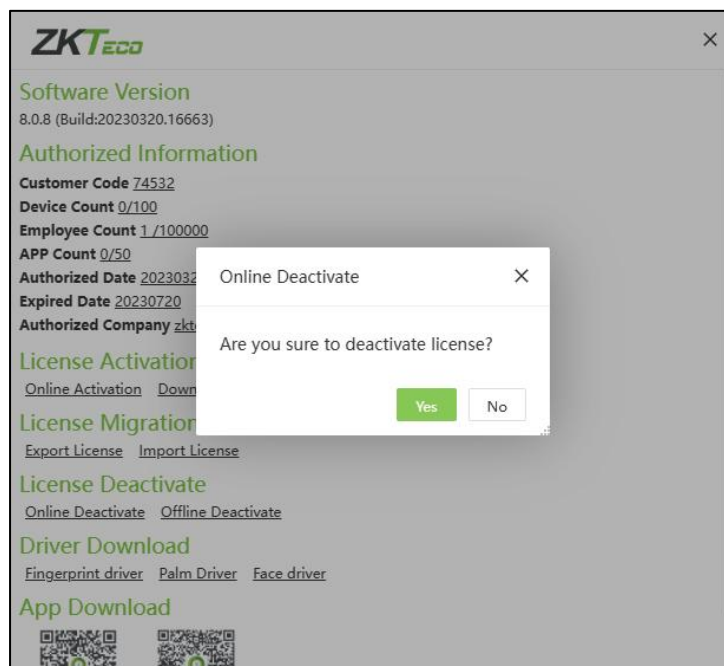
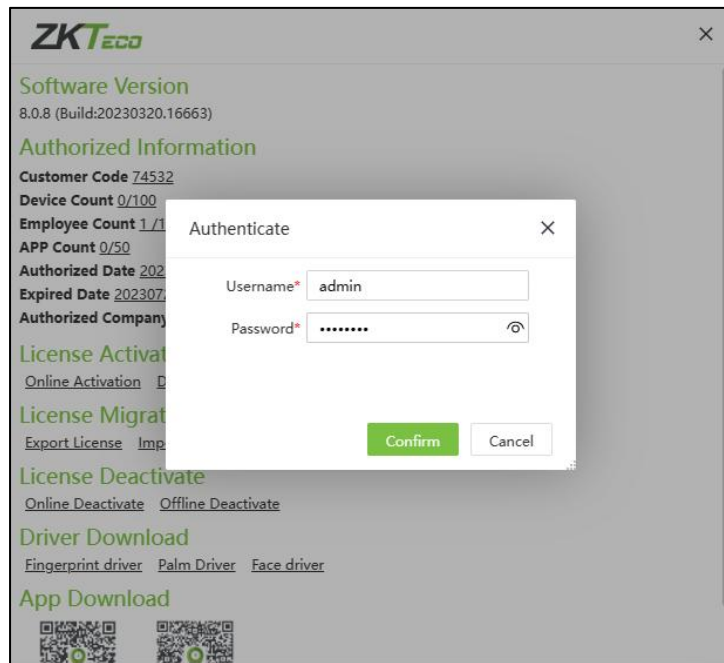
6 License Deactivation

6.1 Online Deactivate

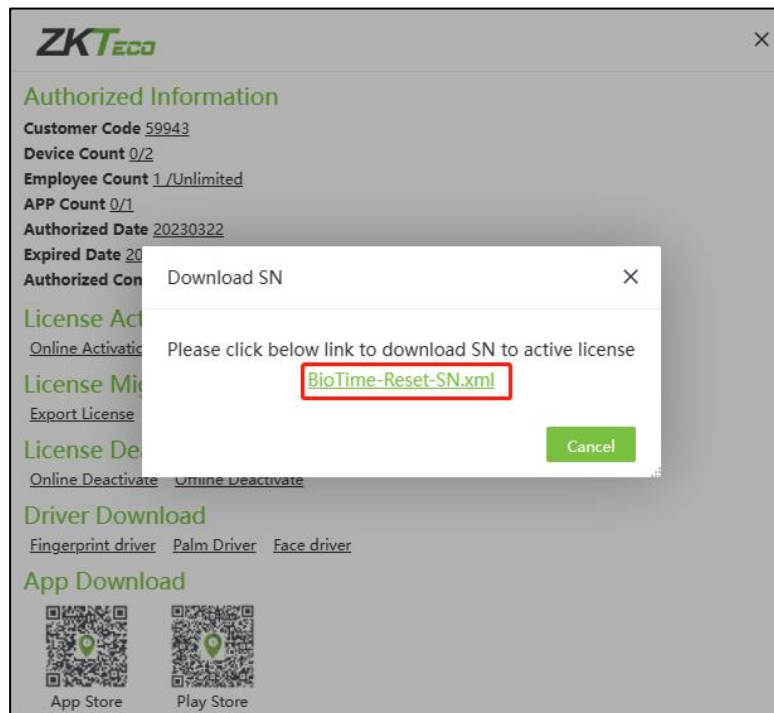
Click[About] -> [Online Deactivate], as shown in the following figure.



Enter the user name and password of the super administrator.



After confirming the operation, the user enters the following interface.

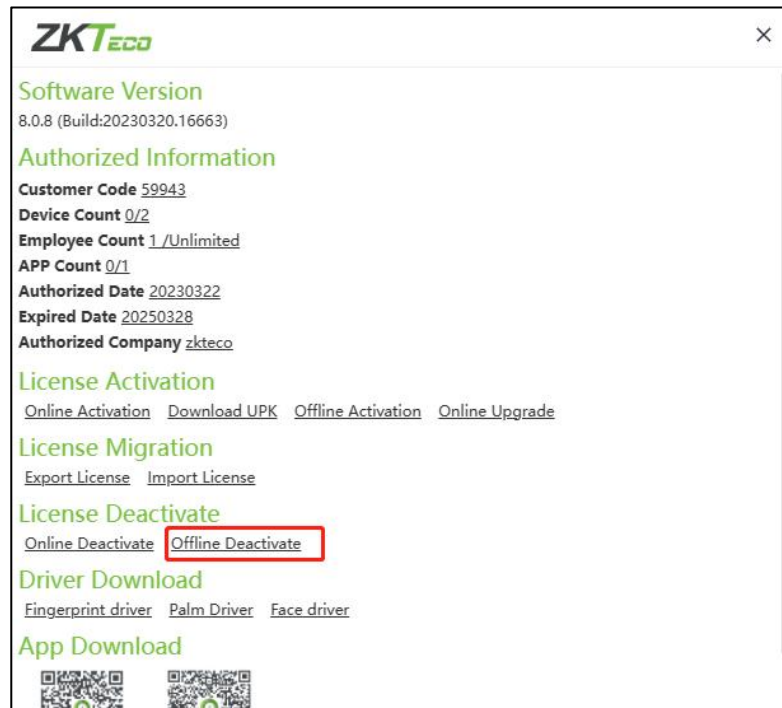


Click to download the reset license, which can be used to reactivate the software.

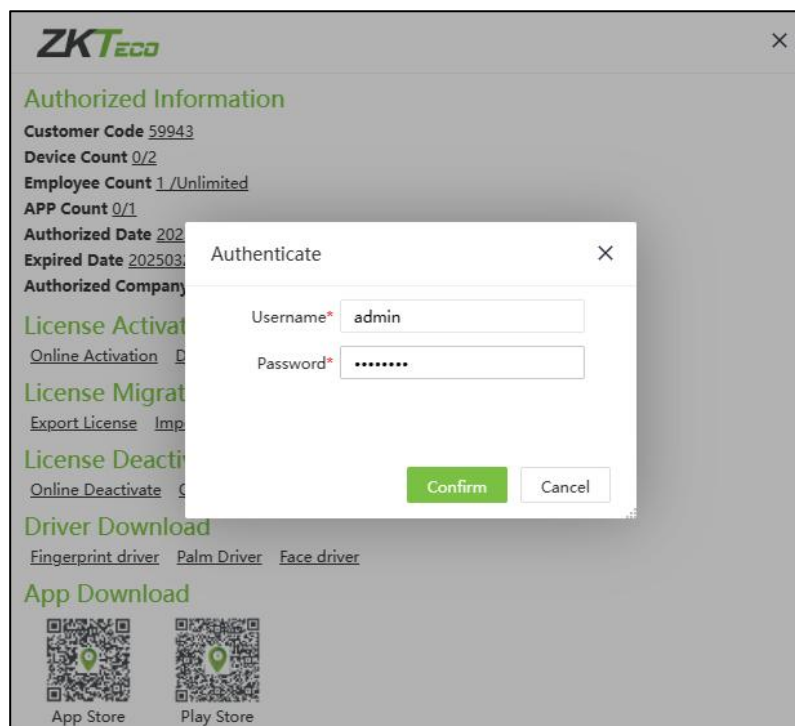


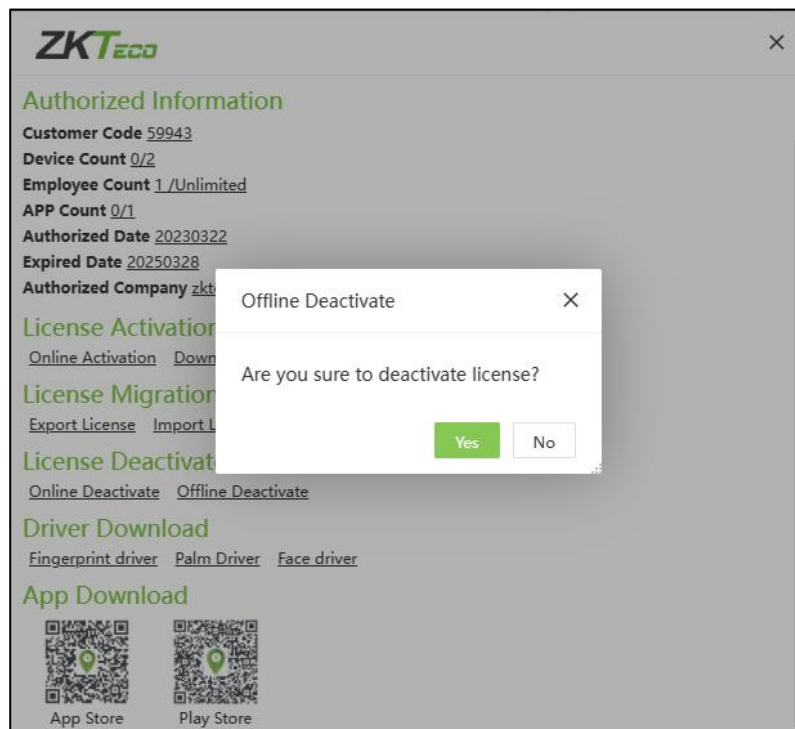
6.2 Offline Deactivate

Click[About] ->[Offline Deactivate], as shown in the following figure.



Enter the user name and password of the super administrator.





The system will automatically download the file.



The user needs to transfer this file to technical support personnel for resetting.

ZKTeco Industrial Park, No. 32, Industrial Road,

Tangxia Town, Dongguan, China.

Phone : +86 769 - 82109991

Fax : +86 755 - 89602394



Copyright © 2022 ZKTECO CO., LTD. All Rights Reserved.