ZKBio Time

Change Log

Version Change Info: V1.0

Current Version: 9.0

Date: November 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.

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2   Dashboard

Click the icon [icon] to view personnel entry and exit status in full screen. This feature is primarily utilized in locations where displaying personnel movement on the screen is necessary.
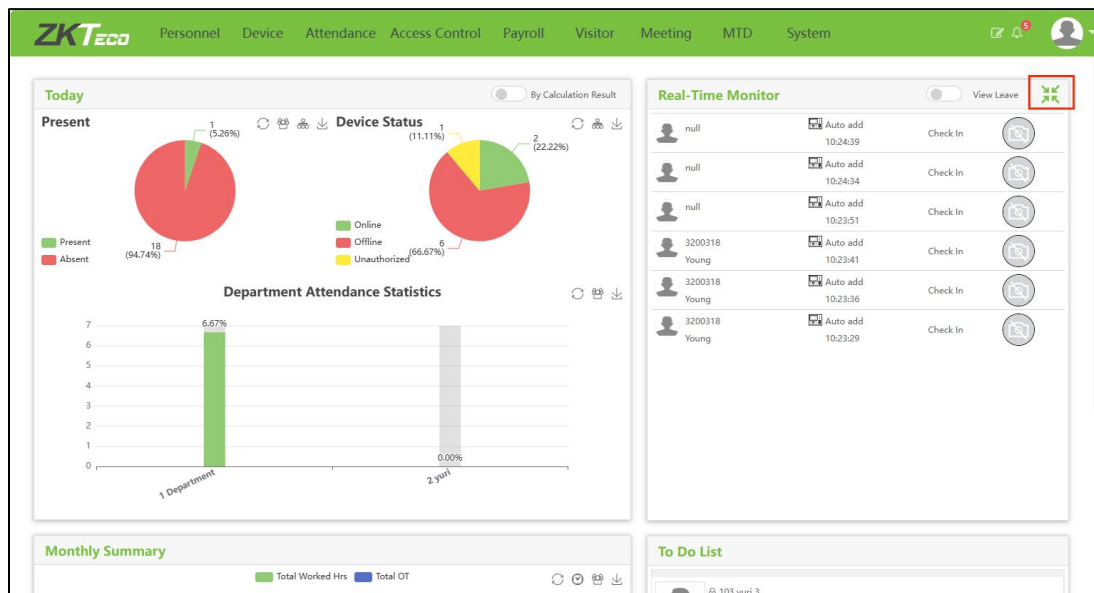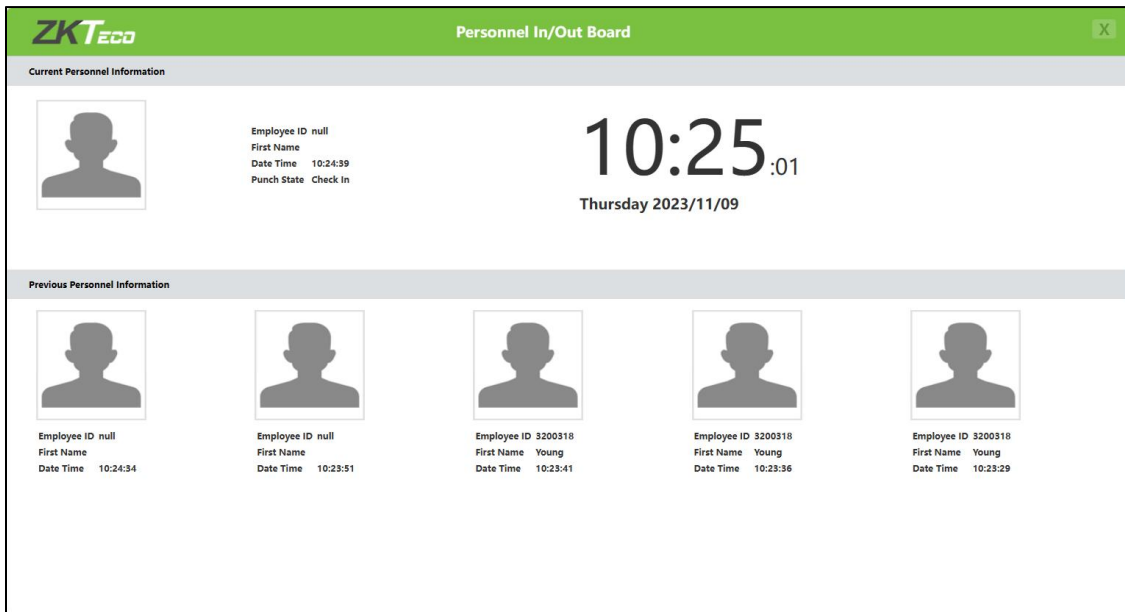
The dashboard switches to full screen mode to display the entry and exit status of personnel.

3   Personnel Module

3.1 Custom Attribute-Combo Box

The custom field function now includes a combo box mode, enabling users to customize the name and options of the selection box.
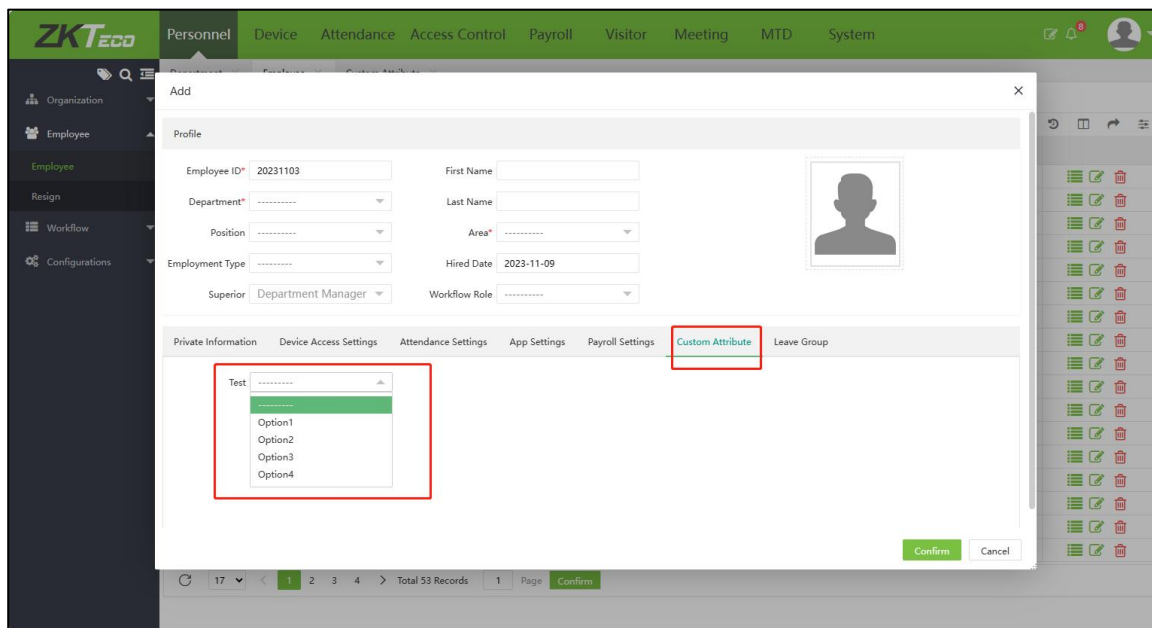
To access, navigate to Personnel ->Configurations Custom Attribute, click Add, and select Combobox, as shown in the following figure.
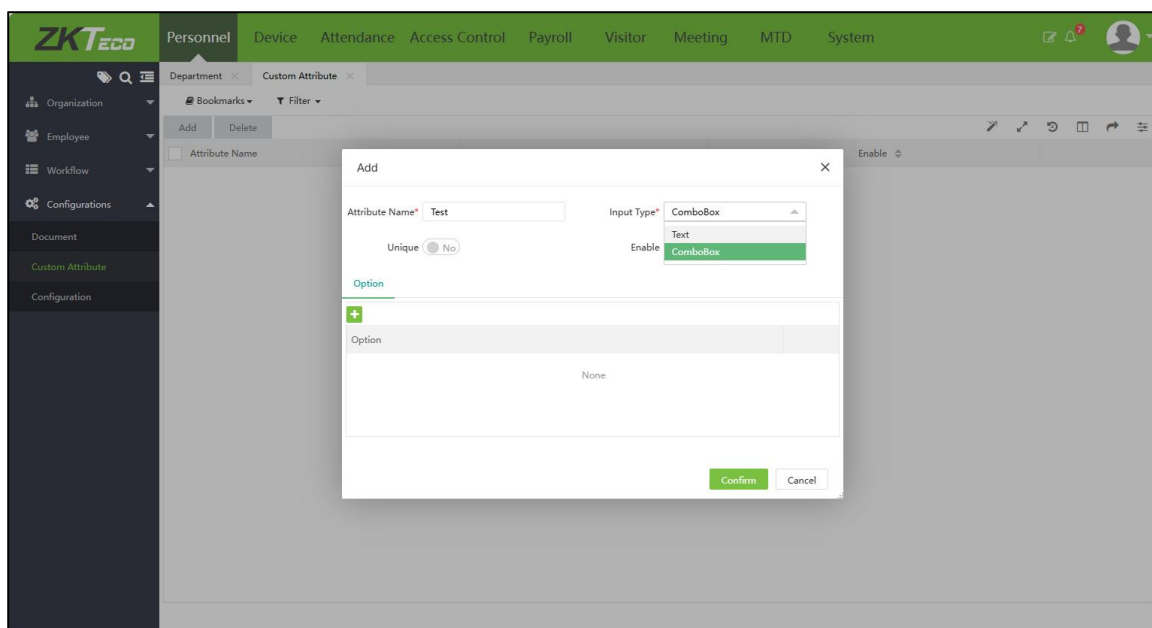
Enter the name and click on icon to add new options. The system allows creating of up to five options.
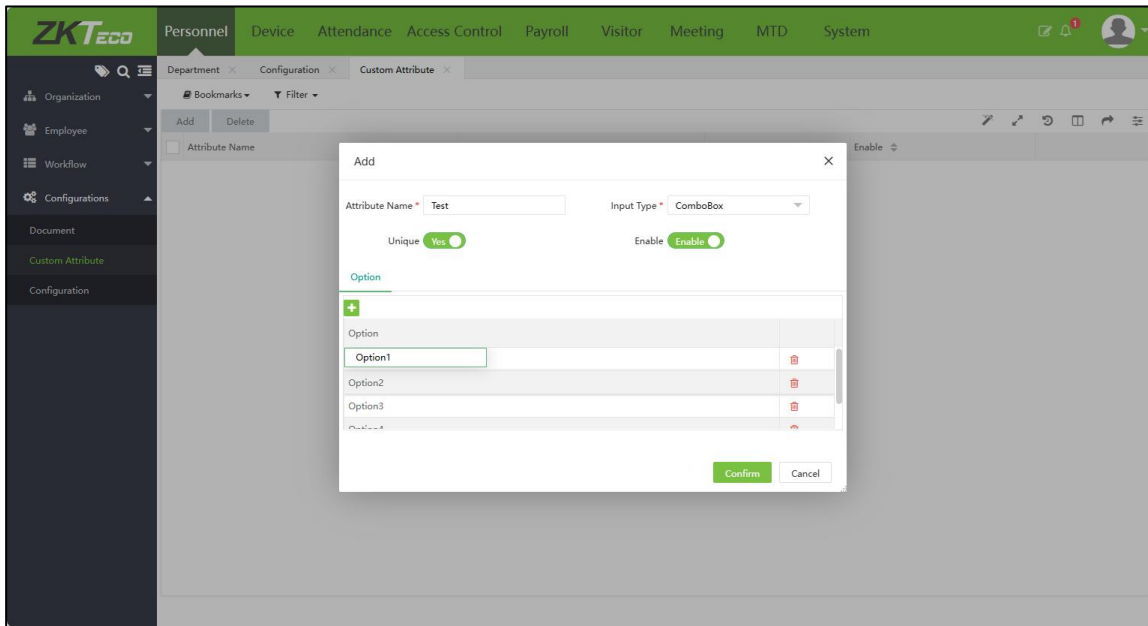
Once this combobox is enabled, you can locate it in the Person ->Employee ->Add/Edit interface.

3.2 Visible Light Face Example Image

Navigate to Personnel ->Employee ->Employee ->Add/Edit ->Device Access Settings. Move the cursor over the icon 🛈 , and the system displays a sample image. Simultaneously, the interface will display the format requirements for photos.
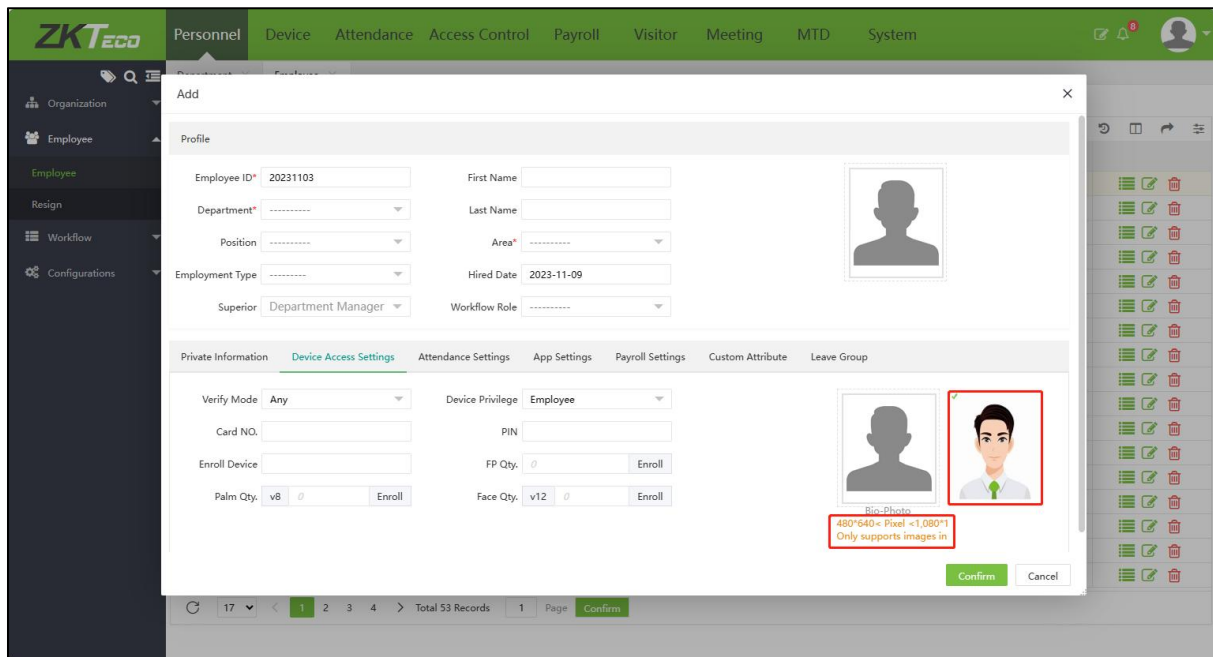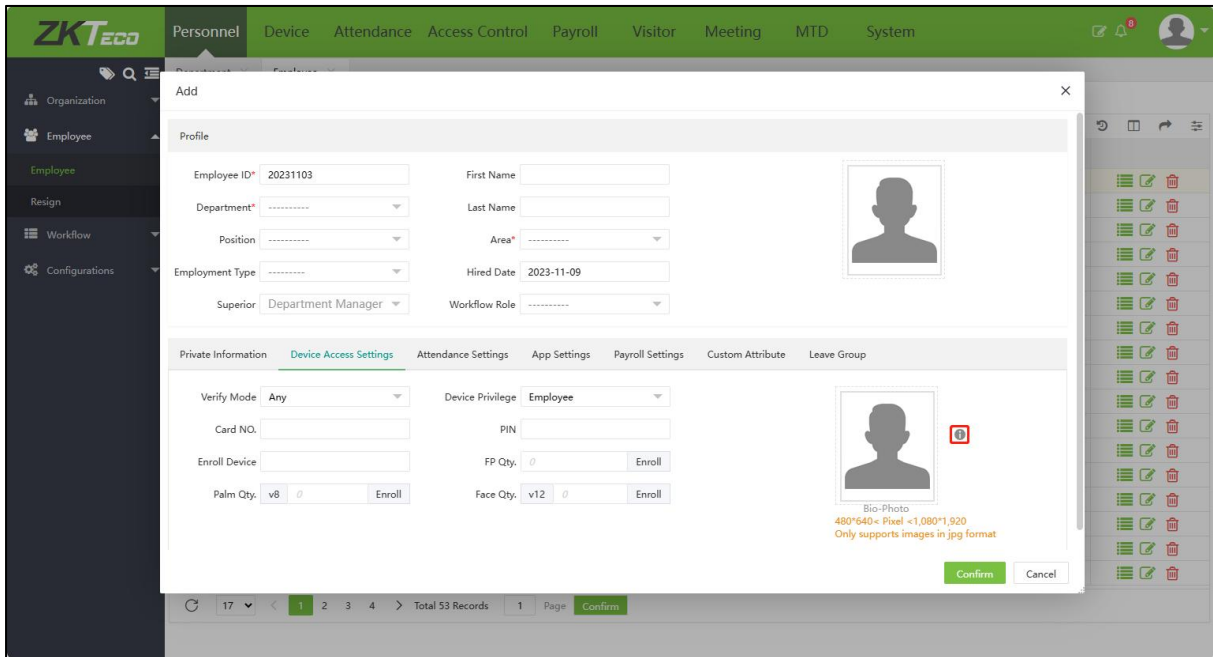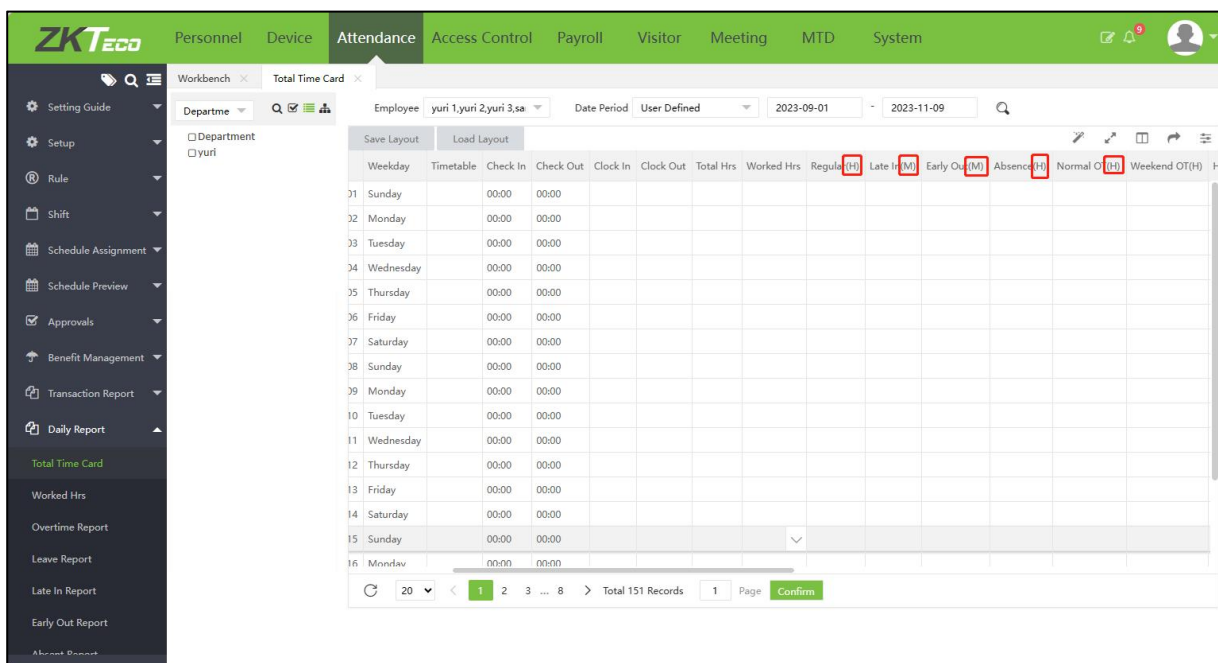
4   Attendance Module

4.1 Display Paycode Units

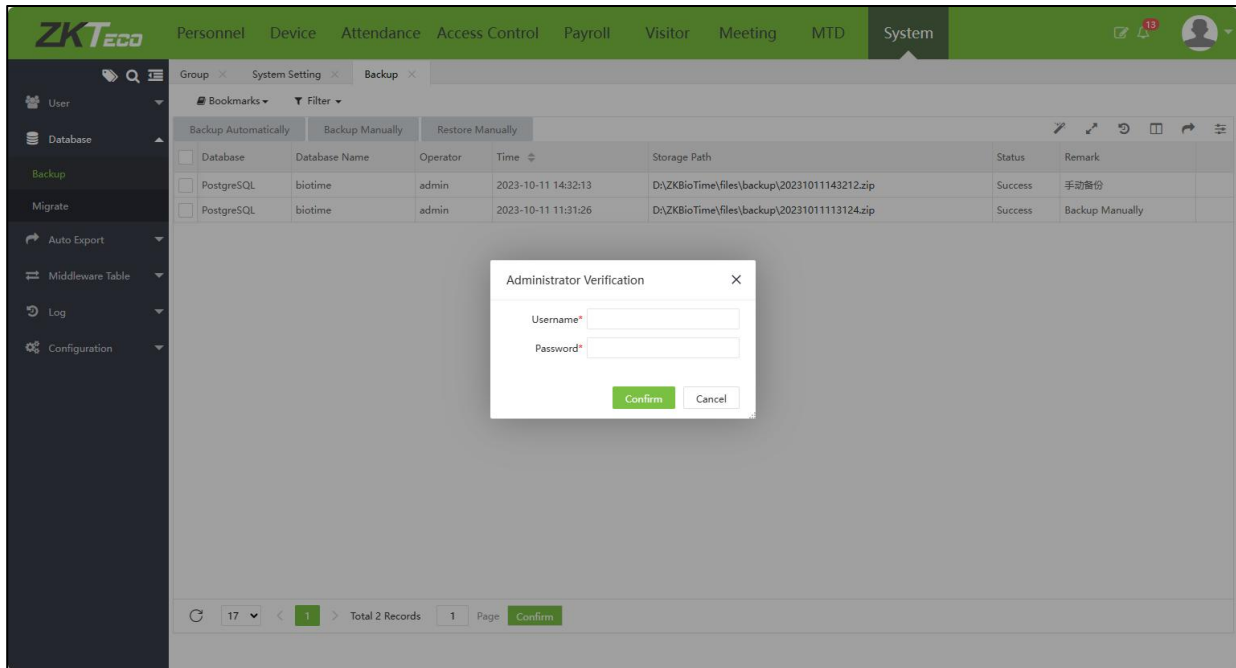Access Attendance>Setup>Paycode>Add/Edit, select the Paycode unit, and click Confirm to save the settings.
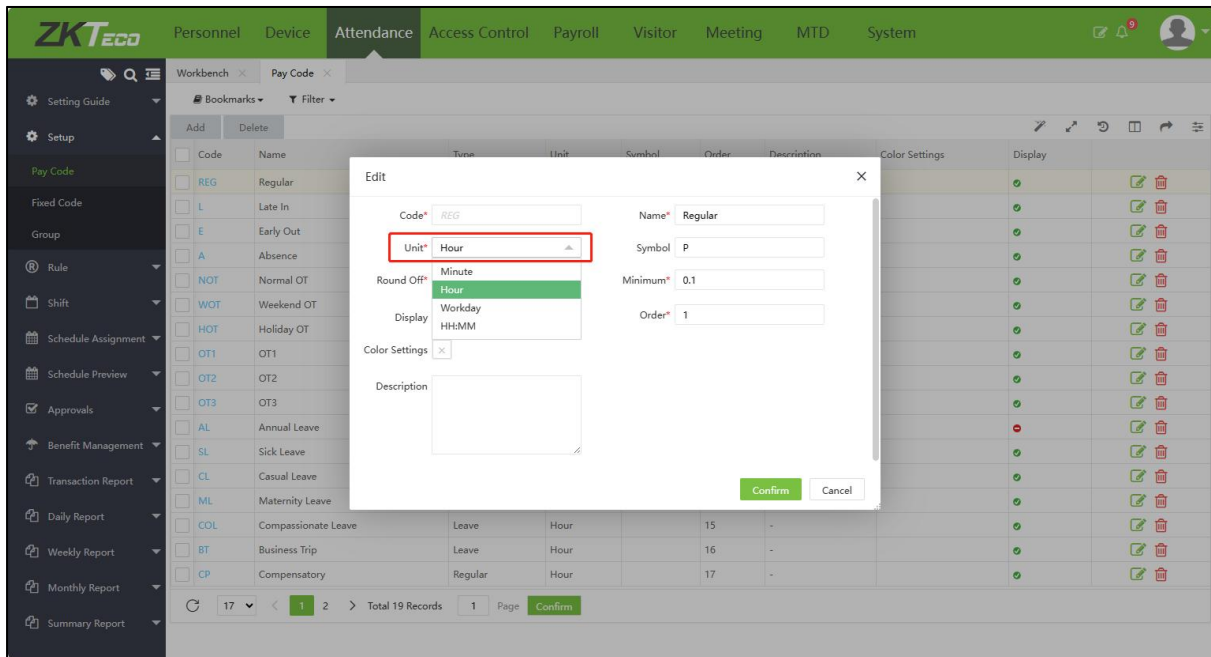
The field name in the report will display the unit in which it is used.

5   System Module

5.1 Database Operation Authentication

Before proceeding to backup and restoring databases, users must use a super administrator account for verification.
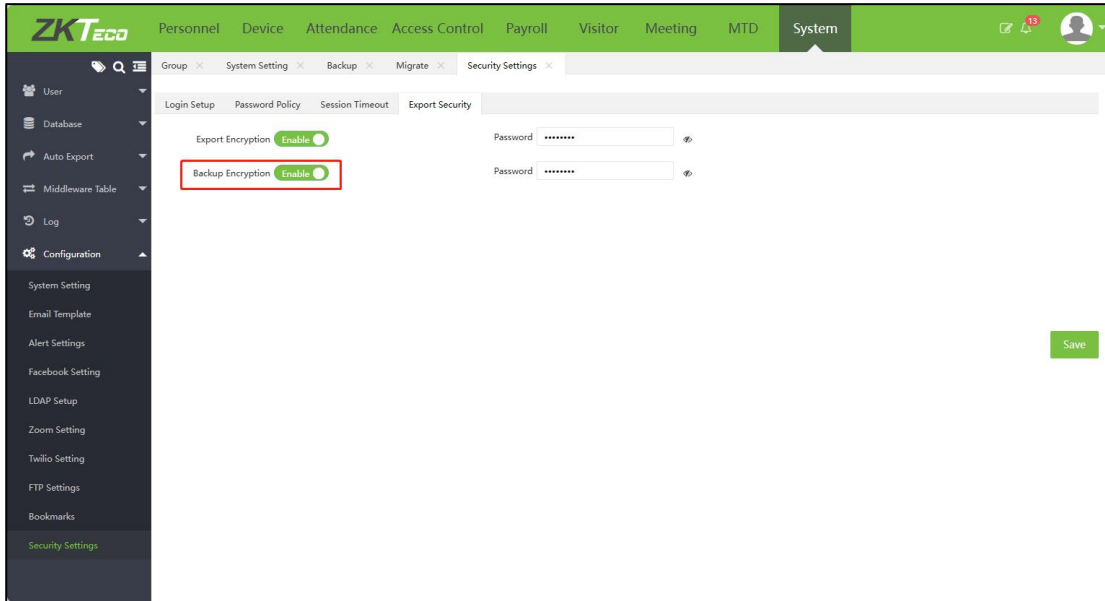

5.2 Database Backup - Encryption

The database backup encryption function is enabled by default with the default password being the login password of the initially created super administrator.

To disable this feature or change the default password, go to System->Configuration->Security Settings->Export Security.
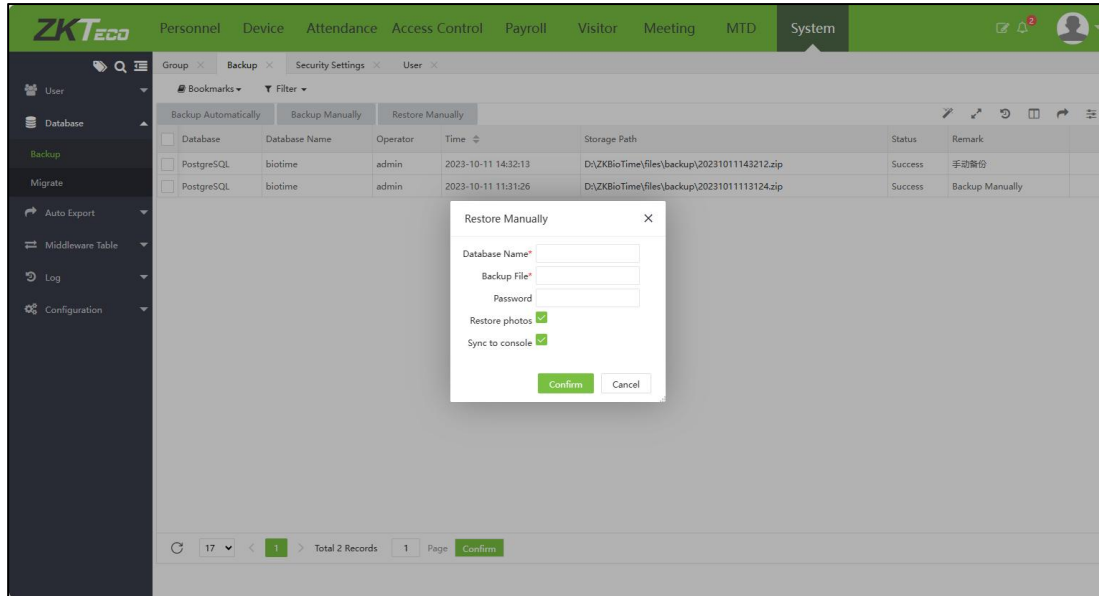
Super administrators also have the option to customize passwords when backing up databases
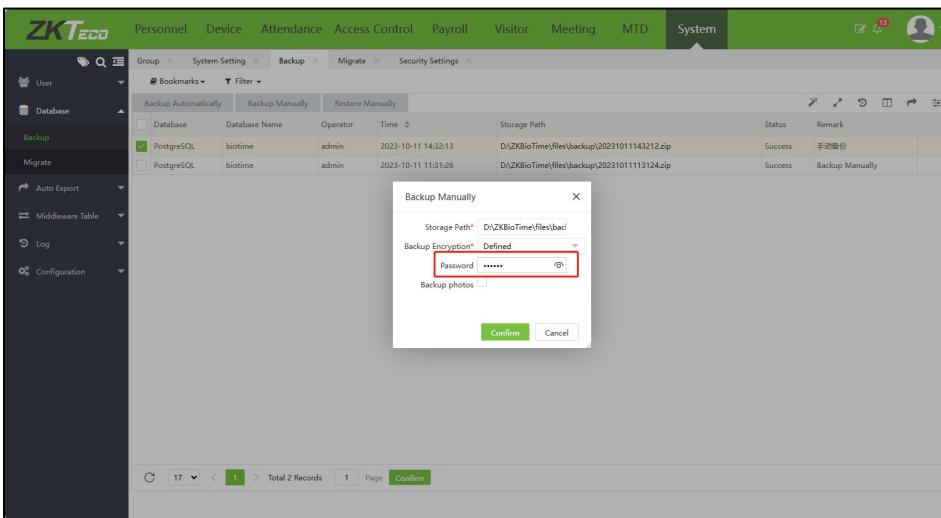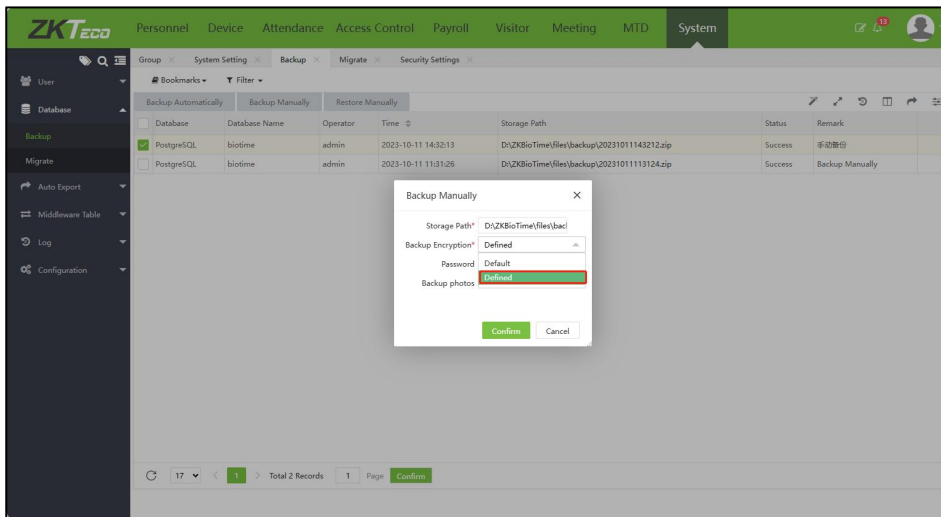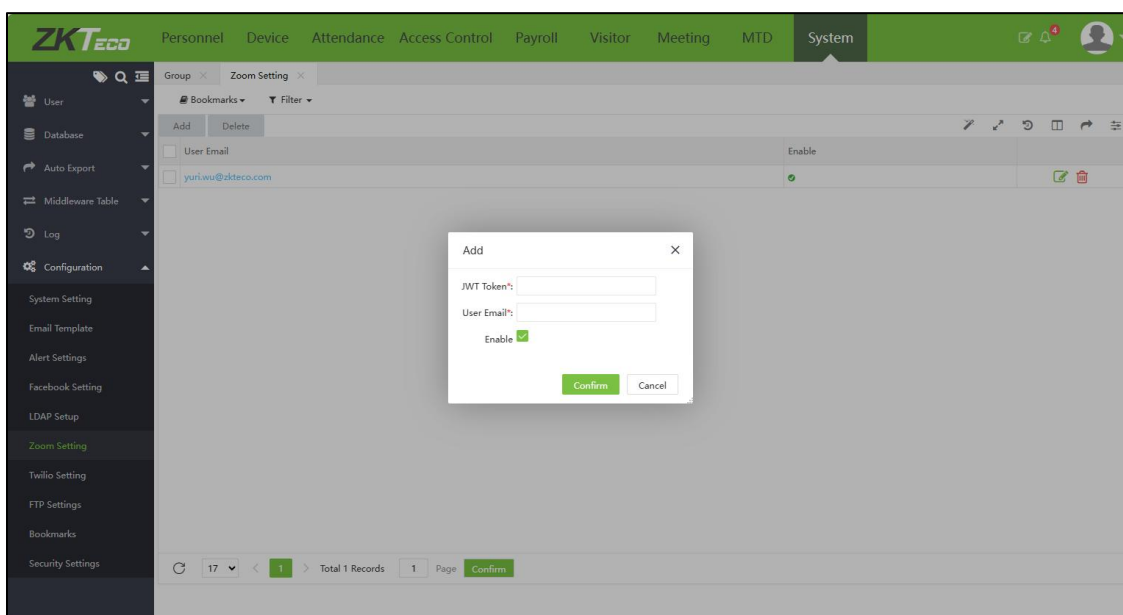
5.3 Database Restore - Console Information Backfilling

When the user selects Sync to console, the system will backfill the database name and password to
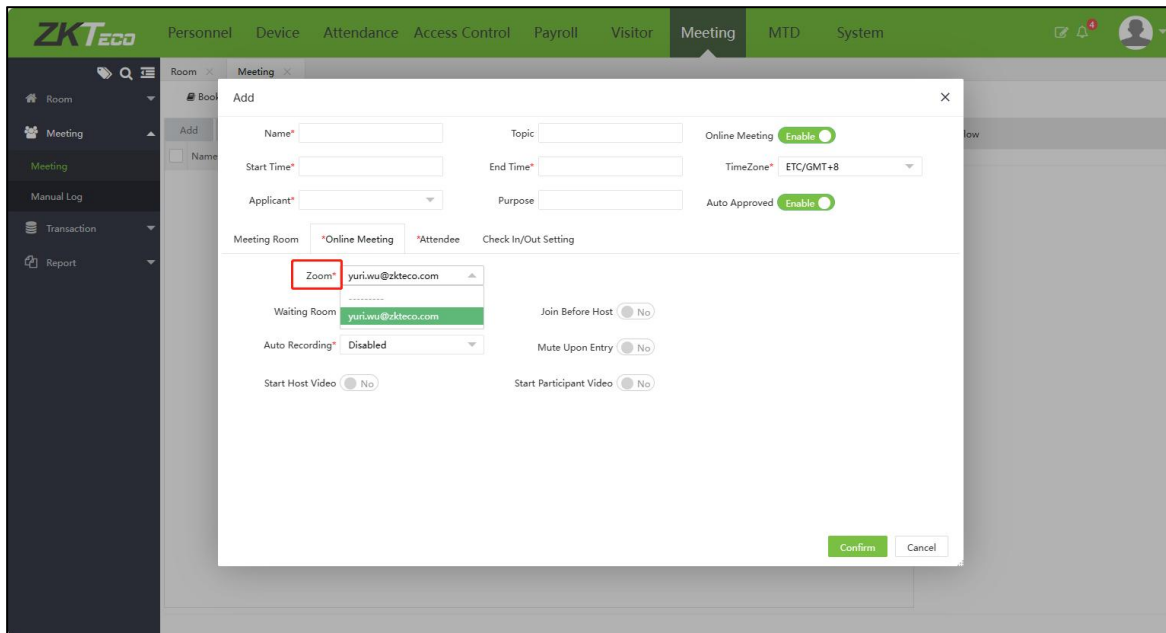
the console.

5.4 Add Multiple Zoom Accounts

The system supports users to add multiple Zoom accounts, solving the problem of only having one

online meeting at a time.

Users can choose different accounts to create different Zoom online meetings.

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