

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.

Table of Contents

1	KEY UPD	DATES	2
2	DASHBC	DARD	2
3	PERSON	NEL MODULE	3
	3.1	Сизтом Аттribute-Сомво Вох	.3
	3.2	VISIBLE LIGHT FACE EXAMPLE IMAGE	.5
4	ATTEND	ANCE MODULE	6
	4.1	Display Paycode Units	.6
5	SYSTEM	MODULE	.7
	5.1	DATABASE OPERATION AUTHENTICATION	.7
	5.2	DATABASE BACKUP - ENCRYPTION	.7
	5.3	DATABASE RESTORE - CONSOLE INFORMATION BACKFILLING	9
	5.4	ADD MULTIPLE ZOOM ACCOUNTS	9

1 Key Updates

Implemented Change	Description
Dashboard	 Person In/Out Board
Personnel Module	Custom Attribute-Combo BoxVisible Light Face Example Image
Attendance Module	Display Paycode Units
System Module	 Database Operation Authentication Database Backup - Encryption Database Restore - Console Information Backfilling Add Multiple Zoom Accounts

2 Dashboard

Click the 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.

resent	oday	(By Calculation Result	Real-Time Monito	or	Vie	w Leave
Present Absent (K2748) Present (K2748) Per	resent	1 (5.26%) C 经 & 上 Device Status (11.11%)	C & ±	L null	Auto add 10:24:39	Check In	
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7 6.67% 6 6 7 6 6 7 6 6 7 6 6 7 6 6 6 7 6 7 6 7		Department Attendance Statistics	0 5 1	3200318 Young	Auto add 10:23:36	Check In	
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ZKTzco		Personnel In/Out Board		X
Current Personnel Information				
	Employee ID null First Name Date Time 10:24:39 Punch State Check in	Thursda	0:25:01 ay 2023/11/09	
Previous Personnel Information				
Employee ID null First Name Date Time 10.24:34	Employee ID null First Name Date Time 10:23:51	Employee ID 320318 First Name Young Date Time 10:23:41	Employee ID 320318 First Name Young Date Time 10:23:36	Employee ID 320318 First Name Young Date Time 10:23:29

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.

ZKTECO	Personnel Device A	ttendance Access Control	Payroll Visitor	Meeting	MTD	System			Ū-
🗞 Q 🗉	Department X Custom Attribut	e ×							
💼 Organization 🛛 🔻	🖉 Bookmarks 🗸 🛛 🔻 Filter 👻								
👹 Employee 🗸 🔻	Add Delete						7 2	9 II	€ #
📰 Workflow 🔻	Attribute Name	Add			;	Enable \$			
📽 Configurations 🔺		Attribute Name* Test	Input Type*	ComboBox					
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		•							
		Option							
			None						
				Confi	irm Cancel				

Enter the name and click on icon 🕒 to add new options. The system allows creating of up to five options.

ZKTzco	Personnel Device	Attendance Access Control Payr	oll Visitor Meeting	MTD	System			Ū-
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		Option						
		Option1		a	-			
		Option2						
		Options			-			
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Once this combobox is enabled, you can locate it in the Person ->Employee ->Add/Edit interface.

ZKTeco	Personnel	Device	Attendance	Access Contro	ol Payroll	Visitor	Meeting	MTD	System				Q -
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👹 Employee 🔺	Profile											າ 🗆	*
Employee	Employee ID	20231103		First Name									
Resign	Department	• • • • • • • • • • • • • • • • • • • •	Ψ.	Last Name									
📰 Workflow 🔻	Position		Υ.	Area*		*		1					
📽 Configurations 🔻	Employment Type		~	Hired Date	2023-11-09								
	Superio	Department	Manager 🔻	Workflow Role		Ŧ					_		
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6													

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.

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🞽 Employee 🔺	Profile										9 🗆 🕈	141
Employee	Employee ID	20231103		First Name							i≡ (7 m̂	
Resign	Department			Last Name								
📰 Workflow 👻	Position		~	Area*		~						
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嶜 Employee 🔺	Profile											ອ 🗆	₽
Employee	Employee ID*	20231103		First Name									8
Resign	Department*			Last Name							11		8 🛍
📰 Workflow 👻	Position		*	Area*		×					18		
📽 Configurations 🔻	Employment Type		*	Hired Date	2023-11-09						- 11		
	Superior	Department	Manager 💌	Workflow Role		~					1		8 🛍
	Private Informati	on Device Ac	ccess Settings	Attendance Settings	App Settings	Payroll Settings	Custom Attribu	te Leave Gro	quo				
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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.

ZKTECO	Personnel	Device	Attendance	Access Control	Payroll	Visitor	Meeti	ng M	td s	ystem				6	
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	Bookmar	ks∓ T Filter∓													
🏟 Setup 🔺	Add D	elete									7	2	Э П	*	+++ +++
	Code	Name	_	Type	Unit	Symbol	Order	Descriptio	00	Color Settings	Display				
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	🗆 L	Late In	Code*			Name*	Regular				ø		G		
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R Rule 🔻	A	Absence	Unit	Hour	^	Symbol	Р				ø		G	î 🗇	
	NOT	Normal OT	Round Off*	Hour		Minimum*	0.1				ø		G	1	
🛱 Shift 🔫	TOW D	Weekend OT	Display	Workday		Order*	1				ø		G	ð 🖻	
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	OT1	OT1	Color Settings	×							ø		G	ð 🗇	
🛗 Schedule Preview 🔻	OT2	OT2	Description								ø		G	<u>ا</u>	
	ОТЗ	OT3									ø		G		
	AL	Annual Leave											G		
😙 Benefit Management 🔻	SL	Sick Leave			h						ø		G		
	CL	Casual Leave						Confirm	Cancal		٥		G	î 🗇	
	ML	Maternity Leave					_	comm	Caricer		ø		G		
	COL	Compassionate L	eave	Leave	Hour		15				0		G	۲ ش	
	BT	Business Trip		Leave	Hour		16				٥		G	ê 🗇	
🖓 Monthly Report 🔻	CP	Compensatory		Regular	Hour		17				ø		G	<u>ا</u>	
C Summary Report	C 17	▼ < <u>1</u> 2	> Total 19 Reco	rds 1 Page	Confirm										

The field name in the report will display the unit in which it is used.

ZKTzco	Personnel	Device	Atte	endance	Access	Contro	l Payr	oll	Visitor	Mee	ting	MTD	Systen	ı			r 0 <mark>0</mark>	Q -
🏷 Q 🗉	Workbench \times	Total Time C	ard ×															
🔅 Setting Guide 🛛 🔻	Departme 💌	Q 🗹 🗮 🛱		Employee	yuri 1,yuri	2,yuri 3,sa	⊤ Da	ate Period	User Defin	ed	- 2023-	09-01	- 2023-	11-09	Q,			
🔹 Setup 👻	Department			Save Layout	Load	Layout										Y	«* 🗆	€ ‡
🔞 Rula 🔻	Gydn			Weekday	Timetable	Check In	Check Out	Clock In	Clock Out	Total Hrs	Worked Hrs	Regula <mark>r</mark> (H)	Late Ir (M)	Early Out(M) Absence(H)	Normal O	(H) Week	end OT(H) H
- Nuic			01	Sunday		00:00	00:00											
💾 Shift 🔫)2	Monday		00:00	00:00											
🛗 Schedule Assignment 🔻)3	Tuesday		00:00	00:00											
			04	Wednesday		00:00	00:00											
E Schedule Preview 🔻			05	Thursday		00:00	00:00											
🗹 Approvals 🛛 👻			96	Friday		00:00	00:00											
A)7	Saturday		00:00	00:00											
J benent Wanagement +			98	Sunday		00:00	00:00											
🖨 Transaction Report 🔻)9	Monday		00:00	00:00											
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			11	Wednesday		00:00	00:00											
Total Time Card			12	Thursday		00:00	00:00											
Worked Hrs			13	Friday		00:00	00:00											
Overtime Report			14	Saturday		00:00	00:00											
o to tanio hoport			15	Sunday		00:00	00:00				~							
Leave Report			16	Monday	_	00:00	00:00											
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Early Out Report																		
Abrant Danart																		

5 <u>System Module</u>

5.1 Database Operation Authentication

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

ZKTeco	Personnel D	evice Attendand	ce Acces	s Control Payroll	Visitor Meeting	MTD S	ystem				5	-
🗞 Q 🖅	Group X System	n Setting × Backup										
👹 User 📼	🖉 Bookmarks 👻	▼ Filter →										
Database	Backup Automatical	ly Backup Manually	Restore	Manually					1 2	ົງ 🔲	~	111
e dur	Database	Database Name	Operator	Time 🌩	Storage Path			Status	Remark			
Баскир	PostgreSQL	biotime	admin	2023-10-11 14:32:13	D:\ZKBioTime\files\backup\202	231011143212.zip		Success	手动备份			
Migrate	PostgreSQL	biotime	admin	2023-10-11 11:31:26	D:\ZKBioTime\files\backup\202	231011113124.zip		Success	Backup Ma	anually		
Auto Export 👻												
≓ Middleware Table ▼				Administrator Verificat	ion X							
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ປ Log 🔻				Username*								
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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

ZKTeco	Personnel De	evice Attendanc	e Access	Control Payroll	Visitor Meeting	MTD Sys	stem		r 🖓	Ú,
♥ Q 쿄 營 User	Group X System	Setting × Backup ×	Migrate	× Security Settings ×						
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Bardoun	Database	Database Name	Operator	Time \$	Storage Path		Stat	us R	emark	
	PostgreSQL	biotime	admin	2023-10-11 14:32:13	D:\ZKBioTime\files\backup\202	31011143212.zip	Such	:ess ₹	动备份	_
migrate	PostgreSQL	biotime	admin	2023-10-11 11:31:26	D:\ZKBioTime\files\backup\202	31011113124.zip	Suc	cess B	ackup Manually	_
Auto Export 🗾 👻				Backup Manually	×					
≓ Middleware Table ▼										
50 Inc				Storage Path* D	:\ZKBioTime\files\bac					
U ag				Backup Encryption*	efined A					
📽 Configuration 🔻				Backup photos	efined					
					Confirm Cancel					
		-		_						
	G 17 • <	1 > Total 2 Recon	fs 1 F	Page Confirm						



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.

ZKTECO	Personnel Device Attendar	nce Access Control Payroll	Visitor Meeting MTD	System			$\mathbf{\hat{U}}_{\mathbf{r}}$
🔊 Q 🗉	Group X Backup X Security Setting	gs X User X					
👹 User 🗸 🔻	🖉 Bookmarks 👻 🔻 Filter 👻						
🛢 Database 🔺	Backup Automatically Backup Manual	ly Restore Manually			7	ت ° ،	e #
Backup	Database Database Name	Operator Time \$	Storage Path	St	tatus Ren	nark	_
Minrato	PostgreSQL biotime	admin 2023-10-11 14:32:13	D:\ZKBioTime\files\backup\20231011143212.z	ip Su	uccess 手动	的新份	_
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Auto Export 🔹		Restore Manually	×				
≓ Middleware Table ▼		Database Name*					
න Log 🔫		Backup File*					
📽 Configuration 🔻		Password					
		Restore photos 🗹					
		Sync to console					
			Confirm Cancel				
							_
	G 17 ♥ C 1 > Total 2 Rec	cords 1 Page Confirm					_

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.

ZKTeco	Personnel Device Attendance	Access Control Payroll Vis	sitor Meeting MTE	System			Q -
🏷 Q 🗉	Group X Zoom Setting X						
嶜 User 👻	🛢 Bookmarks 👻 🝸 Filter 👻						
🛢 Database 🔻	Add Delete				7 2	ື 🗆	• =
Auto Export	User Email			Enable			
T And Export	yuni.wu@zkteco.com			0		C	<u>ا</u>
≓ Middleware Table ▼							
D Log 👻							
📽 Configuration 🔺		Add	*				
System Setting		JWT Token*:					
Email Template		User Email*:					
Alert Settings		Enable 🎽					
Facebook Setting		Confirm	Cancel				
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Zuran Cattline							
200m Setting							
Twilio Setting							
FTP Settings							
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Security Settings	C 17 V < 1 > Total 1 Records	1 Page Confirm					

ZKTeco	Personne	I Device Attendance Acces	s Control Payroll Visitor	Meeting MTD System		r 🕫 💽 -
S Q 🗉	Room ×	Meeting X				
希 Room 🔻	Book	Add			×	
嶜 Meeting 🔺	Add	Name*	Торіс	Online Meeting Enable	low	
Meeting	Name	Start Time*	End Time*	TimeZone* ETC/GMT+8	¥	
Manual Log		Applicant* 👻	Purpose	Auto Approved Enable		
🛢 Transaction 🔻		Meeting Room *Online Meeting *Attende	ee Check In/Out Setting			
€ Report ▼		Zoom ¹ yuri.wu@xkteco.com Waiting Room Auto Recording ² Disabled Start Host Video No	Join Before Host No Mute Upon Entry No Start Participant Video No	Confirm	Cancel	

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

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