

User Manual

ZkBio Time Cloud

Date: April 2026

Doc Version: 1.0

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.in.

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If there is any issue related to the product, please contact us.

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To know more about our global branches, visit www.zkteco.com.

About the Company

ZKTeco is one of the world's largest manufacturers of RFID and Biometric (Fingerprint, Facial, Finger-vein) readers. Product offerings include Access Control readers and panels, Near & Far-range Facial Recognition Cameras, Elevator/floor access controllers, Turnstiles, License Plate Recognition (LPR) gate controllers and Consumer products including battery-operated fingerprint and face-reader Door Locks. Our security solutions are multi-lingual and localized in over 18 different languages. At the ZKTeco state-of-the-art 700,000 square foot ISO9001-certified manufacturing facility, we control manufacturing, product design, component assembly, and logistics/shipping, all under one roof.

The founders of ZKTeco have been determined for independent research and development of biometric verification procedures and the productization of biometric verification SDK, which was initially widely applied in PC security and identity authentication fields. With continuous enhancement of the development and plenty of market applications, the team has gradually constructed an identity authentication ecosystem and smart security ecosystem, which are based on biometric verification techniques. With years of experience in the industrialization of biometric verifications, ZKTeco was officially established in 2007 and now has been one of the globally leading enterprises in the biometric verification industry, owning various patents and being selected as the National High-tech Enterprise for 6 consecutive years. Its products are protected by intellectual property rights.

About the Manual

This manual introduces the operations of the **ZKBio Time Cloud**

All figures displayed are for illustration purposes only. Figures in this manual may not be exactly consistent with the actual products.

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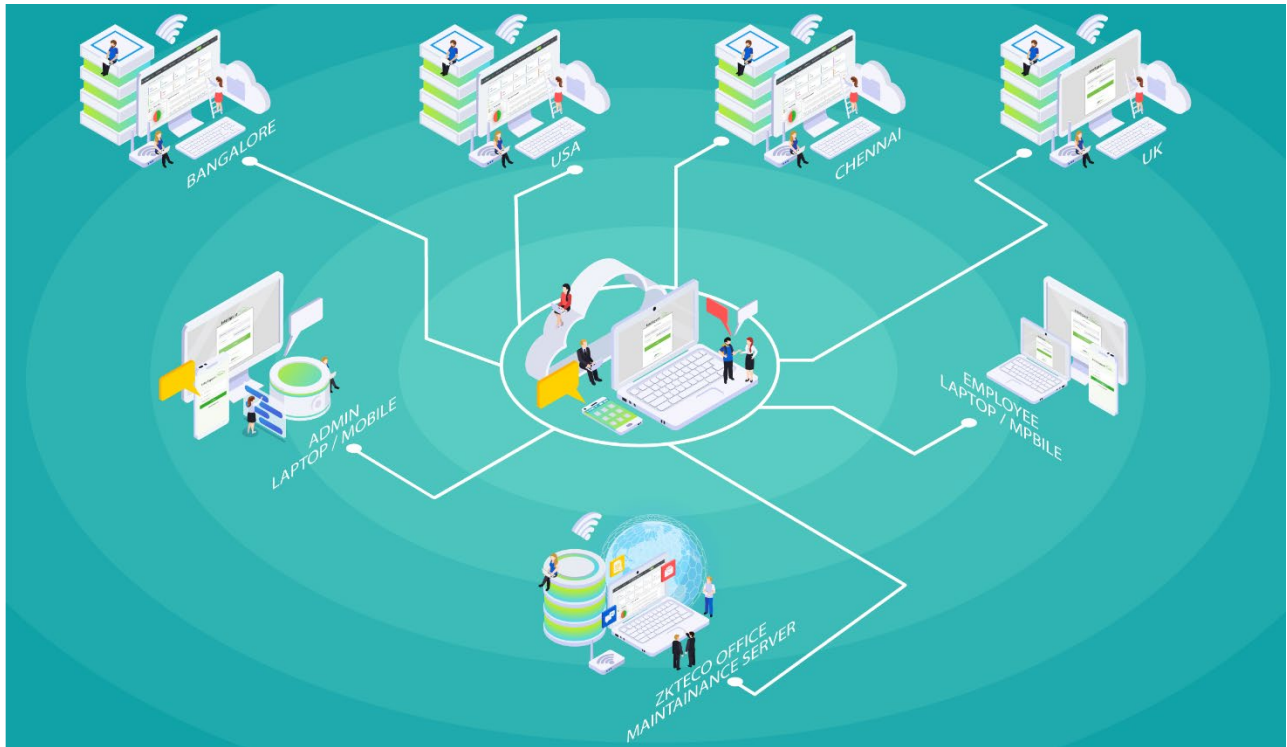
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1. Why ZKBio Time Cloud?

Handling data of multiple companies on a single platform is now hassle-free. You can access the data securely using a single login from anywhere around the world. Our **ZKBio Time Cloud** software aids in organizing and planning each process in a classic way that assimilates specific activities and delivers the output in no time. Our software eases the tracking of employee productivity and regulates the ways to advance our managerial effectiveness and workforce management.



Our cloud software is built on a powerful architecture that integrates several modules, which permits you to manage huge numbers of Personnel/Employees/Staff on a single platform. All you need is to set up your organization, then add the Biometric Devices, and then add the Users/Employees with their shifts & payroll.

You can integrate the Device into our Software Application, which enables you to retrieve instantaneous Reports and also eases you in the importing and exporting of the data.

Our software gathers all the distinct information and gives you the best interactive view of the data and records on a single interface.

Here in our documentation, you will find more information on how to create an admin, set up the system, and configure your organization.

2. Demo Instruction

A person can be added to **three** different companies. The first company will be his/her own Company (Sign Up and Sign In), and the person becomes an admin. In the second company, he can be added as an associate/company (any designation). In the third company, he can be a vendor as well.

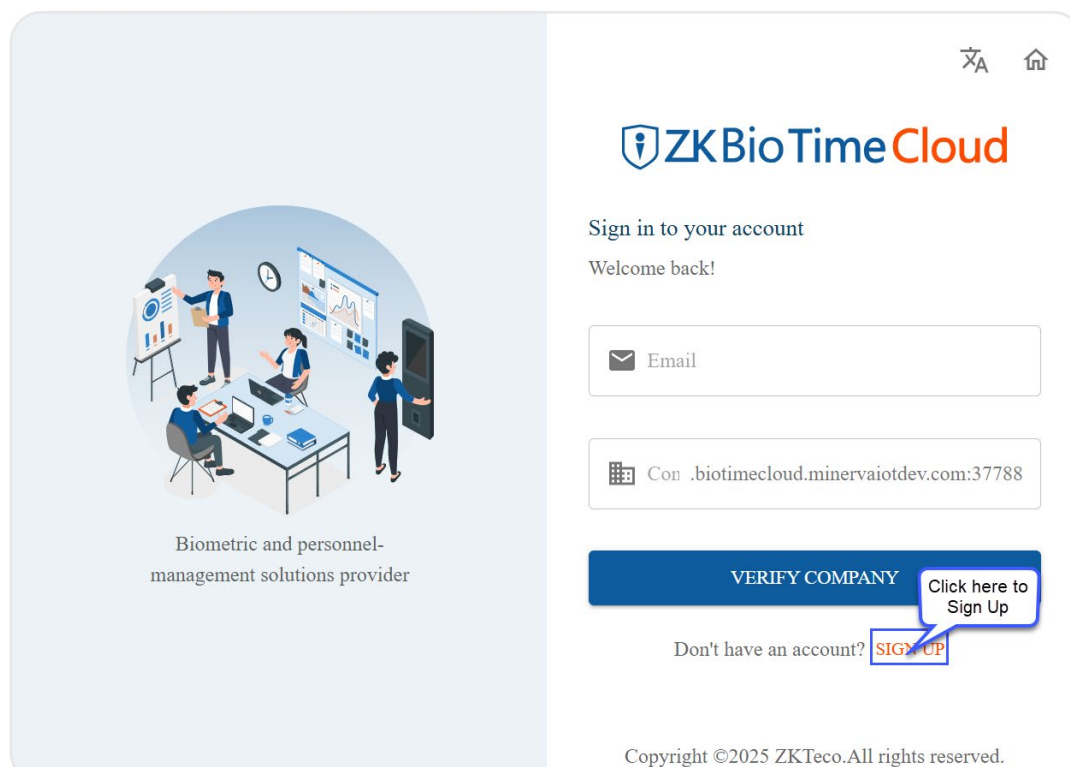
Vendor role can be set using the link [Join as vendor](#)

User Role can be set using the link [Create User](#)

3. Application Login

Sign Up as an Admin

Open the ZKBio Time Cloud application in the browser. Once the ZKBio Time Cloud sign-in page appears, click on **Sign Up** and follow the steps below to create a new account.



- Enter Email Id and Mobile Number.
- Create a password as per given conditions.
- Click to agree on the terms and service of ZKBio Time Cloud and click on Sign Up.

The image shows the ZKBioTimeCloud sign-up page. On the left, there is an illustration of people working at computers with the text "Biometric and personnel-management solutions provider". On the right, the sign-up form is titled "Sign up for your account". It includes fields for Email, Phone Number, Password, and Confirm Password. A checkbox for terms and service is present. A "SIGN UP" button is at the bottom. Numbered callouts indicate the steps: 1. "Fill in all the required details" points to the input fields. 2. "Click to agree to the terms and service" points to the checkbox. 3. "Click to Sign Up" points to the SIGN UP button.

Biometric and personnel-management solutions provider

1 Fill in all the required details

2 Click to agree to the terms and service

3 Click to Sign Up

Sign up for your account

Email

Phone Number

Password *

Confirm Password *

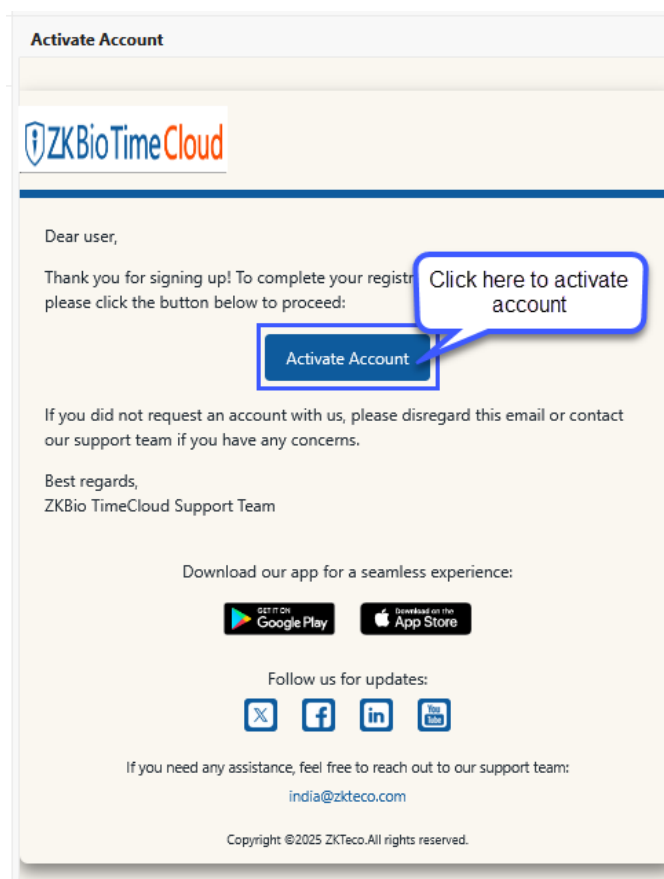
☒ By signing up to BioTime Cloud, I agree to the Terms and Service

SIGN UP

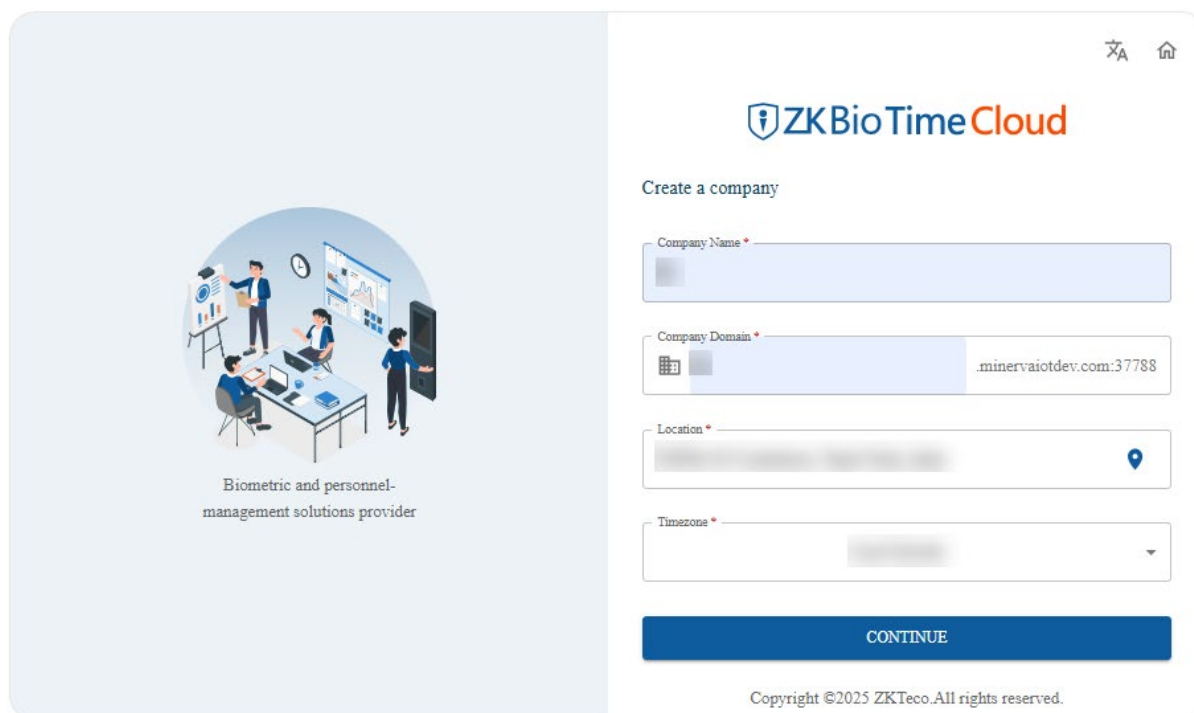
Already have an account? [SIGN IN](#)

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- The approval email is sent to your email ID. Open the email and click on **Activate Account**.



- After clicking **Active Account**, you will be redirected to the webpage shown below. Click on **Create a New Company**.
- Enter a new company name and click on **Continue**.



Biometric and personnel-management solutions provider

Create a company

Company Name *

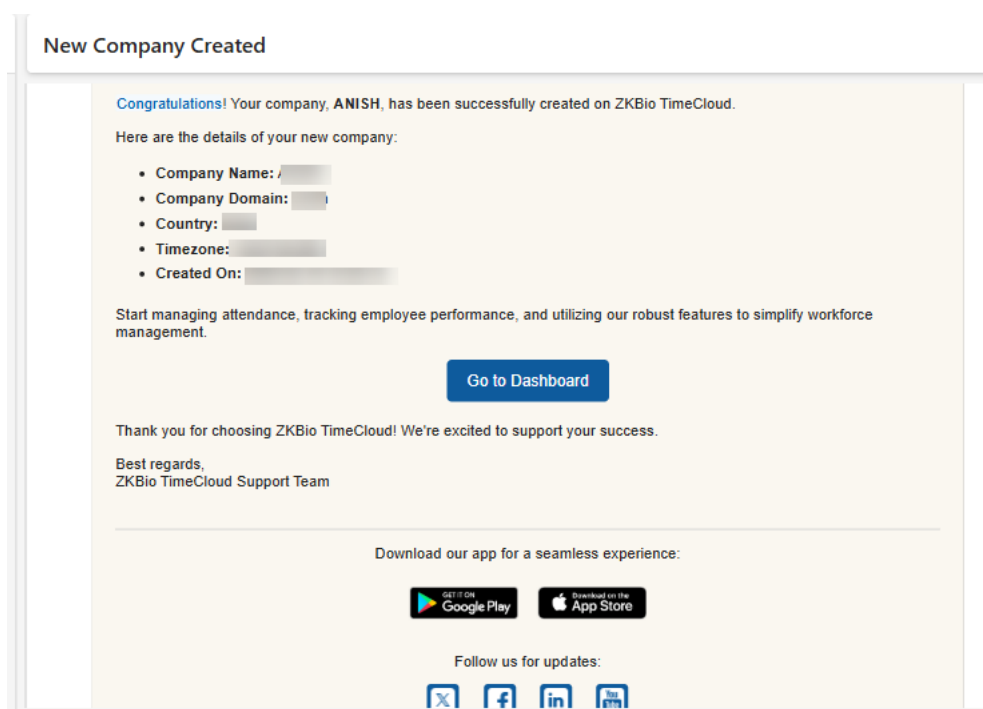
Company Domain *

Location *

Timezone *

CONTINUE

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New Company Created

Congratulations! Your company, **ANISH**, has been successfully created on ZKBio TimeCloud.

Here are the details of your new company:

- Company Name: /
- Company Domain: /
- Country: /
- Timezone: /
- Created On: /

Start managing attendance, tracking employee performance, and utilizing our robust features to simplify workforce management.

Go to Dashboard

Thank you for choosing ZKBio TimeCloud! We're excited to support your success.

Best regards,
ZKBio TimeCloud Support Team

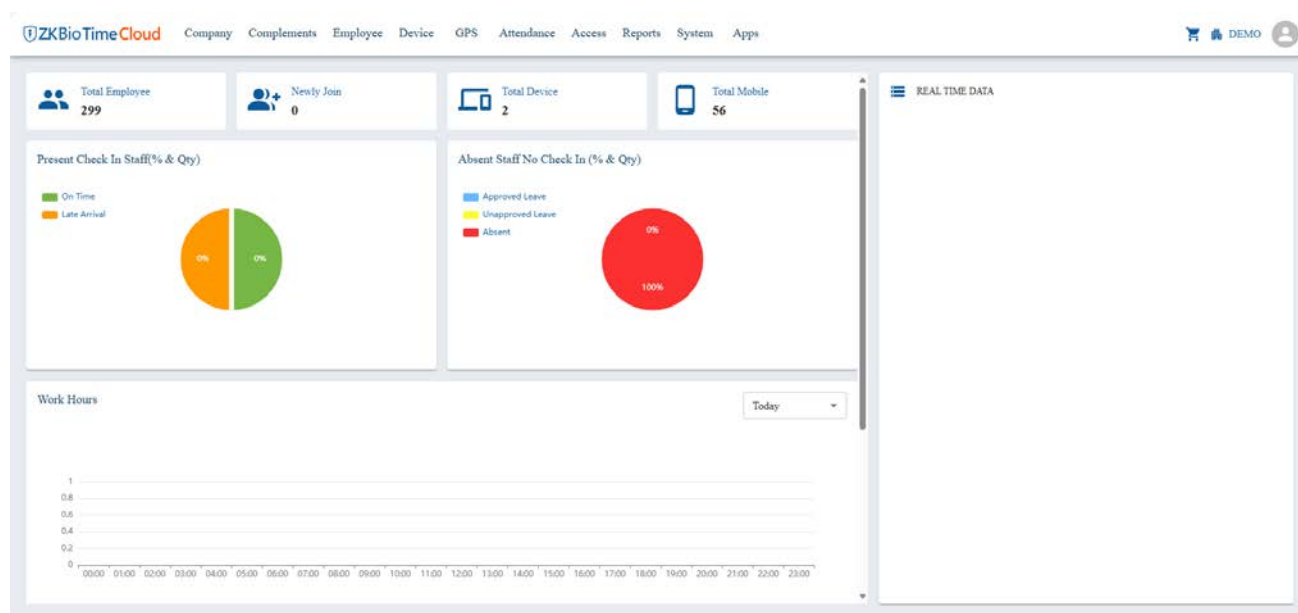
Download our app for a seamless experience:

GET IT ON Google Play Download on the App Store

Follow us for updates:

X Facebook LinkedIn YouTube

- Once the company name is entered, you will be redirected to the home page, which is the Admin's dashboard.



3.1 Login/ Sign in as Admin

- Click on icon to Visit Homepage of ZKBio Time Cloud.
- Click on icon to Change Language.

- Open the ZKBio Time Cloud application in the browser. Create an account as per instructions. In the Sign In page, enter the Email ID and Company Name.

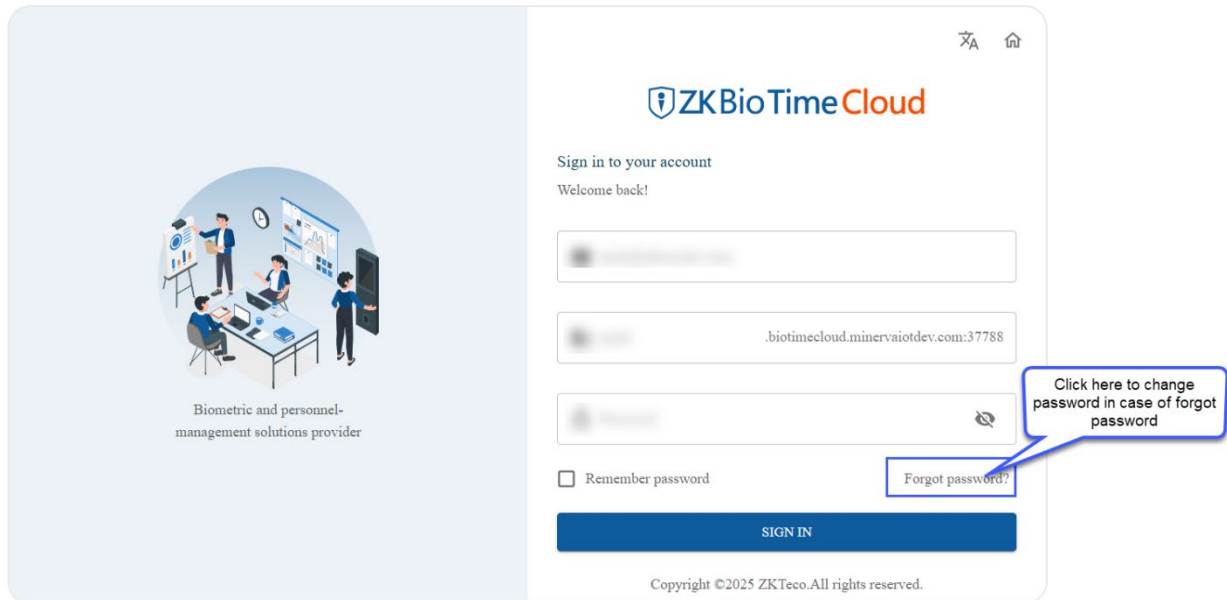
- Enter the password and click on Sign In.

3.1.1 Forgot/Reset Password

In case the admin forgets the password and if enters the wrong password, it shows like this “**Login failed,**

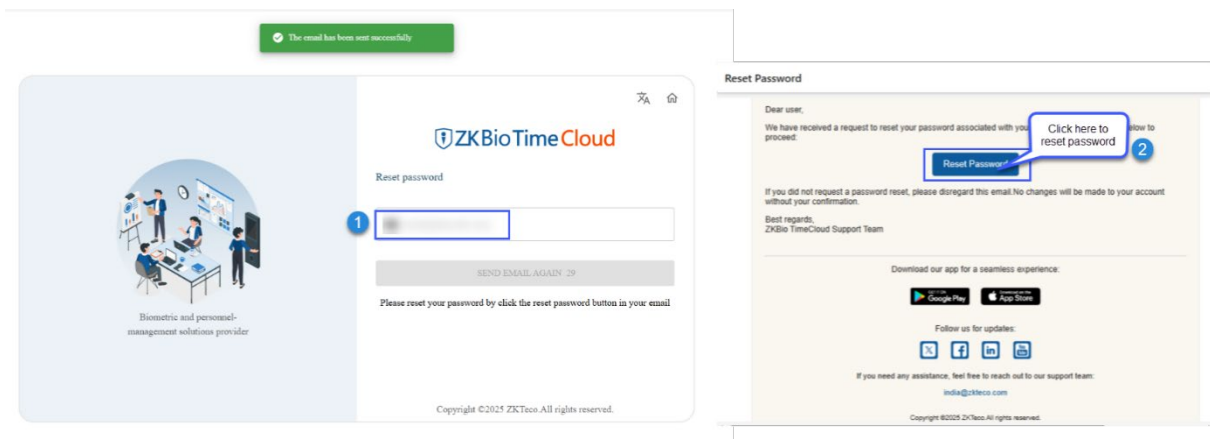
Username or Password is wrong". Then admin needs to reset password

Click on the **Forgot Password** option as shown below.



The image shows the ZKBioTimeCloud Sign In page. On the left, there is a blue sidebar with an illustration of people working and the text "Biometric and personnel-management solutions provider". The main content area has the ZKBioTimeCloud logo at the top, followed by "Sign in to your account" and "Welcome back!". Below this are three input fields: a blurred username field, an email field containing ".biotimecloud.minervaiotdev.com:37788", and a blurred password field with an eye icon to toggle visibility. There is a checkbox for "Remember password" and a "Forgot password?" link. A blue "SIGN IN" button is at the bottom. A callout bubble points to the "Forgot password?" link with the text "Click here to change password in case of forgot password". At the bottom, it says "Copyright ©2025 ZKTeco. All rights reserved."

- Enter the email ID. A reset email will be sent to the provided email address. Open the email and click on "Reset Password."



The image shows the ZKBioTimeCloud Reset Password process. On the left, the "Reset password" page has a sidebar with the same illustration and text as the Sign In page. The main content area has the ZKBioTimeCloud logo, "Reset password", and a text input field labeled "1". Below the field is a "SEND EMAIL AGAIN 29" button and a message: "Please reset your password by click the reset password button in your email". At the bottom, it says "Copyright ©2025 ZKTeco. All rights reserved." On the right, the "Reset Password" email template is shown. It starts with "Dear user," followed by a message about the password reset request. A blue "Reset Password" button is highlighted with a callout bubble that says "Click here to reset password" and is labeled "2". Below the button, there is a disclaimer, a signature from the ZKBio TimeCloud Support Team, and links to download the app from Google Play and the App Store. At the bottom, there are social media links and a contact email "india@zkteco.com".

- Enter a new password and confirm the new password.
- Click on **Reset Password**. You will be redirected to the Sign-In page once the password is reset.
- Enter your email ID and company name, then enter the newly created password and click on **Sign In**.

The image shows three sequential screenshots of the ZKBioTimeCloud user interface:

- Reset Password:** The first screenshot shows a 'Reset password' form with fields for 'Password' and 'Confirm Password'. A callout '3' points to the 'Password' field with the text 'Enter the new password and confirm'. A 'RESET PASSWORD' button is labeled '4'.
- Sign in to your account:** The second screenshot shows a 'Sign in to your account' form with fields for 'Email' and 'Company Domain'. A callout '5' points to the 'Email' field with the text 'Enter Email and Company domain'. A 'VERIFY COMPANY' button is labeled '6'.
- Sign in to your account:** The third screenshot shows a 'Sign in to your account' form with a 'Password' field. A callout '7' points to the 'Password' field. A 'SIGN IN' button is labeled '8'.

Note: If a company does not have any company location information and time zone, a pop-up will appear when clicking on the location  icon, there the user to configure the company information.

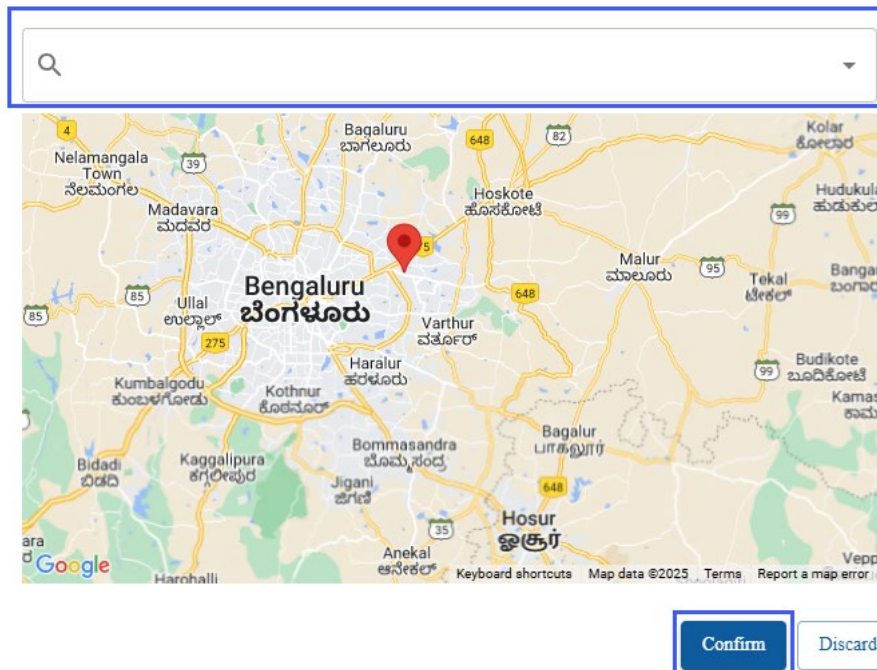
If the user wants to set a different time zone, they can configure it on the company information page. It will be saved in the selected time zone and reflected throughout the entire application.

- Click on **[Location]**, enter a location name and click on the search button. Click **[Confirm]** a successful message will appear.

The image shows the 'Company Settings' page in the ZKBioTimeCloud application. The page includes a sidebar with navigation options: Company Information, Company Settings (selected), Company Structure, and Organization Chart. The main content area is divided into several sections:

- Company Logo:** A section for uploading a company logo, with a note 'Dimensions 200 x 75. (Only supports .jpg, .jpeg, and .png)'.
- Company Information:** Fields for 'Company Name' (filled with 'anish') and 'Company Phone'.
- Company Information in Report:** Fields for 'Logo Display' (set to 'Do not display') and 'Name Display' (set to 'Do not display').
- Company Address:** A section for entering the company address, including 'Location' (filled with 'Phoenix Market City, Whitefield Road, Devasandra Industrial Estate, Mahadevapura, Bengaluru, Karnataka 560048, India'), 'Country' (set to 'India'), 'State/Province' (set to 'Karnataka'), 'City' (set to 'Bengaluru'), and 'Timezone' (set to 'Asia/Calcutta').
- Email Signature:** Fields for 'Email Signature' and two options for 'Option 1' and 'Option 2'.

Map Location



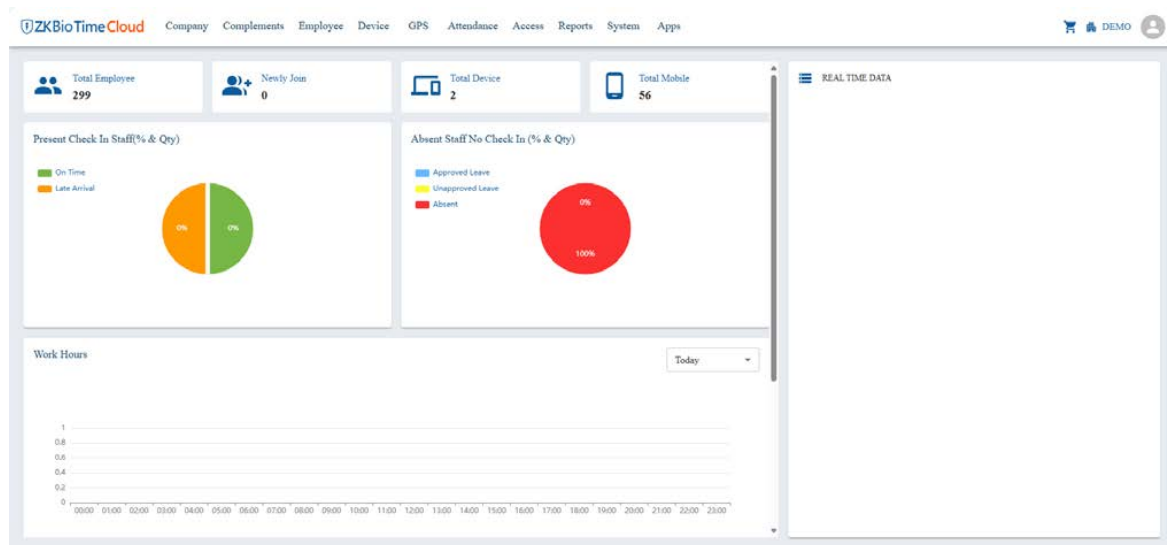
Note: If an admin wants to change the company location, they need to click the **[Location]** button, enter the location name, and click the search button. After that, clicking **[Confirm]** will display a success message indicating that the company location has been changed.

3.2 Dashboard Views

Admin

In ZKBio Time Cloud, the dashboard is designed to provide a quick summary of employees' attendance with pre-made default gadgets representing the details along with **Real Time Monitoring** features.

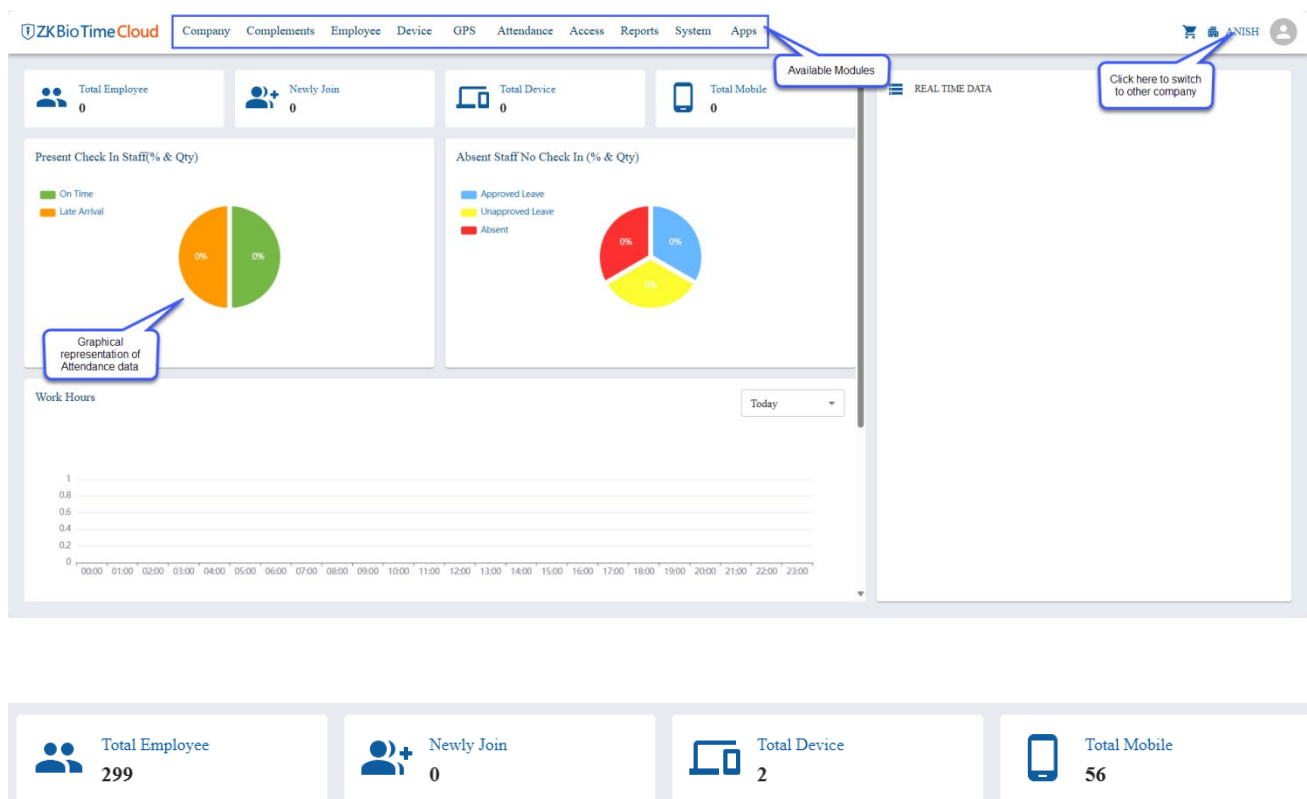
The data is shown in numerical and statistical way through pictorial representation which helps users to get quick log on employee attendance.



Numerical data is shown for details such as, Total Employee, Newly Join, Total device and Total Mobile.

Graphical data is shown such as, **Present Check In Staff, Absent Staff No Check In, Work Type** (Number of employees working from home or Office in a day), Justified Incidents (Types of leaves of absentees).

After login, the below shown dashboard appears. This is the homepage of ZKBio Time Cloud software. If you want to go back to the dashboard from any other interface, then click on the ZKBio Time Cloud icon  at the top left corner.



Total Employees: Reflects the total number of employees in the system. As more employees are added, this

number will update accordingly.

Newly Join: Displays the number of employees who newly joined. This count will increase as new employees join.

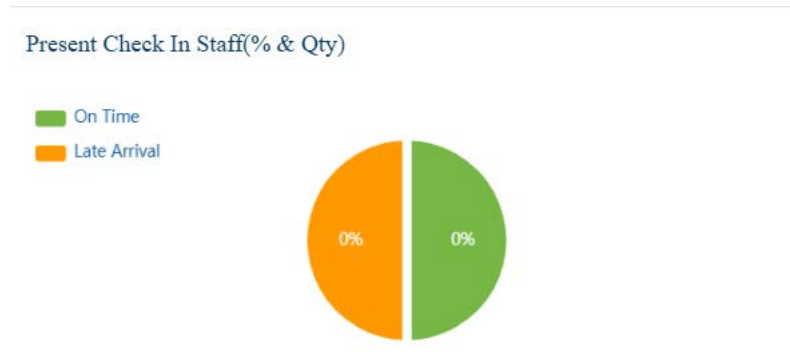
Total Device: Indicates the total number of devices. This figure will update as new devices are added.

Total Mobile: Shows the number of employees who punched in late. This will change when employees check in after their scheduled start time.

Key Visuals

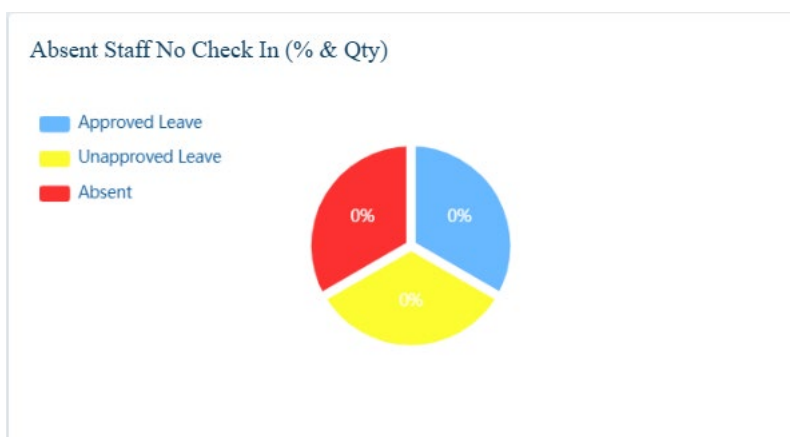
Present Check-In Staff (% & Qty)

- This chart will update based on real-time punch-ins. It shows the proportion of staff who have checked in on time (green) or arrived late (orange). As employees punch in, these percentages will reflect the updated status.



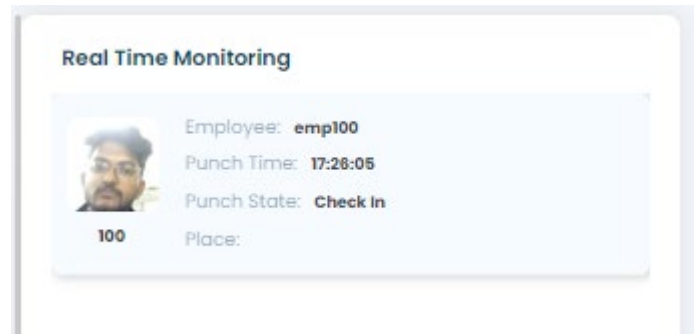
Absent Staff No Check-In (% & Qty)

Displays the percentage and number of employees who haven't checked in. The pie chart differentiates between approved incidents, unapproved incidents, and absent staff. This will update dynamically as employees either check-in or are marked absent.



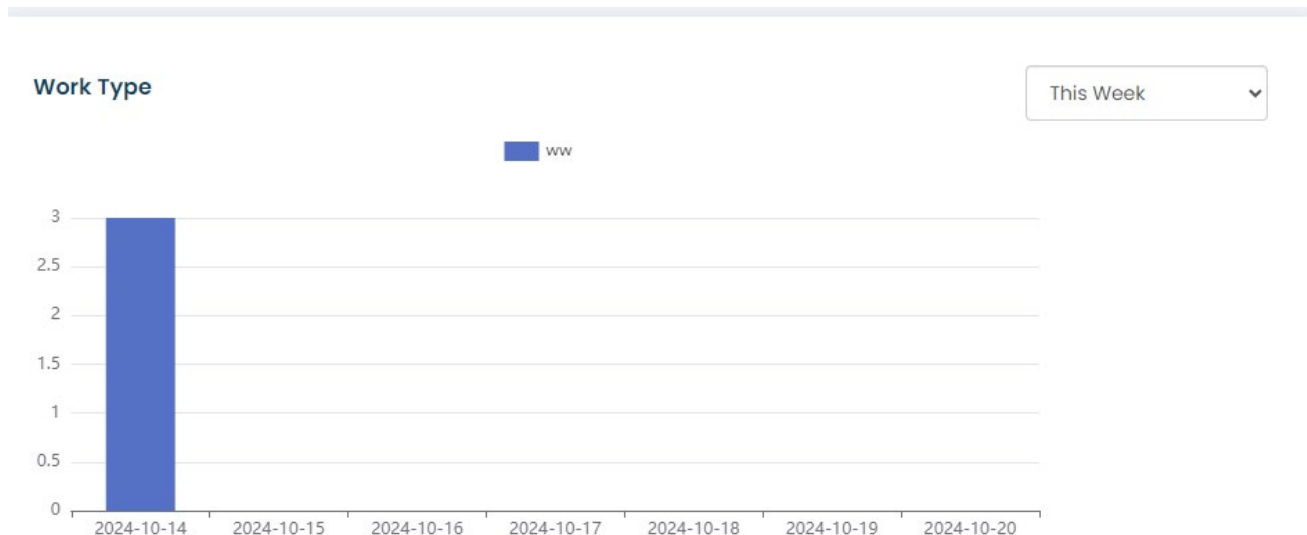
Real-Time Monitoring:

- This area could potentially show live updates, logs, or more detailed information as employees punch in or change their attendance status.



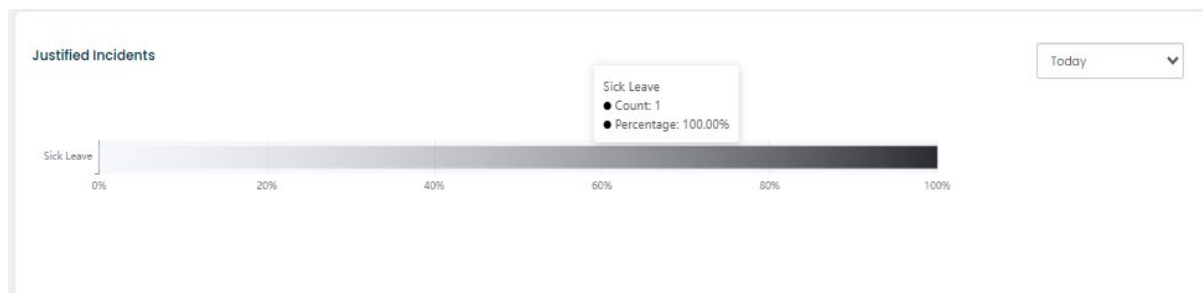
Work Hours:

- This chart would display the punch which has the attendance code of different work types for each day of the week, from Monday to Sunday. The employees check in and their work types are logged, this chart will show the distribution for the selected date or range (in this case, "Today").



Leave:

- This section would reflect incidents where employees had approved incidents, such as medical leave, personal leave, or other justifiable reasons. Once incidents are logged, the chart will show the percentage or number of justified incidents, with a detailed breakdown of approvals.



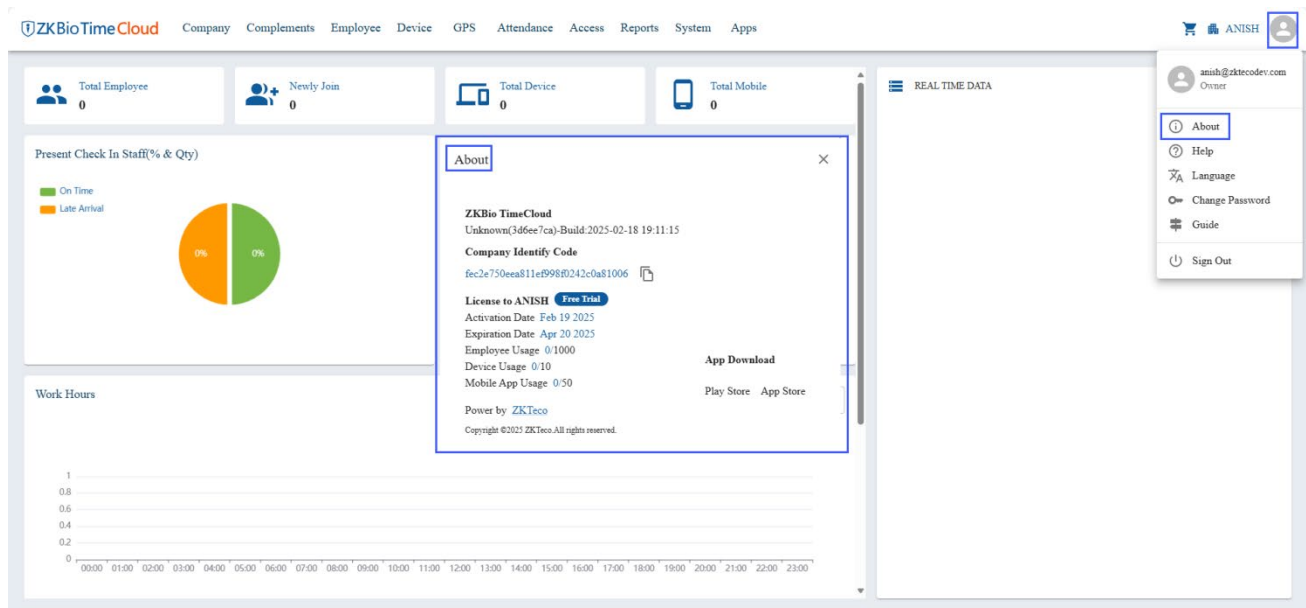
Note: Click on  to enter Dashboard interface.

3.2.1 Profile

The dashboard has an icon designed to assist admin/user/vendor which includes basic features like **About, Help, Language, Tutorial, Get Support, Guide, and Logout.**

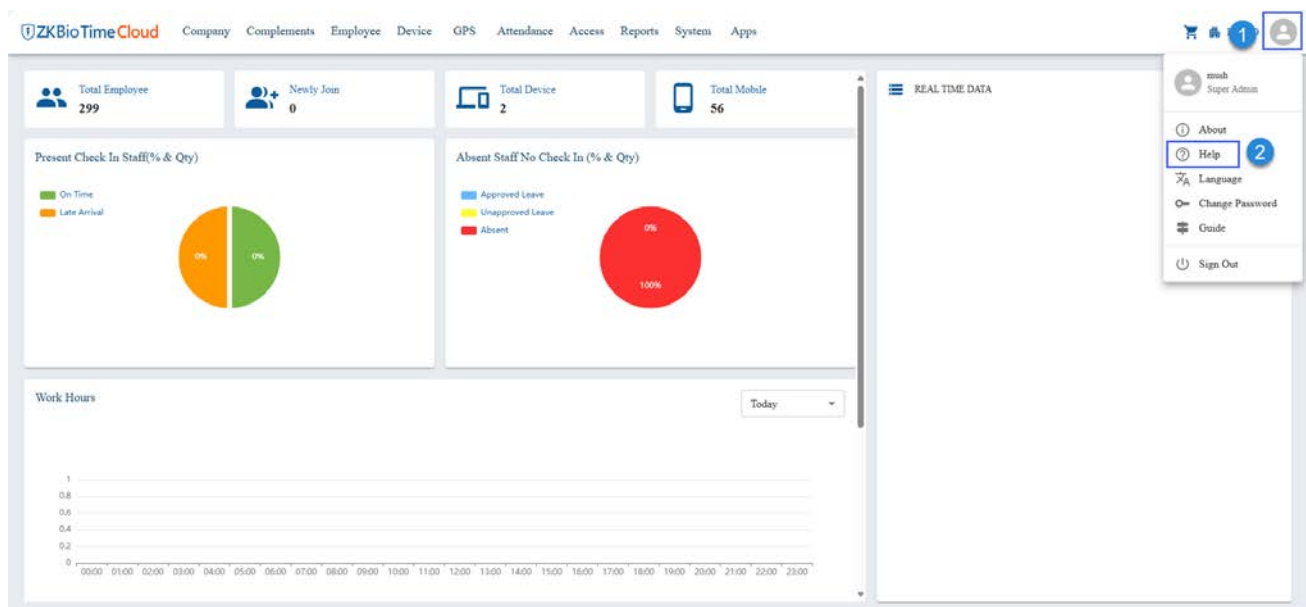
About

In Profile, click on **About** which displays information about the system such as **Software Version** and **License Information** as shown below.



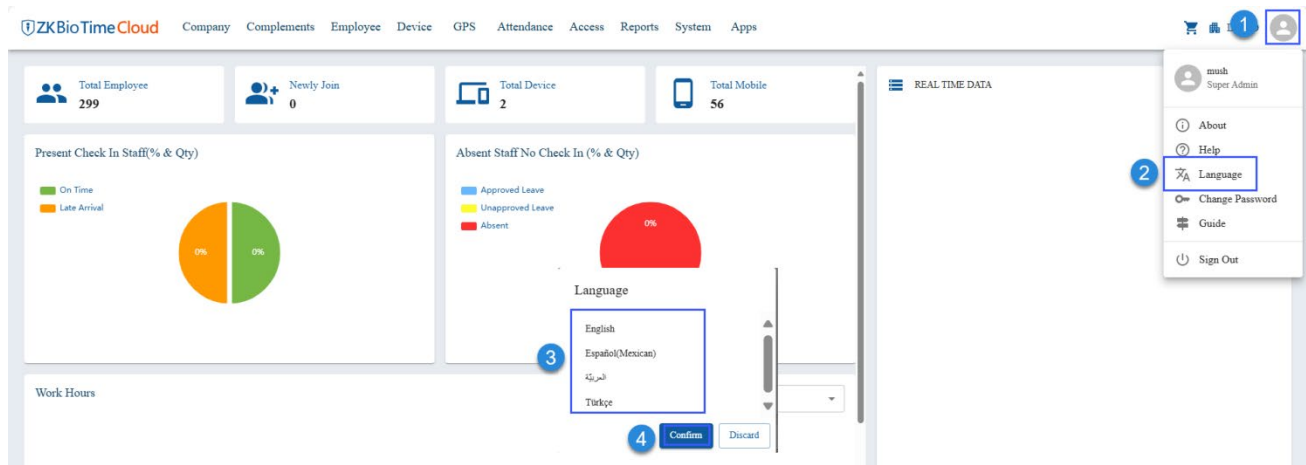
Help

Click on your profile and select **Help**, which directs to the webpage containing the updated user manual that explains the application in detail.



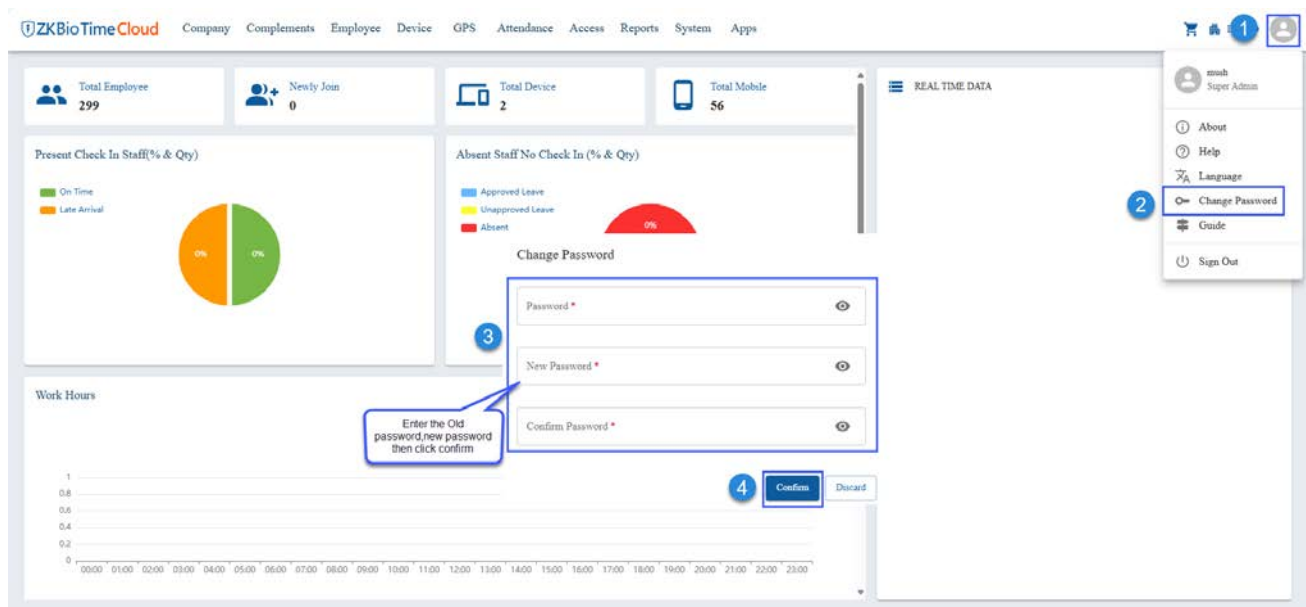
Language

To change the language, click on profile and select **Language**. Select your preferred language from the list and click on **Confirm**.



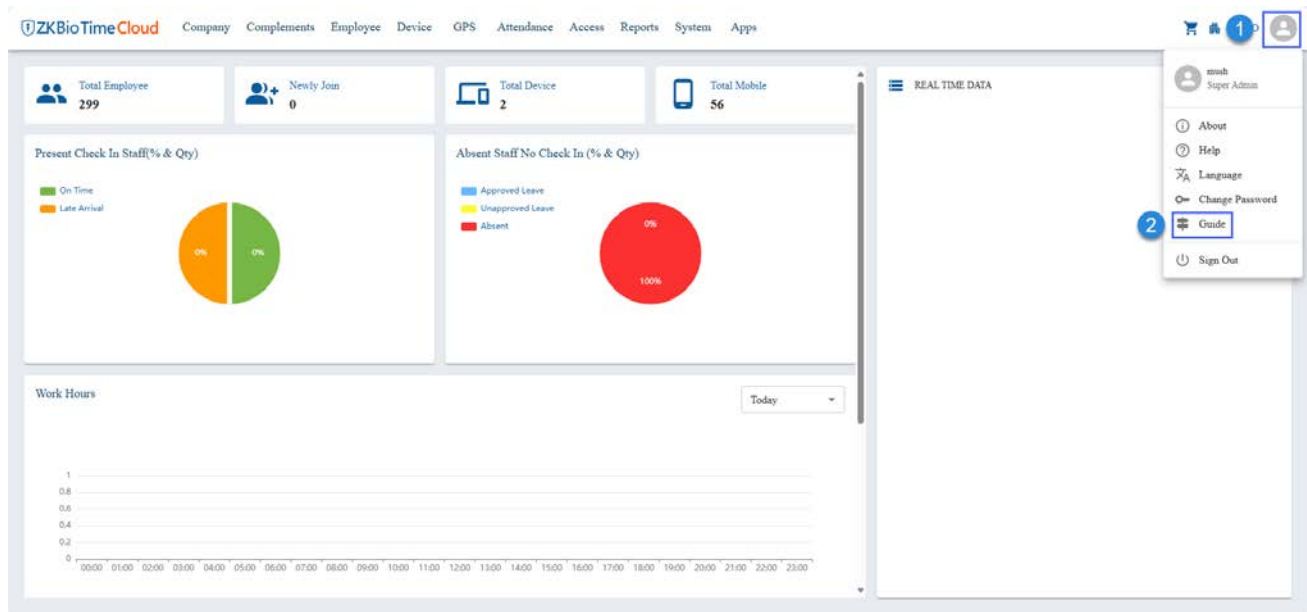
Change Password

Click on the profile and select **Password** to navigate to the password reset page. Enter the old password, new password, and confirm the new password, then click [**Confirm**].



Guide

After Admin signs into the application, the dashboard page is displayed. This guide outlines the initial steps to set up the company, including department, area, and position, in four steps. Follow the steps to complete the company setup process.



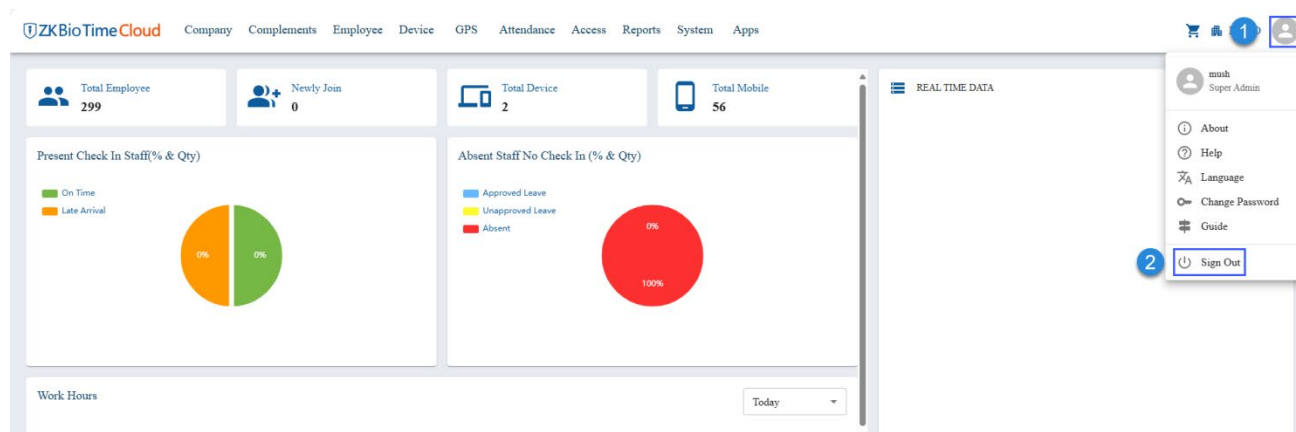
Click on  icon, select **Guide**. Click on each icon one by one and fill in the required details.



After completing each step, click on  icon and select **Guide** again to proceed to the next step. Once all steps are completed, click on **Back to Dashboard**.

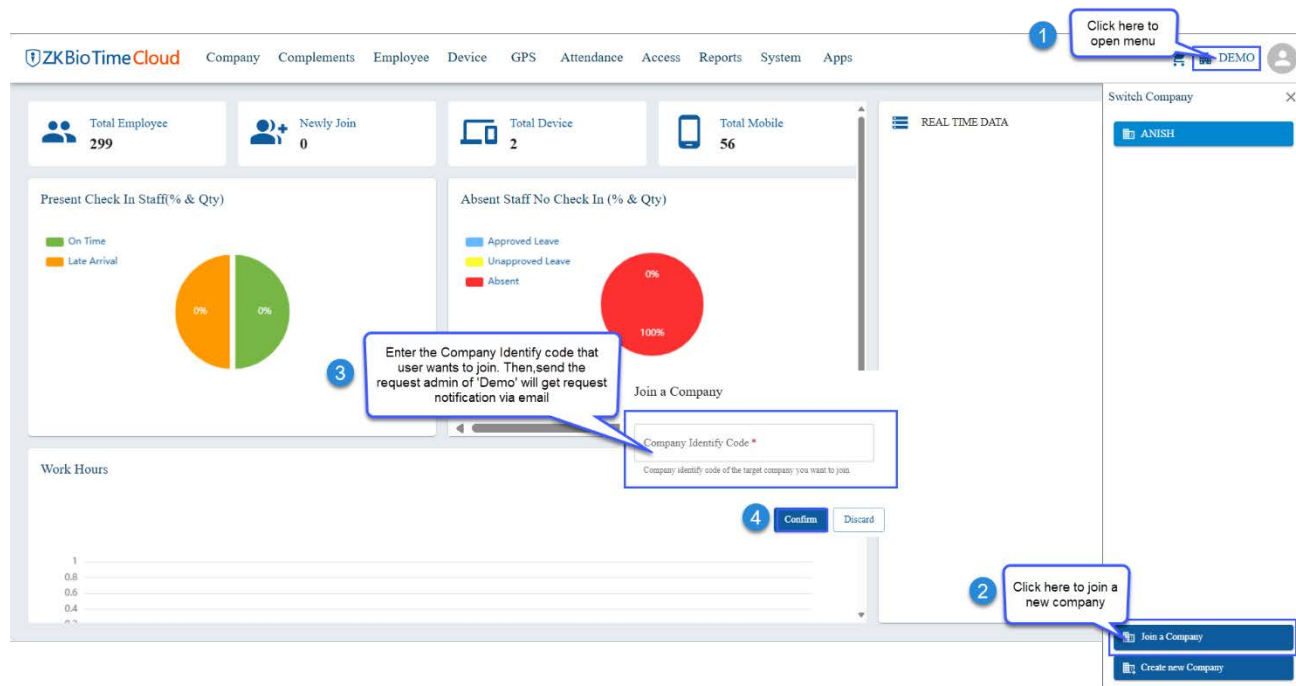
Logout

Click on profile, select Logout to exit from the application.

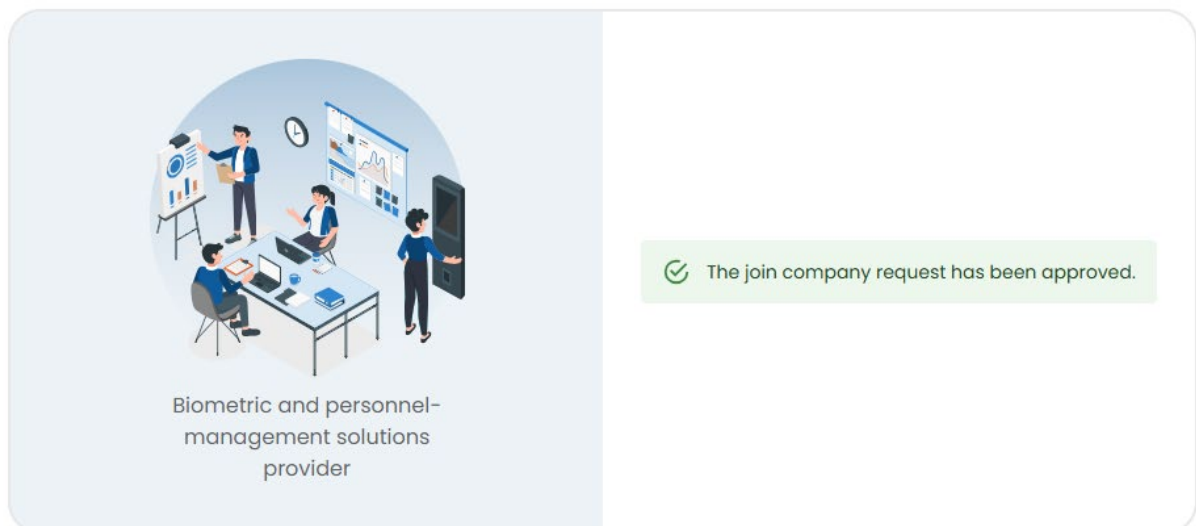
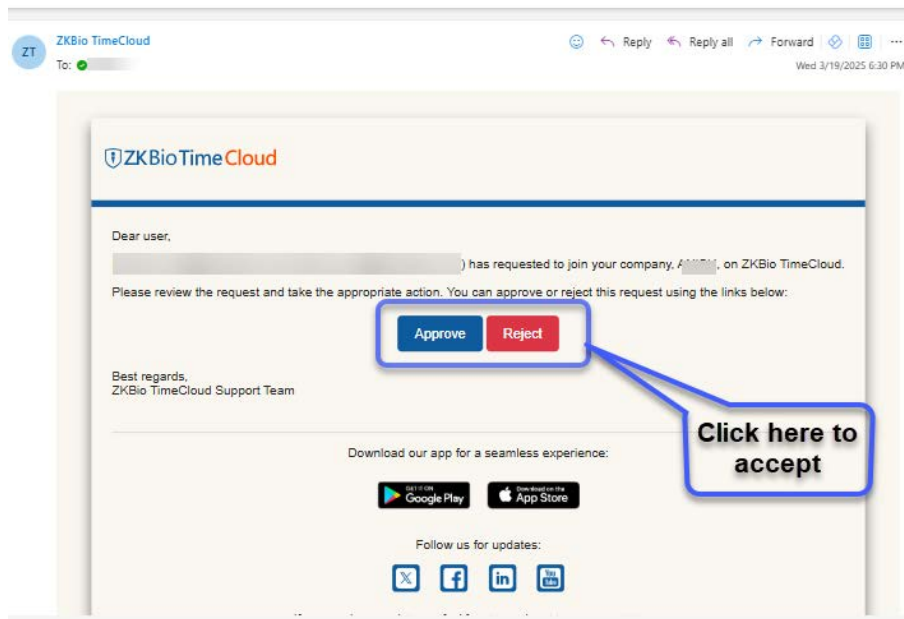


3.3 Join a Company

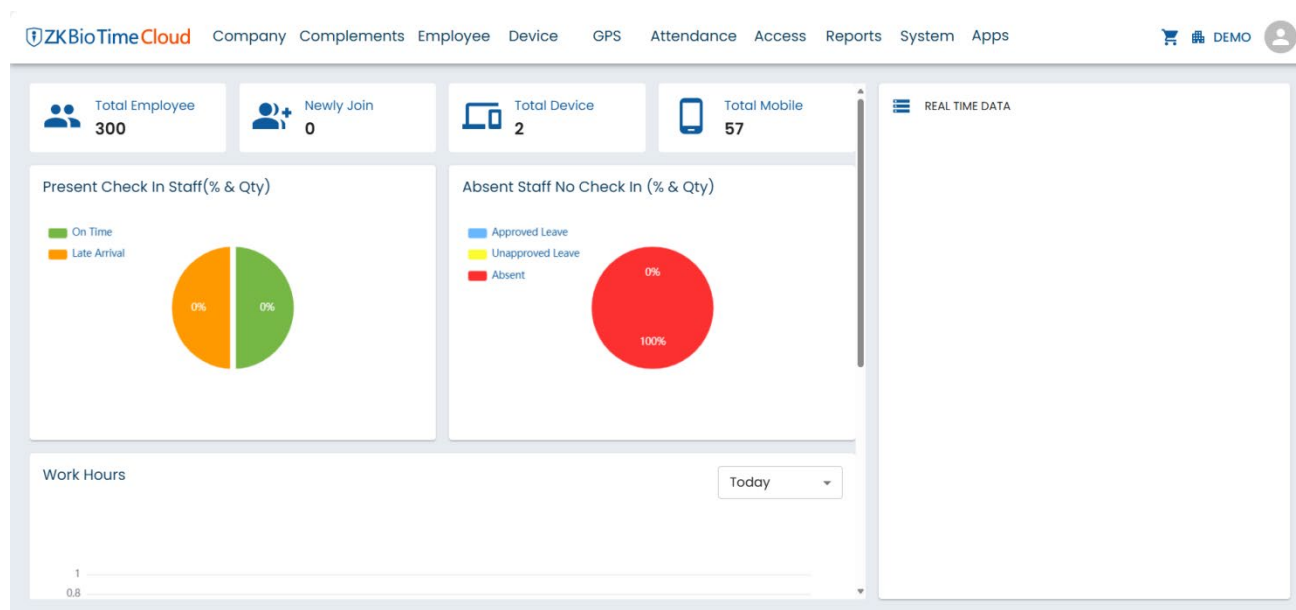
- To join another company as an associate/ user or partner, click on **Join a Company**. Then enter the company name you want to join. After the Admin of the requesting company approves the request, this company will be listed on your company page.



User Join Company Approval



Below is the joined company's view in the admin account.

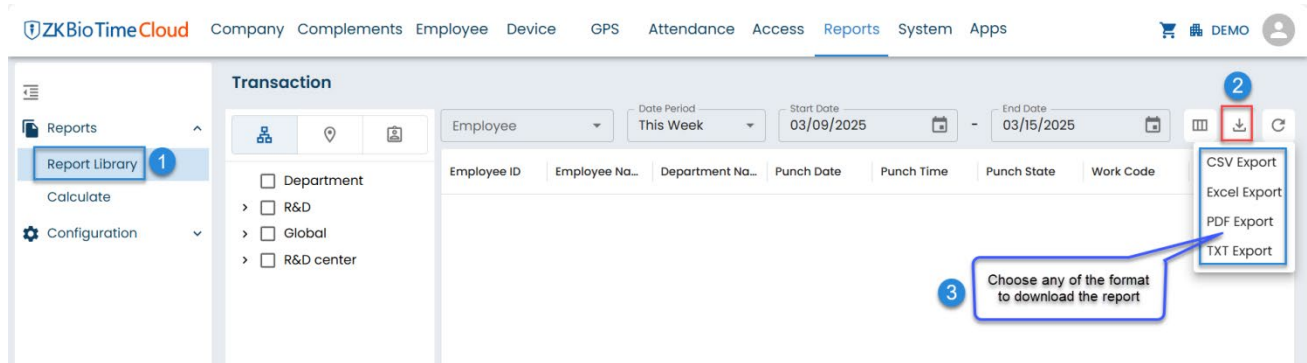


Note: In the initial stage, users have limited dashboard access. If the company admin needs to provide access to additional modules, they must add the user to a group and provide access through the user module.

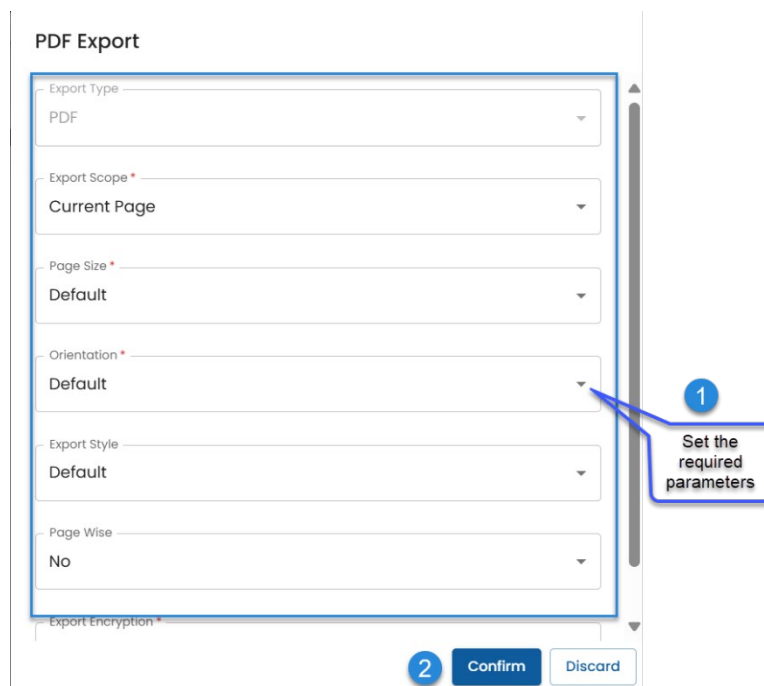
4. Common Features

Export

Click on  icon to export the reports. Reports can be downloaded in formats like **PDF**, **Excel**, **CSV**, and **TXT**. Select any of the format types from the drop-down list, fill in the required fields, and then click on **Confirm** to export the report.



PDF Export



The screenshot shows the 'PDF Export' configuration dialog. It contains several dropdown menus: 'Export Type' (set to PDF), 'Export Scope' (set to Current Page), 'Page Size' (set to Default), 'Orientation' (set to Default), 'Export Style' (set to Default), and 'Page Wise' (set to No). A blue box highlights these dropdown menus, with a blue callout box containing a circled '1' and the text 'Set the required parameters'. At the bottom, there are two buttons: 'Confirm' (highlighted with a blue box and a circled '2') and 'Discard'.

Excel Export

Excel Export

Export Type

Excel

Export Scope *

Current Page

Export Style

Default

Page Wise

No

Export Encryption *

Default

Confirm

Discard

CSV Export

CSV Export

Export Type

CSV

Export Scope *

Current Page

Confirm

Discard

TXT Export

TXT Export

Export Type

TXT

Export Scope *

Current Page

Confirm

Discard

5. Company

5.1 Company Information

5.1.1 Company Settings

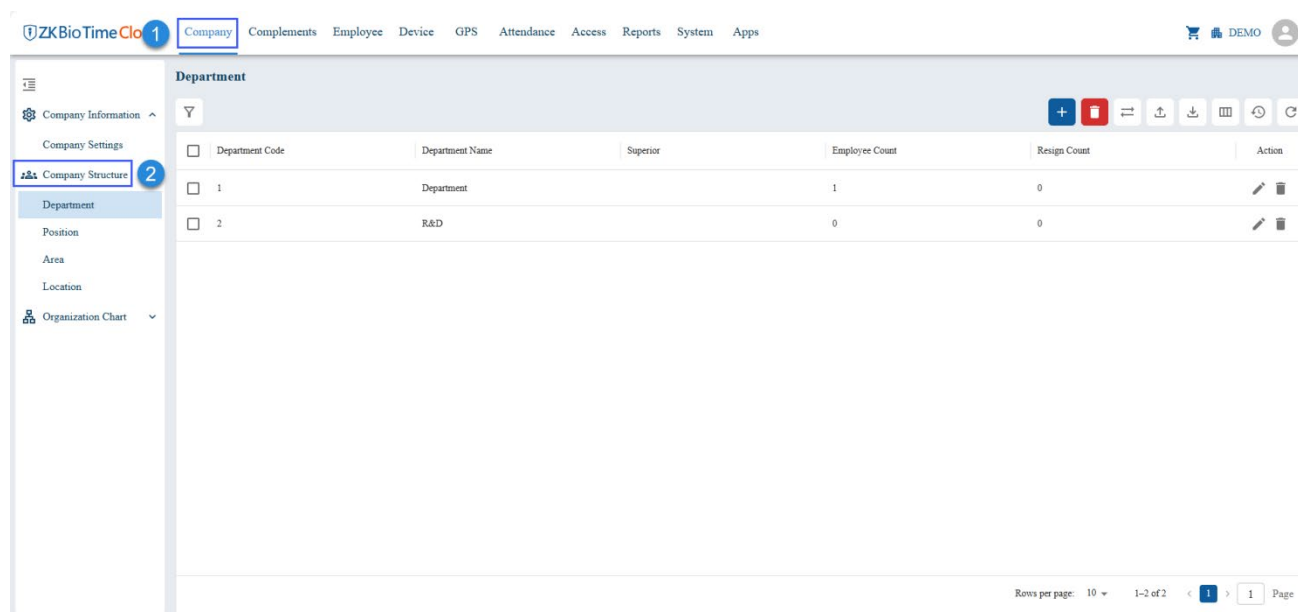
Company settings have the company's details, such as Company logo, Name, and company's information such as, Phone, Country, Time zone, Province/State, Address, City, and Email Signature. Fill in all the required details and click on Submit to add company details.

The screenshot shows the 'Company Settings' interface. The top navigation bar includes 'ZKBioTimeCloud', 'Company' (selected), 'Complements', 'Employee', 'Device', 'GPS', 'Attendance', 'Access', 'Reports', 'System', and 'Apps'. The sidebar on the left has 'Company Information' (2) and 'Company Settings' (3) highlighted. The main content area is titled 'Company Settings' and contains a 'Save' button. The 'Company Logo' section has an upload button and dimensions (200 x 75, .jpg, .jpeg, .png). The 'Company Information' section has fields for 'Company Name *' (containing 'Demo') and 'Company Phone'. The 'Company Information in Report' section has 'Logo Display' and 'Name Display' dropdowns (both set to 'Do not display'). The 'Company Address' section has fields for 'Location *', 'Country', 'State/Province', 'City', and 'Timezone *'. The 'Email Signature' section has fields for 'Email Signature', 'Option 1', and 'Option 2'.

Note: To activate the subscription plan, it will be based on the selected country.

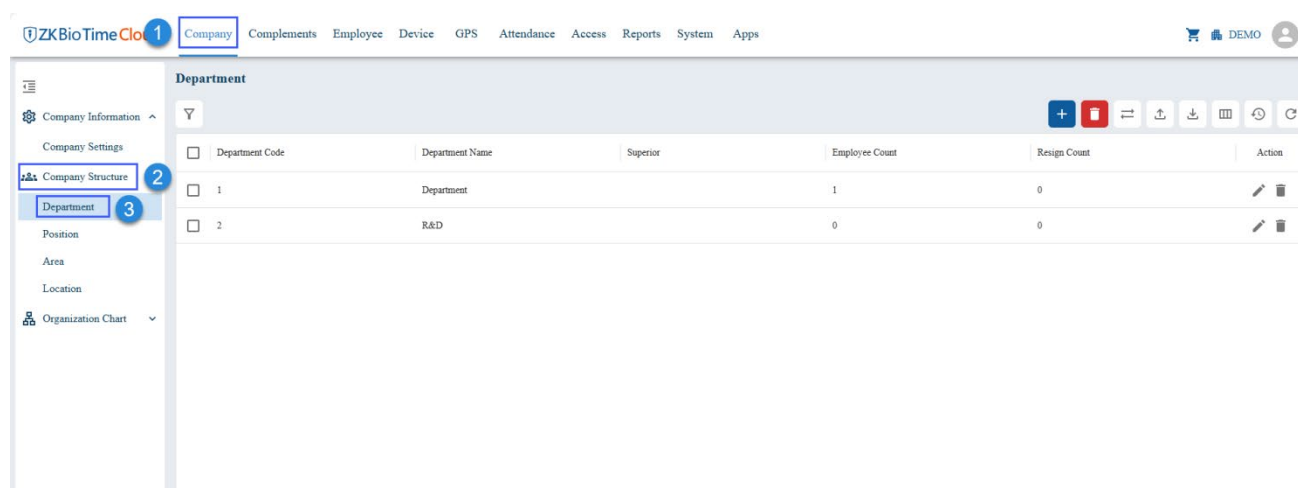
5.2 Company Structure

Company Structure includes **Department, Position, Area, and Holiday Location.**



5.2.1 Department

In Department, the list of all Department with details such as **Department Code**, **Department Name**, **Parent**, **Employee Count**, **Resigned Count**, and **Action**. Organizations can **Add**, **Import**, **Export**, **Personnel Transfer**, **Edit**, and **Delete** department as required.



Add

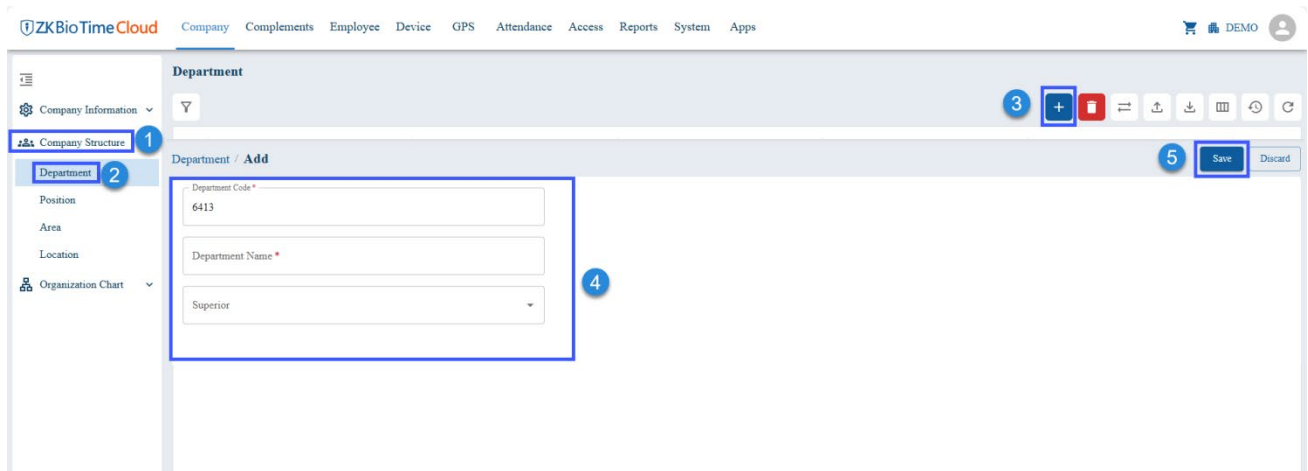
Click on  icon, fill the required fields and click on **Save** to add a department.

The following field parameters are described below:

Department Code: Enter the department Code.

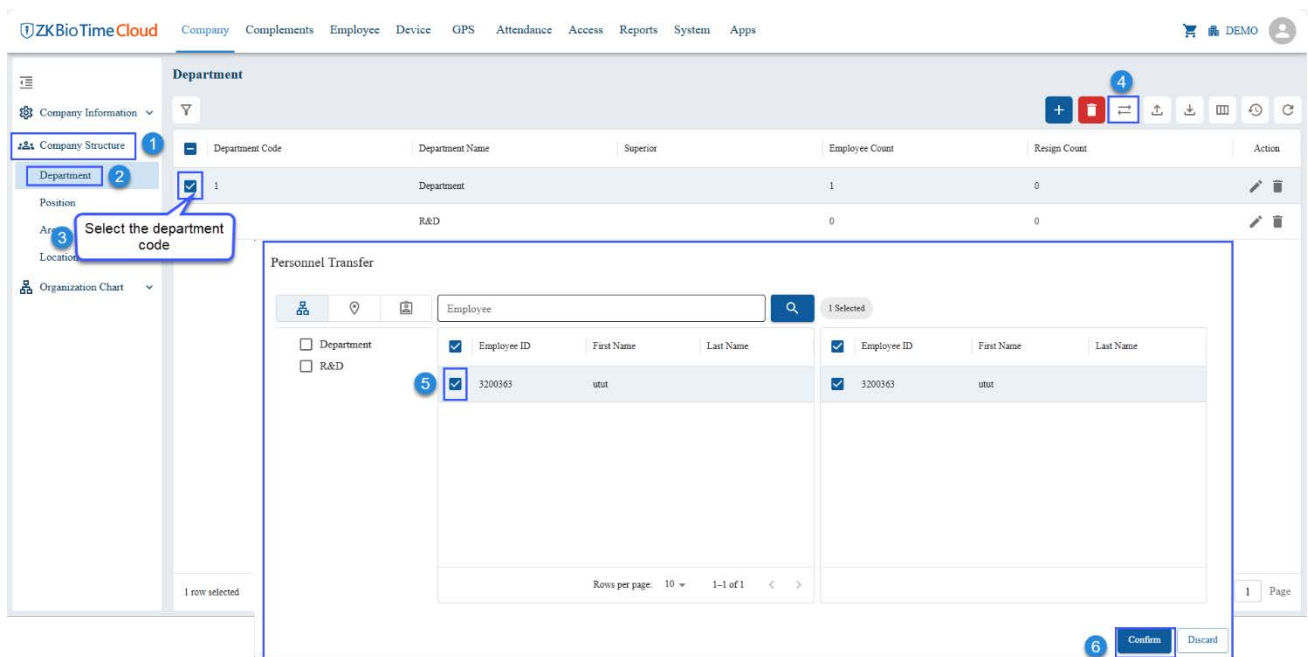
Department Name: Enter the department name.

Superior: Select the parent department name from the drop-down list.



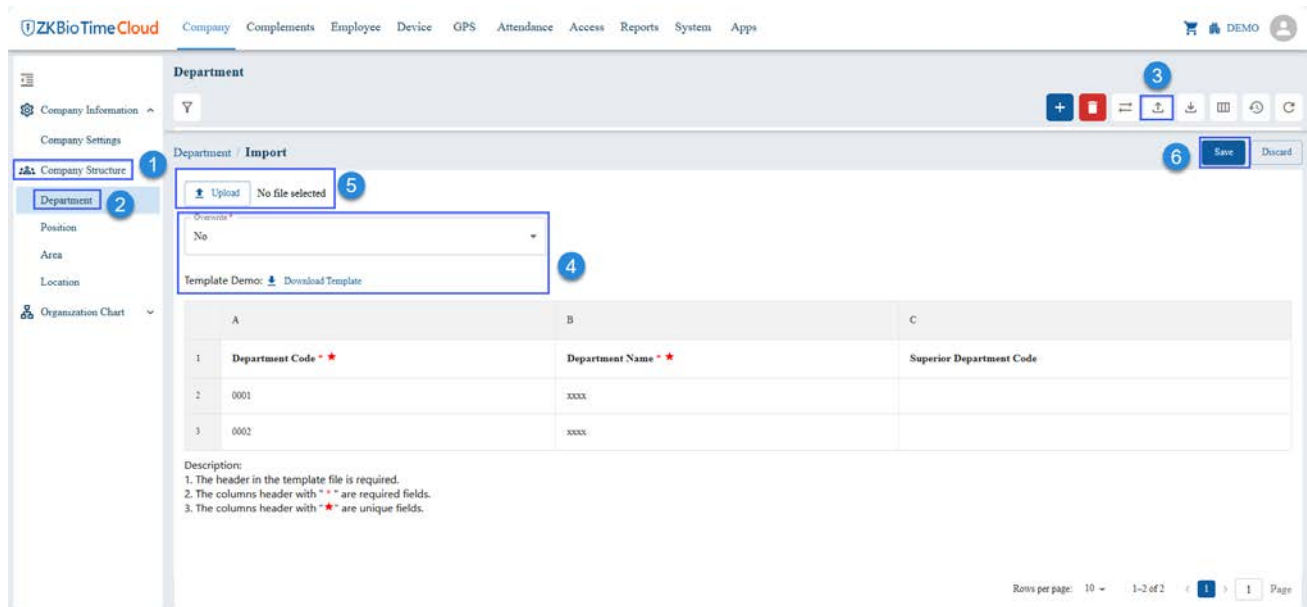
Personnel Transfer

Click on  icon to transfer personnel as per requirement. In the Personnel Transfer dialogue box select an employee which gets reflected in the right-side column. Click on **Confirm** to transfer selected personnel.



Import

Organization can download the list of departments in the company to their device. Click on  icon, then click on **Download Template**, add data in the template, and then click on Choose file, select the file to be imported. Click on **Save** to import the file and check in downloads.



Department / Import

Upload No file selected

Organization: No

Template Demo: Download Template

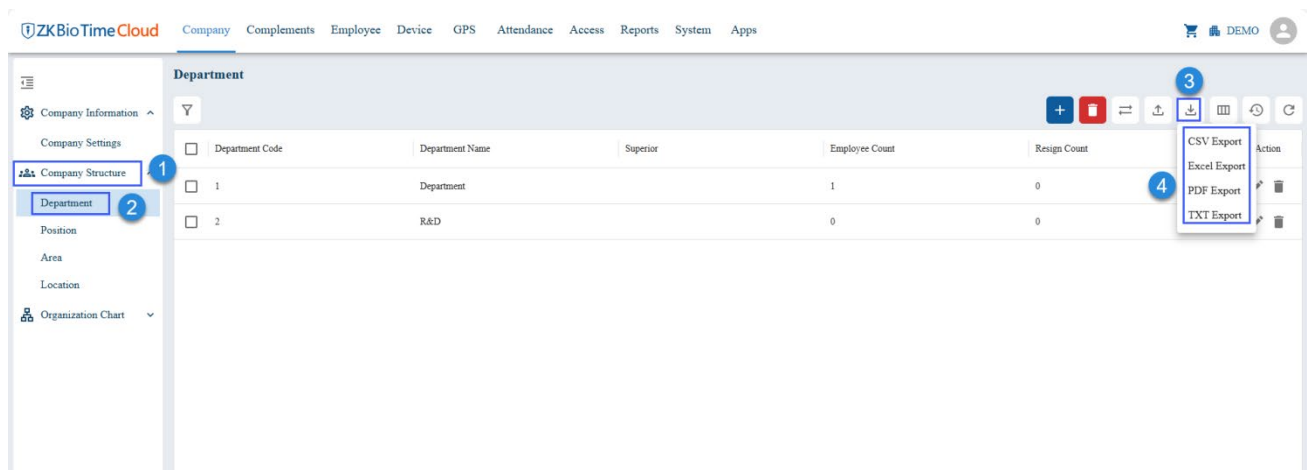
A	B	C
1 Department Code *	Department Name *	Superior Department Code
2 0001	XXXX	
3 0002	XXXX	

Description:
1. The header in the template file is required.
2. The columns header with "*" are required fields.
3. The columns header with "*" are unique fields.

Rows per page: 10 1-2 of 2 1 1 Page

Export

Select [**Company Structure**] > [**Department**] clicks on [**Export**]  icon, to enter into the export interface. An example to export employee list and the export options are shown below:



Department

☐	Department Code	Department Name	Superior	Employee Count	Resign Count	Action
☐	1	Department	Superior	1	0	CSV Export Excel Export PDF Export TXT Export
☐	2	R&D	Superior	0	0	



CSV Export

Excel Export

PDF Export

TXT Export

File Type: If you want to export the file in Excel format, select **Excel Export**.

Excel Export

Export Type
Excel

Export Scope*
Current Page

Export Encryption*
Default

Confirm Discard

Select the "**Current Page**" to export the data for the current page.

Select "**All**" to export all the data.

Select "**Encryption**" whether it should be default or password

Click [**Confirm**] to set the export path. Under the corresponding path, the file will be successfully exported, as shown in the figure below:

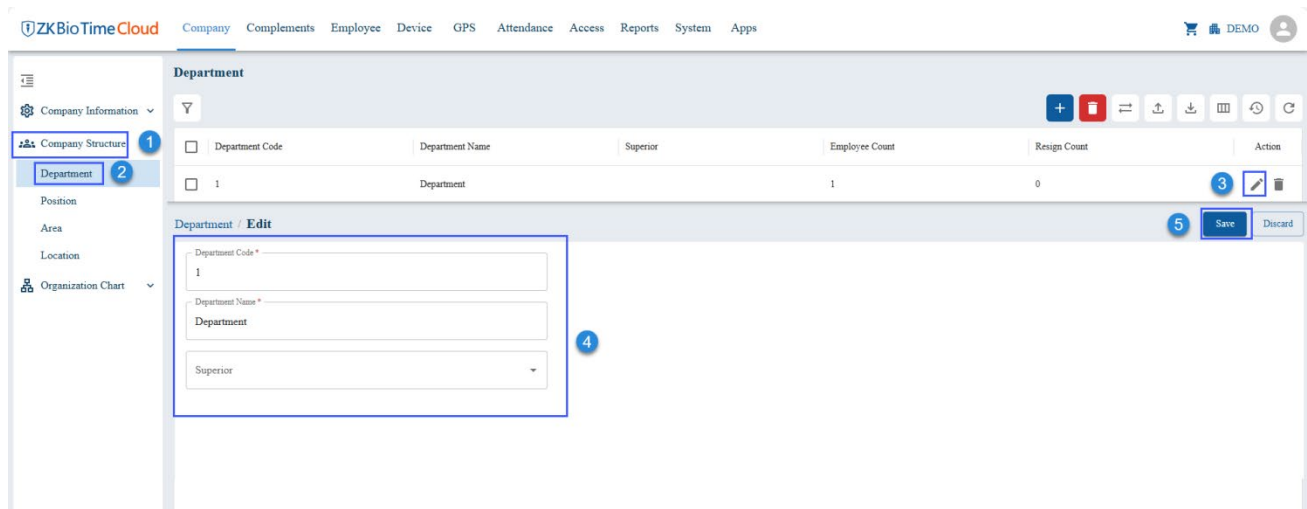


Employee Document_20250218043247.xlsx

[Open file](#)

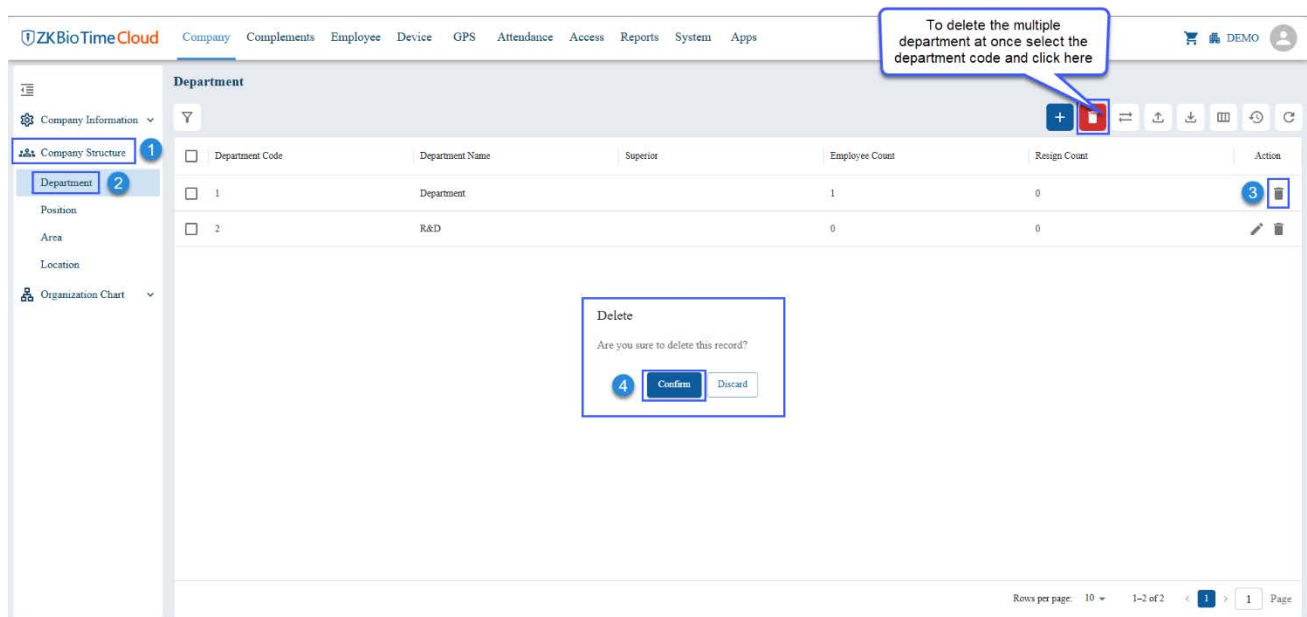
Edit

Click on the  icon under '**Action**' to edit the department details and information. Edit the details, then click '**Save**' to apply the changes.



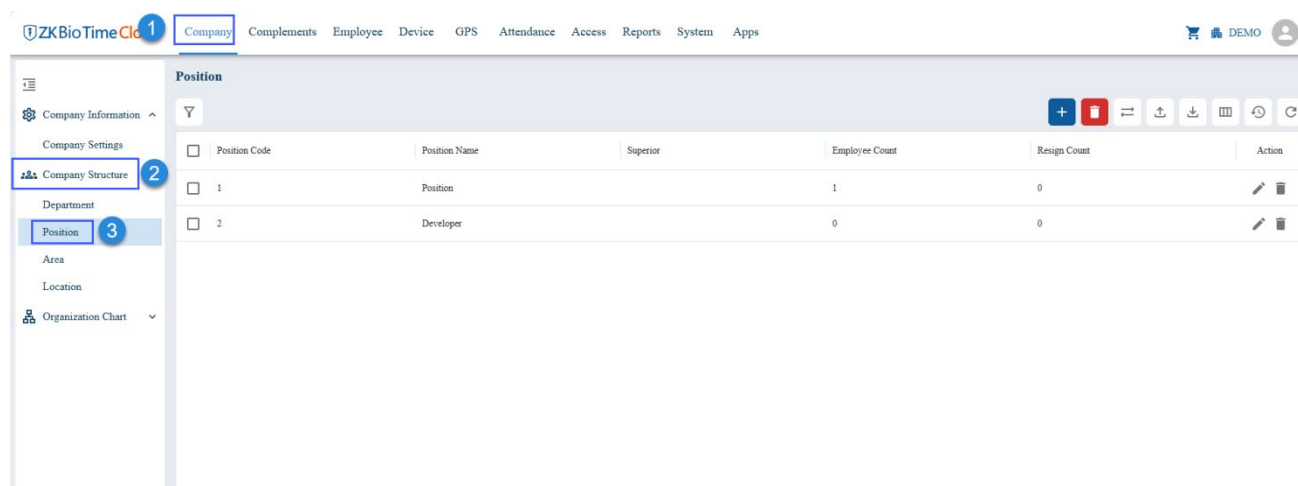
Delete

To delete a department in the **Company Structure**. Select the department Id and click on  icon under **Actions** to delete the department.



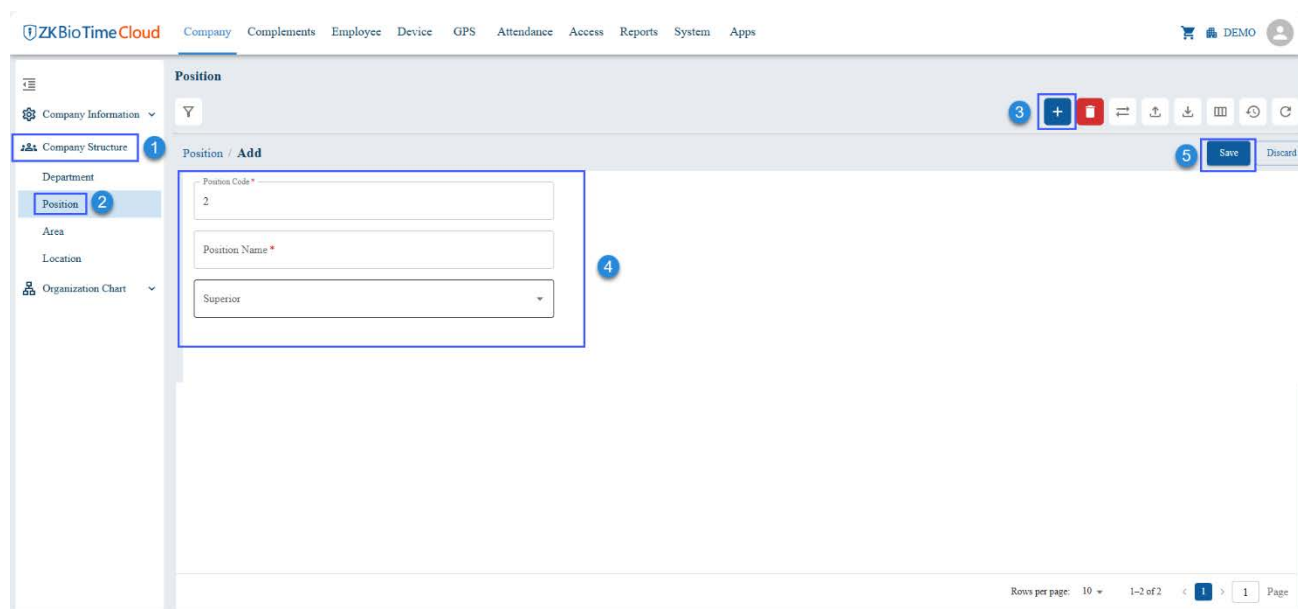
5.2.2 Position

In Position, the list of all Position with details such as **Position Code**, **Position Name**, **Parent**, **Employee Count**, **Resigned Count**, and **Action**. Organization can **Add**, **Import**, **Personnel Transfer**, **Edit**, and **Delete** position as required.



Add

Click on icon, fill in the required fields and click on **Save** to add a position.



The following field parameters are described below:

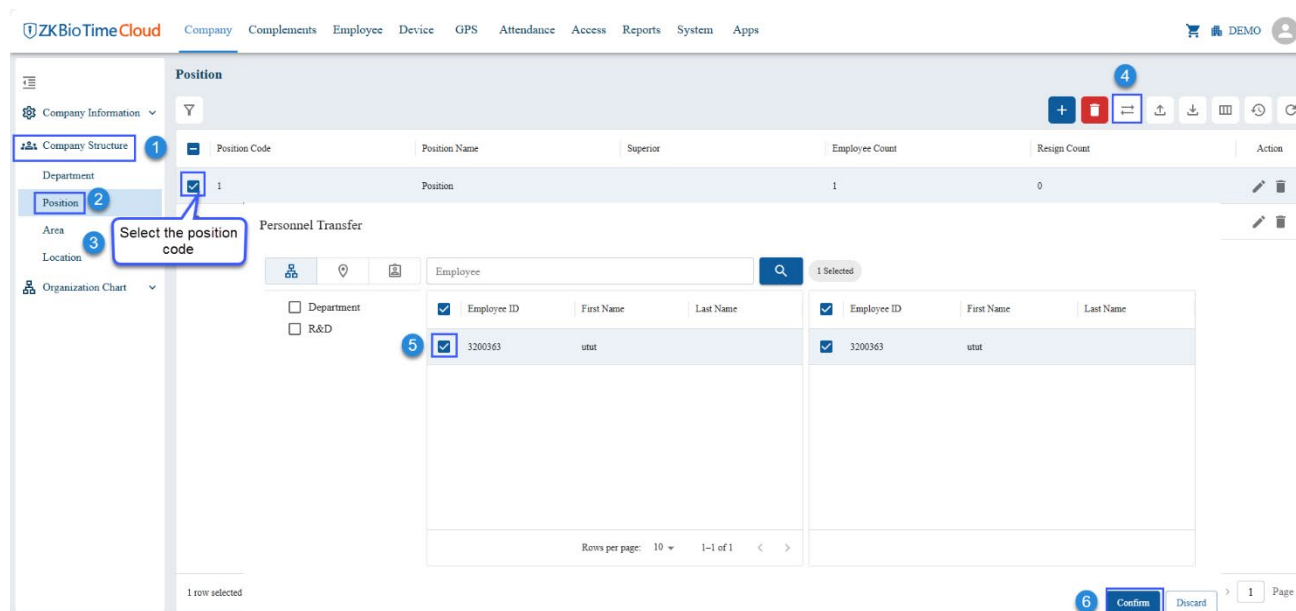
Position Code : Enter the position code.

Position Name: Enter the position name.

Superior: Select the parent position from the drop-down list.

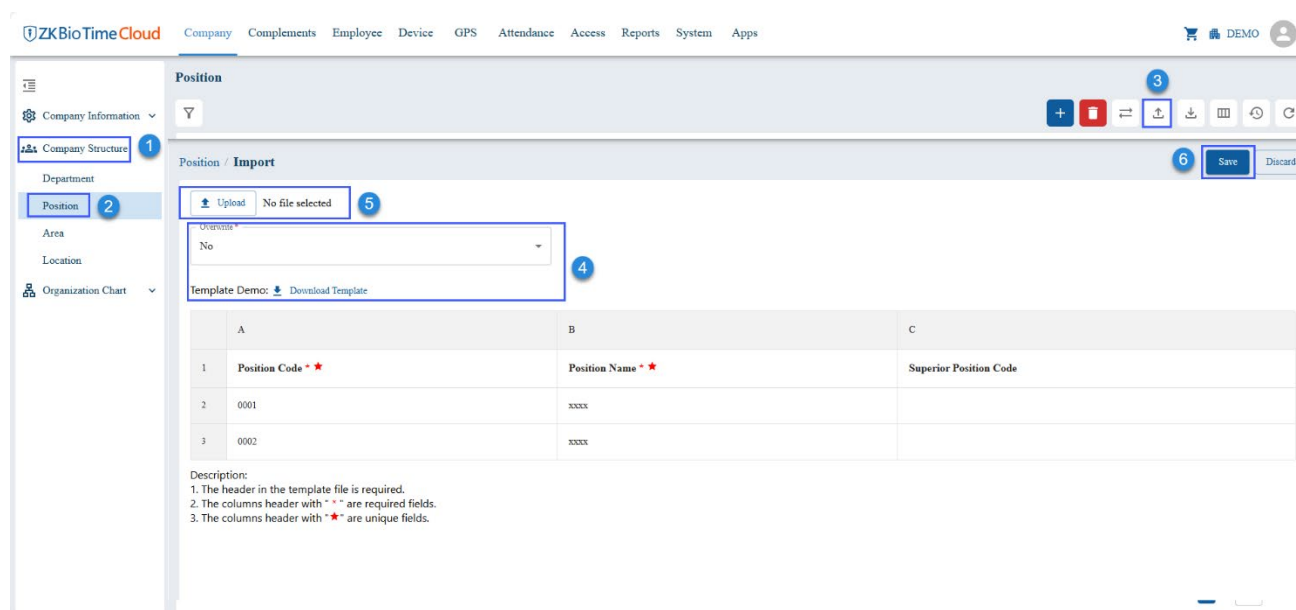
Personnel Transfer

Click on  icon to transfer personnel as per requirement. In the Personnel Transfer dialogue box select an employee which gets reflected in the right-side column. Click on **Confirm** to transfer selected personnel.



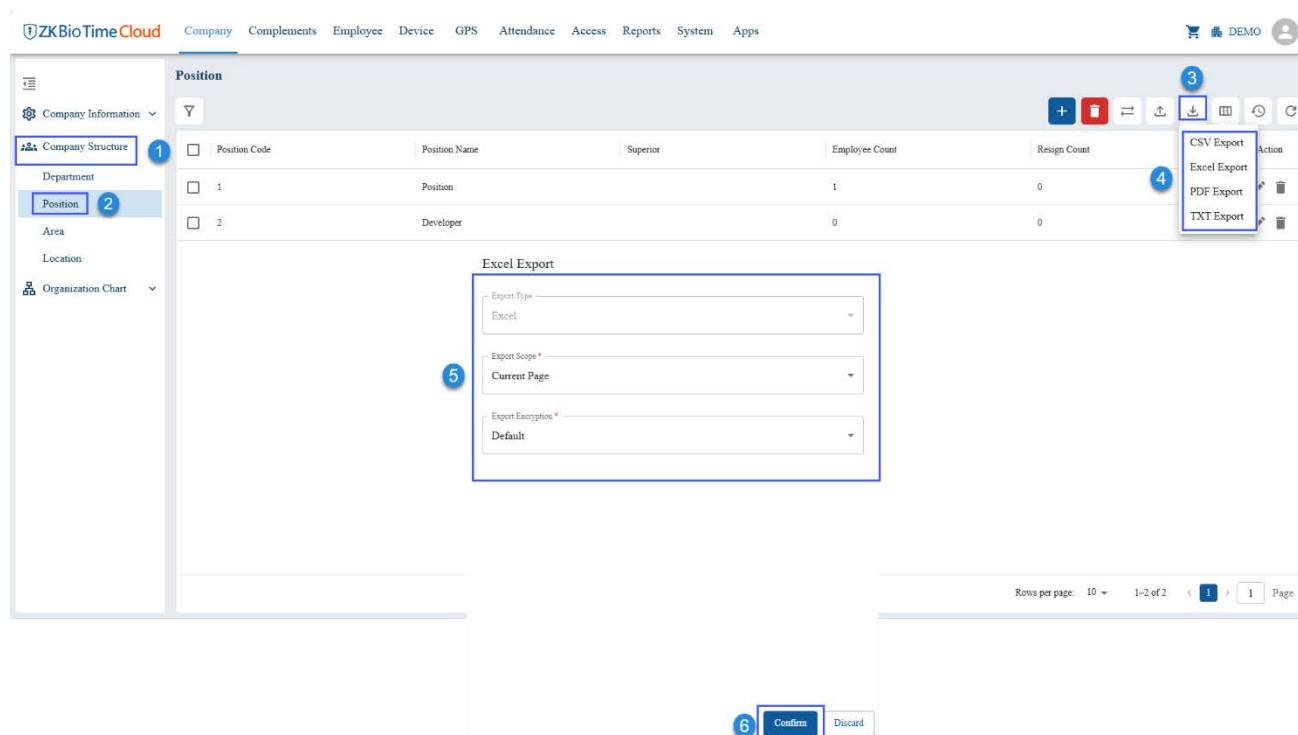
Import

Organization can download the list of positions in the company to their device. Click on  icon, then click on **Download Template**, add data in the template, and then click on Choose file, select the file to be imported. Click on **Save** to import the file and check in downloads.



Export

Organization can Export the list of positions in the company to their device. Click on  icon, select the file format to be exported and then customize the export report file. Click on **Confirm** to Export the file and check in downloads.



The screenshot displays the ZKBioTimeCloud interface. The sidebar on the left shows the 'Company Structure' menu with 'Position' selected. The main area shows a table of positions. A modal window titled 'Excel Export' is open, allowing selection of Export Type (Excel), Export Scope (Current Page), and Export Encryption (Default). A 'Confirm' button is at the bottom.

Position Code	Position Name	Superior	Employee Count	Resign Count
1	Position		1	0
2	Developer		0	0

Excel Export

Export Type: Excel

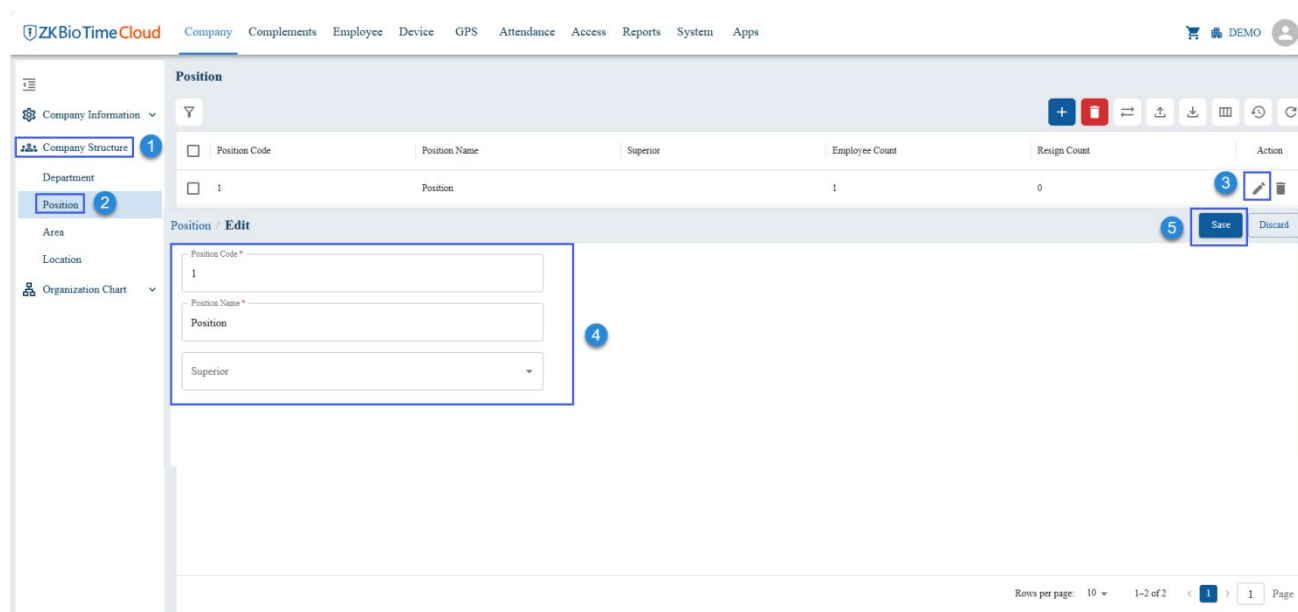
Export Scope: Current Page

Export Encryption: Default

Confirm Discard

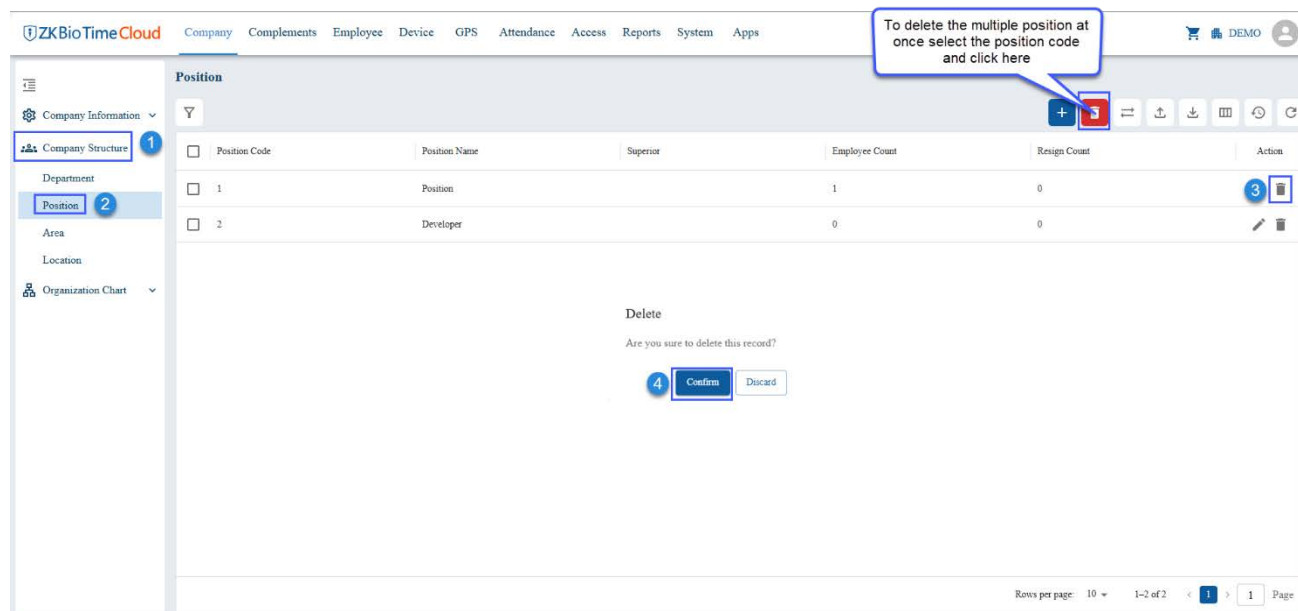
Edit

Click on  icon under **Action** to edit the position details and information. Edit the details and click on **Save** to save the changes.



Delete

Select the position code and click on  icon to delete bulk or click  icon under **Actions** to delete the individual position.



5.2.3 Area

In Area, the list of all Area with details such as **Area Code, Area Name, Superior, Device Count, Employee Count, Resign Count, FP Count, Face Count VL Face Count** and **Action**. Organization can **Add, Import, Export, Personnel Transfer, Edit, and Delete** area as required.

Add

Click on **+** icon, fill the required fields and click on **Save** to add an Area.

The following field parameters are described below:

Area Code: Enter the area code.

Area Name: Enter the area name.

Superior: Select the parent area from the drop-down list.

Personnel Transfer

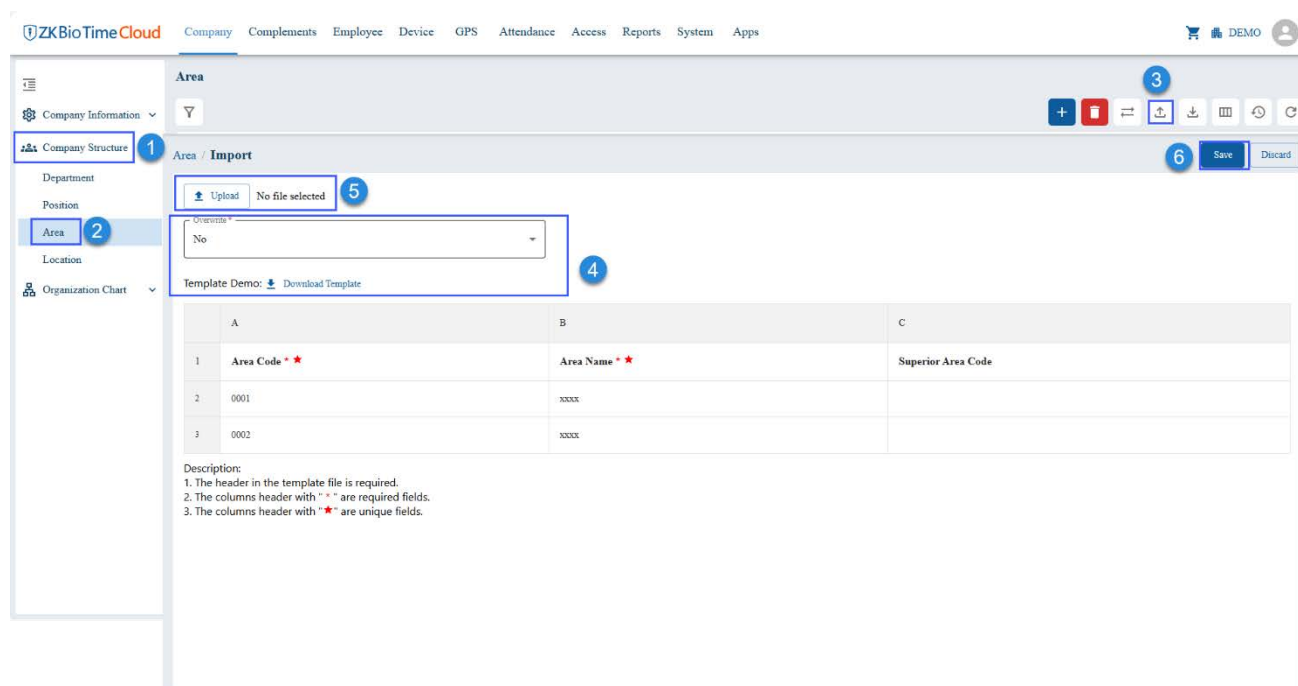
Click on **⇄** icon to transfer personnel as per requirement. In the Personnel Transfer dialogue box select an employee which gets reflected in the right-side column. Click on **Confirm** to transfer selected personnel.

Area Code	Area Name	Superior	Device Count	Employee Count	Resign Count	FP Count	Face Count	VLFace Count	Action
1	Not Authorized		1	1	0	0	0	0	

Employee ID	First Name	Last Name
3200363	utut	

Import

Organization can download the list of areas in the company to their device. Click on  icon, then click on **Download Template**, add data in the template, and then click on Choose file, select the file to be imported. Click on **Save** to import the file and check in downloads.



Area / Import

Upload No file selected

Template Demo: [Download Template](#)

	A	B	C
1	Area Code *	Area Name *	Superior Area Code
2	0001	xxxx	
3	0002	xxxx	

Description:
 1. The header in the template file is required.
 2. The columns header with "*" are required fields.
 3. The columns header with "*" are unique fields.

Export

Organization can Export the list of areas in the company to their device. Click on  icon, select the file format to be exported and then customize the export report file. Click on **Confirm** to Export the file and check in downloads.

The screenshot shows the 'Area' management page in ZKBio Time Cloud. The left sidebar has 'Company Structure' selected (1) and 'Area' selected (2). The main table lists areas with columns: Area Code, Area Name, Superior, Device Count, Employee Count, Resign Count, FP Count, Face Count, VLFace Count, and Action. An 'Excel Export' dialog box is open (5), showing options for Export Type (Excel), Export Scope (Current Page), and Export Encryption (Default). The dialog has a 'Confirm' button (6) and a 'Discard' button. The table has a 'Rows per page' dropdown set to 10 and a page indicator '1-2 of 2'.

Edit

Click on  icon under Action to edit the area details and information. Edit the details and click on **Save** to save the changes.

The screenshot shows the 'Area / Edit' form in ZKBio Time Cloud. The left sidebar has 'Company Structure' selected (1) and 'Area' selected (2). The main form has fields for Area Code (1), Area Name (2), and Superior (3). The form has a 'Save' button (4) and a 'Discard' button. The table in the background shows the area being edited.

Delete

Select the Area code and click on  icon to delete bulk or click  icon under **Actions** to delete the individual area.

To delete the multiple area at once select the area code and click here

Area Code	Area Name	Superior	Device Count	Employee Count	Resign Count	FP Count	Face Count	VLFace Count	Action
1	Not Authorized		1	1	0	0	0	0	
167	2y87	Not Authorized	1	0	0	0	0	0	

Delete
Are you sure to delete this record?

Confirm Discard

Rows per page: 10 1-2 of 2 Page 1

5.2.4 Location

In Area, the list of all Holiday Location with details such as **Location Code**, **Location Name**, **Parent**, **Employee Count**, **Resigned Count**, and **Action**. Organization can **Add**, **Import**, **Personnel Transfer**, **Edit**, and **Delete** holiday location as required.

Add

Click on icon, fill the required fields and click on **save** to add an Area.

To delete the multiple area at once select the area code and click here

Location / Add

Location Code *
778900

Location Name *

Parent

Save Discard

Rows per page: 10 1-2 of 2 Page 1

The following field parameters are described below:

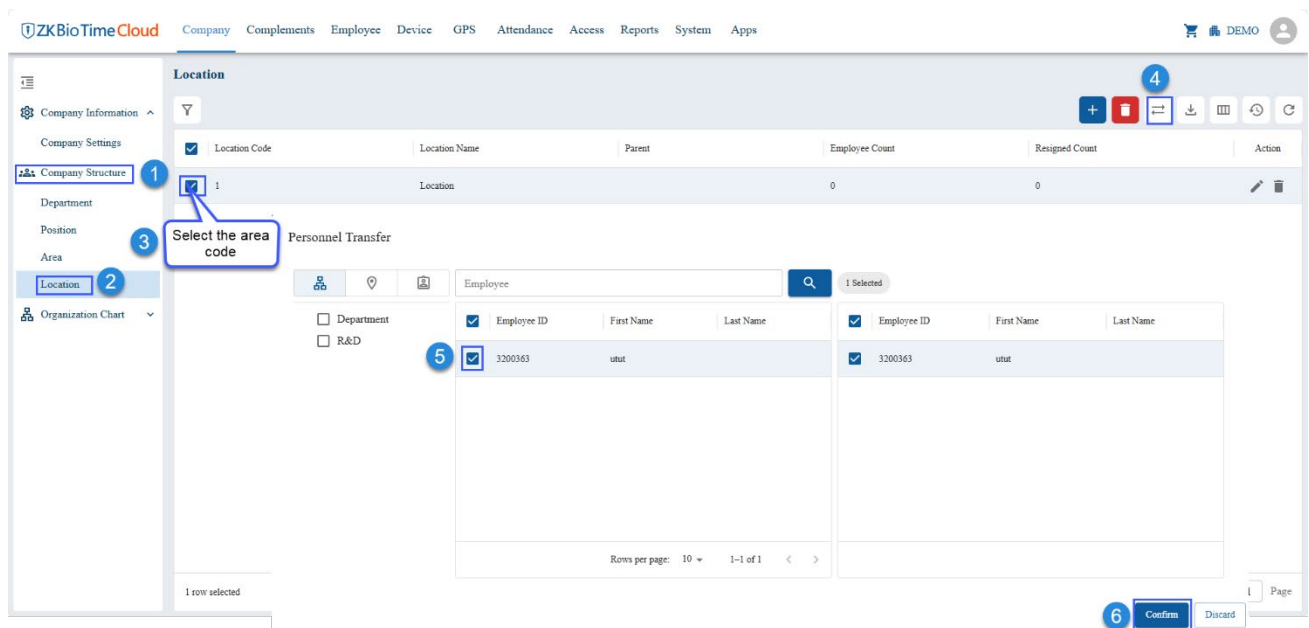
Location Code : Enter the location code.

Location Name: Enter the location name.

Parent: Select the parent location from the drop-down list.

Personnel Transfer

Click on  icon to transfer personnel as per requirement. In the Personnel Transfer dialogue box select an employee which gets reflected in the right-side column. Click on **Confirm** to transfer selected personnel.



The screenshot shows the ZKBioTimeCloud interface. The sidebar on the left contains 'Company Information' and 'Company Structure' sections. The 'Company Structure' section is expanded, showing 'Department', 'Position', 'Area', and 'Location'. The 'Location' section is selected, and a 'Personnel Transfer' dialog box is open. The dialog box has two columns of employee data. The 'Employee' column has a search bar and a '1 Selected' indicator. The 'Employee ID' column shows '3200363' and 'utut'. The 'First Name' column shows 'utut'. The 'Last Name' column shows 'utut'. A 'Confirm' button is visible at the bottom right.

Export

Organization can Export the list of locations in the company to their device. Click on  icon, select the file format to be exported and then customize the export report file. Click on **Confirm** to Export the file and check in downloads.

The screenshot displays the 'Location' management page. On the left sidebar, 'Company Structure' is highlighted with a blue circle 1. The main area shows a table with the following data:

Location Code	Location Name	Parent	Employee Count	Resigned Count	Action
1	Location		0	0	

An 'Excel Export' dialog box (5) is open, showing options for Export Type (Excel), Export Scope (Current Page), and Export Encryption (Default). A dropdown menu (3) is open, showing options: CSV Export, Excel Export, PDF Export, and TXT Export. A 'Confirm' button (6) is at the bottom right.

Edit

Click on the  icon under 'Action' to edit the location details and information. Edit the details, then click '**Save**' to apply the changes.

The screenshot displays the 'Location / Edit' page. On the left sidebar, 'Company Structure' is highlighted with a blue circle 1. The main area shows a form with the following fields:

- Location Code * (1)
- Location Name * (2)
- Parent (3)

A 'Save' button (5) is at the bottom right.

Delete

Select the Location code and click on  icon to delete bulk or click  icon under **Actions** to delete the individual holiday location.

ZKBioTimeCloud Company Complements Employee Device GPS Attendance Access Reports System Apps

Company Information Company Settings Company Structure Department Position Area Location Organization Chart

Location

To delete the multiple location at once select the location code and click here

☐	Location Code	Location Name	Parent	Employee Count	Resigned Count	Action
☐	1	Location		0	0	☐

Delete

Are you sure to delete this record?

Confirm Discard

5.3 Organization Chart

5.3.1 Organization Chart

The organization's workflow is illustrated in the chart shown below.

The screenshot displays the ZKBioTimeCloud interface. The top navigation bar includes links for Company, Complements, Employee, Device, GPS, Attendance, Access, Reports, System, and Apps. The left sidebar lists various settings, with 'Organization Chart' highlighted. The main area shows an organization chart with a 'Demo' node (1 person) connected to a 'Department' node (1 person) and an 'R&D' node (0 people). A callout box indicates 'Click on department to view the list'. A modal window titled 'Demo' is open, showing a table with columns: First Name, Employee ID, Last Name, Area, Position, and Department. The table contains one row: 'utut', '3200363', 'Not Authorized', 'Position', 'Department'. The modal also shows 'Rows per page: 10' and '1-1 of 1'.

1 Organization Chart

2 Organization Chart

3 Click on department to view the list

4

First Name	Employee ID	Last Name	Area	Position	Department
utut	3200363	Not Authorized	Position	Department	

Rows per page: 10 1-1 of 1

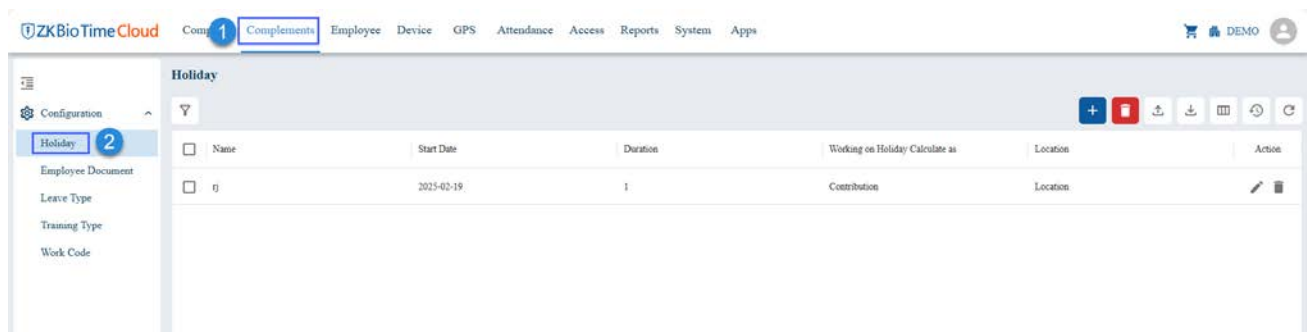
6. Complements

6.1 Configuration

Our Configurations module helps you efficiently manage employee document verification, simplifying your workflow and reducing confusion about submitted and pending documents.

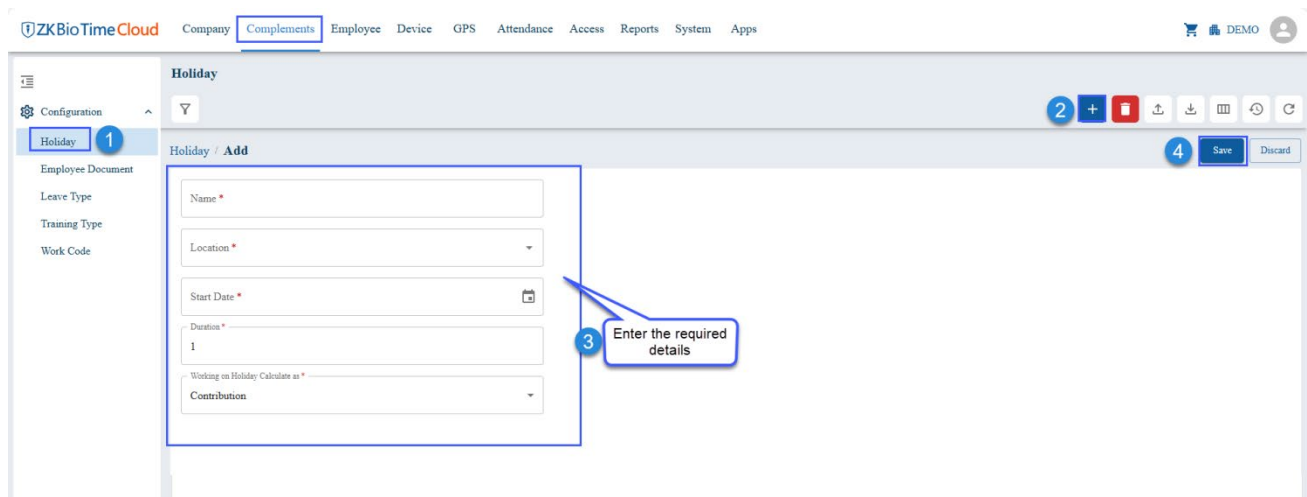
On the **Configuration** module, you can add the type of Document and unique ID based on your organization's requirements.

6.1.1 Holiday



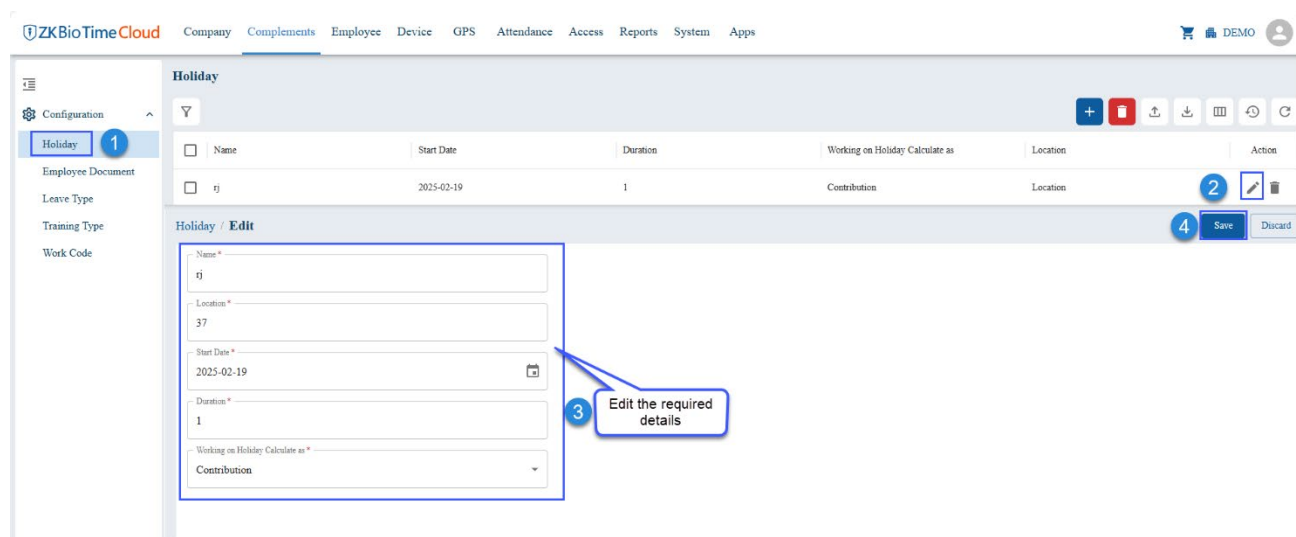
Add Holiday

Select [**Complements**] > [**Holiday**] click on [**Add**]  icon then enter the required details and click [**Save**] to add a holiday.



Edit Holiday

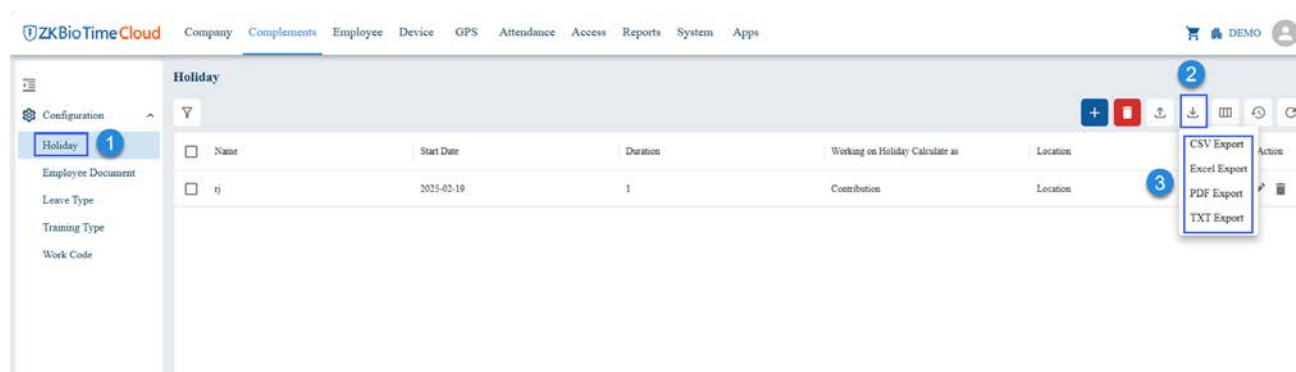
- Click on the Edit Holiday icon  in the same row of the under action to be edited.
- After entering the required details, click [**Save**] to save the details.



Export a Holiday

Users can export the holidays by following the path below.

Select [**Complements**] > [**Holiday**] click on [**Export**]  icon, enter into the export interface. An example of an export employee's list and the export options are shown below:



File Type: If you want to export the file in Excel format, select **Excel Export**.

Excel Export

Export Type
Excel

Export Scope
Current Page

Export Encryption
Default

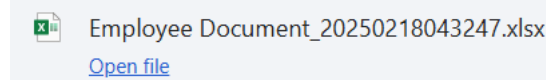
Confirm Discard

Select the "**Current Page**" to export the data for the current page.

Select "**All**" to export all the data.

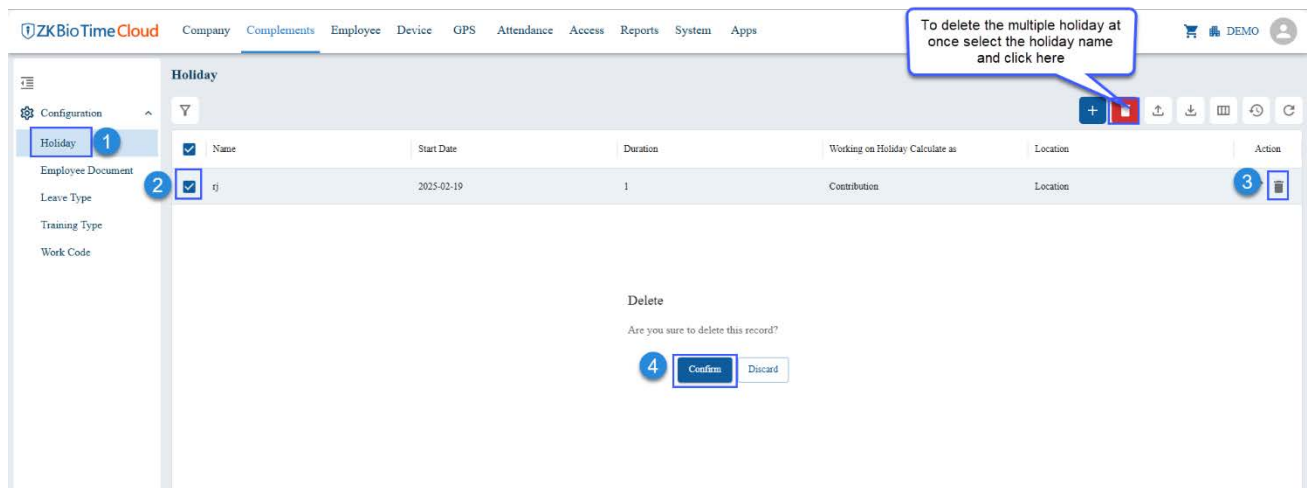
Select "**Encryption**" whether it should be default or password

Click [**Confirm**] to set the export path. Under the corresponding path, the file will be successfully exported, as shown in the figure below:



Delete a Holiday

- Select the corresponding Holiday Name and click on  icon to delete bulk or click  icon under Actions to delete the individual holiday.
- Click [Confirm] to delete the selected record.

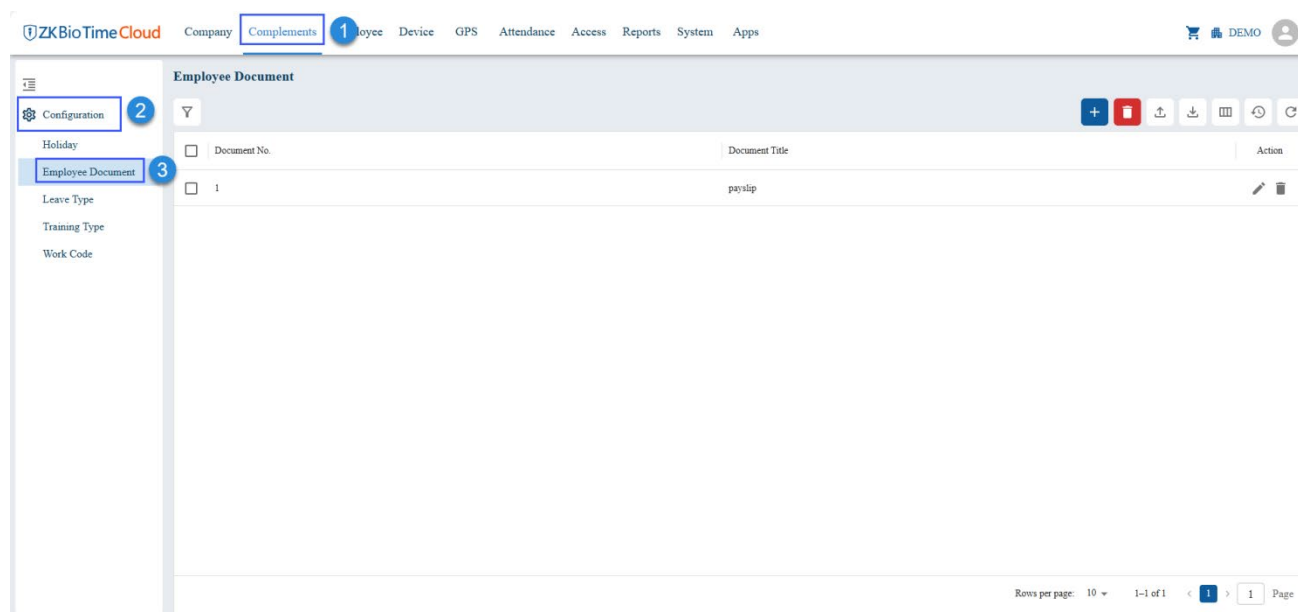


6.1.2 Employee Document

Our **Employee Document** interface allows you to manage paperless documents more proficiently and retrieve them in no time.

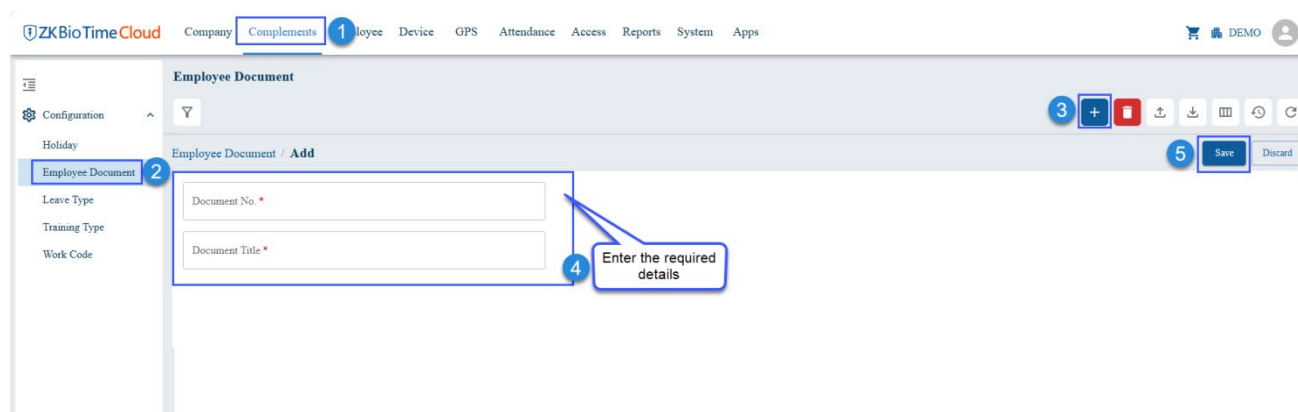
It also maintains concealment by providing access only to the relevant Employees and also manages in purging trivial documents.

On the Complements module, click **Configurations**, and then click **Employee Document** to go to the Employee Document Interface.



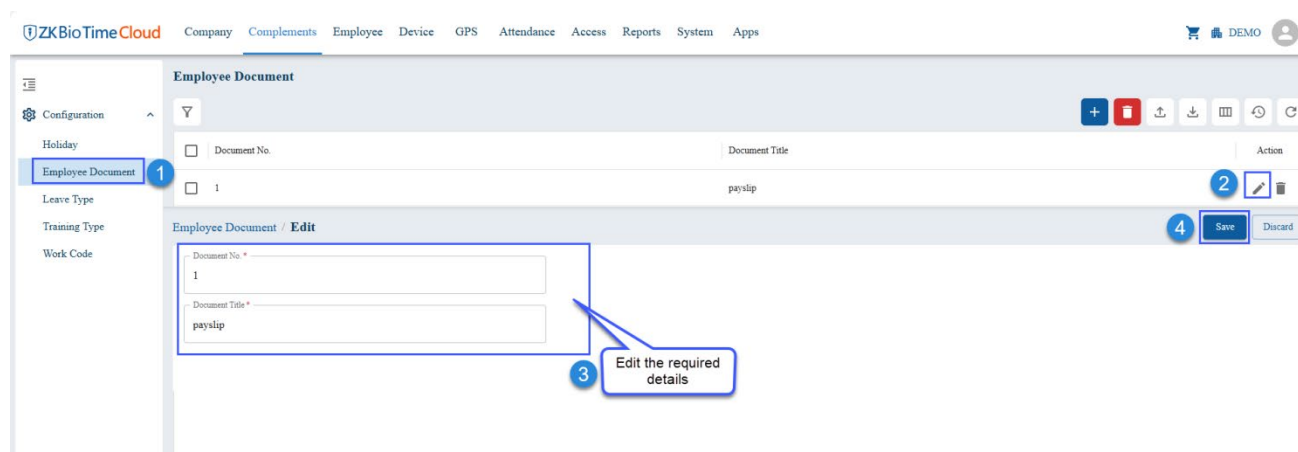
Add Employee Document

Select [**Complements**] > [**Employee Document**] click on [**Add**]  icon then enter the required details and click [**Save**] to add an employee document.



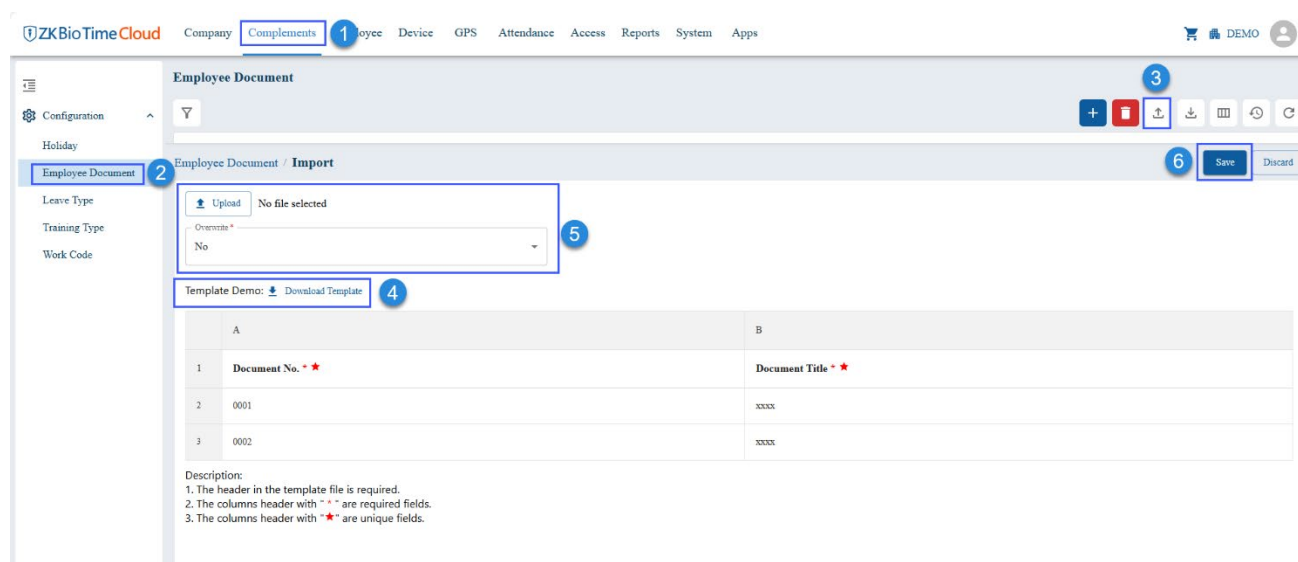
Edit Employee Document

- Click the document No or  in the same row of the action under to be edited.
- After entering the required details, click [**Save**] to save the details.



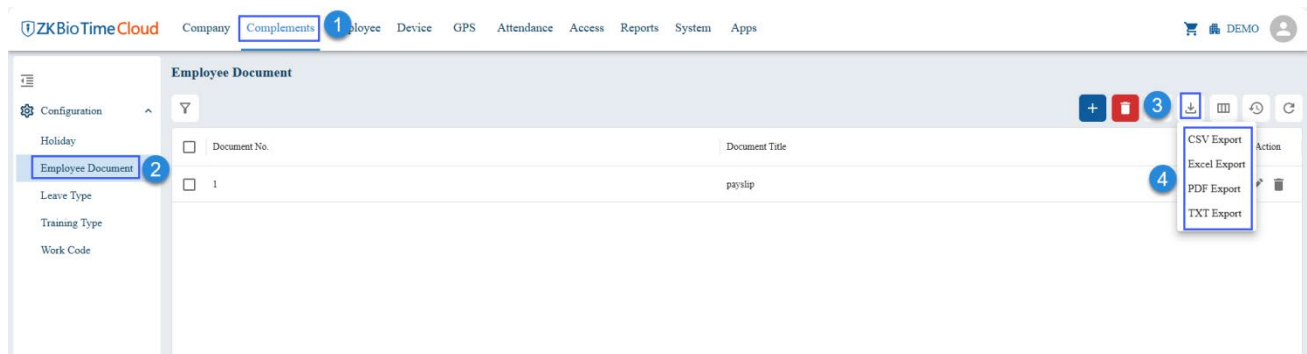
Import Employee Document

Select **[Complements]** > **[Employee Document]** click on **[Import]**  icon then select the existing data and upload the data, and then click **[Save]** to import the employee data.



Export Employee Document

Select **[Complements]** > **[Employee Document]** click on **[Export]**  icon, enter into the export interface. An example of an export employee's list and the export options are shown below:



File Type: If you want to export the file in Excel format, select **Excel Export**.

Excel Export

Export Type
Excel

Export Scope *
Current Page

Export Encryption *
Default

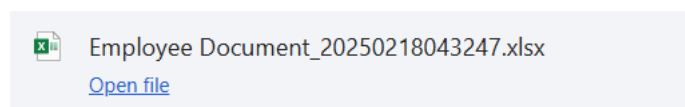
Confirm Discard

Select the **"Current Page"** to export the data for the current page.

Select **"All"** to export all the data.

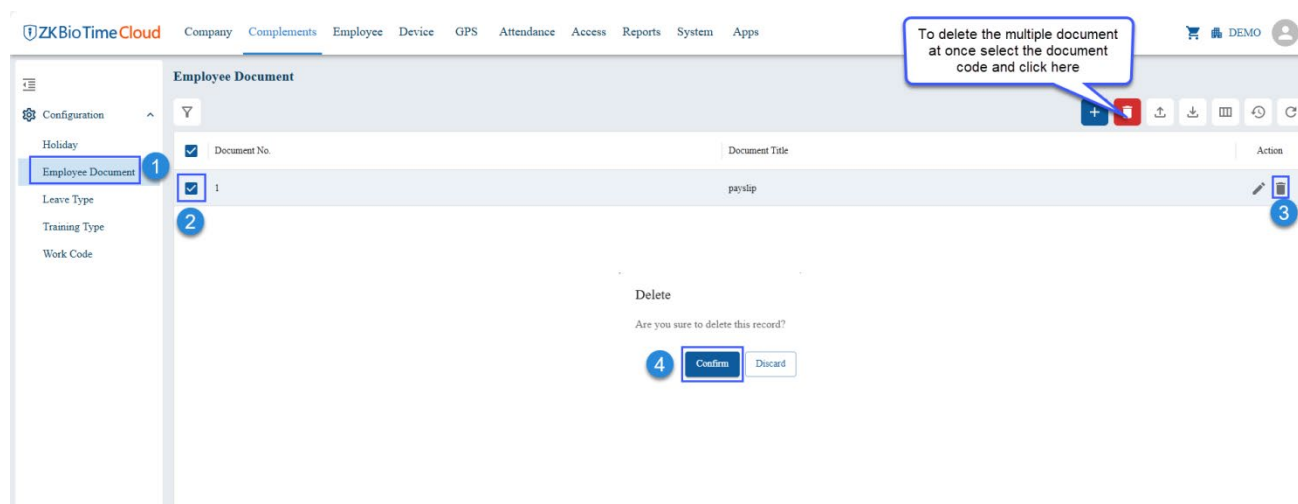
Select **"Encryption"** whether it should be default or password

Click **[Confirm]** to set the export path. Under the corresponding path, the file will be successfully exported, as shown in the figure below:

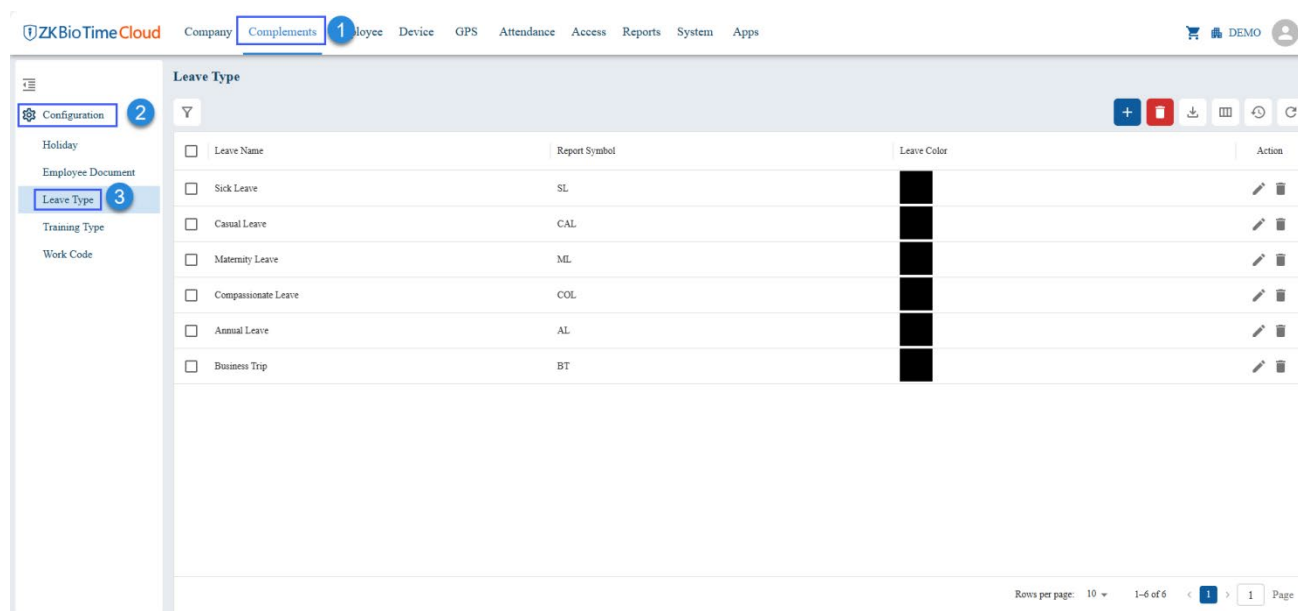


Delete Employee Document

Select the corresponding document number and click on  icon to delete bulk or click  icon under **Actions** to delete the individual document number.



6.1.3 Leave Type



Add Leave Type

Select **[Complements]** > **[Leave Type]** click on **[Add]**  icon then enter the required details and click **[Save]** to add an incident type.

The screenshot shows the 'Leave Type / Add' form in the ZKBio Time Cloud application. The form contains the following fields:

- Leave Name *
- Minimum Unit * (Value: 1)
- Unit * (Value: hours)
- Round-Off * (Value: Yes)
- Report Symbol *
- Leave Color * (Value: #000000)

A blue box highlights the form fields, and a callout bubble points to the Round-Off field with the text "Enter the required details". The interface shows a sidebar with 'Leave Type' selected, and a top navigation bar with 'Complements' highlighted.

The following field parameters are described below:

Leave Name: Enter the Leave name.

Minimum Unit: Select the Unit from the dropdown list

Unit: Select the unit from the dropdown list

Round-Off: Select the Yes or No for Roundoff

Report Symbol: Enter the report symbol of

Leave Color: Select the color code from the list.

Edit Leave Type

- Click on the  icon under the Action column to edit the leave.
- After entering the required details, click **[Save]** to apply the changes.

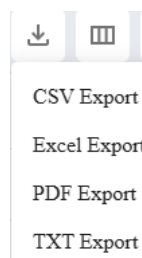
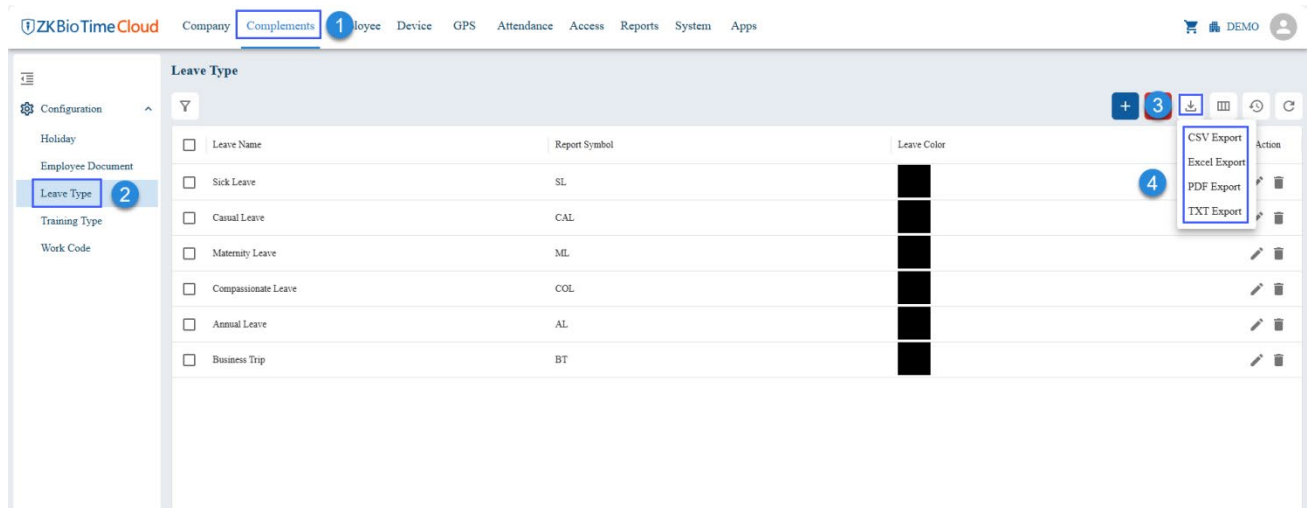
The screenshot shows the 'Leave Type / Edit' form in the ZKBio Time Cloud application. The form displays a table with the following data:

Leave Name	Report Symbol	Leave Color	Action
Sick Leave	SL	#000000	

A blue box highlights the form fields, and a callout bubble points to the Round-Off field with the text "Edit the required details". The interface shows a sidebar with 'Leave Type' selected, and a top navigation bar with 'Complements' highlighted.

Export a Leave Type

Select **[Complements]** > **[Leave Type]** click on **[Export]**  icon, and enter into the export interface. An example of an export employee's list and the export options are shown below:



File Type: if you want to export the file in Excel format, select **Excel Export**.

Excel Export

Export Type
Excel

Export Scope*
Current Page

Export Encryption*
Default

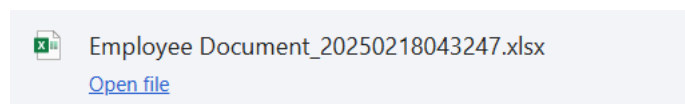
[Confirm](#) [Discard](#)

Select the **"Current Page"** to export the data for the current page.

Select **"All"** to export all the data.

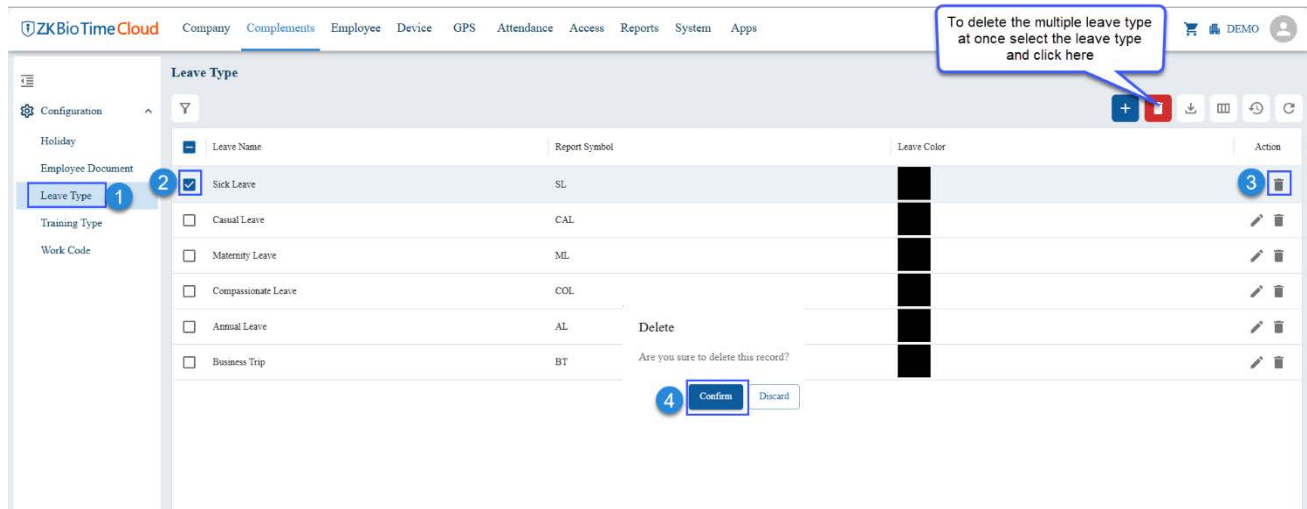
Select **"Encryption"** whether it should be default or password

Click **[Confirm]** to set the export path. Under the corresponding path, the file will be successfully exported, as shown in the figure below:



Delete a Leave Type

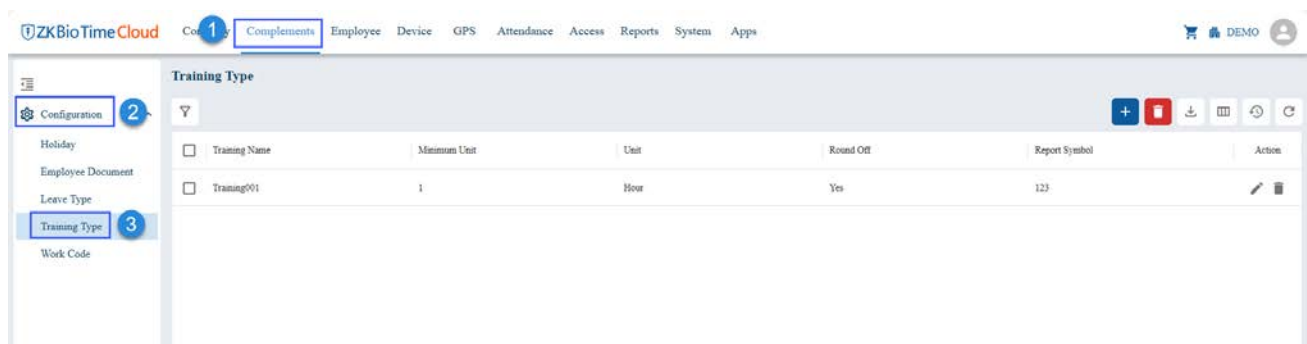
- Select the corresponding Leave type name and click on  icon to delete bulk or click  icon under Actions to delete the individual leave type.



The screenshot shows the 'Leave Type' configuration page in the ZKBio Time Cloud application. The 'Complements' tab is active. The 'Leave Type' table lists several leave types. The 'Sick Leave' row is selected, and a 'Delete' dialog box is open, asking 'Are you sure to delete this record?'. The 'Confirm' button is highlighted with a blue circle. A callout box points to the bulk delete icon and the trash icon, stating: 'To delete the multiple leave type at once select the leave type and click here'.

- Click [**Confirm**] to delete the selected record.

6.1.4 Training Type



The screenshot shows the 'Training Type' configuration page in the ZKBio Time Cloud application. The 'Complements' tab is active. The 'Training Type' table lists several training types. The 'Training Name' row is selected, and a 'Delete' dialog box is open, asking 'Are you sure to delete this record?'. The 'Confirm' button is highlighted with a blue circle.

Add Training Type

Select [**Complements**] > [**Add Training Type**] click on [**Add**]  icon then enter the required details and click [**Save**] to add a holiday.

Training Type / Add

Training Name *

Minimum Unit *

Unit *

Hour

Round Off *

Report Symbol *

Enter the required details

Save Discard

Edit Training Type

- Click on the Training Type Name or icon in the same row of the under action to be edited.
- After entering the required details, click **[Save]** to save the details.

Training Type

Training Name	Minimum Unit	Unit	Round Off	Report Symbol	Action
Training001	1	Hour	Yes	123	

Training Type / Edit

Training Name *

Training001

Minimum Unit *

1

Unit *

Hour

Round Off *

Yes

Report Symbol *

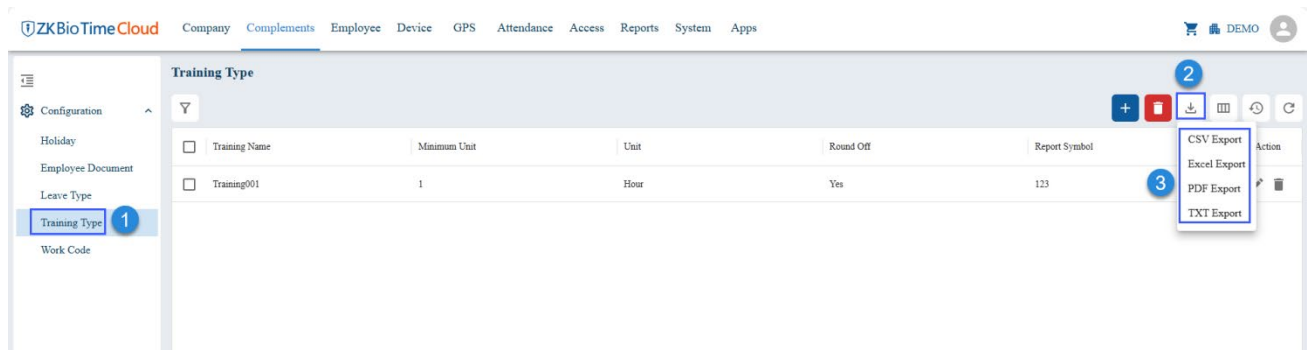
123

Edit the required details

Save Discard

Export a Training Type

Select **[Complements]** > **[Training Type]** click on **[Export]** icon, enter into the export interface. An example of an export employee's list and the export options are shown below:



CSV Export

Excel Export

PDF Export

TXT Export

File Type: if you want to export the file in Excel format, select **Excel Export**.

Excel Export

Export Type
Excel

Export Scope*
Current Page

Export Encryption*
Default

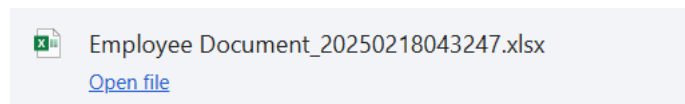
Confirm Discard

Select the "**Current Page**" to export the data for the current page.

Select "**All**" to export all the data.

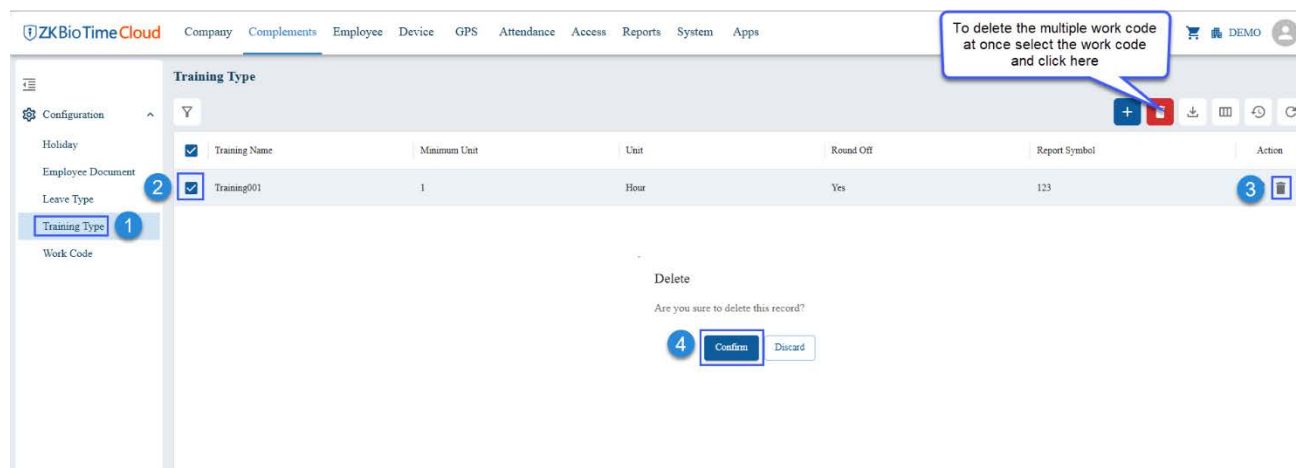
Select "**Encryption**" whether it should be default or password

Click [**Confirm**] to set the export path. Under the corresponding path, the file will be successfully exported, as shown in the figure below:

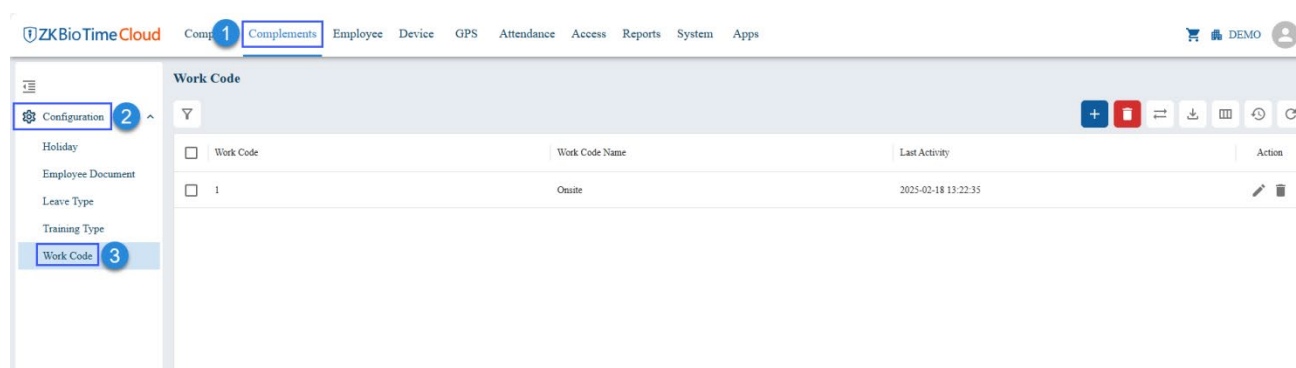


Delete a Training Type

- Select the corresponding Training type name and click on  icon to delete bulk or click  icon under Actions to delete the individual Training type.
- Click [**Confirm**] to delete the selected record.

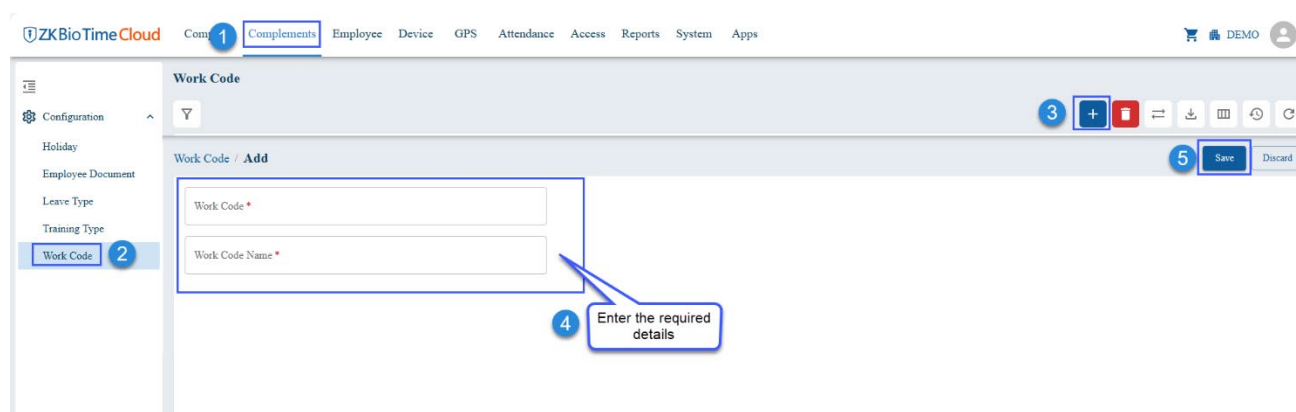


6.1.5 Work Code



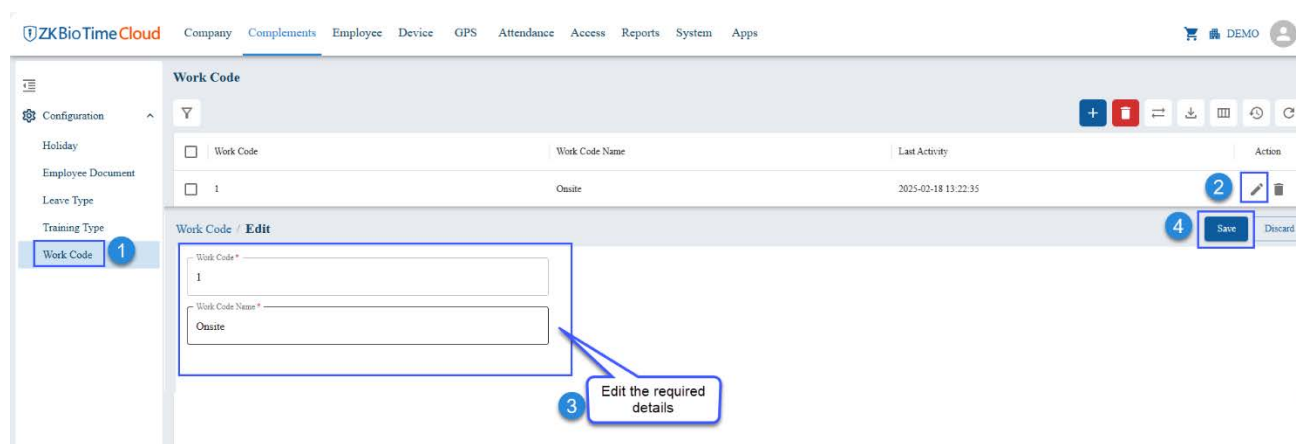
Add Work Code

Select [**Complements**] > [**Work Code**] click on the [**Add**]  icon then enter the required details and click [**Save**] to add an attendance code.



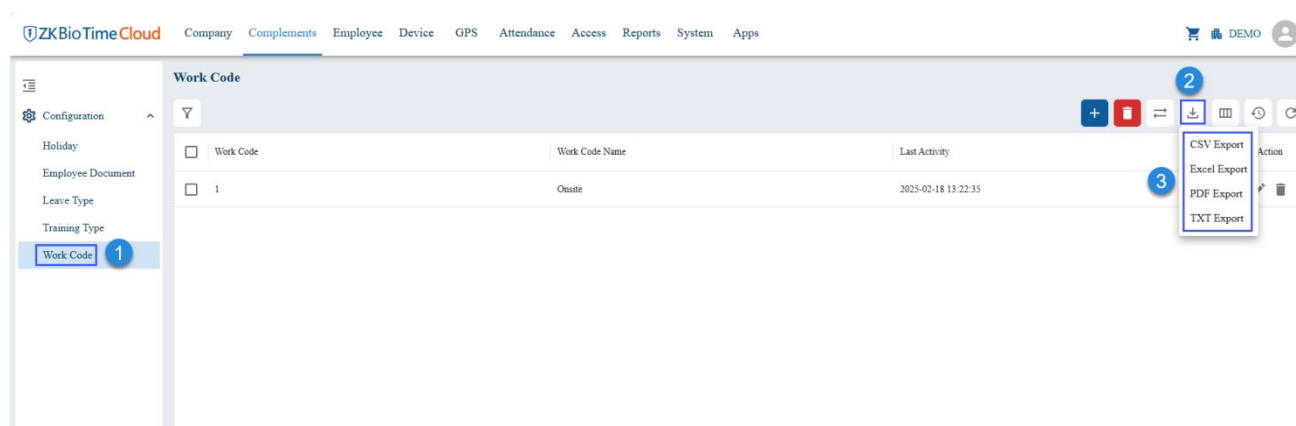
Edit Work Code

- Click on the Work Code or  icon in the same row of the under action to be edited.
- After entering the required details, click **[Save]** to save the details.



Export a Work Code

Select **[Complements] > [Attendance Code]** click on **[Export]**  icon, enter into the export interface. An example of an export employee's list and the export options are shown below:



CSV Export

Excel Export

PDF Export

TXT Export

File Type: If you want to export the file in Excel format, select **Excel Export**.

Excel Export

Export Type
Excel

Export Scope
Current Page

Export Encryption
Default

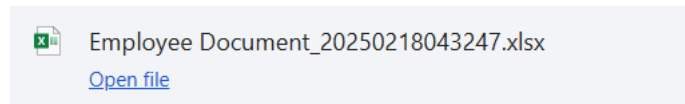
Confirm Discard

Select the "**Current Page**" to export the data for the current page.

Select "**All**" to export all the data.

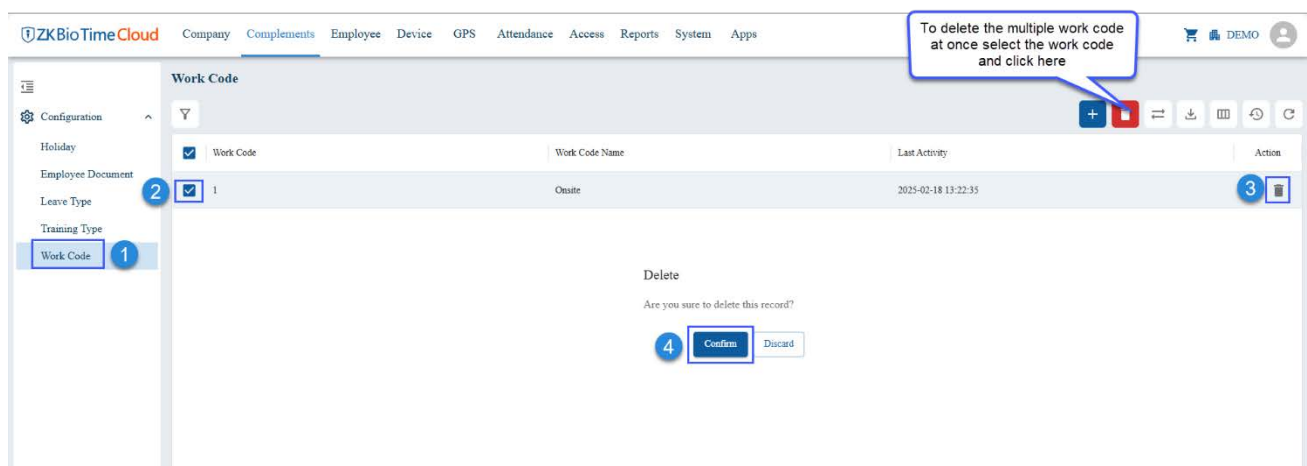
Select "**Encryption**" whether it should be default or password

Click [**Confirm**] to set the export path. Under the corresponding path, the file will be successfully exported, as shown in the figure below:



Delete a Work Code

- Select the corresponding Attendance Code Name and click on  icon to delete bulk or click  icon under Actions to delete the individual Attendance Code.

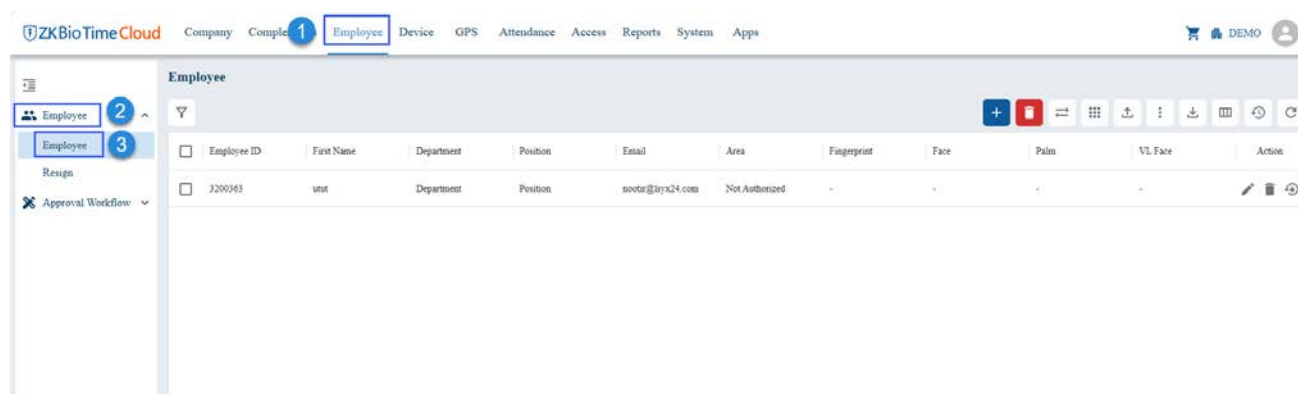


- Click [**Confirm**] to delete the selected record.

7. Employee

7.1 Employee

7.1.1 Employee



Add Employees

Select [Employee] > [Employees] > [Add Employees] click on [Add]  icon then enter the required details as follows **Profile, Account Settings Personal Information, Device Settings, Attendance Settings, Document Settings, Mobile Settings, WhatsApp Settings**, and click [Save] to add employees.

ZKBioTimeCloud Company Complete **1** **Employee** Device GPS Attendance Access Reports System Apps

Employee **2** Resign Approval Workflow

3 **+** **5** **Save** **Discard**

Employee / Add

Profile

Employee ID * Email *

First Name * Last Name

Mobile Date of Joining

Department * Area *

Position * Location

OutDoor Mng Employment Type

Account Settings

☐ Web Login ☐ App Login

Personal Information

Birth Date Local Name Aadhaar No.

Motorcycle License Contact Tel Office Tel

Automobile License Religion City

Permanent Address Postcode Gender

Passport NO. Nationality

Device Settings

Verification Mode Device Privilege

Device Password Card NO.

Enroll Device

Attendance Setting

Enable Attendance Enable Holiday

Workflow Role

Document Setting

+ Add Document

Document	Valid up to	Email Alert	Alert Before (Day)
No rows			

Mobile App Settings

App Role Employee ☐ Mobile Att Punch

WhatsApp Settings

☐ Enable Whatsapp Alert ☐ Exception ☐ Punch

Supervisor Mobile

Photo

Bio-photo

4 Enter the required details

Profile

On the **Add** window, under **Profile**, you can enter the following data.

Profile

Employee ID *	Email *
First Name *	Last Name
Mobile	Date of Joining 
Department *	Area *
Position *	Location
OutDoor Mng	Employment Type


Photo

A brief note about the columns displayed on the Employee Interface.

Employee ID: Enter the identity number of each Employee.

Email: Enter the Electronic Mail ID of each Employee.

First Name: Enter the First name of each Employee.

Nick Name: Enter the defined common name of each Employee.

Last Name: Enter the Last name of each Employee.

Mobile NO: Enter the Mobile number of the Employee

Date of joining: Enter the joining date of each Employee.

Department: Select the Department names of each Employee.

Area: Select the located Area of each Employee.

Position: Select the Position name of each Employee.

Location: Select the location of each Employee.

Outdoor Mng: This function is for the employees who visit the client's place for business/service purposes. It tracks the attendance and location of the employees who have been to the client's location. It is primarily used by sales, support, and service teams when compared to other teams.

Employment Type: Select the required Employment Type **Permanent** or **Temporary** for the Employee, based on the Employment discussion.

Photo: Click on the photo to upload the image of the Employee.

Account Setting

Web Login: if web login is enabled, the employee can access the software via the web interface.

App Login: if app login is enabled,

Note: The **Reset Client ID** function is used in situations where the mobile app has an anti-passback feature enabled. This feature ensures that after an employee log in and performs a clock-in on a specific mobile device, they can only continue to clock in from that same device.

If the employee wishes to use a different phone to clock in, they must contact the administrator to reset the Client ID, allowing the app to register the new device for attendance.

Personal Information

On the **Personal Information** tab, you can update the Employee's specific data.

Personal Information

Birth Date 2020-03-14	Local Name madhu	Aadhaar No. 12345678909
Motorcycle License	Contact Tel	Office Tel
Automobile License	Religion	City
Permanent Address	Postcode	Gender -----
Passport NO.	Nationality	

Birthday: Enter the Employee's birth date. User can generate the Birthday report in Attendance Module.

Aadhaar No: Enter the Employee's 12-digit unique identification Aadhaar number issued by the government.

Motorcycle License: Enter the Employee's driving authorization number issued by the government.

Automobile License: Enter the Employee's driving authorization number issued by the government.

Contact No.: Enter the personal or official contact number of the Employee.

Mobile: Enter the alternative or the wireless cellular phone number of the Employee.

City: Enter the Employee's city name.

Permanent Address: Enter the Employee's permanent address.

Email: Enter the Employee's official Email ID.

Birthday: Enter the Employee's birth date. User can generate the Birthday report in Attendance Module.

Office Tel: Enter the Employee's Office desk contact number.

Religion: Enter the religious practice of the Employee.

Gender: Select the sociocultural expression of the Employee from the drop-down list.

Passport No.: Enter the Employee's official travel document number issued by the government.

Nationality: Enter the legal Nation or the Country name of the Employee.

Postal Code: Enter the postal code number of the Employee.

Device Settings

On the **Device Settings** tab, you can set the Employee's Device Registration data.

Device Settings

Verification Mode Fingerprint Only	Device Privilege Registrar
Device Password	Card NO.
Enroll Device	



Bio-photo

Verification Mode: This will be the mode of authentication through the device. Select the Employee's Device verification mode from the list.

Device Privilege: Select the Device authorization type of the Employee.

Card No.: Enter the Card number which will be used for authentication of the Employee.

Device Password: Set the personnel password for the device. The black-and-white T&A device supports passwords with only five digits. The color-screen T&A device supports passwords with only eight digits. Passwords with digits exceeding the specified length are cut out by the system automatically. When you change a password, clear the old password in the text box and then enter the new password.

Enroll Device: This field is automatically updated with the Device Serial Number after the Employee is registered in that Device.

Attendance Settings

On the **Attendance Settings** tab, you can set up the presence and absence settings for the Employee.

Attendance Setting

Enable Attendance Enable	Enable Holiday Enable
Workflow Role	

Enable Attendance: The attendance will be enabled by the Employee by default. You can disable the

attendance by selecting **No** from the list.

Enable Holiday: The holidays will be enabled by the Employee by default. You can disable the holidays by selecting **No** from the list.

Workflow Role: Select the required request process administration flow for the Employee.

Document Setting

On the **Document** tab, you can update the verified or submitted document details of the Employee.

This option gets enabled only when the new Employee is added successfully.

On the **Employee Interface**, click the **Add** icon, fill in the required employee details, then click on **Document Settings** to enter and update the necessary document information for the selected employee.

Note: Please make sure that the specific Documents' ID, to be submitted, is already added in the console.

Employee Documents: Enter the Employee Document ID

Valid Up to: Select the Employee's submitted or verified document's validity.

Email Alert: Select either **YES** or **NO** from the drop-down list to acknowledge when the document's validity ends.

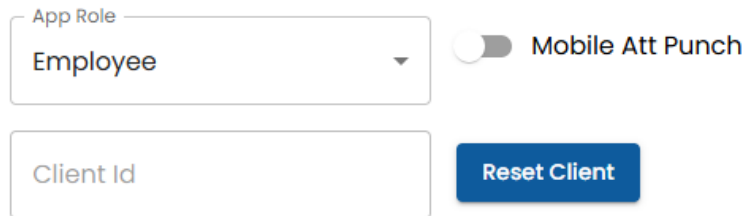
Alert Before: To notify you about the expiry date of a specific document, select the number of days in the 'Alert Before' field.

Click  **Document** button to upload the required documents then click **Confirm**, to save the updated information.

Mobile App Settings

On the **Mobile App Settings** tab, you can set mobile application access for the Employee.

Mobile App Settings



The interface for Mobile App Settings includes a dropdown menu for 'App Role' with 'Employee' selected, a toggle switch for 'Mobile Att Punch' which is currently turned off, a text input field for 'Client Id', and a blue 'Reset Client' button.

App Role: Here you can select the privilege of the Employee on the mobile application interface as "**Employee**" or "**Administrator**".

Mobile Att Punch: This feature is used to restrict the usage of credentials to a single device. When it is enabled, you will be logged out of the current device, and you can login into another device.

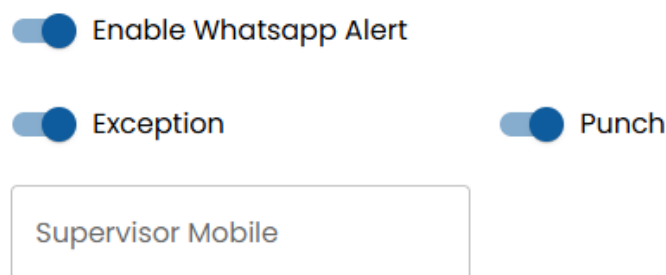
Note: The Reset Client ID function is used in situations where the mobile app has an anti-passback feature enabled. This feature ensures that after an employee log in and performs a clock-in on a specific mobile device, they can only continue to clock in from that same device.

If the employee wishes to use a different phone to clock in, they must contact the administrator to reset the Client ID, allowing the app to register the new device for attendance.

WhatsApp Settings

On the **WhatsApp Settings**, you can set WhatsApp application access for the Employee.

WhatsApp Settings



The interface for WhatsApp Settings includes three toggle switches: 'Enable Whatsapp Alert' (checked), 'Exception' (checked), and 'Punch' (checked). Below these is a text input field labeled 'Supervisor Mobile'.

WhatsApp Alerts: If this action is enabled for Organization WhatsApp message, it automatically reports on the Employee's mobile, about the organization message through push notification. The Status will be in **Inactive/No** mode by default, and you can select **Yes** to enable it for the Employee if required.

Punch Option: This action allows the Employee to punch for attendance through the WhatsApp message link. This option will be in **disabled/No** state by default, and you can select **Yes** to enable it for the Employee if required.

Exception Option: It lets the Employee send or notify their Organization message or status through the WhatsApp application. The Status will be in **disabled/No** mode by default, and you can select **Yes** to enable it for the Employee if required.

Click **Confirm**, to save the updated information.

Edit Employees

- Click on the  icon to edit the employee's details.
- After Editing the required details, click [Save] to apply the changes.

ZKBioTimeCloud Company Comple **1** **Employee** Device GPS Attendance Access Reports System Apps

Employee ID First Name Department Position Email Area Fingerprint Face Palm VL Face Action

3200363 utut Department Position nootr@lsyx24.com Not Authorized - - - - -

Employee / Edit Save Discard

Profile

Employee ID * 3200363 Email * nootr@lsyx24.com

First Name * utut Last Name

Mobile Date of Joining

Department * Area * Not Authorized

Position * Location

OutDoor Ring Employment Type

Disable

Account Settings

Web Login App Login

Personal Information

Birth Date Local Name Aadhaar No.

Motorcycle License Contact Tel Office Tel

Automobile License Religion City

Permanent Address Postcode Gender

Enroll Device

Attendance Setting

Enable Attendance Enable Enable Holiday Enable

Workflow Role

Document Setting

+ Add Document

Document	Valid up to	Email Alert	Alert Before (Day)
No rows			

Mobile App Settings

App Role Employee Mobile App Punch

Client Id Reset Client

WhatsApp Settings

Enable Whatsapp Alert Exception Punch

Supervisor Mobile

Edit the required details

Import Employee

Organizations can download the list of employees in the company to their device. Select **[Employee]** > **[Employees]** clicks on **[Import]**  icon, then click on **Download Template**, add data in the template, and

then click on Choose file, select the file to be imported. Click on **Confirm** to import the file and check in downloads.

Employee / Import

Upload No file selected

Overwrite *

No

Template Demo: Download Template

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Employee ID *	First Name *	Last Name *	Department Code *	Position Code *	Date of Joining	Card NO. *	Area Code *	Gender	Mobile *	Birth Date	Email *	Aadhaar No. *
2	0001	xxxx		1		1		2024-01-01	12345	1	M	18911111111	
3	0002	xxxx		1		1		2024-01-01	12346	1	M	18911111112	

Description:

1. The header in the template file is required.
2. The columns header with "*" are required fields.
3. The columns header with "*" are unique fields.

Import Document

Click on  icon, then click on **Import Download**, add data in the template, and then click on Choose file, select the file to be imported. Click on **Save** to import the file and check in downloads.

Employee / Import

Upload No file selected

Overwrite *

No

Template Demo: Download Template

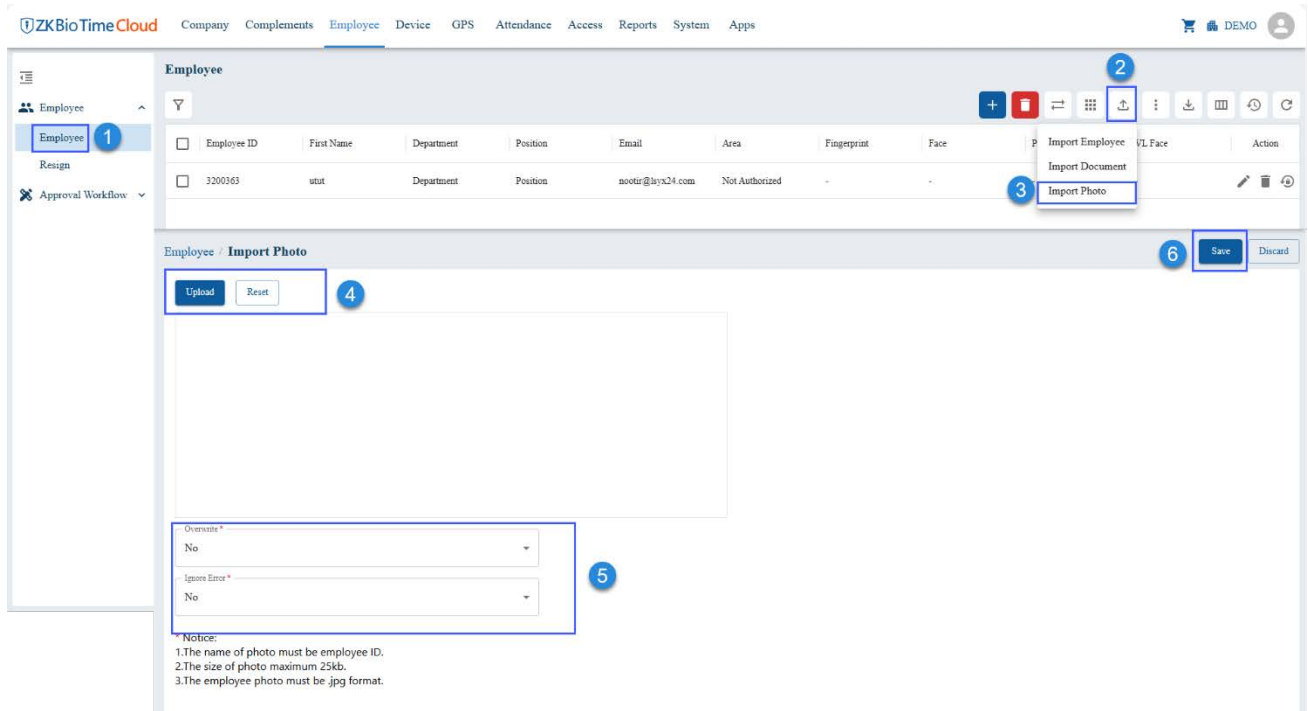
	A	B	C	D	E
1	Document No. *	Employee ID *	Valid up to	Email Alert *	Alert Before
2	0001	1	2024-01-01	Yes	8
3	0002	1	2025-11-08	No	5

Description:

1. The header in the template file is required.
2. The columns header with "*" are required fields.
3. The columns header with "*" are unique fields.

Import Photo

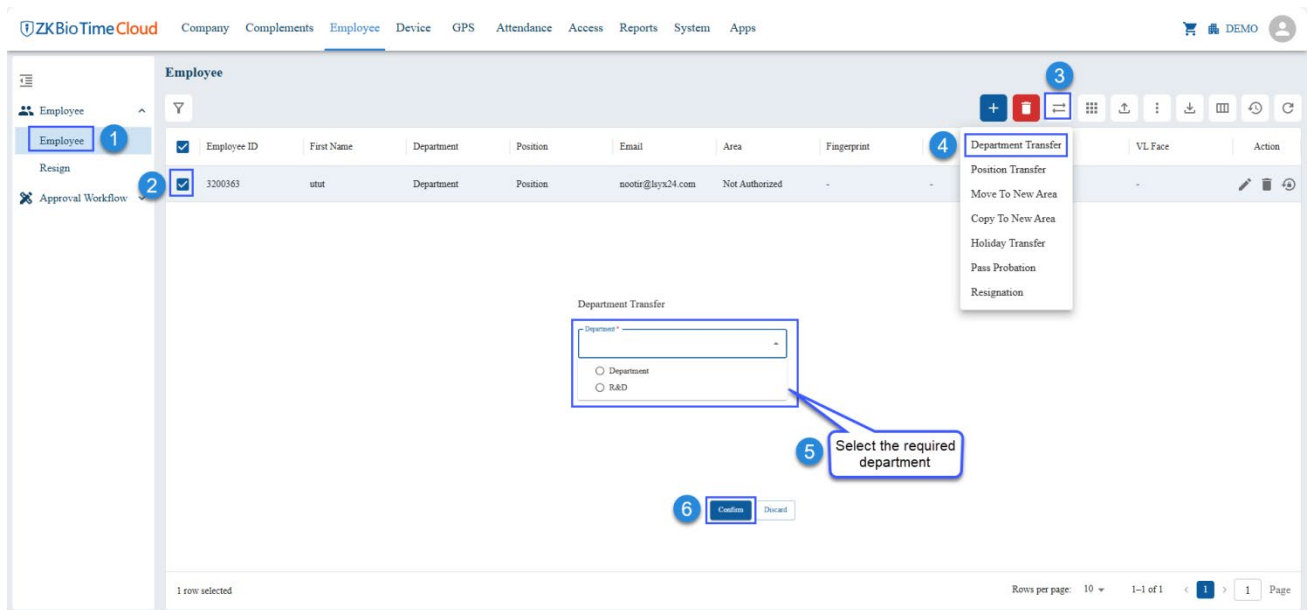
Click on  icon, then click on **Import Photo**, add data in the template, and then click on Choose file, select the file to be imported. Click on **Save** to import the file and check in downloads.



The screenshot shows the ZKBioTime Cloud interface. The top navigation bar includes 'Company', 'Complements', 'Employee', 'Device', 'GPS', 'Attendance', 'Access', 'Reports', 'System', and 'Apps'. The left sidebar has 'Employee' and 'Approval Workflow' options. The main content area displays the 'Employee' table with columns: Employee ID, First Name, Department, Position, Email, Area, Fingerprint, Face, and Action. The 'Import Photo' form is open, showing an 'Upload' button, a 'Reset' button, and two dropdown menus for 'Overwrite' and 'Ignore Error'. A 'Save' button is visible in the top right corner of the form area. Numbered callouts (1-6) highlight the 'Employee' menu, the 'Import Photo' button, the 'Upload' button, the form fields, and the 'Save' button.

Department Transfer

This function lets you transfer the Employees between Departments or the Sub departments within the Organization

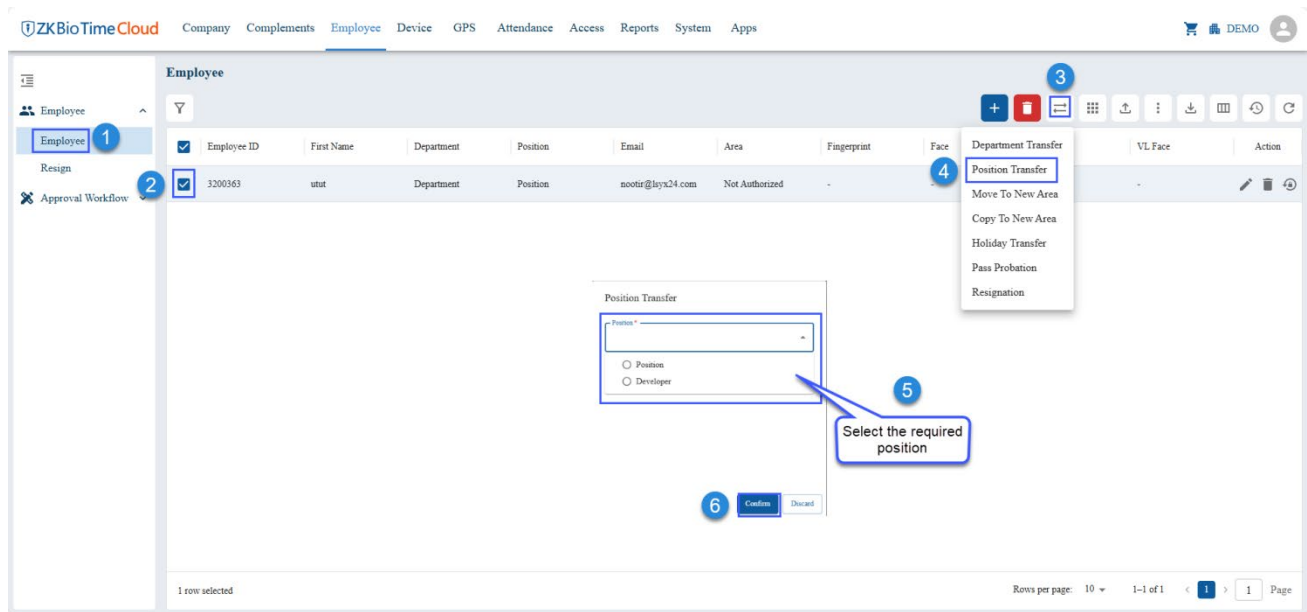


The screenshot shows the ZKBioTime Cloud interface. The top navigation bar includes 'Company', 'Complements', 'Employee', 'Device', 'GPS', 'Attendance', 'Access', 'Reports', 'System', and 'Apps'. The left sidebar has 'Employee' and 'Approval Workflow' options. The main content area displays the 'Employee' table with columns: Employee ID, First Name, Department, Position, Email, Area, Fingerprint, Face, and Action. The 'Department Transfer' form is open, showing a 'Department' dropdown menu and radio buttons for 'Department' and 'R&D'. A 'Confirm' button is visible in the bottom right corner of the form area. Numbered callouts (1-6) highlight the 'Employee' menu, the 'Department Transfer' button, the 'Department' dropdown menu, the radio buttons, and the 'Confirm' button.

Transfer Employees Department or the Sub-department

- On the Employee interface, select the required Employees from the list to move to another Department or the Sub-department.
- Click on  icon then select the Department Transfer from the dropdown list.to transfer the selected Employees.
- On the Department field, select the required Department or the Sub-department from the drop-down list.
- Click **Confirm**, to ensure and transfer the selected Employees to the required Department or the Sub-department.

Position Transfer

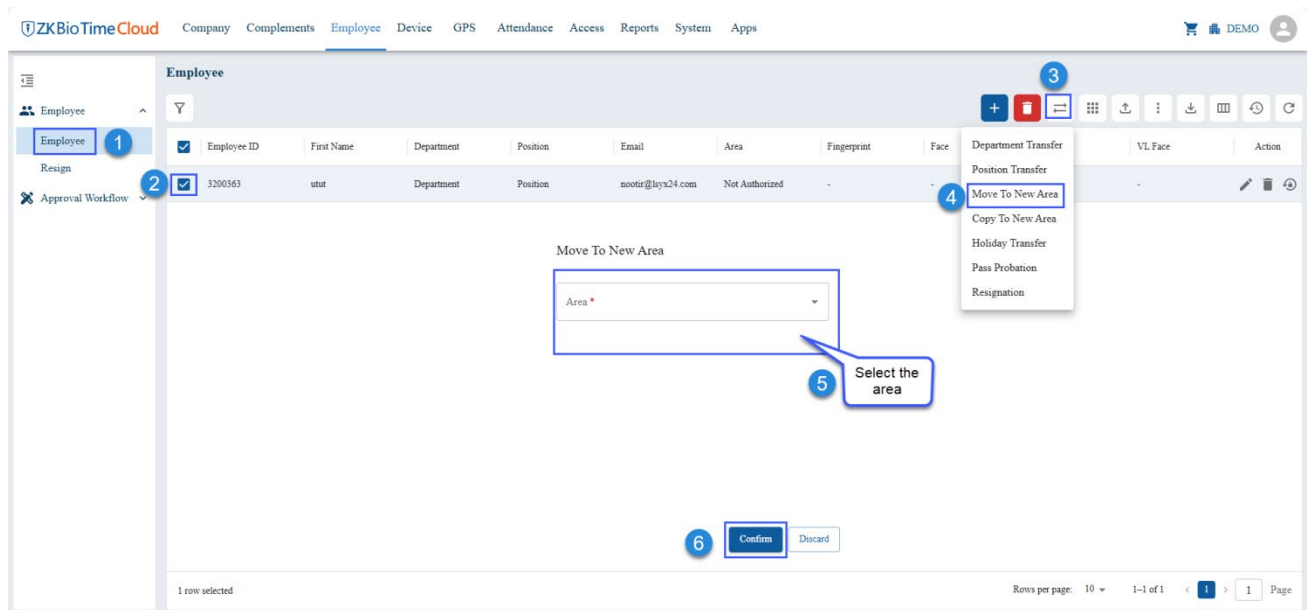


Transfer Employees Position or the Sub position

- On the Employee interface, select the required Employees from the list to modify their Position or Sub position.
- Click on  icon then select the **Position Transfer** from the dropdown list to transfer the required Employees' existing Position or the Sub position
- On the **Position** field, select the required Position or the Sub position from the drop-down list.
- Click **Confirm**, to ensure and move the selected Employees to the required Position or the Sub-department.

Move to New Area

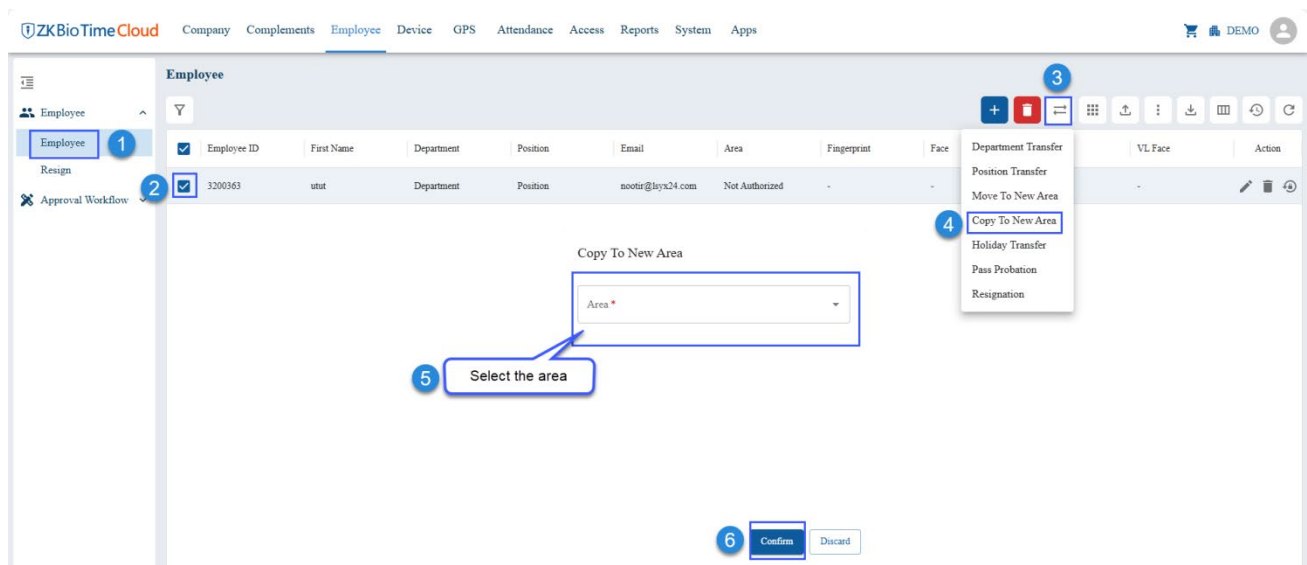
This function lets you shift the Employees from the existing Area or the Sub-area to another Area in different location.



Transfer Employees Area or the Sub-area

- On the **Employee** interface, select the required Employees from the list to modify their Area or the Sub-area.
- Click on  icon then select the **Move to New Area Transfer** from the dropdown list to shift the required Employees' existing Area or the Sub-area
- On the **Area** field, select the required Area or the Sub-area from the drop-down list.
- Click **Confirm**, to ensure and shift the selected Employees to the required Area or the Sub-area.

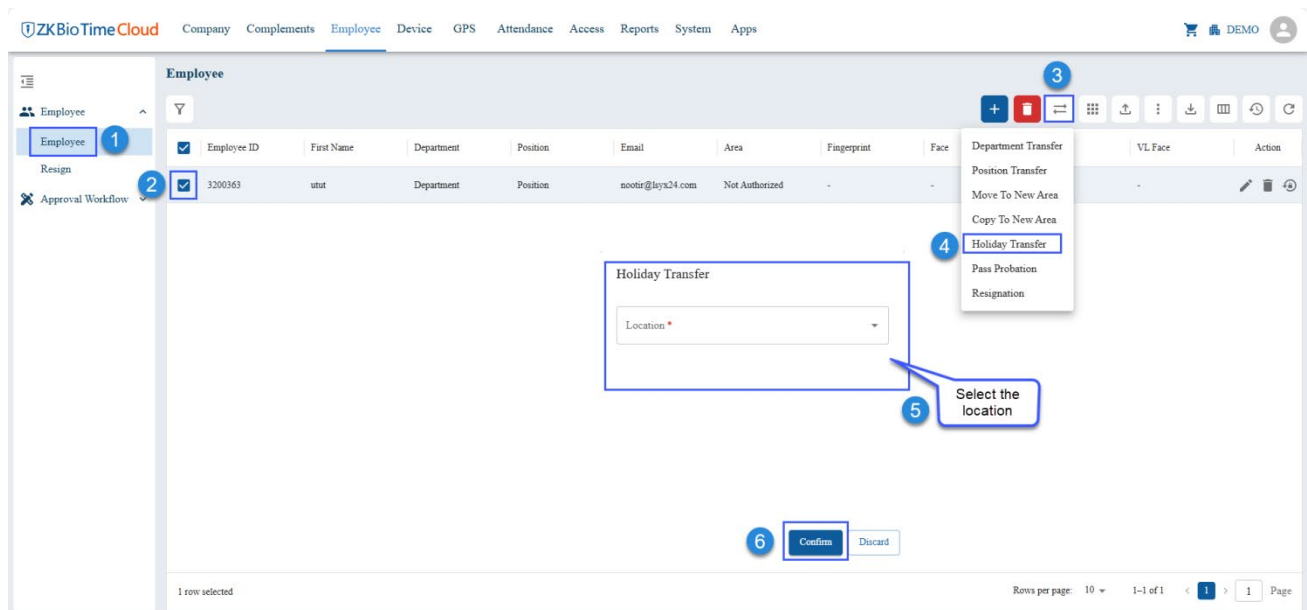
Copy to New Area



Transfer Employees Area or the Sub-area

- On the **Employee** interface, select the required Employees from the list to modify their Area or the Sub-area.
- Click on  icon then select the **Copy to New Area** from the dropdown list to shift the required Employees' new Area.
- On the **Area** field, select the required Area or the Sub-area from the drop-down list.
- Click **Confirm**, to ensure and shift the selected Employees to the required New Area.

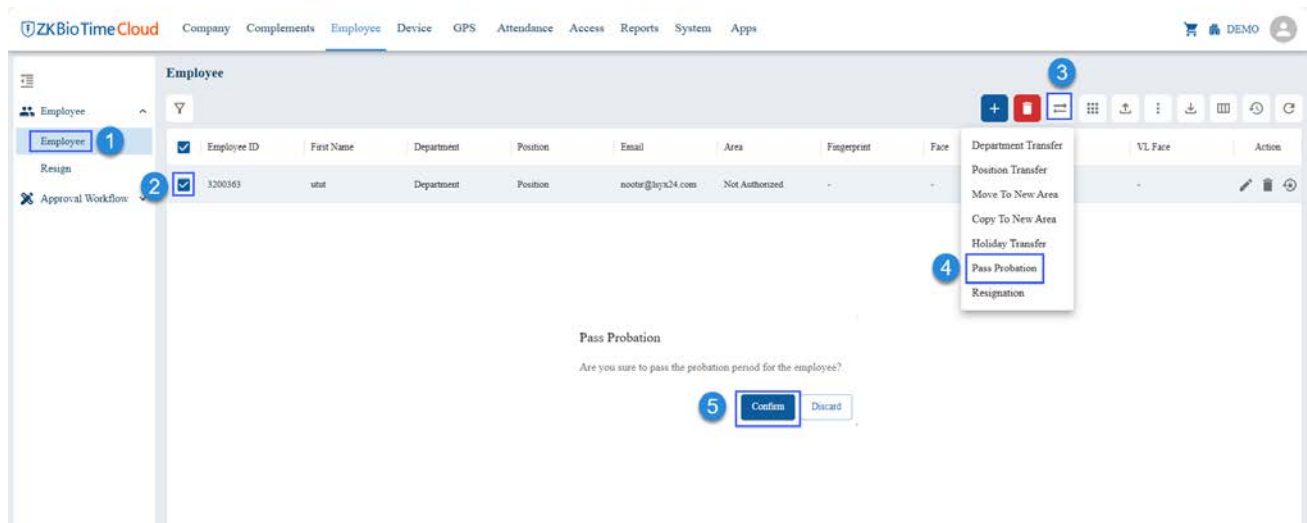
Holiday Transfer



Transfer Employees Location or the Sub-Location

- On the **Employee** interface, select the required Employees from the list to modify their Location or the Sub-Location.
- Click on  icon then select the **Holiday Transfer** from the dropdown list to transfer the required Employees' existing Location or the Sub-Location
- On the **Holiday Transfer** field, select the required Location or the Sub location from the drop-down list.
- Click **Confirm**, to ensure and migrate the selected Employees to the required Location or the Sub location.

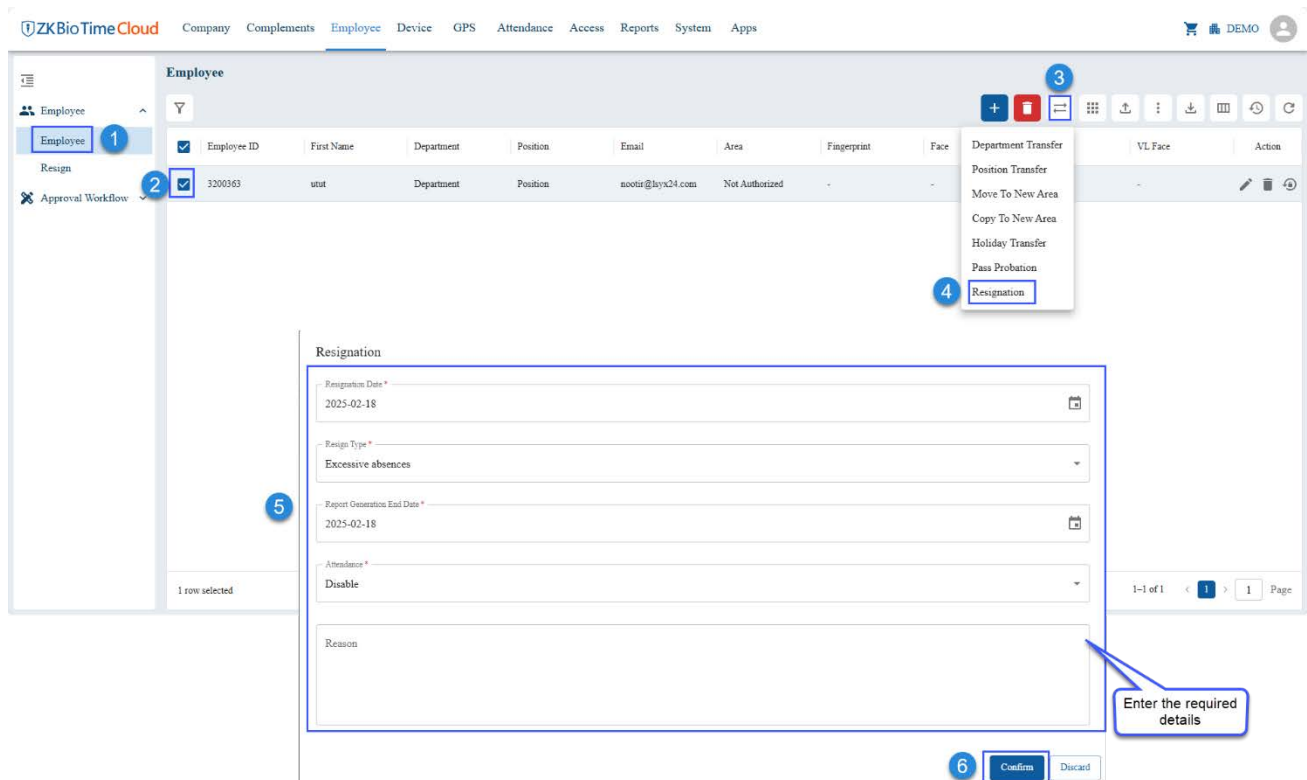
Pass probation



- On the **Employee** interface, select the required Employees from the list to pursue as their position permanently.
- Click on  icon then select the **Pass Probation** to give the selected Employees, a permanent or regular role.
- Click **Confirm**, to grant the selected Employees' job to a permanent role.

Resignation

This function lets you authoritatively terminate, relocate the Employees' regular or permanent position based on your organization standards.



Employees' Resignation

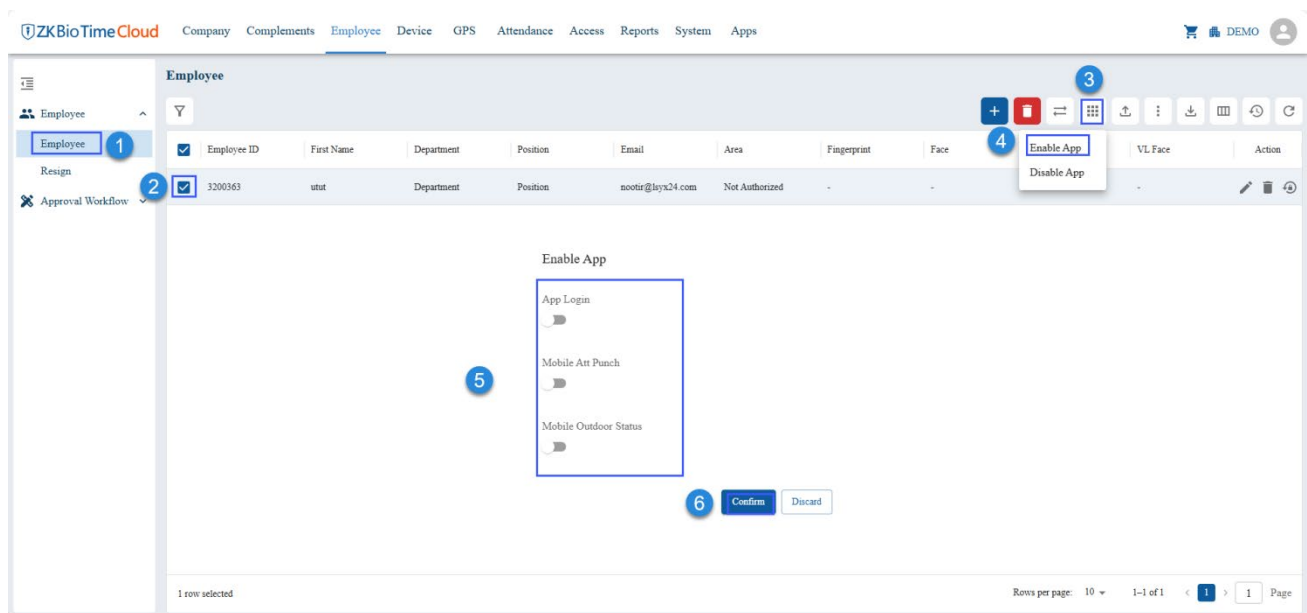
- On the **Employee** interface, select the required Employees from the list to terminate or transfer their position permanently.
- Click on  icon then select the **Resignation** from the dropdown list to officially terminate or transfer the selected Employees.
- On the **Resignation Date** field, select the last working day of the Employee, on the **Resignation Type**, select the mode of Resignation and enter the **report generation end date**.
- On the **Attendance** field select **Enable** to calculate attendance till the last working date or select **Disable** to stop the attendance calculation and on the **Reason** field, write the reason for resigning or transferring the selected Employees.
- Click **Confirm**, to grant the selected Employees either the transfer or the resignation from their responsibility.

Enable/Disable Mobile App Access to Employees

On the **Employee** module, click **Employees** to enable or disable Mobile Application Access to Employees.

Enable App

This function lets you allow the Employees to operate our Application Software on the mobile device.

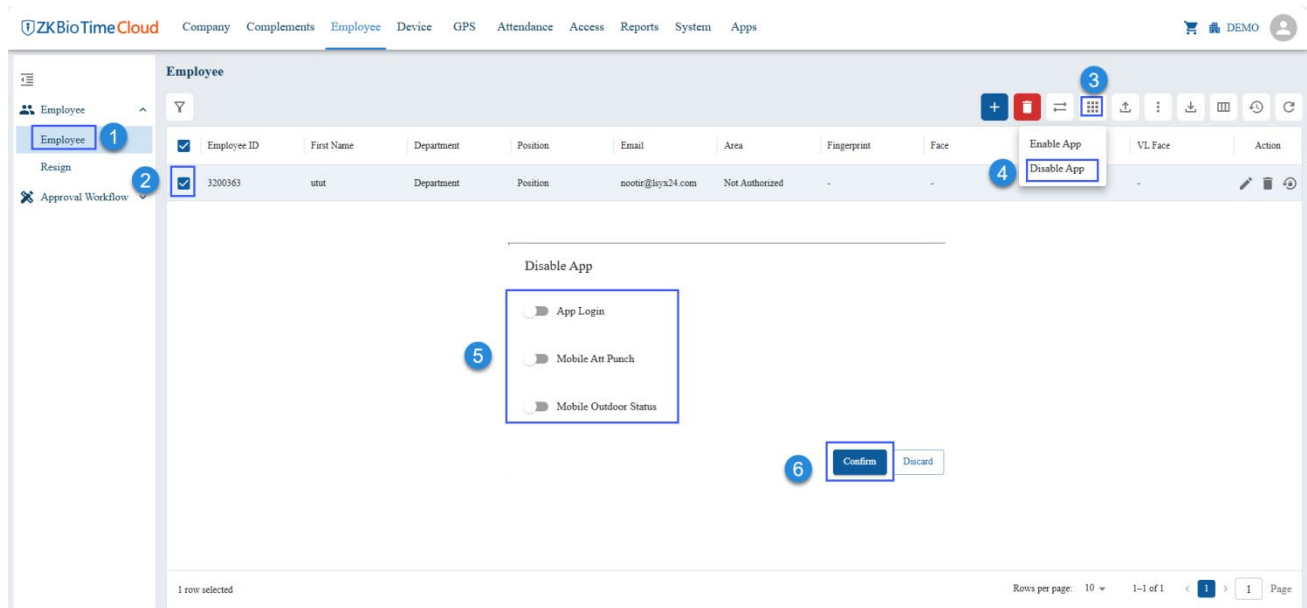


Enable Mobile App

- On the **Employee** interface, select the required Employees from the list to permit the use of Application Software in their mobile device.
- Click on  icon then select **Enable** from the dropdown list to function the Application Software on the selected Employees' mobile device and select the Mobile App Login, Mobile Att Punch, Mobile Outdoor Status.
- Click **Confirm**, to allow the selected Employees to operate the Application Software on the mobile device.

Disable

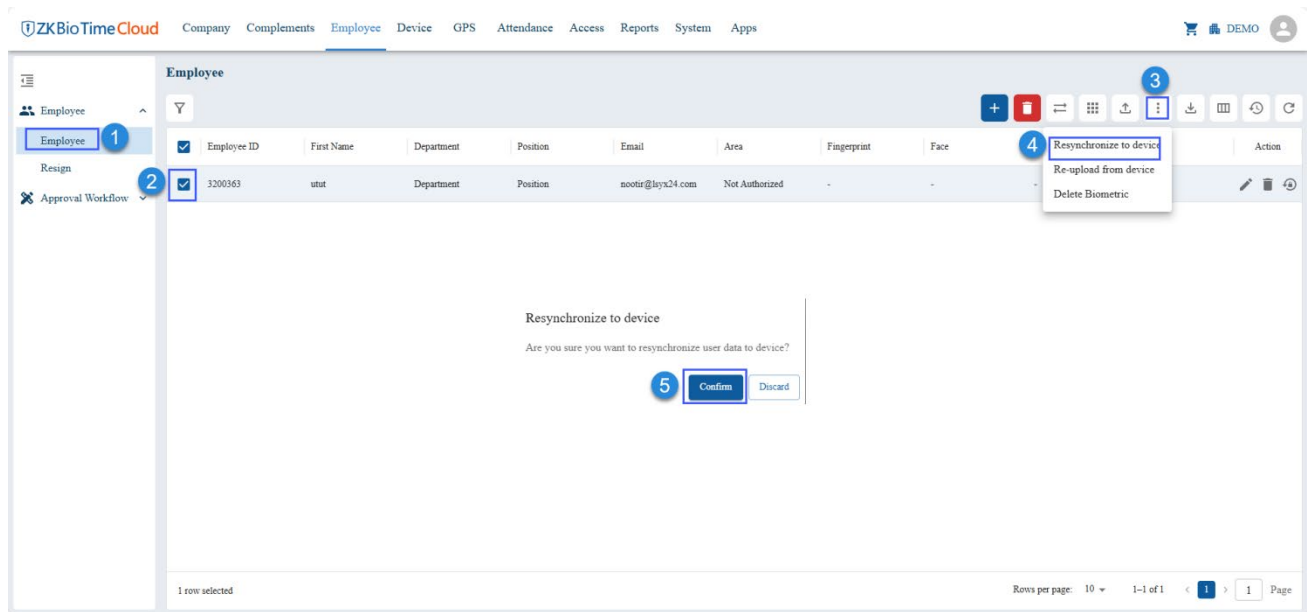
The disabled function lets you disallow the Employees to operate our Application Software on the mobile device



Disable Mobile App

- On the **Employee** interface, select the required Employees from the list to deny the use of Application Software in their mobile device.
- Click on  icon then select **Disable** from the dropdown list to stop the Application Software on the selected Employees' mobile device.
- Click **Confirm**, to disallow the selected Employees to operate the Application Software on the mobile device.

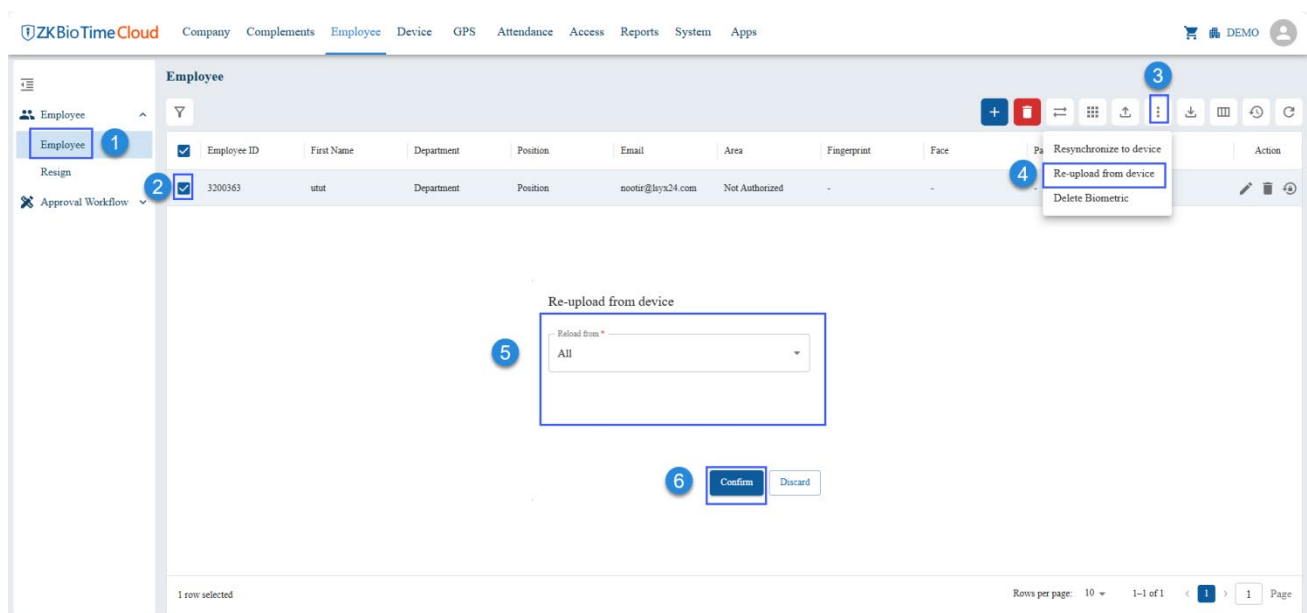
Resynchronize to device



Resynchronize Employee Data from Software to Device

- On the **Employee** interface, select the required Employees' data from the list to sync or merge with the Device.
- Click on icon then select **Resynchronize to device** from the dropdown list to sync or merge the selected Employees' data to the Device.
- Click **Confirm**, to sync the selected Employees' data to the Device.

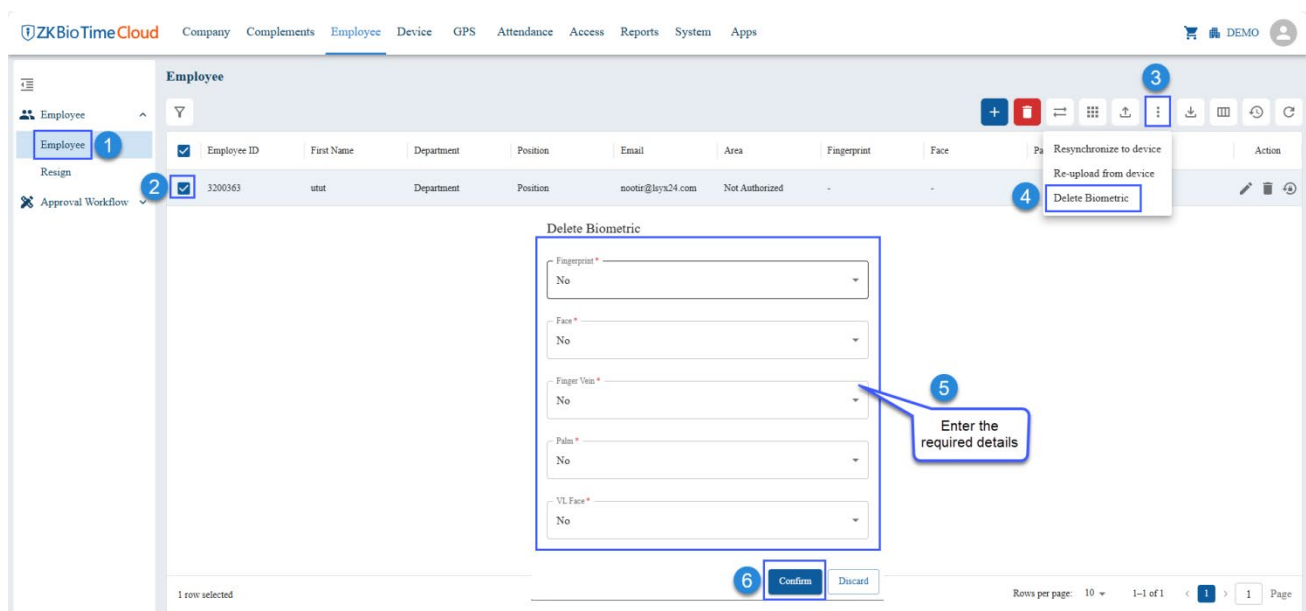
Re-upload from device



Re-upload Employee Data from Device to Software

- On the **Employee** interface, select the required Employees' data from the list to sync or merge from the Device.
- Click on  icon then, click **Re-upload from device**, to sync or merge the selected Employees' data from the Device.
- On the **Device** field, select from the drop-down list either **All**, to sync or merge the selected Employees' data from all the connected Devices, or select **Specified**, to sync or merge the selected Employees' data from the specific Devices only.
- On the **Device** field, if you select **Specific**, then on the **Serial Number** field enter the serial numbers of the Devices from which you need to sync the Employees' data to the Software.
- Click **Confirm**, to sync the selected Employees' data from the Device to the Software.

Delete Biometric

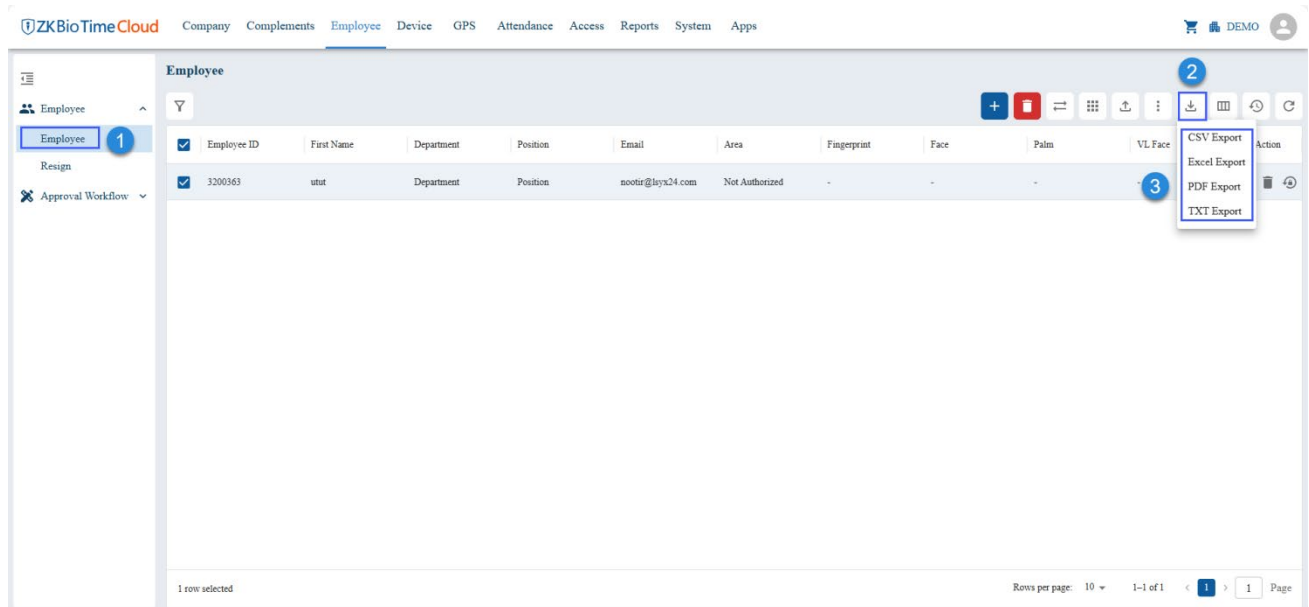


Delete Biometric Template from the Device

- On the **Employee** interface, select the required Employees from the list to delete their Biometric Impression from the Device.
- Click on  icon then, click **Delete Biometric** to delete the retained Biometric Impression of the selected Employees from the Device.
- On the **Fingerprint, Face, Finger Vein, VL Face and Palm** drop-down list boxes, select **Yes**, to delete the retained Biometric Impression or select **No**, to keep the same (it is **No** by default).
- Click **Confirm**, to remove or delete the unrequired Biometric Impressions of the selected Employees.
- Click **Confirm** to remove the selected Work Codes from the Device.

Export

Select [**Employee**] > [**Employees**] clicks on [**Export**]  icon, to enter into the export interface. An example of an export employee's list and the export options are shown below:



CSV Export

Excel Export

PDF Export

TXT Export

File Type: if you want to export the file in Excel format, select **Excel Export**.

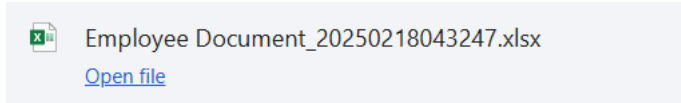
The form is titled 'Excel Export'. It contains three dropdown menus: 'Export Type' with 'Excel' selected, 'Export Scope *' with 'Current Page' selected, and 'Export Encryption *' with 'Default' selected. At the bottom, there are two buttons: 'Confirm' and 'Discard'.

Select the "**Current Page**" to export the data for the current page.

Select "**All**" to export all the data.

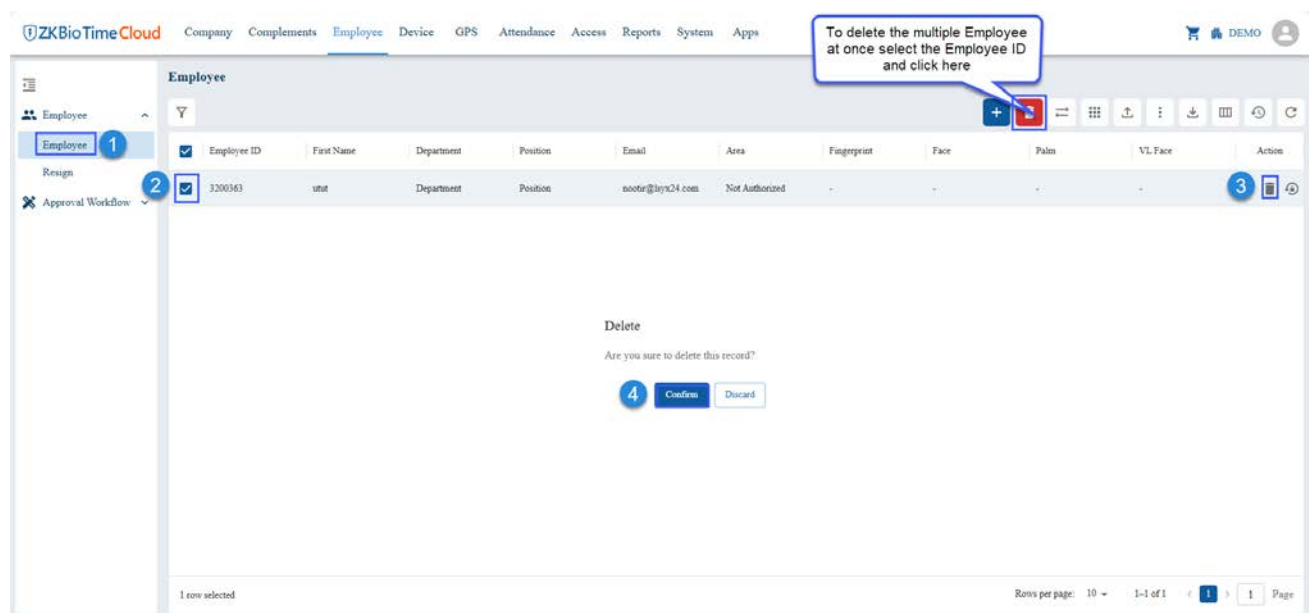
Select "**Encryption**" whether it should be default or password

Click [**Confirm**] to set the export path. Under the corresponding path, the file will be successfully exported, as shown in the figure below:



Delete

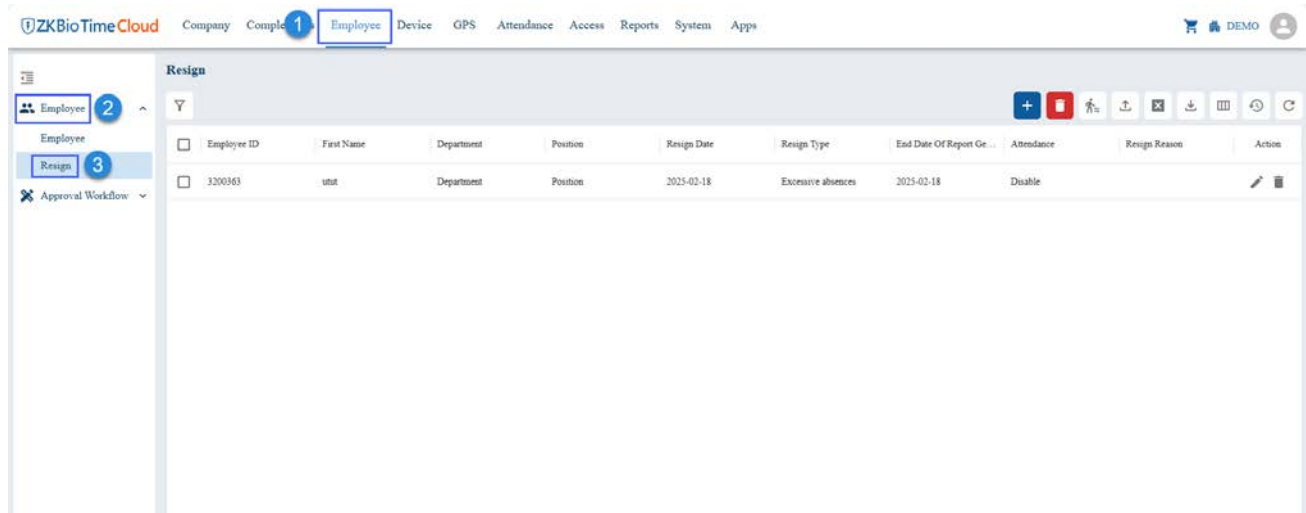
Select the corresponding Employee Id and click on  icon to delete bulk or click  icon under **Actions** to delete the individual Employee Id.



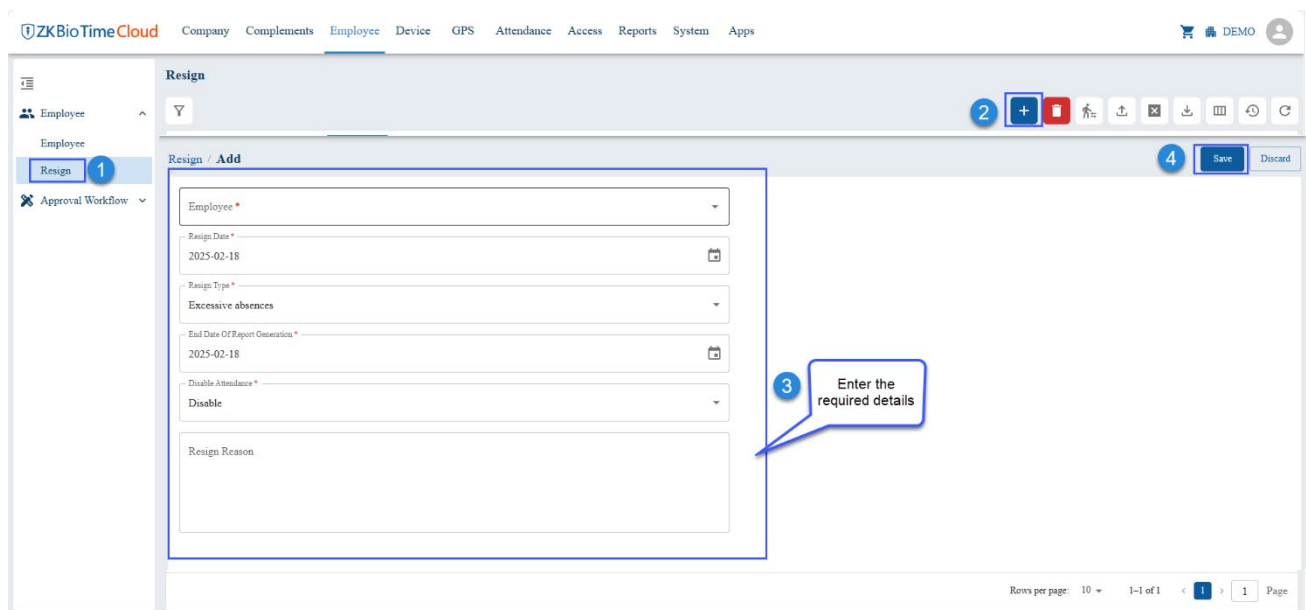
Click [**Confirm**] to delete the selected record.

7.2 Resign

This function lets you authoritatively terminate and relocate the Employees' regular or permanent position based on your organization's standards.



Add Resign

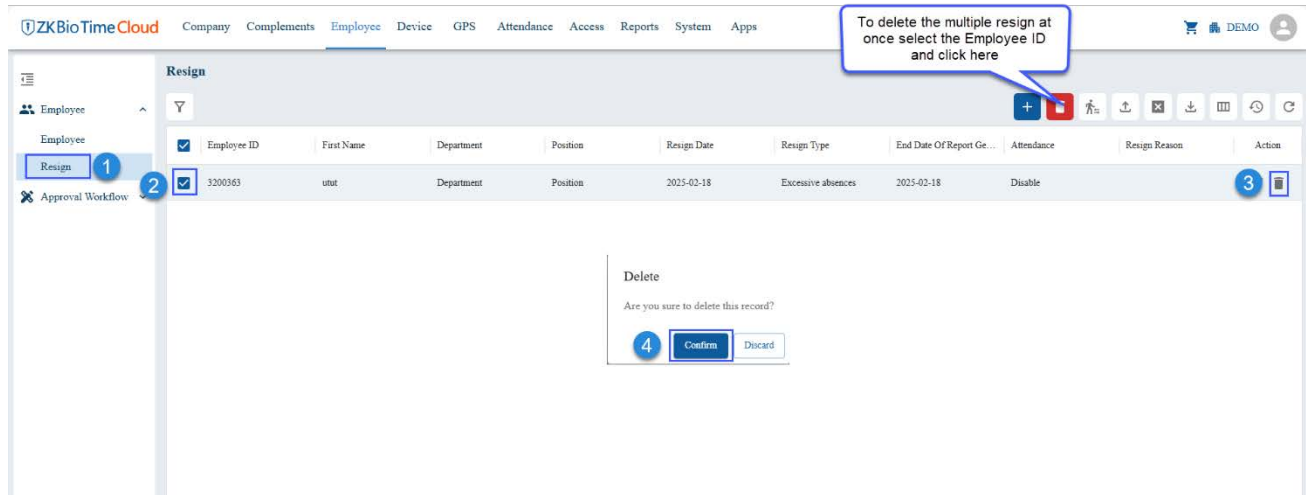


- On the **Resign** interface, click on the **+** icon to add the Employees' information for resignation.
- On the **Add** window, select the required Employees' names from the list.
- The selected Employees' names will be reflected on the drop-down list.
- Use the **Employee ID and Name** to search for the required Employees in the drop-down list.
- On the Resign Date field, select the last working date of the selected employees.
- On the Resign Type field, select the kind of resignation from the drop-down list.
- On the Disabled Attendance field select **Enable** to calculate attendance till the last working date or select **Disable** to stop the attendance calculation.

- On the **Resign Reason** field, based on the type of resignation write the reason for resigning the selected Employees.
- Click **Save**, to update the resignation details for the selected Employees.

Delete

The **delete** function lets you remove or discard the existing resignation details of the Employees from the list.



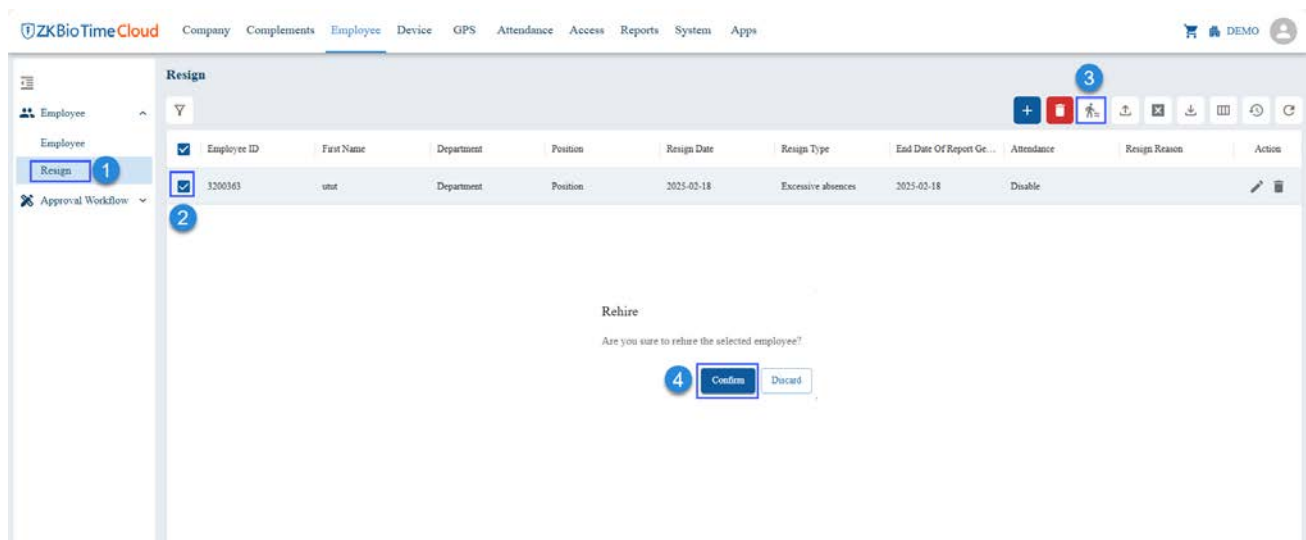
Delete the existing Department or a Sub Department

- On the **Resignation** interface, select the required Employees' resignation details from the list.
- Select the corresponding Employees' resignation details and click on  icon to delete bulk or click  icon under Actions to delete the individual Employees' resignation details.
- Click **Confirm**, to delete the selected Employees' resignation details from the list.

7.2.1 Rehire

On the **Employee** module, click **Resign** and then click **Rehire** to reinstate the terminated Employee's Account.

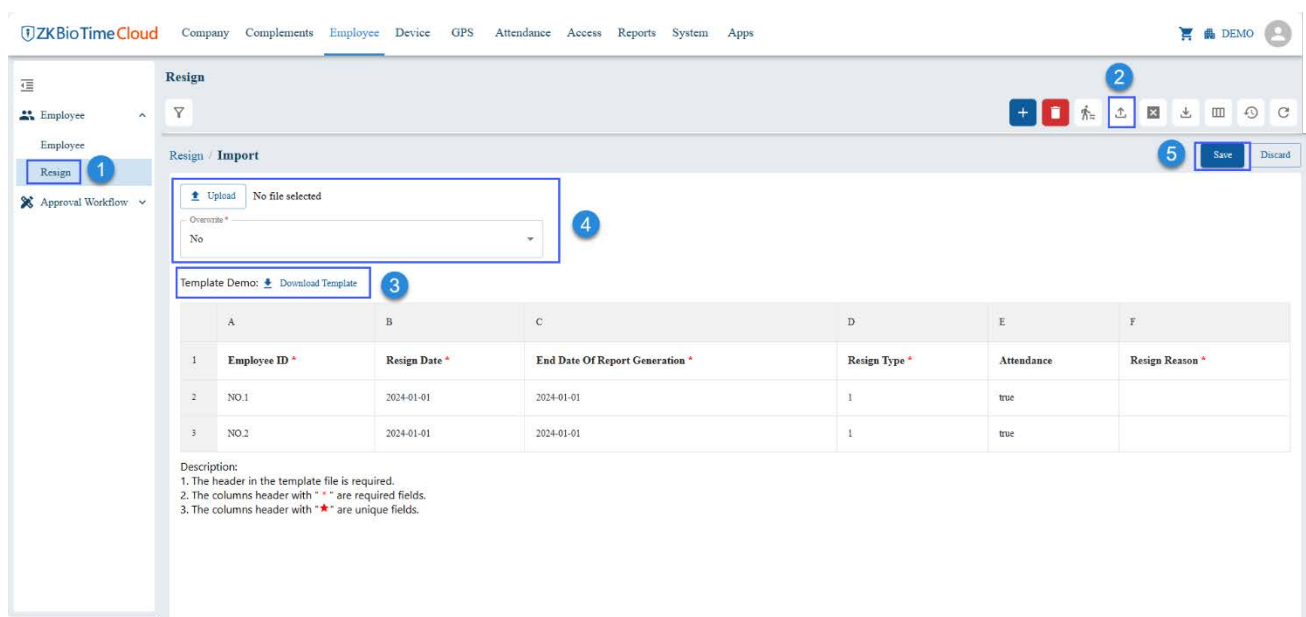
Rehire function lets you revive or restore the Employees from the resignation list.



Reinstate the Employees from the Resignation list

- On the **Resignation** interface, select the required Employees from the resignation list.
- Click on **Rehire** icon, to restore the selected Employees from the resignation list.
- Click **Confirm**, to restore the selected Employees from the resignation list.

7.2.2 Import



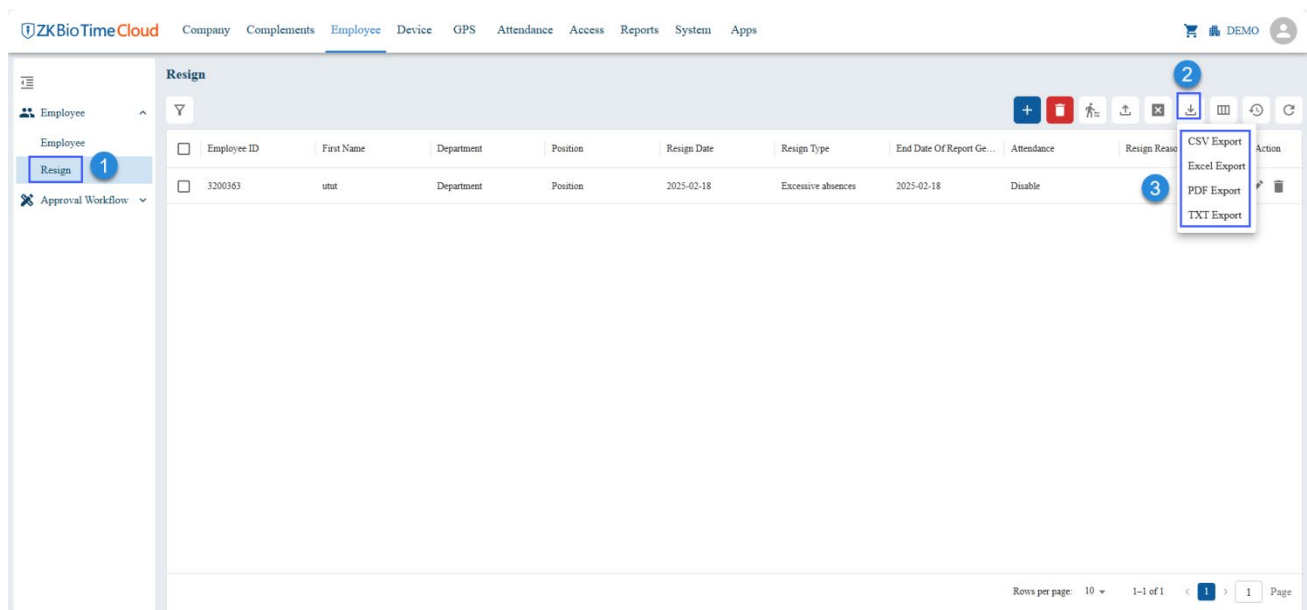
Import a new update the existing Employees' Resignation details

- On the **Resignation** interface, click on **Import icon** to import a new or update the existing Employees' resignation details.
- Click **Download Template**, to view and imply the same structure format specified on the template document.
- Please make sure that the document which is to be imported follows the guidelines specified in the description of the Import window.
- On the **Import** window, click **Choose File** to select the file from the PC to import.

- Based on the import type, there are two options available in the **Existing Data** field.
- Choose **Overwrite**, if the existing Employees' resignation details on the Software needs to be updated with the imported document.
- Choose **Ignore** if the modification is not required for the existing Employee data on the Software.
- Click **Save**, to ensure and import the saved data file to the software.

Export

Select [**Employee**] > [**Resign**] clicks on [**Export**]  icon, to enter into the export interface. An example of an export employee's list and the export options are shown below:



CSV Export

Excel Export

PDF Export

TXT Export

File Type: if you want to export the file in Excel format, select **Excel Export**.

Excel Export

Export Type
Excel

Export Scope *
Current Page

Export Encryption *
Default

Confirm Discard

Select the **"Current Page"** to export the data for the current page.

Select **"All"** to export all the data.

Select **"Encryption"** whether it should be default or password

Click **[Confirm]** to set the export path. Under the corresponding path, the file will be successfully exported, as shown in the figure below:

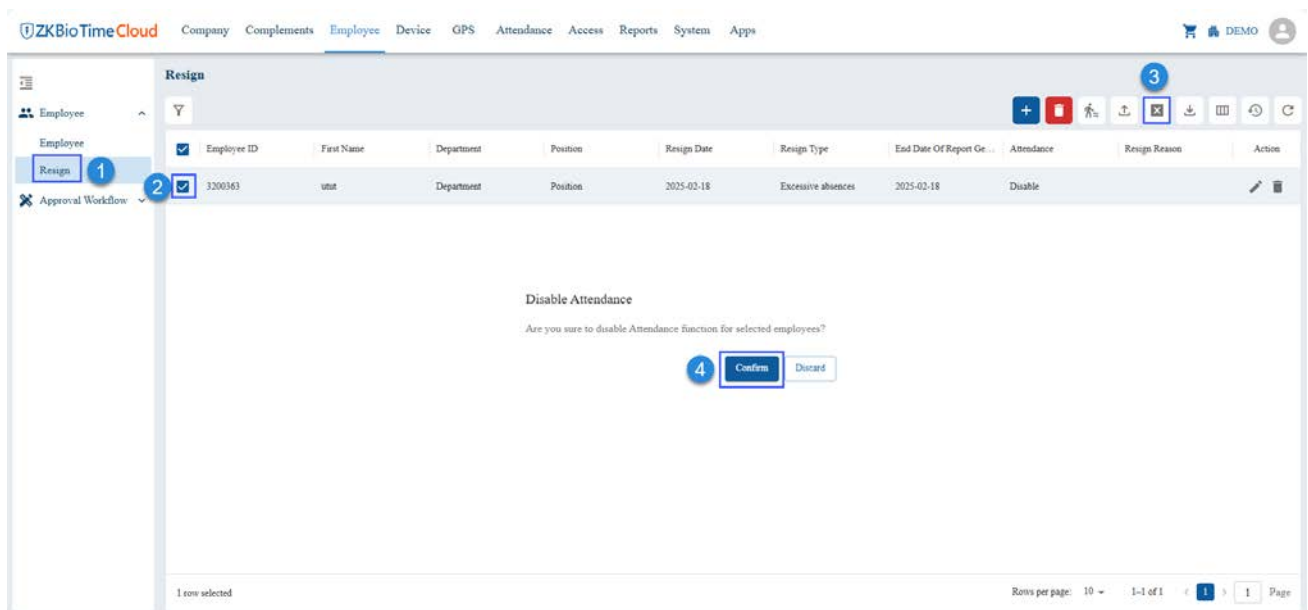
 Employee Document_20250218043247.xlsx
[Open file](#)

Disabling Employees' Attendance

On the **Employee** module, click **Resign**, and then click to Disable the Employee's Attendance.

Disable Attendance

Disable Attendance function lets you end the attendance calculation for the resigned or the transferred Employees based on your organization standards.



The screenshot displays the ZKBioTimeCloud interface. The top navigation bar includes 'Company', 'Complements', 'Employee', 'Device', 'GPS', 'Attendance', 'Access', 'Reports', 'System', and 'Apps'. The 'Employee' module is active, and the 'Resign' sub-module is selected. A table lists employee resignation details. The first row is selected, and a 'Disable Attendance' dialog box is open, asking for confirmation to disable attendance for the selected employee.

Employee ID	First Name	Department	Position	Resign Date	Resign Type	End Date Of Report Ge...	Attendance	Resign Reason	Action
3200363	utut	Department	Position	2025-02-18	Excessive absences	2025-02-18	Disable		

Disable Attendance

Are you sure to disable Attendance function for selected employees?

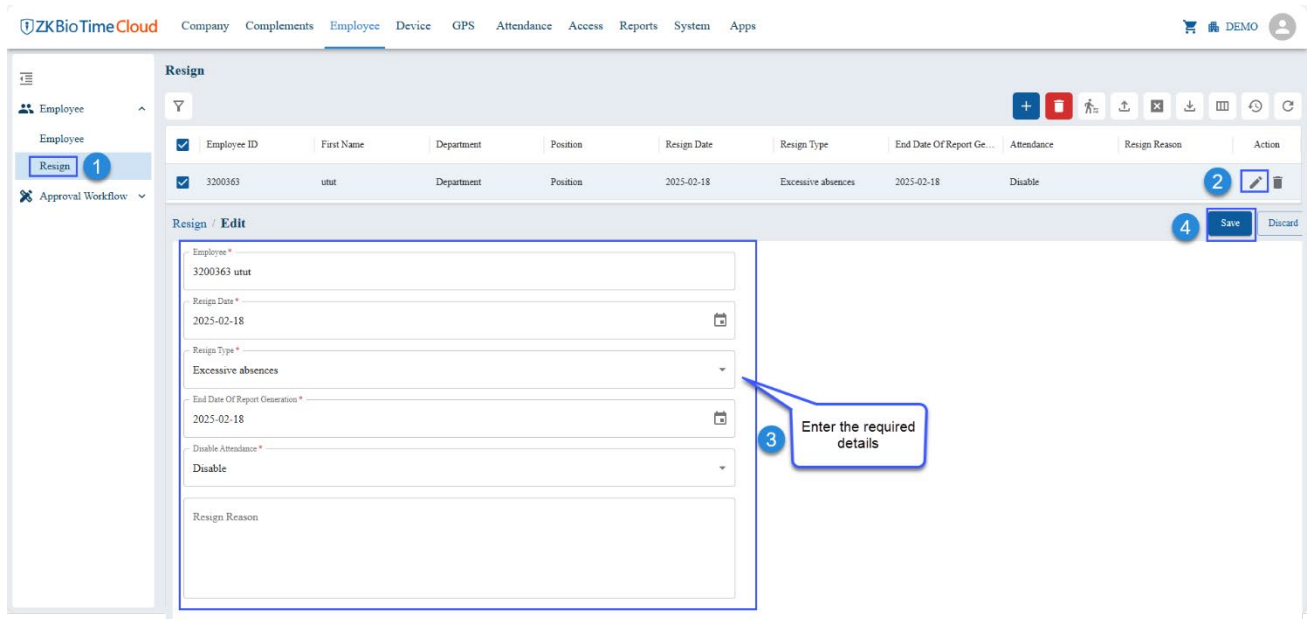
Confirm Discard

Disable attendance for the Employees

- On the **Resign** interface, select the required Employees from the resignation list.
- Click **Disable Attendance**  icon, to stop the attendance calculation of the selected Employees from the resignation list.
- Click **Confirm**, to disable or end the selected Employees' attendance calculation from the resignation list.

Edit

The edit function lets you edit the existing resignation details of the Employees from the list.



The screenshot displays the ZKBioTimeCloud interface with the 'Resign' tab selected. A table lists resignation details for an employee with ID 3200363. The 'Attendance' column shows 'Disable'. A callout box labeled '3' points to the 'Resign / Edit' form, which contains fields for Employee ID, Resign Date, Resign Type, End Date Of Report Generation, Disable Attendance, and Resign Reason. A callout box labeled '4' points to the 'Save' button.

Edit the existing Department or a Sub Department

- On the **Resign** interface, select the required Employees' resignation details from the list.
- Click **Edit**  to edit the selected Employees' resignation details.
- Click **Save**, to apply changes to the selected Employees' resignation.

7.3 Approval Workflow

Our **Approval Workflow** module eases you to manage the most complex process with a dedicated approval administration plan, so you need not invest time sticking to emails, tracking down records for auditing purposes, sharing Excel or Word documents and making phone calls.

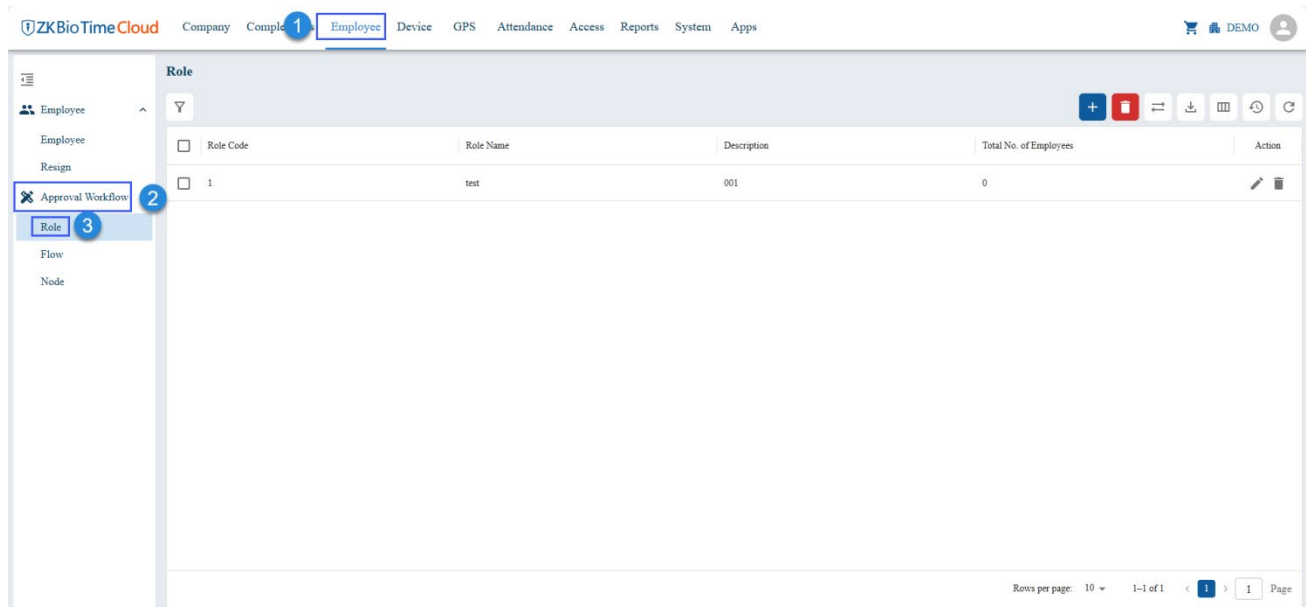
This completely evades the impossibility of tracking the progress of the request and increases the transparency in your organization.

On the **Approval Workflow** module, you can create a request and approver process flows, for Employees, Leads, and Managers to submit requests for approvals or to track the approval workflow and the progress of the approval, which eases the Auditors to get the complete records of every request.

7.3.1 Role

Our **Role** interface eases you to assign more than one employee for a single or the multiple workflows with the approval authority which equips greater flexibility and helps to reduce the number of requests left pending without approval.

On the **Employee** module, click **Approval Workflow**, and then click **Role** to go to the Role Interface



On this Interface, you can add a new or delete the existing approver Roles and even enables you to switch or move a new or assigned Employees between Roles.

Some common examples of approver Roles include “Senior Manager”, “Manager”, “Team Lead”, “HR” and more.

The following field parameters are described below:

Role Code: Displays the unique Role code number.

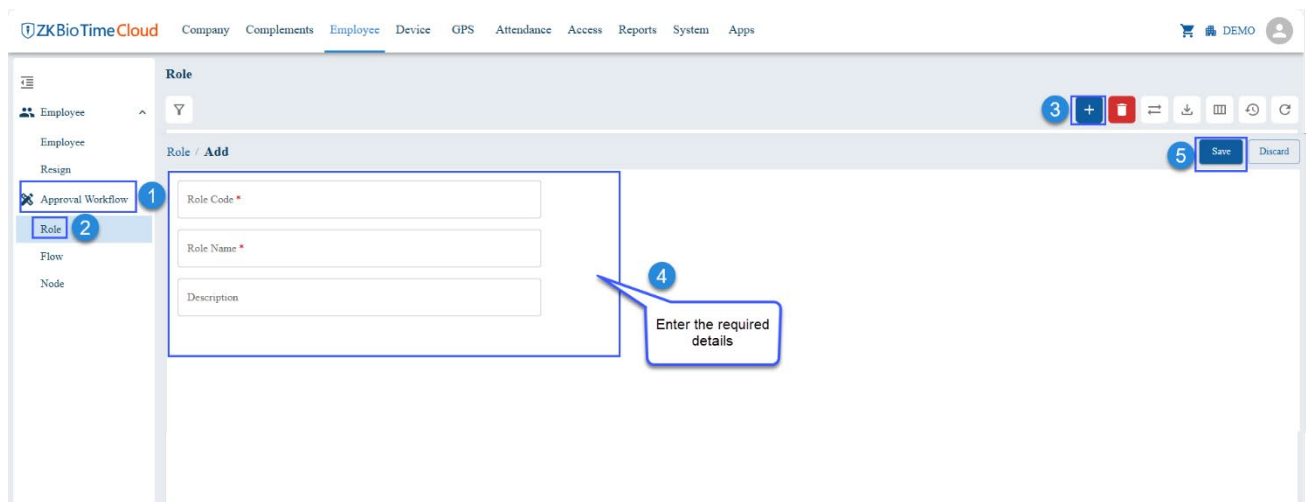
Role Name: Displays the Role name.

Description: Displays a brief explanation about the Role.

Total No. of Employees: Displays the total Employee count in a Role.

Creating the Roles [Add]

Add function lets you create an approver Role, with the description of the Role, and unique Role Code in your Organization.

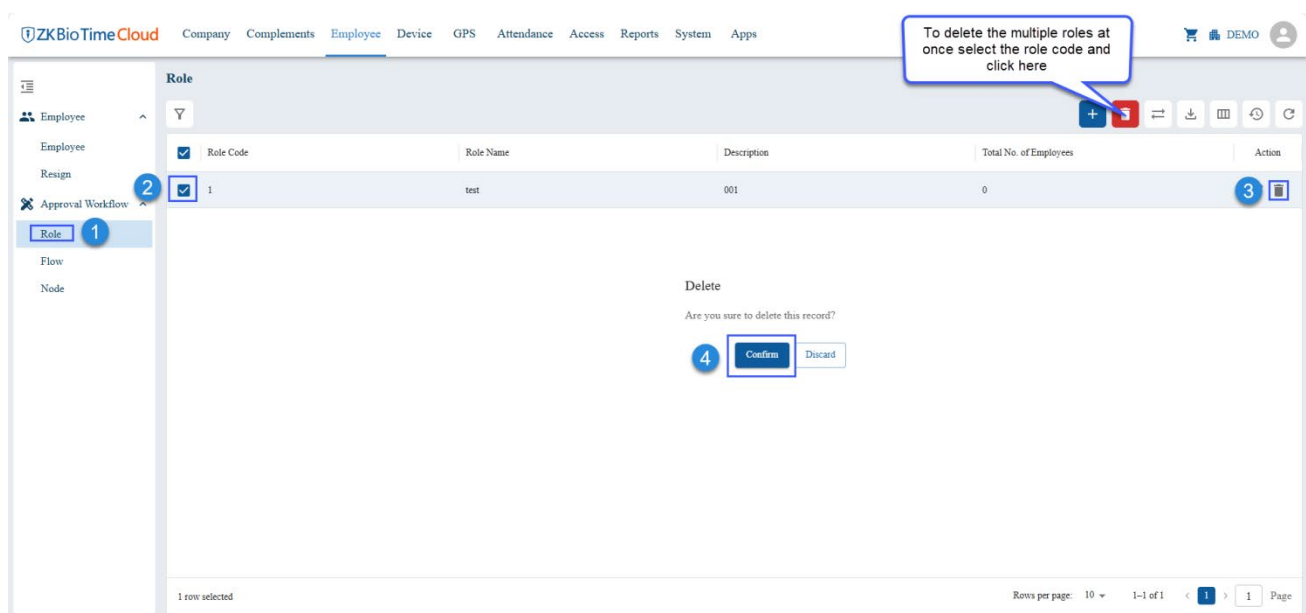


Create a new approver Role

- On the **Role** interface, click **Add**  icon to create a new Role.
- On the **Role Code** field, enter the unique Role Code for the new Role.
- On the **Role Name** field, enter the name of the new Role.
- On the **Description** field, provide the details about the new Role.
- Click **Save**, to update the newly created approver, Role.

Deleting the Roles

The **Delete** function lets you remove or discard the existing approve Role from the list.

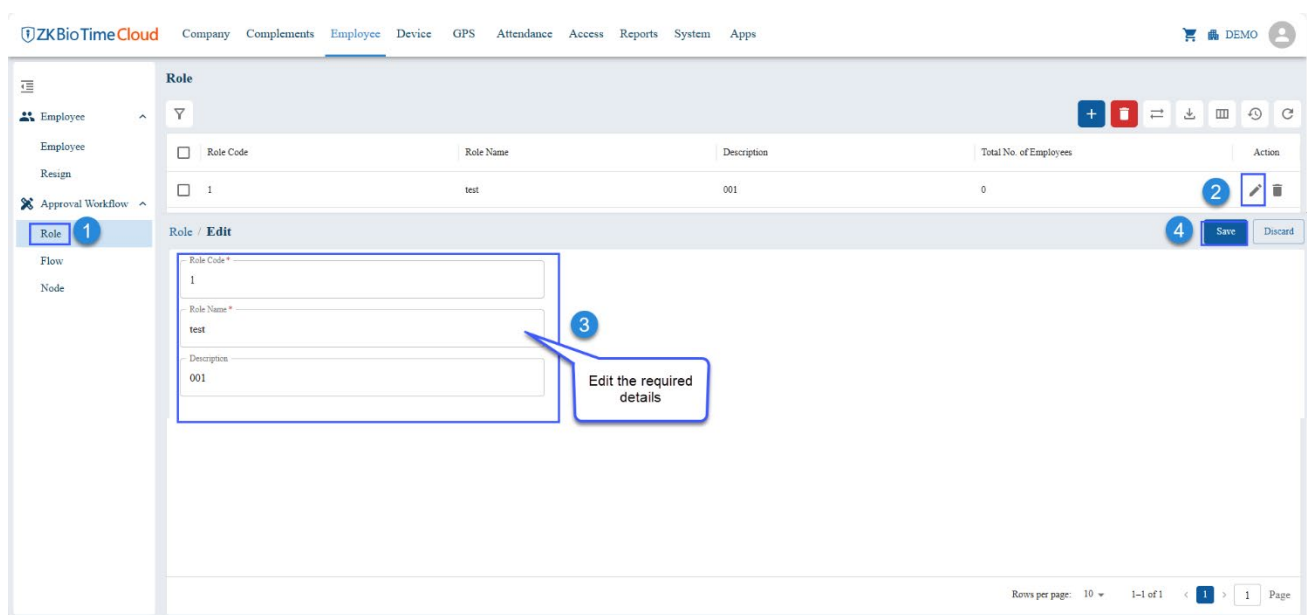


Delete the existing approver Roles

- On the **Role** interface, select the required approver Roles from the list to delete.
- Click **Delete**  to delete the selected approver, Roles.
- Select the corresponding approver Roles from the list and click on  icon to delete bulk or click  icon under Actions to delete the individual approver Roles details.
- Click **Confirm**, to delete the selected approver Roles from the list.

Edit the Roles

The **Edit** function lets you edit the existing approver Role from the list.

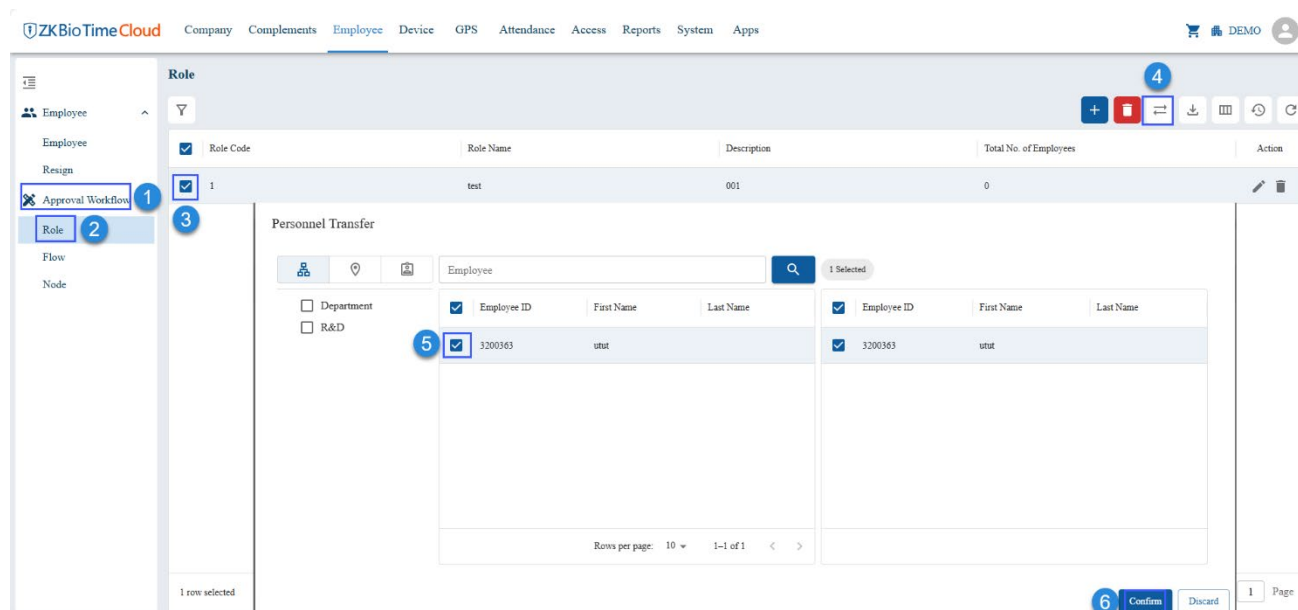


Edit the existing approver Roles

- On the **Role** interface, select the required Roles from the list to edit.
- Click **Edit** , to edit the selected approver, Roles.
- Click **Save**, to edit the selected approver Roles from the list.

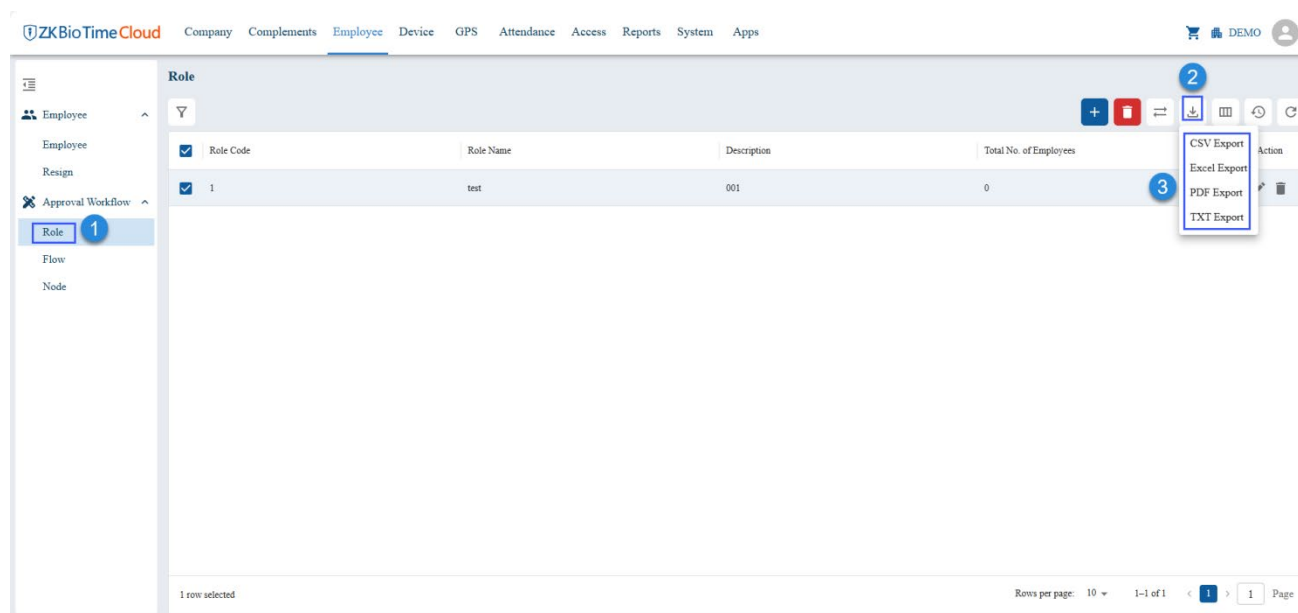
Personnel Transfer

Click on  icon to transfer personnel as per requirement. In the Personnel Transfer dialogue box select an employee which gets reflected in the right-side column. Click on **Confirm** to transfer selected personnel.



Export

Select **[Employee]** > **[Approval Workflow]** > **[Role]** click on **[Export]**  icon, to enter the export interface. An example of an export employee's list and the export options are shown below:



CSV Export

Excel Export

PDF Export

TXT Export

File Type: If you want to export the file in Excel format, select **Excel Export**.

Excel Export

Export Type
Excel

Export Scope *
Current Page

Export Encryption *
Default

Confirm Discard

Select the **"Current Page"** to export the data for the current page.

Select **"All"** to export all the data.

Select **"Encryption"** whether it should be default or password

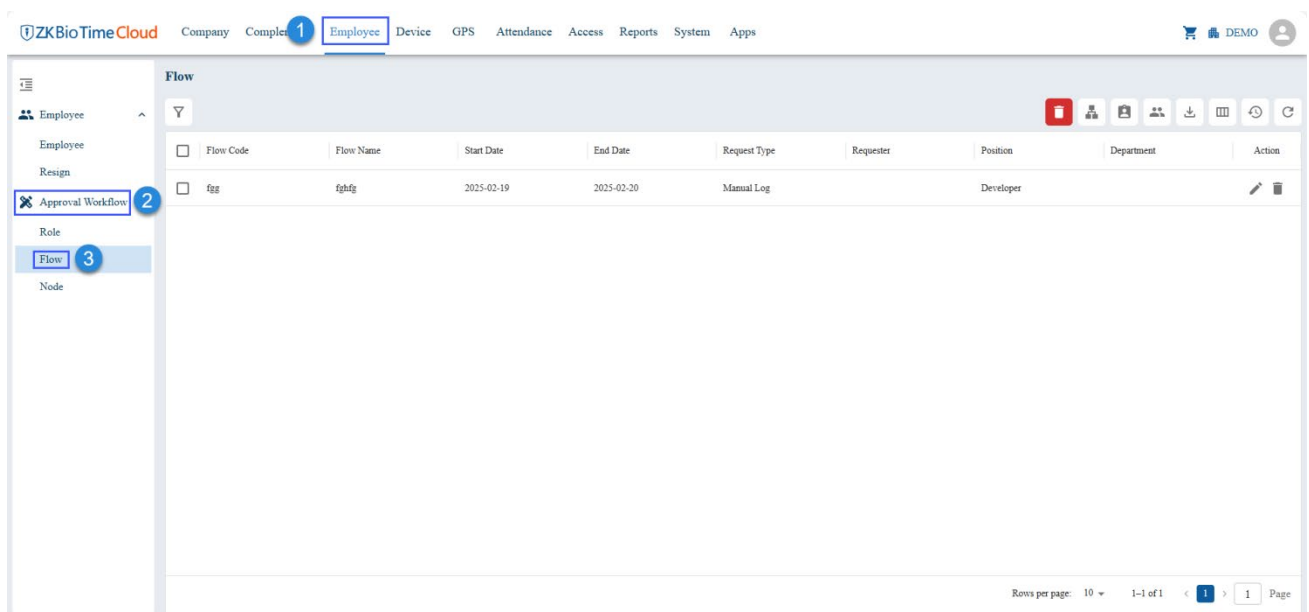
Click **[Confirm]** to set the export path. Under the corresponding path, the file will be successfully exported, as shown in the figure below:

 Employee Document_20250218043247.xlsx
[Open file](#)

7.3.2 Flow

Our **Flow** interface facilitates for you to generate an end-to-end approval process which creates an automatic routing that transfers the request from one one approver to the other does not require any manual supervision and drives down any unstructured approval progression.

On the **Employee** module, click **Approval Workflow**, and then click **Flow** to go to the Flow Interface.



On this Interface, you can add a new Flow, delete the existing Flow, create, or delete approver nodes, and assign or adjust employees for different request types.

Some common examples of approval Flow include "Compensation Leave Approval", "Medi-Claim Approval", "Holiday Approval", "Travel Approval" and more.

The following field parameters are described below:

Flow Code: Displays the unique Flow code number.

Flow Name: Displays the Flow name.

Start Date: Displays the start date of a Flow.

End Date: Displays the end date of a Flow.

Request Type: Displays the reason or the type of request of a Flow.

Requester: Displays the person requesting it.

Position: Displays the selected Employees' Position.

Department: Displays the selected Employees' Department.

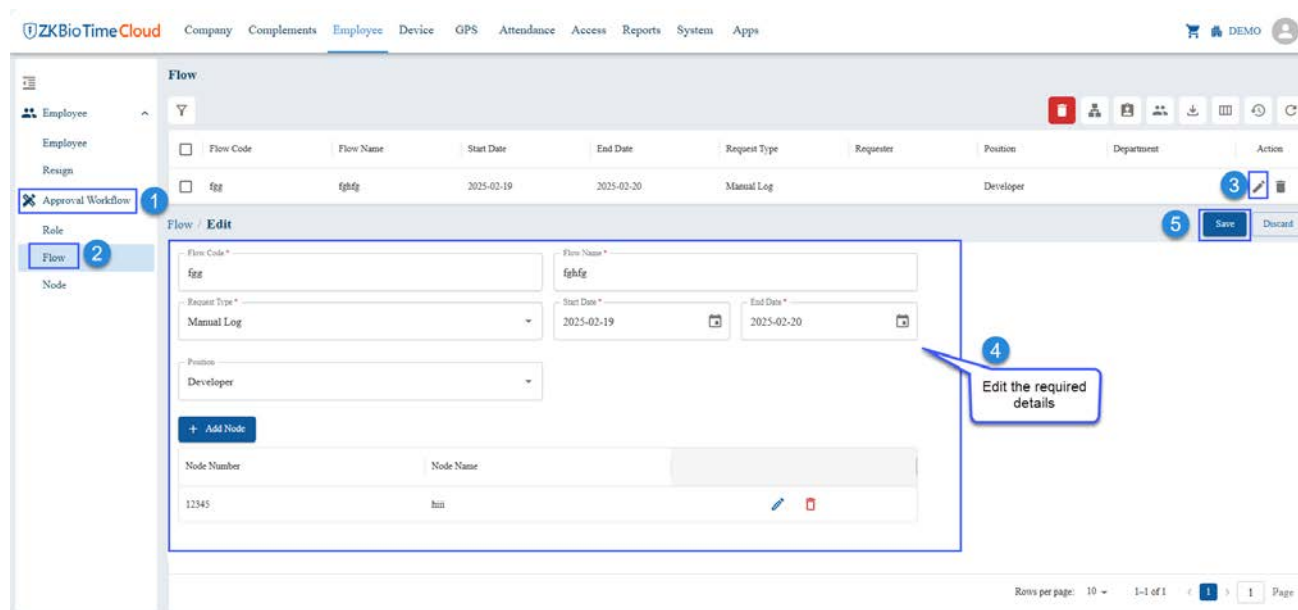
Edit the Flow

Edit function lets you edit the existing approval Flow from the list.

Edit the existing approval Node

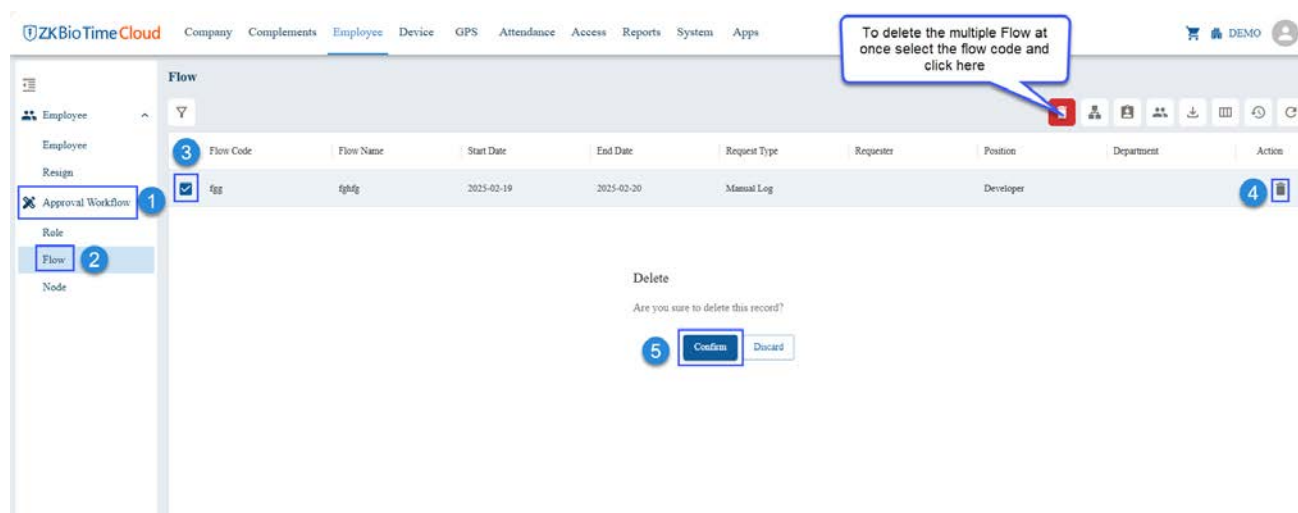
On the Flow interface, select the required approval Flows from the list.

- Click **Edit**  **icon**, to edit the selected approval Flows.
- Edit the required details and click **Save**, to apply the changes to the Flow from the list.



Deleting the Flow

The **delete** function lets you remove or discard the existing approval Flow from the list.



Delete the existing approval Node

- On the **Flow** interface, select the required approval Flows from the list.
- Select the corresponding approver flow from the list and click on  icon to delete bulk or click  icon under Actions to delete the individual approver flows details.
- Click **Confirm**, to delete the selected approval Flows from the list.

Add for Department

The **Add for Department** function lets you Add the department to the Flow.

The screenshot shows the 'Flow / Add' interface in ZKBioTimeCloud. The sidebar on the left has 'Flow' selected under the 'Employee' section. The top navigation bar includes links for Company, Complements, Employee, Device, GPS, Attendance, Access, Reports, System, and Apps. The main form area is titled 'Flow / Add' and contains the following fields:

- Flow Code *
- Flow Name *
- Request Type *
- Start Date *
- End Date *
- Department *

Below the form is a table for nodes with columns 'Node Number' and 'Node Name'. A '+ Add Node' button is located above the table. A callout box with the text 'Enter the required details' points to the form fields. The bottom right of the interface shows 'Rows per page: 10', '1-1 of 1', and a 'Page' indicator.

- On the **Flow** interface, click on the  icon to enter the Add for department interface.
- Enter the required details and click **Save**, to add the department.

Add for Position

The **Add for Position** function lets you Add the position of the employee to the Flow.

The screenshot shows the 'Flow / Add' interface in ZKBioTimeCloud for adding a position. The sidebar on the left has 'Flow' selected under the 'Employee' section. The top navigation bar includes links for Company, Complements, Employee, Device, GPS, Attendance, Access, Reports, System, and Apps. The main form area is titled 'Flow / Add' and contains the following fields:

- Flow Code *
- Flow Name *
- Request Type *
- Start Date *
- End Date *
- Position *

Below the form is a table for nodes with columns 'Node Number' and 'Node Name'. A '+ Add Node' button is located above the table. A callout box with the text 'Enter the required details' points to the form fields. The bottom right of the interface shows 'Rows per page: 10', '1-1 of 1', and a 'Page' indicator.

- On the **Flow** interface, click on the  icon to enter the Add for position interface.
- Enter the required details and click **Save**, to add the department.

Add for Employee

The **Add for Employee** function lets you Add the employee to the Flow.

- On the **Flow** interface, click on the icon to enter the Add for employee interface.
- Enter the required details and click **Save**, to add the department.

Export

Select **[Employee] > [Approval Workflow] > [Flow]** clicks on **[Export]** icon, to enter into the export interface. An example of an export flow list and the export options are shown below:

Flow Code	Flow Name	Start Date	End Date	Request Type	Requester	Position	Department	Action
fgg	fghtg	2025-02-19	2025-02-20	Manual Log		Developer		CSV Export Excel Export PDF Export TXT Export



CSV Export

Excel Export

PDF Export

TXT Export

File Type: if you want to export the file in Excel format, select **Excel Export**.



Excel Export

Export Type
Excel

Export Scope *
Current Page

Export Encryption *
Default

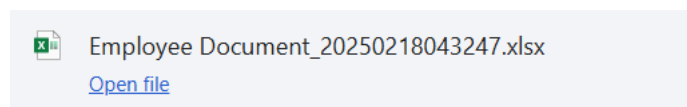
Confirm Discard

Select the **"Current Page"** to export the data for the current page.

Select **"All"** to export all the data.

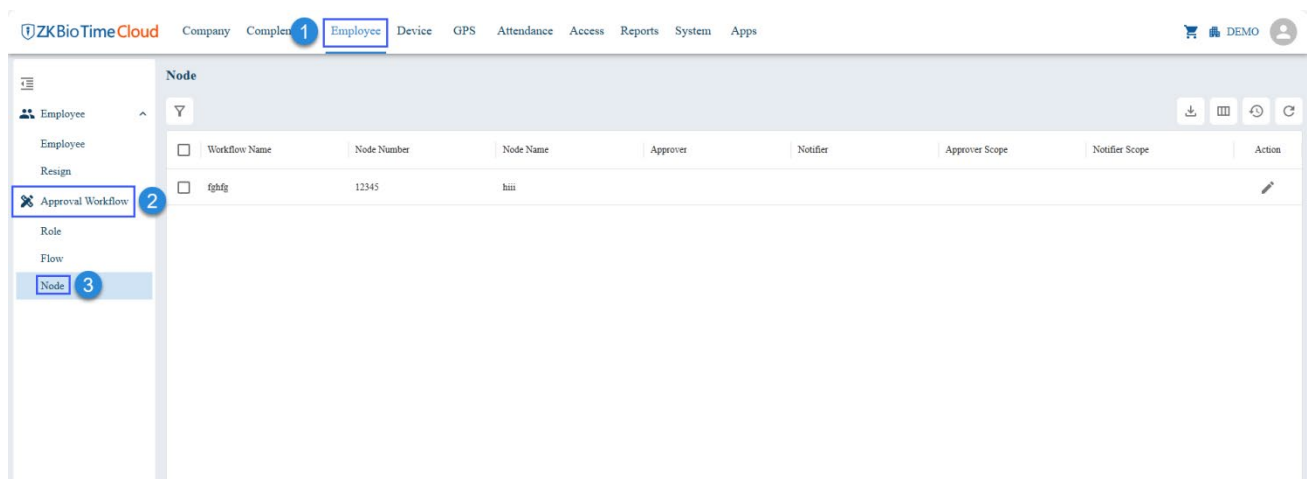
Select **"Encryption"** whether it should be default or password

Click **[Confirm]** to set the export path. Under the corresponding path, the file will be successfully exported, as shown in the figure below:



7.3.3 Node

On this Interface, you can view and modify the individual Nodes created for each flow and adjust the approvers or notifiers and the acknowledgment scopes of each Node.



The following field parameters are described below:

Workflow Name: Displays the Workflow name.

Node Number: You can keep the existing Node Name provided under Flow or modify it if necessary.

Node Name: Displays Employee name of request approval.

Approver: Displays the Employee's Position of request approval.

Approver Scope: Displays the Employees' Department scope of request approval.

Notifier: Displays the notifiers of a request process.

Notifier Scope: Displays the notifiers' scope of a request process.

Edit Node

On the **Node** interface, click **Workflow Name** on the Workflow Name column to modify the required Workflow.

Node Number: The system takes the Node Number of each Node by default and cannot be modified.

Node Name: You can either keep the existing Node Name, which was provided under Flow or can modify if required.

Approver: You can select more than one approver from the drop-down list for each Node.

Approver Scope: You select either Own Department or All from the drop-down list for the approval acknowledgment.

Notifier: You can select more than one notifier from the drop-down list for each Node.

Notifier Scope: You select either Own Department or All from the drop-down list for the notification acknowledgment.

Click **Save**, to update the modifications.

7.3.4 Approval Workflow Setup Process

1. Define Roles:

- Go to the **Role** section.
- Create and assign the following roles:

- Employee
 - Team Leader
 - HR Manager
- Make sure each role is linked to the correct users in the system.

2. Create the Approval Flow:

- Navigate to the **Flow** section.
- Click Add Flow.
- Name the flow, e.g., **Leave Request Approval**.
- Select the module it applies to (e.g., Leave Request).
- Click **Save** to create the flow structure.

3. Add and Configure Nodes (Approval Steps):

- **Node 1:** Team Leader Approval
 - Click Edit Flow, then Add Node.
 - Name: Team Leader Approval.
 - Approval Type: **Role-Based**.
 - Assign Role: **Team Leader**.
 - (Optional) Set condition: e.g., "If leave duration > 2 days".
 - Click **Save**.
- **Node 2:** HR Manager Approval
 - Add another Node.
 - Name: HR Manager Approval.
 - Approval Type: **Role-Based**.
 - Assign Role: **HR Manager**.
 - Set condition if needed (or leave it always required).
 - Click **Save**.

4. Final Process Flow:

The approval now follows this sequence:

- **Employee** submits request →
- Team Leader reviews →
- **HR Manager** gives final approval.

Export

Organization can Export the list of departments in the company to their device. Click on  icon, select the file format to be exported and then customize the export report file. Click on **Confirm** to Export the file and check in downloads.

ZKBioTimeCloud Company Complements Employee Device GPS Attendance Access Reports System Apps SANTEST

Node

Employee
Employee
Resign
Approval Workflow
Role
Flow
Node

☐	Workflow Name	Node Number	Node Name	Approver	Notifier	Approver Scope	Notifier Scope	Export
☐	EmpSCH	EmpSCH	EmpSCH	Approver 23	101 TestingManual L			
☐	535 Schedule	sl						
☐	schedulemk	SI						
☐	manual Log 535	TIT						
☐	Leave MK	AI						
☐	overtimemamata	bl						
☐	RULE	II						
☐	Test	nII						
☐	Manual Log	M!						

Excel Export

Export Type
Excel

Export Scope *
Current Page

Export Encryption *
Default

CSV Export
Excel Export
PDF Export
TXT Export

Confirm Discard

8. Device

8.1 Device

Our **Device** simplifies you to mount and manage the Biometric Devices in your Organization, providing the necessary configurations to track and maintain employee time and attendance data.

On the **Device**, you can set instructions to the Devices, and add, remove, or modify Devices and its locations.

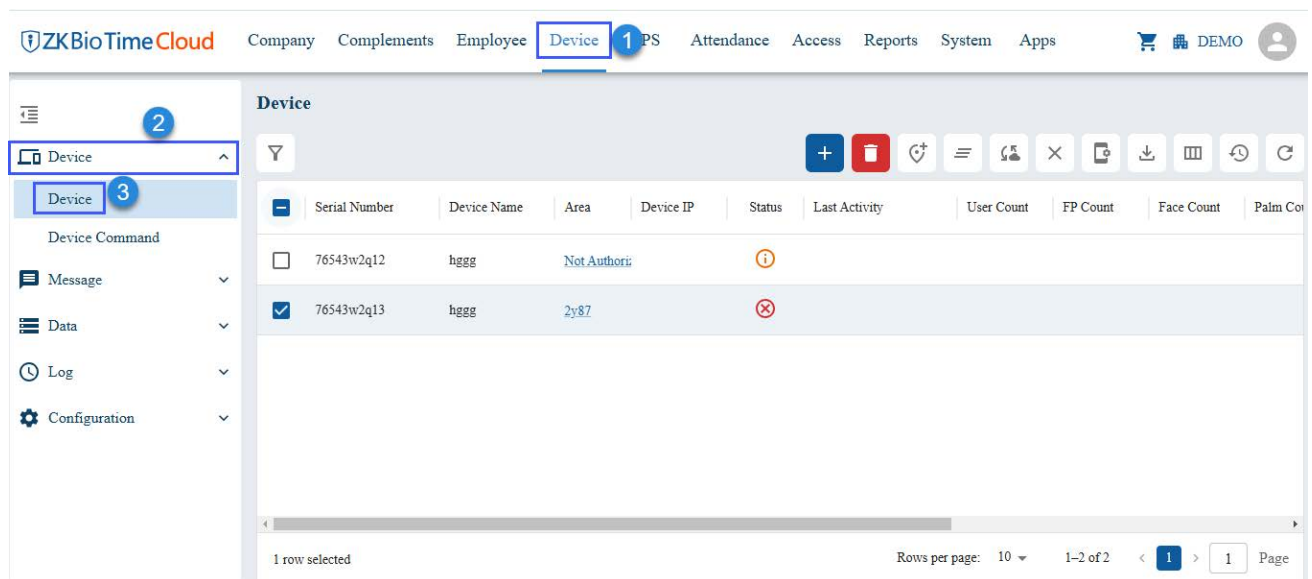
On the **Device** module, click **Device** to go to the Device module.

8.1.1 Device

Our **Device** interface allows you to set up and administrate the Biometric Devices and their locations of your organization.

On the **Device** module, click **Device**, and then click **Device** to go to the Device Interface.

On this Interface, you can add a new device, modify, or delete the existing devices, manage the existing Device locations, Transfer data and more.



The following field parameters are described below:

Serial Number: Displays the unique Serial Number of the Device. By default, the company name will get. It displayed as default when there is no Company added.

Device Name: Displays the Device Name.

Area: Displays the Device's Area Name.

Area Code: Displays the Device's Area Code.

Device IP: Displays the Device IP address.

Real IP: Displays the Real IP address.

Product Type: Displays the product type.

Device Model: Displays the Device Model.

Time Zone: Displays Time Zone.

Firmware Version: Displays Firmware or Device Version.

Push Version: Displays Push Version.

Status: Displays the Device (Active or Inactive) Status.

Last Activity: Displays the Device's last activity date.

User Count: Displays the User count registered in the Device.

Card Count: Displays Card Count.

User Photo Count: Displays User Photo Count.

Att Photo Count: Displays Attendance Photo Count.

Fingerprint Count: Displays the registered Fingerprint count stored in the Device.

Face Count: Displays the registered Face count stored in the Device.

Palm Count: Displays the registered Palm count stored in the Device.

Transaction Count: Displays the total transaction count of the Device.

Last Sync: Displays Last Sync time and date.

Command: Displays the total Device command count stored in the Device.

Enable Access Control: Displays the state of Access Control (Enabled/Not Enabled).

Company Name: Displays the Device's company name.

Add Device

In the **Add Device** feature, there are two ways to add a device.

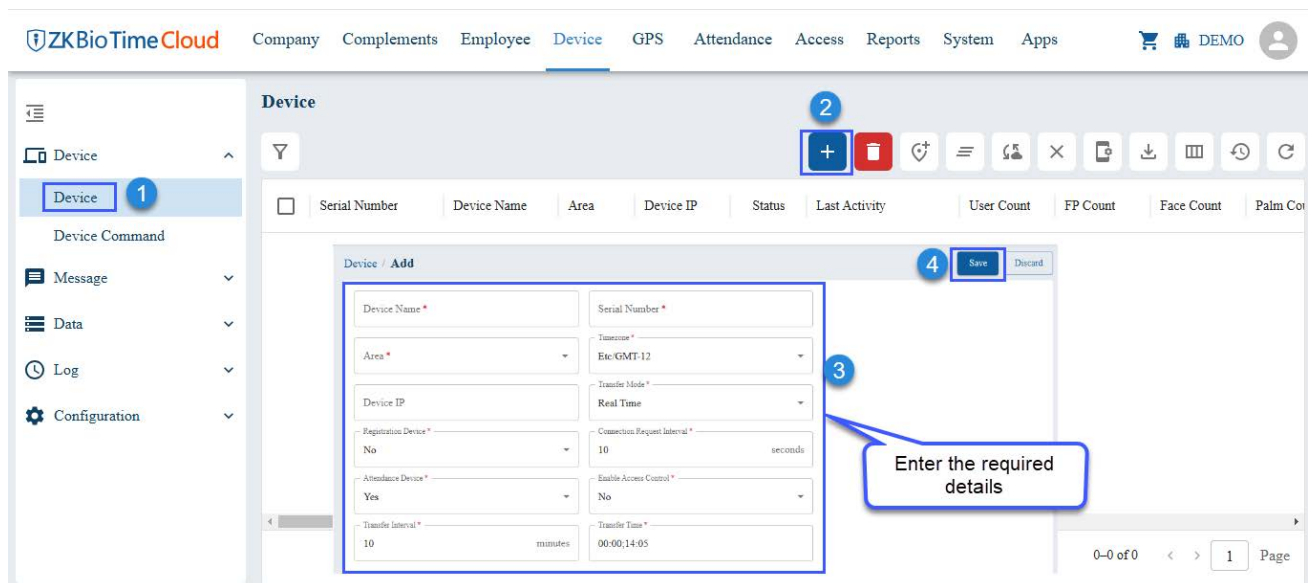
1. Manually add the device(click add and then input the device series number to add the device). Refer to [ADD Device](#).

2. **Auto Add Device:** Simply enter the employee's domain name into the device, and it will be automatically added to the software.

On the **Device** module, click **Device Management**, and then click **Device**, enter into the device interface.

Add the Device manually

On the **Device** interface, click on **Add**  icon to add the newly mounted device to the software.



The following field parameters are described below:

Device Name: Enter the unique Device Name.

Serial Number: Enter the Device Serial Number.

Device IP: Enter the Device IP specified in the Device, under **Network Settings**.

Area: Select the mounted Area name of the Device from the drop-down list.

Time zone: Select the common standard of the specified Area from the drop-down list.

Registration Device: Select from the drop-down list whether the Device is for User Registration or not.

Attendance Device: Select from the drop-down list whether the Device is for tracking Attendance or not.

Connection Request Interval: Enter the time-interval for the Device's pulse oscillation.

Transfer mode: Select from the drop-down list whether to transfer the Device data in real-time or to be sent at the predefined time.

Enable Access Control: Select an option Yes or No to control the device.

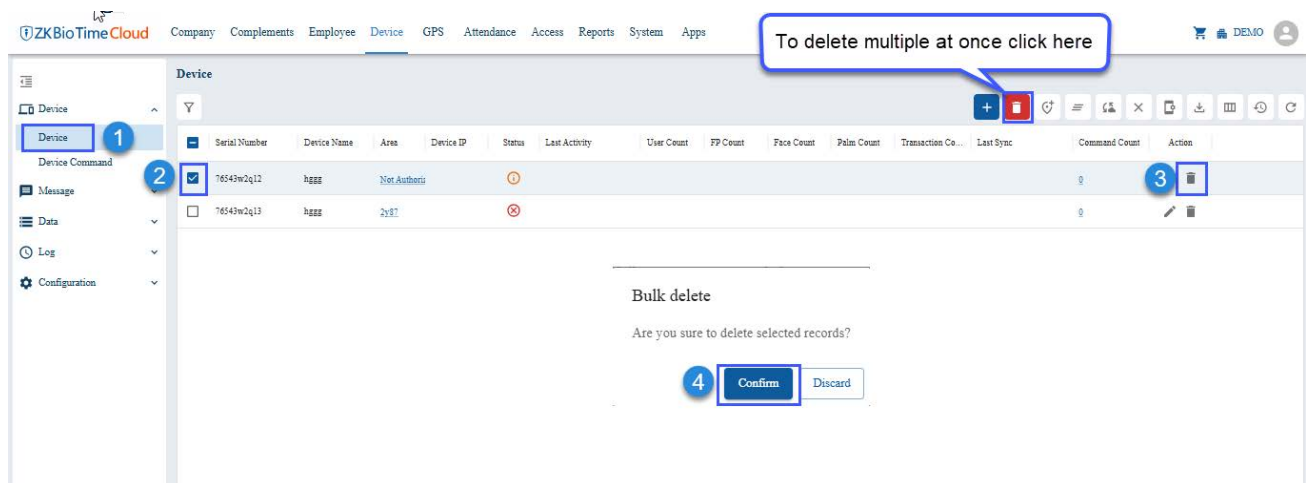
Transfer Interval: Add the device transfer intervals.

Transfer Time: Set the device transfer time.

Click **[Save]** to save the newly mounted Device to the software.

Delete the Device

Delete function lets you remove or discard the existing Devices from the software.

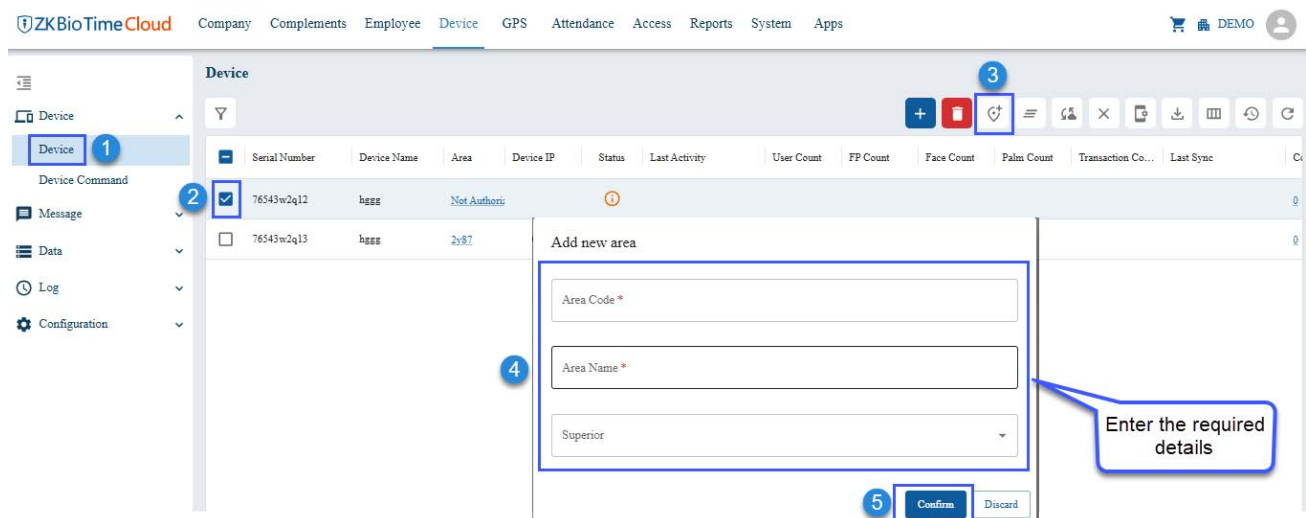


Delete the existing Devices

- On the **Device** interface, select the required Devices to be removed from the list.
- Click on **Delete** icon, to remove the selected Devices.
- Click **Confirm**, to remove the selected Devices from the list.

Add New Area

The New Area function lets you create a new name for an Area or a Sub area with a unique Area Code.

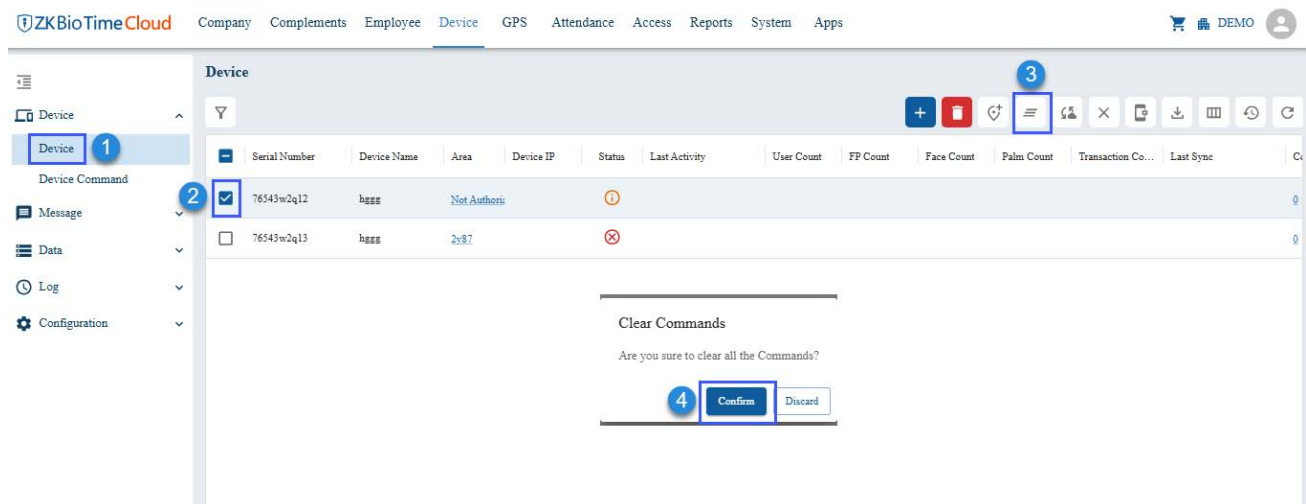


Create a New Area

- On the **Device** interface, click on **Add New Area**  icon to create a new Area or a Sub-area name.
- Enter a unique **Area Code** (by default it takes the next Code number from the **Area** interface) and the required **Area Name**.
- On the **Parent** field, select the required Area name from the list to define as the Parent area, if creating a new name for a Sub area.
- After entering the details, click **Confirm** to save and update the newly created Area or the Sub area name.

Clear All Command

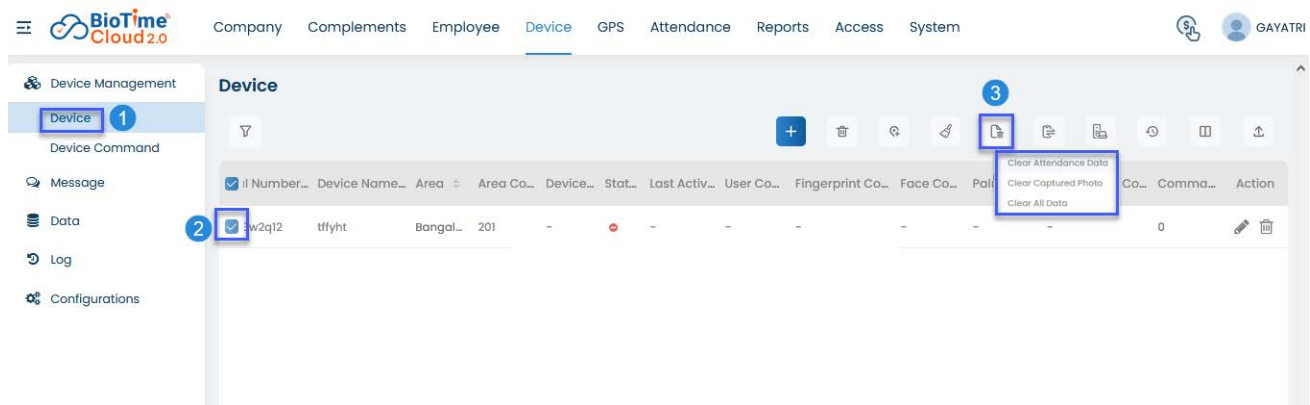
Clear All the Command function lets you clear all the commands or instructions from the Device.



- On the **Device** interface, select the required Devices from the list to clear all the commands.
- Click on **Clear all the Commands**  icon, to clear all commands from the selected Devices.
- Click **Confirm**, to clear all the commands of the selected Devices.

Clear Data

Clear Data clears away or erases the stored data from the Devices.

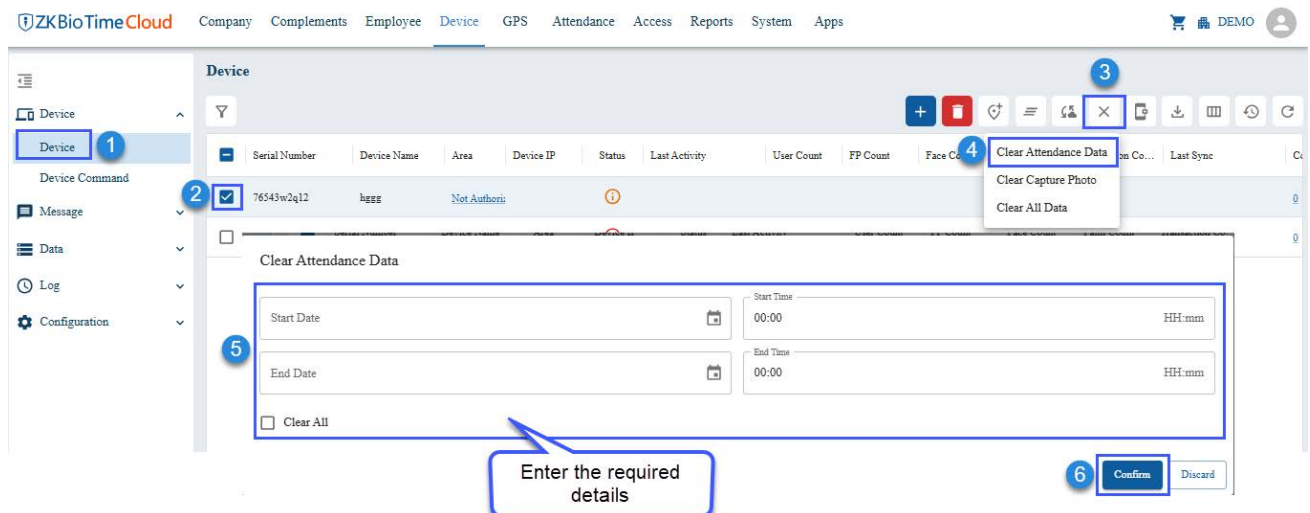


Functions available under Clear Data

- Clear Attendance Data
- Clear Captured Photo
- Clear All Data

Clear Attendance Data

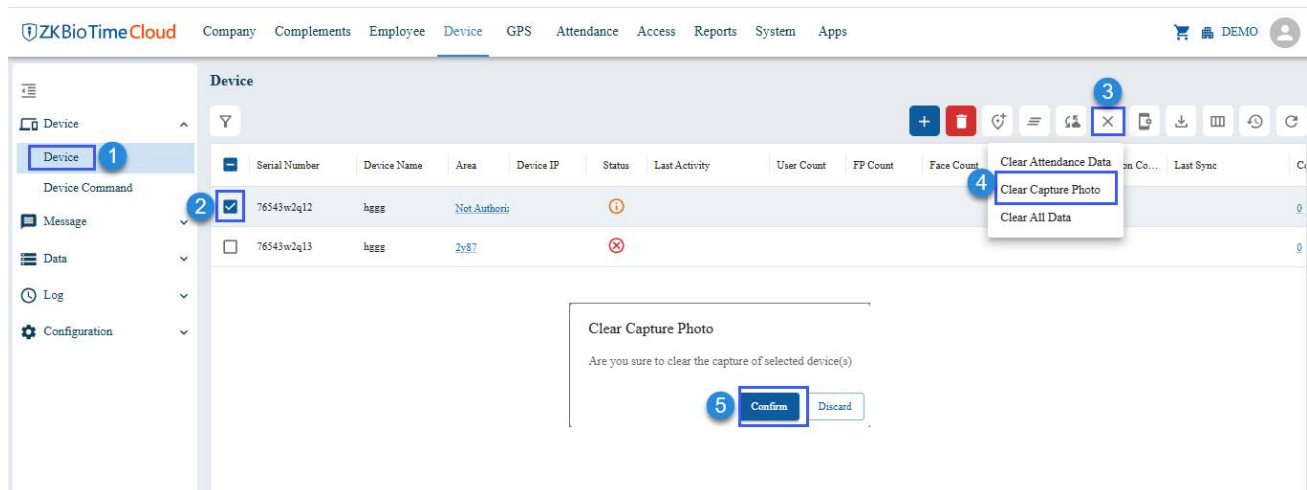
This function lets you clear or erase the stored Attendance information from the Device. Clear or erase the stored Attendance data



- On the **Device** interface, select the required Devices from the list to clear or erase the attendance data from the Devices.
- Click on **Clear Data** × icon, from the dropdown list click **Clear Attendance Data** to clear or erase the attendance data from the selected Devices.
- Select the desired period and click **Confirm**, to clear or erase the attendance data from the selected Devices.

Clear Captured Photo

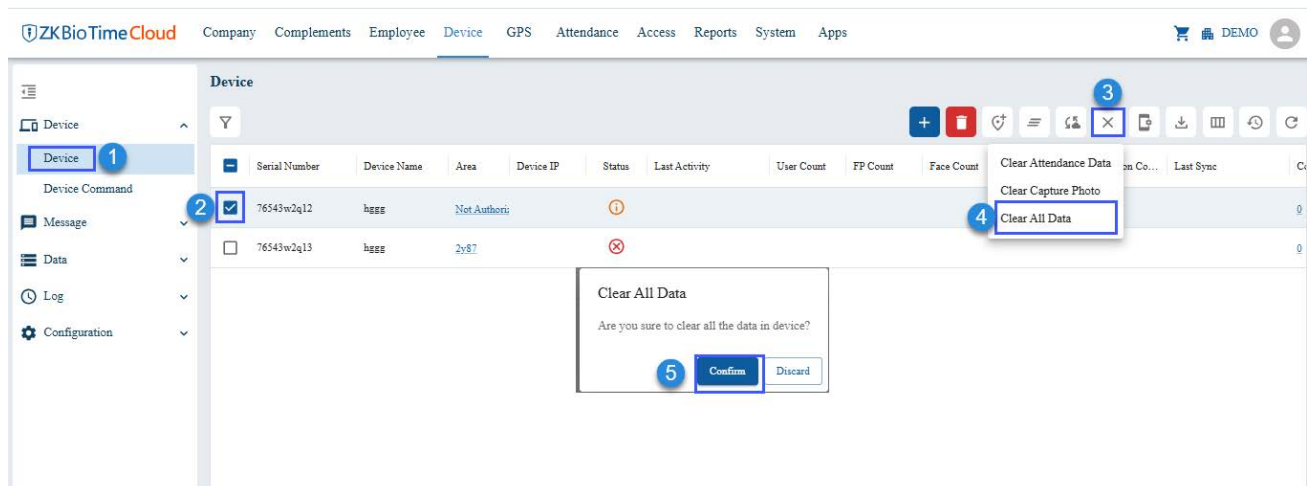
This function lets you clear or erase the Employees captured attendance Photo from the Device. Cleared or erased the captured attendance photo.



- On the **Device** interface, select the required Devices from the list to clear or erase the Employees captured attendance Photo from the Devices.
- Click on **Clear Data** × icon, from the dropdown list, click **Clear Captured Photo** to clear or erase the Employees captured attendance Photo from the selected Devices.
- Click **Confirm**, to clear or erase the Employees captured attendance Photo from the selected Devices.

Clear All Data

This function lets you either clear or erase all the stored data from the Device. Clear or erase all the stored data.



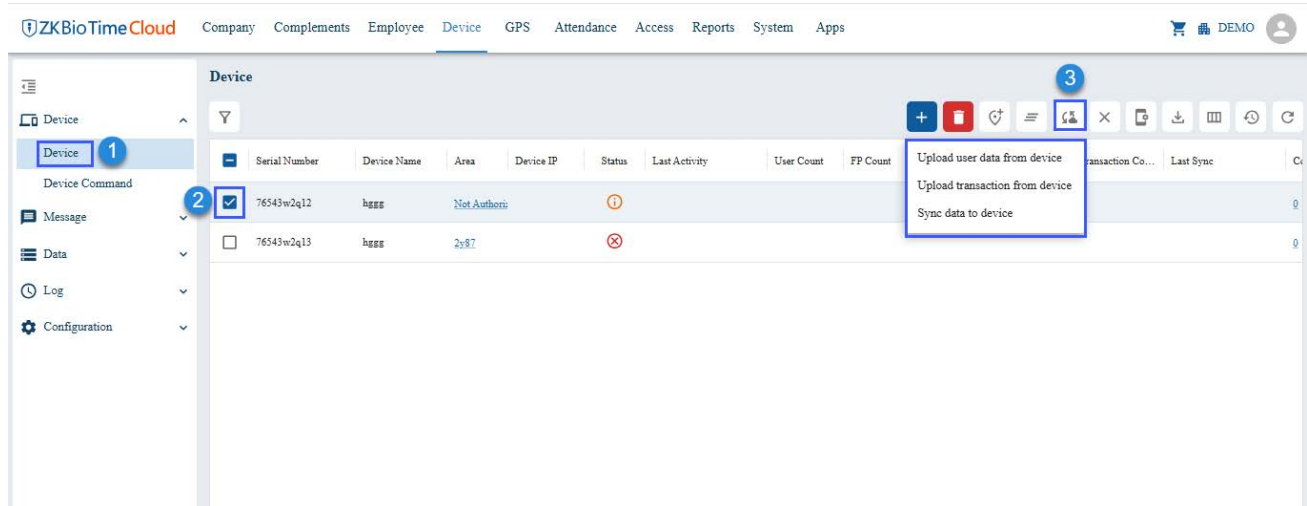
- On the **Device** interface, select the required Devices from the list to clear or erase all the stored data from the Devices.
- On the **Clear Data** × icon, from the dropdown list click **Clear All Data** to clear or erase all the stored data from the selected Devices.

- Click **Confirm**, to clear or erase all the stored data from the selected Devices.

Syncing data with device

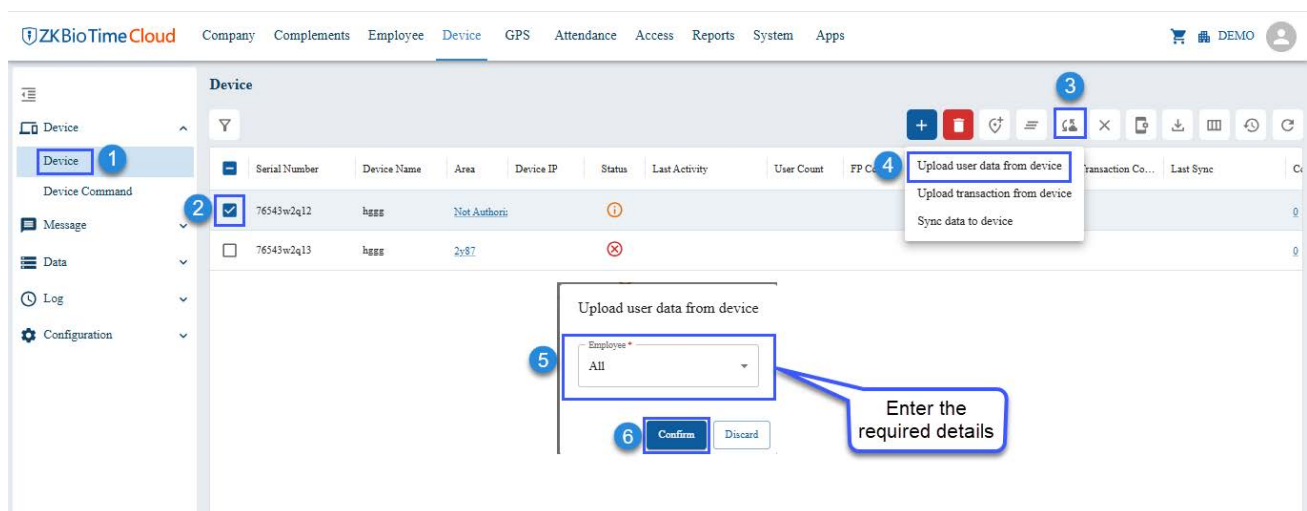
Data Transfer lets you send the stored data from the Device to the Software. Functions available under Data Transfer.

- Upload User Data from Device
- Upload Transaction from Device
- Sync Data to Device



Upload User Data from Device

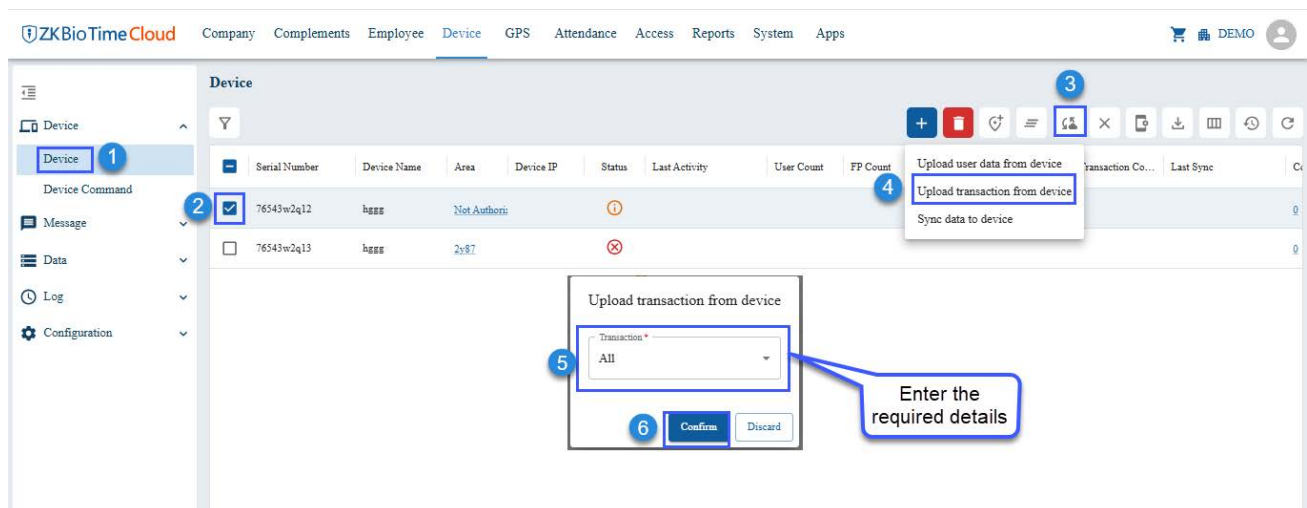
This function lets you upload the User's or the Employee's data from the Device to the Software. Upload the User data from the Device to the Software.



- On the **Device** interface, select the required Devices from the list to upload the Users or the Employees' data to the software.
- Click on **Data Transfer**  icon, from the dropdown list, click **Upload User Data from Device** to upload the Users or the Employees' data from the selected Devices to the software.
- On the **Upload User Data from Device** window, select from the drop-down list either **All** to upload all the Users or the Employees data or select **Specified** to upload only the specific Users' or the Employees' data.
- If you select **Specified**, on the Employee ID, enter the unique Identity number of the Users or the Employees whose data needs to be uploaded from the selected Devices to the software.
- Click **Confirm**, to upload the Users' or the Employees' data from the selected Devices to the software.

Upload Transaction from Device

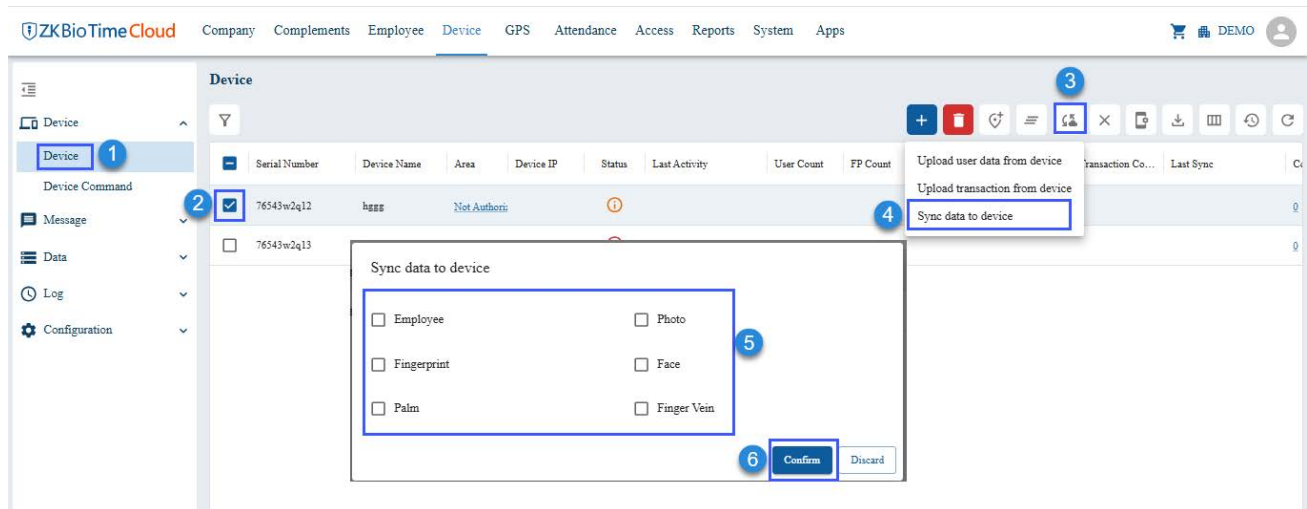
This function lets you upload the Device transactions to the software. Upload the Device transactions to the software.



- On the **Device** interface, select the required Devices from the list to upload the transactions to the software.
- Click on **Data Transfer**  icon, from the dropdown list click **Upload Transactions from Device** to upload the transactions from the selected Devices to the software.
- On the **Upload Transactions from Device** window, select from the drop-down list either to upload all the transactions or select **Specified** to upload only the specific transactions from the selected Devices to the software.
- If you select **Specified**, on the Start Time and the End Time fields select the required time to upload the specific Device transactions to the software.
- Click **Confirm**, to upload the selected Devices' transactions to the software.

Sync Data to Device

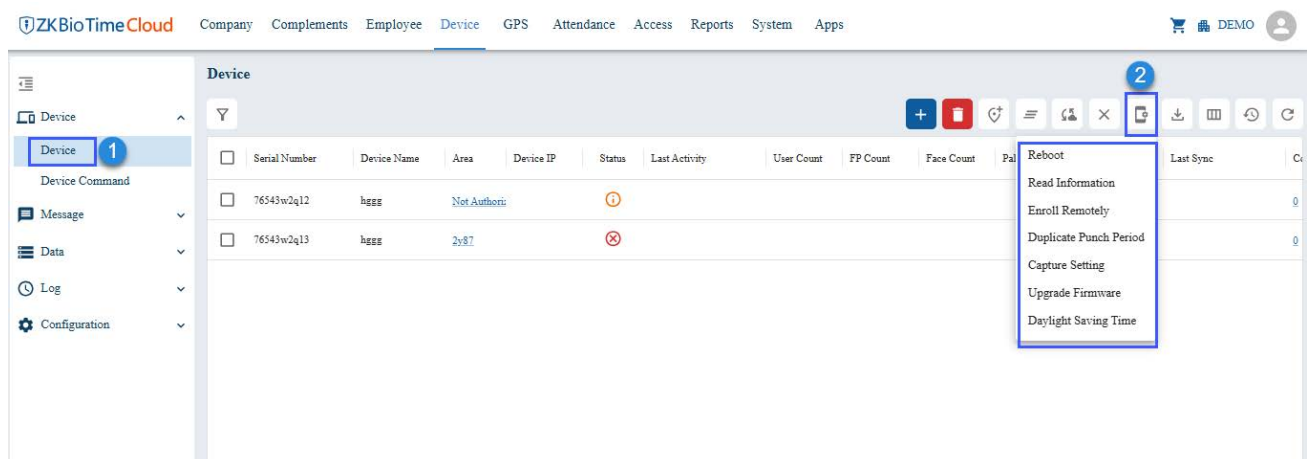
This function lets you synchronize or update the data from the software to the Device. Sync Data to the Device



- On the **Device** interface, select the required Devices from the list to sync the Employee Data from the software.
- Click on **Data Transfer** icon, from the dropdown list click **Sync Data to Device** to sync or update the Employee data from the software to the selected Devices.
- On the **Sync Data to Device** window, select the required data, by switching the toggle button to either **Yes** or **No** for the data options (Employee, Photo, Fingerprint, Face, Palm, and Finger Vein).
- Click **Confirm**, to sync or update the selected data from the software to the selected Devices.

Device Operations

Device Menu allows you to perform other specific Device functions via software.

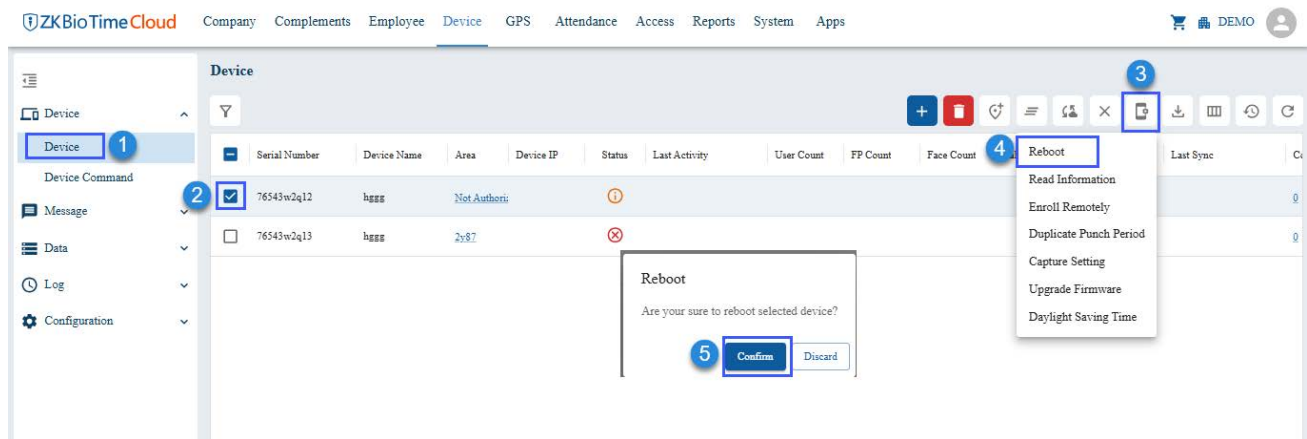


Functions available under Device Menu

- Reboot
- Read Information
- Enroll Remotely
- Duplicate Punch Period
- Capture Setting
- Upgrade Firmware
- Day Light Saving Time

Reboot

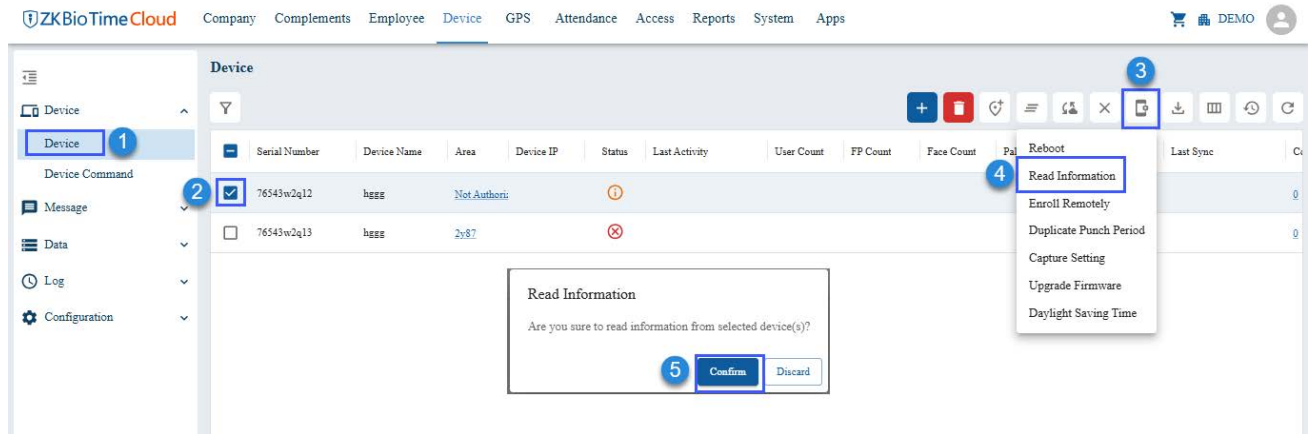
This function lets you restart or reset the Device. Reboot the Device



- On the **Device** interface, select the required Devices from the list to restart or reboot.
- Click on **Device Menu**  **icon from the dropdown list**, click **Reboot** to restart or reboot the selected Devices.
- Click **Confirm**, to restart or reboot the selected Devices.

Read Information

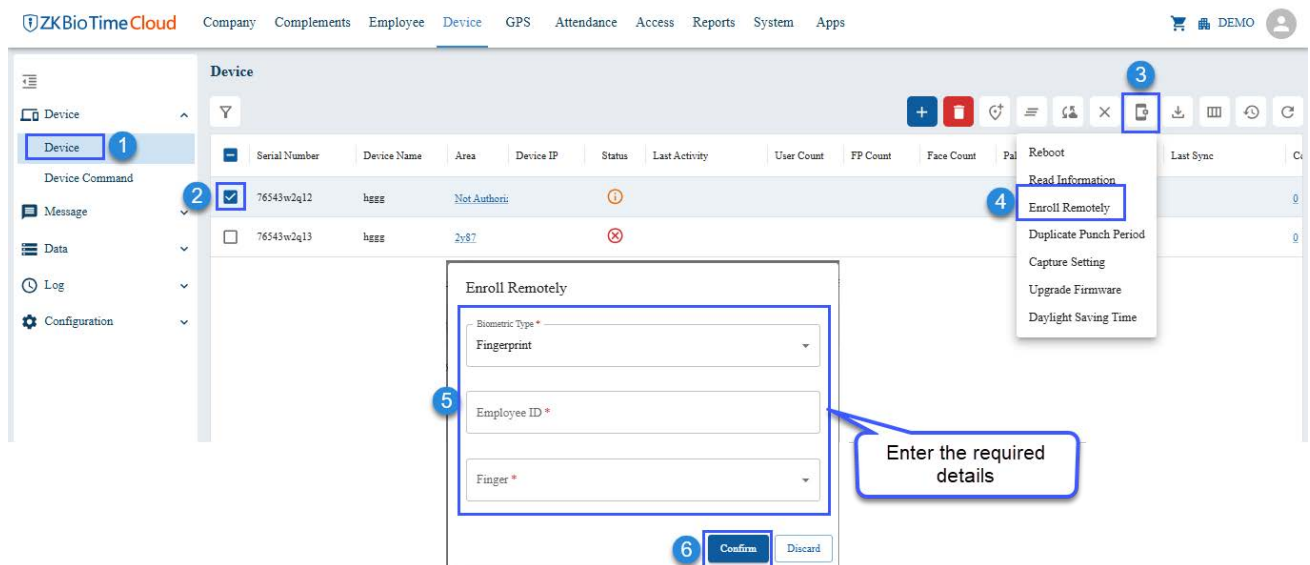
This function lets you read or pull Device information. Read Device Information



- On the **Device** interface, select the required Devices from the list.
- Click on **Device Menu**  icon from the dropdown list, click **Read Information** to read or pull the selected Devices information.
- Click **Confirm**, to read the selected Devices information.

Enroll Remotely

This function lets you communicate with the Device via software, for Employees Bio registration.



Enroll Remotely via Software

- On the **Device** interface, select the required Devices from the list to communicate for Bio registration.
- Click on Device Menu  icon from the dropdown list, click **Enroll Remotely** to start registration.
- On the **Enroll Remotely** window, enter the following.

Bio Type: From the drop-down list, select the type of Bio-registration. At present, the **Fingerprint** and **Face** option is available for registration.

Employee ID: Enter the Employee's ID for registration.

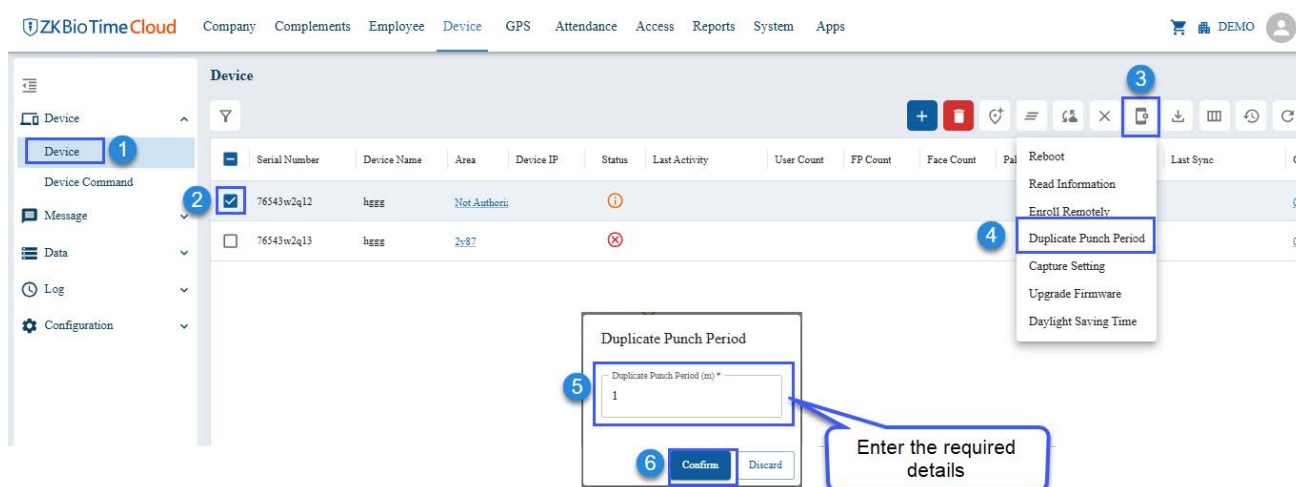
Finger: Select the required hand and finger for use from the drop-down list to register.

Click **Confirm**, to communicate to the selected Device for registration.

Duplicate Punch Period

This function lets you indicate the Employees about the duplication of the punch on the Device by setting the time duration.

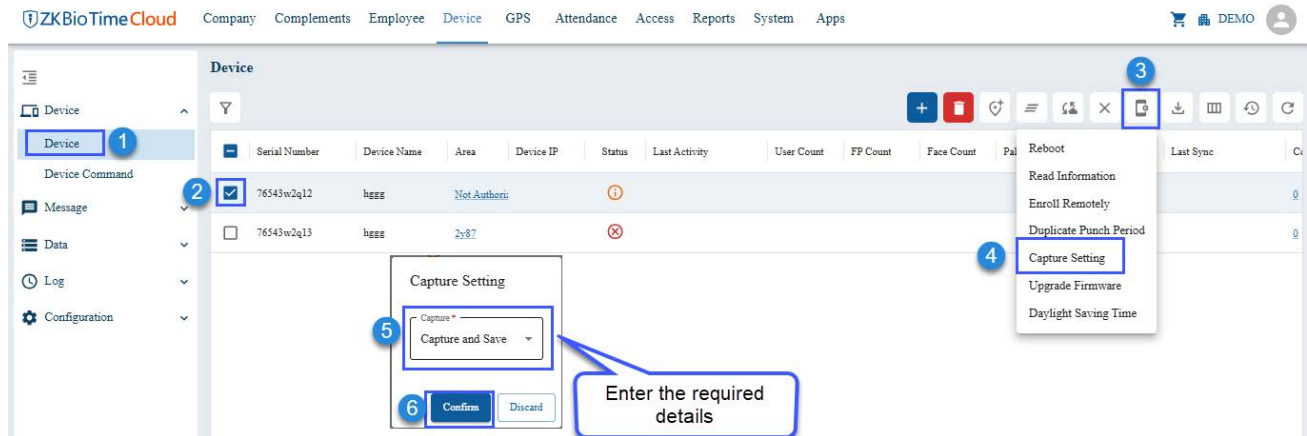
E.g. If the Duplicate Punch Period is set to 2 minutes, and the employee punch twice at 18:00 and 18:01, then the system will only consider the punch at 18:00, the punch at 18:01 will be considered as duplicate punch and will not be reflected in the report.



- On the **Device** interface, select the required Devices from the list.
- Click on Device Menu  icon from the dropdown list, click **Duplicate Punch Period** to set the time on the selected Devices.
- On the **Duplicate Punch Period** field, set the time (minutes) until which the Device should consider the repetitive punch as Duplicate Punch.
- Click **Confirm**, to set the time on the selected Devices.

Capture Setting

This function lets you set the image-capturing mode in the Device. Some devices let you capture the photo of the employee during verification.



On the **Device** interface, select the required Devices from the list to set the mode.

Click on Device Menu  icon from the dropdown list, click **Capture Setting** to set the capturing mode in the selected Devices.

On the **Capture** field, select the required capture mode from the drop-down list.

Do not capture: The Device will not capture the image.

Capture photo but don't save: The Device will capture the photo but will not save in the Device.

Capture and Save: The Device will verify the captured photo and save it even if the verification is not successful.

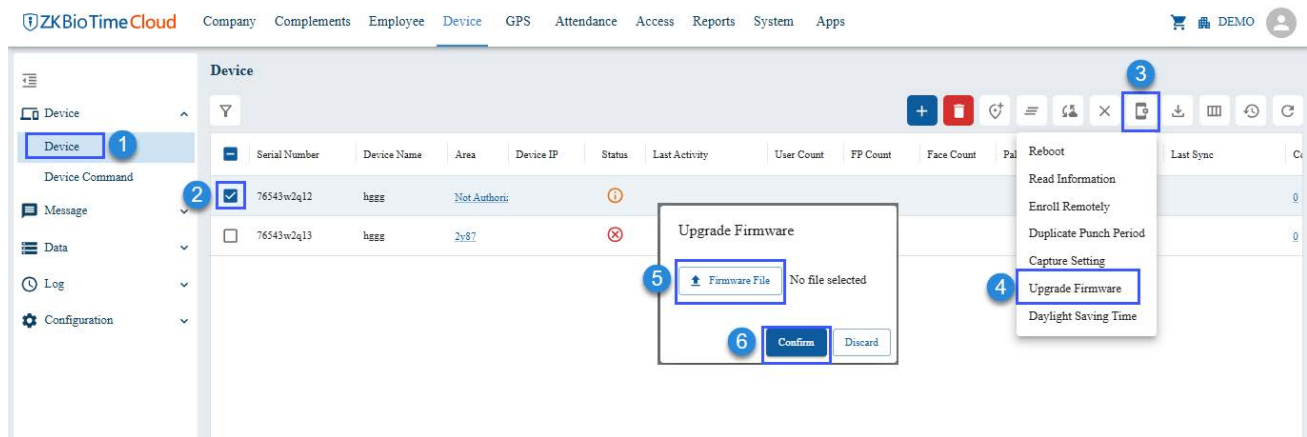
Save only when verification is successful: The Device will save only those photos whose verification was successful.

Save only when verification is failed: The Device will save only those photos whose verification is failed.

Click **Confirm**, to set the mode on the selected Devices.

Upgrade Firmware

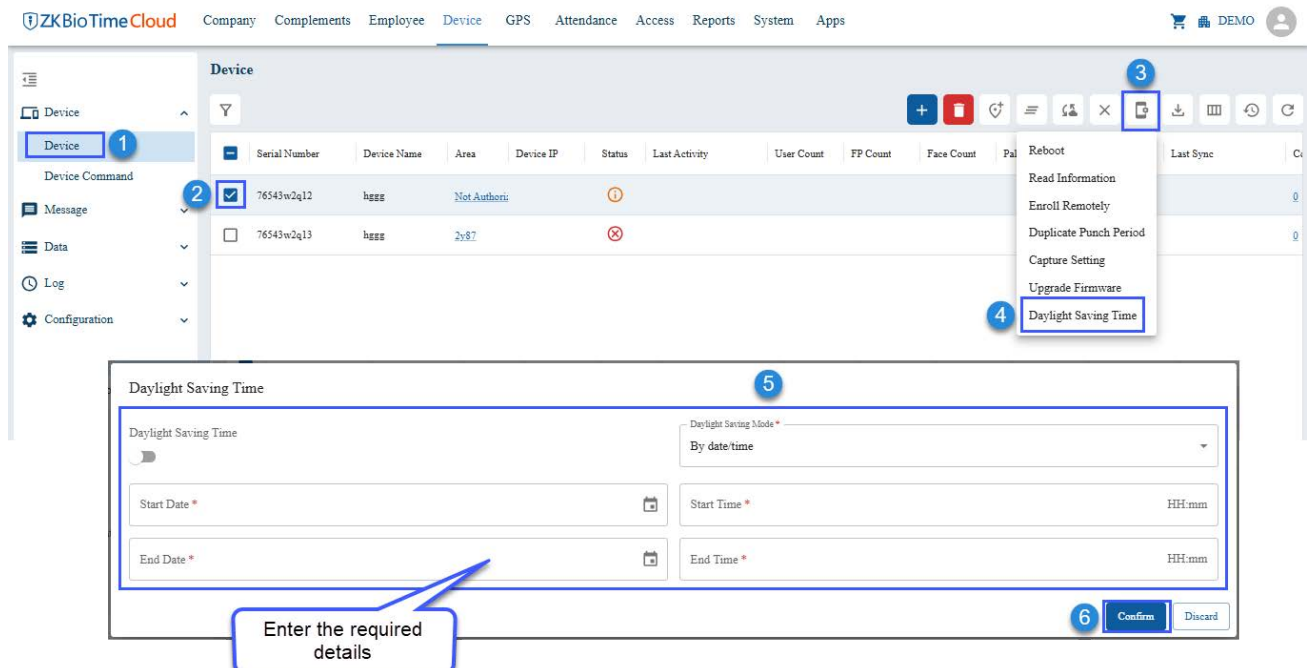
In case if you need to upgrade the Firmware for whatsoever reason, then this function lets you upgrade or enhance the Firmware of the Device. You must have an upgraded firmware file before operating this function.



- On the **Device** interface, select the required Devices from the list to upgrade the Firmware.
- Click on Device Menu  icon from the dropdown list, click **Upgrade Firmware** to upgrade or enhance the Firmware of the selected Devices.
- On the **Upgrade File** field, click **Choose file** to select the configuration file from your PC to upgrade.
- Click **Confirm**, to upgrade the Firmware of the selected Devices.

Day Light Saving Time

Daylight-Saving Time is a function to adjust the official prescribed local time to save energy. The unified time adopted during the implementation is known as the "DST". Typically, regions that use daylight saving time adjust clocks forward one hour to standard time close to the start of spring in the summer to make people sleep early. It can also help with conserving energy. In the autumn, the clocks are set back to get up earlier. Various countries have different regulations. Daylight Saving Time is now used in nearly 70 nations.



On the **Device** interface, select the required Devices from the list to set the mode.

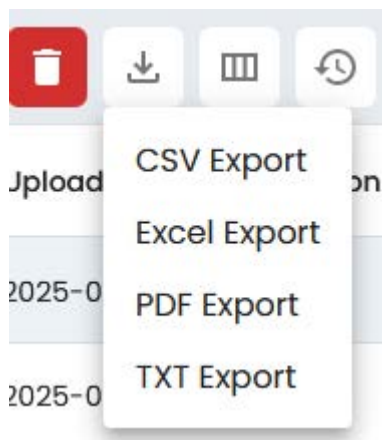
Click on Device Menu  icon from the dropdown list, click **Daylight Saving Time** to set the daylight-saving time in the selected Devices.

On the **Daylight-Saving Time** field, enter the required details from the drop-down list.

Click **Confirm**, to enable the selected Device.

Export

Select **[Device] > [Device Management] > [Device]** click on **[Export]**  icon, to enter into the export interface. An example of an export employee's list and the export options are shown below:



File Type: If you want to export the file in Excel format, select **Excel Export**.

Excel Export

Export Type

Excel

Export Scope *

Current Page

Export Encryption *

Default

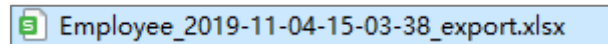
Confirm

Discard

Select the **"Current Page"** to export the data for the current page.

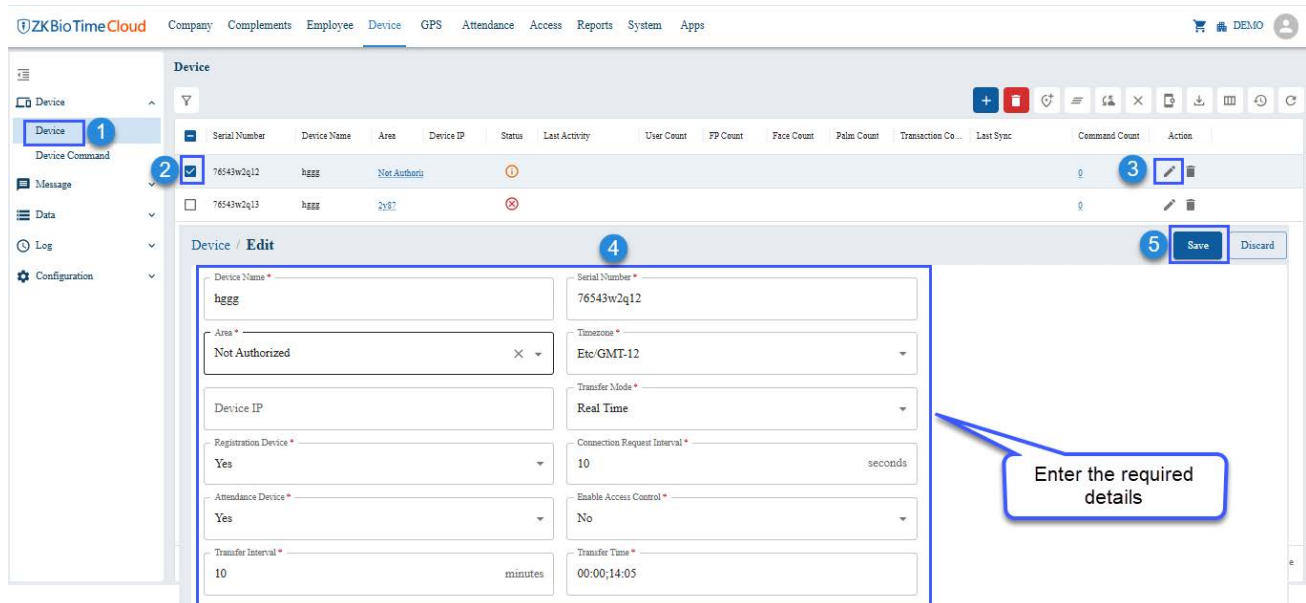
Select **"All Data"** to export all the data.

Click **[Confirm]** to set the export path. Under the corresponding path, the file will be successfully exported, as shown in the figure below:



Edit the Device

Edit function lets you edit the existing device details from the software.



Edit function lets you edit the existing Messages from the software.

To edit existing Messages details, perform the below steps:

On the **Device interface**, select the required messages to be edited from the list.

Click **Device Name** or  **Edit icon**, to edit the selected Devices.

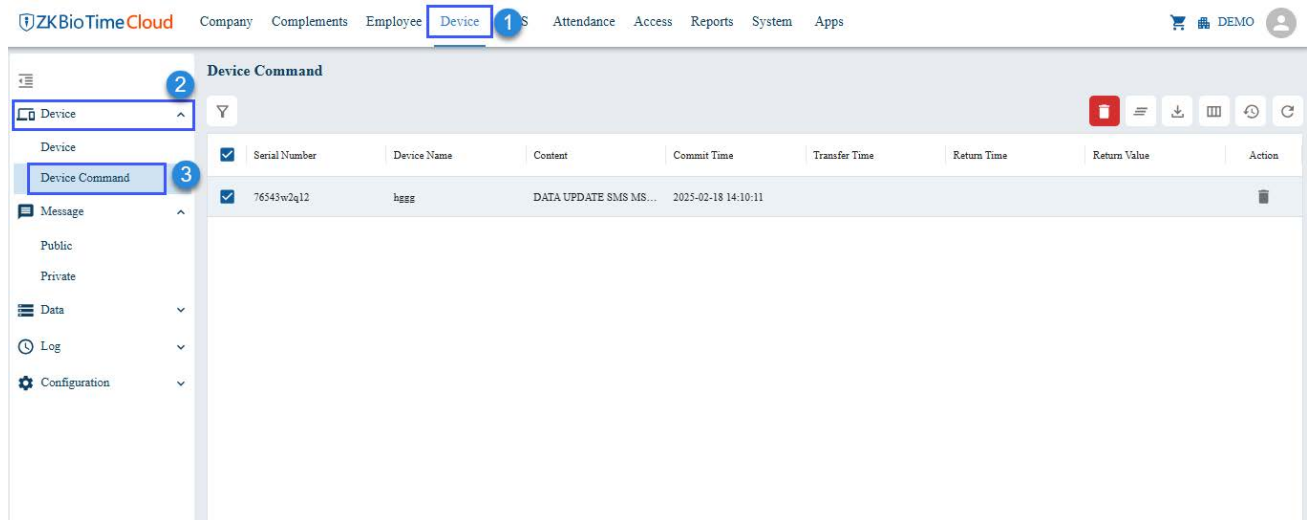
Edit the required details and click **Save**.

8.1.2 Device Command

Our **Device Command** interface facilitates you set up instructions to the Biometric Devices to take some action.

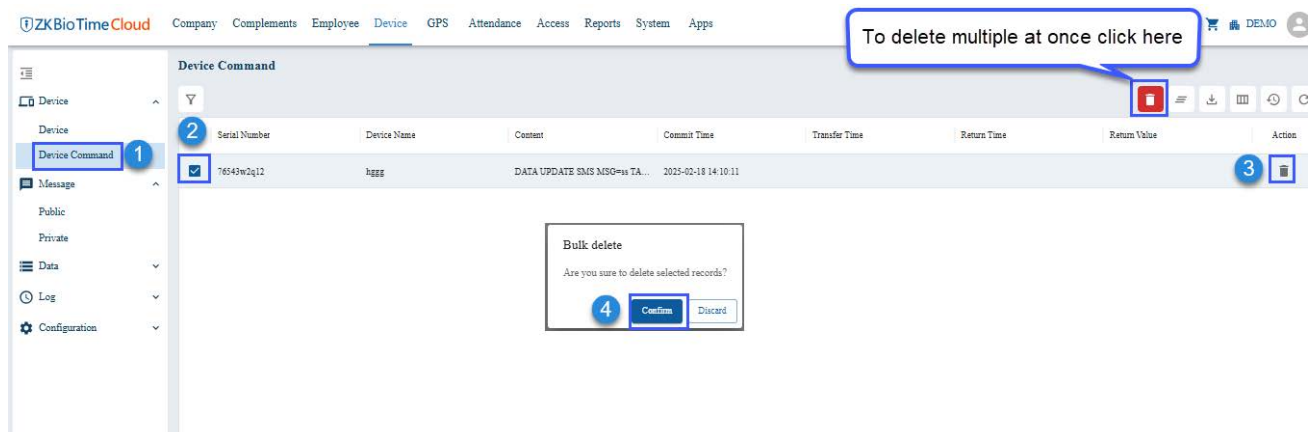
On the **Device** module, click **Device Management**, and then click **Device Command** to go to the Device Command Interface.

On this Interface, you can view and delete the Device commands that are being initiated to the Devices.



Delete

The delete function lets you delete or remove the successful and the pending Device instructions via software.

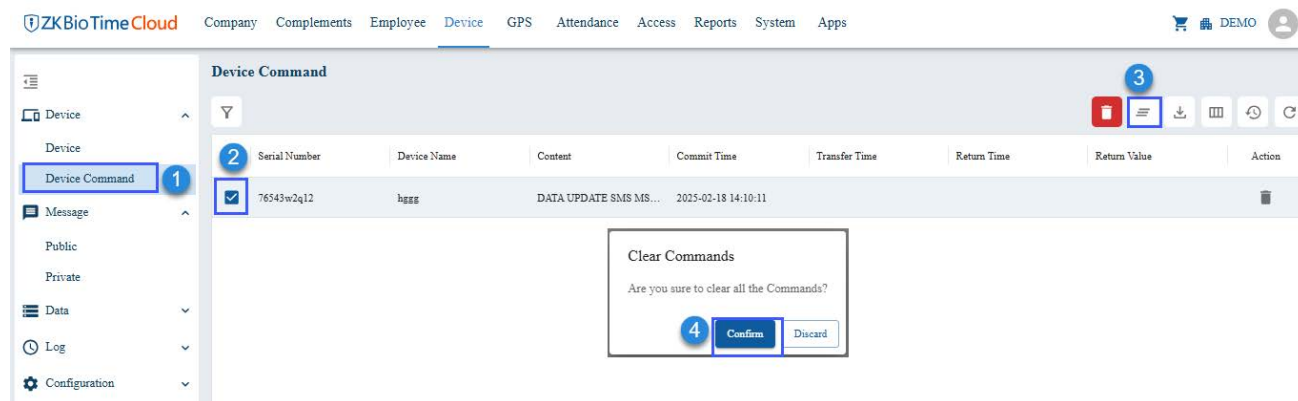


Delete the Device Commands

- On the **Device Command** interface, select the required Devices from the list to delete or remove the instructions.
- Click on **Delete**  icon to delete or remove the pending or successful Device instructions.
- Click **Confirm** to delete or remove the selected pending or successful Device instructions from the list.

Clear All the Commands

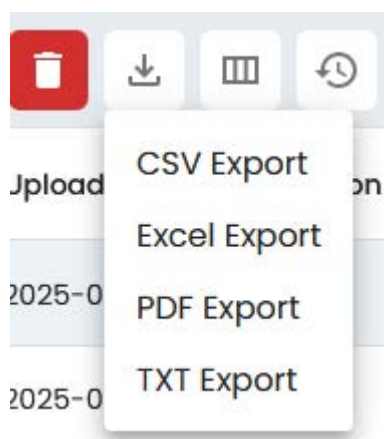
Clear All Commands allows you to delete all the device commands.



- On the **Device Command** interface, click on **Clear Commands**  icon to delete or remove the all-device commands.
- Click **Confirm** to delete or remove all pending or successful Device instructions from the list.

Export

- Select **[Device] > [Device] > [Device Command]** click on **[Export]**  icon, to enter into the export interface. An example of an export employee's list and the export options are shown below:



- File Type: If you want to export the file in Excel format, select Excel Export.

Excel Export

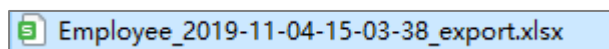
Export Type
Excel

Export Scope *
Current Page

Export Encryption *
Default

Confirm Discard

- Select the "**Current Page**" to export the data for the current page.
- Select "**All Data**" to export all the data.
- Click [**Confirm**] to set the export path. Under the corresponding path, the file will be successfully exported, as shown in the figure below:

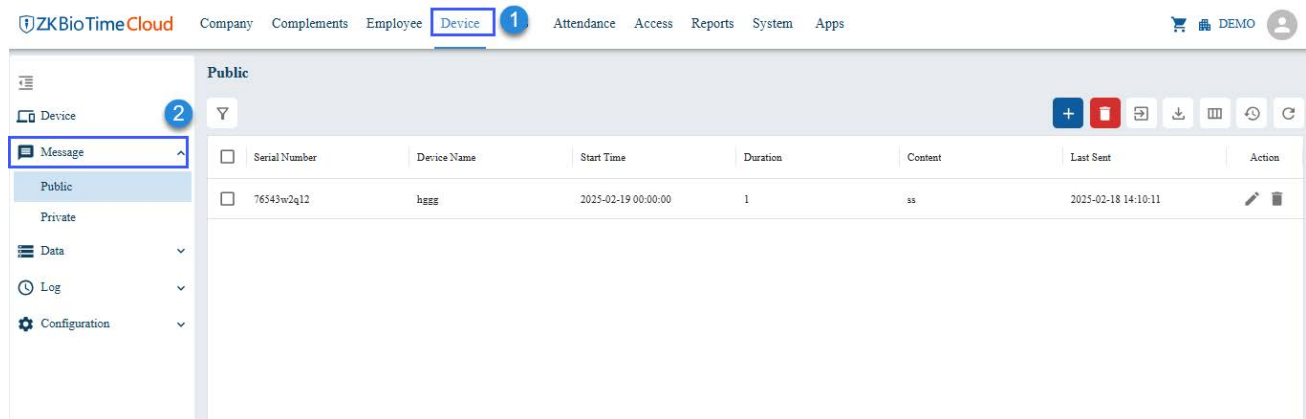


8.2 Message

Our **Message** module helps you to convey your Organizational announcements to the Employees. It enables you to set messages to the Employees both as a public announcement and as a private message.

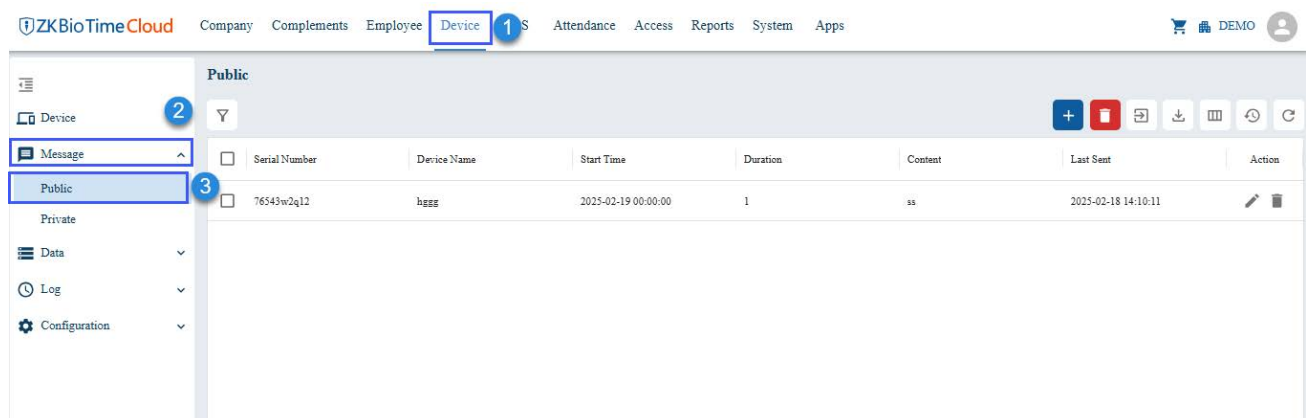
On the **Message** module, you can add or remove the Device Messages, select the Employees to send a message, set the retain duration for the public announcement or private messages.

On the **Device** module, click **Message** to go to the Message module.



8.2.1 Public

Our **Public** interface benefits you from setting up and convey the Organizational announcements to the Employees.



On the **Device** module, click **Message**, and then click **Public** to go to the Public Interface.

On this Interface, you can add a new Device, modify, or delete the existing messages, and set public messages to the required Devices.

The following field parameters are described below:

Device Name: Displays the Device name.

Serial Number: Displays the unique Device serial number.

Start Time: Displays the message start time.

Duration: Displays the message transfer duration.

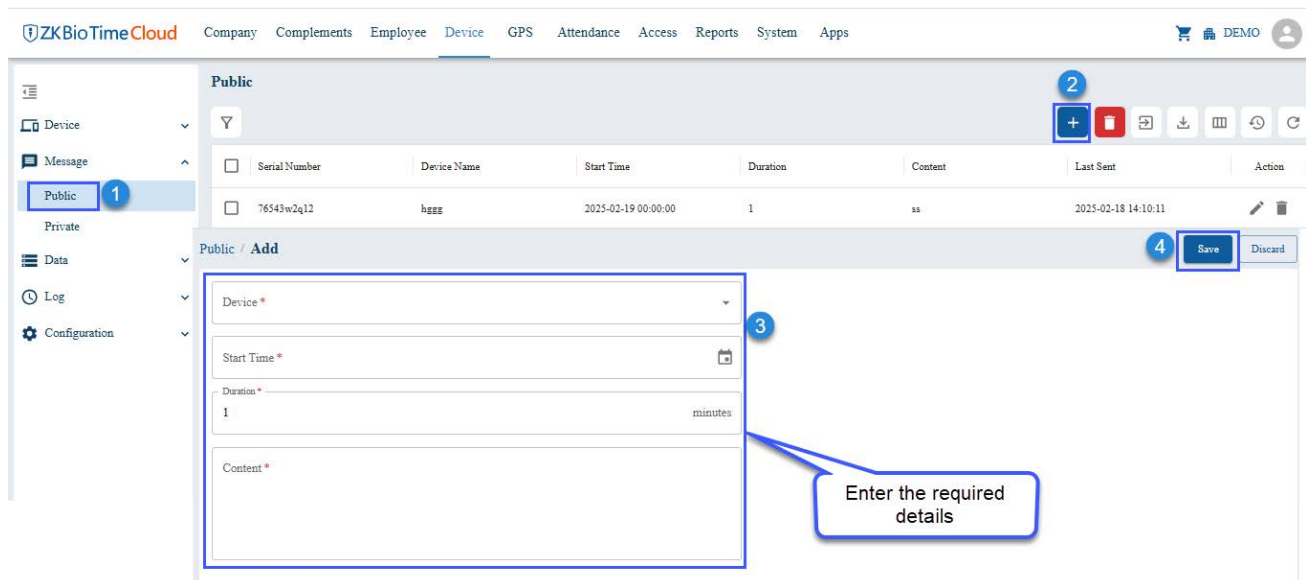
Content: Displays the content of the message.

Last Send: Displays the time of the last sent message.

Functions available on the Public Interface

Add

Add function lets you add and set messages to the connected Devices.



Add the newly mounted Device

- On the **Public** interface, click on **Add**  icon to add the connected Device to set the message.
- On the **Add** window, proceed with the following.

Device: Select the required connected Device from the drop-down list.

Start Time: On the **Start Time** field click and select from the calendar, to commence the created message to Device.

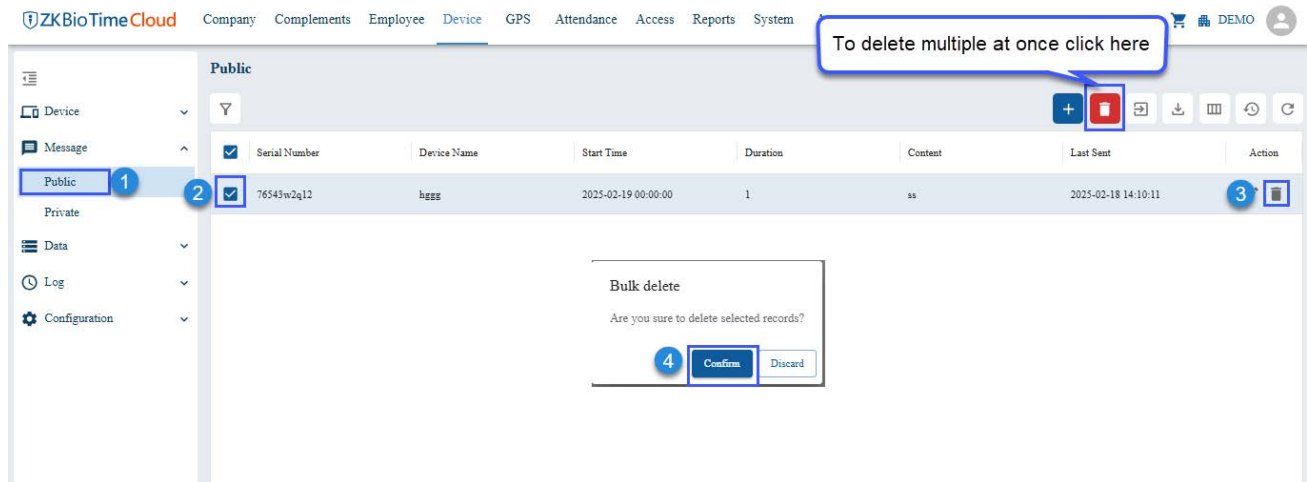
Duration: Set the retainment duration for that message on the Device.

Content: Enter the message to announce.

Click **Save** to save the newly created message.

Delete Public Announcements

The **Delete** function lets you delete or remove the successful and the pending announcements via software.

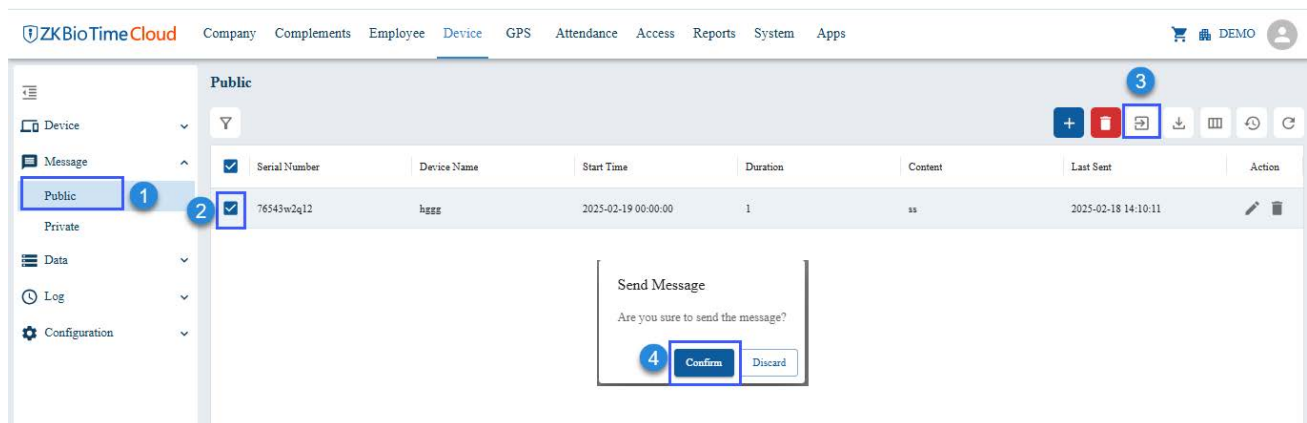


Delete the Public Announcements

- On the **Public** interface, select the required Device announcements to delete or remove from the list.
- Click **Delete**  icon to delete or remove the selected pending or successful Device announcements.
- Click **Confirm** to delete the selected pending or successful Device announcements from the list.

Send Message to Device

Send Message to Device function, lets you send that created message announcement to the respective Device via software.



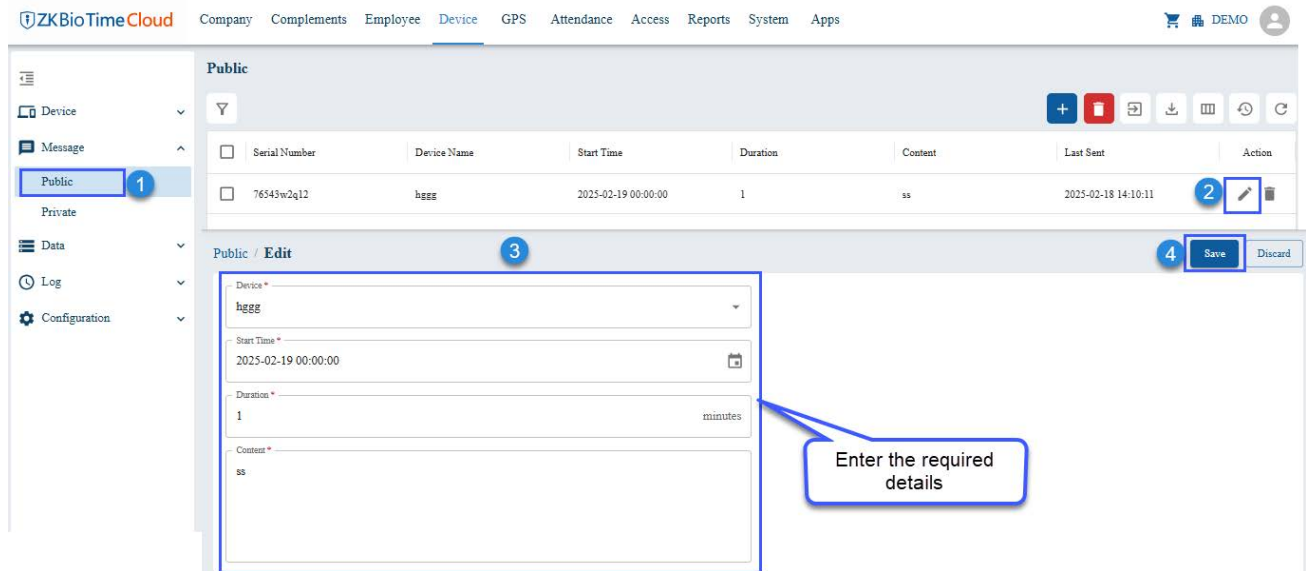
Send Message to the Device

- On the **Public** interface, select the required message announcements to send to the respective Devices from the list.

- Click on **Send Message to Device**  icon to send the selected message to the respective Devices.
- Click **Confirm** to send the selected message to the respective Devices.

Edit the Device

Edit function lets you edit the existing Messages from the software.



To edit existing Messages details, perform the below steps:

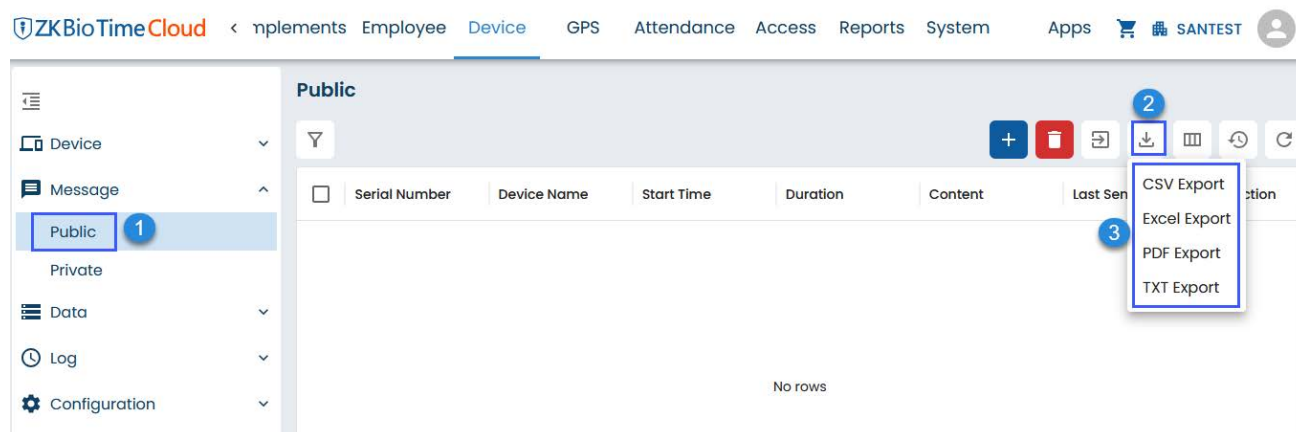
On the **Device interface**, select the required messages to be edited from the list.

Click **Device Name** or  **Edit icon**, to edit the selected Devices.

Edit the required details and click **Save**.

Export

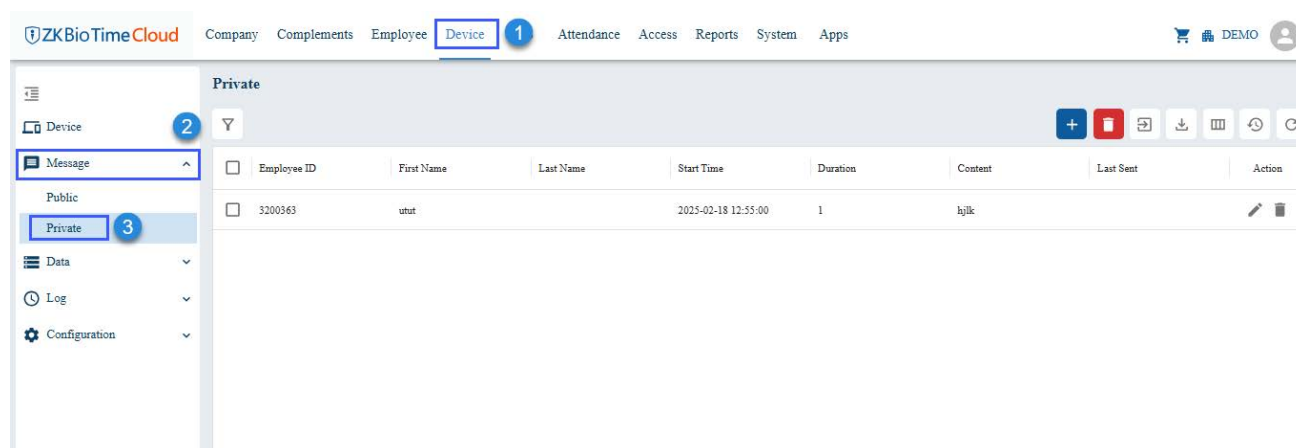
Click the **[Export]** icon  to export the employee accounts details in PDF, Excel, CSV, or TXT format.



8.2.2 Private

Our **private** interface helps you to set up and convey the messages to the Employees privately or individually.

On the **Device** module, click **Message**, and then click **Private** to go to the Private Interface.



On this Interface, you can add a new Device, modify, or delete the existing Devices, and send the individual or private messages to the required Employees.

The following field parameters are described below:

Employee: Displays the unique Employee ID.

First name: Displays the first name of the employee.

Last name: Displays the last name of the employee.

Start Time: Displays the message start time.

Duration: Displays the message transfer duration.

Content: Displays the content of the message.

Last Send: Displays the time of the last sent message.

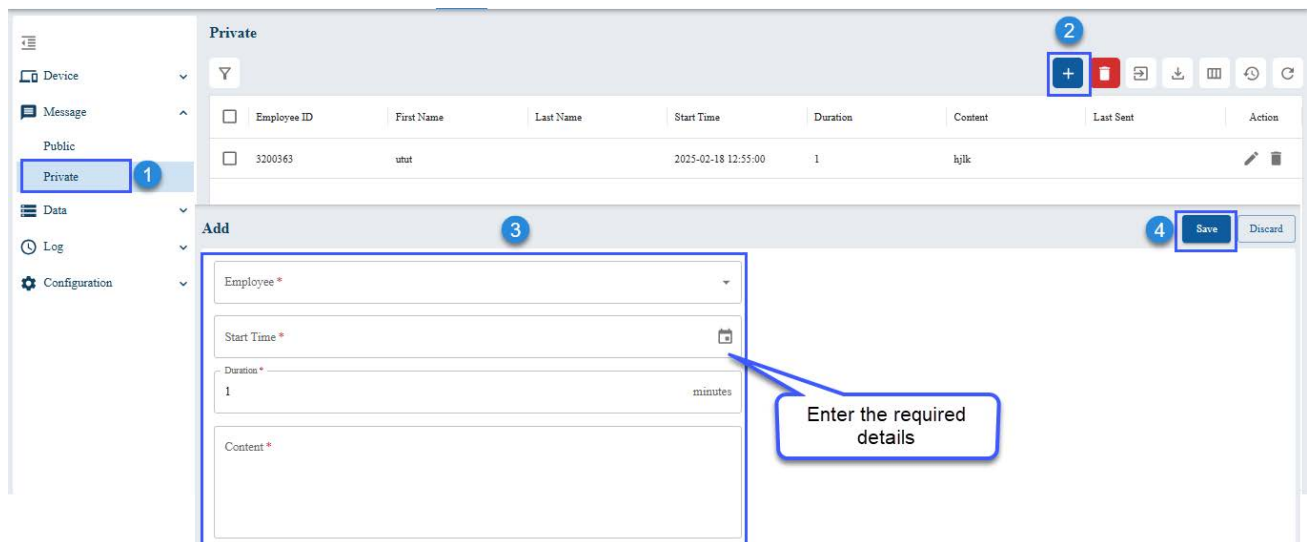
Functions available on the Private Interface

Add

Add function lets you add and set private messages for the Employees to the connected Devices.

Add the Employee's Resignation Details

- On the **Private** interface, click on **Add**  icon to add the Employees, set the message and the duration.
- On the **Add** window, select the required Employees' names from the list on the left.
- The selected Employees' names will reflect on the right side of the **Add** window.
- Use the **Department** drop-down list or the **Search** option (search by Employee name or Employee ID) to search for the required Employees.



Start Time: On the **Start Time** field click and select from the calendar, to start the created message to Device.

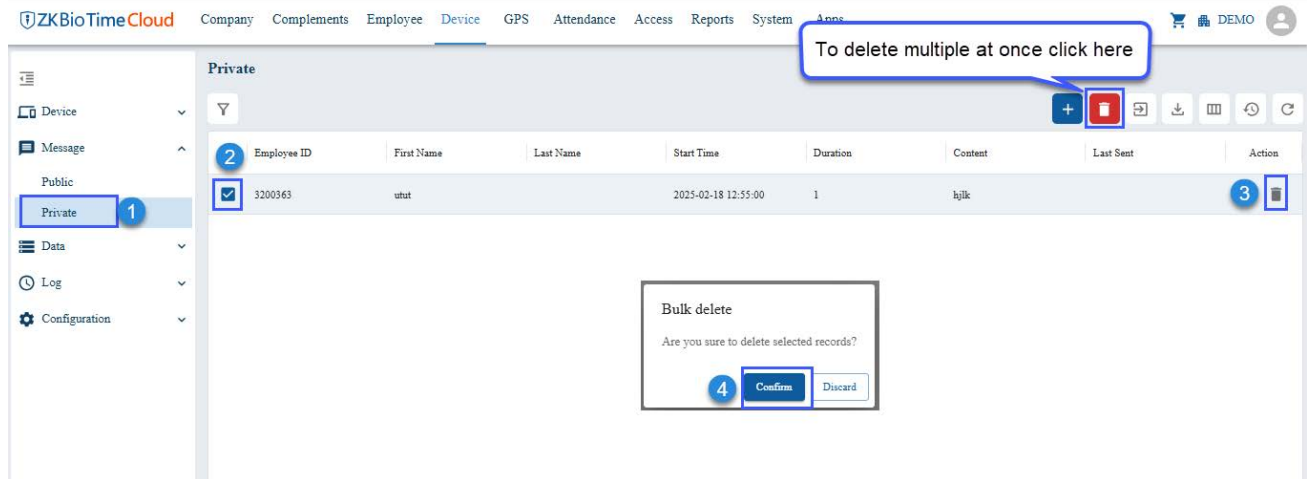
Content: Enter the message to announce.

Duration: Set the retainment duration for that message on the Device.

- Click **Save** to save the newly created message.

Delete private messages

The delete function lets you delete or remove the successful and the pending private messages via software.

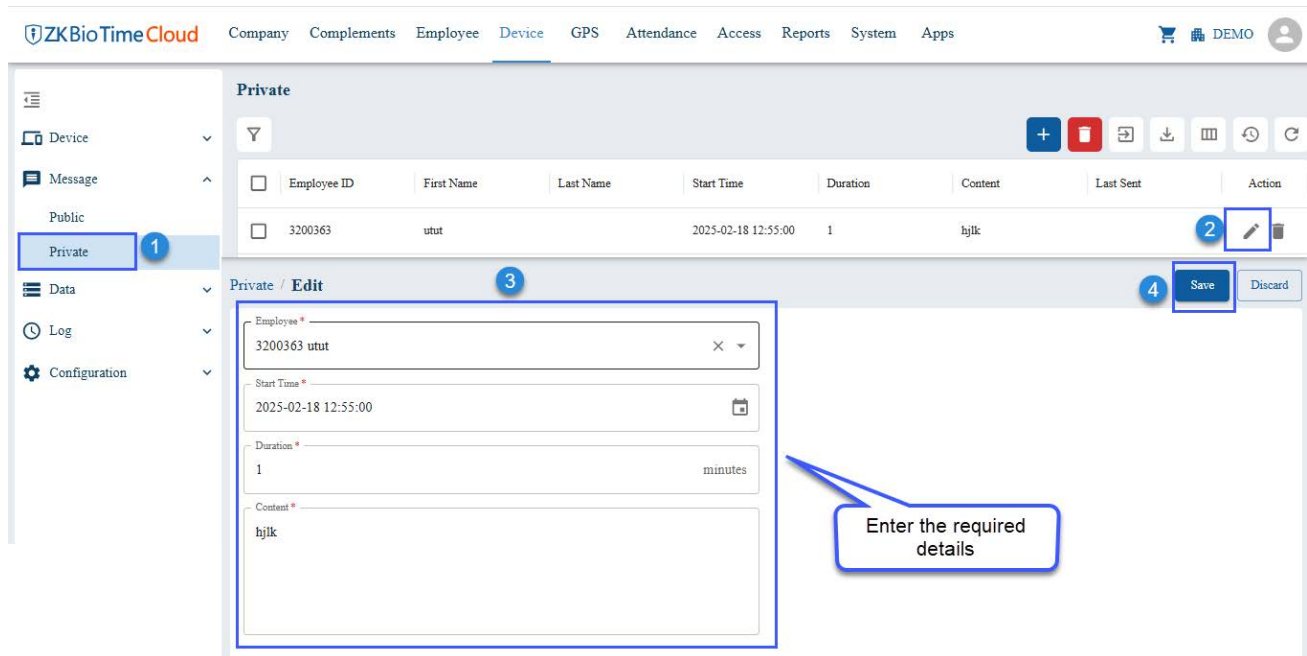


Delete private messages

- On the **Private** interface, select the required Employee messages to delete or remove from the list.
- Click **Delete** to delete or remove the selected pending or successful Employee's private messages.
- Click **Confirm** to delete the selected pending or successful Employee's private messages from the list.

Edit the Device

Edit function lets you edit the existing Messages from the software.



To **Edit** existing Messages details, perform the below steps:

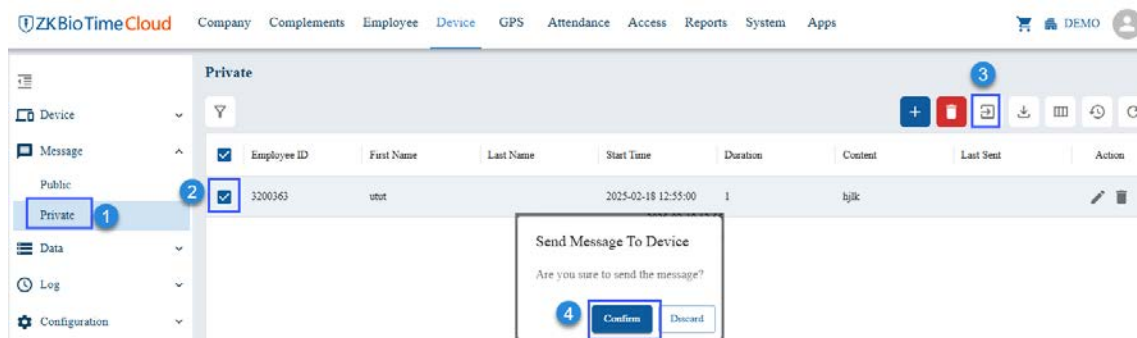
On the **Device interface**, select the required messages to be edited from the list.

Click **Device Name** or  **edit icon**, to edit the selected Devices.

Edit the required details and click **Save**.

Send Message to Device

Send Message to Device function, lets you send that created private message to the respective Device via software.

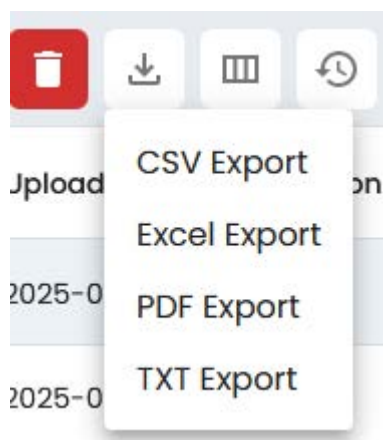


Send Message to the Device

- On the **Private** interface, select the required private messages to be sent to the respective Devices from the list.
- Click on **Send Message to Device**  icon to send the selected message to the respective Devices.
- Click **Confirm** to send the selected message to the respective Devices.

Export

Click the **[Export]** icon  to export the employee accounts details in PDF, Excel, CSV, or TXT format.



8.3 Data

Setting up the Process Work Code

Our **Data** module facilitates you in obtaining, authenticating, storing, protecting, and processing required data to ensure the accessibility, reliability, and timeliness of the data for its users.

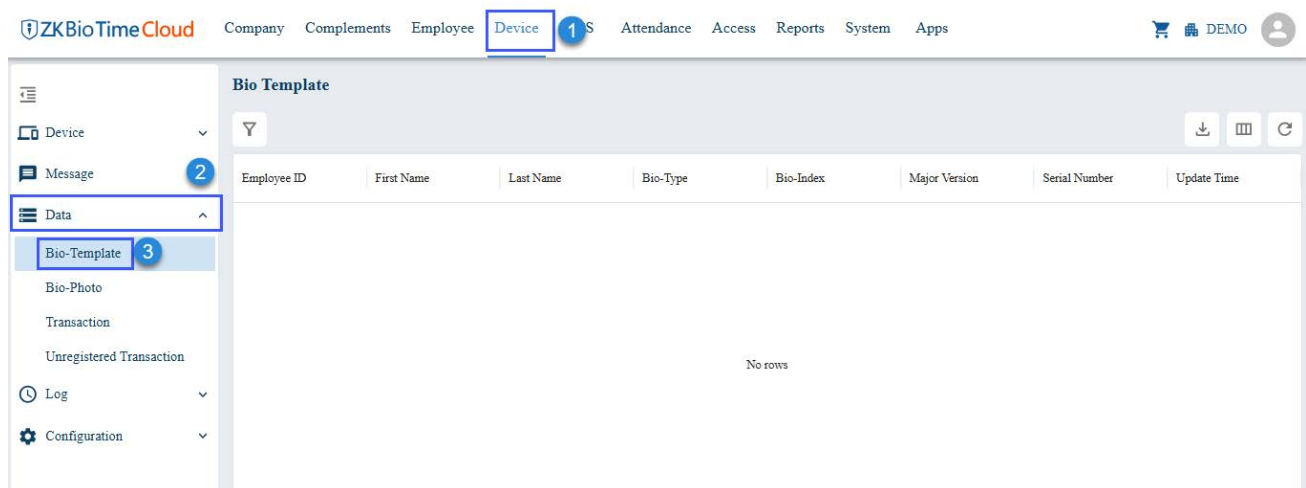
On the **Data** module, you can view and maintain the registered Biodata, add, modify, or delete a Work Code and upload transactions via USB.

On the **Device** module, click **Data** to go to the Data module.

8.3.1 Bio-Template

Bio-template means the templates (Fingerprint, Face, Palm, Finger Vein) registered for the Employees. Our **Bio-Template** interface helps you to view the detail (mainly the major version number) information of the Employees bio-templates. It gives an idea about the Major Version of the templates.

On the **Device** module, click **Data**, and then click **Bio-Template** to go to the Bio-Template Interface.



The following field parameters are described below:

Employee ID: Displays the unique identity number of the Employee.

First Name: Displays the First name of the employee.

Last name: Displays the last name of the employee.

Bio-Type: Displays the type of registered Bio-template.

Bio-Index: Displays the arrangement of the registered Bio-template.

Major Version: Displays the algorithm version of the registered Bio-Template.

Minor Version: Displays the algorithm version of the registered Bio-Template.

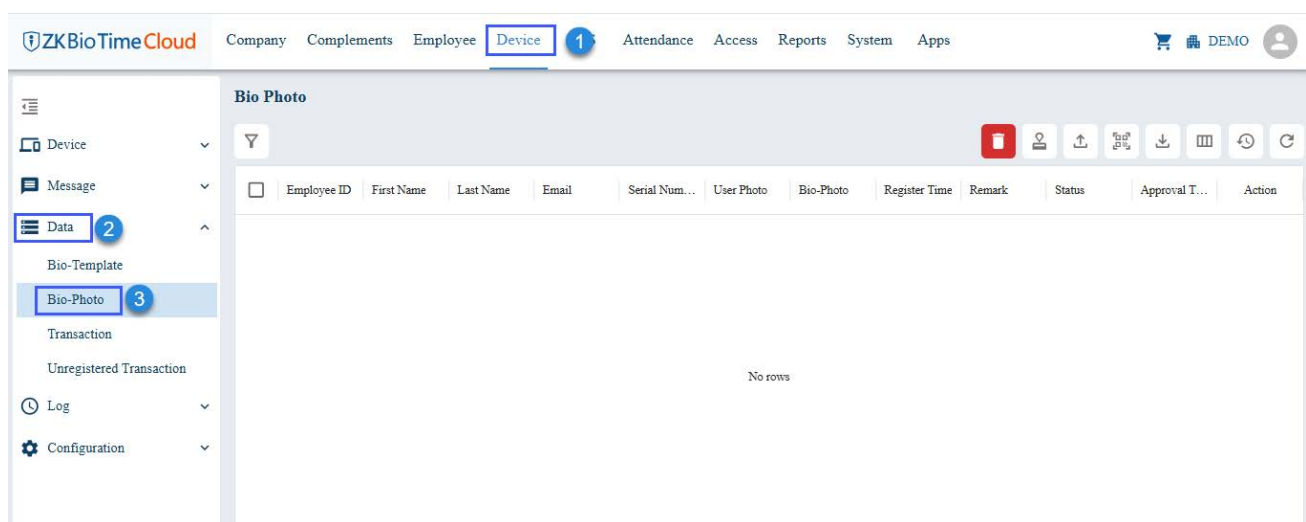
Serial Number: Displays the Device serial number.

Update Time: Displays the last update time of the Bio-template.

8.3.2 Bio-Photo

Bio-Photo means the uploaded photos of the employees. During the initial step of adding an employee, Admin/HR can upload employees' photos. Apart from this, employees can also upload their photos using mobile or scanning QR code. Our **Bio-Photo** interface helps you to view the registered Bio-Photo information of the Employees.

On the **Device** module, click **Data**, and then click **Bio-Photo** to go to the Bio-Photo Interface.



The following field parameters are described below:

Employee ID: Displays the unique identity number of the Employee.

First Name: Displays the first name of the Employee.

Last Name: Displays the last name of the Employee.

Email: Displays the E-mail ID of the Employee.

Serial Number: Displays the serial number of the Device.

User Photo: Displays the Employee's uploaded photo. (Only JPEG, JPG format)

Bio-Photo: Displays the Employee's Device captured photo.

Register Time: Displays the registered time of the Employee along with the date.

Remark: Displays the comments (Approval or Disapproval reason) updated by the admin.

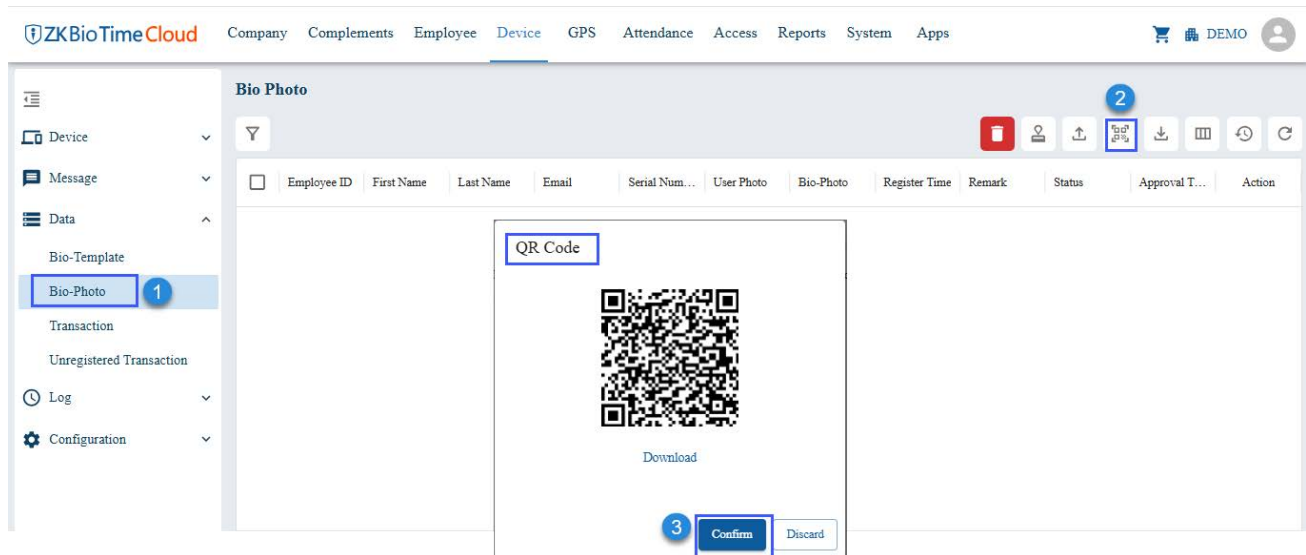
Status: Displays the approval or the disapproval status of the Bio-photo.

Approval Time: Displays the time of the approval or the disapproval status.

How to Upload User Photo via Mobile phone

QR Code

QR Code function lets you upload the user photo to the software by scanning the machine-readable code by the camera on a smartphone.



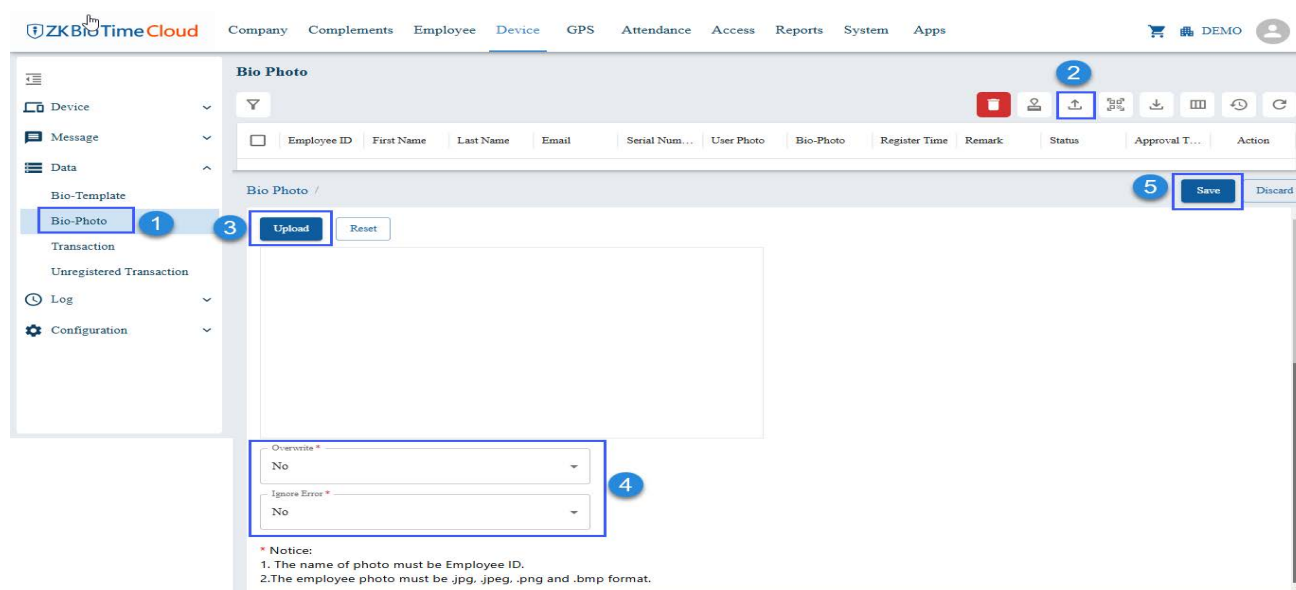
Upload Bio-photo using QR Code

- On the **Bio-Photo** interface, click on **QR Code**  icon to scan and upload the User photo via smartphone to the software.
- Use the smartphone to scan the displayed readable code with the camera.
- The URL takes you to the page displayed below. In case of any error kindly contact your software User admin.

Import Bio-Photo

Import Bio-Photo function lets you import the User photo via software.

- On the **Bio-Photo** interface, click on **Import Bio-Photo**  icon to a photo.
- On the **Import Bio-Photo** window, click **+Upload** to upload the photo from the local system.



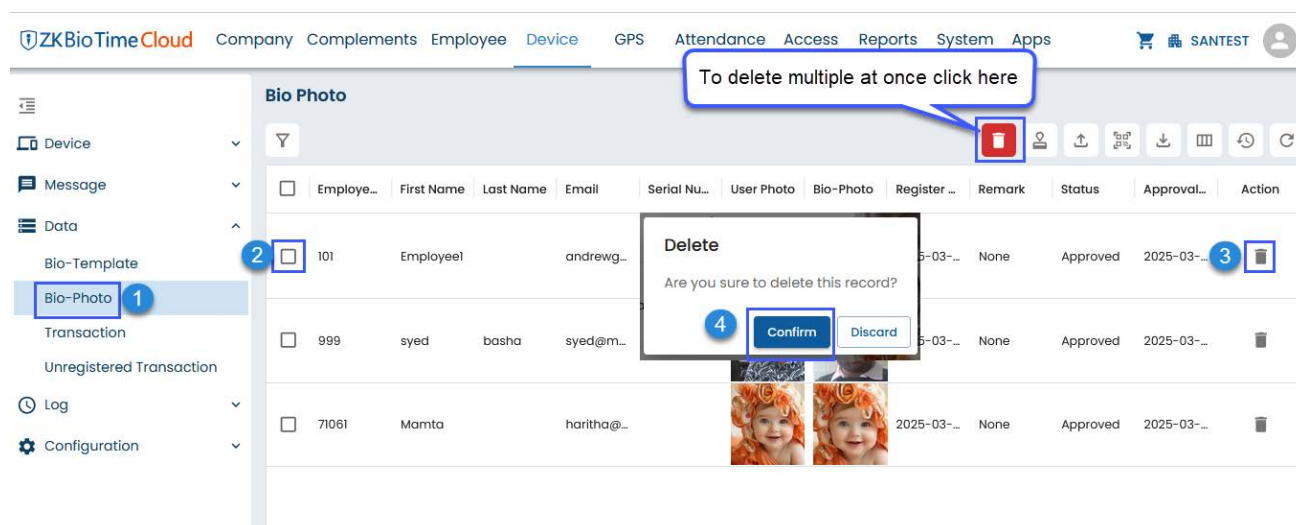
Overwrite: Select either **Yes** to overwrite or **No** if the overwrite is not required from the drop-down list.

Ignore Error: The filename of the Bio-Photo should be the Employee ID number. When we try to upload the bio-photo, the system will match the filename with all the Employee IDs present in the system. If the filename does not match with any employee ID, then the system will prompt an error "Employee (filename) not found". If you select **Yes**, then system will Ignore this error.

Click **Save** to save and update the Bio-Photo.

Delete User Photo

Delete function lets you delete the User photo as the registered Bio-Photo



Delete the User Photo

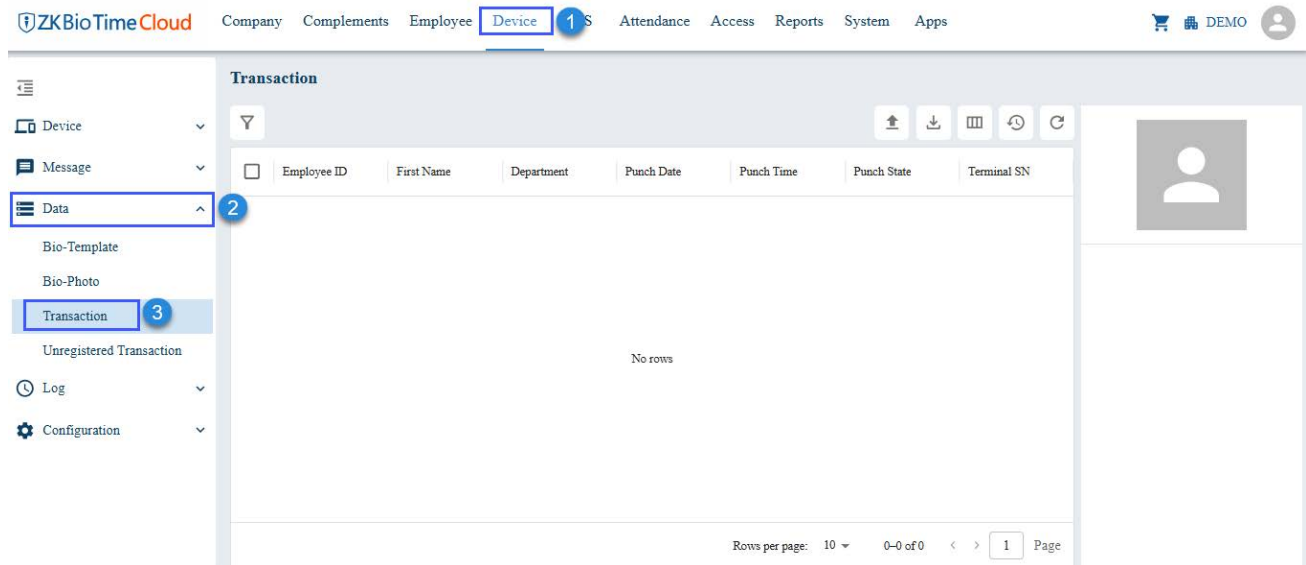
- On the **Bio-Photo** interface, select the required User photo.

- On the **Bio-Photo** interface, click **Delete** to delete the User photo.
- Click **Confirm** to save and update the Bio-Photo.

8.3.3 Transaction

Our **Transaction** interface helps you to view the recorded attendance transaction information of the Employees.

On the **Device** module, click **Data**, and then click **Transaction** to go to the Transaction Interface.



The following field parameters are described below:

Employee ID: Displays the unique identity number of the Employee.

First Name: Displays the first name of the Employee.

Last Time: Displays the last name of the Employee.

Department: Displays the department of the Employee.

Position: Displays the position of the Employee.

Date: Displays the last Punch Date of the Employee.

Punch Time: Displays the last Punch Time of the Employee.

Punch State: Displays the last Punch State of the Employee.

Verify Type: Displays the Punch verification type of the Employee.

Attendance Code: Displays the last punched unique Code of the Employee.

GPS: Displays the Employee's last punched Device's GPS location.

Longitude: Displays the Employee's last punched Device's GPS longitude location.

Latitude: Displays the Employee's last punched Device's GPS latitude location.

Area: Displays the Employee's last punched Area of the Device.

Serial Number: Displays the Device serial number.

Device Name: Displays the device name.

Upload Time: Displays the last upload time.

Actual Temperature: Displays the Actual Temperature of the Employee.

Mask Flag: Displays the flag mask of the employee.

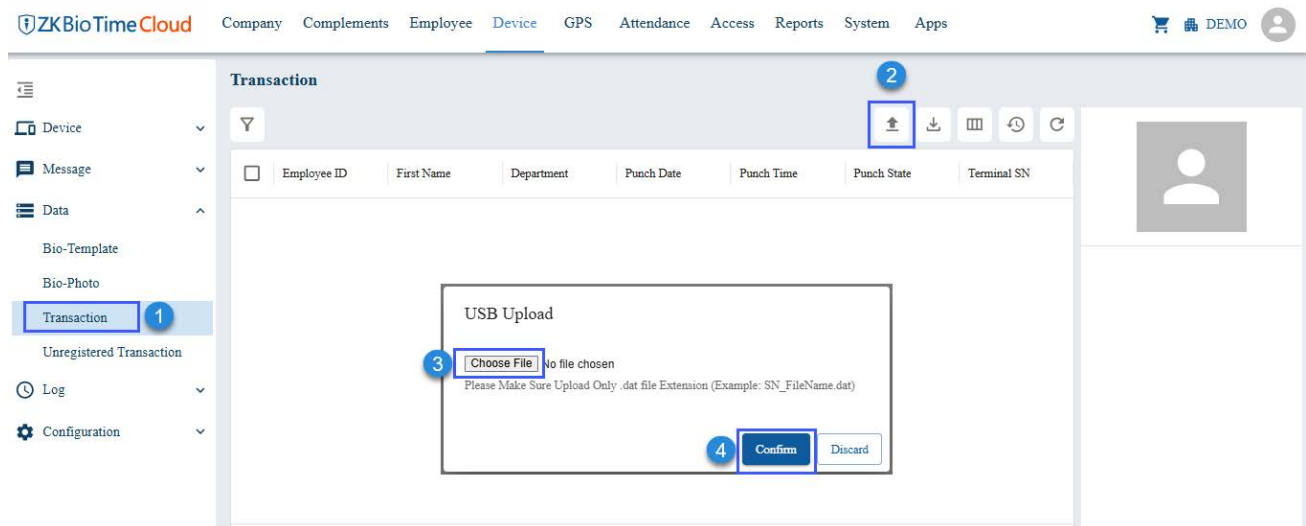
Punch Time of Epoch: Displays the punch time of epoch.

USB Upload

If you want to upload any transaction downloaded from a device, then you can use this interface.

Upload the USB Transactions

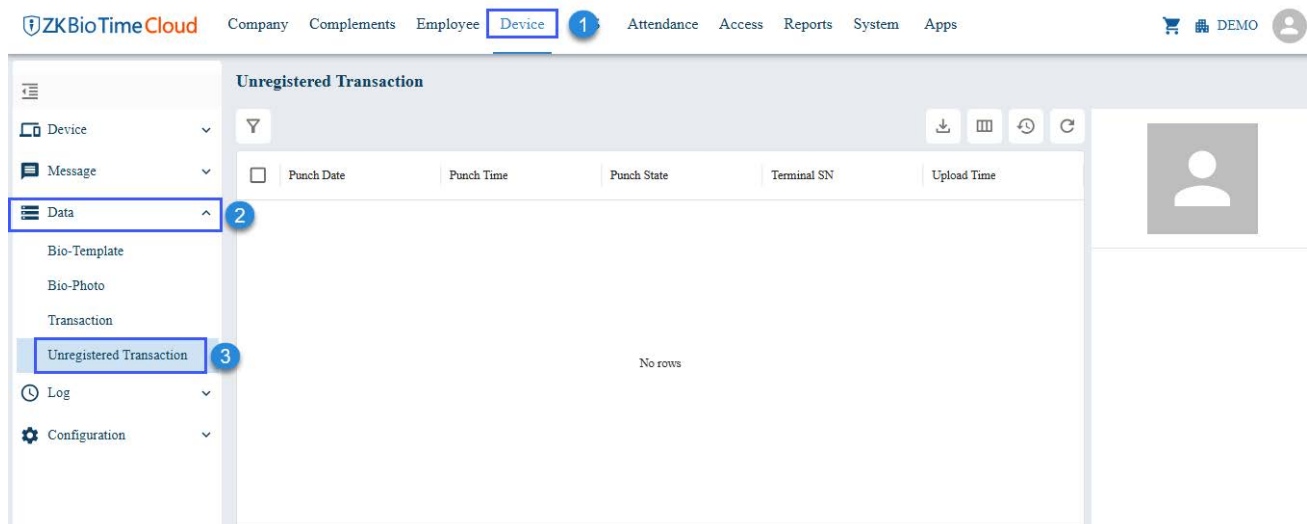
- On the **Transaction** interface, click on **USB Upload**  icon to upload the attendance transaction via a USB device to the software.
- On the Upload File, click **Choose file** to choose the file from your PC or a USB Disk. This filename should be the same as Device Serial Number. And make sure the system has the employees for whom all you want to add transaction.
- Click **Confirm**, to upload the attendance transaction from the USB device.



8.3.4 Unregistered Transactions

Our **Unregistered Transaction** interface enables you to view the unrecorded attendance transaction information of the Employees.

On the **Device** module, click **Data**, and then click **Unregistered Transaction** to go to the unregistered transaction interface.



The following field parameters are described below:

Punch Date: Displays the last Punch Date of the Employee.

Punch Time: Displays the last Punch Time of the Employee.

Punch State: Displays the last Punch State of the Employee.

Verify Type: Displays the Punch verification type of the Employee.

Attendance Code: Displays the last punched unique Code of the Employee.

GPS: Displays the Employee's last punched Device's GPS location.

Longitude: Displays the Employee's last punched Device's GPS longitude location.

Latitude: Displays the Employee's last punched Device's GPS latitude location.

Area: Displays the Employee's last punched Area of the Device.

Serial Number: Displays the Device serial number.

Device Name: Displays the Device name.

Upload Time: Displays the last upload time.

Actual Temperature: Displays the actual temperature of the Employee.

Mask Flag: Displays the displays the flag mask of the employee.

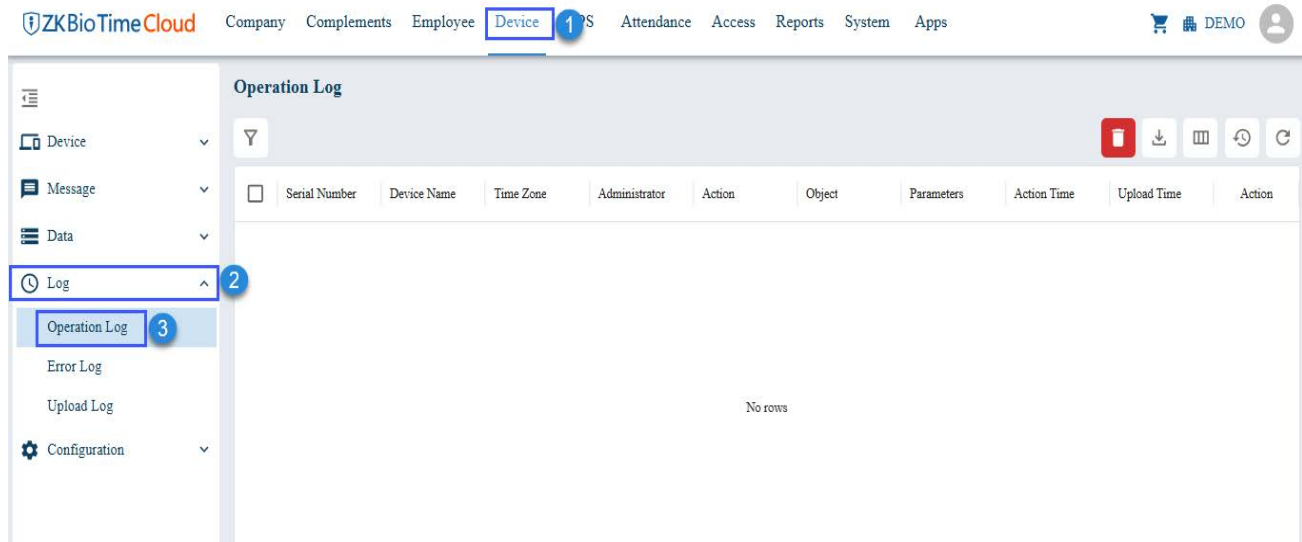
8.4 Logs

Our **Log** module facilitates you to view the recorded events or day-to-day activities that have occurred on the connected Devices.

On the **Log** module, you can view the list of generated logs recorded on the Device. On the **Device** module, click **Log** to go to the Log module.

8.4.1 Operation Log

Our **Operation Log** interface to view the events that took place on the connected Devices. On the **Device** module, click **Log**, and then click **Operation Log** to go to the Operation Log Interface.



The following field parameters are described below:

Serial Number: Displays the Device serial number.

Device Name: Displays the Device name.

Time zone: Displays the Device time zone.

Administrator: Displays the total number of Admin Users of the Device.

Action: Displays the activity or the operation that took on the Device.

Object: Displays the description of the activity that took place on the Device.

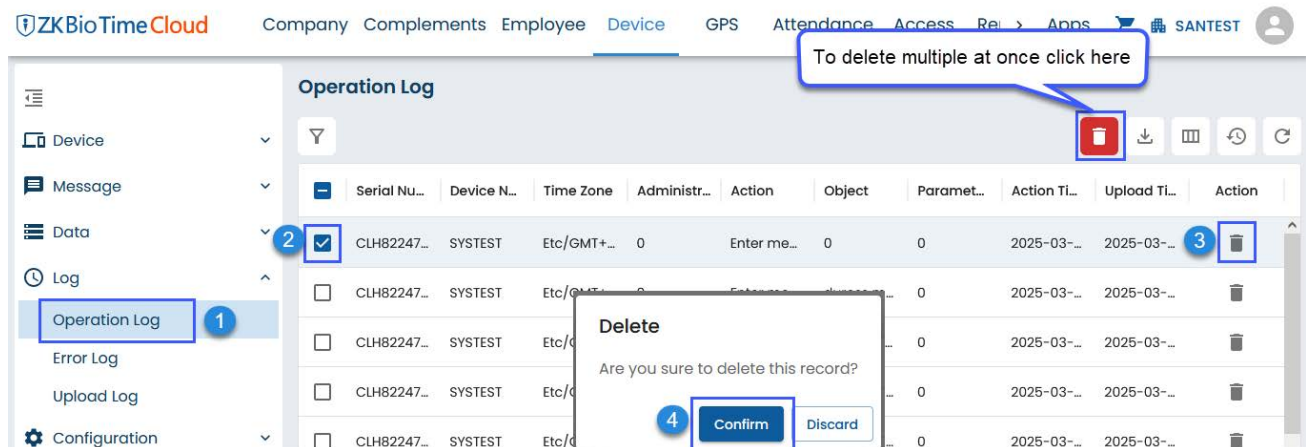
Parameters: Displays the specifications of the activity that took place on the Device.

Action time: Displays the time of the action took place on the Device.

Upload Time: Displays the uploaded time of the action that took place on the Device.

Delete Operation log

The Delete function lets you remove or discard the Devices' event records via software.



Delete the records from the operation log

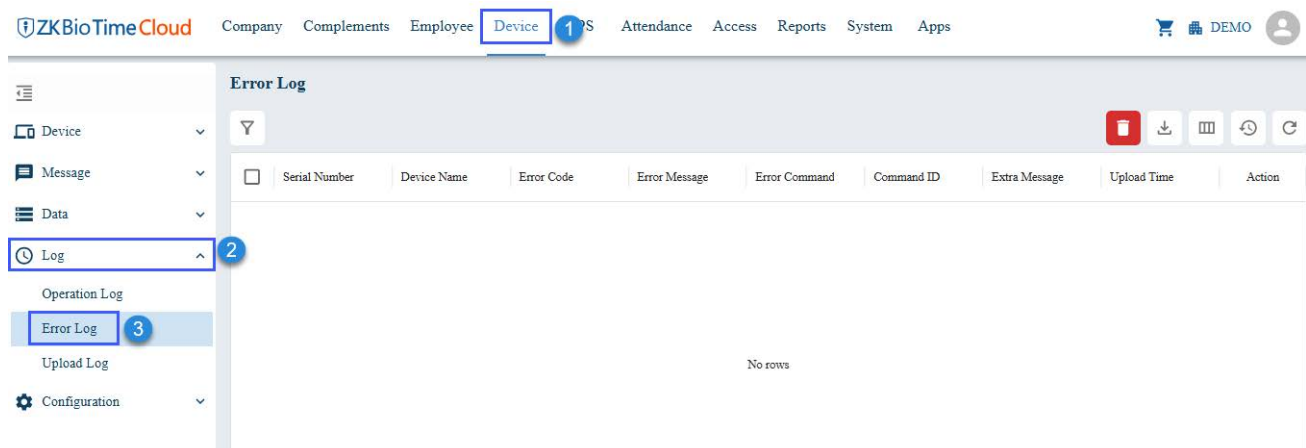
On the **Operation Log** interface, select the required Devices' event records to remove or delete from the log list.

- Click **Delete** to remove or delete the selected Devices' event records from the log list.
- Click **Confirm**, to discard or delete the selected Devices' event records from the log list.

8.4.2 Error Log

Our **Error Log** interface facilitates maintaining a record of critical errors that are encountered by the Devices while in operation.

On the **Device** module, click **Log**, and then click **Error Log** to go to the Error Log Interface.



The following field parameters are described below:

Serial Number: Displays the Device serial number.

Device Name: Displays the Device name.

Error Code: Displays the unique code of the Error captured by the Device.

Error Message: Displays the Error message.

Error Command: Displays the Error command.

Command ID: Displays the unique identity number of the error command.

Extra Message: Displays any added messages available for errors.

Upload Time: Displays the error uploaded time.

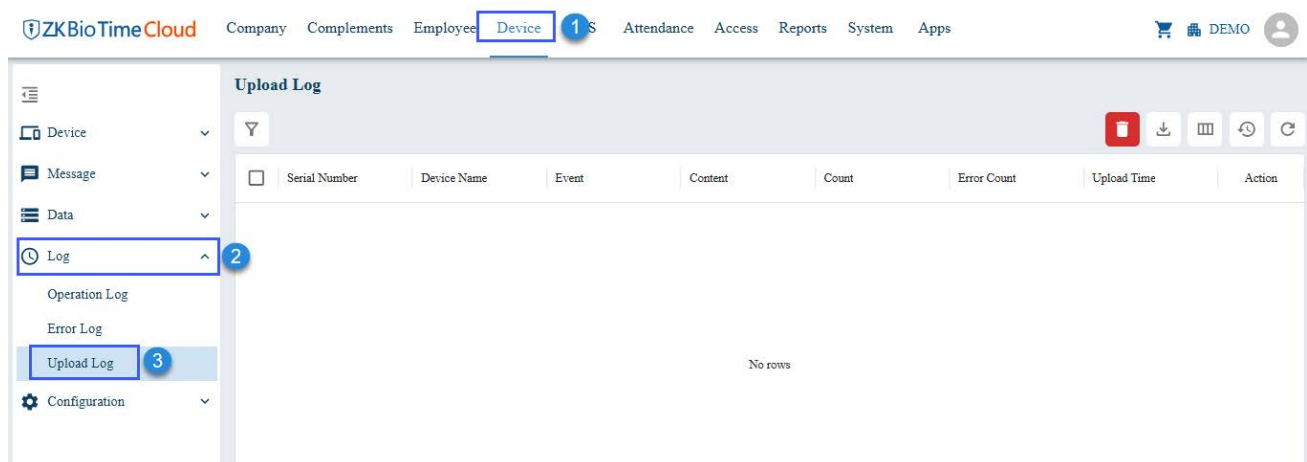
Delete

Delete function lets you remove or discard the event errors detected by the Device. The process of deleting is the same as the operation log.

8.4.3 Upload Log

Our **Upload Log** interface facilitates maintaining a record of the transmission of Device commands and instructions from the software to the Devices.

On the **Device** module, click **Log**, and then click **Upload Log** to go to the Upload Log Interface.



The following field parameters are described below:

Serial Number: Displays the Device serial number.

Event: Displays the occurrences that took place on the Device.

Content: Displays the description of the event that took place on the Device.

Count: Displays the total count.

Error Count: Displays the total number of errors.

Upload Time: Displays the uploaded time.

Delete Upload Log

Delete function lets you remove or discard the transmitted Device commands' logs from the software to the Device. Delete the records from Upload log. The process of The Delete is same as in operation log.

Upload Log

To delete multiple at once click here

Serial Number	Device Name	Event	Content	Count	Error Count	Upload Time	Action
☒	CLH8224760411	SYSTEST	Operation Log	1	0	2025-03-13 18...	☐
☐	CLH8224760411	SYSTEST			0	2025-03-13 18...	☐
☐	CLH8224760411	SYSTEST			0	2025-03-13 18...	☐
☐	CLH8224760411	SYSTEST			0	2025-03-13 18...	☐
☐	CLH8224760411	SYSTEST	Operation Log	1	0	2025-03-13 18...	☐

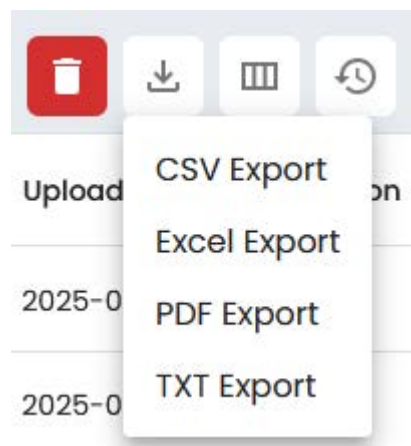
Delete

Are you sure to delete this record?

Confirm Discard

Export

Click the **[Export]** icon  to export the employee accounts details in PDF, Excel, CSV, or TXT format.



8.5 Configuration

Our **Configurations** module facilitates you to accomplish in managing the new or the existing Devices, registration of Bio-Photo, and in the maintenance of the data, which eases your work and increases your productivity.

On the **Device** module, click **Configurations**, and then click **Configuration** to go to the Configuration Interface.

Device Communication Settings

This function lets you set up the Device signal for enrollment and data transmission.

Registration Device: Toggle **Enable**, to allow the newly connected Device to automatically consider as the Registered Device.

Filter Resigned: Toggle **Enable**, to automatically eliminate or remove the resigned Employees from the connected Devices.

Sync data to the device: Toggle **Enable**, to sync data to the device automatically.

Allow Auto Add: Toggle **Enable**, to automatically add the new Devices to the Software.

Allow Upload New Employee: Toggle **Enable**, to automatically upload the new employee from the device to the software.

Allow Name Upload: Toggle **Enable**, to automatically upload the Usernames from the Device to the Software.

Allow Card Upload: Toggle **Enable**, to automatically upload the Users' Card numbers from the Device to the Software.

Bio-Photo Approval Policy

Bio-photo refers to the employee profile picture. There are several methods to upload it. Below are several ways to upload. This function lets you set up the approval method for the uploaded Bio-Photo.

Edit Employee: Select **Auto Approved**, to automatically approve the captured Bio-Photo of the Employees.

Batch Import: Select **Auto Approved**, to automatically approve the batch upload of the Bio-Photo.

Mobile Upload: Select **Auto-Approved** to automatically approve photo uploaded via mobile device.

Device Upload: Select **Auto-Approved** to automatically approve the photo captured via Bio-metric Device.

Data Retention Setting

This function lets you set up Device enrolment and Data transmission.

Transaction: Provide the required number of days the transactions need to be retained.

Command: Provide the required number of days the commands need to be retained.

Device Log: Provide the required number of days the log files in the Device need to be retained.

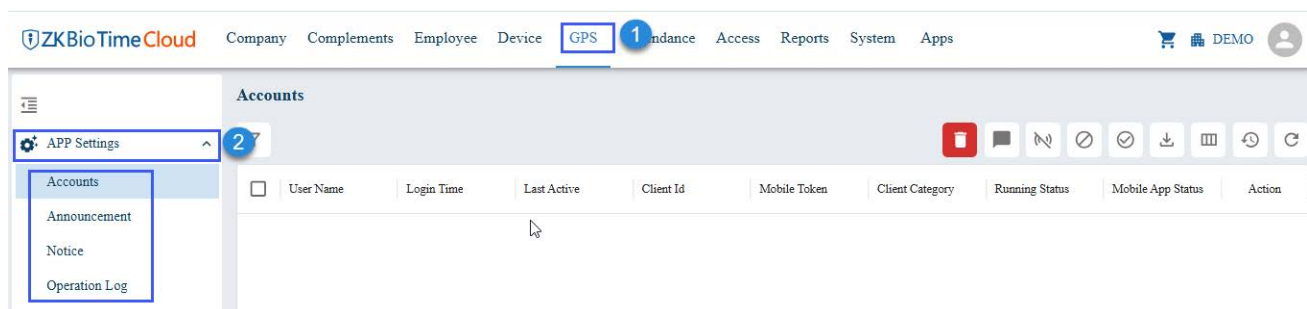
Upload Log: Provide the required number of days the upload log files need to be retained.

9. GPS

The GPS module is designed to track employees using GPS and RFID methods to obtain logs about their check in, location movement, and access/attendance punch for limited organization through smartphone device application. GPS module includes **App Settings**, **Geo-Fence**, and **GPS Tracking**.

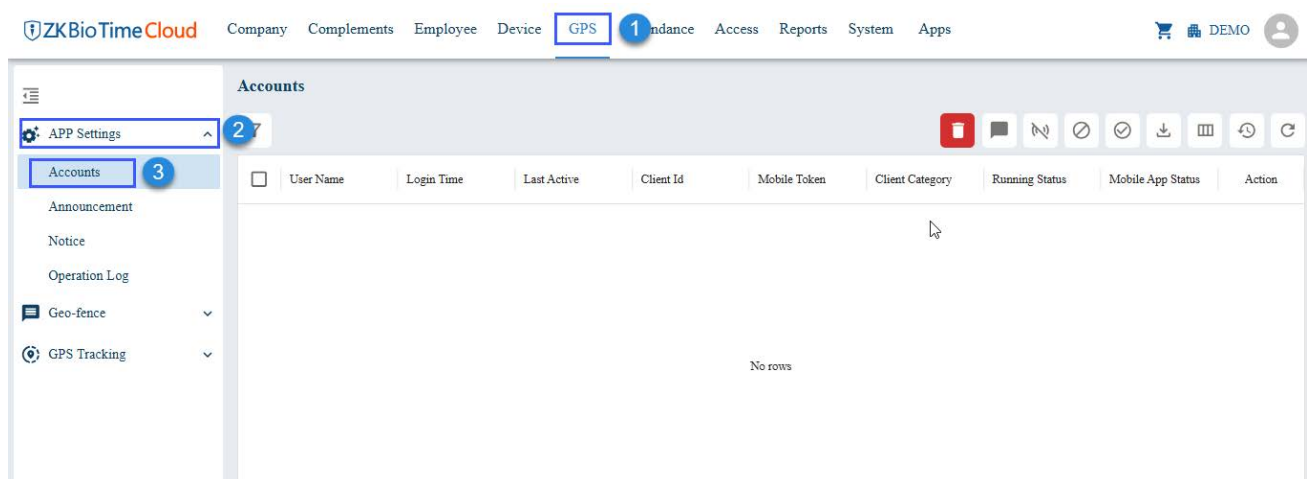
9.1 APP Settings

App Settings include Accounts, Announcements, Notice, and Operation logs of employees to track their movements, make announcements, and keep track of logs.



9.1.1 Accounts

The accounts page displays details such as Username, Login Time, Last Active, Client Id, Mobile Token, Client Category, Running Status, Mobile App Status, and Action.



Push Notification

In Push Notification, the messages and circulars of organization can be sent to employees as notification both as private and public as per requirement.

Navigation: ZKBioTimeCloud Company Complements Employee Device **GPS** Attendance Access Reports System Apps

Left Menu: APP Settings, Accounts (1), Announcement, Notice, Operation Log, Geo-fence, GPS Tracking

Accounts Table:

	User Name	Login Time	Last Active	Client Id	Mobile Token	Client Category	Running Status	Mobile App Status	Action	
2	☒	71056	2025-03-13 05:24...	2025-03-13 05:24...	5EDDE970-44DE-...	fcKqIV4fbUAkuBVL...	IOS	Active	Enable	
	☐	7099	2025-03-13 03:05...	2025-03-13 03:05...	aandroidid685791...	fhTw4LIQ_CF0hh...	Android	Active	Enable	
	☐	535	2025-03-11 22:29...	2025-03-11 22:29...	afkuXlkkSn...	3341234	IOS	Active	Enable	
	☐	980	2025-03-06 03:56...	2025-03-06 03:56...	JKcZ00vqZ...	3341234	IOS	Active	Enable	
	☐	7657	2025-03-06 00:54...	2025-03-06 00:54...	3341234	IOS	Active	Enable		
	☐	71062	2025-03-11 04:53...	2025-03-11 04:53...	aandroidid1764cb...	daYh5i7ZTuCgUK8...	Android	Active	Enable	
	☐	536	2025-03-11 22:44:14	2025-03-11 22:44:14	aandroidid685791...	fhTw4LIQ_CF0hh...	Android	Active	Enable	

Push Notification Dialog (4):

Content *

Enter the content

Buttons: 5 Confirm Discard

Force Offline

By confirming the **Force Offline** option, the organization can recall a mobile account login of any employee if required. If user is active in multiple mobile phones, force offline function is used to turn the other mobile phones inactive which lets organization to forcefully change the current active status to offline.

Navigation: ZKBioTimeCloud Company Complements Employee Device **GPS** Attendance Access Reports System Apps

Left Menu: APP Settings, Accounts (1), Announcement, Notice, Operation Log, Geo-fence, GPS Tracking

Accounts Table:

	User Name	Login Time	Last Active	Client Id	Mobile Token	Client Category	Running Status	Mobile App Status	Action
2	☒	71056	2025-03-13 05:24...	2025-03-13 05:24...	5EDDE970-44DE-...	fcKqIV4fbUAkuBVL...	IOS	Active	Enable
	☐	7099	2025-03-13 03:05...	2025-03-13 03:05...	aandroidid685791...	fhTw4LIQ_CF0hh...	Android	Active	Enable
	☐	535	2025-03-11 22:29...	2025-03-11 22:29...	afkuXlkkSn...	3341234	IOS	Active	Enable
	☐	980	2025-03-06 03:56...	2025-03-06 03:56...	JKcZ00vqZ...	3341234	IOS	Active	Enable
	☐	7657	2025-03-06 00:54...	2025-03-06 00:54...	3341234	IOS	Active	Enable	
	☐	71062	2025-03-11 04:53...	2025-03-11 04:53...	aandroidid1764cb...	daYh5i7ZTuCgUK8...	Android	Active	Enable
	☐	536	2025-03-11 22:44:14	2025-03-11 22:44:14	aandroidid685791...	fhTw4LIQ_CF0hh...	Android	Active	Enable

Force Offline Dialog (4):

Are you sure to force the device offline?

Buttons: 4 Confirm Discard

Disable

Disable function helps to change an active employee's mobile device account to the inactive state.

ZKBioTimeCloud Company Complements Employee Device GPS Attendance Access Reports System Apps

SANTEST

Accounts

APP Settings

Accounts 1

Announcement

Notice

Operation Log

Geo-fence

GPS Tracking

2

3

User Name	Login Time	Last Active	Client Id	Mobile Token	Client Category	Running Status	Mobile App Status	Action
71056	2025-03-13 05:24...	2025-03-13 05:24...	5EDDE970-44DE...	fcKqIV4fbUAku8V1...	IOS	Active	Enable	
7099	2025-03-13 03:05...	2025-03-13 03:05...	aa...	fhTw4LIQ_CF0hh...	Android	Active	Enable	
535	2025-03-11 22:29...	2025-03-11 22:29...	C4...	f3TIG_HfkUXIkkSn...	IOS	Active	Enable	
980	2025-03-06 03:56...	2025-03-06 03:56...	D8...	c5VWotKcZ00vqZ...	IOS	Active	Enable	
7657	2025-03-06 00:54...	2025-03-06 00:54...	DB6A55D4-12C4-...	12312412341234	IOS	Active	Enable	
71062	2025-03-11 04:53...	2025-03-11 04:53...	aandroidid1764cb...	daYh5i7ZTuCgUk8...	Android	Active	Enable	
536	2025-03-11 22:44:14	2025-03-11 22:44:14	aandroidid685791...	fhTw4LIQ_CF0hh...	Android	Active	Enable	

4

Disable

Are you sure to disable the device?

Confirm Discard

Enable

Enable function helps to change an inactive employee's mobile device account to the active state.

ZKBioTimeCloud Company Complements Employee Device GPS Attendance Access Reports System Apps

SANTEST

Accounts

APP Settings

Accounts 1

Announcement

Notice

Operation Log

Geo-fence

GPS Tracking

2

3

User Name	Login Time	Last Active	Client Id	Mobile Token	Client Category	Running Status	Mobile App Status	Action
71056	2025-03-13 05:24...	2025-03-13 05:24...	5EDDE970-44DE...	fcKqIV4fbUAku8V1...	IOS	Active	Enable	
7099	2025-03-13 03:05...	2025-03-13 03:05...	aa...	fhTw4LIQ_CF0hh...	Android	Active	Enable	
535	2025-03-11 22:29...	2025-03-11 22:29...	C4...	f3TIG_HfkUXIkkSn...	IOS	Active	Enable	
980	2025-03-06 03:56...	2025-03-06 03:56...	D8...	c5VWotKcZ00vqZ...	IOS	Active	Enable	
7657	2025-03-06 00:54...	2025-03-06 00:54...	DB6A55D4-12C4-...	12312412341234	IOS	Active	Enable	
71062	2025-03-11 04:53...	2025-03-11 04:53...	aandroidid1764cb...	daYh5i7ZTuCgUk8...	Android	Active	Enable	
536	2025-03-11 22:44:14	2025-03-11 22:44:14	aandroidid685791...	fhTw4LIQ_CF0hh...	Android	Active	Enable	

4

Enable

Are you sure to enable the device?

Confirm Discard

Delete

Select the username and click on  icon under **Actions** to delete the employee account.

ZKBioTimeCloud Company Complements Employee Device **GPS** Attendance Access Reports System A

APP Settings **Accounts** 1

Announcement Notice Operation Log

Geo-fence GPS Tracking

Accounts

To delete multiple at once click here

2

3

4

Confirm Discard

User Name	Login Time	Last Active	Client Id	Mobile Token	Client Category	Running Status	Mobile App Status	Action
☒ 71056	2025-03-13 05:24...	2025-03-13 05:24...	5EDDE970-44DE-...	fcKqIV4fbUAkuBV1...	IOS	Active	Enable	
☐ 7099	2025-03-13 03:05...	2025-03-13 03:05...	aandroidid68579L...	fhTw4LIQ_CF0hh...	Android	Active	Enable	
☐ 535	2025-03-11 22:29...	2025-03-11 22:29...	C4C7557E-7CC5-...	f3TiG_HfkUXikkSn...	IOS	Active	Enable	
☐ 980	2025-03-06 03:56...	2025-03-06 03:56...	D8E905E9-DF82-...	c5VWotKcZ00vqZ...	IOS	Active	Enable	
☐ 7657	2025-03-06 00:54...	2025-03-06 00:54...	DB6A55D4-12C4-...	12312412341234	IOS	Active	Enable	
☐ 71062	2025-03-11 04:53...	2025-03-11 04:53...	aandroidid1764cb...	daYh5I7ZTuCgUk8...	Android	Active	Enable	
☐ 536	2025-03-11 22:44:14	2025-03-11 22:44:14	aandroidid68579L...	fhTw4LIQ_CF0hh...	Android	Active	Enable	

Export

Click the **[Export]** icon to export the employee accounts details in PDF, Excel, CSV, or TXT format.

ZKBioTimeCloud Company Complements Employee Device **GPS** Attendance Access Reports System Apps

APP Settings **Accounts** 1

Announcement Notice Operation Log

Geo-fence GPS Tracking

Accounts

2

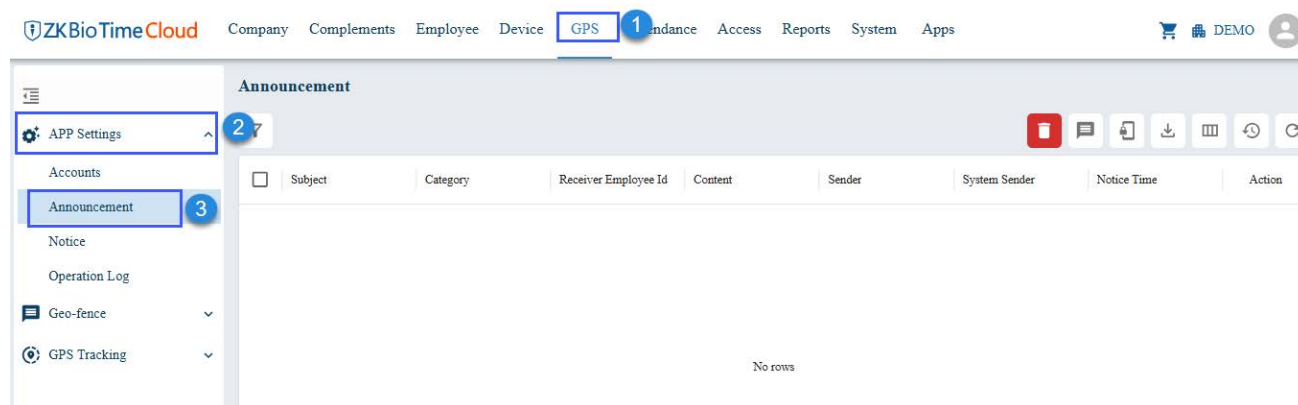
3

CSV Export
Excel Export
PDF Export
TXT Export

User Name	Login Time	Last Active	Client Id	Mobile Token	Client Category	Running Status	Mobile App Status	Action
☐ 71056	2025-03-13 05:24...	2025-03-13 05:24...	5EDDE970-44DE-...	fcKqIV4fbUAkuBV1...	IOS	Active	Enable	
☐ 7099	2025-03-13 03:05...	2025-03-13 03:05...	aandroidid68579L...	fhTw4LIQ_CF0hh...	Android	Active	Enable	
☐ 535	2025-03-11 22:29...	2025-03-11 22:29...	C4C7557E-7CC5-...	f3TiG_HfkUXikkSn...	IOS	Active	Enable	
☐ 980	2025-03-06 03:56...	2025-03-06 03:56...	D8E905E9-DF82-...	c5VWotKcZ00vqZ...	IOS	Active	Enable	
☐ 7657	2025-03-06 00:54...	2025-03-06 00:54...	DB6A55D4-12C4-...	12312412341234	IOS	Active	Enable	
☐ 71062	2025-03-11 04:53...	2025-03-11 04:53...	aandroidid1764cb...	daYh5I7ZTuCgUk8...	Android	Active	Enable	

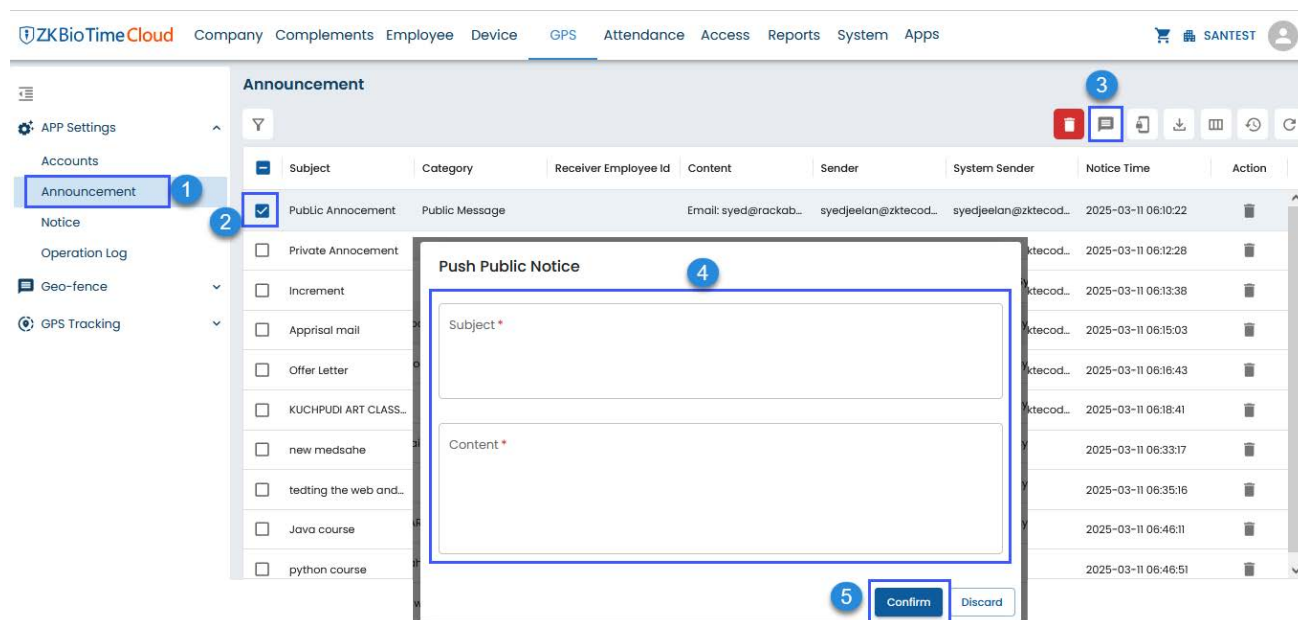
9.1.2 Announcements

The announcements, messages, and circulars of organizations are sent to employees as private and public notice.



Push Public Notice

Public Notice helps to set up and convey the organization's public announcements to the employees.



Push Private Notice

Private Notice helps to set up and convey the organization's private announcements to the employees.

The screenshot shows the ZKBioTimeCloud interface. The left sidebar has a menu with 'Announcement' highlighted (1). The main area displays a table of announcements. A modal window titled 'Push Private Notice' is open (4), showing fields for 'Receiver', 'Subject', and 'Content'. The 'Confirm' button is highlighted (5). A toolbar at the top right has an icon highlighted (3).

Delete

Select the subject and click on  icon under **Actions** to delete the announcement.

The screenshot shows the ZKBioTimeCloud interface. The left sidebar has a menu with 'Announcement' highlighted (1). The main area displays a table of announcements. A modal window titled 'Delete' is open (4), asking 'Are you sure to delete this record?'. The 'Confirm' button is highlighted (4). A callout box points to the trash icon in the 'Action' column (3) with the text 'To delete multiple at once click here'.

Export

Click the **[Export]** icon  to export the employee details in PDF, Excel, CSV, or TXT format.

ZKBioTimeCloud Company Complements Employee Device **GPS** Attendance Access Reports System Apps

SANTEST

Announcement

1

2

3

CSV Export
Excel Export
PDF Export
TXT Export

☐	Subject	Category	Receiver Employee Id	Content	Sender	System Sender	Notice Time	
☐	Public Annocement	Public Message		Email: syed@rackab...	syedjeelan@zktecod...	syedjeelan@zktecod...	2025-03-11 06:13:38	
☐	Private Annocement	Public Message		employee then logo...	syedjeelan@zktecod...	syedjeelan@zktecod...	2025-03-11 06:13:38	
☐	Increment	Private Message	536	Salary increment let...	syedjeelan@zktecod...	syedjeelan@zktecod...	2025-03-11 06:13:38	
☐	Appraisal mail	Private Message	999	Appraisal mail Salary ...	syedjeelan@zktecod...	syedjeelan@zktecod...	2025-03-11 06:15:03	
☐	Offer Letter	Private Message	999	In view of this news t...	syedjeelan@zktecod...	syedjeelan@zktecod...	2025-03-11 06:16:43	
☐	KUCHPUDI ART CLASS...	Public Message		KUCHPUDI ART CLASS...	syedjeelan@zktecod...	syedjeelan@zktecod...	2025-03-11 06:18:41	

9.1.3 Notice

Notice function is to send and receive notice in between individual employees which displays as receiver and sender with content mentioned.

ZKBioTimeCloud Company Complements Employee Device **GPS** Attendance Access Reports System Apps

DEMO

Notice

2

3

APP Settings

Accounts

Announcement

Notice

Operation Log

Geo-fence

GPS Tracking

☐	Receiver	Content	Category	Sender	Send Time	Read Status	Action
No rows							

Delete

Select the receiver and click on  icon under **Actions** to delete the notice.

Navigation: ZKBioTimeCloud Company Complements Employee Device **GPS** Attendance Access Reports System Apps

Left Menu: APP Settings, Accounts, Announcement, **Notice** (1), Operation Log, Geo-fence, GPS Tracking

Notice Table:

Receiver	Content	Category	Sender	Send Time	Read Status	Action
☒ 71061	{'category': 'Java2', 'star...	Training	3d16fb04-fa70-11ef-ala6...	2025-03-10 10:06:54	Unread	
☐ 535	{'category': 0, 'punch_ti...	Manual Log	3d16fb04-fa70-11ef-ala6...	2025-03-07 05:20:16	Unread	
☐ 7657	{'category': 'Java2', 'star...	Training	3d16fb04-fa70-11ef-ala6...	2025-03-10 10:06:54	Unread	
☐ 980	{'category': 'Java2', 'star...	Training	3d16fb04-fa70-11ef-ala6...	2025-03-10 10:06:54	Unread	
☐ 71062	{'category': 'Java2', 'star...	Training	3d16fb04-fa70-11ef-ala6...	2025-03-10 10:06:54	Read	

Callouts: 1 (Notice menu), 2 (Select checkbox), 3 (Delete icon), 4 (Delete dialog: Are you sure to delete this record? Confirm/Discard)

Tip: To delete multiple at once click here (points to the delete icon)

Export

Click the **[Export]** icon  to export the employee details in PDF, Excel, CSV, or TXT format.

Navigation: ZKBioTimeCloud Company Complements Employee Device **GPS** Attendance Access Reports System Apps

Left Menu: APP Settings, Accounts, Announcement, **Notice** (1), Operation Log, Geo-fence, GPS Tracking

Notice Table:

Receiver	Content	Category	Sender	Send Time	Read Status	Action
☒ 71061	{'category': 'Java2', 'star...	Training	3d16fb04-fa70-11ef-ala6...	2025-03-10 10:06:54	Unread	
☐ 535	{'category': 0, 'punch_ti...	Manual Log	3d16fb04-fa70-11ef-ala6...	2025-03-07 05:20:16	Unread	
☐ 7657	{'category': 'Java2', 'star...	Training	3d16fb04-fa70-11ef-ala6...	2025-03-10 10:06:54	Unread	
☐ 980	{'category': 'Java2', 'star...	Training	3d16fb04-fa70-11ef-ala6...	2025-03-10 10:06:54	Unread	
☐ 71062	{'category': 'Java2', 'star...	Training	3d16fb04-fa70-11ef-ala6...	2025-03-10 10:06:54	Read	
☐ 535	{'category': 1, 'punch_ti...	Manual Log	3d16fb04-fa70-11ef-ala6...	2025-03-07 05:20:16	Unread	

Callouts: 1 (Notice menu), 2 (Export icon), 3 (Export dropdown: CSV Export, Excel Export, PDF Export, TXT Export)

9.1.4 Operation Log

The list of operation logs is displayed of user and their client with status of operation.

Navigation: ZKBioTimeCloud Company Complements Employee Device **GPS** Attendance Access Reports System Apps

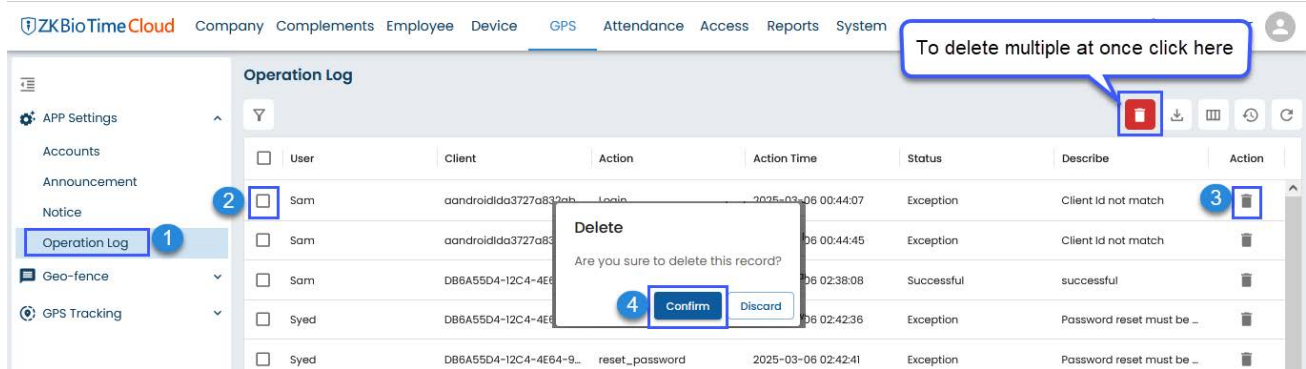
Left Menu: APP Settings (2), Accounts, Announcement, Notice, **Operation Log** (3), Geo-fence, GPS Tracking

Operation Log Table:

User	Client	Action	Action Time	Status	Describe	Action
No rows						

Delete

Select the user and click on  icon under **Actions** to delete the operation log.

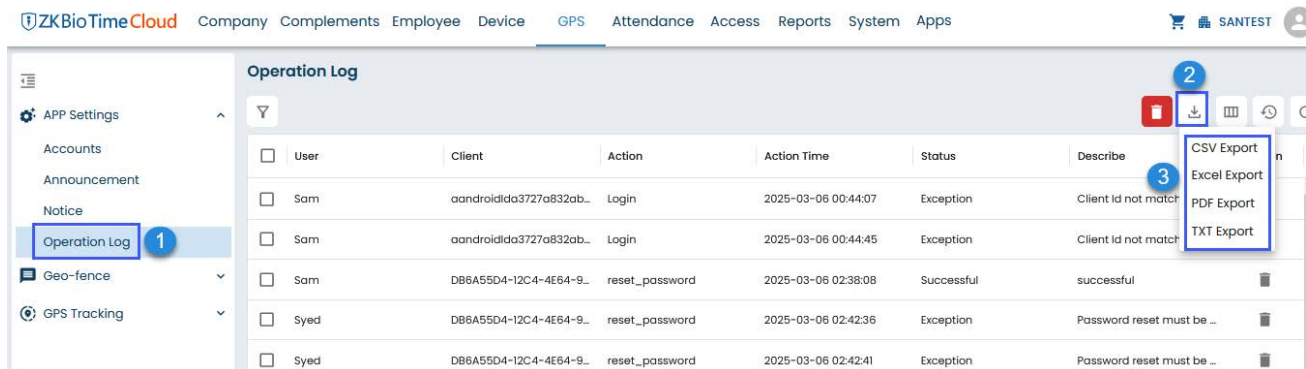


To delete multiple at once click here

User	Client	Action	Action Time	Status	Describe	Action
☐ Sam	aandroidida3727a832ab...	Login	2025-03-06 00:44:07	Exception	Client id not match	
☐ Sam	aandroidida3727a832ab...	Login	2025-03-06 00:44:45	Exception	Client id not match	
☐ Sam	DB6A55D4-12C4-4E64-9...	reset_password	2025-03-06 02:38:08	Successful	successful	
☐ Syed	DB6A55D4-12C4-4E64-9...	reset_password	2025-03-06 02:42:36	Exception	Password reset must be ...	
☐ Syed	DB6A55D4-12C4-4E64-9...	reset_password	2025-03-06 02:42:41	Exception	Password reset must be ...	

Export

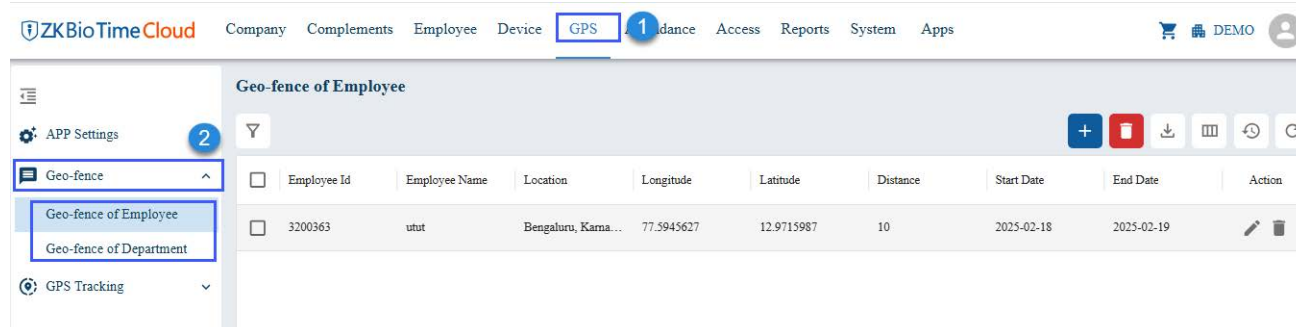
Click the **[Export]** icon  to export the user operation log details in PDF, Excel, CSV, or TXT format.



User	Client	Action	Action Time	Status	Describe	Action
☐ Sam	aandroidida3727a832ab...	Login	2025-03-06 00:44:07	Exception	Client id not match	
☐ Sam	aandroidida3727a832ab...	Login	2025-03-06 00:44:45	Exception	Client id not match	
☐ Sam	DB6A55D4-12C4-4E64-9...	reset_password	2025-03-06 02:38:08	Successful	successful	
☐ Syed	DB6A55D4-12C4-4E64-9...	reset_password	2025-03-06 02:42:36	Exception	Password reset must be ...	
☐ Syed	DB6A55D4-12C4-4E64-9...	reset_password	2025-03-06 02:42:41	Exception	Password reset must be ...	

9.2 Geo-fence

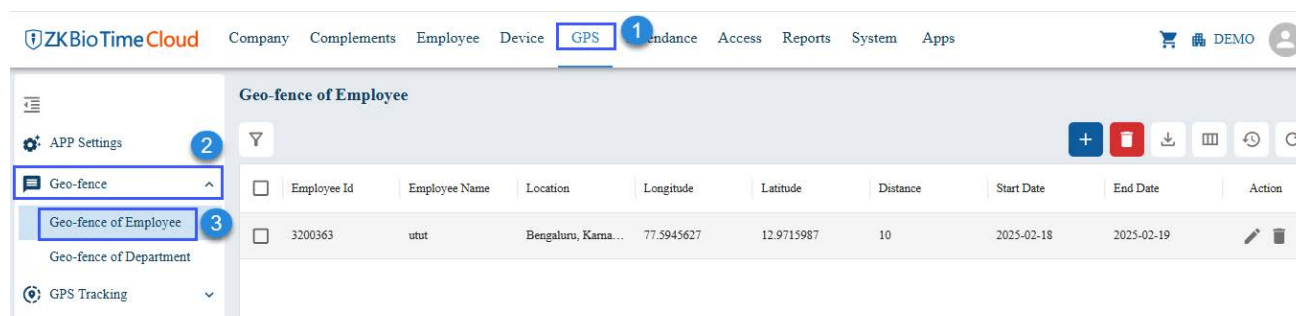
Geo-fencing function helps to set up limited boundaries using GPS technology to access attend punch the employees' clock in and out within their certain distance of worksite using GPS in their mobile device application. Geo-fence can be added to employees and department.



9.2.1 Geo-fence of Employee

Employee Geo-fence is used to keep track of employees' designated location range. This includes detailed information such as the employer's name, location, longitude, latitude, range, start date, and end date.

Administrators can define specific geographic areas within the software as virtual boundaries, representing the designated work zones where employees are expected to be present. Users have the ability to add, edit, and delete an employee's geo-fence as needed.



Geo-Fence of Employee Add

Click on icon to add geo-fence to an employee, fill the required fields and click on **[Save]** to add.

The following field parameters are described below:

Employee: Enter the employee identification number.

Location: Set the location for geo-fence of department.

Longitude: Set the longitude

Latitude: Set the latitude.

Start Date: Set the Start Date from the calendar.

End Date: Set the End Date from the calendar.

Edit Geo-Fence of Employee

Click on  icon under Action to edit the employee geo-fence details. Edit the details and click on **[Save]** to save the changes.

ZKBioTimeCloud Company Complements Employee Device GPS Attendance Access Reports System Apps

Geo-fence of Employee

1

☐	Employee Id	Employee Name	Location	Longitude	Latitude	Distance	Start Date	End Date	Action
☐	3200363	utut	Bengaluru, Karna...	77.5945627	12.9715987	10	2025-02-18	2025-02-19	2

Geo-fence of Employee / Edit

3

4 Save Discard

Enter the required details

Employee *

3200363 utut

Location *

Bengaluru, Karnataka, India

Distance *

10 m

Longitude *

77.5945627

Latitude *

12.9715987

Start Date *

2025-02-18

End Date *

2025-02-19

Delete

Select the employee and click on  icon under **Actions** to delete the geo-fence of employee.

ZKBioTimeCloud Company Complements Employee Device GPS Attendance Access Reports

Geo-fence of Employee

2

☒	Employee Id	Employee Name	Location	Longitude	Latitude	Distance	Start Date	End Date	Action
☒	3200363	utut	Bengaluru, Karna...	77.5945627	12.9715987	10	2025-02-18	2025-02-19	3

Geo-fence of Employee

1

To delete multiple geo-fence at once select the department and click here

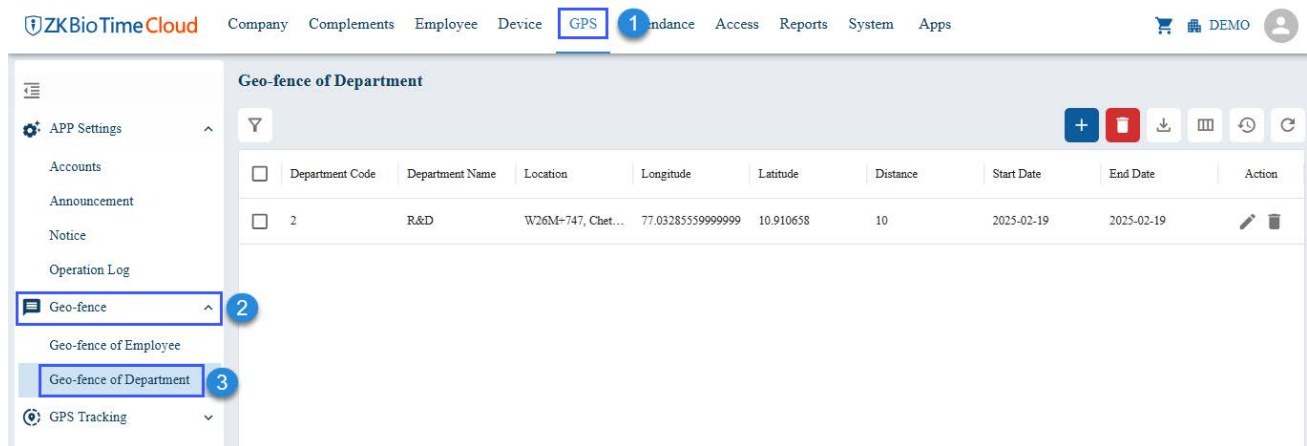
Bulk delete

Are you sure to delete selected records?

4 Confirm Discard

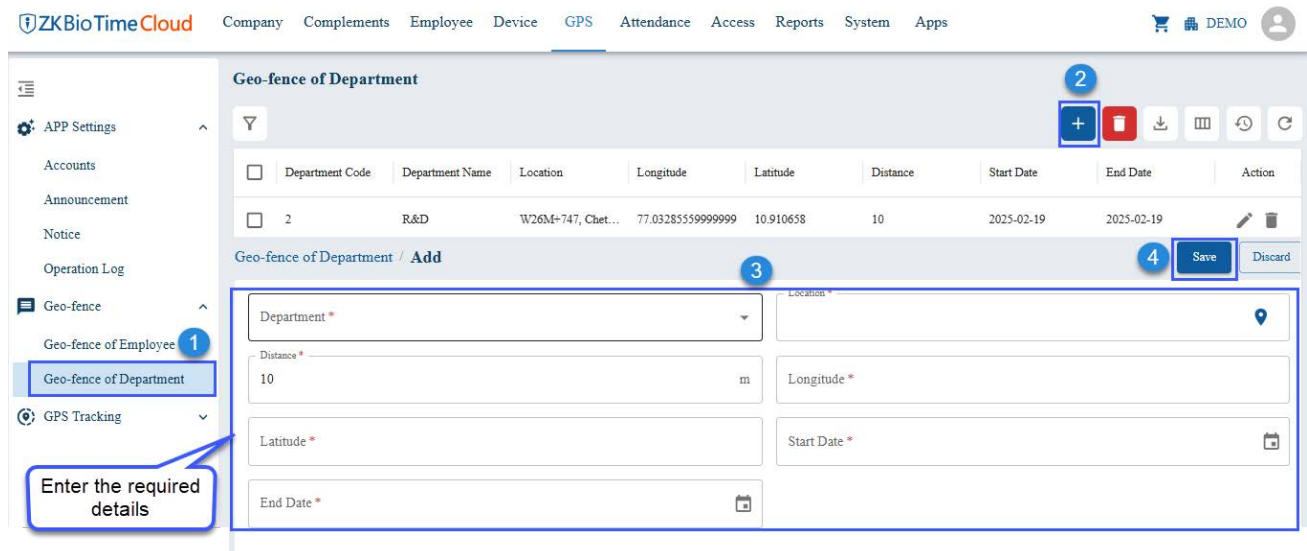
9.2.2 Geo-fence of Department

Geo-fence of department is to keep a track of department's given location range which is displayed in detail with department name, location. Longitude, latitude, range, start date, and end date. User can Add, Edit, and Delete the geo-fence of department.



Add Department of Geo-fence

Click on icon to add geo-fence to a department, fill the required fields and click on **[Save]** to add department.



The following field parameters are described below:

Department: Select the department from the drop-down list.

Distance: Set the range for geo-fence of department in meters.

Longitude: Set the longitude

Latitude: Set the latitude.

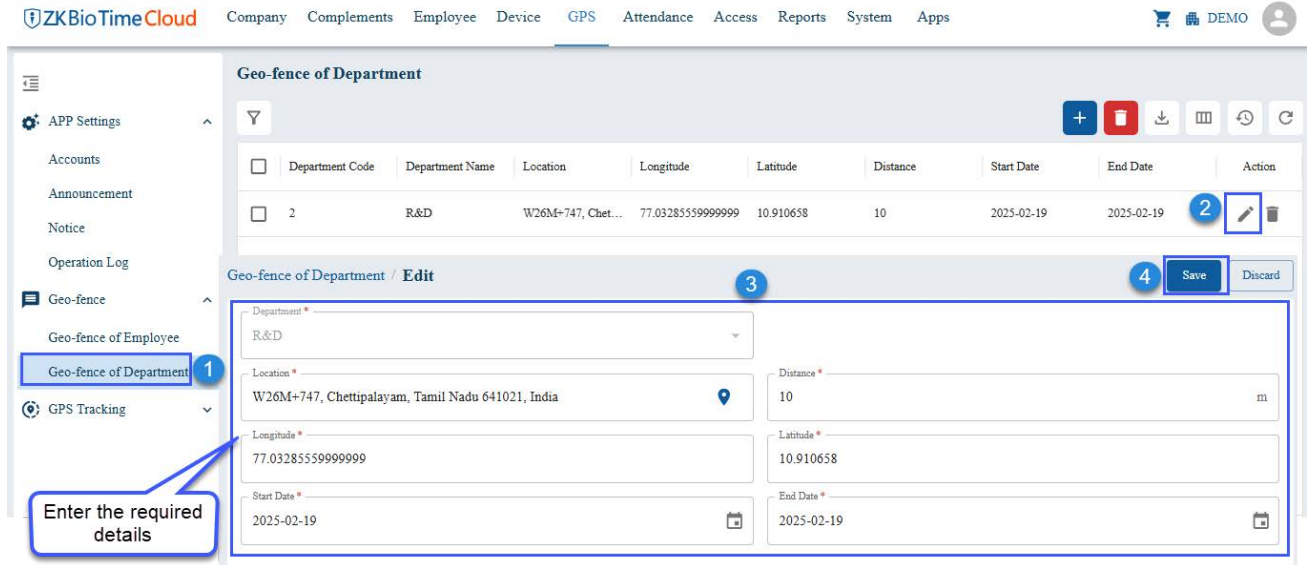
Start Date: Set the Start Date from the calendar.

End Date: Set the End Date from the calendar.

Location: Set the location for geo-fence of employee.

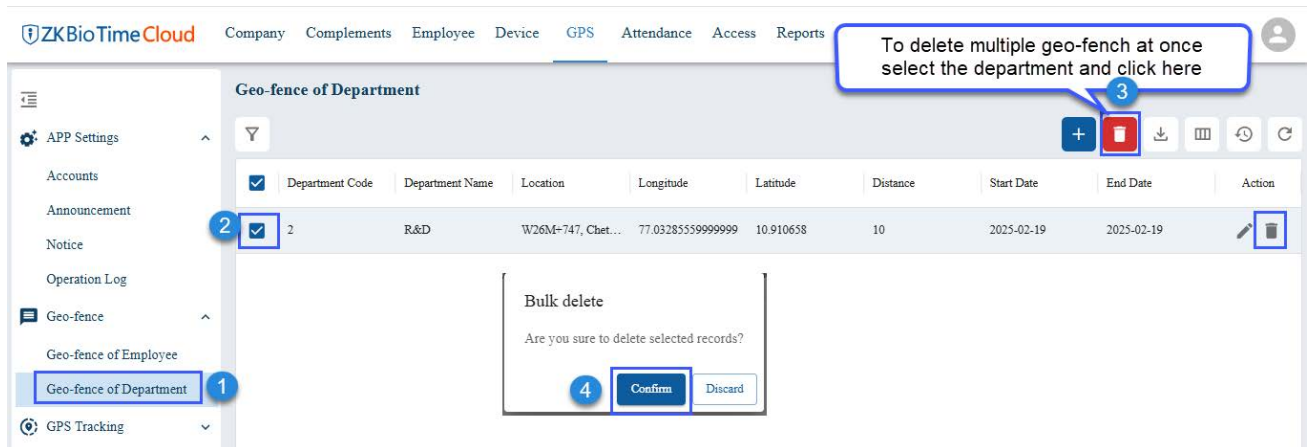
Edit Geo-fence

Click on  icon under Action to edit the department geo-fence details. Edit the details and click on **[Save]** to save the changes.



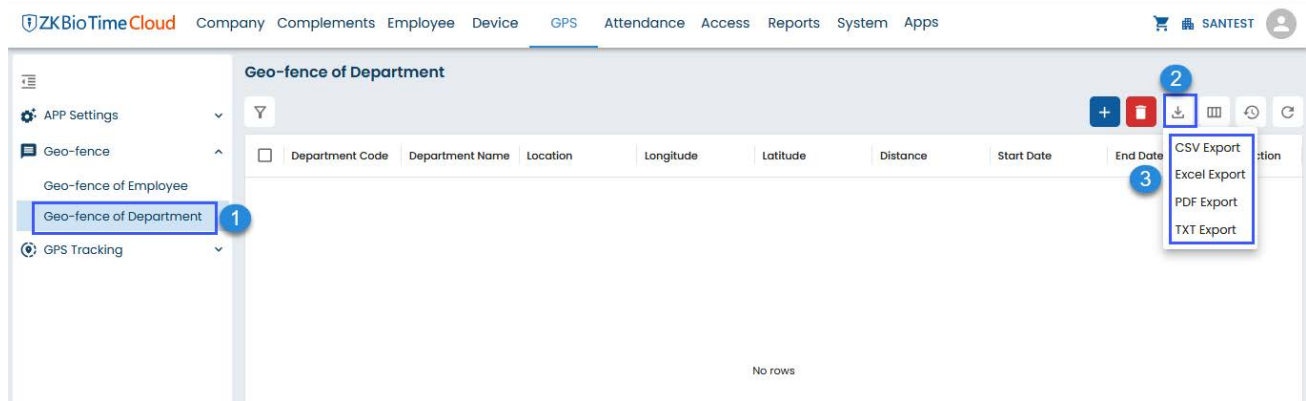
Delete

Select the department and click on  icon under **Actions** to delete the geo-fence of department.



Export

Click the **[Export]** icon  to export the department details in PDF, Excel, CSV, or TXT format.



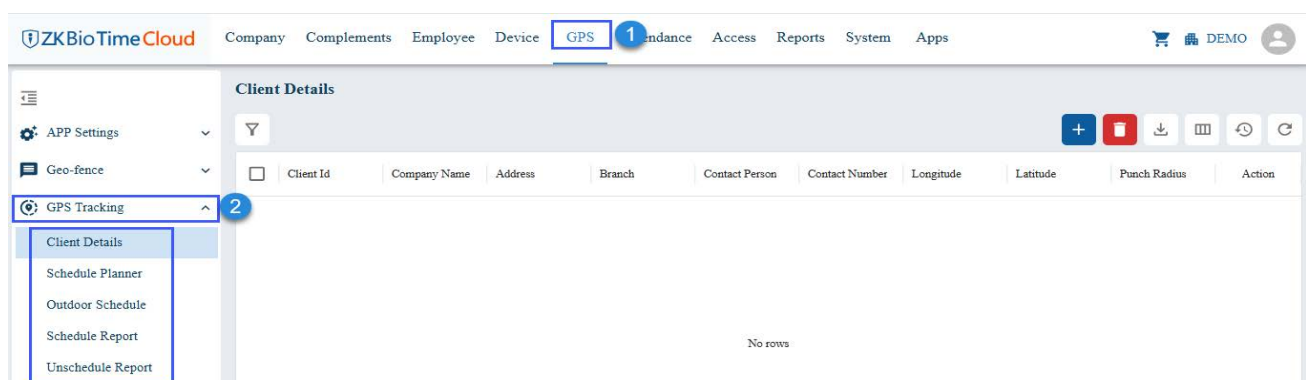
9.3 GPS Tracking

GPS Checking is a pivotal feature in attendance applications, designed to enhance the accuracy and reliability of attendance management using Global Positioning System (GPS) technology.

Primarily used for managing employees under Outdoor Management, this feature allows users to input client company details and geographical coordinates into the system, effectively registering client locations as designated check-in points.

Once these check-in points are established, the Schedule Planner can be used to create itineraries, such as client visits or after-sales service resolutions. Within the Outdoor Schedule module, field employees can then be assigned to specific fieldwork schedules.

This ensures that when employees are on field duty, they can still check in, allowing attendance to be recorded accurately. Additionally, administrators can monitor and review attendance data for field assignments through the Schedule Report and Unschedule Report, thereby completing the field attendance workflow and improving oversight of field operations.



9.3.1 Client Details

In Client Details, the user can set up punch radius for clients and their company. The interface displays the log for details such as Client Id, Company Name, Address, Branch, Contact Person, Contact Number, Longitude, Latitude, Punch Radius, and Action.

Client Details

Client Id	Company Name	Address	Branch	Contact Person	Contact Number	Longitude	Latitude	Punch Radius	Action
12544	Zkteco testing	no 55, Puttapp...	Factory	Surya prasad K	87667689779	77.6910073999...	12.9960624	100	
233	Zktecoddev	no 55, Puttapp...	testdev	Syed jeelan	7073737373	77.6910073999...	12.9960624	1000	

Client Details / Add

Click on icon, fill the required fields and click on **[Save]** to add client details.

Client Details / Add

Enter the required details

Client Id * Address *

Company Name * Branch *

Contact Person * Contact Number *

Longitude * Latitude *

Punch Radius * mtrs

4 Save Discard

The following field parameters are described below:

Client Id: Enter the Client Id.

Company Name: Enter the company name.

Branch: Enter the branch name.

Contact Person: Enter the name of the contact person.

Longitude: Set the longitude

Latitude: Set the latitude.

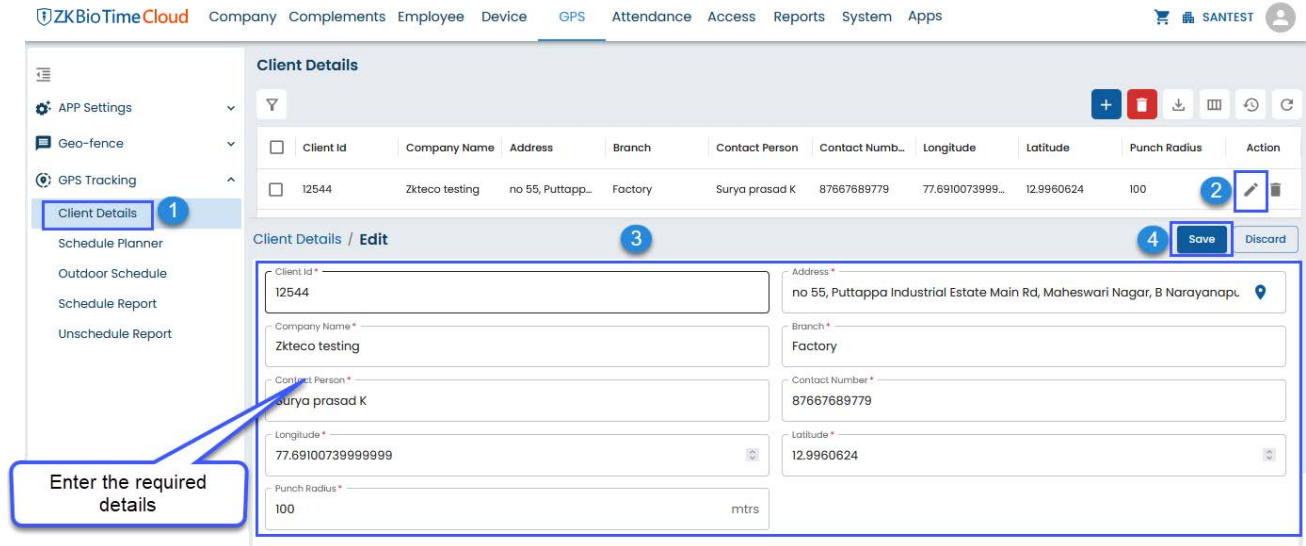
Punch Radius: Set the Punch radius for client.

Address: Enter the client's company address.

Company Logo: Select and upload the company logo.

Client Details / Edit

Click on  icon under Action to edit the client details. Edit the details and click on **[Save]** to save the changes.



Client Details / Edit

Client Id * 12544

Company Name * Zkteco testing

Contact Person * Surya prasad K

Longitude * 77.69100739999999

Punch Radius * 100 mtrs

Address * no 55, Puttappa Industrial Estate Main Rd, Maheswari Nagar, B Narayanapu

Branch * Factory

Contact Number * 87667689779

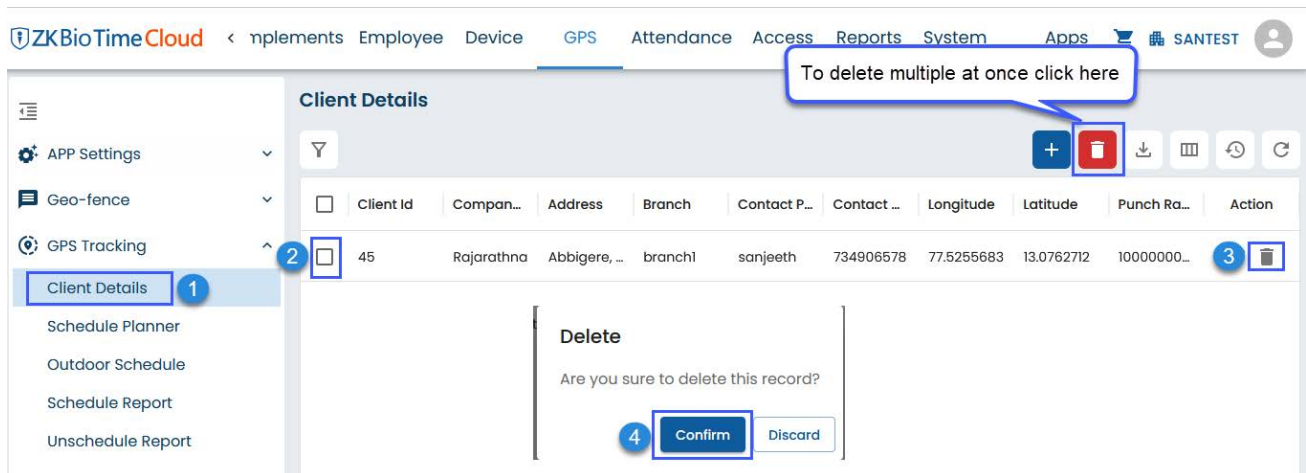
Latitude * 12.9960624

Save Discard

Enter the required details

Delete

Select the department and click on  icon under **Actions** to delete the client details.



Client Details

Client Id 45

Company Name Rajarathna

Address Abbigere, ...

Branch branch1

Contact Person sanjeeth

Contact Number 734906578

Longitude 77.5255683

Latitude 13.0762712

Punch Radius 10000000...

Delete

Are you sure to delete this record?

Confirm Discard

To delete multiple at once click here

Export

Click the **[Export]** icon  to export the client details in PDF, Excel, CSV, or TXT format.

Client Details

Client Id	Company Name	Address	Branch	Contact Person	Contact Numb...	Longitude	Latitude	Punch	Action	
☒	12544	Zkteco testing	no 55, Puttapp...	Factory	Surya prasad K	87667689779	77.6910073999...	12.9960624	1000	
☐	233	Zktecoddev	no 55, Puttapp...	testdev	Syed jeelan	7073737373	77.6910073999...	12.9960624	1000	

Export Options: CSV Export, Excel Export, PDF Export, TXT Export

9.3.2 Schedule Planner

In Schedule planner, an organization can plan schedule with details such as Map and text to view. Also, user can **Add**, **Edit**, and **Delete** the schedule plan.

Schedule Planner

Name	Action
☐ schdule planner	
☐ Unschedule	
☐ Syed Schdule	
☐ weee	

No record selected

Add Schedule Planner

Click on icon, fill in the required fields and click on **[Save]** to add new schedule.

Schedule Planner / Add

Name *

Company *

Date *

Start Time *

End Time *

Buttons: Add, Save, Discard

The following field parameters are described below:

Schedule Name: Enter the schedule name.

Company Name: Enter the company name.

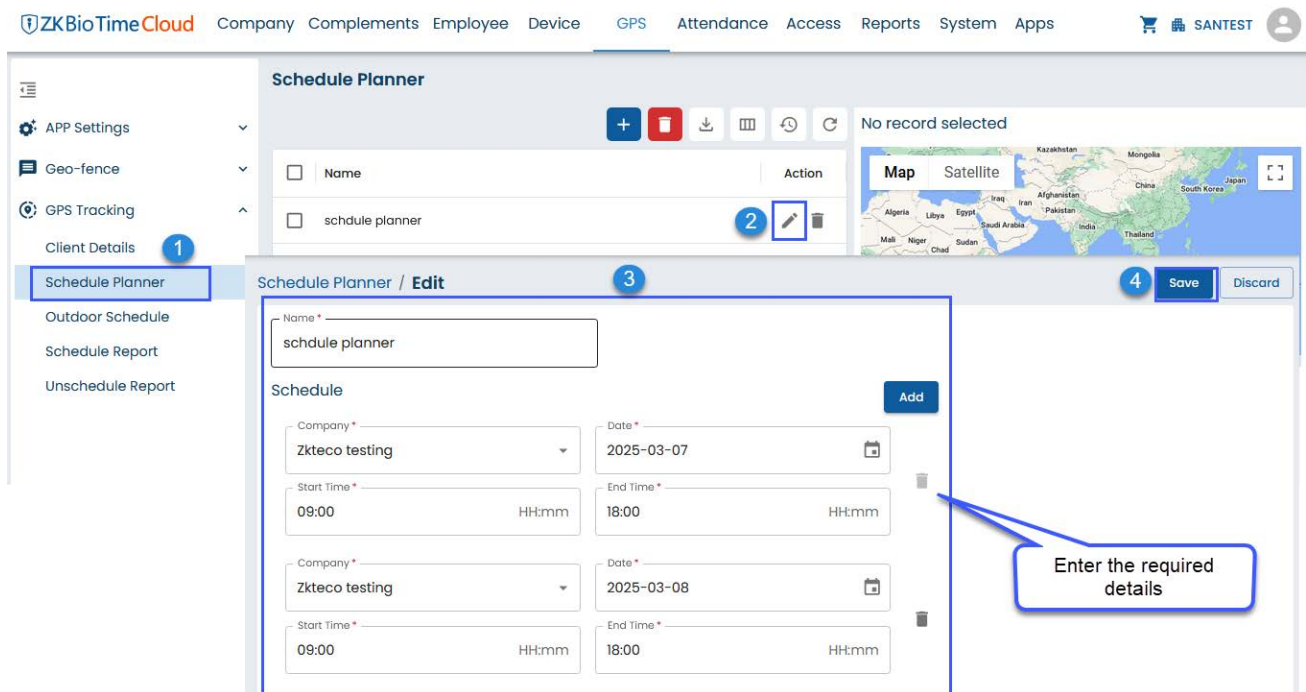
Date: Enter the date.

Start Time: Enter the Start time.

End Time: Set the End time.

Schedule Planner / Edit

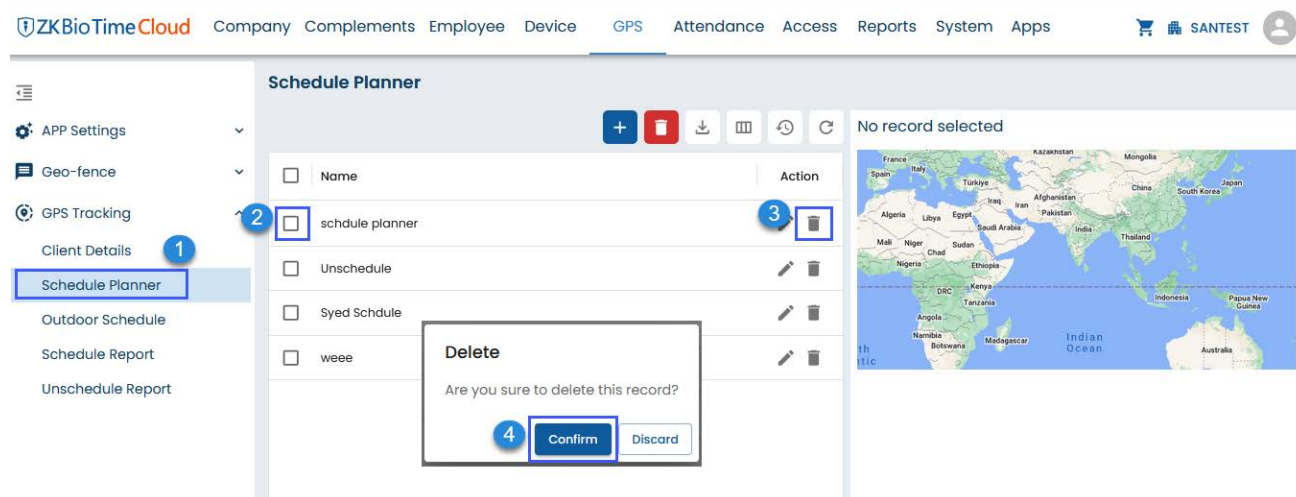
Click on  icon under Action to edit the schedule plan. Edit the details and click on **Save** to save the changes.



The screenshot displays the ZKBioTimeCloud interface for editing a schedule. The sidebar on the left contains navigation options: APP Settings, Geo-fence, GPS Tracking, Client Details, Schedule Planner (highlighted with a blue box and a '1' icon), Outdoor Schedule, Schedule Report, and Unschedule Report. The main header includes tabs for Company, Complements, Employee, Device, GPS, Attendance, Access, Reports, System, and Apps. The 'Schedule Planner' tab is active, showing a table with columns for Name and Action. The 'Action' column contains a pencil icon (highlighted with a blue box and a '2' icon) and a trash icon. A map of the world is visible in the background. The 'Schedule Planner / Edit' form (highlighted with a blue box and a '3' icon) contains the following fields: Name (schdule planner), Company (Zkteco testing), Date (2025-03-07), Start Time (09:00), and End Time (18:00). A callout box (highlighted with a blue box and a '4' icon) points to the form with the text 'Enter the required details'. The form also includes an 'Add' button and a 'Save' button.

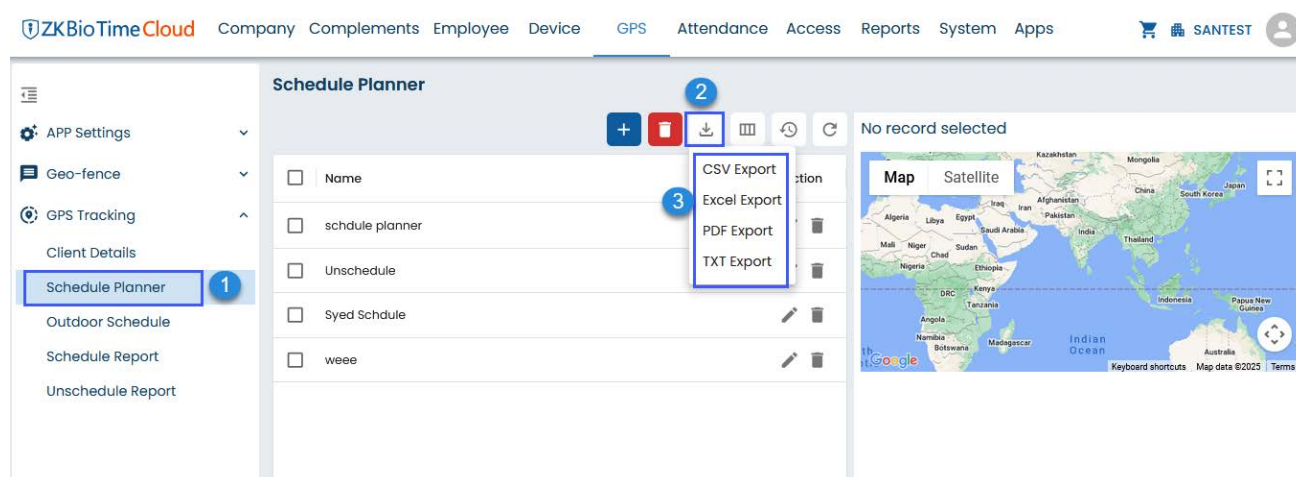
Delete

Select the department and click on  icon under **Actions** to delete the schedule.



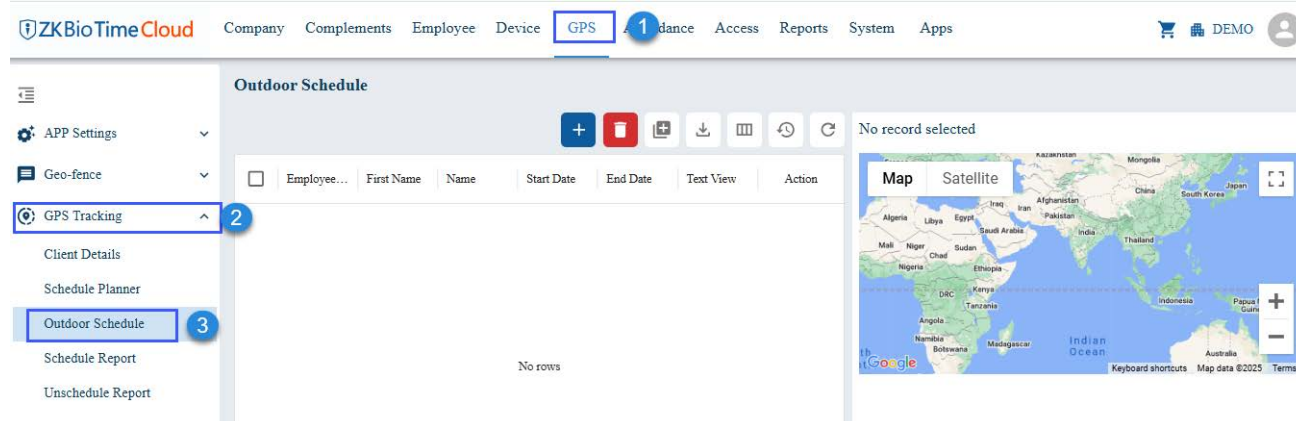
Export

Click the **[Export]** icon  to export the employee accounts details in PDF, Excel, CSV, or TXT format.



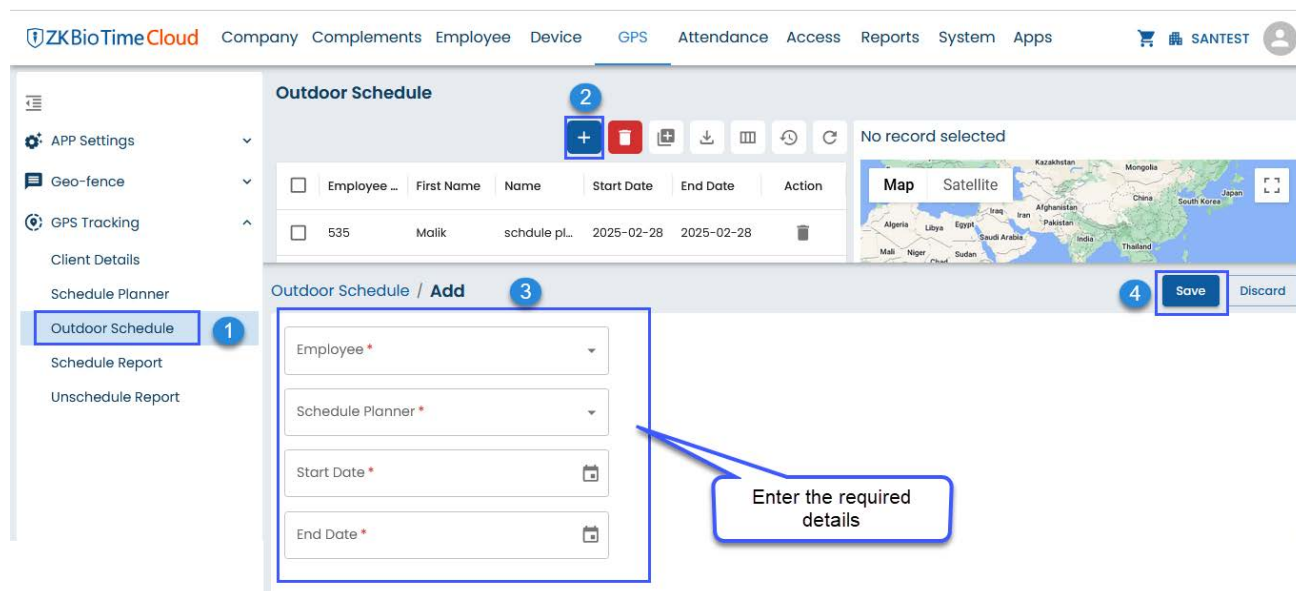
9.3.3 Outdoor Schedule

In Outdoor Schedule, an organization can plan outdoor schedule for employees with details such as Employee Id, First Name, Last Name, Schedule Name, Start Date, End Date, Map, and Text to view. Also, user can Add and Delete the outdoor schedule.



Add

Click on  icon, fill the required fields and click on **Confirm** to add outdoor schedule.



Delete

Select the department and click on  icon under **Actions** to delete the outdoor schedule.

Outdoor Schedule

To delete multiple at once click here

No record selected

Employee	First Name	Name	Start Date	End Date	Action
☒	535	Malik	schedule pl...	2025-02-28	2025-02-28
☐	999	syed	Syed Schd...	2025-03-12	2025-03-21
☐	71056				2025-03-27

Delete

Are you sure to delete this record?

Confirm **Discard**

Bulk Add

Users can click on  **[Bulk Add]** to add the outdoor schedule in bulk.

Outdoor Schedule

To add multiple at once click here

No record selected

Employee	First Name	Name	Start Date	End Date	Action
☐	535	Malik	schedule pl...	2025-02-28	2025-02-28

Outdoor Schedule / Bulk Add

Employee *

Schedule Planner *

Start Date *

End Date *

Save **Discard**

Export

Click the **[Export]** icon  to export the employee details in PDF, Excel, CSV, or TXT format.

Outdoor Schedule

Export options: CSV Export, Excel Export, PDF Export, TXT Export

Employee ID	First Name	Name	Start Date	End Date	Action
535	Malik	schedule pl...	2025-02-28	2025-03-01	
999	syed	Syed Schd...	2025-03-12	2025-03-13	
71056	Vidya	Syed Schd...	2025-03-01	2025-03-27	

No record selected

9.3.4 Schedule Report

In Schedule Report, the list of reports of schedules are displayed.

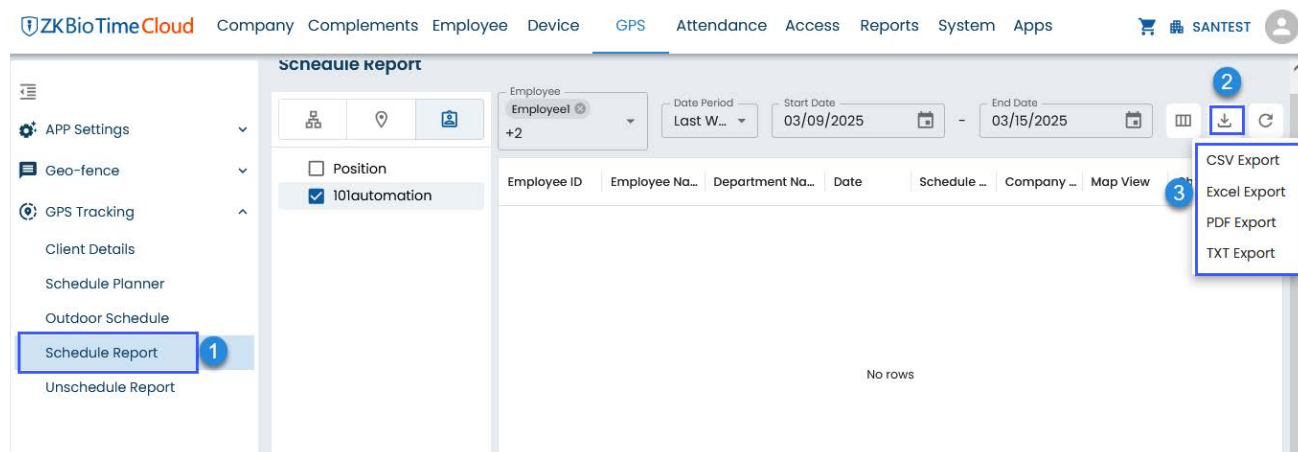
Schedule Report

Employee: [Dropdown] Date Period: This Week Start Date: 03/16/2025 End Date: 03/22/2025

Employee ID	Employee Na...	Department Na...	Date	Schedule ...	Company ...	Map View	Check In L...	Check
No rows								

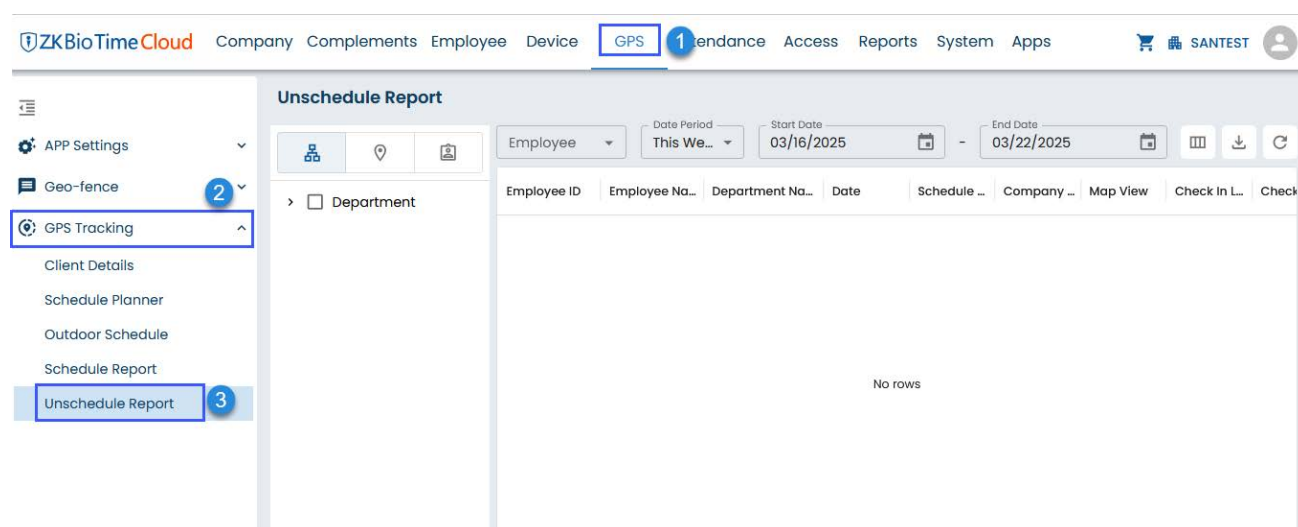
Export

Click the **[Export]** icon  to export the schedule report details in PDF, Excel, CSV, or TXT format.



9.3.5 Un-Schedule Report

In Un-Schedule Report, the list of un-scheduled reports is displayed.



Export

Click the **[Export]** icon  to export the unscheduled details in PDF, Excel, CSV, or TXT format.

ZKBioTimeCloud Company Complements Employee Device GPS Attendance Access Reports System Apps

Unschedule Report

APP Settings Geo-fence GPS Tracking Client Details Schedule Planner Outdoor Schedule Schedule Report **Unschedule Report**

Employee Date Period This We... Start Date 03/16/2025 End Date 03/22/2025

Employee ID Employee Na... Department Na... Date Schedule ... Company ... Map View Ch

CSV Export Excel Export PDF Export TXT Export

No rows

10. Attendance Management

The system can exchange data with the T&A devices and collect the attendance records. The primary functions implemented by the attendance system include User management, management of Attendance parameters, Rules, Shift timetables, Scheduling, Approval & Incident Management.

10.1 Work Rule

10.1.1 Global Rule

General rules can be applied to all the Departments. All the general attendance parameters can be set here.

The screenshot shows the ZKBio Time Cloud interface. The top navigation bar includes 'Company', 'Complements', 'Employee', 'Device', 'GPS', 'Attendance' (highlighted with a blue box and a '1' in a blue circle), 'Less', 'Reports', 'System', and 'Apps'. On the left sidebar, 'Work Rule' is expanded, and 'Global Rule' is selected (highlighted with a blue box and a '2' in a blue circle). The main content area is titled 'Global Rule' and contains a 'Save' button in the top right corner. The settings are organized into sections: 'Basic Settings' with a 'Punch Period *' field set to '1' and 'Minutes'; 'Week Off Settings' with an 'Enable Week Off' toggle; 'Overtime Settings' with an 'Overtime Rule *' dropdown set to 'Calculate OT'; 'Late Rule' with a 'Late exceeds *' field set to '540' and 'Minutes', and a 'Consider As *' dropdown set to 'Absent'; and an 'Enable Late Times' toggle. There are also fields for 'Late more than *' and 'Consider As *' at the bottom.

- Basic Setting

Select **[Attendance]** > **[Work Rule]** > **[Global Rule]** > **[Basic Settings]** to add the duplicate punch period. Click **[Save]** to save the details.

The screenshot shows the 'Global Rule' configuration page. The left sidebar has a 'Global Rule' option highlighted with a blue box and the number 1. The main content area has a 'Basic Settings' tab selected with a blue box and the number 2. Within 'Basic Settings', the 'Punch Period' field is set to '1' with a unit of 'Minutes', highlighted with a blue box and the number 3. A callout bubble with the text 'Select the period' points to this field. The 'Save' button is located in the top right corner, highlighted with a blue box and the number 4.

The following field parameters are described below:

Duplicate Punch Period: Set the interval period (in minutes) for duplicate punch. If it is set to 1 minute and the user tries to punch several times within a minute, the system will only accept the first punch.

- Week Off Settings

This setting is for the personnel who do not have a time schedule but have attendance punch records and need to make time and attendance calculation.

Select [**Work Rule**] > [**Global Rule**] > [**Week off Settings**] to add the details. Click [**Save**] to save the details.

The screenshot shows the 'Global Rule' configuration page with the 'Week Off Settings' tab selected (2). The 'Enable Week Off' toggle is turned on. The 'Working on day' dropdown menu is open, showing options: 'Calculate as normal work time', 'Calculate as normal work time', 'Calculate as weekday OT', 'Calculate as week off OT', and 'Calculate as holiday OT'. The first option is selected, highlighted with a blue box and the number 3. A callout bubble with the text 'Select the data' points to this dropdown. The 'Save' button is in the top right corner, highlighted with a blue box and the number 4.

The following field parameters are described below:

Action: Select the mode of Ac

Working On Day: Select the type of work time.

Calculate as Weekday OT (Hours): Select the total hours of overtime in a week.

Calculate as Week off OT (Hours): Select the total hours of overtime in a week off.

Calculate as Holiday OT (Hours): Select the total hours of overtime in a holiday.

Note: The overtime matching rule is to match from bottom to top and sort the overtime that matches the duration for overtime calculation.

What are Overtime levels?

When an employee works more than the needed hours, the company management sets overtime levels such that, the employee gets paid according to his worked overtime level. Overtime levels must be in hours and must be set in such a way that OT Level 3 > OT Level 2 > OT Level 1.

E.g.: OT Level 1 - 3 hours

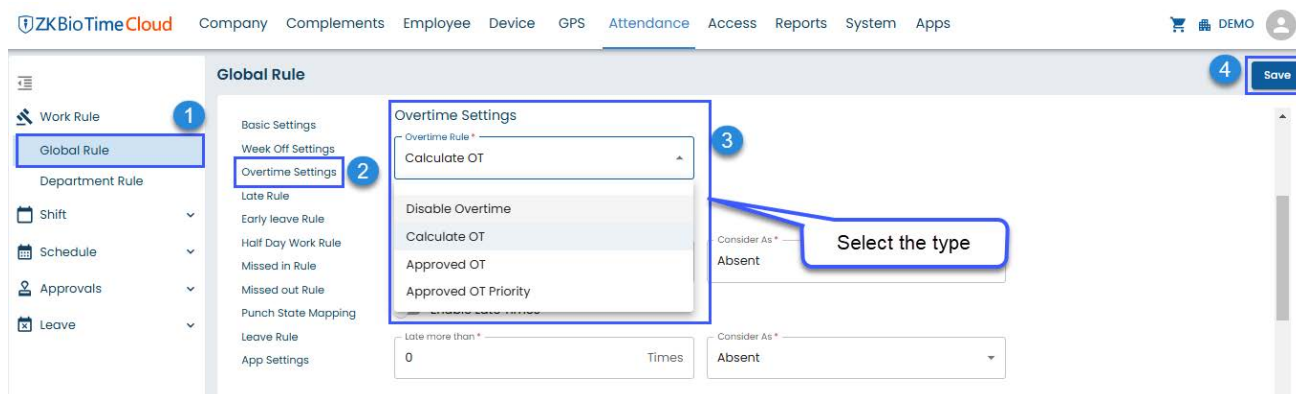
OT Level 2 - 5 hours

OT Level 3 – 7 hours

For each OT level, you may set distinct pay levels. Consider an employee A works for 3 hours, and employee B works for 5 hours. The worked hours of employee A falls under Level 1. The worked hours of employee B falls under both Level 1 and Level 2. So, employee B gets consolidated pay by considering both levels.

Overtime Setting

Select **[Work Rule]** > **[Global Rule]** > **[Overtime Settings]** to select the overtime Rule click **[Save]** to save the overtime rule type



The following field parameters are described below:

Overtime Rule: It can be set to "Disable Overtime" to disable the overtime function. "Calculation OT" calculates the overtime based on the attendance punch time, "Approval OT" calculates the overtime based on the overtime application, "Approval OT Priority" preferentially calculates the overtime on the overtime application, and "Minimum OT" calculates the minimum overtime between "Calculation OT" and "Approval OT".

Late Rule

Select **[Work Rule]** > **[Global Rule]** > **[Late Rule]** to select the late rule and enable or disable the late times and then click **[Save]** to save the late rule settings details.

The following field parameters are described below:

Late exceeds: Calculate the late exceeding time period.

Consider As: Select the type of leave after the exceeding time period.

When the work-duration is less than: Enter the duration of working hours if less than the prescribed time period.

The check-in and check-out settings are valid only when mandatory check-in and check-out are enabled in the Shift timetable settings.

Late coming or early leaving exceeding by N minutes is counted as absence.

On-duty without check-in is counted as late arrival (absence/incomplete) for N minutes.

On-duty without check-out is counted as early leaving (absence/incomplete) for N minutes.

Early Leave Rule

Select **[Work Rule] > [Global Rule] > [Early Leave Rule]** to select the early leave rule and enable or disable the early leave times and then click **[Save]** to save the early leave rule settings details.

- Half Day Work Rule

Select **[Work Rule] > [Global Rule] > [Half Day Work Rule]** and enter the working duration time in minutes

and then click **[Save]** to save the half day work rule calculation settings details.

The screenshot shows the 'Global Rule' configuration page for 'Half Day Work Rule'. The left sidebar has 'Global Rule' selected (1). The main content area has 'Half Day Work Rule' selected (2). The 'Half Day Work Rule' section (3) contains a text input for 'Working duration less than *' with the value '270' and a 'Minutes' label. A callout bubble points to this input with the text 'Set the working time in minutes'. The 'Missed in Rule' section has a dropdown menu set to 'Present'. The 'Missed out Rule' section has a dropdown menu set to 'Present'. A 'Save' button (4) is in the top right corner.

The following field parameters are described below:

Working Duration Less than: Enter the timings in minutes for half the working day.

- Missed in Rule

Select **[Work Rule]** > **[Global Rule]** > **[Missed in Rule]** and select the type of missed checked in then click **[Save]** to save the missed check in calculation settings details.

The screenshot shows the 'Global Rule' configuration page for 'Missed in Rule'. The left sidebar has 'Global Rule' selected (1). The main content area has 'Missed in Rule' selected (2). The 'Missed in Rule' section (3) has a dropdown menu set to 'Present'. A callout bubble points to this dropdown with the text 'Select here'. The 'Missed out Rule' section is visible below. A 'Save' button (4) is in the top right corner.

- Missed out Rule

Select **[Work Rule]** > **[Global Rule]** > **[Missed out Rule]** and select the type of missed check out then click **[Save]** to save the missed check out calculation settings details.

The screenshot shows the 'Global Rule' configuration page in the ZKBio Time Cloud application. The left sidebar contains a menu with 'Work Rule' selected, and 'Global Rule' is highlighted with a blue box and a circled '1'. The main content area is titled 'Global Rule' and has a 'Save' button in the top right corner, also highlighted with a blue box and a circled '4'. The 'Missed out Rule' section is selected in the left sidebar, highlighted with a blue box and a circled '2'. The 'Missed out Rule' configuration area is highlighted with a blue box and a circled '3'. It includes a dropdown menu for 'Missed out consider as *' with options: Present, Absent, Incomplete, and Half Day. A callout box points to the dropdown with the text 'Select here'. Below the dropdown are input fields for 'Break in *' (value 1), 'Break out *' (value 3), 'Overtime in *' (value 4), and 'Overtime out *' (value 5).

- Punch State Mapping

Select **[Work Rule] > [Global Rule] > [Punch State Mapping]** and view the various types of punch then click **[Save]** to save the punch count details.

The screenshot shows the 'Global Rule' configuration page in the ZKBio Time Cloud application. The left sidebar contains a menu with 'Work Rule' selected, and 'Global Rule' is highlighted with a blue box and a circled '1'. The main content area is titled 'Global Rule' and has a 'Save' button in the top right corner, also highlighted with a blue box and a circled '4'. The 'Punch State Mapping' section is selected in the left sidebar, highlighted with a blue box and a circled '2'. The 'Punch State Mapping' configuration area is highlighted with a blue box and a circled '3'. It includes input fields for 'Check in *' (value 0), 'Check out *' (value 1), 'Break out *' (value 2), 'Break in *' (value 3), 'Overtime in *' (value 4), and 'Overtime out *' (value 5). A callout box points to the input fields with the text 'Enter the required details'. Below the 'Punch State Mapping' section is the 'Leave Rule' section, which includes a toggle for 'Condition for leave management' (checked) and 'Full Month' (unchecked), and input fields for 'Leave calculation start day *' (value 26) and 'Leave calculation end day *' (value 25).

- Leave Rule

The **Leave Rule** section is used to define how employee leave is calculated and managed within a specific period. It allows the system to follow custom rules for leave tracking, ensuring it aligns with your company's policies.

Select **[Work Rule] > [Global Rule] > [Leave Rule]** and set the leave calculation start/end days then click **[Save]** to save the leave rule details.

Condition for Leave Management (Enabled):

When enabled (switch is blue), the system will apply **conditions and rules** when managing leave. This may include checking if the employee has enough leave balance, whether the leave period overlaps with holidays, weekends, or rest days, and whether attendance records justify the leave.

Full Month (Enabled):

When this is **disabled** (as in your image), the leave calculation is **not tied to the full calendar month**, but instead follows a custom range defined by the administrator using the **Start Day** and **End Day** fields.

Toggle the switch to ON (blue) if you want the system to always calculate leave based on the full month (1st to 30th/31st). Leave it OFF (grey) to define your own start and end dates.

Leave Calculation Start Day / End Day:

Start Day: This sets the beginning of the leave calculation cycle. In your image, it is set to 1, meaning leave tracking begins on the 1st of the month.

End Day: This sets the end of the leave calculation cycle. it is set to 31, so the cycle ends on the 31st.

When "Full Month" is OFF, these fields allow you to define a custom date range for leave management. For example, if your payroll cycle is from the 26th of one month to the 25th of the next, you would set Start Day = 26 and End Day = 25.

• App Setting

Select **[Work Rule] > [Global Rule] > [APP Settings]** to select the capture, Attendance, and the type of function key. Click **[Save]** to save the calculation settings details.

Company Complements Employee Device GPS Attendance Access Reports System Apps

DEMO

Work Rule

Global Rule 1

Department Rule

Shift

Schedule

Approvals

Leave

Global Rule

Basic Settings

Week Off Settings

Overtime Settings

Late Rule

Early leave Rule

Half Day Work Rule

Missed in Rule

Missed out Rule

Punch State Mapping

Leave Rule

App Settings 2

Break Out *
2

Break In *
3

Overtime In *
4

Overtime Out *
5

Leave Rule

Condition for leave management

Full Month

Leave calculation start day *
25

Leave calculation end day *
25

App Settings 3

Capture required *

Work code required *

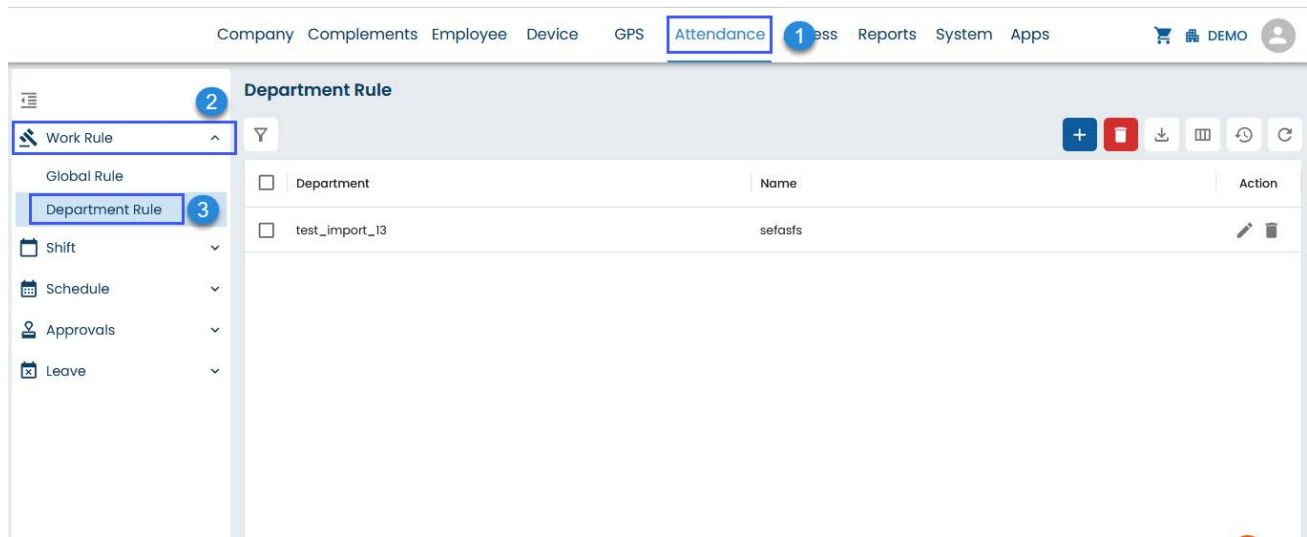
Punch state required *

4 Save

AI

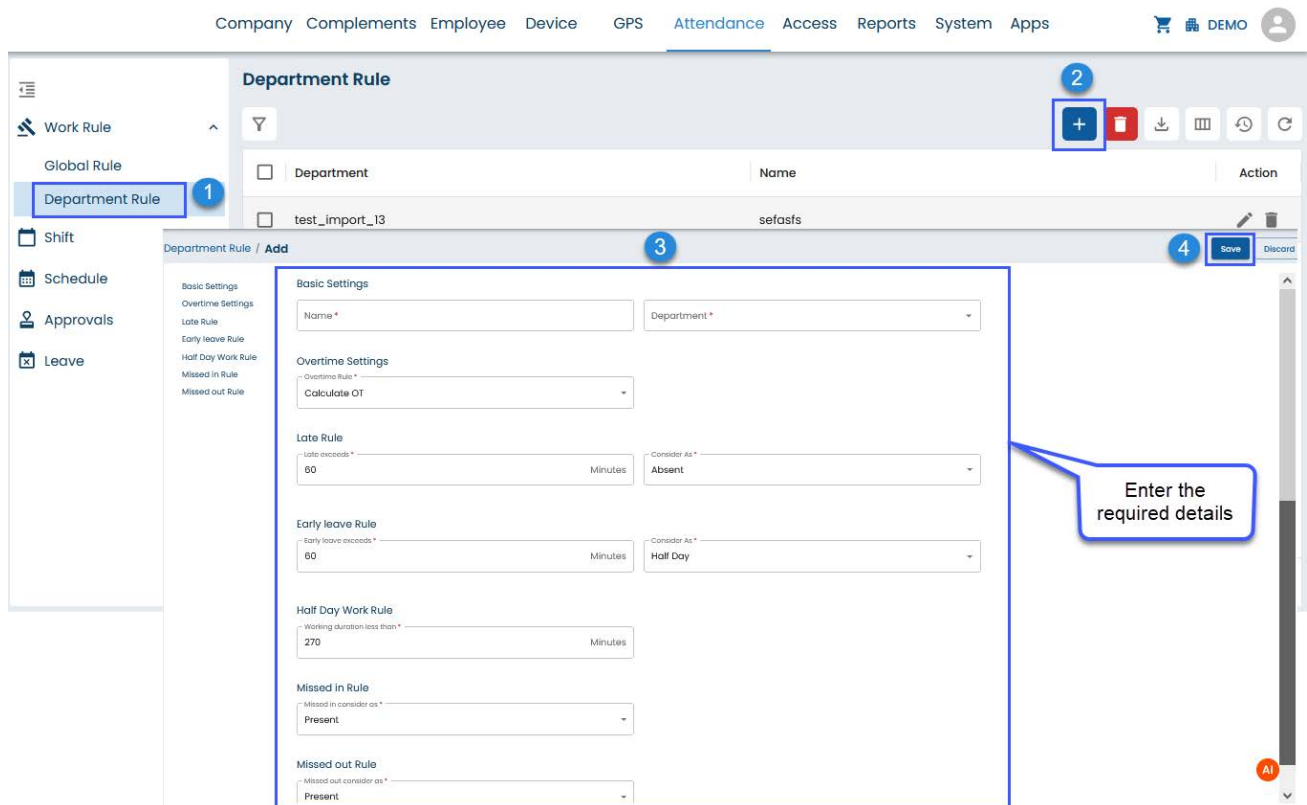
10.1.2 Department Rule

You can add rules for individual Departments.



Add New Department Rule

Select **[Attendance]** > **[Work Rule]** > **[Department Rule]** > **[Add]** to add the required details rules for Departments. Click **[Save]** to add the department rule.



For Basic Setting, Overtime Settings, Late Rule, Early Leave Rule and Half Day Work Rule, Missed in Rule, missed out Rule please refer to the [Global Rule Setting](#).

The following field parameters are described below:

Name: Enter the name of the department.

Department: Enter the type of department.

When late exceeds: Enter the minimum time threshold for late coming.

Min Consider As: Select the category of leave it is considered.

When early-leave exceeds: Enter the minimum time threshold for leaving early.

Min consider as: Select the category of leave it is considered.

When work duration is less than: Enter the minimum time, it is considered as half.

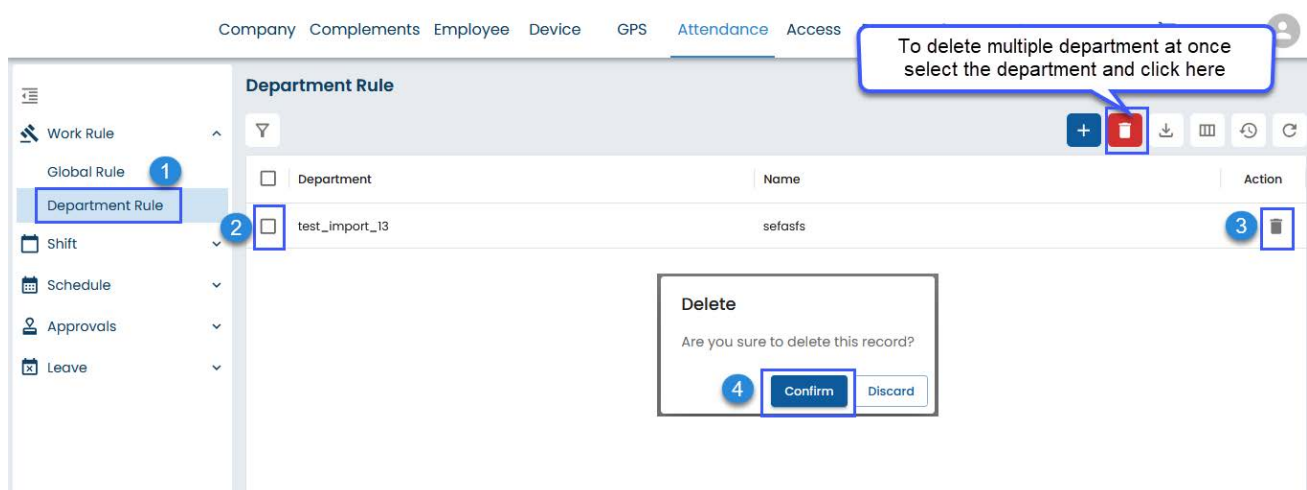
Calculate Missed Check-in as: Select the category being considered when the user forgets punched-in.

Calculate Missed Check-out as: Select the category being considered when a user forgets punched-out.

Overtime Rule: It can be set to "Disable Overtime" to disable the overtime function. "Calculation OT" calculates the overtime based on the attendance punch time, "Approval OT" calculates the overtime based on the overtime application, "Approval OT Priority" preferentially calculates the overtime on the overtime application, and "Minimum OT" calculates the minimum overtime between "Calculation OT" and "Approval OT".

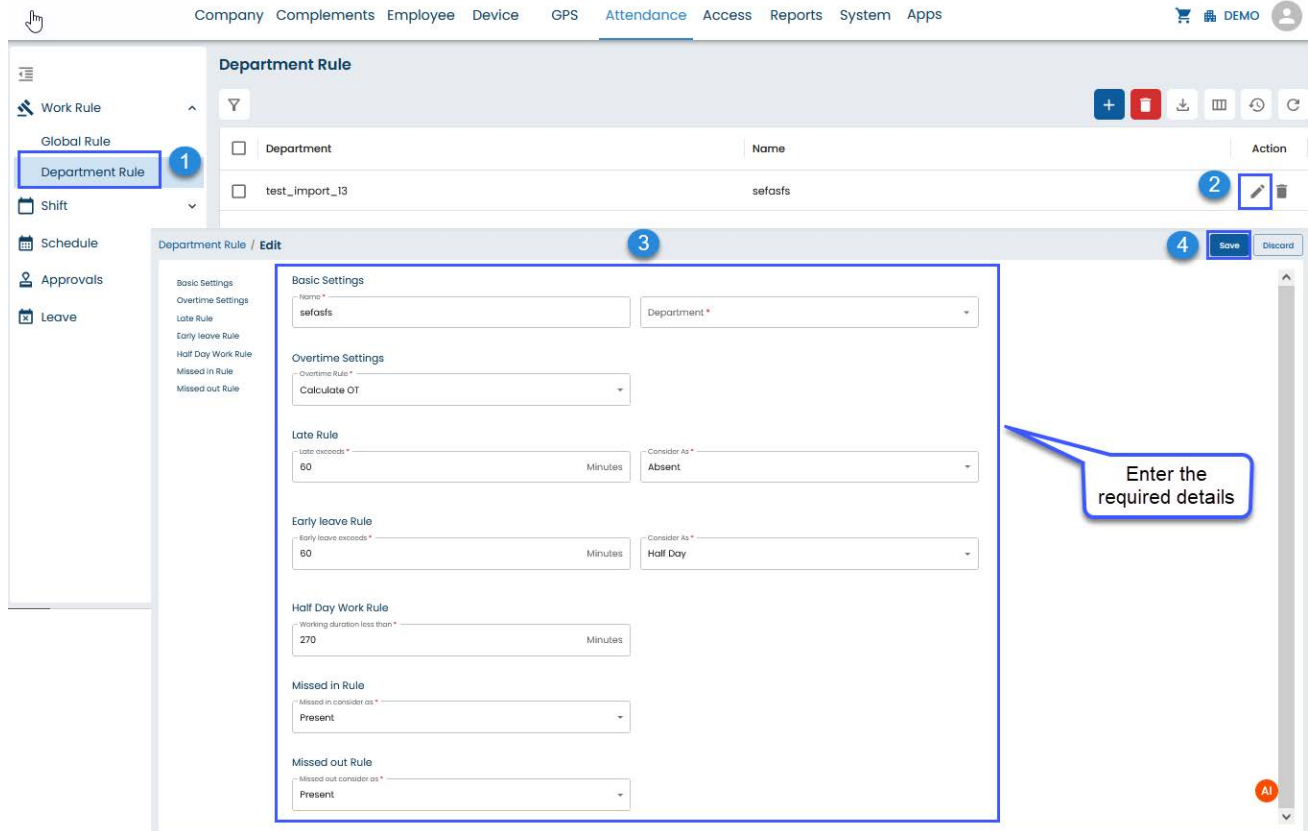
Delete Department Rule

Select the Department and click **[Delete]** or click  in the same row of the Department rule to be deleted. Click **[Confirm]** to delete the department rule.



Edit Department

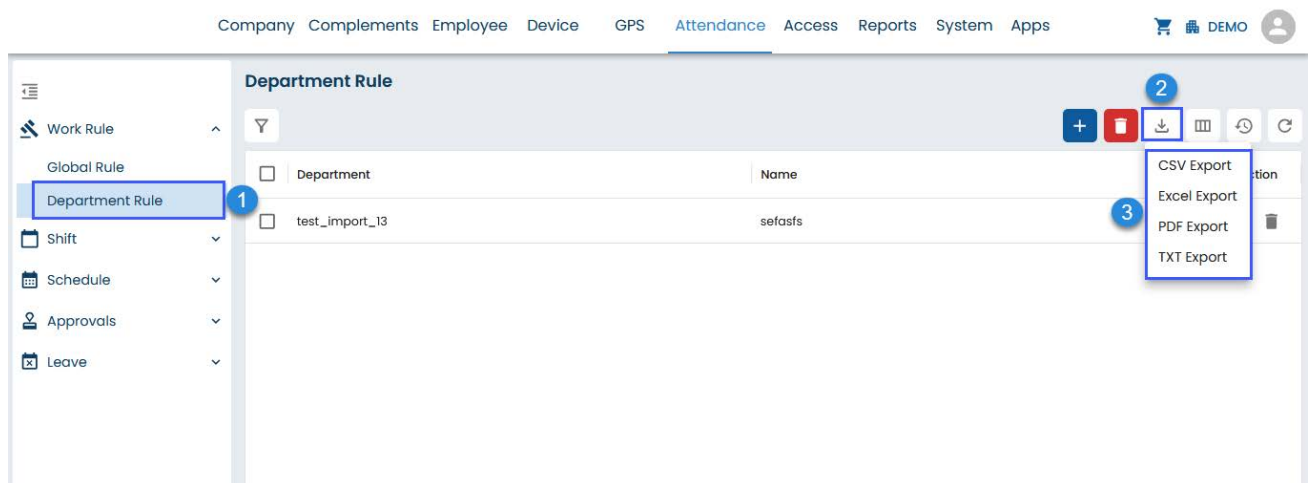
Select the Department and click **[Edit]** or click  in the same row of the Department rule to edit. Click **[Save]** to edit the department rule.



The screenshot displays the ZKBio Time Cloud interface with the 'Attendance' tab selected. On the left sidebar, the 'Department Rule' option is highlighted with a blue box and a circled '1'. The main content area shows a table with two rows: 'Department' and 'test_import_13', both with the name 'sefasfs'. The 'test_import_13' row is selected, and an 'Edit' button (pencil icon) is highlighted with a blue box and a circled '2'. Clicking this button opens the 'Department Rule / Edit' form, which is highlighted with a blue box and a circled '3'. The form contains several sections: 'Basic Settings' (Name: sefasfs, Department: *), 'Overtime Settings' (Overtime Rule: Calculate OT), 'Late Rule' (Late exceeds: 60 Minutes, Consider As: Absent), 'Early leave Rule' (Early leave exceeds: 60 Minutes, Consider As: Half Day), 'Half Day Work Rule' (Working duration less than: 270 Minutes), 'Missed in Rule' (Missed in consider as: Present), and 'Missed out Rule' (Missed out consider as: Present). A blue callout bubble with the text 'Enter the required details' points to the form. At the bottom right of the form, there are 'Save' and 'Discard' buttons, with 'Save' highlighted by a blue box and a circled '4'.

Export

Select the Department and click **[Export]**  icon to export the files in different formats.

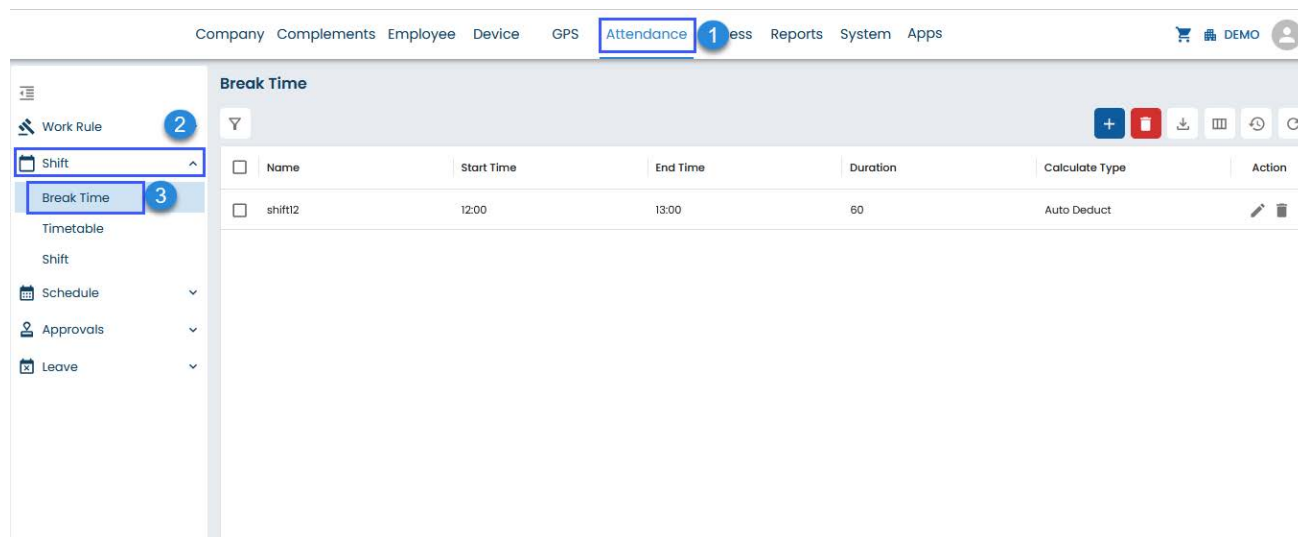


The screenshot displays the ZKBio Time Cloud interface with the 'Attendance' tab selected. On the left sidebar, the 'Department Rule' option is highlighted with a blue box and a circled '1'. The main content area shows a table with two rows: 'Department' and 'test_import_13', both with the name 'sefasfs'. The 'test_import_13' row is selected. In the top right corner of the table, there is an 'Export' button (download icon) highlighted with a blue box and a circled '2'. Clicking this button opens a dropdown menu with the following options: 'CSV Export', 'Excel Export', 'PDF Export', and 'TXT Export'. The 'Export' button is also highlighted with a blue box and a circled '3'.

10.2 Shift

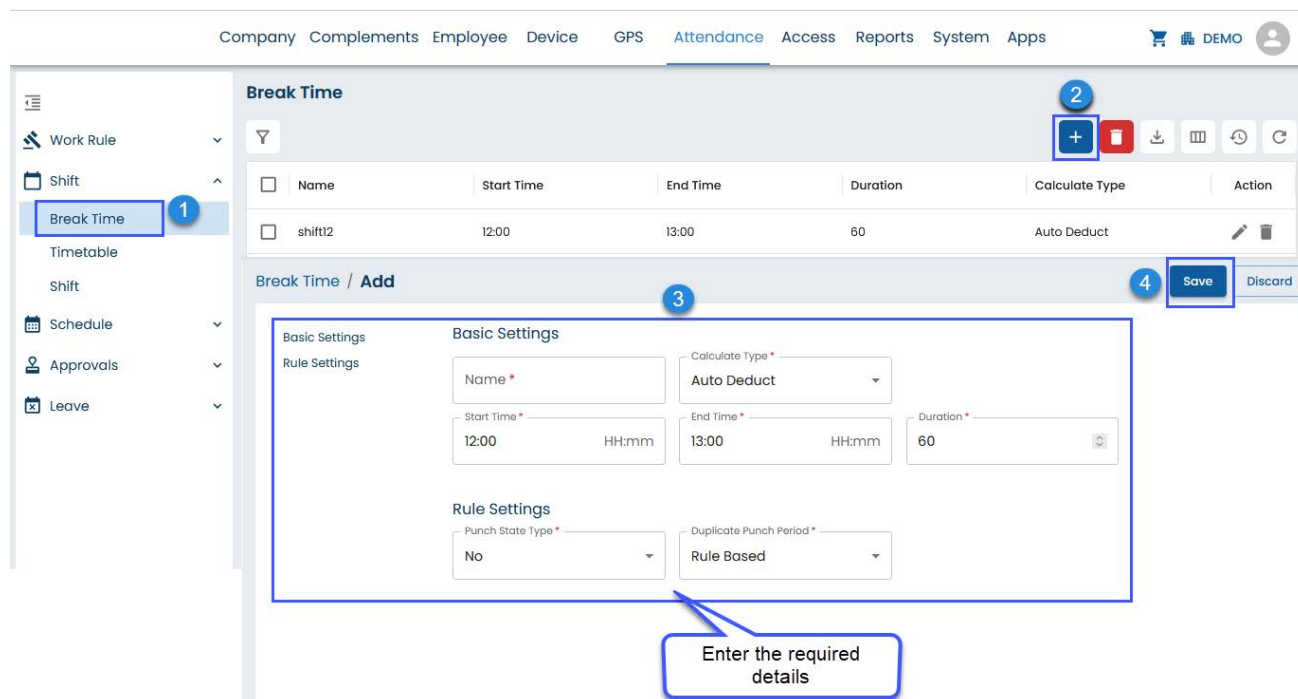
10.2.1 Break Time

While configuring the shift timetable, break time can be selected. More than one break time can be added to one shift timetable.



Add a Break Time

Select **[Attendance]** > **[Shift]** > **[Break Time]** > **[Add]** to add a break time.



The following field parameters are described below:

Name: Enter the Break Time name maximum of 50 characters.

Calculate Type: Calculation types for break time are given below:

- Auto deduct: Whether the user punches or not, the break time will be the allowable break time in the calculation of attendance.
- Required Punch: You must punch during the break time. When staff do not punch, start time/End time will be taken as the start/end time of the break time in the attendance calculation.

For example: If the time range for an attendance punch during the break time is 12:00 to 14:00, the break time is allowed to be 60 min. If A does not punch in during the break time, and B punches at 13:00, then A's break time is 120 min, and B's break time is 60 min.

When the Calculation Type is Punch Time is Required, early return and late return should be considered as shown in the figure below:

a) Basic Setting

Start Time: Set the start time of the break time.

End Time: Set the end time of the break time. When the punches are out of the range, then they are invalid.

Duration: The time allotted for break time.

Break Time / Add

Save Discard

Basic Settings

Rule Settings

Basic Settings

Name *

Calculate Type *
Auto Deduct

Start Time *
12:00 HH:mm

End Time *
13:00 HH:mm

Duration *
60

Rule Settings

Punch State Type *
No

Duplicate Punch Period *
Rule Based

b) Rule Setting

Break Time / Add

Save Discard

Basic Settings

Rule Settings

Basic Settings

Name *

Calculate Type *
Auto Deduct

Start Time *
12:00 HH:mm

End Time *
13:00 HH:mm

Duration *
60

Rule Settings

Punch State Type *
No

Duplicate Punch Period *
Rule Based

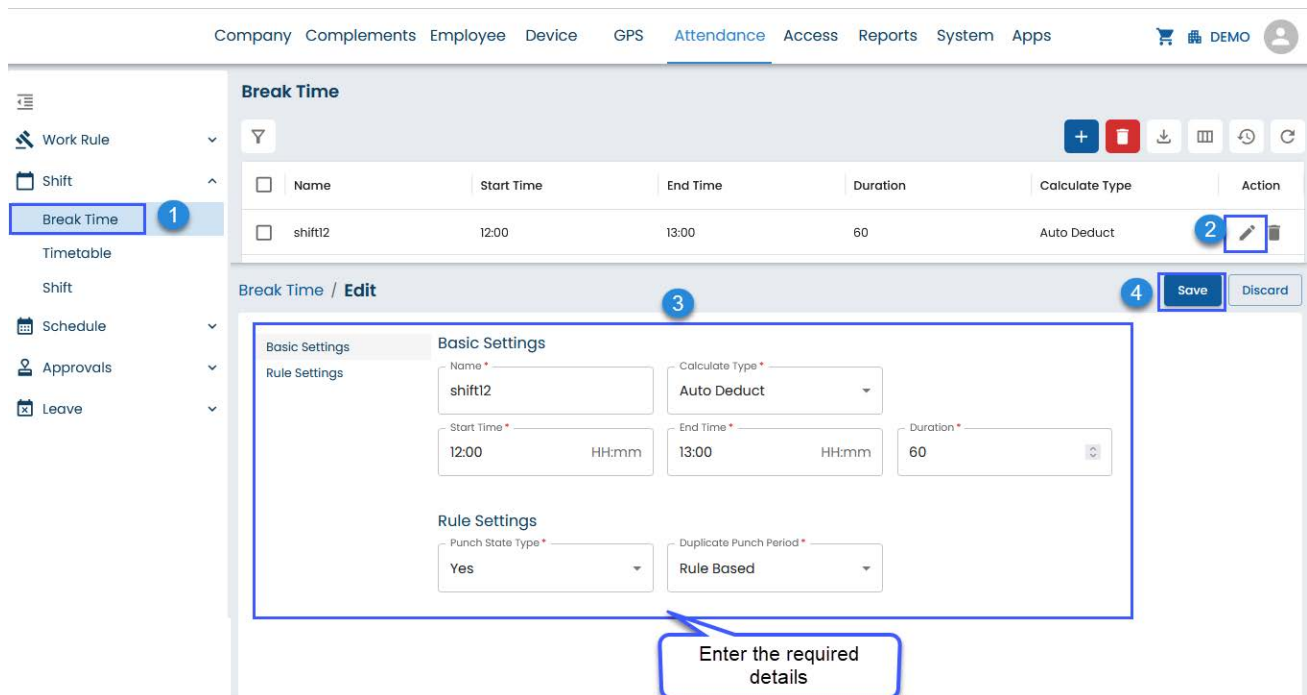
Duplicate Punch Policy: The time interval of punch can be set as "Rule Based" or "User Defined". When the users customize it, they need to set the Effective Interval.

Duplicate Punch Period: Set the duplicate punch period.

Punch State Type: Select whether to use the function key or not. When "Yes" is selected, the attendance will be calculated according to the punch status. When "No" is selected, the attendance status will be automatically corrected while calculating the attendance.

Edit a Break Time

Click the break time or  in the same row of the break time to be edited. After the modifications, click **[Save]** to save the details.



Name	Start Time	End Time	Duration	Calculate Type	Action
shift12	12:00	13:00	60	Auto Deduct	

Break Time / Edit

Basic Settings

Name * Calculate Type *

Start Time * HH:mm End Time * HH:mm Duration *

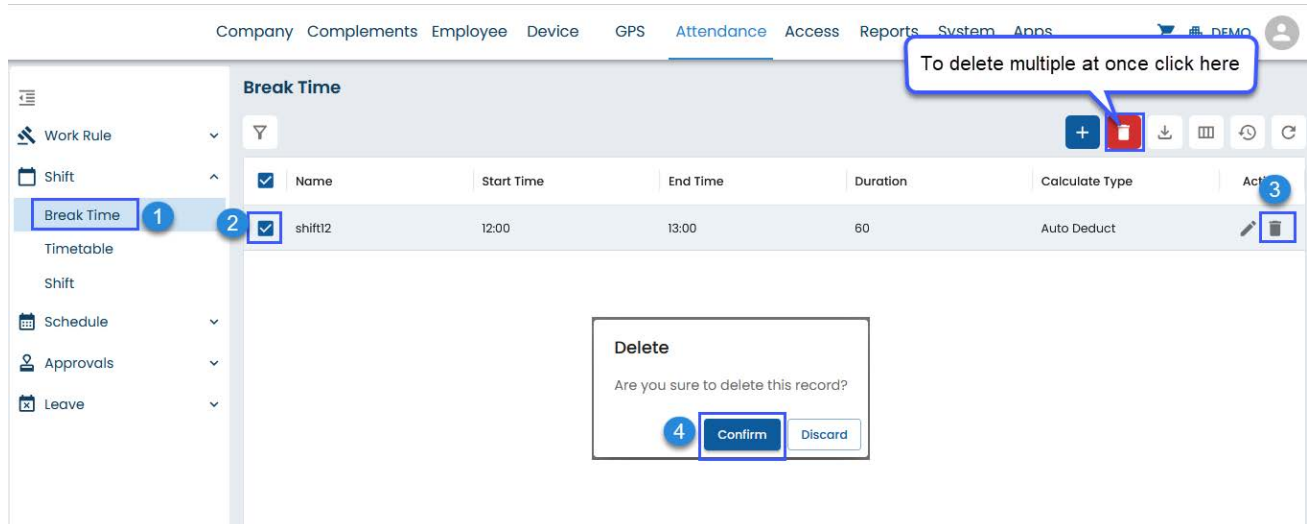
Rule Settings

Punch State Type * Duplicate Punch Period *

Enter the required details

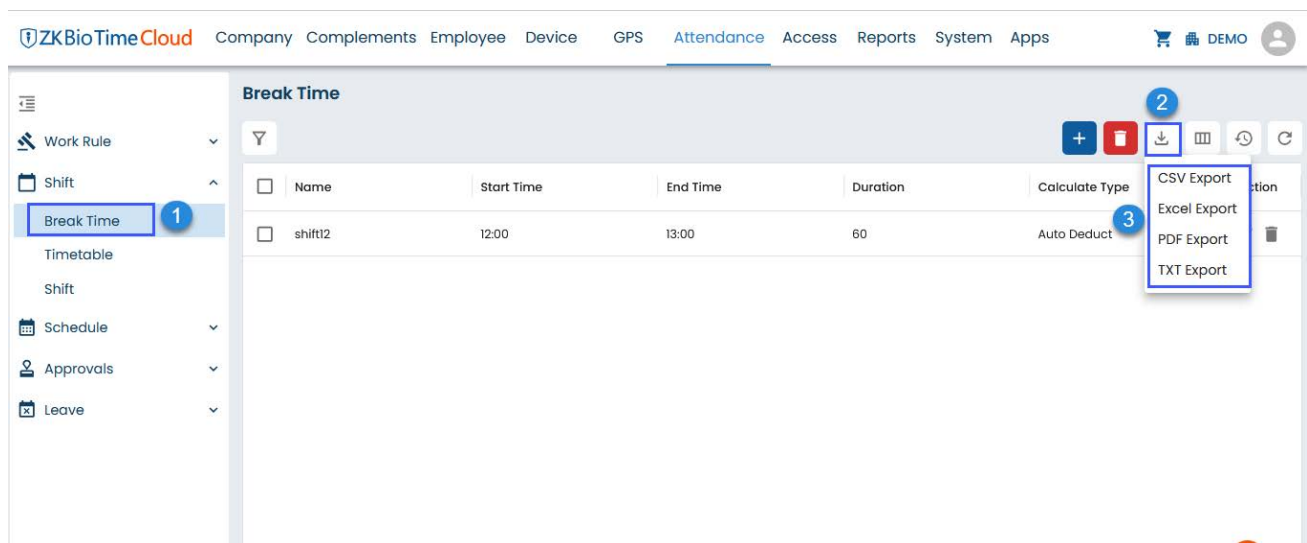
Delete a Break Time

Select the corresponding break time, click **[Delete]** at the top left of the break time list, or click the  in the same row of the break time to be deleted. Click **[Confirm]** to delete the break time.



Export

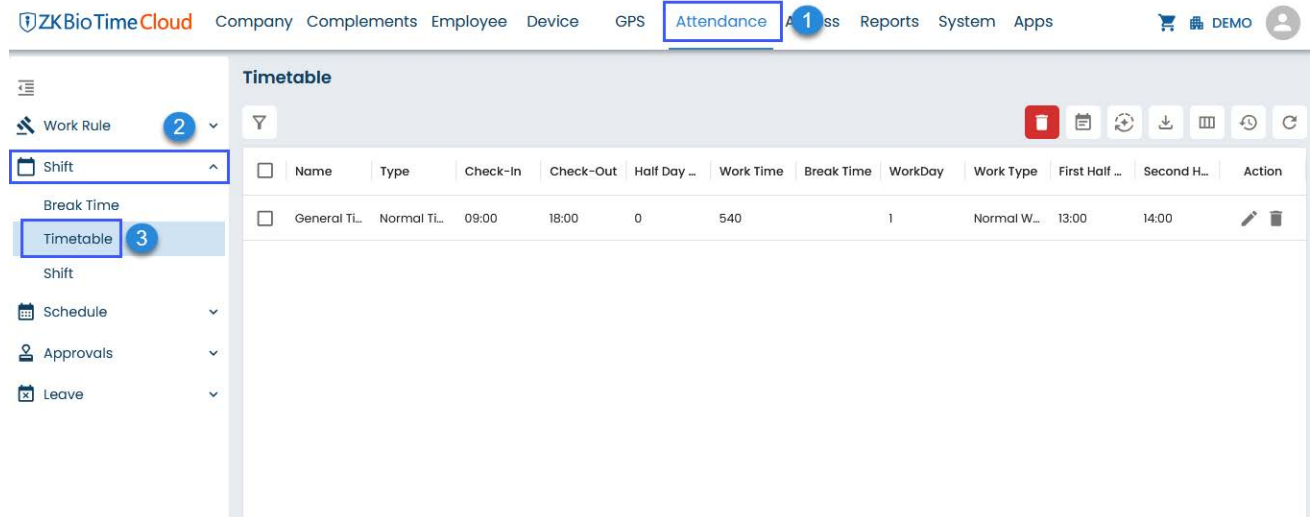
Select the **[Shift]** > **[Break Time]** and click **[Export]**  icon to export the files in different formats.



10.2.2 Timetable

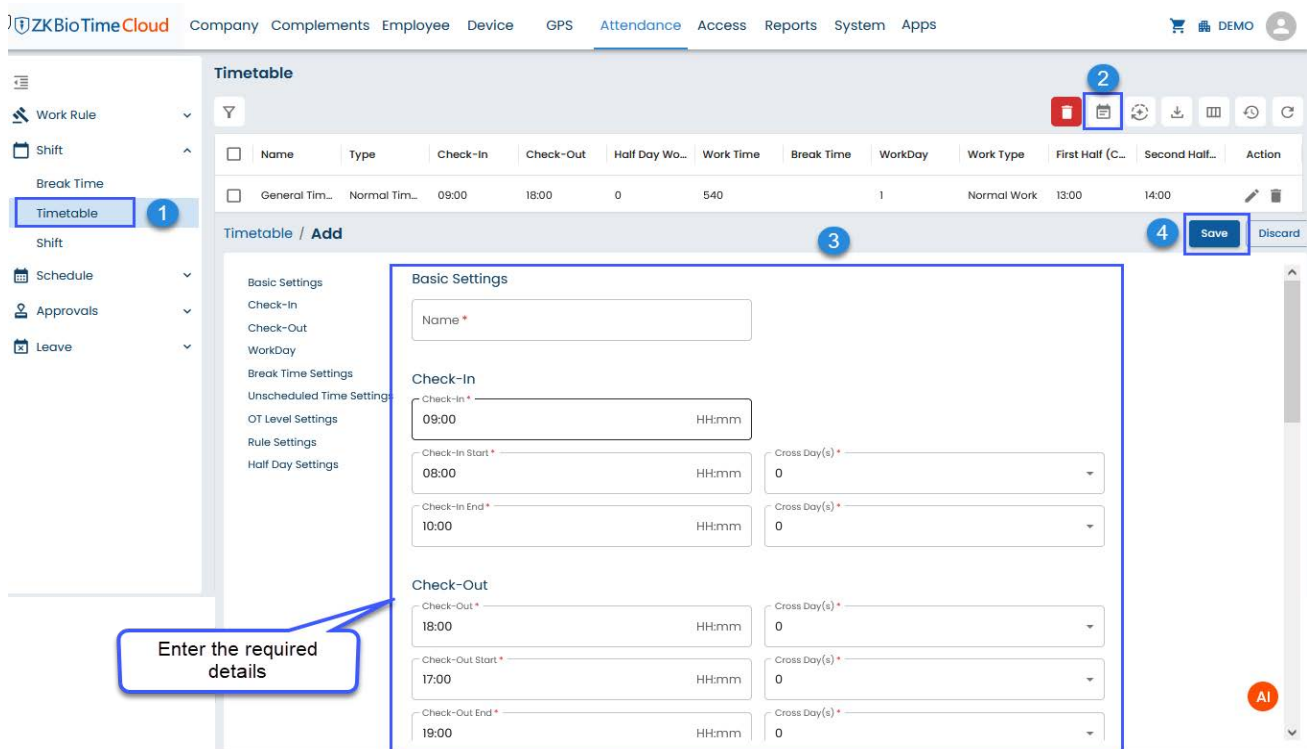
Set the time periods which are used during the attendance calculation and to set various attendance parameters. The timetable is the minimum unit in the attendance time settings. For example, these settings include work start/end time, allowed late arrival/early leaving duration, whether check-in/check-out is mandatory, allowed time period for check-in/out, break time, and overtime.

Before scheduling the shift, you must set all shift timetables possibly used. Otherwise, the shift is considered invalid.



Add a Normal Timetable

Select **[Attendance]** > **[Shift]** > **[Timetable]** > **[Add Normal Timetable]** to add a normal timetable.



The following field parameters are described below:

1. Basic Setting

Enter the details as shown below:

Name: Enter the name of the timetable maximum of 50 characters.

Check-In Start Time/ End Time, Check-Out Start Time/ End Time: Enter the valid range for checking in/out. Check-in/out records out of this time range as these are invalid. Set the cross days maximum of 3 days.

For example, a shift might begin at 10:00 PM on Day 1 and end at 6:00 AM on Day 2, totaling 8 hours. In a check-in and check-out system, the employee would check in at 10:00 PM (Day 1) and check out at 6:00 AM (Day 2), with the system accounting for the shift spanning across two calendar days. Proper configuration ensures the shift duration is calculated correctly.

Check-In/Check-Out: Set the check-in time and check-out time. Set the cross days maximum of 3 days.

Cross Day: A cross-day shift typically starts late in the evening on one day and ends early the next morning.

Workday: Set the number of Workday.

2. Break Time Settings

Break Time: Add break time to the timetable. Multiple break times can be added within a timetable, but the break time must be within the timetabled time range. (See [Add a Break Time](#) to set break time)

Click **[Save]** to save the settings.

3. Unscheduled Time Setting

The following field parameters are described below:

Early In: It is to calculate the time of early-in. If it is enabled, users can assign the early -in time to the corresponding pay code by setting the minimum early -in time. If **[Count the Minimum]** is enabled, then the minimum early-in time will be assigned to the corresponding pay code too, or else it will not.

Late Out: It is to calculate the time of late-out. If it is enabled, users can assign the late -out time to the corresponding pay code by setting the minimum late -out time. If **[Count the Minimum]** is enabled, then the minimum late-out time will be assigned to the corresponding pay code too, otherwise, it will not.

When [Count the Minimum] is disabled, it is mainly applicable to the situation that starts to count **overtime** only after the early in/late out exceeds specific time period.

Example: Here is a timetable 9:00am - 18:00pm, Check-In Start Time is 8:00am, Check-Out End Time is 19:00pm. Shown in the following figure:

Click **[Save]** to save the settings.

4. OT Level Settings

Enter the details as shown below:

OT: Users can set the maximum overtime for the required timetable. If the calculated overtime of an Employee exceeds the specified maximum overtime, then the software will consider the total overtime of the timetable as the defined maximum overtime.

While it is enabled, users can define three overtime levels, counting from top to bottom are overtime level 1, overtime level 2, overtime level 3. Set the work hours range and assign the work hours in the range to the corresponding pay code.

Refer to the Daily Overtime Calculation of No Schedule Setting.

The screenshot shows the 'Timetable / Add' form. On the left sidebar, 'OT Level Settings' is selected and highlighted with a blue box and a callout bubble saying 'Enter the data'. In the main content area, the 'OT Level Settings' section is highlighted with a blue box and a callout bubble saying 'Enter the data'. The 'OT Level' dropdown is set to 'Ignore'. The 'Rule Settings' section has 'Clock-In Required' and 'Clock-Out Required' both set to 'Yes', and 'Punch Interval Type' set to 'Rule Based'.

5. Rule Setting

The following field parameters are described below:

Clock-In/Clock-Out Is Required: Decides whether check-in and check-out are mandatory in the selected time range. If an employee needs to check-in/out, select Yes; otherwise, select No.

Allow Late-In, Allow Early-Out: This refers to the permissible time for late arrival/early leaving before the actual time of late arrival/early leaving starts during the specified working time.

For example, if the allowed time limit is set to 5 minutes and check-in time is set to 9:00. Employee A checked in at 9:03 and Employee B checked in at 9:06. We can conclude that Employee A is not late as the interval between check-in time and check-in start time is less than 5 minutes and Employee B is late for 6 minutes as the interval between check-in time and check-in start time exceeds 5 minutes.

Duplicate Punch Period: The time interval of punch can be set as "Rule Based" or "User Day Change Time: punch period.

Punch Interval Type: Set the interval type punch.

Punch State Type: Select whether to use the function key or not. When "Punch State Based" is enabled, the attendance will be calculated according to the punch status. Also, users can assign the overtime calculated based on the punch state of Overtime in and Overtime Out to the corresponding pay code and set the Overtime Policy as Pending or Auto Approved, then the software will generate an overtime application based on the punch state of Overtime In and Overtime Out.

When "Punch State Based" is disabled, the attendance status will be automatically corrected while calculating the attendance.

Timetable / Add

Basic Settings

Check-In

Check-Out

WorkDay

Break Time Settings

Unscheduled Time Settings

OT Level Settings

Rule Settings 1

Half Day Settings

Rule Settings 2

Clock-In Required * Yes

Clock-Out Required * Yes

Allow Late-In * 0 minutes

Allow Early-Out * 0 minutes

Punch Interval Type * Rule Based

Punch State Type * No

3 Save Discard

Enter the data

Click **[Save]** to save the settings.

Note:

There can be no timetable with the same start time and end time.

6. Half Day Setting

The following field parameters are described below:

First Half: Enter the Check-in time of the first half.

Second Half: Enter the Check-in time of the second half.

First Half: Enter the Check-out time of the first half.

Second Half: Enter the Check-out time of the second half.

Timetable / Add

Basic Settings

Check-In

Check-Out

Work Time

WorkDay

Unscheduled Time Settings

OT Level Settings

Rule Settings 1

Half Day Settings 2

Clock-In Required * Yes

Clock-Out Required * Yes

Punch Interval Type * Rule Based

Punch State Type * No

Day Change Time * 00:00 HH:mm

Multiple In/Out * No

3 Save Discard

Enter the data

First Half (Check In Time) 09:00

Second Half (Check In Time) 14:00

First Half (Check Out Time) 13:00

Second Half (Check Out Time) 18:00

Half Day Work Time * 240 minutes

AI

Click **[Save]** to save the settings.

Add a Flexible Timetable

Select **[Attendance] > [Shift] > [Timetable] > [Add Flexible Timetable]** and enter the required details. Click **[Save]** to add a flexible timetable.

Timetable

Name	Type	Check-In	Check-Out	Half Day Wo...	Work Time	Break Time	WorkDay	Work Type	First Half (C...	Second Half...	Action
General Tim...	Normal Tim...	09:00	18:00	0	540		1	Normal Work	13:00	14:00	

Timetable / Add

Basic Settings

Name *

Work Type * Normal Work

Check-In

Check-In * 09:00 HH:mm

Check-Out

Check-Out * 18:00 HH:mm

Cross Day(s) * 0

Work Time

Work Time * 480 minutes

WorkDay

WorkDay * 1 days

Save Discard

Enter the required details

1. Basic Setting

Timetable / Add

Basic Settings

Name *

Work Type * Normal Work

Check-In

Check-In * 09:00 HH:mm

Check-Out

Check-Out * 18:00 HH:mm

Cross Day(s) * 0

Work Time

Work Time * 480 minutes

WorkDay

WorkDay * 1 days

Save Discard

Enter the required details

The following field parameters are described below:

Name: Enter the name of the flexible timetable maximum of 50 characters.

Check-In: Set the check-in time for the flexible timetable.

Check-Out: Set the check-out time for the flexible timetable. The cross days maximum is 3 days for check-out time.

Work Time: Enter custom working hours.

Work Type: Define the flexible timetable for different types of work such as normal work, day off and weekend.

Workday: It refers to how many workdays are calculated for each shift.

Cross Day: Set the color of timetable to be displayed on the report.

Click **[Save]** to save the settings.

2. Unscheduled Time Setting

Late Out: It is to calculate the time of late-out. Users can assign the late-out time to the corresponding pay code by setting the minimum late-out time. If **[Count the Minimum]** is enabled, then the minimum early-in time will also be assigned to the corresponding pay code too, or else it will not.

Click **[Save]** to save the settings.

3. OT Level Settings

Refer to "Overtime Rule" on [Add Normal Timetable](#).

4. Rule Setting

Clock-In/Clock-out Is Required: Decide whether check-in and check-out are mandatory in the time range. If an employee needs to check-in/out, select Yes; otherwise, select No.

Punch Interval Type: Can be set to "Rule Based" or "User Defined".

Day Change Time: Set the time point to distinguish the punch records belonging to that particular day. Example, Day Change Time is set as 8:00 am, then the punch records before 8:00 am will belong to the previous day.

Multiple In/Out: Multiple in/out function. When Multiple in/out is selected as Yes, the users can check-in and check-out multiple times. In the calculation of attendance, the time of checking out in each period minus the time of checking in is taken as the attendance time in that period. In the attendance detail report for the day, the check-in for the first period shall be taken as the check-in of the day, and the check-out of the last period shall be taken as the check-out of the day.

Punch State Type: Select whether to use the function keys or not. If yes, then users can assign the overtime calculated based on the punch state of Overtime in and Overtime Out to the corresponding pay code, by setting the Overtime Policy as Pending or Auto-Approved, then the software will generate an overtime application based on the punch state of Overtime In and Overtime Out.

Click **[Save]** to save the settings.

5. Half Day Setting

Click **[Save]** to save the settings.

Edit a Timetable

Click the Timetable or  in the same row of the Timetable to be edited. After the modifications, click **[Save]** to save the details.

ZKBioTimeCloud Company Complements Employee Device GPS Attendance Access Reports System Apps

Timetable

Work Rule Shift Break Time Timetable Shift Schedule Approvals Leave

Timetable / Edit

Basic Settings

Name * General Time Table

Check-In

Check-In * 09:00 HH:mm

Check-In Start * 08:00 HH:mm Cross Day(s) * 0

Check-In End * 10:00 HH:mm Cross Day(s) * 0

Check-Out

Check-Out * 18:00 HH:mm Cross Day(s) * 0

Check-Out Start * 17:00 HH:mm Cross Day(s) * 0

Check-Out End * 19:00 HH:mm Cross Day(s) * 0

Save Discard

Enter the required details

Delete a Timetable

Select the timetable, click **[Delete]** on the upper left of the timetable list, or click the  in the same row of the timetable to be deleted. Click **[Save]** to delete the timetable.

ZKBioTimeCloud Company Complements Employee Device GPS Attendance Access Reports System Apps

Timetable

Work Rule Shift Break Time Timetable Shift Schedule Approvals Leave

Timetable

Name Type Check-In Check-Out Half Day Wo... Work Time Break Time WorkDay Work Type First Half (C... Second Half... Action

General Tim... Normal Tim... 09:00 18:00 0 540 1 Normal Work 13:00 14:00

Delete

Are you sure to delete this record?

Confirm Discard

Export

Select the **[Shift] > [Break Time]** and click **[Export]**  icon to export the files in different formats.

The screenshot shows the 'Timetable' management interface. The left sidebar has 'Timetable' highlighted with a blue box and a red circle labeled '1'. The top navigation bar has 'Attendance' highlighted with a red circle labeled '2'. The main table lists timetables with columns: Name, Type, Check-In, Check-Out, Half Day Wo..., Work Time, Break Time, WorkDay, Work Type, First Half (C..., and Action. A dropdown menu is open from the 'Action' column, showing options: CSV Export, Excel Export, PDF Export, and TXT Export, with a red circle labeled '3' next to it.

10.2.3 Shift Management

The **shift** is composed of one or more preset attendance timetable(s) based on a certain order and cycle period. It is the present work schedule for the personnel. It is essential to configure a shift if you want to track the attendance of employees.

Select **[Attendance]** > **[Shift]** > **[Shift]** to view the shift list and shift timetable details. All shifts in the current system are displayed in the list. Click any shift and the corresponding timetable details will be displayed on the right side of the interface.

The screenshot shows the 'Shift' management interface. The left sidebar has 'Shift' highlighted with a blue box and a red circle labeled '2'. The top navigation bar has 'Attendance' highlighted with a red circle labeled '1'. The main table lists shifts with columns: Shift Name, Unit, Cycle, Auto Shift, and Action. A dropdown menu is open from the 'Action' column, showing options: CSV Export, Excel Export, PDF Export, and TXT Export, with a red circle labeled '3' next to it.

Add a Shift

Click **[Add]** to add new shift details.

The screenshot displays the 'Add Shift' form in the ZKBio Time Cloud application. The sidebar on the left contains navigation links: Work Rule, Shift, Break Time, Timetable, Schedule, Approvals, and Leave. The 'Shift' link is highlighted with a blue box and a '1' callout. The main content area is titled 'Shift / Add' and features a '+ Add' button (callout 2) and a 'Save' button (callout 4). The form includes fields for 'Shift Name', 'Unit', 'Cycle', 'Auto Shift', and 'Week Off'. A 'Notice' section provides instructions: '1. Fill the shift on right side by selecting time table from left side or Fill weekoff on right side by selecting Weekoff. 2. The cycle can not exceed 366 when unit is day. The cycle can not exceed 52 when unit is week. The cycle can not exceed 12 when unit is month.' Below the notice is a 'Select timetable for assignment' button and a grid to assign timetables to days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat). A callout box points to the form area with the text 'Enter the required details'.

Following are the field parameters as shown below:

Shift Name: Enter a unique shift name maximum of 50 characters.

Auto shift: It is an intelligent scheduling function. When there are multiple time periods in the shift, the Auto shift can be enabled, and the shift that conforms to the attendance rules. If you disable the Auto shift, interleaved periods cannot be added.

Week Off: Click on the Week off ☒ icon to indicate if that person is having off or not.

General Setting

Select Timetable: Select the timetable for the shift. Please refer to [Add a Timetable](#) for the detailed operation.

After selecting the timetable, click a day on the right to assign the timetable to the corresponding day.

Unit: Includes day, week, and month.

Cycle: Shift cycle period = Number of cycles * Unit of the cycle.

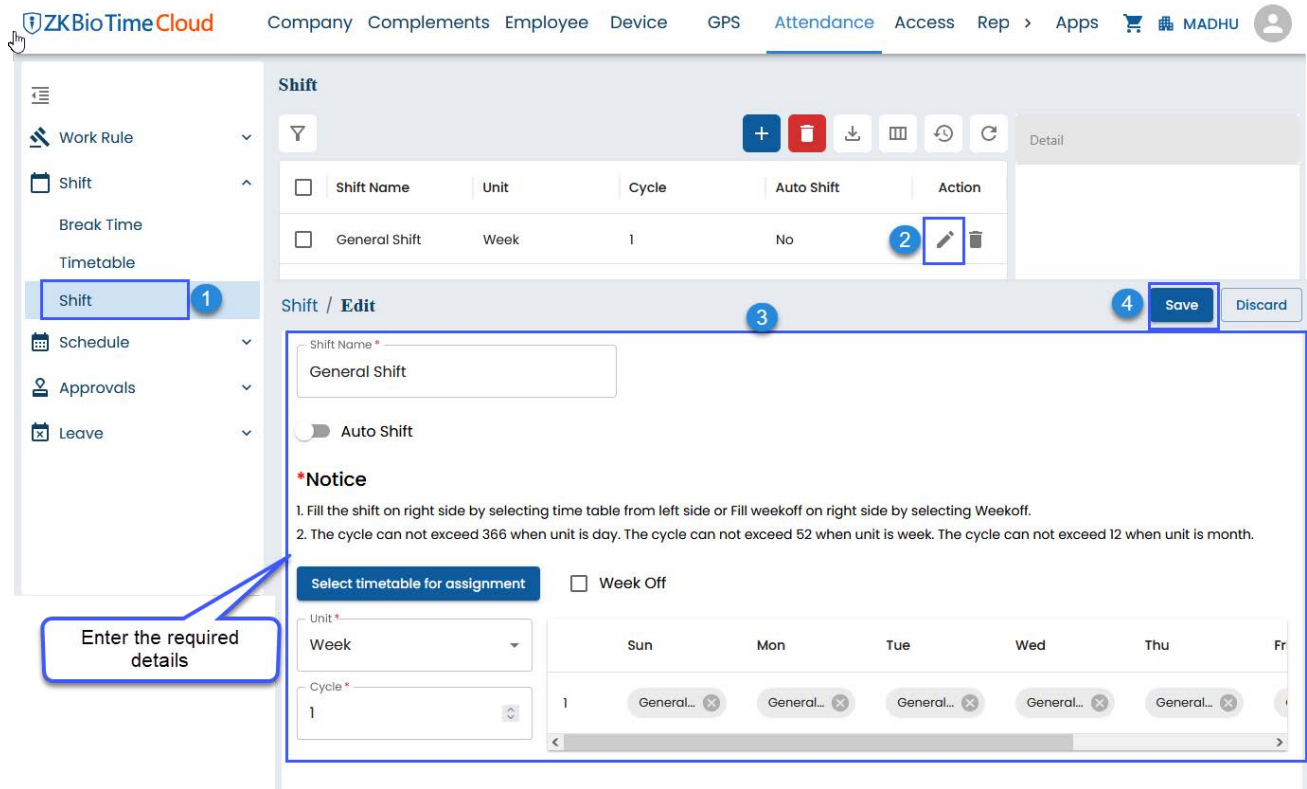
Note:

The system displays optional dates in the Select Date box based on the values of the Unit of Cycle and Number of Cycle.

Click **[Save]** to save the Shift.

Edit a Shift

Click the Shift Name or  in the same row of the shift to be edited. After modifications, click **[Save]** to save the changes.

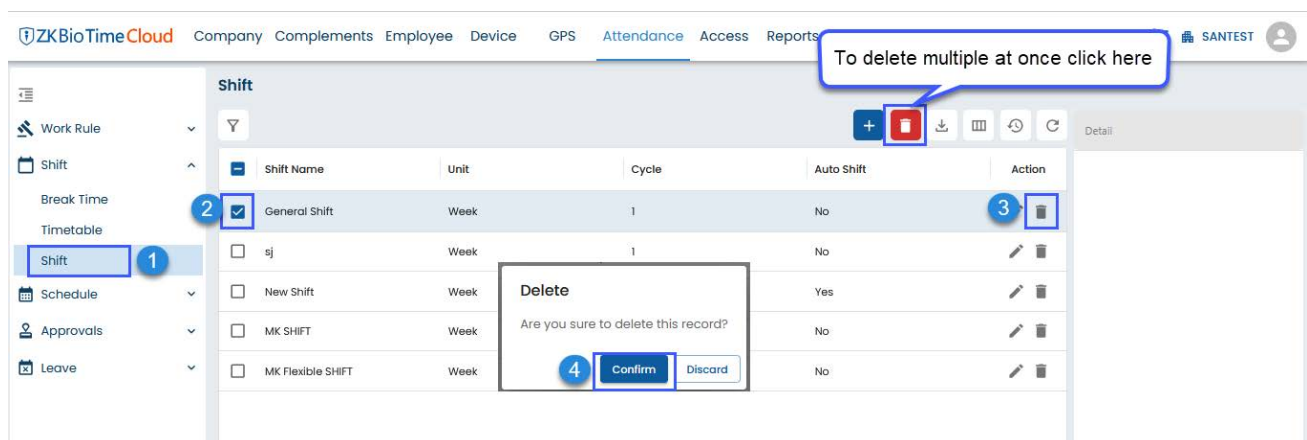


Enter the required details

Delete a Shift

Select a shift, click **[Delete]** on the upper left of the shift list, or directly click the  after the corresponding shift to access the shift deletion confirmation interface.

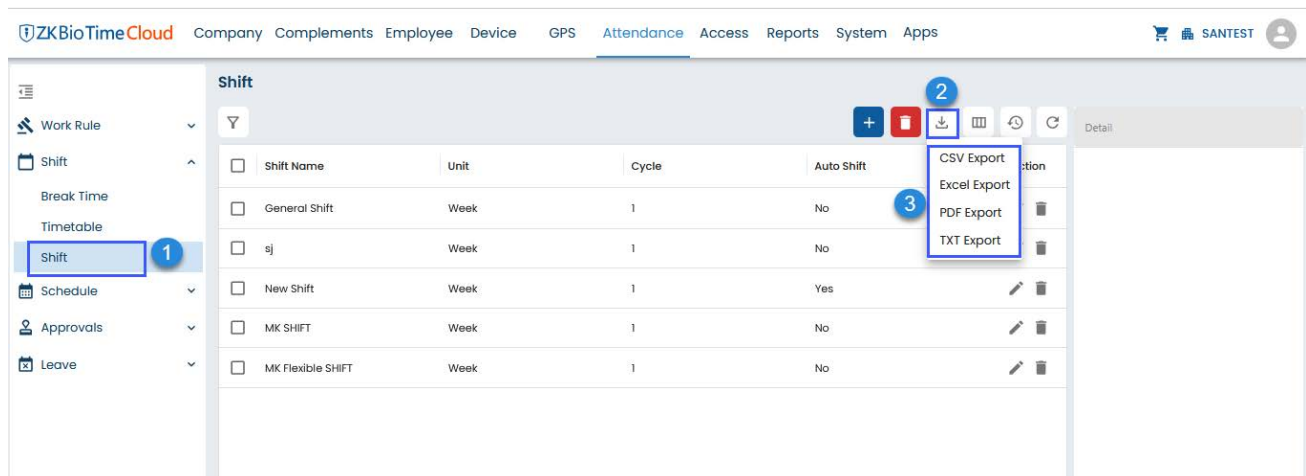
Click **[Confirm]** to delete the shift.



To delete multiple at once click here

Export Shift

Select **[Authentication] > [User] > [Export]**  to export the shift details.

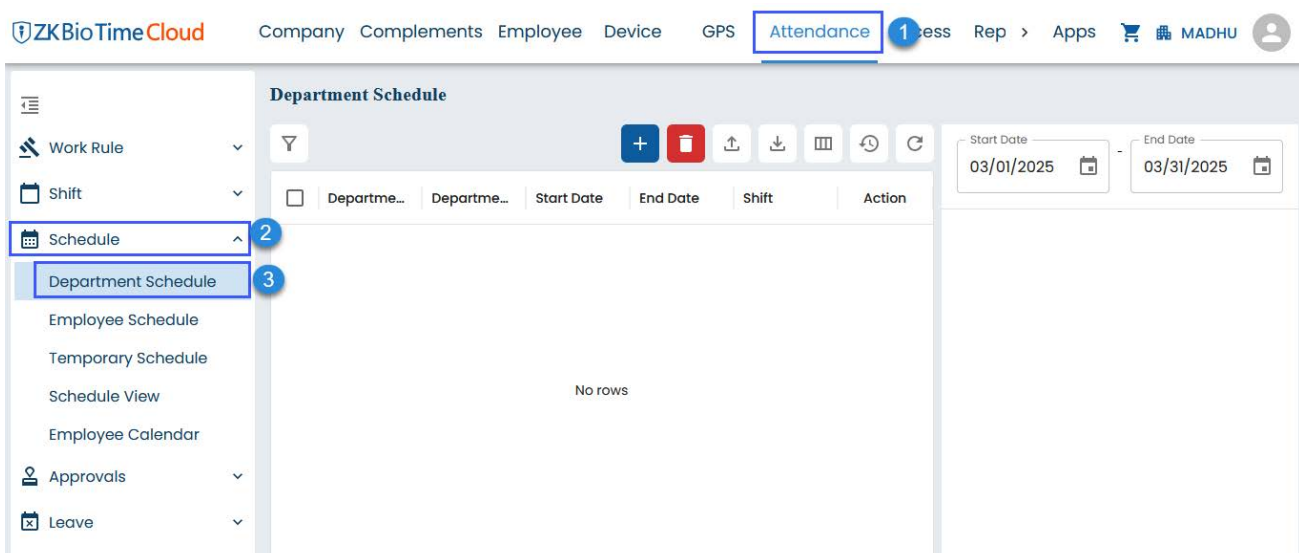


10.3 Schedule

You can arrange shifts for Departments after setting the attendance timetables and shifts.

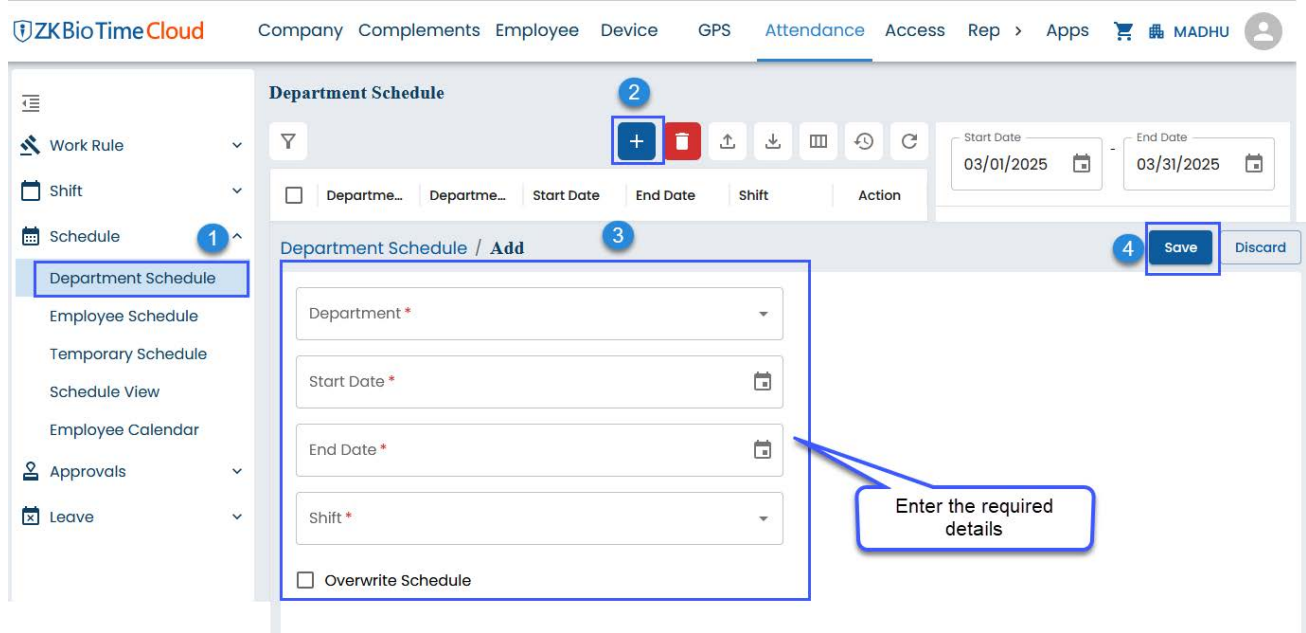
10.3.1 Departments Schedule

Select **[Attendance] > [Schedule Assignment] > [Department Schedule]** to access the Department scheduling main interface that displays the Department schedules list and Department schedules details. Click any department schedule and the schedule list on the right will display the schedule details of the selected timetable in a chart.



Add Department Schedule

Click **[Add]** on the Department Schedule interface to access the schedule addition interface.



Following are the field parameters as shown below:

Department: Select Department for which the shifts need to be scheduled. Multiple choices are allowed.

Start Date, End Date: Set the start date and end date for shift scheduling.

Shift: Select a shift from the shift list.

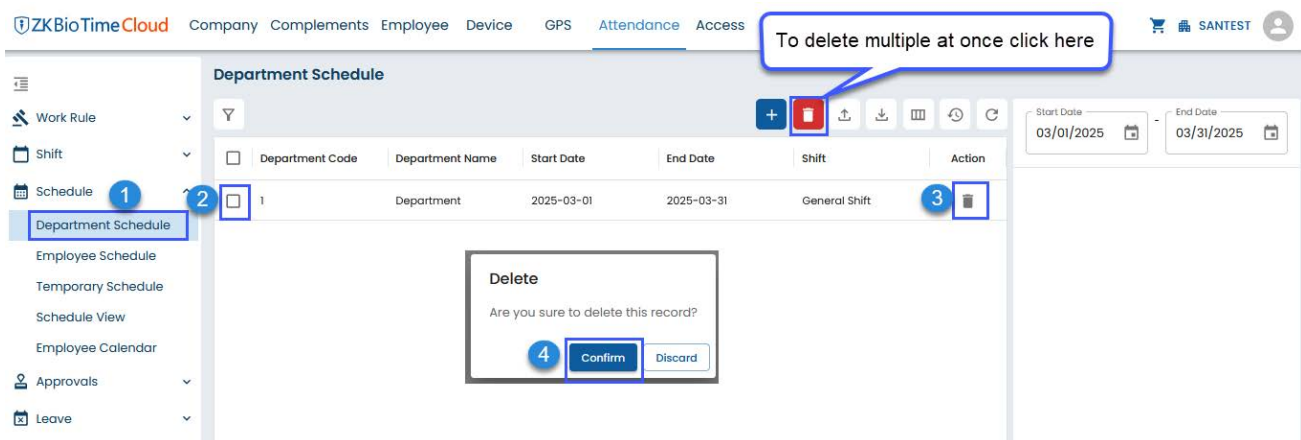
After entering the required details, click [**Save**] to save the settings.

Note:

By default, the start date and end date are set to the first day of the month and the last day of the month.

Delete Schedule Records

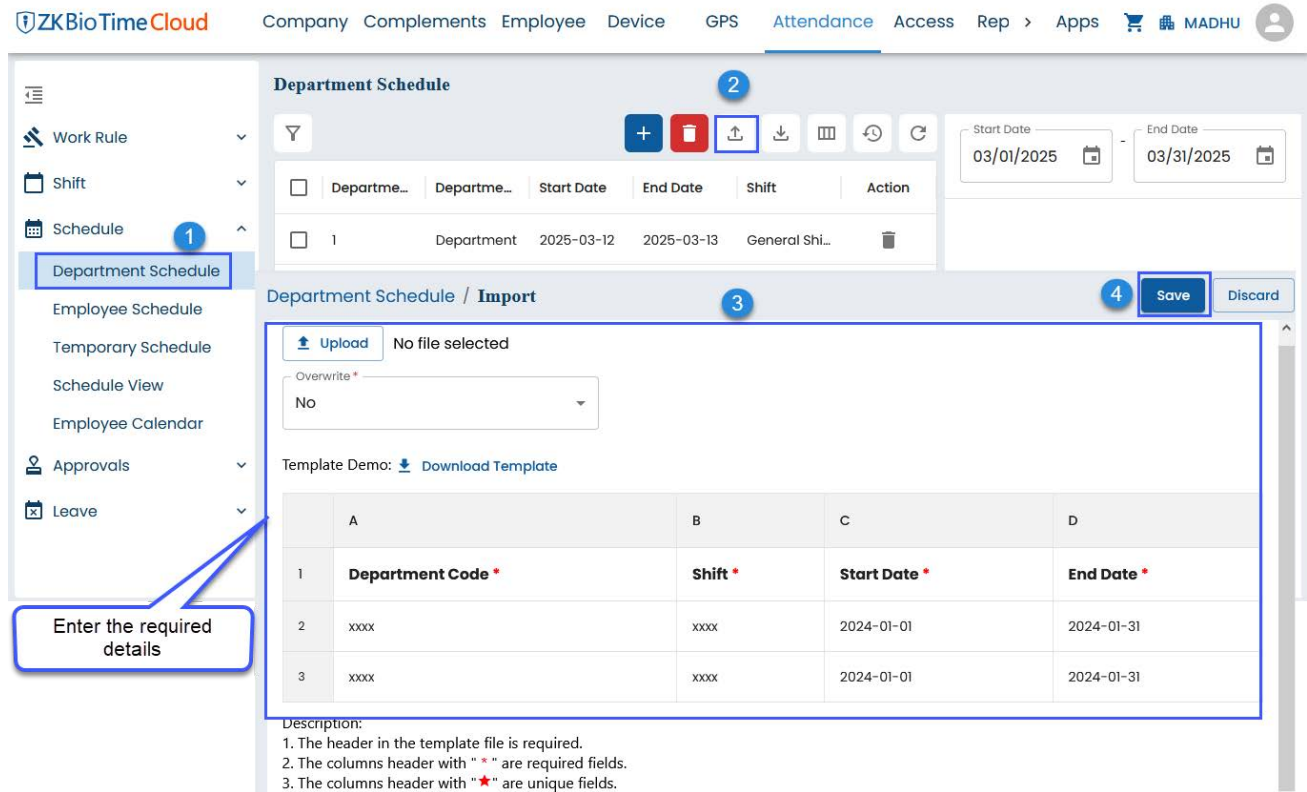
Select the schedule record to be deleted and click [**Delete**] to delete it or click  in the same row of the Department schedule.



Click [**Confirm**] to delete scheduled records.

Import

Click on the [Import]  icon on the Department Schedule to download the template and then import it.



Department Schedule

Start Date: 03/01/2025 - End Date: 03/31/2025

Department Schedule / Import

Upload No file selected

Overwrite: No

Template Demo: [Download Template](#)

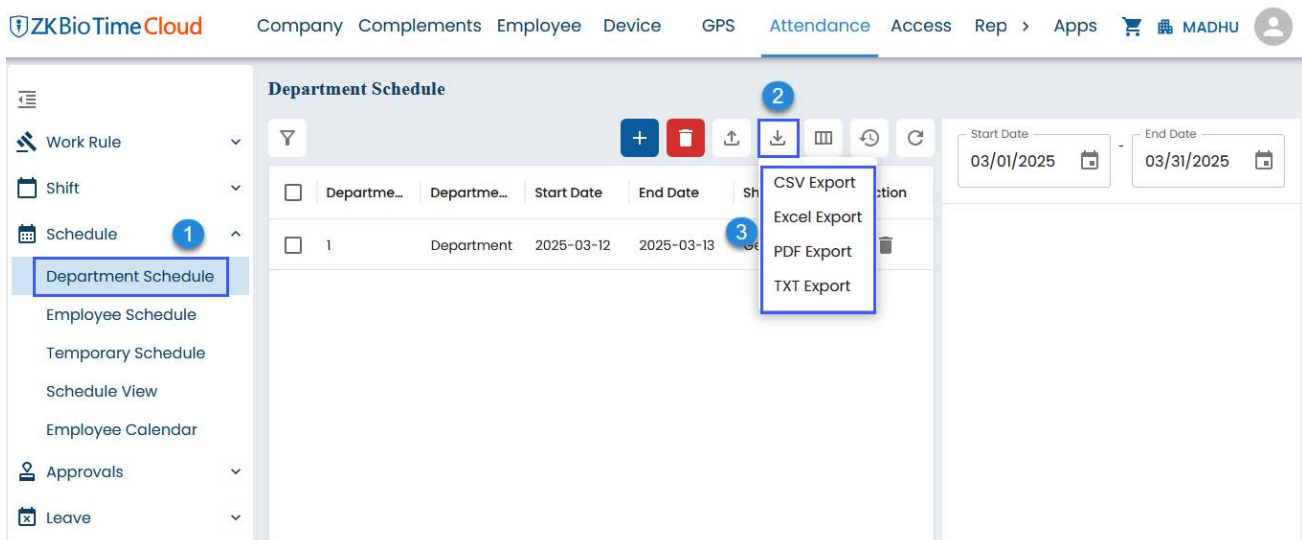
	A	B	C	D
1	Department Code *	Shift *	Start Date *	End Date *
2	xxxx	xxxx	2024-01-01	2024-01-31
3	xxxx	xxxx	2024-01-01	2024-01-31

Description:

1. The header in the template file is required.
2. The columns header with " *" are required fields.
3. The columns header with "★" are unique fields.

Export

Click the [Export]  to export the department details either in pdf, excel, csv and Txt format.



Department Schedule

Start Date: 03/01/2025 - End Date: 03/31/2025

Department Schedule

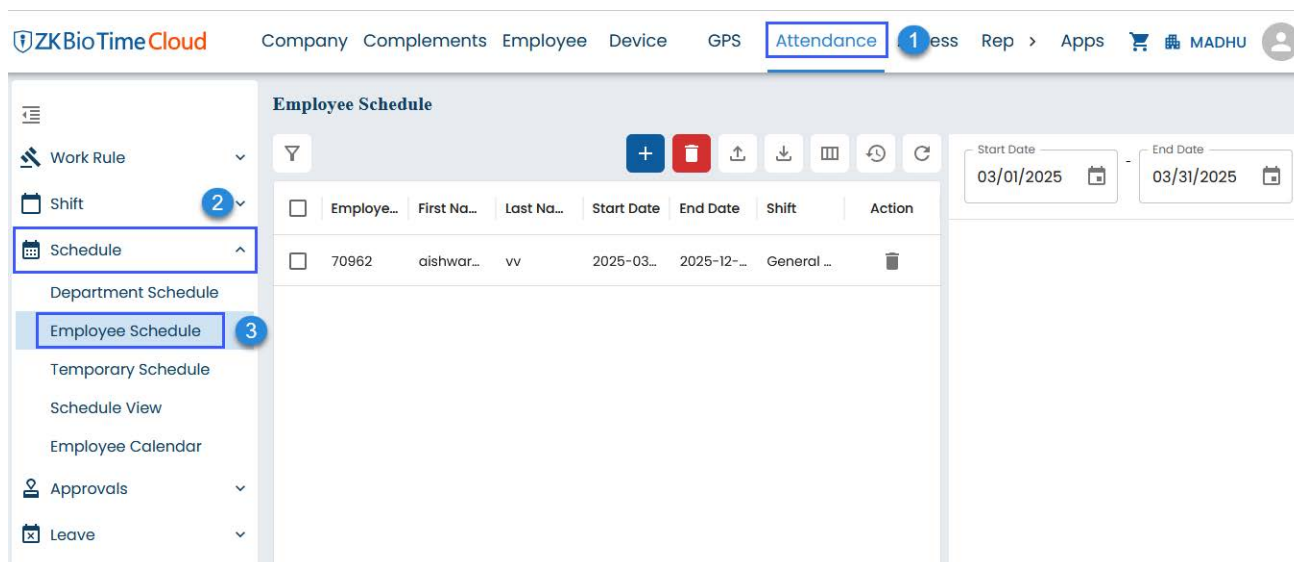
Export

- CSV Export
- Excel Export
- PDF Export
- TXT Export

10.3.2 Employee Schedule

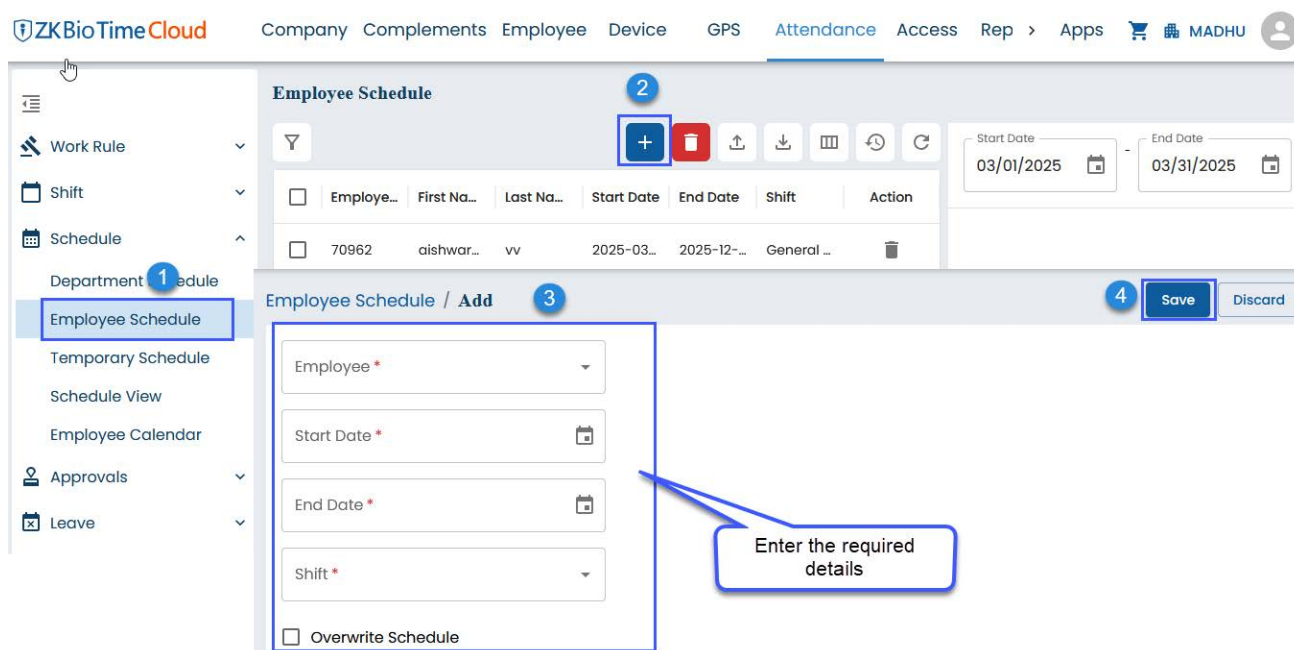
You can arrange shifts for employees after setting the attendance timetables and shifts. If you fail to schedule shifts for employees, the attendance calculations cannot be performed.

Select **[Attendance] > [Schedule] > [Employee Schedule]** to access the personnel scheduling main interface that displays the personnel scheduling list and personnel scheduling details. The scheduled personnel are displayed in the list. Click the line where personnel scheduling is and the scheduling list on the right will display the scheduling details of the selected timetable in a chart.



Add Employee Schedule

Click **[Add Schedule]** on the Employee Schedule interface to access the schedule addition interface.



Following are the field parameters as shown below:

Employee: Select the employee for whom the shifts need to be scheduled. Multiple choices are allowed.

Start Date, End Date: Set the start date and end date of the shift schedule. **Shift:** Select any shift from the shift list.

Overwrite Schedule: if it is set in advance, the existing shift will be replaced. (Cannot replace shift which is in use)

After entering the details, click **[Save]** to save.

Note:

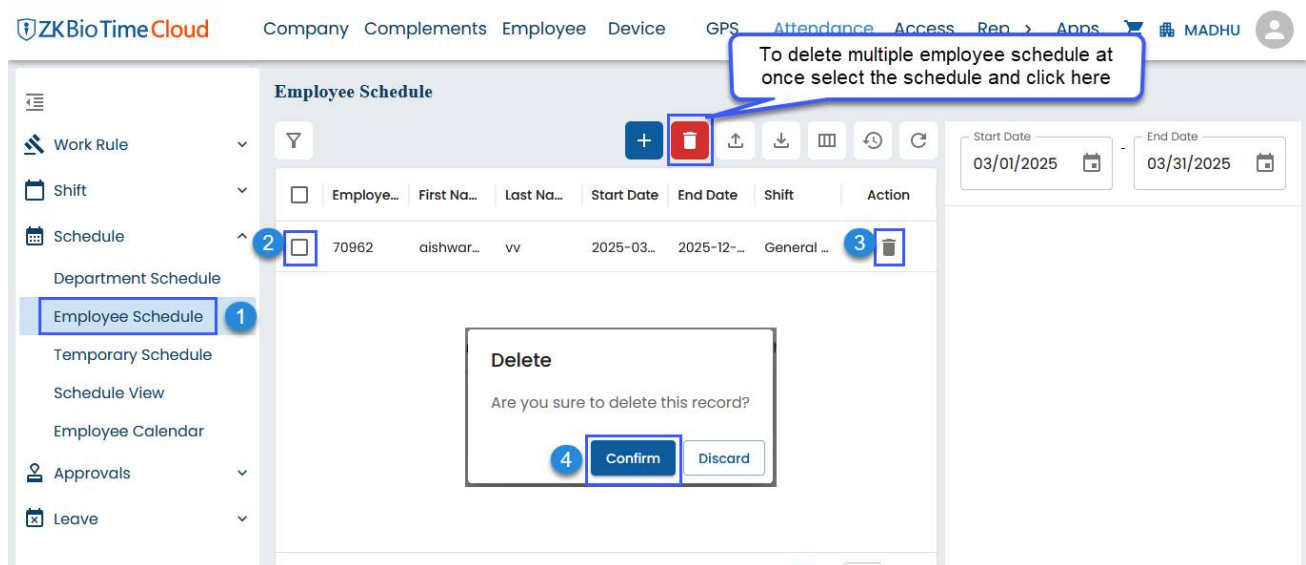
By default, the start date and end date are set to the first day of the current month and the last day of the current month.

Import Employee Schedule

Users can click **[Import]** to import the employee schedule in batch for personnel.

Delete Employee Schedule

Select the schedule record to be deleted and click **[Delete]** to delete it or click on the  in the same row of the employee's schedule.



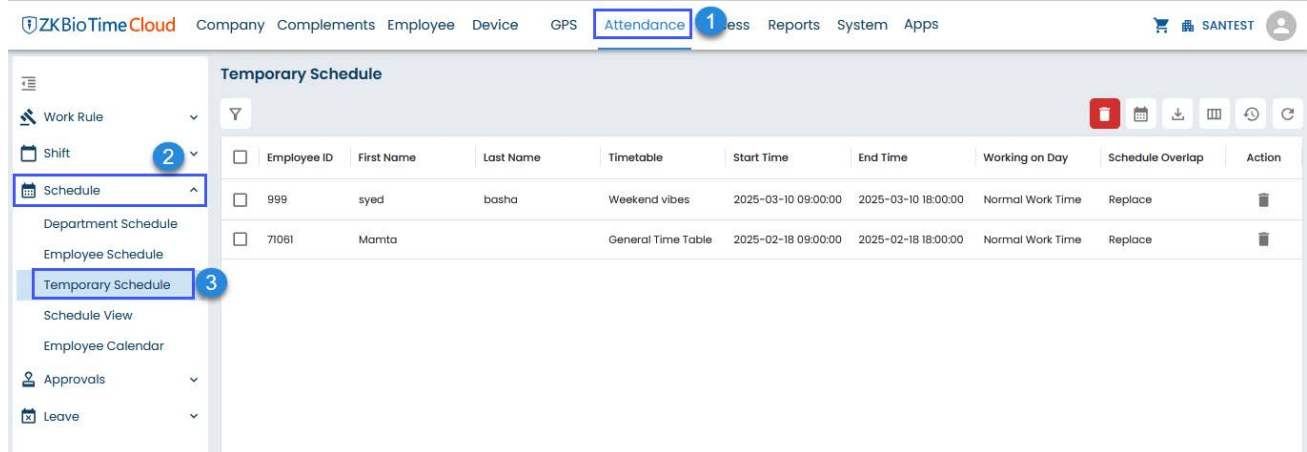
10.3.3 Temporary Schedule

The temporary schedule is complementary to the existing schedule. If the overtime is to be set for the employees in a shift temporarily, it is necessary to arrange one (or more) timetable(s) for overtime, temporarily. Generally, temporary schedules are scheduled for overtime, like overtime for late shifts, weekends, holidays, and festivals.

For example:

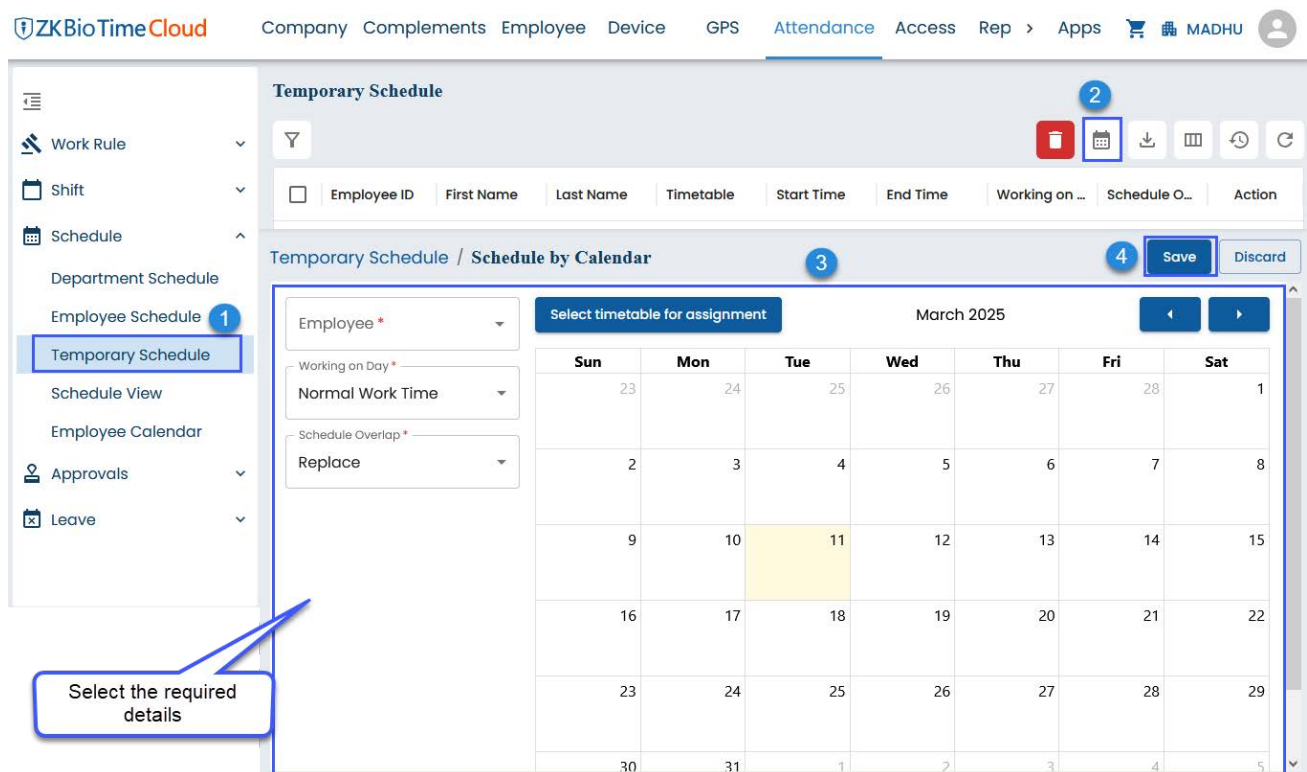
If a specific Employee is assigned already with a schedule, then according to the work requirement, the user can temporarily provide an extra shift to that Employee, where the attendance will get calculated based on the temporary schedule.

So, the calendar will display only that temporarily scheduled shift for that Employee instead of the previously scheduled shift. And the user can clear the temporary shift anytime, and the calendar again displays only the previously scheduled shift of that Employee.



Add a New Temporary Schedule

Click **[Attendance]** > **[Schedule Assignment]** > **[Temporary Schedule]** > **[Add Temporary Schedule]** to add a temporary schedule.



Following are the field parameters as shown below:

Employee: Select the employees for a temporary schedule (Multiple choices are allowed). **Date:** Select the date for the temporary schedule. (Multiple choices are allowed.)

Timetable: Select a timetable used by a temporary schedule. (Multiple choices are allowed.) Please refer to [Add a Timetable](#) to set the timetable.

Working on Day: Select the type of work time.

Schedule Overlap: Select the type of schedule overlap.

Note:

1. Multiple timetables can be selected for a temporary schedule, but the start timetables should not be the same.
2. Even though a shift has previously remained scheduled for an employee, only the recently set temporary schedule will be valid during the attendance calculation.
3. It is required to set the Timetable before selecting the date; otherwise, the modification will not take effect.

Export Temporary Schedule

Users can click [**Export**] to export the temporary schedule in batch for personnel.

The screenshot shows the ZKBioTimeCloud interface. The left sidebar has a menu with 'Temporary Schedule' highlighted. The main area is titled 'Temporary Schedule' and shows a table with columns: Employee ID, First Name, Last Name, Timetable, Start Time, End Time, Working on ..., and Action. The table is currently empty, showing 'No rows'. A red circle '1' is next to 'Temporary Schedule' in the sidebar. A red circle '2' is next to the 'Export' button in the top right. A red circle '3' is next to the 'Export' button in the top right. A dropdown menu is open from the 'Export' button, showing options: 'CSV Export', 'Excel Export', 'PDF Export', and 'TXT Export'.

Delete Temporary Schedule

Users can select the required schedule record to be deleted and click [**Delete**] or click  in the same row of the personnel temporary schedule.

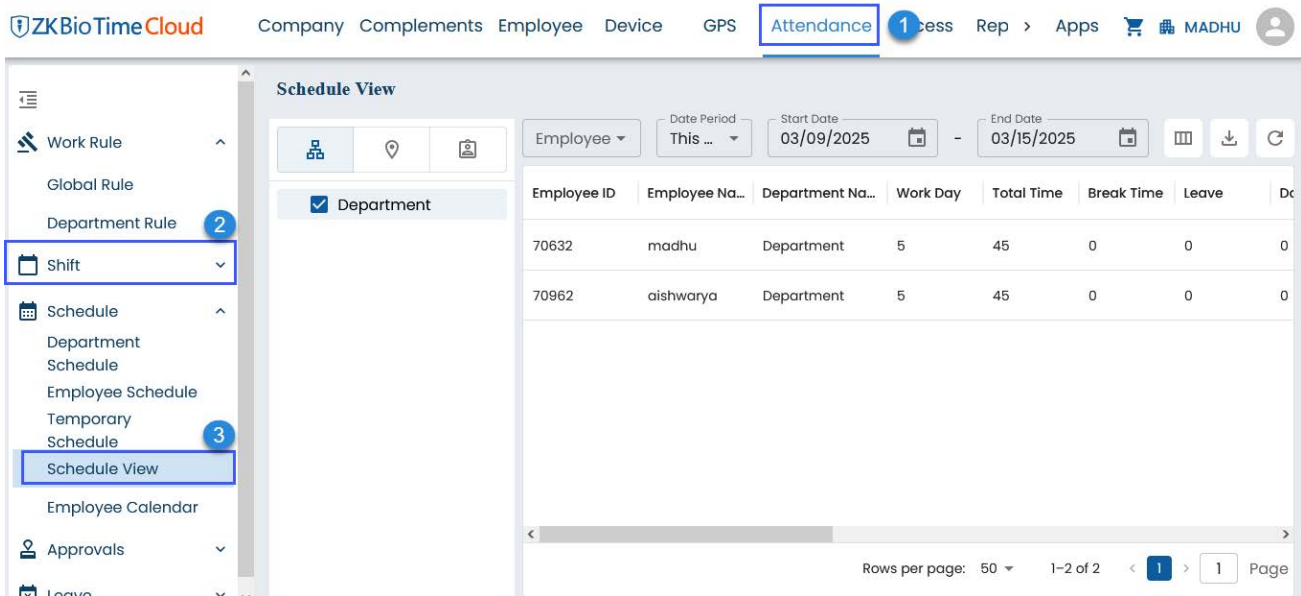
The screenshot shows the ZKBioTimeCloud interface. The left sidebar has a menu with 'Schedule' highlighted. The main area is titled 'Temporary Schedule' and shows a table with columns: Employee ID, First Name, Last Name, Timetable, Start Time, End Time, Working on Day, Schedule Overlap, and Action. Two rows are visible. The first row has a red circle '3' next to the 'Employee ID' column and a red circle '4' next to the 'Action' column. The second row has a red circle '5' next to the 'Employee ID' column. A 'Delete' dialog box is open, asking 'Are you sure to delete this record?' with 'Confirm' and 'Discard' buttons.

10.3.4 Schedule View

Schedule View shows a concise view of the schedules allocated to different employees.

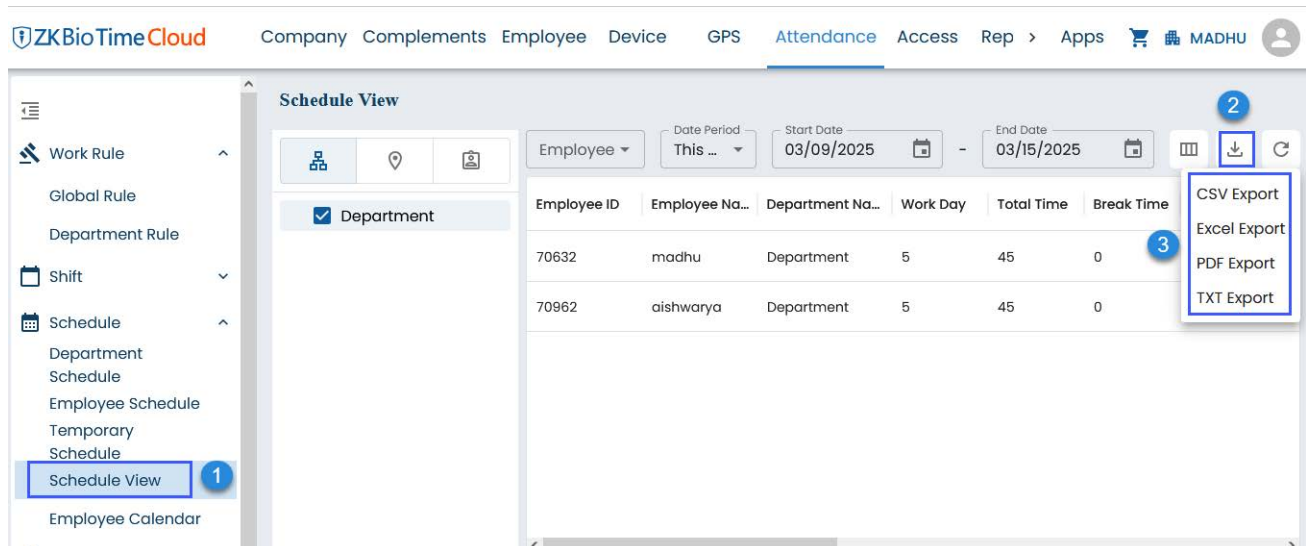
Users can search the employees' schedules for a specific event like the employee's holidays, weekends, and employee schedule information. Also, users can add a shift to Employees, such as, add a temporary schedule for employees and clear the required shift.

Click **[Attendance]** > **[Schedule]** > **[Schedule View]** to view the schedules.



Export Schedule

Users can click **[Export]** to export the entire schedule in for personnel.



10.3.5 Employee Calendar

The Employee Calendar displays details of the entire employee calendar.

Click **[Attendance]** > **[Schedule]** > **[Employee Calendar]** to view the calendar.

Navigation: ZKBioTimeCloud Company Complements Employee Device GPS **Attendance** 1 ess Rep > Apps

Employee Calendar

Employee: undefined

First Name | Departme... | Area

madhu | Departme... | Not Autho...

aishwarya | Departme... | Not Autho...

March 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Rows per page: 50 1-2 of 2

10.4 Approval

Daily maintenance includes viewing the transaction logs and performing various operations on appended logs, leave and overtime.

10.4.1 Manual Log

When an employee leaves on a business trip or forgets to punch in or out, entering an attendance record to the attendance report manually is called adding a manual log. The manual logs are generally entered by the management personnel based on the attendance result and the attendance system of the enterprise after an attendance cycle ends.

Navigation: ZKBioTimeCloud Company Complements Employee Device GPS **Attendance** 1 ess Rep > Apps

Manual Log

Filter:

Buttons:

☐	Emp...	First ...	Last ...	Dep...	Posi...	Pun...	Pun...	Pun...	Wor...	Appl...	Appl...	App...	App...	App...	App...	Action
☐	70632	mad...	m	Dep...	Posit...	202...	10:30	Che...		asSS	202...	Pen...				

Add Manual Log

Select **[Attendance]** > **[Approvals]** > **[Manual log]** > **[Add]** to add a manual log for an employee.

The screenshot displays the 'Manual Log' section of the ZKBio Time Cloud application. On the left, a sidebar lists various modules including Work Rule, Shift, Schedule, Approvals, and Manual Log. The 'Manual Log' module is selected, and its 'Add' button is highlighted with a blue box and labeled '4'. The main area shows a table with columns for Employee, First Name, Last Name, Department, Position, Punch Time, Punch State, Work Code, Apply Reason, and Action. A callout box labeled 'Enter the required details' points to the 'Add' form fields: Employee, Punch State, Punch Date, Punch Time, Work Code, and Apply Reason. The 'Add' button is highlighted with a blue box and labeled '4'.

Following is the fields parameter as shown below:

Employee: Enter employee ID or employee name to search and select the employee. Only one employee can be selected.

Punch Date: Enter the punch date of the manual log.

Punch Time: Enter the punch time of the manual log.

Punch State: Select the punch state of the manual log from the drop-down list.

Work Code: Select the work code.

Apply Reason: Enter the apply reason for the manual log.

Click **[Save]** to save the settings.

Edit a Manual Log

Click the name of the person who needs to edit the record or click  to edit the manual log. Click **[Save]** after modifications.

Manual Log

Employee *
70632 madhu

Punch State *
Check Out

Punch Date *
2025-03-11

Punch Time *
10:30 HH:mm

Work Code

Apply Reason
asSS

Enter the required details

Note:

The approved record cannot be modified.

Delete a Manual Log

In the list of the manual log, select the manual log to be deleted and click **[Delete]** at the top left of the list.

Click **[Confirm]** or click  to delete the selected manual log.

Manual Log

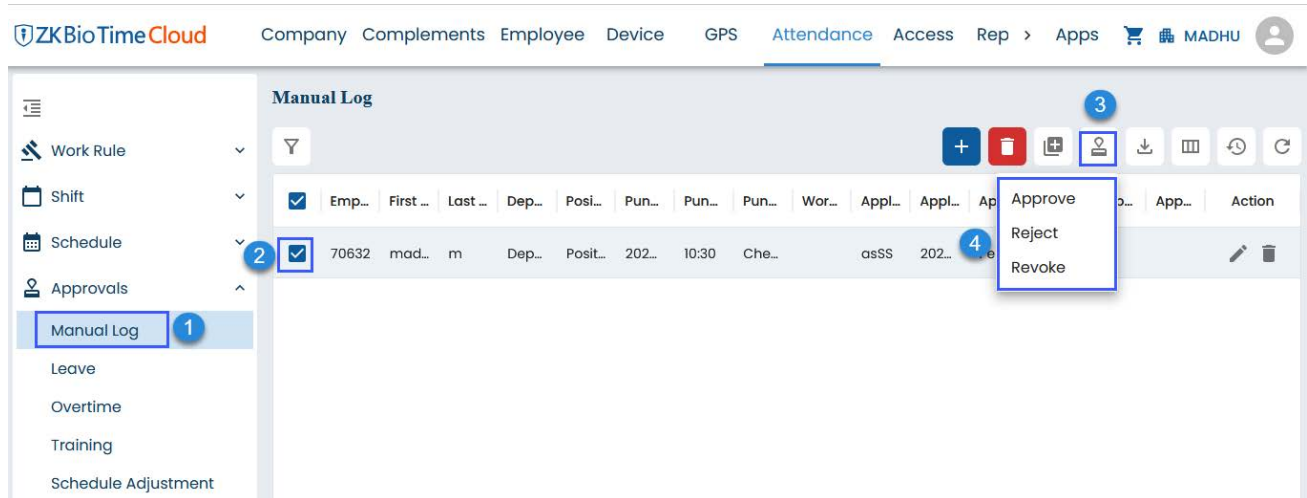
To delete multiple employee logs at once select the logs and click here

Are you sure to delete this record?

Confirm Discard

Approve/Reject/Revoke a Manual Log

Select the applied log and click on **[Approve]**, **[Reject]** or **[Revoke]**. The approval window pops up as shown in the figure:



Enter Remarks and clicking **[Confirm]** will approve, reject, or revoke the manual log.

Approve

Approval Remark

Confirm

Discard

Reject

Approval Remark

Confirm

Discard

After the approval, the approval personnel will be displayed in each record, as shown in the figure.

Revoke

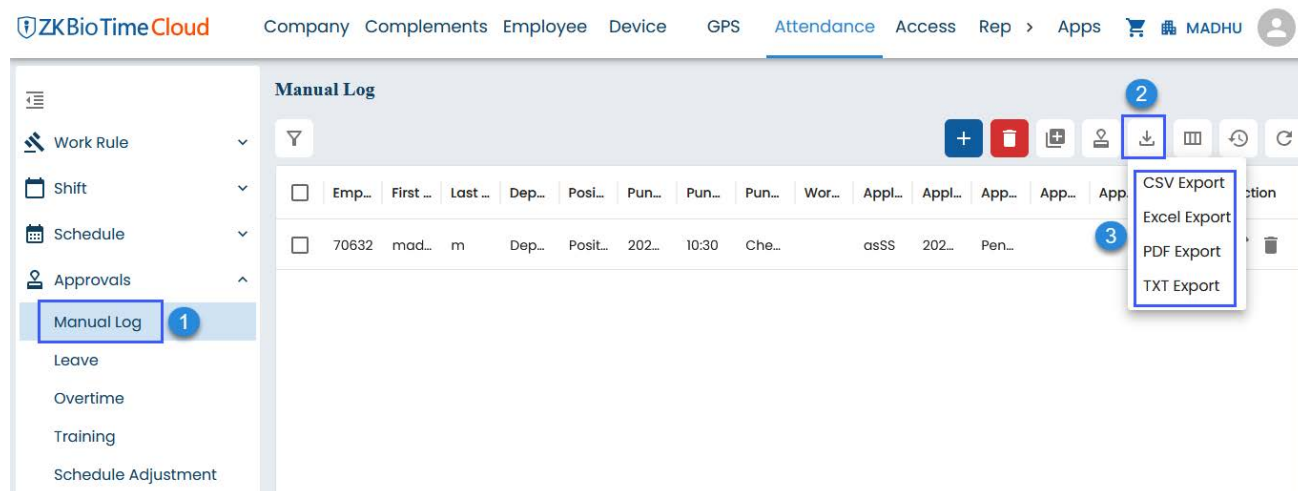
Approval Remark

Confirm

Discard

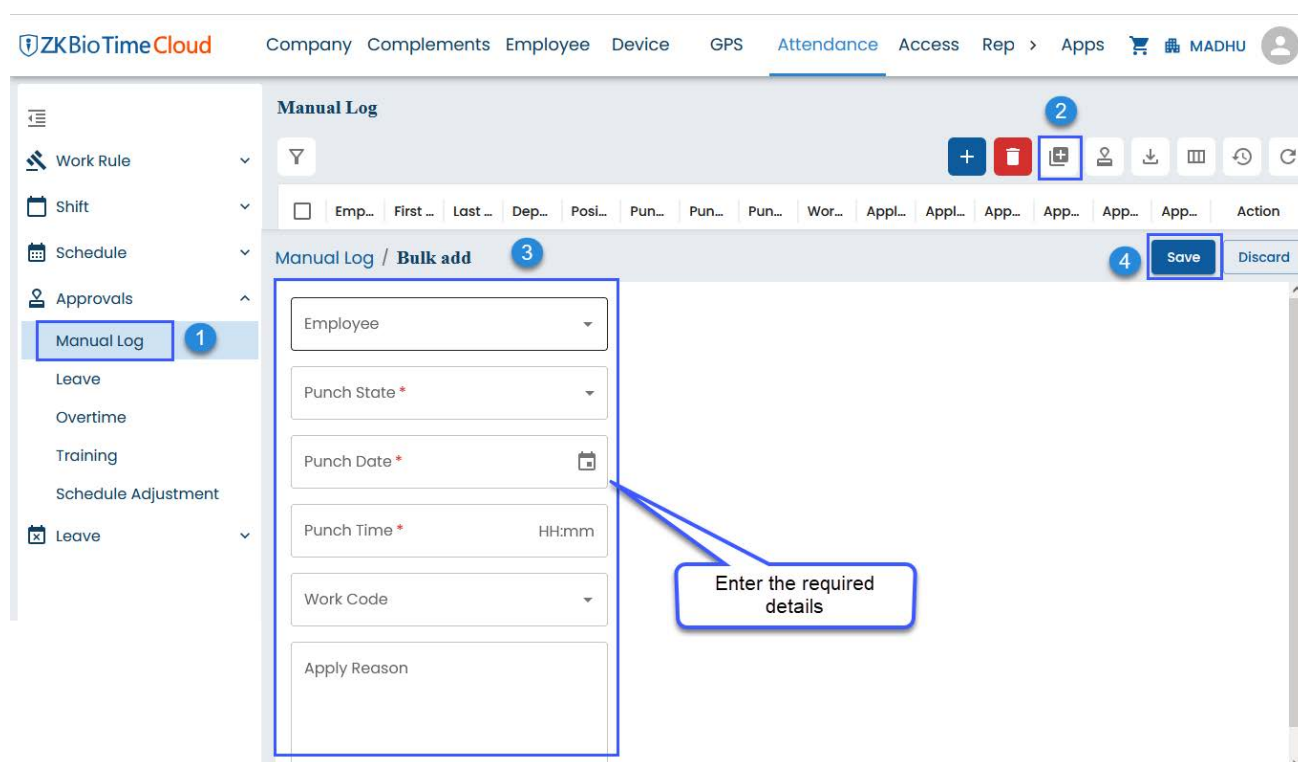
Export Manual Log

Users can click **[Export]** to export the manual log in batch for personnel.

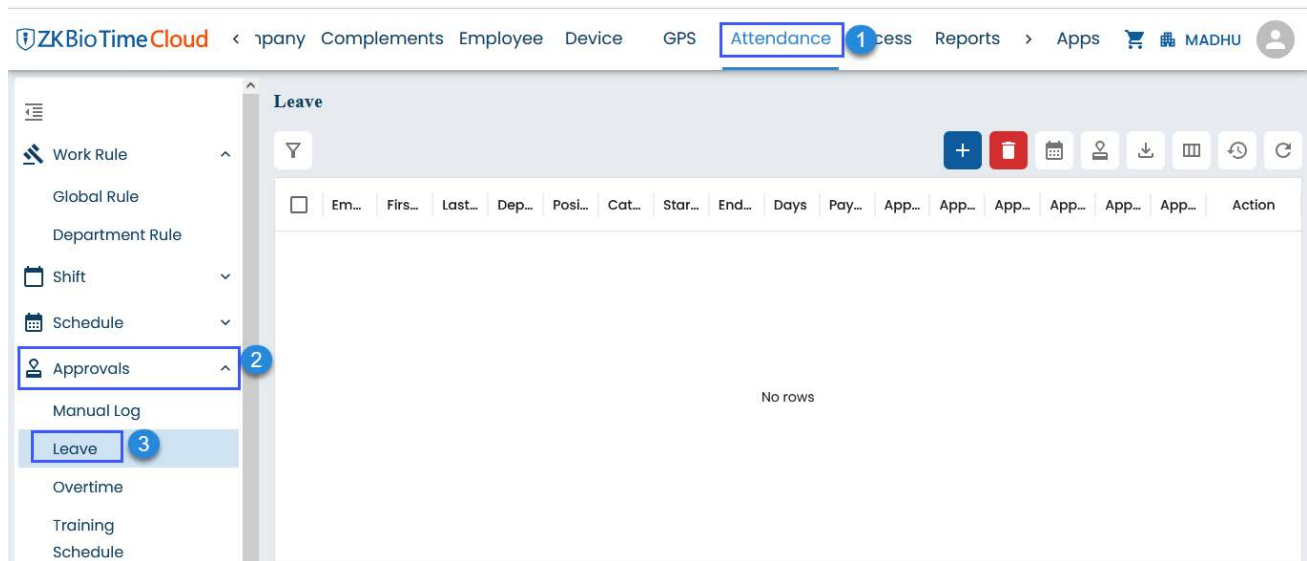


Bulk Add

Users can click on  **[Bulk Add]** to add the manual logs in bulk.

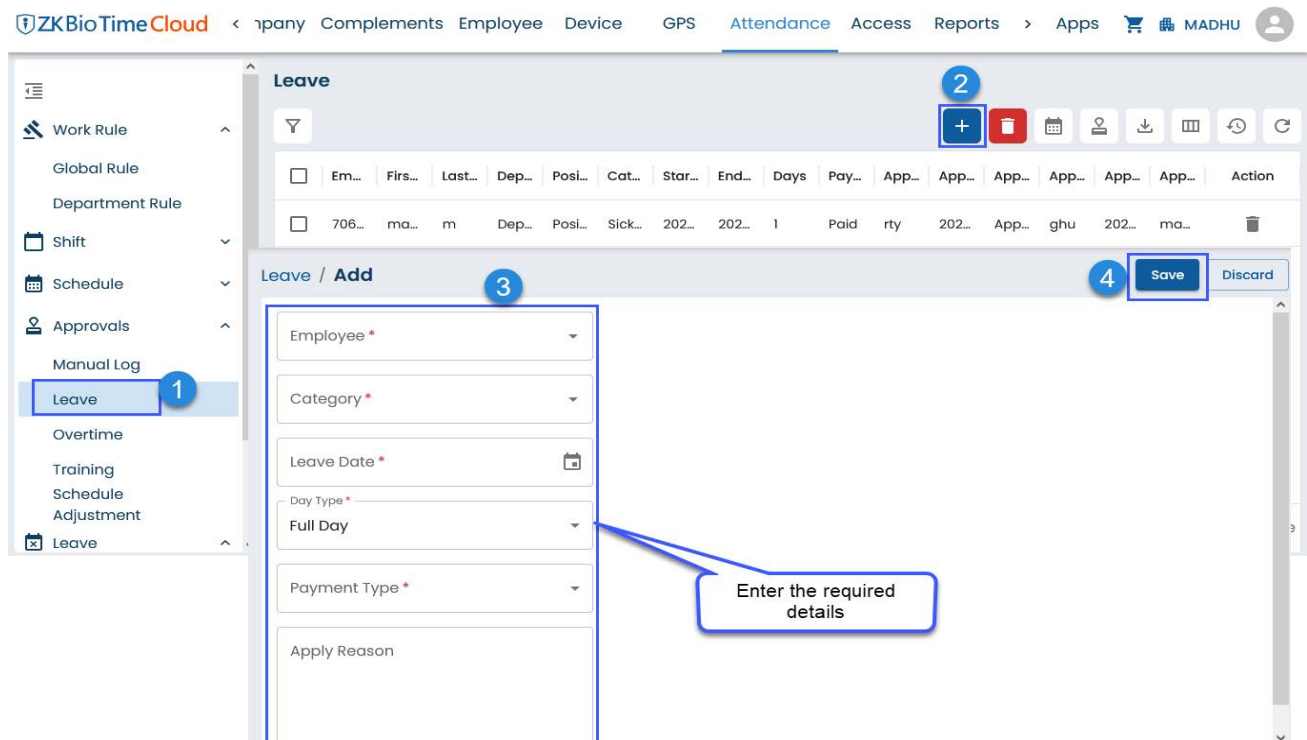


10.4.2 Leave



Add a Leave Application

Select **[Attendance]** > **[Approvals]** > **[Leave]** > **[Add]** to apply for leave.



The following field parameters are described below:

Employee: Enter employee ID or employee name to search and select the employee. Only one employee can be selected.

Leave Type: Select the type of leave.

Category: Select the category of leave.

Applied Reason: State the reason for the leave.

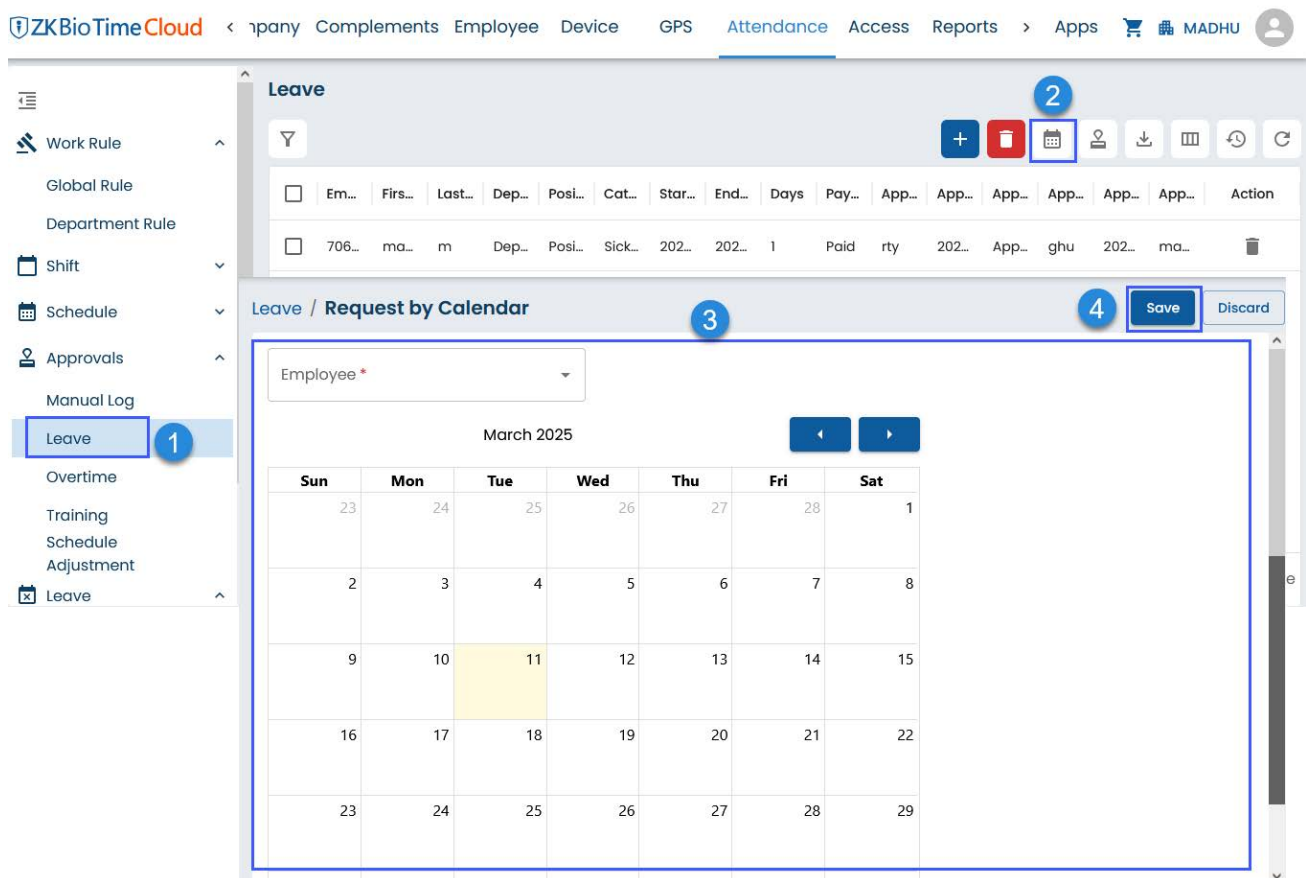
Payment Type: Select the type of payment

Apply Reason: Enter the apply reason for the leave.

Click **[Save]** to save the settings.

Request by Calendar

Select name of the person whose application is to be edited and click . Click **[Save]** after modifications.

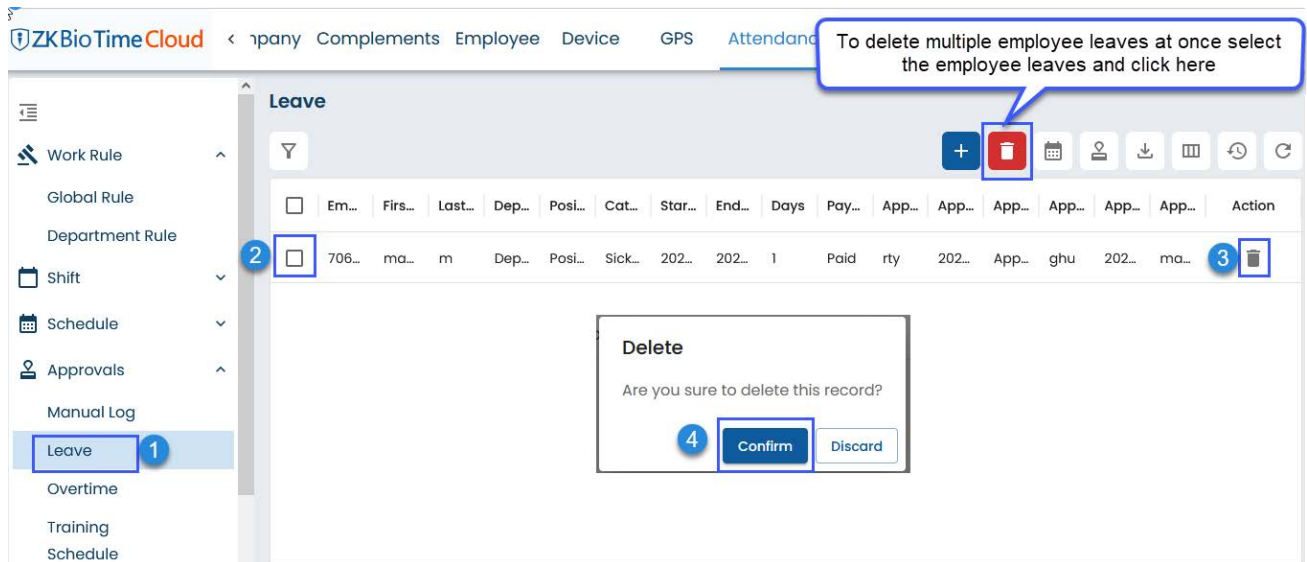


Note:

The approved record cannot be modified.

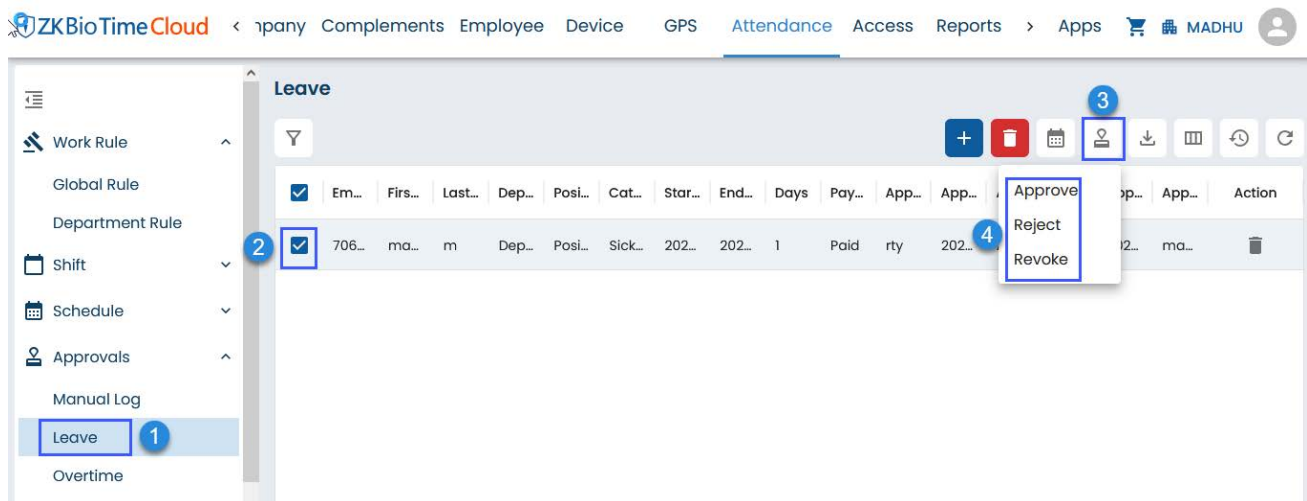
Delete Leave Application

In the list of leave applications, Select the leave application to be deleted and click **[Delete]** at the top left of the list. Click **[Confirm]** to delete the selected record or click .



Approve Leave Application

Select the applied leave and click on **[Approve]**, **[Reject]** or **[Revoke]**. The approval window pops up as shown in the figure:



Enter Remarks and clicking **[Confirm]** will approve, reject, or revoke the leave application.

10.4.3 Overtime

Overtime can be added in two ways. One is through the administrator login where the administrator can add overtime for each employee (automatic approval), and the other is through the employee login, where the employee can apply for overtime (requires approval).

Add an Overtime Application

Select **[Attendance]** > **[Approvals]** > **[Overtime]** > **[Add]** to add the overtime details.

The screenshot displays the ZKBio Time Cloud interface for adding an overtime application. The top navigation bar shows the path: Attendance > Approvals > Overtime > Add. The left sidebar has 'Overtime' selected. The main form area is titled 'Overtime / Add' and contains the following fields:

- Employee ***: 70632 madhu
- Overtime Type ***: Holiday OT
- Start Date ***: 2025-03-12
- Start Time ***: 06:30 HH:mm
- End Date ***: 2025-03-12
- End Time ***: 09:20 HH:mm
- Apply Reason**: sdf

A blue box highlights the form fields, and a callout bubble points to it with the text 'Enter the required details'. Numbered callouts 1 through 4 indicate key UI elements: 1 points to the 'Overtime' menu item, 2 points to the '+ Add' button, 3 points to the 'Overtime / Add' header, and 4 points to the 'Save' button.

The following field parameters are described below:

Employee: Enter employee ID or employee name to search and select the employee. Only one employee can be selected.

Start Time/End Time: Enter start time and end time of overtime.

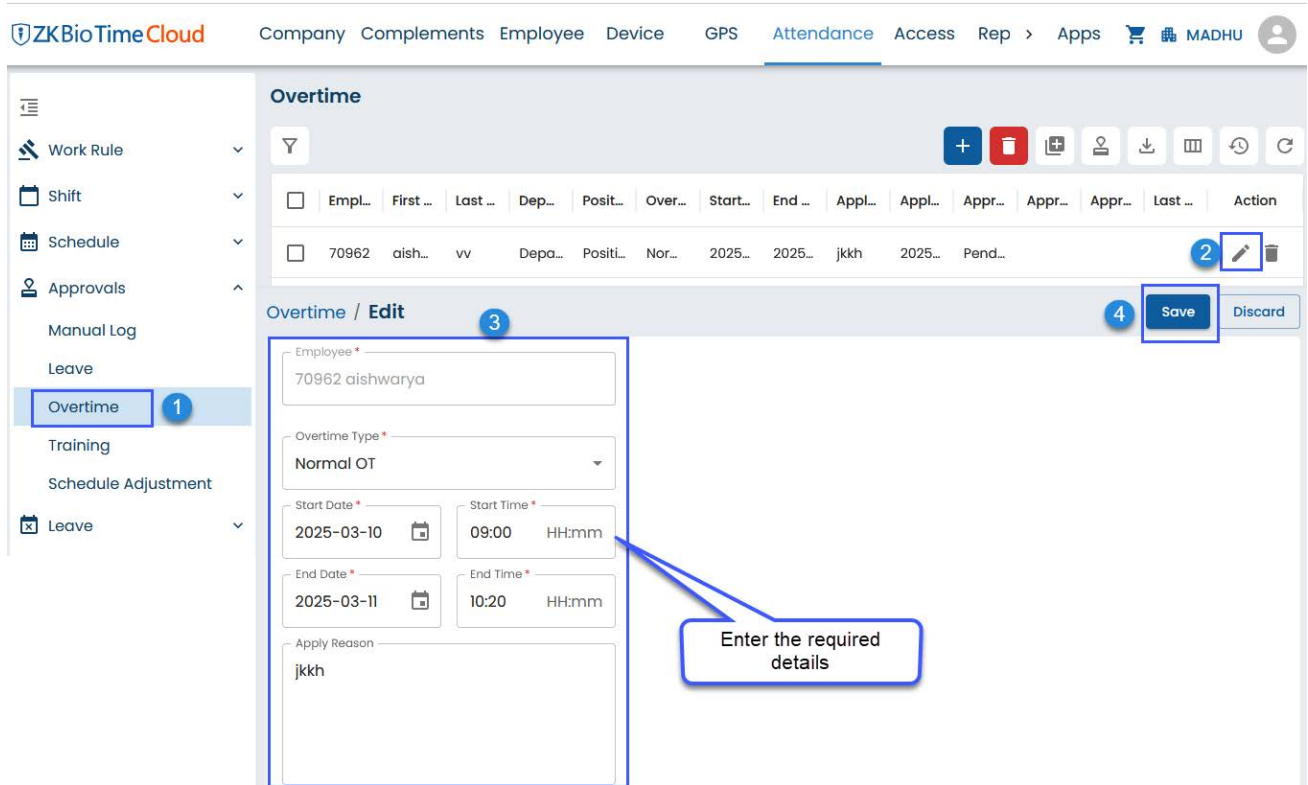
Overtime Type: Select the type of Overtime.

Apply Reason: Enter the apply reason for the overtime.

Click **[Save]** to save the settings.

Edit an Overtime Application

Click the Employee code or  in the same row as the employee to be edited. After modifications, click **[Save]** to save the changes.



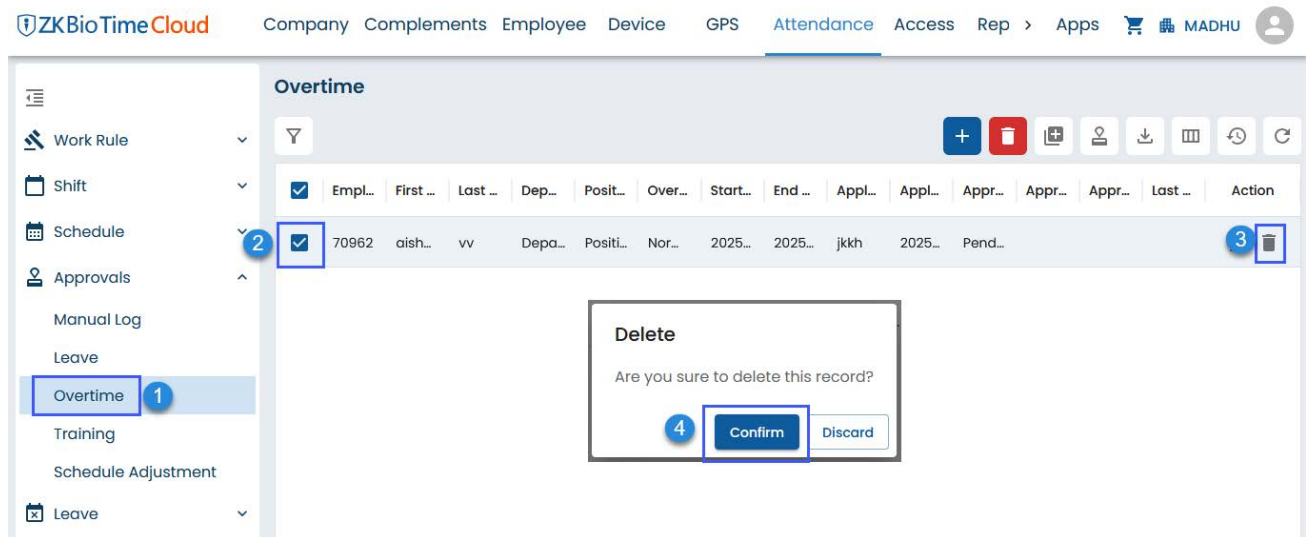
The screenshot displays the ZKBioTimeCloud interface for editing an overtime application. The sidebar on the left includes navigation options: Work Rule, Shift, Schedule, Approvals, Manual Log, Leave, Overtime (highlighted with a blue box and a '1' in a circle), Training, and Schedule Adjustment. The main area is titled 'Overtime' and contains a table of applications. The table has columns: Empl..., First..., Last..., Dep..., Posit..., Over..., Start..., End..., Appl..., Appl..., Appr..., Appr..., Appr..., Last..., and Action. A row is selected with Employee ID 70962, Name aish..., Department vv, Position Depa..., Position Positi..., Normal OT, Start Date 2025-03-10, Start Time 09:00, End Date 2025-03-11, End Time 10:20, and Apply Reason jkkh. A blue box with a '2' in a circle highlights the pencil icon in the Action column. A blue box with a '3' in a circle highlights the 'Overtime / Edit' section. A blue box with a '4' in a circle highlights the 'Save' button. A callout box with a blue border and a blue arrow points to the form fields with the text 'Enter the required details'.

The editing procedure for overtime is the same as the manual log.

Delete an Overtime Application

In the list of overtime applications, click the selected employee application to be deleted, and then click **[Delete]** at the top left of the list to enter the delete confirmation interface, and click **[Confirm]** to delete the selected record.

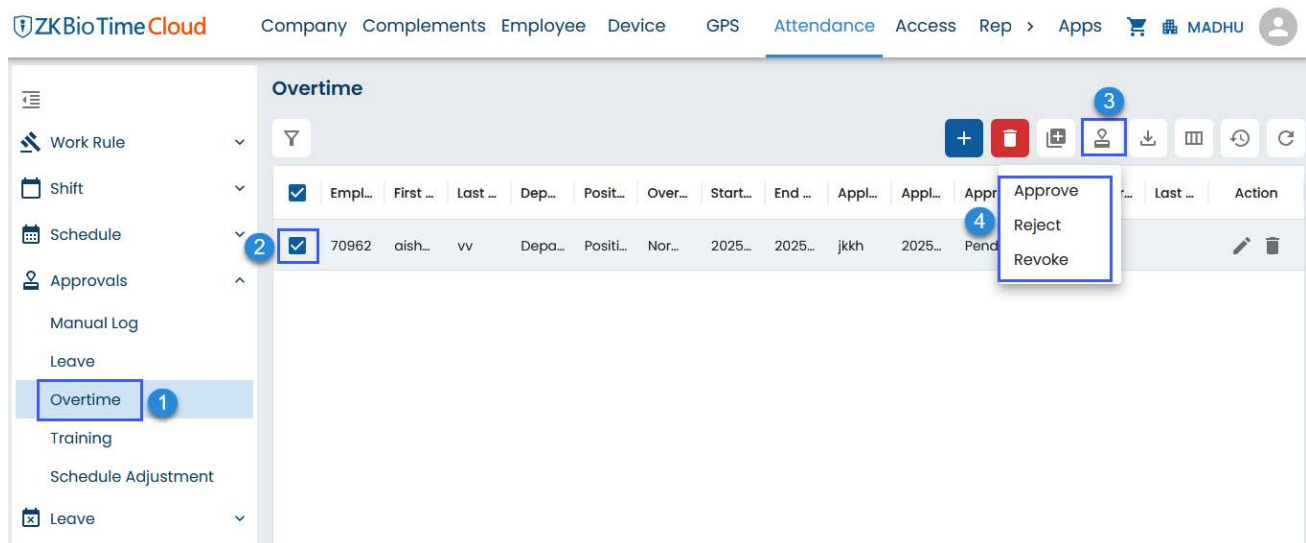
Or click  after the record.



The deleting procedure for overtime is the same as the manual log.

Approve an Overtime Application

Select the employee code and click on **[Approve]**, **[Reject]** or **[Revoke]**. The approval window pops up as shown in the figure:



The approval procedure for overtime is the same as the manual log.

Export Overtime Applications

Users can click **[Export]** to export the entire employees overtime records.

The screenshot displays the 'Overtime' management page. On the left, the 'Overtime' option is selected in the sidebar. The top right of the page features a toolbar with an 'Export' icon (a download symbol) circled with a blue '2'. A dropdown menu is open from this icon, listing 'CSV Export', 'Excel Export', 'PDF Export', and 'TXT Export', with the entire menu circled by a blue '3'.

Users can click **[Export]** to export the overtime applications in batch for personnel.

Bulk Add

Users can click on  **[Bulk Add]** to add the employees overtime records in bulk.

The screenshot shows the 'Bulk Add' form for overtime records. The 'Overtime' option is selected in the sidebar. The top right of the page features a toolbar with a 'Bulk Add' icon (a plus sign in a square) circled with a blue '2'. Below the table, the 'Bulk Add' form is displayed, with fields for 'Employee *', 'Overtime Type *', 'Start Date *', 'Start Time *HH:mm', 'End Date *', 'End Time *HH:mm', and 'Apply Reason'. The 'Bulk Add' button is circled with a blue '3', and the 'Save' button is circled with a blue '4'. A callout box points to the form fields with the text 'Enter the required details'.

10.4.4 Training

Add a Training Application

Select **[Attendance]** > **[Approvals]** > **[Training]** > **[Add]** to apply for training.

The screenshot displays the ZKBio Time Cloud interface. On the left sidebar, the 'Training' option is highlighted with a blue box and a '1'. The main area shows a 'Training' table with columns for Employee, First, Last, Dep, Posit, Train, Start, End, Appl, and Action. Below the table is the 'Training / Add' form. The form contains the following fields: Employee (dropdown), Training Type (dropdown), Start Date (calendar icon), Start Time (HH:mm), End Date (calendar icon), End Time (HH:mm), and Apply Reason (text area). A blue box labeled '2' highlights the '+ Add' button in the top right. A blue box labeled '3' highlights the form fields. A blue box labeled '4' highlights the 'Save' button. A callout box points to the form fields with the text 'Enter the required details'.

The following field parameters are described below:

Employee: Enter employee ID or employee name to search and select the employee. Only one employee can be selected at a time.

Start Time/End Time: Enter the start time and end time of the training.

Training Type: Select the type of training g from the drop-down list.

Apply Reason: Enter the reason for applying for the specific training.

Click **[Save]** to save the settings.

Edit Training Application

Click the name of the person whose training application is to be edited and click  and then, Click **[Save]** after modifications.

Note:

The approved application cannot be modified.

Delete Training Application

In the list of training applications, click the selected training application to be deleted, and then click **[Delete]** at the top left of the list to enter the delete confirmation interface, and click **[Confirm]** to delete the selected record.

Or click  after the record.

Approve/Reject Training Application

Select the employee code and click on **[Approve]**, **[Reject]** or **[Revoke]**. The approval window pops up as shown in the figure:

ZKBioTimeCloud Company Complements Employee Device GPS Attendance Access Rej > Apps

Training

1 **Training**

2 ☒

3

4

Approve
Reject
Revoke

	Empl...	First ...	Last ...	Dep...	Positi...	Train...	Start...	End ...	Appl...	Appl...	Appr...	Appr...	Appr...	Action	
☒	536	Appr...		101Te...	Positi...	Java2	2025...	2025...	The	2025...	Pend...				
☐	535	Malik	basha	Depa...	Positi...	Java2	2025...	2025...	Save	2025...	Revo...	Revo...	2025...	Appr...	
☐	535	Malik	basha	Depa...	Positi...	Java2	2025...	2025...	Tr	2025...	Rejec...	Reject	2025...	Appr...	
☐	535	Malik	basha	Depa...	Positi...	Java2	2025...	2025...	Pp	2025...	Pend...				
☐	71061	Mam...		Depa...	101au...	Java2	2025...	2025...	bbs	2025...	Pend...				
☐	71061	Mam...		Depa...	101au...	Java2	2025...	2025...	baj	2025...	Appr...	jsns	2025...	Gaya...	

The operation method is the same as the manual log.

Export Training Applications

Users can click **[Export]** to import the training applications in batch for personnel.

ZKBioTimeCloud Company Complements Employee Device GPS Attendance Access Rej > Apps

Training

1 **Training**

2

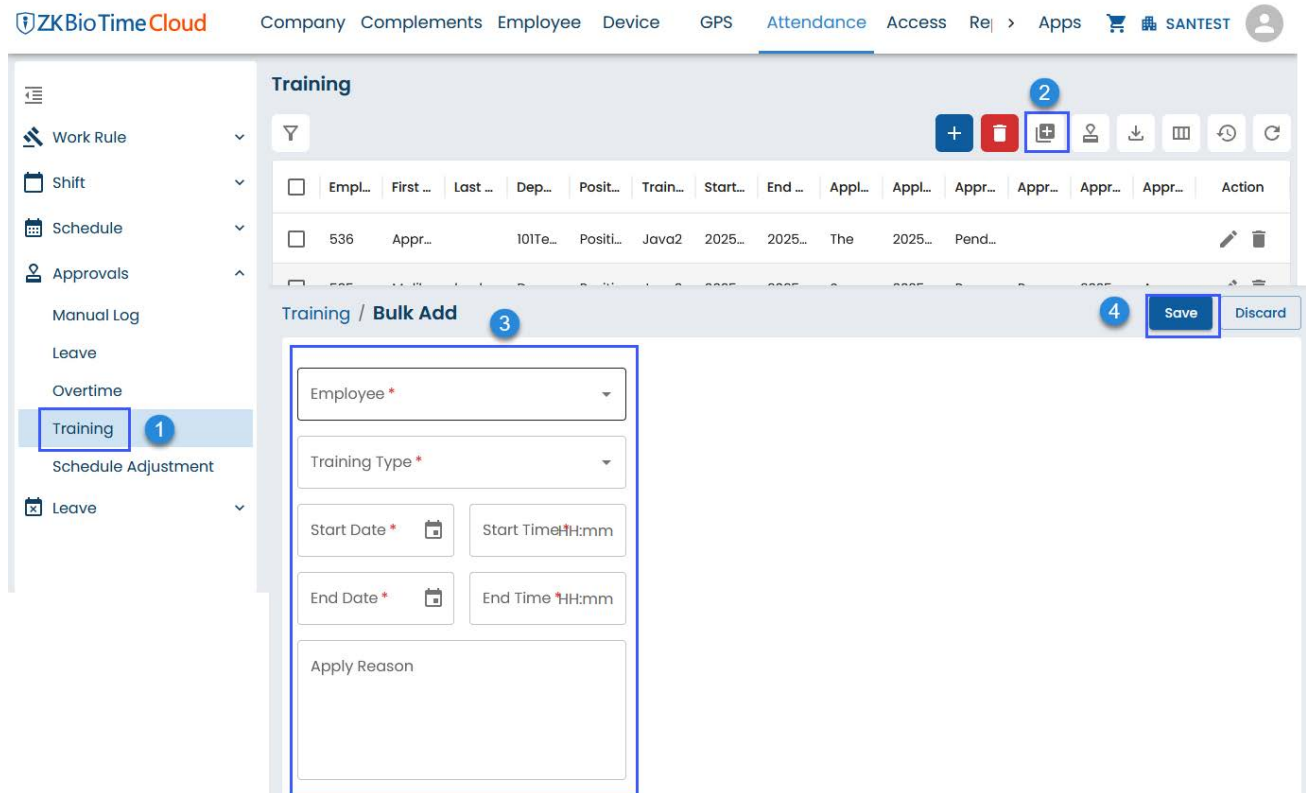
3

CSV Export
Excel Export
PDF Export
TXT Export

	Empl...	First ...	Last ...	Dep...	Positi...	Train...	Start...	End ...	Appl...	Appl...	Appr...	Appr...	Appr...	Action	
☐	536	Appr...		101Te...	Positi...	Java2	2025...	2025...	The	2025...	Pend...				
☐	535	Malik	basha	Depa...	Positi...	Java2	2025...	2025...	Save	2025...	Revo...	Revo...	2025...		
☐	535	Malik	basha	Depa...	Positi...	Java2	2025...	2025...	Tr	2025...	Rejec...	Reject	2025...	Appr...	
☐	535	Malik	basha	Depa...	Positi...	Java2	2025...	2025...	Pp	2025...	Pend...				
☐	71061	Mam...		Depa...	101au...	Java2	2025...	2025...	bbs	2025...	Pend...				
☐	71061	Mam...		Depa...	101au...	Java2	2025...	2025...	baj	2025...	Appr...	jsns	2025...	Gaya...	

Bulk Add

Users can click on **[Bulk Add]** to add the training logs in bulk.



10.4.5 Schedule Adjustment

After the user applies for changing the shift on the APP, the administrator can approve it on the Web application.

Approve Schedule Adjustment Records

The approval procedure of shift adjustment is the same as the manual log.

Delete Shift Adjustment Records

The delete procedure of shift adjustment is the same as the manual log.

Export

The export procedure of shift adjustment is the same as the manual log.

Note:

After deleting the shift adjustment record of the employee, the shift of the employee is still the adjusted shift.

10.5 Leave Management

10.5.1 Leave Settings

Add Leave Settings

Select **[Attendance]** > **[Leave Management]** > **[Leave Settings]** > **[Add]** to add a leave.

The screenshot displays the 'Leave Setting / Add' form in the ZKBio Time Cloud application. The sidebar on the left includes navigation links for Work Rule, Shift, Schedule, Approvals, and Leave. The main content area is titled 'Leave Setting' and features a table of existing leave settings. Below the table, the 'Add' form is visible, containing fields for Employee, Leave Allotment Type, Effective From, Total Leave, Allowed PerMonth, and Auto Carry Forward. A callout box points to the form fields with the text 'Enter the required details'.

The following field parameters are described below:

Employee: Enter the name of the employee.

Leave Allotment Type: Set the code of leave group.

Leave Effective From: Set the name of leave group.

Total Leave: Set the name of the leave group.

Leave Allowed Per Month: Set the name of leave group.

Auto Carry forward: Set the name of leave group.

Carry Forward Unit Set the name of leave group.

Click **[Save]** to add the incident.

Edit Leave Settings

Click on the **[Edit]** icon  to edit the leave settings.

ZKBioTime Cloud Company Complements Employee Device GPS Attendance Access Rej > Apps **SANEST**

- Work Rule
- Shift
- Schedule
- Approvals
- Leave
- Leave Setting**
- Leave Schedule
- Leave Detail Report

Leave Setting

(2) [+] [Trash] [Download] [Grid] [Refresh] [Close]

☐	Employee ...	First Name	Last Name	Leave Allo...	Effective F...	Total Leave	Allowed P...	Auto Carr...	Carry For...	Action
☐	535	Malik	basha	Yearly	2025-02-01	25	4	Yes	0	

Leave Setting / Add

(4) [Save] [Discard]

Employee *

Effective From *

2025-03-12

Leave Allotment Type *

Yearly

Effective To *

Total Leave *

days

Allowed PerMonth *

days

☐ Auto Carry Forward

Enter the required details

Click **[Save]** after editing the leave details.

Delete Leave Settings

Click on the **[Delete]** icon  to delete the leave settings.

Leave Setting

	Employee ...	First Name	Last Name	Leave Allo...	Effective F...	Total Leave	Allowed P...	Auto Carr...	Carry For...	Action
☒	535	Malik	basha	Yearly	2025-02-01	25	4	Yes	0	
☐	71061	Mamta					28	Yes	2	

Delete

Are you sure to delete this record?

Confirm Discard

To Bluk Delete click here

Click **[Confirm]** after editing the leave details.

Export Leave Settings

Click on the **[Export]** icon  to export the leave details either in pdf, excel, csv and Txt format.

ZKBioTimeCloud Company Complements Employee Device GPS Attendance Access Re Apps > Apps SANTEST

Leave Setting

1

2

3

CSV Export
Excel Export
PDF Export
TXT Export

Employee ...	First Name	Last Name	Leave Allo...	Effective F...	Total Leave	Allowed P...	Auto Carr...	C	tion
535	Malik	basha	Yearly	2025-02-01	25	4	Yes	0	
71061	Mamta		Yearly	2025-02-01	45	28	Yes	2	

Work Rule
Shift
Schedule
Approvals
Leave
Leave Setting
Leave Schedule
Leave Detail Report

10.5.2 Leave Schedule

Attendance on holidays and festivals may be different from the weekdays.

Add Leave Schedule

Select **[Attendance] > [Leave Management] > [Leave Schedule] > [Add]** to add leave schedule.

ZKBioTimeCloud Company Complements Employee Device GPS Attendance Access Re Apps > Apps SANTEST

Leave Schedule

2

3

4

Save Discard

Leave Schedule / Add

Employee *

Leave Allotted

Leave Type * Yearly * 0 days Monthly * 0 days

Add

Enter the required details

Work Rule
Shift
Schedule
Approvals
Leave
Leave Setting
Leave Schedule
Leave Detail Report

The following field parameters are described below:

Employee: Enter the name of the employee.

Sick leave: Enter the number of sick leave.

Casual leave: Enter the number of casual leave.

Maternity leave: Enter the number of maternity leave.

Compassionate leave: Enter the number of compassionate leave.

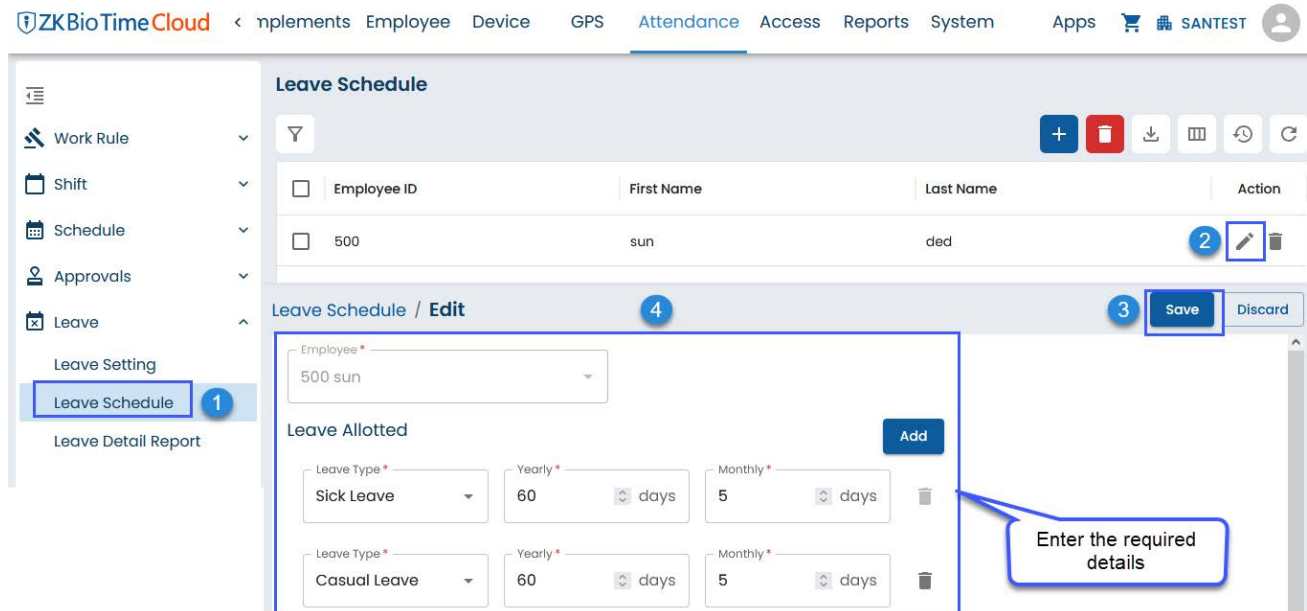
Annual leave: Enter the number of annual leave.

Business Trip: Enter the number of business trip.

Click **[Confirm]** to save the leave schedule.

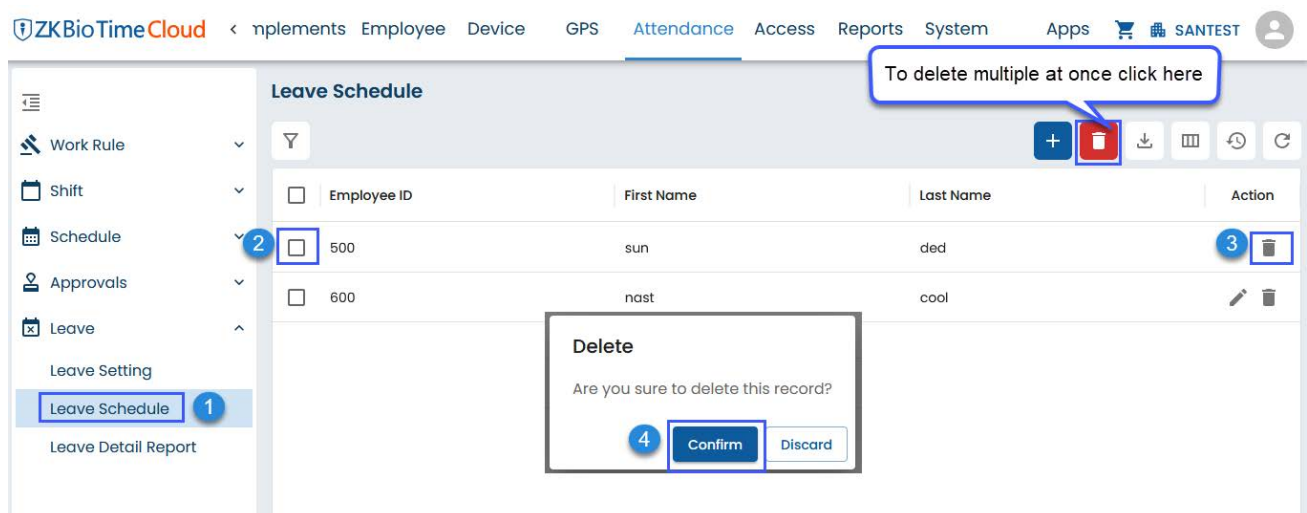
Edit a Holiday for Attendance

In the holiday list, click the name of a holiday, or click  in the same row of the holiday. Modify the parameters as needed and click **[Save]** to save the modifications.



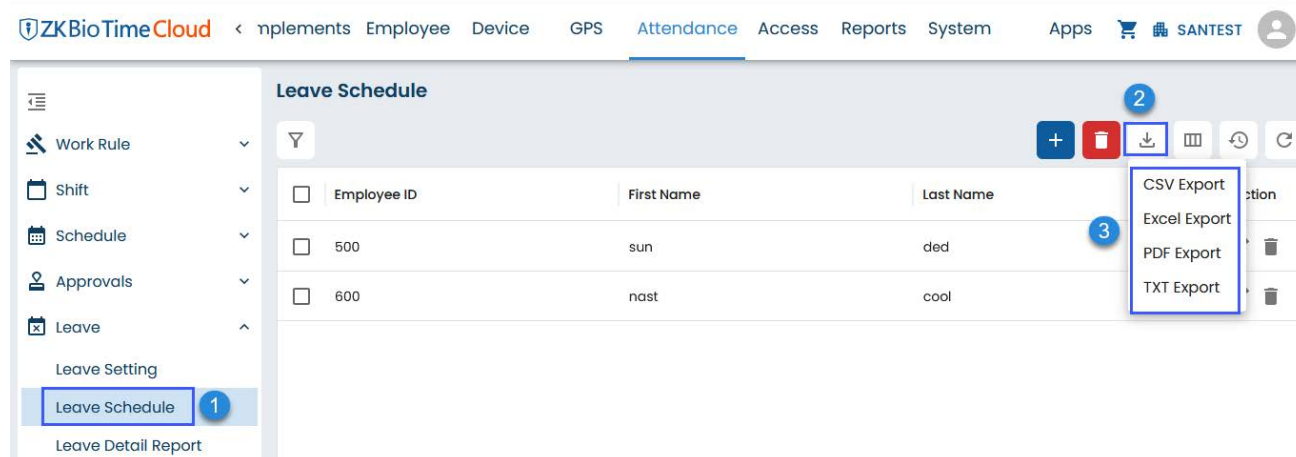
Delete a Holiday for Attendance

In the holiday list, select the holiday and click **[Delete]** on the upper left of the holiday list or click  in the same row of the holiday to be deleted. Click **[Confirm]** to delete the holiday.



Export

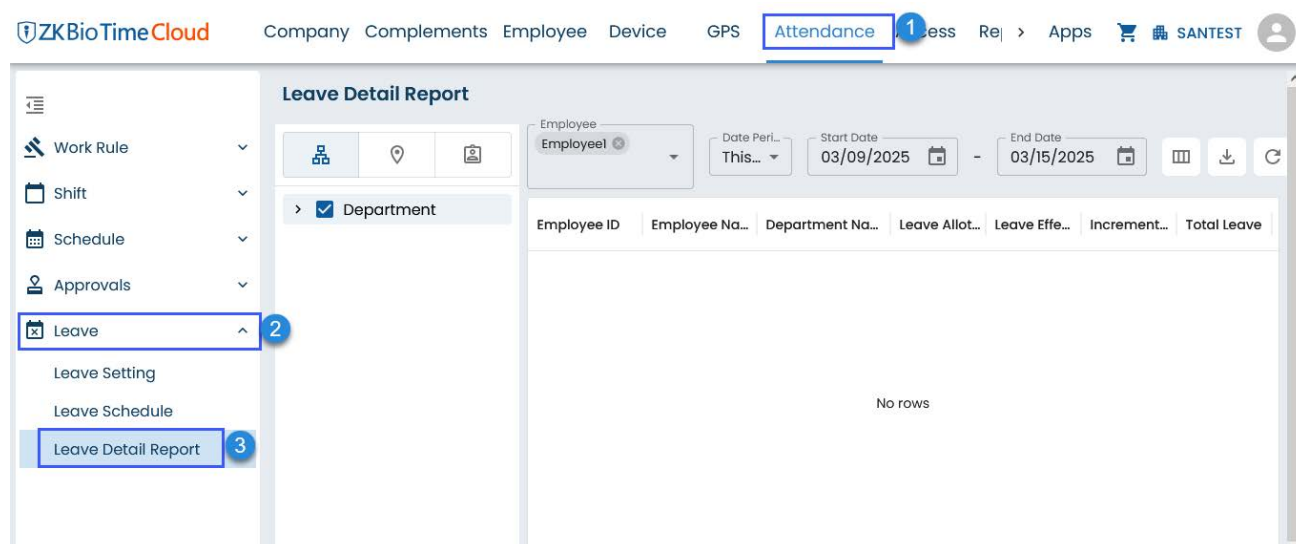
Click the **[Export]** icon  to export the department details in PDF, Excel, CSV, or TXT format.



10.5.3 Leave Detail Report

Attendance on holidays and festivals may be different from the weekdays.

Select **[Attendance]** > **[Leave Management]** > **[Leave Detail Report]** to view the leave details.



Export

Click the **[Export]** icon  to export the department details in PDF, Excel, CSV, or TXT format.

ZKBioTimeCloud < mplements Employee Device GPS Attendance Access Reports System Apps SANTEST

Leave Detail Report

Employee Date Period This ... Start Date 03/16/2025 - End Date 03/22/2025

☐ Department ☐ deptive

Employee ID	Employee Na...	Department Na...	Leave Allot...	Leave Effe...	Increment...
No rows					

1 2 3

- CSV Export
- Excel Export
- PDF Export
- TXT Export

Work Rule
Shift
Schedule
Approvals
Leave
Leave Setting
Leave Schedule
Leave Detail Report

11. Access

The Access control module enables the user to perform various operations such as door settings, device commands, setting holidays in devices, assigning user groups, access combinations, and other access related privileges.

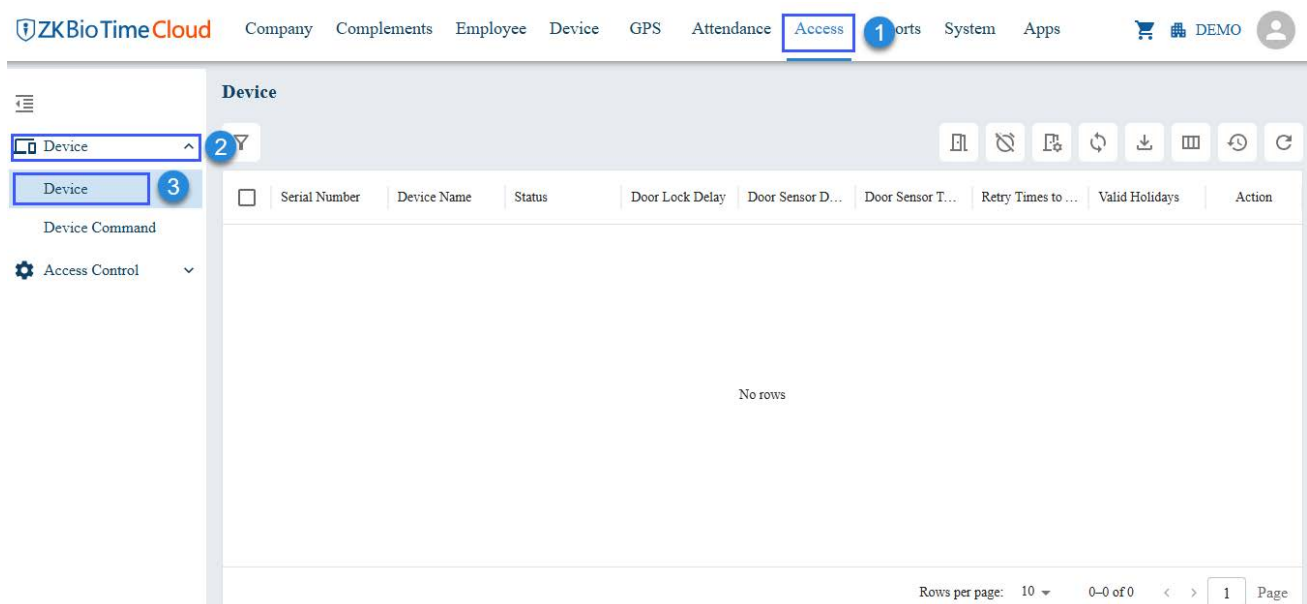
11.1 Device

11.1.1 Device

Initially, you need to add an access device, then set the communication parameters of the connected devices, including the system settings and device settings. When communication is successful, you can view here the information of the connected devices, and perform remote monitoring, upload, and download operations etc.

Once the device is added successfully, you can view it here.

Note: Only devices successfully added to the Attendance module will be automatically synchronized with the Access module. Devices that are not successfully added to the Attendance module cannot be synchronized with the Access module.



The following field parameters are described below:

Serial Number: This displays the Serial Number of the device.

Device Name: This displays the Name of the device.

Status: The status of the device whether it is enabled or disabled.

Door Lock Delay: The delay time to lock the door (in seconds)

Door Sensor Delay: The delay time to enable sensor if the door is not locked (in seconds)

Door Sensor Type: The type of sensor connected to the door.

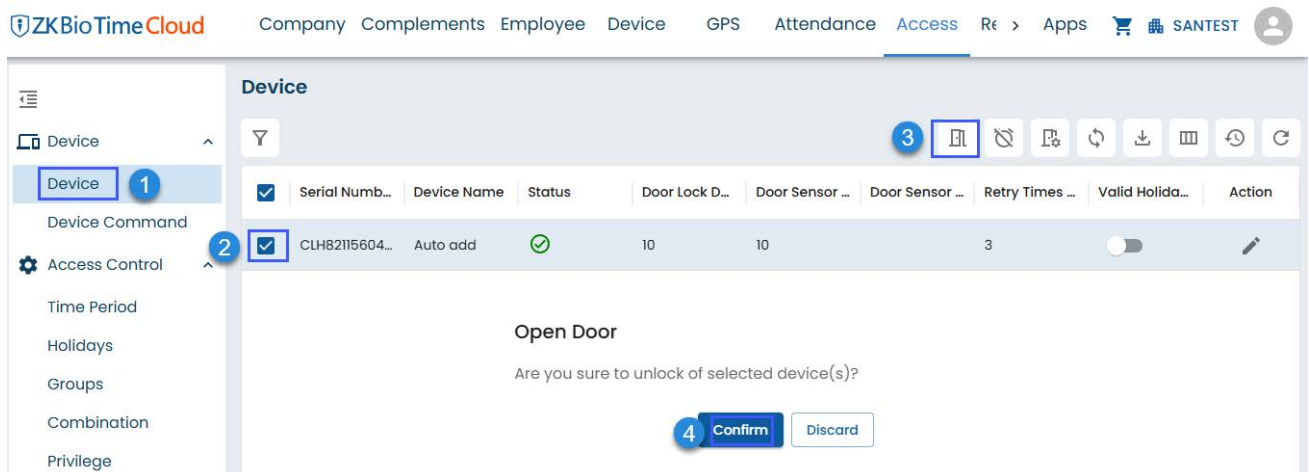
Door Alarm Delay: The delay time to alarm the door (in seconds)

Retry times to Alarm: The retry time to alarm the door (in seconds)

Valid Holidays: This displays the valid holidays of the device.

Open door

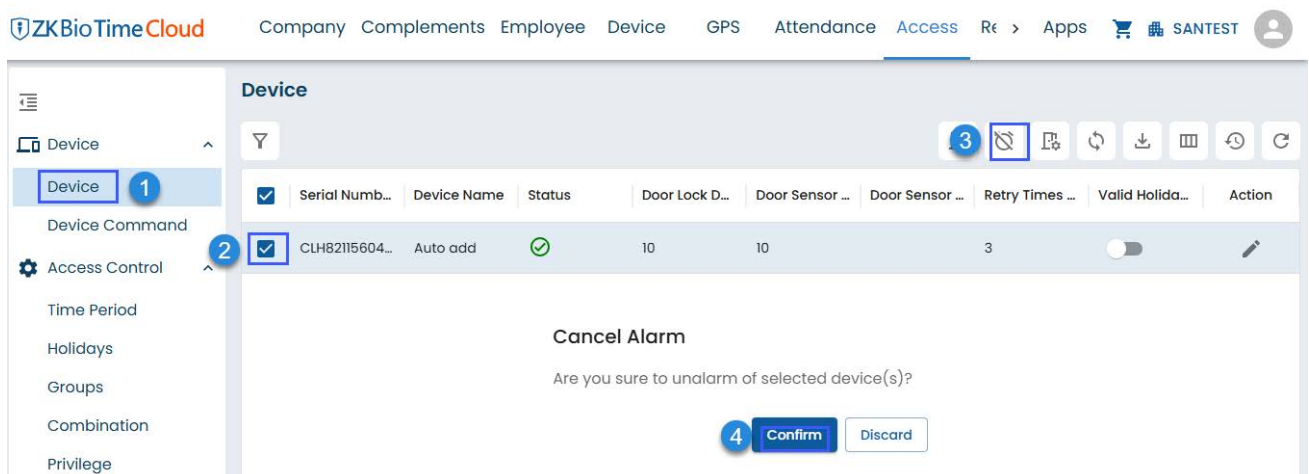
The **Open-Door** feature enables you to open the door which is connected to the Access Controller without locking.



- Select the required device and click Open Door.
- In the appearing prompt, click [Confirm] to open the door.

Cancel Alarm

The **Cancel Alarm** feature is used to disable the alarm of the door associated with the selected device. If this feature is disabled, the alarm will not be triggered if the door is left open.



- Select the required device and click Cancel Alarm.
- In the appearing prompt, click [**Confirm**] to cancel the alarm.

Bulk Setup Device Configuration

Bulk setup device configuration allows modifications to the options, Duress options, Anti-passback setup.

The screenshot displays the ZKBio Time Cloud interface. On the left, a sidebar contains navigation links: Device, Device Command, Access Control, Time Period, Holidays, Groups, Combination, and Privilege. The 'Device' link is highlighted with a blue circle and the number 1. The main area shows a table of devices. The first row is selected, with a blue circle and the number 2 next to the checkbox. The table columns are: Serial Number, Device Name, Status, Door Lock Delay, Door Sensor Delay, Door Sensor Type, Retry Times, Valid Holidays, and Action. The selected device has ID CLH82115604, name 'Auto add', status 'OK', and a door lock delay of 10 seconds. A modal window titled 'Device / Bulk setup device configuration' is open, showing various configuration options. A blue circle with the number 3 is next to the 'Bulk setup device configuration' link in the top right of the modal. A callout box with the text 'Enter the required details' and a blue circle with the number 4 points to the modal. The modal contains sections for Options, Duress Options, and Anti-Passback Setup. The Options section includes fields for Door Lock Delay (10 seconds), Door Sensor Delay (10 seconds), Retry Times to Alarm (3), Normally Close Time Period (0), and Normally Open Time Period (0). It also has dropdowns for Verify mode by RS485 (Fingerprint/Card) and Door Sensor Type (None). The Duress Options section includes checkboxes for Enable Duress Alarm, Alarm On Password, Alarm On 1:1 Match, and Alarm On 1:N Match, and a field for Duress Alarm Delay (10 seconds). The Anti-Passback Setup section includes a dropdown for Anti-Passback Mode (No Anti-Passback) and a dropdown for Door Direction (Out). A blue circle with the number 5 is next to the 'Save' button in the top right of the modal.

The following field parameters are described below:

Door Lock Delay: Set the door lock delay for the device. The range is 0-10 second(s).

Door Sensor Delay: Set the door sensor delay for the device. The range is 1-255 seconds.

Door Sensor Type: Select the door sensor type for the device. The types are Normal Open (NO), Normal Close (NC) and None.

Door Alarm Delay: Set the door alarm delay for the device. The range is 0-999 second(s).

NC Time Period: Set the normal close time period. The range is 0-50.

NO Time Period: Set the normal open time period. The range is 0-50.

Retry Times to Alarm: When the number of failed verifications reaches the pre-set value (the value range is 1-9 times), an alarm will be triggered. If there is no pre-set value, an alarm will be triggered after a failed verification.

Verify mode by RS485: Select the verification mode by RS485.

Valid Holiday: Select whether the NC Time Period or NO Time Period settings are valid in the pre-set holiday time period. Disable this button to apply the NC or NO time period to the holiday.

Speaker Alarm: When it's enabled, the buzzer will raise an alarm when the device is dismantled.

Click **Save** after entering the required details.

Duress parameters

The Duress option is used at the time of emergencies. Initially, it is required to register the duress fingerprint/password on the access control device before using this feature.

Duress Function: Select whether to enable the duress function for the device or not.

Alarm on 1:1 Match: If it is enabled and a user performs 1:1 verification method to verify any registered fingerprint, then the alarm will be triggered.

Alarm on 1: N Match: If it is enabled and a user performs 1: N verification method to verify any registered fingerprint, the alarm will be triggered.

Alarm on Password: If it is enabled and the user performs the password verification method, the alarm will be triggered.

Alarm Delay: Set the alarm delay for the device. The range is 1 to 999 second(s).

Anti Passback features

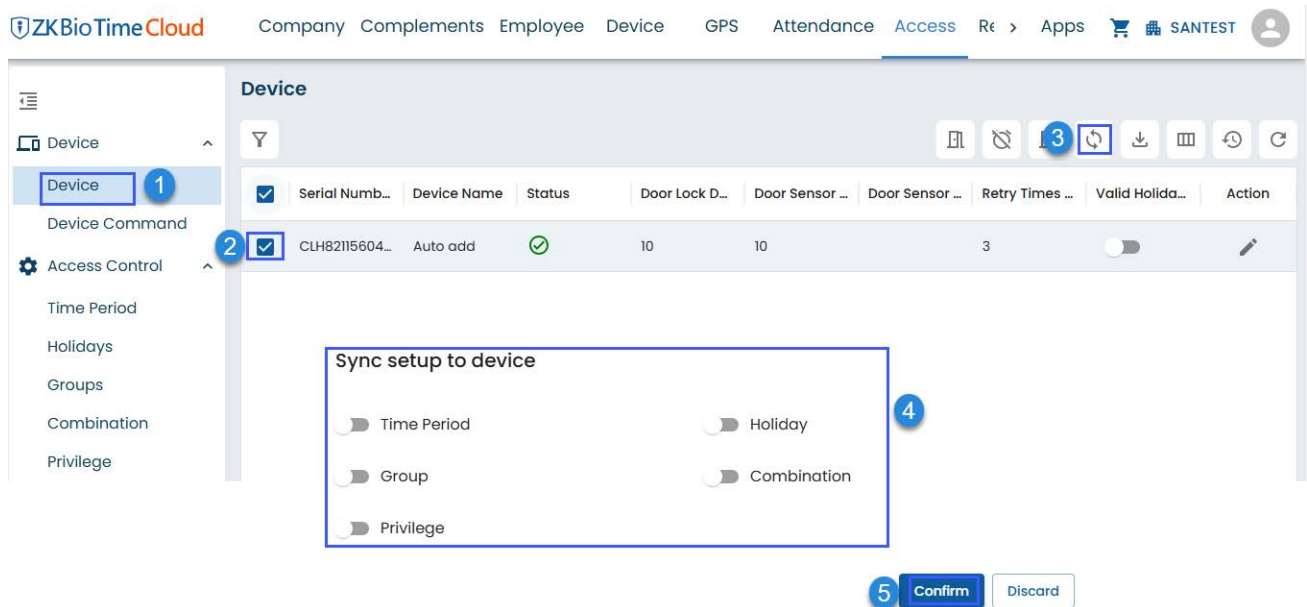
Anti-PassBack Type: Select the type of anti-passback mode.

Door Direction: Set the door direction. It can be none, in or out.

Click **Save** after setting the parameters.

Sync setup to device

This function lets you synchronize or update the data from the software to the Device. Sync Data to the Device



- On the **Device** interface, select the required Devices from the list to sync the Employee Data from the software.
- On the **Data Transfer** menu, click **Sync Setup to Device** to sync or update the Employee data from the software to the selected Devices.
- On the **Sync Setup to Device** window, select the required data, by switching the toggle button for the data options.
- Click **Confirm**, to sync or update the selected data from the software to the selected Devices.

Export

To export the device report, click on the export  icon and choose your preferred format, such as CSV, Excel, PDF, or TXT.

The screenshot shows the ZKBioTimeCloud interface. The left sidebar has a 'Device' tab highlighted with a blue box and a '1' callout. The top navigation bar has 'Access' highlighted with a blue box and a '2' callout. A dropdown menu is open from the 'Access' button, showing options: CSV Export, Excel Export, PDF Export, and TXT Export, with a '3' callout pointing to the menu.

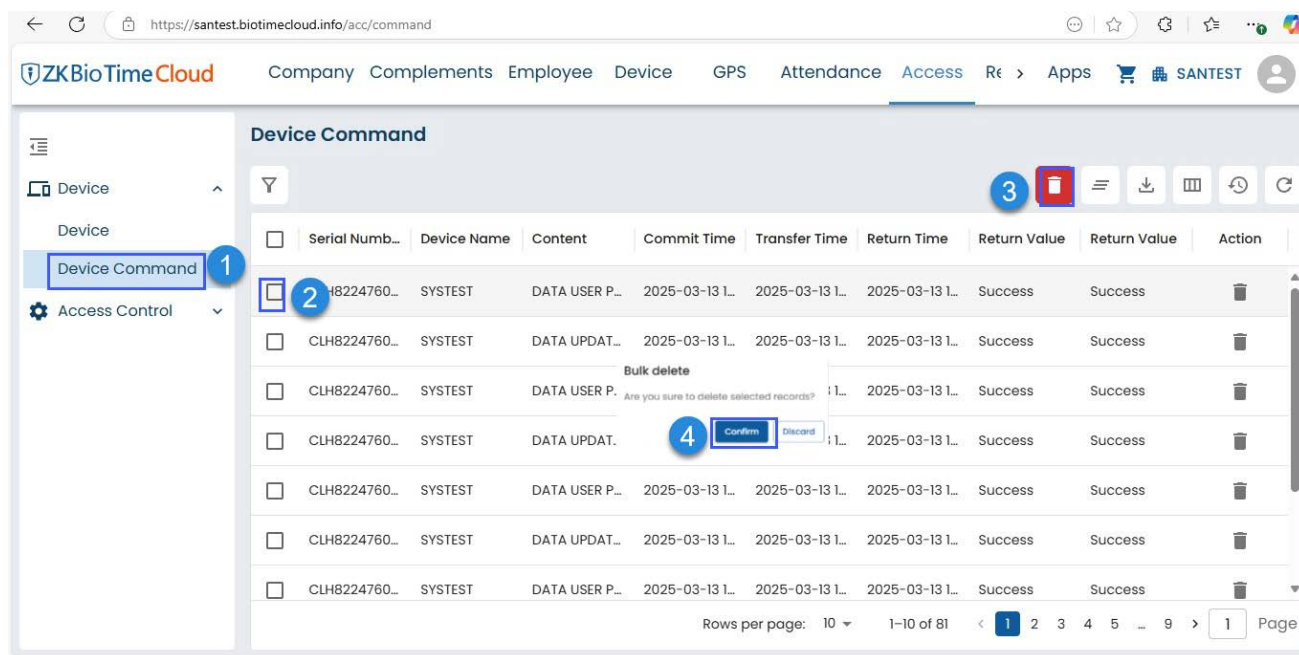
11.1.2 Device Command

This section is used to check the commands issued by the software to the device during communication.

The screenshot shows the ZKBioTimeCloud interface. The left sidebar has 'Device Command' highlighted with a blue box and a '2' callout. The top navigation bar has 'Access' highlighted with a blue box and a '1' callout. The table below shows columns: Serial Number, Device Name, Content, Commit Time, Transfer Time, Return Time, Return Value, Return Value, and Action. The table is empty, showing 'No rows'.

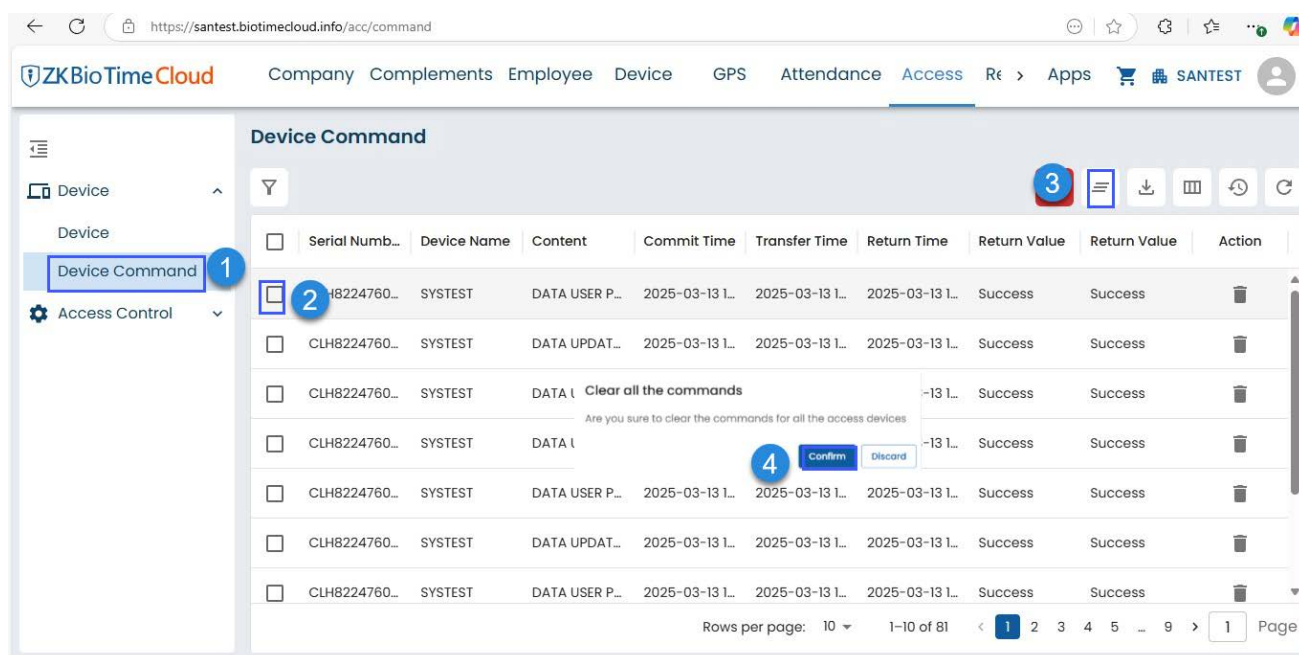
Delete

To delete the device command, select the user you want to delete then click on delete  icon then click **Confirm** to delete.



Clear All Command

To remove all the commands, select the serial number, then click on Clear Command and confirm your choice.



11.2 Access Control

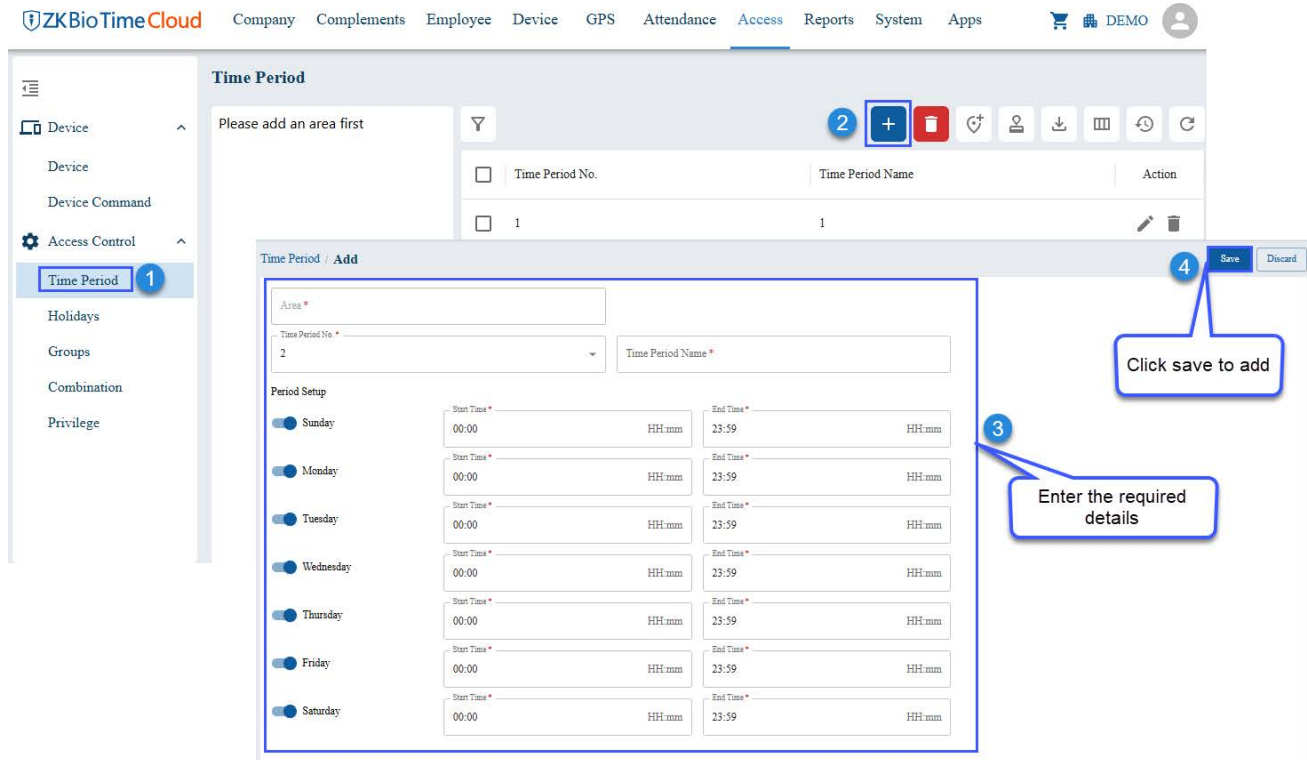
11.2.1 Time period

The Time Period is usually set to define the operating hours of the access control device. It can be assigned for

every week. The time format is HH: MM: SS – HH: MM: SS.

Add time period

To add time period, click on add  icon, then enter the required details and click on **save**.



The following field parameters are described below:

Area: It displays the area name. It can't be modified in the interface.

Time Period Number: Enter the time period number. The time period number is unique for each area.

Time Period Name: Enter the time period name.

Start Time/End time: Set the start and end time for each time period within a week.

 **Note:** When the start time is greater than the end time, the following prompt will pop up.

Edit time period

If you want to edit the time period, perform the following steps:

- Click the corresponding area on the left of the interface. The time period list of the corresponding area will be displayed.

Time Period

Please add an area first

☒	Time Period No.	Time Period Name	Action
☒	1	1	

Time Period / Edit

Area *
2y67

Time Period No. *
1

Time Period Name *

Period Setup

☒ Sunday
Start Time * 00:00 HH:mm End Time * 23:59 HH:mm

☒ Monday
Start Time * 00:00 HH:mm End Time * 23:59 HH:mm

☒ Tuesday
Start Time * 00:00 HH:mm End Time * 23:59 HH:mm

☒ Wednesday
Start Time * 00:00 HH:mm End Time * 23:59 HH:mm

☒ Thursday
Start Time * 00:00 HH:mm End Time * 23:59 HH:mm

☒ Friday
Start Time * 00:00 HH:mm End Time * 23:59 HH:mm

☒ Saturday
Start Time * 00:00 HH:mm End Time * 23:59 HH:mm

Callouts:

- 1: Select 'Time Period' in the left sidebar.
- 2: Select a time period in the list.
- 3: Click the edit icon.
- 4: Edit the details in the 'Edit' form.
- 5: Click the 'Save' button.

- In the time period list, select the time period number or click icon.
- Modify the parameter settings based on the requirements.

Click **Save** to save the modified time period information.

Delete time period

In the time period list, select the time period and click on icon to delete the time period.

Time Period

Please add an area first

☒	Time Period No.	Time Period Name	Action
☒	1	1	

Delete

Are you sure to delete this record?

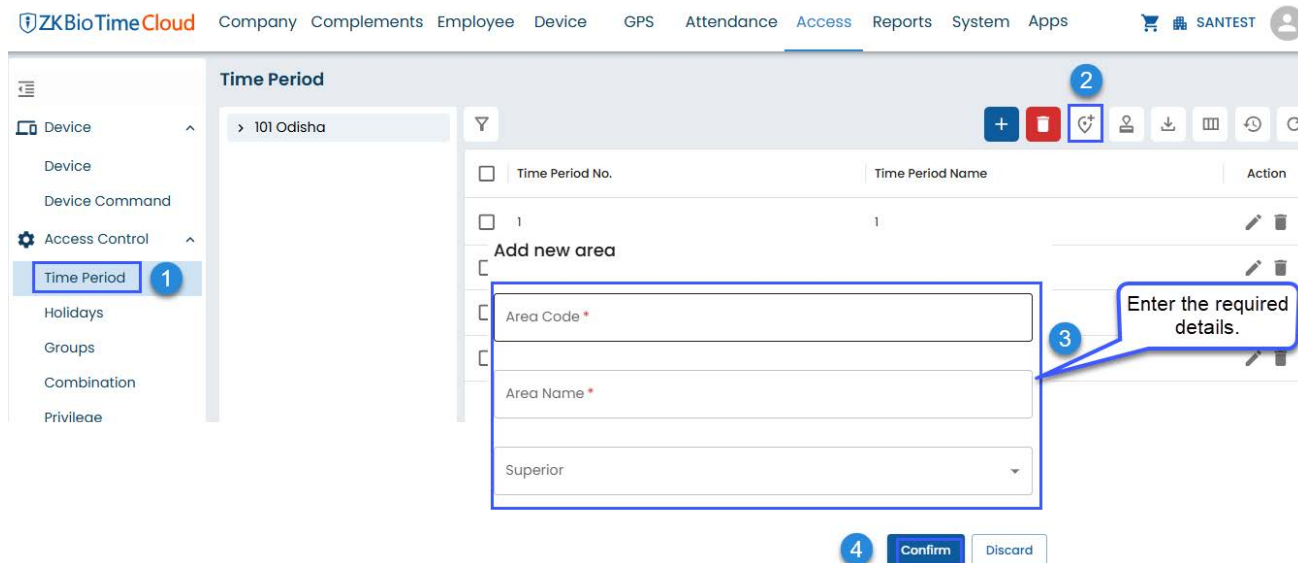
Callouts:

- 1: Select 'Time Period' in the left sidebar.
- 2: Select a time period in the list.
- 3: Click the delete icon.
- 4: Click the 'Confirm' button.

Note: The Time Period, which is in use, cannot be deleted.

Add New Area

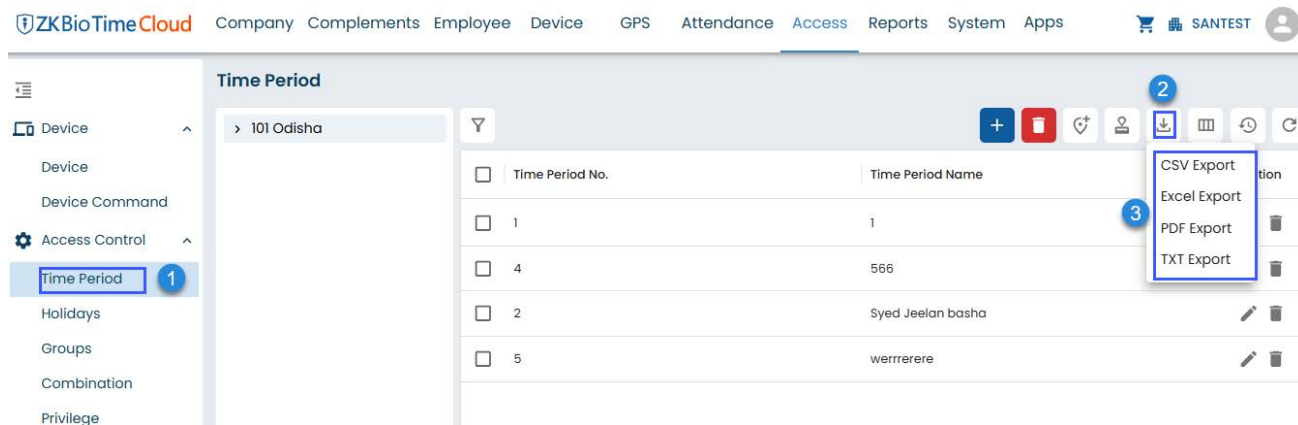
To add a new area, click on Add New Area  icon, enter the required details then click **confirm**.



The screenshot shows the ZKBioTimeCloud interface. The 'Time Period' menu item is highlighted with a blue box and a '1' in a blue circle. The 'Add new area' form is shown with fields for 'Area Code', 'Area Name', and 'Superior'. A blue box with a '3' in a blue circle highlights the form fields, and a callout bubble says 'Enter the required details.' The 'Confirm' button is highlighted with a blue box and a '4' in a blue circle. The 'Add New Area' icon is highlighted with a blue box and a '2' in a blue circle.

Export

To export the time period, click on the export  icon and choose your preferred format, such as CSV, Excel, PDF, or TXT.

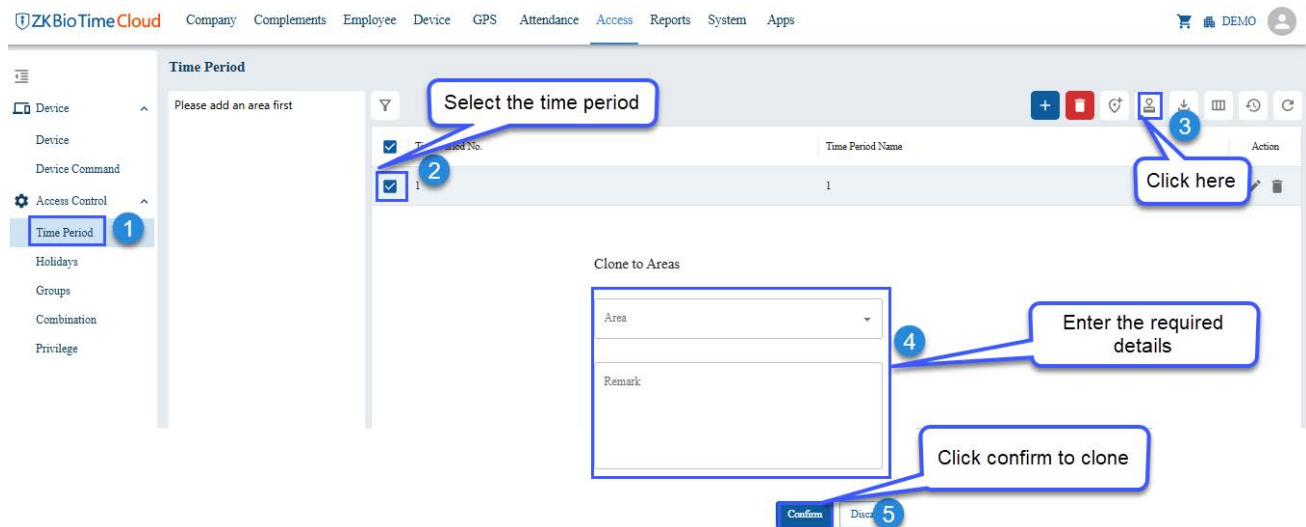


The screenshot shows the ZKBioTimeCloud interface. The 'Time Period' menu item is highlighted with a blue box and a '1' in a blue circle. The 'Export' icon is highlighted with a blue box and a '2' in a blue circle. The export dropdown menu is shown with options: CSV Export, Excel Export, PDF Export, and TXT Export. A blue box with a '3' in a blue circle highlights the export options.

Clone to areas

The Clone option is used to copy the time period of one particular area to another area. It saves the time of creating individual time period for each area.

Select the time period to be cloned. Click **Clone to Areas** to open the following interface.



Enter the parameters as shown below:

Area: Select the area (multiple areas can be selected)

Remark: Enter the remarks.

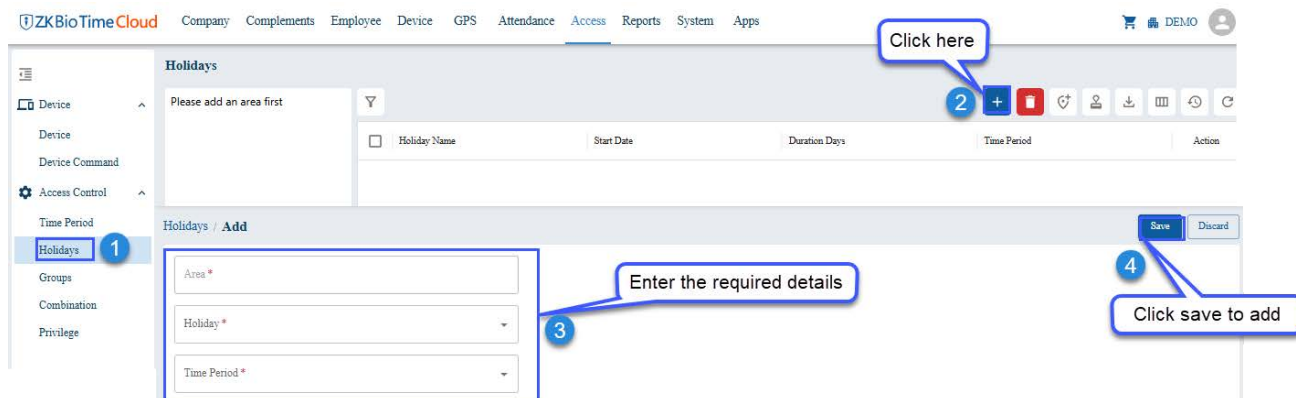
Click **Confirm** to save the clone details.

11.2.2 Holiday

The Holiday settings can be configured to control the door access on holidays. On holidays, special access control may be required. To facilitate this requirement, the access time on holidays can be set, which applies to all the employees of the corresponding area.

Add a holiday

To add holiday, click on Add  icon, enter the required details then click **save**.



Enter the parameters as shown below:

Area: Select the area from the area list.

Holiday Name: Select the holiday name from the drop-down list. These holidays are those added in the Attendance Module.

Start Date: It will be automatically filled in after selecting the holiday name and cannot be modified.

Duration: It will be automatically filled in after selecting the holiday name and cannot be modified.

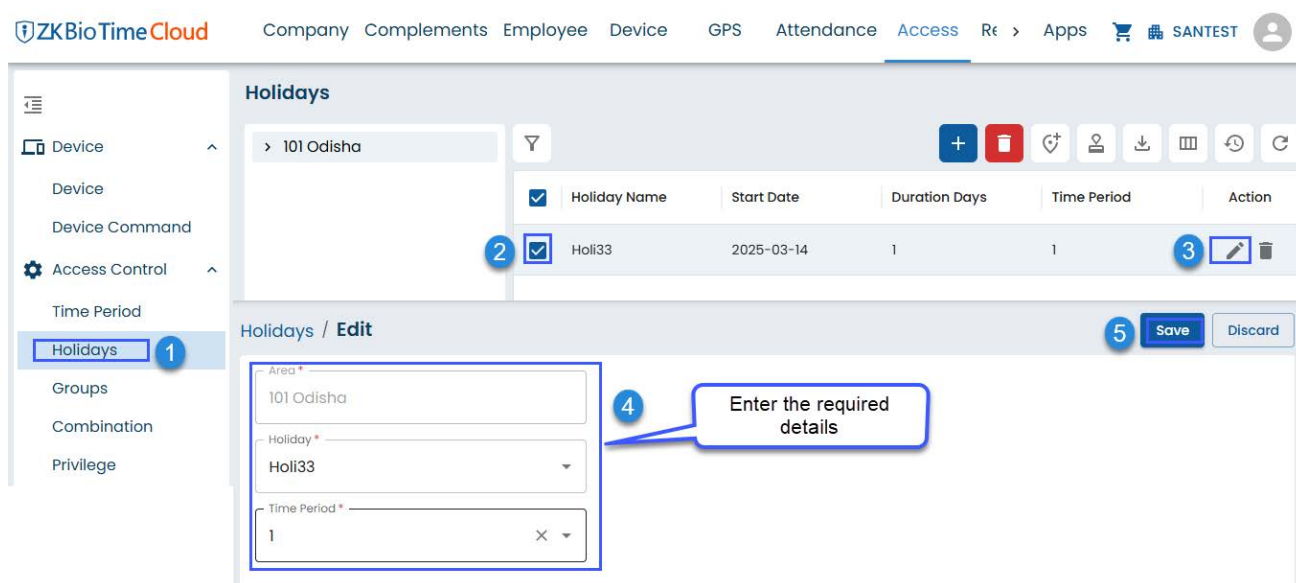
Time Period Name: Select the time period applicable to the holiday. The door opening time period depends on this parameter.

Click **Save** to save the holiday details.

Edit a holiday

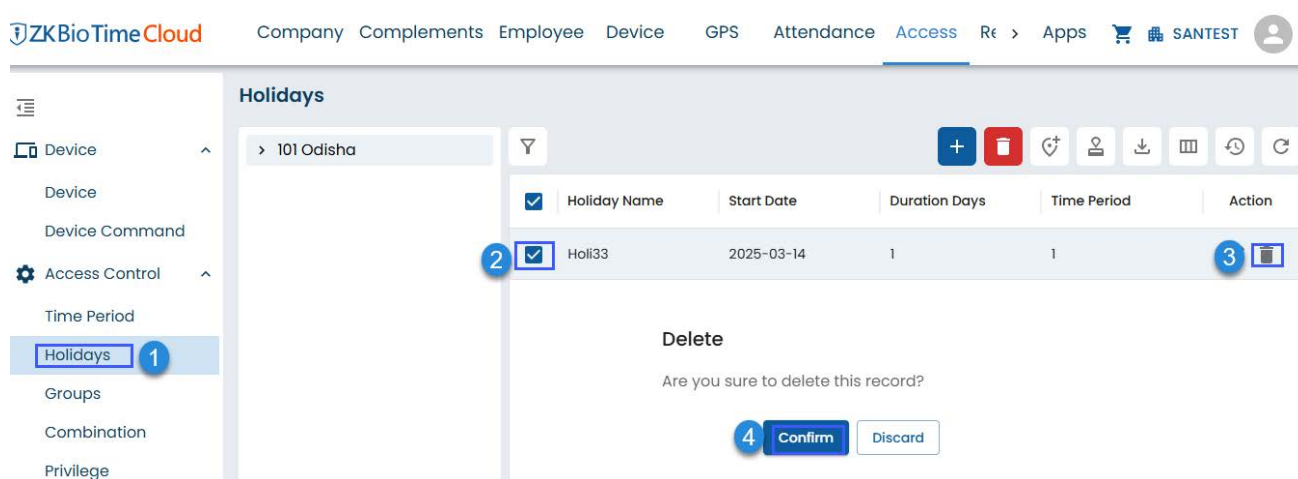
If you want to change the holiday details in the corresponding area, perform the following steps:

In the holiday list, click the holiday name or click  icon. Modify the parameter settings as per your requirements and Click **Save** to save the modified holiday information.



Delete a holiday

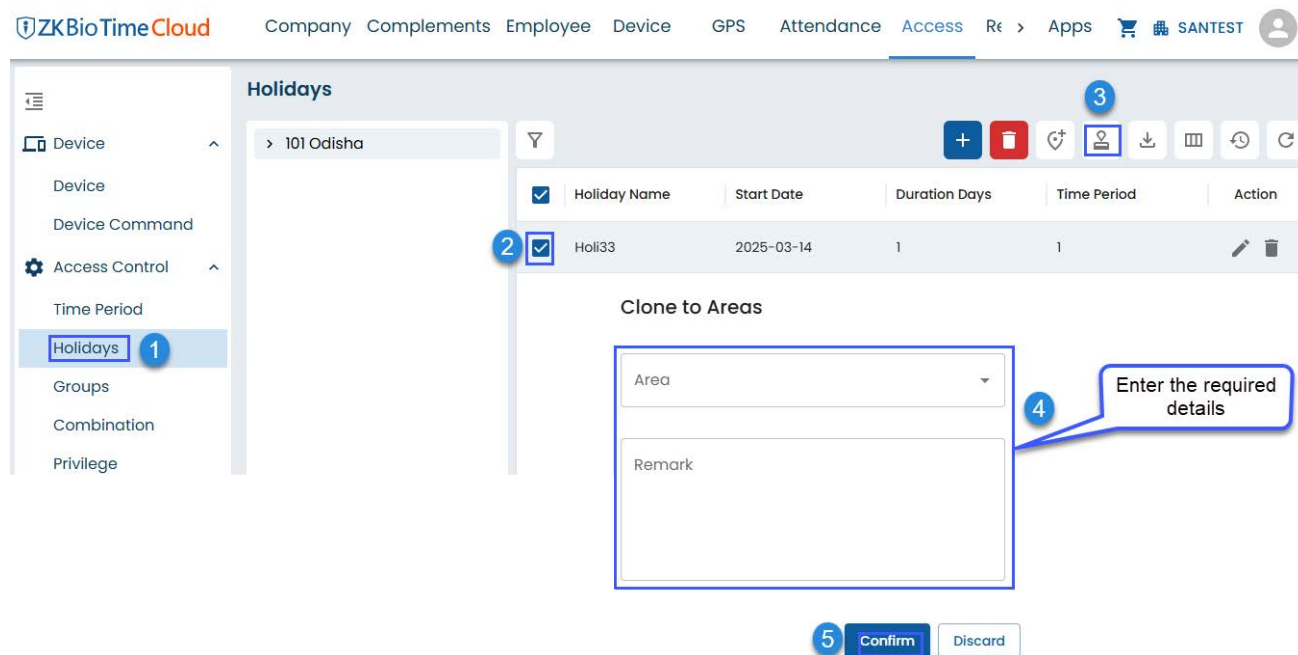
Select the holiday and click **Delete** on the upper part of the interface or click  icon.



Clone to areas

The Clone option is used to copy the holiday of one particular area to another area. It saves the time of creating individual holiday to each area.

Select the holiday to be cloned. Click **Clone to Areas** to open the following interface.



Enter the parameters as shown below:

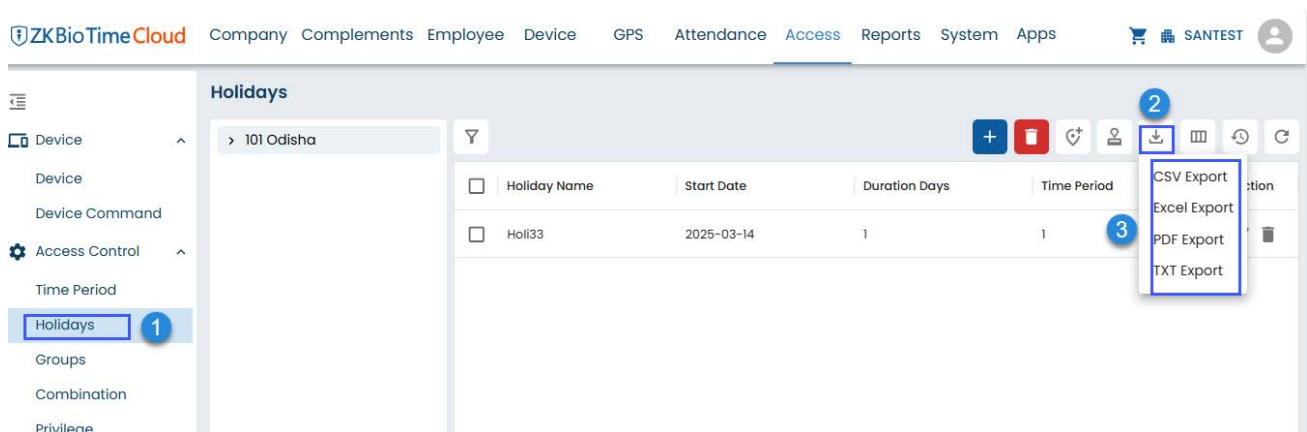
Area: Select the area (multiple areas can be selected)

Remark: Enter the remarks.

Click **Confirm** to save the clone details.

Export

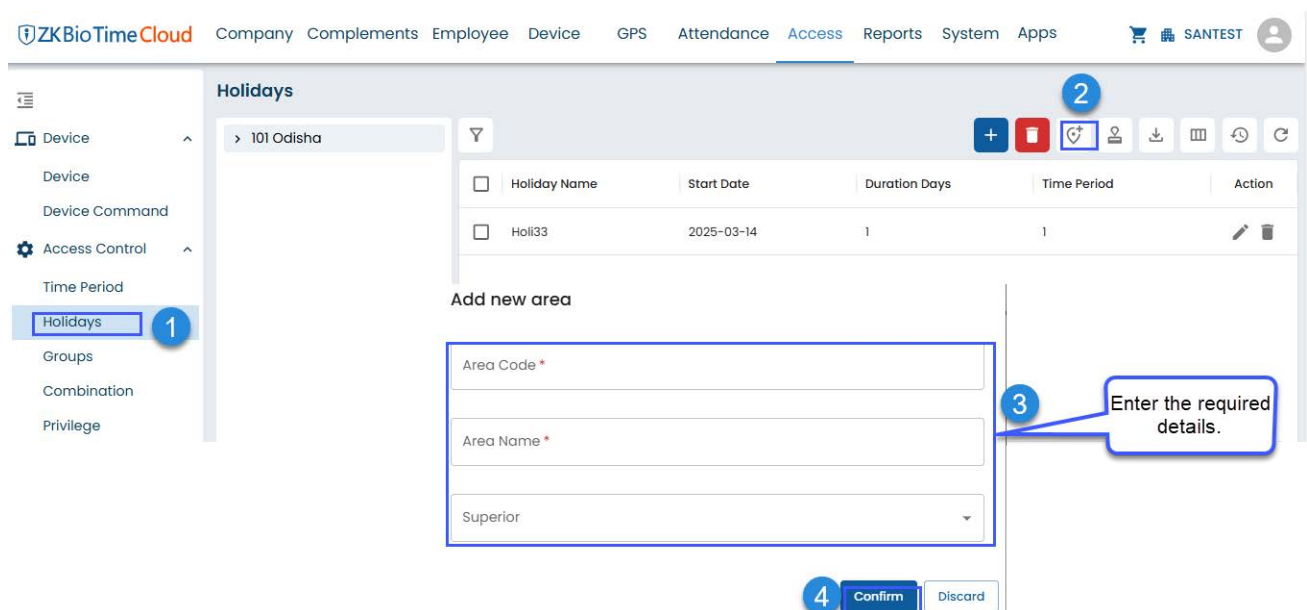
To export holiday, click on the export  icon and choose your preferred format, such as CSV, Excel, PDF, or TXT.



The screenshot shows the ZKBioTimeCloud interface. The left sidebar has 'Holidays' selected (1). The top bar shows 'Access' selected. The main table lists a holiday 'Holi33' on '2025-03-14' for '1' day. An export dropdown menu is open (2), showing options: CSV Export, Excel Export, PDF Export, and TXT Export (3).

Add new area

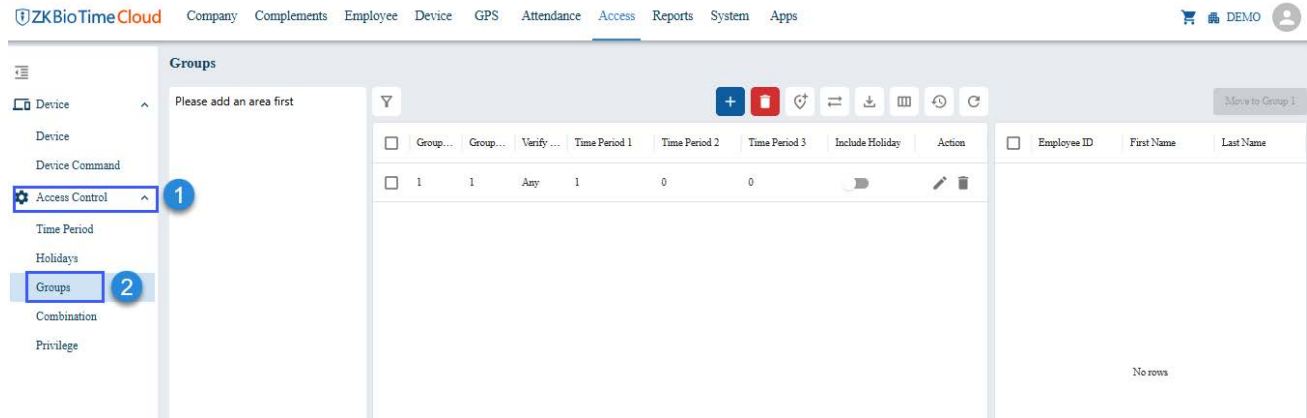
To add a new area, click on Add New Area  icon, enter the required details then click **confirm**.



The screenshot shows the ZKBioTimeCloud interface. The left sidebar has 'Holidays' selected (1). The top bar shows 'Access' selected. The main table lists a holiday 'Holi33' on '2025-03-14' for '1' day. The 'Add new area' form is open (2), showing fields for 'Area Code *', 'Area Name *', and 'Superior'. A callout box (3) points to the form with the text 'Enter the required details.' The 'Confirm' button is highlighted (4).

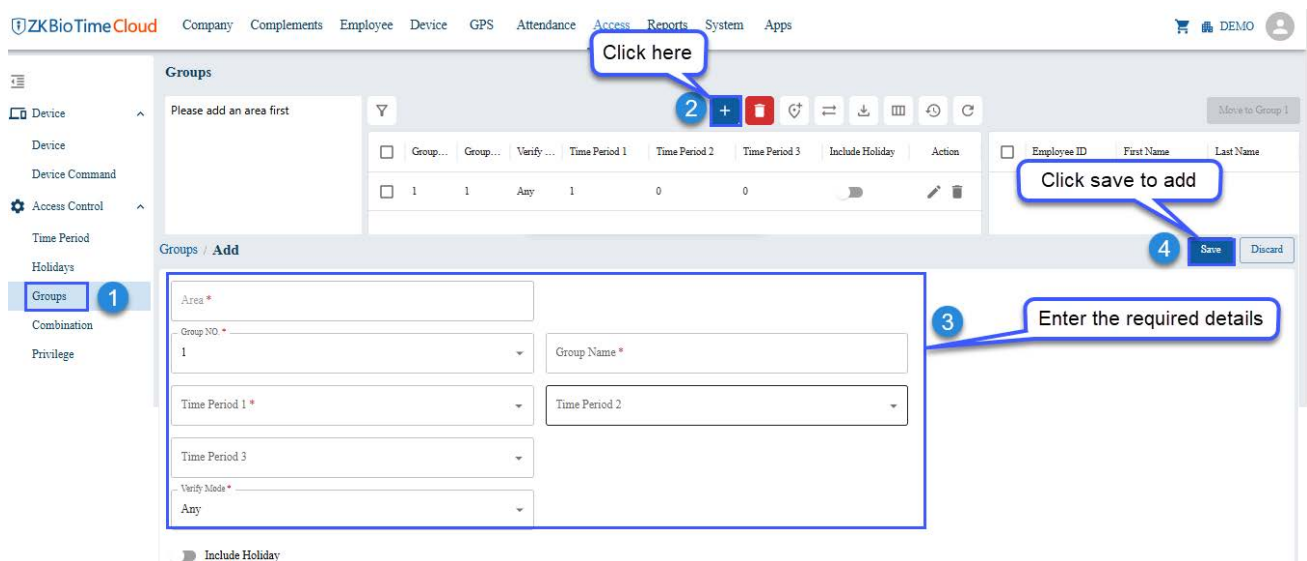
11.2.3 Groups

The Group option enables you to manage the employees in groups. The access parameters specified here are applicable to all the employees belonging to the specific group.



Add Group

To create a new access group, follow the following procedure.



Initially, select the area in which you want to create the user group.

Enter the following details:

Area: Select the area name.

Group Number: Enter a unique group number.

Group Name: Enter the name of the group.

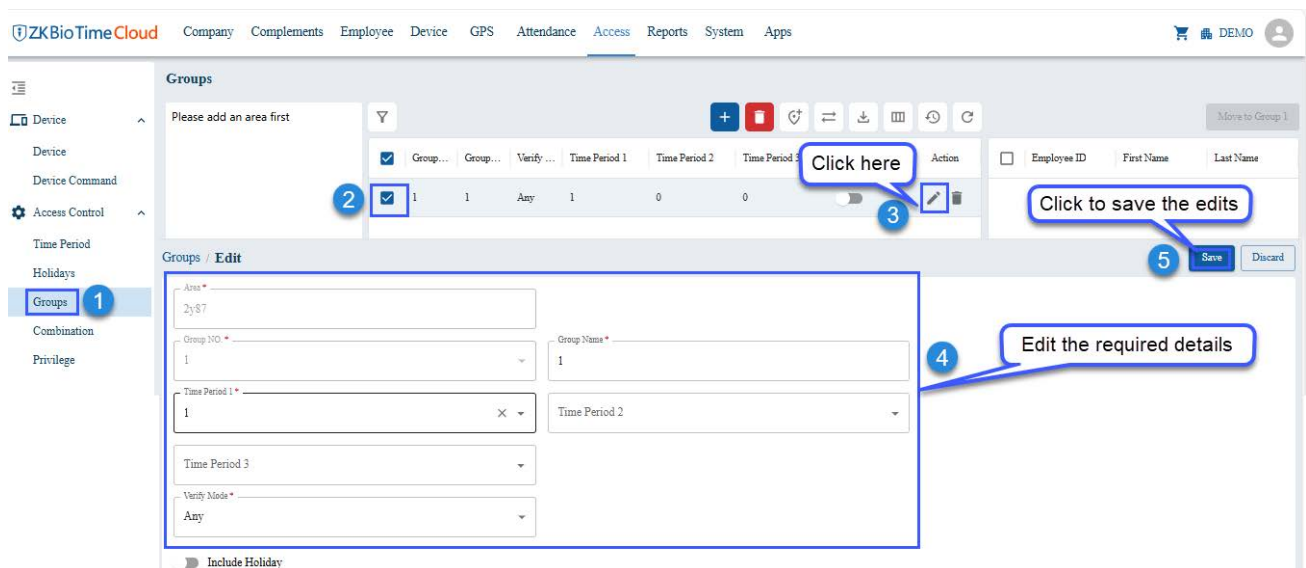
Time Period: Set the time period of the group. Each group can have a maximum of 3 time periods. As long as one of them is valid, the group can be verified successfully.

Verify Mode: Set the verification mode of the group. When the group verification mode overlaps the user verification mode, then the user verification mode prevails.

Include Holiday: If it is set as [Yes], the door opening time period on holiday subjects to the time period set in holidays.

Click **Save** to save the settings.

Edit Group



Perform the following steps to edit an Access Group.

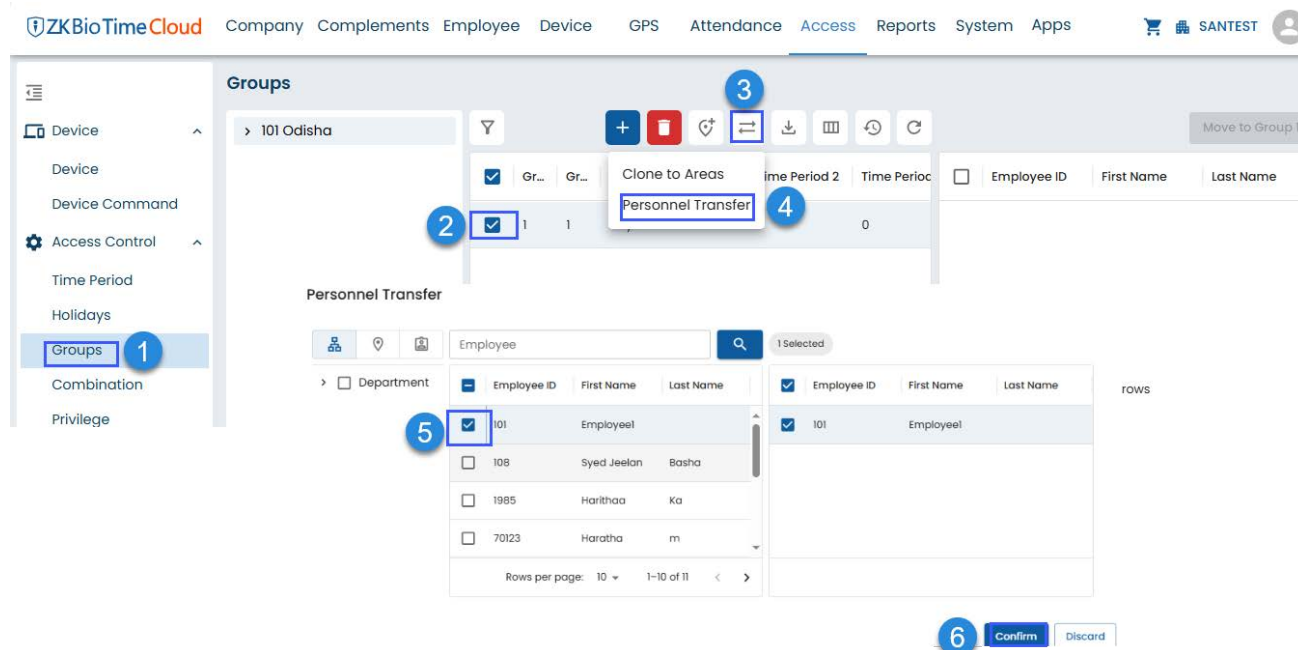
- Click the corresponding area on the left side of the interface. The list of all the groups in the corresponding area will be displayed on the right side of the interface.
- In the group list, click the group name or click  icon.
- Modify the parameters as per your requirements.

Click **Save** to save the modified group information.

Personnel Transfer

If you need to transfer the employees to a specific group, perform the below given steps.

- Select the area in which you need to transfer the employees.
- Then, select the Group and click Group Menu -> Personnel Transfer. The interface appears as shown below:

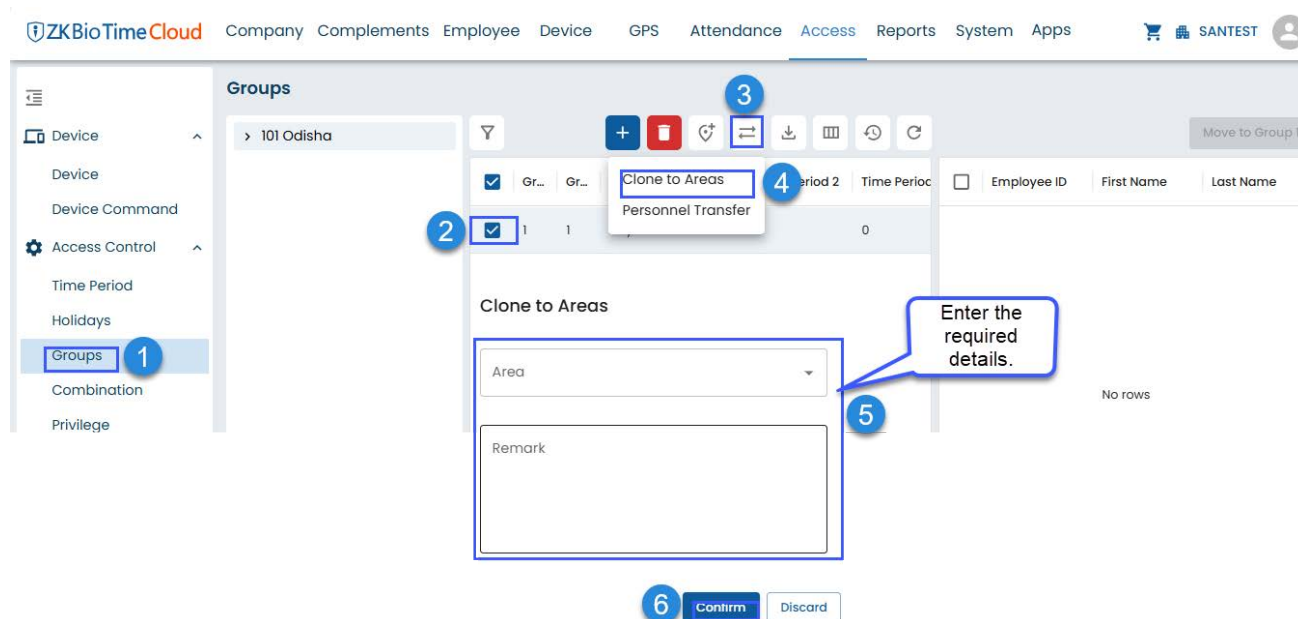


- Now, select the employee whom you need to transfer to the selected group and click Confirm.

Clone to Area

The Clone option is used to copy the holiday of one particular area to another area. It saves the time of creating individual holiday to each area.

Select the holiday to be cloned. Click **Clone to Areas** to open the following interface.



Enter the parameters as shown below:

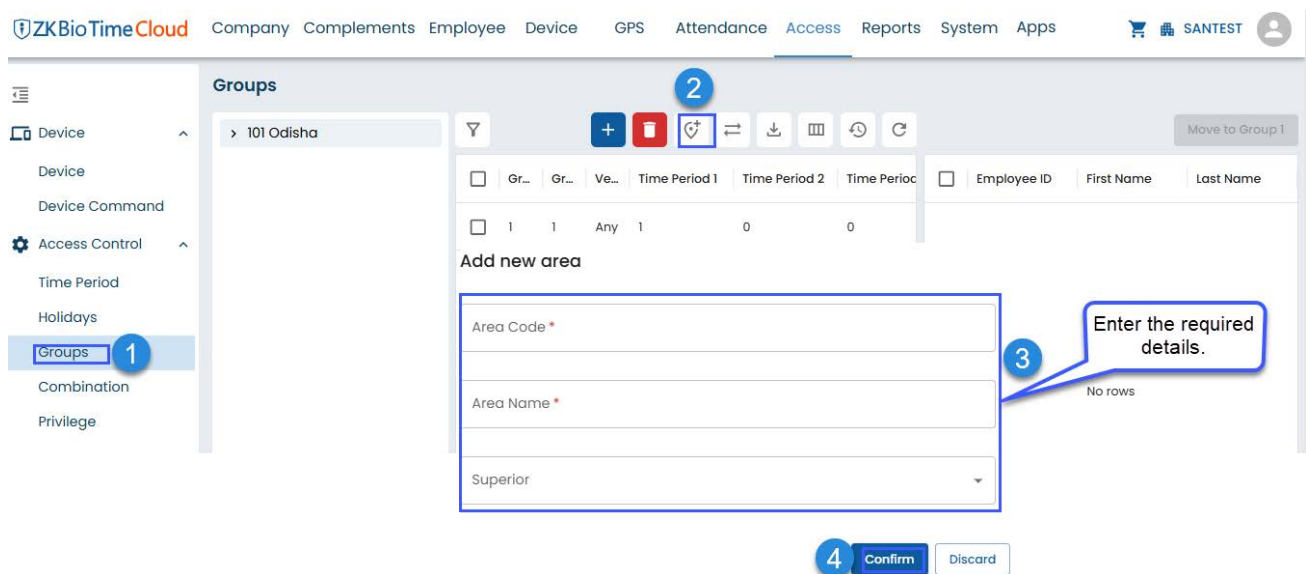
Area: Select the area (multiple areas can be selected)

Remark: Enter the remarks.

Click **Confirm** to save the clone details.

Add New Area

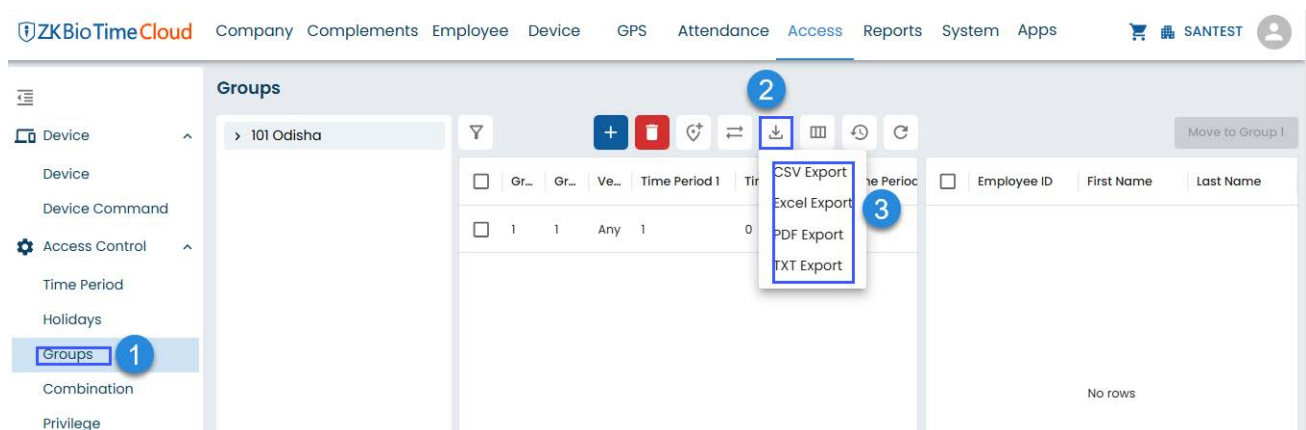
To add a new area, click on Add New Area  icon, enter the required details then click **confirm**.



The screenshot shows the ZKBioTimeCloud interface. The 'Groups' section is active, and the 'Add new area' form is displayed. The form has three input fields: 'Area Code *', 'Area Name *', and 'Superior'. A callout bubble points to the form with the text 'Enter the required details.' The 'Confirm' button is highlighted with a blue box and the number 4.

Export

To export groups, click on the export  icon and choose your preferred format, such as CSV, Excel, PDF, or TXT



The screenshot shows the ZKBioTimeCloud interface. The 'Groups' section is active, and the 'Export' button is highlighted with a blue box and the number 2. A dropdown menu is open, showing options for 'CSV Export', 'Excel Export', 'PDF Export', and 'TXT Export'. The 'CSV Export' option is highlighted with a blue box and the number 3.

11.2.4 Combination

Access groups can be used with different unlock combinations to enable multiple authentications and to improve security.

For each area, the maximum number of unlocking combinations is 10. When an area is created, 10 unlock combinations are automatically created. The unlock combination with combination No. 1 will be set in a way that one employee from Access-Group 1 can open the door by default. Other unlock combinations do not include any employee from the access group.

The screenshot shows the ZKBio Time Cloud interface. The top navigation bar has 'Access' highlighted with a blue circle and the number 1. The left sidebar has 'Access Control' highlighted with a blue circle and the number 2, and 'Combination' highlighted with a blue circle and the number 3. The main content area shows the 'Combination' table for the area '101 Odisha'.

Combination N...	Combination Name	Group 1	Group 2	Group 3	Group 4	Group 5	Action
1	1	1	1	1	1	1	
2	2	0	0	0	0	0	
3	3	0	0	0	0	0	
4	4	0	0	0	0	0	
5	5	0	0	0	0	0	
6	6	0	0	0	0	0	

Edit Combination

To edit the Access Control Combination, perform the following steps:

- Click the corresponding area on the left side of the interface. The combinations belonging to this area will be displayed on the right side of the interface.
- Click the corresponding combination number to edit the combination.

Enter the parameters as shown below:

Area: Select the area name.

Combination Number: The combination number cannot be edited.

Combination Name: Set the name of the combination.

Employee from Group: Select the group which the employee belongs to. For example, If the selected group is Group 1, one of the employees from Group 1 can open the door in the specified area. In a combined verification, the range of **user number** is $0 \leq N \leq 5$. You can combine two or more employees to achieve multi-verification and security advancement.

Click **Save** to save the settings.

Clone to areas

The Clone option is used to copy the time period of one particular area to another area. It saves the time of creating individual time period for each area.

Select the time period to be cloned. Click **Clone to Areas** to open the following interface.

Combination

> 101 Odisha

Combination N...	Combination Name	Group 1	Group 2	Group 3	Group 4	Group 5	Action
☐ 1	1	1	0	0	0	0	
☒ 2	2	0	0	0	0	0	
☐ 3	3	0	0	0	0	0	
☐ 4	4	Clone to Areas					
☐ 5	5	Area					
☐ 6	6	Remark					
☐ 7	7						

Clone to Areas

Area

Remark

Enter the required details.

Confirm Discard

Enter the parameters as shown below:

Area: Select the area (multiple areas can be selected)

Remark: Enter the remarks.

Click **Confirm** to save the clone details.

Export

To export the time combination, click on the export icon and choose your preferred format, such as CSV, Excel, PDF, or TXT.

Combination

> 101 Odisha

Combination N...	Combination Name	Group 1	Group 2	Group 3	Group 4	Group 5	Action
☐ 1	1	1	1	1	1		
☐ 2	2	0	0	0	0		
☐ 3	3	0	0	0	0		
☐ 4	4	0	0	0	0		
☐ 5	5	0	0	0	0		

CSV Export
Excel Export
PDF Export
TXT Export

Add New Area

To add new area, click on Add New Area icon, enter the required details then click **Confirm**.

Navigation: ZKBioTimeCloud Company Complements Employee Device GPS Attendance **Access** Reports System Apps

Combination

Left sidebar: Device, Device Command, Access Control, Time Period, Holidays, Groups, **Combination** (1), Privilege

Top right: (2)

Combination N...	Combination Name	Group 1	Group 2	Group 3	Group 4	Group 5	Action
1	1	1	1	1	1	1	
Add new area							
☐	Area Code *	0	0	0	0	0	
☐	Area Name *	0	0	0	0	0	
☐	Superior	0	0	0	0	0	

3 Enter the required details.

4 **Confirm** Discard

11.2.5 Privilege

The privilege option is used to view and assign access privileges to all the employees.

Navigation: ZKBioTimeCloud Company Complements Employee Device GPS Attendance **Access** (3) Reports System > Apps

Privilege

Left sidebar: Device, Device Command, Access Control, Time Period, Holidays, Groups, Combination, **Privilege** (2)

Top right:

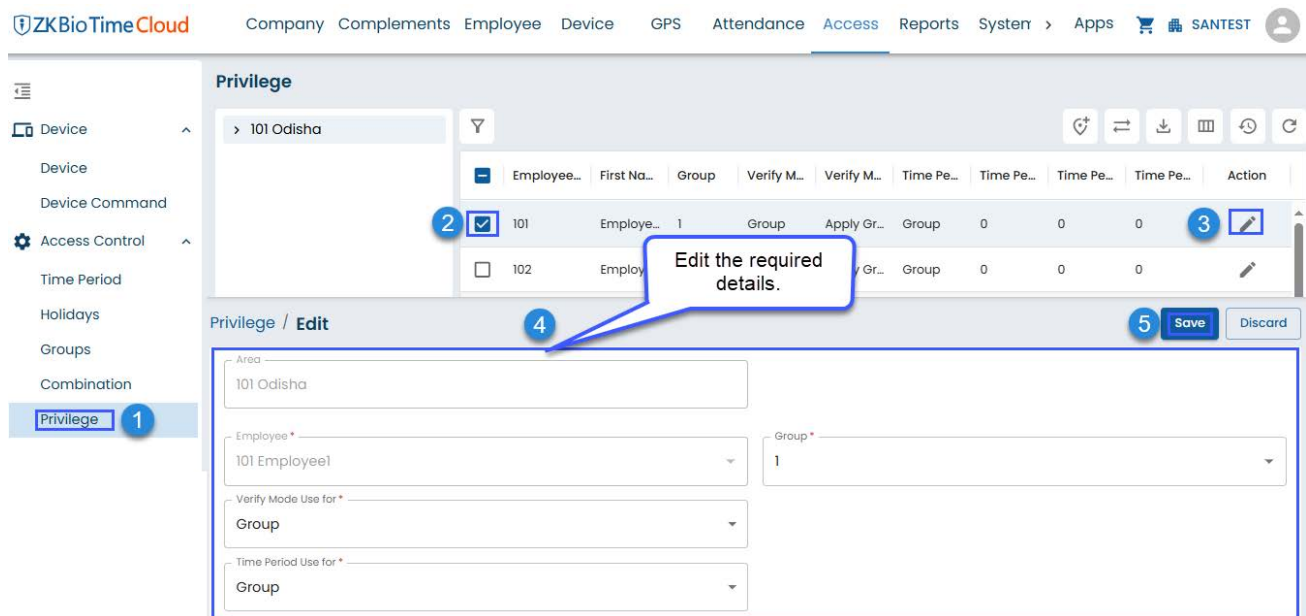
Employee...	First Na...	Group	Verify M...	Verify M...	Time Pe...	Time Pe...	Time Pe...	Time Pe...	Action	
☐	101	Employee...	1	Group	Apply Gr...	Group	0	0	0	
☐	102	Employee...	1	Group	Apply Gr...	Group	0	0	0	
☐	71061	Mamta	1	Group	Apply Gr...	Group	0	0	0	
☐	71062	Gayatri	1	Group	Apply Gr...	Group	0	0	0	
☐	71056	Vidya	1	Group	Apply Gr...	Group	0	0	0	
☐	7099	BioTime...	1	Group	Apply Gr...	Group	0	0	0	

Edit Privilege

If you need to edit an employee's access privilege, you can do as per the following:

- Click the corresponding area on the left side of the interface. The privileged information of employees who belong to this area will be shown on the right side of the interface.

Click the corresponding employee ID or icon to edit the employee privilege.



Edit the details as shown below:

Employee: The employee field cannot be edited.

Group: Adjust the access group for the employee from the drop-down list. The corresponding verification mode and time period will be updated automatically.

Verify Mode: If a Group is selected, the employee can be verified by using the verification mode of the group to which this employee belongs. If Personnel is selected, you can customize the verification mode for this employee from the drop-down list of verifying mode.

Time Period: If Group is selected, the time period of the group will be applicable to the employee. If Personnel is selected, then set the unlocking time period for this employee. The time period of this employee does not affect the time period of any other employee in this group.

Click **Save** to save the details.

Adjust employee access privilege.

The employee's access privilege can be altered as per your requirements. Perform the following steps:

- Click the corresponding area on the left side of the interface.
- The privileged information about employees who belong to this area will be displayed on the right side of the interface.
- Click Adjust to access the adjust privilege interface:

Privilege

101 Odisha

Employee...	First Na...	Group	Verify M...	Verify M...	Time Pe...	Time Pe...	Time Pe...	Time Pe...	Action	
☒	101	Employee...	1	Group	Apply Gr...	Group	0	0	0	
☐	102	Employee...	1	Group	Apply Gr...				0	

Adjust

Area
101 Odisha

Employee *
Group *

Verify Mode Use for *
Group

Time Period Use for *
Group

5 **Confirm** Discard

Enter the parameters as shown below:

Employee: Select the employee from the list to whom the privilege must be adjusted.

Group: Select the access group for the employee from the drop-down list. The corresponding verification mode and time period will be updated automatically.

Verify Mode: If a Group is selected, the employee can be verified by using the verification mode of the group to which this employee belongs. If Personnel is selected, you can customize the verification mode for this employee for the drop-down list of verifying mode.

Time Period: If Group is selected, the time period of the group will be applicable to the employee. If Personnel is selected, then set the unlocking time period for this employee. The time period of this employee does not affect the time period of any other employee in this group.

Click **Confirm** to save the details.

Export

To export the privilege, click on the export icon and choose your preferred format, such as CSV, Excel, PDF, or TXT.

ZKBioTimeCloud Company Complements Employee Device GPS Attendance Access Reports System > Apps

Privilege

> 101 Odisha

1

2

3

CSV Export
Excel Export
PDF Export
TXT Export

☐	Employee...	First Na...	Group	Verify M...	Verify M...	Time Pe...	Time Pe...	Time Pe...	Time Pe...	
☐	101	Employee...	1	Group	Apply Gr...	Group	0	0	0	
☐	102	Employee...	1	Group	Apply Gr...	Group	0	0	0	
☐	71061	Mamta	1	Group	Apply Gr...	Group	0	0	0	
☐	71062	Gayatri	1	Group	Apply Gr...	Group	0	0	0	
☐	71056	Vidya	1	Group	Apply Gr...	Group	0	0	0	
☐	7099	BioTime...	1	Group	Apply Gr...	Group	0	0	0	

Add New Area

To add new area, click on Add New Area icon, enter the required details then click **Confirm**.

ZKBioTimeCloud Company Complements Employee Device GPS Attendance Access Reports System > Apps

Privilege

> 101 Odisha

1

2

3

Edit the required details.

4

Confirm Discard

Add new area

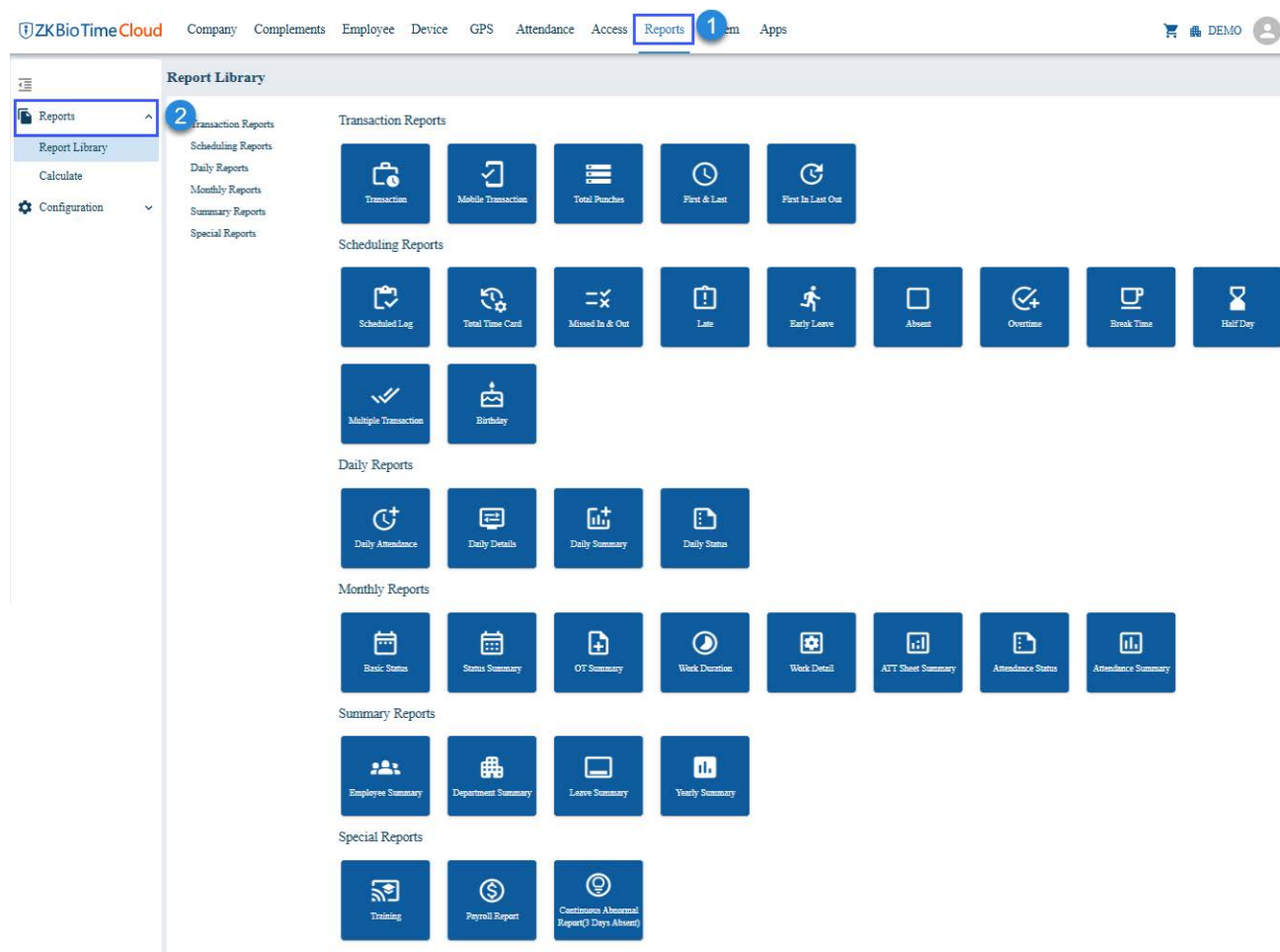
Area Code *

Area Name *

Superior

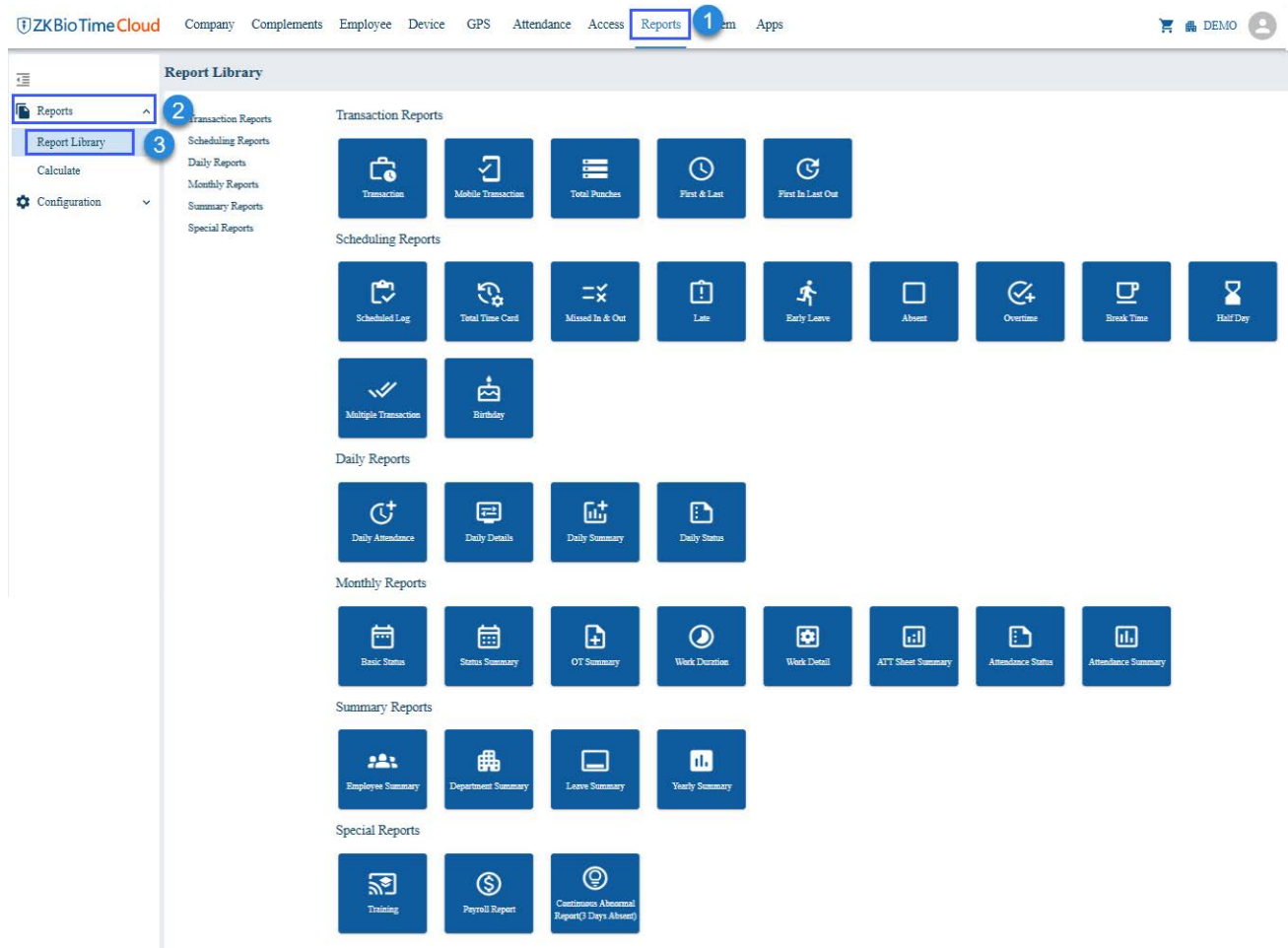
12. Reports

The report's module has detailed information regarding employees' attendance, transactions, and schedules as well as user can configure, calculate, and export the reports in required formats. (PDF, Excel, TXT, and CSV formats).



12.1 Report Library

The Report Library includes various types of reports such as Transaction reports, Scheduling reports, Daily reports, Monthly reports, Summary reports, and Special reports.



In Reports, user can export reports as required from the list of types and sub types of reports.

Transaction Reports

Transaction Reports include reports such as **Transaction, Mobile Transaction, Total Punches, First and Last, and First in Last Out.**



Transaction Report

Transaction Report

Start Date: 2024-04-01 End Date: 2024-04-23 Employee: ▼ 🔍

🏠 ⬆️

Employee ID	First Name	Department	Date	Time	Punch State	Data Sources	Temperature
None							

PDF Export

PDF Export ✕

Export Scope:

☒ Current Page ☐ All Data

Export Style:

Default ▼

Page Size

Default ▼

Orientation

Default ▼

☐ Page Wise

1 Set the required paramters

2 Confirm Cancel

Excel Export

Excel Export ✕

Export Scope:

☒ Current Page ☐ All Data

Export Style:

Default ▼

☐ Page Wise

Confirm Cancel

CSV Export

CSV Export

×

Export Scope:

☒ Current Page ☐ All Data

Confirm

Cancel

TXT Export

TXT Export

×

Export Scope:

☒ Current Page ☐ All Data

Confirm

Cancel

Export

Click on  icon to export the reports. Reports can be downloaded in formats like **PDF**, **Excel**, **CSV**, and **TXT**. Select any of the format type from the drop-down list, fill in the required fields, and then click on **Confirm** to export the report.

Mobile Transaction Report

Mobile Transaction Report

Start Date

End Date

Employee







Employee ID

First Name

Department

Date

Time

Punch State

Data Sources

GPS Location

None

Export:

To export the **Mobile Transaction Reports**, and for more details about the Export feature, refer to the link mentioned. [Export](#)

Total Punches Report

Total Punches Report

Start Date

End Date

Employee

2024-04-01

2024-04-23

Employee ID	First Name	Department	Date	No. of Punch(s)	Time
None					

Export:

To export the **Total Punches Report**, and for more details about Export feature, refer to the mentioned link. [Export](#)

First and Last Report

First & Last Report

Start Date

End Date

Employee

2024-04-01

2024-04-23

Employee ID	First Name	Department	Date	Weekday	First Punch	Last Punch	Total Time	IN Temp
None								

Export:

To export the **First and Last Report**, and for more details about Export feature, refer to the link mentioned. [Export](#)

First In Last Out Report

First In Last Out Report

Start Date

End Date

Employee

2024-04-01

2024-04-23

Employee ID	First Name	Department	Date	Weekday	First Check In	Last Check Out	Total Time
None							

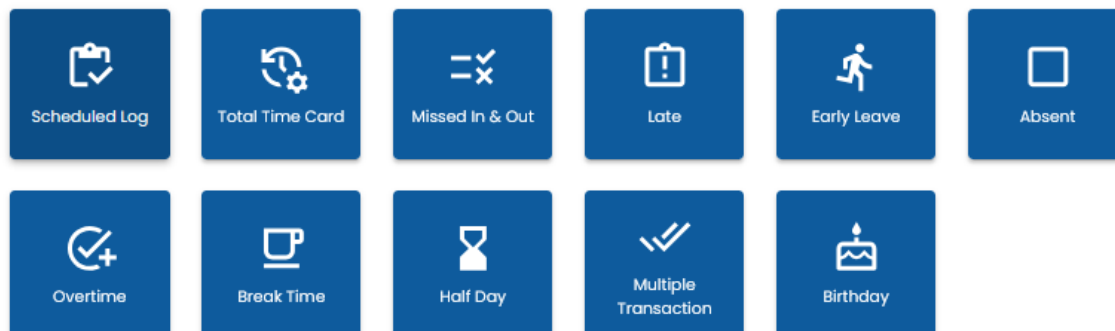
Export:

To export the **First in Last Out Report**, and for more details about the Export feature, refer to the mentioned link. [Export](#)

Scheduling Reports

Scheduling Reports include reports such as **Scheduled Log**, **Total Timecard**, **Missed In and Out Punch**, **Late**, **Early Leave**, **Birthday**, **Overtime**, **Absent**, **Multiple Transaction**, **Break Time**, and **Half day** reports.

Scheduling Reports



Scheduled Log Report

Scheduled Log

Employee

Date Period
This Week

Start Date
03/16/2025

End Date
03/22/2025

Download

Refresh

☐ Department

Employee ID	Employee Na...	Department Na...	Punch Date	Weekday	Work Code	Punch Time	Punch State	Correct St...
-------------	----------------	------------------	------------	---------	-----------	------------	-------------	---------------

Export:

To export the **Scheduled Log Report**, and for more details about the Export feature, refer to the mentioned link.
[Export](#)

Total Timecard Report

Total Time Card

Employee

Date Period
Last Mon...

Start Date
02/01/2025

End Date
02/28/2025

Download

Refresh

☐ Department

Employee ID	Employee Na...	Department Na...	Date	Timetable	Duration	Check In	Check Out	DutyDuri...
-------------	----------------	------------------	------	-----------	----------	----------	-----------	-------------

Export:

To export the **Total Timecard Report**, and for more details about the Export feature, refer to the mentioned link.
[Export](#)

Missed In and Out Punch Report

Missed In & Out



☐ Department

Employee 

Date Period

This Week 

Start Date

03/16/2025 

 - End Date

03/22/2025 



Employee ID	Employee Name	Department Na...	Date	Timetable	Missed In	Missed Out
-------------	---------------	------------------	------	-----------	-----------	------------

Export:

To export the **Missed In and Out Report**, and for more details about Export feature, refer to the mentioned link. [Export](#)

Late Report

Late



☐ Department

Employee 

Date Period

This Week 

Start Date

03/16/2025 

 - End Date

03/22/2025 



Employee ID	Employee Na...	Department Na...	Date	Week...	Timet...	Chec...	Chec...	Clock...	Clock...	Total ...	Late
-------------	----------------	------------------	------	---------	----------	---------	---------	----------	----------	-----------	------

Export:

To export the **Late Report**, and for more details about the Export feature, refer to the mentioned link. [Export](#).

Early Leave Report

Early Leave



☐ Department

Employee 

Date Period

This Week 

Start Date

03/16/2025 

 - End Date

03/22/2025 



Employee ID	Employee Na...	Department Na...	Punch ...	Weekd...	Timeta...	Check ...	Check ...	Clock In	Clock ...	Early L...
-------------	----------------	------------------	-----------	----------	-----------	-----------	-----------	----------	-----------	------------

Export:

To export the **Early Leave Report**, and for more details about the Export feature, refer to the link mentioned. [Export](#)

Birthday Report

Birthday



☐ Department

Employee 

Date Period
This Week 

Start Date
03/16/2025 

-

End Date
03/22/2025 



Employee ID	Employee Name	Department Name	Birthday
-------------	---------------	-----------------	----------

Export

To export the **Birthday Report**, and for more details about Export feature, refer to the mentioned link. [Export](#)

Overtime Report

Overtime



☐ Department

Employee 

Date Period
This Week 

Start Date
03/16/2025 

-

End Date
03/22/2025 



Employee ID	Employee Na...	Department Na...	Date	We...	Ti...	Ch...	Ch...	Clo...	Clo...	Total Time	Total WT	Norm
-------------	----------------	------------------	------	-------	-------	-------	-------	--------	--------	------------	----------	------

Export

To export the **Overtime Report**, and for more details about the Export feature, refer to the mentioned link. [Export](#)

Absent Report

Absent



☐ Department

Employee 

Date Period
This Week 

Start Date
03/16/2025 

-

End Date
03/22/2025 



Employee ID	Employee Na...	Department Na...	Date	Weekd...	Timeta...	Check ...	Check ...	Clock In	Clock ...	Absent
-------------	----------------	------------------	------	----------	-----------	-----------	-----------	----------	-----------	--------

Export

To export the **Absent Report**, and for more details about the Export feature, refer to the mentioned link. [Export](#)

Multiple Transaction Report

Multiple Transaction



☐ Department

Employee ▼ Date Period This Week ▼ Start Date 03/16/2025 📅 - End Date 03/22/2025 📅 📄 📥 🔄

Employee ID	Employee Na...	Department Na...	Punch ...	Timeta...	Summ...	Clock In	Clock ...	Total Ti...	Total ...	Total B...
-------------	----------------	------------------	-----------	-----------	---------	----------	-----------	-------------	-----------	------------

Export

To export the **Multiple Transaction Report**, and for more details about Export feature, refer to the mentioned link. [Export](#)

Breaktime Report

Break Time



☐ Department

Employee ▼ Date Period This Week ▼ Start Date 03/16/2025 📅 - End Date 03/22/2025 📅 📄 📥 🔄

Employee ID	Employee Na...	Department Na...	Date	Timetable	Summary Ti...	Break Out	Break In
-------------	----------------	------------------	------	-----------	---------------	-----------	----------

Export

To export the **Breaktime Report**, and for more details about the Export feature, refer to the link mentioned. [Export](#)

Half Day Report

Half Day



☐ Department

Employee ▼ Date Period This Week ▼ Start Date 03/16/2025 📅 - End Date 03/22/2025 📅 📄 📥 🔄

Employee ID	Employee Na...	Department Na...	Date	Wee...	Time...	Che...	Che...	Duty...	Cloc...	Cloc...	Total...	Half ...
-------------	----------------	------------------	------	--------	---------	--------	--------	---------	---------	---------	----------	----------

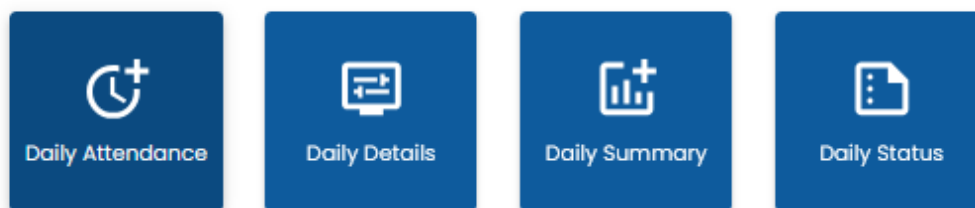
Export

To export the **Half Day Report**, and for more details about the Export feature, refer to the link mentioned. [Export](#)

Daily Reports

Daily Reports include reports such as, **Daily Attendance**, **Daily Status**, **Daily Summary**, and **Daily Status**.

Daily Reports



Daily Attendance Report

Daily Attendance

☐ Department

Employee

Date Period This Week

Start Date 03/16/2025

-

End Date 03/22/2025

Employee ID	Employee Na...	Department Na...	Date	Timetable	Duration	Clock In	Clock Out	Actual WT
-------------	----------------	------------------	------	-----------	----------	----------	-----------	-----------

Export:

To export the **Daily Attendance Report**, and for more details about the Export feature, refer to the link mentioned. [Export](#)

Daily Details Report

Daily Details

☐ Department

Employee

Date Period This Week

Start Date 03/16/2025

-

End Date 03/22/2025

Employee ID	Employee Na...	Department Na...	Date	Timetable	Duration	Check In	Check Out	Clock In
-------------	----------------	------------------	------	-----------	----------	----------	-----------	----------

Export

To export the **Daily Details Report**, and for more details about Export feature, refer to the link mentioned. [Export](#)

Daily Summary Report

Daily Summary







☐ Department

Employee 

Date Period  This Week

Start Date  03/16/2025

-

End Date  03/22/2025







Employee ID	Employee Na...	Department Na...	Date	Timetab...	Clock In	Clock Out	Actual ...	Total WT	Attenda...
-------------	----------------	------------------	------	------------	----------	-----------	------------	----------	------------

Export

To export the **Daily Summary Report**, and for more details about Export features, refer to the link mentioned.

[Export](#)

Daily Status Report

Daily Status







☐ Department

Employee 

Date Period  This Week

Start Date  03/16/2025

-

End Date  03/22/2025







Employee ID	Employee Na...	Department Na...	16	17	18	19	20	21
-------------	----------------	------------------	----	----	----	----	----	----

Export

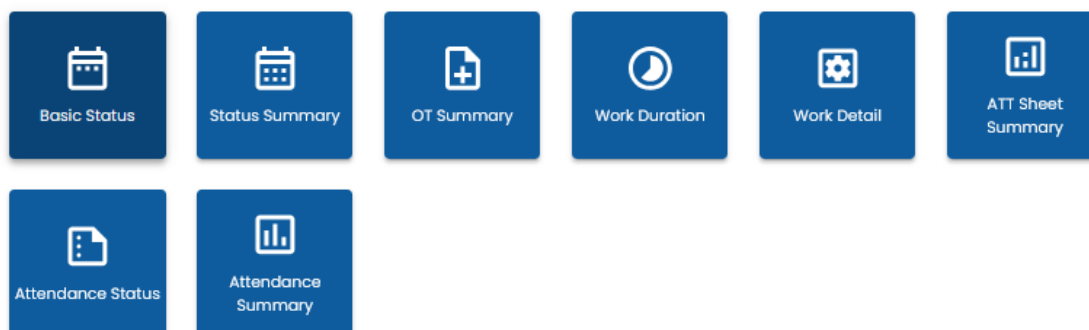
To export the **Daily Status Report**, and for more details about the Export feature, refer to the mentioned link.

[Export](#)

Monthly Reports

Monthly Reports include reports such as, **Basic Status**, **Status Summary**, **OT Summary**, **Work Duration**, **Work Detailed**, **ATT Sheet Summary**, **Attendance Status**, and **Attendance Summary**.

Monthly Reports



Basic Status Report

Basic Status



Employee



Department



Date Period

March 2025









Employee ID	Employee Na...	Department Na...	1	2	3	4	5	6
-------------	----------------	------------------	---	---	---	---	---	---

Export

To export the **Basic Status Report**, and for more details about the Export feature, refer to the link mentioned. [Export](#)

Status Summary Report

Status Summary



Employee



Department



Date Period

March 2025









Employee ID	Employee Na...	Department Na...	P	A	HL	HP	WO	WOP
-------------	----------------	------------------	---	---	----	----	----	-----

Export

To export the **Status Summary Report**, and for more details about the Export feature, refer to the link mentioned. [Export](#)

OT Summary Report

OT Summary



Employee



Department



Date Period

March 2025









Employee ID	Employee Na...	Department Na...	1Sat	2Sun	3Mon	4Tue	5Wed	6Thu
-------------	----------------	------------------	------	------	------	------	------	------

Export

To export the **OT Summary Report**, and for more details about Export features, refer to the link mentioned. [Export](#)

Work Duration Report

Work Duration



☐ Department

Employee ▼

Date Period
March 2025 



Employee ID	Employee Na...	Department Na...	Data Type	1	2	3	4	5
-------------	----------------	------------------	-----------	---	---	---	---	---

Export

To export the **Work Duration Report**, and for more details about Export feature, refer to the mentioned link. [Export](#)

Work Detailed Report

Work Detail



☐ Department

Employee ▼

Date Period
March 2025 



Employee ID	Employee Na...	Department Na...	Data Type	1	2	3	4	5
-------------	----------------	------------------	-----------	---	---	---	---	---

Export

To export the **Work Detailed Report**, and for more details about the Export feature, refer to the link mentioned. [Export](#)

ATT Sheet Summary Report

ATT Sheet Summary



☐ Department

Employee ▼

Date Period
March 2025 



No.	Total Employ...	1	2	3	4	5	6	7	8
-----	-----------------	---	---	---	---	---	---	---	---

Export

To export the **ATT Sheet Summary Report**, and for more details about the Export feature, refer to the link mentioned. [Export](#)

Attendance Status

Attendance Status



☐ Department

Employee ▼

Date Period ▼
March 2025 



Employee Information

Attendance

	Sat	Sun	Mon	Tue	Wed	Thu		
Employee ID	Employee Na...	Department Na...	1	2	3	4	5	6

Export

To export the **Attendance Status Report**, and for more details about the Export feature, refer to the link mentioned. [Export](#)

Attendance Summary

Attendance Summary



☐ Department

Employee ▼

Date Period ▼
March 2025 



Export

To export the **Attendance Summary Report**, and for more details about the Export feature, refer to the mentioned link. [Export](#)

Summary Reports

Summary Reports include reports such as Employee Summary, Leave Summary, Department Summary, and Yearly Summary Reports.

Summary Reports



Employee Summary Report

Employee Summary



Employee



Department



Employee ▼ Date Period This Week ▼ Start Date 03/16/2025 ▼ - End Date 03/22/2025 ▼ ⌵ ⬇ ↺

Employee ID	Employee Na...	Department Na...	Late	Early Leave	Absent	Actual Wo...	Normal OT	Week Off ...
-------------	----------------	------------------	------	-------------	--------	--------------	-----------	--------------

Export

To export the **Employee Summary Report**, and for more details about Export feature, refer to the link mentioned. [Export](#)

Leave Summary Report

Leave Summary



Employee



Department



Employee ▼ Date Period This Week ▼ Start Date 03/16/2025 ▼ - End Date 03/22/2025 ▼ ⌵ ⬇ ↺

Employee ID	Employee Na...	Department Na...	Sick Leave	Casual Le...	Maternity ...	Compassi...	Annual Le...	Business T...
-------------	----------------	------------------	------------	--------------	---------------	-------------	--------------	---------------

Export

To export the **Leave Summary Report**, and for more details about Export feature, refer to the mentioned link. [Export](#)

Department Summary Report

Department Summary



Employee



Department



Date Period This Week ▼ Start Date 03/16/2025 ▼ - End Date 03/22/2025 ▼ ⌵ ⬇ ↺

Department	Total Empl...	Late	Early Leave	Absent	Late Times	Early Leav...	Absent TI...	Actual Wo...	Norma
------------	---------------	------	-------------	--------	------------	---------------	--------------	--------------	-------

Export

To export the **Department Summary Report**, and for more details about the Export feature, refer to the mentioned link. [Export](#)

Yearly Summary Report

Yearly Summary



Employee



Department



Date Period

2025









Employee ID	Employee Na...	Department Na...	Month	Departme...	P	A	HL	HP
-------------	----------------	------------------	-------	-------------	---	---	----	----

Export

To export the **Yearly Summary Report**, and for more details about Export features, refer to the mentioned link. [Export](#)

Special Reports

Special Reports include reports such as **Continuous Abnormal Report (3Day Absent) Report** and **Payroll Report**.

Special Reports



Training Reports

Training



Employee



Department



Date Period

This Week



Start Date

03/16/2025



End Date

03/22/2025









Employee ID	Employee Na...	Department Na...	Date	Clock In	Clock Out	Total WT	Training Sym...
-------------	----------------	------------------	------	----------	-----------	----------	-----------------

Export

To export the **Training Reports**, and for more details about the Export feature, refer to the link mentioned. [Export](#)

Continuous Abnormal Report (3 Days Absent) Report

Continuous Abnormal Report(3 Days Absent)

Employee Date Period This Week Start Date 03/16/2025 End Date 03/22/2025

☐ Department

Employee ID	Employee Name	Department Name	Number Of Times

Export

To export the **Continuous Abnormal (3 Days Absent) Report**, and for more details about the Export feature, refer to the mentioned link. [Export](#)

Payroll Report

Payroll Report

Employee Date Period March 2025

☐ Department

Employee ID	Employee Na...	Department Na...	1Sat	2Sun	3Mon	4Tue	5Wed	6Thu

Export

To export the **Payroll Report**, and for more details about the Export feature, refer to the mentioned link. [Export](#)

12.2 Calculate

Users can calculate an employee's report by selecting the Employee ID, entering the Date Period, Start Date, and End Date, then clicking on **Calculate** to generate the report.

ZKBioTimeCloud < mplements Employee Device GPS Attendance Access Reports System Apps MADHU

Employee

Employee madhu Date Period This W... Start Date 03/09/2025 End Date 03/15/2025

☐ Department

☒ Employee ID Employee Name Department Name Position Name

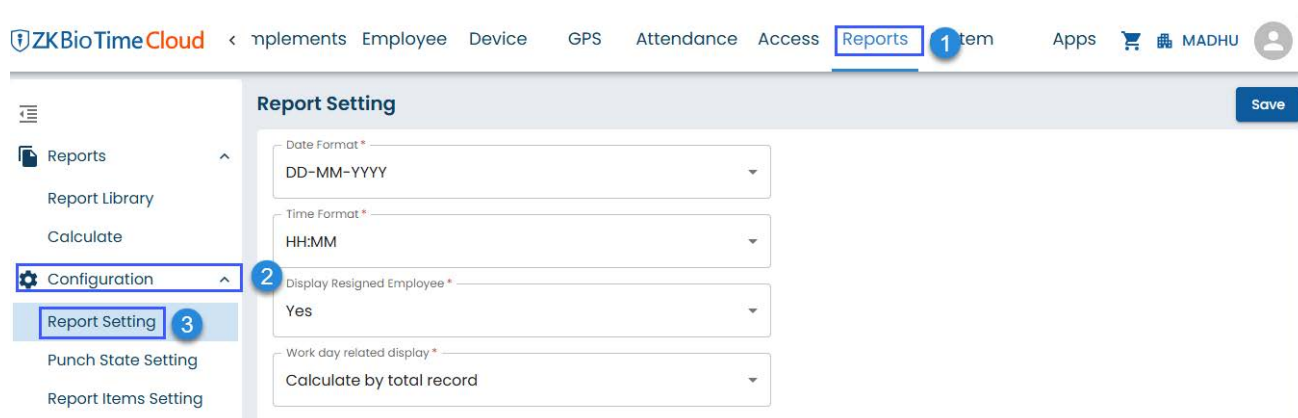
☒ 70632 madhu Department Position

Successful

12.3 Configuration

12.3.1 Report Setting

In Configuration, user can set up the displays of report to view as required.



The following field parameters are described below:

Date Format: Set the date format from the drop-down list.

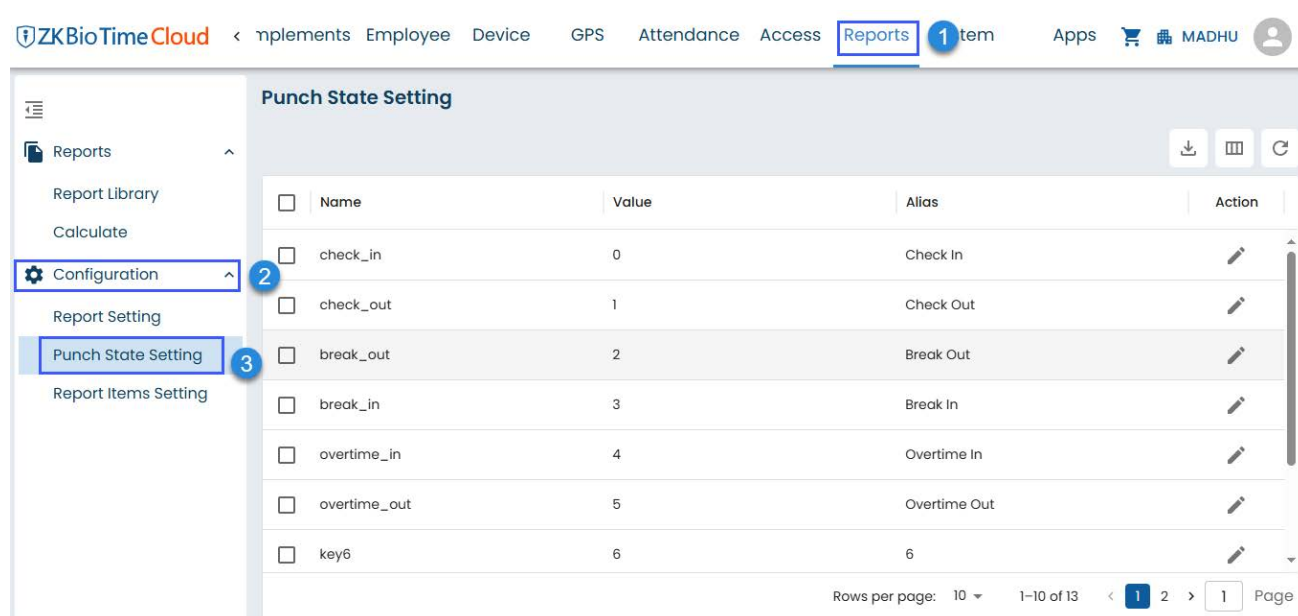
Time Format: Set the time format from the drop-down list.

Display Resigned Employee: Select either Yes or No to display the resigned employee in report.

Workday related display: Select the method of calculating workdays to display in the reports such as Calculate by total record, calculate by every record, and auto calculate.

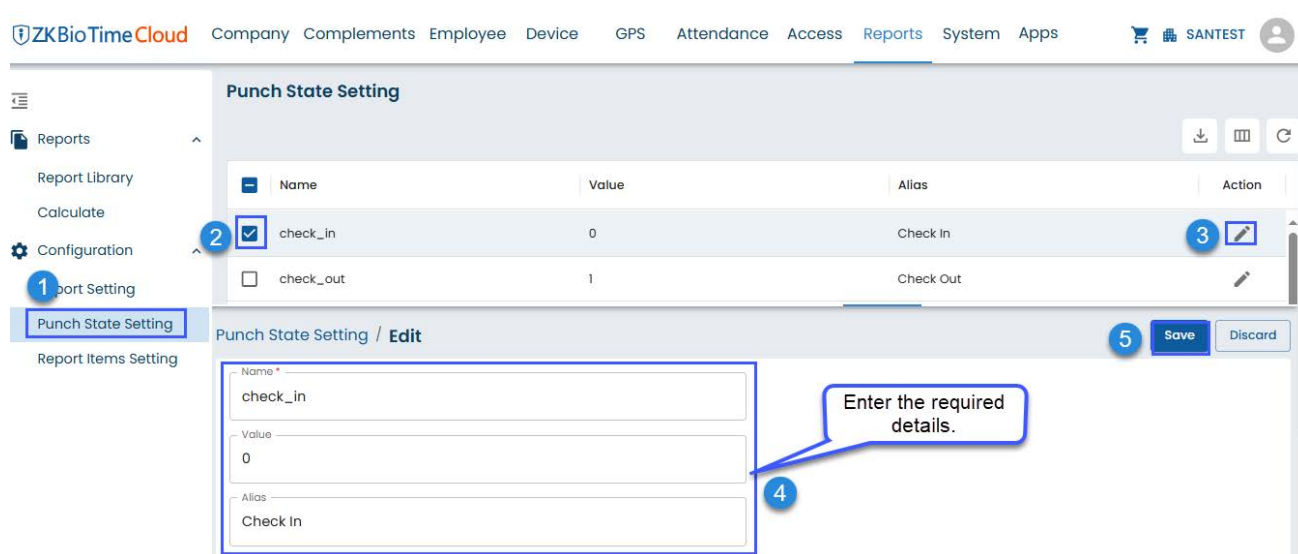
12.3.2 Punch State Setting

Punch state setting refers to the process of defining and managing the status or state of an employee's time entry within a time tracking system. This is used to track when an employee begins and ends their workday, as well as other key activities such as breaks, lunch periods, and overtime.



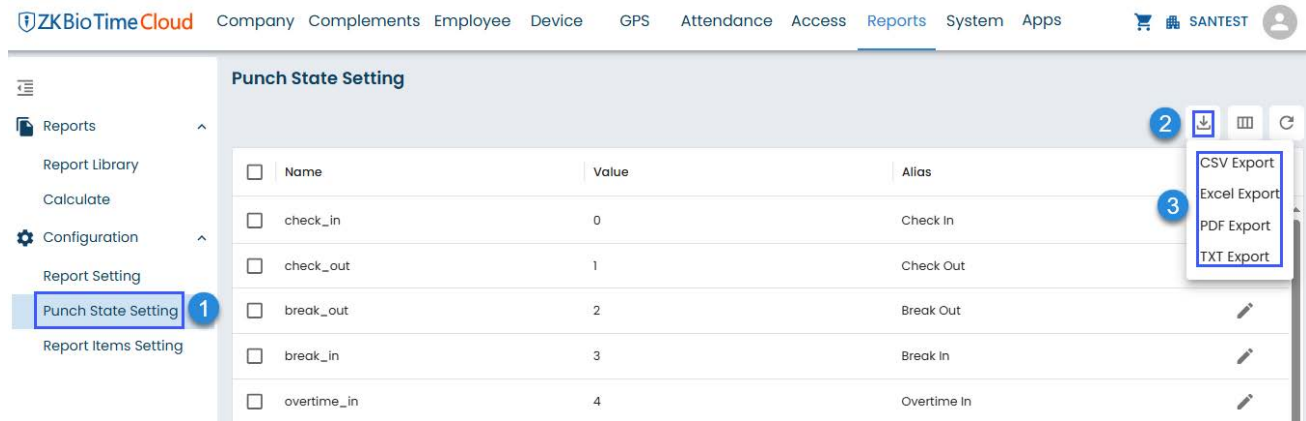
Punch Sate Setting / Edit

To edit the punch state setting, click on the icon, enter the required details, and click **Save**.



Export

To export the punch state settings, click on the export  icon and choose your preferred format, such as CSV, Excel, PDF, or TXT.



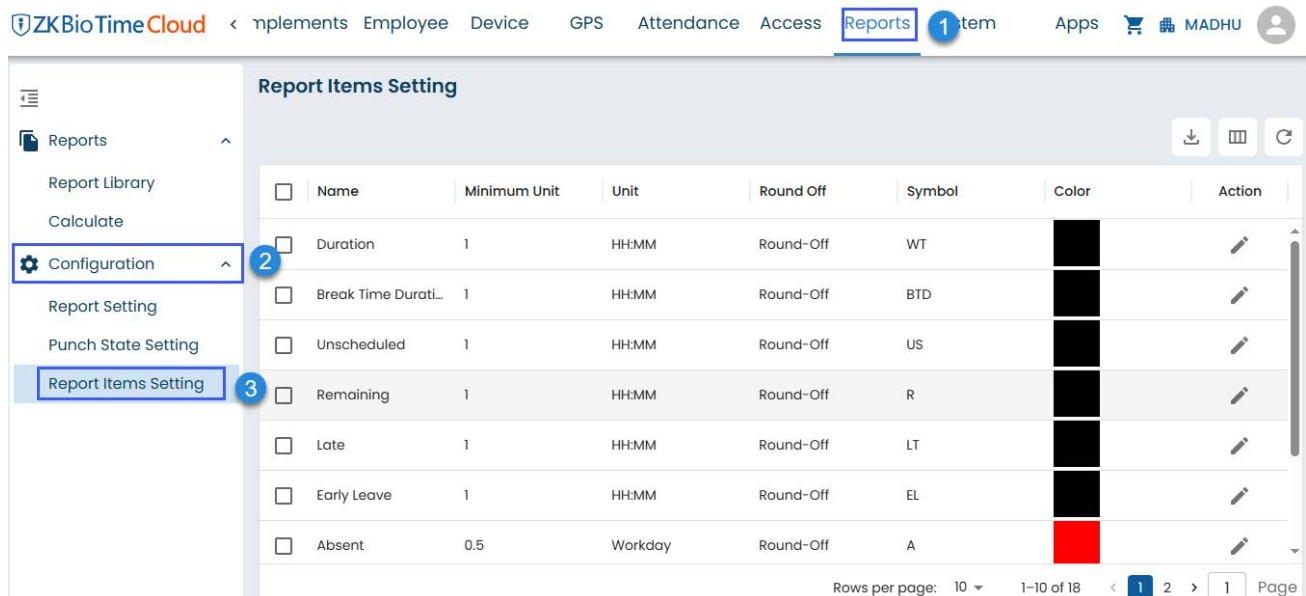
Punch State Setting

☐	Name	Value	Alias
☐	check_in	0	Check In
☐	check_out	1	Check Out
☐	break_out	2	Break Out
☐	break_in	3	Break In
☐	overtime_in	4	Overtime In

Export Options: CSV Export, Excel Export, PDF Export, TXT Export

12.3.3 Report Items Setting

In Configuration, user can set up the displays of report Items setting to view as required.



Report Items Setting

☐	Name	Minimum Unit	Unit	Round Off	Symbol	Color	Action
☐	Duration	1	HH:MM	Round-Off	WT		
☐	Break Time Durati...	1	HH:MM	Round-Off	BTD		
☐	Unscheduled	1	HH:MM	Round-Off	US		
☐	Remaining	1	HH:MM	Round-Off	R		
☐	Late	1	HH:MM	Round-Off	LT		
☐	Early Leave	1	HH:MM	Round-Off	EL		
☐	Absent	0.5	Workday	Round-Off	A		

Rows per page: 10 1-10 of 18 1 2 Page

Edit Report Items Setting

To edit the report item settings, select the user you want to edit, click on the edit  icon, enter the required details, and then click **Save**.

ZKBioTimeCloud Company Complements Employee Device GPS Attendance Access Reports System Apps SANTEST

Report Items Setting

1 **Report Items Setting**

2 ☒ Duration 1 HHMM Round-Off WT 3

☐ Break Time Duration 1 HHMM Round-Off BTD

☐ Unscheduled 1 HHMM Round-Off US

☐ Remaining 1 HHMM Round-Off R

4 **Report Items Setting / Edit** 5 **Save** **Discard**

Minimum Unit *

Unit *
Minute

Round Off *
Round-Down

Symbol

Color *
#000000

Enter the required details

Export

To export the report item settings, click on the export icon and choose your preferred format, such as CSV, Excel, PDF, or TXT.

ZKBioTimeCloud < mplements Employee Device GPS Attendance Access Reports System Apps MADHU

Report Items Setting

1 **Report Items Setting**

2

3 **CSV Export**
Excel Export
PDF Export
TXT Export

No rows

13. System

The system facilitates you to assign system users (such as Username, First & Last name, Email, Group name, Date of joining), to configure roles for each user, and set Authentication, Integration, Configuration & Log.

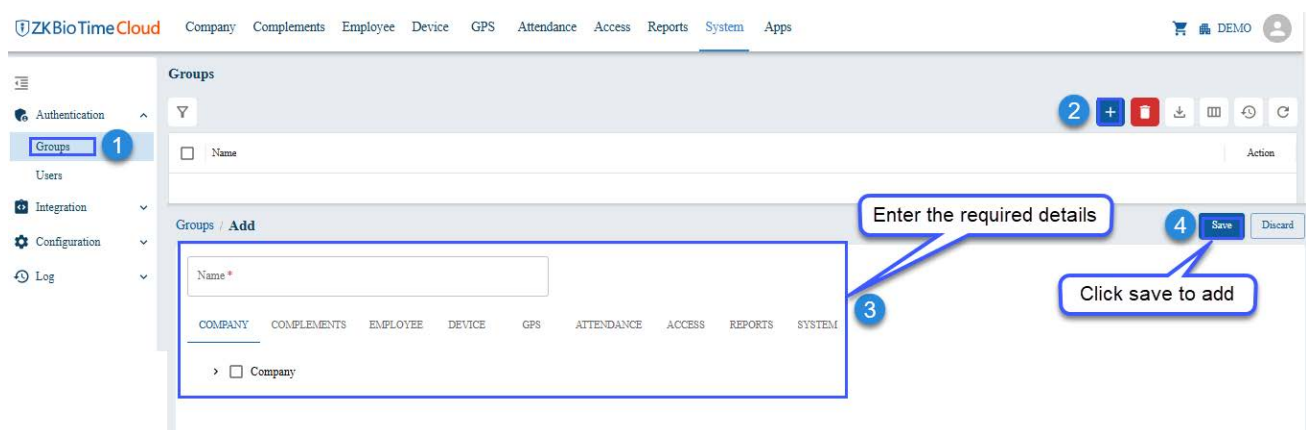
13.1 Authentication

13.1.1 Groups

While using the system, the user needs to assign different groups to new users. The default users of the system have all the privileges and can assign new users based on the requirements and they can set the corresponding permissions.

Add a Group

Select **[System] > [Authentication] > [Group]> [Add]** .



Note:

Select the corresponding permissions based on the selected functional module.

Name: Enter the name of the group.

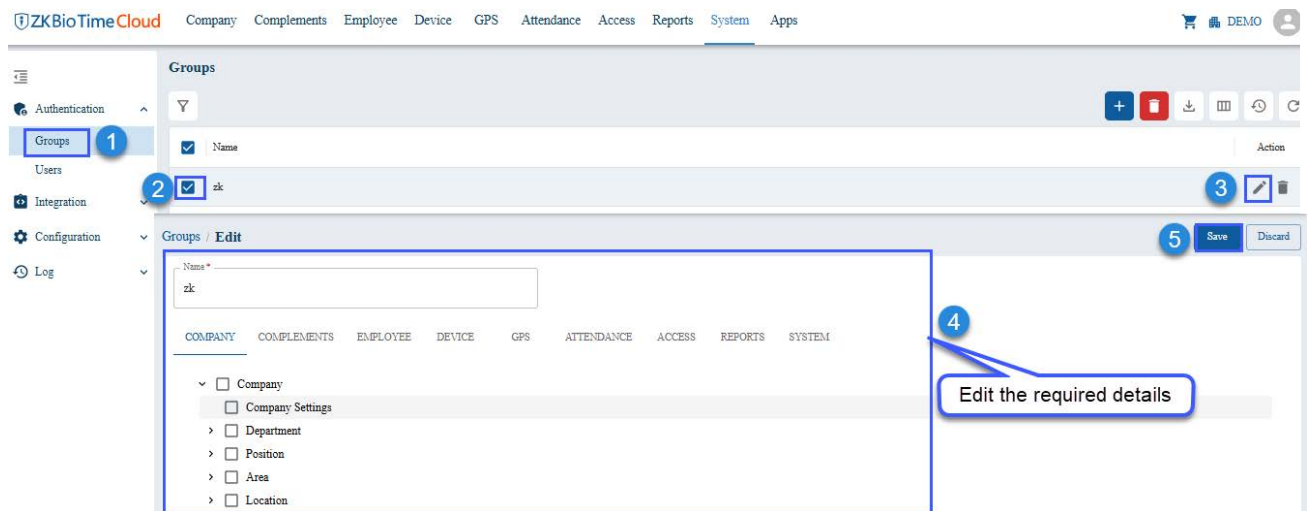
In the parameter list under each functional module, select the checkboxes of the required permissions. If you want to select all the permissions under a module, select the Master check box.

Click **[Save]** to save the settings.

Edit a Group

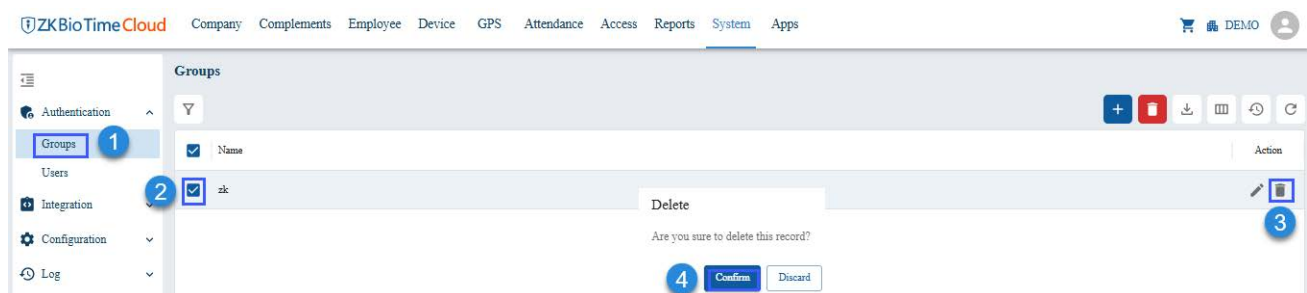
In the group list, click the role name or click  in the same row of the role to be edited.

Modify the parameters as per your requirements (refer to the parameter setting method in "Adding a role"). After modifications, click **[Save]** to save the parameters.



Delete a Group

In the group list, select the group and click **[Delete]** on the upper part of the interface or click  in the same row of the role to be deleted.

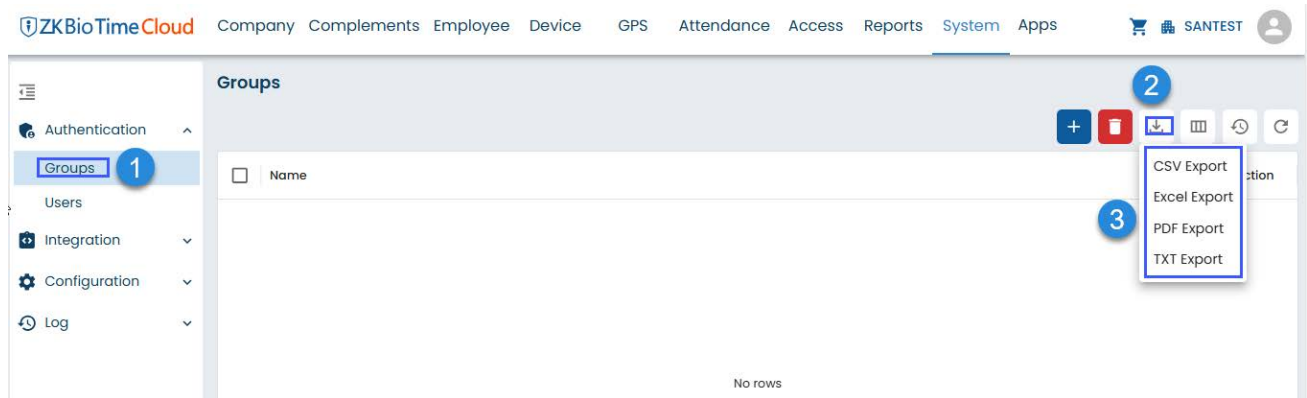


Click **[Confirm]** to delete the selected privilege group.

Note: The group which is currently being used cannot be deleted.

Export

To export groups, click on the export  icon and choose your preferred format, such as CSV, Excel, PDF, or TXT

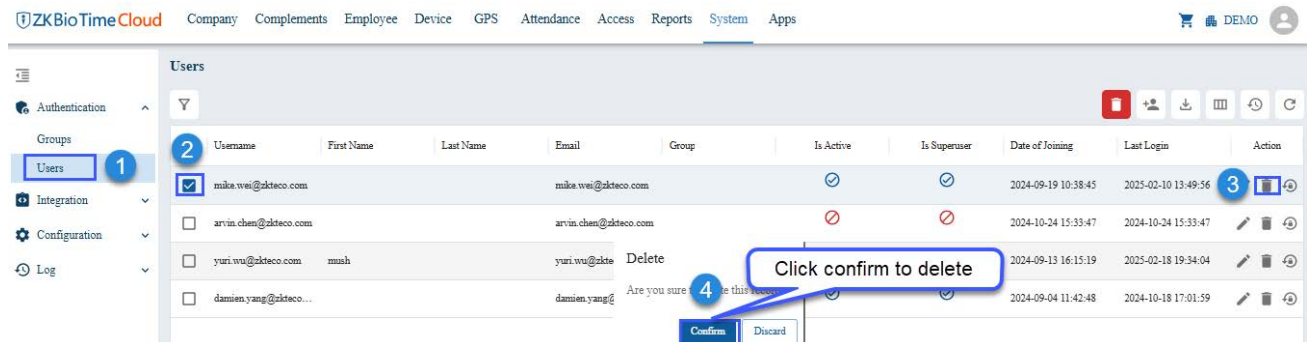


13.1.2 Users

Adds new users to the system and authenticates the role to users.

Delete a User

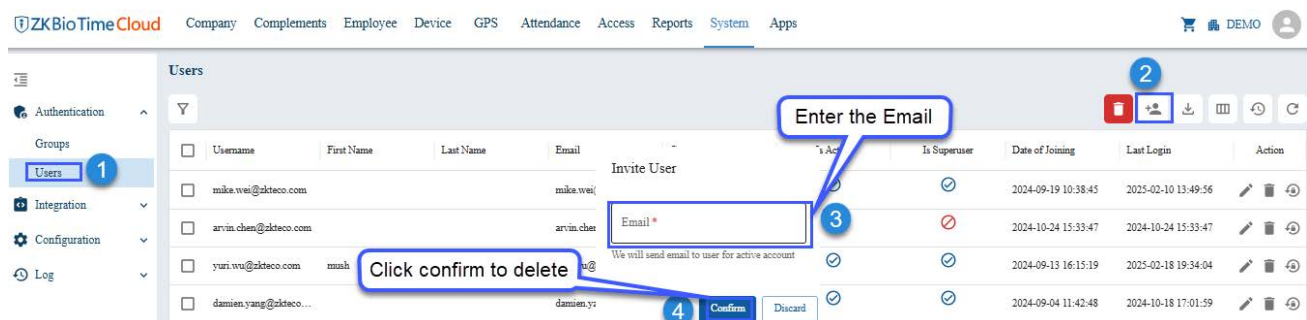
Select **[Authentication]** > **[User]** > **[Delete]** to delete the User Interface data.



Click **[Confirm]** to delete the user.

Invite User

Select **[Authentication]** > **[User]** > **[Invite User]** to invite the user for Authentication.



The following field parameters are described below:

Username: Enter the name of the group.

Email: Enter the mail ID of the User.

Click **[Confirm]** to invite the user.

History

It displays the history of user details.

- Select **[Authentication] > [User] > [History]** to display the User history.

The screenshot shows the ZKBioTimeCloud interface. On the left sidebar, under 'Authentication', 'Groups' is expanded and 'Users' is selected (indicated by a blue box and a circled '1'). The main content area displays the 'Users' table. A row for 'mika.wai@zkteco.com' is highlighted (indicated by a blue box and a circled '3'). Below the 'Users' table, the 'History' section is visible, showing a list of actions performed by 'yuri.wu@zkteco.com', including multiple 'joined_company' actions and one 'invite_user' action.

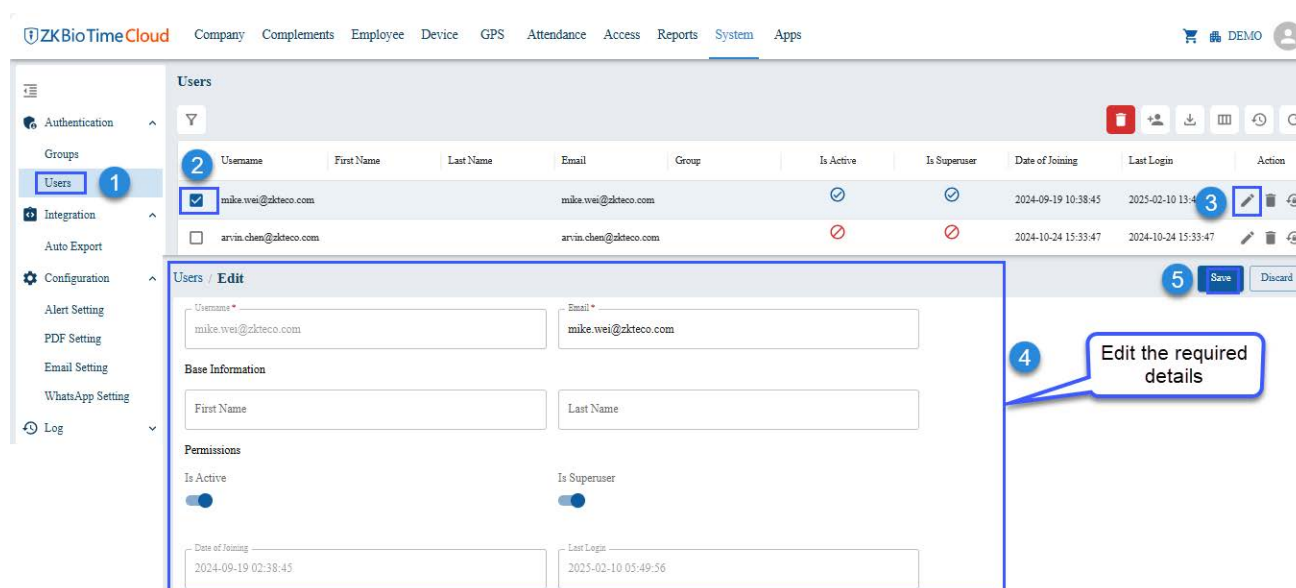
Export

Select **[Authentication] > [User] > [Export]** to export the user details.

The screenshot shows the ZKBioTimeCloud interface. On the left sidebar, under 'Authentication', 'Groups' is expanded and 'Users' is selected (indicated by a blue box and a circled '1'). The main content area displays the 'Users' table. The export menu is open, showing options: CSV Export, Excel Export, PDF Export, and TXT Export. A row for 'mika.wai@zkteco.com' is highlighted (indicated by a blue box and a circled '3').

Edit a User

Click on the **[Edit]**  icon to edit the user details.



The screenshot displays the ZKBio Time Cloud interface. On the left, a sidebar menu includes 'Authentication', 'Groups', 'Users', 'Integration', 'Auto Export', 'Configuration', 'Alert Setting', 'PDF Setting', 'Email Setting', 'WhatsApp Setting', and 'Log'. The 'Users' section is active. The main area shows a table of users. The first user, 'mike.wei@zkteco.com', is selected. A modal window titled 'Users / Edit' is open, showing fields for Username, Email, Base Information (First Name, Last Name), Permissions (Is Active, Is Supersuser), Date of Joining, and Last Login. A callout box points to the 'Edit' button in the table and the 'Edit the required details' text.

After editing the details, click **[Save]** to save the user details.

13.2 Integration

13.2.1 Auto Export

Based on the time period and repetition frequency, the code, files and the data template will be exported automatically.

Add Auto Export Template

Select **[System]** > **[Integration]** > **[Auto Export]** > **[Add]** to set the auto export details.

Auto Export

Code Name Search By Auto Export Time Time Action

Auto Export / Add

Basic Settings

Code * Name *

File Name * File Date YYYY-MM-DD

File Time

Data Template Settings

(Please drag the required fields to be exported from the column available on the right to the text box below.)

{emp_code}	{first_name}	{last_name}	{dept_code}
{dept_name}	{date}	{time}	{verify_type}
{punch_state}	{work_code}	{card_number}	{area_name}
{terminal_alias}	{terminal_sn}	{temperature}	{mask_flag}
{gps_location}			

{emp_code}{first_name}{last_name}{dept_code}{dept_name}{date}{time}{verify_type}{punch_state}{work_code}{card_number}{area_name}{terminal_alias}{terminal_sn}{temperature}{mask_flag}{gps_location}\r\n

Format Setting

Data Format * YYYY-MM-DD

Time Format * HH:MM

ID Digits * 0

File Format * TXT

Data Filter Setting

Search By * Upload Time

Include Today * Yes

Department

Area

Export Time Setting

Interval * 0

Auto Export Time * 00:01

Please enter Enter key after entering the time

Frequency * Daily

Day * 1

Export Path Setting

Email

Enter the required details

The following field parameters are described below:

Code: Select and drag the fields that you want to export to the text box Data Template below.

Name: Enter the name of auto export task.

File Name: Enter the name of the file.

Auto Export: Enable it, then the auto export task will be valid, and exports the file to the corresponding path according to the set frequency.

File Name: Enter the file name to be exported.

File Format: Set the file format of the exported file (Excel, CSV, Txt).

Data Template: Select the fields to export from the menu Macros above. By default, all the data will be auto exported.

File Date: Entire file date.

After editing the details, click [**Save**]

- Format Setting

Format Setting

Data Format *	Time Format *
YYYY-MM-DD	HH:MM
ID Digits *	File Format *
0	TXT

Date format: Set the length of the Employee ID when exporting. If the length is insufficient, 0 will be appended to the Employee ID.

Time Format: Set the time format in the punch date/time.

ID Digits: Enter the ID of the employee.

File Format: Set the file format in Txt, Excel, or CSV.

- Data Filter Setting

Data Filter Setting

Search By *	Include Today *
Upload Time	Yes
Department	Area

Search By: Set the filter for the attendance transactions to be uploaded on the software. The filter can be:

Include Today: Select “Yes” or “No” to include the data.

Department: Click  to select the Department to export. If the Department is not selected, the attendance data of all the departments will be auto-exported.

Area: Click  to select the area to export. If the area is not selected, the attendance data for all the areas will be exported.

- Export Time Setting

Export Time Setting

Interval *

0

Auto Export Time *

00:01 

Please enter Enter key after entering the time

Frequency *

Daily ▼

Day *

1 ▼

Interval: Set the export interval for the export task.

Auto Export Time: Set the export time.

Frequency: Set the export frequency. The export time-frequency can be set on a monthly/weekly/daily basis. According to the selected frequency, set the date and time.

Day: Set the export time duration.

- Export Path Setting

Export Path Setting

Email

Export Path: After entering the file name, a new folder will be created in **\files\temp** of the installation directory of the local computer to store all the exported files.

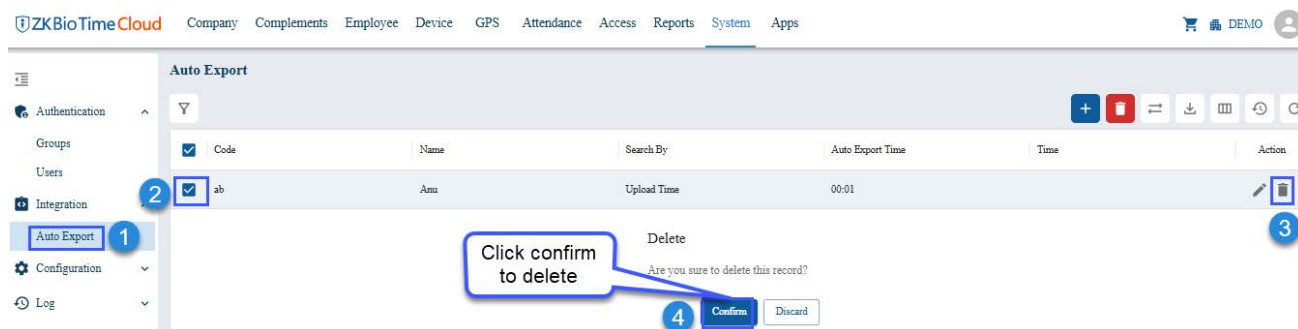
Email: When an Email is set, it receives the exported file when it is exported.

FTP Path: Set the name of the folder, which is the existing folder on the FTP server. The exported files will be saved in the corresponding folder under the FTP server in the file format of **"/ABC/"** (ABC is the existing folder on the FTP server).

FTP Server: Click  to select the FTP server. When the attendance record is exported, the exported file will be saved on the FTP server.

Delete Selected Record

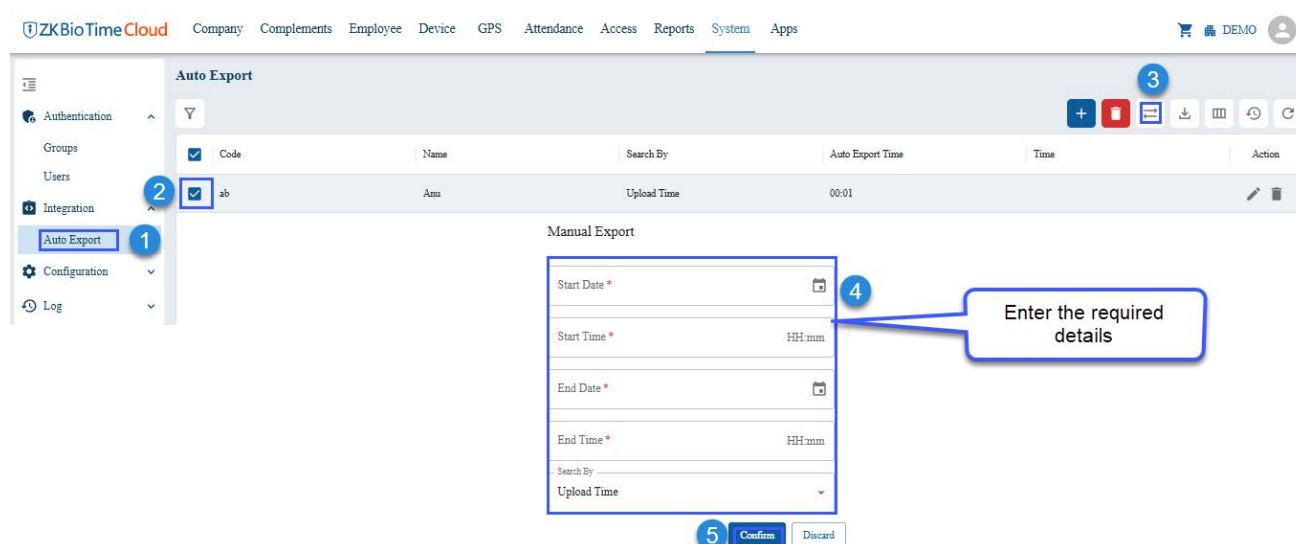
In the auto export template, select the export data you want to delete and click **[Delete]** and



Click [**Confirm**] to delete the selected record.

Manual Export

After the automatic export settings are saved, you can export the details in real-time by clicking [**Manual Export**] at the top of the list.



Start Date: Set the start date of the export.

End Date: Set the end date of the export.

Click [**Confirm**] to save the export data.

History

Select [**Integration**] > [**Auto Export**] > [**History**] to display the User history.

Auto Export

☐	Code	Name	Search By	Auto Export Time	Time	Action
☐	ab	Ann	Upload Time	00:01		

Auto Export / History

Email	Action Time	Action	Object	Description	IP Address	Status
yuri.wu@zkteco.com	2025-02-19 12:27:48	create		{"id": 26, "file_prefix": "dph", "f...	14.97.160.178	Success

Export

Click the **[Export]** icon  to export the employee details either in pdf, excel, csv and Txt format.

Auto Export

☐	Code	Name	Search By	Auto Export Time	Last Process Time	Action
☐	ab	Ann				

Auto Export / History

Email	Action Time	Action	Object	Description	IP Address	Status
yuri.wu@zkteco.com	2025-02-19 12:27:48	create		{"id": 26, "file_prefix": "dph", "f...	14.97.160.178	Success

Export Options:

- CSV Export
- Excel Export
- PDF Export
- TXT Export

13.3 Configuration

13.3.1 Alert Setting

On the **System** module, click **[Configuration]** > **[Alert Settings]** to configure the alerts for the events.

Users can enable or disable the corresponding events for Email, App, WhatsApp, and SMS alerts.

The screenshot shows the 'Alert Setting' page in the ZKBioTimeCloud system. The sidebar on the left has 'Configuration' > 'Alert Setting' selected. The main content area is titled 'System / Alert Setting'. It contains several sections: 'Exception Alert Settings' with three input fields for 'When number of late exceeds', 'When number of early leave exceeds', and 'When number of absent exceeds', each with a 'Times' unit; 'Password Change' with a 'Sending Frequency' dropdown set to 'Disable' and a 'Sending Day' dropdown set to 'Current Day'; 'Device Offline' with a 'Day' dropdown and a 'Time' input set to '00:00'; and 'Approval' with checkboxes for 'Admin password change notification', 'Device offline notification', 'Email Notification', 'WhatsApp Notification', and 'Popup Notification'. A 'Save' button is in the top right corner. A callout bubble points to the 'Exception Alert Settings' section with the text 'Enter the required field'.

Click **[Save]** to submit the Alert settings details.

13.3.2 PDF Settings

Click **[System]** > **[Configuration]** > **[PDF Report Setting]** to access the Company Setting interface.

The screenshot shows the 'PDF Setting' page in the ZKBioTimeCloud system. The sidebar on the left has 'Configuration' > 'PDF Setting' selected. The main content area is titled 'System / PDF Setting'. It contains five dropdown menus: 'Page Size' (set to 'Auto'), 'Orientation' (set to 'Portrait'), 'Footer Left' (set to 'Page/Total Page'), 'Footer Right', and 'Report Style'. A 'Save' button is in the top right corner. A callout bubble points to the 'Page Size' dropdown with the text 'Select the required field'.

Page Size: Sets the page size for exported PDF.

Orientation: Set the direction of the exported PDF. It can be "Portrait" or "Landscape".

Footer Left: Set the content to be displayed in the lower-left corner of the exported PDF page. It can be "Blank",

"current page number / total number of pages", "author", "time", "author + time".

Footer Right: Set the content to be displayed in the lower right corner of the exported PDF page. It can be "Blank", "current page number / total number of pages", "author", "time", "author + time". Click **[Save]** to save the PDF export settings.

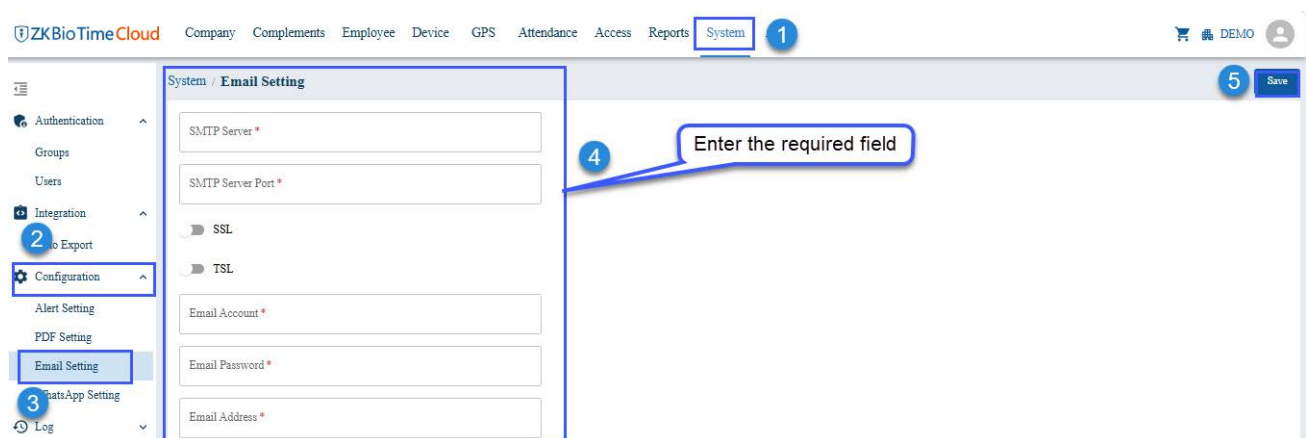
Report Style: It displays the style of the PDF report.

Click **[Save]** to send the PDF report.

13.3.3 Email Settings

On the **System** module, click **[Configuration]** > **[Email Settings]** to set the settings of the email.

The email setting is used to trigger an alert when the specific value set by the administrator has crossed the limit.



Note:

The domain name of the E-mail address and E-mail sending server (outgoing server) must be the same. For example, the Email address is test@yahoo.com, and the E-mail sending server must be smtp.mail.yahoo.com.

The following field parameters are described below:

SMTP Server: Enter the Email sending Server address.

Port: Port of the email sending server and select the type of Port.

Email Account: Enter the email account.

Email Password: Enter the One-time random authorization password from the mailbox provider.

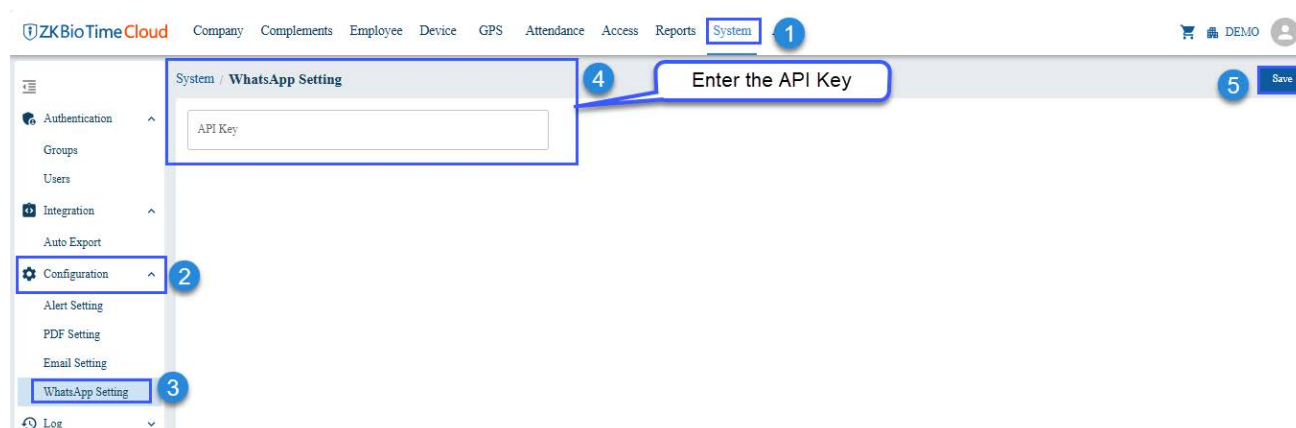
Email Address: Enter the Email address.

Enable: Toggle the Enable button to Yes in the email settings.

13.3.4 WhatsApp Settings

On the **System** module, click **[Configuration]** > **[WhatsApp Settings]** to configure the WhatsApp API key.

Users can enable or disable the corresponding events for Email, App, WhatsApp and SMS alerts.

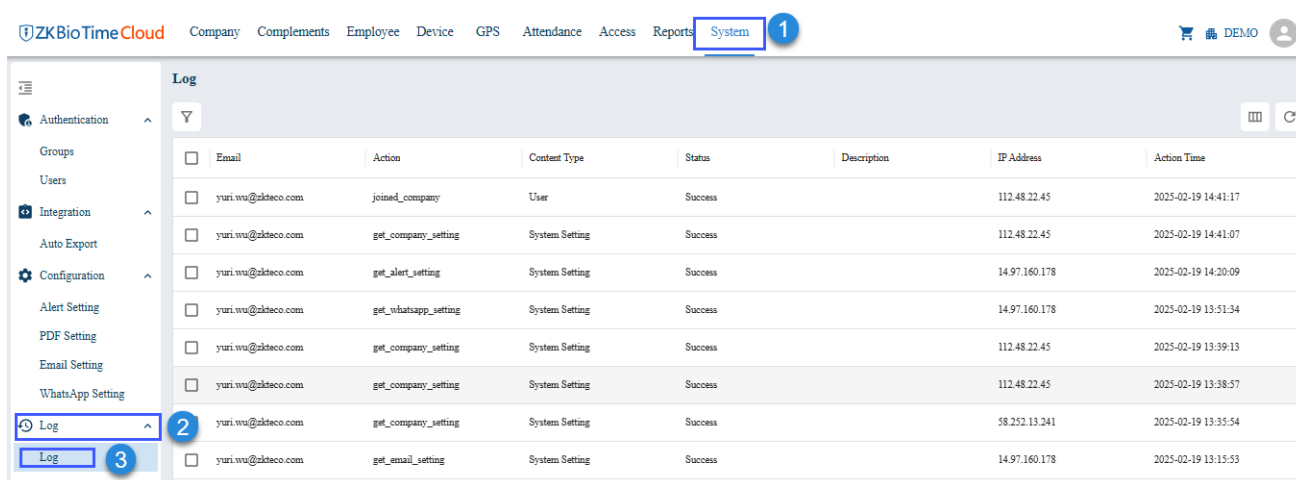


API Key: Enter the WhatsApp API key.

Click **[Save]** to submit the API key details.

13.4 Log

Click **[System]** > **[Log]** > **[Log]** to view the user log data.



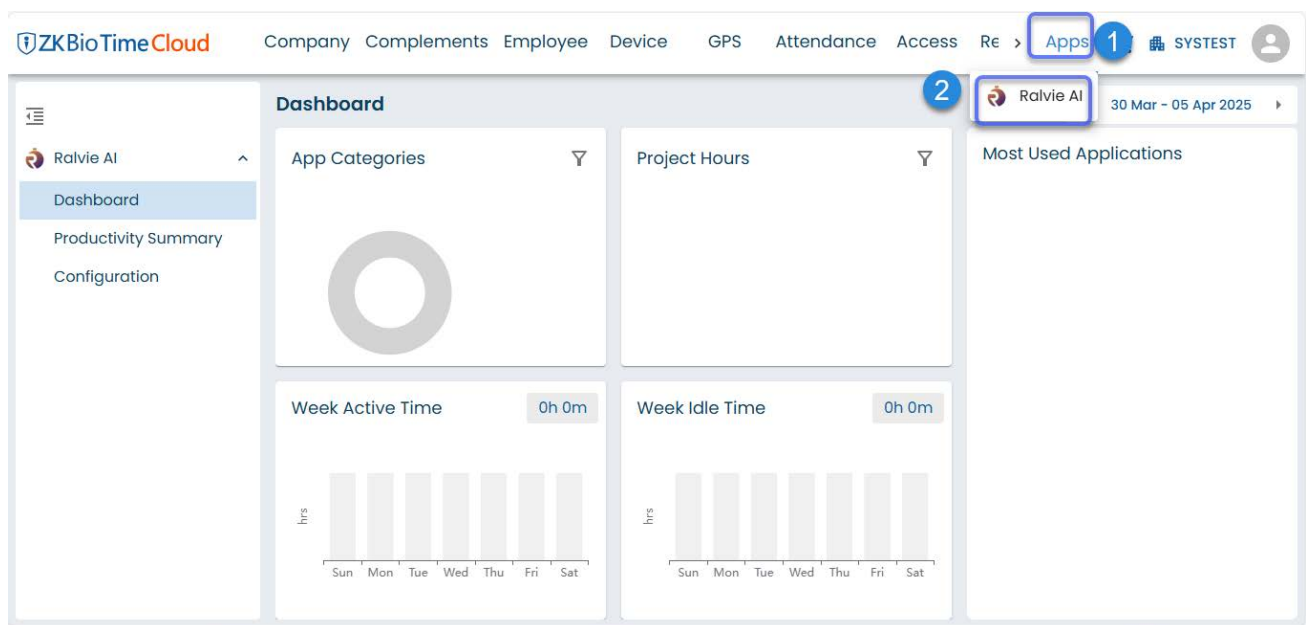
14. App

14.1 Ralvie AI

RALVIE is a powerful computer activity monitoring application designed to automatically track time and capture events for every task performed on a system. By providing accurate work hour reports, it serves as a valuable tool for freelancers managing multiple projects and organizations monitoring employee productivity across various tasks.

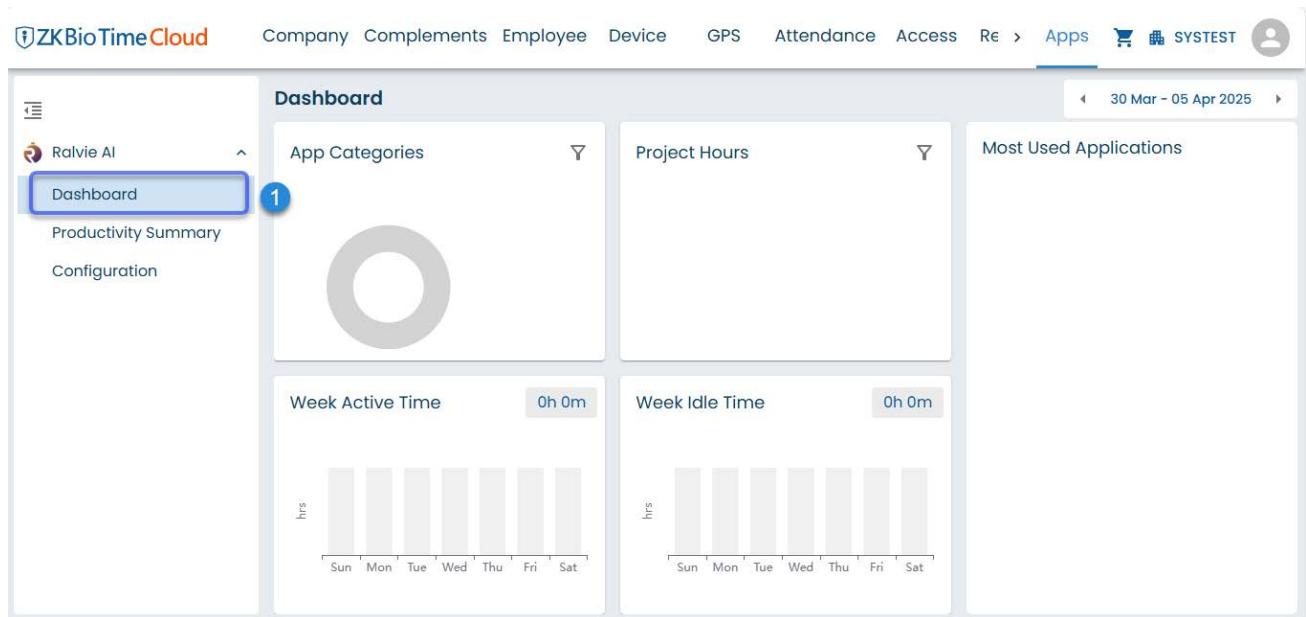
With RALVIE, all captured events can be seamlessly tagged to specific projects using the RALVIE Cloud. This feature enables users to precisely classify billable and non-billable hours, ensuring accurate invoicing and better time management.

Whether you're an individual professional or part of a large organization, RALVIE is your go-to solution for precise time tracking and comprehensive productivity.

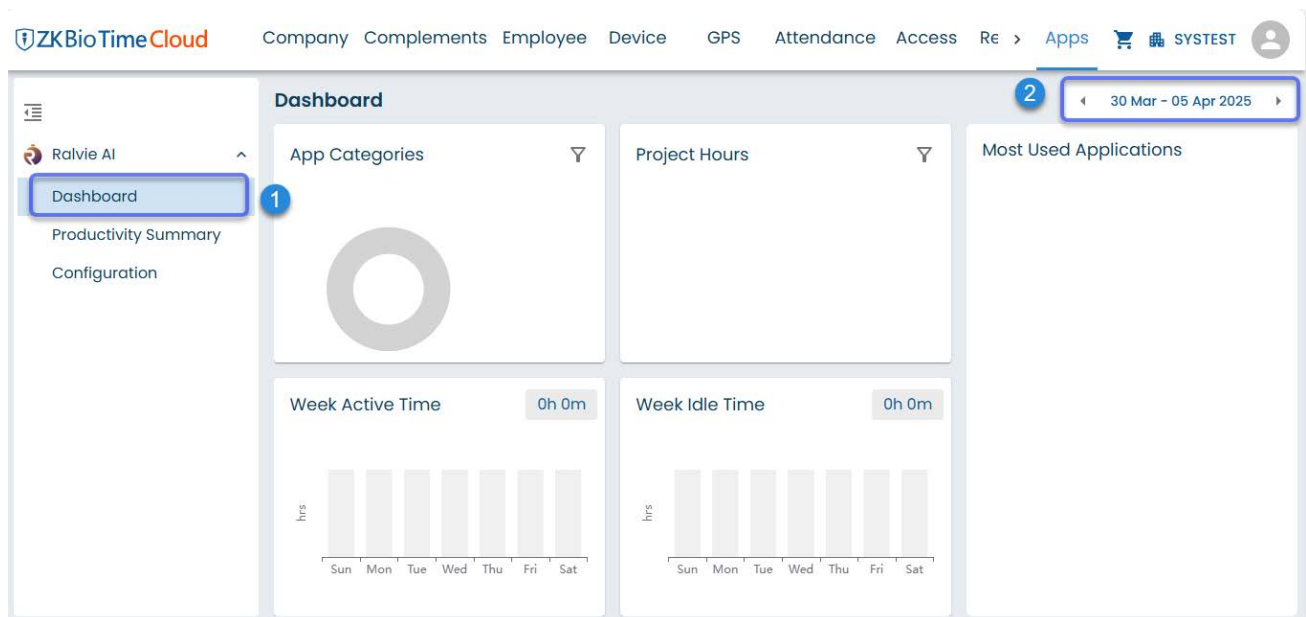


14.1.1 Dashboard

The dashboard displays an overview of the user's activities, including app categories, project hours, active time for the current week, idle time for the current week, rankings by highest active and idle hours, and the most used application.



The user can view activities for a specific date range.

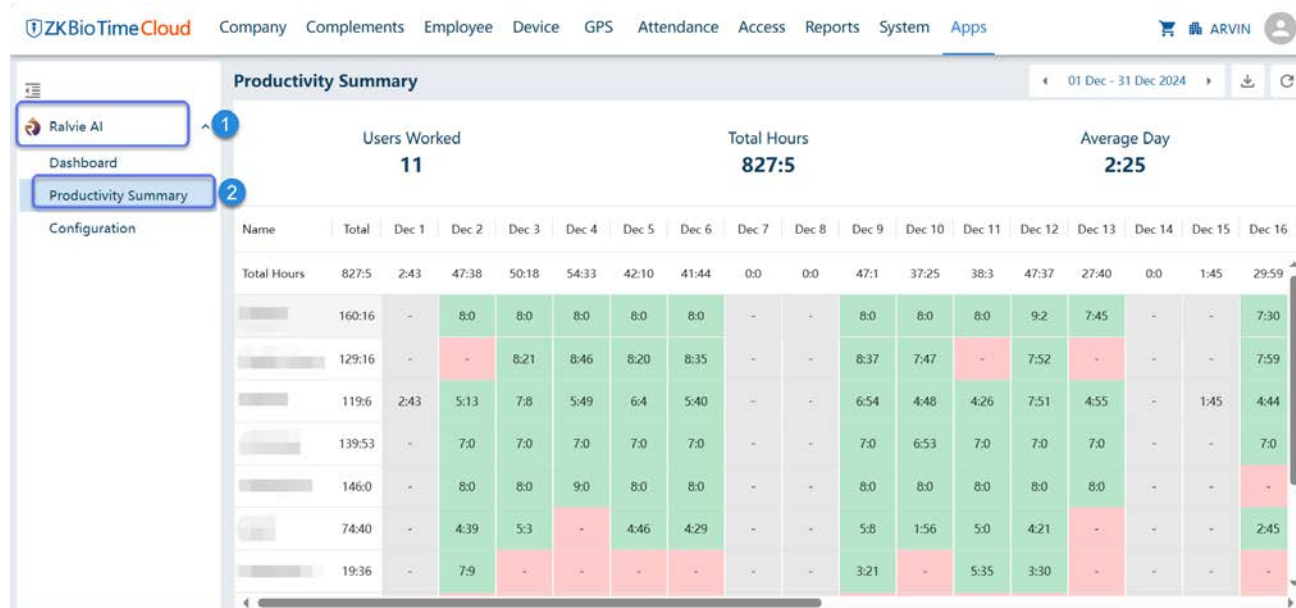


14.1.2 Product Summary

The Productivity Summary provides a detailed overview of user activity within a selected date range. It displays key performance indicators such as the total number of users who worked, the cumulative hours logged, and the average daily working time per user.

The summary includes a day-wise breakdown of productive hours for each user, presented in a color-coded format to highlight performance trends—green for expected productivity, red for below-average activity, and grey or dashes for no activity. This visual and data-driven report helps organizations track employee engagement, identify productivity gaps, and make informed decisions based on real-time work patterns.

ZKBio Time Cloud allows the admin to monitor the activities of the Ralvie user within a selected date range and export the productivity summary.



Export

Select **[Ralvie AI]** > **[Product Summary]** clicks on **[Export]**  icon, to enter into the export interface. An example to export product summary list and the export options are shown below:

The screenshot displays the ZKBio Time Cloud interface. The sidebar on the left contains a menu with 'Ralive AI' (1), 'Dashboard', 'Productivity Summary' (2), and 'Configuration'. The main content area is titled 'Productivity Summary' and shows 'Users Worked: 0' and 'Total Hours: 0:0'. A date range '01 Apr - 30 Apr 2025' (3) is selected, and a download icon (4) is highlighted. A dropdown menu shows export options: CSV Export, Excel Export, PDF Export, and TXT Export.



CSV Export

Excel Export

PDF Export

TXT Export

File Type: If you want to export the file in Excel format, select **Excel Export**.

Excel Export

Export Type
Excel

Export Scope *
Current Page

Export Encryption *
Default

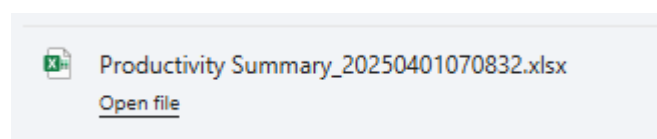
Confirm Discard

Select the "**Current Page**" to export the data for the current page.

Select "**All**" to export all the data.

Select "**Encryption**" whether it should be default or password

Click [**Confirm**] to set the export path. Under the corresponding path, the file will be successfully exported, as shown in the figure below:



14.1.3 Configuration

The Ralvie user credentials (email and password) must be valid, and the Company Code should be copied from the Ralvie application. Once all required fields are filled, clicking the Save button will store the configuration and enable integration with the Ralvie platform.

The screenshot shows the 'Configuration' page for 'Ralvie AI' in the ZKBio Time Cloud app. The page has a sidebar with 'Ralvie AI', 'Dashboard', 'Productivity Summary', and 'Configuration'. The main content area is titled 'Configuration' and contains three input fields: 'Email *' (with a placeholder ending in '.com'), 'Password *', and 'Company Code *'. A 'Save' button is in the top right corner. Two callout boxes provide instructions: 'Enter the Ralvie Credentials' points to the Email and Password fields, and 'Enter the company code which is generated in Ralvie application' points to the Company Code field.

The screenshot shows a 'BioTime Cloud configuration steps' dialog box. It features a green success message: 'Successfully integrated BioTime Cloud account!'. Below this, it instructs the user to 'Use the below "organization code" to proceed the integration' and displays the code '8a86838791c07d8d0191c626a4a60e0a' in a text box with a copy icon. An 'Introductions' section shows a flowchart: 'BioTime Cloud 2.0' → 'Apps menu' → 'Ralvie AI' → 'Configuration'. A list of steps follows: 'Go to the BioTime Cloud Ralvie configuration page.', 'Enter Ralvie admin credentials.', 'Enter the provided organization code in the organization code field.', and 'Click on save and wait for the response.' A callout box points to the organization code field with the text: 'Copy the Organization code and paste in company code in ZKBio TimeCloud app'.

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