Quick Start Guide

ZKBio Zlink Web Portal

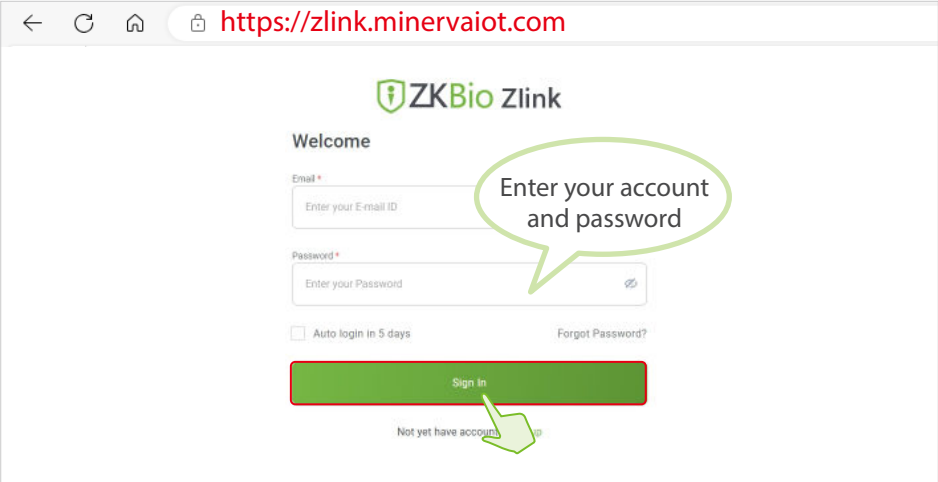
Version: 2.0

English

Due to regular upgrades of systems and products, ZKTeco could not guarantee exact consistency between the actual product and the written information in this manual.

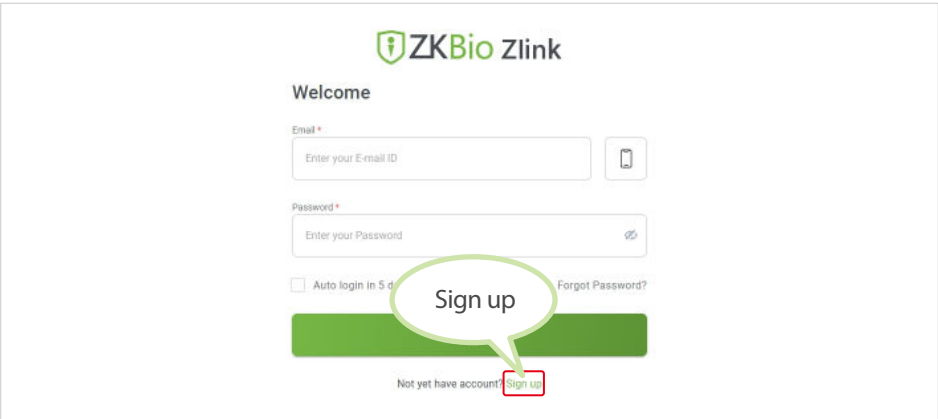
1 Access the ZKBio Zlink Web

Please open the recommended browser and enter the IP address to access the ZKBio Zlink Web: https://zlink.minervaiot.com. Enter your account and password on the login screen and click [**Sign In**] to login.

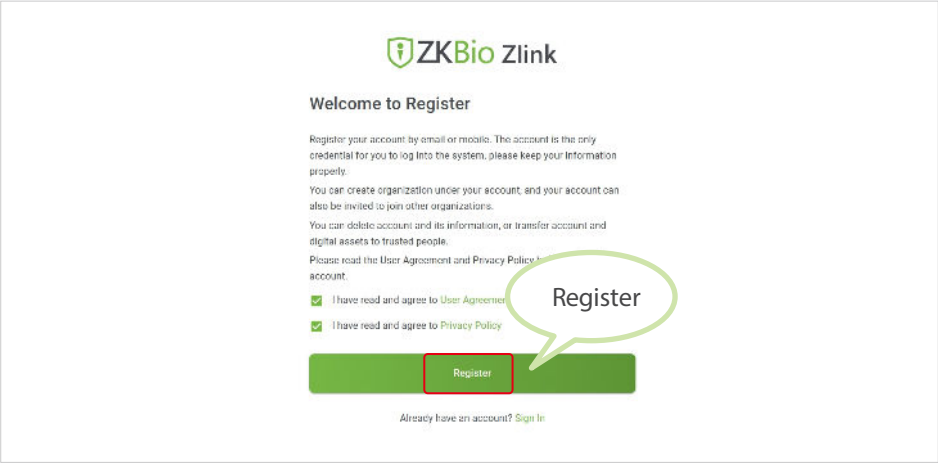


2 Create Your Account

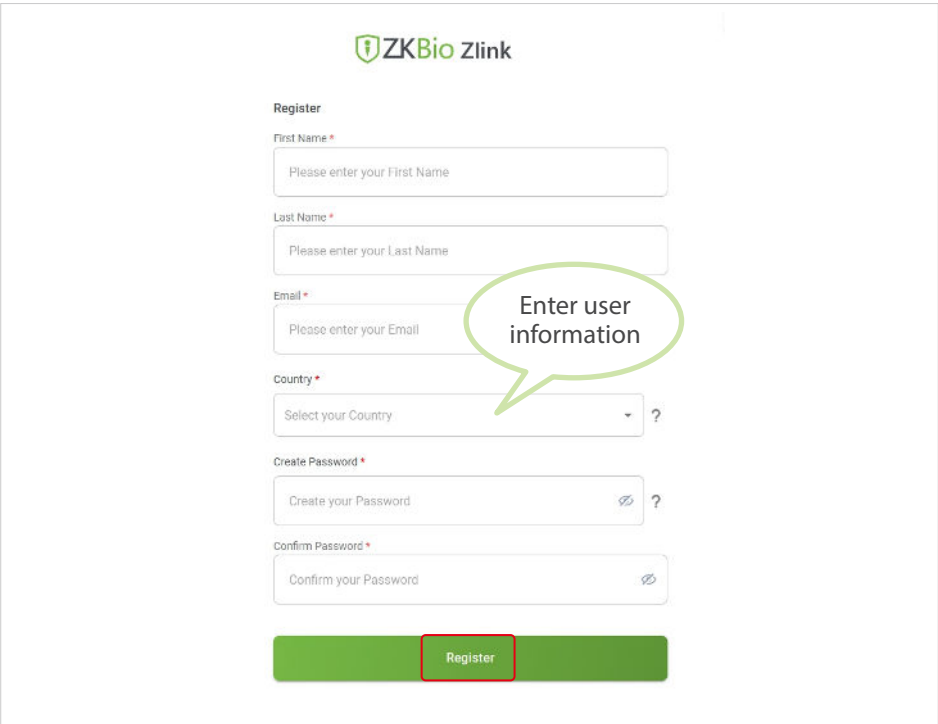
1. If you do not have an account, please click [**Sign up**] on the login screen to add a new account as shown below.



2. Read and agree to User Agreement and Privacy Policy, then click [**Register**].



3. Enter user information and set a password, and then click [**Register**] to complete the creation of the account.

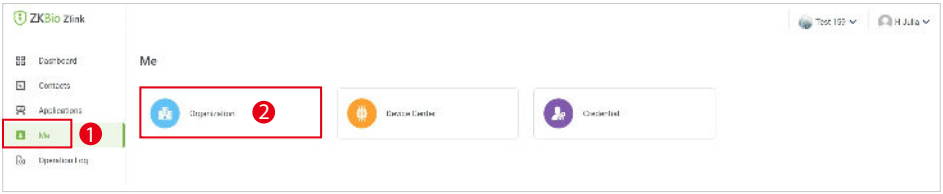


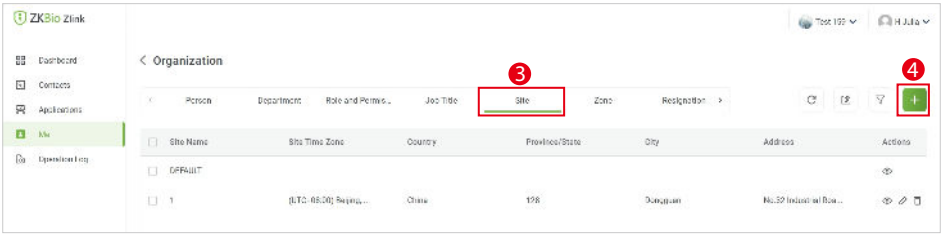
3 Create the Organization

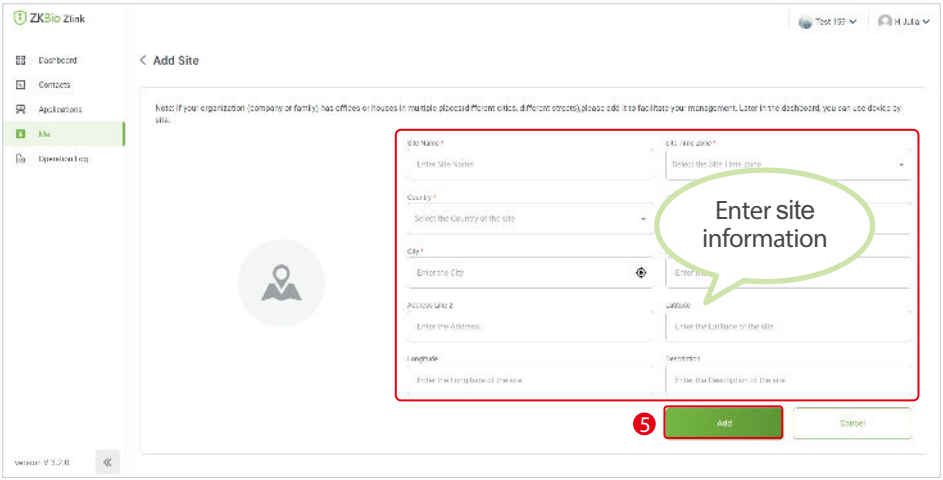
After entering user information, you can create an organization. Enter the organization name and code on the Create organization screen, and then click [**Create**], as shown in the following figure.

4 Add the Site and Zone

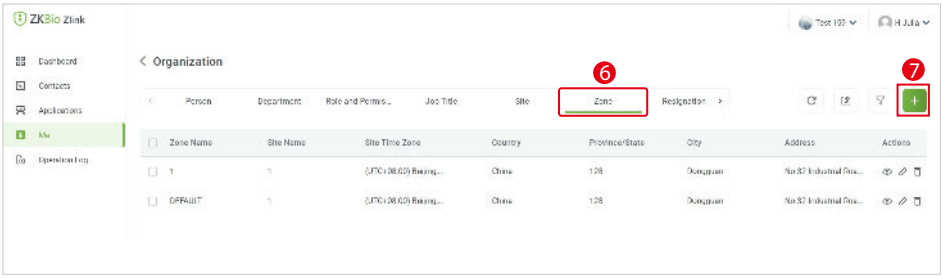
1. Login to the interface with the created account, click **[Me]** > [**Organization**] > [**Site**] to enter the setup interface, and click to add a site. Then enter the site information in the Add screen and click [**Add**].

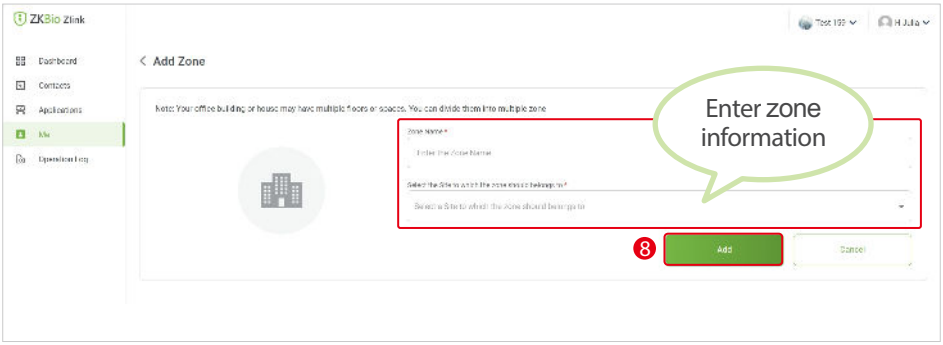






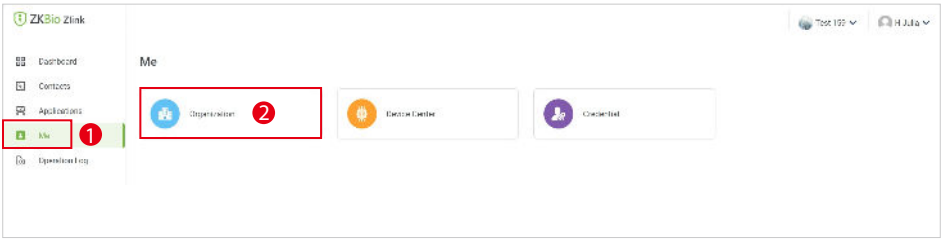
2. Then click [**Zone**] to enter the list interface, and click to add a zone. Enter the zone information and then click [**Add**].



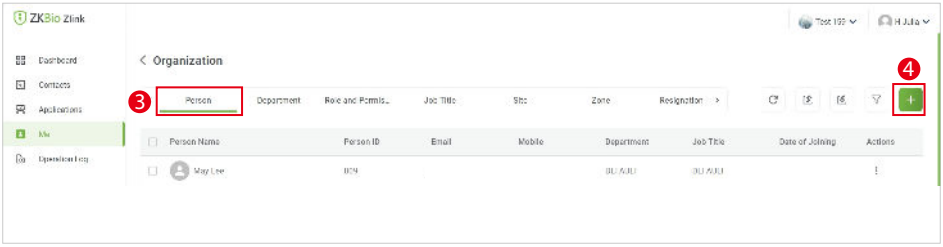


5 Add Personnel on the Web

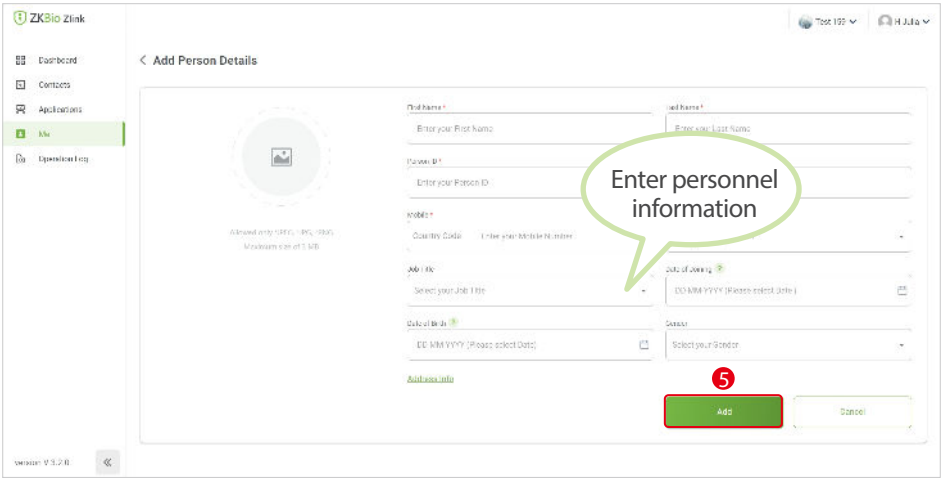
1. Click [**Me**] > [**Organization**] on the main menu interface to enter the setting screen.



2. Then click [**Person**] > icon to add a new person on the Organization interface.



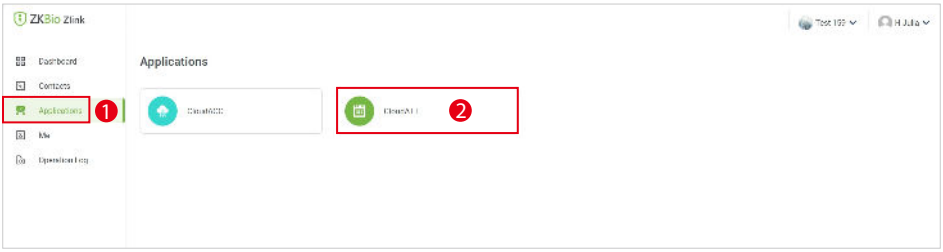
3. Enter the person's information on the Add Person Details screen, and then click [**Add**].



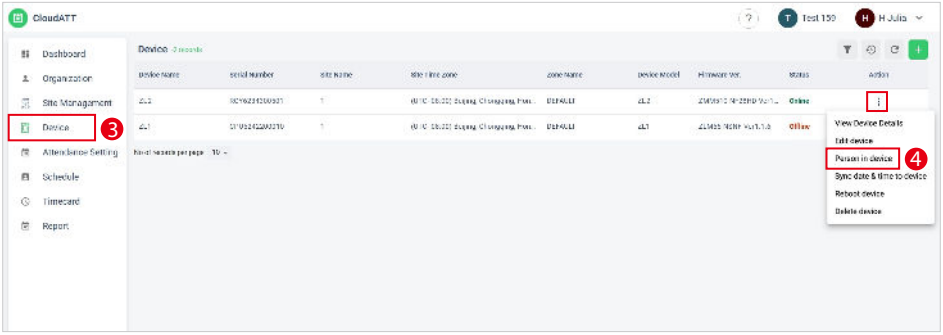
6 Synchronize Persons to Device

Time Attendance Device:

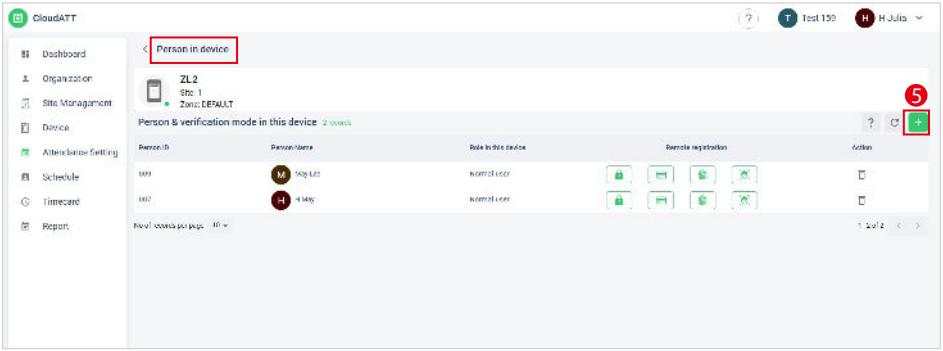
1. Click [**Applications**] > [**CloudATT**] to enter the CloudATT setting screen.



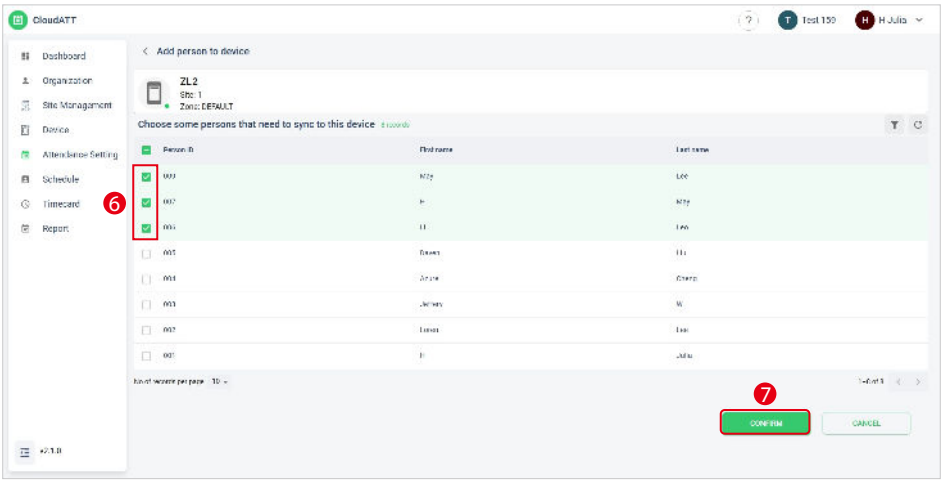
2. Click [**Device**] to enter the Device interface. Then select the device you want to synchronize people with, click the ⋮ icon after it and select [**Person in device**] from the pop-up menu to enter the setting interface.



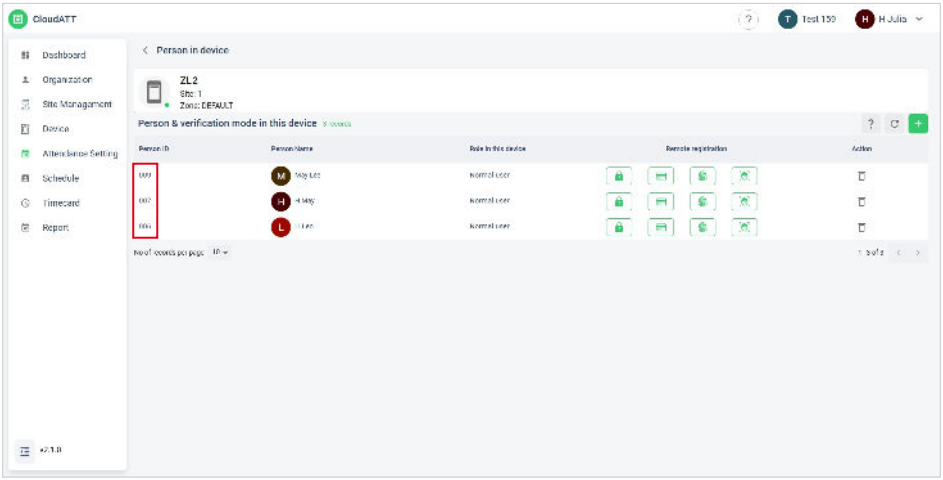
3. Then click add icon + to choose persons to synchronize to this device.



4. Check the people you need to synchronize to the device in the list and click [**CONFIRM**] to finish.



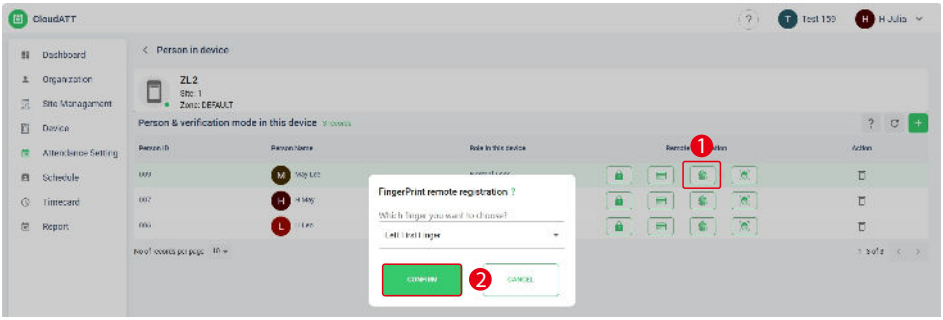
5. After successful synchronization, the added people will be displayed in the list.



7 Register Verification Mode on the Web

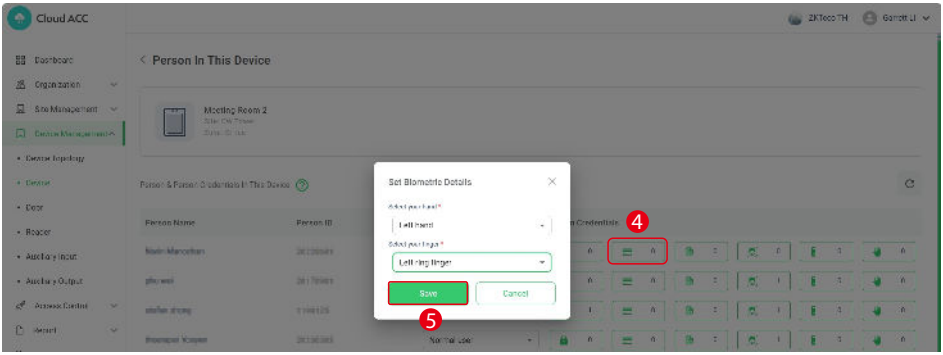
Time Attendance Device:

1. Click [**Applications**] > [**CloudATT**] > [**Device**] > [**Person in device**] to view the list of people.
2. Select the person and click the biometric icon, then follow the interface prompts or voice prompts to enter information on the device. Below is an example of entering fingerprints.



Access Control Device:

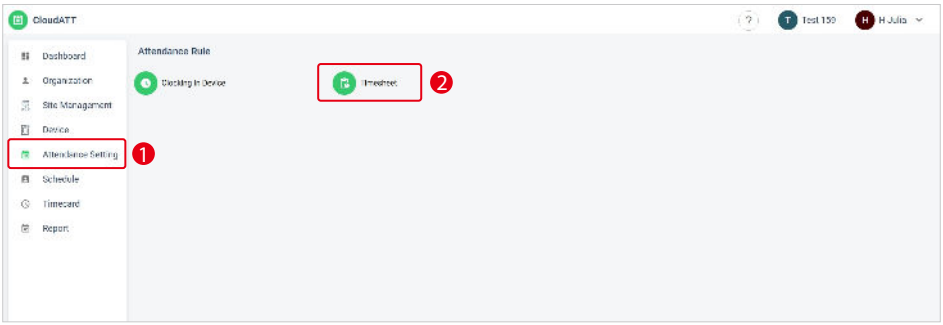
1. Click [**Applications**] > [**CloudACC**] > [**Device Management**] > [**Device**] > [**Person in this deivce**] to view the list of people.
2. Select the person and click the biometric icon, then follow the interface prompts or voice prompts to enter information on the device. Below is an example of entering fingerprints.



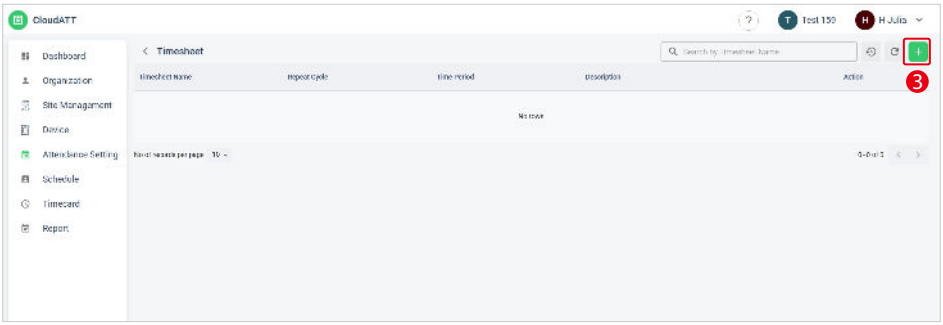
8 Time Attendance Setting

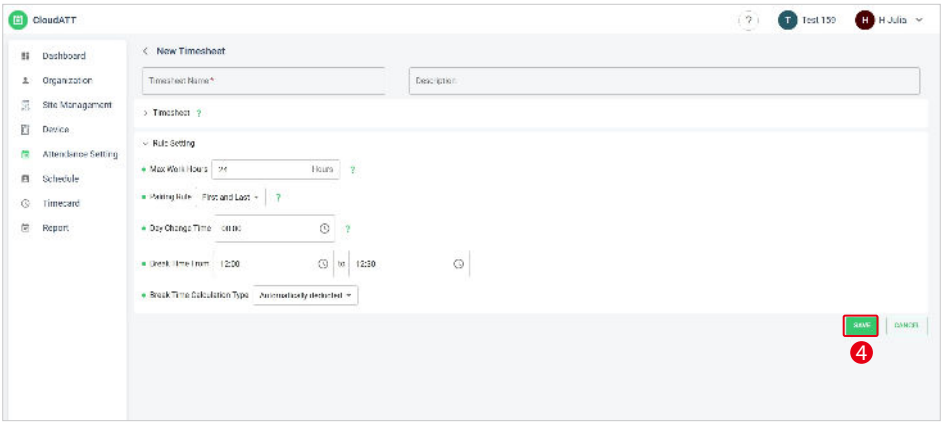
8.1 Timesheet

1. Click [**Attendance Setting**] > [**Timesheet**] on the CloudATT setting interface.



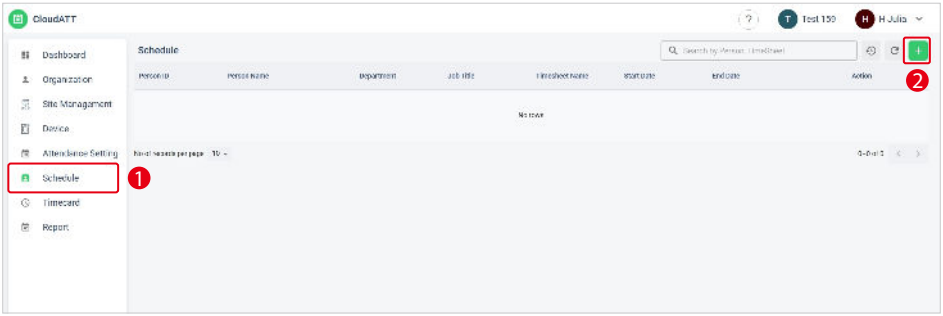
2. Click + icon to set the attendance rule and timesheet, and click [**SAVE**].



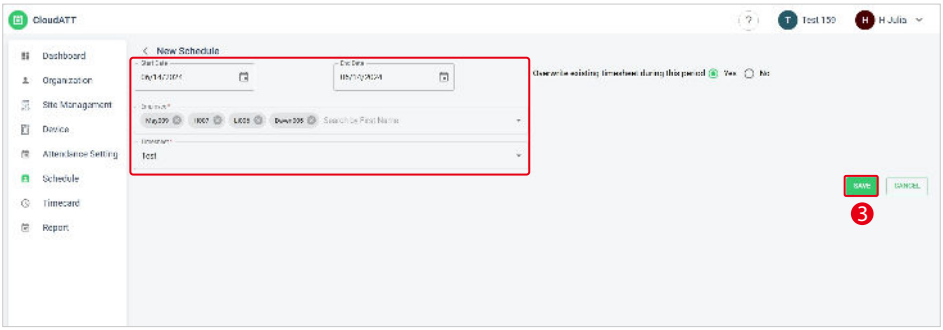


8.2 Schedule

1. Click [**Schedule**] on the CloudATT setting interface, and then click + icon to create a new schedule.



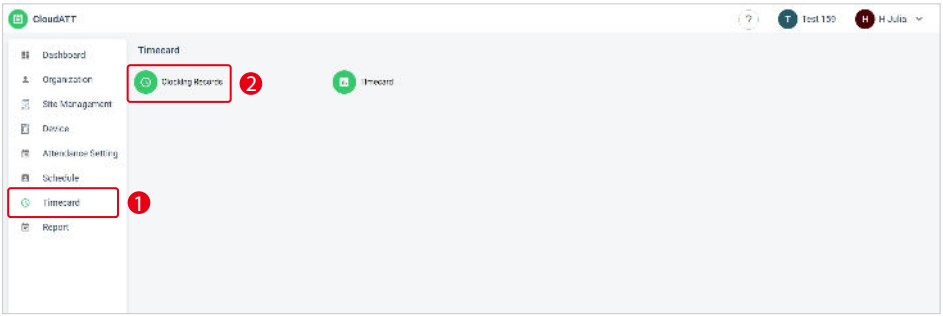
2. Select the time, employee and timesheet of the schedule. Then click [**Save**] to save the settings.



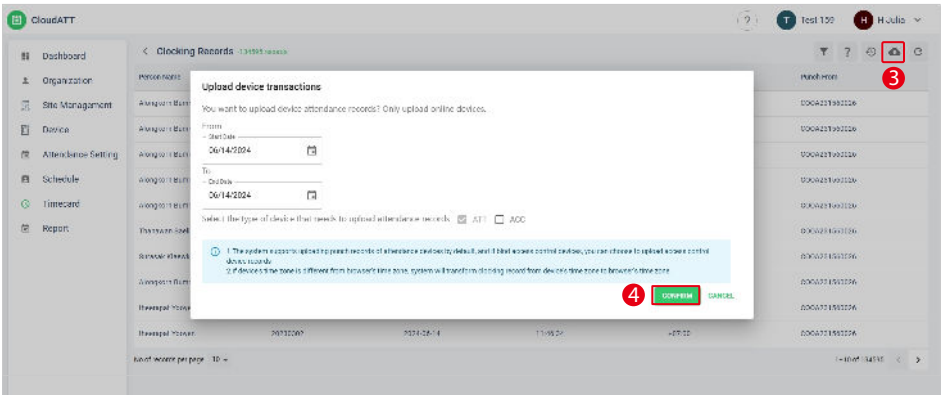
8.3 Records

After the person has checked in/out on the device, you can view the attendance records.

1. Click [**Timecard**] > [**Clocking Records**] on the [**CloudATT**] setting screen.



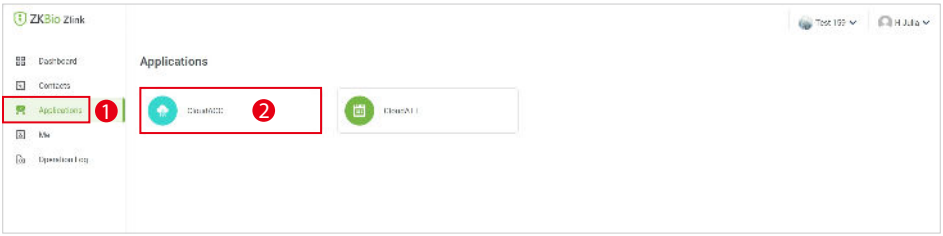
2. Click and set the start and end dates for the query, and finally click [**CONFIRM**].



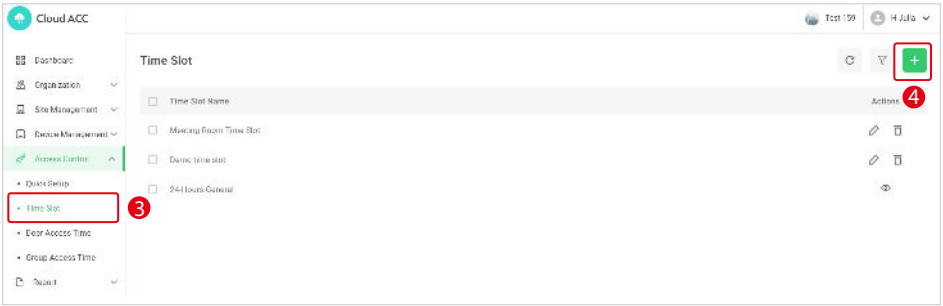
9 Access Control Setting

9.1 Time Slot

1. Click [**Applications**] > [**CloudACC**] > [**Access Control**] > [**Time Slot**] to enter the setting screen.

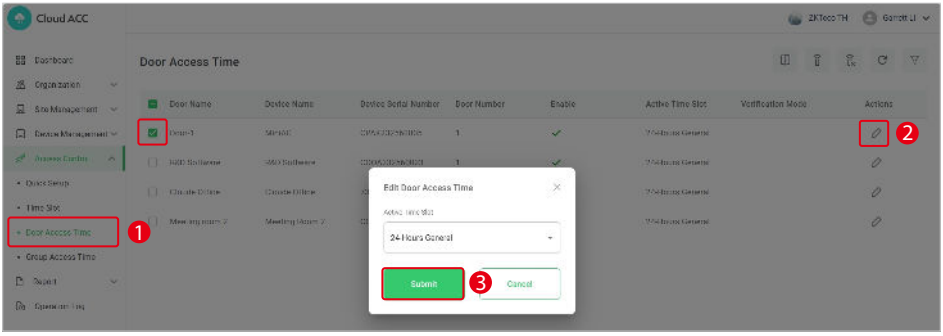


2. Click + icon to add a new Time Slot.



9.2 Door Access Time

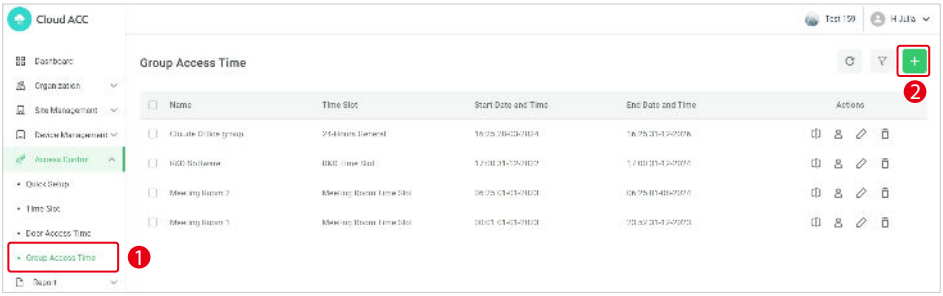
1. Click [**Access Control**] > [**Door Access Time**] to enter the setting screen.
2. Typically, the system uses the default time slot for opening doors. Click the icon to change it to the time slot you added. Then click [**Submit**] to confirm.

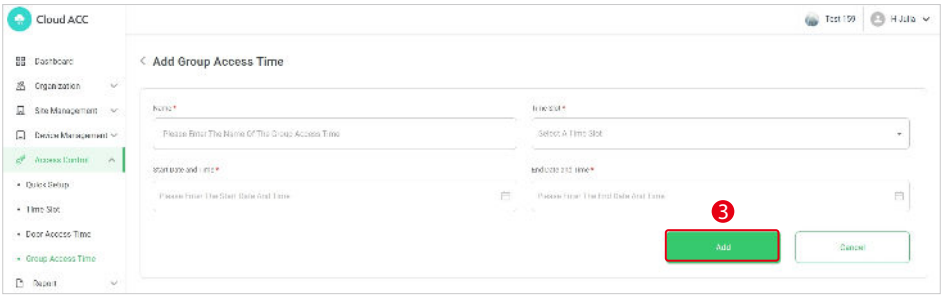


9.3 Group Access Time

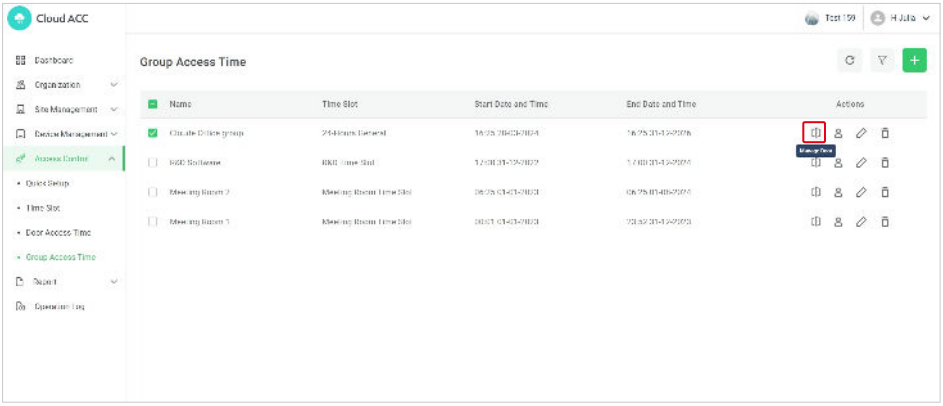
You can set a group to control the access time of persons and doors at the same time.

1. Click [**Access Control**] > [**Group Access Time**] to enter the setting screen.
2. Click + icon to add a new group access time, then click [**Add**] after filling in the form.

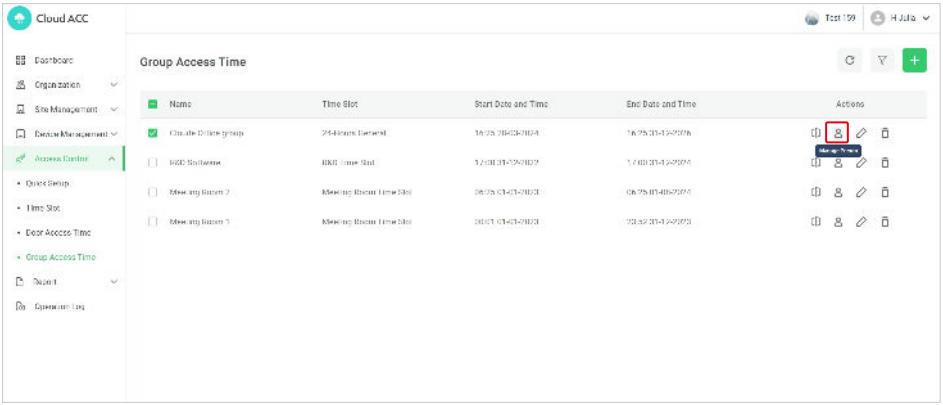




3. Click to assign the doors to the permission group.



4. Click to assign the personnel to the permission group.



Please refer to the User Manual for more information.

ZKTeco Industrial Park, No. 32, Industrial Road,
Tangxia Town, Dongguan, China.
Phone : +86 769 - 82109991
Fax : +86 755 - 89602394
www.zkteco.com

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