

Quick Start Guide

ZKBio Zlink Web Portal

Version: 2.0

English

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.

← ↻ 🏠 🔒 <https://zlink.minervaiot.com>

ZKBio Zlink

Welcome

Email *
Enter your E-mail ID

Password *
Enter your Password

☐ Auto login in 5 days [Forgot Password?](#)

Sign In

Not yet have account?

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.

ZKBio Zlink

Welcome

Email *
Enter your E-mail ID

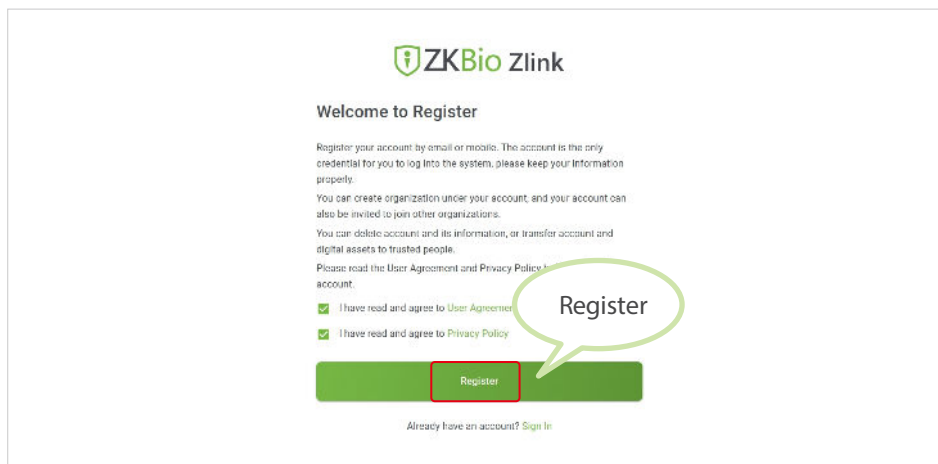
Password *
Enter your Password

☐ Auto login in 5 d [Forgot Password?](#)

Sign up

Not yet have account? **Sign up**

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



The image shows the 'Welcome to Register' page for ZKBio Zlink. At the top is the ZKBio Zlink logo. Below it, the heading 'Welcome to Register' is followed by a paragraph explaining that the account is created by email or mobile and is the only credential for logging in. It also mentions that users can create organizations, delete accounts, or transfer assets. Below this, there are two checkboxes, both of which are checked: 'I have read and agree to User Agreement' and 'I have read and agree to Privacy Policy'. A green 'Register' button is at the bottom, highlighted with a red border. A speech bubble points to the button with the text 'Register'. At the very bottom, there is a link: 'Already have an account? Sign In'.

ZKBio Zlink

Welcome to Register

Register your account by email or mobile. The account is the only credential for you to log into the system, please keep your information properly.

You can create organization under your account, and your account can also be invited to join other organizations.

You can delete account and its information, or transfer account and digital assets to trusted people.

Please read the User Agreement and Privacy Policy before creating account.

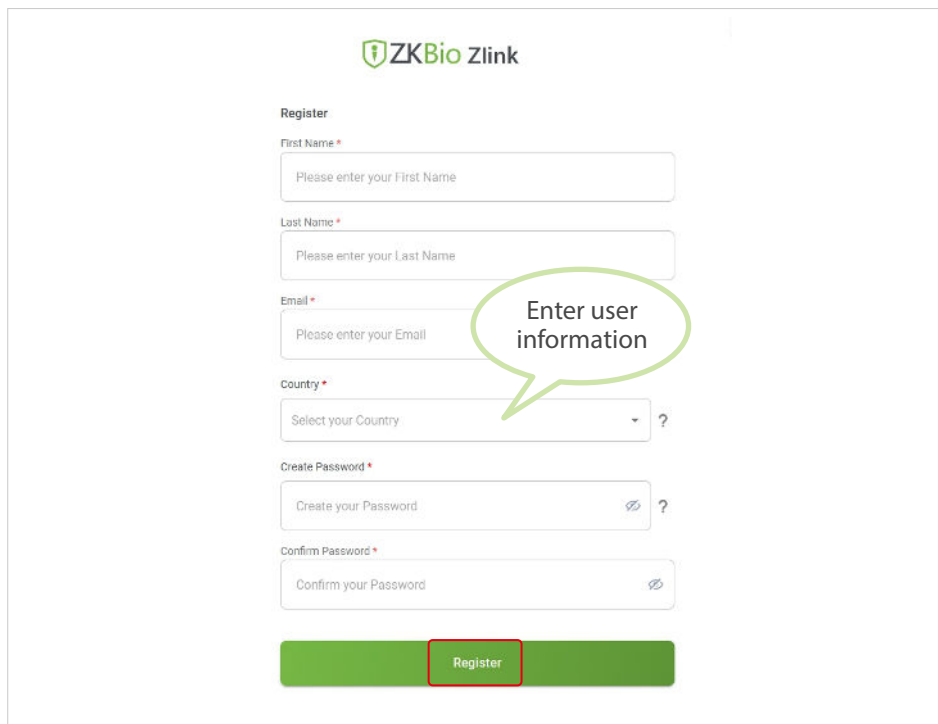
☒ I have read and agree to User Agreement

☒ I have read and agree to Privacy Policy

Register

[Already have an account? Sign In](#)

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



The image shows the 'Register' form for ZKBio Zlink. The form has the following fields: 'First Name *', 'Last Name *', 'Email *', 'Country *' (a dropdown menu), 'Create Password *', and 'Confirm Password *'. Each field has a placeholder text: 'Please enter your First Name', 'Please enter your Last Name', 'Please enter your Email', 'Select your Country', 'Create your Password', and 'Confirm your Password'. There are also icons for password visibility (an eye) and help (a question mark) next to the password fields. A green 'Register' button is at the bottom, highlighted with a red border. A speech bubble points to the form with the text 'Enter user information'.

ZKBio Zlink

Register

First Name *

Please enter your First Name

Last Name *

Please enter your Last Name

Email *

Please enter your Email

Country *

Select your Country ?

Create Password *

Create your Password ?

Confirm Password *

Confirm your Password ?

Register

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.

Create Organization

Organization Name *

Enter Organization Name

Organization Code *

Enter Organization Code ?

Create

Have an organization already? [Select an Organization](#)

[Back to Login](#)

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]**.

Me

Organization 2

Custom Card

Created

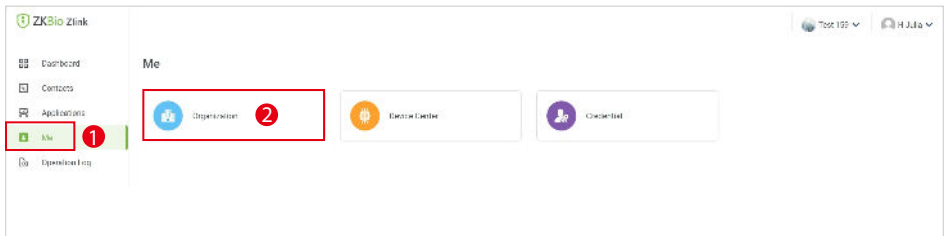
< Organization

Person Department Role and Perm... Job Title Site 3 Zone Responsor 4

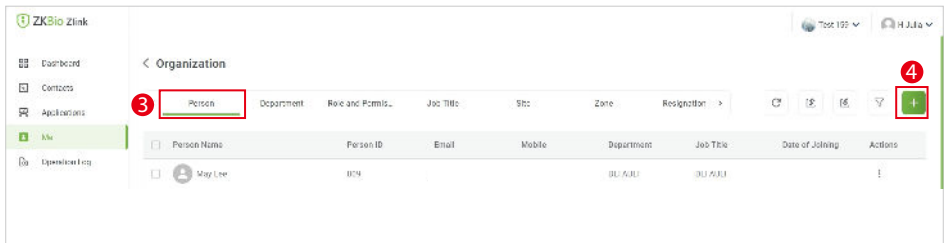
Site Name	Site Time Zone	Country	Province/State	City	Address	Actions
DEFAULT						
1	(UTC+08:00) Beijing...	China	198	Dunghuan	No.32 Industrial Bldg...	

5 Add Personnel on the Web

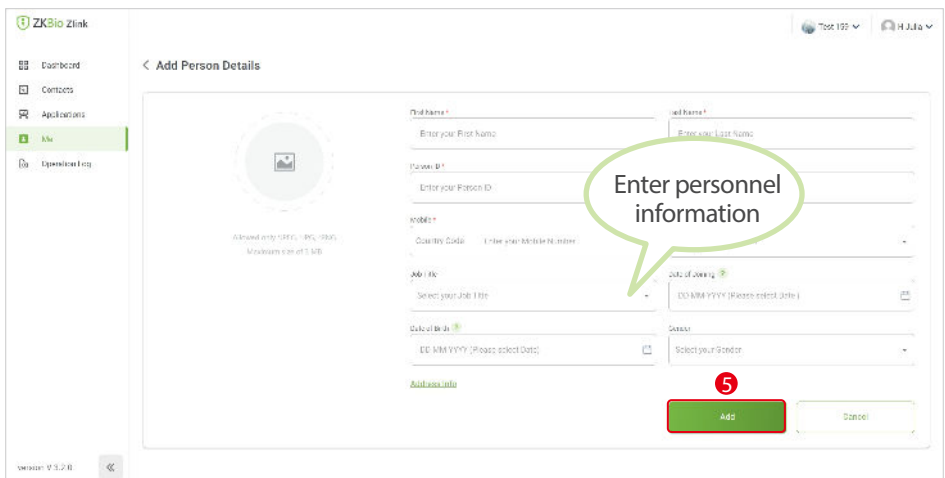
1. Click **[Me]** > **[Organization]** on the main menu interface to enter the setting screen.



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]**.



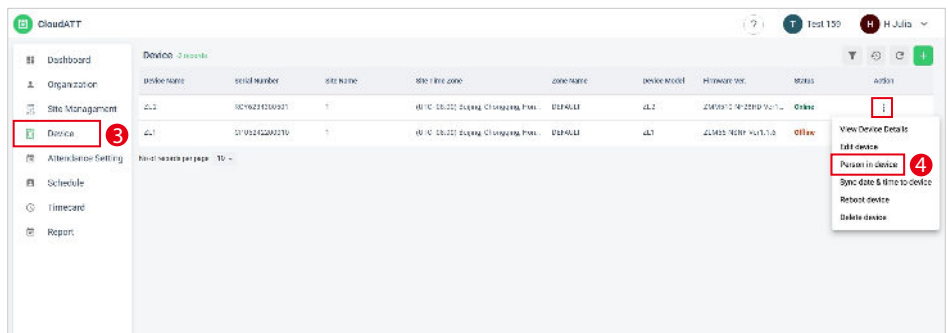
6 Synchronize Persons to Device

Time Attendance Device:

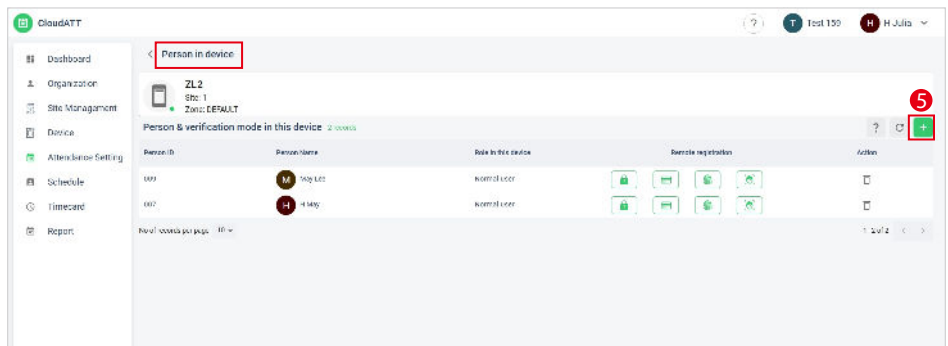
1. Click **[Applications]** > **[CloudATT]** to enter the CloudATT setting screen.



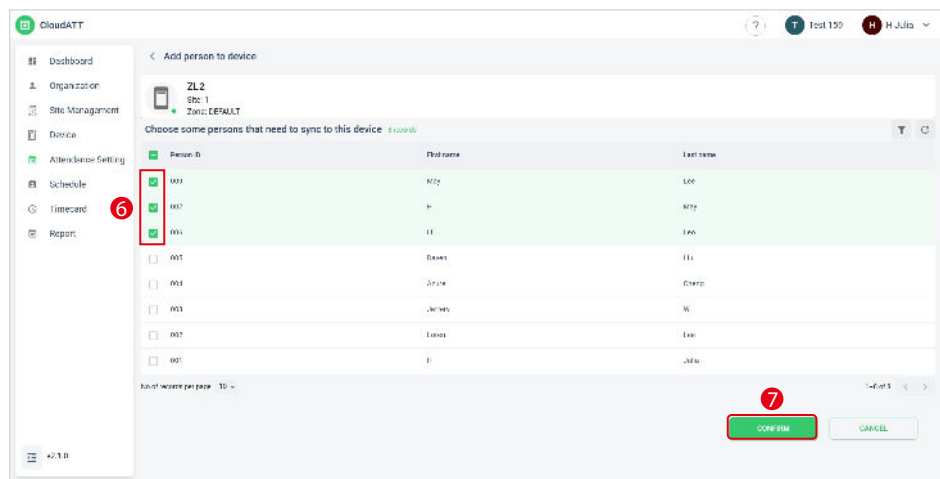
2. Click **[Device]** to enter the Device interface. Then select the device you want to synchronize people with, click the  icon after it and select **[Person in device]** from the pop-up menu to enter the setting interface.



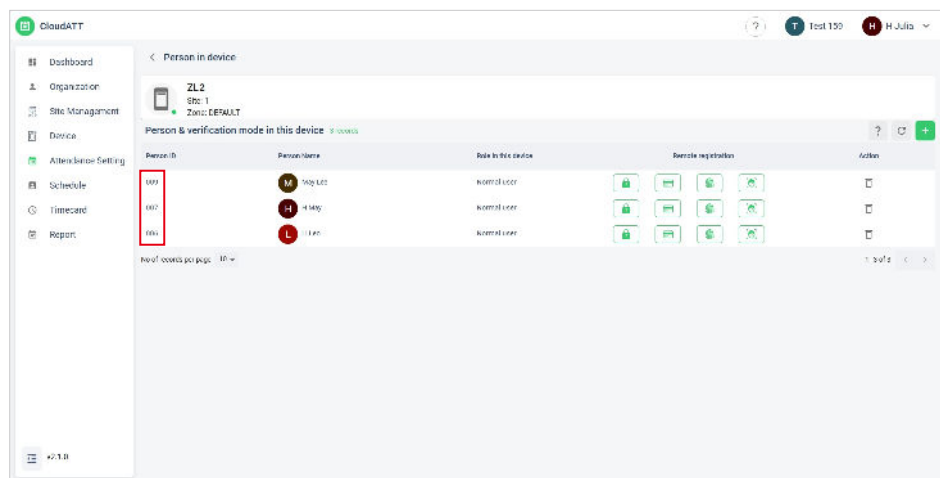
3. Then click add icon  to choose persons to synchronize to this device.



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



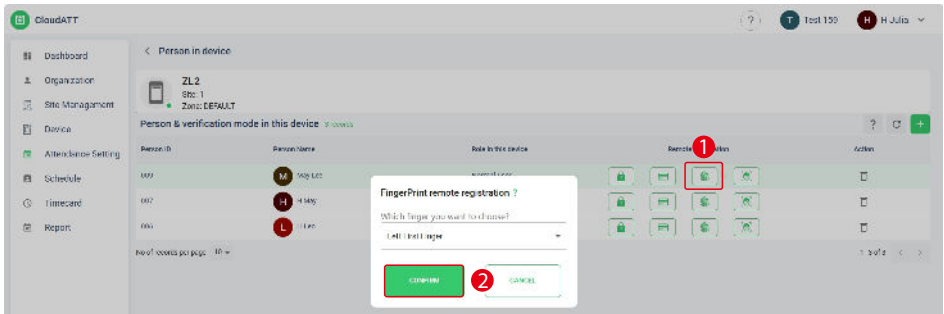
5. After successful synchronization, the added people will be displayed in the list.



7 Register Verification Mode on the Web

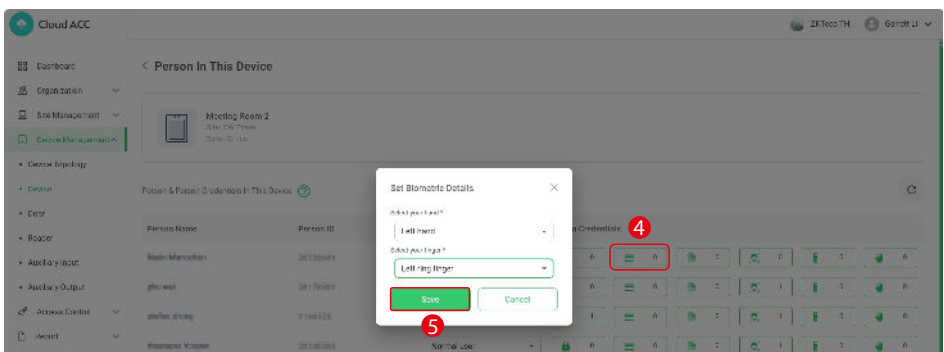
Time Attendance Device:

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:

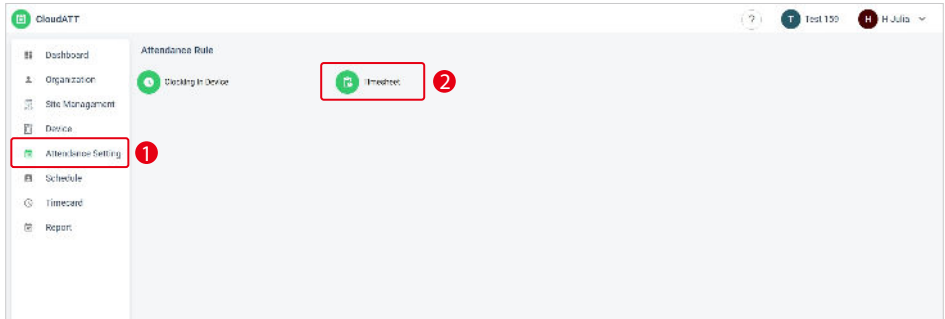
1. Click [Applications] > [CloudACC] > [Device Management] > [Device] > [Person in this device] to view the list of people.
2. Select the person and click the biometric icon, then follow the interface prompts or voice prompts to enter information on the device. Below is an example of entering fingerprints.



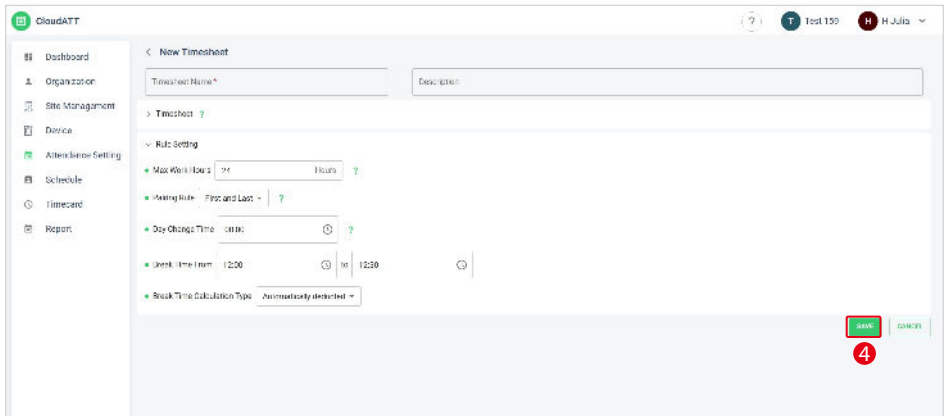
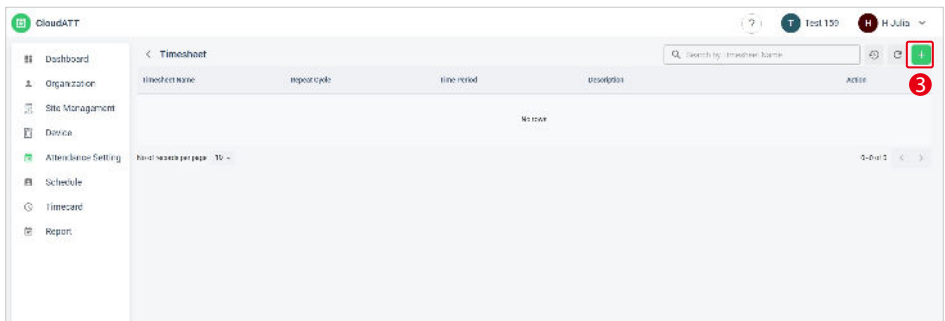
8 Time Attendance Setting

8.1 Timesheet

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

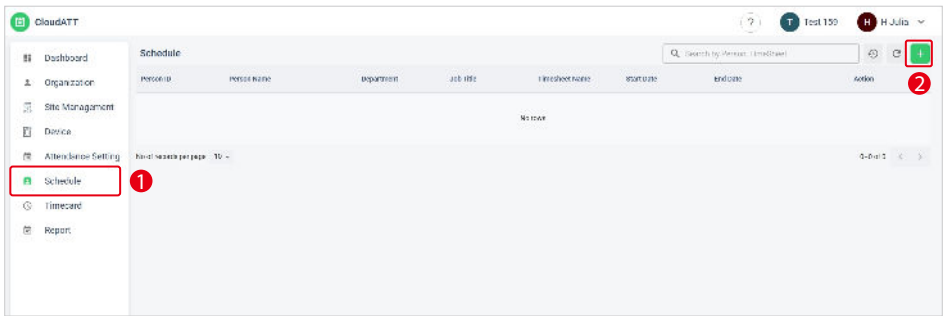


2. Click **+** icon to set the attendance rule and timesheet, and click **[SAVE]**.

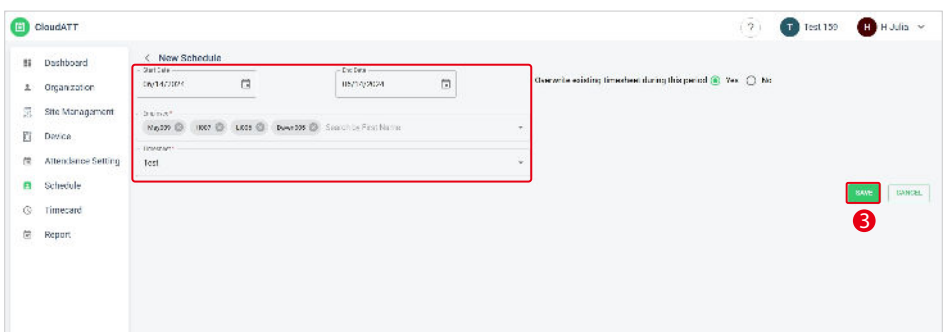


8.2 Schedule

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



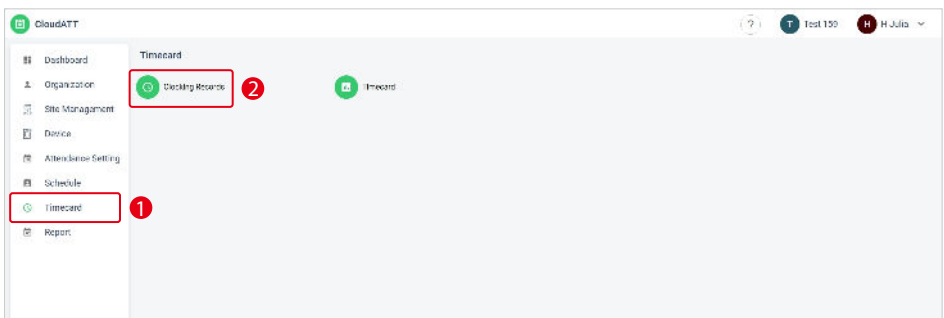
2. Select the time, employee and timesheet of the schedule. Then click **[Save]** to save the settings.



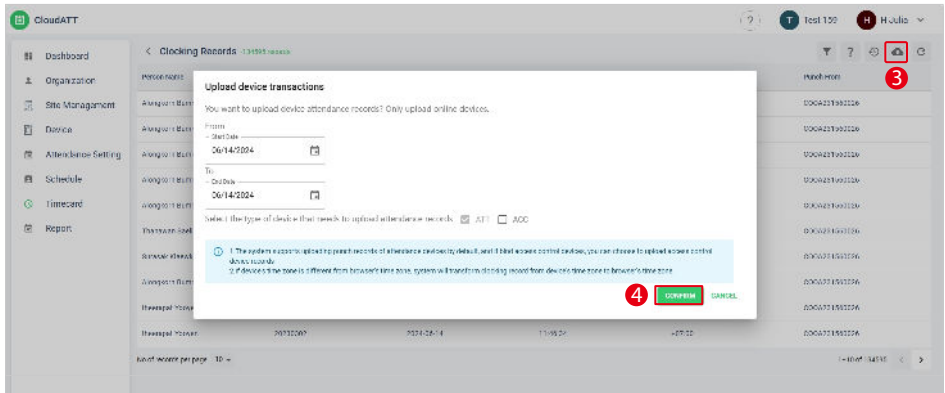
8.3 Records

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]**.



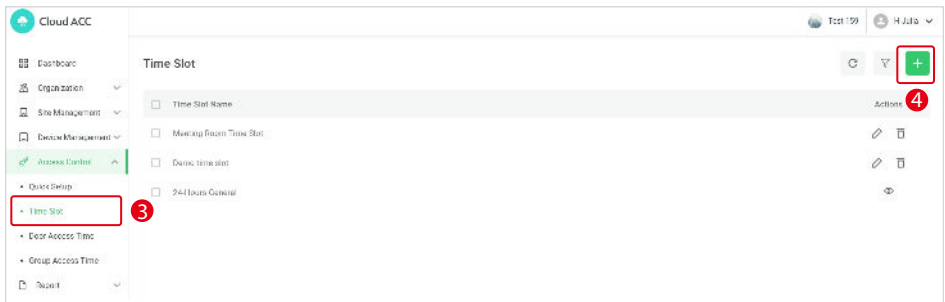
9 Access Control Setting

9.1 Time Slot

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

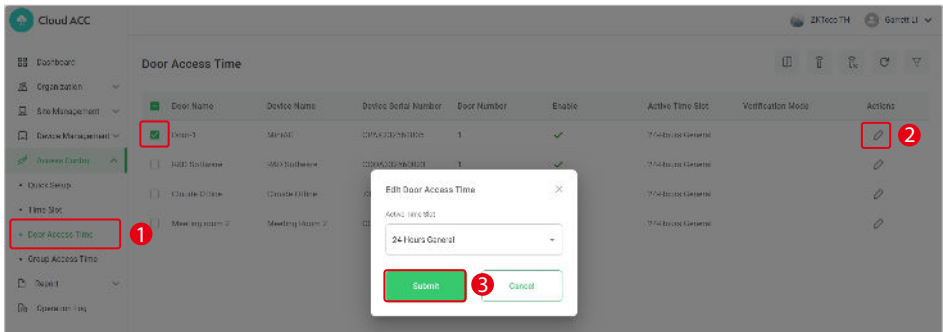


2. Click  icon to add a new Time Slot.



9.2 Door Access Time

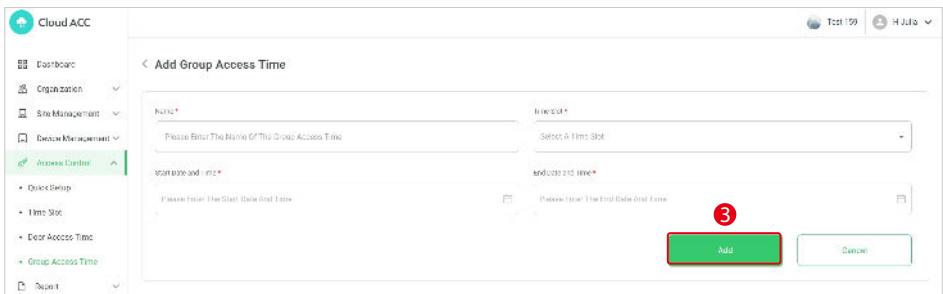
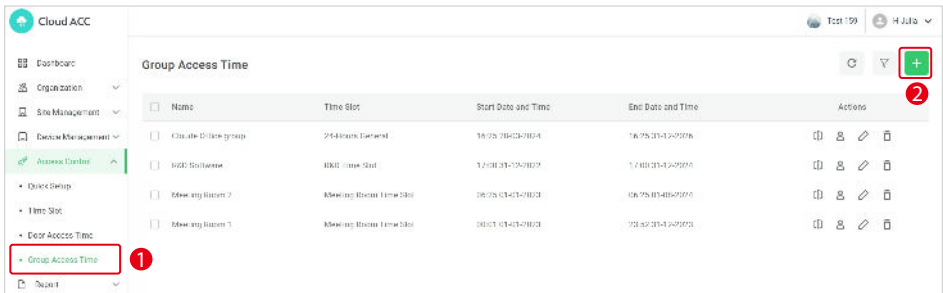
1. Click **[Access Control]** > **[Door Access Time]** to enter the setting screen.
2. Typically, the system uses the default time slot for opening doors. Click the  icon to change it to the time slot you added. Then click **[Submit]** to confirm.



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.

Cloud ACC

Dashboard

Organization

Site Management

Device Management

Access Control

Quick Setup

Time Slot

Door Access Time

Group Access Time

Device

Operation Log

Group Access Time

☒	Name	Time Slot	Start Date and Time	End Date and Time	Actions
☒	Circle the Office group	24 hours General	18/05/2018 00:00:00	18/05/2018 23:59:59	
☐	Room Software	Room Group Slot	17/08/2018 00:00:00	17/08/2018 23:59:59	
☐	Meeting Room 2	Meeting Room Time Slot	08/05/2018 00:00:00	08/05/2018 23:59:59	
☐	Meeting Room 3	Meeting Room Time Slot	08/05/2018 00:00:00	08/05/2018 23:59:59	

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

Cloud ACC

Dashboard

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Group Access Time

☒	Name	Time Slot	Start Date and Time	End Date and Time	Actions
☒	Circle the Office group	24 hours General	18/05/2018 00:00:00	18/05/2018 23:59:59	
☐	Room Software	Room Group Slot	17/08/2018 00:00:00	17/08/2018 23:59:59	
☐	Meeting Room 2	Meeting Room Time Slot	08/05/2018 00:00:00	08/05/2018 23:59:59	
☐	Meeting Room 3	Meeting Room Time Slot	08/05/2018 00:00:00	08/05/2018 23:59:59	

Please refer to the User Manual for more information.

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