



ZKTeco ZKBio Time Powerful Web-Based Time and Attendance Management Software User Guide

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ZKBio Time

Change Log

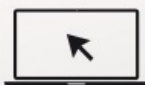
Version Change Info: V2.0

Current Version: 8.0.8

Date: March 2023

English

Thank you for choosing our product. Please read the instructions carefully before operation. Follow these instructions to ensure that the product is functioning properly. The images shown in this manual are for illustrative purposes only.



For further details, please visit our Company's website
www.zkteco.com.

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1 Key Updates

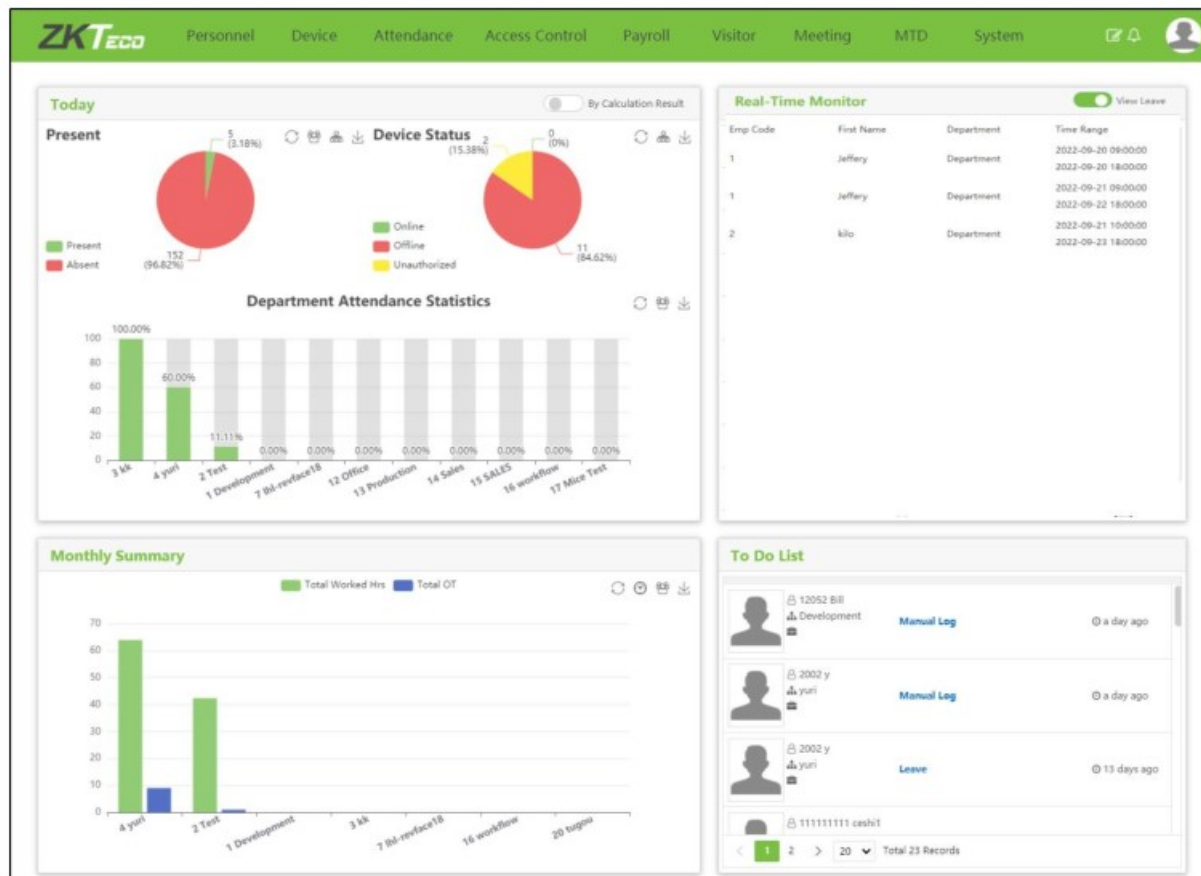
Implemented Change	Description
Dashboard	<ul style="list-style-type: none">● View employees on leave
Personnel Module	<ul style="list-style-type: none">● Leave workflow
Attendance Module	<ul style="list-style-type: none">● Attendance workbench● Download attendance workflow form
System Module	<ul style="list-style-type: none">● Verification Code
License	<ul style="list-style-type: none">● License online deactivation● License offline deactivation

2 Dashboard

The user can view the employees who will request for leave and are on leave by clicking the button



on the real-time monitoring panel.



The system will display the employees who are on leave on the current day and have applied for leave.

3 Personnel Module

3.1 Leave Workflow

The leave workflow allows users to set different approvers for different leave applications and days.

Take Add for Employee as an example.

Enable Is Leave function. As shown in the figure below.

Add for Employee

Company*
Company

Code*
5

Name*

Is Leave
Yes

Employee*

Leave Type

Start Date*

End Date*

*Workflow Setup

Add

Approval Scope*
Own Department

Approver Role*

Notification Scope*
Own Department

Notifier Role

From Day
Days

To Day
Days

Confirm
Cancel

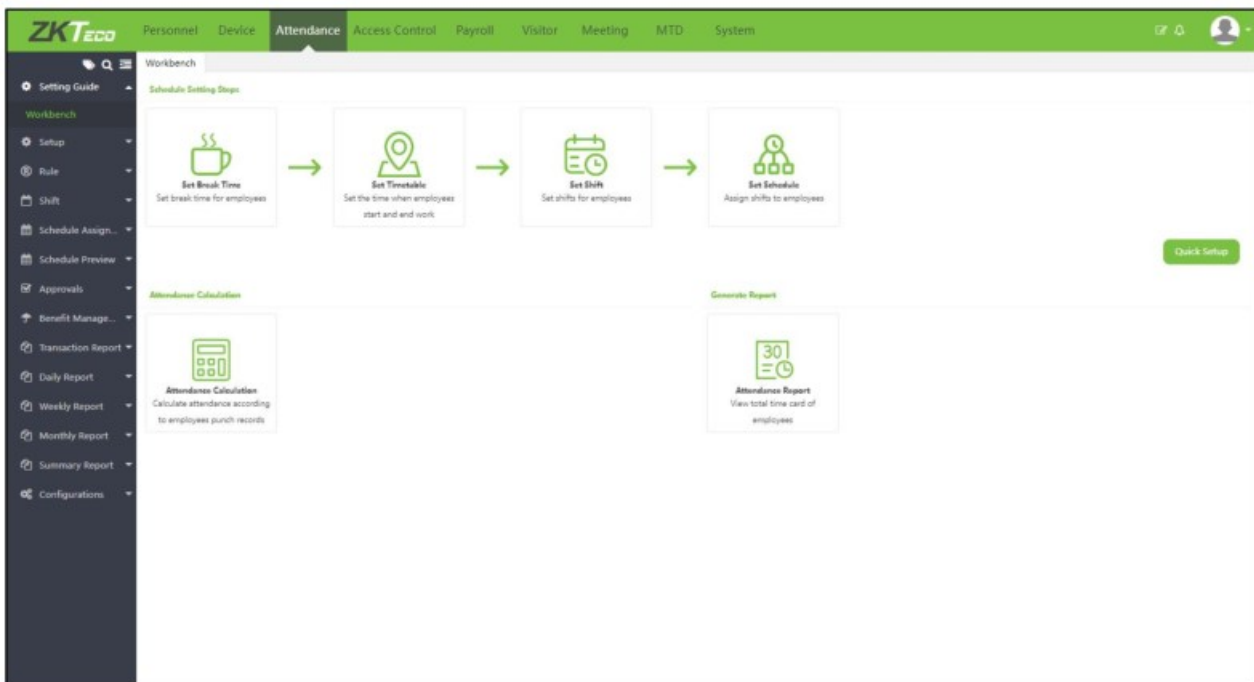
Leave Type: User can select the default leave in the system and the leave created by the user.

From Day & To Day: User can set the number of days for different approvers, and the corresponding approver will approve when the number of days is met.

4 Attendance Module

4.1 Attendance Workbench

On the workbench, you can quickly schedule shifts, calculate attendance, and generate attendance reports for employees. This will improve your operation efficiency.



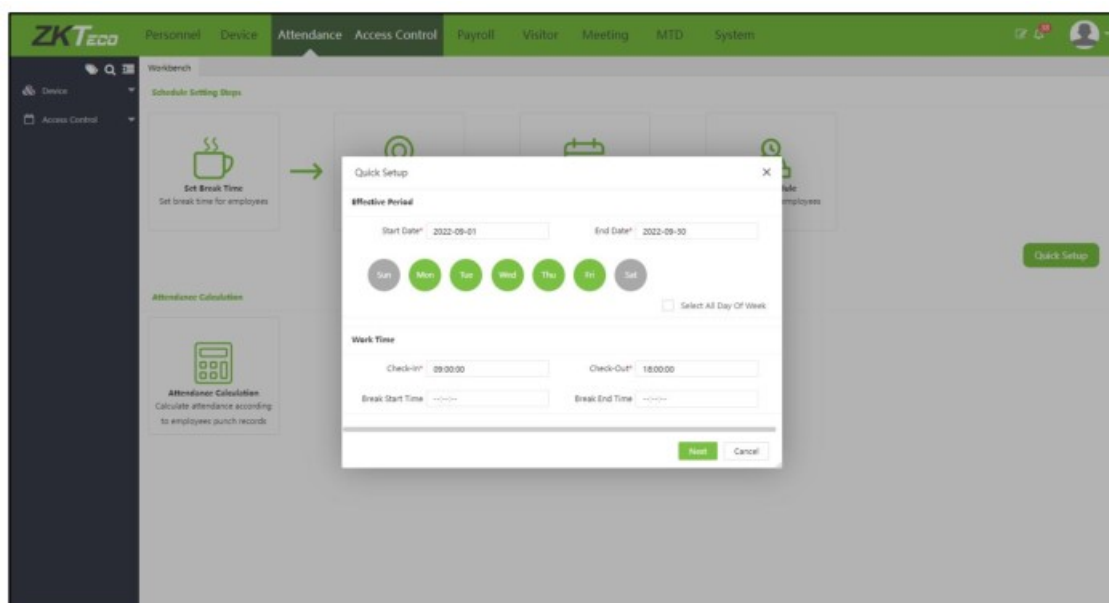
1. Schedule Setting Steps:

Click the icon to enter the interface for setting rest time, schedule, shift and shift arrangement.



2. Quick Setup:

Click the function icon to quickly create a schedule and arrange shifts for employees.



Effective Period

Start Date* 2022-09-01

End Date* 2022-09-30

Sun

Mon

Tue

Wed

Thu

Fri

Sat

☐ Select All Day Of Week

Effective Period: The user can set the effective date of the schedule. After setting, the schedule will be cycled weekly between the start date and end date.

Work Time

Check-In* 09:00:00

Check-Out* 18:00:00

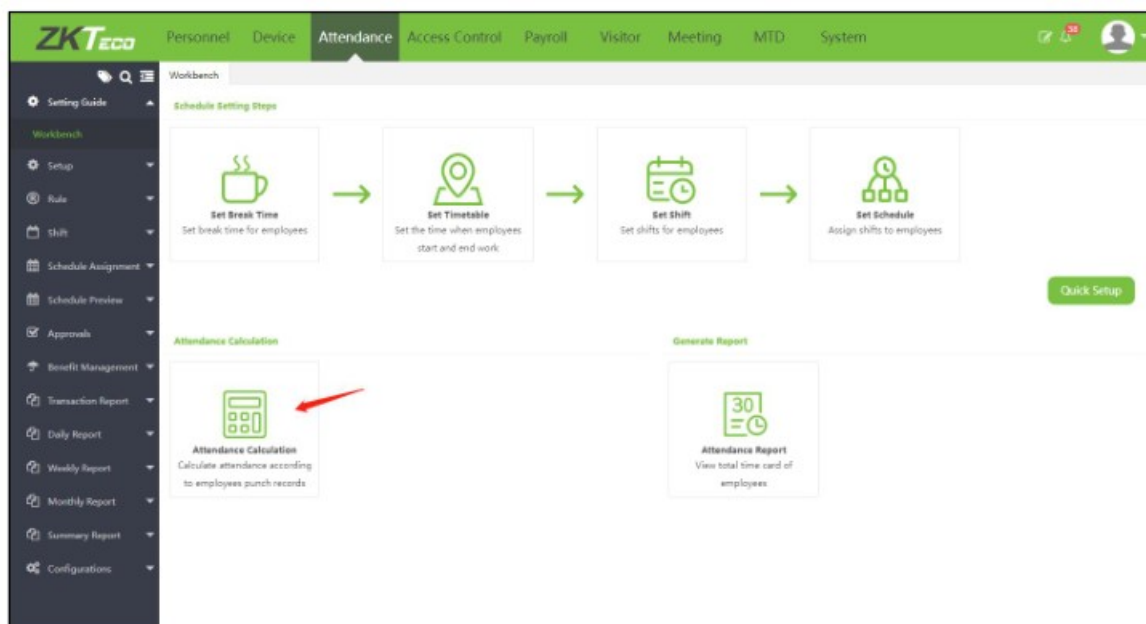
Break Start Time --:--:--

Break End Time --:--:--

Work Time: Set the working time and break time (break time may not be set). User can select the person using this shift arrangement in the following interface.

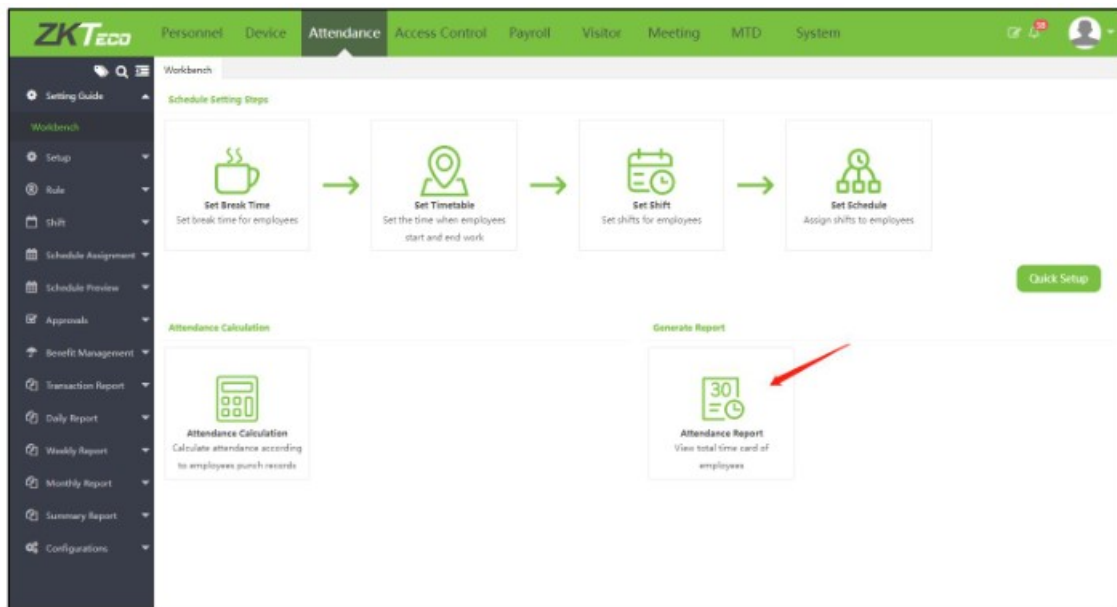
3. Attendance Calculation:

User can click the icon to enter to the attendance calculation interface.



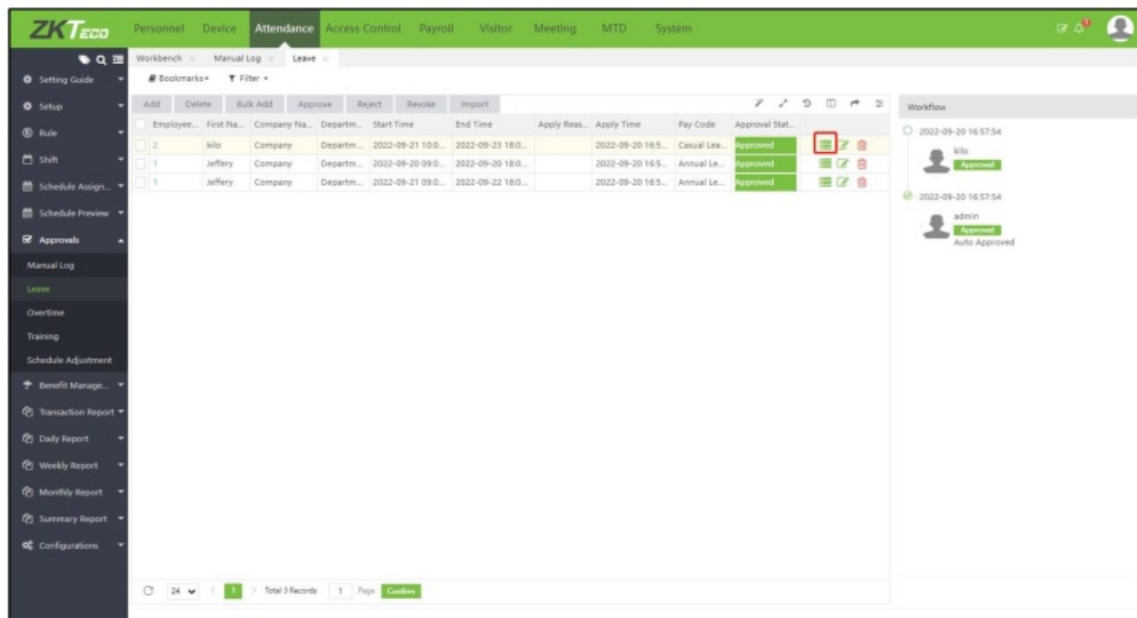
4. Attendance Report:


User can click the icon to view the total time card.

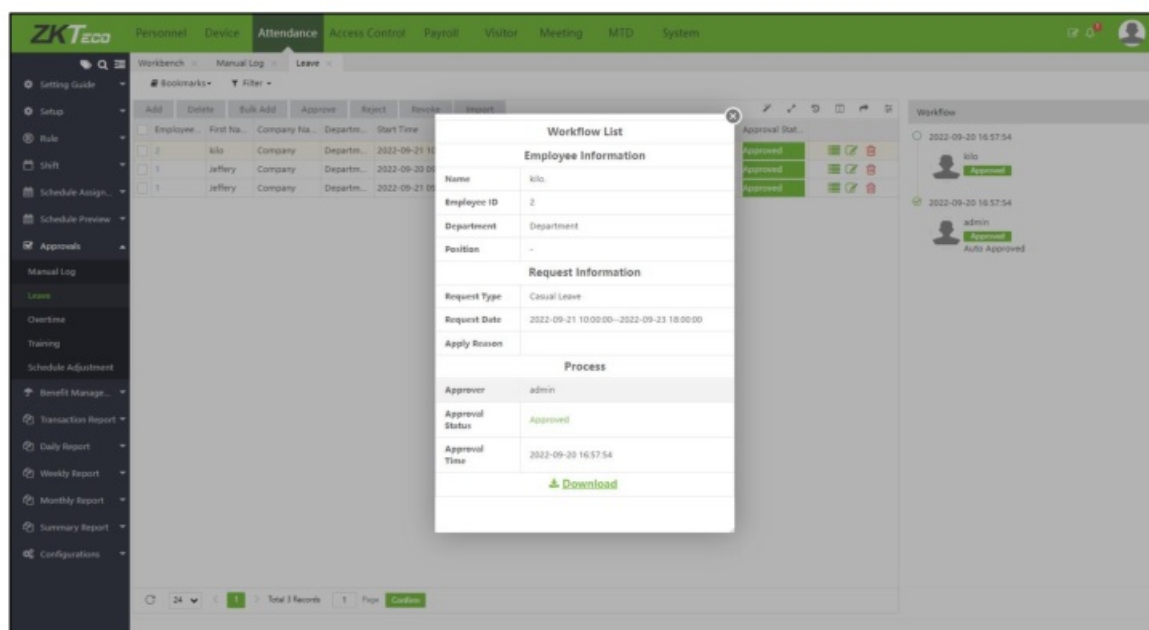



4.2 Download Attendance Workflow Form

The user can view the workflow and status of the application and download the approval form.



Click the icon  in the application record to view the current application workflow and related information.



Click the icon  **Download** to download the workflow form. Forms only support PDF format.

Workflow List	
Employee Information	
Name	Idn.
Employee ID	2
Department	Department
Position	
Request Information	
Request Type	Casual Leave
Request Date	2022-09-21 10:00:00~2022-09-23 18:00:00
Apply Reason	
Process	
Approver	admin
Approval Status	Approved
Approval Time	2022-09-20 16:57:54

5 System Module

5.1 Verification Code

In the system module, the user can configure the verification code. User must input the verification code when login into the system after entering the wrong password a predetermined number of times.

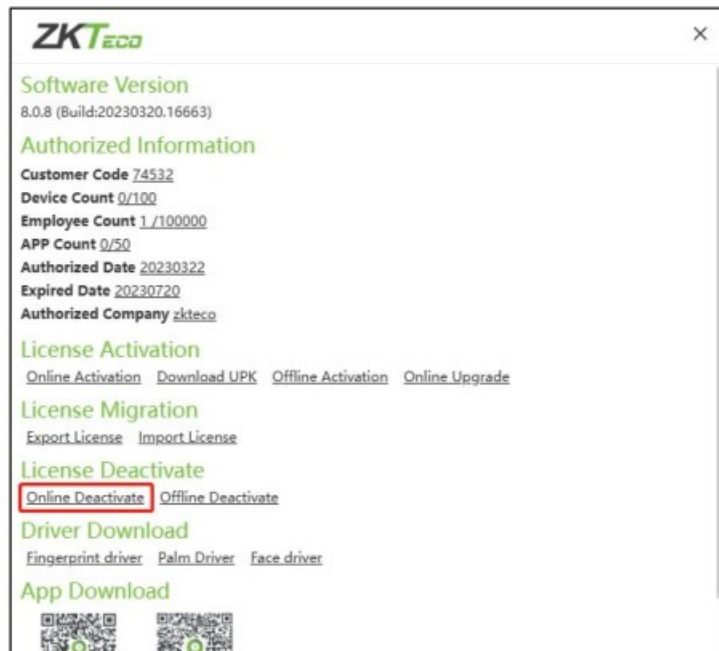
This will help to prevent the unauthorized logins and password cracking.

The screenshot shows the 'System' module's 'Security Settings' page. The 'Verification Code' section is highlighted with a red box, indicating it is enabled. The 'Login Failures Exceed' field is set to 2 times. Other settings visible include 'Single Login' (Disable), 'Length of Code' (4), 'Valid Duration' (1 minute), and 'Lock Settings' (Disable).

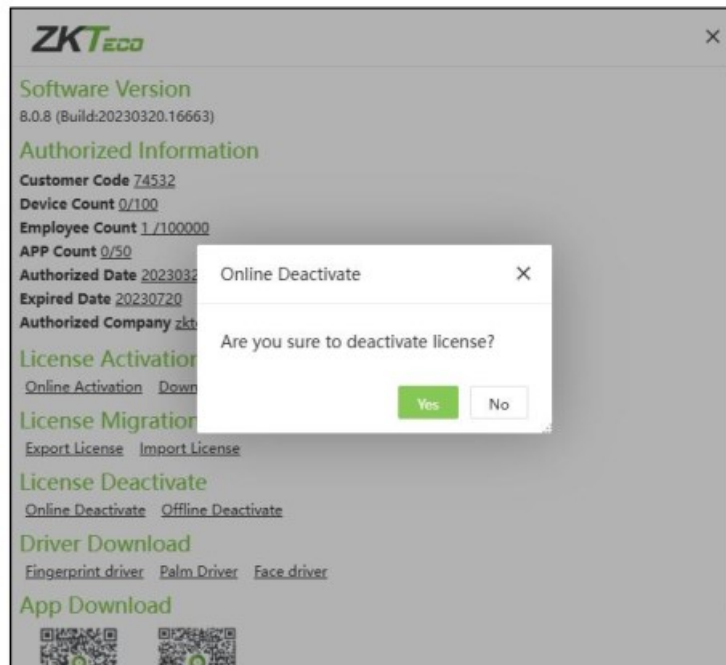
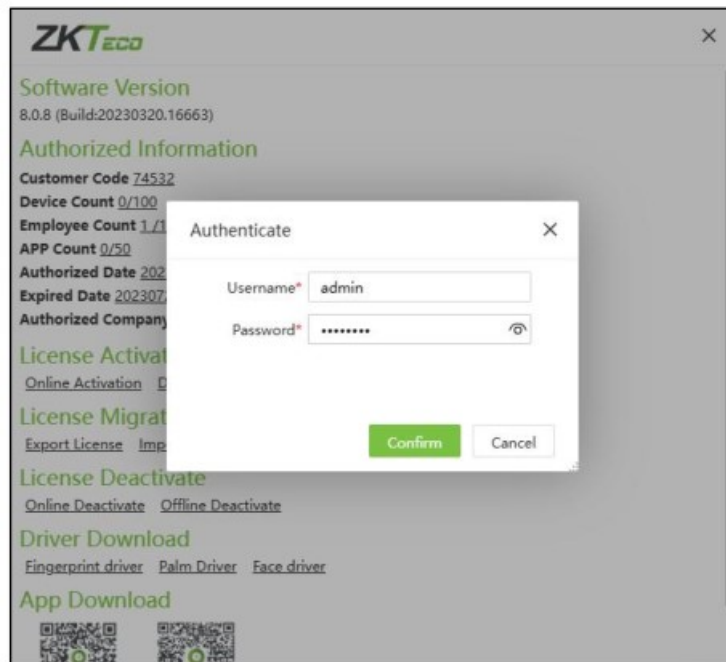
6 License Deactivation

6.1 Online Deactivate

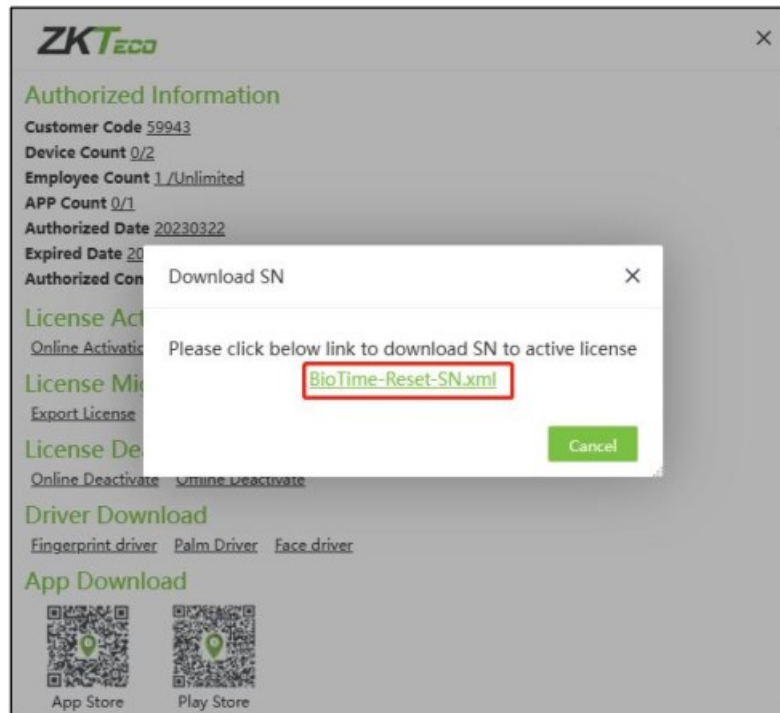
Click[About] ->[Online Deactivate], as shown in the following figure.



Enter the user name and password of the super administrator.



After confirming the operation, the user enters the following interface.

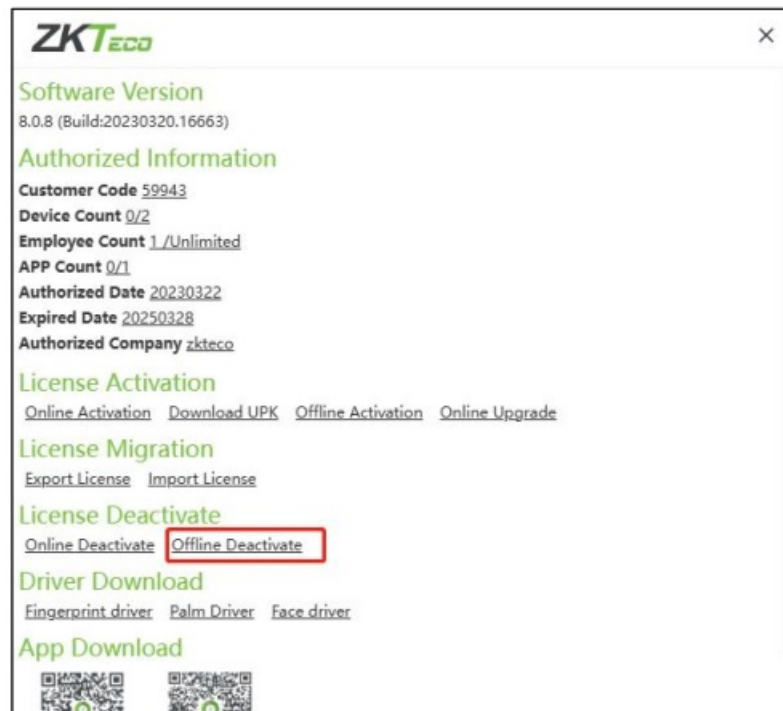


Click to download the reset license, which can be used to reactivate the software.

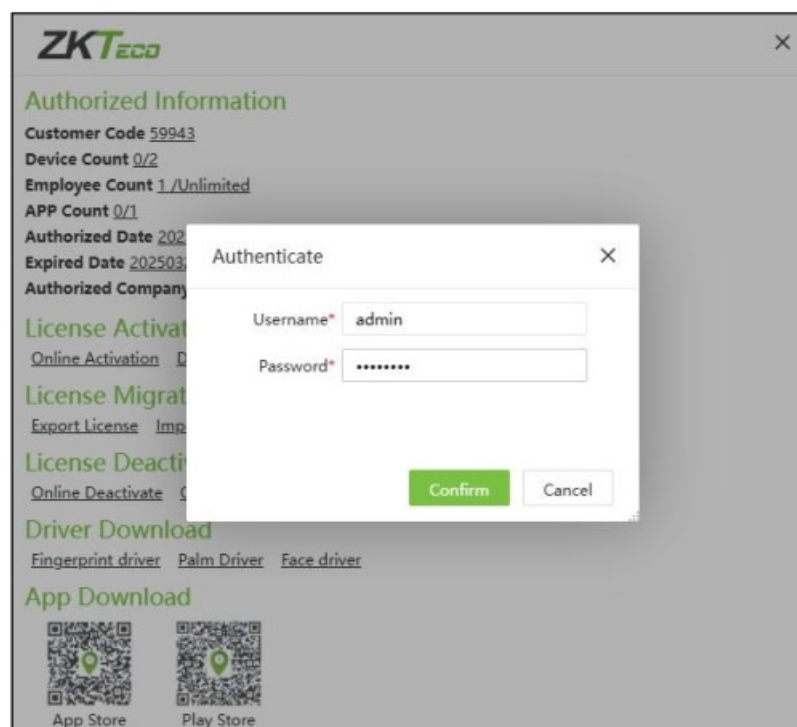


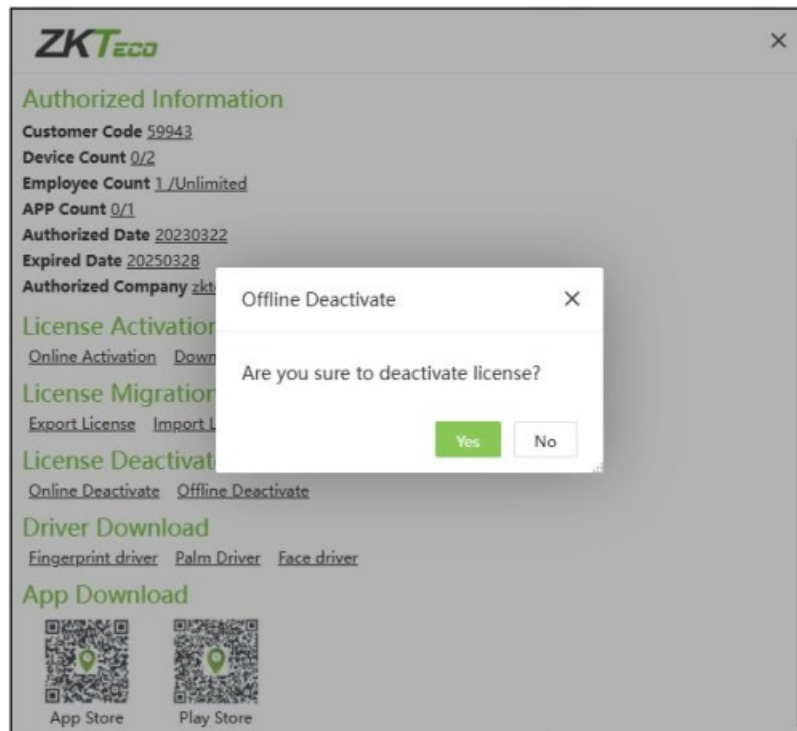
6.2 Offline Deactivate

Click[About] ->[Offline Deactivate], as shown in the following figure.

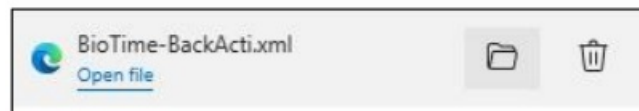


Enter the user name and password of the super administrator.





The system will automatically download the file.




The user needs to transfer this file to technical support personnel for resetting.

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Documents / Resources

	<p>ZKTeco ZKBio Time Powerful Web-Based Time and Attendance Management Software [pdf] User Guide</p> <p>ZKBio Time, Powerful Web-Based Time and Attendance Management Software, ZKBio Time Powerful Web-Based Time and Attendance Management Software</p>
	<p>ZKTECO ZKBio Time Powerful Web Based Time and Attendance Management Software [pdf] User Guide</p> <p>ARK, G3, ZKBio Time Powerful Web Based Time and Attendance Management Software, Time Powerful Web Based Time and Attendance Management Software, Powerful Web Based Time and Attendance Management Software, Web Based Time and Attendance Management Software, Time and Attendance Management Software, Attendance Management Software, Management Software, Software</p>

References

- [ZKTeco | Home Page](#)
- [ZKTeco | Home Page](#)
- [ZK Home | ZKTeco Europe](#)