

ZKBio Time

Change Log

Version Change Info: V2.0

Current Version: 9.0.3

Date: September 2024

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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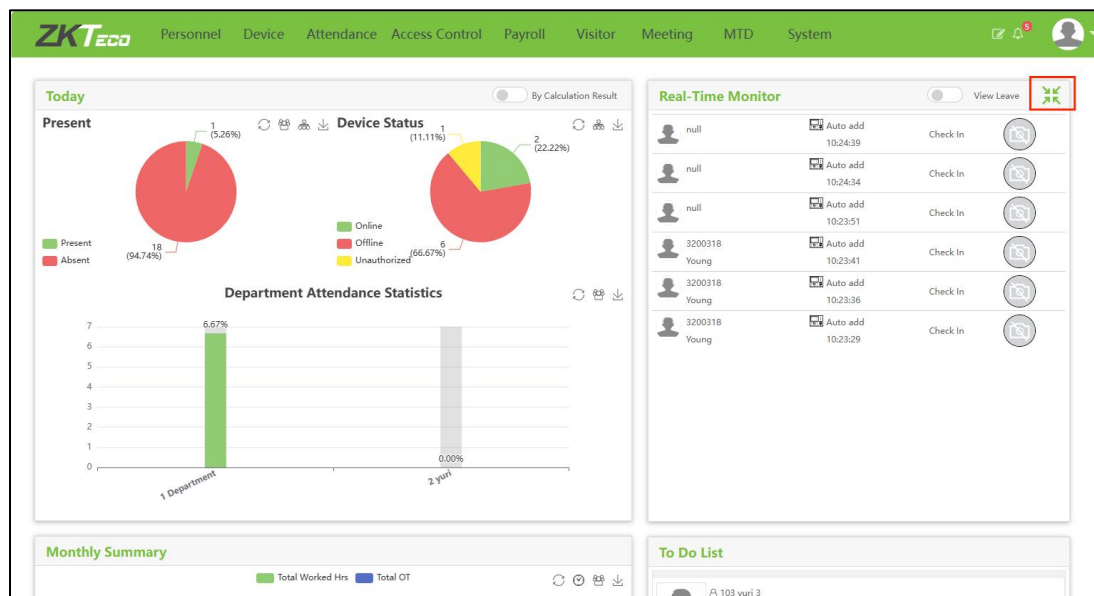
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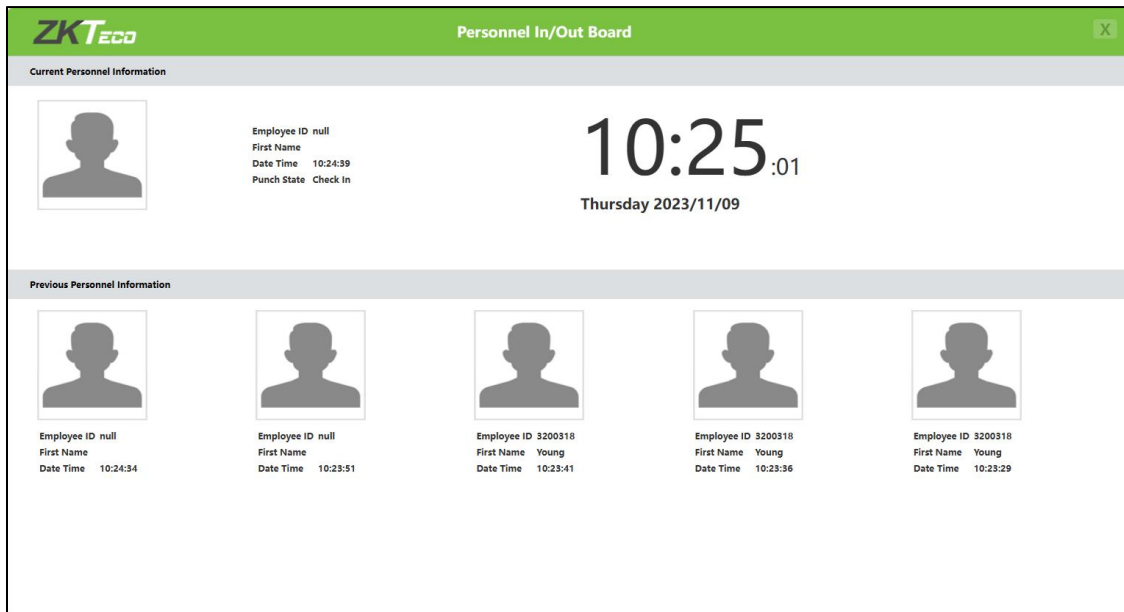
1 Version 8.0.8 - 9.0.1 Key Updates

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

1.1 Dashboard

Click the icon  to view personnel entry and exit status in full screen. This feature is primarily utilized in locations where displaying personnel movement on the screen is necessary.





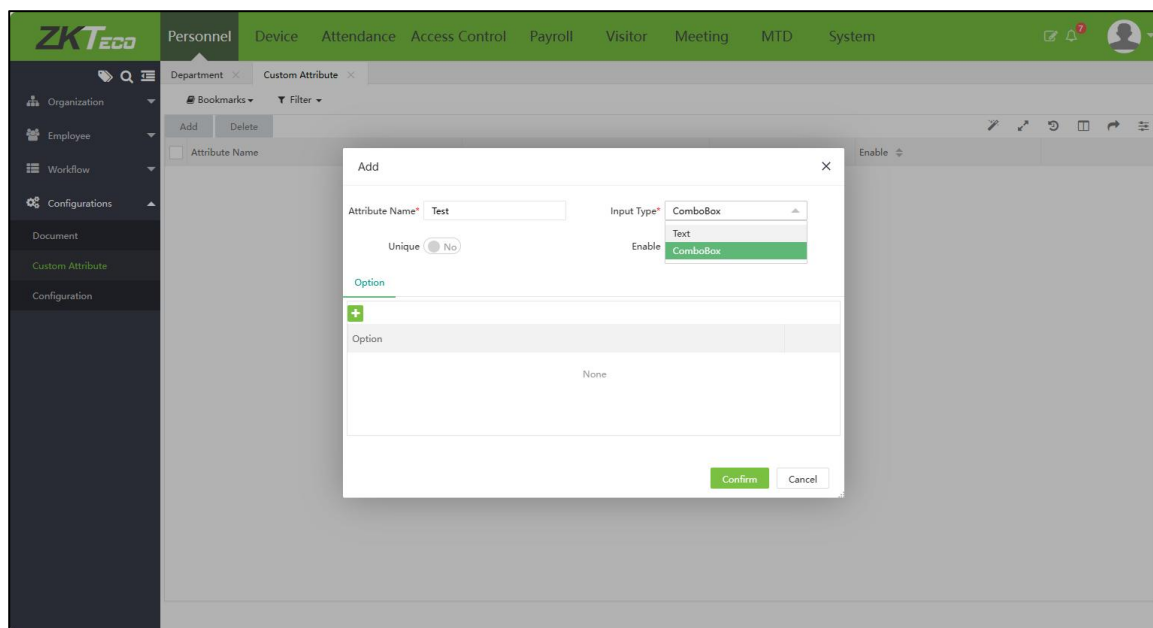
The dashboard switches to full screen mode to display the entry and exit status of personnel.

1.2 Personnel Module

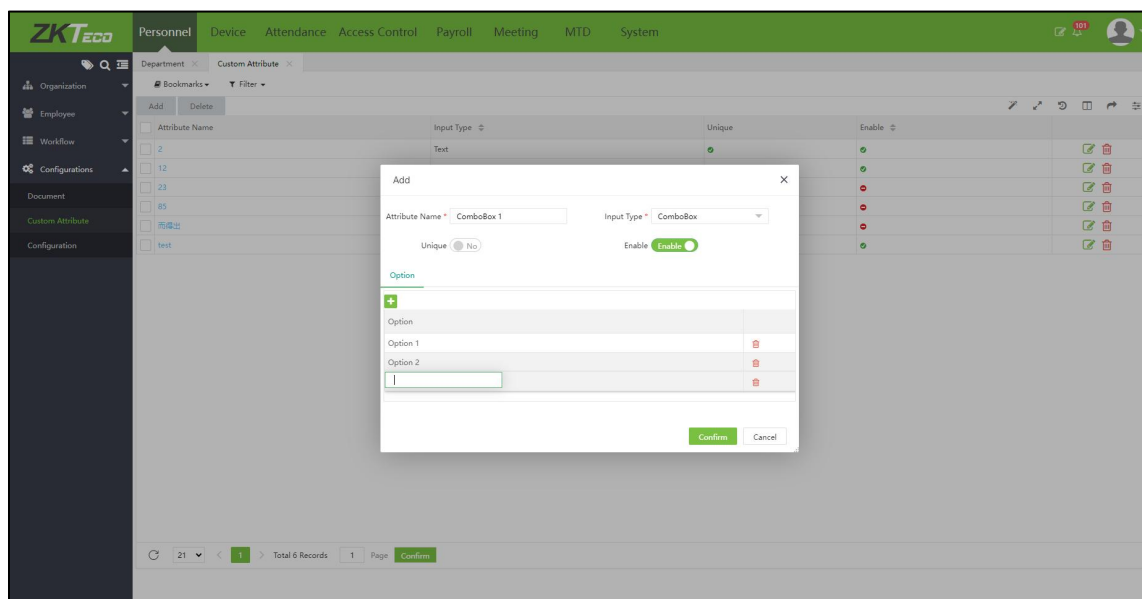
1.2.1 Custom Attribute-Combo Box

The custom field function now includes a combo box mode, enabling users to customize the name and options of the selection box.

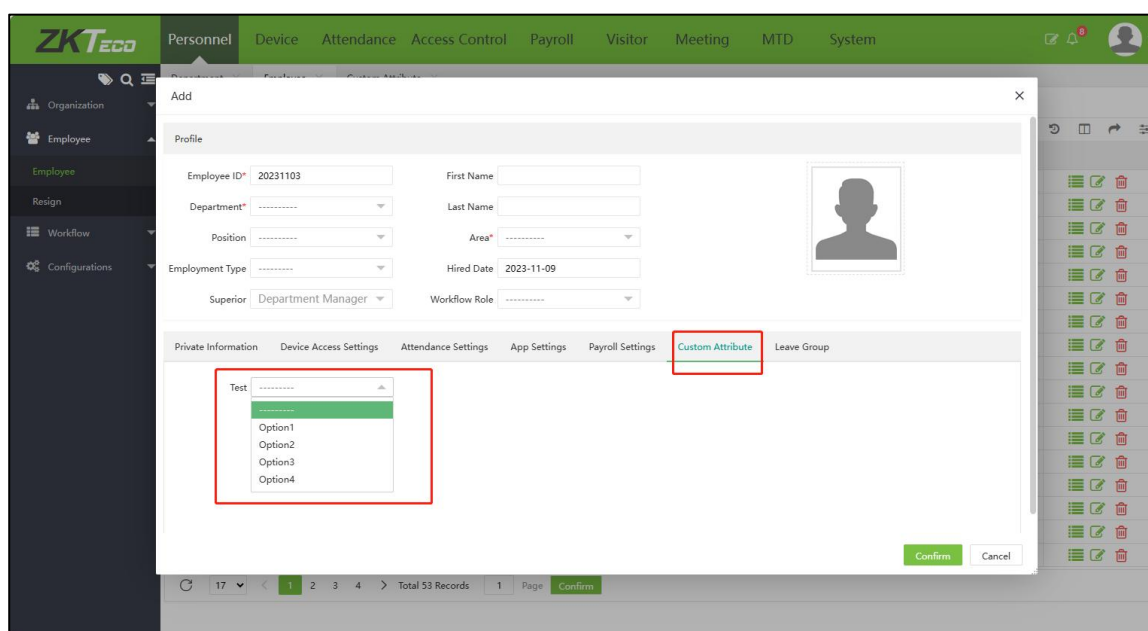
To access, navigate to Personnel ->Configurations Custom Attribute, click Add, and select ComboBox, as shown in the following figure.



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

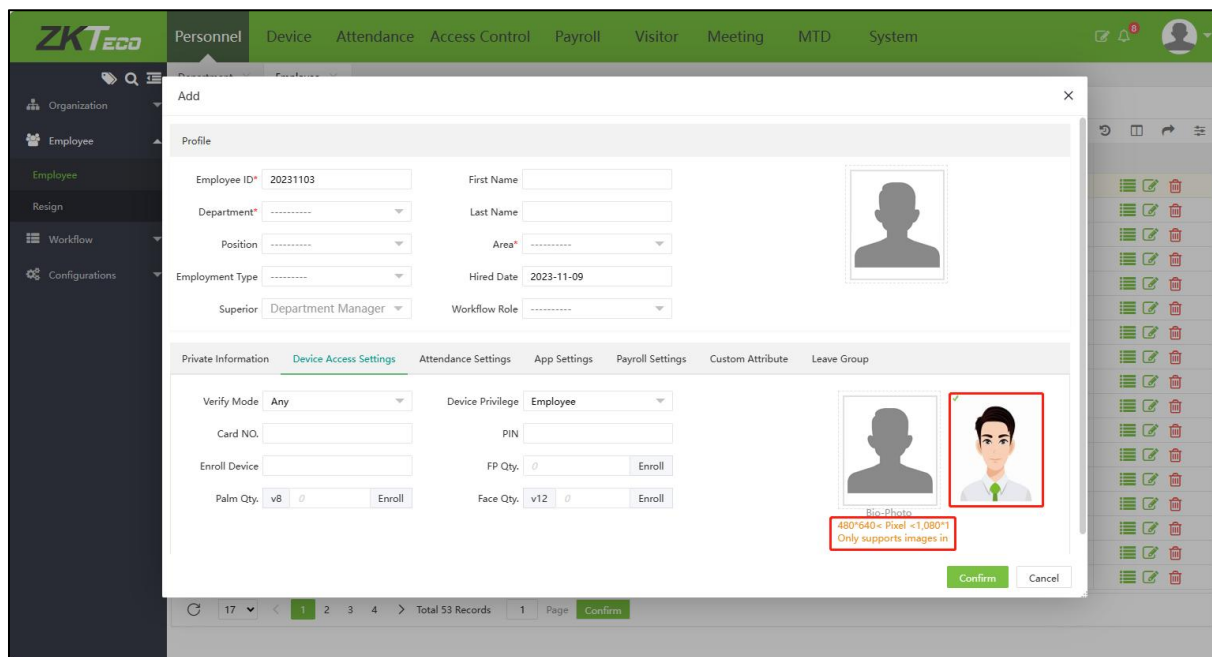
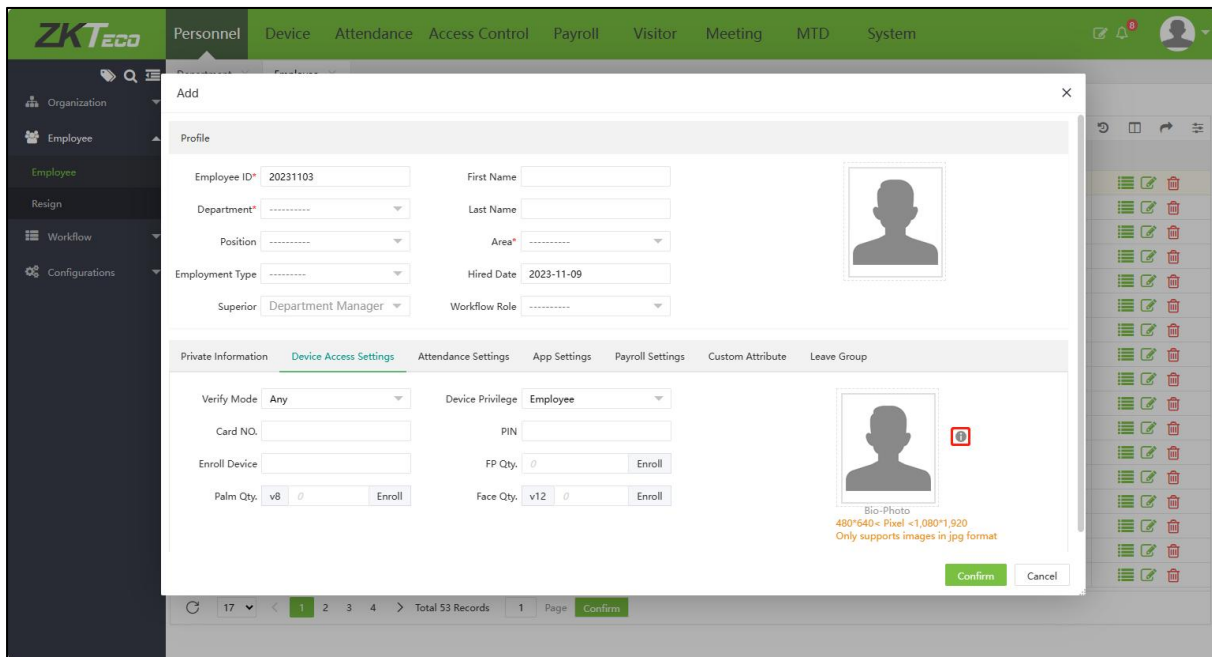


Once this ComboBox is enabled, you can locate it in the Person ->Employee ->Add/Edit interface.



1.2.2 Visible Light Face Example Image

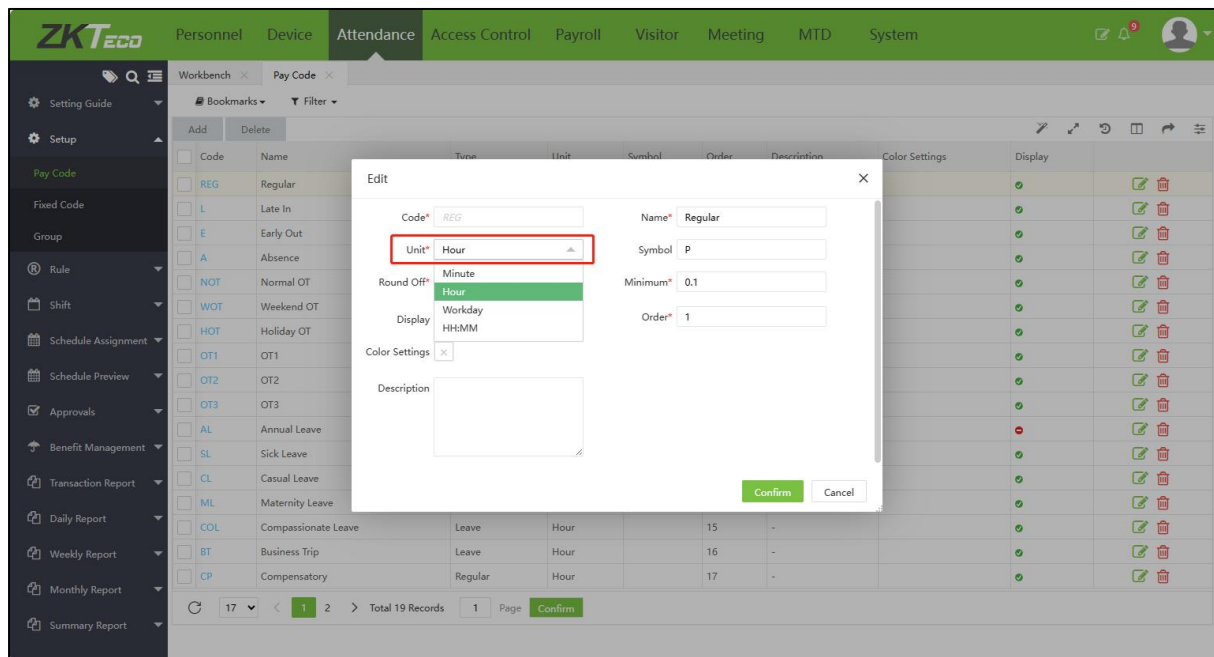
Navigate to Personnel ->Employee ->Employee ->Add/Edit ->Device Access Settings. Move the cursor over the icon , and the system displays a sample image. Simultaneously, the interface will display the format requirements for photos.



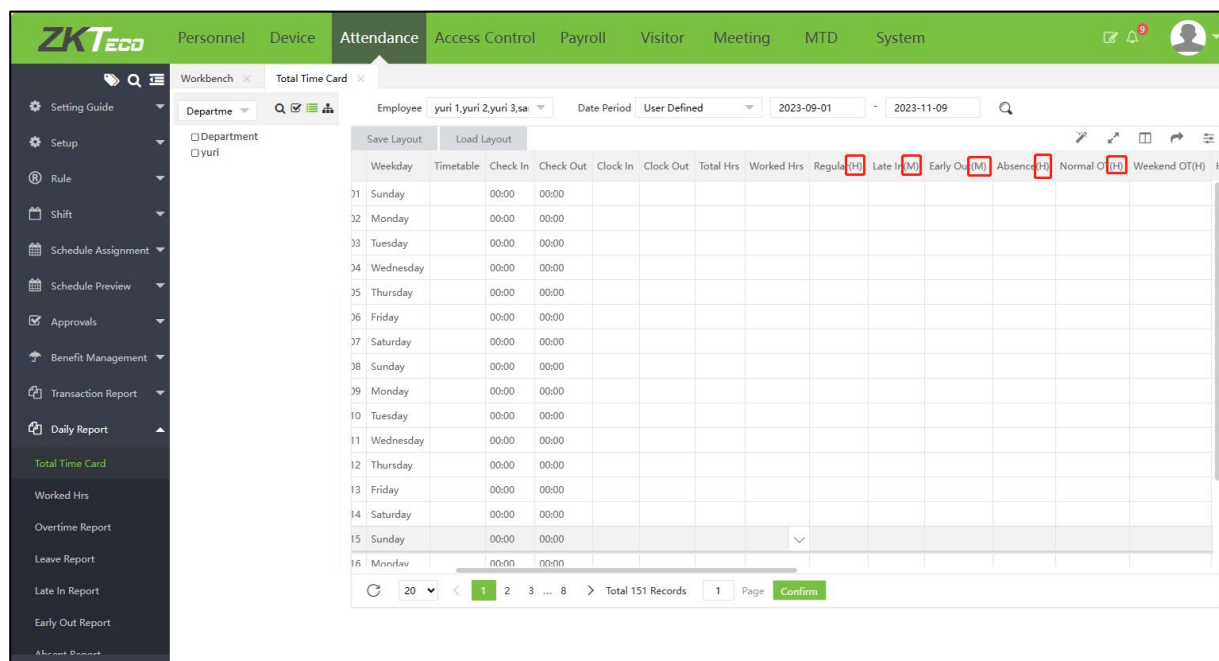
1.3 Attendance Module

1.3.1 Display Paycode Units

Access Attendance>Setup>Paycode>Add/Edit, select the Paycode unit, and click Confirm to save the settings.



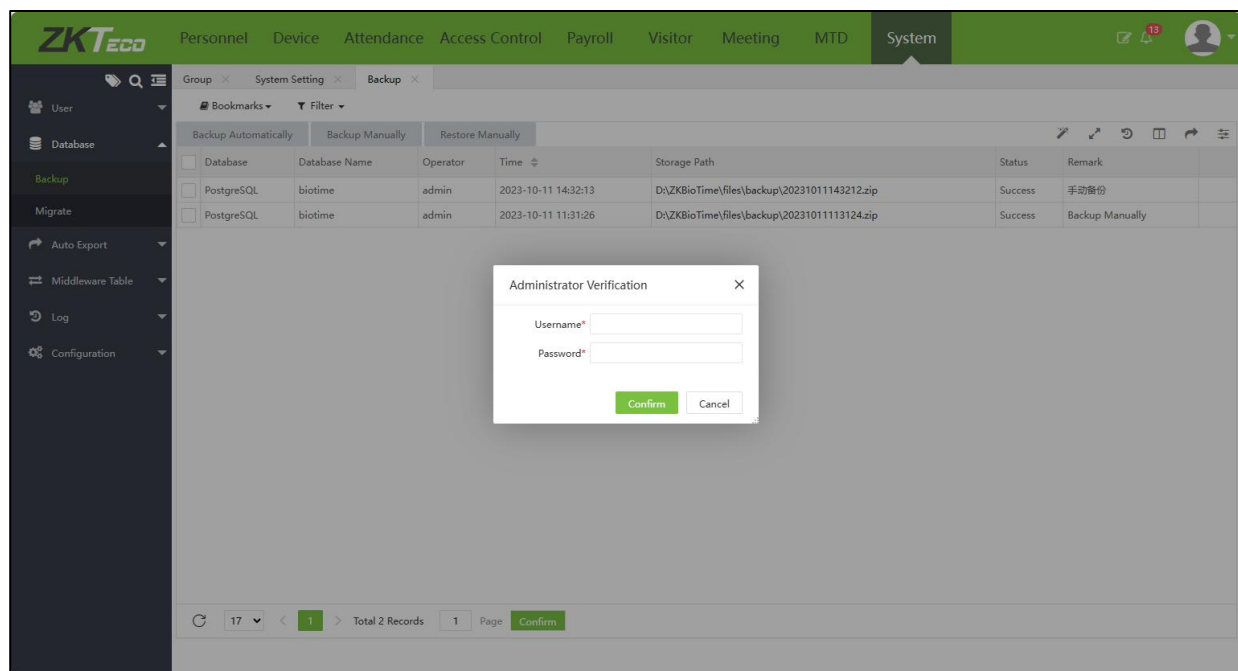
The field name in the report will display the unit in which it is used.



1.4 System Module

1.4.1 Database Operation Authentication

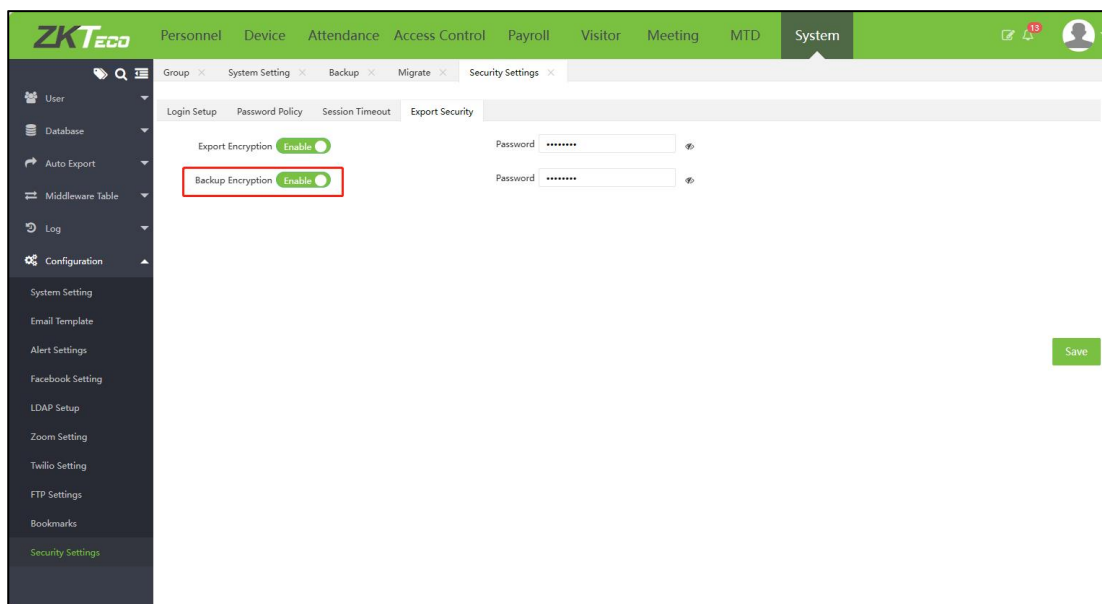
Before proceeding to backup and restoring databases, users must use a super administrator account for verification.



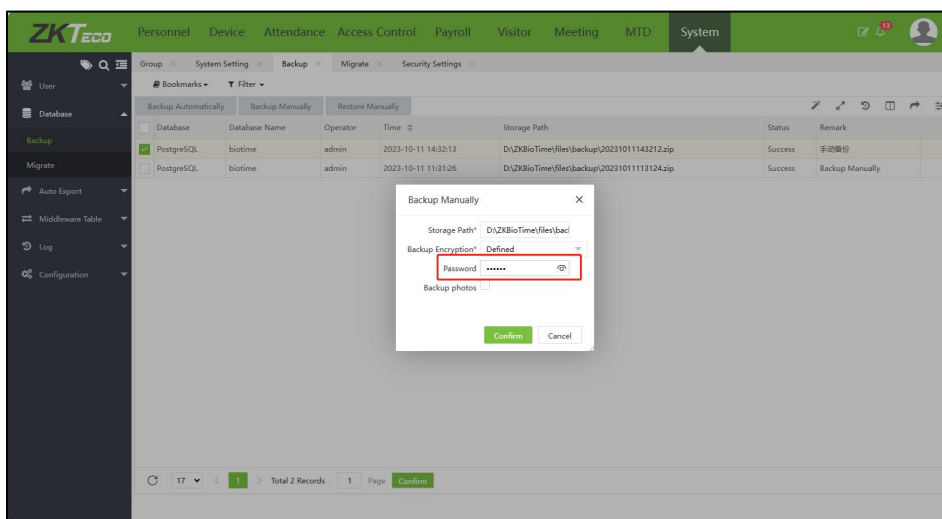
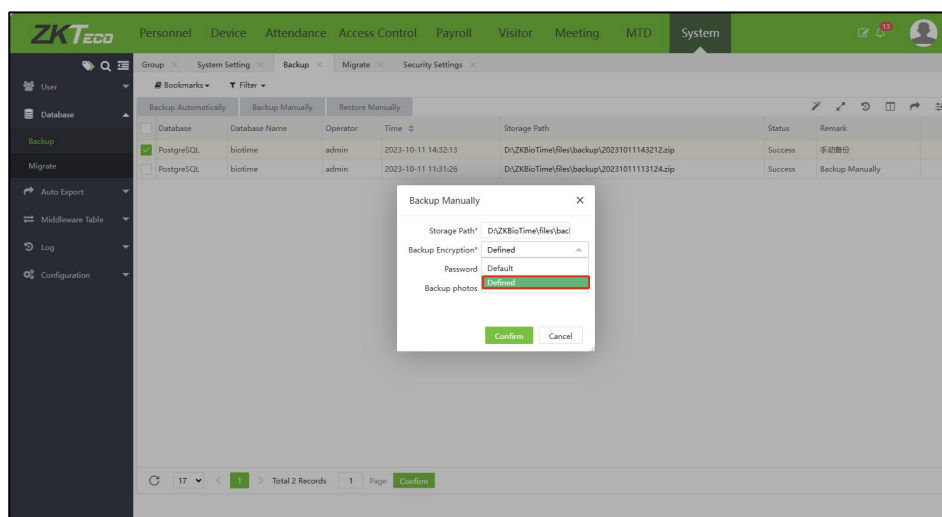
1.4.2 Database Backup - Encryption

The database backup encryption function is enabled by default with the default password being the login password of the initially created super administrator.

To disable this feature or change the default password, go to System->Configuration->Security Settings->Export Security.

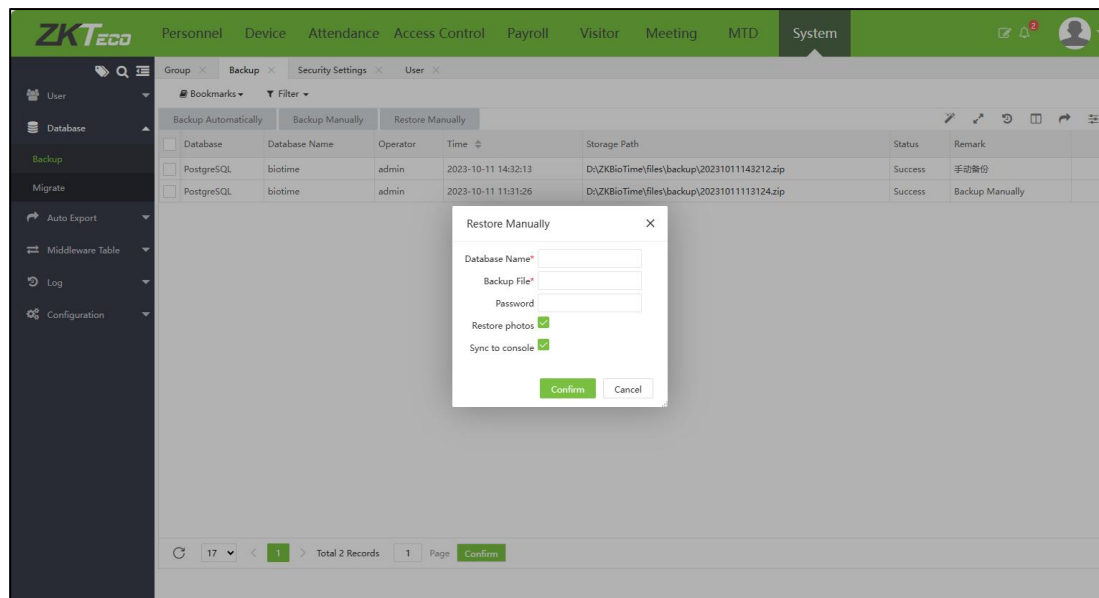


Super administrators also have the option to customize passwords when backing up databases



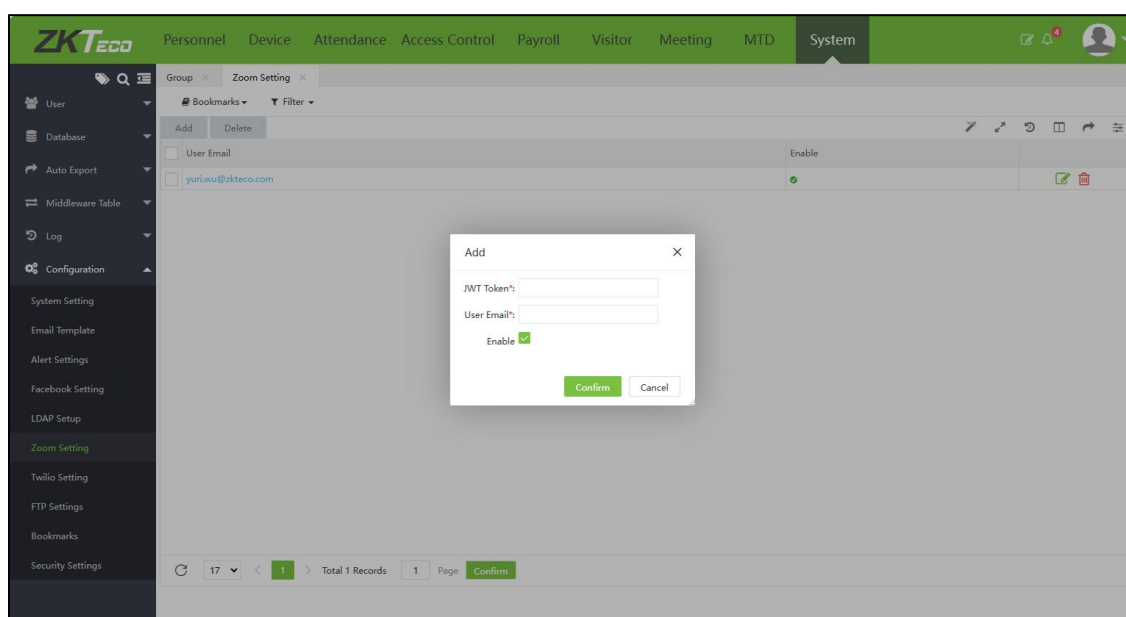
1.4.3 Database Restore - Console Information Backfilling

When the user selects Sync to console, the system will backfill the database name and password to the console.

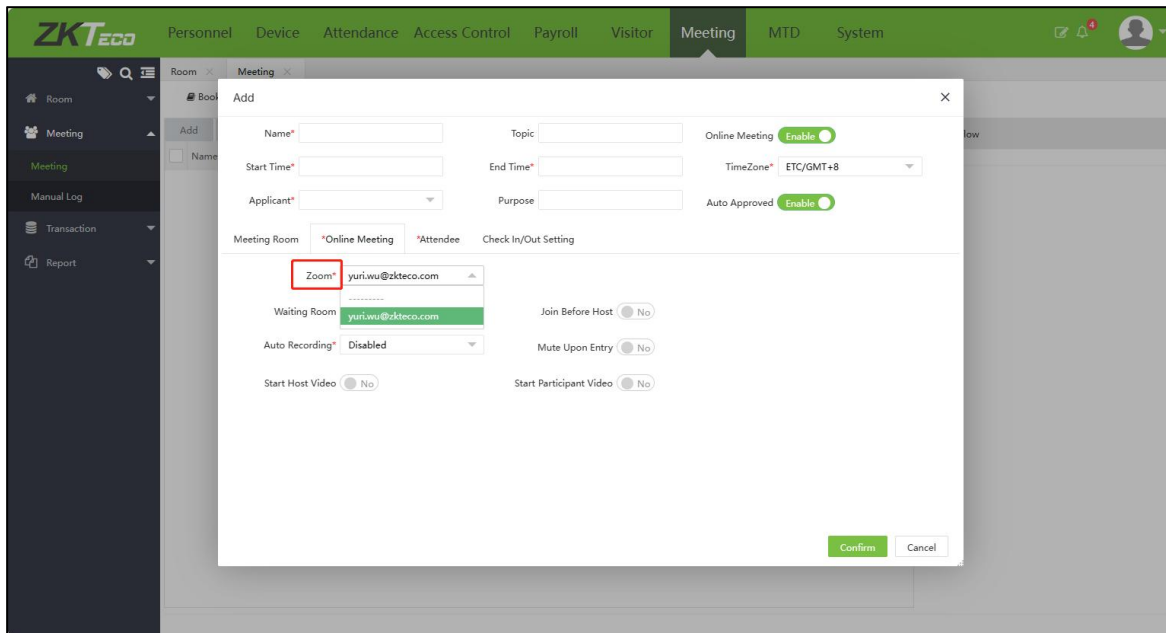


1.4.4 Add Multiple Zoom Accounts

The system supports users to add multiple Zoom accounts, solving the problem of only having one online meeting at a time.



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



2 Version 9.0.1 - 9.0.3 Key Updates

Implemented Change	Description
Personnel Module	● Workflow Notification
Device Module	● Punch Route Map
System Module	● Check In/Out SMS/Email/APP Notification

2.1 Personnel Module

2.1.1 Workflow Notification

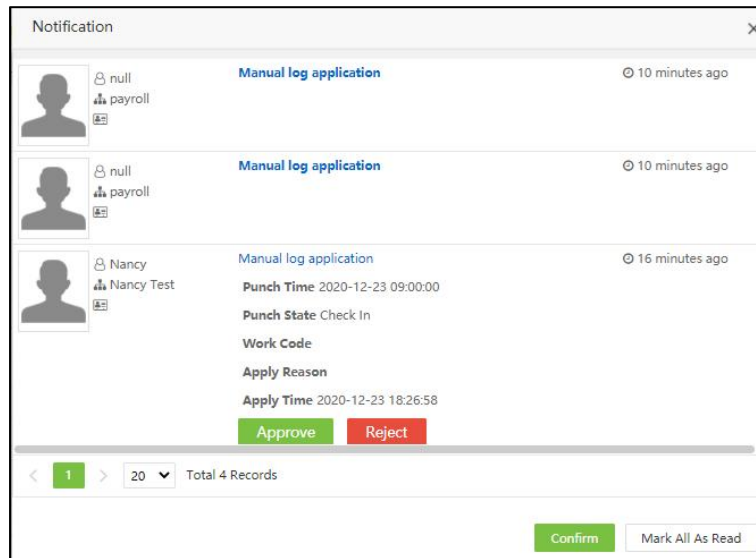
After the user logs in to the software via Admin Login or Self Service. On the Module bar, click the



on the top right corner to view the notification information.



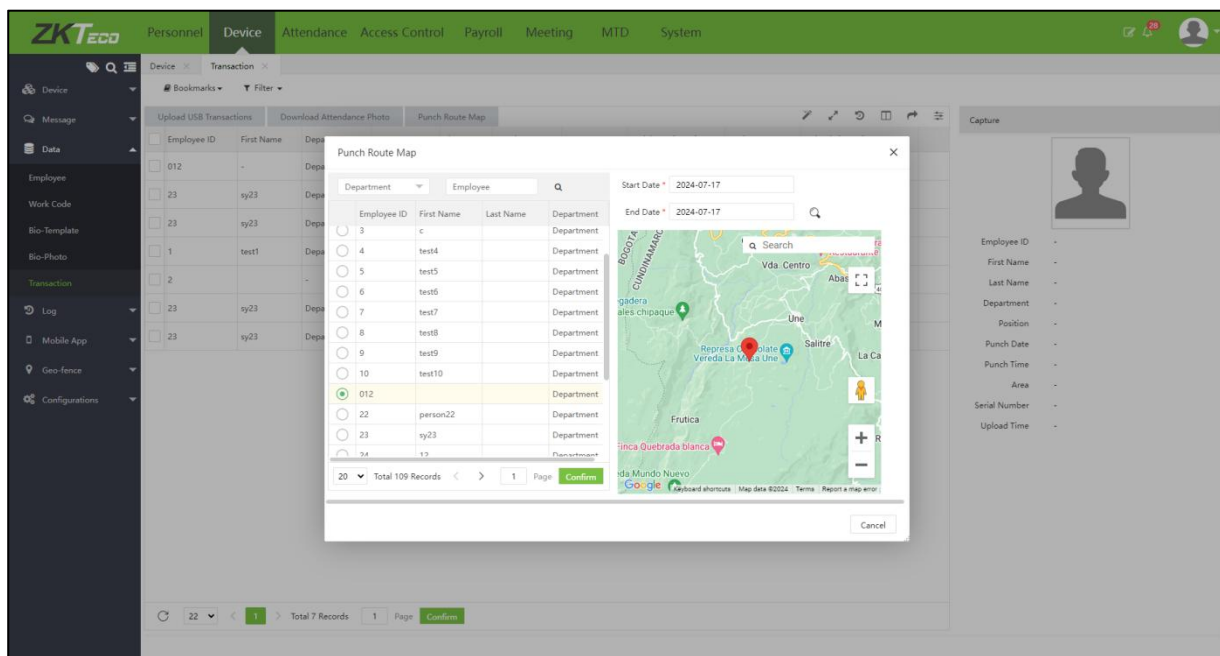
And the list below displays all the unread notifications.



2.2 Device Module

2.2.1 Punch Route Map

Users can select employees and time ranges, and the app will display the corresponding clock-in locations on the map.

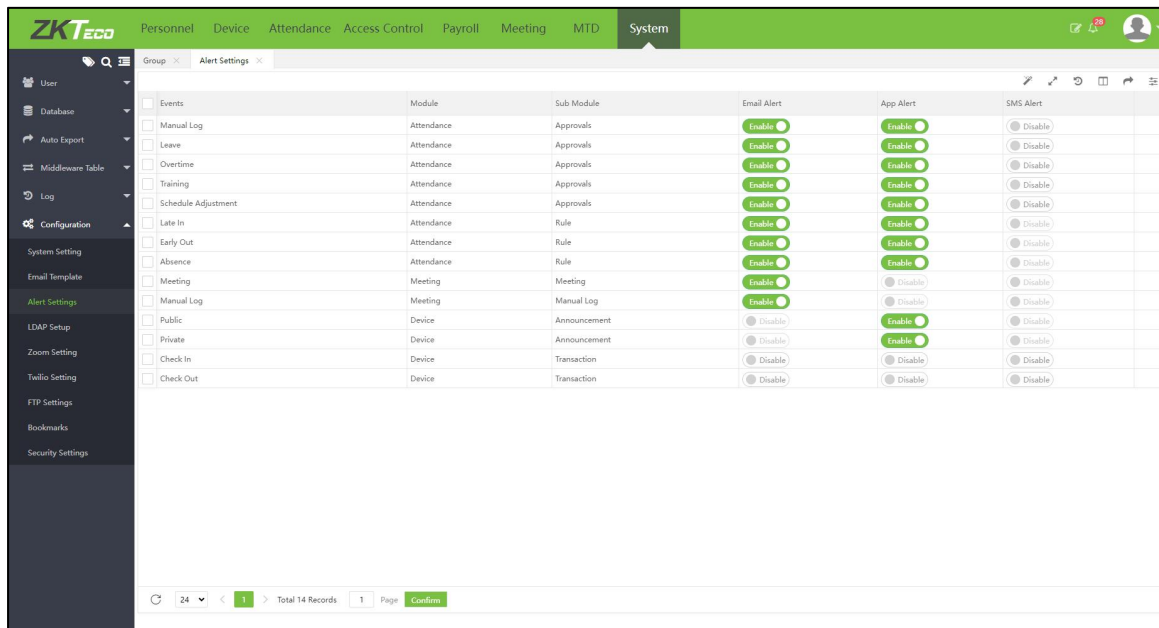


2.3 System Module

2.3.1 Check In/Out Punch State Notification Of SMS/Email/APP

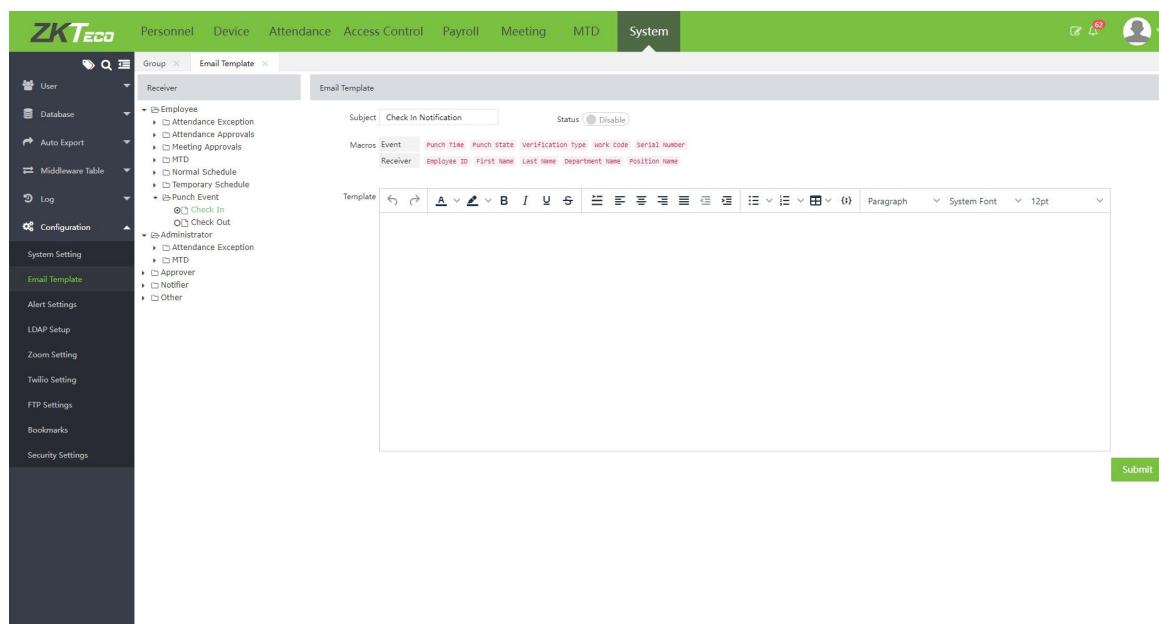
On the System module, click **[Configuration]** > **[Alert Settings]** to configure the alerts for the events.

Users can enable or disable the corresponding events for Email, App and SMS alerts.



Events	Module	Sub-Module	Email Alert	App Alert	SMS Alert
☐ Manual Log	Attendance	Approvals	☒ Enable	☒ Enable	☐ Disable
☐ Leave	Attendance	Approvals	☒ Enable	☒ Enable	☐ Disable
☐ Overtime	Attendance	Approvals	☒ Enable	☒ Enable	☐ Disable
☐ Training	Attendance	Approvals	☒ Enable	☒ Enable	☐ Disable
☐ Schedule Adjustment	Attendance	Approvals	☒ Enable	☒ Enable	☐ Disable
☐ Late In	Attendance	Rule	☒ Enable	☒ Enable	☐ Disable
☐ Early Out	Attendance	Rule	☒ Enable	☒ Enable	☐ Disable
☐ Absence	Attendance	Rule	☒ Enable	☒ Enable	☐ Disable
☐ Meeting	Meeting	Meeting	☒ Enable	☐ Disable	☐ Disable
☐ Manual Log	Meeting	Manual Log	☒ Enable	☐ Disable	☐ Disable
☐ Public	Device	Announcement	☐ Disable	☒ Enable	☐ Disable
☐ Private	Device	Announcement	☐ Disable	☒ Enable	☐ Disable
☐ Check In	Device	Transaction	☐ Disable	☐ Disable	☐ Disable
☐ Check Out	Device	Transaction	☐ Disable	☐ Disable	☐ Disable

In ZKBioTime version 9.0.3, the software supports sending email notifications to employees based on their check-in and check-out status. And support user-defined email content.



Subject: Check In Notification Status: ☐ Disable

Macro: Event Punch Time Punch state Verification Type Work code Serial number

Receiver: employee ID First Name Last Name Department Name Position Name

Template:
Paragraph System Font 12pt

Submit

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