

BioTime 8.0

Change Log

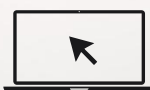
Version Change Info: V1.0

Current Version: 8.0.5

Date: September 2021

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.

Table of Contents

1	KEY UPDATES	3
2	NEW DASHBOARD	4
2.1	NEW DASHBOARD FOR SYSTEM USERS.....	4
2.2	NEW DASHBOARD FOR EMPLOYEE SELF-SERVICE	5
3	PERSONNEL MODULE	6
3.1	IMPORT/EXPORT USB FORMAT EMPLOYEE.....	6
3.2	IMPORT EMPLOYEE	8
3.3	AREA TRANSFER	9
3.4	WORKFLOW	9
3.5	CUSTOM ATTRIBUTE	10
4	DEVICE MODULE	10
4.1	EMPLOYEE.....	10
4.2	BIO-PHOTO APPROVAL POLICY.....	12
5	ATTENDANCE MODULE	13
5.1	START OFF FOR THE WEEK	13
5.2	UNSCHEDULED TIME SETTING.....	13
5.3	OVERTIME CALCULATION BASED ON PUNCH STATE	14
5.4	LEAVE GROUP	15
5.5	APPROVALS.....	17
5.6	VIEW ATTENDANCE SETTING	18
5.7	NEW ADDED REPORTS	19
6	VISITOR MODULE (OPTIONAL).....	20
6.1	BIO-PHOTO REGISTRATION FOR VISITOR	20
6.2	DATA	20
7	MEETING MODULE.....	21
7.1	ONLINE MEETING.....	21
8	SYSTEM MODULE.....	23
8.1	API REQUEST	23

8.2	SYSTEM SETTING	23
8.3	ALERT SETTING.....	24
8.4	ZOOM SETTING.....	24
8.5	TWILIO SETTING	25
8.6	EXPORT ENCRYPTION.....	25

1 Key Updates


Implemented Change	Description
Dashboard	New dashboard for the system user and employee.
Personnel Module	<ul style="list-style-type: none">• Optimize the function of Custom Attribute.• Optimize the function of Area Transfer.• Set up workflow for different events at the same time.• Import and export employee data with USB format.• Assign leave group to personnel.
Attendance Module	<ul style="list-style-type: none">• Overtime calculation based on the punch state.• Leave balance management.• Newly added reports: Monthly Absence Report, Leave Balance Report.
Visitor Module	Bio-photo registration for visitor.
Meeting Module	Integration with Zoom to support online meetings.
System Module	<ul style="list-style-type: none">• Global Setting for Start of Week.• Zoom Setting.• Twilio Setting.• Export Encryption.




2 New Dashboard

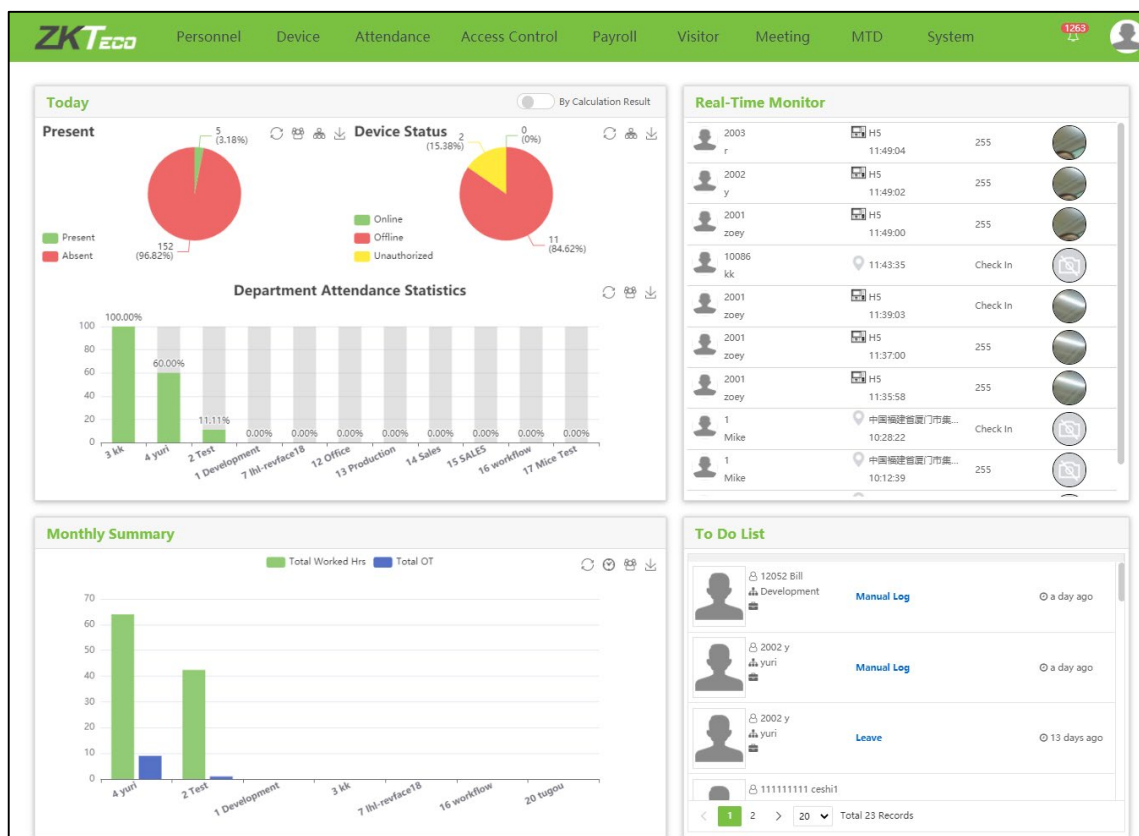
2.1 New Dashboard for System Users

After the system users make **Admin Login**, the new dashboard facilitates users to check the employee's attendance statistic, device status, attendance records, department monthly work hours/overtime hours, and the to do list in real-time.

There are two methods to calculate the employee's attendance statistic, one is whether the employee has attendance record, the other is based on the attendance calculation result according to the


attendance rule. Users can click  **By Calculation Result** on the dashboard to switch the calculation method.

Users can filter the data by corresponding icons on the dashboard, such as department , area , time period .



The to do list is used to display applications for which system users have approval authority.

To Do List



12052 Bill
Development

[Manual Log](#) 6 days ago

Punch Time 2021-06-22 13:56:00


Punch State Check In

Work Code null

Apply Reason

Apply Time 2021-06-22 13:56:29

[Approve](#) [Reject](#)



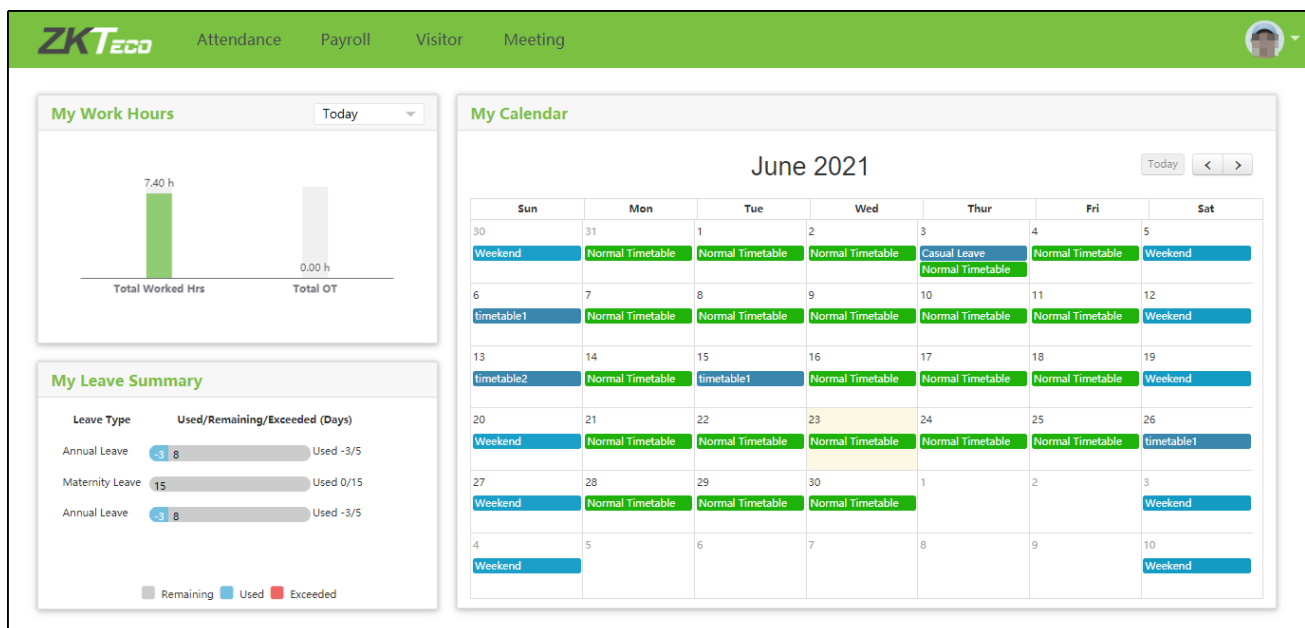
3006 3006
workflow

[Manual Log](#) 5 days ago

< 1 2 > 20 Total 29 Records

2.2 New Dashboard for Employee Self-Service

After employee makes **Employee Self-Service** login, the new dashboard facilitates the employee to check his/her own work hours of current day, current week and current month, leave summary and time schedule.



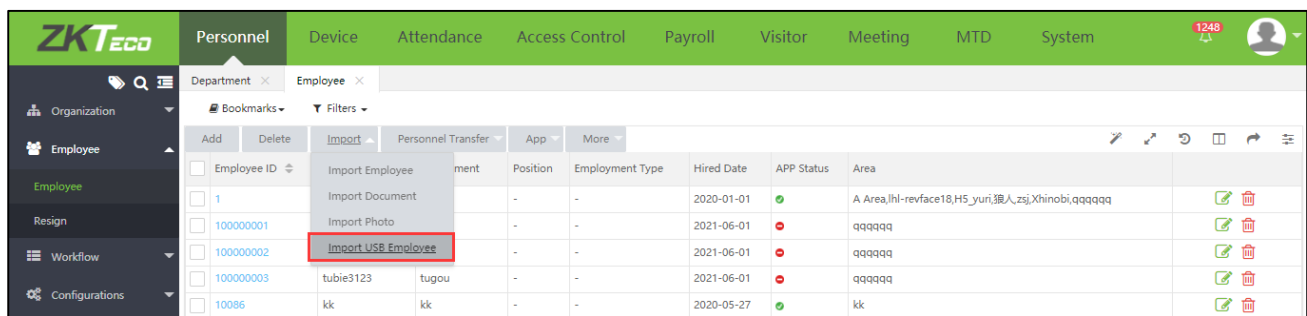
3 Personnel Module

The Personnel module eases the employee creation in the system by directing you only to the relevant and the mandatory fields.

3.1 Import/Export USB Format Employee

As we all know that users can export the employee data of the attendance devices to the USB disk and can import the employee data in the USB disk to the attendance devices. Now BioTime 8.0 facilitates the users to import/export employee data with USB format, in case to keep employee data synchronization between BioTime 8.0 and the attendance device which cannot connect to BioTime 8.0.

- **Import USB Employee:** Upload the file of employee data from the USB disk, set the employee's FP and Face version and then click **Confirm** to import the employee.



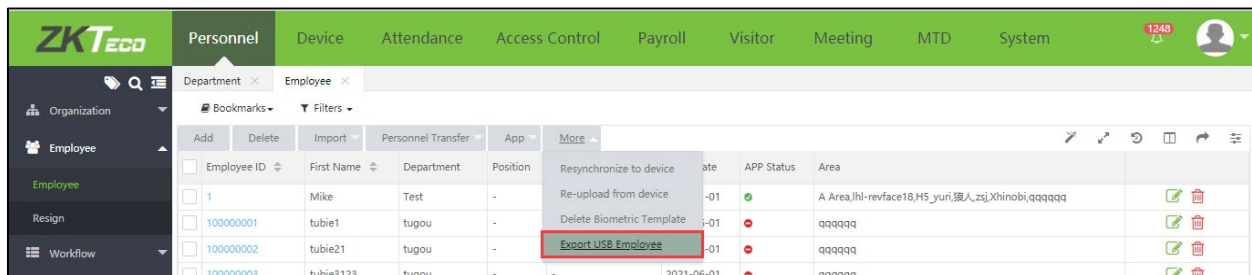
The 'Import USB Employee' dialog box is shown. It contains the following fields and controls:

- Import File***: A button labeled 'Choose File' and the text 'No file chosen'.
- FP Version***: A dropdown menu with the value '10' selected.
- Face Version***: A dropdown menu with the value '7' selected.
- Existing Data***: A dropdown menu with the value 'Ignore' selected.
- Buttons**: 'Confirm' and 'Cancel' buttons at the bottom right.

- **Export USB Employee:** Set the exported employee's FP and Face version, and the USB file format and then click **Confirm** to export the employee with USB format.

Note:

The USB file format can be set as .dat and json. If you need to import the exported employee data to visible light devices then please set the file format as json.



The 'Export USB Employee' dialog box is shown. It contains four dropdown menus: 'FP Version*' set to 10, 'Face Version*' set to 7, 'Area' set to -----, and 'File Format' set to .dat. At the bottom right, there are 'Confirm' and 'Cancel' buttons.

Export USB Employee

FP Version* 10 Face Version* 7

Area ----- File Format .dat

Confirm Cancel

3.2 Import Employee

While importing employee data via excel file, users can set whether to use user-defined templates and the starting line of reading employee data.

The screenshot shows the 'Import Employee' dialog box. At the top, there is a section for 'Import File*' with a 'Choose File' button and the text 'No file chosen'. To the right is a 'Language*' dropdown menu set to 'English'. Below this is a 'Template Fileds' section with a dropdown menu showing 'Employee ID' and a red box around the 'User Defined Template' toggle switch, which is currently set to 'No'. A table below shows the mapping of fields to columns:

Field	Employee ID
Column	1

Below the table, there is a 'Start From Row*' input field set to '2' and an 'Overwrite Existing' toggle switch set to 'No'. At the bottom left, there is a 'Description' section with four numbered instructions and a 'Download Template' link. At the bottom right, there are 'Confirm' and 'Cancel' buttons.

While User Defined Template is enabled, the user can set the column where each field is located in the excel file, as shown in the figure below. Without downloading the excel template from the software, the user can import excel file, the software will automatically read the data of each field according to the set column.

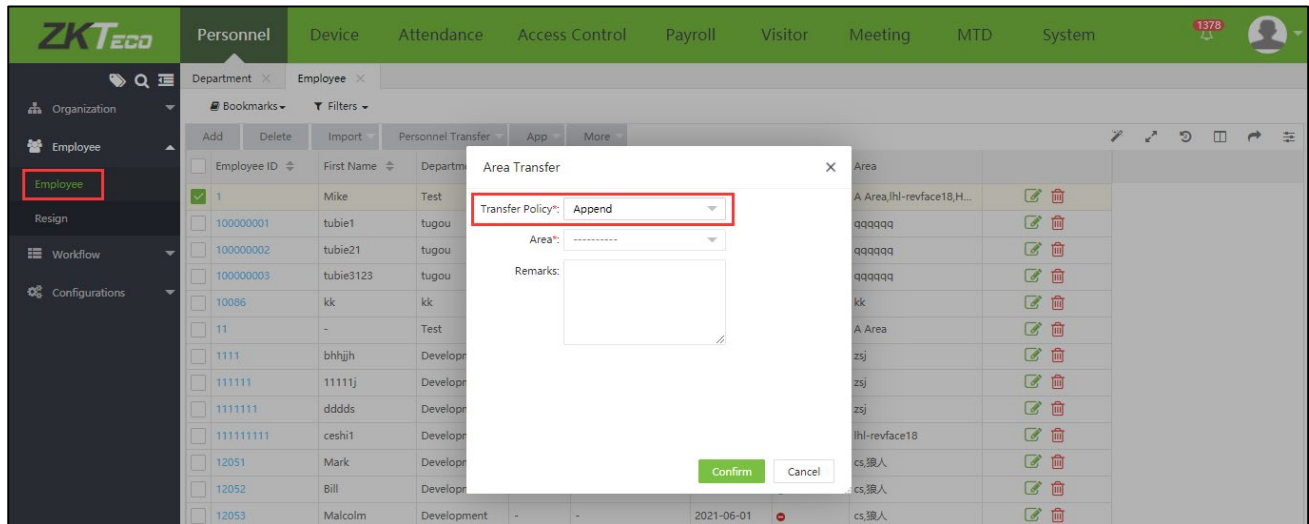
The screenshot shows the 'Import Employee' dialog box with 'User Defined Template' enabled. The 'Template Fileds' dropdown now shows 'Employee ID' and 'Firs'. The 'User Defined Template' toggle switch is now set to 'Yes'. The table below shows the mapping of fields to columns:

Field	Employee ID	First Name	Last Name	Department Name	Position Code
Column	1	3	4	5	2

The 'Start From Row*' input field is still set to '2' and the 'Overwrite Existing' toggle switch is still set to 'No'. The 'Description' section and 'Confirm/Cancel' buttons are also present.

3.3 Area Transfer

When the user transfers the area of the employee, the transfer policy can be set. Set as **Append** which means to transfer the employee to more areas based on the original areas. Set as **Reset** which means to reset the area of the employee, subject to the currently selected area.



3.4 Workflow

Click **[Personnel] > [Workflow] > [Workflow Builder]**, to improve work efficiency, users can create workflow for different content types at the same time while the content types have the same workflow. Shown in the following figure, users can select multiple content types while creating workflow.

The screenshot shows the "Add for Employee" workflow builder form. The "Content Type*" dropdown is open, showing a list of content types: Manual Log, Leave, Training, Overtime, Schedule Adjustment, Reservation, Meeting, and Meeting Manual Log. The "Start Date*" and "End Date*" fields are empty. The "Employee*" dropdown is empty. The "Approval S" dropdown is empty. The "Notification Scope" is set to "Own Department". The "Approver Role*" and "Notifier Role" dropdowns are empty. The "Add" button is green. The "Confirm" and "Cancel" buttons are at the bottom right.

3.5 Custom Attribute

While creating custom attribute, users can set whether the value of the custom attribute is unique. Such as every employee's social security number is unique.

Attribute Name*:

Input Type *:

Unique ☐

Enable ☐

Confirm Cancel

4 Device Module

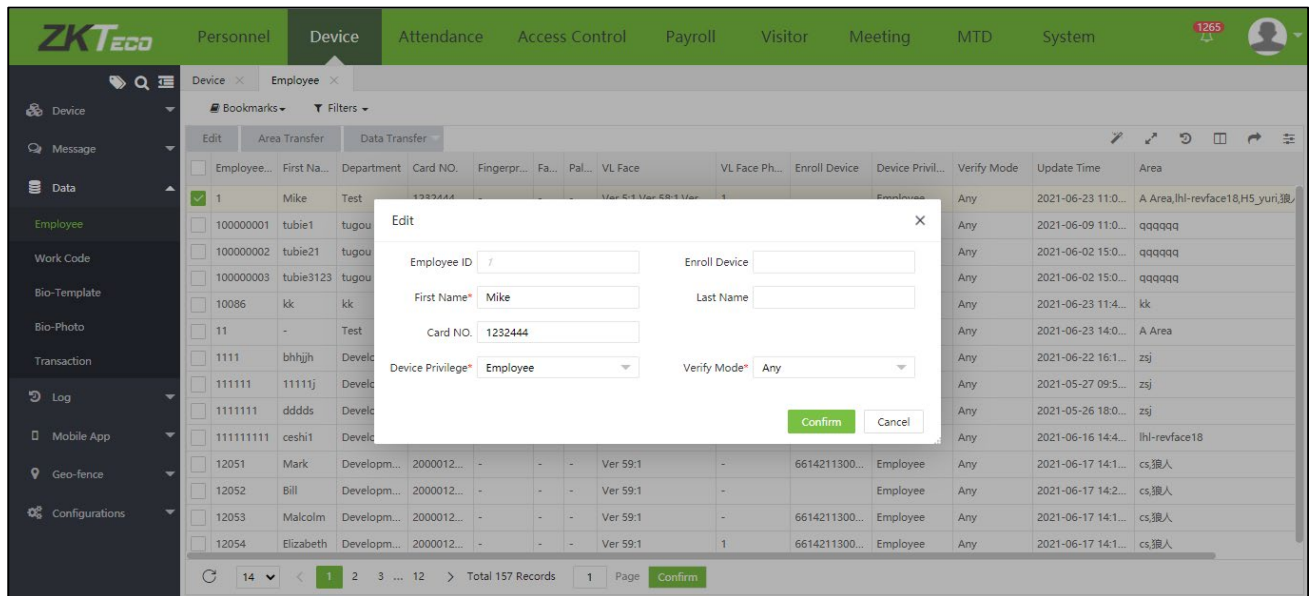
4.1 Employee

This employee list is used to show the related employee data fields from device, such as employee's biometric templates, device privilege, verify mode, area and so on. These kind of fields will not show on the employee list of Personnel Module, but can be edited.

ZKTECO													
Personnel Device Attendance Access Control Payroll Visitor Meeting MTD System													
Device Employee													
Bookmarks Filters													
Edit Area Transfer Data Transfer													
Employee ID	First Name	Department	Card NO.	Fingerprint	Face	Palm	VL Face	VL Face Photo	Enroll Device	Device Privilege	Verify Mode	Update Time	An
1	Mike	Test	1232444	-	-	-	Ver 5:1, Ver 58:1, Ver ...	1		Employee	Any	2021-06-23 11:0...	A
100000001	tubie1	tugou	100000001	-	-	-	Ver 5:1, Ver 59:1	1		Register	Any	2021-06-09 11:0...	c
100000002	tubie21	tugou	-	-	-	-	-	-		User Defined	Any	2021-06-02 15:0...	c
100000003	tubie3123	tugou	-	-	-	-	-	-		User Defined	Any	2021-06-02 15:0...	c
10086	kk	kk	-	-	-	-	-	-		Employee	Any	2021-06-23 11:4...	k
11	-	Test	-	-	-	-	-	-		Employee	Any	2021-06-22 16:1...	A
1111	bhhjih	Developm...	-	-	-	-	-	-		Employee	Any	2021-06-22 16:1...	z
111111	11111j	Developm...	-	-	-	-	-	-	5678912311...	Employee	Any	2021-05-27 09:5...	z
1111111	dddds	Developm...	-	-	-	-	-	-	5678912311...	Employee	Any	2021-05-26 18:0...	z
111111111	ceshi1	Developm...	2059133...	-	-	-	Ver 59:1	-	6614211300...	Employee	Any	2021-06-16 14:4...	ll
12051	Mark	Developm...	2000012...	-	-	-	Ver 59:1	-	6614211300...	Employee	Any	2021-06-17 14:1...	c
12052	Bill	Developm...	2000012...	-	-	-	Ver 59:1	-		Employee	Any	2021-06-17 14:2...	c
12053	Malcolm	Developm...	2000012...	-	-	-	Ver 59:1	-	6614211300...	Employee	Any	2021-06-17 14:1...	c
12054	Elizabeth	Developm...	2000012...	-	-	-	Ver 59:1	1	6614211300...	Employee	Any	2021-06-17 14:1...	c

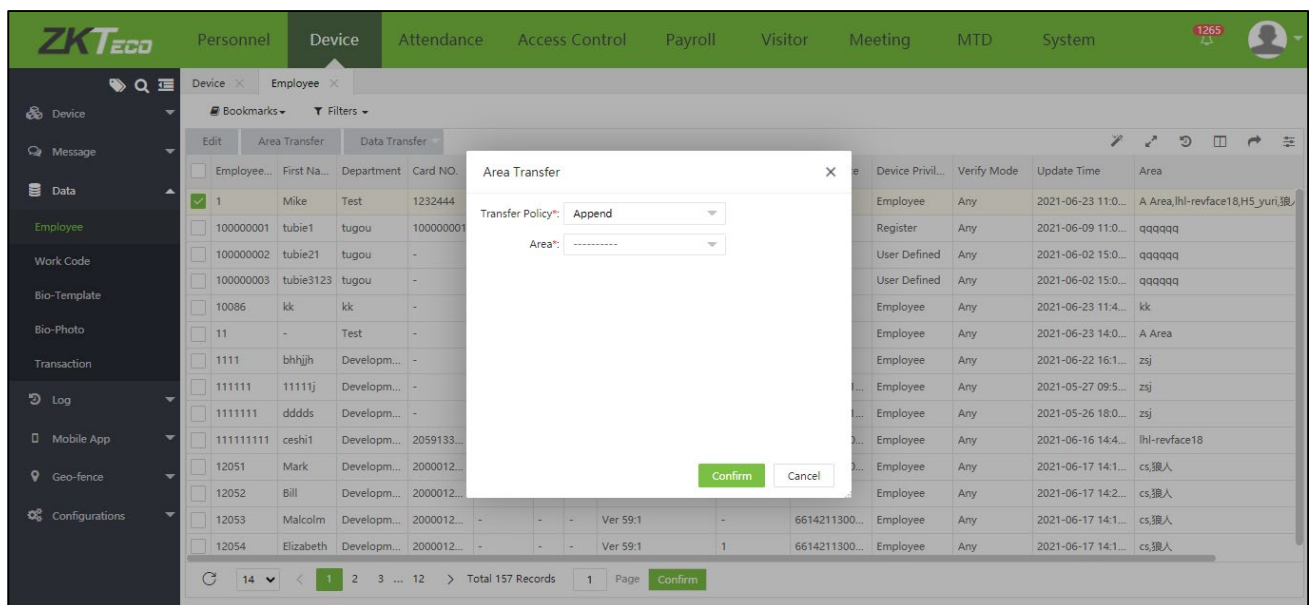
- **Edit Employee Information**

Select the employee to be edited, click **Edit**, users can edit the employee information as following figure:



- **Area Transfer**

Adjust the area of the employee.



- **Data Transfer**

With the data transfer function, users can re-synchronize employee data from software to device, re-upload employee data from device to software and delete corresponding employee's biometric template.

4.2 Bio-Photo Approval Policy

ZKTECO

Personnel

Device

Attendance

Access Control

Payroll

Visitor

Meeting

MTD

System

1266

Device

Employee

Configuration

Device Communication Setting

Bio-Photo Approval Policy

Data Retention Setting

Employee Edit* Pending

Batch Import* Pending

Mobile Register* Pending

Device Upload* Auto Approved

API Upload* Auto Approved

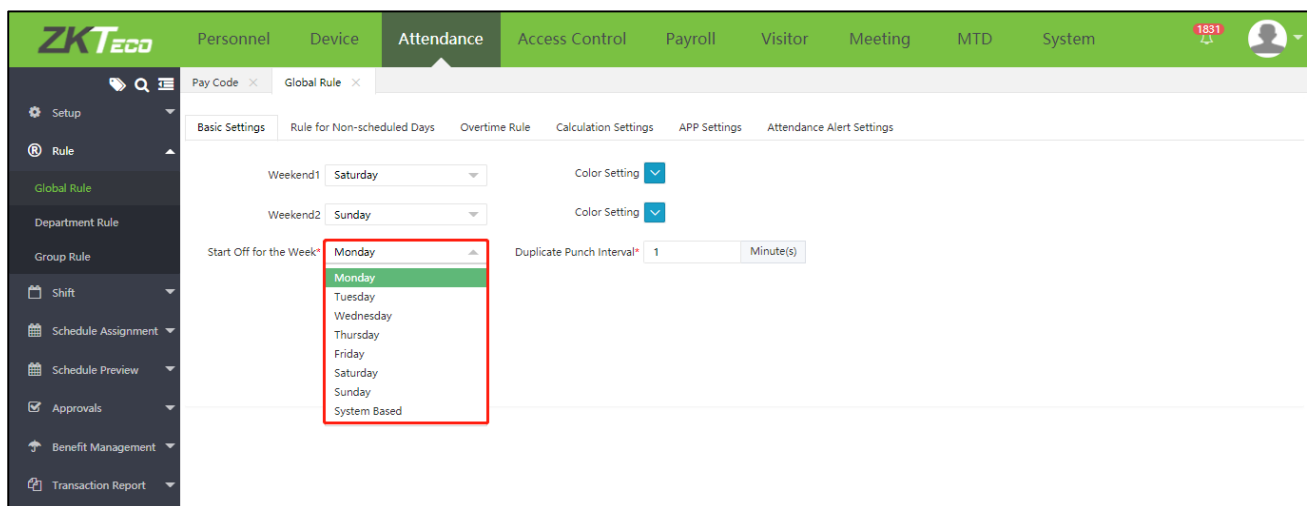
Visitor Register* Pending

5 Attendance Module

The Attendance Management module maintain all the attendance related operations such as Employee's attendance, Overtime calculations, Leave Calculations, Shift Details, Holiday Details, Employee Schedules, and more.

5.1 Start Off for the Week

Users can set the start time of the week. If System Based is selected in the drop-down box, the start time of the week here is consistent with the week start time that is set in the System Module. This setting will affect the calculation of the weekly overtime hours and the weekly reports. This function design is mainly applicable to the situation where the week start time is not Monday in some countries or regions.



5.2 Unscheduled Time Setting

While creating timetable, users can assign the early -in or late-out time to corresponding pay code, set the minimum early -in or late-out time. What's more, users can enable or disable the **[Count the Minimum]** function, while it's enabled, then the minimum early-in or late-out time will be assigned to corresponding pay code too, otherwise, it will not

When **[Count the Minimum]** is disabled, it is mainly applicable to the situation that start to count overtime only after the early in/late out exceeds specific time period.

5.3 Overtime Calculation Based on Punch State

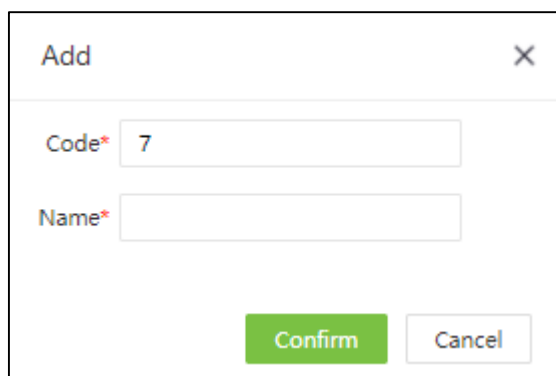
If **Punch State Based** is enabled while creating timetable, users can assign the overtime calculated based on the punch state of Overtime In and Overtime Out to corresponding pay code, set the Overtime Policy as Pending or Auto-Approved, then the software will get the attendance records whose punch state are Overtime In and Overtime Out to generate an overtime application. The overtime hours will be Overtime Out minus Overtime In.

5.4 Leave Group

Users can create leave group, assign employee and different leave types to the leave group and can set different leave entitlement for different leave types.

- **Create Leave Group**

Click **[Attendance]> [Benefit Management]> [Leave Group]> [Add]** to add leave group as required.



Add ✕

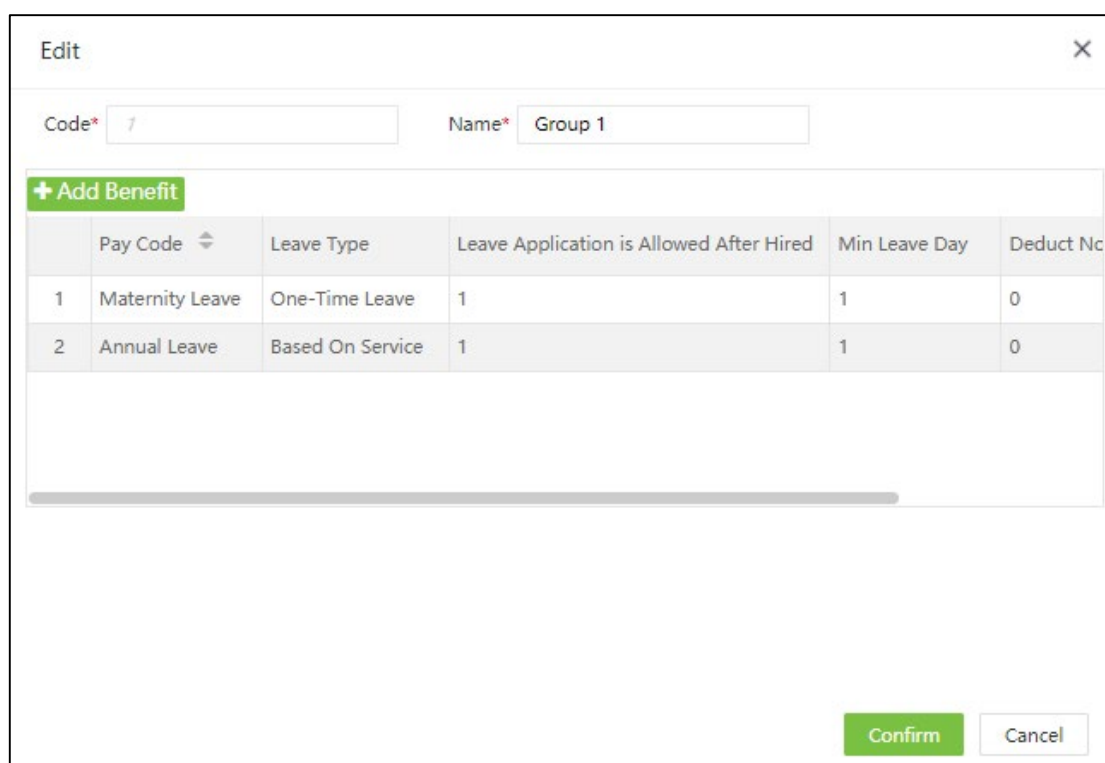
Code*

Name*

Confirm **Cancel**

- **Assign Leave Types to Leave Group**

Click the code of leave group or click  to enter a new page as shown below:



Edit ✕

Code* Name*

+ Add Benefit

	Pay Code	Leave Type	Leave Application is Allowed After Hired	Min Leave Day	Deduct No
1	Maternity Leave	One-Time Leave	1	1	0
2	Annual Leave	Based On Service	1	1	0

Confirm **Cancel**

Click **[Add Benefit]** to assign different leave types for the leave group, show as following figure.

Select corresponding pay code and leave type from the drop-down list, and define the leave type of the pay code as there are four types as following:

1. **Unlimited Leave:** The leave type without specific quota, such as no pay leave and work injury leave, etc.
2. **One-Time Leave:** The leave type that the system will generate leave quota only for one time when the employee joined in the company. This calculation method is applicable for leave types such as maternity leave, marriage leave, paternity leave, compensation leave, etc.
3. **Based On Service:** This calculation method supports leave types with leave quota increasing year by year, for example, the annual leave.
4. **Fixed Quota:** It is applicable for company's extra welfare leave, such as paid sick leave, birthday leave, company anniversary, etc. There's a fixed quota for every month/year.

Users can set different parameters for different leave type, please refer to the user manual for the parameters.

- **Assign Employee to Leave Group**

Select corresponding leave group and click [**Assign Employee**]. In the employee's list, select the employee(s) whom you want to assign to the selected leave group in batches.

Assign Employee

Departme
Department
Employee

	Employee ID	First Name	Last Name	Department
<input checked="" type="checkbox"/>	1	Mike		Test
<input checked="" type="checkbox"/>	100000001	tubie1	zhang	tugou
<input checked="" type="checkbox"/>	100000002	tubie21		tugou
<input type="checkbox"/>	100000003	tubie3123		tugou
<input type="checkbox"/>	10086	kk		kk
<input type="checkbox"/>	11			Test
<input type="checkbox"/>	1111	bhhjih		Development
<input type="checkbox"/>	111111	11111j		Development

20
Total 157 Records
1
Page
Confirm

Selected 3

	Employee ID	First Name	Last Name	Department
<input checked="" type="checkbox"/>	1	Mike		Test
<input checked="" type="checkbox"/>	100000001	tubie1	zhang	tugou
<input checked="" type="checkbox"/>	100000002	tubie21		tugou

Confirm
Cancel

5.5 Approvals

Users can check the detail workflow for every approval record on the right. **Workflow** list is showed in the following figure.

ZKTECO
Personnel
Device
Attendance
Access Control
Payroll
Visitor
Meeting
MTD
System
1279

Pay Code
Leave
Bookmarks
Filters

	Employee...	First Na...	Department	Start Time	End Time	Apply Rea...	Apply Time	Pay Code	Approval Status
<input type="checkbox"/>	1	Mike	Test	2021-06-28 00:00:00	2021-06-29 18:00:00		2021-06-23 15:28:25	Annual Leave	Pending
<input type="checkbox"/>	1	Mike	Test	2021-06-23 14:59:00	2021-06-24 14:59:00		2021-06-23 15:01:21	Business Trip	Pending
<input type="checkbox"/>	1	Mike	Test	2021-06-30 15:20:45	2021-07-08 00:00:00		2021-06-22 15:19:18	Annual Leave	Revoke
<input type="checkbox"/>	12052	Bill	Developm...	2021-06-20 13:57:00	2021-06-21 13:57:00		2021-06-22 13:57:20	Annual Leave	Pending
<input type="checkbox"/>	11	-	Test	2021-06-22 10:24:51	2021-06-22 12:24:53		2021-06-22 11:24:55	Business Trip	Revoke
<input type="checkbox"/>	10086	kk	kk	2021-06-22 10:50:00	2021-06-23 10:50:00		2021-06-22 10:50:54	Annual Leave	Revoke
<input type="checkbox"/>	2001	zoey	yuri	2021-06-23 00:00:00	2021-06-24 23:59:00		2021-06-22 10:46:26	Annual Leave	Pending
<input type="checkbox"/>	10086	kk	kk	2021-06-22 10:34:00	2021-06-23 10:34:00		2021-06-22 10:34:50	Annual Leave	Pending
<input type="checkbox"/>	10086	kk	kk	2021-06-22 10:28:00	2021-06-23 10:28:00		2021-06-22 10:28:13	Annual Leave	Pending
<input type="checkbox"/>	2001	zoey	yuri	2021-06-22 09:00:00	2021-06-22 12:00:00	casual leave	2021-06-22 09:32:08	Casual Leave	Approved
<input type="checkbox"/>	2001	zoey	yuri	2021-06-18 09:00:00	2021-06-18 12:00:00	112	2021-06-21 14:31:44	Sick Leave	Approved
<input type="checkbox"/>	111111111	ceshi1	Developm...	2021-06-02 00:00:00	2021-06-20 00:00:00		2021-06-18 14:31:59	Annual Leave	Pending
<input type="checkbox"/>	11	-	Test	2021-06-02 00:00:00	2021-06-03 00:00:00		2021-06-17 15:38:34	Sick Leave	Revoke
<input type="checkbox"/>	11	-	Test	2021-06-18 09:00:00	2021-06-18 12:00:00		2021-06-17 09:47:53	Sick Leave	Revoke

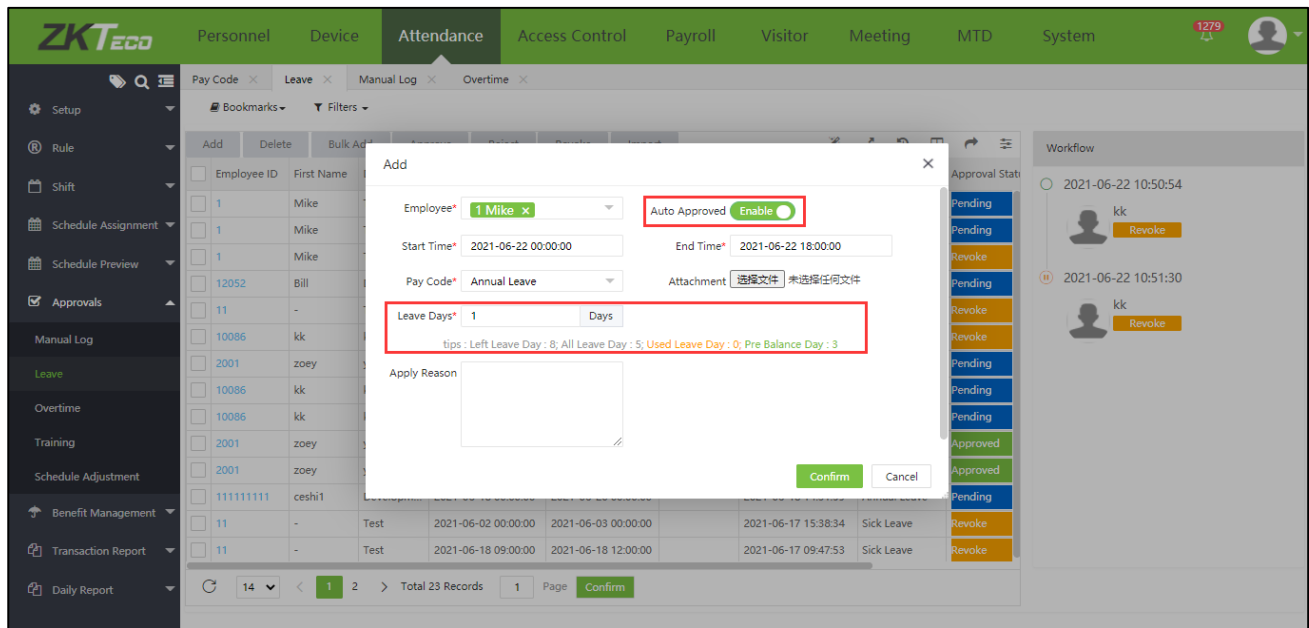
14
1
2
Total 23 Records
1
Page
Confirm

Workflow

- 2021-06-22 10:50:54
kk
Revoke
- 2021-06-22 10:51:30
kk
Revoke

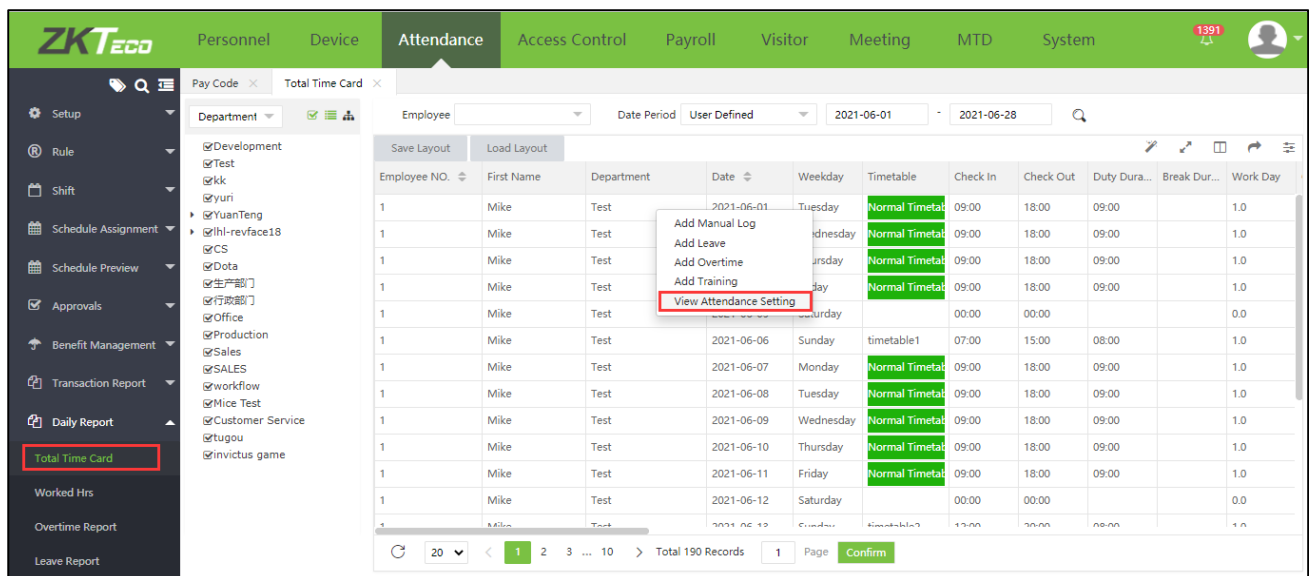
While users add manual log/leave/overtime/training applications, users can enable the **Auto-Approved** function where the applications' state will be approved after submit.

While adding leave application for the employee who is in a specific leave group, and the selected leave pay code is in the leave group too, then users can set the leave day quantity for the employee. Shown in the following figure:



5.6 View Attendance Setting

Enter the Total Time Card report, select the corresponding record, select **View Attendance Setting** on the right-click menu to view some attendance settings of the corresponding employee on the corresponding date.



5.7 New Added Reports

- Monthly Absence Report:** This report displays the monthly present and absence percentage of every employee.

Employee NO.	First Name	Department	Need Present Days	Present Days	Absence Days	Holiday Days	Present Percentage	Absence Percentage
1	Mike	Test	21	6	15		28.57%	71.43%
100000001	tubie1	tugou					0.0	0.0
100000002	tubie21	tugou					0.0	0.0
11		Test	19	2	17		10.53%	89.47%
1111	bhhjih	Development					0.0	0.0
111111111	ceshi1	Development					0.0	0.0
2001	zoey	yuri	19	7	12		36.84%	63.16%
2002	y	yuri	19	5	14		26.32%	73.68%
2003	r	yuri					0.0	0.0
2004	dd	yuri					0.0	0.0
2005	ytu	yuri					0.0	0.0
3	333	Development					0.0	0.0
3003	3003	workflow					0.0	0.0

- Leave Balance Report:** This report displays the detail leave balance of employee.

Employee NO.	First Name	Department	Leave Group	Annual Leave				Sick Leave			
				Total	Used	Remaining	Advance	Total	Used	Remaining	Advance
1	Mike	Test	Group 2	8	0	8	0	-	0	-	-
11		Test	Group 2	2	0	2	0	-	0	-	-
2003	r	yuri	Group 2	3	0	3	0	-	0	-	-
2012	lay11q5	Test	Group 1	3	0	3	0	-	-	-	-

6 Visitor Module (Optional)

The Visitor module is integrated with Access Control Module that facilitates to control, record, and track visitors. The functional feature of this module includes entry registration, exit registration, visitor reservation and so on.

6.1 Bio-Photo Registration for Visitor

Users can register bio-photo for visitor by uploading bio-photo from local server or bio-photo collector.

The screenshot shows a web form titled 'Add' for registering a visitor. It is divided into two main sections: 'Visitor Information' and 'Entry Information'.

Visitor Information:

- First Name:
- Last Name:
- Cert Type*:
- Cert No.*:
- Gender:
- Company:
- Card Number:
- Password:
- FP Qty.: v10
- Email:
- Palm Qty.: v8
- Face Qty.: v12 (This field and its button are highlighted with a red box in the image)

There are two placeholder images for bio-photos. The one on the right is labeled 'Bio-Photo' and is also highlighted with a red box.

Entry Information:

- Start Time*: 2021-06-24 14:11:08
- End Time*:
- Visitor Quantity*: 1
- Visit Department:
- Host/Visited*:
- Access Group*:
- Visit Reason:
- Carrying Goods:
- Remark:

At the bottom right, there are two buttons: 'Confirm' (green) and 'Cancel' (grey).

6.2 Data

Users can view the uploaded visitor's bio-template, bio-photo and verification transactions here, and can delete or approve bio-photo and only the approved bio-photo can be sent to the device for visitor's verification.

Visitor Code	First Name	Last Name	Email	Enroll SN	User Photo	Bio-Photo	Register Time	Remark	Approval State	Approval Time
V0000012	rookie	song	-	-			2021-06-08 10:23:21		Approval Passed	2021-06-08 10:23:5
V0000008	ning	-	-	-			2021-05-31 11:22:47		Approval Passed	2021-05-31 11:23:0
V0000001	yuti	-	-	-			2021-05-26 11:33:15		Approval Passed	2021-05-26 11:33:2

7 Meeting Module

Simple meeting management facilitates users to manage requests, providing access to only the required attendees to the specific meeting rooms, schedule, agenda, attendance, and other related actions.

7.1 Online Meeting

The Meeting Module is integrated with Zoom to realize the online meeting function. After setting the Zoom connection information under System Module, the users can click **[Meeting] > [Meeting] > [Meeting] > [Add]** to add a meeting and enable **Online Meeting** function for the meeting. After enabling, users can set the corresponding parameters for online meeting, show as following figure:

Add

Name*
Topic*
Online Meeting
Enable

Start Time*
End Time*
TimeZone*
ETC/GMT+8

Applier*
Purpose*
Auto Approved
Enable


Meeting Room
*Online Meeting
*Attender
Check In/Out Setting

Waiting Room
Disable
Join Before Host
No

Auto Recording*
Disabled
Mute Upon Entry
No

Start Host Video
No
Start Participant Video
No

Confirm
Cancel

After the meeting application is approved, users can share the online meeting invitation to the corresponding personnel, so the attender can join the online meeting. Users can select  to start the online meeting.

ZKTECO

Personnel

Device

Attendance

Access Control

Payroll

Visitor

Meeting

MTD

System

1370

Q

Room

Meeting

Meeting

Manual Log

Transaction

Report

Room

Meeting

Bookmarks

Filters 1

Add

Delete

Calculation

Approval

Menu

8 System Module

The System Management module is designed to manage multiple users, user groups, databases, and other system-related parameters.

8.1 API Request

The log displays all the API request records in the system.

User	Request Time	Path	Method	Remote Address	Status	Time
xhi	2021-05-27 09:00:12	/iclock/api/transactions/	list	172.31.1.10	200	229 ms
xhi	2021-05-27 08:58:48	/iclock/api/transactions/	list	172.31.1.10	200	179 ms
xhi	2021-05-27 08:55:00	/iclock/api/transactions/	list	172.31.1.10	200	189 ms
xhi	2021-05-27 08:54:11	/iclock/api/transactions/	list	172.31.1.10	200	149 ms
xhi	2021-05-27 08:53:57	/personnel/api/areas/	list	172.31.1.10	200	169 ms
xhi	2021-05-27 08:53:04	/personnel/api/areas/	create	172.31.1.10	400	179 ms
Anonymous	2021-05-27 08:52:00	/jwt-api-token-auth/	post	172.31.1.10	200	159 ms
admin	2021-05-19 11:14:04	/iclock/api/transactions/	list	172.31.1.10	200	699 ms
Anonymous	2021-05-19 11:14:04	/jwt-api-token-auth/	post	172.31.1.10	200	189 ms
admin	2021-05-19 11:13:04	/iclock/api/transactions/	list	172.31.1.10	200	689 ms
Anonymous	2021-05-19 11:13:04	/jwt-api-token-auth/	post	172.31.1.10	200	179 ms
admin	2021-05-19 11:12:05	/iclock/api/transactions/	list	172.31.1.10	200	649 ms
Anonymous	2021-05-19 11:12:04	/jwt-api-token-auth/	post	172.31.1.10	200	179 ms
admin	2021-05-19 11:11:04	/iclock/api/transactions/	list	172.31.1.10	200	649 ms
Anonymous	2021-05-19 11:11:04	/jwt-api-token-auth/	post	172.31.1.10	200	190 ms
admin	2021-05-19 11:10:04	/iclock/api/transactions/	list	172.31.1.10	200	619 ms

8.2 System Setting

Merge menus Company Setting, Email Setting, PDF Setting, Punch State Setting to System Setting and create a new menu: Week Setting to set the start of week.

8.3 Alert Setting

Users can enable WhatsApp and SMS alert for different events.

Event	Module	Sub Module	Email Alert	App Alert	WhatsApp Alert	SMS Alert
<input type="checkbox"/> Manual Log	Attendance	Approvals	<input checked="" type="radio"/> Enable	<input checked="" type="radio"/> Enable	<input type="radio"/> Disable	<input type="radio"/> Disable
<input type="checkbox"/> Leave	Attendance	Approvals	<input checked="" type="radio"/> Enable	<input checked="" type="radio"/> Enable	<input type="radio"/> Disable	<input type="radio"/> Disable
<input type="checkbox"/> Overtime	Attendance	Approvals	<input checked="" type="radio"/> Enable	<input checked="" type="radio"/> Enable	<input type="radio"/> Disable	<input type="radio"/> Disable
<input type="checkbox"/> Training	Attendance	Approvals	<input checked="" type="radio"/> Enable	<input checked="" type="radio"/> Enable	<input type="radio"/> Disable	<input type="radio"/> Disable
<input type="checkbox"/> Schedule Adjustment	Attendance	Approvals	<input checked="" type="radio"/> Enable	<input checked="" type="radio"/> Enable	<input type="radio"/> Disable	<input type="radio"/> Disable
<input type="checkbox"/> Late In	Attendance	Rule	<input checked="" type="radio"/> Enable	<input checked="" type="radio"/> Enable	<input type="radio"/> Disable	<input type="radio"/> Disable
<input type="checkbox"/> Early Out	Attendance	Rule	<input checked="" type="radio"/> Enable	<input checked="" type="radio"/> Enable	<input type="radio"/> Disable	<input type="radio"/> Disable
<input type="checkbox"/> Absence	Attendance	Rule	<input checked="" type="radio"/> Enable	<input checked="" type="radio"/> Enable	<input type="radio"/> Disable	<input type="radio"/> Disable
<input type="checkbox"/> Registration	Visitor	Reservation	<input checked="" type="radio"/> Enable	<input type="radio"/> Disable	<input type="radio"/> Disable	<input type="radio"/> Disable
<input type="checkbox"/> Meeting	Meeting	Meeting	<input checked="" type="radio"/> Enable	<input type="radio"/> Disable	<input type="radio"/> Disable	<input type="radio"/> Disable
<input type="checkbox"/> Manual Log	Meeting	Manual Log	<input checked="" type="radio"/> Enable	<input type="radio"/> Disable	<input type="radio"/> Disable	<input type="radio"/> Disable
<input type="checkbox"/> Public	Device	Announcement	<input type="radio"/> Disable	<input checked="" type="radio"/> Enable	<input type="radio"/> Disable	<input type="radio"/> Disable
<input type="checkbox"/> Private	Device	Announcement	<input type="radio"/> Disable	<input checked="" type="radio"/> Enable	<input type="radio"/> Disable	<input type="radio"/> Disable

16 < 1 > Total 13 Records 1 Page [Confirm](#)

8.4 Zoom Setting

Configure the Zoom setting to enable the connection between Zoom and BioTime 8.0, so the users can set up the online meeting function for Meeting Module.

JWT Token* [Copy from Zoom](#)

User Email* Email of the user under your account

Enable* ☐ No

[Submit](#)

8.5 Twilio Setting

Configure the twilio setting to enable the connection between twilio and BioTime 8.0, so the users can enable WhatsApp and SMS alert function for corresponding events, such as manual log, leave, overtime, schedule adjustment, attendance exception and so on.

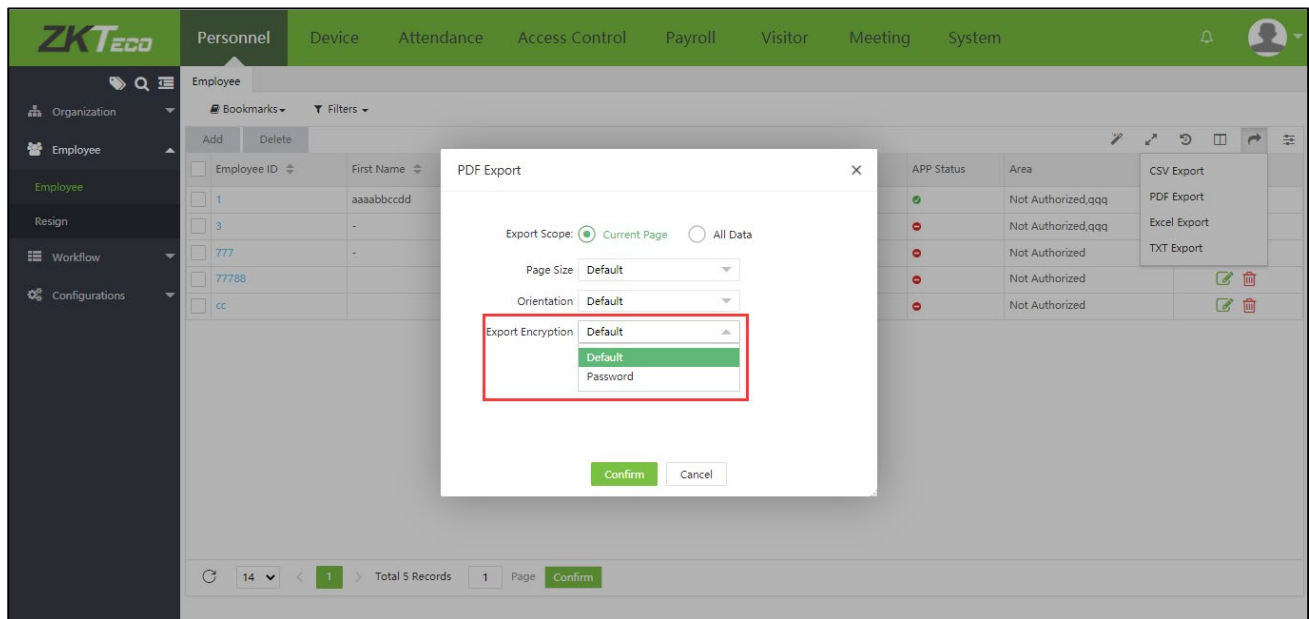
The screenshot shows the ZKTeco System Setting page for Twilio Setting. The top navigation bar includes tabs for Personnel, Device, Attendance, Access Control, Payroll, Visitor, Meeting, and System. The left sidebar lists various settings: User, Database, Auto Export, Middleware Table, Log, Configuration, System Setting, Email Template, Alert Setting, LDAP Setup, Zoom Setting, Twilio Setting (highlighted), FTP Setting, Bookmarks, and Security Setting. The main content area for Twilio Setting includes input fields for Mobile* (dafa), Account Sid* (dsfs), and Auth Token* (masked), each with a 'Copy from Twilio' link. There is an 'Enable*' toggle switch set to 'No'. At the bottom are 'Save', 'Test', and 'Clear' buttons.

8.6 Export Encryption

User can enable the **Export Encryption** function, set the password for viewing the exported PDF and Excel file. Only the person who entered the correct password can view the file.

The screenshot shows the ZKTeco System Setting page for Security Setting. The top navigation bar includes tabs for Personnel, Device, Attendance, Access Control, Payroll, Visitor, Meeting, and System. The left sidebar lists various settings: User, Database, Auto Export, Middleware Table, Log, Configuration, System Setting, Email Template, Alert Setting, LDAP Setup, Zoom Setting, Twilio Setting, FTP Setting, Bookmarks, and Security Setting (highlighted). The main content area for Security Setting includes sections for Login Setup (Single Login, Verification Code, Lock Setting, App Single User Login, all disabled), Password Policy (User must change password at first login, Enforce Password Expiration, Password Strength: Lower, Medium (selected), Higher), a Notice section with password requirements, Session Timeout (60 Minute(s)), and Export Security (Export Encryption: Enable (selected), Password: masked). A red box highlights the Export Encryption and Password fields. A 'Save' button is at the bottom right.

It's a global setting for PDF and Excel export, while exporting PDF and Excel file, users can select the default password set above, or set another password for the exported file. Show as following figure:



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