

Quick Start Guide ZKTime Web



Personnel

Department
Position
Personnel
Resignation
Issue Card



Device

Message
Area
Device
Real-Time Monitoring
Comm Commands



Search

Personnel Search
Department Search
Transfer Search

ID Card No. Search
Resignation Search
Append Log Search

Card Search
AC Log Search



Attendance

Rule
Schedule
Zone

Timetable
Exception
Holiday

Shift
AC Log
Leave Type



Attendance Report

Transactions
Attendance Summary
Exception

Daily Attendance
Leave Summary
Summary Sector

Total Timecard
First In Last Out
Timecard

Contents

Entering ZKTime Web.....	1
Adding Departments / Position / Personnel.....	2
Adding Department.....	2
Adding Position.....	2
Adding Personnel.....	3
Batch-issuing Card	5
Device Settings.....	6
Adding Area.....	6
Adding Device	7
Attendance Settings.....	8
Adding Timetable.....	8
Adding Shift.....	9
Schedule shifts.....	10
Attendance Reports.....	11

Entering ZKTime Web

○ In Single Location

After the software is installed, you can double click the [ZKTime Web Homepage](#) to enter the system. Thus, you can also open the recommended browser (IE, Firefox, Google Chrome), and enter the IP address and server port in the address bar (<http://127.0.0.1:8088> by default).

○ In Different Location

As ZKWeb2.0 is a web-based software, you can enter the software in different locations without any complicated software setup, just simply enter the server IP address and server port in the browser, and the software will be right there in front of you.

There are four modules in the software:

Personnel

Device

Attendance

System

Personnel: Set up the company organization structure, add departments and personnel, issue card for personnel.

Device: Add devices, set Area, set and issue messages to devices, and manage commands.

Attendance: Set attendance rules, timetable, and shift. Schedule shift to personnel and carry other attendance maintenance.

System: Assign system users and configure the roles of corresponding modules, data cleaning, set system parameters and manage system operation logs.

Adding Departments / Position / Personnel

You need to set up the structure of the company in the first place, which includes Departments, Positions, and Personnel.

Adding Department

*Department:

*Department No. [Check](#)

Parent Department:

[Save and New](#) [OK](#) [Cancel](#)

1. Click [Personnel] -> [Department] -> [Add]:
2. Enter department name and department number.
Choose parent department. Then click [OK].

Adding Position

*Department:

Parent Position:

*Position:

*Position No. [Check](#)

Approved:

[Save and New](#) [OK](#) [Cancel](#)


1. Click [Personnel] -> [Position] -> [Add]:
 2. Select a department and a parent department. Enter a position name and position number. Then click [OK].
- Note:** Positions which are not having any parent position must select **YES** in **Approved** column.

Adding Personnel

1. Click [Personnel] -> [Personnel] -> [Add].

○ Personnel Profile

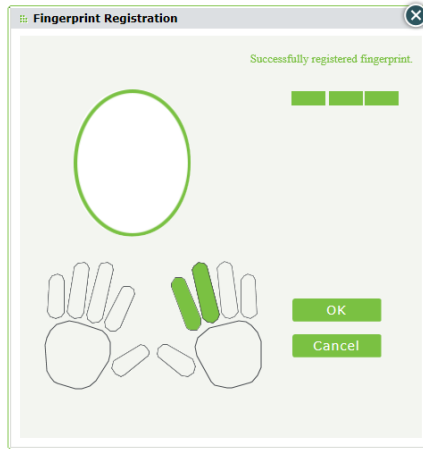
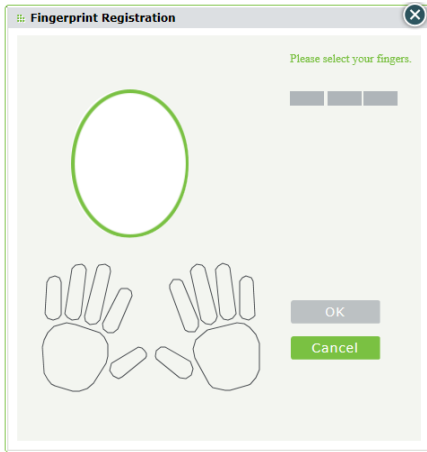
Personnel Profile

*Personnel No. <input type="text"/>	Check	First Name: <input type="text"/>	 (Optimal Size 120x140 Pixel) <input type="button" value="Browse"/>
Gender: <input type="text"/>		Last Name: <input type="text"/>	
*Department: <input type="text"/>		Position: <input type="text"/>	
Employment Date: <input type="text"/>		Password: <input type="text"/>	
Employment Type: <input type="text"/>		Type: <input type="text"/>	
Self Password: <input type="text"/>			

Card No.

Register Fingerprint: [Register](#) [Need help?](#)

- Enter a Personnel Number. It cannot exceed 9 digits.
- Select a department from the drop list.
- (Optional) Enter a card number manually or using a card issuer.
- (Optional) Enter a password for readers with keypad.
- (Optional) Click [Register Fingerprint] to enroll fingerprints.



Attendance Settings

- Select one or more area to set attendance.
- Choose whether to enable attendance function or not for the device in the selected area.
- Select the personnel's privilege in the selected area.

Attendance Settings

Area: Includes Following Areas

Area Name

Enable Attendance Function: Yes

Personnel Device Privilege: Employee

Employee
Registrar
System Administrator
Super Administrator

Save and New OK Cancel

2. Click [OK] to save the information.

Batch-issuing Card

If you want to issue card by the card issuer, please connect the card issuer to your computer.

1. Click [Personnel] -> [Issue Card] -> [Batch Card].
2. Input start personnel number and end personnel number. Click [Generate List].
3. There are 2 methods to register a card, enter card number manually, or, you can register card automatically by using card issuer, then click [OK]. Repeat this operation for all selected personnel.
4. Click [OK] to finish the card issuing procedure.

Start Personnel No.: 1
End Personnel No.: 3
No Card Issued: 2

Issue Card Way: Card Reader
Input Card NO.: 123457
Issued Cards: 1

[Generate List](#) [Ok](#) [Clear](#)

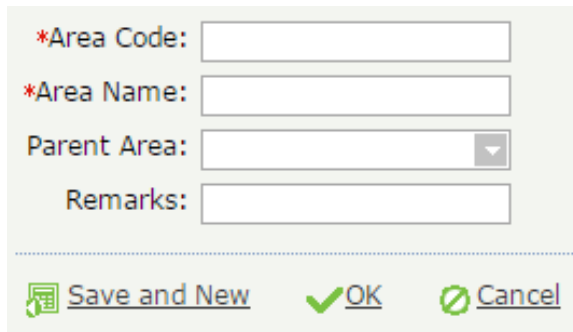
Personnel No.	First Name	Department
000000002	Joe	3
000000003	Mike	3

Serial No.	Personnel No.	First Name	Department	Card No.
1	000000001	Taylor	2	123456

Device Settings

We highly recommend the “Area” function for massive devices management, devices among the same “Area” will automatically synchronize the personnel data, which would save you a lot of time from one by one data migration.

Adding Area






*Area Code:

*Area Name:

Parent Area:

Remarks:

 Save and New  OK  Cancel

1. Click [Device] -> [Area] -> [Add].
2. Enter area code and area name. Choose parent department. Then click [OK].

Adding Device

*Device Name:

*Serial Number:

*IP Address:




*Port No. :

*Area:

Time Zone:

Fixed Transmission Time:

Real-Time Data Upload:

 [Save and New](#)  [OK](#)  [Cancel](#)

1. Click [Device] -> [Device] -> [Add].
2. Enter device name, serial number, and IP address.
Select an area in the pull-down list. Then click [OK].

Attendance Settings




3 elementary steps to complete a Time Attendance setting,

- Setup timetable(s)
- Setup Shift(s)
- Assign schedule to personnel

Adding Timetable

1. Click [Attendance] -> [Timetable] -> [Add].
2. Enter timetable name, set check-in start and end time, check-out start and end time.
3. Set check-in and check-out time. Then click [OK].

*Timetable Name:	<input type="text"/>		
*Check-In Start Time:	<input type="text" value="08:00:00"/>	*Check-Out Start Time:	<input type="text" value="17:00:00"/>
*Check-In:	<input type="text" value="09:00:00"/>	*Check-Out:	<input type="text" value="18:00:00"/>
*Check-In End Time:	<input type="text" value="10:00:00"/>	*Check-Out End Time:	<input type="text" value="19:00:00"/>
*Necessary Check-In:	<input type="text" value="Yes"/>	*Necessary Check-Out:	<input type="text" value="Yes"/>
*Late Arrival:	<input type="text" value="0"/>	*Early Out:	<input type="text" value="0"/>
*Work Time (minute):	<input type="text" value="480"/>	*Workday:	<input type="text" value="1.0"/>
*Auto OT:	<input type="text" value="No"/>		

 Save and New  OK  Cancel

Adding Shift

1. Click [Attendance] -> [Shift] -> [Add].
2. Enter shift name and number of cycle, select unit of cycle, timetable and date. Then click [OK].

*Shift Name:

*Unit Of Cycle:

*Number Of Cycle:


Select Timetable:

- Flexible Timetable(08:00-18:00)
- Timetable1(09:00-18:00)


Select Date

- Selected(5)
- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday






Schedule shifts

1. Click [Attendance] -> [Schedule] -> [Schedule].
2. Select one or more personnel. Enter start and end date.
3. Select a shift from shift lists, click  to move the shift into selected shift lists. Then click [OK].



Personnel:

Search By Department Search By Personnel No./Name 

Select All Personnel In The Department

Total 3 Records/1 Page     1 

<input type="checkbox"/>	Personnel No.	First Name	Department
<input checked="" type="checkbox"/>	000000001	Taylor	Overseas Sale
<input checked="" type="checkbox"/>	000000002	Joe	Development
<input type="checkbox"/>	000000003	Mike	Development



Selected Personnel (2)   Clear

<input checked="" type="checkbox"/>	000000001	Taylor	Overseas S
<input checked="" type="checkbox"/>	000000002	Joe	Developme

*Start Date: *End Date:



Shift List

Flexible shift
Shift1
Shift2

Selected Shift

<input type="checkbox"/>	Shift Name	Start Date	End Date
<input checked="" type="checkbox"/>	Shift2	2015-06-01	2015-07-01

Attendance Reports

You can view and export the attendance reports by different conditions.

1. Click [Attendance] -> [Attendance report].
2. Select one or more personnel.
3. Select any kind of report and click [Search].
4. You can view the report. You can also export the searched report in different format.

Search Select Personnel Start Date End Date

Transactions

Personnel No.	First Name	Time	Status	Correction Of Statu:
---------------	------------	------	--------	----------------------

