

Quick Start Guide

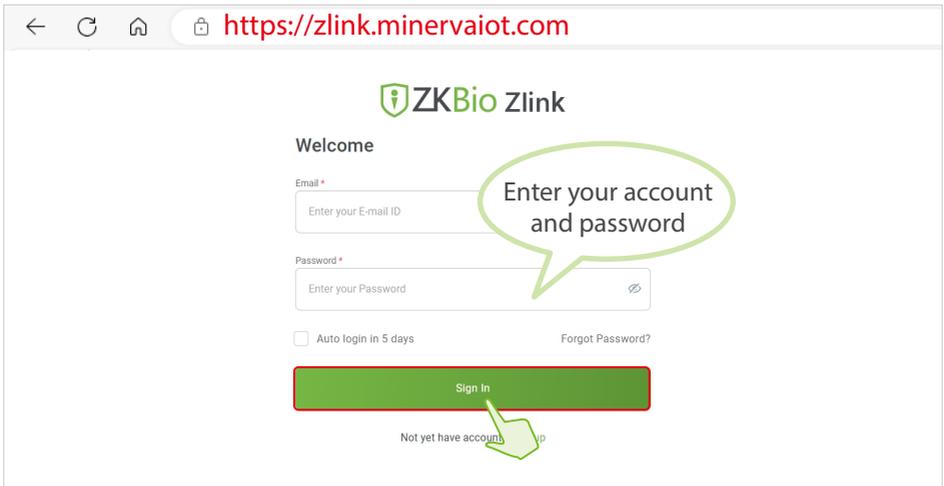
ZKBio Zlink Web Portal

Version: 2.0

English

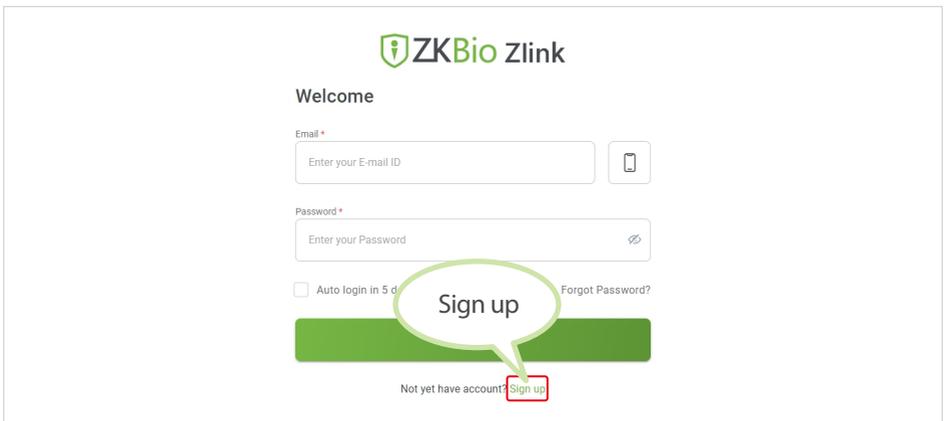
1 Access the ZKBio Zlink Web

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.



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.



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

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 you register your 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.

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.

ZKBio Zlink

Create Organization

Organization Name *

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]**.

ZKBio Zlink

Test 159 | H.Julia

Me

- Organization **2**
- Device Center
- Credential

ZKBio Zlink

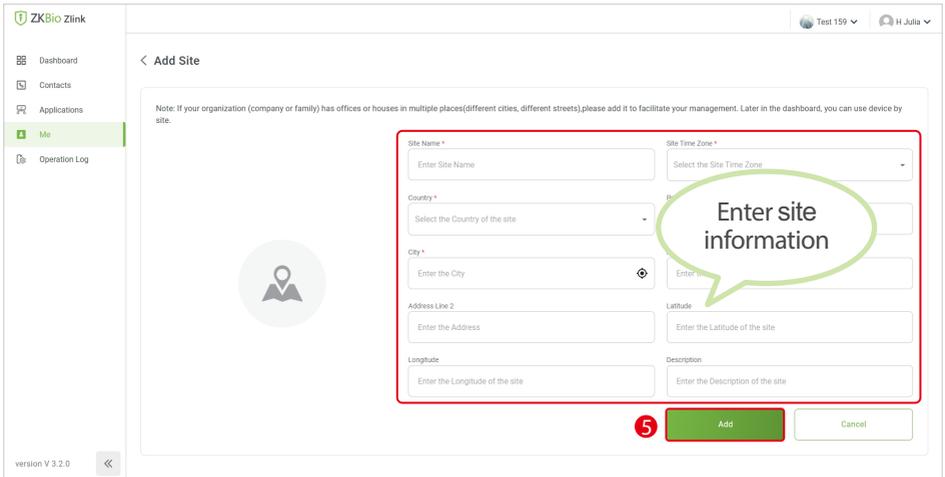
Test 159 | H.Julia

< Organization

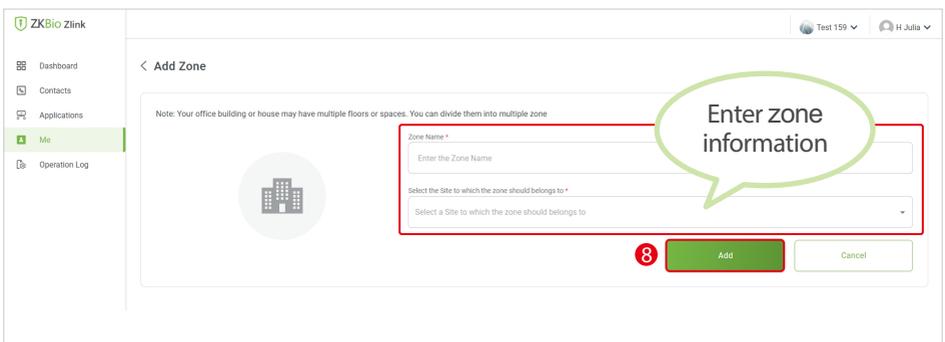
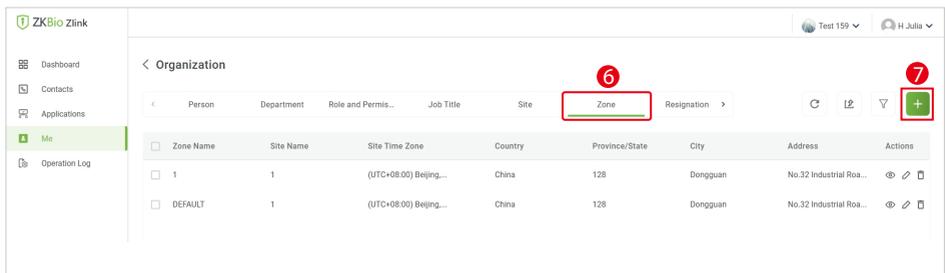
Person | Department | Role and Permis... | Job Title | **Site** **3** | Zone | Resignation

+ **4**

Site Name	Site Time Zone	Country	Province/State	City	Address	Actions
<input type="checkbox"/> DEFAULT						⊞
<input type="checkbox"/> 1	(UTC+08:00) Beijing,...	China	128	Dongguan	No.32 Industrial Roa...	⊞ ⊞ ⊞

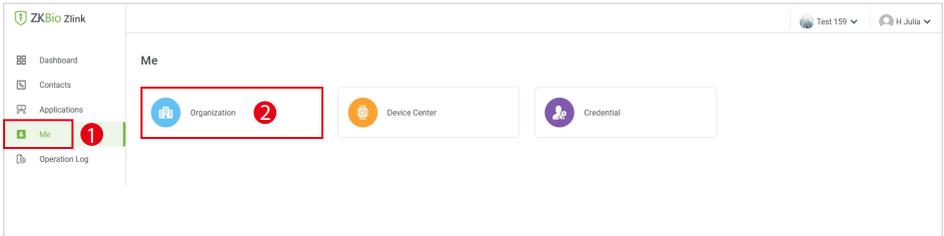


2. Then click **[Zone]** to enter the list interface, and click **+** to add a zone. Enter the zone information and then click **[Add]**.

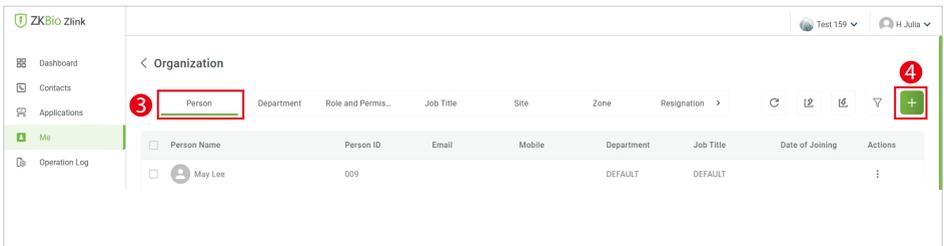


5 Add Personnel on the Web

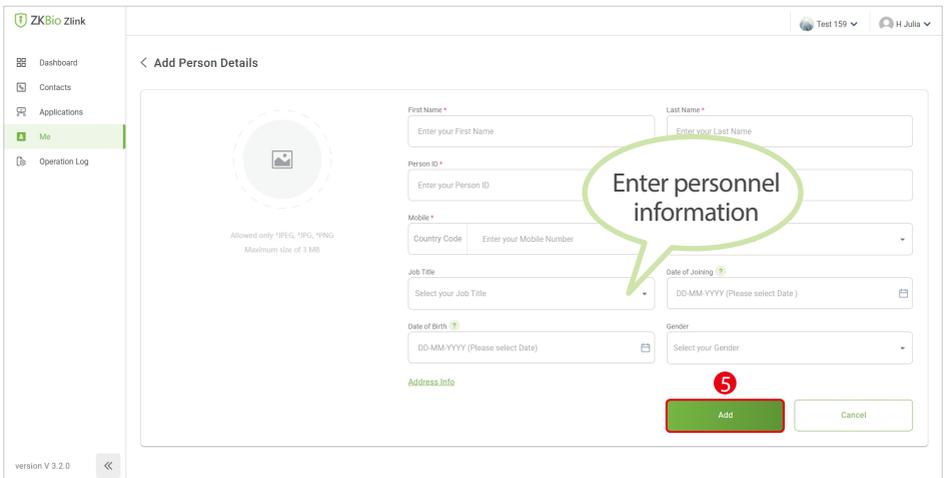
1. Click **[Me]** > **[Organization]** on the main menu interface to enter the setting screen.



2. Then click **[Person]** > **+** icon to add a new person on the Organization interface.



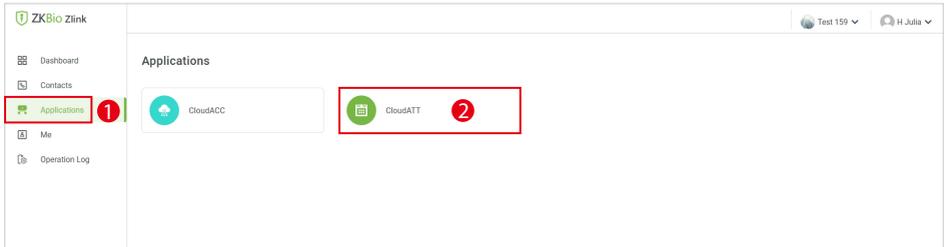
3. Enter the person's information on the Add Person Details screen, and then click **[Add]**.



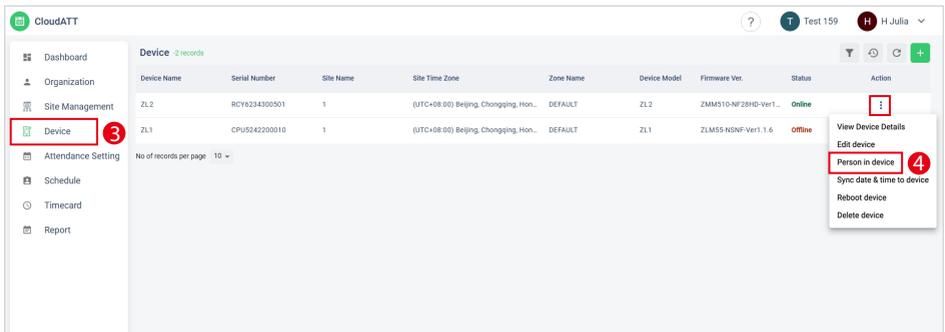
6 Synchronize Persons to Device

Time Attendance Device:

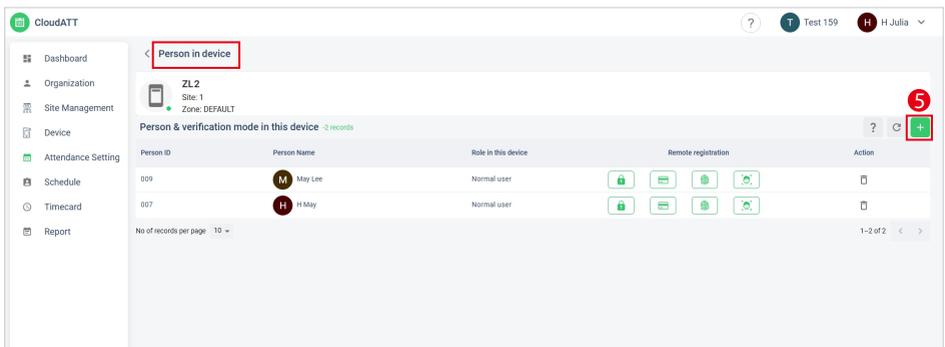
1. Click **[Applications]** > **[CloudATT]** to enter the CloudATT setting screen.



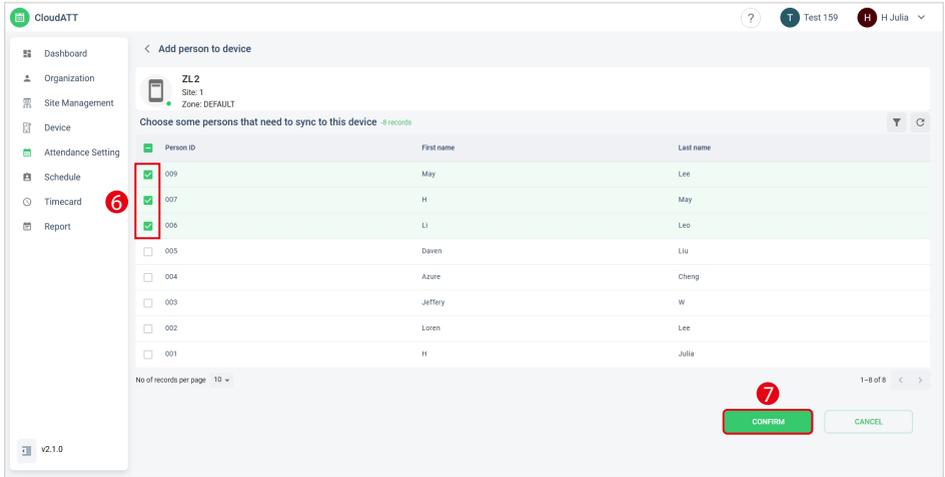
2. Click **[Device]** to enter the Device interface. Then select the device you want to synchronize people with, click the **:** icon after it and select **[Person in device]** from the pop-up menu to enter the setting interface.



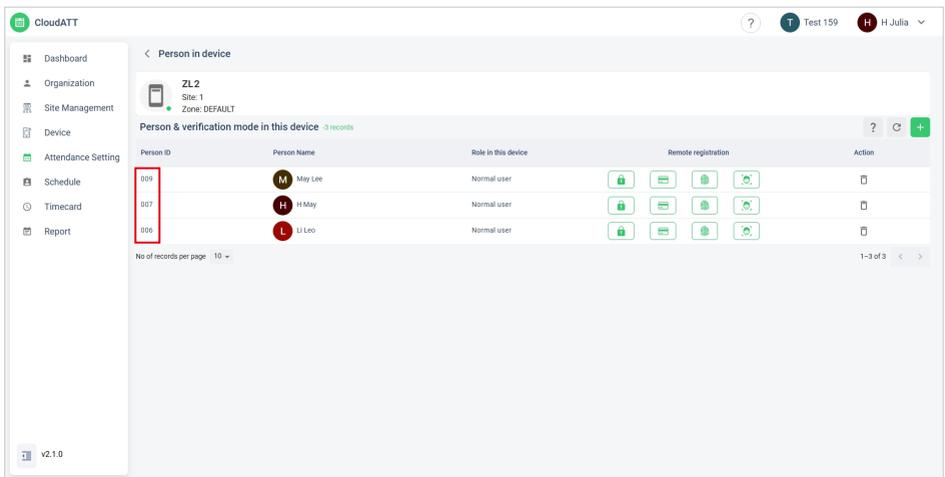
3. Then click add icon **+** to choose persons to synchronize to this device.



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



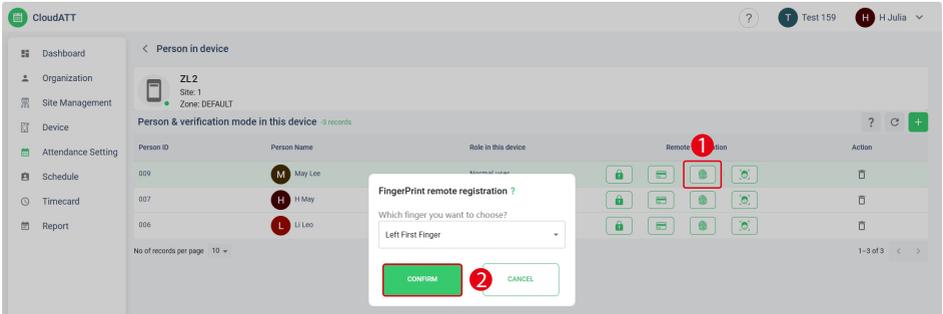
5. After successful synchronization, the added people will be displayed in the list.



7 Register Verification Mode on the Web

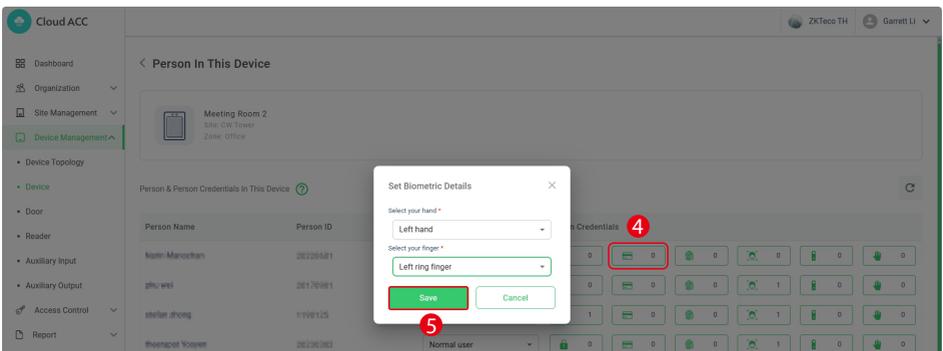
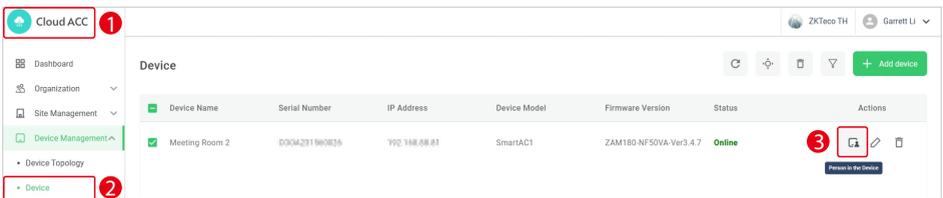
Time Attendance Device:

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:

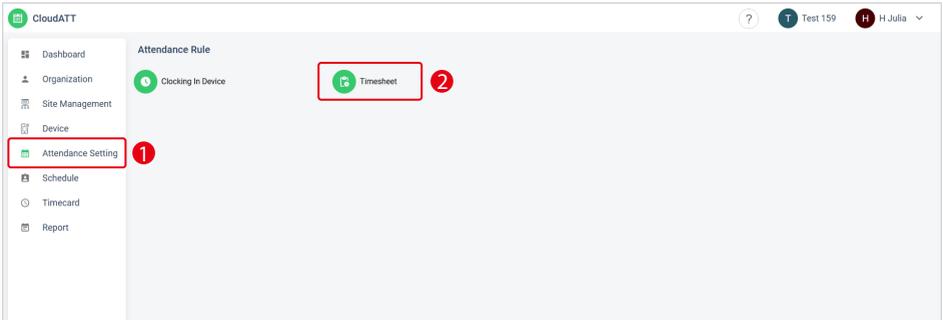
1. Click **[Applications]** > **[CloudACC]** > **[Device Management]** > **[Device]** > **[Person in this device]** to view the list of people.
2. Select the person and click the biometric icon, then follow the interface prompts or voice prompts to enter information on the device. Below is an example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



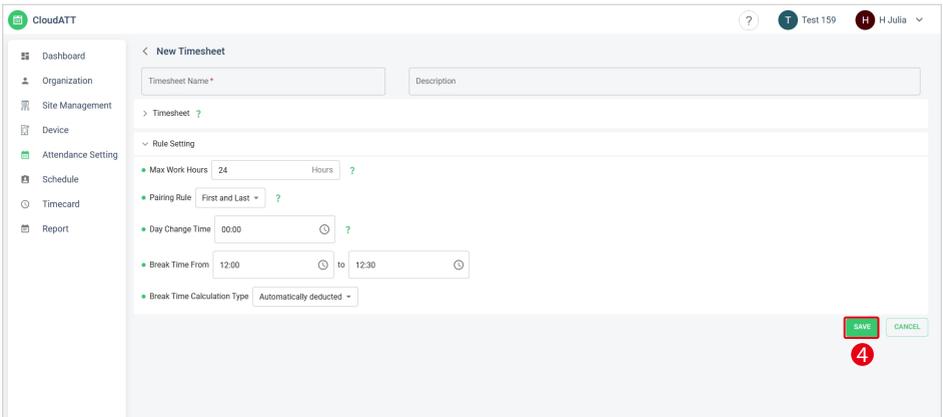
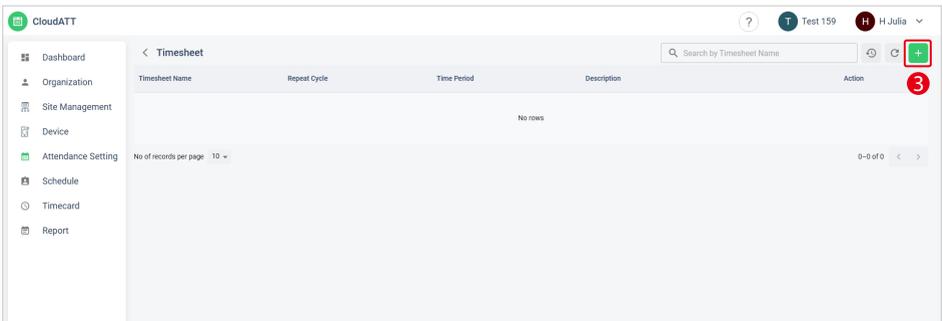
8 Time Attendance Setting

8.1 Timesheet

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

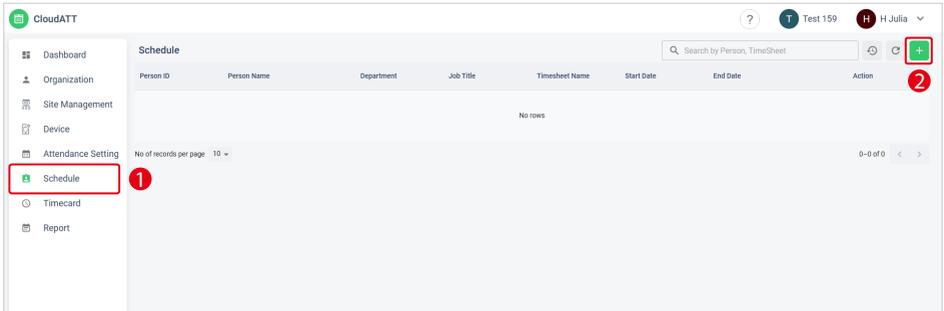


2. Click **+** icon to set the attendance rule and timesheet, and click **[SAVE]**.

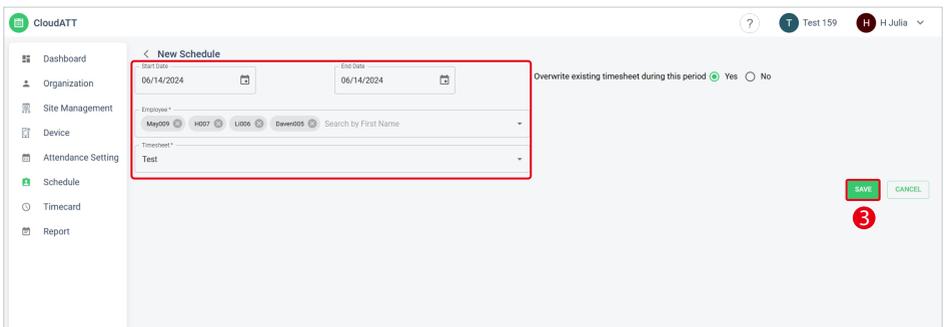


8.2 Schedule

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



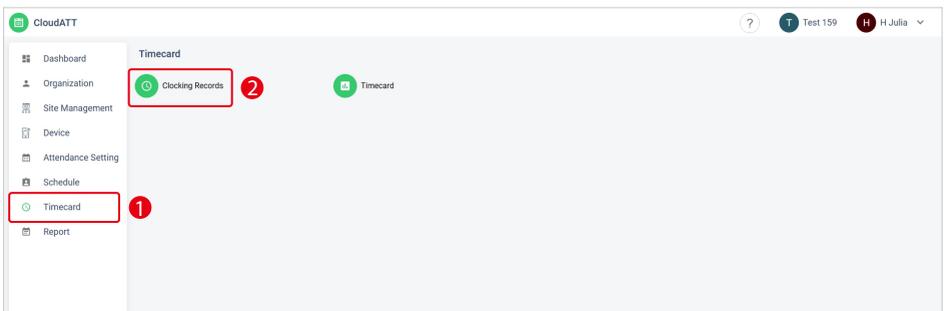
2. Select the time, employee and timesheet of the schedule. Then click **[Save]** to save the settings.



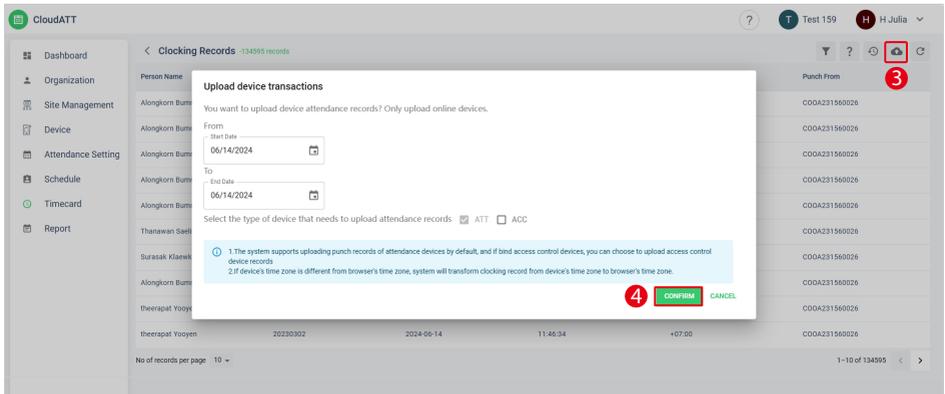
8.3 Records

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.



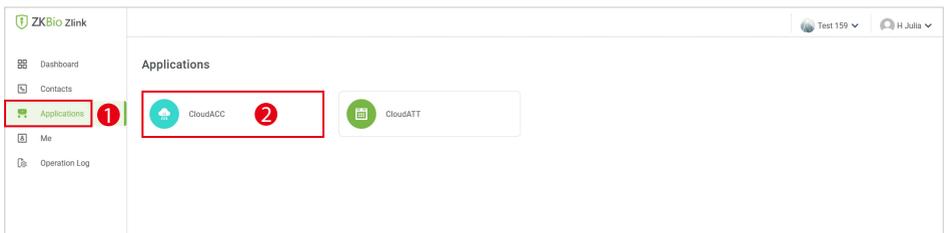
2. Click  and set the start and end dates for the query, and finally click **[CONFIRM]**.



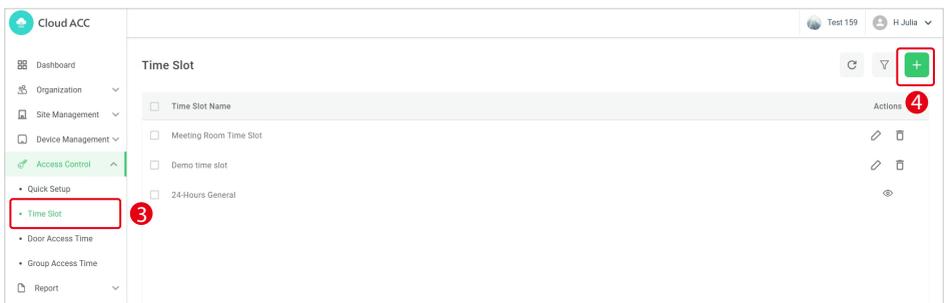
9 Access Control Setting

9.1 Time Slot

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

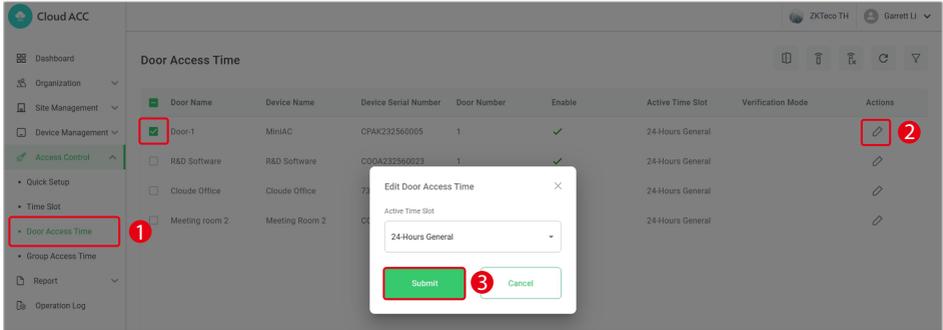


2. Click  icon to add a new Time Slot.



9.2 Door Access Time

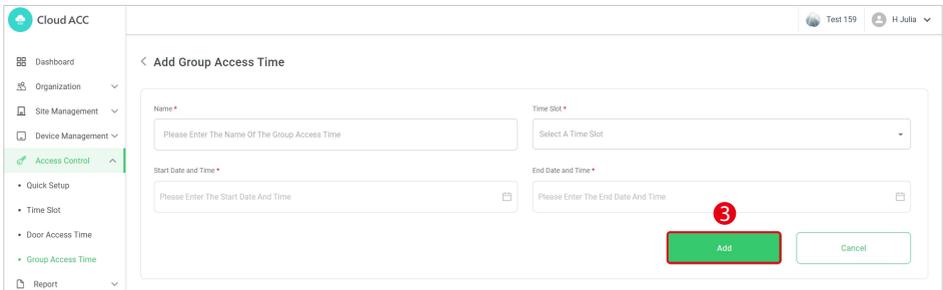
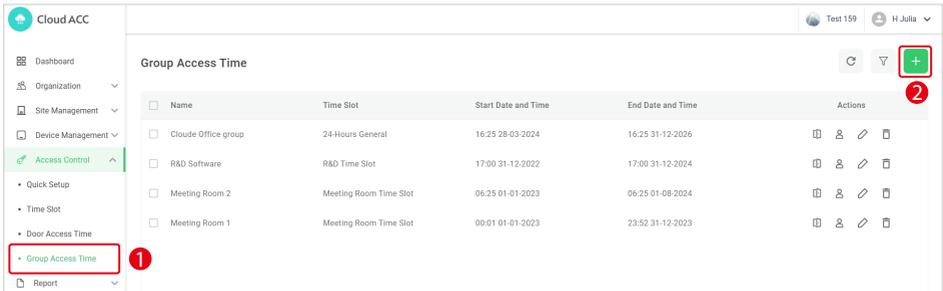
1. Click **[Access Control]** > **[Door Access Time]** to enter the setting screen.
2. Typically, the system uses the default time slot for opening doors. Click the  icon to change it to the time slot you added. Then click **[Submit]** to confirm.



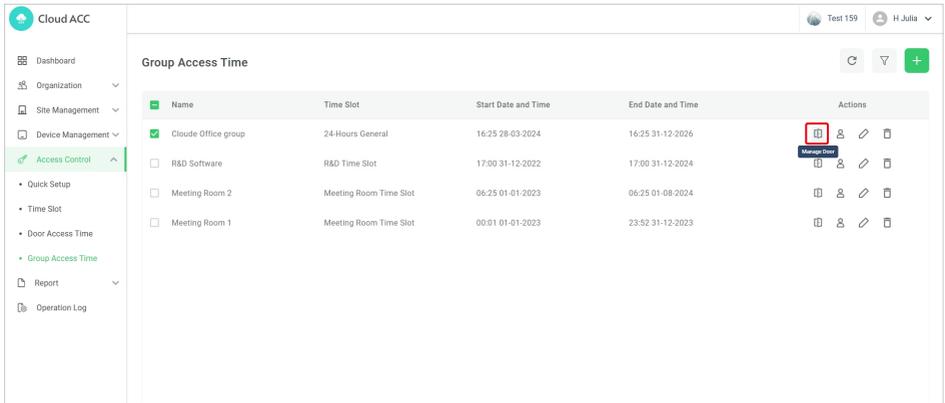
9.3 Group Access Time

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

Test 159 H Julia

Dashboard

Organization

Site Management

Device Management

Access Control

- Quick Setup
- Time Slot
- Door Access Time
- Group Access Time

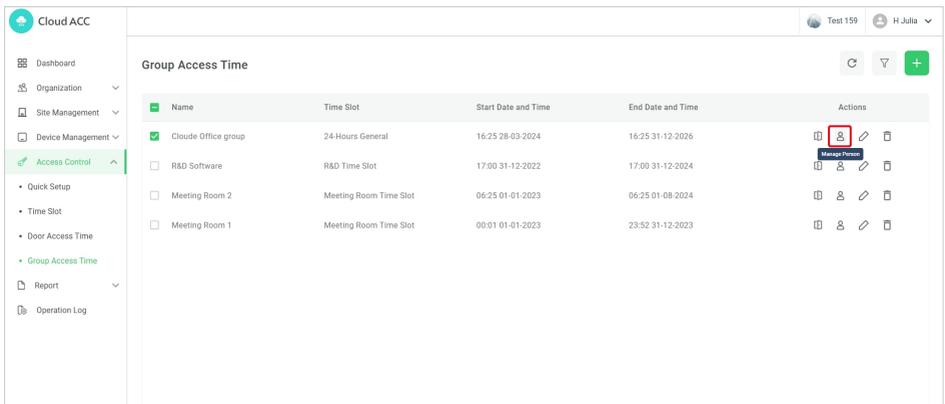
Report

Operation Log

Group Access Time

<input checked="" type="checkbox"/>	Name	Time Slot	Start Date and Time	End Date and Time	Actions
<input checked="" type="checkbox"/>	Cloude Office group	24-Hours General	16:25 28-03-2024	16:25 31-12-2026	   
<input type="checkbox"/>	R&D Software	R&D Time Slot	17:00 31-12-2022	17:00 31-12-2024	   
<input type="checkbox"/>	Meeting Room 2	Meeting Room Time Slot	06:25 01-01-2023	06:25 01-08-2024	   
<input type="checkbox"/>	Meeting Room 1	Meeting Room Time Slot	00:01 01-01-2023	23:52 31-12-2023	   

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



Cloud ACC

Test 159 H Julia

Dashboard

Organization

Site Management

Device Management

Access Control

- Quick Setup
- Time Slot
- Door Access Time
- Group Access Time

Report

Operation Log

Group Access Time

<input checked="" type="checkbox"/>	Name	Time Slot	Start Date and Time	End Date and Time	Actions
<input checked="" type="checkbox"/>	Cloude Office group	24-Hours General	16:25 28-03-2024	16:25 31-12-2026	   
<input type="checkbox"/>	R&D Software	R&D Time Slot	17:00 31-12-2022	17:00 31-12-2024	   
<input type="checkbox"/>	Meeting Room 2	Meeting Room Time Slot	06:25 01-01-2023	06:25 01-08-2024	   
<input type="checkbox"/>	Meeting Room 1	Meeting Room Time Slot	00:01 01-01-2023	23:52 31-12-2023	   

Please refer to the User Manual for more information.

ZKTeco Industrial Park, No. 32, Industrial Road,
Tangxia Town, Dongguan, China.

Phone : +86 769 - 82109991

Fax : +86 755 - 89602394

www.zkteco.com

