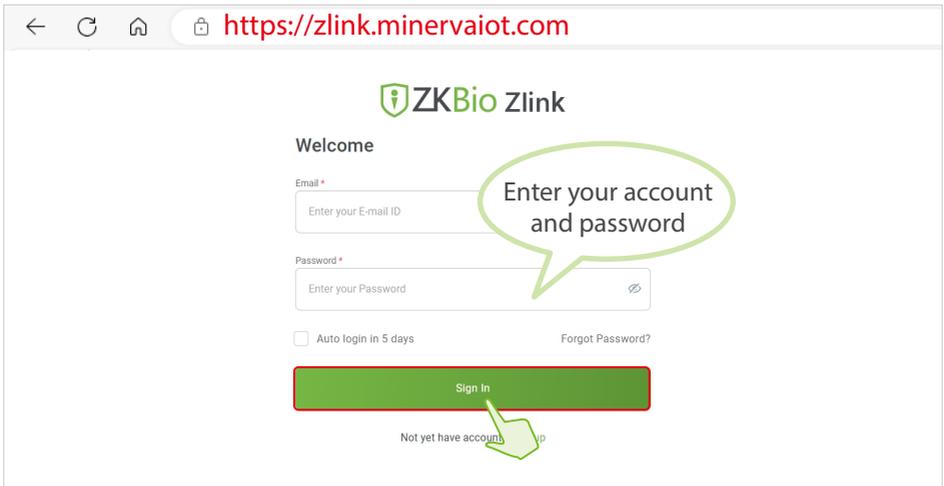# Quick Start Guide

## ZKBio Zlink Web Portal

Version: 2.0

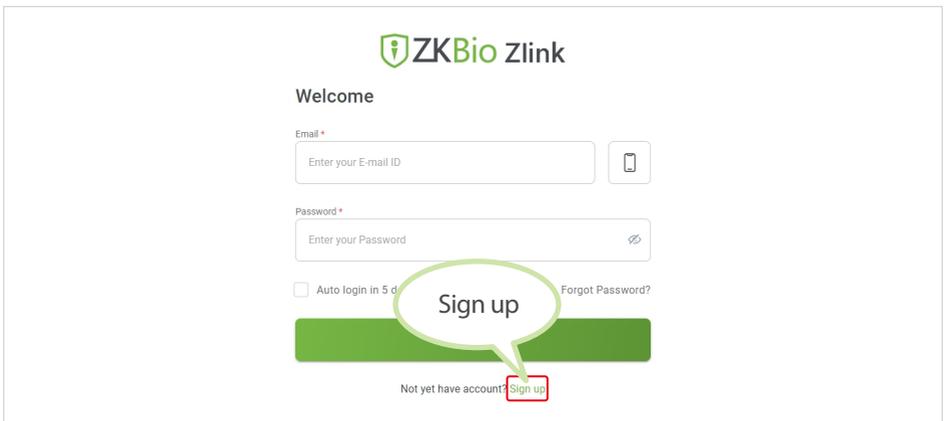English

# 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**].



**3.** Enter user information and set a password, and then click [**Register**] to complete the creation of the account.

# 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.



# 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**].
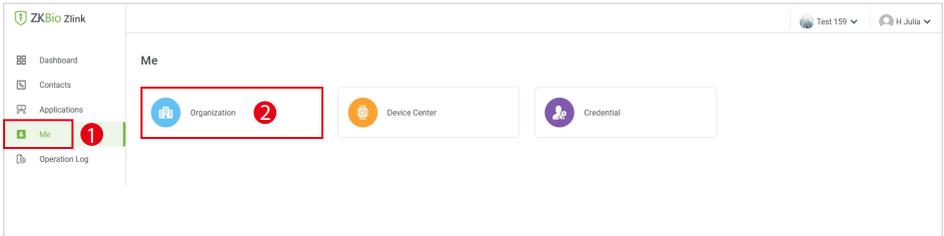
**2.** Then click [**Zone**] to enter the list interface, and click ➕ to add a zone. Enter the zone information and then click [**Add**].
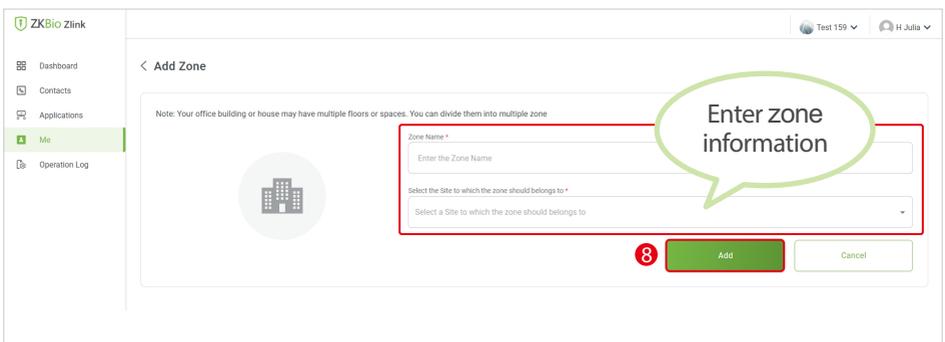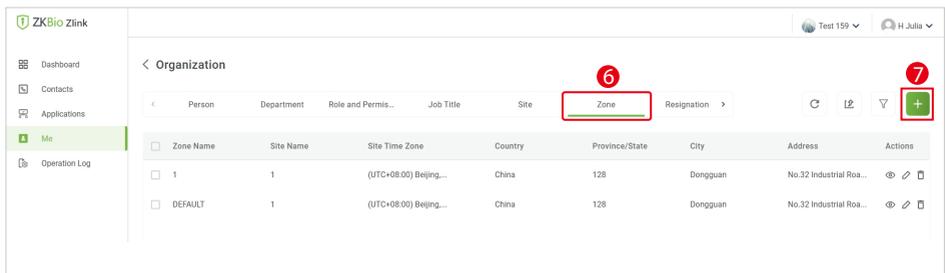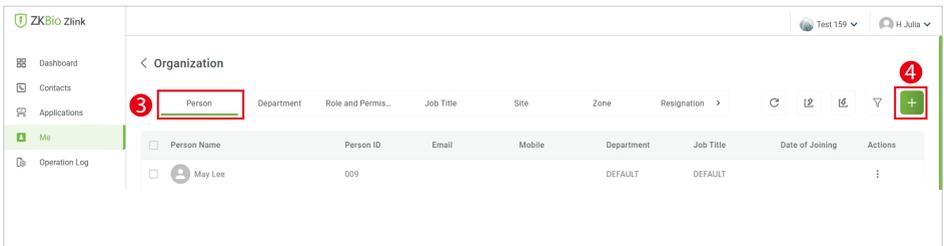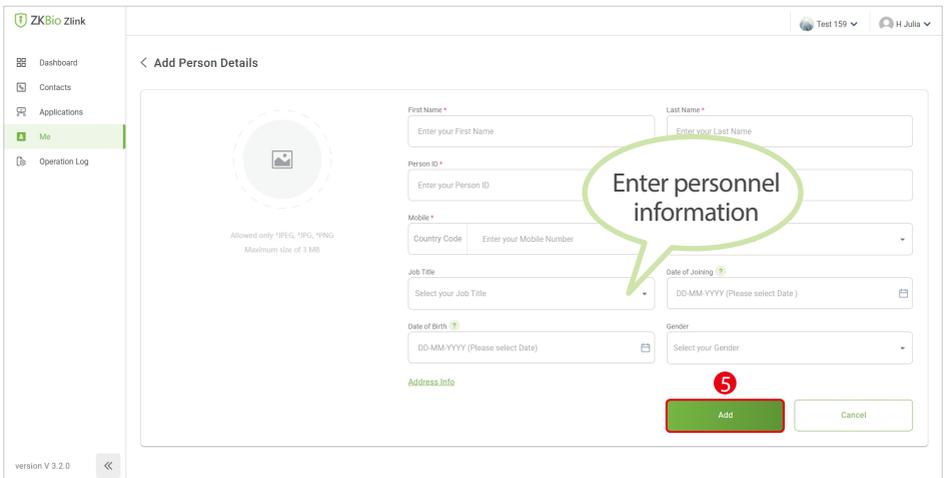
# 5 Add Personnel on the Web

**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.
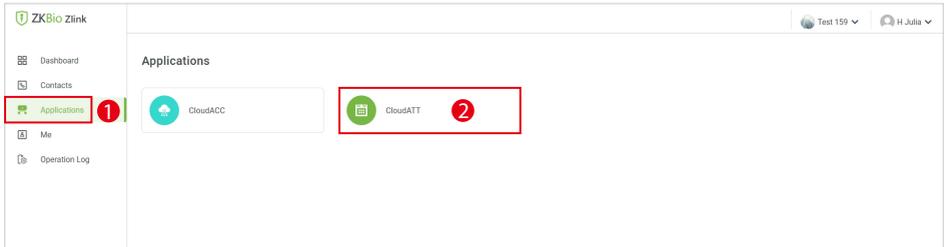


**3.** Enter the person's information on the Add Person Details screen, and then click [**Add**].
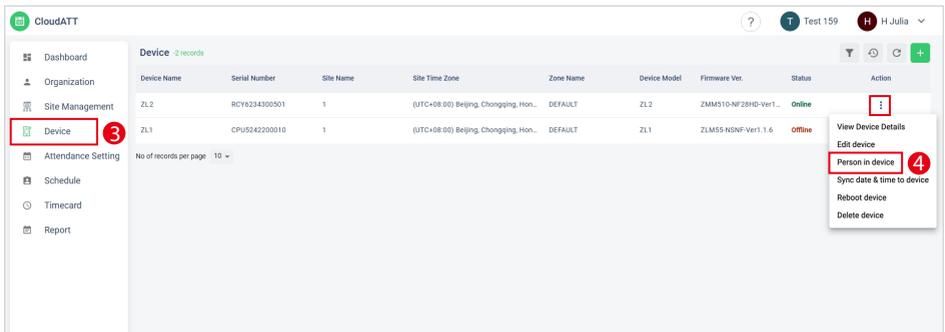
# 6 Synchronize Persons to Device
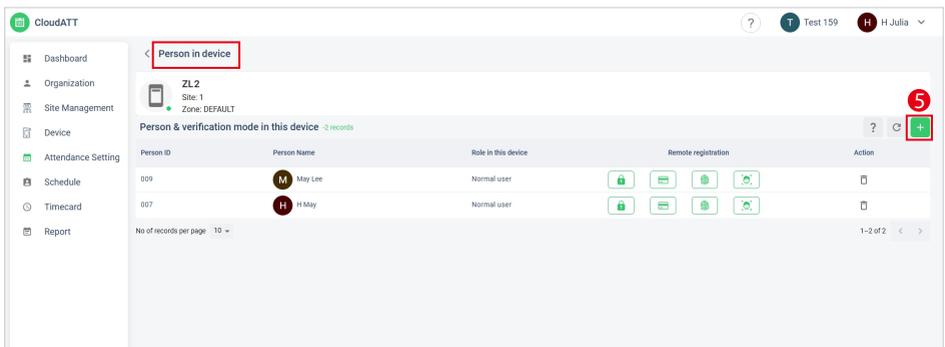
## Time Attendance Device:

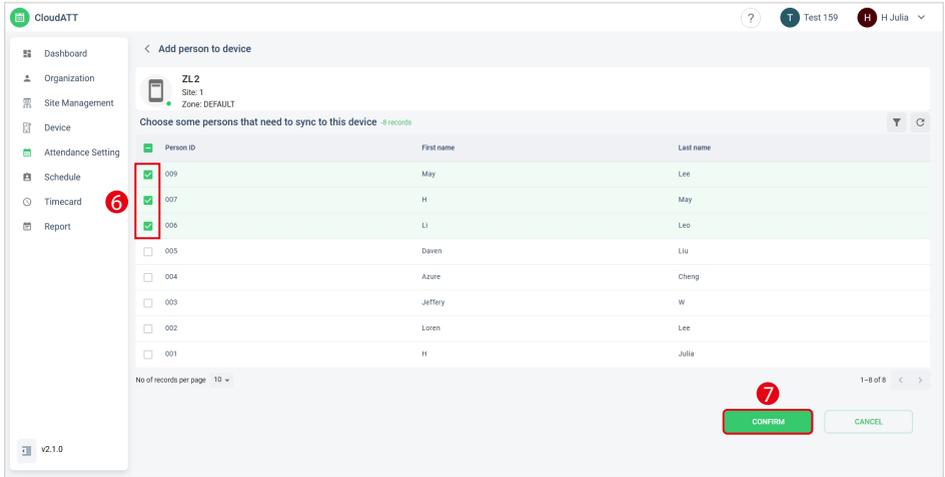**1.** Click [**Applications**] > [**CloudATT**] to enter the CloudATT setting screen.



**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.
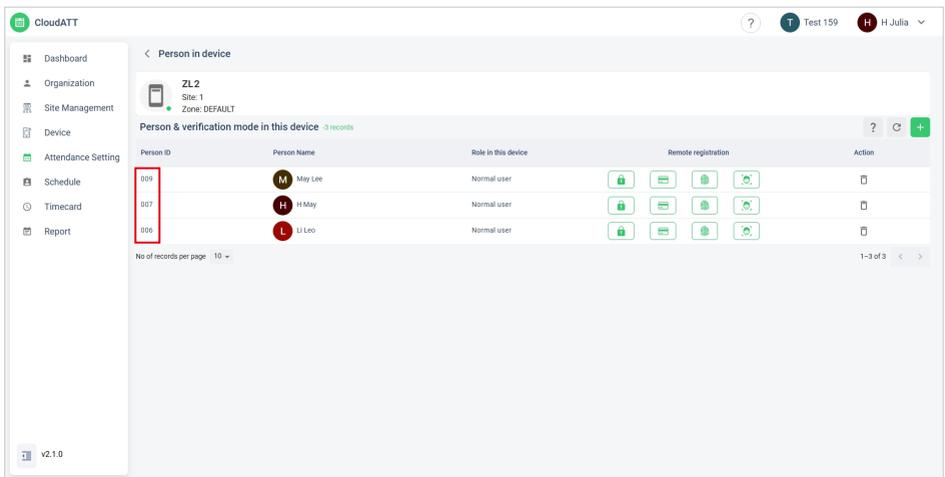


**3.** Then click add icon ➕ to choose persons to synchronize to this device.

**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.
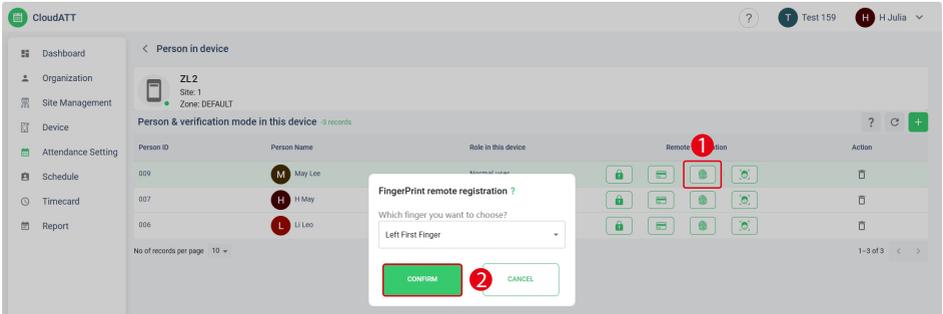


## Access Control Device:

**1.** Click [**Applications**] > [**CloudACC**] > [**Device Management**] > [**Device**] > [**Person in this deivce**] 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.
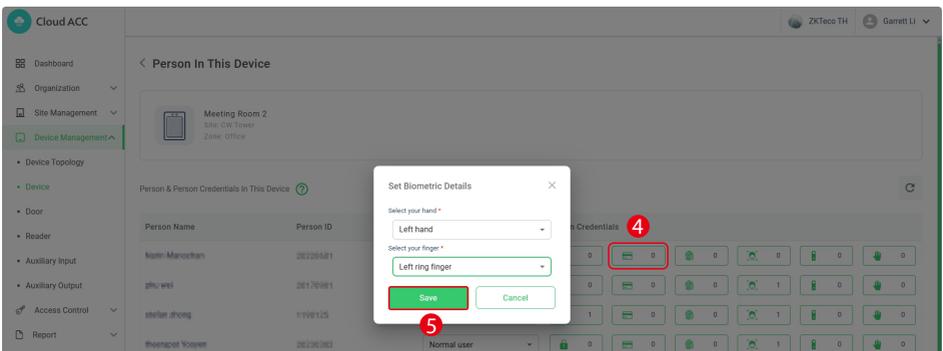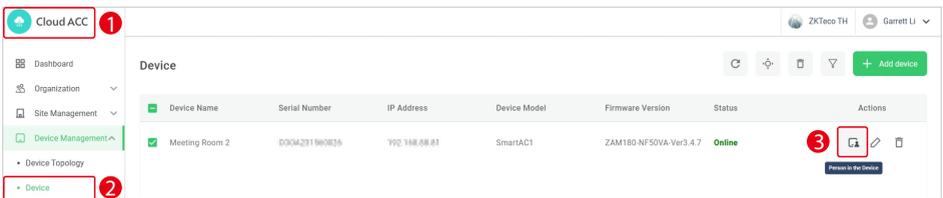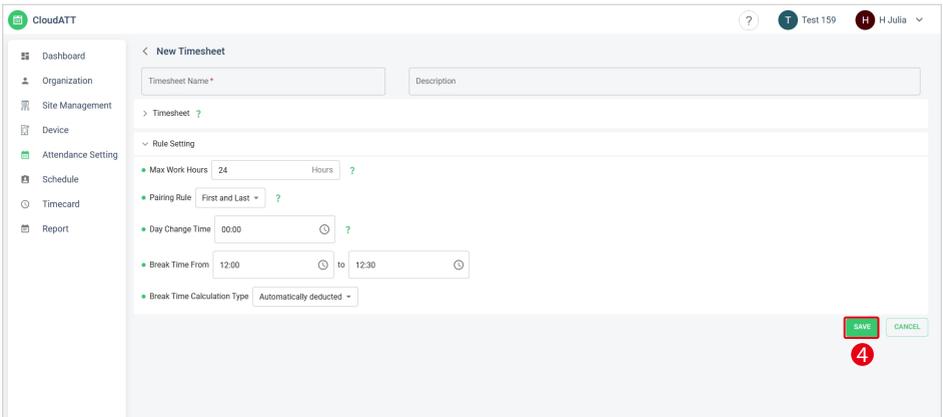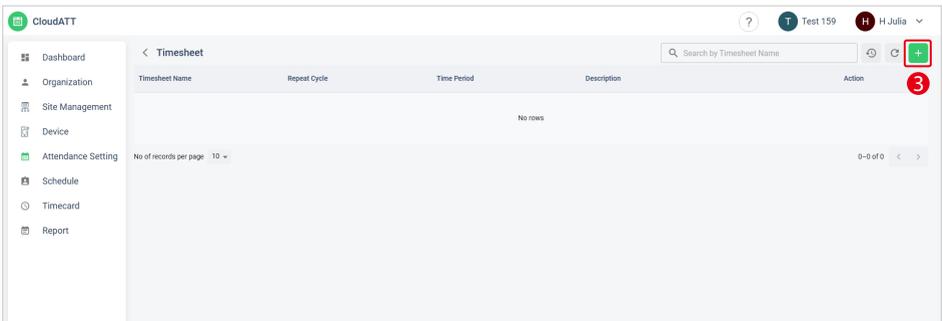
# 8 Time Attendance Setting

## 8.1 Timesheet

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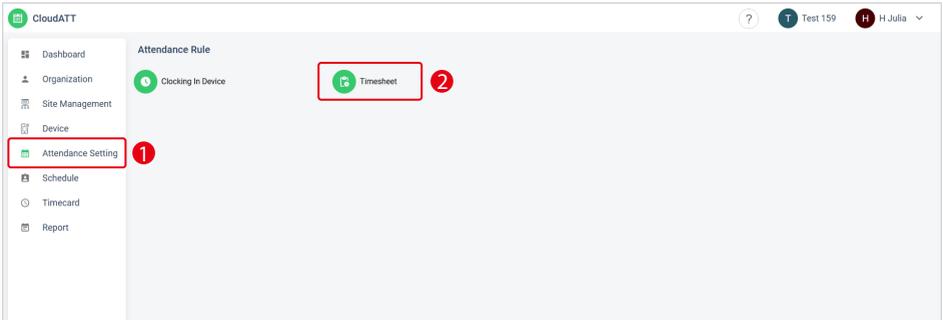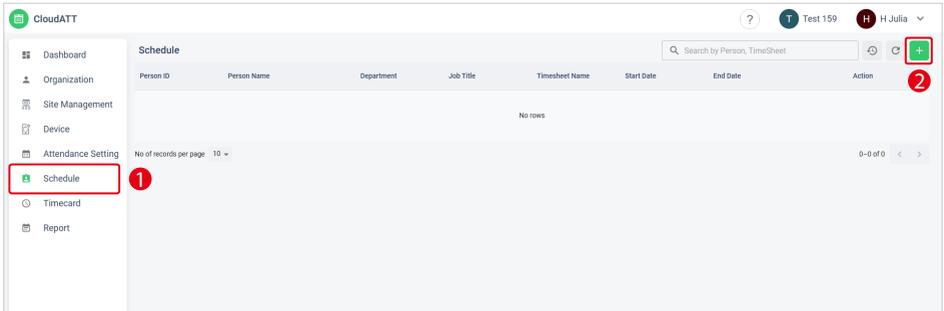


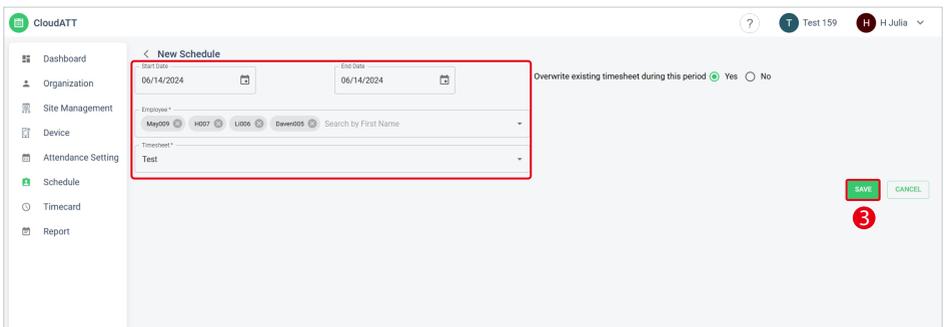**2.** Click ➕ icon to set the attendance rule and timesheet, and click [**SAVE**].

## 8.2  Schedule

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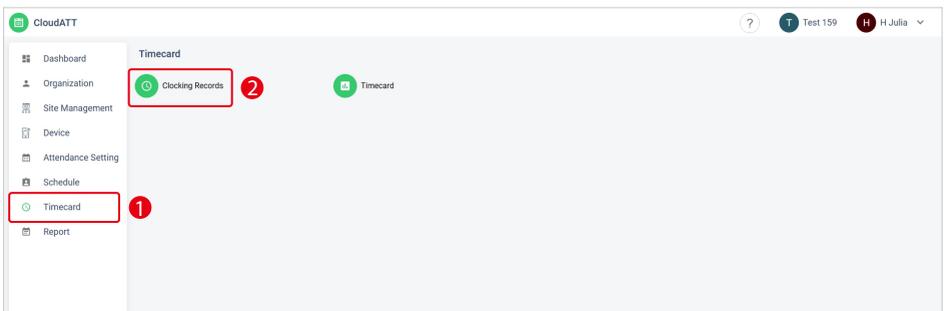


**2.** Select the time, employee and timesheet of the schedule. Then click [**Save**] to save the settings.
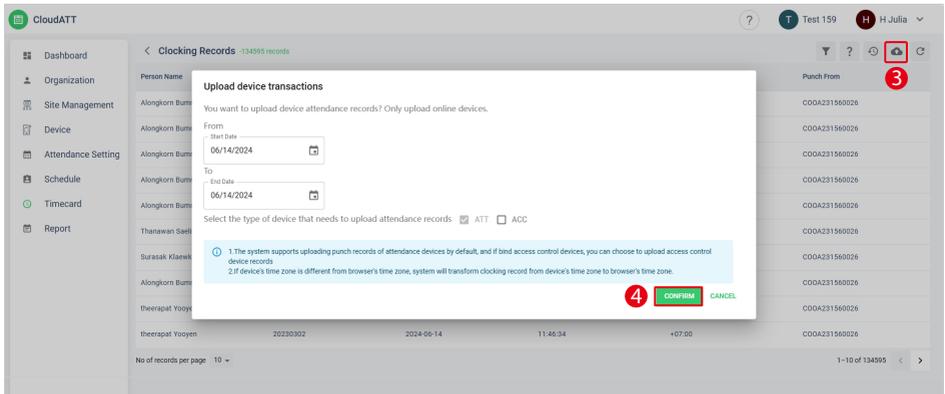


## 8.3  Records

After the person has checked in/out on the device, you can view the attendance records.

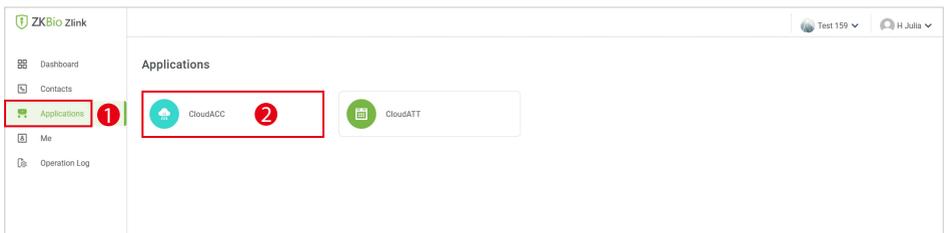**1.** Click [**Timecard**] > [**Clocking Records**] on the [**CloudATT**] setting screen.

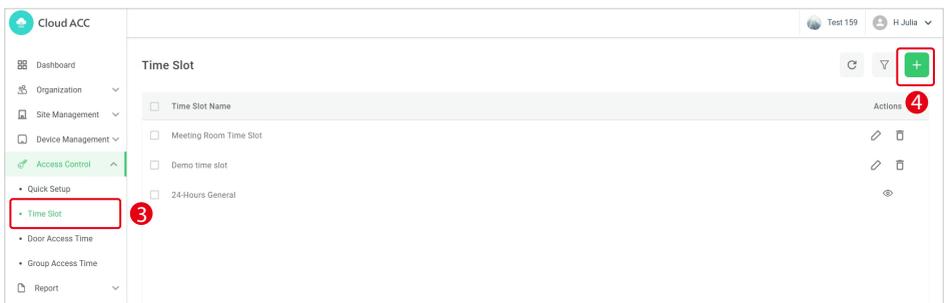**2.** Click ☁ and set the start and end dates for the query, and finally click [**CONFIRM**].



# 9 Access Control Setting

## 9.1 Time Slot

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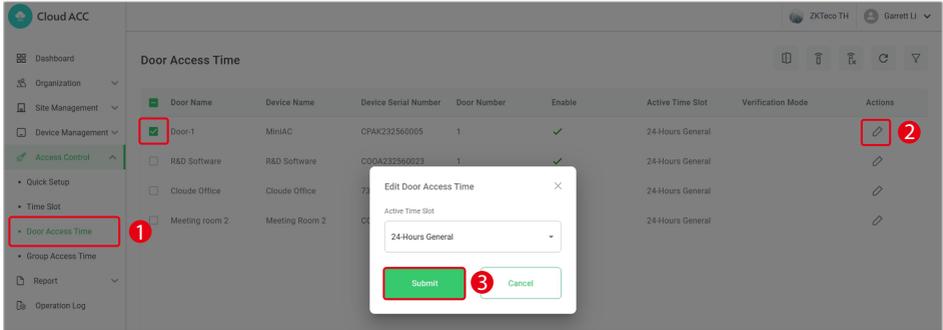


**2.** Click ➕ icon to add a new Time Slot.
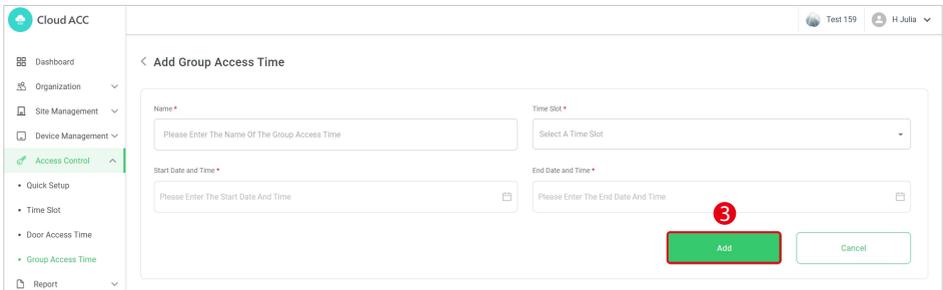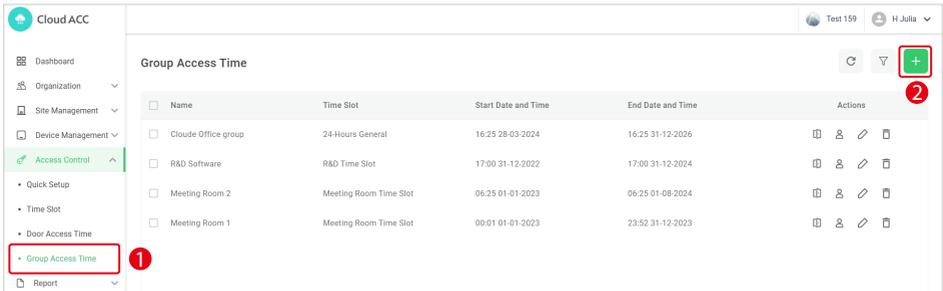
## 9.2 Door Access Time

**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.
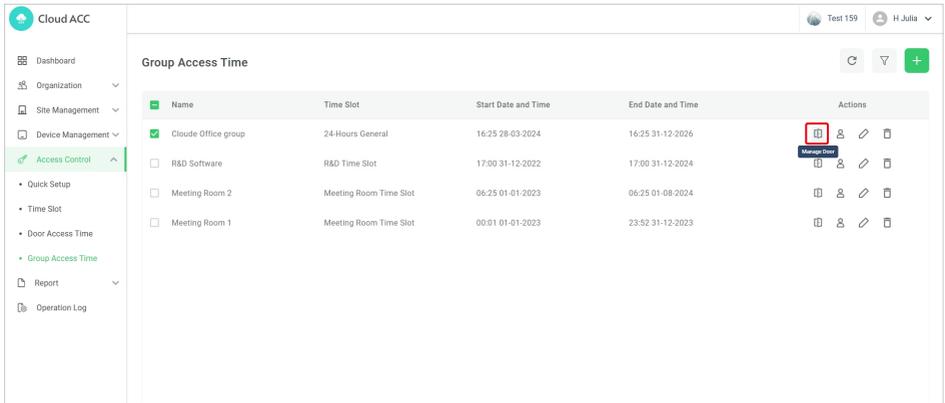


## 9.3 Group Access Time

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.



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



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