

Quick Start Guide

ZKBio Zlink Web Portal V4.0.0

Date: January 2025

English

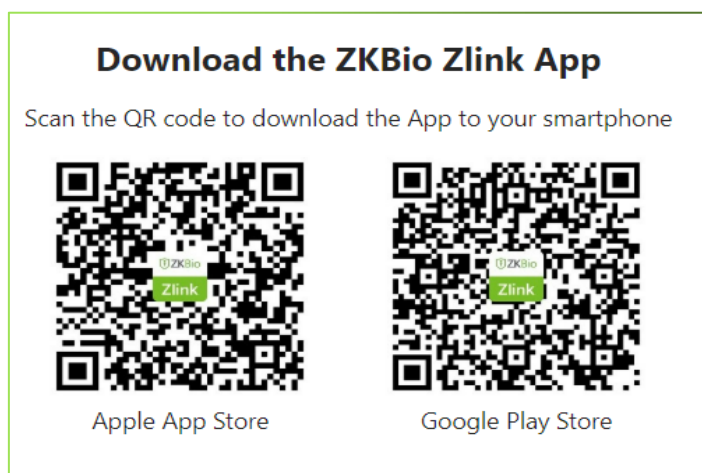
Due to regular upgrades of systems and products, ZKTeco could not guarantee exact consistency between the actual product and the written information in this manual.

1. Getting Started

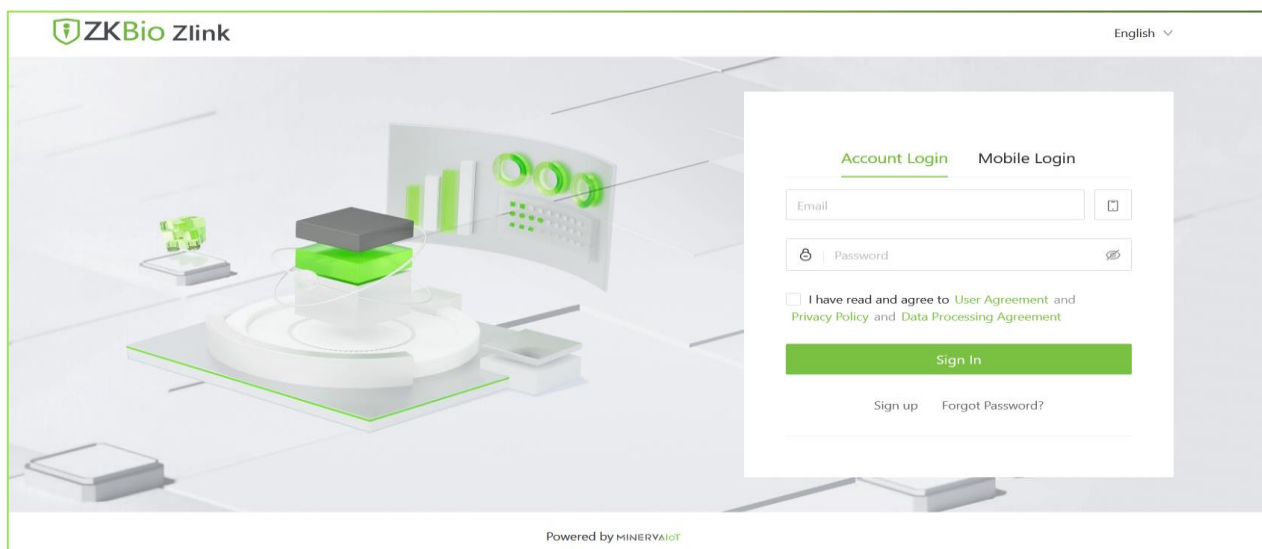
1.1 Login to ZKBio Zlink Web

Please follow the instructions below to log in to ZKBio Zlink:

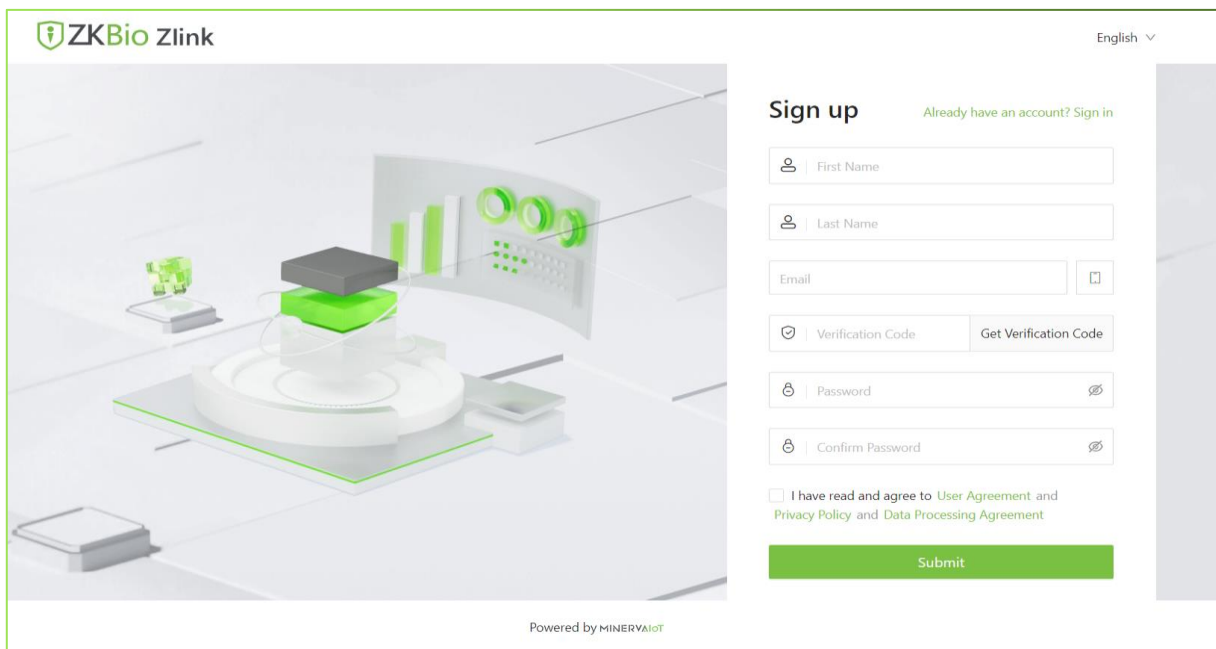
1. Open the ZKBio Zlink web application in a browser or mobile app:
 - a) Web Portal URL: [ZKBio Zlink](#)
 - b) Mobile App QR Code:



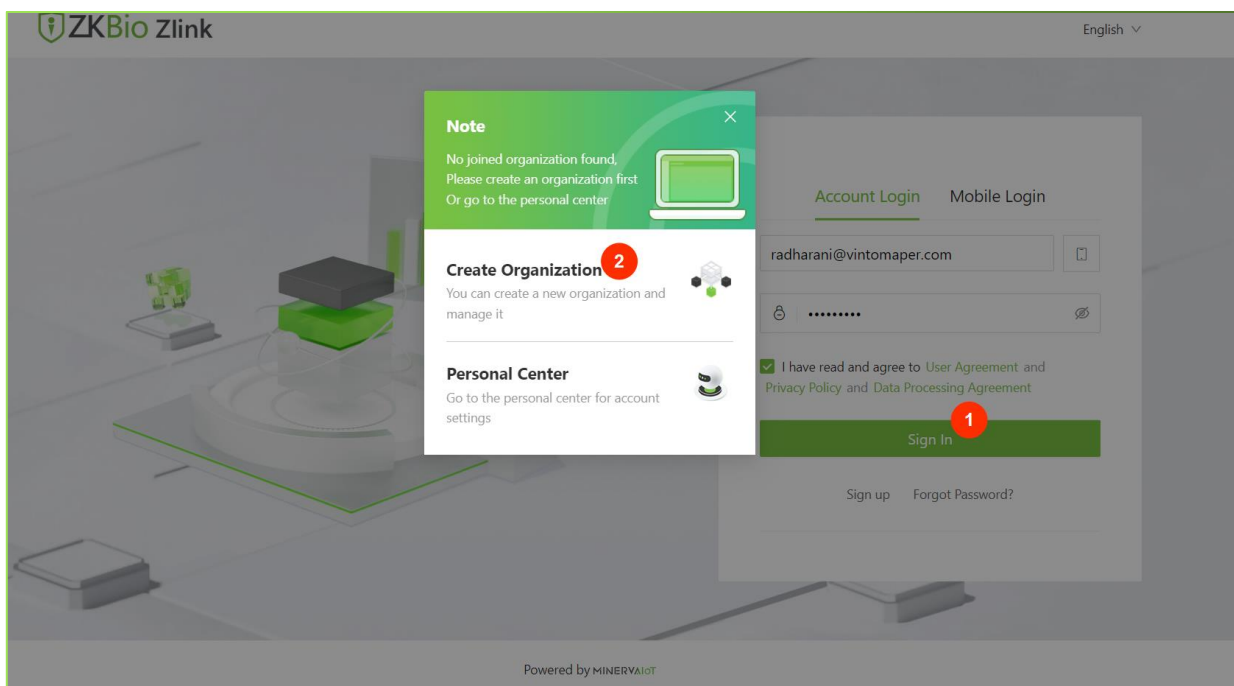
2. Enter your email address and password on the login screen.



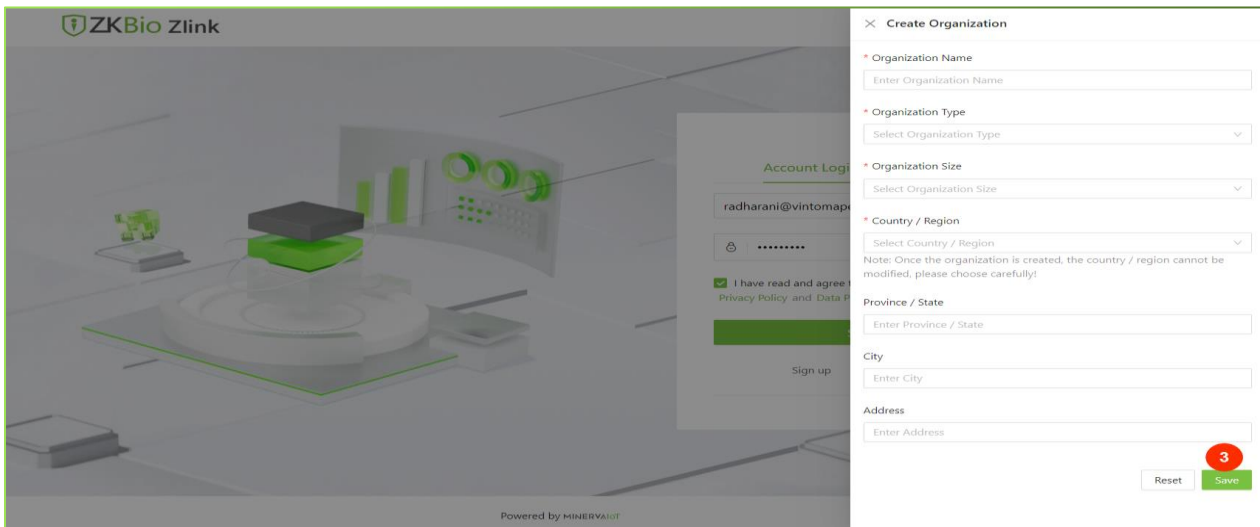
3. Alternatively, if you don't have an account, click on the **Sign-Up** option to register.



- After successfully registering, use your credentials to sign in and create your organization by following the steps below.

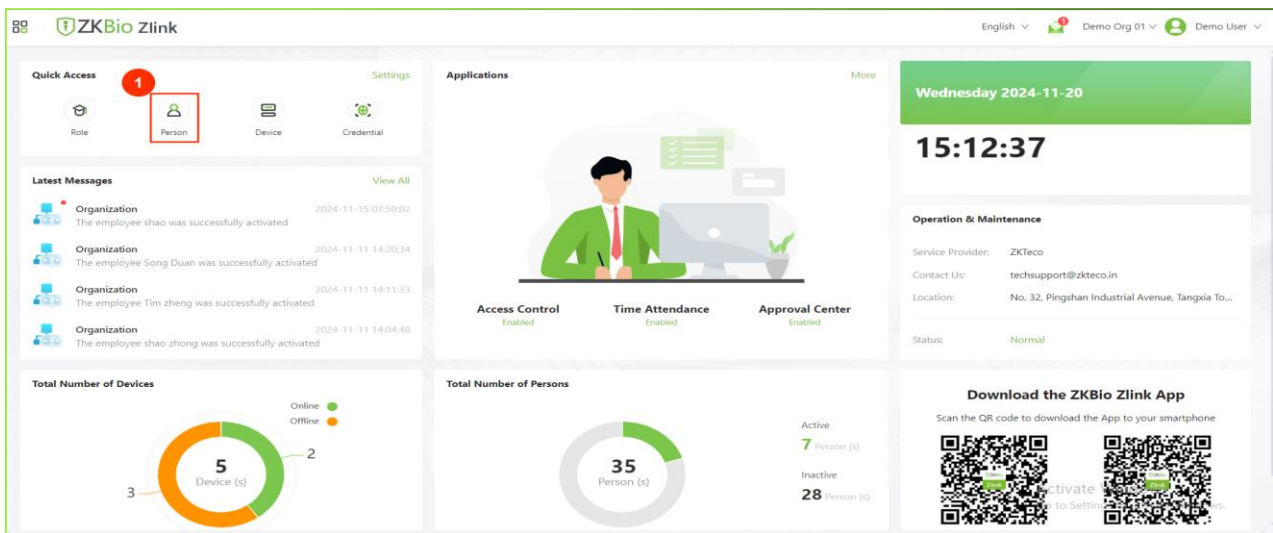


- Fill in your company details and click **Save**. You can now successfully access the ZKBio Zlink web application.



2. Add a Department and Person

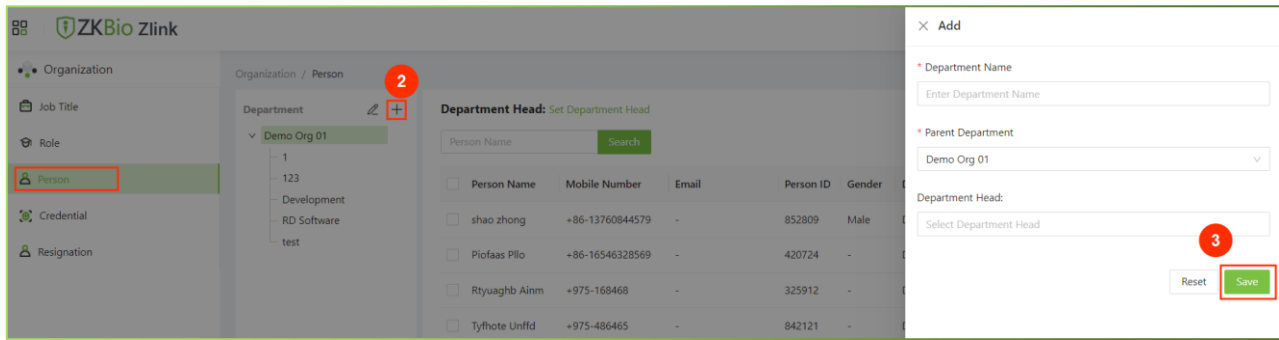
First, select a person from the Quick Access options on the Dashboard. This will take you to the Person List page.




2.1 Adding a Department

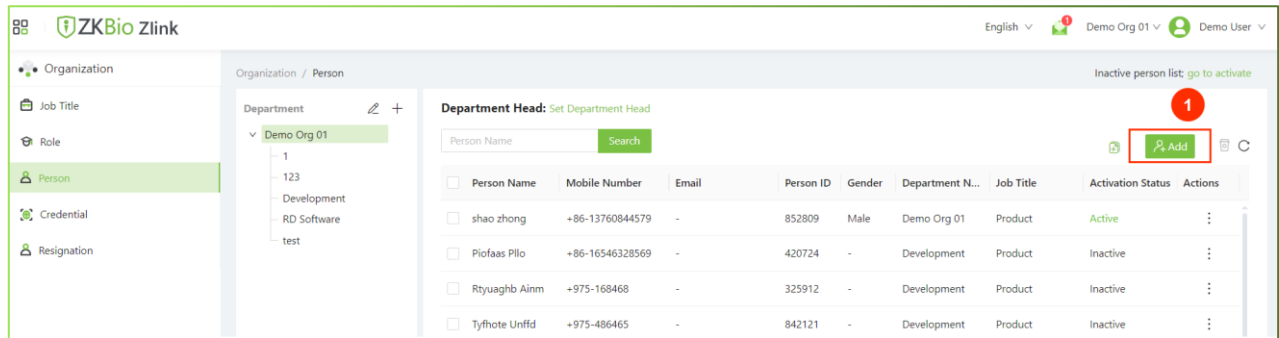
Create a department within your organization.

Click on the **Person** module, then click on the Add **+** icon to add a department. Enter the department details and click **Save**.



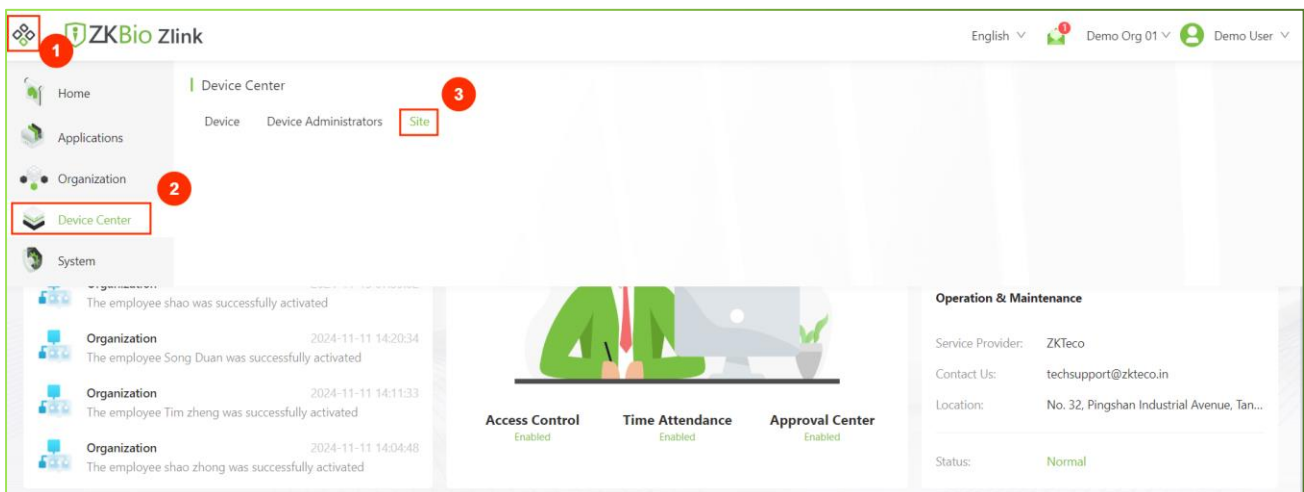
2.1.1 Adding a Person

Click on the **Person** module, then click on the Add  icon to add a person. Enter the persons details and click **Save**.



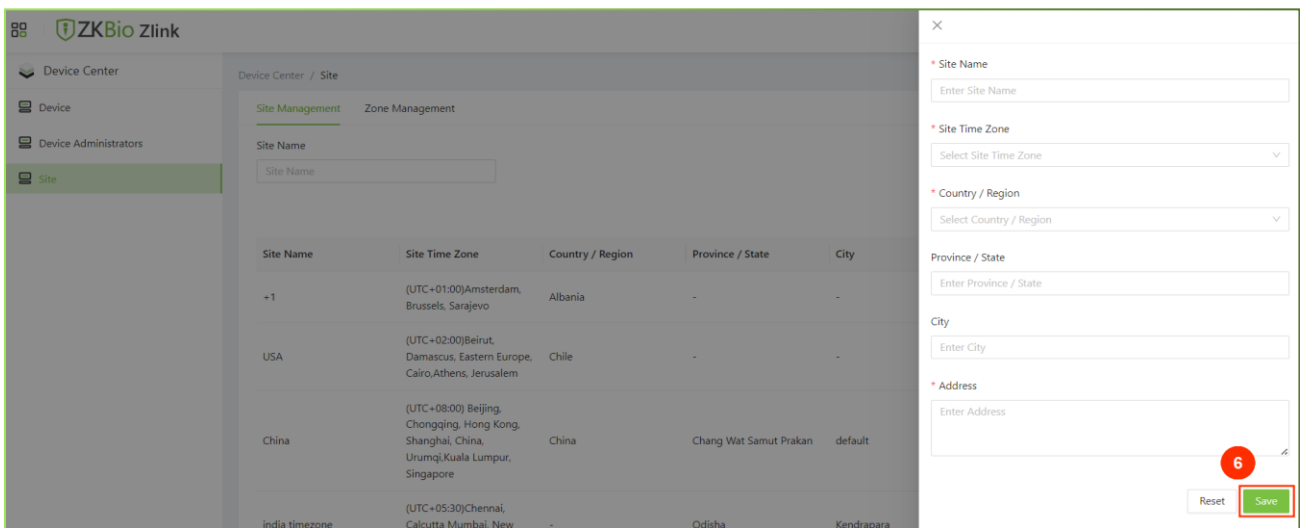
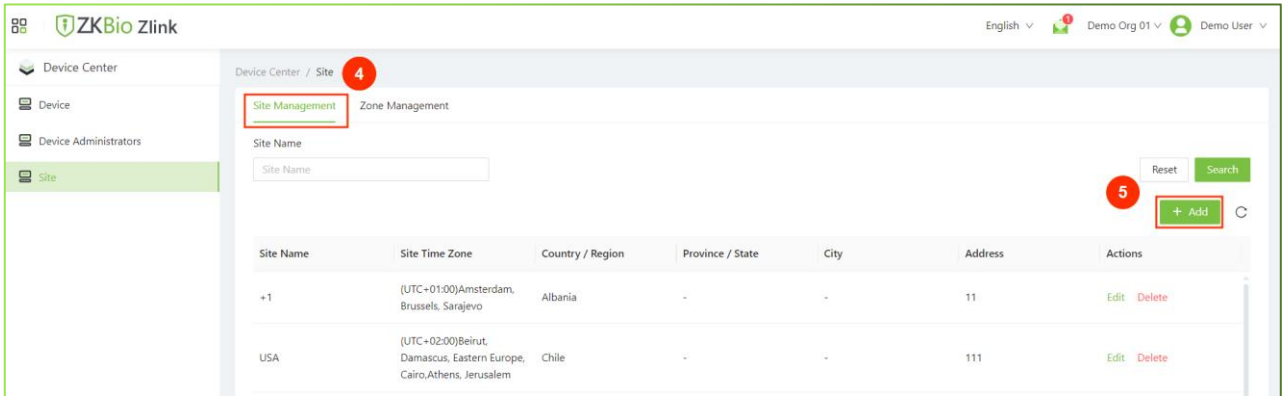
3. Add a Site and Zone

Go to the menu section, select the **Device Center** option, then choose **Site**. The **Site and Zone Management** interface will open.



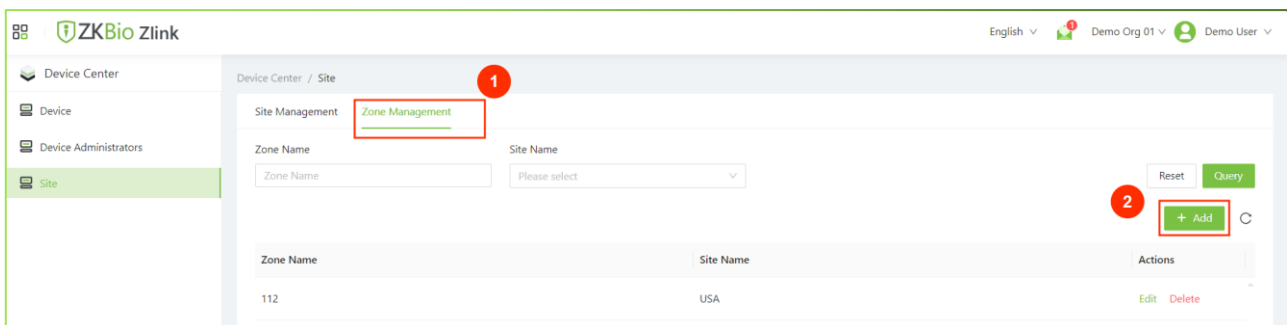
3.1 Adding a Site

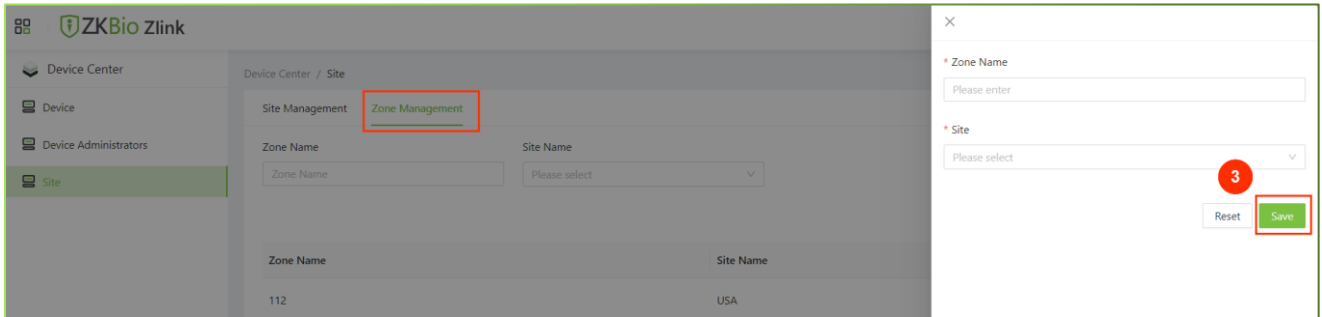
In the Site module, select the **Site Management** menu. Then, click the **Add** button, enter the required details, and click **Save** to add the site to your organization.



3.2 Adding a Zone

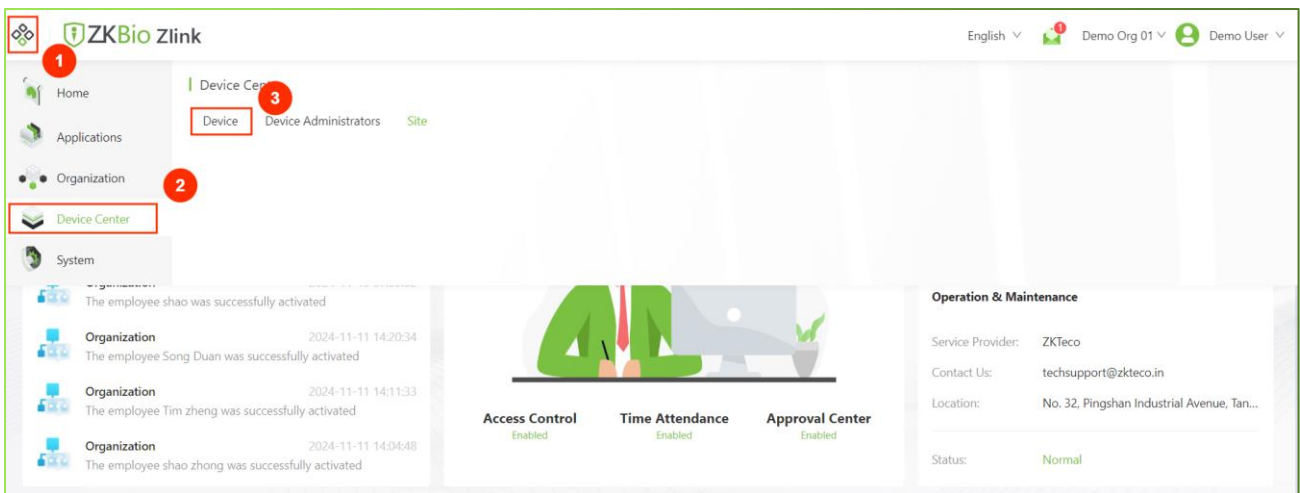
In the Site module, select the **Zone Management** menu. Then, click the **Add** button, enter the required details, and click **Save** to add the zone to your organization.



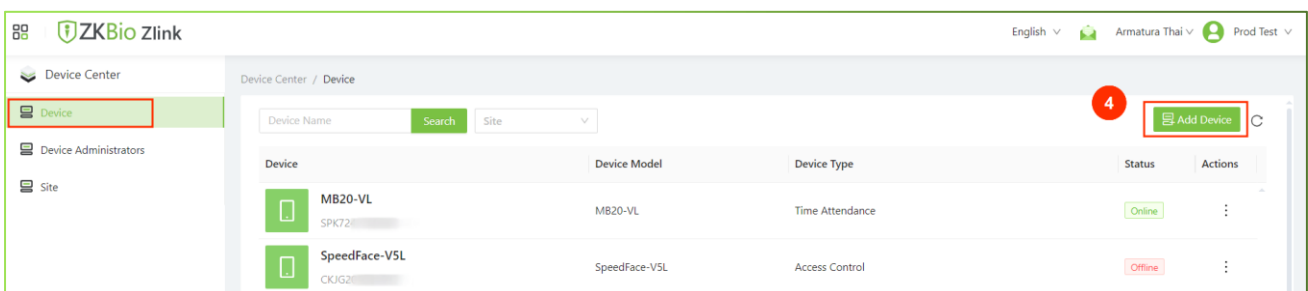



4. Add Devices in Your Organization

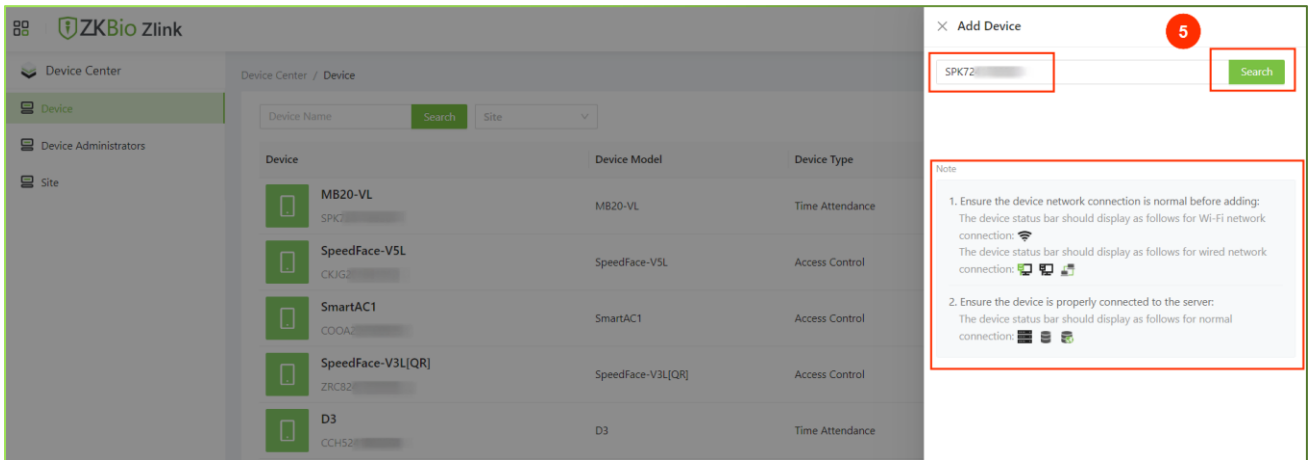
1. To bind all types of devices to the organization, go to the menu section in the header, select **Device Center**, and then choose the **Device** option, the device list interface will open.



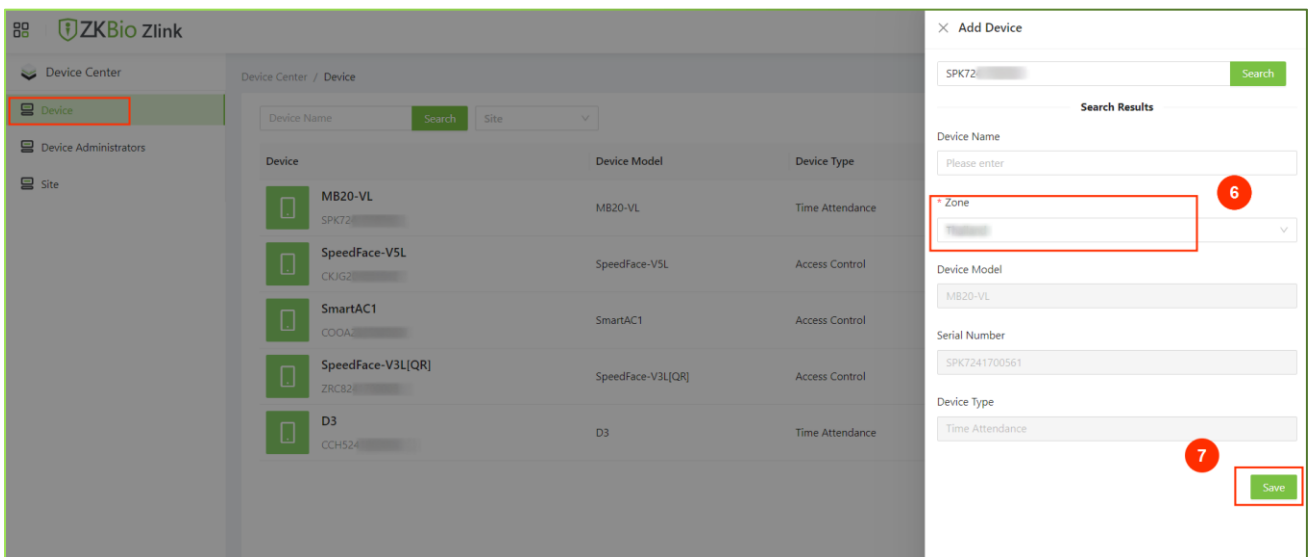
2. Click the "Add Device" button to bind your device.



- 3. Enter your device serial number (e.g., ) and click Search. Then, follow the steps outlined in the web application.



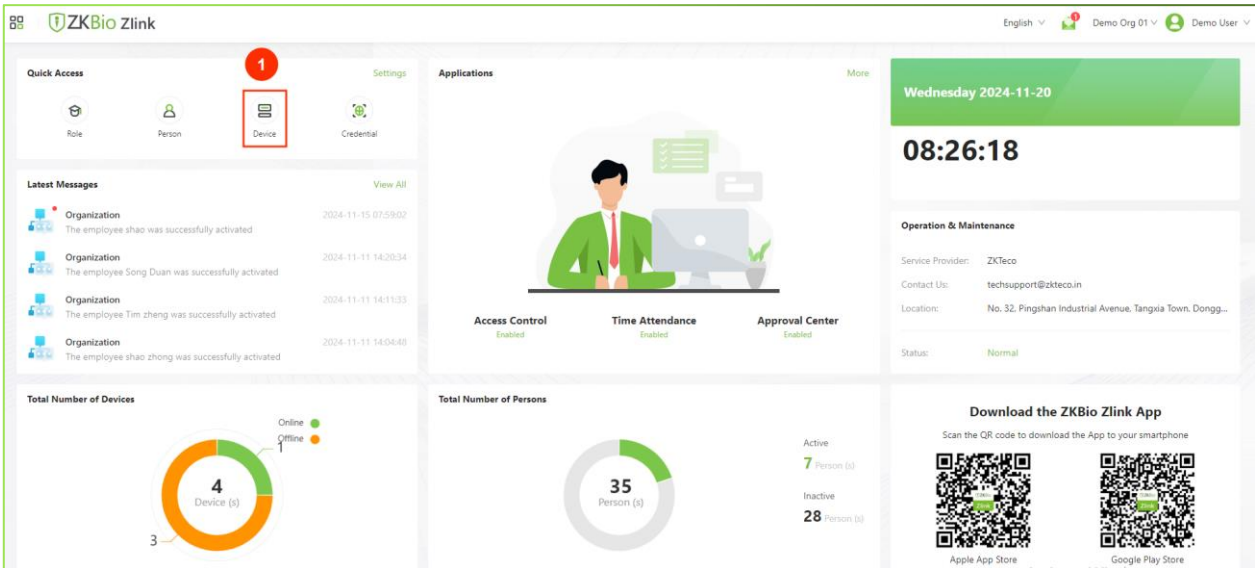
- 4. Then you will see the device details. Select your zone and bind the device to your organization successfully. Click **Save**.



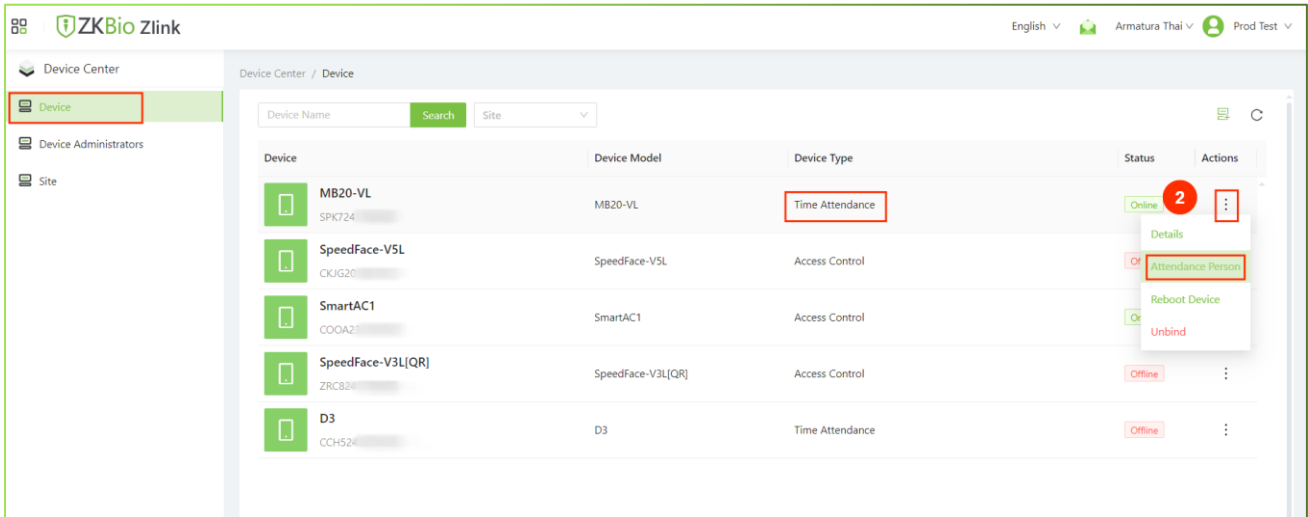
5. Synchronize Persons to Device

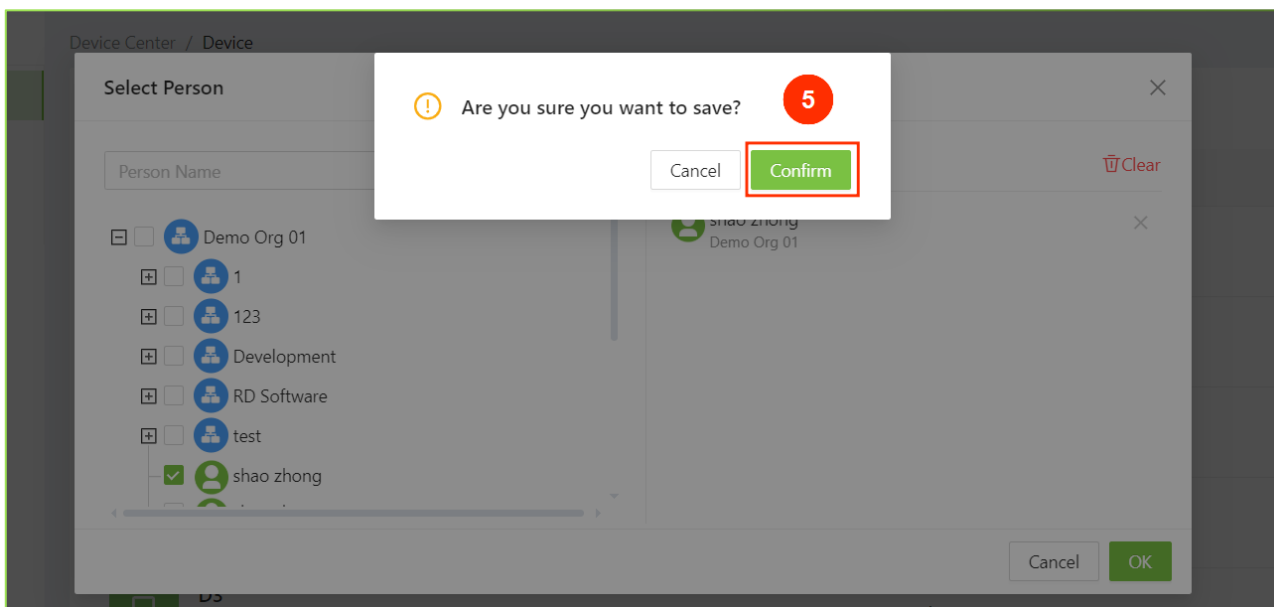
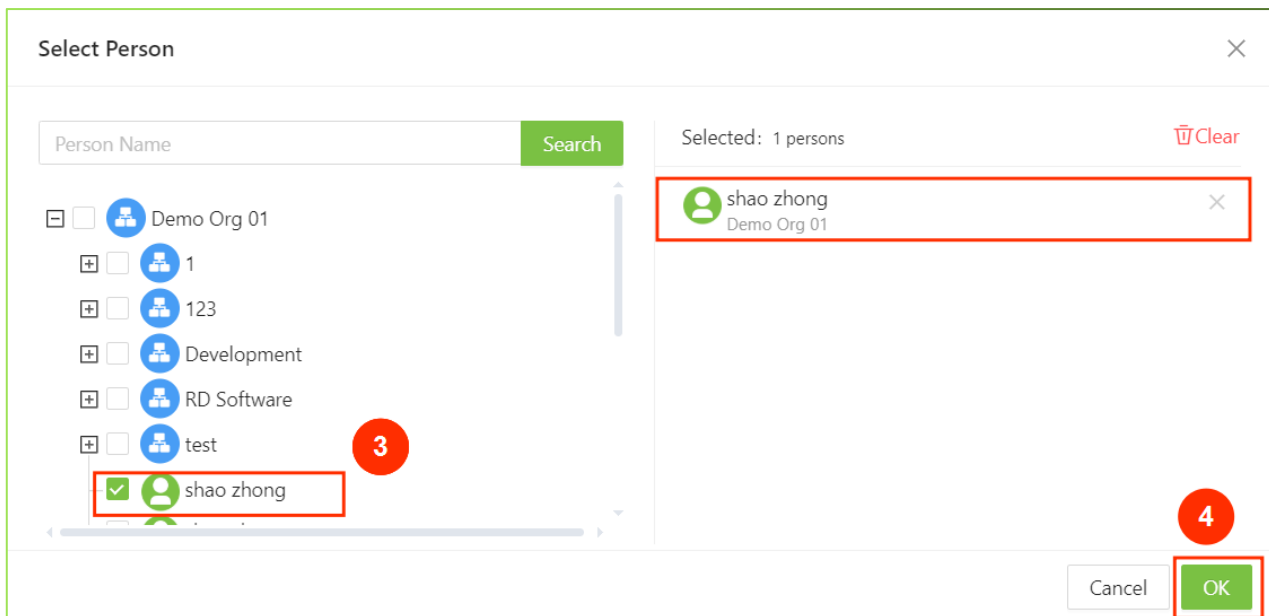
5.1 Time Attendance Device

1. Select a device from the Quick Access options on the Dashboard. This will take you to the Device List page.



2. Select the attendance device action and choose an **Attendance Person**. The person list will appear. Select the desired persons, click the **OK** button, and then click **Confirm**.



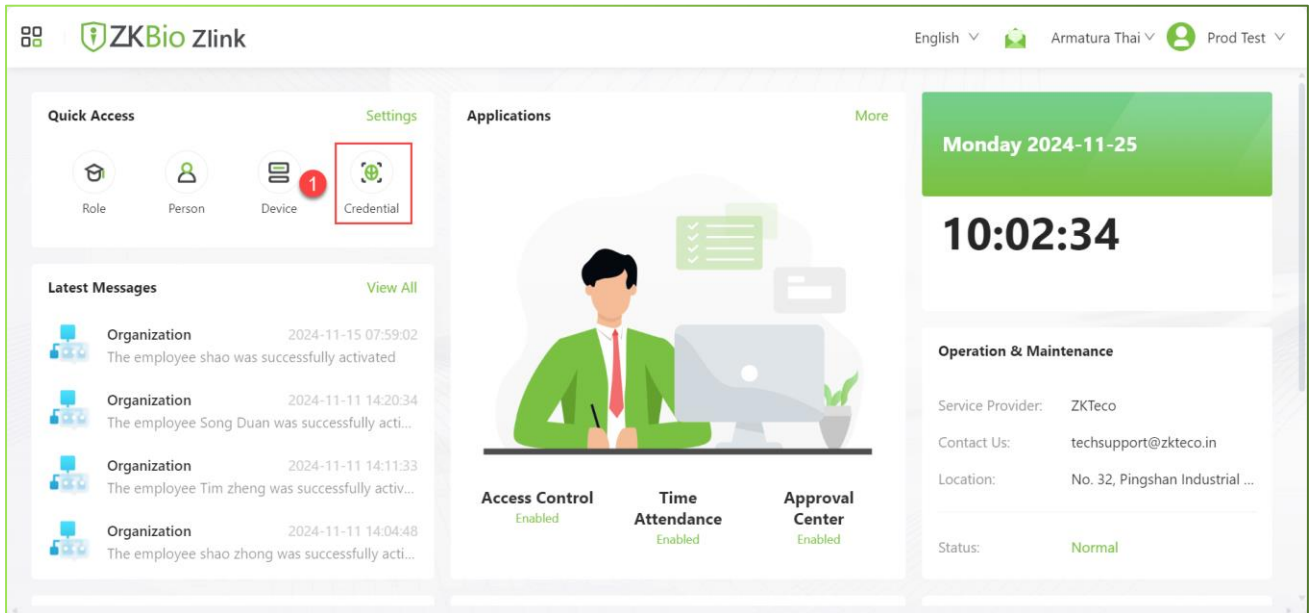


5.2 Access Control Device

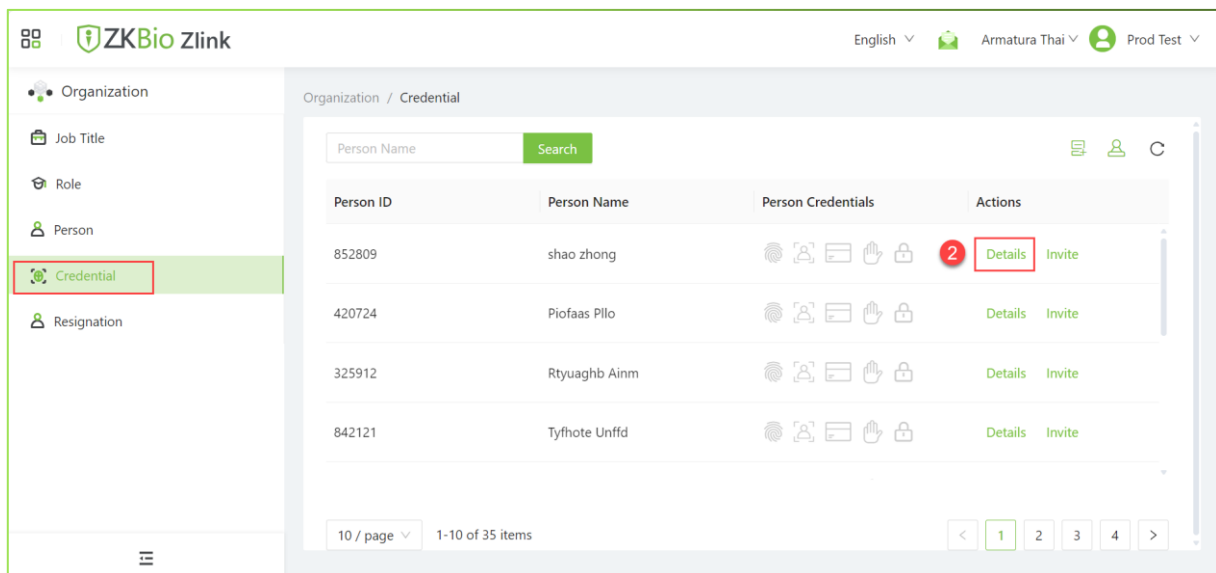
To add persons to the access device, follow the steps to [Add an Access Level](#). You will then find an option to assign a person to the device.

6. Registering Verification Mode on the Web

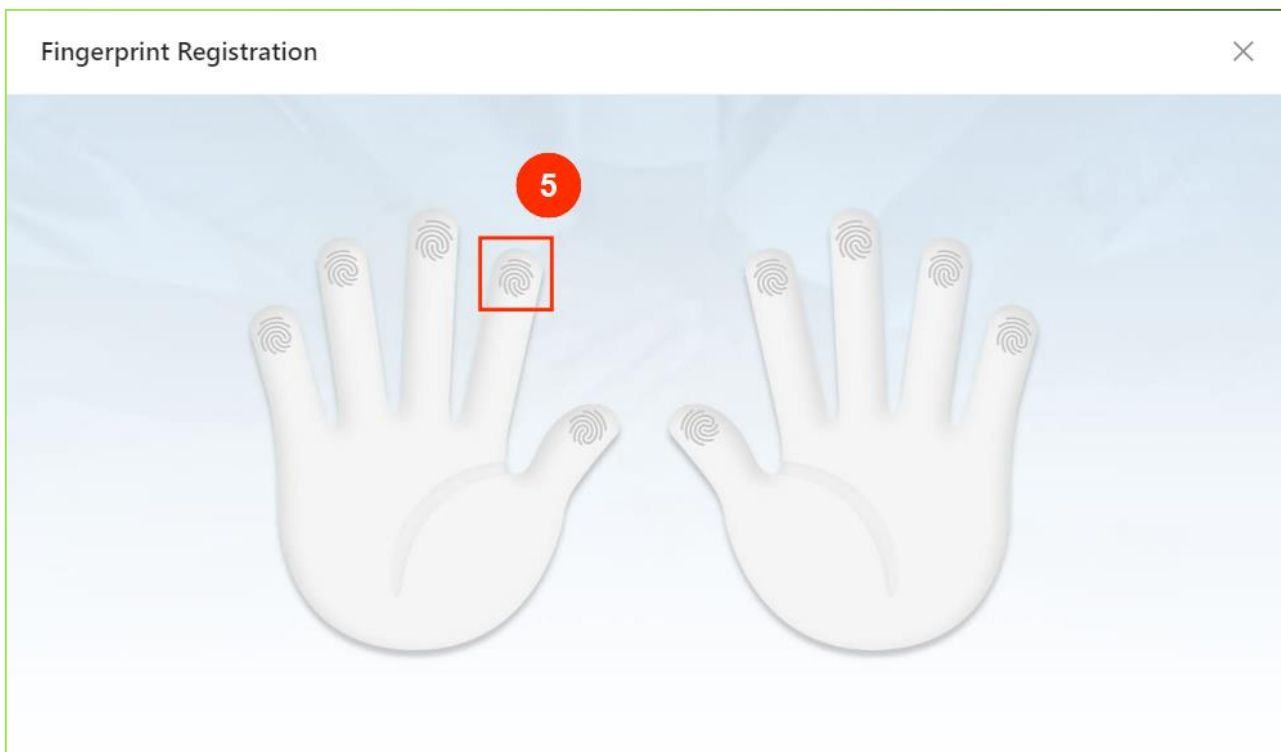
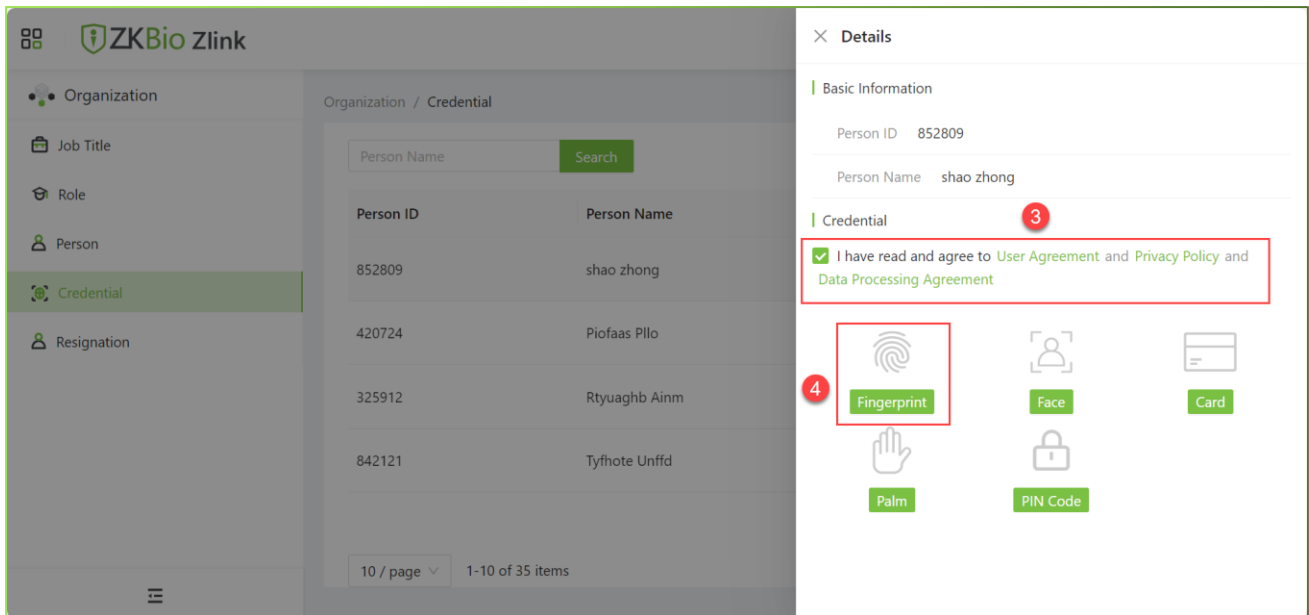
1. To register personnel biometrics or cards in the device, first select a **Credential** option from the Quick Access options on the Dashboard. This will take you to the Credential List page.



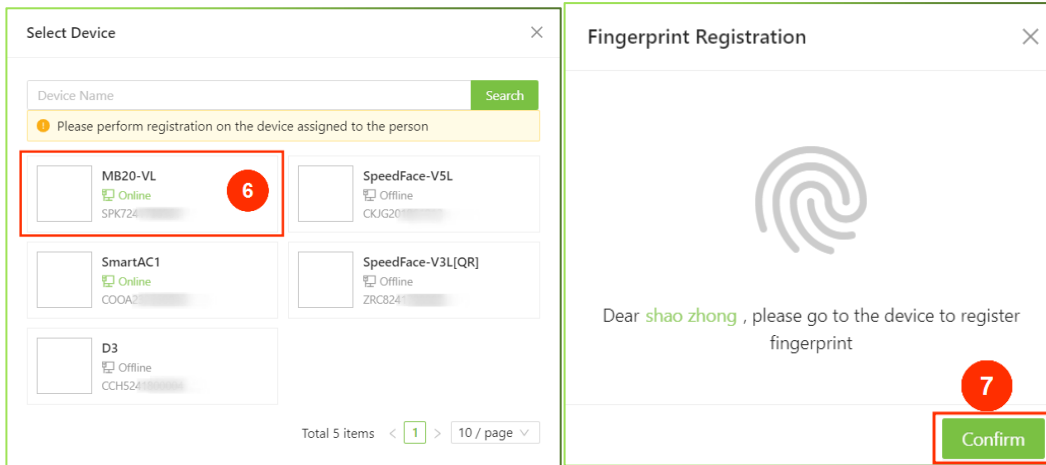
2. To register a credential for a person, go to that person's row and click the **Details** option in the action column.



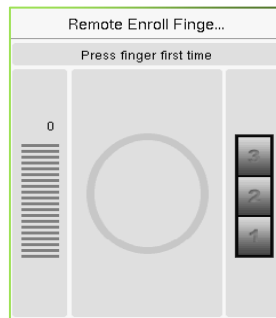
3. Read the user agreement and policy, then select the **Credential** option to register. In this step, choose the fingerprint option.



4. Then, select the device. A pop-up will appear; choose the device to register the finger credential.

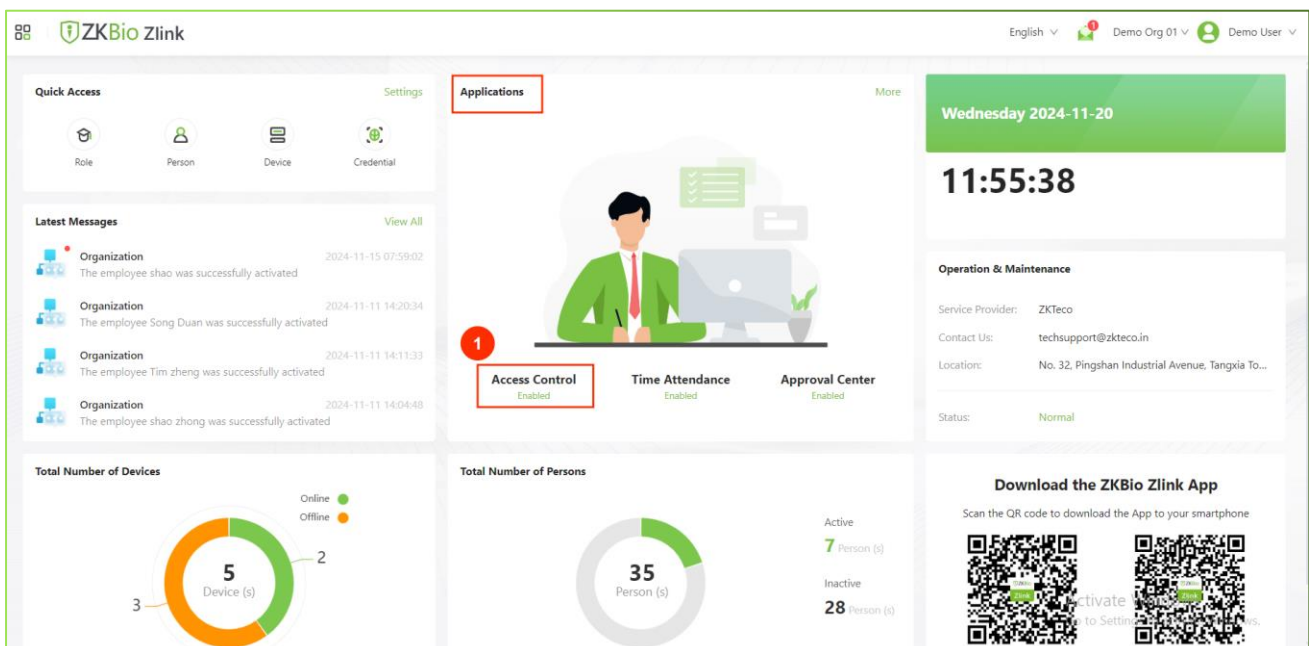


- After selecting the device from the list, register the selected person's fingerprint on the device three times. Below is a screenshot of the device after receiving the fingerprint request.



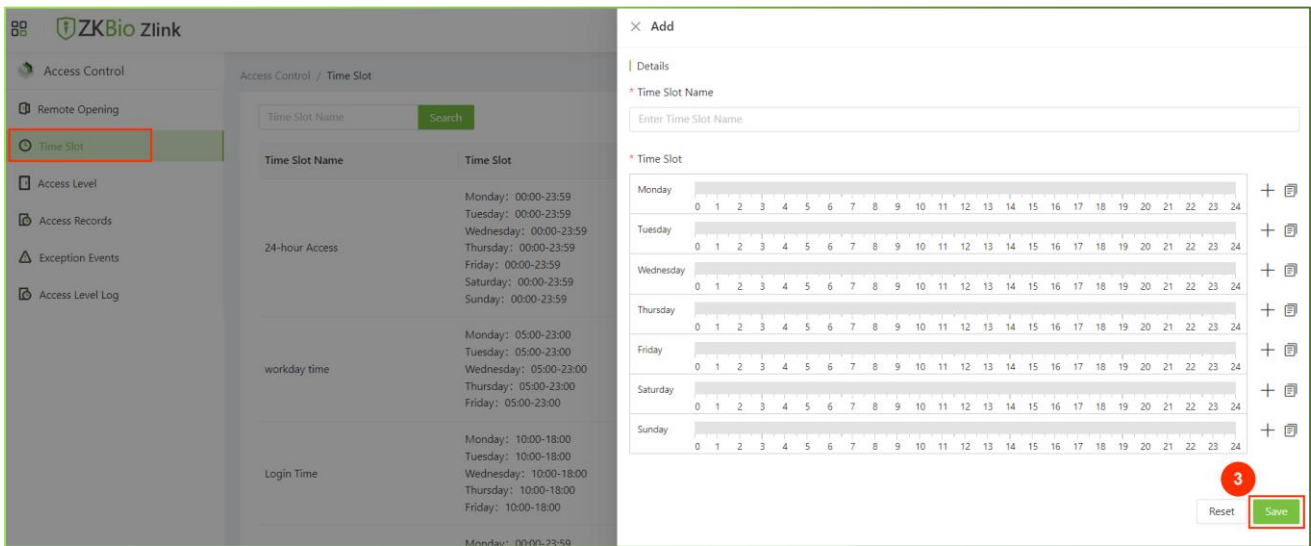
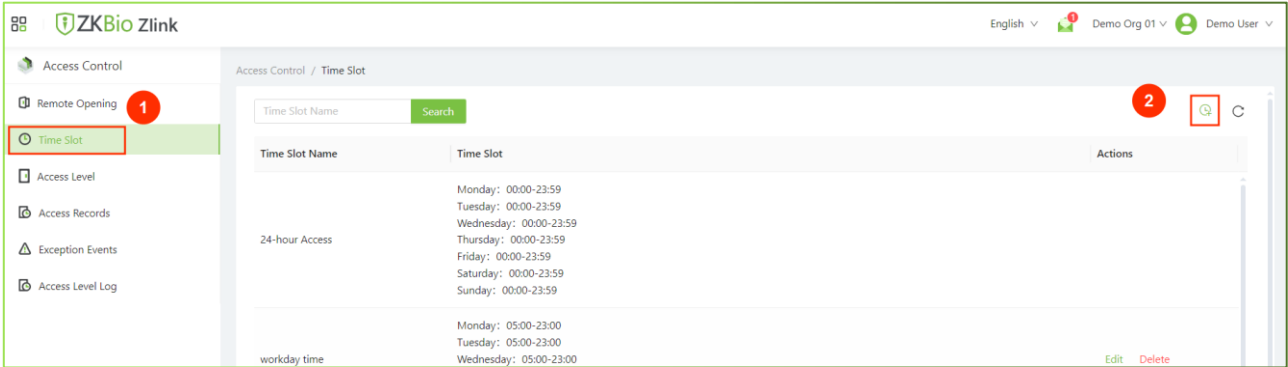
7. Access Control Setting

On the Dashboard, in the application section, select Access Control.



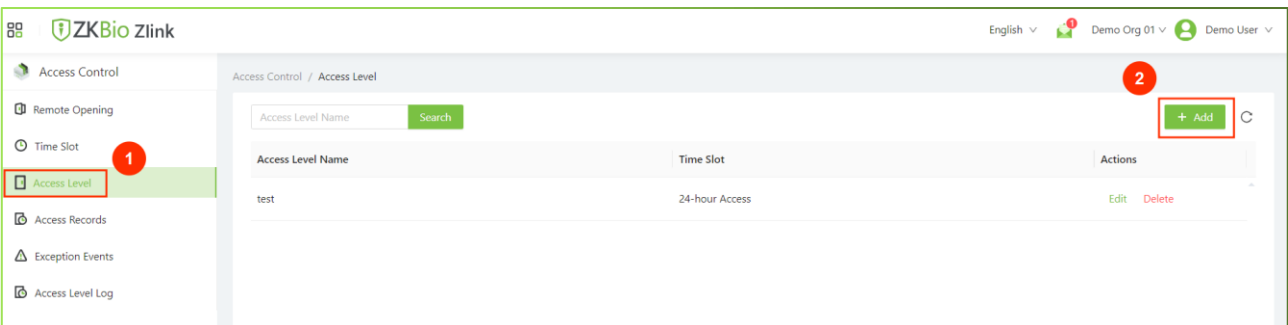
7.1 Add Time Slot

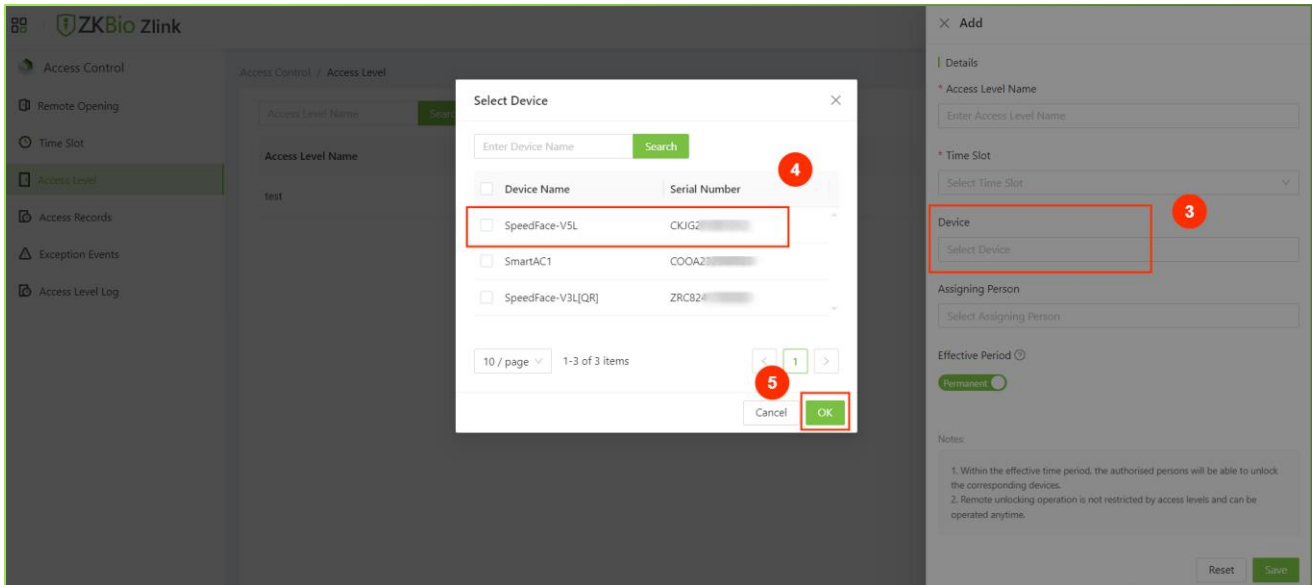
To perform further operations in access control, the user must first add a time slot. Select the **Time Slot** option in the sidebar, then click the **Add** button. Enter the required details and click **Save**.



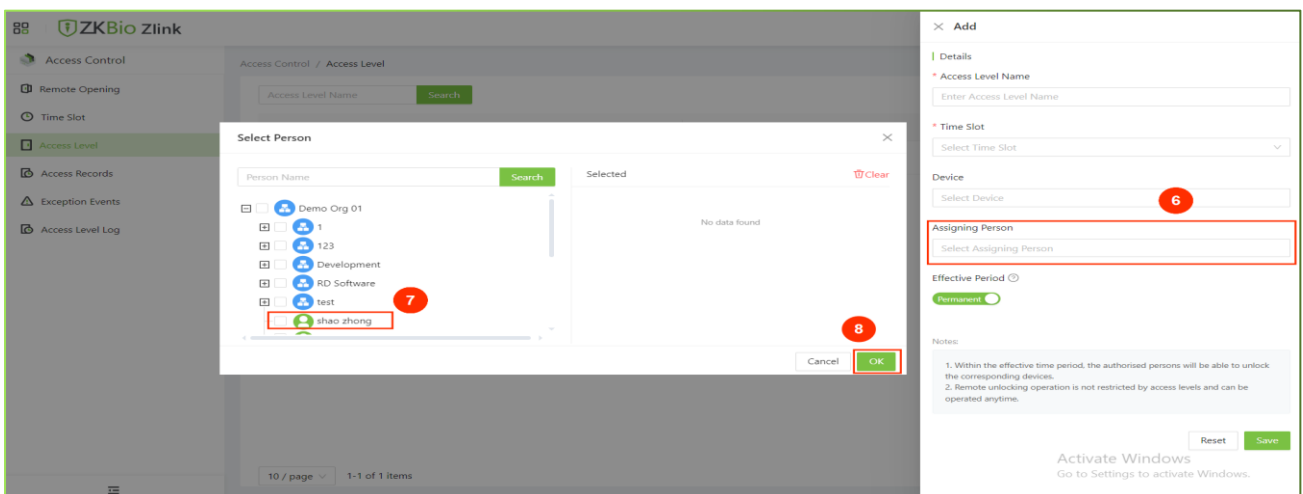
8. Manage Access Levels and Sync Persons to Devices

Select the Access Level option in the sidebar, then click the **Add** button. Enter the required details and assign your access device to this access level.



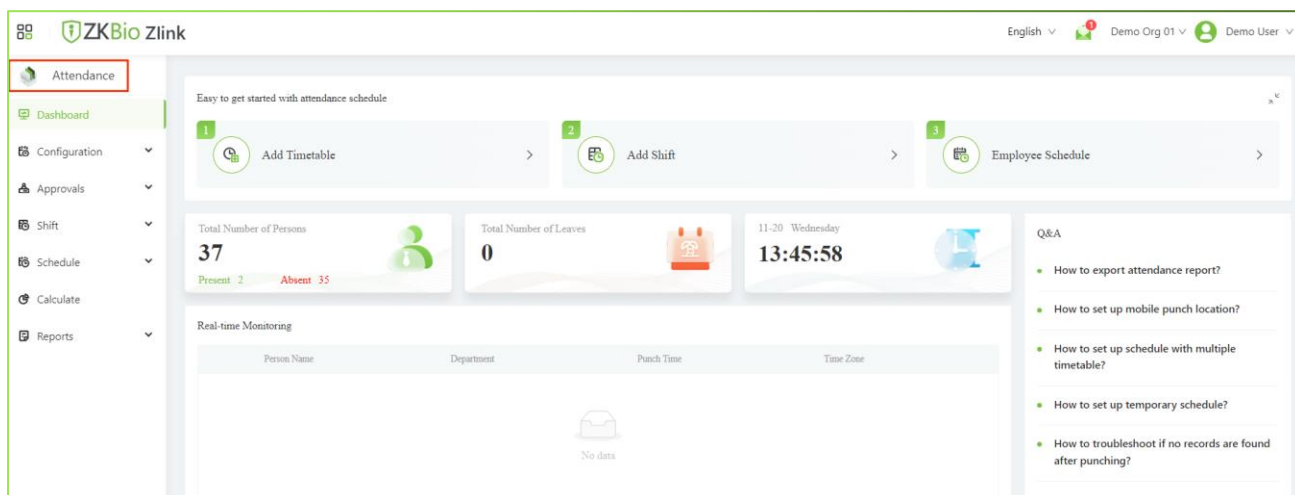
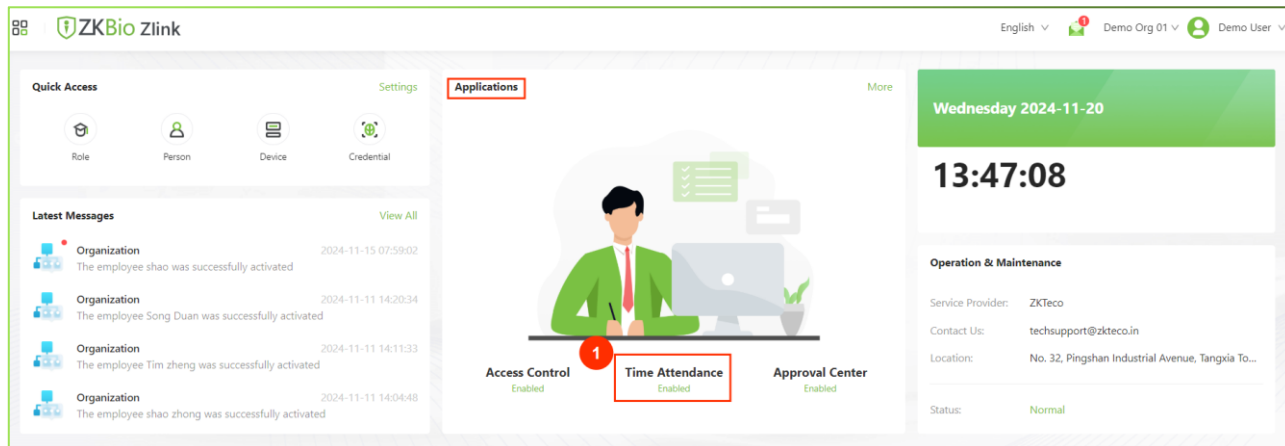


Then, synchronize the person with the device by clicking the **Assign Person** field and selecting the corresponding person from your organization for access.



9. Time & Attendance Setting

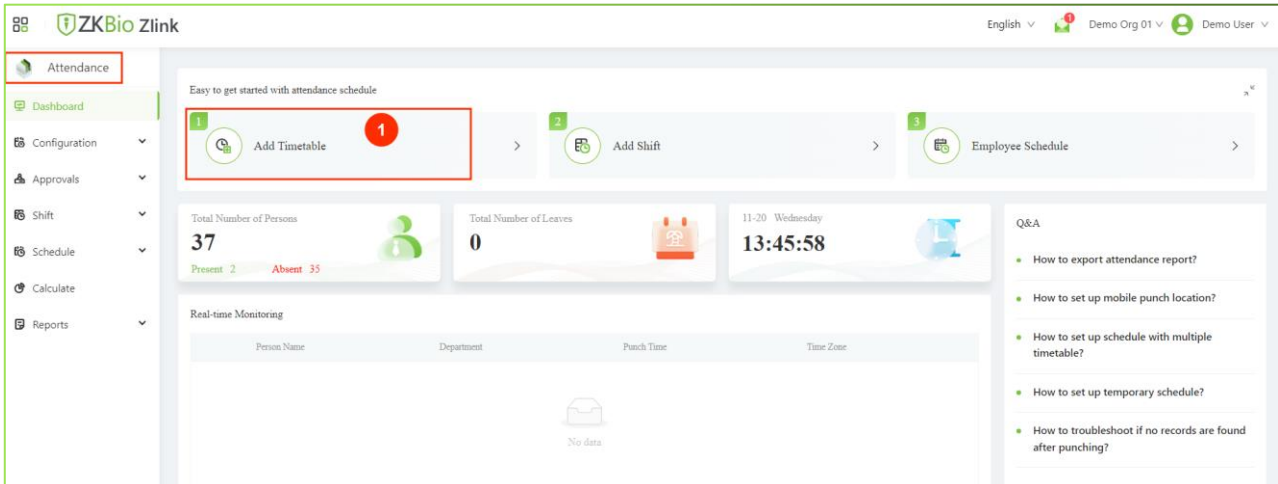
On the Dashboard, in the application section, select Time Attendance. The Attendance Dashboard will then appear.



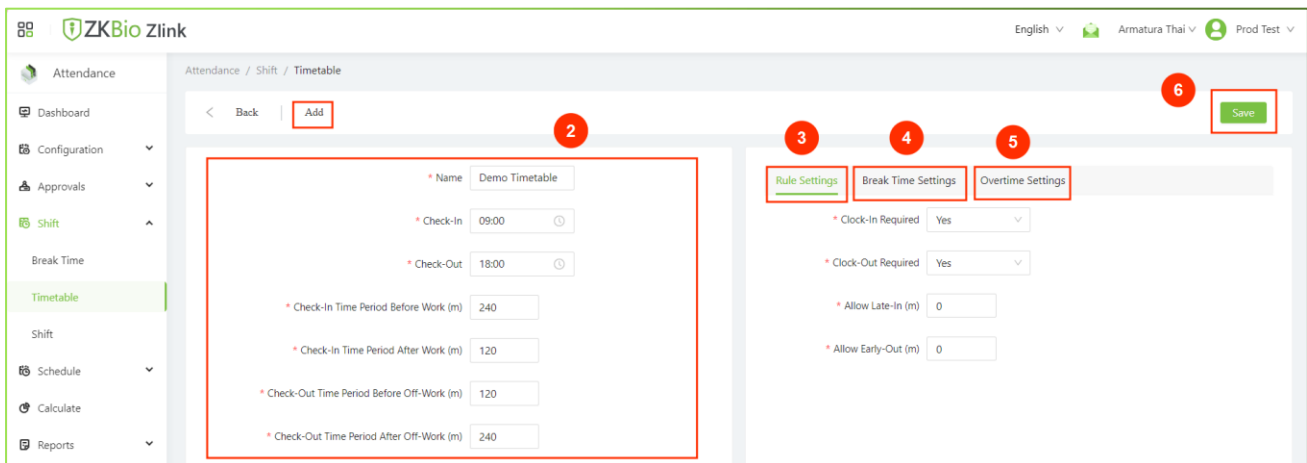
9.1 Quick Start with your Attendance Schedule

9.1.1 Adding a Timetable

1. Click on the **Add Timetable** option from the Attendance Dashboard page.

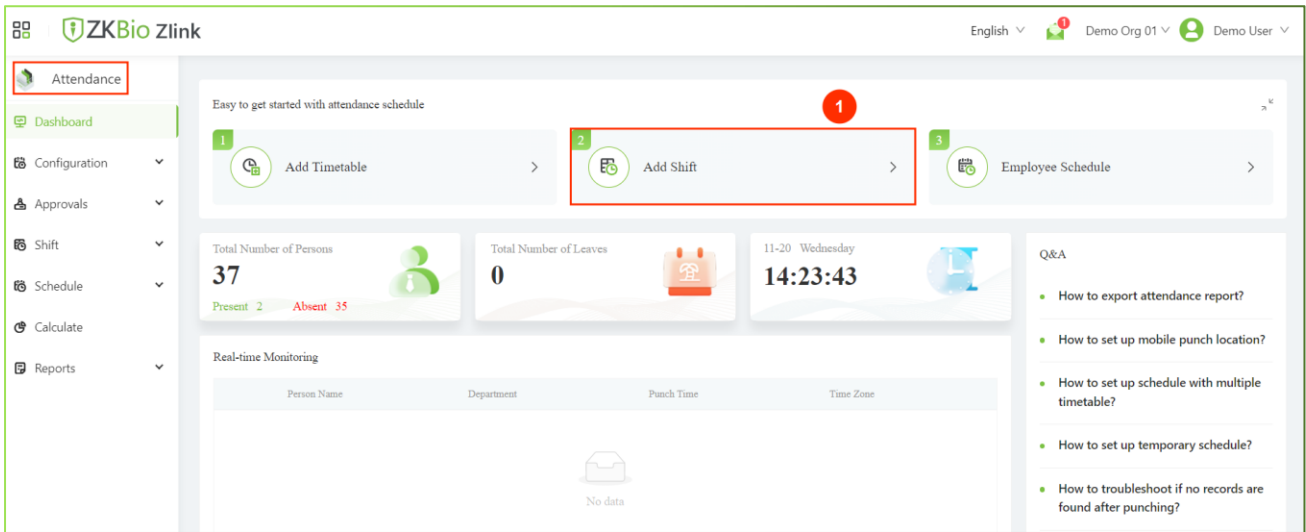


2. After clicking the **Add Timetable** option, you will be directed to the page below. Here, you can set your person's check-in and check-out time, along with specific attendance rules, break times, and overtime settings. Default settings have been provided for you.

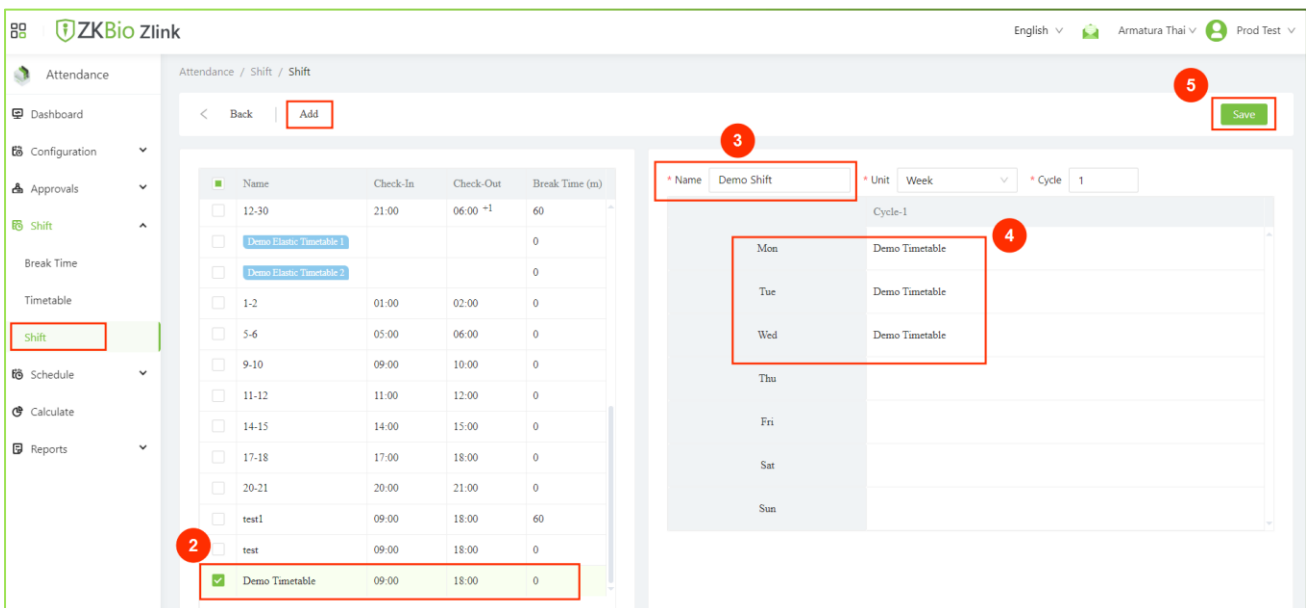


9.1.2 Add a Shift

1. Click on the **Add Shift** option from the Attendance Dashboard page.

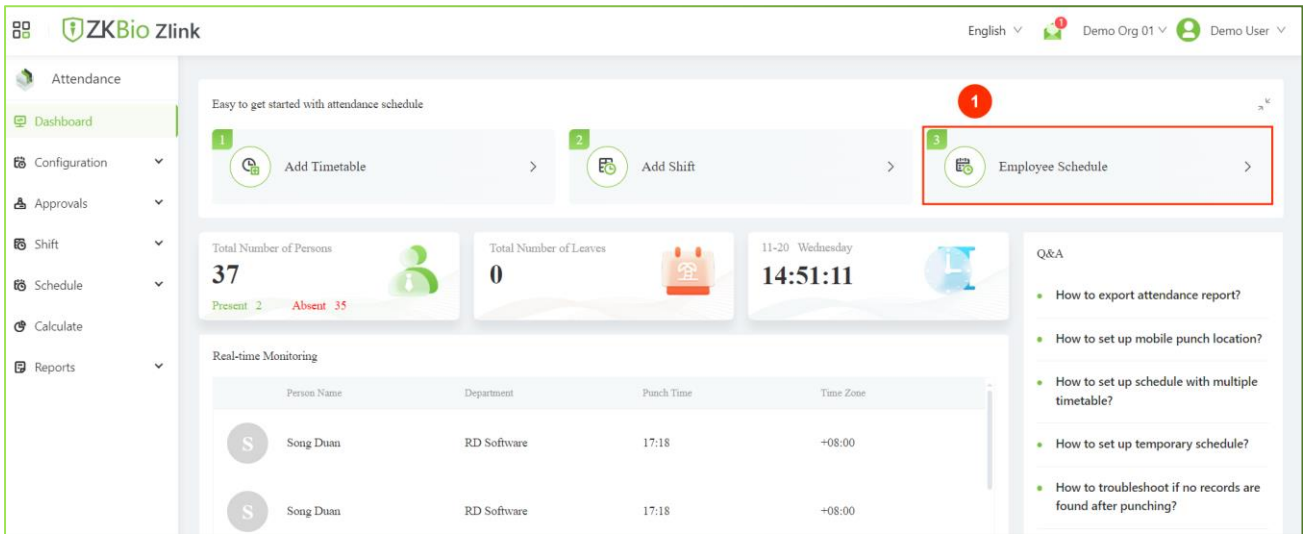


2. After clicking the **Add Shift** option, you will be directed to the page shown below. Here, you can assign a working shift to the person based on the timetable you previously added.

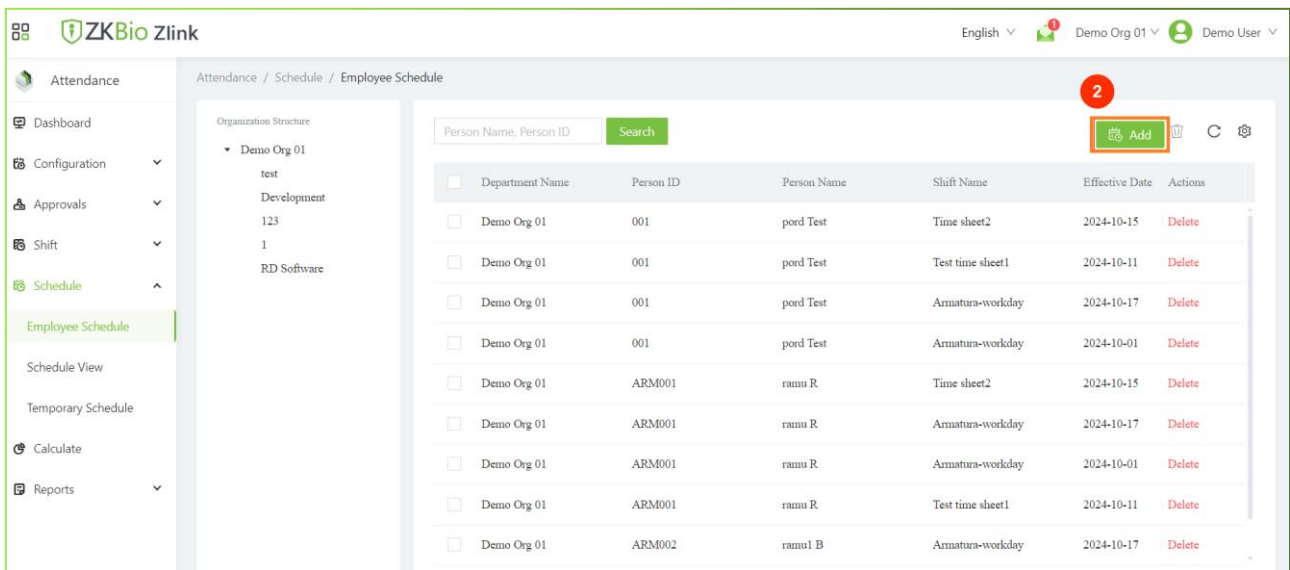


9.1.3 Add Employee Schedule

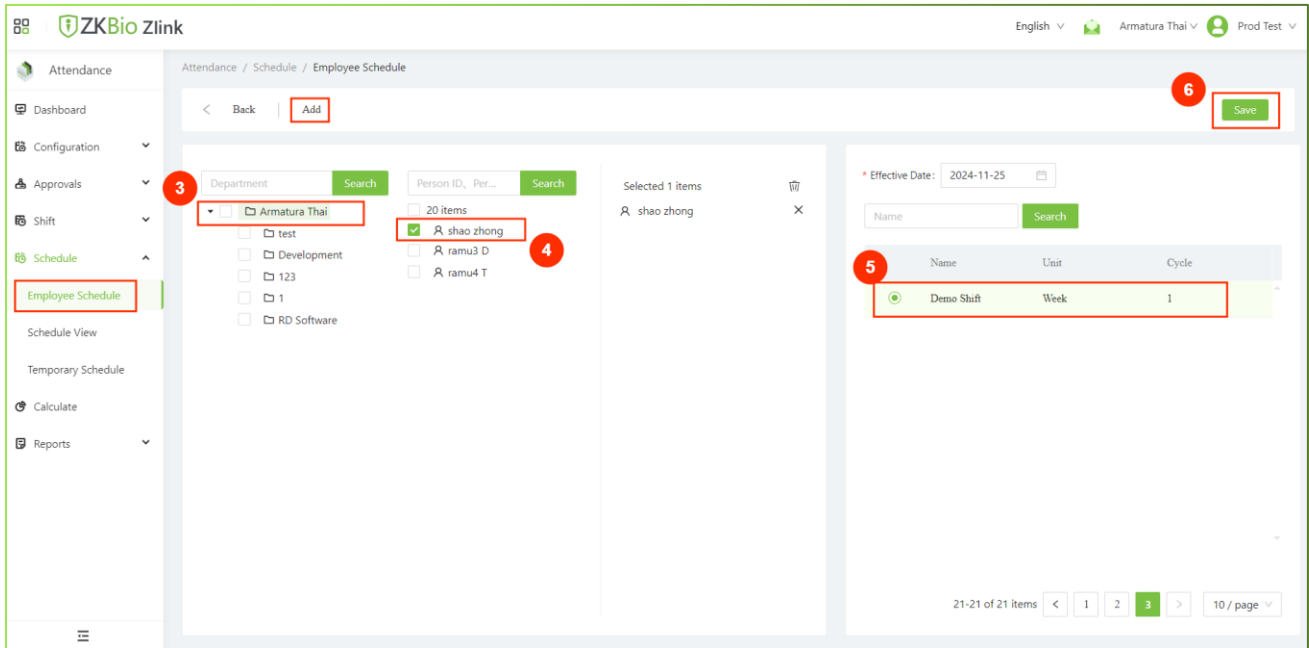
1. Click on the **Employee Schedule** option from the Attendance Dashboard page.



2. After clicking the **Employee Schedule** option, you will be directed to the employee schedule list. Click the **Add** button to create a new schedule.



3. After clicking the **Add** button, select the persons in your organization, assign their working shifts, and click Save. The shift will be added successfully.



Note: Please refer to the User Manual for more information.

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