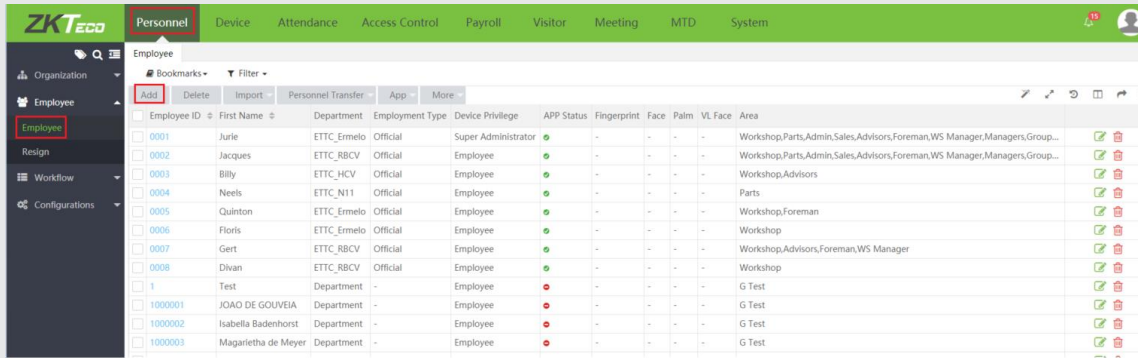


Biotime 8 – Add an employee

Following are steps to take when you add an employee

Personnel > Employee > Employee

Click on Add



Fill in all the fields that are important to you

The Red * is compulsory.

Add
✕

Profile

Employee ID*

Department*

Position

Employment Type

First Name

Last Name

Area*

Hired Date

Private Information
Device Access Settings
Attendance Settings
App Settings
Payroll Settings
Custom Attribute

SSN

Passport NO.

Contact Tel

National

Address

Birthday

Local Name

Automobile License

Office Tel

Religion

Postcode

Gender

Motorcycle License

Mobile

City

Email

Confirm
Cancel

SSN: Enter your ID Number

Local Name: Enter Employees local name

Automobile license: Motor car license

Motorcycle license: Motorbike license

Click on Device Access Settings Tab

Verify mode: select the user's verification mode eg. FP, Card, Face, Palm, Code

Device Privilege: Select the privilege of the user in the device.

Employee: Can only verify on the device and cannot operate the device

Register: Can add/delete/edit users and export data

System Administrator: same as register but can change extra settings under access/Attendance

Super Administrator: Got full access to the device

Card no: enter the card number manually

Pin: Set the employee password

Enroll Device: if you are enrolled with a device, it will show you the device serial number. If you are enrolled in the software it will be empty.

NB. If your FP Driver is not installed, please have a look at the [download and install Fingerprint document](#).

NB. If your FP Driver is not installed, please have a look at the [download and install Palm document](#).

Fingerprint Enroll

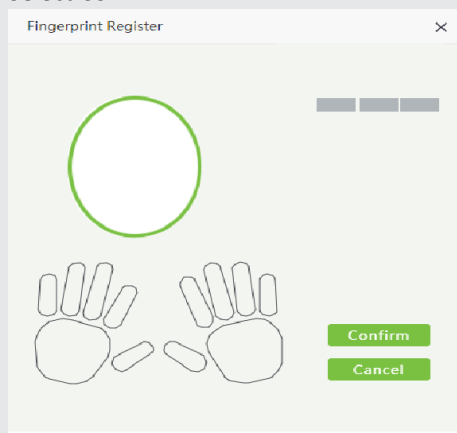
Click on the enroll button of the FP.

You need a Fingerprint enroller to enroll Fingerprints eg. ZK9500, SL20R.

Select a finger you want to enroll and put your finger 3 time on the enroller.

You can upload more fingers if you like.

Select Confirm

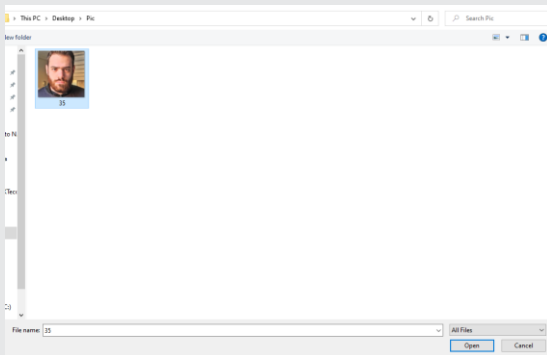


Face Enroll

Here we don't click on the enroll button. Here are a few steps to be followed.

Click on the BioPhoto Avatar

Browse the image that you want to use as a facial template and click open



Click Confirm

Device > Data > Bio-Photo

Select the Pending BioPhotos and click on Approve

Employee-ID	First Name	Last Name	Email	Serial Number	User Photo	Bio-Photo	Register Time	Remark	Approval State	Approval Time
35	Training	-	-	-			2021-08-03 14:50:36	-	Pending	-
3	Wandle	-	-	CL60203660006			2021-06-15 08:54:52	-	Auto Approved	2021-07-27 10:08:23
2	Hendrik	-	-	CL60203660006			2021-06-15 08:54:26	-	Auto Approved	2021-07-27 10:08:23

Click on Overwrite and mark it yes if you want to overwrite a previous BioPhoto on this profile otherwise leave it as no and click Confirm

The photo is now used to generate a facial template.

Personnel > Employee > Employee

	Add	Delete	Import	Personnel Transfer	App	More									
	Employee ID	First Name	Department	Employment Type	Device Privilege	APP Status	Fingerprint	Face	Palm	VL Face	Area				
<input type="checkbox"/>	1	Marnu	Support	Official	Employee	●	Ver 10:3	-	-	-	EC				
<input type="checkbox"/>	2	Hendrik	ZKTeco	Official	Employee	●	-	-	-	1	EC				
<input type="checkbox"/>	3	Wandile	Sales	-	Employee	●	Ver 12:2	-	-	1	EC				
<input type="checkbox"/>	35	Training	Sales	-	Employee	●	-	-	-	1	Harties				
<input type="checkbox"/>	4	Nazreen	Sales	Official	Employee	●	Ver 10:1	-	-	-	EC				
<input type="checkbox"/>	53	Joseph	ZKTeco	-	Employee	●	Ver 10:1	-	-	-	EC				

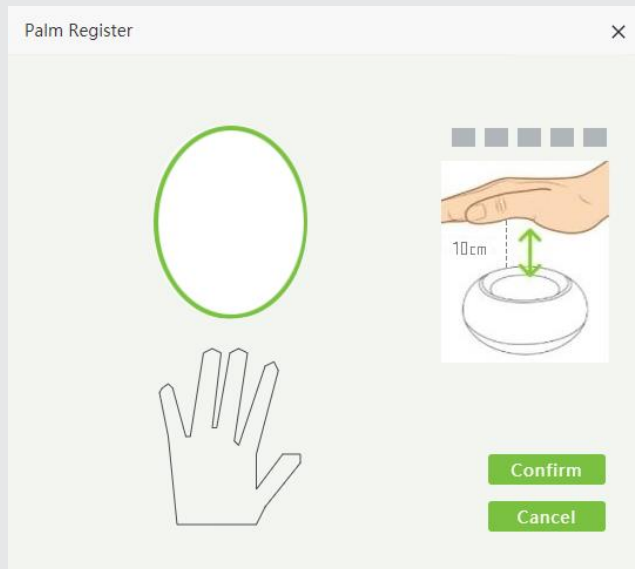
Palm Enroll

Click on the enroll button of the Palm.

You need a Palm enroller to enroll Palm eg. PV10R

Place your palm above the enroller. Wait until the progress bar is completed.

Select Confirm



Click on the Attendance Settings Tab.

Self-Password: Enter Employee login password. (cellphone app)

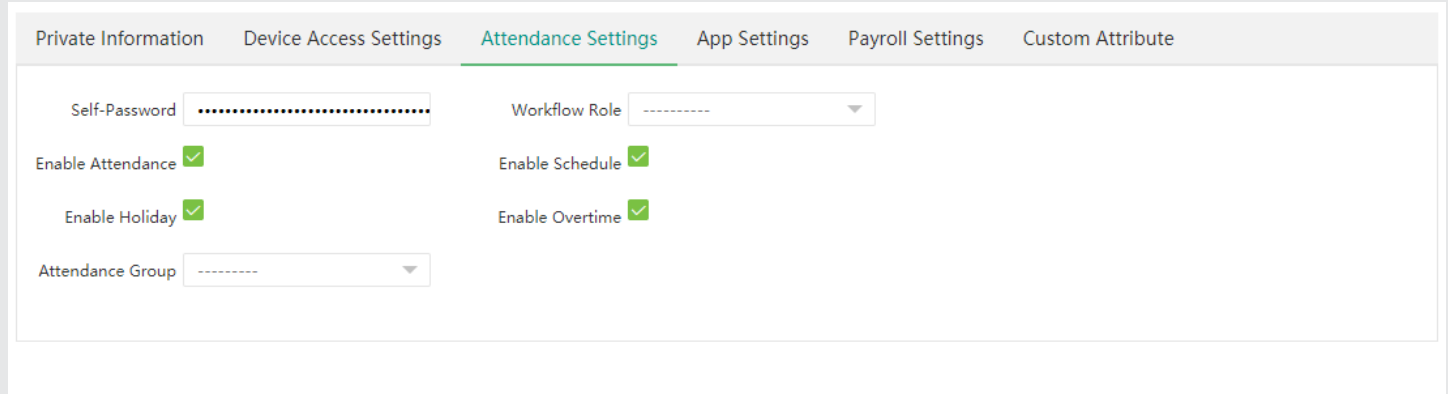
Workflow Role: Select your employee workflow *please see the workflow document*

Enable Attendance: Remove the tick if you don't want this person's attendance on the attendance statistics.

Enable holidays: Remove the tick if you don't want this person Holiday attendance to be calculated in holidays

Enable Schedule: Remove the tick if you don't want this person to calculate the attendance even if the person has been assigned a schedule.

Enable Overtime: Remove the tick if you don't want this person's overtime to be calculated even if he has an overtime rule set.

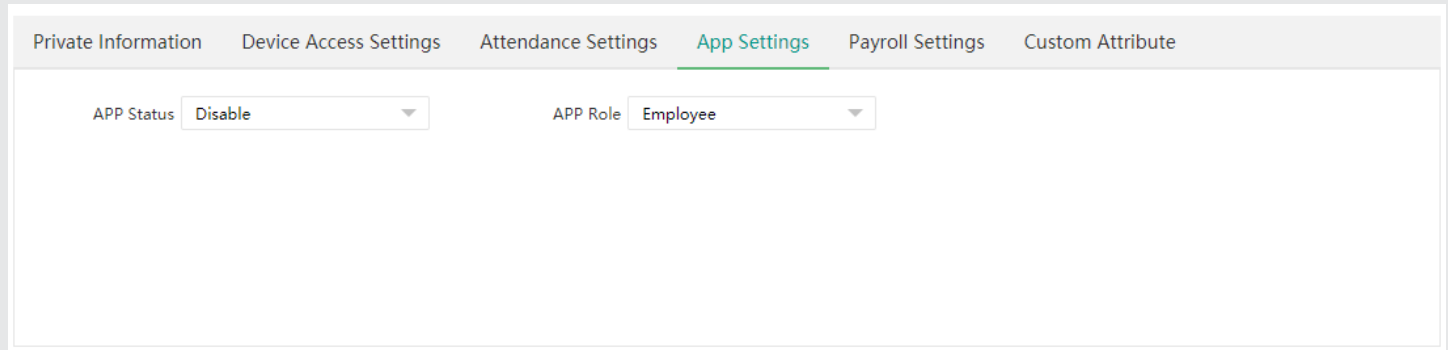


The screenshot shows the 'Attendance Settings' tab selected in a navigation bar. Below the navigation bar, there are several form fields: 'Self-Password' (a masked input field), 'Workflow Role' (a dropdown menu), 'Enable Attendance' (a checked checkbox), 'Enable Schedule' (a checked checkbox), 'Enable Holiday' (a checked checkbox), 'Enable Overtime' (a checked checkbox), and 'Attendance Group' (a dropdown menu).

Select the app settings tab

App Status: enable, you can use the app

APP Role: Set the employee's mobile app role.



The screenshot shows the 'App Settings' tab selected in a navigation bar. Below the navigation bar, there are two form fields: 'APP Status' (a dropdown menu set to 'Disable') and 'APP Role' (a dropdown menu set to 'Employee').

Select **confirm** and your employee is created