

BioTime 9.5

Multi-location Centralized Time Management System

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BioTime Introduction

BioTime 9.5 is a powerful time and attendance management software that provides a stable connection with up to thousands of ZKTeco's standalone push communication devices through Ethernet/ WIFI/ 3G/ 4G and working as a private cloud to offer employee self-service by mobile application and web browser.

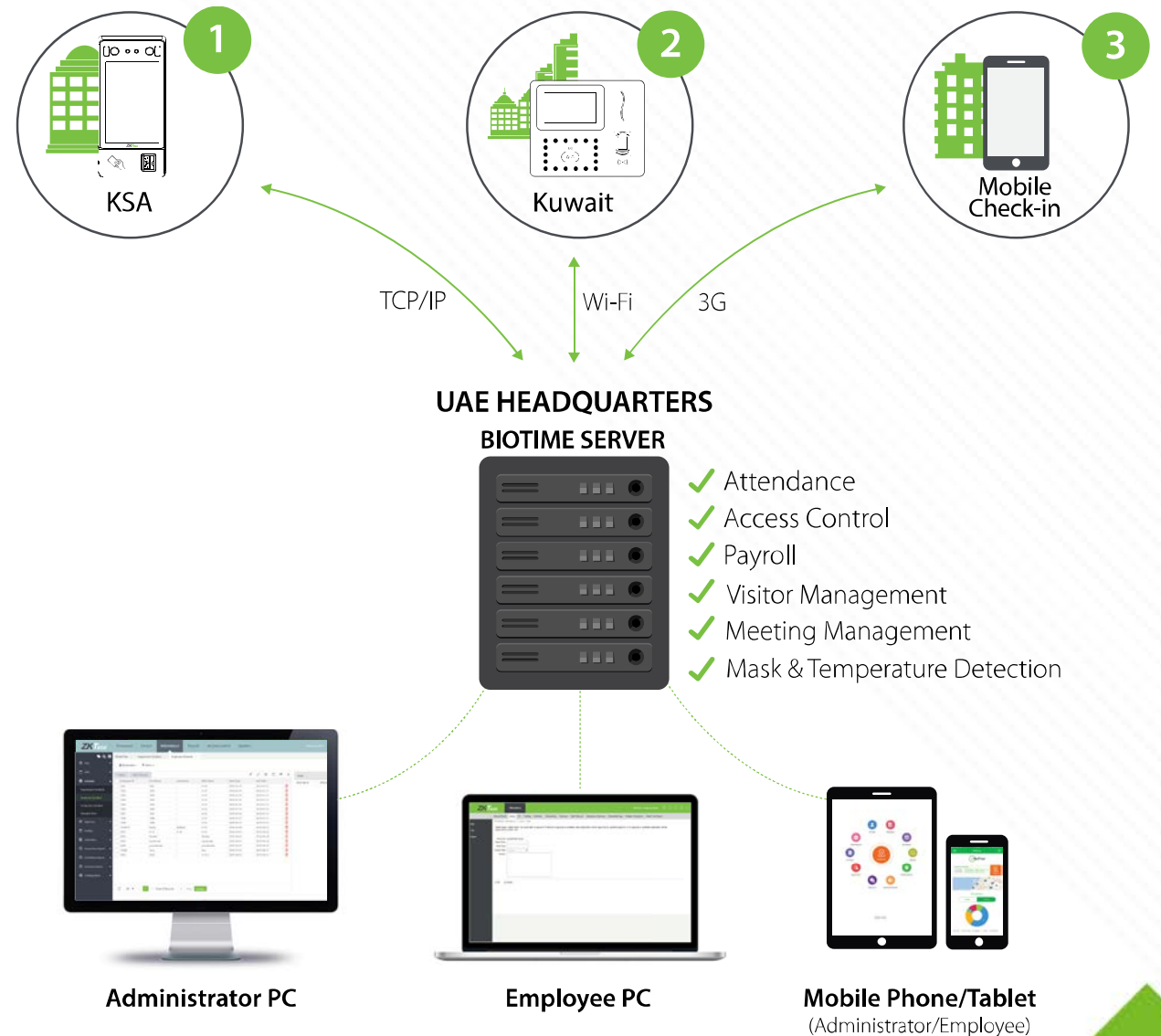


The software comes with an intuitive user interface that can manage timetable, shift, and schedule, and can quickly generate attendance reports. It has a roster and overtime management which simplifies the entire scheduling process of employees, a built-in API to connect third-party software, and more.

It features a modern dashboard where users can easily monitor all attendance summary, device's status, approved/ rejected/ pending requests, and real-time punches.

System Architecture

- Supports 500 devices in a single server
- Multiple administrator and employee self portals
- Flexible database compatibility
- API compatibility for easier integrations

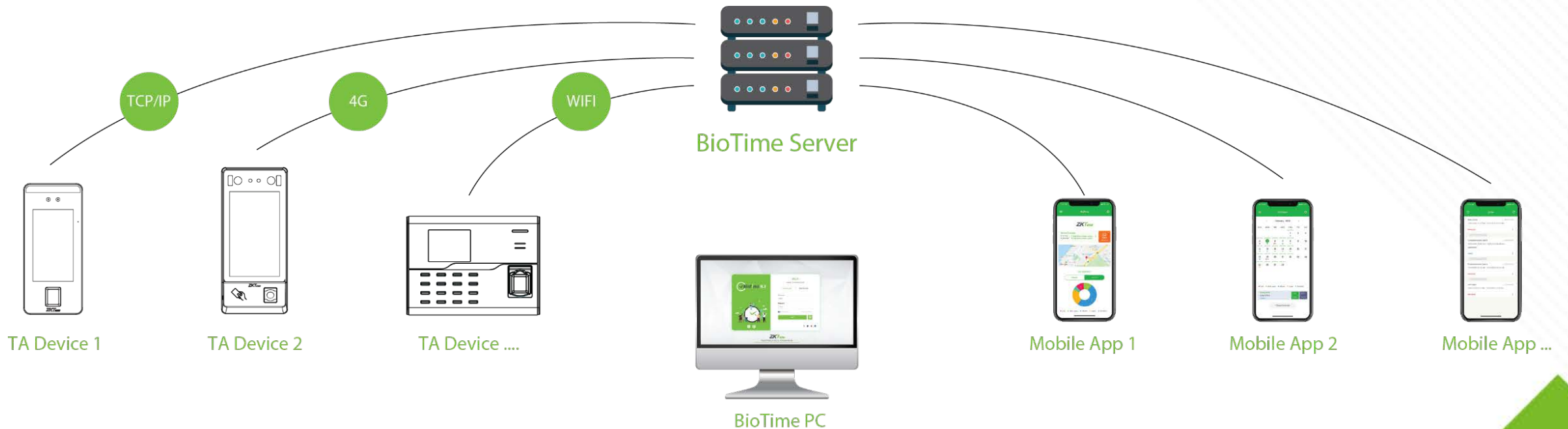


Multi-location Time Attendance Management Solution

✓ Synchronize data from time & attendance devices in different locations.

✓ Centrally manage roster, shifts, and timetables efficiently.

✓ Monitor the data from inter-regional terminals in real-time.





Automatically transfer transactions to the server



Easily manage thousands of T&A devices under complex network (LAN/WAN/GPRS/3G/VPN)



Multiple administrators can access the web-based system at the same time from anywhere



Easy to set timetable & shift
Easy for scheduling
Easy to generate reports

Main Features



Multiple Kinds of Shift Scheduling



WhatsApp Notification

API

Integration with Third-Party HR and ERP software (SAP, Oracle, Odoo, etc.)



Roster and Leave Balance Management



Overtime Calculation



Auto-synchronization of Biometric Templates



Auto Export of Attendance Report



Meeting Management



Visitor Management



Multiple Level Approval



Simple Access Control Module



Basic Payroll Management



Geofencing Mobile Application Punches



Up to 31 types of Attendance Reports



Database Backup and Restore



Latest Updates



Schedule Workbench

Added a schedule workbench which quickly manage employee scheduling and improves the attendance calculation easier and faster.



Security Framework

The framework is updated in to the latest version to avoid security vulnerabilities.

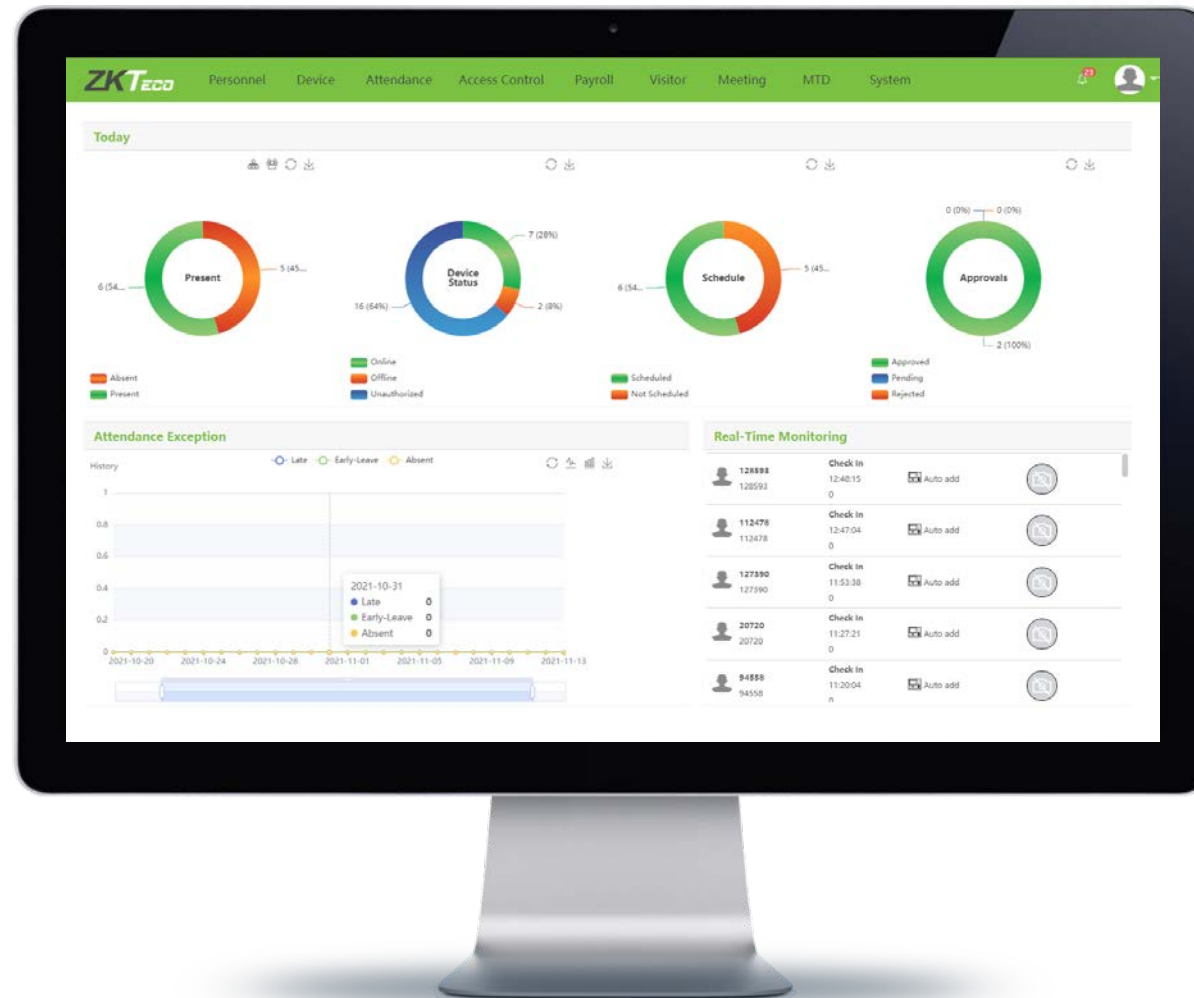


Enhanced Performance and Increased Security

Faster interface and stability improvements. We have also attained ISO certifications for information security management and data protection measures.



Analytical Dashboard



Attendance Exception
Chart view of attendance statistics

► **Summary**
Summary of attendance, device, approvals, and schedules

► **Real-Time Monitoring**
Real-time attendance logs with geographic location

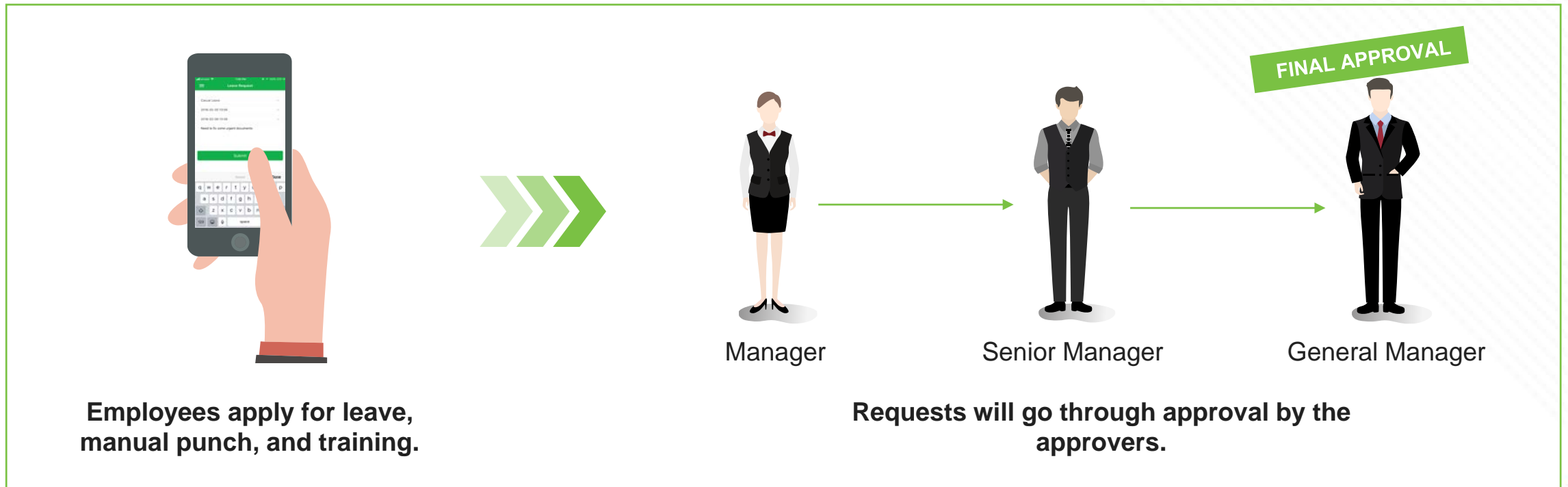
01 Auto-sync of Biometric Templates



- Automatically synchronizing the data between devices and server among the same “Area” to ensure the information is updated.
- Devices and Personnel in the same “Area” will keep data synchronization.

02 Multi-level Approval Workflow

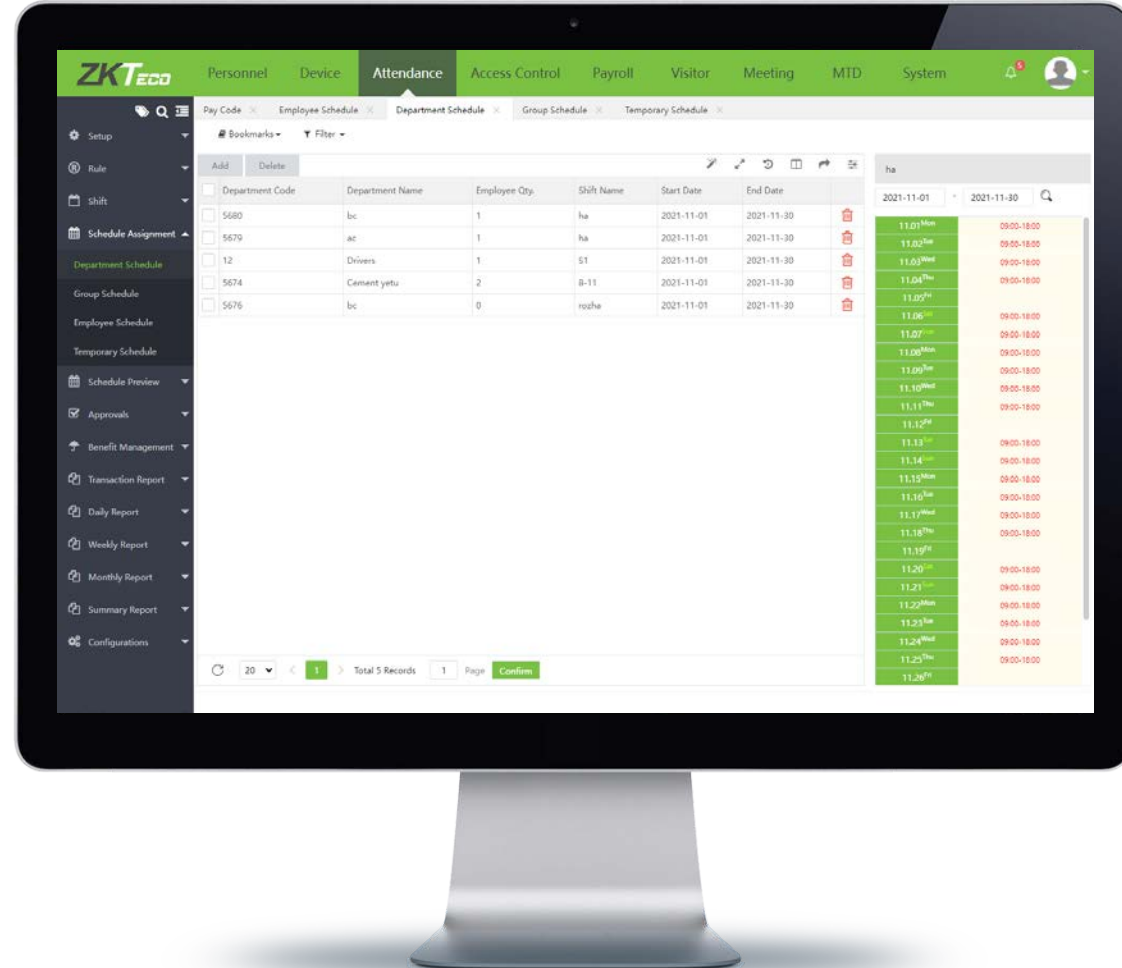
- Employees can apply for leave, manual punch, early leave, or training through **BioTime** software or mobile application which can be approved by Approvers who are set on hierarchal level.



03 Flexible Shift Scheduling



- ✓ Multiple timetables
- ✓ Cross-day shift (24 hours)
- ✓ Shift Cycle
- ✓ Auto shift
- ✓ Temporary schedule
- ✓ Group schedule
- ✓ Department schedule
- ✓ Employee schedule



04 Bio Photo Registration Function

- Bio Photo function enables a user to register his/her face and other credentials using a mobile phone.



Scan the QR code to access the registration process.



Register your face using your mobile phone.



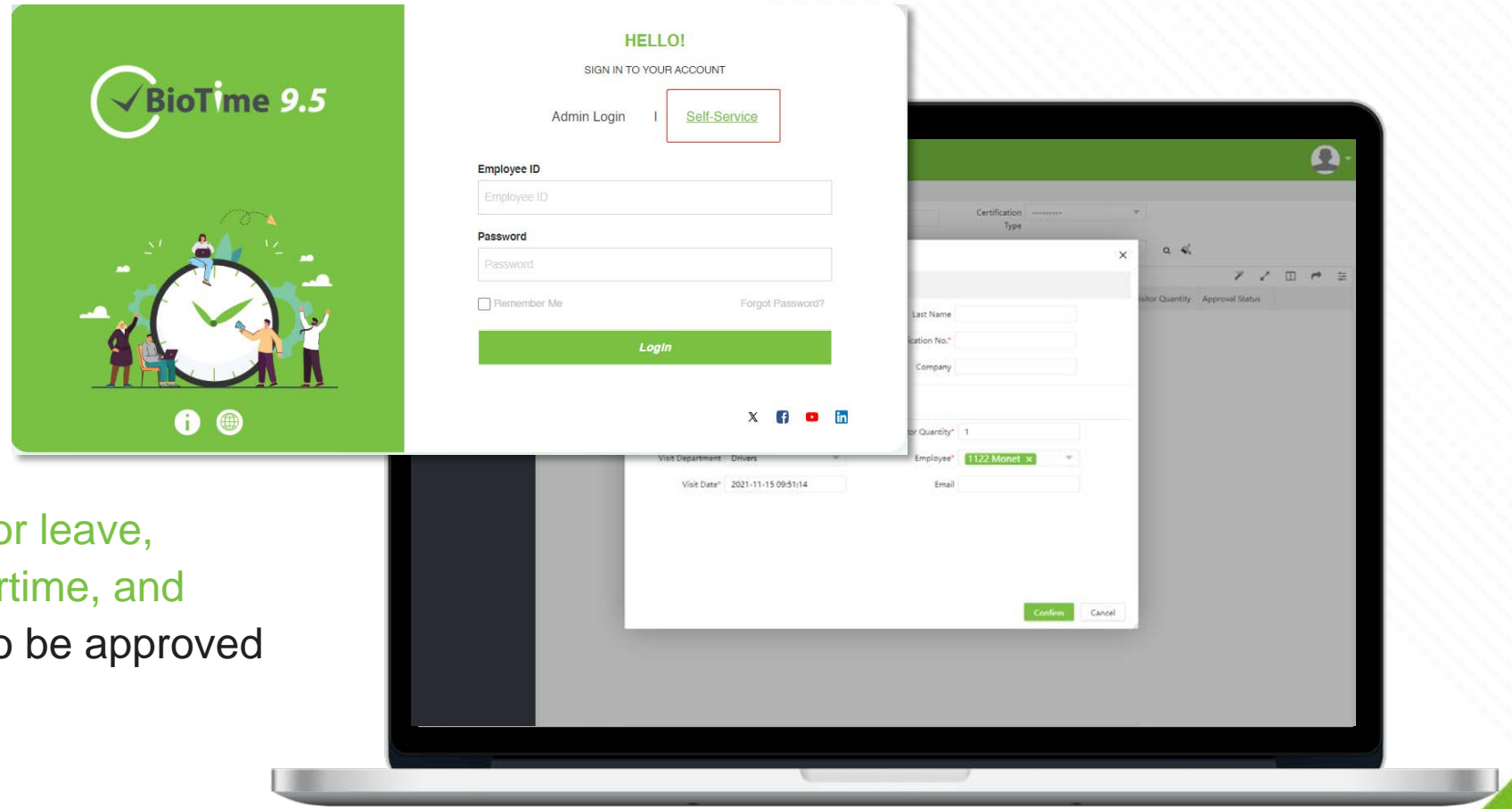
Enter the perimeter by verifying your face.

Note: Bio Photo function works only with visible light facial terminals.

05 Employee Self-service Login

Access login is provided for each employees to manage their attendance, payroll, visitor, and meeting settings.

Employees can also apply for leave, training, manual punch, overtime, and change of schedule online to be approved by the manager or admin.



06 Overtime Management

Example 1

WORKING SCHEDULE HOURS



NORMAL HOURS

8 hours



+

OVERTIME 1

2 hours
(USD 10 per hour)

=

TOTAL HOURS

10 Hours



Salary per day
+
USD 20

Example 2

WORKING SCHEDULE HOURS



NORMAL HOURS

8 hours



+

OVERTIME 1

2 hours
(USD 10 per hour)

+

OVERTIME 2

2 hours
(USD 20 per hour)

=

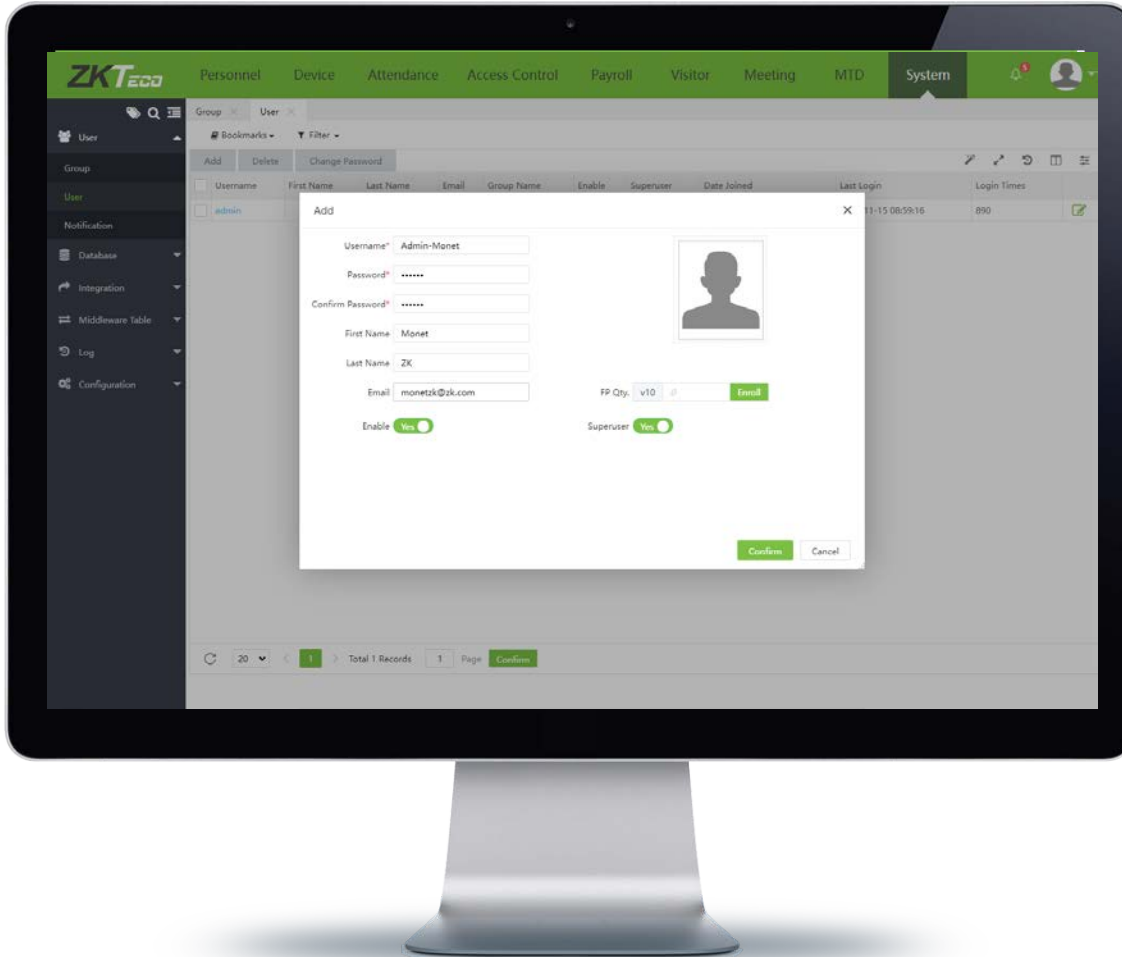
TOTAL HOURS

12 Hours



Salary per day
+
USD 60

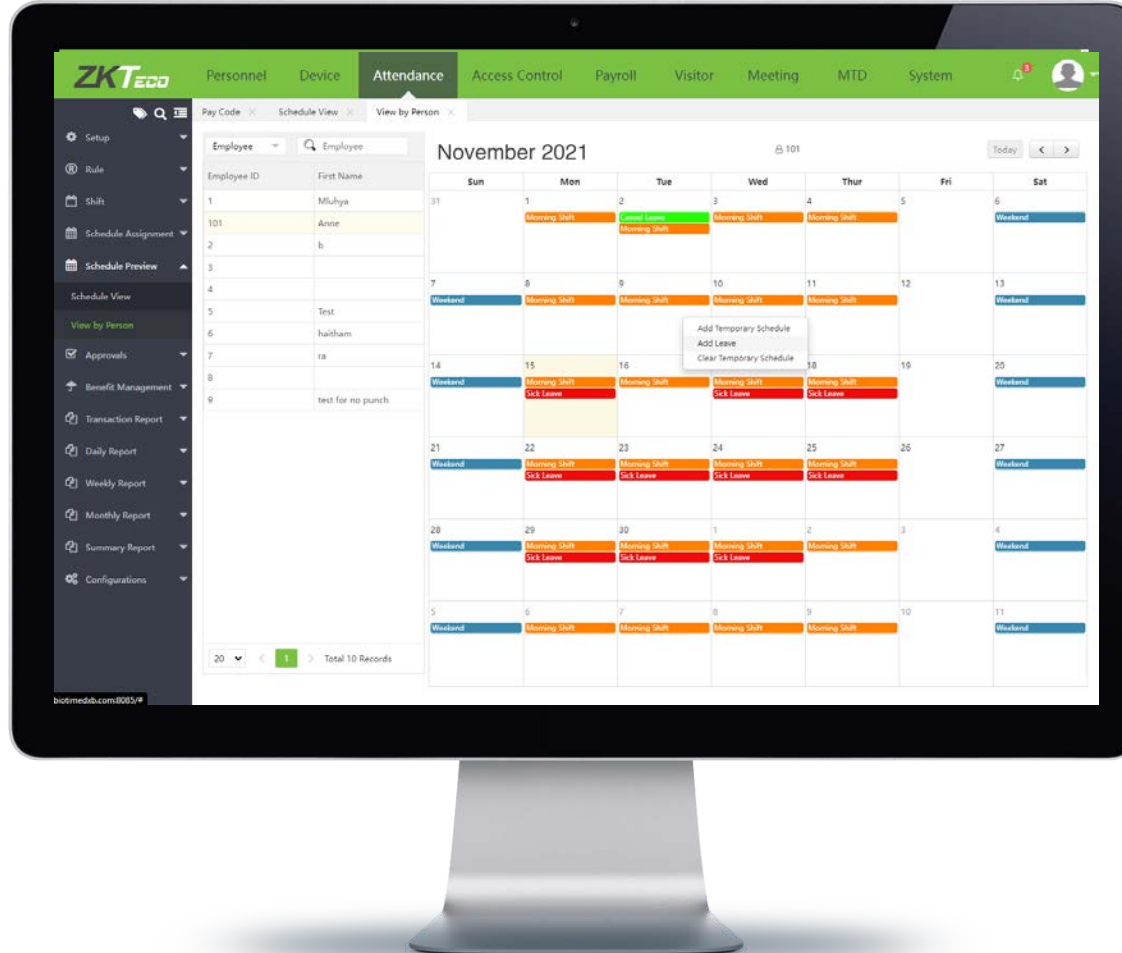
07 Multiple Administrator Privilege



Multiple administrator can be set to **manage different privileges** in the software.

Administrator will get a list of employee attendance including the number of late and absences.

08 Schedule Calendar View



View and manage the schedule of each employee, department, area, or group easily using the calendar view. Administrators can easily add new employee schedule by clicking the dates on the calendar.

09 Attendance Calculation and Report Generation

Transaction Report	▼
Daily Report	▲
Total Time Card	
Worked Hrs	
Overtime Report	
Leave Report	
Late In Report	
Early Out Report	
Absent Report	
Exception Report	
Scheduled Log	
Paired Punch	
Multiple Worked Hrs	
Multiple Break Time	
Weekly Report	▼
Monthly Report	▼
Summary Report	▼

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First In Last Out

Date: From 2019-03-08 to 2019-03-13

Personnel No: 0002125 First Name: 2 Department No.: 02 Department: Sales			
Date	First Check-in	Last Check-Out	Total Time
2019-03-08	12:36	16:28	232
2019-03-09	09:00	16:01	421
2019-03-10	11:43	14:53	190
2019-03-13	09:08	16:35	447

Generates up to **30** types of attendance reports that can be exported to CSV, PDF, or XLS format.

ZKTeco

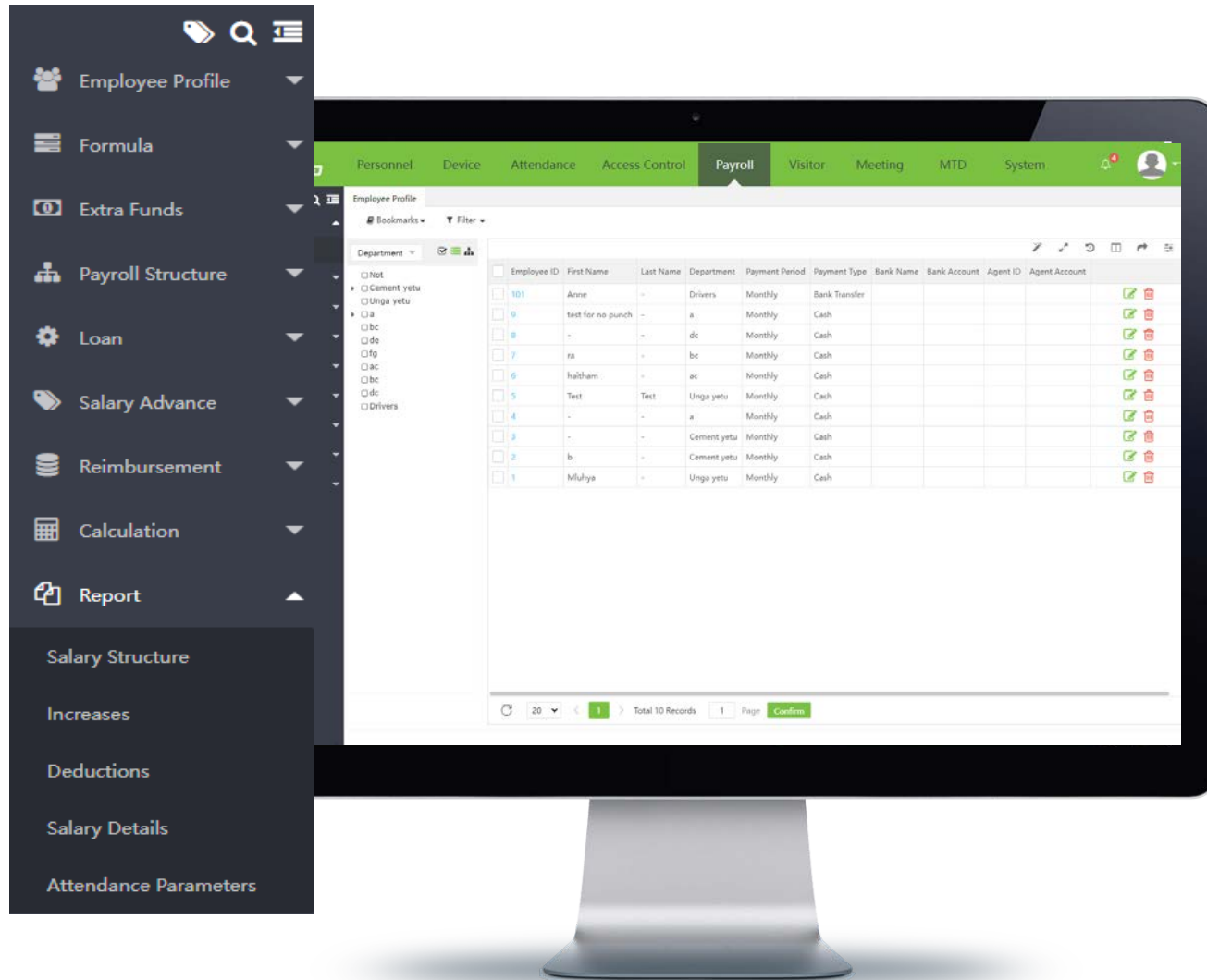
Late

Date: From 2019-01-01 to 2019-08-06

Personnel No: 0002125 First Name: Sam Department No.: 02 Department: Sales									
Date	Weekday	Timetable Name	Check-In	Check-Out	Check-In Time	Check-Out Time	Total Time	Late	Remarks
2019-07-08	Friday	Day	08:00	17:00	08:58	15:10	06:12	0:58	
Statistics								0:58	

Personnel No: 0002126 First Name: Carl Department No.: 02 Department: Sales									
Date	Weekday	Timetable Name	Check-In	Check-Out	Check-In Time	Check-Out Time	Total Time	Late	Remarks
2019-06-10	Monday	Normal	09:00	18:00	10:00	18:00	08:00	01:00	

10 Payroll Management



Manage **payroll structures** and generate various kinds of **payroll reports**.

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WPS Report

Record Type	Person ID	Agent ID	Employee Account	Start Date	End Date	Days in Period	Salary	Variable Salary	Leave Days
EDR	1254823	706569869	AE45887895436141	2019-05-01	2019-05-31	31	AED 8000	AED 500	0
EDR	5887946	706569869	AE45857981321354	2019-05-01	2019-05-31	31	AED 10000	AED 500	1
EDR	1165485	706569869	AE45814578972125	2019-05-01	2019-05-31	31	AED 5000	AED 250	5
EDR	1567985	706569869	AE4586216570659	2019-05-01	2019-05-31	31	AED 4000	AED 0	0
EDR	2887876	706569869	AE45887054878410	2019-05-01	2019-05-31	31	AED 4000	AED 0	0
EDR	5156476	706569869	AE45887258970132	2019-05-01	2019-05-31	31	AED 20000	AED 500	1
EDR	5468750	706569869	AE45887035697411	2019-05-01	2019-05-31	31	AED 15000	AED 500	0

11 Integration with 3rd Party Software and Database Migration

BioTime has a standard API for third-party software integrations. Some of the third-party software are mentioned below. If you are using other ERP or HR software, please contact us for more information.



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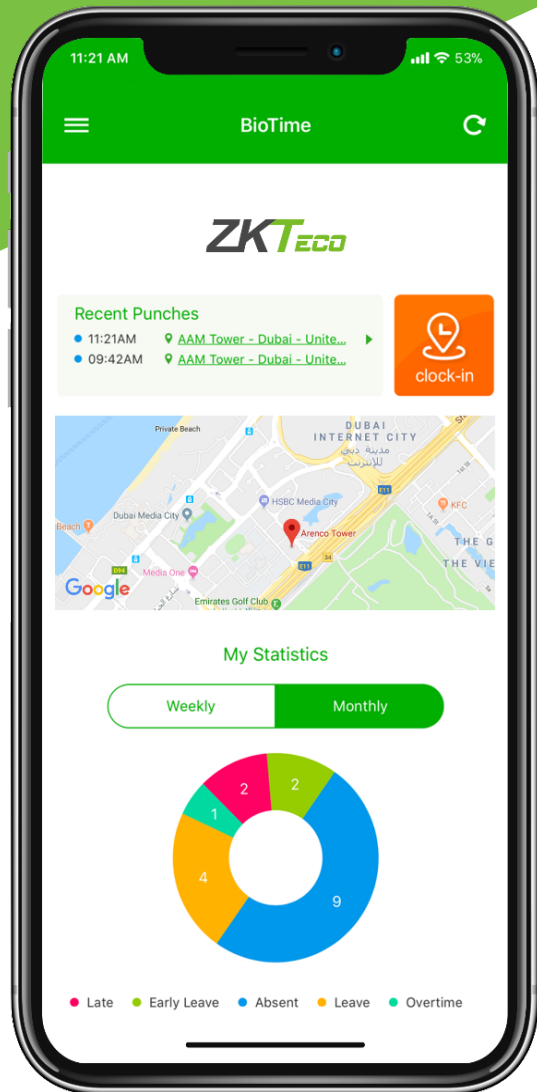
Allows the user to upgrade old version to new version of the software easily by built-in operations.



Migrate from **older versions**



Migrated to **new version**



BioTime Mobile Application

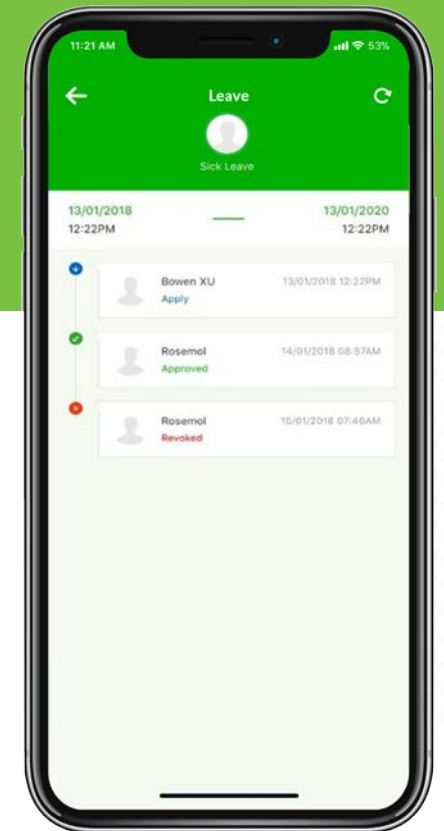
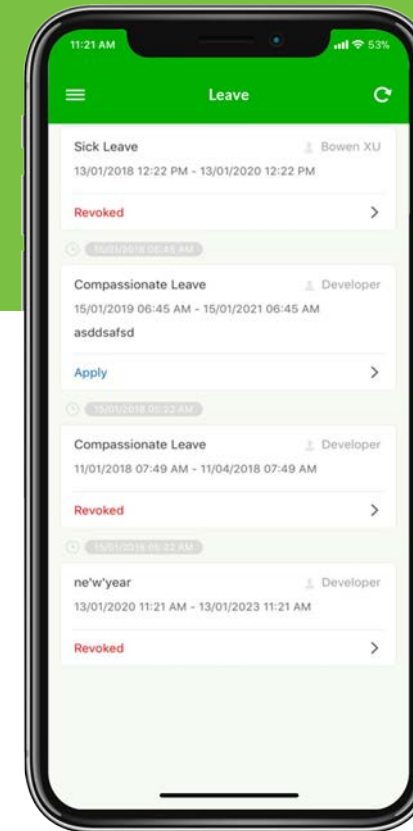
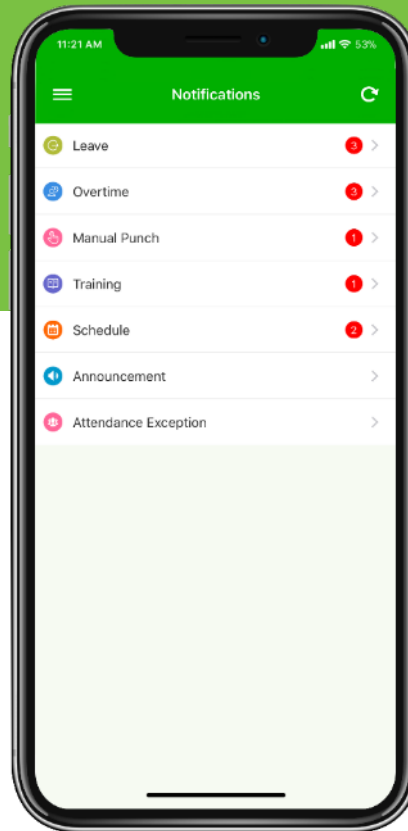
Features:

- Real-time attendance with geographic location details
- Attendance approvals
- Real-time notifications
- Public and Private Announcements
- Easy operation: Two-step navigation
- User-friendly interfaces for admin and employees
- Online employee requests and status

Mobile Application Features: Online Employee Request

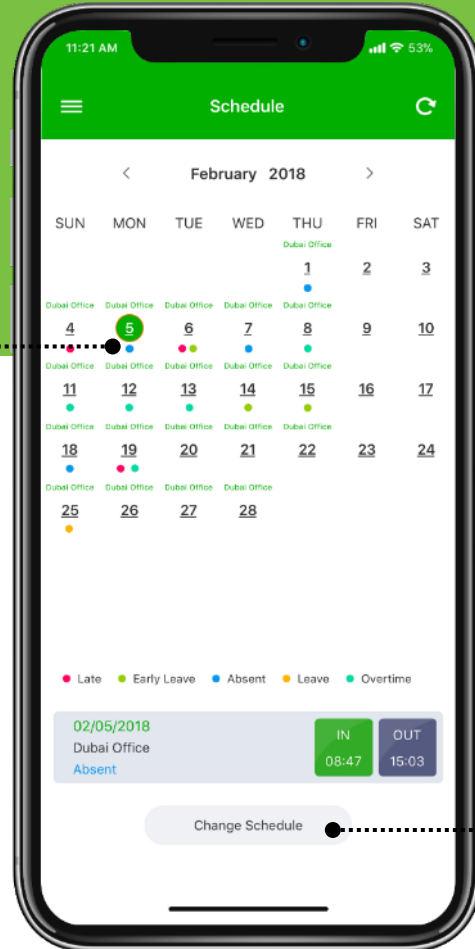
This interface provides an easy access for employee requests like leave, overtime, manual punch, etc.

It also displays the status in multi-level approvals.



Mobile Application Features: Schedule Assignment

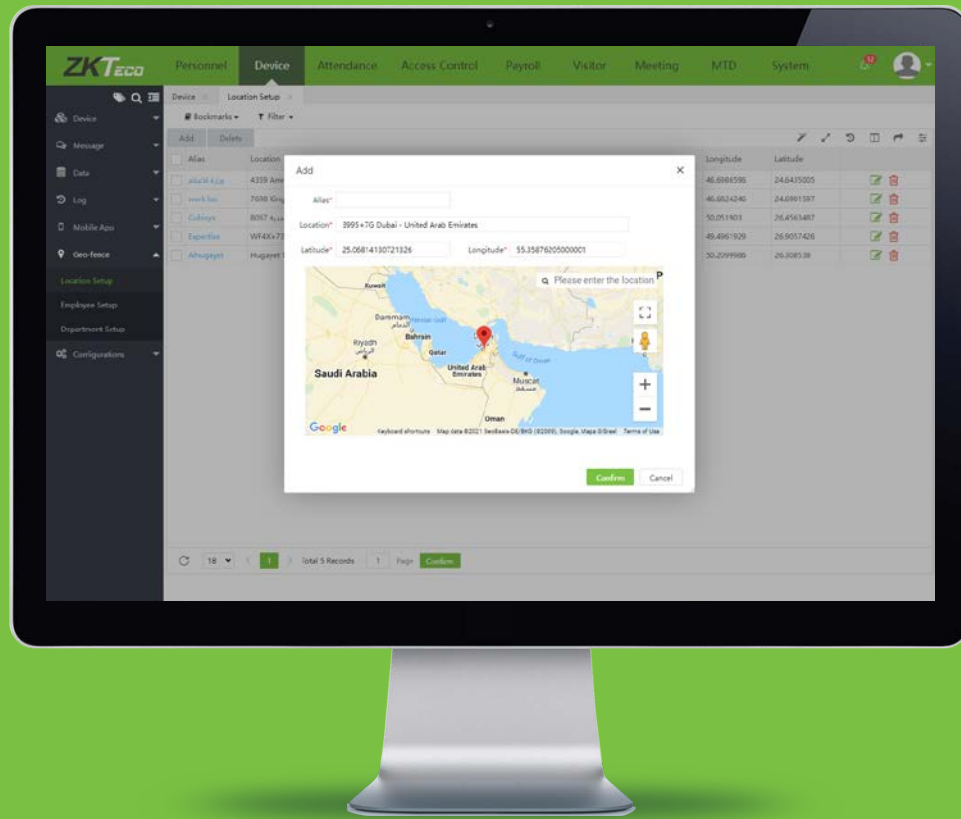
BioTime Mobile application displays employee schedule from the BioTime main server.



The 'Change Schedule' form is displayed on the right. It has a green header with a back arrow and the title 'Change Schedule'. Below the header, it shows the date '02/05/2018' and 'Current Shift: Dubai Office'. There is a dropdown menu currently showing 'Dubai Office(08:30-18:00)'. Below the dropdown is a text input field labeled 'Reason'. At the bottom of the form is a large green 'Submit' button. A dashed arrow points from the 'Change Schedule' button on the mobile app to this form.

Employee can change his/her assigned schedule that will be subjected to the approval of the admin/ approver.

Mobile Application Features: Geofencing Mobile Punches



- Creates geographic boundaries to restrict mobile application punches
- Define the clock-in boundaries on the BioTime software



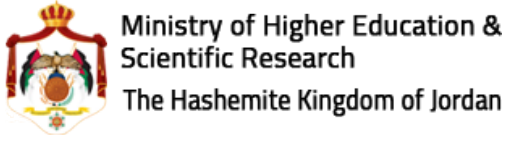
Specifications

Software Specifications	
System Architecture	Web-based software
Suggested Devices	Standalone devices with Attendance PUSH & Green Label Series <i>(please refer to the Hardware Suggestion List)</i>
Authentication Options	Fingerprint / Face / Palm / RFID / Password
Max. Supported Devices	500 devices in a single server <i>(please contact ZKTeco for more information on capacity expansion)</i>
Database	PostgreSQL (Default), MSSQL Server 2017/2019, MySQL 7.0 or above, Oracle 19c
Supported OS	Windows Server (64-bit only), Windows Server 2016/2019/2022, Windows 8/8.1/10/11
Suggested Browsers	Chrome 33+, IE 11+, Firefox 27+

Minimum Server Hardware Requirements	
CPU	Dual Core Processor with speed of 2.4GHz or faster
RAM	4GB RAM available or above
Storage	100GB available space or above (We recommend using NFTS hard disk partition as the software installation directory)
Display Resolution	1024*768 or above

**It is recommended to use different server for database.*

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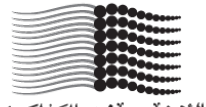
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Thank you.

If you have any questions, you may reach us at:

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