ZKTime.Net

Change Log

Version Change Info: V1.0

Previous Version: 3.2

Current Version: 3.3

Date: May 2021

English

Table Of Contents

1   <u>Menu Adjustment</u>

The [Transaction] and [Calculate] menus have been transferred from Report Module to Attendance Module.
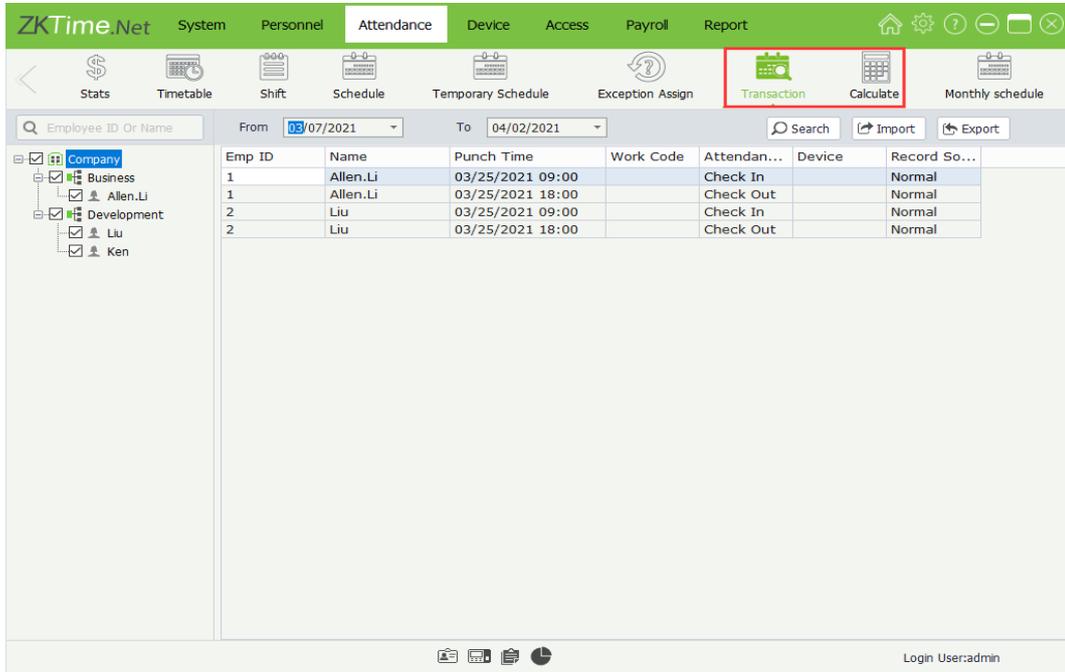

From the Payroll Module to the Report Module, the [Payroll Report] menu was moved.
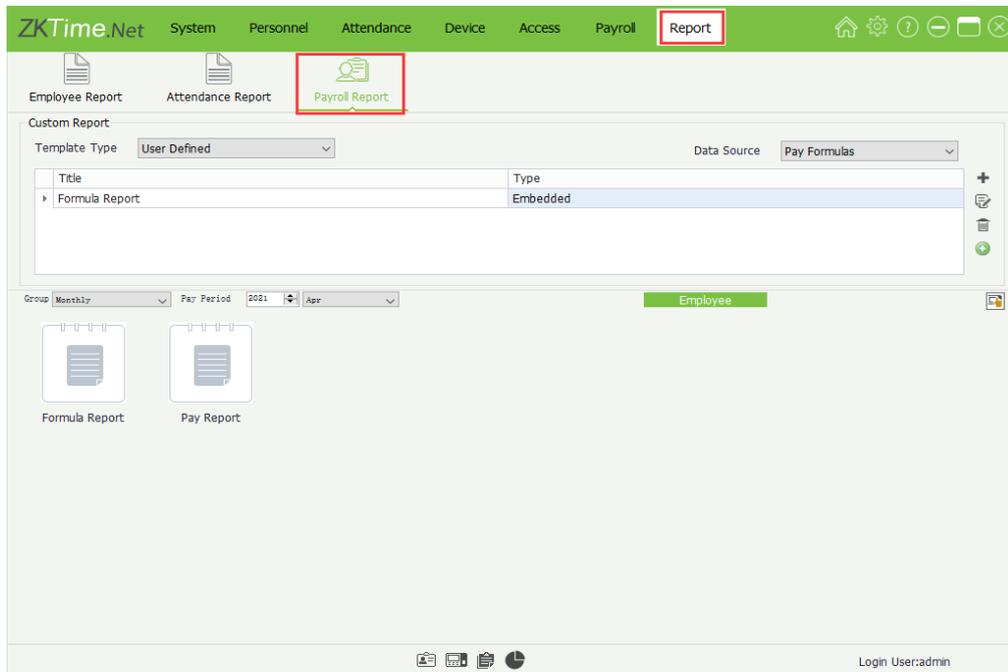
2   System Module

2.1   Duration Format

Users can set the Duration Format as required in [System] > [Config] > [Basic Setting] by following the steps. The Report Module is formatted in this way.
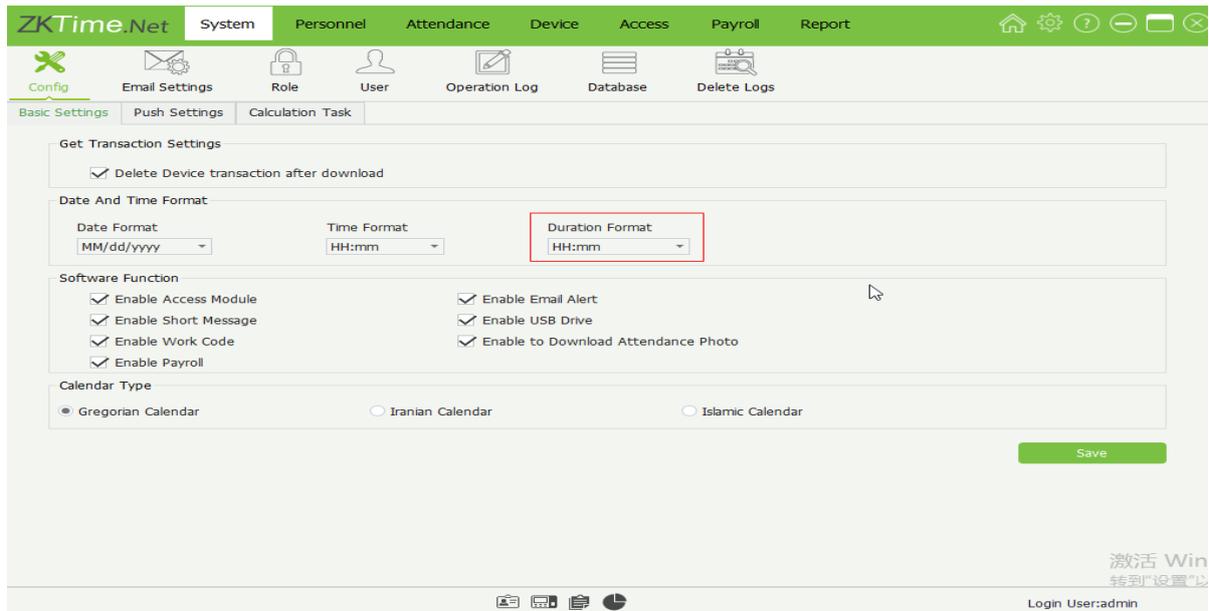
2.2   Delete Logs

Users can clean up historical old data of specified date, such as operation log, attendance records, attendance photos, attendance calculation result and payroll records that will reduce the size of the database to improve the running speed.
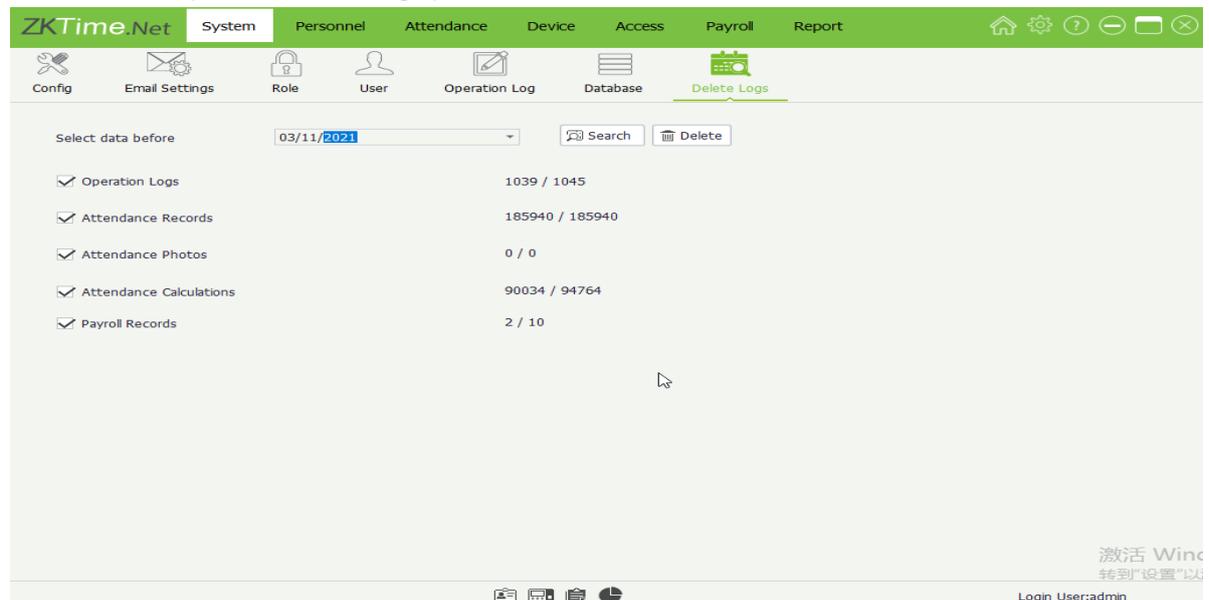
3   Attendance Module

3.1   Break Time Detail

Users can view the detail information of break time after making calculation, shown in the following figure.
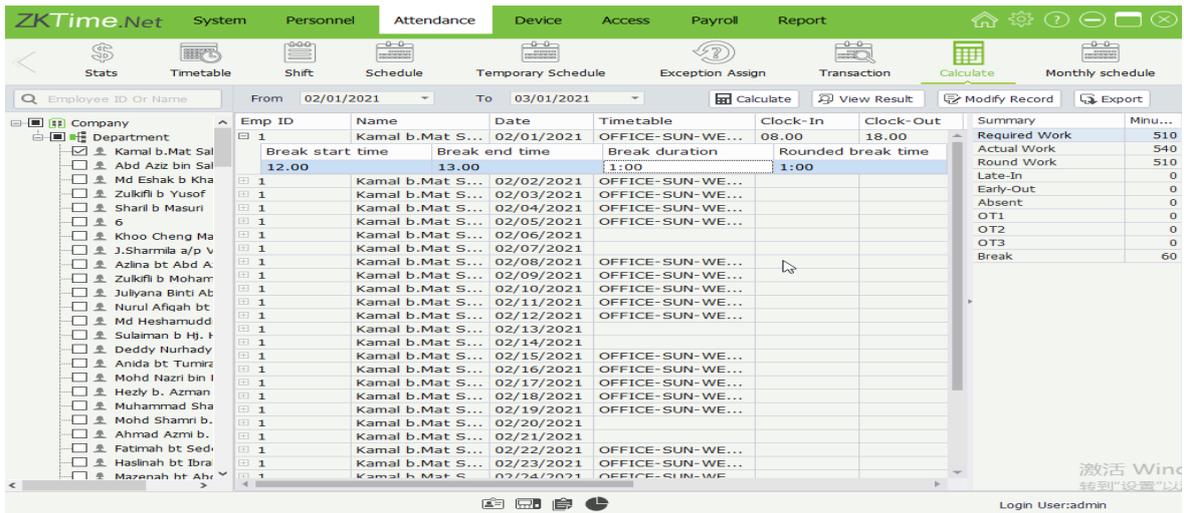

3.2   Monthly Schedule

The users can view the employee's monthly schedule, leave, holiday details and many more in the calendar.

- Click the **Single Employee** icon.
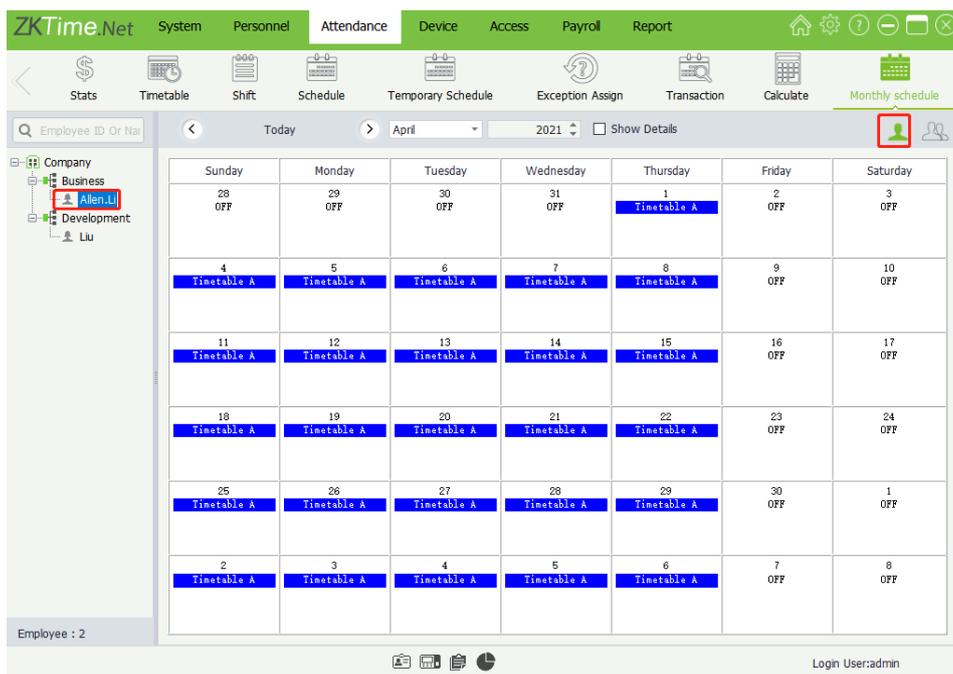
- Place the mouse pointer on the green area as the following figure:
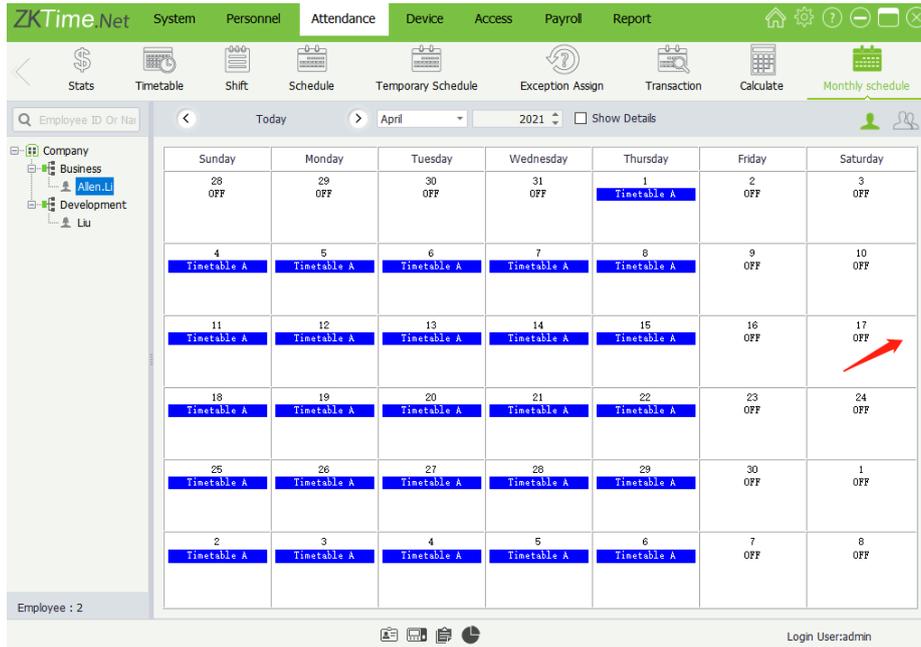
A menu will pop-up. Here, the users can set different colors for timetable, exception, weekend, temporary schedule and so on. So that users can view the schedule details with more clarity.
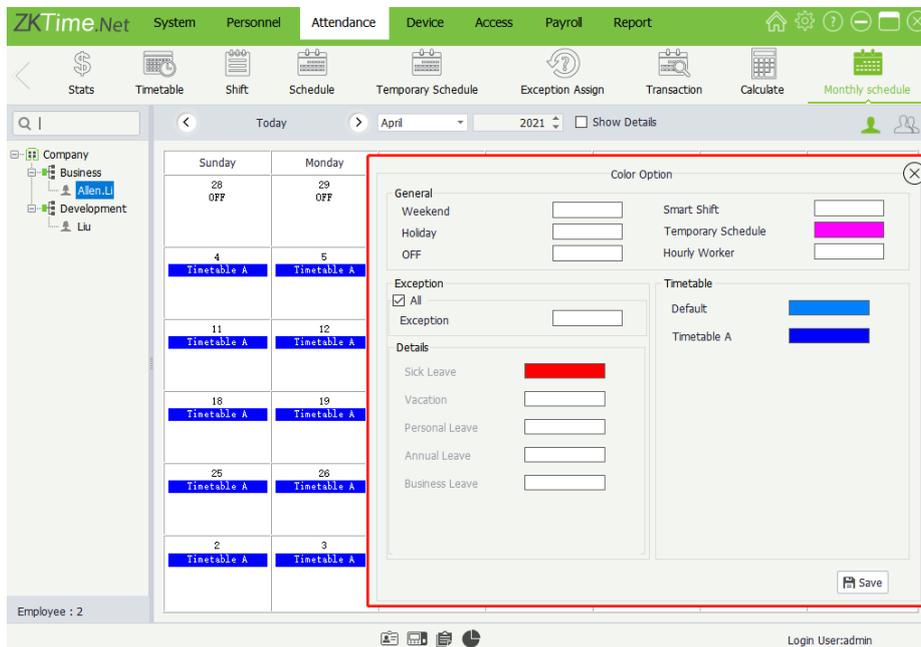
- Click the **Multiple Employee** icon.
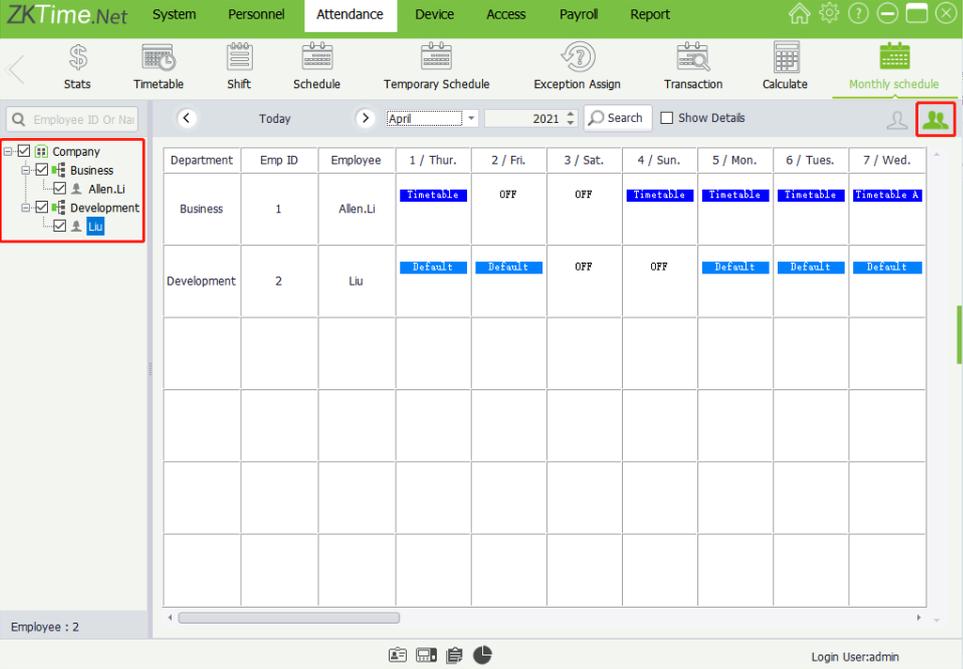
4   <u>Payroll Report</u>

For Hourly Works, the payroll report will show the total salary.
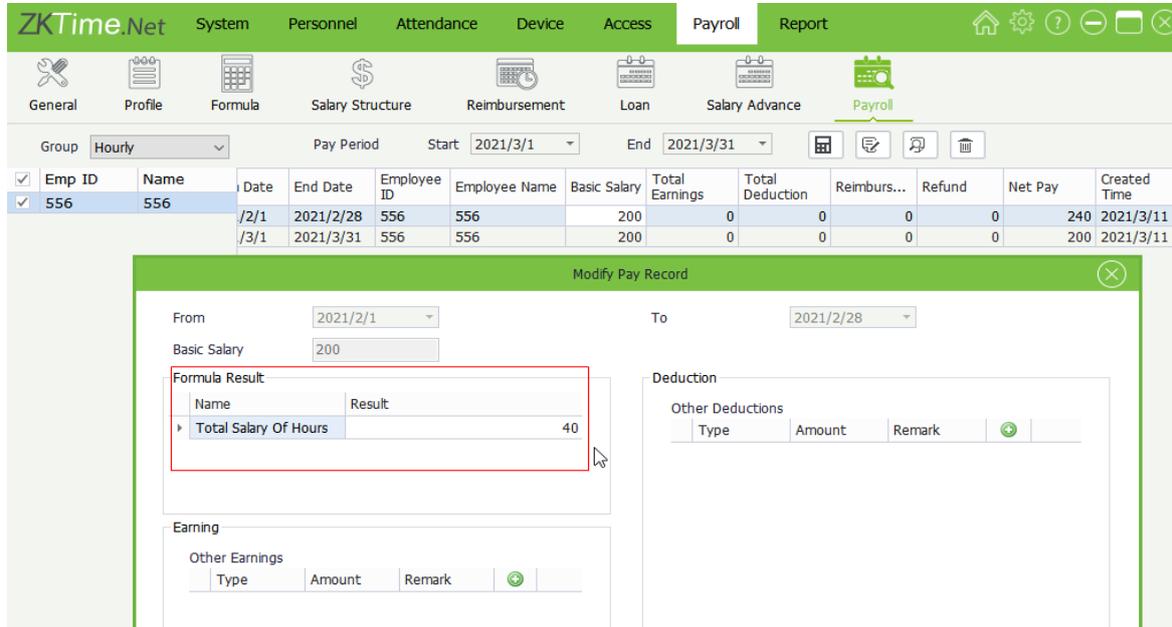
Total salary is shown in the following figure:

5   Report Module

The report is divided into three types: Employee Report, Attendance Report and Payroll Report, Users can custom report template with third party tool or with the software default method.
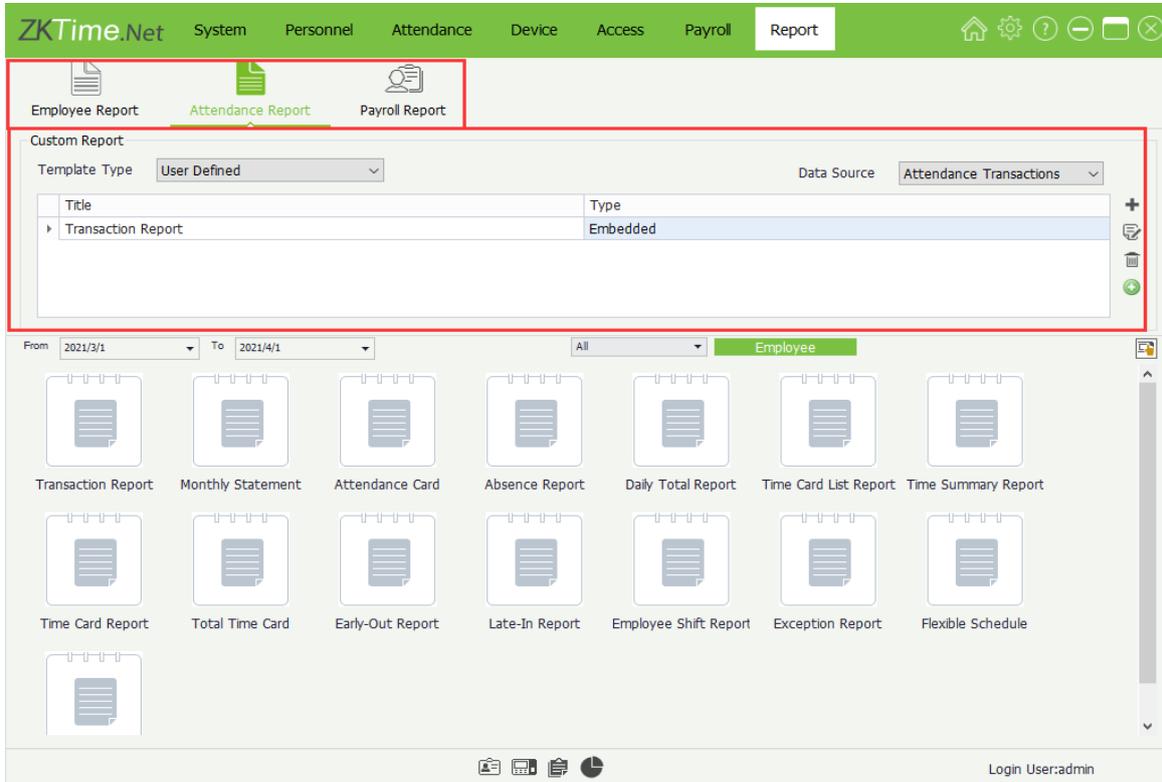
When users set [Template Type] as [User Defined], and then click to add a template, a third-party tool will appears as seen in the following figure for users to define the template. For more information on how to use the tool, please see the software user manual.
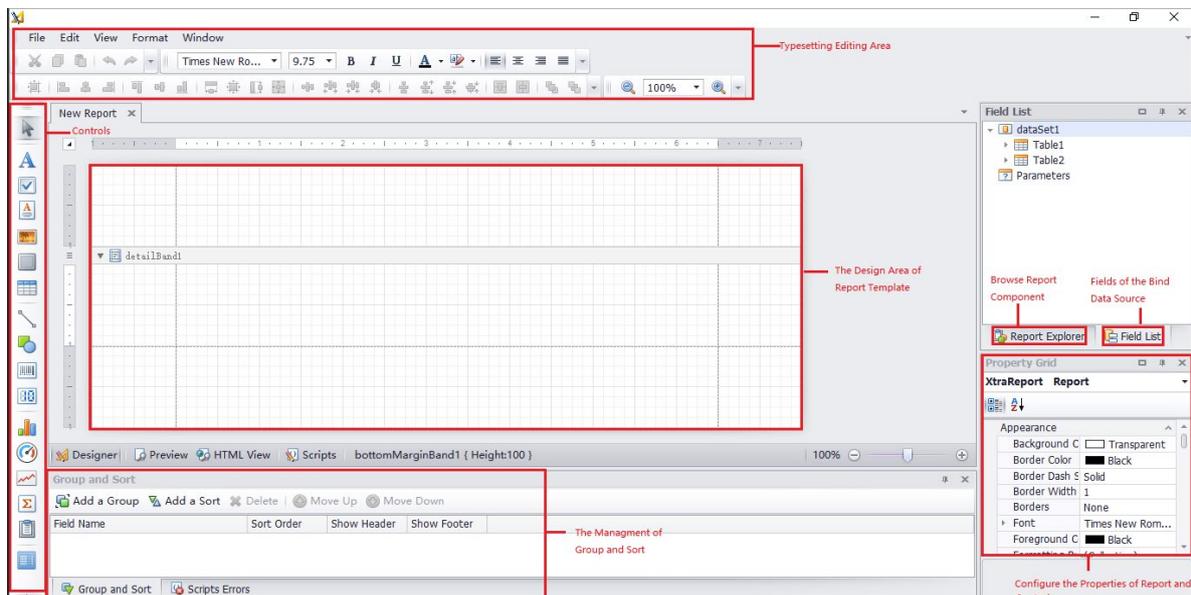
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