

User Manual (Client)

BioTimeCloud

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About this Manual

This document describes the user manual and operations of the system.

Important Statement

Thank you for choosing ZKTeco. Before using, please read the manual of this product carefully to better understand the various functions of the software.

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Chapter 1 Overview

1.1 BioTimeCloud Features

The BioTimeCloud is a cloud-based service that can be deployed on mainstream cloud server Amazon Web Services. It is designed to provide simple and effective employee, device, and time management, attendance calculation, and mobile phone application operation. Using a standard business architecture based on user requirements, it is easy to customize, extend, and can be applied to global use.

BioTimeCloud Specifications:

- Support employee and administrator app self-service as well as field punch-in and location tracking
- User-friendly interface and self-oriented menu structure that brings new operating experience to users
- No installation required to use cloud services and can use any browsers to log in
- Using DBS device platform middleware, any device-related template information is carried by the device platform
- Standard SaaS model, supporting multi-tenant services
- Support HTTPS security communication
- Support fingerprint, face, and other biometric templates

1.2 BioTimeCloud Manual

The following uses super user as an example to introduce the use process of BioTimeCloud. Different users have different privileges and so the corresponding operation process will be different. Users only need to follow the following process but only display items on the operation interface.

Step 1: Register the account of the company.

Step 2: Set the basic information of the company.

Step 3: Set the pay strategy and attendance rules of the company.

Step 4: Set the basic information of the organizational structure, including department and department scheduling, employee position information, and approval process rules.

Step 5: Add employees and set basic information and permissions for the device and mobile app accounts.

Step 6: Set the check-in location and set the employee mobile app fixed-point check-in and location tracking.

Step 7: Set up attendance area, add equipment, and synchronize employee data.

Step 8: The employee checks in the device or in the mobile app.

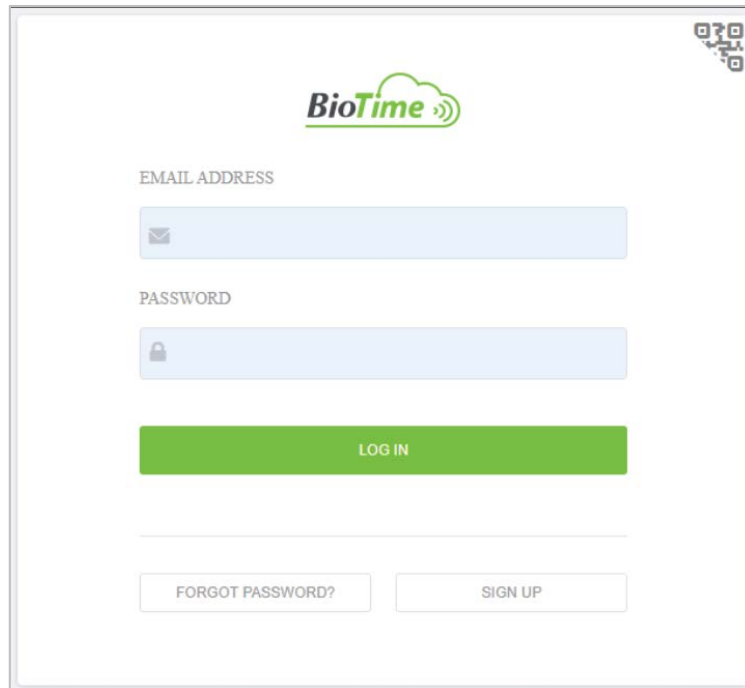
Step 9: The personnel manager checks and processes daily attendance data including punch card records, leave approval, and face registration approval.

Step 10: View and export attendance report.

Chapter 2 System Management

2.1 Log In

Open the browser go to the URL of BioTimeCloud.



Enter the user account details and password.


If you do not have an account, please register by clicking the *Sign Up* at the bottom right to enter the registration page.

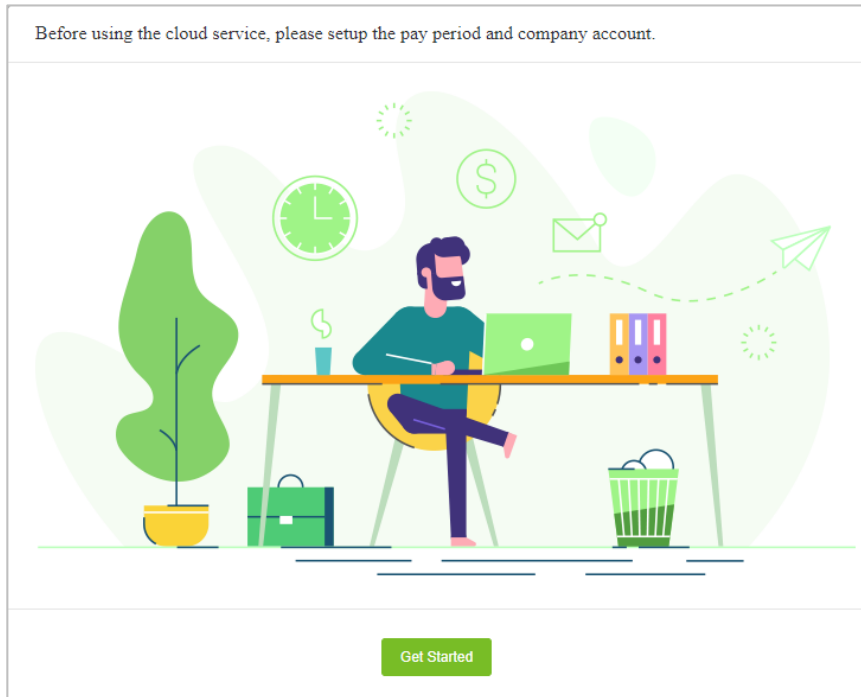
Click the *Log In* to enter the system.

2.2 Guide Pages

When a new account registration is completed and it will be the first time you log in to the system, the system will give a quick guide page to guide users to set the company's pay cycle and add the company's first employee.

Note: The system will bind the current administrator account to the employee so the employee must be the company administrator. Procedure as follows:


1. The following figure is the beginning of the guide page, click  to go to the next step.



2. Fill up the Profile with an employee information and click *Save*.

My Profile

Before using the cloud service, please provide the following information.



* Employee ID

* First Name

* Last Name

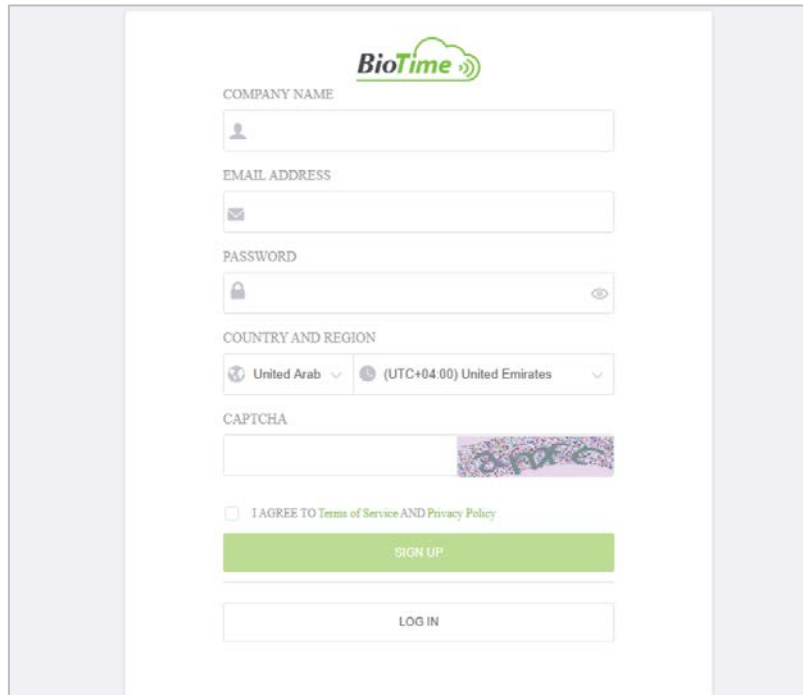
* Hired Date

Back
Save

Note: Here are some important information of employees. If you need to change or add an information of the employee later on, please refer to 3.3 Employee.

2.3 Register an Account

Click *Sign Up*, and the following page appears to register.

The image shows a registration form for BioTime. At the top center is the BioTime logo, which consists of the word "BioTime" in a green font with a cloud icon above the "i" and "e". Below the logo are several input fields: "COMPANY NAME" with a person icon, "EMAIL ADDRESS" with an envelope icon, "PASSWORD" with a lock icon and an eye icon for visibility, "COUNTRY AND REGION" with two dropdown menus (one showing "United Arab" and the other "(UTC+04:00) United Emirates"), and "CAPTCHA" with a text input field and a colorful image. Below these fields is a checkbox labeled "I AGREE TO Terms of Service AND Privacy Policy". At the bottom are two buttons: a green "SIGN UP" button and a white "LOG IN" button with a grey border.

COMPANY NAME: Company name

EMAIL ADDRESS: The system uses this email address as the login account. Ensure that the e-mail address is available since you need to retrieve the password here in case you forget.


PASSWORD: Password of the account

COUNTRY AND REGION: The country and time zone where the company is located are associated with the location that was set by the operating platform. Once registered, the country and time zone cannot be changed.

Note: The account registered here defaults to HR ADMIN authority and cannot be modified. Be careful when binding employees.

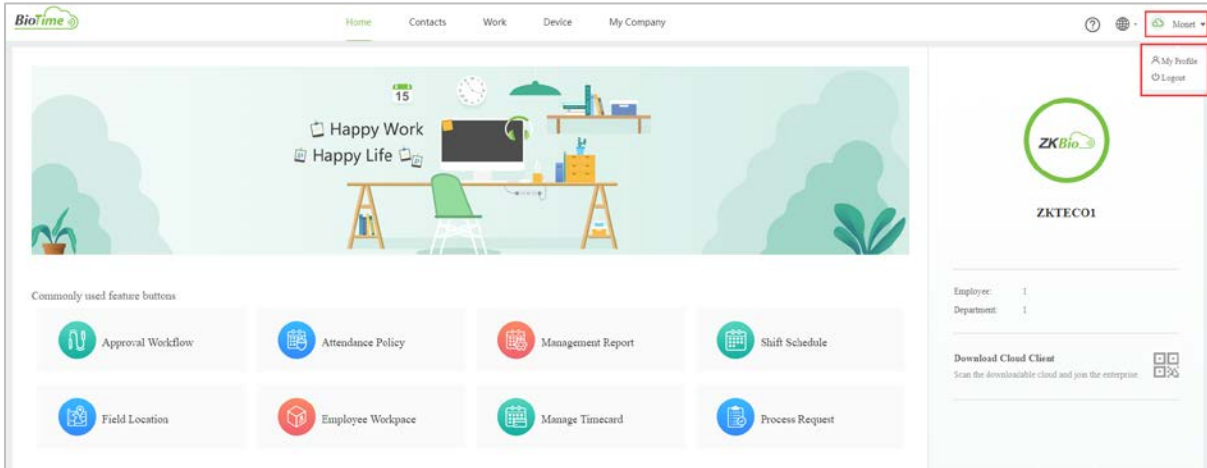
2.4 Home

Consists of the startup page and displays your commonly used features of BioTimeCloud for easy access and the number of total employees and department.

If you click the download cloud client  on the right part of the page, you will be directed to the download QR code of the BioTimeCloud mobile application.

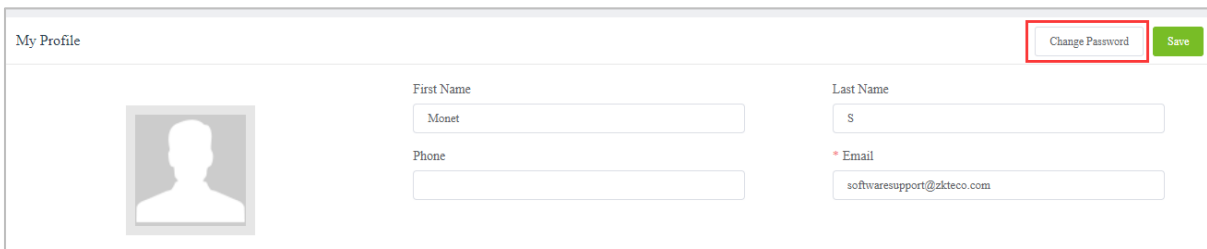
2.5 Log Out

Click the account on the upper right corner, and then click *Log Out* in the drop-down list to exit the system. You can also close the browser directly and exit the system.

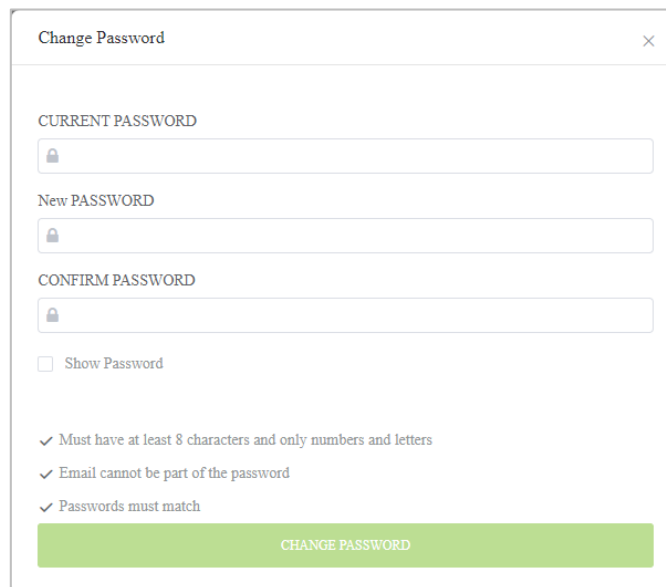


2.6 Change Password

Click the account in the upper right corner, and then click *My Profile* in the drop-down list. The following interface pops up. The information required on these fields should be the same as the information of the assigned personnel.



Then click *Change Password* in the upper right corner and the following interface shows.



CURRENT PASSWORD: Enter the current password

NEW PASSWORD: Enter a new password that must meet the password policy.

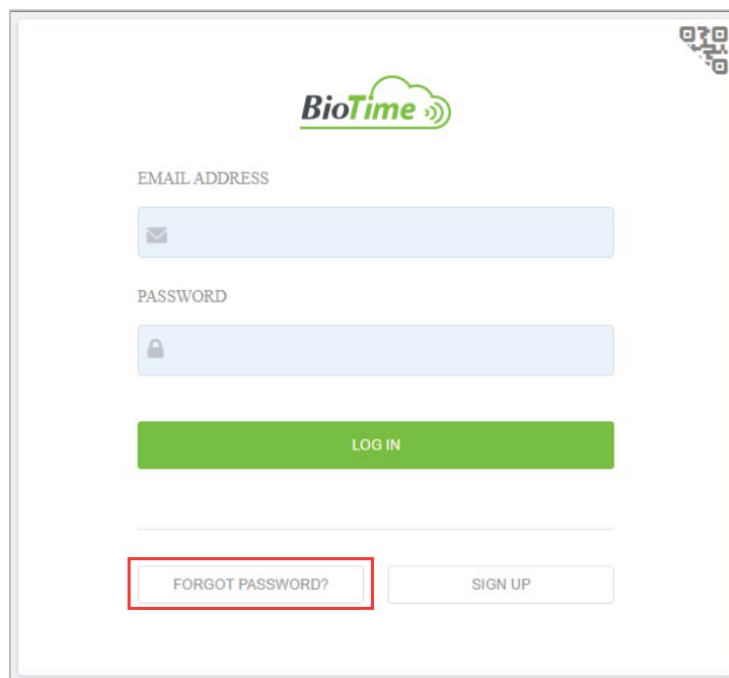
CONFIRM PASSWORD: Confirm the new password you have set. Password change will only accept if password policy is met.

2.7 Forget Password

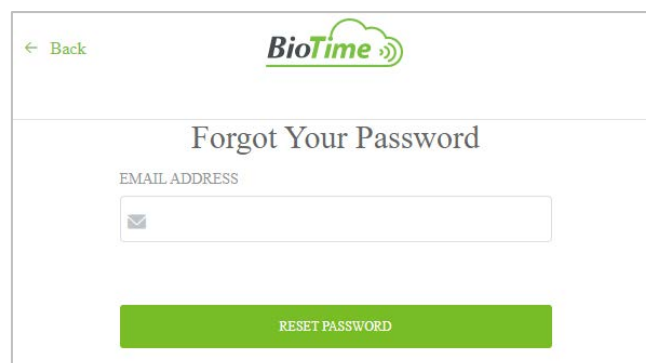
If the user forgets the password of the account, this function can be used to reset the password.

The operation is as follows:

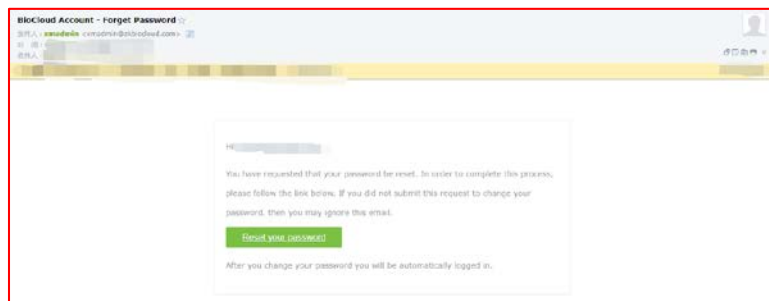
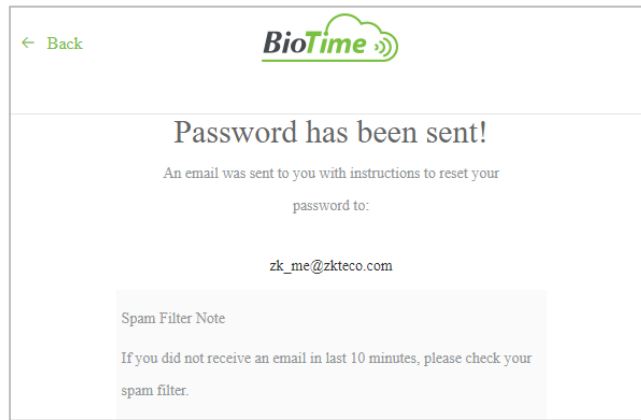
1. Click *FORGOT PASSWORD?* on the lower left corner of the login page as shown below.



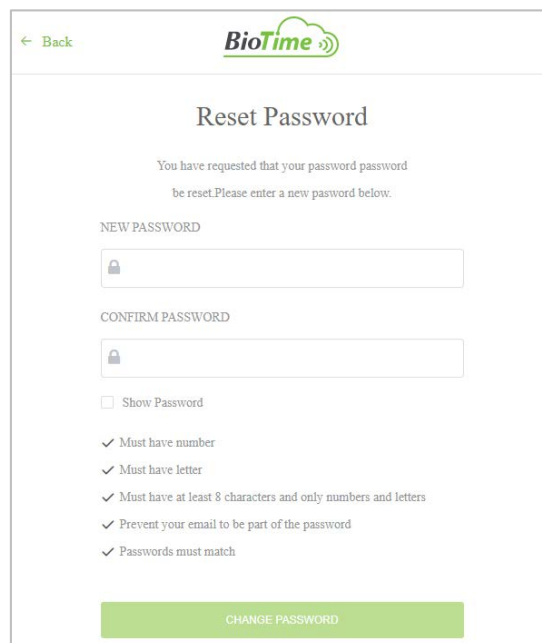
2. The following page will appear and you need to fill in the E-mail Address. This email should be a valid e-mail address that has been registered into the system and is used to receive a confirmation email for changing the password.



3. After filling in the required detail, click **RESET PASSWORD**. A message will be sent to the e-mail address you have provided.




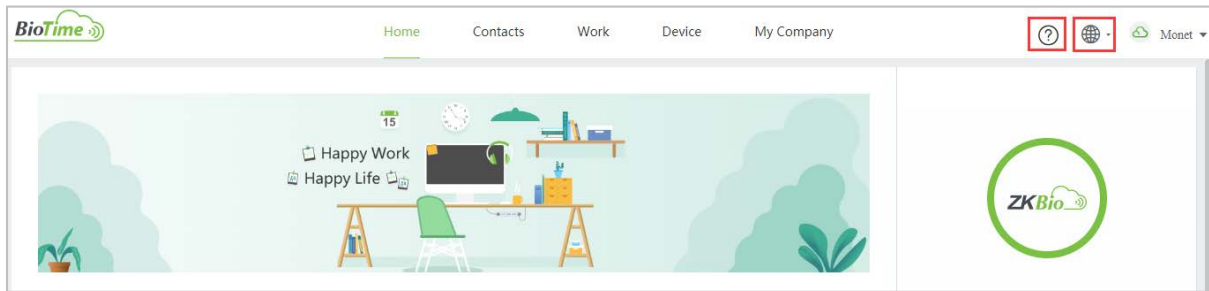
4. Click **Reset your password** and you will be redirected to the page for resetting your password. After filling in the new password correctly, click **CHANGE PASSWORD** to complete the password reset.




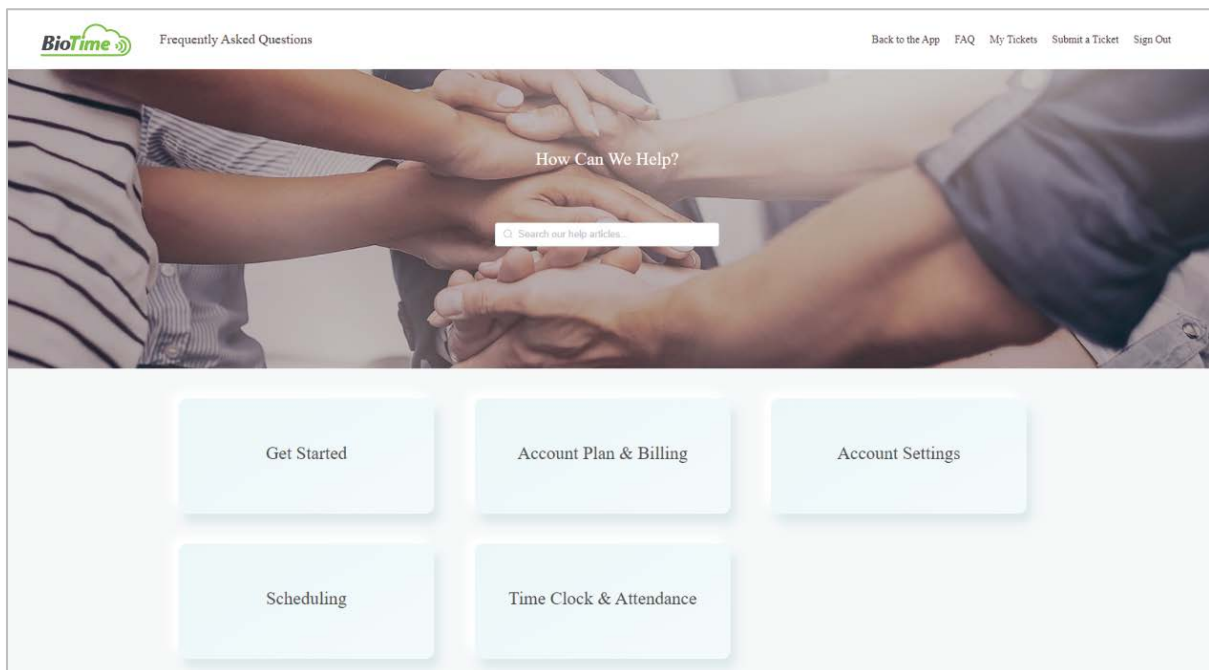
2.8 Frequently Asked Questions

Considering that users will have various problems when using the system, we have added this feature to help users solve some basic issues. The operation is as follows:

1. The user must set the language of the system. The FAQ function's language will be based on the language set on the system. To select the language, click  in the figure below.



2. Click the  in the above figure and you will be redirected to the FAQ page, as shown in the following figure.



You may refer on the example below. We took "Get Started" as an example to introduce the use of FAQ module.

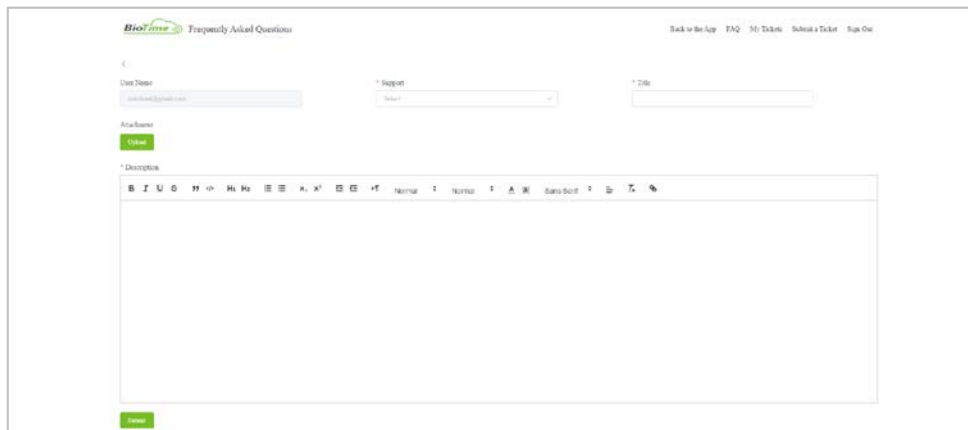
- a. In the FAQ page, there will be multiple categories available. Choose the suitable category according to the issue you are facing.
- b. If a user raises a new category question, the operator can add the category and question in the Customer Support of the operation platform and give answers to the questions.

- c. Click *Get Started* and some common software issues under this category will appear. On the figure below shows a question "How to login to a new account?" Click the question to display the answer.
- d. Also shown below the Current Category which indicates the selected category and the Other Categories which you can switch to easily.



2.9 Submit a Ticket

This function is used to submit a support request to the Host. Under the FAQ page (refer to 2.8 Frequently Asked Questions), click *Submit a Ticket* and fill in the details to submit a support request.



2.10 My Tickets

This page displays all the tickets you have submitted to the Host.

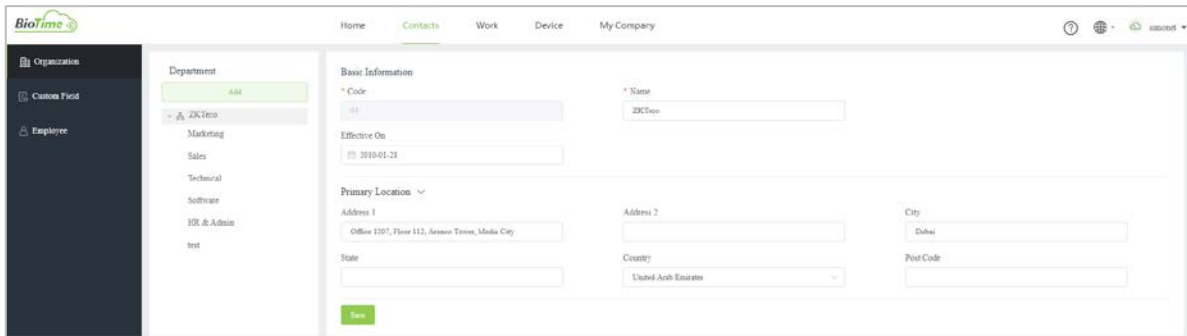
Ticket No.	Support	Title	Create Time	Last Update Time	Status
1	Account Settings	pricing plan	2020/07/26 13:34:27	2020/07/26 15:36:04	Finished
1	Account Plan & Billing	addfeetofield	2020/07/23 14:57:26	2020/07/23 14:57:26	Open

On the Status column, *Finished* indicates a closed and finished ticket, *Processing* indicates that the ticket is already under checking, and *Open* indicates that the ticket is still not checked by the support.

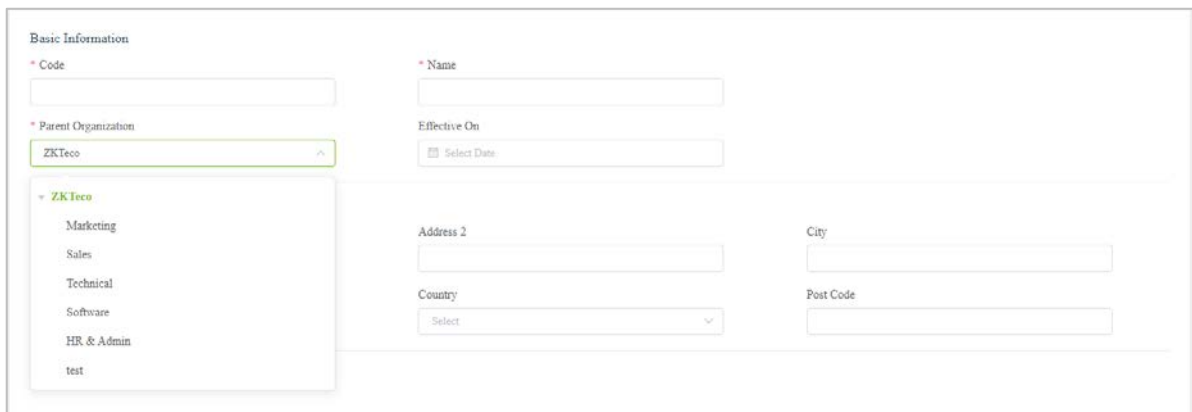
Chapter 3 Contacts

3.1 Organization

Displays the company information and its department. As shown in the image below, "ZKTeco" is the organization and under are its department. As example, ZKTeco is selected and the organization information displays on the right part of the page.

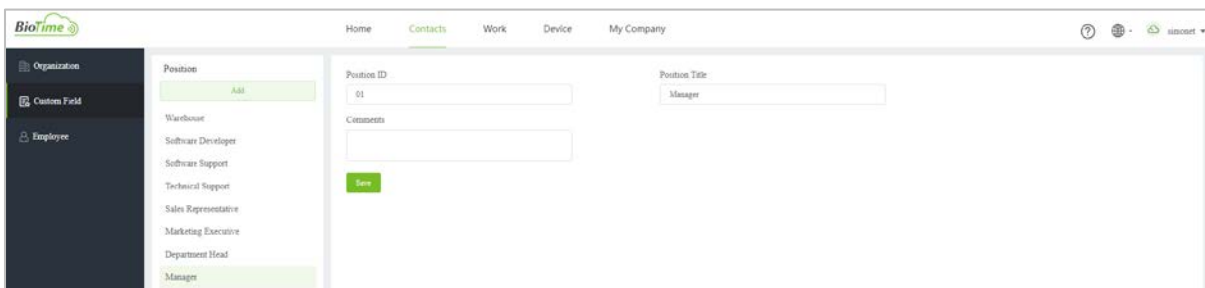


To add a department, click *Add* and fill in the required details as shown below. Choose a parent organization from the drop-down list (it can also be the departments under the main organization "ZKTeco"). After filling in the details, click *Save*.



3.2 Custom Field

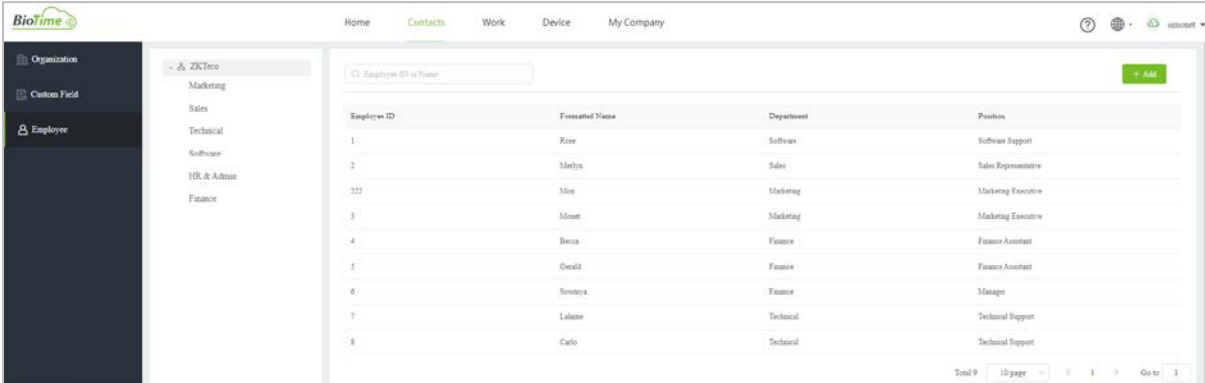
This function allows you to create a job position for your employee which you can later on select when adding an employee.



To add a position, click *Add* and fill in the required details on the right and click *Save*.

3.3 Employee

This page displays all the employee list of the organization.



Employee ID	Formatted Name	Department	Position
1	Rene	Software	Software Support
2	Melvin	Sales	Sales Representative
332	Mon	Marketing	Marketing Executive
3	Mason	Marketing	Marketing Executive
4	Becca	Finance	Finance Assistant
5	Gerold	Finance	Finance Assistant
6	Sowmya	Finance	Manager
7	Lalaine	Technical	Technical Support
8	Carlo	Technical	Technical Support

To add an employee, click **+ Add** and fill in the required details. The function is divided into 5 categories:

3.3.1 General

Contains all the basic information of the employee including employee photo, name, ID, department, etc. Users can upload a photo by clicking the photo icon.

Work Status

Set as *Active* if the employee is currently working in the company and *Inactive* if the employee has left. If *Inactive* is selected, another fields will appear for the inactive date and reason.

Probation Status

Set as *Active* if an employee is under the probationary period. If *Active* is selected, another fields will appear for the start and end date, and probation reason. Set as *Inactive* if the employee is not on probation period.

Custom Field (Position)




Please refer to 3.2 Custom Field

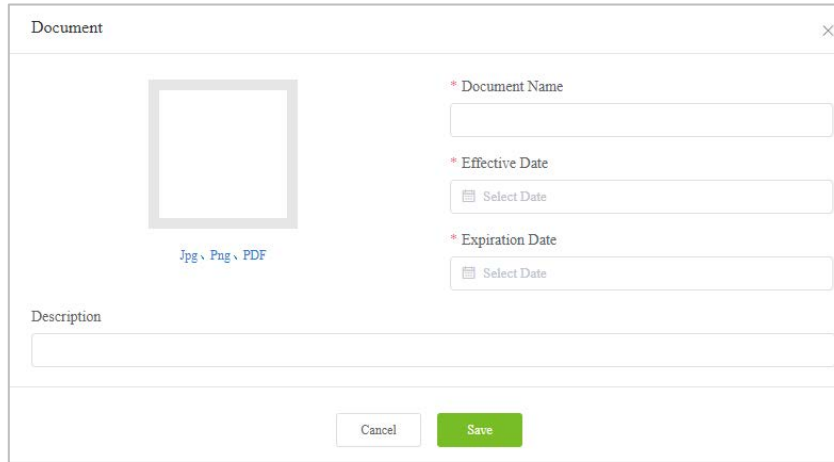
3.3.2 Personal

This page shows the personal information of an employee. Home Address and Emergency contact are collapsed by default and can be expanded and edited if necessary. After editing, click *Save*.

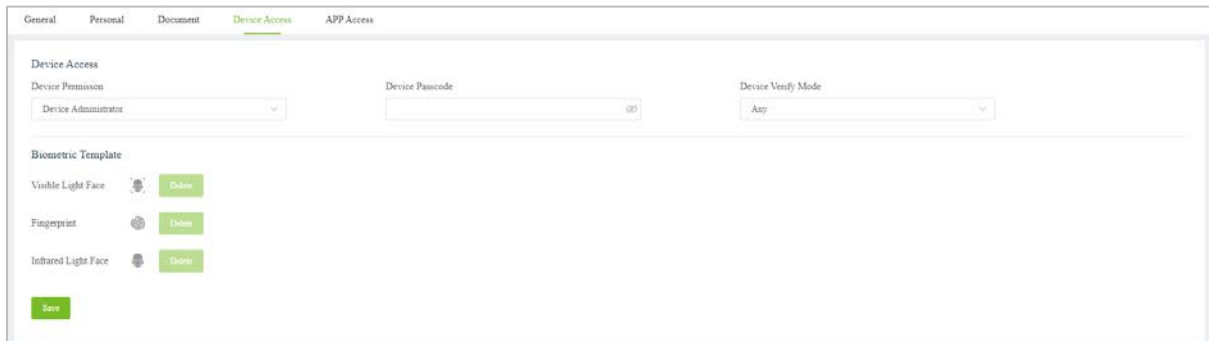
3.3.3 Document

Document Name	Effective Date	Expiration Date	Description	Action
Employee ID	2020-07-28	2022-07-08		
Visa	2020-07-05	2022-07-01		

If you want to view the attachment of an existing document, click on  icon. You can delete this document by clicking . To add a document, click  and complete the information needed, then click *Save*. After saving successfully, the document will show on the document list.



3.3.4 Device Access



As shown in the figure above, the Device Access shows the employee privileges on a time attendance device.

Device Permission

The employee’s permission is set as a Normal User by default. It can also be set as Device Administrator.



Device Passcode

This is used to check-in on the device if the employee chooses password.

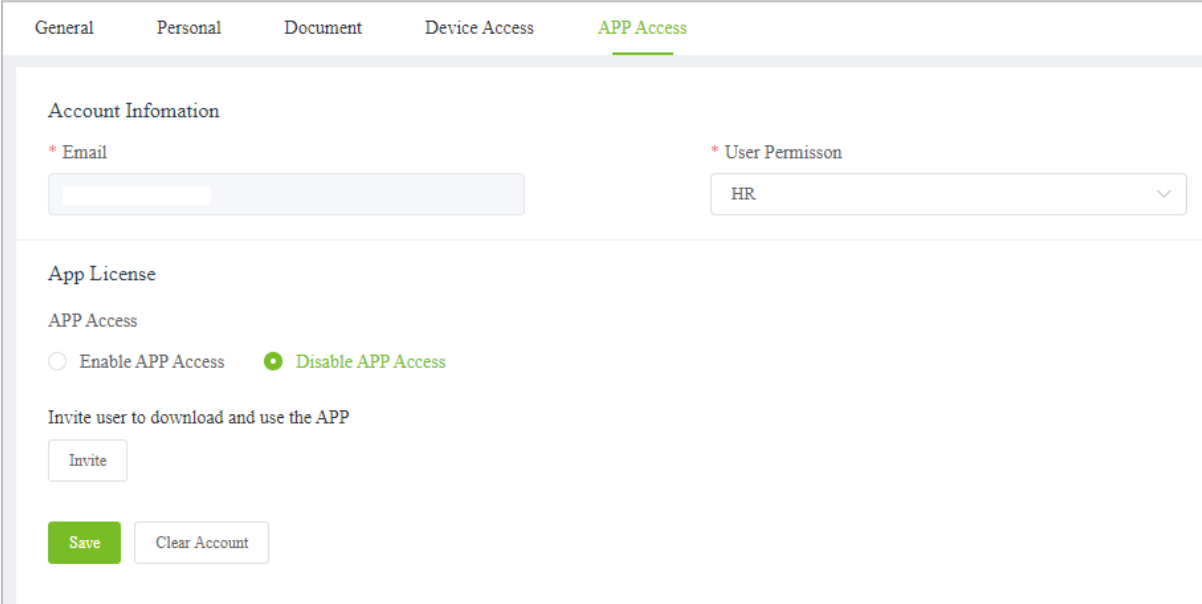
Device Verify Mode

This includes the verification methods: password, fingerprint, and face.

Below of Device Access is the Biometric Template which shows a registered biometric template of an employee (visible light face, fingerprint, and infrared light face). If a biometric template

shows , it means that there is a template registered on the attendance machine. If it shows , it means that there is no template registered and so it cannot be deleted.

3.3.5 APP Access



The screenshot shows the 'APP Access' configuration page. It includes the following elements:

- Navigation tabs: General, Personal, Document, Device Access, **APP Access**.
- Section: Account Information
 - * Email:
 - * User Permission:
- Section: App License
 - APP Access
 - Enable APP Access
 - Disable APP Access
 - Invite user to download and use the APP
 -
- Buttons:

As shown above, Account Information needs to bind an employee e-mail account which he/she will be using in the mobile app. User permission should be defined if the employee will be designated an HR, supervisor, or employee. If the account is defined as HR or supervisor, the employee can use both the software and mobile app while employee user permission account can access the mobile app.

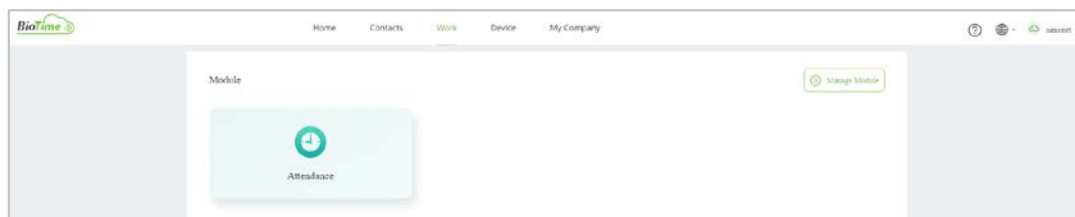
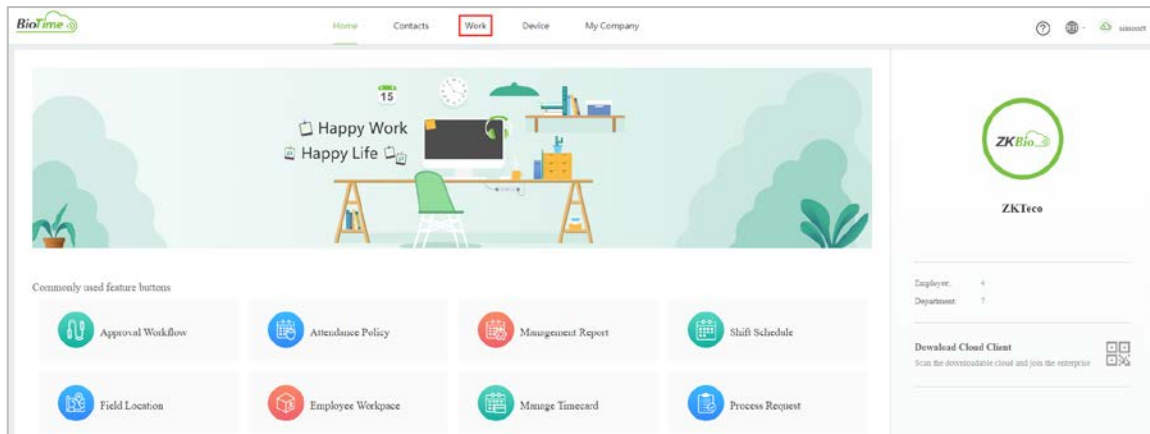
If the Allow APP Access is selected, the employee has permission to use the mobile app and vice versa. To let an employee use the mobile app, you need to send an invitation to download the app. Click and the system will send an e-mail to the account (e-mail) you have provided. The e-mail used to bind the account must be correct and available. The app can be downloaded in both iOS and Android apps.

To clear all account information of this employee, click *Clear Account*. You cannot undo this action so carefully consider before clearing an account.

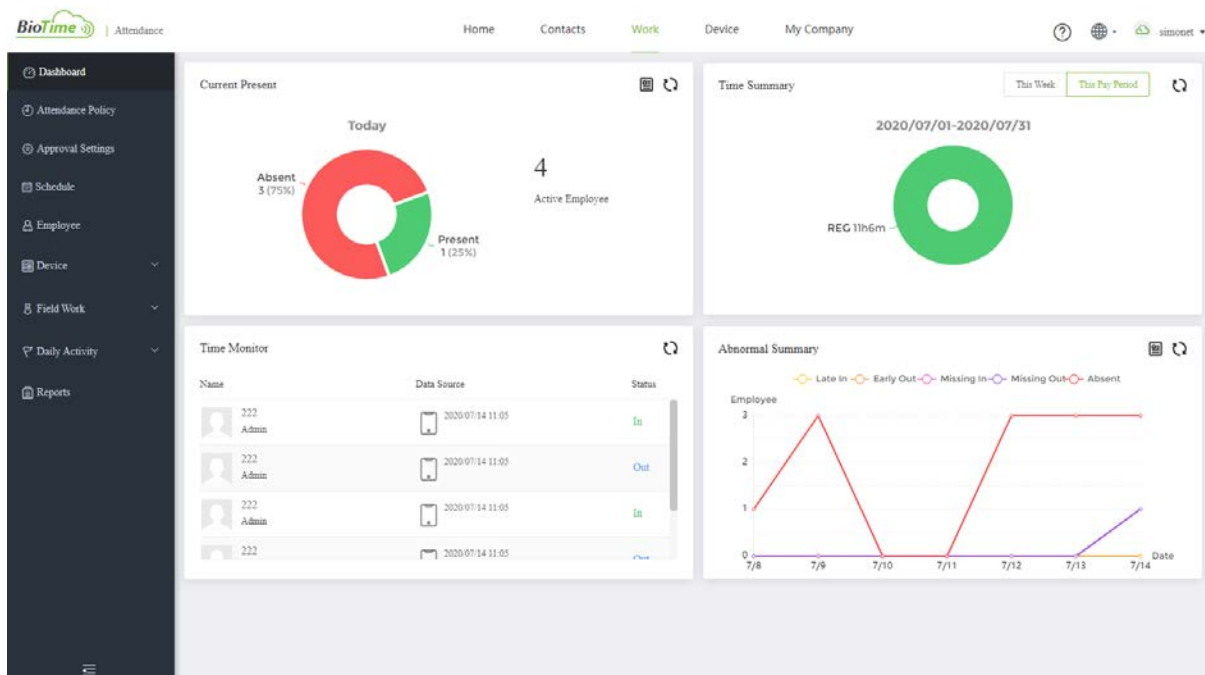
Chapter 4 Attendance Module

4.1 Dashboard

From the startup dashboard, click *Work* and the Attendance Module will show as the image below.




Click *Attendance* and it will show the attendance summary (main dashboard) of the current day/week.



The Main Dashboard interface shows:

1. Current Present

Click on the upper right corner the  button and the current day statistics will show. This includes the statistics of present and absent employees.

Current Present					
All Absent Present					
Employee ID	Formatted Name	Department	Position	Last Punch	
1	test client	test		2020/07/15 12:24:25	
222	Admin	Marketing		2020/07/14 11:05:34	
3	Monet	Marketing		2020/07/08 14:08:27	
2	merlyn	ZKTeco			

2. Time Summary

You can choose to display by week or by pay period. This function counts the total length of all pay codes within a period of time (one week or one pay period) in the company.

3. Time Monitor

The statistics are all the check-in/out logs of the company employees during the day.

4. Abnormal Summary

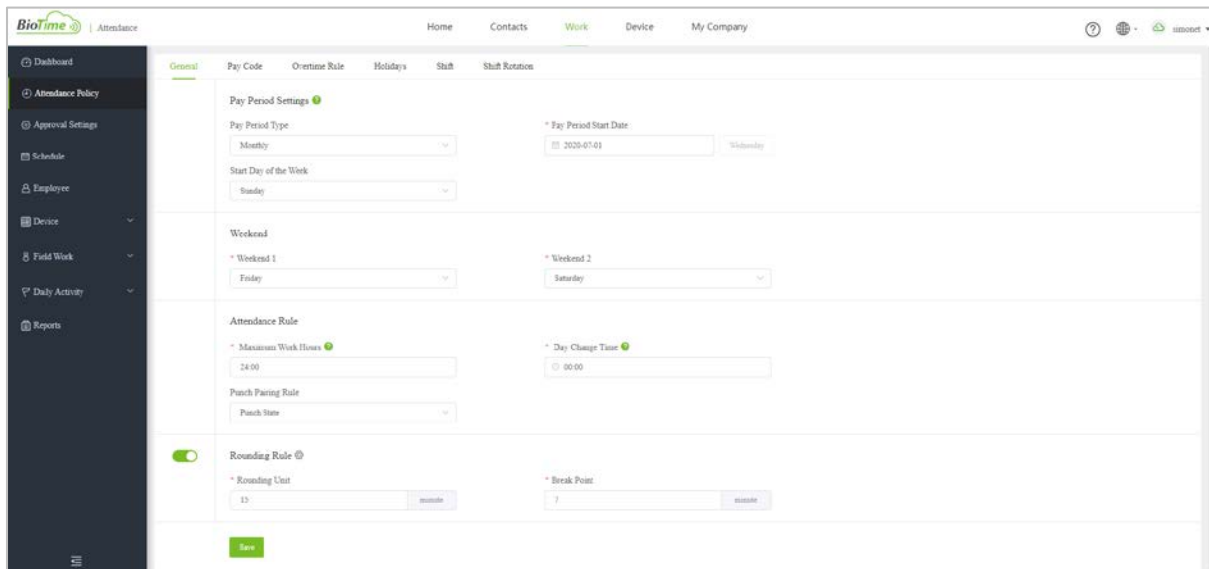
Counts the information of the company's abnormal records during the day including late in, early out, missing in, missing out, and absent. Click the buttons to display the details of the abnormal record as shown below.

Abnormal Summary					
Late In Early Out Missing In Missing Out Absent					
Employee ID	Formatted Name	Department	Position	Absent	
1	test client	test		2020/07/20	
3	Monet	Marketing		2020/07/20	
2	merlyn	ZKTeco		2020/07/20	
1	test client	test		2020/07/19	
3	Monet	Marketing		2020/07/19	
2	merlyn	ZKTeco		2020/07/19	

4.2 Attendance Policy

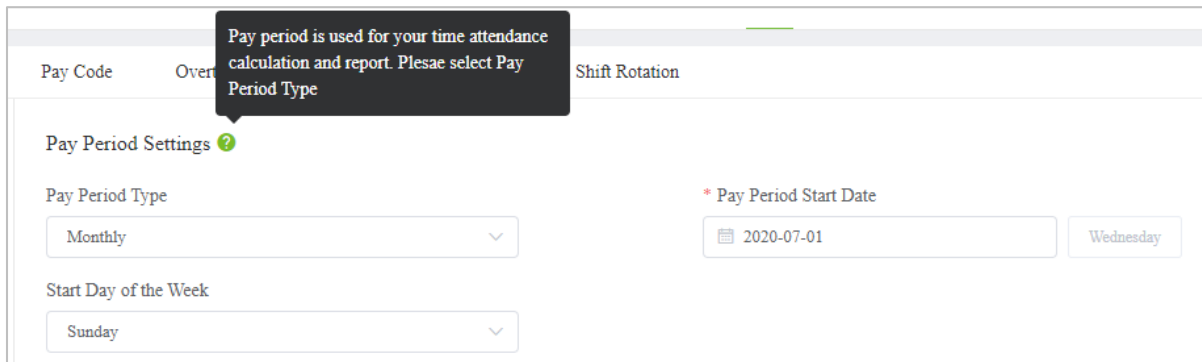
4.2.1 General

This is the basic information used to set the company's compensation policy. This includes pay period settings, weekend settings, attendance rules, and rounding rules. After setting the information, click Save. The pay cycle is calculated only for the current year and needs to be reset if it is the following year.

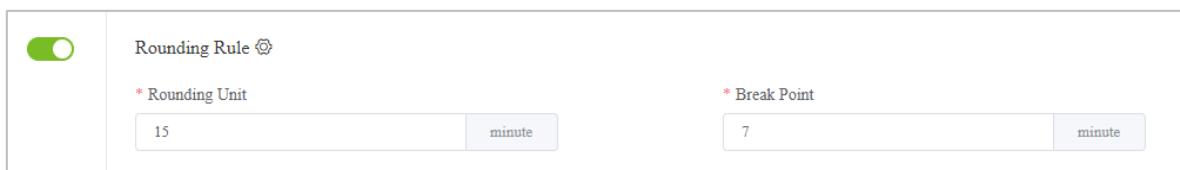


Notes:

1. You can hover over the icon to see the description.



2. Rounding Rule is not enabled by default to turn it on, click the to switch.



If the Rounding Rule is turned on and a rule is set, you can the click icon to test the rule.

Rounding Rule ×

The rounding rule will be applied to each non-scheduled punch.

Test Rounding Rule

<p>Input Time</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Select Time"/>	<p>Rounded Time</p> <input style="width: 90%; border: 1px solid #ccc;" type="text"/>
--	--

4.2.2 Pay Code

Pay code function is used to declare the time period attribute. The main purpose is to organize the payroll system whether each employee needs to be paid or needs improvement. Some examples are:

- Regular hours: a normal work that needs to be paid
- Annual leave: a vacation that needs to be paid
- Casual leave: a personal leave and does not need to be paid

As shown in the image below, the menu bar on the left displays the existing pay codes. After selecting a pay code, the information of the selected pay code will be displayed on the right.

General **Pay Code** Overtime Rule Holidays Shift Shift Rotation

<p>Pay Code +</p> <ul style="list-style-type: none"> <li style="background-color: #f0f0f0; padding: 2px;">REG:Regular Hours OT1:Type 1 Overtime OT2:Type 2 Overtime OT3:Type 3 Overtime HOL:Holidays ANL:Annual Leave SCK:Sick Leave CUL:Casual Leave 	<p>Basic Info</p> <p>* Code ? <input style="width: 150px;" type="text" value="REG"/> * Name <input style="width: 150px;" type="text" value="Regular Hours"/></p> <p>* Sequence Number <input style="width: 100px;" type="text" value="1"/></p> <hr/> <p>Settings</p> <p>Time Type</p> <p><input checked="" type="radio"/> Work <input type="radio"/> Non-work</p> <p>Pay Type ?</p> <p><input checked="" type="radio"/> Paid <input type="radio"/> Non-Paid</p> <p>Put In Request List ?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Put In Benefit List ?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p style="text-align: center;">Save</p>
---	--

Add a custom pay code

Click the + icon on the menu bar and fill in the relevant information on the right and click Save.

Note: Basic info is editable after Pay Code is saved while Settings cannot be edited. Avoid errors when filling in the information.

Pay Code Settings:

1. Time Type

Tick the correct work attribute (Work/ Non-Work). When marked as Non-Work, set how many hours this pay code is equivalent to such as 8 hours for holidays.

2. Pay Type

Mark whether the duration needs to be paid or not.

3. Put in Request List

Mark if need to include in the approval list (Yes/No). If marked as Yes, it should be applied for and pay for Pay Code.

4. Put n Benefit List

Mark if needs to include in the employee benefit list (Yes/No).

4.2.3 Overtime Rule

To create an overtime rule, enable the overtime as shown in the image below.



After enabling overtime, three overtime rules will be shown which can be used in any combination. After setting the rules, click *Save*.

Daily Overtime Rule				
Hours Of	From	To	Assigned To	
work	00:00	08:00	Regular Hours	
work	08:00	11:00	Type 1 Overtime	
work	11:00	24:00	Type 2 Overtime	

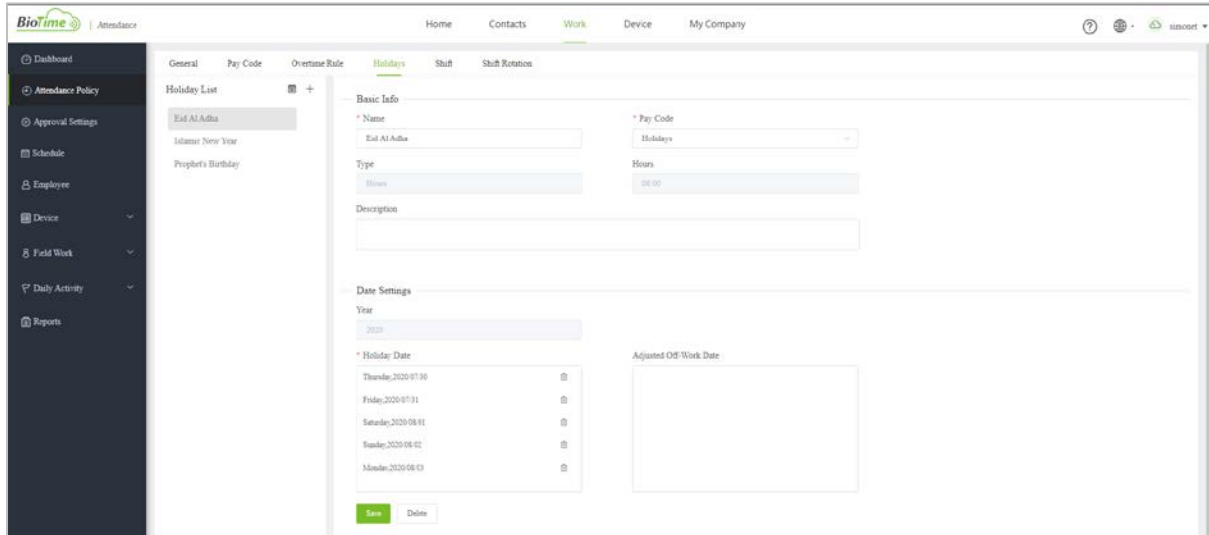
Weekend Overtime Rule				
Hours Of	From	To	Assigned To	
work	00:00	08:00	Regular Hours	
work	08:00	11:00	Type 1 Overtime	
work	11:00	24:00	Type 2 Overtime	

Holiday Overtime Rule				
Hours Of	From	To	Assigned To	
work	00:00	08:00	Regular Hours	
work	08:00	11:00	Type 1 Overtime	
work	11:00	24:00	Type 2 Overtime	

Note: Hours of work from 00:00 to 08:00 assigned to regular hours indicated which pay code is recorder as a pairing time from hours to hours.

4.2.4 Holidays

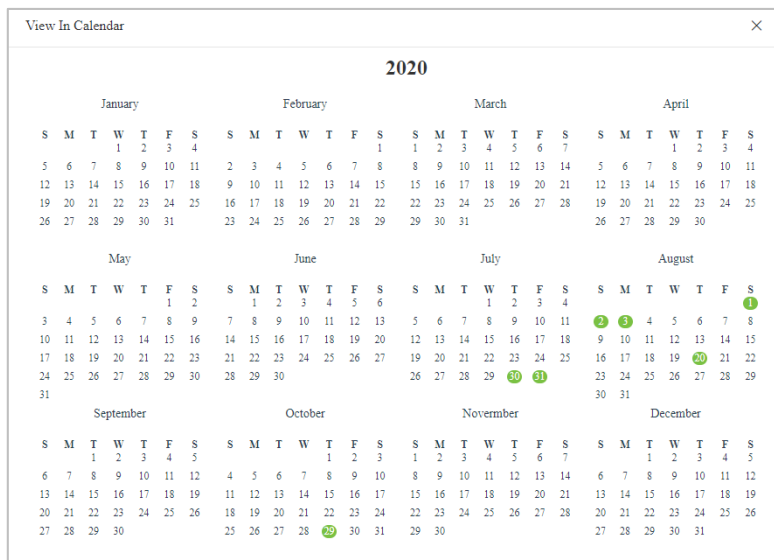
As shown in the image below, the menu on the left displays the current holidays added. After selecting one, it displays the holiday details on the right.



Add a holiday

Click the + icon on the menu bar and fill in the relevant information on the right and click Save. Then the newly added holiday will be included on the holiday list.

Click the 📅 icon to view all the holidays of the year in a calendar mode. You can only view the current year's holidays.



Note: The system can only generate holidays for the year of the registration date. If the time exceeds the current year and enters the next year, the holidays need to be set manually.

4.2.5 Shift

The following figure shows the general information of the existing shifts. To add a shift, click **+ Add Shift** and fill in the information needed, then click *Save*.

Code	Name	Shift Type	From	To	Work Type	Color
EV	Evening	Regular	14:00	20:00	Normal Work	
MN	Morning	Flexible	08:00	14:00	Normal Work	
3	officeshift2	Regular	08:00	18:00	Normal Work	
100	office shift	Regular	08:30	18:00	Normal Work	
default	09:00-17:00	Regular	09:00	17:00	Normal Work	

To view or edit the shift information, select a shift and it will display the shift detail as shown below.

Shift Detail

* Shift Code: * Shift Name: * Shift Type:

* Work Type: * Shift Start Time: * Shift End Time:

General

Punch Pairing Rule: * No Punch Before Check-In: minutes * No Punch After Check-In: minutes

Work Assigned To: * No Punch Before Check-Out: minutes * No Punch After Check-Out: minutes

Color: Overnight Shift

Advanced >

Overtime >

Break >

Save

4.2.6 Shift Rotation

As shown in the image below the information of the shift rotation. Select the shift rotation name and you can view or edit the shift rotation. To add a new shift cycle, click **+ Add Shift Cycle**.

Shift Rotation Name	Shift Rotation Pattern	Description
NORMAL	Week	
EV	Week	
MN	Week	

Shift rotation needs to set the rotation pattern either by week or day and then set the number of rotation. Click the shift right next to the day to choose the shift timing as shown in the image below.

Shift Rotation Detail ✕

* Shift Rotation Name: * Shift Rotation Pattern: Week Day

Description:

Day	Shift
Sunday	office shift : 08:30-18:00 ⊖
Monday	Evening : 14:00-20:00
Tuesday	Morning : 08:00-14:00
Wednesday	officeshift : 08:00-18:00
Thursday	office shift : 08:30-18:00
Friday	09:00-17:00 : 09:00-17:00
Friday	N/A
Saturday	N/A

4.3 Approval Settings

Approval settings displays all the approval process created. In the Action column, ✔ icon indicates that the workflow is approved and ⊖ is rejected. You can quickly change the action by clicking ✔ or ⊖ icons. To add a workflow, simply click + Add and fill in the fields.

BioTime | Attendance Home Contacts Work Device My Company ? 🌐 🔄 📄

+ Add

Request Type	Requester	Approver	Copied To	Action
ANL	EMPLOYEE	HR	SUPERVISOR	⊖
ANL	SUPERVISOR	HR	HR	✔
AP	SUPERVISOR	HR	HR	✔
AP	EMPLOYEE	HR	SUPERVISOR	✔
CUL	SUPERVISOR	HR	HR	✔
CUL	EMPLOYEE	HR	SUPERVISOR	✔
OT3	EMPLOYEE	SUPERVISOR	HR	✔
OT3	SUPERVISOR	HR	HR	✔
SCK	EMPLOYEE	HR	SUPERVISOR	✔
SCK	SUPERVISOR	HR	HR	✔

If you want to edit a workflow, select the workflow and edit the data on the pop-up box, then click **Save**.

Approval WorkFlow ✕

* Request Type: * Requester:

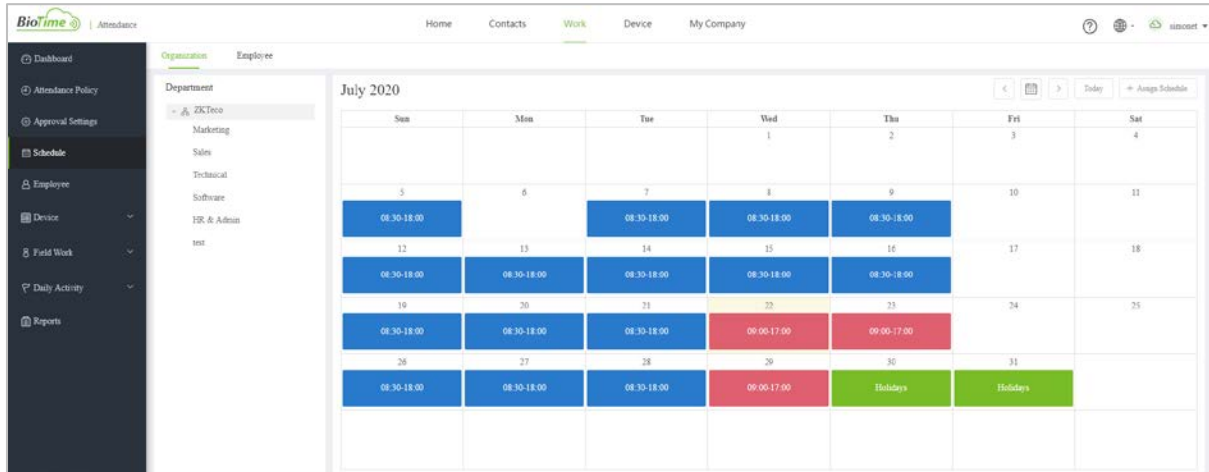
* Approver: * Copied To:

Comments:

4.4 Schedule

4.4.1 Organization

Displays the schedule of the company and its departments in a calendar view.



Assign a schedule

There are two ways to assign a schedule.

1. Select the company or department on the department list on the right then click **+ Assign Schedule**. Assign the schedule and click *Apply*. Multiple shifts can be created. Please refer to 3.2.5 Shift.

Assign Schedule ✕

* Start Date * End Date

Assign By Single Shift
 Assign By Shift Rotation Pattern

Please select the shift or shift rotation pattern and apply to the date.

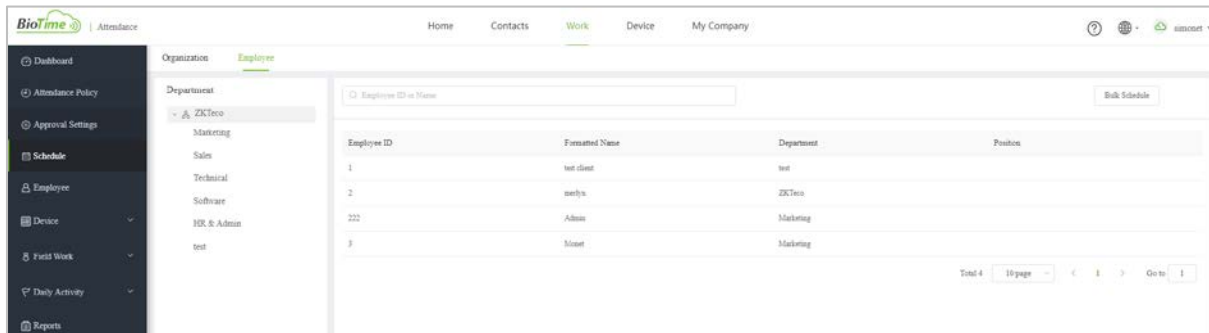
Exclude Weekends

	Color	Shift	Time
<input checked="" type="radio"/>		Evening	14:00-20:00
<input type="radio"/>		Morning	08:00-14:00
<input type="radio"/>		officeshift2	08:00-18:00
<input type="radio"/>		office shift	08:30-18:00

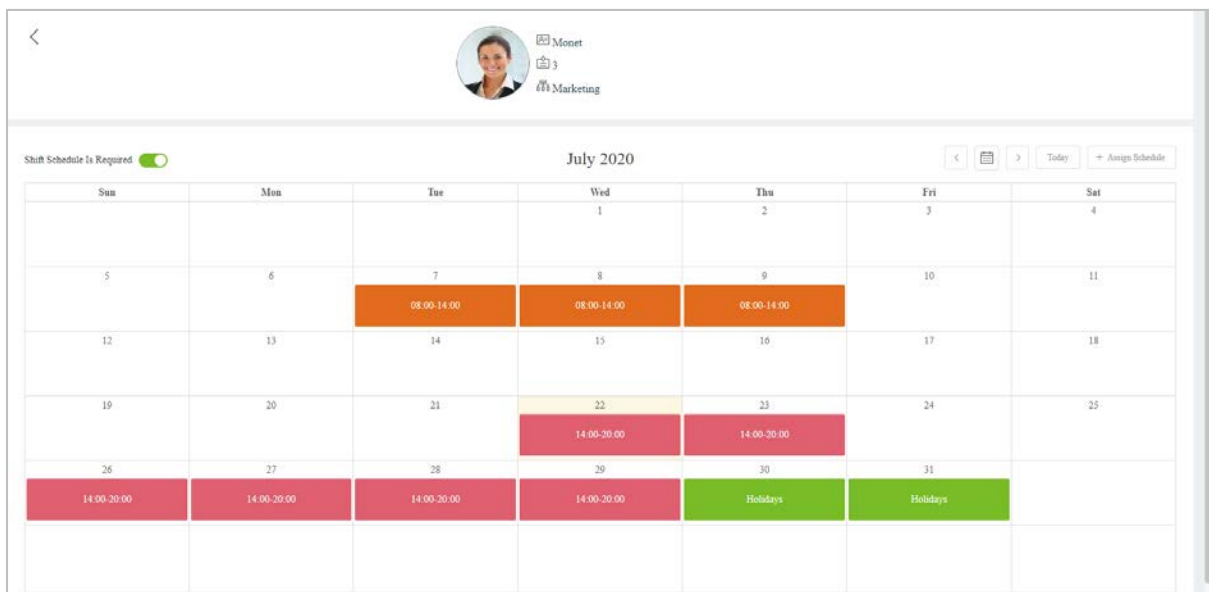
2. Select the company or department on the department list on the right and on the calendar view, click or drag the dates to be assigned. On the pop-up box, select the shift and click *Apply*.

4.4.2 Employee

Displays the schedule of a certain employee.



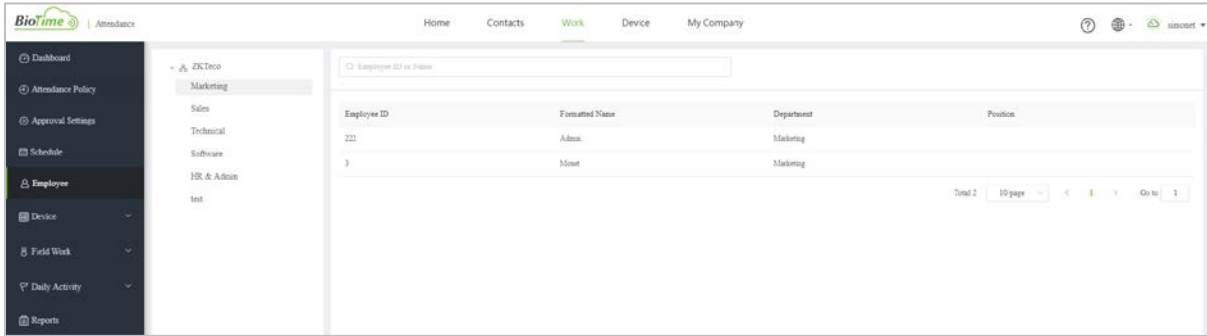
To view the schedule of the employee, select the employee on the list and it will display the employee schedule.



There are two ways to assign a schedule. Please refer to 3.4.1 Organization. If a shift schedule is not required, you can switch it off by clicking **Shift Schedule Is Required** .





4.5 Employee

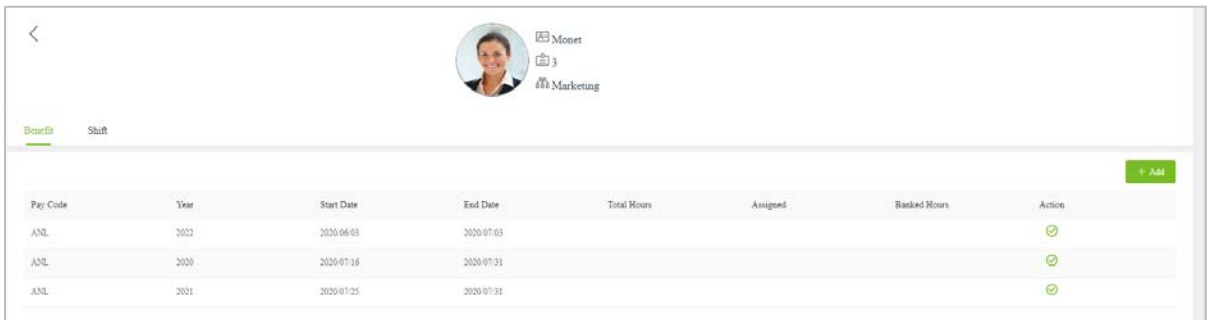
This function displays all the benefits (such as annual leave, etc.) and shifts of the employees. Benefits are defined when you make a pay code. Please refer to 3.2.2 Pay Code.




Select the employee on the list and it will display the benefit and shift of the employee.

4.5.1 Benefit

As shown in the image below on the Action column,  indicates that the benefit is enabled and  means disabled. You can change the actions by clicking  and  icons.



If you want to add a benefit, click  and fill in the details, then click *Save*. After successfully saving, the benefit will be seen on the management page.

The screenshot shows the 'Add Benefit' form. It contains several input fields:

- * Pay Code: A dropdown menu with 'Select' and a downward arrow.
- * Effective Year: A date picker with 'Select Year'.
- * Start Date: A date picker with 'Select Date'.
- * End Date: A date picker with 'Select Date'.
- Banked Hours: A text input field with a placeholder 'hh:mm'.
- Assigned Hours: A text input field with a placeholder 'hh:mm'.
- Total Hours: A text input field.
- Used Hours: A text input field with the value '0'.

 At the bottom of the form, there are two buttons: 'Cancel' and 'Save'.

4.5.2 Shift

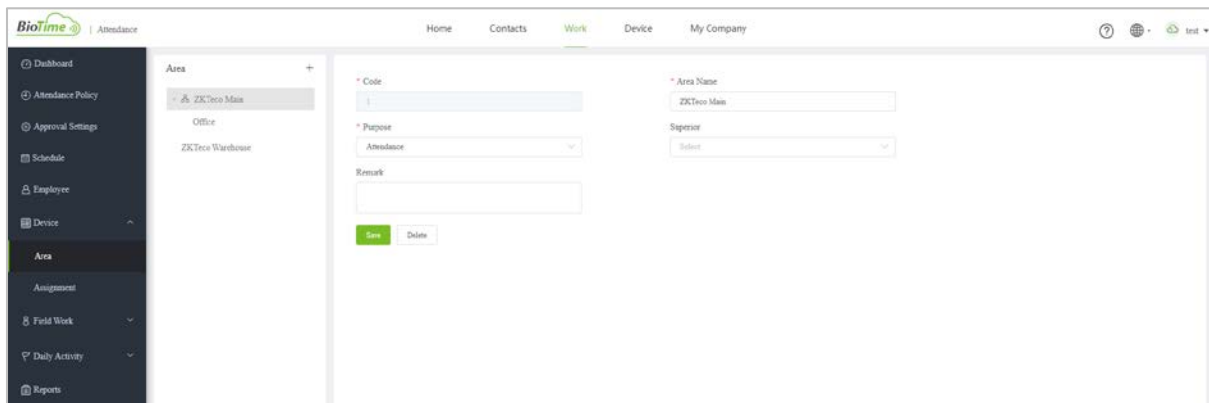
This function displays the shift schedule of an employee. Please refer to 3.4.2 Employee on how to assign a schedule of employee.

4.6 Device

4.6.1 Area

An area is related to employees and device. You can create different areas and assign an employee and device in a specific area. If the assigning of area is successful, the information of all employees in the area will be stored in the device and the employee is able to punch in on that device.

As shown on the image below, you can select an area on the area list to view and edit the area information. To add a new area, click + on the upper right corner of area list and fill in the required details, then click Save. After successfully saving, the area will appear on the area list.

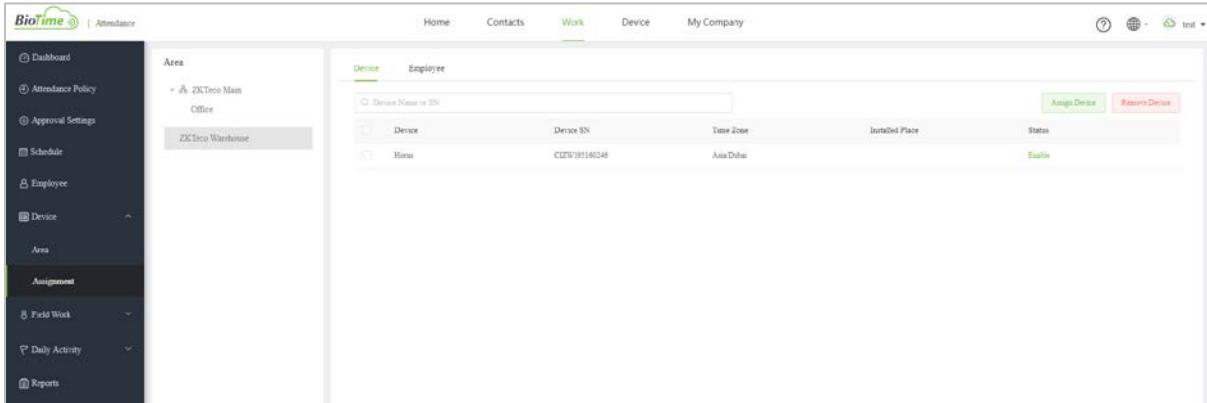


4.6.2 Assignment

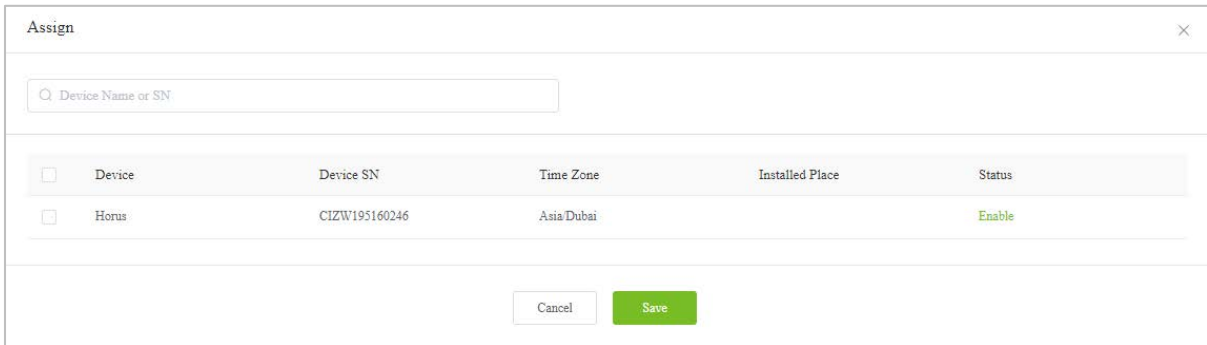
This page allows you to assign a device and employee to an area that you have created. Please refer to 4.6.1 Area on how to create a new area.

Device

On the image below, it shows the device list that is assigned to *ZKTeco Warehouse*. To remove a device on a certain area, select the device and click *Remove Device* then click *Apply*.

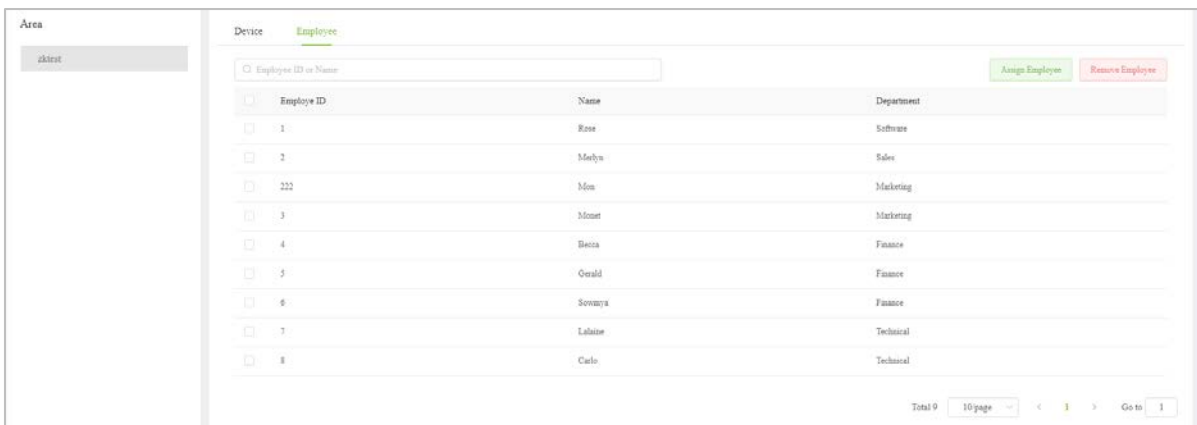


To assign an area to a device, select first the area on the area list and click *Assign Device* and the image below will appear. Choose a device from the list and click *Save*.

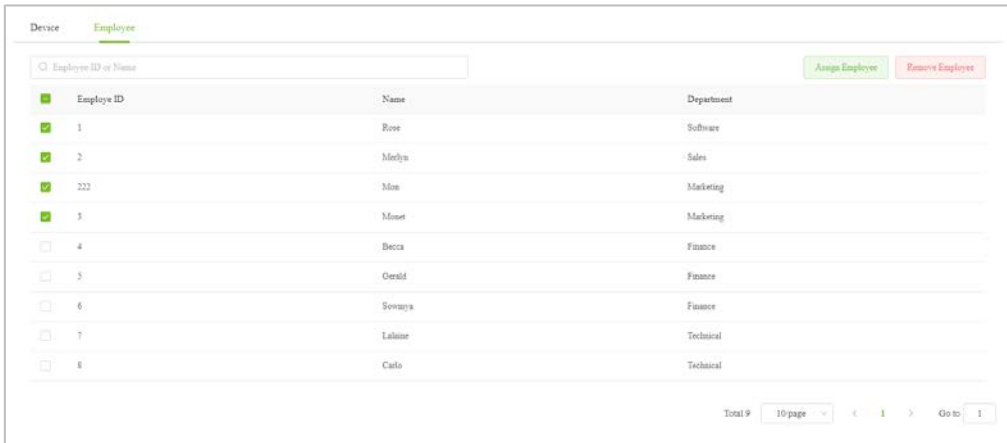


Employee

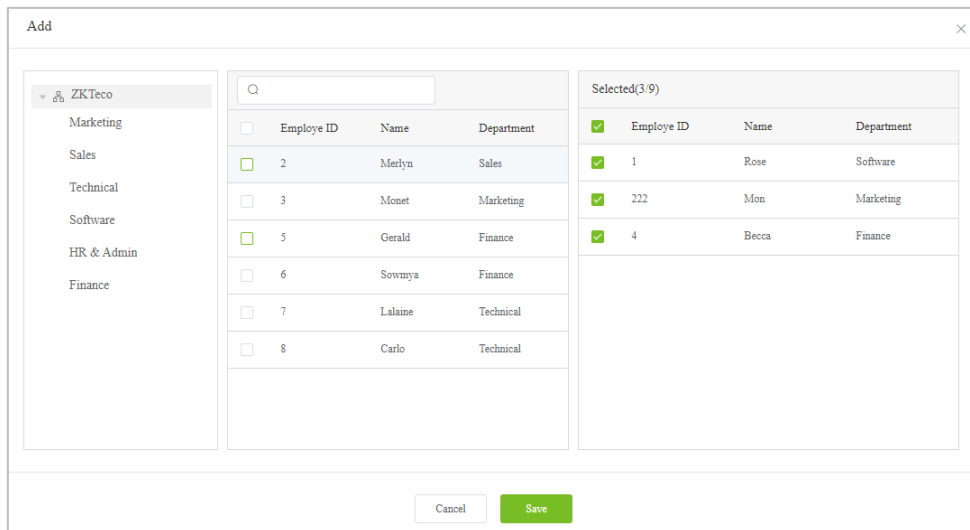
On the image below shows all the employees that are assigned to *zktest* area.



To remove an employee to their assigned area, select the employees and click *Remove Employee*, then click *Apply* to Save.



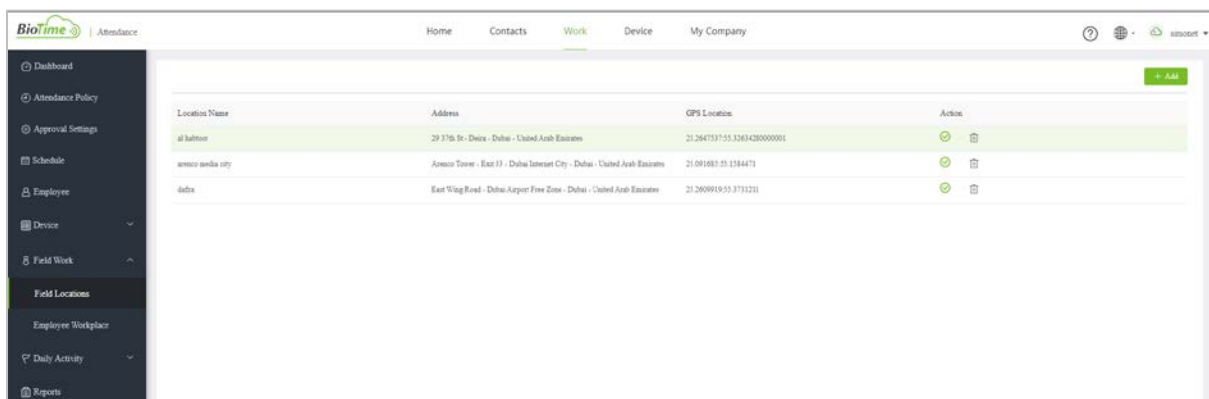
To assign an employee to an area, click *Assign Employee* and choose the employees you want to add and click *Save*.









4.7 Field Work

3.7.1 Field Locations

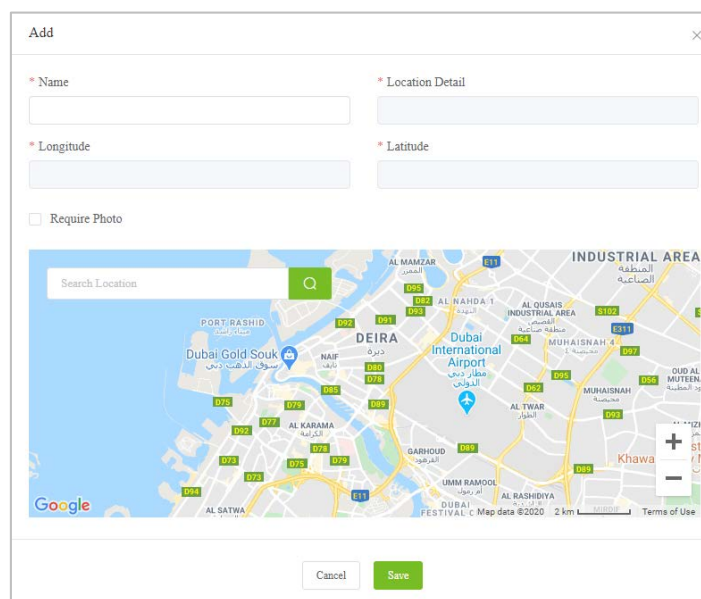
This page displays the company address (can be many if the company has multiple addresses) including the GPS Location.



In the Action column,  indicates that the location is available and will be displayed in the Employee Workplace.  Indicates that a location is unavailable and cannot be seen in the Employee Workplace. You can easily change the actions by clicking  and  icons.

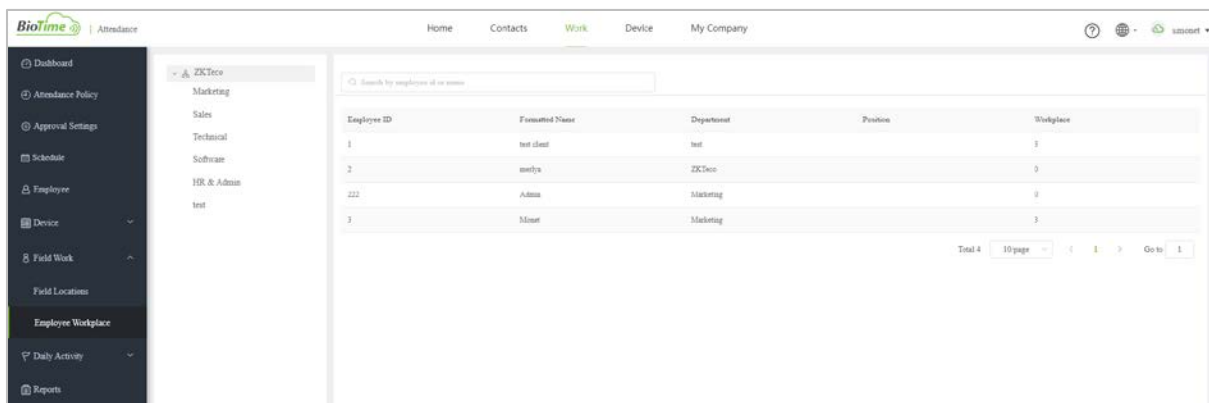
If you want to add a location, click the  button and a pop-up page will appear. Fill in the location name and the address on the search box and click  to automatically fill the location detail, longitude, and latitude, then click *Save*. After successful saving, the location will be seen on the field locations page.

Note: Location data cannot be edited or deleted.



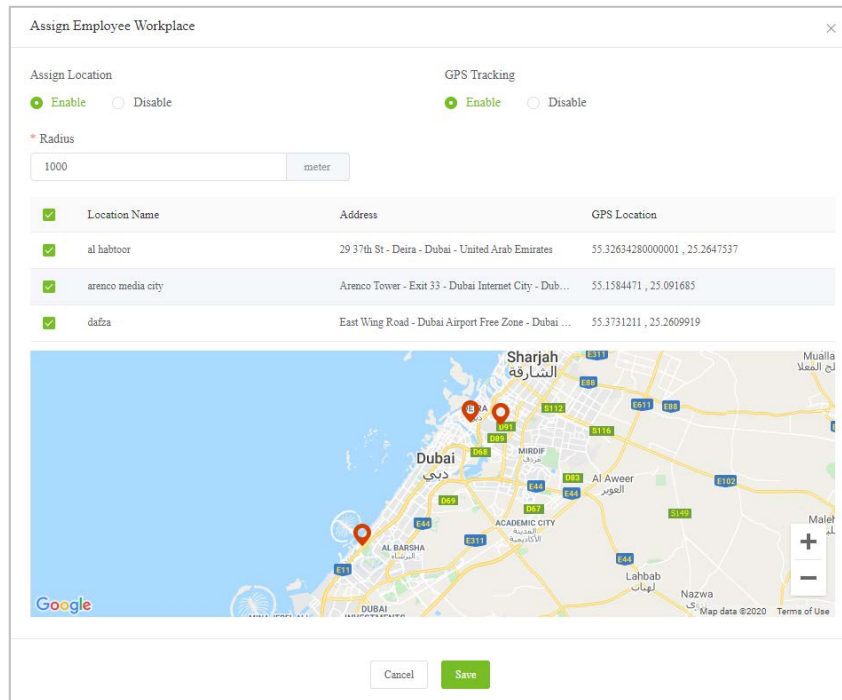
4.7.2 Employee Workplace

This page displays the list of employees and the geographic location where an employee can check in/out. Workplace indicates the number of location where an employee can check-in/out using the mobile app.



Employee ID	Full Name	Department	Position	Workplace
1	test client	test		3
2	emilya	ZKDeo		0
222	Adnan	Marketing		0
3	Murat	Marketing		3



To assign an employee workplace, select the employee on the list Assign Employee Workplace pop-up will appear. As shown in the image below, both Assign Location and GPS Tracking are enabled which means the employee has an assigned workplace and will track GPS. GPS Tracking allows to record the check-in/out location details of an employee. Radius indicates the limit where an employee can check-in using the mobile app. Example on below, the radius limit is 1000 meter, the employee can use the mobile app to check-in/out within 1000 meters of the three locations selected. If the employee is out the radius limit, it will not accept the check-in/out.

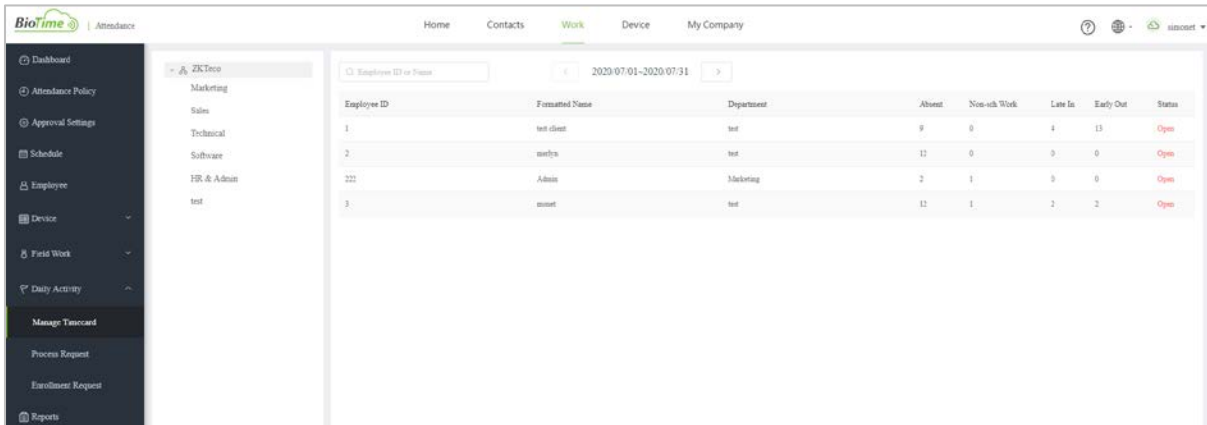


4.8 Daily Activity

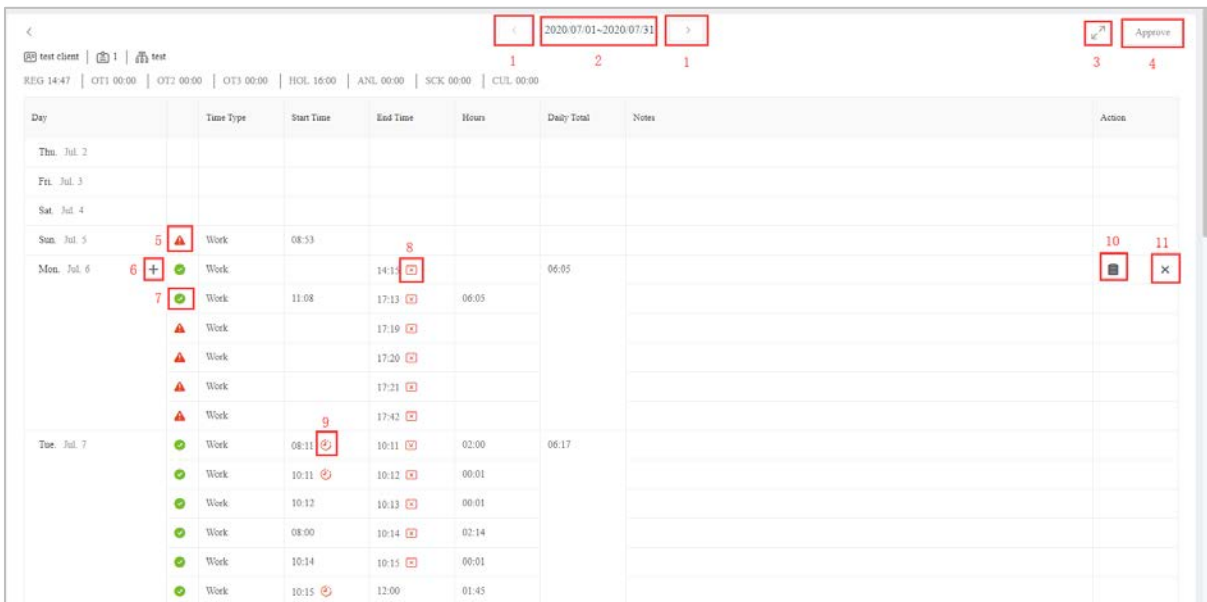
4.8.1 Manage Timecard

Manage Timecard function is used to manage the daily attendance and check-in status of the employees.

The date range displayed above the employee list is the current pay cycle. If you want to view a data of the current pay cycle, click  or  to switch.



Employee ID 1 in the above figure is taken as an example to explain how to view and edit Timecard. Click 1 employee to enter the Timecard page. Please refer on the image below.



Definitions

1. and – Used too switch the dates of the timecard
2. 2020/07/01~2020/07/31 – Indicates the employee’s current pay cycle
3. – Puts the current page into a full screen mode
4. – Approves the data of the current page. After pressing this button, all data on the current page cannot be modified so consider carefully before approving.
5. – Indicates that the employee has irregular check-in/out
6. – Allows to insert a timecard. After clicking the button, the following image will pop up.

Insert Time Block
✕

Date

📅 2020-07-09

*** Start Date**

📅 2020-07-09

*** End Date**

📅 2020-07-09

*** Time Type**

Sick Leave ▾

*** Start Time**

🕒 09:00

*** End Time**

🕒 18:30

Notes

Cancel

Save

After setting the required information, click *Save*. Example: The start and end dates are 2020-07-09 to 2020-07-09, the start and end time is 09:00:00 to 18:30:00, and the Time Type is set to Sick Leave. Clicking save will generate the following timecard:

Thu Jul 9	+	⚠ Work	09:00				✕
		✍ Sick Leave	09:00	18:30	05:00		

The icon indicates that timecard was modified manually by HR.

- 7. – Indicates that the employee has a normal check-in/out
- 8. – Indicates early out
- 9. – Indicates late check-in
- 10. – Displays the punch card record

A timecard may be generated from multiple punching records. The icon is used to view the punch card record for generating the current timecard. For example, we check the timecard record of the timecard marked in the following figure:

Day	Time Type	Start Time	End Time	Hours	Daily Total	Notes	Action
Mon Jul 6	✔ Work	17:12	17:18	00:06	00:06		📄 ✕
	⚠ Work	17:20					

Clicking the icon will bring up the View Raw Punch Data page. As shown in the figure below, Type indicates the type of the current punch-in record (check-in, check-out), Data Source indicates the used device in punching (app or time attendance device), Punch Date is the

check-in date, Punch Time is the check-in time, Location is the location of punch, and Attachment indicates if there is photo uploaded by the employees in the check-in record (for App check-in).

Type	Data Source	Punch Date	Punch Time	Location	Tracking	Attachment
IN	APP	2020/07/06	17:12			
OUT	APP	2020/07/06	17:18			
IN	APP	2020/07/06	17:18			
OUT	APP	2020/07/06	17:18			
IN	APP	2020/07/06	17:20			

Clicking the icon on the location column will show the location details of the punch.

Type	Data Source	Punch Date	Punch Time	Location	Tracking	Attachment
IN	APP	2020/07/06	17:12			

OUT	APP	2020/07/06	17:18			
IN	APP	2020/07/06	17:18			
OUT	APP	2020/07/06	17:18			
IN	APP	2020/07/06	17:20			

Clicking the icon on the tracking column will show the report details of the punch.

View Raw Punch Data

Type	Data Source	Punch Date	Punch Time	Location	Tracking	Attachment
IN	APP	2020-07-06	17:12			

OUT	APP	2020-07-06	17:18			
IN	APP	2020-07-06	17:18			
OUT	APP	2020-07-06	17:18			
IN	APP	2020-07-06	17:20			

Clicking the icon displays the photo where the check-in/out occurred.

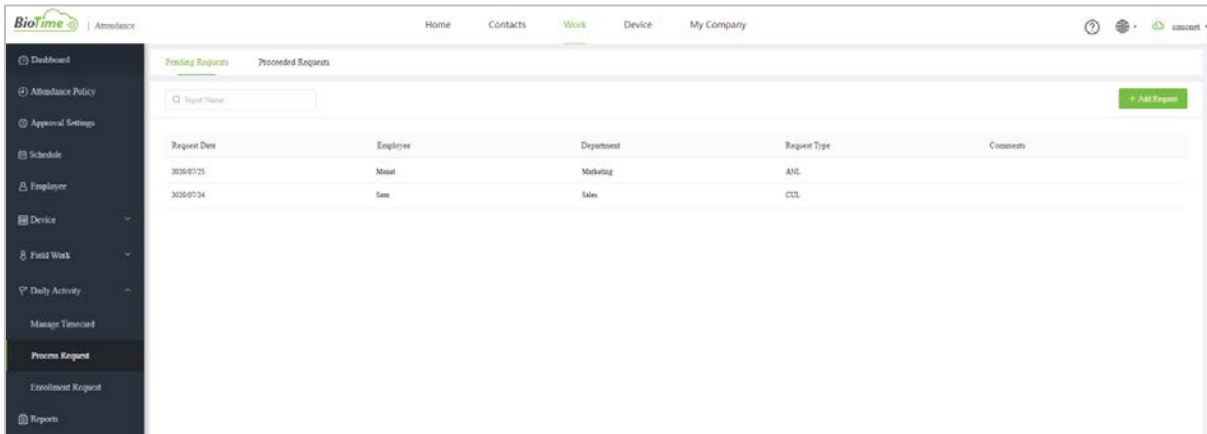
IN	APP	2020-07-06	17:12			
----	-----	------------	-------	--	--	--

11. – Allows to delete the timecard. This function cannot be undone.

4.8.2 Process Request

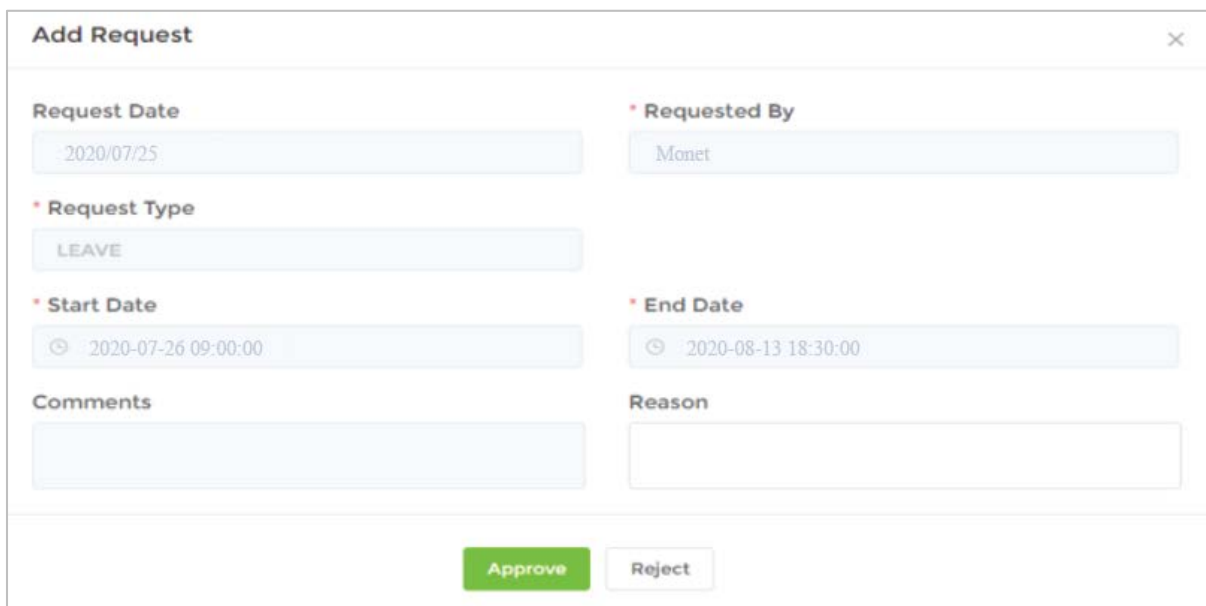
Used to process requests submitted by employees.

Note: This function needs to bind the account to employees first. As shown below, there are two functions: Pending Requests and Proceeded Requests.



1. Processing pending requests

Select a request on the Pending Requests page and the following page will pop up. Click Approve or Reject to complete the approval process. The processed approvals can be seen on the Proceeded Requests page.



2. HR creates and approve the request

Click on the Pending Requests page + Add Request and fill in the required fields. After completing, click *Save* to complete the request creation, submission, and approval process. You will see the newly saved request directly on the Proceeded Requests page.

Note: After clicking *Save* on the application created by HR, the approval will be completed directly.

Add Request
✕

Request Date

* Requested By

* Request Type

* Start Date

* End Date

Comments

|

G


4.8.3 Enrollment Request

Enrollment request is used to review the face photos uploaded using the app. After approving, the face photos will automatically be synchronized to the time attendance machine which can then be used for face verification.

The page is also divided into two functions: Pending Requests and Proceeded Requests.

To process a pending request, select a request and the below image will pop up. Click *Approve* or *Reject* to complete the approval. The processed approvals can be seen on the Proceeded Requests page.

Face Enrollment
✕



Employee

Employee ID

Department

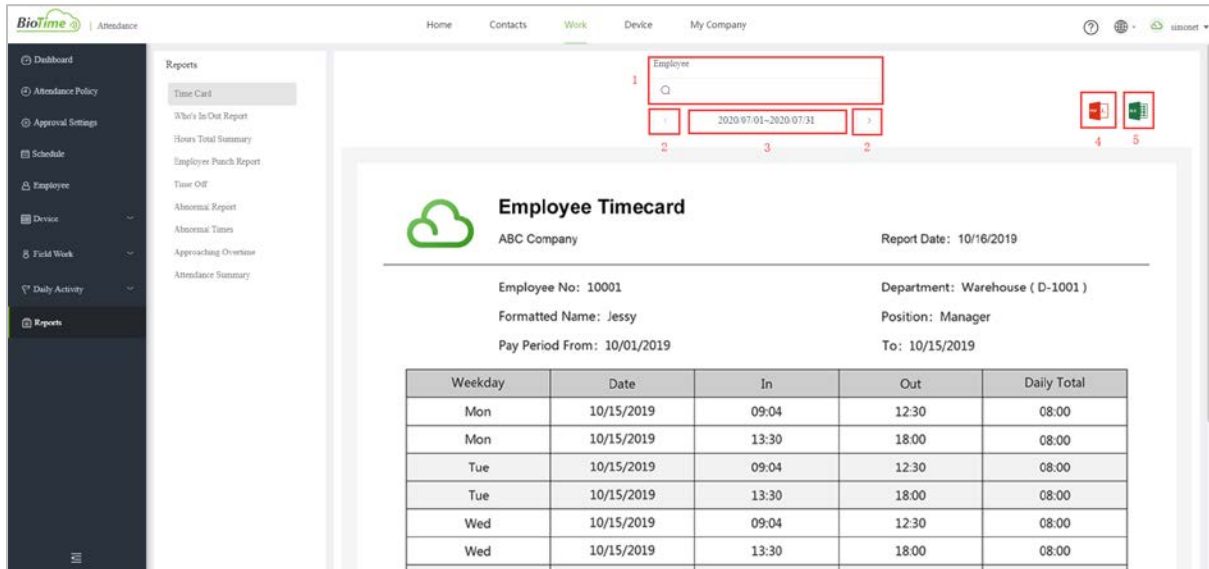
Request Date

Comments

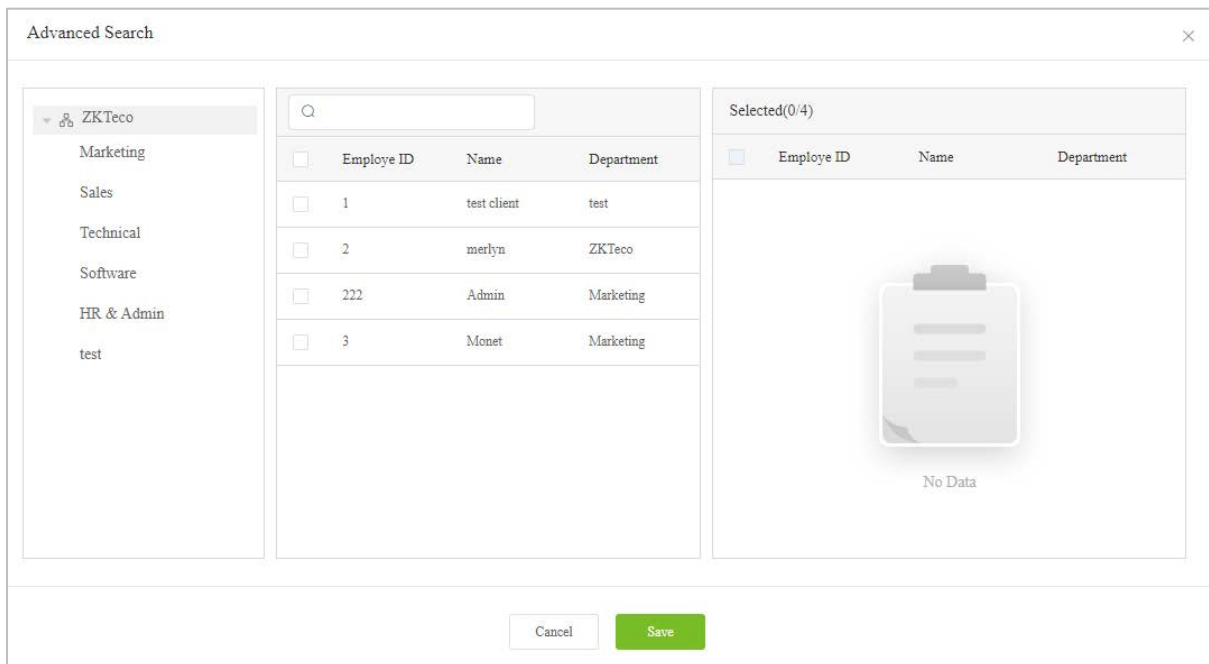
4.9 Reports

The Report menu generates employee attendance data into reports to calculate and observe the statistics of attendance.

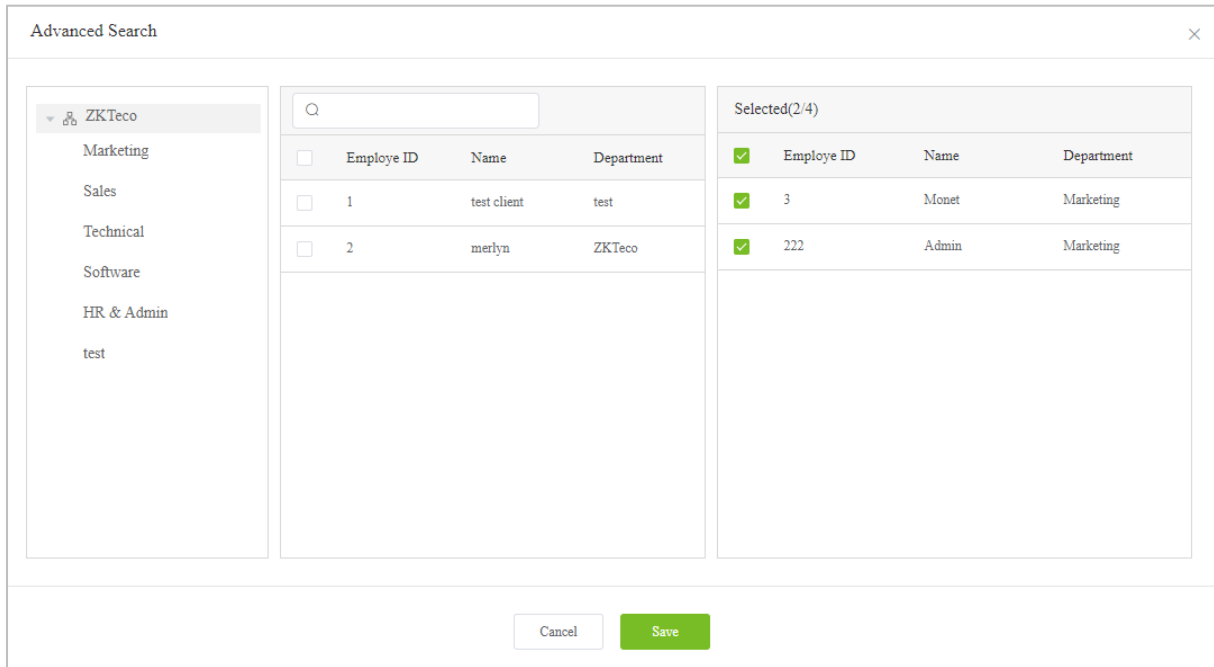
The main page is shown below. Currently, there are 9 types of reports that can be generated.



1. Reports are viewed according to employee. Click the box labeled 1 in the figure above and the Advanced Search page will pop up to select the employee whom you want to view the report. The page is displayed as follows:



The page is divided into three parts: left, middle and right. On the left displays all the departments of the company, the middle part is the employees under the selected department, and right part shows the report of selected employee.

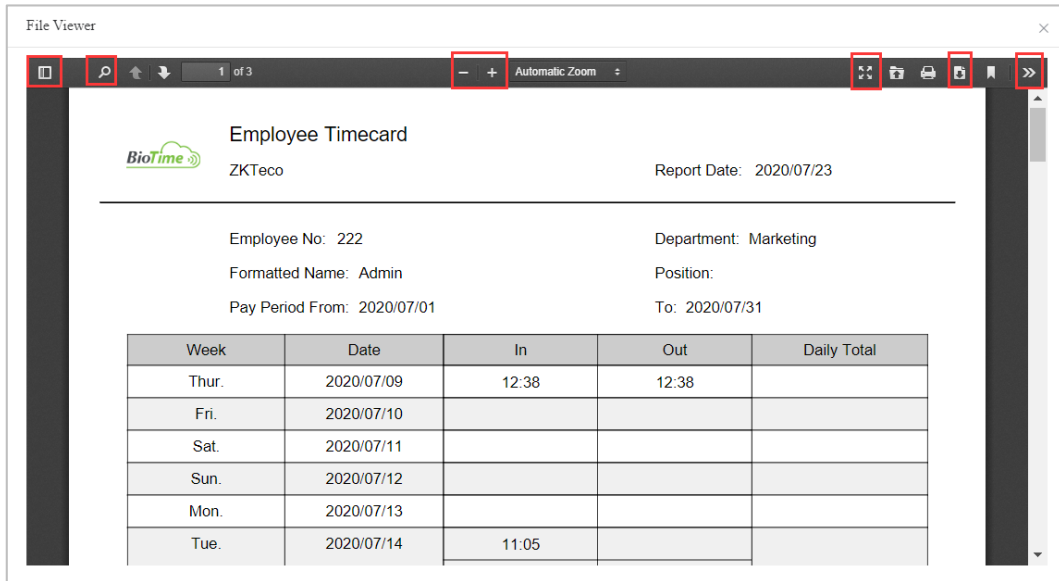


After clicking *Save*, the main page is displayed as follows:









2. The number 3 in the default page of report indicates the current pay period which means that the time period of the report to be viewed or downloaded is the current pay period. If you want to view the reports of other pay periods, click the button labeled 1 to switch.

3. The function of the button labeled 4 in the figure is to preview the report in pdf format. After clicking, the preview page will pop up. The effect is as follows.

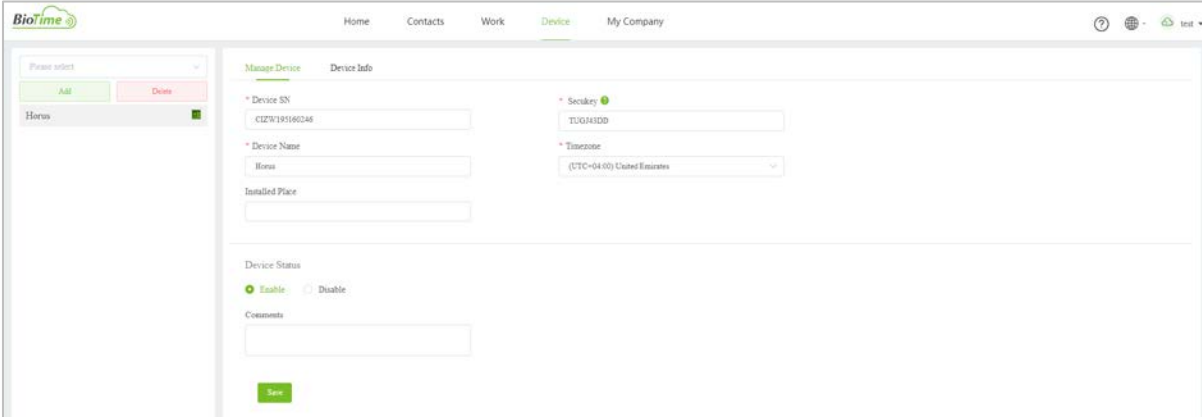


As shown in the image above:

-  – The icon indicates navigation pane
-  – The icon allows user to search a content in the report
-  – The icons are used to zoom in or out the report
-  – The icon allows a user to view the report in full screen mode
-  – The icon allows to download the report in pdf format
-  – The icon is used to display more tools. Upon clicking, small tools for operating reports will be available.

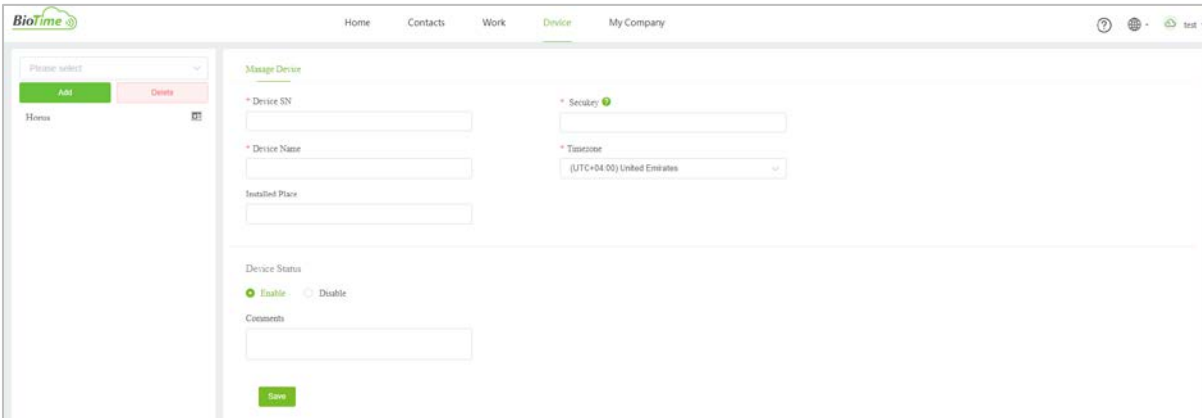
Chapter 5 Device

This page mainly shows the ZKTeco devices that you have connected to the BioTimeCloud. As shown on the image below, Device page is divided into two parts. On the left menu shows all the devices you have already connected and on the right shows the device information,



The screenshot shows the BioTimeCloud interface. The top navigation bar includes 'Home', 'Contacts', 'Work', 'Device', and 'My Company'. The 'Device' page is divided into two main sections. On the left, there is a 'Please select' dropdown menu with 'Add' and 'Delete' buttons, and a list of devices with a 'Horus' device selected. On the right, the 'Manage Device' form is displayed, which includes fields for 'Device SN' (value: C1279195160248), 'Device Name' (value: Horus), 'Installed Place', 'Serialkey' (value: TL02H3DD), and 'Timezone' (value: (UTC+04:00) United Emirates). There are radio buttons for 'Device Status' (checked 'Enable', unselected 'Disable') and a 'Comments' text area. A green 'Save' button is located at the bottom of the form.

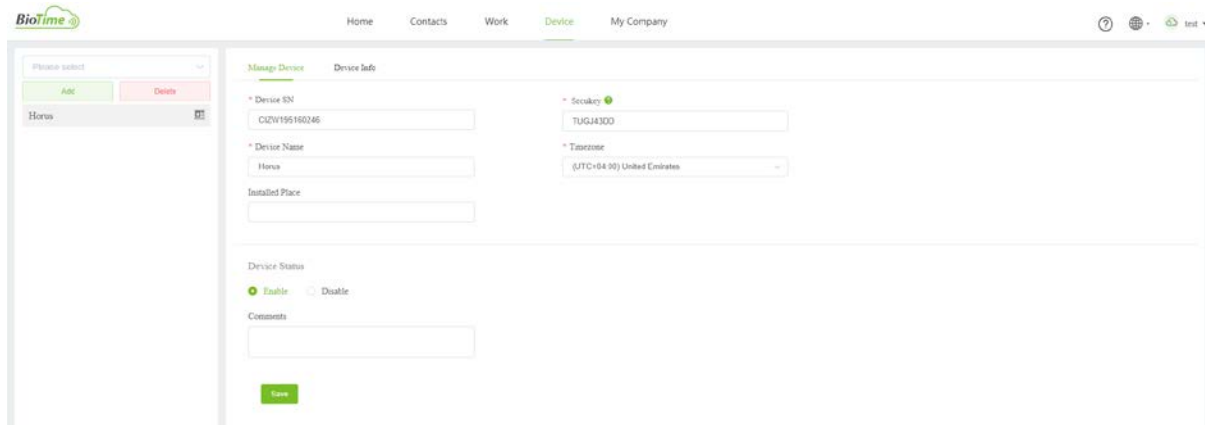
To add a device, click Add on the left menu and fill in the required details on the right then click Save. To delete a device, select the device on the left menu then click Delete.



This screenshot is identical to the one above, showing the 'Add' form in the BioTimeCloud interface. The 'Add' button in the left menu is highlighted in green, indicating it is the active action. The form fields and values are the same as in the previous image.

Manage Device

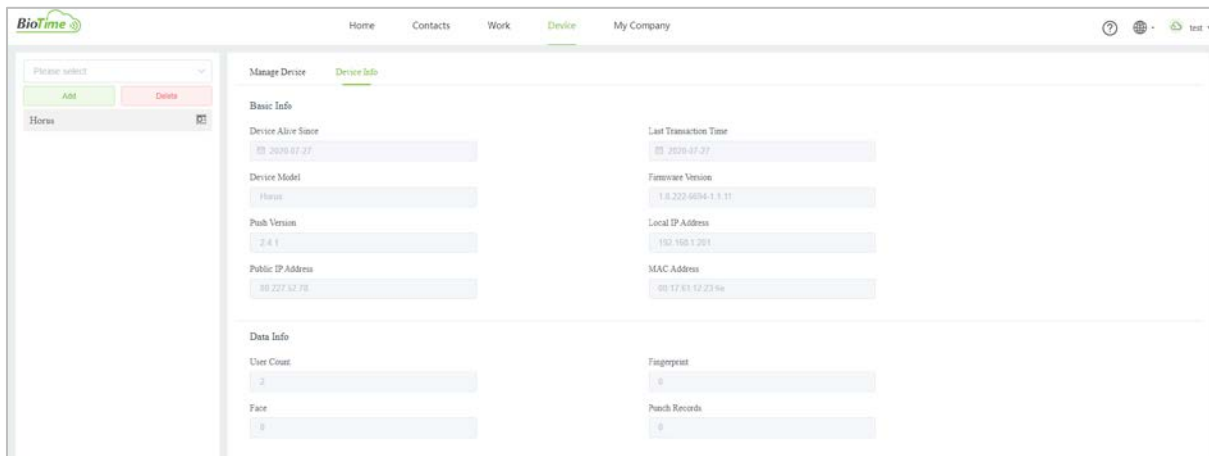
To manage an existing device, select the device on the left menu and edit the information on the right part.



Device Info

This page include the basic and data information about the device selected on the left menu.

Note: Once you add the device, it will automatically update the device info. You cannot change this part.




Chapter 6 Company

6.1 Corporate

6.1.1 Company Info





Contains the basic information, contact, and primary location of your company.

On the basic information, click on the  icon and upload or modify the photo (can be company logo). If the field box is gray, it means the information cannot be edited. Information marked with * is required. Fill in all the required details and click Save.

The screenshot shows the 'My Company' configuration page. It includes a sidebar with navigation options like 'Corporate', 'Company Info', 'Alert Setting', 'License', and 'Security'. The main content area is titled 'Basic Information' and contains several form fields: 'Company Code' (1001), 'Company Name' (ZKTeco), 'Time Zone' (UTC+04:00 United Emirates), 'Country/Region' (United Arab Emirates), 'Company Website', and 'Account Status' (Paid Plan). Below this is the 'Contact' section with fields for 'Last Name', 'First Name' (Administrator), 'Phone Number', and 'Email Address' (teachest@gmail.com). The 'Primary Location' section includes fields for 'Address 1' (discovery garden), 'Address 2', 'City' (abuhab), 'State/Province' (abuhab), 'Country/Region' (United Arab Emirates), and 'Zip Post Code'. A green 'Save' button is at the bottom left.

6.1.2 Alert Setting

This function allows you to enable or disable notifications in case an employee leave early, check-in late, missed check-in/out, is absent, or has schedule updates. Attendance notifications can be sent to HR and/or Supervisor’s mobile application.

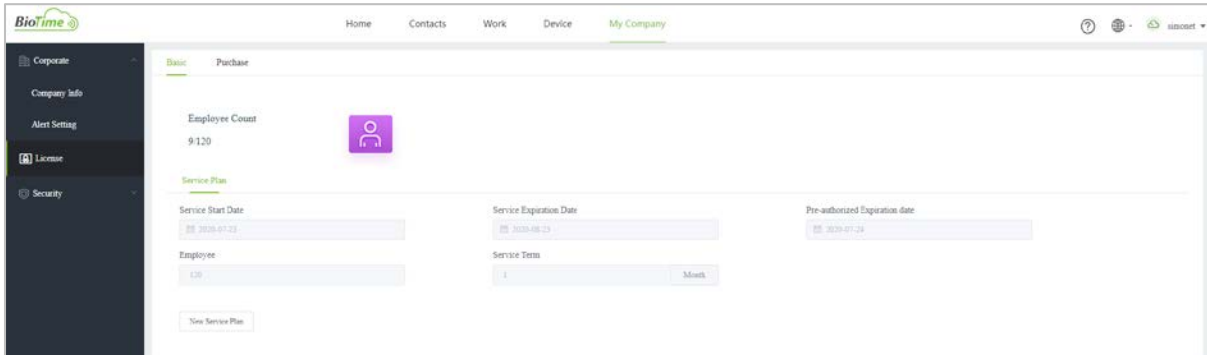
The  icon indicates enabled notification and  indicates disabled notification. Click  or  and click Save.

The screenshot shows the 'Alert Setting' page with a table of notification settings. The table has four columns: 'Item', 'HR', 'Supervisor', and 'Employee'. The rows represent different alert types, each with a toggle switch for each role. A green 'Save' button is at the bottom left.

Item	HR	Supervisor	Employee
Early-Out	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Late-In	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Missing In	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Schedule Updates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Absent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Missing Out	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

6.2 License

License page is used by customers to purchase or upgrade BioTimeCloud services.



1. Basic

Employee count displays the total number of employee over the total that can be registered. Service Plan displays your current BioTimeCloud subscription.

Service Term: The number of months that the license is valid.

Pre-authorized Expire date: Shows the renewal date of the license. After the subscription expires, you can still continue to provide services to the customer. The successful renewal before the renewal time subscription does not affect the normal use of the customer. However, if the subscription is not renewed beyond the time, the service will be stopped.

New Service Plan: Indicates a change of service. If the customer wants to change the service plan of the company, he can update it here. After clicking the button, the following page will pop up. Select a service package and click *Submit* to submit a replacement application and wait for the operator to agree.

New Purchase Request
✕

Yearly Monthly

Employee Quantity

Terms

 Month

Remark

After putting the employee quantity and terms, the cost of change of subscription will be automatically displayed as shown in the image below. Click *Submit* to confirm the subscription.

The operation will be completed after the operator's approval. After the new application is submitted successfully, you can view it on the purchase request.

New Purchase Request ✕

Yearly **Monthly**

Employee Quantity: Terms: Month

Remark: 🕒

Monthly Rate: 1.80 USD Gross Total: 1800.00 USD
Tax: 90.00 USD
Total Amount: 1890.00 USD

2. Purchase

Purchase Request

Shows the purchase requests that you have submitted to the Host or Reseller. *Open* status indicates the request is in progress, *Fulfilled* means it is approved, and *Discard* means the purchase request is rejected.

Request Date	Summary	Comments	Status	Proceeded Date
2020-07-23	Add 120 Employees		Open	
2020-07-23	Add 101 Employees		Fulfilled	2020-07-23
2020-07-22	Add 40 Employees		Fulfilled	2020-07-22
2020-07-22	Add 15 Employees		Fulfilled	2020-07-22
2020-07-22	Add 10 Employees		Fulfilled	2020-07-22
2020-07-22	Add 6 Employees		Fulfilled	2020-07-22
2020-07-22	Add 100 Employees		Fulfilled	2020-07-22
2020-07-22	Add 100 Employees		Discard	2020-07-22

To review a purchase request, select the request and the following image will be displayed.

Purchase Request ✕

Request Date	Employee Quantity	Terms	Monthly Rate	
2020-07-23	101	1 Monthly	1.80 USD	

Comments:

Remark:

Gross Total: 181.80 USD

Tax: 9.09 USD

Total Amount: 190.89 USD

Discount: 0.00 USD

Payable: 190.89 USD

Open purchase requests can be discarded as shown in the image below.

Request Date	Employee Quantity	Terms	Monthly Rate
2020/07/27	150	1 Monthly	1.80 USD

Comments:

Gross Total: 270.00 USD
 Tax: 13.50 USD
 Total Amount: 283.50 USD
 Discount: 0.00 USD
 Payable: 283.50 USD

Discard

To add a new purchase request, click + Purchase. After clicking, the New Purchase Request page will pop up as shown below. You can either choose a yearly or monthly subscription.

New Purchase Request

Yearly Monthly

Employee Quantity: Terms: Month

Remark:

Cancel

After putting the employee quantity and terms, the cost of change of subscription will be automatically displayed as shown in the image below. Click *Submit* to confirm the subscription. The operation will be completed after the operator's approval. After the new application is submitted successfully, you can view it on the purchase request.

New Purchase Request

Yearly Monthly

Employee Quantity: Terms: Month

Remark:

Monthly Rate: 1.80 USD

Gross Total: 1800.00 USD
 Tax: 90.00 USD
 Total Amount: 1890.00 USD

Cancel Submit

Payment History

Shows the customer's payment history.

Request Date	Sales Order	Product	Total Amount	Description	Invoice
2020-07-22	SVR-20200723-131459033	BIOTIMECLOUD	190.89		View
2020-07-22	SVR-20200723-197113029	BIOTIMECLOUD	80		View
2020-07-22	SVR-20200723-192603827	BIOTIMECLOUD	30		View
2020-07-22	SVR-20200723-191313823	BIOTIMECLOUD	20		View
2020-07-22	SVR-20200723-190344023	BIOTIMECLOUD	30		View
2020-07-22	SVR-20200723-184636903	BIOTIMECLOUD	60		View

To view the details of the payment history, select from the list and the details as below will be displayed.

Payment History ×

Sales Order No.	Price Plan Code
<input type="text" value="SVR-20200723-131459033"/>	<input type="text" value="2"/>
Product	Employee
<input type="text" value="BIOTIMECLOUD"/>	<input type="text" value="101"/>
Service Start Date	Service Expiration Date
<input type="text" value="2020-07-23"/>	<input type="text" value="2020-08-23"/>
Subtotal	Total Amount
<input type="text" value="181.8"/>	<input type="text" value="190.89"/>
Tax	
<input type="text" value="9.09"/>	

On the Invoice column, if it displays [View](#) indicates the request is approved by the Reseller or Host but not yet paid and [View](#) indicates that the request is paid and the Reseller or Host have attached an invoice that can be downloaded.

View
✕

Tax Invoice

Export

Client Name: ZKTeco
Client Address: Office 1207, Floor 112, Arenco Tower,Media City,Dubai,AE

For questions about your order, visit operator@zkbiocloud.com

Client Address: Office 1207, Floor 112, Arenco Tower,Media City,Dubai,AE

Reseller Name: wipaq
TRN: 14562365442222

Tax Invoice Issue Date: 2020-07-01
Tax Invoice Number: 123
Total Payable: \$ 80.00

Reseller Address : al nahda ,sharjah,sharjah 1,AE

Order Information

Order Date: 2020-07-22 **Order Number:** SVR-20200722-1937110029

Invoice Detail

6.3 Security

Login History

Shows the history of those who log in/out in the system and app.

User ID	Employee ID	Formatted Name	IP Address	Time	Operation	Type
-	3	Masr	2.51.183.143	2020/07/23 18:09:45	Login	BioCloud
-	3	Masr	2.51.183.143	2020/07/23 15:33:00	Login	BioCloud
testuser@gmail.com	1	Rosa	80.227.32.78	2020/07/23 17:42:34	Login	BioCloud
testuser@gmail.com	-	-	80.227.32.78	2020/07/23 17:13:05	Logout	BioCloud
testuser@gmail.com	1	Rosa	80.227.32.78	2020/07/23 16:54:36	Login	BioCloud
testuser@gmail.com	-	-	80.227.32.78	2020/07/23 16:54:42	Logout	BioCloud
testuser@gmail.com	1	Rosa	80.227.32.78	2020/07/23 18:13:08	Login	BioCloud
testuser@gmail.com	-	-	80.227.32.78	2020/07/23 15:24:56	Logout	BioCloud
sh_mor@shmor.com	222	Mia	38.99.21.228	2020/07/23 15:08:11	Login	App
-	3	Masr	86.99.21.228	2020/07/23 13:04:34	Login	BioCloud

Total 101 10/10 page < 1 2 3 4 5 6 7 8 9 10 > Go to: 1

Operation Audit

Shows all the operation that has been done in the web.

User ID	Employee ID	Formatted Name	IP Address	Time	Operation	Content	Target
zk_wm@zkteco.com	222	Min	86.99.139.171	2020/07/14 11:05:31	Check Out	Attendance	params (attachments)[]emple...
zk_wm@zkteco.com	222	Min	86.99.139.171	2020/07/14 11:07:29	Check In	Attendance	params (attachments)[]emple...
zk_wm@zkteco.com	222	Min	86.99.139.171	2020/07/14 11:07:19	Check Out	Attendance	params (attachments)[]emple...
zk_wm@zkteco.com	222	Min	86.99.139.171	2020/07/14 11:04:48	Check In	Attendance	params (attachments)[]emple...
wendee@gmail.com	1	Rose	217.161.114.208	2020/07/13 12:34:25	Check In	Attendance	params (deviceName)[]em...
wendee@gmail.com	1	Rose	80.227.32.78	2020/07/09 13:43:56	New or update purchaseRequest	PurchaseRequest	params (servicePact)[]d...
wendee@gmail.com	1	Rose	80.227.32.78	2020/07/09 13:31:40	New or update purchaseRequest	PurchaseRequest	params (servicePact)[]d...
wendee@gmail.com	1	Rose	80.227.32.78	2020/07/09 13:20:04	Update	GeneralConfig	params (country)[]E.gene...
wendee@gmail.com	1	Rose	80.227.32.78	2020/07/09 13:19:51	Update	GeneralConfig	params (country)[]E.gene...
zk_wm@zkteco.com	222	Min	86.99.133.108	2020/07/09 12:38:43	Check Out	Attendance	params (attachments)[]emple...

User List

This menu is used to unbind the connection between the account and the mobile phone. When employees change their phones, they need to unbind the account from the web before the account can be used on the new phone. To unbind, click *Release* on the Action column.

User ID	Employee ID	Formatted Name	App ID	Action
zk_wm@zkteco.com	222	Min	221bc9f4598-3c174b56c-1c2b66113c	Release
wendee@gmail.com	1	Rose	02CCD809-88F3-4913-42C0-01AFB1D8B17A	Release
-	3	Moan	10549805-2D81-4FD9-B88E-1452968721C2	Release

Appendix

Terms of Service

AGREEMENT TO TERMS

Welcome to biotimecloud.com and BIOTIMECLOUD, the website and online service of ZKTeco Security LLC ("ZKTECO", "ZK," "we," or "us"). This page explains the terms by which you may use our online and/or mobile services, website, and software provided on or in connection with the service (collectively the "Service").

By accessing or using the Service, or by clicking "I Agree," or otherwise affirming your intent to be bound by this Agreement, you signify that you have read, understood, and agree to be bound by this Terms of Use Agreement ("Agreement") and to the collection and use of your information as set forth in the ZKTECO's Privacy Policy, located at <https://www.zkteco.me/privacy-policy>, whether or not you are a registered user of our Service.

This statement constitutes a legally binding agreement between you and ZKTECO. You must read and agree to these terms before using the Service. If you do not agree, you may not use the Service. You may use the Service only if you can form a binding contract with ZKTECO, and only in compliance with this Agreement and all applicable local, state, national, and international laws, rules and regulations. IF YOU DO NOT AGREE WITH ALL OF THESE TERMS OF USE, THEN YOU ARE EXPRESSLY PROHIBITED FROM USING THE SITE AND YOU MUST DISCONTINUE USE IMMEDIATELY.

The information provided on the Site is not intended for distribution to or use by any person or entity in any jurisdiction or country where such distribution or use would be contrary to law or regulation or which would subject us to any registration requirement within such jurisdiction or country. Accordingly, those persons who choose to access the Site from other locations do so on their own initiative and are solely responsible for compliance with local laws, if and to the extent local laws are applicable.

The Service is not available to any Users previously removed from the Service by ZKTECO.

BIOTIMECLOUD SERVICES

Subject to the terms and conditions of this Agreement, you are hereby granted a non-exclusive, limited, non-transferable, freely revocable license to use the Service solely as permitted by ZKTECO. The Service features may vary by User. We reserve all rights not expressly granted herein in the Service. We may terminate this license or your access to the Service at any time for any reason or no reason.

BIOTIMECLOUD ACCOUNTS

You are required to register with the Site before you use the BIOTIMECLOUD Service. We may establish and maintain you access to the services and functionality from time to time and it is in our sole discretion. Various types of accounts may be maintained for different types of Users.

If you open a ZKTECO SERVICE account on behalf of a company, organization, or other entity, then (a) "you" stands for you and that entity you represent, and; (b) "you" represent and warrant that you are an authorized representative of the entity to bind the entity to this Agreement, and on behalf of the entity, you agree to this Agreement. By connecting to ZKTECO/BIOTIMECLOUD with a third-party service, you give us permission to access and use your information from that service as permitted by that service, and to store your account credentials for that service.

You acknowledge and agree that if you are opening a BIOTIMECLOUD account or otherwise using the Service as or on behalf of a company, organization or other entity, your employees who open employee accounts must and do separately agree to be bound by this Agreement.

You must provide accurate and complete information to create your Account, and you must keep this information up to date. You may never use another User's account without permission. You are solely responsible for all activities that occur on your account, and you must keep your account password secure. We strongly recommend you to create "strong" passwords (a combination of upper and lower case letters, numbers and symbols) used to access your account. You must notify ZKTECO immediately of any breach of security or unauthorized use of your account. ZKTECO will not be liable for any losses caused by any unauthorized use of your account.

You can control your User profile and your interaction with the Service by managing the settings on your account Profile. By providing ZKTECO with your email address and/or mobile number, you agree to ZKTECO using the email address and/or mobile number to send you Service-related notices, including any notices required by law, in lieu of communication by postal mail. We may also use your email address and/or mobile number to send you other messages, such as update of the Service and special product/service offers. If you do not want to receive such email messages, you may opt out by updating your Account Settings. Opting out may prevent you from receiving email messages regarding service updates, improvements, or product/service offers.

PROHIBITED ACTIVITIES

You may not access or use the Service for any purpose other than that for which we make the Service available. The Service may not be used in connection with any commercial endeavors except those that are specifically endorsed or approved by ZKTECO.

As a user of the Service, you agree not to engage in any of the following prohibited activities:

1. Systematically retrieve data or other content from the Service to create or compile, directly or indirectly, a collection of database or directory without written permission from us.
2. Trick, defraud, or mislead us and other users, especially in any attempt to learn sensitive account information such as user passwords.
3. Attempt to interfere with, circumvent, disable, interfere with or compromise the system integrity or security or decipher any transmissions to or from the servers running the Service.

4. Upload, post, host, or transmit spam, chain letters, SMSs or other unsolicited email or messages.
5. Copy, distribute, disclose or adapt any part of the Service or Site's software in any medium, including but not limited to Flash, PHP, HTML, JavaScript, or other code by any automated or non-automated "scraping"
6. Except as may be the result of standard search engine or Internet browser usage, use, launch or distribute any automated system, including without limitation, any robot, spider, cheat utility, scraper or offline readers, etc. That access the Service in a manner that sends more request messages to the BIOTIMECLOUD servers than a human can reasonably produce in the same period of time by using conventional online web browser.
7. Use any information obtained from the Service in order to harass, abuse, or harm any other User or any ZKTECO customer, employee, member, or officer verbally or physically or other abuse (including threats of abuse or retribution).
8. Upload or transmit or attempt to upload or to transmit viruses, Trojan horses, worms, or other software agents of destructive in nature through the Service or Site.
9. Attempt to impersonate another user or person or use the username of another user misrepresenting your affiliation with a person or entity, conducting fraud, hiding or attempting to hide your identity.
10. Upload or transmit (or attempt to upload or to transmit) any material that acts as a passive or active information collection or transmission mechanism, including without limitation, clear graphics interchange formats ("gifs"), 1×1 pixels, web bugs, cookies, or other similar devices (sometimes referred to as "spyware" or "passive collection mechanisms" or "pcms").
11. Make any unauthorized use of the Site, including collecting or harvesting any personal identifiable information, including usernames, email addresses, phone number by electronic or other means.
12. Access any content on the Service through any technology or means other than those provided or authorized by the Service.
13. Attempt to bypass any measures of the Service designed to prevent or restrict access to the Service, or any portion of the Site, including without limitation, features that prevent or restrict use or copying of any content or enforce limitations on use of the Service or the content therein.
14. Use the Server as part of any effort to compete with us or otherwise use the Service for any commercial solicitation purpose.
15. Reproduce, duplicate, copy, sell, resell or otherwise exploit any portion of the Service, use of the Service, or access to the Service without the express written permission from ZKTECO.
16. Modify, adapt or hack the Service or modify another website so as to falsely imply that it is associated with the Service, ZKTECO, or any other ZKTECO service.
17. Make improper use of our support services or submit false reports of abuse or misconduct.
18. Use the Site in a manner inconsistent with any applicable laws or regulations.

BY USING THE SERVICE YOU REPRESENT AND WARRANT UNDER PENALTY OF PERJURY THAT (I) YOU DO NOT WORK FOR A COMPETITOR OF THE COMPANY; AND (II) THAT YOU WILL

NOT PROVIDE ANY INFORMATION GAINED FROM YOUR USE OF OR ACCESS TO THE SITE OR THE SERVICES TO A COMPETITOR OF THE COMPANY.

We reserve the right, but not the obligation, to: (1) monitor the Service for violations of the Agreement; (2) take appropriate legal action against anyone who, in our sole discretion, violates the law or the Agreement, including without limitation, reporting such user to law enforcement authorities; (3) in our sole discretion and without limitation, refuse, restrict access to, limit the availability of, or disable (to the extent technologically feasible) any of your Account or your entity's Account or any portion thereof; (4) in our sole discretion and without limitation, notice, or liability, to remove from the Service or otherwise disable all files and content that are excessive in size or are in any way burdensome to our systems; and (5) otherwise manage the Service in a manner designed to protect our rights and property and to facilitate the proper functioning of the Service.

We may, without prior notice, change the Service, stop providing the Service or features of the Service to you or to Users generally, or create usage limits for the Service. We may permanently or temporarily terminate or suspend your access to the Service without notice and liability for any reason including if in our sole determination you violate any provision of this Agreement, or for any or no reason. Upon termination for any reason or no reason, you continue to be bound by this Agreement.

You are solely responsible for your interactions with ZKTECO. We reserve the right, but have no obligation, to monitor disputes between you and other User. We shall have no liability for your interactions with other User, or for any User's action or inaction.

USER CONTENT

The Service may allow Users to create, submit, post, display, transmit, perform, publish, distribute, or broadcast content and materials to us or on the Site, including but not limited to text, writings, video, audio, photographs, graphics, comments, suggestions, or personal information or other material (collectively, referred to as "User Content"). We claim no ownership rights over User Content created by you. The User Content you create remains yours; however, by providing or sharing User Content through the Service, you agree to allow others to view, edit, and/or share your User Content in accordance with your Account settings, this Agreement and the Privacy Policy. ZKTECO has the right (but not the obligation) in its sole discretion to remove any User Content that is shared via the Service.

When you create or make available all or any part of your User Content, you thereby represent and warrant that:

1. The creation, distribution, transmission, public display, or performance, and the accessing, downloading, or copying of your User Content do not and will not infringe the proprietary rights, including but not limited to the copyright, patent, trademark, trade secret, or moral rights of any third party.
2. You have the written consent, release, and/or permission of each and every identifiable individual person in your Contributions to use the name or likeness of each and every such identifiable individual person to enable inclusion and use of your User Content in

any manner contemplated by the Service and the Agreement. If applicable, you have the consent and appropriate rights in the User Content to use your employer's logos, trademarks, trade names or service marks in the manner contemplated by the Service or this Agreement.

3. You have obtained and are solely responsible for obtaining all consents as may be required by law to post any User Content relating to third parties.
4. Your User Content and ZKTECO's use thereof as contemplated by this Agreement and the Service will not violate any law or infringe any rights of any third party, including but not limited to any Intellectual Property Rights and privacy rights.
5. Your User Content does not contain any information that we deem to be unlawful, harmful, abusive, obscene, lewd, lascivious, filthy, violent, libelous, slanderous, racially or ethnically offensive, defamatory, infringing, invasive of personal privacy or publicity rights, harassing, humiliating to other people (publicly or otherwise), threatening, profane, or otherwise objectionable.
6. Your User Content does not contain any information that you know is not correct and current
7. Your User Content is not unsolicited or unauthorized advertising, promotional materials, pyramid schemes, chain letters, spam, mass mailings, or other forms of solicitation.
8. Your User Content does not advocate the violent overthrow of any government or incite, encourage, or threaten physical harm against another or may constitute or contribute to a crime or tort.
9. Your User Content does not contain any information or content that may create a risk of harm, loss, physical or mental injury, emotional distress, death, disability.
10. Your User Content does not violate the privacy or publicity rights of any third party under any law or under contractual or fiduciary relationships.
11. Your User Content does not contain any material that seeks to harm or exploit children by exposing them to inappropriate content, asking for personally identifiable details or otherwise.
12. Your User Content does not otherwise violate, or link to material that violates, any provision of the Agreement, any applicable law or regulation or any company, employer or other applicable policy.

To the best of your knowledge, all your User Content and other information that you provide to us is truthful and accurate.

ZKTECO takes no responsibility and assumes no liability for any User Content that you or any other User or third party posts, sends, or otherwise makes available over the Service. You shall be solely responsible for your User Content and the consequences of posting, publishing, sharing, or otherwise making it available on the Service, and you agree that we are only acting as a passive conduit for your online distribution and publication of your User Content.

By posting or making available any User Content on the Service, you represent and warrant that you have all rights necessary to grant, to ZKTECO a royalty-free, sub licensable, transferable, perpetual, irrevocable, non-exclusive, worldwide license to use, reproduce, modify, publish, list information regarding, edit, translate, distribute, syndicate, publicly

perform, publicly display, and make derivative works of all such User Content and your name, voice, and/or likeness as contained in your User Content, in whole or in part, and in any form, media or technology, whether now known or hereafter developed, for use in connection with the Service and ZKTECO's (and its successors' and affiliates') business, including without limitation for promoting and redistributing part or all of the Service (and derivative works thereof) in any media formats and through any media channels.

If you are an employer, as between you and ZKTECO you are solely responsible for any and all User Content you provide and/or cause to be provided to the ZKTECO Service, and the consequences of providing, posting or transmitting such User Content, including responsibility for compliance with breach notification laws. You agree that you will not use ZKTECO Service to collect, store, or process bank account information, credit or debit card information, social security numbers, driver's license numbers, or health or medical information, nor will you direct your employees to provide such information to ZKTECO. ZKTECO has the right (but not the obligation) in its sole discretion to remove any User Content that does not comply with this Section.

Any use of the Service in violation of the foregoing violates this Agreement and may result in, among other things, termination or suspension of your rights to use the Service.

INTELLECTUAL PROPERTY RIGHTS

Except for your User Content, unless otherwise indicated, the Service is ZKTECO proprietary property and all materials therein or transferred thereby, including, without limitation, source code, database, functionality, software, website, images, text, graphics, illustrations, logos, patents, trademarks, service marks, copyrights, photographs, audio, videos, music, and User Content belonging or licensed to us, and all Intellectual Property Rights related thereto which are owned or controlled by us or licensed to us, an exclusive property of ZKTECO. The Content and the Marks are provided on the Service "AS IS" for your information and personal use only. Except as expressly provided in this Agreement, no part of the Site and no Content or Marks may be copied, reproduced, aggregated, republished, uploaded, posted, publicly displayed, encoded, translated, transmitted, distributed, sold, licensed, or otherwise exploited for any purpose, without our express prior written permission.

You may choose to, or we may invite you to, contribute comments or ideas about the Service, including without limitation about how to improve the Service or our products ("Contribution"). By submitting any Suggestion, you agree that your disclosure is gratuitous, unsolicited and without restriction and will not place ZKTECO under any fiduciary or other obligation that ZKTECO has the unrestricted, unlimited, irrevocable, perpetual, non-exclusive, transferable, royalty-free, fully-paid, worldwide right, and license to use or utilize your Contribution without any additional compensation to you.

We have the right, in our sole and absolute discretion, (1) to edit, redact, or otherwise change any Contributions; (2) to re-categorize any Contributions to place them in more appropriate locations on the Service; and (3) to pre-screen or delete any Contributions at any time and for any reason, without notice. We have no obligation to monitor your Contributions.

By acceptance of your Contribution, ZKTECO does not waive any rights to use similar or related ideas previously known to us, or developed by its employees, or obtained from sources other than you.

ZKTECO PROPERTY

The Service contains data, information, and other content not owned by you, such as reputational or status indicators ("ZKTECO Property"). You understand and agree that regardless of terminology used, ZKTECO Property represents a limited license right governed solely by the terms of this Agreement and available for distribution at ZKTECO's sole discretion. ZKTECO Property is not redeemable for any sum of money or monetary value from ZKTECO at any time. You acknowledge that you do not own the account you use to access the Service, nor do you possess any rights of access or rights to data stored by or on behalf of ZKTECO on our servers, including without limitation any data representing any or all of your ZKTECO Property. You agree that ZKTECO has the absolute right to manage, regulate, control, modify and/or eliminate ZKTECO Property as it sees fit in its sole discretion, in any general or specific case, and that ZKTECO will have no liability to you based on its exercise of such right. All data on ZKTECO's servers are subject to deletion, alteration or transfer.

USER REPRESENTATIONS

By using the Site, you represent and warrant that: (1) all registration information you submit will be true, accurate, current, and complete; (2) you will maintain the accuracy of such information and promptly update such registration information as necessary; (3) you have the legal capacity and you agree to comply with these Terms of Use; (4) you will not access the Site through automated or non-human means, whether through a bot, script, or otherwise; (5) you will not use the Site for any illegal or unauthorized purpose; and (6) your use of the Site will not violate any applicable law or regulation.

If you provide any information that is untrue, inaccurate, not current, or incomplete, we have the right to suspend or terminate your account and refuse any and all current or future use of the Site (or any portion thereof).

USER REGISTRATION

You may be required to register with the Site. You agree to keep your password confidential and will be responsible for all use of your account and password. We reserve the right to remove, reclaim, or change a username you select if we determine, in our sole discretion, that such username is inappropriate, obscene, or otherwise objectionable.

USER GENERATED CONTRIBUTIONS

The Site may invite you to chat, contribute to, or participate in blogs, message boards, online forums, and other functionality, and may provide you with the opportunity to create, submit, post, display, transmit, perform, publish, distribute, or broadcast content and materials to us or on the Site, including but not limited to text, writings, video, audio, photographs, graphics, comments, suggestions, or personal information or other material (collectively, "Contributions"). Contributions may be viewable by other users of the Site and through third-party websites. As such, any Contributions you transmit may be treated as non-confidential

and non-proprietary. When you create or make available any Contributions, you thereby represent and warrant that:

The creation, distribution, transmission, public display, or performance, and the accessing, downloading, or copying of your Contributions do not and will not infringe the proprietary rights, including but not limited to the copyright, patent, trademark, trade secret, or moral rights of any third party.

You are the creator and owner of or have the necessary licenses, rights, consents, releases, and permissions to use and to authorize us, the Site, and other users of the Site to use your Contributions in any manner contemplated by the Site and these Terms of Use.

You have the written consent, release, and/or permission of each and every identifiable individual person in your Contributions to use the name or likeness of each and every such identifiable individual person to enable inclusion and use of your Contributions in any manner contemplated by the Site and these Terms of Use.

Your Contributions are not false, inaccurate, or misleading.

Your Contributions are not unsolicited or unauthorized advertising, promotional materials, pyramid schemes, chain letters, spam, mass mailings, or other forms of solicitation.

Your Contributions are not obscene, lewd, lascivious, filthy, violent, harassing, libelous, slanderous, or otherwise objectionable (as determined by us).

Your Contributions do not ridicule, mock, disparage, intimidate, or abuse anyone.

Your Contributions do not advocate the violent overthrow of any government or incite, encourage, or threaten physical harm against another.

Your Contributions do not violate any applicable law, regulation, or rule.

Your Contributions do not violate the privacy or publicity rights of any third party.

Your Contributions do not contain any material that solicits personal information from anyone under the age of 18 or exploits people under the age of 18 in a sexual or violent manner.

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Your Contributions do not otherwise violate, or link to material that violates, any provision of these Terms of Use, or any applicable law or regulation.

Any use of the Site in violation of the foregoing violates these Terms of Use and may result in, among other things, termination or suspension of your rights to use the Site.

CONTRIBUTION RIGHTS

By posting your Contributions to any part of the Site, you automatically grant, and you represent and warrant that you have the right to grant, to us an unrestricted, unlimited, irrevocable, perpetual, non-exclusive, transferable, royalty-free, fully-paid, worldwide right, and license to host, use, copy, reproduce, disclose, sell, resell, publish, broadcast, retitle, archive, store, cache, publicly perform, publicly display, reformat, translate, transmit, excerpt (in whole or in part), and distribute such Contributions (including, without limitation, your image and voice) for any purpose, commercial, advertising, or otherwise, and to prepare derivative works of, or incorporate into other works, such Contributions, and grant and

authorize sublicenses of the foregoing. The use and distribution may occur in any media formats and through any media channels.

You may choose to, or we may invite you to, submit comments or ideas about the Service, including without limitation about how to improve the Service or our products ("Ideas"). By submitting any Idea, you agree that your disclosure is gratuitous, unsolicited and without restriction and will not place ZKTECO under any fiduciary or other obligation, and that we are free to use the Idea without any additional compensation to you, and/or to disclose the Idea on a non-confidential basis or otherwise to anyone. You further acknowledge that, by acceptance of your submission, ZKTECO does not waive any rights to use similar or related ideas previously known to ZKTECO, or developed by its employees, or obtained from sources other than you.

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GUIDELINES FOR REVIEWS

We may provide you areas on our site or Service to leave reviews or ratings. When posting a review, you must comply with the following criteria: (1) you should have firsthand experience with the person/entity being reviewed; (2) your reviews should not contain offensive profanity, or abusive, racist, offensive, or hate language; (3) your reviews should not contain discriminatory references based on religion, race, gender, national origin, age, marital status, sexual orientation, or disability; (4) your reviews should not contain references to illegal activity; (5) you should not be affiliated with competitors if posting negative reviews; (6) you should not make any conclusions as to the legality of conduct; (7) you may not post any false or misleading statements; and (8) you may not organize a campaign encouraging others to post reviews, whether positive or negative.

We may accept, reject, or remove reviews in our sole discretion. We have absolutely no obligation to screen reviews or to delete reviews, even if anyone considers reviews objectionable or inaccurate. Reviews are not endorsed by us, and do not necessarily represent our opinions or the views of any of our affiliates or partners. We do not assume liability for any

review or for any claims, liabilities, or losses resulting from any review. By posting a review, you hereby grant to us a perpetual, non-exclusive, worldwide, royalty-free, fully-paid, assignable, and sub licensable right and license to reproduce, modify, translate, transmit by any means, display, perform, and/or distribute all content relating to reviews.

MOBILE APPLICATION LICENSE

Use License

If you access the Service via a mobile application, then we grant you a revocable, non-exclusive, non-transferable, limited right to install and use the mobile application on wireless electronic devices owned or controlled by you, and to access and use the mobile application on such devices strictly in accordance with the terms and conditions of this mobile application license contained in this Agreement. You shall not: (1) decompile, reverse engineer, disassemble, attempt to derive the source code of, or decrypt the application; (2) make any modification, adaptation, improvement, enhancement, translation, or derivative work from the application; (3) violate any applicable laws, rules, regulations or your employee policies in connection with your access or use of the application; (4) remove, alter, or obscure any proprietary notice (including any notice of copyright or trademark) posted by us or the licensors of the application; (5) use the application for any revenue generating endeavor, commercial enterprise, or other purpose for which it is not designed or intended; (6) make the application available over a network or other environment permitting access or use by multiple devices or users at the same time; (7) use the application for creating a product, service, or software that is, directly or indirectly, competitive with or in any way a substitute for the application; (8) use the application to send automated queries to any website or to send any unsolicited commercial e-mail; or (9) use any proprietary information or any of our interfaces or our other intellectual property in the design, development, manufacture, licensing, or distribution of any applications, accessories, or devices for use with the application.

Apple and Android Devices

The following terms apply when you use a mobile application obtained from either the Apple Store or Google Play (each an "App Distributor") to access the Service: (1) the license granted to you for our mobile application is limited to a non-transferable license to use the application on a device that utilizes the Apple iOS or Android operating systems, as applicable, and in accordance with the usage rules set forth in the applicable App Distributor's terms of service; (2) we are responsible for providing any maintenance and support services with respect to the mobile application as specified in the terms and conditions of this mobile application license contained in this Agreement or as otherwise required under applicable law, and you acknowledge that each App Distributor has no obligation whatsoever to furnish any maintenance and support services with respect to the mobile application; (3) in the event of any failure of the mobile application to conform to any applicable warranty, you may notify the applicable App Distributor, and the App Distributor, in accordance with its terms and policies, may refund the purchase price, if any, paid for the mobile application, and to the maximum extent permitted by applicable law, the App Distributor will have no other warranty obligation whatsoever with respect to the mobile application; (4) you must comply with applicable third-party terms of agreement when using the mobile application, e.g., if you have a VoIP application, then you must not be in violation of their wireless data service agreement when using the mobile application; and (5) you acknowledge and agree that the App

Distributors are third-party beneficiaries of the terms and conditions in this mobile application license contained in this Agreement, and that each App Distributor will have the right (and will be deemed to have accepted the right) to enforce the terms and conditions in this mobile application license contained in these Terms of Use against you as a third-party beneficiary thereof.

SUBMISSIONS

You acknowledge and agree that any questions, comments, suggestions, ideas, feedback, or other information regarding the Service ("Submissions") provided by you to us are non-confidential and shall become our sole property. We shall own exclusive rights, including all intellectual property rights, and shall be entitled to the unrestricted use and dissemination of these Submissions for any lawful purpose, commercial or otherwise, without acknowledgment or compensation to you. You hereby waive all moral rights to any such Submissions, and you hereby warrant that any such Submissions are original with you or that you have the right to submit such Submissions. You agree there shall be no recourse against us for any alleged or actual infringement or misappropriation of any proprietary right in your Submissions.

SERVICE MANAGEMENT

We reserve the right, but not the obligation, to: (1) monitor the Service for violations of this Agreement; (2) take appropriate legal action against anyone who, in our sole discretion, violates the law or this Agreement, including without limitation, reporting such user to law enforcement authorities; (3) in our sole discretion and without limitation, refuse, restrict access to, limit the availability of, or disable (to the extent technologically feasible) any of your Contributions or any portion thereof; (4) in our sole discretion and without limitation, notice, or liability, to remove from the Service or otherwise disable all files and content that are excessive in size or are in any way burdensome to our systems; and (5) otherwise manage the Service in a manner designed to protect our rights and property and to facilitate the proper functioning of the Service.

PRIVACY POLICY

We care about the privacy of our Users. You understand that by using the Services you consent to the collection, use and disclosure of your personally identifiable information and aggregate data as set forth in our Privacy Policy located at <https://www.zkteco.me/privacy-policy>.

Please be advised the Site is hosted in the Middle east. If you access the Site from United States, European Union, or any other region of the world with laws or other requirements governing personal data collection, use, or disclosure that differ from applicable laws in the Middle east, then through your continued use of the Site, you are transferring your data to the Middle east and you expressly consent to have your data transferred to and processed in the Middle east.

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The Service may contain links to third-party materials that are not owned or controlled by ZKTECO. ZKTECO does not endorse or assume any responsibility for any such third-party sites, information, materials, products, or services. If you access a third-party website or service from the Service or share your User Content on or through any third-party website or service, you

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Vendors and Contractors

ZKTECO may use external vendors, contractors or other third-party service providers to help provide the Service to you, and we may change our use of such vendors and contractors at our sole discretion and without notice to you.

Indemnity

You agree to defend, indemnify and hold us harmless, including ZKTECO and our subsidiaries, agents, licensors, managers, and other affiliated companies, and their employees, contractors, agents, officers and directors, from and against any and all claims, damages, obligations, losses, liabilities, costs or debt, and expenses (including but not limited to attorney's fees) made by any third party due to or arising out of: (i) your use of and access to the Service, including any data or content transmitted or received by you; (ii) your violation of any term of this Agreement, including without limitation your breach of any of the representations and warranties above; (iii) your violation of any third-party right, including without limitation any right of privacy or Intellectual Property Rights; (iv) your violation of any applicable law, rule or regulation; (v) User Content or any content that is submitted via your account including without limitation misleading, false, or inaccurate information; (vi) your gross negligence or willful misconduct; or (vii) any other party's access and use of the Service (or access and use of any third-party service via the Service) with your unique username, password or other appropriate security code.

No Warranty

The Service is provided on an "AS IS" and "AS AVAILABLE" basis. Use of the service is at your own risk. To the maximum extent permitted by applicable law, the service is provided without warranties of any kind, whether express or implied including, but not limited to, implied warranties of merchantability, fitness for a particular purpose or non-infringement. No advice or information whether oral or written obtained by you from ZKTECO or through the service will create any warranty not expressly stated herein. Without limiting the foregoing, ZKTECO, its subsidiaries, affiliates, and licensors (1) do not warrant that the content is accurate, reliable, or correct, (2) that the service will meet your requirements, (3) that the service will be available at any particular time or location uninterrupted or secure, (4) that any defects or errors will be corrected, (5) or that the Service is free of viruses or other harmful components. Any content downloaded at your own risk and you will be solely responsible for any damage to your computer system or mobile device or loss of data that results from such download or use of the Service.

ZKTECO does not warrant, endorse, guarantee, or assume responsibility for any product or service advertised or offered by a third party through the Service or any hyperlinked website or Service. ZKTECO will not be a party to or in any way monitor any transaction between you and third party providers of products or services.

Federal law, some states and regions, and other jurisdictions do not allow the exclusion and limitations of certain implied warranties, so the above exclusions may not apply to you. This Agreement gives you specific legal rights and you may also have other rights which vary from state to state. The disclaimers and exclusions under this Agreement will not apply to the extent prohibited by applicable law.

Limitation of Liability

To the maximum extent permitted by applicable law, in no event shall ZKTECO, its affiliates, agents, directors, employees, suppliers, or licensors be liable for any indirect, punitive, incidental, special, consequential, or exemplary damage, including without limitation damages for loss of profits, goodwill, use, data or other services. Under no circumstances will ZKTECO be responsible for any damage, loss or injury resulting from hacking, tampering, or other unauthorized access or use of the service or your account or the information contained therein.

To the maximum extent permitted by applicable law, ZKTECO assumes no liability or responsibility for any (i) errors, mistakes, or inaccuracies of content or the service; (ii) personal injury or property damage, of any nature whatsoever, resulting from your access to or use of our Service; (iii) any authorized access to or use of our secure servers and/or any and all personal information stored therein; (iv) any interruption or cessation of transmission to or from the Service; (v) any bugs, viruses, or Trojan horses may be transmitted to or through our Service by any third party; (vi) any errors or omissions in any content or for any loss or damage incurred as a result of the use of any content posted, e-mailed, transmitted or otherwise made available through the Service; and/or (vii) user content or the defamatory, offensive, or illegal conduct of any third party. In no event shall ZKTECO, its affiliates, agents, directors, employees, suppliers, or licensors be liable to you for any claims, proceedings, liabilities, obligations, damages, losses, or costs in an amount exceeding the amount you paid to ZKTECO hereunder.

This limitation of liability section applies whether the alleged liability is based on contract, tort, negligence, strict liability, or any other basis even if ZKTECO has been advised of the possibility of such damage. The foregoing limitation of liability shall apply to the fullest extent permitted by law in the applicable jurisdiction.

Some states or regions do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations or exclusions may not be applied to you. This Agreement gives you specific legal rights and you may also have other rights which vary from state to state. The disclaimers, exclusions, and limitations of liability under this Agreement will not apply to the extent prohibited by applicable law.

COPYRIGHT INFRINGEMENTS

We respect the intellectual property rights of others. If you believe that any material available on or through the Service infringes upon any copyright you own or control, please immediately

notify us using the contact information provided below (a "Notification"). A copy of your Notification will be sent to the person who posted or stored the material addressed in the Notification. Please be advised that pursuant to law you may be held liable for damages if you make material misrepresentations in a Notification. Thus, if you are not sure that material located on or linked to by the Service infringes your copyright, you should consider first contacting an attorney.

TERM AND TERMINATION

These Terms of Use shall remain in full force and effect while you use the Service. Without limiting any other provision of this Agreement, we reserve the right to, in our sole discretion and without notice or liability, deny access to and use of the service (including blocking certain IP addresses), to any person for any or no reason including without limitation for breach of any representation, warranty, or covenant contained in these terms of use or of any applicable law or regulation. ZKTECO may terminate your use or participation in the site or delete your account and any content or information that you created and posted at any time, without warning, in our sole discretion.

If we terminate or suspend your account for any reason, you are prohibited from registering and creating a new account under your name, a fake or borrowed name, or the name of any third party, even if you may be acting on behalf of the third party. In addition to terminating or suspending your account, we reserve the right to take appropriate legal action, including without limitation pursuing civil, criminal, and injunctive redress.

Service Availability

We cannot guarantee the Service will be available at all times. We may experience hardware, software, or other problems or need to perform maintenance related to the Service, resulting in interruptions, delays, or errors. We reserve the right to change, revise, update, suspend, discontinue, or otherwise modify the Service at any time or for any reason without notice to you. You agree that we have no liability whatsoever for any loss, damage, or inconvenience caused by your inability to access or use the Site during any downtime or discontinuance of the Site. Nothing in these Terms of Use will be construed to obligate us to maintain and support the Site or to supply any corrections, updates, or releases in connection therewith.

General

Assignment

This Agreement, and any rights and licenses granted hereunder, may not be transferred or assigned by you, but may be assigned by ZKTECO without restriction. Any attempted transfer or assignment in violation hereof shall be null and void.

Notification Procedures and Changes to the Agreement

ZKTECO may provide notifications, whether such notifications are required by law or are for marketing or other business related purposes, to you via email notice, written or hard copy notice, or through posting of such notice on our website, as determined by ZKTECO in our sole discretion. ZKTECO reserves the right to determine the form and means of providing notifications to our Users, provided that you may opt out of certain means of notification as described in this Agreement. We are not responsible for any automatic filtering you or your

network provider may apply to email notifications we send to the email address you provide us. ZKTECO may, in its sole discretion, modify or update this Agreement from time to time, and so you should review this page periodically. When we change the Agreement in a material manner, we will update the 'last modified' date before or at the bottom of this page. Your continued use of the Service after any such change constitutes your acceptance of the new Agreement. If you do not agree to any of these terms or any future terms of this Agreement, do not use or access (or continue to access) the Service.

Entire Agreement/Severability

This Agreement, together with any amendments and any additional agreements you may enter into with ZKTECO in connection with the Service, shall constitute the entire agreement between you and ZKTECO concerning the Service. If any provision of this Agreement is deemed invalid by a court of competent jurisdiction, the invalidity of such provision shall not affect the validity of the remaining provisions of this Agreement, which shall remain in full force and effect, except that in the event of unenforceability of the universal Class Action/Jury Trial Waiver, the entire arbitration agreement shall be unenforceable.

No Waiver

No waiver of any term of this Agreement shall be deemed a further or continuing waiver of such term or any other term, and ZKTECO's failure to assert any right or provision under this Agreement shall not constitute a waiver of such right or provision.

CONTACT US

In order to resolve a complaint regarding the Site or to receive further information regarding use of the Site, please contact us at:

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This Agreement was last modified on July 21, 2020.



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