

# Attendance Settings

## ADMINISTRATION

### User Management

#### Settings

##### App Settings

##### Attendance Settings

##### Approval Settings

##### Leave Type

##### Custom Fields (Prefix)

##### ZKTeco Biometrics

To set up Attendance Settings,  
**Click this button.**



# Attendance Settings

Attendance Settings

Geotagging  ⓘ   
Enable Geotagging

Geofencing  ⓘ   
Enable Geofencing

Geofence Buffer  This will add a temporary radius to the geofence if the accuracy is not working properly.

Geofence allowing Geotagging  Enabling this option allows geotagging when the geofencing location detection has a weak signal.

Geofence Location  Create and view geofence locations.

Allow Multiple Clock-ins  Enable multiple clock-ins per day.

Require Photo Capture  This process will require the capture of photo at both the time of clock-in and clock-out.

Allow Clock-in Rest Day  Enable clock-in on rest day.

Late Status Box  Each late entry will trigger a popup to insert a reason for being late.

Time Display Format  Choose a time display format.

Enable advanced features for attendance tracking:

- **Geotagging** – captures employee location when clocking in/out (requires device location enabled).
- **Geofencing** – restricts clock-in/out to a specific location within a set radius.
- **Photo Capture** – requires employees to take a photo when clocking in/out.
- **Late Status Box** – requires employees to provide a reason when clocking in late.

# Approval Settings

## Settings

Home / Settings / App Settings / Approval Settings

App Settings

Company Information

Attendance Settings

Approval Settings

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Custom Fields

ZKTeco Biometrics

### Approval Steps

Select Branch

Global (All Branches)

#### Existing Approval Steps

Level 1

Type: Department Head

Level 1

Approver Type

Department Head

Department Head

User

Add Step

Save Steps

- By default, the **department head** is the primary approver.
- If additional approval levels are required, you can configure multiple steps and assign subsequent approvers.