

# Attendance Settings

## ADMINISTRATION

 User Management 

 Settings 

 App Settings 

 Attendance Settings

 Approval Settings

 Leave Type

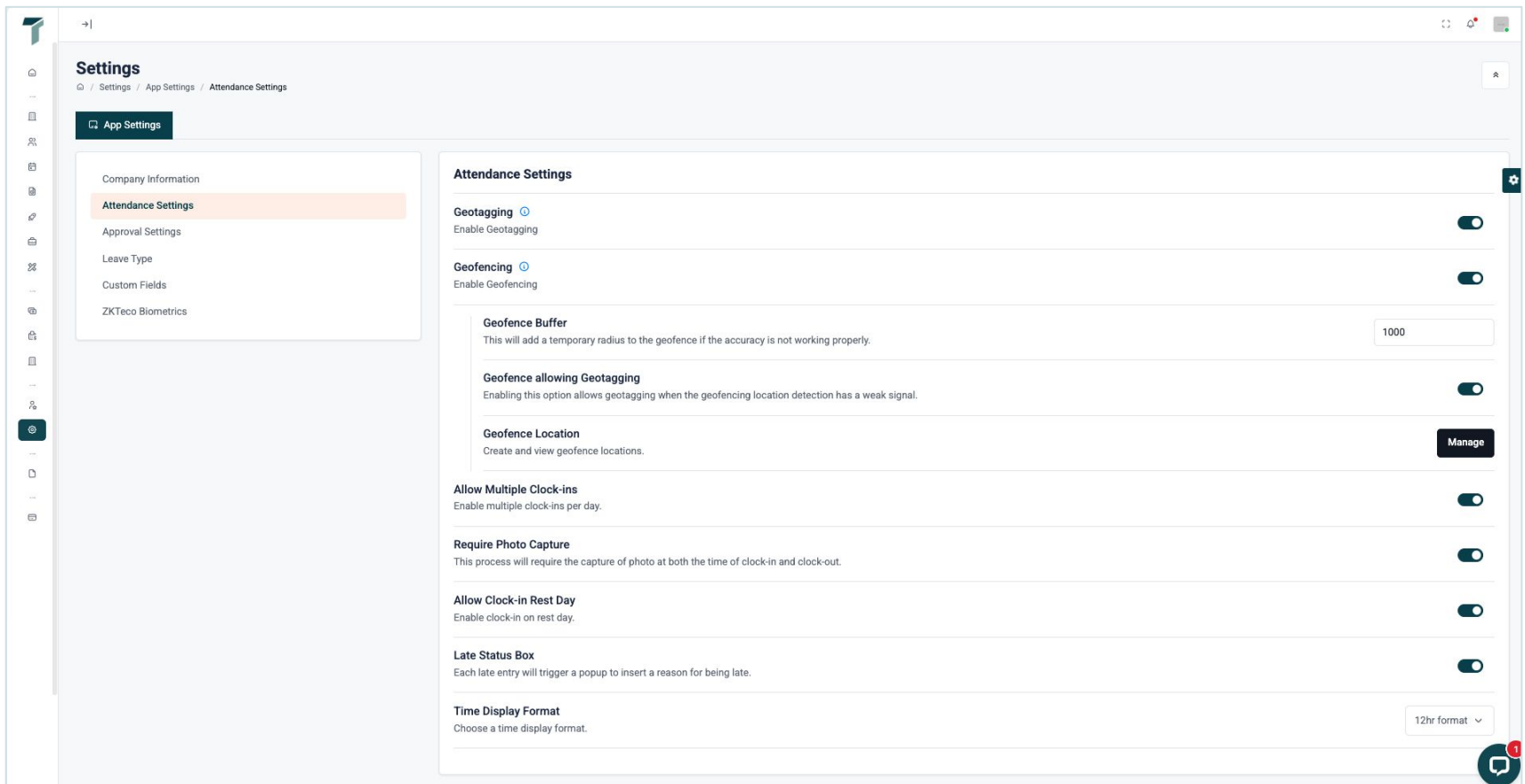
 Custom Fields (Prefix)

 ZKTeco Biometrics

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



# Attendance Settings



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

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### App Settings

Company Information

Attendance Settings

Approval Settings

Leave Type

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.