Smart-pass management system v1.0.1

Operation Manual

Written based on smart_pass v1.0.0 version，update time : 2020/08/18

Content

1. System installation and home page display instructions 5
1.1. Start service access 5
1.2. Background interface 5
1.3. Workbench 6
2. system initialization 8
2.1 Initial site configuration 8
3. Equipment management 11
3.1 Cloud device management 11
3.1.1 New device in the cloud 11
3.1.2 Employee batch authorization 16
3.1.3 Device deletion 17
3.1.4 Cloud device settings 18
3.2 LAN device management 18
3.2.1 Device List 19
3.2.2 Download staff 19
3.3.3 Record collection 20
3.3.4 Employee batch authorization 20
3.3 Device settings 20
3.3.1 Device details 21
3.3.2 Network Configuration 22
3.3.3 Basic configuration 23
3.3.4 Recognition mode configuration 30
3.3.5 Temperature measurement & mask configuration 31
3.3.6 Callback configuration 32
3.3.7 Remote control 33
4. Personnel management 34
4.1 Staff management 34
4.1.1. Add employee information individually 34
4.1.2 batch Import employee information 35
4.1.3 Import portraits in batches 37
4.1.4 take photo 39
4.1.5 Refresh employee information 39
4.1.6 Employee details and editing 39

4.1.7 Delete employees individually and in batches 40
4.1.8 Employee group management 41
4.1.9 Employee authorization 42
4.2 Visitor management 44
4.2.1 Add visitor information individually 44
4.2.2 Refresh visitor information 46
4.2.3 Visitor details and editing 46
4.2.4 Delete visitors individually and in batches 47
4.2.5 Guest authorization 48
5. Attendance Management 51
5.1 Period Setting 51
5.2 Festival Setting 53
5.3 Holiday Setting 54
5.4 Attendance Record 56
5.5 Attendance Statistics 59
6. Pass management 61
6.1.Pass record 61
7. System Management 63
7.1 Organization Management 63
7.2 Role management 65
7.3 User Management 70
7.4 System settings 73
7.5 Alarm settings 76
7.6 Mail service settings 78
7.7 System message 81

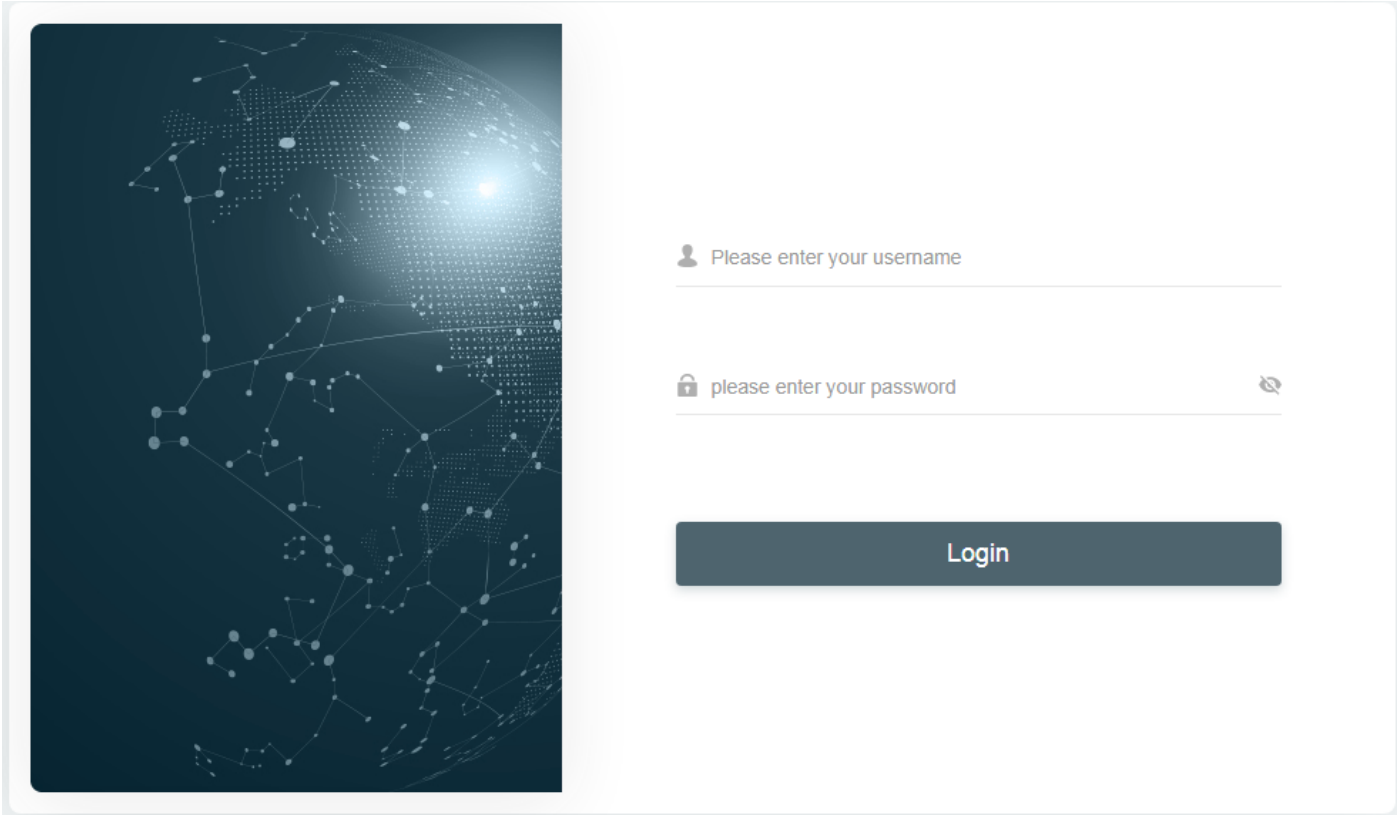
1. System installation and home page display instructions

1.1. Start service access

The local deployment access address is: http://localhost:9000/MIPS/

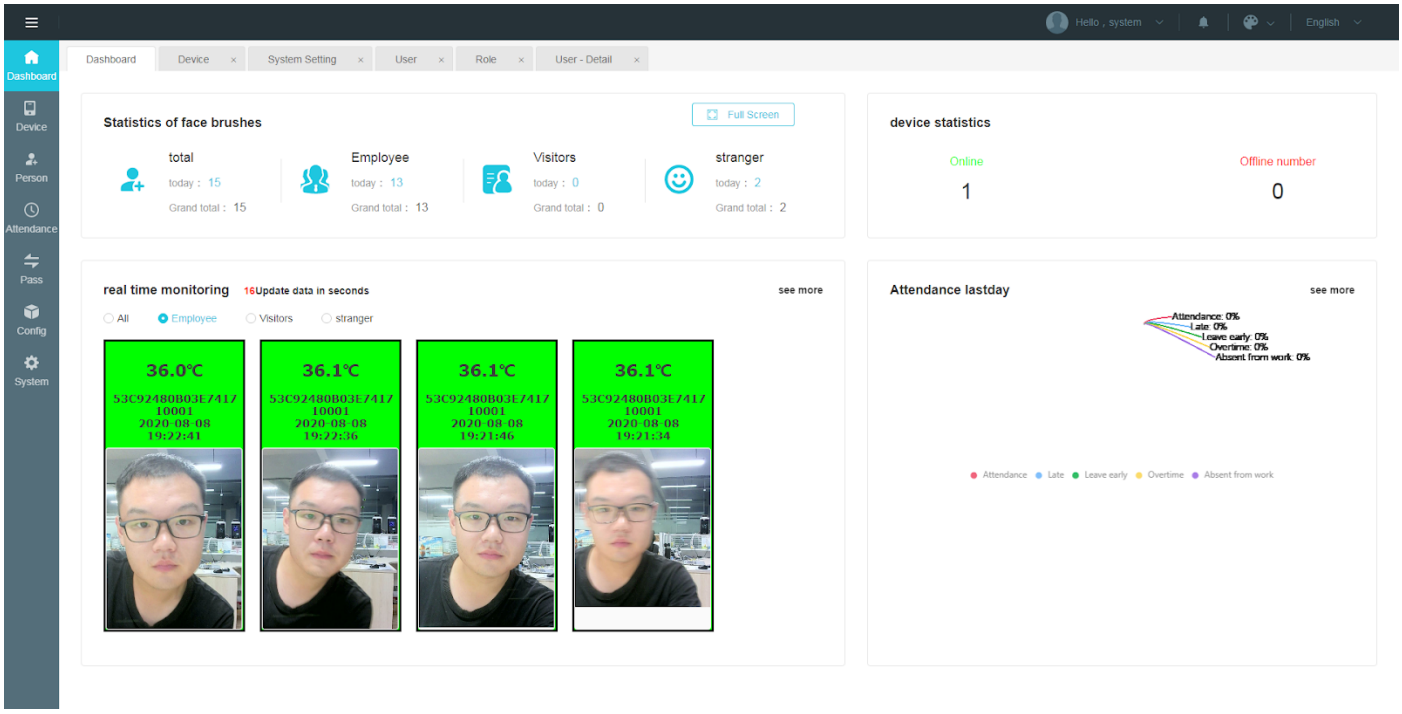
Use https to access the address: https://localhost:9443/MIPS/

Initial top administrator: Account: system password: 123456



1.2. Background interface

After the super administrator logs in the system correctly, the default working area of the system is mainly composed of the following parts. The interface is mainly divided into three large areas, including the top display area, the left main menu navigation area, and the right main operation area. As shown below:



1 **Main function menu area: including workbench, equipment management, personnel management, attendance management, traffic management, configuration, system**

2 **Sub-function menu area: namely the sub-menu of each main function menu**

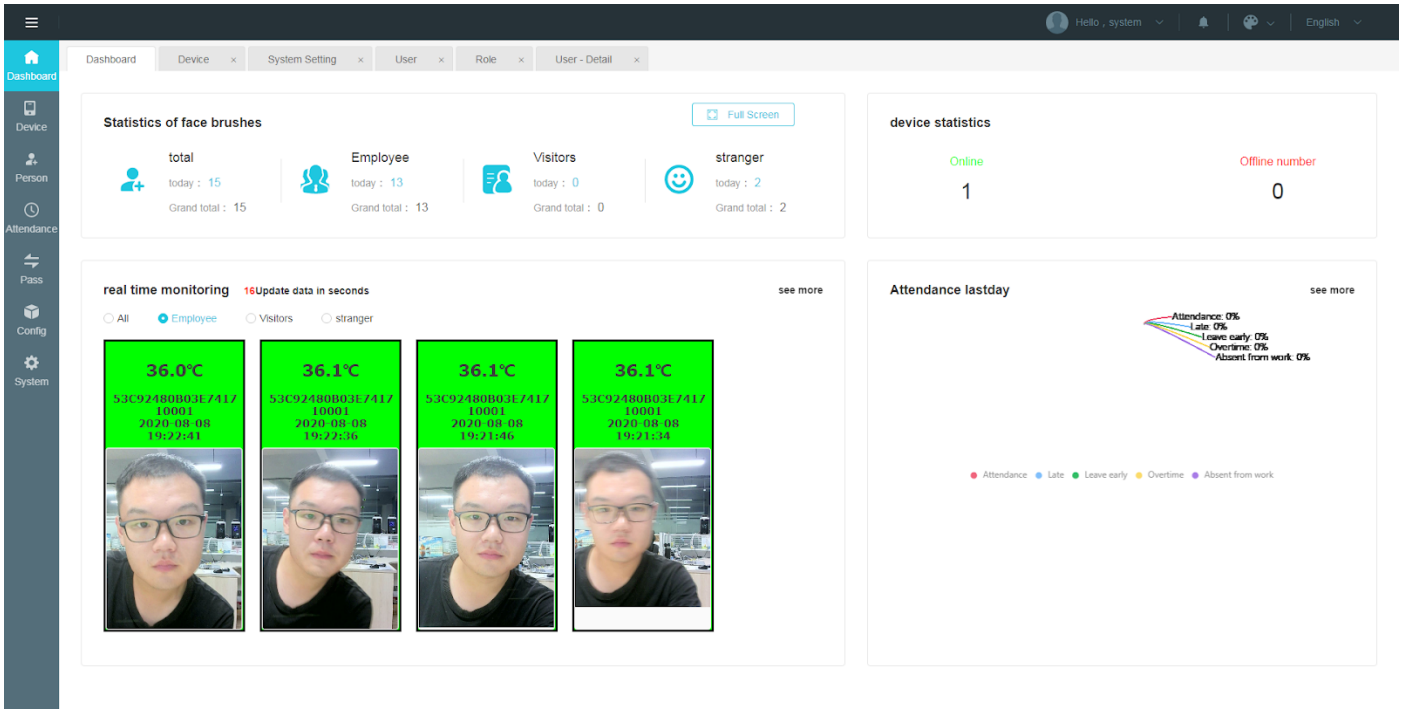
1.3. Workbench

1) Statistics on the number of face brushes: the number of face brushes by employees, visitors, and strangers on the day and their respective cumulative face brushes, the sum of the number of face brushes on the day and the sum of the cumulative number of face brushes.

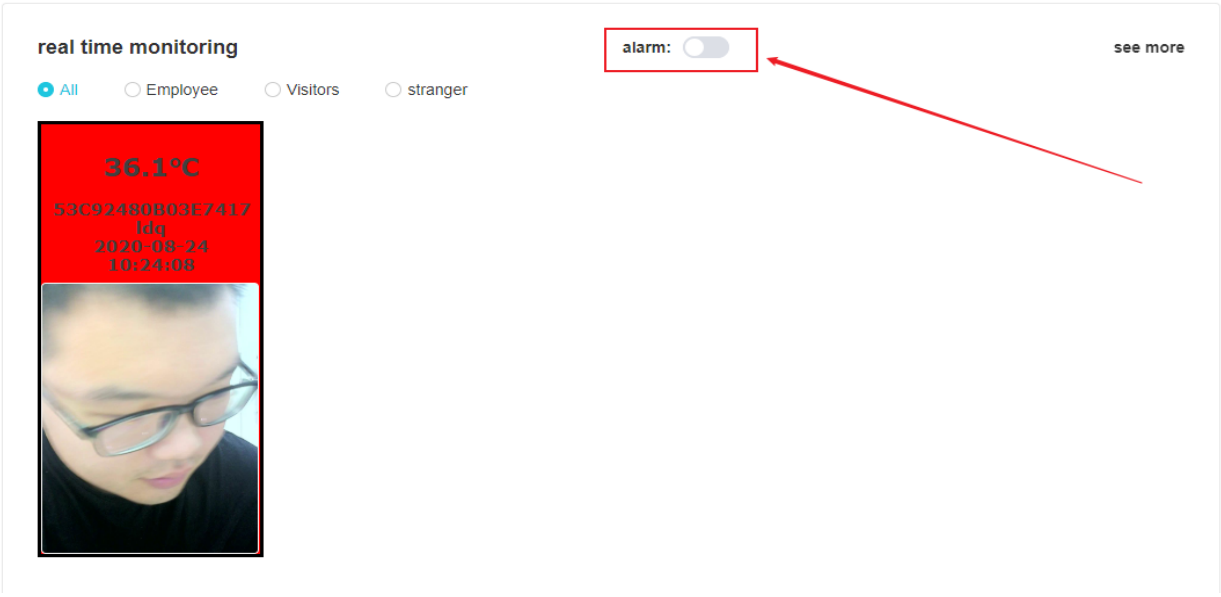
2) Equipment statistics: the number of online devices and the number of offline devices 。

3) Real-time monitoring: You can wait for the system to update automatically after 20 seconds, or you can click to select all, employees, visitors, or strangers to view the corresponding snapped photos. Click to view more to jump to the pass record interface.

4) Last time attendance: display the pie chart of the previous time attendance distribution of all personnel, click to view more to jump to the attendance record interface.



Real-time monitoring: real-time monitoring module, there is an alarm switch, when real-time monitoring of high-temperature personnel passing, the computer will sound an alarm.

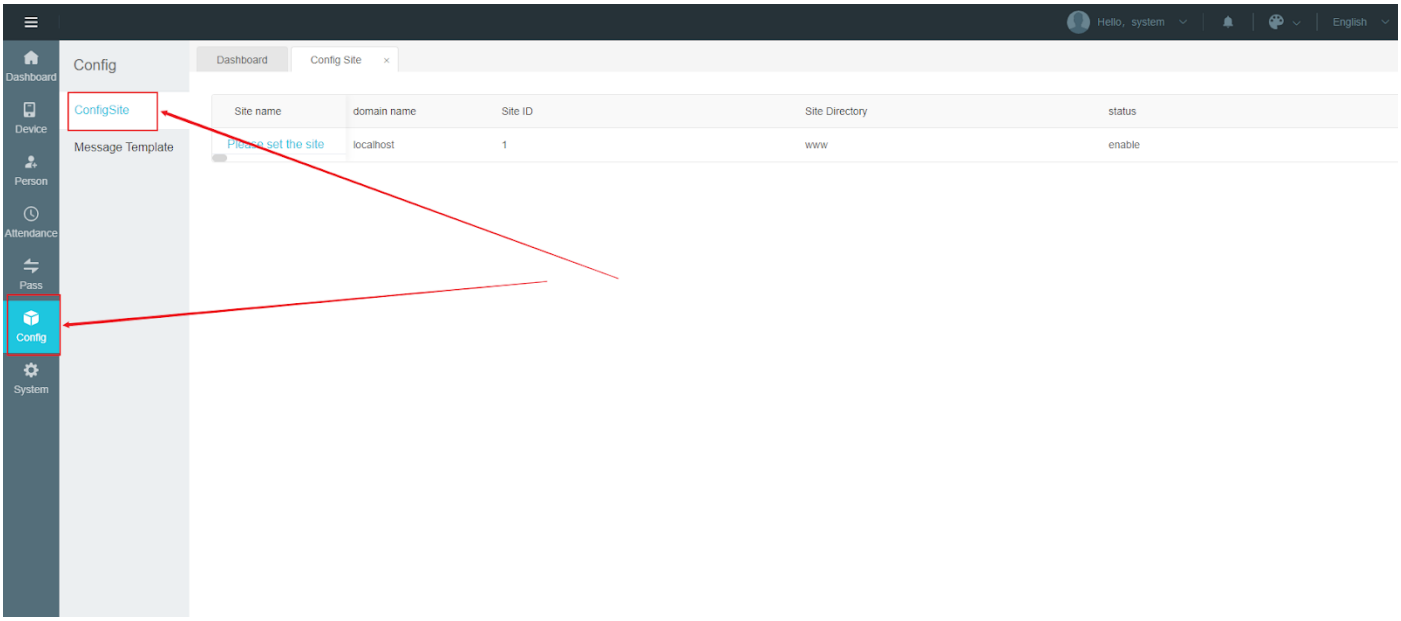


2. system initialization

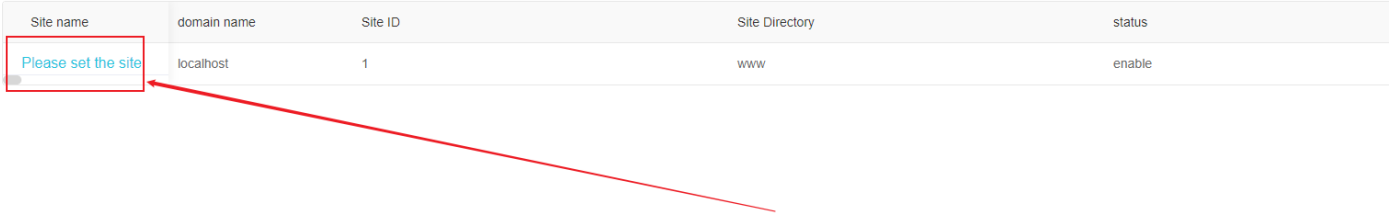
2.1 Initial site configuration

Site settings

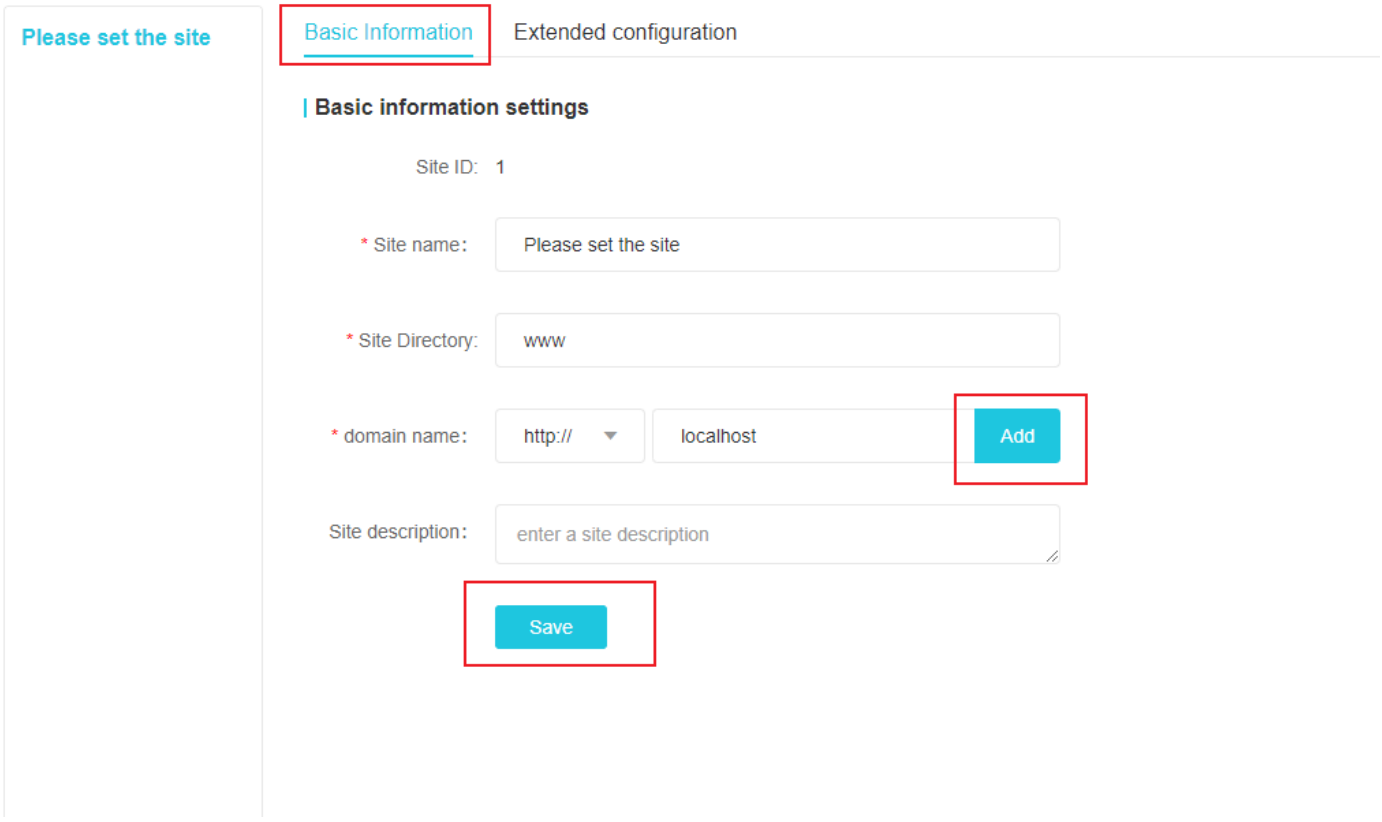
➢ □ Click [Configuration] [Site Management] in the system to enter the site management interface.



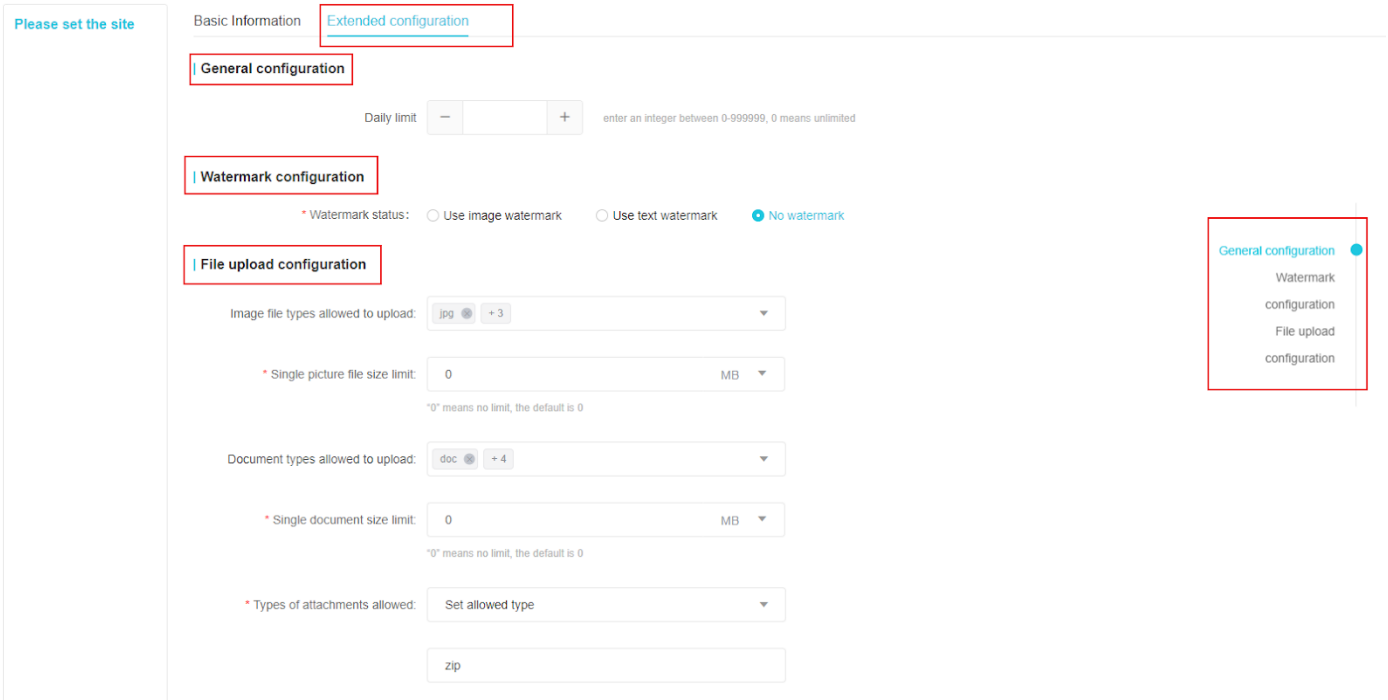
➢ □ Click on the site name column to change the site information



➢ □On this page, you can change the basic information of the site, such as site name, site directory, etc.



➢ □ Click [Extended Configuration], you can modify other configurations of the site, such as pass configuration, watermark configuration, file upload configuration, etc.



The file upload configuration is as follows:

File upload configuration

Image file types allowed to upload: jpg + 3

* Single picture file size limit: 0 MB

"0" means no limit, the default is 0

Document types allowed to upload: doc + 4

* Single document size limit: 0 MB

"0" means no limit, the default is 0

* Types of attachments allowed: Set allowed type

zip

* Single attachment size limit: 0 MB

"0" means no limit, the default is 0

* Upload file storage server: Local server

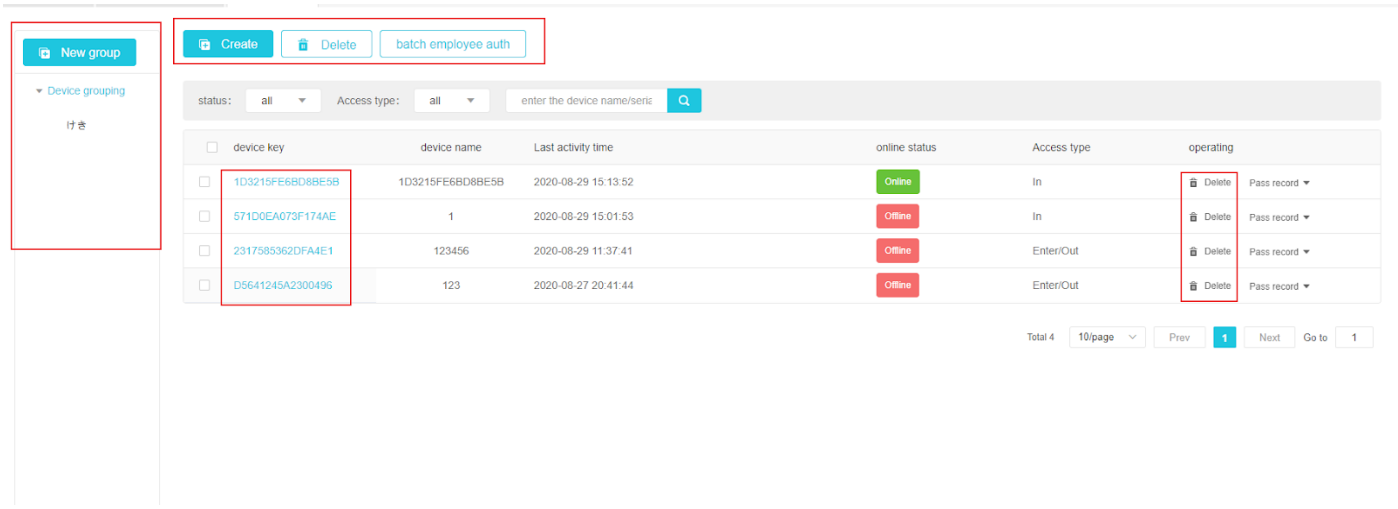
Save

3. Equipment management

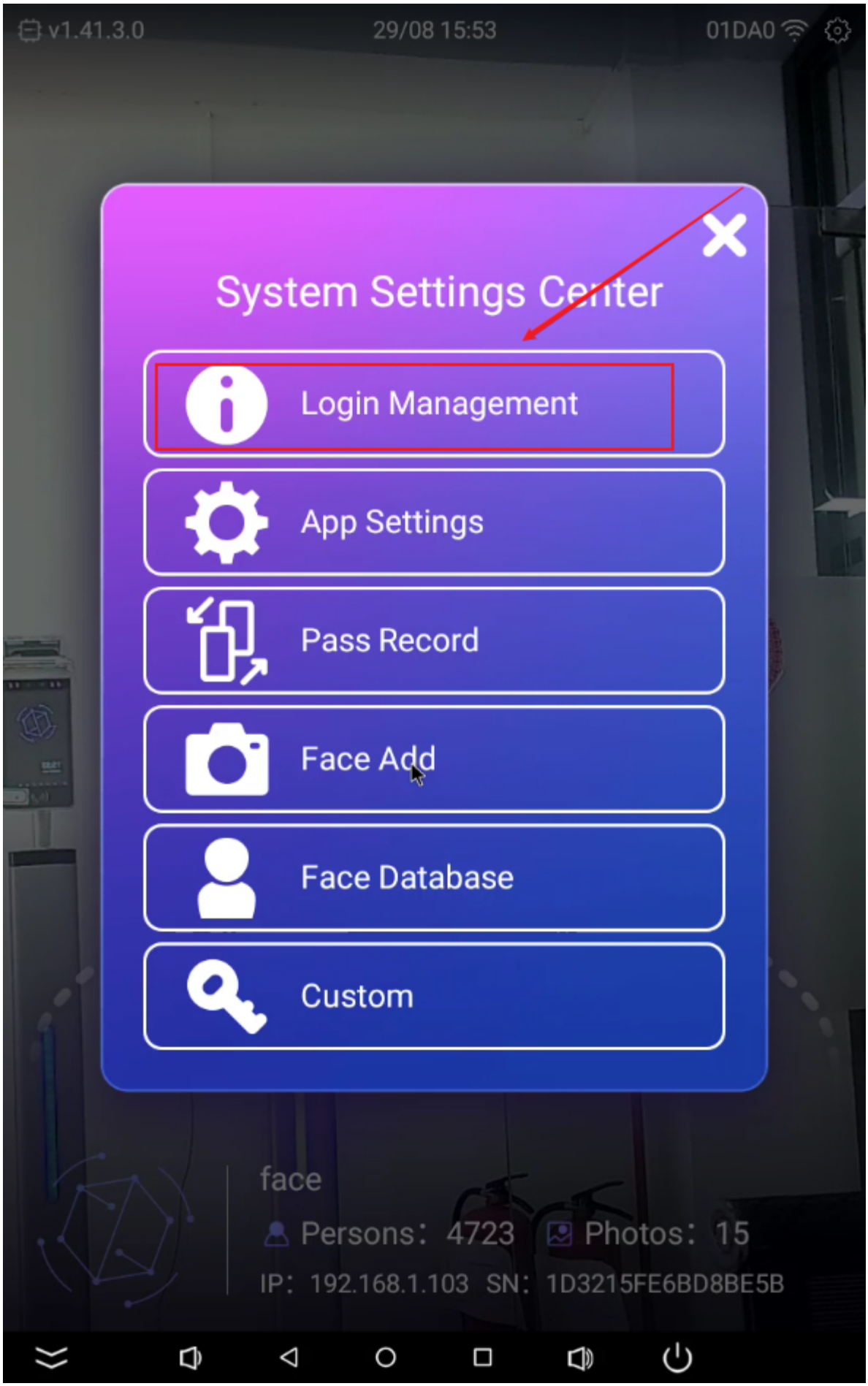
3.1 Cloud device management

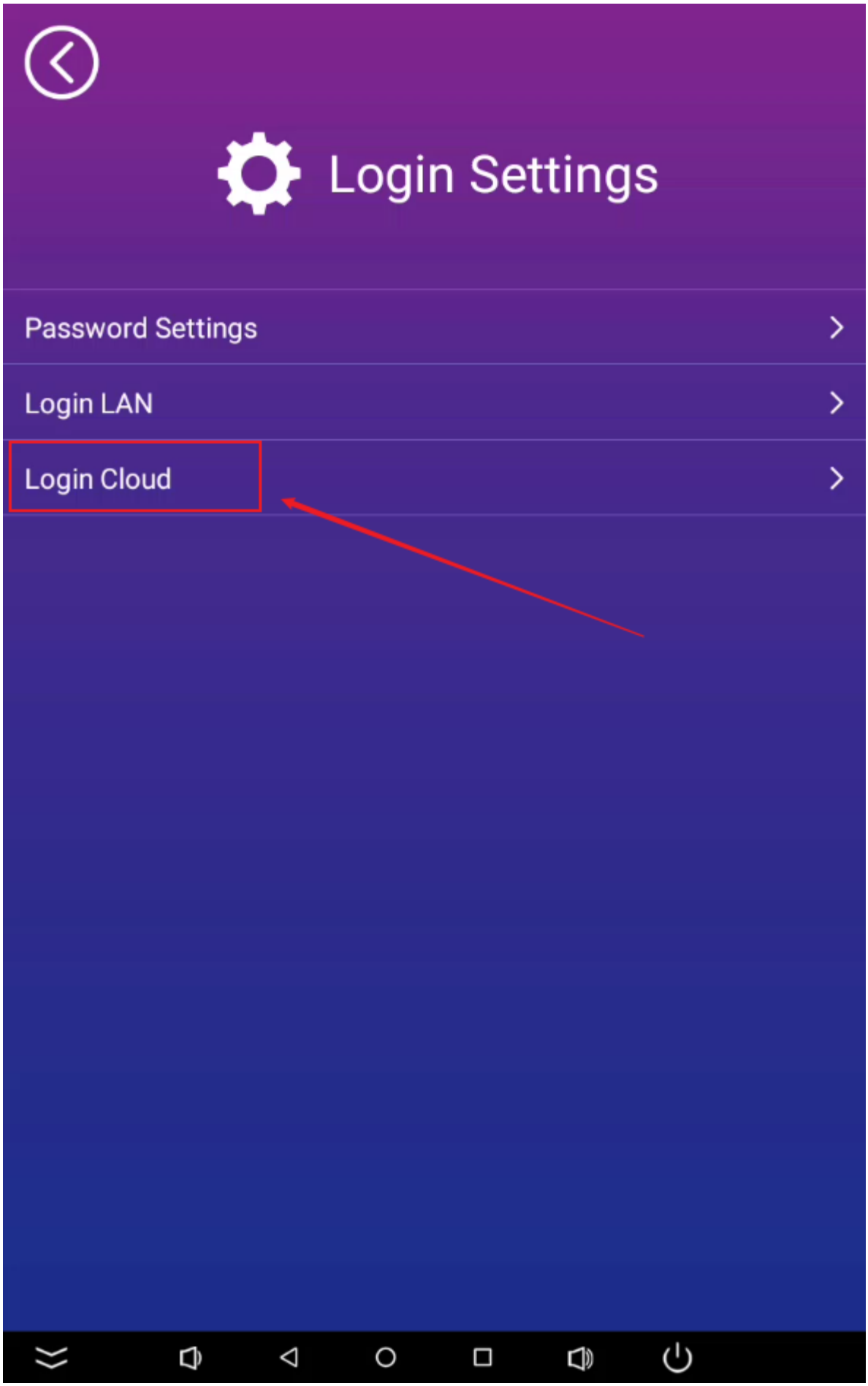
3.1.1 New device in the cloud

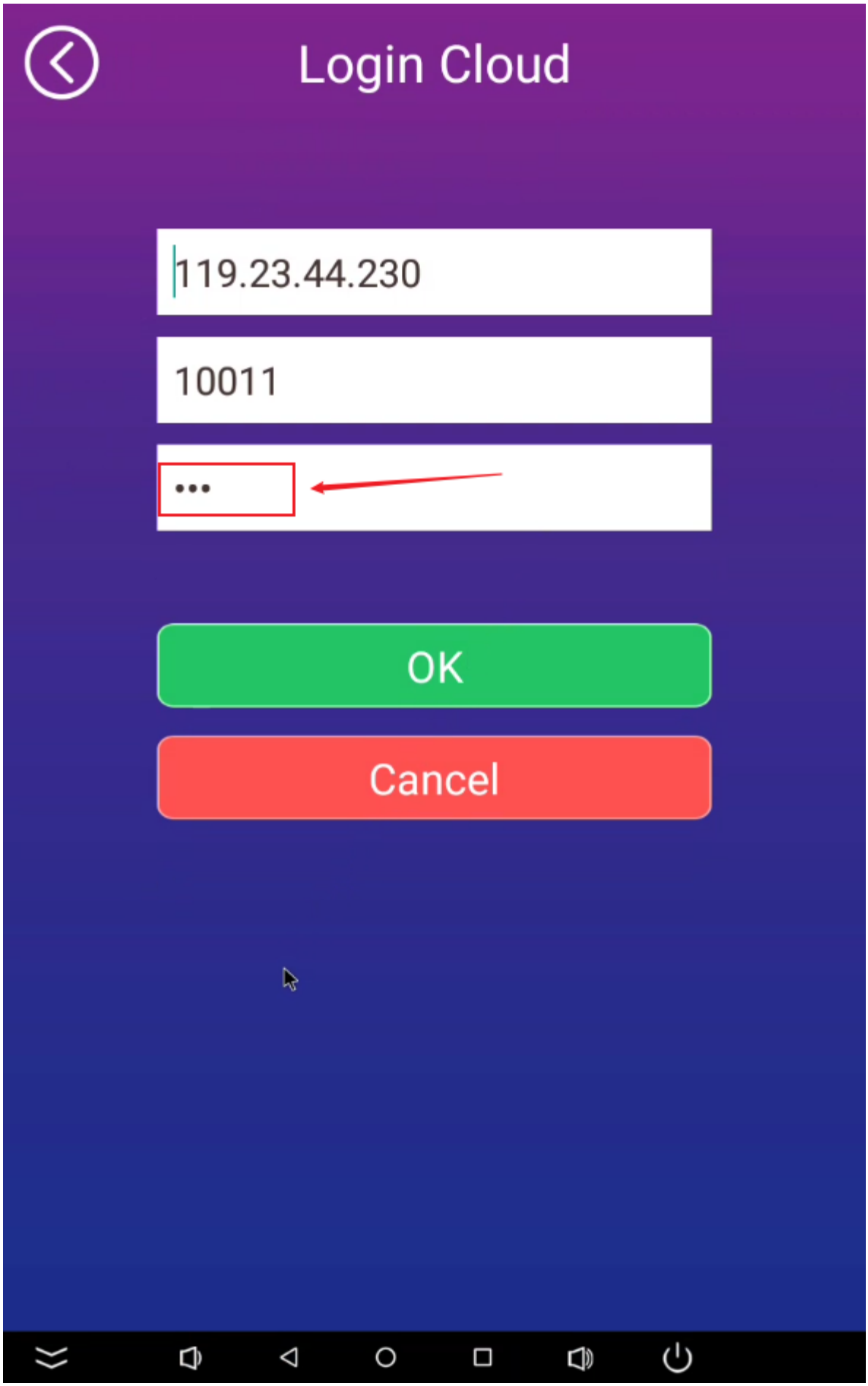
After logging in to the cloud system, the device list is shown below:



In the cloud system, you need to log in to the cloud on the device and then create a new one in the system.**The steps to log in to the cloud on the device are as follows:**


v1.41.3.0
29/08 15:53
01DA0
System Settings Center
Login Management
App Settings
Pass Record
Face Add
Face Database
Custom
face
Persons: 4723
Photos: 15
IP: 192.168.1.103
SN: 1D3215FE6BD8BE5B

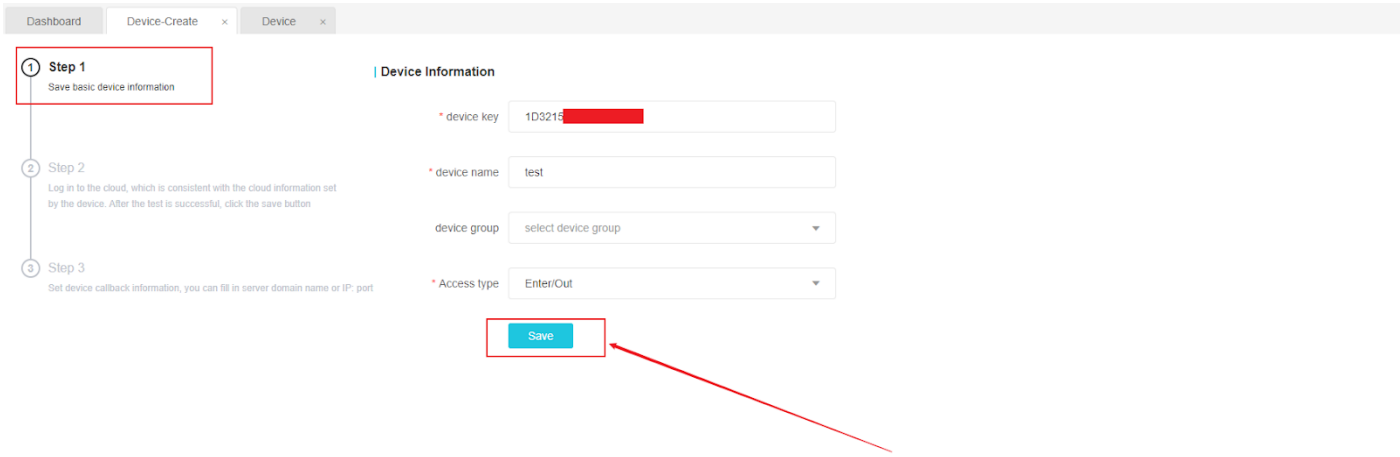

Login Settings
Password Settings
Login LAN
Login Cloud



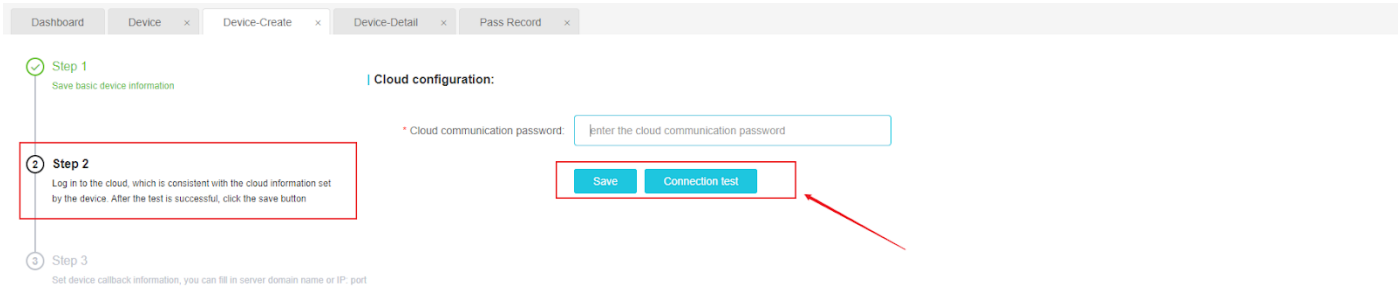
[The cloud password on the device is a custom setting]

New device in the system: After logging in the device in the cloud, click the [New] button on the system list to jump to the new device page, as shown in the figure below, fill in the basic

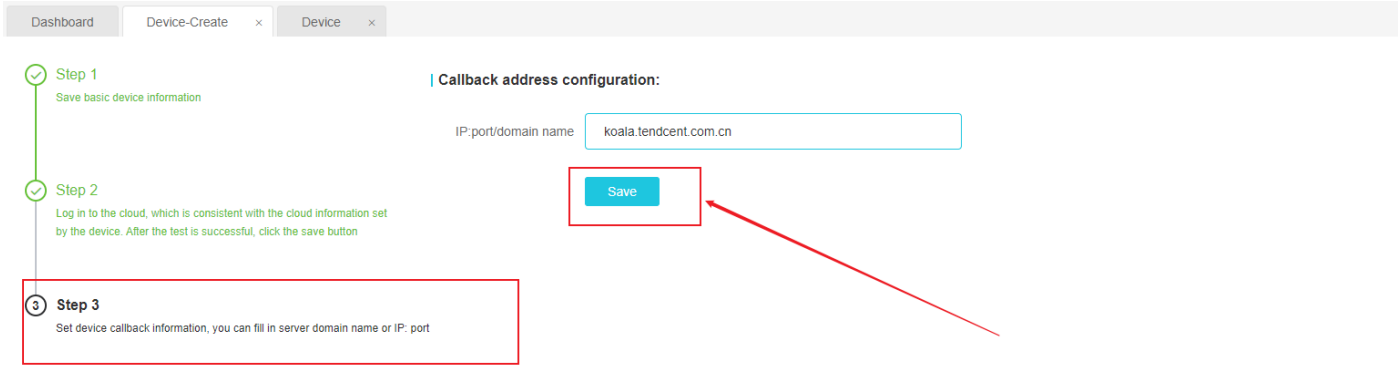
information of the device in step 1, and click the [Save] button to jump to the step 2



Step 2: After filling in the information, click [Connection Test], if the test is successful, click the [Save] button to jump to step 3



Step 3: Set the callback information, set the correct identification callback server IP address and port or domain name, so that the real-time record of face recognition can be normally displayed in the real-time monitoring interface of the workbench. The server IP is the system software computer IP, and the default port is 9000. The device only saves the identification record for 10 days, and the identification record device before 10 days will be cleaned regularly.

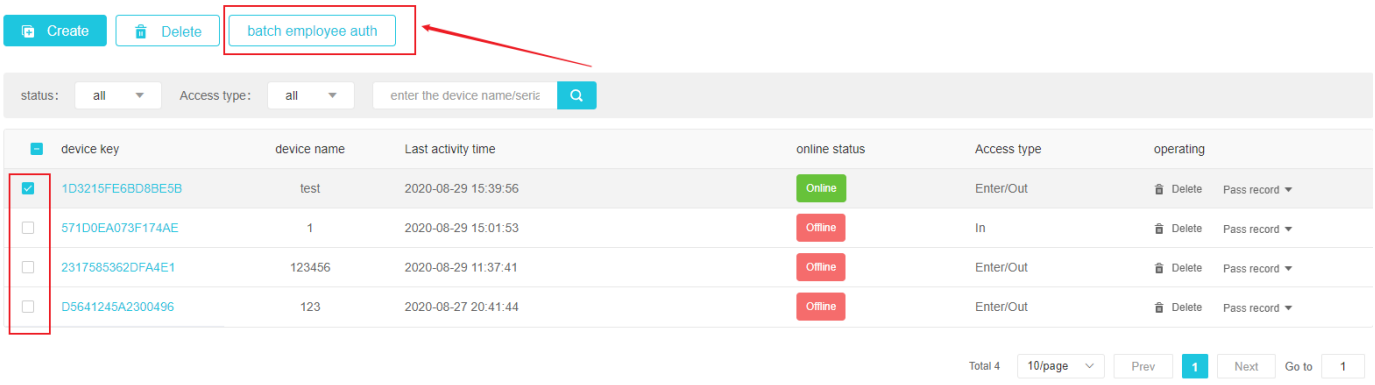


Device IP, device serial number, device name, and access type are required items. Input errors will affect the interaction between the system and the device.

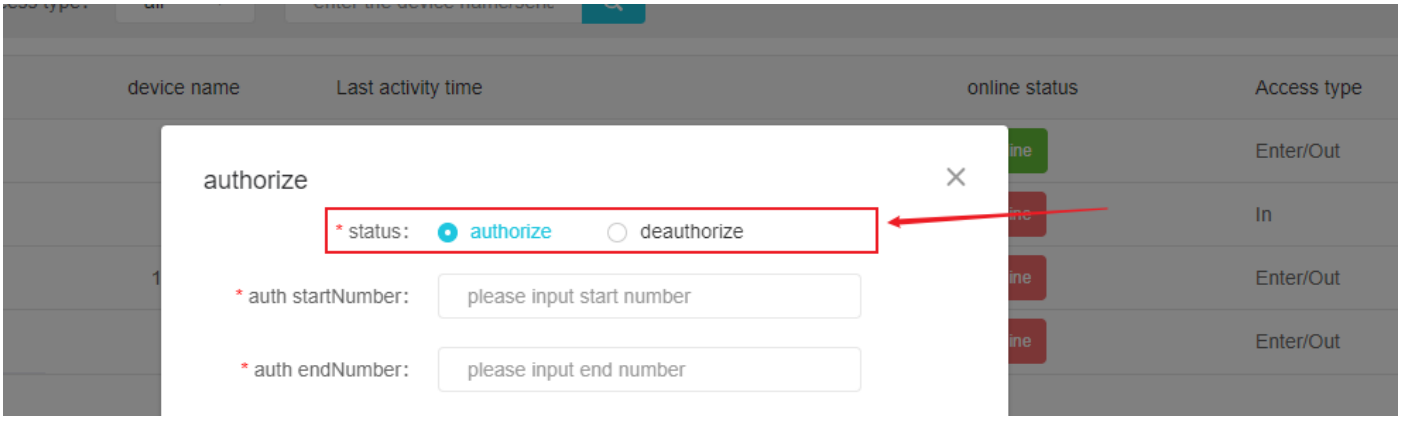
3.1.2 Employee batch authorization

With this function, employees can choose to authorize or deauthorize devices in batches. The specific steps are as follows:

1、 After selecting the device, click the [Employee Batch Authorization] button,



2、 Click and select [Authorize] or [Remove Authorization]

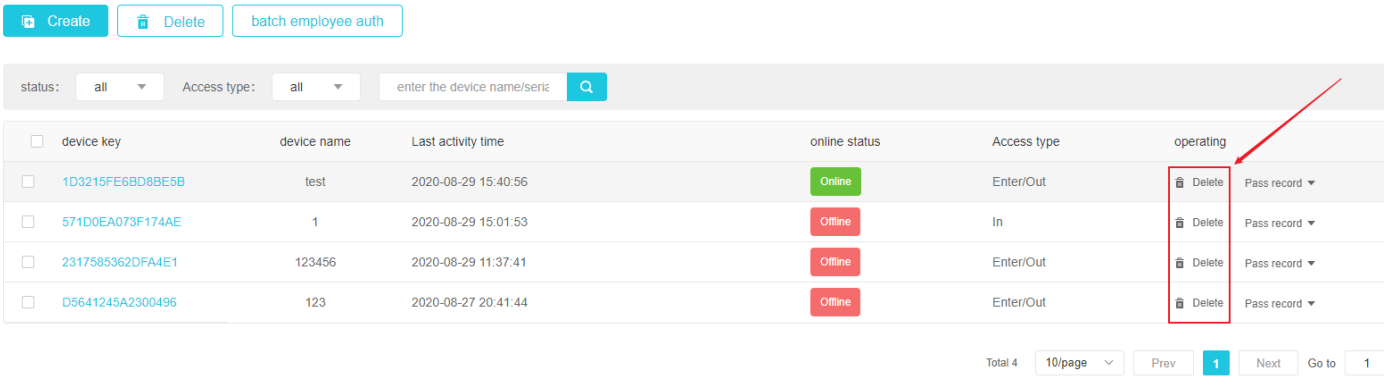


Enter the start number and end number of the employee authorization, as well as the time period allowed on the day, and then the employees in the number range can be authorized to the selected device. Employees can pass through within the allowed time period of the day, otherwise, it will prompt that the authority is insufficient.

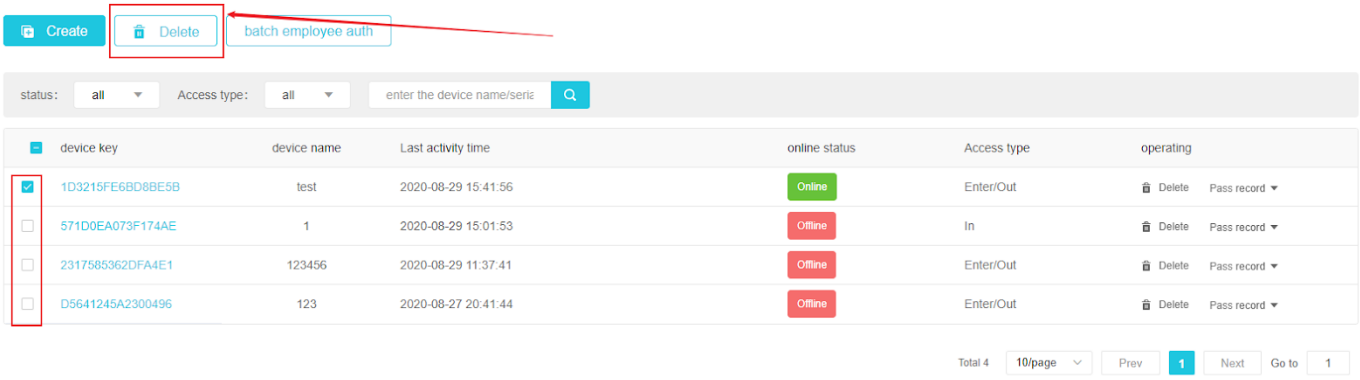
3.1.3 Device deletion

After the device is deleted, the system will delete the device's pass records and authorization records in the system.

Delete a single device:



Delete devices in batch: After selecting the devices, click the [Delete] button above to delete

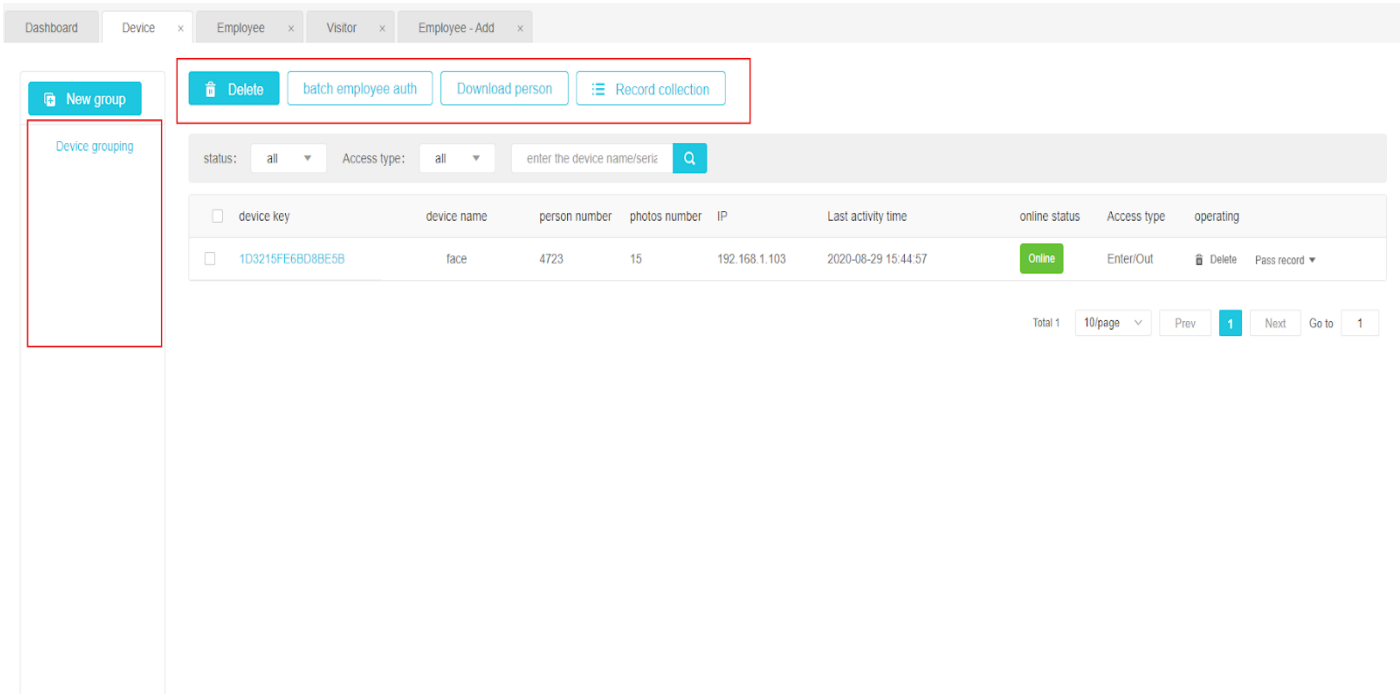


3.1.4 Cloud device settings

See 3.3 device settings

3.2 LAN device management

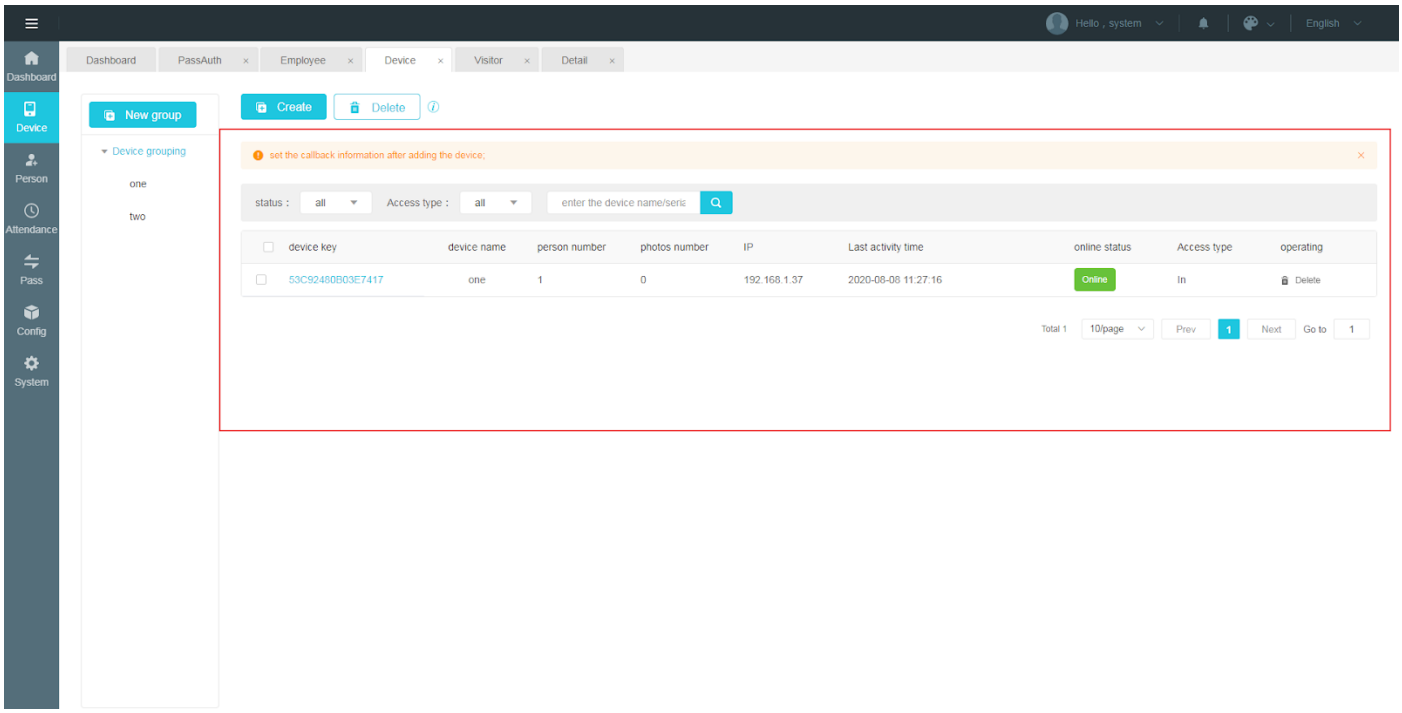
After entering the device list, first we can see the device group on the left, which mainly classifies devices.



Switch list: The device list is displayed in the form of a list by default. Click "Group" on the left to switch the grouped device display.

3.2.1 Device List

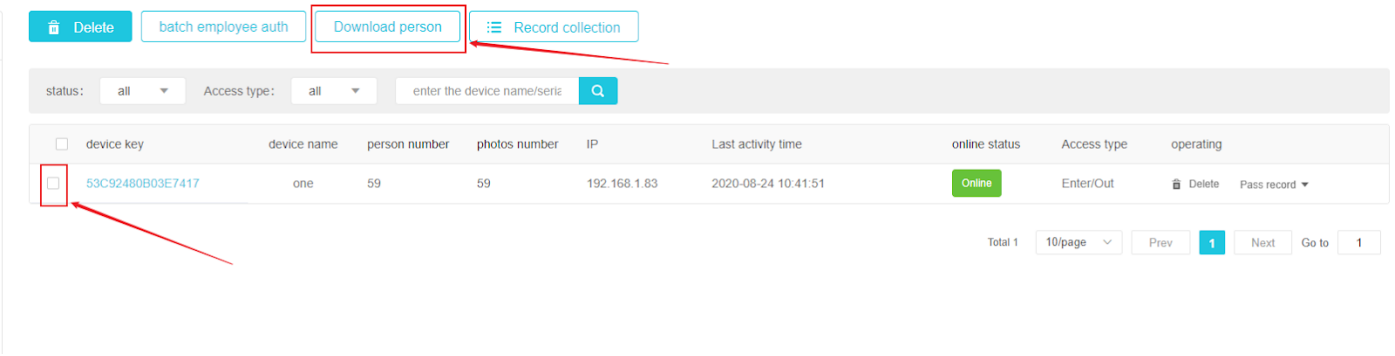
Device List: The device list displays the collection of devices under all groups in the current system.



The device list includes device serial number, device name, device IP, device online status, access type and other information. Click the [Delete] button in the operation column to delete the device.

3.2.2 Download staff

After selecting the online device, click the [Download Staff] button to download the staff information on the device to the background system

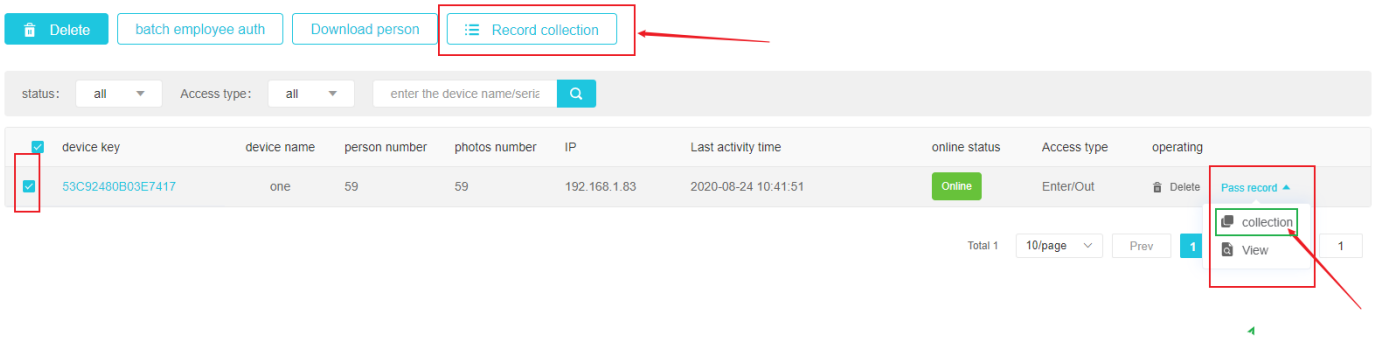


After clicking, it will show that the operation is successful. After waiting for 1~3 minutes, you can refresh and see the personnel information downloaded from the device in [Staff]-[Staff Management].

3.3.3 Record collection

Batch collection: After selecting an online device, click the [Record Collection] button to collect all the traffic records on the selected device to the system.

Single collection: place the mouse on the [Pass Record] in the operation bar of each device information, you can see the collection and view, and click Collect to collect all the pass records on the device into the system.



Click [View] to jump to [Pass] [Pass Record] to view the device's pass record.

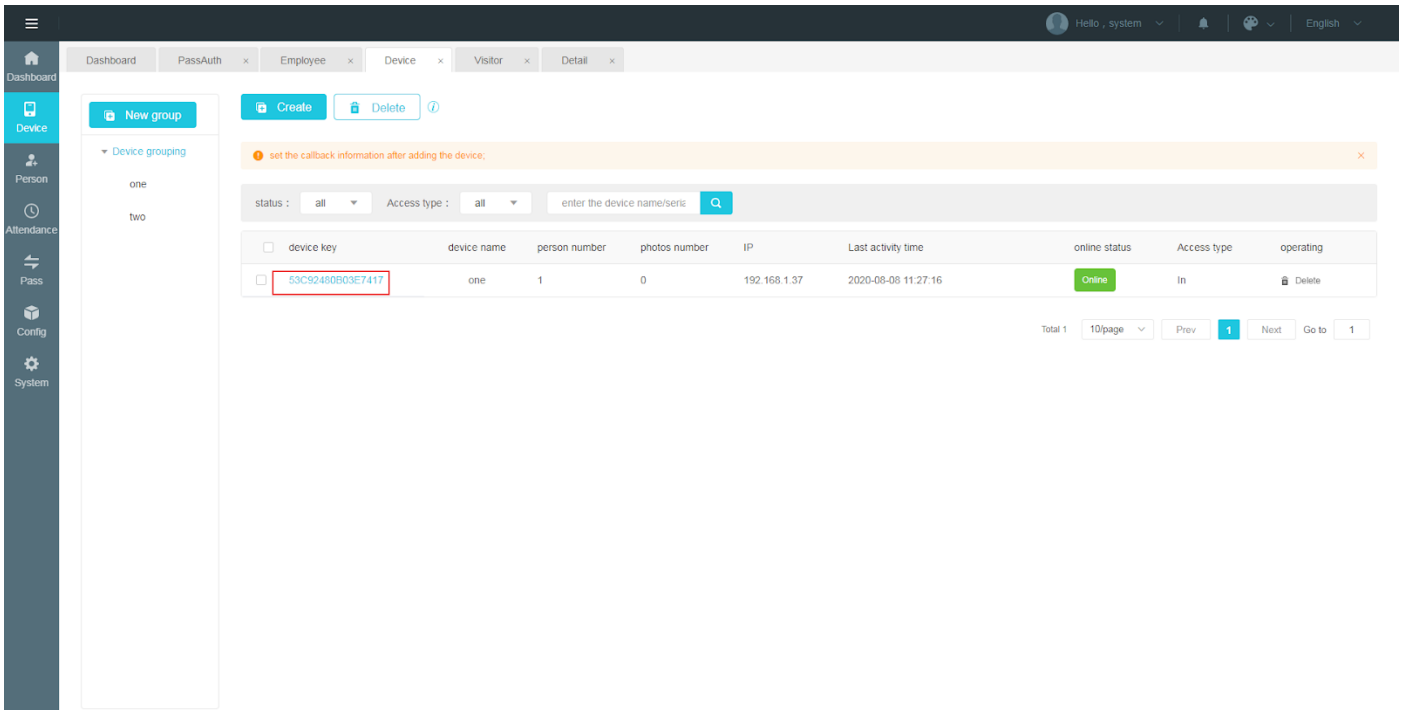
3.3.4 Employee batch authorization

Same as the batch authorization of employees in cloud device management, please refer to 3.1.2 batch authorization of employees

3.3 Device settings

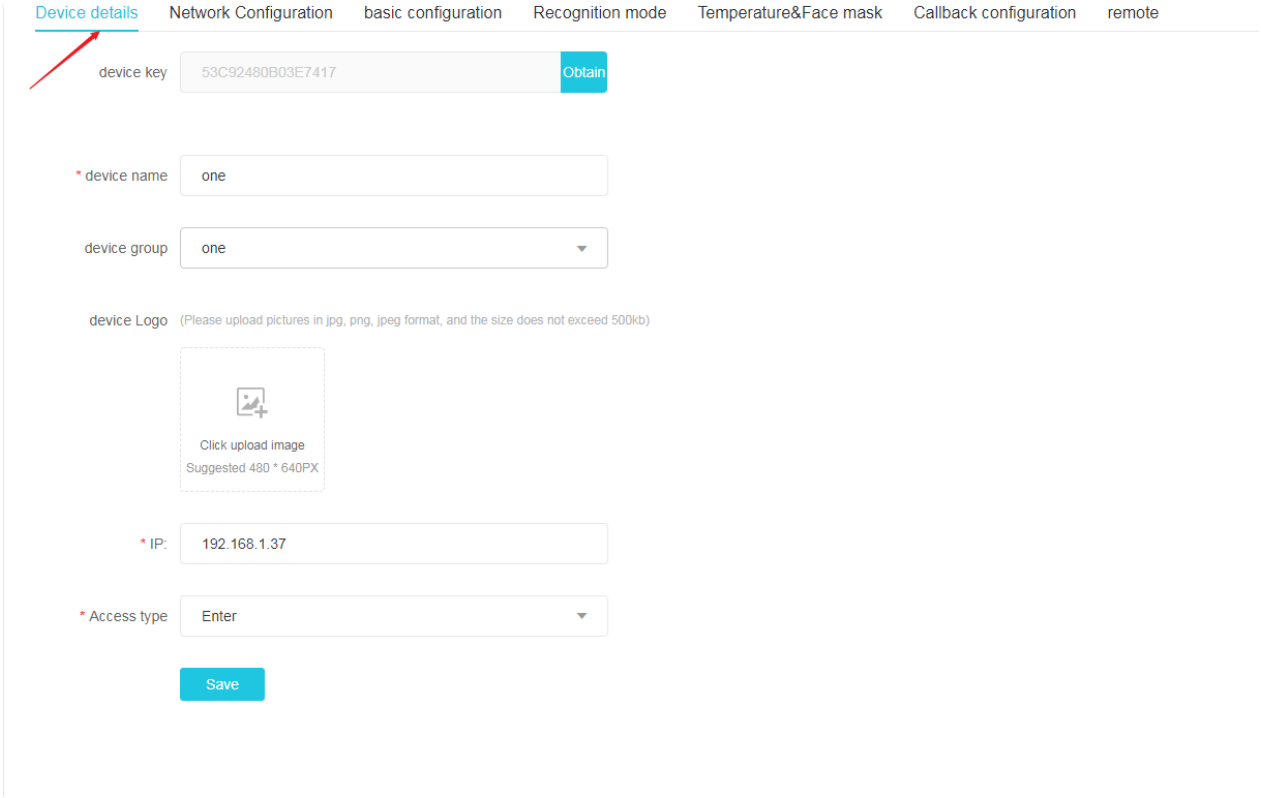
Click [device key] to enter the device setting interface, the left side of the device setting

interface is the device list, you can select the device that needs to be set, and the right is the device setting interface, including device details, network configuration, basic configuration, identification mode, temperature measurement & Mask configuration, callback configuration and device remote control.



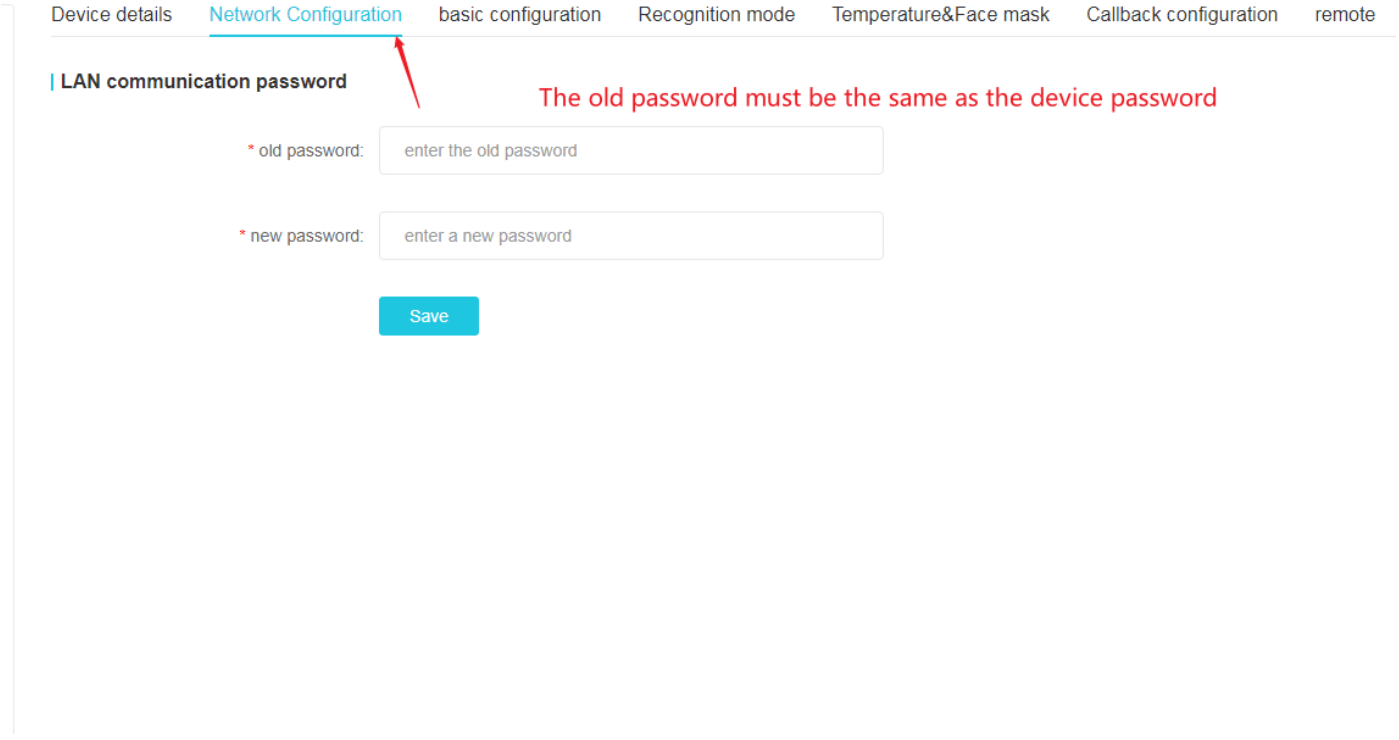
3.3.1 Device details

Device details: Modify the device name, belonging group, device IP, and device access type, upload the device logo, and modify the logo image in the lower left corner of the face machine.



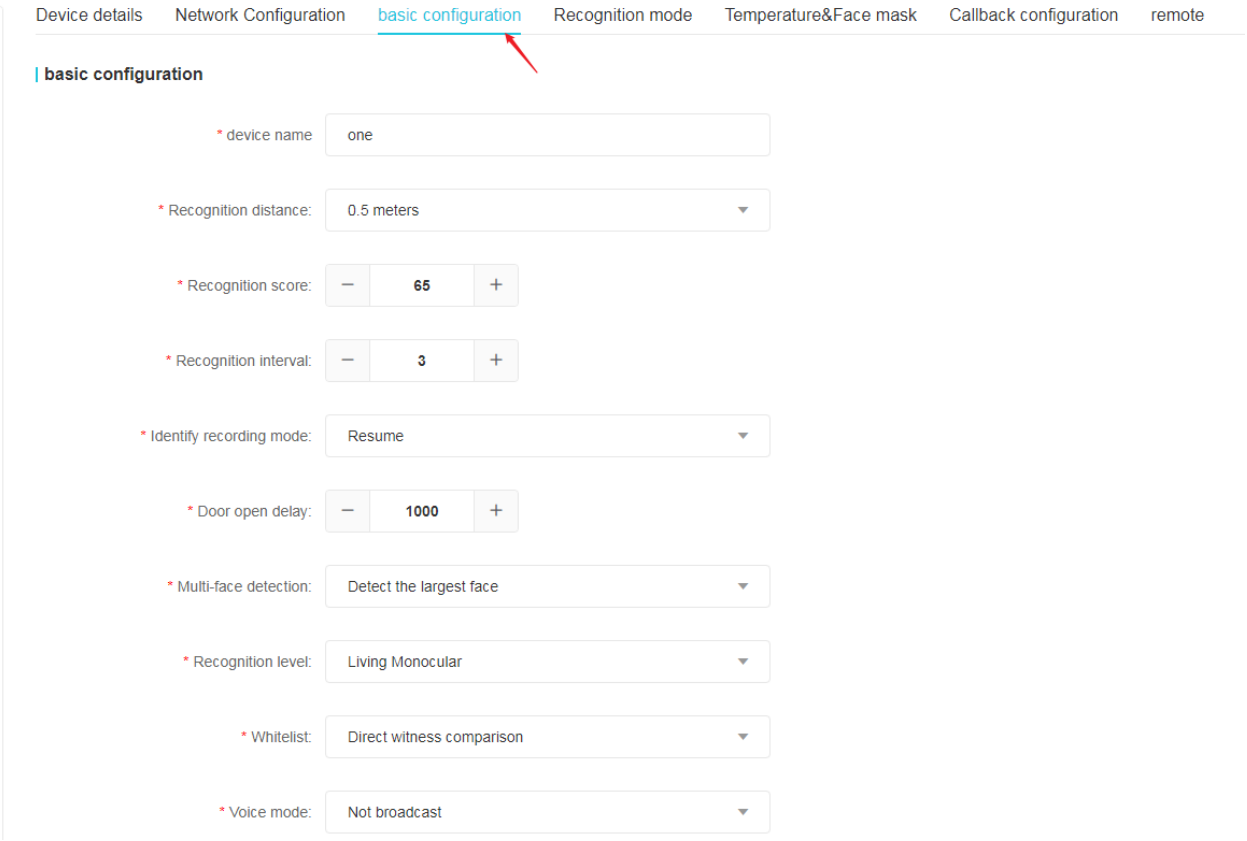
3.3.2 Network Configuration

Network Configuration： The device's LAN communication password can be modified. The old password must be the same as the current password of the device. The default password of the device is 12345678.Note: If you change the password on the device, you need to configure the LAN communication password in the network configuration, which must be the same as that saved on the device, otherwise communication will not be possible.



3.3.3 Basic configuration

Basic parameter setting: Set face recognition threshold, recognition distance, etc;



Parameter Description

（1）Device name: set the [device name] on the device

（2）Recognition distance

- The device detects and recognizes faces within the recognition distance, and faces beyond the recognition distance will not be detected.
- The default is 1, no distance limit, as long as the device detects a face (that is, a face frame appears), it will recognize it.
- The recognition distance is not through distance sensing, but the size of the detected face

frame is calculated by a function, so the recognition distance is not accurate.

- Recognition distance 0: unlimited. Unlimited here means that as long as the face size meets the detection requirements, the face will be recognized.

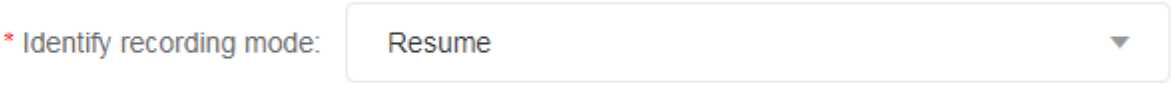
（3）Recognition score

- The process of the device's face recognition result is actually to compare the captured face with the registered photo of the person in the library. If the comparison score reaches the score threshold, the face identity is determined.
- The recognition score threshold is 65 by default, and an integer value of 60-100 is required. The higher the score, the higher the recognition accuracy, but the recognition speed will be slower.
- The device compares the same face multiple times. If the score threshold is not reached in the first few times, the device will not give a recognition result, so the recognition time will be longer and the device response will be slow
- If the score threshold is set to reach 85 points or more, there is a high probability that the comparison between the captured face and the registered photo will not reach the score threshold, and the device cannot give a recognition result, that is, "not recognized".

（4） **Recognition interval (seconds)**

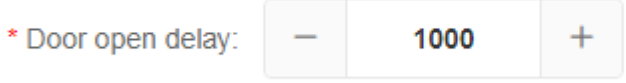
- Time interval of repeated recognition of the same face by the device.
- Default 3 seconds, maximum 60 seconds.

（5） **Identify recording mode**



- 1. Resuming 2. No resuming Default: Resuming

（6） **Door open delay**

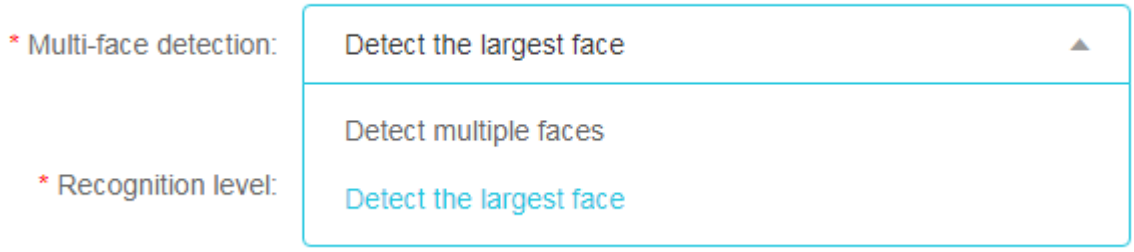


- After the recognition is successful, the duration of the relay output switch signal, silent 1000ms. When connected to the access control, the performance is: the time interval from

opening to closing after successful identification. The incoming value requirement is 500-25500, the unit is ms.

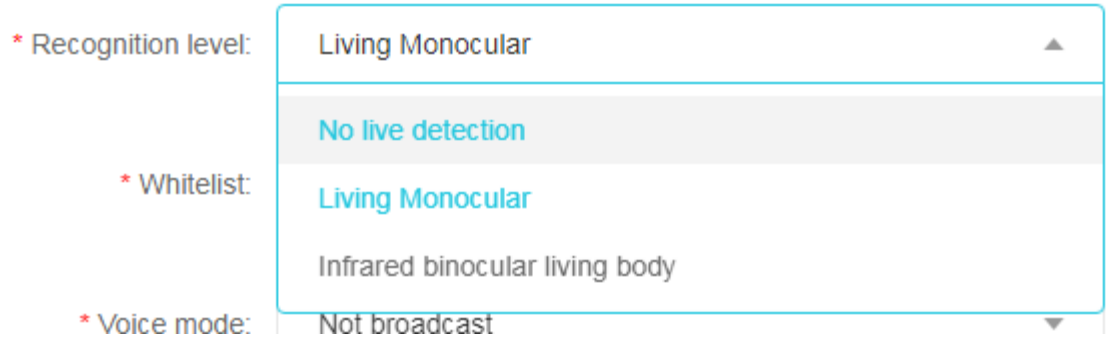
- According to the use scene, select the time interval between opening and closing the door.

（7） **Multi-face recognition**



- Device default: detect the largest face.
- Detect multiple faces: detect multiple faces and recognize them, that is, as long as the device detects a face, it will recognize it, and each face will have a recognition result (success or failure).
- Detect the largest face: only detect and recognize the largest face among multiple faces, that is, if there is only the largest face among multiple faces, there will be a recognition result (success or failure), which is suitable for scenes where one person at a time is waiting for the gate.

（8） **Recognition level**

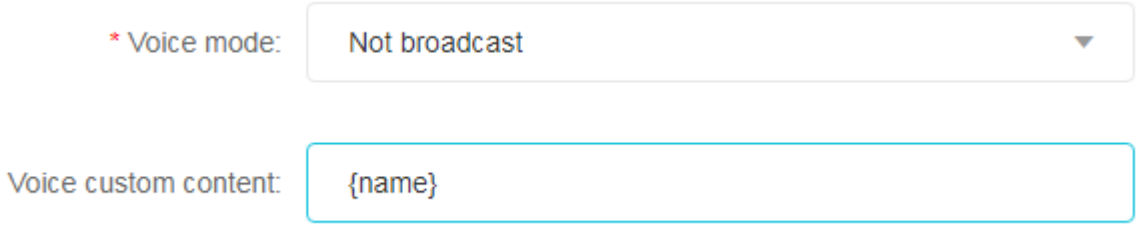


- Default: Monocular live detection
- Do not open in vivo recognition
- Turn on monocular in vivo recognition
- Turn on binocular living body recognition, the recognition distance is 1.5 meters

（9） **Comparison of whitelists in personal identification mode**

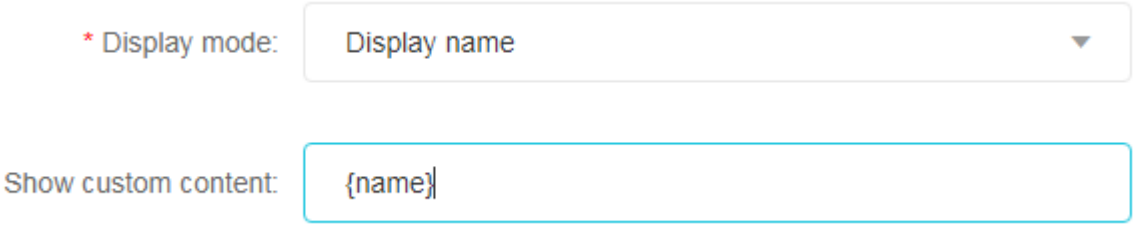
- Default direct authentication comparison
- Whitelist authentication comparison: Read the ID number and compare the ID numbers of all personnel in the database, if it exists, compare the ID; if it does not exist, it will prompt insufficient authority.
- Direct authentication comparison: After reading the ID card, the person ID comparison process is carried out directly.

(10) **Voice broadcast mode, voice broadcast mode custom content**



- After the device successfully recognizes the person, it will not broadcast by default
- Do not broadcast voice
- Broadcast name
- customize
  - To broadcast custom content, only the {name} field is allowed, and the format of the {name} field is fixed. Other content only allows numbers, English and Chinese characters, and no symbols. The length is limited to 255 characters. Such as: {name} welcome.
  - Uncommon characters, capital Chinese characters, languages other than English cannot be broadcast, but simple English words can be broadcast.
- Uncommon characters, capital Chinese characters, languages other than English cannot be broadcast, but simple English words can be broadcast.

(11) **Recognize text mode, recognize text display mode and customize content**



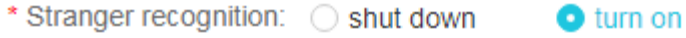
- After the device successfully recognizes the person, it defaults to 1

- Display name
- customize
  - Display customized content, only allow {name} field, {name} field format is fixed, other content only allows numbers, Chinese and English and Chinese and English symbols, the length is limited to 255 characters. Such as: {name}, sign in successfully!
- If the personnel has set the time period authority passTime, the personnel will be recognized in the non-allowed time period, and the device will display "name + insufficient authority" after identifying the personnel .

(12) **Serial output mode, custom content of serial output mode**

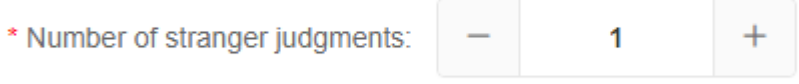
- After the equipment is successful, the default: open the door。
- Open the door, if the device is connected to the access control, it will trigger the door to open after successful identification
- No output
- Wiegand signal output personnel ID
- Wiegand signal output ID/IC card number
- customize

(13) **Stranger switch**



- The device is turned on by default
- Off: Does not recognize strangers, that is, only registrants are recognized, and strangers (non-registered persons) detected are not recognized
- Open: Identify strangers
- After selecting the "Identify Strangers" option, the stranger voice broadcast mode and stranger judgment configuration items will take effect.

(14) **Number of stranger judgments**



- The number of failures to recognize a face as a stranger by the device, default 1;

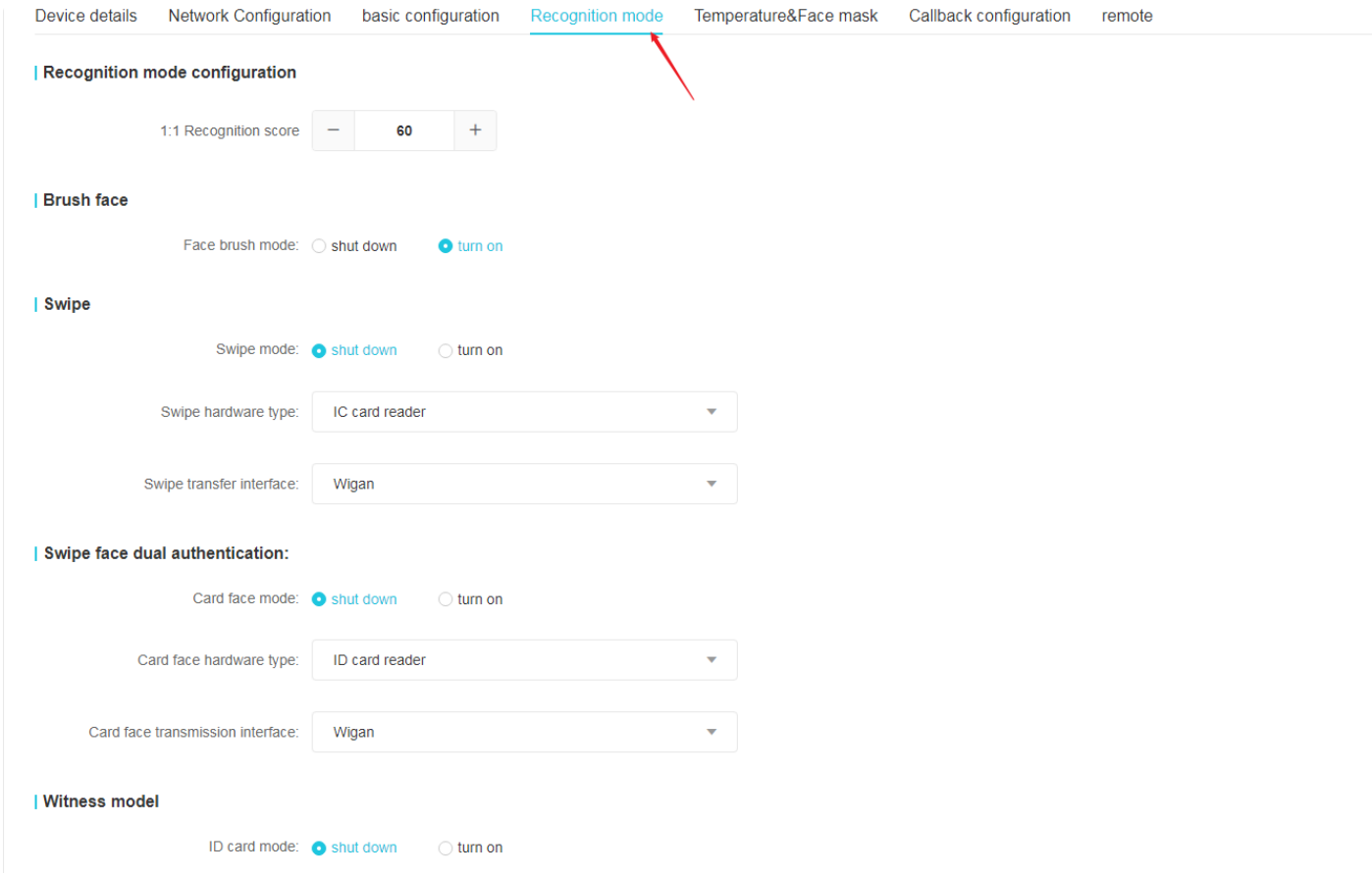
- Please choose an integer between 3-10 for the incoming value. 1 means fast determination but the lowest accuracy rate. As the value increases, the determination time increases and the accuracy improves.

(15) **Stranger voice mode, customized content for stranger voice**

- After the device recognizes a stranger, it defaults to 2
- Do not broadcast voice
- Voice announcement "Stranger Alert"
- customize
  - Broadcast custom content. Only numbers, English and Chinese characters are allowed, symbols are not allowed, and the length is limited to 255 characters. Such as: watch out for strangers.
  - Uncommon characters, capital Chinese characters, languages other than English cannot be broadcast, but simple English words can be broadcast.

3.3.4 Recognition mode configuration

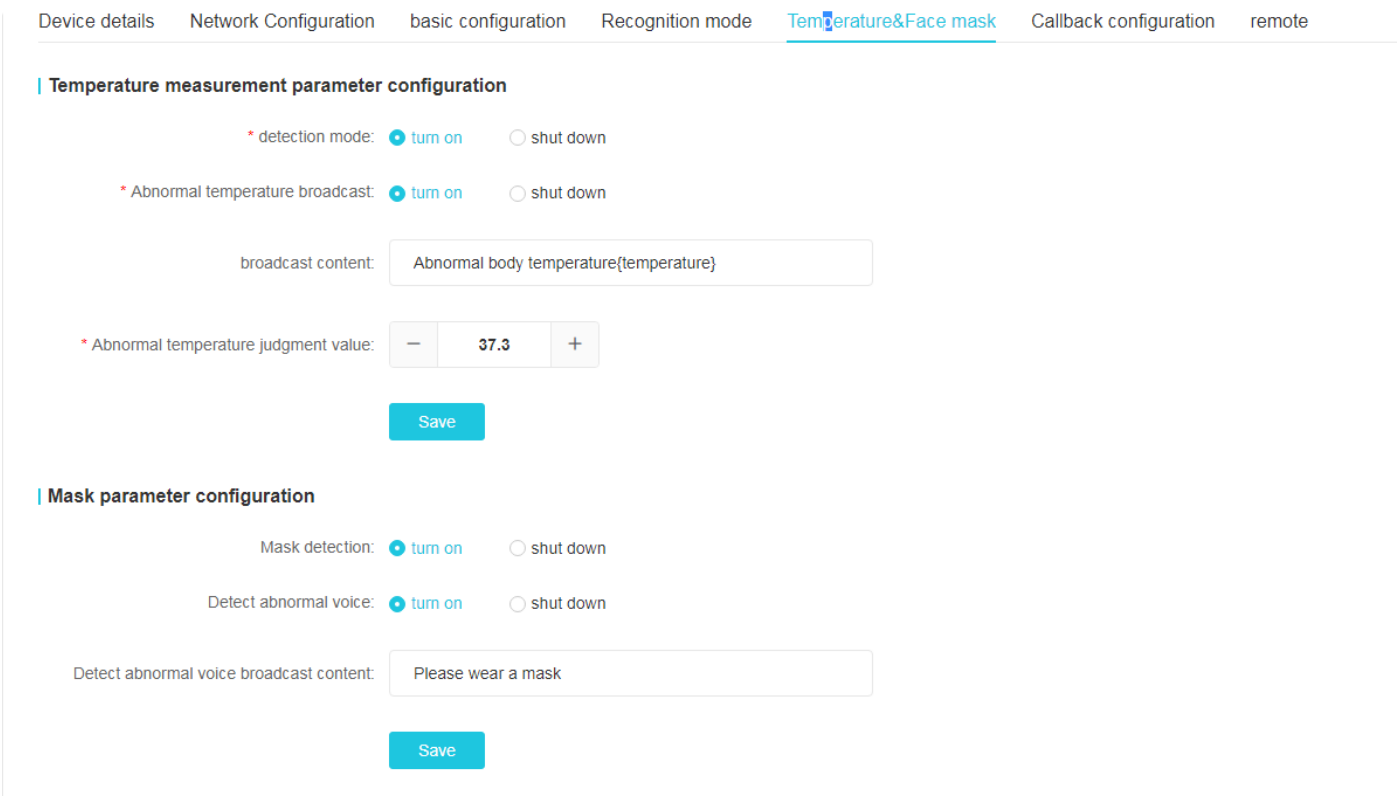
Recognition mode setting： Set the recognition mode of the face machine: single or combined recognition modes such as face swiping, card swiping, card + face dual authentication, and person-to-card comparison. Card swipe mode and card + face dual authentication cannot be selected at the same time.



3.3.5 Temperature measurement & mask configuration

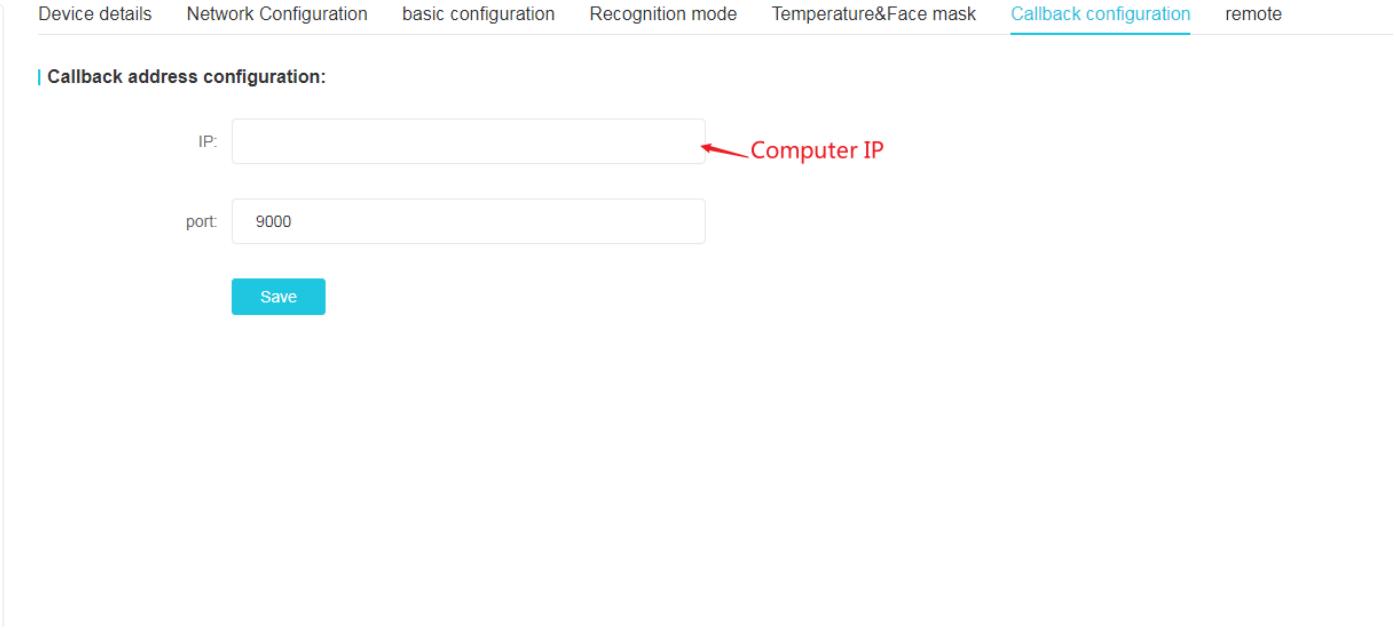
Temperature measurement parameter setting: Set whether to enable the body temperature detection function and temperature measurement voice broadcast function of the face machine.

Mask parameter configuration: Set whether to enable the mask detection function and mask voice broadcast function of the face machine (in the basic settings, the multi-face detection needs to be set to detect the largest face).



3.3.6 Callback configuration

Identify callback settings: Set the correct IP address and port of the recognition callback server to properly display the real-time record of face recognition in the real-time monitoring interface of the workbench. The server IP is the system software computer IP, and the default port is 9000.



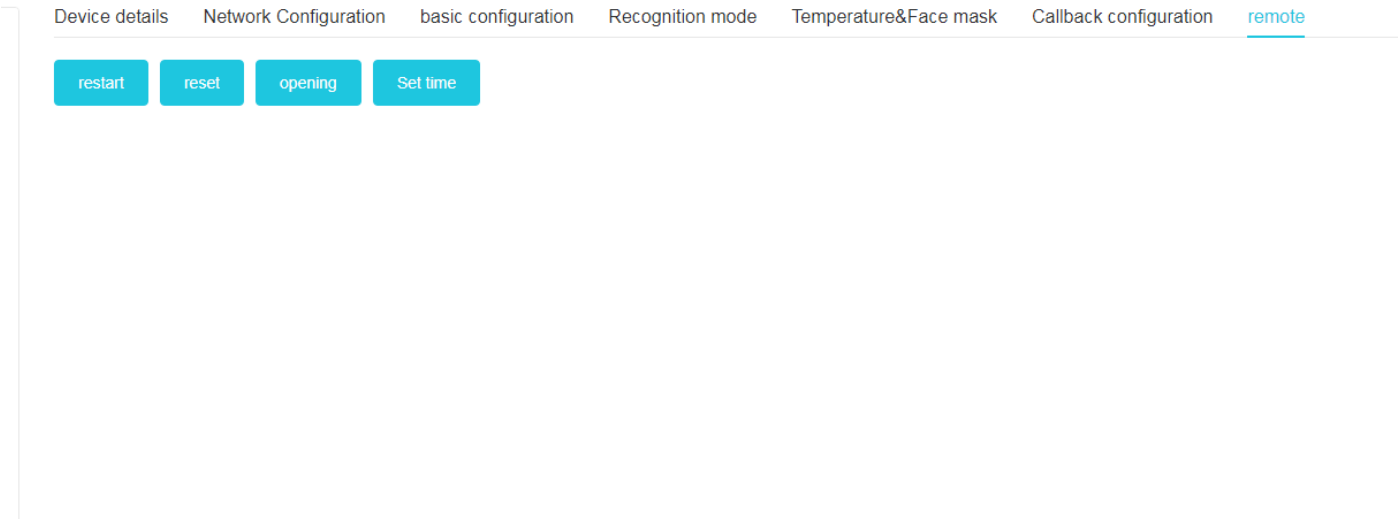
3.3.7 Remote control

Set time: Use the computer time to synchronize the device time. The device time in the

network must be the same as the computer time, otherwise it may cause errors in the statistics of the people present.

Device reset：Clear all data in the device, including face data and related parameters.

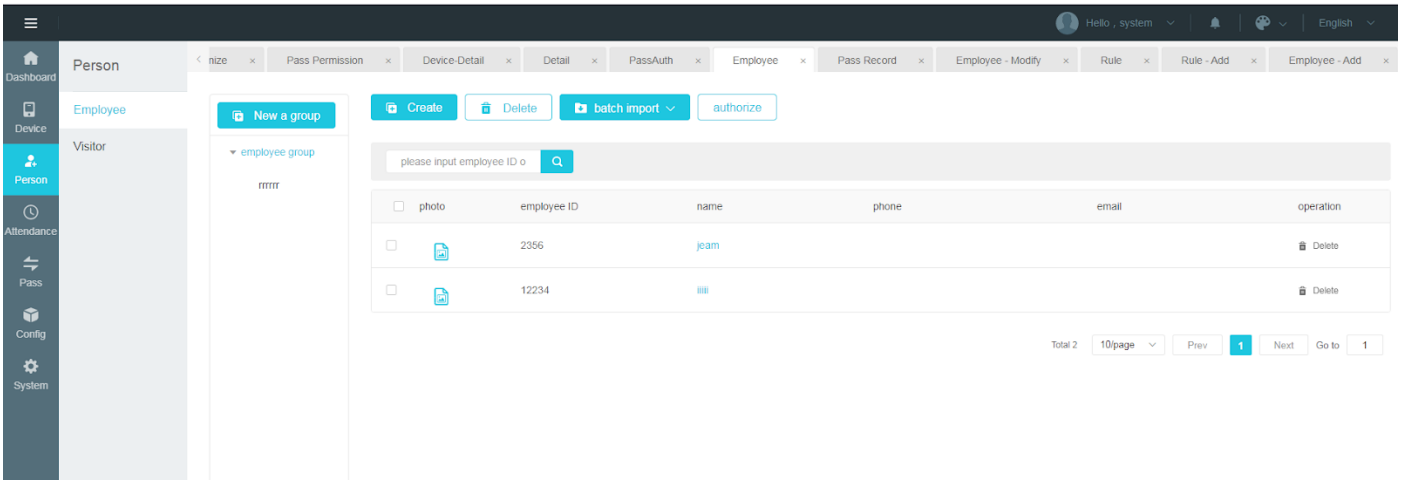
Open the door remotely：Control the face machine to open the door through the computer.



4. Personnel management

4.1 Staff management

The employee list is used to manage employee information, such as viewing, adding, editing, and exporting employee information. Add employee information individually and batch Volume adding operation; batch adding operation requires batch information import first, and then batch portrait import.

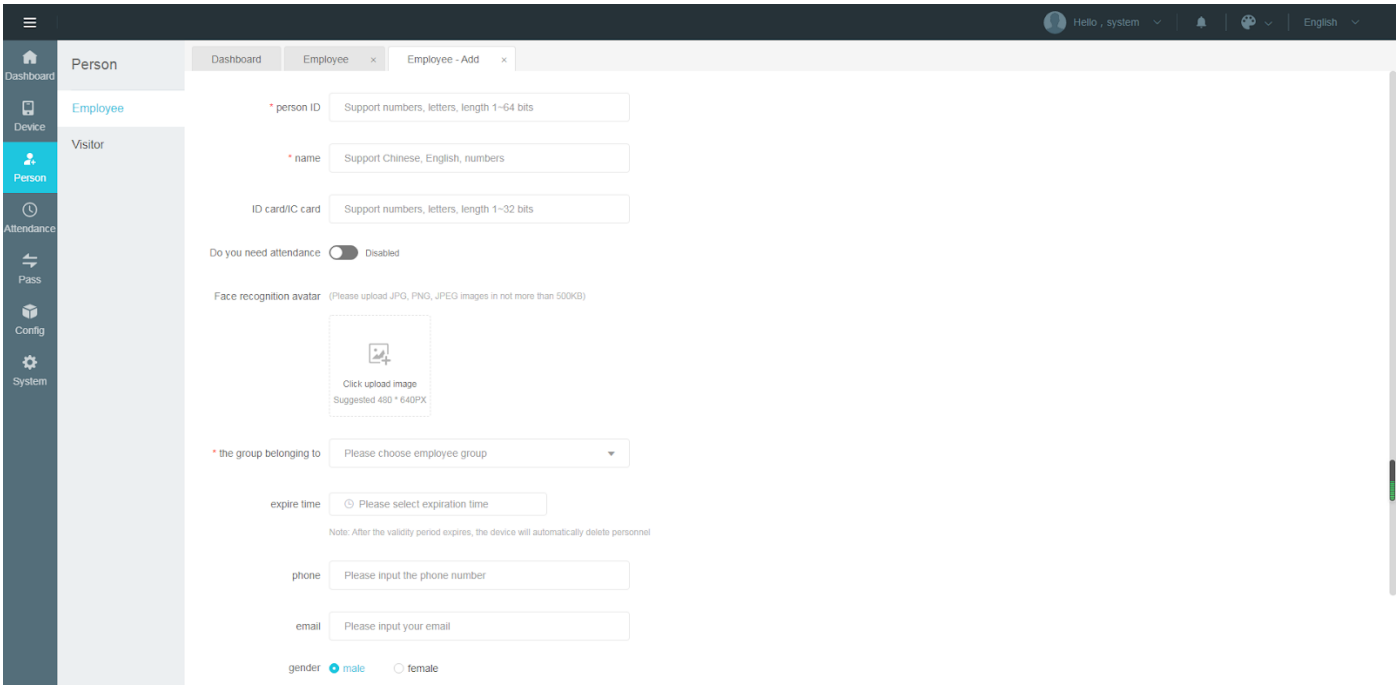


4.1.1. Add employee information individually

Steps:

1) In [Employee List], click the "New" button to enter the employee add page;

2) Fill in the employee ID, name, gender, group, mobile phone number, ID number, date of birth, etc., add a face recognition photo and click "Save" to complete the creation of the employee.



Instructions for uploading facial recognition photos :

Upload from local

Click "Upload from Local" to open the local folder and select the jpg and png face photos in the folder

Remarks: portrait photo specifications

1. Please choose a frontal headless photo in the past three months with a clear head and even light exposure;

2. The recommended size is 640 px * 480 px, and the size does not exceed 500kb. Only jpg and png file formats are supported;

3. Faces need to account for more than 1/3 of the photo to avoid blurry photos, wearing sunglasses, excessive beauty, and rotation of the avatar;

4.1.2 batch Import employee information

Operation steps:

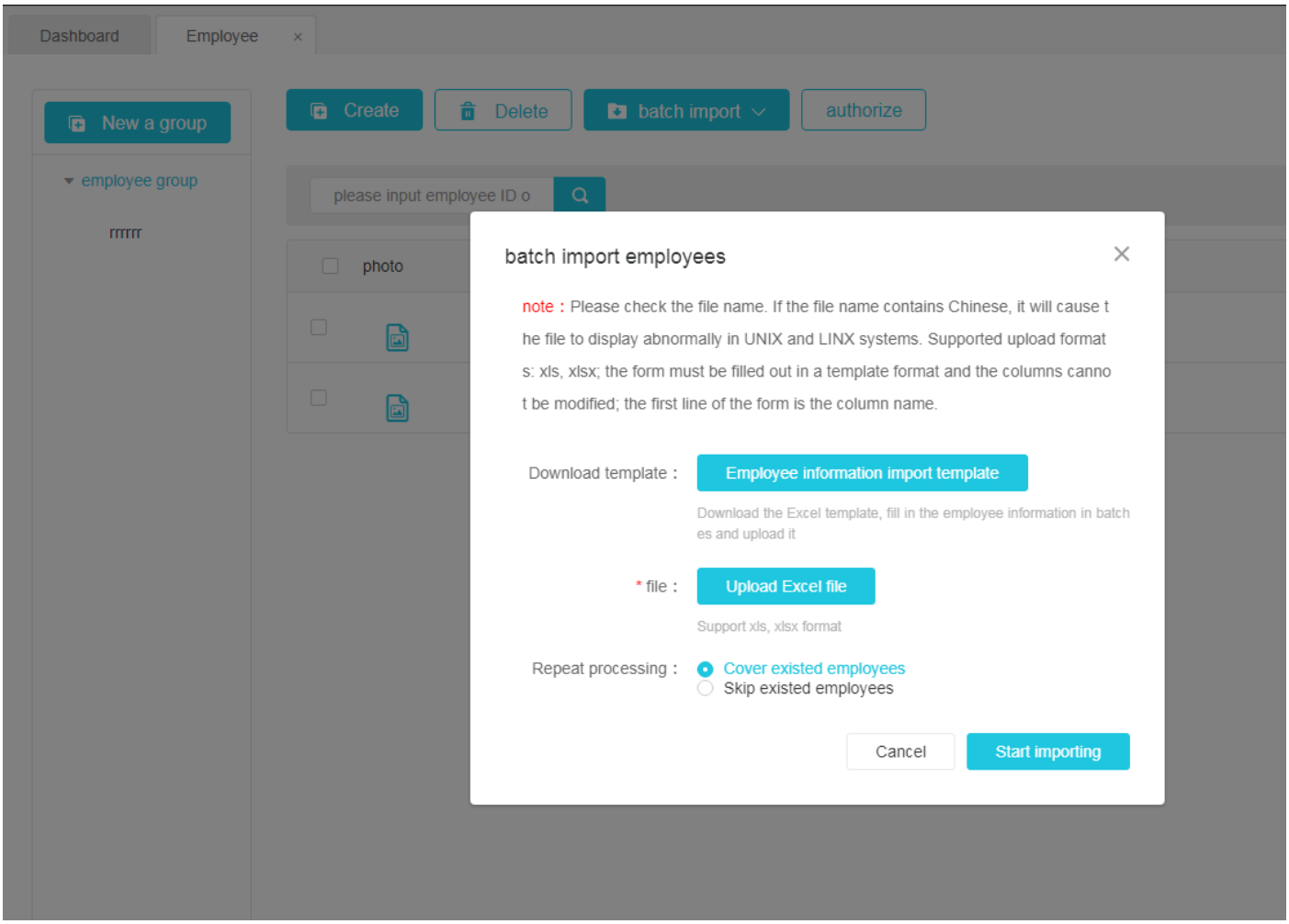
In [Employee List], click the "Batch Import-Employee Information" button to enter the bulk information import pop-up window

1) The first step is to click "Download Template" to download the excel template file to the computer, the file name is "Personnel_import_template.xls",Then fill in employee information in batches;

Note: The format for entry date and birthday is such as: 2019/6/6, 2019/12/21

2) In the second step, click "Upload Excel file", select the excel file that has filled in the employee information, and upload the file.Shows the status of successful upload, and displays the file name;

3) The third step is to click "Start Import". After the import is completed, it will prompt "Successfully import personnel information in batches"; after the import is completed, return to [Personnel List] to view the imported personnel information.



How to start import

● Overwrite existing employees: Import the file twice or more, and the duplicate employee information will be overwritten

● Skip existing employees: duplicate employees, the employee information imported for the second time will be skipped

Import failure exception description

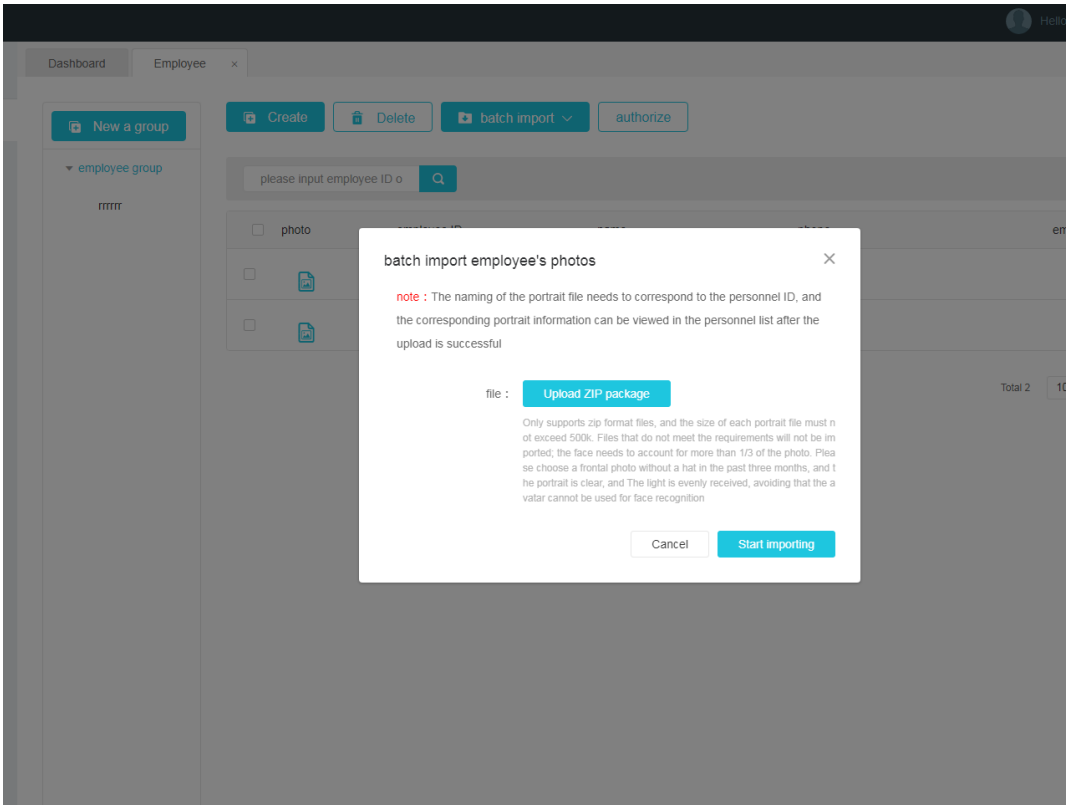
● The content or format of the uploaded excel file is wrong and does not meet the template specifications. Click to start importing, and it will directly prompt "File upload error"

4.1.3 Import portraits in batches

Operation steps: In [Employee List], click the "Batch Import-Photo Information" button to enter the batch import portrait pop-up window

In the first step, click "Select File Compressed Package" to open the window for selecting a folder and select the file to upload;

The second step, click "Start Import"。



Description of portrait import rules:

● [Portrait file naming] The name of the portrait file needs to correspond to the personnel ID, and the corresponding portrait information can be viewed in the personnel list after the upload is successful;

● [Format size limit] Only two file formats, jpg and png, are supported, and the file size of each portrait must not exceed 500k. Files that do not meet the requirements will be Not imported

● [Portrait Limitation] The face needs to occupy more than 1/3 of the photo. Please choose a frontal photo without a hat for the past three months. The portrait is clear and the light is evenly received, so that the portrait cannot be used

Face recognition

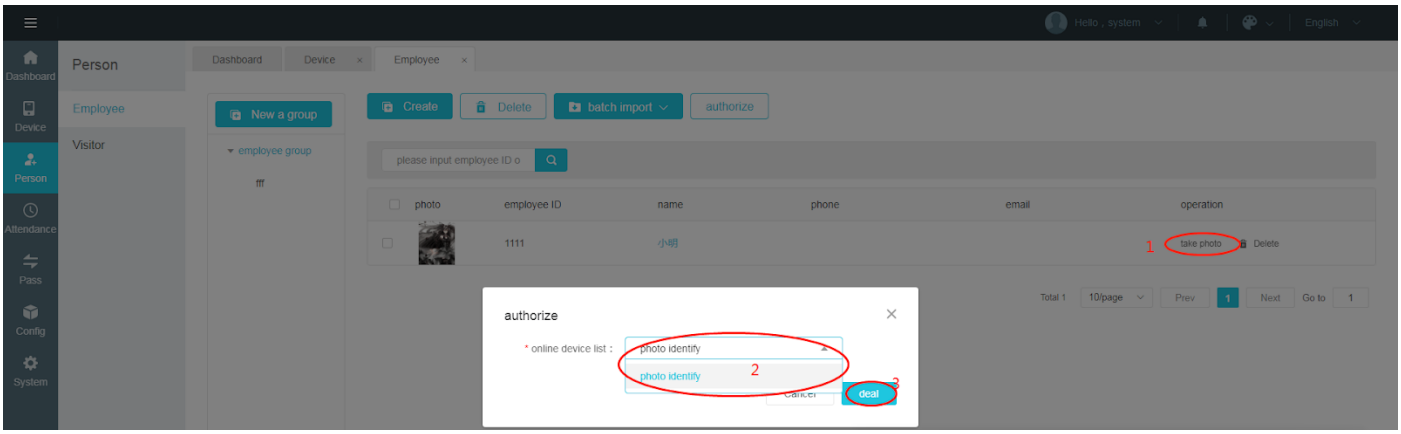
● [Select folder to upload] After satisfying the above conditions, put the named portrait photo in the designated folder, and select the folder to import;

Description of portrait import failure

● The file size of a picture does not meet the requirements, after modification, it can be re-imported

4.1.4 take photo

Select the photo button on the right side of the [Employee Management] list, select the online device in the Bullet frame, and click Process to take a photo on the device. After a few seconds, refresh the page to display the employee photo.



4.1.5 Refresh employee information

Right-click in [Employee Management] and click the "Refresh" button to refresh all employee information in the list to the latest state.

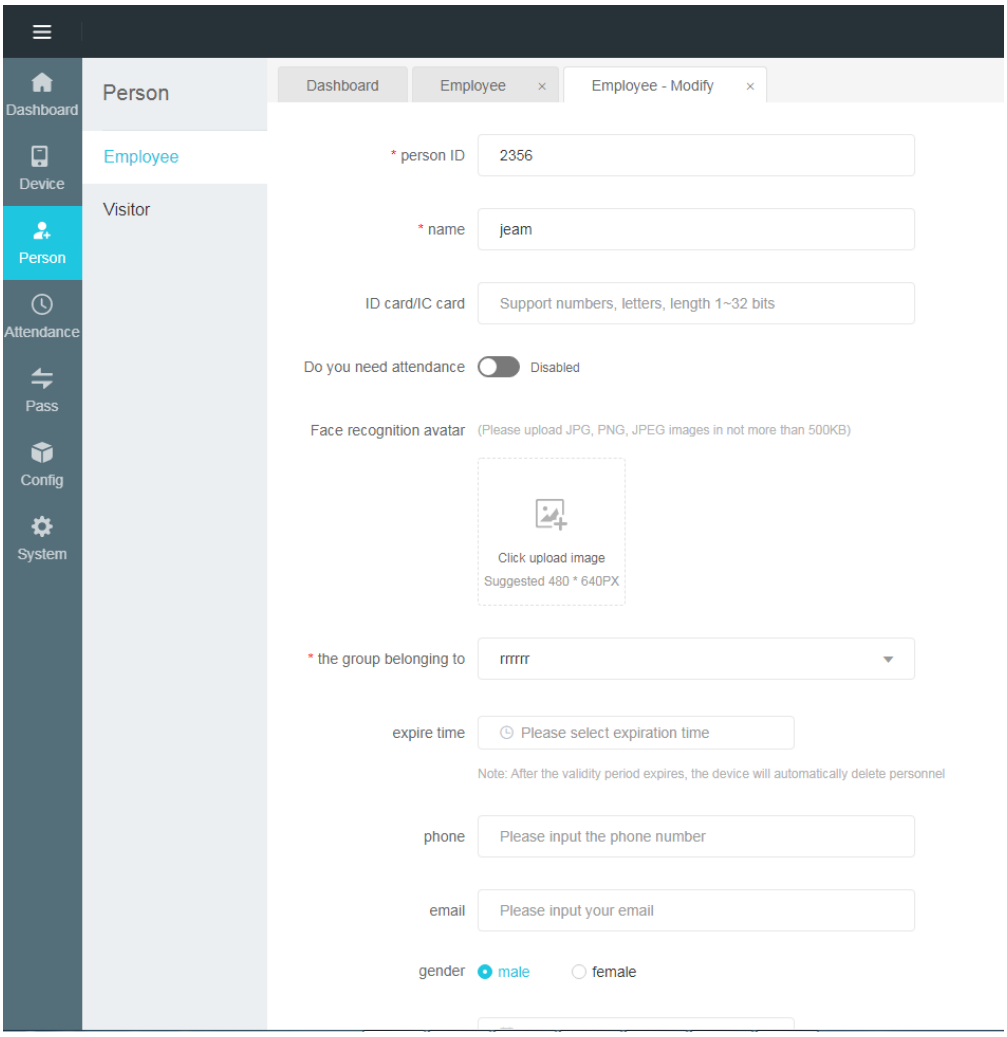
4.1.6 Employee details and editing

● Employee details

In [Employee List], find the employee you want to view and click on the name to enter the details page to view specific employee information.

● Staff editor

On the details page, edit the content to be modified. You can modify the basic information and photo information of the employee. After modifying the information, click Save.



4.1.7 Delete employees individually and in batches

● Single delete

In [Employee List], after corresponding employee information, click the "Delete" button on the right to delete the employee.

●batch deletion

In [Employee List], select the employee information to be deleted in batches, and click the "Delete" button next to "New" to delete these employees in batches.

Note: When an employee is deleted, the authorization of all devices of that person will be cancelled accordingly

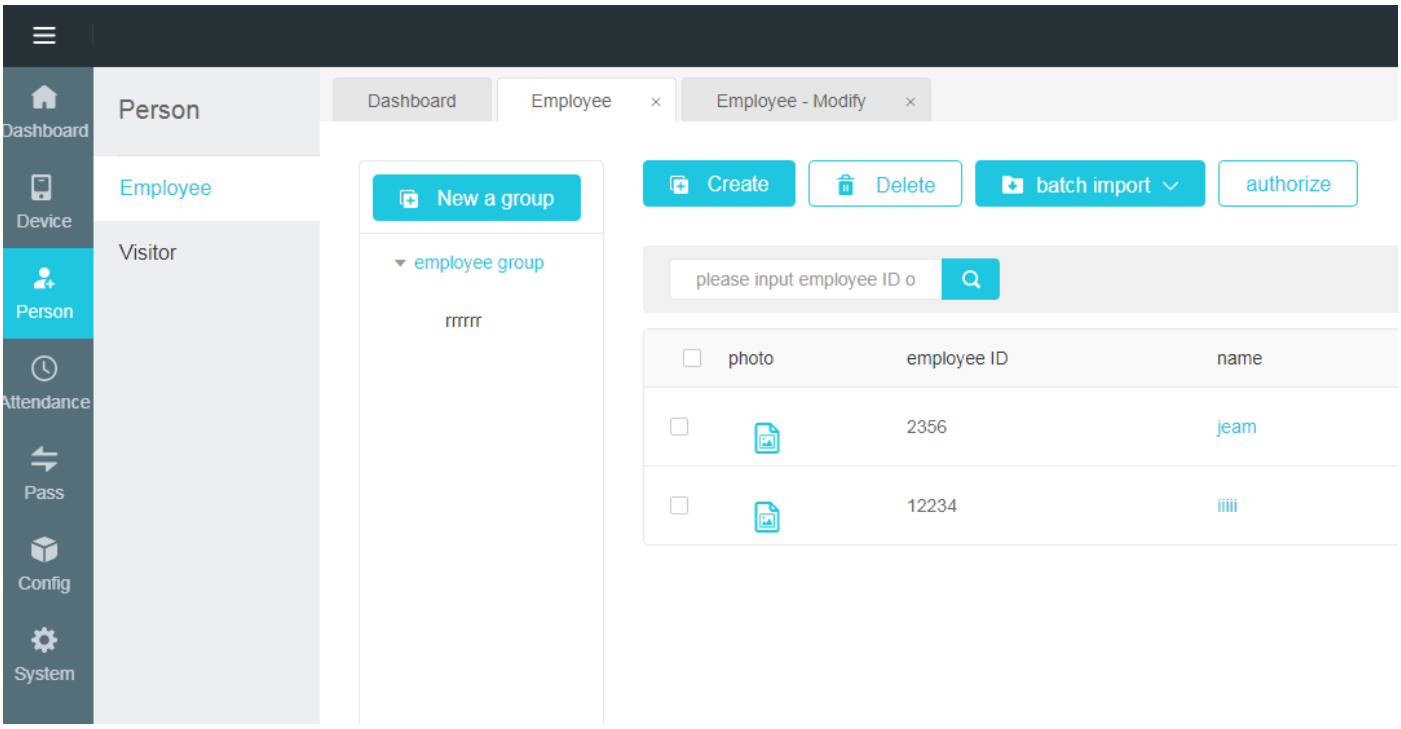
4.1.8 Employee group management

● New group

On the left side of [Employee List], first click to select the group name that needs to add a subgroup, then click Add Group, fill in the group name, and click OK to create a new group

● Add, rename and delete groups

Find the group name to be modified on the left side of [Employee List], right-click, and select one of the new, rename and delete functions according to your needs to operate



4.1.9 Employee authorization

Steps

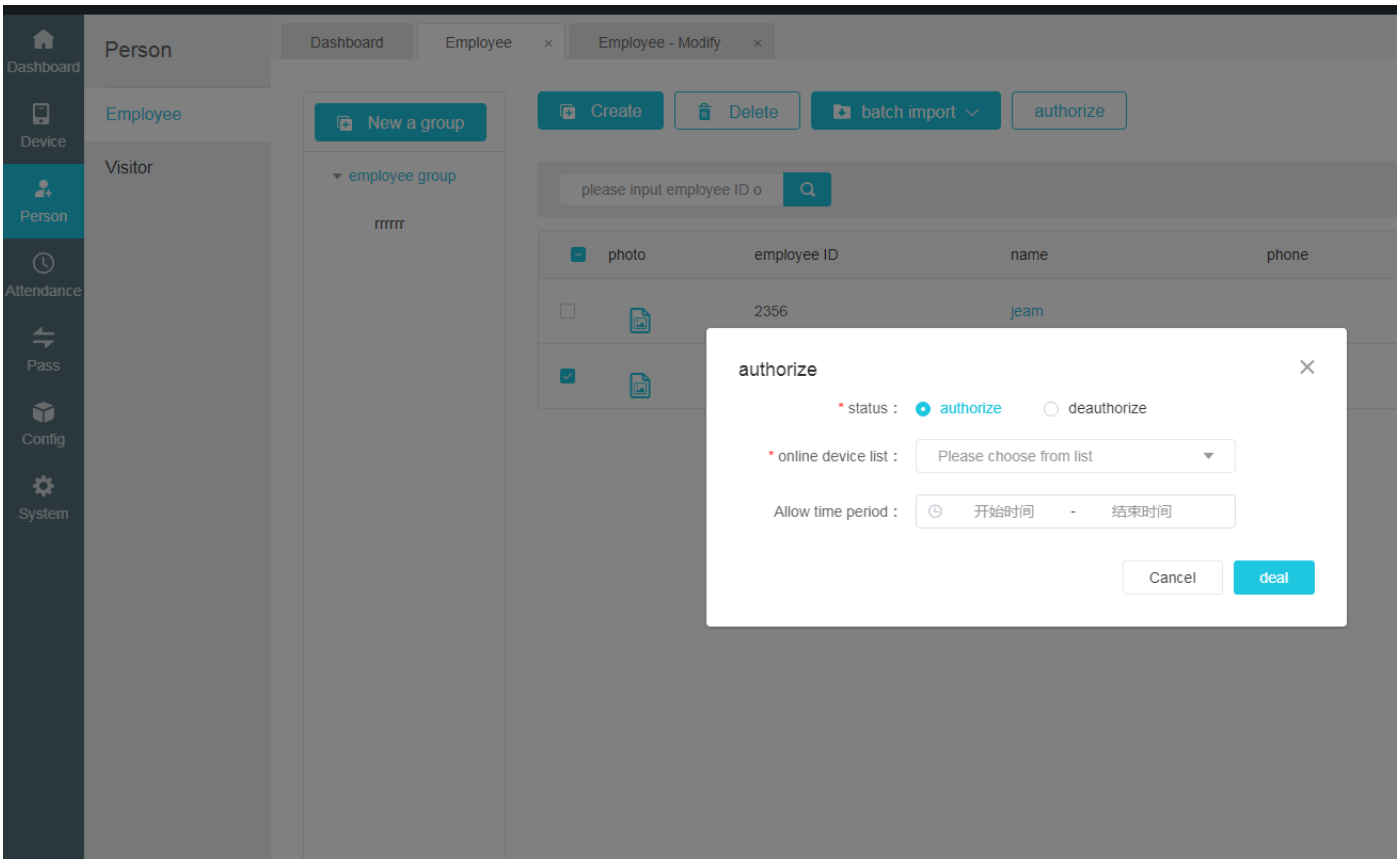
The first step, after selecting the employees who need to be authorized, click the authorization button;

The second step, is to select the authorization type in the pop-up window.

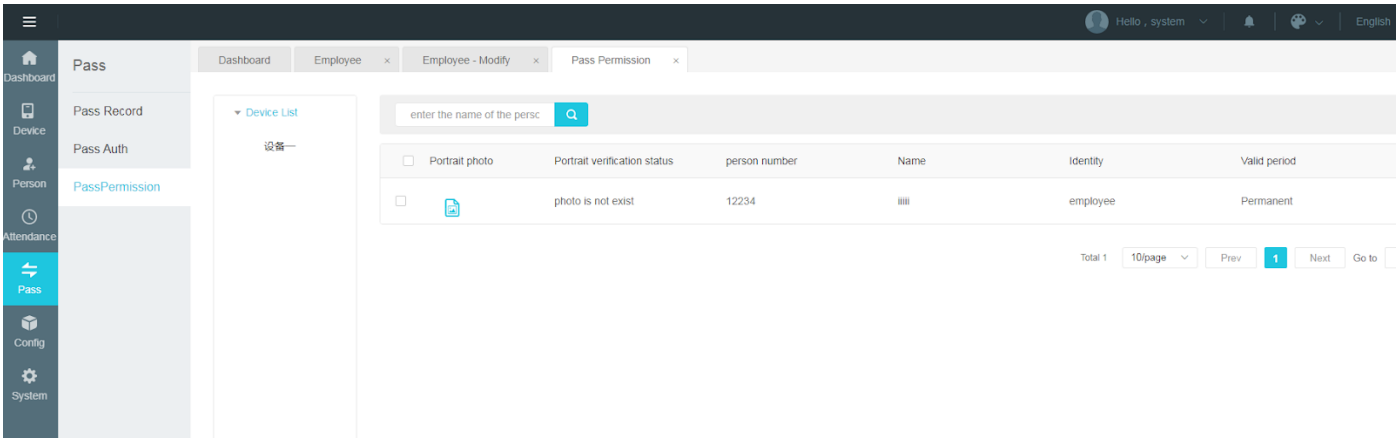
The third step is to select the devices that need to be authorized (multiple choices are available)

The fourth step, you can choose the time period for employees to pass, if you don't fill it, it will be passed at any time of the day

In the fifth step, click Process.

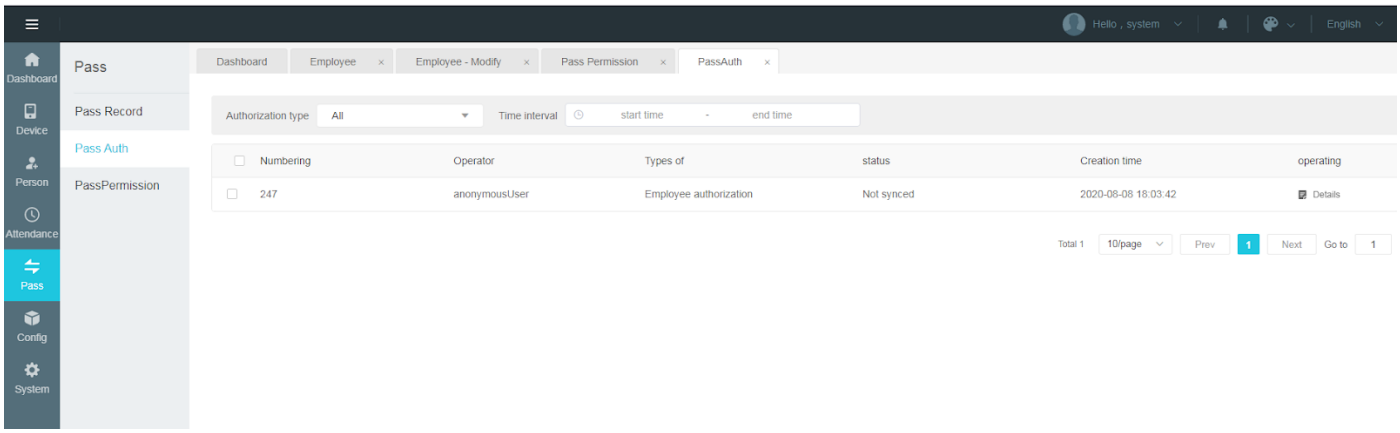


The sixth step, you can view the information of successfully authorized personnel in the general authorization management, or you can click the device name on the left to view the authorization information of all personnel on the device。



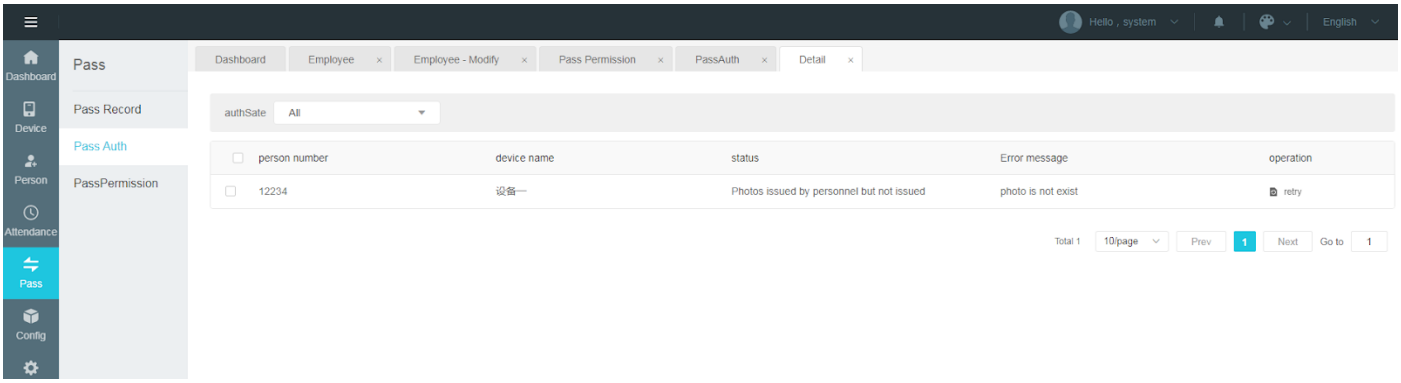
The seventh step is to check whether the authorization is successful or not in the general authorization record.

Note: If an unregistered photo of a person is created on the device (mainly for drawing cartoons) and both a person created and a registered photo will be displayed



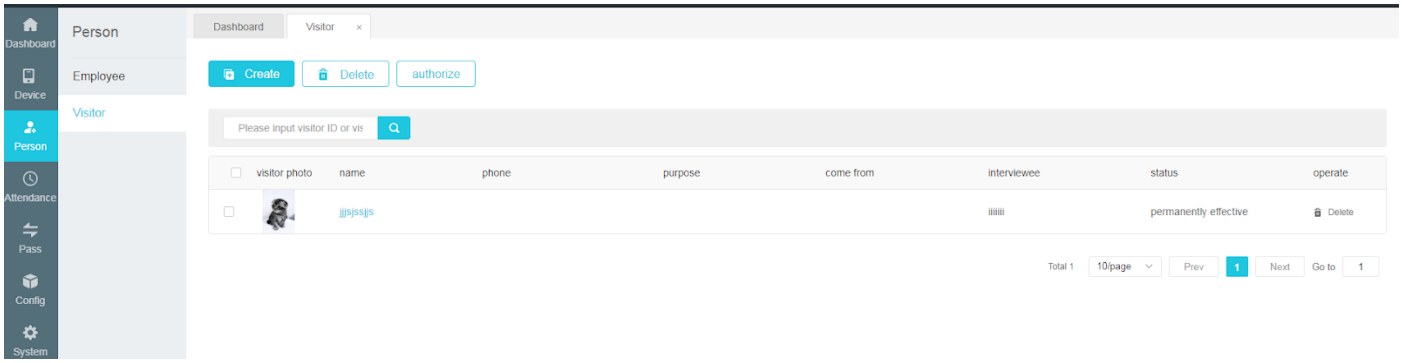
The eighth step, if the status shows that it is not synchronized at this time, you can click the details on the right to view the reason for the failure of an employee's authorization.

Note: You need to make corresponding changes based on the error message for the retry button to work



4.2 Visitor management

The visitor list is used to manage employee information, such as viewing, adding, editing, and deleting visitor information.

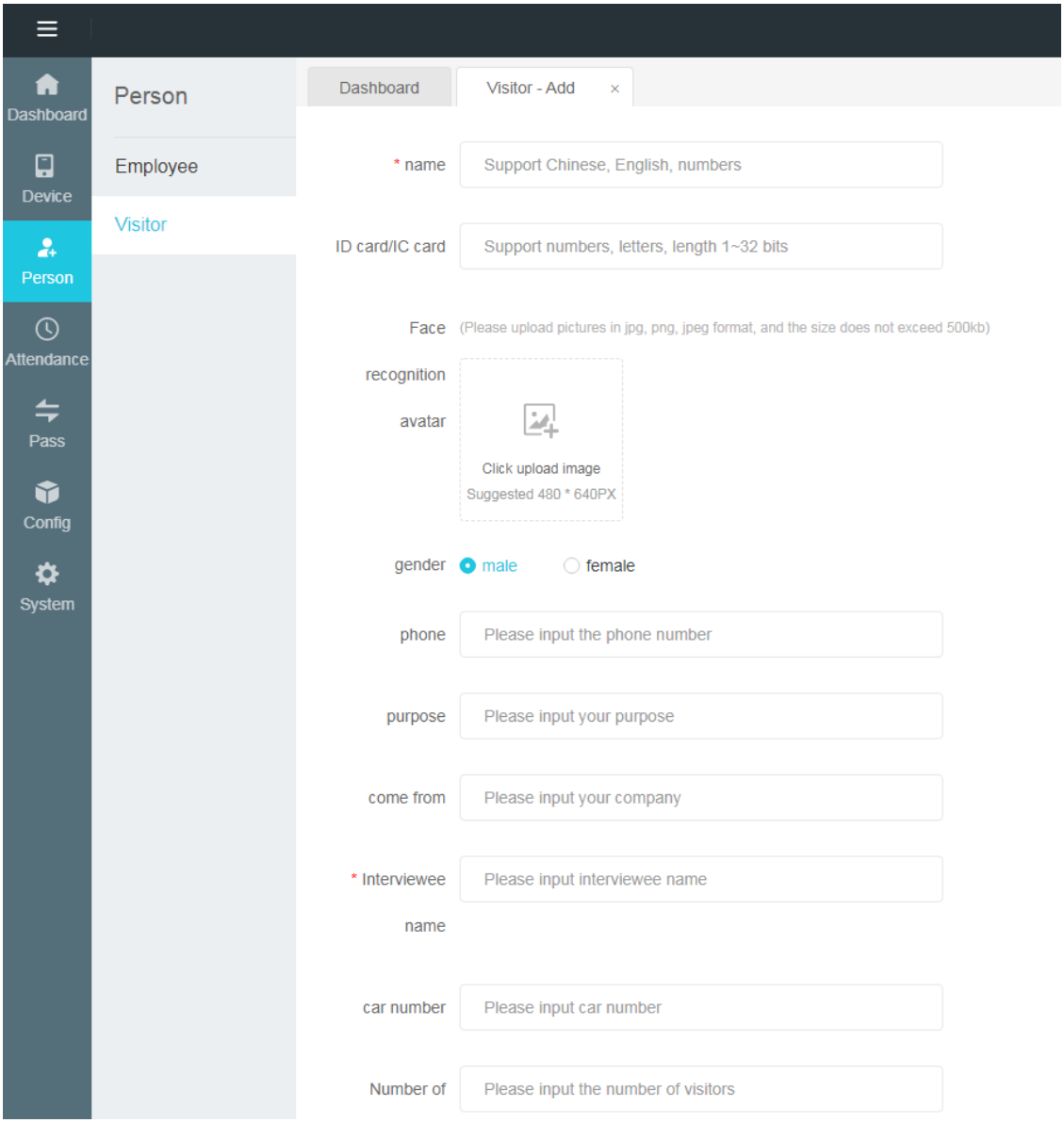


4.2.1 Add visitor information individually

Steps:

1） In [Visitor List], click the "New" button to enter the guest add page;

2） Fill in the person ID, name, gender, belonging group, mobile phone number, ID number, etc., add the face recognition photo and click "Save" to complete the creation of the visitor.



Instructions for uploading facial recognition photos

Upload from local

Click "Upload from Local" to open the local folder and select the jpg and png face photos in the folder

Remarks: portrait photo specifications

1. Please choose a frontal headless photo in the past three months with a clear head and even light exposure;

2. The recommended size is 640 px * 480 px, and the size does not exceed 500kb. Only jpg and png file formats are supported;

3. Faces need to account for more than 1/3 of the photo to avoid blurry photos, wearing sunglasses, excessive beauty, and rotation of the avatar;

4.2.2 Refresh visitor information

Right-click in [Visit Management] and click the "Refresh" button to refresh all visitor information in the list to the latest state.

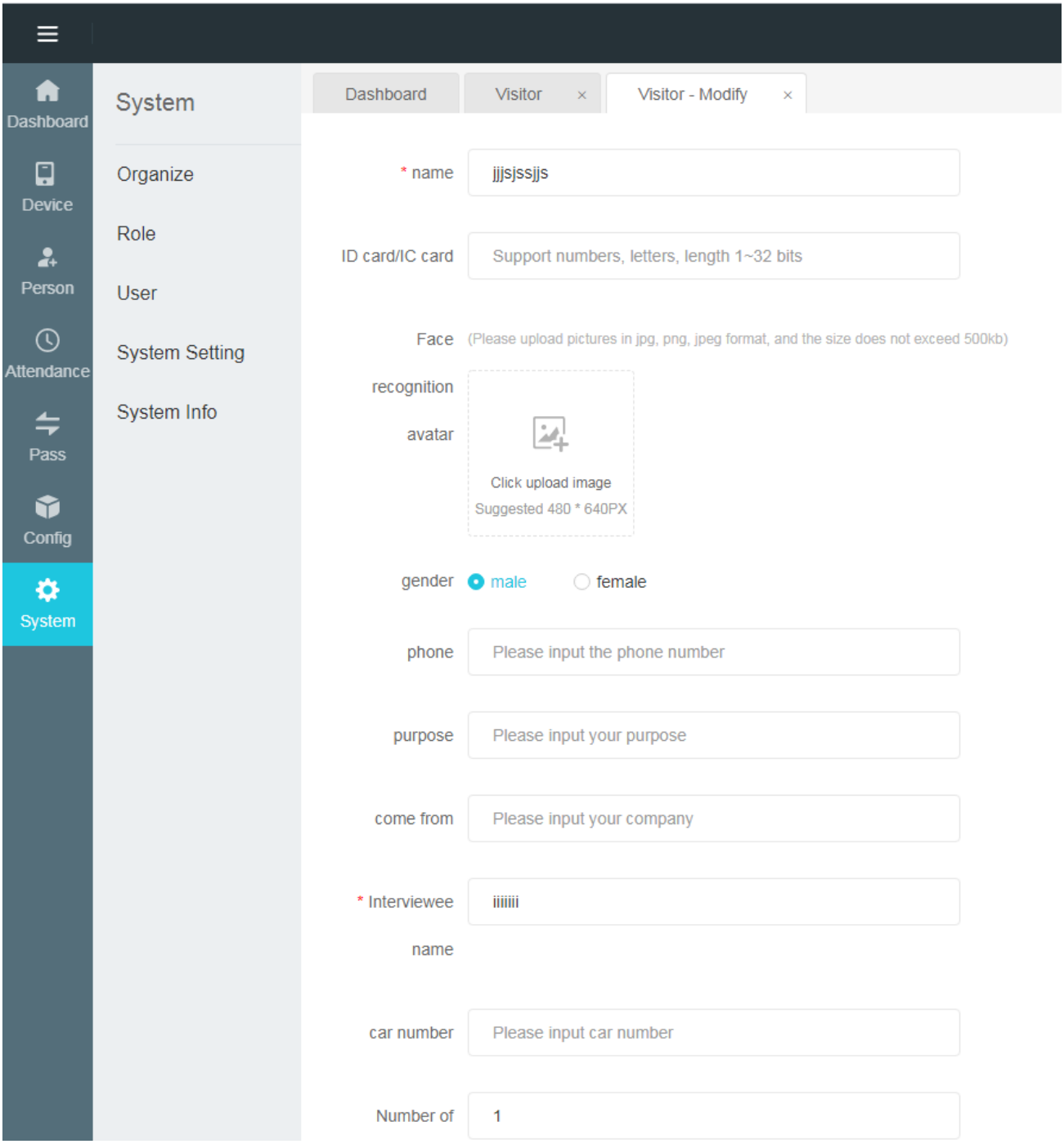
4.2.3 Visitor details and editing

⬤Visitor details

In [Visitor List], find the visitor you want to view and click the name to enter the details page to view specific visitor information.

⬤ Guest edit

On the details page, edit the content to be modified. You can modify the basic information and photo information of the visitor. After modifying the information, click Save



4.2.4 Delete visitors individually and in batches

● Single delete

In [Visitor List], after corresponding visitor information, click the "Delete" button on the right to delete the visitor.

● batch delete

In [Visitor List], select the visitor information to be deleted in batches, and click the "Delete" button next to "New" to delete these visitors in batches.

Note: When the visitor is deleted, the authorization of all devices of the person will be cancelled accordingly

4.2.5 Guest authorization

Steps

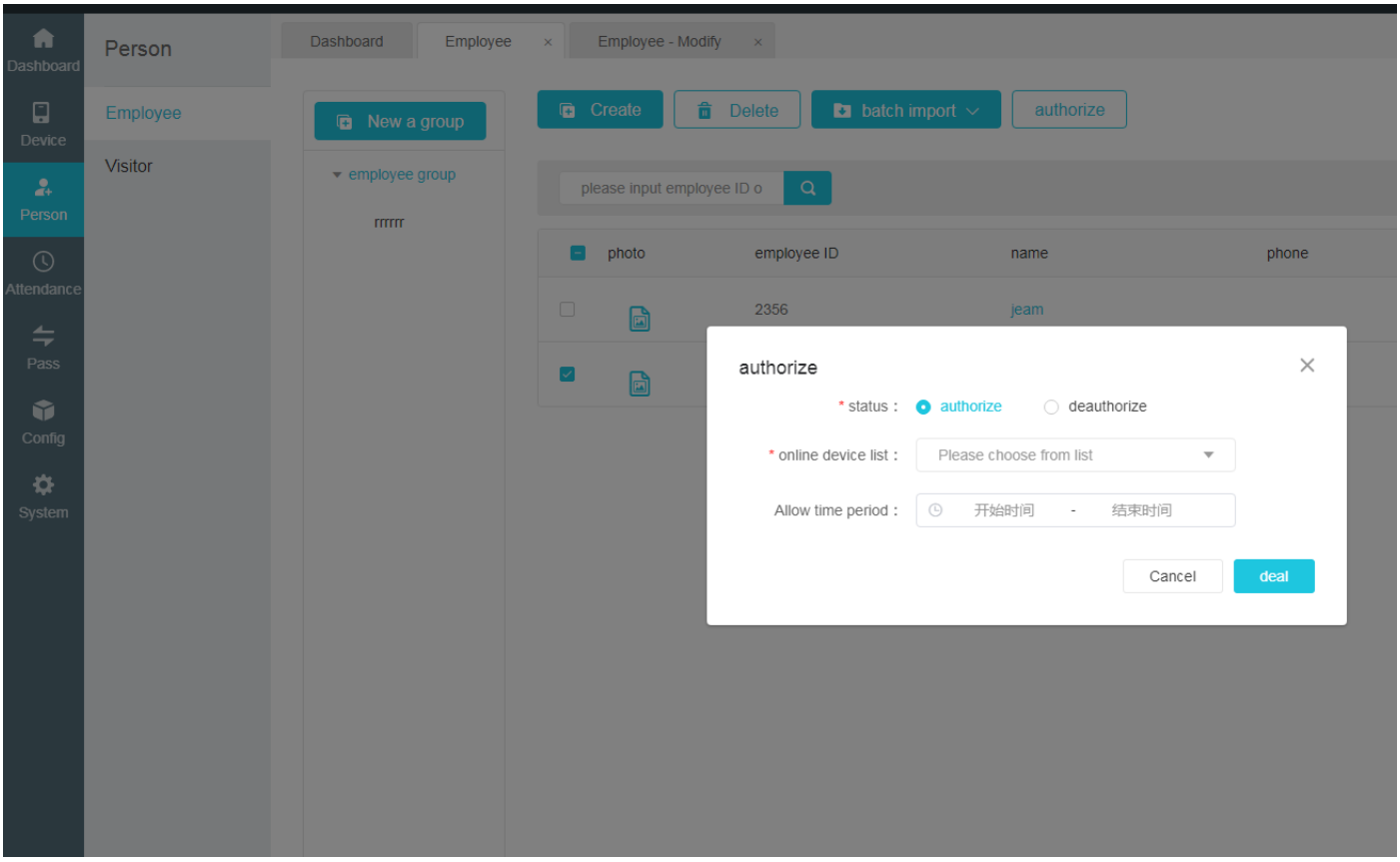
1) The first step, after selecting the employees who need to be authorized, click the authorization button;

2) The second step is to select the authorization type in the pop-up window.

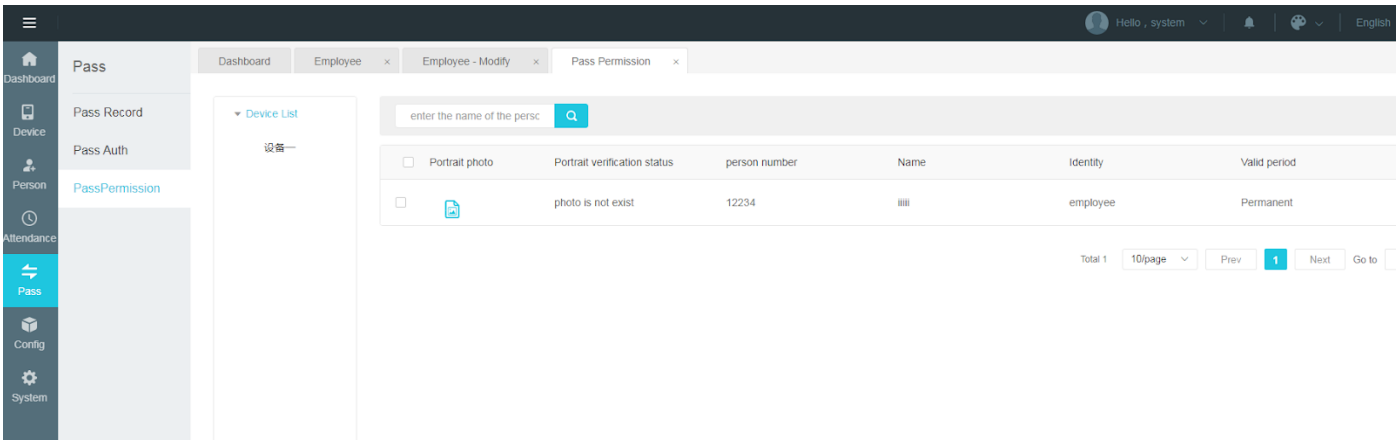
3) The third step is to select the devices that need to be authorized (multiple choices are available)

4) The fourth step, you can choose the time period for employees to pass, if you don't fill it, it will be passed at any time of the day

5) In the fifth step, click Process.

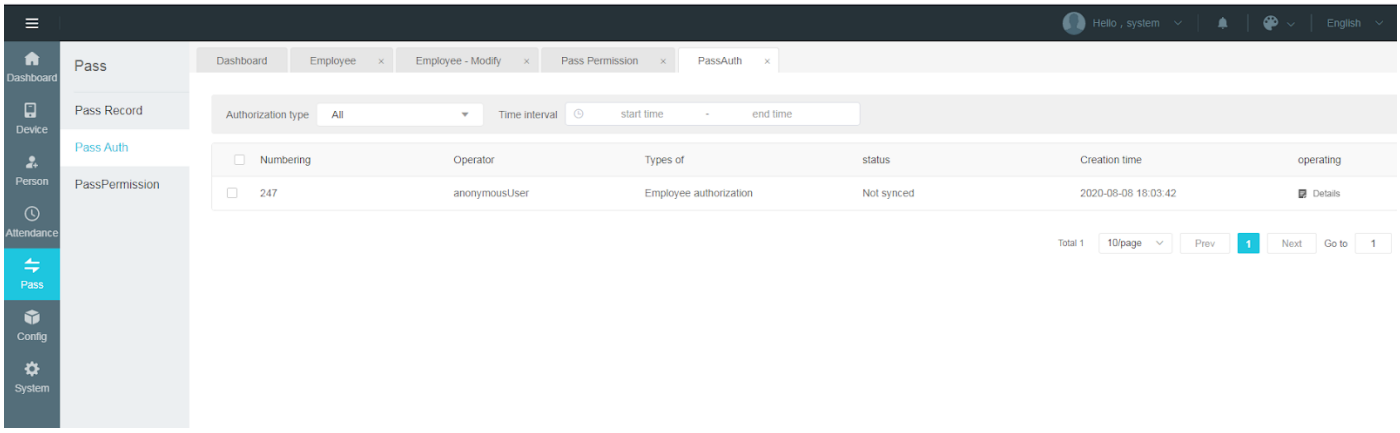


6) The sixth step, you can view the information of successfully authorized personnel in the general authorization management, or you can click the device name on the left to view the authorization information of all personnel on the device。



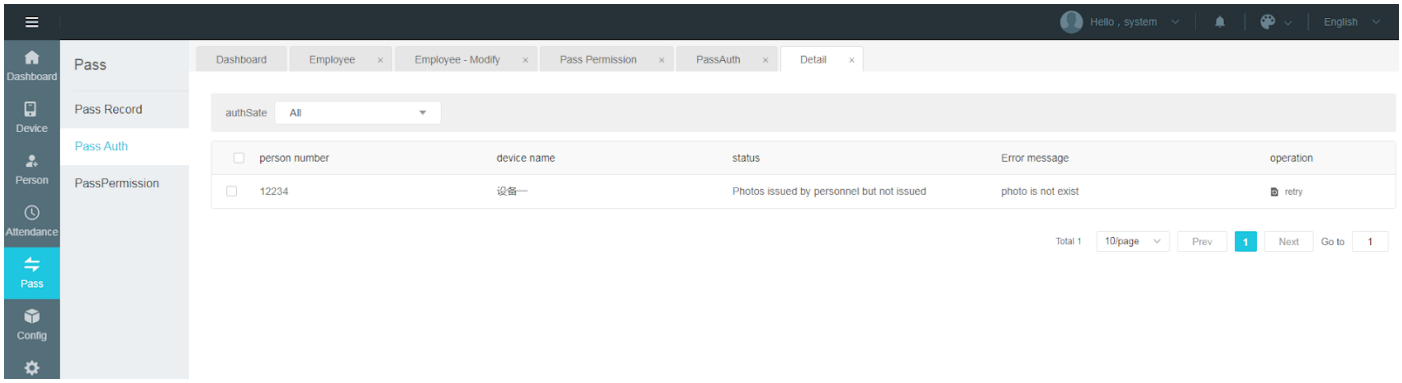
7) The seventh step is to check whether the authorization is successful or not in the general authorization record.

Note: If an unregistered photo of a person is created on the device (mainly for drawing cartoons) and both a person created and a registered photo will be displayed



8) The eighth step, if the status shows that it is not synchronized at this time, you can click the details on the right to view the reason for the failure of an employee's authorization.

Note: You need to make corresponding changes based on the error message for the retry button to work

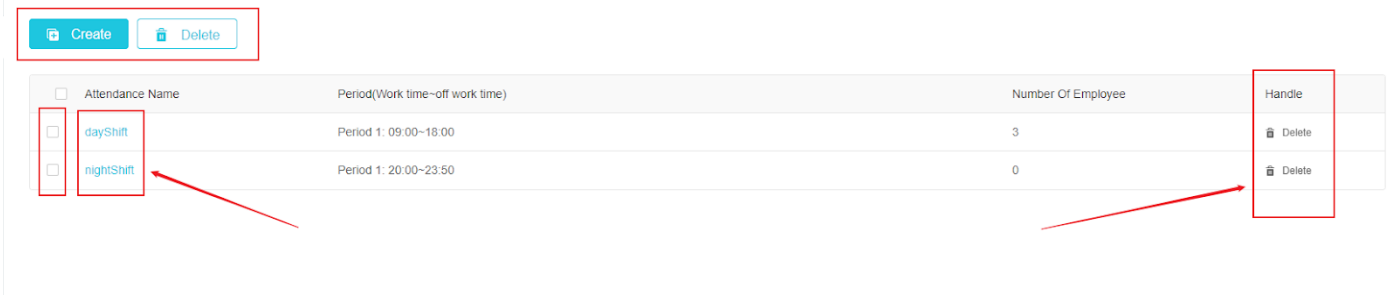


5. Attendance Management

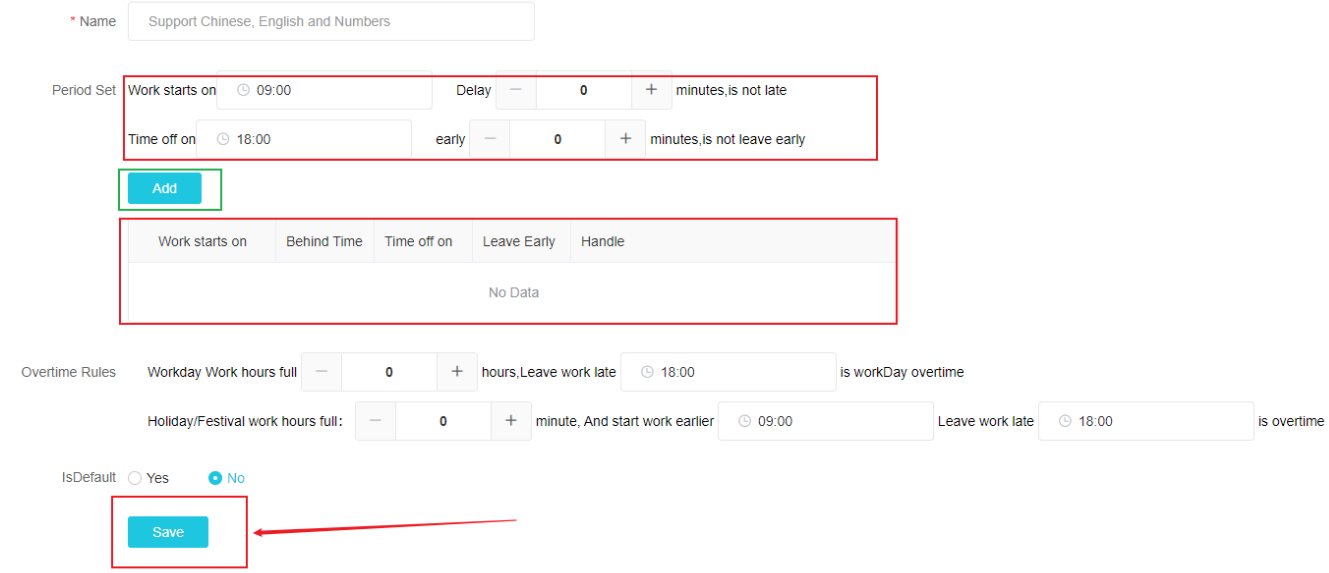
【Attendance Management】module is used for custom setting of shifts and sections (overtime rules), setting of holidays and public holidays rules, inquiring and exporting of attendance records and attendance statistics of all personnel.

5.1 Period Setting

The main information contained in the Period includes: Period name, Period segment (working time ~ working time), overtime rules, etc. The page of shift segment display is as shown below. Click the delete icon at the end of each column on the page of Period segment display to delete the Period information of this column.Select the box in front of multiple columns to delete the selected Period information.



➢ Click the “create”button at the top of the page ,create period setting page can be opened.



● Name：

1）Custom input Chinese, English and Numbers

● Period Setting：

1）You can choose/clear/customize the input of specific time points;Optional, custom input late and early leave minutes limit;

2）After the Period information input is completed, you can click “Add”, and the Period information will be displayed in the table below the “add” button;

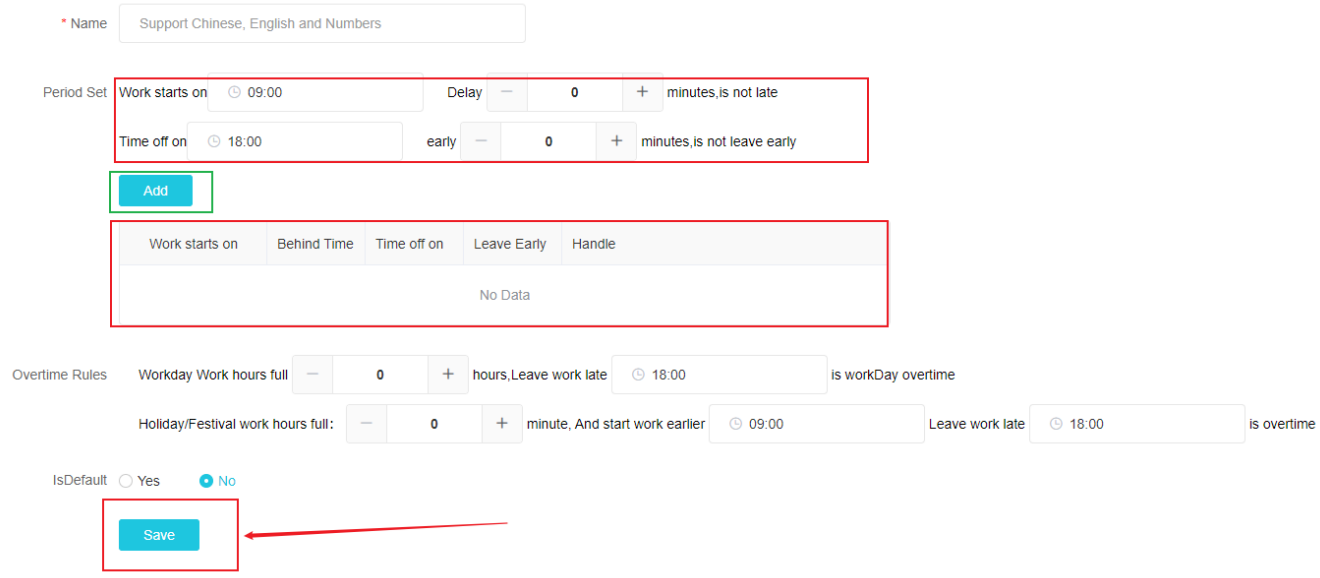
3）Click the delete icon in the table below the “add” button to delete this section.

● Overtime Rules

1）You can manually enter/select the time required for working overtime and the time point of leaving the office;

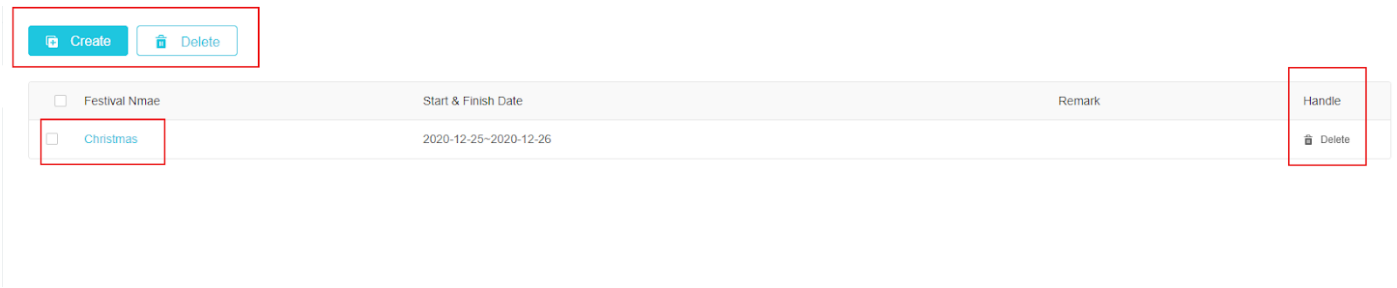
2）You can manually enter the required overtime hours of general holidays and holidays as well as the on-off/off-hours;

➢ Click the work time name information (blue font) to display and modify the detailed information in that shift, as shown in the figure below, the detailed information of the dayShift (example) can be modified on this page, click save to redirect to the shift display page.

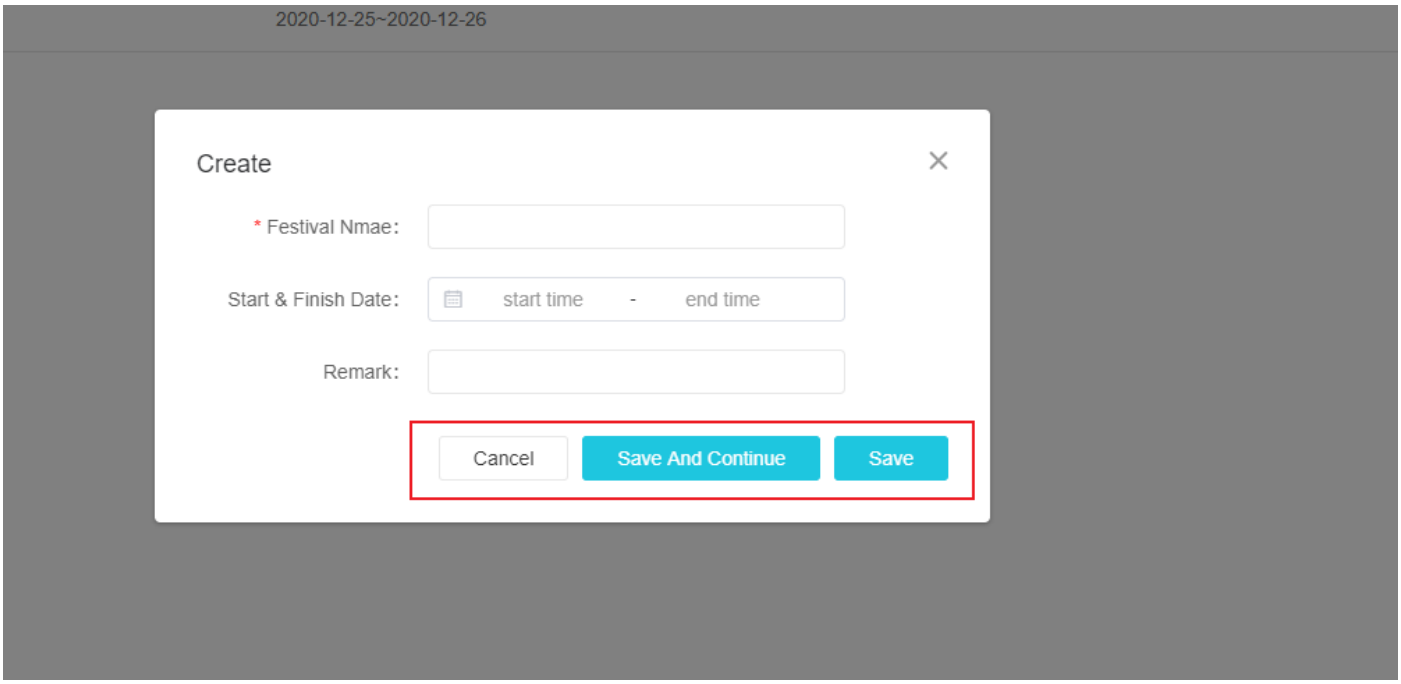


5.2 Festival Setting

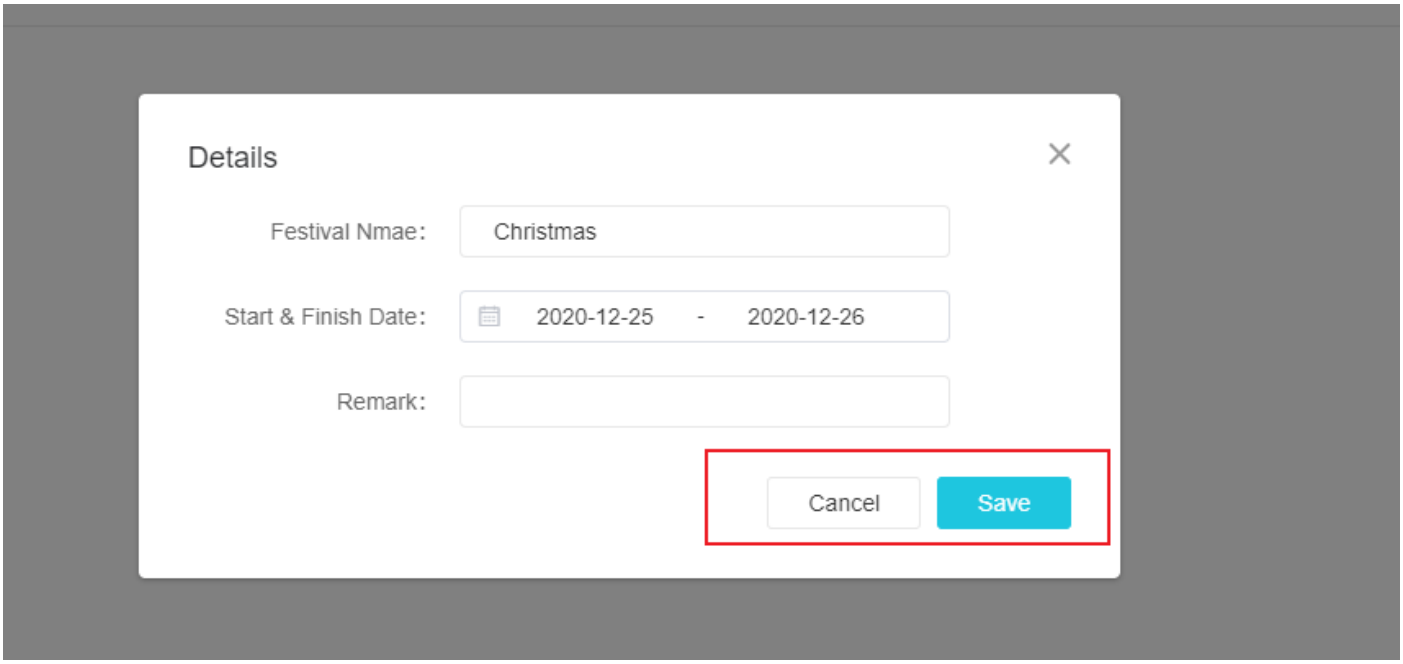
Click the delete icon in the operation to delete the current holiday. Select the box in front of multiple columns to delete the selected holiday information.The following picture shows the display page for the holiday setting:



➢ Click the "Create" button at the top of the page to open the page of new Festival Settings;



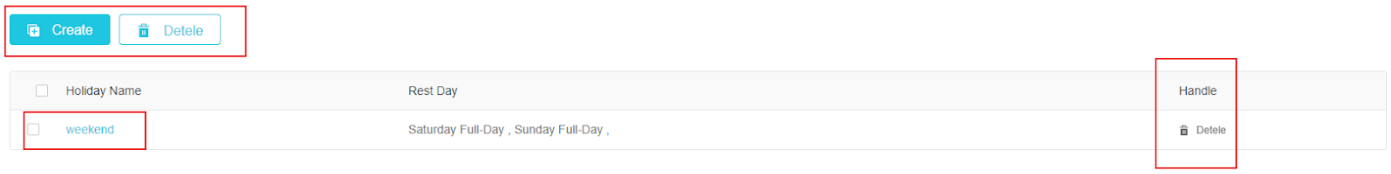
➢ Click the column of festival name (blue font) to display and modify the detailed information of the festival , as shown in the picture below. The detailed information of Christmas (example) can be modified on this page. Click save to modify and jump to the festival display page successfully.



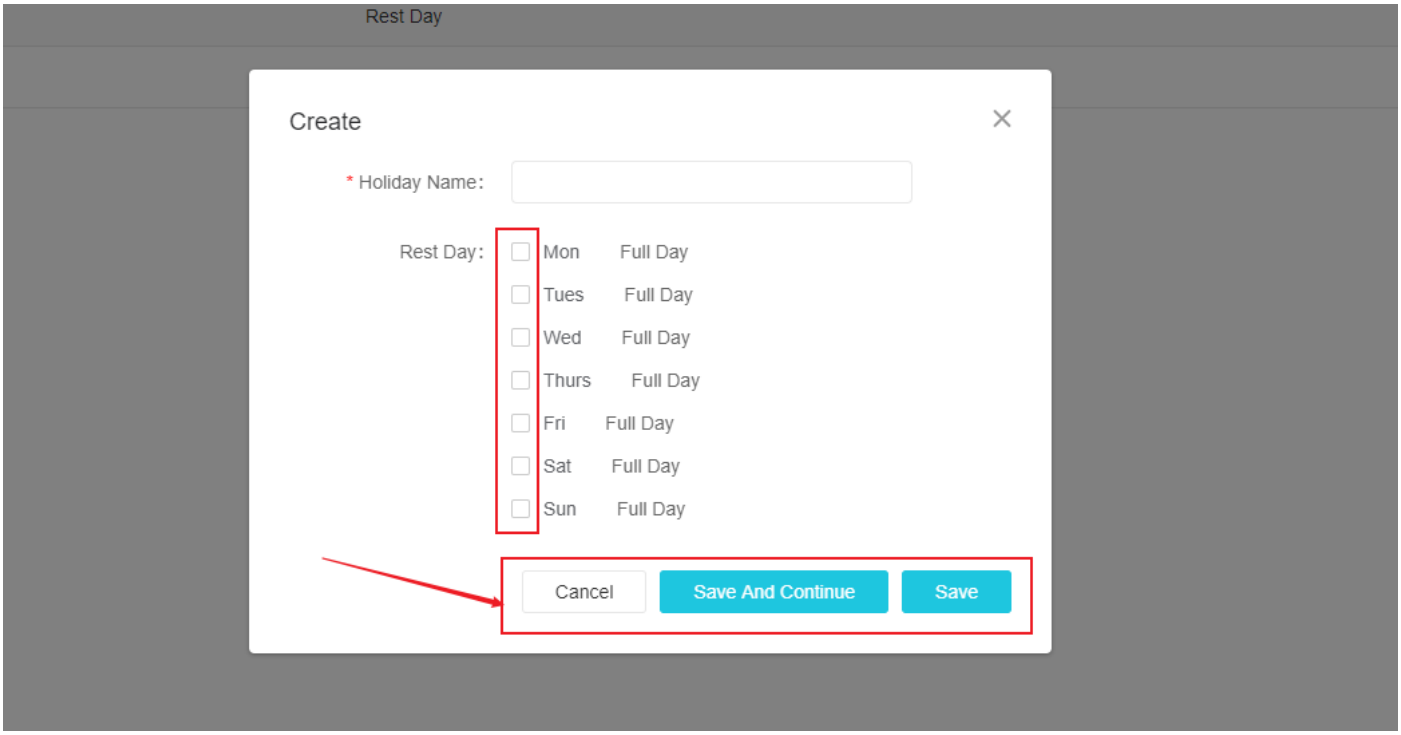
5.3 Holiday Setting

In the general holiday setting, you can customize the time of various general holidays by clicking the “Create”button, click the delete icon in the operation to delete the current general holidays, select the box in front of multiple columns, and delete the selected information of multiple

general holidays.The following figure shows the display page for the general holiday setting:

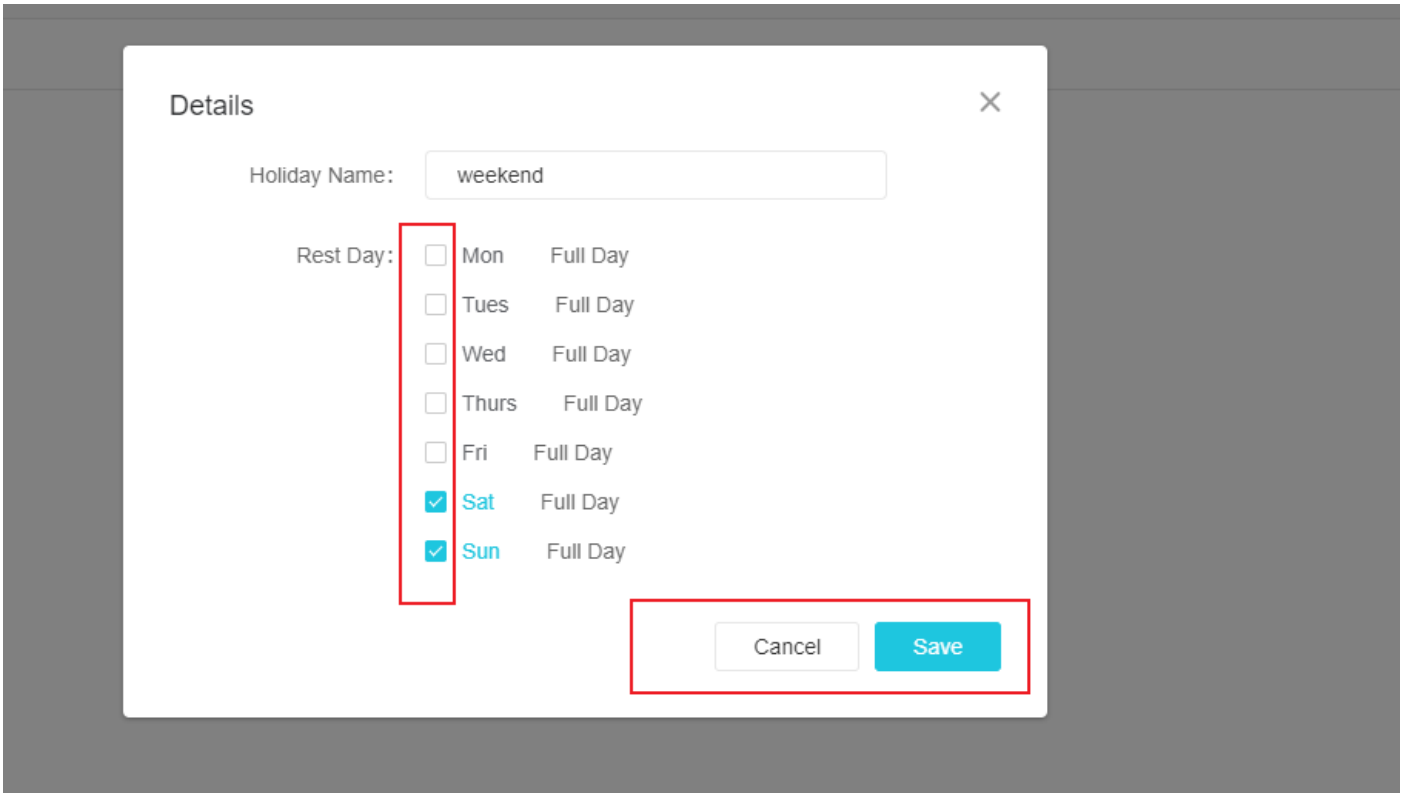


➢ Click the "Create" button at the top of the page to open the new holiday setting page;



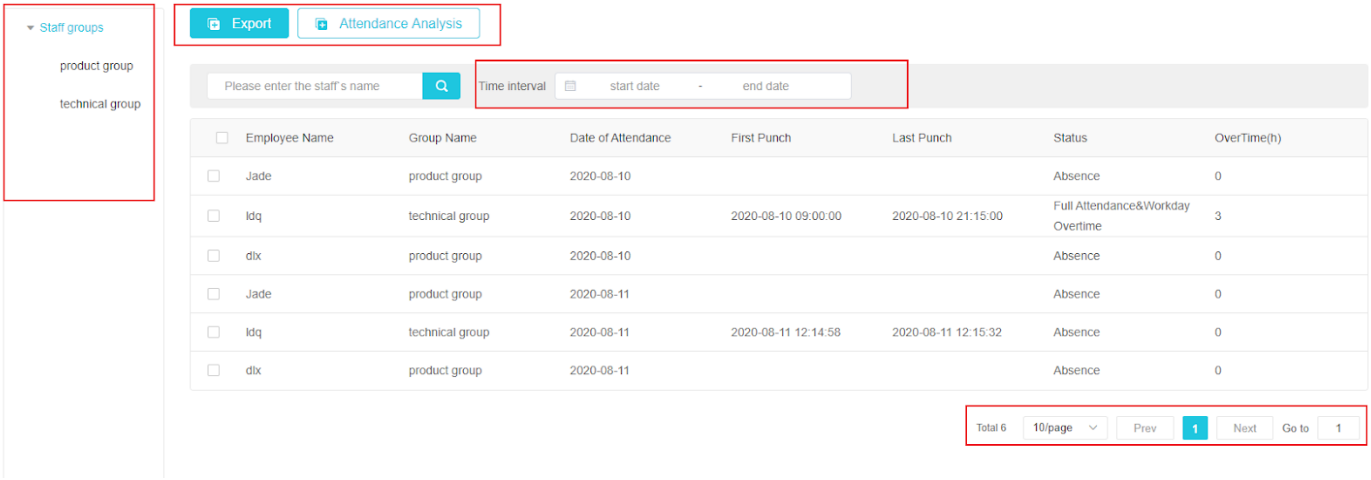
➢ Rest Day： Single or multiple choices from Monday to Sunday are available for custom defined weekly fixed rest days

➢ Click the holiday name (blue font), the detailed information in the holiday can be displayed and modified, as shown in the figure below (for example), can be modified on this page, click save to modify the successful jump to the holiday display page.



5.4 Attendance Record

【Attendance Record】module includes the attendance record of corresponding employees by time period, grouping query and employee name query, and the list file of exported query results is downloaded to the local. The attendance record display page is shown in the figure below.



● Staff groups

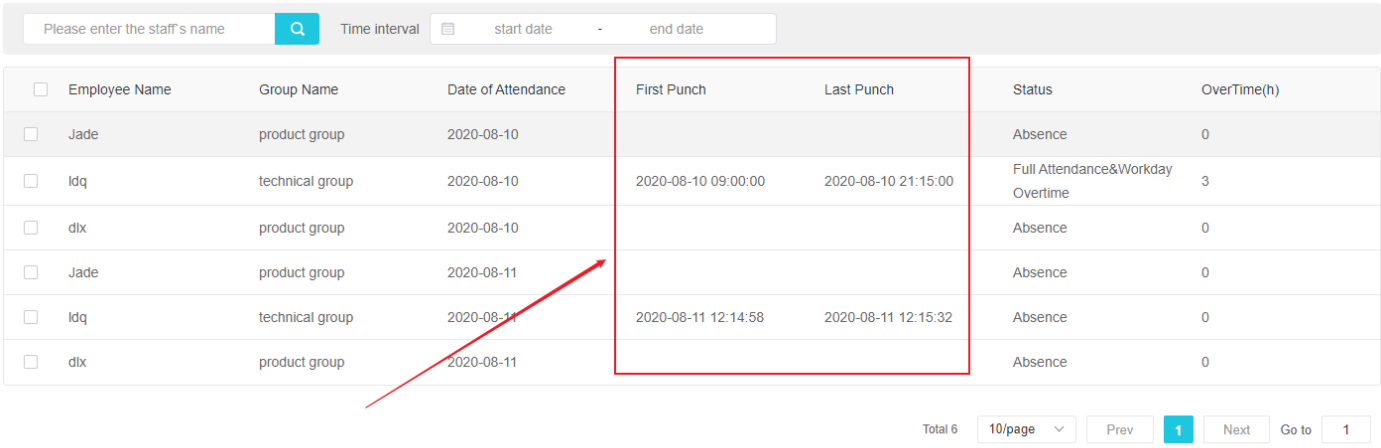
1）In the staff groups, the group name and information are the same as the group data in 【Employee list】. According to the change of the data in the employee list, the attendance records of all employees are displayed on the right side after all groups are selected. After clicking the sub-group, only the attendance records of employees in the sub-group are displayed.

● Date of Attendance

1） The date of attendance record before the current date (excluding the current date) is displayed by default;

● First Punch/Last Punch

1） The employee's first opening time of the day is displayed in the first punch, and the employee's last punch of the day is recorded in the last punch. If the employee does not punch on the day, no data will be displayed.



● Status

1） If the employees clock in and out of the office on the same day, the status bar will show “full attendance”.

2) If the employee is late for work on the same day, the status bar will show that the employee is “late”;

3） If the employee leaves early at the end of the day, the status bar shows “leave Early”;

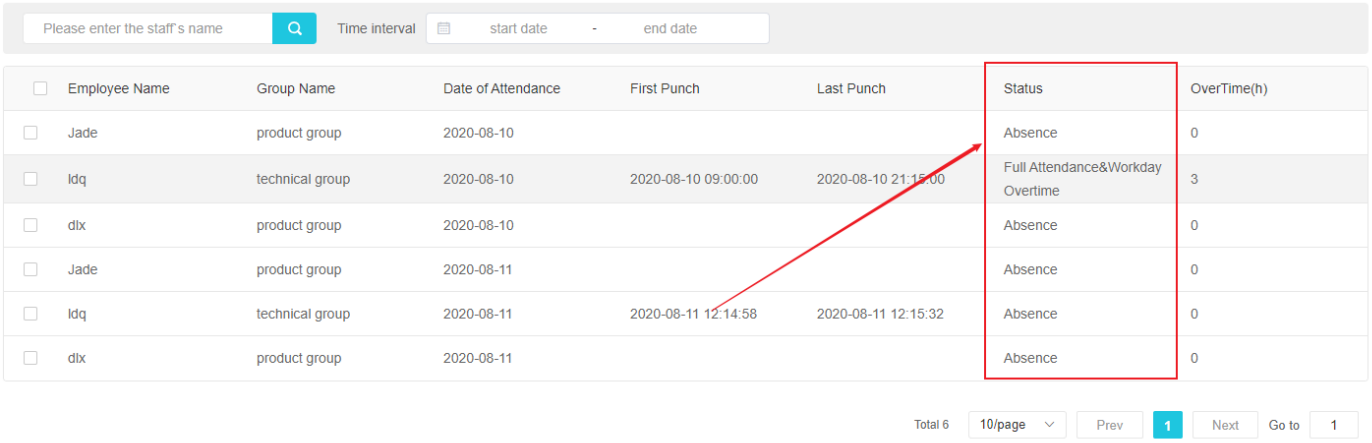
4） If the employee is absent from work on the same day, the status bar shows the “absence”;

5） If the employee has to work overtime on that day, the status bar will display the “overtime” work on that day.

6） If the date falls within the scope of festival or holiday, the status will display "festival /holiday overtime";

7） If the employee has to work overtime on festival/holiday, the status bar will show “festival/holiday overtime”;

8） If multiple marker conditions are met on the same day, the status bar will display multiple states.



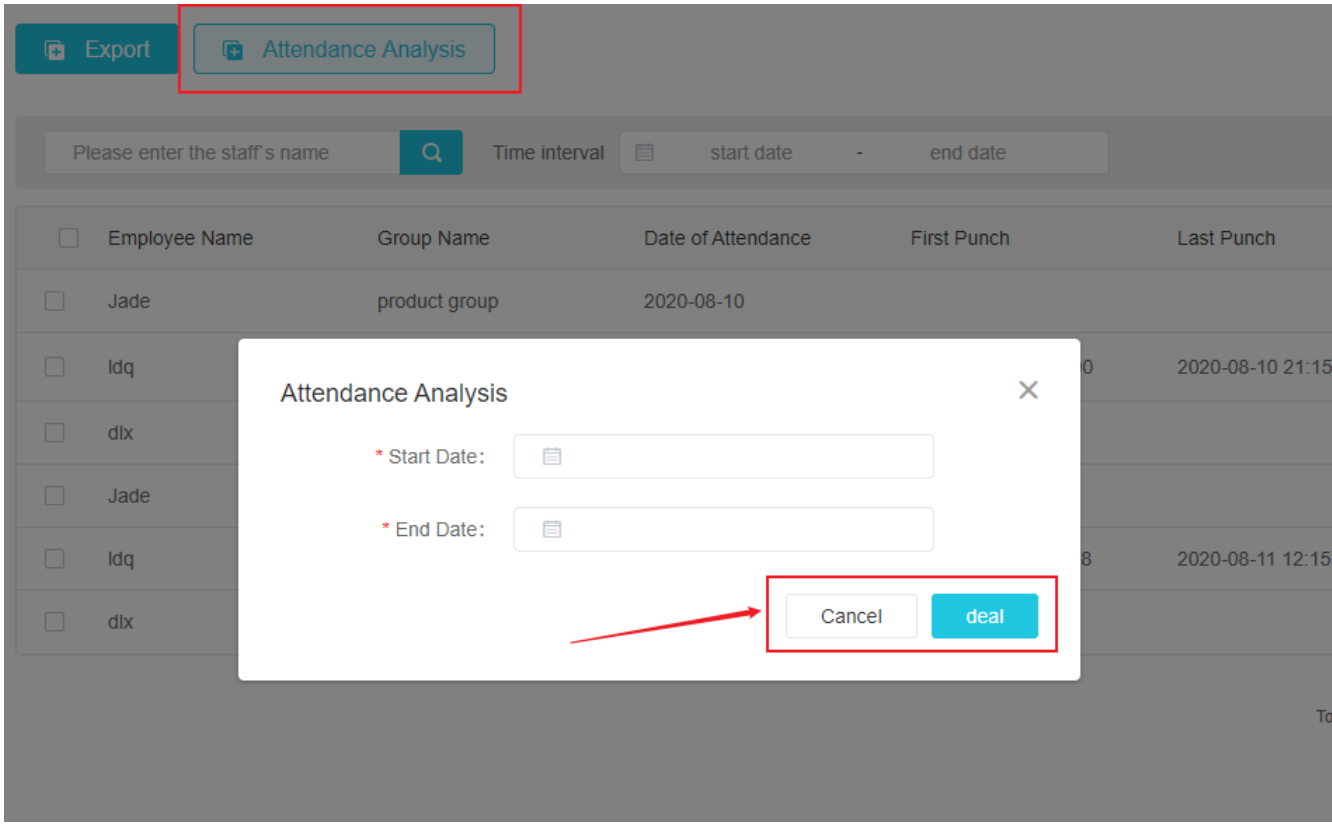
● export

1) Click the “export” button to download the staff attendance record form file containing the current query page to the local;

● Attendance Analysis

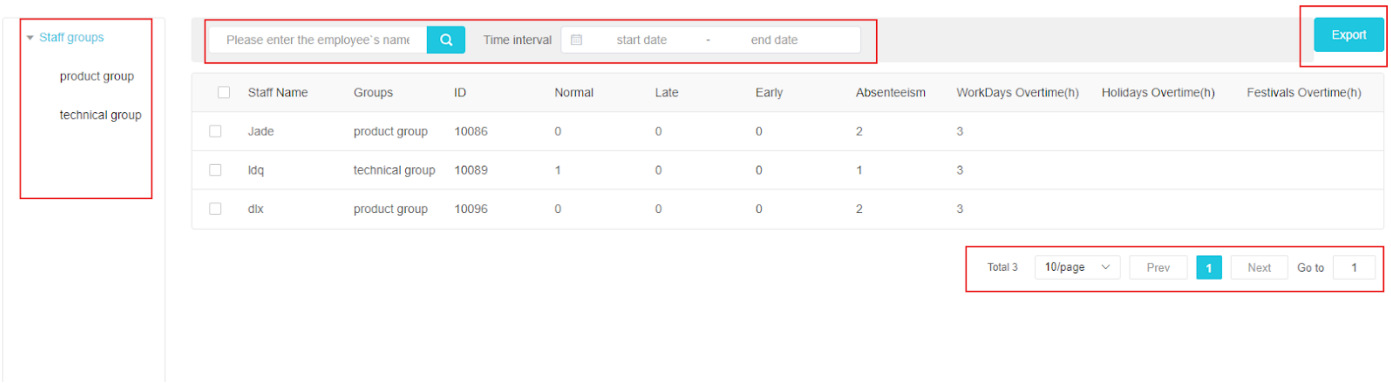
1) The time interval can be selected to recalculate and analyze the traffic record of this time period to get a new attendance record.

2)



5.5 Attendance Statistics

【Attendance Statistics】module includes data statistics of normal/abnormal attendance of employees in all time/specified time and overtime hours of working days/public holidays/holidays;



● Staff Group

1） In the employee grouping list, the group name and grouping information are the same as the grouping data in the [Employee List]. The data changes in the employee list are synchronized in real time. After selecting all groups, the attendance statistics of all employees will be displayed on the right side. Click the sub After grouping, only the employee attendance statistics in the sub-group will be displayed;

● Normal、late\early Absenteeism

1） By default, it is selected to display the statistical data of the month before the query date, which respectively display the employees' normal days, late arrivals, early departures, and absences. If there is no record of the corresponding status within the query time range, it will be displayed as 0;

● workDays OverTime(h) 、holidays OverTime(h)、festival OverTime(h)

1)By default, the statistical data of the month before the query date is selected to display the accumulated overtime hours of employees working overtime on working days/public holidays/holidays. If there is no record of the corresponding status within the query time range, it will not be displayed;

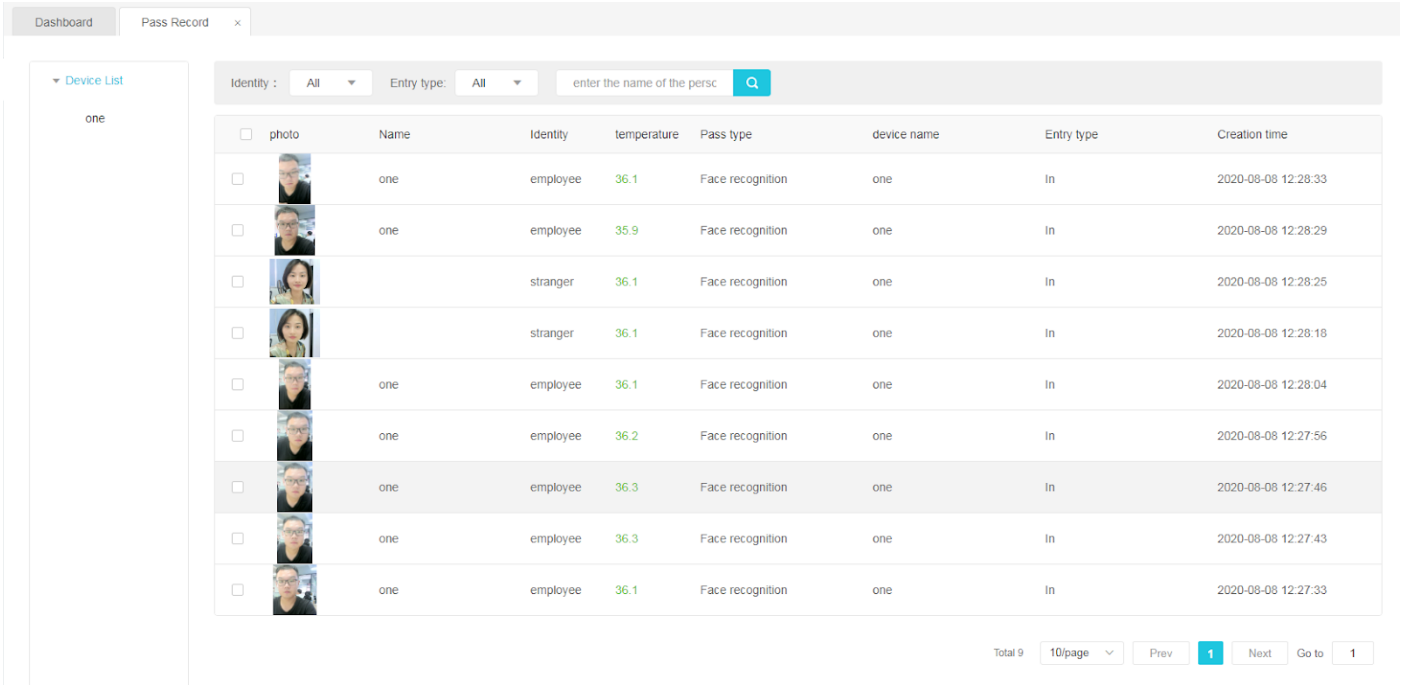
● Export

1） Click the export button to download the employee attendance record form file containing the current query page to the local;

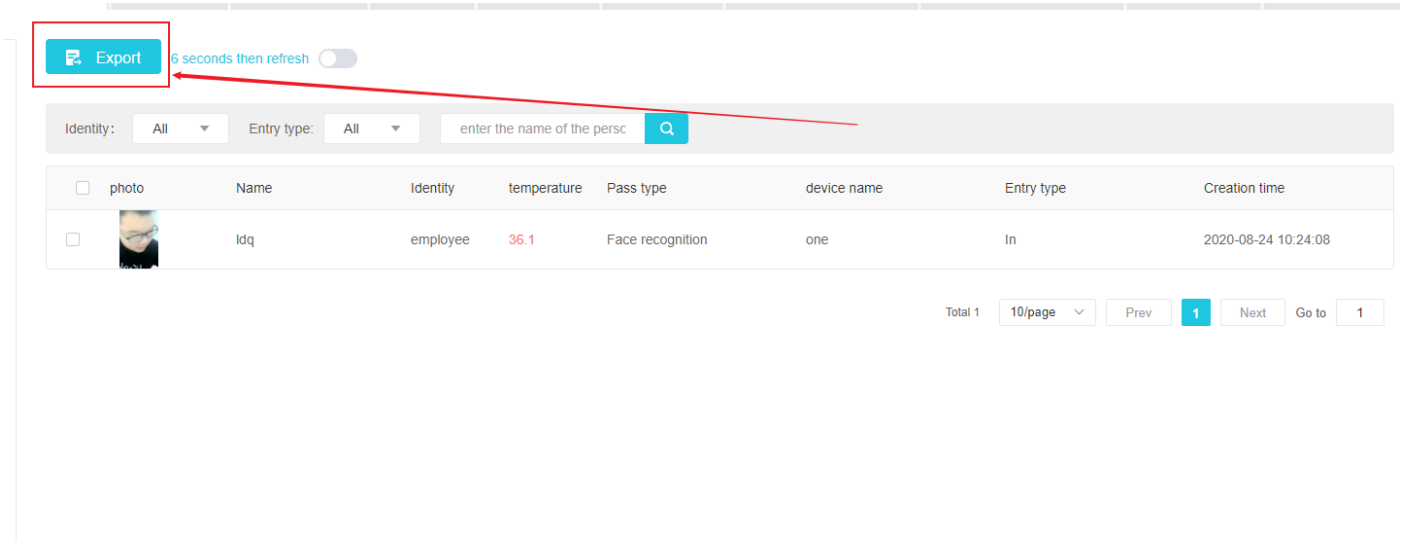
6. Pass management

6.1.Pass record

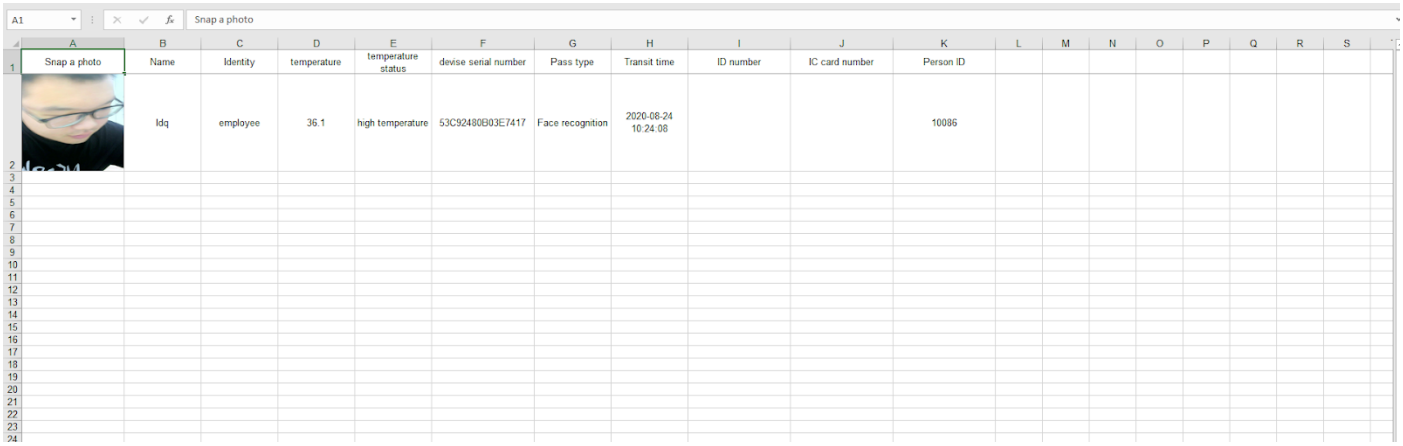
View all the identification records on the device, through device grouping and device filtering. The data body temperature value is greater than or equal to the [Abnormal temperature judgment value] of the temperature measurement parameter configuration in red font, and less than green font;



Pass record export: Click the pass record [Export] button on the page to export the existing pass records in the system to the computer in excel file format.

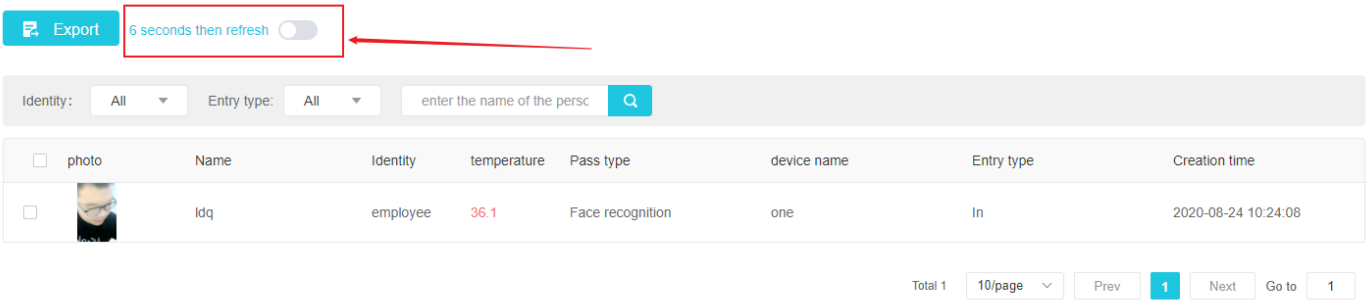


The following figure is the content of the exported excel file



Snap a photo	Name	Identity	temperature	temperature status	devise serial number	Pass type	Transit time	ID number	IC card number	Person ID
	ldq	employee	36.1	high temperature	53C92480B03E7417	Face recognition	2020-08-24 10:24:08			10086

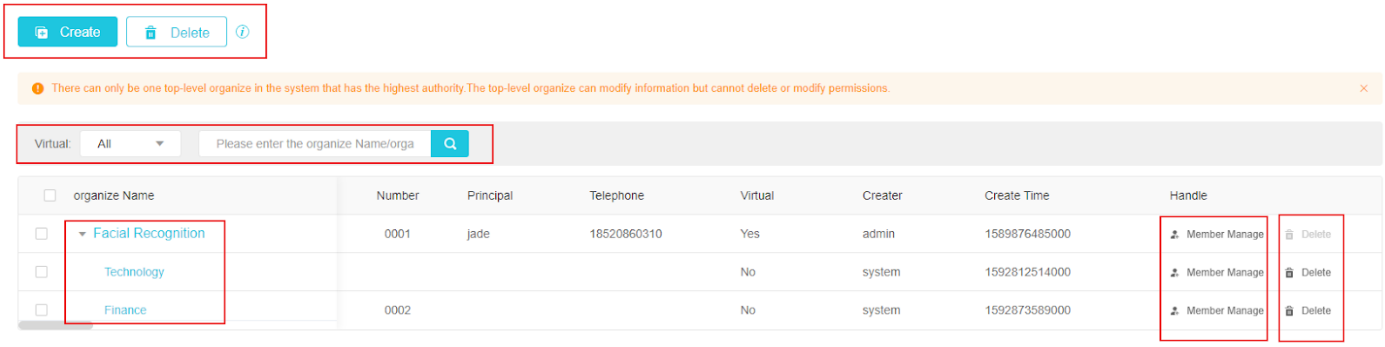
6s refresh of the pass record: When someone passes through the online device of the system and the pass record is generated, the newly generated pass record can be refreshed manually. Turn on the 6s refresh switch on the page to refresh it manually, the pass record will be refreshed every 6s



7. System Management

7.1 Organization Management

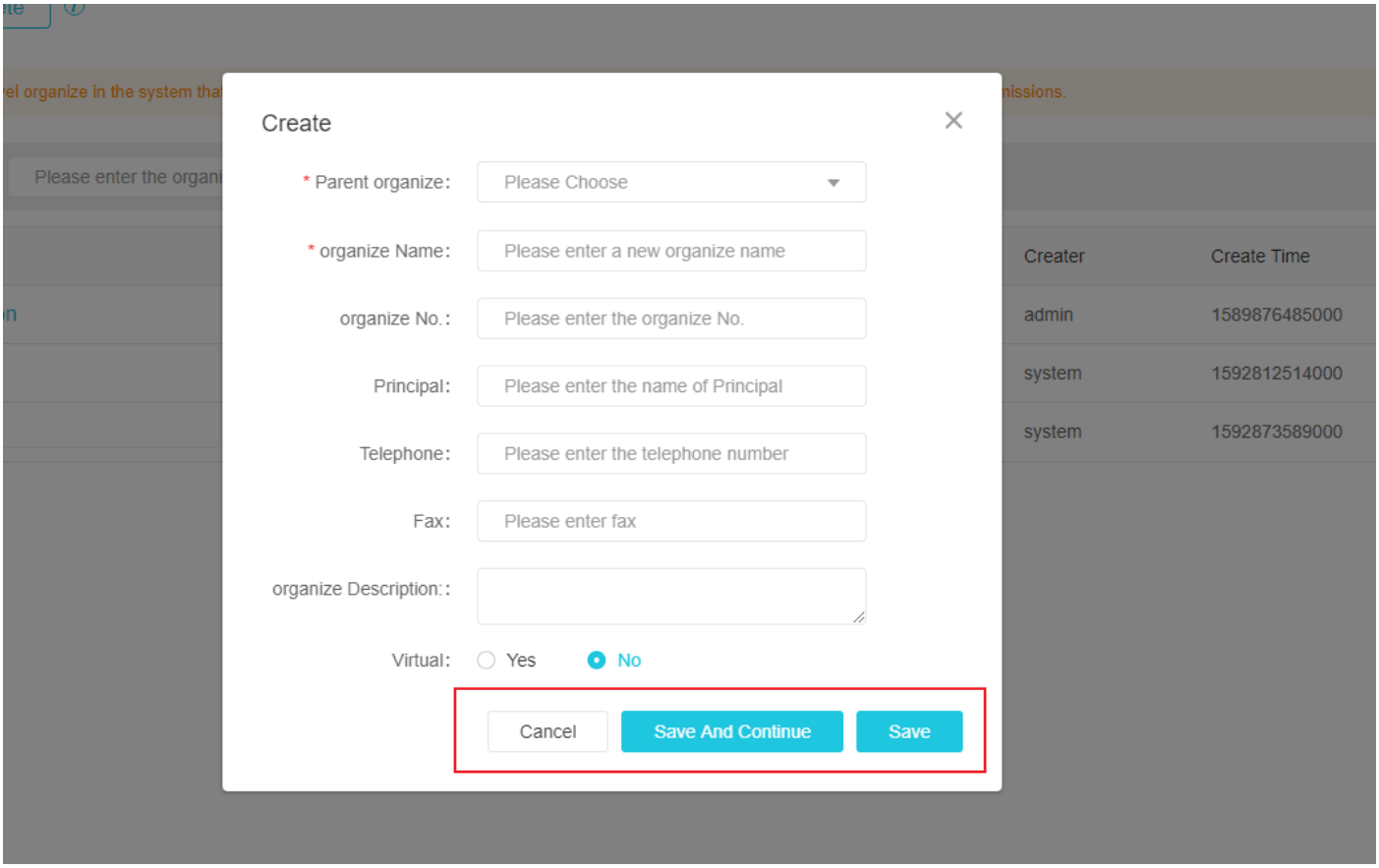
[Organization Management] The module is used to manage the internal organizational structure of the enterprise and the management of enterprise user information. The hierarchical relationship is created and managed by the system or the enterprise administrator. The page is displayed as shown below:



➢ Create an organization

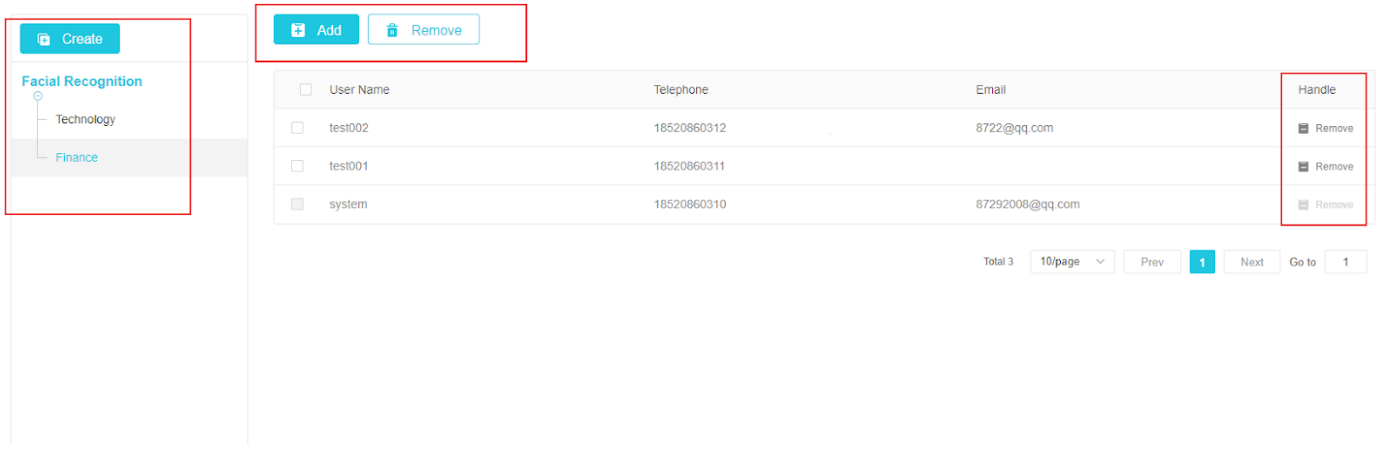
1) Only one top-level organization can exist in the system, and that organization has the highest authority. The top-level organization can modify information, but cannot delete and modify permissions;

2) Click the New button to fill in the content and complete the new organization

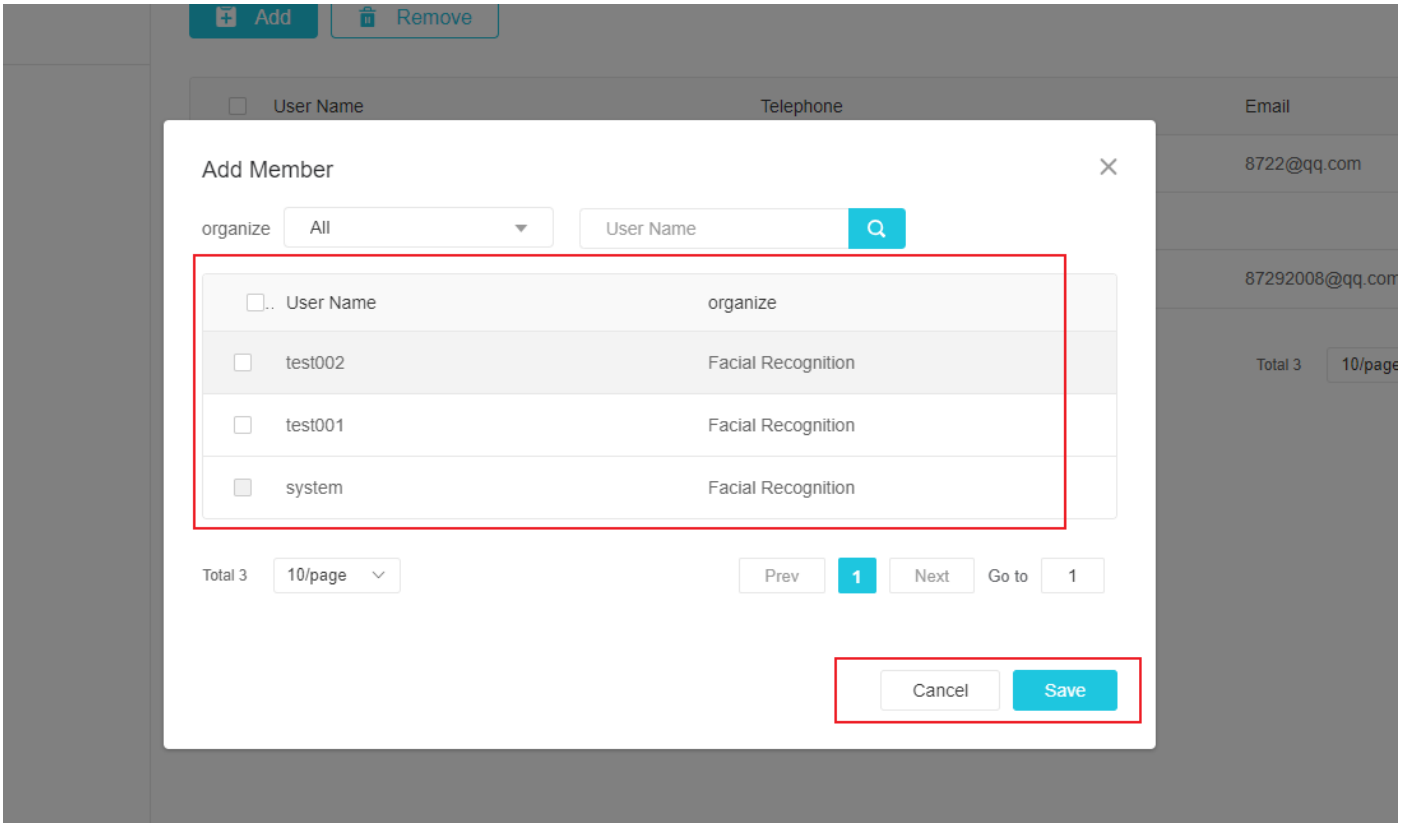


➢ Member management

Click "Member Management" in the operation of the displayed page to enter the member management display page. The left side of the page displays the tree-shaped organization structure that has been created. You can create new organizations and query members by organization on the left, and the members of the organization, that is, the basic information of the user, are displayed on the right



Click the “Add” button in the member management, select the desired member from all users in the system, and click Save to add the user to the organization. Remove function (omitted)



7.2 Role management

【Role management】 It is used to create and manage roles. Roles are used to control the various business function modules and functional operations of users in the system. It is composed of different functional operation permissions.

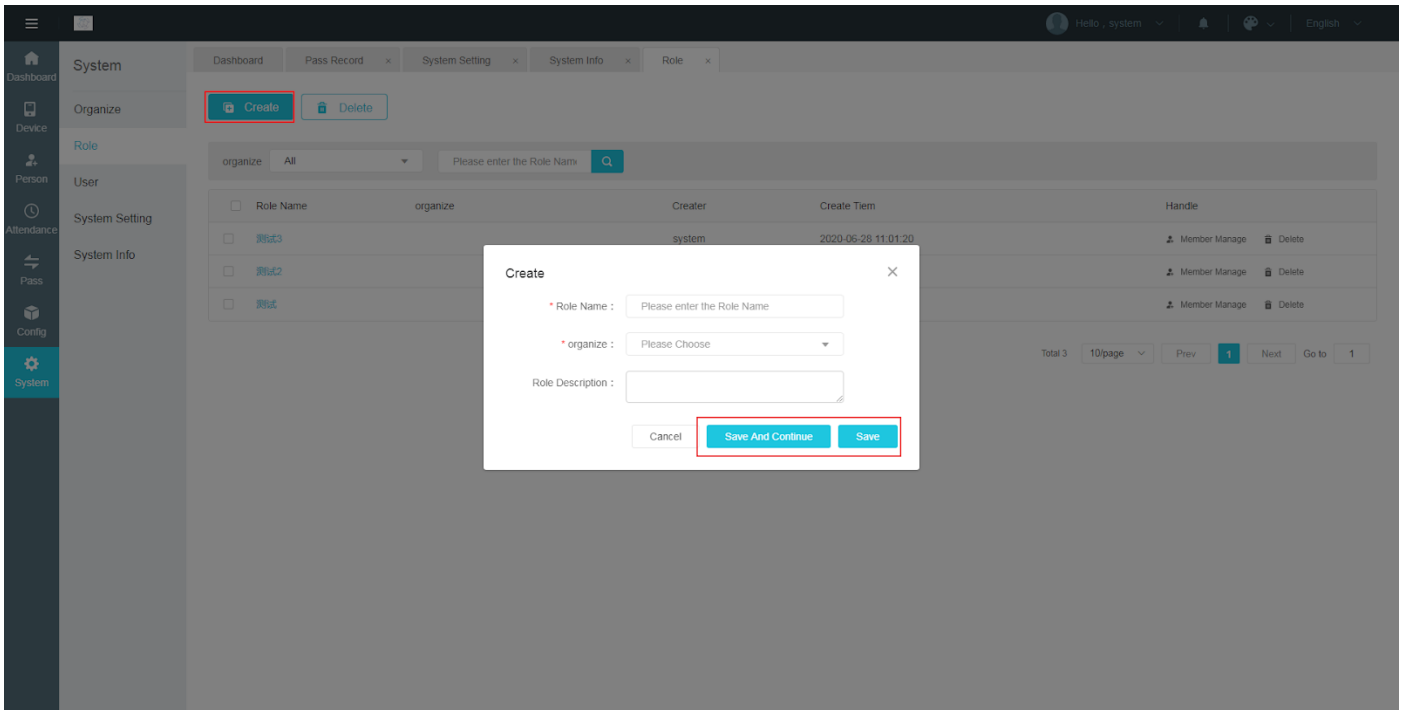
Role description

➢ Each company can create one or more roles with different scopes of authority to perform different functions for different users under the corporate organizational structure;

➢ The role information between the enterprise and the enterprise is independent of each other and cannot be mutually accessed.

Creating Role

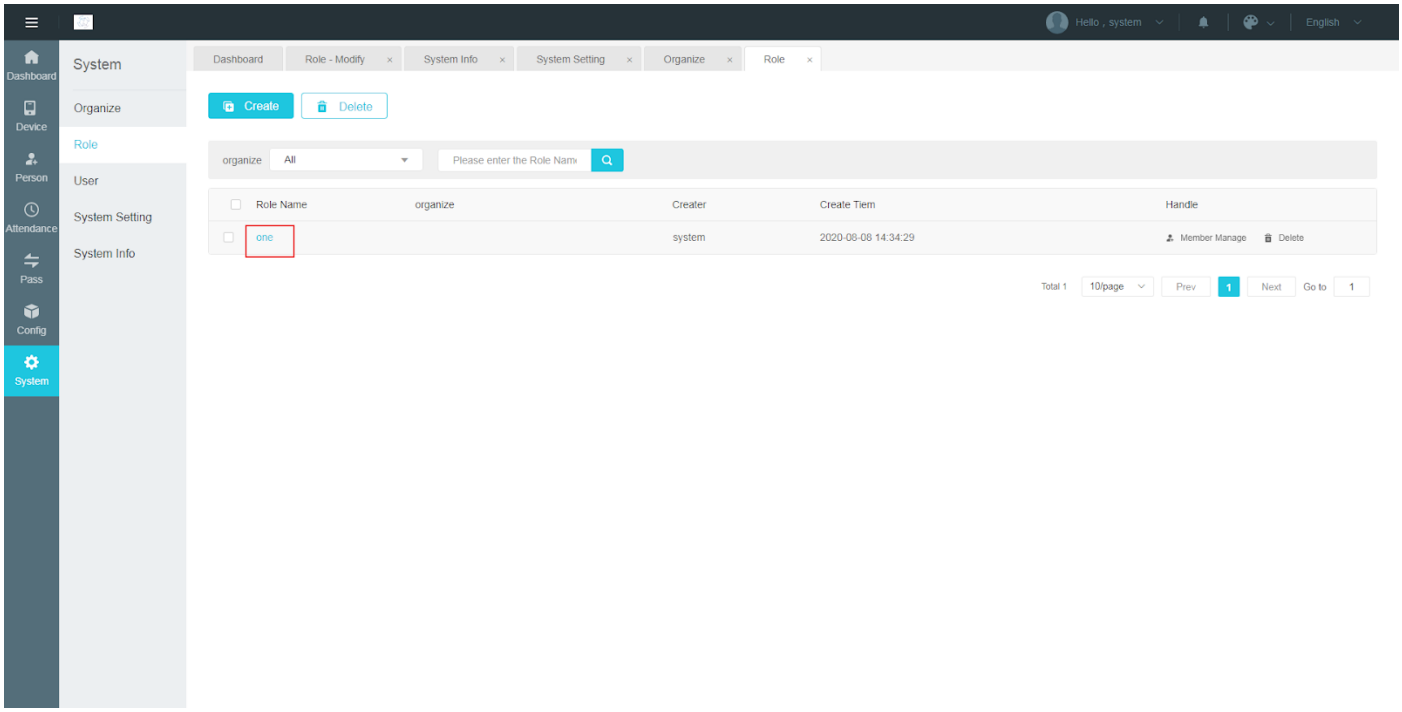
enter【Role management】, Click on【Create】Button, Pop up 【Create】 page;

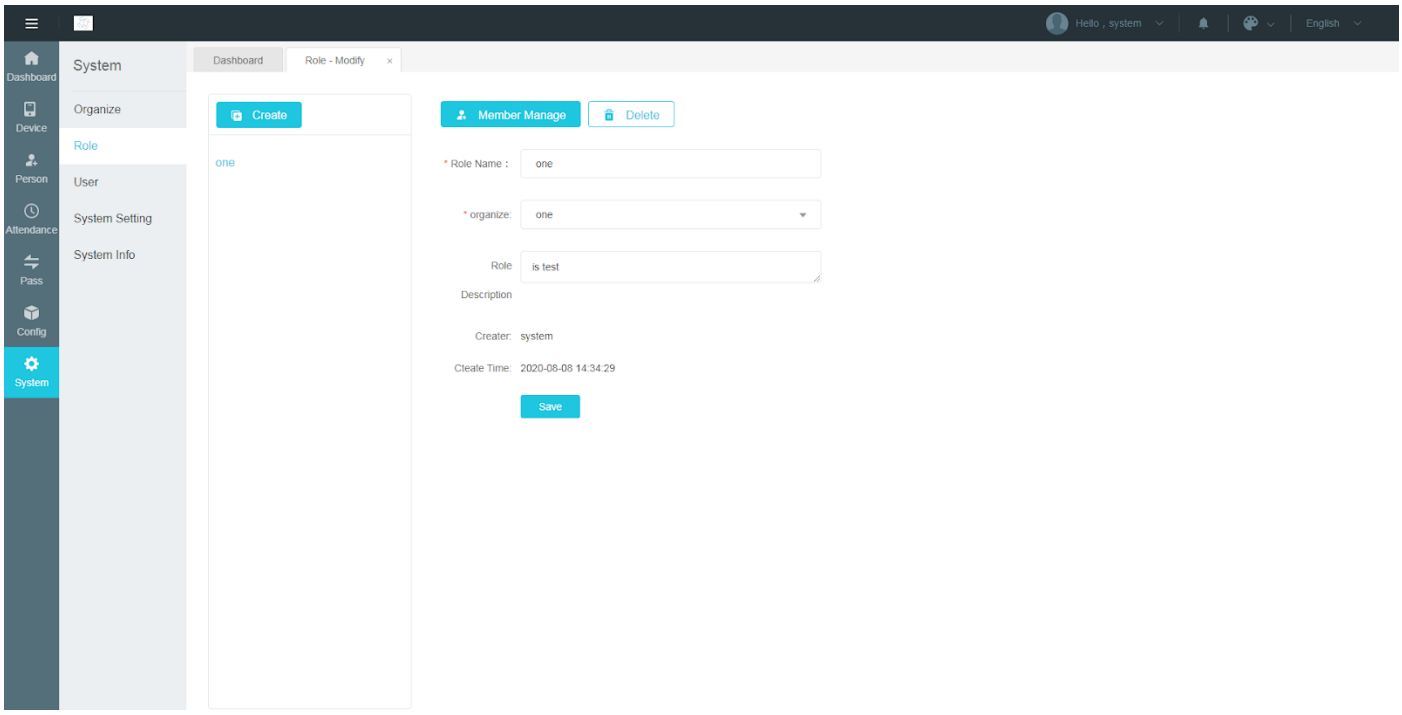


Fill in the role name, and save the organization and role, and click the [Save] button to create a new role.

Role modification

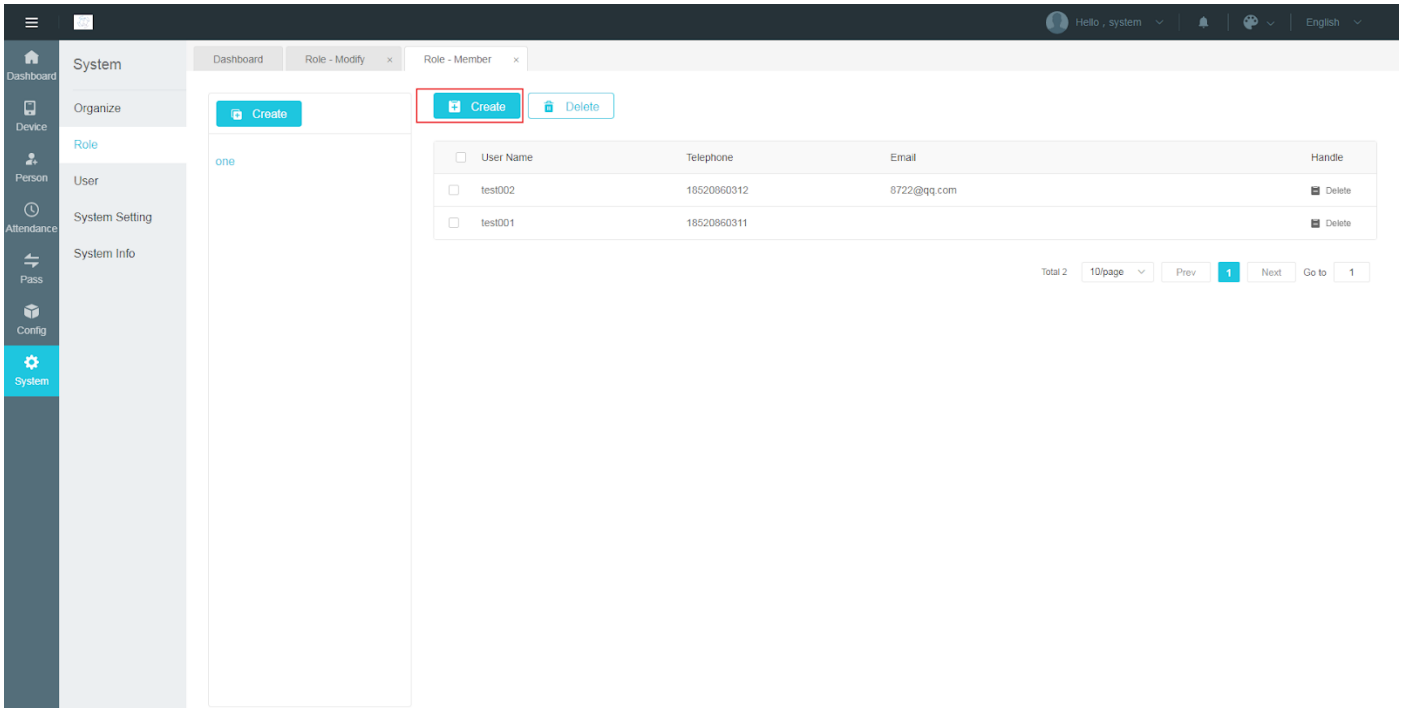
Click on【Role Name】enter【Role-Modify】page，Left and right to select the role to be modified for the role list，Character information on the right，Editable role name，organize，Role description, click [Save] button after modification to save the modified information.

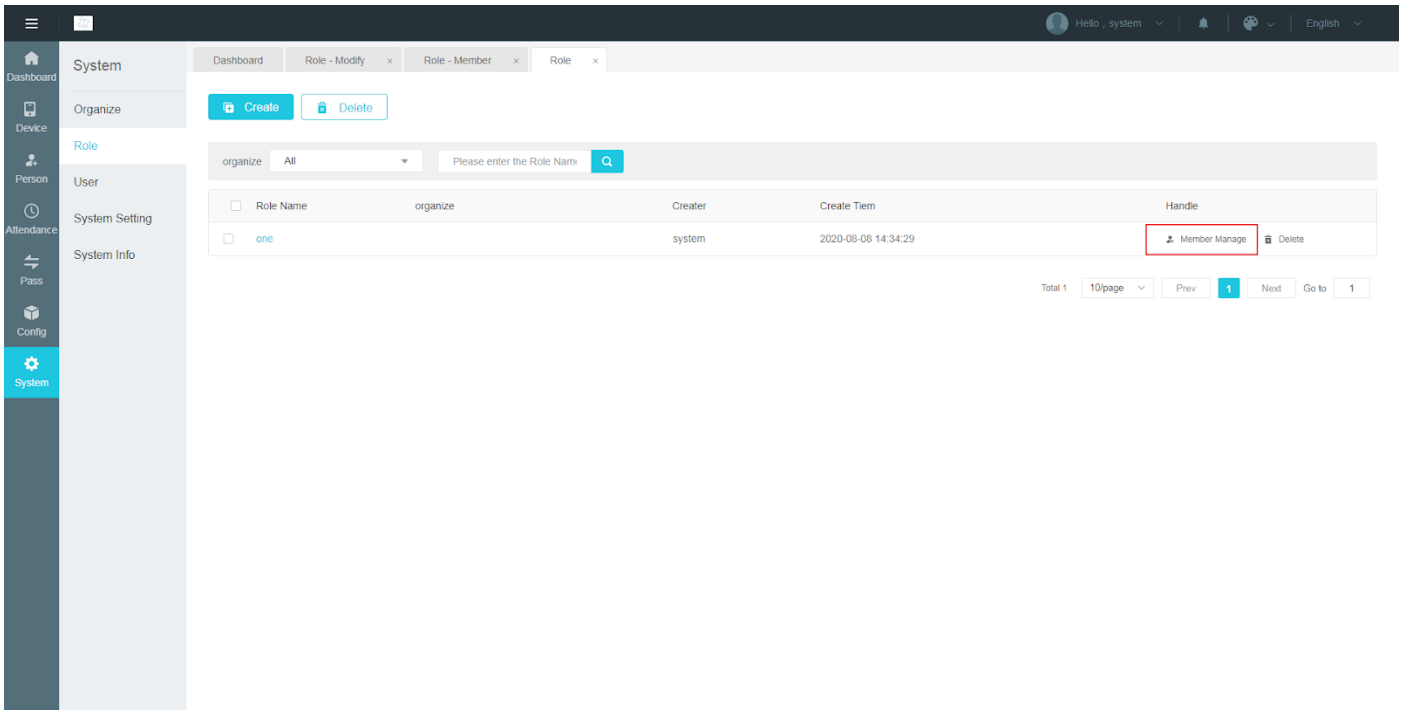




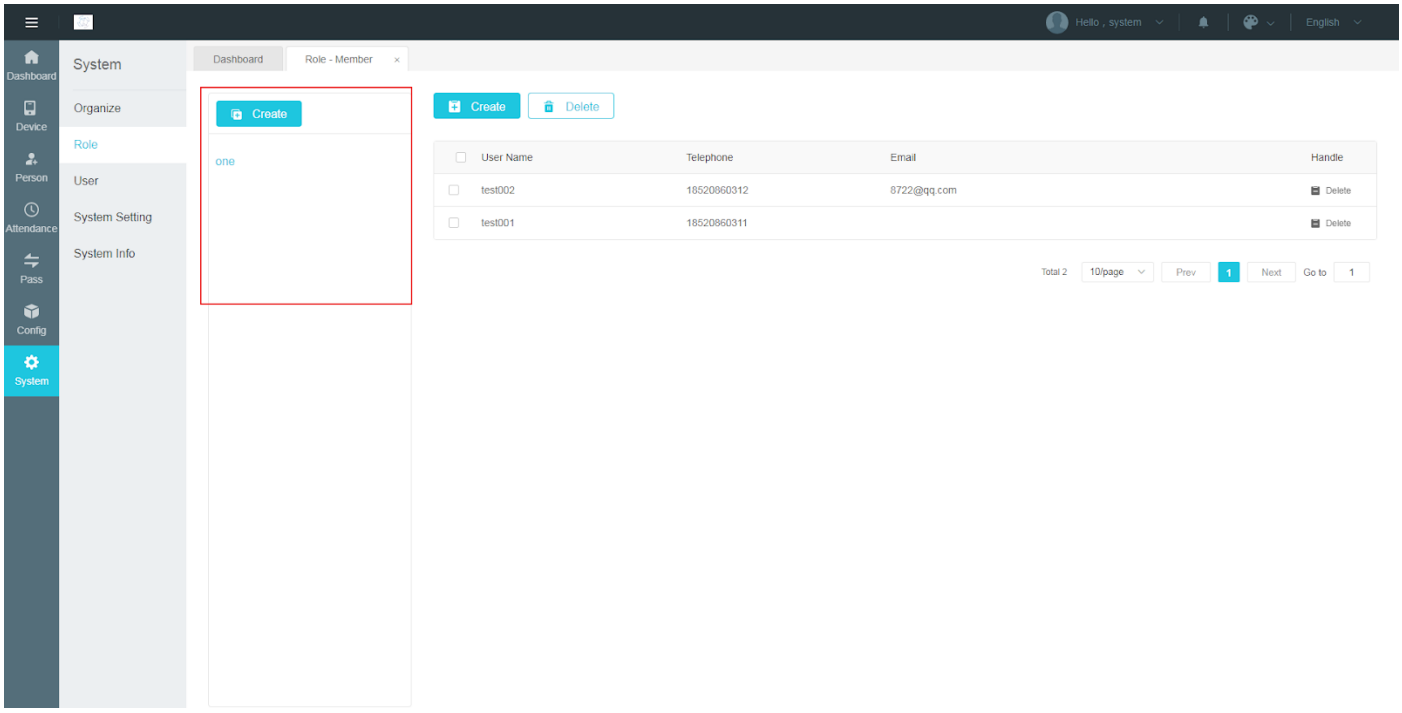
Role Management-Member Management:

Click the member management in the operation bar of the role management list or click the【member management】button on the role modification page to enter the【role-member management】page。



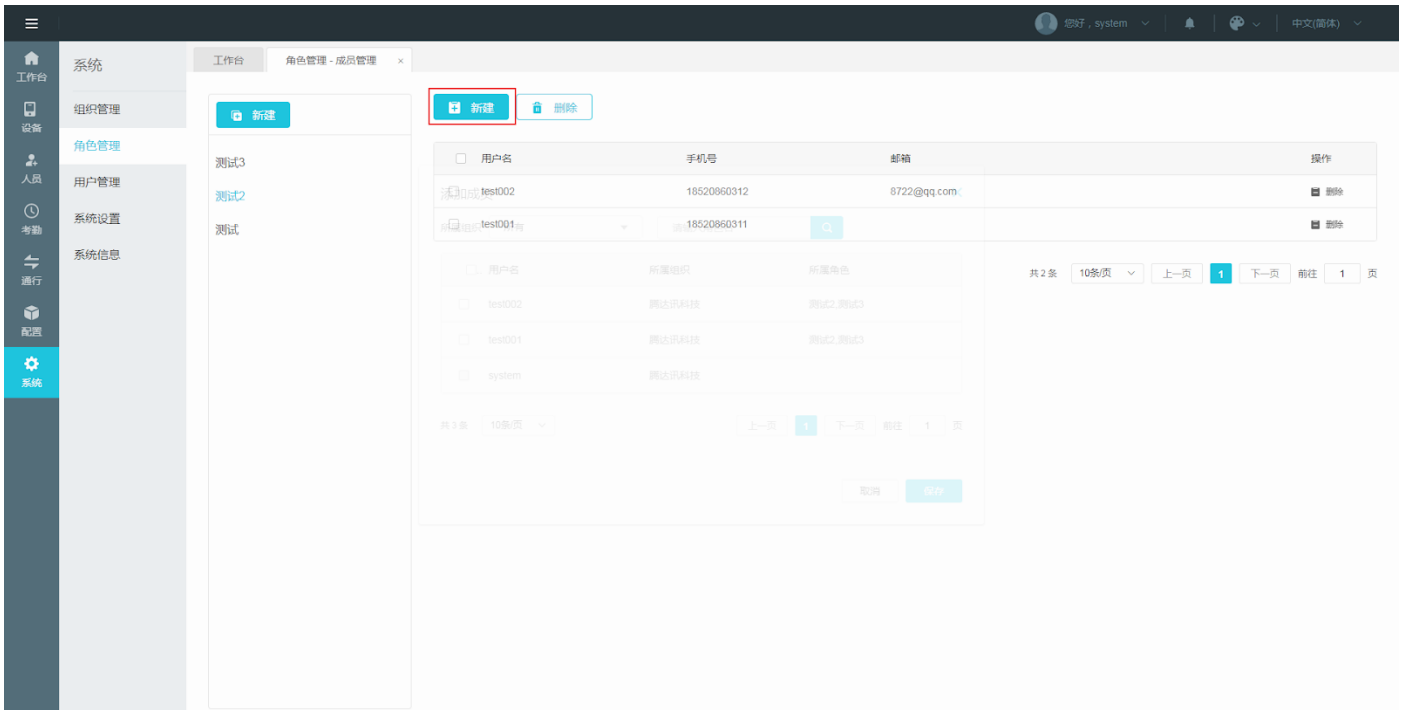


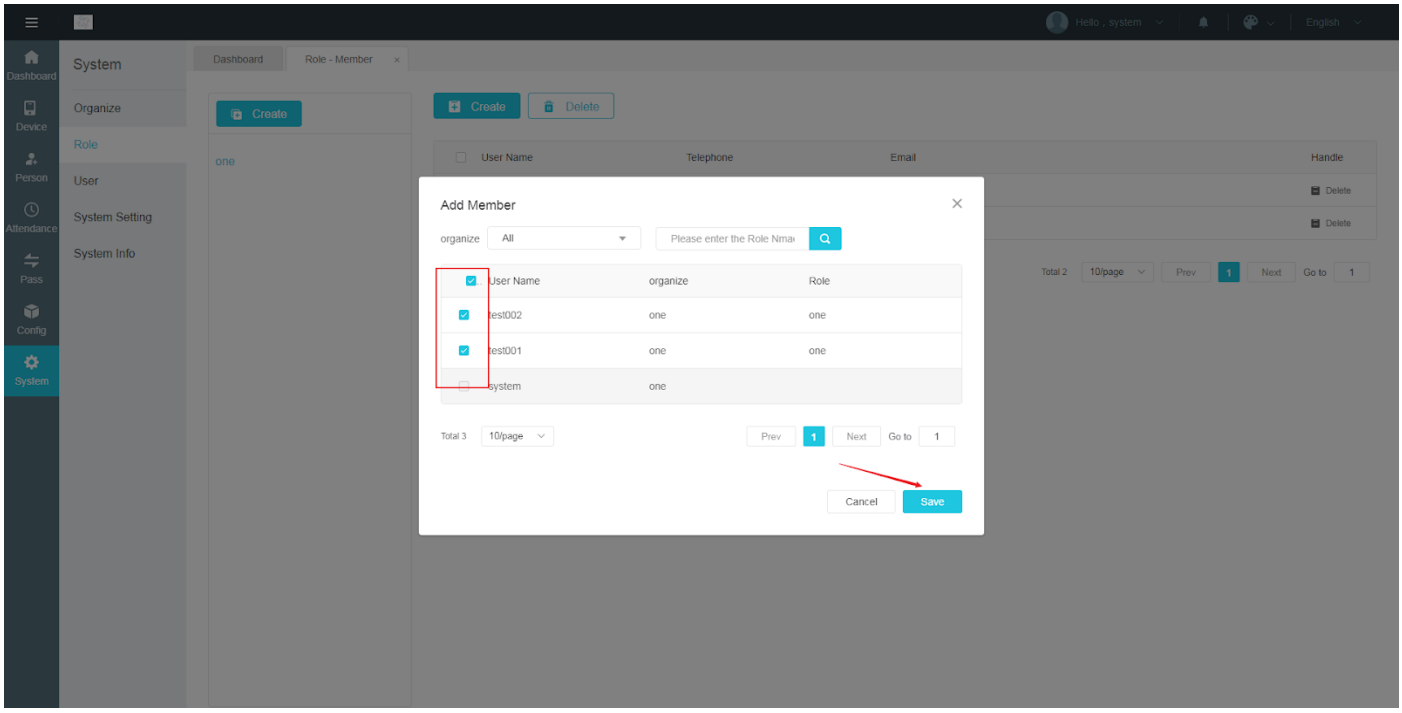
【Role-Member】interface，The left part is the role list, you can select the role, click the 【Create】 button above, and the 【Create】 pop-up window will pop up to create a new role.



User add role

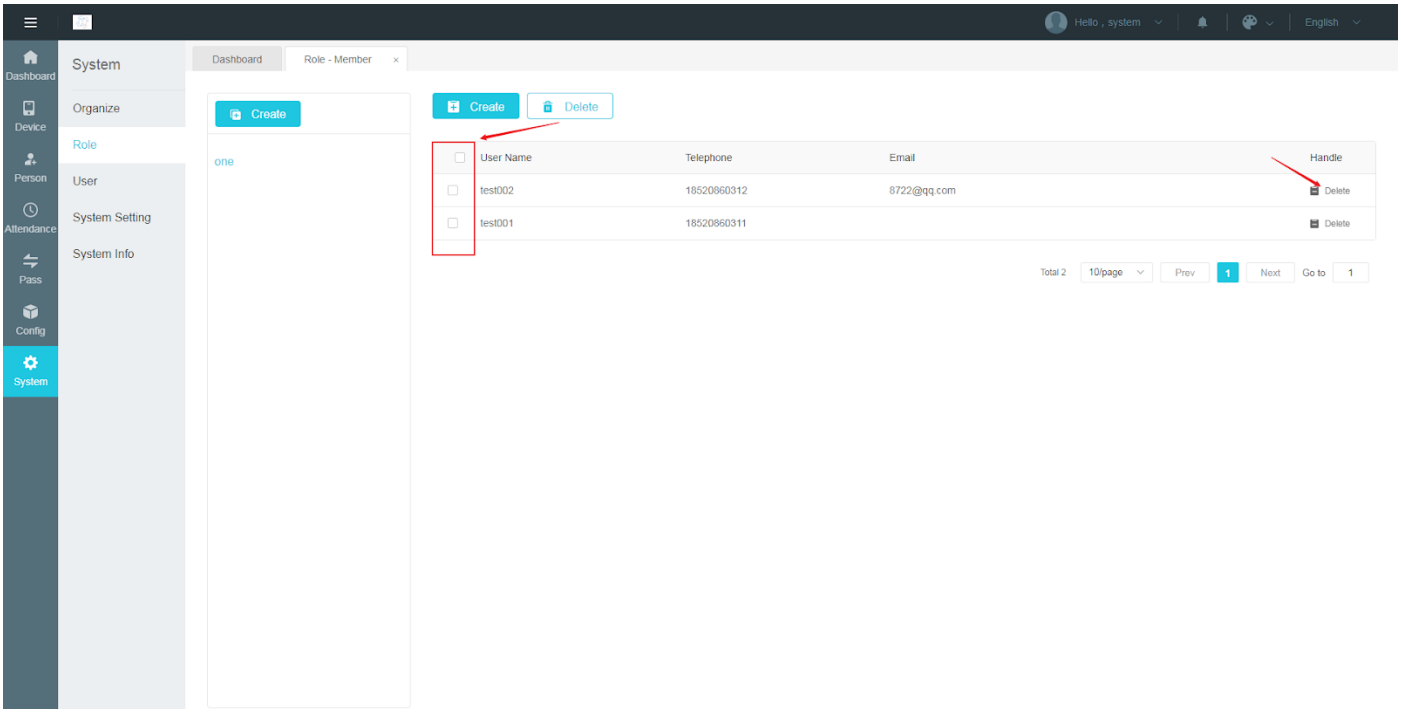
On the right is the user list, view the user information in the selected role, click the【Create】button, the 【Add Member】 pop-up window will pop up, in the user list, select the user to add to the selected role。





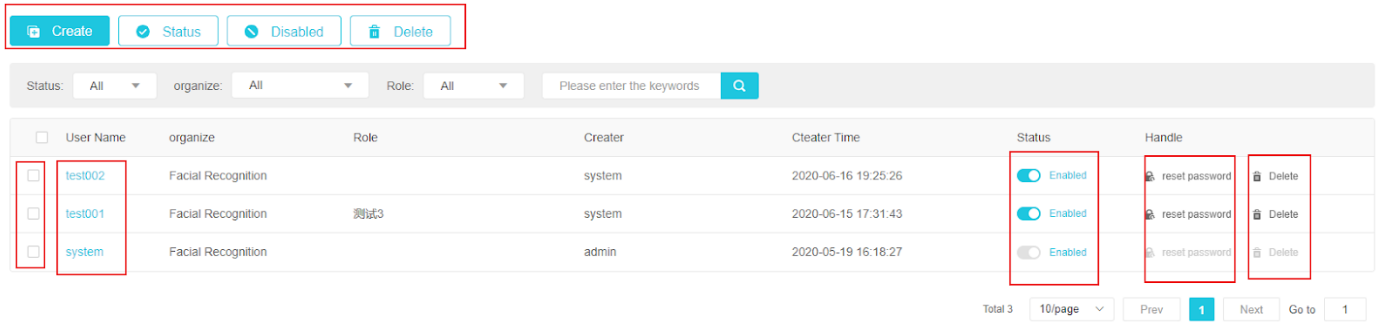
Delete user in role

Click 【Delete】 button to delete users in the role



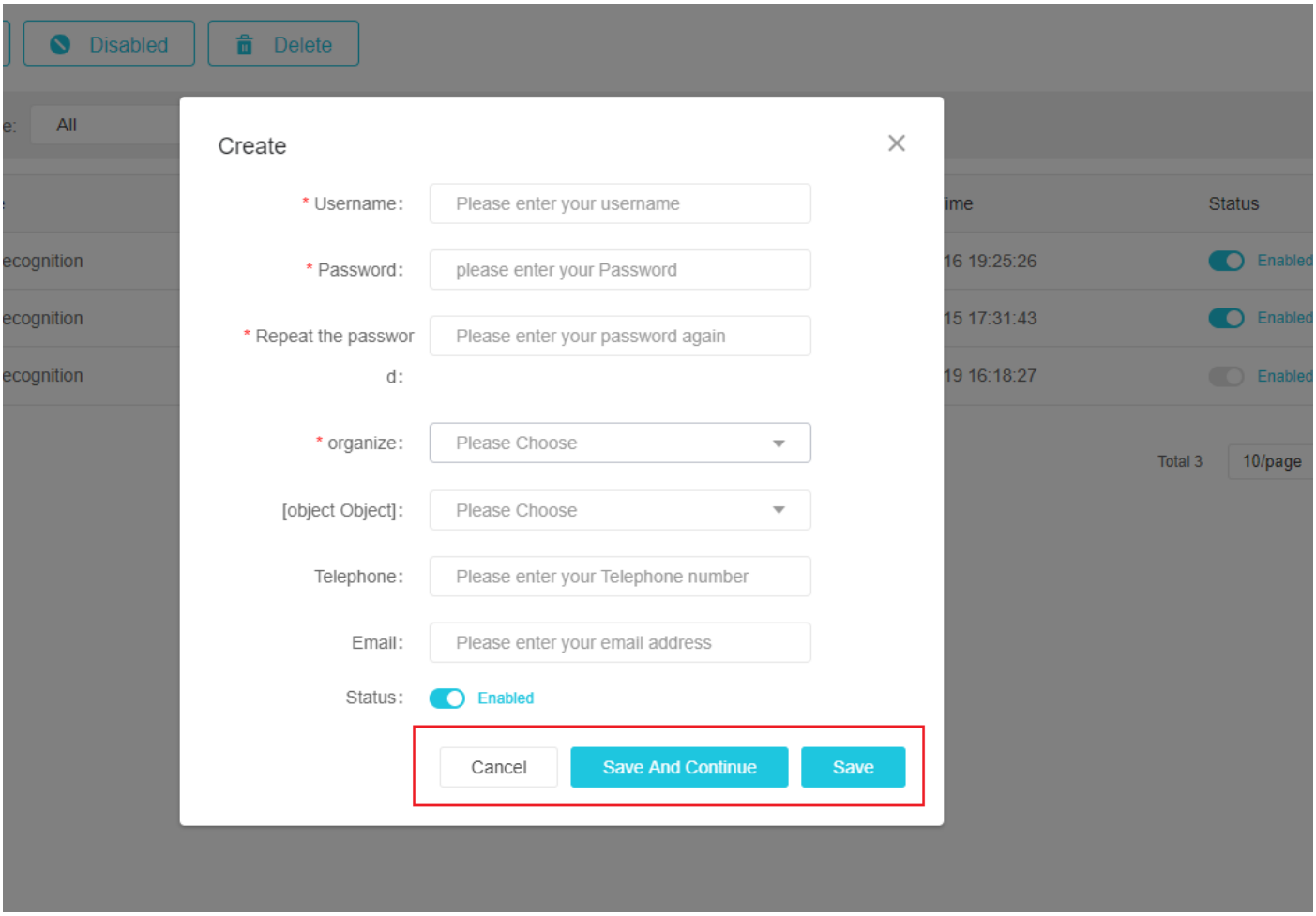
7.3 User Management

The user management interface can display users, query by status and the role of the organization to which they belong, and perform operations such as enabling, disabling, and deleting user status. The display page is as follows:

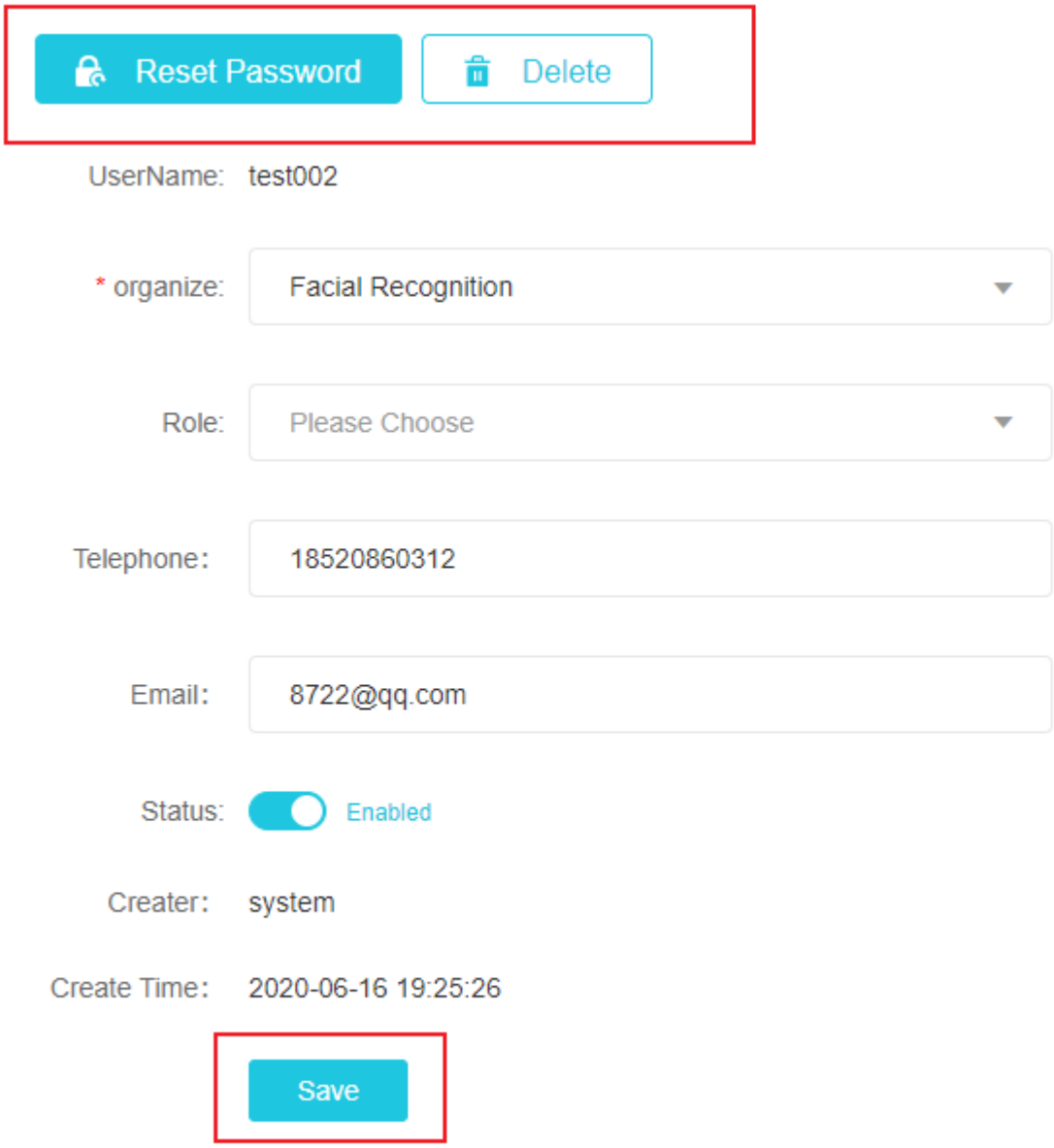


➢ Create user

Click the "Create" button on the displayed page to enter the user creation interface, and enter the information in the figure below to create a user.

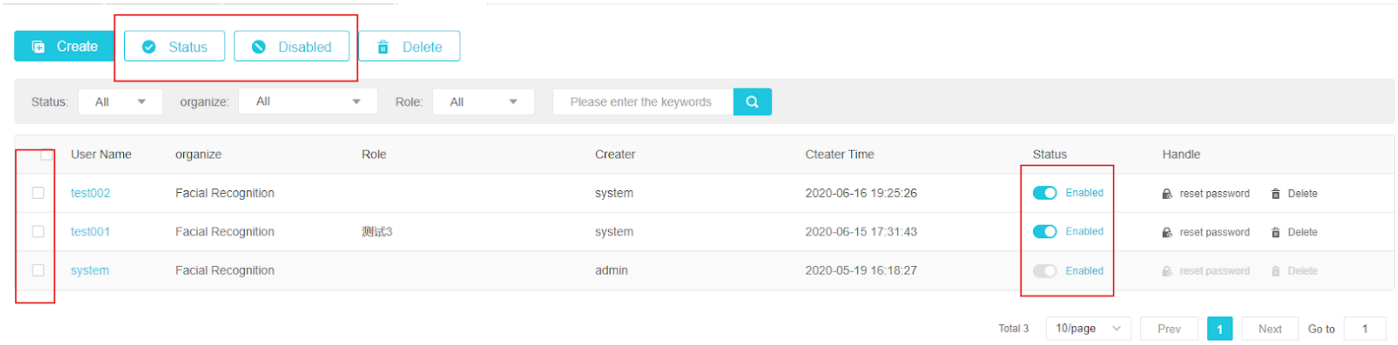


- Modify user: Click the user name (blue font) on the displayed page to modify the user information

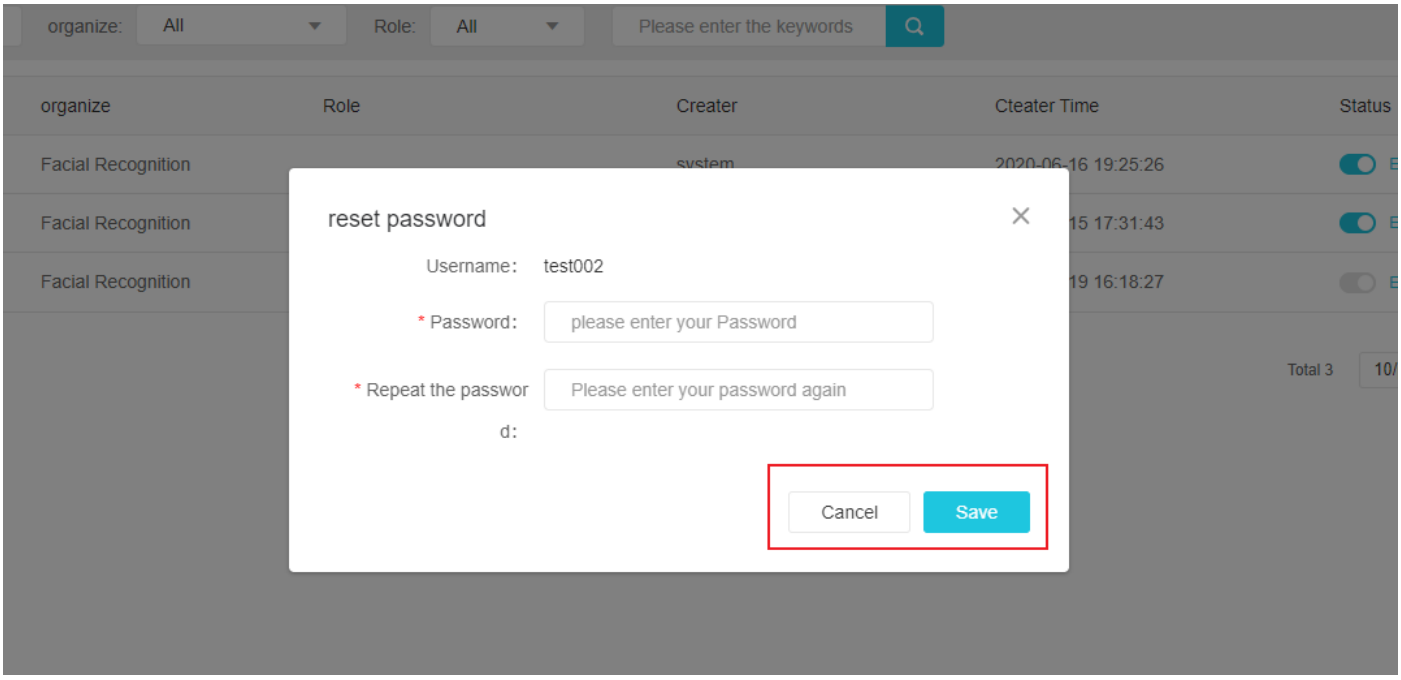


➢ Enabling and disabling users

Click on the status part at the end of each column of the displayed page to disable or enable the user. The disabled user can no longer log in to the system. Click the box in front of each column, select multiple columns and then click the status or disable button at the top to perform batch operations on users.

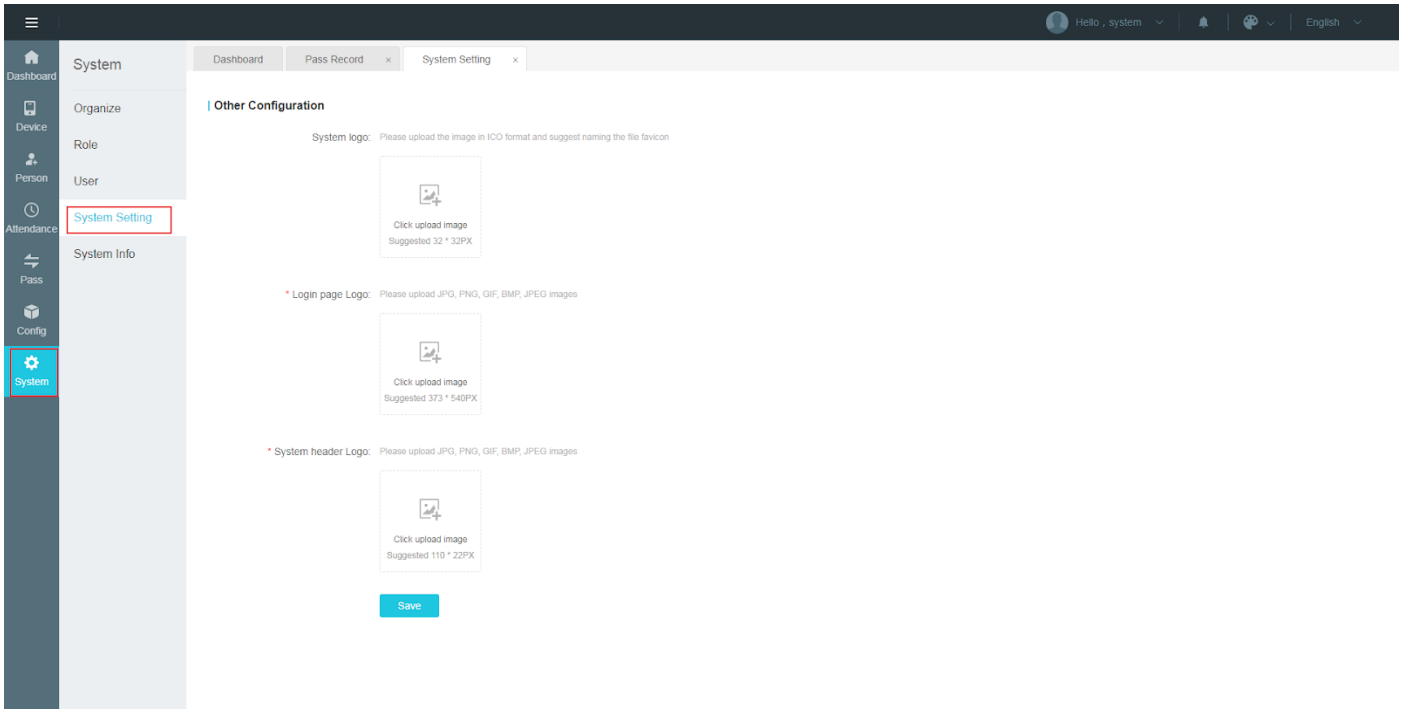


- Classified query, delete,(omitted)
- reset password



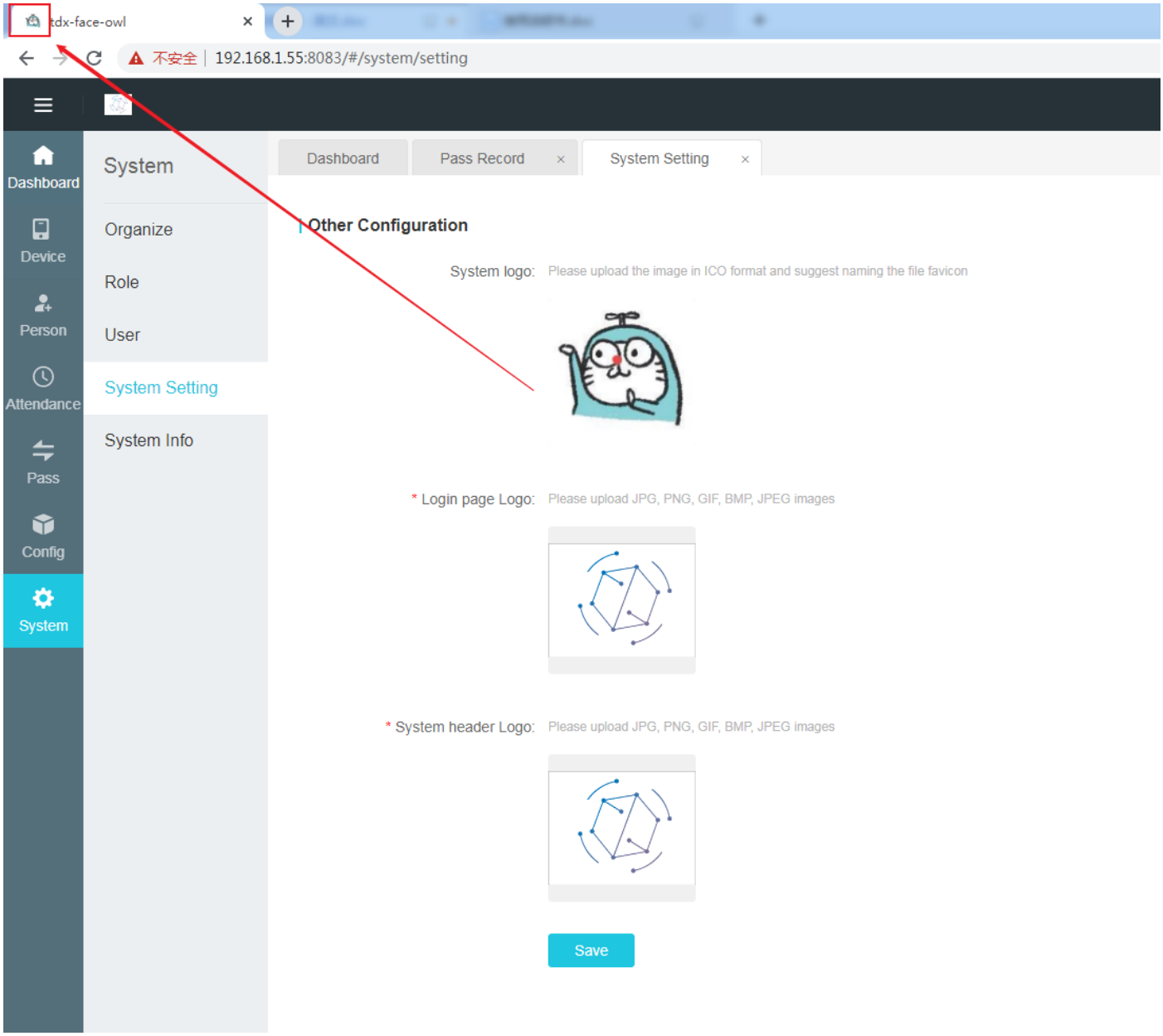
7.4 System settings

Other configuration: Set system logo, login page logo, system header logo



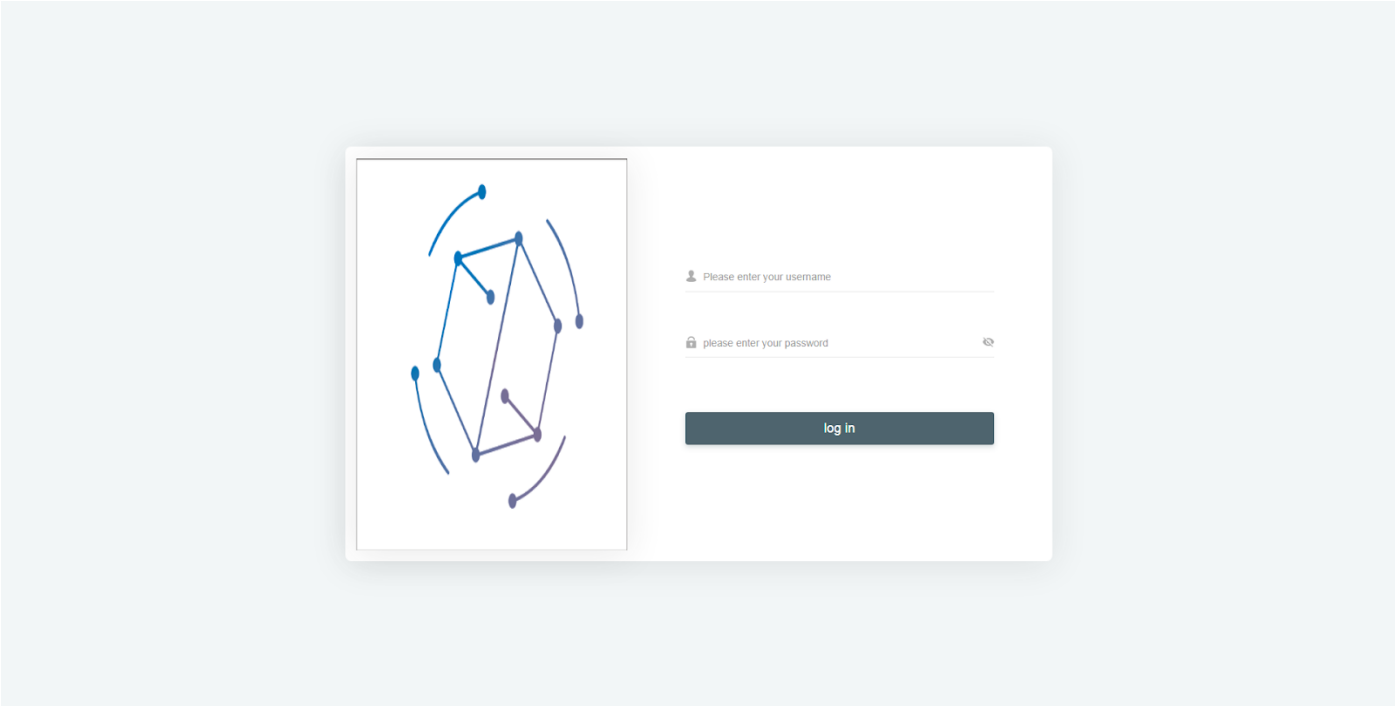
System identification：

【Format size limit】Support ico format，The recommended size is 32 * 32 px, and the recommended file name is favicon；



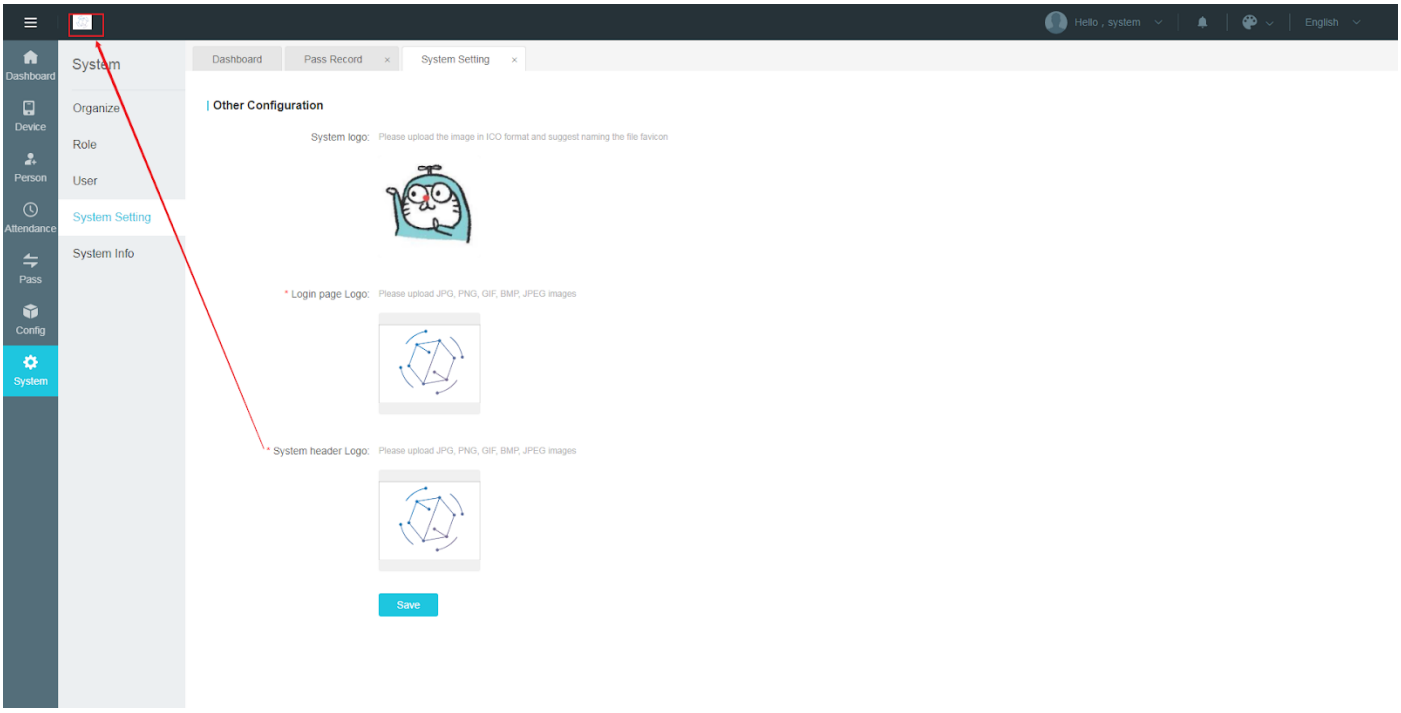
log in page Logo：

【Format size limit】Support jpg，png , gif , bmp , jpeg format，Suggest 373 * 540 px；



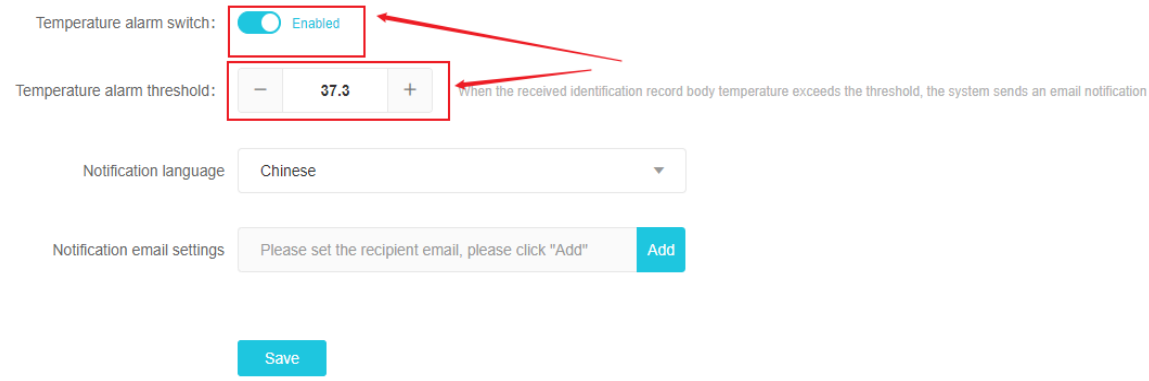
System head Logo：

【Format size limit】Support jpg，png , gif , bmp , jpeg format，Suggest 110 * 22 px；



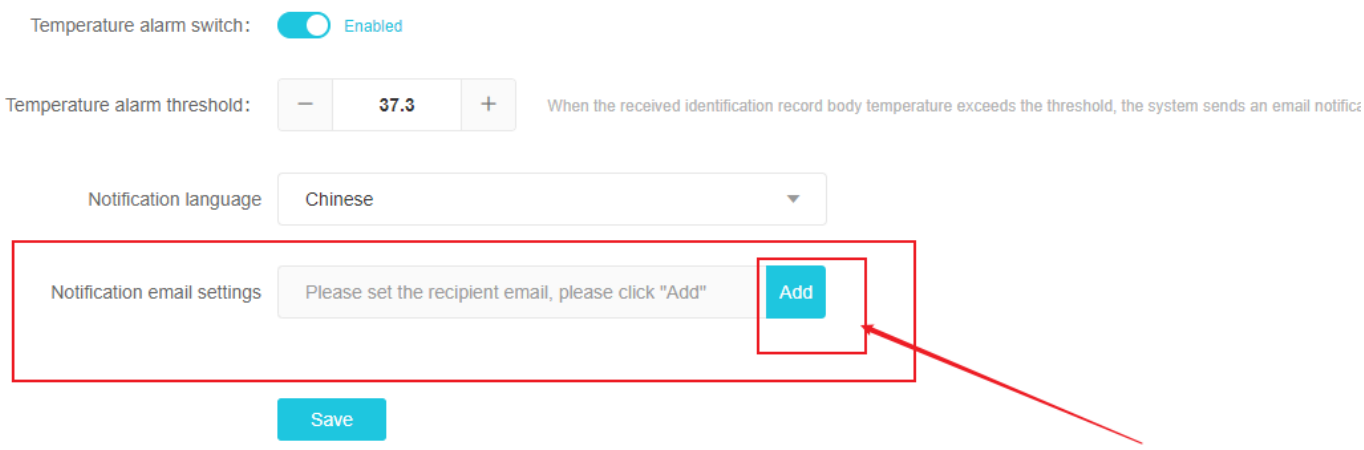
7.5 Alarm settings

Click [System] [Alarm Settings] to turn on or off the alarm function. In the alarm module, after turning on the alarm, you can set the temperature threshold of the high temperature alarm. When the temperature exceeds the set threshold, the system will automatically send an email notification

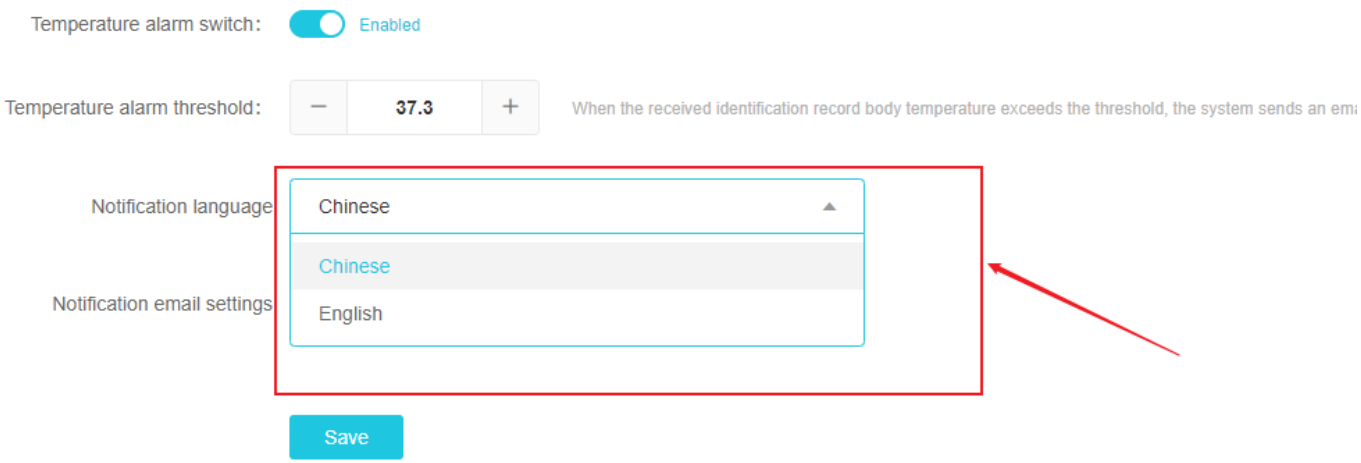


➢ □Sending address: The sending email address of the mail sent by the system can be opened, added or modified in [System] [Mail Service Settings]

➢ □Receiving address: The receiving mail address is in the "Notification Email Settings" in the alarm settings, as shown in the figure below, after clicking Add, you can enter the receiving address, and you can set up to ten receiving addresses.

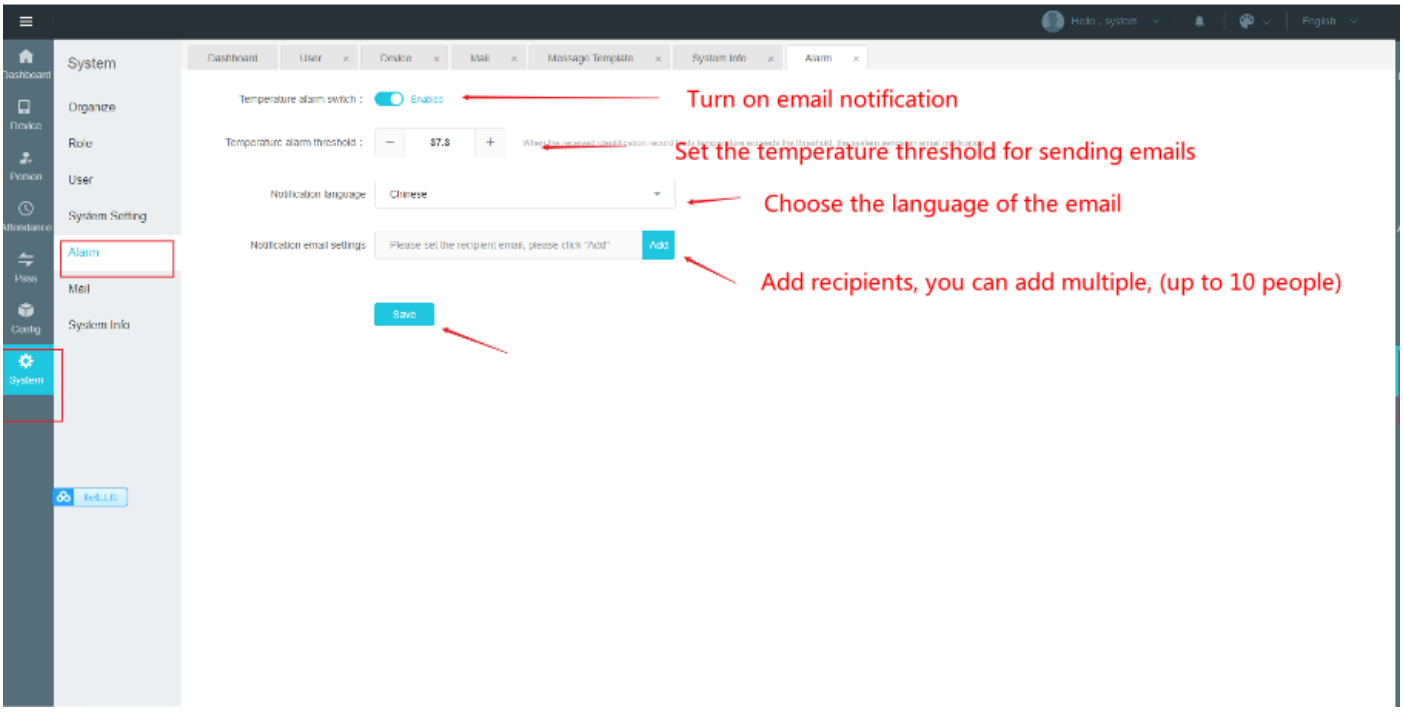


➢ □Sending content: The content of the email sent by the system is the content in the [Configuration] [Message Template]. In the alarm settings, you can choose to send the existing Chinese template or English template in the [Message Template] to the recipient mailbox, as follows As shown in the figure

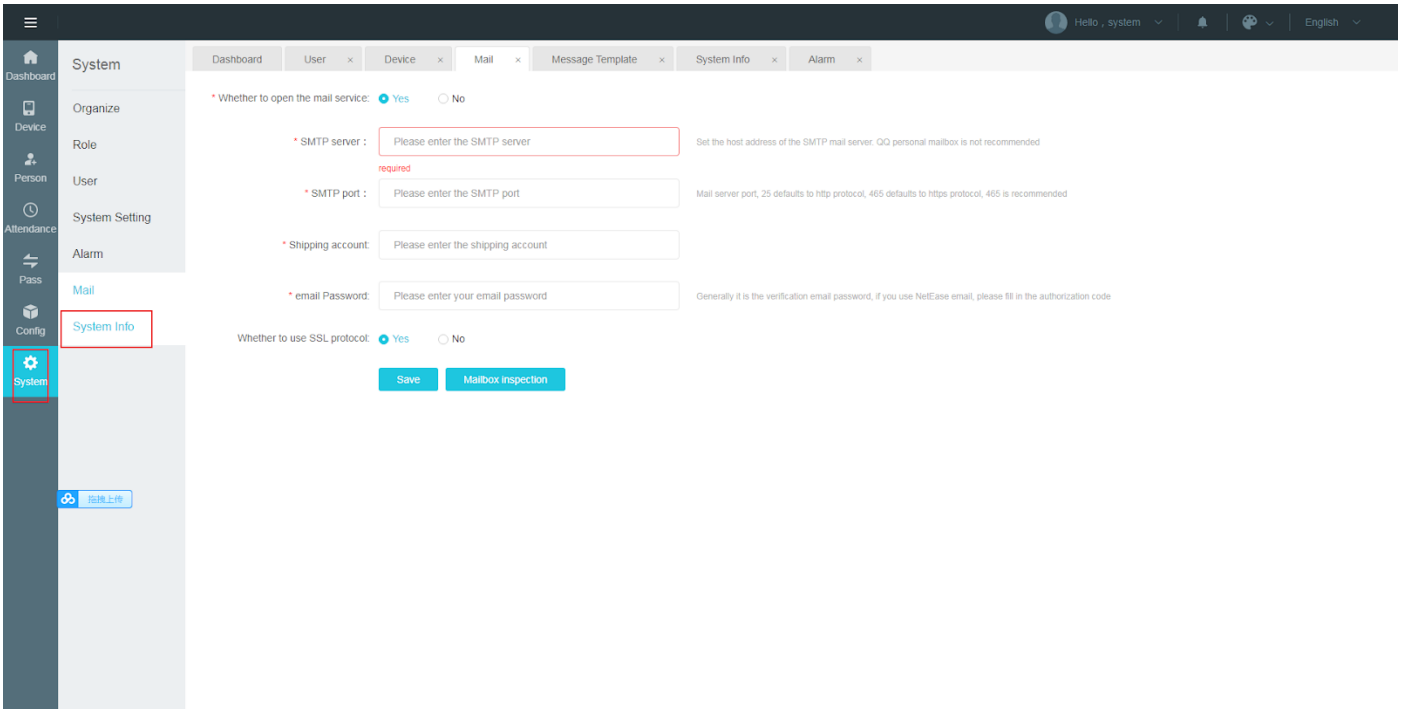


7.6 Mail service settings

1. To enable the mail service, you need to set the alarm settings first



2. Mail service settings



After configuring the sender's mailbox information and recipient's mailbox information in the mail settings, you can receive an email notification after the passage record of abnormal body temperature appears in the background.

Mail service switch： You can choose whether to open the mail service

Sender information

（1） SMTP server

Please fill in according to the server address listed in the sender’s mail server, usually listed on the help page of the mail service provider；

（2） SMTP port

Please fill in according to the port number listed on the sender’s mail server, usually listed on the help page of the mail service provider, 465 is the https protocol by default, and 465 is recommended；

（3） Shipping account

Enter the name of the mailbox that needs to be sent; Note: Due to the different automatic judgment strategies and mechanisms of each mail service provider, if the newly registered mailbox is used as the sender to send mail frequently, various restrictions of the mail service provider may be triggered；

（4） email Password

Enter the mailbox password that needs to send emails. Note: Different mailbox servers may have different requirements. For example, QQ mailbox needs to open the authorization code separately on the account settings page, and then fill in the authorization code; click on the icon on the right side of the input box Switch password plaintext/ciphertext display；

（5） Whether to use SSL protocol

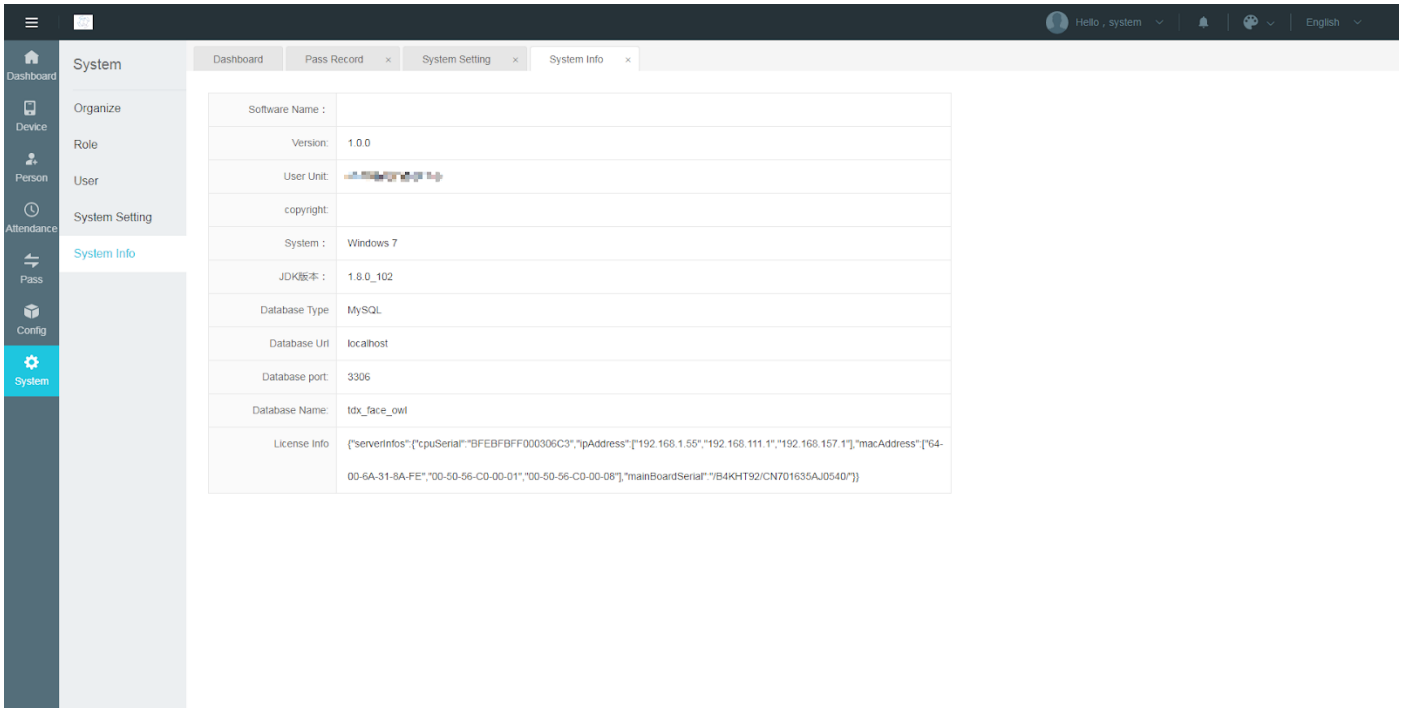
Please select the protocol type according to the type supported by the sender's mailbox

server, usually listed on the mail service provider's help page;

（6） Mail inspection

After filling in all the parameters and information, you can click the [Test Sending] button to check whether the email is sent and received normally. After clicking, an email with a fixed content template will be sent to each recipient's mailbox.

Hot mail sending content:

7.7 System message

system message：View basic system information