Intelligent Cloud Platform User Operation Manual(Web)

Contents	
Intelligent Cloud Platform User Operation Manual(Web)	1
1 Register	
2 Login	2
3 Person Management	4
3.1 Person Information	
• New person information	4
• Edit File	5
Batch Import	6
• Resign	6
• Enable/Disable APP	6
• Batch resign/ Batch enable APP/Send to device	7
3.2 Leave Registration	7
Cancel Resignation	7
• Delete	
4 Attendance Management	
4.1 Staff Scheduling	8
• Department Scheduling	
• Staff scheduling	9
Batch Scheduling/Batch Clear	10
4.2 Punch Record	
• Month View	
• Day View	
• List View	
• Outwork Punch	
4.3 Manual Punch	
4.4 Leave Management	
4.5 Attendance Report	
Monthly Report	
• Daily Report	
5 Intercom management	
5.1 Indoor Unit Management	
5.2 Open Video Intercom	16
5.3 Intercom Permission	
5.4 Intercom Capture Record	
5.5 Intercom Operate Log	21
6 Access management	21
6.1 Day Time Zone	
6.2 Week time zone	
6.3 Access Permission	
6.4 Realtime Monitoring	
6.5 Access Record	24
6.6 Mobile open door	

Contente

6.7 Open door record	25
6.8 Door status record	25
7 Elevator Control	25
7.1 Floor Settings	25
8 System Settings	26
8.1 Device Management	26
8.2 Parameter Settings	28
Parameter Settings	28
• Leave Type	29
• Vacation	29
Manual Punch Type	29
Business Type	30
8.3 Company Information	30
8.4 Department	31
8.5 User Account	32
8.6 Month Management	33
8.7 Holiday Management	33
8.8 Building Management	33
8 Visitor Manage	33
8.1 QRcode Authorization	33
8.2 QRcode open door records	34
8.3 QRcode generation records	34

1 Register

Enter the URL <u>https://global.yunatt.com</u> to enter the login page then click 【Register Company】, enter registration page.

Email Login	
Email Address	
Password	
Remember	
Lo	ogin
Forget Password	Register Company

Fill in a valid email address ,set the password,check the features you need below. Then click

[Register], Automatically jump to the login page after successful registration.

Name		
Short Name		
Asia/Shanghai		22
Name		
1234567@qq.con	n	
•••••		
Attendance 🗆 Ac	cess 🗆 Video Intercom	
	TARK REVEN	

2 Login

Enter the URL<u>https://global.yunatt.com</u> to enter the login page, The administrator account is the Email address filled in during registration, Except the administrator account, accounts of other users in the enterprise are created by the administrator in 【User Account】, users do not need to register,

directly ask administrator for account.

Intelligent Cloud Platform		
	System Login	
	Mobile No	
	Password	
	🗌 Remember	
di dia	Login	
	Forget Password	Register

Log in and enter the home page. The home page consists of Menu bar, Personnel change records, Today staff info, Attendance statistics this month.

Menu bar

Modules: Staff Management, Attendance Management, System Settings

- > Personnel change records: Show the staff entry, resign and other changes
- Status: Show the number of staff who entry , resignation , working , leave and business trip/vacation for this month, as well as the number of staff punched today.
- > Unsigned staff : Show staff who did not sign within the required time today.
- Attendance statistics this month: Count the number of days of leave, absence, business trip and the number of times late arrival, early departure for this month.



3 Person Management

- 3.1 Person Information
 - New person information

Person Management>Person Information, click

to enter New Person Info page.

123											
Person Management ~	Per	rson Infe	ormation								
O Person Information	-										
O Leave Registration	O Leave Registration NamePerson codePhone I Department All Department QSearch										
Attendance Management <	•	Add Oimpor	t OExport								
Intercom Management <	C	User ID	Person Code	A Name	Department	Gender	Card No	Mobile No	¢ Email	Register Date	Fingerprint/Face
Access Management	C	1	1	guo	123	Male	987654321	15527857810	15527@qq.com	2023-09-22	0/0
	C	2	2	2	123	Male	123			2024-01-06	0/0
Elevator Control <	C	3	3	3	123	Male				2024-02-24	0/0
System Settings <	C	1111	1111	Test1	123	Male				2018-08-01	0/0
Q Mistor Manago	C	1112	1112	Test2	123	Male		13068755255		2018-08-20	0/0
O visitor manage	C	1113	1113	Test2	123	Female		13068755256		2018-08-20	0/0
	Sho	owing 1 to 6 of	6 rows								

Add

Fill in Person information then click [Save].

Note: ①Fields marked with * are required; ②Mobile No must be unique; ③If not filled in, the password defaults to 123456; ④Only senior user can view the mobile number of the senior user in APP address book.; ⑤Mobile Phone Video Intercom:Only a maximum of 3 users are allowed to turn on the mobile phone intercom function

~
~
/

After add new staff, click staff name in the staff information list to enter Resume page where

Person information inf	o Personnel change		
Photo	2		Edit Fil
	Person Code	2	
	Register Date	2024-01-06	
	Entry Status	Official	
	ID No		
	Gender		
View Report	Person Type		
	Degree		
	Mobile No		
	Address		
	Email		
	Remark		

you can modify photo, view report, edit file.

• Edit File

Staff Management>Staff information, click in the operate column to enter Edit File page to edit staff info, leave blank if you don't change your password, also you can choose whether the user participates in attendance. Note: If this staff does not participate in attendance, then the attendance report will not be counted, nor can it be scheduled, leave/business trip/manual punch, etc.

Batch Import

Staff Management>Staff information, click 【Import】.Import steps as below:

1、Click 【Template Download】

2. Then edit the template file, fill in the column data that needs to be imported. The red column is

required.

3、Click 【Select File】 to select file to import then 【Save】.

Import		×
Select File		
Choose File No file chosen		
Template Download		
*User ID, Person Code, Name are required and the User ID, Person Co	ode are uniqu	e
*gender can only be male or remale *the register date must be string and format is www.mm.dd.eg:2018-0	8.08	
	Cancel	Save
• Resign		

Staff Management>Staff information, click

resignation.

Staff Infor	mation											# Home	Staff Informatio
Name/Staff code	Phone Departm	ent All Dep	artment	Search									
+Add Oimpi	ort OExport												0 ⊪-
User ID	Staff Code	Name 🕴	Department	Gender	Card No	Punch Password	Mobile No	Email 0	Entry Date	Entry Status	Fingerprint/Face	Operate	
0 1	1	Sophia	timmy	Male				309004319@qq.com	2019-01-18	Official	0	CModify Disable AP	P
2	2	Sam	timmy	Male				352555662@qq.com	2019-01-19	Official	0	CModify PEnable AP	P BResign

• Enable/Disable APP

Staff Management>Staff information, click Disable APP in the operate column to disable APP, click Tenable APP to enable APP.

Note: Only the staff who have mobile No in their information can enable/disable APP.

Sta	ff Info	rmation												# Home >	Staff Informatio
	ame/Staff.cod Add Oimp	e/Phone Departm	ent All De	partment	QSearch										3 ⊪.
þ	User ID	Staff Code 🕴	Name	Department	Gender	Card No	Punch Password	Mobile No	Email 0	Entry Date	Entry Status	Fingerprint/Face	Operate		
D	1	1	Sophia	timmy	Male				309004319@qq.com	2019-01-18	Official	0	CModify	Disable APP	3
в	2	2	Sam	timmy	Male				352555662@qq.com	2019-01-19	Official	0	CModify	CEnable APP	BResign

• Batch resign/ Batch enable APP/Send to device

Staff Management>Staff information, After selecting staff, Batch resign, Batch enable APP,

Narr	ne/Person code/Ph	on	e I Department All De	partment	QSearch			
+Ad	d Olmport	C	Export					
	User ID		Person Code	Name 👘	Department \$	Gender 🕴	Card No	Mobile No
•	1		1	guo	123	Male	987654321	15527857810
	2		2	2	123	Male	123	
	3		3	3	123	Male		
	1111		1111	Test1	123	Male		12
	1112		1112	Test2	123	Male		13068755255
	1113		1113	Test2	123	Female		13068755256

Send to device will appear below the staff list.

- 3.2 Leave Registration
 - Cancel Resignation

Staff Management>Leave Registration, click

to cancel resignation

Leav	/e Registra	ation						# Home	Leave	Registrati
Nam	ne/Staff code/Phone	Department	All Department	QSearch						
OEx	port								\$	8 ₩.+
	Staff Code	0 Name	Department	Working Date	Gender	Resign Type	Resign Reason	Operate		
1	3	Jenny	timmy	2019-01-19 - 2019-02-25	Male	Dismiss		Cancel Resignation)	te

• Delete

Staff Management>Leave Registration, click in the operate column to delete the staff.

Loovo	Pagistration
Leave	Redistration

Nam	ie/Staff code/Phon€	Department	All Department	QSearch						
OExp	port								C	iii
	Staff Code	🕴 Name	Department	Working Date	Gender	Resign Type	Resign Reason	Operate		

Home > Leave Registration

4 Attendance Management

4.1 Staff Scheduling

Staff scheduling module is mainly to set up the scheduling for staff or each department as a

basis for attendance.scheduling principle: unscheduled department will set the shift of upper

department by default, unscheduled staff will set the shift of it's own department automatically.

• Department Scheduling

Attendance Management>Staff Scheduling, click Department Scheduling turn to department scheduling page, then click relations in the operate column, See the diagram below for the scheduling steps:

epartment	Scheduling		
Staff Scheduling	Department Scheduling	Advanced Scheduling	
Department		Shift	Operate
timmy			GEdit @Delet

epartment	Schedul	ing						🗌 Home 🖂 Department
Staff Scheduling	Department	t Scheduling Adv	anced Scheduling					
Department	Shift			icea scheduing Open @Ed	Operate			
timmy	timmyShift							CEdit Delete
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	Rest	08:00-12:00 13:30-18:00	08:00-12:00 13:30-18:00	08:00-12:00 13:30-18:00	08:00-12:00 13:30-18:00	08:00-12:00 13:30-18:00	08:00-12:00 13:30-18:00	

• Staff scheduling

Attendance Management>Staff Scheduling, click staff name in scheduling list to schedule.

Sta	iff Scheo	duling	g										
Na	ame/Staff code/P	Phone De	epartmen	All Dep	partment		2019-02 י	QSearch					
s	itaff Schedulin Batch Schedulin	g De	epartment	Scheduli	ng A Ieduling	dvanced S	Scheduling						
	Staff Code	Name	01 Friday	02 Saturday	03 Sunday	04 Monday	05 Tuesday	06 Wednesday	07 Thursday	08 Friday	09 Saturday	10 Sunday	1
	1	Sophia											
	2	Sam											

See the diagram below for the scheduling steps:



Sta	aff Scheo	duling	9														*	Home > 3	Staff Sch	edulin
N	lame/Staff code/P	hone De	epartme	ent All Dep	partment		2019-02	QSearch												
	Staff Schedulin	g De	epartmer	nt Scheduli	ng A	dvanced §	Scheduling													
•	Batch Scheduling) 🗰 Bal	tch Clear	+All Sch	ieduling	Oimport													SI	II •
C	Staff Code	Name	01 Friday	02 Saturday	03 Sunday	04 Monday	05 Tuesday	06 Wednesday	07 Thursday	08 Friday	09 Saturday	10 Sunday	11 Monday	12 Tuesday	13 Wednesday	14 Thursday	15 Friday	16 Saturday	17 Sunda	1 iy N
	1	Sophia	08:00 12:00 13:30 18:00	Rest	Rest	08:00 12:00 13:30 18:00	08:00 12:00 13:30 18:00	08:00 12:00 13:30 18:00	08:00 12:00 13:30 18:00	08:00 12:00 13:30 18:00	Rest	Rest	08:00 12:00 13:30 18:00	08:00 12:00 13:30 18:00	08:00 12:00 13:30 18:00	08:00 12:00 13:30 18:00	08:00 12:00 13:30 18:00	Rest	Rest) () () () () () () () () () (

• Batch Scheduling/Batch Clear

Attendance Management>Staff Scheduling,click

+All Scheduling in staff scheduling

page to make a shift for all staff. Check some staff in the list and then batch scheduling and batch

can be performed for the selected staff.



Staff code/PI	hone De	partme	nt All Dep	partment		2019-02	QSearch																		
Scheduling	De	partmer	nt Schedulii	ng A	dvanced §	Scheduling																			
Scheduling	Bat	ch Clear	+All Sch	eduling	OImport													C							
ff Code	Name	01 Friday	02 Saturday	03 Sunday	04 Monday	05 Tuesday	06 Wednesday	07 Thursday	08 Friday	09 Saturday	10 Sunday	11 Monday	12 Tuesday	13 Wednesday	14 Thursday	15 Friday	16 Saturday	17 Sund							
(Sophia	08:00 12:00 13:30 18:00	Rest	Rest	08:00 12:00 13:30 18:00	08:00 12:00 13:30 18:00	08:00 12:00 13:30 18:00	08:00 12:00 13:30 18:00	08:00 12:00 13:30 18:00	Rest	Rest	08:00 12:00 13:30 18:00	08:00 12:00 13:30 18:00	08:00 12:00 13:30 18:00	08:00 12:00 13:30 18:00	08:00 12:00 13:30 18:00	Rest	Rest							
		08:00 12:00	Rest	Rest	08:00 12:00	08:00 12:00	08:00 12:00	08:00 12:00 12:20	08:00		Rest	08:00 12:00	08:00 12:00	08:00 12:00 13:30	08:00 12:00	08:00	Rest								
3	aff code/P cheduling Scheduling	aff code/Phone De cheduling De Scheduling @Sat ff Code Name Sophia	aff code/Phone Cheduling Departmer Scheduling IBSatch Clear ff Code Name 01 Friday Bophta 12:00 13:30 18:00 8600 8600	aff code/Phone Cheduling Department Al Dep Cheduling Department Scheduli Scheduling Bistch Clear +All Sch ft Code Name 01 02 Friday Saturday Bophta 05:00 12:00 12:00 12:00 10	aff code/Phone Department All Department cheduling Department Scheduling A Scheduling Batch Clear +All Scheduling ff Code Name 01 02 03 Friday Saturday Sunday Sophia 0200 12:00 13:30 10:00	aff code/Phone Department All Department Cheduling Department Scheduling Advanced S Scheduling Batch Clear +All Scheduling Oimport ff Code Name 01 02 03 04 Friday Saturday Sunday Monday Sophia 0200 Rest Rest 1200 1330 18:00 08:00 08:00	aff code/Phone Department All Department 2019-02 cheduling Department Scheduling Advanced Scheduling scheduling Image: Scheduling Oimport scheduling Image: Scheduling Image: Scheduling scheduling Image: Scheduling Image: Scheduling scheduling	aff code/Phont Department All Department 2019-02 QSearch cheduling Department Scheduling Advanced Scheduling Omport scheduling BBath Clear +All Scheduling Olmport rf Code Name 01 02 0.3 0.4 0.5 0.6 Spino Rsoo Saturday Sunday Monday Tuesday Wednesday Spino 18.00 Rest Rest 18.00 18.00 18.00 08.00 08.00 08.00 08.00 0.90.00 18.00	aff code/Phonet Department All Department 2019-02 Q3estrict cheduling Department Scheduling Advanced Scheduling Cheduling Cheduling Department Scheduling Scheduling Scheduling Scheduling Scheduling Omport ft Code Name 01 02 03 04 05 06 07 ft Code Name 01 02 03 04 05 06 07 ft Code Name 01 02 03 04 05 06 07 ft Code Name 01 02 03 04 05 06 07 ft Sophta 12:00 12:00 12:00 12:00 12:00 12:00 12:00 12:00 12:00 12:00 13:00 13:00 13:00 13:00 13:00 13:00 13:00 13:00 13:00 13:00 13:00 13:00 13:00 13:00 13:00 13:00 13:00 13	aff code/Phone Department All Department 2019-02 Q3earch cheduling Department Scheduling Advanced Scheduling Cheduling Department Scheduling Omport scheduling IBSatch Clear +All Scheduling Omport Cheduling Omport ft Code Name 01 02 03 04 05 06 07 08 Friday Saturday Sunday Monday Tuesday Wednesday Thursday Friday Bophta 12:00<	aff code/Phone: Department All Department 2019-02 QSearch Cheduling Department Scheduling Advanced Scheduling Scheduling Department Scheduling Advanced Scheduling Scheduling Effstch Clear +All Scheduling Olmport Scheduling Olmport ft Code Name 01 Friday 02 Standay 03 Monday 04 Tuesday 05 Wednesday 06 Thursday 08:00 Friday 08:00 Standay 08:00 Standay 12:00 Standay 12:00 Standay 12:00 Standay 12:00 Standay 13:30 Standay 13:30 Standay	aff code/Phone Department All Department 2019-02 QSearch cheduling Department Scheduling Advanced Scheduling scheduling BEStath Clear +All Scheduling Oimport rt Code Name 01 02 03 04 05 05 07 08 09 10 rt Code Name 01 02 03 04 05 07 08 09 10 scheduling Bizon Tuesday Wednesday Thursday Friday Saturday Sunday Sophta 02:00 Rest Rest Rest 13:30 13:3	Generation of the second secon	aff code/Phont Department All Department 2019-02 QSearch aff code/Phont Department All Department 2019-02 QSearch Cheduling Department Scheduling Advanced Scheduling Scheduling IPStath Clear +All Scheduling Omport Friday Staturday 06 07 08 9 10 11 12 Code 0 0 0 0 0 0 0 0 10 11 11 12 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 <th colspa<="" td=""><td>Index code/Phons: Department All Department 2019-02 Qsearch Cheduling Department Scheduling Advanced Scheduling Advanced Scheduling Scheduling Image: Scheduling Manage: Scheduling Manage: Scheduling Scheduling</td><td>aff code/Phone Department All Department 2019-02 QSearch Cheduling Department All Department 2019-02 QSearch Cheduling Department Advanced Scheduling Scheduling Official Clear +All Scheduling Advanced Scheduling<!--</td--><td>All Department All Department 2019-02 Q3earch Cheduling Department Scheduling Advanced Scheduling Advanced Scheduling Omport Scheduling Effstch Clear +All Scheduling Omport Scheduling Omport Code Name 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 Friday Saturday Sunday Monday Tuesday Wednesday Friday Saturday Sunday Tursday Friday Saturday Sunday 14 15 B200 B200</td><td>aff coder/Phone: Department Al Department 2019-02 QSearch Cheduling Department All Department Advanced Scheduling Cheduling Advanced Scheduling Scheduling Olmport Friday State duing Olmport Clear 4.4II Scheduling Olmport Olmport friday Stated duing Olmport Olmport friday Stated duing Olmport Olmport Clear 0 66 0 Clear 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 <th 1<<="" colspan="6" td=""></th></td></td></th>	<td>Index code/Phons: Department All Department 2019-02 Qsearch Cheduling Department Scheduling Advanced Scheduling Advanced Scheduling Scheduling Image: Scheduling Manage: Scheduling Manage: Scheduling Scheduling</td> <td>aff code/Phone Department All Department 2019-02 QSearch Cheduling Department All Department 2019-02 QSearch Cheduling Department Advanced Scheduling Scheduling Official Clear +All Scheduling Advanced Scheduling<!--</td--><td>All Department All Department 2019-02 Q3earch Cheduling Department Scheduling Advanced Scheduling Advanced Scheduling Omport Scheduling Effstch Clear +All Scheduling Omport Scheduling Omport Code Name 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 Friday Saturday Sunday Monday Tuesday Wednesday Friday Saturday Sunday Tursday Friday Saturday Sunday 14 15 B200 B200</td><td>aff coder/Phone: Department Al Department 2019-02 QSearch Cheduling Department All Department Advanced Scheduling Cheduling Advanced Scheduling Scheduling Olmport Friday State duing Olmport Clear 4.4II Scheduling Olmport Olmport friday Stated duing Olmport Olmport friday Stated duing Olmport Olmport Clear 0 66 0 Clear 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 <th 1<<="" colspan="6" td=""></th></td></td>	Index code/Phons: Department All Department 2019-02 Qsearch Cheduling Department Scheduling Advanced Scheduling Advanced Scheduling Scheduling Image: Scheduling Manage: Scheduling Manage: Scheduling Scheduling	aff code/Phone Department All Department 2019-02 QSearch Cheduling Department All Department 2019-02 QSearch Cheduling Department Advanced Scheduling Scheduling Official Clear +All Scheduling Advanced Scheduling </td <td>All Department All Department 2019-02 Q3earch Cheduling Department Scheduling Advanced Scheduling Advanced Scheduling Omport Scheduling Effstch Clear +All Scheduling Omport Scheduling Omport Code Name 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 Friday Saturday Sunday Monday Tuesday Wednesday Friday Saturday Sunday Tursday Friday Saturday Sunday 14 15 B200 B200</td> <td>aff coder/Phone: Department Al Department 2019-02 QSearch Cheduling Department All Department Advanced Scheduling Cheduling Advanced Scheduling Scheduling Olmport Friday State duing Olmport Clear 4.4II Scheduling Olmport Olmport friday Stated duing Olmport Olmport friday Stated duing Olmport Olmport Clear 0 66 0 Clear 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 <th 1<<="" colspan="6" td=""></th></td>	All Department All Department 2019-02 Q3earch Cheduling Department Scheduling Advanced Scheduling Advanced Scheduling Omport Scheduling Effstch Clear +All Scheduling Omport Scheduling Omport Code Name 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 Friday Saturday Sunday Monday Tuesday Wednesday Friday Saturday Sunday Tursday Friday Saturday Sunday 14 15 B200 B200	aff coder/Phone: Department Al Department 2019-02 QSearch Cheduling Department All Department Advanced Scheduling Cheduling Advanced Scheduling Scheduling Olmport Friday State duing Olmport Clear 4.4II Scheduling Olmport Olmport friday Stated duing Olmport Olmport friday Stated duing Olmport Olmport Clear 0 66 0 Clear 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 <th 1<<="" colspan="6" td=""></th>						

4.2 Punch Record

Attendance Management>Punch Record, punch record list includes month view, day view, list view and outwork punch.

• Month View

Attendance Management>Punch Record>Month View, It shows punch records of staff this

month ,also it can be exported to excel sheet.

Note: Except administrator, other users only can view it's own records.

Name/Staff cod	e/Phone	Depar	tment	All	Depar	tment			2019-	01 🔻	٩	Search	•	Expor	ŧ									
Month View	Day	View	List	View		Outw	ork Pi	unch																
Staff Code	Name	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	
	Sophia	-	-	2	-	-	-	-	221	-	-	2	-	-	-	-		-	-	09:05 09:29 09:35 09:36 09:40 09:59 10:01	-	-	-	
2	Sam	-		-	-	-	-	-	a.	-	171	-	-	-	-			-		09:05 09:12 09:32 09:33 09:34 09:35 09:36 09:37 09:38		-		

Attendance Management>Punch Record>Day View, It shows punch records of staff this

day, also it can be exported to excel sheet.

,													
Name/Staff code/F	Phone Depar	tment All Departm	ient	2019-01-19	201	9-01-19	QSearc	th @Export					
Month View	Day View	List View O	utwork Punch										
Staff Code	Name	Date	Week	Time1	Time2	Time3	Time4	Time5	Time6	Time7	Time8	Time9	Time10
	Sophia	2019-01-19	Saturday	09:05	09:29	09:35	09:36	09:40	09:59	10:01			
2	Sam	2019-01-19	Saturday	09:05	09:12	09:32	09:33	09:34	09:35	09:36	09:37	09:38	
1	Jenny	2019-01-19	Saturday	09:07	09:12	09:16	09:17	09:18	09:19	09:24	09:33	09:36	09:58

• List View

Attendance Management>Punch Record>List View, Display the punch records of staff in the

form of list, also it can be exported to excel sheet. Import /Export excel sheet/select attendance

month can be performed in this page.

Pun	ch Record					# Home > Punch Record
Nan	ne/Staff code/Phone Department	All Department	2019-01-19 2019-01-19	QSearch CExport	OImport	
Mo	onth View Day View List V	iew Outwork Punch	1			
	Staff Code	Name 🕴	Punch Time	Punch Type	Device Name	Operate
	1	Sophia	2019-01-19 09:05	Device Punch	attendance	*Delete
	1	Sophia	2019-01-19 09:05	Device Punch	attendance	*Delete
	1	Sophia	2019-01-19 09:05	Device Punch	attendance	*Delete
	1	Sophia	2019-01-19 09:05	Device Punch	attendance	*Delete
	1	Sophia	2019-01-19 09:29	Device Punch	attendance	*Delete
	1	Sophia	2019-01-19 09:35	Device Punch	attendance	*Delete
	1	Sophia	2019-01-19 09:35	Device Punch	attendance	*Delete
	1	Sophia	2019-01-19 09:36	Device Punch	attendance	×Delete
	1	Sophia	2019-01-19 09:40	Device Punch	attendance	X Delete
	1	Sophia	2019-01-19 09:40	Device Punch	attendance	*Delete
	1	Sophia	2019-01-19 09:40	Device Punch	attendance	*Delete
	1	Sophia	2019-01-19 09:40	Device Punch	attendance	×Delete
	1	Sophia	2019-01-19 09:40	Device Punch	attendance	*Delete
	1	Sophia	2019-01-19 09:59	Device Punch	attendance	*Delete
	1	Sophia	2019-01-19 10:01	Device Punch	attendance	×Delete

• Outwork Punch

Attendance Management>Punch Record>Outwork Punch, It shows staff outwork punch

records.

※卡记录管	管理							希 首页	> 签卡记录管
姓名、工号、手	6T.	所属部门所有部门	1	2018-09-29	2018-10-01	Q查询	O导出Excel		
月视图	日视图	列表视图 外	·勤签到						
工号	• 员	工姓名	签卡时间	♦ 签卡	类型	签到地址			备注
001	张	Щ	2018-09-29 23:2	29 外勤	打卡	中国广东省深圳	川市宝安区清翠路		
	24	ili.	2018-00-30 18:4	18 久下當時	≠T- E	市国亡左省(2)	山本中中区新区十道		

4.3 Manual Punch

Attendance Management>Manual Punch,Add、 Delete and export manual punch records in

dd		3
Select Staff	Please enter na	
Туре		v
Date	2019-02-26	
Time	08:00	
Remark		
		//
		Cancel Save

4.4 Leave Management

Attendance Management>Leave Management,Add, Delete, Edit and export leave records in

this page.click +Add to add a leave record.See the diagram for steps as below:

ave <mark>Managen</mark>	nent								# Home	> Leave	e Manag
eave Vacation	Business Trij	p									
Staff Code, Name, Mc	Leave Type	All • Departmen	t All Department	2019-02-01	-	2019-02-26	QSearch				
+Add ØExport										0	
Staff Code	Name 👙	Leave Code	Leave Type	Start Time	End Time	Working Hours	Leave Reason	Remark	Approver	¢ Op	erat
				No matching	g records found	1					

10 m m		-
Add	031/0	Pacard
Auu	Leave	RECUIU

Leave Type						
Leave time	Start Tir	me	-	End Time		
Leave Hours	1	Day	0	Hour	0	Minute
eave Reason						
Remark						

x

Save

Cancel

4.5 Attendance Report

Attendance Management>Attendance Report,Generate, Delete, export report in this page.It includes monthly report and daily report.

• Monthly Report

It shows the monthly attendance statistics of all staff.Click **Detail** in the operation column to view daily detail of this month,click **Rebuild** in the operation column to regenerate report for one staff.Also you can check some staff then click **Rebuild** to batch regenerate report or chick **Rebuild All** to regenerate report for all staff.

勤月报	表																希 首页	> 考望	加月报
姓名、工号、	手机	所属部门所有	\$(]		20	18-10	• Q ā	询											
考勤月报录	考勤日	日报表																	
																		0	
*里新生战	+全部重新:	生成 ●导出Ex	cel															5	
+里新主成	•全部重新	^{生成} ●导出Exi 部门名称 ↓	cel 应勤 (天)	实勤 (天)	实勤 (小时)	缺勤 (天)	缺勤 (小时)	迟到 (次)	迟到 (分钟)	早退 (次)	早退 (分钟)	公假 (天)	公假 (小时)	请假 (天)	请假 (小时)	休假 (天)	休假 (小时)	。 出差 (天)	出 (小
+里新王成] I号] 1	+全部里新 姓名 学 张山	主成 ○导出Exi 部门名称 都拉云	cel 应勤 (天) 0	实勤 (天) 0	实勤 (小时) 0	缺勤 (天) 0	缺勤 (小时) 0	迟到 (次) 0	迟到 (分钟) 0	早退 (次) 0	早退 (分钟) 0	公假 (天) 0	公假 (小时) 0	请假 (天) 0	请假 (小时) 0	休假 (天) 0	休假 (小时) 0	。 出差 (天) 0	出 (小 0
◆里新至成 〕 工号 〕 1 〕 2	 +全部理新 姓名 张山 李四 	 主成 C号出Ex 部门名称 単 智控云 智控云 	cel 应勤 (天) 0 2	实勤 (天) 0 0	实勤 (小时) 0 0	缺勤 (天) 0 2	缺勤 (小时) 0 16	迟到 (次) 0 0	迟到 (分钟) 0 0	早退 (次) 0 0	早退 (分钟) 0 0	公假 (天) 0 0	公假 (小时) 0 0	请假 (天) 0 0	请假 (小时) 0 0	休假 (天) 0 0	休假 (小时) 0 0	3 出差 (天) 0 0	出 (小 の
◆里新主成 1 2 3 3	 ◆ 新興新 姓名 登出 登出 登出 学四 王五 	 ・・ ・ 	cel 应勤 (天) 0 2 0	<mark>実新</mark> (天) 0 0	实勤 (小时) 0 0 0	缺勤 (天) 0 2 0	缺勤 (小时) 0 16 0	迟到 (次) 0 0 0	<mark>迟到 (分钟)</mark> の の の	早退 (次) 0 0 0	早退 (分钟) 0 0 0 0	公假 (天) 0 の の	公假 (小时) 0 0 0	请假 (天) 0 0	诸假 (小时) 0 0 0	休假 (天) 0 0 0	休假 (小时) 0 0 0	出差 (天) 0 0 0	出 (小 の の

Daily Report

Click staff name in monthly report list to turn to daily report page, It shows the staff's daily report for today . view and modify staff shifts, regenerate attendance reports, excel export can be

performed	in	this	page.
-----------	----	------	-------

Daily Repo	ort									🔏 Home	> Daily Re
Name/Staff code	Phone 201	19-02-25 201	9-02-25	Departm	All Department	Late Leave Early	Absent Overtime L	eave Q	Search		
Monthly Repo	rt Daily	Report									с ш.
Staff Code	Name	Department Name	Date 0	Shift Name	On Work 1/Off Work 1	On Work 2/Off Work 2	On Work 3/Off Work 3	Should (Days)	Actual (Days)	Actual (Hrs)	Absence (Days)
1	Sophia	timmy	2019-02- 25	08:00- 12:00/13:30- 18:00	Not Not	Not		1	0	0	1
2	Sam	timmy	2019-02- 25	08:00- 12:00/13:30- 18:00	Not Not	Not		1	0	0	1
3	Jenny	timmy	2019-02- 25	08:00- 12:00/13:30- 18:00	Not Not	Not Not		1	0	0	1

5 Intercom management

5.1 Indoor Unit Management

Intercom management>indoor unit management>add indoor unit

g				
Person Management	< Ind	oor Unit Managem	ent	
E Attendance Management	< Rui	Iding/Room number/Seri	1	
Intercom Management	~			
O Indoor Unit Management				
O Open visual intercom		Serial number	Building +	Room num
O Intercom Permission		324	Timmy	ChingZou
O Intercom Capture Record		359	Timmy	guo
O Intercom Operate Log		314	Timmy	mobile phone
Access Management	< 0	315	Timmy	Overseas Ma
Elevator Control	, 0	312	Timmy	Product Dep
		353	Timmy	R&D Room
System Settings	< 🗌	361	Timmy	Show Room
② Visitor Manage	<u>د</u>	360	Timmy	Show Room
		329	Timmy	会议室
	Sho	wing 1 to 9 of 9 rows		

You can enter the mobile phone number in the input box of the indoor unit serial number.

Check the indoor unit serial number: Indoor unit APP - Settings - About device

5.2 Open Video Intercom

Intercom Management > Open Video Intercom. Select the device to enable video intercom

(if you click the input box and there is no device to choose from, it may be that the device serial number has not been provided to the supplier's technology)

Person Management <	Ope	en Video Inte	rcom									# Home	Open Video Intercom
Attendance Management <	-												
Intercom Management 🗸		Device:	Dia	I Mode:	Select room number	~	Indoor Unit			Open VI	Close VI	1	
O Indoor Unit Management							Serial No:	Required when dir	ect dial				
O Open Video Intercom													
O Intercom Permission													
O Intercom Capture Record	Ser	ial No	QSearch										≎
O Intercom Operate Log		Serial No	Order Type	Order Co	intent			Status	Create Time		Execute Time		Operate
Access Management <	1	AYSC09018894	Close visual intercom	Close vide	eo intercom			Execute Success	2024-03-28 16:2	:46	2024-03-28 16:26:23		×Delete
Elevator Control <	2	AYSC09018894	Open visual intercom	Open Vide	eo Intercom, Select room numbe			Execute Success	2024-03-28 16:10	67	2024-03-28 16:11:19		×Delete
Sustam Sattings	3	AYSC09018894	Set visual intercom options	Set video	intercom options			Execute Success	2024-03-28 16:10	:57	2024-03-28 16:21:00		×Delete
v aystem acturgs	4	ZX12345123	Open visual intercom	Open Vide	to Intercom, Select room numbe			Execute Success	2024-03-28 16:00	:67	2024-03-28 16:03:59		×Delete
O Visitor Manage <	5	ZX12345123	Set visual intercom options	Set video	intercom options			Execute Success	2024-03-28 16:03	:57	2024-03-28 16:06:51		×Delete
	6	AIQF14003583	Set visual intercom options	Set video	intercom options			Execute Success	2024-03-28 16:0	:54	2024-03-28 16:01:56		*Delete

First, select the Device. Second, select Dial Mode. If you choose the direct dial mode, you should enter the Indoor Unit Serial No. Choose other modes, no need to fill in. Finally, click the

"Open VI" button.

Then, refresh this page to view the order execution status.

There are three dialing modes: direct dial ,select room number and input room number.

(1)Direct Dial

Select 'Direct Dial' mode, you need to enter indoor unit serial no in the input box. Then click the "Open VI" button. Then, when you dial on the face machine, you will be dialed directly to the indoor unit you just set.

(2)Select room number: After setting this mode, you only need to manually select the room number you want to call on the dev.



Which building the facial recognition machine belongs to will send the indoor units of this building to the facial recognition machine. For example, the facial recognition machine belongs to Building 1. After this mode is enabled, the indoor computer room number of Building 1 will be issued to this facial recognition machine. The facial recognition machine belongs to Building 1 and Building 2. After this mode is enabled, the indoor computer room numbers of Building 1 and Building 2 will be issued to this facial recognition machine.

You can add building in "Building management" page.

Person Management <	Building management	
Attendance Management <	+0.dd	
Intercom Management <		
	Building	Remark
Access management <	▼ g	
Elevator Control <	1	
🔹 System Settings 🛛 🗸	2	
O Device Management	3	
O Parameter Settings	Korea	
O Company Information	, concu	
O Department		
O User Account		
O Month Management		
O Holiday Management		
O Building management		
O Visitor Manage <		

You need to log in to the APP with the mobile phone number corresponding to the room number (if it is an indoor unit, you need to connect the indoor unit to the cloud), and then make a call, otherwise the machine will prompt "The called person is not online."



(3) input room number

Enter the room number on the machine and click "OK" to dial the corresponding mobile

phone or indoor unit.

Indo	oor Unit Managem	ent			
Root	m number/Serial No QSearch				
+A	dd Send				
	Serial number	Building	Room number	Indoor Unit Serial No	Туре
	461	g	101	f8ad66ff5f2988e3	Indoor Unit
	482	2	301	15527857810	Mobile Phone
	481	1	501	6d63cc0f73e66004	Indoor Unit

Take the above picture as an example, if you enter 101, you will call the indoor unit

"f8ad66ff5f2988e3"; if you enter 301, you will call the mobile phone that uses the account

15527857810 to log in to the app.

5.3 Intercom Permission

Click Intercom Management and Intercom Permission to authorize. After selecting the device,

add the indoor unit to the authorized list on the right.

g	=			
Person Management <	Intercom P	ermission		
Attendance Management <	Device:	AI05	v	Building
Intercom Management 🗸	Denter	7400		Dunung.
O Indoor Unit Management		Unauthoriz	red List	
O Open visual intercom	Building	Room number	Indoor Unit serial	No
O Intercom Permission	Timmy	Show Room 01	dc1ea8b30f05fcb2	
O Intercom Capture Record O Intercom Operate Log	Timmy	Show Room 02	49de8f0581731daa	
Access Management <				
Elevator Control <				
System Settings <				
O Visitor Manage <				

5.4 Intercom Capture Record

If the photo saving function is turned on on the machine, a photo will be captured when the door is opened or the alarm is called.

≡					g÷
Intercom Cap	ture Record				W Home > Intercom Capture Record
Serial No/Name	2024-01-01 00:00:00	2024-01-24 23:59:59	QSearch		
Serial No	De	evice Name	Capture the image	Capture Time	Remark
ZYRK14089469	Du	bai Exhibition		2024-01-18 19:25:20	Alarm
ZYRK14089469	Du	bai Exhibition		2024-01-18 19:25:17	Open the door
ZX12345123	AIG	15	1	2024-01-16 11:53:11	Open the door
ZX12345123	AIG	5		2024-01-16 11:50:37	Open the door
ZX12345123	AIG	5	1	2024-01-16 11:37:30	Open the door
ZX12345123	AIG	95		2024-01-16 11:37:07	Open the door
ZX12345123	AIG	15	1	2024-01-16 11:08:58	Open the door

5.5 Intercom Operate Log

You can view the intercom and monitoring records of the face machine

Inte	rcom Opera	ate Log					# Home > Intercom Operate Log
Ser	al No/Name	2024-01-01 00:00:00	2024-01-24 23:59:59 QSean	ch			℃ Ⅲ-
	Serial No	De	vice Name	Indoor Unit Name	Туре	Remark	Create Time
1	ZYRK14089469	Dut	bai Exhibition	tab108	Intercom	Alarm	2024-01-18 19:25:24
2	ZYRK14089469	Dut	bai Exhibition	tab108	Intercom	Open the door	2024-01-18 19:25:18
3	ZYRK14089469	Dut	bai Exhibition	tab108	Intercom	-	2024-01-18 19:25:15
4	ZYRK14089469	Dut	pai Exhibition	tab108	Intercom	e.	2024-01-16 17:49:10
5	ZX12345123	AIO	5		Intercom	-	2024-01-16 13:40:21
6	ZX12345123	AIO	5		Monitor		2024-01-16 13:39:59
7	ZX12345123	AIO	5		Intercom		2024-01-16 11:54:23
8	ZX12345123	AIO	5		Intercom	21	2024-01-16 11:53:43
9	ZX12345123	AIO	5		Intercom	Open the door	2024-01-16 11:53:10

6 Access management

6.1 Day Time Zone

Set up day time zone for device

[Steps]:

1) click 'Add', it will pop up a window, input day time zone number and name and then set

valid time zones for opening the door, up to 5 time zones a day

ly Time	zone s	setting		Serial No.				
Add								
				Name				
Serial No	Name	Time Zone 1	_	Time Zone 1	00:00	Ø	00:00	G
	Thursday	Start Time 1	End Time 1					
1	4		23:59	Time Zone 2	00:00	U	00:00	G
				Time Zone 3	00:00	0	00:00	C
				Time Zone 4	00:00	0	00:00	0
				Time Zone 5	00:00	0	00:00	G
							Con	
							Can	

ay Time :	Zone S	Setting										🖷 Home >	Day Time Zone Setti
+Add		Time Zone 1		Time Zone 2		Time Zone 3		Time Zone 4		Time Zone 5			0 Ⅲ-
Serial No.	Name	Start Time 1	End Time 1	Start Time 2	End Time 2	Start Time 3	End Time 3	Start Time 4	End Time 4	Start Time 5	End Time 5		Operate
1	1	00:00	23:59	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	C21Mo	dify 🛱Delete

6.2 Week time zone

Select the day time zone number to be applied every day by week

[Steps]:

1) click 'Add', it will pop up a window, input week time zone number and name and then

select day time zone to be applied every day by week

			Add	
Week Time	Zone Settin	g	Auu	
	-		Serial No.	~
			Name	
Serial No.	Name	Sunday	Sunday	~
1	1	1	Monday	~
			Tuesday	v
			Wednesday	~
			Thursday	~
			Friday	~
			Saturday	~
				Cancel Saus
				Cancer

6.3 Access Permission

Used to set users' door opening permissions, namely: When does an user has permission to

Permission Assignment											🕷 Hor	ne > Permission Assignme
Organizational Structure	View User Permission											
8 - 9	Start Date 2019-01-01							End Date	2099-12-31			
	Access Device Barrier						~	Door 1	1(1)			~
	Unauthorized List					Authorized List						
		Name	Department	User ID	*		Name	User ID	Door 1	Door 2	Door 3	Door 4
		2	g	2			g	1	1	0	0	0
		5	g	5								
		6	g	6	*							
		7	g	7								
		8	g	8								
		9	2	9								

open the door on a certain device

In left side, select the department, and the users will be shown in 'Unauthorized List';

Then select the effective date that these users have permission to open door, and which device

to apply to, and which time zone to apply.

NOTE: 'Door 1' area should set the week time zone that we set up in previous step

Then select users to right box(Authorized List) to apply above settings, and if device is online

status, this settings will be uploaded to device automatically

6.4 Realtime Monitoring

Realtime records will be displayed here

Realtime	ealtime Monitoring # Home - Realtime X										
Name	User ID	Punch Time	Device Name	Reader	Punch Photo	Punch Type					
•											
Barrier Online	Elevator Show Room Offline Online	Offline									

6.5 Access Record

Query access control records

Name/Person code/Phone I Department All C	Department	2024-06-01	2024-06	3 QSearch OExport		
Person Code	Name		Punch Time	Device Name	¢ Reader	Punch photo
9	9		2024-06-03 18:48	Barrier	1	
)	9		2024-06-07 11:16	Barrier	1	
3	9		2024-06-07 12:25	Barrier	1	
1	9		2024-06-07 14:34	Barrier	1	
)	9		2024-06-07 15:18	Barrier	1	
i .	9		2024-06-12 08:47	Barrier	1	
	9		2024-06-12 11:53	Barrier	1	
1	9		2024-06-12 18:22	Barrier	1	

6.6 Mobile open door

We provide matched mobile app, can open door remotely via mobile app, if you need to use

this function, Please contact us to add mobile app open door menu for your account firstly

Mobile Open Door											*	Home > Mobile Open I	
Organizational Structure		Start Date 2019-01-01						End Date	2099-12-3	2099-12-31			
8 - 9	Access Device Barrier						~	Y Door 1		1(1) ~			
2 Z	Unauthorized List								Author	rized List			
		Name	Department	User ID	*		Name	User ID	Door 1	Door 2	Door 3	Door 4	
	0	2	g	2			g	1	0	0	0	0	
		5	g	5									
		6	g	6	*								
	0	7	g	7									
		8	g	8									
		9	2	9									

In left side, select the department, and the users will be shown in 'Unauthorized List';

Then select the effective date that these users have permission to open door, and which device

to apply to, and which time zone to apply.

NOTE: 'Door 1' area should set the week time zone that we set up in previous step

Then select users to right box(Authorized List) to apply above settings, and if device is online

status, this settings will be uploaded to device automatically

Only when user has permission to open door, then when they login mobile app they can open door remotely during effective period, different users have different account, and above how to

enable app function for users, please refer to Chapter 3.1 Enable/disable app

6.7 Open door record

Query the record of using the mobile app to open the door

6.8 Door status record

Query all kinds of abnormal door opening or alarm records

Door	Statu	s Red	cord					
Device	All	~	Туре	All	~	2024-06-13 00:00:00	2024-06-13 23:59:59	QSearch OExport
Serial I	Serial No			All Door is closed Door is opended Use exit button to open the door Use software to open the door			N	Alarm Type
				Use software to close the door The door is illegal opened The machine is removed Input alarm				•

7 Elevator Control

7.1 Floor Settings

Select the device, select the person to be authorized, set the direct floor and optional floor,



or Settings										₩ Home > Floor	
Organizational Structure	View User F	ermission									
a 🔤 g	Start Date	Date 2019-01-01					End	Date 2099	9-12-31		
1	Device	Barrier	Barrier 🗸				Week Time 2	Zone 1(1)	1(1)		
	Direct	4	4				Optional fl	oors 5,8,9	5,8,9		
		Unauthorized L	.ist					330 48 A	Is4035036037038039040041 Select All Deselect All uthorized List	42_43_44_45_46	
	Name	Department	User ID	»		Name	User ID	Week Time Zor	ne Direct Access Floor	Optional Floor	
	2	g	2			g	1	1	4	5	
	3										
	4	g	4	*							
	5	9	5								
	□ 6	g	6								
		g	7								

The default maximum optional floor is 16 floors. Elevator Total Floors can be set in the

	Doui	c c c	Managan		Modify Device	*
-	Serial	ce No/N		OSearch	*Serial No	AIQF14003583
	+Add	Τ.	Access Parameter	Synchronize Day(Week)Time Zone	Device Type	Al Dynamic Face Machine
			Serial No	Device Name Model	Model	
	1		AIQF14003583	Barrier	*Device Name	Barrier
					* Department	g
	2		TEST878787	Elevator	Building	g
						Only for video intercom function
	3		TEST878788	Show Room	Device IP	113.118.185.35
					Device Admin	
	4		AI07F123456	AI07F		Please comfirm whether the admin have enrolled fingerprint or face
					Device Super User	Please comfirm whether the admin have enrolled fingerprint or face
	5		ZXRA05001468	Exhibition Hall	Elevator Total	48
					Floors	
	6		ZXRL19281001	ZXRL19281001	Remark	
	7		ZYRK14089469	Dubai Exhibition		Cancel Save

device management.

8 System Settings

8.1 Device Management

System Settings>Device Management, enter device list page, you can add/modify device,

tialize device and delete in this page.click control to add new device
Attendance Machine
Please comfirm whether the admin have enrolled fingerprint or face
Cancel Save

Enter device information then click [Save]

Note: ^① The Serial No is unique, not allowed to repeat registration; ^② After add completed, staff of the department to which device belongs are automatically send to corresponding device. If the machine does not select the department, all staff will be sent to device by default.

Seria	al No/N	ame	QSearch									
₽Ad	d 🕻	Access Parameter	Synchronize Day(W	Veek)Time Zone								
		Serial No	Device Name	Model 🕴	Type 🕴	Dial Mode	IP Address	Status	Final Connection Time	Operate		
1		AIQF14003583	Barrier		Al Dynamic Face Attendance Machine	•	113.118.185.35	Online	2024-03-28 19:06:14	■ ¶Monitor	ØOrder List ∣ ØUser List ∣ ØModify ∣	₫ Delet
2		TEST878787	Elevator		Al Dynamic Face Attendance Machine	-	113.118.185.35	Offline	2024-03-28 18:11:37	Monitor	Groder List ∣GrUser List ∣GrModify ∣	[†] ∎Delet

For devices that have turned on the video intercom function and are online, you can click the

"Monitor" button to view the video.

Dev	ce	Managem	nent											
Seria	l No/N	ame	QSearch											
+Ad	•	Access Parameter	Synchronize Day(W	/eek)Time Zone										
		Serial No	Device Name	Model 🔅	Туре 🕴	Dial Mode	IP Address	Status	Final Connection Time	Operate			1	
1		AIQF14003583	Barrier		Al Dynamic Face Attendance Machine	-	113.118.185.35	Online	2024-03-28 19:06:14	Monitor	∣ ØOrder List	CUser List	C Modify	₫Delete
2		TEST878787	Elevator		Al Dynamic Face Attendance Machine	-	113.118.185.35	Offline	2024-03-28 18:11:37	W onitor	ØOrder List	&User List	☑Modify	Delete

Click the "User List" button to view the person information registered on the machine.

8.2 Parameter Settings

• Parameter Settings

System Settings>Parameter Settings,enter parameter setting page to set attendance parameter

then click [Save].

Parameter Setting Leave	Type Vacation	Manual Pu	nch Type	Business Trip	Overtime Type	Degree	Staff Type	Statio
Allow :	Allow 5	mins late in						
Allow :	Allow 5	mins early out						
In Time :	start punching in	60 min	s, 60	mins later end pur	nching			
Out Time :	start punching in	60 min	s, 60	mins later end pur	nching			
Lock :	Scheduling auto	matically locks	60	days ago				
APP address book permissions :	Show All	T						
Password :	••••• £¨inpu	ut this password	when you	u delete or initialize at	ttendance machine£	©		

System Settings>Parameter Settings>Leave Type,add or delete leave type can be performed

in this page.

aram	neter Setting	Leave Type	Vacation	Manual Punch Type	Business Trip	Overtin	ne Type	Degree	Staff Type	Station
₽Add										
₽Add										
+ Add	Name						Operate			

• Vacation

System Settings>Parameter Settings>Vacation,add or delete vacation can be performed in

this page.

Param	eter Setting	Leave Type	Vacation	Manual Punch Type	Business Trip	Overtime Type	Degree	Staff Type	Static
₩Add									
₩Add	Name						Ope	erate	

• Manual Punch Type

System Settings>Parameter Settings>Manual Punch Type,add or delete manual punch type

can be performed in this page.

ran	neter Set	tting								
Paran	neter Setting	Leave Type	Vacation	Manual Punch Type	Business Trip	Overt	ime Type	Degree	Staff Type	Statio
+Ado	1									
+Ado	Name						Operate			

• Business Type

System Settings>Parameter Settings>Business Trip,add or delete business trip can be

performed in this page.

arameter Setting									
Parar	neter Setting	Leave Type	Vacation	Manual Punch Type	Business Trip	Overtime Type	Degree	Staff Type	Station
+Ado	j								
+Ado	Name						Operate		

8.3 Company Information

System Settings>Company Information, modify company info then click [Save].

Company Name	g
Company Code	
Company Short Name	g
Time zone	Asia/Shanghai
Phone	
Email Address	15527@qq.com
Company Address	
Visitor QR Code Password	
Remark	
Function	Attendance 🔽 Access 🔽 Video Intercom 🔽 Elevator Cont

You can turn on or off video intercom, elevator control and other functions here.

8.4 Department

System Settings>Department,clic	+Add	to add department ,then click Modify to
modify dept info ,click	delete dept	in operate column.In add department
page ,select upper department to add in	's inferior d	epartment.

Note: Duplicate department names are not allowed under the same node.

Department Management				# Ho
+Add Dept Name	Dept Code	Dept Phone	Remark	Operate
▼ timmy				
Personnel Dept				☑Modify
Human Resourse Dept				Modify Delete
Sales Dept				Modify Delete
Financial Dept				Modify Delete
R&D Dept				Modify Delete
Perchasing Dept				Modify Delete

Add	×
Upper Dept	timmy
Dept Name	O Personnel Dept Dept
Dept Code	Sales Dept Financial Dept D B&D Dept
Dept Phone	O Perchasing Dept
Create Date	
Remark	
	Cancel Save
8.5 User Account	
System Settings>Use	r Account, click to enter user account page, Check the

function module to give the user the corresponding operation permission .See the diagram for

 User Account
 Email
 Choose

 Password
 Use the app password if you dont fill it out
 Choose

 Function Module
 Staff Management
 Attendance Management

 System Settings
 Access Management
 Imagement

 Description
 Imagement
 Imagement

 Cancel
 Save

steps as below.

8.6 Month Management

System Settings>Month Management,Add attendance month and define start date and end

date for this month can be performed in this page.

Mor	nth Management				# I
+Add	1				
	Attendance Month	🕴 Start Date	End Date	Remark	Operate
1	2019-02	2019-02-01	2019-02-28		CModify Delete
2	2019-01	2019-01-01	2019-01-31		I Modify

8.7 Holiday Management

System Settings>Holiday Management,Add start date and end date can be performed in this

page.

Holi	day		
+Ad	- QSearch		
	Date	Remark	Operate
1	2024-03-29	holiday	ti Delete
Show	ing 1 to 1 of 1 rows		

8.8 Building Management

System Settings>Building Management, Add building can be performed in this page.

Building management			# Home	Building management
⊕ Add				
Building	Remark	Operate		
▼ g				
1		CModify Delete		
2		CModify Delete		
3		CModify Delete		
Korea		C/Modify @Delete		

8 Visitor Manage

Note: If you need to use this function, please enable visitor QRcode function in device-system-general-visitor QRcode, set it to 'yes'. And for now this function is only suitable for our dynamic face device

8.1 QRcode Authorization

Nam	e/Person code/Phone I Departm	All Department QSearch				
	User ID 👙	Person Code	Name	Department	Operate	Authorization Devic
	1	1	g	g	■QRcode Authorization	研发部二维码密码
	2	2	2	g	Rcode Authorization	
	3	3	3	g	CRcode Authorization	
	4	4	4	g	CRcode Authorization	
	5	5	5	g	CRcode Authorization	
	6	6	6	g	CRcode Authorization	
-	7	7	7	q	CRcode Authorization	

Showing 1 to 7 of 7 rows

			QRcode Authoriz	ation	×
RCODE AUTHORIZATION		QRcode Device	×研发部		
	e/Person code/Phone I Depar	All Department		Japan Exhibition Korea 01	1
	User ID	Person Code	* Name	Korea 02	
				研发部	Authorization
	2	2		二维码密码	Authorization
	3	3		TEST	- Authorization
	4	4	4	g	PQRcode Authorization
	5	5		g	PQRcode Authorization
	6	6		g	CQRcode Authorization
	7	7		g	PQRcode Authorization

In this part, please select user then do QRcode authorization, then select device that user can generate QRcode in mobile app (Note:If you want to use this function, don't forget enabling app function for corresponding users, otherwise, they cannot login app to generate QRcode, pls refer to Chapter 3.1)

8.2 QRcode open door records

In this part, it will show the QRcode scanning records , who use this QRcode and used in which device and who generate this QRcode

Name/Person code/Phone I 2024-03-01 00:00:00	2024-03-12 23:59	55 QSearch QExp	sort		
Temperory Card number		Serial No	Visitor Name	Open Door Time	Generate Staff Name
965456513	1	X12345123	栋	2024-03-12 19:18:04	g
965456513	1	X12345123	栋	2024-03-12 19:17:37	g
965456513	1	ZX12345123	栋	2024-03-12 19:17:16	g
965456513	3	X12345123	栋	2024-03-12 19:16:36	g

8.3 QRcode generation records

On this page, it shows QRcode generation records, Who generate QRcode for whom in which device

Name/Person code/Phone I 2	024-03-18 00:00:00	2024-03-29 23:59:59	QSearch QExport				
Senerate Staff Name	Serial No	Visitor Name	Validtimes	Effective Times	Direct Access Floor	Optional Floor	Create Time
	ZX12345123		2024-03-19 00:00:00 ' 2024-03-19 23:59:00	1			2024-03-19 16:08:58
1	ZX12345123		2024-03-18 00:00:00 * 2024-03-18 23:59:00	3	1		2024-03-18 16:12:09