



**SMART PASS MANAGEMENT PLATFORM
USER MANUAL
VER 2.3.0**

TABLE OF CONTENTS

1. Installation and Login	5
Management Platform Login	5
Client Login	6
2. Console	7
3. Device Management	8
Device List.....	8
Parameter Settings	8
Power Control	9
Body Temperature Test.....	9
Client Upgrade	10
Volume Settings.....	10
Auto-Start.....	11
Application Daemon.....	11
Open the Door Remotely	12
Delete	12
Move Group.....	12
Personalize Test	12
Device Details	13
Device Monitoring	14
Grouping Operation in Bulk.....	15
Device Grouping Management	16
APK List	16
Delete APK	16
New APK	16
4. Personnel Management	17
Employee List	17

Add Employee Information Manually	17
Import Employee Information in Bulk	19
Import Portrait Photos in Bulk.....	20
Export Employee Information	21
Refresh Employee Information	21
Staff Details and Editing	21
Employee Grouping Management	22
Visitor Management.....	22
Add Visitor Individually.....	23
Export Visitor Information	24
Refresh Visitor Information	24
Visitor Details and Editing	24
Visitor Grouping Management	25
Blacklist Management.....	25
Add Blacklist Individually	26
Export Blacklist.....	26
Refresh Blacklist Information.....	27
Blacklist Details and Editing.....	27
Blacklist Grouping Management.....	28
5. Pass Management.....	29
Pass Records	29
Pass Permission	29
Employee Pass Permission Settings	30
Visitor Pass Permission Settings	31
Revoke Permission	32
Refresh Permission Information.....	32

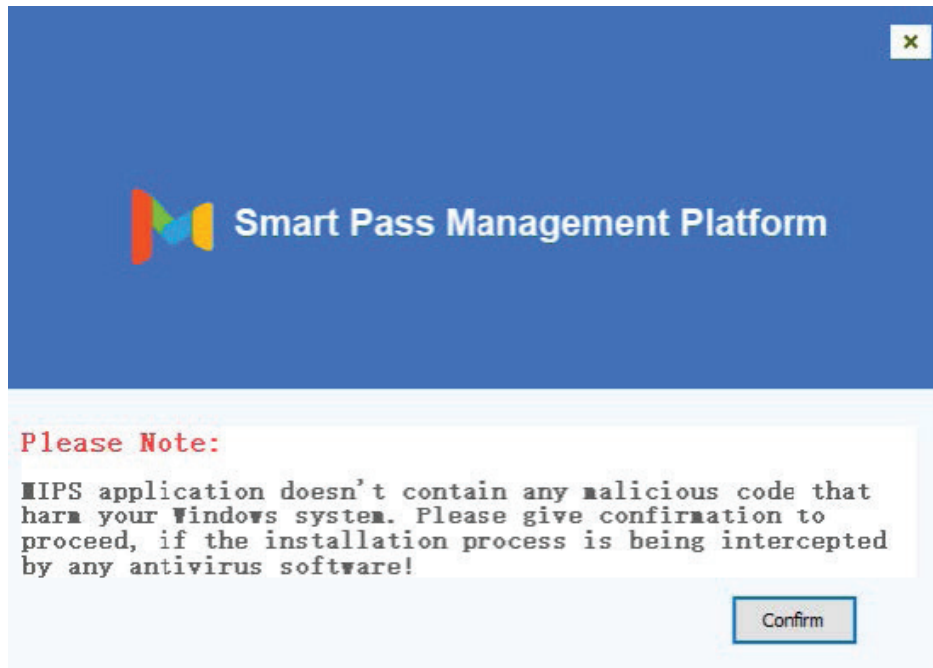
TABLE OF CONTENTS CONT'D

Blacklist Monitoring	33
Identification Record Query	34
Remove Monitoring	34
Permission Records	34
6. System Management.....	35
Group Structure.....	35
Attribution of Business Data.....	35
Group Management	36
User Management.....	36
Role Management	37
Business Management.....	37
System Settings.....	38
7. Attendance Management.....	39
Attendance Rules	39
Shift Settings.....	39
Overtime Rules	40
Public Holiday Settings	41
Device Group Settings	42
Attendance Records	43
Attendance Statistics.....	46

1. INSTALLATION AND LOGIN

MANAGEMENT PLATFORM LOGIN

One-click installation: Double-click the exe installation file and follow the installation instructions for quick installation.

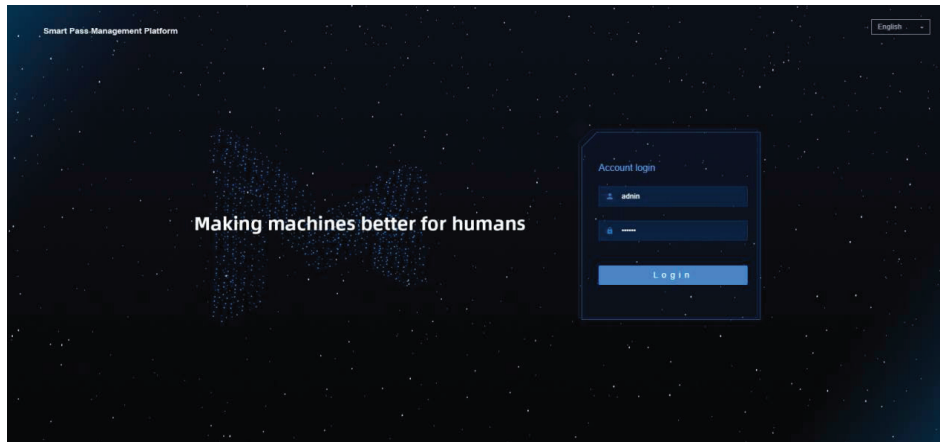


Note: If the installation process is blocked by a system firewall or third-party antivirus software, always choose to allow the program to operate. Otherwise, the installation process may fail and become unusable.

After the program is installed, the application service is automatically started by default.

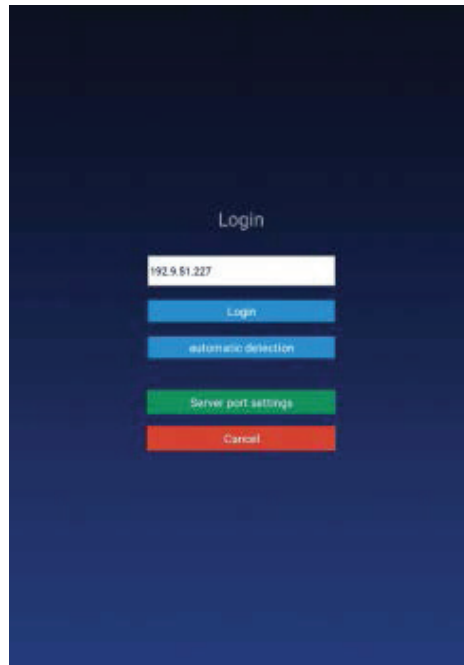
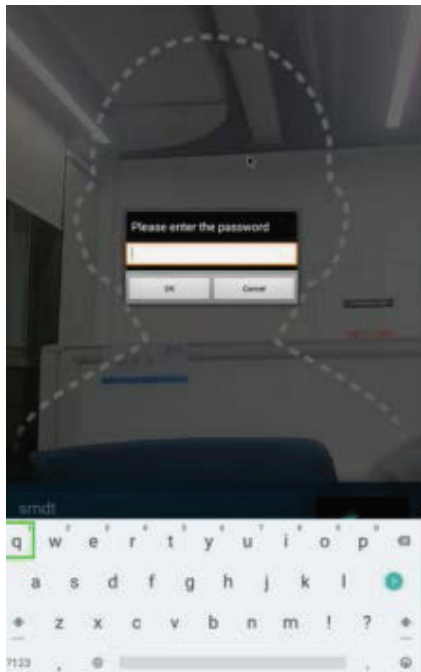
After the start-up is complete, click the “Copy” button. Open the chrome browser and paste the link to open the application service background. Enter your username and password to log in. (The default username: admin password: 123456)

Application system upgrade: You only need to overwrite and install the application system software version installation package higher than the current version.



CLIENT LOGIN

1. Open the application on the device and click the middle mouse button. In the pop-up password-entry window, enter the default password: 123456 and go to Settings.
2. Click the login administration and go in to login interface. Enter the same IP address as the IP on the web service port and login in.



Note: Go in to login administration interface.Login in and go to application settings. Always enter the device password before exiting the application.

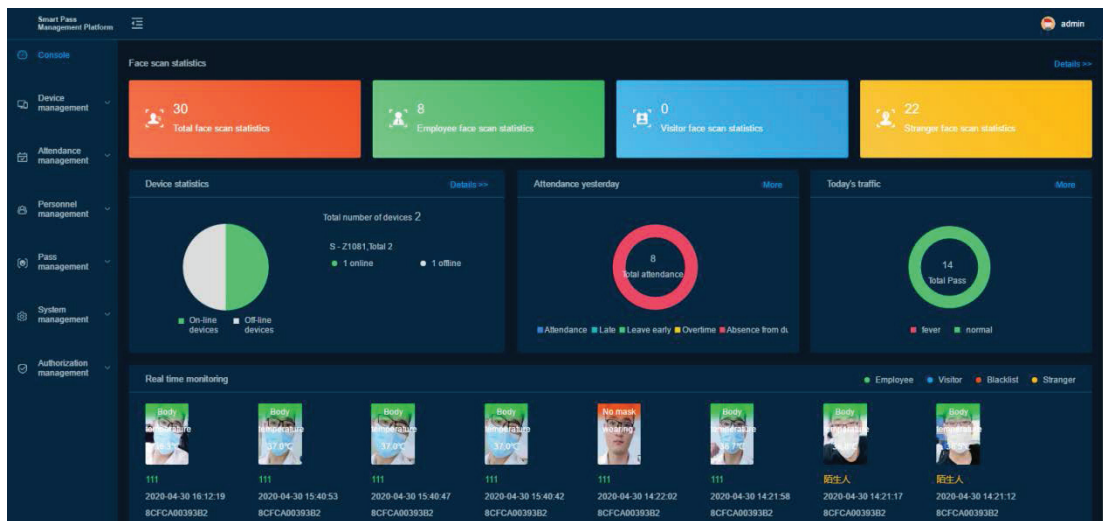
The password can be set in the “parameter settings” under [device management] in website background management system. It can also be set in “application password settings” under [settings] in terminal application.

APPLICATION MANAGEMENT

Once logged in successfully, click the middle mouse button. Open the [application management] interface. The current page displays login information: local name, local IP, connected server, and current login status. It has the following six functions: login administration, application settings, face register, application information, passing records and face databases. After login, click “Cancel login” and log out of the current account.

2. CONSOLE

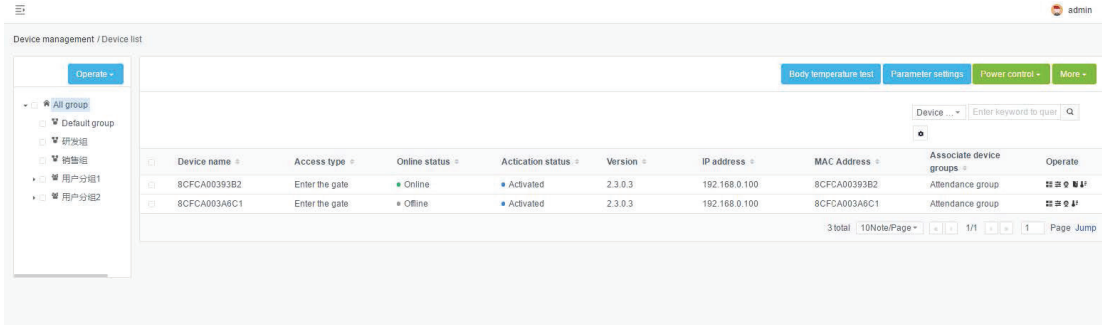
It provides an overview of the number of devices and online status, statistics on the face scan (total face scans, employee face scan, visitor face scan, stranger face scan); today's pass and real-time monitoring (employees, visitors, blacklists, and body temperatures); and provides quick access to view details.



3. DEVICE MANAGEMENT

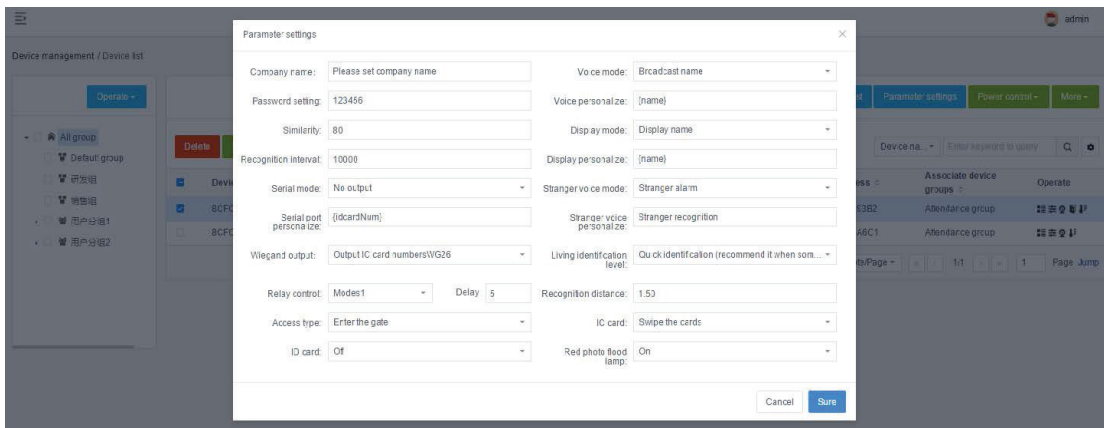
DEVICE LIST

[Device List] contains all device information connected to the system. You can perform single, multiple, and grouping management operations on the device.



PARAMETER SETTINGS

Select the specified device in [Device List] and click Parameter settings to configure the parameter information of the device, as shown in the figure below:



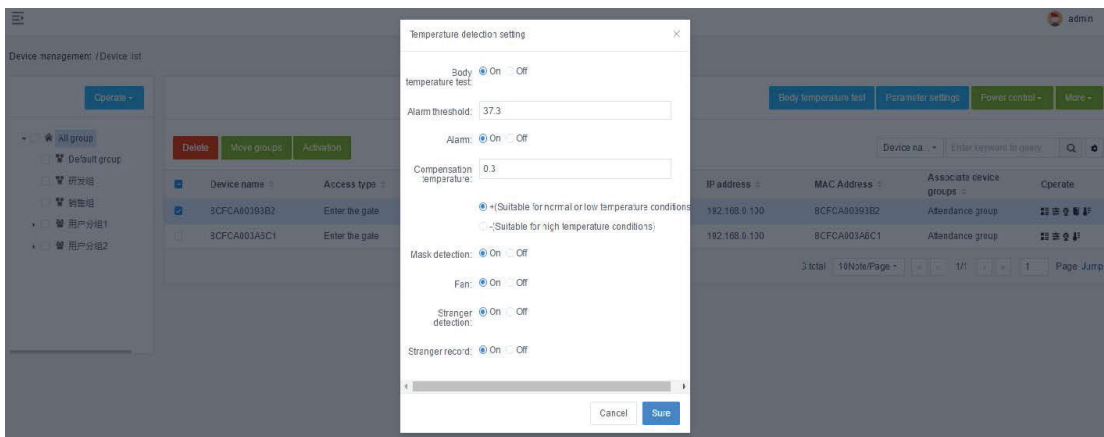
POWER CONTROL

Select the device in [Device list] and click “Shutdown,” “Restart,” and “Reset” under “ Power Control” to remotely shut down, restart, and reset the device.



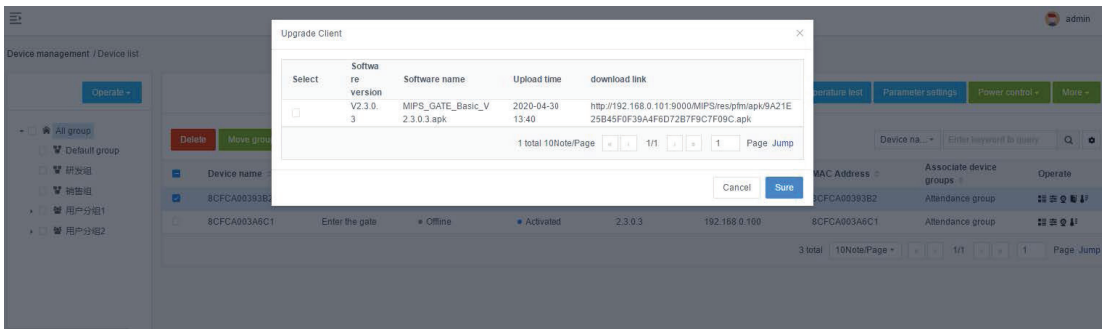
BODY TEMPERATURE TEST

Select the device in [Device list], or select the group, and click “Body temperature detection” to set the parameters of temperature detection: temperature detection switch (default on), alarm threshold (default 37.3) and alarm switch, compensation temperature (default + value 0.3), mask settings (default off), fan (default off), stranger detection (default off), and stranger record (default off).



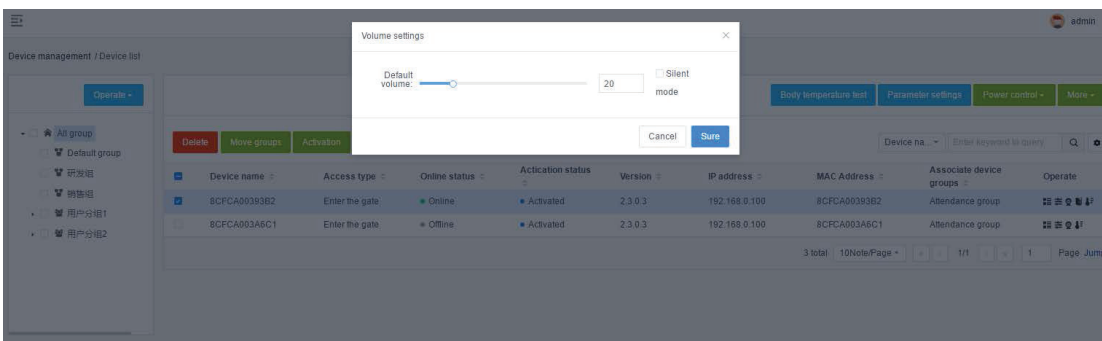
CLIENT UPGRADE

Select the device in [Device list] and click “More-Client upgrade” to enter the device software upgrade page. On this page, you can see the list of uploaded device software. Select the software version of the device to be upgraded and click the upgrade button to complete the device software upgrade operation. It supports online and offline upgrade operation.



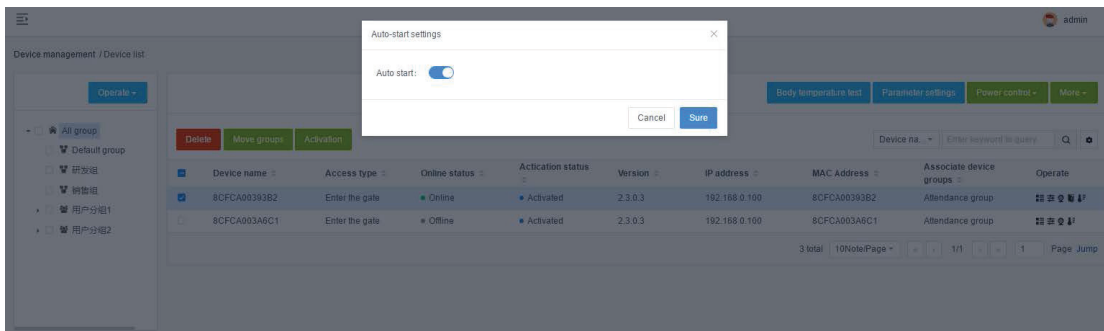
VOLUME SETTINGS

1. General settings: Select the device in the [Device List] and click “More-Volume setting” to set the volume of the selected device. The volume value can be set between 0-100 and the default is 20.
2. Silent setting: Select the device in [Device list], click “More-Volume setting”, and select “Silent mode” in the pop-up tab.



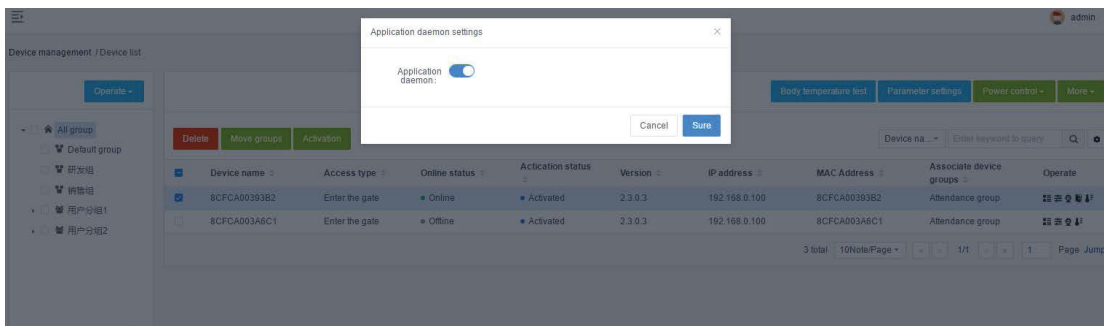
AUTO-START

Auto-start: When enabled, the application will start at start-up, and when it is closed, it will not start at start-up. In [Device list], select the devices that need to be set to start automatically, and click the “More-Auto-start” button to enable or disable this function.



APPLICATION DAEMON

Application daemon: When this function is enabled, the application will automatically jump back to the playback interface within 1 minute after exiting the application page. When it is disabled, it will not automatically jump back. In [Device list], select the devices that need to set application daemon, and click the “More-Application daemon” button to enable or disable this function.



OPEN THE DOOR REMOTELY

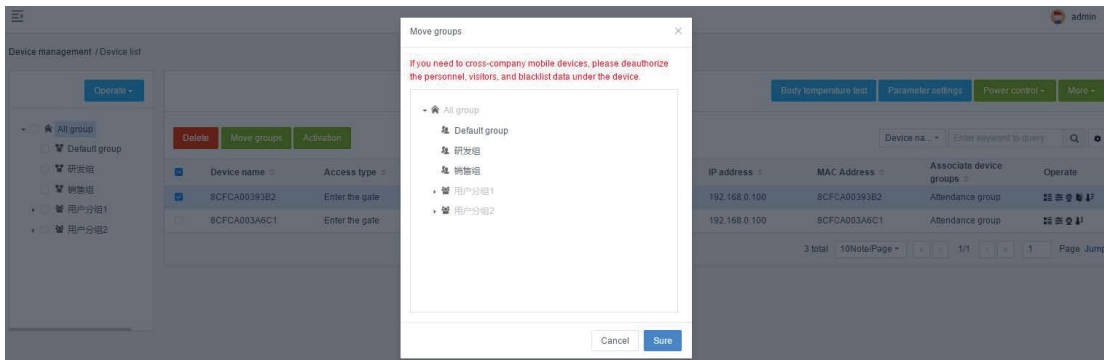
After corresponding to the device records in [Device list], click the “Open the door remotely” button to open the corresponding gate.

DELETE

Select the device to be deleted in the [Device list] and click the “Delete” button to complete the delete operation. Only offline devices are supported. It supports single or multiple device operations.

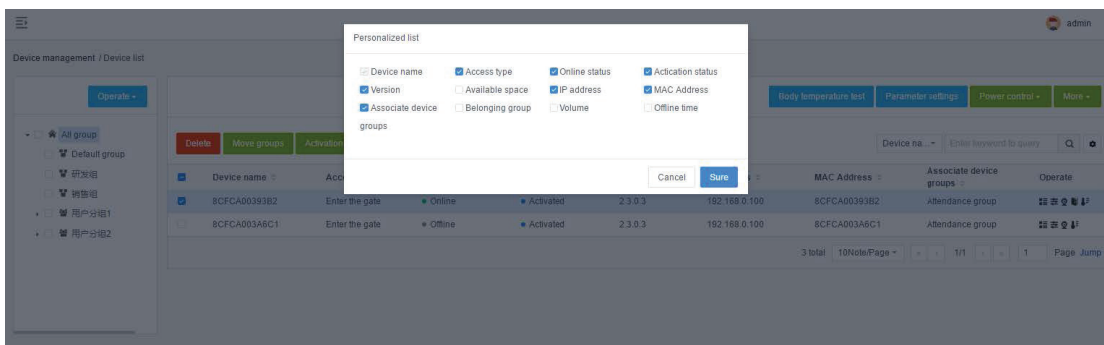
MOVE GROUP

In [Device list], select the devices that require mobile grouping and click “Mobile Grouping.” In the pop-up window, select the target group you want to move to, and you can complete the group move operation after you confirm it. It supports single or multiple device operations.



PERSONALIZE LIST

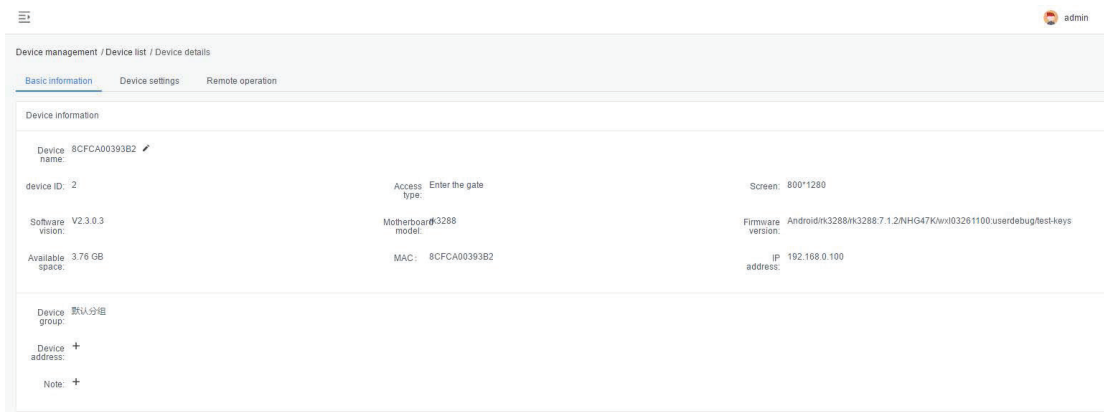
The information displayed in the list can be selected as needed in the “Personalize list”.



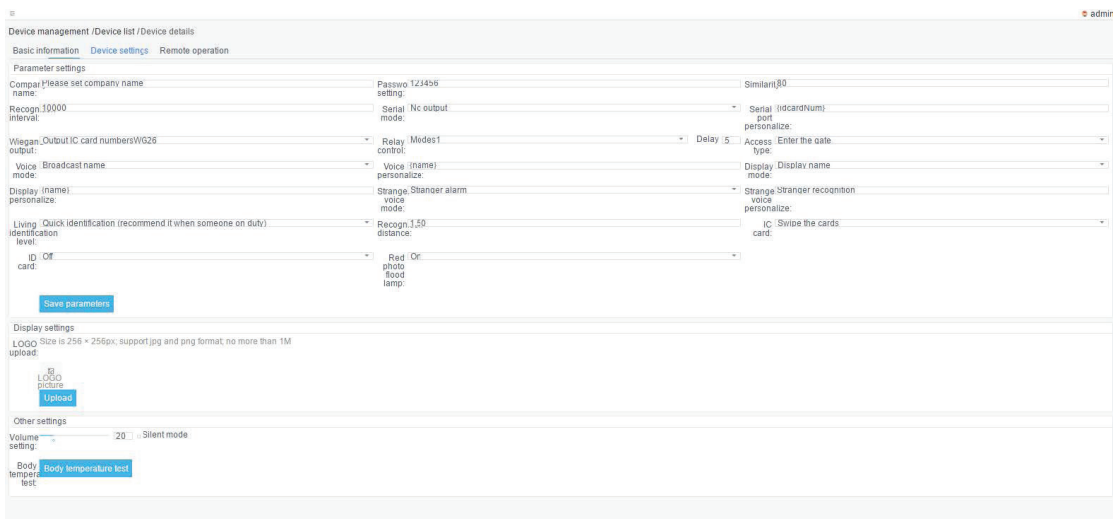
DEVICE DETAILS

The device details include basic information, device settings, and remote operation.

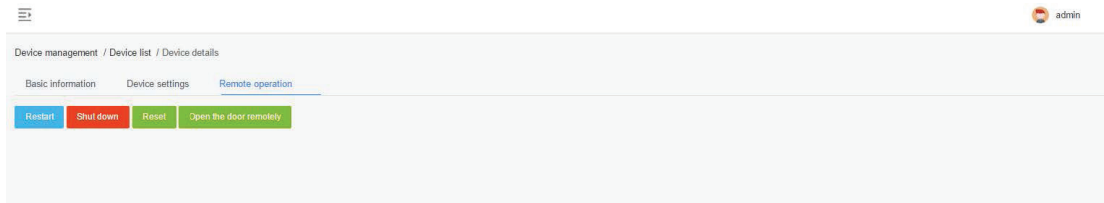
Basic information: view device information, edit device name, edit device address, etc.



Device information: You can view and modify device parameter information, display settings, and other settings.



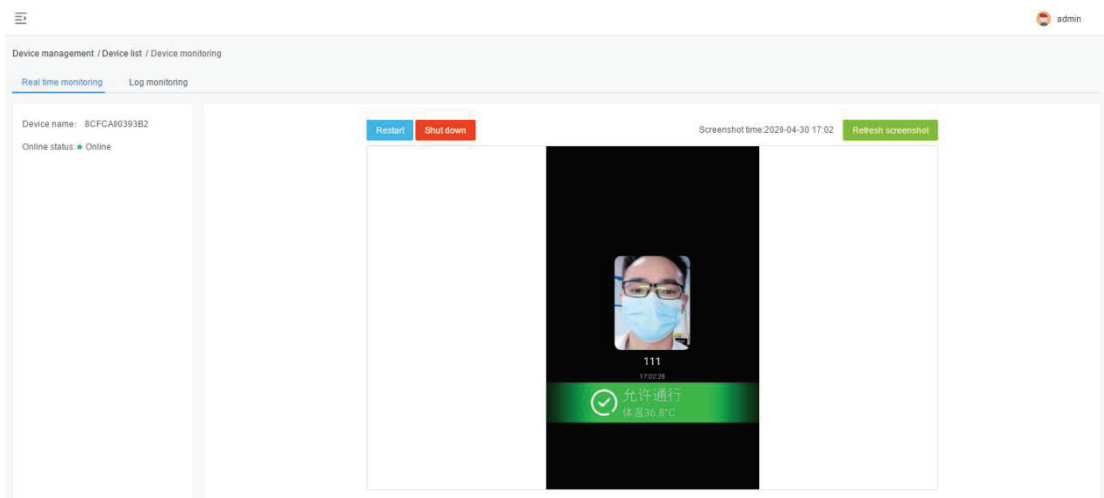
Device operation: restart, shutdown, reset and remote door opening.



DEVICE MONITORING

Device monitoring includes two parts: real-time monitoring and log monitoring.

Real-time monitoring: You can view the device name and online status, and load and display the current screen of the device. You can also restart and shut down.



Log monitoring: View related operation logs of the device.

The screenshot shows the 'Log monitoring' interface. At the top, there are tabs for 'Real time monitoring' and 'Log monitoring'. Below the tabs is a search bar with 'Operation result' set to 'All' and 'Operation time' set to 'Start date - end date'. A table lists various operations with columns for 'Operation type', 'Operation content', 'Operating time', 'Operation result', and 'Device reception time'. The table contains 12 rows of log entries, all with a 'Succeeded' status. At the bottom right, there is a pagination control showing '26 total', '10Note/Page', and 'Page Jump'.

Operation type	Operation content	Operating time	Operation result	Device reception time
载屏	设备操作载屏	2020-04-30 17:02:29	Succeeded	2020-04-30 17:02:30
载屏	设备操作载屏	2020-04-30 17:02:23	Succeeded	2020-04-30 17:02:23
设备登录	设备重连	2020-04-30 16:49:00	Succeeded	2020-04-30 16:49:01
设备登录	设备重连	2020-04-30 16:48:59	Succeeded	2020-04-30 16:49:01
设备登录	Device login	2020-04-30 16:48:58	Succeeded	2020-04-30 16:48:58
设备离线	设备离线	2020-04-30 16:21:31	Succeeded	2020-04-30 16:21:31
载屏	设备操作载屏	2020-04-30 15:40:50	Succeeded	2020-04-30 15:40:50
设备登录	设备重连	2020-04-30 15:09:06	Succeeded	2020-04-30 15:09:06
设备远程注册人员	打开设备摄像头注册人员:1	2020-04-30 14:11:41	Succeeded	2020-04-30 14:11:42
设备远程注册人员	打开设备摄像头注册人员:12	2020-04-30 14:04:21	Succeeded	2020-04-30 16:49:02

GROUPING OPERATION IN BULK

Batch operations can be performed in the device group by selecting the device group. It supports parameter setting, shutdown, restart, reset, client upgrade, volume setting, auto-start and application daemon for the entire device group, as shown below:

The screenshot shows the 'Device list' interface. On the left, there is a sidebar menu with an 'Operate' button and a list of actions: 'Parameter settings', 'Body temperature test', 'Shut down', 'Restart', 'Reset', 'Upgrade Client', 'Volume settings', 'Auto start', and 'Application daemon'. The main area displays a table of devices with columns for 'Device name', 'Access type', 'Online status', 'Activation status', 'Version', 'IP address', 'MAC Address', and 'Associate device groups'. There are two rows of device data. At the bottom right, there is a pagination control showing '3 total', '10Note/Page', and 'Page Jump'.

Device name	Access type	Online status	Activation status	Version	IP address	MAC Address	Associate device groups	Operate
8CFCFA00393B2	Enter the gate	Online	Activated	2.3.0.3	192.168.0.100	8CFCFA00393B2	Attendance group	⚙️ 🗑️ 🔄 📄
8CFCFA003A6C1	Enter the gate	Offline	Activated	2.3.0.3	192.168.0.100	8CFCFA003A6C1	Attendance group	⚙️ 🗑️ 🔄 📄

If there is no device under the selected group, this prompt will pop up: "There is no device under the selected group, please select again." If there are devices under the selected group, the original settings will be overwritten after the batch setting is prompted.

DEVICE GROUPING MANAGEMENT

Device grouping uses structure grouping by default. Each user group has a default device group. You can add, modify, and delete device groups on the user group. The operation is similar to the user grouping in [Group structure].

APK LIST

[APK list] The page contains client software list information, software version upload and delete operations.

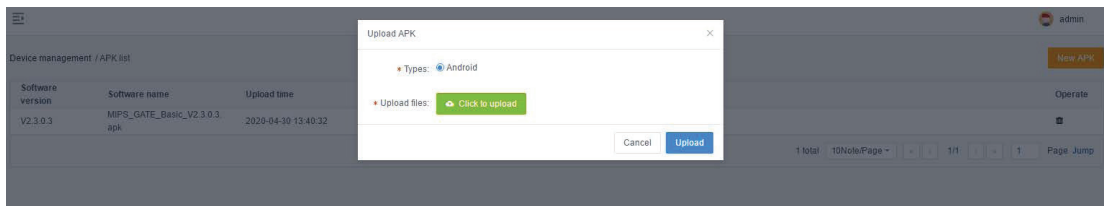
DELETE APK

Select the software version to be deleted in the APK list, and click the trashcan icon.



NEW APK

Click the “New APK” button to open the [Version Upload] page and upload software files on this page.



4. PERSONNEL MANAGEMENT

EMPLOYEE LIST

The employee list is used to manage employee information, such as viewing, adding, editing, and exporting employee information. Employee information can be added individually or in bulk. The batch adding operation requires information import in bulk first, and then portrait import in bulk.

Portrait photo	Employee ID	Name	Shifts	Associate device groups	Phone number	Email	Creation time	Operate
<input type="checkbox"/>	7	1238.0	Day shift	Attendance group	13424319364		2020-04-30 13:56:52	
<input type="checkbox"/>	6	1237.0	Day shift	Attendance group	13424319363		2020-04-30 13:56:52	
<input type="checkbox"/>	5	1236.0	Day shift	Attendance group	13424319362		2020-04-30 13:56:52	
<input type="checkbox"/>	4	1235.0	Day shift	Attendance group	13424319361		2020-04-30 13:56:52	
<input type="checkbox"/>	3	1234.0	Day shift	Attendance group	13424319360		2020-04-30 13:56:52	
<input type="checkbox"/>	2	李四	Day shift	Attendance group	13424319359	qq@gmail.com	2020-04-30 13:49:33	
<input type="checkbox"/>	1	张三	Day shift	Attendance group	13424319358	ff@gmail.com	2020-04-30 13:49:32	
<input type="checkbox"/>	12	111	Day shift	Attendance group	2222		2020-04-29 10:23:32	

ADD EMPLOYEE INFORMATION INDIVIDUALLY

1. In [Employee list], click the “Single addition” button to enter the employee addition page.
2. Fill in the personnel ID, name, gender, belonging group, phone number, ID card number, IC card number, nationality, place of birth, date of birth, contact address and notes. Add a face recognition photo and click “Save” to complete the employee creation operation.

Personnel ID: Only supports numbers and in 1-9 characters

Name: Support Chinese, English, numbers and in 1-32 character

Gender: Please make a selection

Attendance required: Yes No

Shifts: Day shift

Equipment group: Attendance group

Face recognition portrait:
1. Please choose a front-and-bareheaded photo in the past three months, with clear and even-light image.
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 should account for more than 1/3 of the photo to avoid photo blurring, wearing sunglasses, excessive beauty, head rotation, etc.

Portrait photo

Belonging group: Please make a selection

Phone: Please enter your phone number, the format is "xxxxxxxx"

UPLOAD A FACE RECOGNITION PHOTO DESCRIPTION

UPLOAD FROM LOCAL

Click “Upload from local” to open the local folder, select the jpg and png portrait photos in the folder.

Note: Portrait photo specifications

1. Please choose a front-facing/bare-headed photo that has been taken within the past three months. The image should be clear with even lighting.
2. The recommended size is 640 px * 480 px, and the size should not exceed 500kb. Only jpg and png file are supported.
3. Faces should account for more than 1/3 of the photo—Avoid blurry photos, wearing sunglasses, excessive facial make-up, and head rotations.

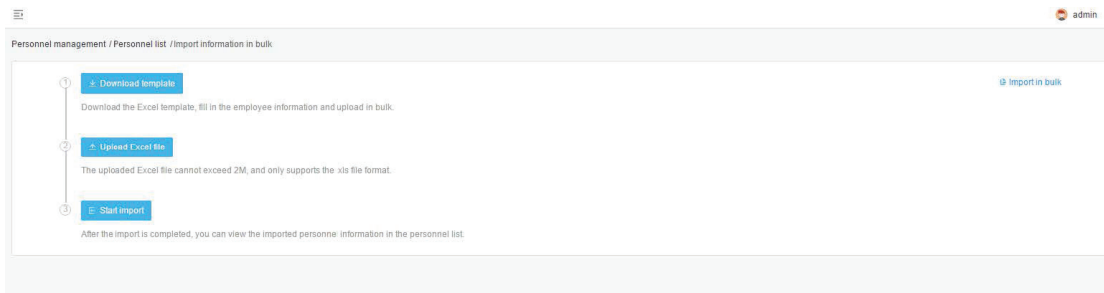
REGISTER FROM DEVICE

Click “Register from Device” to open the Select Device window and select an online device. Once determined, the device will enter the photo function. After the photo is taken and verified, the photo will be sent back here from the client.

IMPORT EMPLOYEE INFORMATION IN BULK

In the [Employee list], click the “Add in Bulk - Information Import in Bulk” button.

1. First step, click “Download Template”. Download the Excel template file to your computer with the file name “Personnel_import_template.xls”. Then fill in the employee information in bulk.
2. In the second step, click “Upload Excel file”. Select the Excel file with the employee information filled in and upload it. If the file is uploaded successfully, the upload success status and file name will be displayed.
3. In the third step, click “Start import”. During the import, there will be a progress bar showing “Importing personnel information (1 / total number of people)”. After the import is completed, it prompts “Successful batch import of personnel information”. After the import is completed, return to the [Person List] to view the imported personnel information.



DESCRIPTION OF IMPORT METHOD

Import without overwriting: When importing a file two or more times, duplicate employees are not imported. And the system will prompt abnormal duplicate information.

Overwrite import: The second import will overwrite the information of the employee that was imported for the first time without prompting for duplicate information.

DESCRIPTION OF IMPORT FAILURE EXCEPTION

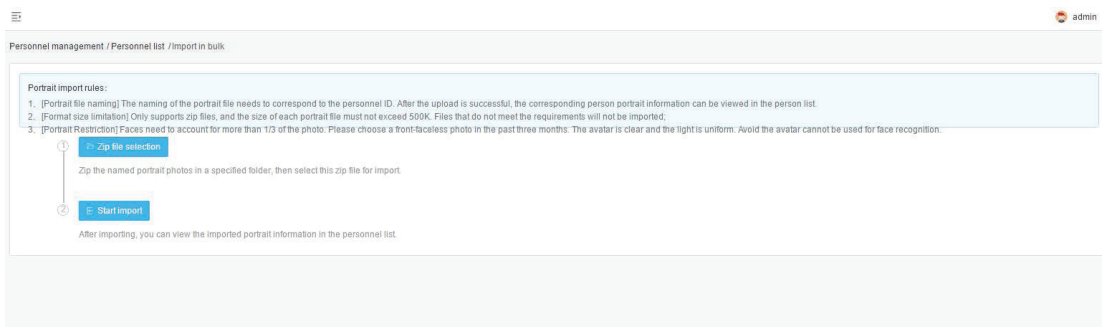
The content or format of the uploaded Excel file is incorrect and does not meet the template specifications. Click to start the import, and a prompt will appear: “The file content or format is incorrect. Please fill in the employee information according to the template requirements.

A field in the employee is malformed or should not be duplicated. After the import fails, the reason for the failure will be noted in a table. After modification, you can re-import.

IMPORT PORTRAIT PHOTOS IN BULK

In the [Employee list], click the “Add in bulk - Portrait import in bulk”.

1. Click “Zip file selection” to open the Select Folder window and select the file upload. After the file upload is successful, the current file storage path is displayed.
2. Click “Start Import,” and a progress bar will be displayed during the import: the number of imported files/ the total number of folders. And there will be a prompt message: x sheets have been successfully imported, x sheets failed. After the import is complete, the progress bar displays: The portrait photos in this folder have been imported.



DESCRIPTION OF PORTRAIT IMPORT RULES

[Portrait file naming] The naming of the portrait file needs to correspond to the personnel ID. After the upload is successful, the corresponding person portrait information can be viewed in the person list.

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

[Portrait Restriction] Faces need to account for more than 1/3 of the photo. Please choose a front-facing/ bare-headed photo taken within the past three months. The avatar is clear and the light is uniform. Avoid the avatar; it cannot be used for face recognition.

[Select Folder Upload] After the above conditions are met, place the named portrait photos in the specified folder and select the folder to import.

DESCRIPTION OF FAILED PORTRAIT IMPORT

If the size of an image file does not meet the requirements, the import will fail. After that, a table will appear to display the information of the portrait file that has not been successfully imported. After modification, you can re-import.

EXPORT EMPLOYEE INFORMATION

In [Employee list], click the “Export” button to export all employee information in the list to the file “Employee Information.xls” and download it.

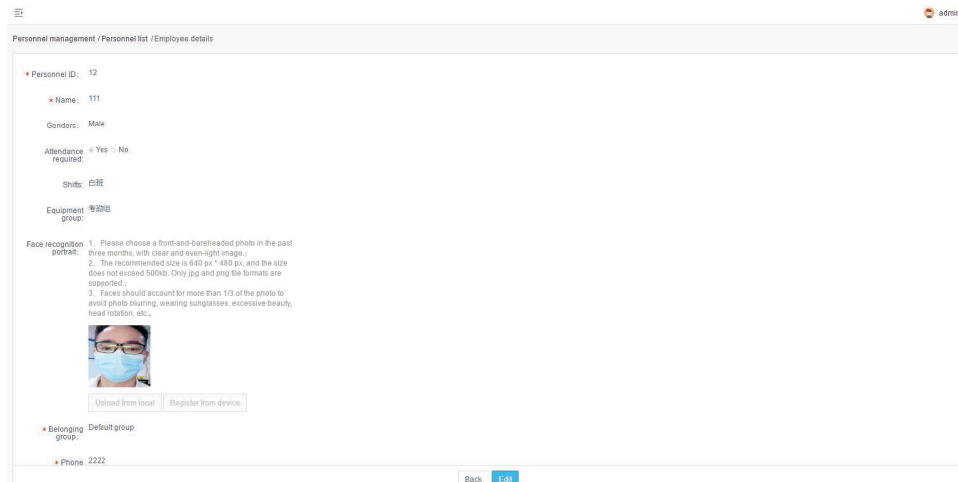
REFRESH EMPLOYEE INFORMATION

In [Employee list], click the “Refresh” button to refresh all employee information in the list to the latest state,

STAFF DETAILS AND EDITING

EMPLOYEE DETAILS

In [Employee list], after corresponding employee information, click the “Employee details” button, and you can enter the details page to view specific employee information.



The screenshot shows a web application interface for viewing employee details. The breadcrumb trail at the top reads "Personnel management / Personnel list / Employee details". The user is logged in as "admin". The main content area displays the following information for an employee:

- Personnel ID: 12
- Name: 111
- Genders: Male
- Attendance required: Yes (selected) / No
- Shifts: 白班
- Equipment group: 未设置
- Face recognition portrait: A section with instructions for uploading a photo and a small image of a person wearing a face mask. Below the image are buttons for "Upload from local" and "Register from device".
- Belonging group: Default group
- Phone: 2222

At the bottom right of the form, there are "Back" and "Edit" buttons.

EMPLOYEE EDIT

On the details page, click the edit button to modify the employee's basic information and photo information. After modifying the information, click Save.

Personnel ID: 11

Name: 111

Genders: Male

Attendance required: Yes

Shifts: Day shift

Equipment group: Attendance group

Face recognition portrait: 1. Please choose a front-and-bareheaded photo in the past three months, with clear and even light image. 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 should account for more than 1/3 of the photo to avoid photo blurring, wearing sunglasses, excessive beauty, head rotation, etc.

Upload from local Upload from device Clear

Belonging group: Default group

Phone: 2222

Back Save

EMPLOYEE GROUPING MANAGEMENT

Employee grouping uses the organizational structure grouping by default. There is a default employee grouping under each user group. You can add, modify, or delete employee groupings on the user group by yourself. The operation is similar to the user grouping in [Group Structure].

VISITOR MANAGEMENT

Visitor management is used to view, add, edit, and export visitor information.

Personnel management / Visitor management

Refresh

Visitor ID -

Please enter personnel ID, name or phone no. Q

Portrait photo	Visitor ID	Name	Phone number	Email	Creation time	Operate
	2	345	1234567		2020-04-30 14:08:47	⋮
	1	23	123456		2020-04-30 14:08:17	⋮

2 total 10Note/Page 1/1 Page Jump

ADD VISITOR INDIVIDUALLY

1. In [Visitor Management], click the “Single Add” button to enter the visitor adding page.
2. Fill in the visitor ID, name, gender, affiliation group, mobile phone number, ID card number, IC card number, ethnicity, nationality, date of birth, contact address and remarks; add face recognition photos and click “Save” to complete the visitor operation.

The screenshot shows a web form titled "Personnel management / Visitor management / Single addition". The form contains the following fields and options:

- Personal ID:** Only supports numbers and at 1 - 9 characters.
- Name:** Support Chinese, English, numbers and in 1 - 32 character.
- Genders:** Please make a selection (dropdown menu).
- Face recognition photo:** Includes instructions: "1. Please choose a front-and-bareheaded photo in the past three months, with clear and even-light image.", "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 should account for more than 1/3 of the photo to avoid photo blurring, wearing sunglasses, excessive beauty, head rotation, etc.". Below the instructions is a "Portrait photo" placeholder and two buttons: "Upload from local" and "Register from device".
- Belonging group:** Please make a selection (dropdown menu).
- Phone number:** Please enter your phone number. The format is "xx-xxxx".
- Email:** Please input your email.
- ID number:** Support numbers, letters and in 15 or 18 characters.
- IC card number:** No more than 64 characters.

At the bottom right of the form, there are "Back" and "Save" buttons.

UPLOAD A FACE RECOGNITION PHOTO DESCRIPTION

Upload from local

Click “Upload from local” to open the local folder, select the jpg and png portrait photos in the folder.

Note: Portrait photo specifications

1. Please choose a front-facing/bare-headed photo taken within the past three months. The image should be clear with even lighting.
2. The recommended size is 640 px * 480 px, and the size should not exceed 500kb. Only jpg and png file are supported.
3. Faces should account for more than 1/3 of the photo—Avoid blurry photos, wearing sunglasses, excessive facial make-up, and head rotations.

Register from device

Click “Register from Device” to open the select device window and select an online device. Once determined, the device will enter the photo function. After the photo is taken and verified, the photo will be sent back here from the client.

EXPORT VISITOR INFORMATION

In [Visitor management], click the “Export” button to export all visitor information in the list to the file “Visitor information.xls” and download it.

REFRESH VISITOR INFORMATION

In [Visitor management], click the “Refresh” button to refresh all visitor information in the list to the latest state.

VISITOR DETAILS AND EDITING

VISITOR DETAILS

In [Visitor management], after corresponding visitor information, click the “Visitor details” button to enter the details page to view specific visitor information.

Personnel ID: 1

Name: 23

Gender: Male

Face recognition profile picture

1. Please choose a front and bareheaded photo in the past three months, with clear and even light image.

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

3. Faces should account for more than 1/3 of the photo to avoid photo blurring, wearing sunglasses, excessive beauty, head rotation, etc.

Upload from local Register from device

Belonging group: Default group

Phone number: 123456

Email:

ID number:

IC card number:

Back Edit

VISITOR EDIT

On the details page, click the edit button to modify the visitor's basic information and photo information. After modifying the information, click Save.

Personnel ID: 1

Name: 23

Gender: Male

Face recognition portrait:

1. Please choose a front-and-bareheaded photo in the past three months, with clear and even-light image.
2. The recommended size is 80 px * 80 px, and the size does not exceed 500kb. Only jpg and png file formats are supported.
3. Faces should account for more than 1/3 of the photo to avoid photo blurring, wearing sunglasses, excessive beauty, head rotation, etc.

Upload from local Register from device Clear

Belonging group: Default group

Phone number: 123456

Email: Please input your email

ID number: Support numbers, letters and in 15 or 18 characters

IC card number: No more than 64 characters

Back Save

VISITOR GROUPING MANAGEMENT

Guest grouping uses the organizational structure grouping by default. Each user group has a default guest grouping, which can add, modify, and delete guest groups on the user grouping. The operation is similar to the user grouping in the [Group structure], which is not described in detail.

BLACKLIST MANAGEMENT

Blacklist management is used to view, add, edit, and export blacklist information.

Personnel management / Blacklist management

Refresh

Blacklist ...

Please enter personnel ID, name or phone no. Q

Portrait photo	Blacklist ID	Name	Phone number	Email	Creation time	Operate
	12333	66	12321		2020-04-30 15:31:31	ⓘ

1 total | 10Note/Page

Page Jump

ADD BLACKLIST INDIVIDUALLY

1. In [Blacklist management], click the “Single Add” button to enter the blacklist addition page.
2. Fill in the blacklist ID, name, gender, belonging group, phone number, ID card number, IC card number, ethnicity, birthplace, date of birth, contact address and remarks. Add face recognition photos and click “Save” to complete the blacklist create operation.

Personnel management / Blacklist management / Single addition

Personnel ID: Only supports numbers and in 1-9 characters

Name: Support Chinese, English, numbers and in 1-32 character

Gender: Please make a selection

Face recognition portrait:
1. Please choose a front-and-bareheaded photo in the past three months, with clear and even-light image.
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 should account for more than 1/3 of the photo to avoid photo blurring, wearing sunglasses, excessive beauty, head rotation, etc.

Portrait photo

Belonging group: Please make a selection

Phone number: Please enter your phone number, the format is "xx-xxxx"

Email: Please input your email

ID number: Support numbers, letters and in 15 or 18 characters

IC card number: No more than 64 characters

UPLOAD A FACE RECOGNITION PHOTO DESCRIPTION

Upload from local

Click “Upload from local” to open the local folder, select the jpg and png portrait photos in the folder.

Note: Portrait photo specifications

1. Please choose a front-facing/bare-headed photo taken within the past three months. The image must be clear with even lighting.
2. The recommended size is 640 px * 480 px, and the size should not exceed 500kb. Only jpg and png file are supported.
3. Faces should account for more than 1/3 of the photo—Avoid blurry photos, wearing sunglasses, excessive facial make-up, and head rotations.

EXPORT BLACKLIST

In [Blacklist management], click the “Export” button to export all the blacklist information in the list to the file “Blacklist information.xls” and download it.

REFRESH BLACKLIST INFORMATION

In [Blacklist management], click the “Refresh” button to refresh all the blacklist information in the list to the latest state.

BLACKLIST DETAILS AND EDITING

BLACKLIST DETAILS

In [Blacklist management], after corresponding to the blacklist information, click the “Blacklist details” to enter the details page to view the specific blacklist information.

Personnel management / Blacklist management / Blacklist details

Personnel ID: 12333

Name: 66


Genders: Male

Face recognition

1. Please choose a front-and-bareheaded photo in the past three months, with clear and even-light image.

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

3. Faces should account for more than 1/3 of the photo to avoid photo blurring, wearing sunglasses, excessive beauty, head rotation, etc.



Upload from local

Belonging group: Default group

Phone number: 12321

Email:

ID number:

IC card number:

Back Full

BACKLIST EDIT

On the details page, click the edit button to modify the basic information and photo information of the blacklist. After modifying the information, click Save.

Personnel management / Blacklist management / Blacklist details

Personnel ID: 12333

Name: 66

Gender: Male

Face recognition portrait: 1. Please choose a front-and-bareheaded photo in the past three months, with clear and even-light image.
2. The recommended size is 840 px * 480 px, and the size does not exceed 500KB. Only jpg and png the formats are supported.
3. Faces should account for more than 1/3 of the photo to avoid photo blurring, wearing sunglasses, excessive beauty, head rotation, etc.

Belonging group: Default group

Phone number: 12321

Email: Please input your email

ID number: Support numbers, letters and in 15 or 18 characters

IC card number: No more than 64 characters

Back Save

BLACKLIST GROUPING MANAGEMENT

The blacklist group uses the organizational structure group by default. Each user group has a default blacklist group. You can add, modify, and delete blacklist groups on the user group. The operation is similar to the user grouping in [Group Structure].

5. PASS MANAGEMENT

PASS RECORDS

View all the identification records on the device. These can be grouped and filtered by the device. The data of body temperatures greater than or equal to 37.3 degrees will display in red font; temperatures less than 37.3 degrees will display green font; if no temperature is read, the data display will show "none". There are three pass statuses: Normal body temperature, Abnormal body temperature and No Mask.

Snapshot photo	Name	ID	Body temperature	Pass status	Device name	Access direction	Creation time
	111	Employee	36.8°C	Body temperature is normal.	8CFCA00393B2	Face recognition	2020-04-30 17:02:33
	111	Employee	36.8°C	Body temperature is normal.	8CFCA00393B2	Face recognition	2020-04-30 17:02:28
	111	Employee	36.3°C	Body temperature is normal.	8CFCA00393B2	Face recognition	2020-04-30 16:12:19
	111	Employee	37.0°C	Body temperature is normal.	8CFCA00393B2	Face recognition	2020-04-30 15:40:53
	111	Employee	37.0°C	Body temperature is normal.	8CFCA00393B2	Face recognition	2020-04-30 15:40:47
	111	Employee	37.0°C	Body temperature is normal.	8CFCA00393B2	Face recognition	2020-04-30 15:40:42
	111	Employee	36.7°C	No mask wearing.	8CFCA00393B2	Face recognition	2020-04-30 14:22:02
	111	Employee	36.7°C	Body temperature is normal.	8CFCA00393B2	Face recognition	2020-04-30 14:21:58
	陌生人	Stranger	36.8°C	Body temperature is normal.	8CFCA00393B2	Face recognition	2020-04-30 14:21:17
	陌生人	Stranger	36.9°C	Body temperature is normal.	8CFCA00393B2	Face recognition	2020-04-30 14:21:12

PASS PERMISSION

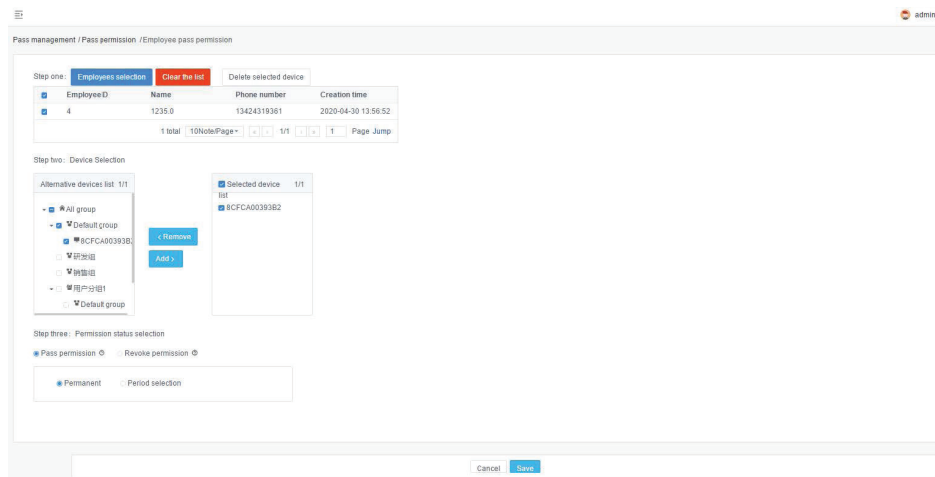
Manage the access rights of added employees and visitors.

Portrait photo	Portrait check status	Personnel ID	Name	ID	Phone number	Expiration date	Operation
	No photo	6	1237.0	Em pto yea	13424319363	Permanent	
	No photo	5	1236.0	Em pto yea	13424319362	Permanent	
	No photo	4	1235.0	Em pto yea	13424319361	Permanent	
	No photo	3	1234.0	Em pto yea	13424319360	Permanent	
	No photo	2	李四	Em pto yea	13424319359	Permanent	
	No photo	1	张三	Em pto yea	13424319358	Permanent	
	Checked	12	111	Em pto yea	2222	Permanent	

EMPLOYEE PASS PERMISSION SETTINGS

Enter the [Pass permission] page and click the “Employee Access Authorization” button to enter the page.

1. Select personnel, devices, pass permission, and *permanent* effective time, then click the “Save” button to start pass permission. After the device is successfully authorized, the person can pass through the gate and the validity period is permanent.
2. Select personnel, devices, pass permission, and *temporary* effective time, then click the “Save” button to start pass permission. After the device is successfully authorized, the person can pass through the gate within the time range set by the validity period. If the validity period is exceeded, the recognition fails.



DESCRIPTION OF PASS PERMISSION

Click the Save button to start the pass permission. Present the current synchronization status, authorization progress, number of successes and failures of each device in the form of a list, and display device names. The person who failed the authorization is recorded in the “Verification Failure Description” table. You can click “Export Settings Failed Number” to export and view the authorization failure information.

The person who fails the authorization, after modifying the corresponding failure information, can re-authorize until the authorization is successful.

DESCRIPTION OF PASS PERMISSION

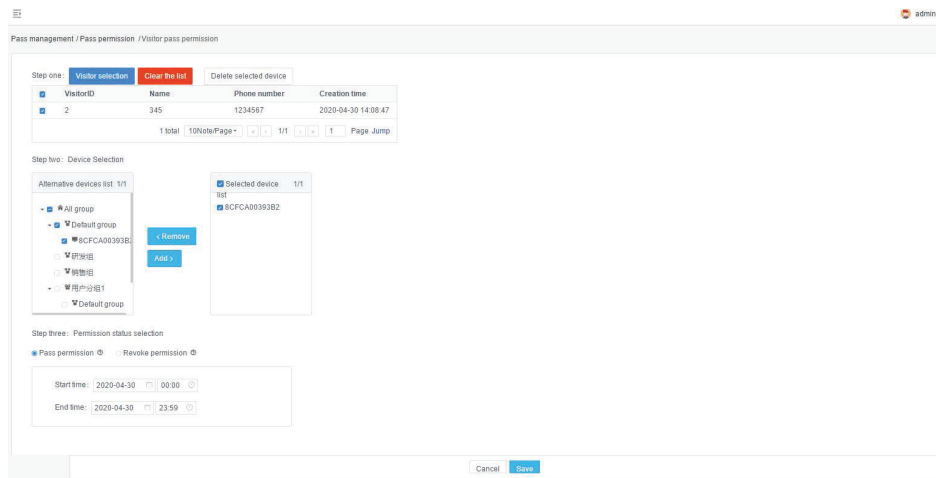
Select personnel and device, and revoke the permission. Click the “Save” button to start revoking the permission. The deauthorization logic is the same as that of “pass permission”, except that the selected person is removed from the selected device.

VISITOR PASS PERMISSION SETTINGS

On the [Pass permission] page, click the “Visitor pass permission” button to get onto the page.

PASS PERMISSION

Select the visitor. Select the device, pass permission, and valid time range. Click the “Save” button to start the pass permission. After successful authorization on the device, the visitor can pass through the gate to be valid within the set effective time range.



DESCRIPTION OF PASS PERMISSION

Click the Save button to start the pass permission. Present the current synchronization status of each device in the form of a list, showing the device name, synchronization pass permissions, number of successful and failed. The person who failed the permission is recorded in the “Verification Failure Description” table. You can click “Export Settings Failed Number” to export and view the permission failure information.

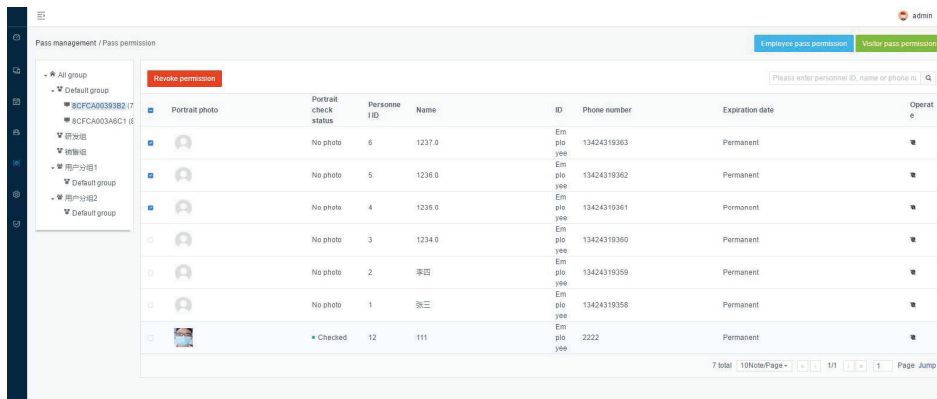
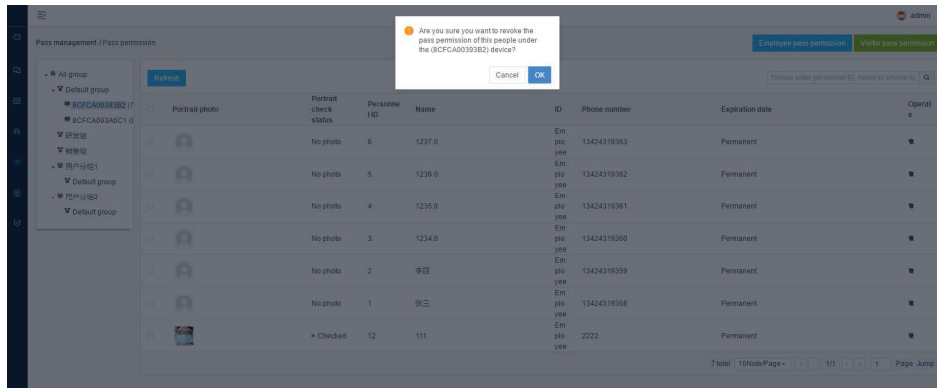
Visitors who have failed authorization can revise the authorization after revising the corresponding failure information until the authorization is successful.

REVOKE PASS PERMISSION

Select personnel, device and revoke the permission. Click the “Save” button to start. Revoke permission is the same as “Pass permission”, except that the reassigned personnel are removed from the original device.

REVOKE PERMISSION

In the authorized personnel list, you can click the “Revoke permission” button behind the list record to release the authorization. After the removal is successful, the corresponding employees and visitors will have no pass permissions. You can also check personnel records and click “Remove permissions” for batch operations.



REFRESH PERMISSION INFORMATION

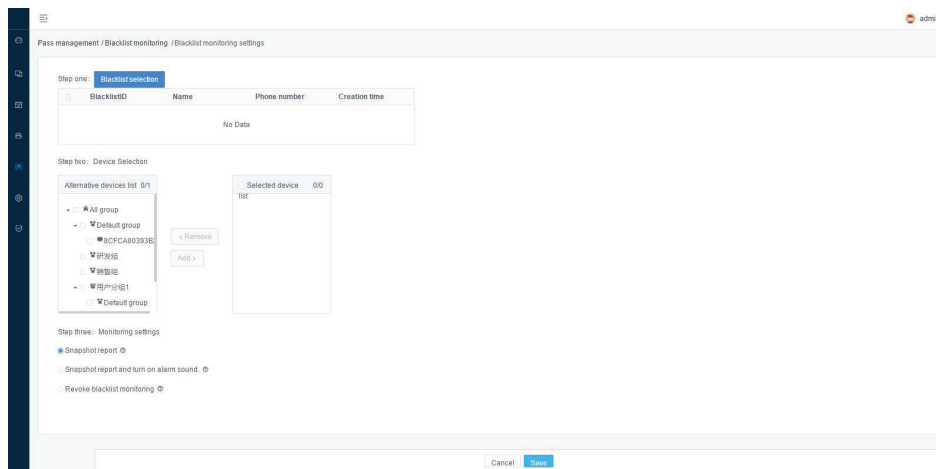
On the [Pass permission] page, click the “Refresh” button to refresh all authorized information in the list to the latest status.

BLACKLIST MONITORING

Enter the [Blacklist monitoring] page and click the “Blacklist monitoring settings” button.

BLACKLIST MONITORING SETTINGS

1. Select the blacklist and device and snap to report. Click the “Save” button to start the blacklist monitoring. After the device is successfully monitored, the person will be recognized and captured when reporting through the gate.
2. Select the blacklist and device, choose to enable the snapshot report function, and enable the alarm sound. Click the “Save” button to start the blacklist monitoring. After the device is successfully monitored, the person will be identified entering through the gate, snapped to report, and emit an alarm sound.



DESCRIPTION OF PASS PERMISSION

Click the “Sure” to start the blacklist monitoring. Present the current synchronization status of each device in the form of a list, display the device name, synchronization monitoring progress, the number of successful and the number of failed. The monitoring failures are recorded in the “Export Blacklist Monitoring Failure Information” table. You can click the export table to view the monitoring failure information.

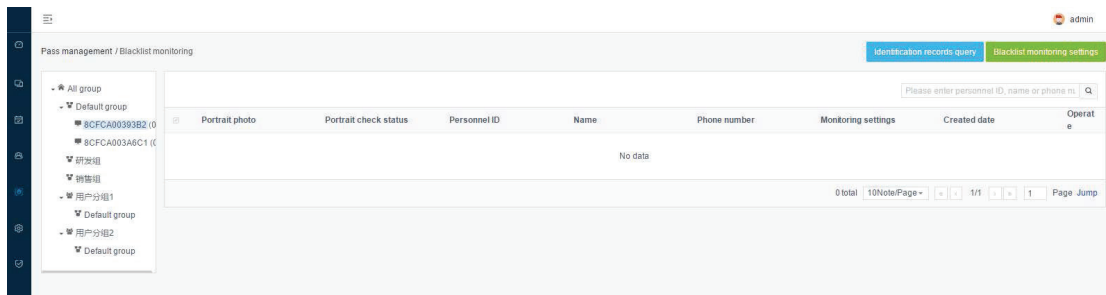
Blacklist personnel who failed to monitor, after modifying the corresponding failure information, can re-monitor the settings until the monitoring registration is successful.

REMOVE BLACKLIST MONITORING

Select blacklist and device. And release blacklist monitoring. Click the “Save” button to start the release. Conversely, only the selected blacklist is removed from the selected device for snapshot monitoring or alarm.

IDENTIFICATION RECORD QUERY

Enter the [Blacklist monitoring] page. Click the “Identify Record Inquiry” button to enter the [Identify record inquiry] page, and display the identification records of all blacklist personnel. Blacklist identification records can be selected according to grouping, device, and date range inquiries.



REMOVE MONITORING

In the blacklist monitoring personnel list, you can click the “remove monitoring” button behind the list record to release monitoring. After the removal is successful, the blacklist removes the snapshot monitoring or alarm from the selected device. You can also check the personnel record and click “remove monitoring” to perform batch operations.

PERMISSION RECORDS

[Permission records] The module contains the information records of the “Permission” and “Remove permission” of employees and visitors, as well as the blacklist monitoring and contact monitoring setting operations. You can enter the list to view the details of related records.

Permission records are as follow:

Serial number	Operator	Types	Status	Time	Operate
11	admin	Employee permission	Sync complete	2020-04-30 14:39:45	⌵
10	admin	Employee permission	Sync complete	2020-04-30 14:37:31	⌵
9	admin	Revoke permission	Sync complete	2020-04-30 14:27:33	⌵
8	admin	Employee permission	Synchronizing	2020-04-30 14:04:41	⌵
7	admin	Employee permission	Synchronizing	2020-04-30 14:04:40	⌵
6	admin	Employee permission	Synchronizing	2020-04-30 13:56:52	⌵
5	admin	Employee permission	Synchronizing	2020-04-30 13:49:33	⌵
4	admin	Employee permission	Sync complete	2020-04-30 11:45:26	⌵
3	admin	Revoke permission	Sync complete	2020-04-29 10:42:39	⌵
2	admin	Visitor permission	Sync complete	2020-04-29 10:41:05	⌵

Permission details are as follow:

Device name	Permission progress	Number of failures	Number of successes
8CFCAD0393B2	1/1	1	0

6. SYSTEM MANAGEMENT

GROUP STRUCTURE

[Group structure] The module is used to manage the group structure and enterprise user information management in the enterprise. The hierarchical relationship is created and managed by admin or enterprise administrator.

Username	Belonging group	Role types	Recent login	Operate
555	Default user group	User	N/A	✎ ⚙
123	用户分组1	User	N/A	✎ ⚙

ATTRIBUTION OF BUSINESS DATA

Various business data generated by enterprise users will only be stored under the group-structure group in the enterprise where they belong, and all business modules in the enterprise are grouped using the same group structure.

In the same enterprise organization structure, users at a high level can access business data in a low-level structure. Conversely, low-level users cannot access high-level business data and other companies cannot access these data.

In the same enterprise group structure, business data between groups are visible within the group.

An enterprise administrator can manage all business data in the organization structure of the enterprise, but cannot access data of other enterprises.

GROUP MANAGEMENT

Create a group: select a group and click + to enter the [New Group] page. On this page, you only need to fill in the group name and save it.

Modify and delete operations: (omitted)

Group permission description: visible in the default group.

USER MANAGEMENT

USER CREATION

Click “Add User” to enter the [Add User] page. Select the group. Fill in the user name and password. After confirming the password, group administrator, and role; click “Submit”, as shown below:

Note: By default, it is a normal user. After selecting a normal user, you need to select a role. If you select an administrator, you do not need to select a role to have all the permissions under this group.

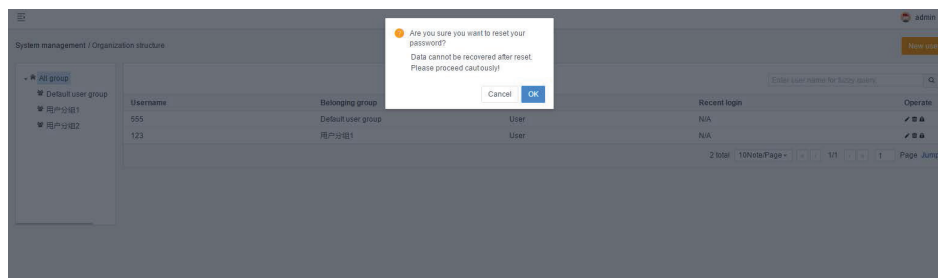
The screenshot shows the 'New user' form in the system management interface. The form includes the following fields and options:

- Username:** L lowercase letters, numbers, horizontal lines, underscores
- Password:** Letters, numbers, @, # (8 - 15 characters)
- Confirm password:** Please enter the password again
- Group administrator:** Yes No
- Role selection:** 管理类1 : 管理类2 : 123
- Group selection:** Please select a group from the left

A 'Submit' button is located at the bottom of the form.

Modify, query and, delete operations: (omitted)

User password modification: Note that only administrators (admin or company administrators) can reset passwords for users in the group. Reset the password to 123456.



ROLE MANAGEMENT

[Role management] is used to create and manage roles. Roles are used to control various business function modules and function operations of users in the system. It is composed of different function operation rights.

DESCRIPTION OF ROLES

Each enterprise can create one or more roles with different permission scopes, which are used to perform different functions for different users in the enterprise group structure.

Role information is independent between enterprises, and each cannot be accessed by the other.

Note: The role of admin is the system super administrator, which can manage all the functional modules and business data in the system. Among them, the functions of [System Settings] and [Enterprise Management] can only be managed by admin users; other users cannot see these two modules, including enterprise administrator users.

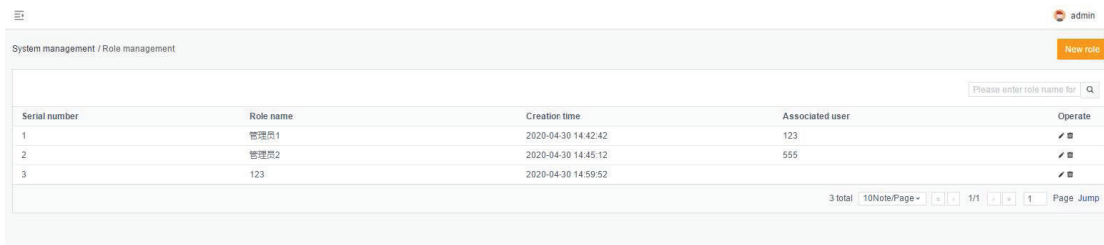
ROLE CREATION

Go to [Permission Management]-[Role Management], click the “Add Role” button to enter the [Add Role] page.

BUSINESS MANAGEMENT

[Enterprise Management] The module can only be operated by the super administrator and is used to create and manage enterprise accounts in the system. Each corporate account has corporate administrator rights and can be used to log in to the system. After logging in to the system, the account can manage the organizational structure, users, and roles within the enterprise, and can view and manage all business data created by the enterprise users. But there is no operation authority for the [System Settings] and [Enterprise Management] functions, nor can you see the data of other enterprise users.

Super administrators can create, modify, query, and delete enterprises, as shown in the following figure:



The screenshot shows a web interface for role management. At the top right, there is a user profile for 'admin' and a 'New role' button. Below the header, there is a search bar with the placeholder text 'Please enter role name for'. The main content is a table with the following data:

Serial number	Role name	Creation time	Associated user	Operate
1	管理员1	2020-04-30 14:42:42	123	✎
2	管理员2	2020-04-30 14:45:12	555	✎
3	123	2020-04-30 14:59:52		✎

At the bottom right of the table, there is a pagination control showing '3 total', '10Note/Page', and 'Page Jump'.

Note: Enterprise delete operation is supported. After deleting an enterprise, all data associated with the enterprise will be deleted, and the devices under the enterprise will belong to the admin default group.

[System Log] The system log list on the page contains the user's operation date, function modules, log details, operation results, operator and other information recorded during the use of the system.

Operation date	Functional module	Log details	Operation result	Operator
2020-04-30 17:02:30	Device management	Device screenshots; DeviceId: 2; Device name: 8CFCFA0039382	• Succeeded	admin
2020-04-30 17:02:23	Device management	Device screenshots; DeviceId: 2; Device name: 8CFCFA0039382	• Succeeded	admin
2020-04-30 16:48:58	Device management	Device registration; Mac: 8CFCFA0039382	• Succeeded	admin
2020-04-30 16:48:44	Login	admin; Login system	• Succeeded	admin
2020-04-30 15:40:50	Device management	设备截屏; 设备ID: 2; 设备名称: 8CFCFA0039382	• Succeeded	admin
2020-04-30 15:31:31	Personnel management	添加黑名单: 66	• Succeeded	admin
2020-04-30 15:10:15	Login	admin; 登录系统	• Succeeded	admin
2020-04-30 14:59:52	User management	新增用户: 123	• Succeeded	admin
2020-04-30 14:57:32	Login	admin; 登录系统	• Succeeded	admin
2020-04-30 14:47:46	User management	添加用户: 555	• Succeeded	admin

SYSTEM SETTINGS

The system settings provide several functions such as “background service port”, “message service port” and “database service port configuration”.

1. Support web service port configurable: background service port can be configured (between 9000-9999) and the default is 9000; Message service port can be configured (between 7000-7999) and the default is 7788; Database service port can be configured (Between 3000-3999) and the default value is 3306. After setting, you need to restart the background to take effect.
2. System time.

System management / System settings

Version: MIPS_GATE_BASIC_V2.3.0 202004251611

System current time: 2020-04-30 17:26:57

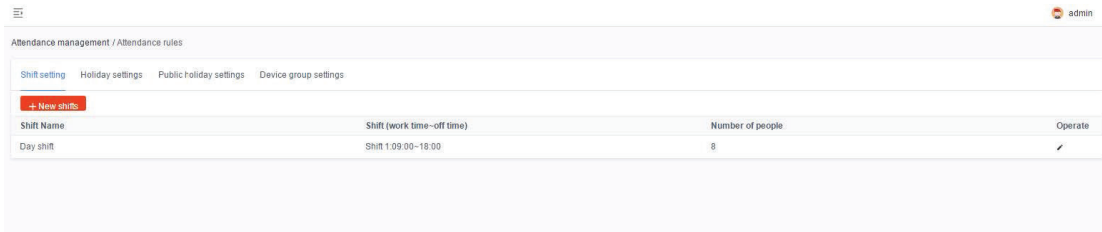
Background service port: 9000 (range: 9000-9999between)

Message service port: 7788 (range: 7000-7999between)

Database service port: 3307 (range: 3000-3999between)

7. ATTENDANCE MANAGEMENT

[Attendance management] The module is used to customize the setting of working shifts and working time, regulations of holidays and public holidays, query and export the attendance records and attendance statistics of all personnel.



ATTENDANCE RULES

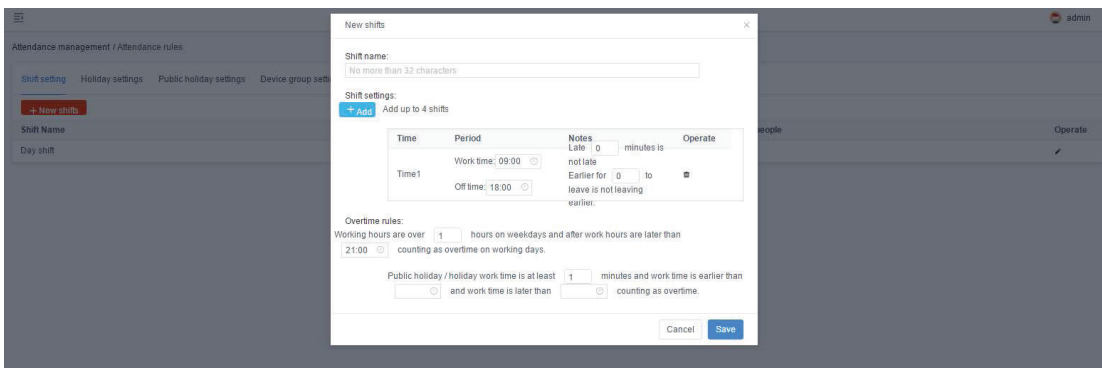
[Attendance rules] Add, modify and delete related rules including shifts, holidays, public holidays, and device groups, etc.can be set in this module.

SHIFT SETTINGS

The shift setting contains a default shift. Click the new shift button to increase the shift. Click the modify shift icon in the operation to modify the parameters in the current shift. Click the delete shift icon in the operation to delete the current shift.

NEW SHIFT

Click the New shift button to open the new shift settings interface.



SHIFT SETTINGS

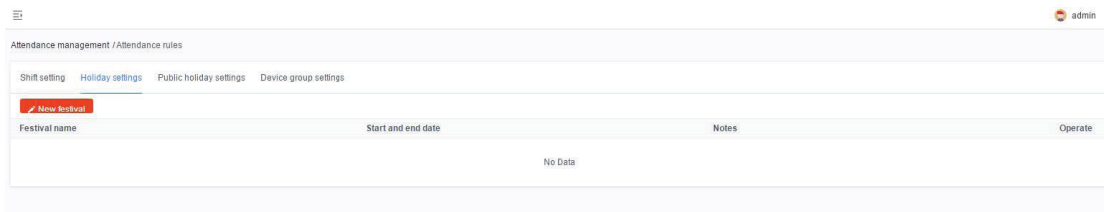
1. The default is one shift. You can click the Add button to add shifts and set up to 4 shifts.
2. You can select / clear / customize the specific working / off time within the time period.
3. You can select and customize the minutes limit for late arrival and early departure in the notes.
4. Click the delete icon in the operation to delete this shift.

OVERTIME RULES

1. You can manually enter and select the length of time required to work overtime on workdays and the time off work.
2. You can manually enter the length of time required for overtime on public holidays and holidays, as well as working time and off time.

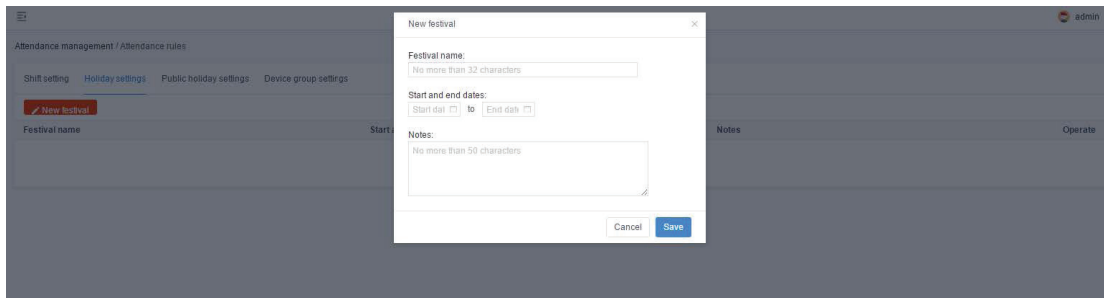
OVERTIME RULES

Click “New holiday” to customize the time period of various holidays. Click “Modify” to modify the parameters of the currently set holiday. Click “ delete” to delete the current holiday.



NEW HOLIDAY

Click “New holiday” to open the new holiday interface.



HOLIDAY NAME

The name can be customized to enter no more than 32 characters.

START AND END DATE

The start date and end date of the newly added holiday can be customized.

NOTES

It can be customized to enter no more than 50 characters to explain the holiday.

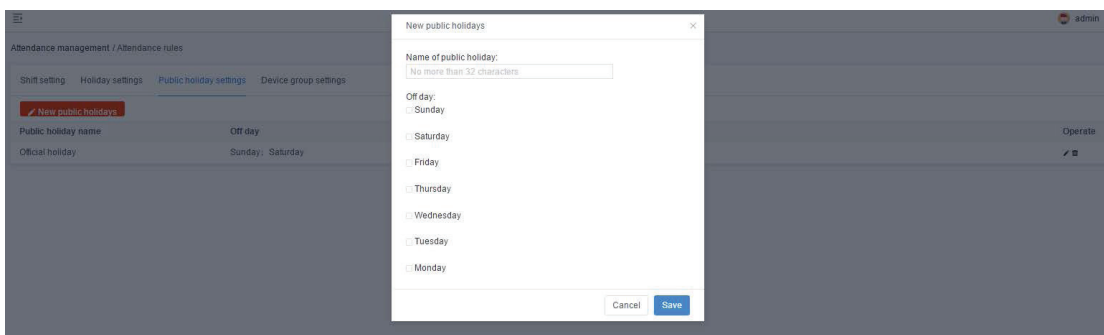
PUBLIC HOLIDAY SETTINGS

You can customize the fixed weekly rest days (Monday to Sunday). Click “Modify” to modify the parameters of the currently set public holiday. Click “ Delete “ to delete the current public holiday.



NEW PUBLIC HOLIDAY

Click “New public holiday” to open the interface.



PUBLIC HOLIDAY NAME

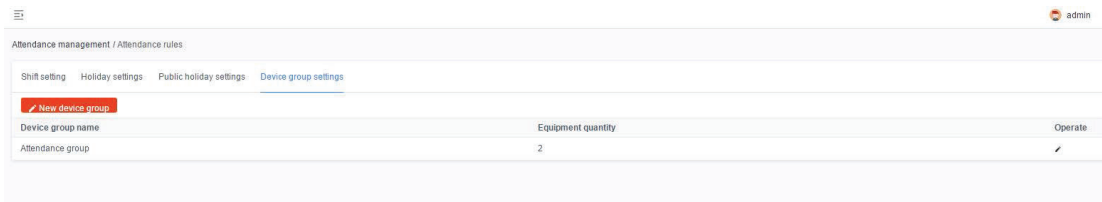
The name can be customized to enter no more than 32 characters.

OFF DAY

You can select single or multiple choices from Monday to Sunday as a custom fixed weekly off day.

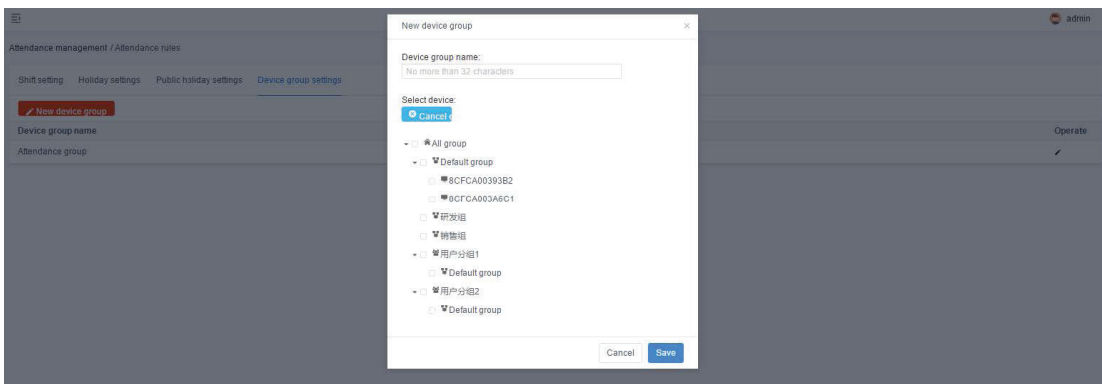
DEVICE GROUP SETTINGS

You can customize the new device group, and click the Modify to modify the device group information. Click “Delete” to delete a set device group.



NEW DEVICE GROUP

Click “New device group” to open the interface.



DEVICE GROUP NAME

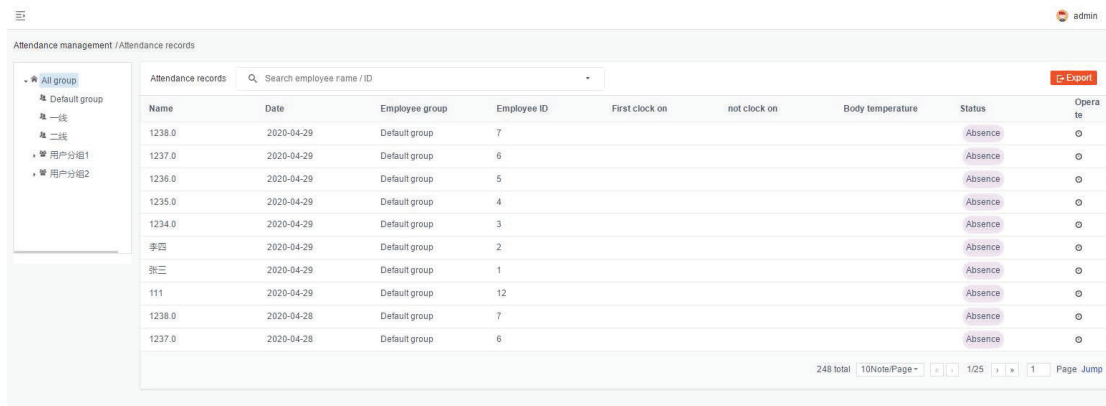
The name can be customized to enter no more than 32 characters.

SELECT DEVICE

The “Cancel edit” button is displayed by default. At this time, you can check the devices in each group of the associated account. After clicking the “Cancel edit” button once, the display changes to “Edit button” and the device check box is grayed out and cannot be checked.

ATTENDANCE RECORDS

[Attendance records] The functions of this module include: query the attendance records of all employees by time period and group, track employees by attendance status, query the daily attendance within a custom time period by employee name and ID, query the attendance of employees by date record and export the query result list file to download locally.



The screenshot shows a web interface for "Attendance management / Attendance records". It features a search bar for "Search employee name / ID" and an "Export" button. The main content is a table with the following columns: Name, Date, Employee group, Employee ID, First clock on, not clock on, Body temperature, Status, and Operate. The table contains 13 rows of data, including entries for employees like 李四, 张三, and 111, with dates ranging from 2020-04-28 to 2020-04-29. The status for all entries is "Absence". At the bottom right, there is a pagination control showing "248 total", "10Note/Page", "1/25", and "Page Jump".

Name	Date	Employee group	Employee ID	First clock on	not clock on	Body temperature	Status	Operate
1238.0	2020-04-29	Default group	7				Absence	o
1237.0	2020-04-29	Default group	6				Absence	o
1236.0	2020-04-29	Default group	5				Absence	o
1235.0	2020-04-29	Default group	4				Absence	o
1234.0	2020-04-29	Default group	3				Absence	o
李四	2020-04-29	Default group	2				Absence	o
张三	2020-04-29	Default group	1				Absence	o
111	2020-04-29	Default group	12				Absence	o
1238.0	2020-04-28	Default group	7				Absence	o
1237.0	2020-04-28	Default group	6				Absence	o

EMPLOYEE GROUPING LIST

In the list, the group name and group information are the same as the group data in [Employee list], which is synchronized in real time according to the data changes in the employee list. After selecting all groups, the attendance records of all employees are displayed on the right side of the interface. In the sub-group, only the attendance records of the employees in the group are displayed.

ATTENDANCE RECORDS LIST - EMPLOYEE NAME, EMPLOYEE ID, EMPLOYEE GROUP

Display the name of the employee, the corresponding employee ID, and the employee group.

ATTENDANCE RECORD LIST - DATE

1. By default, the attendance record date of the day before the query date is displayed.
2. If the day's date belongs to a custom holiday, the "Holiday" icon will be displayed to the right of the date.
3. If the current day belongs to a custom public holiday, the "Off" icon will be displayed to the right of the date.
4. If today's date belongs to a customized holiday and public holiday, the "Off" and "Holiday" icons will be displayed on the right side of the date.

ATTENDANCE - FIRST CLOCK-IN, LAST CLOCK-IN

The employee's first attendance is displayed in the first clock-in, and the employee's last attendance is recorded in the last clock-in. If the employee did not attend that day, no data will be displayed.

ATTENDANCE - STATUS

1. If the employee commutes normally within the specified time, the status bar will not display the mark.
2. If the employee's attendance record is normal within the specified time, no mark is displayed.
3. If the employee leaves early at the end of the day, the status bar marks early departure.
4. If the employee is absent from the day, the absence is marked in the status bar.
5. If the employee has overtime that day, the overtime mark will be displayed in the status bar.
6. If multiple marking conditions are met simultaneously, the status bar will display multiple markings.

ATTENDANCE RECORDS LIST - OPERATE

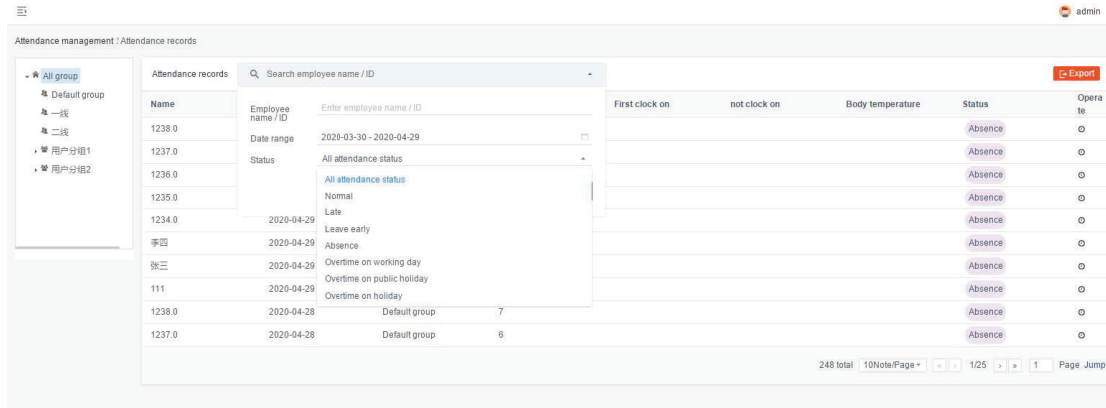
You can enter the Pass management - Pass record page to view the employee's daily attendance details.

SEARCH BAR

Enter the employee's name or ID in the search box and click "Enter" to query their attendance data.

RANGE SEARCH

Click the arrow button to the right of the search box to open the Range search interface.



The attendance status selects all by default. If you do not enter the date range and employee name, you can query the current month attendance records of all employees.

Attendance status can be manually selected separately for normal, late, early departure and absence. You can also customize the input or select the date and employee name / ID for a combined query within the specified range.

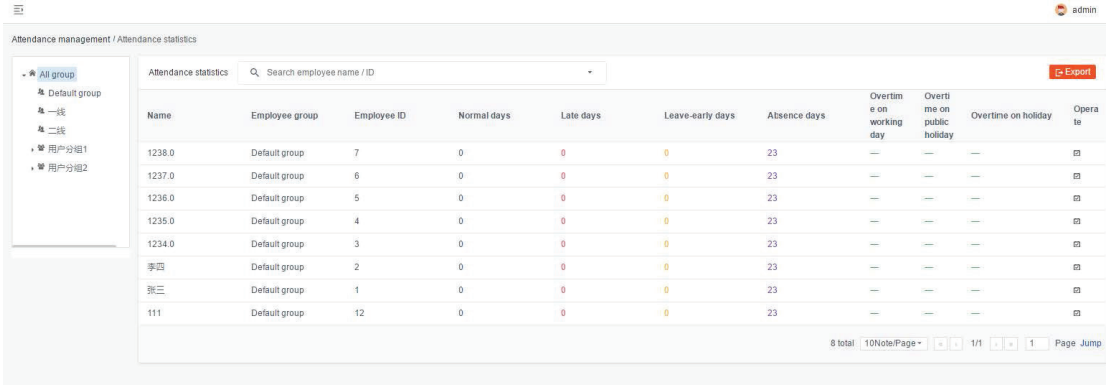
Click the export button to download the employee attendance record form of the current query page.

TURN PAGE

1. By default, 10 records are displayed on each page. Click to manually select 15/20/25/50/100 records.
2. Select the Previous Page, Next Page, First Page and Last Page buttons to navigate the record, or enter a number into the page number input box and click "Jump" to skip directly to this page.

ATTENDANCE STATISTICS

[Attendance statistics] The module can query or export the data of normal and abnormal attendance of employees at all times and within a specified range of time, working days, public holidays and overtime data on holidays.



The screenshot shows a web interface for "Attendance management / Attendance statistics". It features a search bar for employee name/ID, an "Export" button, and a table with the following data:

Name	Employee group	Employee ID	Normal days	Late days	Leave-early days	Absence days	Overtime on working day	Overtime on public holiday	Overtime on holiday	Operate
1238.0	Default group	7	0	0	0	23	—	—	—	🗑️
1237.0	Default group	6	0	0	0	23	—	—	—	🗑️
1236.0	Default group	5	0	0	0	23	—	—	—	🗑️
1235.0	Default group	4	0	0	0	23	—	—	—	🗑️
1234.0	Default group	3	0	0	0	23	—	—	—	🗑️
李四	Default group	2	0	0	0	23	—	—	—	🗑️
张三	Default group	1	0	0	0	23	—	—	—	🗑️
111	Default group	12	0	0	0	23	—	—	—	🗑️

At the bottom of the table, it shows "8 total" and "10Note/Page" with pagination controls.

EMPLOYEE GROUP LIST

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

ATTENDANCE STATISTICS LIST - EMPLOYEE NAME, EMPLOYEE ID, EMPLOYEE GROUP

Display the name of the employee and the corresponding employee ID and employee group.

ATTENDANCE STATISTICS LIST - NORMAL DAYS, LATE ARRIVALS, DEPARTURES, ABSENCES

By default, the statistics of the current month of the query date are displayed. The employee's normal days, late arrivals, early departures, and absences will be displayed. If there is no record in the query time range, it will be displayed as 0.

ATTENDANCE STATISTICS LIST - OVERTIME ON WORKING DAYS, HOLIDAYS, PUBLIC HOLIDAYS

By default, the statistics of the current month of the query date are displayed. It will display the total number of hours and employees working overtime on working days, public holidays and holidays. If there is no record in the query time range, it will be displayed as "-".

ATTENDANCE STATISTICS LIST - OPERATE

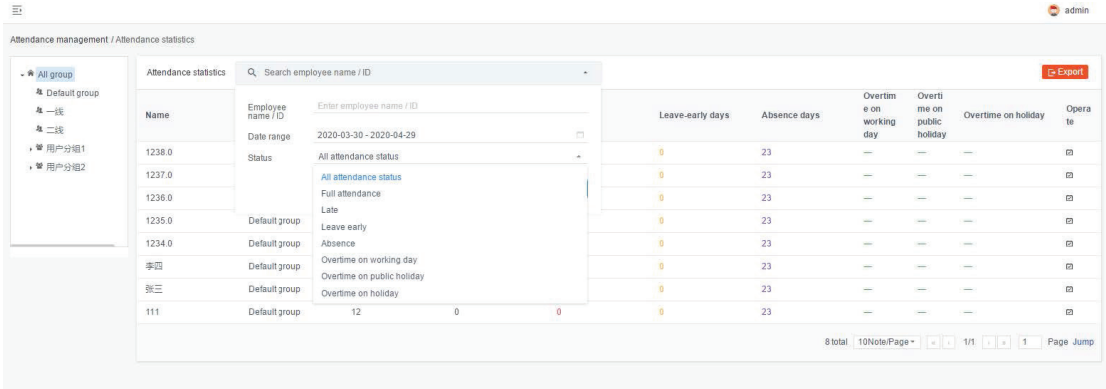
1. Click the Attendance record icon on the left side of the interface to enter the Attendance management—Attendance record page to view the employee’s attendance record for the day.
2. Click the Attendance record icon on the right side of the interface to enter the Pass management - Pass record page to view the employee’s attendance details for the day.

SEARCH BAR

Enter the employee’s name or ID in the search box and click “Enter” to query their attendance data.

RANGE SEARCH

Click the arrow button to the right of the search box to open the range search interface.



The screenshot shows the 'Attendance statistics' interface. On the left is a sidebar with a tree view containing 'All group', 'Default group', '一线', '二线', '用户分组1', and '用户分组2'. The main area has a search bar with the text 'Search employee name / ID' and a date range '2020-03-30 - 2020-04-29'. Below the search bar is a dropdown menu for 'Status' with options: 'All attendance status', 'All attendance status', 'Full attendance', 'Late', 'Leave early', and 'Absence'. The table below has columns: 'Name', 'Employee name / ID', 'Date range', 'Status', 'Leave-early days', 'Absence days', 'Overtime on working day', 'Overtime on public holiday', 'Overtime on holiday', and 'Operate'. The table contains 8 rows of data. At the bottom right, there is an 'Export' button and a pagination control showing '8 total', '10/Note/Page', '1/1', and 'Page Jump'.

Name	Employee name / ID	Date range	Status	Leave-early days	Absence days	Overtime on working day	Overtime on public holiday	Overtime on holiday	Operate
1238.0		2020-03-30 - 2020-04-29	All attendance status	0	23	—	—	—	⊞
1237.0			All attendance status	0	23	—	—	—	⊞
1236.0			Full attendance	0	23	—	—	—	⊞
1235.0			Late	0	23	—	—	—	⊞
1234.0			Leave early	0	23	—	—	—	⊞
李四			Absence	0	23	—	—	—	⊞
张三			Overtime on working day	0	23	—	—	—	⊞
张三			Overtime on public holiday	0	23	—	—	—	⊞
张三			Overtime on holiday	0	23	—	—	—	⊞
111				0	23	—	—	—	⊞

The attendance status is selected as “all” by default. If you do not enter the date range and employee name, the default is to query the attendance data of all employees in the current month.

Attendance status can be manually selected for normal, late, early departure and absence. You can also customize the input or select the date and employee name / ID for a combined query within the specified range.

Click the “Export” button to download the employee attendance record form of the current query page.

TURN PAGE

1. By default, 10 records are displayed on each page. Click to manually select 15/20/25/50/100 records.
2. Select the Previous Page, Next Page, First Page, and Last Page buttons to navigate the record, or enter a number into the page number input box and click “Jump” to skip directly to this page.

CONTACT INFORMATION

If you have any questions about our line of technology partner products, feel free to contact us for more information.

General Information

Toll Free: 1.888.912.3151

Customer Support

Toll Free: 1.888.323.3151

Technical Support

We provide FREE telephone technical support 24/7 (excluding US holidays) for as long as you own your Howard product. Our friendly, US-based team of experts will answer your questions about the product, hardware setup, or installation, and with telephone hold times of typically less than 1 minute!

For technical support call [888.323.3151](tel:888.323.3151)

