

**Intelligent Cloud Platform User
Operation Manual (Web end)**

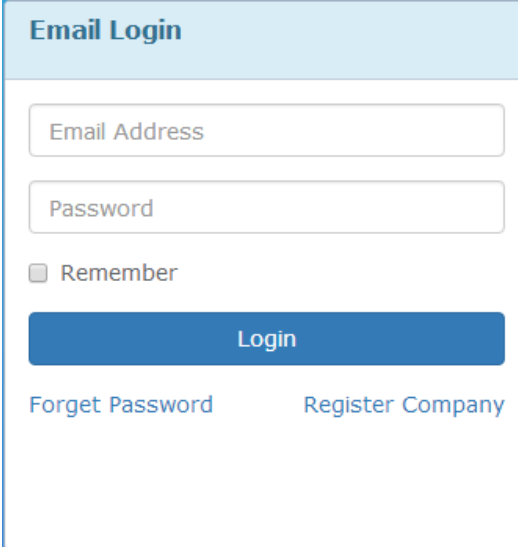
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1 Register

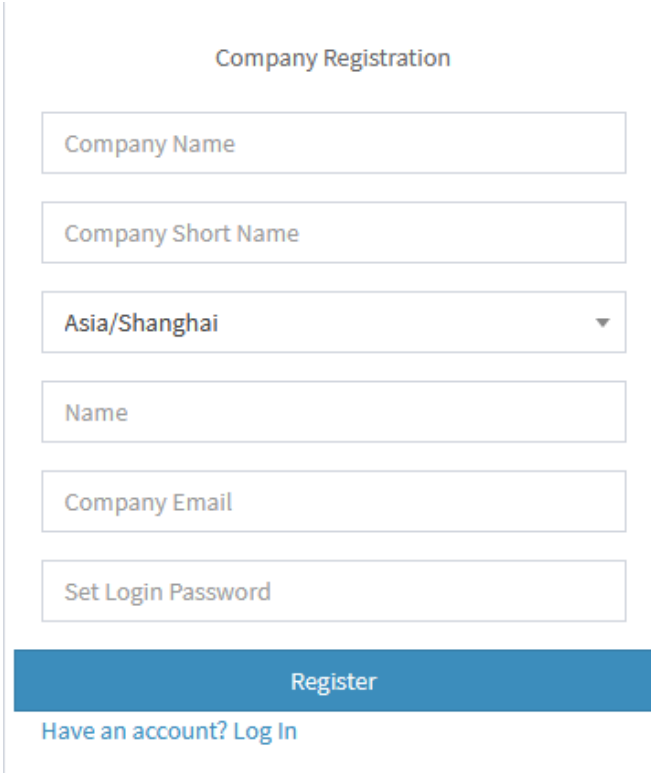
Enter the URL www.yunatt.com:82 to enter the login page then click **【Register Company】**, enter registration page.



The image shows a login form titled "Email Login". It contains the following elements:

- An input field for "Email Address".
- An input field for "Password".
- A checkbox labeled "Remember".
- A blue button labeled "Login".
- Two links: "Forget Password" and "Register Company".

Fill in all information, email address is login name, after finished, then click **【Register】**, Automatically jump to the login page after successful registration.

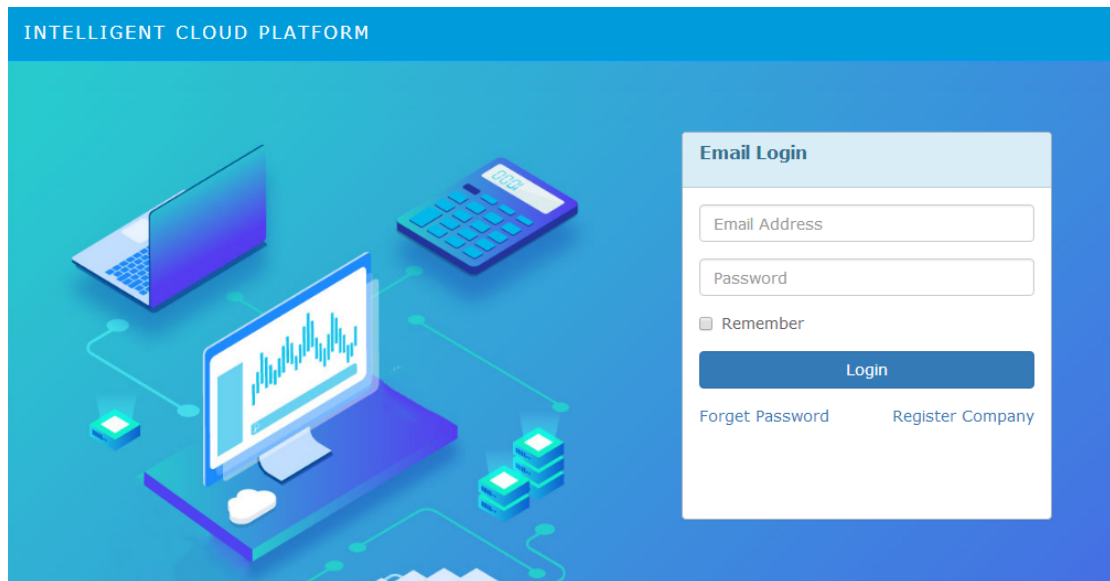


The image shows a registration form titled "Company Registration". It contains the following elements:

- An input field for "Company Name".
- An input field for "Company Short Name".
- A dropdown menu with "Asia/Shanghai" selected.
- An input field for "Name".
- An input field for "Company Email".
- An input field for "Set Login Password".
- A blue button labeled "Register".
- A link: "Have an account? Log In".

2 Login

Enter the URL www.yunatt.com:82 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.



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、Access Management 、System Settings、QRcode Management

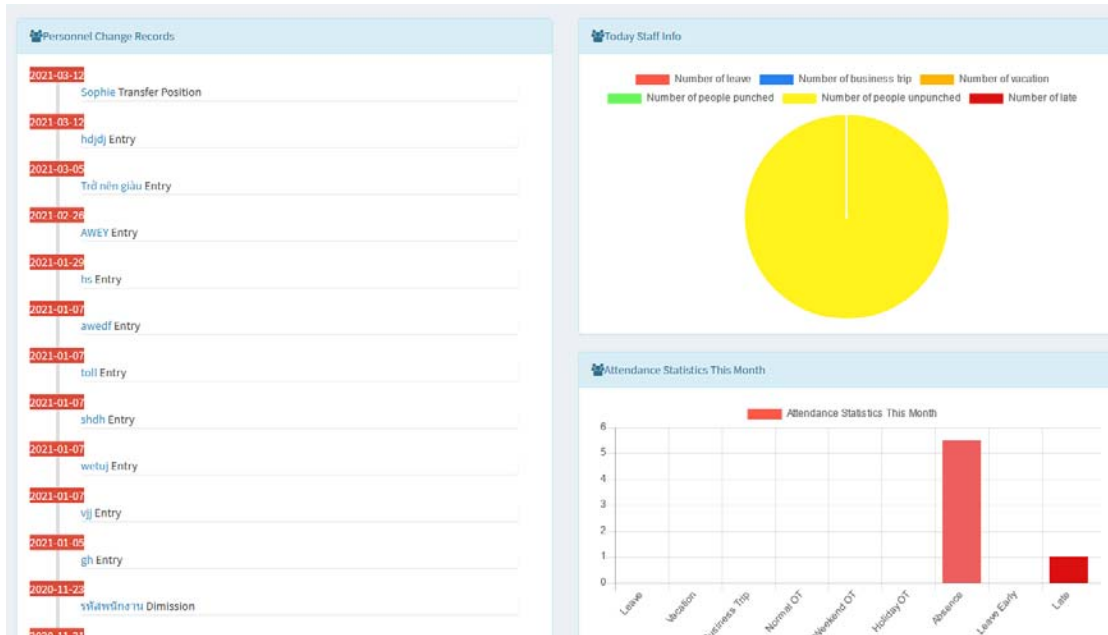
➤ Personnel change records: Show the staff entry、resign and other changes

➤ 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 Staff Management

3.1 Staff Information

- New staff information

Staff Management>Staff Information,click  to enter New Staff Info page.

The screenshot shows the 'Staff Information' page in a management system. On the left is a navigation menu with options like 'Staff Management', 'Staff Information', 'Leave Registration', 'Attendance Management', 'Access Management', and 'System Settings'. The main area displays a table of staff members with columns for User ID, Staff Code, Name, Department, Gender, Card No, Punch Password, Mobile No, Email, Entry Date, and Entry Status. There are three rows of data:

User ID	Staff Code	Name	Department	Gender	Card No	Punch Password	Mobile No	Email	Entry Date	Entry Status
1	1	Sophia	timmy	Male				309004319@qq.com	2019-01-18	Official
2	2	Sam	timmy	Male				95255662@qq.com	2019-01-19	Official
3	3	Jermy	timmy	Male	3653177	123			2019-01-19	Official

Showing 1 to 3 of 3 rows

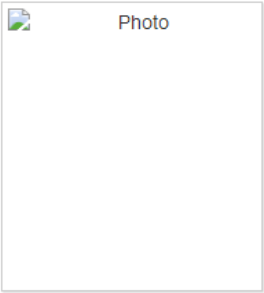
Fill in staff information then click **【Save】** .

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.

User ID*	<input type="text"/>	<input checked="" type="checkbox"/> Whether to participate in attendance <input type="checkbox"/> Senior Mode	
Staff Code*	<input type="text"/>	Name*	<input type="text"/>
Department	timmy	Gender	Please Choose
Card No	<input type="text"/>	Punch Pwd	<input type="text"/>
Mobile No	<input type="text"/>	Password	Default Pwd:*123456
Entry Date	2019-02-23	Entry Status	Official
Position	Please Choose	Staff Type	Please Choose
ID No	<input type="text"/>	Degree	Please Choose
Phone	<input type="text"/>	Email	<input type="text"/>
Address	<input type="text"/>		
Remark	<input type="text"/>		

After add new staff, click staff name in the staff information list to enter Resume page where you can modify photo、view report、edit file.

Staff information	Attendance info	Personnel change
-------------------	-----------------	------------------




Photo

View Report

Sophie

Staff Code	1
Entry Date	2019-05-31
Entry Status	Official
ID No	
Gender	
Staff Type	
Degree	

- Edit File

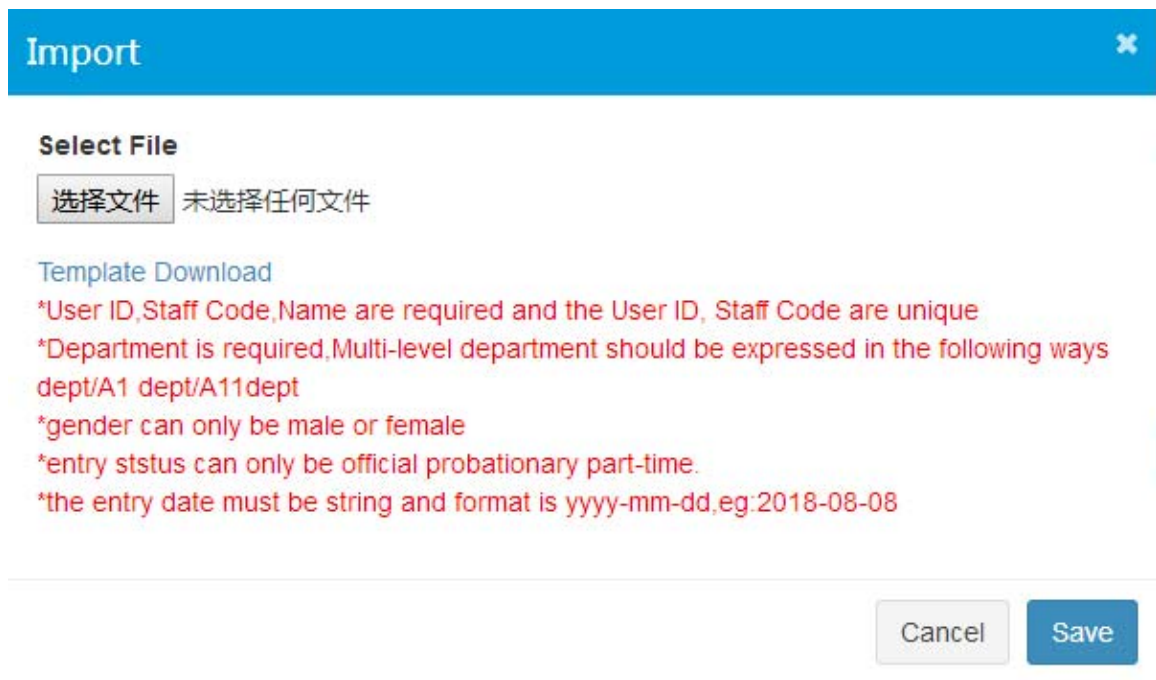
Staff Management>Staff information,click  in the operate column to enter Edit File page to edit staff info,leave blank if you don't change your password,also you can choose whether the user participates in attendance.

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】** .



- Resign

Staff Management>Staff information,click  in the operate column to register resignation.

User ID	Staff Code	Name	Department	Gender	Card No	Punch Password	Mobile No	Email	Entry Date	Entry Status	Fingerprint/Face	Operate
1	1	Sophia	timmy	Male				309004319@qq.com	2019-01-18	Official	0	Modify Disable APP
2	2	Sam	timmy	Male				352555662@qq.com	2019-01-19	Official	0	Modify Enable APP Resign

- Enable/Disable APP

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

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

The screenshot shows a table with columns: User ID, Staff Code, Name, Department, Gender, Card No, Punch Password, Mobile No, Email, Entry Date, Entry Status, Fingerprint/Face, and Operate. The 'Operate' column for the first row (User ID 1) contains a 'Disable APP' button, which is circled in red.

- Batch resign/ Batch enable APP/Send to device

Staff Management>Staff information,After selecting staff, Batch resign、 Batch enable APP、 Send to device will appear below the staff list.

The screenshot shows the same table as above, but with a row of action buttons at the bottom. The buttons are: Batch Resign, Batch enable App, Get Staff Information, Send to Device, Delete From Device, and Batch Transfer Department. The first three buttons are circled in red.

3.2 Leave Registration

- Cancel Resignation

Staff Management>Leave Registration,click **Cancel Resignation** in the operate column

to cancel resignation

Staff Code	Name	Department	Working Date	Gender	Resign Type	Resign Reason	Operate
1	3	Jenny	timmy	2019-01-19 - 2019-02-25	Male	Dismiss	Cancel Resignation Delete

- Delete

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

Staff Code	Name	Department	Working Date	Gender	Resign Type	Resign Reason	Operate
1	3	Jenny	timmy	2019-01-19 - 2019-02-25	Male	Dismiss	Cancel Resignation Delete


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  in the operate column,See the diagram below for the scheduling steps:

Department Scheduling

Staff Scheduling | **Department Scheduling** | Advanced Scheduling

Department	Shift	Operate
timmy		Edit Delete

Department Scheduling

Home > Department Scheduling

Staff Scheduling | **Department Scheduling** | Advanced Scheduling

Department	Shift	Operate												
timmy	timmy Shift	Edit Delete												
	<table border="1"> <thead> <tr> <th>Sunday</th> <th>Monday</th> <th>Tuesday</th> <th>Wednesday</th> <th>Thursday</th> <th>Friday</th> <th>Saturday</th> </tr> </thead> <tbody> <tr> <td>Rest</td> <td>08:00-12:00 13:30-18:00</td> <td>08:00-12:00 13:30-18:00</td> <td>08:00-12:00 13:30-18:00</td> <td>08:00-12:00 13:30-18:00</td> <td>08:00-12:00 13:30-18:00</td> <td>08:00-12:00 13:30-18:00</td> </tr> </tbody> </table>		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
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.

Staff Scheduling

Name/Staff code/Phone: Department: 2019-02

Staff Scheduling | Department Scheduling | Advanced Scheduling

Staff Code	Name	01 Friday	02 Saturday	03 Sunday	04 Monday	05 Tuesday	06 Wednesday	07 Thursday	08 Friday	09 Saturday	10 Sunday
<input type="checkbox"/> 1	Sophia										
<input type="checkbox"/> 2	Sam										

See the diagram below for the scheduling steps:

Staff Scheduling | Department Scheduling

2019-02

Select All
Inverse Selection

Time Zone

In Time: 13:30
Out Time: 18:00
Count Working Day: 0.5
Option: Must sign in, Must sign out
OT Type: Normal
Advanced Option

+Add Rest Clear Save

Staff Scheduling

Name/Staff code/Phone Department All Department 2019-02 QSearch

Staff Scheduling | Department Scheduling | Advanced Scheduling

+Batch Scheduling Batch Clear +All Scheduling Import

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 Sunday
1	Sophia	08:00-12:00 12:00-13:30 13:30-18:00	Rest	Rest	08:00-12:00 12:00-13:30 13:30-18:00	08:00-12:00 12:00-13:30 13:30-18:00	08:00-12:00 12:00-13:30 13:30-18:00	08:00-12:00 12:00-13:30 13:30-18:00	08:00-12:00 12:00-13:30 13:30-18:00	Rest	Rest	08:00-12:00 12:00-13:30 13:30-18:00	08:00-12:00 12:00-13:30 13:30-18:00	08:00-12:00 12:00-13:30 13:30-18:00	08:00-12:00 12:00-13:30 13:30-18:00	08:00-12:00 12:00-13:30 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(2): Sophia Sam

2019-02

Select All Inverse Selection

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					01 08:00-12:00 13:30-18:00	02 Rest
03 Rest	04 08:00-12:00 13:30-18:00	05 08:00-12:00 13:30-18:00	06 08:00-12:00 13:30-18:00	07 08:00-12:00 13:30-18:00	08 08:00-12:00 13:30-18:00	09 Rest
10 Rest	11 08:00-12:00 13:30-18:00	12 08:00-12:00 13:30-18:00	13 08:00-12:00 13:30-18:00	14 08:00-12:00 13:30-18:00	15 08:00-12:00 13:30-18:00	16 Rest
17 Rest	18 08:00-12:00 13:30-18:00	19 08:00-12:00 13:30-18:00	20 08:00-12:00 13:30-18:00	21 08:00-12:00 13:30-18:00	22 08:00-12:00 13:30-18:00	23 Rest
24 Rest	25 08:00-12:00 13:30-18:00	26 08:00-12:00 13:30-18:00	27 08:00-12:00 13:30-18:00	28 08:00-12:00 13:30-18:00		

Time Zone

In Time: 13:30

Out Time: 18:00

Count Working Day: 0.5

Option: Must sign in Must sign out

OT Type: Normal

Advanced Option

+Add Rest *Clear

Save

Staff Scheduling

Home - Staff Scheduling

Name/Staff code/Phone Department: All Department 2019-02 Search

Staff Scheduling Department Scheduling Advanced Scheduling

+Batch Scheduling Batch Clear +All Scheduling Import

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 Sunday
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
2	Sam	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
3	Jenny																	

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.

Punch Record

Name/Staff code/Phone: Department All Department 2019-01 Search Export

Month View Day View List View Outwork Punch

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	23
1	Sophia	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	09:05 09:29 09:35 09:36 09:40 09:59 10:01	-	-	-	-
2	Sam	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	09:05 09:12 09:32 09:33 09:34 09:35 09:36 09:37 09:38	-	-	-	-

- Day View

Attendance Management>Punch Record>Day View,It shows punch records of staff this day,also it can be exported to excel sheet.

Punch Record

Name/Staff code/Phone: Department All Department 2019-01-19 2019-01-19 Search Export

Month View Day View List View Outwork Punch

Staff Code	Name	Date	Week	Time1	Time2	Time3	Time4	Time5	Time6	Time7	Time8	Time9	Time10
1	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	
3	Jenny	2019-01-19	Saturday	09:07	09:12	09:16	09:17	09:18	09:19	09:24	09:33	09:36	09:56

- 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.

Punch Record Home > Punch Record

Name/Staff code/Phone Department All Department 2019-01-19 2019-01-19 Q Search Export Import

Month View Day View List View Outwork Punch

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	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 09:40	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

4.3 Manual Punch

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

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

Add
✕

Select Staff

Type

Date


Time

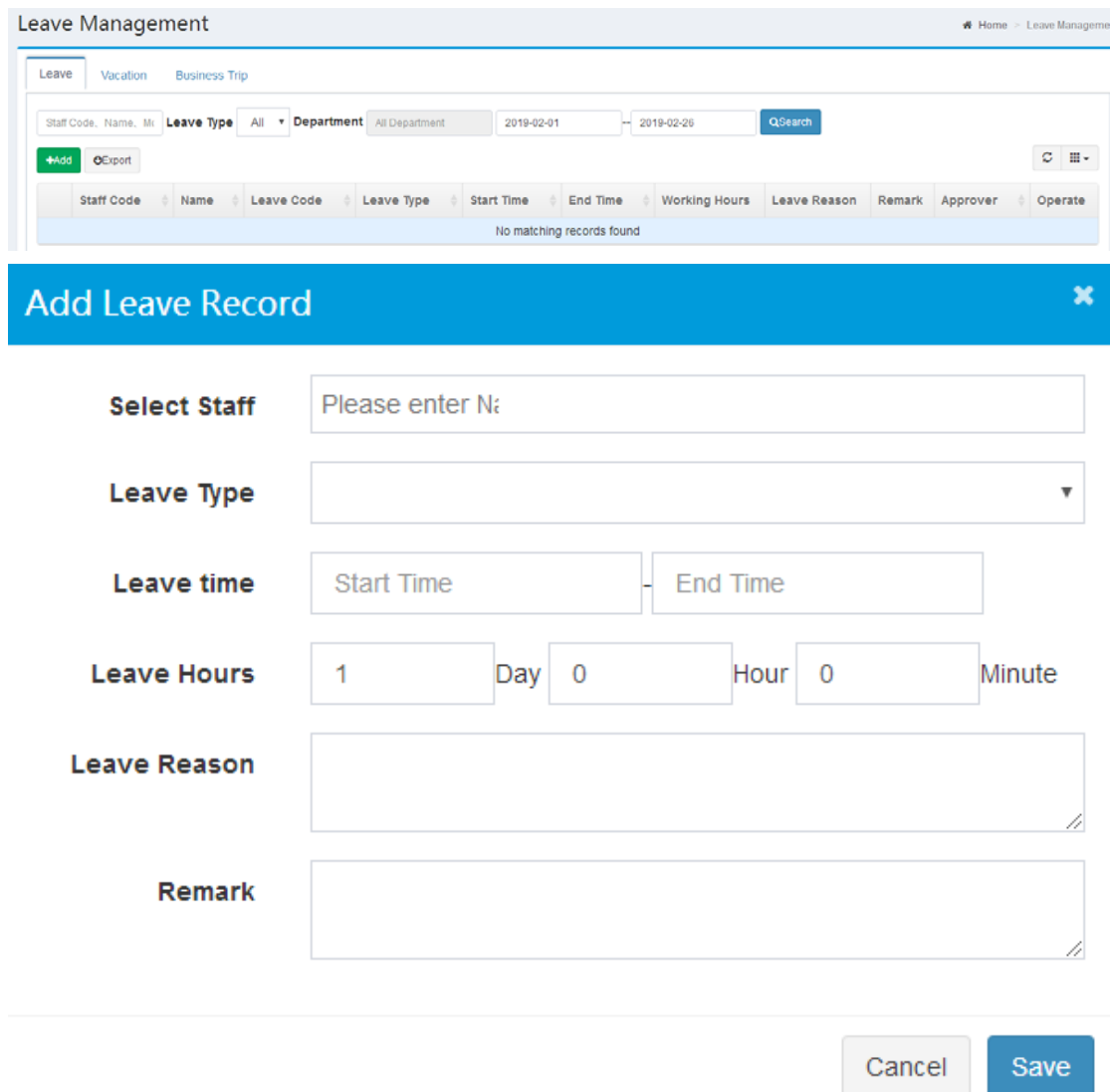
Remark

Cancel
Save

4.4 Leave Management

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

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



The screenshot displays the 'Leave Management' interface. At the top, there are tabs for 'Leave', 'Vacation', and 'Business Trip'. Below the tabs is a search bar with fields for 'Staff Code, Name, M', 'Leave Type' (set to 'All'), 'Department' (set to 'All Department'), and date ranges from '2019-02-01' to '2019-02-26'. A 'QSearch' button is present. Below the search bar are '+Add' and 'Export' buttons. A table header is visible with columns: Staff Code, Name, Leave Code, Leave Type, Start Time, End Time, Working Hours, Leave Reason, Remark, Approver, and Operate. The table content shows 'No matching records found'. A blue modal titled 'Add Leave Record' is open, containing the following fields:


- Select Staff:** A text input field with the placeholder 'Please enter N:'.
- Leave Type:** A dropdown menu.
- Leave time:** Two input fields for 'Start Time' and 'End Time'.
- Leave Hours:** Input fields for '1' (Days), '0' (Hours), and '0' (Minutes).
- Leave Reason:** A large text area.
- Remark:** A large text area.

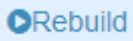
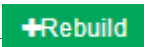

At the bottom right of the modal are 'Cancel' and 'Save' buttons.

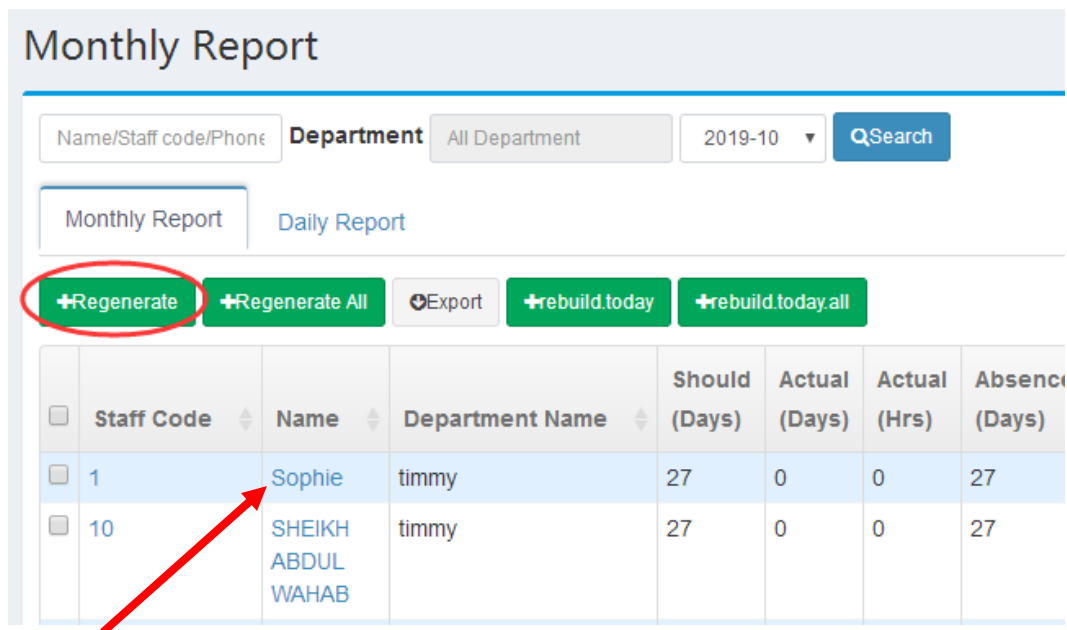
4.5 Attendance Report

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

- Monthly Report

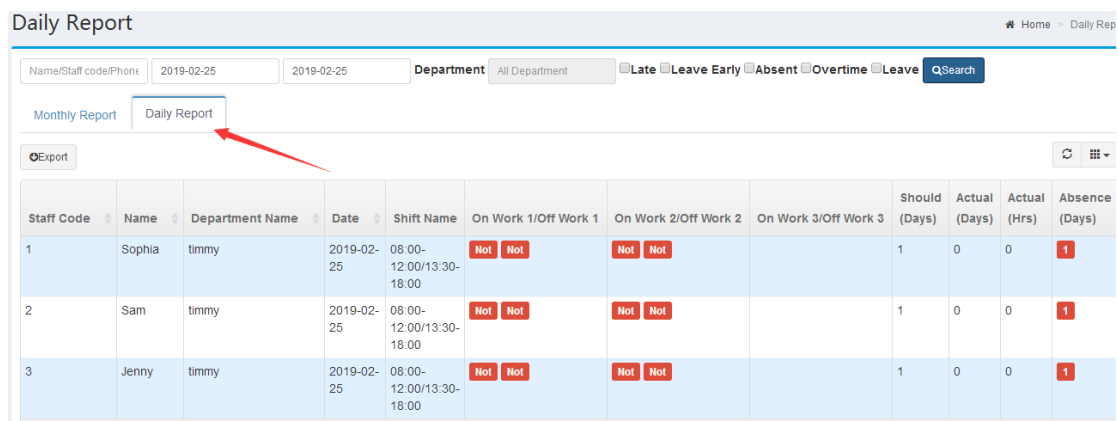
It shows the monthly attendance statistics of all staff. Click  in the operation

column to view daily detail of this month,click  in the operation column to regenerate report for one staff.Also you can check some staff then click  to batch regenerate report or click  to regenerate report for all staff. **On this page, if click user name here, you can check the detailed report of users**



- 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.



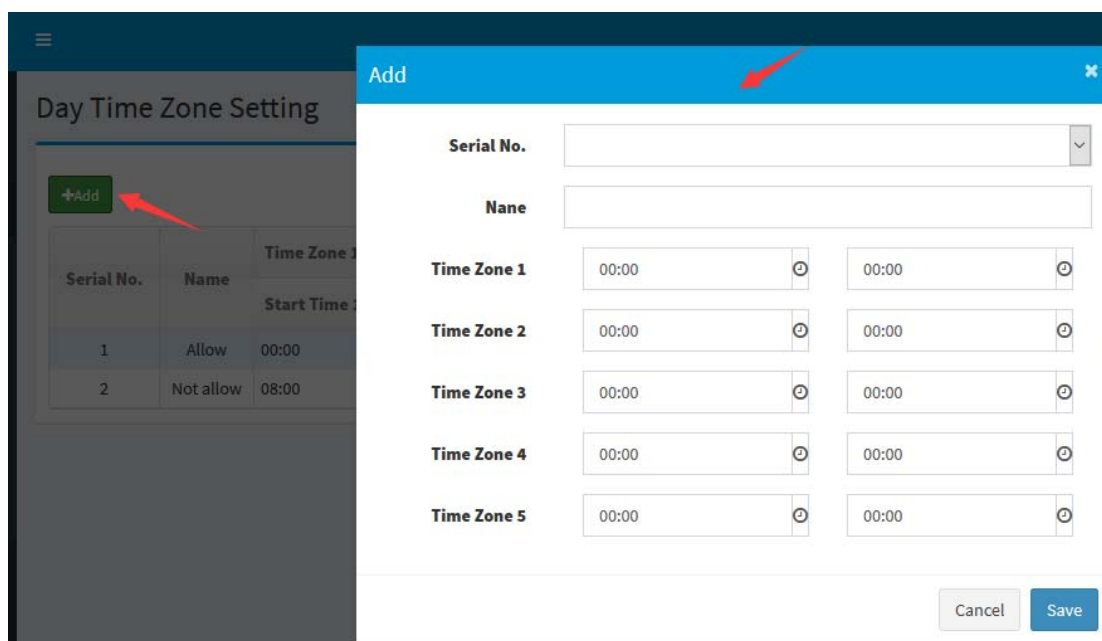
5 Access management

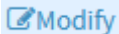

5.1 Day Time Zone

Set up day time zone for device

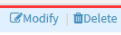

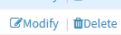

【Steps】:

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



2) Click  , can change time zone settings, click  to delete this time zone

The screenshot shows the 'Day Time Zone Setting' table. The table has columns for Serial No., Name, and five Time Zones (Time Zone 1 to Time Zone 5). Each Time Zone column has sub-columns for Start Time and End Time. The 'Operate' column contains 'Modify' and 'Delete' icons for each row. A red box highlights the 'Modify' and 'Delete' icons for the first two rows.

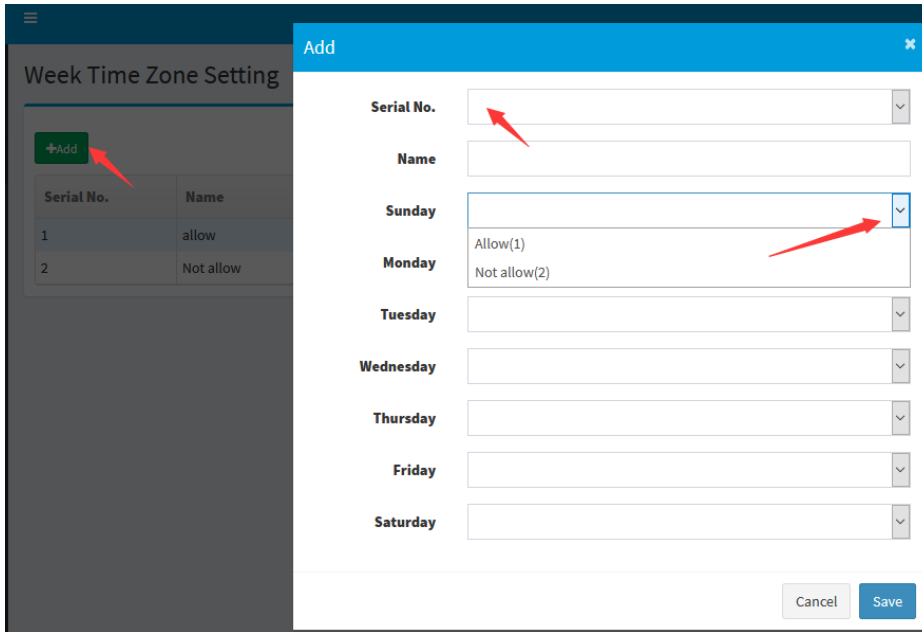
Serial No.	Name	Time Zone 1		Time Zone 2		Time Zone 3		Time Zone 4		Time Zone 5		Operate
		Start Time 1	End Time 1	Start Time 2	End Time 2	Start Time 3	End Time 3	Start Time 4	End Time 4	Start Time 5	End Time 5	
1	Allow	00:00	20:45	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	 
2	Not allow	08:00	04:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	 

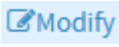
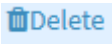
5.2 Week time zone

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



2) Click  , can change time zone settings, click  to delete this time zone

Week Time Zone Setting

Serial No.	Name	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Operate
1	allow	1	1	1	1	1	1	1	 
2	Not allow	2	2	2	2	2	2	2	 

5.3 Access Permission

Used to set users' door opening permissions, namely: When does an user has permission to open the door on a certain device

Permission Assignment

Department Management

- [-] SZTImy
 - [-] None
 - [-] TECHNICAL SUPPORT
 - [-] INONE 2
 - [-] AAA
 - [-] 6A
 - [-] Thai
 - [-] New
 - [-] DF05

View User Permission

Start Date: 2019-01-01 End Date: 2099-12-31

Access Device: TH900 Door 1: allow(1)

Unauthorized List

<input type="checkbox"/>	Name	Department	User ID
<input type="checkbox"/>	K	SZTImy	3
<input type="checkbox"/>	ws	SZTImy	4
<input type="checkbox"/>	ad	SZTImy	5
<input type="checkbox"/>	ABCD	SZTImy	6
<input type="checkbox"/>	ka	SZTImy	7
<input type="checkbox"/>	web	SZTImy	10
<input type="checkbox"/>	Kaylee	SZTImy	12
<input type="checkbox"/>	66	New	66
<input type="checkbox"/>	123	SZTImy	123
<input type="checkbox"/>	vhgh	SZTImy	147
<input type="checkbox"/>	AWEY	Thai	158

Authorized List

<input type="checkbox"/>	Name	User ID	Door 1	Door 2	Door 3	Door 4
<input type="checkbox"/>	Sophie	1	1	0	0	0
<input type="checkbox"/>	Ryan	2	1	0	0	0

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

5.4 Realtime Monitoring

Realtime records will be displayed here

Name	User ID	Punch Time	Device Name	Reader
Ryan	2	2021-03-13 11:06:38	AI05	1
Sophie	1	2021-03-13 11:06:10	AI05	1

Device Name	Status
TH900	Offline
f661	Offline
S04 (1)	Offline
S04 (2)	Offline
S04 (3)	Offline
S04 (4)	Offline
AI07F	Offline
AI05	Online
jiapin	Offline
AIF05	Online
DF02 2.16	Offline
T	Offline
05	Offline
DF02	Offline
05N	Offline
DF06	Offline
DF05T	Offline
DF05	Offline

5.5 Access Record

Query access control records

Staff Code	Name	Punch Time	Device Name
1	Sophie	2020-12-30 20:35	TH900
1	Sophie	2020-12-30 20:38	TH900
1	Sophie	2020-12-30 20:38	TH900
1	Sophie	2020-12-30 20:42	TH900
1	Sophie	2020-12-07 20:51	TH900
2	Ryan	2020-12-30 20:35	TH900
2	Ryan	2020-12-30 20:36	TH900
2	Ryan	2020-12-30 20:36	TH900

5.6 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



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

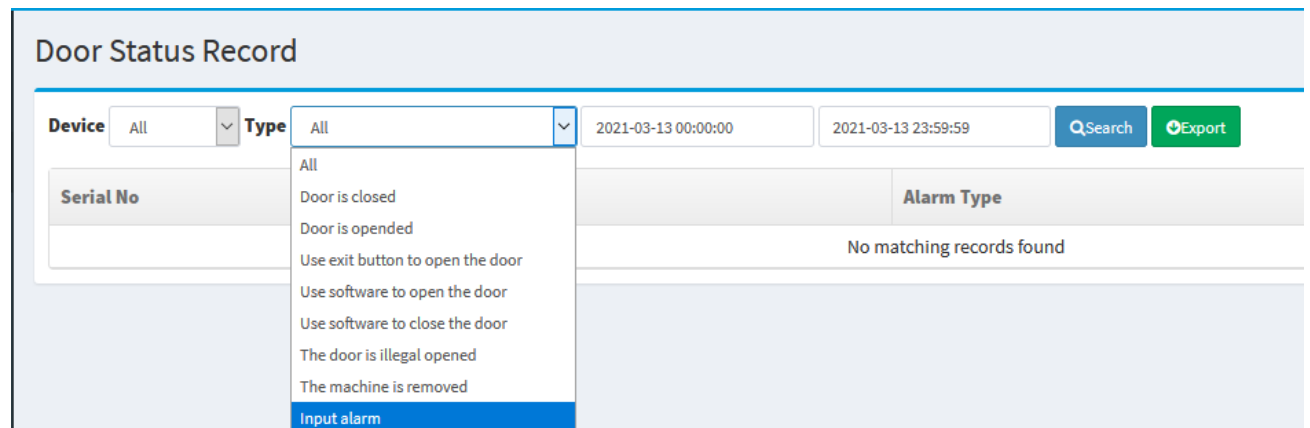
Only when user has permission to open door, then when they login mobile app they can open door remotely during effective period, different users have different account, and above how to enable app function for users, please refer to [Chapter 3.1 Enable/disable app](#)

5.7 Open door record

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

5.8 Door status record

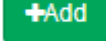
Query all kinds of abnormal door opening or alarm records



6 System Settings

6.1 Device Management

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

view operation logs、 initialize device and delete in this page.click  to add new device.

Add Device ✕

Serial No	<input type="text"/>
Type	Attendance Machine ▾
Model	<input type="text"/>
Device Name	<input type="text"/>
Department	<input type="text"/>
Device IP	<input type="text"/>
Device Admin	<input type="text"/>
	Please confirm whether the admin have enrolled fingerprint or face
Remark	<input type="text"/>

Enter device information then click **【Save】**

Note: ①The Serial No is unique,not allowed to repeat registration; ②After 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.

6.2 Parameter Settings

- Parameter Settings

System Settings>Parameter Settings,enter parameter setting page to set attendance parameter then click **【Save】** .

The screenshot shows the 'Parameter Setting' page with the following fields:

- Allow :** Allow mins late in
- Allow :** Allow mins early out
- In Time :** start punching in mins, mins later end punching
- Out Time :** start punching in mins, mins later end punching
- Lock :** Scheduling automatically locks days ago
- APP address book permissions :**
- Password :** £input this password when you delete or initialize attendance machine£©

Buttons:

- Leave Type

System Settings>Parameter Settings>Leave Type,add or delete leave type can be performed in this page. If you are using matched mobile app, and need to do leave application in app, please add different types here in advance

The screenshot shows the 'Parameter Setting' page with the 'Leave Type' tab selected. It features an '+Add' button and a table with the following data:

	Name	Operate
1	Sick Leave	<input type="button" value="Delete"/>

- Vacation

System Settings>Parameter Settings>Vacation,add or delete vacation can be performed in this page.If you are using matched mobile app, and need to do vacation application in app, please add different types here in advance

Parameter Setting

Parameter Setting Leave Type **Vacation** Manual Punch Type Business Trip Overtime Type Degree Staff Type Station

+Add

	Name	Operate
1	Annual Vacation	Delete

- Manual Punch Type

System Settings>Parameter Settings>Manual Punch Type,add or delete manual punch type can be performed in this page. If you are using matched mobile app, and need to do manual punch application in app, please add different types here in advance

Parameter Setting

Parameter Setting Leave Type Vacation **Manual Punch Type** Business Trip Overtime Type Degree Staff Type Station

+Add

	Name	Operate
1	Forgot	Delete

- Business Type

System Settings>Parameter Settings>Business Trip,add or delete business trip can be performed in this page.If you are using matched mobile app, and need to do business application in app, please add different types here in advance

Parameter Setting

Parameter Setting Leave Type Vacation Manual Punch Type **Business Trip** Overtime Type Degree Staff Type Station

+Add

	Name	Operate
1	Visit Customer	Delete

6.3 Company Information




System Settings>Company Information,modify company info then click **【Save】** .

Company Information

Company Name	Timmy
Company Code	
Company Short Name	Timmy
customerInfo.timeZone	Asia/Taipei
Legal	
Create Date	Jan 18, 2019
Phone	
Email Address	309004319@qq.com
Company Address	
Company Website	
Remark	

[Save](#)

6.4 Department

System Settings>Department,click  to add department ,then click  to modify dept info ,click  to delete dept in operate column.In add department page ,select upper department to add it's inferior department.

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

Department Management Hor

+Add

Dept Name	Dept Code	Dept Phone	Remark	Operate
▼ timmy				
Personnel Dept				Modify Delete
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

Dept Code

Dept Phone

Create Date

Remark

- timmy
 - Personnel Dept
 - Human Resourse Dept
 - Sales Dept
 - Financial Dept
 - R&D Dept
 - Perchasing Dept

Cancel

Save

6.5 User Account

System Settings>User Account,click **+Add** to enter user account page,Check the function module to give the user the corresponding operation permission .See the diagram for steps as below.

User Account
✕

Email Choose

Password

Function Module

- Staff Management
- Attendance Managemen
- System Settings
- Access Management

Description

Cancel
Save

6.6 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.

Month Management
✕

+Add

	Attendance Month	Start Date	End Date	Remark	Operate
1	2019-02	2019-02-01	2019-02-28		Modify Delete
2	2019-01	2019-01-01	2019-01-31		Modify Delete

7 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

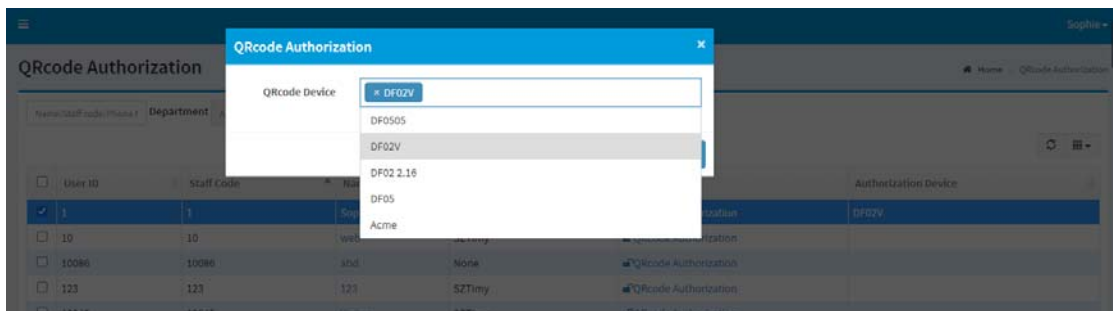
7.1 QRcode Authorization

QRcode Authorization

Name/Staff code/Phone# Department All Department QSearch

User ID	Staff Code	Name	Department	Operate	Authorization Device
<input type="checkbox"/> 1	1	Sophie	SZTimy	<input checked="" type="checkbox"/> QRcode Authorization	DF02V
<input type="checkbox"/> 10	10	web	SZTimy	<input checked="" type="checkbox"/> QRcode Authorization	
<input type="checkbox"/> 10086	10086	abd	None	<input checked="" type="checkbox"/> QRcode Authorization	
<input type="checkbox"/> 123	123	123	SZTimy	<input checked="" type="checkbox"/> QRcode Authorization	
<input type="checkbox"/> 12345	12345	Visitor	SZTimy	<input checked="" type="checkbox"/> QRcode Authorization	
<input type="checkbox"/> 13356	13356	test	NONE 2	<input checked="" type="checkbox"/> QRcode Authorization	
<input type="checkbox"/> 2	2	Ryan	SZTimy	<input checked="" type="checkbox"/> QRcode Authorization	
<input type="checkbox"/> 3	3	K	SZTimy	<input checked="" type="checkbox"/> QRcode Authorization	
<input type="checkbox"/> 1111	40	Pran	None	<input checked="" type="checkbox"/> QRcode Authorization	
<input type="checkbox"/> 5	5	ad	SZTimy	<input checked="" type="checkbox"/> QRcode Authorization	
<input type="checkbox"/> 6	6	ABCD	SZTimy	<input checked="" type="checkbox"/> QRcode Authorization	
<input type="checkbox"/> 7	7	ka	SZTimy	<input checked="" type="checkbox"/> QRcode Authorization	

Showing 1 to 12 of 12 rows



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)

7.2 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

QRcode Open Door Record

Name/Staff code/Phone# 2020-09-01 00:05:00 2020-09-03 23:39:39 QSearch QExport

Temporary Card num	Serial No	Visitor Name	Open Door Time	Generate Staff Name
0487032085	ZX1811233	alodj	2020-09-03 15:36:19	Sophie
0487032085	ZX1811233	alodj	2020-09-03 15:36:06	Sophie
0487032085	ZX1811233	alodj	2020-09-03 15:36:05	Sophie
0487032085	ZX1811233	alodj	2020-09-03 15:36:04	Sophie
0710884443	ZXDF01005678	joe	2020-08-25 11:49:09	Sophie
0710884443	ZXDF01005678	joe	2020-08-25 11:48:44	Sophie

7.3 QRcode generation records

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

QRcode Generation Record						
Name/Staff code/Phone #		2020-07-01 06:00:30	2020-09-03 23:59:59	Search	Export	
Generate Staff Name	Serial No	Visitor Name	Validtimes	Effective Times	Create Time	
Sophie	ZXDF01005678	joe	2020-08-25 00:00:00 * 2020-08-25 23:59:00	3	2020-08-25 11:48:18	
Sophie	ZX1811233	hdjd	2020-09-03 00:00:00 * 2020-09-03 23:59:00	4	2020-09-03 15:35:35	
Sophie	ZX1811233	alodj	2020-09-03 00:00:00 * 2020-09-03 23:59:00	4	2020-09-03 15:36:00	