TOPAZ HUMAN BODY TEMPERATURE
SINGLE FIELD OF VIEW (TPZ-HBT-SFV)
SMART PASS MANAGEMENT PLATFORM USER MANUAL
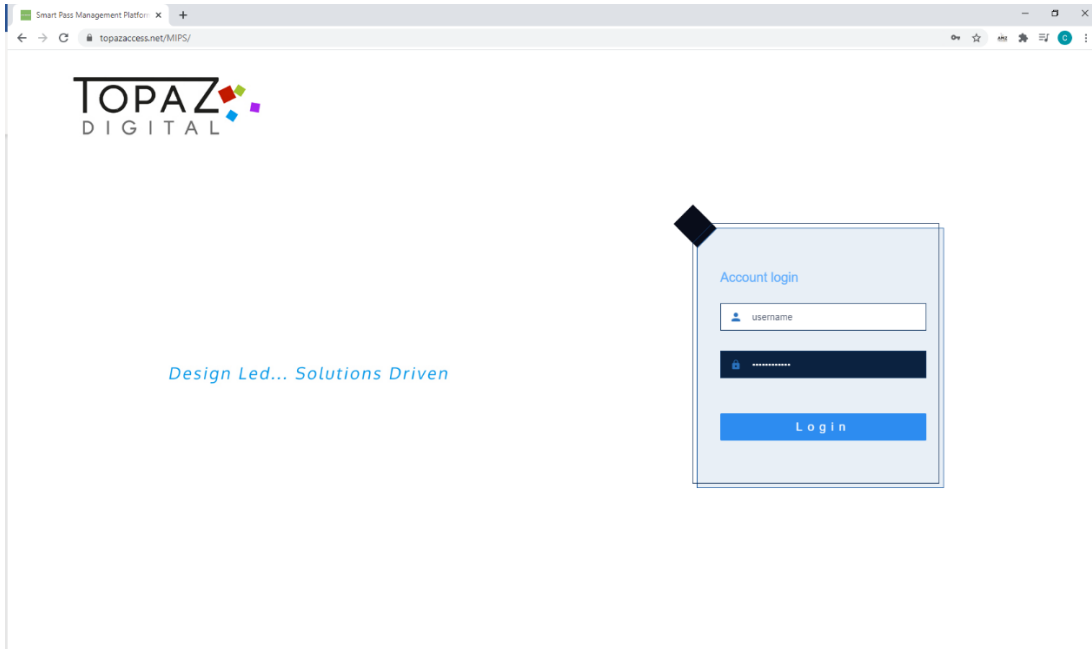
CONTENTS

1.Chapter One Registration

- Register your screen at https://www.topazdigital.com/sfv-registration/ and we will send you your unique login for the Management Platform.

- Login using your login credentials sent via email to the online Management Platform.

2.Chapter Two Console
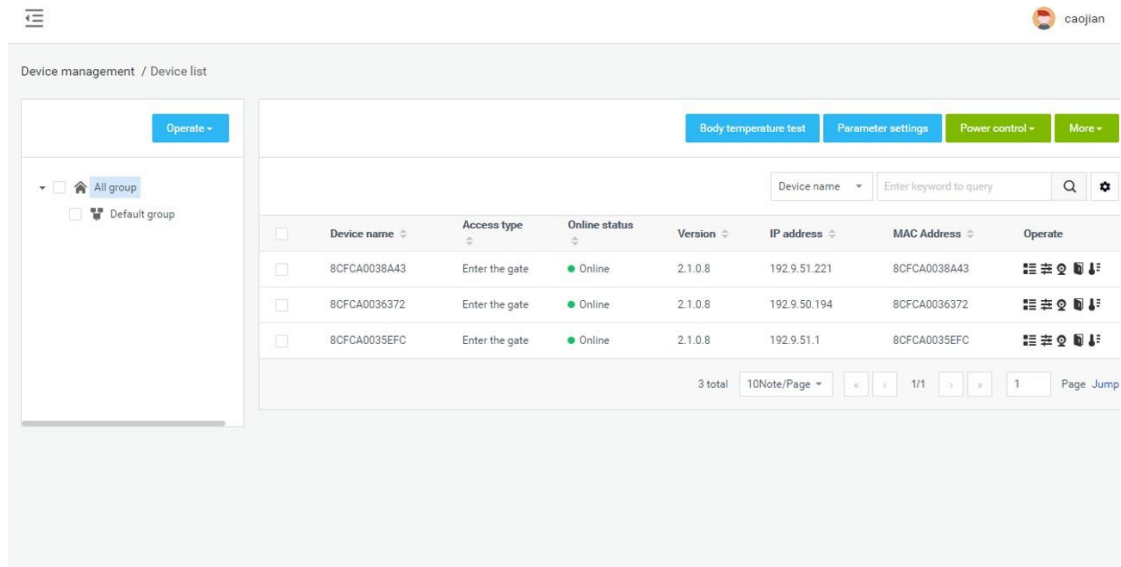
It provides an overview of the number of devices and online status; statistics on the face scan (total face scan, employee face scan, visitor face scan, stranger face scan); today's pass and real-time monitoring (employees, visitors, blacklists, and body temperature); and provides quick access to view details.
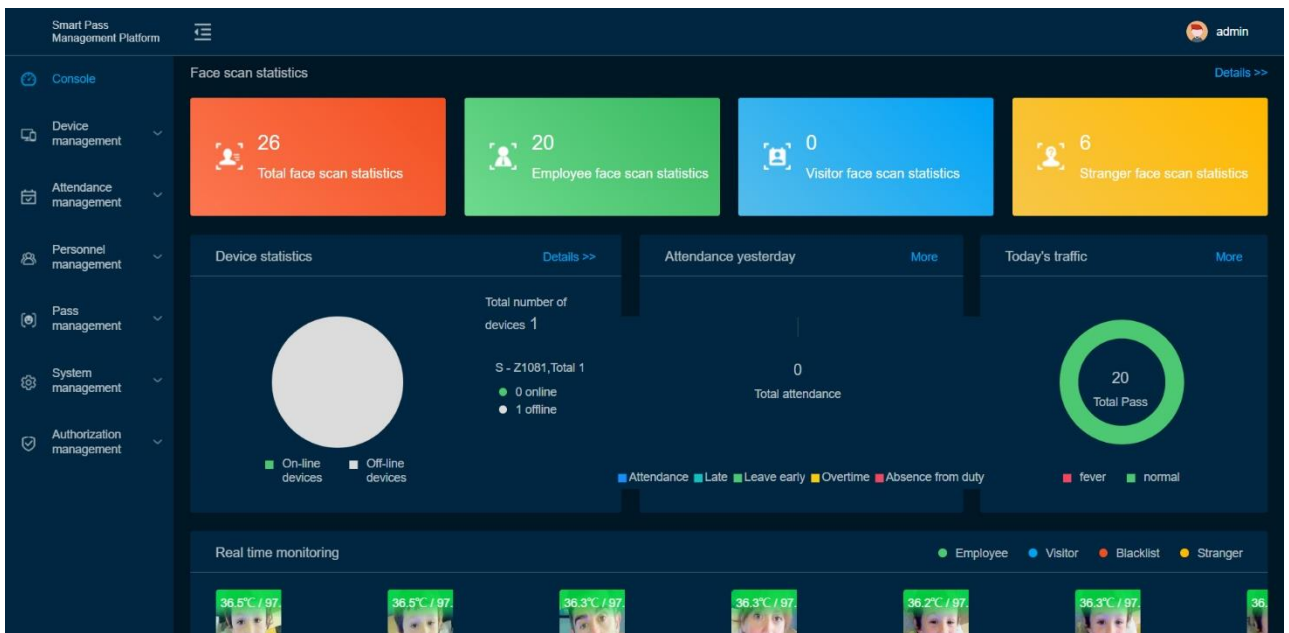
3. Chapter Three Device Management

3.1 Device list

[Device List] It contains all device information connected to the system. You can perform single,

multiple, and grouping management operations on the device.

3.1.1 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:

3.1.2 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.
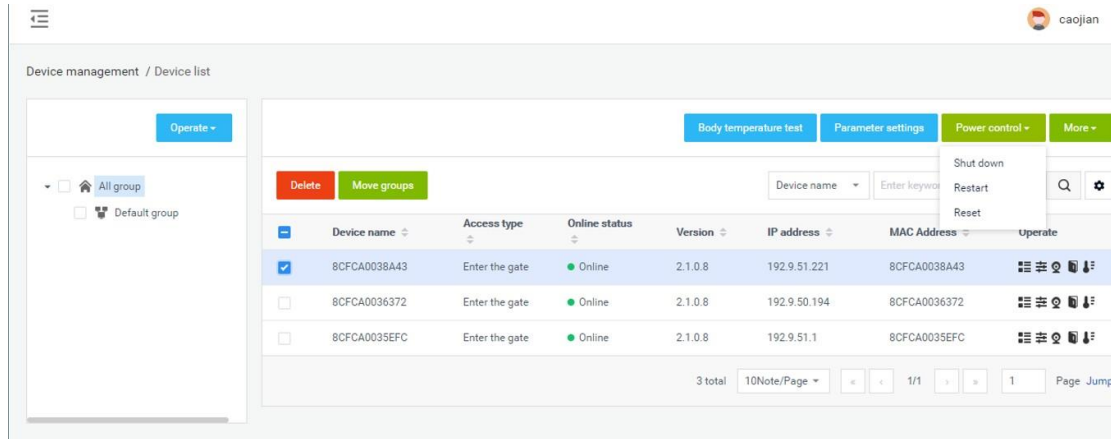
3.1.3 Body temperature test

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) and mask settings (default off).
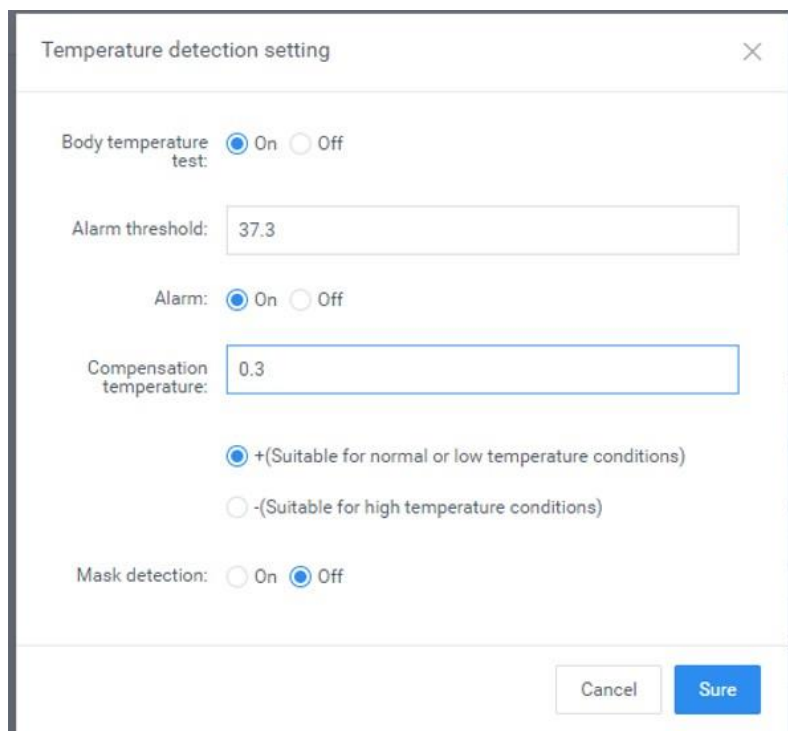
3.1.4 Client upgrade

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.
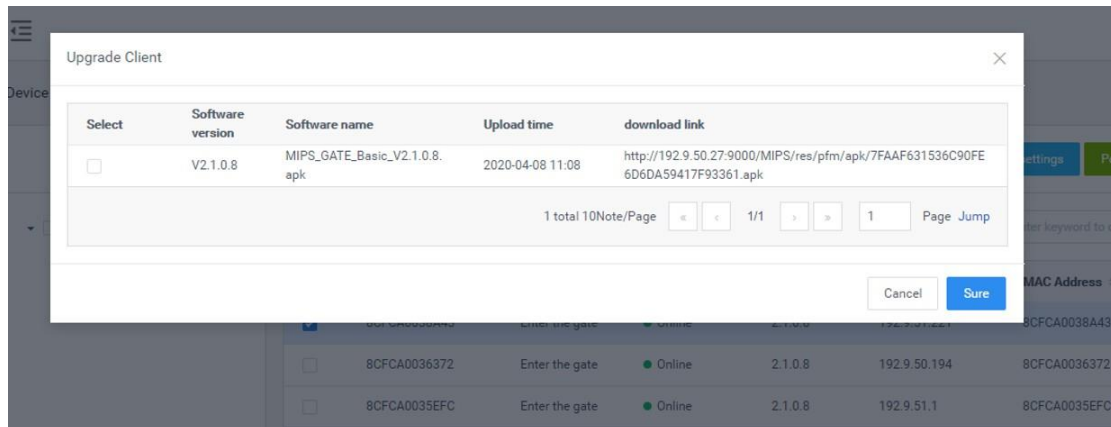
3.1.5 Volume settings

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.
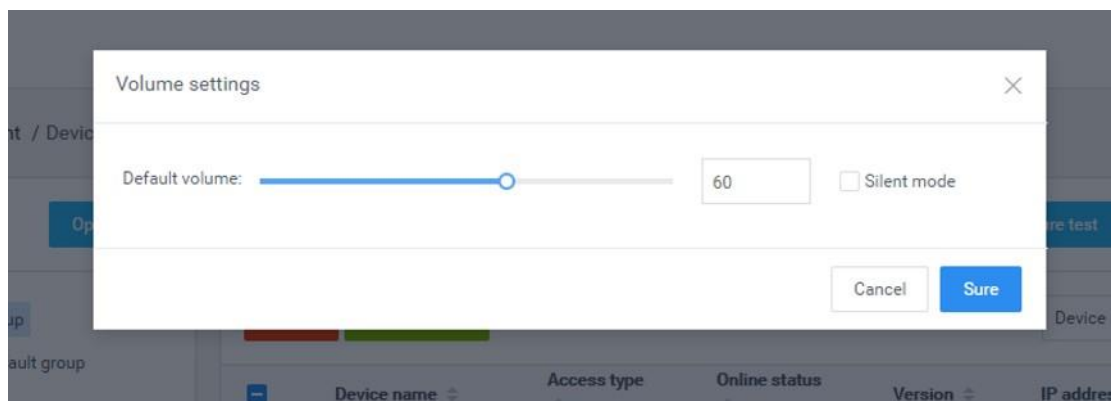
3.1.6 Auto-start

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.

3.1.7 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

3.1.8 Callback Setting

Callback Setting: You can select to turn on / off the callback setting after checking single or multiple devices.
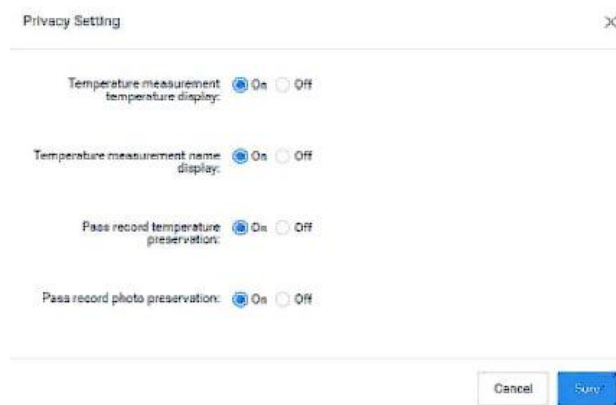
3.1.9 Email Setting

Email Setting: You can check single or multiple devices to set the corresponding parameters and information of background automatic sending mail. For setting method, please refer to the introduction of Email Settings in this manual [6.5 System setting]. Note: Setting mail parameters in the Device List does not affect the parameters in the System Setting. If sender A and recipient B are set in the System Settings and sender A and recipient C are set in the Device List page, then both recipient B and recipient C will receive messages when the device triggers the sending of background messages.

3.1.10   Private Setting

Privacy Settings: You can check single or multiple devices to set the corresponding privacy settings.

Temperature display

When check Turn On, the device temperature measurement interface will display the temperature value every time the temperature is measured. When check Turn Off, the temperature measurement interface will not display and broadcast the value every time the temperature is measured.
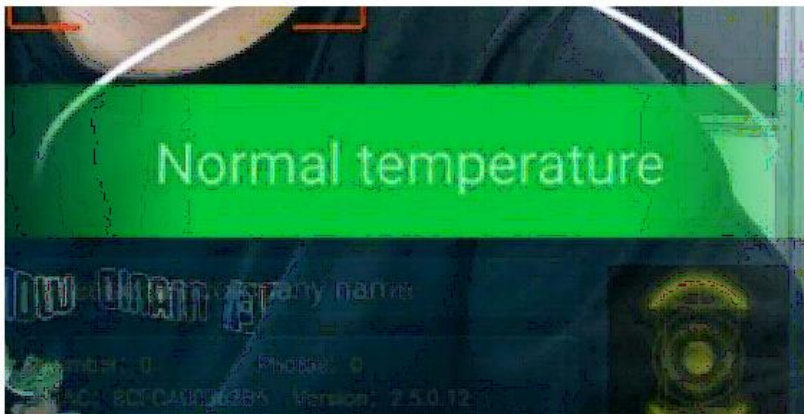
Name Display

When check Turn On, the device will display the name normally after the person is successfully identified. When you check Turn Off, the device will not display the name after the person is successfully identified.
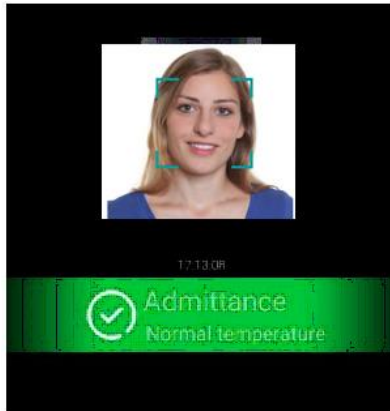
Pass record temperature preservation

When check Turn On, the temperature value is normally displayed in device pass record. When check Turn Off, the personnel temperature value will not be displayed in device pass record, only [Normal Temperature] or [Abnormal Temperature] will be displayed.

Pass record photo preservation

When check Turn On, the captured photos will be displayed normally in the device pass record. When check Turn Off, the captured photo will not be saved or displayed in the device pass record.
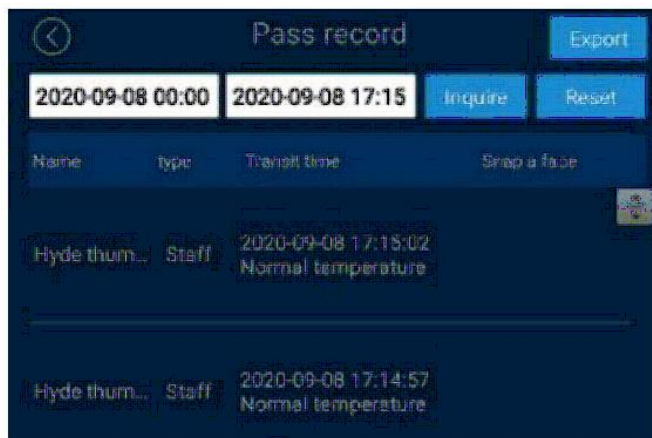
3.1.11 Delete

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.

3.1.12   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.
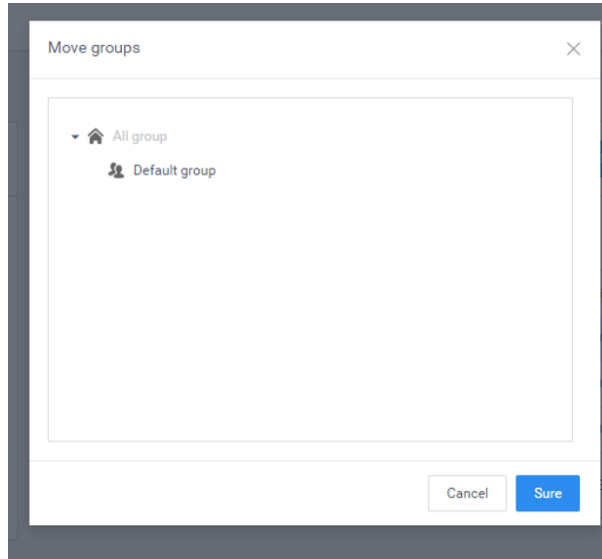
3.1.13   Personalize list
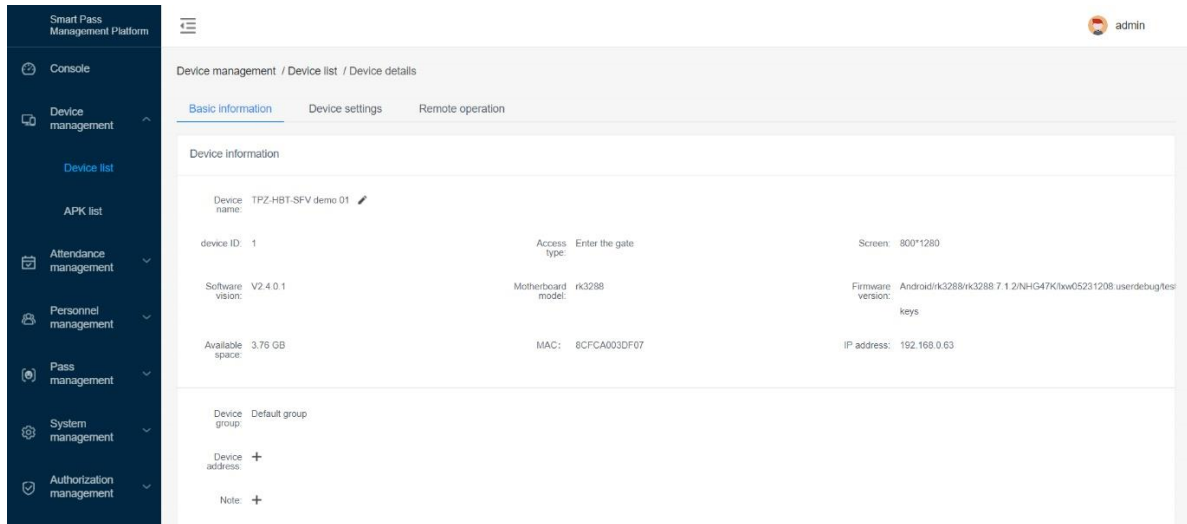
The information displayed in the list can be selected as needed in the Personalize list.
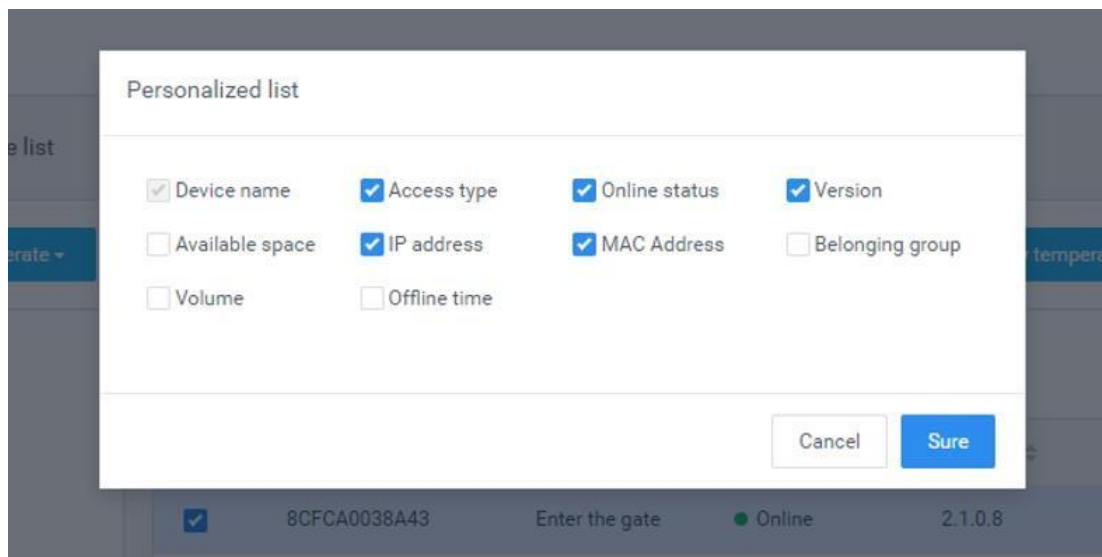
3.1.14 Device details

The device details include basic information, device settings, and remote operation.
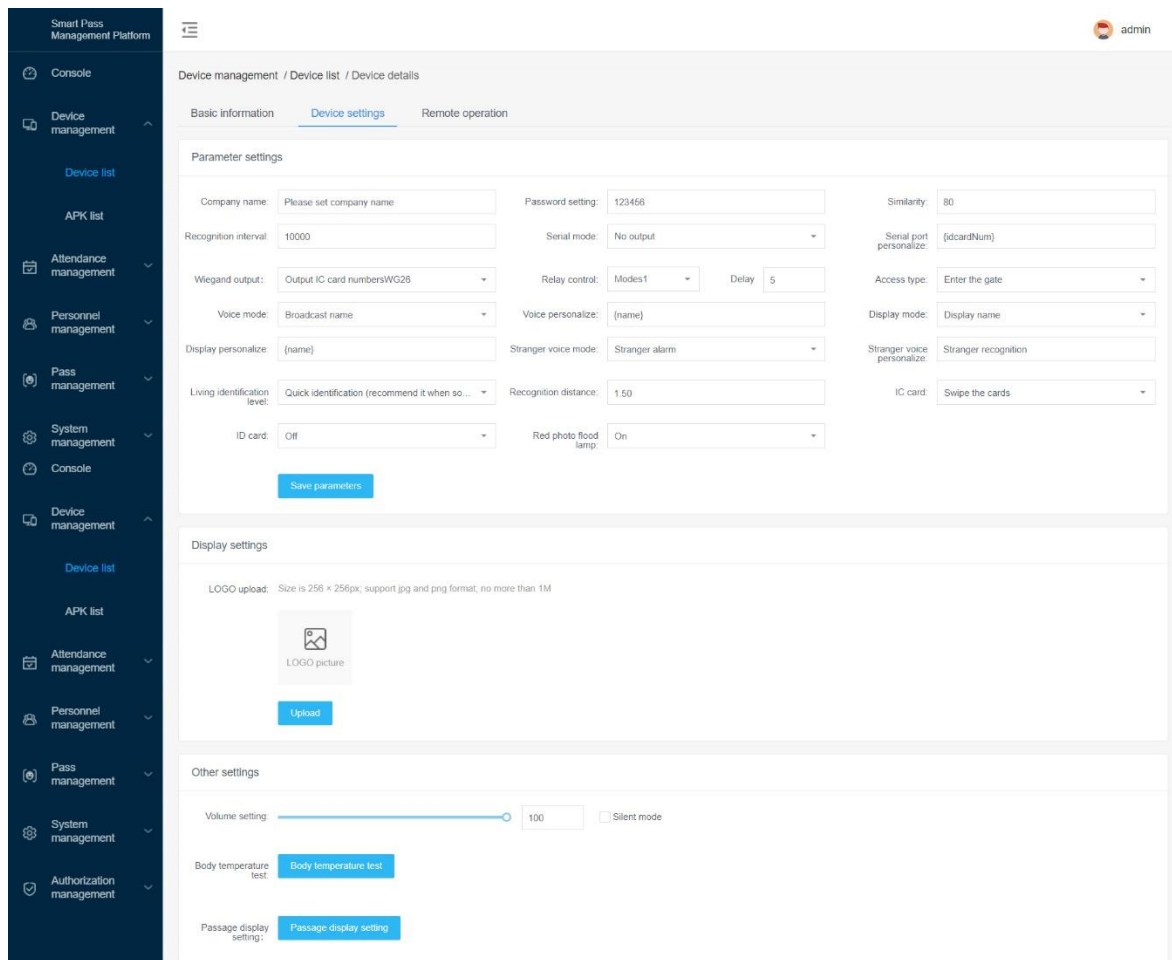
★ Basic information: View device information, edit device name, device address, etc.

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

★ Pass display settings： You can set the device to recognize the pass display images. When you enable this function, you can upload the picture, set the person to be displayed and the picture display time. After the device recognizes the corresponding person (face database personnel or strangers), the uploaded picture will be displayed in full screen.

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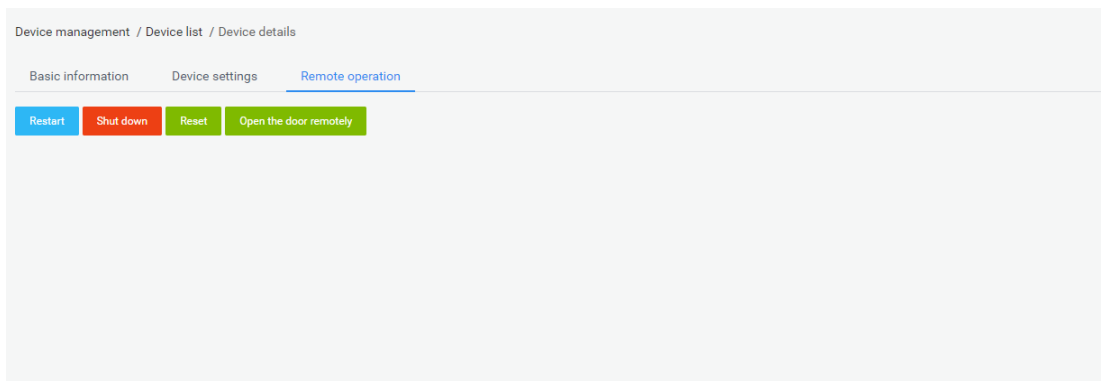
3.1.15   Device monitoring

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.
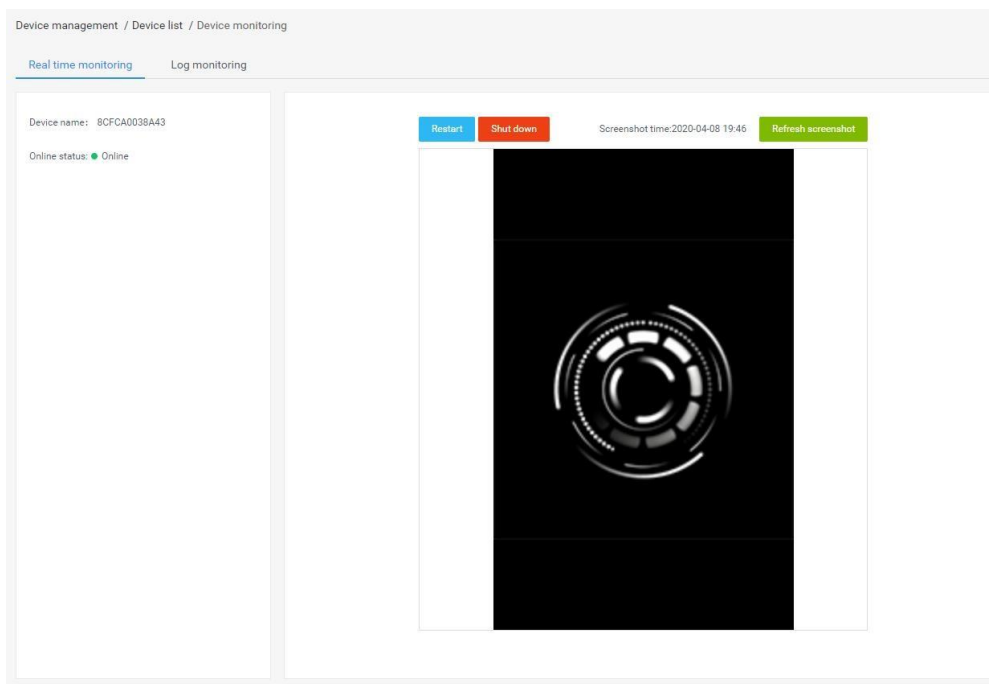
★ Log monitoring: View related operation logs of the device.

3.1.16   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:

If there is no device under the selected group, a 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.

3.1.17   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].

3.2 APK list

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

3.2.1 Delete APK

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

3.2.2 New APK
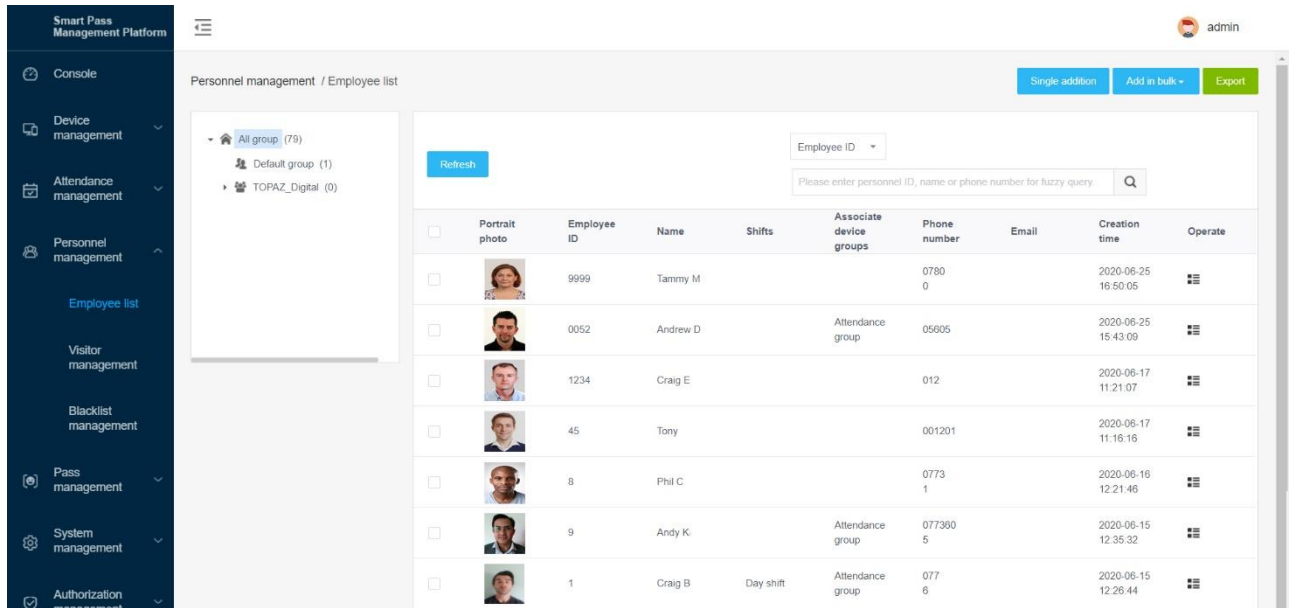
Click **New APK** to open the [Version Upload] page, and upload software files on this page.
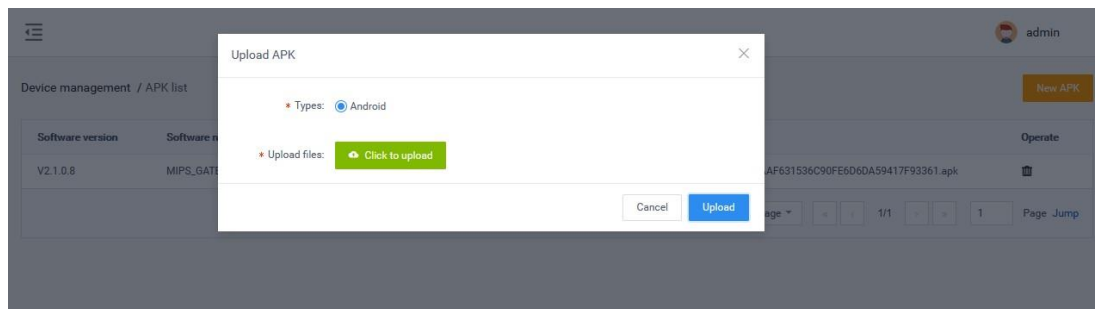
4. Chapter Four Personnel Management

4.1 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.

4.1.1 Add employee information individually

Steps:

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 operating.

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-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 are supported.

3. Faces should account for more than 1/3 of the photo, avoiding photo blurring, wearing sunglasses,

excessive facial-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 state. After the photo is taken and verified, the photo will be sent back here from the client.

4.1.2 Import employee information in bulk

Steps: 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.
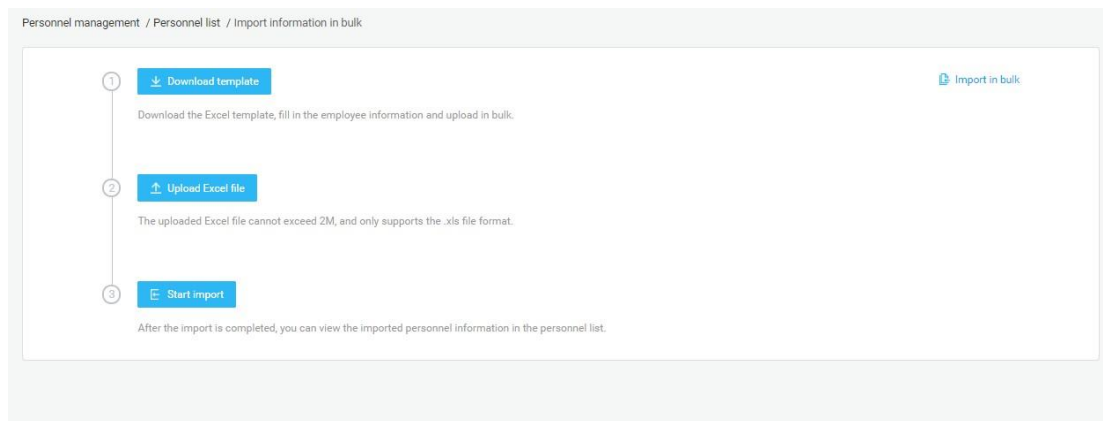
Description of import method

★ 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 notified in a table. After modification, you can re-import.

4.1.3 Import portrait photos in bulk

Steps: In the [Employee list], click the "Add in bulk - Portrait import in bulk".

1) Step 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) Step 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.
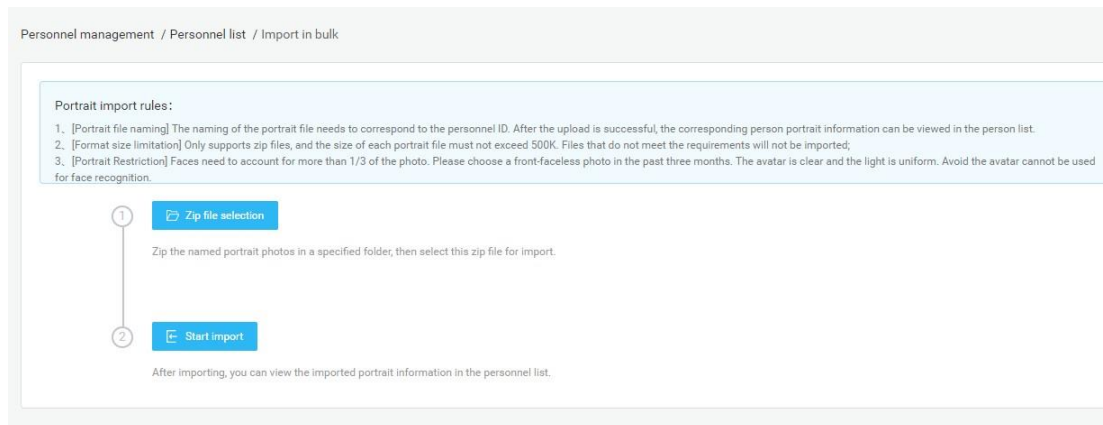
Description of portrait import rules:

★　[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-faceless photo in the past three months. The avatar is clear and the light is uniform. Avoid the avatar 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.

4.1.4 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.

4.1.5 Refresh employee information

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

4.1.6 Staff details and editing

★ **Employee details**

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

★ **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.

4.1.7 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].

4.2 Visitor management

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

4.2.1 Add visitor individually

Steps:

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 operating.

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

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

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

6. Faces should account for more than 1/3 of the photo, avoiding photo blurring, wearing sunglasses, excessive facial-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 state. After the photo is taken and verified, the photo will be sent back here from the client.

4.2.2 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.

4.2.3 Refresh visitor information

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

4.2.4 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.

★ **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.

4.2.5 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.

4.3 Blacklist management

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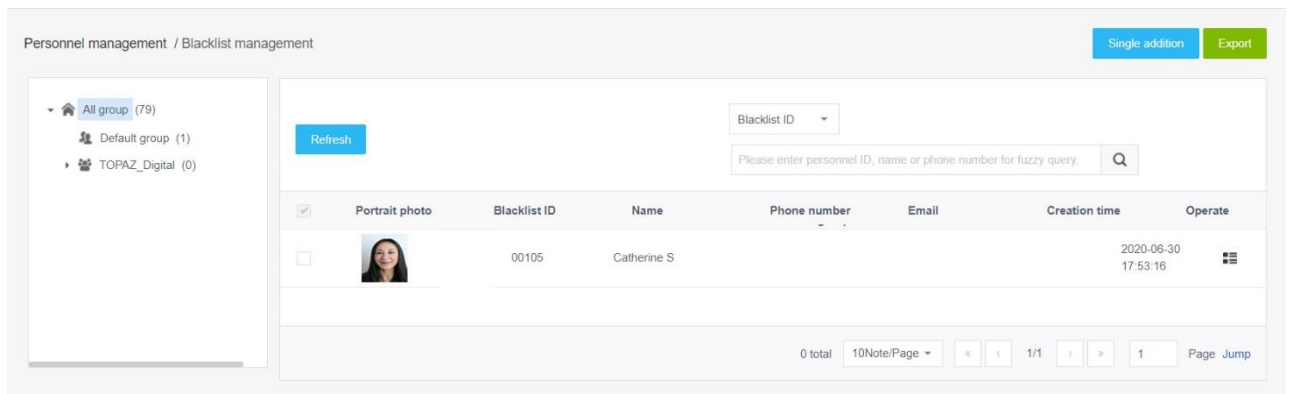
4.3.1 Add blacklist individually

Steps:

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.

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

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

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

9. Faces should account for more than 1/3 of the photo, avoiding photo blurring, wearing sunglasses, excessive facial-up, and head rotations.

4.3.2 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.

4.3.3 Refresh blacklist information

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

4.3.4 Blacklist details and editing

★ **Blacklist details**

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

★ **Blacklist 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.

4.3.5 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. Chapter Five Pass Management

5.1 Pass records

View all the identification records on the device, which can be grouped and filtered by device. The data body temperature value is greater than or equal to 37.3 degrees to display red font, less than 37.3 degrees to display green font, no temperature data display "none". There are three passage states: normal body temperature, abnormal body temperature and no mask.

5.1.1 Export

After filtering the pass records by the filter criteria, you can click the export button to select the photos of the type of personnel you want to export. After the export is completed, all the pass records queried can be exported into excel file and downloaded locally. It is allowed to cancel the export during the export process.

5.1.2 Export Records

The system will record the operation of each export pass record and generate an export record. If the export succeeds, the export status will be recorded as "completed", and if the export is canceled, the export status will be recorded as "canceled". The export record in the completed state allows downloading the exported excel file again, and all export records are allowed to be deleted.
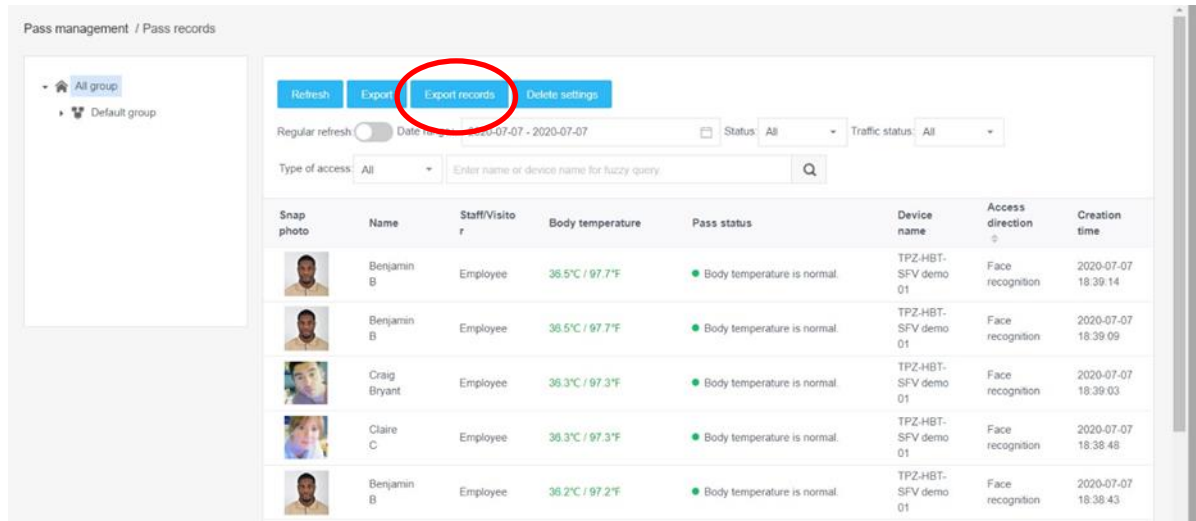
5.1.3 Delete Settings

You can set the stranger record retention time. When the default value is 0, the stranger pass record will not be deleted automatically. For example, when stranger record retention time is set as 2 and when stranger record creation time exceeds 2 days (i.e. 48 hours), it will be automatically deleted. At the same time, the corresponding stranger records in the client-side will also be deleted synchronously.

5.1.4 Timing Refresh

After the timing refresh button is turned on, the pass record page will be automatically refreshed every 6 seconds to display the newly generated pass record data. When you leave this page manually and then return, the switch button will remain the open state.

5.2 Pass permission

Manage the access rights of added employees and visitors.
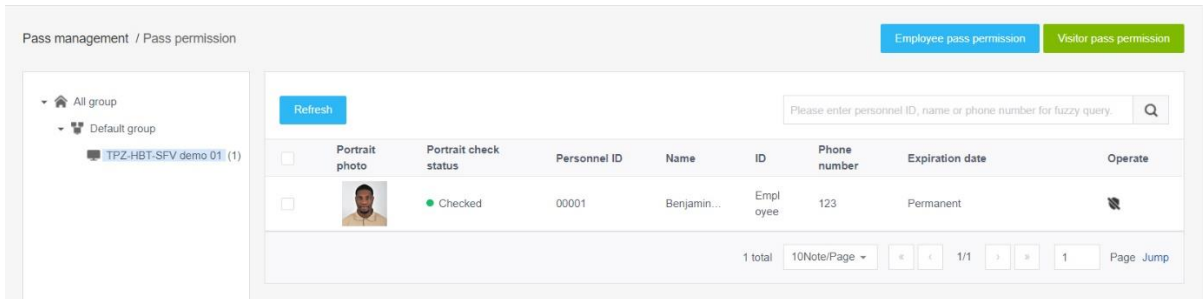
5.2.1 Employee pass permission settings

Steps: Enter the [Pass permission] page and click the "Employee Access Authorization" button.

★ **Pass permission**

1) Select personnel, devices, pass permission and permanent effective time, and click "Save" button to start pass permission. After the device is successfully authorized, the person can pass the gate and the validity period is permanent.

2) Select personnel, devices, pass permission and temporary effective time, and click "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.
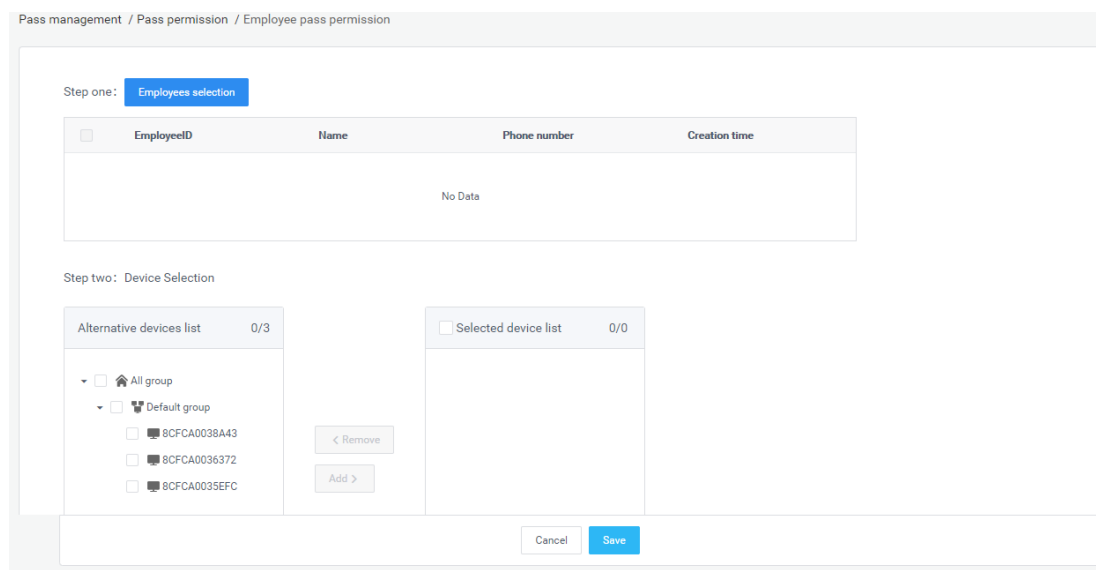
Description of Pass permission:

➢ **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.**

Pass management / Permission records / Permission details   **Export failed personnel information**

Time: 2020-04-08 11:08:46   Types: Employee permission   Operator: admin

Device name	Permission progress	Number of failures	Number of successes
8CFCA0035EFC	121/121	2	119
8CFCA0036372	121/121	2	119
8CFCA0038A43	121/121	2	119

★ **Revoke pass permission**

Select a person, select a device, de-authorize, and click the "Save" button to start revoking the permission. The de-authorization is the same as the "pass permission" logic, except that the selected person is removed from the selected device.

5.2.2 Visitor pass permission settings

Steps: On the [Pass permission] page, click the "Visitor pass permission" button.

• **Pass permission**

Select the visitor, select the device, pass permission and valid time range, and click the "Save" button to start the pass permission. After successful authorization on the device side, the visitor can pass 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 permission, 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 and equipment, 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 equipment.

5.2.3 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.
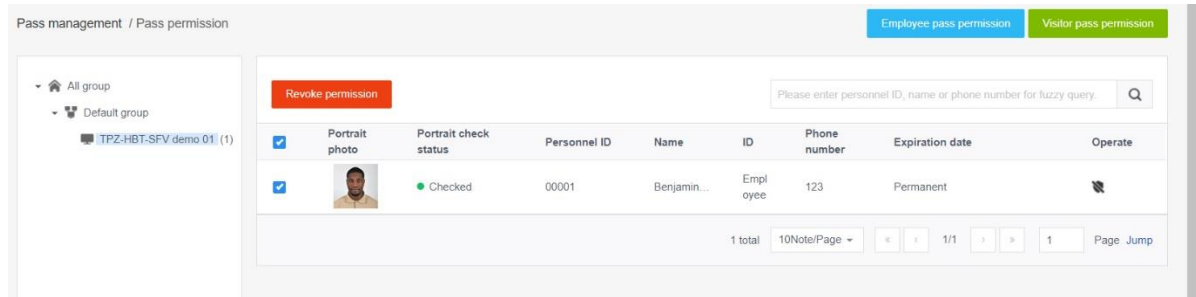
5.2.4 Refresh permission information

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

5.3 Blacklist monitoring

5.3.1 Blacklist monitoring settings

Steps: 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 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.**

★ **Revoke blacklist monitoring**

Select blacklist and device, and release blacklist monitoring. Click the "Save" button to start the release.

5.3.2 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.
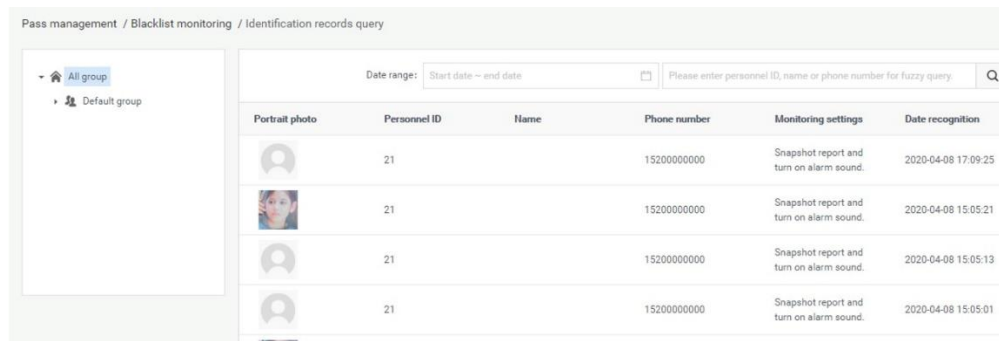
5.3.3 Remove monitoring

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.

5.4 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 details are as follow:

6. Chapter Six System Management

6.1 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.
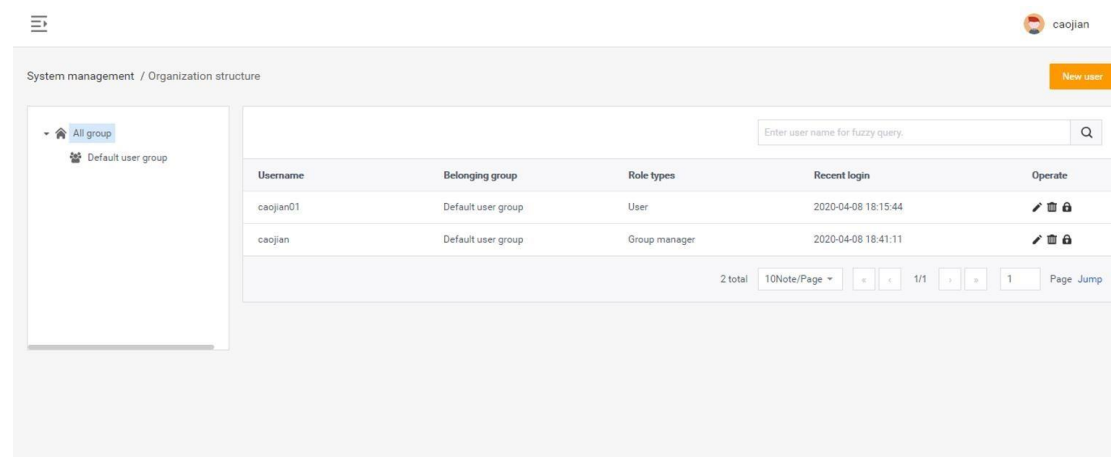
6.1.1 Attribution of business data

★ 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 is 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.

6.1.2 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
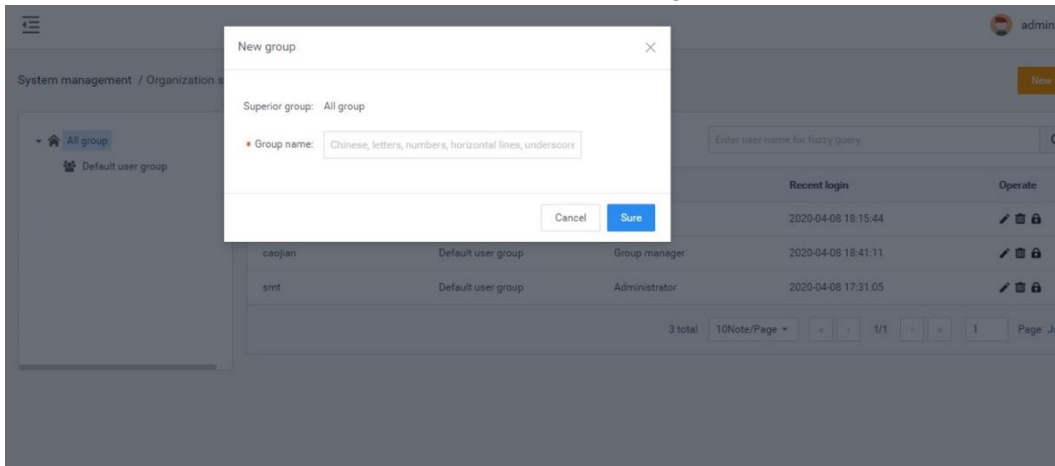
6.1.3 User management

★   **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.
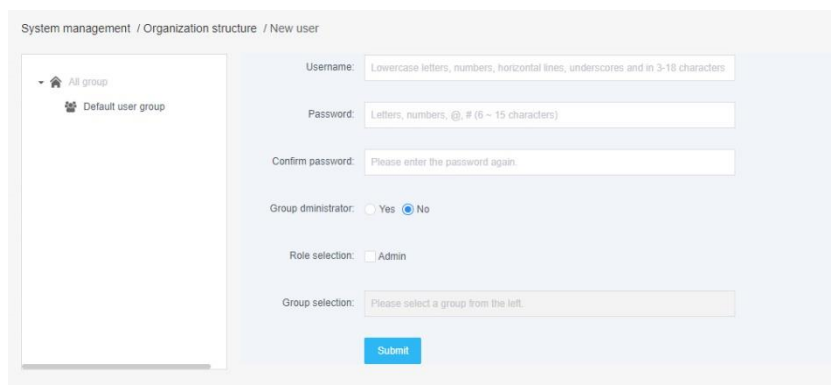
★ **Modify, query, delete operations: (omitted)**

★ **User password modification:** Note that only administrators (admin or company administrators) can reset passwords for users in the group. Reset the password to 123456.
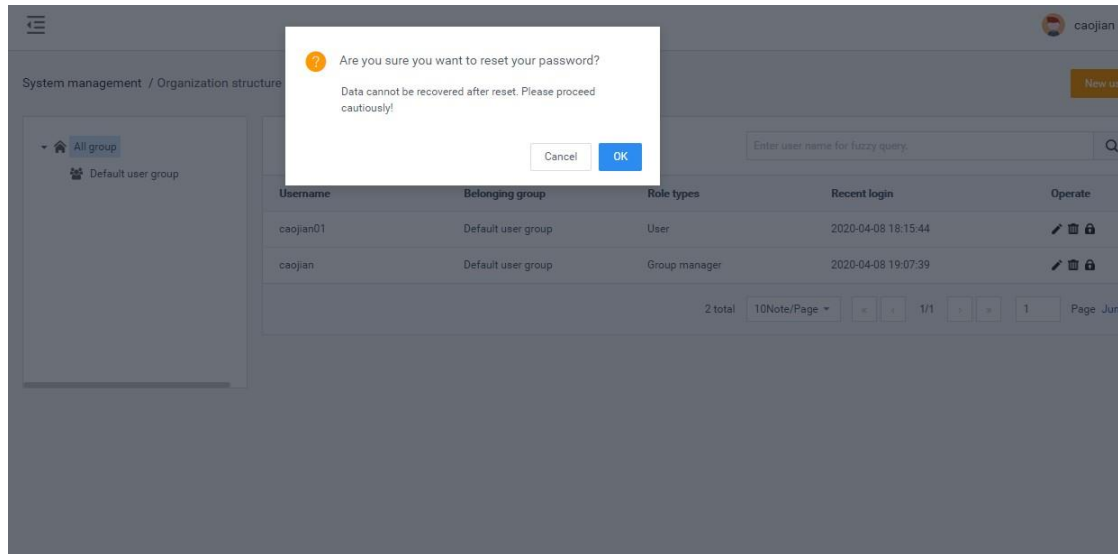
6.2 Role management
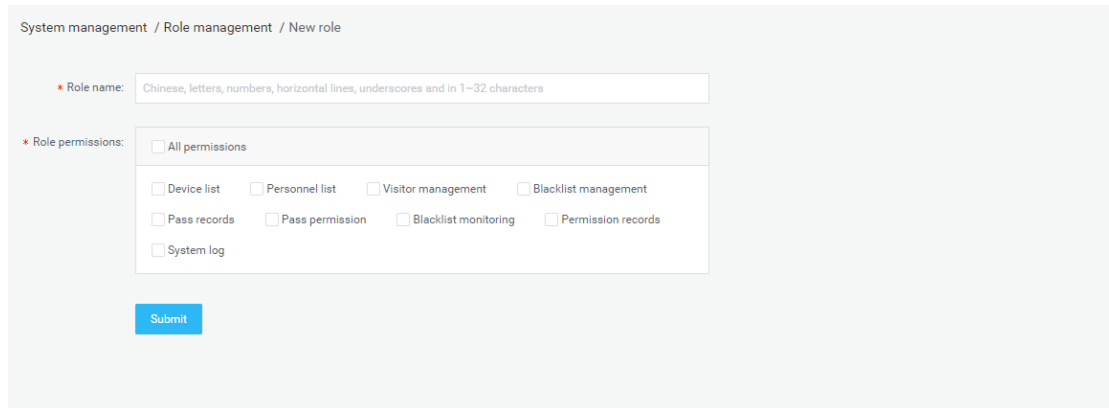
[Role management] It is used to create and manage roles. Roles are used to control various business function modules and function operations of users in the system. It is composed of different function operation rights.

★ **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 cannot be accessed by each 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.

6.3 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:

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.

6.4 System log

[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 records during the use of the system.

6.5 System setting

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

1) Support web service port configurable: background service port can be configured (between 9000-9999), the default is 9000; message service port can be configured (between 7000-7999), the default is 7788; database service port can be configured (Between 3000-3999), the default value is 3306, after setting, you need to restart the background to take effect.

2) Background support system current time display.

3) Email Setting

After the email information of sender and recipient is configured in the email setting, the email

notification can be received after the passage record of abnormal body temperature appears in

the background, and the email containing attendance record can be received periodically at a set

period.
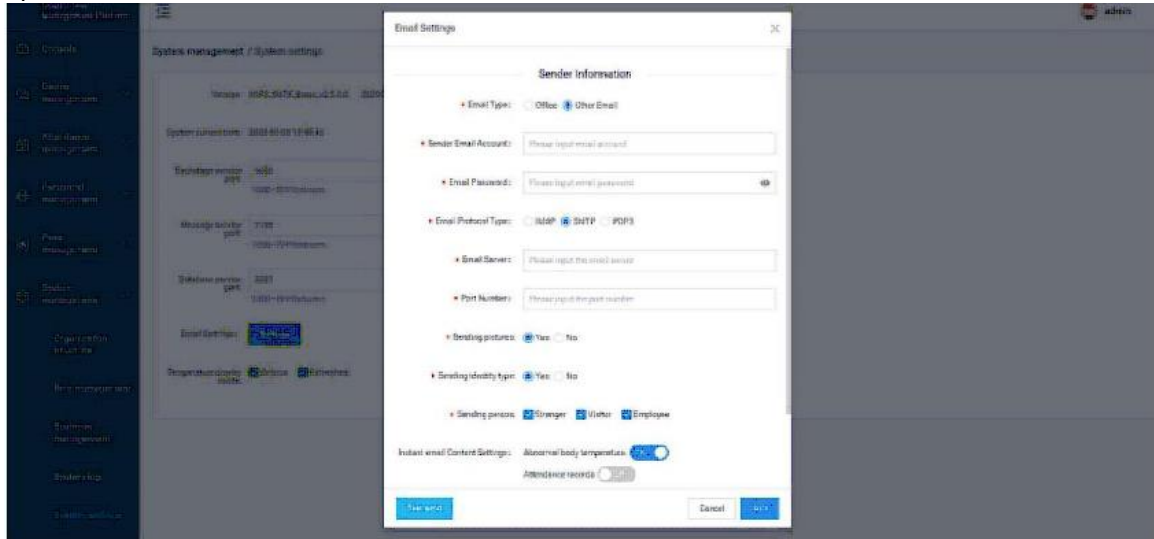
- **Sender Information**
1) **Mailbox Type**

    There are two types of mailboxes: "Office" and "Other Mailbox". "Other Mailbox" is selected by default. When the email to be sent is a non-Office mailbox, please select this option and fill in the parameters.

2) **Sender Email Account**

    Enter the name of the email you want to send the message to. Note: Due to the different automatic judgment policies and mechanisms of mail service providers, various restrictions of mail service providers may be triggered if a newly registered email is used as the sender for frequent sending.

3) **Email Password**

    Enter the email password of the email to be sent. Note: Different email servers may have different requirements. For example, if QQ mail needs to open the authorization code separately in the setting page of the account, then fill in the authorization code. Click the icon on the right side of the input box to change the password plain-text or cipher-text display.

4) **Mailbox Protocol type**

    Please select the protocol type according to the type supported by the sender mailbox server, which is usually listed on the help page of the email service provider.

5) **Mailbox Server**

    Please fill in according to the server address listed in the sender's mailbox server, which is usually listed on the help page of the mail service provider.

6) **Port Number**

    Please fill in according to the port number listed in the sender's mailbox server, which is usually

listed on the help page of the mail service provider.

7) **Sending Pictures**

You can choose whether the content of each email needs to include the attachment of the captured pictures.

8) **Sending Identity type**

You can choose whether to mark the person's identity type in the email content each time you send the email.

9) **Sending Personnel**

You can select one or more identities including stranger, visitor and employee. The unselected identity type will not trigger the background to send mail.

10) **Sending instant mail content settings**

The abnormal temperature switch and attendance record switch are turned off by default. When the "Abnormal Temperature" switch is turned on, a reminder email will be sent every time a abnormal temperature record appears in the background.

After turning on the "Attendance Record" switch, the email containing attendance record can be sent automatically according to the specified time set(one day, three days, one week, two weeks, one month).

- **Recipient information**

If you fill in the recipient's email account, you can receive emails automatically sent from the background. You can add/remove recipients by clicking the "+" or "-" icon on the right. Multiple recipients can receive abnormal temperature emails and attendance records emails at the same time. The recipient's email addresses can be filled in a maximum of 10 and a minimum of 1.

Note: Due to the different mechanisms of mail service providers, it is possible to mark emails with repeated subject lines as spam. Therefore, this problem can be avoided by adding the sender's email account to the white list in the recipient's mailbox.

- **Test sending**

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

4. Privacy setting

You can turn on/off various functions to show/hide the temperature, photo, name and other related information of each page in the background (except the related pages of attendance management).

- **Pass record temperature preservation**

You can turn on/off to show/hide the temperature value of each page in the background.

- **Pass record temperature photo preservation**

You can turn on/off to show/hide the snapshot photos of each page in the background and show default picture after turning off.

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- **Pass record temperature name preservation**

  You can turn on/off to show/hide the name of the person on each page in the background.

- **Temperature unit**

  You can choose Celsius/Fahrenheit/ Celsius + Fahrenheit, and the unit of temperature value on each page will be displayed in XX℃, XX℉, XX℃/XX℉ style after selection

7.Chapter Seven Attendance Management

7.1 Attendance rules

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

7.1.1   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 name**

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

✓ **Shift settings**

1) The default is one shift. You can click the Add button to add shifts and set up to 4 shifts.
2) ou 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.

7.1.2 Holiday settings

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

Attendance management / Attendance rules

Shift setting	Holiday settings	Public holiday settings	Device group settings

✏ New festival

Festival name	Start and end date	Notes	Operate
		No Data	

➤ **New holiday**

Click New holiday to open the new holiday interface.

New festival ✕

Festival name: [No more than 32 characters]

Start and end dates: [Start date 📅] to [End date 📅]

Notes: [No more than 50 characters]

Cancel   Save

✓ **Holiday name**

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

★ **Start date & 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.

7.1.3 Public holiday settings

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

➢ **New public holiday**

Click New public holiday to open the interface.

★ **Public holiday name**

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

★ **Off day**

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

7.1.4 Device group settings

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

➤ **New device group**

Click New device group to open the interface.

★ **Device group name**

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

★ **Select device**

1) 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.

7.2 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, and query the attendance of employees by date record and export the query result list file to download locally.

★   **Employee grouping list**

1) 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**

1) Display the name of the employee and the corresponding employee ID and 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 on, Last clock on**

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

★   **Attendance - Status**

1)   If the employee commutes normally within the specified time during the day, 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 in the status bar.

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 at the same time, the status bar will display multiple markings at the same time.

★   **Attendance records list - Operate**

1) You can enter the Pass management - Pass record page to view the employee's attendance details for the day.

★   **Search bar**

1) Enter the employee name or employee ID in the search box and click the "Enter" to query the employee's attendance record.

★   **Range search**

1) 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 leave and absent. You can also customize the input or select the date and employee name / ID for a combined query within the specified range.

★   **Export**

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

★   **Turn page**

1) By default, 10 attendance records are displayed on each page. You can manually click to select 15/20/25/50/100 records.

2) You can click the previous page and next page buttons to view the record. Click the first page and the last page to jump directly to the first page or the last page to view the record. After entering numbers in the page number input box, click Jump to jump directly to this page to view the record.

7.3 Attendance statistics

This 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.

Attendance management / Attendance statistics

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
s	Default group	111	0	0	0	23	–	–	–	☑
yg	Default group	1	0	0	0	23	–	–	–	☑

2 total   10Note/Page   1/1   1   Page Jump

★ **Employee group list**

1) In the employee group list, the group name and group information are the same as the group data in the [Employee list], and the 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**

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

★ **Attendance statistics list-normal days, late arrivals, early departures, absences**

1) 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, Overtime on public holidays, Overtime on holidays**

1) By default, the statistics of the current month of the query date are displayed. It will display the total number and hours of 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**

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

✓ **Range Search**

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

◇ 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 separately for normal, late, early leave and absent. You can also customize the input or select the date and employee name / ID for a combined query within the specified range.

★ **Export**

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

★ **Turn page**

1) By default, 10 attendance records are displayed on each page. You can manually click to select 15/20/25/50/100 records.

2) You can click the previous page and next page buttons to view the record. Click the first page and the last page to jump directly to the first page or the last page to view the record. After entering numbers in the page number input box, click Jump to jump directly to this page to view the record.