

# Attendance & Access Control Management Platform Software for Company

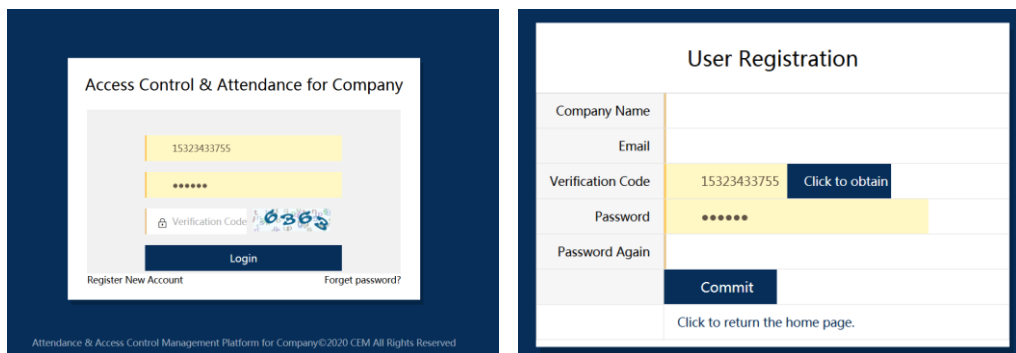
## 1. Basic Information

### 1.1 Registration and login

#### 1.1.1 Browser open url :

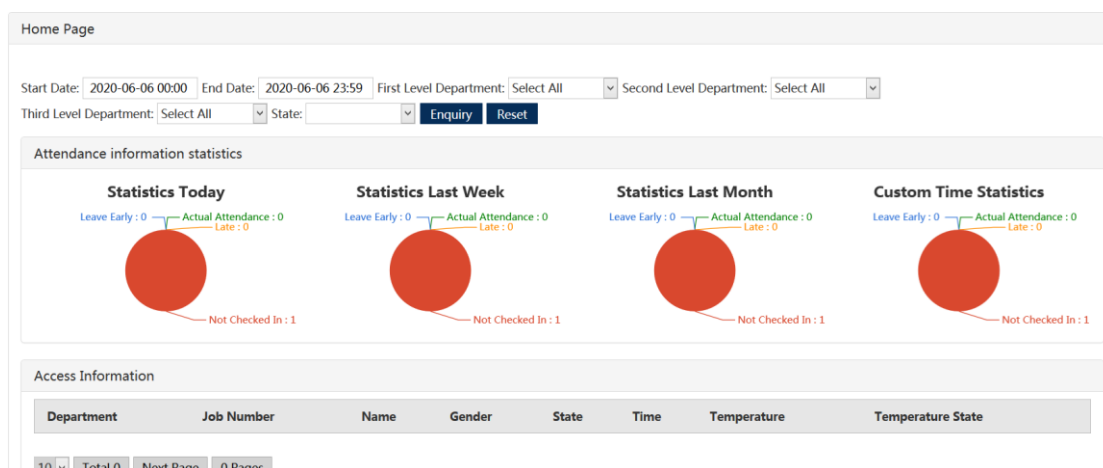
<http://attendance-company-cloud.business.cloud.meterbox.com:30091>

Direct access to the cloud services deployed by the company.



Use mobile phone number to complete registration and login

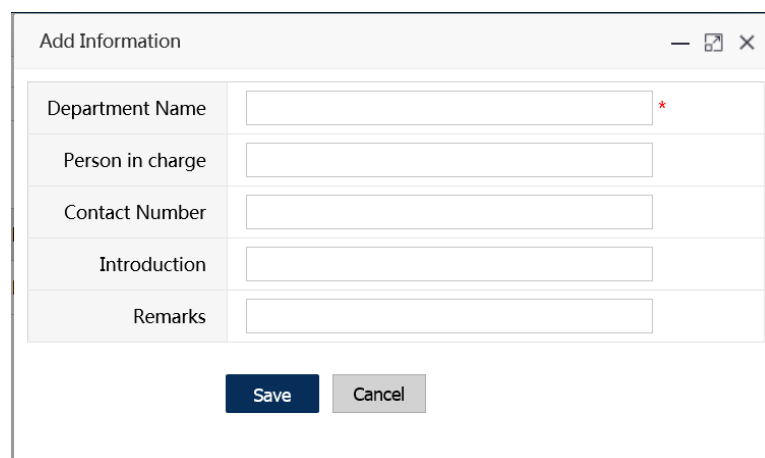
#### 1.1.2 Attendance statistics on homepage



## 1.2 First Level Department

If the department has multiple levels, the first-level department needs to be added first.

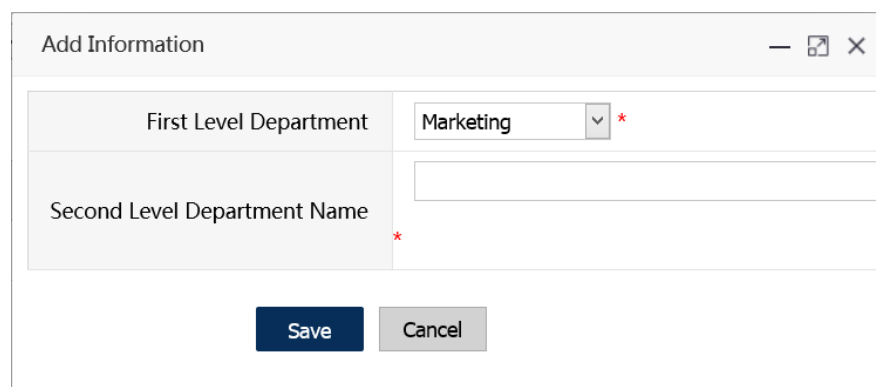
Click "Add" --- fill in the department name, person in charge and telephone and other information ----- click Save.



Add Information	
Department Name	<input type="text"/> *
Person in charge	<input type="text"/>
Contact Number	<input type="text"/>
Introduction	<input type="text"/>
Remarks	<input type="text"/>

## 1.3 Second Level Department

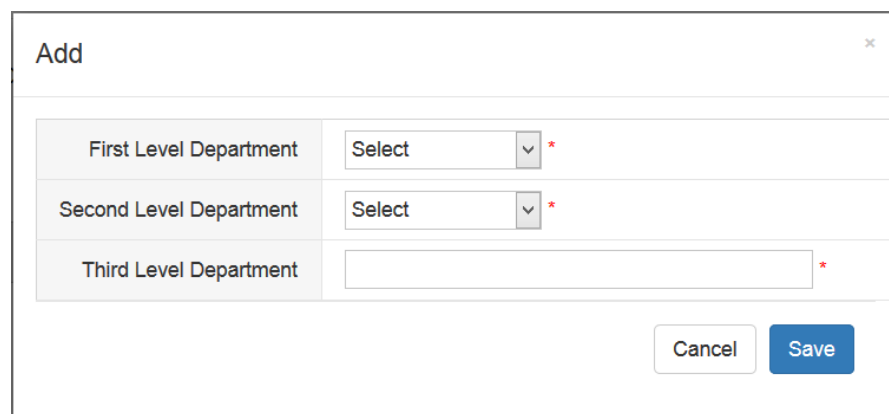
Click "Add"-select the first-level department-fill in the department name and click Save.



Add Information	
First Level Department	Marketing ▾ *
Second Level Department Name	<input type="text"/> *

## 1.4 Third Level Department

Click "Add"-select the first-level department -----, select the second-level department-fill in the department name, and click Save.



The screenshot shows a modal window titled "Add" with a close button (x) in the top right corner. The form contains three rows of input fields:

First Level Department	Select <input type="text"/> <input type="button" value="v"/> *
Second Level Department	Select <input type="text"/> <input type="button" value="v"/> *
Third Level Department	<input type="text"/> *

At the bottom right of the form, there are two buttons: "Cancel" and "Save".

**Note: This platform supports up to level 3 departments, users can choose to add according to the company's organizational structure needs;**

## 1.5 Attendance rules

You can add multiple attendance rules according to the actual situation of the company. Click "Add"-fill in the name of the rule-select "Week" and other information, and click "Add a line" to fill in the time attendance period-click to confirm, can increase or decrease the line according to the situation.



Add ×

Rules Name	<input type="text"/>					
Week	<input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday					
Enable	Yes <input type="button" value="v"/>					
Attendance Time	Name	Type	Time Period	Late Arrival Time (Minutes)	Early Departure Time (Minutes)	Operate
	General	Go To Work <input type="button" value="v"/>	08:00 to 08:30	30		Delete
<input type="button" value="Add a line"/>						

### Interpretation of time attendance setting:

If the setting type is *Work*, the attendance time period is 8: 00-8: 30, and the *Late* time is 20 minutes, then:

Checking in from 8: 00 to 8:30 is considered *Normal Work* attendance, and 8: 31-8: 50 is considered *Late*.

If the setting type is *Off Work*, the time attendance period is 18: 00-19: 00, and the *Early Departure* time is 20 minutes, then:

Checking in from 18:00 to 19:00 is considered *Normal Off Work* attendance, and checking from 17:40 to 17:59 is considered *Early Departure*.

Checking in at other time is considered as not within the attendance time period.

## 1.6 Employee information

Add, delete, set normal / blacklist / whitelist of employee information, import data in batches, import faces in batches, filter employees for attendance configuration.

**Employee Information**

Job Number: 
 Name: 
 First Level Department: 
 Second Level Department:

Third Level Department:

<input type="checkbox"/>	First Level Department	Second Level Department	Third Level Department	Job Number	Name	Gender	Phone	ID card	State	Operate
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### 1.6.1 Single add

Click "Add"-fill in the complete employee information-click Save.

Add Information
— □ ×



Name	<input style="width: 90%;" type="text"/>
First Level Department	<input type="text" value="Select"/>
Second Level Department	<input type="text" value="Select"/>
Third Level Department	<input type="text" value="Select"/>
Gender	<input type="text"/>
Face Photo ( 720*1280 )	<input type="button" value="Upload No Mask Face Photo"/> <input type="button" value="Upload Mask Face Photo"/>
Phone	<input type="text"/>
Job Number	<input type="text"/>
ID Card	<input type="text"/>
Attendance Device	<input type="checkbox"/> 88F
Attendance Rules	<input type="text"/>

### 1.6.2 Batch Import basic information

Click "Import Data" ---- Click "Click Download" to download the template and save it to the specified location ---- Fill in the data according to the table style and save it ---- Click "Upload File" to find the file "Open" and the data is loaded After finishing, the data list will be displayed, click "Submit"

Excel template

	A	B	C	D	E	F	G	H
1	First Level Department	Second Level Department	Third Level Department	Job number	Name	Sex	ID Card	Phone
2	department of technology	front end	vue	1123	Baharza	Female	610	1340000000

Import Data
—  

Select File	<a href="#" style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px;">Upload File</a> *
Download The Template	<a href="#" style="color: #007bff; text-decoration: none;">Download</a>

First Level Department	Second Level Department	Third Level Department	Job Number	Name	Gender	ID card	Phone
department of technology	front end	vue	1123	Rebacca	Female	610	1340000000
department of technology	front end	vue	1124	Tom	Female	611	13666660000

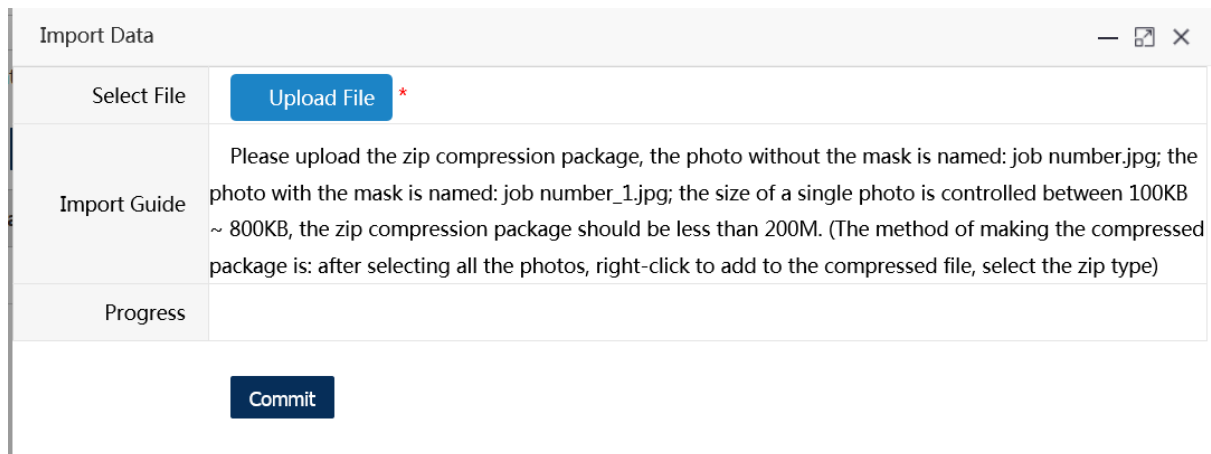
[Commit](#)
[Reset](#)

**Note: The department entry of the EXCEL table must be entered correctly according to the company's organizational structure level. All information must be entered correctly. The job number and name must not be empty; if the user does not add a department in advance, the system supports automatic addition based on the EXCEL table information department**

### 1.6.3 Import face photo in batches

Please upload the zip compression package, the photo without the mask is named: job number.jpg; the photo with the mask is named: job number\_1.jpg; the size of a single photo is controlled between 100KB ~ 800KB, the zip compression package should be less than 200M. (The method of making the compressed package is: after selecting all the photos, right-click to add to the

compressed file, select the zip type)



Select File	<input style="background-color: #007bff; color: white; border: none; padding: 2px 10px;" type="button" value="Upload File"/> *
Import Guide	Please upload the zip compression package, the photo without the mask is named: job number.jpg; the photo with the mask is named: job number_1.jpg; the size of a single photo is controlled between 100KB ~ 800KB, the zip compression package should be less than 200M. (The method of making the compressed package is: after selecting all the photos, right-click to add to the compressed file, select the zip type)
Progress	

Click "Upload File" to select the compressed photo file ---- click "Open", after prompting the upload is successful, click "Submit"

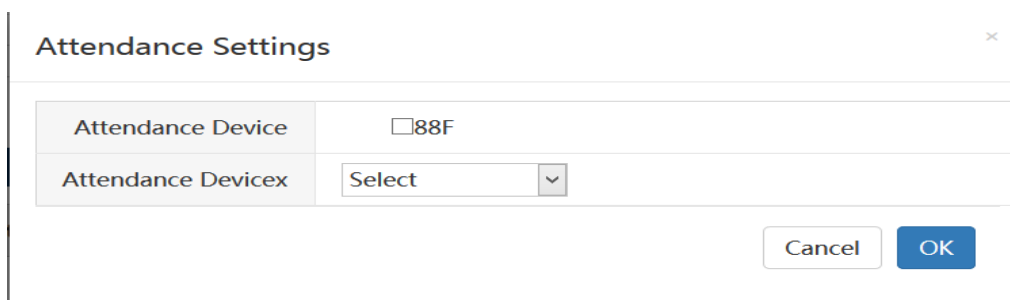
**Note: To select all photos and right-click to compress, you cannot directly compress the folder where the photos are located. First upload basic employee information and then upload face photos in batches**

### 1.6.4 Export Data

Click *Export Data* ---- choose the save path --- click *Save*

### 1.6.5 Attendance Configuration

Find employee information by condition, check it, flexibly configure attendance equipment and attendance rules for employees



Attendance Device	<input type="checkbox"/> 88F
Attendance Devicex	Select ▼

**Employee Information**

Job Number:

Third Level Department:

⊕ Add
Delete
Set To Nor

**First Level Department**

Marketing

20 ▾

Total 1

1

1 Pages

20 ▾

Total 1

1

1 Pages

20 ▾

10

20

30

40

50

100

A single page can display up to 100 pieces of data, which can be adjusted according to the drop-down list. Click the check button at the top to check all the entries on the current page, and then click "Attendance Configuration" to perform attendance configuration for all employees on the current page.

### 1.6.6 Set employees to *normal* / *whitelist* / *blacklist*

Normal: employees can pass normally during the access control period, but not outside the period

Whitelist: employees are free to pass regardless of access control hours

Blacklist: employees are not allowed to pass at any time.

## 1.7 Device Management

Before using the Face Recognition Device, users need to add device information, and select the device in *Attendance Configuration*, they can use the terminal device to synchronize all employee information for face recognition



attendance.

Add Information
— □ ×

Device Name	<input style="width: 90%;" type="text"/>		*
Device ID	<input style="width: 90%;" type="text"/>		*
Device Address	<input style="width: 100%;" type="text"/>		
Photo Location	<input style="width: 100%;" type="text"/>		
Remarks	<input style="width: 100%;" type="text"/>		
Type of Access	Select <span style="float: right;">▼</span>		
Access time	Time Period	Operate	
	07:00 to 18:00	Delete	
	<input type="button" value="Add a line"/>		
Time for automatic data synchronization	Time	Operate	
	00:00	Delete	
	<input type="button" value="Add a line"/>		
Enable	Yes <span style="float: right;">▼</span>		

**Note: The device ID number can be viewed on the terminal device side**

### Access time

The time period for which the device is allowed to pass, multiple pass periods can be set for the device.

### Time for automatic data synchronization

The time for the terminal device to sync data automatically

## 2. Daily Affairs

### Employee Attendance

Statistical inquiry and export data of employee attendance

Employee Attendance

Start Date: 2020-06-06 00:00 | End Date: 2020-06-06 23:59 | Job Number: | Name: | First Level Department: Select All |  
Second Level Department: Select All | Third Level Department: Select All | State: Select

Enquiry | Reset | Export Data

Statistics Today

Checked In/Total  
0/1

Detail

0 Normal | 0 Late | 0 Leave Early | 1 Not Checked In(person)

Order By Time | Order By Temperature

Department	Job Number	Name	Time	Rules Name	State	Picture	Temperature	Temperature State
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## 3. System

3.1 Role management: add roles, set permissions according to roles, and click "modify" to set permissions after adding roles.

3.2 My information: check the account join and expiration time

3.3 User management: You can add multiple login users.



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