



OneScreen GoSafe

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Management Platform
User Manual

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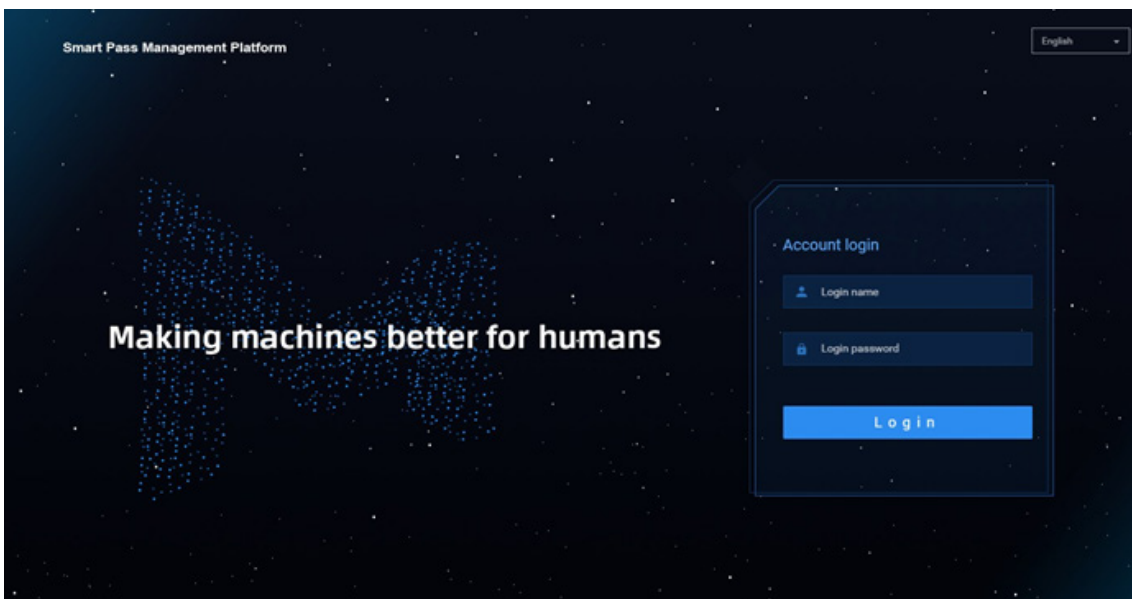
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1. Installation and Login

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

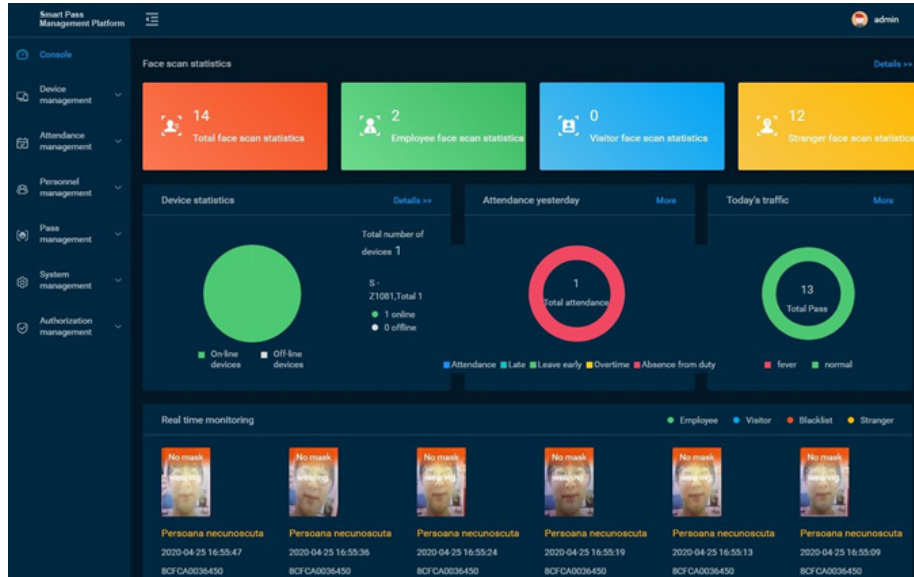
Note: If the installation process is blocked by a system firewall or third-party antivirus software, always choose allow, so that the program operates normally. Otherwise, the installation process may fail and the application may become unusable.

- After the program is installed, the EZ-pass service launches automatically.
- After startup is complete, click "Copy" button. Open Google chrome browser and paste the link to open EZ-pass service background. Enter your username and password to log in.
- EZ-pass system upgrade: You only need to overwrite and install the EZ-pass system software version installation package higher than the current version.



2. Console

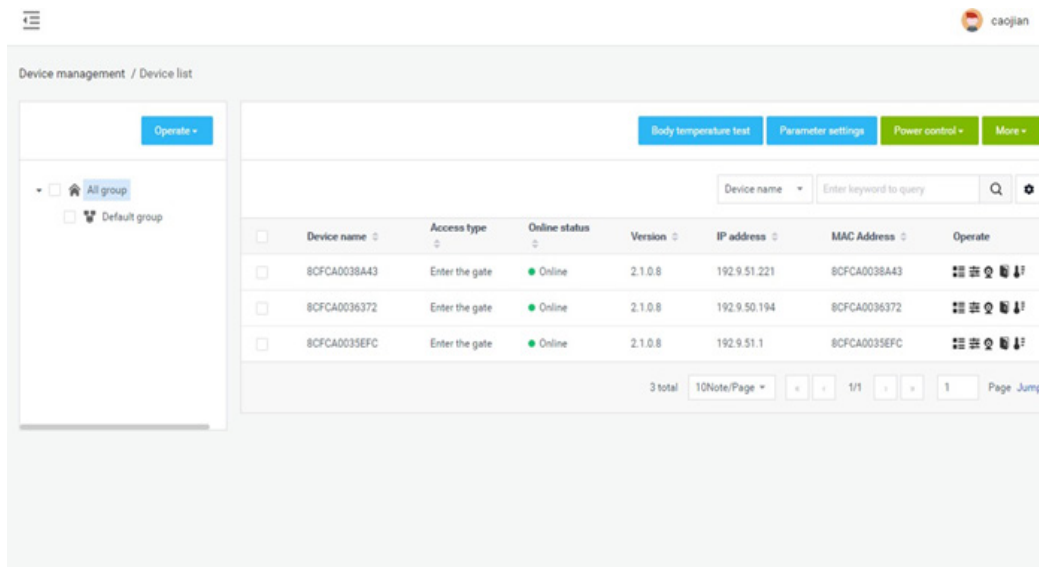
It provides an overview of the number of devices and online status which includes statistics of the face scan (total faces scanned, employee faces scanned, visitor faces scanned, stranger faces scanned), today's pass and real-time monitoring (employees, visitors, blacklists, body temperature), and provides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



3. Device Management

3.1. Device list

It contains information about all the devices connected to the system. You can perform single, multiple, and grouping management operations on the devices.



Device management / Device list

Operate -

Body temperature test | Parameter settings | Power control - | More -

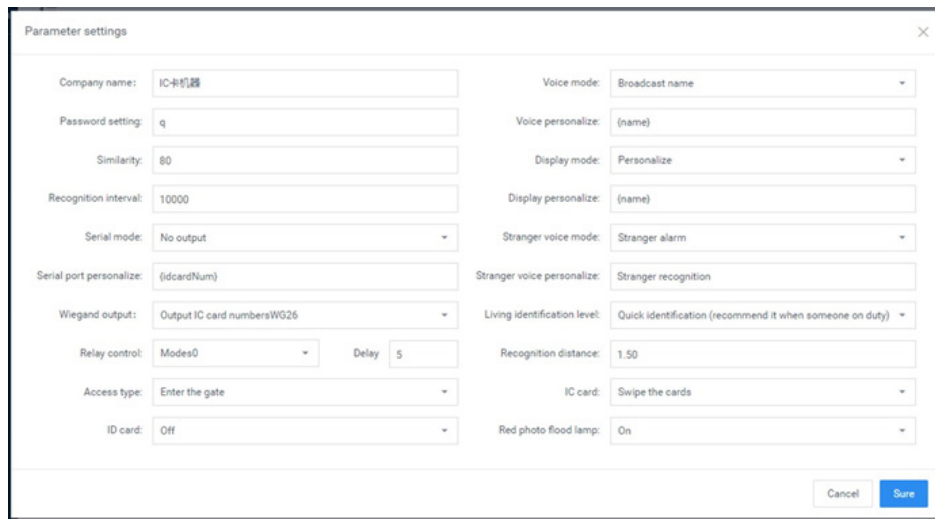
Device name - | Enter keyword to query | Search | Settings

Device name	Access type	Online status	Version	IP address	MAC Address	Operate
8CFC A0038A43	Enter the gate	Online	2.1.0.8	192.9.51.221	8CFC A0038A43	Operate icons
8CFC A0036372	Enter the gate	Online	2.1.0.8	192.9.50.194	8CFC A0036372	Operate icons
8CFC A0035EFC	Enter the gate	Online	2.1.0.8	192.9.51.1	8CFC A0035EFC	Operate icons

3 total | 10Note/Page | 1/1 | Page Jump

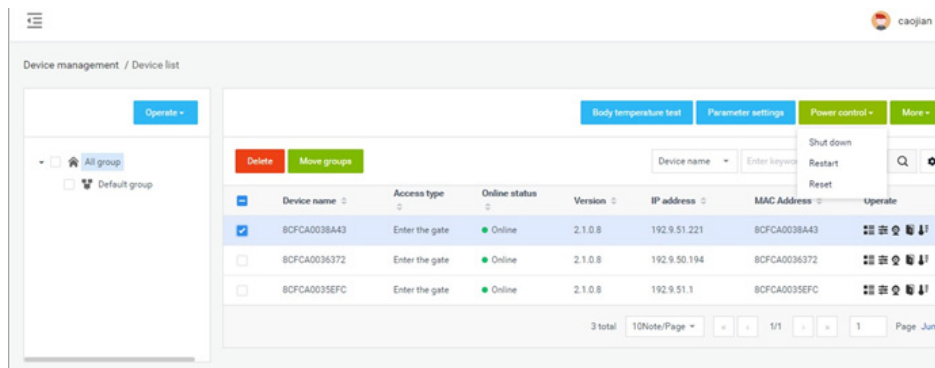
3.1.1. Parameter settings

Select a device from the Device List and click Parameter settings to configure parameter information of that device, as shown in the figure below:



3.1.2. Power control

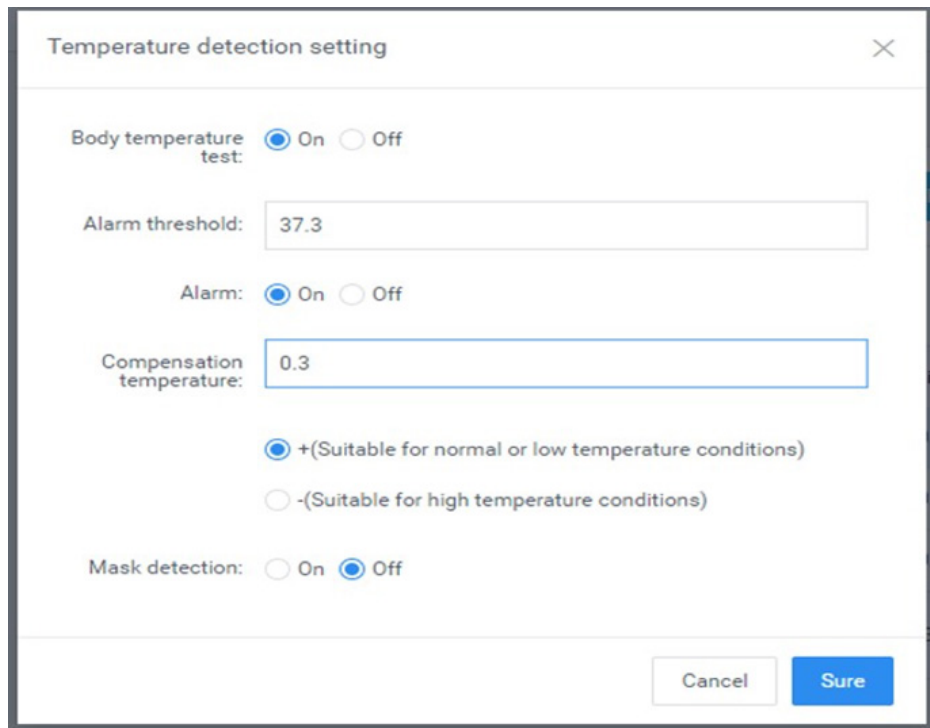
Select a device from the Device list and click "Shutdown", "Restart", or "Reset" under "Power Control" to remotely shut down, restart, or reset that device.



Device name	Access type	Online status	Version	IP address	MAC Address	Operate
<input checked="" type="checkbox"/> 8CFC A0038A43	Enter the gate	Online	2.1.0.8	192.9.51.221	8CFC A0038A43	⋮ ⚙️ 🔄 🗑️
<input type="checkbox"/> 8CFC A0036372	Enter the gate	Online	2.1.0.8	192.9.50.194	8CFC A0036372	⋮ ⚙️ 🔄 🗑️
<input type="checkbox"/> 8CFC A0035EFC	Enter the gate	Online	2.1.0.8	192.9.51.1	8CFC A0035EFC	⋮ ⚙️ 🔄 🗑️

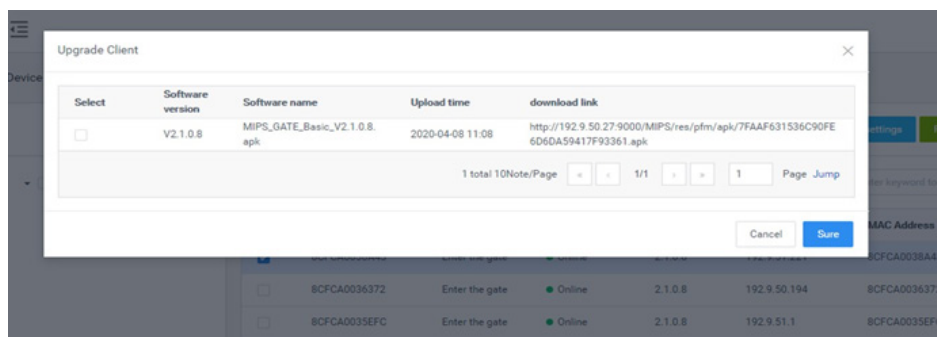
3.1.3. Body temperature detection

Select a device from the Device list, or select a group of devices and click "Body temperature detection" to set the parameters of temperature detection. By default temperature detection is enabled, alarm threshold is set at 37.3 and is enabled, compensation temperature is at (default + Value 0.3) and mask settings are disabled.



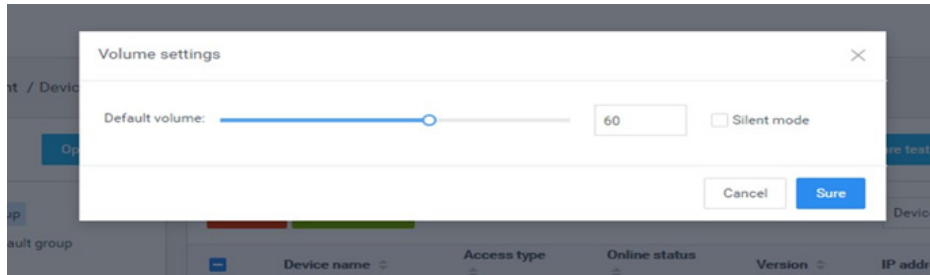
3.1.4. Client upgrade

Select a device from the Device list and click “More-Client upgrade” to enter device software upgrade page. On this page, you can see the list of uploaded device software. Select the software version of the device you want to upgrade to and click upgrade to complete the software upgrade. Both online and offline upgradation are supported.



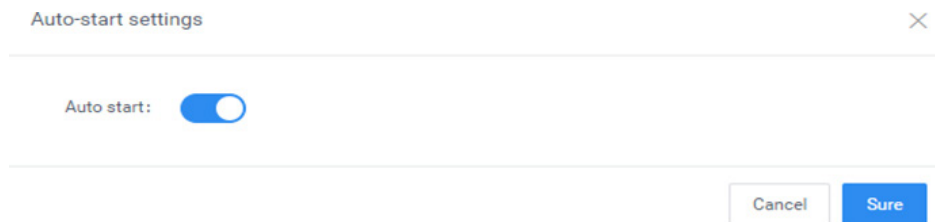
3.1.5. Volume settings

1. General settings: Select a device from the Device List and click “More-Volume setting” to set volume. The volume can be set between 0-100, by default it is at 20.
2. Silent setting: Select a device from the Device list and click “More-Volume setting”. Now select “Silent mode” in the pop-up tab.



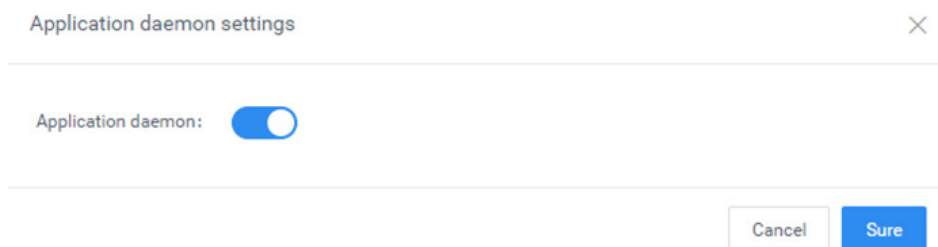
3.1.6. Auto-start

Auto-start: When enabled, the application will be launched on start-up. If you don't want the application to launch on startup, disable the Auto-start feature. In the Device list, select the devices which you want to start automatically, and click "More-Auto-start" option to enable or disable this function.



3.1.7. Application daemon

Application daemon: When this function is enabled, the application will keep running in the playback interface within 1 minute of exiting the application page. When it is disabled, the application will stop running immediately. In the Device list, select the devices on which you want to enable application daemon, and click "More-Application daemon" option to enable or disable this function.



3.1.8. Door control

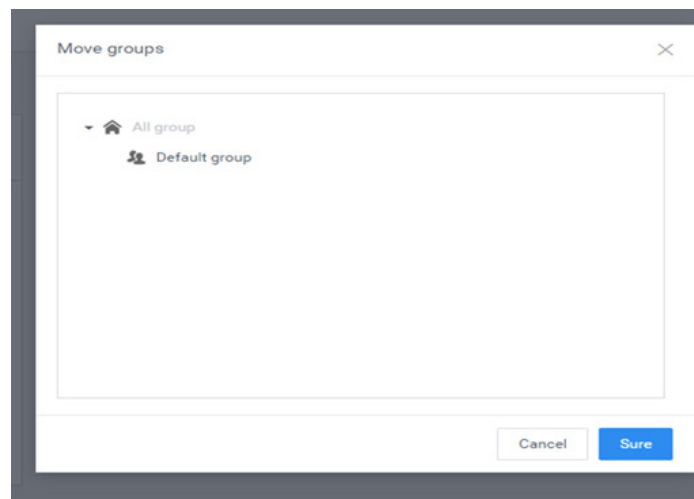
To open a specific gate controlled by a device, go to Device list and click on “open the door remotely” of the desired device. This will open the gate which is controlled by that particular device.

3.1.9. Delete Device

Select the device which you want to delete from the Device list and click “Delete” option to delete it. Only offline devices can be deleted. You can also delete multiple devices.

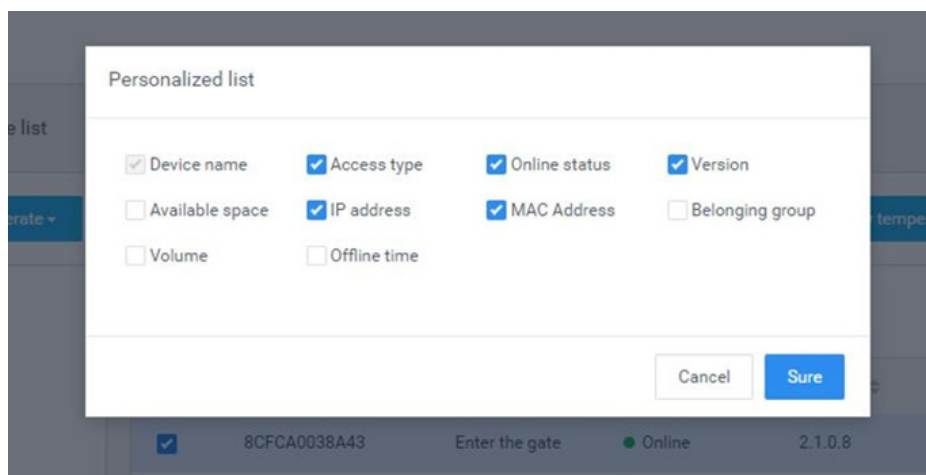
3.1.10. Device groups

From the 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 these devices to, and click confirm. You can move single or multiple devices to a group.



3.1.11. Personalized lists

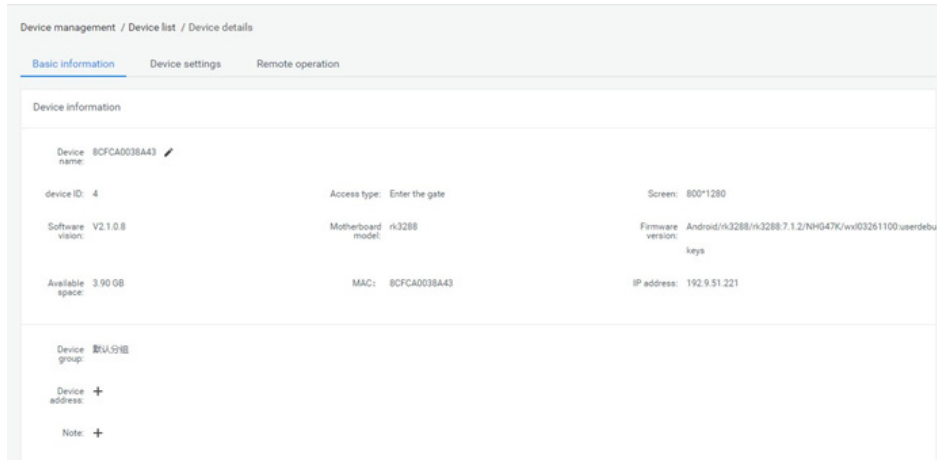
The user can personalize his list by including the information that he needs to be displayed.



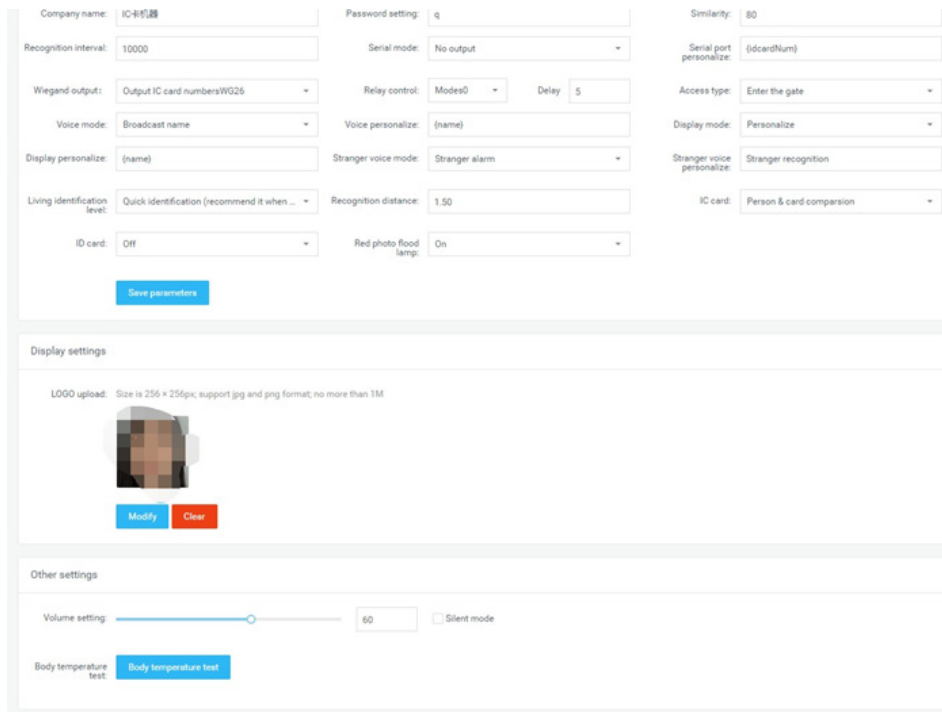
3.1.12. Device details

The device details include basic information about device settings and remote operations.

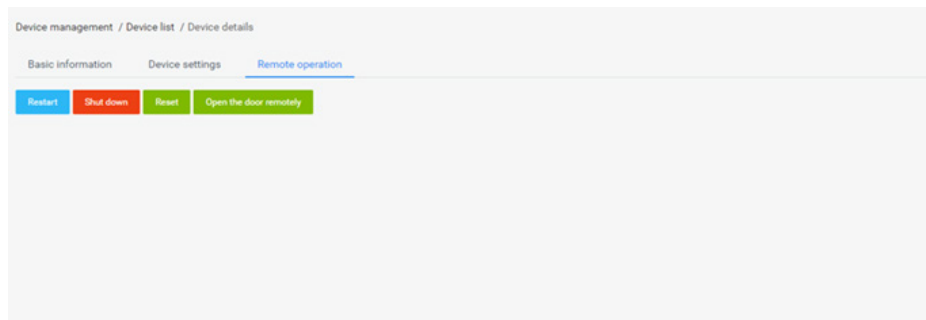
- Basic information: View device information, edit device name, device address, etc.



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



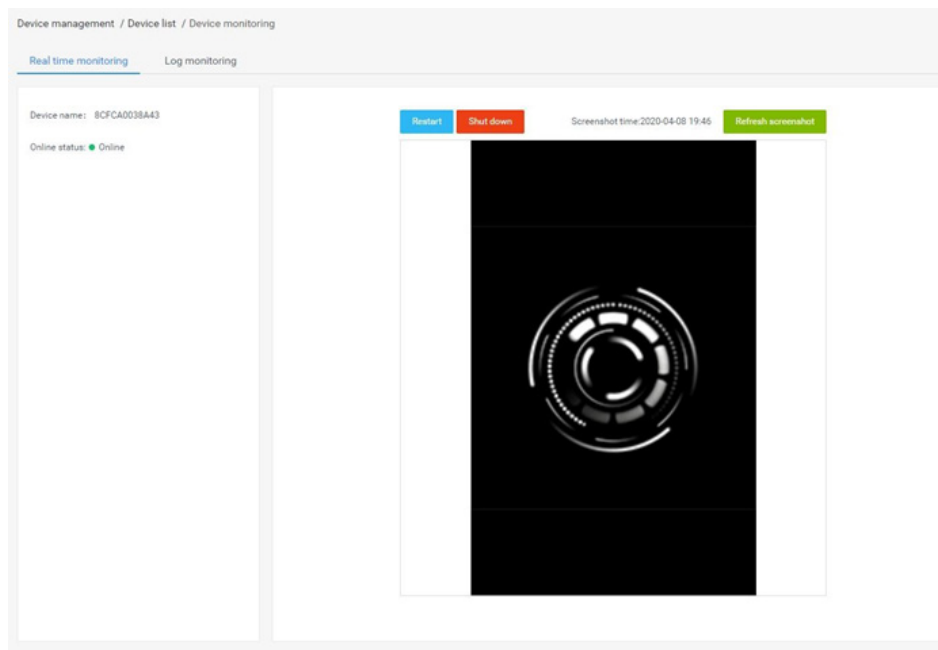
- Device operation: restart, shutdown, reset and remote door opening.



3.1.13. Device monitoring

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

- Real-time monitoring: You can view the device name and its online status. You can load and display the current screen of the device. The device can be restarted and shut down from here as well.



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

Device management / Device list / Device monitoring

Real time monitoring | Log monitoring

Upload log

Operation result: All | Operation time: Start date -- end date | Device operate: Q

Operation type	Operation content	Operating time	Operation result	Device reception time
截屏	设备操作截屏	2020-04-08 17:47:45	Succeeded	2020-04-08 17:47:45
设备登录	设备登录	2020-04-08 17:40:31	Succeeded	2020-04-08 17:40:32
设备登录	设备登录	2020-04-08 17:38:03	Succeeded	2020-04-08 17:40:32
截屏	设备操作截屏	2020-04-08 17:25:31	Succeeded	2020-04-08 17:25:31
截屏	设备操作截屏	2020-04-08 17:23:46	Succeeded	2020-04-08 17:23:46
设备信息设置	设置相机设备相关信息	2020-04-08 17:10:28	Succeeded	2020-04-08 17:10:28
设备登录	设备登录	2020-04-08 15:58:57	Succeeded	2020-04-08 17:40:31
设备离线	设备离线	2020-04-08 15:58:38	Succeeded	2020-04-08 15:58:38
设备信息设置	设置相机设备相关信息	2020-04-08 15:29:09	Succeeded	2020-04-08 15:29:09
设备信息设置	设置相机设备相关信息	2020-04-08 15:28:31	Succeeded	2020-04-08 15:28:31

42 total | 10Note/Page | 1/5 | Page Jump

3.1.14. Bulk operation on Groups

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:

Device management / Device list

Operate

Body temperature test | Parameter settings | Power control | More

Device name: Enter keyword to query

Device name	Access type	Online status	Version	IP address	MAC Address	Operate
<input type="checkbox"/> 8CFC A0038A43	Enter the gate	Online	2.1.0.8	192.9.51.221	8CFC A0038A43	⋮ ⏻ ⏪ ⏩ ⏴ ⏵
<input type="checkbox"/> 8CFC A0036372	Enter the gate	Online	2.1.0.8	192.9.50.194	8CFC A0036372	⋮ ⏻ ⏪ ⏩ ⏴ ⏵
<input type="checkbox"/> 8CFC A0035EFC	Enter the gate	Online	2.1.0.8	192.9.51.1	8CFC A0035EFC	⋮ ⏻ ⏪ ⏩ ⏴ ⏵

3 total | 10Note/Page | 1/1 | Page Jump

If there is no device in the selected group, a prompt will pop up: there is no device in the selected group, please select again. If there are devices in the selected group, the original settings will be overwritten.

3.1.15. Device group management

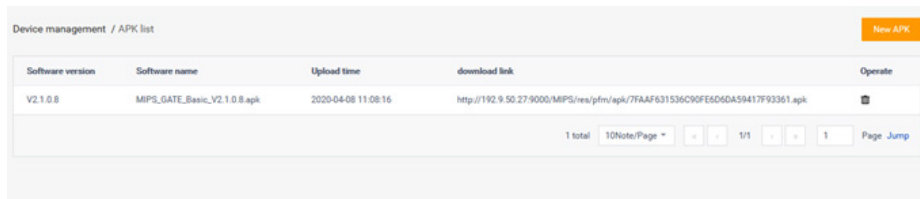
Device grouping uses structured grouping by default. Each user group has a default device group. You can add, modify, and delete device groups on the user group. This operation is similar to the user grouping in Group structure.

3.2. APK list


APK list: This 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 

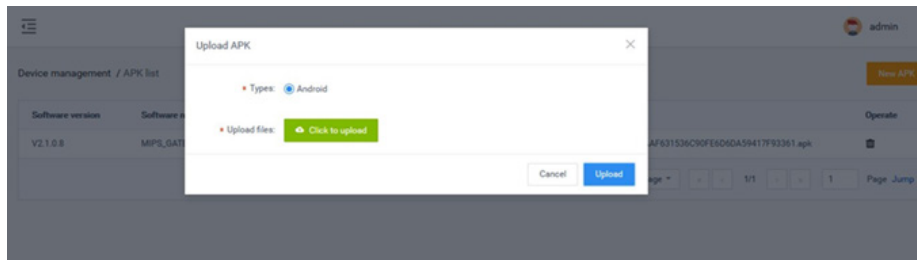


The screenshot shows the 'Device management / APK list' page. It features a table with the following columns: Software version, Software name, Upload time, download link, and Operate. A single row is visible with the following data: V2.1.0.8, MIPS_GATE_Basic_V2.1.0.8.apk, 2020-04-08 11:08:16, http://192.9.50.27:9000/MIPS/res/pfm/apk/7FAAF631536C90FE6D6DA59417F93361.apk, and a trash icon. Below the table, there is a pagination control showing '1 total', '10/Note/Page', '1/1', and 'Page Jump'. A 'New APK' button is located in the top right corner.

Software version	Software name	Upload time	download link	Operate
V2.1.0.8	MIPS_GATE_Basic_V2.1.0.8.apk	2020-04-08 11:08:16	http://192.9.50.27:9000/MIPS/res/pfm/apk/7FAAF631536C90FE6D6DA59417F93361.apk	

3.2.2. New APK

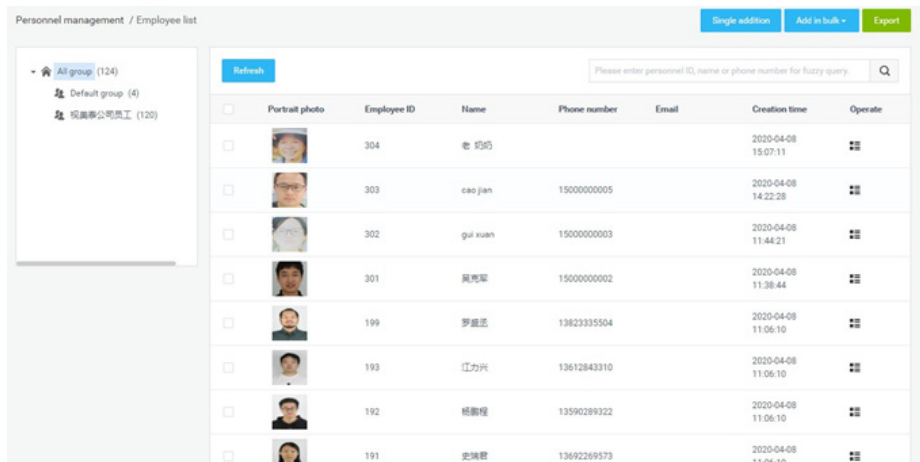
Click  to open the Version Upload page, and upload software files on this page.



4. 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 to import information in bulk first, and then upload.



Personnel management / Employee list

Single addition Add in bulk Export

Refresh

Please enter personnel ID, name or phone number for fuzzy query. Q

<input type="checkbox"/>	Portrait photo	Employee ID	Name	Phone number	Email	Creation time	Operate
<input type="checkbox"/>		304	老 郑琦			2020-04-08 15:07:11	
<input type="checkbox"/>		303	cao jian	15000000005		2020-04-08 14:22:28	
<input type="checkbox"/>		302	gui xuan	15000000003		2020-04-08 11:44:21	
<input type="checkbox"/>		301	吴克军	15000000002		2020-04-08 11:38:44	
<input type="checkbox"/>		199	罗显忠	13823335504		2020-04-08 11:06:10	
<input type="checkbox"/>		193	江力兴	13612843310		2020-04-08 11:06:10	
<input type="checkbox"/>		192	杨顺程	13590289322		2020-04-08 11:06:10	
<input type="checkbox"/>		191	史瑞群	13692269573		2020-04-08 11:06:10	

4.1.1. Add employee information individually

Steps:

1. In Employee list, click on "Single addition" 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.
3. Add a face recognition photo and click "Save" to complete the employee creation.

Personnel management / Personnel list / Single addition


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

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

Genders: Please make a selection.

Face recognition portrait:

1. Please choose a front-and-bareheaded photo in the past three months, with clear and even-light image.
2. The recommended size is 640 px * 480 px, and the size does not exceed 500kb. Only jpg and png file formats are supported.
3. Faces should account for more than 1/3 of the photo to avoid photo blurring, wearing sunglasses, excessive beauty, head rotation, etc.

 Portrait photo

Belonging group: Please make a selection.

Phone number: Please enter your phone number, the format is "+ xx xxxxx" abroad.

Email: Please input your email

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

IC card number: No more than 64 characters

Native place: No more than 64 characters

Date of birth: Please make a selection.

Contact address: No more than 128 characters

Notes: No more than 128 characters

Uploading a face recognition photo:

Upload from local disk

Click "Upload from local" to open a local folder, select the jpg and png portrait files from the folder.

Note: Portrait photo specifications

1. Please choose a front-and-bareheaded photo from past three months, with clear and evenly distributed light image.
2. The recommended resolution is 640 pixels * 480 pixels, and the size should not exceed 500kb. Only jpg and png files are supported.
3. Faces should account for more than 1/3 of the photo, avoid blurred picture, wearing sunglasses, excessive facial-up, and head rotations.

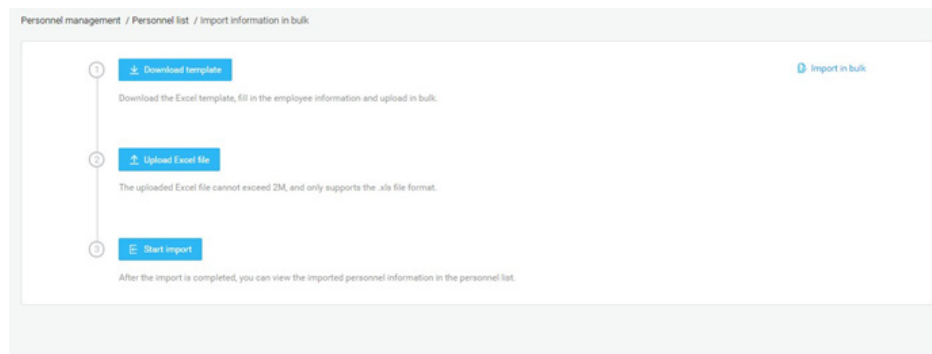
Capture from device

Click "Capture from Device" to open the Select Device window and select an online device. Now, the device will enter in picture taking mode. After the picture is taken and verified, the photo will be stored in the database using the client device.

4.1.2. Import employee information in bulk

Steps: In the Employee list, click “Add in Bulk - Information Import in Bulk” option.

1. First step: click “Download Template”. Download the excel template file to your computer with the file name “EZ-pass Personnel Add Template in Bulk.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. If the file is uploaded successfully, the upload 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 complete, a message “Successful batch import of personnel information” is displayed. Now, return to the Person List to view your imported information.



Types of import methods:

- Import without overwriting: When you try to import a file two or more times, duplicate employees are not imported, and the system displays “abnormal duplicate information.”
- Overwrite import: The second import will overwrite the information of the employee whose information already exists without showing any duplicate information error.

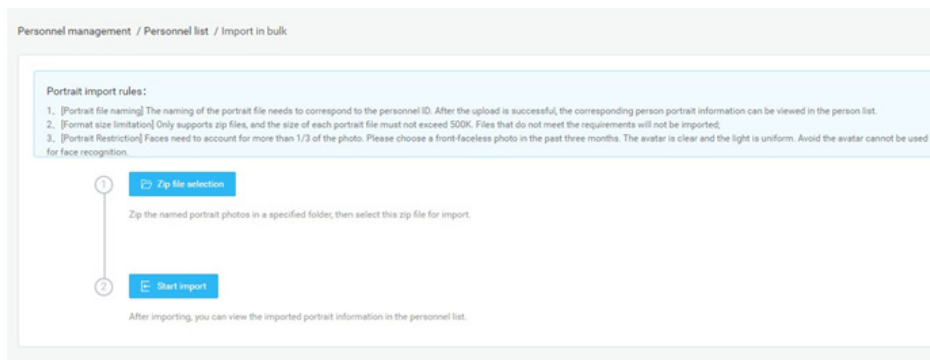
Import Failures:

- The content or format of the uploaded excel file is incorrect and does not meet the template specifications. An error message will appear: “The file content or format is incorrect. Please fill in the employee information according to the template requirements.”
- An employee’s information field is malformed or 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 “Add in bulk - Portrait import in bulk”.

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



Import Rules:

- [Portrait file naming] The name of the portrait file needs to be same as the personnel ID. After the upload is successful, the information can be viewed in the person list.
- [Format and size] Only two file formats, jpg and png are supported, and the size of each file should not exceed 500k. Files which do not meet these requirements will not be imported.
- [Portrait Restriction] Faces need to account for more than 1/3 of the photo. Please choose a front facing photo from the past three months. The picture should be clear with uniform lighting.
- [Select Folder Upload] After meeting the above conditions, place the named portrait photos in the specified folder and select the folder to import.

Failure of Picture import:

- If the image size is not meeting the requirements then import will fail. A table containing the information about the portrait file that has not been successfully imported will appear. After modification, you can import it again.

4.1.4. Export employee information

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

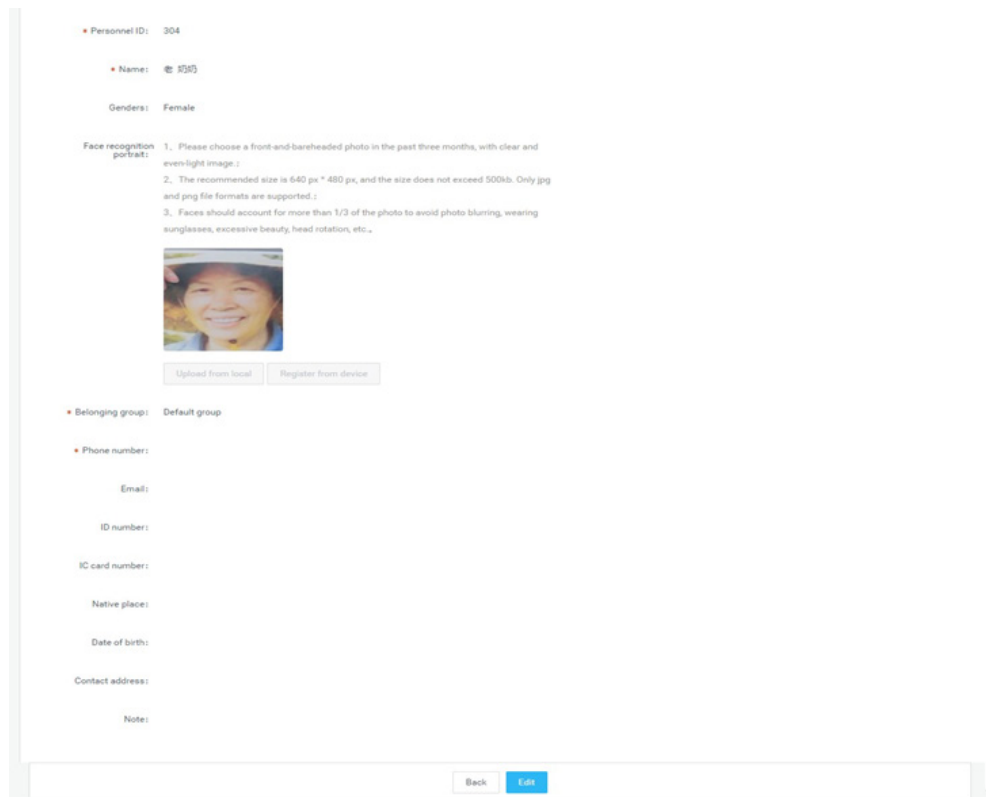
4.1.5. Refresh employee information

In Employee list, click the “Refresh” option to refresh all employee information in the list to their updated state.

4.1.6. Staff details and editing

- **Employee details**

In Employee list, corresponding to the employee information, click on “Employee details” option to view selected employee information.



The screenshot shows a web form for editing employee details. The form includes the following fields and options:

- Personnel ID:** 304
- Name:** 张强
- Genders:** Female
- Face recognition portrait:** A section with three instructions: 1. Please choose a front-and-back photo in the past three months, with clear and even light image.; 2. The recommended size is 640 px * 480 px, and the size does not exceed 500kb. Only jpg and png file formats are supported.; 3. Faces should account for more than 1/3 of the photo to avoid photo blurring, wearing sunglasses, excessive beauty, head rotation, etc.. Below the instructions is a photo of a woman and two buttons: "Upload from local" and "Register from device".
- Belonging group:** Default group
- Phone number:** (empty)
- Email:** (empty)
- ID number:** (empty)
- IC card number:** (empty)
- Native place:** (empty)
- Date of birth:** (empty)
- Contact address:** (empty)
- Note:** (empty)

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

- **Employee edit**

On the details page, click on the edit option to modify employee’s basic information and photo information. After modifying, click Save.

Personnel management / Personnel list / Employee details


* Personnel ID:

* Name:

Genders:

Face recognition portrait:

1. Please choose a front-and-bareheaded photo in the past three months, with clear and even-light image.;
2. The recommended size is 640 px * 480 px, and the size does not exceed 500kb. Only jpg and png file formats are supported.;
3. Faces should account for more than 1/3 of the photo to avoid photo blurring, wearing sunglasses, excessive beauty, head rotation, etc.,.



* Belonging group:

* Phone number:

Email:

ID number:

IC card number:

Native place:

Date of birth:

Contact address:

Note:



4.1.7. Employee groups management

Employee grouping uses the organizational structured 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. This 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.

Personnel management / Visitor management

<input type="checkbox"/>	Portrait photo	Visitor ID	Name	Phone number	Email	Creation time	Operate
<input type="checkbox"/>		12	张莎莎002	15100000001		2020-04-08 14:21:43	<input type="button" value="edit"/> <input type="button" value="delete"/>
<input type="checkbox"/>		11	张莎莎001	15100000000		2020-04-08 11:14:38	<input type="button" value="edit"/> <input type="button" value="delete"/>

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

4.2.1. Add visitors individually

Steps:

1. In Visitor Management, click on "Single Add" to enter 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, remarks, add face recognition photos and click "Save" to complete the visitor addition.

Personnel management / Visitor management / Single addition


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

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

Genders: Please make a selection.

Face recognition portrait:

1. Please choose a front-and-bareheaded photo in the past three months, with clear and even-light image.:
2. The recommended size is 640 px * 480 px, and the size does not exceed 500kb. Only jpg and png file formats are supported.:
3. Faces should account for more than 1/3 of the photo to avoid photo blurring, wearing sunglasses, excessive beauty, head rotation, etc..

 Portrait photo

Belonging group: Please make a selection.

Phone number: Please enter your phone number, the format is "+ xx-xxxxx" abroad.

Email: Please input your email

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

IC card number: No more than 64 characters

Native place: No more than 64 characters

Date of birth: Please make a selection.

Contact address: No more than 128 characters

Note: No more than 128 characters

Uploading a picture for facial recognition:

- **Upload from local**

Click "Upload from local" to open the local folder, select the jpg and png portrait files in the folder.

Note: Portrait picture specifications

1. Please choose a front-and-bareheaded picture from past three months, with clear and an even-light image.
2. The recommended resolution is 640 pixels * 480 pixels, and the size should not exceed 500kb. Only jpg and png files are supported.
3. Face should account for more than 1/3 of the picture, avoid blurred picture, wearing sunglasses, excessive facial-up, and head rotations.

- **Register from device**

Click "Register from Device" to open the Device window and select an online device. Now, the device will enter in picture capturing mode. After the picture is taken and verified, the photo will be stored in the database using the client device.

4.2.2. Export visitors information

In Visitor management, click the "Export" option to export all visitor information in the list to the file "Visitor information.xls" and download it.

4.2.3. Refresh visitors information

In Visitor management, click the "Refresh" option to refresh all visitor information in the list to their updated state.


4.2.4. Visitor details and editing

- **Visitor details**

In Visitor management, corresponding to the visitor information, click the "Visitor details" option to view specific visitor's information.

Genders: Male

Face recognition portrait: 1. Please choose a front-and-bareheaded photo in the past three months, with clear and even-light image.;
2. The recommended size is 640 px * 480 px, and the size does not exceed 500kb. Only jpg and png file formats are supported.;
3. Faces should account for more than 1/3 of the photo to avoid photo blurring, wearing sunglasses, excessive beauty, head rotation, etc.,



Upload from local Register from device

• Belonging group: Default group

• Phone number: 15100000001

Email:

ID number:

IC card number: 3710546244

Native place:

Date of birth:

Contact address:


Note:

Back Edit

• Visitor edit

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

Face recognition portrait: 1. Please choose a front-and-bareheaded photo in the past three months, with clear and even-light image.;
2. The recommended size is 640 px * 480 px, and the size does not exceed 500kb. Only jpg and png file formats are supported.;
3. Faces should account for more than 1/3 of the photo to avoid photo blurring, wearing sunglasses, excessive beauty, head rotation, etc.,



Upload from local Register from device Clear

• Belonging group: Default group

• Phone number: 15100000001

Email: Please input your email

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

IC card number: 3710546244

Native place: No more than 64 characters

Date of birth: Please make a selection

Contact address: No more than 128 characters

Note: No more than 128 characters

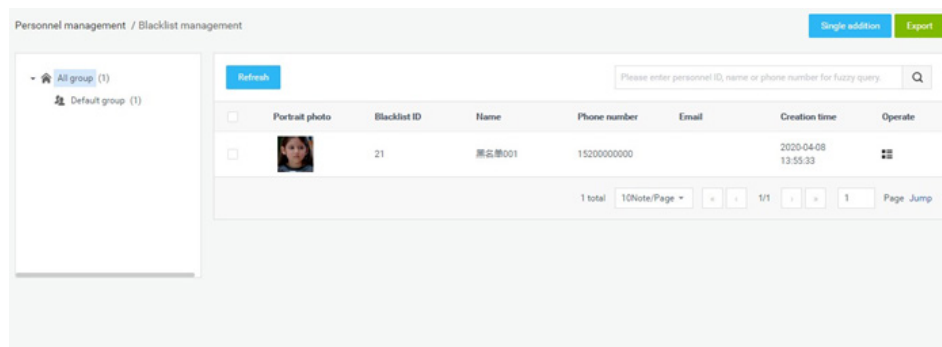
Back Save

4.2.5. Visitor groups management

Guest grouping uses the organizational structured grouping by default. Each user group has a default guest grouping, which can add, modify, and delete guest groups on the user grouping. This operation is similar to the user grouping in the Group structure.

4.3. Blacklist management

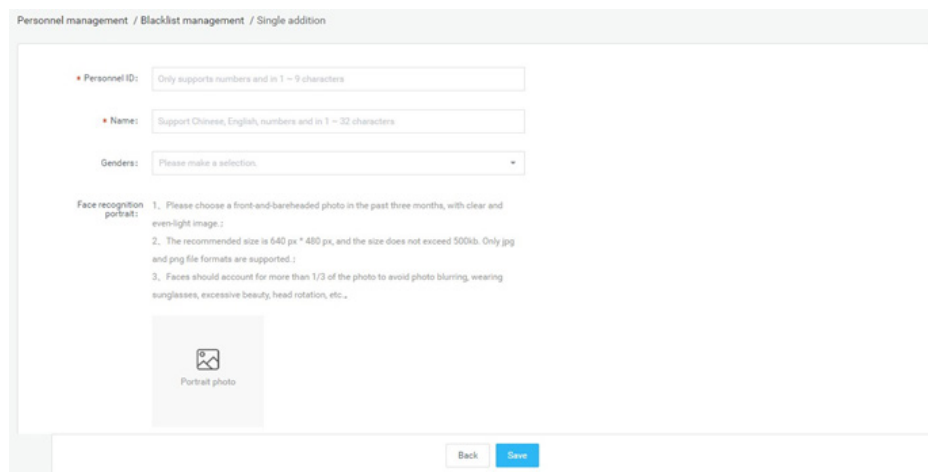
Blacklist management is used to view, add, edit, and export blacklist information.



4.3.1. Add blacklist individually

Steps:

1. In Blacklist management, click on "Single Add" option 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, birth place, date of birth, contact address and remarks. Add face recognition pictures and click "Save" to complete the blacklist creation.



Uploading a picture for facial recognition for blacklist

- **Upload from local device**

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

Note: Portrait pictures specifications

1. Please choose a front-and-bareheaded picture from past three months, with clear and even-light image.
2. The recommended resolution is 640 pixels * 480 pixels, and the size should not exceed 500kb. Only .jpg and .png files are supported.
3. Face should account for more than 1/3 of the photo, avoid blurred pictures, wearing sunglasses, excessive facial-up, and head rotations.

4.3.2. Export blacklist

In Blacklist management, click on “Export” option to export all the blacklist information from the list to the file “Blacklist information.xls” and download it.

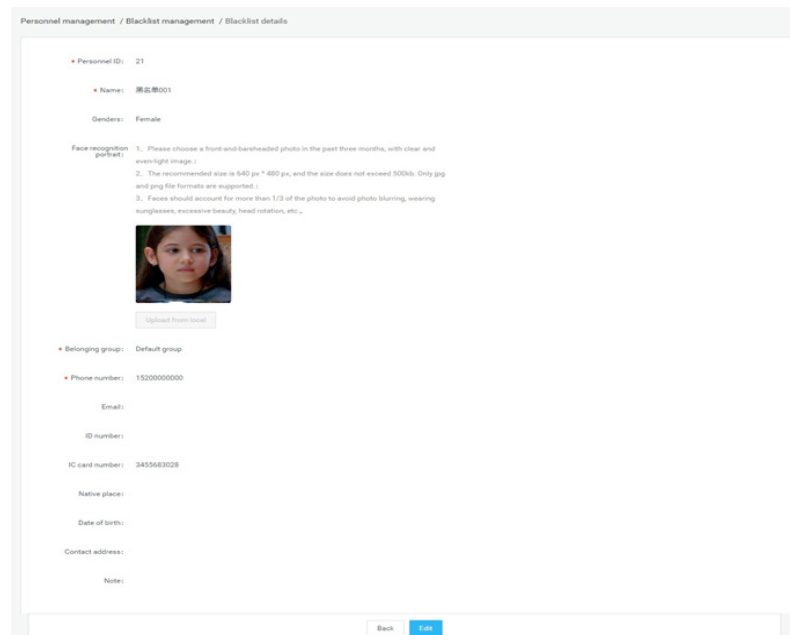
4.3.3. Refresh blacklist information

In Blacklist management, click on “Refresh” option to refresh all the blacklist information in the list to their updated state.

4.3.4. Blacklist details and editing

- **Blacklist details**

In Blacklist management, corresponding to the blacklist information, click on “Blacklist details” option to view the specific blacklist information.



Personnel management / Blacklist management / Blacklist details

Personnel ID: 21

Name: 源此源001

Gender: Female

Face recognition portrait:

1. Please choose a front-and-bareheaded photo in the past three months, with clear and even-light image.
2. The recommended size is 640 px * 480 px, and the size does not exceed 500kb. Only jpg and png file formats are supported.
3. Faces should account for more than 1/3 of the photo to avoid photo blurring, wearing sunglasses, excessive beauty, head rotation, etc.

Upload from local

Belonging group: Default group

Phone number: 15200000000

Email:

ID number:

IC card number: 3455683028

Native place:

Date of birth:

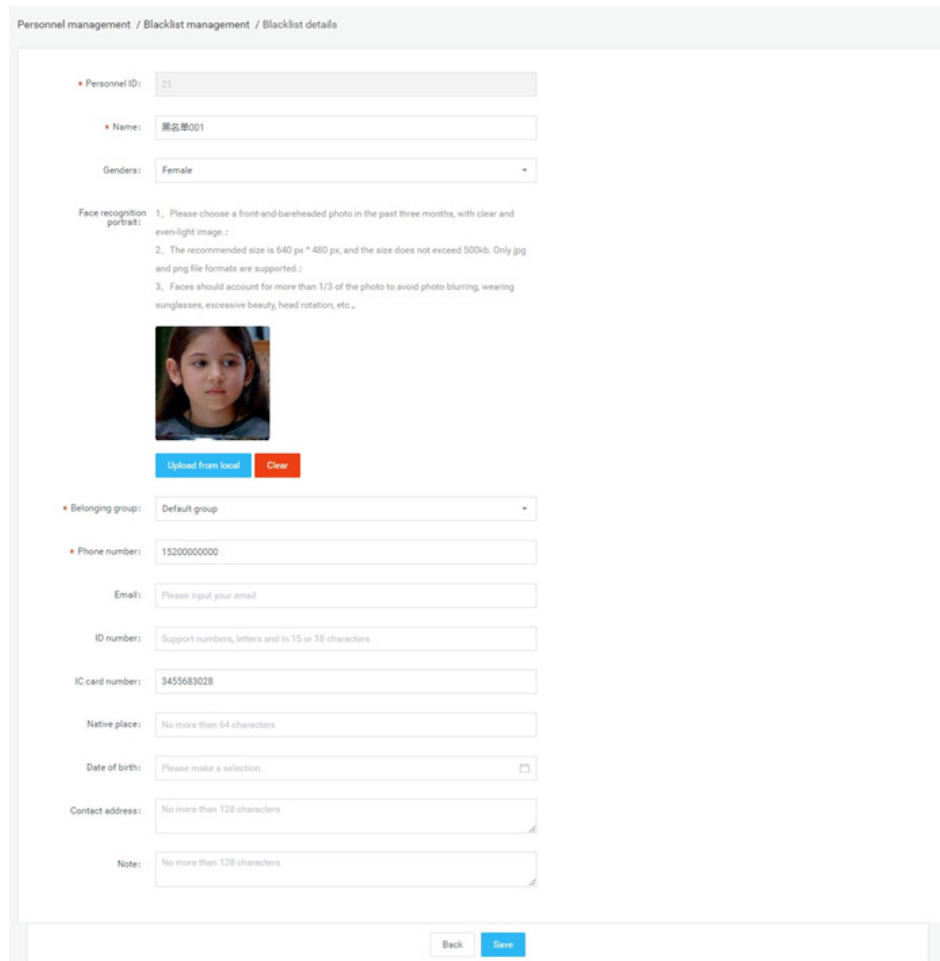
Contact address:

Notes:

Back Edit

- **Blacklist editing**

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



Personnel management / Blacklist management / Blacklist details

Personnel ID: 21

Name: 黑名单001

Genders: Female

Face recognition portrait:

1. Please choose a front-and bareheaded photo in the past three months, with clear and even-light image .;
2. The recommended size is 640 px * 480 px, and the size does not exceed 500kb. Only jpg and png file formats are supported.;
3. Faces should account for more than 1/3 of the photo to avoid photo blurring, wearing sunglasses, excessive beauty, head rotation, etc..

Upload from social Clear

Belonging group: Default group

Phone number: 1520000000

Email: Please input your email

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

IC card number: 3455683028

Native place: No more than 64 characters

Date of birth: Please make a selection.

Contact address: No more than 128 characters

Note: No more than 128 characters

Back Save

4.3.5. Blacklist groups management

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

5. Pass Management

5.1. Pass records

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

Pass management / Pass records

Refresh Date range: Start date - end date Enter name or device name for fuzzy query

Snap photo	Name	ID	Body temperature	Pass status	Device name	Access direction	Creation time
	访客002	Visitor	None	No mask wearing.	8CFCA0038A43	IC card	2020-04-08 17:09:20
	cao jan	Employee	None	No mask wearing.	8CFCA0038A43	IC card	2020-04-08 17:09:12
	cao jan	Employee	None	No mask wearing.	8CFCA0036372	Face recognition	2020-04-08 16:57:28
	cao jan	Employee	None	Body temperature is normal.	8CFCA0036372	Face recognition	2020-04-08 16:57:25
	cao jan	Employee	None	Body temperature is normal.	8CFCA0036372	Face recognition	2020-04-08 16:55:59
	cao jan	Employee	None	Body temperature is normal.	8CFCA0036372	Face recognition	2020-04-08 16:55:49
	cao jan	Employee	None	Body temperature is normal.	8CFCA0036372	Face recognition	2020-04-08 16:55:45
	cao jan	Employee	36.5°C	Body temperature is normal.	8CFCA0036372	Face recognition	2020-04-08

5.2. Pass permission

Manage the access rights of added employees and visitors.

Pass management / Pass permission

Employee pass permission Visitor pass permission

Refresh Please enter personnel ID, name or phone number for fuzzy query

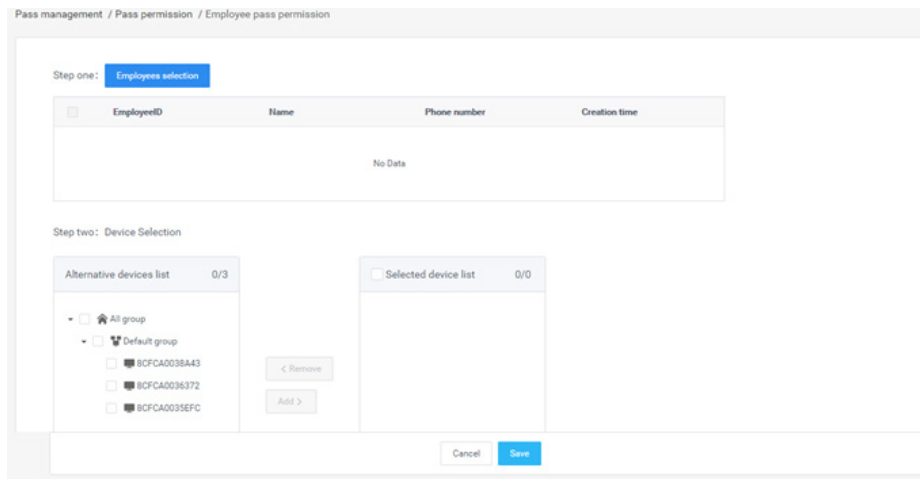
	Portrait photo	Portrait check status	Personnel ID	Name	ID	Phone number	Expiration date	Operate
<input type="checkbox"/>		Checked	304	老巧奶	Employee	15000000003	Permanent	
<input type="checkbox"/>		Checked	302	gui xuan	Employee	15000000003	Permanent	
<input type="checkbox"/>		Checked	301	吴克军	Employee	15000000002	Permanent	
<input checked="" type="checkbox"/>		Checked	12	访客002	Visitor	15100000001	from 2020-04-08 00:00 to 2020-04-08 23:59	
<input type="checkbox"/>		Checked	303	cao jan	Employee	15000000005	Permanent	
<input type="checkbox"/>		Checked	11	访客001	Visitor	15100000000	from 2020-04-08 00:00 to 2020-04-08 23:59	
<input type="checkbox"/>		Checked	199	罗盛杰	Employee	13823335504	Permanent	
<input type="checkbox"/>		Checked	193	江力兴	Employee	13612849110	Permanent	

5.2.1. Employee pass permission settings

Manage the access rights of added employees and visitors.

- **Pass permission**

1. Select personnel, devices, pass permission, permanent effective time and click "Save" option to start pass permission. After successful authorization, the person can pass the gate and the validity period is permanent.
2. Select personnel, devices, pass permission, temporary effective time, and click "Save" option to start pass permission. After successful authorization, the person can pass through the gate within the time range set by the validity period. If the validity period is expired, the recognition fails.



Details of Pass Permission:

- Click Save to start pass permission. This displays the current synchronization status, authorization progress, number of successes and failures of each device in the form of a list along with the device names.
- The person who failed 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 failed 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
BCFCA0035EFC	<div style="width: 100%; height: 10px; background-color: green;"></div> 121/121	2	119
BCFCA0036372	<div style="width: 100%; height: 10px; background-color: green;"></div> 121/121	2	119
BCFCA0038A43	<div style="width: 100%; height: 10px; background-color: green;"></div> 121/121	2	119

- **Revoke pass permission**

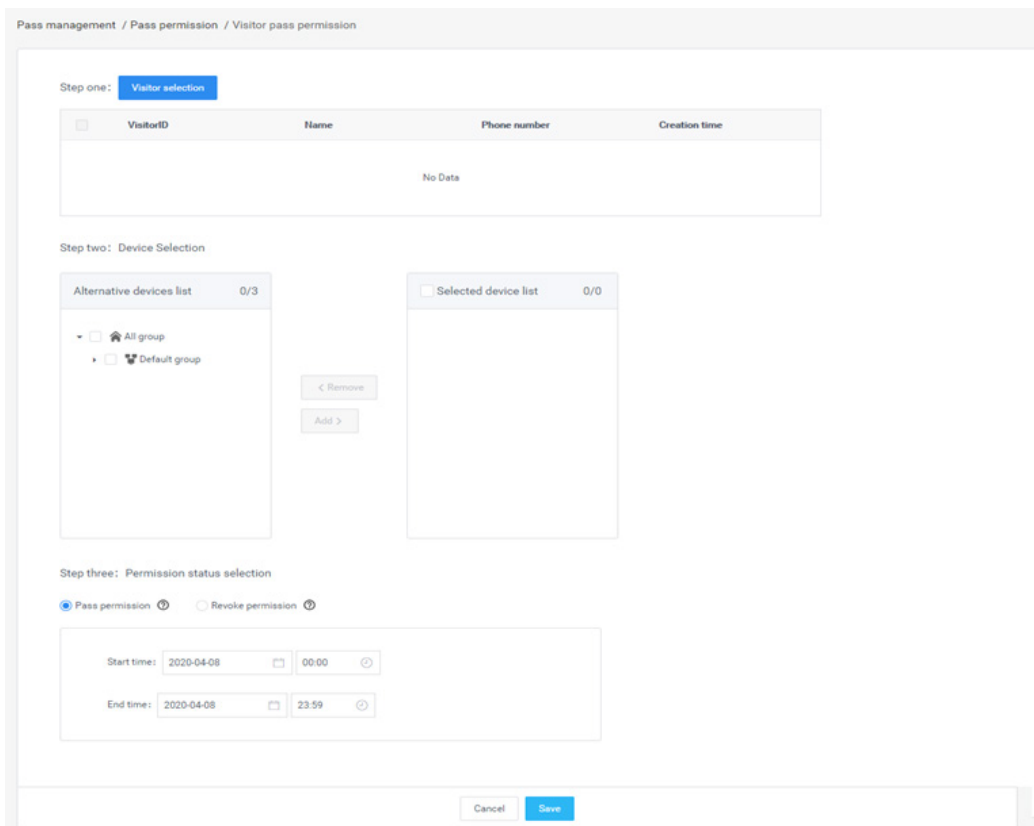
Select a person, select a device, de-authorize, and click "Save" to revoke permission. The de-authorization is the same as the "pass permission" logic, except that the selected person is removed from the selected device.

5.2.2. Visitor pass permission settings

Steps: On the Pass permission page, click on "Visitor pass permission" option.

- **Pass permission**

Select the visitor, device, pass permission, valid time range and click "Save" to start pass permission. After successful authorization on the device side, the visitor can pass the gate to be valid within the set time range.



Details of pass permission:

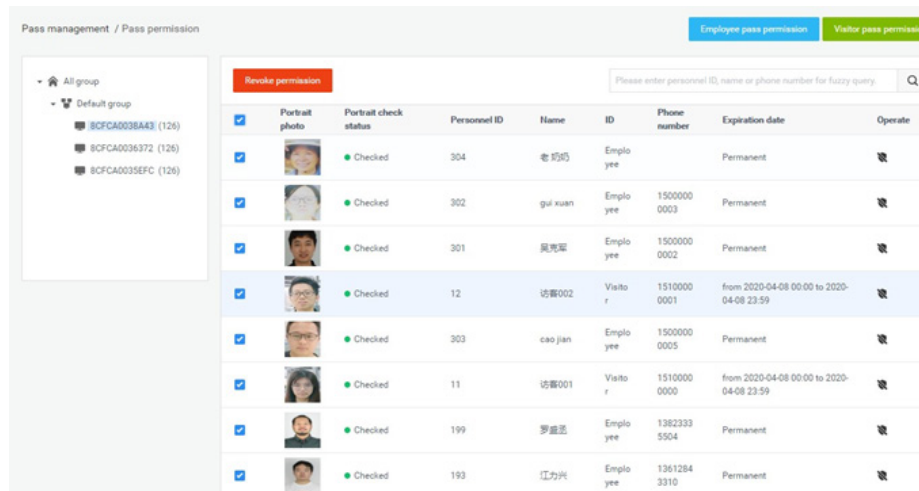
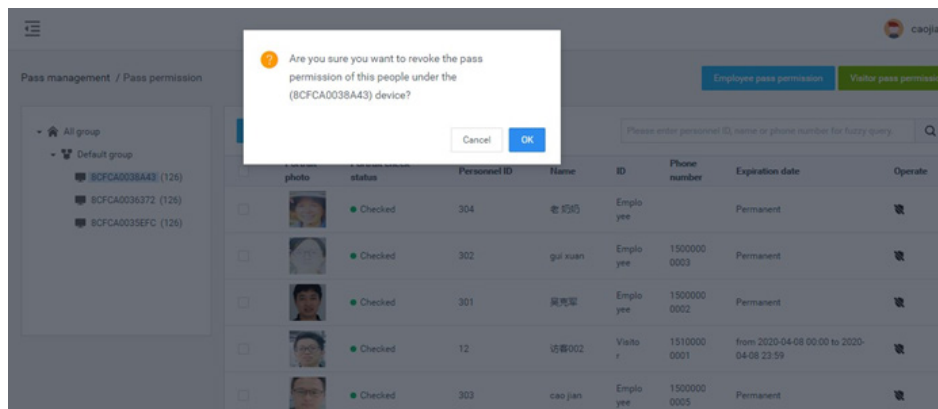
- Click Save to start pass permission. You can see current synchronization status of each device in the form of a list showing the device name, synchronization pass permission, number of successful and failed authorizations. The person who failed authorization is recorded in "Verification Failure Description" table. You can click "Export Settings Failed Number" to export and view the permission failure information.
- Visitors who failed authorization can retry for authorization after revising the corresponding failure information until the authorization is successful.

Revoke pass permission

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

5.2.3. Revoke permission

In the authorized personnel list, you can click “Revoke permission” behind the list record to release 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 “Refresh” to refresh all authorized information in the list.

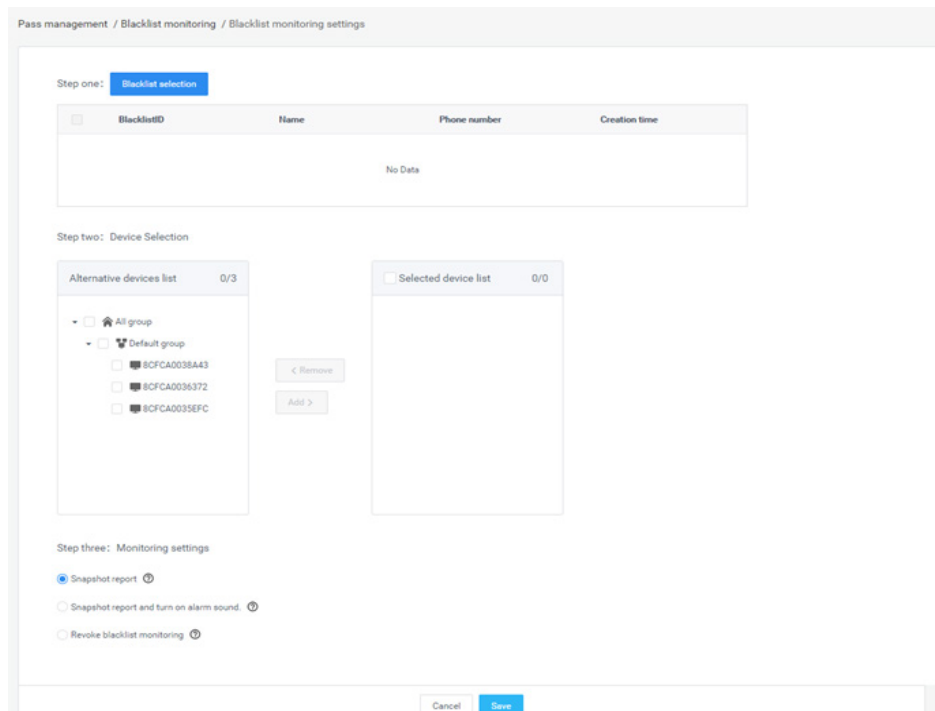
5.3. Blacklist Monitoring

5.3.1. Blacklist monitoring settings

Steps: Enter the Blacklist monitoring page and click “Blacklist monitoring settings”

- **Blacklist monitoring settings**

1. Select the blacklist and the device. Click “Save” to start blacklist monitoring. When the device is in monitoring mode, the blacklisted person will be recognized and reported while passing through the gate.
2. Select the blacklist and device, choose to enable the snapshot report function and enable alarm sound. Click “Save” to start blacklist monitoring. After the device is successfully monitored, the person will be identified through the gate, will be snapped to report and alarm will get triggered.



The screenshot shows the 'Blacklist monitoring settings' page. It is divided into three steps:

- Step one: Blacklist selection**: A table with columns 'BlacklistID', 'Name', 'Phone number', and 'Creation time'. The table is currently empty, showing 'No Data'.
- Step two: Device Selection**: Two lists are shown. The 'Alternative devices list' (0/3) contains three items: 'All group', 'Default group', and three devices with IDs 8CFCA0038A43, 8CFCA0036372, and 8CFCA0035EFC. There are 'Remove' and 'Add' buttons between the lists. The 'Selected device list' (0/0) is currently empty.
- Step three: Monitoring settings**: Three radio button options are present: 'Snapshot report' (selected), 'Snapshot report and turn on alarm sound', and 'Revoke blacklist monitoring'.

At the bottom of the page, there are 'Cancel' and 'Save' buttons.

Details of Pass permission:

- Click Confirm to start blacklist monitoring. Displays current synchronization status of each device in the form of a list, display device name, synchronization monitoring progress, number of successful and failed authorizations. The monitoring failures are recorded in “Export Blacklist Monitoring Failure Information” table. You can click export table to view the monitoring failure information.
- If a failure has occurred during monitoring the blacklisted personnel, the corresponding failure reason can be fixed in the settings and the device can then continue to monitor.

- **Revoke blacklist monitoring**

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

5.3.2. Identification records

Enter the Blacklist monitoring page, click "Identify Record Inquiry" 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.

Pass management / Blacklist monitoring / Identification records query

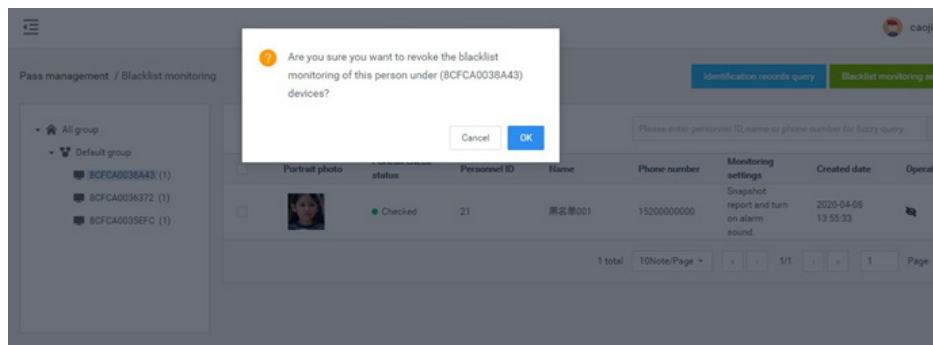
Date range: Start date - end date Please enter personnel ID, name or phone number for fuzzy query

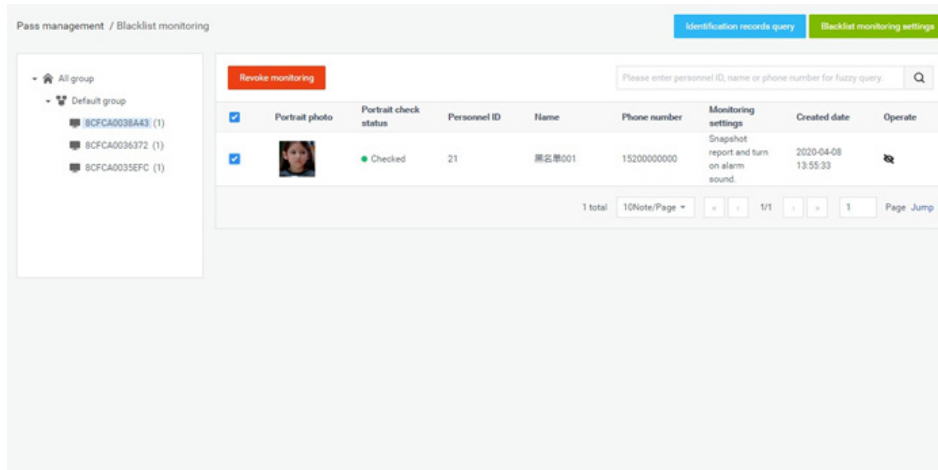
Portrait photo	Personnel ID	Name	Phone number	Monitoring settings	Date recognition
	21	黑名单001	15200000000	Snapshot report and turn on alarm sound.	2020-04-08 17:09:25
	21	黑名单001	15200000000	Snapshot report and turn on alarm sound.	2020-04-08 15:05:21
	21	黑名单001	15200000000	Snapshot report and turn on alarm sound.	2020-04-08 15:05:13
	21	黑名单001	15200000000	Snapshot report and turn on alarm sound.	2020-04-08 15:05:01
	21	黑名单001	15200000000	Snapshot report and turn on alarm sound.	2020-04-08 14:59:28
	21	黑名单001	15200000000	Snapshot report and turn on alarm sound.	2020-04-08 14:57:06
	21	黑名单001	15200000000	Snapshot report and turn on alarm sound.	2020-04-08 14:56:53
	21	黑名单001	15200000000	Snapshot report and turn on alarm sound.	2020-04-08 14:56:25
	21	黑名单001	15200000000	Snapshot report	2020-04-08 14:55:33
	21	黑名单001	15200000000	Snapshot report	2020-04-08 14:54:10

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5.3.3. Remove monitoring

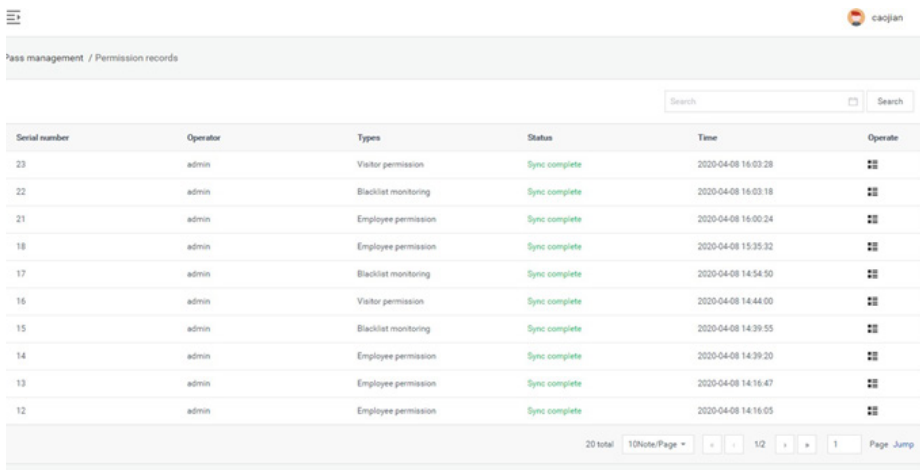
In the blacklist monitoring personnel list, click "remove monitoring" behind the list record to release monitoring. After the removal is successful, the blacklist removes snapshot monitoring or alarm from the selected device. You can also check personnel record and click "remove monitoring" to perform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



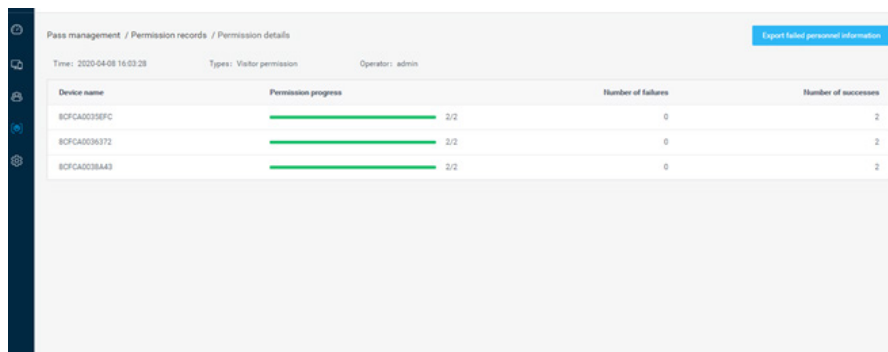


5.4. Permission records

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



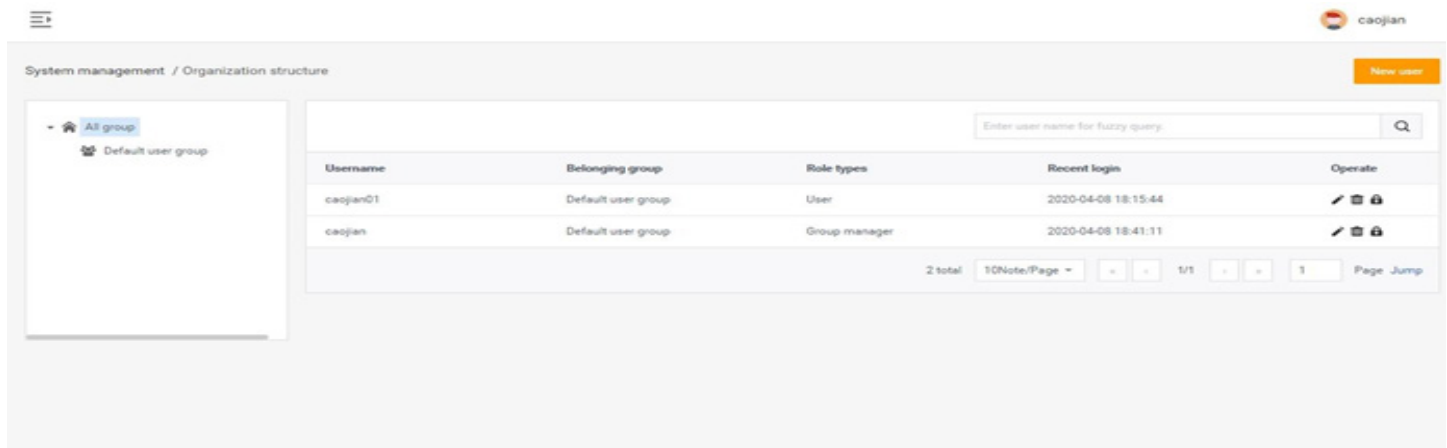
Permission details are as follows









6. 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.



Username	Belonging group	Role types	Recent login	Operate
caojian01	Default user group	User	2020-04-08 18:15:44	  
caojian	Default user group	Group manager	2020-04-08 18:41:11	  

6.1.1. Data management in enterprises

- Various business data generated by enterprise users will only be stored under the group in the group structure of 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 the device data in a low-level structure. Conversely, low-level users cannot access high-level device users' 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 data in the organization structure of the enterprise but cannot access data of other enterprises.

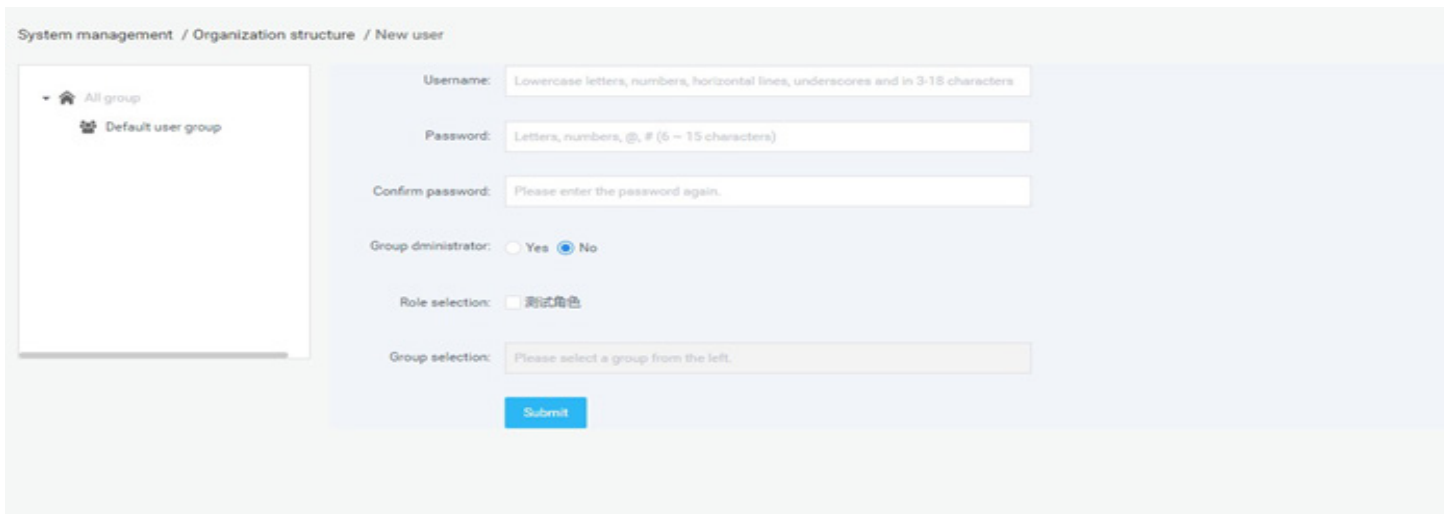
6.1.2. Group management

- Create a group: select a group and click + to enter a 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

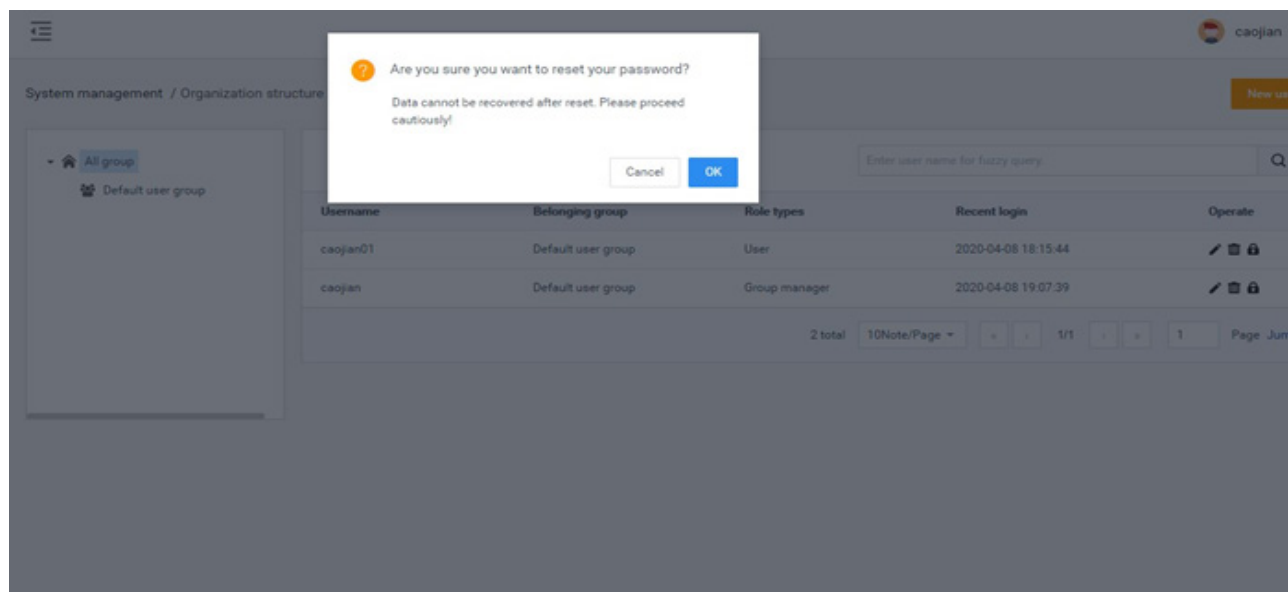
Click "Add User" to enter Add User page. Select the group, fill in the username and password. After confirming the password, group administrator and role, click "Submit", as shown below:
Note: By default, it is a normal user. After selecting a normal user, you need to select a role. If you select an administrator, you do not need to select a role to have all the permissions under this group.



The screenshot shows the 'New user' form in the system management interface. The form is titled 'System management / Organization structure / New user'. On the left, there is a sidebar with a tree view showing 'All group' and 'Default user group'. The main form area contains the following fields and options:

- Username:** A text input field with a placeholder 'Lowercase letters, numbers, horizontal lines, underscores and in 3-18 characters'.
- Password:** A text input field with a placeholder 'Letters, numbers, @, # (5 ~ 15 characters)'.
- Confirm password:** A text input field with a placeholder 'Please enter the password again.'
- Group administrator:** Radio buttons for 'Yes' and 'No', with 'No' selected.
- Role selection:** A checkbox labeled '测试角色' (Test role).
- Group selection:** A text input field with a placeholder 'Please select a group from the left.'
- Submit:** A blue button at the bottom.

- 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

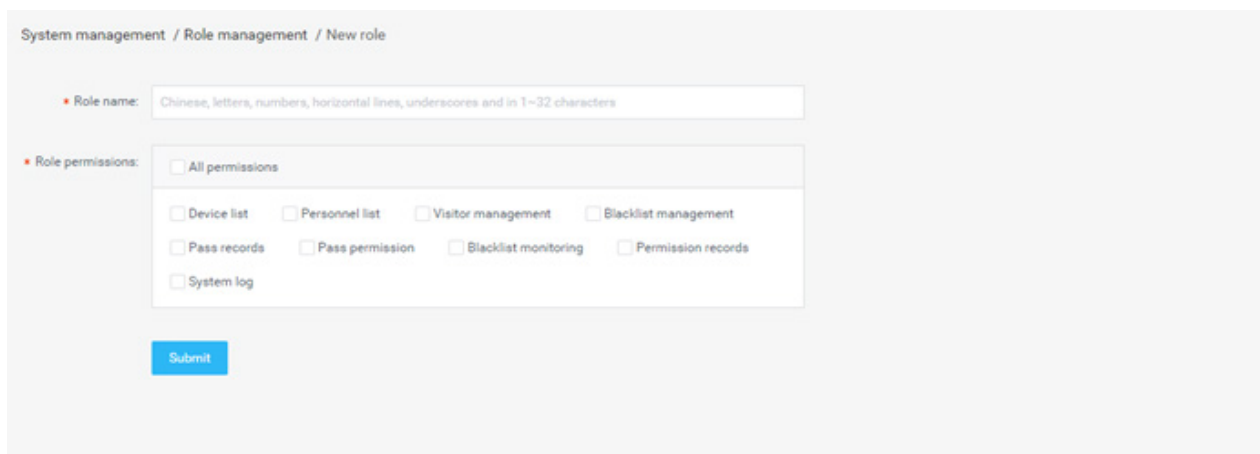
Role management: It is used to create and manage roles. Roles are used to control various business function modules and function operations of users in the system. It is composed of different function operation rights.

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 “Add Role” to enter Add Role page.



The screenshot shows a web interface for creating a new role. The breadcrumb navigation at the top reads "System management / Role management / New role". There are two main sections:

- Role name:** A text input field with a red asterisk and a placeholder text: "Chinese, letters, numbers, horizontal lines, underscores and in 1-32 characters".
- Role permissions:** A section with a red asterisk and a "Submit" button below it. It contains a list of checkboxes for selecting permissions:
 - All permissions
 - Device list
 - Personnel list
 - Visitor management
 - Blacklist management
 - Pass records
 - Pass permission
 - Blacklist monitoring
 - Permission records
 - System log

6.3. Enterprise Management

Enterprise Management: This 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, manage all business data created by the enterprise users. However, there is no operation authority for the [System Settings] and [Enterprise Management] functions, and you cannot see the data of other enterprise users.

Super administrators can create, modify, query, and delete enterprises. This is 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.

System management / Business management New company

Company code	Company name	Administrator name	Phone number	Creation time	Operate
5512350078915751	松盛泰测试	errt		2020-04-08 10:59:44	✎ 🗑

1 total
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< >
1
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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.

System management / Operation log

1 The operation log only records important operations, not all user actions.

Functional module:

Operation result:

Start time:

End time:

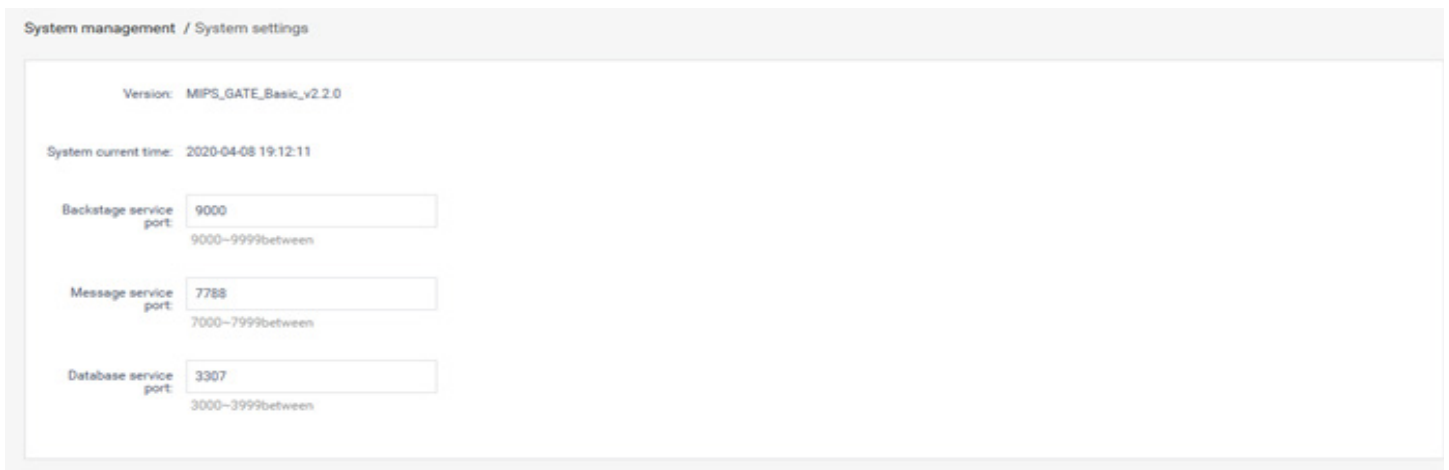
Operation date	Functional module	Log details	Operation result	Operator
2020-04-08 19:07:39	Login	caojan, Login system	● Succeeded	caojan
2020-04-08 19:07:31	Login	admin, Login system	● Succeeded	admin
2020-04-08 19:07:02	Login	caojan, 登录系统	● Succeeded	caojan
2020-04-08 19:06:29	Login	admin, 登录系统	● Succeeded	admin
2020-04-08 19:04:39	Login	admin, Login system	● Succeeded	admin
2020-04-08 18:41:11	Login	caojan, 登录系统	● Succeeded	caojan
2020-04-08 18:30:17	Device management	修改设备名称, 从 8CFC A0038 A43666 改为 8CFC A0038 A43	● Succeeded	admin
2020-04-08 18:30:11	Device management	修改设备名称, 从 8CFC A0038 A43 改为 8CFC A0038 A43666	● Succeeded	admin
2020-04-08 18:30:07	Device management	修改设备名称, 从 8CFC A0038 A43 改为 8CFC A0038 A43	● Succeeded	admin
2020-04-08 18:28:58	Device management	修改设备名称, 从 333334444455556 改为 8CFC A0038 A43	● Succeeded	admin

104 total
10Note/Page
< >
1/11
< >
1
Page Jump

6.5. System Settings

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. The background displays current time.



System management / System settings

Version: MIPS_GATE_Basic_v2.2.0

System current time: 2020-04-08 19:12:11

Backstage service port:
9000-9999between

Message service port:
7000-7999between

Database service port:
3000-3999between

7. Attendance Management

7.1. Attendance Rules

Here you can add, modify and delete attendance rules related to shifts, holidays, public holidays, and device groups.

Attendance management / Attendance rules

Shift setting Holiday settings Public holiday settings Device group settings

[+ New shifts](#)

Shift Name	Shift (work time-off time)	Number of people	Operate
Day shift	Shift 1:09:00-18:00	2	

7.1.1. Shift Settings

Shift settings contain a default shift. Click on new shift to add a new shift. In the popup window, you can modify class parameters related to this new shift. You can add up-to 4 classes in a shift. To delete a class from the shift, click on the delete icon under the operation column.

- **New Shift**

Click on New Shift to open the settings window.

New shifts ✕

Shift name:

Shift settings: [+ Add](#) Add up to 4 shifts

Time	Period	Notes	Operate
Time1	Work time: <input type="text" value="09:00"/> Off time: <input type="text" value="18:00"/>	Late <input type="text" value="0"/> minutes is not late Earlier for <input type="text" value="0"/> to leave is not leaving earlier.	

Overtime rules: Working hours are over hours on weekdays and after work hours are later than counting as overtime on working days.

Public holiday / holiday work time is at least minutes and work time is earlier than and work time is later than counting as overtime.

- **Shift Name**

Set a title of a shift.

- **Shift Settings:**

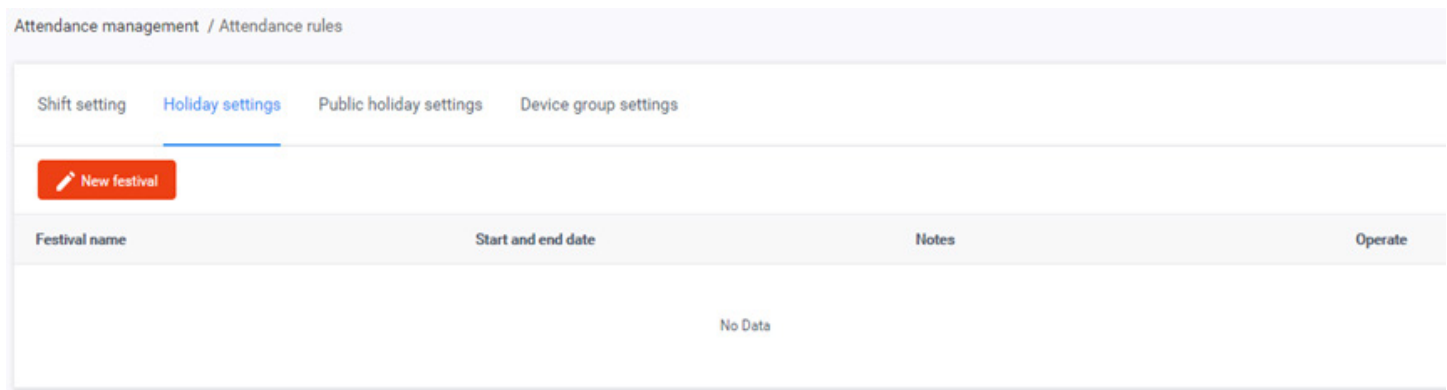
1. By default you have one class in the shift. However, you can add up-to 4 classes in a shift by clicking on the add option.
2. In a class, you can set working hours, after hours, how late can an employee arrive and how early can an employee leave.
3. You can also set the overtime rules by setting how many overtime hours equate to one working day

- **Overtime Rules:**

You can define maximum allowed overtime hours on working days and on holidays.

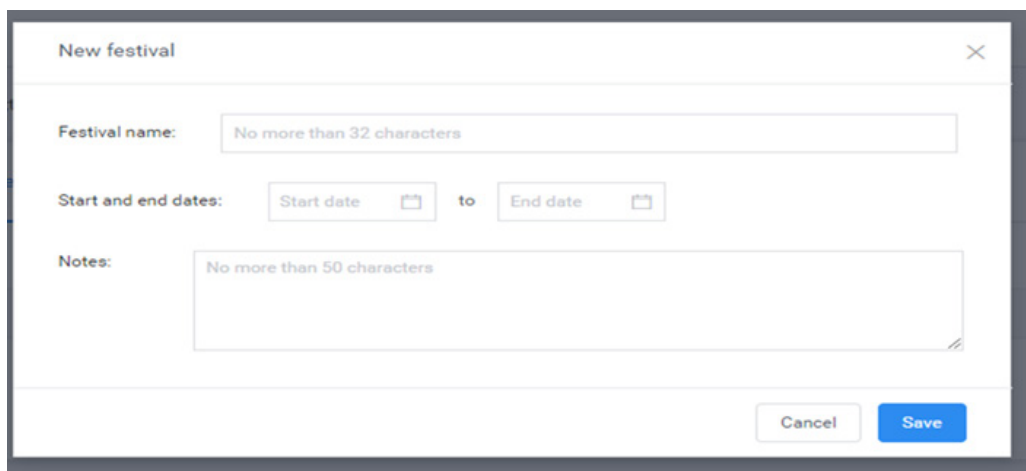
7.1.2. Holiday Settings

List of all the holidays will be displayed here. You can add a new holiday by clicking on New Holiday option.



New Holiday:

Click on new holiday to access this settings window.



New festival

Festival name: No more than 32 characters

Start and end dates: Start date to End date

Notes: No more than 50 characters

- **Holiday Name:**

Enter the name of the holiday/festival.

- **Start date & End date:**

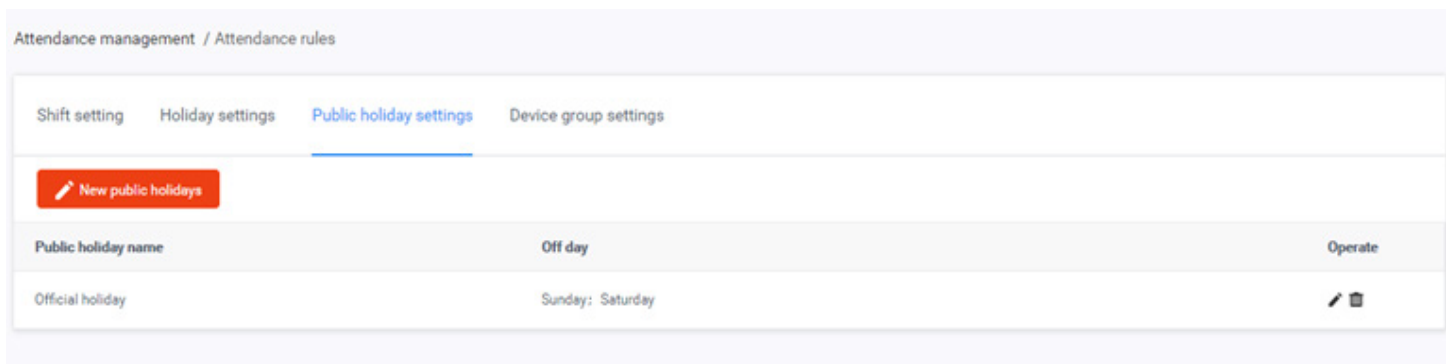
Set the start and end date for the holiday.

- **Notes:**

You can write a brief description about the holiday here.

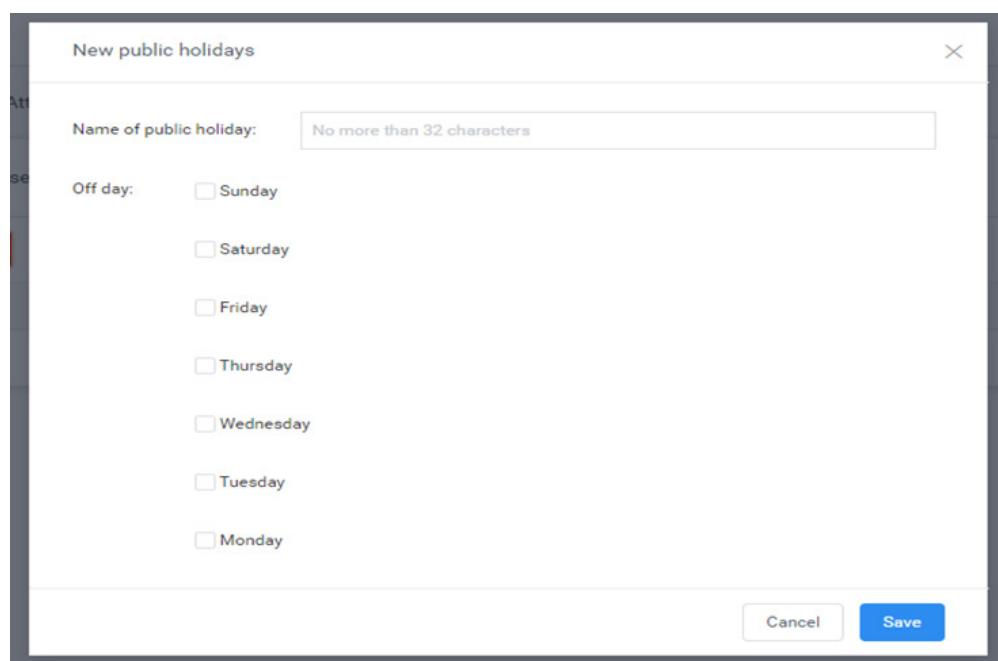
7.1.3 Public Holiday Settings

You can customize the fixed weekly holidays, by default Saturday and Sunday are set as public holidays. To edit this, click on the edit icon under the operations tab and select the days which you want to set as public holidays. You can also delete a set public holiday.



- **New Public Holiday:**

Click on New public holidays to access this settings window.



- **Public Holiday Name:**

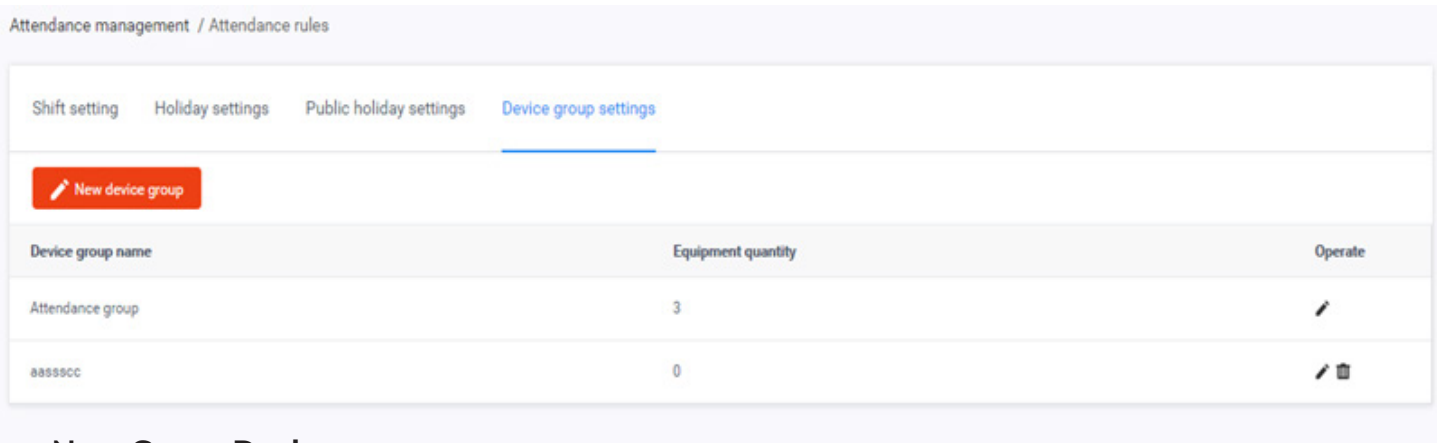
Set a name for the public holiday.

- **Off Day:**

Select day(s) which you want to set as public holiday(s) in a week.

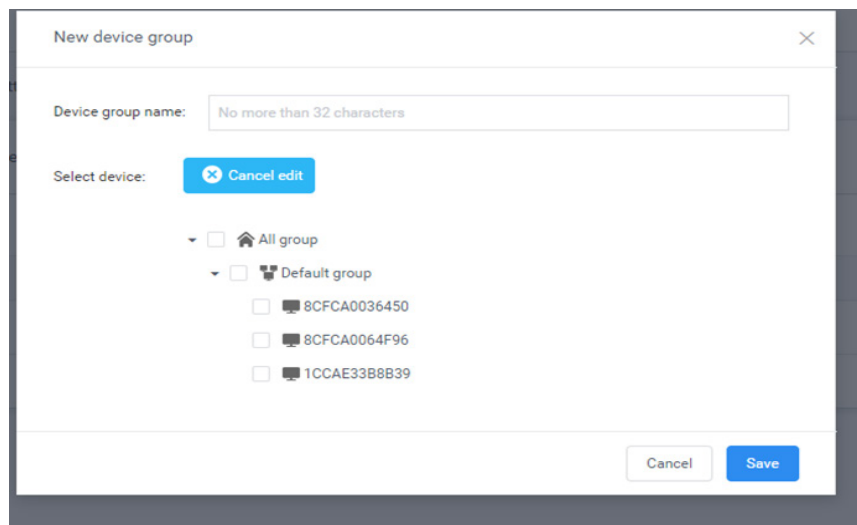
7.1.4. Device Group Settings

You can add, edit, and delete device groups in these settings. To edit a device group, click on the edit icon under the operations column. To delete a device group click on the delete icon under the operations tab.



- **New Group Device:**

To add a new device group, click on new device group.



- **New Group Device:**

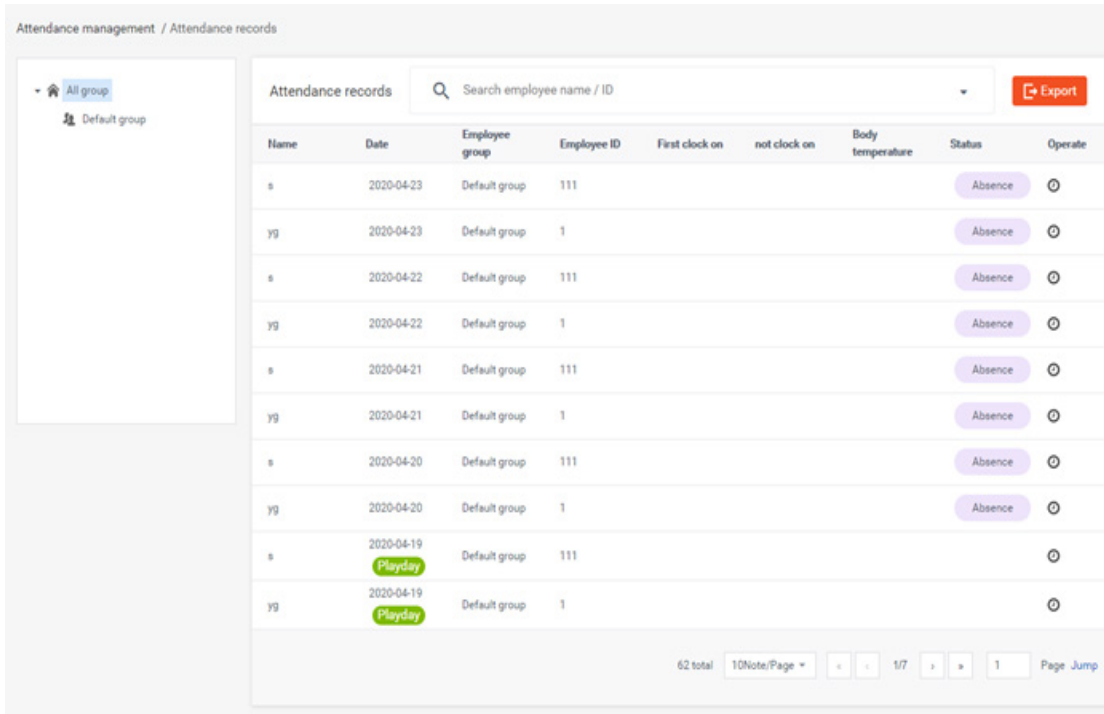
Set a name for the new device group.

- **Select Device:**

Select the devices you want to include in the new group and click save.

7.2. Attendance Records

You can access attendance records of all employees according to a defined time period and their group. You can also track employees according to their attendance status. Check attendance records of a specific employee by name and ID. You can also download this attendance data in the form of a list.



Name	Date	Employee group	Employee ID	First clock on	not clock on	Body temperature	Status	Operate
s	2020-04-23	Default group	111				Absence	⊙
yg	2020-04-23	Default group	1				Absence	⊙
s	2020-04-22	Default group	111				Absence	⊙
yg	2020-04-22	Default group	1				Absence	⊙
s	2020-04-21	Default group	111				Absence	⊙
yg	2020-04-21	Default group	1				Absence	⊙
s	2020-04-20	Default group	111				Absence	⊙
yg	2020-04-20	Default group	1				Absence	⊙
s	2020-04-19	Default group	111				Playday	⊙
yg	2020-04-19	Default group	1				Playday	⊙

- **Employee Grouping list:**

Select all groups to view attendance records of all employees. These records will be displayed on the right side of the screen. To view attendance records of a specific group, select the relevant sub-group and the records will be displayed.

- **Attendance records list - Employee name, Employee ID, Employee group:**

Employee name, group and ID information is included in the attendance record list.

- **Attendance record list - Date:**

1. By default, attendance records prior to the selected date are displayed.
2. If there was a holiday on the selected date, then this information will be displayed in the list.
3. If there was a public holiday on the selected date, then "OFF" will be displayed.
4. If there was a public holiday and a customized holiday on the selected date, then "OFF" and "Holiday" will be displayed.

- **Attendance - First clock on, Last clock on:**

1. If the employee reporting time is not out of the specified range, then no mark will be displayed under the status column.
2. If the employee reports late to the office, then the status column will display this information.
3. If the employee leaves early, then the status column will show early departure.
4. If the employee is absent, then absent is marked in the status column.
5. If the employee did overtime that day, then overtime will be displayed in the status column.
6. If multiple conditions were detected from the employee's activity, then those statuses will be displayed under the status column, e.g. late, overtime.

- **Attendance records list - Operate:**

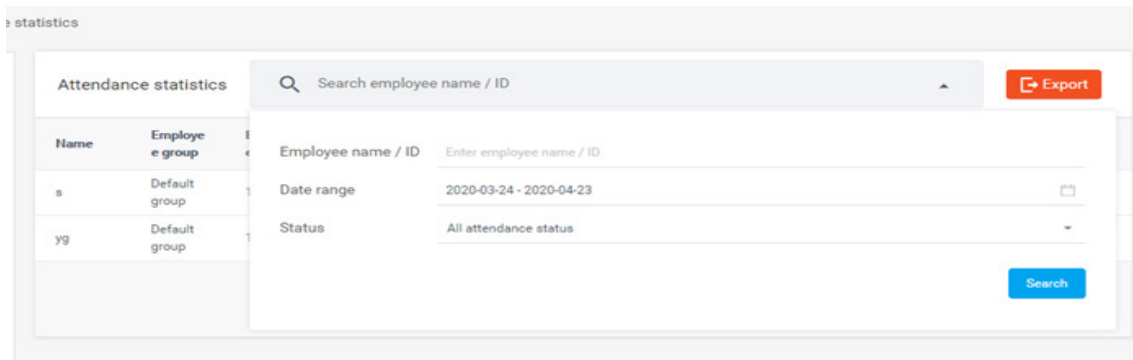
You can enter the Pass management - Pass record page to view the employee's attendance details for the day.

- **Search bar:**

Enter the employee name or employee ID in the search bar to view employee's attendance record.

- **Range search:**

Click on the arrow and set a range.



The screenshot shows a web interface for 'Attendance statistics'. It features a search bar with the placeholder text 'Search employee name / ID' and an 'Export' button. Below the search bar is a table with columns 'Name' and 'Employee group'. The table contains two rows: one with 's' and 'Default group', and another with 'yg' and 'Default group'. To the right of the table is a search filter panel with three sections: 'Employee name / ID' with a text input field containing 'Enter employee name / ID', 'Date range' with a date picker showing '2020-03-24 - 2020-04-23', and 'Status' with a dropdown menu set to 'All attendance status'. A 'Search' button is located at the bottom right of the filter panel.

1. By default attendance records of all employees will be displayed. To view records of a specific employee, you need to enter their name or ID in the search bar.
2. You can sort attendance records according to the status i.e. normal, late, absent, etc. You can also sort and view attendance records of a specific employee after entering their name or ID.

- **Search bar:**

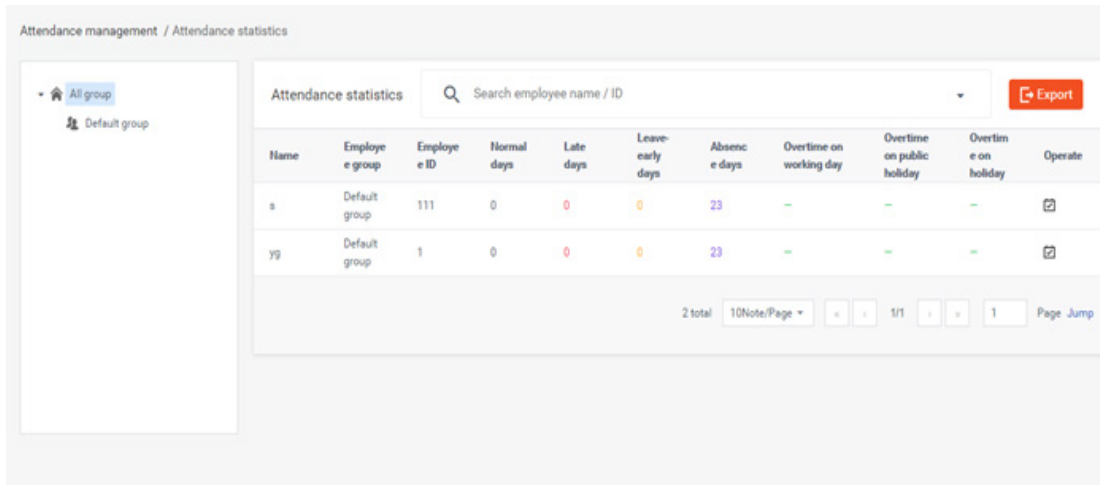
Click on export to download employee attendance record from the current page.

- **Turn page:**

1. By default, 10 attendance records are displayed per page. You can view up-to 100 records per page.
2. You can navigate between the pages by using the arrow icons below. If you want to jump to a page, enter the page number and then click on jump.

7.3. Attendance Statistics

You can download attendance records of your employees from here. You can access and download records of any specified day(s), public holidays, working days and overtime attendance records of the holidays.



- **Employee Grouping list:**

Select all groups to view attendance records of all employees. These records will be displayed on the right side of the screen. To view attendance records of a specific group, select the relevant sub-group and the records will be displayed.

- **Attendance statistics list - Employee name, Employee ID, Employee group:**

The attendance record contains information about employee's name, group, ID, etc.

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

By default, attendance records of the current month will be displayed. The attendance record will contain information about employee's normal days, late arrivals, early departures, and absences. If there is no record, then 0 will be displayed.

- **Attendance statistics list - Overtime on working days, Overtime on public holidays, Overtime on holidays:**

By default, overtime records of the current month will be displayed. You can view information about employees working overtime on working days, public holidays and holidays. If there is no record then a "-" will be displayed.

- **Attendance statistics list - Operate:**

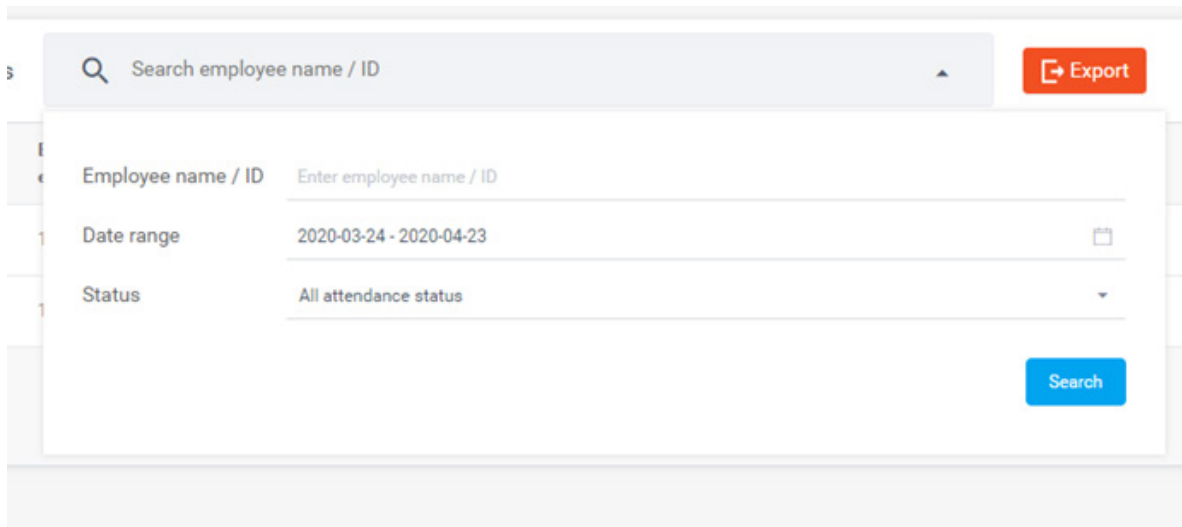
Click the Attendance record icon on the left side of the interface to enter the Attendance management - Attendance record page to view the employee's attendance record for the day. Click the Attendance record icon on the right side of the interface to enter the Pass management - Pass record page to view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

- **Search bar:**

Enter the employee name or employee ID in the search bar to view employee's attendance record.

- **Range search:**

Click on the arrow icon on the search bar and set range.



The screenshot shows a search interface with a search bar containing the text "Search employee name / ID". To the right of the search bar is an orange "Export" button. Below the search bar is a form with three fields: "Employee name / ID" with the placeholder text "Enter employee name / ID", "Date range" with the value "2020-03-24 - 2020-04-23" and a calendar icon, and "Status" with the value "All attendance status" and a dropdown arrow. A blue "Search" button is located at the bottom right of the form.

1. If you do not enter the employee name or ID, then attendance records of all the employees will be displayed in the selected range. If you have not set a range, then attendance records for the current month will be displayed
2. You can set the search status according to the type of data you want to view e.g. full attendance, late, etc. By entering employee's name or ID, you can view his/her records according to the set status

- **Export:**

Click export to download employee attendance records from the current page.

- **Turn page:**

1. By default, 10 attendance records are displayed per page. You can view up-to 100 records per page.
2. You can navigate between the pages by using the arrow icons below. If you want to jump to a page, enter the page number and then click on jump.