User manual of RA series

Facial recognition devices

Version: 1.1   Date: June 2019

Abstract

This document is written as user manual of how to operate the management software to manage the devices

Modification log

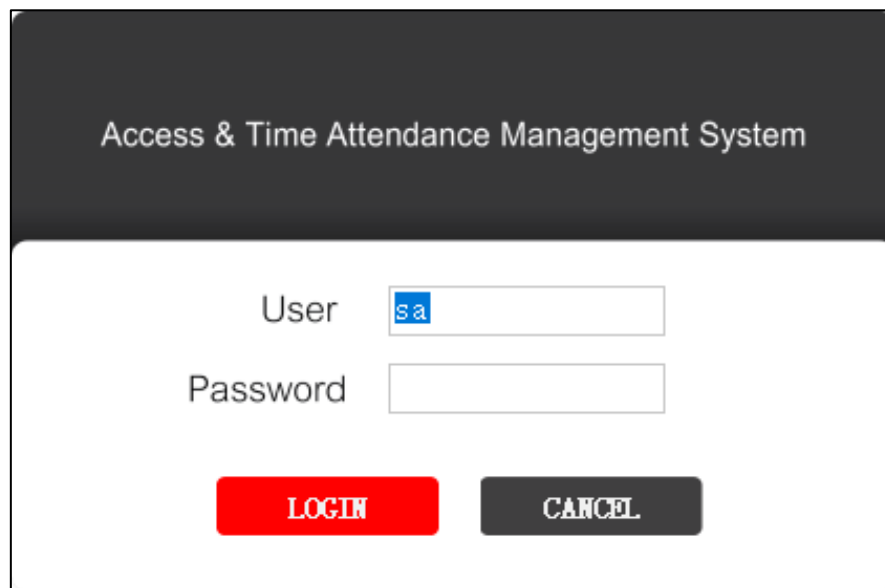| Version	Content	Date
1.1	1. Modify the content in Device management in page 4. 2. Replace the diagram which with Chinese characters.	19.06.14

1. Overview

Time attendance and access control management system, including equipment management, personnel management, attendance management, access control management and system maintenance five modules, is used to realize the setting, authorization, data collection, real-time monitoring of the attendance access control equipment, set the attendance system and process daily and monthly attendance reports.

2. Software Installation
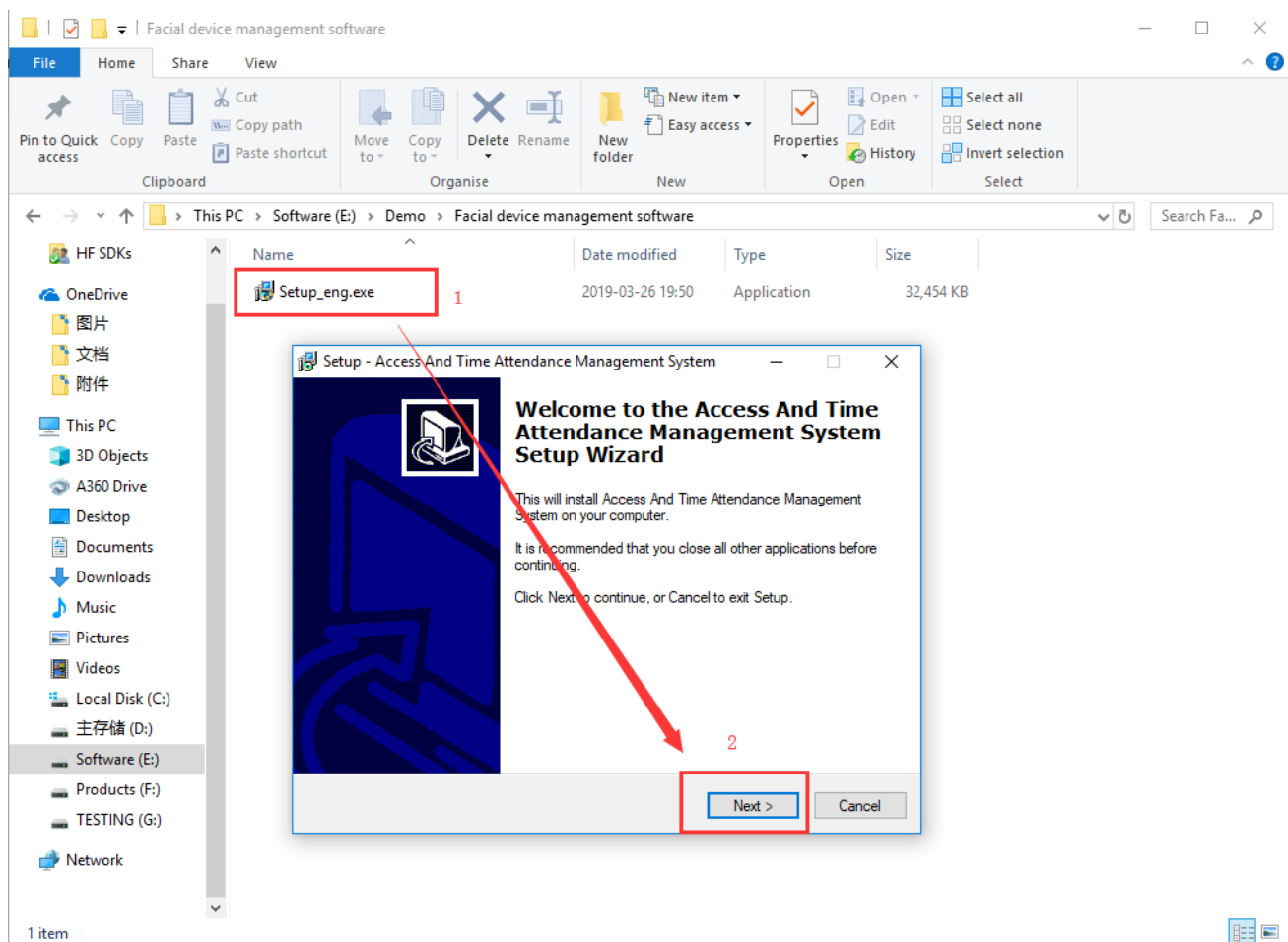
3. Login System

Default username of the TA&AC software is "sa" and no password, if need password you can go to **System Maintenance - Modify Password** to set after logging in.
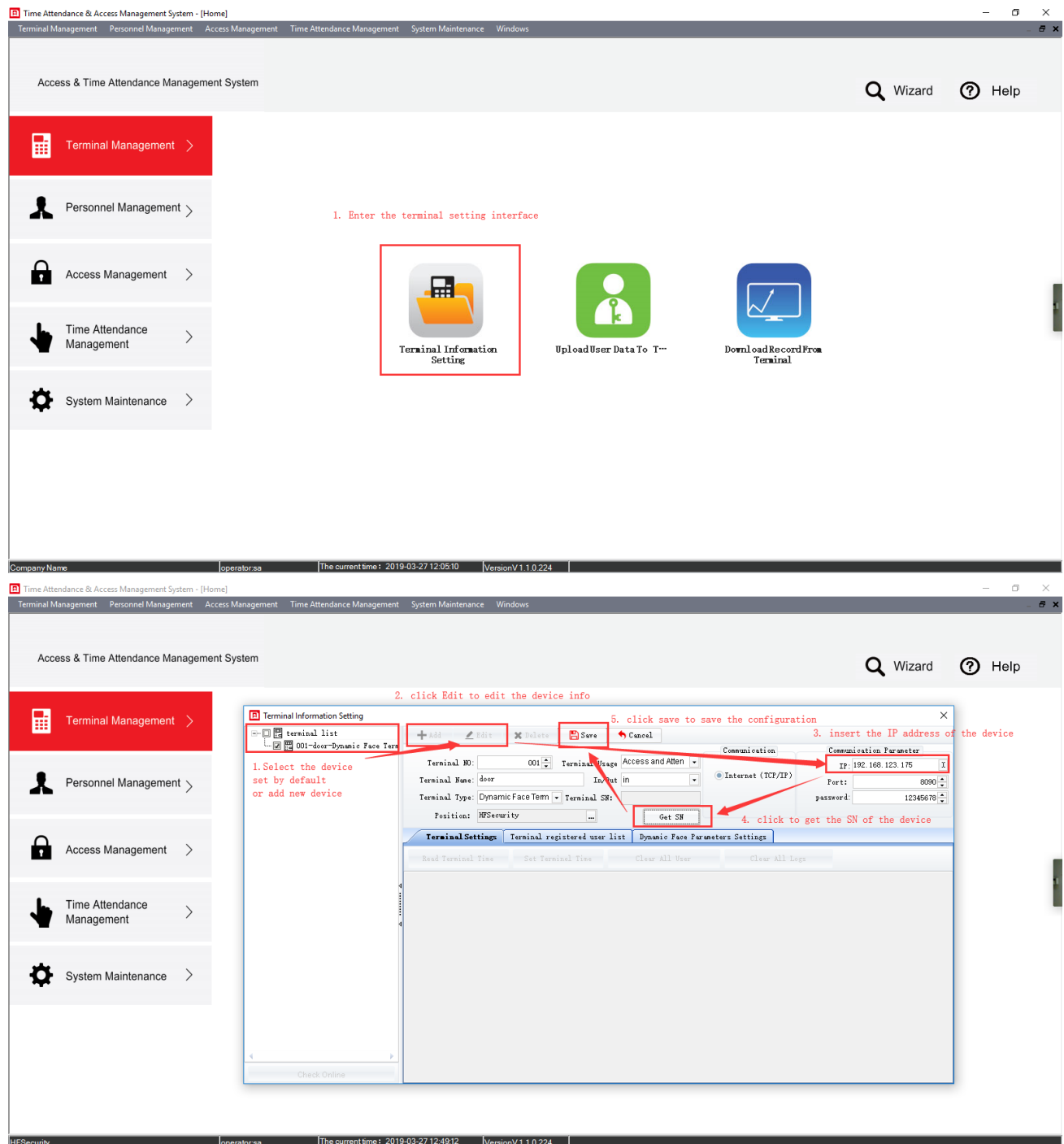
4. Device Management

4.1 New Equipment

Click **ADD** - Set the communication parameters – Click **Get SN** to complete the device. Then clock **Save**. When adding a device, the device must have an IP and can communicate with the computer. The device should connect the same network of the PC connected from the same router. For example, the IP of PC is 192.168.0.xxx and the device should be the same 192.168.0.xxx. Be sure to select the suitable device type, machine number and communication parameters. The use of the device requires access control attendance, so that the device record can be seen in both the attendance record and the access control report.

Different settings for achieving different functions of the device:

A. Set the live switch and the recognition distance setting here

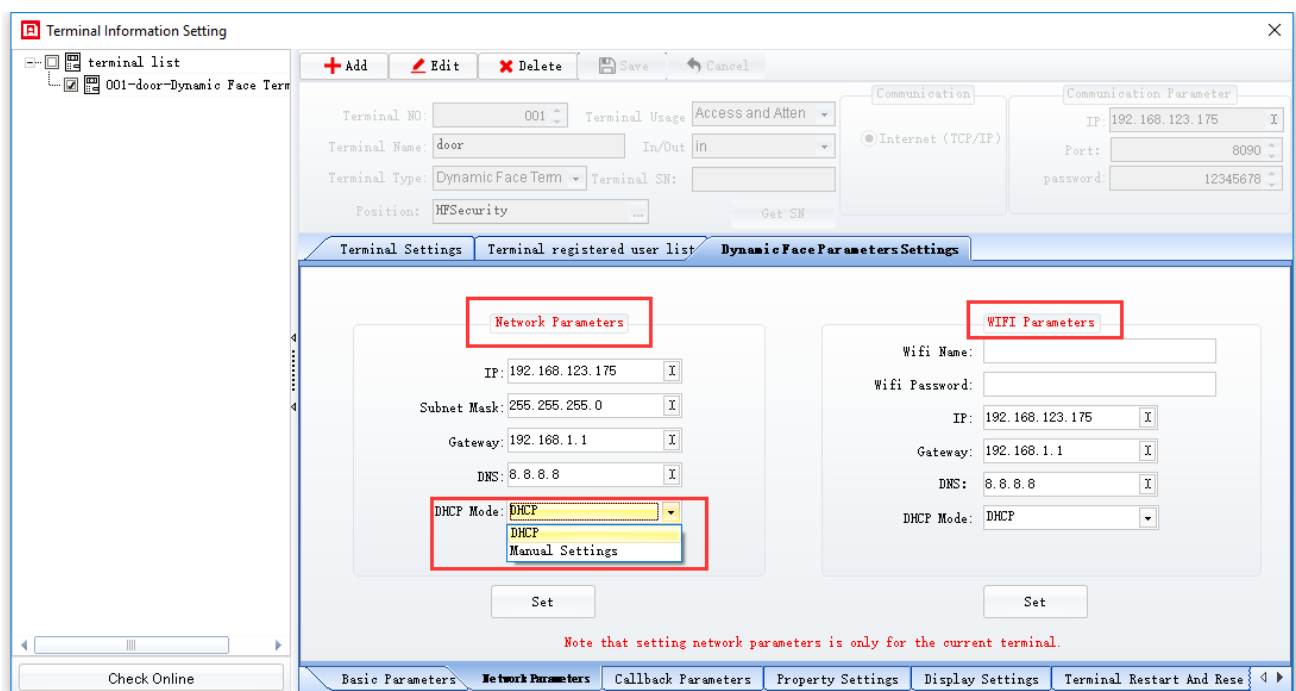B. The management of IP has two modes, DHCP and manual configuration mode. If it is DHCP, the server will automatically obtain the IP address. If it is manually configured, the user needs to manually set the static IP. IP addresses are the same and will take effect after rebooting.

C. Setting the digital output and Wiegand signal output method here.

Note: If connected with the access control, the face machine need to set relay output; If connected with control board, set Wiegand signal output.

- Set relay output
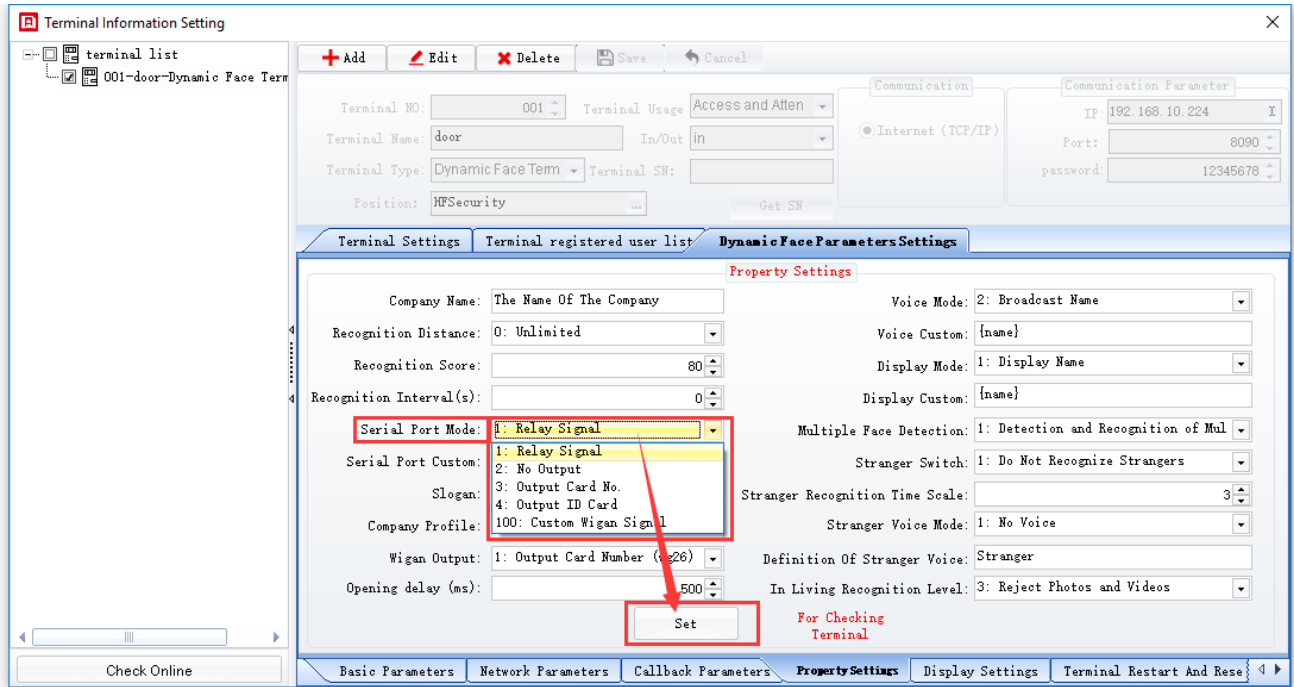
- Setting Wiegand signal output and wiring. There is an example of connecting with the access control circuit board

Gray wire   White wire

Green   Blue   Black
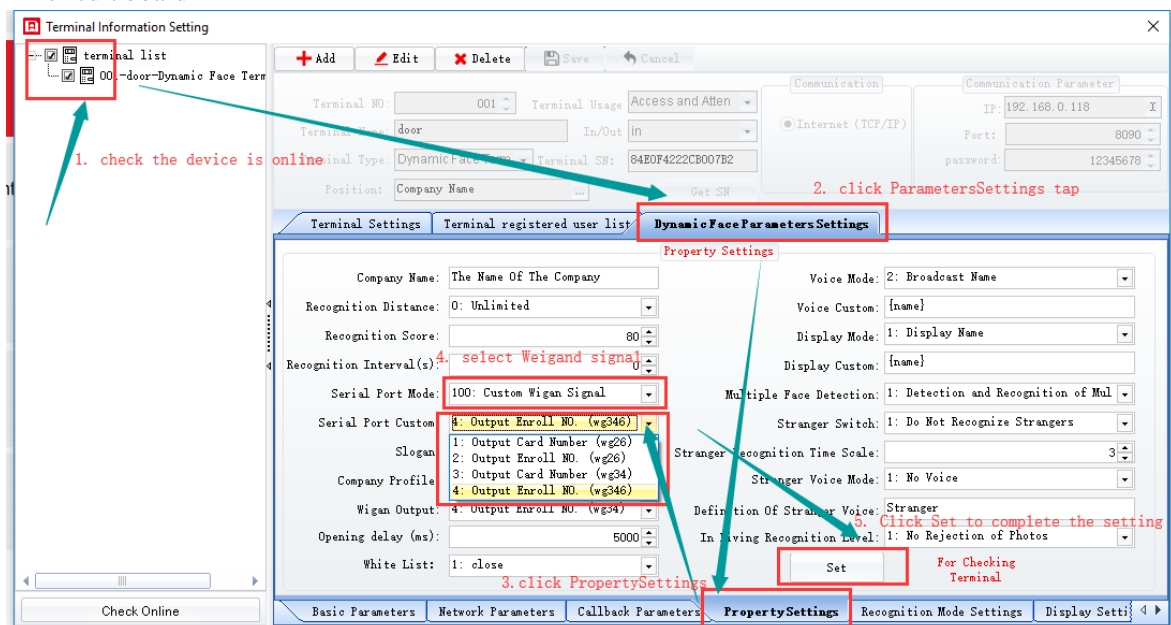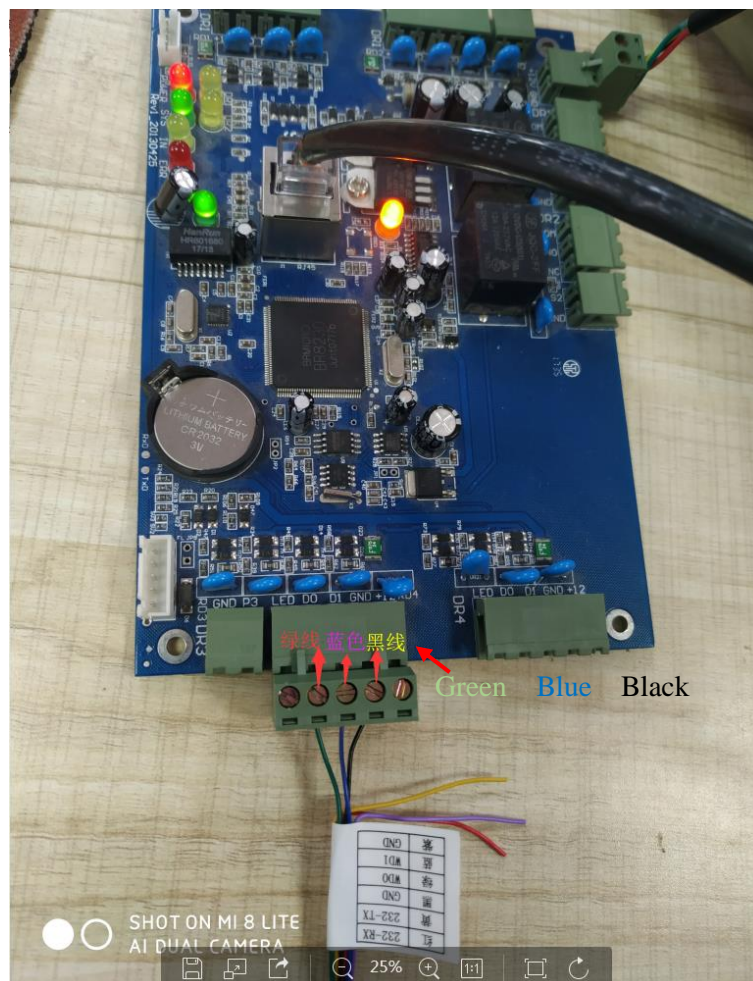
D. Setting device reset or reboot here.
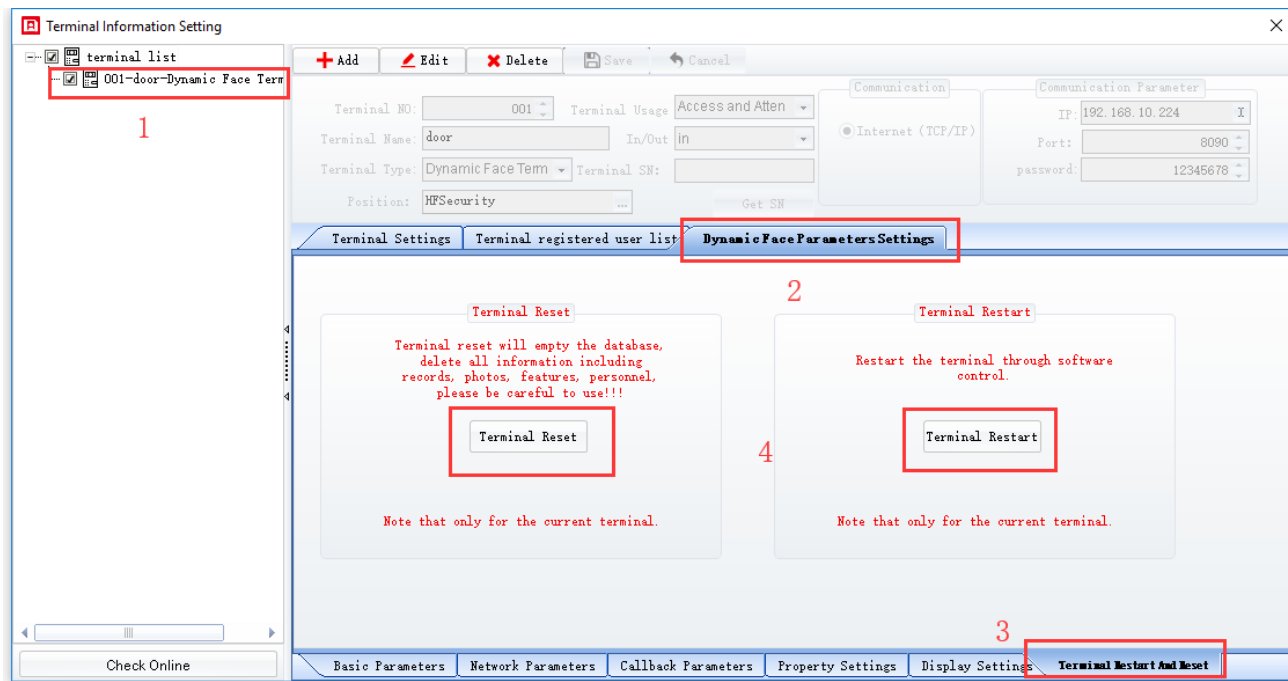
4.2 Viewing and Deleting Device Data

It can be achieved by clicking " **Terminal registered users list** " to check what registration information is on your device in the " **Gather User List From Terminal** ".
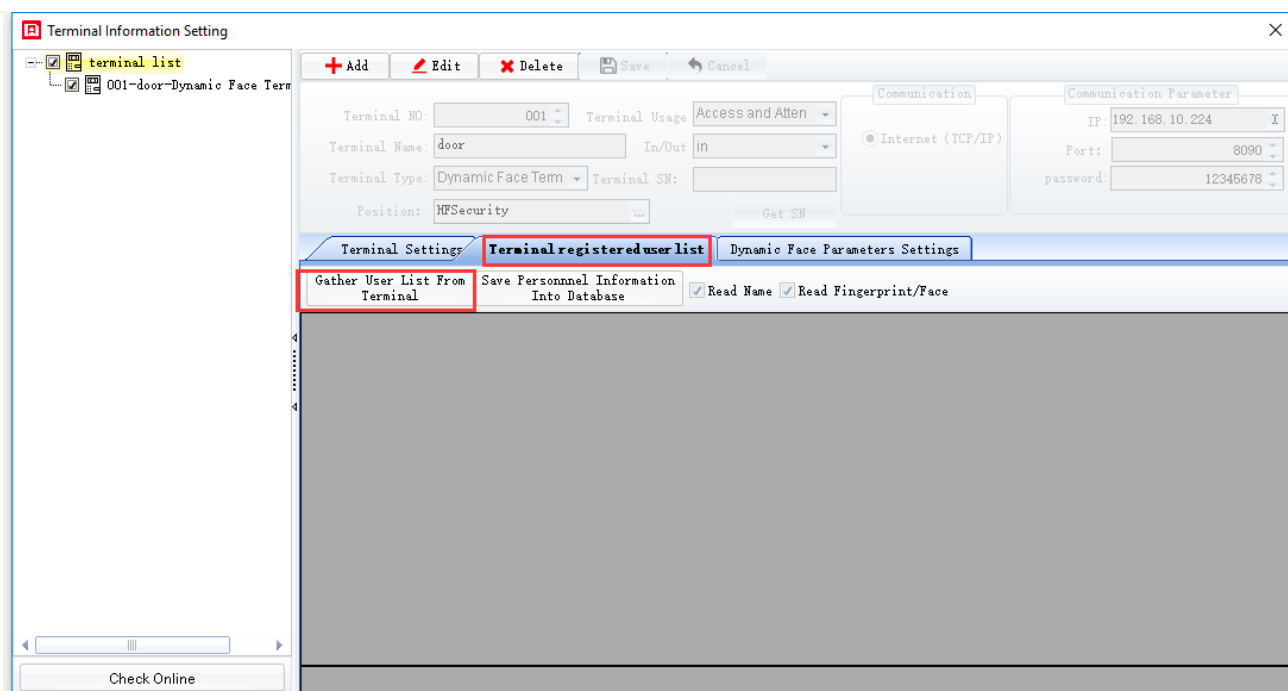
4.3 Clearing Information on the Device

You can clear the currently invalid information on the device by clicking " **Clear All User** " and " **Clear All Logs** " on the " **Terminal Settings** " tab.
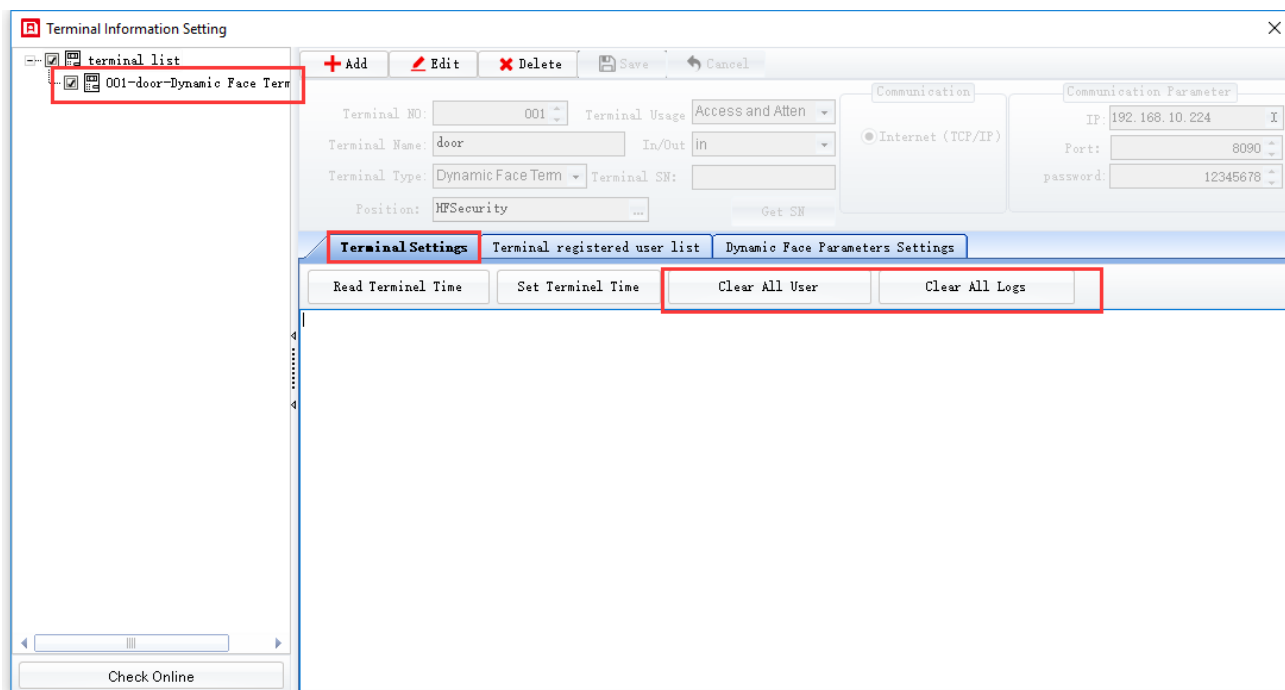
Note: Dynamic facial machine must be plugged into routers network to obtain an IP address automatically.

5.Management Staff and Organization Information

5.1 Organizational Structure Management

In the personnel management-institution management, the company's organizational structure can be added, deleted, and changed. The organizational structure can also be imported or exported in the form of a table.
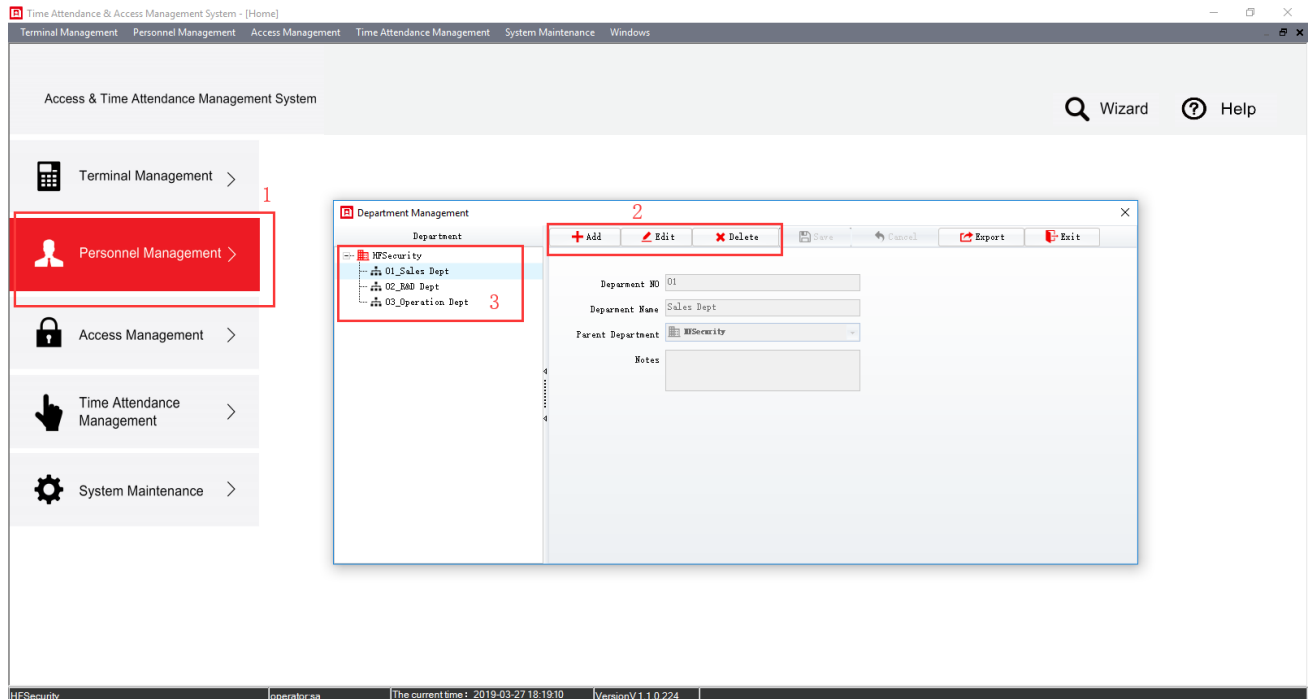
5.2 Personnel Information Management

Individual personnel information can be added in Personnel Management-Personnel Information Management. Editing, deleting, batch resignation and batch modification operations can be performed on existing personnel information. Personnel information can also be imported or exported in tabular form. Similar to the registration number, the personnel number is used to distinguish people, and the registration number is used to output the Wiegand signal.

If you are entering people in bulk in the form of an excel form, you need to download the template.

Department	User ID	Name	Enrolled ID	SN of card	Gender	No of ID card	Date of Entry	Status	Date of Leave	Password	Card	Password	Finger1	Finger2	Finger3	Facial	Working time period	TA rules	Weekends	Remark	Date of modification
DeptName	00001	Ben	00001	0000000001	Male		2018-08-09	in office			N	N	N	N	N	N	DayTime	1	Offwork		2018-11-09 15:41:13
DeptName	00002	Jerry	00002	0000000002	Male		2018-08-10	in office			N	N				N	DayTime		Offwork		2018-11-10 08:21:08

(ps: The person needs to be removed before deleting the person.)

The methods of importing personnel data and image.
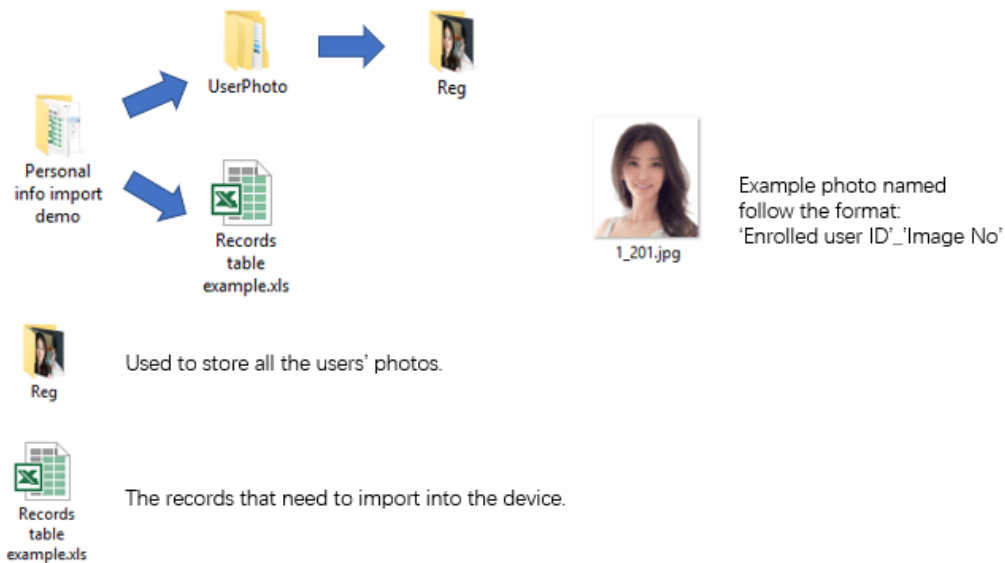
Refer to the "Personnel Data Import Template" in the installation package for details.

5.3 Card Information Input

After adding the personnel information, click the online registration card number or read the ID card to enter the card number information for the person.
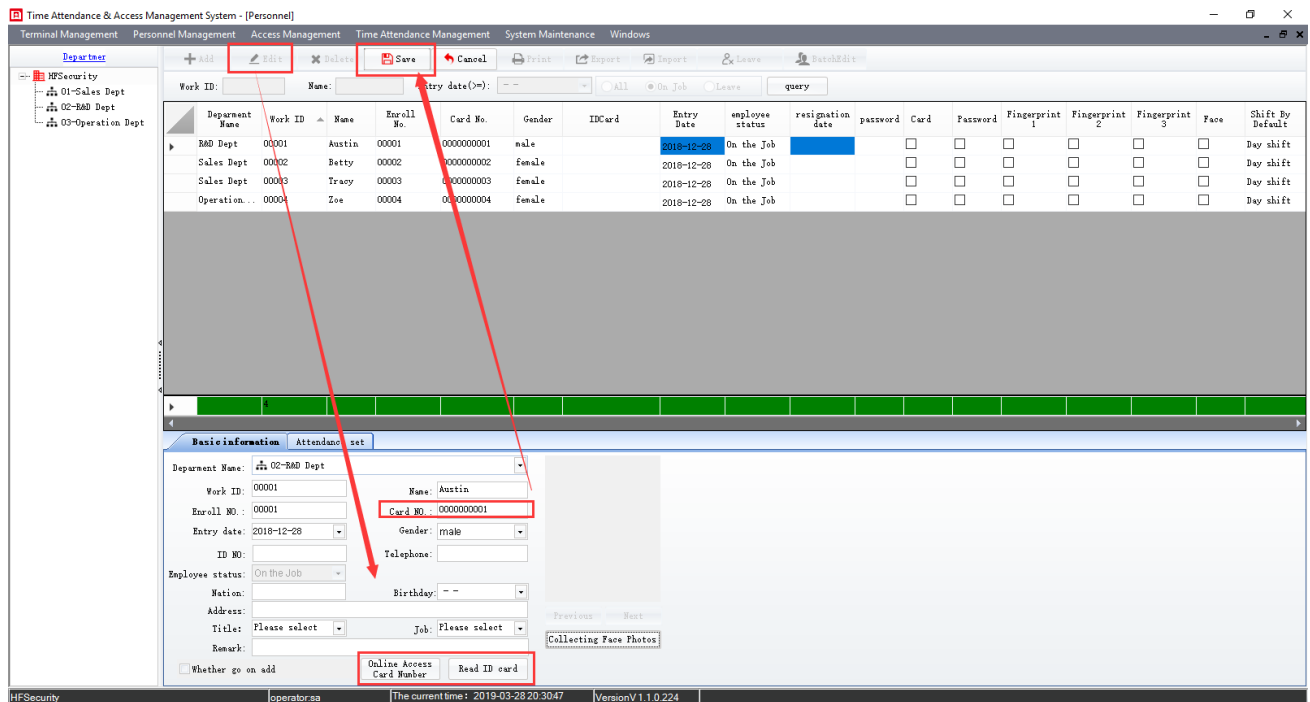
5.4 Face Information Input

Input a face photo for the person (method 1):

After adding the personnel information, click on the collection face photo in the personnel details - select device - online registration, according to the instructions on the device to enter the photo, you can complete the collection of face photos, please note that a person can only have a maximum of three registrations photo.
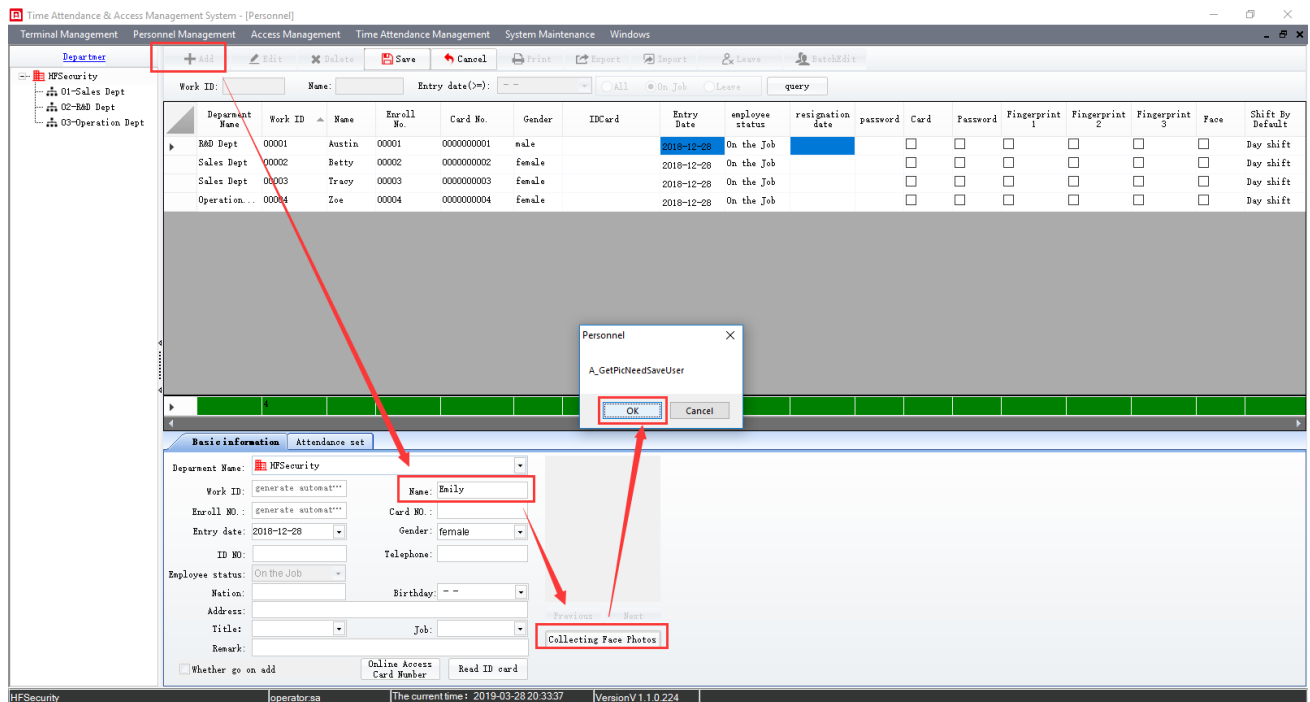
A. Online Registration
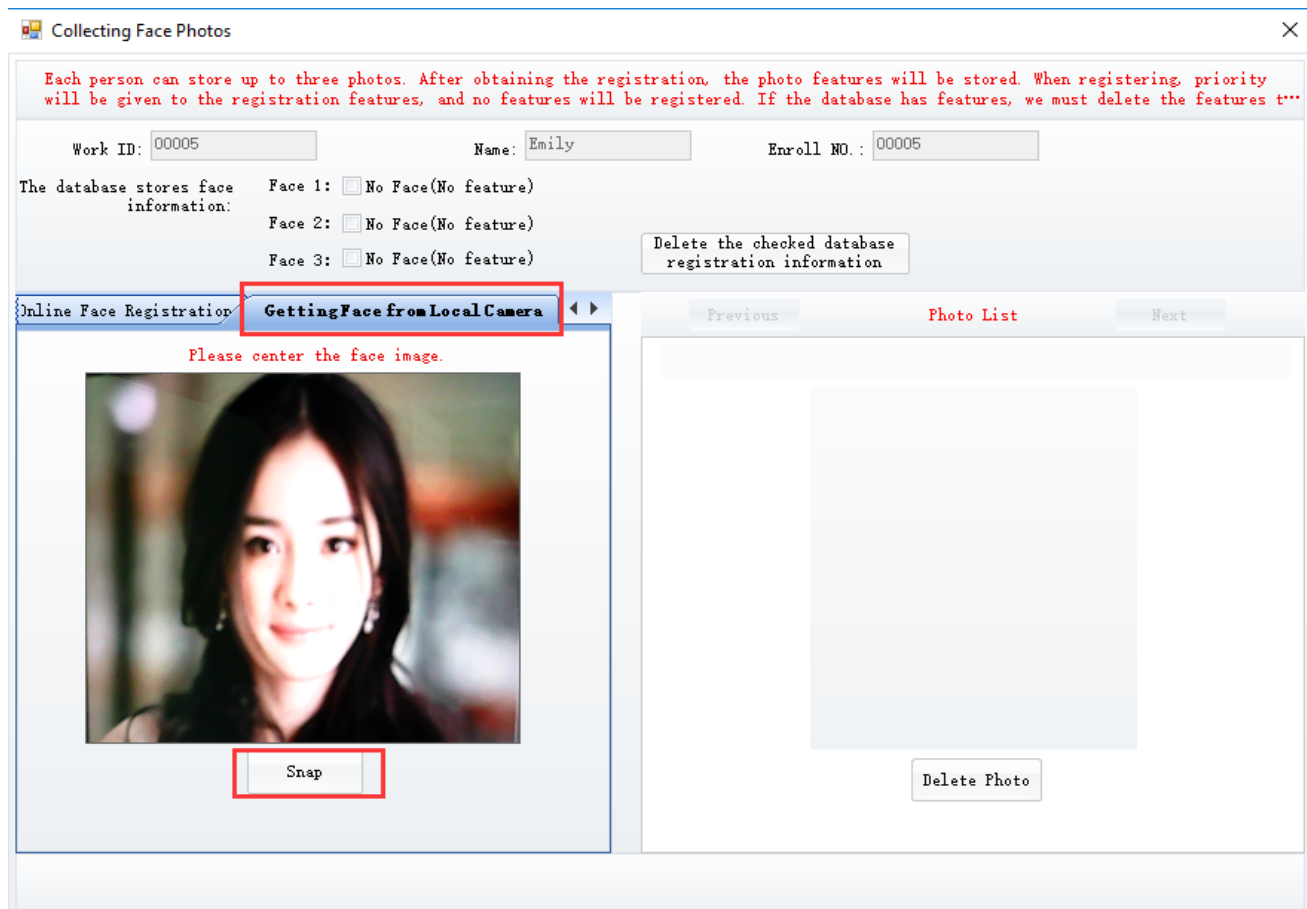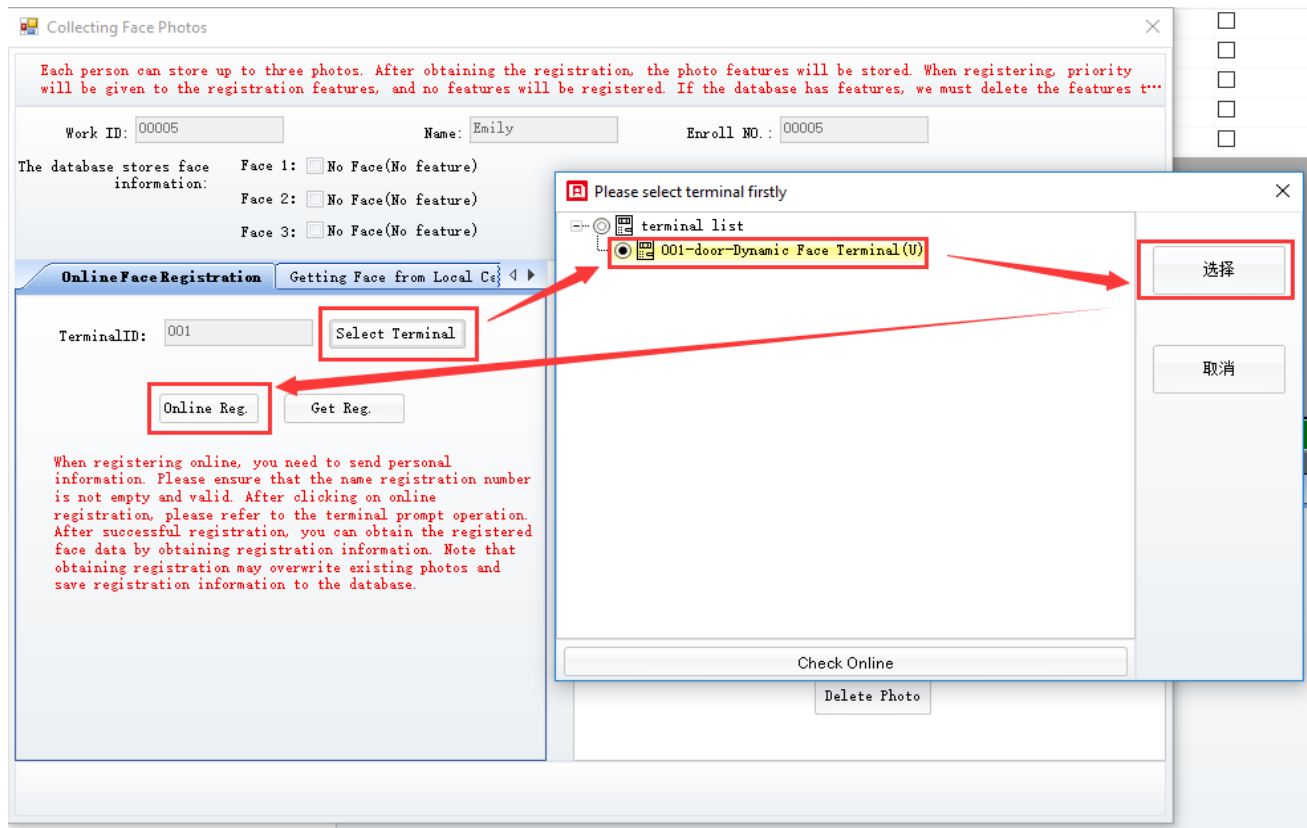
B、Upload Photos Registration

Input a face photo for the person

Obtain the user list from the device, click Device Management - Device Information Settings - Select Device - View Registration Information List - Save People and Registration Information to the database to save the personnel information and registration photos on the device to the database.
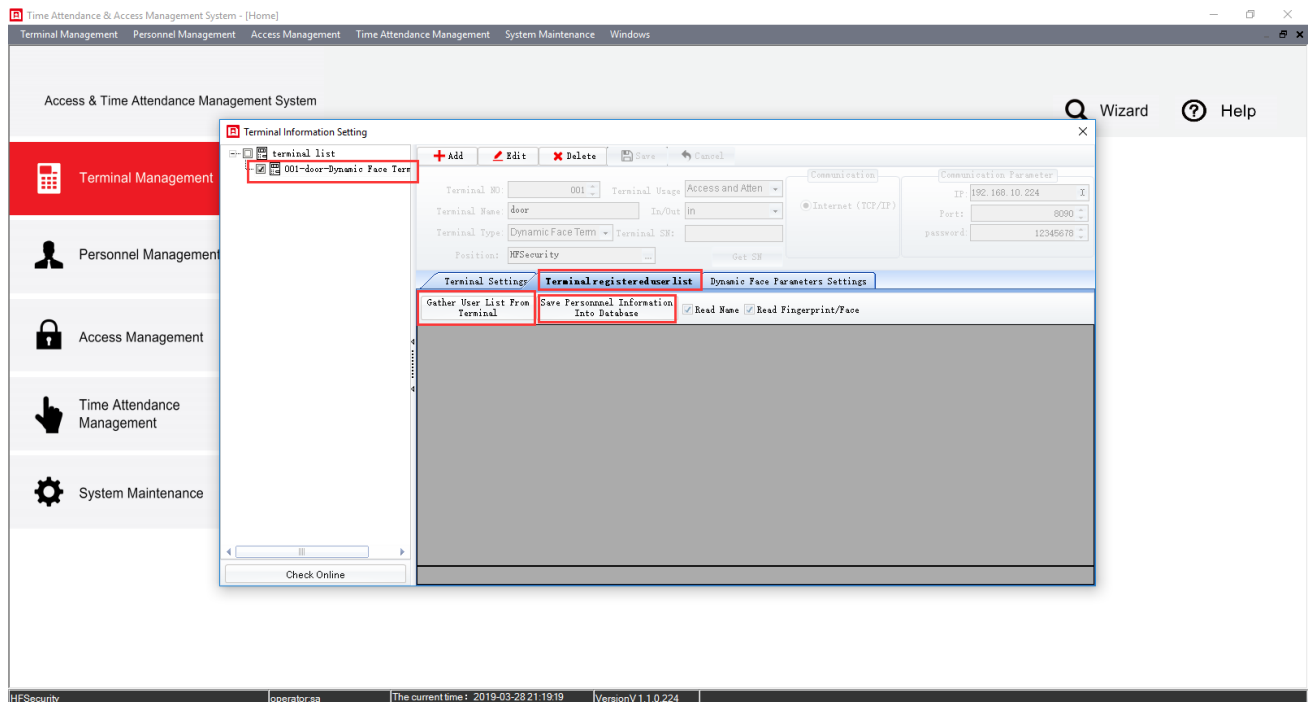
Users can view synchronized data in personnel information management.
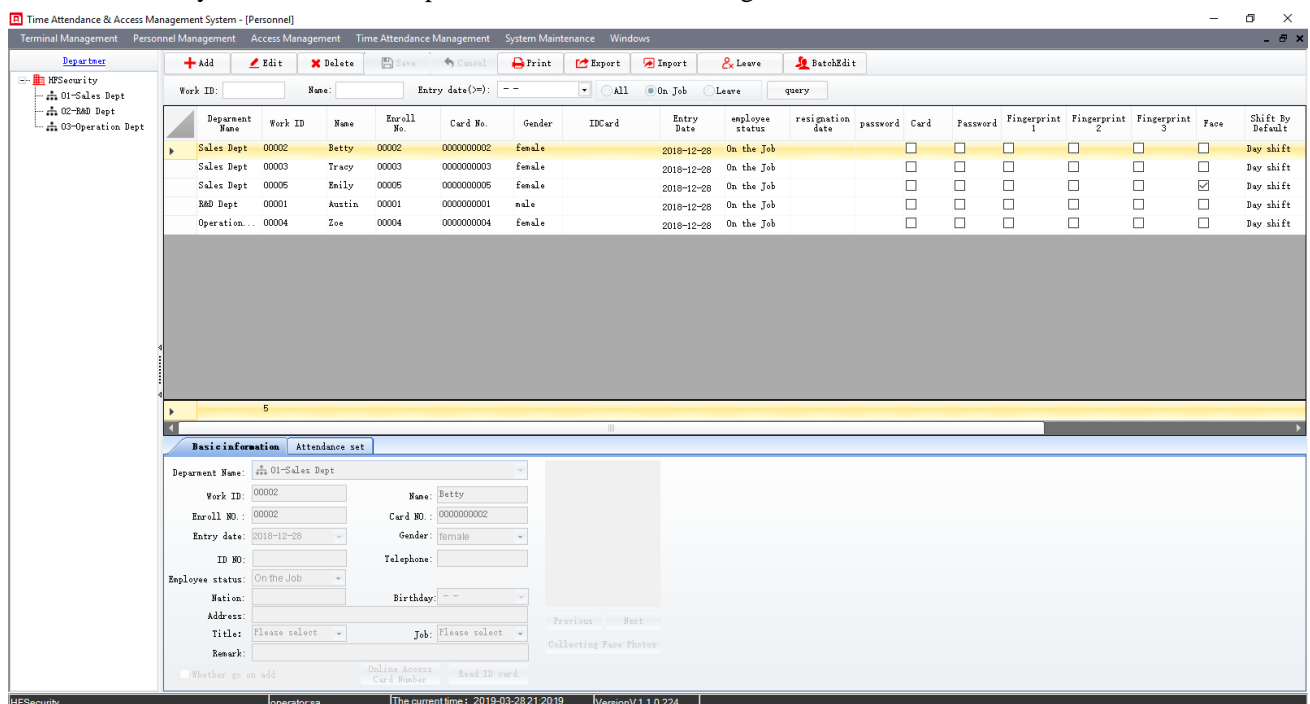
(ps: Please refer to the "Registration Photo Specification" for registration photo requirements)

6. Authorization Management

Click the Upload User Data To Terminal under "Terminal Management", select the personnel and equipment, click "Allow and Upload", you can send the personnel information and face to the device, click "Prohibit and Upload", you can put the personnel information and people The face is removed from the selected device.
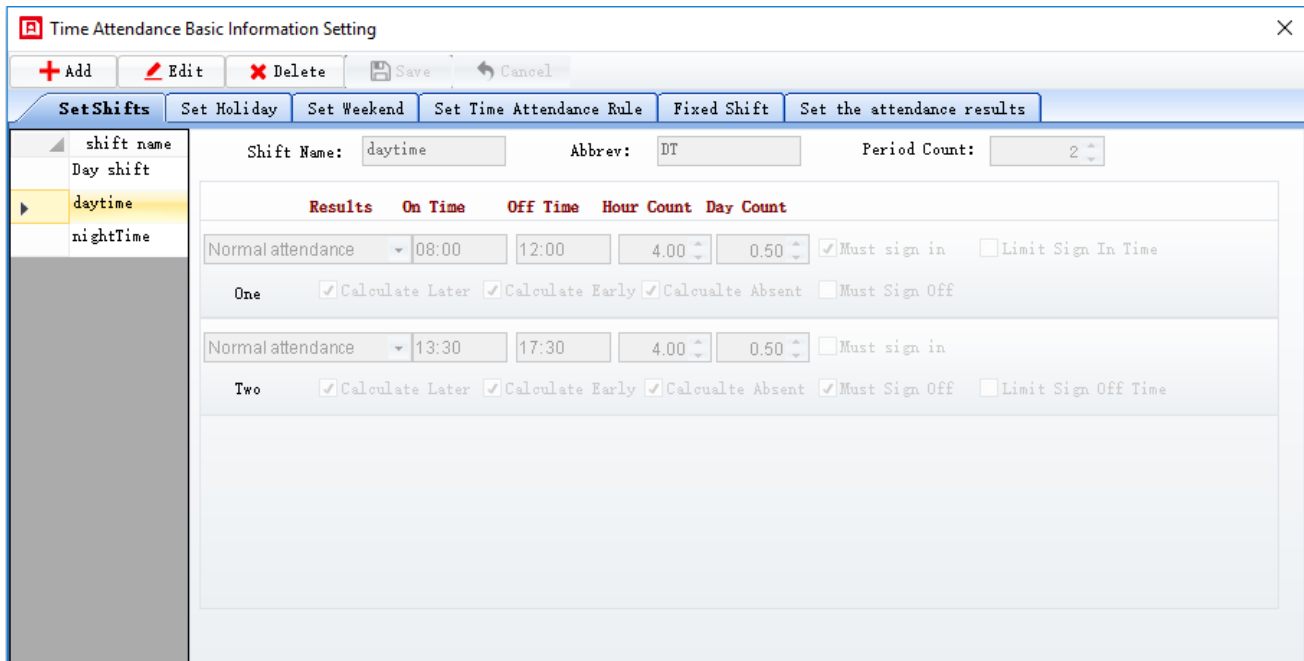
(ps: After adding a new person, the device needs to be allowed and uploaded, and the device can be identified. Before the employee leaves the job, the person must be prohibited and uploaded to the device before it is unrecognizable. If the device is mishandled, the identifiable person can re-collect the resigned person. Face photos are then banned and uploaded)
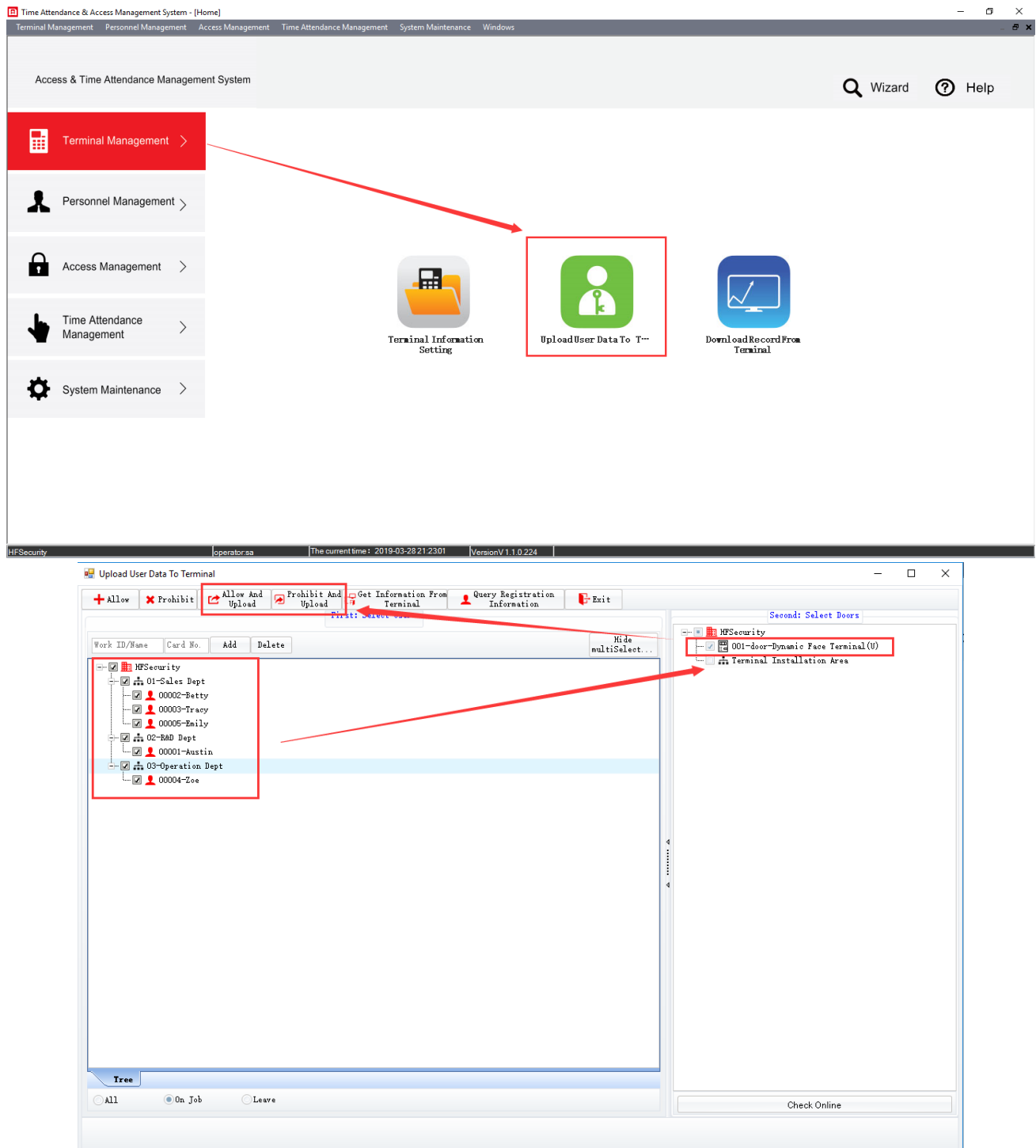
7. Setting Attendance Rules

7.1 Shift Setting

The shift setting is used to set the commute time of each day, the number of times to punch, whether to count late, leave early, and absent. This is the most important basis for attendance data processing. The shift is referred to as the time when the shift is displayed. One shift corresponds to one day. Each shift can include several working hours. You can set whether you need to punch in or out of work. The number of days and hours after attendance processing are calculated according to the settings in the shift. (Please refer to the appendix for the corresponding parameter values of shift settings)

7.2 Holiday Setting

The holiday setting is generally set to the national statutory holiday (such as: New Year's Day, May Day, National Day, Mid-Autumn Festival, Spring Festival, etc.), and can also be flexibly set according to the company system. Holidays are for all personnel.

7.3 Sabbatical Rest Setting

The Sabbatical rest setting is used to set the weekly rest day of the enterprise. Some companies have weekend breaks, some take a day off, some take a day and a half off, and some companies do not have a fixed weekend break. It can be set according to your needs. Each person can set a default sabbatical rest when inputting personnel information.
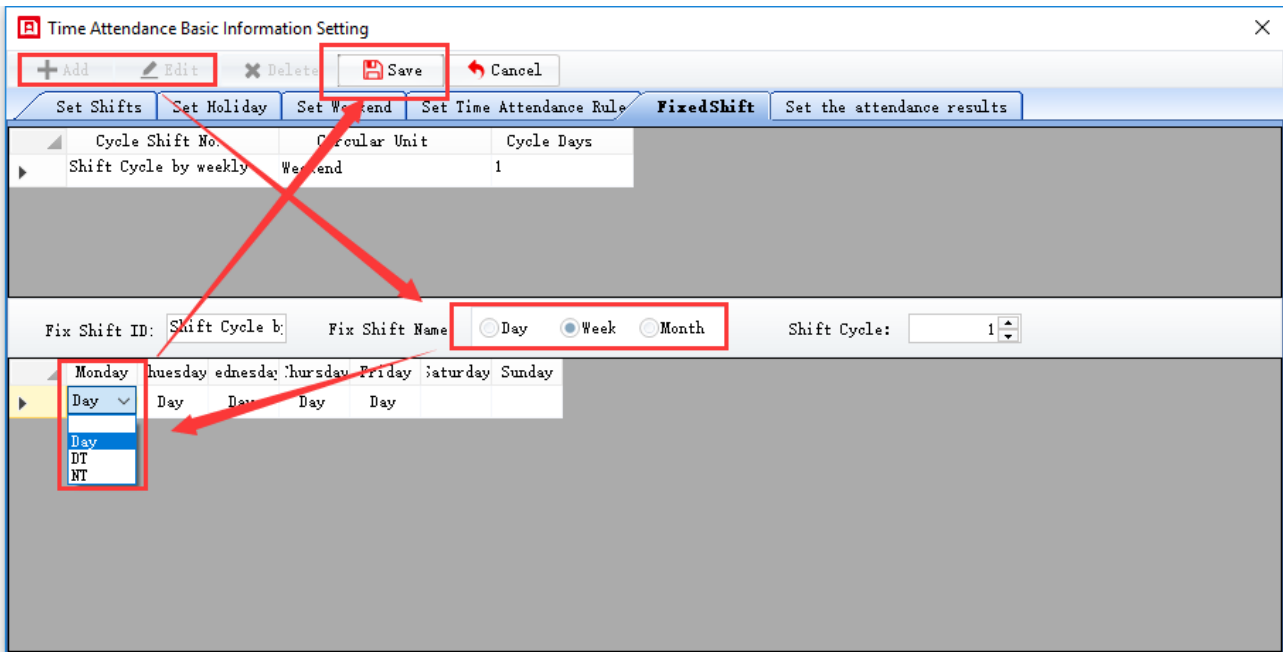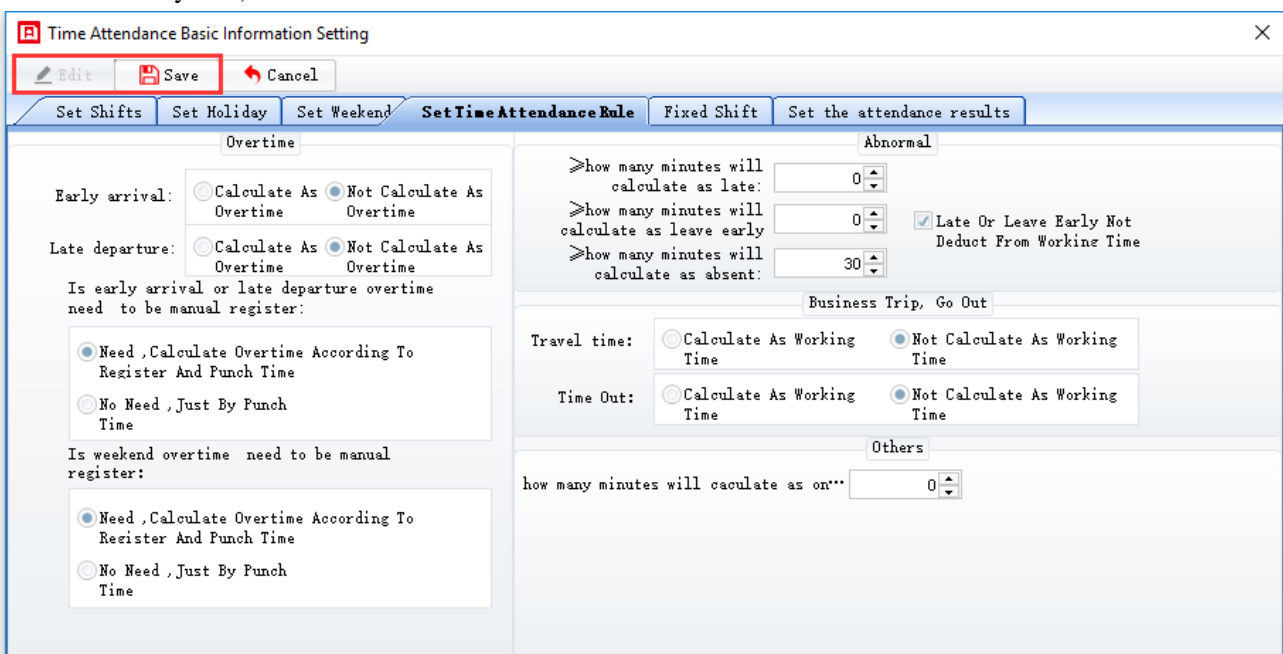
7.4 fixed shift provided

Fixed shift set up is mainly for the later scheduling service, that is the minimum rule which needs to obey in the follow-up scheduling, such as three shifts (morning, noon and evening), then the fixed shift's unit should choose days, scheduling cycle of 3, if there is a day off directly choosing not to set the shift.

7.5 attendance system setting
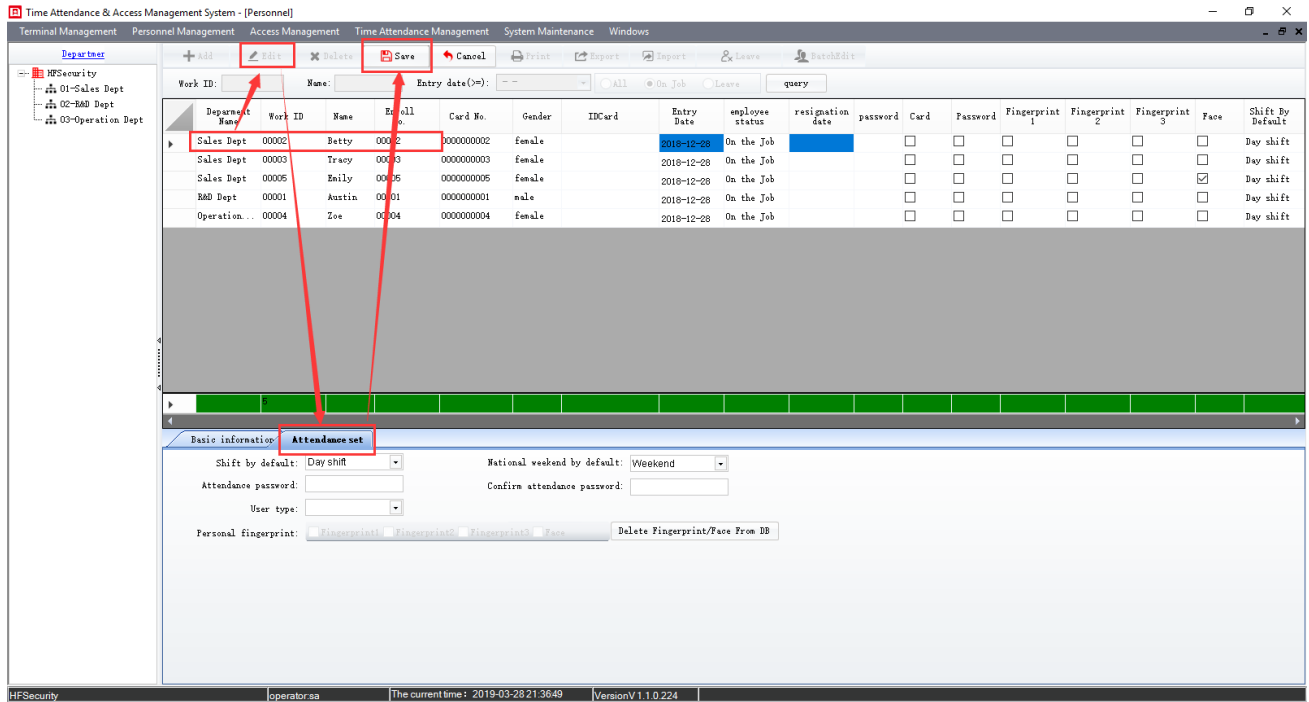
Attendance system is the rule for enterprises and institutions to calculate various attendance items. All employees share a set of attendance system (please refer to the appendix for the corresponding parameter value of the attendance system).

7.6 Shift

The system provides two scheduling methods：

One is the fixed shift: the default shift of each person is directly set when the staff is recorded. This method is suitable for the staff on the fixed shift, such as the staff working in the office buildings or office, who usually work for five days and rest at weekends. For this kind of employees, they only need to set the working time and vacation type, and directly select the default shift and rest on weekend when the personnel is recorded.

The second is scheduling: after setting up shifts and fixed shifts, you can directly arrange a period of working shift for a group of people. This kind of scheduling is suitable for personnel who are not on a fixed shift.

1.Setting up shift or fixed shift. Please refer to the related settings in the attendance basis project setting for the shift setting and fixed shift setting.

2.Generating scheduling table. Enter the "attendance report" module of "attendance management", click "scheduling table" and enter the scheduling page. Scheduling records must be generated every month in order to query the scheduling table。

3.Scheduling. In the schedules identified above, you can choose to modify a particular period of time shifts individually or in batches. There are three ways to modify shifts:

a) Modify the flight of a certain day individually, you can select a certain day, and click the drop-down box that appears to select the corresponding abbreviation.

b) Setting a certain period of time as a specified shift. You can pull the mouse to select a batch of records, select the shift, and click "set to the selected cell".

We take the white-middle-evening shift set previously as an example. If it is necessary to arrange the shift for a certain person in a certain period of time according to this rule, the person shall be selected first, and then the shift shall be selected. You can drag the mouse to select a certain period of time and click "set to the selected cell".

c)Setting a certain period of time as a fixed shift. You can drag the mouse to select a batch of records and fixed shift and click "set to selected cell".

（ps:Save the changes. Click the "save changes" button to save all the changes.
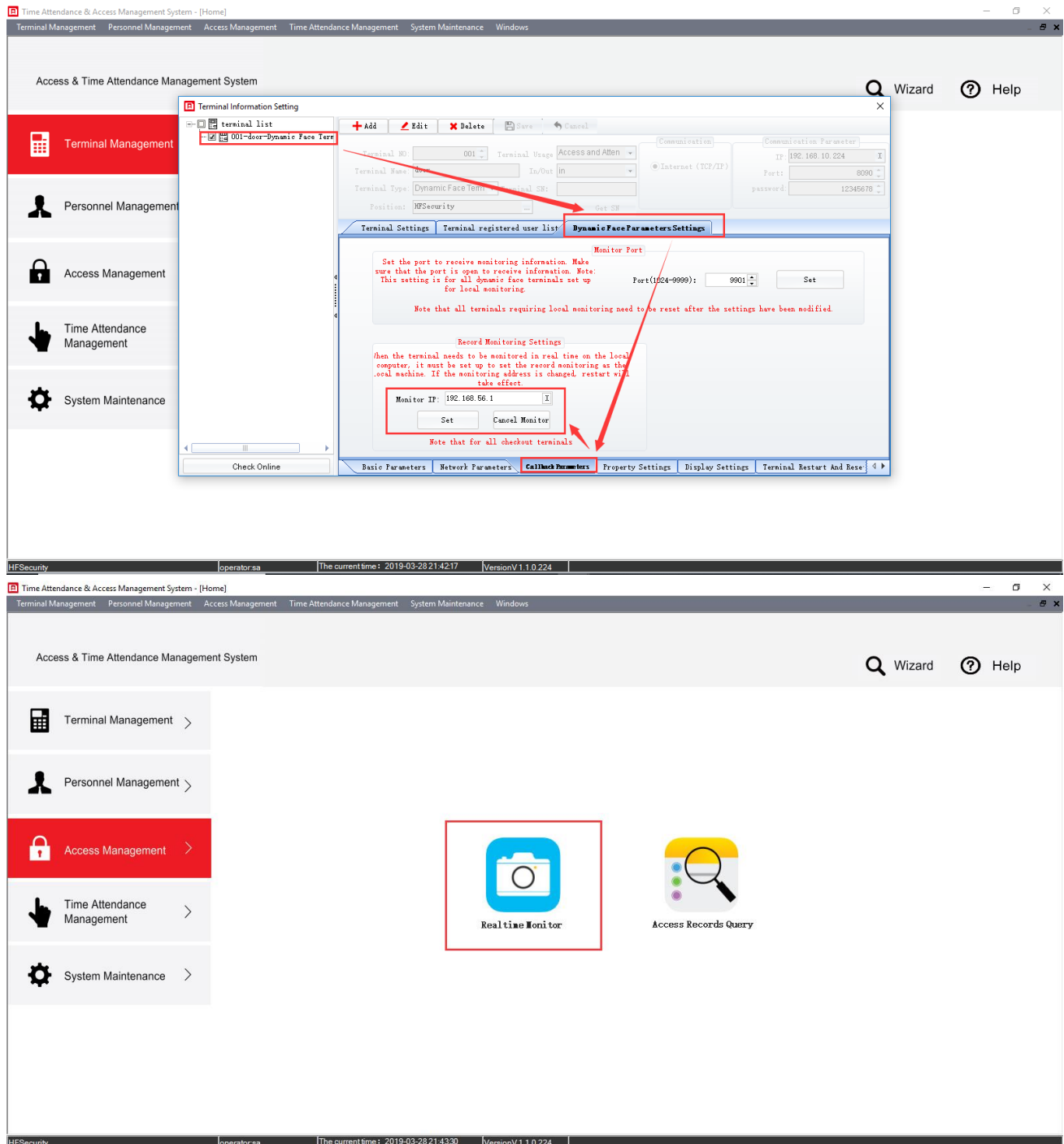
The monthly attendance sheet only records this person at the earliest and latest of the month.）

8.Check the punching card record

You can view all the information related to attendance in attendance statements, process attendance, and view the results of attendance. Any modification of attendance setting, such as modified personal shift, data collection and attendance setting modification, must be re-processed to obtain the new attendance result after modification. To obtain the attendance result, you just enter the date range and click the attendance processing (viewing appendix for statements description).

7.1 Real-time monitoring and downloading verification records

A、Setting up the real-time uploading records

B、Extracting verification records
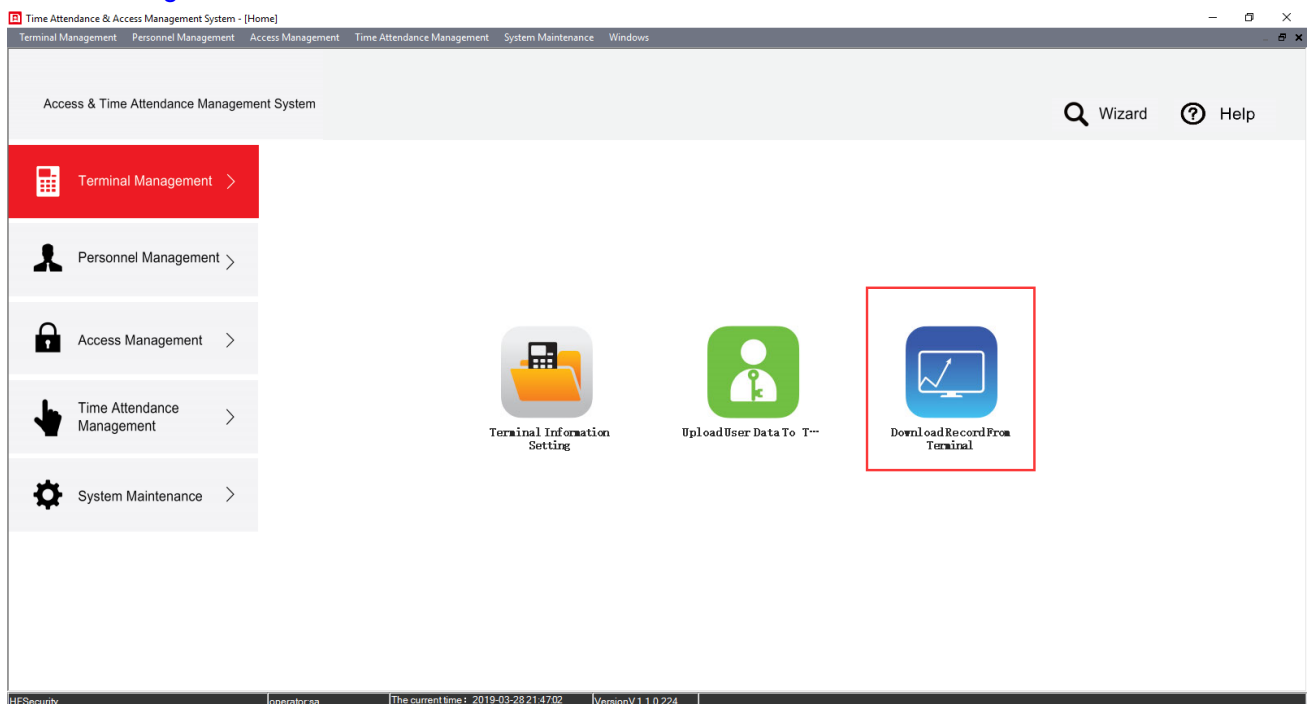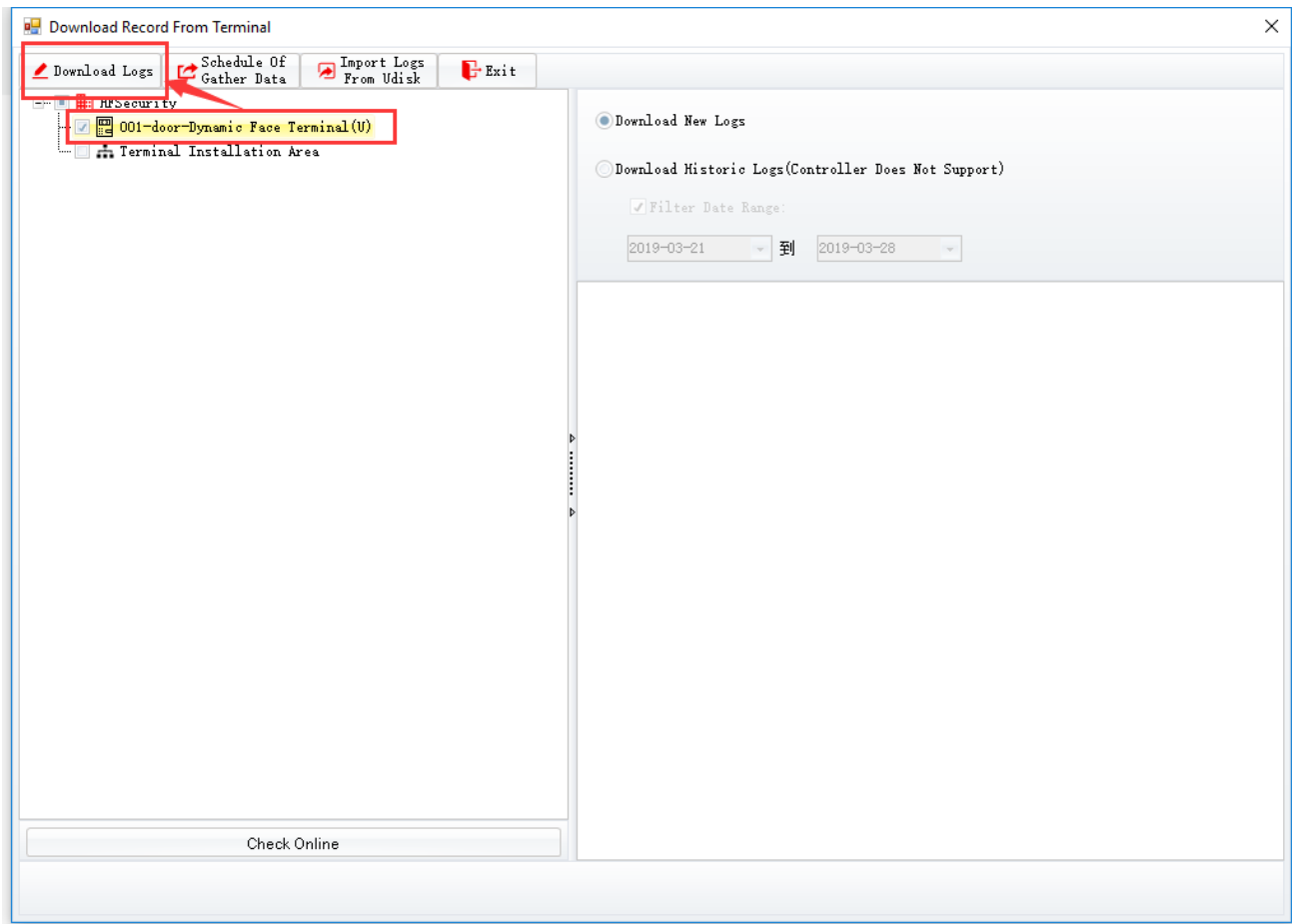
8.1 Viewing the record
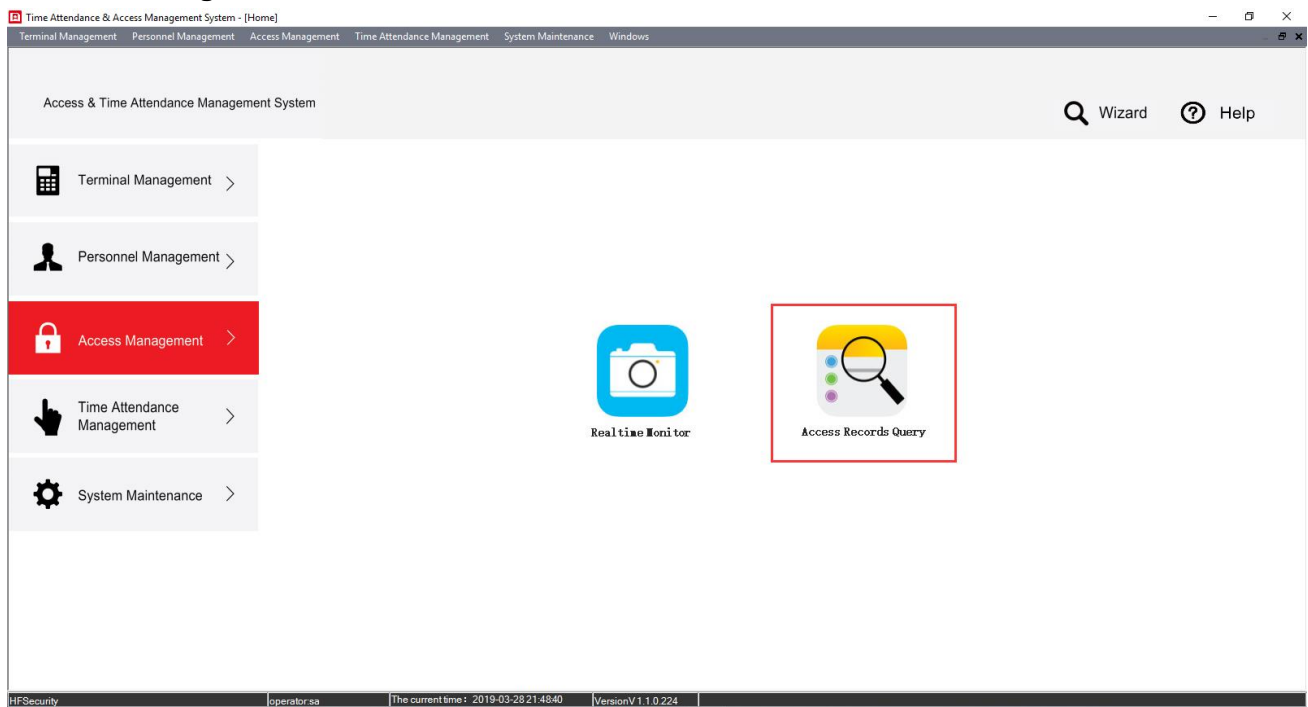
9.System maintenance

System maintenance includes system parameter configuration, operator management, operation log query, database maintenance, data dictionary, setting parameters of cloud construction, password modification and system exit button.

9.1 Database maintenance

A. The data backup

Data backup is to backup all the data in the database into a separate file, easy to copy to other computers or storage devices. When an accident occurs, the data can be recovered from the backup file.
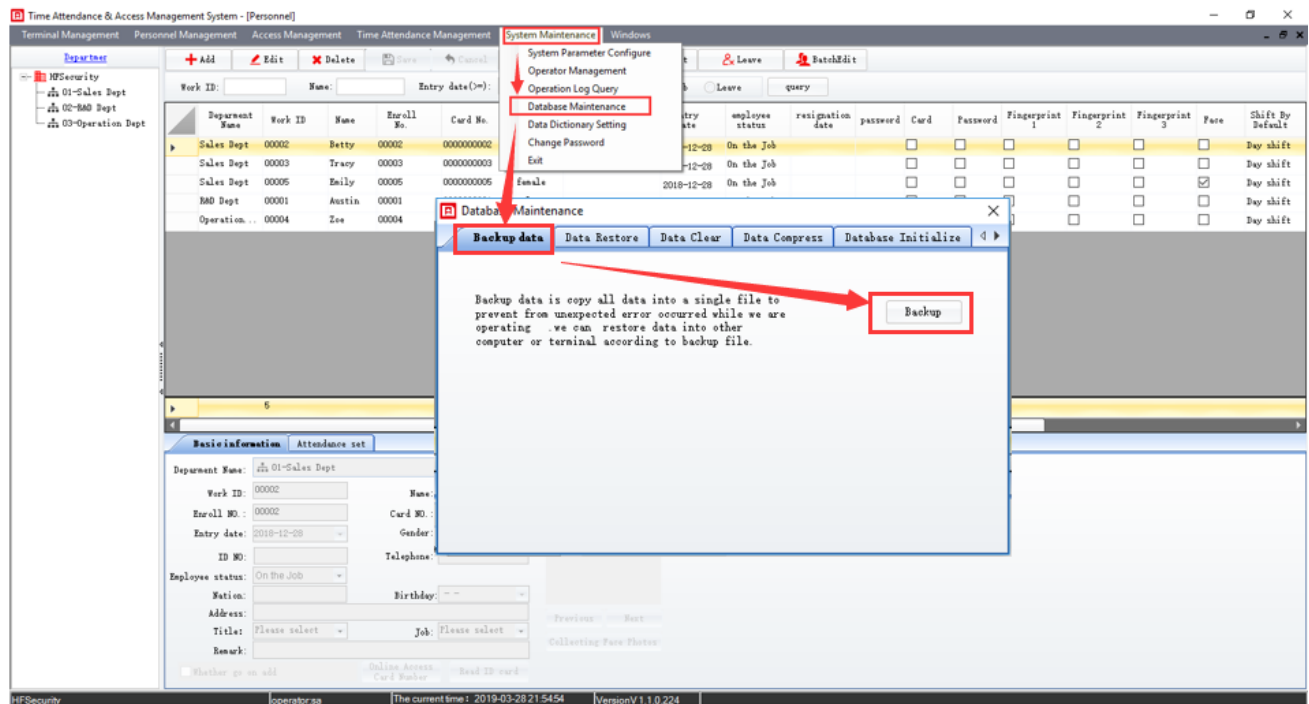
B. Data restoration

Data restore is to restore the data in the previous database backup file to the current data when the current database is abnormal and cannot be used, so that the system can continue to work.
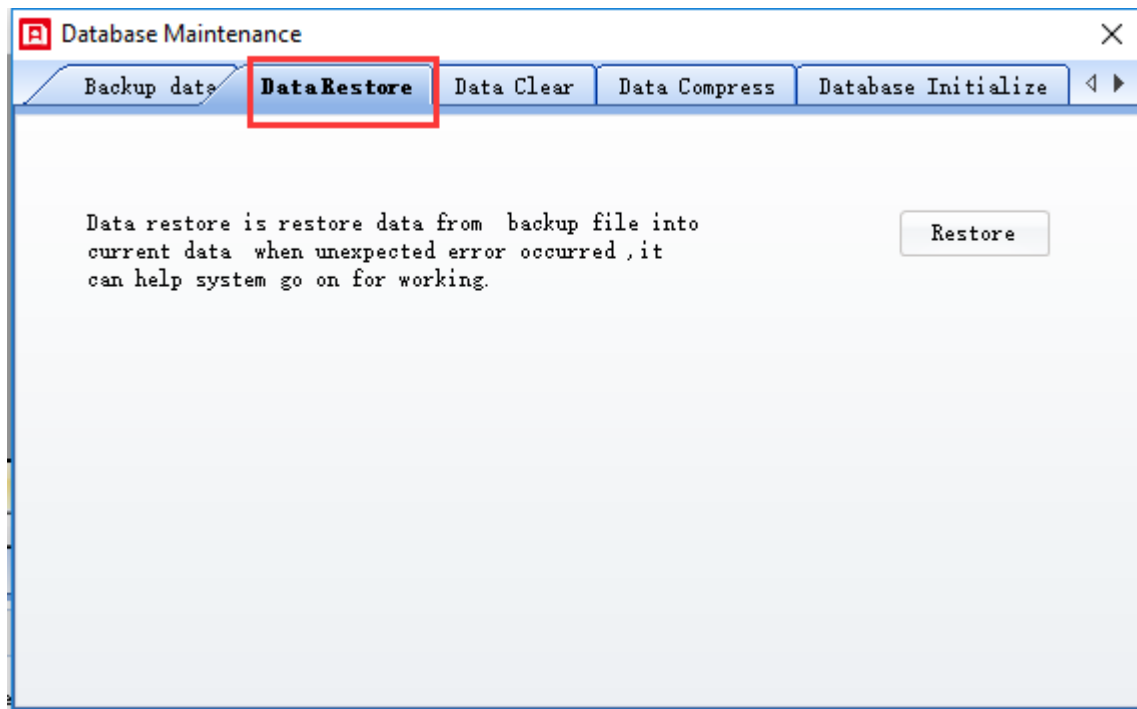
C. Data cleaning

D. Data compression

E. Database initialization

F.　Database type

（Ps: the default of database type is Access stand-alone database）

Appendix

1、 Shift setting corresponding parameter value description

Parameter	Instructions
Shift number	Used for displaying in the report, do not set it too long, 2-3 characters is appropriate
Shift abbreviation	For scheduling, it is best to choose one or two representative letters
The number of time quantum	It means that the shift has several attendance time and closing time, and the lunch break is divided into two classes even without swiping the card.
Attendance time	Normal office hours
Closing time	Regular closing time
Counting hours	Used to summarize the number of hours of attendance statistics
Counting days	Used to summarize the number of days of attendance statistics
Must signing in for work	If the option is yes,no signing in for work will be identified as absenteeism, otherwise no signing in will be counted as normal
Must signing in after work	If the option is yes, no signing in after work will be identified as absenteeism, otherwise no signing in will be counted as normal
Delaying office hours is late	If the option is yes, according to the attendance system, delaying office hours will be considered as beyond the time allowed for lateness and counted as late.
Leaving early counts as leaving early	If the option is yes, according to the attendance system, leaving early will be considered as not available for off-hours and counted as leaving early .
Counting absence	If the option is yes, not clocking in or late arrival and early departure reach the time set by the attendance system, it will be considered as absenteeism
start times of limiting signing in	If the option is yes, you can set the start time of clocking in . The clocking in is invalid before the start time
Finishing time of limiting signing in	If the option is yes, you can set the end time of clocking in. After the end time, the clocking in is invalid

2、 The instructions of corresponding parameter value of the attendance system

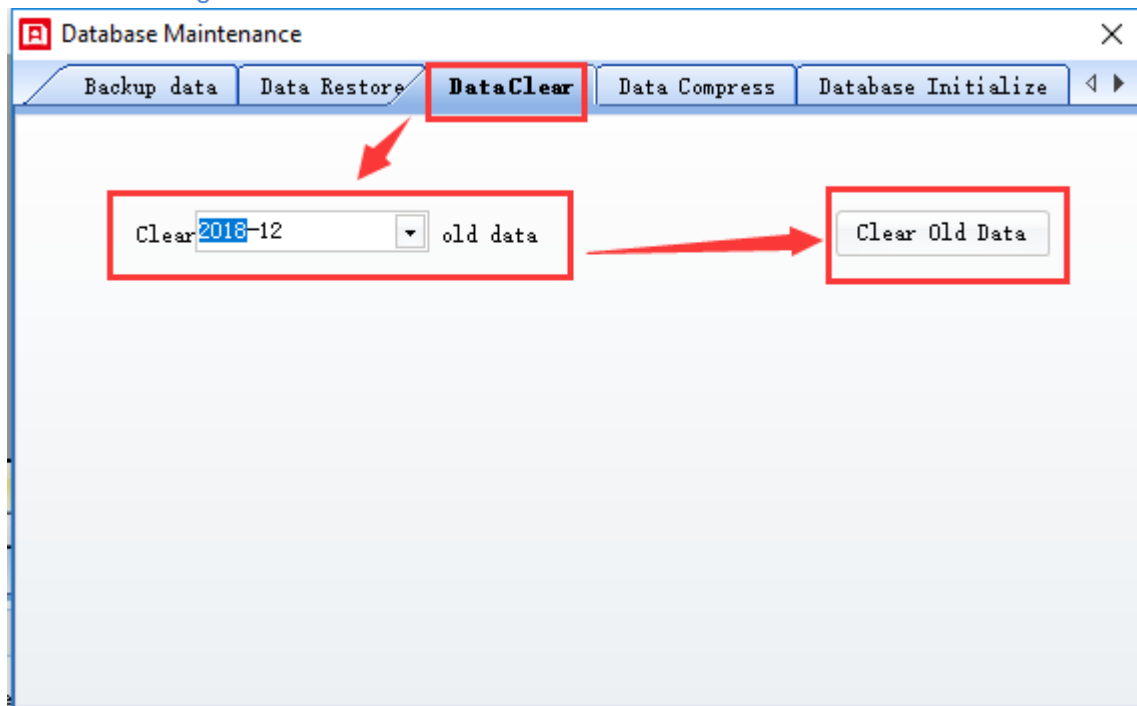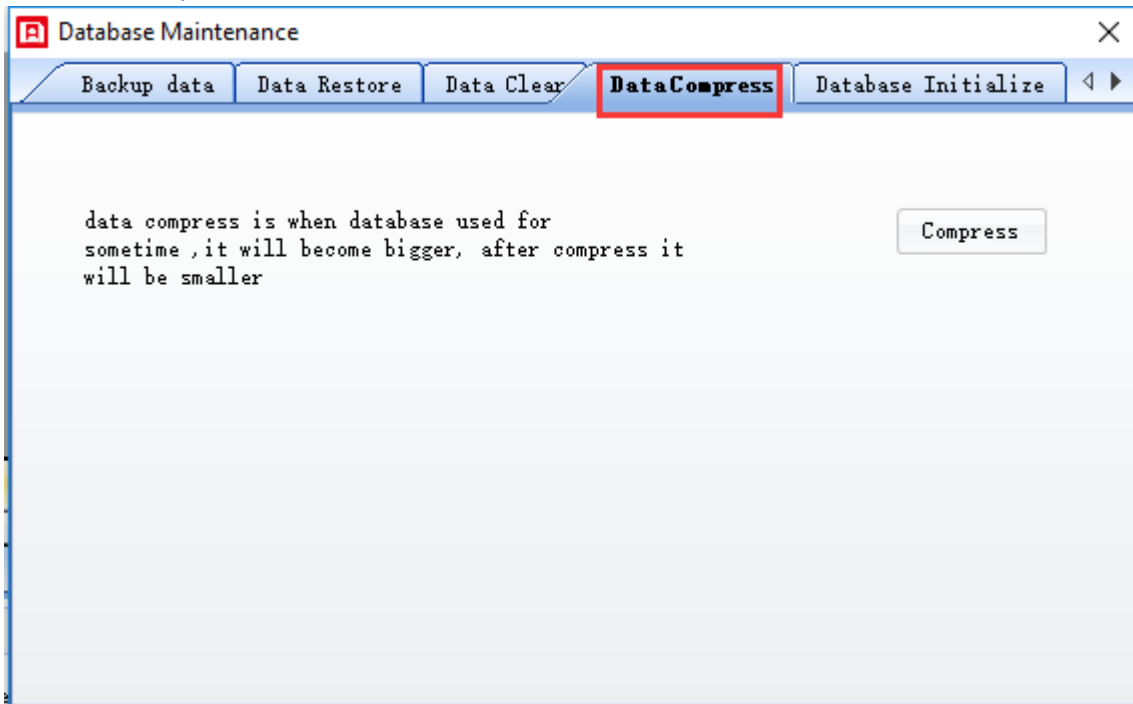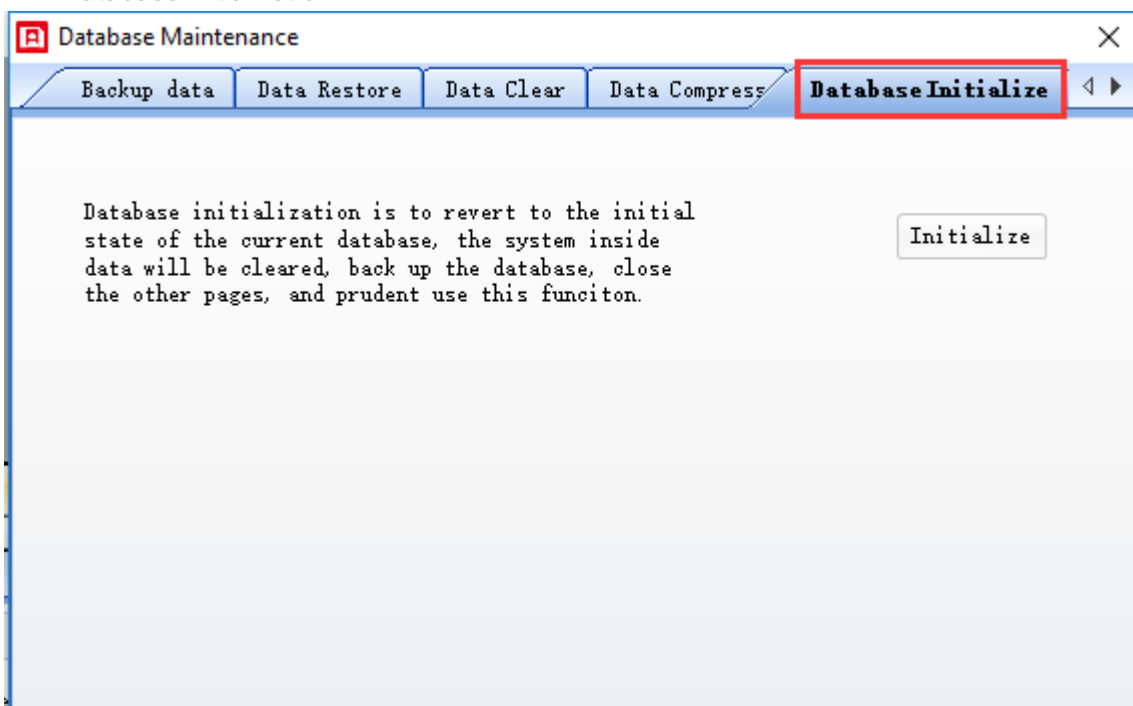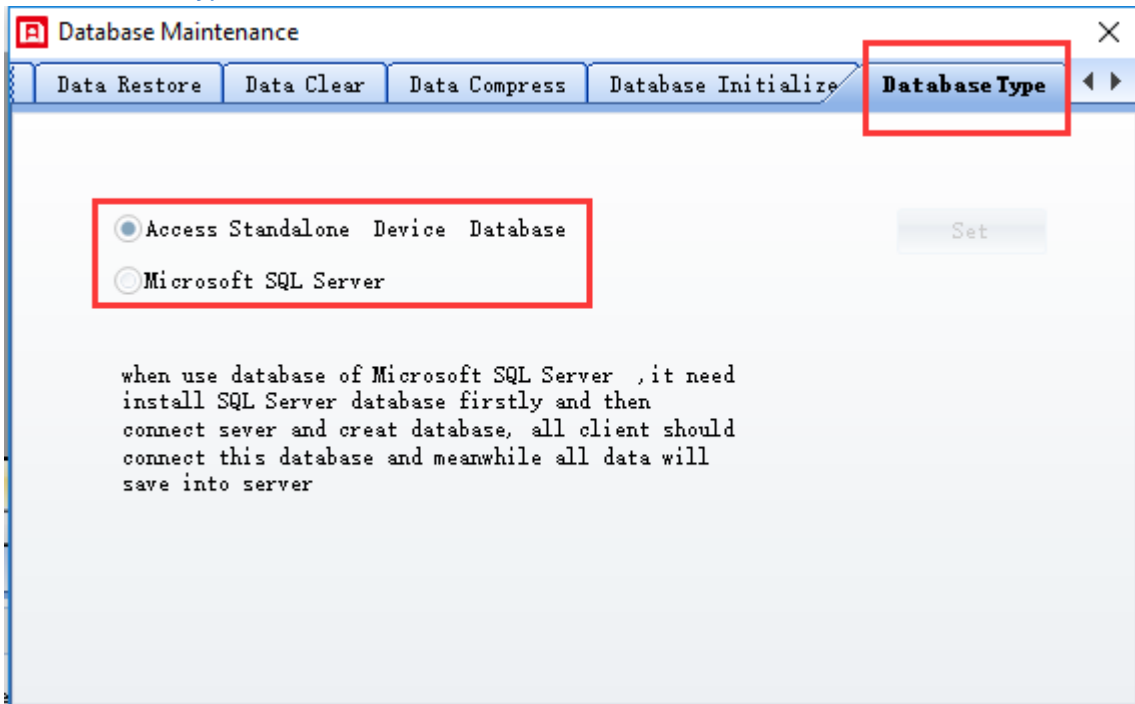| Parameter	Instructions
Arriving early for work	Used to set whether it is overtime when clocking in before working time
Stay late after work	It is used to set whether it is overtime when clocking in after work time
Whether the overtime work before and after work needs manual registration	Choosing to need, working overtime at ordinary times must register and the part that swiping card coincidence just can calculate overwork, otherwise it is only according to the swiping card time to calculate overtime.
Whether need to require manual registration	Choosing need, the overlapping time of signing in and swiping card are only counted as overtime, otherwise it is only according to the swiping card time to calculate overtime.
Counting from how many minutes is late	How many minutes later than the work time will be counted as late, for example, if the value is set to 10, and the time of beginning to work is 8:30, then 8:40 to work is not late, 8:41 will be counted as late.
Counting from how many minutes is leave early	How many minutes before the end of the work will be counted as leaving early，if the value is set to 10, and the time end of work is 17:30 , then clocking out at 17：20 is not leaving

	early, clocking out at 17：19 will be considered as leaving early.
Counting from how many minutes is absenteeism	How many minutes later than the work time will be counted as absenteeism, for example, if the value is set to 30, and the time of begining to work is 8:30, then 9:00 to work is not absenteeism, 9:01 will be counted as absenteeism.
Late arrival and early departure time will not be deducted from attendance time	If option is yes, the time for late arrival and early departure will also be counted as attendance time
Time for a business trip	If selecting time for a business trip will also be counted as attendance, it will be counted as attendance
Out of time	If selecting the out of time will also be counted as attendance, it will be counted as attendance
The number of swiping card per minute is only the first time of swiping effectively in how many minutes	If 0 is selected, every time of swiping card will participate in the statistical attendance; otherwise, only the first time of the specified time is counted

3、Description of each attendance statement

Parameter	Instructions
Personal attendance setting sheet	Used to view personal default shift and default vacation, and this information are set in the personnel management
working schedule	Used to generate a scheduling table or to schedule
Registration form for leave and overtime	It is used for querying registration, and it can also add, modify and delete registration.
Attendance record sheet	It can be used to view the attendance, including collection and retroactive records, and it can also add delete and modify registration
Daily attendance schedule	It can be used to view everyone's attendance record of everyday after attendance processing. This includes data from each person's entry to their departure.
Monthly attendance statistics	The attendance statistics of each person in the selected time period
List of abnormal attendance	Used to query the attendance results for each processing period
Monthly attendance list	According to one record for per person of per month to show the record of swiping the card, when "whether to show only the earliest and latest access record" is set in "system parameter setting", only the first and last record will be shown every day.
Symbolic statement	The result of attendance shall be displayed according to one record for per person of per month, and it will be displayed as abbreviation everyday which is set in the project setting office of attendance results.