iCheck mobile application help guide

AI Driven Facial Recognition
for People Management

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1. Intended audience in Mobile application

ICheck is an AI drive facial recognition people management system. The purpose of the application is to provide a platform for employers to monitor employees and for employees to record their check-in and check-out times. It can be used as a monitoring system for employers to view and check on employee log times and similarly it can be used for employees to record their work times. ICheck also allows employees to record their annual leave. ICheck mainly targets large corporates that have an abundance of employees to manage. By using the application, the employer can monitor the workforce.

2. System Requirements

- Internet Connection
- Download size – 42.64MB
- Version – 1.1.5.7
- Availability – Android OS & IOS
- App permissions – Camera, Locations, Wi-Fi Connection information, Device ID & information, SMS, Photos/Media/Files, Contacts…Etc.

3. Overview of the system

Attendance tracking software captures real-time data for accurate employee attendance. Time and attendance. Employee time tracking. We can mark the attendance by going to the attendance tab. You can go to the dashboard and get a summary of the number of days visited, the number of days that have come to work, and the number of days that have not come to work. When you go to the menu, you can go to the help guide, contact details, terms and conditions and leaves apply tabs. After that, included special things in the application

4. Application installation

- Download the iCheck app from the Google Play store
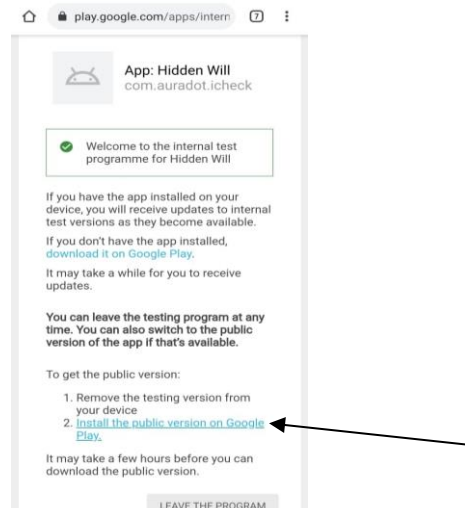- Click 'Install the public version on google play' → Then click Install (Refer image below)

Figure 1 application installation

5. Problems and solutions

I. Main Problems

Problem	Cause	Solutions
"Something wrong with the connection to server. Please make sure your internet connection is enabled or if issue is still persist, please contact ICheck."	Internet connections are disabled on your mobile phone or Could be a server problem.	Please check your connection and try again Or, contact your administrator.
"No images identified in the image"	Since you have not entered the application using your face, it is not possible to recognize your face through face recognition.	After downloading the application, when you use the application, your face will be captured by face recognition and saved. Then, a match to the face you used initially is done in all other cases.
"Sorry, we cannot find any faces match with your face image. Please try another image"	Your face is used during checking or checkout and visits moments. Therefore, Your image can't be recognized by the	Try to apply the correct face that you used when starting the application.

	application's face recognition.	
"Please enable location service before try this operation"	Your location service has not been enabled by your mobile phone.	Manually, try to enable the location service on your mobile phone.
"Invalid code. please try with a valid code"	The code you used to access the application is incorrect.	Try to enter the correct code. Otherwise, contact the administrator.

6. Screens

I. Attendance

- When the visit button is clicked, the camera opens with a dialog box. When we take a photo of our face and give a slide to checkout, our attendance will be marked. Visit will be applied when going on a site visit.
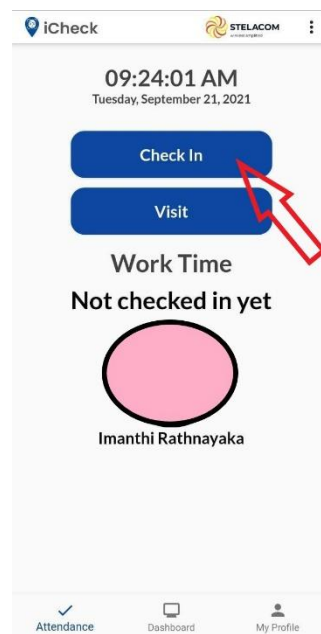
Figure 2 attendance screen

Actions:

- **Click On Check In** - > enable GPS -> get capture of user
- **Click On Check Out** - > enable GPS - get capture of user.
- **Click On Visit** - > enable GPS - get capture of user

Note:

Depending on the performance of your mobile phone, there may be minor problems in identifying the GPS location. It will detect your location within a range of 10m to 500m. In some way, your location will not be able to be identified by the performance-based inputs of your mobile phone. In that case, you may experience some lag error while moving to the face recognition part.
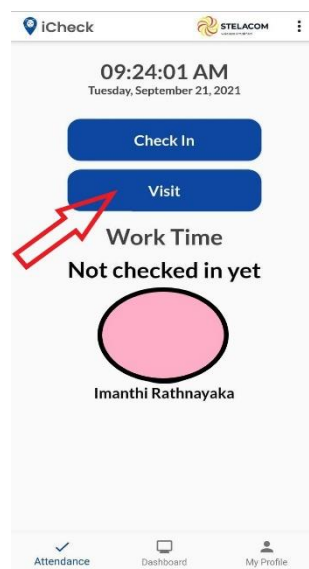
Figure 3 attendance screen

- After getting capture of the user slide the bar as shown below.

Figure 4 attendance screen

II. Dashboard

- Summary of the user's activities are displayed in the dashboard.
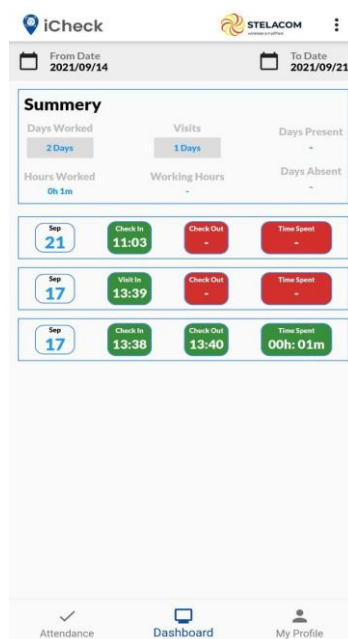
Figure 5 dashboard

- If a user wants to see results only 'Checkout' Click the 'Visits' button as shown below.
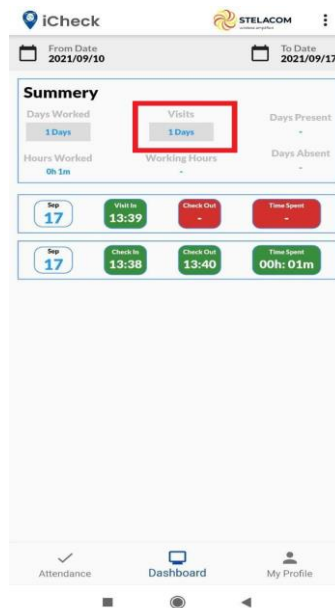
Figure 6 dashboard

- If the user wants to see the results according to the dates - Select date range as shown below. The user can also filter out the desired date range (refer images below).
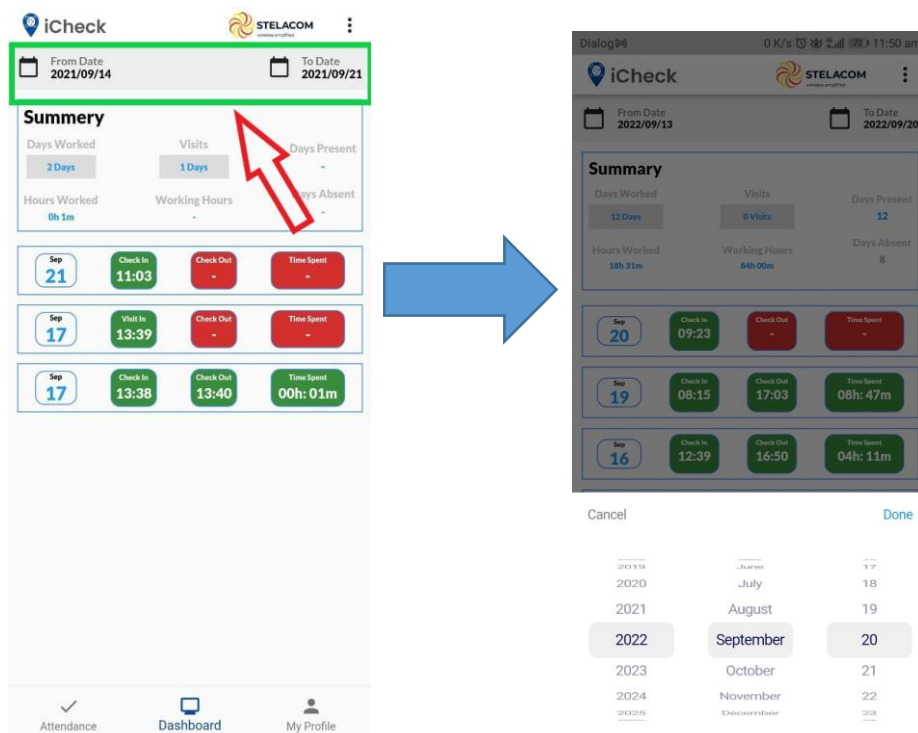
III. Profile

- In the iCheck app personal Information is displayed with the profile picture as shown below.
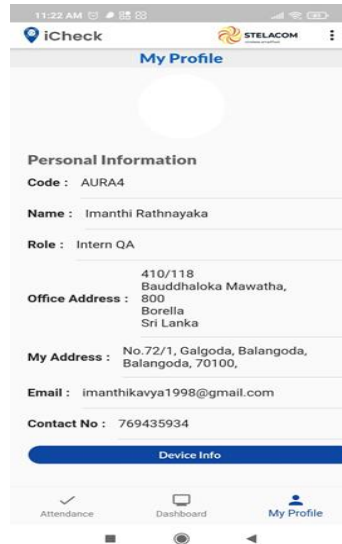
Figure 7 Profile
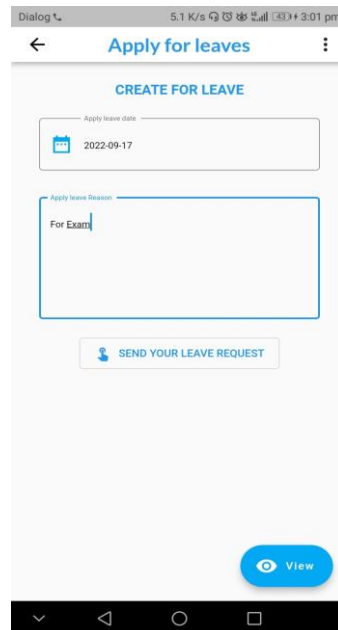
IV. Help

- For further information click the icon highlighted as shown below
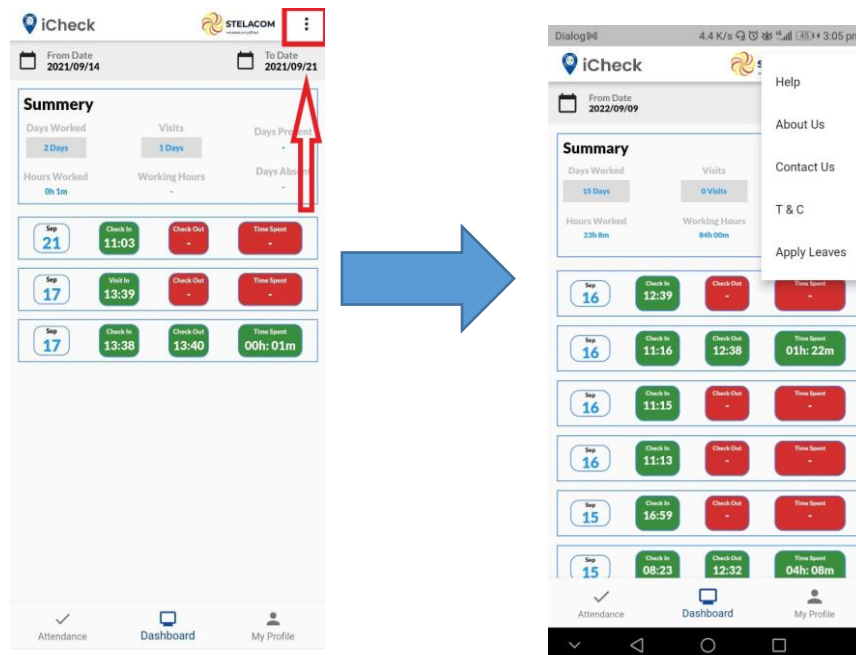
V. Leave Section
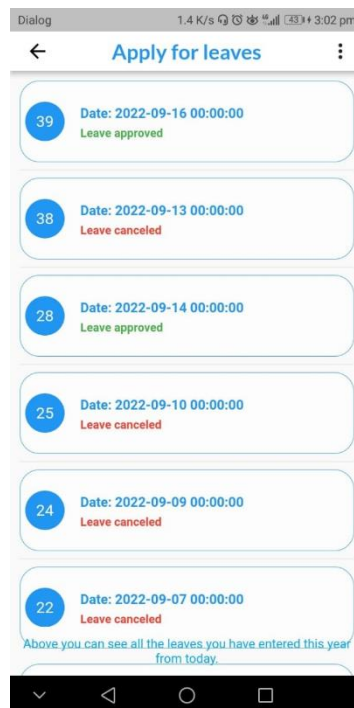
- Apply for Leave is shown as below

Figure 8 leave section

- When clicking on "View" it will show the All-Leaves section as shown below. For all the holiday requests that you enter, the administrator will enter your requests as to whether to reject or approve that holiday.

VI. About Us

- Click 'About Us'. Then the about us page will load.
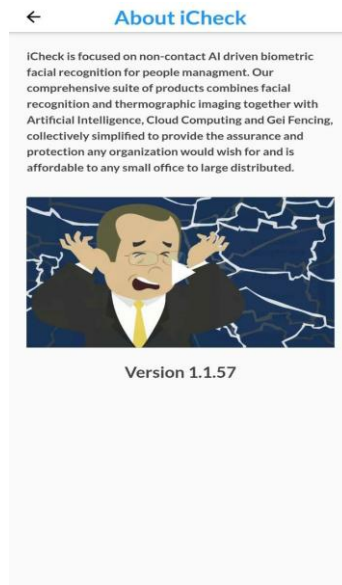
Figure 10 about

VII. Terms & Conditions

- Click T & C. Then the Terms and Conditions page will load.

Figure 11 terms & conditions
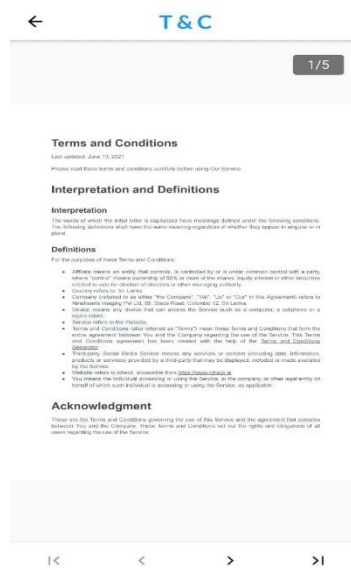
VIII. <u>Contact Us</u>

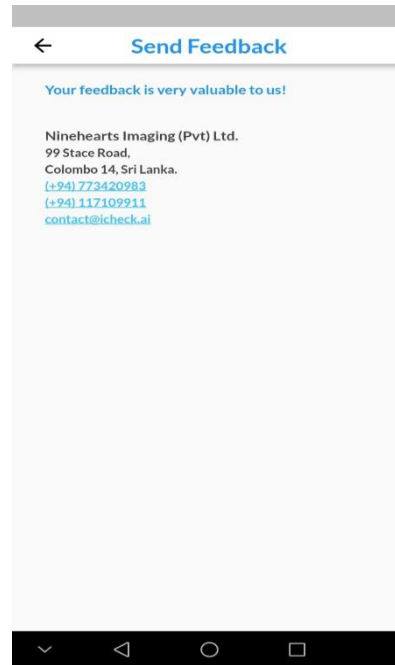- Click 'Contact Us'. Then the page which has contact details will load.

Figure 12 contacts

If the user runs into any issues associated with the application, the user can use the above contact information to resolve the issue at hand. The contact information is also provided below:

- (+94) 773 420 983
- (+94) 773 420 983

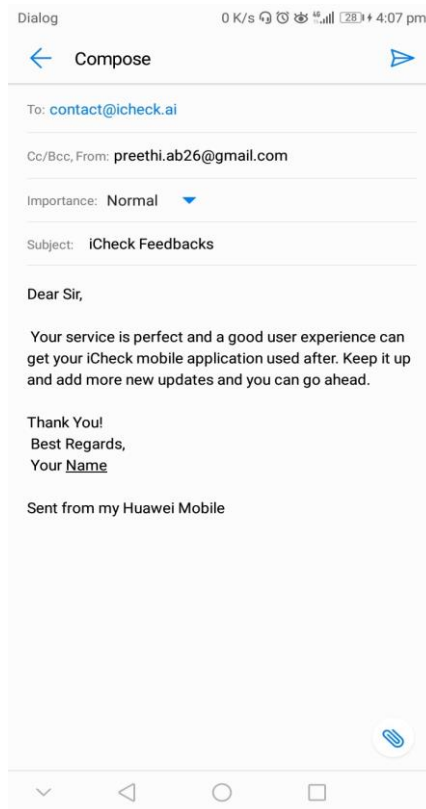When trying to contact via mail select the mail – contact@icheck.ai and the blow screenshot will appear:

Figure 13 email box

7. Support Services for system

- **If you face any problem while using this application, try the following steps to solve it.**

    1. This application is designed to be suitable for every user. But if for some reason you are unable to understand any output, please study the user manual and user technical documentation.

    2. If not, you have the option of contacting contact numbers.
        - Mobile - (+94) 773 420 983
        - Mobile - (+94) 773 420 983
        - Email – contact@icheck.ai

    3. If not, you have the option of contacting system administrator service for company.

- **You can avail our service in any of the above ways. Try again if somehow busy.**