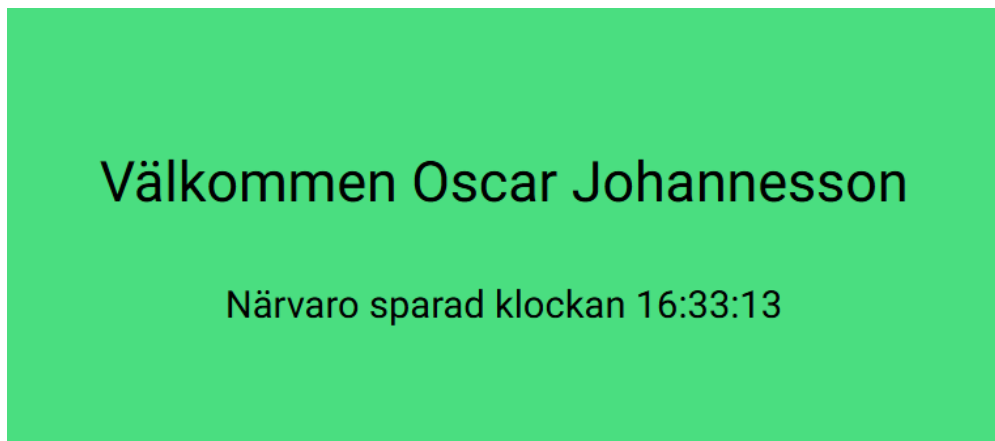# ATTENDO – O2

User's MANUAL

Normal usage

Checking in - To add attendance to the system a user would need to scan their RFID card to the reader and the program will show a welcome screen. The system will add the time the user arrived.

 Example of successful Check in:

Checking out – To check out and save the time a user has been attending scan the RFID card again. The system will save the time the user left.

Example of successful Check out:
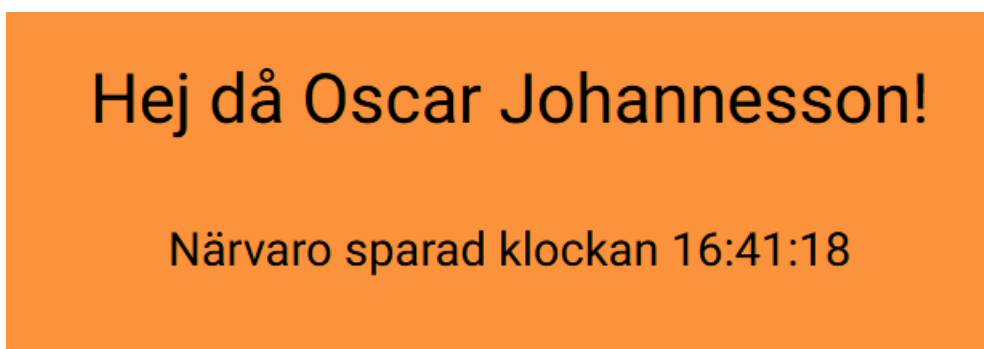
Creating new user – Creating a new user is split into different steps because there are different account types they are as follows.

- **Deltagare** - A standard user with no permissions.
- **Lärare** – has basic permissions to access attendance.
- **Admin** – A user with all permissions.

Creating an Deltagare account – To create this account type you can use the drop-down menu or scanning your card, and you will prompt to create a new account. Then follow the instructions shown on the screen, you will be asked to enter the following information:

- Name – First name and Surname displayed on the attendance screen.
- Email – used to differentiate between users
- Password – if the card is lost or forgotten use the email and password to sign in (COMING SOON)

After the details are entered the user will be prompted to scan their card then the account is created.

Note: if this menu pops up and you already have an account try press "BACK" then try scanning again. This can happen if the RFID scanner does not clear which is a firmware issue on the RFID scanner.

Creating an Lärare account – Creating a Lärare account requires a user with Admin privileges to help. to create a new Lärare account open the sign in menu by using the drop-down menu or by scanning your card and you will be prompted to create an account. Follow the instructions shown and enter the following information.

- Name – First name and Surname displayed on the attendance screen.
- Email – used to differentiate between users, also used in the Online lärarpanel
- Password – if the card is lost or forgotten use the email and password to sign in **(COMING SOON)**

After the details are entered the user will be prompted to scan their card. After the user has scanned their card, an admin must scan their card to allow the creation of the new user with elevated permission.

Creating an Admin account – Creating an admin account requires a user with admin privileges to allow the creation. This is the highest privilege user there is, they have the power to delete all data and view all data and create new higher privilege users, careful when giving this permission to a user.

To create an Admin account type, open the sign in menu by using the drop-down menu or by scanning your card and you will be prompted to create an account. Follow the instructions shown and enter the following information.

- Name – First name and Surname displayed on the attendance screen.
- Email – used to differentiate between users, also used in the Online lärarpanel
- Password – if the card is lost or forgotten use the email and password to sign in **(COMING SOON)**

After the details are entered the user will be prompted to scan their card. After the user has scanned their card, an admin must scan their card to allow the creation of the new user with elevated permission.

Lärarpanel – the "Lärarpanel" is one way to see the attendance to access the panel go to the drop-down menu and press the "lärarpanel" option. Then you will prompt to authenticate using your card.

The menu will look something like this
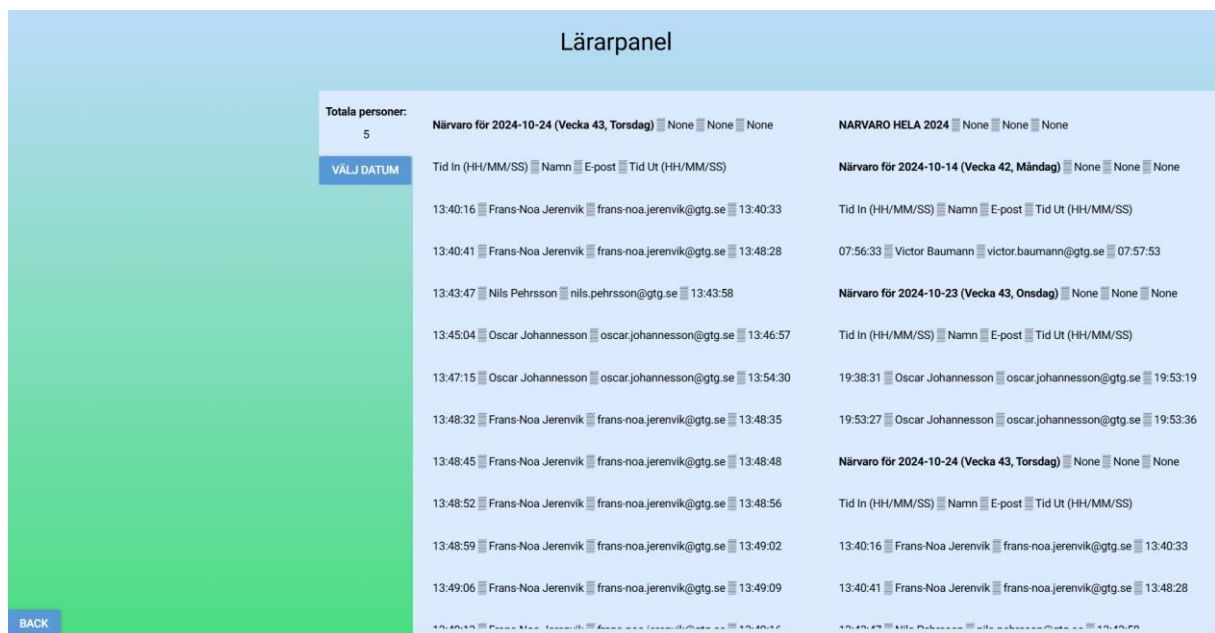
The first text box shows by default todays attendance with a total count of all people outside of the text box top right listed as "Totala personer". To look in a different date chose the button "VÄLJ DATUM" a menu for picking a date will show where you can pick a date and then the text box will refresh with dates attendance. If that day does not have any date the text box will show "Saknas data… inte mycket att se"

First textbox highlighted in red

"Totala personer" and "VÄLJ DATUM" highlighted in red

The Second text box shows the whole years attendance, heighted in red

To go back to the main menu, press the "BACK" button in the bottom left corner.

WARNING – it won't go back to the main menu by itself, don't forget to press "BACK"!

Adminpanel – The admin panel shows debug information and has some control buttons like stopping checking in/out. Go to the drop-down menu and press the "Adminpanel" option. Then you will prompt to authenticate using your card.

The menu will look something like this
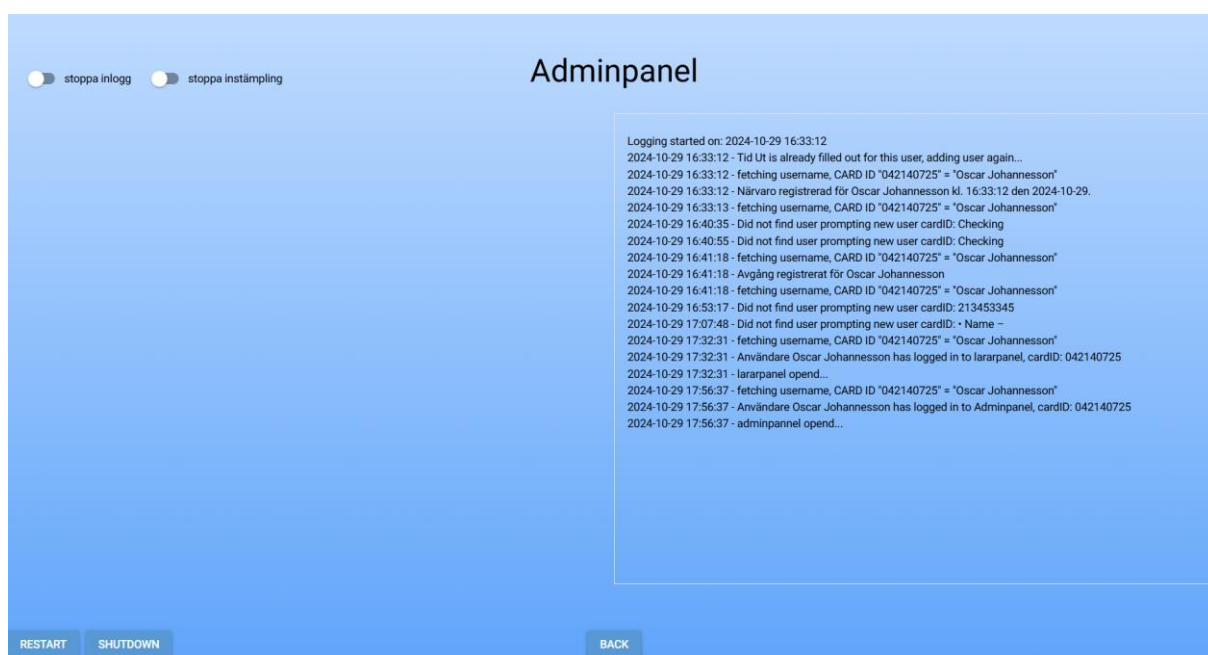
The debug information can be used to see suspected errors and suspicious activates, the debug information box is highlighted in red
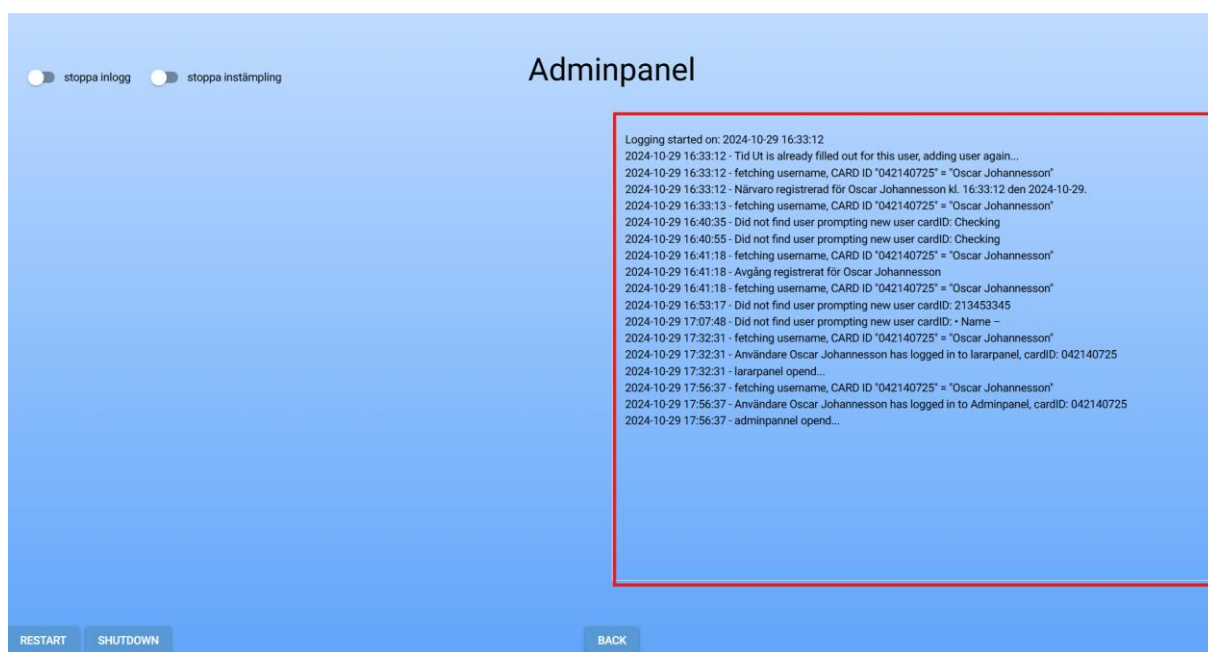
To stop checking in and out and stop sign-in the Online – Lärarpanel there are two buttons 1. "Stoppa inlogg" Stops online sign ins 2. "stoppa inställmpling" stops checking in/out users will be met with this error message if setting is enabled:

Note: in version 1.0 the "stoppa inlogg" button is not working, fixed in the next update

Buttons highlighted in red

If needed there are buttons to shutdown or restart the computer if necessary (these buttons are in place because the normal shutdown button its restricted in lockdown mode)

Buttons highlighted in red

To go back to the main menu, press the "BACK" button in the bottom middle.

WARNING – it won't go back to the main menu by itself, don't forget to press "BACK"!

Online Lärarpanel – This is a website that's so you can see the attendance form the web, this can be accessed from the link bellow. The website only allows high privileged users with extra functions like being able to shutdown and restart the server if needed.
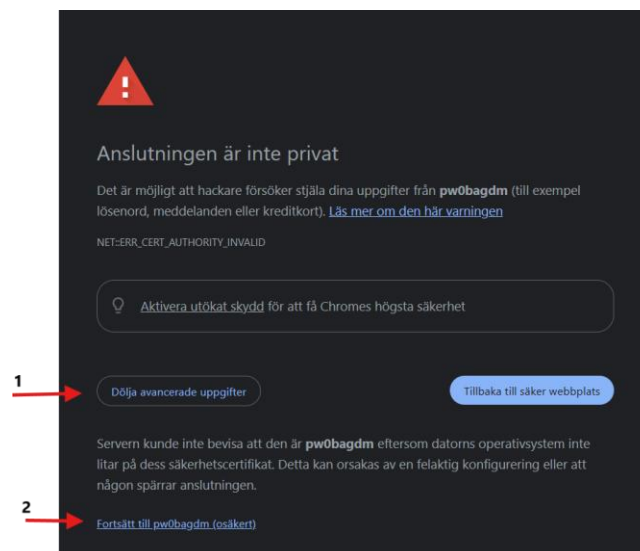
LINK:

!!! SERVER NOT SET UP, NO LINK (YET)!!!

<mark>Important!</mark>

When opening the website you will be shown the following message. This is due to the Invalid SSL certificate, this might or might not be fixed in the future.
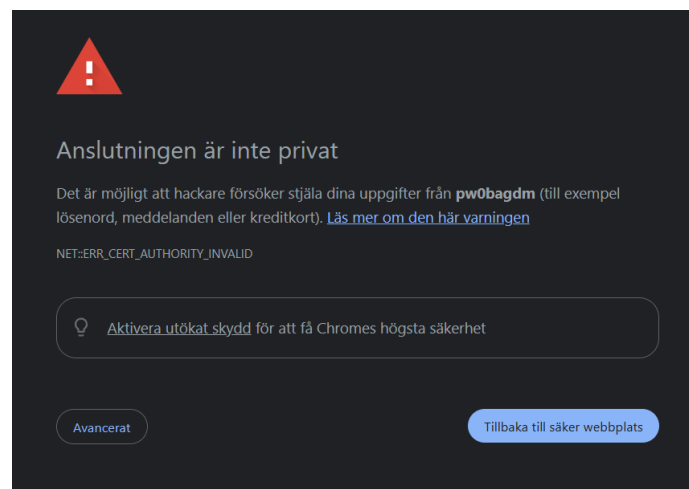
To get around this do the following; 1 press Advanced "Avancerat", 2 press Continue to this site (link) "fortätt till (link)"
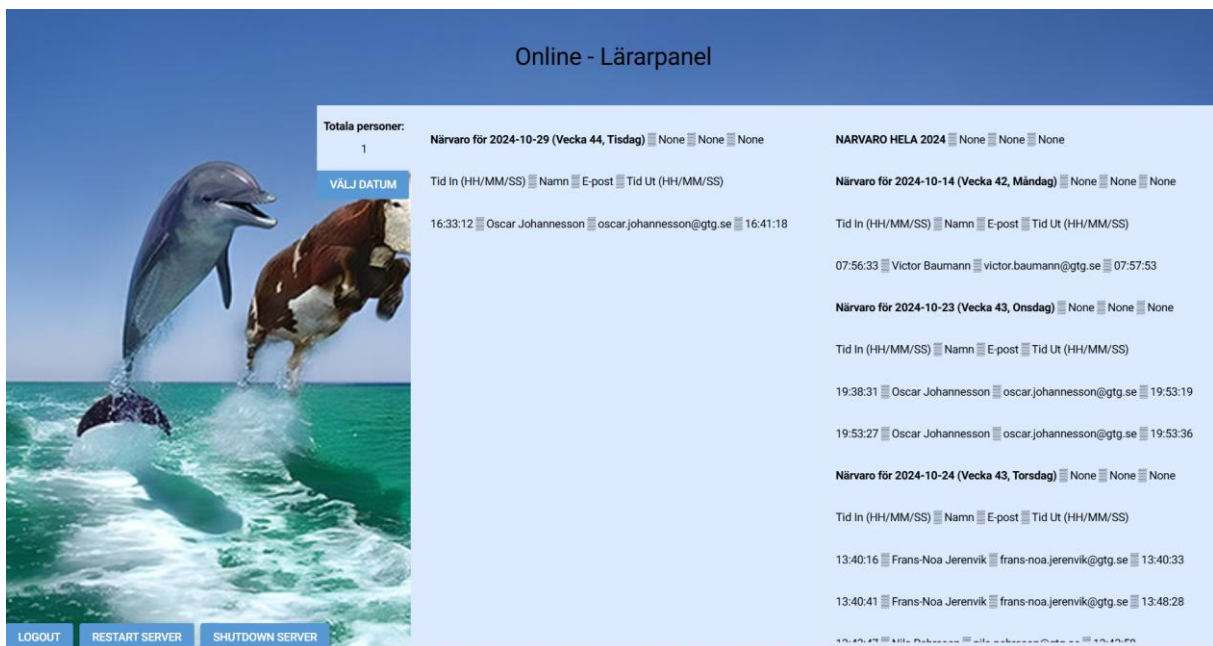
The login menu – to sign in press LOGGA IN MED MICROSOFT located in the middle of the screen.

When signed in it should look something like this (background images change)

The first text box shows todays attendance to the top left of the text box total people is shown and listed under "Totala personer". To check a different date attendance, press the "VÄLJ DATUM" button and a menu will show where you can select a date then the text box will update.

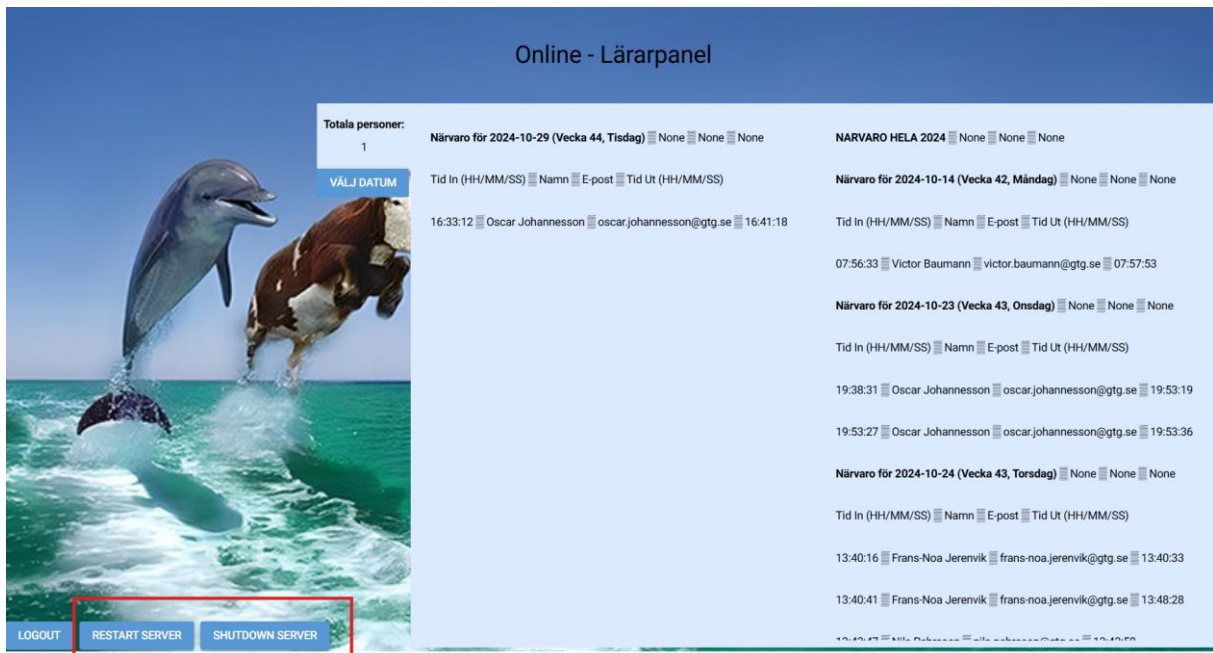Text box highlighted in red and "Totala personer" + "VÄLJ DATUM" highlighted in Blue
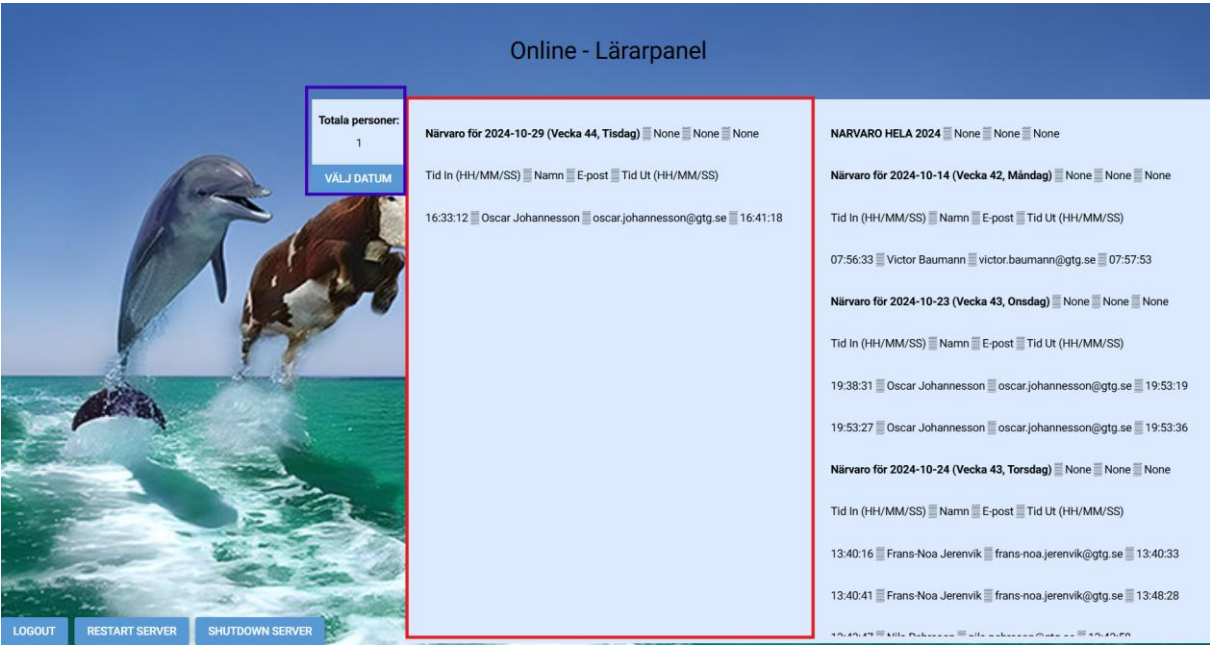
The second text box is for showing attendance for the whole year

Text box marked in red
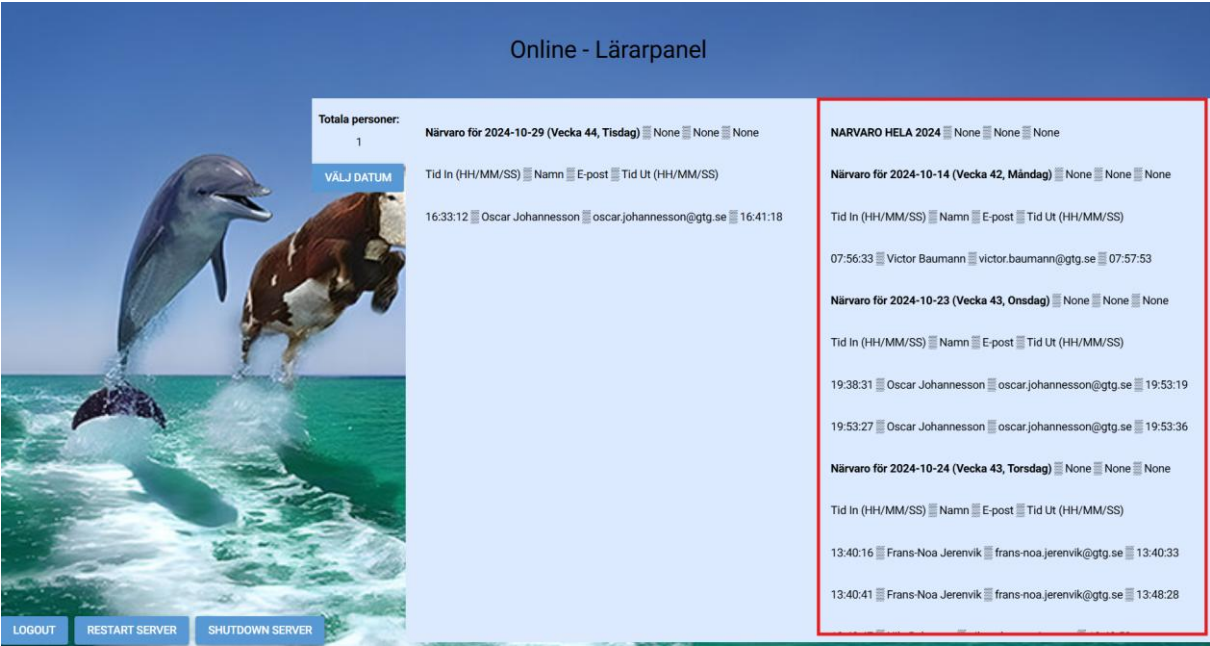
To shutdown or restart the server there are two buttons in the bottom left corner note they require admin privileges to use. Button highlighted in red

Logout button deletes the active session token for the specific user there for requiring