FaceAttend

Face Recognition Attendance System

Department of the Interior and Local Government

Regional Office XII – General Santos City

USER GUIDE

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NOTE	This guide is written for all DILG Region XII staff, including those who are not familiar with technology. No technical knowledge is required to read and understand this document.

1. What is FaceAttend?

FaceAttend is a digital attendance system used by DILG Region XII. Instead of signing a paper logbook or pressing a button on a machine, employees simply stand in front of a camera, and the system automatically recognizes their face and records their arrival or departure.

Think of it like unlocking your smartphone with your face, but instead of unlocking a phone, it records that you arrived at work or left the office.

1.1 Why was FaceAttend created?

The traditional paper logbook has several problems:
- Someone can sign for another person (called "buddy punching")
- Paper records can be lost, damaged, or altered
- Supervisors cannot see attendance data in real time
- Summarizing attendance for payroll takes many hours of manual work

FaceAttend solves all of these problems by using the unique features of each person's face to confirm identity automatically, quickly, and accurately.

1.2 Who uses FaceAttend?

Type of User	What They Do
Employees	Stand in front of the kiosk camera to record Time-In and Time-Out.
Visitors	Register themselves at the kiosk to log their visit purpose and time.
Admin / HR Staff	Manage employee records, review attendance logs, generate reports, and configure the system.

2. The Kiosk – What Employees See Every Day

The kiosk is a computer screen with a camera that is placed at the entrance of the office. It is always on and always ready. You do not need to touch it, type anything, or press any buttons. Your face does all the work.

2.1 The Kiosk Screen Layout

When you look at the kiosk screen, you will see three things at the top:

What You See	What It Means
Top-Left: Office Name	Shows the name of the office where this kiosk is located. Example: "DILG REGION XII – GENERAL SANTOS CITY"
Top-Center: Clock	Shows the current time and date. This is the time that will be recorded for your attendance.
Top-Right: Live Score	A technical reading used by the system to confirm you are a real person and not a photo. You do not need to worry about this number.

2.2 How to Scan – Step by Step

IMPORTANT	You do not need to press any button. Just stand in front of the camera and look at the screen. The system will do everything automatically.

1. Walk up to the kiosk and face the camera directly. Stand about arm's length away (roughly 50 to 80 centimeters).
2. Look straight at the camera lens, not at the screen. Hold still for about 1 to 2 seconds.
3. You will see a box appear around your face on the screen. This means the camera has found your face.
4. The system will automatically scan you. You will hear or see a notification at the bottom of the screen.
5. If the scan is successful, a green message will appear showing your name and whether it recorded Time-In or Time-Out.
6. Step away from the camera. The system will automatically reset and be ready for the next person.

2.3 Messages You Might See

Message on Screen	What to Do
"Idle. Look at the camera."	The kiosk is ready and waiting. Walk up and face the camera.
"Hold still."	Stop moving for a moment. Keep your face steady.
"Move closer."	Move closer to the camera until your face fills the box.

"Move into frame."	Your face is at the edge of the screen. Move to the center.
"Liveness failed. Move naturally."	The system thought you might be a photo. Blink, turn your head slightly, then try again.
"Multiple faces detected. One face only."	Another person is standing too close behind you. Ask them to step back.
"Already scanned. Please wait."	You already scanned recently. Wait for your next scheduled scan (Time-In or Time-Out).
"Not in allowed area."	The device location does not match the office location. Contact your IT officer.
"Acquiring GPS..."	The system is locating the device. Wait a few seconds and try again.

2.4 Time-In and Time-Out – How It Works

The system is smart enough to know whether you are arriving or leaving. You do not select Time-In or Time-Out yourself. Here is how it decides:

- Your FIRST scan of the day is always recorded as Time-In.
- Your SECOND scan of the same day is recorded as Time-Out.
- If you scan a third time, it becomes Time-In again (for example, returning from a field assignment).

TIP	Always scan when you arrive and scan again before you leave. Do not forget to scan Time-Out, as this affects your total hours worked for the day.

2.5 Common Questions About Scanning

What if the system does not recognize my face?

This can happen if:
- The room is too dark. Make sure your face is well-lit.
- You are wearing a face mask that covers your nose and mouth. Lower the mask for the scan.
- You are standing at an angle. Face the camera directly.
- You have not been enrolled yet. Contact your HR officer or admin.

Can I use a photo to scan?

No. FaceAttend has an anti-spoofing feature called "Liveness Detection." This technology can tell the difference between a real person and a photograph, phone screen, or printed image. Attempting to use a photo will always fail.

What if I forgot to scan Time-Out?

Your Time-Out for that day will be missing from the records. Contact your HR officer or admin. They can review and correct your attendance log through the Admin panel.

3. Visitors – How to Log a Visit

If you are a visitor or a non-employee (such as a contractor, a representative from another office, or a delivery person), the kiosk handles your registration separately.

3.1 First-Time Visitors

7. Walk up to the kiosk and face the camera just like an employee would.
8. Because you are not in the system, a form will automatically appear on screen asking for your name and your reason for visiting.
9. Enter your full name and reason for visit using the on-screen form, then press Submit.
10. Your face and visit details will be saved. Next time you visit, the system may recognize you automatically.

> **PRIVACY NOTE** Your face data is stored securely and is only used for identifying you at future visits. It is not shared with any external organization.

3.2 Returning Visitors

If you have visited before and your face is in the system, the kiosk will recognize you and show a form with your name already filled in. You only need to enter your reason for this visit and press Submit.

4. For Admin and HR Staff – Managing the System

The Admin panel is a separate section of FaceAttend that is only accessible to authorized staff. It allows you to manage employees, review attendance, generate reports, and configure the system.

4.1 How to Access the Admin Panel

The Admin panel is hidden from regular users for security. To access it:

11. Go to the kiosk screen (or the FaceAttend URL on any authorized computer on the same network).
12. Press Ctrl + Shift + Space on your keyboard at the same time. A PIN entry box will appear.
13. Enter the admin PIN provided to you by your IT officer. Press Enter.
14. You will be taken to the Admin Dashboard.

SECURITY WARNING	Do not share the admin PIN with employees who are not authorized. The PIN can be changed at any time by the IT officer through the Settings page.

4.2 The Admin Dashboard

The Dashboard is the first page you see after logging in. It shows a summary of today's activity at a glance:
- Total number of enrolled employees
- Number of Time-In scans today
- Number of Time-Out scans today
- Total number of registered visitors
- Number of records that need review (flagged by the system as uncertain)

4.3 Managing Employees

Adding a New Employee

15. Click "Employees" in the left menu.
16. Click the "+ Create Employee" button.
17. Fill in the employee's details: Employee ID, First Name, Middle Name, Last Name, Department, Office, and Position.
18. Make sure all names are typed in UPPERCASE (the system requires this for consistency).
19. Click "Save." The employee is now in the system but has NOT been enrolled for face recognition yet.

20. Click "Enroll Face" next to the employee's name to proceed with face enrollment.

Enrolling a Face

Face enrollment teaches the system what the employee looks like. This must be done in person, with the employee present.

21. Click "Enroll Face" next to the employee in the list.
22. The camera will turn on. Ask the employee to look at the camera.
23. The system will automatically capture multiple images over about 5 seconds. Ask the employee to hold still.
24. A confirmation message will appear when enrollment is complete.

TIP	For best enrollment results: ensure good lighting on the employee's face, make sure they are not wearing sunglasses, and ask them to look directly at the camera lens.

Editing or Deactivating an Employee

To edit an employee's details (such as a name change due to marriage, or a transfer to another office), click "Edit" next to their name in the employee list.

To deactivate an employee who has resigned or been transferred out, click "Edit" and uncheck the "Active" checkbox. Deactivated employees cannot use the kiosk but their records are preserved.

4.4 Viewing Attendance Records

Click "Attendance" in the left menu to view all attendance logs.

You can filter the records by:
- Date range (from a specific start date to an end date)
- Office or branch
- Employee name or ID number
- Type of record (Time-In or Time-Out)
- "Needs Review" flag (records the system was uncertain about)

Each record shows: the employee's name, timestamp, office, liveness score, face match score, GPS accuracy, and whether the record needs review.

4.5 The Summary Report

Click "Summary Report" in the left menu to view a daily summary of attendance per employee.

For each employee and each day, the report shows:
- First Time-In of the day
- Last Time-Out of the day
- Total hours worked (minus the standard 1-hour lunch break)
- Whether the employee was late (arrived after 8:00 AM)
- Whether the employee left early (before 5:00 PM)

You can export this report as a CSV file (which can be opened in Microsoft Excel) by clicking the "Export CSV" button.

4.6 Managing Visitors

Click "Visitors" in the left menu to view all registered visitor profiles.

Click "Logs" to see a record of every visit, including the visitor's name, the time of their visit, their stated purpose, and the office they visited.

You can search by visitor name, filter by office, filter by date, or filter to show only known (enrolled) visitors.

4.7 Managing Offices

Click "Offices" in the left menu to view and manage the list of offices.

Each office has:
- A name and code (example: DILG REGION XII – GENERAL SANTOS CITY, Code: R12-GENSAN)
- A GPS location pin shown on a map
- A radius in meters (defines the allowed scanning area around the office)
- A WiFi network name (optional, for reference)

| IMPORTANT | The GPS location and radius are what the kiosk uses to confirm the device is physically at the office. If the kiosk shows "Not in allowed area," the issue is usually that the GPS accuracy is too low or the radius is set too small. Contact your IT officer to adjust these settings. |

4.8 The "Needs Review" Flag

Sometimes the system is not 100% certain about a scan. In these cases, it records the attendance but marks it with a "Needs Review" flag. This can happen when:

- The face match score was close to the acceptance limit (the person looked slightly different from their enrollment photo).
- The liveness score was close to the minimum threshold.
- The GPS accuracy was near the limit.

As an admin, you should periodically review these flagged records. To do this, filter the Attendance list by "Needs Review" and check each record. If the record appears correct, click "Mark Reviewed" and add a short note. If it appears incorrect, note it and investigate further.

5. Attendance Policies and Schedules

FaceAttend follows the standard DILG attendance policy. Understanding these rules will help you get accurate reports.

5.1 Standard Schedule Employees

Schedule	Details
Official Work Hours	8:00 AM to 5:00 PM
Lunch Break	12:00 PM to 1:00 PM (1 hour, automatically deducted from total hours)
Grace Period	None. Time-In is recorded at the exact moment of scanning.
Half-Day	If Time-In is at 12:00 PM, the system records a half-day attendance.

5.2 Flexible Schedule (Flexi) Employees

Employees under the flexible work arrangement do not have a fixed start and end time. However:

- They must complete 8 hours of work per day.
- The standard 1-hour lunch deduction still applies.
- The system records Time-In and Time-Out as usual and computes the total hours.

6. Privacy and Data Security

FaceAttend takes the privacy of all employees and visitors seriously. Here is what you should know:

- Your face data (biometric information) is stored only on the office server. It is not sent to the internet.
- Only authorized admin staff can access your attendance records.
- Your face data is never sold, shared, or transferred to any outside organization.
- If you leave the organization, your face data can be deleted from the system by the IT officer.
- The system records your GPS location only to verify that you are physically at the office when scanning. This location is not tracked continuously.

7. Troubleshooting for Employees

Problem	What to Do
The kiosk does not recognize my face.	Ensure good lighting, face the camera directly, remove masks or sunglasses. If it still fails, contact HR to check your enrollment status.
I got a "Liveness Failed" message.	Blink your eyes naturally, breathe, and try again. Make sure you are not holding up a phone or photo in front of the camera.
The kiosk screen is black or off.	The kiosk may be in power-saving mode. Wave your hand in front of the camera or press any key on the keyboard. If it remains off, contact IT.
I forgot to scan Time-Out yesterday.	Contact your HR officer or admin immediately. They can review and correct your record through the Admin panel.
The kiosk says "GPS signal too weak."	This is a device-level issue. Contact your IT officer. You do not need to do anything.
My name appeared but the Time-In or Time-Out was wrong.	Report this to your HR officer immediately. They can check and correct the record.

8. Quick Reference Card

Cut out or save this card for quick reference at the kiosk.

EMPLOYEE SCANNING STEPS	VISITOR REGISTRATION STEPS
25. Face the camera directly 26. Stand still for 1-2 seconds 27. Wait for the green message 28. Step away from the camera	29. Face the camera directly 30. A form will appear on screen 31. Enter your name and purpose 32. Press Submit