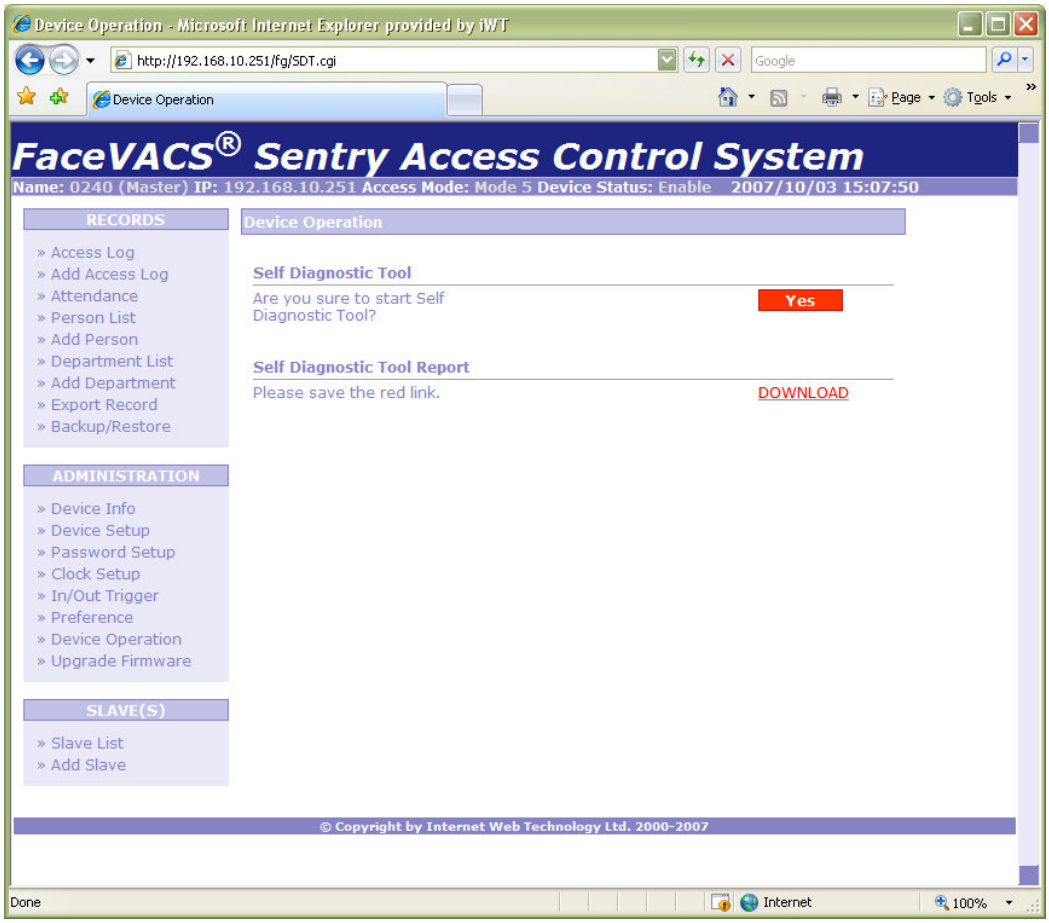
Self Diagnostic Tool

In order to help for better support and check the device hardware status, the device provide self diagnostic tool for generating device status information. Then the device will also generate the report for other to download.

In internet browser's address bar, type:

http://<IP address of FaceVACS® Sentry>/fg/SDT.cgi

Then you will enter this page:



You can press *Yes* in *Self Diagnostic Tool- Are you sure to start Self Diagnostic Tool?* to start the whole diagnostic flow. Then the whole flow will perform the test of camera, LCD, LED, PCB board etc…

After that, you can download the report and send to FaceVACS® support staff for further investigation if necessary.

Exam Your FaceVACS® Sentry Record

FaceVACS® Sentry contains many records. You can edit these records for the access control function (like edit person, edit department). Also you can view the record for daily access records and intruder records.

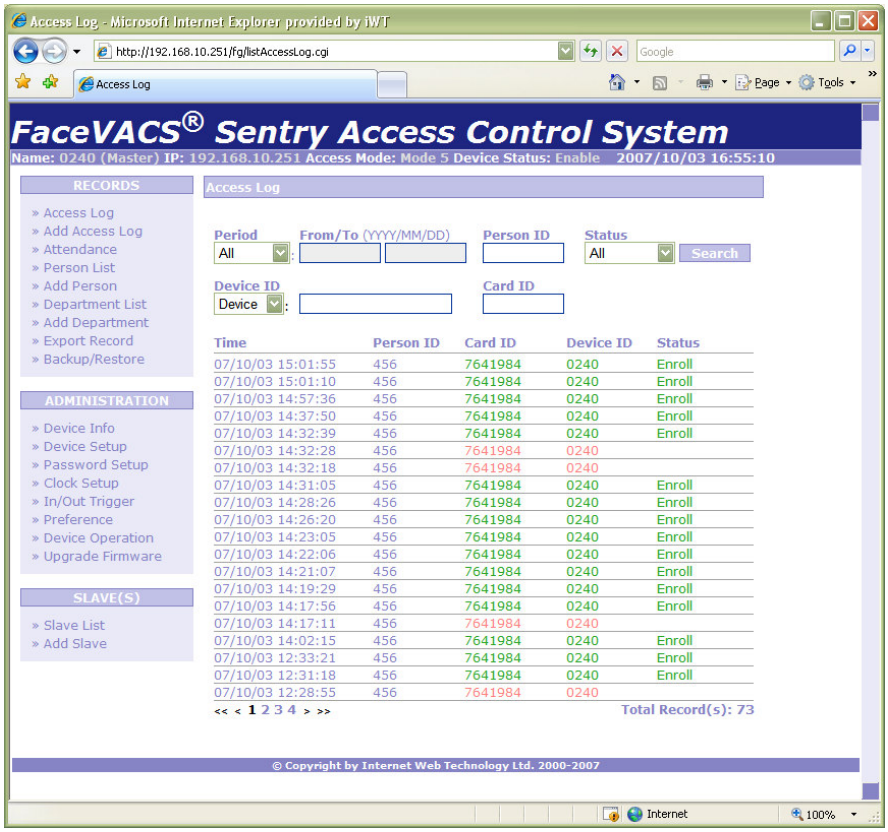
You should login to the web based system according to section "**Configuring Your FaceVACS® Sentry**" before view/edit the records.

Access Record

View Access Record

You can view the access logs based on following procedure:

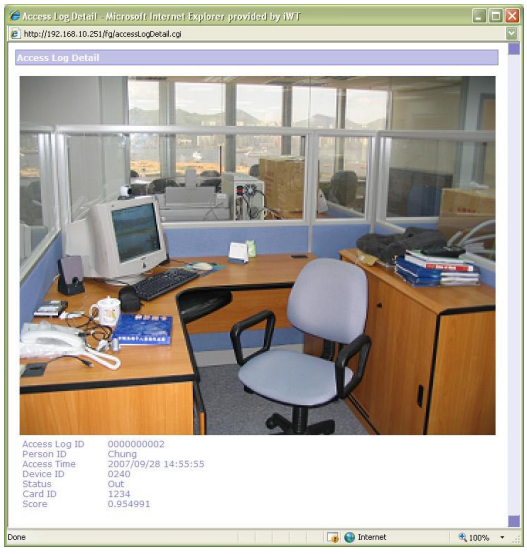
Click *Records -> Access Log* on the left side of the FaceVACS® Sentry web page. After clicked, you will enter this page:



In the right panel, you can view the list of access logs order by time. You can also search the access log by certain criteria in the upper right panel.

Do the following actions to view the detail (especially photo) of the access log:

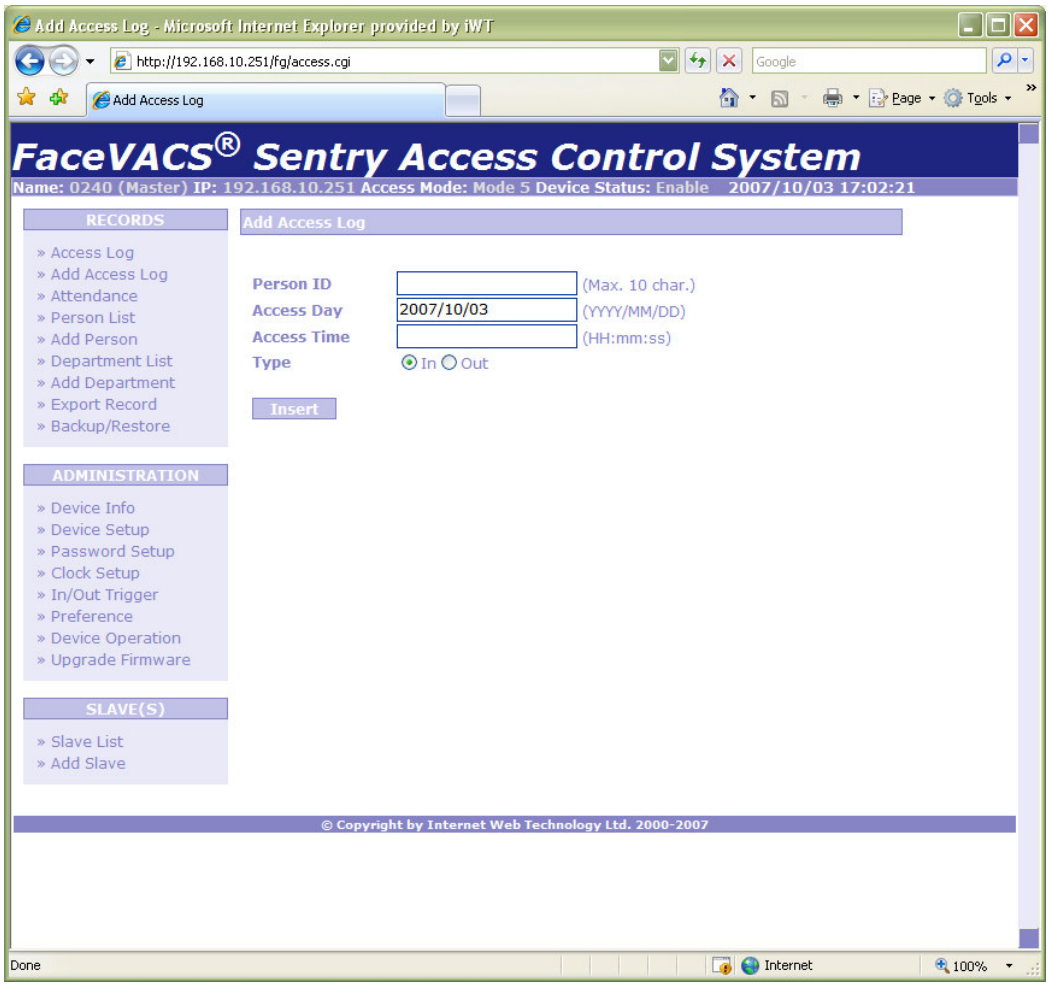
1. Click the *Time* / *person ID* (e.g. 05/04/26 18:47:05 or 0003) you want to view the detail in the list
2. The Pop-up will show the detail of the access record (Which will show the detail information of the access record including the captured image. This image is de-interlaced):



Add Access Record

You can add the access logs using following procedure:

Click *Records -> Add Access Log* on the left side of the FaceVACS® Sentry web page. After clicked, you will enter this page:



In the right panel, do the following actions to add access log:

1. Type the *Person ID*, *Access Day* and *Access Time* according to the specified format.
2. Select the Type of access log (*In / Out*)
3. Click "*Insert*" button to add the log

Attendance Record

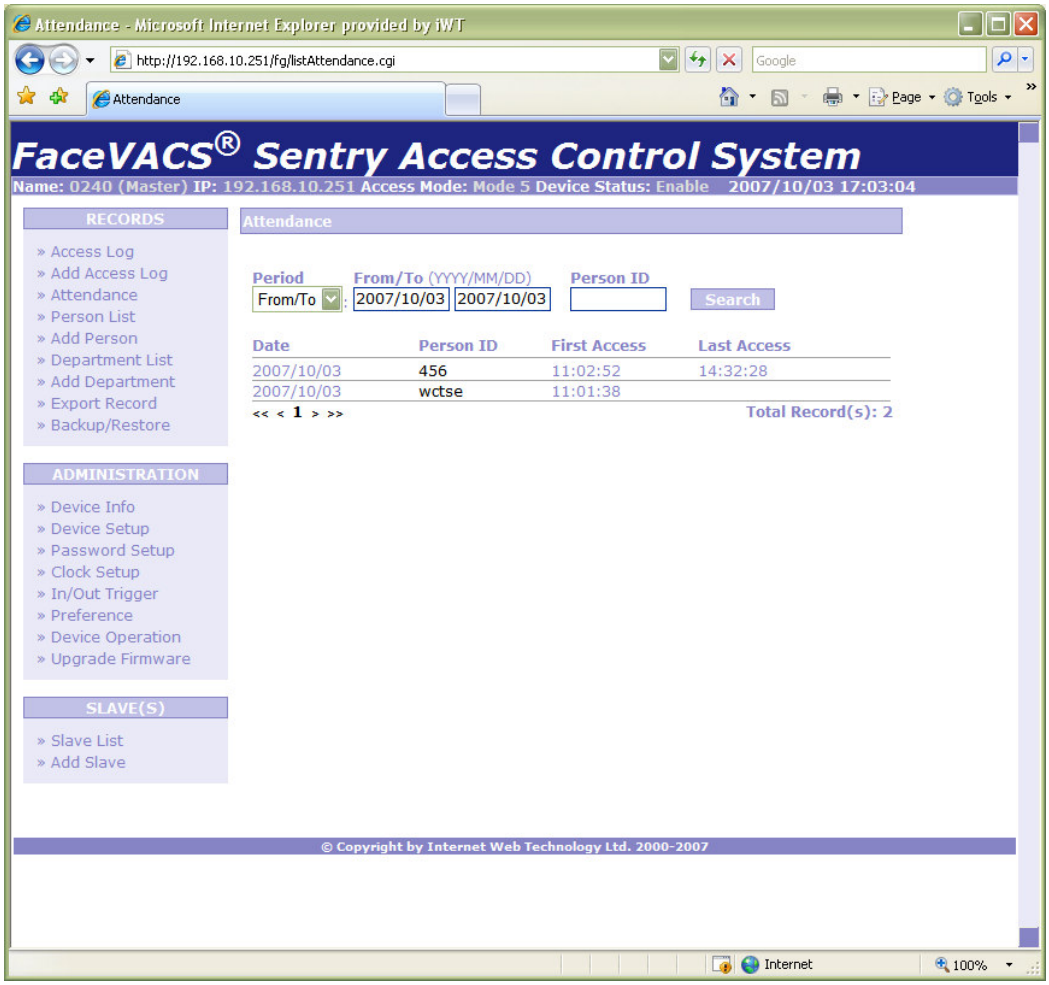
Attendance Record in FaceVACS® Sentry is defined as:

1. Daily based
2. Show first access record
3. Show last access record

This page helps HR personnel to view the person daily time attendance records (first and last access records), as a summary of daily access records of particular person.

You can view the person attendance records based on following procedure:

Click *Records -> Attendance* on the left side of the FaceVACS® Sentry web page. After clicked, you will enter this page:



You can view list of attendance record per date based on person ID. You can also filter the attendance record by date and person ID (use the searching function on the top right panel).

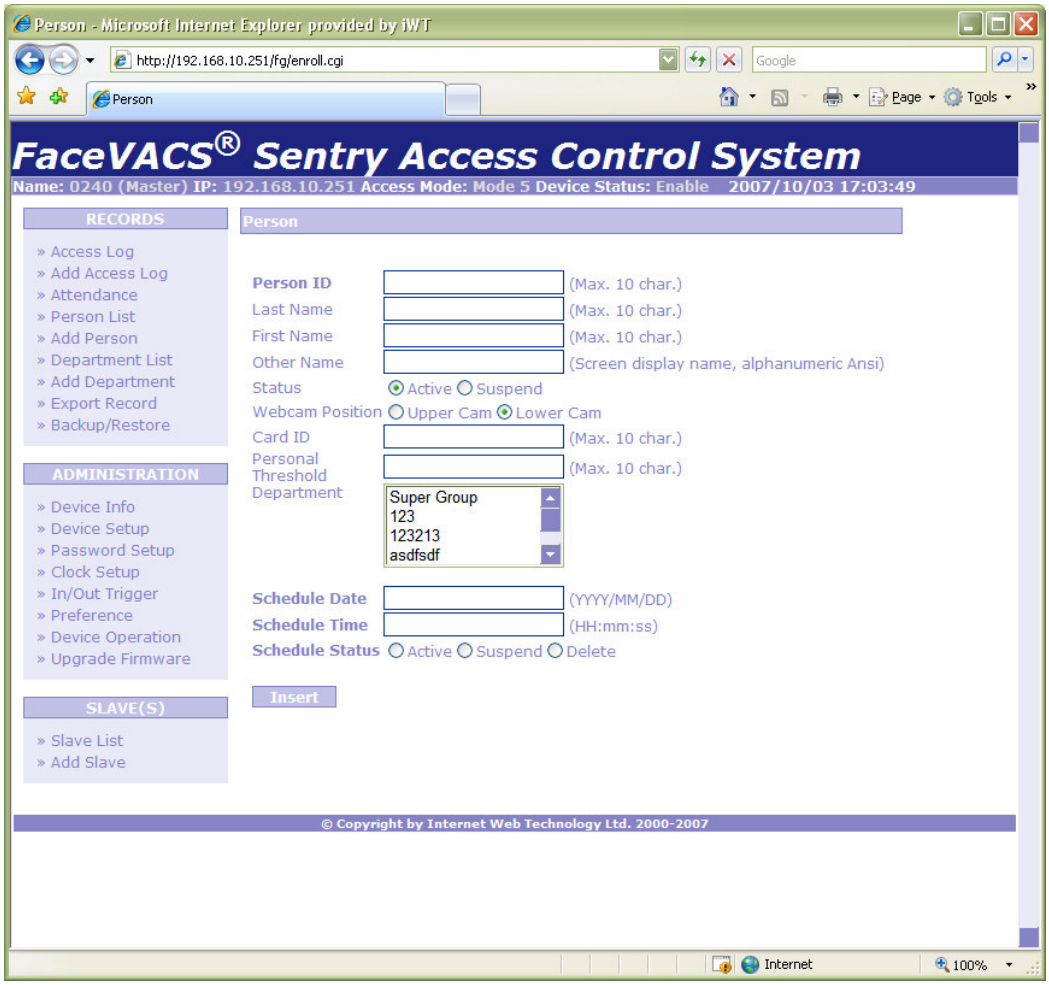
Click the "*Date*" item in the list to view the detail of the attendance record. It will then show the detail access records of that person on that date.

Person

Add Person Record

You can add a person record using the procedure illustrated as follows:

Click *Records -> Add Person* on the left side of the FaceVACS® Sentry web page. After clicked, you will enter this page:



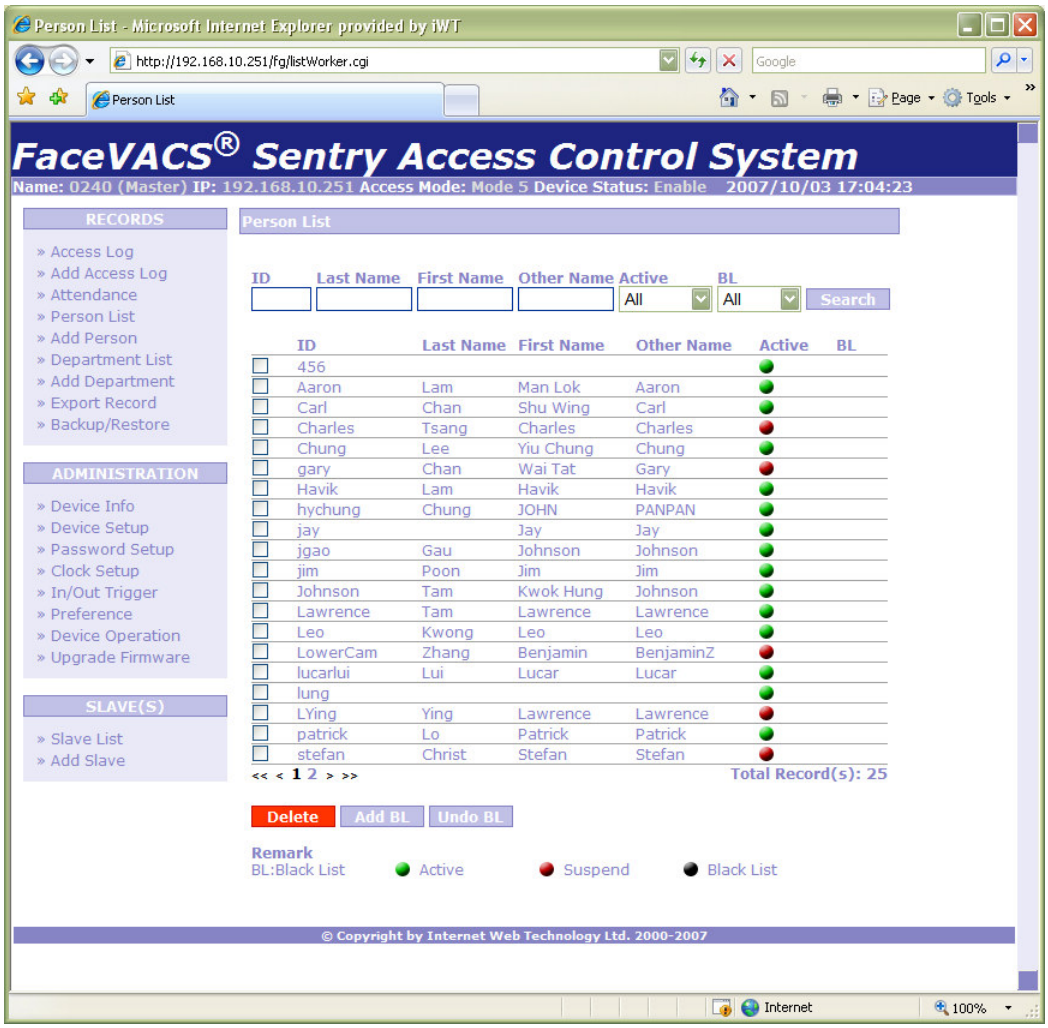
In the right panel, do the following actions to add a person:

1. Fill in the unique *Person ID*
2. Optional fill in *Card ID* (require if this person will swipe card daily)
3. Select the *Department* that belong to person (if no department selected, when person swipes card in front of the device, the device will display *No Right* and this record doesn't count as attendance record)
4. Suspend Status is useful if you want to temporarily stop a user from getting into your business premises, and you may want to resume his Access Right later on
5. Choose webcam position according to person height
6. Fill in the *Personal Threshold* to override the Global FaceVACS® Threshold (refer to **Special Cards and Global FaceVACS® Threshold**) for this person
7. You can also add a schedule status for this person
8. Press "*Insert*" button to add person into the system

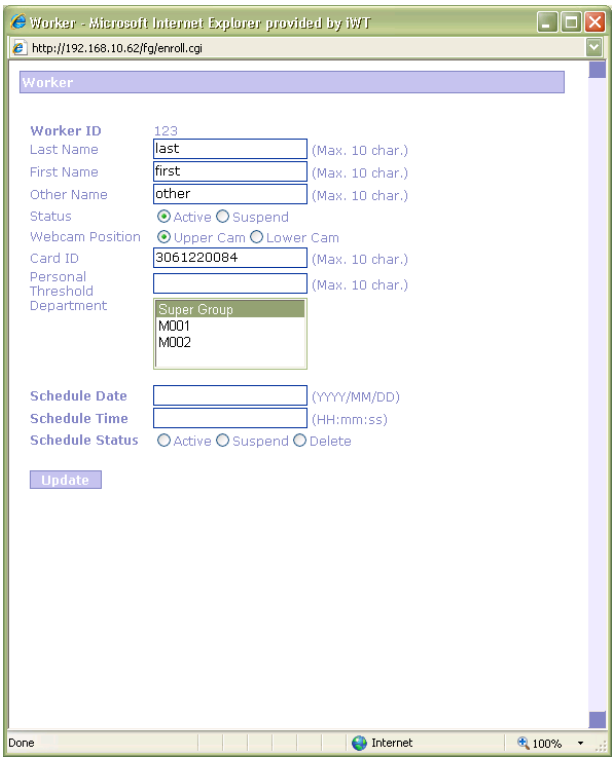
View/Edit Person Record

You can view list of person records using the procedure illustrated as follows:

Click *Records -> Person List* on the left side of the FaceVACS® Sentry web page. After clicked, you will enter this page:



In the right panel, you can view a list of persons order by *ID*. Click the *ID* of particular record to view/ edit the detail of the person. It will pop-up a dialog:

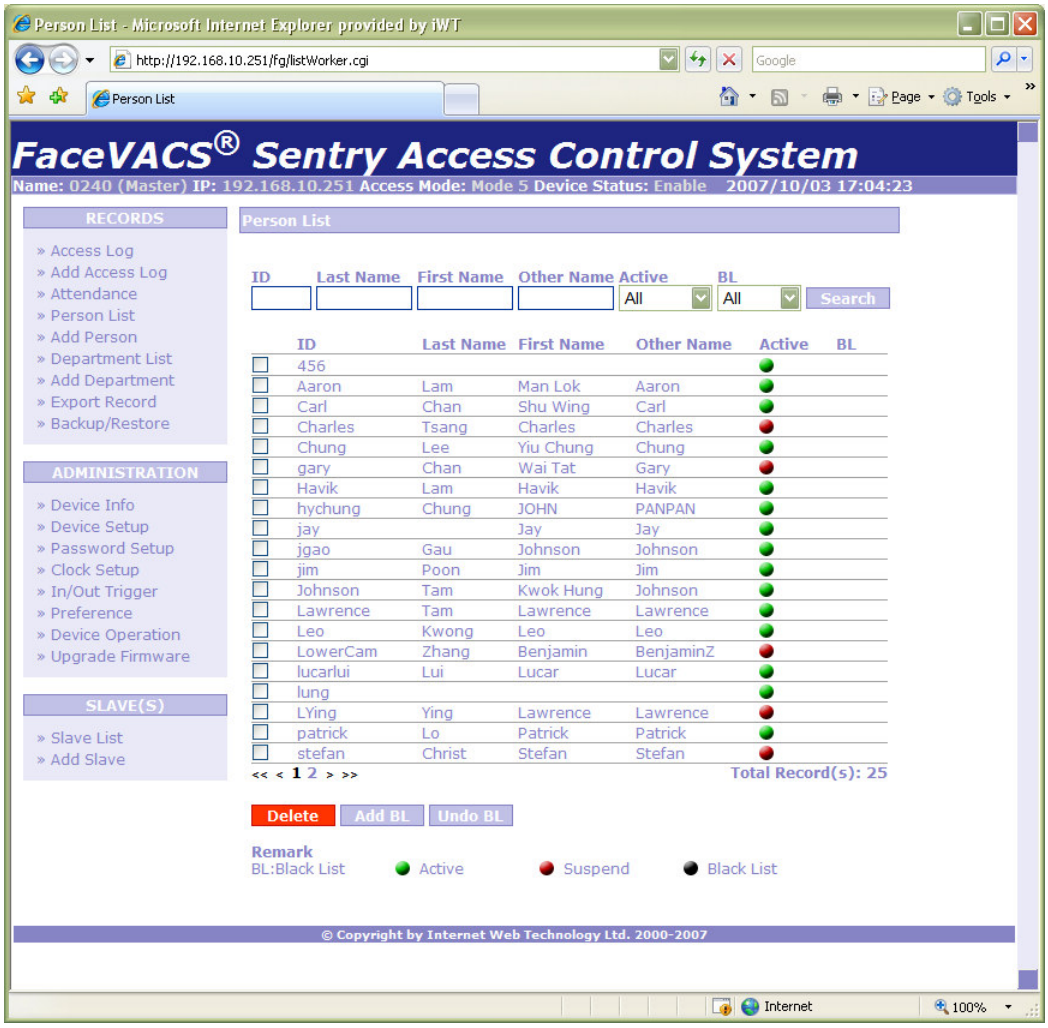


You can edit the person information (except *Person ID*) and schedule setting just like **Add Person Record section**. Press "*Update*" button if you finished your changes.

Black List

You can black list a person using similar procedures as described above, and it is illustrated as follows:

Click *Records -> Person List* on the left side of the FaceVACS® Sentry web page. After clicked, you will enter this page:



In the right panel, do the following actions to black list a person:

1. Select the person ID you want to add black list by clicking the checkbox next to "*ID*"
2. Press "*Add BL*" button to black list these person ID

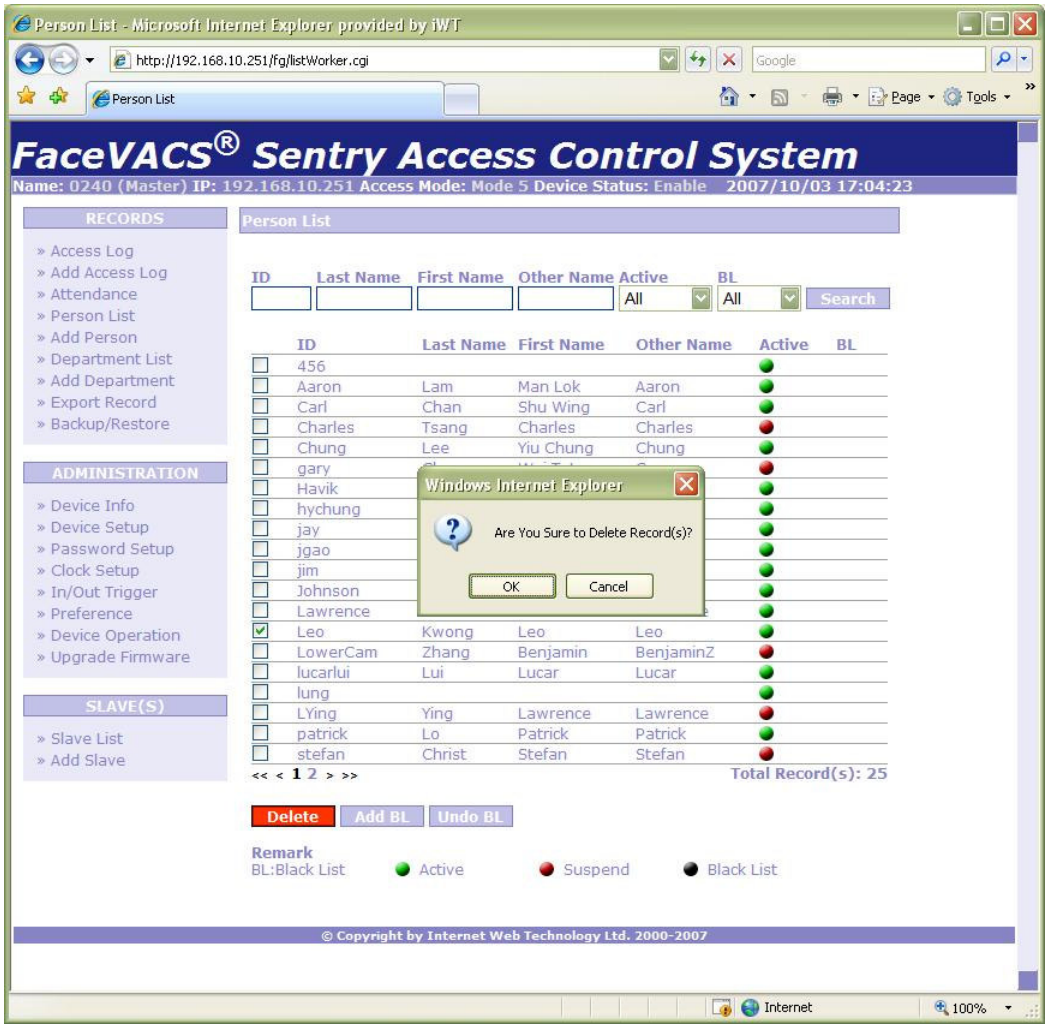
The following actions need to be taken when you remove a person from black list:

1. Select the person ID you want to remove black list by clicking the checkbox next to "*ID*"
2. Press "*Undo BL*" button to remove these person ID from black list

Delete Person Record

You can permanently delete a user using similar procedures as described above, and it is illustrated as follows:

Click *Records -> Person List* on the left side of the FaceVACS® Sentry web page. After clicked, you will enter this page:



In the right panel, do the following action to delete person:

1. Select the person ID you want to delete by clicking the checkbox next to "*ID*"
2. Press "*Delete*" button to Delete these person ID
3. A Pop up dialog asks for confirmation of the delete person

Note:

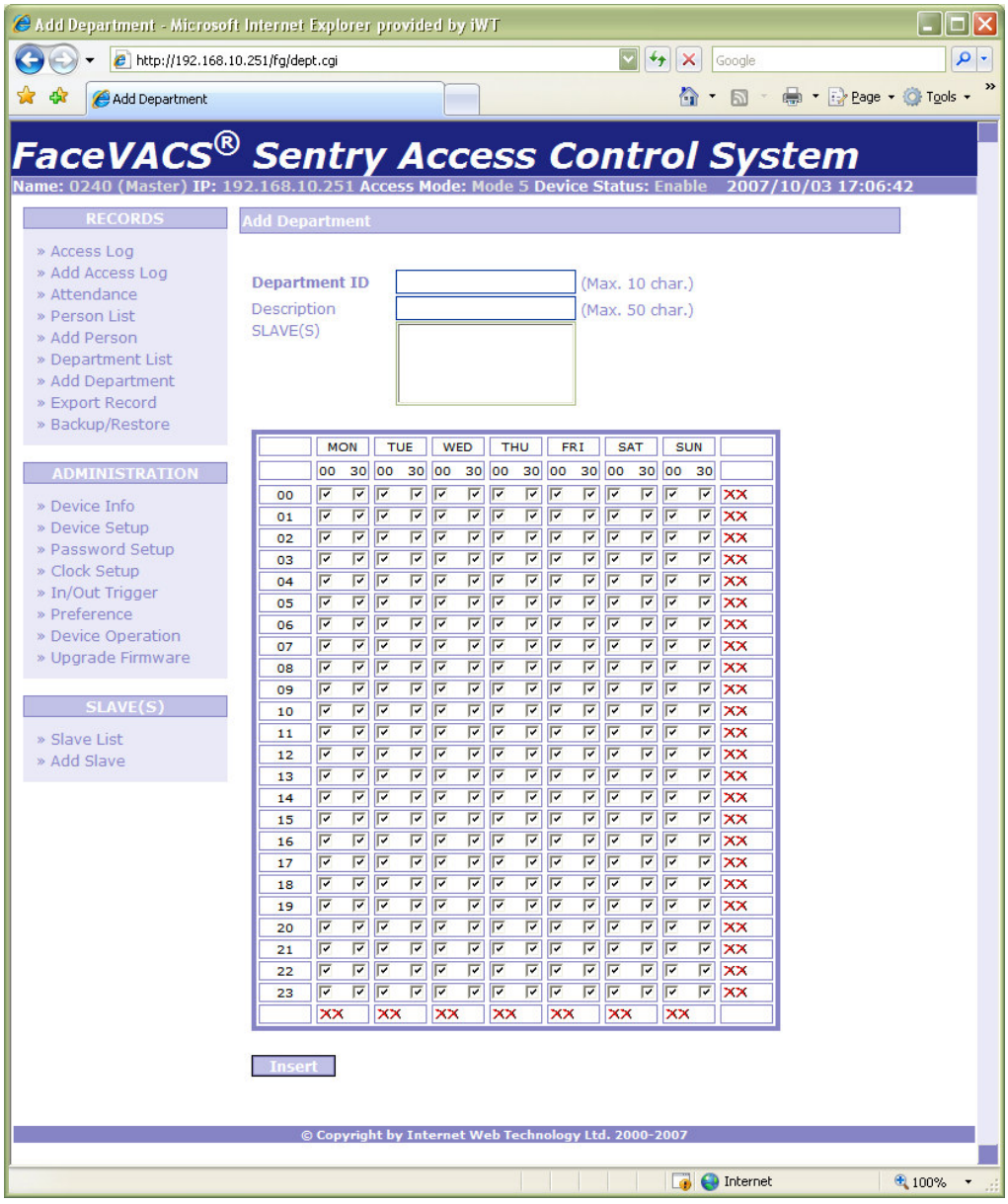
- Once an employee ID is deleted, all the information associated with the employee ID, such as Facial data and the access rights, will also be permanently deleted. You must re-enroll the employee if necessary.

Department

Add Department Record

Department allow to assignment different time slot with different access right. Person belong to the department should obey these rule.

To set different Access Modes, click *Records -> Add Department* on the left side of the FaceVACS® Sentry web page. You will enter this page:



In the right panel, do the following actions to add a department:

1. Type the department ID and description
2. Select the slave device(s) that have this department (if the slave doesn't belong to this department, when person belong to only this department swipes card in front of the slave, the device will display *No Right* and this record doesn't count as attendance record)

3. Select the time period (from 00:00 – 23:30 with 30 min interval, Monday to Sunday) that the persons belong to this department can access the device
4. Press "*Insert*" button to insert new department

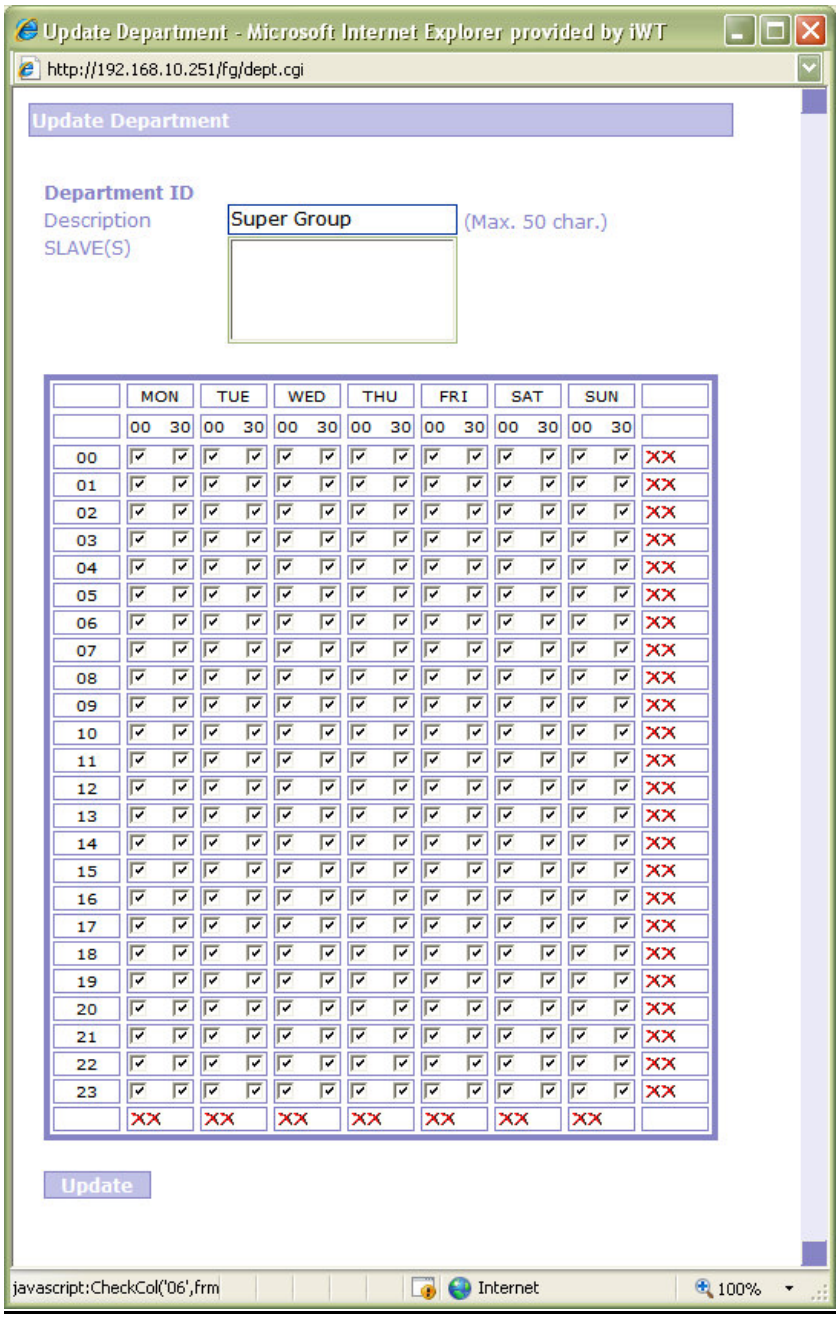
Note:
- Avoid letting one person to join too many departments in one master (slave) FaceVACS® Sentry. It will affect the overall performance in Verification (swipe card) process. It is suggested that each person can join one or two departments only.

View/Edit Department Record

To set view department's access mode, click *Records -> Department List* on the left side of the FaceVACS® Sentry web page. You will enter this page:

In the right panel, you can view the list of department order by department ID. In particular, there are one department with department ID "*Super Group*" which set the access right in all time by default. This department are the in-built department and can't delete using web interface.

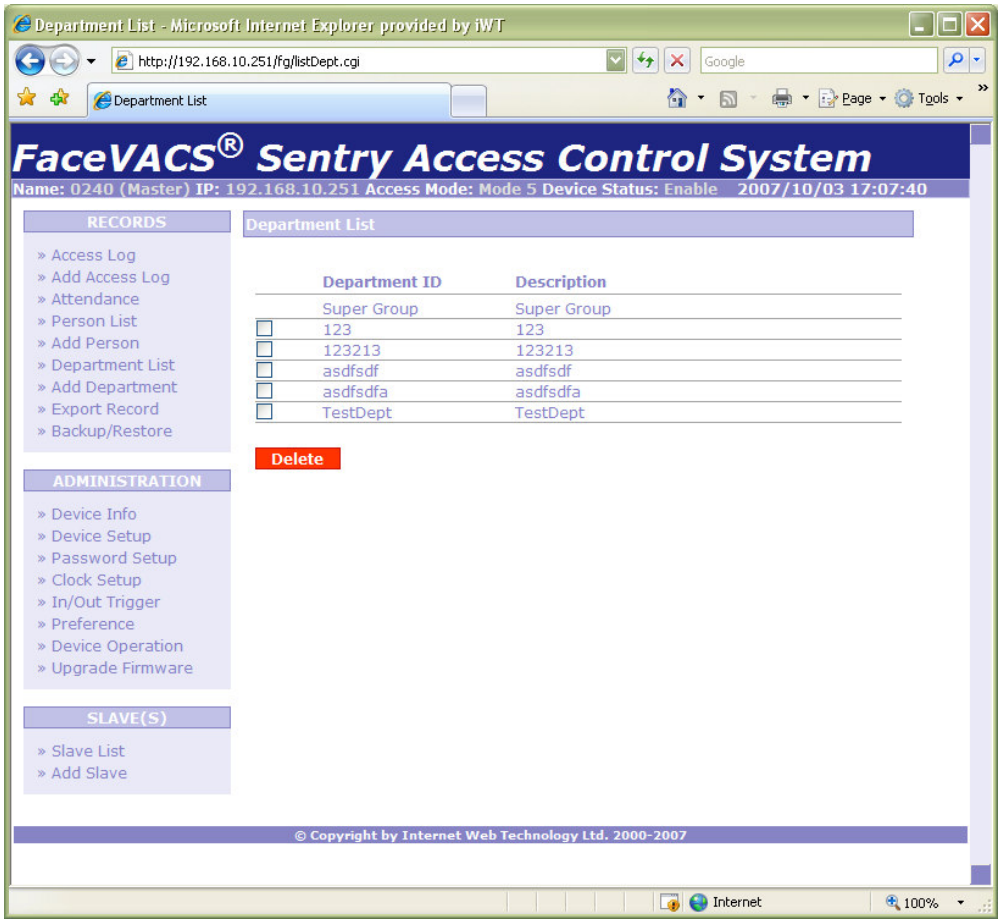
Do the following actions to view/edit the department properties:
1. Click the *Department ID* (e.g.D0001) that you want to view/edit the detail
2. The Pop-up will show the detail of the department:



You can edit the department information (except *Department ID*) setting just like **Add Department Record section**. Press "*Update*" button if you finished your changes.

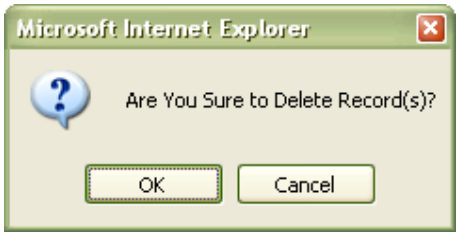
Delete Department Record

To delete department record, click *Records -> Department List* on the left side of the FaceVACS® Sentry web page. You will enter this page:



In the right panel, do the following action to delete department (except default department "*Super Group*"):

1. Select the department ID you want to delete by clicking the checkbox next to "*Department ID*"
2. Press "*Delete*" button to Delete these department ID
3. A Pop up dialog asks for confirmation of the delete department:



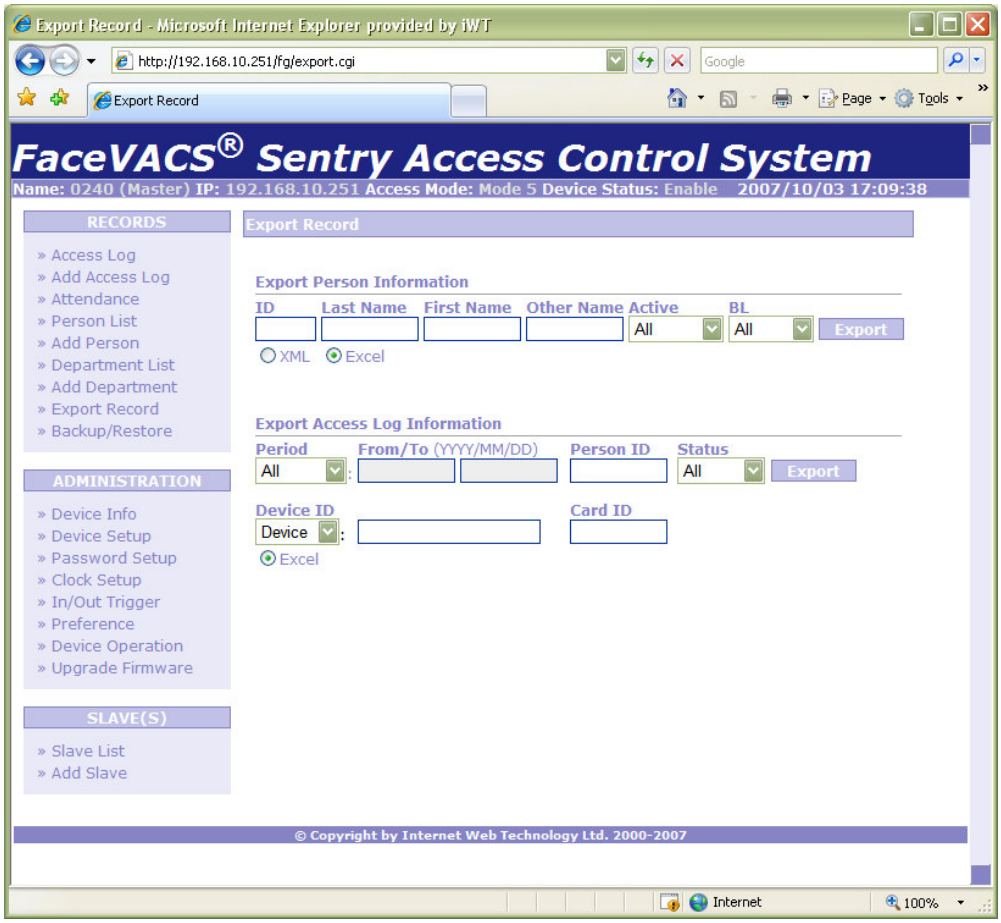
Note:

- Once a department ID is deleted, all the information associated with the department ID, such as person to department relationship data, will also be permanently deleted. You must re-assign the person to another department if necessary.

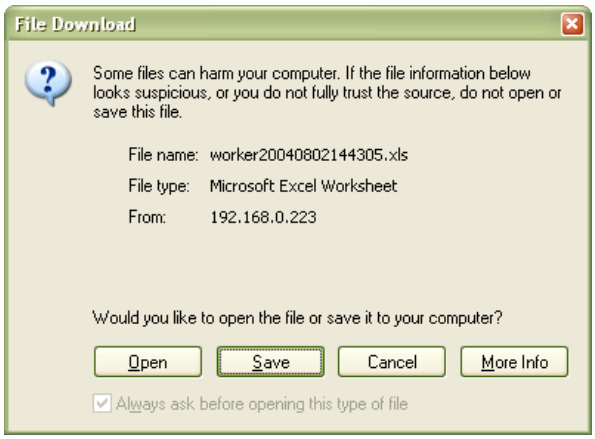
Reports

Export Person Record

Click on the link **Export Record** in the left panel, you can enter this page:-

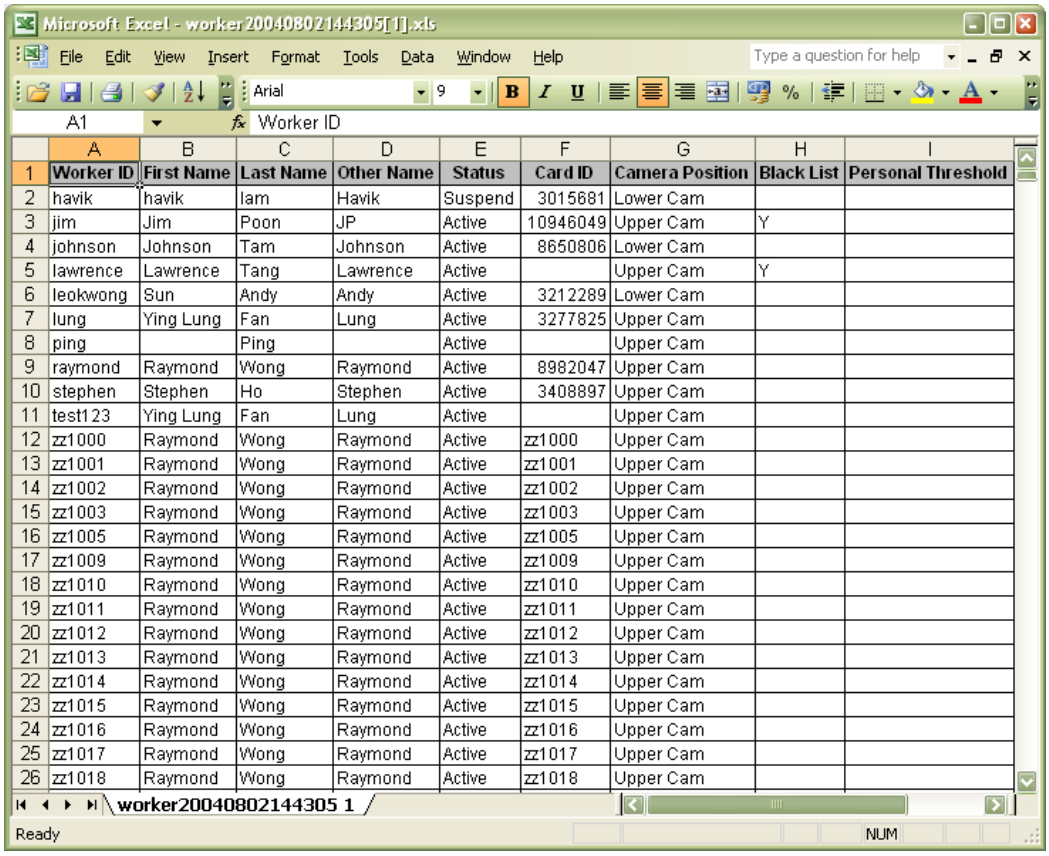


This page shows the export person information and access log information with searching criteria. After clicked "*Export*" button under *Export Person Information*, the dialog will pop up:



It will ask for saving the exported information to file. You can then download XML/Excel for the exported information to your local harddisk.

The example export person information is showed as following:



Microsoft Excel - worker20040802144305[1].xls

File Edit View Insert Format Tools Data Window Help — Type a question for help

Arial 9 — A1 — Worker ID

	A	B	C	D	E	F	G	H	I
1	Worker ID	First Name	Last Name	Other Name	Status	Card ID	Camera Position	Black List	Personal Threshold
2	havik	havik	lam	Havik	Suspend	3015681	Lower Cam		
3	jim	Jim	Poon	JP	Active	10946049	Upper Cam	Y	
4	johnson	Johnson	Tam	Johnson	Active	8650806	Lower Cam		
5	lawrence	Lawrence	Tang	Lawrence	Active		Upper Cam	Y	
6	leokwong	Sun	Andy	Andy	Active	3212289	Lower Cam		
7	lung	Ying Lung	Fan	Lung	Active	3277825	Upper Cam		
8	ping		Ping		Active		Upper Cam		
9	raymond	Raymond	Wong	Raymond	Active	8982047	Upper Cam		
10	stephen	Stephen	Ho	Stephen	Active	3408897	Upper Cam		
11	test123	Ying Lung	Fan	Lung	Active		Upper Cam		
12	zz1000	Raymond	Wong	Raymond	Active	zz1000	Upper Cam		
13	zz1001	Raymond	Wong	Raymond	Active	zz1001	Upper Cam		
14	zz1002	Raymond	Wong	Raymond	Active	zz1002	Upper Cam		
15	zz1003	Raymond	Wong	Raymond	Active	zz1003	Upper Cam		
16	zz1005	Raymond	Wong	Raymond	Active	zz1005	Upper Cam		
17	zz1009	Raymond	Wong	Raymond	Active	zz1009	Upper Cam		
18	zz1010	Raymond	Wong	Raymond	Active	zz1010	Upper Cam		
19	zz1011	Raymond	Wong	Raymond	Active	zz1011	Upper Cam		
20	zz1012	Raymond	Wong	Raymond	Active	zz1012	Upper Cam		
21	zz1013	Raymond	Wong	Raymond	Active	zz1013	Upper Cam		
22	zz1014	Raymond	Wong	Raymond	Active	zz1014	Upper Cam		
23	zz1015	Raymond	Wong	Raymond	Active	zz1015	Upper Cam		
24	zz1016	Raymond	Wong	Raymond	Active	zz1016	Upper Cam		
25	zz1017	Raymond	Wong	Raymond	Active	zz1017	Upper Cam		
26	zz1018	Raymond	Wong	Raymond	Active	zz1018	Upper Cam		

worker20040802144305 1

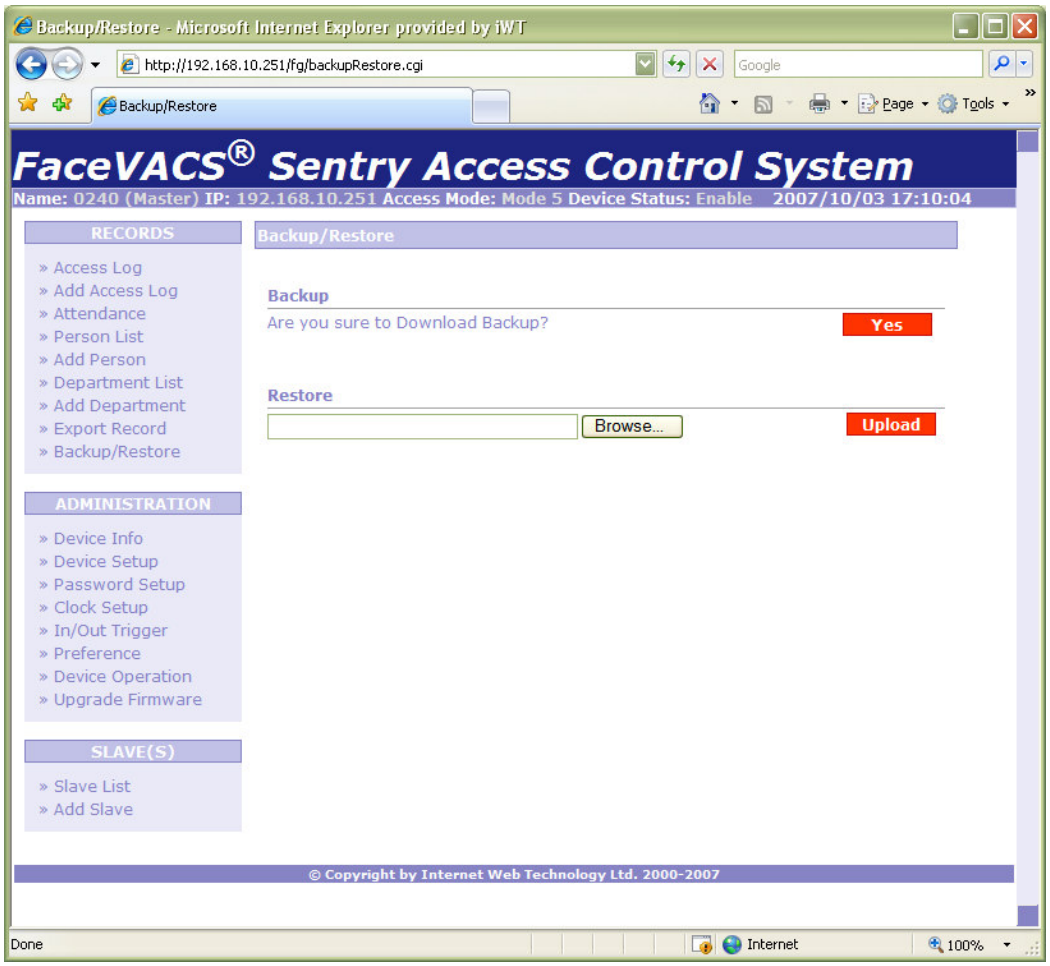
Ready — NUM

Export Access Record

Export Access Record function is similar to Export Person Record, except that you need to clicked "*Export*" button under *Export Access Log Information* instead of *Export Person Information*

Backup & Restore

To prevent the data loss, FaceVACS® Sentry also provided the pages for backup and restores the device's internal data. Click on the link **Backup**/**Restore** in the left panel, you can enter this page:-



To backup, click *Yes* button and save the .DAT file to your local harddisk. To restore, click Browse button to select the file you want to upload. Then click Upload button to finish the restore process.

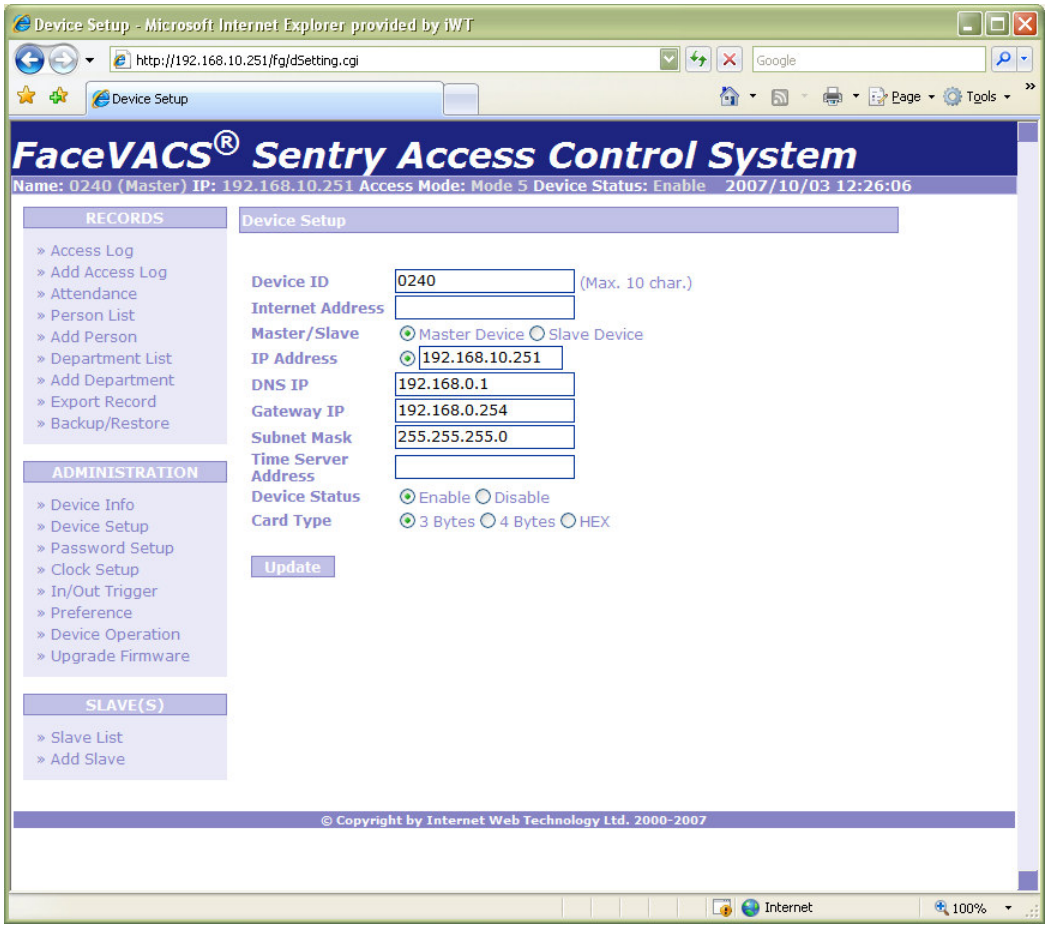
Managing Your Slave FaceVACS® Sentry

FaceVACS® Sentry provides a great architecture that can synchronize all required access control data between one FaceVACS® Sentry master and slave(s) group. Administrator/User only needs to do few steps in order to register the slave to particular master. After register, master and slave will auto synchronize their data and status without and user involvement.

You should login to the web based system according to section "**Configuring Your FaceVACS® Sentry**" before view/edit the records.

Make FaceVACS® Sentry as Slave device

To make the device as slave, you should click *Administration -> Device Setup* on the left side of the FaceVACS® Sentry web page. You will enter this page:



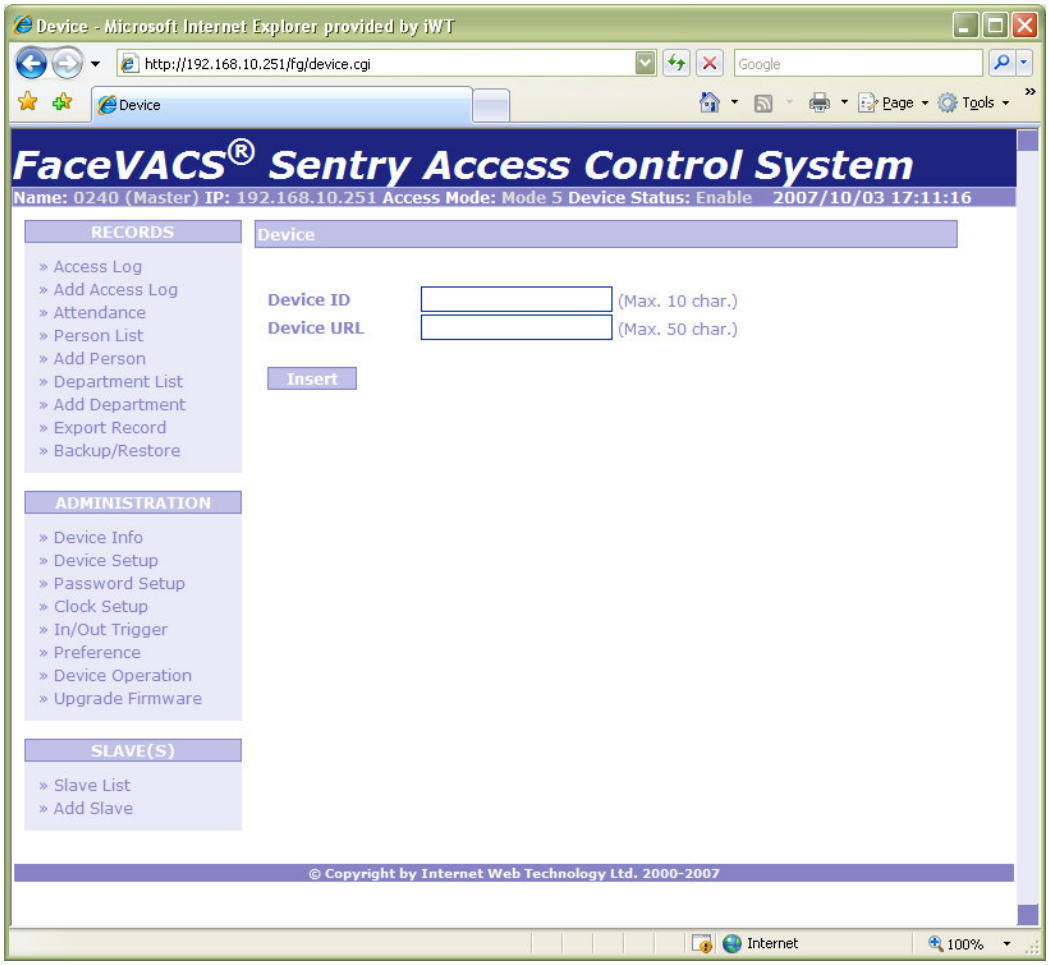
Select the *Slave Device* in *Master/Slave* radio button and then press update. It will then reboot and become a slave device.

This page appears in the section **Setting the Device Configuration and IP Address**. Please refer to that section for the detail operation.

Join Slave to Master

Add Slave Record in Master

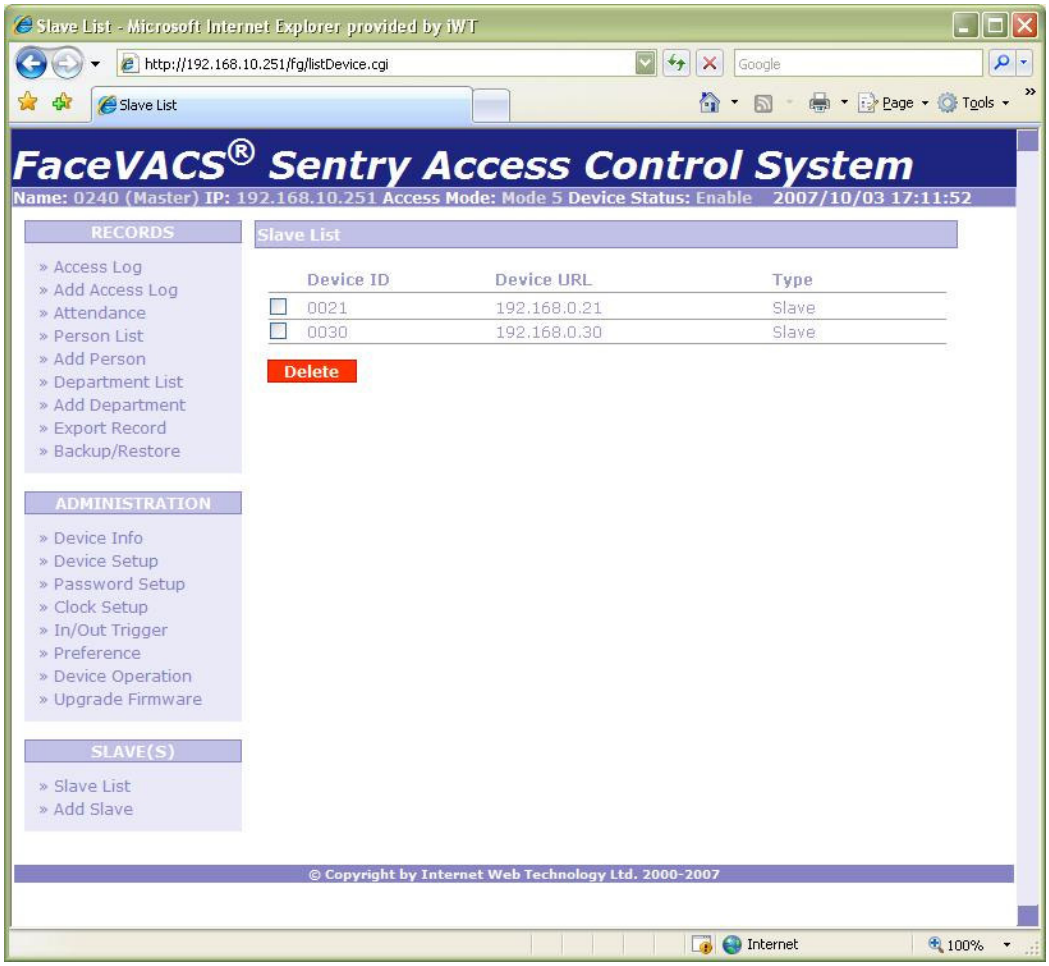
To make the device support master/slave configuration, you should add slave device IP address or hostname to the master device. To add slave, click *Slave(s) -> Add Slave* on the left side of the FaceVACS® Sentry web page. You will enter this page:



Type the device ID and device URL (IP address/hostname) and click insert add the slave to this master/slave group. After adding the slave device, all the necessary information of the master will be synchronized to the slave.

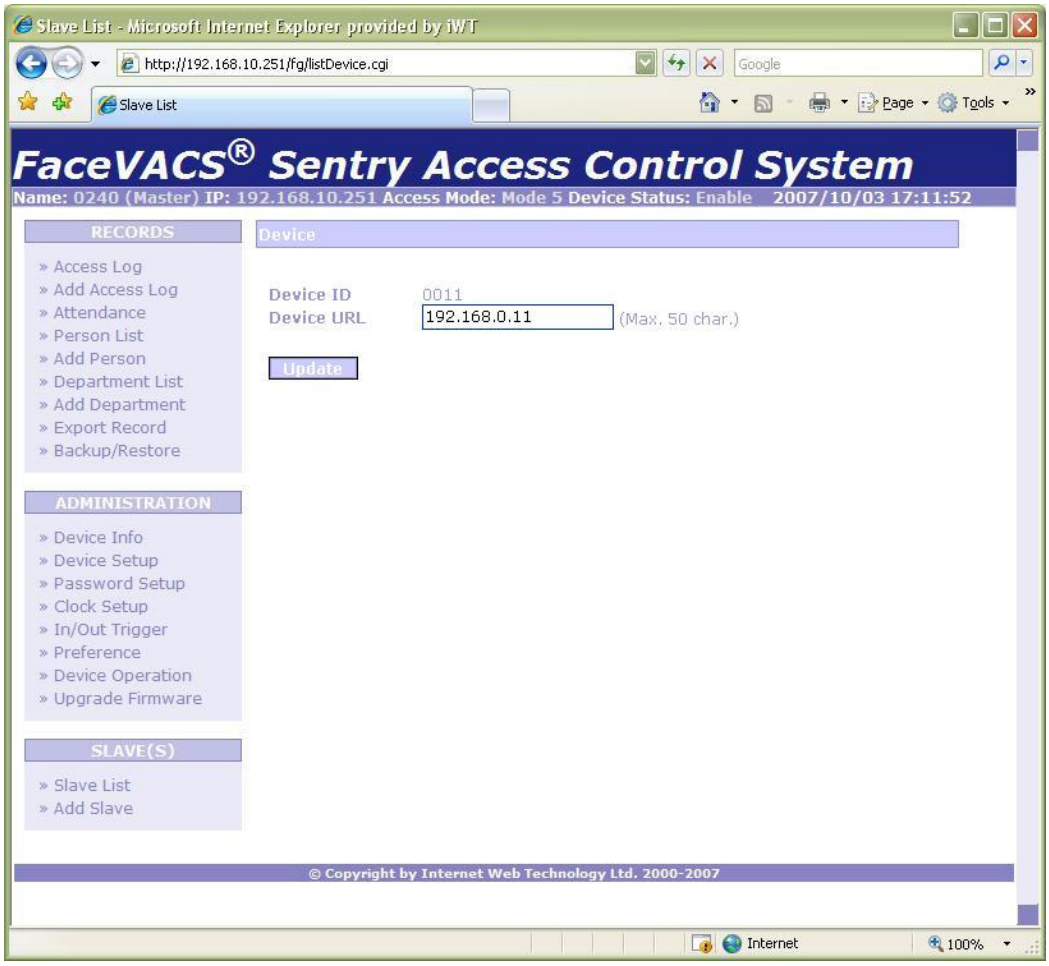
View/Edit Slave Record in Master

To view/edit slave, click *Slave(s) -> Slave* List on the left side of the FaceVACS® Sentry web page. You will enter this page:



In the right panel, you can view the detail list of Slave order by device ID. Do the following actions to view/edit the department properties:

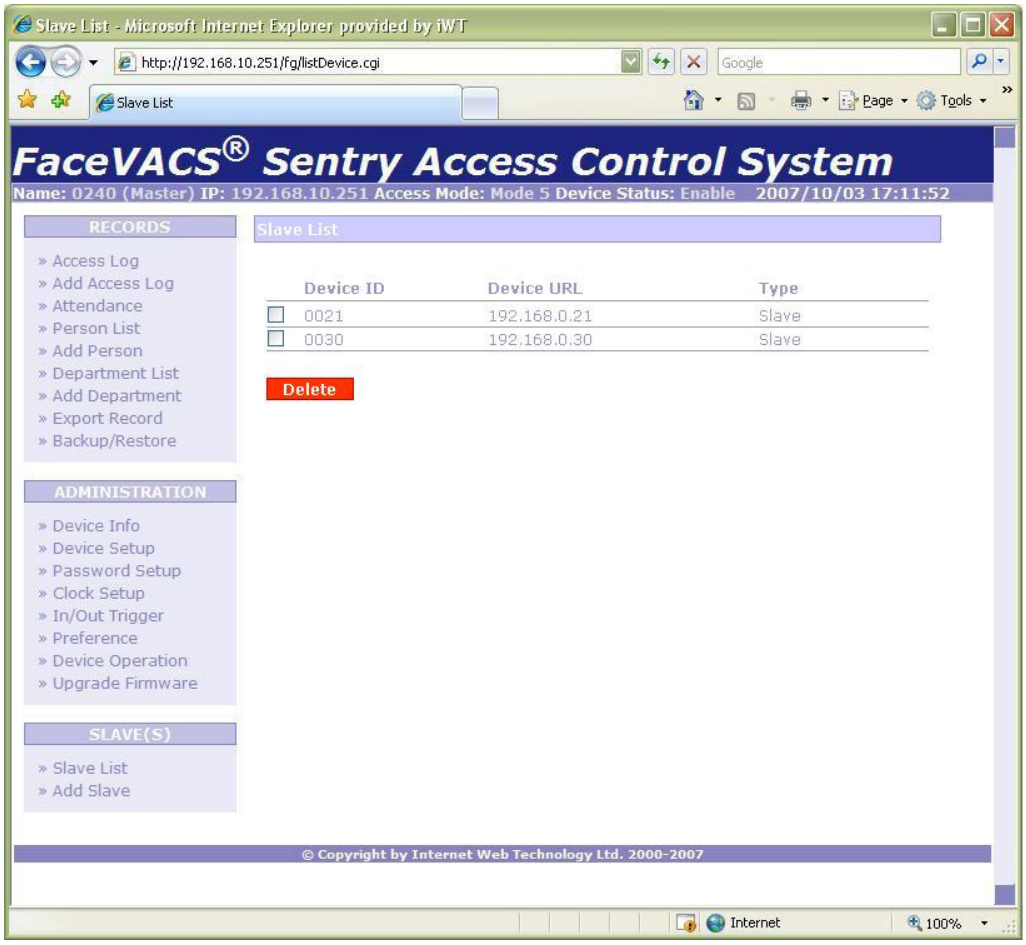
1. Click the *Device ID* (e.g.0021) that you want to view/edit the detail
2. it will redirect to another pages:



You can change the Device URL in this page. Press "*Update*" button if you finished your changes.

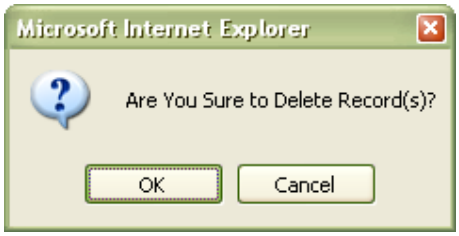
Delete Slave Record in Master

To delete slave record, click *Slave(s) -> Slave List* on the left side of the FaceVACS® Sentry web page. You will enter this page:



In the right panel, do the following action to delete slave:

4. Select the device ID you want to delete by clicking the checkbox next to "*Device ID*"
5. Press "*Delete*" button to Delete these device ID
6. A Pop up dialog asks for confirmation of the delete slave:



Daily FaceVACS® Sentry Operation

Daily Operation in front of FaceVACS® Sentry includes the enrollment process and verification process. It is a user friend operation and person only needs to show their smart card in front of FaceVACS® Sentry to finish all processes.

Enrollment process means that the physical procedure to register the photo into device and make the photo related to particular person. Before the enrollment process, users/administrators should add the person record (and also the smart card ID) using web interface.

Verification process means that recording daily in / out records with smart card and Cognitec FaceVACS® Technology. Person obtains the valid access record in FaceVACS® Sentry (and can pass through the border) should swipe their smart card and show their face in front of FaceVACS® Sentry.

Enrollment

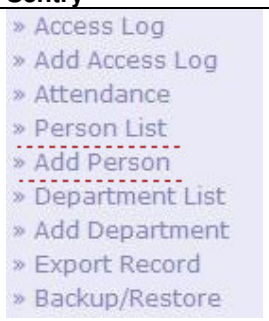
Enrollment process is divided into 2 parts:

- enter the employee personal particulars and smart card serial number via Internet browser
- face image capture in front of the camera of FaceVACS® Sentry device

During the enrollment process, a person's face image is captured, and the information of the image is extracted and stored in the internal database for later verification.

During the process, face image is captured for feature extraction and analysis within 5 seconds time. If the quality of all the frames captured is not good enough, you will be asked take photo again.

After firmware version 2.3.0, enrollment process can be done in Slave device. All the enrolled data and image will be synchronized to master and other slaves automatically after the enrollment process.

Step Description	Screenshot / LCD Text
1. Launch Internet browser and enter username password	Refer to "**Configuring Your FaceVACS® Sentry**"
2. Click "Add Person" in the left side of the web page	 Refer to "**Exam Your FaceVACS® Sentry Record**" -> **Person** -> **Add Person**
3. Input Person particulars, the serial number of smart card assigned and add record	Refer to "**Exam Your FaceVACS® Sentry Record**" -> **Person** -> **Add Person**
4. Come to FaceVACS® Sentry with Administrator's smart card	
5. Stand in front of FaceVACS® Sentry and look at the camera. Present the Administrator's card	
6. Then it will ask for the presentation of employee smart card	Enrollment Person Card
7. Afterward, it will start the facial enrollment process	1st Image
	2nd Image
8. Enrollment successful	OK
Enrollment Fail	Fail
9. Return to Standby mode automatically (refer to picture below)	01/01 10:17 Show Card

Picture: Standby Mode

Auto Enrollment

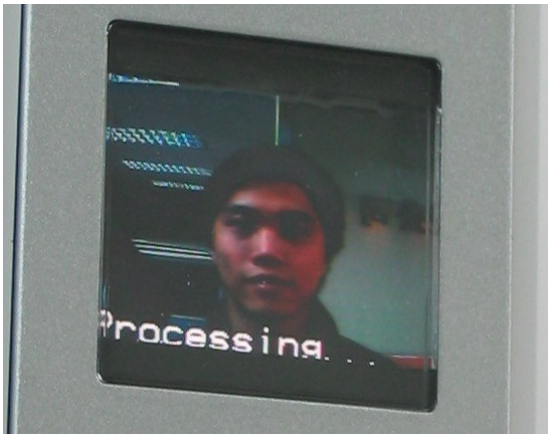
Auto Enrollment (Mode 5) process is nearly the same with Enrollment process except it does not need the admin card present.

Step Description	Screenshot / LCD Text
1. Launch Internet browser and enter username password	Refer to "**Configuring Your FaceVACS® Sentry**"
2. Click "Add Person" in the left side of the web page	 Refer to "**Exam Your FaceVACS® Sentry Record**" -> **Person** -> **Add Person**
3. Input Person particulars, the serial number of smart card assigned and add record	Refer to "**Exam Your FaceVACS® Sentry Record**" -> **Person** -> **Add Person**
4. Stand in front of FaceVACS® Sentry and look at the camera. Present employee smart card	
5. Afterward, it will start the facial enrollment process	1st Image
	2nd Image
If the smart card show in point 4 is invalid card	Invalid ID Fail
6. Enrollment success	OK
Enrollment fail	Fail
9. Return to Standby mode automatically (refer to picture below)	01/01 10:17 Show Card

Verification

The device uses the enrolled facial information to identify the person. The verification process is very simple and straightforward, and is illustrated in the following steps:-

Description	LCD Display
1. While in Standby Mode, present the smart card	01/01 10:17 Show Card
2. Glance over the camera and hold for 1 second (refer to picture below)	
3. If you are authenticated, the device will open the door, and will return to the Standby Mode.	OK
If you can't authenticate, the device will return to the Standby Mode.	Unauthorized
4. Return to Standby mode automatically	01/01 10:17 Show Card



Picture: Capturing Mode