FATEC MOGI DAS CRUZES

USER MANUAL

CYAN SURVEILLANCE SYSTEM

Version 1.0

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# 1.INTRODUCTION

This manual aims to guide the user on how to use the cyan surveillance system (CSS). It will help both the common user and the administrator.

# 2.PLATFORM

Application developed for use on the Windows operating system, tested on Windows 11.

# 3.TARGET AUDIENCE

This manual is intended for users and administrators who will use the system to facilitate the control of entry and exit of visitors to the private space.

# 4.ACCREDITATION: USER

The main user of the surveillance system is the employee responsible for controlling the entry of visitors to the building, who has access to most of the software's functionalities. He is responsible for registering new visitors and after registration, the professional must manage the visitor's stay in the building. Then, when the output is confirmed, the control must be removed.

### 4.1 First Access: User

To proceed with the first access, the user must fill in their credentials to log in, and then click on the “Log in” button as shown in the image below. *(It should be noted that the system supports three languages: Portuguese, English and Spanish. To change the language, simply click on the flag with the corresponding language).*

Interface gráfica do usuário

Descrição gerada automaticamente

A screen will appear asking for the information needed to register visitors to the building. The visitor must provide information such as name, ID, apartment visited, reason and a photo. The ID field will only accept numbers and there is no need to enter scores, as the system will fill them in automatically. The “Insert Image” button will open a system file manager and is waiting to receive a file with the following extensions: “Images”, “jpg”, “jpeg”, “png”, “gif”, “bmp”. Once the data has been confirmed, click on the “Entry” button as shown below. *(The system will insert the visit into the database, automatically inserting the date and time of the exact moment of insertion).*

Interface gráfica do usuário, Site

Descrição gerada automaticamente

*NOTE: Any error messages should be reported to the administrator. The “Clear” button will clear all the data entered. The “Discharge” button will take you to the stay control interface.*

### 4.2 Discharges interface

A screen will be displayed containing information on visitors who are in the building and have not yet been discharged. On this screen, the user can:

1. **Search by Name:** Use the search field to quickly locate the visitor in the table.

2**. View Records**: The table displays visitor data, including name, apartment, date/time of entry and length of stay. If the length of stay exceeds 60 minutes, the system will issue a constant alert.

3**. Edit Record**: Click on the “Edit” button to open the editing interface. The system will allow you to adjust information such as name, ID, apartment or reason for visit. After confirming the changes, the data will be updated in the database.

4. **Delete the record**: Select the record and click on the “Delete” button to remove the visitor's entry and record their departure in the system.

5. **Back**: Return to the previous interface by clicking on the “Back” button.

At the end of any action, the system will display messages confirming the success of the operations and will automatically update the table, as shown in the image below.Interface gráfica do usuário, Linha do tempo

Descrição gerada automaticamente

# 5.ACCREDITATION: ADMINISTRATOR

The surveillance system administrator is the main employee responsible for the security and correct use of the tool.

### 4.1 First access: Administrator

To proceed with the first access, the administrator must fill in their credentials to log in, and then click on the “Log in” button as shown in the image below. (It should be noted that the system supports three languages: Portuguese, English and Spanish. To change the language, simply click on the flag with the corresponding language).

* A screen will appear to manage the users registered in the system. The administrator can perform actions such as adding new users, editing information about existing users or deleting them from the database.
* On the main screen, you will see a table containing all registered users, with information such as name and permission level. Permission is represented by the values: 1 (User) and 2 (Administrator). There is also a search field to find specific users by name.
* - The “New” button will open a new interface for registering a new user, where you will be asked for the user's name, password (minimum 8 characters), password confirmation and permission level. After filling in the data, click on the “Save” button to complete the registration.
* - The “Edit” button will open an interface to modify the information of a selected user. The same fields as for creation will be displayed, allowing you to update the name, password and permission. After making the changes, click on the “Edit” button to save. O botão "*Excluir*" permite remover o usuário selecionado da tabela. Basta selecionar o usuário desejado e clicar no botão.
* - The “Delete” button allows you to remove the selected user from the table. Simply select the desired user and click the button.

Interface gráfica do usuário

Descrição gerada automaticamente

*NOTE: all operations carried out in the system will be recorded in the database.*

# 6.FUNCTIONS

The visitor control system has several functions that make it easier to manage entries and exits to the building. These include

**Visitor Registration:** Allows new visitors to be registered in the system with information such as name, ID, apartment visited and reason for visit.

**Time Management**: Monitors the time each visitor stays in the building, issuing alerts if the period exceeds 60 minutes.

**Quick Search:** Makes it possible to locate registered visitors quickly using a search field.

**Editing Records:** Offers the option of correcting or updating information on visitors already registered in the system.

**Visitor checkout:** Finalizes the visitor's registration in the system, indicating that they have left the building, and updates the database automatically.

### 6.1 HELP

If the user has any questions while using the software, a step-by-step guide is provided on how to register for a new visit. After clicking on “Help”, an interface with self-explanatory images will open. *(The help interface is developed in more than one language).*

### 6.2 LANGUAGES

The system supports three languages: Portuguese, English and Spanish. To change the language, simply click on the flag with the corresponding language.