

# AI Face Access Control Management System


## **Operation Manual**

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Date: 2021.02.27

Writed by R & D department

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# 1 System overview

The system is divided into seven parts, named as: home page, personnel management, device management, access control management, attendance management, record management and system management. And the home page, personnel management, equipment management and system management are public parts, which can be used with other business parts.

## System features

- ✓ With strong data processing ability which can max manage the data of 10000 personnel and 20 face recognition devices
- ✓ It can manage and set multiple devices at the same time
- ✓ Collect the data of devices in real time and report back to the manager
- ✓ Four functions: attendance management, access control management, record management and real-time monitoring

## Hardware requirements

- ✓ CPU: i5 quad core and above
- ✓ Memory: 8G and above
- ✓ Hard disk: more than 10G free space
- ✓ Display resolution: 1366 × 768 and above pixels, 1920 × 1080 ( recommend)

## Software operation environment

Supported operating system: windows7 / windows8 / windows8.1 / windows10 / Windows Server 2008 / 2012 / 2016 / 2019 (64 bit)

### 1.1 Home page introduction

Not only the data of attendance, access control and record are visualized after statistical calculation, but also the device status and snapshot's comparison result of face recognition terminal is recorded in real time.

### 1.2 Personnel management

The personnel information management center, which sets up the main personnel and departments in the system and distributes the personnel to the device, can group the personnel in the system and manage the resigned personnel, so as to provide unified basic personnel data for the platform.

### **1.3 Device management**

The devices can be searched out through the network segment, added to the system, and unified online management.

### **1.4 Access control management**

Support common access control function which manages access control devices and personnel group to unified management of personnel in and out, setting the passage time and authority of personnel in the system, that is who have permission to open the doors in a certain period of time.

### **1.5 Attendance management**

Attendance management is to realize the automation of personnel attendance data collection, data statistics and information query process, improve the modernization of personnel management. Not only facilitate the personnel to punch in, facilitate the manager count and assess the attendance situation, but also facilitate the management department to query and assess the attendance rate of each department, check the attendance data of personnel accurately.

### **1.6 Records management**

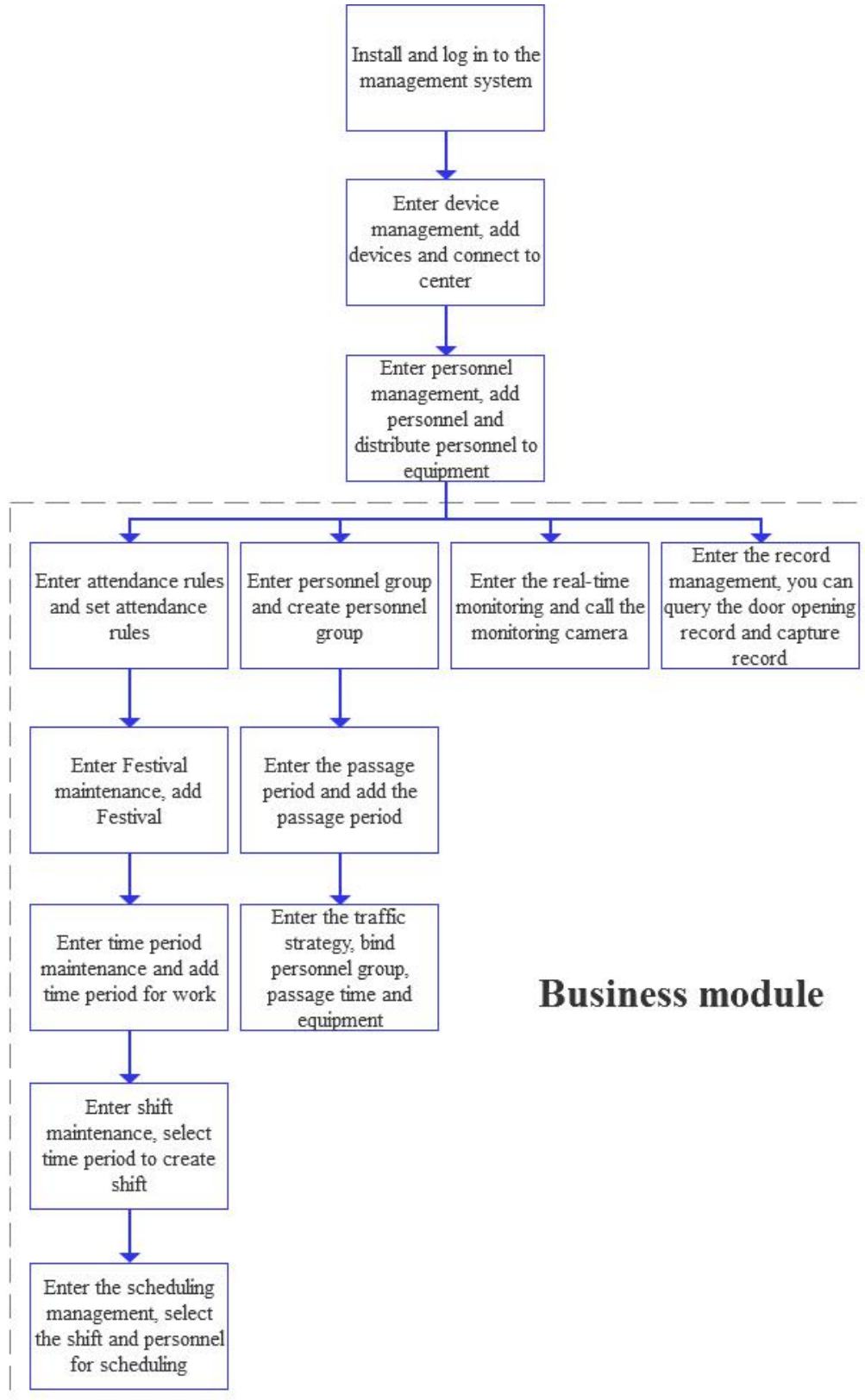
The access records and snapshot records of personnel collected by the devices are uploaded and updated to the platform in real time, and multi condition filtering and query function is provided for users.

### **1.7 System management**


System management includes device management, user role management, user rights management, system log query and provides a unified management mode and general configuration for the platform.

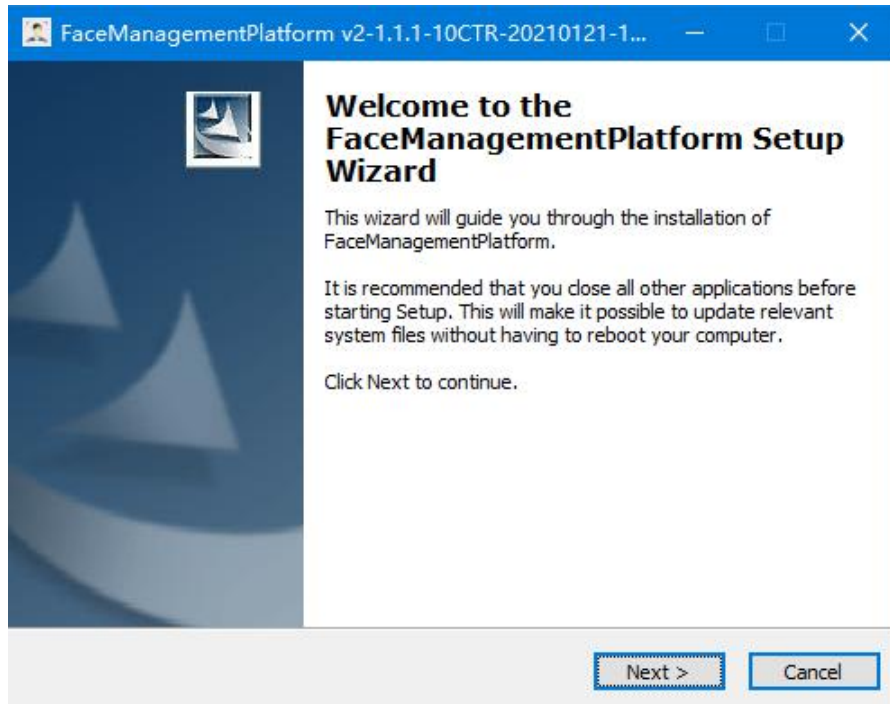
## 2 Usage process

The recommended process is as follows:

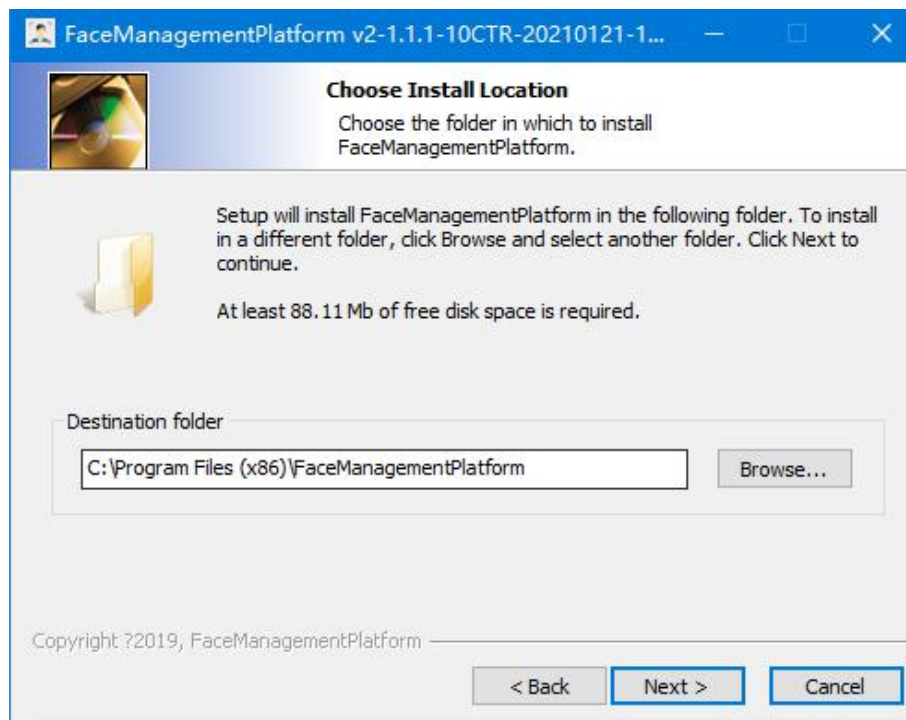


### 3 Software installation and login

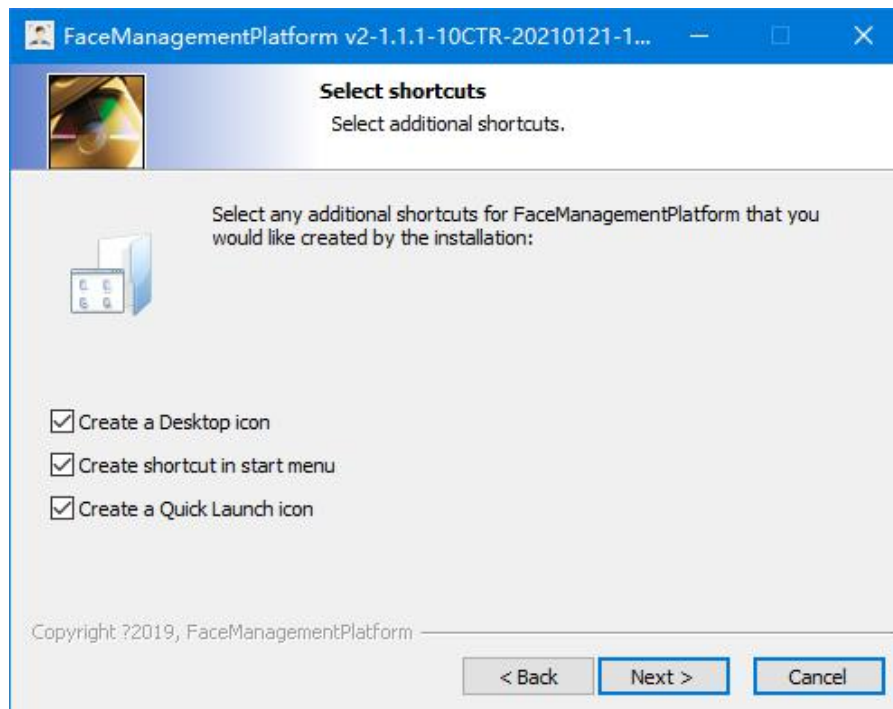
Click the application  Setup(v2-1.1.1-10CTR-20210205-1.1.0...), the guide of software installation will appear, as shown below:



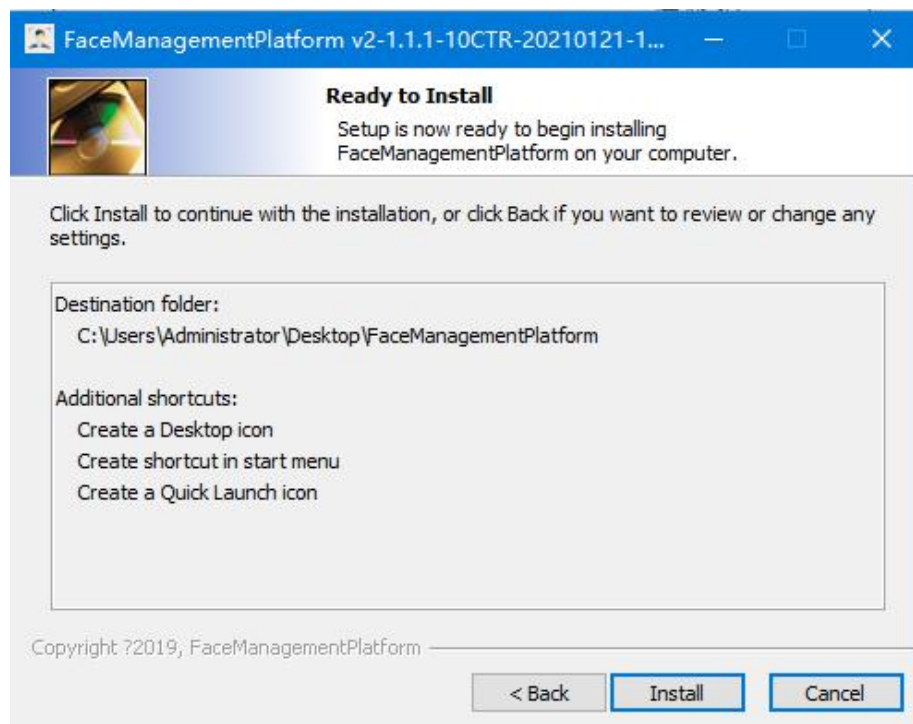
Step 1: Click [Next] as shown below:



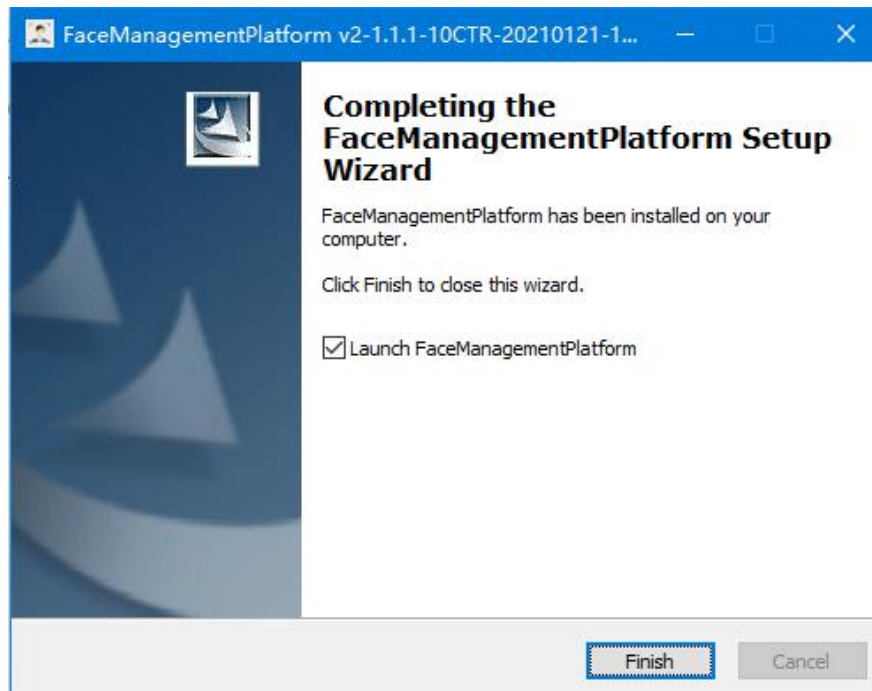
Step 2: Select the installation location of the software and click [next], as shown below:



Step 3: Continue to click [next], as shown below:



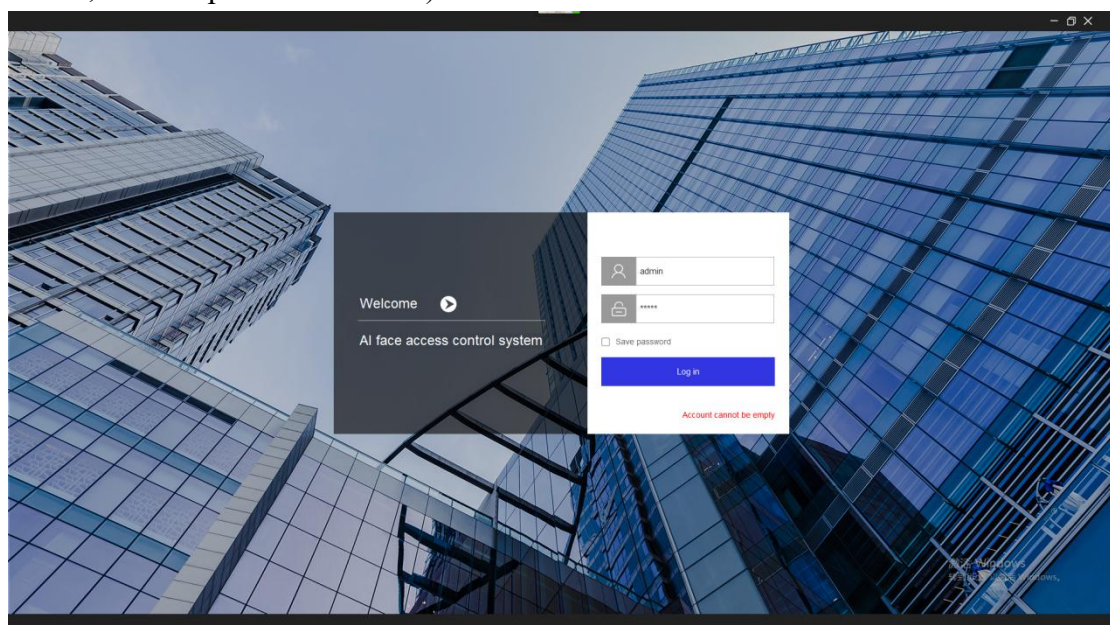
Step 4: Click [install] to finish the software installation, as shown below: below



Step 5: Click [Finish], and the software icon will appear on the computer desktop, which means the installation is successful.



Step 6: Double click the AI face access control management system icon to enter the login page of management system and then type the default account and password of the management system, click login to enter the system home page. (Default account: admin, Default password: admin)

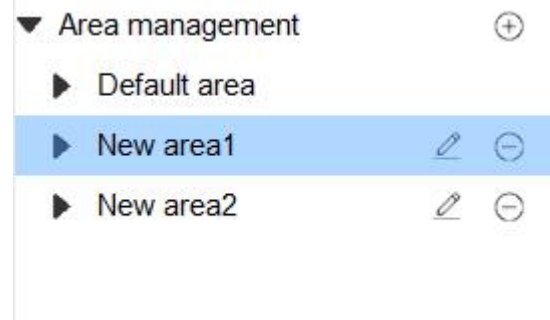




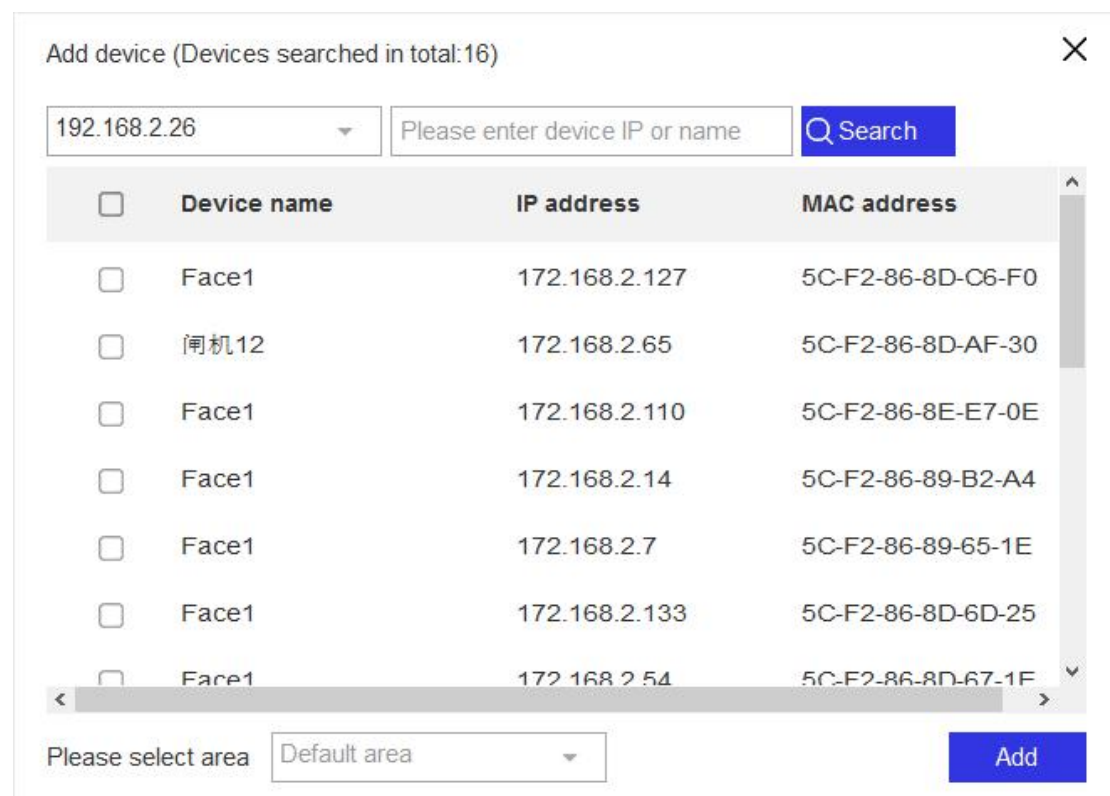
## 4 Add devices

**Process: Login system → Device → Device management**

Step 1: Create an area, click the [+] button next to the area management, and modify the area name, as shown below:

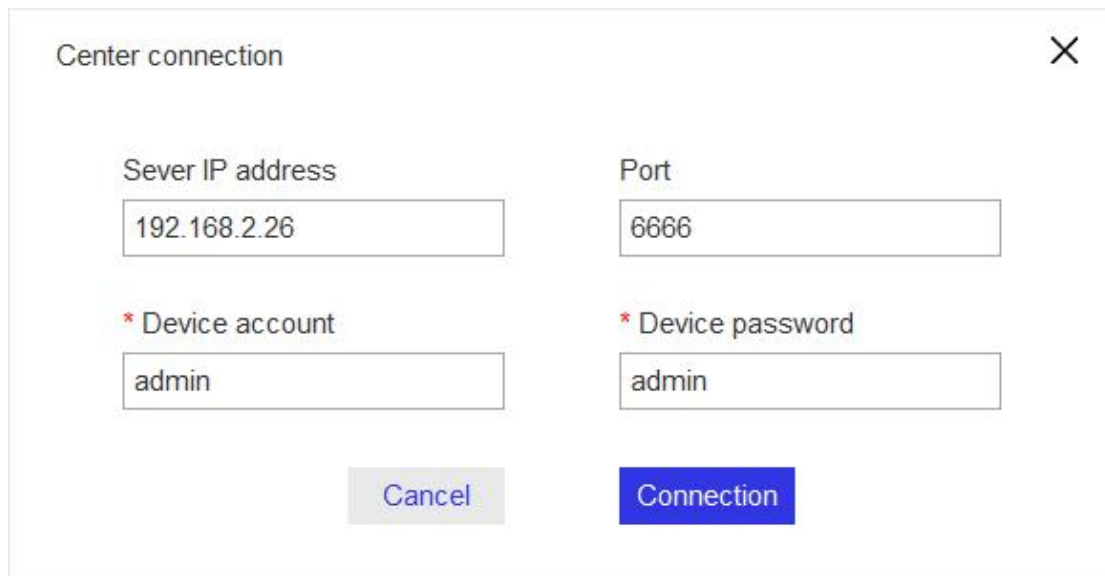


Step 2: Add devices. Click [Add devices] to enter the interface as shown below:



After opening, you could choose search computer IP address automatically, or select other network segments and enter IP or use MAC address to search for devices.

Step 3: Search out devices, select the device and area which you want to add, then click [Add] to open the interface as shown below:

A dialog box titled "Center connection" with a close button (X) in the top right corner. It contains four input fields arranged in a 2x2 grid. The top-left field is labeled "Sever IP address" and contains the text "192.168.2.26". The top-right field is labeled "Port" and contains the text "6666". The bottom-left field is labeled "\* Device account" and contains the text "admin". The bottom-right field is labeled "\* Device password" and contains the text "admin". At the bottom of the dialog, there are two buttons: a grey "Cancel" button on the left and a blue "Connection" button on the right.

Sever IP address	Port
192.168.2.26	6666
* Device account	* Device password
admin	admin

Cancel Connection

Step 4: Clicking [connect] and [Cancel] to return the device list, please note unconnected devices are all show “offline” .

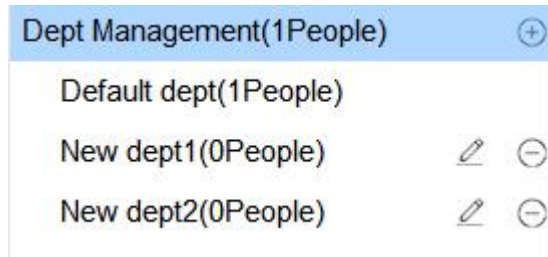
*Notes:*

- 1. Server IP is the same as the computer, needs to be modified when the actual IP is different from the automatically acquired IP.*
- 2. Note that 666 is the default port, account number, and password of the system are the same as the device, but the function is different.*
- 3. Enter the password & account no. of the device when connecting to the center. The fastest way to connect the center is to set the same account no. and password*

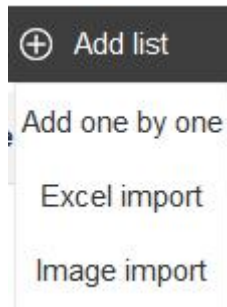
## 5 Add personnel info.(suggest to import excel file)

**Process: Login system → Personnel → Personnel management**

Step 1: Create a department, click the [+] button beside the department management in the Department list, and modify the department name. As shown below:



Step 2: Add personnel. Click [Add] --- three ways to add

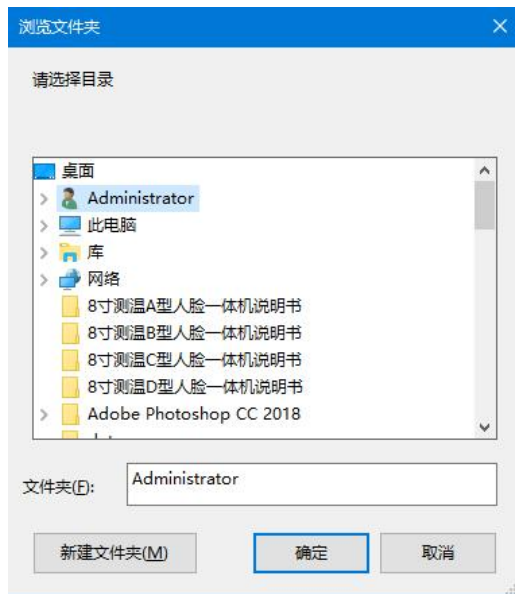


Method 1: Adding personnel info, click [Add one by one], see below:

After finished editing, click [Add] to add personnel info to the list.

*Note: when adding a person's info, you can select a device and distribute the personnel info*

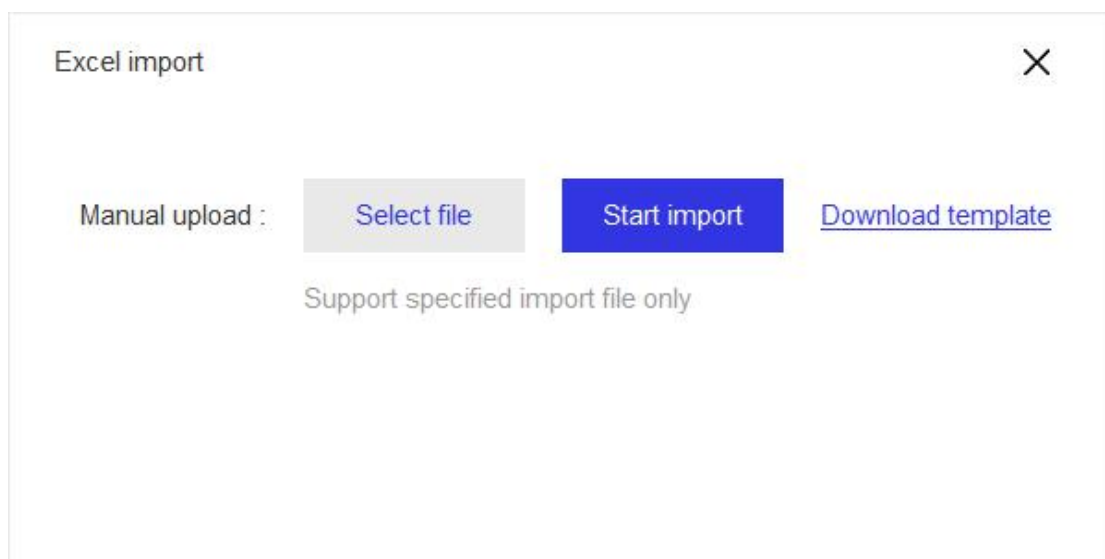
Method 2: Adding by image and click [Image import] .



Select the folder of picture and click [confirm] to import it automatically.

*Note: It is suggested to change the picture name to personnel name.*

Method 3: Adding through excel form, and click **【Excel import】**



Download import template and fill in personnel info, click [Select file] to choose the template, and click [Start import].

*Note: It ' s more convenient to divide personnel departments if we filled in department fields when importing the form.*

## 6 Distribute personnel info to device

**Process: Login system → Personnel → Personnel management**

Step 1: Selecting a personnel list that needs to be distributed to the device.

Step 2: Enter [Operate the selected person] and click [Distribute personnel info] to open the following interface:

Distributed list (Selected: 1 People)

Please select areasProgress 0/0

☐ All areas

☐ Default area

☐ New area1

☐ New area2

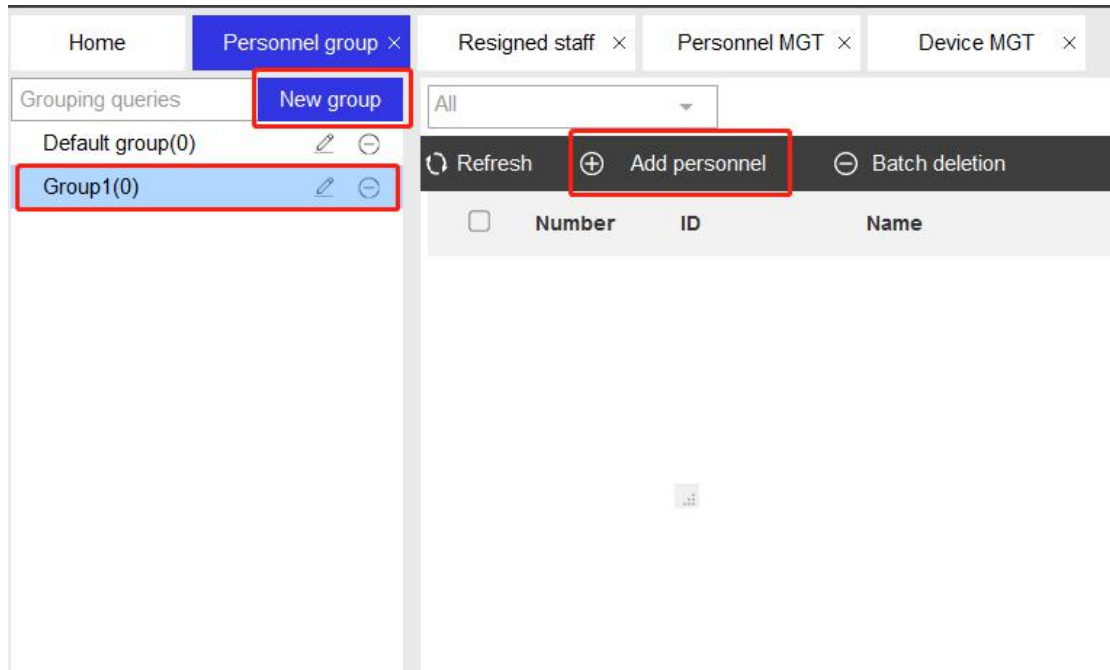
Device name	Device IP address	Success	Failure	Operation
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Distribution

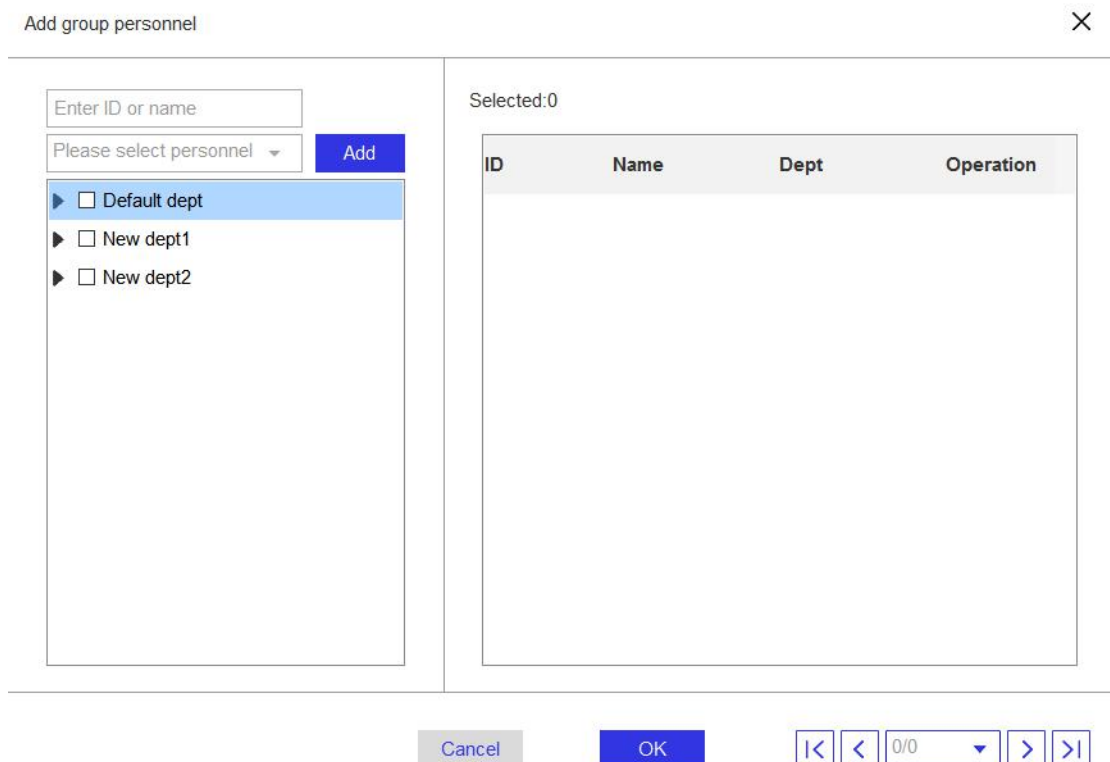
Step 3: Selecting equipment and click **【Issue】** to distribute the personnel info to the corresponding device.

## 7 Access control settings

**Step 1: Set access control permission-group (Login system → Personnel → Personnel grouping)**



1. Click [New group] to create a new group and edit its name.
2. Click [Add personnel to group] to open the following interface:



3. Choose the personnel info you want to add to the group and click [Confirm].

**Step 2: Add passing time period (login system → access control → Passing time**

period)

Click [Add] to open the interface as follows:

Access time period details

\*Time period name

Please enter holiday name

\*Start date

Select start date

\*End date

Select end date

+ Add

- Clear

<input type="checkbox"/>	Select all	0	2	4	6	8	10	12	14	16	18	20	22	24	Operation
<input type="checkbox"/>	Mon.														<a href="#">Edit</a>
<input type="checkbox"/>	Tue.														<a href="#">Edit</a>
<input type="checkbox"/>	Wed.														<a href="#">Edit</a>
<input type="checkbox"/>	Thu.														<a href="#">Edit</a>
<input type="checkbox"/>	Fri.														<a href="#">Edit</a>
<input type="checkbox"/>	Sat.														<a href="#">Edit</a>
<input type="checkbox"/>	Sun.														<a href="#">Edit</a>
<input type="checkbox"/>	Holiday														<a href="#">Edit</a>

+ Add

(Repeated time period, holidays time period preferred)

Holiday name	Start date	End date	Operation
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激活 Windows

转到“设置”以激活 Windows。

Cancel

Save

1. Enter the name of the passing time period.
2. Select the start and end times of this period.
3. Select the date you want to add in the passing time period and click the **【Add time period】**. The interface is as follows:

Add
×

---

Selected

☒ Mon.  
☒ Tue.  
☒ Wed.  
☒ Thu.  
☒ Fri.  
☒ Sat.  
☒ Sun.  
☒ Holiday

SEL period

09:00:00

▲▼

18:00:00

▲▼

⊖

⊕

Cancel

OK

4. Click the [+] button to select a time period and we can add multiple timelines, see the below figure:

请选择时段

09:00:00

▲▼

18:00:00

▲▼

⊖

⊕

5. Click **【Confirm】** . The green tips of the list, which are the passage time period.

6. Click **【Add holiday name】** to open the following interface:

Add holiday
×

---

\*Holiday name

Please enter holiday name

\*Start date

Select start date

\*End date

Select end date

Cancel

OK



7. The added holiday info will be associated with the passing time period, which we set before..

8. After finished the above setting, click **【 Save 】** to create the passing time period. After that, the passing time period will show in the list.

**Step 3: Add the access strategy to associate the access control permission-group、passing time period 、 and devices. (login system → access control → access strategy)**

Click [Add] to open the interface as follows:

Add passing strategy

\*Passing time period

Please select period

\*Group

Please select group

Please select device

☐ Default area

☐ New area1

☐ New area2

Selected:0

Number	Device name	Area	Operation
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Cancel

OK

1. Select [Passing time period], [Personnel grouping], [Passing device] which we added in above, and click [OK].

*Note: If the person cannot access after added access strategy, it means the personnel*

info has not been distributed to the devices and we need to distribute it.

## 8 Attendance settings

### Step 1: Set attendance rules (login system → attendance → attendance rules)

FaceName

Home Attendance rules Access strategy Access Period Monitoring Time MGT Personnel group Resigned staff Personnel MGT Device MGT

Language admin 15:47 2021-04-12

\*Arrive late: more than 5 minutes after working  
Early departure: 5 minutes earlier before duty off

☒ No clock in record mark as absence  
☒ No clock out record mark as absence  
☐ more than minutes late mark as the absence  
☐ more than minutes early departure mark as the absence

Edit

激活 Windows  
转到“设置”以激活 Windows。

### Step 2: Add attendance period (Login system → Attendance → Time period maintain)

FaceName

Home Time MGT Attendance rules Access strategy Access Period Monitoring Personnel group Resigned staff Personnel MGT Device MGT

Language admin 15:48 2021-04-12

Refresh Add Delete

Number	Time period name	Time period type	Work time	Duty off time	Operation
No attendance period is added~					

Time period details

\*Time period name: |

\*Time period type: Normal period

\*Work time: 09:00:00 - 18:00:00

\*Duty off time: 18:00:00

\*Start time of clock in: 09:00:00

\*Start time of clock out: 12:00:00

\*End time of clock in: 12:00:00

\*End time of clock out: 23:59:59

\*Working hours (Min): 0

\*Display colors: [Green bar]

☐ Whether to enable lunch break

Start time of lunch break: 12:00:00

End time of lunch break: 13:30:00

Cancel Save

激活 Windows  
转到“设置”以激活 Windows。

1. Click [Add] to open the interface as follows:

Time period details

\*Time period name

\*Time period type

Normal period

\*Work time:

09:00:00

\*Duty off time:

18:00:00

\*Start time of clock in

06:00:00

\*Start time of clock out

12:00:00

\*End time of clock in

12:00:00

\*End time of clock out

23:59:59

\*Working hours (Min.)

0

\*Display colors

☐ Whether to enable lunch break

Start time of lunch break

12:00:00

End time of lunch break

13:30:00

Cancel

Save

2. After editing, click save to display the added period in the list.

The period types are divided into normal period, elastic overtime period and intelligent overtime period.

Period type 1: Normal period

interface:

Time period details

\*Time period name

\*Time period type

Normal period

\*Work time:

09:00:00

\*Duty off time:

18:00:00

\*Start time of clock in

06:00:00

\*Start time of clock out

12:00:00

\*End time of clock in

12:00:00

\*End time of clock out

23:59:59

\*Working hours (Min.)

0

\*Display colors

☐ Whether to enable lunch break

Start time of lunch break

12:00:00

End time of lunch break

13:30:00

Cancel

Save

## Period type 2: Flexible overtime period interface :

Time period details

\*Time period name

\*Start overtime time:

\*Start time of clock in

\*End time of clock in

\*Display colors

☐

\*Time period type

Flexible overtime period

\*End overtime time:

\*Start time of clock out

\*End time of clock out

Flexible overtime: check-in and check-out within the valid check-in and check-out time range, overtime\_duration = check\_out\_time - check\_in\_time

Cancel

Save

*Note: calculation time:*

*Check in time < overtime start time and sign off time < end overtime time, overtime time = sign in time - start overtime time*

*Check in time > overtime start time and sign in time < end overtime, overtime time = sign in time - check in time*

*Check in time < overtime start time and sign off time > end overtime, overtime time = end overtime - start overtime*

*Check in time > overtime start time and sign in time > end overtime, overtime time = end overtime time - check in time*

## Period type 3: Smart overtime period interface:

Time period details

\*Time period name

\*Start overtime time:

\*Display colors

☐

\*Time period type

Smart overtime period

\*End overtime time:

Smart overtime: automatic calculation of overtime duration, overtime\_duration = check\_out\_time - start\_overtime\_time

Cancel

Save

*Note: Overtime duration = Overtime sign off time - Start overtime time;*

### Step 3: login system → attendance → shift maintenance

FaceName

Home Shift MGT Time MGT Attendance rules Access strategy Access Period Monitoring Personnel group Resigned staff Personnel MGT Device MGT

Refresh Add Delete

Number Schedule name Start date End date Units Cycle Operation

You need to add the corresponding attendance period before adding a shift~

Shift details

\*Schedule name \*Start date \*Start date

\*Units \*Cycle No.

Add Clear

Select all	0	2	4	6	8	10	12	14	16	18	20	22	24	Operation
<input type="checkbox"/>	Mon.													Edit
<input type="checkbox"/>	Tue.													Edit
<input type="checkbox"/>	Wed.													Edit
<input type="checkbox"/>	Thu.													Edit
<input type="checkbox"/>	Fri.													Edit
<input type="checkbox"/>	Sat.													Edit
<input type="checkbox"/>	Sun.													Edit

激活 Windows 转到“设置”以激活 Windows。

Cancel Save

Click add to open the following interface:

Shift details

\*Schedule name \*Start date \*Start date

\*Units \*Cycle No.

Add Clear

Select all	0	2	4	6	8	10	12	14	16	18	20	22	24	Operation
<input type="checkbox"/>	Mon.													Edit
<input type="checkbox"/>	Tue.													Edit
<input type="checkbox"/>	Wed.													Edit
<input type="checkbox"/>	Thu.													Edit
<input type="checkbox"/>	Fri.													Edit
<input type="checkbox"/>	Sat.													Edit
<input type="checkbox"/>	Sun.													Edit

激活 Windows 转到“设置”以激活 Windows。

Cancel Save

1. Enter the name of the shift created;

2. Select the start time and end time of the shift;
3. Check the date to add a passage period and click [Add time period] to open the interface as follows:

The 'Add' dialog box has a title bar with 'Add' on the left and a close button (X) on the right. The main area is divided into two panels. The left panel, titled 'Selected', contains a list of days of the week with checkboxes: Mon., Tue., Wed., Thu., Fri., Sat., and Sun. The right panel, titled 'Select period', contains a dropdown menu with a downward arrow and a minus button (-) to its right. Below the dropdown is a plus button (+). At the bottom of the dialog are two buttons: 'Cancel' (light gray) and 'OK' (blue).

3. Click the [Add] button next to please select a period to select a time to add multiple periods, as shown below:

The 'Select period' interface shows two dropdown menus stacked vertically. Each dropdown has a downward arrow and a minus button (-) to its right. Below the first dropdown is a plus button (+). A vertical line is to the right of the dropdowns.

5. After adding the time period, click OK, and the green bar will appear in the list, which is the working time;
6. After setting, click Save to create the shift successfully. After that, the shift will appear in the current shift list.

## Step 4: Login system → Attendance → Scheduling management

The screenshot shows the 'FaceName' Scheduling Management interface. The top navigation bar includes 'Home', 'Schedule MGT', 'Shift MGT', 'Time MGT', 'Attendance rules', 'Access strategy', 'Access Period', 'Monitoring', 'Personnel group', 'Resigned staff', and 'Personnel MGT'. The 'Schedule MGT' tab is active. Below the navigation bar, there are filters for 'All' and 'Status selection'. A table on the left lists personnel with columns: ID, Name, Dept, Shift No., Start time, End time, and Operation. A 'Success' dialog box is displayed over the calendar view, indicating that the scheduling operation was successful.

Click Add to open the following interface:

Add sche
✕

\*Schedule selection

1

\*Start time

2020-01-01

\*End time

2099-12-31

Please enter ID or Name
Please select personnel
Add

☐ Default dept
☐ New dept1
☐ New dept2

Selected:0

ID	Name	Dept	Operation
----	------	------	-----------

Cancel
OK

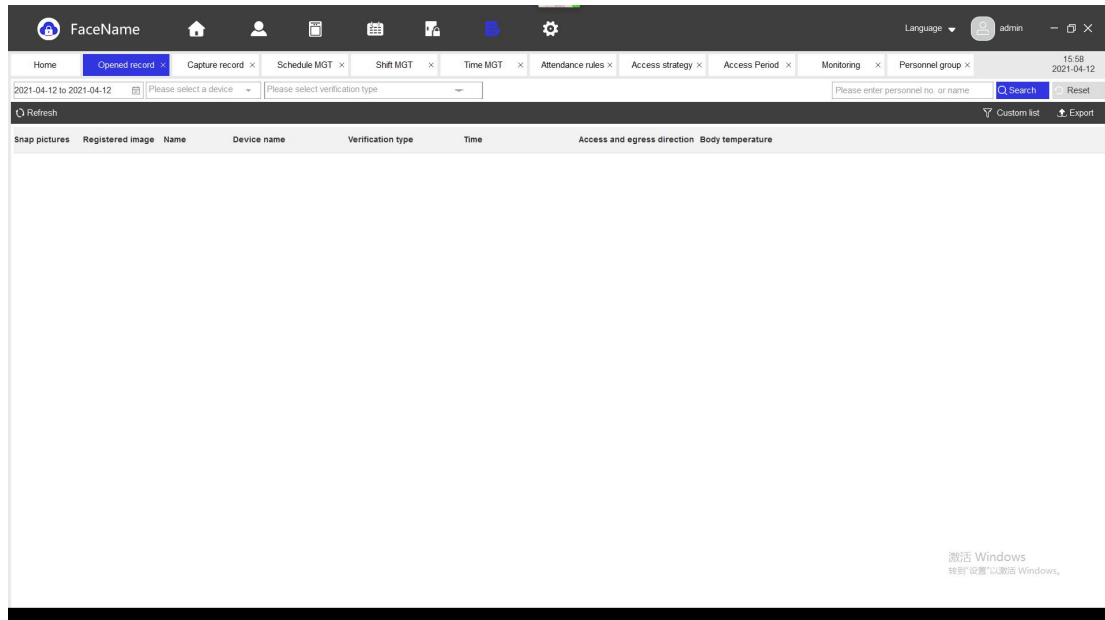
|<
<
0/0
>
|>

Select shift, shift start time, shift end time and personnel, and click [OK] to finish

attendance setting.

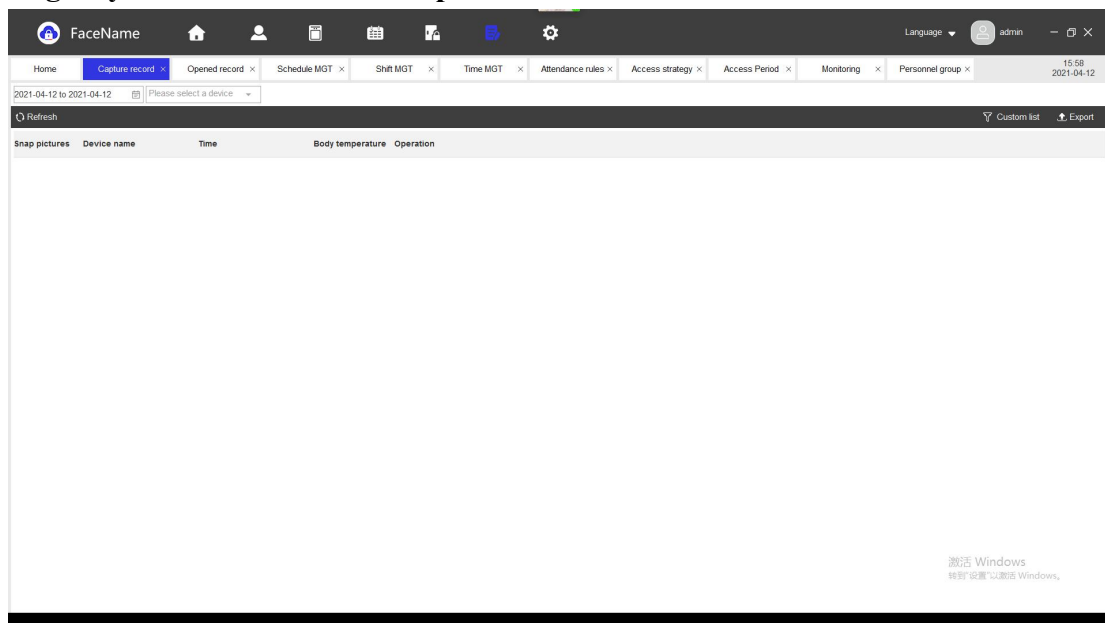
## 9 Record query

Log in system → Record → Open door record



1. Screening: time screening, equipment screening and verification mode screening;
2. Query: Input the name or number of the person to query;
3. Click [Reset] search box and filter box to resume initialization;

Login system → Record → Snap record



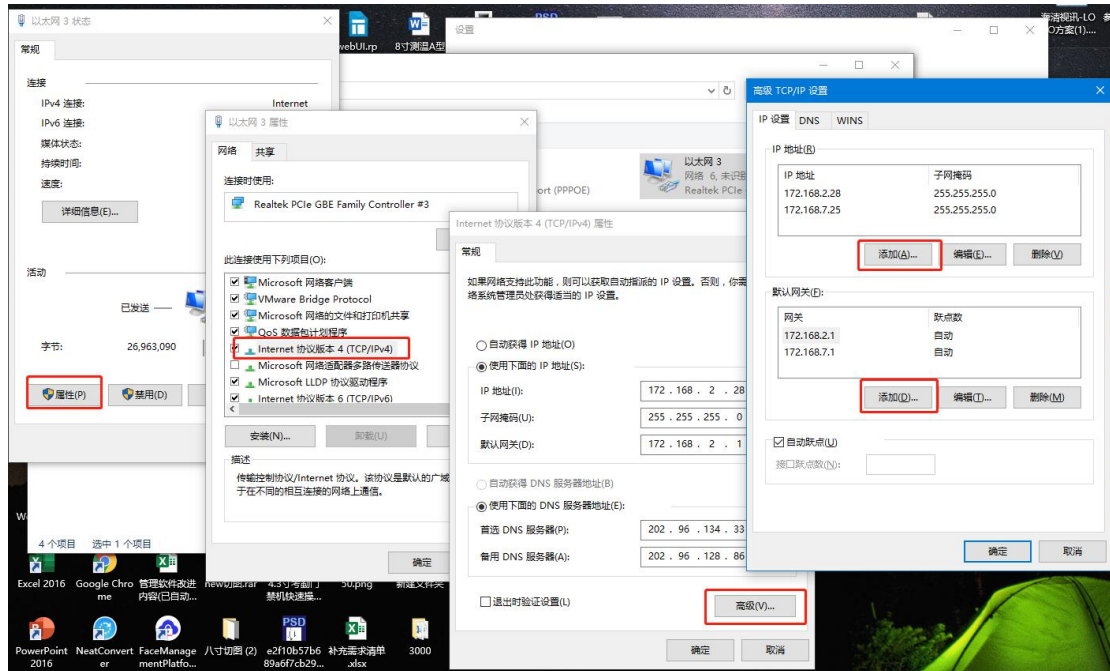
Screening: time screening, equipment screening.



# 10 Common problems

## 1. When adding devices, can't search out devices?

Connect the computer and the device to the same LAN, check whether the IP of the computer and the IP of the device are in the same network segment, if not, add a new IP, as shown in the figure below:



If it is confirmed that the computer and the device are in the same network segment, and the device still cannot be searched, close the computer firewall and try to search the device again.

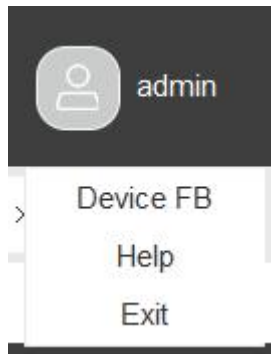
## 2. How to find the distribution failure history after the list distribution failure?

There are two cases in which the distribution of the list fails:

Case 1: when the list is distributed from the system to the device, the distribution fails.

You can enter the System → System log to find the reason for the failure.

Case 2: The list is successfully distributed from the system to the device, but the device fails to import the list from the system. In this case, the device will feed back the list information and reasons of the import failure to the system, and click [Device feedback] to view the reasons.



### 3. After adding a pass policy to a person, does the person's pass policy not take effect?

The person's information is not distributed to the corresponding device. After the person is distributed to the device, the person's traffic strategy will take effect.

### 4. How to add new personnel quickly after scheduling?

Method 1: The method of adding personnel individually. When adding personnel, you can quickly arrange shifts by selecting shift;

Add personal information

Person no. : 2

Type : Whitelist

Card no. : Please enter card no.

Phone no. : Please enter phone no.

Address : Please enter address

\* Name : Please enter the name

Gender : Male

Dept : Default dept

ID no. : Please enter ID no.

Pic verification : ☐

Preview

Attendance settings
Access control settings
Other information

☐ All areas

☐ Default area
☐ New area1
☐ New area2

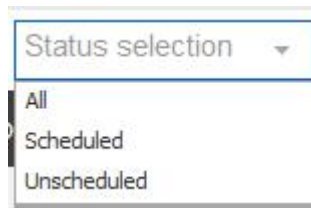
Shift: 1

Cancel

Add and continue

Add

Method 2: Enter attendance → Shift arrangement management, select the personnel who are not scheduled, and check the personnel to add shifts to quickly arrange shifts.



### **5. How to set the normal working hours from Monday to Friday?**

Enter attendance → Temporary shift scheduling, click Add temporary shift scheduling, and select the start date of temporary shift scheduling, that is, the holiday date. After the date appears, do not add the work period. Select the person and click save.