

User Manual

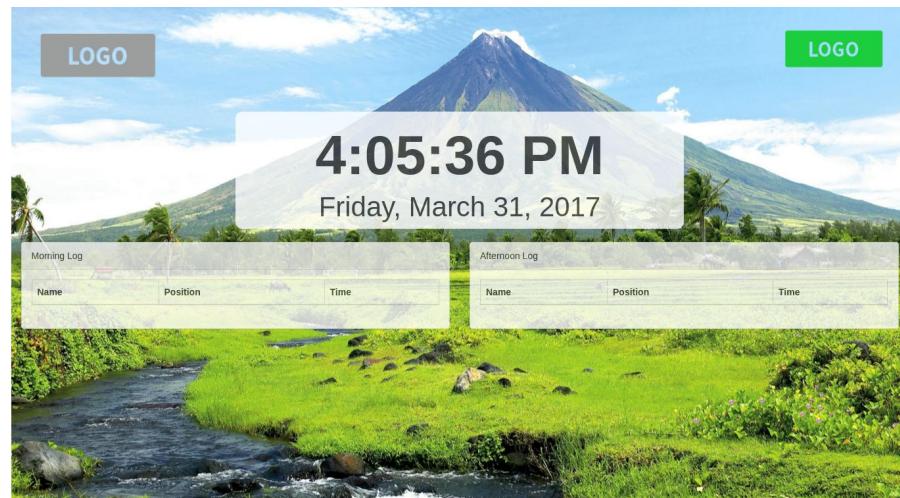
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I. Introduction

A. Powering and Booting Up

1. Check the cable connections. Connect the power cable to the AC input in the box. Then connect the monitor display on the VGA input in the box. You can also connect keyboard and mouse in the USB Port (**Optional**).
2. The device will automatically power up once connected to the AC input.
3. Wait for atleast 2-3 minutes for device to boot-up. And Wait for the public kiosk dashboard to display in the monitor.



B. WIFI Access Point

1. The hardware device it self is configured as a wifi router.
2. Once the hardware device has successfully booted up. You can use another device (Laptop or Desktop Computer) to access the application through WIFI.

The default SSID is “tas-001”, and the default password is “password1”

You can access the application through “<http://172.24.1.1:1337>”, by using Google Chrome Browser for better stability.

II. Quick Start

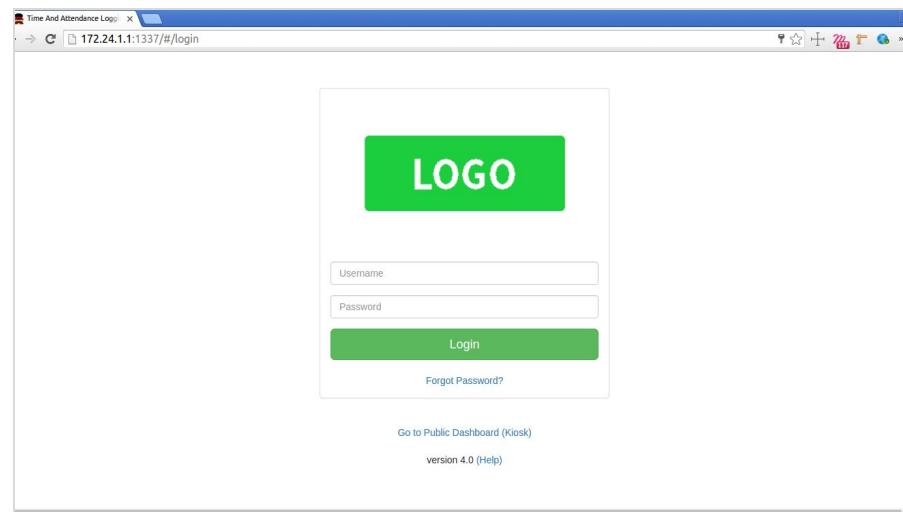
This part of the manual will give you a quick tour guide showing how easy and quick to start things up. This section covers on registering an employee/user, and generating a report out of that certain employee. The full guide on the whole application is located on part three(3) of this user's manual.

A. Registering an Employee/User

During first boot up, the public kiosk page will be displayed on the monitor connected on the box. Click on the clock to redirect you on the admin login page.

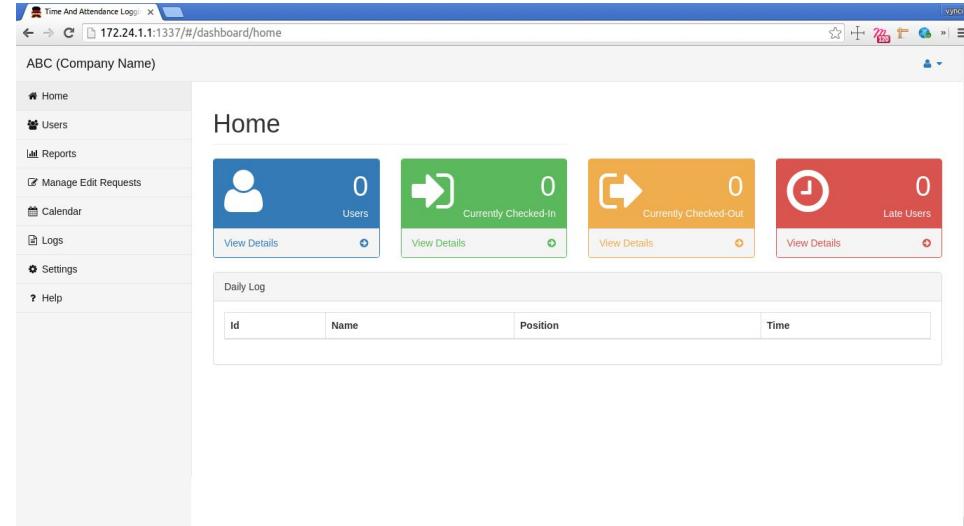


1. When you are accessing the application using another computer via WIFI, you can directly go to <http://172.24.1.1:1337> by using a Google Chrome Browser for better stability.

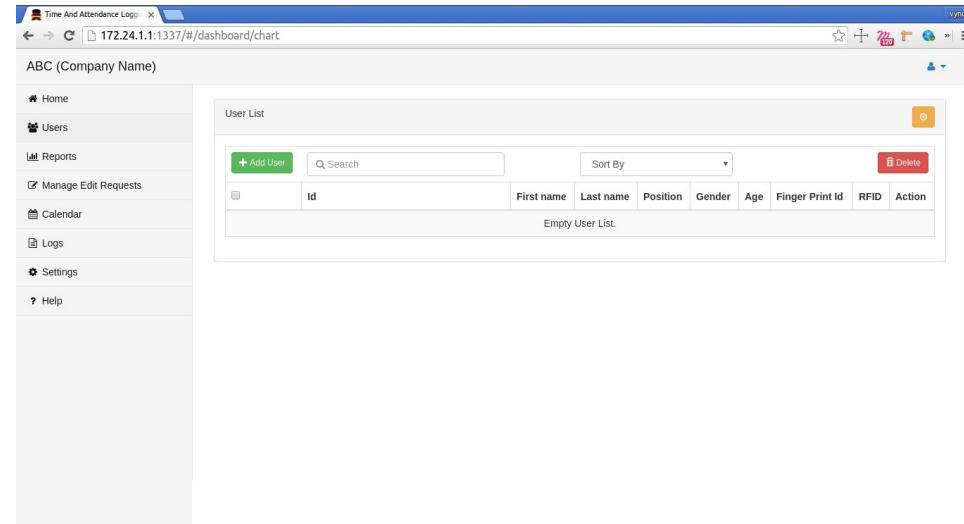


Login through the application using “admin” as the username and “admin” for the password. This will then redirect you the home page.

- Now that you are already in the home page, click on “Users” located on the side bar menu. You will then be redirected to the “Users” page.



- If you are already in the users page you will see similar to the image below, then click on the green “Add User” Button, and a form will pop-up for you to fill-up



- Now fill up the form with the user's or the employee's Id#, First and Last Name, Gender, Age, and Position. To add a profile picture for the user, click on browse to select a picture.

Please Fill-up the Form.

Add User

Profile Picture (Max: 2MB)

LOGO

Browse

Scan

RFID (Scan the RFID)

Create **Close**

- Once everything is filled out, click on the “Scan” button to scan the user’s fingerprint. You can also scan RFID if module is available.

Please Fill-up the Form.

Add User

Profile Picture (Max: 2MB)

Nikola Tesla

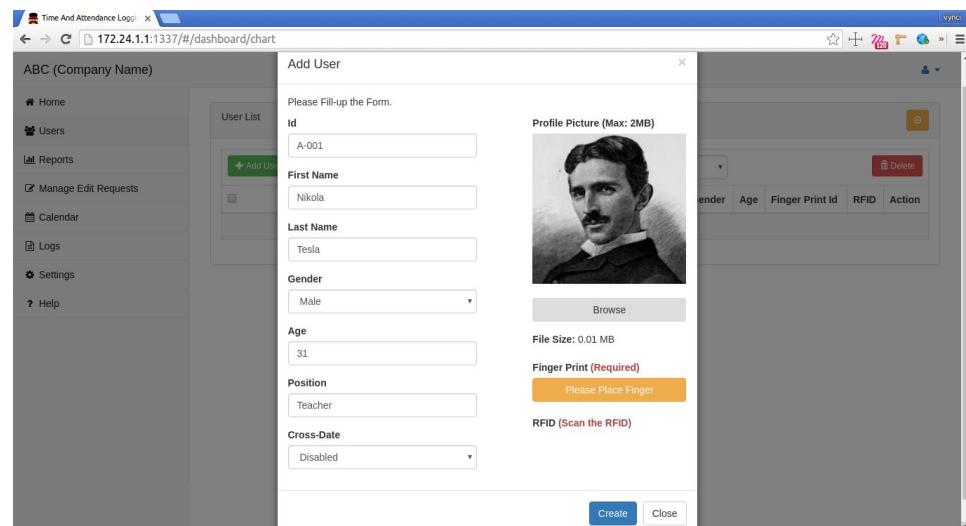
Browse

Scan

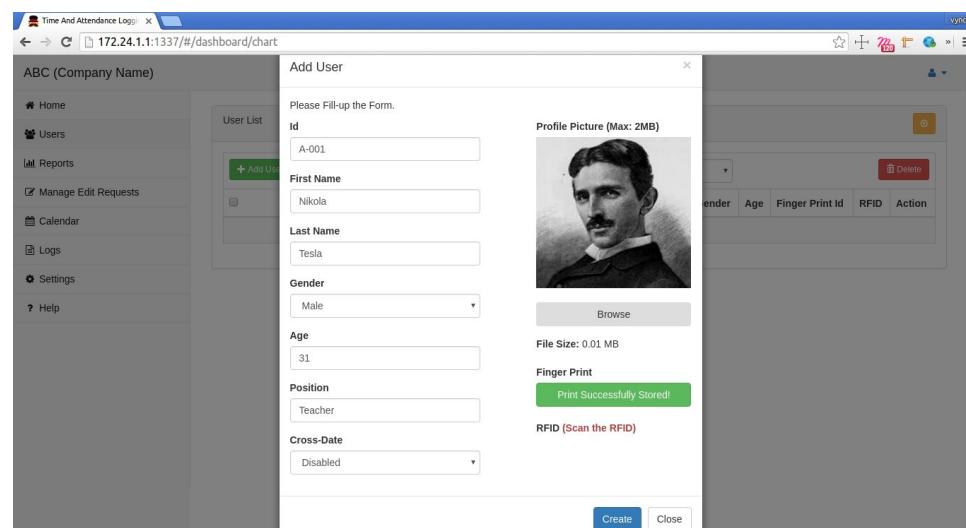
RFID (Scan the RFID)

Create **Close**

- It will then guide you on a series of instructions.



7. Once scanning is successful, it will display “Print Successfully Stored!”.



8. The user will then be added to the User list.

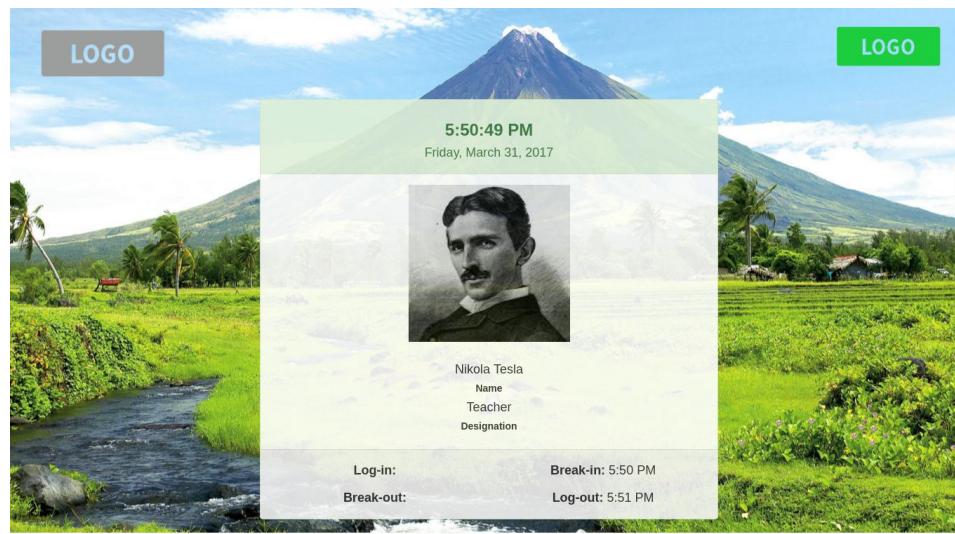
The screenshot shows a web-based application titled "Time And Attendance Login". The URL in the address bar is "172.24.1.1:1337/#/dashboard/chart". The page title is "ABC (Company Name)". On the left, there is a sidebar with the following menu items: Home, Users (selected), Reports, Manage Edit Requests, Calendar, Logs, Settings, and Help. The main content area is titled "User List". It contains a table with the following data:

	Id	First name	Last name	Position	Gender	Age	Finger Print Id	RFID	Action
<input type="checkbox"/>	A-001	Nikola	Tesla	Teacher	Male	31	23	n/a	<button>edit</button>

9. **Done!** Now that the user is already registered, he/she can already use the device to record a login attendance.

B. Monitoring the login attendance

1. You can checkout the login attendance activity through the monitor connected in the hardware device, or you can also access the public kiosk dashboard remotely through wifi by using another computer by going to "<http://172.24.1.1:1337/#/public>".
2. When a registered employee/user logs in through the fingerprint sensor or RFID, the kiosk will display a view similar below.

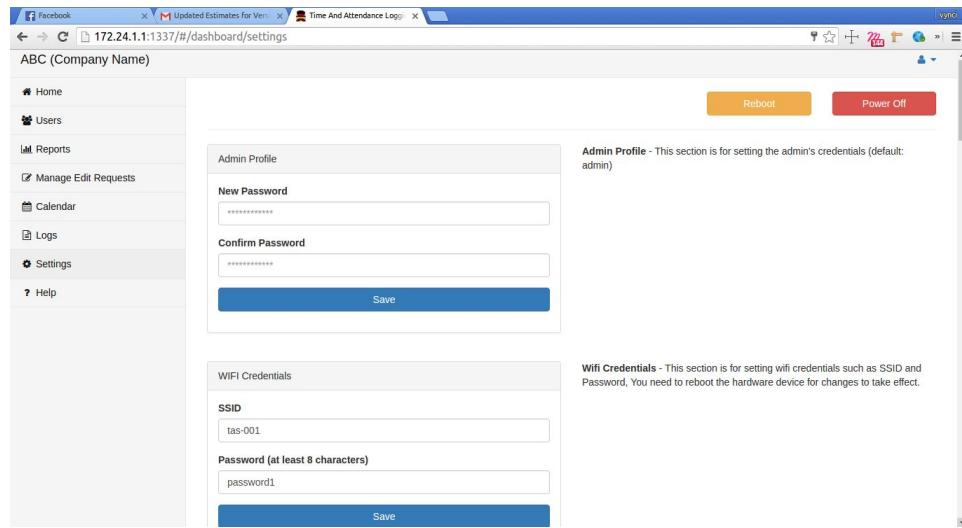


C. Generating and Printing a Report

1. Assuming that we already done some login attendance on a certain user/employee. We can already generate a report.

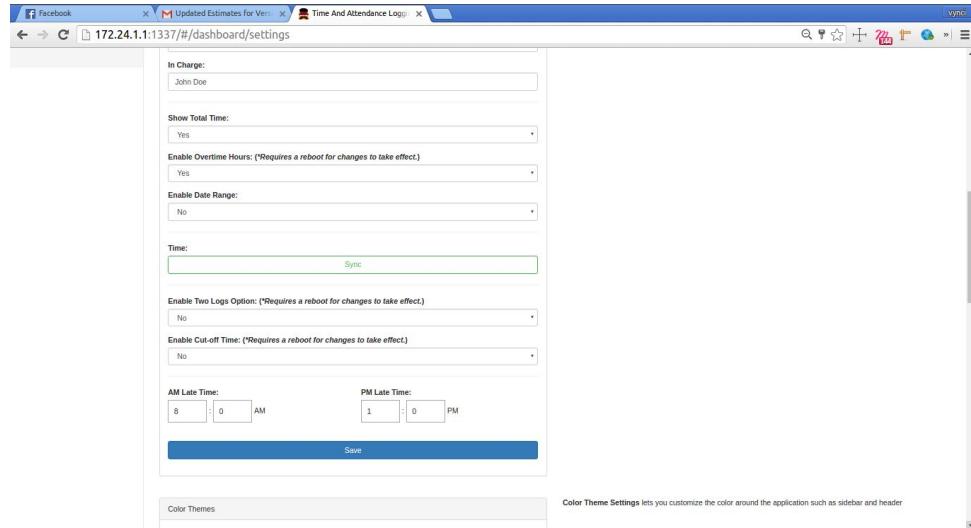
In this case, Nikola Tesla logged on March 31, 2017

2. Before we start to generate a report, we need to navigate to Settings Page first. To do this, click on the the “Settings” button located in the side menu.

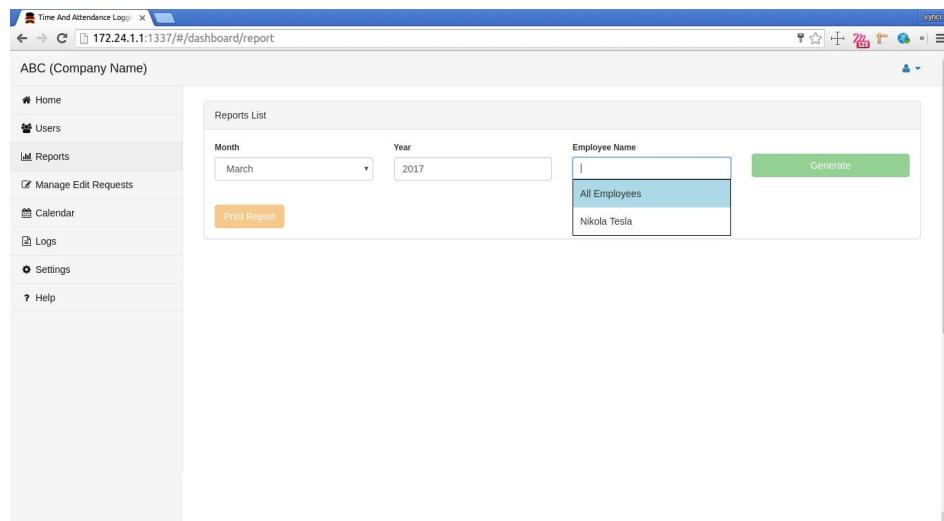


3. Now that you are in the settings page, scroll down to the “Application Profile” Section, then change the the desired name for the “In Charge” or “Admin”. This name will be the one displayed on the form when the report is printed.

You also have the option to show the calculated total time on the report, by choosing “Yes” or “No” in the “Show Total Time” option. The default option is “No”, but we are going to try to set it to “Yes”.

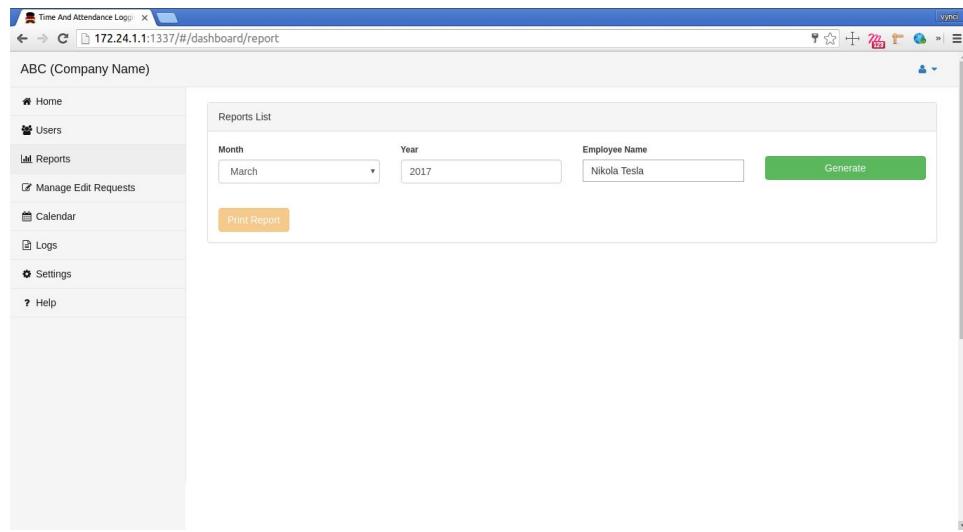


- Once you are already done setting the desired options for the “In Charge” and “Show Total Time” options, we can navigate to the Reports page by clicking on the “Reports” button in the side menu.



- Now that you are already in the Reports Page, Select the desired month and year you wish to generate. For now we only have one registered user/employee, so we can choose the name of that employee but you also have the option to select all.

In this case, we are selecting the month of March and year 2017, with Nikola Tesla as our selected employee.



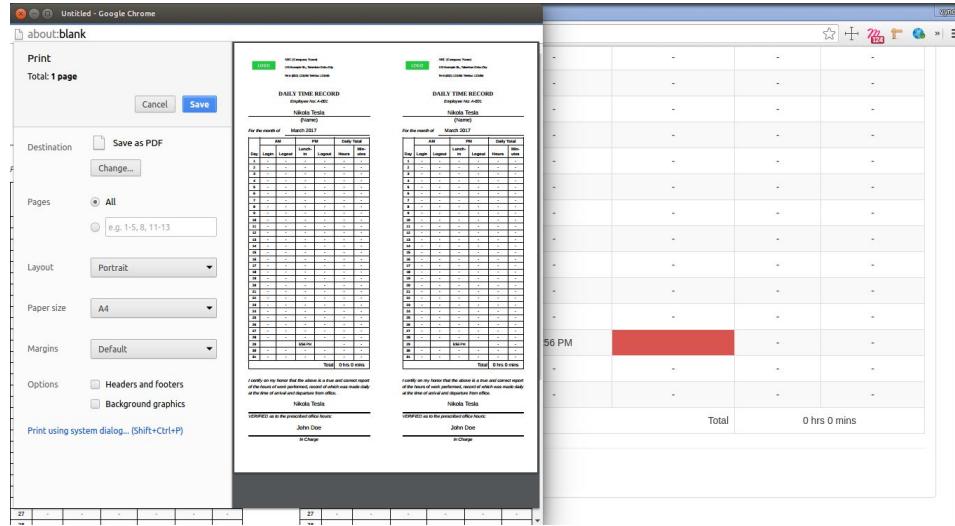
6. Now that we selected the desired date and name of the employee, click on the “Generate” button to generate the report.

Day	AM		PM		Undertime	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	-	-	-	-	-	-
2	-	-	-	-	-	-
3	-	-	-	-	-	-
4	-	-	-	-	-	-
5	-	-	-	-	-	-
6	-	-	-	-	-	-
7	-	-	-	-	-	-
8	-	-	-	-	-	-
9	-	-	-	-	-	-

7. Now that the report is generated, scroll down and click on “Print Report” Button to print a hard copy of the report, or save it as a “.pdf” soft copy.

A screenshot of a web browser displaying a daily time record report. The report shows hours worked from 18 to 31. A red box highlights the last hour (5:56 PM). A 'Print Report' button is visible at the bottom.

8. A popup window will appear showing the print preview of the official form with the designated information such as the employee's name, logs, and the in-charge personnel.

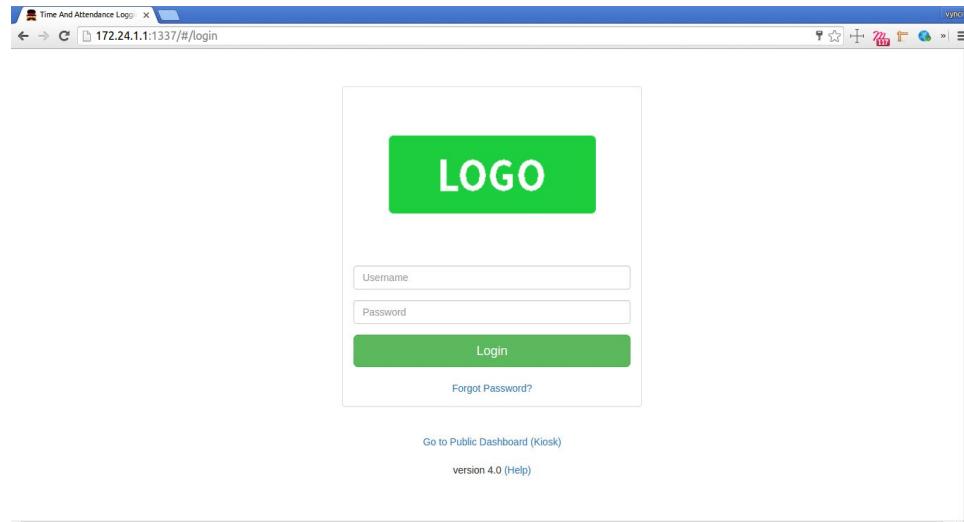


9. **Done!** Now you have successfully generated a report ready for hard copy printing or a soft copy ".pdf" file saving.

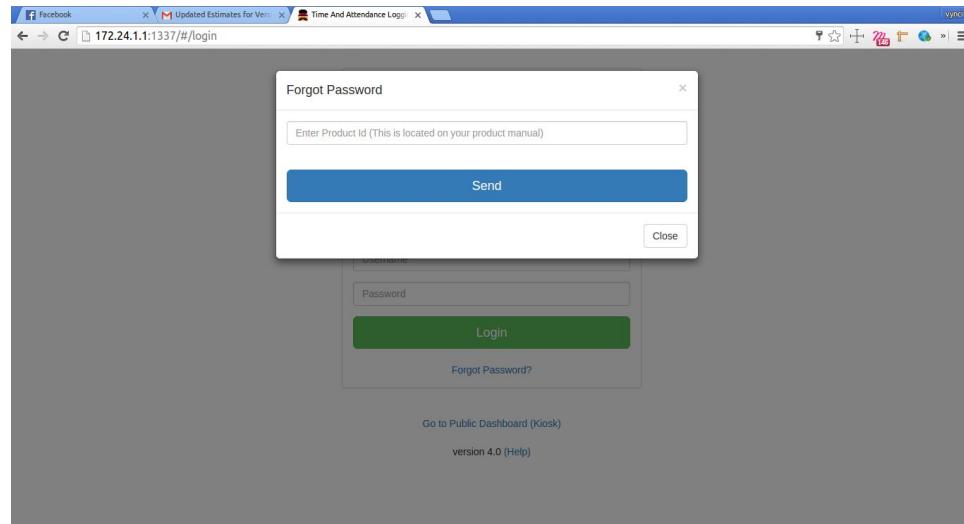
III. Application Guide

A. Login Page

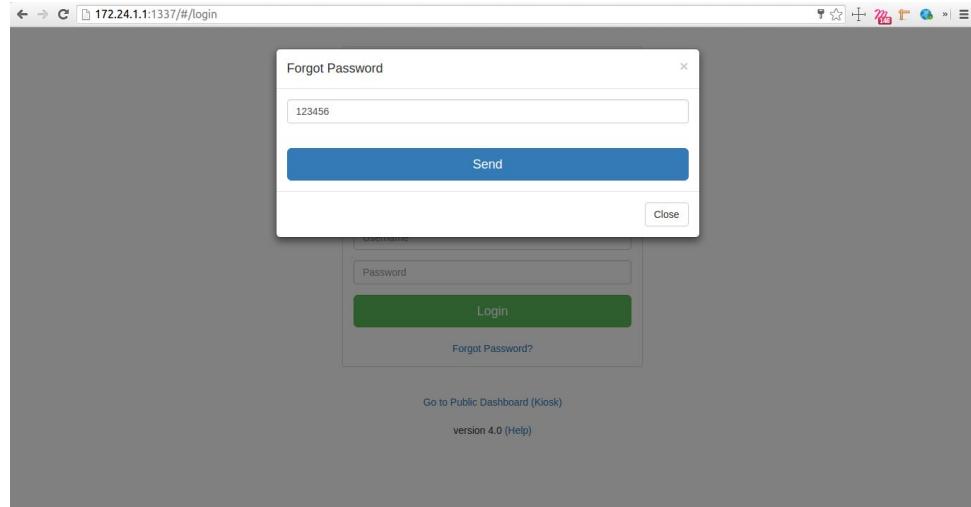
This page is the portal to the application. You can access this remotely by typing this in the google chrome browser “<http://172.24.1.1:1337/#/login>”. If you want to access it locally via the hardware device, click on the clock displayed in the public kiosk dashboard page.



- 1. Credentials** - The default username is “admin”, and default password is “admin” too.
- 2. Forgot Password** - If you have forgotten your password, click on “Forgot Password?” link. It will display a popup form asking you to input your Product Id.



Once you have input the correct Product Id, click on “Send” button. It will then display a notification saying “**Password reset to “admin”: Success!**”.



Now the password will be reset to default which is “admin”.

3. **Link to Kiosk** - clicking on “Go to Public Dashboard (Kiosk)” link, will navigate you to the public kiosk page.

B. Home Page

1. **Dashboard** - This displays a realtime information on the attendance activity, such as the total number of employees who checked-in, checked-out, and those who checked in late.

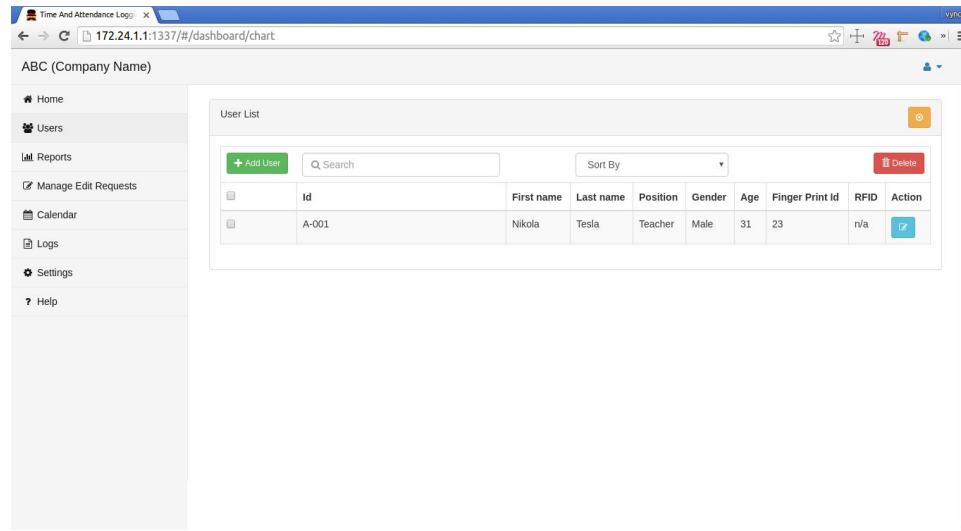
ID	Name	Position	Time
A-003	Elon Musk	Teacher	5:30:21 PM-Check Out
A-002	Thomas Edison	Teacher	5:30:15 PM-Check Out
A-001	Nikola Tesla	Teacher	5:30:08 PM-Check Out
A-003	Elon Musk	Teacher	1:00:07 PM-Check In
A-002	Thomas Edison	Teacher	12:48:07 PM-Check In
A-001	Nikola Tesla	Teacher	12:30:07 PM-Check In
A-003	Elon Musk	Teacher	11:58:14 AM-Check Out
A-002	Thomas Edison	Teacher	11:54:08 AM-Check Out
A-001	Nikola Tesla	Teacher	11:49:10 AM-Check Out

You can set the late time in the settings page.

- 2. Daily Logs Table** - This displays all the real time daily readings from the finger print sensor. This table resets everyday.

C. User Page

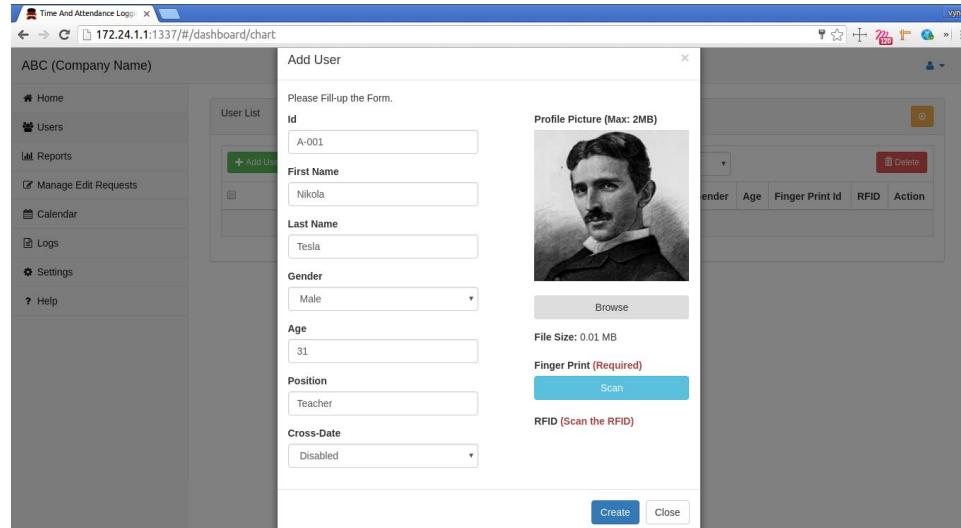
- 1. View User List** - This gives you a list on the current registered employees/users.



The screenshot shows a web-based application interface titled "Time And Attendance Log". The main content area is titled "User List". It contains a table with the following data:

	Id	First name	Last name	Position	Gender	Age	Finger Print Id	RFID	Action
	A-001	Nikola	Tesla	Teacher	Male	31	23	n/a	

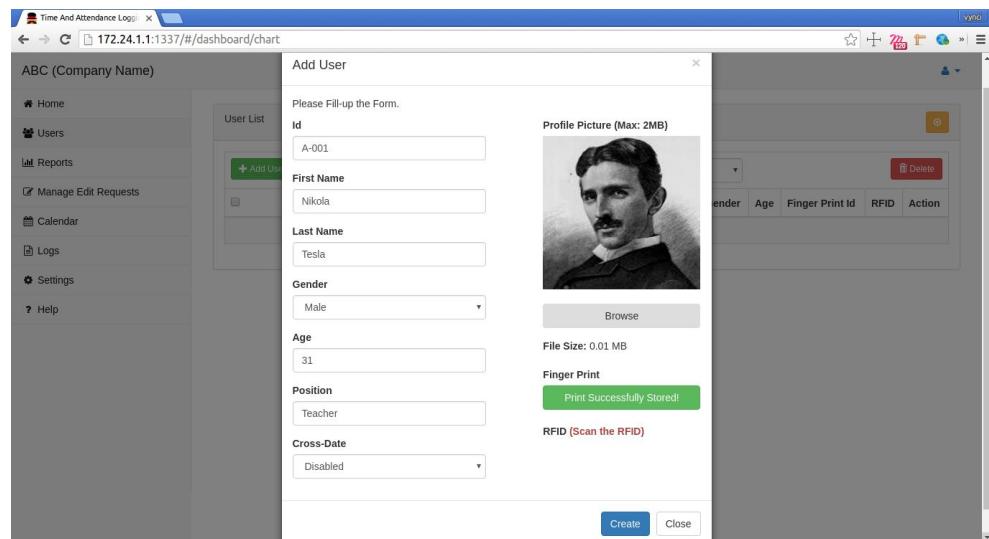
- 2. Add User** - As shown in the quick start guide, you can add employees/users locally and remotely.



The screenshot shows a "Add User" form. The left sidebar has a "User List" section with a "+ Add User" button. The main form fields are:

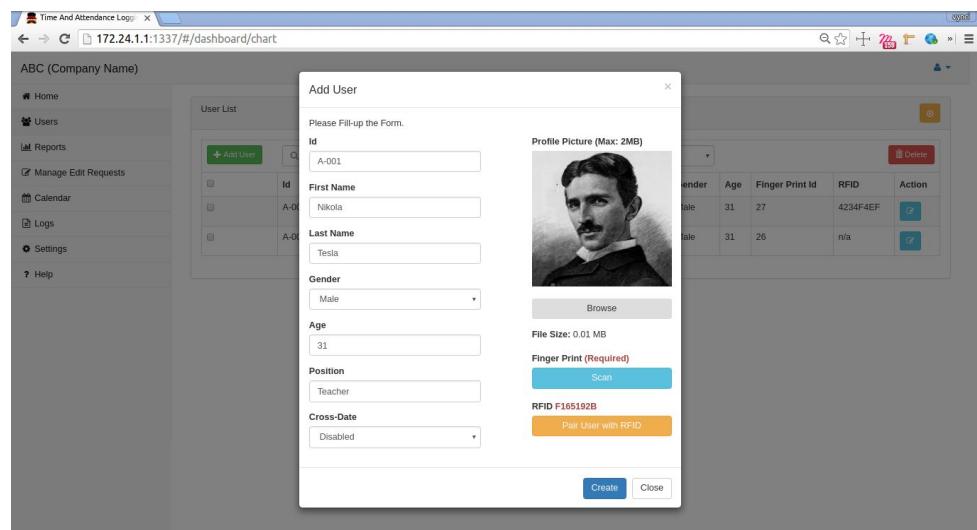
- Please Fill-up the Form.**
- Id:** A-001
- First Name:** Nikola
- Last Name:** Tesla
- Gender:** Male
- Age:** 31
- Position:** Teacher
- Cross-Date:** Disabled
- Profile Picture (Max: 2MB):** An image of Nikola Tesla is displayed.
- File Size:** 0.01 MB
- Finger Print (Required):** A "Scan" button is present.
- RFID (Scan the RFID):** A "Create" button is present.

If you'll go for the finger print option, click on "Scan" Button to scan the user's fingerprint. A series of instructions will be shown on the same button.

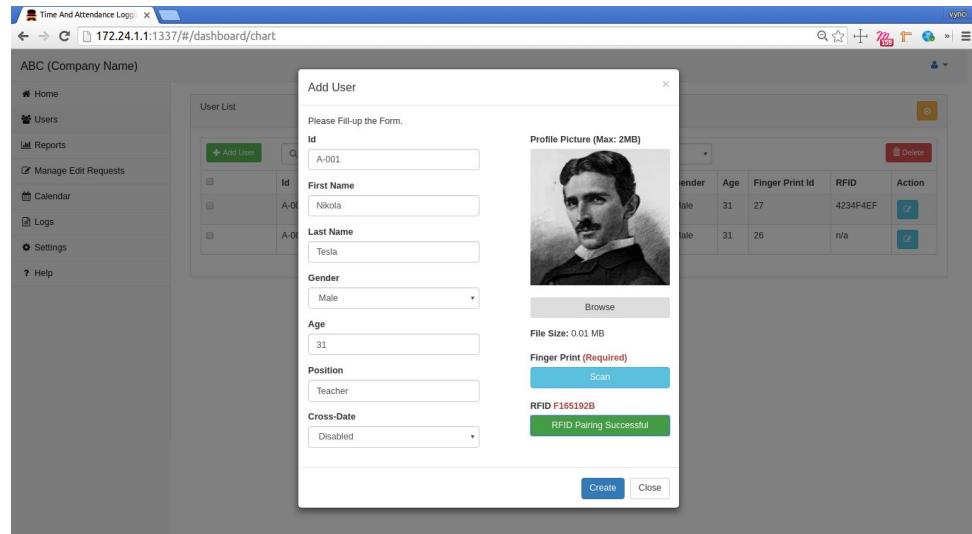


Once successful it will display “Print Successfully Stored!”.

If you want to use RFID, then just scan the RFID Card and “Pair User with RFID” button will appear, click it.

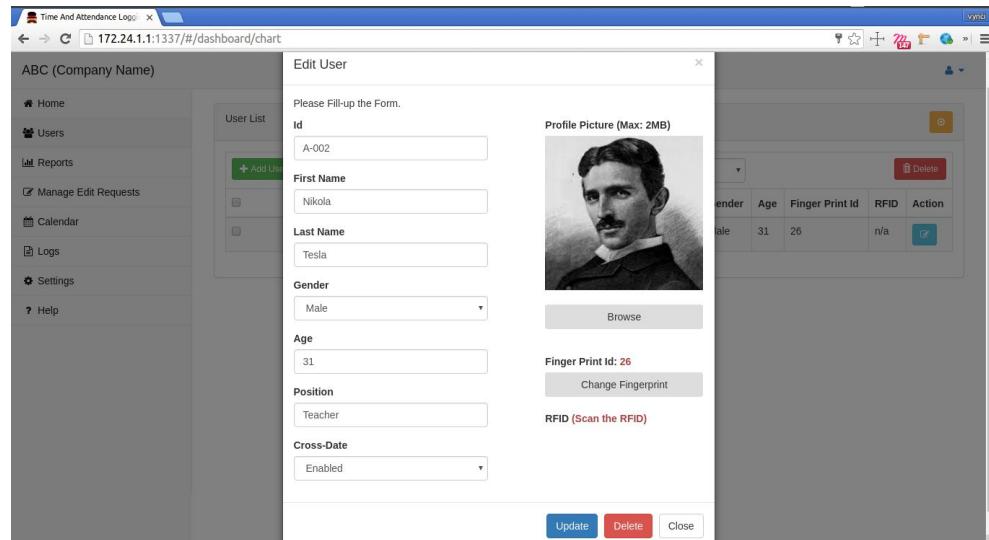


Once successful it will display “RFID Pairing Successful”

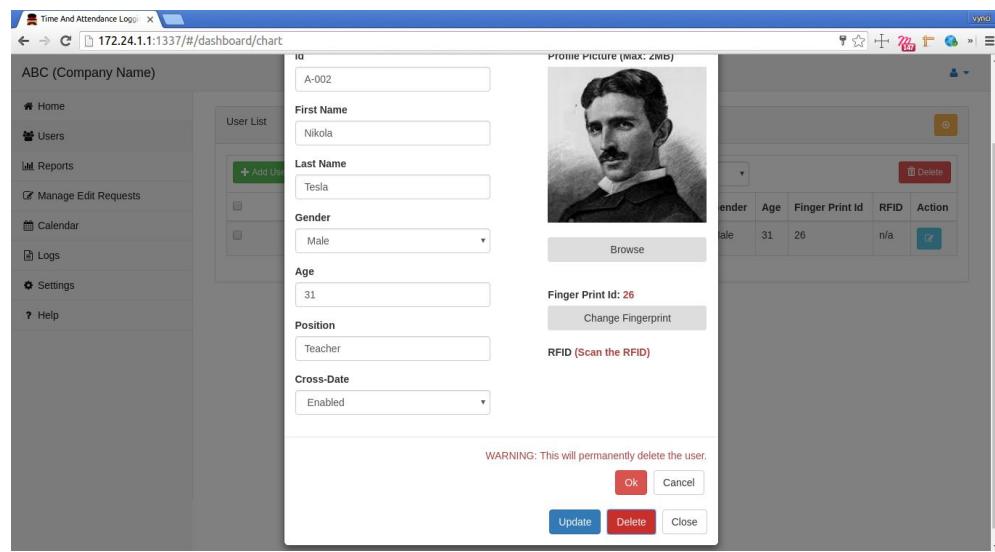


Click on “Create” button to finish up the registration.

3. **Update User** - You can also update the user information by clicking the color “light blue” edit button in the “action” column. Aside from the user information, you can also change the profile picture, the designated finger print and RFID for that certain user.



4. **Delete User** - You also have the option delete that user. A confirmation warning dialog will appear if you are really sure to delete the user.

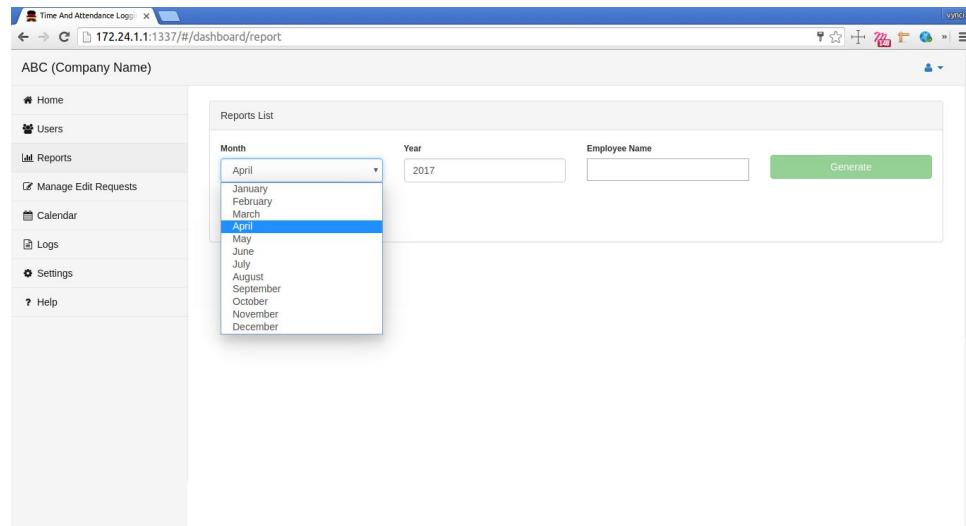


Once the user is deleted, it will not be anymore displayed in the Employee/User List, as well as in the “Reports” Employee/User list if you wish to generate a report in the “Reports” Page.

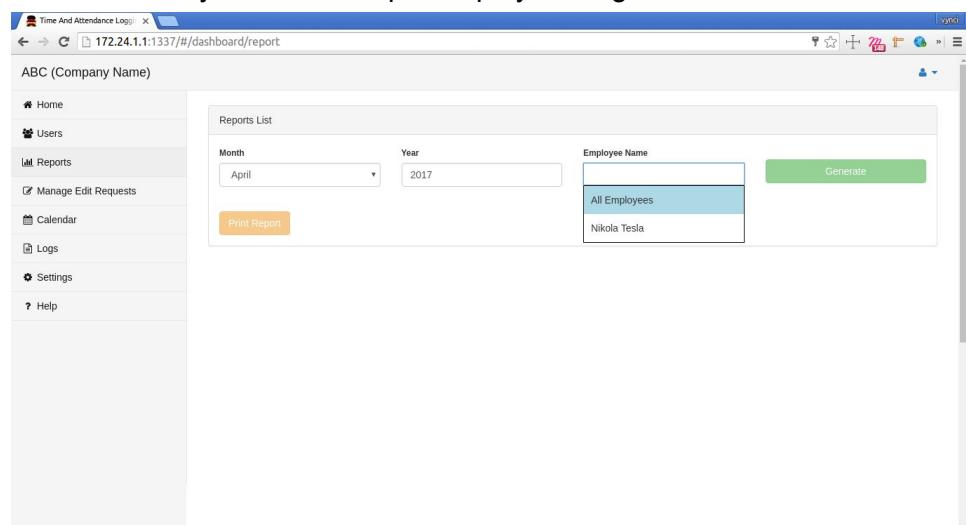
D. Reports Page

On this page, you can generate reports in a timeline manner, wherein you can specify a certain date, a certain employee or all employees, and generate a report out of it. Out of the generated report, you can add, edit, and delete certain logs according to their date. If you are already satisfied with the report, you can print a hard copy out of it, saving it as a “.pdf” copy is also possible. You can navigate to this page, by clicking “Reports” in the sidemenu.

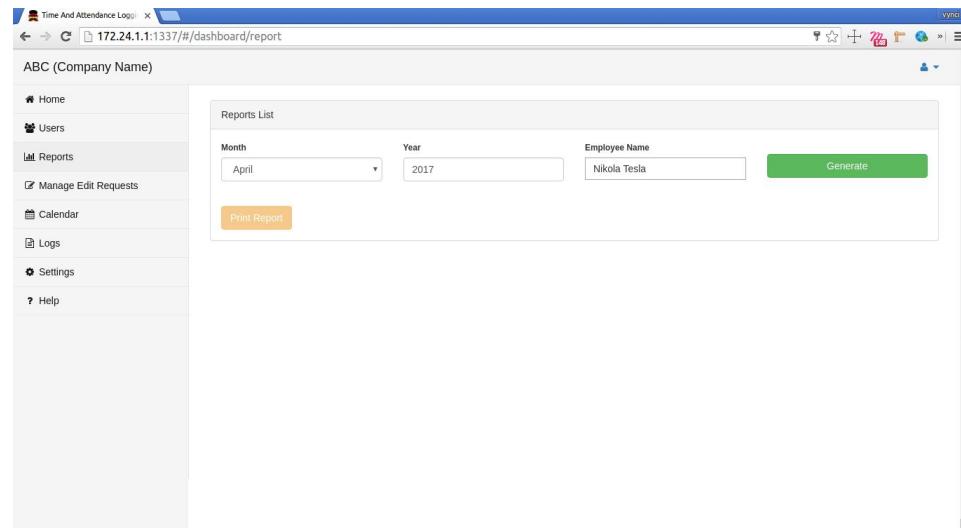
- 1. Set Date** - In setting a date you need to choose what month and year you want to specifically generate to.



- 2. Select All** - You can choose to generate all employees' reports at that certain date, if you have multiple employees registered.



3. **Select Single Employee** - You can also choose to generate a report for a single employee.



4. **Generate Report** - Once you specified a certain month and year. Click on the “Generate” button to generate the report.

Day	AM		PM		Uptime	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	-	-	-	-	-	-
2	-	-	-	-	-	-
3	-	-	-	-	-	-
4	-	-	-	-	-	-
5	-	-	-	-	-	-
6	-	-	-	-	-	-
7	-	-	-	-	-	-
8	-	-	-	-	-	-
9	-	-	-	-	-	-
10	-	-	-	-	-	-
11	-	-	-	-	-	-
12	-	-	-	-	-	-
13	-	-	-	-	-	-
14	-	-	-	-	-	-
15	-	-	-	-	-	-
16	-	-	-	-	-	-
17	-	-	-	-	-	-
18	7:56 AM	7:58 AM	7:58 AM	8:02 AM	0	0
19	7:56 AM	11:56 AM	12:32 PM	5:32 PM	8	0
20	7:32 AM	11:49 AM	12:38 PM	5:30 PM	8	0
21	-	-	-	-	-	-
22	-	-	5:30 PM	-	-	-
23	-	-	-	-	-	-
24	-	-	-	-	-	-

5. **Add Reports** - Now that the report has been generated, you have also the option to add logs manually. To do this, just click on a row

corresponding to that certain date. In the picture below, we selected **2nd of March 2017**.

Day	Arrival	Departure	Uptime	Hours	Minutes
1	8:00 AM	12:30 PM		-	-
2	1:00 PM	5:45 PM		-	-
3				-	-
4				-	-
5				-	-
6				-	-
7				-	-
8				-	-
9				-	-
10				-	-
11				-	-
12				-	-

A popup form will appear, and you need to fill up the fields. In this case, for the morning logs 8:00 AM for the arrival, 12:30 PM for the departure. And for the afternoon logs 1:00 PM for arrival, and 5:45 PM for the departure. If you are satisfied with the data, click on “Save” button to create a new log manually.

Day	AM		PM		Uptime	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	-	-	-	-	-	-
2	8:00 AM	12:30 PM	1:00 PM	5:45 PM	8	0
3	2:28 AM	-	-	-	-	-
4	-	-	-	-	-	-
5	-	-	-	-	-	-
6	-	-	-	-	-	-
7	-	-	-	-	-	-
8	-	-	-	-	-	-
9	-	-	-	-	-	-

And now we have just added a new log manually on 2nd of March 2017. This will now be saved in the database, and when you print the report, this log will appear in the print preview.

- 6. Edit Reports** - You can also edit reports by clicking on the row of that particular date. Once you've click that row, a popup form will appear wherein you can manipulate the logs as well as the total time. To complete this process, click on "Save" button.

AM	PM
Arrival 7:56 AM	Arrival 7:58 AM
Departure 7:58 AM	Departure 8:02 AM
Extra Logs	
Total 0 Hours 6 Minutes	

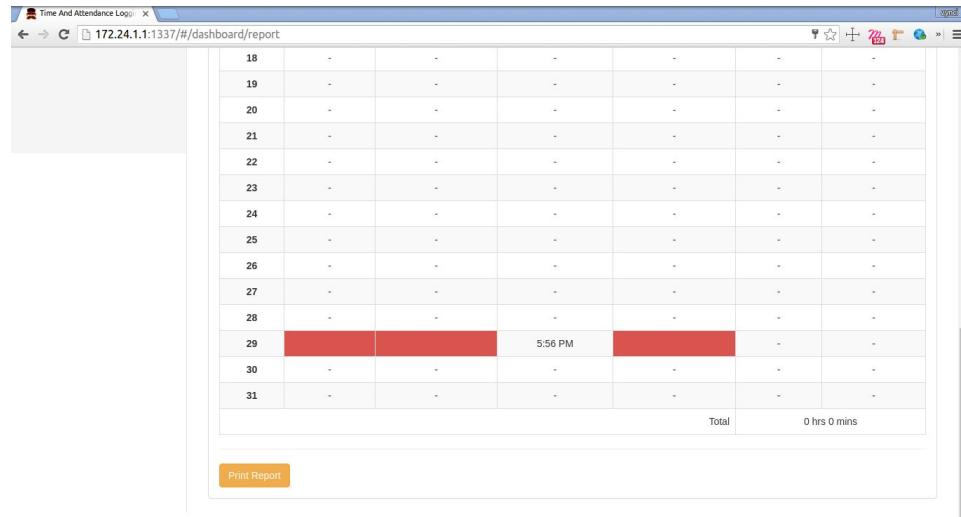
- 7. Delete Reports** - You can also delete reports by clicking on the row of that particular date. Once you've click that row, a popup form will appear click on the "Delete" button. A warning confirmation dialog will appear asking you if you are sure to delete it.

WARNING: This will permanently delete the log.

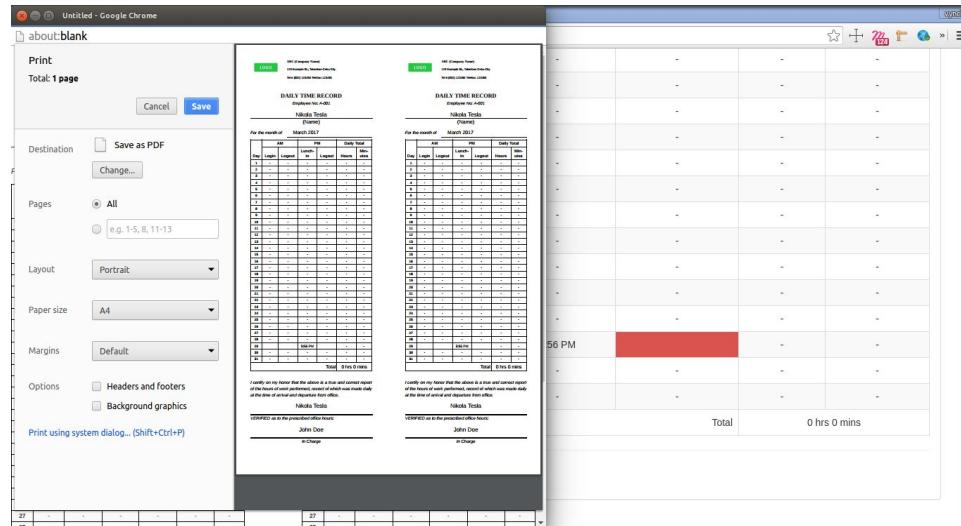
If you are indeed sure to delete it, click on "Ok" button to finish the deleting process.

- 8. Print Report** - Once you are already satisfied with the generated report. You can print the report, this action gives you two options which are to

print a hard copy or save it in a “.pdf” softcopy. To accomplish this, click on “Print Report” button located on the left bottom of the page.



Once you have clicked the “Print Report” button, a popup window will appear containing the print preview



You have the option to print a hardcopy out of it, or save it into a “.pdf” file.

E. Calendar Page

The calendar page gives you a display of the holidays of that certain day, month and year. You can add and remove holidays. These holidays will then be

displayed in the dates corresponding to the reports generated. The default holidays added on the calendar page is for Philippines 2017 Holidays.

- 1. View Calendar** - You can navigate through the days, weeks, and year in the calendar. If a holiday is highlighted in red, it means that it is a holiday.

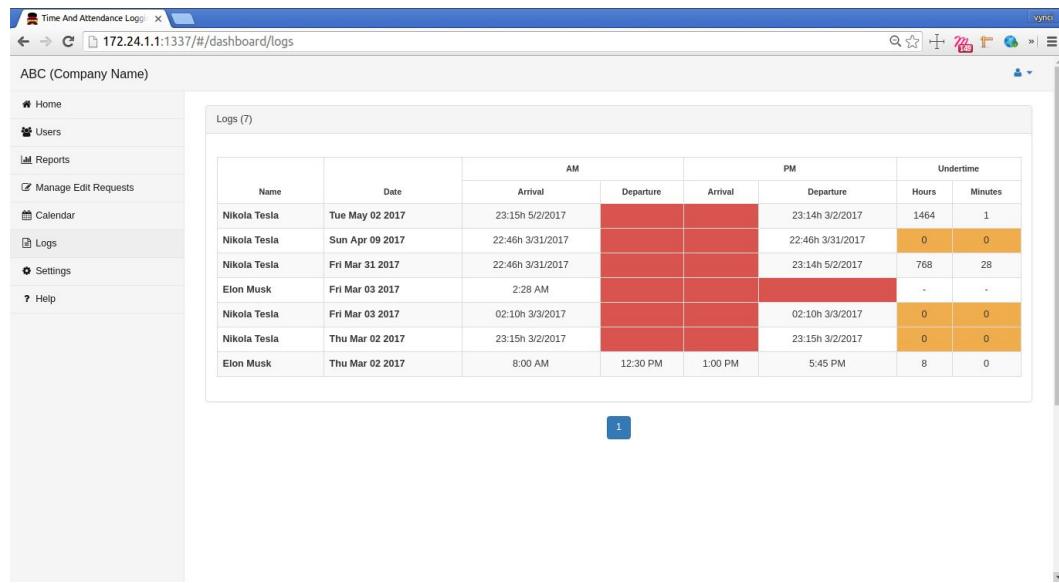
The screenshot shows a web-based application titled "Time And Attendance Logos". The URL is 172.24.1.1:1337/#/dashboard/calendar. The left sidebar contains links for Home, Users, Reports, Manage Edit Requests, Calendar, Logs, Settings, and Help. The main area has tabs for Month, Week, and Today, with the Month tab selected. A calendar for April 2017 is displayed, showing days from 26 to 06. The 09th is highlighted in red, indicating it is a holiday. Below the calendar is a table titled "All Holidays" with columns for Title, Date, and Action. It lists four holidays: New Year's Day (Sun Jan 01 2017), Chinese New Year (Wed Feb 08 2017), Anniversary of the EDSA People Power Revolution (Sat Feb 25 2017), and Bataan Day (Sun Apr 09 2017). Each row has a "Remove" button in the Action column.

Title	Date	Action
New Year's Day	Sun Jan 01 2017 08:00:00 GMT+0800 (PHT)	<button>Remove</button>
Chinese New Year	Wed Feb 08 2017 08:00:00 GMT+0800 (PHT)	<button>Remove</button>
Anniversary of the EDSA People Power Revolution	Sat Feb 25 2017 08:00:00 GMT+0800 (PHT)	<button>Remove</button>
Bataan Day	Sun Apr 09 2017 08:00:00 GMT+0800 (PHT)	<button>Remove</button>

- 2. Add Holiday** - You can easily add holidays by clicking on a certain date, and adding in a title for that certain holiday. Click “Add Holiday” to finish the process.
- 3. Remove Holiday** - You can remove a holiday by click the “Remove” button corresponding to that holiday.

F. Logs Page

This page has a direct and simple functionality which is to view all the log records stored in the device.



Name	Date	AM		PM		Undertime	
		Arrival	Departure	Arrival	Departure	Hours	Minutes
Nikola Tesla	Tue May 02 2017	23:15h 5/2/2017			23:14h 3/2/2017	1464	1
Nikola Tesla	Sun Apr 09 2017	22:46h 3/31/2017			22:46h 3/31/2017	0	0
Nikola Tesla	Fri Mar 31 2017	22:46h 3/31/2017			23:14h 5/2/2017	768	28
Elon Musk	Fri Mar 03 2017	2:28 AM				-	-
Nikola Tesla	Fri Mar 03 2017	02:10h 3/3/2017			02:10h 3/3/2017	0	0
Nikola Tesla	Thu Mar 02 2017	23:15h 3/2/2017			23:15h 3/2/2017	0	0
Elon Musk	Thu Mar 02 2017	8:00 AM	12:30 PM	1:00 PM	5:45 PM	8	0

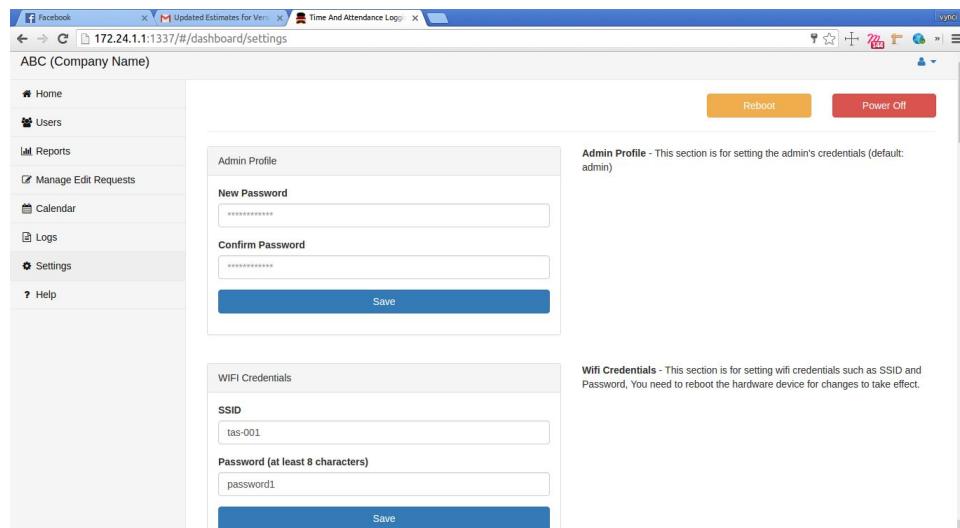
If the log slot is highlighted in red, it means that it is empty and has not been logged. The yellow indicator stands for undertime warning.

This feature only covers viewing, if you wish to add, edit or delete logs, please go to the reports page to process to those actions.

G. Settings Page

This page lets you configure all the options related to the whole application such as admin and wifi credentials, application profile, color themes, custom avatars, user table format, and database backup and restore options.

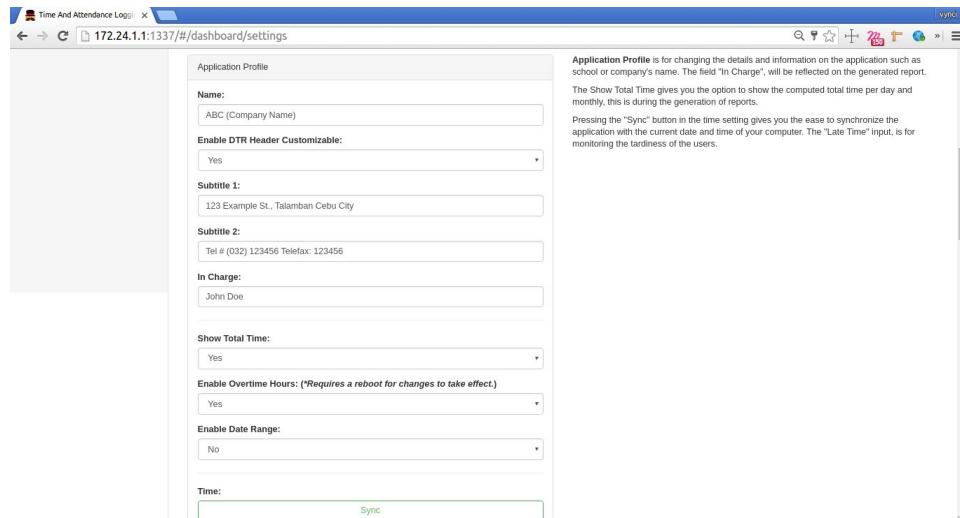
- 1. Admin Profile** - It contains the credentials for the admin user. Click “Save” Button to save the admin password. Default password is “admin”



- 2. WIFI Credentials** - You also have the option to change the wifi credentials of the hardware device. Click “Save” Button to save the wifi credentials. Default SSID is “tas-001”, default password is “password1”.

You need to reboot the hardware device for changes to take effect. You can do this by clicking on the “Reboot” Button located on the top right of the “Settings” Page.

- 3. Application Profile** - This section covers the information mostly of the agency/school/company.



The name of the agency/school/company can be changed by altering the value in the “Name” field. This will be the one displayed in the header section of the application. If “Enable DTR Header Customizable”

is set to “Yes”, you can add subtitles to the DTR (i.e Address, Contact number, etc.)

The “In Charge” field, will be for the one displayed on the bottom part of the generated report form sheet.

The “Show Total Time” option is for showing or hiding the total time in the report generated.

The “Enable Overtime Hours” option is for disabling the 8 hour limit.

Enable Overtime Hours: (*Requires a reboot for changes to take effect.)
Yes

Enable Date Range:
No

Time:
Sync

Enable Two Logs Option: (*Requires a reboot for changes to take effect.)
No

Enable Cut-off Time: (*Requires a reboot for changes to take effect.)
Yes

PM Logs Cut-off Time (24-hour format, *needs reboot to take effect):
10 : 0

AM Late Time: 8 : 0 AM PM Late Time: 1 : 0 PM

Save

Color Theme Settings lets you customize the color around the application such as sidebar

The “Enable Date Range” is for having the option use exact days and month (from - to) in generating reports. If enabled, Reports Page will look like the one below:

Day	AM		PM		Undertime	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	9:41 AM	9:41 AM	9:57 AM	9:58 AM		
2	8:00 AM	12:30 PM	1:00 PM	5:45 PM		
3	2:28 AM				-	-
4	-	-	-	-	-	-
5	-	-	-	-	-	-
6	-	-	-	-	-	-
7	-	-	-	-	-	-

The “Time” field is for synchronizing the date & time of the hardware device to the date & time of the remote computer accessing it.

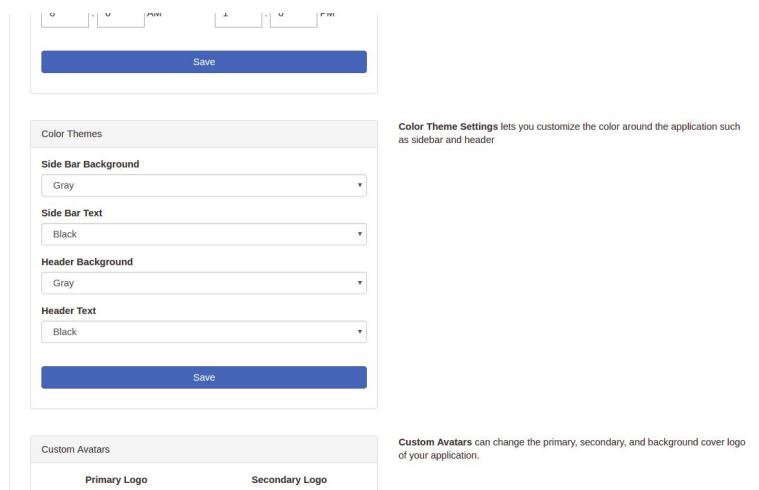
The “Enable Two Logs Options” is for having two logs only (login/logout), discarding the break-out and break-in part.

The “Enable Cut-off Time” is for adjusting the second half or “PM” login of the day. You can set the time manually.

The “AM & PM Late Time” is for the tardiness monitoring located in the Home Page.

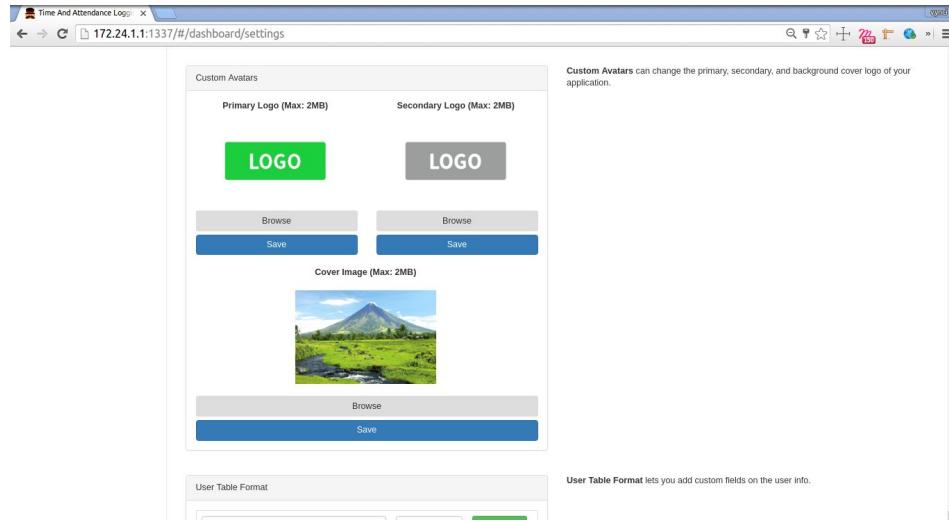
Click on the “Save” Button if you want the changes to be saved.

4. Color Themes - This section covers the customization of colors in the sidebar and header menus.



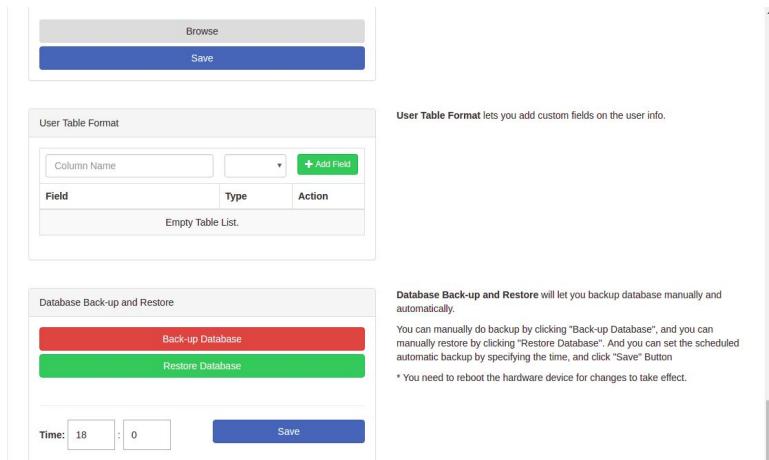
Click on the “Save” Button if you want the changes to be saved.

- 5. Custom Avatars** - This section is for customizing the primary, secondary, and cover logo that is being displayed in the public kiosk dashboard.



If you want to change that image click on “Browse Button” then open your desired picture. Click on the “Save” Button if you want the changes to be saved.

- 6. User Table Format** - This section simply lets you add information upon registering and editing a user in the Users Page.

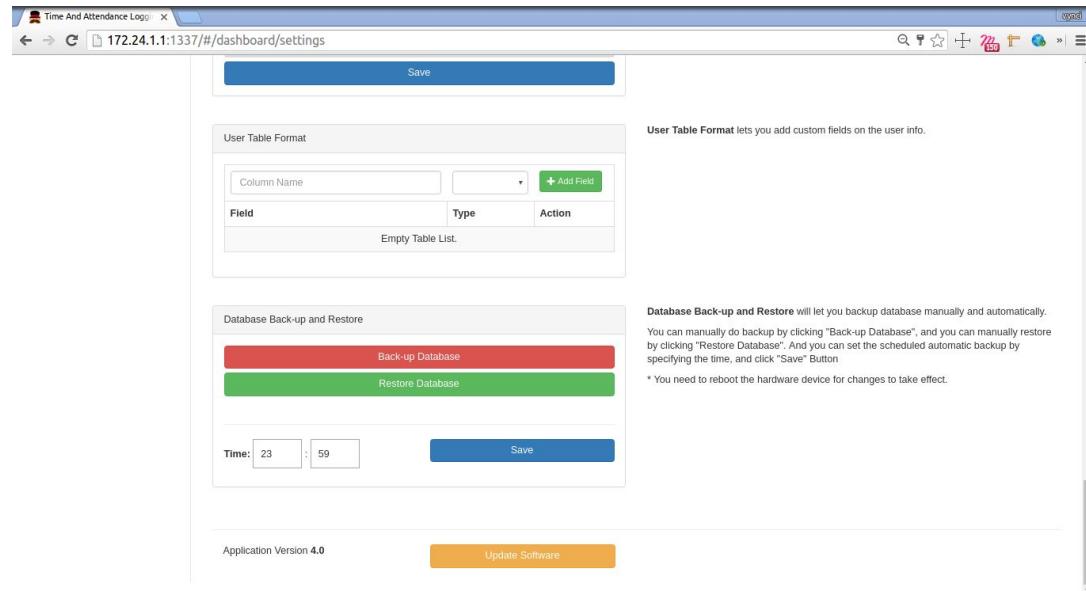


- 7. Database Back-up and Restore** - will let you backup database manually and automatically.

You can manually do backup by clicking "Back-up Database", and you can manually restore by clicking "Restore Database". And you can set the scheduled automatic backup by specifying the time, and click "Save" Button

You need to reboot the hardware device for changes to take effect. You can do this by clicking on the “Reboot” Button located on the top right of the “Settings” Page.

8. **Update Software** - You can update the software through the internet. This can come in handy in fixing bugs, and updating software. (Your hardware box must be connected to the internet to perform this).



- H. **Manage Edit Requests** - This feature enables you to add a security layer in editing request through approval.

1. Send Edit Request - After editing the log, click on “Edit Request” to send a request to the admin.

Time And Attendance Log | 172.24.1.1:1337/#/dashboard/report

Elon Musk

Day	Arrival	Departure	Uptime	Hours	Minutes
1	8:00 AM	5 PM		8	0
2					
3					
4					
5					
6					
7					
8	1:00 PM	5:45 PM			
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					

AM

Arrival
8:00 AM

Departure
5 PM

PM

Arrival
1:00 PM

Departure
5:45 PM

Extra Logs

Total
8 Hours 0 Minutes

Delete Request | Edit Request | Close

2. Manage Requests

Input the default password “admin2”, then click on login. You can change the password for the approver once you successfully logged in.

Time And Attendance Log | 172.24.1.1:1337/#/dashboard/edit-report-requests

ABC (Company Name)

Home	Users	Reports	Manage Edit Requests	Calendar	Logs	Settings	Help

Login

Forgot Password?

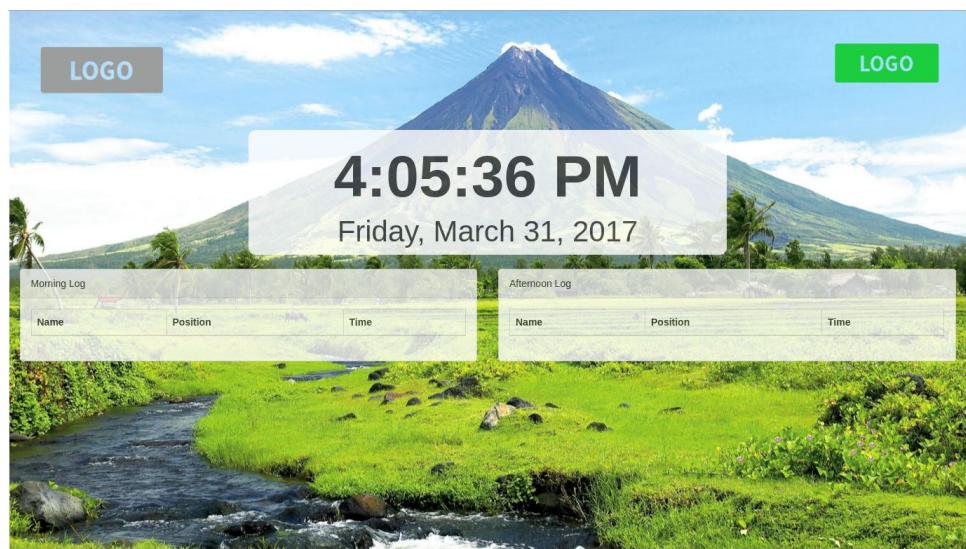
Type	Name	Log Date	Arrival AM	Departure AM	Arrival PM	Departure PM	Total Time(mins)	Extra Logs	Action
Update	Elon Musk	Thu Mar 02 2017	8:00 AM	11:30 PM	1:00 PM	5:45 PM	480	n/a	<button>Accept</button> <button>Reject</button>
New	Elon Musk	Wed Apr 05 2017	8:00 AM	11:45 AM	1:30 PM	5:30 PM	480	n/a	<button>Accept</button> <button>Reject</button>

In this list you can either “Accept” or “Reject” the request.

I. Public Kiosk Page

This page is the default display when the hardware device has successfully boot up, you can also view this remotely via wifi by accessing it through “172.24.1.1:1337/#/public”. This displays the time and date, morning and afternoon logs, and displays the detected user upon login attendance via the fingerprint sensor or RFID.

1. Kiosk



2. Detected User/Employee

