

# **Intelligent Cloud Platform User Operation Manual (Web)**

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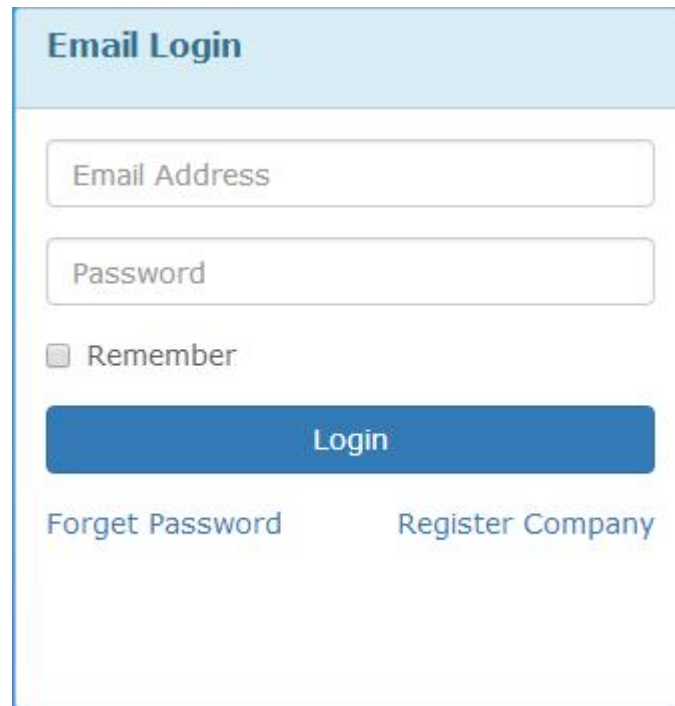
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# 1 Register

Enter the URL <https://global.yunatt.com> to enter the login page then click **【Register Company】** ,enter registration page.



The image shows a web form titled "Email Login". It contains the following elements:

- A text input field labeled "Email Address".
- A text input field labeled "Password".
- A checkbox labeled "Remember".
- A blue button labeled "Login".
- Two links: "Forget Password" and "Register Company".

Fill in a valid email address ,set the password,check the features you need below.Then click **【Register】** ,Automatically jump to the login page after successful registration.

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### Registration

Attendance  Access  Video Intercom

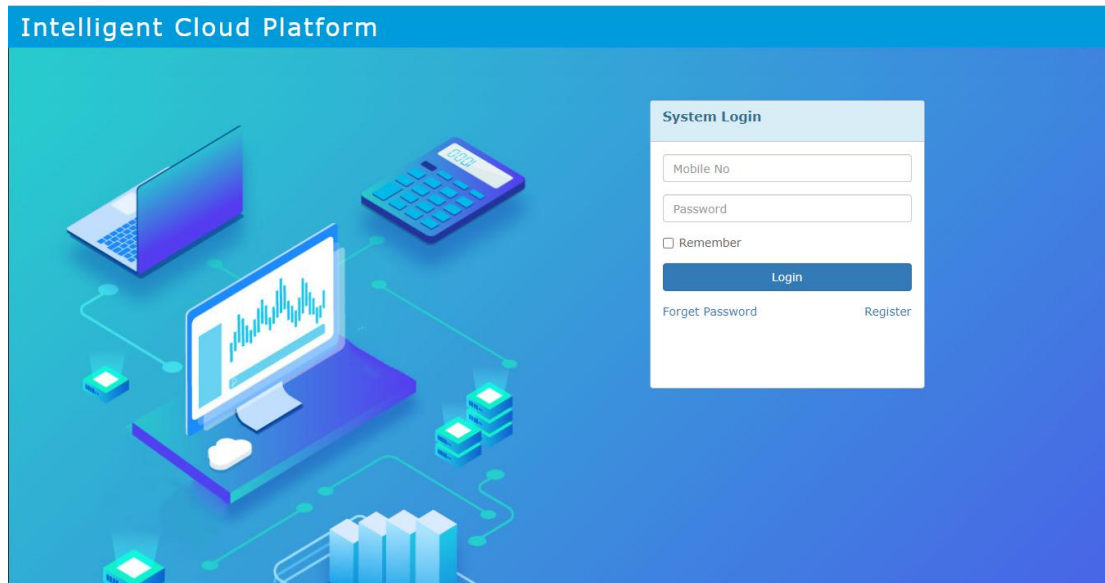
Elevator Control

**Register**

[Have an account? Log In](#)

## 2 Login

Enter the URL <https://global.yunatt.com> to enter the login page, The administrator account is the Email address filled in during registration, Except the administrator account, accounts of other users in the enterprise are created by the administrator in **【User Account】**, users do not need to register, directly ask administrator for account.



Log in and enter the home page. The home page consists of Menu bar、 Personnel change records、 Today staff info、 Attendance statistics this month.

➤ Menu bar

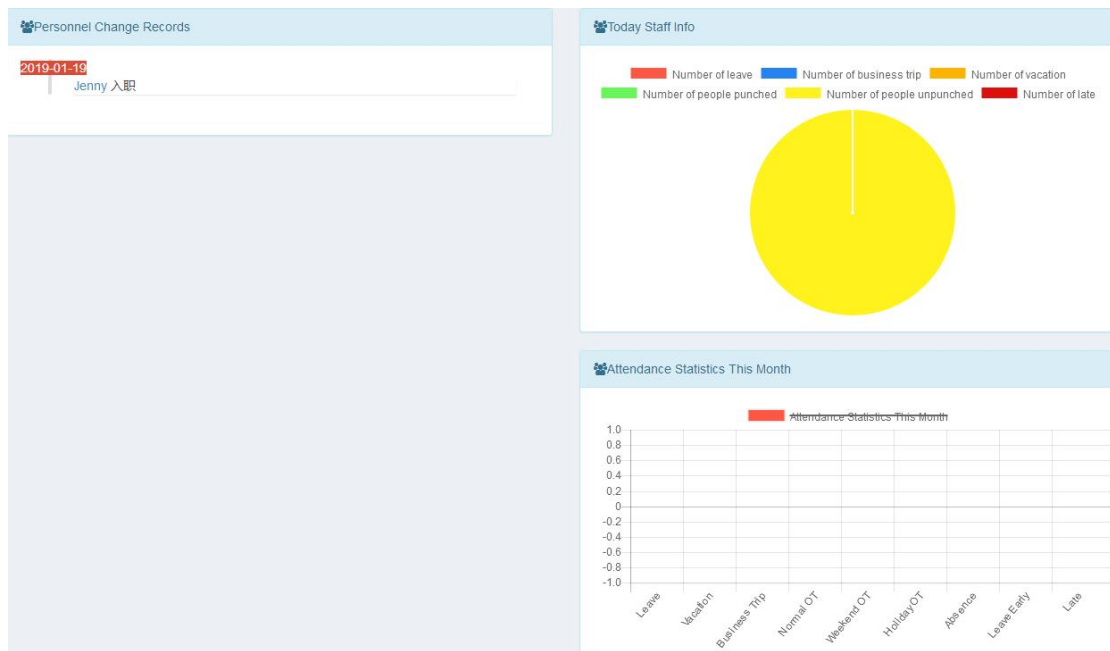
Modules: Staff Management、 Attendance Management、 System Settings

➤ Personnel change records: Show the staff entry、 resign and other changes

➤ Status: Show the number of staff who entry 、 resignation 、 working 、 leave and business trip/vacation for this month, as well as the number of staff punched today.

➤ Unsigned staff : Show staff who did not sign within the required time today.

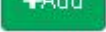
➤ Attendance statistics this month: Count the number of days of leave、 absence、 business trip and the number of times late arrival、 early departure for this month.



### 3 Person Management

#### 3.1 Person Information

- New person information

Person Management>Person Information,click  to enter New Person Info page.

Person Information

Name/Person code/Phone | Department: All Department | Search

+Add Import Export

User ID	Person Code	Name	Department	Gender	Card No	Mobile No	Email	Register Date	Fingerprint/Face
1	1	guo	123	Male	987654321	15527857810	15527@qq.com	2023-09-22	0/0
2	2	2	123	Male	123			2024-01-06	0/0
3	3	3	123	Male				2024-02-24	0/0
1111	1111	Test1	123	Male				2018-08-01	0/0
1112	1112	Test2	123	Male		13068755255		2018-08-20	0/0
1113	1113	Test2	123	Female		13068755256		2018-08-20	0/0

Showing 1 to 6 of 6 rows

Fill in Person information then click **【Save】** .

**Note:** ①Fields marked with \* are required;②Mobile No must be unique;③If not filled in, the password defaults to 123456;④Only senior user can view the mobile number of the senior user in APP address book.;⑤Mobile Phone Video Intercom:Only a maximum of 3 users are allowed to turn on the mobile phone intercom function

The form contains the following fields and options:

- User ID\* (text input)
- Person Code\* (text input)
- Gender (dropdown menu: Please Choose)
- Card No (text input)
- Mobile No (text input)
- Password (text input: Default Pwd 123456)
- Position (dropdown menu: Please Choose)
- Degree (dropdown menu: Please Choose)
- Register Date (text input: 2024-03-29)
- Address (text input)
- Remark (text input)
- Whether to participate in attendance (checkbox, checked)
  - Senior Mode (checkbox, unchecked)
  - Mobile Phone Video Intercom (checkbox, unchecked)
- Name\* (text input)
- ID No (text input)
- Punch Pwd (text input)
- Email (text input)
- Department (text input: g)
- Person Type (dropdown menu: Please Choose)
- Entry Status (dropdown menu: Official)
- Photo (image upload area)


Buttons: Cancel, Save

After add new staff, click staff name in the staff information list to enter Resume page where you can modify photo、view report、edit file.

The 'Resume' page displays the following information:

- Person information info Personnel change
- Photo (image upload area)
- View Report (button)
- Personnel details:
  - Person Code: 2
  - Register Date: 2024-01-06
  - Entry Status: Official
  - ID No
  - Gender
  - Person Type
  - Degree
  - Mobile No
  - Address
  - Email
  - Remark
- Edit File (button)

- Edit File

Staff Management>Staff information,click  in the operate column to enter Edit File page to edit staff info,leave blank if you don't change your password,also you can choose whether the user participates in attendance.

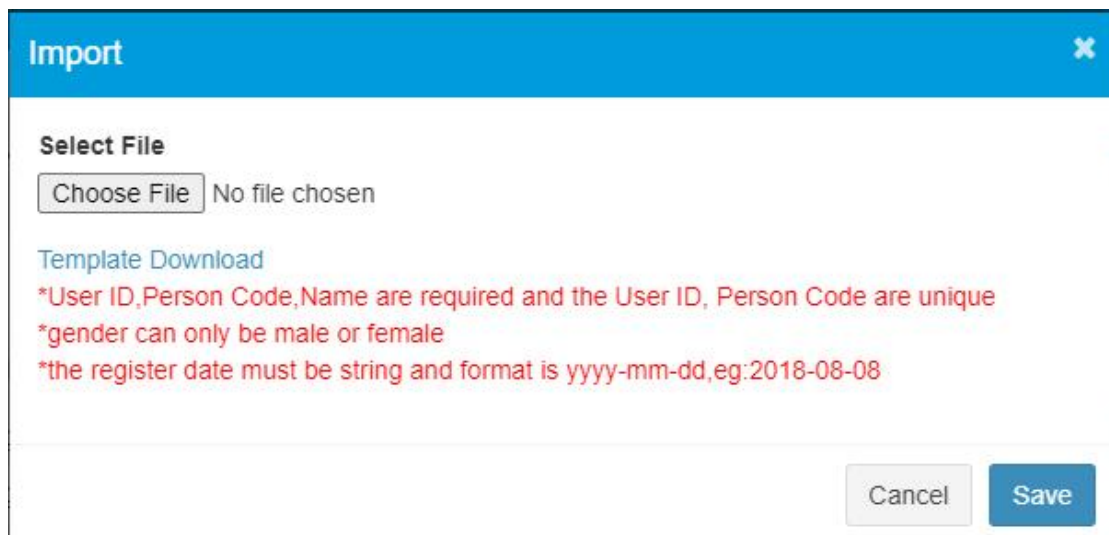


Note: If this staff does not participate in attendance, then the attendance report will not be counted, nor can it be scheduled, leave/business trip/manual punch, etc.

- Batch Import

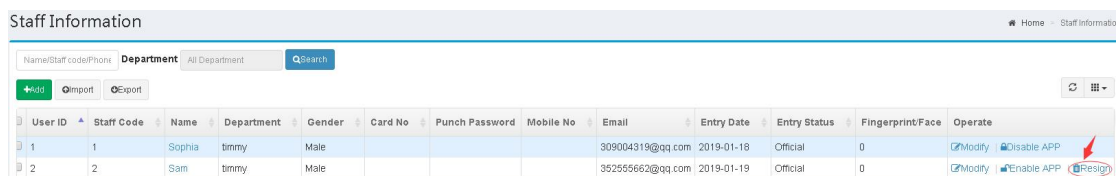
Staff Management>Staff information,click **【Import】** .Import steps as below:

- 1、Click **【Template Download】**
- 2、Then edit the template file,fill in the column data that needs to be imported. The red column is required.
- 3、Click **【Select File】** to select file to import then **【Save】** .



- Resign

Staff Management>Staff information,click  in the operate column to register resignation.



- Enable/Disable APP

Staff Management>Staff information,click **Disable APP** in the operate column to disable APP,click **Enable APP** to enable APP.

**Note:** Only the staff who have mobile No in their information can enable/disable APP.

Staff Information Home Staff Information

Name/Staff code/Phone Department All Department Search

+Add Import Export

User ID	Staff Code	Name	Department	Gender	Card No	Punch Password	Mobile No	Email	Entry Date	Entry Status	Fingerprint/Face	Operate
1	1	Sophia	timmy	Male				309004319@qq.com	2019-01-18	Official	0	Modify Disable APP
2	2	Sam	timmy	Male				352555662@qq.com	2019-01-19	Official	0	Modify Enable APP Resign

- Batch resign/ Batch enable APP/Send to device

Staff Management>Staff information,After selecting staff, Batch resign、 Batch enable APP、 Send to device will appear below the staff list.

Person Information Home Person Information

Name/Person code/Phone Department All Department Search

+Add Import Export

<input type="checkbox"/>	User ID	Person Code	Name	Department	Gender	Card No	Mobile No
<input checked="" type="checkbox"/>	1	1	guo	123	Male	987654321	15527857810
<input type="checkbox"/>	2	2	2	123	Male	123	
<input type="checkbox"/>	3	3	3	123	Male		
<input type="checkbox"/>	1111	1111	Test1	123	Male		12
<input type="checkbox"/>	1112	1112	Test2	123	Male		13068755255
<input type="checkbox"/>	1113	1113	Test2	123	Female		13068755256

Batch Resign Get Person Information Send to Device Delete From Device Batch Transfer Person Remote Add

### 3.2 Leave Registration

- Cancel Resignation

Staff Management>Leave Registration,click **Cancel Resignation** in the operate column to cancel resignation

Leave Registration Home Leave Registrati

Name/Staff code/Phone Department All Department Search

Export

Staff Code	Name	Department	Working Date	Gender	Resign Type	Resign Reason	Operate
1	3	Jenny	2019-01-19 - 2019-02-25	Male	Dismiss		Cancel Resignation Delete

- Delete

Staff Management>Leave Registration,click  in the operate column to delete the staff.





Staff Code	Name	Department	Working Date	Gender	Resign Type	Resign Reason	Operate
1 3	Jenny	timmy	2019-01-19 - 2019-02-25	Male	Dismiss		Cancel Resignation <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Delete</span>

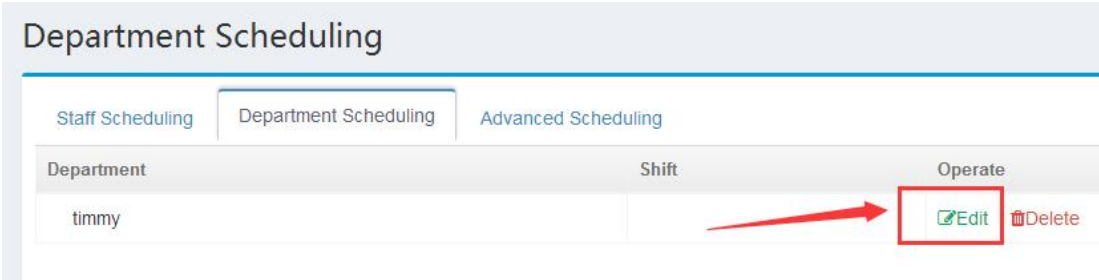
## 4 Attendance Management

### 4.1 Staff Scheduling

Staff scheduling module is mainly to set up the scheduling for staff or each department as a basis for attendance.scheduling principle: unscheduled department will set the shift of upper department by default,unscheduled staff will set the shift of it's own department automatically.

- Department Scheduling

Attendance Management>Staff Scheduling, click  turn to department scheduling page, then click  in the operate column,See the diagram below for the scheduling steps:



Department	Shift	Operate
timmy		<span style="border: 2px solid red; padding: 2px;">Edit</span> Delete

Department Scheduling

Home - Department S

Staff Scheduling | Department Scheduling | Advanced Scheduling

Department	Shift	Operate						
timmy	timmy Shift							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	Rest	08:00-12:00 13:30-18:00	08:00-12:00 13:30-18:00	08:00-12:00 13:30-18:00	08:00-12:00 13:30-18:00	08:00-12:00 13:30-18:00	08:00-12:00 13:30-18:00	08:00-12:00 13:30-18:00

Edit | Delete

- Staff scheduling

Attendance Management>Staff Scheduling,click staff name in scheduling list to schedule.

Staff Scheduling

Name/Staff code/Phone Department All Department 2019-02 Search

Staff Scheduling | Department Scheduling | Advanced Scheduling

+Batch Scheduling | Batch Clear | +All Scheduling | Import

Staff Code	Name	01 Friday	02 Saturday	03 Sunday	04 Monday	05 Tuesday	06 Wednesday	07 Thursday	08 Friday	09 Saturday	10 Sunday
1	Sophia										
2	Sam										

See the diagram below for the scheduling steps:

Staff Scheduling | Department Scheduling

2019-02

Select All Inverse Selection

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					01 08:00-12:00 13:30-18:00	02 Rest
03 Rest	04 08:00-12:00 13:30-18:00	05 08:00-12:00 13:30-18:00	06 08:00-12:00 13:30-18:00	07 08:00-12:00 13:30-18:00	08 08:00-12:00 13:30-18:00	09 Rest
10 Rest	11 08:00-12:00 13:30-18:00	12 08:00-12:00 13:30-18:00	13 08:00-12:00 13:30-18:00	14 08:00-12:00 13:30-18:00	15 08:00-12:00 13:30-18:00	16 Rest
17 Rest	18 08:00-12:00 13:30-18:00	19 08:00-12:00 13:30-18:00	20 08:00-12:00 13:30-18:00	21 08:00-12:00 13:30-18:00	22 08:00-12:00 13:30-18:00	23 Rest
24 Rest	25 08:00-12:00 13:30-18:00	26 08:00-12:00 13:30-18:00	27 08:00-12:00 13:30-18:00	28 08:00-12:00 13:30-18:00		

Time Zone

In Time 13:30

Out Time 18:00

Count Working Day 0.5

Option  Must sign in  Must sign out

OT Type Normal

Advanced Option

+Add Rest Clear

Save


Staff Scheduling Home > Staff Scheduling

Name/Staff code/Phone  Department  2019-02

Staff Scheduling | Department Scheduling | Advanced Scheduling

Staff Code	Name	01 Friday	02 Saturday	03 Sunday	04 Monday	05 Tuesday	06 Wednesday	07 Thursday	08 Friday	09 Saturday	10 Sunday	11 Monday	12 Tuesday	13 Wednesday	14 Thursday	15 Friday	16 Saturday	17 Sunday
1	Sophia	08:00 12:00 13:30 18:00	Rest	Rest	08:00 12:00 13:30 18:00	08:00 12:00 13:30 18:00	08:00 12:00 13:30 18:00	08:00 12:00 13:30 18:00	08:00 12:00 13:30 18:00	Rest	Rest	08:00 12:00 13:30 18:00	08:00 12:00 13:30 18:00	08:00 12:00 13:30 18:00	08:00 12:00 13:30 18:00	Rest	Rest	

- Batch Scheduling/Batch Clear

Attendance Management > Staff Scheduling, click  in staff scheduling page to make a shift for all staff. Check some staff in the list and then batch scheduling and batch can be performed for the selected staff .

Staff(2): Sophia Sam

2019-02  Select All  Inverse Selection

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					01 08:00-12:00 13:30-18:00	02 Rest
03 Rest	04 08:00-12:00 13:30-18:00	05 08:00-12:00 13:30-18:00	06 08:00-12:00 13:30-18:00	07 08:00-12:00 13:30-18:00	08 08:00-12:00 13:30-18:00	09 Rest
10 Rest	11 08:00-12:00 13:30-18:00	12 08:00-12:00 13:30-18:00	13 08:00-12:00 13:30-18:00	14 08:00-12:00 13:30-18:00	15 08:00-12:00 13:30-18:00	16 Rest
17 Rest	18 08:00-12:00 13:30-18:00	19 08:00-12:00 13:30-18:00	20 08:00-12:00 13:30-18:00	21 08:00-12:00 13:30-18:00	22 08:00-12:00 13:30-18:00	23 Rest
24 Rest	25 08:00-12:00 13:30-18:00	26 08:00-12:00 13:30-18:00	27 08:00-12:00 13:30-18:00	28 08:00-12:00 13:30-18:00		

Time Zone

In Time

Out Time

Count Working Day

Option  Must sign in  Must sign out

OT Type

Advanced Option

Staff Scheduling Home - Staff Scheduling

Name/Staff code/Phone Department All Department 2019-02 QSearch

Staff Scheduling Department Scheduling Advanced Scheduling

Batch Scheduling Batch Clear All Scheduling Import

Staff Code	Name	01 Friday	02 Saturday	03 Sunday	04 Monday	05 Tuesday	06 Wednesday	07 Thursday	08 Friday	09 Saturday	10 Sunday	11 Monday	12 Tuesday	13 Wednesday	14 Thursday	15 Friday	16 Saturday	17 Sunday
1	Sophia	08:00 12:00 13:30 18:00	Rest	Rest	08:00 12:00 13:30 18:00	08:00 12:00 13:30 18:00	08:00 12:00 13:30 18:00	08:00 12:00 13:30 18:00	08:00 12:00 13:30 18:00	Rest	Rest	08:00 12:00 13:30 18:00	08:00 12:00 13:30 18:00	08:00 12:00 13:30 18:00	08:00 12:00 13:30 18:00	08:00 12:00 13:30 18:00	Rest	Rest
2	Sam	08:00 12:00 13:30 18:00	Rest	Rest	08:00 12:00 13:30 18:00	08:00 12:00 13:30 18:00	08:00 12:00 13:30 18:00	08:00 12:00 13:30 18:00	08:00 12:00 13:30 18:00	Rest	Rest	08:00 12:00 13:30 18:00	08:00 12:00 13:30 18:00	08:00 12:00 13:30 18:00	08:00 12:00 13:30 18:00	08:00 12:00 13:30 18:00	Rest	Rest
3	Jenny																	

#### 4.2 Punch Record

Attendance Management>Punch Record, punch record list includes month view、day view、list view and outwork punch.

- Month View

Attendance Management>Punch Record>Month View,It shows punch records of staff this month ,also it can be exported to excel sheet.

**Note:** Except administrator,other users only can view it's own records.

Punch Record

Name/Staff code/Phone Department All Department 2019-01 QSearch Export

Month View Day View List View Outwork Punch

Staff Code	Name	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
1	Sophia	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	09:05 09:29 09:35 09:36 09:40 09:59 10:01	-	-	-	-
2	Sam	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	09:05 09:12 09:32 09:33 09:34 09:35 09:36 09:37 09:38	-	-	-	-

- Day View

Attendance Management>Punch Record>Day View,It shows punch records of staff this day,also it can be exported to excel sheet.

Punch Record Home > Punch Record

Name/Staff code/Phone: Department: All Department 2019-01-19 2019-01-19 QSearch Export

Month View **Day View** List View Outwork Punch

Staff Code	Name	Date	Week	Time1	Time2	Time3	Time4	Time5	Time6	Time7	Time8	Time9	Time10
1	Sophia	2019-01-19	Saturday	09:05	09:29	09:35	09:36	09:40	09:59	10:01			
2	Sam	2019-01-19	Saturday	08:05	08:12	08:32	08:33	08:34	08:35	08:36	08:37	08:38	
3	Jenny	2019-01-19	Saturday	09:07	09:12	09:16	09:17	09:18	09:19	09:24	09:33	09:36	09:58

- List View

Attendance Management>Punch Record>List View, Display the punch records of staff in the form of list,also it can be exported to excel sheet.Import /Export excel sheet/select attendance month can be performed in this page.

Punch Record Home > Punch Record

Name/Staff code/Phone: Department: All Department 2019-01-19 2019-01-19 QSearch Export Import

Month View Day View **List View** Outwork Punch

Staff Code	Name	Punch Time	Punch Type	Device Name	Operate
1	Sophia	2019-01-19 09:05	Device Punch	attendance	Delete
1	Sophia	2019-01-19 09:05	Device Punch	attendance	Delete
1	Sophia	2019-01-19 09:05	Device Punch	attendance	Delete
1	Sophia	2019-01-19 09:05	Device Punch	attendance	Delete
1	Sophia	2019-01-19 09:29	Device Punch	attendance	Delete
1	Sophia	2019-01-19 09:35	Device Punch	attendance	Delete
1	Sophia	2019-01-19 09:35	Device Punch	attendance	Delete
1	Sophia	2019-01-19 09:36	Device Punch	attendance	Delete
1	Sophia	2019-01-19 09:40	Device Punch	attendance	Delete
1	Sophia	2019-01-19 09:40	Device Punch	attendance	Delete
1	Sophia	2019-01-19 09:40	Device Punch	attendance	Delete
1	Sophia	2019-01-19 09:40	Device Punch	attendance	Delete
1	Sophia	2019-01-19 09:40	Device Punch	attendance	Delete
1	Sophia	2019-01-19 09:40	Device Punch	attendance	Delete
1	Sophia	2019-01-19 09:59	Device Punch	attendance	Delete
1	Sophia	2019-01-19 10:01	Device Punch	attendance	Delete

- Outwork Punch

Attendance Management>Punch Record>Outwork Punch,It shows staff outwork punch records.

签卡记录管理 首页 > 签卡记录管理

姓名、工号、手机: 所属部门: 所有部门 2018-09-29 2018-10-01 Q查询 导出Excel

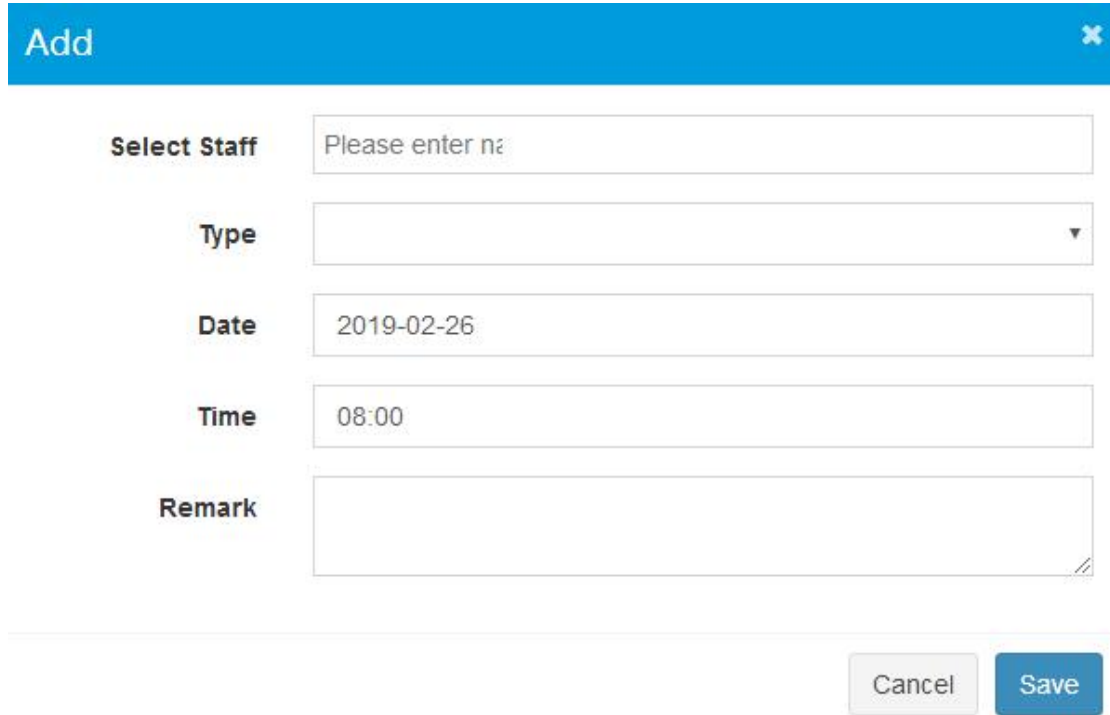
月视图 日视图 列表视图 **外勤签到**

工号	员工姓名	签卡时间	签卡类型	签到地址	备注
001	张山	2018-09-29 23:29	外勤打卡	中国广东省深圳市宝安区清翠路	
001	张山	2018-09-30 18:48	外勤打卡	中国广东省深圳市宝安区新区大道	

### 4.3 Manual Punch

Attendance Management>Manual Punch,Add、 Delete and export manual punch records in

this page.Click  to add a record,See the diagram for steps as below:



**Add**

**Select Staff** Please enter name

**Type**

**Date** 2019-02-26


**Time** 08:00

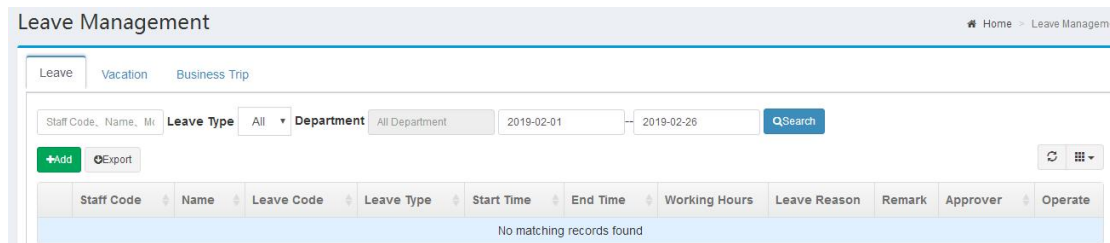
**Remark**

Cancel Save

### 4.4 Leave Management

Attendance Management>Leave Management,Add、 Delete、 Edit and export leave records in

this page.click  to add a leave record.See the diagram for steps as below:



Leave Management Home > Leave Management

Leave Vacation Business Trip

Staff Code, Name, Mi Leave Type All Department All Department 2019-02-01 2019-02-26 Search

+Add Export

Staff Code	Name	Leave Code	Leave Type	Start Time	End Time	Working Hours	Leave Reason	Remark	Approver	Operate
No matching records found										




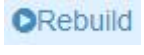

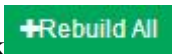
## Add Leave Record ✕

<b>Select Staff</b>	<input type="text" value="Please enter No"/>
<b>Leave Type</b>	<input type="text"/>
<b>Leave time</b>	<input type="text" value="Start Time"/> - <input type="text" value="End Time"/>
<b>Leave Hours</b>	<input type="text" value="1"/> Day <input type="text" value="0"/> Hour <input type="text" value="0"/> Minute
<b>Leave Reason</b>	<input type="text"/>
<b>Remark</b>	<input type="text"/>

### 4.5 Attendance Report

Attendance Management > Attendance Report, Generate、Delete、export report in this page. It includes monthly report and daily report.

- Monthly Report

It shows the monthly attendance statistics of all staff. Click  in the operation column to view daily detail of this month, click  in the operation column to regenerate report for one staff. Also you can check some staff then click  to batch regenerate report or click  to regenerate report for all staff.

考勤月报表 首页 > 考勤月报表

姓名、工号、手机 所属部门 所有部门 2018-10 查询

考勤月报表 考勤日报表

重新生成 全部重新生成 导出Excel

工号	姓名	部门名称	应勤(天)	实勤(天)	实勤(小时)	缺勤(天)	缺勤(小时)	迟到(次)	迟到(分钟)	早退(次)	早退(分钟)	公假(天)	公假(小时)	请假(天)	请假(小时)	休假(天)	休假(小时)	出差(天)	出差(小时)
1	张山	智控云	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	李四	智控云	2	0	0	2	16	0	0	0	0	0	0	0	0	0	0	0	0
3	王五	智控云	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4	赵六	智控云	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

- Daily Report

Click staff name in monthly report list to turn to daily report page, It shows the staff's daily report for today . view and modify staff shifts, regenerate attendance reports, excel export can be performed in this page.

Daily Report Home > Daily Rep

Name/Staff code/Phone 2019-02-25 2019-02-25 Department All Department Late Leave Early Absent Overtime Leave 搜索

Monthly Report Daily Report

Export

Staff Code	Name	Department Name	Date	Shift Name	On Work 1/Off Work 1	On Work 2/Off Work 2	On Work 3/Off Work 3	Should (Days)	Actual (Days)	Actual (Hrs)	Absence (Days)
1	Sophia	timmy	2019-02-25	08:00-12:00/13:30-18:00	Not Not	Not Not		1	0	0	1
2	Sam	timmy	2019-02-25	08:00-12:00/13:30-18:00	Not Not	Not Not		1	0	0	1
3	Jenny	timmy	2019-02-25	08:00-12:00/13:30-18:00	Not Not	Not Not		1	0	0	1

## 5 Intercom management

### 5.1 Indoor Unit Management

Intercom management>indoor unit management>add indoor unit

The screenshot shows the 'Indoor Unit Management' interface. The left sidebar menu includes: Person Management, Attendance Management, Intercom Management, Indoor Unit Management (highlighted in red), Open visual intercom, Intercom Permission, Intercom Capture Record, Intercom Operate Log, Access Management, Elevator Control, System Settings, and Visitor Manage. The main content area features a search bar labeled 'Building/Room number/Seri' with a 'Search' button. Below the search bar are '+Add' and 'Send' buttons. A red arrow points to the '+Add' button. The table below contains the following data:

<input type="checkbox"/>	Serial number	Building	Room number
<input type="checkbox"/>	324	Timmy	ChingZou
<input type="checkbox"/>	359	Timmy	guo
<input type="checkbox"/>	314	Timmy	mobile phone
<input type="checkbox"/>	315	Timmy	Overseas M
<input type="checkbox"/>	312	Timmy	Product Dept
<input type="checkbox"/>	353	Timmy	R&D Room
<input type="checkbox"/>	361	Timmy	Show Room
<input type="checkbox"/>	360	Timmy	Show Room
<input type="checkbox"/>	329	Timmy	会议室

Showing 1 to 9 of 9 rows

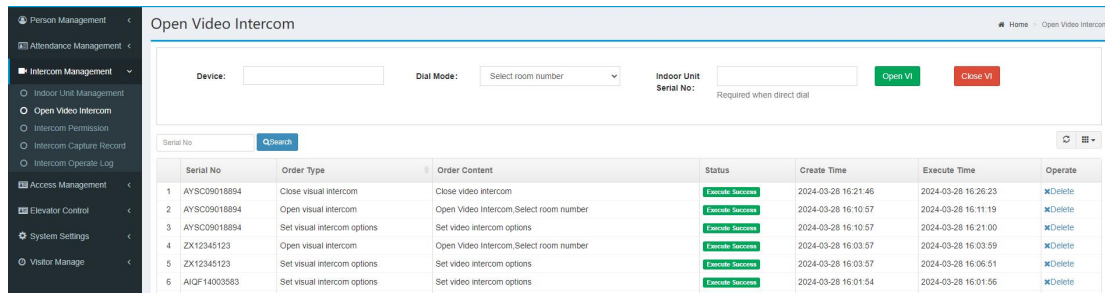
You can enter the mobile phone number in the input box of the indoor unit serial number.

Check the indoor unit serial number: Indoor unit APP - Settings - About device

## 5.2 Open Video Intercom

Intercom Management > Open Video Intercom. Select the device to enable video intercom

( if you click the input box and there is no device to choose from, it may be that the device serial number has not been provided to the supplier's technology )



First,select the Device. Second,select Dial Mode.If you choose the direct dial mode,you should enter the Indoor Unit Serial No.Choose other modes, no need to fill in.Finally, click the “Open VI” button.

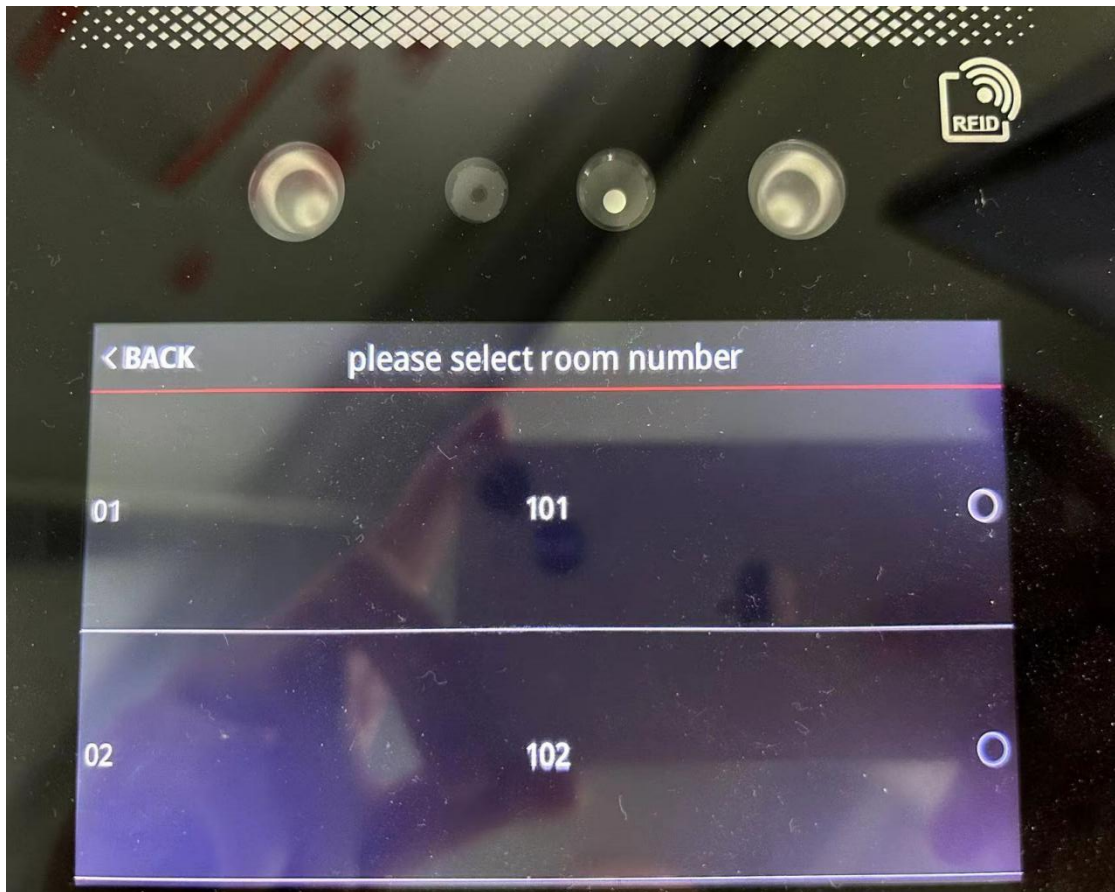
Then, refresh this page to view the order execution status.

There are three dialing modes: direct dial ,select room number and input room number.

#### (1)Direct Dial

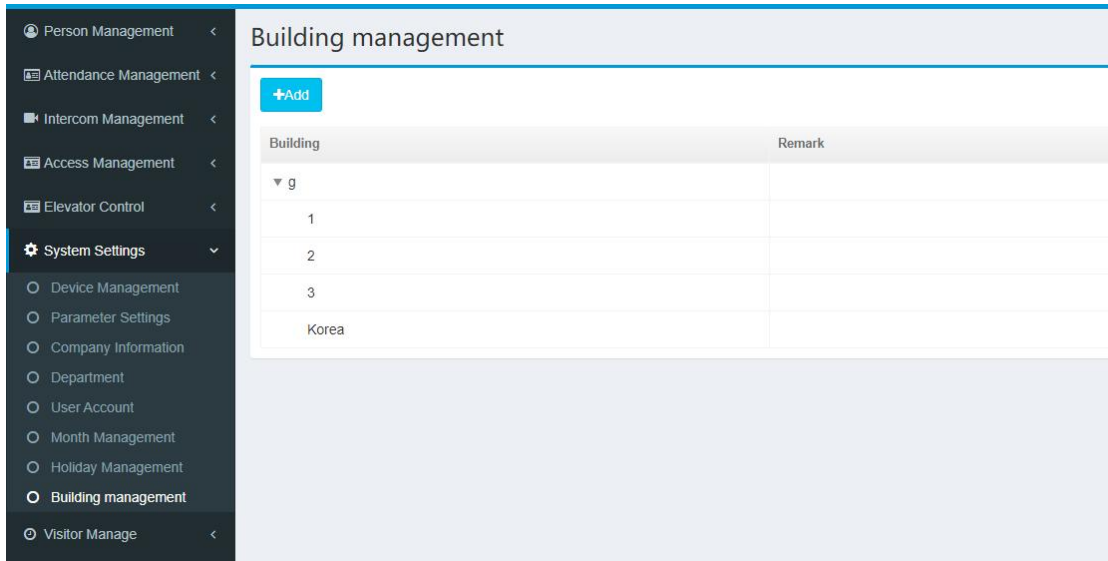
Select ‘Direct Dial’ mode, you need to enter indoor unit serial no in the input box. Then click the “Open VI” button . Then, when you dial on the face machine, you will be dialed directly to the indoor unit you just set.

(2)Select room number: After setting this mode, you only need to manually select the room number you want to call on the dev.



Which building the facial recognition machine belongs to will send the indoor units of this building to the facial recognition machine. For example, the facial recognition machine belongs to Building 1. After this mode is enabled, the indoor computer room number of Building 1 will be issued to this facial recognition machine. The facial recognition machine belongs to Building 1 and Building 2. After this mode is enabled, the indoor computer room numbers of Building 1 and Building 2 will be issued to this facial recognition machine.

You can add building in “Building management” page.



You need to log in to the APP with the mobile phone number corresponding to the room number (if it is an indoor unit, you need to connect the indoor unit to the cloud), and then make a call, otherwise the machine will prompt "The called person is not online."

(3) input room number



Enter the room number on the machine and click "OK" to dial the corresponding mobile phone or indoor unit.

Indoor Unit Management					
Room number/Serial No		Q Search			
+Add		Send			
<input type="checkbox"/>	Serial number	Building	Room number	Indoor Unit Serial No	Type
<input type="checkbox"/>	461	g	101	f8ad66ff5f2988e3	Indoor Unit
<input type="checkbox"/>	482	2	301	15527857810	Mobile Phone
<input type="checkbox"/>	481	1	501	6d63cc0f73e66004	Indoor Unit

Take the above picture as an example, if you enter 101, you will call the indoor unit "f8ad66ff5f2988e3"; if you enter 301, you will call the mobile phone that uses the account 15527857810 to log in to the app.

### 5.3 Intercom Permission






Click Intercom Management and Intercom Permission to authorize. After selecting the device, add the indoor unit to the authorized list on the right.

The screenshot shows the 'Intercom Permission' interface. On the left, a sidebar menu has 'Intercom Permission' highlighted with a red box. The main content area shows a search for 'Device: AI05' and 'Building: All'. Below this is a pink header for 'Unauthorized List' and a table with the following data:

<input type="checkbox"/>	Building	Room number	Indoor Unit serial No
<input type="checkbox"/>	Timmy	Show Room 01	dc1ea8b30f05fcb2
<input type="checkbox"/>	Timmy	Show Room 02	49de8f0581731daa

### 5.4 Intercom Capture Record

If the photo saving function is turned on on the machine, a photo will be captured when the door is opened or the alarm is called.

Serial No	Device Name	Capture the image	Capture Time	Remark
ZYRK14089469	Dubai Exhibition		2024-01-18 19:25:20	Alarm
ZYRK14089469	Dubai Exhibition		2024-01-18 19:25:17	Open the door
ZX12345123	AI05		2024-01-16 11:53:11	Open the door
ZX12345123	AI05		2024-01-16 11:50:37	Open the door
ZX12345123	AI05		2024-01-16 11:37:30	Open the door
ZX12345123	AI05		2024-01-16 11:37:07	Open the door
ZX12345123	AI05		2024-01-16 11:08:58	Open the door

## 5.5 Intercom Operate Log

You can view the intercom and monitoring records of the face machine

Serial No	Device Name	Indoor Unit Name	Type	Remark	Create Time
1 ZYRK14089469	Dubai Exhibition	tab108	Intercom	Alarm	2024-01-18 19:25:24
2 ZYRK14089469	Dubai Exhibition	tab108	Intercom	Open the door	2024-01-18 19:25:18
3 ZYRK14089469	Dubai Exhibition	tab108	Intercom	-	2024-01-18 19:25:15
4 ZYRK14089469	Dubai Exhibition	tab108	Intercom	-	2024-01-16 17:49:10
5 ZX12345123	AI05		Intercom	-	2024-01-16 13:40:21
6 ZX12345123	AI05		Monitor	-	2024-01-16 13:39:59
7 ZX12345123	AI05		Intercom	-	2024-01-16 11:54:23
8 ZX12345123	AI05		Intercom	-	2024-01-16 11:53:43
9 ZX12345123	AI05		Intercom	Open the door	2024-01-16 11:53:10

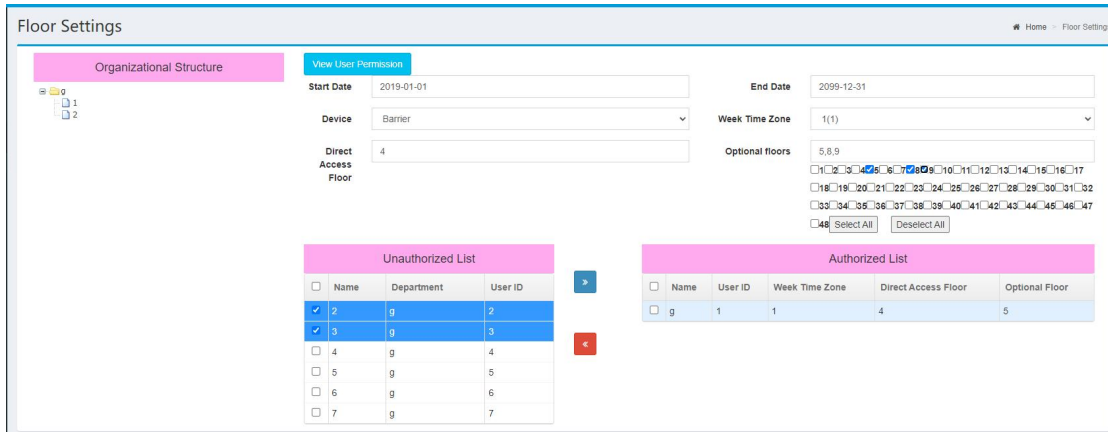
## 6 Elevator Control

### 6.1 Floor Settings

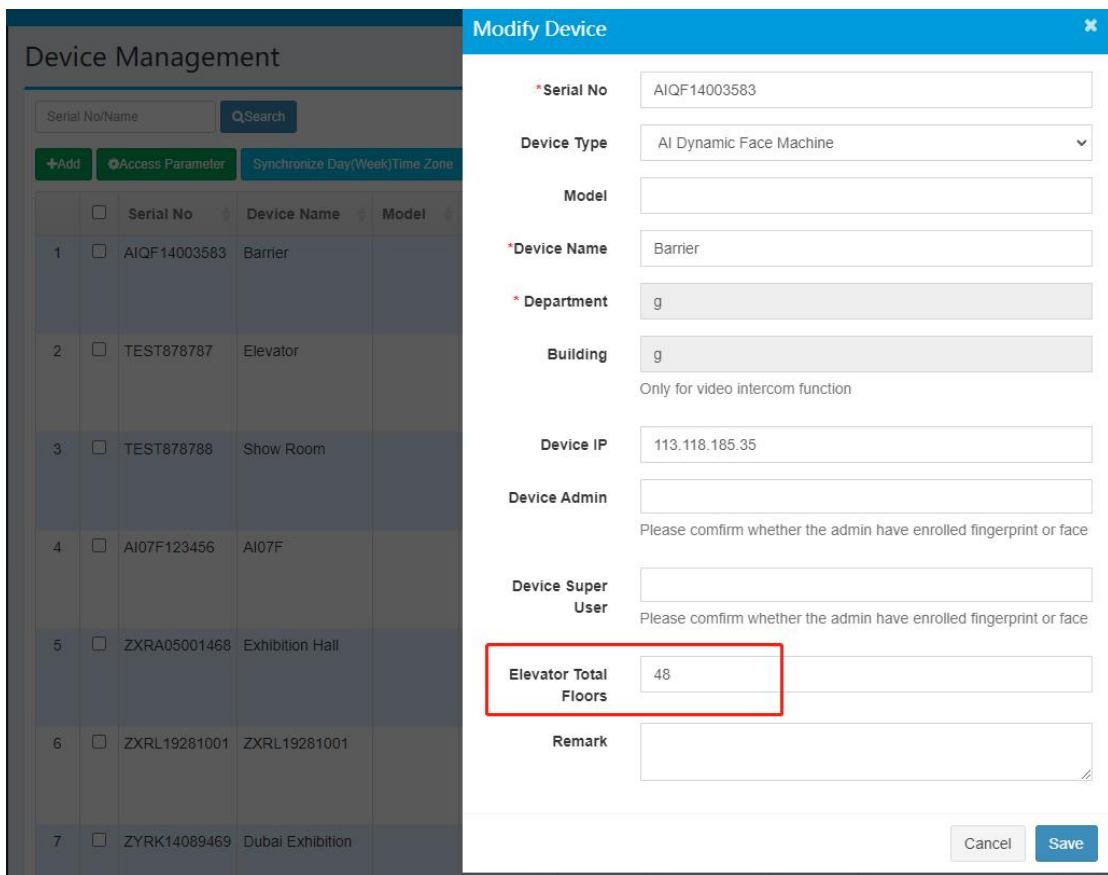
Select the device, select the person to be authorized, set the direct floor and optional floor,

and then click  to authorize.





The default maximum optional floor is 16 floors. Elevator Total Floors can be set in the device management.




## 7 System Settings

### 7.1 Device Management

System Settings>Device Management, enter device list page, you can add/modify device、

---

view operation logs、 initialize device and delete in this page.click  to add new device.

### Add Device ✕

Serial No	<input type="text"/>
Type	Attendance Machine <span>▾</span>
Model	<input type="text"/>
Device Name	<input type="text"/>
Department	<input type="text"/>
Device IP	<input type="text"/>
Device Admin	<input type="text"/>
	Please confirm whether the admin have enrolled fingerprint or face
Remark	<input type="text"/>

Enter device information then click **【Save】**

Note: ① The Serial No is unique,not allowed to repeat registration; ② After add completed, staff of the department to which device belongs are automatically send to corresponding device.If the machine does not select the department,all staff will be sent to device by default.

Device Management										
Serial No/Name <input type="text"/> <input type="button" value="QSearch"/>										
<input type="button" value="+Add"/> <input type="button" value="Access Parameter"/> <input type="button" value="Synchronize Day(Week)Time Zone"/>										
	<input type="checkbox"/>	Serial No	Device Name	Model	Type	Dial Mode	IP Address	Status	Final Connection Time	Operate
1	<input type="checkbox"/>	AIQF14003583	Barrier		AI Dynamic Face Attendance Machine	-	113.118.185.35	Online	2024-03-28 19:06:14	<input type="button" value="Monitor"/> <input type="button" value="Order List"/> <input type="button" value="User List"/> <input type="button" value="Modify"/> <input type="button" value="Delete"/>
2	<input type="checkbox"/>	TEST878787	Elevator		AI Dynamic Face Attendance Machine	-	113.118.185.35	Offline	2024-03-28 18:11:37	<input type="button" value="Monitor"/> <input type="button" value="Order List"/> <input type="button" value="User List"/> <input type="button" value="Modify"/> <input type="button" value="Delete"/>

For devices that have turned on the video intercom function and are online, you can click the "Monitor" button to view the video.

Device Management										
Serial No/Name <input type="text"/> <input type="button" value="QSearch"/>										
<input type="button" value="+Add"/> <input type="button" value="Access Parameter"/> <input type="button" value="Synchronize Day(Week)Time Zone"/>										
	<input type="checkbox"/>	Serial No	Device Name	Model	Type	Dial Mode	IP Address	Status	Final Connection Time	Operate
1	<input type="checkbox"/>	AIQF14003583	Barrier		AI Dynamic Face Attendance Machine	-	113.118.185.35	Online	2024-03-28 19:06:14	<input type="button" value="Monitor"/> <input type="button" value="Order List"/> <input type="button" value="User List"/> <input type="button" value="Modify"/> <input type="button" value="Delete"/>
2	<input type="checkbox"/>	TEST878787	Elevator		AI Dynamic Face Attendance Machine	-	113.118.185.35	Offline	2024-03-28 18:11:37	<input type="button" value="Monitor"/> <input type="button" value="Order List"/> <input type="button" value="User List"/> <input type="button" value="Modify"/> <input type="button" value="Delete"/>

Click the "Use List" button to view the person information registered on the machine.

## 7.2 Parameter Settings

- Parameter Settings

System Settings>Parameter Settings,enter parameter setting page to set attendance parameter then click **【Save】** .

### Parameter Setting

Parameter Setting | Leave Type | Vacation | Manual Punch Type | Business Trip | Overtime Type | Degree | Staff Type | Station

**Allow :** Allow  mins late in

**Allow :** Allow  mins early out

**In Time :** start punching in  mins,  mins later end punching

**Out Time :** start punching in  mins,  mins later end punching

**Lock :** Scheduling automatically locks  days ago

**APP address book permissions :**

**Password :**  £"input this password when you delete or initialize attendance machine£©

- Leave Type

System Settings>Parameter Settings>Leave Type,add or delete leave type can be performed in this page.

### Parameter Setting

Parameter Setting | **Leave Type** | Vacation | Manual Punch Type | Business Trip | Overtime Type | Degree | Staff Type | Station

	Name	Operate
1	Sick Leave	<input type="button" value="Delete"/>

- Vacation

System Settings>Parameter Settings>Vacation,add or delete vacation can be performed in this page.

### Parameter Setting

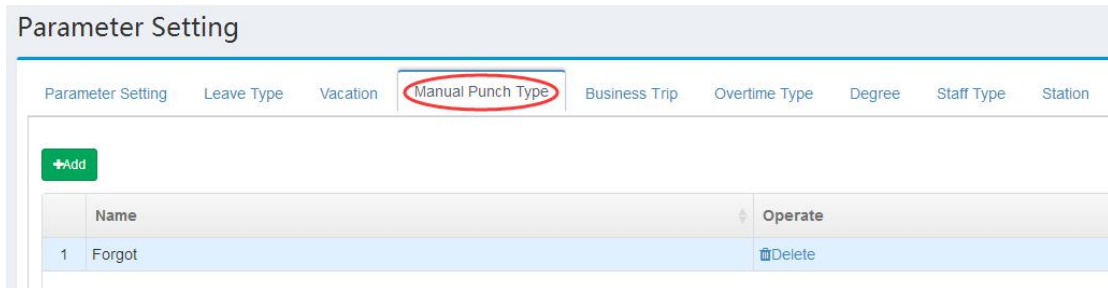
Parameter Setting | Leave Type | **Vacation** | Manual Punch Type | Business Trip | Overtime Type | Degree | Staff Type | Station

	Name	Operate
1	Annual Vacation	<input type="button" value="Delete"/>

- Manual Punch Type

System Settings>Parameter Settings>Manual Punch Type,add or delete manual punch type

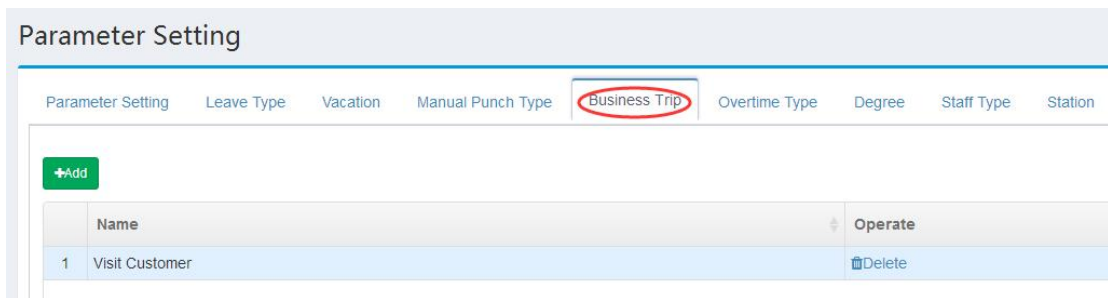
can be performed in this page.



- Business Type

System Settings>Parameter Settings>Business Trip,add or delete business trip can be

performed in this page.



### 7.3 Company Information

System Settings>Company Information,modify company info then click **【Save】** .




### Company Information

Company Name	g
Company Code	
Company Short Name	g
Time zone	Asia/Shanghai
Phone	
Email Address	15527@qq.com
Company Address	
Visitor QR Code Password	
Remark	
Function	<input checked="" type="checkbox"/> Attendance <input checked="" type="checkbox"/> Access <input checked="" type="checkbox"/> Video Intercom <input checked="" type="checkbox"/> Elevator Control

[Save](#)

You can turn on or off video intercom, elevator control and other functions here.


#### 7.4 Department













System Settings>Department,click  to add department ,then click  to modify dept info ,click  to delete dept in operate column.In add department page ,select upper department to add it's inferior department.

**Note:** Duplicate department names are not allowed under the same node.

### Department Management

Hor



Dept Name	Dept Code	Dept Phone	Remark	Operate
▼ timmy				
Personnel Dept				 
Human Resource Dept				 
Sales Dept				 
Financial Dept				 
R&D Dept				 
Purchasing Dept				 

**Add**
✕

<b>Upper Dept</b>	<input type="text" value="timmy"/>
<b>Dept Name</b>	<div style="border: 1px solid #ccc; background-color: #e6f2e6; padding: 5px;"> <input checked="" type="checkbox"/> timmy <ul style="list-style-type: none"> <li><input type="checkbox"/> Personnel Dept</li> <li><input type="checkbox"/> Human Resourse Dept</li> <li><input type="checkbox"/> Sales Dept</li> <li><input type="checkbox"/> Financial Dept</li> <li><input type="checkbox"/> R&amp;D Dept</li> <li><input type="checkbox"/> Purchasing Dept</li> </ul> </div>
<b>Dept Code</b>	
<b>Dept Phone</b>	
<b>Create Date</b>	
<b>Remark</b>	<input style="width: 100%; height: 40px;" type="text"/>

### 7.5 User Account

System Settings>User Account,click +Add to enter user account page,Check the function module to give the user the corresponding operation permission .See the diagram for steps as below.

**User Account**
✕

<b>Email</b>	<input style="width: 90%;" type="text"/> <input type="button" value="Choose"/>
<b>Password</b>	<input style="width: 100%;" type="text" value="Use the app password if you dont fill it out"/>
<b>Function Module</b>	<input checked="" type="checkbox"/> Staff Management <input checked="" type="checkbox"/> Attendance Managemen <input checked="" type="checkbox"/> System Settings <input checked="" type="checkbox"/> Access Management
<b>Description</b>	<input style="width: 100%; height: 40px;" type="text"/>

## 7.6 Month Management

System Settings>Month Management,Add attendance month and define start date and end date for this month can be performed in this page.

	Attendance Month	Start Date	End Date	Remark	Operate
1	2019-02	2019-02-01	2019-02-28		<a href="#">Modify</a>   <a href="#">Delete</a>
2	2019-01	2019-01-01	2019-01-31		<a href="#">Modify</a>   <a href="#">Delete</a>

## 7.7 Holiday Management

System Settings>Holiday Management,Add start date and end date can be performed in this page.

	Date	Remark	Operate
1	2024-03-29	holiday	<a href="#">Delete</a>

Showing 1 to 1 of 1 rows

## 7.8 Building Management

System Settings>Building Management,Add building can be performed in this page.

	Building	Remark	Operate
g			<a href="#">Modify</a>   <a href="#">Delete</a>
1			<a href="#">Modify</a>   <a href="#">Delete</a>
2			<a href="#">Modify</a>   <a href="#">Delete</a>
Korea			<a href="#">Modify</a>   <a href="#">Delete</a>

# 8 Visitor Manage

**Note: If you need to use this function, please enable visitor QRcode function in device-system-general-visitor QRcode, set it to 'yes' . And for now this function is only suitable for our dynamic face device**

## 8.1 QRcode Authorization



QRcode Authorization

Name/Person code/Phone | Department All Department QSearch

<input type="checkbox"/>	User ID	Person Code	Name	Department	Operate	Authorization Device
<input type="checkbox"/>	1	1	g	g	QRcode Authorization	研发部 二维码密码
<input type="checkbox"/>	2	2	2	g	QRcode Authorization	
<input type="checkbox"/>	3	3	3	g	QRcode Authorization	
<input type="checkbox"/>	4	4	4	g	QRcode Authorization	
<input type="checkbox"/>	5	5	5	g	QRcode Authorization	
<input type="checkbox"/>	6	6	6	g	QRcode Authorization	
<input type="checkbox"/>	7	7	7	g	QRcode Authorization	

Showing 1 to 7 of 7 rows

QRcode Authorization

Name/Person code/Phone | Department All Department

QRcode Device

- 研发部
- Japan Exhibition
- Korea 01
- Korea 02
- 研发部
- 二维码密码
- TEST

<input type="checkbox"/>	User ID	Person Code	Name	Department	Operate	Authorization Device
<input checked="" type="checkbox"/>	1	1	g	g	QRcode Authorization	研发部 二维码密码
<input type="checkbox"/>	2	2	2	g	QRcode Authorization	
<input type="checkbox"/>	3	3	3	g	QRcode Authorization	
<input type="checkbox"/>	4	4	4	g	QRcode Authorization	
<input type="checkbox"/>	5	5	5	g	QRcode Authorization	
<input type="checkbox"/>	6	6	6	g	QRcode Authorization	
<input type="checkbox"/>	7	7	7	g	QRcode Authorization	

Showing 1 to 7 of 7 rows

In this part, please select user then do QRcode authorization, then select device that user can generate QRcode in mobile app (Note:If you want to use this function, don't forget enabling app function for corresponding users, otherwise, they cannot login app to generate QRcode, pls refer to Chapter 3.1)

### 8.2 QRcode open door records

In this part, it will show the QRcode scanning records , who use this QRcode and used in which device and who generate this QRcode

QRcode Open Door Record

Name/Person code/Phone | 2024-03-01 00:00:00 2024-03-12 23:59:55 QSearch QExport

Temporary Card number	Serial No	Visitor Name	Open Door Time	Generate Staff Name
965456513	ZX12345123	栋	2024-03-12 19:18:04	g
965456513	ZX12345123	栋	2024-03-12 19:17:37	g
965456513	ZX12345123	栋	2024-03-12 19:17:16	g
965456513	ZX12345123	栋	2024-03-12 19:16:36	g

Showing 1 to 4 of 4 rows

### 8.3 QRcode generation records

On this page, it shows QRcode generation records, Who generate QRcode for whom in which device

QRcode Generation Record

Name/Person code/Phone | 2024-03-18 00:00:00 2024-03-29 23:59:59 QSearch QExport

Generate Staff Name	Serial No	Visitor Name	Validtimes	Effective Times	Direct Access Floor	Optional Floor	Create Time
g	ZX12345123		2024-03-19 00:00:00 ` 2024-03-19 23:59:00	1			2024-03-19 16:08:58
g	ZX12345123		2024-03-18 00:00:00 ` 2024-03-18 23:59:00	3	1		2024-03-18 16:12:09

Showing 1 to 2 of 2 rows

