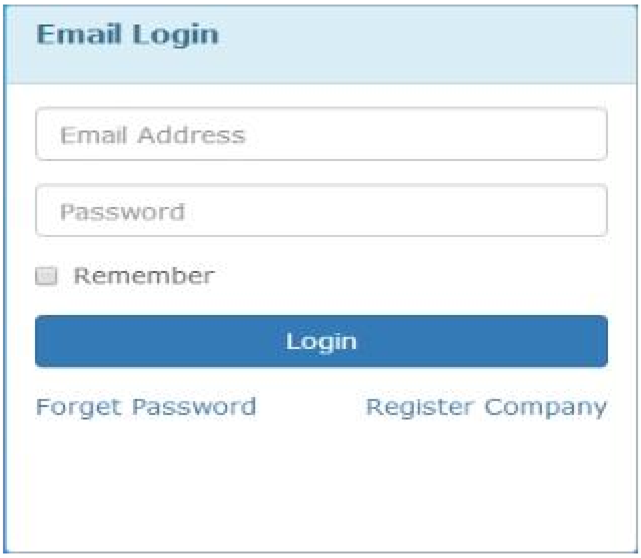
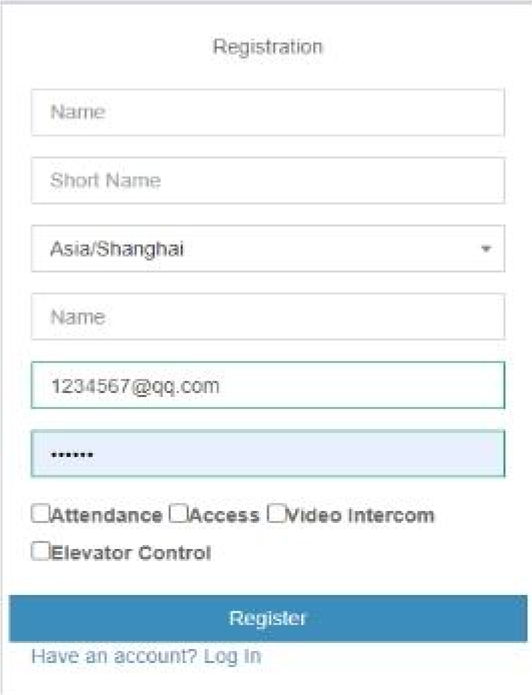
Intelligent Cloud Platform User Operation Manual (Simple Version)

Step 1: Register Company Account

Enter the login page then click 【Register Company】,enter registration page.


Email Login
Email Address
Password
Remember
Login
Forget Password
Register Company

After entering corresponding company name、name、company email,check the features you need below, it can be a available account of intelligent cloud platform. Then turn to login page ,enter email address and password ,click 【Login】.


Registration
Name
Short Name
Name
☐Attendance ☐Access ☐Video Intercom
☐Elevator Control
Register
Have an account? Log In

Asia/Shanghai

1234567@qq.com

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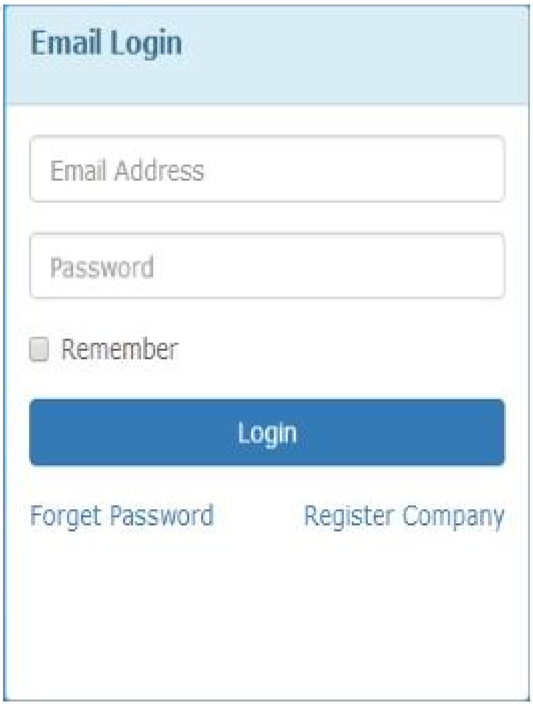
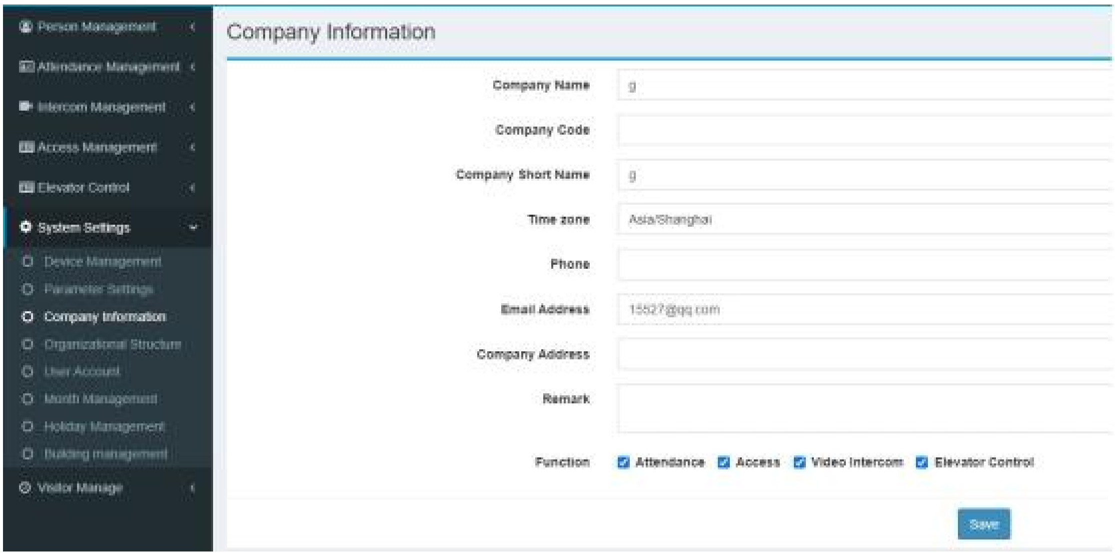

Email Login
Email Address
Password
Remember
Login
Forget Password
Register Company

Step 2: System Basic Information Settings

1Company Information

System Settings>Company Information , enter company information in this page, then click 【Save】


Person Management
Attendance Management
Intercom Management
Access Management
Elevator Control
System Settings
Device Management
Parameter Settings
Company Information
Organizational Structure
User Account
Month Management
Holiday Management
Building management
Visitor Manage
Save

Company Information

Company Name: g

Company Code:

Company Short Name: g

Time zone: Asia/Shanghai

Phone:

Email Address: 15527@qq.com

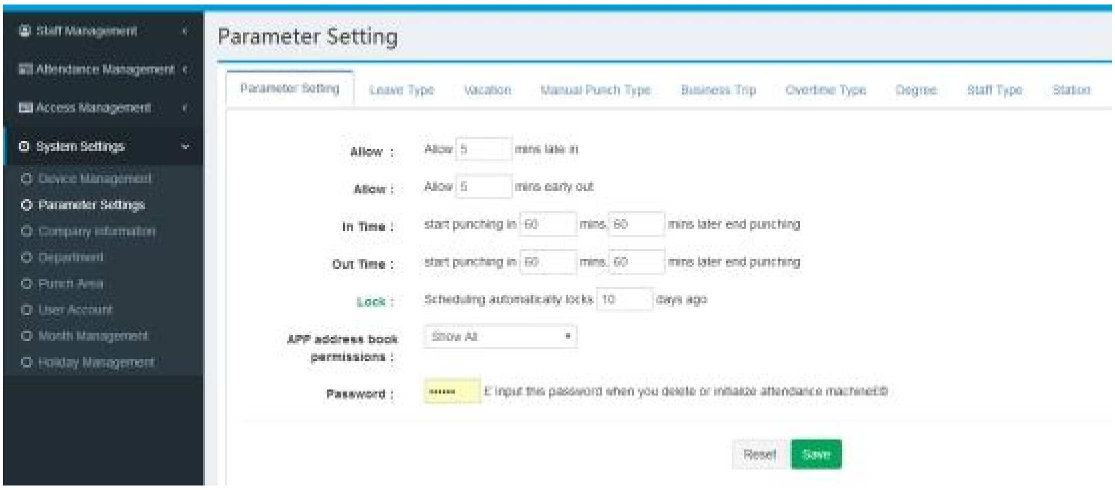
Company Address:

Remark:

Function: ☑ Attendance ☑ Access ☑ Video Intercom ☑ Elevator Control

2Parameter Settings

System Settings>Parameter Settings, the parameter settings, leave type , vacation, manual punch type, business trip configuration are performed in this page.


Staff Management
Attendance Management
Access Management
System Settings
Device Management
Parameter Settings
Company Information
Department
Punch Area
User Account
Month Management
Holiday Management
Parameter Setting
Leave Type
Vacation
Manual Punch Type
Business Trip
Overtime Type
Degree
Staff Type
Station
Reset
Save

Parameter Setting

Allow : Allow 5 mins late in

Allow : Allow 5 mins early out

In Time : start punching in 60 mins, 60 mins later end punching

Out Time : start punching in 60 mins, 60 mins later end punching

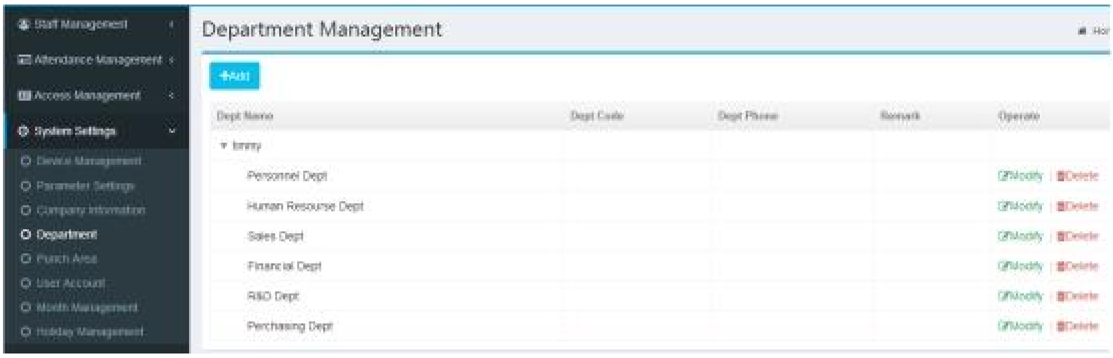
Lock : Scheduling automatically locks 10 days ago

APP address book permissions : Show All

Password : ****** （Input this password when you delete or initialize attendance machine!）

3Department

System Settings>Department, add department is performed in this page.

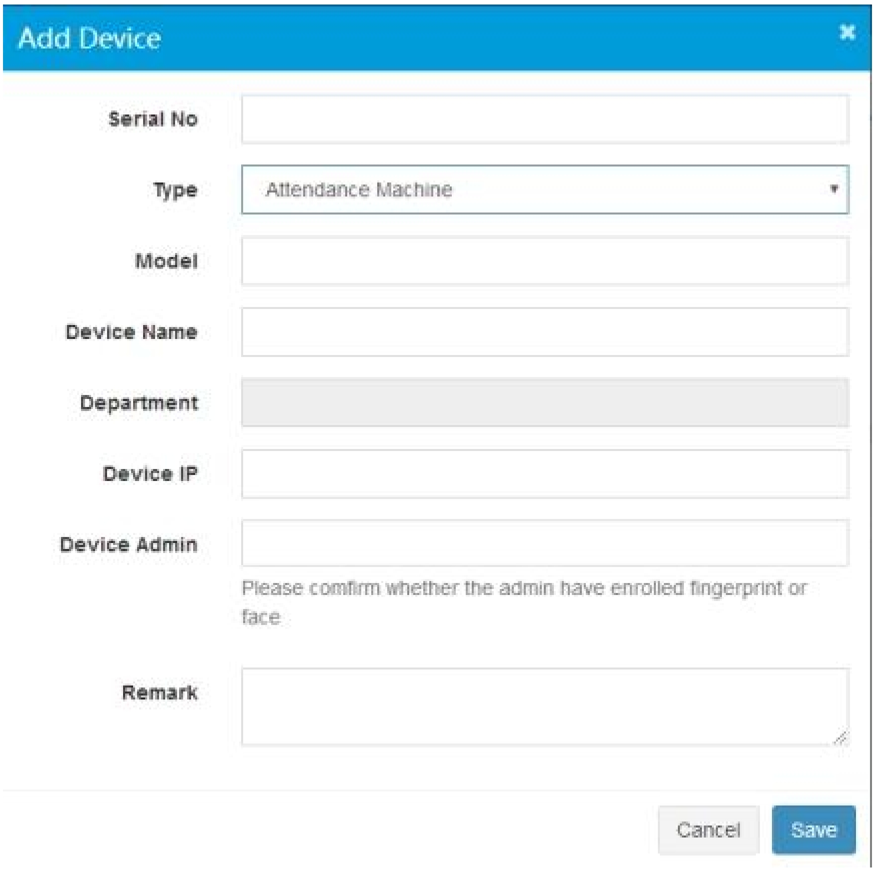

Staff Management
Attendance Management
Access Management
System Settings
Device Management
Parameter Settings
Company Information
Department
Punch Area
User Account
Month Management
Holiday Management
Department Management
Ho
+Add

Dept Name	Dept Code	Dept Phone	Remark	Operate
▾ timmy				
Personnel Dept				Modify | Delete
Human Resourse Dept				Modify | Delete
Sales Dept				Modify | Delete
Financial Dept				Modify | Delete
R&D Dept				Modify | Delete
Perchasing Dept				Modify | Delete

4Device Management

System Settings>Device Management, enter this page to add device, then input corresponding serial No 《Serial No》 (It is required to enter the corresponding serial No of the machine) (Searching Method: Press 〈MENU〉 - 〈Sys Info〉 - 〈Info〉, SN stands for serial No

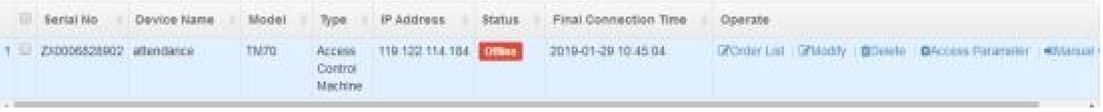
Among them《Type》、《Device Name》,《Department》(If you choose your department, this machine can only manage the people in your department) can be optional input. 《Device IP》 can not be entered.《Device Admin》(This corresponds to whether there is an administrator on the device, it can be optional input) .


Add Device
×
Serial No
Model
Device Name
Department
Device IP
Device Admin
Remark
Cancel
Save

Type: Attendance Machine

Please comfirm whether the admin have enrolled fingerprint or face

After successful addition, charge the device, plug in cable(Here should be able to connect the external network), it will appear a mark in the top right corner of the device and you can check whether it is online on the Device Management page (Pls wait about 2 mins after plugging in cable) (If it is offline，pls check the following three situation：1、It is possible that you didn’t plug in cable or there are some trouble with the cable. 2、It cannot connect to external network. 3、The device serial No on Device Management>Add page didn’t match the one in device.



	☐	Serial No	Device Name	Model	Type	IP Address	Status	Final Connection Time	Operate
1	☐	ZX0006528902	attendance	TM70	Access Control Machine	119.122.114.184	Offline	2019-01-29 10:45:04	Order List | Modify | Delete | Access Parameter | Manual

Step 3:Person Information

1Add new person（Note：First add new person information, then enroll corresponding fingerprint in the device）

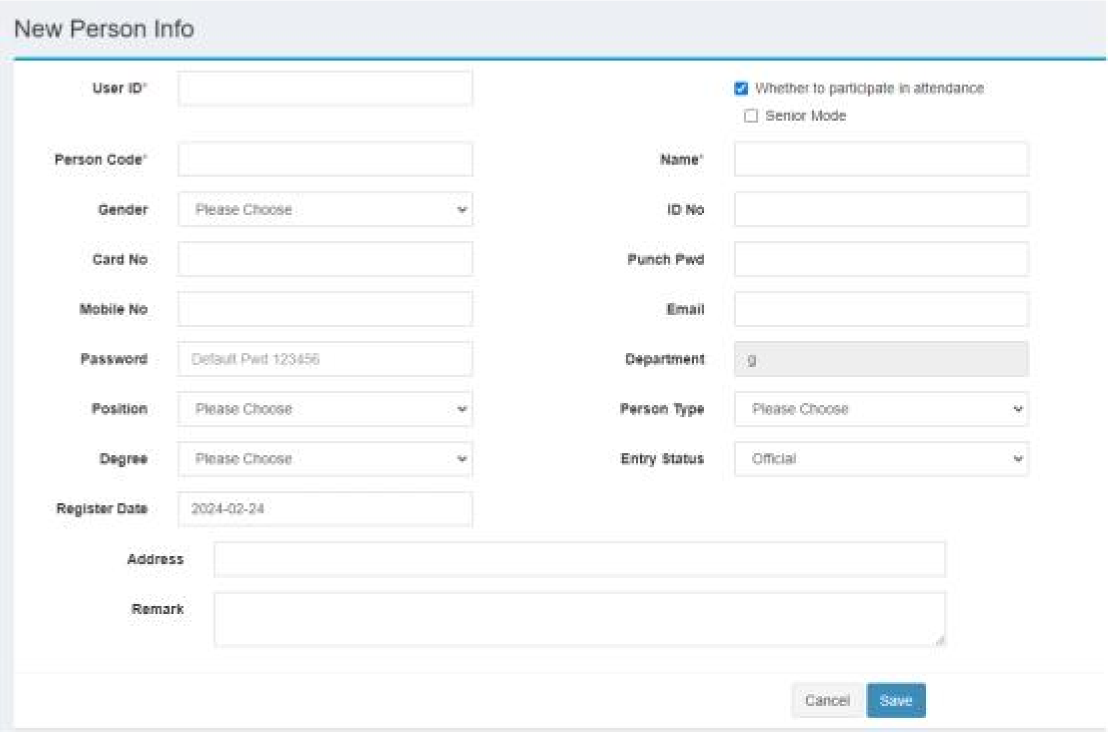
Person Management>Person Information then add new Person , it is allowed to batch import . Click add turn to New Staff Info page, you can set whether staff participate in attendance, whether for the senior mode

②Enable/Disable APP

When single add/batch import staff, if you enter the mobile No, it is default to enable APP. App can be disabled in the list operation bar . Once disabled APP, the staff will not be able to login the mobile APP.

③Send staff information to device

Select the staff in staff information list, then click【Send to device】,choose the device you want to send, click 【Save】,It will generate corresponding order, wait for the successful execution of the order to complete the operation



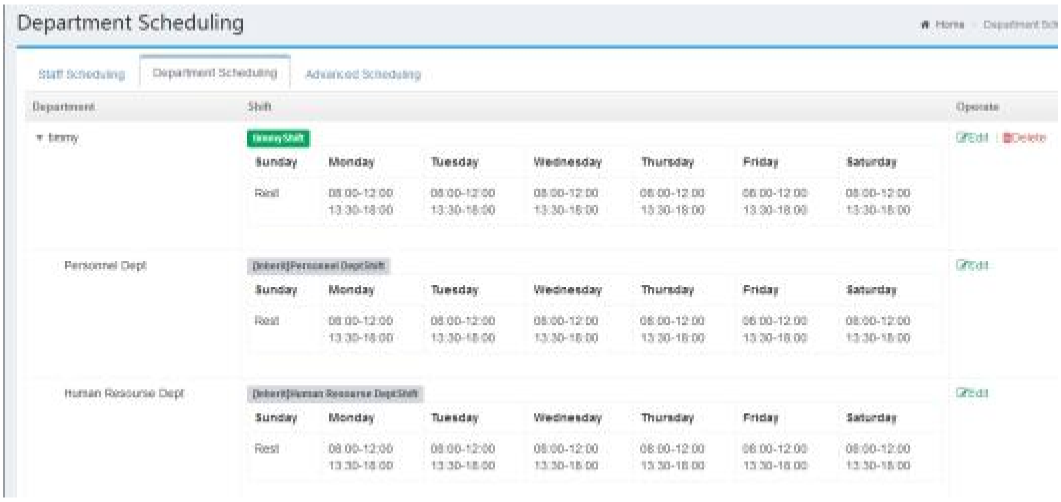
New Person Info

User ID*		☑ Whether to participate in attendance ☐ Senior Mode	
Person Code*		Name*	
Gender	Please Choose	ID No	
Card No		Punch Pwd	
Mobile No		Email	
Password	Default Pwd 123456	Department	g
Position	Please Choose	Person Type	Please Choose
Degree	Please Choose	Entry Status	Official
Register Date	2024-02-24		
Address			
Remark			

Note： The user ID in Staff Management module corresponds to the register ID of attendance device

Step 4:Person/Department scheduling

Attendance Management > Person Scheduling, Person/Department scheduling can be performed in this page. 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

Department	Shift							Operate
▾ timmy	timmyShift							Edit | Delete
	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	
Personnel Dept	[Inherit]Personnel DeptShift							Edit
	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	
Human Resourse Dept	[Inherit]Human Resourse DeptShift							Edit
	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	