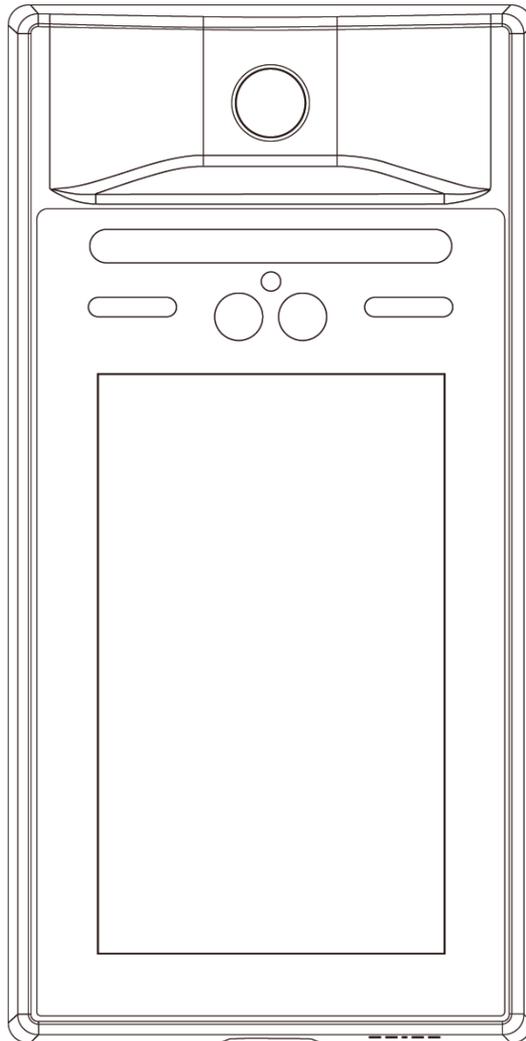


ADVANCE IR >>

TSCAN-750

Temperature Scanning Entry System
Attendance & Access Control Management
Platform Software for Company
User Manual



Please read this manual before powering the unit on.
Important safety information inside.

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Attendance & Access Control Management Platform Software for Company

1. Basic Information

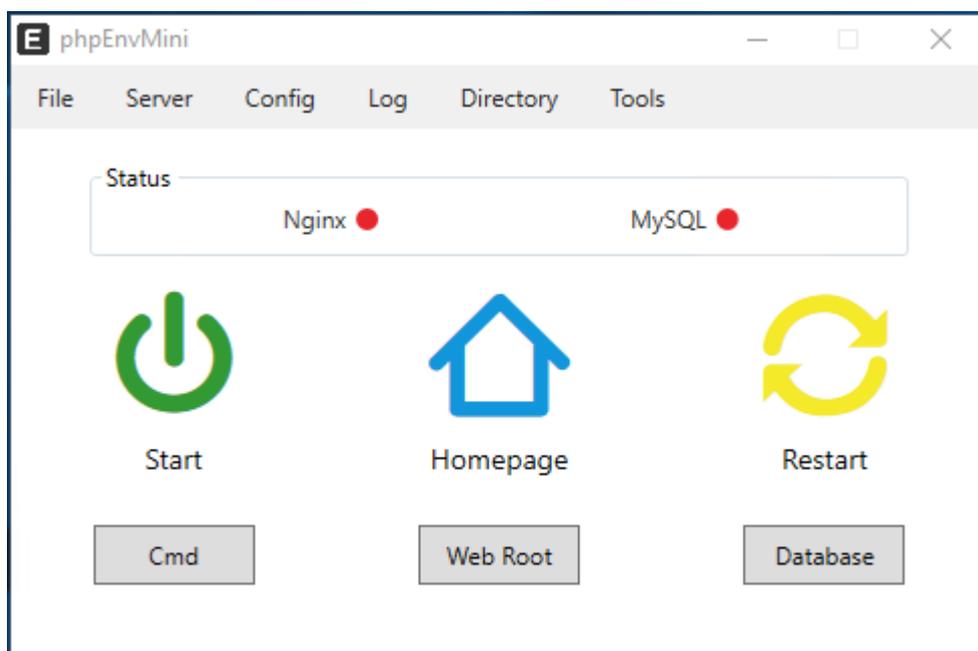
1.1 Installing the Management Software

Download the Advance Deployment Tool from the following site: <https://advanceir.com/pages/software>

1.1.1 Logging in for the first time:



Once the software has been installed, click on the  icon on the desktop to start the application. The application will open, and the Status window will appear.



Click on the **“Start”** button within the status window to start the required services (Nginx and My SQL).

Once the services have started, the buttons beside them will turn from red to green, and the Stop button will appear in the status window.

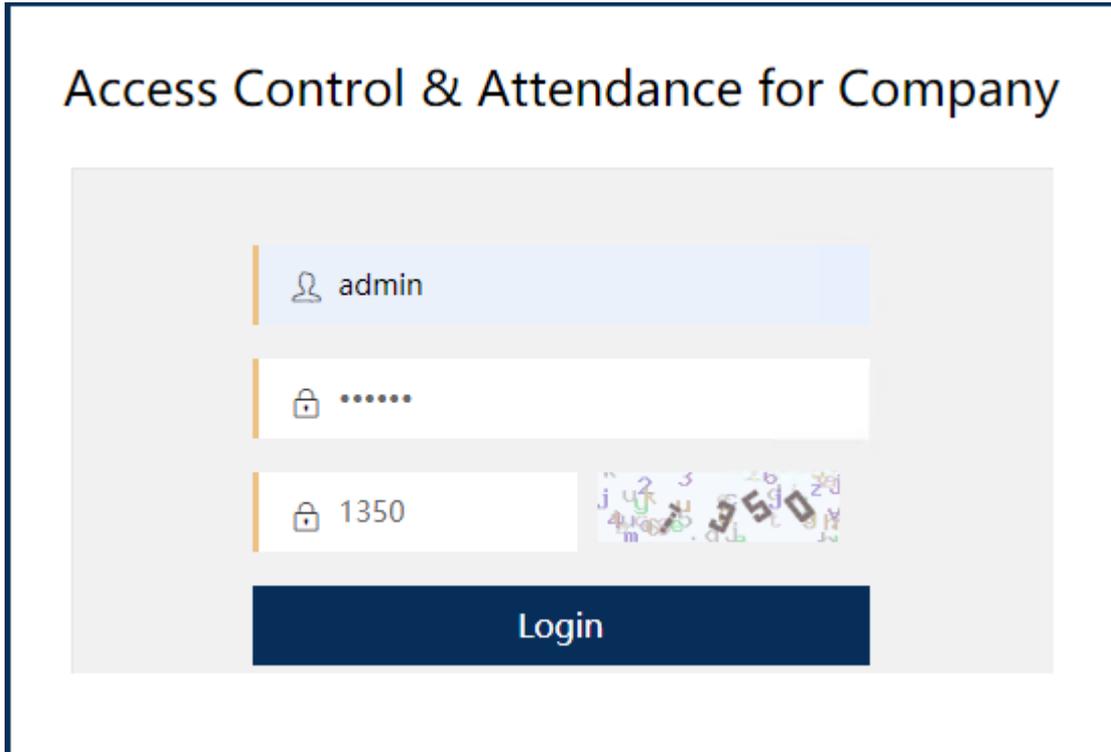
Now that the services have been started, click on the “**Homepage**” icon on the status screen to bring up the Attendance Access and Control Management Software.

For first time login, you may use the default credentials:

Username: admin

Password: 123456

You must also enter the verification code that appears in the box beside the entry location, as shown below.



Access Control & Attendance for Company

admin

.....

1350

1350

Login

Once entered, press the “**Login**” button, and you will be taken to the Management Software homepage.

1.1.2 Attendance Statistics on the Homepage

The screenshot shows the 'Attendance information statistics' section on a homepage. At the top, there are filters for Start Date (2020-06-06 00:00), End Date (2020-06-06 23:59), First Level Department (Select All), Second Level Department (Select All), Third Level Department (Select All), and State. There are 'Enquiry' and 'Reset' buttons. Below the filters are four circular gauges representing attendance statistics for Today, Last Week, Last Month, and Custom Time. Each gauge shows 'Leave Early : 0', 'Actual Attendance : 0', 'Late : 0', and 'Not Checked In : 1'. Below the gauges is an 'Access Information' table with columns: Department, Job Number, Name, Gender, State, Time, Temperature, and Temperature State. At the bottom of the table, there is a pagination control showing '10' items per page, 'Total 0', 'Next Page', and '0 Pages'.

On the Homepage, you can see the Attendance Statistics for employees who are registered with the software.

You can now begin to set up your environment within the Management Software. You will start with the various departments in which your employees work.

Note: The software will accommodate up to three department levels to accommodate your company's organizational structural needs.

1.2 First Level Department

Click **"Add"** --- fill in the department name, and other optional information as needed. Only the Department Name is required. ----- click **Save**.

The screenshot shows a dialog box titled 'Add Information' with a close button (X) and a maximize button. The dialog contains a form with the following fields:

Department Name	<input type="text"/>	*
Person in charge	<input type="text"/>	
Contact Number	<input type="text"/>	
Introduction	<input type="text"/>	
Remarks	<input type="text"/>	

At the bottom of the dialog, there are two buttons: 'Save' (dark blue) and 'Cancel' (grey).

1.3 Second Level Department

Click “Add”-select the first-level department-fill in the department name and click Save.

Add Information —  

First Level Department	Marketing  *
Second Level Department Name	<input type="text"/> *

1.4 Third Level Department

Click “Add”-select the first-level department -----, select the second-level department-fill in the department name, and click **Save**.

Add ×

First Level Department	Select  *
Second Level Department	Select  *
Third Level Department	<input type="text"/> *

1.5 Attendance Rules

You can add multiple attendance rules according to the actual situation of the company. Click “**Add**”-fill in the name of the rule-select “**Week**” and other information, and click “**Add a line**” to fill in the time attendance period-click to confirm, can increase or decrease the line according to the situation.

Add ×

Rules Name	<input type="text" value=""/>					
Week	<input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday					
Enable	Yes <input type="button" value="v"/>					
Attendance Time	Name	Type	Time Period	Late Arrival Time (Minutes)	Early Departure Time (Minutes)	Operate
	General	Go To Work <input type="button" value="v"/>	08:00 to 08:30	30		Delete
<input type="button" value="Add a line"/>						

Interpretation of time attendance setting:

If the setting type is Work, the attendance time period is 8: 00-8: 30, and the Late time is 20 minutes, then:

Checking in from 8: 00 to 8:30 is considered Normal Work attendance, and 8: 31-8: 50 is considered Late.

If the setting type is Off Work, the time attendance period is 18:00-19:00, and the Early Departure time is 20 minutes, then:

Checking in from 18:00 to 19:00 is considered Normal Off Work attendance, and checking from 17:40 to 17:59 is considered Early Departure.

Checking in at other time is considered as not within the attendance time period.

1.6 Employee information

Here you may add, delete, set normal / blacklist / whitelist employee information.

You may also import data in batches, import faces in batches, and filter employees for attendance configuration.

Employee Information

Job Number: Name: First Level Department: Second Level Department:

Third Level Department:

First Level Department
 Second Level Department
 Third Level Department
 Job Number
 Name
 Gender
 Phone
 ID card
 State
 Operate

1.6.1 Single add

Click “Add”-fill in the complete employee information-click Save.

Note: The “Attendance Device” will not appear in the Employee -Add screen until after it has been set up under “Device Management.”

Add Information — 🗖 ✕

Name	<input type="text"/> *
First Level Department	Select ▼
Second Level Department	Select ▼
Third Level Department	Select ▼
Gender	<input type="text"/> ▼
Face Photo (720*1280)	<input type="button" value="Upload No Mask Face Photo"/> <input type="button" value="Upload Mask Face Photo"/>
Phone	<input type="text"/>
Job Number	<input type="text"/> *
ID Card	<input type="text"/>
Attendance Device	<input type="checkbox"/> 88F
Attendance Rules	<input type="text"/> ▼

1.6.2 Batch Import basic information

Click “Import Data”

Click the “Download” link to download the template and save it to a specified location.

Fill in the data according to the table style and save it.

Click “Upload File” to find the file “Open” and the data is loaded.

After finishing, the data list will be displayed, click “Submit”.

Excel template

	A	B	C	D	E	F	G	H
1	First Level Department	Second Level Department	Third Level Department	Job number	Name	Sex	ID Card	Phone
2	department of technology	front end	vue	1123	Rebecca	Female	610	1340000000
3	department of technology	front end	vue	1124	Tom	Male	611	1366666000
4								
5								

— □ ×
Import Data

Select File Upload File *

Download The Template Download

First Level	Second Level	Third Level	ID	Name	Gender	Government	Phone
Department	Department	Department	Number			ID	
department of technology	front end	vue	1123	Rebacca	Female	610	13400000000
department of technology	front end	vue	1124	Tom	Male	611	13666666000

Submit
Reset

Note: The department entry of the EXCEL table must be entered correctly according to the company's organizational structure level. All information must be entered correctly. The job number and name must not be empty; if the user does not add a department in advance, the system supports automatic addition based on the EXCEL table information department.

1.6.3 Import face photo in batches

Please upload the zipped file.

The photo without the mask is named: job number.jpg

The photo with the mask is named: job number_1.jpg.

The size of a single photo is should be between 100KB ~ 800KB, and the zip compression package should be less than 200M. (Use a standard compression software such as WinZip, 7Zip, etc.)

— □ ×
Import Data

Select File Upload File *

Import Guide

Please upload the zip compression package, the photo without the mask is named: id number.jpg; the photo with the mask is named: id number_1.jpg; the size of a single photo is controlled between 100KB ~ 800KB, the zip compression package should be less than 200M. (The method of making the compressed package is: after selecting all the photos, right-click to add to the compressed file, select the zip type)

Progress

Submit

Click **“Upload File”** to select the compressed photo file.

Click **“Open”**, after prompting the upload is successful, click **“Submit”**

Notes:

To select all photos and right-click to compress, you cannot directly compress the folder where the photos are located.

First upload basic employee information to the Management Software, and then upload face photos in batches. It is recommended that you back up photo data to a second directory for safe keeping.

1.6.4 Export Data

Click **Export Data**

Choose the save path

Click **Save**

1.6.5 Attendance Configuration

Find employee information by condition, check it, flexibly configure attendance equipment and attendance rules for employees.

Note: The “Attendance Device” will not appear in the Employee - Add screen until after it has been set up under “Device Management.”

Attendance Settings	
Attendance Device	<input type="text" value="88F"/>
Attendance Device	<input type="text" value="Select"/>
<input type="button" value="Cancel"/> <input type="button" value="OK"/>	

A single page can display up to 100 pieces of data, which can be adjusted according to the drop-down list. Click the check button at the top to check all the entries on the current page, and then click “Attendance Configuration” to perform attendance configuration for all employees on the current page.

Employee Information

Job Number:

Third Level Department:

<input type="checkbox"/>	First Level Department
<input type="checkbox"/>	Marketing

20 Total 1

20 Total 1

- 10
- 20
- 30
- 40
- 50
- 100

1.6.6 Set Employees to Normal/Whitelist/Blacklist

Normal: employees can pass normally during the access control period, but not outside the period

Whitelist: employees are free to pass regardless of access control hours

Blacklist: employees are not allowed to pass at any time.

1.7 Device Management

Before using the Face Recognition Device, the device information must be added to the Management Software.

Once added, the terminal can then be synchronized with the Management Software to download all employee information for face recognition attendance.

Add Information — 🖨 ✕

Device Name	<input type="text"/>	*
Device ID	<input type="text"/>	*
Device Address	<input type="text"/>	
Photo Location	<input type="text"/>	
Remarks	<input type="text"/>	
Type of Access	Select ▼	
Access time	Time Period	Operate
	07:00 to 18:00	Delete
<input type="button" value="Add a line"/>		
Time for automatic data synchronization	Time	Operate
	00:00	Delete
<input type="button" value="Add a line"/>		
Enable	Yes ▼	

Note: The device ID number can be viewed on the terminal device front panel, when turned on or on the sticker on the side of the device.

Access Time: The time period for which the device is allowed to pass employees, multiple pass periods can be set for the device.

Time for automatic data synchronization: The time for the terminal device to sync data automatically

2. Statistics

Employee Attendance

Statistical inquiry and export data of employee attendance

Employee Attendance

Start Date: 2020-06-06 00:00 End Date: 2020-06-06 23:59 Job Number: Name: First Level Department: Select All
Second Level Department: Select All Third Level Department: Select All State: Select

Enquiry Reset Export Data

Statistics Today

Checked In/Total
0/1

Detail

0 Normal 0 Late 0 Leave Early 1 Not Checked In(person)

Order By Time Order By Temperature

Department	Job Number	Name	Time	Rules Name	State	Picture	Temperature	Temperature State
------------	------------	------	------	------------	-------	---------	-------------	-------------------

3. System

3.1 Role Management: Add/Change/Delete roles, and set permissions according to roles.

3.2 My Information: Check the account join and expiration time.

3.3 User Management: Add/Change/Delete additional logon users and their roles.

3.4 System Settings: View the Company Name of the Management Software Install.

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