

Face Attendance Management Software

User Manual



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1. System Requirements

1.1. Operating environment

| Item | Recommended configuration |
|------------------|---|
| Operating system | Windows 7 / Windows 8 / Windows 10 (64 bit system) |
| RAM | 4G and above |
| Hard disk | 5GB or more (free) |
| Environment | .net framework 4.6 or above, Microsoft Visual C++ runtime library |

1.2 Features

◆ Personnel management

Add/remove employee information.

Auto-download employee information from device.

One-click deployment of employee info to devices.

◆ Equipment management

Discovery the current face recognition devices in the local area network.

One-click add discovered device.

◆ Attendance setting

Configurable attendance rules.

◆ Attendance management

Provide multiple attendance records of face swiping/card swiping/ID card swiping, etc.

Daily and monthly attendance records.

2. Installation instructions

2.1. Install prerequisite software

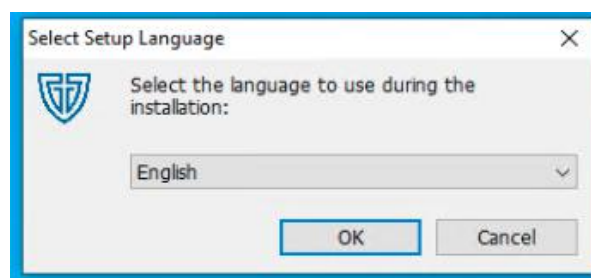
Please download from: <http://huaanapi.lsyat.com/#/f>, the file name is [Attendance Stand-alone Version], the circled in the figure below is the prerequisite software. Or contact TOMMI salesperson to send to you.



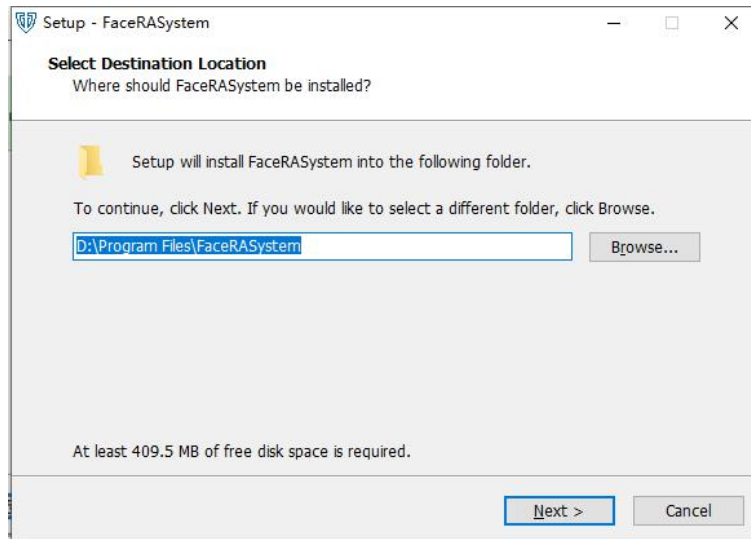
Install .net framework 4.6 and Visual C++ runtime library, and run it directly after downloading.

2.2. Install attendance software

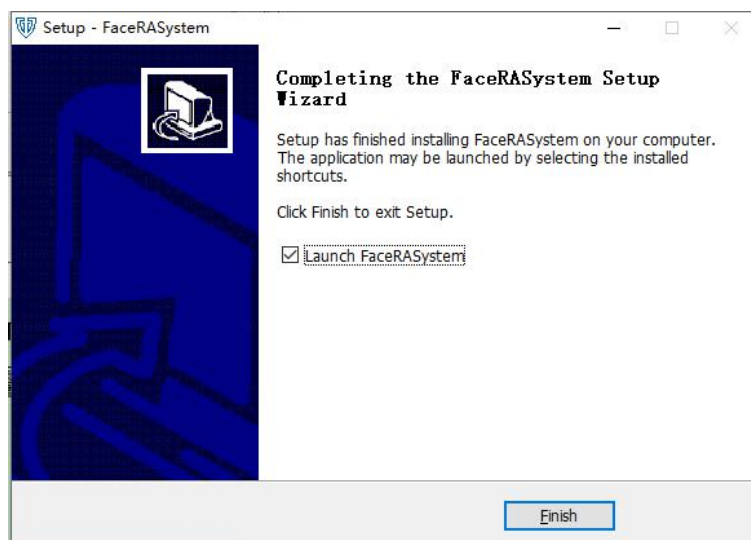
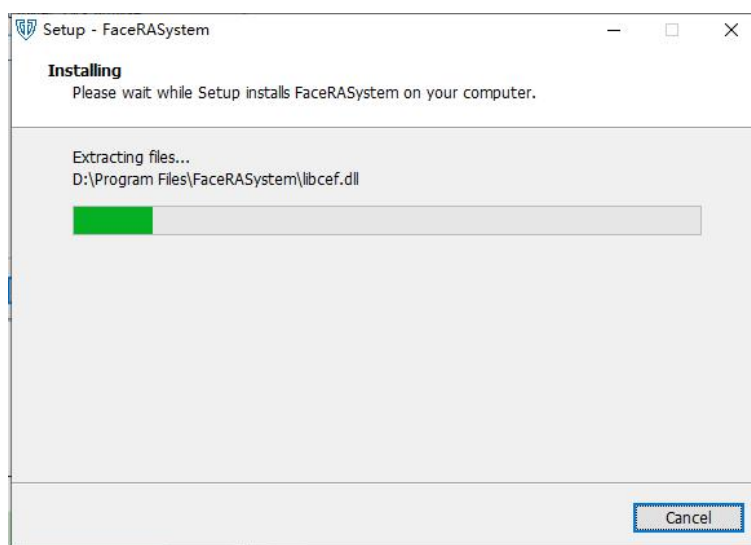
Decompress the downloaded package, and find  FaceRASystem2.5.2.1.exe, double-click to run the installer.



Select installation language



Choose installation directory



Installation complete.

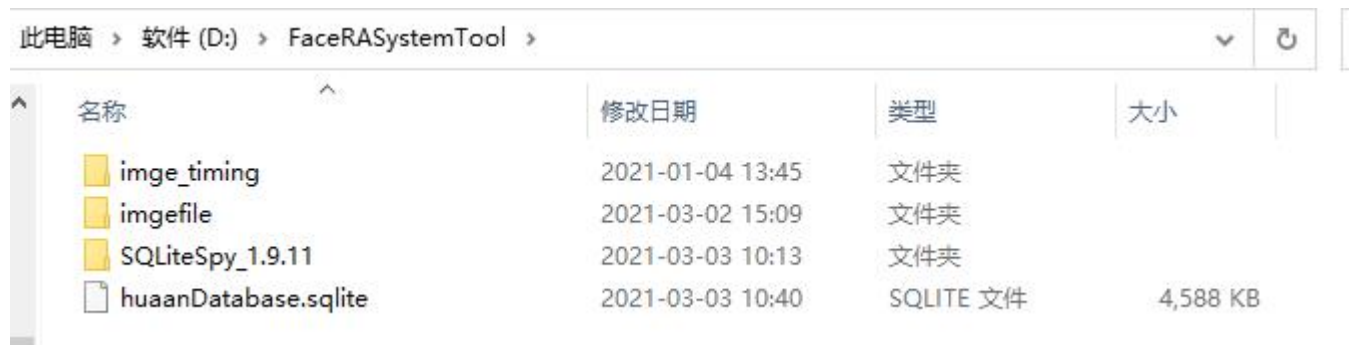
After installation, a short cut will be placed on Desktop and in start menu.

2.3. Data Store

Data will be stored in the last hard drive, e.g., if you have C, D and E drive, the data will be stored in

E:\FaceRASystemTool folder.

Folder structure



| 此电脑 > 软件 (D:) > FaceRASystemTool | | | | |
|----------------------------------|------------------|-----------|----------|--|
| 名称 | 修改日期 | 类型 | 大小 | |
| imge_timing | 2021-01-04 13:45 | 文件夹 | | |
| imgefile | 2021-03-02 15:09 | 文件夹 | | |
| SQLiteSpy_1.9.11 | 2021-03-03 10:13 | 文件夹 | | |
| huaanDatabase.sqlite | 2021-03-03 10:40 | SQLITE 文件 | 4,588 KB | |

In the root folder of data store.

- imge_timing: stores real-time image
- Imgefile: stores face image of employee registration
- huaanDatabase.sqlite: the sqlite database file

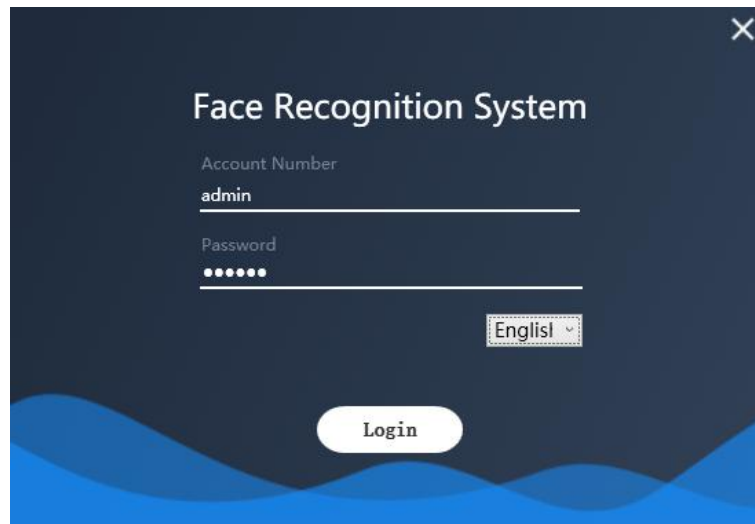
Note: do not delete the folder. Upgrading software will retain the folder, and all data will be upgraded to be compatible with new software.

3. User Interface

3.1. Login Window

Supported languages: Chinese, English, Japanese, French

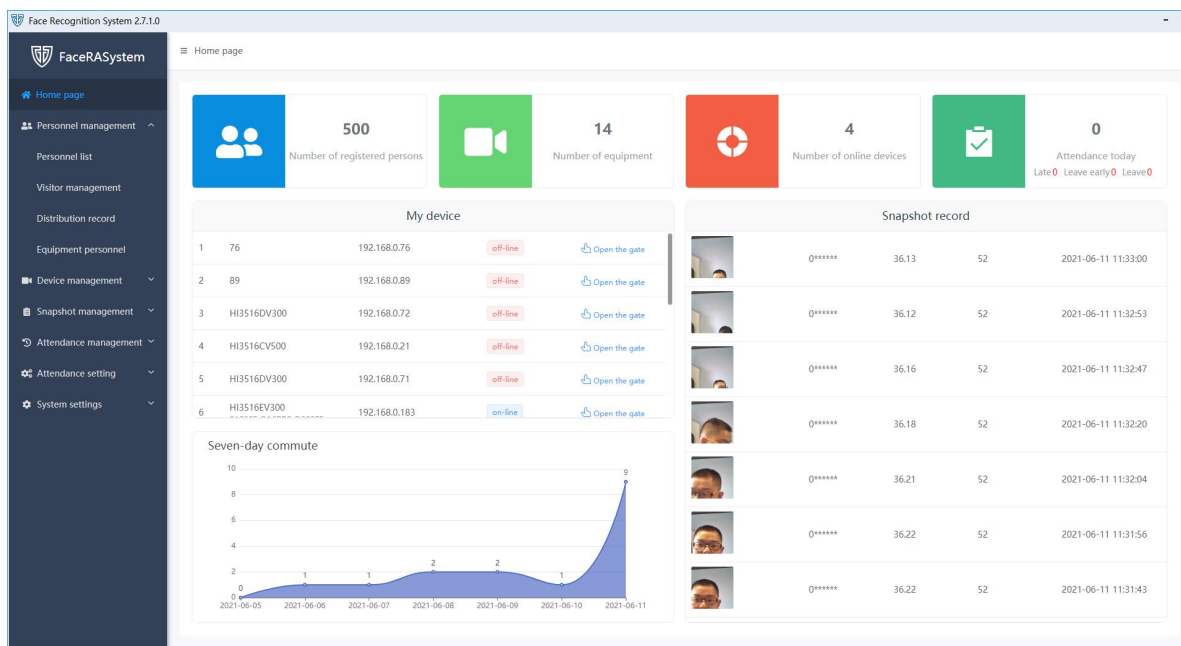
Default login account: admin password: 123456



3.2. Home View

3.2.1. Dashboard View

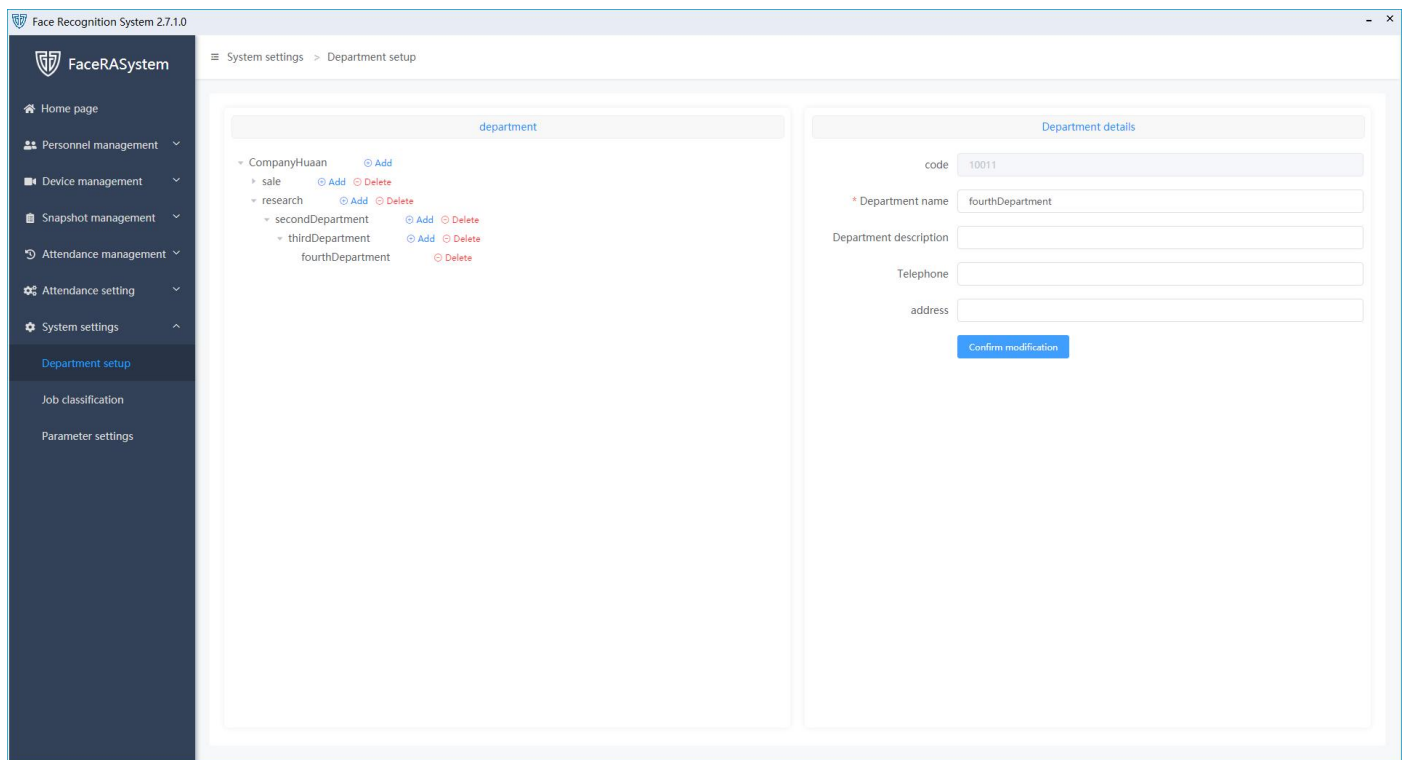
This is an overview of the data in the software



3.2. System Settings

3.2.1. Department Settings

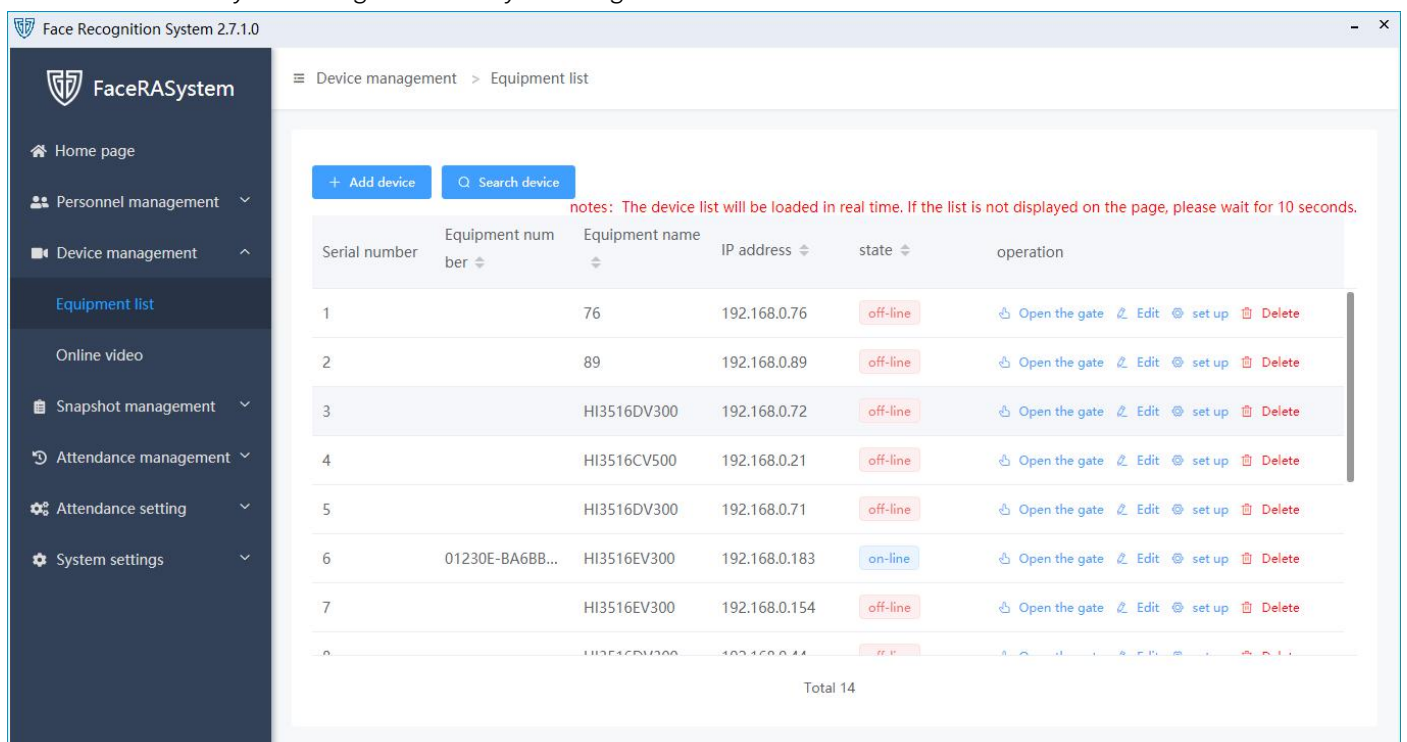
Set organizational structure and job classification.



3.3. Device management

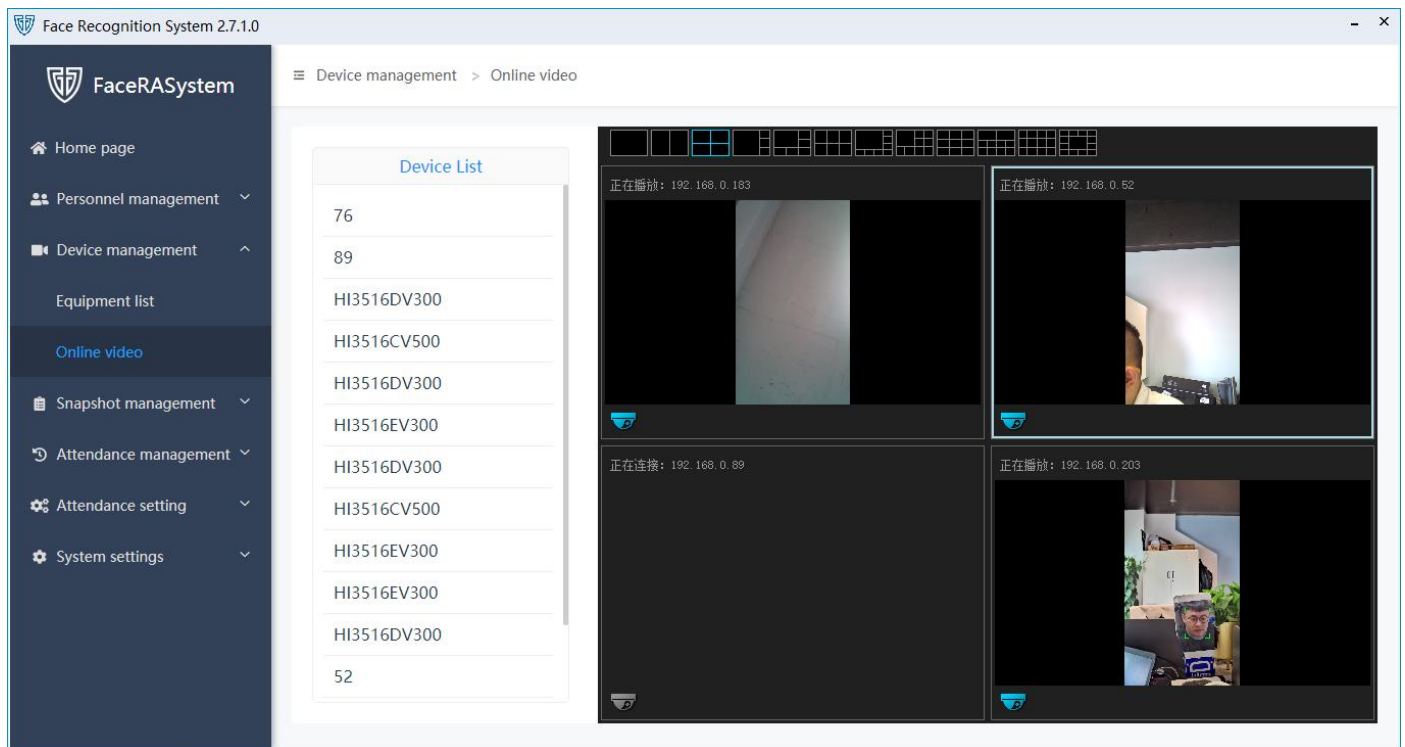
3.3.1. Device list

Add devices by searching or manually entering IP.



3.3.2. Online video

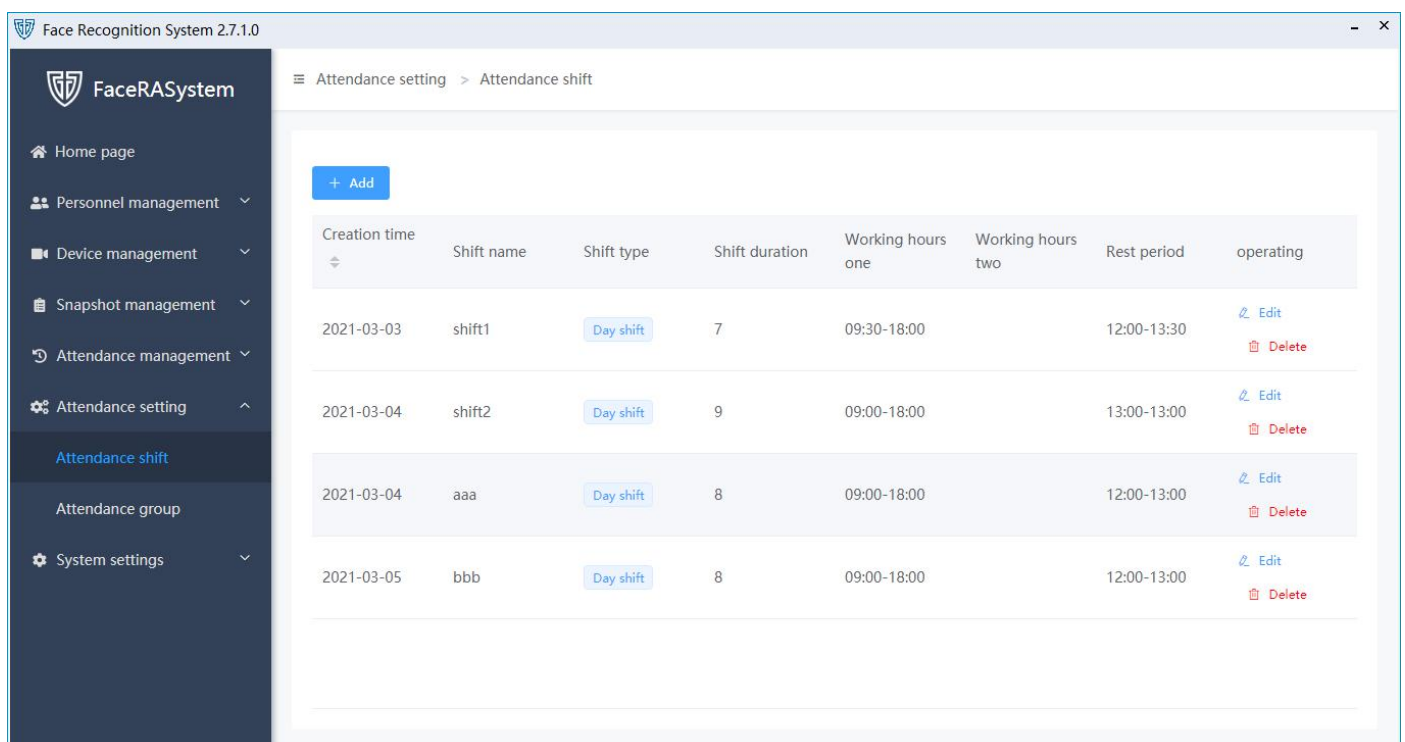
Real-time video playback in the device.



3.4. Attendance settings

3.4.1. Attendance shifts

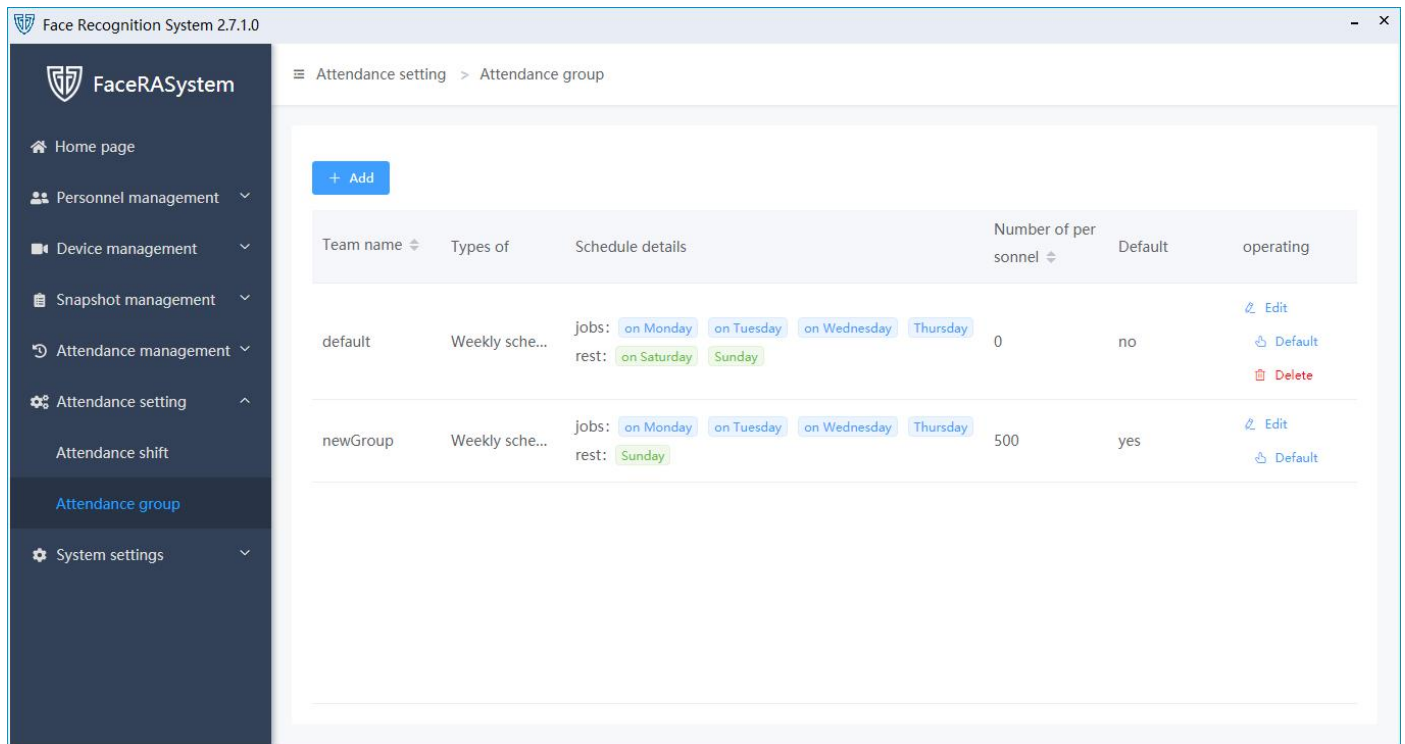
Only the face-scanning records within the valid clock-in interval will be counted as attendance ; attendance duration = commuting time-break time.



3.4.2. Attendance Group

The employee scheduling is weekly shift by default, and the entered employees will be automatically added to the default attendance group.

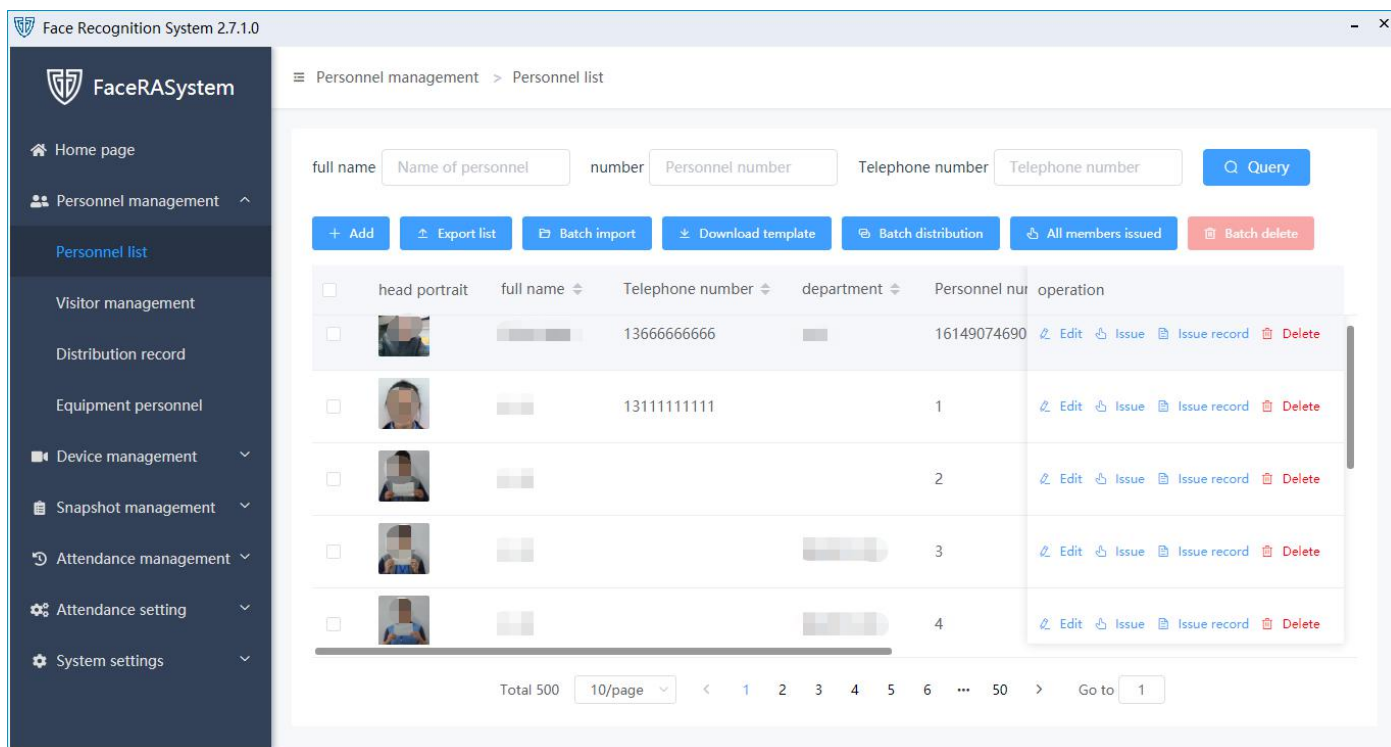
Special date: The administrator specifies the date when the clock in is required or not. Its priority is higher than the weekly schedule.



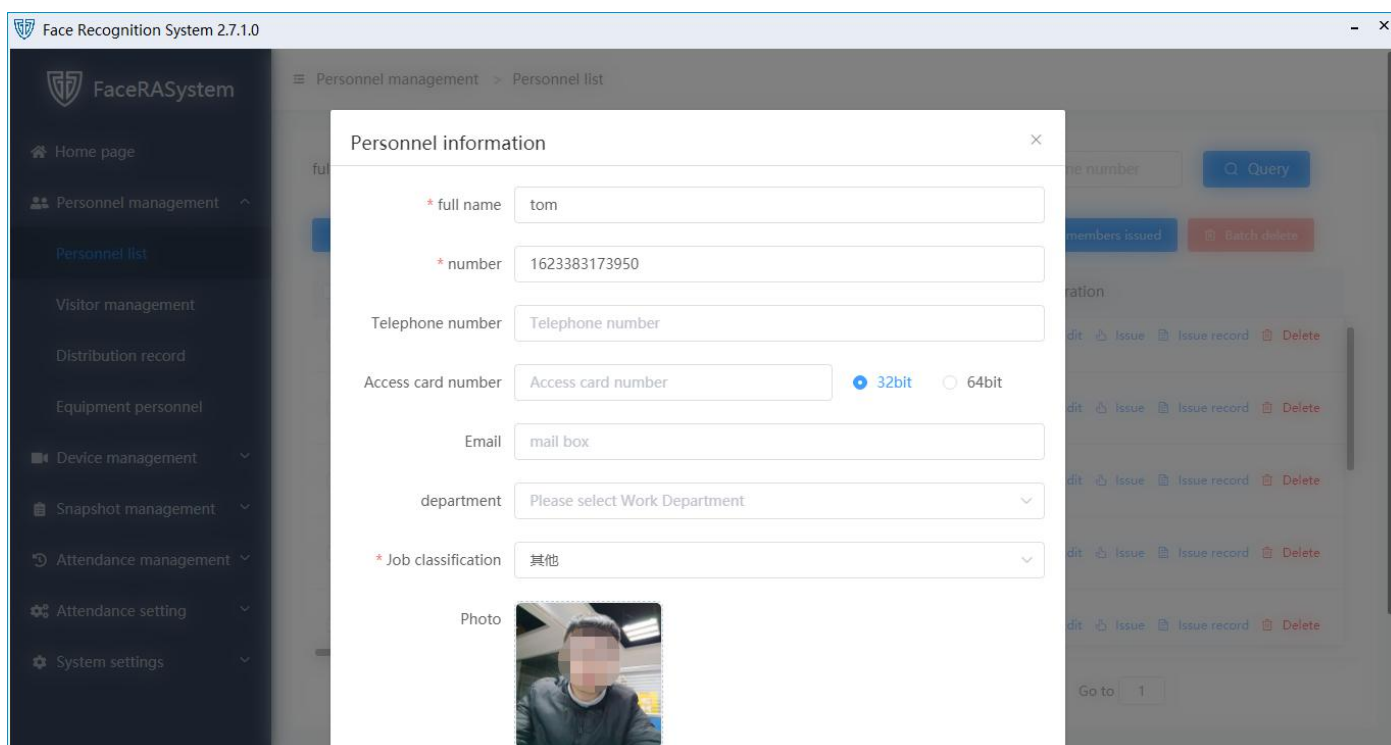
3.5. Personnel Management

3.5.1. Staff Management

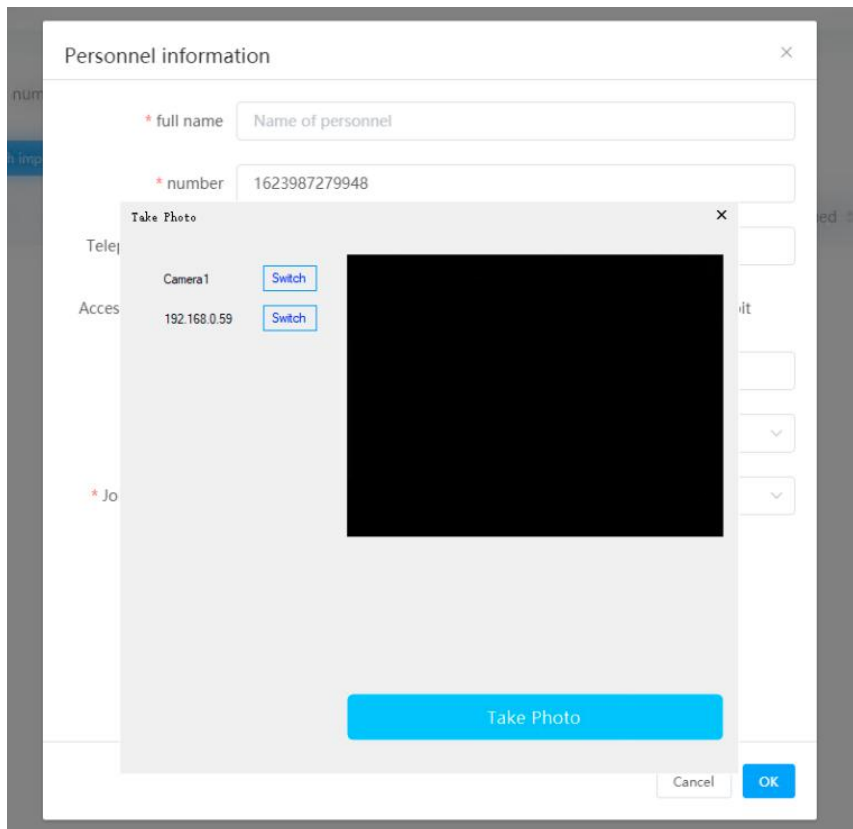
Manage company personnel information and deploy it to device. Supports multiple registration methods such as uploading faces locally, taking photos to register faces, and importing face templates in batches. It can be distributed to all face recognition devices under the current company at one time through the function of [one-key distribution] (the new version supports automatic distribution of registered personnel information).



3.5.1.1. Registration by photo



3.5.1.2. Register by camera



3.5.1.3. Import faces from excel template

Steps:

1. Click [Download Template] to edit the excel document

| | A | B | C | D | E | F | G | H | I |
|----|--|--|------------------|----------------|-----------------------|-------------------------|--------------------|-------|---------|
| 1 | Name (Required) | Employee Number(Required,Not Repeated) | Telephone Number | E-Mail Address | Department | Employee Classification | Access Card Number | State | Remarks |
| 2 | Instructions: 1. Please put the face picture file and the current excel file in the same directory. 2. Image file format supports JPG / PNG / jpeg. 3. The picture file name must correspond to the name of the document. 4. It is forbidden to modify or delete any content in the first or second line of the document, otherwise the import will fail. | | | | | | | | |
| 3 | Tom | 1 | 13111111111 | | Technology Department | | 123456 | | |
| 4 | Mary | 2 | | | | | | | |
| 5 | Jerry | 3 | | | | | | | |
| 6 | | | | | | | | | |
| 7 | | | | | | | | | |
| 8 | | | | | | | | | |
| 9 | | | | | | | | | |
| 10 | | | | | | | | | |
| 11 | | | | | | | | | |
| 12 | | | | | | | | | |
| 13 | | | | | | | | | |
| 14 | | | | | | | | | |
| 15 | | | | | | | | | |
| 16 | | | | | | | | | |
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| 19 | | | | | | | | | |
| 20 | | | | | | | | | |
| 21 | | | | | | | | | |
| 22 | | | | | | | | | |
| 23 | | | | | | | | | |
| 24 | | | | | | | | | |
| 25 | | | | | | | | | |

2. Put face photos in the same directory of excel



Jerry.jpg

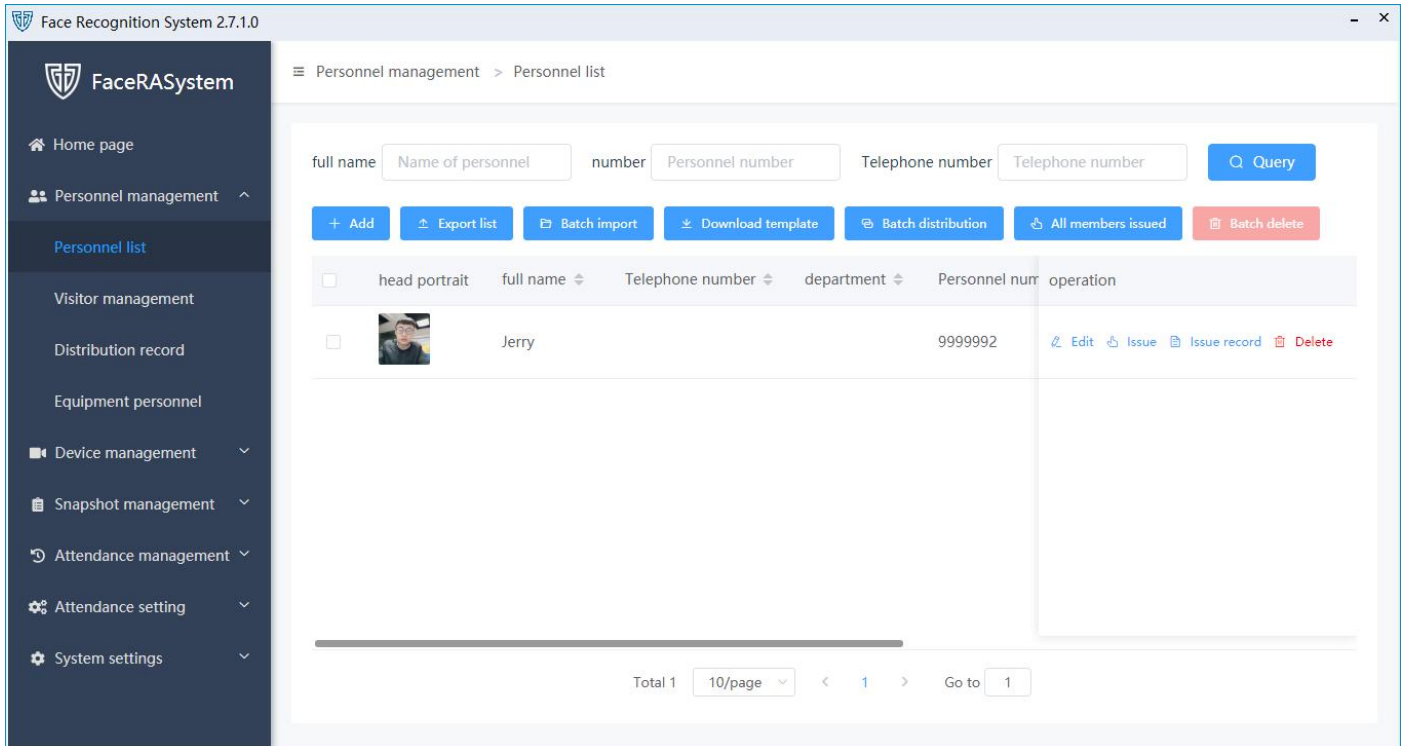


Mary.jpg



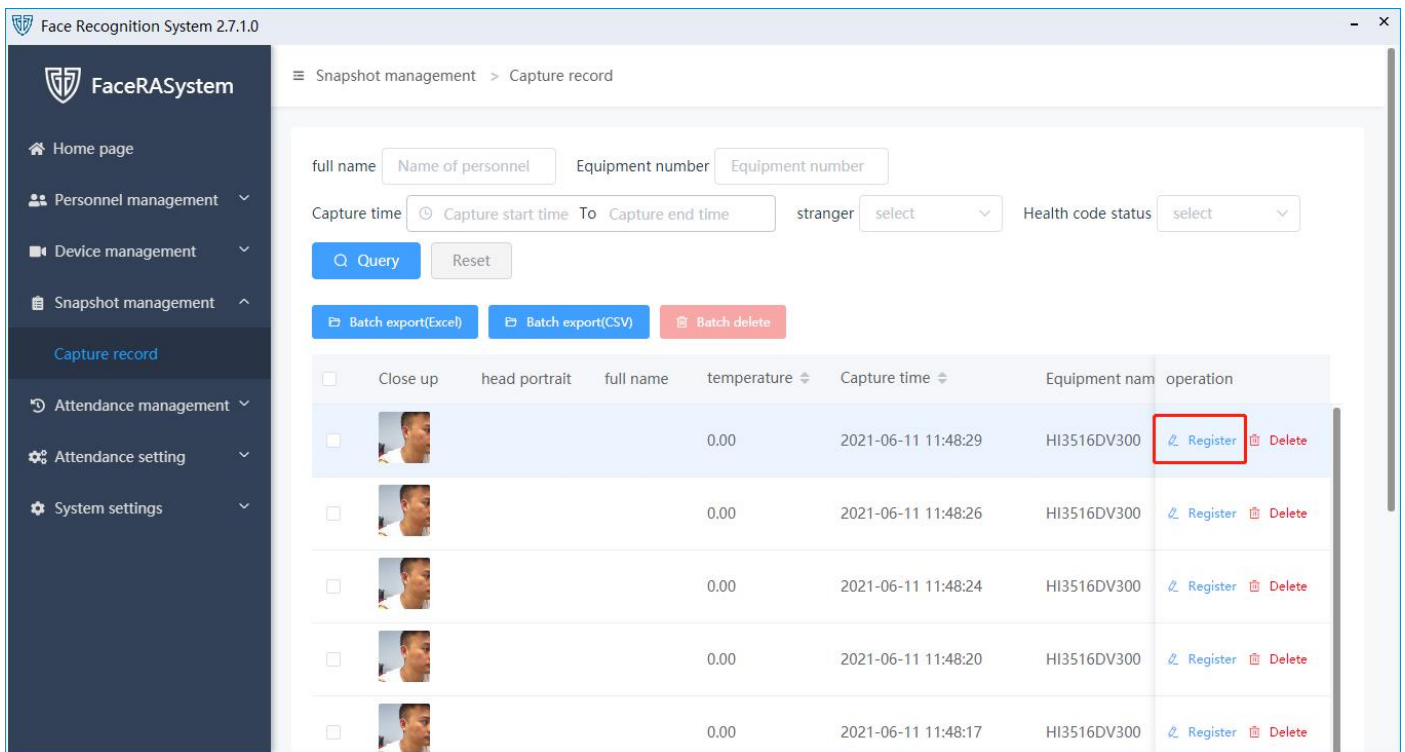
Tom1.jpg

3. Import the edited excel templates in batches. If the import fails, please check: whether the face picture is standardized (such as Mary.jpg); whether the name of the form corresponds to the name of the picture (such as Tom1.jpg); whether the number is repeated (omitted);



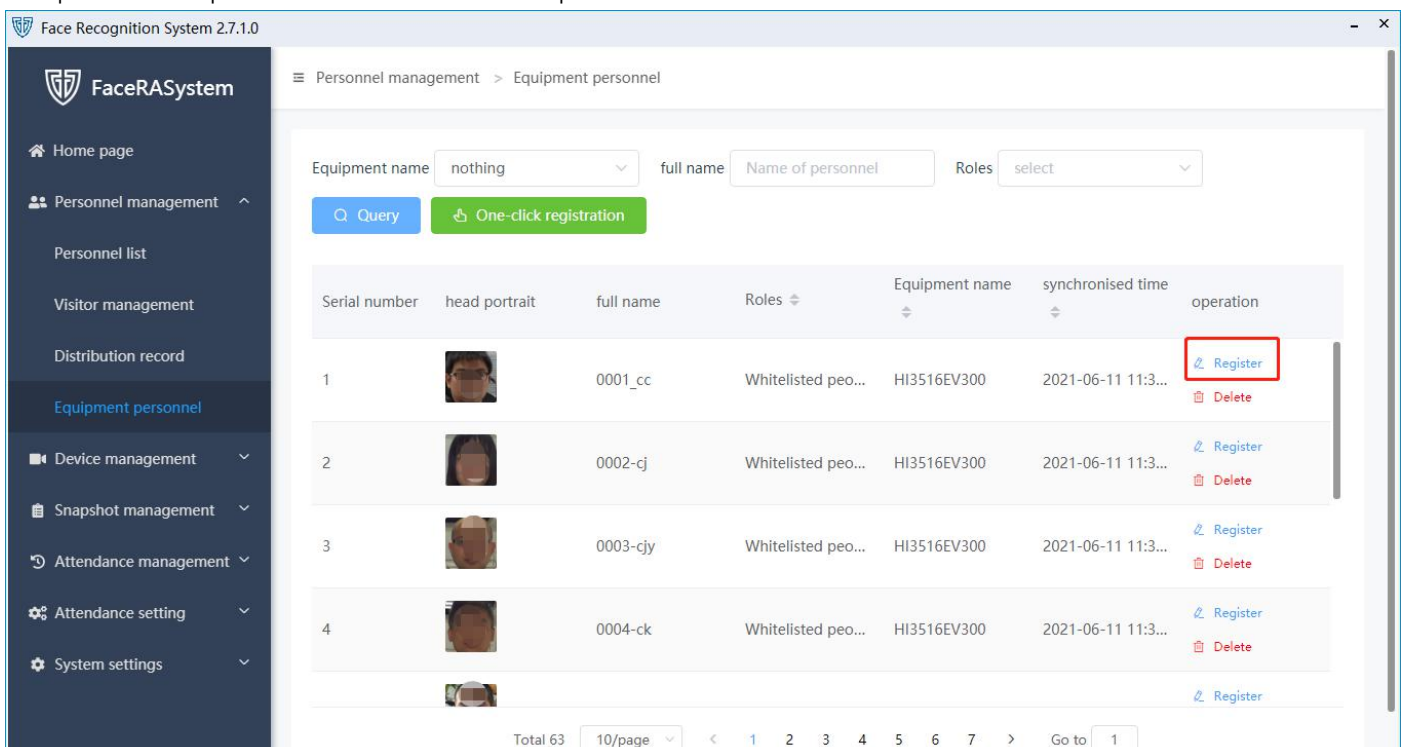
3.5.1.4. Register faces by capture record

Register the face through the close-up snapshots of strangers (as most snapshots are not clear, which can result in registration failure, it is not recommended to use this way to register)



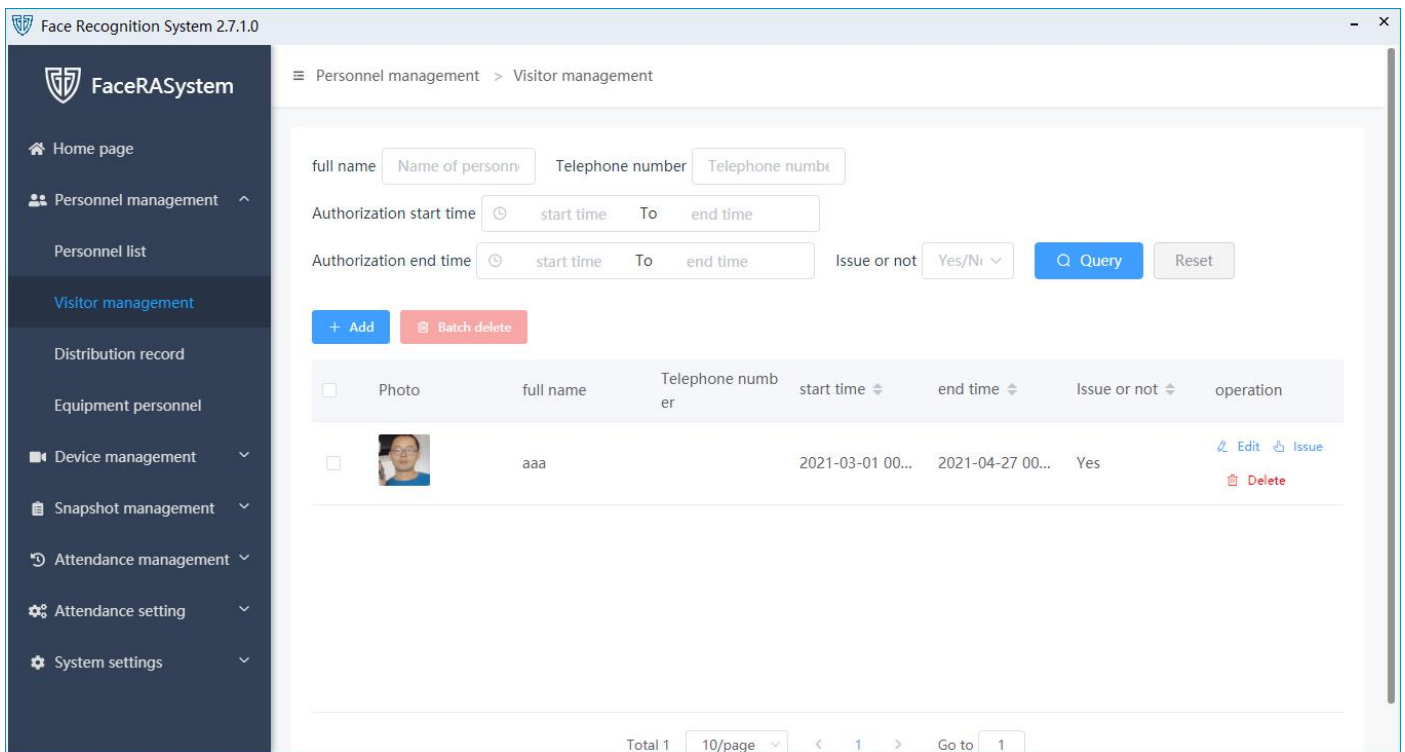
3.5.1.5. Register from the device

Obtain personnel data on the device and directly register with one click, which is suitable for scenarios where computers are replaced but devices are not replaced.



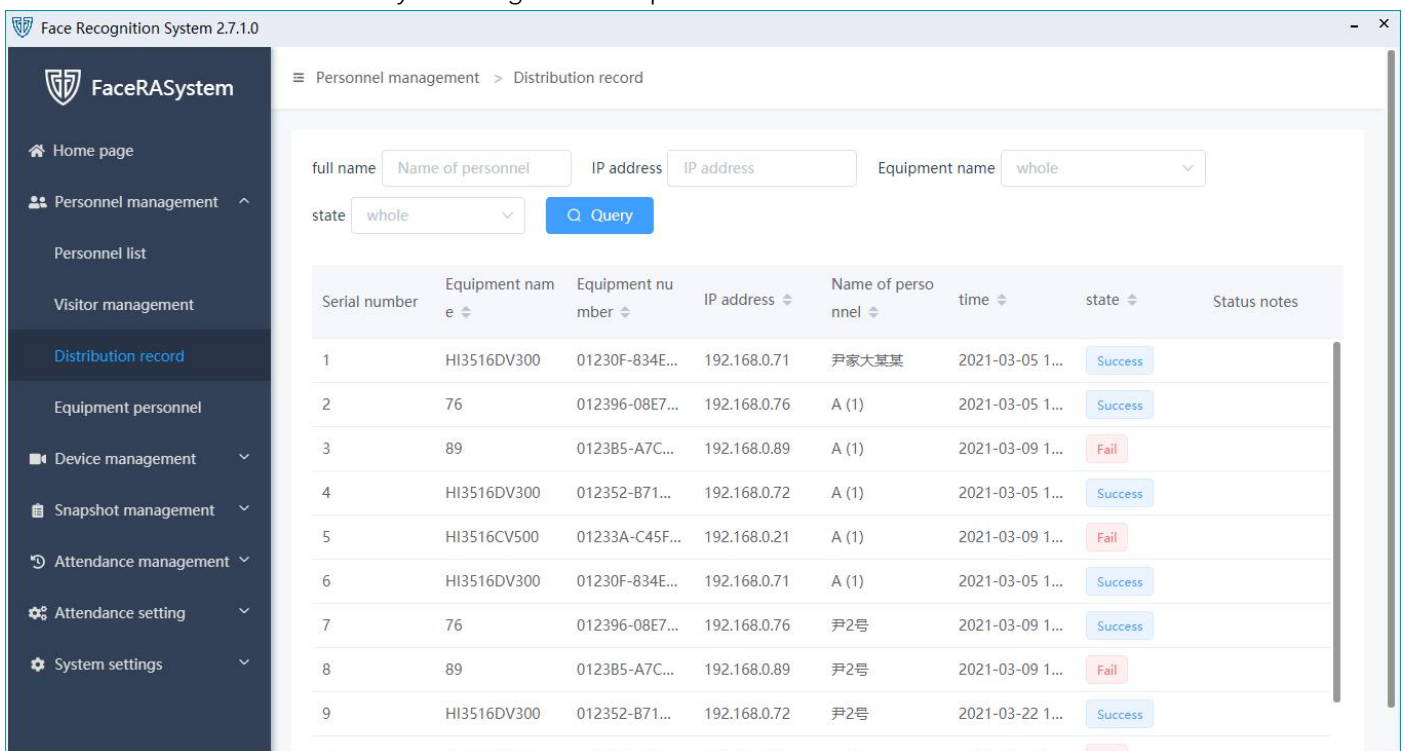
3.5.2. Visitor Management

Register the face information of visitors, and set the authorization start and end time.



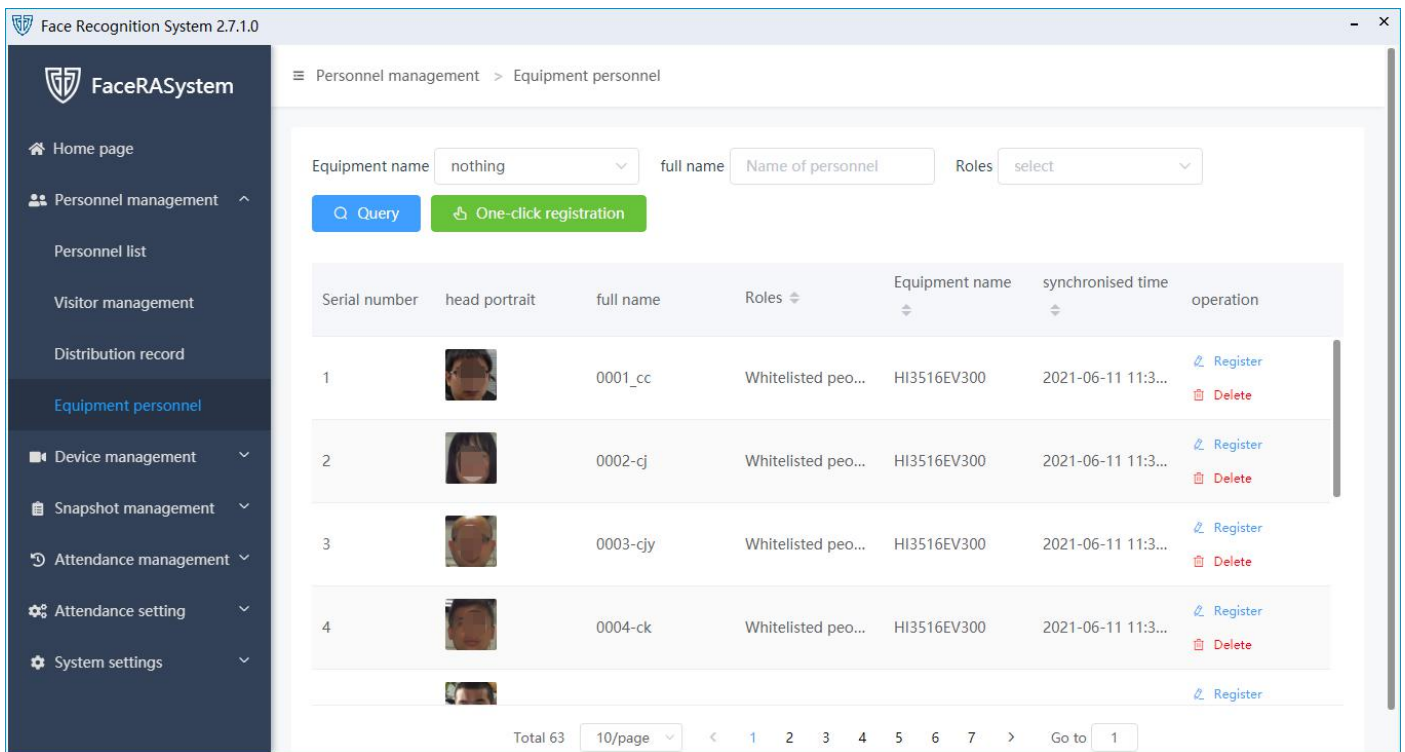
3.5.3. Deploy personnel

By clicking "Issue" button, you can deploy personnel to devices. If the deployment is not successful, you can check the device status or try to change the face photo.



3.5.4. Equipment personnel

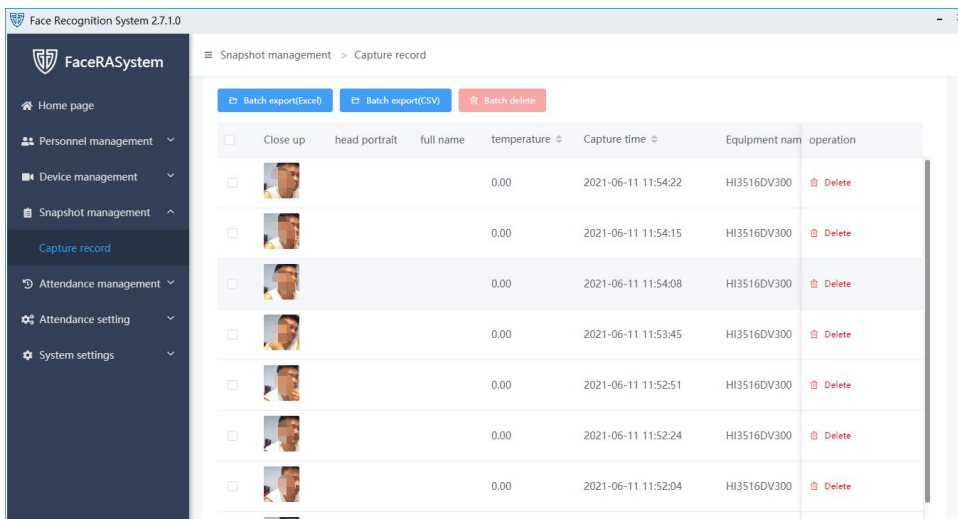
Obtain face database information in the device and register as an employee. This method can be used to quickly register employee information after the computer is re-installed or replaced.



3.6. Snapshot management

3.6.1. Snapshot Record

Display device snapshot records.



3.7. Attendance Management

3.7.1. Daily attendance

After the employee information is successfully distributed through the software, the employee can use the device to scan his face to clock in/out.

In addition to swiping face to check attendance, it also supports swiping card and ID card to check attendance.

The body temperature will only be recorded at the first attendance check every day.

The priority of special dates is higher than that of weekly scheduling.

The attendance calculation rules are as follows:

Late: The clock-in time is within the valid clock-in time for work and is later than the work time.

Leave early: The clock-out time is within the valid clock-in time and earlier than the off work time.

Absenteeism: no clock-in or clock-out attendance records will be recorded as an absenteeism.

Ask for leave: Click 'add a leave' to ask for leave. If absenteeism is calculated, requesting leave will eliminate absenteeism.

Continuous punch-in: The clock-in record only counts the earliest one in the valid working period and the clock-out record only counts the latest one in the valid period of off-duty.

■ Query daily attendance records:

The screenshot displays the 'Face Recognition System 2.7.1.0' interface. The left sidebar contains navigation options: Home page, Personnel management, Device management, Snapshot management, Attendance management (selected), Monthly attendance, Attendance setting, and System settings. The main content area is titled 'Attendance management > Daily attendance'. It features a search bar with fields for 'full name' (Name of personnel), 'Absenteeism' (Please select), 'late' (Please select), 'Leave early' (Please select), and 'Attendance date' (2021-06-11 To 2021-06-11). Below the search bar are buttons for 'Query', 'Export', and 'Export settings'. The main table lists attendance records with columns: full name, department, Personnel number, Attendance date, Shift Information, Check-in information, and Check-in information 2. The table shows 9 records for the date 2021-06-11. The first record is for '尹家大某某' (Yin Jia Da Moxing) in the '销售部门' (Sales Department) with personnel number 1614907469027. The subsequent records are labeled A (1) through A (9). The 'Check-in information' column shows 'start work' and 'knock off' times. The 'Check-in information 2' column shows 'Card missing' or 'leave' status. For example, A (1) has 'start work: 09:00' and 'knock off: Card missing'. A (2) has 'start work: 10:00' and 'knock off: 17:00'. A (3) has 'start work: 09:00' and 'knock off: Card missing'. A (4) has 'start work: 10:00' and 'knock off: leave'. A (5) has 'start work: 09:00' and 'knock off: Card missing'. A (6) has 'start work: leave' and 'knock off: leave'. A (7) has 'start work: Card missing' and 'knock off: Card missing'. A (8) has 'start work: 09:00' and 'knock off: Card missing'. A (9) has 'start work: Card missing' and 'knock off: 18:00'. The bottom of the table shows 'Total 500' and pagination controls (10/page, 1, 2, 3, 4, 5, 6, ..., 50, Go to 1).

■ Export daily attendance records

To export daily attendance records, you must first configure what information is included in the export by click "Export Settings" button

| | A | B | C | D | E | F | G | H | I | J | K | L | M | | |
|----|------|------------|----------|-----------------|----------|-----------|------------|--------|-------|------------|-------|-----|----------|----------|------------------|
| 1 | Name | Department | Employee | Attendance date | Clock in | Clock out | Shift info | Due | after | Late (min) | Leave | ear | Overtime | Absentee | Body temperature |
| 2 | | | 4 | 2021-05-01 | | | | 08:9.5 | | | | | | YES | |
| 3 | | | 4 | 2021-05-03 | 8:00 | 17:50 | | 08:9.5 | | | | 20 | | | |
| 4 | | | 4 | 2021-05-04 | 7:56 | 18:00 | | 08:9.5 | | | | 30 | | | |
| 5 | | | 12 | 2021-05-01 | | | | 08:9.5 | | | | | | YES | |
| 6 | | | 12 | 2021-05-03 | | | | 08:9.5 | | | | | | YES | |
| 7 | | | 12 | 2021-05-04 | | | | 08:9.5 | | | | | | YES | |
| 8 | | | 14 | 2021-05-01 | | | | 08:9.5 | | | | | | YES | |
| 9 | | | 14 | 2021-05-03 | 6:53 | 17:39 | | 08:9.5 | | | | 9 | | | |
| 10 | | | 14 | 2021-05-04 | 7:07 | 20:34 | | 08:9.5 | | | | 184 | | | |
| 11 | | | 15 | 2021-05-01 | | | | 08:9.5 | | | | | | YES | |
| 12 | | | 15 | 2021-05-03 | 7:17 | 17:35 | | 08:9.5 | | | | 5 | | | |
| 13 | | | 15 | 2021-05-04 | 7:21 | 20:33 | | 08:9.5 | | | | 183 | | | |
| 14 | | | 16 | 2021-05-01 | | | | 08:9.5 | | | | | | YES | |
| 15 | | | 16 | 2021-05-03 | 7:28 | 17:34 | | 08:9.5 | | | | 4 | | | |
| 16 | | | 16 | 2021-05-04 | 7:28 | 20:32 | | 08:9.5 | | | | 182 | | | |
| 17 | | | 17 | 2021-05-01 | | | | 08:9.5 | | | | | | YES | |
| 18 | | | 17 | 2021-05-03 | 7:06 | 17:35 | | 08:9.5 | | | | 5 | | | |
| 19 | | | 17 | 2021-05-04 | 7:08 | 20:33 | | 08:9.5 | | | | 183 | | | |
| 20 | | | 18 | 2021-05-01 | | | | 08:9.5 | | | | | | YES | |
| 21 | | | 18 | 2021-05-03 | 7:08 | 17:34 | | 08:9.5 | | | | 4 | | | |
| 22 | | | 18 | 2021-05-04 | 7:05 | 20:32 | | 08:9.5 | | | | 182 | | | |
| 23 | | | 19 | 2021-05-01 | | | | 08:9.5 | | | | | | YES | |
| 24 | | | 19 | 2021-05-03 | 7:14 | 17:40 | | 08:9.5 | | | | 10 | | | |
| 25 | | | 19 | 2021-05-04 | 7:16 | 20:32 | | 08:9.5 | | | | 182 | | | |

3.7.2. Monthly attendance

- Query an employee's current month attendance (click on the employee's name to display all his or her current month attendance records):

Face Recognition System 2.7.1.0

FaceRASystem

Attendance management > Monthly attendance

Attendance month: 2021-06

full name: Name of personnel

Query

Export

| full name | Personnel number | department | date | Attendance(day) | Times of being late/Total duration(minute) | Number of early leave/Total duration(minute) | Absenteeism days |
|-----------|--------------------|------------|---------|-----------------|--|--|------------------|
| TOH | 513701199508197915 | | 2021-06 | 0 | 0/0.0 | 0/0.0 | 10 |

Total 1

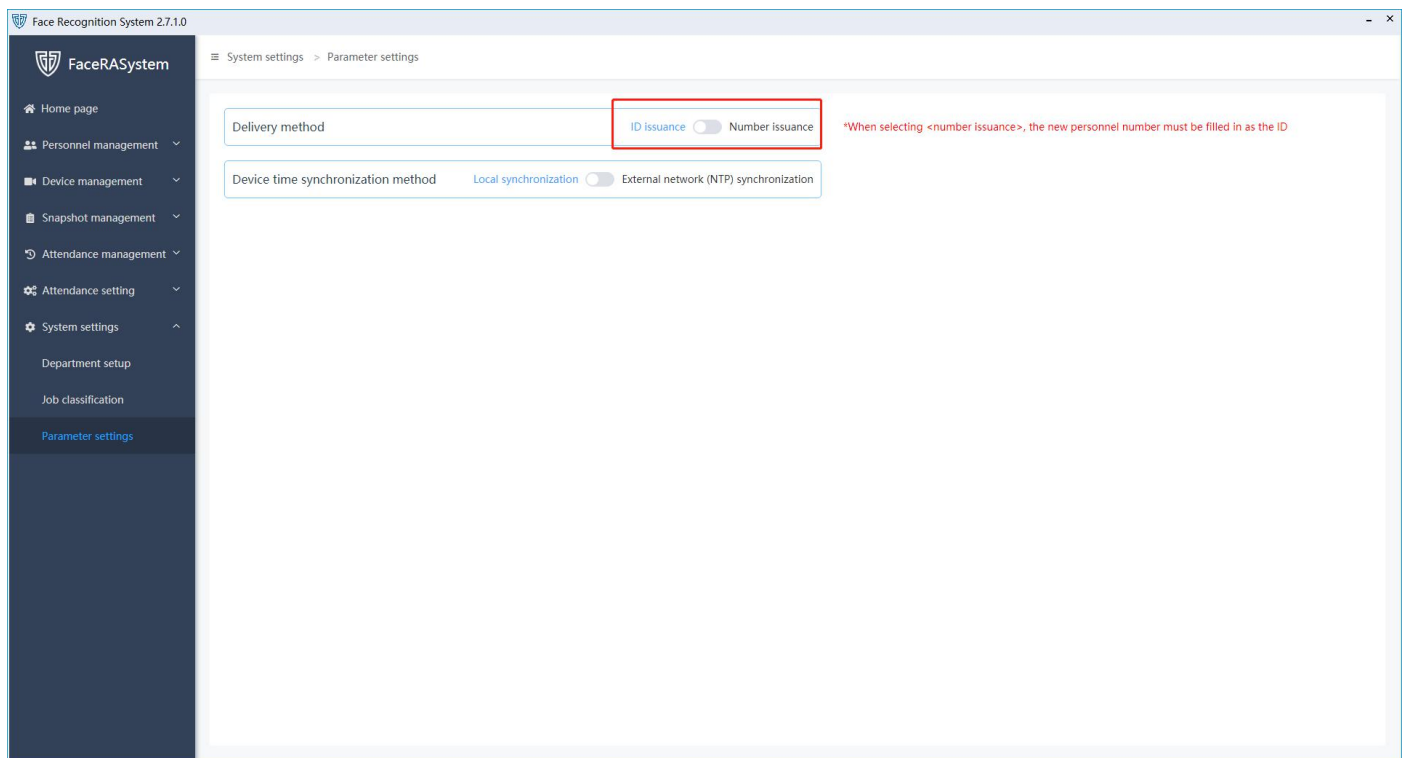
- Export monthly attendance records:

| | A | B | C | D | E | F | G | H | I | J | K |
|----|------|------------|----------|------------|------------|-----------|-----------|----------|-------|-------|---|
| 1 | Name | Department | Employee | Attendance | Attendance | Number of | Number of | Absentee | Leave | Count | |
| 2 | | | 140 | 2021-06 | 0 | 0/0.0 | 0/0.0 | 9 | 0 | | |
| 3 | | | 60 | 2021-06 | 8 | 0/0.0 | 0/0.0 | 1 | 0 | | |
| 4 | | | 62 | 2021-06 | 8 | 0/0.0 | 0/0.0 | 1 | 0 | | |
| 5 | | | 7 | 2021-06 | 0 | 0/0.0 | 0/0.0 | 9 | 0 | | |
| 6 | | | 16170823 | 2021-06 | 0 | 0/0.0 | 0/0.0 | 9 | 0 | | |
| 7 | | | 67 | 2021-06 | 8 | 0/0.0 | 0/0.0 | 1 | 0 | | |
| 8 | | | 16201741 | 2021-06 | 7 | 0/0.0 | 0/0.0 | 2 | 0 | | |
| 9 | | | 3 | 2021-06 | 0 | 0/0.0 | 0/0.0 | 9 | 0 | | |
| 10 | | | 137 | 2021-06 | 0 | 0/0.0 | 0/0.0 | 9 | 0 | | |
| 11 | | | 58 | 2021-06 | 7 | 0/0.0 | 0/0.0 | 2 | 0 | | |
| 12 | | | 90 | 2021-06 | 8 | 0/0.0 | 0/0.0 | 1 | 0 | | |
| 13 | | | 93 | 2021-06 | 8 | 0/0.0 | 0/0.0 | 1 | 0 | | |
| 14 | | | 16167188 | 2021-06 | 0 | 0/0.0 | 0/0.0 | 9 | 0 | | |
| 15 | | | 11 | 2021-06 | 8 | 0/0.0 | 0/0.0 | 1 | 0 | | |
| 16 | | | 116 | 2021-06 | 7 | 0/0.0 | 0/0.0 | 2 | 0 | | |
| 17 | | | 76 | 2021-06 | 8 | 0/0.0 | 0/0.0 | 1 | 0 | | |
| 18 | | | 4 | 2021-06 | 8 | 1/1.0 | 0/0.0 | 1 | 0 | | |
| 19 | | | 16163759 | 2021-06 | 0 | 0/0.0 | 0/0.0 | 9 | 0 | | |
| 20 | | | 38 | 2021-06 | 8 | 0/0.0 | 0/0.0 | 1 | 0 | | |
| 21 | | | 45 | 2021-06 | 8 | 0/0.0 | 0/0.0 | 1 | 0 | | |

3.8. How is attendance calculated

3.8.1. Clock in by scanning face

The employee ID (ID field in the employee table of the database) corresponds to the ID in the camera's face database. After the face-scanning and comparison is successful, the attendance software will compare the ID of the snapshot with the employee ID, determine that the record is the employee, and calculate the attendance based on the time of the snapshot. Change the delivery method to ID delivery in [System Settings]-[Parameter Settings] (number is also available, but the ID number must be entered when adding an employee).



3.8.2. Swipe cards to clock in

The delivery method can be ID or serial number. When registering an employee, you need to fill in the Wiegand

card number, and select on the camera device the mode of swiping cards to open the door or barrier. After swiping the card, the camera will push the snapshots and the attendance software will compare the ID of snapshots with the employee ID and judge the record matches an employee and the attendance will be counted according to the record.

4. Frequently Asked Questions

1. Unable to open the software, prompting lack of .netframework.

Solution: Install .net framework 4.6 or above (minimum program requirement is 4.5.2), see the installation and operating environment above for details.

2. Why is there no attendance record after scanning the face? (This problem is encountered by most customers!!!)

Answer: Maybe the camera time is wrong;

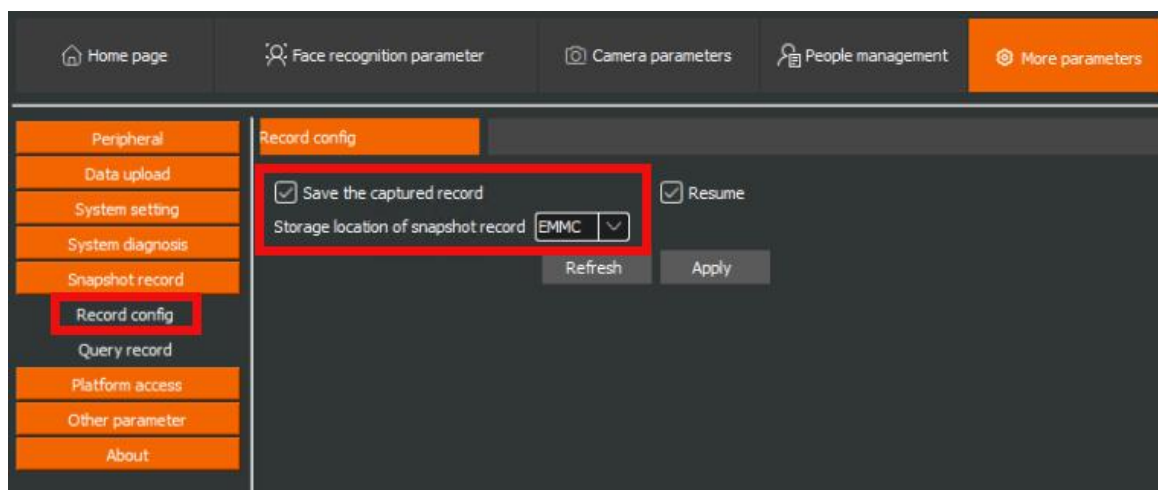
The camera time may have been manually modified, but the software will only get the record after the last record of the camera;

Maybe the camera is not online;

It is possible that the face-scanning record is not within the valid time period of attendance

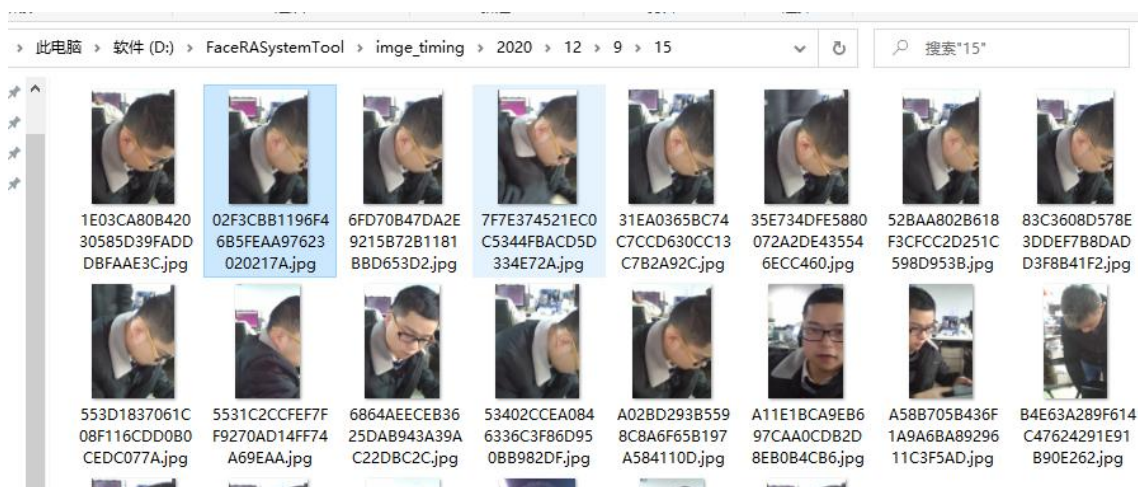
A special date is set, and the day when the face is scanned is a date not requiring clocking in;

The function of saving snapshots may not be enabled, just need to enable this function as below:



3. In which directory are the photos uploaded by the camera saved?

Answer: by default, data is stored at the last hard drive's \FaceRASystemTool folder



4. Why sometimes the body temperature is not recorded in the face scan attendance record ?

Answer: The body temperature will only be recorded when it's the first clock-in record for the day.

5. Why batch import is not working?

Answer: The system environment component is missing, try install the prerequisite software.

6. Why is an error reported when taking photos and recording faces?

Answer: The authority is limited, right click to open the software as the administrator.