IVMS Intelligent Video Surveillance Software (IVMS)

User Manual

2020-04

Directory

Product Profile

I. Product Profile.....- 4 -

1. Brief Introduction.....- 4 -

2. System Requirements.....- 4 -

2.1 Hardware Requirements.....- 4 -

2.2 Software Requirements.....- 5 -

2.3 System Environment.....- 5 -

II. Program Introduction.....- 5 -

1. Equipment Management.....- 9 -

1.1 Region.....- 10 -

1.3 Adding Equipment.....- 12 -

2. Real-time monitoring.....- 14 -

2.1 Device/Channel Right-click Function.....- 15 -

2.2 Preview Window Toolbar.....- 16 -

2.3 Introduction to function buttons on the right side of the preview interface.....- 17 -

2.4 Yuntai.....- 18 -

3. Video playback.....- 20 -

3.1 Video Retrieval.....- 20 -

3.2 Video Playback.....- 21 -

3.3 Video File Download..... - 22 -
3.4 Toolbar Introduction..... - 23 -
4. Linkage rule..... - 24 -
5. Event Center..... - 26 -
6. Log management..... - 28 -
8.1 Permission Group Settings..... - 34 -
8.1. 1 Add Permission Group..... - 34 -
8.1. 2 Delete Permission Group..... - 34 -
8.1. 3 Adding Devices to Permission Groups..... - 35 -
8.2 Adding Personnel..... - 36 -
8.3 Moving Personnel..... - 37 -
8.4 Editorial staff..... - 37 -
10. Attendance Management..... - 42 -
10.1 Attendance Rules..... - 43 -
10.2 Report Statistics..... - 57 -
11. System Configuration..... - 61 -

I. Product Profile

1. Brief Introduction

IVMS intelligent video surveillance software-stand-alone version (IVMS, hereinafter referred to as IVMS) is a professional software used to centrally manage front-end network monitoring equipment, including NVR, DVR, IPC, etc. It can mainly realize real-time preview, video playback, alarm linkage, face application, personnel management, attendance management and other functions.

IVMS program adopts independent installation package, which is easy to install and contains various basic functions that need to be used. It is generally used in small projects. IVMS directly fetches data from the equipment side. It is recommended not to use multiple clients to connect the same equipment, which will increase the pressure on the equipment side.

2. System Requirements

2.1 Hardware Requirements

CPU: Intel (R) Core (TM) i5 6500 @ 2.6 GHZ or above

Memory: 4G or higher

Graphics cards: Intel HD 630 or above integrated graphics cards or NVIDIA GTX750 or above discrete graphics cards

NIC: Gigabit NIC or above

CD-ROM: DVR-R

Hard disk: 250G or more, guaranteed 20G free space

Switches: Gigabit switches or above

2.2 Software Requirements

1）Windows 7, windows 10 64-bit systems

2）2) Microsoft Visual C++2010 X86 Redistributable Setup

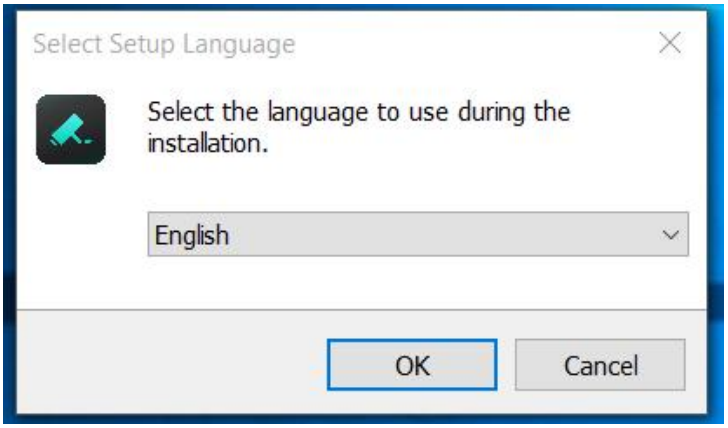
3) Microsoft Visual C + + 2015 X86 Redistributable Setup

2.3 System Environment

The program needs to occupy the database, port 5252 and port 6666. A PC can only run one database. Please make sure that no other database is running and the two data ports are not occupied, otherwise the program may not run normally.

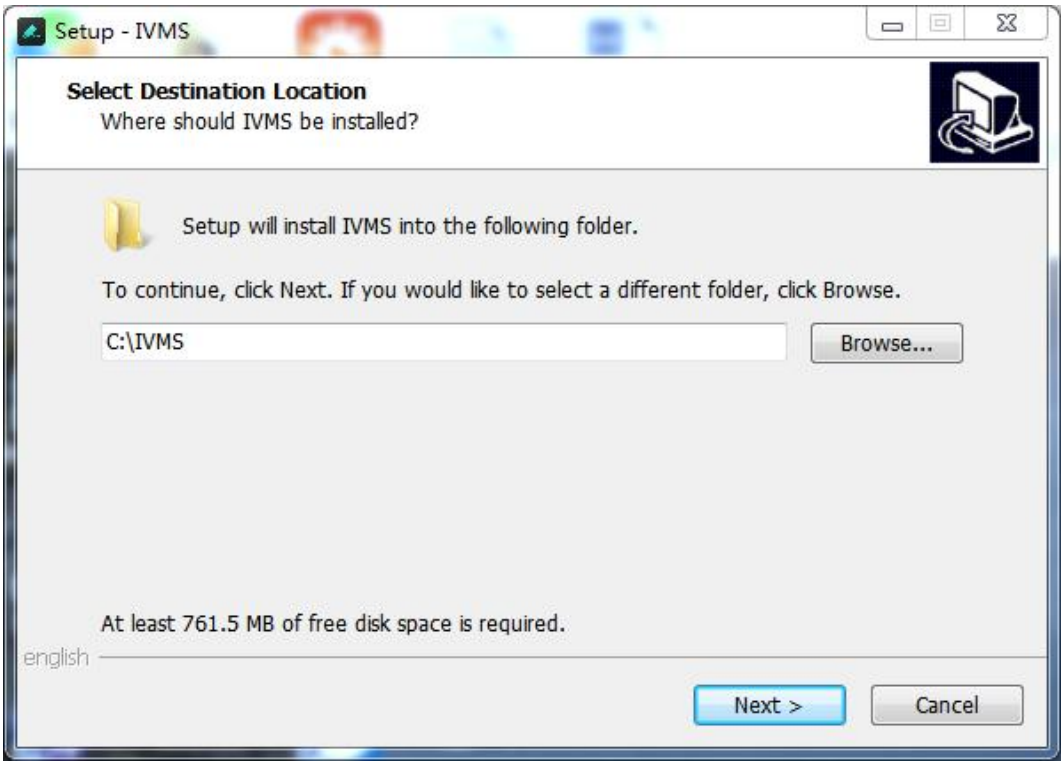
II. Program Introduction

Introduction to installation, double-click to run Setup to open the installation wizard:

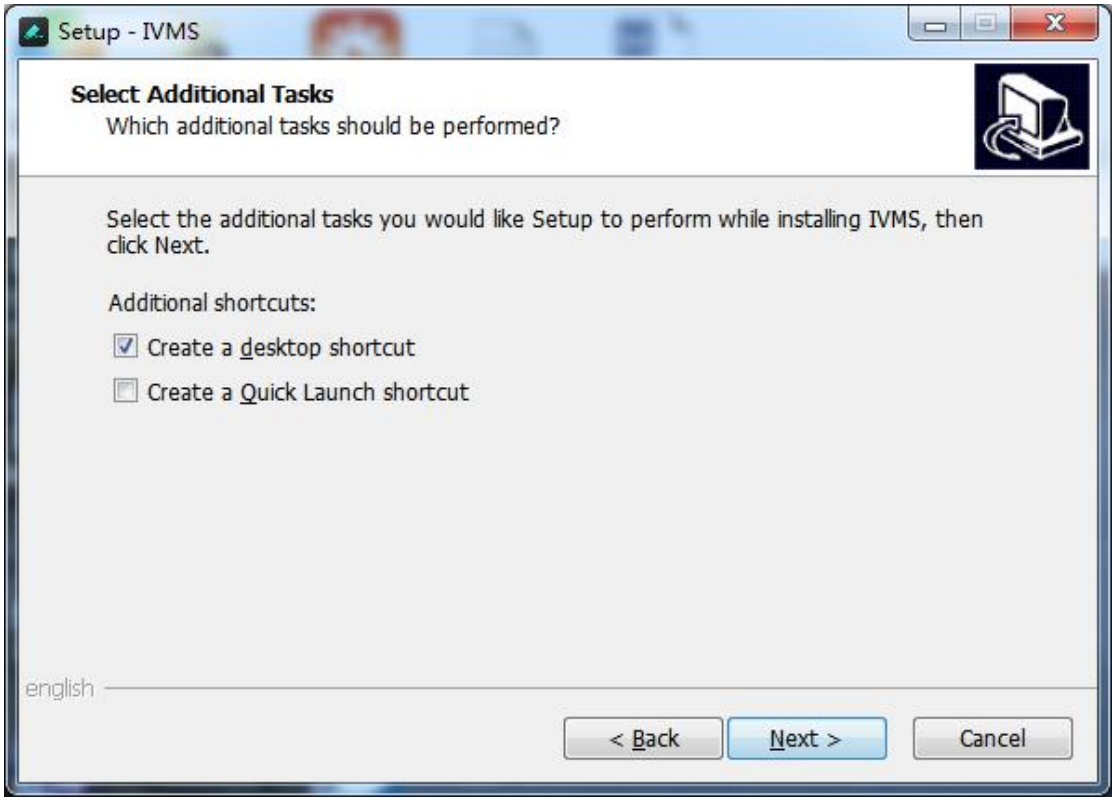


Select the installation language, and the program will automatically recognize the system language as the default option. If you need to install other languages, you can select from the drop-down box. Neutral programs support Simplified Chinese and English. If you need to support other languages, please contact the distributor to do the corresponding translation and language import. After selecting the installation language, click OK (take Simplified Chinese as an example):

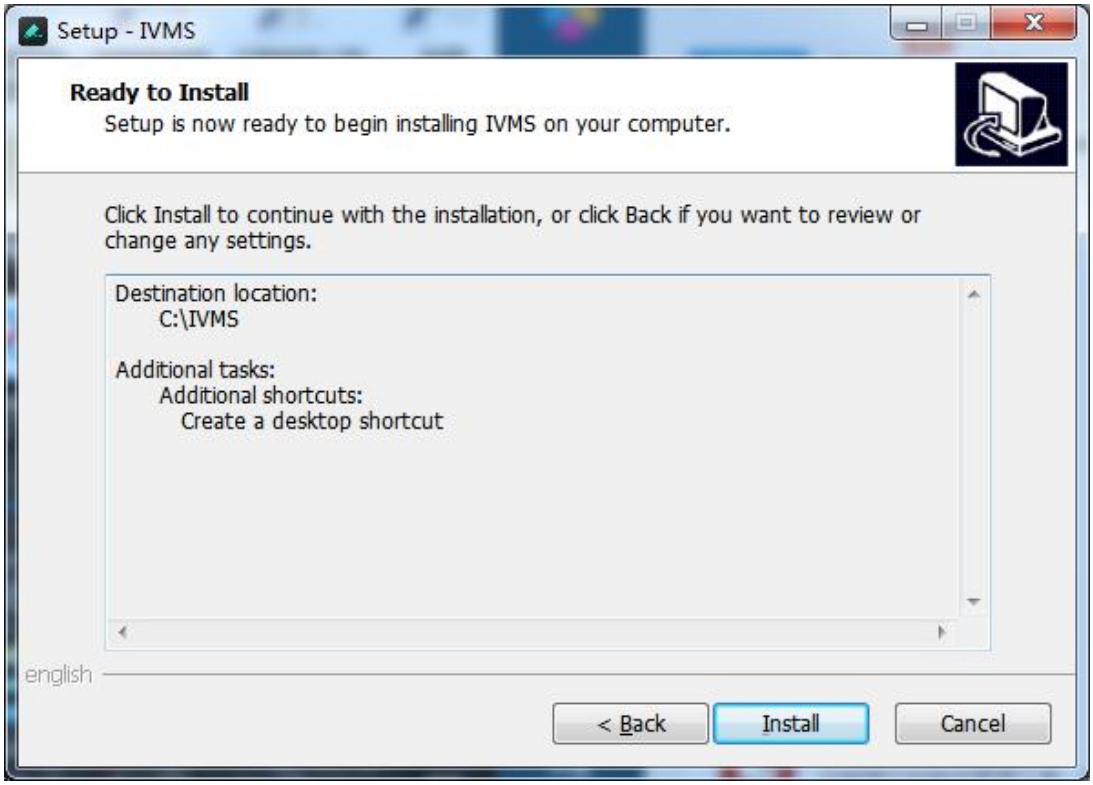
Click OK and select the installation path:



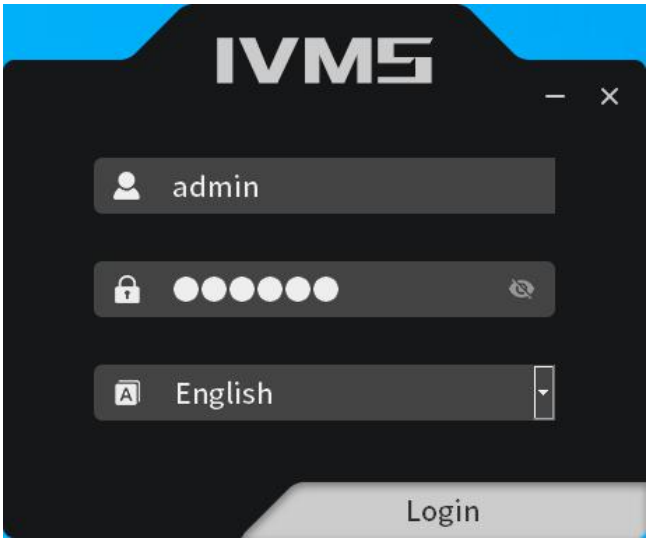
The default path of the system is C:\ VMS. Users can change it according to the actual situation. Click next to continue:



Click next to confirm the desktop shortcut



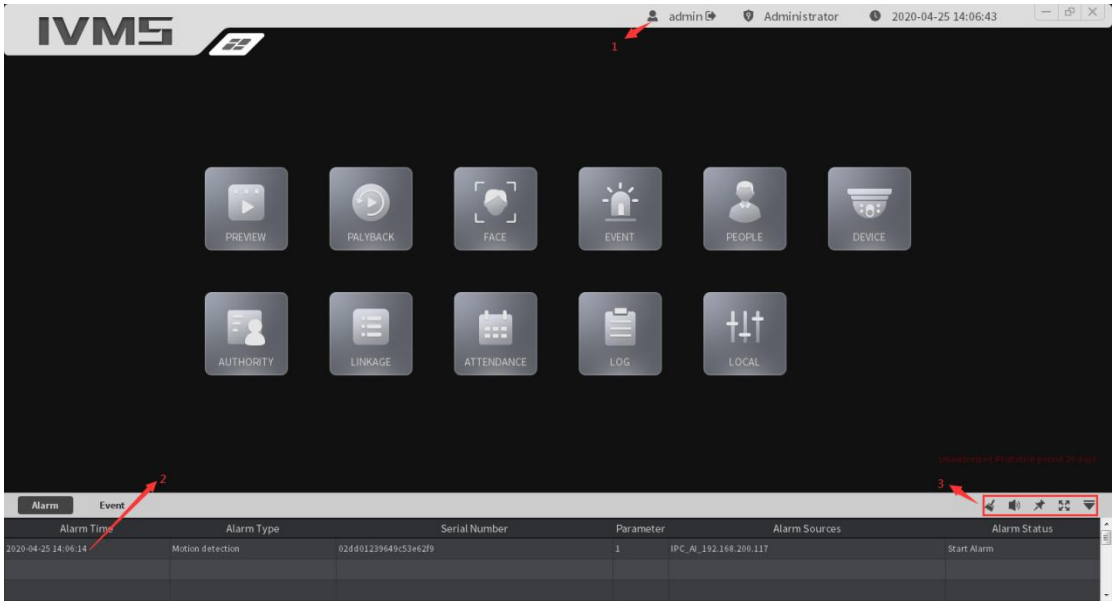
Clickand install,continue to complete the installation (Note: The computer installed with antivirus software may pop up a prompt. In order for the program to be installed and started normally, please always choose Allow), program installation is completed, run the program, as shown in the figure:



Users can manually switch languages, The initial username

is admin and the initial password is 123456 , enter the password, click Login,

Entry Range



1） Display current user, user permissions and current time click You can log off the current login.

2） Display real-time alarm information and event information,

3） Toolbar From left to right, the functions are to clear alarm/event information, turn on/off alarm sound, fix window, full screen window and hide window.

1. Equipment Management

Equipment Management is responsible for managing all equipment. As shown in Fig. 1-1, the left side is the area part and the

right side is the equipment part.

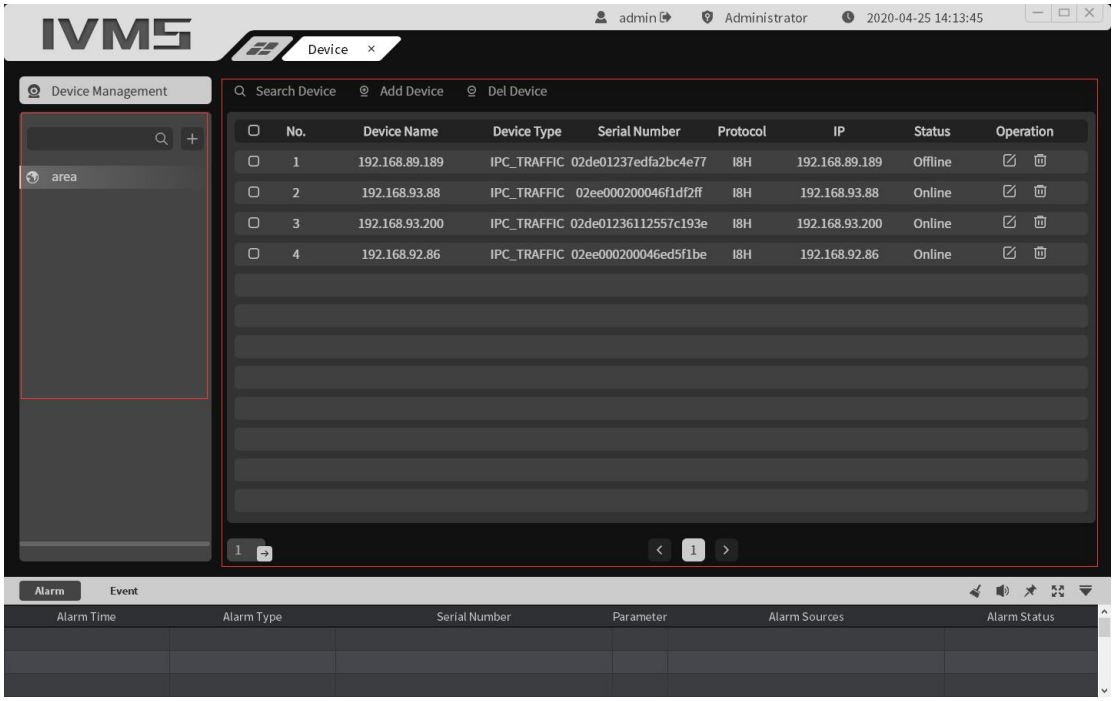


Fig. 1-1

1.1 Region

At present, the area only plays the role of dividing the equipment into areas for easy viewing. As shown in Fig. 1-2, for adding, deleting, modifying and checking areas, add sub-nodes and delete buttons are displayed in suspension.

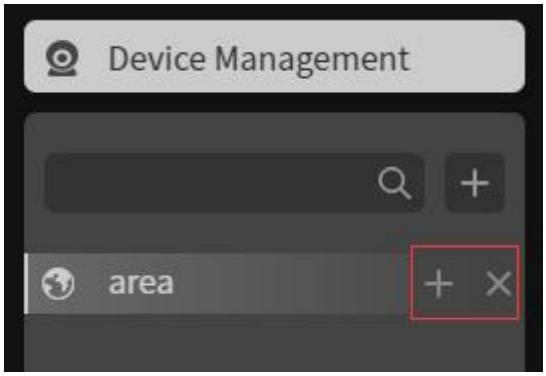


Fig. 1-2

1.2 Search equipment

Click Equipment Management in the main interface to enter the main interface of equipment management, as shown in Fig. 1-3

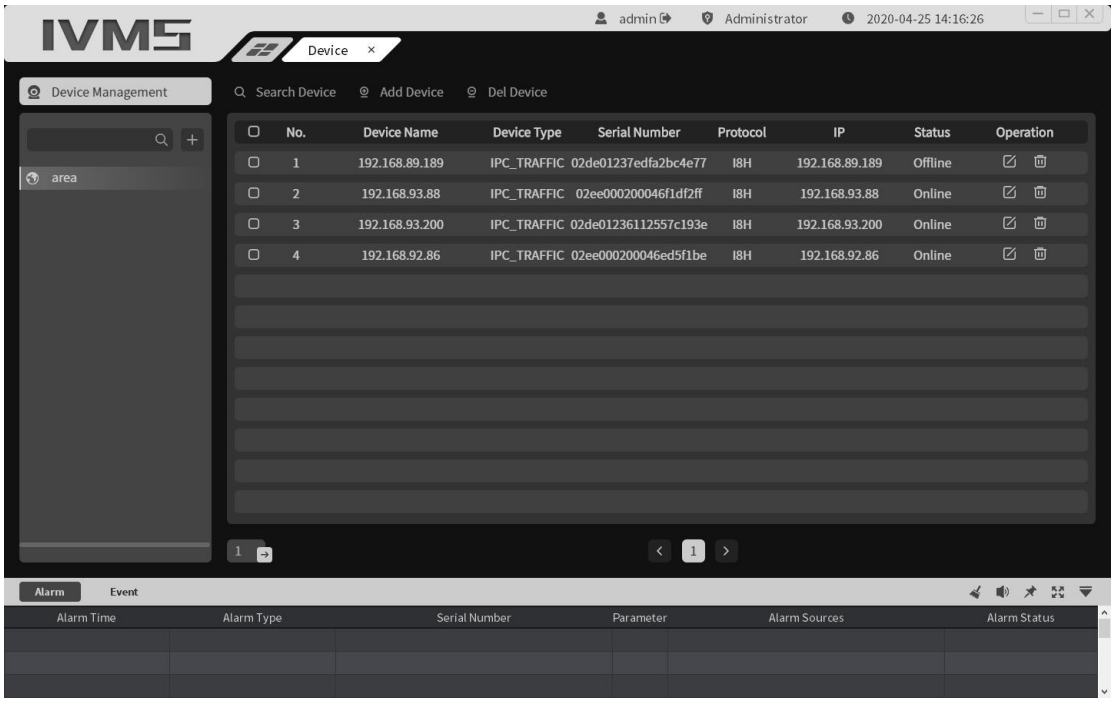


Fig. 1-3

The device management interface will display relevant information of all devices that have been added to VMS at present, including device type, protocol type, up-and-down status, etc. Click the upper left corner to search for devices, and the search and add device interface will pop up:

Click Search, as shown in the Fig. 1-4, Can search all online devices in the LAN (take I8H protocol as an example):

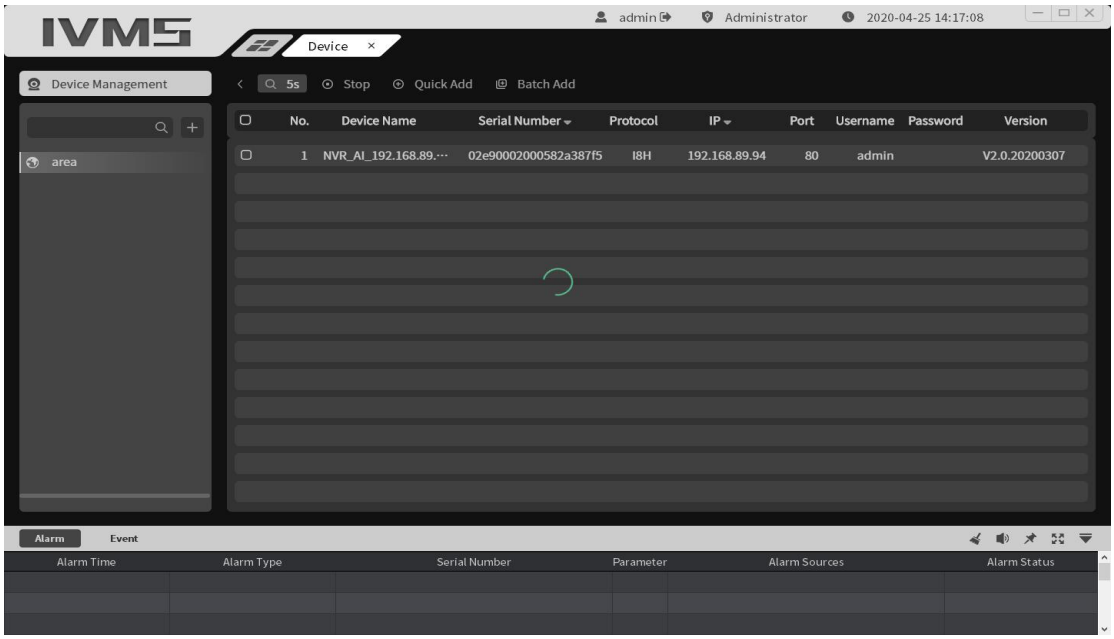


Fig. 1-4

(Note: The check box shows that the checked devices are those that have been added to the device list. Click "IP Address" above to sort them according to the device IP, and click "Serial Number" above to sort them according to the device serial number)

Check the device you want to add, and click Batch Add at the top left: Batch Add Successful is displayed as shown in Fig. 1-5

Fig. 1-5

1.3 Adding Equipment

Click Add Device to pop up as shown in Fig. 1-6

Fig. 1-6

IP Address: Device IP

Port number: 80 (take I8H port number as an example)

Device Name: user can customize it according to actual requirements

User Name: Device User Name

Password: Device Password

Enter the correct user name and password to add the device to the device list. In addition, fill in the correct password in the search interface and click "Batch Add" to add the device normally (Note: Devices connected through private protocols will automatically obtain the user name and password in the list, and some old versions of devices may not obtain the password). The quick add function is that when there are multiple devices with the same user name and password, after checking them together, you only need to fill in the user name and password

once to use quick add.

After the equipment is added, you can edit and delete the equipment in the equipment list, as shown in Fig. 1-7:

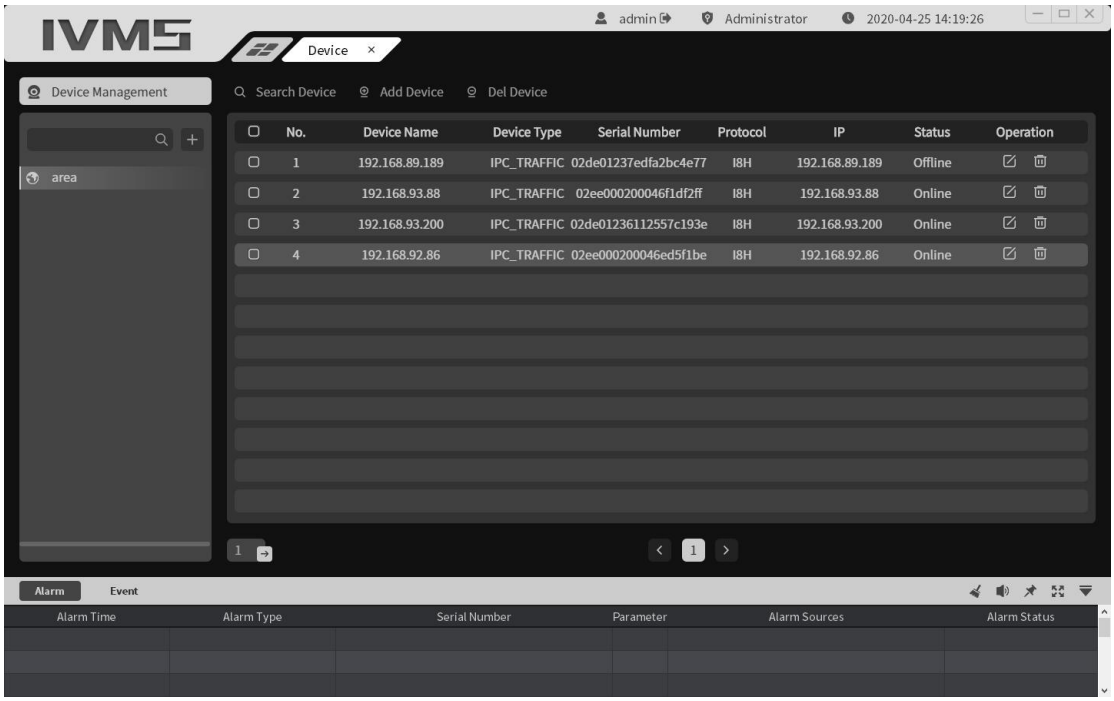


Fig. 1-7

2. Real-time monitoring

Click "Preview" on the main interface to enter the real-time preview module:

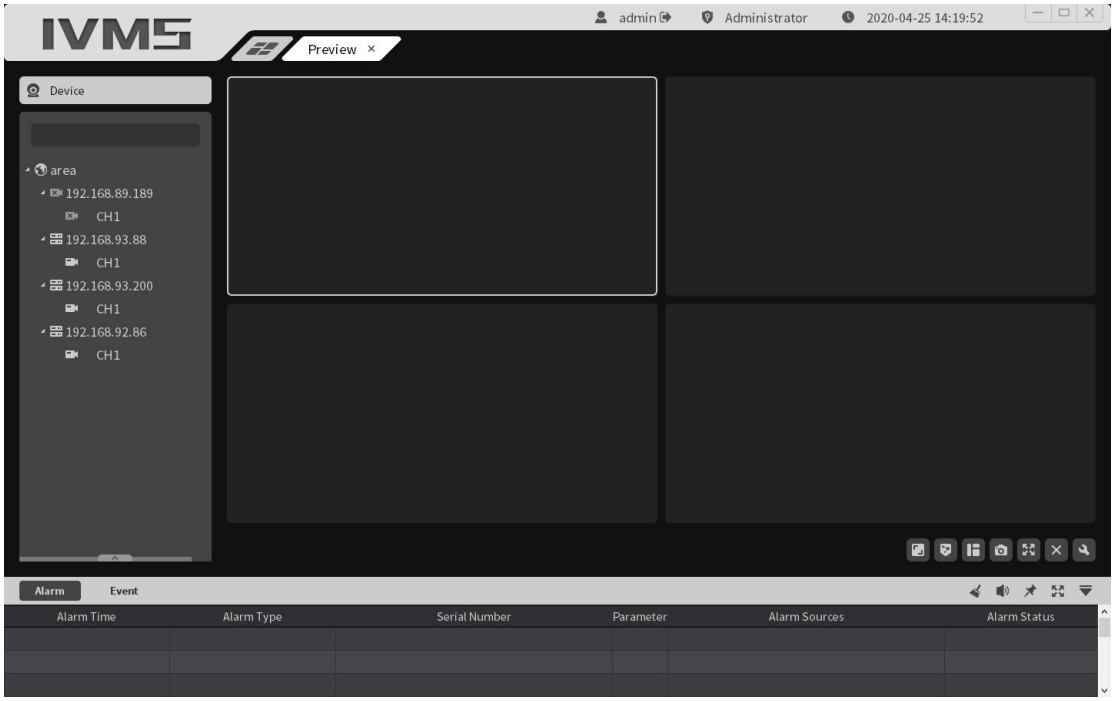
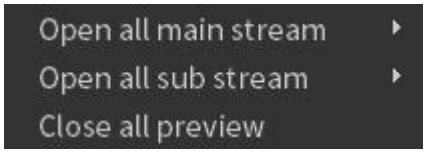


Fig. 2-1

As shown in Fig. 2-1, the device list is on the left. The device list will display the up-and-down status of all the devices that have been added so far. At the bottom left is the pan-tilt control interface.

2.1 Device/Channel Right-click Function



1) Open all primary streams

For the equipment, one key opens the main code stream of the equipment, limiting the main code stream of 16 channels to be opened at most in one operation;

2) Open all substreams

For the equipment, one key opens the sub-code stream of the equipment, limiting the sub-code stream of up to 16 channels to be opened at one operation;

3) Turn off all previews

For the device, close all previews opened by the device with one key;

2.2 Preview Window Toolbar

Open the preview. Above the preview, there is a row of shortcut toolbars, as shown in Fig. 2-2 at the mark:

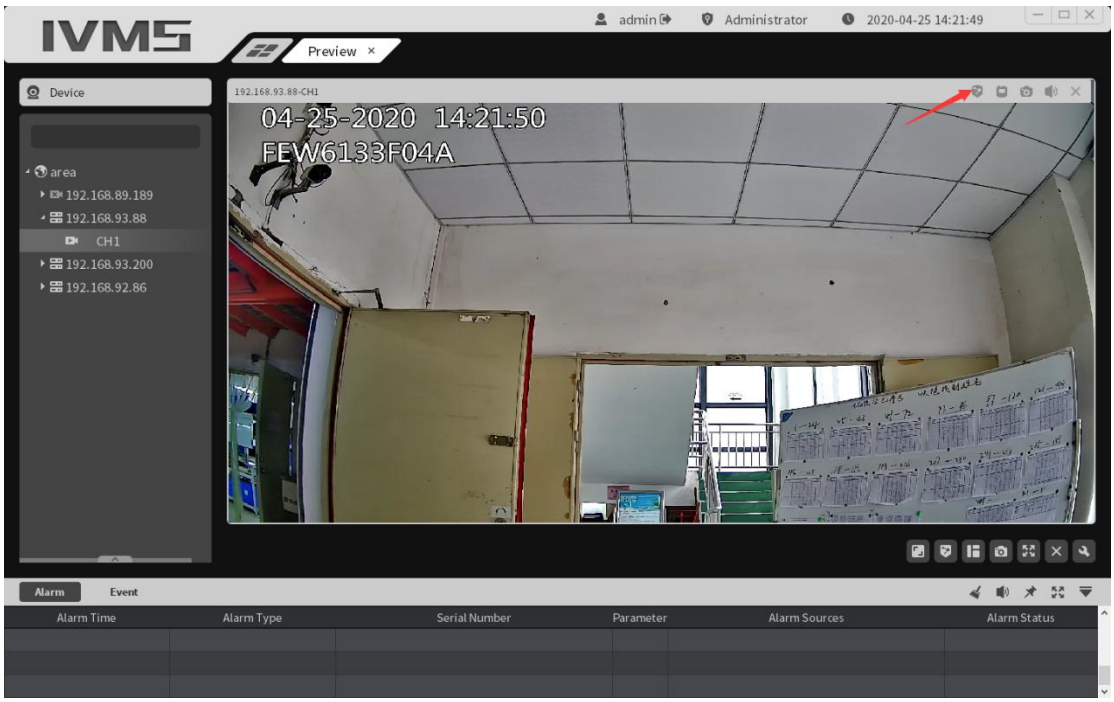


Fig. 2-2

1) The intelligent rule display switch, for this channel, click to turn on/off the intelligent rule of this channel of PC;

2) For the channel intercom switch, for the channel, click to turn on/off the intercom between the PC terminal and the channel;

3) For the capture button, for this channel, click to capture the current picture of this channel;

4) For the audio preview switch, for this channel, click to turn on/off the audio of this channel, where Indicates the off state, Indicates an open state;

5) To close the preview button, click to close the current preview of the channel for the channel.

2.3 Introduction to function buttons on the right side of the preview interface

On the lower right side of the preview interface, there is a row of function buttons as shown in Fig. 2-3.

Fig. 2-3,

1) The button is an image scale switch button with full screen, original scale, 4: 3, 16: 9 and other scales.

2) The button is to turn on/off the display of intelligent

rules. For front-end devices that support intelligent detection, including NVR and IPC, after being checked, the set intelligent rules can be displayed on the preview screen. When a target triggers an intelligent alarm, the target triggering the alarm can also be displayed on the preview screen.

3） The buttons are split screens, with 1, 4, 6, 7, 9, 10, 12, 13, 16, 17, 21, 24, 25, 36, 48, 49, 64 split screens to choose from

4) The button is a capture button. Select the preview window and click this button to capture the picture of the selected window.

5) The button is a full screen button. Click to make the selected window full screen.

6) To close the current all previews button, click to close all previews that are currently open.

2.4 Yuntai

2.4. 1 Pan-tilt Control

The control lens has 8 directions, namely: upper, lower, left, right, upper left, lower left, upper right and lower right. Zoom can control the lens to zoom in or out and adjust the

viewing angle. Focusing can adjust the focal length of the lens to ensure the clarity of the picture. Enlarge and reduce the aperture to ensure the brightness and depth of field of the picture. The setting of pan-tilt control speed can adjust the rotation speed of the ball machine. Click Key, the ball will automatically start cruising; As shown in Fig. 2-4:

Fig. 2-4

2.4. 2 Preset Points, Cruise and Track

1） Preset Point: Rotate the ball machine to the position where preset points need to be set, and click Preset points can be set, up to 255 preset points can be set; To call the preset point, select the preset point and click Call it; Delete the preset point, and click Yes.

2） Cruise: After setting the preset point, click You can

edit and set up cruise paths, up to 255 cruise paths. Call the set cruise path and click That is enough; Delete the set cruise path, click Yes.

3） Track: Click Editable setting track; Call the set track and click That is enough; Delete the set track and click Yes.

3. Video playback

Click the "Playback" button on the main interface to enter the playback module as shown in Fig. 3-1:

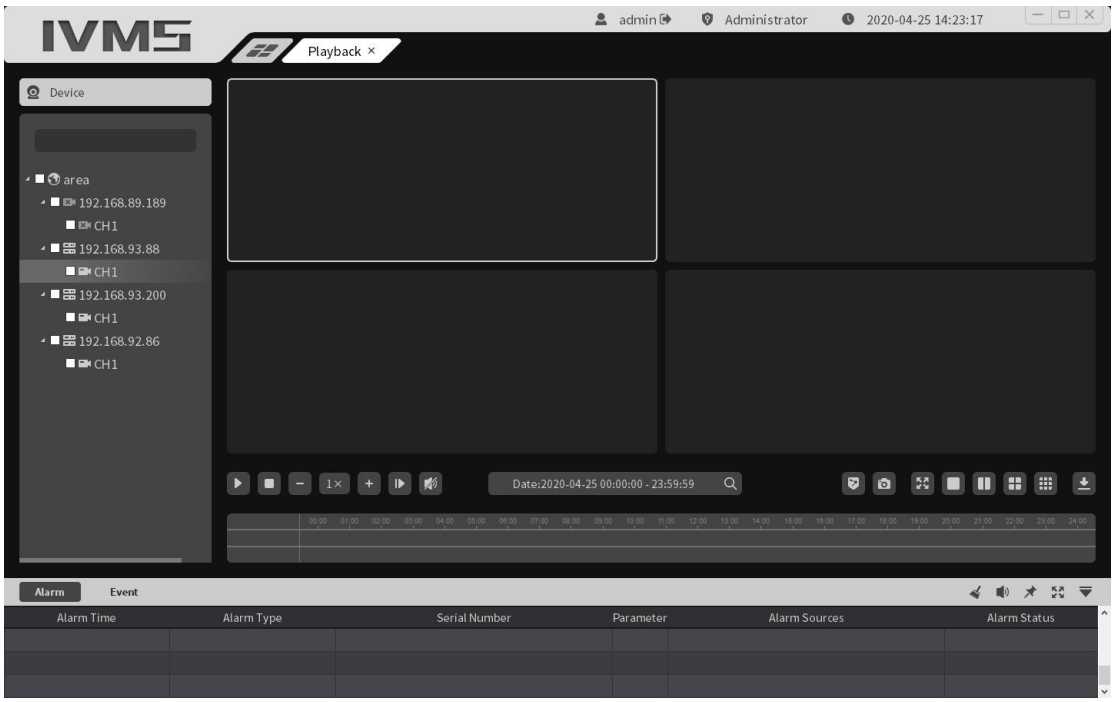


Fig. 3-1

3.1 Video Retrieval

Check the device channel to play back the video in the

device tree on the left (Note: Only videos on the same device or the same storage server can be played back at the same time, and up to 9 channels can be selected at a time), select a date on the calendar and click " ", the system starts searching for the video and displays the search results in the Search Results panel. The search results are shown in Fig. 3-2:

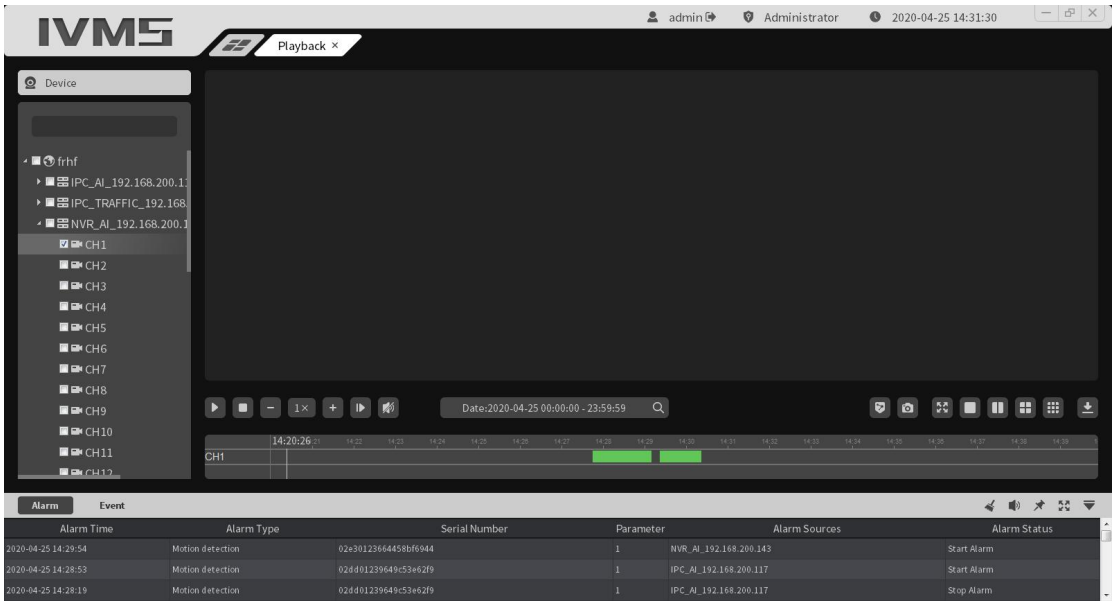


Fig. 3-2

3.2 Video Playback

Click on the interface You can start/pause playback, In order to stop playing, the mouse is placed on the slide middle pulley of the video strip to enlarge/reduce the scale of the video strip. Double-click the left mouse button on the video strip to locate and play. During playback, the positioning can be switched by double-clicking the mouse, as

shown in Fig. 3-3:

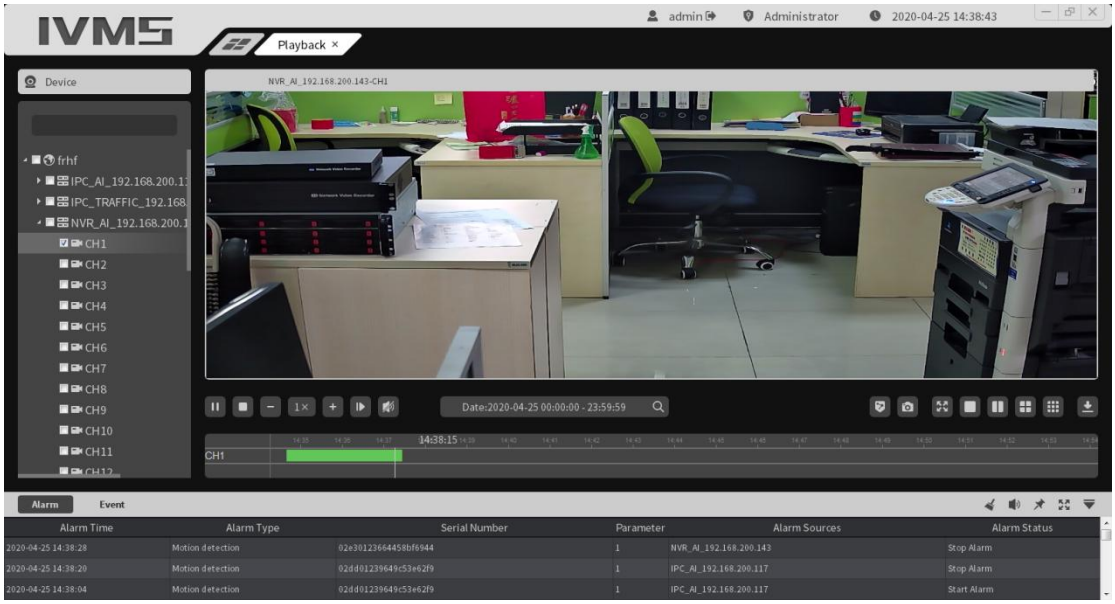


Fig. 3-3

During multi-channel playback, select a window and double-click the left mouse button to make the window full screen. Place the mouse in a window and slide the pulley in the middle of the mouse to operate the electronic enlargement of the window.

3.3 Video File Download

Click on the interface Button, will enter the video file download interface, as shown in Fig. 3-4:

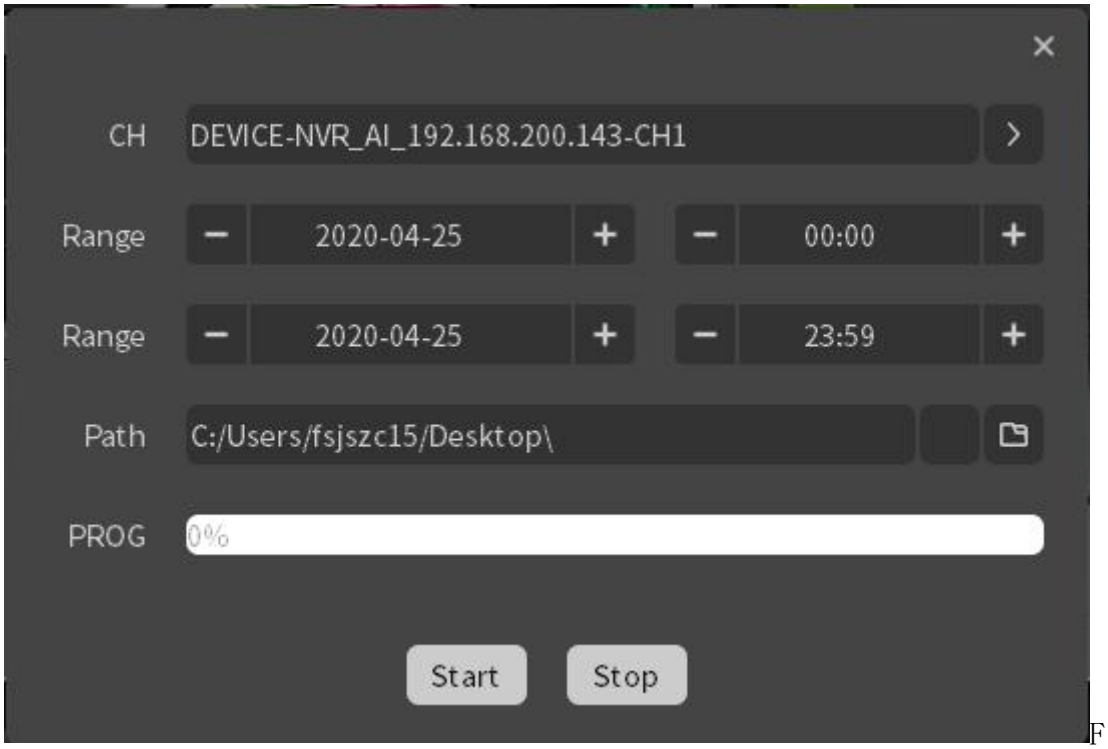


Fig. 3-4

Select the video channel, range (i.e. Video download time interval) and file saving path in turn, click the "Start" button to start downloading, and the download will be completed when the progress bar reaches 100%.

3.4 Toolbar Introduction

Function Buttons on Interface

In which For frame broadcasting, click the frame broadcasting button, the playback will be played in the form of frames, and click to play

one frame. It is an audio switch that can turn on/off playback audio.

In order to play the speed adjustment button, the user can adjust the playing speed between 1/16 times speed and 16times speed. Displays buttons for smart rules, For the capture button, the replayed picture can be captured through this button during playback. For a full screen button, click to switch to full screen (in full screen mode, click the right mouse button to exit full screen); For the split screen switch button, users can manually switch 1 split screen, 2 split screen, 4 split screen and 9 split screen according to requirements.

4. Linkage rule

Click the "Linkage Rules" button on the main interface to enter the Linkage Rules interface. The Linkage Rules are the alarm rule setting module. If users want to realize alarm linkage on the client, they must first set the alarm linkage rules, as shown in Fig. 4-1:

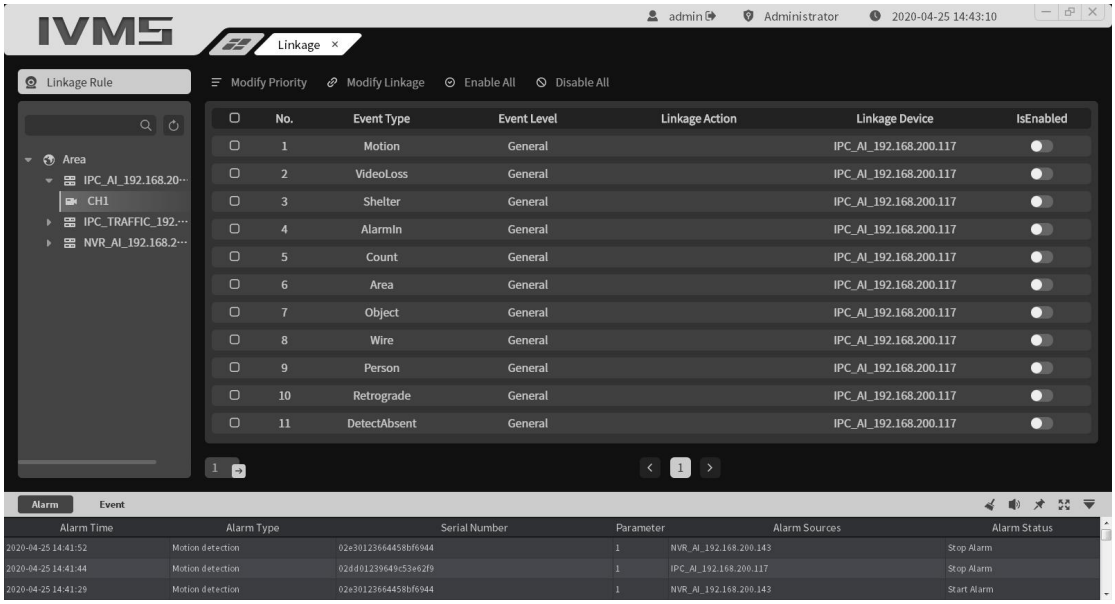


Fig. 4-1

The Linkage Rules page displays the currently set Linkage Rules and their enabled status,

4.1 Modify Priority

Click Modify Priority to open the event level selection. The default is General. The event levels are General, Important and Urgent, as shown in Fig. 4-2

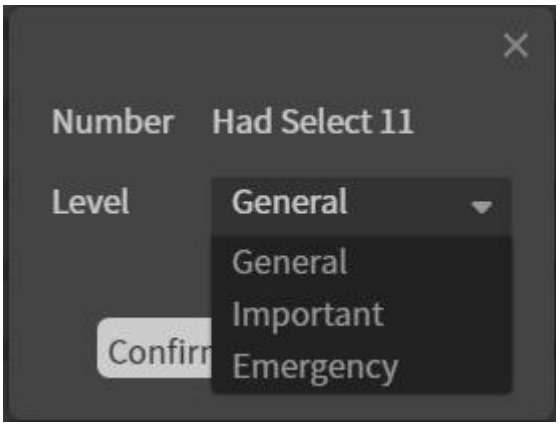


Fig. 4-2

4.2 Modify Linkage

Click Modify Linkage button to pop up linkage action selection. Linkage actions include sound alarm, automatic

pop-up window, map display and pop-up window channel selection, as shown in Fig. 4-3

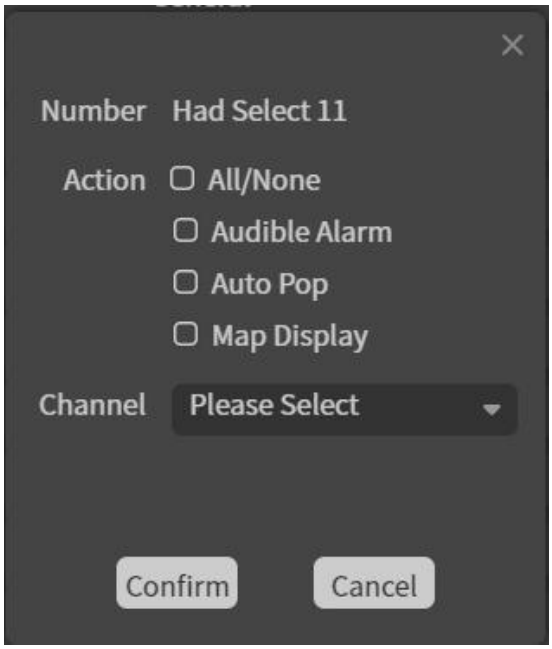


Fig. 4-3

5. Event Center

Click "Event Center" in the main interface to enter the real-time alarm interface of the Event Center, as shown in Fig. 5-1:

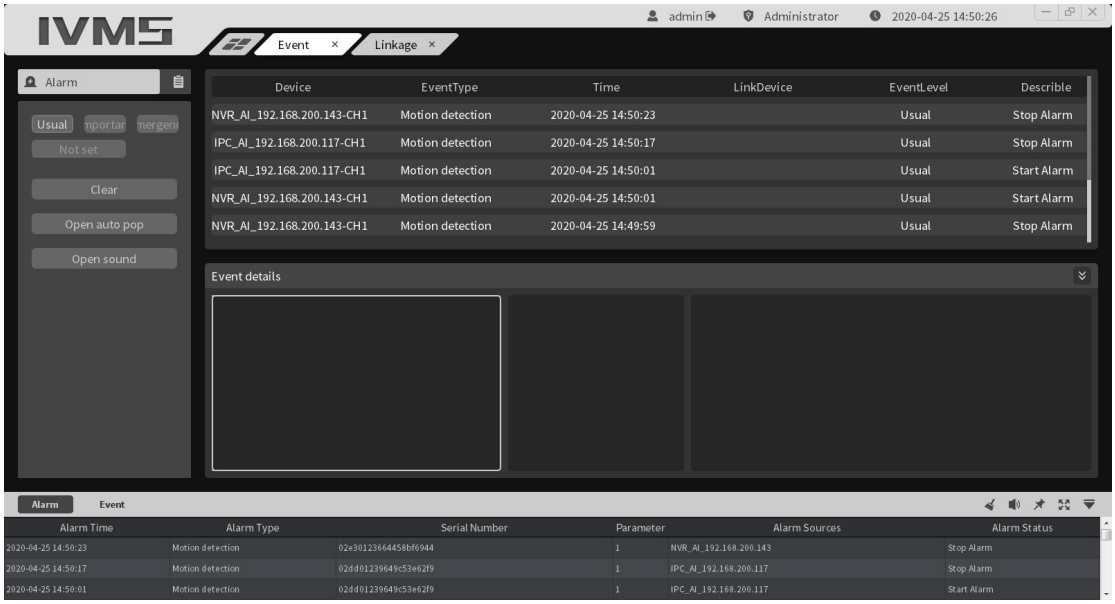


Fig. 5-1

5.1 Real-time Alarm

The real-time alarm interface can display the alarm information pushed to VMS in real time, as shown in Fig. 5-1 You can choose to display real-time alarms by general, important, urgent, unset event levels, clear real-time alarms, turn on or off automatic pop-ups, turn on or off sounds,

5.2 Event Query

In the event query interface, select the equipment, event level, start time and start time, and then click the "Search" button to retrieve all relevant alarm information as required. Double-click the event details of the searched alarm information to play an alarm video. The alarm types are divided into movement detection, video loss, video occlusion, alarm input, counting detection, area detection, article detection

and cross-line detection, humanoid detection, retrograde detection and off-duty detection. As shown in Fig. 5-2

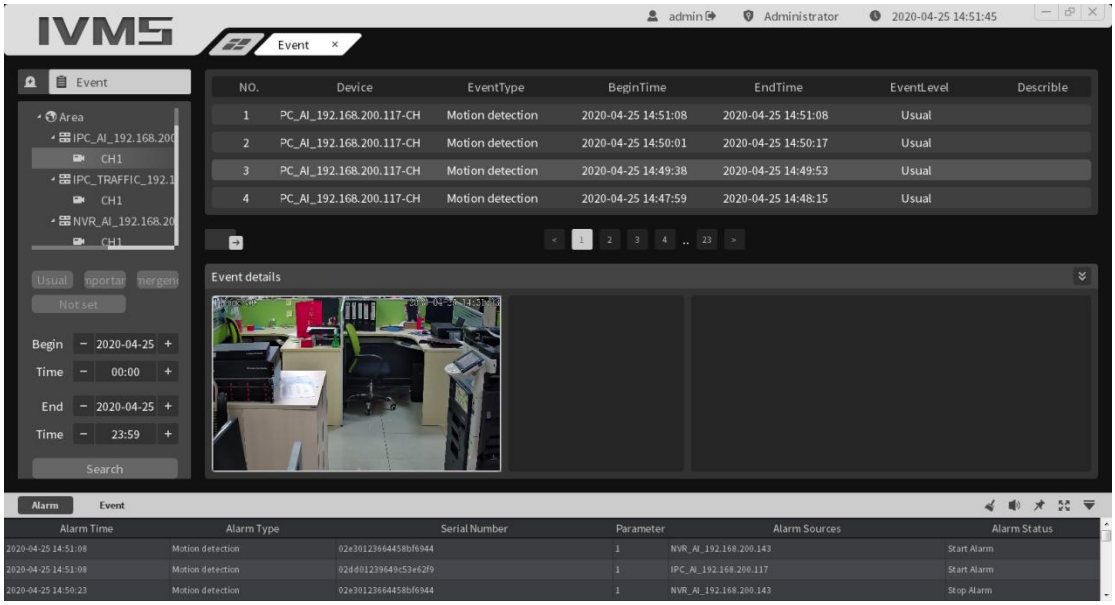


Fig. 5-2

6. Log management

Click {cs6f18cf6lang1024} Log Management {cs6f18cf6lang1024} on the main interface to enter the log management interface, as shown in Fig. 6-1:

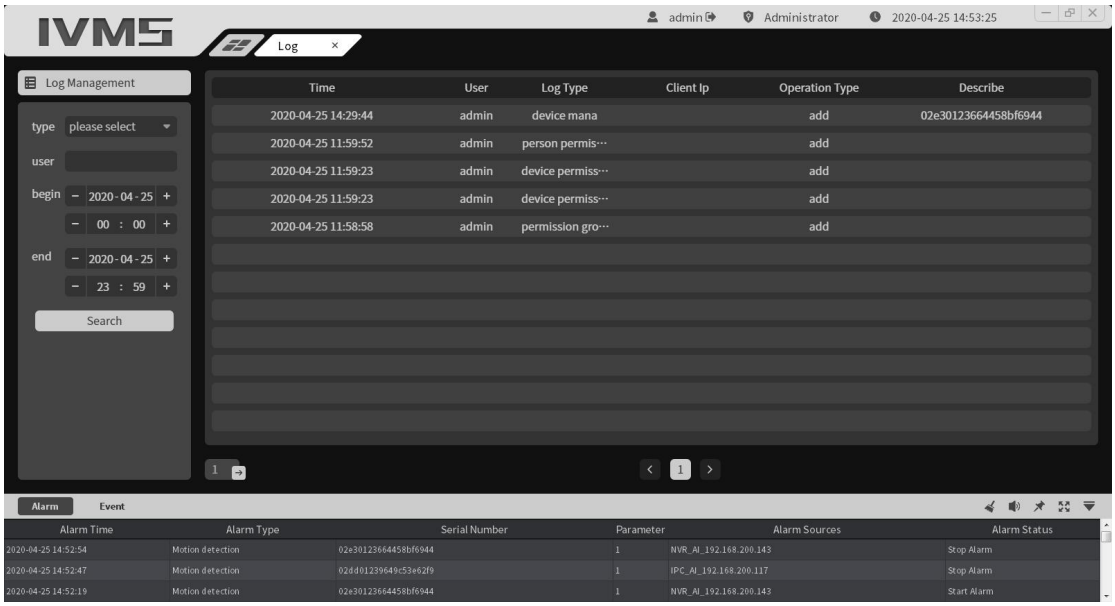


Fig. 6-1

The log management interface is used to display all important operation records of users. Select log type, user, start time and end time, and click {b Retrieve}. The log types include user login, equipment management, user management, personnel management, permission group management, equipment permission management and personnel permission management.

1) User Login: user login/logout server records.

2) Equipment Management: users add, modify and delete equipment records.

3) User Management: users add, modify and delete user records.

4) Personnel Management: users add, modify and delete personnel records.

5) Permission Group Management: users add, modify and delete records of permission groups.

6) Equipment Permission Management: users add, modify, and delete equipment permission records.

7) Personnel Permission Management: users add, modify, and delete personnel permission records

The log will record in detail the operation time, operation user, log type, operation IP address, operation type and description of relevant important operations, which is helpful for administrators to find problems.

7. Personnel management

Click {b Personnel Management} in the main interface to enter the personnel management interface, as shown in Fig. 7-1:

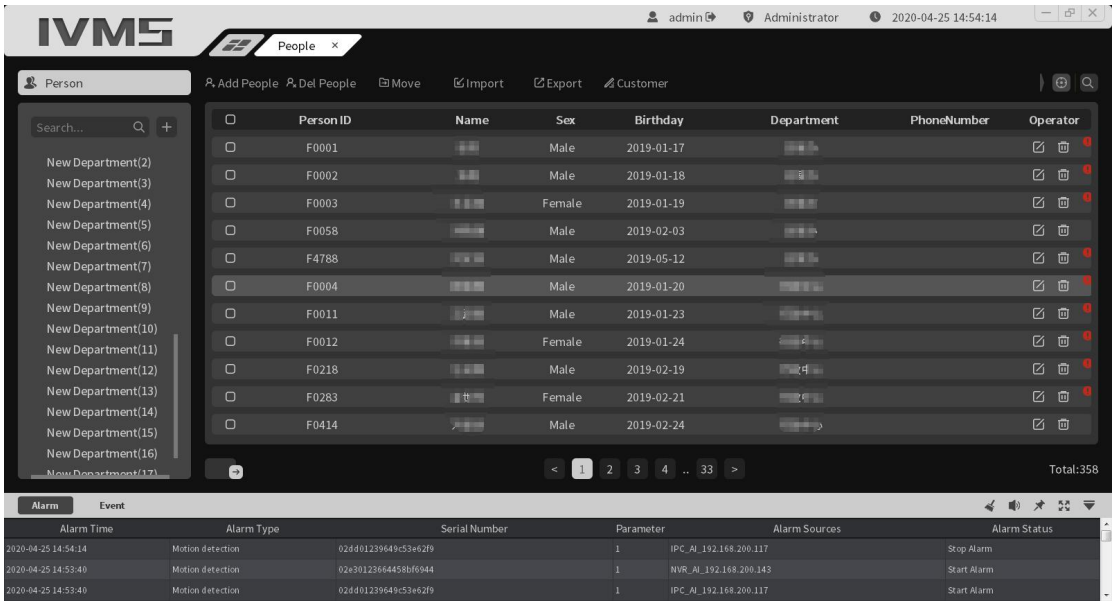


Fig. 7-1

7.1 Department Management

Click Left + Button to add a new department directly, and double-click New Department to modify the department name. Move the mouse cursor over the new department to display the floating icon. +×, click + Button to add a sub-department under Primary Department, and click × Button to delete department. (To delete a department, delete department personnel first) As shown in Fig. 7-2

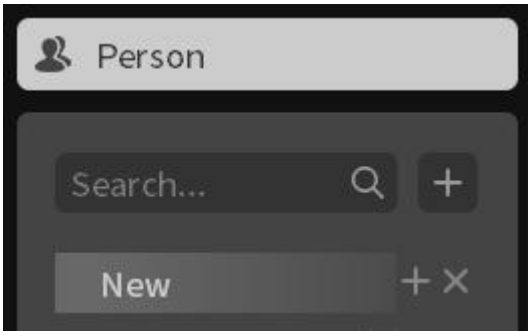


Fig. 7-2

7.2 Adding Personnel

Click the Add Person button, The information that must be filled in for adding personnel includes: personnel number, name and department. Click Select, select the person picture that has been taken to cut and add or use the computer camera to shoot and add. Other information can be filled in according to the user's requirements. Click Save after filling in the information. If you need to continue adding, click Save and continue. If you need to cancel, click Cancel. The added person can be retrieved by person number, name, and gender. As shown in Fig. 7-3

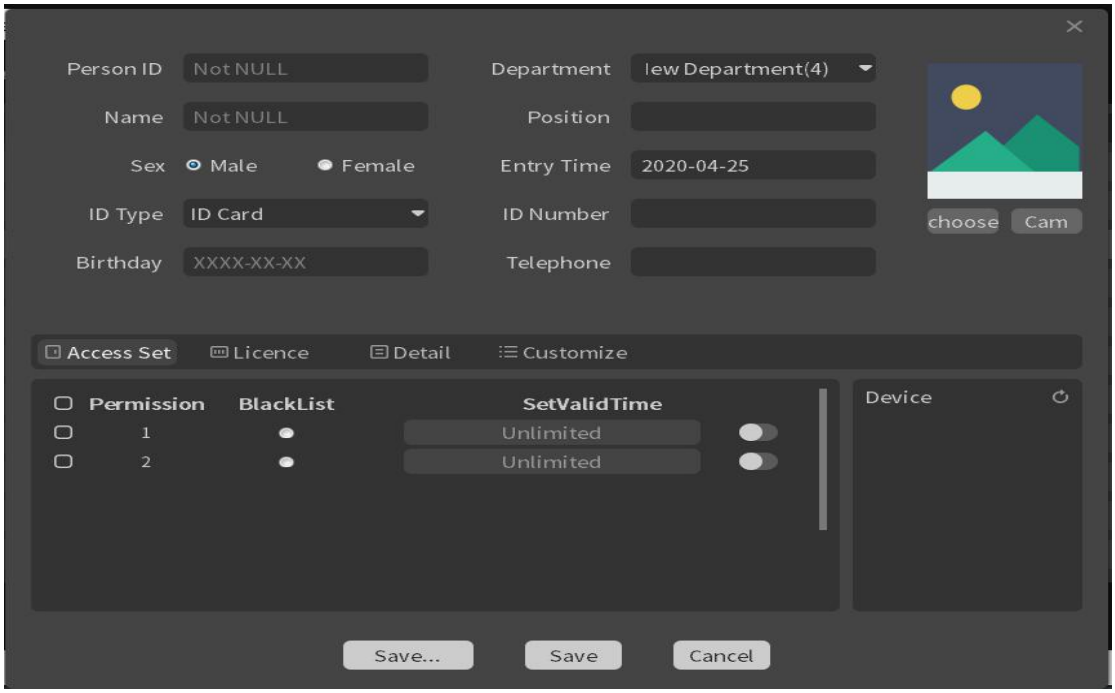


Fig. 7-3

7.3 Batch Import

For batch import, press The template edits personnel information and personnel pictures. The name of the personnel pictures should be the same as the personnel number. The personnel information template and personnel pictures are placed in a folder.

Click Batch Import to select the edited personnel information file, click Open to start importing, and you will be prompted to indicate that the batch import of personnel has been completed.

7.4 Delete Personnel

Select the person to delete and click Delete

7.5 Mobile Personnel

Select the person to be moved, and click Move Person to open department selection. Select the department to be moved and click OK

7.6 Batch Export

Select the person to export, click Batch Export and select the export path to export

7.7 Custom Properties

When adding a person, you can enter the basic information, residence, date of birth, identification number, etc. of the person, and you can also customize the attribute name to be entered according to requirements, such as emergency contact, Click Custom Properties,

Click Button, add a custom entry, and double-click the custom entry to modify the name of the custom attribute. Click Button to delete custom attributes

8. Authority management

Permission group management is to organize and associate personnel and equipment. As shown in Fig. 8-1, the left side shows the permission group and the equipment under the permission group, and the right side shows the personnel under this permission group.

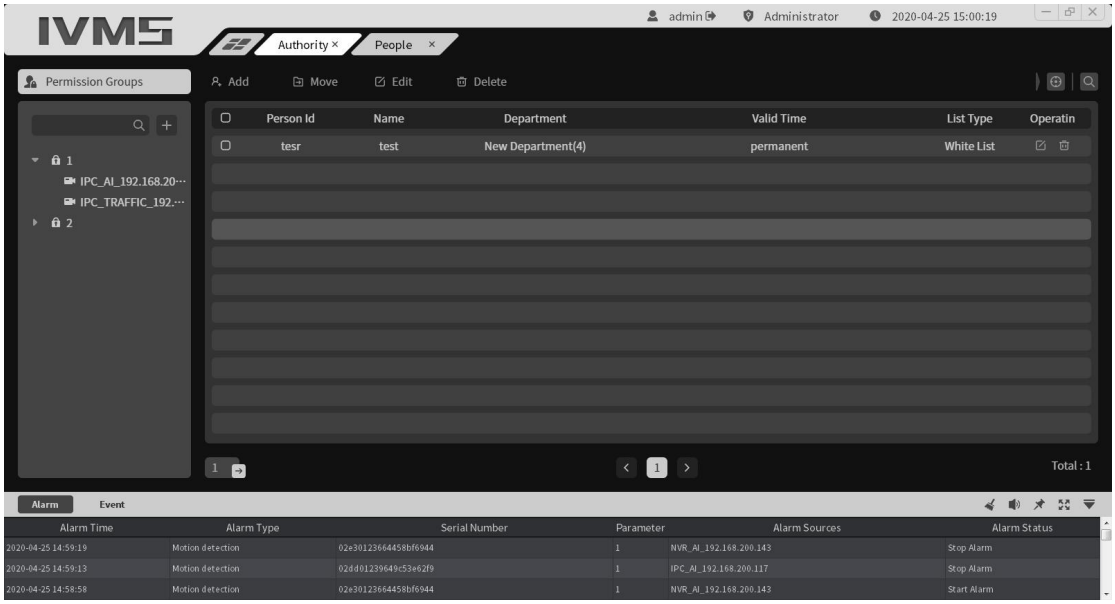


Fig. 8-1

8.1 Permission Group Settings

8.1. 1 Add Permission Group

Click Left +, pop up the Add Permission Group pop-up box, as shown in Fig. 8-2.

Fig. 8-2

8.1. 2 Delete Permission Group

The mouse is suspended over the permission group name, and the Add Device to Permission Group button and Remove Permission Group button will be displayed on the right. Click the Delete

Permission Group button to delete this permission group directly and will not be confirmed again.

8.1. 3 Adding Devices to Permission Groups

Click the Add Device to Permission Group button (Suspended Permission Group is displayed), as shown in Fig. 8-3, and the devices that can be added under this permission group will slide out below (excluding those that have been added and those that cannot be added). Check the device and click OK to add the device to this permission group.

If there are people in this permission group, they will be imported into the device when the device is added. If another permission group also has this person and this device, you will be prompted to fail when adding the device.

Fig. 8-3

8.2 Adding Personnel

Click the Add Person button, as shown in Fig. 8-4, to display the pop-up box of Add Person to Permission Group. This person table shows the person who has been successfully added by person management in advance. People can be retrieved according to person name and department.

Select the check box in the first column of personnel information, and click OK to add these personnel to this permission group in batches. If there are existing devices in this permission group, these personnel will be imported into the devices under the permission group one by one. After clicking OK and continuing, this bullet box will not close and can continue.

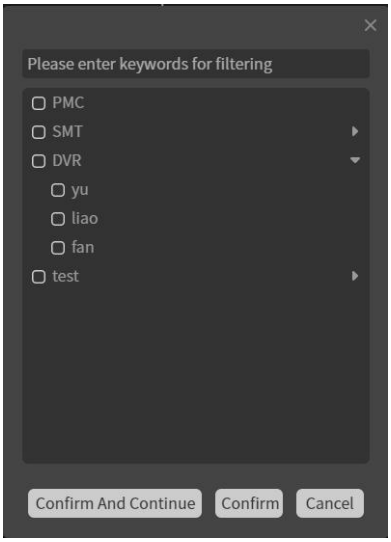


Fig. 8-4

8.3 Moving Personnel

Click the mobile personnel button, as shown in Fig. 8-5, to display the mobile personnel bullet box, which can be retrieved according to the name of the permission group.

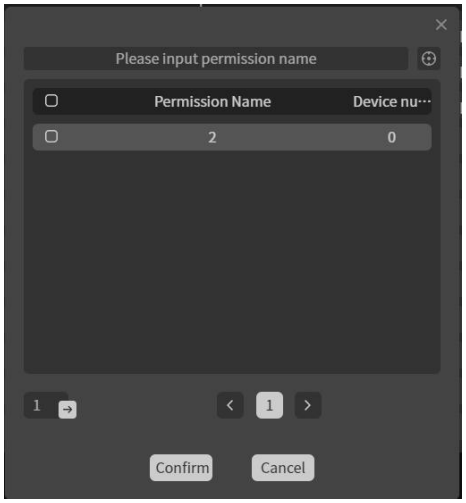


Fig. 8-5

Before clicking the Move button, you need to select a person, select a movable permission group (all permission groups except your own permission group), and click OK to move the selected person to other permission groups.

8.4 Editorial staff

Editors can edit individually or in batches. For individual editing, they only need to click the editing icon in the last column of personnel, as shown in Fig. 8-6, to display the editors' bullet box. You can set the validity time (the default

is permanent) and whether it is a blacklist.

To set the effective time, you need to turn on the right switch first, then click on the middle display time area to display the bullet box of the selected time period, turn off the right switch, and it will be permanently effective after confirmation.

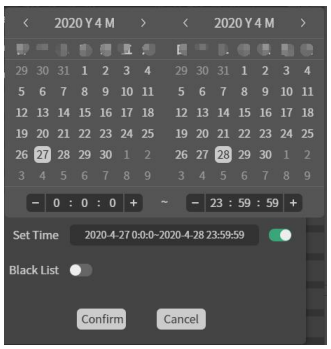


Fig. 8-6

Batch editors need to select personnel first, and then click the Batch Edit button at the top of the table to pop up the editor pop-up box.

8.5 Delete Personnel

Delete personnel can be deleted individually or in batches. Click the button under the operation column directly for single deletion. For batch deletion, you need to select a person first, and then click the Batch Delete button at the top of the table.

9. Face applications

Click the "Face Application" button in the main interface to enter the face application interface as shown in Fig. 9-1:

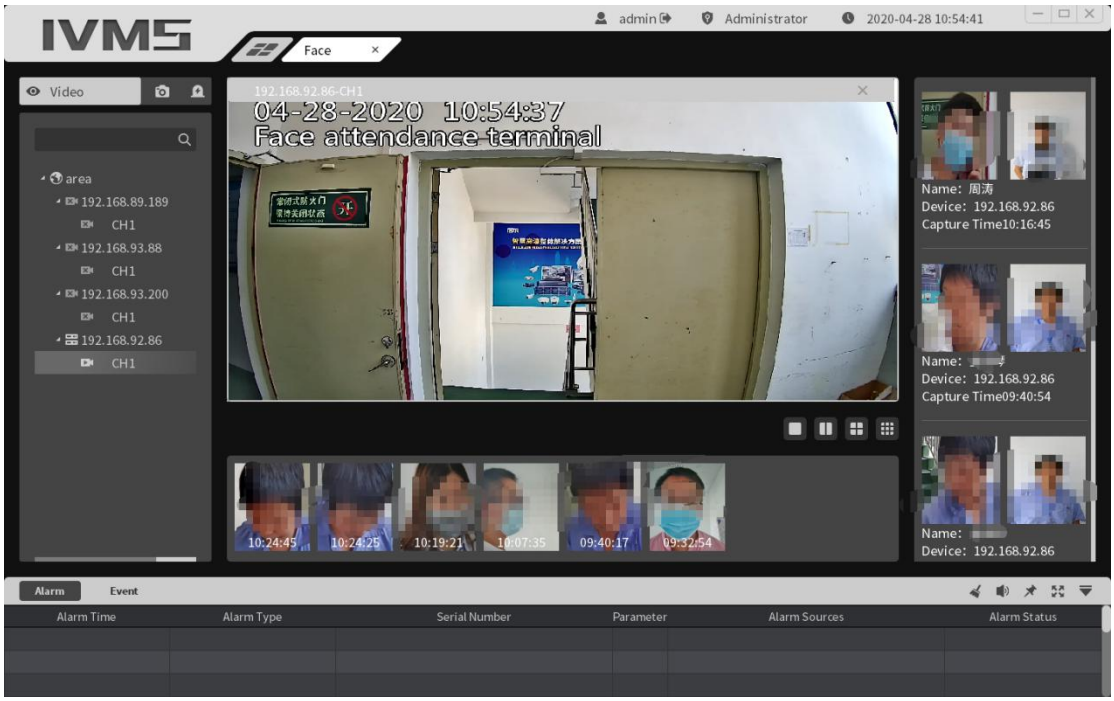


Fig. 9-1

9.1 Preview

The preview is shown in Fig. 9-1

1. The added device is displayed on the left. Double-click the device channel to preview

2. The face picture captured in real time is displayed at the bottom of the preview screen, and the real-time comparison is displayed on the right side.

3. Split screen switching: 1, 2, 4, 9 split screen

9.2 Snapshot Record

9.2. 1 Conventional

Conventional snapshot records are used to search for all

snapshot records on the device as shown in Fig. 9-2.

Select the device, start time and end time, and click Search to search for the snapshot record. The information of the snapshot record found includes: device, channel, temperature, picture and time. Click Export to select the export path, enter the export file name, and click Save to export the snapshot record

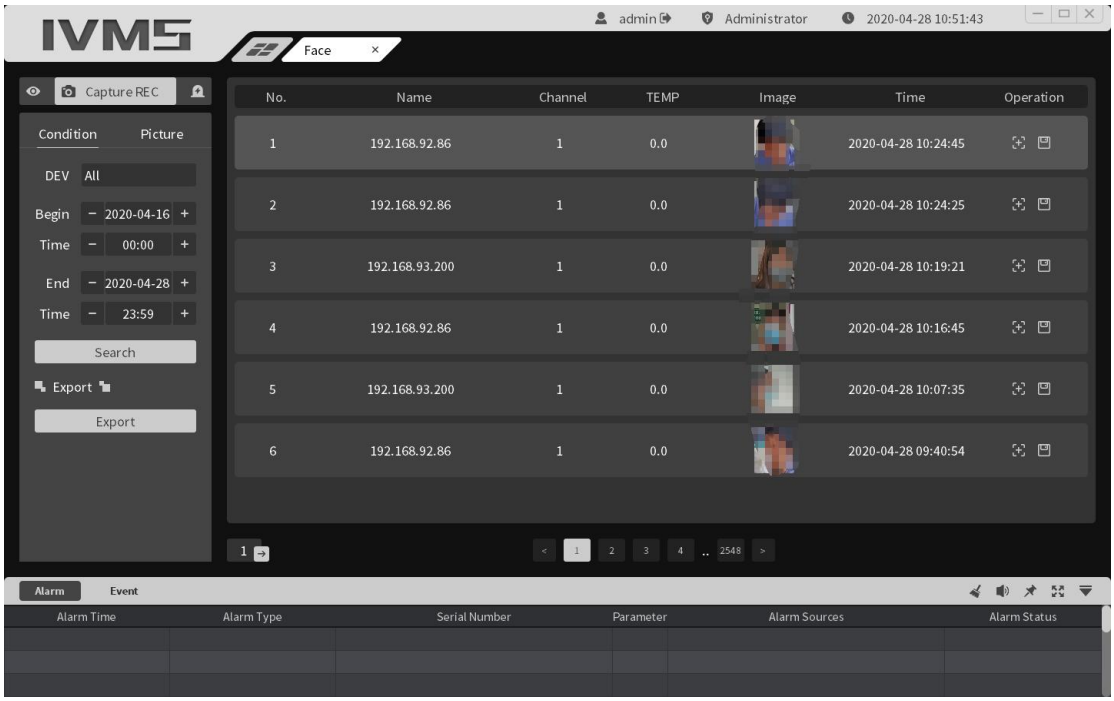


Fig. 9-2

9.2. 2 Search for maps by maps

Searching a picture by picture is to select a face and compare it with the face captured and recorded by the device, as shown in Fig. 9-3

Select the picture, device, start and end times, similarity, Click Search to search all the comparison records whose

similarity with the picture reaches the similarity set by the user. The information of the comparison records is found by searching the picture with the Fig.9-3, including: equipment, similarity, temperature, picture and time. Click Export to select the export path, enter the export file name, and click Save to export to search the picture record with the figure

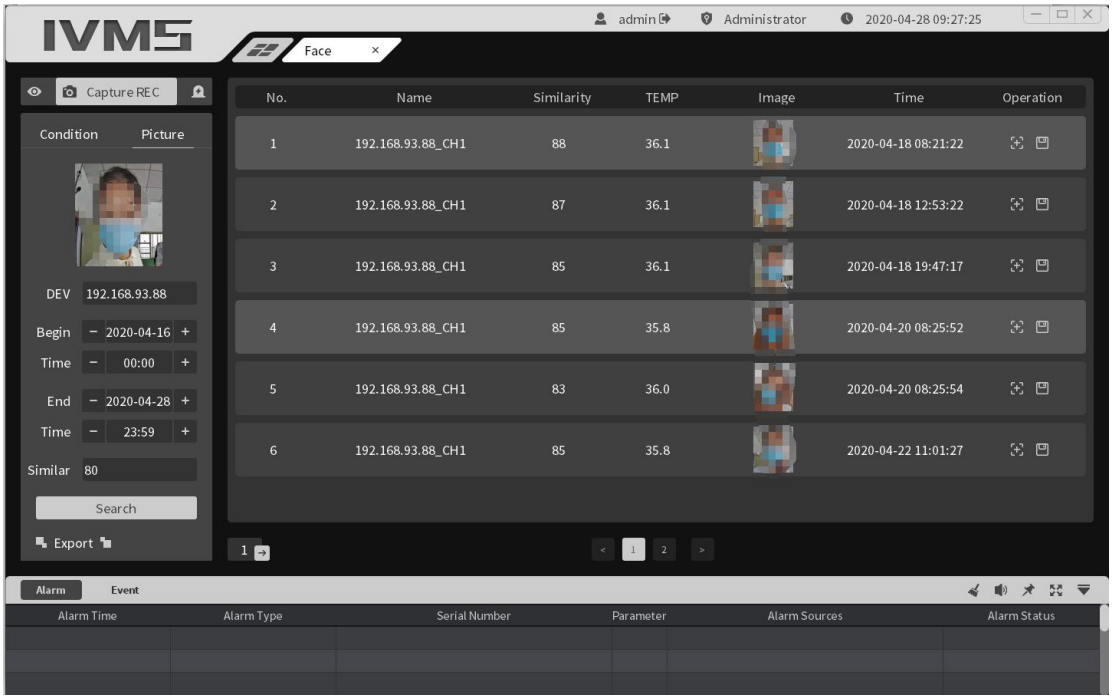


Fig. 9-3

9.2 Comparison Records

The device compares the captured face pictures with the pictures in the face database, and compares the records after success. As shown in Fig. 9-4

Select the type, temperature, equipment, name, start time and end time, and click Search to search all the equipment comparison records. The information of the comparison records

includes name, equipment, temperature, time, similarity, snapshot picture and sample library. Click Export to select the export path, enter the export file name, and click Save to export the comparison records

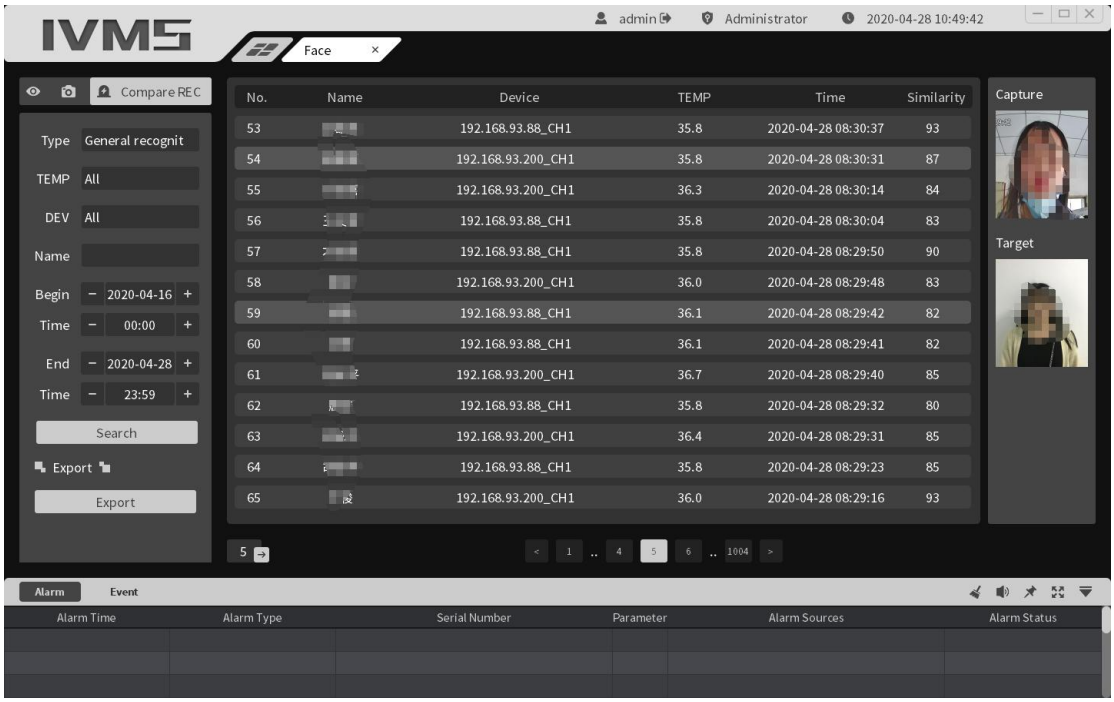


Fig. 9-4

10. Attendance Management

Select the Attendance Management icon to enter the Attendance Management page, as shown in Fig. 10-1, which is divided into two modules: Attendance Rules and Report Statistics.

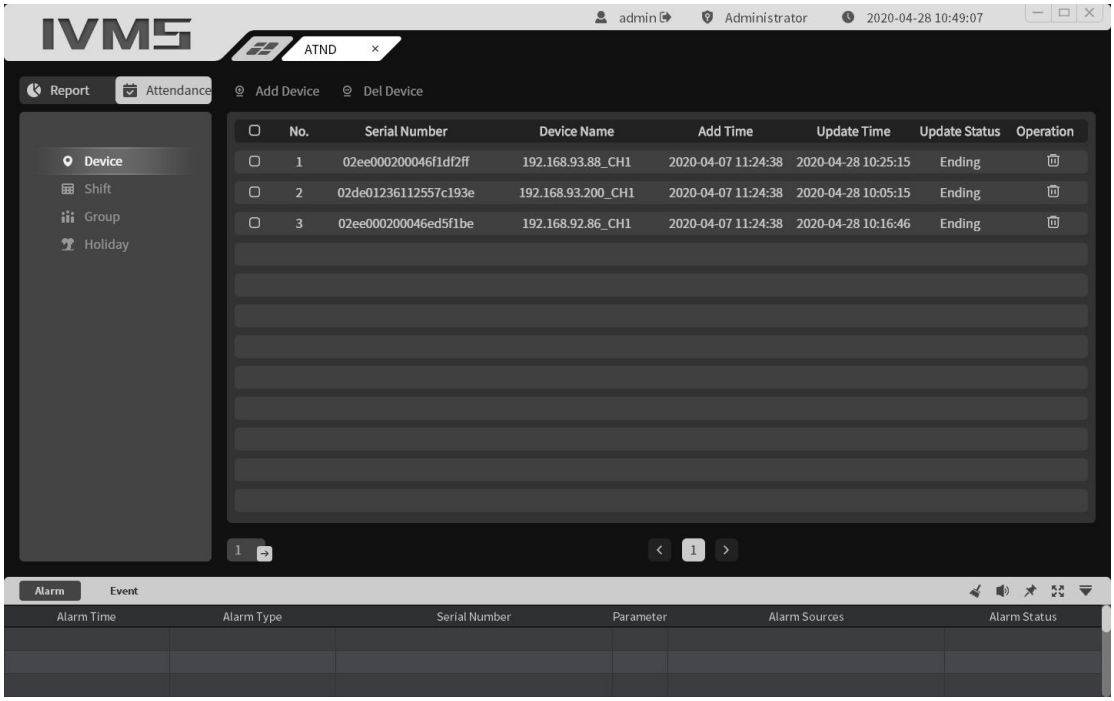


Fig. 10-1

10.1 Attendance Rules

As shown in Fig. 10-1, click Attendance to set attendance rules first.

10.1.1 Attendance Point Management

Select Attendance Point Management to display all attendance equipment, such as Attendance Panel Machine.

As shown in Fig. 10-2, click Add Equipment to open the Add Equipment pop-up window, where you can select equipment in batches, and click OK to add to attendance point management.

The devices available here are those that were successfully added in Device Management in advance.

Enter keywords in the top input box for real-time retrieval. The left check box of the added device will be selected. Click the right triangle symbol to display the channel under the device.

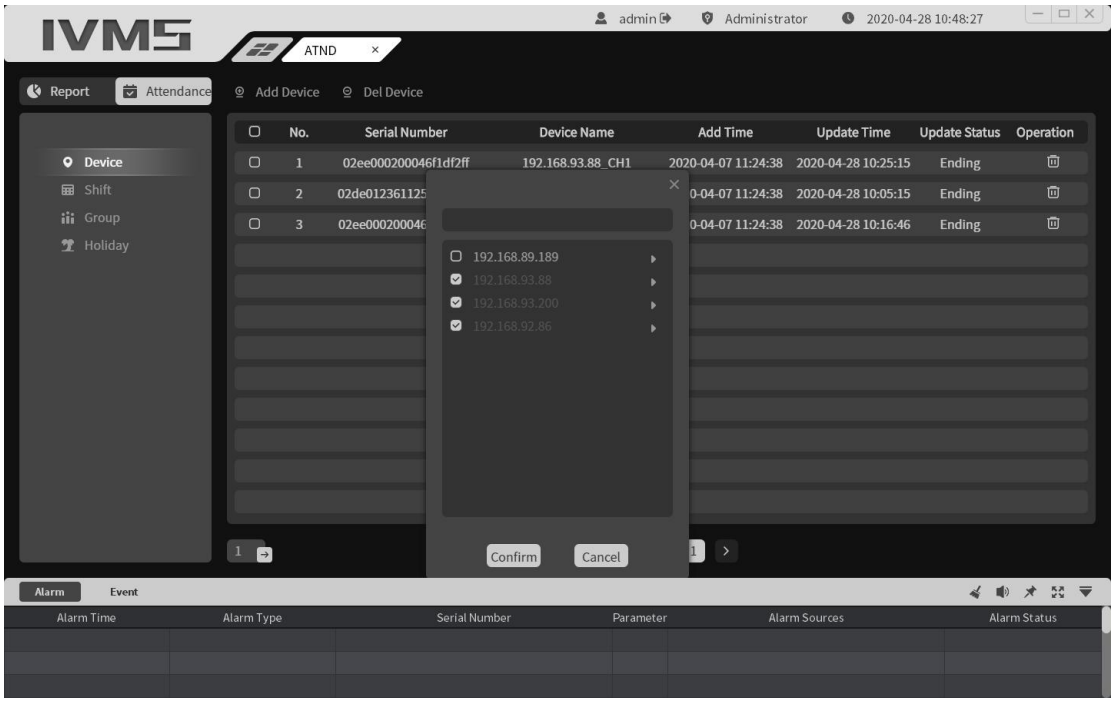


Fig. 10-2

The operation column in the list displays the Delete icon. Click to delete this device separately. Select the multi-selection box in the first column in the list, and click Delete Device above to delete the selected devices in batches.

10.1.2 Shift Management

Select Shift Management, as shown in Fig. 10-3. Only the names of all shifts are displayed in the list on the left, and the detailed information of the selected shifts is displayed

on the right.

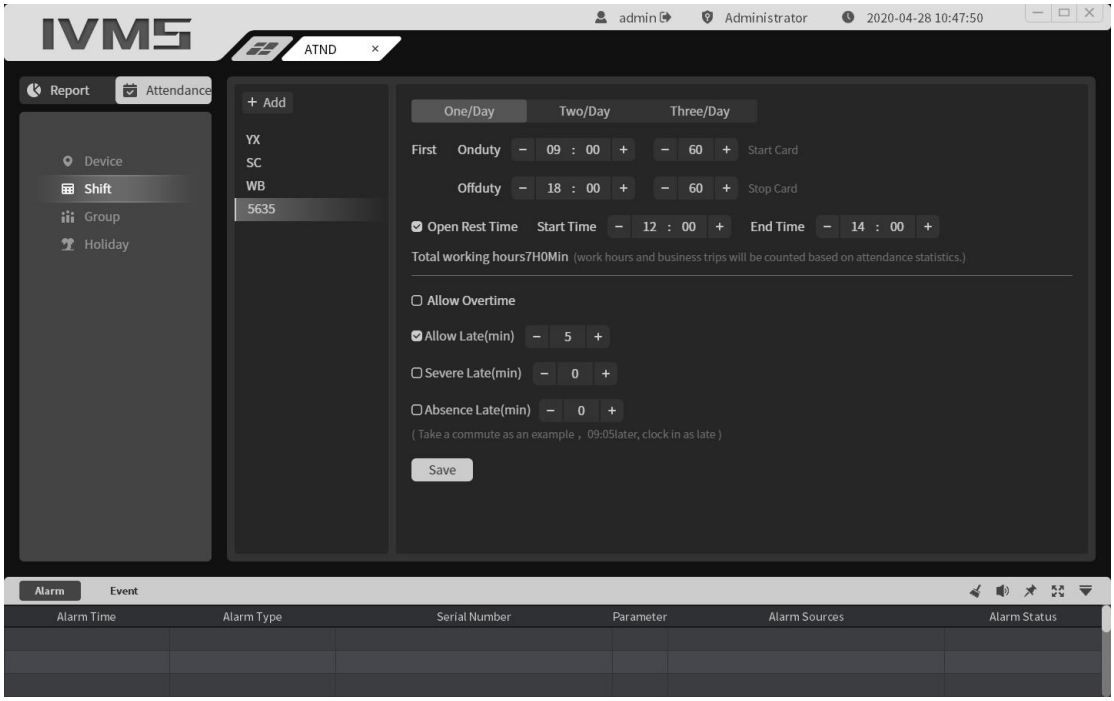


Fig. 10-3

Click the Add button to display the bullet box for setting the newly added shift name, as shown in Fig. 10-4.

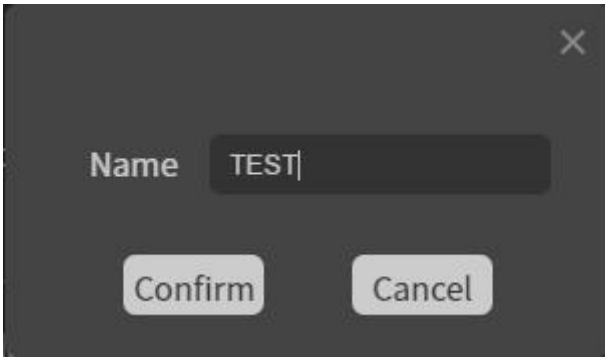
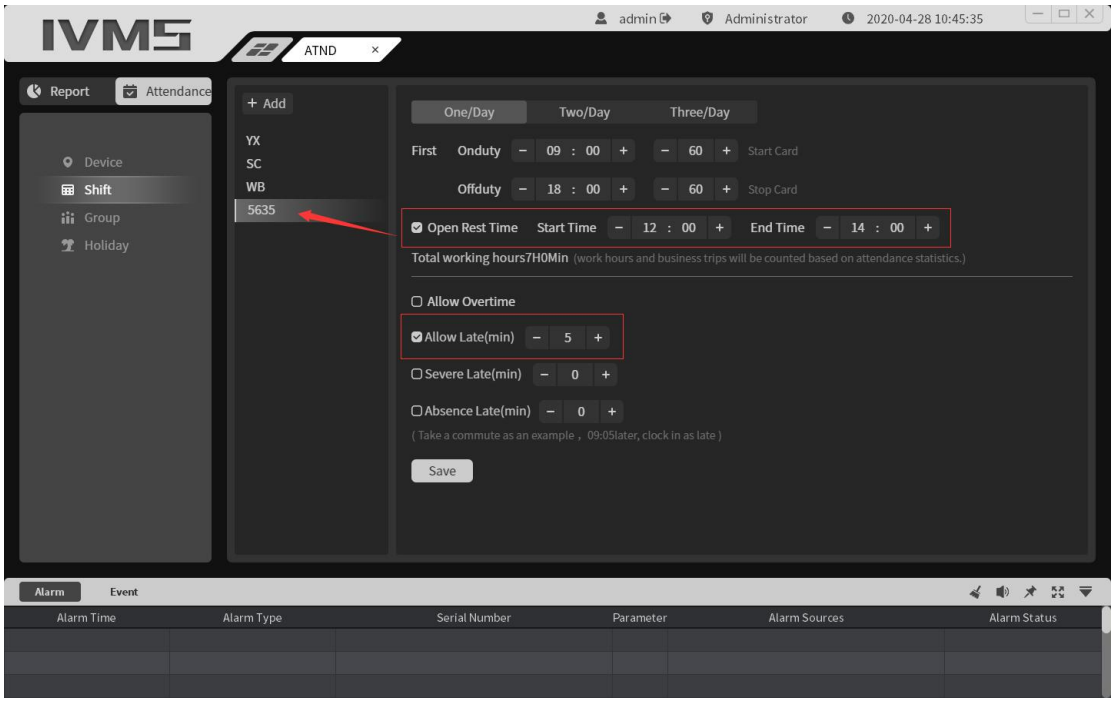


Fig. 10-4

Click OK, and the list of shift names will be displayed under the Add button after prompting that the addition is successful. This shift is selected by default. After filling

in the information on the right, click Save, prompting that the modification is successful, and the shift information will be set. As shown in Fig. 10-5, the detailed information of each shift can be intuitively seen by switching the shifts in the shift list.

When the mouse is suspended over the shift name, two buttons, Modify the shift name and Delete, will appear.



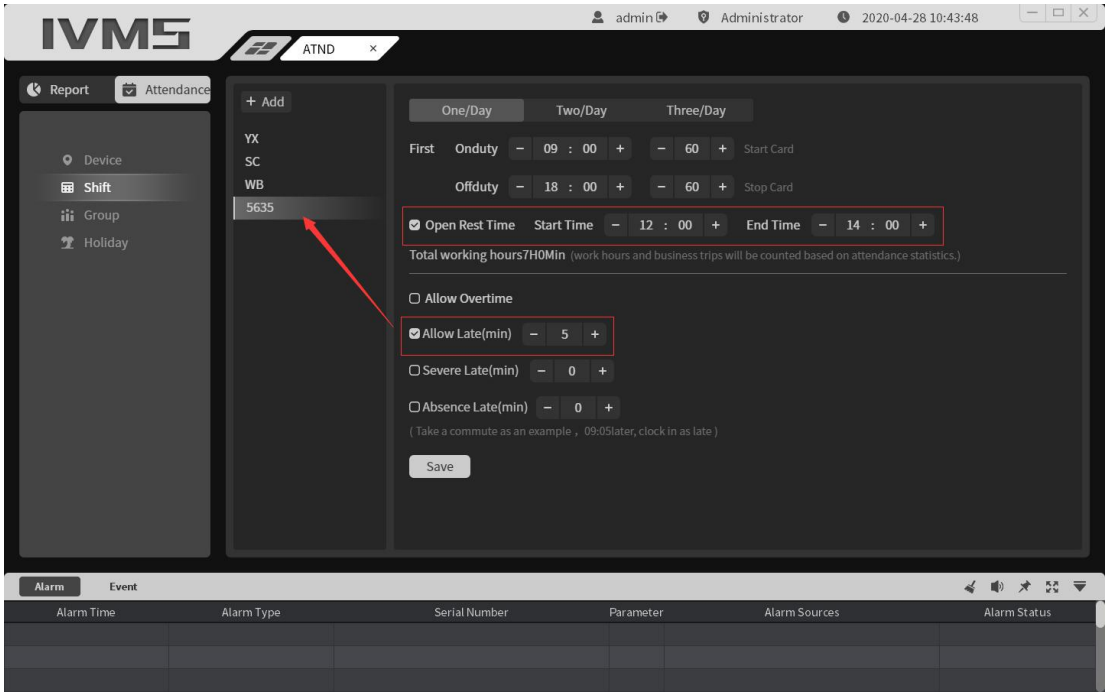


Fig. 10-5

The content part of the shift is mainly to set the clock-in time for commuting, which is now divided into three types: one commute per day, two commutes per day and three commutes per day.

Commute once a day: As shown in Fig. 10-6, Only two clocks a day, one work card and one off-duty card, need to be set for each clock-in. The clock-in time period is how many minutes forward the work time to start clocking, and the default is 60 minutes (for example, if the work time is 9 o'clock and the clock-in is set to start 60 minutes ago, the clock-in can start from 8 o'clock, that is to say, the clock-in before 8 o'clock is invalid). During the clock-in period, how many minutes will

the clock-in end when the clock-in time is pushed back? The default is 60 minutes. You can choose to open the lunch break once a day for commuting. The default is not open. After opening, you can select the lunch break period. The lunch break period will be deducted when the total working hours are completed.

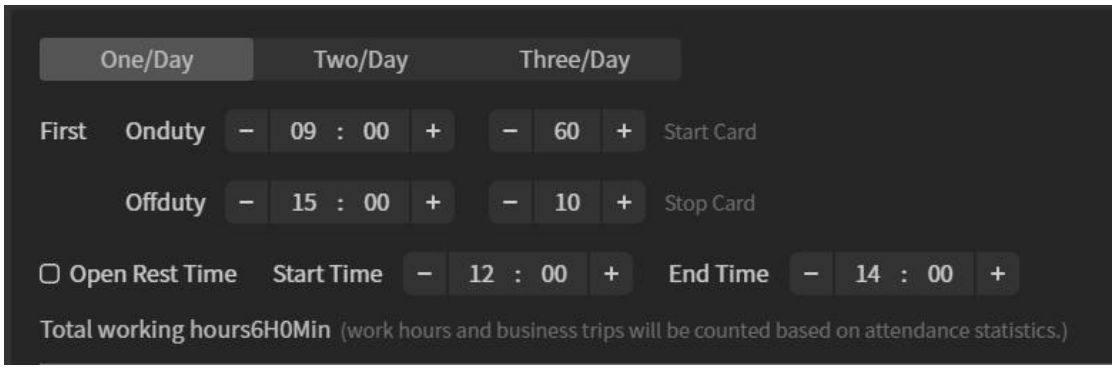


Fig. 10-6

Two commutes per day: as shown in Fig. 10-7, four clocks per day are set, the first commute period and the second commute period are set, and one commute per day is set, without lunch break. If there is an overlap between the two commuting periods, you will be prompted that the attendance time is set incorrectly. Please reset it and save will fail.

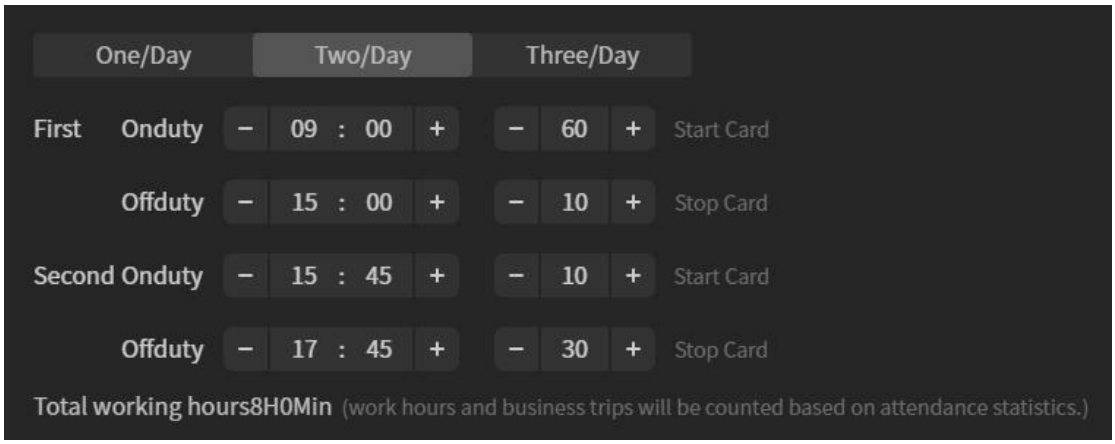


Fig. 10-7

Three commutes a day: as shown in Fig. 10-8, six clock-ins are set in a day. The first commute period, the second commute period and the third commute period are the same as two commutes a day, one more commute, and the three commute periods cannot overlap.

Fig. 10-8

In addition to setting the main clock-in period, Shift can also be set to allow overtime (overtime starting time, minimum

overtime unit: calculated by minute, calculated by half hour, calculated by hour, turned on overtime clock-in) allowed late duration, serious late duration and absenteeism late duration, They are all in minutes, and the length of absenteeism and lateness must be greater than the length of serious lateness, and the length of serious lateness must be greater than the allowable length of lateness.

10.1.3 Attendance Group Management

Select Shift Management, as shown in Fig. 10-9. Only the names of all attendance groups are displayed in the list on the left, and the detailed information of the selected attendance group is displayed on the right. Attendance group setting is actually to bind attendance personnel and shifts, which is equivalent to an operation of batch setting the shifts of attendance personnel.

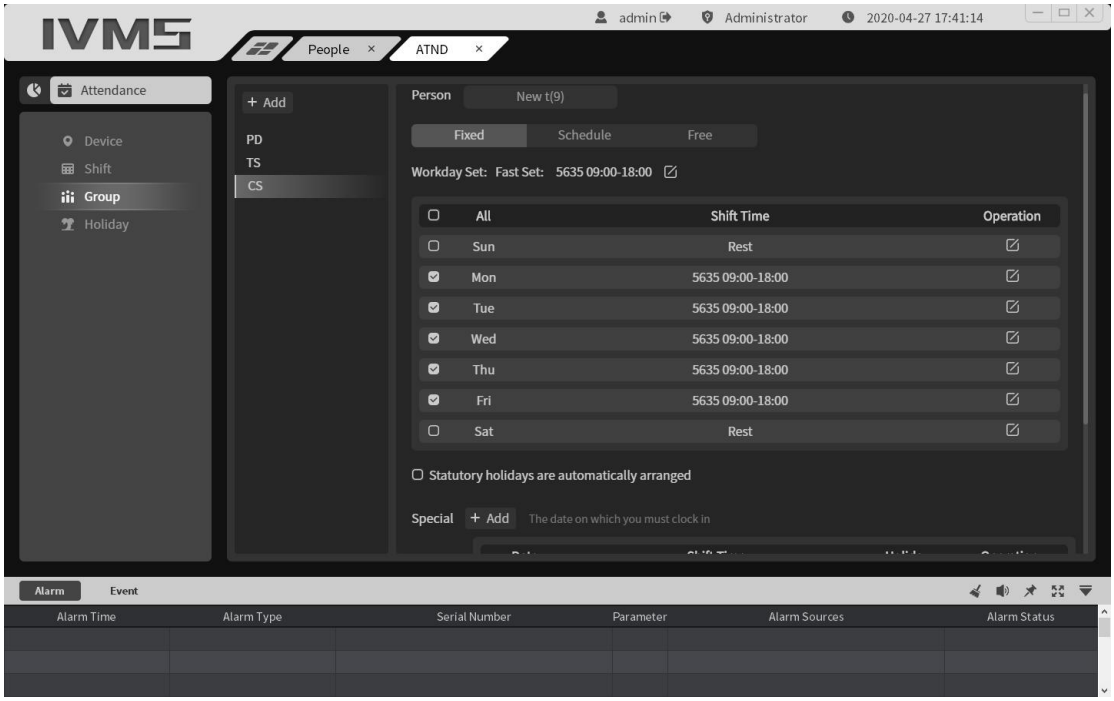


Fig. 10-9

Click Add, as shown in Fig. 10-10, to display the pop-up box for setting attendance group name. Click OK to prompt that the addition is successful, and this attendance group is selected by default. The contents of the attendance group are set on the right. Click Save to prompt that the modification is successful, and the attendance group is set successfully.

When the mouse is suspended over the attendance group name, the Edit Attendance Group Name button and the Delete Attendance Group button will be displayed.

Fig. 10-10

The content of attendance group is mainly to select attendance group personnel and set shift system.

{b Attendance Group Person}: selected by default; department or person name will be displayed after setting successfully. Click this button to display the popup box for selecting attendance group personnel, as shown in Fig. 10-11. The people available here are those who have been successfully added in person management in advance.

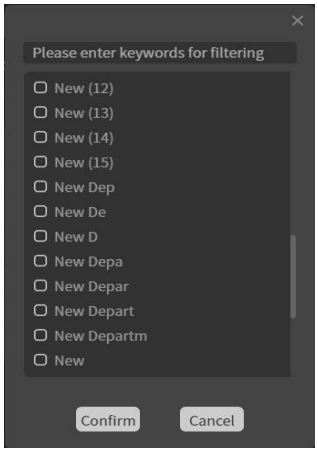


Fig. 10-11

There are three types of shift system: fixed system, shift system and free system.

Fixed System: as shown in Fig. 10-12, the fixed system is to set the shifts from Sunday to Saturday in units of one week. You can click the Modify icon to modify the shifts in the column to operate in the table. The available shifts are the shifts that have been successfully added in the shift management, and you can also check the automatic scheduling of legal holidays and set special dates.

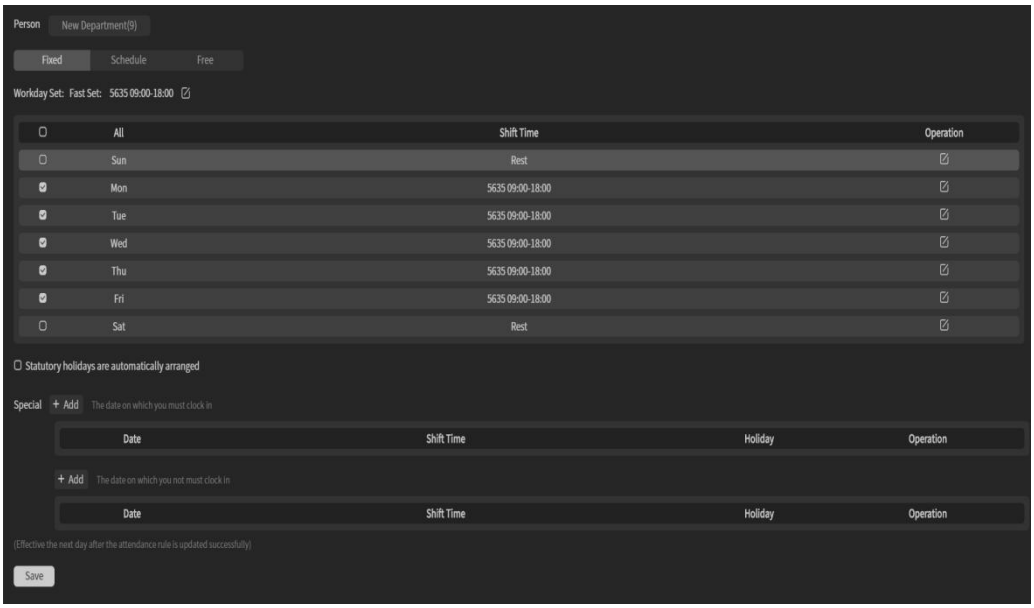


Fig. 10-12

In order to avoid repeated operations, a quick set shift is provided. Click the Edit icon after the quick set shift to display the pop-up box for setting the shift. When the check box in the table is checked, the shift that is the quick set will be set on that day, as shown in Fig. 10-13.

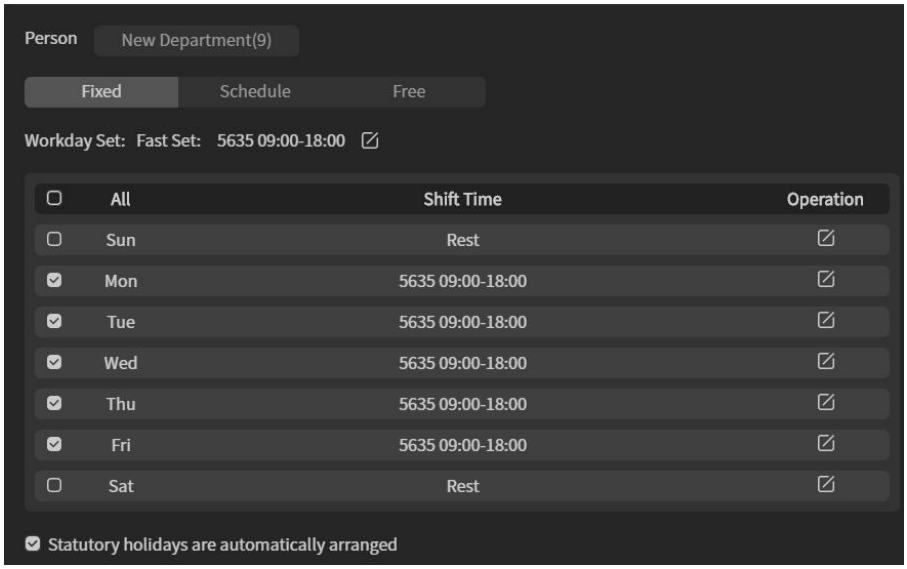


Fig. 10-13

Special date is divided into the date that must be punched in and the date that need not be punched in. Click the Add button of the date that must be punched in to display the pop-up box for adding the date that must be punched in, as shown in Fig. 10-14

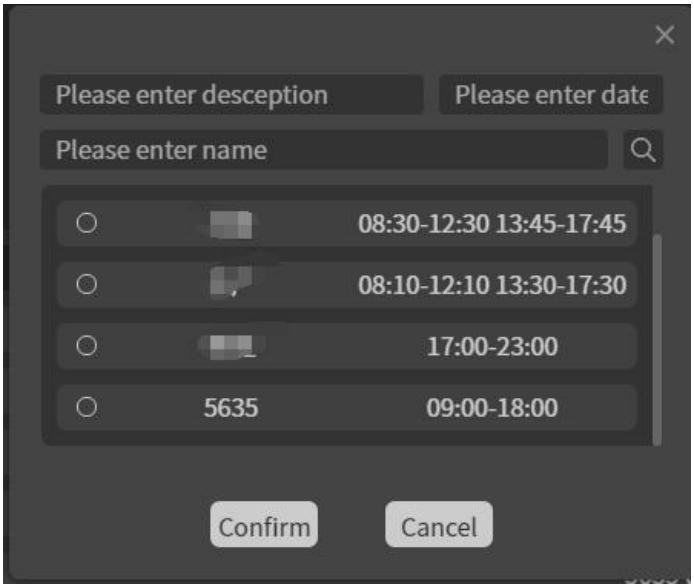


Fig. 10-14

Click the Add button for the date part that does not need to punch in to display the date box that does not need to punch in. Compared with the date box that must be punched in, there is no shift selection, just fill in the holiday comments and select the date.

Shift Scheduling System: as shown in Fig. 10-15, the shift scheduling system can freely select cycle days and set daily shift and effective date. The setting of special dates is consistent with the fixed system, and the fast setting frequency of working days is also consistent with the fixed system. The effective date is the first day of the cycle.

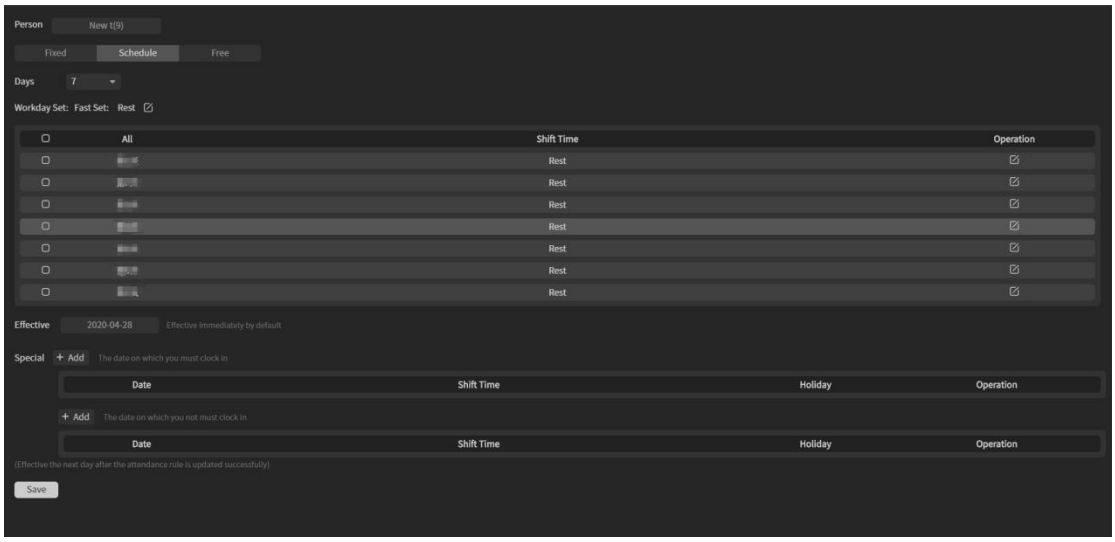


Fig. 10-15

Freedom System: As shown in Fig. 10-16, the freedom system has been based on weeks. Only whether each day is a working day will be set, and the daily shift will not be set. Therefore,

the freedom system only calculates the working hours.

The clock-in node is set to differentiate and calculate attendance.

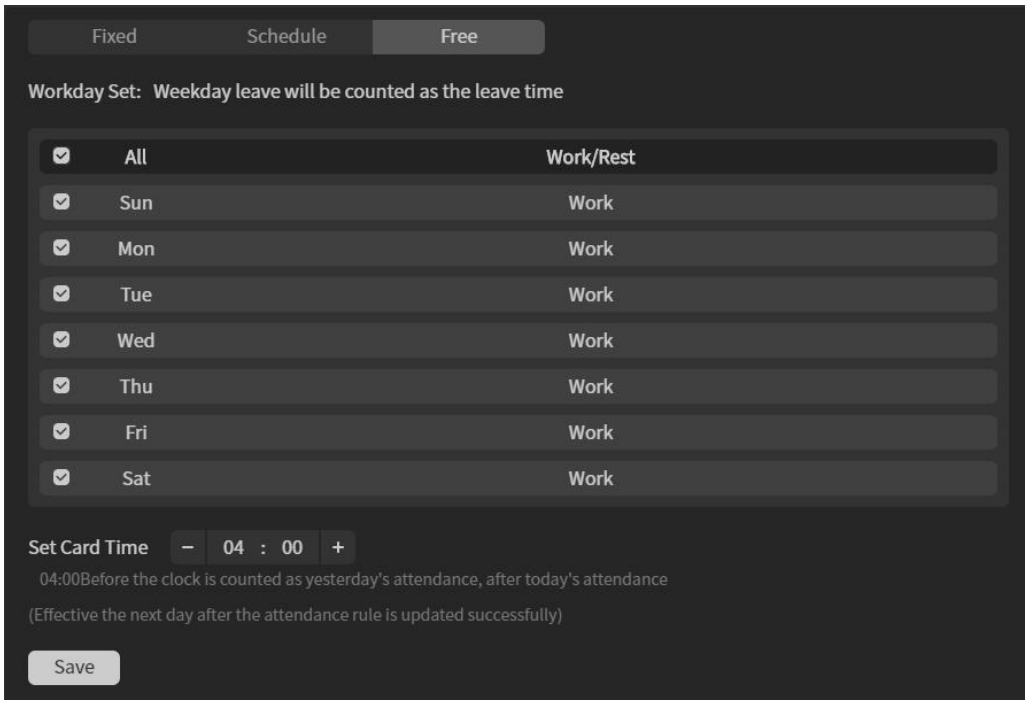


Fig. 10-16

10.1.4 Holiday Management

Select holiday management, as shown in Fig. 10-17. Only the names of all holidays are displayed in the list on the left, and the details of the selected holidays are displayed on the right. Click Add, enter the holiday name, make sure the addition is successful, and then set the required and unnecessary clock-in dates, which are the same as the special date setting method in Attendance Group Management.

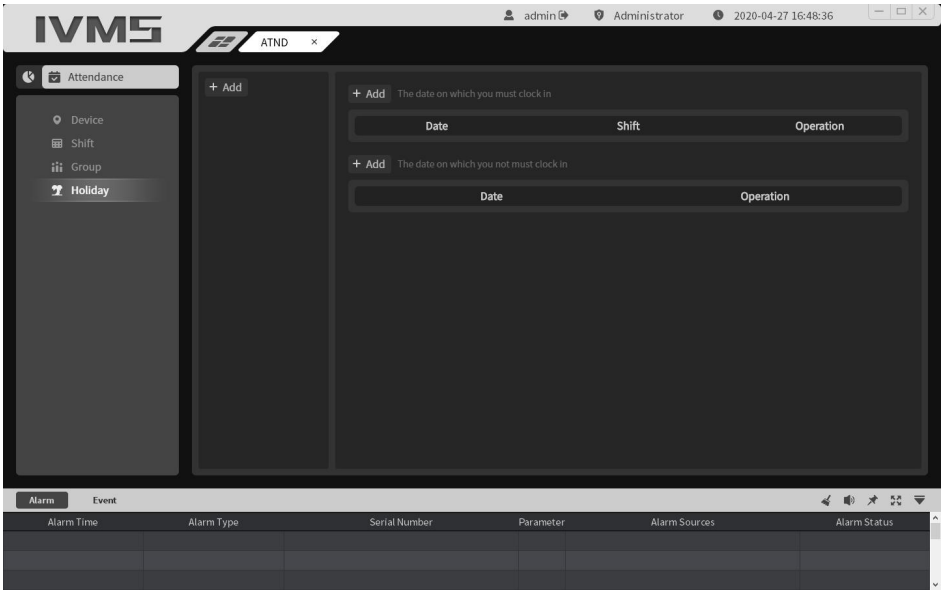


Fig. 10-17

10.2 Report Statistics

As shown in Fig. 10-18, click Report to view report statistics.

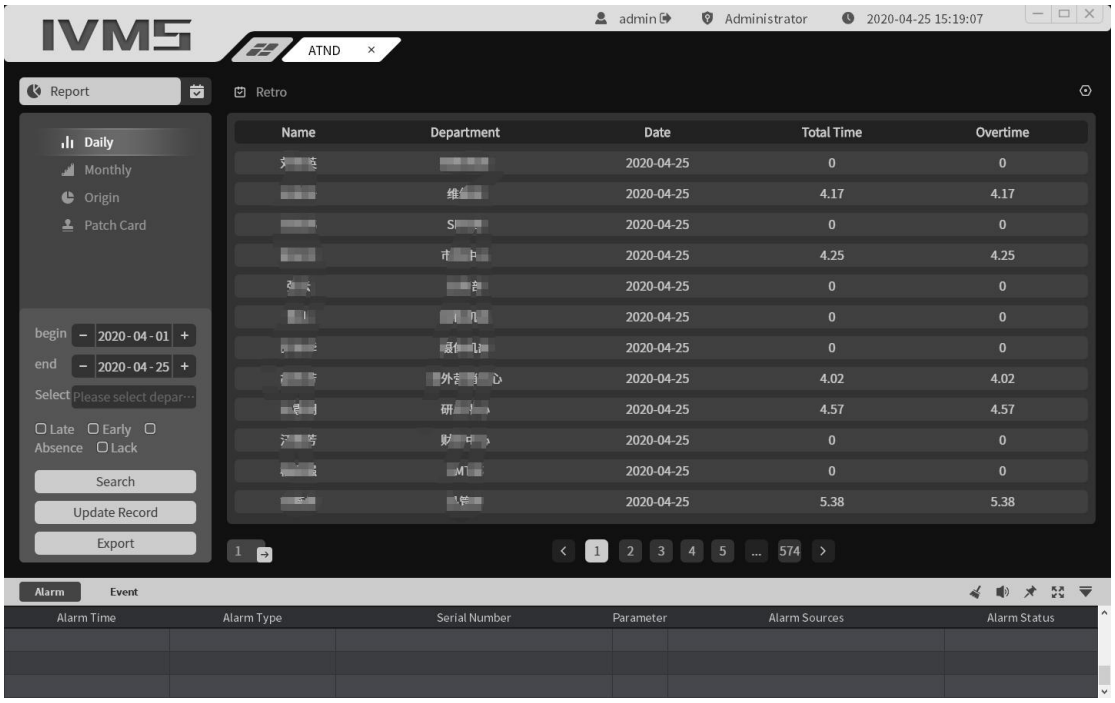


Fig. 10-18

The report is divided into daily statistics, stage summary and original records. As shown in Fig. 10-18, the navigation bar is located at the top of the left. Each time the navigation bar is switched, the corresponding table will be displayed on the right. The search bar at the bottom left remains unchanged and can be retrieved by time and department/person.

Export Report will export all reports at one time to generate an Excel table, as shown in Fig. 10-19, Monthly Summary, Daily Statistics, Original Records and Clock-in Time.

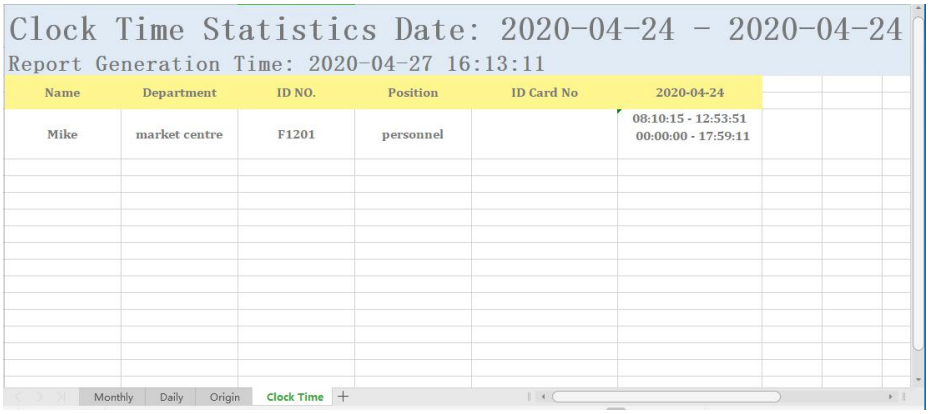


Fig. 10-19

10.2.1 Daily Statistics

Select Daily Statistics, as shown in Fig. 10-20, to display the Daily Statistics table.

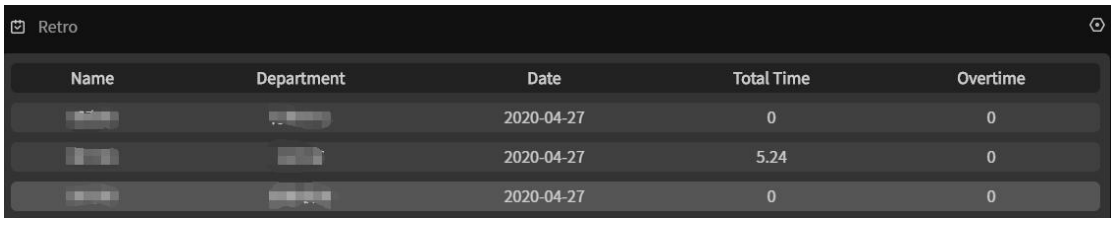


Fig. 10-20

Click the icon in the upper right corner to display the pop-up box for selecting display columns, as shown in Fig. 10-20. You can select the required display columns. By default, only departments, dates, working hours and overtime hours are available. The name is a fixed column.

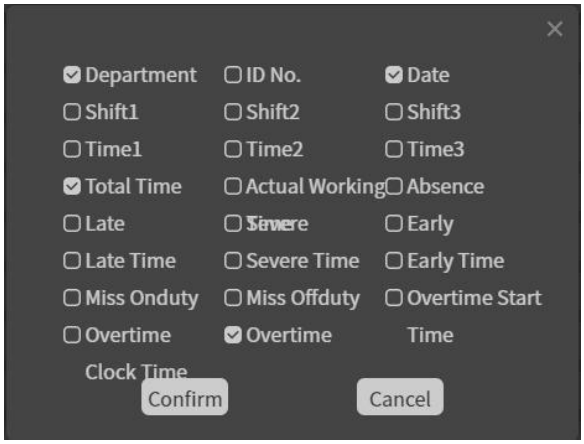


Fig. 10-20

Click the Replenishment icon in the upper left corner to display the Replenishment box, as shown in Fig. 10-20. Select Replenishment Person, Replenishment Date and Replenishment Time. After successful Replenishment, the report will be recalculated and refreshed, but will not be included in the original record.

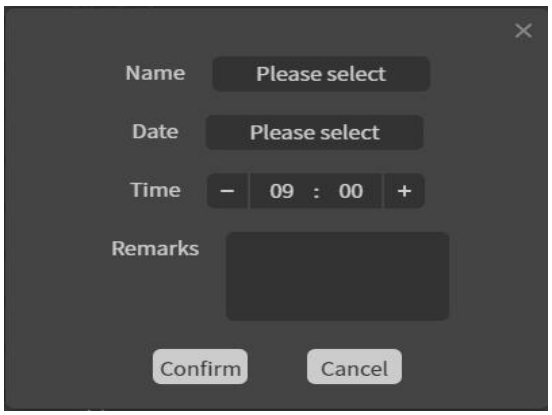


Fig. 10-20

10.2.2 Phase Summary

Select Stage Summary, as shown in Fig. 10-21, to display the stage summary table, which is the same as daily statistics, in the upper right corner Button to select the display column.

Fig. 10-21

10.2.3 Original Records

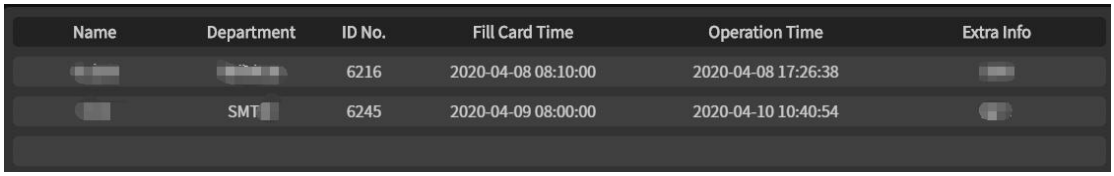
Select the original record, as shown in Fig. 10-22, to display the table of the original record, only the name, department, personnel number, date, time, clock-in equipment and body temperature.

Fig. 10-22

10.2.4 Record of card replenishment

Select the card replenishment record, as shown in Fig. 10-23, to display the card replenishment record table, which only includes name, department, personnel number, card

replenishment time, operation time, comments and other information.



Name	Department	ID No.	Fill Card Time	Operation Time	Extra Info
[redacted]	[redacted]	6216	2020-04-08 08:10:00	2020-04-08 17:26:38	[redacted]
[redacted]	SMT[redacted]	6245	2020-04-09 08:00:00	2020-04-10 10:40:54	[redacted]

Fig. 10-23

11. System Configuration

Click {cs6f729cf6lang1024} System Configuration {cs6f729cf6lang1024} in the main interface to enter the system configuration interface as shown in Fig. 11-1:

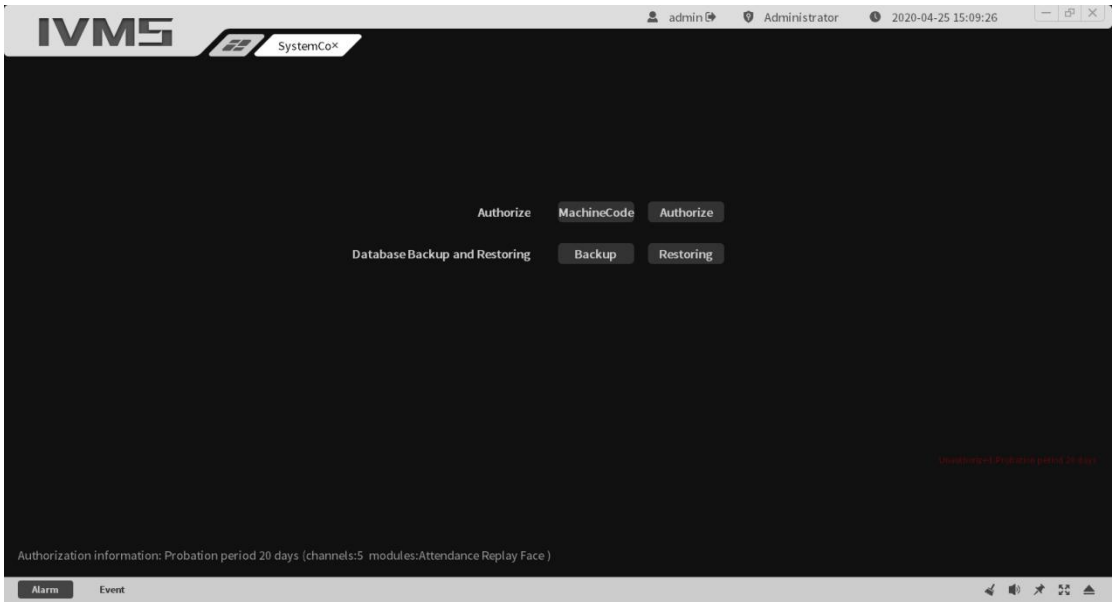


Fig. 11-1

1) Authorization: Obtain the computer machine code and provide

it to the manufacturer. The manufacturer provides the authorization code to the customer for authorization (authorization requires a fee)

2) Database Backup and Restore: Users back up and restore the database to prevent data loss.

3) Authorization information: probation period: 30 days, number of channels is 5 channels, module: attendance, playback, face application. There will be a one-month trial period during the initial installation, and there will be no limit on the number of roads. After the trial period is over, it cannot be used again.