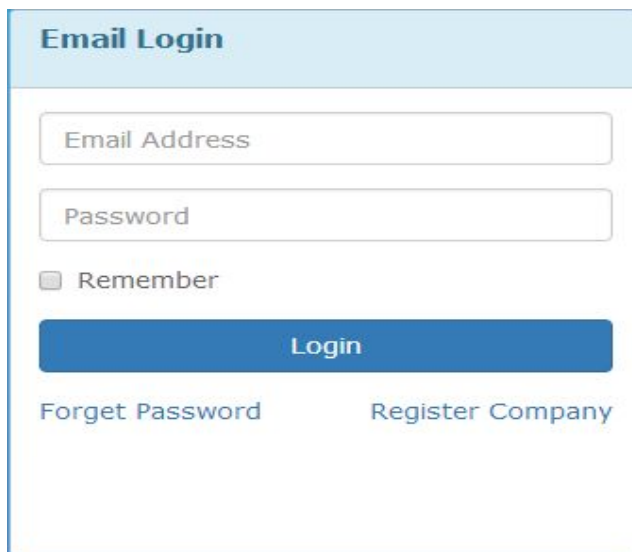# Intelligent Cloud Platform User Operation Manual (Simple Version)

## Step 1: Register Company Account
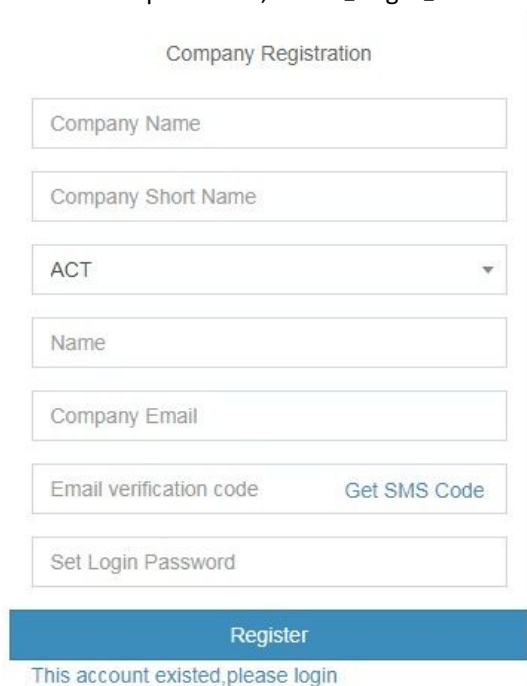
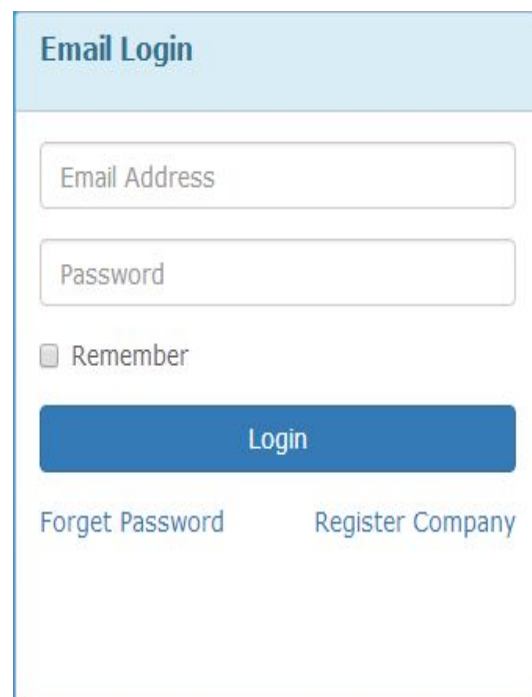Enter the URL www.yunatt.com/en to enter the login page then click 【Register Company】,enter registration page.



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

# Step 2: System Basic Information Settings

①Company Information

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



②Parameter Settings

System Settings>Parameter Settings, the parameter settings, leave type , vacation, manual punch type, business trip configuration are performed in this page.
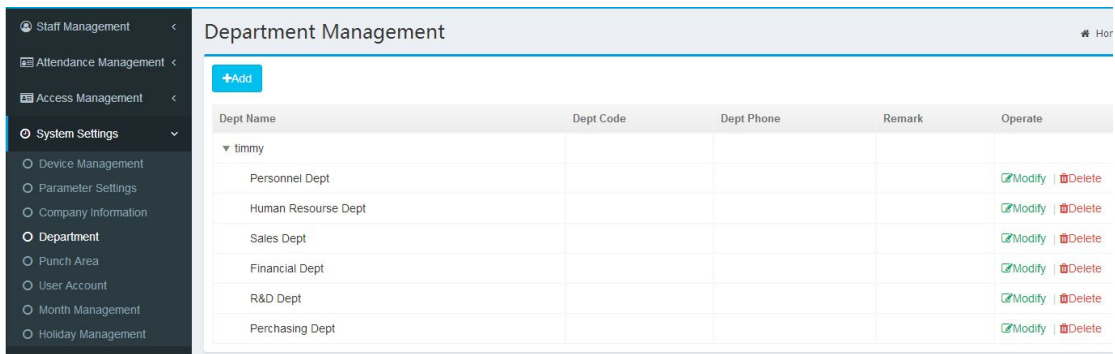
③Department

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



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〉–〈System Info〉–〈ok〉–〈System Info〉–〈ok〉，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).



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 | ZX0006828902 | 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:Staff Information

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

Staff Management>Staff Information then add new staff, 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 Staff Info                                                          ⌂ Home >

| | | |
|---|---|---|
| User ID* | | ☑ Whether to participate in attendance |
| | | ☐ Senior Mode |
| Staff Code* | | Name* |
| Department | timmy | Gender | Please Choose ▼ |
| Card No | | Punch Pwd |
| Mobile No | | Password | Default Pwd£º123456 |
| Entry Date | 2019-03-20 | Entry Status | Official ▼ |
| Position | Please Choose ▼ | Staff Type | Please Choose ▼ |
| ID No | | Degree | Please Choose ▼ |
| Phone | | Email |
| Address | | |
| Remark | | |

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

## Step 4:Staff/Department scheduling

Attendance Management > Staff Scheduling, Staff/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.



## Step 5:Install Intelligent Cloud Platform APP

Scan the following QR code with your mobile phone and install intelligent cloud platform mobile app

## Step 6:Log in Intelligent Cloud Platform APP

Enter mobile No and password(the default initial password is:123456)
Note: The mobile No is the same as one in Staff Information page