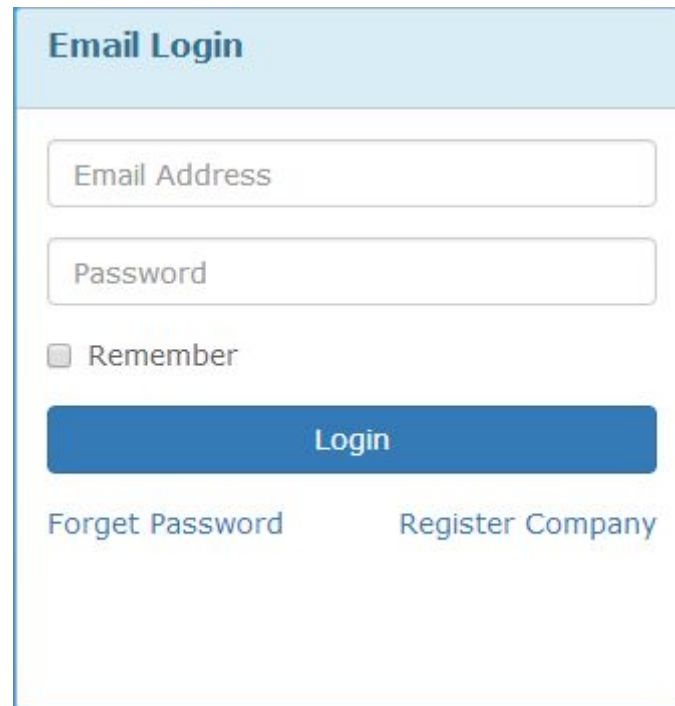

Intelligent Cloud Platform User Operation Manual (Web)

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1 Register

Enter the URL www.yunatt.com/en to enter the login page then click **【Register Company】**, enter registration page.



The image shows a screenshot of a web form titled "Email Login". The form has a light blue header with the title. Below the header, there are two input fields: "Email Address" and "Password". Below the "Password" field, there is a checkbox labeled "Remember". Below the checkbox, there is a blue button labeled "Login". At the bottom of the form, there are two links: "Forget Password" and "Register Company".

Fill in a valid email address then click **【get SMS code】**, enter Email verification code correctly, click **【Register】**, Automatically jump to the login page after successful registration.

Company Registration

Company Name

Company Short Name

ACT ▼

Name

Company Email

Email verification code Get SMS Code

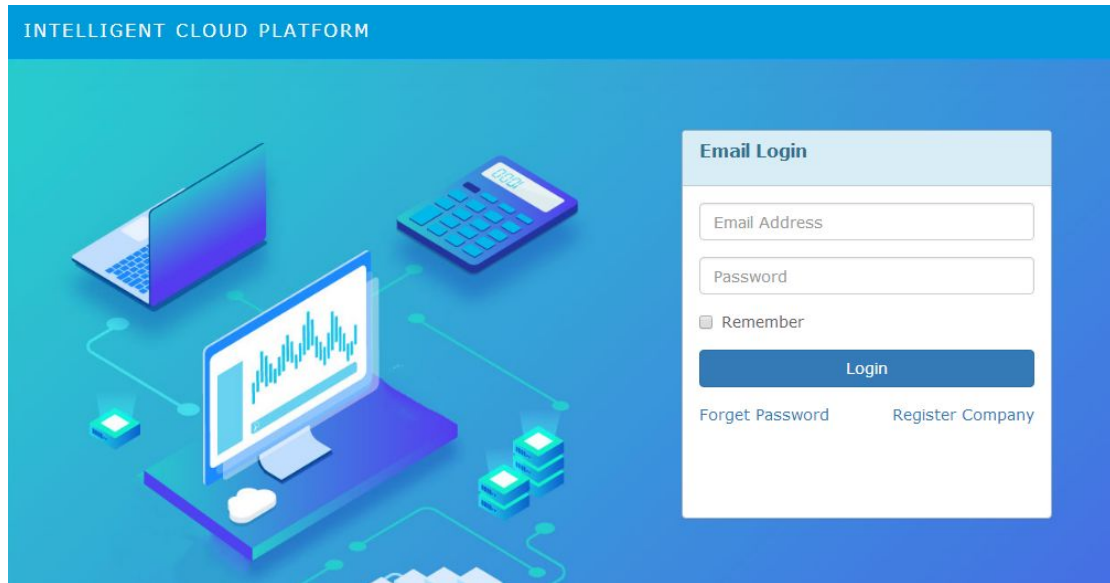
Set Login Password

Register

This account existed,please login

2 Login

Enter the URL www.yunatt.com/en to enter the login page,The administrator account is the Email address filled in during registration, Except the administrator account, accounts of other users in the enterprise are created by the administrator in **【User Account】**,users do not need to register, directly ask administrator for account.



Log in and enter the home page. The home page consists of Menu bar、Personnel change records、Today staff info、Attendance statistics this month.

➤ Menu bar

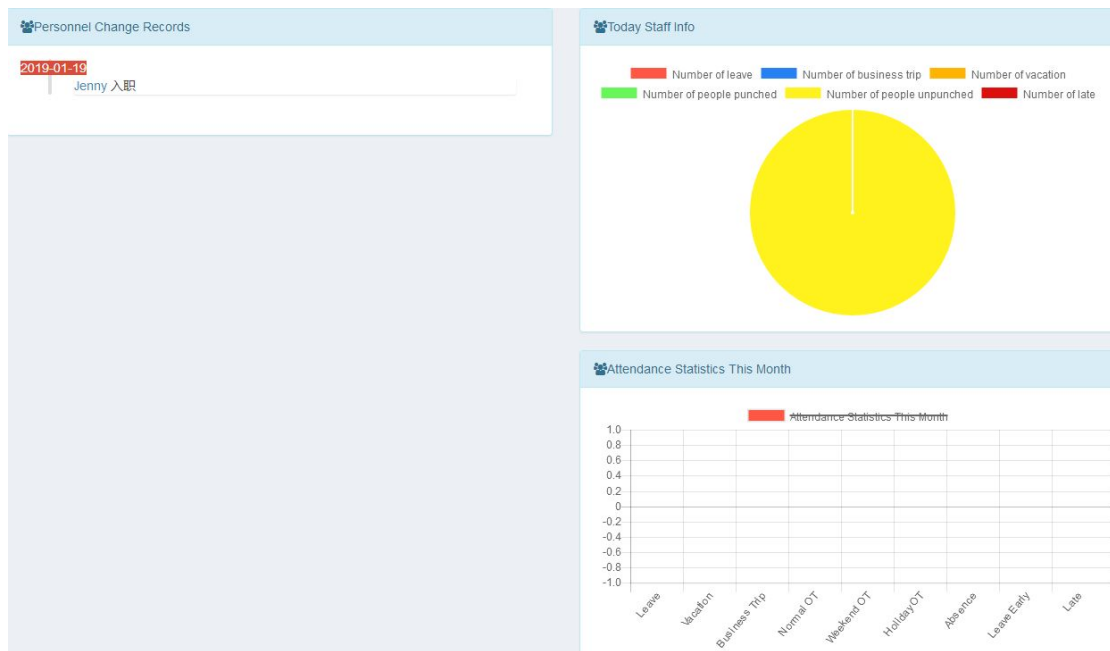
Modules: Staff Management、Attendance Management、System Settings

➤ Personnel change records: Show the staff entry、resign and other changes

➤ Status: Show the number of staff who entry 、resignation 、working 、leave and business trip/vacation for this month, as well as the number of staff punched today.

➤ Unsigned staff : Show staff who did not sign within the required time today.

➤ Attendance statistics this month: Count the number of days of leave、absence、business trip and the number of times late arrival、early departure for this month.



3 Staff Management

3.1 Staff Information

- New staff information

Staff Management>Staff Information,click  to enter New Staff Info page.

Staff Information

Name/Staff code/Phone Department All Department Search

+Add Import Export

User ID	Staff Code	Name	Department	Gender	Card No	Punch Password	Mobile No	Email	Entry Date	Entry Status
1	1	Sophia	timmy	Male				309004319@qq.com	2019-01-18	Official
2	2	Sam	timmy	Male				35255662@qq.com	2019-01-19	Official
3	3	Jenny	timmy	Male	8693177	123			2019-01-19	Official

Showing 1 to 3 of 3 rows

Fill in staff information then click **【Save】** .

Note: ①Fields marked with * are required;②Mobile No must be unique;③If not filled in, the password defaults to 123456;④Only senior user can view the mobile number of the senior user in APP address book.

User ID*	<input type="text"/>	<input checked="" type="checkbox"/> Whether to participate in attendance <input type="checkbox"/> Senior Mode	
Staff Code*	<input type="text"/>	Name*	<input type="text"/>
Department	timmy	Gender	Please Choose
Card No	<input type="text"/>	Punch Pwd	<input type="text"/>
Mobile No	<input type="text"/>	Password	Default Pwd: *123456
Entry Date	2019-02-23	Entry Status	Official
Position	Please Choose	Staff Type	Please Choose
ID No	<input type="text"/>	Degree	Please Choose
Phone	<input type="text"/>	Email	<input type="text"/>
Address	<input type="text"/>		
Remark	<input type="text"/>		

After add new staff, click staff name in the staff information list to enter Resume page where you can modify photo、view report、edit file.


个人档案	考勤信息	人员异动
------	------	------

个人照片

张山

员工工号	1
入职日期	2018-10-15
入职状态	正式
身份证号	
性别	
工种	
文化程度	

- Edit File

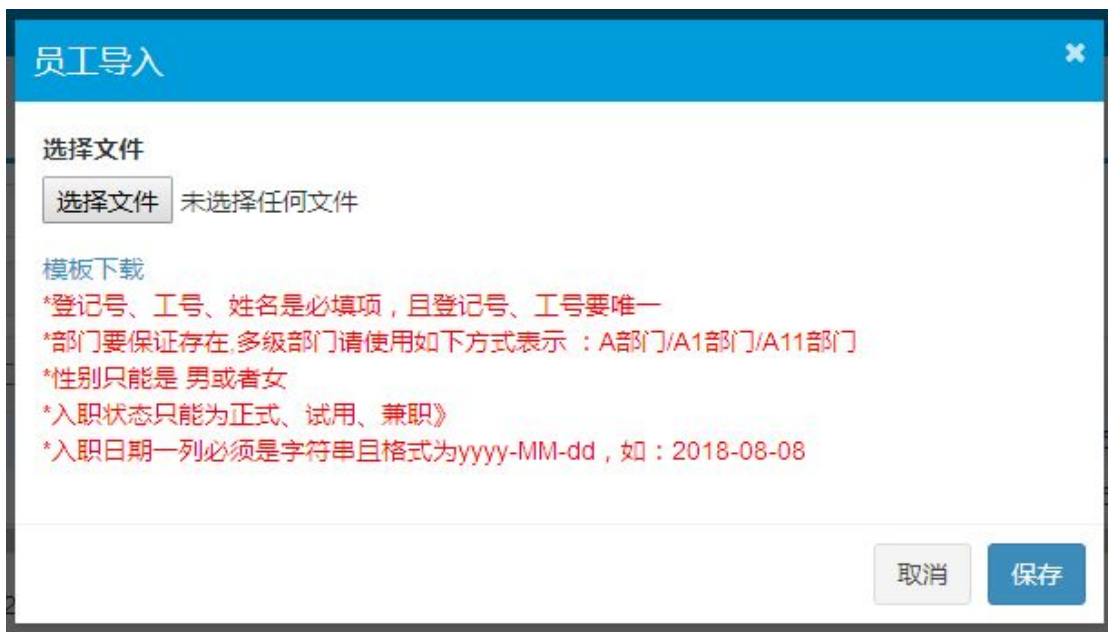
Staff Management>Staff information,click  in the operate column to enter Edit File page to edit staff info,leave blank if you don't change your password,also you can choose whether the user participates in attendance.

Note: If this staff does not participate in attendance, then the attendance report will not be counted, nor can it be scheduled, leave/business trip/manual punch, etc.

- Batch Import

Staff Management>Staff information,click **【Import】** .Import steps as below:

- 1、Click **【Template Download】**
- 2、Then edit the template file,fill in the column data that needs to be imported. The red column is required.
- 3、Click **【Select File】** to select file to import then **【Save】** .



- Resign

Staff Management>Staff information,click  **Resign** in the operate column to register resignation.



Staff Information

Name/Staff code/Phone Department All Department Search

Import Export

User ID	Staff Code	Name	Department	Gender	Card No	Punch Password	Mobile No	Email	Entry Date	Entry Status	Fingerprint/Face	Operate
1	1	Sophia	timmy	Male				309004319@qq.com	2019-01-18	Official	0	Modify Disable APP
2	2	Sam	timmy	Male				352555662@qq.com	2019-01-19	Official	0	Modify Enable APP Resign

- Enable/Disable APP

Staff Management>Staff information,click  **Disable APP** in the operate column to disable APP,click  **Enable APP** to enable APP.

Note: Only the staff who have mobile No in their information can enable/disable APP.

User ID	Staff Code	Name	Department	Gender	Card No	Punch Password	Mobile No	Email	Entry Date	Entry Status	Fingerprint/Face	Operate
1	1	Sophia	timmy	Male				309004319@qq.com	2019-01-18	Official	0	Modify Disable APP
2	2	Sam	timmy	Male				352555662@qq.com	2019-01-19	Official	0	Modify Enable APP Resign

- Batch resign/ Batch enable APP/Send to device

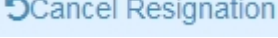
Staff Management>Staff information,After selecting staff, Batch resign、 Batch enable APP、 Send to device will appear below the staff list.

登记号	工号	姓名	所属部门	性别	IC卡号	打卡密码	手机号码	入职日期	入职状态	指纹/人脸	操作
1	1	张山	智控云	男			18588492795	2018-10-15	正式	1	修改 禁用APP
2	2	李四	智控云	男				2018-10-15	正式	1	修改 启用APP

批量离职 批量开通App 获取人员信息 下发到考勤设备 从考勤机删除 批量调动部门

3.2 Leave Registration

- Cancel Resignation

Staff Management>Leave Registration,click  in the operate column to cancel resignation

Staff Code	Name	Department	Working Date	Gender	Resign Type	Resign Reason	Operate
1	3	Jenny	timmy	2019-01-19 - 2019-02-25	Male	Dismiss	Cancel Resignation Delete

- Delete

Staff Management>Leave Registration,click  in the operate column to delete the staff.

Leave Registration Home - Leave Registratio

Name/Staff code/Phone Department All Department QSearch

Export Refresh Grid

	Staff Code	Name	Department	Working Date	Gender	Resign Type	Resign Reason	Operate
1	3	Jenny	timmy	2019-01-19 - 2019-02-25	Male	Dismiss		Cancel Resignation <input type="button" value="Delete"/>

4 Attendance Management

4.1 Staff Scheduling

Staff scheduling module is mainly to set up the scheduling for staff or each department as a basis for attendance.scheduling principle: 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

Attendance Management>Staff Scheduling, click [Department Scheduling](#) turn to department scheduling page then click in the operate column 在列表操作栏中点击 , See the diagram below for the scheduling steps:

Department Scheduling

Staff Scheduling Department Scheduling Advanced Scheduling

Department	Shift	Operate
timmy		<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Department Scheduling Home - Department S

Staff Scheduling Department Scheduling Advanced Scheduling

Department	Shift	Operate																
timmy	<table border="1"> <thead> <tr> <th>timmy Shift</th> <th>Sunday</th> <th>Monday</th> <th>Tuesday</th> <th>Wednesday</th> <th>Thursday</th> <th>Friday</th> <th>Saturday</th> </tr> </thead> <tbody> <tr> <td>Rest</td> <td>08:00-12:00 13:30-18:00</td> <td>08:00-12:00 13:30-18:00</td> <td>08:00-12:00 13:30-18:00</td> <td>08:00-12:00 13:30-18:00</td> <td>08:00-12:00 13:30-18:00</td> <td>08:00-12:00 13:30-18:00</td> <td>08:00-12:00 13:30-18:00</td> </tr> </tbody> </table>	timmy Shift	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	08:00-12:00 13:30-18:00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
timmy Shift	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	08:00-12:00 13:30-18:00											

- Staff scheduling

Attendance Management>Staff Scheduling,click staff name in scheduling list to schedule.

Staff Scheduling

Name/Staff code/Phone: Department: All Department 2019-02 QSearch

Staff Scheduling Department Scheduling Advanced Scheduling

+Batch Scheduling Batch Clear +All Scheduling Import

Staff Code	Name	01 Friday	02 Saturday	03 Sunday	04 Monday	05 Tuesday	06 Wednesday	07 Thursday	08 Friday	09 Saturday	10 Sunday
1	Sophia										
2	Sam										

See the diagram below for the scheduling steps:

Staff Scheduling Department Scheduling

2019-02

Select All Inverse Selection

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					01 08:00-12:00 13:30-18:00	02 Rest
03 Rest	04 08:00-12:00 13:30-18:00	05 08:00-12:00 13:30-18:00	06 08:00-12:00 13:30-18:00	07 08:00-12:00 13:30-18:00	08 08:00-12:00 13:30-18:00	09 Rest
10 Rest	11 08:00-12:00 13:30-18:00	12 08:00-12:00 13:30-18:00	13 08:00-12:00 13:30-18:00	14 08:00-12:00 13:30-18:00	15 08:00-12:00 13:30-18:00	16 Rest
17 Rest	18 08:00-12:00 13:30-18:00	19 08:00-12:00 13:30-18:00	20 08:00-12:00 13:30-18:00	21 08:00-12:00 13:30-18:00	22 08:00-12:00 13:30-18:00	23 Rest
24 Rest	25 08:00-12:00 13:30-18:00	26 08:00-12:00 13:30-18:00	27 08:00-12:00 13:30-18:00	28 08:00-12:00 13:30-18:00		

Time Zone

In Time: 13:30

Out Time: 18:00

Count Working Day: 0.5

Option: Must sign in Must sign out

OT Type: Normal

Advanced Option

+Add Rest Clear

Save

Staff Scheduling

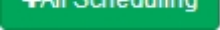
Name/Staff code/Phone: Department: All Department 2019-02 QSearch

Staff Scheduling Department Scheduling Advanced Scheduling

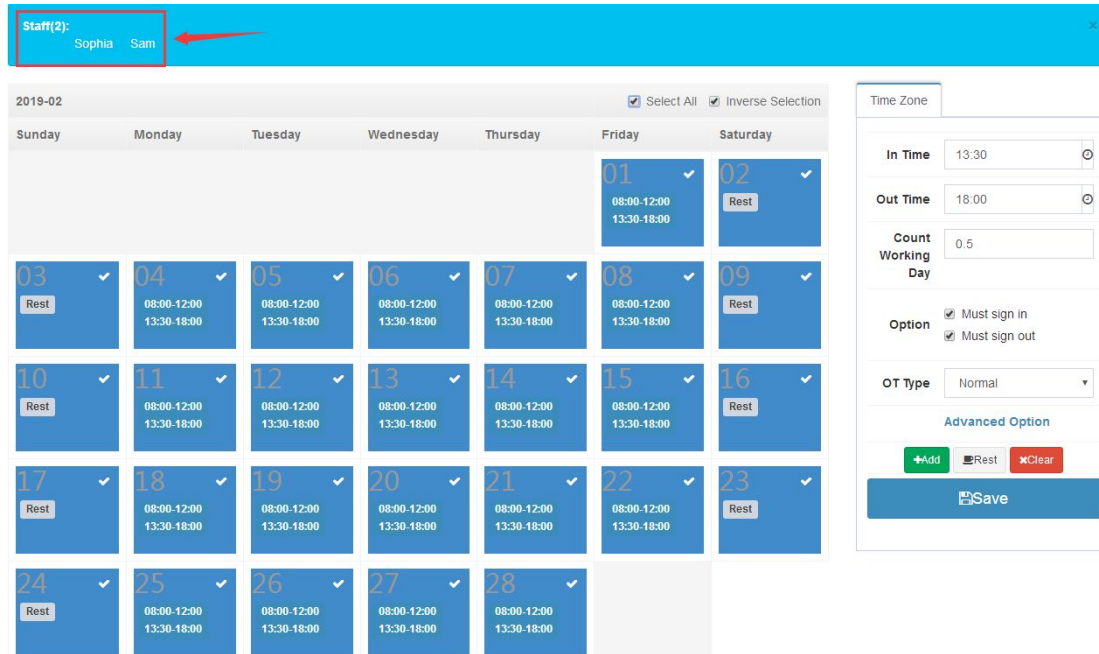
+Batch Scheduling Batch Clear +All Scheduling Import

Staff Code	Name	01 Friday	02 Saturday	03 Sunday	04 Monday	05 Tuesday	06 Wednesday	07 Thursday	08 Friday	09 Saturday	10 Sunday	11 Monday	12 Tuesday	13 Wednesday	14 Thursday	15 Friday	16 Saturday	17 Sunday
1	Sophia	08:00-12:00 13:30-18:00	Rest	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	Rest	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	Rest	Rest	

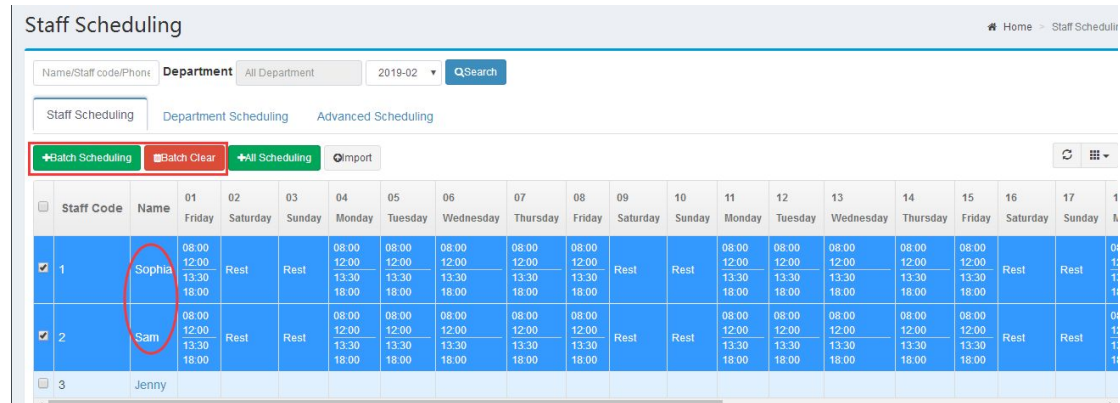
- Batch Scheduling/Batch Clear

Attendance Management>Staff Scheduling,click  in staff scheduling

page to make a shift for all staff.Check some staff in the list and then batch scheduling and batch can be performed for the selected staff .



The screenshot shows a staff scheduling interface. At the top, a blue header bar displays "Staff(2): Sophia Sam" with a red arrow pointing to it. Below the header is a calendar grid for February 2019. The calendar shows shifts for staff members Sophia and Sam. Shifts are represented by blue boxes with times and "Rest" labels. For example, on Friday (01), Sophia has a shift from 08:00-12:00 and Sam has a shift from 13:00-18:00. On Saturday (02), both have "Rest" days. The right side of the interface contains a configuration panel with fields for "In Time" (13:30), "Out Time" (18:00), "Count Working Day" (0.5), and checkboxes for "Must sign in" and "Must sign out". There are also buttons for "+Add", "Rest", "xClear", and "Save".



The screenshot shows the "Staff Scheduling" interface. At the top, there are search filters for "Name/Staff code/Phone", "Department" (All Department), and "2019-02". Below the filters, there are tabs for "Staff Scheduling", "Department Scheduling", and "Advanced Scheduling". The "Staff Scheduling" tab is active, and there are buttons for "Batch Scheduling", "Batch Clear", "All Scheduling", and "Import". Below the buttons is a table with columns for staff code, name, and days of the week (01 to 18). The table shows the schedules for three staff members: Sophia (Staff Code 1), Sam (Staff Code 2), and Jenny (Staff Code 3). Sophia and Sam have shifts on most days, while Jenny has no shifts. The shifts are represented by blue boxes with times and "Rest" labels. For example, on Friday (01), Sophia has a shift from 08:00-12:00 and Sam has a shift from 13:00-18:00. On Saturday (02), both have "Rest" days.

Staff Code	Name	01 Friday	02 Saturday	03 Sunday	04 Monday	05 Tuesday	06 Wednesday	07 Thursday	08 Friday	09 Saturday	10 Sunday	11 Monday	12 Tuesday	13 Wednesday	14 Thursday	15 Friday	16 Saturday	17 Sunday	18 Monday
1	Sophia	08:00-12:00 13:30-18:00	Rest	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	Rest	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	Rest	Rest	08:00-12:00 13:30-18:00
2	Sam	08:00-12:00 13:30-18:00	Rest	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	Rest	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	Rest	Rest	08:00-12:00 13:30-18:00
3	Jenny																		

4.2 Punch Record

Attendance Management>Punch Record, punch record list includes month view、day view、list view and outwork punch.

- Month View

Attendance Management>Punch Record>Month View,It shows punch records of staff this month ,also it can be exported to excel sheet.

Note: Except administrator, other users only can view it's own records.

Punch Record

Name/Staff code/Phone: Department: All Department 2019-01 QSearch Export

Month View Day View List View Outwork Punch

Staff Code	Name	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
1	Sophia	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	09:05 09:29 09:35 09:36 09:40 09:59 10:01				
2	Sam	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	09:05 09:12 09:32 09:33 09:34 09:35 09:36 09:37 09:38				

- Day View

Attendance Management>Punch Record>Day View, It shows punch records of staff this

day, also it can be exported to excel sheet.

Punch Record Home > Punch Record

Name/Staff code/Phone: Department: All Department 2019-01-19 2019-01-19 QSearch Export

Month View Day View List View Outwork Punch

Staff Code	Name	Date	Week	Time1	Time2	Time3	Time4	Time5	Time6	Time7	Time8	Time9	Time10
1	Sophia	2019-01-19	Saturday	09:05	09:29	09:35	09:36	09:40	09:59	10:01			
2	Sam	2019-01-19	Saturday	09:05	09:12	09:32	09:33	09:34	09:35	09:36	09:37	09:38	
3	Jenny	2019-01-19	Saturday	09:07	09:12	09:16	09:17	09:18	09:19	09:24	09:33	09:36	09:58

- List View

Attendance Management>Punch Record>List View, Display the punch records of staff in the

form of list, also it can be exported to excel sheet. Import /Export excel sheet/select attendance

month can be performed in this page.

Punch Record Home > Punch Record

Name/Staff code/Phone Department All Department 2019-01-19 2019-01-19

Month View Day View List View Outwork Punch

Staff Code	Name	Punch Time	Punch Type	Device Name	Operate
1	Sophia	2019-01-19 09:05	Device Punch	attendance	Delete
1	Sophia	2019-01-19 09:05	Device Punch	attendance	Delete
1	Sophia	2019-01-19 09:05	Device Punch	attendance	Delete
1	Sophia	2019-01-19 09:05	Device Punch	attendance	Delete
1	Sophia	2019-01-19 09:29	Device Punch	attendance	Delete
1	Sophia	2019-01-19 09:35	Device Punch	attendance	Delete
1	Sophia	2019-01-19 09:35	Device Punch	attendance	Delete
1	Sophia	2019-01-19 09:36	Device Punch	attendance	Delete
1	Sophia	2019-01-19 09:40	Device Punch	attendance	Delete
1	Sophia	2019-01-19 09:40	Device Punch	attendance	Delete
1	Sophia	2019-01-19 09:40	Device Punch	attendance	Delete
1	Sophia	2019-01-19 09:40	Device Punch	attendance	Delete
1	Sophia	2019-01-19 09:40	Device Punch	attendance	Delete
1	Sophia	2019-01-19 09:40	Device Punch	attendance	Delete
1	Sophia	2019-01-19 09:59	Device Punch	attendance	Delete
1	Sophia	2019-01-19 10:01	Device Punch	attendance	Delete

- Outwork Punch

Attendance Management>Punch Record>Outwork Punch,It shows staff outwork punch records.


签卡记录管理 首页 > 签卡记录管理

姓名、工号、手机 所属部门 所有部门 2018-09-29 2018-10-01

月视图 日视图 列表视图 外勤签到

工号	员工姓名	签卡时间	签卡类型	签到地址	备注
001	张山	2018-09-29 23:29	外勤打卡	中国广东省深圳市宝安区清翠路	
001	张山	2018-09-30 18:48	外勤打卡	中国广东省深圳市宝安区新区大道	

4.3 Manual Punch

Attendance Management>Manual Punch,Add、 Delete and export manual punch records in this page.Click  to add a record,See the diagram for steps as below:

Add
✕

Select Staff


Type

Date

Time

Remark

4.4 Leave Management

Attendance Management>Leave Management,Add、 Delete、 Edit and export leave records in this page.click  to add a leave record.See the diagram for steps as below:

Leave Management
Home > Leave Management

Leave
Vacation
Business Trip

Staff Code	Name	Leave Code	Leave Type	Start Time	End Time	Working Hours	Leave Reason	Remark	Approver	Operate
No matching records found										


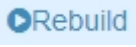
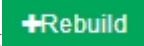
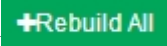
Add Leave Record ✕

Select Staff	<input type="text" value="Please enter No"/>
Leave Type	<input type="text"/>
Leave time	<input type="text" value="Start Time"/> - <input type="text" value="End Time"/>
Leave Hours	<input type="text" value="1"/> Day <input type="text" value="0"/> Hour <input type="text" value="0"/> Minute
Leave Reason	<input type="text"/>
Remark	<input type="text"/>

4.5 Attendance Report

Attendance Management > Attendance Report, Generate, Delete, export report in this page. It includes monthly report and daily report.

- Monthly Report

It shows the monthly attendance statistics of all staff. Click  in the operation column to view daily detail of this month, click  in the operation column to regenerate report for one staff. Also you can check some staff then click  to batch regenerate report or click  to regenerate report for all staff.

考勤月报表 首页 > 考勤月报表

姓名、工号、手机 所属部门 所有部门 2018-10

考勤月报表 考勤日报表

工号	姓名	部门名称	应勤(天)	实勤(天)	实勤(小时)	缺勤(天)	缺勤(小时)	迟到(次)	迟到(分钟)	早退(次)	早退(分钟)	公假(天)	公假(小时)	请假(天)	请假(小时)	休假(天)	休假(小时)	出差(天)	出(小)
1	张山	智控云	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	李四	智控云	2	0	0	2	16	0	0	0	0	0	0	0	0	0	0	0	0
3	王五	智控云	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4	赵六	智控云	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

- Daily Report

Click staff name in monthly report list to turn to daily report page,It shows the staff's daily report for today . view and modify staff shifts, regenerate attendance reports, excel export can be performed in this page.

Daily Report Home > Daily Rep

Name/Staff code/Phone 2019-02-25 2019-02-25 Department All Department Late Leave Early Absent Overtime Leave

Monthly Report **Daily Report**

Staff Code	Name	Department Name	Date	Shift Name	On Work 1/Off Work 1	On Work 2/Off Work 2	On Work 3/Off Work 3	Should (Days)	Actual (Days)	Actual (Hrs)	Absence (Days)
1	Sophia	timmy	2019-02-25	08:00-12:00/13:30-18:00	Not Not	Not Not		1	0	0	1
2	Sam	timmy	2019-02-25	08:00-12:00/13:30-18:00	Not Not	Not Not		1	0	0	1
3	Jenny	timmy	2019-02-25	08:00-12:00/13:30-18:00	Not Not	Not Not		1	0	0	1

5 System Settings

5.1 Device Management

System Settings>Device Management,enter device list page,you can add/modify device、

view operation logs、 initialize device and delete in this page.click to add new device.

Add Device ✕

Serial No	<input style="width: 100%;" type="text"/>
Type	<input style="width: 100%;" type="text" value="Attendance Machine"/>
Model	<input style="width: 100%;" type="text"/>
Device Name	<input style="width: 100%;" type="text"/>
Department	<input style="width: 100%; background-color: #cccccc;" type="text"/>
Device IP	<input style="width: 100%;" type="text"/>
Device Admin	<input style="width: 100%;" type="text"/>
	<small>Please confirm whether the admin have enrolled fingerprint or face</small>
Remark	<input style="width: 100%; height: 40px;" type="text"/>

Enter device information then click **【Save】**

Note: ① The Serial No is unique,not allowed to repeat registration; ② After add completed, staff of the department to which device belongs are automatically send to corresponding device.If the machine does not select the department,all staff will be sent to device by default.

5.2 Parameter Settings

- Parameter Settings

System Settings>Parameter Settings,enter parameter setting page to set attendance parameter

then click **【Save】** .

The screenshot shows the 'Parameter Setting' page with the following configuration options:

- Allow :** Allow mins late in
- Allow :** Allow mins early out
- In Time :** start punching in mins, mins later end punching
- Out Time :** start punching in mins, mins later end punching
- Lock :** Scheduling automatically locks days ago
- APP address book permissions :**
- Password :** input this password when you delete or initialize attendance machine.

Buttons:

- **Leave Type**

System Settings>Parameter Settings>Leave Type,add or delete leave type can be performed

in this page.

The screenshot shows the 'Parameter Setting' page with the 'Leave Type' tab selected. It features a table with the following data:

	Name	Operate
1	Sick Leave	<input type="button" value="Delete"/>

- **Vacation**

System Settings>Parameter Settings>Vacation,add or delete vacation can be performed in

this page.

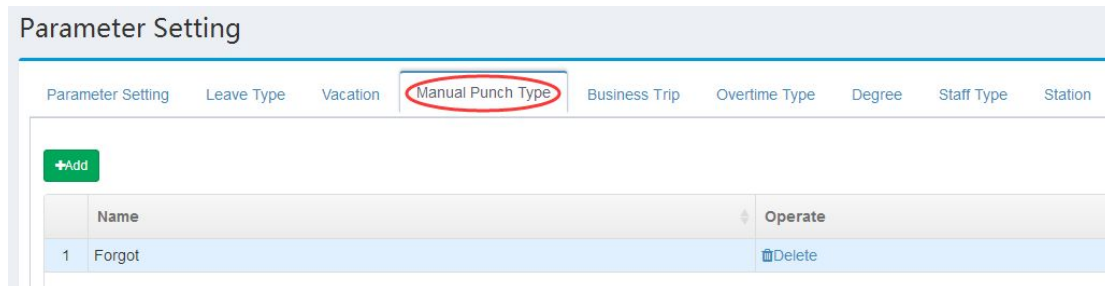
The screenshot shows the 'Parameter Setting' page with the 'Vacation' tab selected. It features a table with the following data:

	Name	Operate
1	Annual Vacation	<input type="button" value="Delete"/>

- Manual Punch Type

System Settings>Parameter Settings>Manual Punch Type,add or delete manual punch type

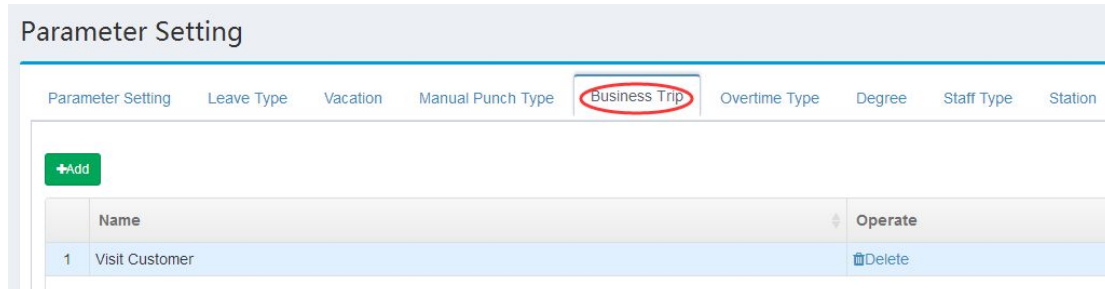
can be performed in this page.



- Business Type

System Settings>Parameter Settings>Business Trip,add or delete business trip can be

performed in this page.



5.3 Company Information




System Settings>Company Information,modify company info then click **【Save】** .

Company Information

Company Name	Timmy
Company Code	
Company Short Name	Timmy
customerInfo.timeZone	Asia/Taipei
Legal	
Create Date	Jan 18, 2019
Phone	
Email Address	309004319@qq.com
Company Address	
Company Website	
Remark	

[Save](#)


5.4 Department













System Settings>Department,click  to add department ,then click  to modify dept info ,click  to delete dept in operate column.In add department page ,select upper department to add it's inferior department.

Note: Duplicate department names are not allowed under the same node.

Department Management

Hor



Dept Name	Dept Code	Dept Phone	Remark	Operate
▼ timmy				
Personnel Dept				 
Human Resource Dept				 
Sales Dept				 
Financial Dept				 
R&D Dept				 
Purchasing Dept				 

Add
✕

Upper Dept	<input type="text" value="timmy"/>
Dept Name	<div style="border: 1px solid #ccc; background-color: #e6f2e6; padding: 5px;"> <input checked="" type="checkbox"/> timmy <ul style="list-style-type: none"> <input type="checkbox"/> Personnel Dept <input type="checkbox"/> Human Resourse Dept <input type="checkbox"/> Sales Dept <input type="checkbox"/> Financial Dept <input type="checkbox"/> R&D Dept <input type="checkbox"/> Purchasing Dept </div>
Dept Code	
Dept Phone	
Create Date	
Remark	<input style="width: 100%; height: 40px;" type="text"/>

5.5 User Account

System Settings>User Account,click +Add to enter user account page,Check the function module to give the user the corresponding operation permission .See the diagram for steps as below.

User Account
✕

Email	<input style="width: 100%;" type="text"/> <input type="button" value="Choose"/>
Password	<input style="width: 100%;" type="text" value="Use the app password if you dont fill it out"/>
Function Module	<input checked="" type="checkbox"/> Staff Management <input checked="" type="checkbox"/> Attendance Managemen <input checked="" type="checkbox"/> System Settings <input checked="" type="checkbox"/> Access Management
Description	<input style="width: 100%; height: 40px;" type="text"/>

5.6 Month Management

System Settings>Month Management,Add attendance month and define start date and end date for this month can be performed in this page.

Month Management					
	Attendance Month	Start Date	End Date	Remark	Operate
1	2019-02	2019-02-01	2019-02-28		Modify Delete
2	2019-01	2019-01-01	2019-01-31		Modify Delete