1 Face Attendance

The attendance records of the employees can be viewed and traced after adding the persons to the person list and setting the attendance rules.

Flow Chart:

1. Add attendance groups and targets → 2. Set the attendance device and configure the device information → 3. Set attendance rules (attendance period setting, attendance shift setting, holiday setting, personnel scheduling setting, attendance handling) → 4. Search attendance records and export attendance report

1.1 Add Attendance Group and Targets

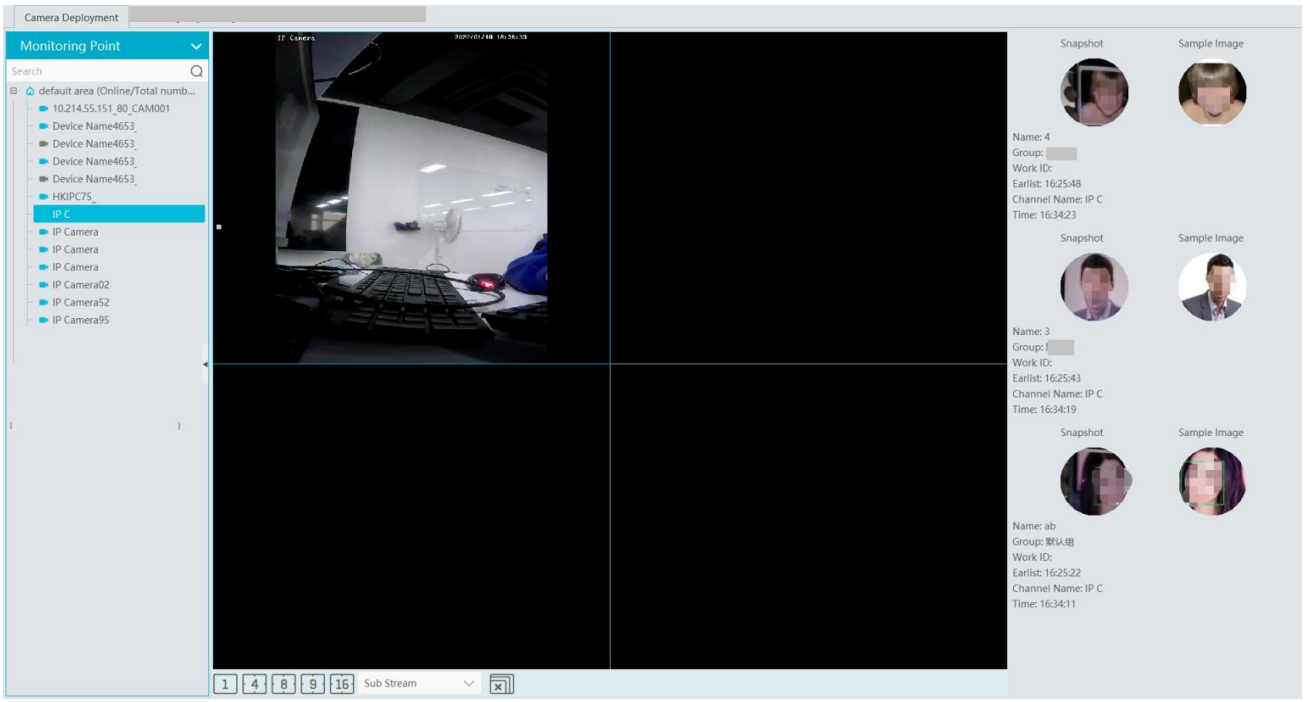
1. Create an attendance group and add targets for this group in the person list interface. Then bind the person and the attendance camera. See chapter 6 for details.

Note: the attendance camera must support face recognition function, such as face recognition and access control panel, face recognition camera and so on.

2. Configure the schedule and face match way of the camera. See 6.4 Task Management for details.

3. Camera Deployment. Go to Face Attendance→Camera Deployment interface. Face comparison information can be viewed after the camera is dragged to the preview window.

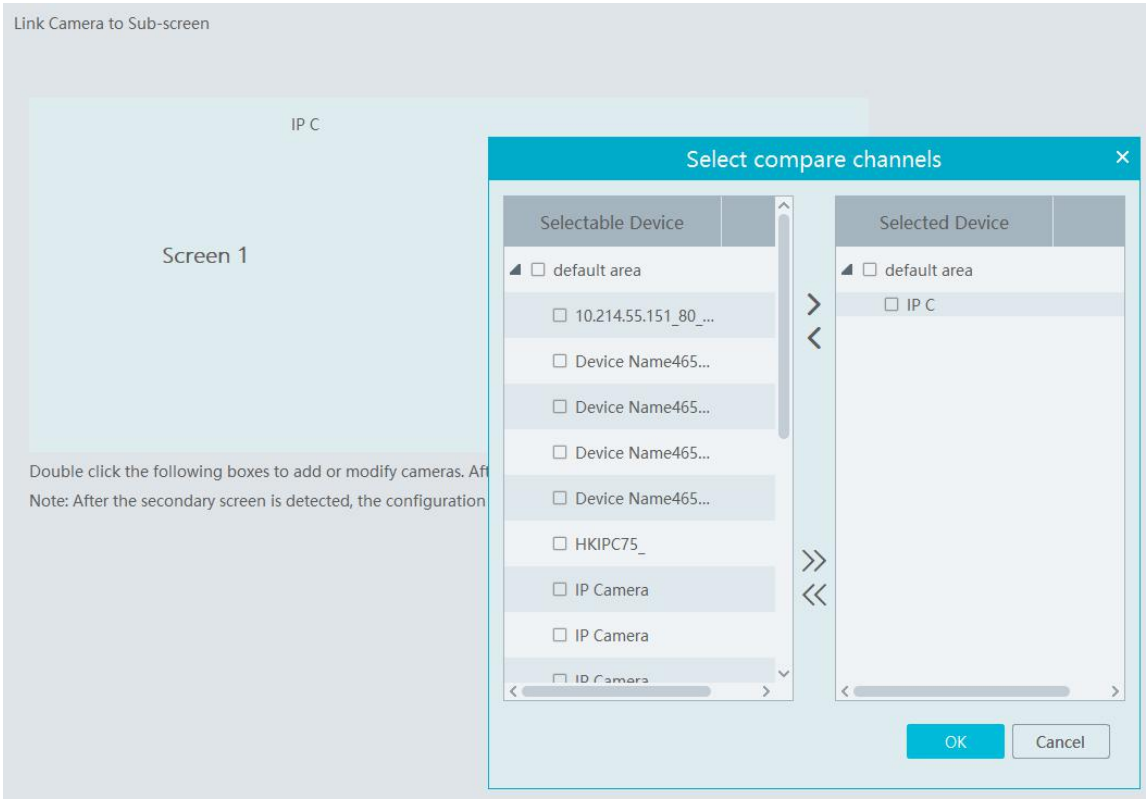
Note: The compared person in attendance system shall be added in the person list in advance. One person only can be added in one group. If this person also be added in other groups (like VIP list), the comparison result will not be obtained.



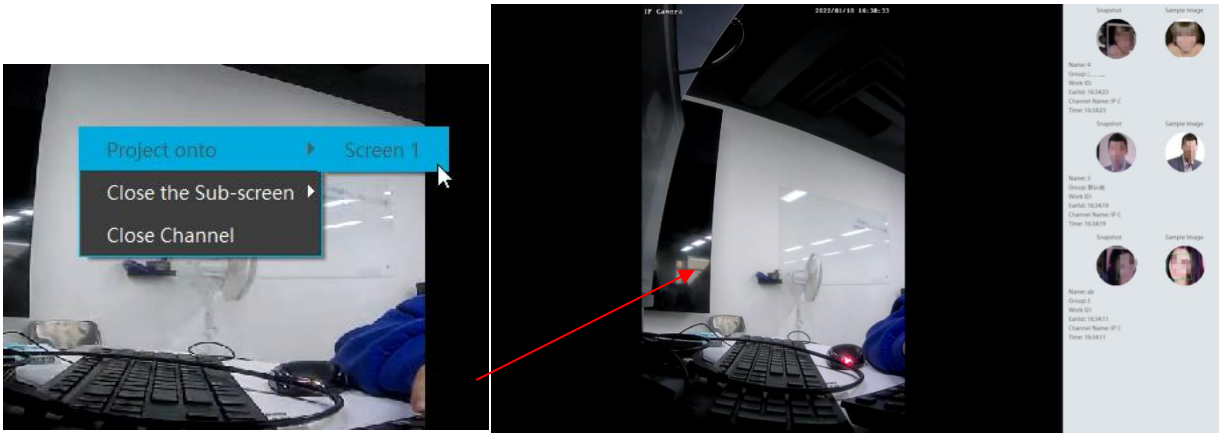
View the match result of the sub-screen:

① Click Face Attendance→Working Day Setting→Basic Configuration.

② Double clicking on the box displays a camera selection box. Select the desired camera and then click [OK] to save the setting.



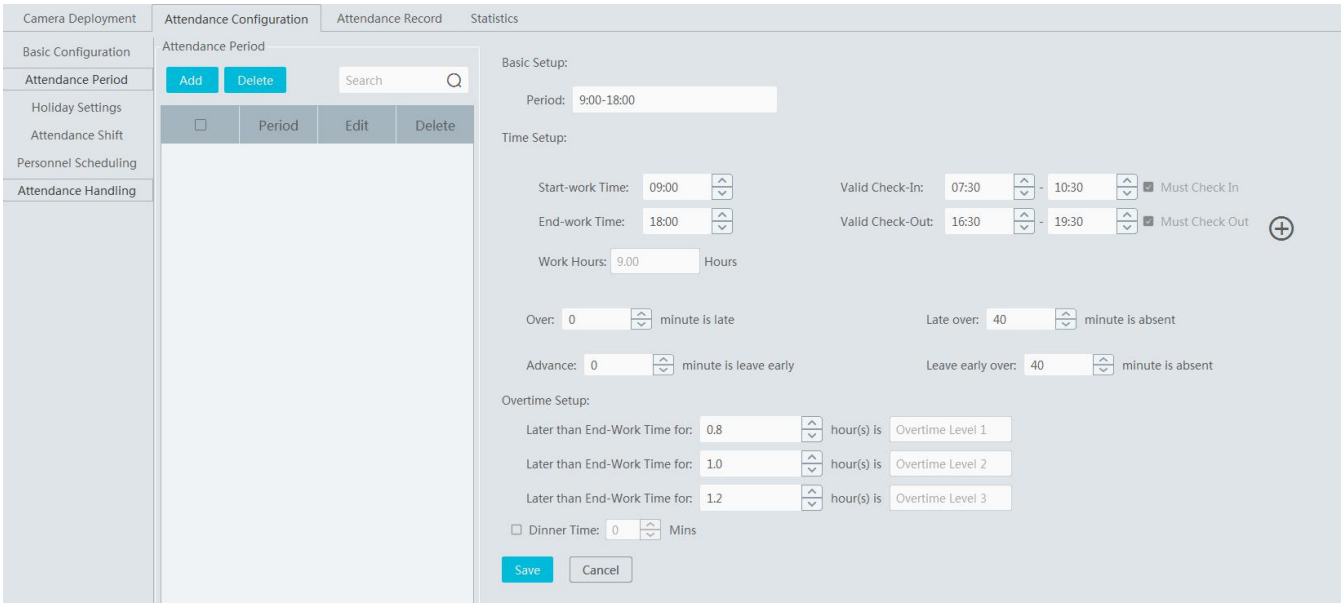
③ Click Face Attendance→Camera Deployment. In the camera deployment interface, right click on the screen to select "Project onto" to select sub screen. Then you will see the face display on the sub screen as shown on the below.



1.2 Set Attendance Rules

Go to the Attendance Configuration interface to set different attendance rules. The system will compare the pre-defined attendance time and the actual attendance time and then trigger alarms when an exception attendance event occurs. The attendance rule settings include basic configuration, attendance period setting, attendance shift, personnel scheduling and attendance handling.

1. Attendance Period Settings



If a company has different working time for different employees, you can add different attendance rules.

Click [Add] to set the detailed attendance rule. After that, click [Save] to save the settings.

Basic Setup: set the normal working period.

Start-work time: the normal start-work time

End-work time: the normal end-work time

Valid check-in: Set the valid check-in period. If the employees check in before/after this period, the check-in will be invalid and will be regarded as "Not check-in".

Work hours: automatically calculate according to the start-work and end-work time.

Clicking on ⊕ displays another timetable. You can set the detailed rules for work time.

Must check-in/out: "Must check in" next to the first valid check-in period and "Must check out" next to the last valid check-out period are checked by default. That is to say, in the first check-in period, the employees must check in; in the last check-out period, the employees must check out. During the period that "Must check in/out" is not checked, the employees don't check in/out, who will not be regarded as "Not check in/out" or "Absent".

Valid Check-in/out: If the employees don't check in/out during the valid check in/out period, they will be regarded as "Not check-in/out".

Allow Late/Leave Early:

Over xx min is late: set the allowable minutes for late. If the employees check in within the period after the start-work time, the status will be “Normal”.

Advance xx min is leave early: set the allowable minutes for leave early. If the employees check out within the period before the end-work time, the status will be “Normal”.

For example: The start-work time is set as 09:00, and the late allowable duration is 20 minutes. If the employee checks in at 9:15, the attendance status will be “Normal”.

Absent:

Late over xx min is absent: if the employees checking in later than this time will be marked as “Absent”. For example: The start-work time is set as 09:00, and the absent allowable duration is 40 minutes. If the employee checks in at 9:45, the attendance status will be “absent”.

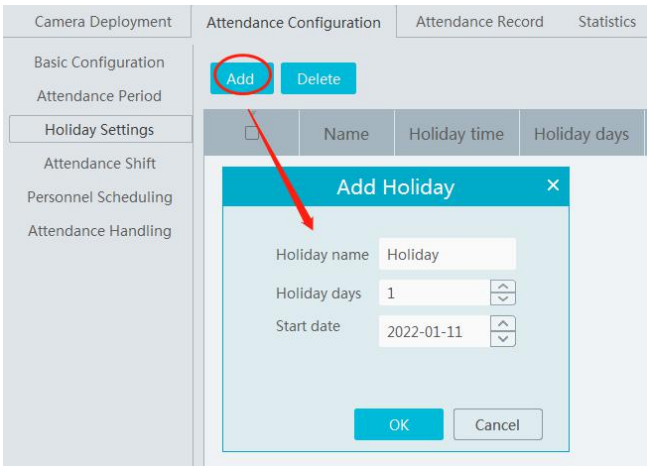
Leave early over xx min is absent: if the employees checking out earlier than this time will be marked as “Absent”. For example: The end-work time is set as 18:00, and the absent allowable duration is 40 minutes. If the employee checks out at 17:19, the attendance status will be “absent”.

Overtime setup: there are three overtime levels. Please set as needed.

Dinner time: if checked, the system will automatically deduct the dinner time from the overtime. The overtime level depends on the time duration after deducting the dinner time.

2. Holiday Settings

You can set a special day as a holiday. The holiday here takes priority over the attendance shift. That is to say, once a day is set as a holiday, there is no need for you to check in even if it is scheduled in the working day.



3. Attendance Shift Settings

Attendance Shift: The employees shall perform their duties according to the shift schedule.

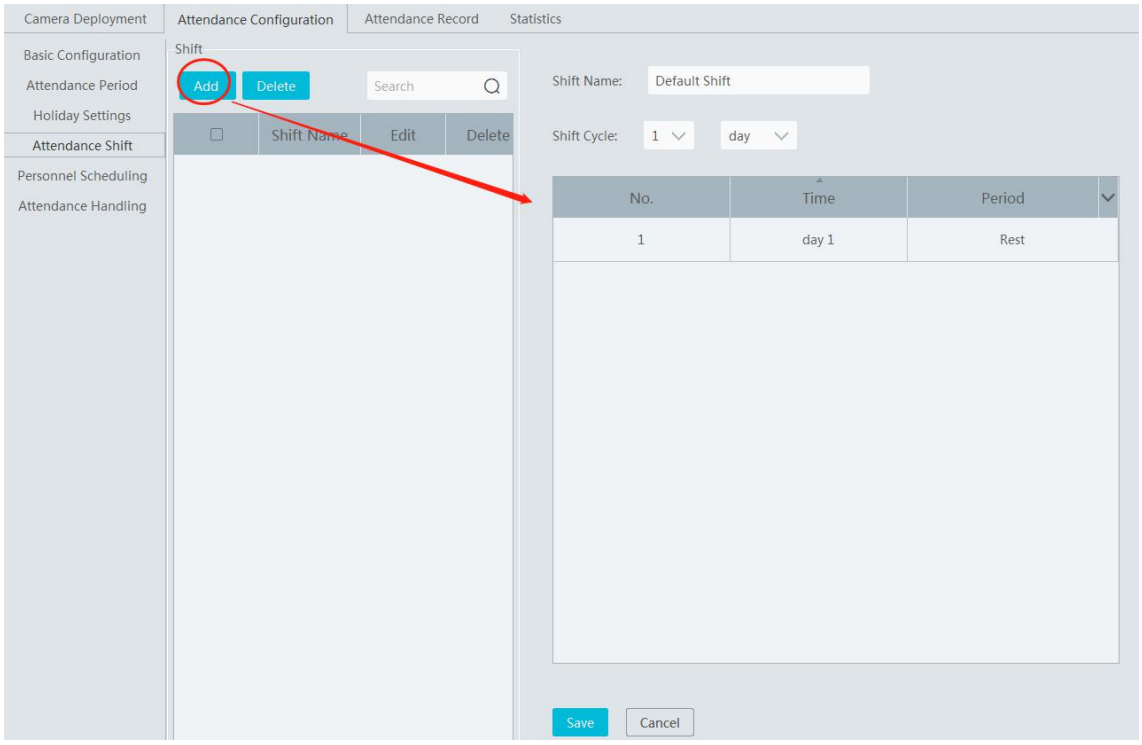
Click [Add] to set the shift name and shift schedule.

Shift cycle can be set by day, week or month. The schedule will automatically repeat according to the set day(s), week(s) or month(s).

Day: You can customize the attendance period of each day. The number of days should be between 1 and 31.

Week: The schedule will repeat every 7/14/21/28/35 days based on the week.

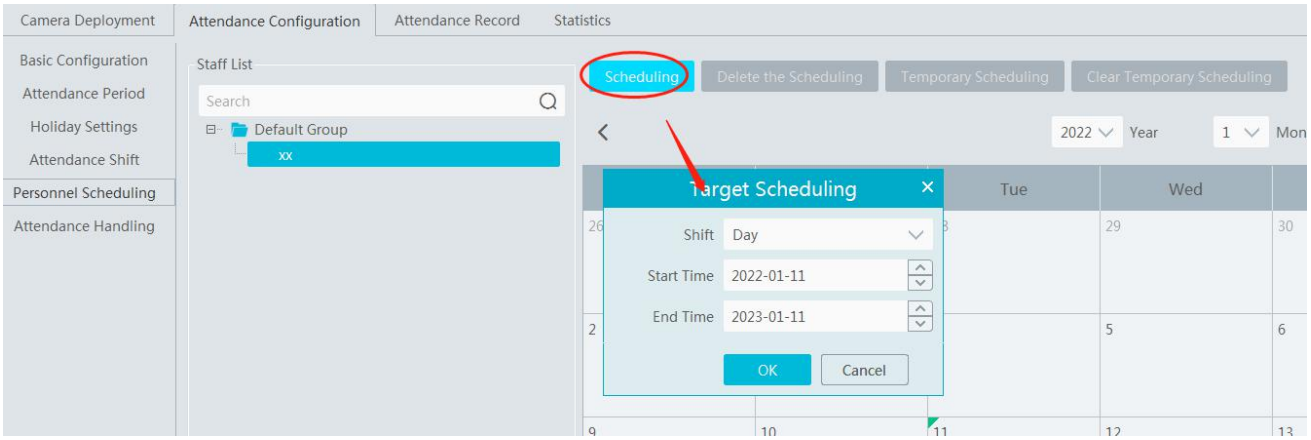
Month: You can customize the attendance period of each month.



After you set the shift schedule, click [Save] to save the settings.

4. Personnel Scheduling

You can set different schedule for different attendance groups or employees.

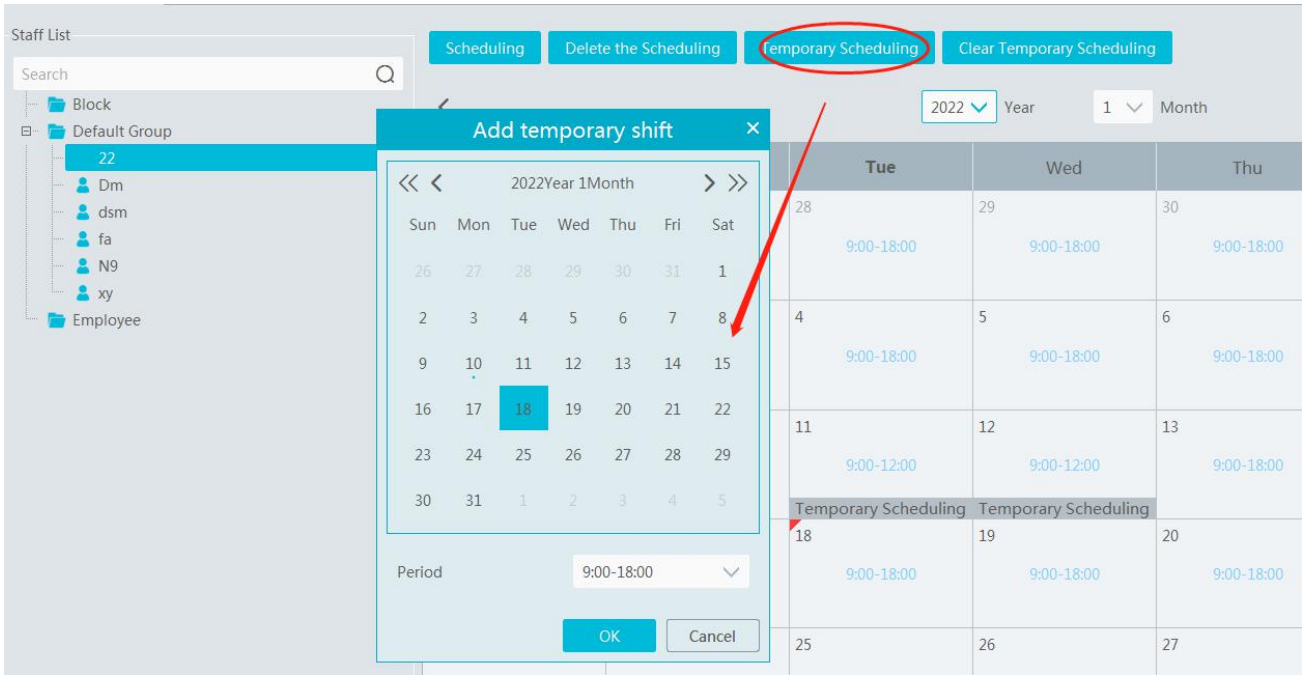


Select the attendance group or employee and then click [Scheduling] to select the shift and schedule start time and end time. Finally, click [Ok] to save the settings.

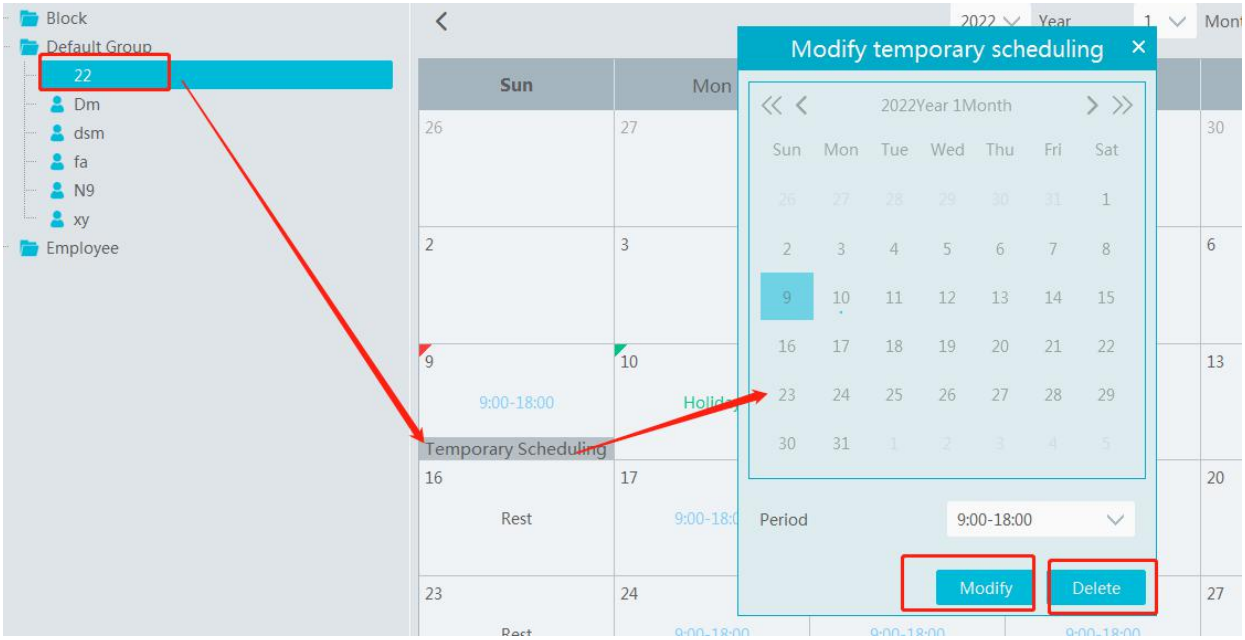
If the schedule for the attendance group or the employee needs to modify, select the group or person, click [Delete the scheduling] to delete the current schedule.

If there is something wrong with the attendance shift, you can select the person or group on the left and click [Scheduling] to modify.

When the temporary scheduling is needed, select the person or group, click [Temporary Scheduling], select date and period. After that, click [Ok] to save the settings.



If you want to modify the temporary scheduling, you can select the person or group and click Temporary Scheduling to modify. Click [Delete] to delete the temporary scheduling of the day.



Select the temporary scheduling day and click [Clear Temporary Scheduling] to clear the temporary scheduling.

5. Attendance Handling

If someone needs to apply for leave or correct the check-in/out record, you can enter the attendance handling interface to set up.

Leave/Business-Trip Settings:

① Select the employee who want to apply for leave or do business trip.

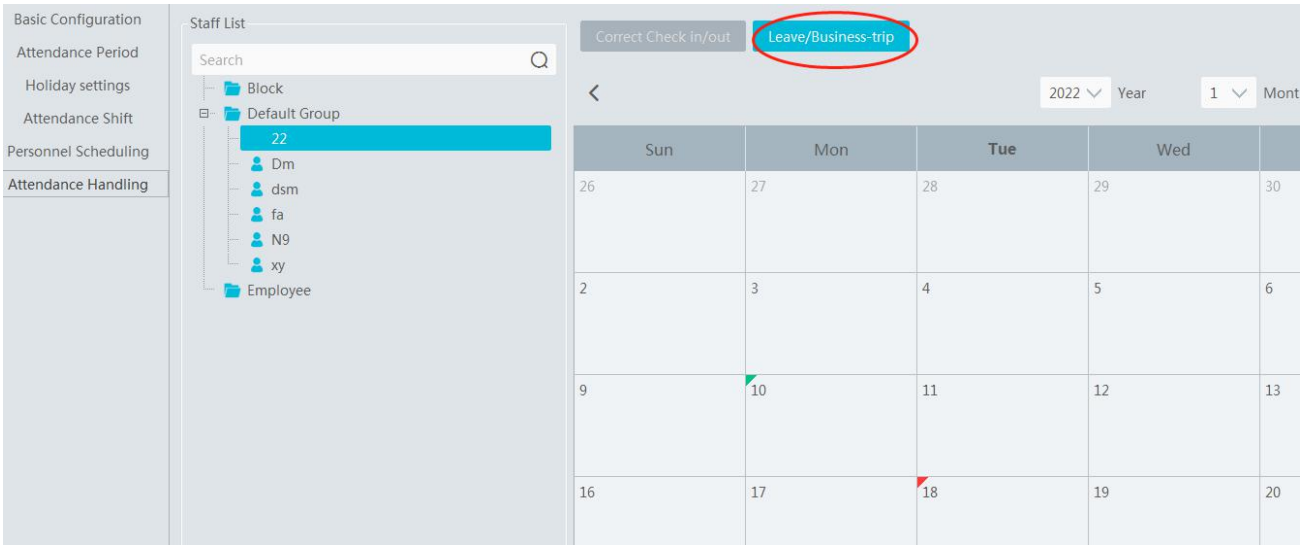
② Click [Leave/Business-trip].

③ Select the date the employee wants to apply for leave or do business trip.

④ Select the type, sub type, leave time and remark.

⑤ Click [OK] to save the settings.

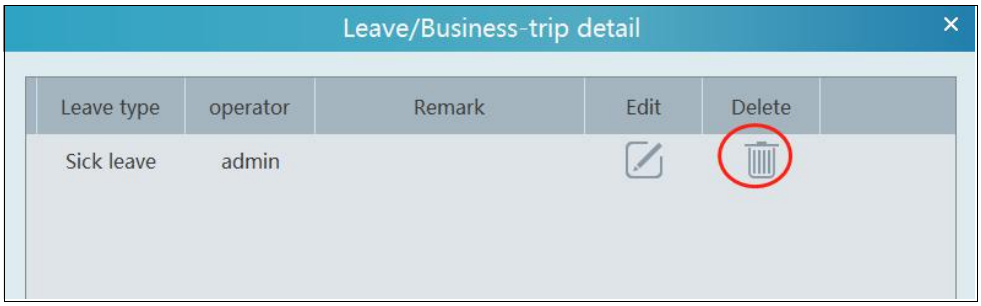
: click it to set the sub type of leave or business trip.



Cancel Leave/Business-Trip:

When the leave or business-trip cancels, you can go to the attendance handling interface to cancel it.

1. Select the person you want to cancel the leave/business-trip and then a timetable will display.
2. Clicking on the Leave/business trip tag will display a Leave/business-trip detail box.
3. Move the slide bar to the right as shown below. Click to cancel this item.



In addition, you can also correct check-in/out time for the exceptional records according to actual needs.

Correct Check in/out: If the employee actually starts and ends his/her work in the given time but he or she forgets to check in/out, then "Correct Check in/out" function can be used.

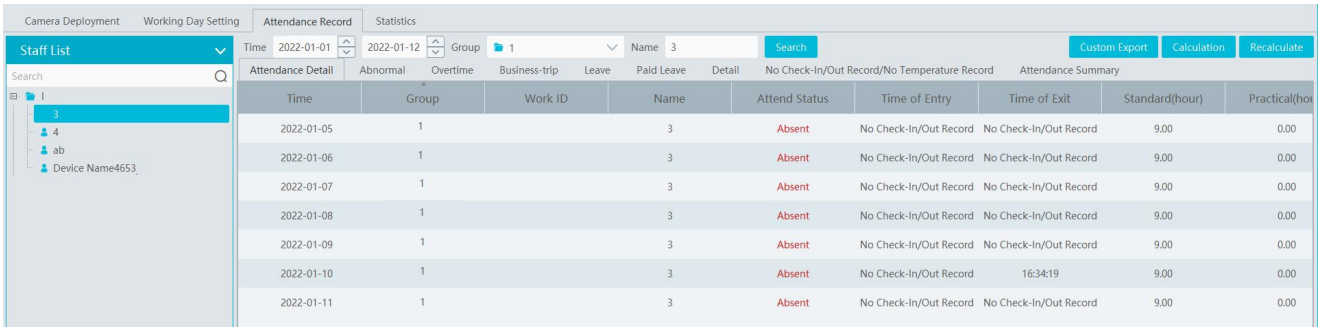
Select the person you want to correct the check in/out record, find the desired date and then click [Correct Check in/out]. After that, click the Edit button to correct the check in or out as needed.

You can view the correction information by clicking .

1.3 Search Attendance Record

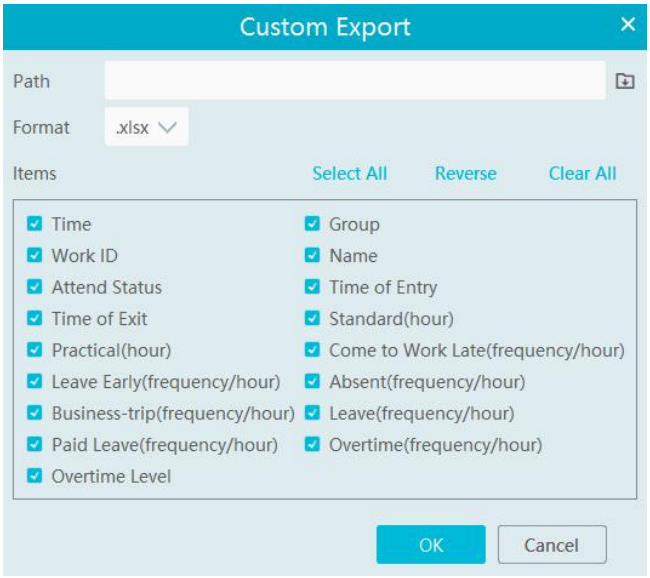
You can search the desired attendance records to view the employee's attendance status by filtering the conditions, such as attendance group, name, etc.

1. Click Home→Face Attendance→Attendance Record to go to the following interface.
2. Set the search conditions, such as time, group, name, attendance status (abnormal, overtime, business-trip, etc.).
3. Click [Search] to filter the attendance records.



The attendance detail of each day, abnormal status, overtime and so on can be displayed.

Click [Custom export] to export an Excel of the attendance result. These exporting items can be customized as needed.



1.4 Statistics of Attendance Data

In the statistics interface of Face Attendance, you can view the attendance data in the form of chart.

Granularity: Group or human can be selected. If Group is selected, the attendance data of each group (department) can be viewed. If Human is selected, the attendance data of the employees in the group (department) can be viewed.

You can quickly view the attendance data by week/month/year and also can view the attendance data in a specified period.