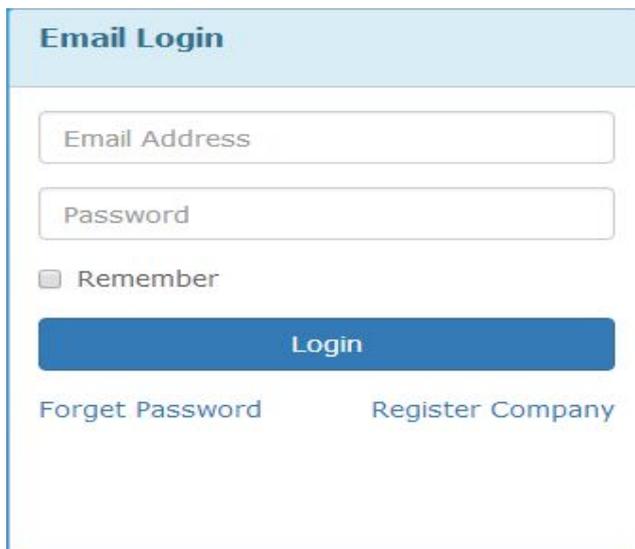


Intelligent Cloud Platform User Operation Manual (Simple Version)

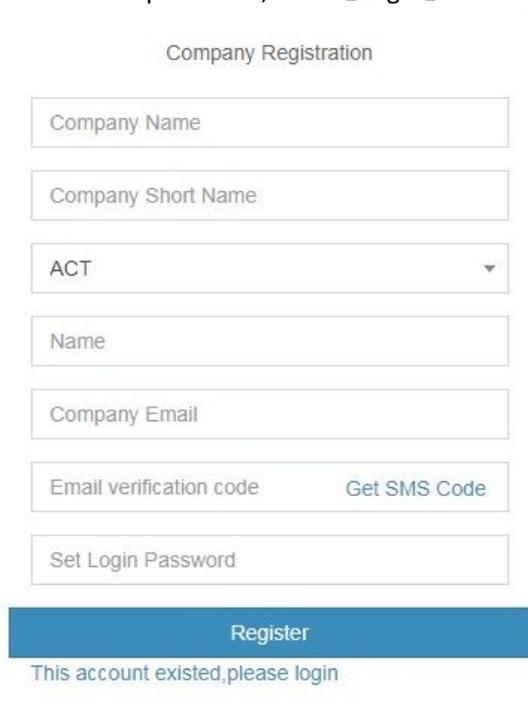
Step 1: Register Company Account

Enter the URL <http://tempuscloud.co.uk> to enter the login page then click **【Register Company】**, enter registration page.

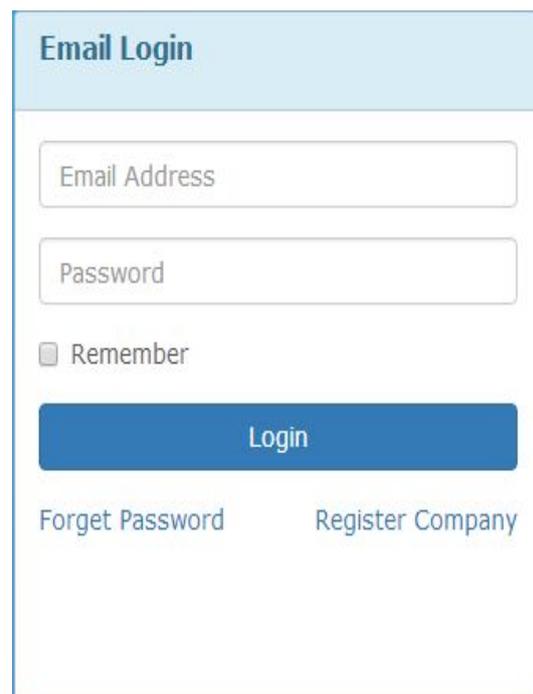


The screenshot shows the 'Email Login' page. It features a light blue header with the text 'Email Login'. Below the header are two input fields: 'Email Address' and 'Password'. There is a checkbox labeled 'Remember' with an unchecked box. A prominent blue button labeled 'Login' is centered below the input fields. At the bottom of the form, there are two links: 'Forget Password' on the left and 'Register Company' on the right.

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】** .



The screenshot shows the 'Company Registration' page. It has a title 'Company Registration' at the top. The form contains several input fields: 'Company Name', 'Company Short Name', a dropdown menu for 'ACT', 'Name', 'Company Email', 'Email verification code', and 'Set Login Password'. There is a 'Get SMS Code' link next to the 'Email verification code' field. A blue 'Register' button is at the bottom. Below the button, a message reads 'This account existed, please login'.



This is another screenshot of the 'Email Login' page, identical to the one above. It shows the 'Email Login' header, 'Email Address' and 'Password' input fields, a 'Remember' checkbox, a blue 'Login' button, and 'Forget Password' and 'Register Company' links at the bottom.

Step 2: System Basic Information Settings

① Company Information

System Settings>Company Information , enter company information in this page, 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

② Parameter Settings

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

Parameter Setting

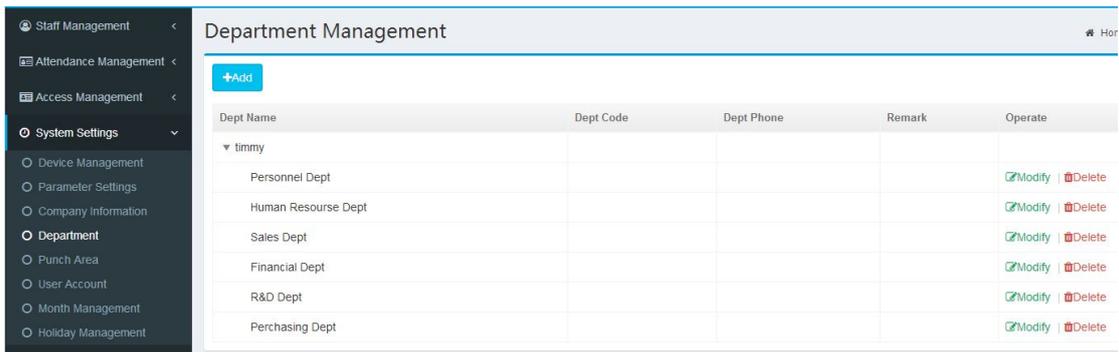
Parameter Setting | Leave Type | Vacation | Manual Punch Type | Business Trip | Overtime Type | Degree | Staff Type | Station

Allow :	Allow	5	mins late in	
Allow :	Allow	5	mins early out	
In Time :	start punching in	60	mins, 60	mins later end punching
Out Time :	start punching in	60	mins, 60	mins later end punching
Lock :	Scheduling automatically locks	10	days ago	
APP address book permissions :	Show All			
Password :	input this password when you delete or initialize attendance machine		

Reset **Save**

③ Department

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



④ Device 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) .

Add Device [Close]

Serial No

Type Attendance Machine [Dropdown]

Model

Device Name

Department

Device IP

Device Admin

Please confirm whether the admin have enrolled fingerprint or face

Remark

Cancel Save

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

① Add 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

② Enable/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.

③ Send 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

Home >

New Staff Info

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	2019-03-20	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"/>		

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.

Department Scheduling Home - Department Sch

Staff Scheduling | Department Scheduling | Advanced Scheduling

Department	Shift	Operate														
▼ timmy	timmy Shift <table border="1"> <thead> <tr> <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> </tr> </tbody> </table>	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	Edit Delete
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday										
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Personnel Dept	[inherit]Personnel Dept Shift <table border="1"> <thead> <tr> <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> </tr> </tbody> </table>	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	Edit
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Human Resource Dept	[inherit]Human Resource Dept Shift <table border="1"> <thead> <tr> <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> </tr> </tbody> </table>	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	Edit
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Step 5: 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

Language

Intelligent Cloud Platform

Accounts

Password

Login

Version: 1.0.2
Device: 354765081077356

