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# **Intelligent Cloud Platform User Operation Manual(Web)**

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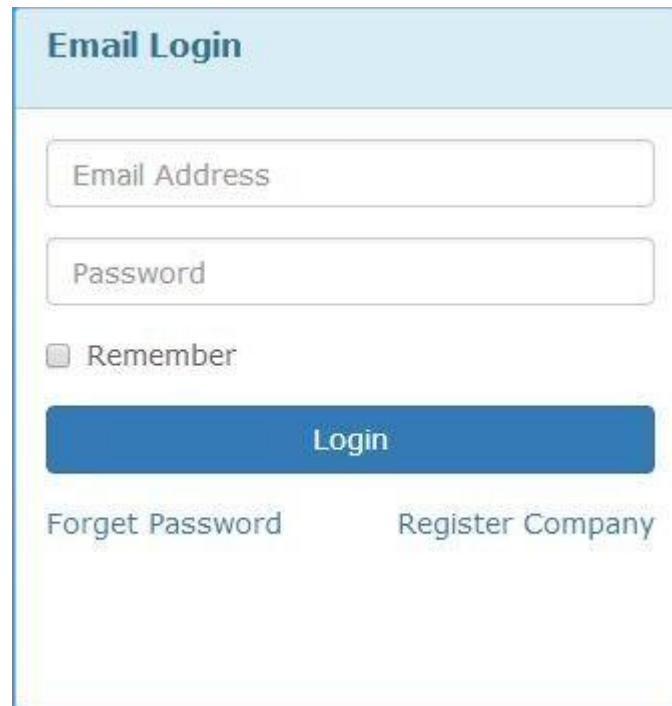
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## 1 Register

Enter the URL <http://tempuscloud.co.uk/> 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 these fields is a checkbox labeled "Remember". A prominent blue button labeled "Login" is positioned below the checkbox. 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 the Email verification code correctly, click **【Register】**, and Automatically jump to the login page after a successful registration.

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Company Registration

Company Name

Company Short Name

ACT

Name

Company Email

Email verification code      Get SMS Code

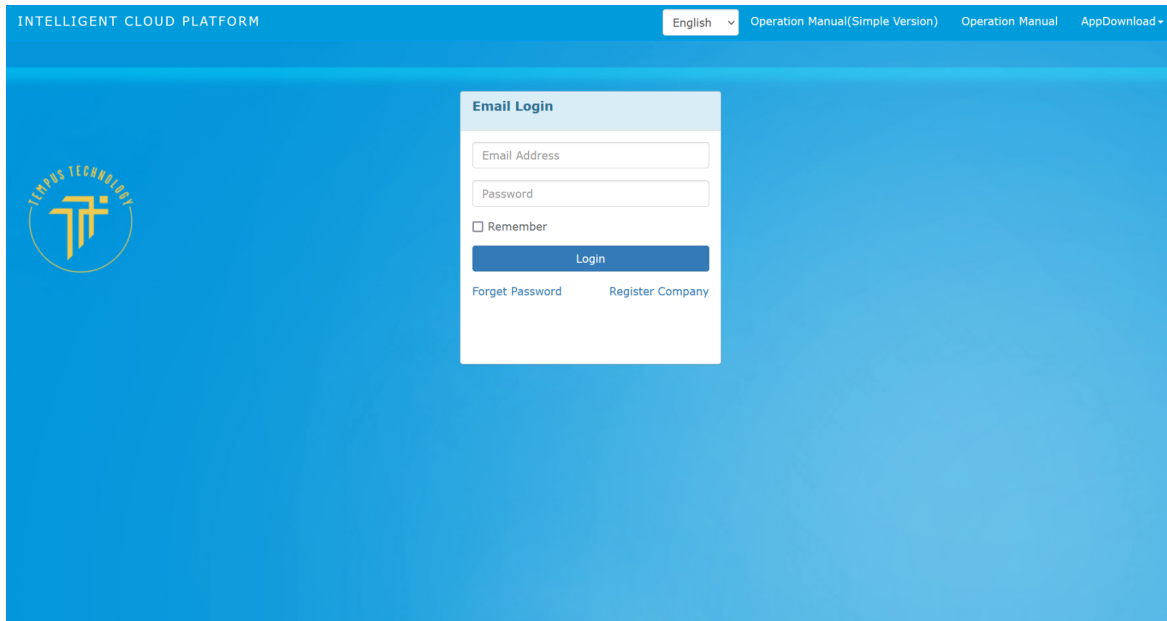
Set Login Password

**Register**

This account existed,please login

## 2 Login

Enter the URL <http://tempuscloud.co.uk/> to enter the login page, The administrator account is the Email address filled in during registration, Except for 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 an administrator for the account.



Log in and enter the home page. The home page consists of a Menu bar, Personnel change records, Today's staff info, and Attendance statistics for this month.

Menu bar

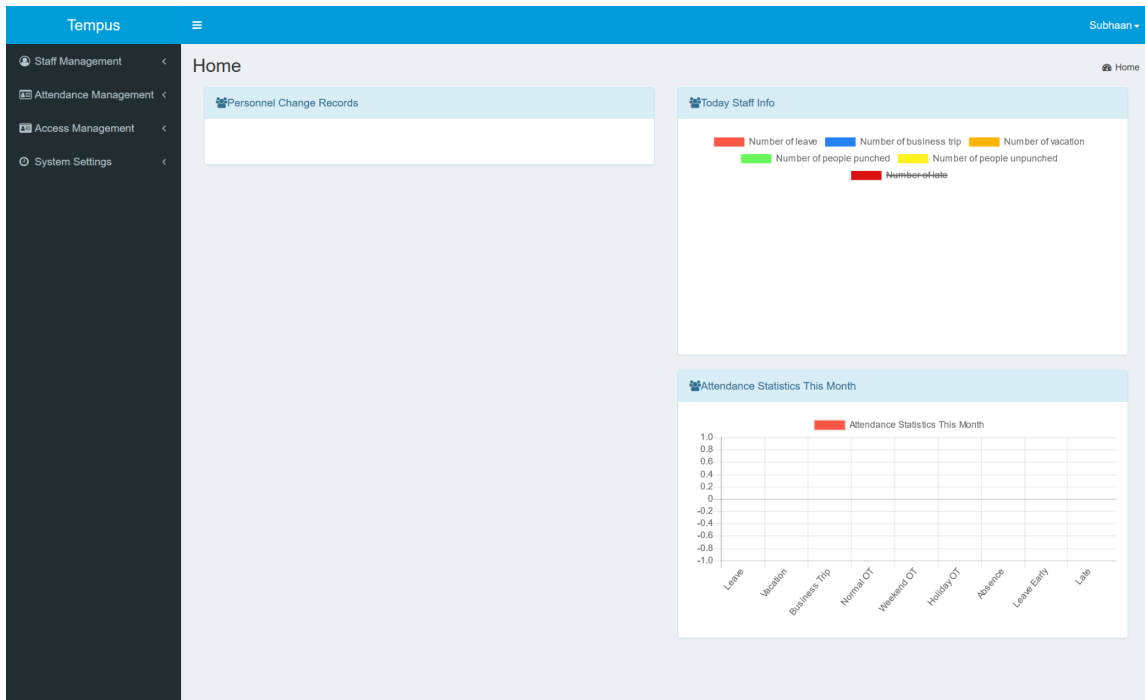
Modules: Staff Management, Attendance Management, System Settings

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

Status: Show the number of staff who enter, 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 trips and the number of times late arrival, and 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.

User ID	Staff Code	Name	Department	Gender	Card No	Punch Password	Mobile No	Email	Entry Date	Entry Type
1	1	Subhaan	Tempus	Male				tempustechology2022@gmail.com	2022-10-18	Official


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

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

After adding new staff, click the staff name in the staff information list to enter the Resume page where

you can modify photos, view reports, and edit files.

- Edit File

Staff Management > Staff information, click  in the operating column to enter Edit File page to edit staff info, and 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, and 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】** .

### Import


**Select File**

No file selected.

**Template Download**

- \*User ID,Staff Code,Name are required and the User ID, Staff Code are unique
- \*Department is required,Multi-level department should be expressed in the following ways dept/A1 dept/A11dept
- \*gender can only be male or female
- \*entry ststus can only be official probationary part-time.
- \*the entry date must be string and format is yyyy-mm-dd,eg:2018-08-08

- Resign

Staff Management>Staff information, click  in the operating 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	2019-01-16	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  in the operating column to disable APP, and click  to enable APP.

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

ent	Gender	Card No	Punch Password	Mobile No	Email	Entry Date	Entry Status	Fingerprint/Face	Operate
	Male				tempustechology2022@gmail.com	2022-10-18	Official	0/0	<a href="#">Modify</a>   <a href="#">Enable APP</a>

[Batch Resign](#) [Batch enable App](#) [Get Staff Information](#) [Send to Device](#) [Delete From Device](#) [Batch Transfer Department](#)

- Batch resign/ Batch enable APP/Send to device

Staff Management>Staff information, After selecting staff, Batch resign, Batch enable

APP, Send to the device will appear below the staff list.

ent	Gender	Card No	Punch Password	Mobile No	Email	Entry Date	Entry Status	Fingerprint/Face	Operate
	Male				tempustechology2022@gmail.com	2022-10-18	Official	0/0	<a href="#">Modify</a>   <a href="#">Enable APP</a>

[Batch Resign](#) [Batch enable App](#) [Get Staff Information](#) [Send to Device](#) [Delete From Device](#) [Batch Transfer Department](#)

### 3.2 Leave Registration

- Cancel Resignation

Staff Code	Name	Department	Working Date	Gender	Resign Type	Resign Reason	Operate
1 2	subhaan	Tempus	2023-01-03 - 2023-01-03	Male	Resign		<a href="#">Cancel Resignation</a>   <a href="#">Delete</a>

Showing 1 to 1 of 1 rows

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

- Delete

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

Leave Registration Home > Leave Registration

Name/Staff code/Phone **Department** All Department

Refresh Grid

Staff Code	Name	Department	Working Date	Gender	Resign Type	Resign Reason	Operate
1 2	subhaan	Tempus	2023-01-03 - 2023-01-03	Male	Resign		<a href="#">Cancel Resignation</a> <a href="#">Delete</a>

Showing 1 to 1 of 1 rows

## 4 Attendance Management

### 4.1 Staff Scheduling

module is mainly to set up the scheduling for the staff or each department as a basis for attendance. scheduling principle: the unscheduled department will set the shift of the upper department by default, and unscheduled staff will arrange the shift of its own department automatically.

- Department Scheduling

Attendance Management>Staff Scheduling, click **Department Scheduling** turn to department

scheduling page then click **Edit**

, See the diagram below for the scheduling steps:

Department Scheduling Home > Department Scheduling

Staff Scheduling **Department Scheduling** Advanced Scheduling

Department	Shift	Operate
Tempus		<a href="#">Edit</a>   <a href="#">Delete</a>

Department Scheduling Home > Department Scheduling

Staff Scheduling **Department Scheduling** Advanced Scheduling

Department	Shift	Operate												
Tempus	<b>TempusShift</b>	<a href="#">Edit</a>   <a href="#">Delete</a>												
	<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></td> <td>08:00-17:00</td> <td>08:00-17:00</td> <td>08:00-17:00</td> <td>08:00-17:00</td> <td>08:00-17:00</td> <td></td> </tr> </tbody> </table>		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		08:00-17:00	08:00-17:00	08:00-17:00	08:00-17:00
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday								
	08:00-17:00	08:00-17:00	08:00-17:00	08:00-17:00	08:00-17:00									

- Staff scheduling

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

**Staff Scheduling** Home > Staff Scheduling

Name/Staff code/Phone  Department  2023-01

Staff Scheduling | Department Scheduling | Advanced Scheduling

<input type="checkbox"/>	Staff Code	Name	01 Sunday	02 Monday	03 Tuesday	04 Wednesday	05 Thursday	06 Friday	07 Saturday	08 Sunday	09 Monday	10 Tuesday	11 Wednesday	12 Thursday	13 Friday	14 Saturday	15 Sunday	16 Monday	17 Tuesday	18 Wednesday	19 Thursday
<input type="checkbox"/>	1	Subhaan																			

Showing 1 to 1 of 1 rows

**Personal Scheduling Subhaan** Home > Staff Scheduling > Personal Scheduling

Staff Scheduling | Department Scheduling

2023-01  Select All  Inverse Selection

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01	02 08:00-18:00	03 08:00-18:00	04 08:00-18:00	05 08:00-18:00	06 08:00-18:00	07
08	09 08:00-18:00	10 08:00-18:00	11 08:00-18:00	12 08:00-18:00	13 08:00-18:00	14
15	16 08:00-18:00	17 08:00-18:00	18 08:00-18:00	19 08:00-18:00	20 08:00-18:00	21
22	23 08:00-18:00	24 08:00-18:00	25 08:00-18:00	26 08:00-18:00	27 08:00-18:00	28
29	30 08:00-18:00	31				

**Time Zone**

In Time

Out Time

Count Working Day

Option  Must sign in  Must sign out

OT Type

Advanced Option

See the diagram below for the scheduling steps:

**Staff Scheduling** Home > Staff Scheduling


Name/Staff code/Phone  Department  2023-01

Staff Scheduling | Department Scheduling | Advanced Scheduling

<input type="checkbox"/>	Staff Code	Name	01 Sunday	02 Monday	03 Tuesday	04 Wednesday	05 Thursday	06 Friday	07 Saturday	08 Sunday	09 Monday	10 Tuesday	11 Wednesday	12 Thursday	13 Friday	14 Saturday	15 Sunday	16 Monday	17 Tuesday	18 Wednesday	19 Thursday
<input type="checkbox"/>	1	Subhaan	Rest	08:00 18:00	08:00 18:00	08:00 18:00	08:00 18:00	08:00 18:00	Rest	Rest	08:00 18:00	08:00 18:00	08:00 18:00	08:00 18:00	08:00 18:00	Rest	Rest	08:00 18:00	08:00 18:00	08:00 18:00	08:00 18:00

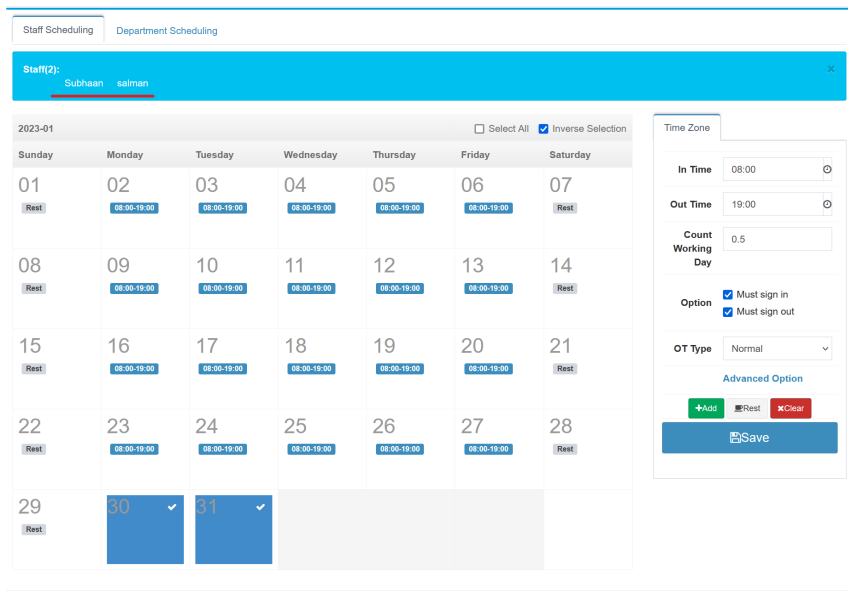
Showing 1 to 1 of 1 rows

- Batch Scheduling/Batch Clear

Attendance Management>Staff Scheduling, click  on the 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.



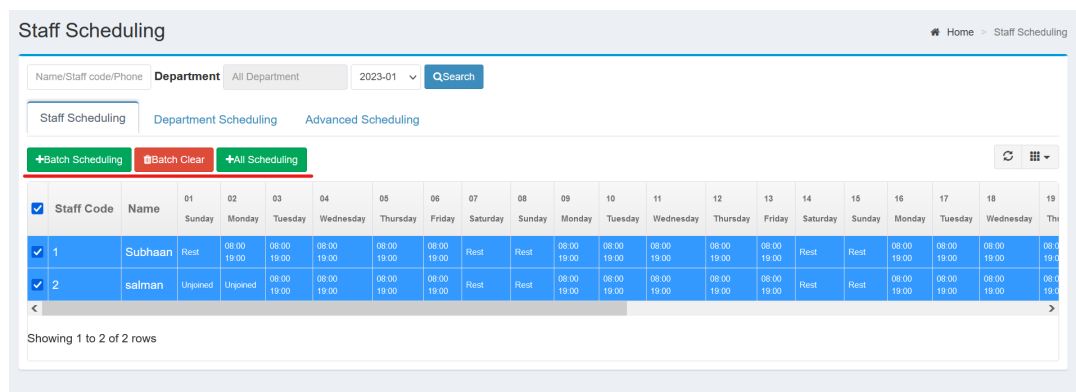
## 4.2 Punch Record

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 an excel sheet

**Note:** Except administrator, other users only can view their 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 an 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 a list, also it can be exported to an excel sheet. Import /Export excel sheet\select attendance month can be performed on this page.

Punch Record Home > Punch Record

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

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 09:59	Device Punch	attendance	Delete
1	Sophia	2019-01-19 10:01	Device Punch	attendance	Delete

- **Outwork Punch**

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

Punch Record Home > Punch Record

Name/Staff code/Phone: Department: All Department 2023-01-04 2023-01-04 QSearch Export

Month View Day View List View Outwork Punch Temperature View(°C) Temperature view(°F)

Staff Code	Name	Punch Time	Punch Type	Punch Address	Remark
No matching records found					

### 4.3 Manual Punch

Attendance Management>Manual Punch, Add, Delete and export manual punch records

on this page. Click +Add to add a record, See the diagram for steps below:

Add
✕

**Select Staff**

**Type**


**Date**

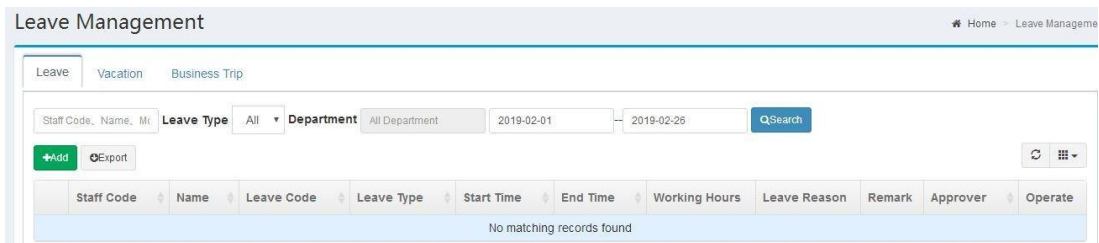
**Time**

**Remark**

#### 4.4 Leave Management

Attendance Management > Leave Management, Add, Delete, Edit and export leave records

on this page. click  to add a leave record. See the diagram for steps below:





## Add Leave Record ✕

Select Staff

Please enter Na

Leave Type



Leave time

Start Time

End Time

Leave Hours

1

Day

0

Hour

0

Minute

Leave Reason

Remark


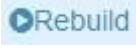

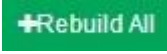
Cancel

Save

### 4.5 Attendance Report

Attendance Management > Attendance Report, Generate, Delete, and 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, and click  in the operation column to regenerate the report for one staff. Also you can check some staff and then click  to batch regenerate report or click  to regenerate report for all staff.

Monthly Report Home > Monthly Report

Name/Staff code/Phone **Department** All Department 2023-01

Monthly Report [Daily Report](#)

<input checked="" type="checkbox"/>	Staff Code	Name	Department Name	Should (Days)	Actual (Days)	Actual (Hrs)	Absence (Days)	Absence (Hrs)	Late (Times)	Late (Mins)	Leave Early (Times)	Leave Early (Mins)	Holiday (Days)	Holiday (Hrs)	Leave (Days)	L
<input checked="" type="checkbox"/>	1	Subhaan	Tempus	0	0	0	0	0	0	0	0	0	0	0	0	0
<input checked="" type="checkbox"/>	2	salman	Tempus	0	0	0	0	0	0	0	0	0	0	0	0	0

Showing 1 to 2 of 2 rows


- **Daily Report**

Click the 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.

## 5 System Settings

### 5.1 Device Management

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

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

---

**Add Device** ✕

<b>Serial No</b>	<input type="text"/>
<b>Type</b>	Attendance Machine <span>▾</span>
<b>Model</b>	<input type="text"/>
<b>Device Name</b>	<input type="text"/>
<b>Department</b>	<input type="text"/>
<b>Device IP</b>	<input type="text"/>
<b>Device Admin</b>	<input type="text"/> Please confirm whether the admin have enrolled fingerprint or face
<b>Device Super User</b>	<input type="text"/> Please confirm whether the admin have enrolled fingerprint or face
<b>Remark</b>	<input type="text"/>

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

Note: ○<sub>1</sub> The Serial No is unique,not allowed to repeat registration; ○<sub>2</sub> After add completed, staff of the department to which the 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.

- 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 fields:

- 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 an '+Add' button and 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 an '+Add' button and 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.

Parameter Setting

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

**+Add**

	Name	Operate
1	Forgot	Delete

- Business Type

System Settings>Parameter Settings>Business Trip,add or delete business trip can be performed in this page.

Parameter Setting

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

**+Add**

	Name	Operate
1	Visit Customer	Delete

### 5.3 Company Information




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

Company Information Home > Company Information

Company Name	Tempus Technology
Company Code	
Company Short Name	Tempus
Time zone	Europe/London
Legal	
Create Date	2022-10-18
Phone	
Email Address	tempustechology2022@gmail.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 an upper department to add its inferior department. **Note:**

Duplicate department names are not allowed under the same node.


Department Management Home

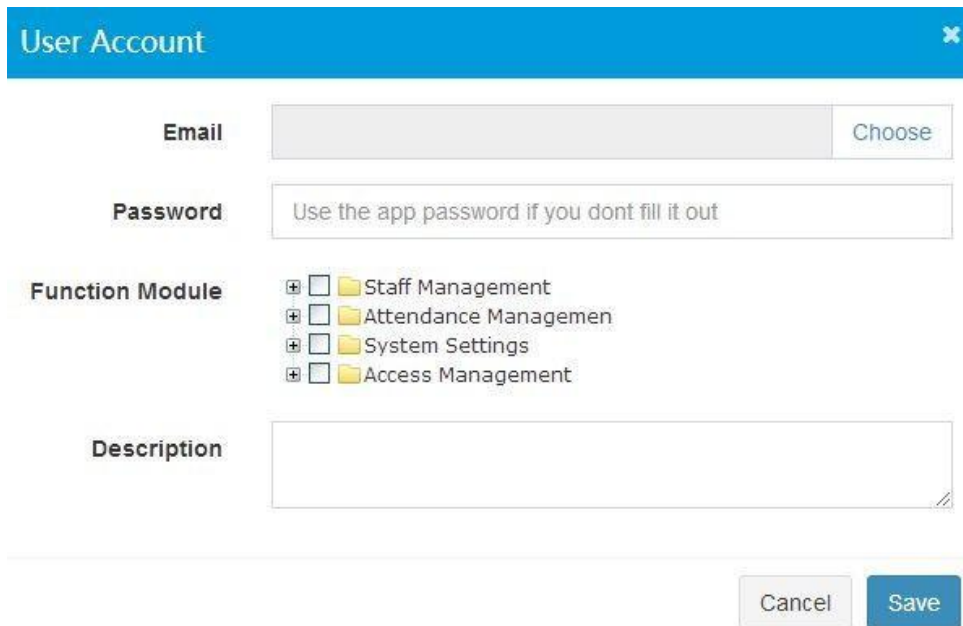


Dept Name	Dept Code	Dept Phone	Remark	Operate
▼ timmy				
Personnel Dept				 
Human Resource Dept				 
Sales Dept				 
Financial Dept				 
R&D Dept				 
Purchasing Dept				 

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## 5.5 User Account

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



The image shows a 'User Account' form with the following fields and options:

- Email:** A text input field with a 'Choose' button to its right.
- Password:** A text input field containing the placeholder text 'Use the app password if you dont fill it out'.
- Function Module:** A list of four modules, each with a checkbox and a folder icon:
  - Staff Management
  - Attendance Managemen
  - System Settings
  - Access Management
- Description:** A large text area for entering a description.

At the bottom right of the form are two buttons: 'Cancel' and 'Save'.

## 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		<a href="#">Modify</a>   <a href="#">Delete</a>
2	2019-01	2019-01-01	2019-01-31		<a href="#">Modify</a>   <a href="#">Delete</a>