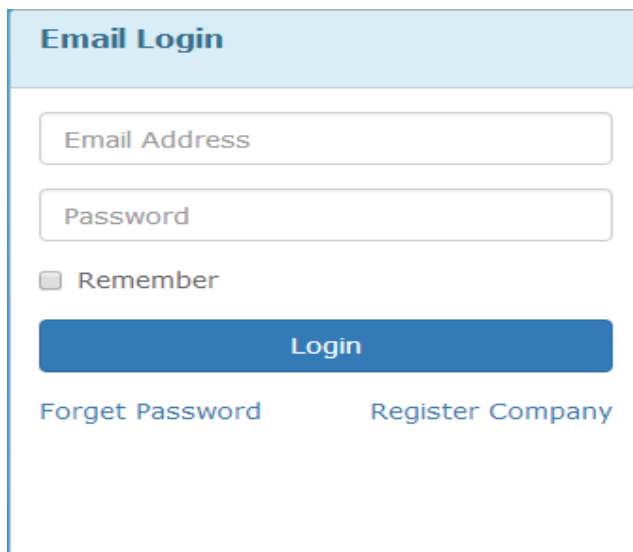


Intelligent Cloud Platform User Operation Manual (Simple Version)

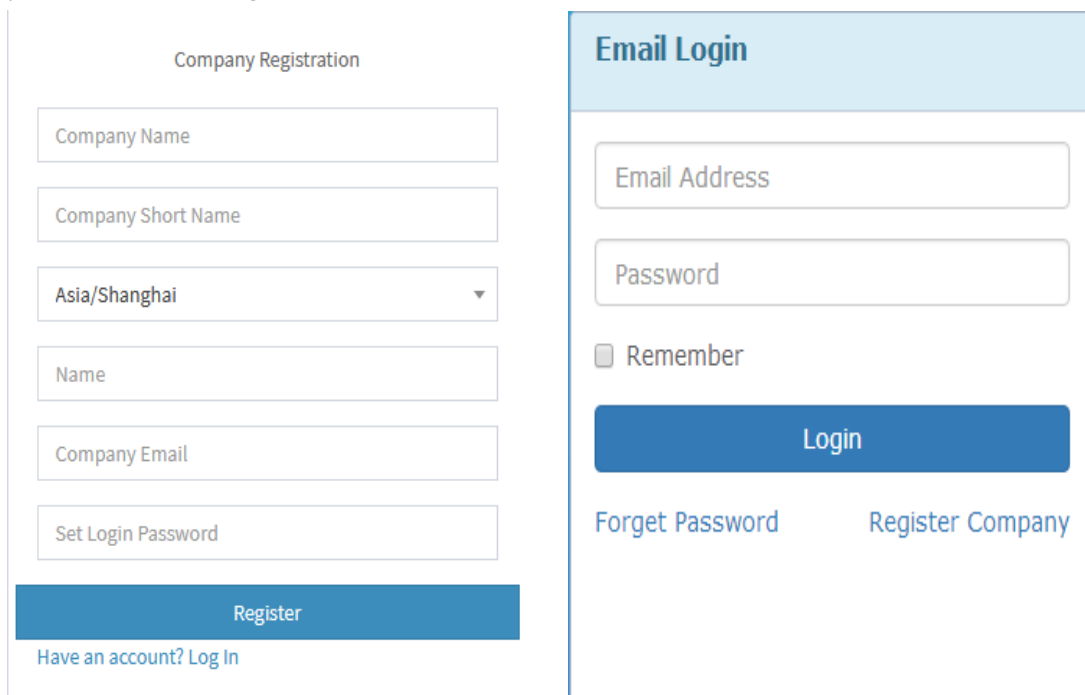
Step 1: Register Company Account

Enter the URL www.yunatt.com:82 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、 login password, it can be a available account of intelligent cloud platform. Then turn to login page ,enter email address and password ,click **【Login】** .



This block contains two side-by-side screenshots. The left screenshot shows the 'Company Registration' page. It has a light blue header with the text 'Company Registration'. The form includes several input fields: 'Company Name', 'Company Short Name', a dropdown menu with 'Asia/Shanghai' selected, 'Name', 'Company Email', and 'Set Login Password'. A blue button labeled 'Register' is at the bottom, with a link 'Have an account? Log In' below it. The right screenshot is identical to the one shown in the previous block, showing the 'Email Login' page with its header, input fields, 'Remember' checkbox, 'Login' button, and 'Forget Password'/'Register Company' links.

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	<input type="text" value="Timmy"/>
Company Code	<input type="text"/>
Company Short Name	<input type="text" value="Timmy"/>
customerInfo.timeZone	<input type="text" value="Asia/Taipei"/>
Legal	<input type="text"/>
Create Date	<input type="text" value="Jan 18, 2019"/>
Phone	<input type="text"/>
Email Address	<input type="text" value="309004319@qq.com"/>
Company Address	<input type="text"/>
Company Website	<input type="text"/>
Remark	<input type="text"/>

② Parameter Settings

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

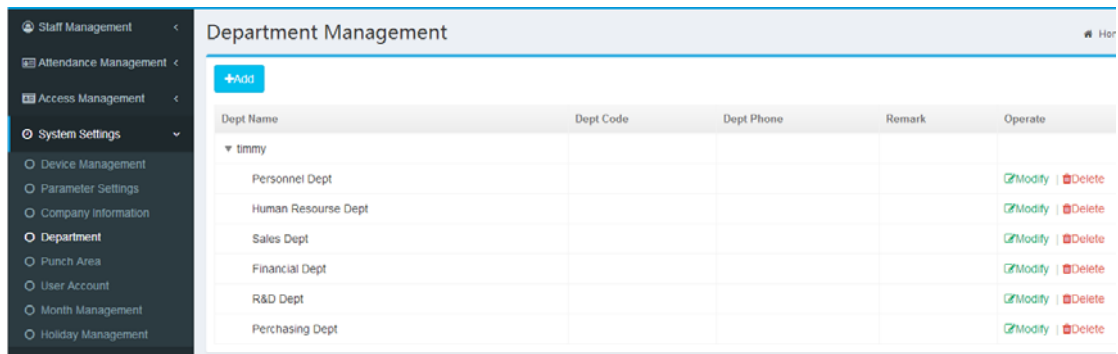
Parameter Setting

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

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

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) .

Device type:pls select corresponding device type here, it select wrong type, device won't connect to cloud

Add Device [X]

Serial No

Type

Model

Device Name

Department

Device IP

Device Admin
Please confirm whether the admin have enrolled fingerprint or face

Remark

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	<input type="checkbox"/> Order List <input type="checkbox"/> Modify <input type="checkbox"/> Delete <input type="checkbox"/> Access Parameter <input type="checkbox"/> 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 <input type="text" value="Please Choose"/>
Card No	<input type="text"/>	Punch Pwd <input type="text"/>
Mobile No	<input type="text"/>	Password <input type="text" value="Default Pwd£*123456"/>
Entry Date	2019-03-20	Entry Status <input type="text" value="Official"/>
Position	<input type="text" value="Please Choose"/>	Staff Type <input type="text" value="Please Choose"/>
ID No	<input type="text"/>	Degree <input type="text" value="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							Edit Delete
	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	
Personnel Dept	[Inherit]Personnel DeptShift							Edit
	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	
Human Resource Dept	[Inherit]Human Resource DeptShift							Edit
	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	

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

