



HikCentral FocSign Web Client

User Manual

Legal Information

©2022 Hangzhou Hikvision Digital Technology Co., Ltd. All rights reserved.

About this Manual

The Manual includes instructions for using and managing the Product. Pictures, charts, images and all other information hereinafter are for description and explanation only. The information contained in the Manual is subject to change, without notice, due to firmware updates or other reasons. Please find the latest version of this Manual at the Hikvision website (<https://www.hikvision.com/>).

Please use this Manual with the guidance and assistance of professionals trained in supporting the Product.

Trademarks

HIKVISION and other Hikvision's trademarks and logos are the properties of Hikvision in various jurisdictions.

Other trademarks and logos mentioned are the properties of their respective owners.

Disclaimer

TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, THIS MANUAL AND THE PRODUCT DESCRIBED, WITH ITS HARDWARE, SOFTWARE AND FIRMWARE, ARE PROVIDED "AS IS" AND "WITH ALL FAULTS AND ERRORS". HIKVISION MAKES NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, MERCHANTABILITY, SATISFACTORY QUALITY, OR FITNESS FOR A PARTICULAR PURPOSE. THE USE OF THE PRODUCT BY YOU IS AT YOUR OWN RISK. IN NO EVENT WILL HIKVISION BE LIABLE TO YOU FOR ANY SPECIAL, CONSEQUENTIAL, INCIDENTAL, OR INDIRECT DAMAGES, INCLUDING, AMONG OTHERS, DAMAGES FOR LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION, OR LOSS OF DATA, CORRUPTION OF SYSTEMS, OR LOSS OF DOCUMENTATION, WHETHER BASED ON BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCT LIABILITY, OR OTHERWISE, IN CONNECTION WITH THE USE OF THE PRODUCT, EVEN IF HIKVISION HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR LOSS.

YOU ACKNOWLEDGE THAT THE NATURE OF THE INTERNET PROVIDES FOR INHERENT SECURITY RISKS, AND HIKVISION SHALL NOT TAKE ANY RESPONSIBILITIES FOR ABNORMAL OPERATION, PRIVACY LEAKAGE OR OTHER DAMAGES RESULTING FROM CYBER-ATTACK, HACKER ATTACK, VIRUS INFECTION, OR OTHER INTERNET SECURITY RISKS; HOWEVER, HIKVISION WILL PROVIDE TIMELY TECHNICAL SUPPORT IF REQUIRED.

YOU AGREE TO USE THIS PRODUCT IN COMPLIANCE WITH ALL APPLICABLE LAWS, AND YOU ARE SOLELY RESPONSIBLE FOR ENSURING THAT YOUR USE CONFORMS TO THE APPLICABLE LAW. ESPECIALLY, YOU ARE RESPONSIBLE, FOR USING THIS PRODUCT IN A MANNER THAT DOES NOT INFRINGE ON THE RIGHTS OF THIRD PARTIES, INCLUDING WITHOUT LIMITATION, RIGHTS OF PUBLICITY, INTELLECTUAL PROPERTY RIGHTS, OR DATA PROTECTION AND OTHER PRIVACY RIGHTS. YOU SHALL NOT USE THIS PRODUCT FOR ANY PROHIBITED END-USES, INCLUDING THE




HikCentral FocSign Web Client User Manual

DEVELOPMENT OR PRODUCTION OF WEAPONS OF MASS DESTRUCTION, THE DEVELOPMENT OR PRODUCTION OF CHEMICAL OR BIOLOGICAL WEAPONS, ANY ACTIVITIES IN THE CONTEXT RELATED TO ANY NUCLEAR EXPLOSIVE OR UNSAFE NUCLEAR FUEL-CYCLE, OR IN SUPPORT OF HUMAN RIGHTS ABUSES.

IN THE EVENT OF ANY CONFLICTS BETWEEN THIS MANUAL AND THE APPLICABLE LAW, THE LATTER PREVAILS.

Symbol Conventions

The symbols that may be found in this document are defined as follows.

Symbol	Description
 Danger	Indicates a hazardous situation which, if not avoided, will or could result in death or serious injury.
 Caution	Indicates a potentially hazardous situation which, if not avoided, could result in equipment damage, data loss, performance degradation, or unexpected results.
 Note	Provides additional information to emphasize or supplement important points of the main text.

Contents

Chapter 1 Overview	1
1.1 Introduction	1
1.2 Recommended Running Environment	1
Chapter 2 Login	2
2.1 First Time Login	2
2.1.1 Login for First Time for admin User	2
2.1.2 First Time Login for Normal User	2
2.2 Login via Web Client	3
2.3 Change Password for Reset User	3
2.4 Forgot Password	4
Chapter 3 Select Application Mode	7
Chapter 4 Home Page Overview	8
4.1 Home Page Description	8
4.2 Customize Navigation Bar	9
Chapter 5 License Management	11
5.1 Activate License - Online	11
5.2 Activate License - Offline	13
5.3 Update License - Online	16
5.4 Update License - Offline	17
5.5 Deactivate License - Online	19
5.6 Deactivate License - Offline	20
5.7 View License Details	22
5.8 Set SSP Expiration Prompt	25
Chapter 6 Device Management	26
6.1 Create Password for Inactive Device(s)	26
6.2 Edit Online Device's Network Information	27

6.3 Add Digital Signage Terminal	27
6.3.1 Add Online Terminals	27
6.3.2 Add Terminal by IP Address	30
6.3.3 Add Terminal by Device Serial No.	33
6.3.4 Enable General Authentication Code	36
6.4 Add Interactive Flat Panel	37
6.4.1 Add Online Interactive Flat Panel	38
6.4.2 Add Interactive Flat Panel by Device Serial No.	39
6.4.3 Enable General Authentication Code	41
6.5 Configure Device Display Settings	43
6.6 Configure Device Parameters Remotely	45
6.6.1 Configure Built in Camera Parameters	45
6.6.2 Link External Device to Terminal	46
6.6.3 Configure Mode Parameters	48
6.7 Reset Device Password	48
6.8 Add pStor	49
6.9 Area Management	51
6.9.1 Add Area	51
6.9.2 Add Digital Signage Screen to Area	52
6.9.3 Add Interactive Flat Panel to Area	53
6.9.4 Customize Additional Information	54
6.10 Upgrade Device Firmware	54
6.10.1 Upgrade via Current Web Client	55
6.10.2 Upgrade Device Firmware via EZVIZ Cloud Service	55
6.10.3 Upgrade Old Device Firmware	56
Chapter 7 Digital Signage Management	57
7.1 Flow Chart	57
7.2 Basic Settings	58

7.2.1 Set Material Storage Location	58
7.2.2 Configure Video Wall	58
7.3 Material Management	60
7.3.1 Upload Local Material	60
7.3.2 Create Dynamic Material	62
7.4 Program Management	63
7.4.1 Create Digital Signage Program	64
7.4.2 Create Video Wall Program	70
7.4.3 Create Attendance Program	76
7.4.4 Create People Counting Program	80
7.5 Schedule Management	84
7.5.1 Create a Schedule	84
7.5.2 Create a Loop Schedule	86
7.5.3 Create a Default Schedule	89
7.6 Approve	90
7.7 Release Management	91
7.7.1 Release a Program Schedule	91
7.7.2 Cut in Text Message	92
7.7.3 Cut in Program	93
7.7.4 View Release Records	93
Chapter 8 Device Control	95
8.1 Control Digital Signage Terminal	95
8.2 Control Video Wall	97
8.3 Control Interactive Flat Panel	99
8.4 Manage Applications	101
Chapter 9 Time & Attendance	103
9.1 Flow Chart	104
9.2 Add Person Groups	105

9.3 Set Person ID Rule	106
9.4 Add Person	107
9.4.1 Add a Person Manually	108
9.4.2 Batch Add Persons by Template	114
9.4.3 Import Profile Pictures	117
9.4.4 Customize Additional Information	118
9.5 Person Self-Registration	121
9.5.1 Set Self-Registration Parameters	121
9.5.2 Scan QR Code for Self-Registration	123
9.5.3 Review Self-Registered Person Information	124
9.6 Batch Issue Cards to Persons	124
9.7 Set Card Issuing Parameters	125
9.8 Report Card Loss	129
9.8.1 Report Card Loss	129
9.8.2 Issue a Temporary Card to a Person	130
9.8.3 Batch Cancel Card Loss	131
9.9 Manage Access Level	132
9.9.1 Add Access Level	132
9.9.2 Assign Access Level	133
9.9.3 Manually Apply Access Level Settings to Device	139
9.9.4 Clear Persons' Access Levels	140
9.10 Add Timetable	140
9.10.1 Add Break Timetables	141
9.10.2 Add Timetable for Normal Shift	143
9.10.3 Add Timetable for Man-Hour Shift	145
9.11 Add Shift	147
9.12 Manage Shift Schedule	149
9.12.1 Shift Schedule Overview	149

9.12.2 Assign Shift Schedule to Person	149
9.12.3 Assign Shift Schedule to Person Group	150
9.12.4 Add Temporary Schedule	151
9.13 Configure Attendance Parameters	152
9.13.1 Add Attendance Check Point	152
9.13.2 Define Weekends	153
9.13.3 Define Absence	153
9.13.4 Configure Authentication Mode	155
9.13.5 Set Auto-Calculation Time of Attendance Results	156
9.13.6 Configure Attendance Result Accuracy	156
9.13.7 Configure Overtime Parameters	157
9.13.8 Manage Leave Type	160
9.13.9 Customize Attendance Status on Device	161
9.14 Manage Attendance Record	162
9.14.1 Search Raw Records	162
9.14.2 Search Attendance Result	163
9.14.3 Correct Check-In/Out for a Single Person	164
9.14.4 Correct Check-In/Out for Multiple Persons	165
9.14.5 Apply for Leave for a Single Person	165
9.14.6 Apply for Leave for Multiple Persons	166
9.14.7 Manually Calculate Attendance Results	167
9.14.8 Export Attendance Records	167
9.14.9 Import Raw Attendance Records	168
9.14.10 View Attendance Handling Records	168
9.15 Manage Attendance Reports	169
9.15.1 Set Display Rules for Attendance Report	169
9.15.2 Send Attendance Report Regularly	170
9.15.3 Export Attendance Report	171

9.15.4 Add a Semi-Custom Report	172
Chapter 10 Role and User Management	174
10.1 Add Role	174
10.2 Add Normal User	177
10.3 Change Password of Current User	178
10.4 Configure Permission Schedule	180
Chapter 11 System Security Settings	182
Chapter 12 System Configuration	184
12.1 Set User Preference	184
12.2 Set Holiday	185
12.3 Set NTP	186
12.4 Set Active Directory	187
12.5 Set WAN Access	190
12.6 Set IP Address for Receiving Device Information	190
12.7 Configure Storage for Imported Pictures and Files	191
12.8 Set Data Retention Period	192
12.9 Configure Email Account	193
12.10 Set Transfer Protocol	195
12.11 Export Service Component Certificate	195
12.12 Set Database Password	196
12.13 Data Interchange	196
12.13.1 Synchronize Card Swiping Records to Third-Party Database	196
12.13.2 Dump Access Records to Third-Party Database	197
12.14 Reset Device Network Information	199
Chapter 13 Search for Server Logs	200
Chapter 14 Maintenance and Management	202

Chapter 1 Overview

1.1 Introduction

HikCentral FocSign is a lightweight platform with multiple functions, featuring diverse predefined program templates, abundant material types, flexible layout design, as well as the combination with intelligent cameras. It can satisfy the needs of a variety of scenarios, such as commercial advertising, employee attendance, and so on. The central management and remote maintenance functions of the platform can greatly improve operational efficiency and reduce labor costs.

1.2 Recommended Running Environment

The following is recommended system requirement for running the Web Client.

CPU

Intel® Core™ I3 and above

Memory

4 GB and above

Web Browser

Internet Explorer® 11 and above, Firefox® 84 and above, Google Chrome® 84 and above, Safari® 11 and above, Microsoft® Edge 89 and above.

Chapter 2 Login

You can access and configure the platform via web browser directly, without installing any client software on the your computer.



The login session of the Web Client will expire and a prompt with countdown will appear after the configured time period in which there is no action. For setting the time period, refer to **System Security Settings** .

2.1 First Time Login

If this is the first time for you to login, you can choose to login as admin or normal user according to your user role.

2.1.1 Login for First Time for admin User

By default, the system predefined the administrator user named admin. When you login via the Web Client for the first time, you are required to create a password for the admin user before you can properly configure and operate the system.

Steps

1. Click **OK**.

Web Client home page displays after you successfully creating the admin password.

2.1.2 First Time Login for Normal User

When you log in to the system as normal user via Web Client for the first time, you should change the initial password and set a new password for login.

Steps

1. Enter the user name and password.



Contact the administrator for the user name and initial password.

2. Click **Log In** and the **Change Password** window opens.
3. Click **OK** to change the password.

Result

Web Client home page displays after you successfully logging in.

2.2 Login via Web Client

You can access the system via web browser and configure the system.

Steps

1. Enter the user name and password.
2. Click **Log In** to log in to the system.



- If failed password attempt of current user is detected, you are required to input the verification code. The failed password attempts from current client, other client, and other address will all require the verification code.
 - The failed password attempt and verification code attempt from current client and other address will all be accumulated. Your IP address will be locked for a specified period of time after specific number of failed password or verification code attempts detected. For setting failed login attempts and locking duration, refer to **System Security Settings** .
 - The account will be frozen for 30 minutes after 5 failed password attempts. The failed password attempts from current client and other addresses will all be accumulated.
 - The password strength can be checked by the system and should meet the system requirements. If password strength is lower than the required minimum strength, you will be asked to change your password. For setting minimum password strength, refer to **System Security Settings** .
 - If your password is expired, you will be asked to change your password when login. For setting maximum password age, refer to **System Security Settings** .
-

Result

Web Client home page displays after you successfully logging in to the system.

2.3 Change Password for Reset User

When the normal user's password is reset by admin user, he/she should change the initial password and set a new password when logging into HikCentral FocSign via the Web Client.

Steps

1. Enter the user name and initial password set by the administrator.
2. Click **Log In** and a **Change Password** window opens.
3. Click **OK**.

Result

Web Client home page displays after you successfully changing the password.

2.4 Forgot Password

If you forgot the your account's password, you can reset the password and set a new password.

Before You Start

- Make sure the normal user has been configured with an available email address.
- Make sure the email server is tested successfully.

Steps

1. On the login page, enter a user name in the User Name field.
2. Click **Forgot Password**.

Reset Password

1. The user account has been configured with email. You can set a new password by entering the verification code we sent to your email, or contact the administrator to reset it.

2. Minimum password strength required by your system: Medium

User Name

*Verification Code

*New Password

— Risky

*Confirm Password

Figure 2-1 Reset Password for Normal User

Reset Password

1. Minimum password strength required by your system: Medium

2. admin user owns all permissions of the system. We recommend the strength of admin's password should be: Strong

*Activation Code

*New Password

— Risky

*Confirm Password

Figure 2-2 Reset Password for admin User

3. Enter the required information on the Reset Password pane.
- For the admin user, enter the License activation code, new password, and confirm password.

 **Note**

If you forget the License activation code, you can click **Get Code** to send the activation code to the email address configured when activating the License in online mode. For setting an email for the admin user, refer to ***Activate License - Online*** .

- For normal users, click **Get Code** to send the verification code to the email address configured when adding the user. And then enter the received verification code, new password, and confirm password within 10 minutes.


 **Note**

If the email address is not set for the normal user, contact the admin user to reset the password and change the password when login.

- For domain user, contact the admin user to reset the password.

 **Note**

The password strength can be checked by the system and should meet the system requirements. If password strength is lower than the required minimum strength, you will be asked to change your password. For setting minimum password strength, refer to ***System Security Settings*** .

 **Caution**

The password strength of the device can be automatically checked. We highly recommend you change the password of your own choosing (using a minimum of 8 characters, including at least

three kinds of following categories: upper case letters, lower case letters, numbers, and special characters) in order to increase the security of your product. And we recommend you change your password regularly, especially in the high security system, changing the password monthly or weekly can better protect your product.

Proper configuration of all passwords and other security settings is the responsibility of the installer and/or end-user.


4. Click **OK**.

Chapter 3 Select Application Mode

For the first time login, you should select an application mode.

Select **Digital Signage** or **Interactive Flat Panel** according to the device type you have purchased, and click **Confirm**.

Note

For the next time login, you will enter the Home page of the mode you have selected by default. If you need to switch the mode afterward, you should select  → **All Modules** → **General** → **Mode Switch** in the top left corner.

Chapter 4 Home Page Overview

4.1 Home Page Description

The following is the Home page introduction of the Digital Signage mode.

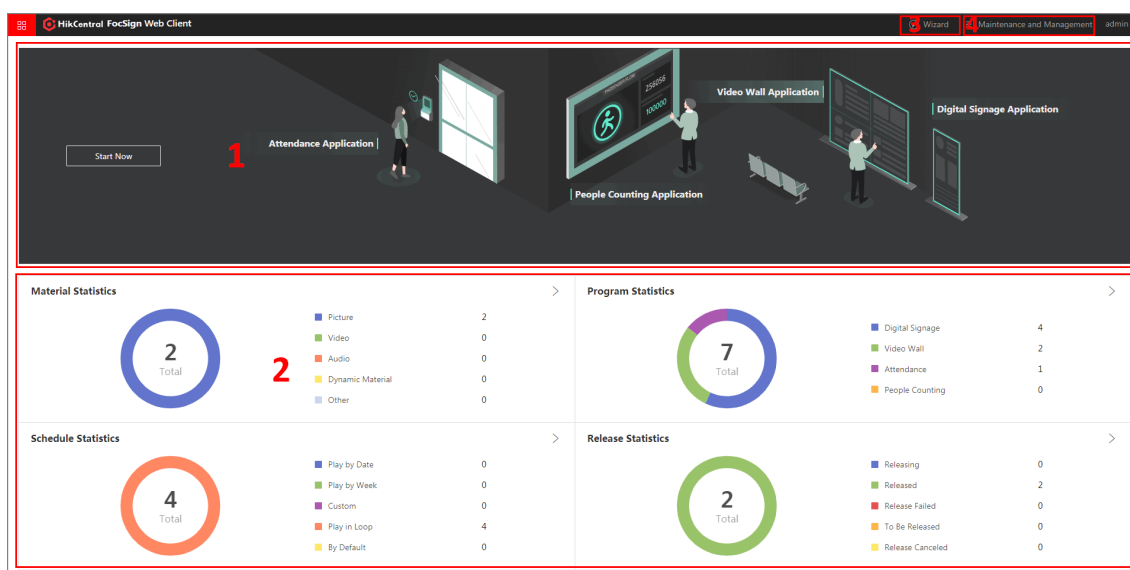


Figure 4-1 Home Page (Digital Signage Mode)

Table 4-1 Home Page Description

Number	Description
1	Displays different applications of the digital signage module, including attendance application, people counting application, etc. Click Start Now to pop up the Digital Signage Wizard on the right side of the page, and you can use the digital signage function according to the wizard.
2	An overview of resources added to the platform, including material statistics, program statistics, schedule statistics, and release statistics.
3	Wizard → Digital Signage : View the Digital Signage Wizard. Wizard → Attendance : View the Attendance Wizard. Wizard → Web Client User Manual : Get the user manual of the Client.
4	Maintenance and management information of the software, such as license expiry date and license details. Refer to <i>Maintenance and Management</i> for details.

4.2 Customize Navigation Bar

To conveniently access some frequently used or important modules, you can customize the navigation bar.

Steps

1. In the top left corner of the Home page, select  → **All Modules** to display the navigation bar and All Modules panel.

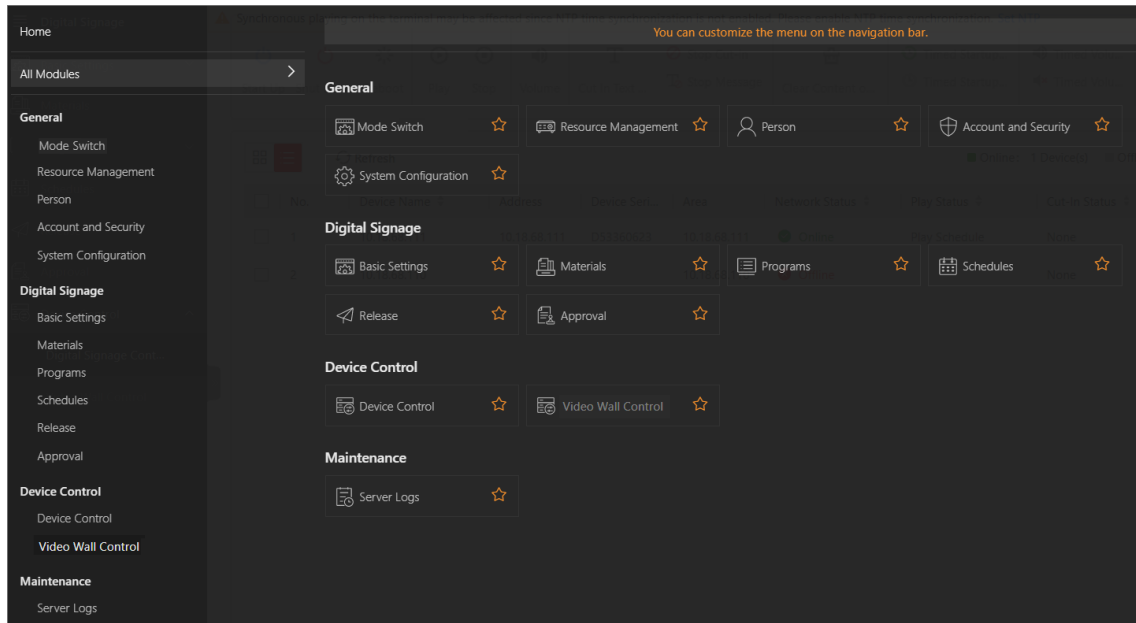


Figure 4-2 Navigation Bar and All Modules Panel (Digital Signage Mode)

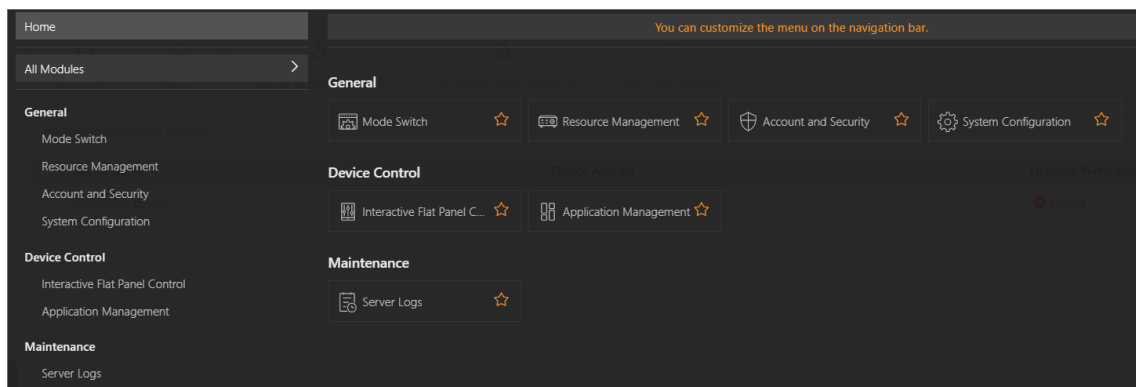







Figure 4-3 Navigation Bar and All Modules Panel (Interactive Flat Panel Mode)

Note

On the All Modules panel, the icon  beside the module name indicates that this module has been added to the left navigation bar.

2. **Optional:** Click  to remove the module from the navigation bar.
3. **Optional:** Add a module to the navigation bar.
 - 1) Move the cursor to a module.
 - 2) Click .The icon  turns to .

Chapter 5 License Management

After installing HikCentral FocSign, you have a temporary License for a specified number of cameras and limited functions. To ensure the proper use of HikCentral FocSign, you can activate the FocSign server to access more functions and manage more devices. If you do not want to activate the FocSign server now, you can skip this chapter and activate the system later.

Two types of License are available for HikCentral FocSign:

- **Base:** You need to purchase at least one basic License to activate the HikCentral FocSign.
- **Expansion:** If you want to increase the capability of your system (e.g., connect more cameras), you can purchase an expanded License to get additional features.

 **Note**

- Only the admin user can perform the activation, update, and deactivation operation.
 - If you encounter any problems during activation, update, and deactivation, please send the server logs to our technical support engineers.
-

5.1 Activate License - Online

If the SYS server to be activated can properly connect to the Internet, you can activate the SYS server in online mode.

Steps

1. Log in to HikCentral FocSign via the Web Client. Refer to ***Login via Web Client***.
2. On the Home page, click **Activate** to open the Activate License panel.
3. Click **Online Activation** to activate the License in online mode.

Activate License [Close]

Activation Type

Online Activation
The SYS to be activated can connect to the Internet.

Offline Activation
The SYS to be activated cannot connect to the Internet.

Activation Code

+

I accept the term... [Hikvision Software User License Agreement](#)

Machine Environment Type

[Down Arrow]

Hot Spare

Activate Cancel

Figure 5-1 Activate License in Online Mode

4. Enter the activation code received when you purchased your License.

Note

- If you have purchased more than one Licenses, you can click + and enter other activation codes.
- The activation code should contain 16 characters or 32 characters (except dashes).

5. Check **I accept the terms of the agreement** to open the License Agreement panel and click **OK**.

6. **Optional:** Select the machine environment type.

Physical Machine (Default)

A physical computer that contains hardware specifications and is used for running the FocSign server. If the hardware changed, the License will be invalid, and the FocSign server may not run normally.

AWS (Amazon[®] Web Services)

A virtual machine that provides the cloud computing services for running the FocSign server.

Azure (Microsoft[®] Azure)

A virtual machine that provides the cloud computing services for running the FocSign server.



If you select the AWS or Azure as the machine environment type, the pStor server, Streaming Server, and other external servers cannot access the platform. And the Rose hot spare system is also not supported.

- 7. Optional:** Check the **Hot Spare**, select type, and enter the IP address if you want to build a hot spare system.
-



- You must select Hot Spare mode when you install the system.
 - For how to build the hot spare system, please contact our technical support engineers.
-

- 8. Click **Activate**.**

The email settings pane will appear after you activated the License.

- 9. Enter an email address for the admin user.**
-



This email is used to receive the License activation code when the admin user forgets the password for logging in to the platform and the activation code at the same time.

- 10. Set the email server parameters. See details in [Configure Email Account](#).**
 - 11. Click **OK** to save the email settings.**
-

5.2 Activate License - Offline

If the FocSign server to be activated cannot connect to the Internet, you can activate the License in offline mode.

Steps

- 1. Log in to HikCentral FocSign via the Web Client.**
- 2. On the Home page, click **Activate** to open the Activate License panel.**
- 3. Click **Offline Activation** to activate the License in offline mode.**

Activate License [Close]

Activation Type

Online Activation
The SYS to be activated can connect to the Internet.

Offline Activation
The SYS to be activated cannot connect to the Internet.

Step 1: Enter activation code and generate License request file.

+

I accept the term... [Hikvision Software User License Agreement](#)

Machine Environment Type

Physical Machine [v]

Hot Spare

Step 2: Generate respond file.

Enter the following website: <https://kms.hikvision.com/#/active> on the computer that can connect to the Internet to enter the License Activation Platform.

Upload the generated request file to generate a respond file.

Step 3: Import the respond file.

[Folder Icon]

Figure 5-2 Activate License in Offline Mode

4. Enter the activation code received when you purchased your License.

Note

- If you have purchased more than one Licenses, you can click + and enter other activation codes.
 - The activation code should contain 16 characters or 32 characters (except dashes).
5. Check **I accept the terms of the agreement** to open the License Agreement panel and click **OK**.
 6. **Optional:** Select the machine environment type.
Physical Machine (Default)

A physical computer that contains hardware specifications and is used for running the FocSign server. If the hardware changed, the License will be invalid, and the FocSign server may not run normally.

AWS (Amazon[®] Web Services)

A virtual machine that provides the cloud computing services for running the FocSign server.

Azure (Microsoft[®] Azure)

A virtual machine that provides the cloud computing services for running the FocSign server.



If you select the AWS or Azure as the machine environment type, the pStor server, Streaming Server, and other external servers cannot access the platform. And the Rose hot spare system is also not supported.

- 7. Optional:** Check the **Hot Spare**, select type, and enter the IP address if you want to build a hot spare system.
-




- You must select Hot Spare mode when you install the system.
 - For how to build the hot spare system, please contact our technical support engineers.
-

- 8. Click **Generate Request File**.**

A request file named "ActivationRequestFile.bin" will be downloaded. Save the request file to the proper directory or the removable storage medium (e.g., USB flash disk).

- 9. Copy the request file to the computer that can connect to the Internet.**

- 10. On the computer which can connect to the Internet, enter the following website: <https://kms.hikvision.com/#/active> .**

- 11. Click  and then select the downloaded request file.**

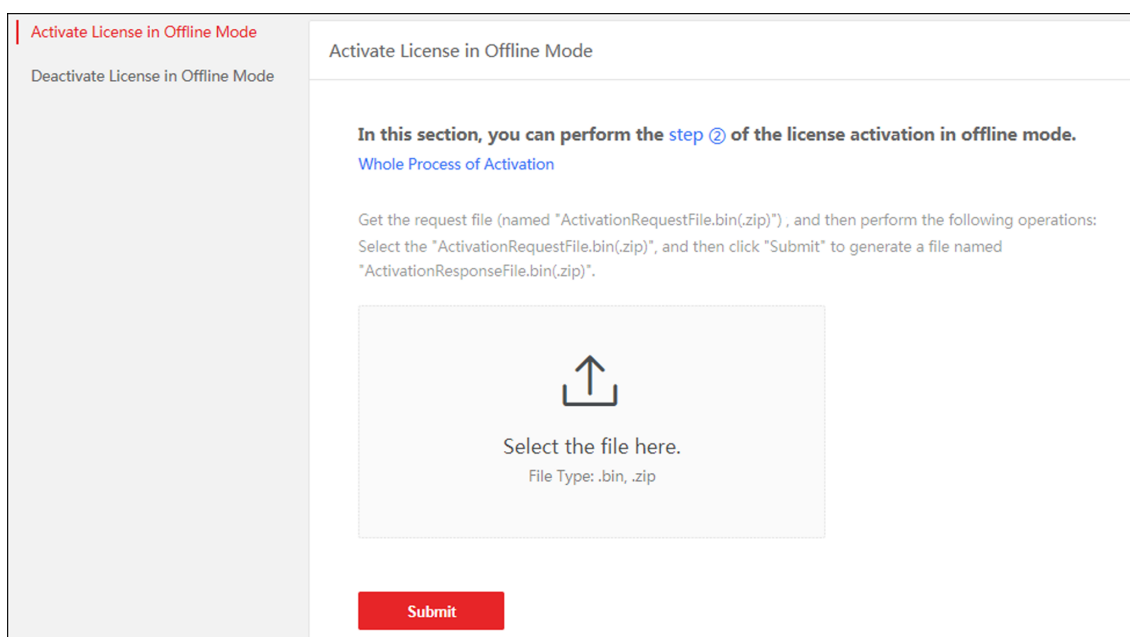


Figure 5-3 Select Request File

12. Click **Submit.**

A respond file named "ActivationResponseFile.bin" will be downloaded. Save the respond file to the proper directory or the removable storage medium (e.g., USB flash disk).

13. Copy the respond file to the proper directory of the computer that accesses HikCentral FocSign via the Web Client.

14. In the Offline Activation panel, click  and select the downloaded respond file.

15. Click **Activate.**

The email settings pane will appear after you activated the License.

16. Enter an email address for the admin user.



Note

This email is used to receive the License activation code when the admin user forgets the password for logging in to the platform and the activation code at the same time.

17. Set the email server parameters. See details in [Configure Email Account](#) .

18. Click **OK to save the email settings.**

5.3 Update License - Online

As your project grows, you may need to increase the connectable number of resources (e.g., cameras) for your HikCentral FocSign. If the FocSign server to be updated can properly connect to the Internet, you can update the License in online mode.

Before You Start

Contact your dealer or our sales team to purchase a License for additional features.

Steps

1. Log in to HikCentral FocSign via the Web Client. Refer to [Login via Web Client](#) for details.
2. In the top right corner of Home page, move the cursor to the **Maintenance and Management** to show the drop-down menu.
3. Click **Update License** in the drop-down menu to open the Update License panel.
4. Click **Online Update** to update the License in online mode.
5. Enter the activation code received when you purchase your License.



Note

- If you have purchased more than one Licenses, you can click + and enter other activation codes.
 - The activation code should contain 16 characters or 32 characters (except dashes).
6. Check **I accept the terms of the agreement** to open the License Agreement panel and click **OK**.
 7. Click **Update**.

5.4 Update License - Offline

As your project grows, you may need to increase the connectable number of cameras for your HikCentral FocSign. If the FocSign server to be updated cannot connect to the Internet, you can update the system in offline mode.

Before You Start

Contact your dealer or our sales team to purchase a License for additional features.

Steps

1. Log in to HikCentral FocSign via the Web Client.
2. In the top right corner of Home page, move the cursor to **Maintenance and Management** to show the drop-down menu.
3. Click **Update License** in the drop-down menu to open the Update License pane.
4. Click **Offline Update** to update the License in the offline mode.

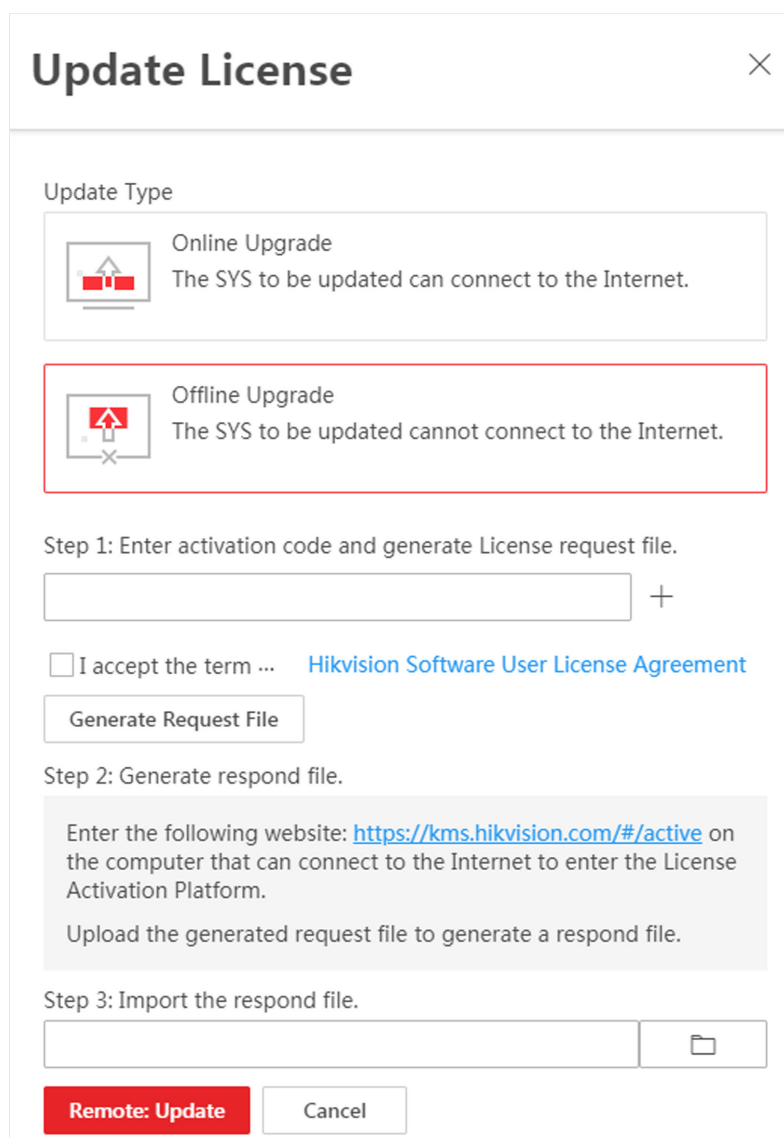


Figure 5-4 Update License in Offline Mode

5. Enter the activation code of your additional License.

 **Note**


- If you have purchased more than one License, you can click + and enter other activation codes.
- The activation code should contain 16 characters or 32 characters (except dashes).

6. Check **I accept the terms of the agreement** to open the License Agreement panel and click **OK**.

7. Click **Generate Request File**.

A request file named "ActivationRequestFile.bin" will be downloaded. Save the request file to the proper directory or the removable storage medium (e.g., USB flash disk).

8. Copy the request file to the computer that can connect to the Internet.

9. On the computer which can connect to the Internet, enter the following website: <https://kms.hikvision.com/#/active> .
10. Click  and then select the downloaded request file.

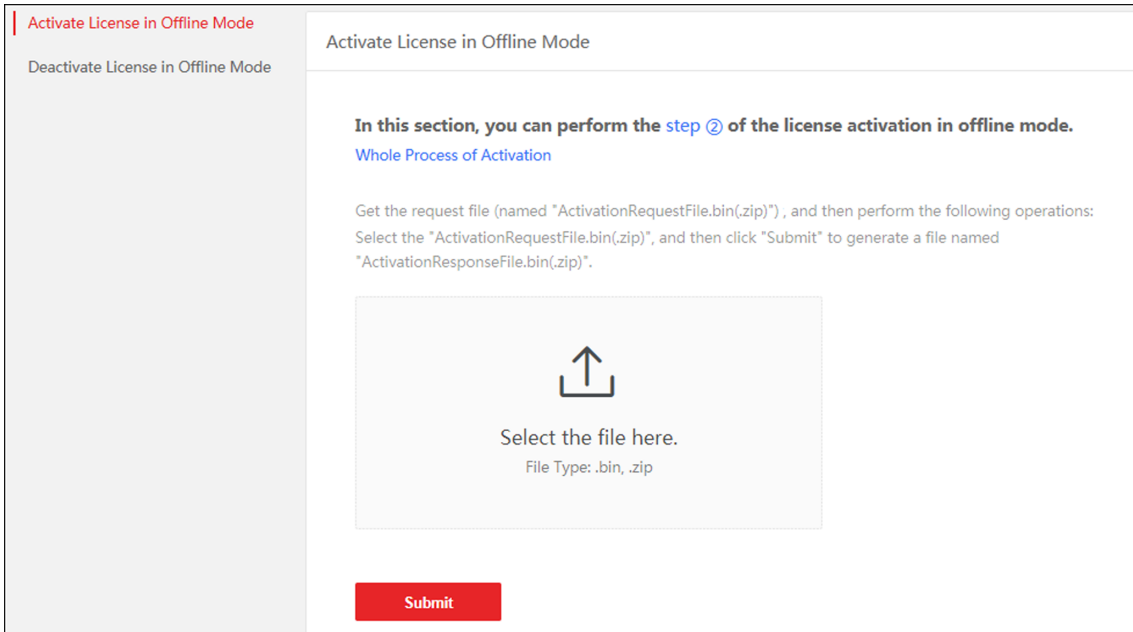



Figure 5-5 Select Request File

11. Click **Submit**.
A respond file named "ActivationResponseFile.bin" will be downloaded. Save the respond file to the proper directory or the removable storage medium (e.g., USB flash disk).
12. Copy the respond file to the proper directory of the computer that accesses HikCentral FocSign via the Web Client.
13. In the offline update panel, click  and select the downloaded respond file.
14. Click **Update**.

5.5 Deactivate License - Online

If you want to run the FocSign server on another PC or server, you should deactivate the FocSign server first and then activate it again. If the computer or server on which the FocSign server is running can properly connect to the Internet, you can deactivate the License in online mode.

Steps

1. Log in to HikCentral FocSign via the Web Client. Refer to [Login via Web Client](#) .
2. In the top right corner of Home page, move the cursor to the **Maintenance and Management** to show the drop-down menu.
3. Click **Deactivate License** in the drop-down menu to open the Deactivate License panel.
4. Click **Online Deactivation** to deactivate the License in online mode.
5. Check the activation code(s) to be deactivated.

6. Click **Deactivate**.

5.6 Deactivate License - Offline

If you want to run the FocSign server on another computer or server, you should deactivate the FocSign server first and then activate the FocSign server again. If the FocSign server to be deactivated cannot connect to the Internet, you can deactivate the License in offline mode.

Steps

1. Log in to the HikCentral FocSign via Web Client.
2. In the top right corner of the Client, move the cursor to the **Maintenance and Management** to show the drop-down menu.
3. Click **Deactivate License** in the drop-down menu to open the Deactivate License pane.
4. Click **Offline Deactivation** to deactivate the License in offline mode.

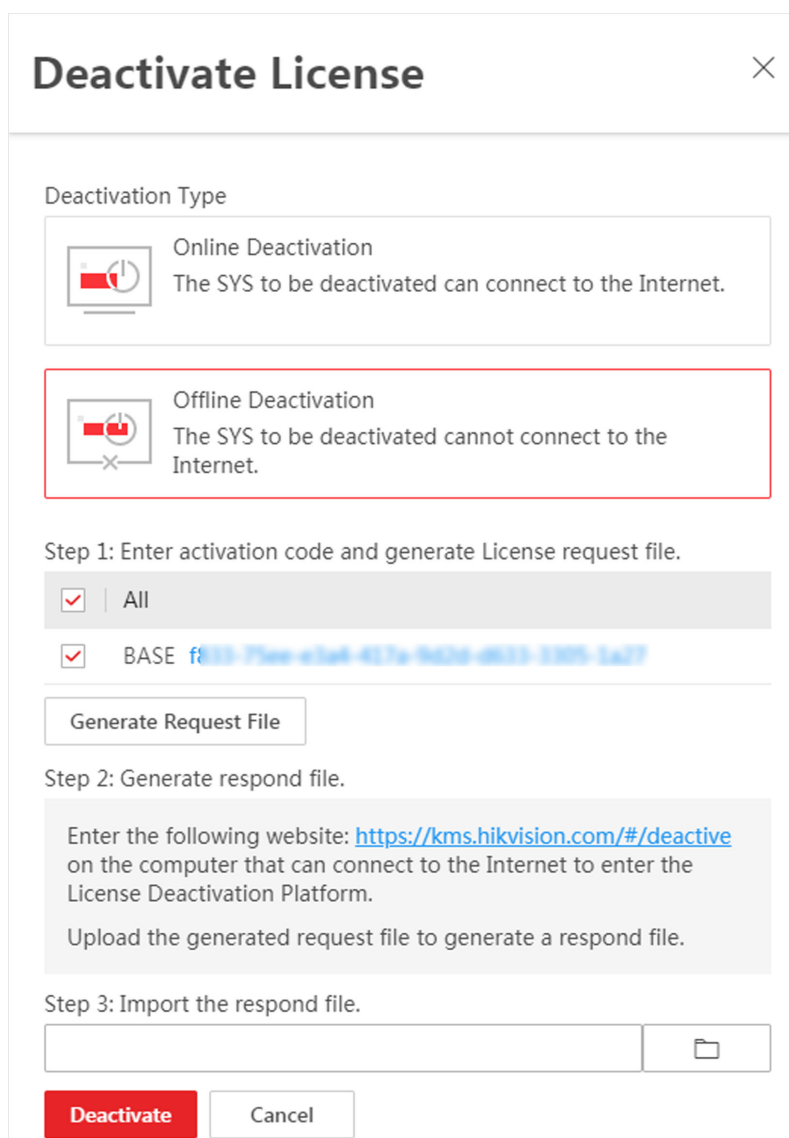


Figure 5-6 Deactivate License in Offline Mode


5. Check the activation code(s) to be deactivated.
6. Click **Generate Request File**.

 **Note**

After the request file is generated, the selected activation code(s) will be unavailable.

A request file named "ActivationRequestFile.bin" will be downloaded. Save the request file to the proper directory or the removable storage medium (e.g., USB flash disk).

7. Copy the request file to the computer that can connect to the Internet.
8. On the computer which can connect to the Internet, enter the following website: **<https://kms.hikvision.com/#/deactive>** .

9. Click  and then select the downloaded request file.

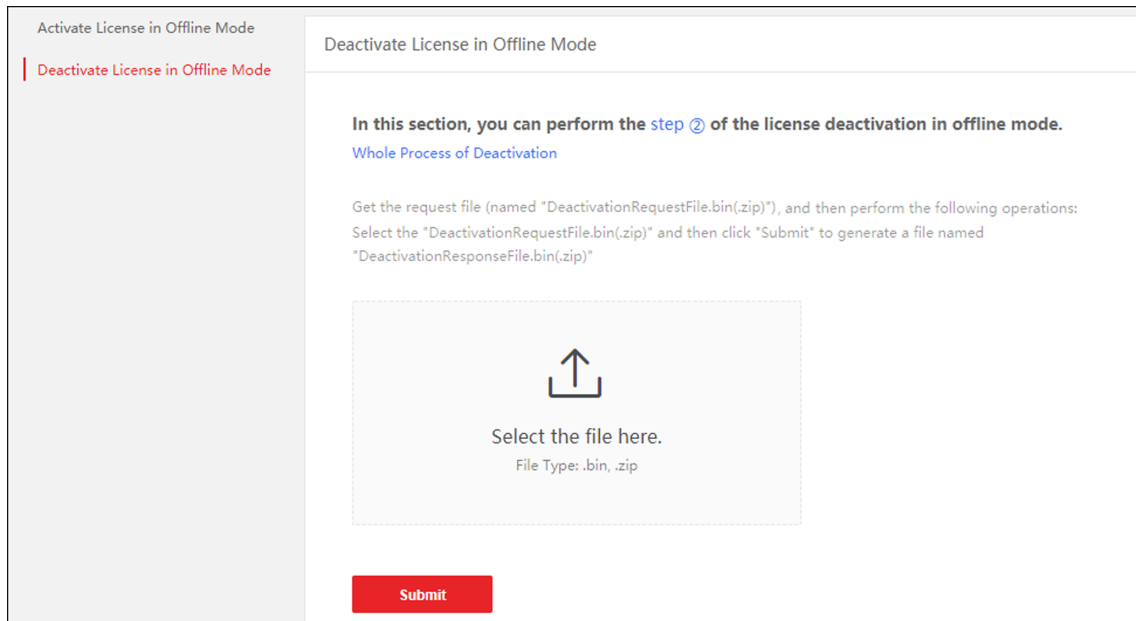


Figure 5-7 Select Request File

10. Click **Submit**.

A respond file named "DeactivationResponseFile.bin" will be downloaded. Save the respond file to the proper directory or the removable storage medium (e.g., USB flash disk).

11. Copy the respond file to the proper directory of the computer that accesses HikCentral FocSign via the Web Client.

12. In the Offline Deactivation pane, click  and select the downloaded respond file.

13. Click **Deactivate**.

5.7 View License Details

You can check the authorization details of the License you purchased and view the number of manageable devices and function of your platform. If the License is not activated, you can also view the trial period.

Steps

1. Log in to the HikCentral FocSign via Web Client. See [Login via Web Client](#) for details.

2. In the top right corner of Home page, click **Maintenance and Management** to show the drop-down menu.

3. Click **License Details** in the drop-down menu to open the License Details panel.

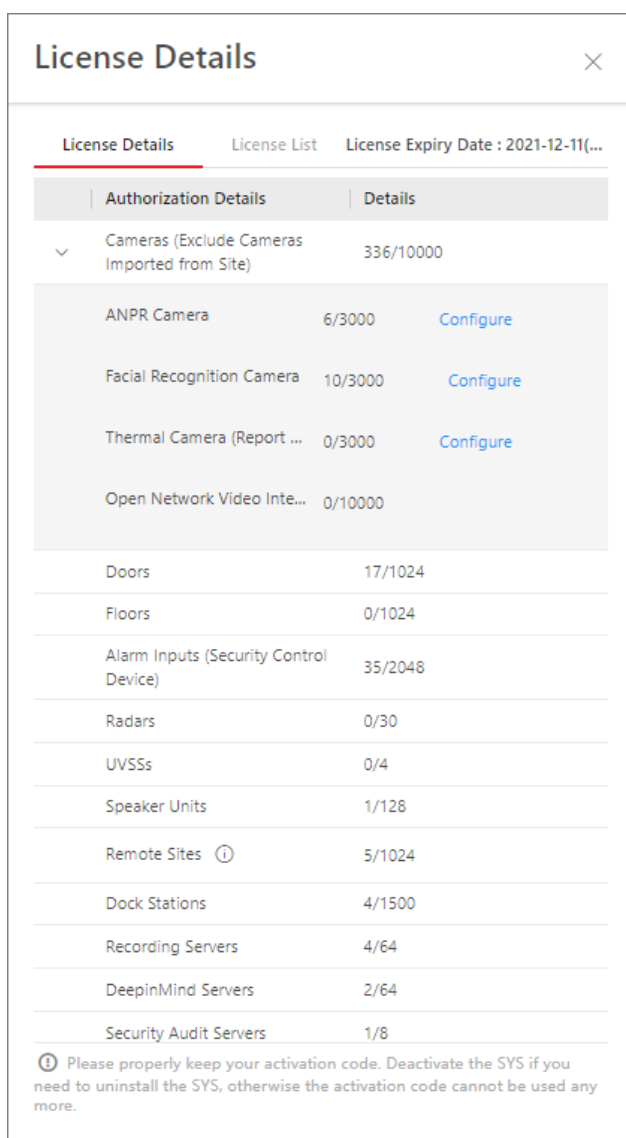


Figure 5-8 License Details Page

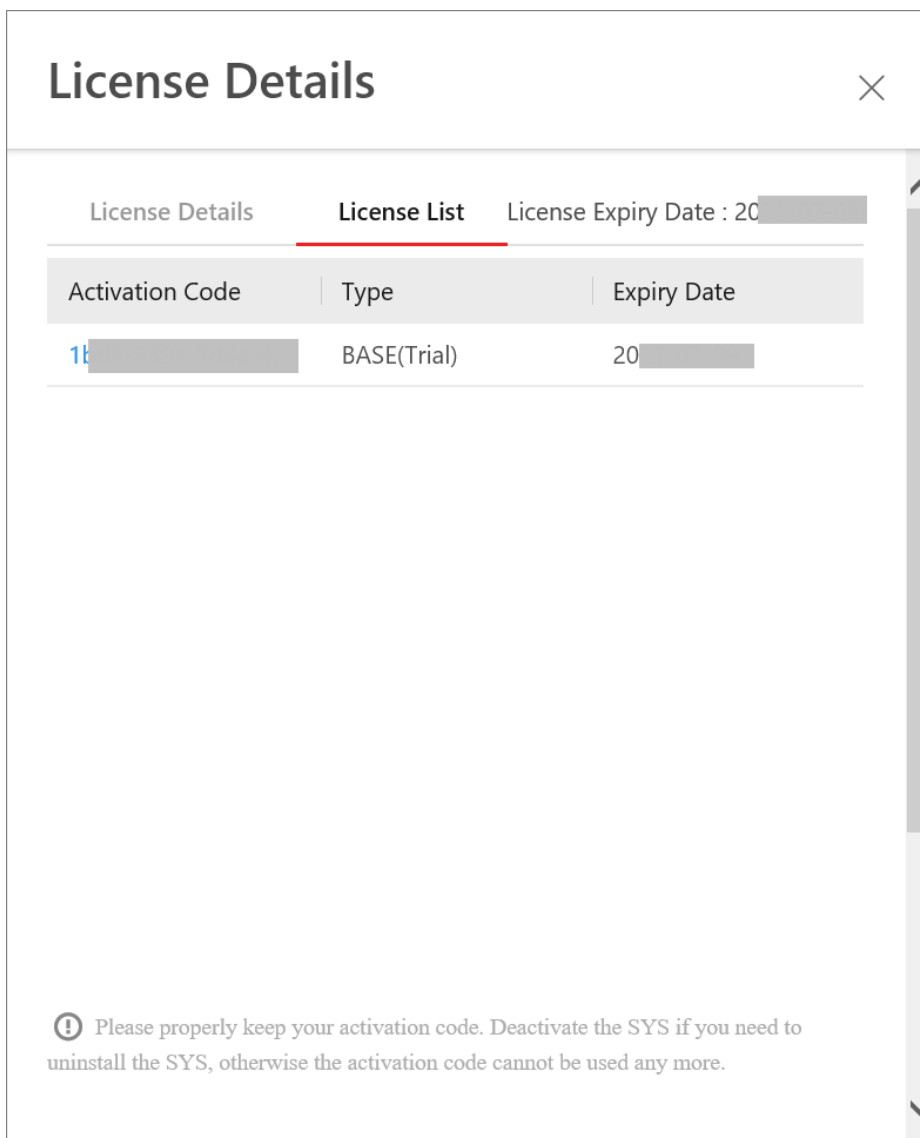
You can view the authorization details and check the expiry date of the trial License or the License you purchased.



- Optional:** Click > besides the Cameras(Exclude Cameras Imported from Site) to show the number of facial recognition cameras/ANPR cameras/thermal cameras (report supported)/Open Network Video Interface cameras and click **Configuration** to select the added cameras as these types of cameras, respectively.

Note

- Configuration of Open Network Video Interface cameras is not supported.
- If you do not configure the facial recognition camera/ANPR camera/thermal camera, these cameras' functions (facial recognition, plate recognition, and temperature report) cannot be performed normally in the platform.

5. Optional: Click **License List** to check all the activated License(s) of your platform and click an activation code to view the related authorization details.



Activation Code	Type	Expiry Date
1 	BASE(Trial)	20 



 Please properly keep your activation code. Deactivate the SYS if you need to uninstall the SYS, otherwise the activation code cannot be used any more.

Figure 5-9 License List Page

5.8 Set SSP Expiration Prompt

SSP (Software Service Program) refers to the platform's maintenance service, which has an expire date and needs to be upgraded before expiration. You can set SSP expiration prompt on the platform. After that, when the SSP is going to expire, you can receive an email reminding the expiration every day during the configured period.

Steps


1. In the top right corner of the client, select **Maintenance and Management** → **License Details** to open the License Details panel.
2. Go to the bottom of details list and click  to enter the SSP Expiration Prompt Settings panel.
3. Set the **Overdue Reminder** switch to ON.
4. Set the days when you will receive the prompt email before expiration.

Note

- You should enter an integer between 1 to 365.
- By default, the platform will send a prompt email 30 days before expiration.

-
5. Click **Add User** to add user(s) who can receive upgrade prompt.

Note

- You should configure the users' email addresses before adding them as recipients. The added users can receive upgrade prompt via the bound email addresses.
- Up to 64 recipients can be added.
- You can click  to delete the added user(s).

-
6. Click **Add Email** to add email address(es).

Note

You can add email of both the platform user(s) and other user(s). The platform will send expiration prompt to the added email address(es).

-
7. Click **Save**.

Chapter 6 Device Management

In the Resource Management module, you can add devices to the platform, remotely configure the device parameters, group resources by areas and upgrade device firmware.



6.1 Create Password for Inactive Device(s)

The devices with simple default password may be accessed by the unauthorized user easily. For the security purpose, the default password is not provided for some devices. You are required to create the password to activate them before adding them to the platform. Besides activating the device one by one, you can also batch activate multiple devices which have the same password simultaneously.

Before You Start

- Make sure the devices you are going to use are correctly installed and connected to the network as specified by the manufacturers. Such initial configuration is required in order to be able to connect the devices to the HikCentral FocSign via network.
- This function should be supported by the device. Make sure the devices you want to activate support this function.

Steps

1. In the top left corner of Home page, select  → **All Modules** → **General** → **Resource Management** → **Device and Server** .
2. Select the device to be activated.
3. In the Online Device area, view the device status and select one or multiple inactive devices.
4. Click  to open the device activation window.
5. Create a password in the password field, and confirm the password.




Caution

The password strength of the device can be automatically checked. We highly recommend you change the password of your own choosing (using a minimum of 8 characters, including at least three kinds of following categories: upper case letters, lower case letters, numbers, and special characters) in order to increase the security of your product. And we recommend you change your password regularly, especially in the high security system, changing the password monthly or weekly can better protect your product.

Proper configuration of all passwords and other security settings is the responsibility of the installer and/or end-user.

-
6. Click **Save** to create the password for the device.

An **Operation completed.** message is displayed when the password is set successfully.

7. Click  in the Operation column to change the device's IP address, subnet mask, gateway, and so on if needed.



For details, refer to [Edit Online Device's Network Information](#) .

6.2 Edit Online Device's Network Information



The online devices, which have IP addresses in the same local subnet with FocSign server or Web Client, can be detected by HikCentral FocSign. For the detected online devices, you can edit their network information as desired via HikCentral FocSign remotely and conveniently. For example, you can change the device IP address due to the changes of the network.

Before You Start

For some devices, you should activate it before editing its network information. Refer to [Create Password for Inactive Device\(s\)](#) for details.


Perform this task when you need to edit the network information for the detected online devices.

Steps

1. In the top left corner of Home page, select  → **All Modules** → **General** → **Resource Management** → **Device and Server** .
2. Select the device.
3. View the device status, and click  in the Operation column of an active device.
4. Change the required parameters, such as IP address, device port, HTTP port, subnet mask, and gateway.



The parameters may vary for different device types.

5. Click  .
6. Enter the device's password.
7. Click **Save**.

6.3 Add Digital Signage Terminal

You can add digital signage terminals to the platform by multiple methods: adding online terminals, adding by IP address, adding by device serial No., and adding by authentication code. After adding terminals to the platform, you can configure, manage and control the terminals.

6.3.1 Add Online Terminals

The platform can detect the online terminals (referred to as device in the following pages) in the same LAN as the server, and detect the device IP addresses. Based on this function, you can add the devices to the platform quickly. When the detected devices use the same user name and password, you can add the devices to the platform simultaneously.

Before You Start

Make sure you have downloaded and installed the Web Control on the login page.

Add online terminals when you select **Digital Signage Mode**.

Steps

1. In the top left corner of Home page, select  → **All Modules** → **General** → **Resource Management** → **Device and Server** → **Digital Signage Terminal**.
2. In the online device list, select one or multiple devices to be added, and then click **Add to Device List** to enter the Add Device page.

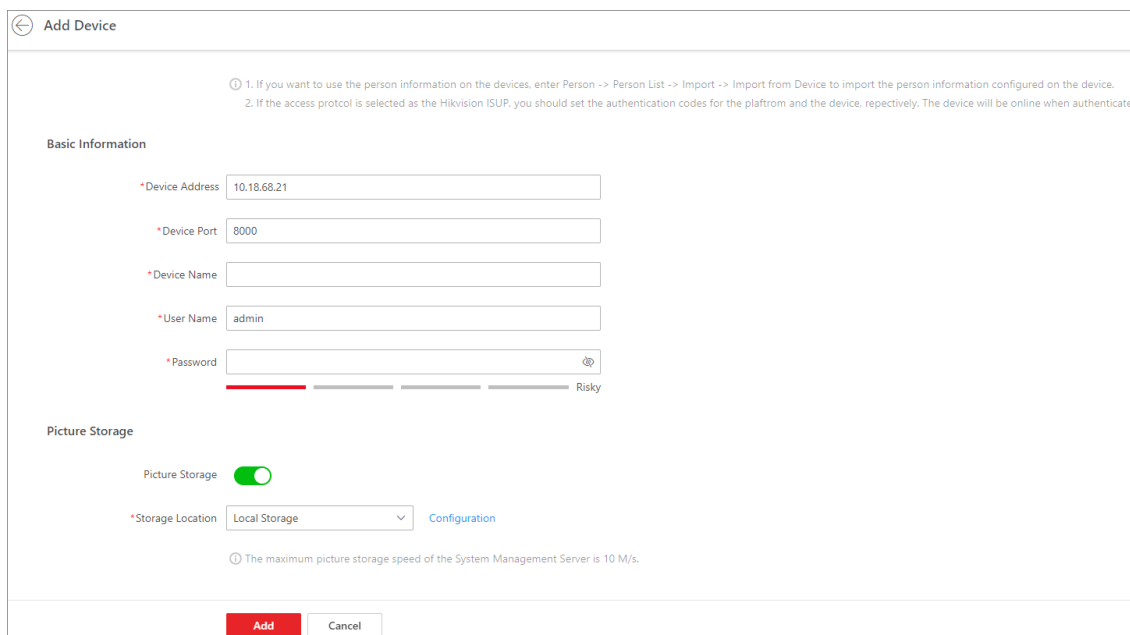


Figure 6-1 Add Single Online Device

3. Set the basic information.

Device Address

The IP address of the device, which can be obtained automatically.



Note

If you add multiple devices simultaneously, this parameter will not be displayed.

Device Port

The port number of the device, which can be obtained automatically.



Note

If you add multiple devices simultaneously, this parameter will not be displayed.

Device Name

The name of the device, which can be used to describe the device function, location, etc.



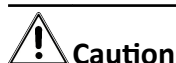
If you add multiple devices simultaneously, this parameter will not be displayed.

User Name

The admin account (which is created when activating the device) or the non-admin account, such as the operator. If you use a non-admin account to add devices, the permissions might be limited.

Password

The password of the user name.



The password strength of the device can be automatically checked. We highly recommend you change the password of your own choosing (using a minimum of 8 characters, including at least three kinds of following categories: upper case letters, lower case letters, numbers, and special characters) in order to increase the security of your product. And we recommend you change your password regularly, especially in the high security system, changing the password monthly or weekly can better protect your product.

Proper configuration of all passwords and other security settings is the responsibility of the installer and/or end-user.

4. Optional: Enable **Picture Storage** to configure the storage location.

Local Storage

The pictures are stored in the FocSign server server.



You can click **Configuration** to configure the storage location for pictures and files respectively. For details, refer to ***Configure Storage for Imported Pictures and Files*** .

pStor

The pictures are stored in the pStor server.



In the attendance application scene, you should enable **Picture Storage**.

5. Optional: Set the time zone of the device.

- Select **Get Device's Time Zone** to get the time zone of the device.
- Select **Manually Set Time Zone** to manually set the time zone of the device, and the time zone settings will be applied to the device automatically.

6. Optional: Switch on **Add Resource to Area** to import the resources of the added devices to an area.

Note

You can create a new area by the device name or select an existing area. Also, you can click **Add New** to add new area(s). For details, refer to **Add Area** .

7. Click **Add**.

8. **Optional**: Perform the following operations after adding devices.

Change Password Select one or more devices, and click **Change Password** to change the password of the selected devices.

Note

If multiple devices have the same password, you can change the password for multiple devices simultaneously.

Delete Devices Select one or more devices, and click **Delete** to delete the selected devices.

Note

If the device which has been linked to the video wall is deleted, the corresponding video wall program cannot be released.

Set Time Zone Select one or more devices, and click **Time Zone** to configure the time zone of the selected devices.

You can select **Get Device's Time Zone** or **Manually Set Time Zone** according to your requirements.

6.3.2 Add Terminal by IP Address

If you know the IP address of the terminal (referred to as device in the following pages) to be added, you can add the device to the platform by specifying the IP address, user name, password, etc.

Add terminals by the IP addresses when you select **Digital Signage Mode**.

Steps


1. In the top left corner of Home page, select  → **All Modules** → **General** → **Resource Management** → **Device and Server** → **Digital Signage Terminal** .
2. Click **Add** to enter the Add Device page.
3. Select the Access Protocol as **Hikvision Private Protocol**.

Figure 6-2 Add Terminal by IP Address

4. Set the basic information.

Device Address

Enter the IP address of the device.

Device Port

Enter the port number of the device.

Device Name

The name of the device, which can be used to describe the device function, location, etc.



Note

If you add multiple devices simultaneously, this parameter will not be displayed.

User Name

The admin account (which is created when activating the device) or the non-admin account, such as the operator. If you use a non-admin account to add devices, the permissions might be limited.

Password

The password of the user name.



Caution

The password strength of the device can be automatically checked. We highly recommend you change the password of your own choosing (using a minimum of 8 characters, including at least three kinds of following categories: upper case letters, lower case letters, numbers, and special characters) in order to increase the security of your product. And we recommend you change your password regularly, especially in the high security system, changing the password monthly or weekly can better protect your product.

Proper configuration of all passwords and other security settings is the responsibility of the installer and/or end-user.

5. Optional: Enable **Picture Storage** to configure the storage location.

Local Storage

The pictures are stored in the FocSign server server.



Note

You can click **Configuration** to configure the storage location for pictures and files respectively. For details, refer to ***Configure Storage for Imported Pictures and Files*** .

pStor

The pictures are stored in the pStor server.



Note

In the attendance application scene, you should enable **Picture Storage**.

6. Optional: Set the time zone of the device.

- Select **Get Device's Time Zone** to get the time zone of the device.
- Select **Manually Set Time Zone** to manually set the time zone of the device and the time zone settings will be applied to the device automatically.

7. Optional: Switch on **Add Resource to Area** to import the resources of the added devices to an area.



Note

You can create a new area by the device name or select an existing area. Also, you can click **Add New** to add new area(s). For details, refer to ***Add Area*** .

8. Click **Add**.

9. Optional: Perform the following operations after adding devices.

Change Password

Select one or more devices, and click **Change Password** to change the password of the selected devices.



Note

If multiple devices have the same password, you can change the password for multiple devices simultaneously.

Delete Devices Select one or more devices, and click **Delete** to delete the selected devices.

 **Note**

If the device which has been linked to the video wall is deleted, the corresponding video wall program cannot be released.

Set Time Zone Select one or more devices, and click **Time Zone** to configure the time zone of the selected devices.

You can select **Get Device's Time Zone** or **Manually Set Time Zone** according to your requirements.

6.3.3 Add Terminal by Device Serial No.


For the terminal (referred to as device in the following pages) supports ISUP protocol, you can add it to the platform by entering the device serial No., the authentication code, etc.

Before You Start

- Make sure you have activated the device. For details, refer to [***Create Password for Inactive Device\(s\)***](#).
- Make sure you have configured the IP address for receiving device information on the platform, and select the current NIC as the address for receiving device information. Refer to [***Set IP Address for Receiving Device Information***](#) for details.

Add terminals by the device serial No. when you select **Digital Signage Mode**.

Steps

1. In the top left corner of Home page, select  → **All Modules** → **General** → **Resource Management** → **Device and Server** → **Digital Signage Terminal**.
2. Click **Add** to enter the Add Device page.

← Add Device

1. If you want to use the person information on the devices, enter Person -> Person List -> Import -> Import from Device to import the person information configured on the device.
2. If the access protocol is selected as the Hikvision ISUP, you should set the authentication codes for the platform and the device, respectively. The device will be online when authenticated.

Basic Information

Access Protocol: Hikvision ISUP Protocol

*Device Serial No.:

Authentication Code:

*Device Name:

Picture Storage

Picture Storage:

*Storage Location: Local Storage [Configuration](#)

The maximum picture storage speed of the System Management Server is 10 M/s.

Time Zone

Device Time Zone Get Device's Time Zone Manually Set Time Zone (The time zone settings will be applied to the d...)

Resource Information

Add Cancel

Figure 6-3 Add Terminal by Device Serial No.

3. Select **Hikvision ISUP Protocol** as the access protocol.

4. Set the basic information.

Device Serial No.

Enter the device serial No.

Authentication Code

Enter the authentication code of the device.

Note

The authentication code should contain 8 to 16 characters, including at least two of the following categories: upper case letters, lower case letters, and numbers.

Device Name

Name for the device, which can be used to describe the device function and location.

5. **Optional:** Enable **Picture Storage** to configure the storage location.

Local Storage

The pictures are stored in the FocSign server server.

Note

You can click **Configuration** to configure the storage location for pictures and files respectively. For details, refer to ***Configure Storage for Imported Pictures and Files***.

pStor

The pictures are stored in the pStor server.

Note

In the attendance application scene, you should enable **Picture Storage**.

6. Optional: Set the time zone of the device.

- Select **Get Device's Time Zone** to get the time zone of the device.
- Select **Manually Set Time Zone** to manually set the time zone of the device and the settings will be applied to the device automatically.

7. Optional: Switch on **Add Resource to Area** to import the resources of the added devices to an area.

Note

You can create a new area by the device name or select an existing area. Also, you can click **Add New** to add new area(s). For details, refer to **Add Area** .

8. Click **Add**.

9. Optional: Perform the following operations.

Change Password

Select one or more devices, and click **Change Password** to change the password of the selected devices.

Note

If multiple devices have the same password, you can change the password for multiple devices simultaneously.

Delete Device

Select one or more devices, and click **Delete** to delete the selected devices.

Note

If the device which has been linked to the video wall is deleted, the corresponding video wall program cannot be released.

Set Time Zone

Select one or more devices, and click **Time Zone** to configure the time zone of the selected devices.

You can select **Get Device's Time Zone** or **Manually Set Time Zone** according to your requirements.

What to do next


Enter the IP address of the platform, registration port No. (7600 by default), and the authentication code on the device's registration interface. Then the device will be added to the platform automatically.

6.3.4 Enable General Authentication Code

For the terminal which supports ISUP, you can set general authentication code on the platform. The authentication code is used for the terminal to register on the platform by ISUP. After enabling general authentication code on the platform, you should enter the authentication code on the terminal, which can then be added to the platform automatically.

Add terminals by the general authentication code when you select **Digital Signage Mode**.

Steps

1. In the top left corner of Home page, select  → **All Modules** → **General** → **Resource Management** → **Device and Server** → **Digital Signage Terminal** .
2. Click **General Authentication Code Settings**.
3. Switch on **General Authentication Code Settings**.

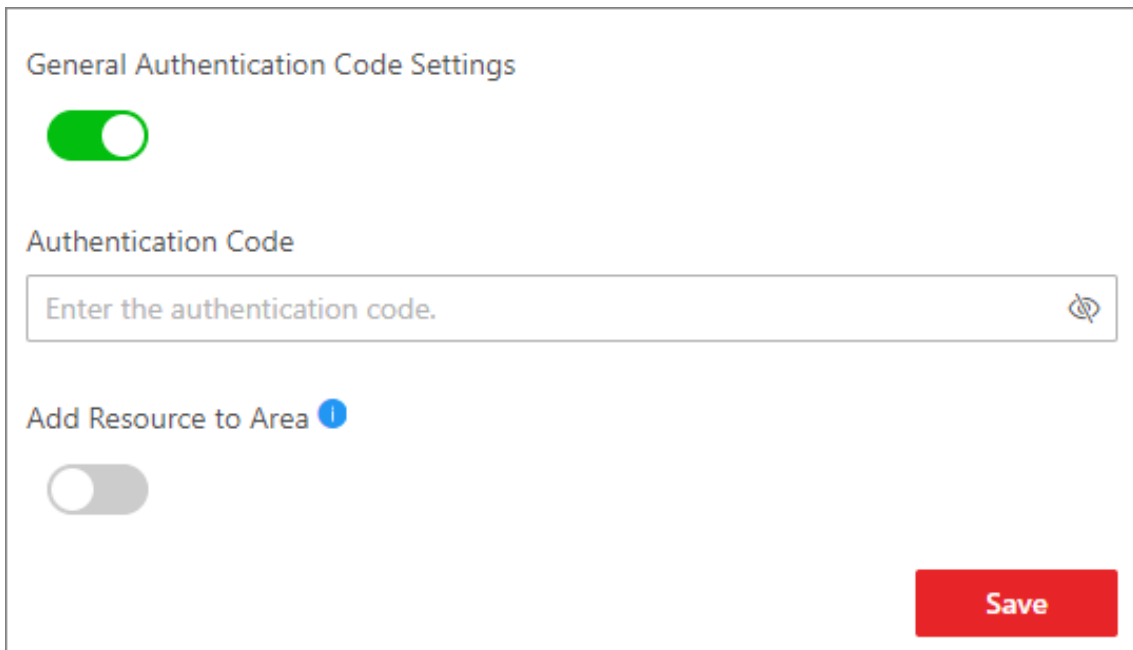


Figure 6-4 Set General Authentication Code

4. Enter the authentication code.

Note

The authentication code should contain 8 to 16 characters, including at least two of the following categories: upper case letters, lower case letters, and numbers.

5. **Optional:** Import the resources of the device to the area.
 - 1) Switch on **Add Resource to Area**.
 - 2) Select **Create Area by Device Name** or **Existing Area**.
Create Area by Device Name

Create a new area by the device name.

Existing Area

Select an existing area from the area list.



You can create a new area by the device name or select an existing area. Also, you can click **Add New** to add new area(s). For details, refer to [Add Area](#).

6. Click **Save**.

7. **Optional:** Perform the following operations.

Change Password

Select one or more devices, and click **Change Password** to change the password for the selected devices.



If multiple devices have the same password, you can change the password for them simultaneously.

Delete Device

Select one or more devices, and click **Delete** to delete the selected devices.



If the device which has been linked to the video wall is deleted, the corresponding video wall program cannot be released.

Set Time Zone

Select one or more devices, and click **Time Zone** to configure the time zone of the selected devices.

You can select **Get Device's Time Zone** or **Manually Set Time Zone** according to your requirements.

What to do next

After setting the general authentication code on the platform, you should enter the IP address of the platform, registration port number (7600 by default), and the authentication code on the terminal's registration interface. Then the terminal will be added to the platform automatically.

6.4 Add Interactive Flat Panel

You can add interactive flat panels to the platform by multiple methods: adding online interactive flat panels, adding by device serial No., and adding by general authentication code. After adding interactive flat panels to the platform, you can configure, manage and control them as needed.

6.4.1 Add Online Interactive Flat Panel


If you have registered the interactive flat panel (referred to as device in the following pages) online on the Integrated Control App, the device can be displayed in the online device list on the platform. You can then add the device to the platform. If the online devices use the same authentication code, you can add them to the platform simultaneously.

Before You Start

Make sure you have downloaded and installed the Web Control on the login page.

Add online interactive flat panels when you select **Interactive Flat Panel** mode.

Steps

1. In the top left corner of Home page, select  → **All Modules** → **General** → **Resource Management** → **Device and Server** → **Interactive Flat Panel** .
2. In the online device list, select one or multiple devices to be added, and then click **Add to Device List** to enter the Add Interactive Flat Panel page.
3. Set the basic information.

Note

- If you add one device, the device serial number will be displayed automatically. You should configure the authentication code and the device name.
 - If you add multiple devices, the device serial number and the device name will be displayed automatically. You should configure the authentication code.
-

Authentication Code

Enter the authentication code of the device.

Note

The authentication code should contain 8 to 16 characters, including at least two of the following categories: upper case letters, lower case letters, and numbers.

Device Name

Name for the device, which can be used to describe the device function and location.

4. Set the time zone of the device.
 - Select **Get Device's Time Zone** to get the time zone of the device.
 - Select **Manually Set Time Zone** to manually set the time zone of the device and the settings will be applied to the device automatically.
 5. **Optional:** Switch on **Add Resource to Area** to import the resources of the added devices to an area.
-

Note

You can create a new area by the device name or select an existing area. Also, you can click **Add New** to add new area(s). For details, refer to **Add Area** .

6. Click **Add**.
-

7. Optional: Perform the following operations.

- Delete Device** Select one or more devices, and click **Delete** to delete the selected devices.
- Set Time Zone** Select one or more devices, and click **Time Zone** to configure the time zone of the selected devices.
You can select **Get Device's Time Zone** or **Manually Set Time Zone** as needed.
- Search Device** Enter keywords in the upper right corner to search the target device(s).
- Edit Device** Click a device to edit its basic information and time zone settings if needed.

6.4.2 Add Interactive Flat Panel by Device Serial No.


You can add the interactive flat panel (referred to as device in the following pages) to the platform by entering the device serial number, the authentication code, etc.

Before You Start

- Make sure you have activated the device. For details, refer to [***Create Password for Inactive Device\(s\)***](#).
- Make sure you have configured the IP address for receiving device information on the platform, and select the current NIC as the address for receiving device information. Refer to [***Set IP Address for Receiving Device Information***](#) for details.

Add interactive flat panels by the device serial No. when you select **Interactive Flat Panel** mode.

Steps

1. In the top left corner of Home page, select  → **All Modules** → **General** → **Resource Management** → **Device and Server** → **Interactive Flat Panel**.
2. Click **Add** to enter the Add Interactive Flat Panel page.

← Add Interactive Flat Panel

Basic Information

*Device Serial No.

*Authentication Code

*Device Name

Time Zone

Device Time Zone Get Device's Time Zone
 Manually Set Time Zone (The time zone settings will be applied to the d...

Resource Information

Add Resource to Area

*Area Create Area by Device Name
 Existing Area

Add **Add and Continue** Cancel

Figure 6-5 Add Interactive Flat Panel

3. Set the basic information.

Device Serial No.

Enter the device serial No.

Authentication Code

Enter the authentication code of the device.

Note

The authentication code should contain 8 to 16 characters, including at least two of the following categories: upper case letters, lower case letters, and numbers.

Device Name

Name for the device, which can be used to describe the device function and location.

4. Set the time zone of the device.

- Select **Get Device's Time Zone** to get the time zone of the device.
- Select **Manually Set Time Zone** to manually set the time zone of the device and the settings will be applied to the device automatically.

5. **Optional:** Switch on **Add Resource to Area** to import the resources of the added devices to an area.

Note

You can create a new area by the device name or select an existing area. Also, you can click **Add New** to add new area(s). For details, refer to **Add Area** .

6. Finish adding the device.

- Click **Add** to add the current device and back to the device list page.
- Click **Add and Continue** to add the current device and continue to add other devices.

7. **Optional:** Perform the following operations.

Delete Device Select one or more devices, and click **Delete** to delete the selected devices.

Set Time Zone Select one or more devices, and click **Time Zone** to configure the time zone of the selected devices.

You can select **Get Device's Time Zone** or **Manually Set Time Zone** as needed.

Search Device Enter keywords in the upper right corner to search the target device(s).

Edit Device Click a device to edit its basic information and time zone settings if needed.

What to do next


Register the interactive flat panel online: Enter the IP address of the platform, device name, registration port No. (7660 by default), and the authentication code on the Integrated Control App on the device. Then the device will be added to the platform automatically.

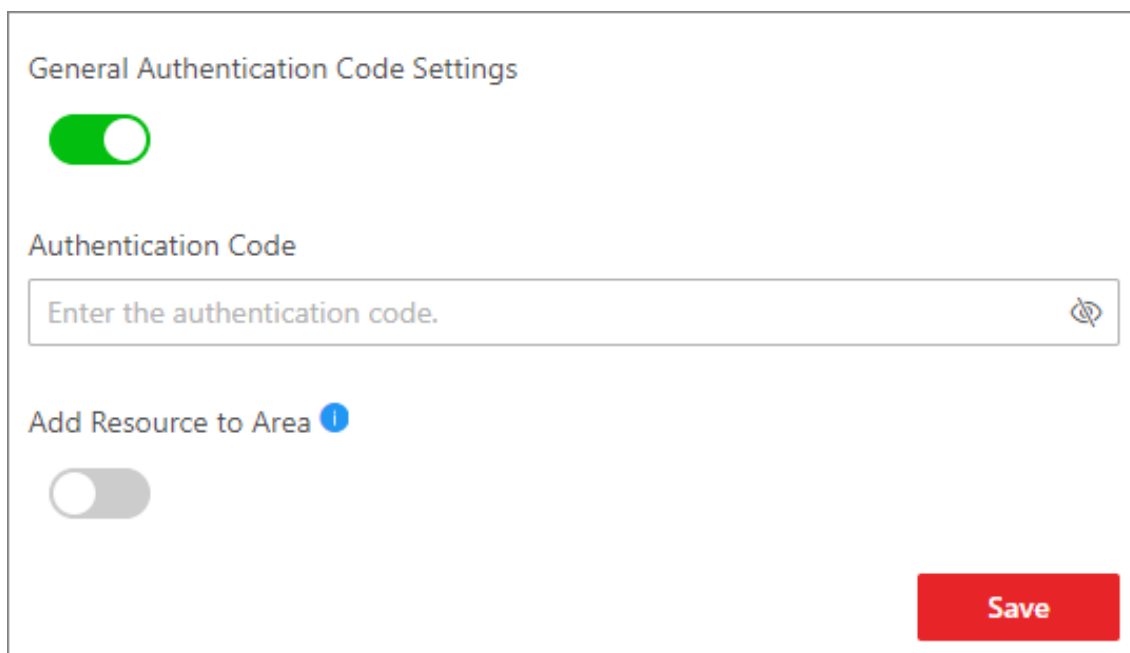
6.4.3 Enable General Authentication Code

You can enable and set the general authentication code on the platform, and then enter the authentication code on the interactive flat panel (referred to as device in the following pages). By this method, you can add the device to the platform.

Add interactive flat panels by the general authentication code when you select **Interactive Flat Panel** mode.


Steps


1. In the top left corner of Home page, select  → **All Modules** → **General** → **Resource Management** → **Device and Server** → **Interactive Flat Panel** .
2. Click **General Authentication Code Settings**.
3. Switch on **General Authentication Code Settings**.



General Authentication Code Settings

Authentication Code

Enter the authentication code. 

Add Resource to Area 

Save

Figure 6-6 Set General Authentication Code

4. Enter the authentication code.

 **Note**

The authentication code should contain 8 to 16 characters, including at least two of the following categories: upper case letters, lower case letters, and numbers.

5. **Optional:** Import the resources of the device to the area.

- 1) Switch on **Add Resource to Area**.
- 2) Select **Create Area by Device Name** or **Existing Area**.

Create Area by Device Name

Create a new area by the device name.

Existing Area

Select an existing area from the area list.

 **Note**

You can create a new area by the device name or select an existing area. Also, you can click **Add** to add new area(s). For details, refer to **Add Area**.

6. Click **Save**.

7. **Optional:** Perform the following operations.

Delete Device Select one or more devices, and click **Delete** to delete the selected devices.

Set Time Zone Select one or more devices, and click **Time Zone** to configure the time zone of the selected devices.

You can select **Get Device's Time Zone** or **Manually Set Time Zone** as needed.

Search Device Enter keywords in the upper right corner to search the target device(s).

Edit Device Click a device to edit its basic information and time zone settings if needed.

What to do next

Register the interactive flat panel online: Enter the IP address of the platform, device name, registration port No. (7660 by default), and the authentication code on the Integrated Control App on the device. Then the device will be added to the platform automatically.


6.5 Configure Device Display Settings

After adding terminal (called device in the following pages) to the platform, you can configure the display parameters of the device remotely, including the luminance, starting up Logo, etc.

Before You Start

Make sure at least one terminal is added to the platform, and make sure the terminal is online. Refer to [Add Digital Signage Terminal](#) for details.

Steps

1. In the top left corner of the Home Page, select  → **All Modules** → **Resource Management** → **Device and Server** → **Digital Signage Terminal**.
2. Select one or multiple device(s), and then click **Display Settings** to enter the Display Settings page.
3. Set the device operation related parameters.

Brightness Settings

The screen brightness can be adjusted automatically according to the current brightness of the environment. Also, you can adjust the screen brightness manually. The brightness value is 0 to 100. The bigger the value, the lighter the screen.

Starting Up Logo

After enabled, the logo will be displayed when the terminal starts up. The logo is set on the terminal locally.

SADP

After enabled, the terminal(s) can be detected by the platform via SADP protocol, and be displayed on the online device list.



Note

- You can enable SADP protocol for either single or multiple terminal(s).
 - This function should be supported by the device.
-

Screen Direction

0

The screen direction is 0° by default.

90

The screen direction will rotate 90° clockwise.

180

The screen direction will rotate 180° clockwise.

270

The screen direction will rotate 270° clockwise.

Enter the Password to Unlock Screen

After the screen is locked, the password is required to be entered to unlock the screen. The password is set on the terminal locally.

4. Set the timed related parameters.

Timed Startup / Shutdown

After enabled, you should select the schedule as **Daily Schedule** or **Weekly Schedule**, and then the terminal will start up or shut down according to the schedule.

- a. Drag the mouse on the time bar to draw the start up time duration (blue bar) of one day. The terminal will be shut down on the other time period.

Note

- Supports drawing up to 8 time periods of one day.
- You can click the time period (blue bar), enter the start time and end time of the time period.

-
- b. You can click **Clear** to clear the wrong time period you draw on the time bar.

Timed Volume

After enabled, you should select the schedule as **Daily Schedule** or **Weekly Schedule**, and then the terminal's volume will turned on/off according to the schedule.

- a. Drag the mouse on the time bar to draw the start up time duration (blue bar) of one day. The terminal will be shut down on the other time period.

Note

- Supports drawing up to 8 time periods of one day.
- You can click the time period (blue bar), enter the start time and end time of the time period.

-
- b. You can click **Clear** to clear the wrong time period(s) you draw on the time bar.

5. Optional: Click **Restore** to restore the displaying parameters to the default parameters.

6. Click **Save** to save the configuration.

6.6 Configure Device Parameters Remotely

After adding terminal (called device in the following pages) to the system, you can configure the parameters of the device remotely, including configuring built-in camera's parameters, linking external camera, configuring displaying settings and other parameters.



6.6.1 Configure Built in Camera Parameters

Built-in camera is the camera built in the terminal. After adding terminal to the platform, you should configure the built-in camera parameters, such as device name, function, face similarity, etc.

Before You Start

Make sure at least one terminal is added to the platform, and make sure the terminal is online.

Steps

1. In the top left corner of the Home page, select  → **All Modules** → **Resource Management** → **Device and Server** → **Digital Signage Terminal** .
2. Click  on the Operation column to enter the device remote configuration page of terminal.
3. In the **Linked Device** area, select the channel No. of the built-in camera.
4. In the **Linked Device** area, the built in camera is displayed by default, click **Built in Camera** to enter the camera parameters settings page.
5. Set the parameters.

Device Name

The device name of the built-in camera.

Function

In the drop-down list, select **Attendance Check**, **Live View** or **Temperature Screening**.

Attendance Check

The attendance check function will be enabled, and the attendance data will be displayed in the attendance programs.

Live View

The live view of the camera will be displayed in the live view window of the normal programs.

Temperature Screening

Enable the temperature screening function of the camera. The real-time temperature screening is displayed on the temperature screening program.

Similarity

Set the face similarity. When the captured face picture's similarity reaches the value, it will be regarded as comparison succeeded.

Recognition Distance

It is used to control the recognition distance between the person and camera.

Wearing Mask

Select **Yes** or **No** from the drop-down list.

Yes: The camera will recognize persons wearing masks.

No: The camera will not recognize persons wearing masks.

Temperature Measurement

Check **Temperature Measurement**, then when the camera detects abnormal temperature, the corresponding prompt will be displayed on the terminal.

Mask Detection

Check **Mask Detection**, then when the camera detects people without masks, the corresponding prompt will be displayed on the terminal.

Face Detection Frame

Check **Face Detection Frame**, then when the camera detects a face, a frame will be displayed on the terminal.

Quick Capture

Check **Quick Capture**, then the camera can recognize and capture a face more frequently even if the face is far away.

6. Click **Save** to save the above settings.



6.6.2 Link External Device to Terminal

After adding terminals to the platform, you can link external devices such as cameras to the terminals for attendance, live view, or temperature screening.

Before You Start

- Make sure the external device has been installed properly.
- Make sure at least one online terminal is added to the platform.

Steps

1. In the top left corner of the Home page, select  → **All Modules** → **Resource Management** → **Device and Server** → **Digital Signage Terminal** .
2. Click  in the Operation column of the online device to enter the remote configuration page of the terminal.
3. In the **Linked Device** area, click **Add** to enter the Add Device page.

The screenshot shows a modal window titled "Add Device" with a close button in the top right corner. The form contains the following fields and controls:

- Device Address ***: A text input field.
- Device Port ***: A text input field containing the value "8000".
- Device Name ***: A text input field.
- User Name ***: A text input field.
- Password ***: A password input field containing the text "Password". Below it is a strength indicator bar with a red segment on the left and the word "Risky" on the right.
- Channel No. ***: A dropdown menu with the text "Please select." and a downward arrow.
- Connect Device**: A section containing a "Connect" button.
- At the bottom of the dialog are two buttons: "Add Device" (highlighted in red) and "Cancel".

Figure 6-7 Add Device

4. Set the following parameters.

Device Address

The IP address of the device.

Device Port

The port No., of the device. By default, it is 8000.

Device Name

The name of the device, which can be used to describe the function, location, etc., of the device.

User Name

The user name of logging into the device.

Password

The password of the device.

5. Select the channel number of the device to be added to the terminal from the drop-down list.

6. **Optional:** Click **Connect** to connect to the device.



Note

- After connecting to the device, you can configure the function for the selected channel. For details, refer to ***Configure Built in Camera Parameters*** .
-

7. Click **Add Device**.

6.6.3 Configure Mode Parameters

On the remote configuration page of terminal, you can configure other parameters except for built-in camera and external camera, such as basic information, time settings, device operations, timed configuration and maintenance.

Basic Information

Device Address

Display the IP address of the terminal by default.


Subnet Mask

Display the subnet mask of the terminal by default.

Gateway

Display the gateway of the terminal by default.

Time Settings

Click  to customize the time settings.

You can also select **Sync with Server Time** to synchronize time from the server.

Device Operation, Timed Settings and Maintenance

The display settings of the terminal, refer to [***Configure Device Display Settings***](#) for details.



6.7 Reset Device Password

If you forget the password you use to access the online device, you can request to have a key file from your technical support and reset the device's password via the platform.

Before You Start

- Make sure the devices you are going to use are correctly installed and connected to the network as specified by the manufacturers. Such initial configuration is required in order to be able to connect the devices to the HikCentral FocSign via network.
- The devices should be activated. Refer to [***Create Password for Inactive Device\(s\)***](#) for details about activating devices.

Steps

1. In the top left corner of Home page, select  → **All Modules** → **General** → **Resource Management** → **Device and Server** .
2. Select the device.
3. In the Online Device area, view the device status and click  in the Operation column of an active device.

The Reset Password window pops up.

4. Click **Export File** to save the device file on your PC.
5. Send the file to the technical support.

Note

For the following operations about resetting the password, contact the technical support.

Caution

The password strength of the device can be automatically checked. We highly recommend you change the password of your own choosing (using a minimum of 8 characters, including at least three kinds of following categories: upper case letters, lower case letters, numbers, and special characters) in order to increase the security of your product. And we recommend you change your password regularly, especially in the high security system, changing the password monthly or weekly can better protect your product.

Proper configuration of all passwords and other security settings is the responsibility of the installer and/or end-user.


6.8 Add pStor

You can add a pStor server as a recording server to the HikCentral FocSign for storing the videos and pictures.

Before You Start

- Make sure the pStor servers you are going to use are correctly installed and connected to the network as specified by the manufacturers.
- Such initial configuration is required in order to be able to connect the devices to the HikCentral FocSign via network.

Steps

1. In the top left corner of Home page, select  → **All Modules** → **General** → **Resource Management**.
2. Click **Device and Server** → **Recording Server** on the left panel.
3. Click **Add** to enter the Add Recording Server page.

Note

If the NTP server is not configured, a prompt message will appear on the top of the page. You can click **Configure** to set the time synchronization.

4. Select **pStor**.
5. Enter the network parameters.

Address

The pStor server's IP address in LAN that can communicate with FocSign server.

Control Port

The control port No. of the pStor server. If it is not changed, use the default value.

Network Port

The network port No. of the pStor server. If it is not changed, use the default value.

Signaling Gateway Port

The signaling gateway port No. of the pStor server. If it is not changed, use the default value.

6. Enter the user's access key and secret key of the pStor server for downloading pictures via Control Client.



Note

You can download these two keys on the pStor server's Web Client page.

7. **Optional:** Switch on **Enable Picture Storage** for storing pictures in this pStor.



Note

You should set picture downloading port No..

8. Enter the name, user name, and password of the pStor server.




Caution

The password strength of the device can be automatically checked. We highly recommend you change the password of your own choosing (using a minimum of 8 characters, including at least three kinds of following categories: upper case letters, lower case letters, numbers, and special characters) in order to increase the security of your product. And we recommend you change your password regularly, especially in the high security system, changing the password monthly or weekly can better protect your product.

Proper configuration of all passwords and other security settings is the responsibility of the installer and/or end-user.

9. Finish adding the server.
 - Click **Add** to add the server and back to the server list page.
 - Click **Add and Continue** to save the settings and continue to add other servers.
10. **Optional:** Perform the following operations after adding the server.

Edit Server	Click Name field of the server and you can edit the information of the server and view its storage and camera information.
Delete Server	Select the server(s) from the list, and click Delete to remove the selected server(s).
Configure Server	Click  in the Operation column to enter the login page of the pStor server. You can log in and configure the pStor server.
Search Server	Enter keyword(s) in the search box in the top right corner to search for the target server(s).


6.9 Area Management

HikCentral FocSign provides areas to manage the added resources in different groups. You can group the resources into different areas according to the resources' locations. For example, on the 1st floor, there mounted 64 cameras, 16 access points, 64 alarm inputs, and 16 alarm outputs. You can organize these resources into one area (named 1st Floor) for convenient management. You can get the live view, play back the video files, and do some other operations of the devices after managing the resources by areas.

6.9.1 Add Area

You can add an area to manage the devices.

Steps

1. In the top-left corner of the Home page, select  → **All Modules** → **General** → **Resource Management**.
2. Click **Area** on the left.
3. **Optional:** Select the parent area in the area list panel to add a sub area.
4. Click **+** on the area list panel to open the Add Area panel.

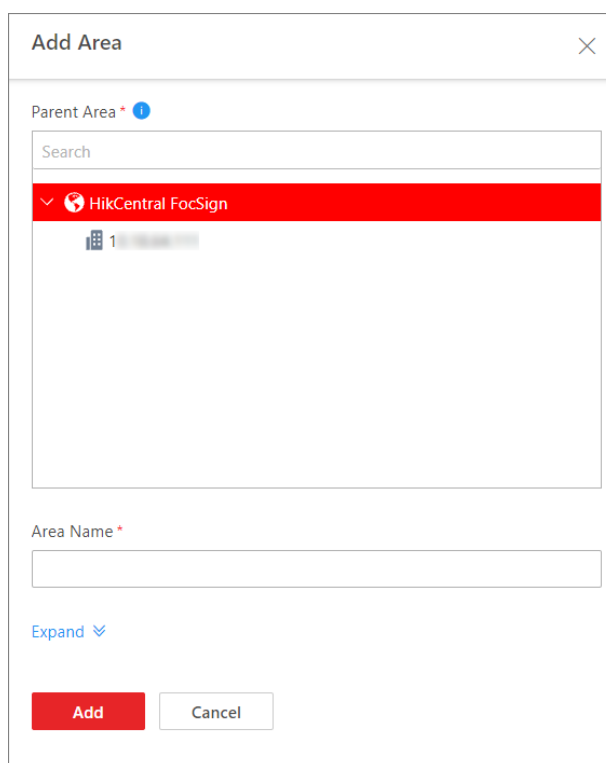


Figure 6-8 Add Area

5. Select the parent area to add a sub area.

6. Create a name for the area.

7. **Optional:** Click **Expand** to expand and set the additional area information as needed.





For details about customizing fields of the additional area information, refer to [***Customize Additional Information***](#).

8. Click **Add**.

9. **Optional:** After adding the area, you can do one or more of the following:

Edit Area Click  to edit the area.

Delete Area Click  to delete the selected area, or press **Ctrl** on your keyboard, select multiple areas, and then click  to delete areas in a batch.



After deleting the area, the resources (digital signage terminals) in the area will be removed from the area.

Search Area Enter a keyword in the search field of the area list panel to search for the area.

Move Area Drag the added area to another parent area as the child area.

6.9.2 Add Digital Signage Screen to Area

You can add digital signage screens to areas for convenient management.

Before You Start


The digital signage screens need to be added to the HikCentral FocSign for area management. Refer to [***Add Digital Signage Terminal***](#) for details.

Add digital signage terminals to the area when you select **Digital Signage Mode**.

Steps



One terminal can only be added to one area.

1. In the top left corner of Home page, select  → **All Modules** → **General** → **Resource Management** → **Area** to enter the area page.
2. Select an area from the area list on the left side.
3. Click **Add** enter the Add Digital Signage Screen page.

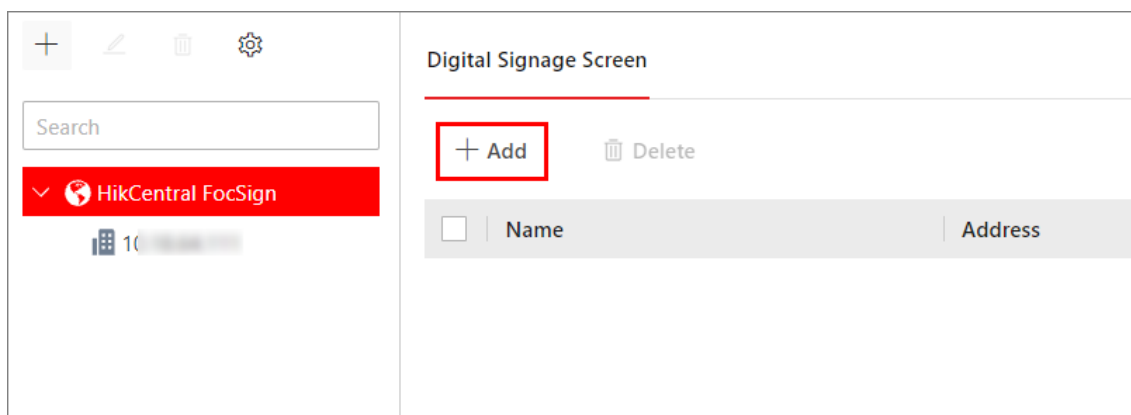


Figure 6-9 Add Button

4. Select digital signage screen(s) to be added.
5. Click **Add**.
6. **Optional:** After adding the digital signage screens, perform the following operations.

Delete	Select the digital signage screen(s), and then click Delete to delete the selected digital signage screen(s) from this area.
Move to other Area	Select the digital signage screen(s), and then click Move to Other Area to move the selected digital signage screen(s) to the target area.
Display Digital Signage Screens of Sub-Areas	Check Include Sub-area to display the digital signage screens of sub-areas.

6.9.3 Add Interactive Flat Panel to Area

You can add interactive flat panels to areas for convenient management.

Before You Start

The interactive flat panels need to be added to the HikCentral FocSign for area management. Refer to [Add Interactive Flat Panel](#) for details.

Add interactive flat panels to the area when you select **Interactive Flat Panel** mode.

Steps



Note

One interactive flat panel can only be added to one area.

1. In the top left corner of Home page, select → **All Modules** → **General** → **Resource Management** → **Area** to enter the area page.
2. Select an area from the area list on the left side.
3. Click **Add** enter the Add Interactive Flat Panel page.

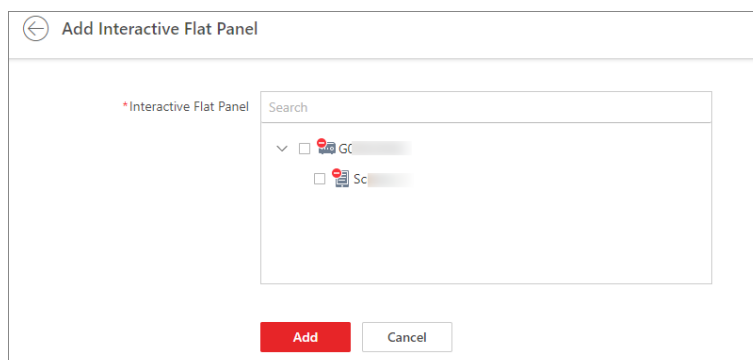


Figure 6-10 Add Interactive Flat Panel

4. Select interactive flat panel(s) to be added.

5. Click **Add**.

6. **Optional:** After adding the interactive flat panels, perform the following operations.

Delete Select the interactive flat panel(s), and then click **Delete** to delete the selected interactive flat panel(s) from this area.


Search Enter keywords in the upper right corner to search the target interactive flat panel(s).

Edit Name Click the name of a interactive flat panel to edit its name.

6.9.4 Customize Additional Information

You can customize the area information which is not included in the basic information according to actual needs, e.g., description. After customizing, you can enter the additional area information to make the area information complete when adding or editing an area.

In the top-left corner of the Home page, select  → **All Modules** → **General** → **Resource Management** → **Area** .

In the area list panel on the left, click  to enter the Customize Additional Information page. Click **Add**, set the name and type, and click **Add** to customize the additional area information.

You can also click  to edit the additional information or click  to delete it.

6.10 Upgrade Device Firmware

According to the firmware version of the added information release terminals, you can upgrade the firmware version for them. The following upgrade methods are supported: upgrade via current Web Client, upgrade via Hik-Connect, and upgrade the old device version.



6.10.1 Upgrade via Current Web Client

You can upgrade device firmware via the current Web Client.

Before You Start

Prepare the firmware package and store the package in the local disk of the PC running the Web Client.

Steps

1. In the top left corner of Home page, select  → **All Modules** → **General** → **Resource Management** → **Firmware Upgrade**.
2. Select **Via Current Web Client**.
3. Set the number of simultaneous upgrade.
4. Click  to select the firmware upgrade package.
5. Click **Next**.

The devices to be upgraded are displayed in the list.

6. Select the devices to be upgraded, click **Next**.
7. Select the device upgrade plan.
 - Select **Upgrade Now** to upgrade immediately.
 - Select **Custom** to customize a time range, the device will be upgrade in the customized time range.
8. Click **OK**.


What to do next

Click **Upgrade Tasks** on the upper-right corner of the page to view the upgrade tasks and status.

6.10.2 Upgrade Device Firmware via EZVIZ Cloud Service

For the terminals (called devices in the following pages) added to the platform, you can upgrade their firmwares via the current Web Client or EZVIZ Cloud service.

Steps

1. In the top left corner of Home page, select  → **All Modules** → **General** → **Resource Management** → **Firmware Upgrade**.
2. Select **Via Hik-Connect** to get the firmware package via Hik-Connect service for device firmware upgrade.
3. Select **SYS Server** as the upgrade method.



Note

Make sure the SYS server is in work status during device firmware upgrade.

4. Set the device number of devices for **Simultaneous Upgrade**.
5. Click **Next**.

All the devices to be upgraded are displayed in the device list.

6. Select the device(s) to be upgraded, and then click **Next**.
7. Select the upgrade schedule.
 - Select **Upgrade Now** to upgrade immediately.
 - Select **Custom** to customize an upgrade time period, and the device(s) will be upgraded during this time period.
8. Click **OK**.





On the upper-right corner of the page, click **Upgrade Task** to view the upgrade task details and control the upgrade status.

6.10.3 Upgrade Old Device Firmware

For the terminal whose firmware version is old, the platform can automatically detect this terminal need to be upgraded, and you can manually upgrade the terminal's firmware.

In the top left corner of Home page, select  → **All Modules** → **General** → **Resource Management** → **Device and Server** → **Digital Signage Terminal** .

 beside the terminal name indicates this terminal's firmware is old and firmware upgrade is required. Click  to enter the Upgrade Device page.

Select the terminal(s) you want to upgrade, and then click **Local File** to select the firmware package and then click **Upgrade** to finish upgrading.

Chapter 7 Digital Signage Management

Digital signage management includes managing materials, programs, schedules, release, etc. It is widely applied to the industries of entertainment, finance, and traffic for information release. You can upload local and dynamic materials to the platform for creating programs. The programs can be released and played on the terminals according to the configured schedule. Also, the platform supports more other functions including cutting in programs and cutting in text messages.

7.1 Flow Chart

For the first time, you can follow the flow chart below.

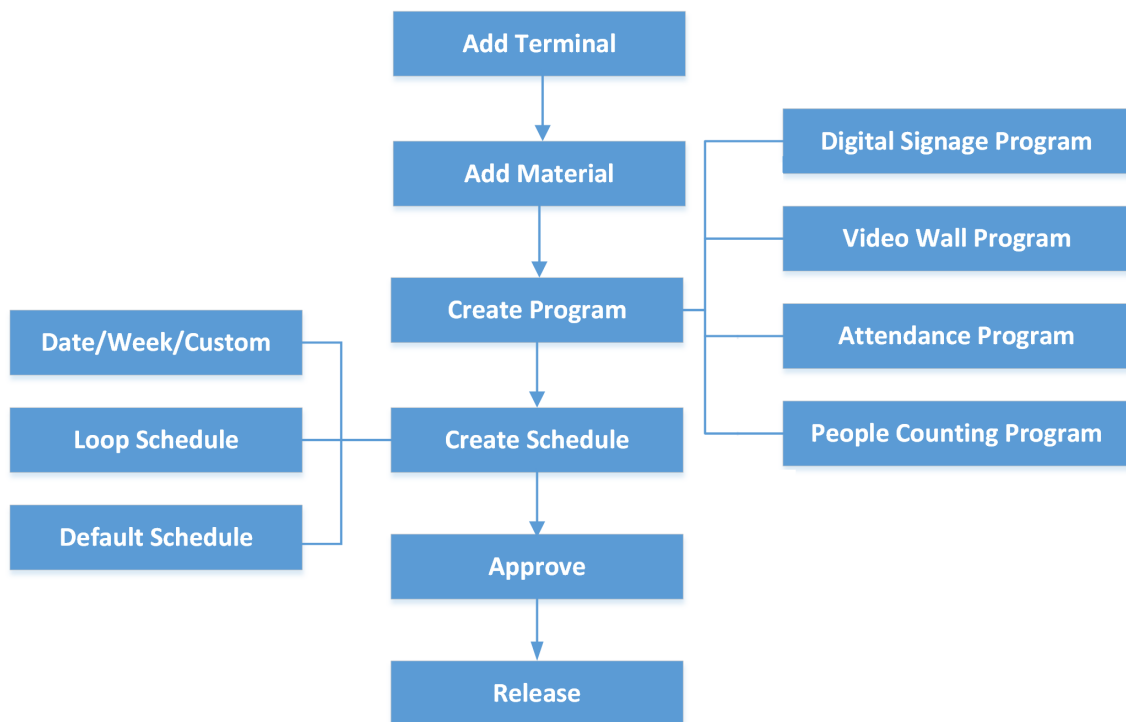


Figure 7-1 Flow Chart

- **Add Terminal & pStor:** You should add digital signage terminals and pStor to the platform. For details, refer to [**Add Digital Signage Terminal**](#) and [**Add pStor**](#) .
- **Add Material:** Material is used for creating programs. You can upload local materials from local PC, or create dynamic materials in the platform. For details, refer to [**Material Management**](#) .
- **Create Program:** You can create different programs including digital signage program, video wall program, attendance program, and people counting program in the platform according to the required application scenarios. For details, refer to [**Program Management**](#) .

- **Create Schedule:** You should define a playing schedule for the added programs, which will then be played according to the scheduled time or method on the terminals. For details, refer to [Schedule Management](#) .
- **Approve:** The added materials, programs and schedules should be approved before they are used. For details, refer to [Approve](#) .
- **Release:** You can view the release details and release progress of multiple tasks such as schedule releasing. After being released, the related task can take effect on the terminals. For details, refer to [Release Management](#) .


7.2 Basic Settings

In Basic Settings module, you can configure material storage location, configure video walls, and migrate data.

7.2.1 Set Material Storage Location

The materials uploaded can be saved to the local storage or pStor server.

Steps

1. In the top left corner of Home page, select  → **All Modules** → **Digital Signage** → **Basic Settings** → **Material Storage Location** .
2. Select a storage location from the drop-down list.

Note

To select **pStor** as the storage location, make sure you have added pStor servers to the platform. For details, refer to [Add pStor](#) .

3. Click **Save** to save the above settings.


7.2.2 Configure Video Wall

A video wall is made up of multiple terminals. After adding more than one terminals to the platform, you can configure video walls with custom dimensions (row × column).

Before You Start

Make sure you have added at least two terminals to the platform and have enabled the time synchronization of NTP server. See details in [Add Digital Signage Terminal](#) and [Set NTP](#) .

Steps

1. In the top left corner of Home page, select  → **All Modules** → **Digital Signage** → **Basic Settings** → **Video Wall Configuration** .
2. Click **Add**.

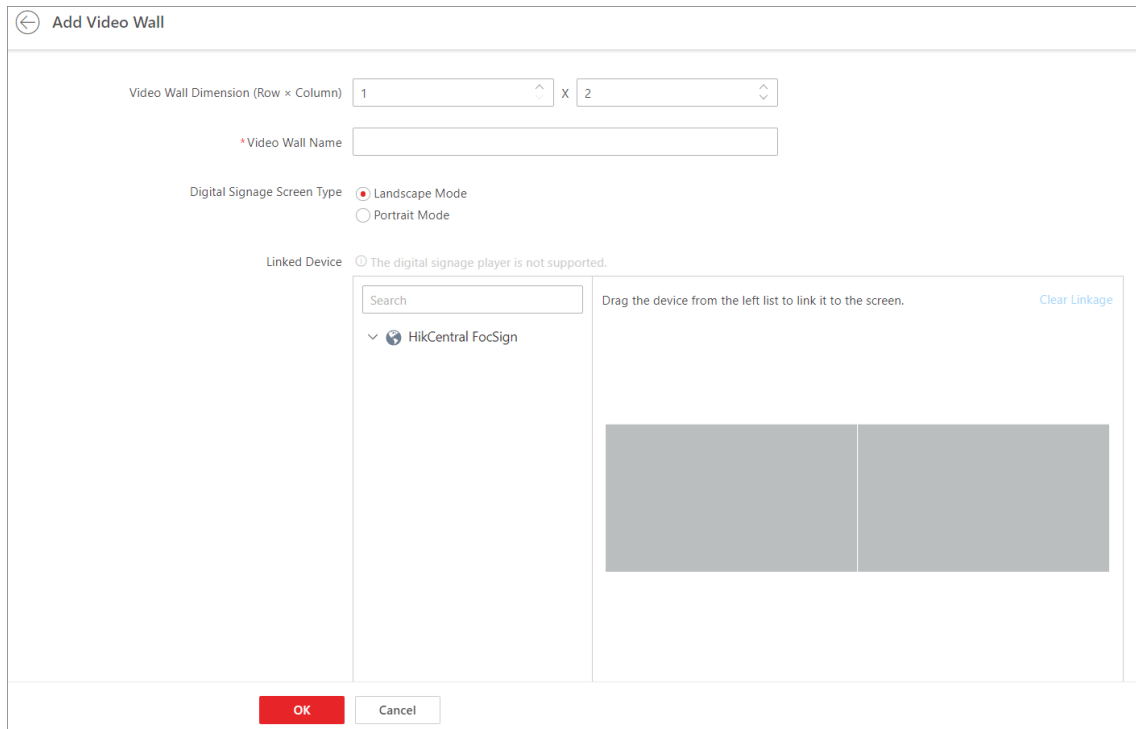


Figure 7-2 Add Video Wall



3. Specify the video wall dimension (row × column).
4. Enter the video wall name.
5. Select **Landscape Mode** or **Portrait Mode** as the screen type.
6. In Linked Device area, drag the devices from the device list to the screen on the right.

 **Note**

The digital signage player is not supported.

-
7. **Optional:** Click **Clear Linkage** to clear the linked devices from the screen.
 8. **Optional:** Enter descriptions of the video wall.
 9. Click **OK**.
 10. **Optional:** After adding video walls, you can perform the following operations.

Switch Display Mode


Click  /  to display the added video walls in thumbnail/list mode.

Edit Video Wall Information

- In thumbnail mode, click the video wall card to enter the video wall information page and edit the information.
- In list mode, click the name of the video wall to enter the video wall information page and edit the information.

Delete Video Walls

Select one or multiple added video walls and click **Delete** to delete the selected video walls.

- Set Video Wall Display Parameters** Select one or multiple added video walls, click **Video Wall Display Control** to set the display parameters.
- Refresh Video Wall List** Click **Refresh** to refresh the video wall list.
- Search Video Walls**
 - Click  , set the search conditions (video wall dimension and screen type), and click **Search** to search for the target video walls.
 - Enter a keyword in the search box to search for the target video walls.

7.3 Material Management

Material is used for creating programs. The platform supports various types of materials such as picture, video, and audio to meet with different program requirements. You can upload materials from local PC to the platform, or create dynamic materials in the platform. After uploading the materials, you can manage them including editing, searching, replacing, etc.

7.3.1 Upload Local Material

You can upload local materials which can be used for creating programs. The materials supported to be uploaded include picture, video, audio, document, APP, etc. For the uploaded materials, you can perform more operations, including adding to favorites, editing, downloading, deleting, etc.

Steps


1. In the top left corner of Home page, select  → **All Modules** → **Digital Signage** → **Materials** .
2. Click **Upload Local Material** and select one or more materials to be uploaded from the local PC.

Table 7-1 Supported Material Types and Formats

Material Types	Formats
Picture	BMP, JPG, PNG, GIF, JPEG
Video	ASF, AVI, MPG, 3GP, MOV, MKV, WMV, FLV, MP4, RM, RMVB
Audio	MP3, WAV, WMA
Document	TXT, PDF, EXCEL, WORD, PPT
Webpage	HTML, HTM
APP	APK, ZIP



Note

- A single material should be smaller than 4 GB. The names of any two materials cannot be the same.
- Up to 1,000 materials can be uploaded to the platform at a time. Up to 10,000 materials can be stored in the platform.


3. Click **Open**.

The selected local materials start to be uploaded. Meanwhile, the uploading progress and the failure details will be displayed (when uploading fails).

Note

- For those materials that fail to be uploaded, click  to upload again or click  to replace the material.
- For those materials with the failure reason "duplicated material", you can replace the material or click **Close** to cancel uploading.

4. **Optional:** After uploading the materials, perform the following operations if needed.


Add to/Cancel Favorites Click  to add the material to favorites or move it from favorites.


Edit Material Check one or multiple materials, and click **Edit** to edit the selected materials, such as editing the name and the property.

Delete Material Check one or multiple materials, and click **Delete** to delete the selected materials.



Note

You cannot delete materials that have been added to a program or materials that are in the process of releasing.



Download Material Click  to download single material to the local PC.

View Large Picture Click  to view large picture of the material.

Refresh Material Click **Refresh** to refresh the material list.

Switch Display Mode of Materials Click  /  to view the added materials in the thumbnail mode or in the list mode.


Search Material You can search the added materials via the three methods below.

- Enter a keyword on the upper right corner of the page, and click  to quickly find the target materials.
- Click , and filter the added materials according to the uploaded time, status, sharing property, etc.
- Select **All**, **Added to Favorites**, or **Not Added to Favorites** from the drop-down list on the upper side of the page to filter the materials.

7.3.2 Create Dynamic Material

You can create and upload dynamic materials used for creating programs to the platform. The material types supported include webpage, network picture, stream media server, and network camera. For the uploaded materials, you can perform more operations, including adding to favorites, editing, downloading, deleting, etc.

Steps

1. In the top left corner of Home page, select  → **All Modules** → **Digital Signage** → **Materials** .
2. Click **Create Dynamic Material**, select the material type, and configure other parameters.

Material Type

Webpage

When selecting this type, you should enter the URL address of the webpage.

URL Picture

When selecting this type, you should enter the URL address of the picture.

Stream Media Server

Receive streams from the stream media server. You should enter the URL address of the stream media server.

IPC

Get video streams from network camera. You should enter the required information of network camera such as IP address, port No., and channel No.

Name

Define a material name that is easy to identify. Up to 64 characters can be entered.

Sharing Property

Public

All users in the current organization (i.e., the organization where the user who creates the material belongs to) and the higher-level organizations can see and use the material.

Private

All users in the current organization (i.e., the organization where the user who creates the material belongs to) can see and use the material.

Description

Enter the detailed description of the material to be uploaded.

Area

Set the area which the material belongs to.

3. Finish uploading the material to the platform.

- Click **Upload**.
- Click **Upload and Continue** to upload the current material and continue to upload other materials.

4. **Optional:** Perform the following operations if needed.


Add to Favorites/Cancel Click ☆ to add the material to favorites or move it from favorites.

Edit Material Check one or multiple materials, and click **Edit** to edit the selected materials, such as editing the name and the property.



Delete Material Check one or multiple materials, and click **Delete** to delete the selected materials.





You cannot delete materials that have been added to a program or materials that are in the process of releasing.

View Large Picture Click  to view large picture of the material.

Refresh Material Click **Refresh** to refresh the material list.

Switch Display Mode of Materials Click  /  to view the added materials in the thumbnail mode or in the list mode.

Search Material You can search the added materials via the three methods below.

- Enter a keyword on the upper right corner of the page, and click  to quickly find the target materials.
- Click  , and filter the added materials according to the uploaded time, status, sharing property, etc.
- Select **All**, **Added to Favorites**, or **Not Added to Favorites** from the drop-down list on the upper side of the page to filter the materials.

7.4 Program Management

Program is composed of various materials. When released, the program will be played on the terminal to function as a prompt, notice, etc. You can add programs (including digital signage program, video wall program, attendance program, and people counting program) to the platform according to different application scenarios. When creating programs, you can custom the layout

of the program and add materials to the program as needed. You can also manage the added programs such as previewing, releasing, and cutting in.


7.4.1 Create Digital Signage Program

Digital signage program can be used in multiple application scenarios (e.g., playing a program related with commodity information at the entrance of a chain supermarket), helping to spread information in a convenient and efficient way.

Before You Start

You have added materials to the platform and the materials have been approved. For details, refer to [Material Management](#) and [Approve](#) .

Steps

1. In the top left corner of Home page, select  → **All Modules** → **Digital Signage** → **Programs** → **Digital Signage** .
2. Click **Add**.
3. In the pop-up window, configure program parameters.

Name

Define a program name that is easy to identify. You can enter up to 64 characters.

Screen Size

Select the screen size as Landscape Mode, Portrait Mode, or Custom.

Sharing Property

Public

All users in the current organization (i.e., the organization where the user who creates the program belongs to) and the higher-level organizations can see and use the program.

Private

All users in the current organization (i.e., the organization where the user who creates the program belongs to) can see and use the program.

Area

Set the area which the program belongs to.

Description

Enter the program description, such as usage, applicable scenarios, and overview of program content. You can enter up to 64 characters.

4. Click **Next**.
5. Select a template type and the corresponding template as needed.

Note

- You can click ☆ to add the template to Favorites. Up to 1,000 templates can be added to Favorites.
- You can click ☆ **My Favorites** in the lower-left corner to view and select the template that has been added to Favorites.

6. Click **OK** to enter the creating program page.

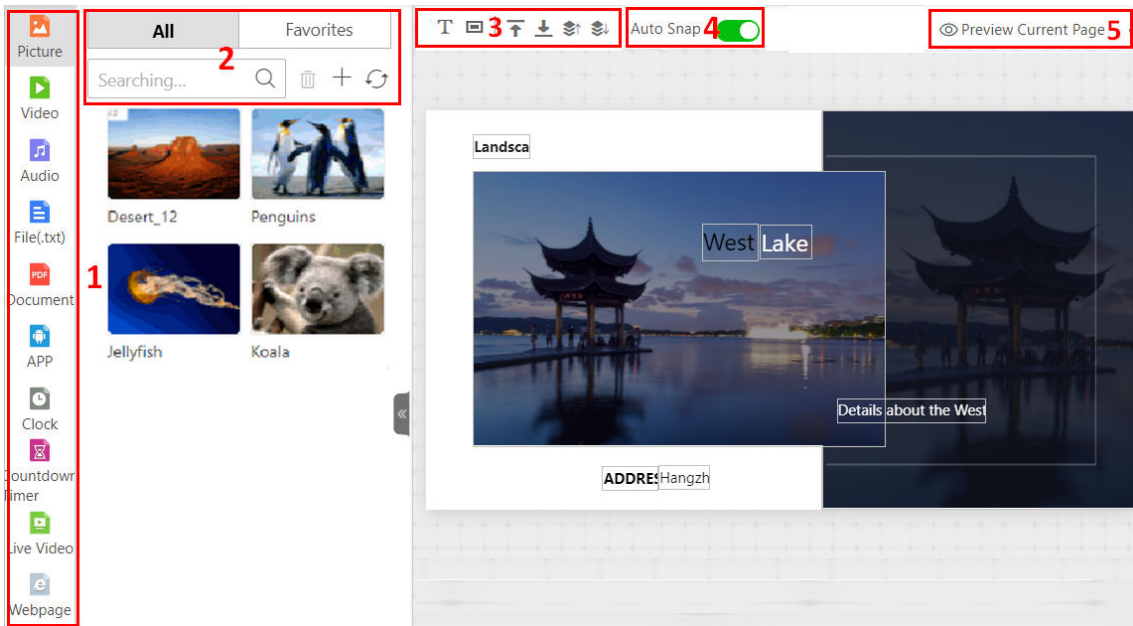







Figure 7-3 Create Program

Table 7-2 Page Description

Number	Description
1	There are 10 types of windows. An audio window cannot be added with a video window or live video window at the same time. Up to 16 windows can be added for one page.
2	You can select materials from All or My Favorites list. Click + to add other materials from local PC to the platform. Also, you can search materials, delete materials, and refresh material list.
3	You can click T to add a text window in the template; click □ to add a button window in the template (only available for touchscreen terminals); click ↑ / ↓ / ⌊ / ⌋ to make the window layer move up / move down / stick on top / stick at bottom.

Number	Description
4	You can enable Auto Snap , and the two windows will be connected when they are near enough.
5	<ul style="list-style-type: none"> You can click Preview Current Page to preview the content of the current page. During previewing, you can click  or  to pause or start playing. You can click  or  to adjust the playing speed as 1x, 2x, or 4x. Also, you can click  to preview the current page in fullscreen.

7. Edit page properties, including page name, background, and play time.

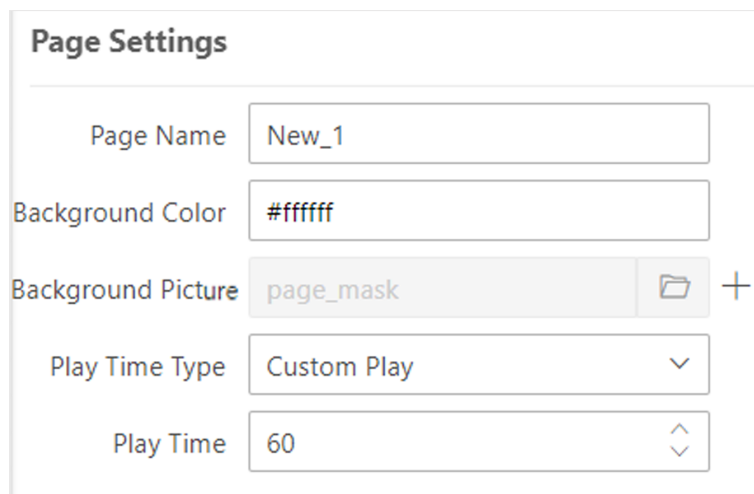



Figure 7-4 Page Settings

8. **Optional:** Add, delete, or adjust program pages at the bottom side.

Add Click  /  to add new page(s).

Delete Put the cursor on the page, and click  on the upper right corner to delete the current page.

Adjust Sequence Click a page and drag it to the desired location to adjust the sequence of program pages.

9. Select a material from the left list and drag it to the corresponding window in the template to add the selected material.

10. Set window properties, including window position, window type, switching method, etc.

Window Position

Set the window position by entering the width, height, and coordinate of the window.

Window Type

Normal

The normal window is displayed by default when the program is played. You can set a window jump link or page jump link for such a window.

Popup Window

The pop-up window is hidden by default. Only after setting a redirect link for a normal window and clicking the link, the hidden window will be popped up.

Switching Method

For Android touchscreen terminals, you can open the specified content by linking to a window or page.

No Skip

There is no linked window or page to the current window which is played on the terminal.

Jump to Next Window

You should set the jump link. When the Window A is played on the terminal, you can click the link to jump to its linked window.

Jump to Next Page

You should set the jump link. When the Window A is played on the terminal, you can click the link to jump to its linked page.

Move Window Layer

Click \uparrow / \downarrow / \nearrow / \searrow to make the window layer move up / move down / stick on top / stick at bottom.

Switching Effect

Select the switching effect from the drop-down list for the current window. There are 11 types of switching effect.

Play Time

Set the playing duration for the current window.



Note

The playing time of a window can not exceed the playing time of a page, or the exceeding part of the program will not be played.

11. Optional: On the current editing program page, perform the following operations.

Edit Program	Click ℓ to edit program parameters in the pop-up window. For details, refer to Step 3.
Preview Program	Click Preview to preview the program.

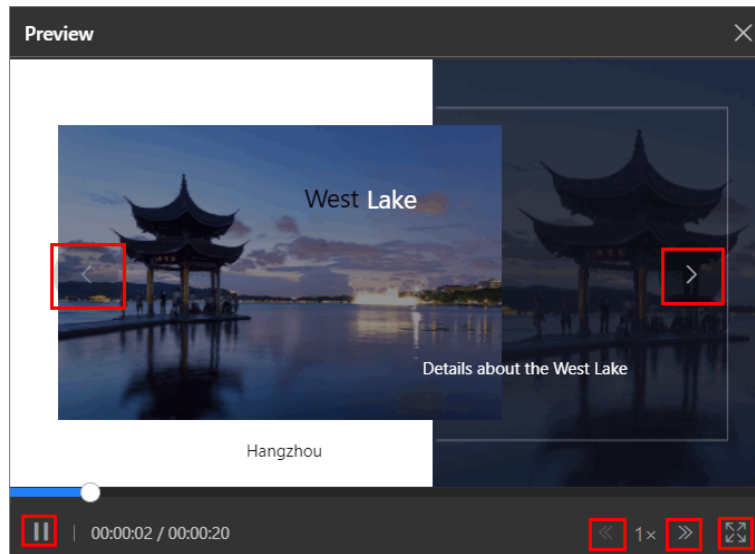


Figure 7-5 Preview Program

During previewing, you can click or to pause or start playing; click or to adjust the playing speed as 1x, 2x, or 4x; and click to preview the program in fullscreen.

For the program with multiple pages, it will be played automatically according to the page play time you have set. Also, you can manually click or to preview the previous or the next page of the program.

Cut-In

Click **Cut-in** to cut in the current program.

Note

For details, refer to [Cut in Program](#) .

Create Schedule

Click **Next** to enter the managing schedules page and create a schedule for the program.

Note
















For details, refer to [Schedule Management](#) .

12. Click **Save** to save the current program.

13. **Optional:** On the program list page, perform the following operations if needed.

View Program in List or Thumbnail Mode

Click / to view the added programs in the thumbnail mode or in the list mode.

Add Program to Favorites	Click ☆ to add the current program to Favorites.
Preview Program	<p>Click  to preview the program.</p> <p>During previewing, you can click  or  to pause or start playing; click  or  to adjust the playing speed as 1x, 2x, or 4x; and click  to preview the program in fullscreen.</p> <p>For the program with multiple pages, it will be played automatically according to the page play time you have set. Also, you can manually click  or  to preview the previous or the next page of the program.</p>
Copy Program	<p>Click  to enter editing program page. Click Save on the upper right corner to copy the current program, and a new program with the same content is created.</p> <hr/> <p> Note</p> <p>When copying a program (e.g., Program A) for the first time, the name of the new program (Program A_1) will be generated automatically. If you need to copy this program (Program A) for a second or more times, you should manually edit its name, or the program cannot be created successfully.</p> <hr/>
Cut-In	Click  to cut in the current program. For details, refer to <u>Cut in Program</u> .
Create Schedule	Click  to enter the managing schedules page and create a schedule for the program. For details, refer to <u>Schedule Management</u> .
Enlarge Program Page	Click  to enlarge the program page and view it.
Filter Program	<p>You can filter programs via the following three methods:</p> <ul style="list-style-type: none">• Select All, Added to Favorites, or Not Added to Favorites from the drop-down list on the upper side of the page to filter to filter programs according to whether they have been added to Favorites or not.• Enter a keyword in the search field on the upper right corner, and click  to quickly search for the target programs.• Click  , and filter programs by conditions such as status and sharing property.
Refresh Program List	Click Refresh to refresh the program list. The programs will be listed according to the time they are added.

Delete Program

Check one or more programs, and click **Delete** to delete the selected programs.

 **Note**

Programs that are releasing or cutting in cannot be deleted.


7.4.2 Create Video Wall Program

You can create video wall programs on the platform. The program can be used to display programs of multiple terminals joined in the video wall. The platform provides multiple layout choices for video wall programs. You can select a layout according to the actual scene and edit it as needed. After creating the program, you can preview the program, cut in program, etc.

Before You Start

You have configured video wall before applying the video wall programs. For details, refer to [Configure Video Wall](#).

Steps

1. In the upper-left corner of the Home page, select  → **All Modules** → **Digital Signage** → **Programs** → **Video Wall**.
2. Click **Add**.
3. In the pop-up window, configure program parameters.

Name

Define a program name that is easy to identify. You can enter up to 64 characters.

Video Wall Dimension

Set the video wall dimension.

 **Note**

The maximum dimension is 1 × 10 or 10 × 1.

Digital Signage Screen Type

Select **Landscape Mode** or **Portrait Mode** as needed.

Sharing Property

Public

All users in the current organization (i.e., the organization where the user who creates the program belongs to) and the higher-level organizations can see and use the program.

Private

All users in the current organization (i.e., the organization where the user who creates the program belongs to) can see and use the program.

Area

Set the area which the program belongs to.

Description

Enter the program description, such as usage, applicable scenarios, and overview of program content. You can enter up to 64 characters.

4. Click **Next**.

5. **Optional:** Select video wall layout according to actual need.

- When the dimension is no bigger than 1 × 5 or 5 × 1 (i.e., 1 × 2, 2 × 1, 1 × 3, 1 × 4, 1 × 5), select a predefined video wall layout from the list.
- When the dimension is bigger than 1 × 5 or 5 × 1 (i.e., 1 × 6, 1 × 7, 1 × 8, 1 × 9, 1 × 10), select **No Layout** or **Custom Layout**.

6. Click **OK** to enter the creating program page.

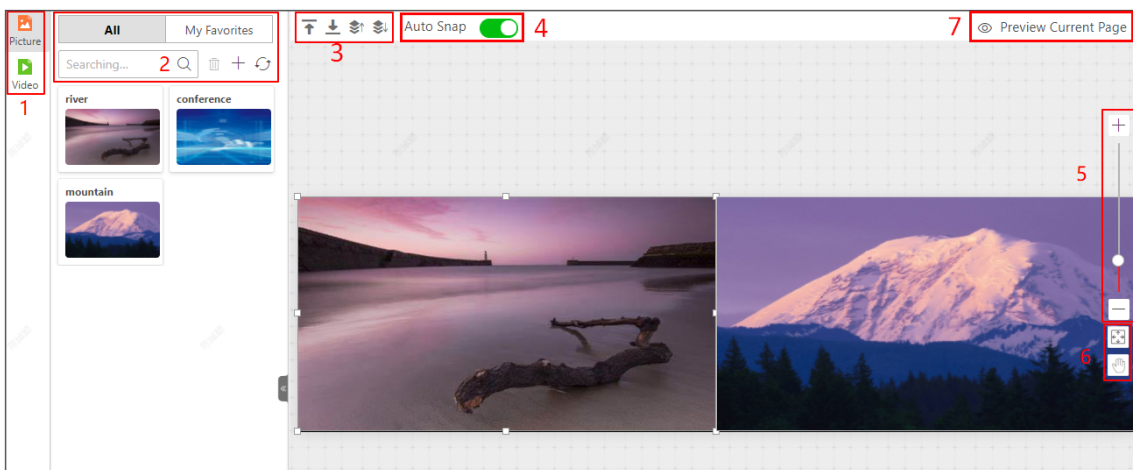












Figure 7-6 Create Program

Table 7-3 Page Description

Number	Description
1	There are 2 types of windows, including picture windows and video windows.
2	You can select materials from All or My Favorites list. Click + to add other materials from local PC to the platform. Also, you can search materials, delete materials, and refresh material list.
3	You can click ↑ / ↓ / ⬆ / ⬇ to make the window layer move up / move down / stick on top / stick at bottom.
4	You can enable Auto Snap , and the two windows will be connected when they are near enough. Also, the division lines will be connected when they are near enough.

Number	Description
5	You can click  /  or drag the slider  to zoom in or zoom out the current page.
6	You can click  /  to pan or reset the current page.
7	<ul style="list-style-type: none"> You can click Preview Current Page to preview the content of the current page. During previewing, you can click  or  to pause or start playing. You can click  or  to adjust the playing speed as 1x, 2x, or 4x. Also, you can click  to preview the current page in fullscreen.

7. Edit page properties, including page name, background, and play time.

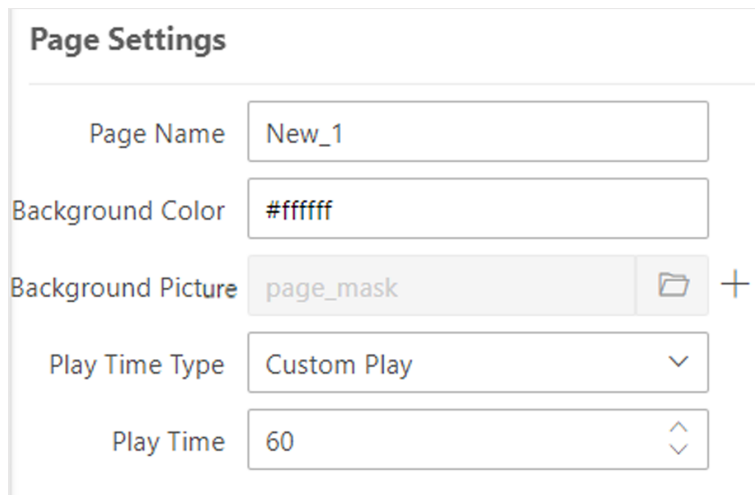



Figure 7-7 Page Settings

8. **Optional:** Add, adjust, or delete program page(s) at the bottom side.

Add Click  /  to add new page(s).

Delete Put the cursor on the page, and click  on the upper right corner to delete the current page.

Adjust Sequence Click a page and drag it to the desired location to adjust the sequence of program pages.

9. Select a material from the left list and drag it to the corresponding window to add the selected material.

10. Set window properties, including window position, window type, switching method, etc.

Current Window

Select the material added to the current window.

Window Position

Set the window position by entering the width, height, and coordinate of the window.

Window Type

Normal

The normal window is displayed by default when the program is played. You can set a window jump link or page jump link for such a window.

Popup Window

The pop-up window is hidden by default. Only after setting a redirect link for a normal window and clicking the link, the hidden window will be popped up.

Switching Method

For Android touchscreen terminals, you can open the specified content by linking to a window or page.

No Skip

When the Window A played on the terminal, there is no other pop-up window or page.

Jump to Next Window

You should set the jump link. When the Window A is played on the terminal, you can click the link to jump to its linked window.

Jump to Next Page

You should set the jump link. When the Window A is played on the terminal, you can click the link to jump to its linked page.

Move Window Layer

Click \uparrow / \downarrow / \nearrow / \searrow to make the window layer move up / move down / stick on top / stick at bottom.

Switching Effect

Select the switching effect from the drop-down list for the current window. There are 11 types of switching effect.

Play Time

Set the playing duration for the current window.



Note

The playing time of a window can not exceed the playing time of a page, or the exceeding part of the program will not be played.

11. Optional: On the current editing program page, perform the following operations if needed.

Edit Program	Click \sphericalangle to edit program parameters in the pop-up window. For details, refer to Step 3.
Preview Program	Click Preview to preview the current program.

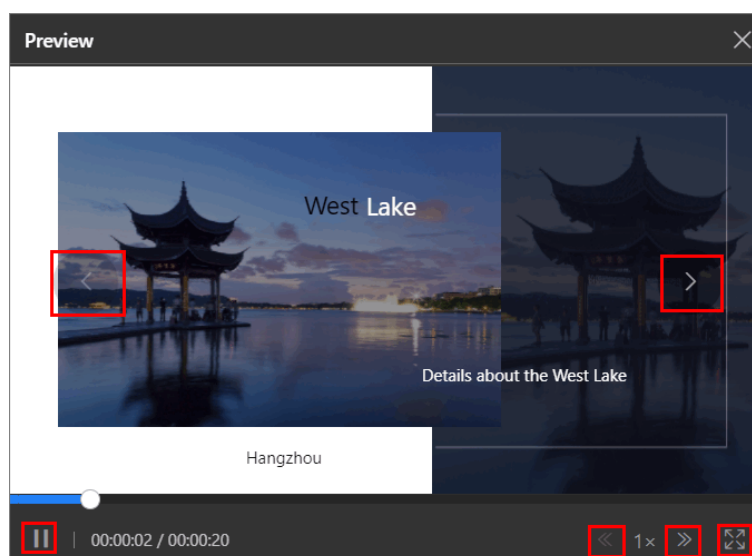


Figure 7-8 Preview Program

During previewing, you can click or to pause or start playing; click or to adjust the playing speed as 1x, 2x, or 4x; and click to preview the current page in fullscreen.

For the program with multiple pages, it will be played automatically according to the page play time you have set. Also, you can manually click or to preview the previous or the next page of the program.

Cut-In Click **Cut In** to cut in the current program.

Note

For details, refer to [Cut in Program](#) .

Create Schedule Click **Next** to enter the managing schedules page and create a schedule for the program.
















Note

For details, refer to [Schedule Management](#) .

12. Click **Save** to save the current program.

13. **Optional:** On the program list page, perform the following operations if needed.

View Program in List or Thumbnail Mode Click / to view the added programs in the thumbnail mode or in the list mode.

Add Program to Favorites	Click ☆ to add the current program to Favorites.
Preview Program	<p>Click  to preview the program.</p> <p>During previewing, you can click  or  to pause or start playing; click  or  to adjust the playing speed as 1x, 2x, or 4x; and click  to preview the program in fullscreen.</p> <p>For the program with multiple pages, it will be played automatically according to the page play time you have set. Also, you can manually click  or  to preview the previous or the next page of the program.</p>
Copy Program	<p>Click  to enter editing program page. Click Save on the upper right corner to copy the current program, and a new program with the same content is created.</p> <hr/> <p> Note</p> <p>When copying a program (e.g., Program A) for the first time, the name of the new program (Program A_1) will be generated automatically. If you need to copy this program (Program A) for a second or more times, you should manually edit its name, or the program cannot be created successfully.</p> <hr/>
Cut-In	Click  to cut in the current program. For details, refer to <u>Cut in Program</u> .
Create Schedule	Click  to enter the managing schedules page and create a schedule for the program. For details, refer to <u>Schedule Management</u> .
Enlarge Program Page	Click  to enlarge the program page and view it.
Filter Program	<p>You can filter programs via the following three methods:</p> <ul style="list-style-type: none">• Select All, Added to Favorites, or Not Added to Favorites from the drop-down list on the upper side of the page to filter to filter programs according to whether they have been added to Favorites or not.• Enter a keyword in the search field on the upper right corner, and click  to quickly search for the target programs.• Click  , and filter programs by conditions such as status and sharing property.
Refresh Program List	Click Refresh to refresh the program list. The programs will be listed according to the time they are added.

Delete Program

Check one or more programs, and click **Delete** to delete the selected programs.



Note

Programs that are releasing or cutting in cannot be deleted.


7.4.3 Create Attendance Program

You can create attendance programs on the platform. The program can be used to display the persons' basic information (name and gender), check-in time and temperature information. You can also configure welcoming words for persons when they check in. The platform provides two types of program templates including Attendance and Temperature Screening Template and Attendance Template. You can select one template according to the actual scene and edit the predefined template as needed. After creating the program, you can preview the program, cut in program, etc.

Before You Start

You have added terminal(s) to the platform and have linked a device that supports face attendance with the terminal. For details, refer to [Add Digital Signage Terminal](#) and [Link External Device to Terminal](#).

Steps

1. In the top left corner of Home page, select  → **All Modules** → **Digital Signage** → **Programs** → **Attendance**.
2. Click **Add**.
3. In the pop-up window, configure program parameters.

Name

Define a program name that is easy to identify. You can enter up to 64 characters.

Screen Size

Select the screen size as landscape mode or portrait mode.

Sharing Property

Public

All users in the current organization (i.e., the organization where the user who creates the program belongs to) and the higher-level organizations can see and use the program.

Private

All users in the current organization (i.e., the organization where the user who creates the program belongs to) can see and use the program.

Area

Set the area which the program belongs to.

Description

Enter the program description, such as usage, applicable scenarios, and overview of program content. You can enter up to 64 characters.

4. Click **Next**.

5. Select a template type and the corresponding template as needed.

Note

- You can click ☆ to add the template to My Favorites. Up to 1,000 templates can be added to Favorites.
- You can click ☆ **My Favorites** in the lower-left corner to view and select the template that have been added to Favorites.

6. Click **OK** to enter the creating program page.

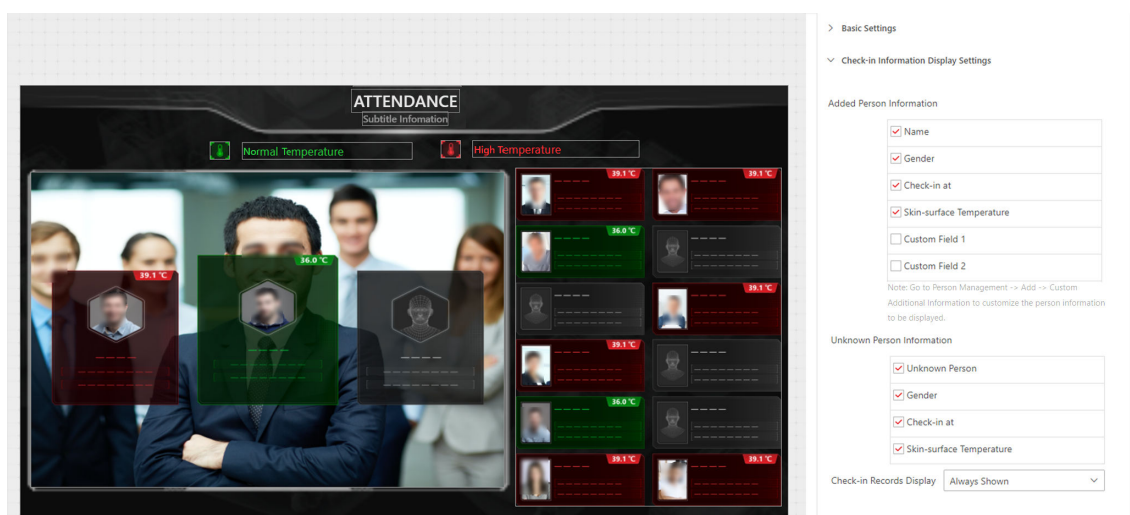


Figure 7-9 Create Program

Basic Settings

Configure the content and font size for main title and sub title; and set the Alarm Temperature Threshold.

Check-in Information Display Settings

Added Person Information

Configure whether to display the added person information, including name, gender, check-in time, and skin-surface temperature. You can also add custom fields.


Unknown Person Information

Configure whether to display the unknown person information, such as gender, check-in time, and skin-surface temperature. You can also configure the time period of displaying the check-in records.

 **Note**

Added persons refers to persons that have been added to the platform, while unknown persons refers to persons that have not been added to the platform.

More

Click  to set the background picture for the current program.

 **Note**

Make sure you have added picture materials to the platform and the materials have been approved. For details, refer to [Material Management](#) and [Approve](#) .

Advertisement Settings

You can add advertisements (pictures, videos, etc.) to the program, and configure switching effect and playing time for the advertisements.

 **Note**

Only when selecting **Attendance Template**, you can configure advertisements.

7. Optional: On the current editing program page, perform the following operations if needed.







- | | |
|------------------------|---|
| Edit Program | Click  to edit program parameters in the pop-up window. For details, refer to Step 3. |
| Preview Program | Click Preview to preview the current program. |



Figure 7-10 Preview Program

During previewing, you can click  or  to pause or start playing; click  or  to adjust the playing speed as 1x, 2x, or 4x; and click  to preview the program in fullscreen.

- | | |
|---------------|--|
| Cut-In | Click Cut-in to cut in the current program. |
|---------------|--|
-

 **Note**

For details, refer to [Cut in Program](#) .

- | | |
|------------------------|---|
| Create Schedule | Click Next to enter the managing schedules page and create a schedule for the program. |
|------------------------|---|













Note

For details, refer to [***Schedule Management***](#).

8. Click **Save** to save the current program.






9. **Optional:** On the program list page, perform the following operations if needed.

- | | |
|---|---|
| View Program in List or Thumbnail Mode | Click  /  to view the added programs in the thumbnail mode or in the list mode. |
| Add Program to Favorites | Click  to add the current program to Favorites. |
| Preview Program | Click  to preview the program.
During previewing, you can click  or  to pause or start playing; click  or  to adjust the playing speed as 1x, 2x, or 4x; and click  to preview the current page in fullscreen. |
| Copy Program | Click  to enter editing program page. Click Save on the upper right corner to copy the current program, and a new program with the same content is created. |



Note

When copying a program (e.g., Program A) for the first time, the name of the new program (Program A_1) will be generated automatically. If you need to copy this program (Program A) for a second or more times, you should manually edit its name, or the program cannot be created successfully.

- | | |
|-----------------------------|---|
| Cut-In | Click  to cut in the current program. For details, refer to <i>Cut in Program</i> . |
| Create Schedule | Click  to enter the managing schedules page and create a schedule for the program. For details, refer to <i>Schedule Management</i> . |
| Enlarge Program Page | Click  to enlarge the program page and view it. |
| Filter Program | You can filter programs via the following three methods: <ul style="list-style-type: none">• Select All, Added to Favorites, or Not Added to Favorites from the drop-down list on the upper side of the page to filter programs according to whether they have been added to Favorites or not.• Enter a keyword in the search field on the upper right corner, and click  to quickly search for the target programs.• Click , and filter programs by conditions such as status and sharing property. |

Refresh Program List	Click Refresh to refresh the program list. The programs will be listed according to the time they were added.
Delete Program	Check one or more programs, and click Delete to delete the selected programs.



Programs that are releasing or cutting in cannot be deleted.


7.4.4 Create People Counting Program

You can create people counting program on the platform. The program is used to display the people counting information (the remaining people and people stayed) in a certain location, mask information, and skin-surface temperature information. For people with no masks or whose temperature is abnormal, you can enable voice alarm for them. The platform provides two types of templates for different application scenarios: People Counting & Temperature Screening template, and Temperature Screening template. You can select a template according to the actual scene and edit the predefined template. After creating the program, you can preview the program, cut in program, etc.

Before You Start

You have added terminal(s) to the platform and have linked a device that supports people counting or temperature screening function with the terminal. For details, refer to [***Add Digital Signage Terminal***](#) and [***Link External Device to Terminal***](#) .

Steps

1. In the top left corner of Home page, select  → **All Modules** → **Digital Signage** → **Programs** → **People Counting** .
2. Click **Add**.
3. In the pop-up window, configure program parameters.

Name

Define a program name that is easy to identify. You can enter up to 64 characters.

Screen Size

Select the screen size as landscape mode or portrait mode.

Sharing Property

Public

All users in the current organization (i.e., the organization where the user who creates the program belongs to) and the higher-level organizations can see and use the program.

Private

All users in the current organization (i.e., the organization where the user who creates the program belongs to) can see and use the program.

Area

Set the area which the program belongs to.

Description

Enter the program description, such as usage, applicable scenarios, and overview of program content. You can enter up to 64 characters.

4. Click **Next**.

5. Select a template type and the corresponding template as needed.



Note

- You can click ☆ to add the template to My Favorites. Up to 1,000 templates can be added to Favorites.
- You can click ☆ **My Favorites** in the lower-left corner to view and select the template that have been added to Favorites.

6. Click **OK** to enter the creating program page.

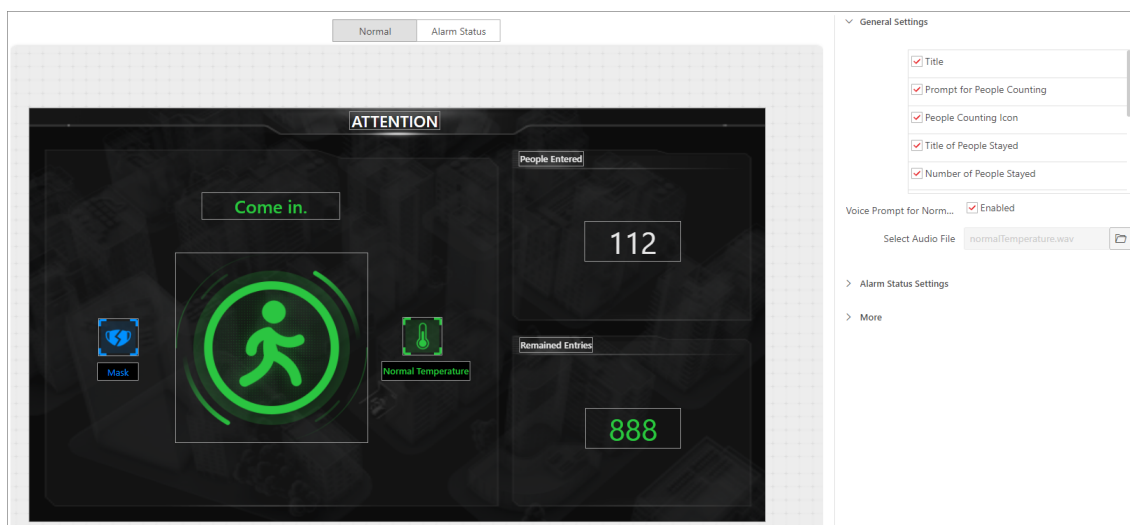


Figure 7-11 Create Program

Normal

The program only contains the people counting related information, such as remaining entry and people stayed.

Alarm Status

The program contains mask information, abnormal temperature information, and people counting related information.

General Settings

You can check whether to display people counting related information, such as prompt for people counting, people counting icon, and the number of people stayed. You can enable

audio prompt for normal temperature and select the corresponding audio file. The configurations in this area will be applied to **Normal** and **Alarm Status** simultaneously.

Alarm Status Settings

You can check whether to display alarm status related information, such as prompt for abnormal temperature; set maximum people stayed; enable voice alarm for no mask, abnormal temperature and people full, and configure the corresponding audio file for them.


Advertisement Settings

You can add advertisements (pictures, videos, etc.) to the program, and configure switching effect and playing time for the advertisements.

Note

Only when selecting **People Counting & Temperature Screening Template**, you can configure advertisements.

More

Click  to set the background picture and the alarm picture for the current program.

Note

Make sure you have added picture materials to the platform and the materials have been approved. For details, refer to **Material Management** and **Approve**.

7. Optional: On the current editing program page, perform the following operations if needed.







- | | |
|------------------------|--|
| Edit Program | Click  to edit program parameters in the pop-up window. For details, refer to Step 3. |
| Preview Program | Click Preview to preview the program. |



Figure 7-12 Preview Program

During previewing, you can click  or  to pause or start playing; click  or  to adjust the playing speed as 1x, 2x, or 4x; and click  to preview the program in fullscreen.

- | | |
|---------------|--|
| Cut-In | Click Cut In to cut in the current program. |
|---------------|--|
-

Note

For details, refer to **Cut in Program**.



Create Schedule Click **Next** to enter the managing schedules page and create a schedule for the program.










For details, refer to ***Schedule Management***.


8. Click **Save** to save the current program.

9. **Optional:** On the program list page, perform the following operations if needed.

View Program in List or Thumbnail Mode Click  /  to view the added programs in the thumbnail mode or in the list mode.


Add Program to Favorites Click  to add the current program to Favorites.


Preview Program Click  to preview the program.
During previewing, you can click  or  to pause or start playing; click  or  to adjust the playing speed as 1x, 2x, or 4x; and click  to preview the current page in fullscreen.


Copy Program Click  to enter editing program page. Click **Save** on the upper right corner to copy the current program, and a new program with the same content is created.





When copying a program (e.g., Program A) for the first time, the name of the new program (Program A_1) will be generated automatically. If you need to copy this program (Program A) for a second or more times, you should manually edit its name, or the program cannot be created successfully.

Cut-In Click  to cut in the current program. For details, refer to ***Cut in Program***.

Create Schedule Click  to enter the managing schedules page and create a schedule for the program. For details, refer to ***Schedule Management***.

Enlarge Program Page Click  to enlarge the program page and view it.

Filter Program You can filter programs via the following three methods:

- Select **All**, **Added to Favorites**, or **Not Added to Favorites** from the drop-down list on the upper side of the page to filter programs according to whether they have been added to Favorites or not.
- Enter a keyword in the search field on the upper right corner, and click  to quickly search for the target programs.
- Click , and filter programs by conditions such as status and sharing property.

Refresh Program List Click **Refresh** to refresh the program list. The programs will be listed according to the time they were added.

Delete Program Check one or more programs, and click **Delete** to delete the selected programs.



Programs that are releasing or cutting in cannot be deleted.

7.5 Schedule Management

You can create a schedule and define a playing schedule to play the added programs on the terminals according to the scheduled time or method. The platform supports default schedule, loop schedule, or you can customize your schedule including playing by date or by week. For the added schedules, you can perform more operations such as editing, releasing, searching, exporting, and adding to favorites.


7.5.1 Create a Schedule

You can create schedules for the added programs so that the programs will be played on the terminals according to the scheduled time or method. For the added schedule(s), you can perform more operations such as editing, adding to favorites, exporting, and releasing the schedule.

Before You Start

Make sure you have created programs in the platform. For details, refer to [Program Management](#).

Steps

1. Enter the Create Schedules page.
 - After creating a program, click **Next**.
 - In the top right corner of the Home page, select  → **All Modules** → **Digital Signage** → **Schedules** → **Add**.
2. In the pop-up Create Schedules window, set the related information, and click **OK**.

Name

Define a schedule name that is easy to identify.

Program Type

Select **Other Program** or **Video Wall Program**.

Sharing Property

Public

All users in the current organization (i.e., the organization where the user who creates the schedule belongs to) and the higher-level organizations can see and use the schedule .

Private

All users in the current organization (i.e., the organization where the user who creates the schedule belongs to) can see and use the schedule.

Area

Set the area which the schedule belongs to.

Description

Enter the schedule description.

3. Select the play mode as **Play by Date**, **Play by Week** or **Custom Play**.

Play by Date/Week

Play the program according to a daily/weekly schedule.

Custom

Customize the schedule within up to 90 days.

4. Select program(s) from the program list and drag to the timeline on the right side.



Note

- You can click **All** or **My Favorites** to display all programs or programs that have been added to favorites.
 - You can select **Landscape Mode**, **Portrait Mode**, or **Custom** from the drop-down list to filter programs.
 - If you have selected the program type as video wall program in Step 2, you can filter programs by setting the video wall dimension.
 - If you have selected the program type as other program in Step 2, you can select programs from the lists of digital signage programs, attendance programs, or people counting programs.
 - You can enter keywords in the search box to filter programs.
-

5. Move the cursor to the timeline, and drag the cursor on the timeline to specify the playing time of the program.





Note

When hovering the cursor on the program's playing time, you can view the thumbnail of the program.

6. **Optional:** Adjust the program schedule.

- Move the cursor to the program bar on the timeline and drag the right and left edges to adjust the beginning time and end time of the program.
 - Click the program bar on the timeline, and adjust the beginning time and end time of the program in the input box.
-

- Click  to copy the program to other time periods.
- Click  to delete the program in this time period.






7. Click **Save** to save the current schedule.

8. **Optional:** Click **Release** to enter the release page.

Note



For details, refer to [***Release a Program Schedule***](#).

9. **Optional:** After creating schedules, perform the following operations as needed.

Edit Schedule	Click the name of the schedule and then click  to enter Arrange Schedule page and you can edit the schedule information.
Delete Schedule	Select one or more schedules, click Delete to delete the selected schedules.
Release Schedule	Click  to release the selected schedule. For details, refer to <i>Release a Program Schedule</i> .
Export Schedule	Click  to export the schedule.
Add to Favorites/Cancel	Click  or  to add the schedule to favorites or move it from favorites.

Note

You can add up to 1,000 schedules to favorites.

Refresh Schedule	Click Refresh to refresh the schedule list.
Search Schedule	<p>You can search the added schedules via the three methods.</p> <ul style="list-style-type: none"> • Enter a keyword on the upper right corner of the page, and click  to quickly find the target schedules. • Click  on the upper right corner of the page, and set the search conditions such as status and sharing property to quickly filter the target schedules. • Select All, Added to Favorites, or Not Added to Favorites from the drop-down list on the upper side of the page to filter the schedules.


7.5.2 Create a Loop Schedule

You can create a loop schedule for the added programs. With loop schedule configured, the added programs will be played repeatedly according to the play mode, including normal mode and period mode. You can add multiple playlists to meet different requirements.

Before You Start

Make sure you have created programs on the platform. For details, refer to [***Program Management***](#).

Steps

1. Enter the Create Schedules page.
 - After creating a program, click **Next**.
 - In the top right corner of the Home page, select  → **All Modules** → **Digital Signage** → **Schedules** → **Add** .
2. In the pop-up Create Schedules window, set the related information, and click **OK**.

Name

Define a schedule name that is easy to identify.

Program Type

Select **Other Program** or **Video Wall Program**.

Sharing Property

Public

All users in the current organization (i.e., the organization where the user who creates the schedule belongs to) and the higher-level organizations can see and use the schedule.

Private

All users in the current organization (i.e., the organization where the user who creates the schedule belongs to) can see and use the schedule.

Area

Set the area which the schedule belongs to.

Description

Enter the schedule description.

3. Select the play mode as **Play in Loop**.
4. Select a program in the program list and drag the program to the playlist.



Note

- You can click **All** or **My Favorites** to display all programs or programs that have been added to favorites.
- You can select **Landscape Mode**, **Portrait Mode**, or **Custom** from the drop-down list to display corresponding programs.
- If you have selected the program type as video wall program in Step 2, you can filter programs by setting the video wall dimension.
- If you have selected the program type as other program in Step 2, you can select programs from the lists of digital signage programs, attendance programs, or people counting programs.
- You can enter keywords in the search box to filter programs.
- You can add up to 8 programs to a single playlist.

-
5. Set the play mode.

Normal Mode

Play the program orderly and repeatedly.

Period Mode

Play the programs orderly and repeatedly in specific time period. The time periods for different playlists cannot be overlapped.



Note

The priority of Period Mode is higher than that of Normal Mode. Only one playlist can be set to normal mode.

6. **Optional:** Click **Add Playlist** to add more playlists.



Note

You can add up to 8 playlists.

7. Click **Save** to save the current schedule.

8. **Optional:** Click **Release** to enter the release page.



Note

For details, refer to [***Release a Program Schedule***](#) .

9. **Optional:** After creating schedules, perform the following operations as needed.

Edit Schedule	Click the name of the schedule and then click to enter Arrange Schedule page and you can edit the schedule information.
Delete Schedule	Select one or more schedules, click Delete to delete the selected schedules.
Release Schedule	Click to release the selected schedule. For details, refer to <i>Release a Program Schedule</i> .
Export Schedule	Click to export the schedule.
Add to Favorites/Cancel	Click or to add the schedule to favorites or move it from favorites.



Note

You can add up to 1,000 schedules to favorites.

Refresh Schedule Click **Refresh** to refresh the schedule list.

Search Schedule You can search the added schedules via the three methods.

- Enter a keyword on the upper right corner of the page, and click to quickly find the target schedules.
- Click on the upper right corner of the page, and set the search conditions such as such as status and sharing property to quickly filter the target schedules.
- Select **All**, **Added to Favorites**, or **Not Added to Favorites** from the drop-down list on the upper side of the page to filter the schedules.


7.5.3 Create a Default Schedule

With the default schedule enabled, the terminal will play the default video automatically if there is no program or cut-in. After creating a default schedule, you can perform more operations such as editing, adding to favorites, exporting, and releasing the schedule.

Before You Start

Make sure you have created programs in the platform. For details, refer to [Program Management](#).

Steps

1. Enter the Create Schedules page.
 - After creating a program, click **Next**.
 - In the top right corner of the Home page, select  → **All Modules** → **Digital Signage** → **Schedules** → **Add**.
2. In the pop-up Create Schedules window, set the related information, and click **OK**.

Name

Define a schedule name that is easy to identify.

Program Type

Select **Other Program** or **Video Wall Program**.

Sharing Property

Public

All users in the current organization (i.e., the organization where the user who creates the schedule belongs to) and the higher-level organizations can see and use the schedule.

Private

All users in the current organization (i.e., the organization where the user who creates the schedule belongs to) can see and use the schedule.

Area

Set the area which the schedule belongs to.

Description

Enter the schedule description.

3. Select the play mode as **By Default**.
4. Select a program in the program list, and drag the program to the right.



Note

- You can click **All** or **My Favorites** to display all programs or programs that have been added to favorites.
- You can select **Landscape Mode**, **Portrait Mode**, or **Custom** from the drop-down list.
- If you have selected the program type as video wall program in Step 2, you can filter programs by setting the video wall dimension.

- If you have selected the program type as other program in Step 2, you can select programs from the lists of digital signage programs, attendance programs, or people counting programs.
- You can enter keywords in the search box to filter programs.

5. Click **Save** to save the current schedule.






6. **Optional:** Click **Release** to enter the release page.



Note

For details, refer to [***Release a Program Schedule***](#) .

7. **Optional:** After creating schedules, perform the following operations as needed.

Edit Schedule	Click the name of the schedule and then click  to enter Arrange Schedule page and you can edit the schedule information.
Delete Schedule	Select one or more schedules, click Delete to delete the selected schedules.
Release Schedule	Click  to release the selected schedule. For details, refer to <i>Release a Program Schedule</i> .
Export Schedule	Click  to export the schedule for offline view.
Add to Favorites/Cancel	Click  or  to add the schedule to favorites or move it from favorites.





Note

You can add up to 1,000 schedules to favorites.

Refresh Schedule Click **Refresh** to refresh the schedule list.

Search Schedule You can search the added schedules via the three methods.


- Enter a keyword on the upper right corner of the page, and click  to quickly find the target schedules.
- Click  on the upper right corner of the page, and set the search conditions such as status and sharing property to quickly filter the target schedules.
- Select **All**, **Added to Favorites**, or **Not Added to Favorites** from the drop-down list on the upper side of the page to filter the schedules.



7.6 Approve

The added materials, programs and schedules should be approved before they are used.

Note

Only users with the permission to approve materials, programs and schedules can approve the related contents.

In the top left corner of Home page, select  → **All Modules** → **Digital Signage** → **Approval** . Select the content to be approved, including **Material**, **Program**, and **Schedule**, select the approval result, and give suggestions.

- **Approve One by One:** In the **Operation** column, click  to pass the approval; click  to deny the approval.
 - **Batch Approval:** Check multiple materials, programs or schedules, click **Pass** to pass the approval; click **Deny** to deny the approval.
-

Note

- You can enter up to 128 characters for the approval suggestions.
 - There are three types of check status: **Passed**, **Denied**, and **To be Checked**. When the check status of a material is changed from Passed to Denied, the status of its related programs and schedules is changed into To be Checked.
-

7.7 Release Management

You can view the release details and release progress of multiple tasks (such as schedule releasing and cutting in program). After being released, the above tasks can take effect on the terminals.

7.7.1 Release a Program Schedule





For the approved program schedule, you should release the schedule to the terminals. When releasing a schedule, you can set the release mode, effective mode, and the terminal(s). The program will then be played according to the configured method on the terminals.

Before You Start

- You have added terminals to the platform. For details, please refer to [**Add Digital Signage Terminal**](#) .
- The program schedules to be released should have been approved. For details, refer to [**Approve**](#) .

Steps

1. Enter the releasing schedule page.
 - After creating the programs, click **Next**. For details about creating programs, refer to [**Program Management**](#) .

- Select  → **All Modules** → **Digital Signage** → **Programs** , select a program type, move the cursor to a program, click  to enter the adding schedules page, and click **Release** on the upper right corner.
- Select  → **All Modules** → **Digital Signage** → **Schedules** to enter managing schedules page, and click .

2. Enter the task name.

3. Select the release mode as **Release Later** or **Release Immediately**.



When selecting **Release Later**, you should set the release time, and the program schedule will be released at the configured time period.

4. Select the effective mode as **Take Effect Immediately** or **Take Effect Later**.



When selecting **Take Effect Later**, you should set the effective time. Only after the program takes effect, it can be played on the terminal.

5. Select an area, and check one or more devices in the selected area.



You can enter a keyword in the search box to quickly find the target area or device.

6. Click **OK**.


7.7.2 Cut in Text Message

You can cut in text message(s) for one or more terminals. When configuring cut-in text message(s), you can set the playing time, location, etc., of the text message and preview the displaying effects of them in the platform. The terminals will play the cut-in text message according to the configured time and method.

Before You Start

You have added terminal(s) to the platform. For details, refer to [Add Digital Signage Terminal](#) .

Steps


1. In the top left corner of Home page, select  → **All Modules** → **Digital Signage** → **Device Control** → **Digital Signage Control** .
 2. Check one or more online devices in the list.
-



You can enter a keyword in the search box on the upper right corner to quickly find the target device(s).

3. Click **Cut In Message** to enter the Cut In Message page.
 4. Enter the customized task name.
 5. In **Edit Text Message** area, enter the text content and the corresponding play time.
-

Note

- The playing time for different cut-in text messages can be overlapped.
- You can click  in the Operation column to view the playing effect of the current text message on the right side of the page.

6. In **Text Message Property** area, set the configuration mode, front size and color, background, etc., for the text message.

7. Click **Cut-in**.

Note

Cut-in text messages do not need to be approved.



7.7.3 Cut in Program

You can cut in a program when creating or managing programs in the platform. The cut-in program will precede other programs and play on the terminal in the configured method.

Before You Start

- Make sure you have added terminal(s) to the platform. For details, please refer to **Add Digital Signage Terminal**.
- The program schedules to be released should have been approved. For details, refer to **Approve**.

Steps

1. Enter Cut-in Program page.
 - Select  → **All Modules** → **Digital Signage** → **Programs**, select a program type, move the cursor to a program, and click .
 - After creating a program, click **Cut-in** on the upper right corner of the page.
2. Enter the task name.
3. Select the cut-in mode as **Play Duration (h/m/s)** or **End Time**.
4. Select one or more terminals for the cut-in programs.


Note

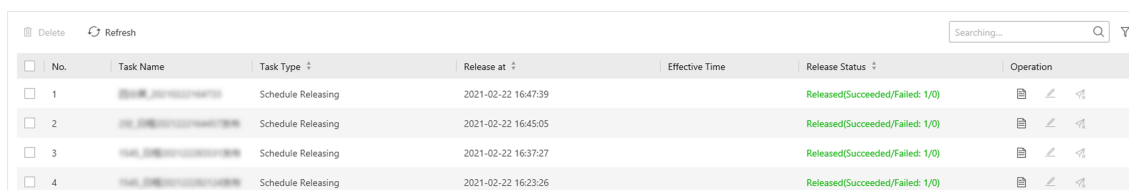
You can enter a keyword in the search box to quickly find the target device(s).

5. Click **OK**.

7.7.4 View Release Records


You can view release records of all the tasks (such as releasing schedules and cut-in text messages) and the details of their release status.

Click  → **All Modules** → **Digital Signage** → **Release**. You can view release details of all the tasks in the platform, including task name and type, release time and status (Released or Failed), etc. Also, you can perform more of the following operations.






No.	Task Name	Task Type	Release at	Effective Time	Release Status	Operation
1	[Task Name]	Schedule Releasing	2021-02-22 16:47:39		Released(Succeeded/Failed: 1/0)	[Details] [Cancel] [Release Again]
2	[Task Name]	Schedule Releasing	2021-02-22 16:45:05		Released(Succeeded/Failed: 1/0)	[Details] [Cancel] [Release Again]
3	[Task Name]	Schedule Releasing	2021-02-22 16:37:27		Released(Succeeded/Failed: 1/0)	[Details] [Cancel] [Release Again]
4	[Task Name]	Schedule Releasing	2021-02-22 16:23:26		Released(Succeeded/Failed: 1/0)	[Details] [Cancel] [Release Again]

Figure 7-13 View Release Records

- **View Release Details:** click  to view release status details of each task, including terminal device, release progress, and status.

Note

- For a task that is releasing, you can click **Cancel Release** to cancel releasing the task. For a task that failed to be released or was canceled releasing, you can click **Release again** to release the task again.
 - When there are multiple pieces of release status, you can enter a keyword in the search box to search for the target release status.
-
- **Release Schedule:** For unreleased schedules, click  to enter releasing schedules page. For details, refer to ***Release a Program Schedule***.
 - **Delete Task:** Click  to delete single release task; Check multiple tasks, and click **Delete** to batch delete the selected tasks.
 - **Release Again:** For a task that failed to be released, you can click  to release the task again.

Chapter 8 Device Control


After adding devices to the platform, you can control them via the platform, such as remotely shutting down and rebooting. You can also control the video walls or manage applications on the platform according to the mode you have selected.

8.1 Control Digital Signage Terminal

After adding digital signage terminals to the platform, you can control the terminals on the platform, such as starting up, shutting down, playing programs, setting the volume, etc.

Note

Make sure you have added digital signage terminals to the platform. See details in [Add Digital Signage Terminal](#).

In the top left corner of Home page, select  → **All Modules** → **Digital Signage** → **Device Control** → **Digital Signage Control**.

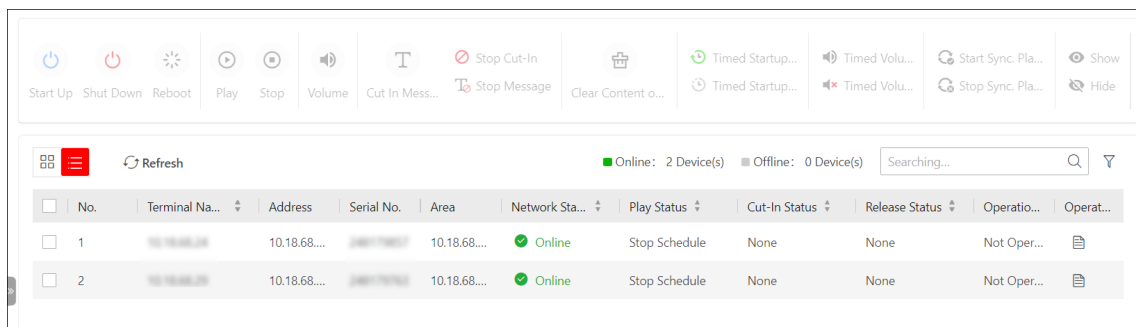






Figure 8-1 Digital Signage Control

Perform the following operations as needed.

Functions	Operations
Switch Display Mode	Click  /  to display the added terminals in thumbnail/list mode.
Refresh Terminal List	Click Refresh to refresh the terminal list.

Functions	Operations
View Terminal Details	Click  in the Operation column to view the details of the terminal, such as software version, system version, IP address, MAC address, CPU usage, HDD usage, etc.
Search Terminals	<ul style="list-style-type: none"> • Click  , set the search conditions (such as network status, cut-in status, release status, playback status) and click Search to search for the target terminals. • Enter a keyword in the search box to search for the target terminals.

Select one or multiple devices and perform the following operations as needed.

Start UP / Shut Down / Reboot

Remotely start up/shut down/reboot the terminal(s).

Play/Stop

Play/stop the programs on the screen of the terminal(s).

Set Volume

Set the output volume of the terminal.

Cut in Message

Go to the Cut in Message page to customize the cut-in messages displayed on the screen of the terminal(s).

Stop Cut-In/Stop Message

Stop cutting in programs. / Stop cutting in messages.

Clear Content on Terminal

Clear all the contents to be played on the terminal(s), including programs, cut-in programs/ message, etc.

Timed Startup/Shutdown Enabled

Timed Startup/Shutdown Disabled

Enable/Disable start up/shut down terminal(s) according to the schedule.



Note

For details about timed start up/shut down, refer to ***Configure Device Display Settings*** .

Timed Volume On

Timed Volume Off

Turn on/off the volume of the terminal(s) based on the schedule you set.



For details about timed volume on/off, refer to [***Configure Device Display Settings***](#) .

Start Sync. Playing on Terminal

Stop Sync. Playing on Terminal

Start or stop synchronous playing on terminals.

Show/Hide

Show or hide the release progress.

Valid Default Schedule/Invalid Default Schedule

If you create default video schedule for the terminal(s), you can manually control the schedule valid or invalid.



For details about creating default video schedule, refer to [***Create a Default Schedule***](#) .

Screenshot

Generate the screenshot(s) of the terminal(s), which is/are in JPG format.

NTP Time Sync.

The time synchronization of NTP server should be enabled when starting synchronous playing on the terminals. See details in [***Set NTP***](#) .

Restore Default

Restore the parameters of the terminal(s) to the default settings.

Remote Debugging

Enable the Android debug bridge for the terminal(s), and enter the debugging contents.

Log Export

Export the logs of the terminal(s) in ZIP format.

8.2 Control Video Wall

You can control the video walls after adding them to the platform.

Before You Start

Make sure you have added video walls. See details in [***Configure Video Wall***](#) .

Steps

1. In the top left corner of Home page, select  → **All Modules** → **Digital Signage** → **Device Control** → **Video Wall Control** .

Note

The multiple terminals that constitute the video wall should be controlled as a whole, or the playing status of different terminals will not be the same.

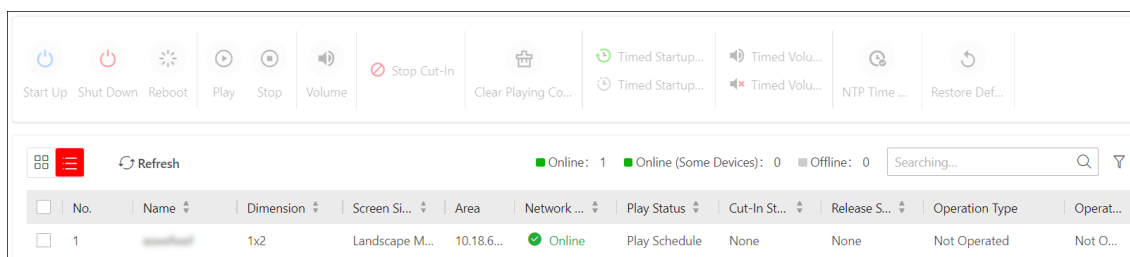





Figure 8-2 Video Wall Control

2. Optional: Perform the following operations.

Switch Display Mode Click  /  to display the added video walls in thumbnail/list mode.

Refresh Video Wall List Click **Refresh** to refresh the video wall list.

Search Video Walls

- Click  , set the search conditions (dimension, screen type, network status, play status, cut-in status, release status) and click **Search** to search for the target video walls.
- Enter a keyword in the search box to search for the target video walls.

3. Optional: Select one or multiple video walls and perform the following operations.

Start UP / Shut Down / Reboot Remotely start up, shut down, or reboot the video walls.

Play/Stop Play or stop the programs or cut-in messages on the video walls.

Volume Set the volume of the video walls.

Stop Cut-In Stop cutting in programs.

Clear Playing Content Clear all contents to be played on the video walls.

Timed Startup/Shutdown Enabled Enable or disable startup/shutdown according to the schedule.

Timed Startup/Shutdown Disabled

Note

For details about timed startup/shutdown, see details in **Configure Device Display Settings** .

Timed Volume On Turn on/off the volume of the video walls based on the configured schedule.

Timed Volume Off



For details about timed volume on/off, see details in **Configure Device Display Settings** .


- NTP Time Sync.** The time synchronization of NTP server should be enabled when starting synchronous playing on the terminals. See details in **Set NTP** .
- Restore Default** Restore the parameters of the terminals to the default settings.

8.3 Control Interactive Flat Panel

After adding interactive flat panels to the platform, you can control them on the platform, such as shutting down, rebooting, and setting the screen saver password.



Make sure you have added interactive flat panels to the platform. See details in **Add Interactive Flat Panel** .

In the top left corner of Home page, select  → **All Modules** → **Device Control** → **Interactive Flat Panel Control** .

You can view the online status of interactive flat panels, and perform the following operations as needed.

Functions	Operations
Search Interactive Flat Panel	Enter keywords in the search box in the upper right corner to search the target interactive flat panels.
View Interactive Flat Panel's Information	Click an interactive flat panel to pop up a panel on the right side, and perform more operations: <ul style="list-style-type: none"> • You can view the device information such as startup/shutdown settings and running status. • Also, you can view the applications added on the current interactive flat panel and manage applications as needed.

Select one or multiple interactive flat panels and perform the following operations as needed.

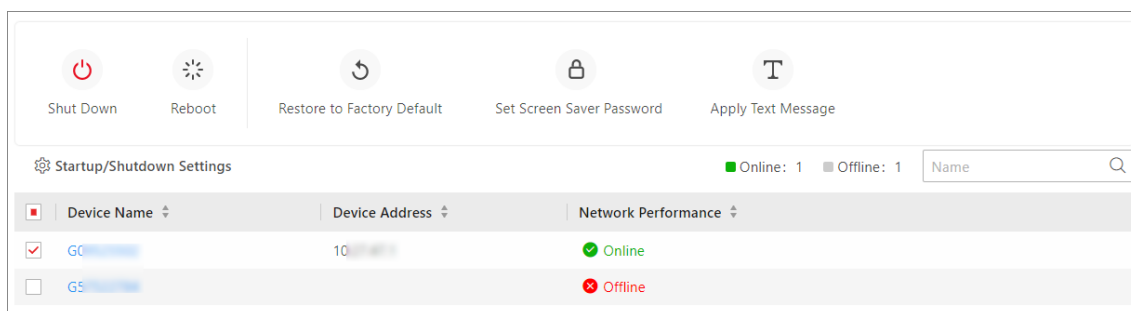


Figure 8-3 Interactive Flat Panel Control

Shut Down / Reboot

Remotely shut down or reboot interactive flat panels.

Restore Default

Restore the parameters of interactive flat panels to the default settings.

Set Screen Saver Password

Set the screen saver password for interactive flat panels.

Apply Text Message

Apply the text message to interactive flat panels according to the configured playing method and times.

Display Popup Message

The text message will display in a popup window on the right side of interactive flat panels. This method is applicable when there is a large amount of text.

Display Scrolling Message

The text message will scroll on the top of interactive flat panels. This method is applicable when there is only a small amount of text.

Startup/Shutdown Settings

Set the parameters related to startup or shutdown for interactive flat panels, such as standby strategy and wakeup strategy. If you enable **Timed Startup/Shutdown**, you should add startup/shutdown schedule by configuring startup and/or shutdown time, and repeat mode.

Startup/Shutdown Settings

Standby Strategy

None

Sleep

Screen Saver

Sleep Threshold

5min

Wakeup Strategy

Wake from Serial Port

Wake from Signal Source

Timed Startup/Shutdown

Startup/Shutdown Schedule

+ Add

Startup/Shutdown Schedule	Start Date	Operation
Shutdown Time:03:03	Monday,Tuesday,Thursday	
01:00(Start Up) - 00:02(Shut Down)	Monday,Tuesday,Wednesday,Thursday,...	
01:00(Start Up) - 01:03(Shut Down)	Tuesday,Thursday	

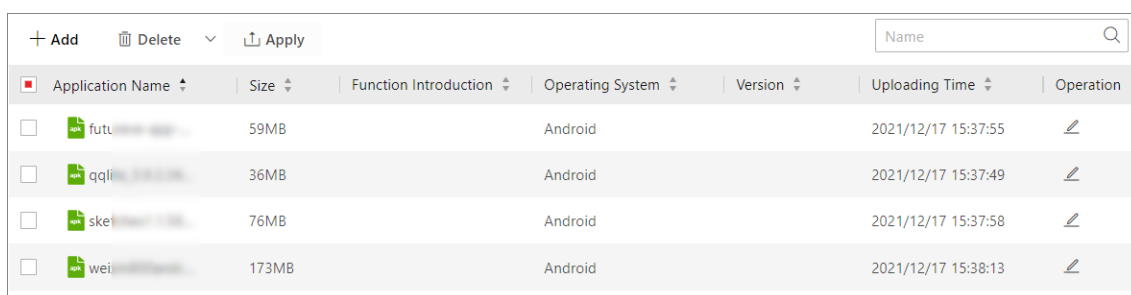
Figure 8-4 Startup/Shutdown Settings

8.4 Manage Applications

You add and manage applications on the platform and apply them to the interactive flat panels.

Steps

1. In the top left corner of Home page, select → **All Modules** → **Device Control** → **Application Management** to enter managing applications page.



+ Add Delete Apply							Name
<input type="checkbox"/>	Application Name	Size	Function Introduction	Operating System	Version	Uploading Time	Operation
<input type="checkbox"/>	futu	59MB		Android		2021/12/17 15:37:55	
<input type="checkbox"/>	qqli	36MB		Android		2021/12/17 15:37:49	
<input type="checkbox"/>	ske	76MB		Android		2021/12/17 15:37:58	
<input type="checkbox"/>	wei	173MB		Android		2021/12/17 15:38:13	

Figure 8-5 Applications List

2. Add applications.

1) Click **Add**.

2) Select application(s) to be added from local PC.

3) Click **Open** to add the selected applications to the platform.

3. **Optional:** After adding applications, you can perform the following operations.

Edit Application

Click on the operation column to edit the version and/or function introduction of the application.

Apply to Device

Select one or more applications, click **Apply** to open the Apply panel. You can select all devices or some device(s) to apply the applications to.

Search

Application

Enter keywords in the upper right corner to search the target applications.

Sort Applications

Sort applications in the list according to the application name, size, and so on.

Delete Application

Select one or more applications, click **Delete** to delete the selected application.

Move the mouse cursor to beside **Delete**, and click **Delete All** to delete all the applications in the list.

Chapter 9 Time & Attendance

In the Attendance module, you can easily manage the time & attendance system.

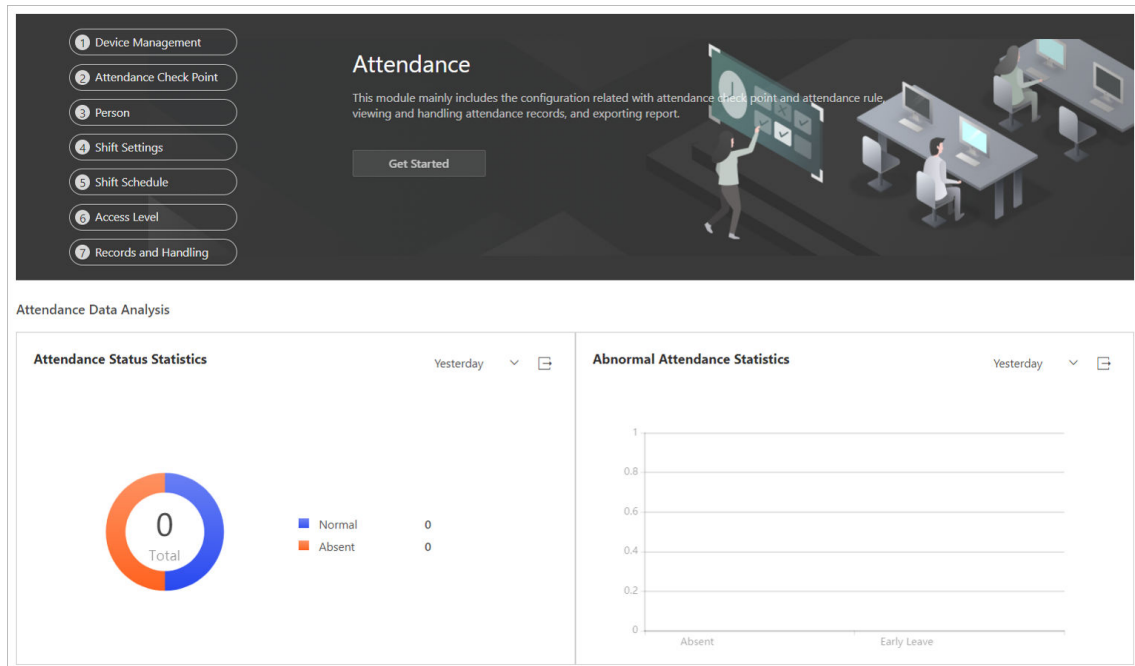


Figure 9-1 Time & Attendance Overview

The overview page shows the most recent attendance statistics:


- **Attendance Status Statistics:** Displays attendance status data in a doughnut chart.
- **Abnormal Attendance Statistics:** Displays abnormal attendance records in a bar chart.

Note

- You can select the time range from **Yesterday**, **Last 7 Days**, and **Last 30 Days**.
- You can export the current chart to local PC.

To set up a time & attendance system from the start, click **Get Started** and follow the instructions on screen.

Note

You can move cursor to  on the right to browse through all steps.

To get detailed instructions on each step, refer to ***Flow Chart*** .

9.1 Flow Chart

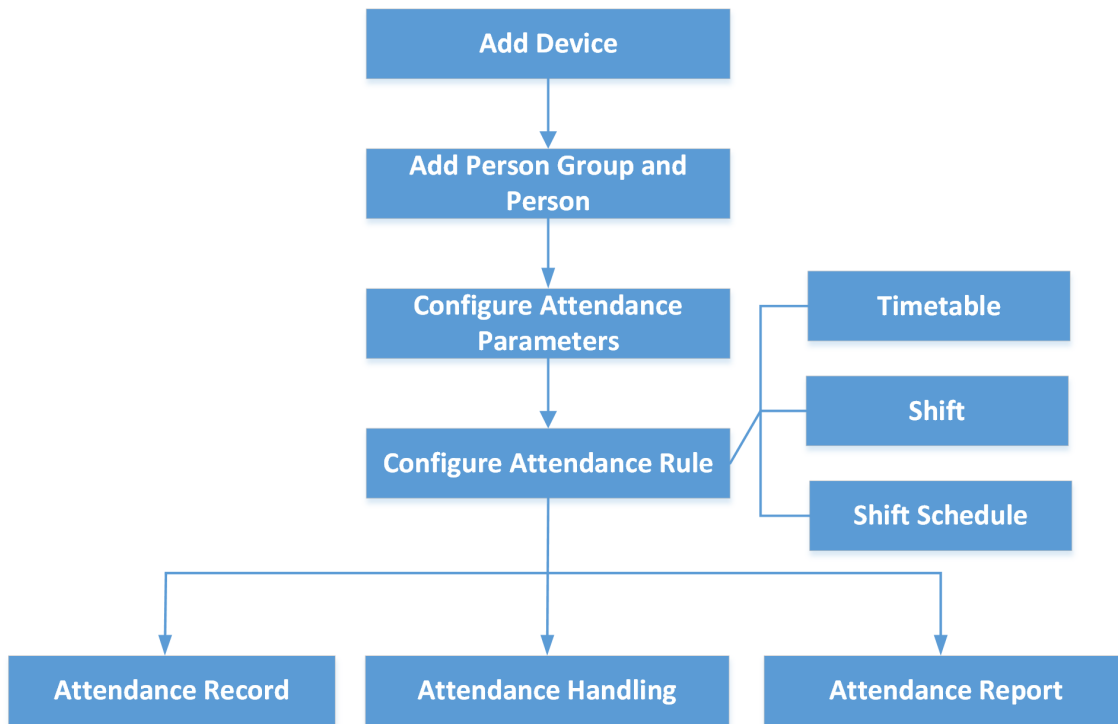



Figure 9-2 Flow Chart for Time & Attendance

- **Add Device:** Add devices (e.g., digital signage terminals) to the platform. For more details, refer to .
- **Add Person Group and Person:** Add person groups and persons. For more details, refer to [Add Person Groups](#) and [Add Person](#) .
- **Configure Attendance Parameters:** Configure attendance check points, general rule, overtime rule, leave types, display rule for report, third-party database, etc. For more details, refer to [Configure Attendance Parameters](#) , [Set Display Rules for Attendance Report](#) and [Synchronize Card Swiping Records to Third-Party Database](#) .
- **Configure Attendance Rule:** Add timetable (including break timetable and work timetable), shift, and shift schedule. For more details, refer to [Add Timetable](#) , [Add Shift](#) or [Manage Shift Schedule](#) .
- **Attendance Record, Attendance Handling:** Search and correct attendance records, apply for leave, get devices' attendance records, manually calculate attendance results, etc. For more details, refer to [Manage Attendance Record](#) .
- **Attendance Report:** Export attendance report to local PC or send it via email regularly. For more details, refer to [Manage Attendance Reports](#) .

9.2 Add Person Groups

When there are a large number of persons managed in the platform, you can put the persons into different person groups. For example, you can group employees of a company to different departments.

Steps

1. In the top left corner page of the Client, select  → **All Modules** → **General** → **Person** .
2. Click **+** at the top of the person group list to enter the Add Person Group page.
3. Set the person group information, including the parent group, group name, and description.

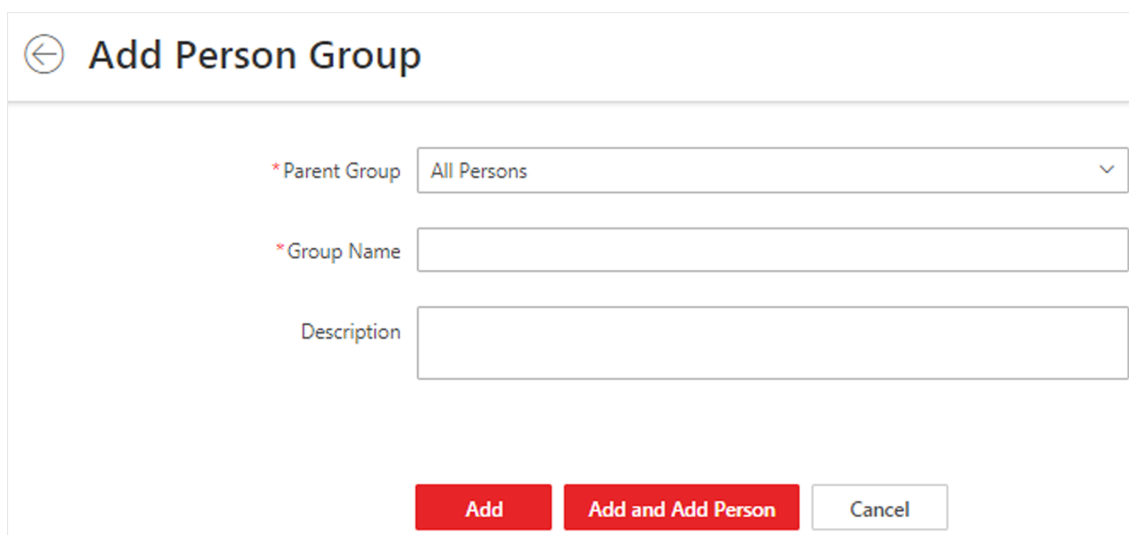



Figure 9-3 Add Person Group

4. Add person group.
 - Click **Add** to add the person group and go back to the person management page.
 - Click **Add and Add Person** to add the person group and enter the Add Person page.
5. **Optional:** If your HikCentral FocSign License contains the permission to access the Access Control module, set parameters of authentication via PIN code.
 - 1) Click  to open the Set Authentication via PIN Code window.
 - 2) Switch on **Authenticate via PIN Code**.

Note

- When enabled, if the authentication mode of the card readers at the access points is also set to **Authenticate via PIN Code**, all the added persons are allowed to use their PIN codes alone as the credential for access authentication.
- When enabled, no duplicated PIN code is allowed.
- You can set a PIN code for a person when setting basic information for the person. For details, see ***Add a Person Manually*** .

-
- 3) Set the PIN code update mode.

Auto

The platform will automatically reset all persons' PIN codes and apply the reset PIN codes to the access control devices. The system administrator needs to notify all users of the updated PIN codes.


Manual


The system administrator needs to manually filter out persons who have no PIN code or have duplicated PIN codes, change their PIN codes and then notify them of the updated PIN codes.

Note

The system administrator needs to notify relevant persons of the updated PIN codes in time. Otherwise these persons' access authentication and attendance results will be affected.



6. Optional: Perform the following operations after adding person groups.

Edit Person Group Select a person group, and click  at the top of the person group list to edit the parent group, group name, or remarks.

Delete a Person Group Select a person group and click  at the top of the person group list to delete the selected one.

Note

The root person group cannot be deleted.

Delete All Person Groups Click  beside  at the top of the person group list to delete all added person groups.



9.3 Set Person ID Rule

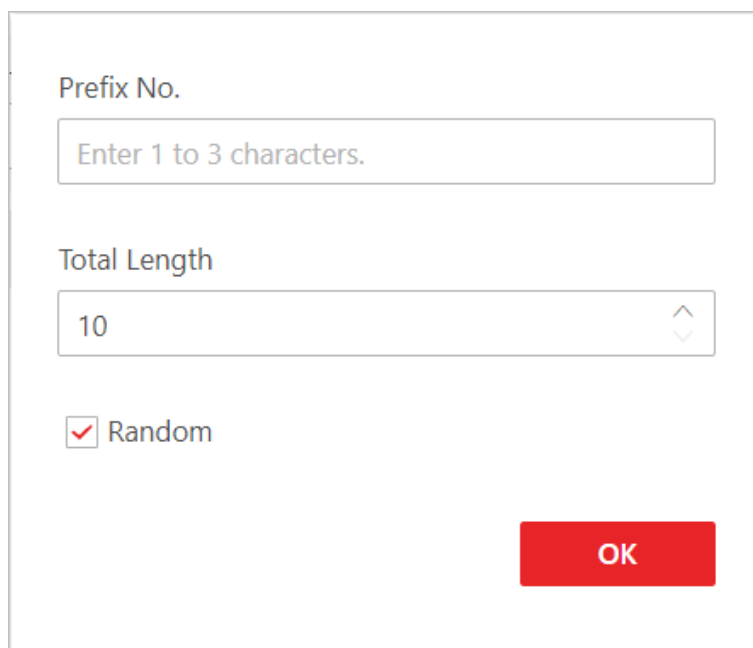
Before adding persons, you should configure a rule to define the prefix No., total length, and whether using random digits for the person ID.

Steps

Note

Once a person is added to the platform, the ID rule will be not configurable, so we recommended that you should ensure the ID rule at the very beginning.

-
1. In the top left corner of the Client, select  → **All Modules** → **General** → **Person** .
 2. Click  at the top of person list to open the ID rule settings pane.



Prefix No.
Enter 1 to 3 characters.

Total Length
10

Random

OK

Figure 9-4 ID Rule Settings Pane

3. Enter a prefix No. and select the total length.
4. **Optional:** Check **Random** to generate the ID (excepts the fixed prefix No.) with random digits.

Example

If you enter **10** as the prefix No. and set the total length to 8, all the person IDs will start from "10", such as "10125454" (when **Random** is checked) and "10000001" (when **Random** is unchecked).

5. Click **OK**.

9.4 Add Person

Multiple methods are provided for you to add persons to the platform. You can add a person manually. If you want to add multiple persons at a time, you can import persons by downloading and filling in a template or import persons from enrollment stations. In addition, you can batch add profile pictures for persons.

Note

Before adding persons to the platform, you should confirm and set the person ID rule. As once a person is added, the ID rule cannot be edited any more. For more about the ID rule settings, refer to [***Set Person ID Rule***](#).

9.4.1 Add a Person Manually

You can manually add a person to the platform by setting the person's basic information, credential information, and other information such as the person's access level. The above-mentioned person information constitutes the data basis for the applications related to identity authentication of the person, such as the access control application, the elevator control application, the attendance management application, and the video intercom application.

Steps

1. In the top left corner of Home page, select  → **All Modules** → **General** → **Person** .

2. Select a person group from the person group list on the left.

All persons in the selected person group will be displayed on the right. You can check **Include Sub-Group** to display the persons in sub person groups (if any).

3. Click  at the top of person list to enter the Add Person page.

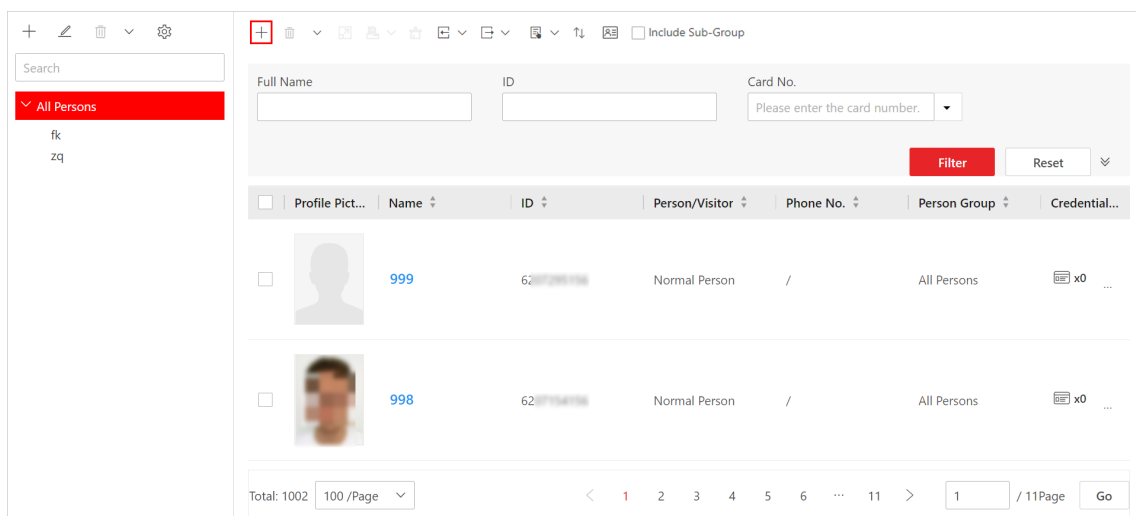


Figure 9-5 The Entry for Adding a Person

Figure 9-6 Add Person Page

4. Set the person's basic information, such as first name, last name, and gender.

ID (Required)

The default ID is generated by the platform. You can edit it if needed.

Note

- If the person is a police officer or a security guard with body cameras, make sure the person ID is same with the police ID configured on the body camera.
- The ID cannot be edited after finishing adding a person, so you should ensure its correctness at the beginning.


Person Group (Required)

Select a person group for the person.

Note

See [Add Person Groups](#) for details about how to add a person group.

Profile Picture

Hover the cursor onto , and you can select from three modes to add a picture.

From Device

Select **Enrollment Station** and set parameters (including access mode, access protocol, device address, device port, user name, password, face anti-spoofing, etc) to connect the device to the platform, and then collect the face picture via the device. This mode is suitable for non-face-to-face scenario when the person and the system administrator are on different locations.

Take a Picture

Click **Take a Picture** and then select one of the PC's webcams to take a picture.

Upload Picture

Click **Upload Picture** to select a picture from your PC.



Note

- It is recommended that the face in the picture be in the full-face view directly facing the camera, without a hat or head covering.
 - You can drag the picture to change its position or zoom in/out before cutting it.
 - You can switch on **Verify Face Quality by Device** and select a device to check the quality of the profile picture. Click **Save** to start checking. You will be informed if the picture is not qualified.
-

Effective Period (Required)

Set the effective period for the person in applications such as access control application and time & attendance application, to determine the period when the person can access the specified access points with credentials. For example, if the person is a visitor, you can set a short effective period for the person.

Click **Extend Effective Period** to show a drop-down list and select **1 Month/3 Months/6 Months/1 Year** to quickly extend the effective period based on the configured end time. For example, if the period is from **2021/10/23 13:30:00** to **2022/01/20 14:10:00** and the extended time is selected as **1 Month**, the end time of effective period will change to **2022/02/20 14:10:00**.

Super User

If the person is set as a super user, the person will be exempted from remaining locked (credential failed) restrictions, all anti-passback rules, and first person authorization.

Extended Access

When the person accesses the door, grant this person more time to pass through doors which have been configured with extended open duration. Use this function for the persons with reduced mobility.

 **Note**

The extended access and super user functions cannot be enabled concurrently.

Device Administrator

Determine if the person has the administrator permission of access control devices.

If the check-box is checked, when you synchronize person information from access control devices, the administrator permission for the person will be retained.

PIN Code


Set the PIN code for access authentication. In most cases, the PIN code cannot be used as a credential alone: it must be used after card when accessing; It can be used alone only when **Authenticate via PIN Code** is enabled on the platform and the authentication mode of the card readers is also set to **Authenticate via PIN Code**.

 **Note**

- The PIN code should contain 4 to 8 characters.
 - For details about enabling **Authenticate via PIN Code** on the platform, see [Add Person Groups](#).
-

5. Add credential information for the person. See [Manage Credentials](#) for details.
 6. Assign access levels to the person to define the access points where the person can access during the authorized period.
 - 1) Click **Assign**.
 - 2) Select one or more access levels for the person.
 - 3) Click **Assign** to add the person to the selected access level(s).
-

 **Note**

You can click  to view information on access points and access schedules.

7. **Optional:** View shift schedule of the person in the table.
-

 **Note**

You can click < or > to switch the time (month).

8. In Custom Public Information area, select custom information to be applied.
-

 **Note**

Make sure you have set the custom public information. See [Customize Additional Information](#) for details.

9. Finish adding the person.
 - Click **Add**.
 - Click **Add and Continue** to finish adding the person and continue to add other persons.

The person will be displayed in the person list and you can view the details.








10. **Optional:** After adding persons, perform the following operation(s).

Edit Person

Click the person name to edit the person details.


Note

When editing the person's effective period, if you have issued temporary card(s) to the person, make sure the expiry date(s) of the person's temporary card(s) are within the effective period.

- Delete Persons** Check the person(s) and click  to delete the selected person(s).
- Delete All Persons** Hover the cursor onto  beside , and then click **Delete All** to delete all persons.
- Clear Profile Pictures** Hover the cursor onto  beside , and then click **Delete Profile Picture Only** to clear all the uploaded profile pictures.
- Move Person** Follow the steps below to move the persons to another person group. Once moved, the access levels and shift schedules of the selected persons will be changed.
- Select one or more persons, click .
 - Select the target person group to which the persons are about to be moved.
 - Click **Move**.
- Clear Access Levels** Select one or more persons, click  to clear the access levels of the selected persons.
-


Note

The access levels of these persons cannot be restored once they are cleared.

- Export Person Information** Click  → **Export Person Information** to export all the added person information as a ZIP file to your PC. For information security, you need to set a password for decompressing the ZIP file.
-

Note

You can check **Linked Access Levels** or **Linked Shift Schedules** to export the additional information at the same time.

- Export Profile Pictures** Click  → **Export Profile Picture** to export the profile pictures of the added persons as a ZIP file to your PC. For information security, you need to set a password for decompressing the ZIP file.
-

Note

To activate this function, you should go to **General** → **System Configuration** → **Security** → **Export Profile Pictures** page to check the **Export Profile Pictures**.

Filter Displayed Persons Enter a person's full name, ID, or card No. and click **Filter** to filter persons as required.



 **Note**

When entering the card No., you can select **Read Card Number by Device** to select a device to read the card No. For details, refer to **Set Card Issuing Parameters** .

Manage Credentials



When adding a person, you can add the required credential information for the person. The supported credentials include normal cards, and special cards.

Steps

1. In the top left corner of the Client, select  → **All Modules** → **General** → **Person** .
2. On the adding or editing person page, click **Credential Management** under the profile picture to open the Add Credential pane.
3. In the Card area, click  , and then manually enter the card No. or swipe the card on devices (enrollment station, card enrollment station) to add normal cards.

 **Note**

- For manually entering, digits, letters, and the combination of digits and letters can be entered.
 - For swiping cards, you can read card information via the enrollment station, card enrollment station, or card reader. For details, see **Batch Issue Cards to Persons** .
-

A QR code will be generated automatically after adding a card and the icon  will appear in the top right corner of the card area when you enter the Add Credential page from the editing person page. You can click  to view and scan the QR code or click **Download** to download the QR code picture to the local storage for further operations.

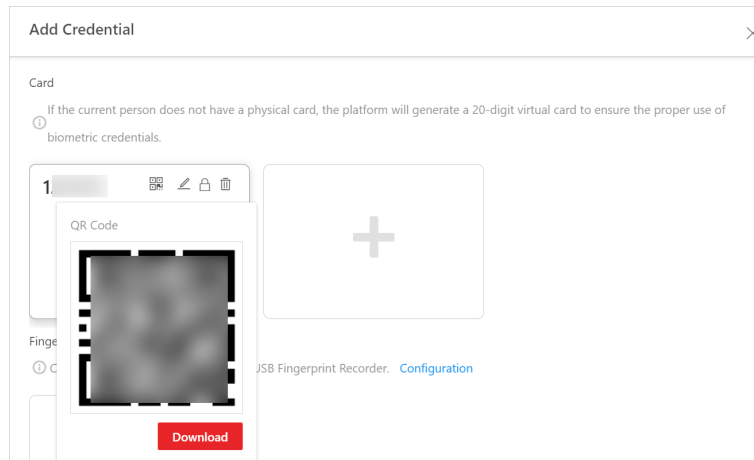



Figure 9-7 View QR Code of Card

4. Optional: Switch on **Special Credential** and then add special cards.


5. Optional: Perform the following operation(s).

Edit Card

Hover the cursor onto an added card, and then click  .

View and Download QR Code of Card

Delete Card

Hover the cursor onto an added card, and then click  .

6. Click **Save**.

9.4.2 Batch Add Persons by Template

You can batch add persons to the platform with the minimum effort by importing a template (an excel file) which contains the person information such as the names of the person group and the access levels.

Steps

1. In the top left corner of the Client, select  → **All Modules** → **General** → **Person** .

2. Click  → **Import by Template** .

Import by Template [Close]

Select File*

[File Selection Input] [Folder Icon]

[Download Template](#)

Replace Repeated Person

Auto Replace Card No.

i 1.If Replace Repeated Person is selected, the platform will replace the existing persons' information. Otherwise, importing persons with duplicate ID will fail.


2.If Auto Replace Card No. is selected, the platform will replace the existing person's card No. Otherwise, the card No. will not be changed.

3.Make sure you have created the corresponding information on the platform when editing person groups in a batch or customizing information.

4.File size cannot exceed 3 MB.

Import [Cancel]

Figure 9-8 Batch Add Persons by Template

3. In the pop-up window, click **Download Template** to save the template to your PC.
4. In the downloaded template, enter the person information following the rules shown in the template.
5. Click  , and then select the template from your PC.
6. **Optional:** Check **Replace Repeated Person** to replace the person information if the imported ID information is the same with that of the existing persons in the list.
7. **Optional:** Check **Auto Replace Card No.** to replace the card No. automatically if it already exists in the platform.
8. Click **Import** to start importing.

Note

- The importing process cannot be stopped once started.
 - You can batch issue cards to the persons by importing the template with card No. information.
-

The importing progress shows and you can check the results.

Note


You can export the person information that failed to be imported, and try again after editing.



9. **Optional:** After adding persons, perform the following operation(s).



Edit Person Click the person name to edit the person details.

Note


When editing the person's effective period, if you have issued temporary card(s) to the person, make sure the expiry date(s) of the person's temporary card(s) are within the effective period.


Delete Persons Check the person(s) and click  to delete the selected person(s).

Delete All Persons Hover the cursor onto  beside  , and then click **Delete All** to delete all persons.

Clear Profile Pictures Hover the cursor onto  beside  , and then click **Delete Profile Picture Only** to clear all the uploaded profile pictures.


Move Person Follow the steps below to move the persons to another person group. Once moved, the access levels and shift schedules of the selected persons will be changed.

- a. Select one or more persons, click  .
- b. Select the target person group to which the persons are about to be moved.
- c. Click **Move**.

Clear Access Levels Select one or more persons, click  to clear the access levels of the selected persons.

Note


The access levels of these persons cannot be restored once they are cleared.

Export Person Information Click  → **Export Person Information** to export all the added person information as a ZIP file to your PC. For information security, you need to set a password for decompressing the ZIP file.

 **Note**

You can check **Linked Access Levels** or **Linked Shift Schedules** to export the additional information at the same time.

Export Profile Pictures

Click  → **Export Profile Picture** to export the profile pictures of the added persons as a ZIP file to your PC. For information security, you need to set a password for decompressing the ZIP file.

 **Note**

To activate this function, you should go to **General** → **System Configuration** → **Security** → **Export Profile Pictures** page to check the **Export Profile Pictures**.

Filter Displayed Persons

Enter a person's full name, ID, or card No. and click **Filter** to filter persons as required.

 **Note**

When entering the card No., you can select **Read Card Number by Device** to select a device to read the card No. For details, refer to [***Set Card Issuing Parameters***](#).

9.4.3 Import Profile Pictures

You can add multiple persons' profile pictures to the persons in a person group. If you access the platform via the Web Client running on the FocSign server, you need to specify a path where the profile pictures are stored. If you access the platform via the Web Client running on other computers, you can import a ZIP file containing the profile pictures.

Steps

 **Note**

If the ID in the name of the profile picture is duplicate with the person's ID that already exists in the platform, the former will replace the latter. If the ID in the name of the profile picture doesn't exist in the platform, or the name of the profile picture only contains the person name, the platform will create a new person.

1. Name the profile pictures according to the person name or person ID.



Note

- The naming rule for profile pictures: First Name+Last Name_ID. At least one of first name and last name is required, and the ID is optional. For example, Kate+Smith_123.jpg; Kate_123.jpg; Smith_123.jpg.
- The pictures should be in JPG, JPEG, or PNG format.

-
2. **Optional:** If you access the platform via the Web Client running on the FocSign server, move these pictures into one folder and then compress the folder in ZIP format.
-

Note

The ZIP file should be smaller than 4 GB, or the uploading will fail.

-
3. In the top left corner of Home page, select  → **All Modules** → **General** → **Person** .
 4. Click  → **Import Profile Pictures** .
 5. Select the profile pictures.
 - If you access the platform via the Web Client running on the FocSign server, select a path where the profile pictures are stored.
 - If you access the platform via the Web Client running on other computers, select ZIP files containing the profile pictures.
-

Note

You can hold CTRL key and select multiple ZIP files. Each ZIP file should be no larger than 4 GB.

-
6. Select a person group from **Person Group**.
 7. **Optional:** Switch on **Verify Face Quality by Device** and then select a device for verifying the face quality.
 8. Click **Import** to start importing.

The importing progress shows and you can check the results.
 9. **Optional:** After importing profile pictures, click **Export Failure Details** to export an Excel file to the local PC and view the failure details.



9.4.4 Customize Additional Information

You can add additional information items as the options for configuring a person's basic information. The platform allows you to customize two types of additional information items: custom private information items and custom public information items. The former refers to private information such as the person's salary. The latter refers to public information such as the person's department and occupation. When an additional information item is added, it will be displayed as an configuration option on the Basic Information tab of the Add Person page.

Steps

Note

- You can customize up to 20 private information items and 20 public information items.
 - The system administrator can define whether a user has the permission to view the custom private information when setting permissions for a user (see **Add Role**). For information security, the system administrator needs to make sure the custom private information is only viewable to specific users.
-

1. In the top left corner of Home page, select  → **All Modules** → **General** → **Person**.
 2. Click  **Customize Additional Information** to enter the customizing addition information page.
 3. Click **Add**.
 4. Create a name for the item.
-

Note

You can enter up to 32 characters.

5. Select the type to restrict the format of the contents of the item.

Example

For example, if you select **General Text**, entering text information as the content of the item is required when adding a person. If you select **Date**, setting date as the content of the item is required when adding a person (see the figure below).

The screenshot shows the 'Add Person' interface with the 'Access Level' tab selected. A date picker is open over the 'time' field, showing a calendar for April 2021. The date 27 is highlighted in red. The form includes fields for PIN Code, Remark, Home Address, Salary, and time. A calendar icon is visible on the time field.

Figure 9-9 If You Select Date as the Type

6. Click **Save**.

7. **Optional:** Perform the following operation(s) if needed.

Edit Name Click to edit the name of the additional information item.

Delete Click to delete the additional information item.

Note

You cannot delete the additional information item linked with person information in the domain.

9.5 Person Self-Registration

If there are persons to be added to the system, you can generate a QR code for them to scan. After scanning the generated QR code by smart phone, the persons can enter their personal information (including profile) on Self-Registration page. If you have enabled Review Self-Registered Persons function, you need to review and approve their person information, otherwise they cannot be added to the system.


This function is applicable to circumstances like a company where there are a large amount of new employees to be added to the system. For example, you print the generated QR code for the new employees to scan. After scanning the QR code by smart phone, new employees will enter Self-Registration page to import their personal information.



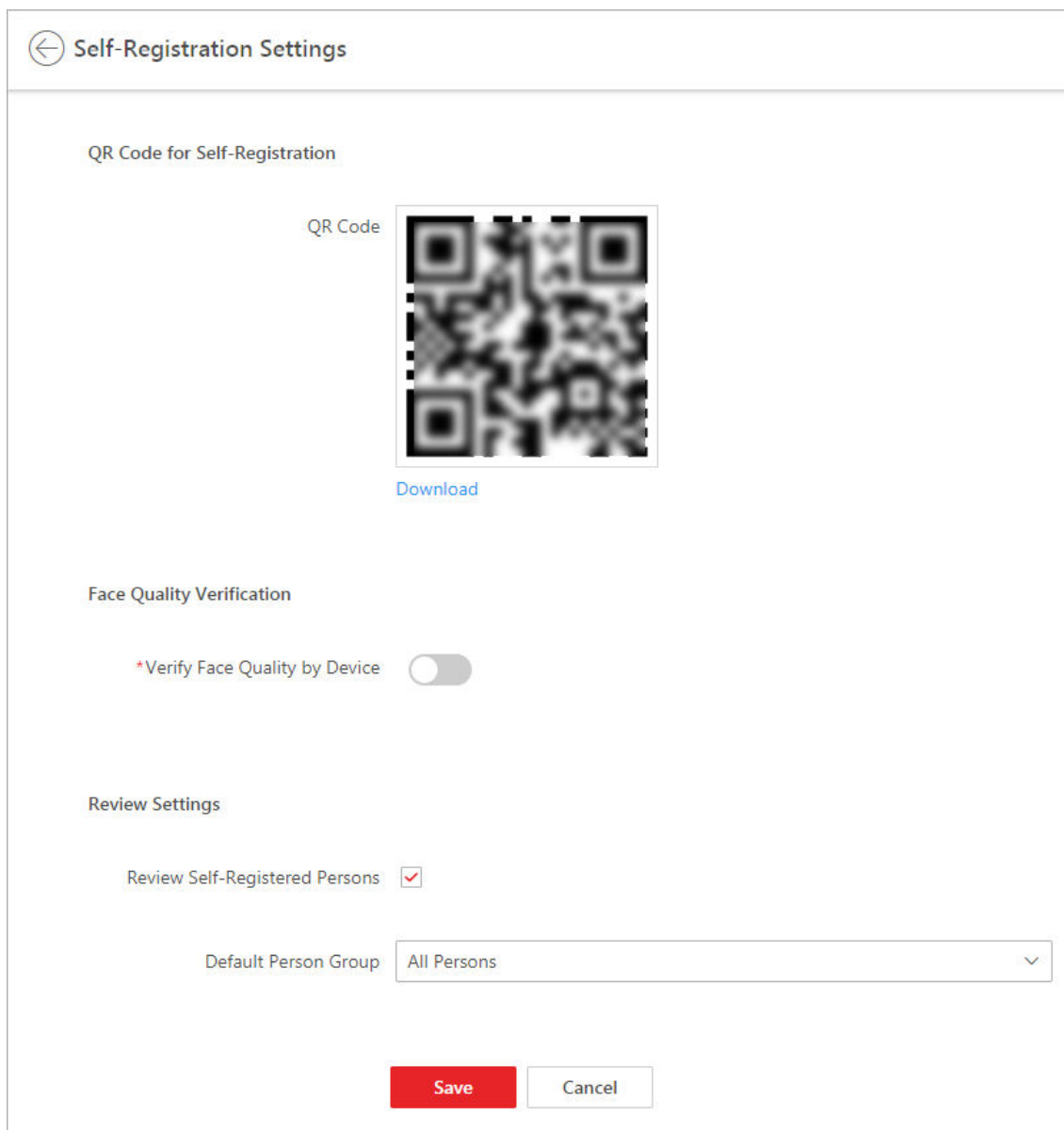
You should set self-registration parameters beforehand. See [***Set Self-Registration Parameters***](#) for details.

9.5.1 Set Self-Registration Parameters

Before starting self-registration, you need to set self-registration parameters. A QR code is necessary for the persons to register their information by themselves. Besides, you can configure face quality verification and person information review.

In the top left corner of Home page, select  → **All Modules** → **General** → **Person** , and click  beside  , and then click **Self-Registration Settings** to enter the Self-Registration Settings page.

1.



Self-Registration Settings

QR Code for Self-Registration

QR Code

Download

Face Quality Verification

*Verify Face Quality by Device

Review Settings

Review Self-Registered Persons

Default Person Group All Persons

Save Cancel

Figure 9-10 Self-Registration Settings

QR Code for Self-Registration

The platform will generate a QR code for you to download. After downloading the QR code, you can print it or send it to persons who are going to register.

Face Quality Verification

After the person uploads profile by a cellphone, the selected device will automatically start checking the profile's quality. If the profile picture is not qualified, the person will be notified. Only when the uploaded profile is qualified can the person register successfully. Otherwise, the person's information cannot be uploaded to the platform.

Review Self-Registered Persons

Set a default person group. Once the person information is registered, the person will be added to this group.

If you enable **Review Self-Registered Persons**, after registration, you need to review the person information on the Persons to be Reviewed page. After verification, the person will be added to the selected person group. See [***Review Self-Registered Person Information***](#) for details about how to review.

9.5.2 Scan QR Code for Self-Registration

If a person needs to register by self-service, the person should use a smart phone to scan the self-registration QR code to enter the Self-Registration page and enter person information. After registration, the person details will be uploaded to the platform for review.

Before You Start

The administrator can print the QR code or send the QR code to persons to scan. See [***Set Self-Registration Parameters***](#) about how to generate a self-registration QR code.

Steps

1. Use your smart phone to scan the self-registration QR code to enter the Self-Registration page.
2. Tap the profile frame to upload a face picture.


Note




- You can select a picture from your phone album, or take a photo by phone.
 - After uploading a profile, profile quality checking will automatically start. If the profile is not qualified, you will be notified. Only when the uploaded profile is qualified can you register successfully. Otherwise, your personal information cannot be uploaded to the platform. See [***Set Self-Registration Parameters***](#) for details about setting Face Quality Verification function.
-
3. Set your personal information, including name, ID, gender, email, phone number, etc.
 4. Enter the verification code.
 5. Tap **Save**.
 - If **Review Self-Registered Persons** function is enabled, wait for the review. If you are approved, you will be added to the platform. See [***Review Self-Registered Person Information***](#) about how to review.
 - If **Review Self-Registered Persons** function is disabled, the person information will be uploaded to the platform.

9.5.3 Review Self-Registered Person Information

If you have enabled **Review Self-Registered Persons** function when you set self-registration parameters, after the persons registered, their person information will be displayed on the Persons to be Reviewed page, and their status will be displayed as **To be Reviewed**. You should review their personal information to approve. After approving, they will be added to the target person group.

Steps

1. On the Home page, click **Person Management** → **Self-Registration** → **Persons to be Reviewed** .
2. **Optional:** Click  to filter registered persons by name, ID, gender, or status to quickly find your wanted persons.
3. Review the displayed person information and verify them.

Operations	Description
Approve Self-Registered Person Information	<p>If the self-registered person information is correct, approve the information to add the registered persons into the platform.</p> <ul style="list-style-type: none">• Select a registered person, and click  to approve the person.• Check multiple registered persons, and click Approve to approve them all.
Reject Self-Registered Person Information	<p>If there is something wrong or missing with the self-registered person information, reject the person and tell the person to register again with right information.</p> <ul style="list-style-type: none">• Select a registered person, and click  to reject the person.• Check multiple registered persons, and click Reject to reject them in a batch.
Delete Self-Registered Person Information	<ul style="list-style-type: none">• Select a registered person, and click  to delete the person from the Persons to be Reviewed list.• Check multiple registered persons, and click Delete to delete them all from the Persons to be Reviewed list.

Note

Approved persons will be added to the target person group; rejected persons will not be added to the target person group, but they will stay in the Persons to be Reviewed list.



9.6 Batch Issue Cards to Persons

The platform provides a convenient way to batch issue cards to multiple persons.

Steps

Note

- Up to 5 cards can be issued to one person.
 - You cannot issue cards to persons who have temporary cards.
-

1. In the top left corner of Home page, select  → **All Modules** → **General** → **Person** .
 2. Select persons to whom the cards will be issued.
 3. Hover the cursor onto  , and then click **Batch Issue Cards to Persons**.
 4. In the pop-up window, set the related parameters.
-

Note

For details about setting the card issuing mode and parameters, refer to [***Set Card Issuing Parameters***](#) .

5. Issue one card to one person according to the issuing mode you select.
 - If you set the issuing mode to **Card Enrollment Station**, place the card on the card enrollment station. The card number will be read automatically and the card will be issued to the first person in the list.
 - If you set the issuing mode to **Enrollment Station**, place the card on the enrollment station. The card number will be read automatically and the card will be issued to the first person in the list.
 - If you set the issuing mode to **Enter Manually**, enter the card number manually in the Card Number field. Press **Enter** key on the keyboard to issue the card to the person.
-

Note

You can check **Auto Increment Card Number** and enter a start card number to issue cards with incremental numbers to the selected persons in the list.

6. Click **Start** to start issuing cards.
 7. Repeat step 5 to issue the cards to the persons in the list in sequence.
-

Note


You cannot change the card issuing mode once you issue one card to one person.

8. Click **Save**.
-

9.7 Set Card Issuing Parameters

HikCentral FocSign provides multiple modes for issuing cards, including reading card numbers via devices (card enrollment stations or enrollment stations) and manually entering card numbers.

Steps

1. In the top left corner of the Client, select  → **All Modules** → **General** → **Person** .
 2. Open the card issuing settings window when managing credentials or batch issuing cards to persons.
-

- Open the window when managing credentials.
- Open the window when batch issuing cards to persons.
- Open the window when filtering persons in the person list.

Issuing Mode

Card Enrollment Station

Enrollment Station

Enter Manually

Card Format

Normal

Reading Frequency

Single

Card Encryption ⓘ

Disable

Audio

ON

OFF

Figure 9-11 Card Issuing Settings Window Opened when Batch Issuing Cards to Persons

3. Select an issuing mode and set the related parameters.

Card Enrollment Station

Connect a card enrollment station to the PC on which the Web Client runs. You can place the card on the card enrollment station to get the card No.

If you select this mode, you should set the card format and card encryption function.

Card Format

If the card is Wiegand card, select **Wiegand**. If not, select **Normal**.

Reading Frequency

If your card supports dual frequency (both IC and ID), select **Dual**. If not, select **Single**.



If you select **Dual**, you cannot set card encryption for the card.

Card Encryption

If you set **Normal** as the card format, you can enable the card encryption function and select section(s) to be encrypted for security purpose. After enabled, you should enable the card encryption in the access control device's configuration page to make card encryption effective.

Audio

Turn on or turn off the audio.

Enrollment Station

You can enroll the card number remotely via the enrollment station and copy back to the platform.

If you select this mode, you should set the required parameters below.

Access Mode

The access mode of the enrollment station. Click **Network** or **USB** from the dropdown list.

Access Protocol

The access protocol of the enrollment station. By default, the access protocol is SDK.

Device Address

The IP address of the enrollment station.

Device Port

The port number of the enrollment station.

User Name

The user name used to log in to the enrollment station.

Password

The password used to log in to the enrollment station.

Card Format

If the card is Wiegand card, select **Wiegand**. If not, select **Normal**.

RF Card Type

Select the needed card type(s), including EM card, M1 card, etc.



When selecting **M1 Card**, you can switch on **Card Encryption** and select section(s) if needed.

Enter Manually



This parameter is not available on the card issuing settings window opened when managing credentials and filtering persons in the person list.

If you select this mode, you need to manually enter the card number. You can check **Auto Increment Card Number** to enter a start card number to issue cards with incremental numbers to the selected persons in the list

4. Click **Save** (for Credential Management) or **Start** (for Batch Issue Cards to Persons).



9.8 Report Card Loss

If a person cannot find her/his card, he/she should contact the card issuer as quickly as possible and the card issuer should report card loss via Web Client immediately to freeze the access level of the lost card. The card issuer can issue a temporary card with effective period and access level to the person. When the card is found, the card issuer need to take back the temporary card and cancel the card loss report, and then the found card will be active again.

9.8.1 Report Card Loss

If a person cannot find her/his card, you can report card loss via the platform to freeze the access levels related to the card.

Steps

1. In the top left corner of the Client, select  → **All Modules** → **General** → **Person** .
2. **Optional:** On the Filter pane, click  and set more conditions to search for persons for whom you want to report card loss.
3. Click the name of the person in the person list to enter the basic information page, and then click **Credential Management** to expand the Add Credential panel.

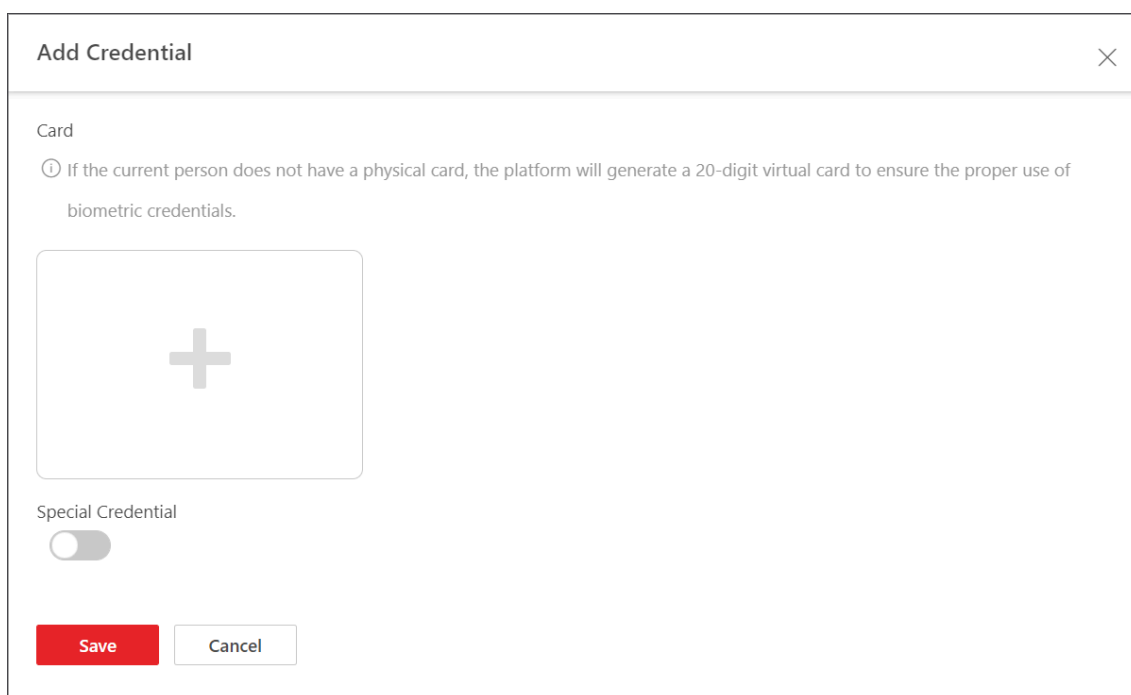




Figure 9-12 Add Credential Panel

4. In the Card area, move the cursor onto the lost card and then click .
5. Click **OK** to confirm the operation.
6. Click **Save**.

After you report card loss, the access levels of the lost card will be inactive.

7. **Optional:** Move the cursor onto the lost card and then click  to cancel the card loss report.

Note



You need to delete all the temporary cards before you can cancel the card loss report.


The card's access level will be active and the original biometric credentials will be linked to this card again.

9.8.2 Issue a Temporary Card to a Person

If a card is reported as loss, you can issue a temporary card to the person who loses the card. Once the temporary card is issued, other cards linked to this person will be inactive, and the biometric credentials linked to these inactive cards will be transferred to this temporary card.

Steps

1. In the top left corner of the Client, select  → **All Modules** → **General** → **Person** .
2. **Optional:** On the Filter pane, click  and set more conditions to search for the person to whom you want to issue the temporary card.
3. Click the name of the person in the person list to enter the basic information page.

4. Click **Credential Management** to open the Add Credential pane.
5. In the Card area, click  .
6. Click **OK** to confirm the operation.
7. Enter the card number.
8. Set the expiry date to define the time when the temporary card becomes invalid.

 **Note**



The expiry date of the temporary card should be within the effective period of the person (card owner). In other words, the expiry date cannot be later than the effective period. For details about setting or editing the person's effective period, see [Add a Person Manually](#) .

-
9. Click **Save**.

 **Note**

You can delete the temporary card for the person. Once the temporary card is deleted, the inactive cards of the person will restore to the active status, and their previously linked person information will also restore.




-
10. Perform the following operation(s) if needed.

Edit the Temporary Card	Move the cursor onto the temporary card, and then click  to edit the temporary card.
Delete the Temporary Card	Move the cursor onto the temporary card, and then click  .

9.8.3 Batch Cancel Card Loss

If the lost cards are found, you can batch cancel the card loss reports for multiple persons. After that, the cards' access levels will return to be active and the original biometric credentials will be linked to these cards again.

Steps

1. In the top left corner of Home page, select  → **All Modules** → **General** → **Person** .
2. **Optional:** On the Filter pane, click  and set more conditions to search for the persons for whom you want to cancel card loss reports.
3. Select the persons in the person list.
4. Move the cursor onto  , and then click **Cancel Card Loss**.
The persons' temporary cards will be deleted.




9.9 Manage Access Level

In access control, access level is a group of doors and floors. Assigning access level to persons, person groups, or access groups can define the access permission that which persons can get access to which doors and floors during the authorized time period.

9.9.1 Add Access Level

To define access permission, you need to add an access level to group the access points (doors and floors).

Steps

1. In the top left corner of Home page, select  → **All Modules** → **Attendance** → **Access Level** → **Manage Access Level** .
2. Click **Add** to enter the Add Access Level page.
3. Create a name for the access level.
4. **Optional:** Edit the description for the access level.
5. Select the access point(s) to add to the access level.
 - 1) In the **Available** list, select the access point(s) you want to add to the system and click  .
You can view your selection in the **Selected** list.
 - 2) **Optional:** In the **Selected** list, select the access point(s) that you no longer want to add to the system, and click  to undo selection.

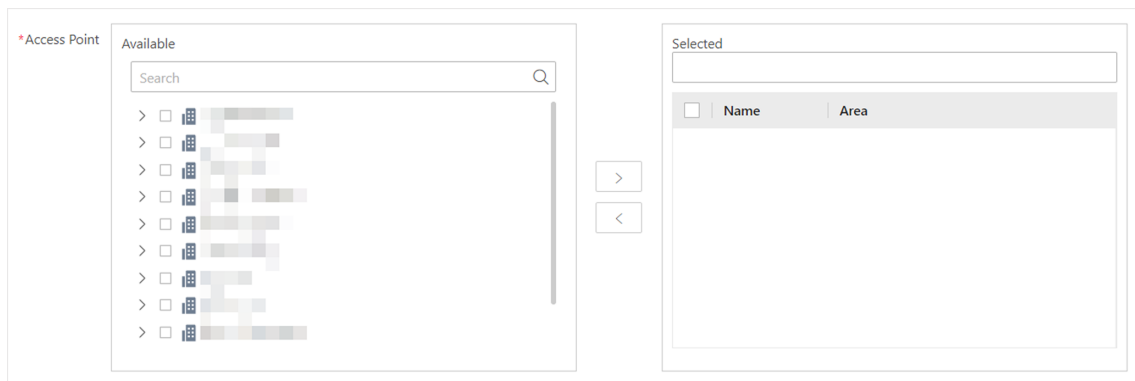


Figure 9-13 Select Access Points


6. Select an access schedule to define in which time period, persons are authorized to access the access points you select in the previous step.

Note

All default and custom access schedules are shown in the **Access Schedule** drop-down list. You can click **New Access Schedule Template** to customize a schedule. Or you can predefine access schedule templates. For details, refer to ***Configure Permission Schedule*** .

7. Click **Add** to add the access level and return to the access level management page.

8. Optional: Perform further operations on the added access level(s).

Edit Access Level	Click the name of an access level to view and edit its configurations.
Delete Access Level	Select an access level and click Delete to delete it.
Delete All Access Levels	Click  → Delete All to delete all access levels.

What to do next

You need to assign the access level to persons, so that the assignees can have the access to the access points in the access level according to the access schedule. For details, refer to [**Assign Access Level**](#).

9.9.2 Assign Access Level

You need to assign access levels to persons, so that the assignees can have the access to the access points in the access levels. You can assign an access level to multiple persons or assign multiple access levels to a person, person group, or access group.

Assign by Access Level

You can assign an access level to multiple persons so that the assigned persons can have the access to the access points in the access level.

Before You Start

- Make sure you have added access levels to the system. For details, refer to [**Add Access Level**](#).
- Make sure you have added persons to the system. For details, refer to [**Add Person**](#).

Follow the steps to assign an access level to persons.

Steps

1. On the navigation bar, select **Access Level** → **Assign by Access Level**.
2. Click on the access level that you want to assign to persons.

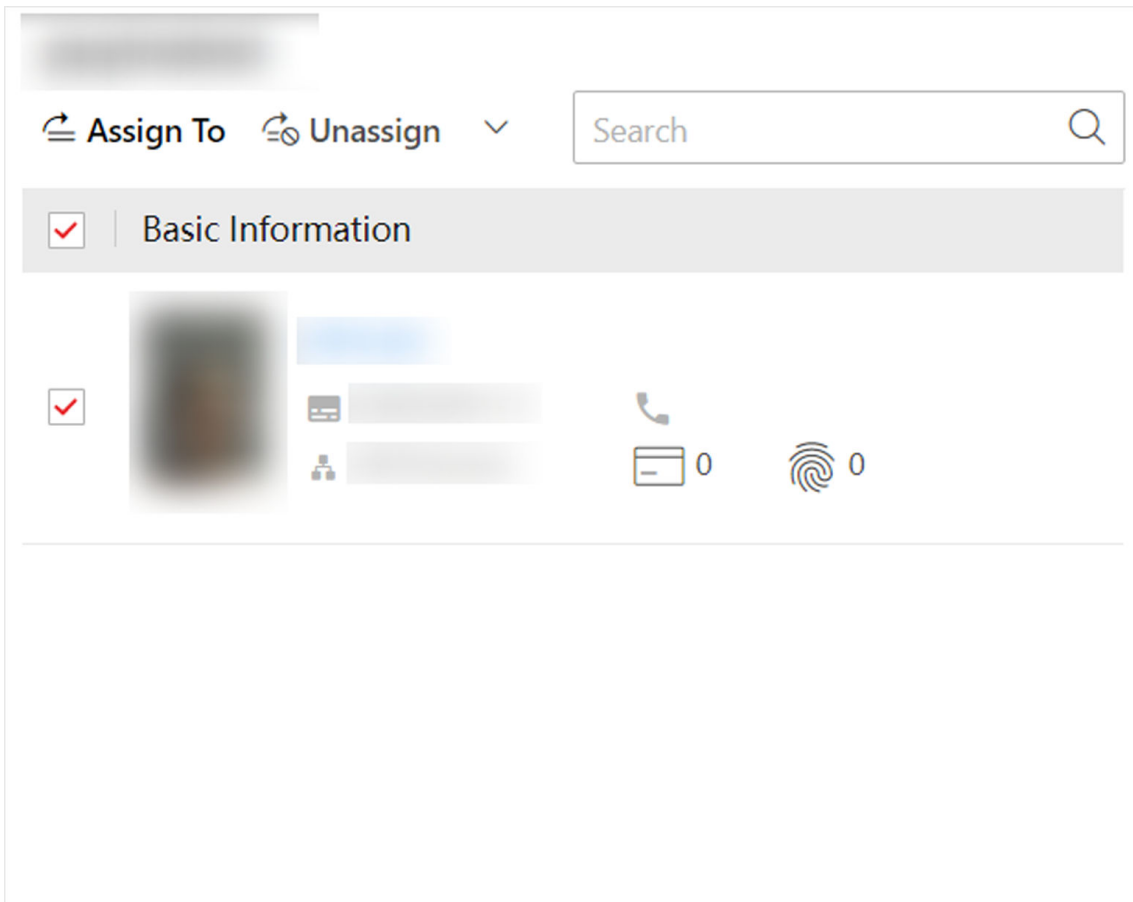



Figure 9-14 Assignee Panel

3. On the assignee panel, click **Assign To** to show person list.
4. Select the persons whom you want to assign the access level to and click **Add**.
5. **Optional:** To unassign a person from the access level, select the person and click **Unassign**. To unassign all, click **Unassign All**.

What to do next

After assigning the access levels, you should apply the settings to the device. Click  to manually applying access level settings to device. Refer to [***Manually Apply Access Level Settings to Device***](#) for details.

Assign by Person

You can assign access levels to persons, so that the assignees can have the access to the access points in the access levels.

Before You Start

- Make sure you have added persons to the system. For details, refer to [Add Person](#) .
- Make sure you have added access levels to the system. For details, refer to [Add Access Level](#) .

Follow the steps to assign one or more access levels to specific persons.

Steps

1. On the navigation bar, select **Access Level** → **Assign by Person** .
2. In the person group list, click a person group.
3. In the person information panel on the right, select the persons to whom you want to assign access levels.

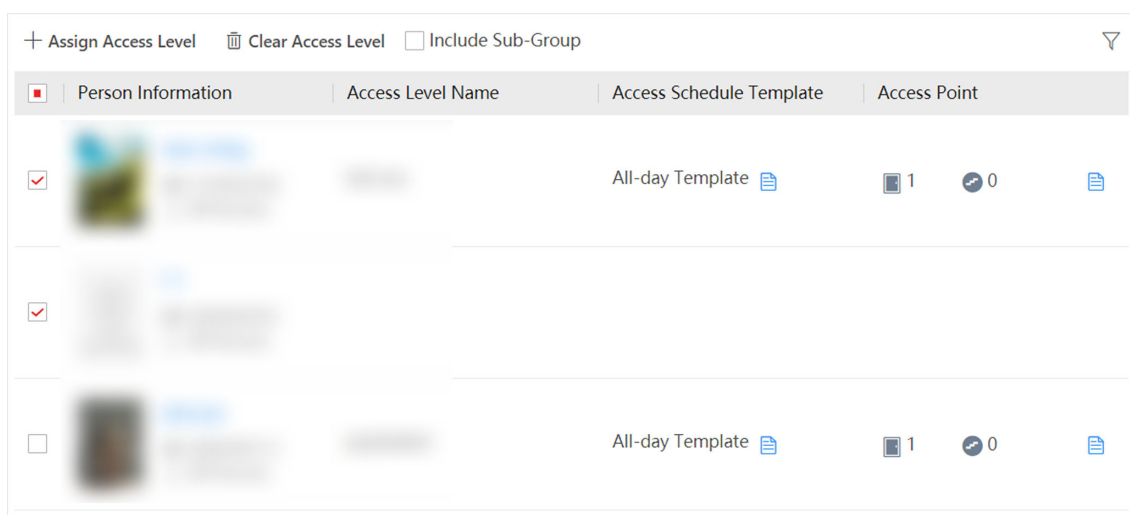



Figure 9-15 Person Information Panel

Note

You can click on person's name to view the details about the person.

4. Click **Assign Access Level**.
5. In the Assign Access Level panel, select the access levels that you want to assign to the selected persons.
6. Click **Add**.
7. **Optional:** To clear a person's access levels, select the person and click **Unassign**. For details, refer to [Clear Persons' Access Levels](#) .

What to do next

After assigning the access levels, you should apply the settings to the device. Click  to manually applying access level settings to device. Refer to [Manually Apply Access Level Settings to Device](#) for details.

Assign by Person Group


You can assign access levels to person groups, so that the persons in the person group can have the access to the access points in the access levels.

Before You Start

- Make sure you have added person groups and persons to the system. For details, refer to [Add Person](#) .
- Make sure you have added access levels to the system. For details, refer to [Add Access Level](#) .

Follow the steps to assign one or more access levels to specific person groups.

Steps

1. On the navigation bar, select **Access Level → Assign by Person Group** .
2. Do one of the following to assign access levels to person groups.
 - Assign access levels to each person group one by one.
 - a. In the person group list, click on a person group.
 - b. In the assigned access level panel on the right, click **Assign Access Level**.
 - c. In the Assign Access Level panel, select the access levels you want to assign to the selected person group.
 - d. Click **Add**.
 - Assign access levels to multiple person groups at a time.
 - a. Click  .
 - b. In the person group list, select the person groups where you want to assign access levels.


Note

Sub-groups are excluded from selection by default. To include all sub-groups of each person group, check **Select Sub-Groups**.


- c. In access level list, select the access levels you want to assign to the person groups.
- d. Click **Save**.

Note

After assigning access levels to a person group, you can still modify the access levels for each person in the group, and it will not affect the settings for the person group. For details, refer to [Assign by Person](#) .

3. **Optional:** To unassign an access level from the person group, select the access level and click **Unassign**. To unassign all access levels, click  → **Unassign All** .

What to do next

After assigning the access levels, you should apply the settings to the device. Click  to manually applying access level settings to device. Refer to [Manually Apply Access Level Settings to Device](#) for details.


Assign by Access Group

An access group is the group of persons who have the same access permission (In the specified time period, they have the permission to access the specified access points and floors). You can add the persons who have the same access permission to the same access group. For example, the employees in the same department should access the company gates during the working hours. The employees can be added to the same access group and be related to the access level which contains the access permission of the company gates. One or multiple access levels can be assigned to the access group, and the persons in the access group will get the permission to access all the access points in the access level(s).

Before You Start

- Make sure you have added persons to the platform. For details, refer to [Add Person](#) .
- Make sure you have added access levels to the platform. For details, refer to [Add Access Level](#) .

Steps


1. On the left panel of the Home page, select **Access Level → Assign by Access Group** .
2. Perform one of the following operations to enter the Add Access Group page.
 - Click  at the top of the access group list to enter the Manage Access Group page, and then click **Add** to enter the Add Access Group page.
 - If no access group is added to the access group list, click **Add Access Group** in the access group list to enter the Add Access Group page.

Add Access Group ✕

Group Name*

Group Member


+ Add 🗑 Delete

<input type="checkbox"/>	Person Name	ID	Person Group
 No data.			


Add Cancel

Figure 9-16 Add Access Group Page

3. In the **Group Name** field, enter the name of the access group.
4. In the **Group Member** area, click **Add** to open the person list, select the person(s) to be added to the access group.

5. Click **Add** to add the selected person(s) to the access group.
6. After configuration, click **Add** at the bottom.
7. Select an access group to assign access levels to.
8. Click **Assign Access Level** on the right.
9. In the Add Access Level page, select the access level(s) to be assigned to.
10. Click **Add**.
11. **Optional:** Unassign access level(s) from the access group.
 - In the assigned access level list, select the access level(s) and click **Unassign** to unassign the access level(s) from the access group.
 - In the assigned access level list, click  → **Unassign All** to unassign all access levels from the access group.

What to do next

After assigning the access levels, you should apply the settings to the device. Click  to manually applying access level settings to the device. Refer to [***Manually Apply Access Level Settings to Device***](#) for details.




9.9.3 Manually Apply Access Level Settings to Device

After setting access levels and assigning access levels to persons, person groups, or access groups, you need to apply the relations between persons and access points to the devices.

Before You Start

Make sure you have assigned access levels to persons in the system. For details, refer to [***Assign Access Level***](#).




Steps

1. In the top left corner of Home page, select  → **All Modules** → **Attendance** → **Access Level**.
2. Click **Assign by Access Level**, **Assign by Person**, **Assign by Person Group**, or **Assign by Access Group**.
3. Click  **Apply Access Level Settings**.
4. On the Apply Access Level Settings panel, select the persons to apply the access level settings.
 - To apply the access level settings of all persons, select **All Persons**.
 - To apply the access level settings of specific persons, select **Specified Persons**, click , select the persons, and click **Add**.
5. Select the access points to apply the persons' access level settings.
 - To apply the access level settings of all access points, switch off **Specified Access Point**.
 - To apply the access level settings of specific access points, switch on **Specified Access Point** and select the access points.
6. Apply access level settings to devices.
 - To clear all persons' access level configurations on the devices first and then apply the configurations in the platform to the devices, check **Apply (Initial)** and click **Apply**.

Note


- Only available when you select **All Persons** previously.
- During the initialization process, the devices will be offline, and persons cannot access these access points.

-
- To apply changed (newly added, edited, deleted) access level settings to the devices, uncheck **Apply (Initial)** and click **Apply**.

7. Optional: If persons' access level settings (such as linked access levels, person credentials, etc.) are changed or the applying process failed,  will appear next to  , indicating some access level settings are pending to be applied to the devices. You can hover the cursor over  to view the details.

9.9.4 Clear Persons' Access Levels

You can clear the access levels of persons so that they cannot access the access points in the access levels. For example, if there is no access record of certain persons entering or exiting for a long time, the administrator can clear their access levels to make sure the persons' credentials will not be misused.


In the top left corner of Home page, click  → **All Modules** → **Attendance** → **Access Level** → **Assign by Person** .

Select a person group to show all persons in the group. You can filter the target persons by setting search conditions.

Select the target persons and click **Unassign**.

Note

After clearing, the previous access level settings of the persons cannot be restored. You need to re-assign access levels for them again when needed.

After clearing the access level settings of the selected persons, these persons will be removed from the related access groups. You need to apply the access level settings of these persons to the devices to take effect. You can click **Apply Now** in the pop-up window to apply the settings immediately. Or click **Apply Later**. When ready, click  . For details, refer to ***Manually Apply Access Level Settings to Device*** for details.

After applying to the devices, the access level settings of the persons will be deleted on the devices.

9.10 Add Timetable


The timetable defines the detailed time rules for attendance, such as work time, break time, etc. According to the actual requirements, you can select normal shift or man-hour shift as timetable

type for further configuration and application, and then the employees need to follow the time rules to check in, check out, etc.

9.10.1 Add Break Timetables

Break timetables define the start/end time of breaks and the calculation method of break duration. You can create break timetables in advance and use them as templates when configuring break time in a timetable.

Steps

1. In the upper-left corner of Home page, select  → **All Modules** → **Attendance** → **Shift Settings**.
2. Select **Break Timetable** on the left.
3. Click **Add**.
4. Set parameters for the break timetable.

Name

Create a descriptive name for the break timetable, such as "Launch Break".

Start Time

Start time of the break.

Earliest Allowable Start Time

Flexible start time of the break. If a person checks out earlier than **Earliest Allowable Start Time**, the check-out will not be counted as the break start time and no break will be recorded.

End Time

End time of the break.

Latest Allowable End Time

Flexible end time of the break. If a person checks in later than **Latest Allowable End Time**, the check-in will not be counted as the break end time.

Break Duration Calculation Mode

Method for counting the duration of a break.

Period

Fixed duration. The actual break start/end time of persons will only be recorded but not be used to calculate the duration of breaks.

Break Duration

Set the duration of the break.

Must Check

Actual duration calculated by the check-out time and check-in time.

In **Count Early/Late Return**, you need to choose to count early or late return time **By Duration** or **By Time Point**.

By Duration

When the actual break duration (end time minus start time) is shorter than or longer than the specified duration, it will be counted as early or late return.

By Time Point

When the actual return time is earlier than or later than the specified end time, it will be counted as early or late return.

You also need to set the threshold and the attendance status for the early/late return time.

If early/late for

Threshold for counting the early/late return time.

Mark as

Choose to count the remaining time of a early return as overtime or the exceeded time of a late return as late, early leave, or absent.

If you do not want to count the early/late return time, set it to **Normal**.

Set Calculation Mode

Switch on to set the calculation method of break duration.

Calculated by

First In & Last Out: Only count and calculate the duration of the first and last check-in/out records during the start/end time of the break.

Each Check-In/Out: Count each check-in/out record during the start/end time of the break and calculate the total duration. You need to set a minimum interval in **Min. Interval** to filter out repeated check-in/outs.

Enable T&A Status on Device

Check to record the T&A status on the attendance check devices.

Uncheck to discard the T&A status on the devices and only record the person information and check-in/out time.



Note

To configure the rule of T&A status on device, see [***Customize Attendance Status on Device***](#) for details.

5. Optional: Perform further operations after adding the break timetable.

Edit Break Timetable Click on the name of a break timetable to edit it.

Delete Break Timetable Select the break timetables you want to delete and click **Delete** to delete them.


What to do next

Use the break timetable to set the break time in a timetable. See [***Add Timetable for Normal Shift***](#) or [***Add Timetable for Man-Hour Shift***](#).

9.10.2 Add Timetable for Normal Shift

Normal shift is usually used for the attendance with fixed schedule. The employees should check in before the start-work time and check out after the end-work time. Otherwise, their attendance status will be late, early leave, or absent. You can add the timetable for normal shift to define the detailed rules (e.g., start-work time, end-work time, late rule, valid check-in/out time, break time, etc.), in order to monitor employees' working hours and attendance.

Steps

1. In the top left corner of Home page, select  → **All Modules** → **Attendance** → **Shift Settings**.
2. Click **Timetable** on the left to enter the timetable management page.
3. Click **Add**.
4. In **Basics**, set the following parameters.

Name

Create a descriptive name for the timetable.

Color

Click on the **Color** field and set the color for the timetable. Different colors represent the corresponding timetables when drawing for Shift Schedule in time bar.

Set Calculation Mode

Switch on to set the calculation method of work duration.

Calculated by

First In & Last Out: Only count and calculate the duration of the first and last check-in/out records within the valid check-in/out period.

Each Check-In/Out: Count each check-in/out record within the valid check-in/out period and calculate the total duration. You need to set a minimum interval in **Min. Interval** to filter out repeated check-in/out records.

Enable T&A Status on Device

Check to record the T&A status on the attendance check devices.

Uncheck to discard the T&A status on the devices and only record the person information and check-in/out time.



Note

- If a break timetable in the timetable is not enabled with T&A Status on Device, it will be enabled if you enable this function for the timetable.

If a break timetable in the timetable is already enabled with T&A Status on Device, this setting will not change even if you disable the function for the timetable.

- To configure the rule of T&A status on device, see [***Customize Attendance Status on Device***](#) for details.

5. In **Attendance**, select **Normal Shift** as the timetable type.

6. Set the detailed rules for work time and check-in/out.

Scheduled Work Time

Range of the scheduled work time, including start-work time and end-work time.

Valid Check-In Period

If the employee does not check in during the valid check-in period, the check-in will not be recorded and the attendance status will be absent or late depending on the absence settings.

Valid Check-Out Period

If the employee does not check out during the valid check-out period, the check-out will not be recorded and the attendance status will be absent or early leave depending on the absence settings.

Min. Work Hours

Employees' work duration in one day must be longer than minimum work hours. Otherwise, the attendance status will be absent.

Flexible Mode

Allow Late/Early Leave

The employees are allowed to arrive late or leave early for a specific period of time.

For this mode, you need to set the allowable time for late and early leave. If an employee checks in/out within the period after the start-work time or before the end-work time, the attendance status will be **Normal**.

For example, if the start-work time is set to 09:00:00, and the late allowable duration is 30 minutes, and the employee checks in at 09:15:00, the attendance status will be **Normal**.

Flexible Period

Flexible period allows employees to extend their start-work time and end-work time.

For this mode, you need to set the flexible duration, which defines the extended duration for both start-work time and end-work time. If the total late and early leave time is within the flexible duration, the attendance status will be **Normal**.

For example, if the scheduled work time is set to 09:00:00 to 18:00:00, and the flexible duration is 30 minutes, and the employee checks in at 09:15:00, and checks out at 18:15:00, the attendance status will be **Normal**.

7. In **Break Time**, click **Add** to select the break timetables to define the break time in the timetable.

Note

- You can click **Add New** to create a new break timetable. See details in [Add Break Timetables](#) .
- Check **Count Break Time in Work Hours** to include the break time into work hours.

8. **Optional:** In **Timetable Overview**, view the timetable in a timeline.

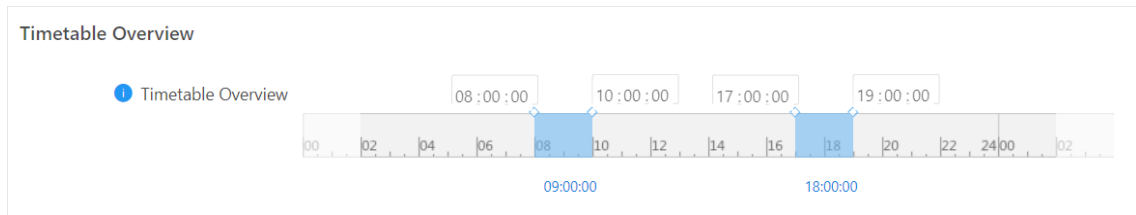


Figure 9-17 Timetable Overview

Note

You can drag the timeline to the left or right.

9. **Optional:** Switch on **Absence Settings** to set a different absence rule instead of using the general absence rule.

Note

See details about setting a general absence rule in [Define Absence](#) . You can also refer to this topic for explanations for the parameters in the absence rule.

10. Click **Add** to save the timetable, or click **Add and Continue** to continue adding another timetable.


What to do next

Use the timetables to define the work schedule on each day in a shift. For more details, refer to [Add Shift](#) .

9.10.3 Add Timetable for Man-Hour Shift

Man-hour shift is usually used for the attendance with flexible schedule. It does not require a strict check-in time and check-out time and only requires that the employees' work hours are longer than the minimum work hours.

Steps

1. In the top left corner of Home page, select  → **All Modules** → **Attendance** → **Shift Settings** .
2. Click **Timetable** on the left to enter the timetable management page.
3. Click **Add**.
4. In **Basics**, set the following parameters.

Name

Create a descriptive name for the timetable.

Color

Click on the **Color** field and set the color for the timetable. Different colors represent the corresponding timetables when drawing for Shift Schedule in time bar.

Set Calculation Mode

Switch on to set the calculation method of work duration.

Calculated by

First In & Last Out: Only count and calculate the duration of the first and last check-in/out records within the valid check-in/out period.

Each Check-In/Out: Count each check-in/out record within the valid check-in/out period and calculate the total duration. You need to set a minimum interval in **Min. Interval** to filter out repeated check-in/out records.

Enable T&A Status on Device

Check to record the T&A status on the attendance check devices.

Uncheck to discard the T&A status on the devices and only record the person information and check-in/out time.



Note

- If a break timetable in the timetable is not enabled with T&A Status on Device, it will be enabled if you enable this function for the timetable.
If a break timetable in the timetable is already enabled with T&A Status on Device, this setting will not change even if you disable the function for the timetable.
- To configure the rule of T&A status on device, see **Customize Attendance Status on Device** for details.

5. In **Attendance**, select **Man-Hour Shift** as the timetable type.

6. Set the rules for work time and check-in/out.

Valid Check-In/Out Period

If the employee does not check in/out within the valid check-in/out period, the check-in/out will not be recorded and the attendance status will be late or absent.

Min. Work Hours

Employees' work duration in one day must be longer than minimum work hours. Otherwise, the attendance status will be absent.

7. In **Break Time**, click **Add** to select the break timetables to define the break time in the timetable.



Note

- You can click **Add New** to create a new break timetable. See details in **Add Break Timetables**.
- Check **Count Break Time in Work Hours** to include the break time into work hours.

8. **Optional:** In **Timetable Overview**, view the timetable in a timeline.

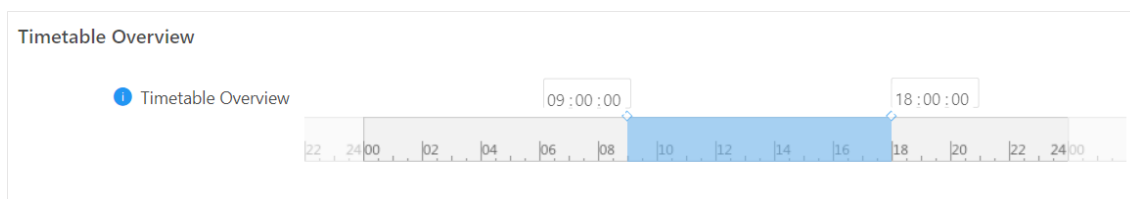


Figure 9-18 Timetable Overview

Note

You can drag the timeline to the left or right.

9. Click **Add** to save the timetable, or click **Add and Continue** to continue adding another timetable.

What to do next

Use the timetables to define the work schedule on each day in a shift. For more details, refer to [Add Shift](#).


9.11 Add Shift

Shift is the time arrangement for employees. Shifts can be assigned to employees to regulate their duties. You can adopt one or multiple timetables in one shift.

Before You Start

Make sure you have added timetables. See details in [Add Timetable for Normal Shift](#) or [Add Timetable for Man-Hour Shift](#).

Steps

1. In the top left corner of Home page, select  → **All Modules** → **Attendance** → **Shift Settings**.
2. Click **Shift** on the left to enter the shift management page.
3. Click **Add**.
4. Set the shift's basic information, including creating a descriptive name and editing its description.
5. **Optional:** Select another shift from the drop-down list of **Copy from** field to copy the shift information to the current shift.
6. Set the shift's repeating pattern.

Week

The shift will repeat every 1 to 52 weeks based on your selection. If you select 2 or more weeks, you need to set the start week.

Day

The shift will repeat every 1 to 31 days based on your selection. You need to set a start date to define when the shift starts.

Month

The shift will repeat every 1 to 12 months based on your selection. If you select 2 or more months, you need to set the start date.

7. Select Normal Shift or Man-Hour Shift as the shift type.

The corresponding timetables of normal shift or man-hour shift will be displayed.

8. Select a timetable and click on the table below to apply the timetable on each day.



- For **Normal Shift**, you can apply more than one timetable in one day which requires the employees to check in and check out according to each timetable. The start and end work time and the valid check-in and out time in different timetables can not be overlapped.
 - You can use up to 8 different timetables in one shift.
-

9. Select a general calculation mode for the shift.



You can set a unique calculation mode for each timetable in the timetable settings page. General calculation mode only applies to the timetables without a calculation mode.

Calculated by

First In & Last Out: Only count and calculate the duration of the first and last check-in/out records within the valid check-in/out period.

Each Check-In/Out: Count each check-in/out record within the valid check-in/out period and calculate the total duration. You need to set a minimum interval in **Min. Interval** to filter out repeated check-in/outs.

Enable T&A Status on Device

Check to record the T&A status on the attendance check devices.

Uncheck to discard the T&A status on the devices and only record the person information and check-in/out time.



- If a timetable in the shift is not enabled with T&A Status on Device, it will be enabled if you enable this function for the shift.
If a timetable in the shift is already enabled with T&A Status on Device, this setting will not change even if you disable the function for the shift.
 - To configure the rule of T&A status on device, see **Customize Attendance Status on Device** for details.
-

10. Optional: Switch on **Enable Overtime** set a different overtime rule instead of using the general overtime rule.

 **Note**

See instructions on setting a general overtime absence rule in [Configure Overtime Parameters](#) . You can also refer to this topic for explanations for the parameters in the overtime rule.

11. Click **Add** to finish adding the shift.

What to do next

Assign shift to persons or person groups. See details in [Assign Shift Schedule to Person](#) or [Assign Shift Schedule to Person Group](#) .

9.12 Manage Shift Schedule

Shift schedule is used to specify the persons and effective periods during which the persons perform their duties following the attendance rule defined in the shift. After setting the shift, you need to assign it to the person group or persons, or add a temporary schedule, so that it will calculate the attendance records for persons according to this shift schedule.

9.12.1 Shift Schedule Overview

The shift schedule overview shows the shift schedule information of each person in the person group. You can also view the detailed schedule of one person for each day in one month.

Select **Attendance Configuration** → **Shift Schedule** → **Shift Schedule Overview** to enter the shift schedule overview page.

Select a person group on the left, you can view the schedule information about every person in the person group.

Click the person name to enter the detailed schedule of this person for each day in one month, such as effective period, shift name, and so on. You can click **Edit** or **Delete** to edit the shift schedule or delete the shift schedule.

 **Note**

If any shift is not assigned to the person, you can click **Set Shift Schedule** to assign a shift to him/her.

9.12.2 Assign Shift Schedule to Person

You can add a person shift schedule and assign a shift to one or more persons, so that it will calculate the attendance records for the persons according to this shift schedule.


Before You Start

Make sure you have added the person(s) and the shift. For details, refer to [Add Person](#) and [Add Shift](#) .

Steps

Note

The person schedule has the higher priority than person group schedule.

1. In the top left corner of Home page, select  → **All Modules** → **Attendance** → **Shift Schedule** .
2. Click **Assign to Person** on the left to enter the person shift schedule management page.
3. **Optional:** Select a person group on the left, enter keywords in text field, or check **Include Sub-Group** to filter the persons.
4. Select the persons you want to assign the shift to.
5. Click **Set Shift Schedule** to enter the Set Shift Schedule page.
6. Set required parameters.

Effective Period

Within the period you set, the shift is effective.

Check-In Not Required

Persons in this schedule do not need to check-in when they come to work.

Check-Out Not Required

Persons in this schedule do not need to check-out when they end work.

Effective for Overtime

The persons' overtime will be recorded for this schedule.

7. Select a shift to be assigned.
-

Note

You can click **Add New** to assign another shift to the person(s). The person(s) can check in/out in any of the timetables which are applied in the shifts and the attendance will be effective.

8. Click **Save**.


9.12.3 Assign Shift Schedule to Person Group

After setting the shift, you need to assign it to the person group so that it will calculate the attendance records for persons in the person group according to this shift schedule.


Before You Start

Make sure you have added person groups, persons, and shifts. For details, refer to [***Add Person Groups***](#) , [***Add Person***](#) , and [***Add Shift***](#) .

Steps

1. In the top left corner of Home page, select  → **All Modules** → **Attendance** → **Shift Schedule** .
2. Click **Assign to Person Group** on the left.
3. Do one of the following to set the shift schedule.

Assign One by One On the left, select a person group you want to assign shift to, and switch on **Set Shift Schedule**.

Batch Assign Click  to open the Set Shift Schedule panel. Select the person groups.

4. Set schedule parameters.

Effective Period

The shift is effective within the period you set.

Check-In Not Required

Persons in the person group(s) in this schedule do not need to check in when they arrive.

Check-Out Not Required

Persons in the person group(s) in this schedule do not need to check out when they leave.

Effective for Overtime

The overtime of the persons in the person group(s) in this schedule will be recorded.

5. Select a shift for the person group(s) you select.



Note

- You can click **View** to preview the shift.
- You can click **Add New** to assign another shift to the persons in the person group(s). The persons can check in/out in any of the timetables which are applied to the shifts and the attendance will be effective.

6. Click **Save**.

9.12.4 Add Temporary Schedule

You can add a temporary schedule for the person and the person will be assigned with the shift schedule temporarily. You can also view and edit the temporary schedule details.

Before You Start

You should have added the person(s) and the shift. For details, refer to [Add Person](#) and [Add Shift](#) .

Steps



Note

The temporary schedule has the higher priority than other schedules.

-
1. Click **Attendance Configuration → Shift Schedule** .
 2. Click **Temporary Schedule** tab to enter the temporary schedule page.
 3. Click **Add** to enter adding temporary schedule page.
 4. Set required parameters.

Name

Customize a name for the schedule.

Effective Period

Within the period you set, the shift is effective.

Check-In Not Required

Persons in this schedule do not need to check-in when they come to work.

Check-Out Not Required

Persons in this schedule do not need to check-out when they end work.

Effective for Overtime


The persons' overtime will be recorded for this schedule.

5. Select a shift to be assigned.



Note

You can click **Add New** to assign another shift to the person(s). The person(s) can check in/out in any of the timetables which are applied in the shifts and the attendance will be effective.

6. Click  to select the person(s) you want to assign the shift to.
7. Click **Save**.


9.13 Configure Attendance Parameters

You can configure the attendance parameters, including the weekends, absence rule, overtime parameters, attendance check point, leave type, etc.

9.13.1 Add Attendance Check Point

You can set the access points (or linked card readers), cameras which support facial recognition (such as DeepinView series camera, and the camera connected with DeepinMind series NVR), or terminals as attendance check points, so that the check-in/out by credentials (such as swiping card on the access point's card reader, or face detected by the (linked) camera) will be valid and will be recorded.

Steps

1. In the upper-left corner of Home page, select  → **All Modules** → **Attendance** → **Basic Settings**.
2. Click **Attendance Check Point** on the left to enter the attendance check point management page.
3. Click **Add**.
4. Select the type of the attendance check point.

Check-In & Out

The attendance records of check-in or check-out on the attendance check point are both valid.

Check-In Only

The attendance records of swiping card or face recognition on the attendance check point will be only calculated as check-in. Persons cannot check out on this check point.

Check-Out Only

The attendance records of swiping card or face recognition on the attendance check point will be only calculated as check-out. Persons cannot check in on this check point.

5. Select the resources (digital signage screens).

6. Click **Add**.

The selected resources will be displayed in the attendance check point list.

7. Perform the following operations.

Change Check Point's Type	For the added attendance check points, you can select one or more items and click Set as Check-In Only , Set as Check-Out Only , or Set as Check-In/Out from drop-down list to change the current type to another.
----------------------------------	---

Delete Check Point	To delete the added attendance check point, select the added attendance check point(s) and click Delete .
---------------------------	--

Note

If the attendance check point is deleted, the attendance records on this attendance check point will be deleted as well, and it will affect the persons' attendance results for the days on which the attendance data haven't been calculated.

9.13.2 Define Weekends

Different countries or regions adopt different weekend convention. HikCentral FocSign provides weekends definition function. You can select one or more days of week as the weekends according to actual situation.

In the top left corner of Home page, select  → **All Modules** → **Attendance** → **Basic Settings** → **General Rule** .

In the Weekend Settings area, select the day(s) of week from Monday to Sunday. The attendance data of the selected date(s) will be calculated with the weekend rule.

9.13.3 Define Absence

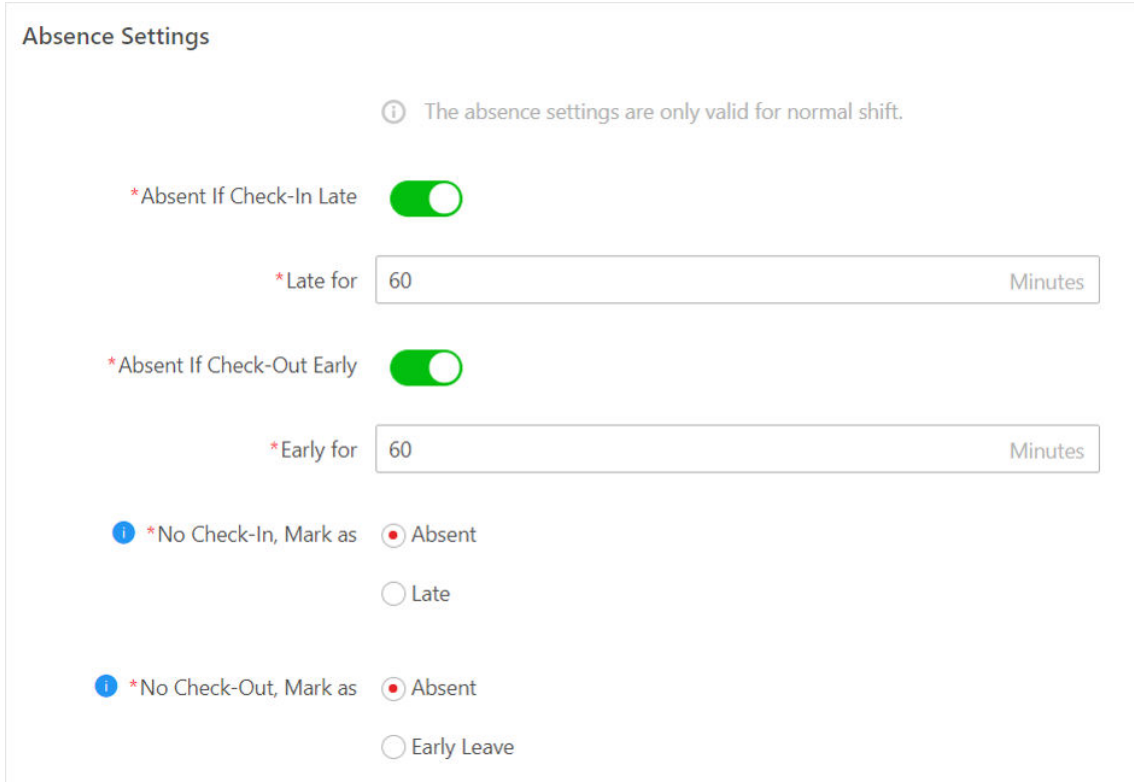
You can define a global rule for absence. When the employee's attendance conforms to the absence rule, the attendance record will be marked as absent or other status you define.

In the top left corner of Home page, select  → **All Modules** → **Attendance** → **Basic Settings** → **General Rule** .


In the Absence Settings area, you can define the absence rules.

Note

The absence settings are only valid for normal shift.



Absence Settings


 The absence settings are only valid for normal shift.

*Absent If Check-In Late

*Late for Minutes

*Absent If Check-Out Early

*Early for Minutes

 *No Check-In, Mark as Absent
 Late


 *No Check-Out, Mark as Absent
 Early Leave

Figure 9-19 Absence Settings

Set Absence Rule for Check-In

Switch on **Absent If Check-In Late** and set a tolerant threshold in **Late for**. When the employee's check-in time minus scheduled start work time is longer than the **Late for** value, the employee's attendance status on that day will be marked as Absent.

In **No Check-In, Mark as**, specify an attendance status when a person does not check in or fails to check in within the valid check-in period. If you select **Late**, you need to set a fixed late duration. For example, if the scheduled start work time is 9:00, valid check-in period is 6:00-12:00 (defined in Timetable - Attendance), **Late for** is set to 60 minutes, and **No Check-In, Mark as** is set to **Absent**, the attendance status of an employee will be:

- Normal, if the employee checks in between 6:00 and 9:00.

Note

You can set overtime rules to count the extra hours before scheduled start work time as overtime. See details in [Configure Overtime Parameters](#).

- Late, if the employee checks in between 9:01 and 9:59.
- Absent, if the employee checks in after 10:00 or does not check in.

Set Absence Rule for Check-Out

Switch on **Absent If Check-Out Early** and set a tolerant threshold in **Early for**. When the scheduled end work time minus employee's check-out time is longer than the **Early for** value, the employee's attendance status on that day will be marked as Absent.

In **No Check-Out, Mark as**, specify an attendance status when a person does not check out or fails to check out within the valid check-out period. If you select **Early Leave**, you need to set a fixed late duration.

For example, if the scheduled end work time is 18:00 and valid check-out period is 16:00-21:00 (defined in Timetable - Attendance), and **Early for** is set to 60 minutes, the attendance status of an employee will be:


- Absent, if the employee checks out before 17:00 or does not check out.
- Early Leave, if the employee checks out between 17:01 and 17:59.
- Normal, if the employee checks out between 18:00 and 21:00.

Note

You can set overtime rules to count the extra hours after scheduled end work time as overtime. See details in [Configure Overtime Parameters](#).

9.13.4 Configure Authentication Mode

You can configure authentication modes, including card and face. After setting authentication mode, you can get attendance records of the configured authentication mode and calculate attendance data of the configured authentication mode.

In the top left corner of Home page, select  → **All Modules** → **Attendance** → **Basic Settings** → **General Rule**.

Switch on **Customize Authentication Mode**, and select card or/and face as the authentication mode.


Note

This function requires device capability.

9.13.5 Set Auto-Calculation Time of Attendance Results

Attendance results calculation refers to calculating the attendance status and duration according to persons' check-in/out records. You can set an auto-calculation time so that the platform will calculate the attendance results for all persons at a specific time every day.


Steps

1. In the top left corner of Home page, select  → **All Modules** → **Attendance** → **Basic Settings** → **General Rule** .
2. In the Auto-Calculate Attendance area, select a time in **Calculate at**.
3. Click **Save**.

9.13.6 Configure Attendance Result Accuracy

You can control the degree of accuracy of each attendance statistic data, such as late duration, break duration, overtime duration, and actual work hours.

Steps

1. In the top left corner of Home page, select  → **All Modules** → **Attendance** → **Basic Settings** → **General Rule** .
2. In the Advanced Settings area, set the parameters for each attendance statistics type in **Attendance Result Accuracy**.

Min. Unit

Set the minimum unit for the result item.

You can set the minimum unit to 1 Minute, 0.5/1 Hour, or 0.5/1 Day.

Rounding

Rounding means replacing the number with a neighboring value that fits the minimum unit.

You can choose to round up, round down, or round to the nearest value.

Display Format

Choose the display format of the time.

Example

For example, you set **Min. Unit** to 0.5 Hour, set **Rounding** to Round Up, and set **Display Format** to HH:MM.


- If the actual duration is 1 to 30 minutes, the statistic data displayed will be *0h30min*.
 - If the actual duration is 31 to 60 minutes, the statistic data displayed will be *1h0min*.
3. Click **Save**.

You can see the attendance results according to your accuracy settings in attendance records or attendance reports.

9.13.7 Configure Overtime Parameters

Overtime is the amount of time a person works beyond scheduled work hours. You can configure parameters, including work hour rate, overtime level, and attendance status for overtime, for workdays, weekends, and holidays.

Steps

1. In the upper-left corner of Home page, select  → **All Modules** → **Attendance** → **Basic Settings** .
2. Select **Overtime** on the left to enter the overtime settings page.
3. Set **Work Hour Rate** for each overtime level (work hours = work hour rate × actual overtime).

Note

When a person works outside the scheduled work time on workdays, the person will reach different overtime level: overtime level 1, overtime level 2 and overtime level 3. You can set different work hour rates for three overtime levels.

Example

For example, a person's actual overtime is 1 hour (in overtime level 1), and the work hour rate of overtime level 1 is set to 2.50, so the work hours will be calculated as 2.50 hours.

4. In the Overtime in Workdays area, switch on **Calculate Overtime** to set the calculation mode of overtime duration on workdays.

Calculation Mode

Select a calculation mode.

By Total Work Hours

Overtime is calculated according to the extra work hours that exceed the required work hours.

OT Duration Calculation Mode

Select a method for overtime duration calculation.

Fixed

Overtime duration is fixed regardless of the actual overtime. You need to set a fixed duration in the **Overtime Duration** field.

Actual

Count the actual duration of the overtime. You need to set a minimum threshold for a valid overtime.

For example, if you set the threshold to 60 minutes:

- Overtime duration is 0 if a person works for 59 minutes longer than the required work hours;
- Overtime duration is 61 if a person works for 61 minutes longer than the required work hours.

By Time Points

Overtime duration is calculated according to the extra work hours earlier than start-work time or later than end-work time in one day.

You can enable **Count Early Check-In as OT** and **Count Late Check-Out as OT** to set the overtime duration calculation mode respectively.

OT Duration Calculation Mode

Select a method for overtime duration calculation.

Fixed

Overtime duration is fixed regardless of the actual overtime. You need to set a fixed duration in the **Overtime Duration** field.

Actual

Count the actual duration of the overtime. You need to set a minimum threshold for a valid overtime.

For example, if you set **Earlier than Check-In Time for Mark as Valid Overtime** to 30 minutes, and the start-work time is 9:00:

- Overtime duration is 0 if a person checks in at 8:31;
- Overtime duration is 31 if a person checks in at 8:29.

Overtime Level Settings

Select the overtime levels and drag on the time slot to set the range of the selected overtime levels. The total work hours will be calculated according to the work hour rate of each overtime level.

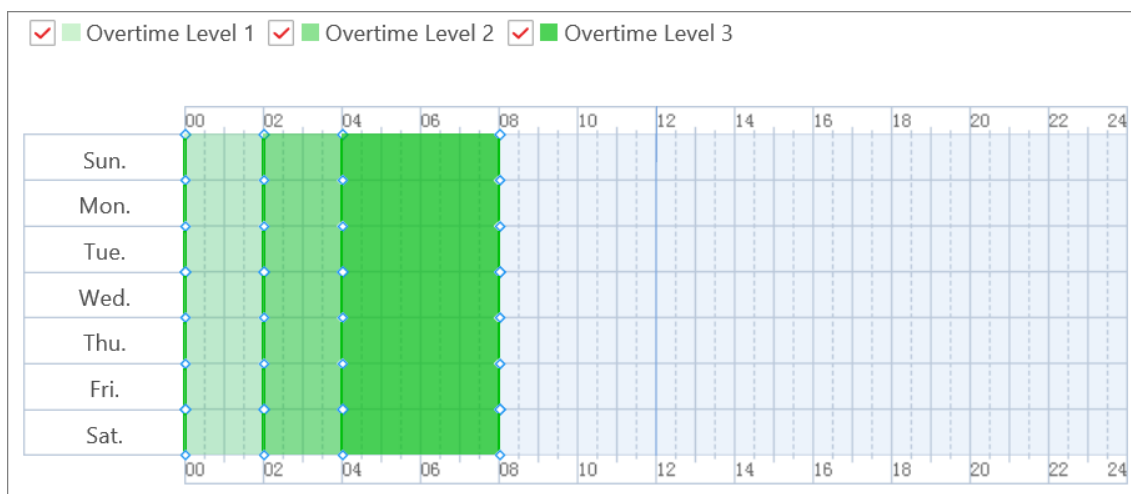


Figure 9-20 Overtime Level Settings

Overtime on Weekends

You can switch on **Overtime on Weekends** and set the valid overtime threshold. Then when a person's work hours on weekends are less than the threshold, the overtime will be 0.

5. In the Overtime on Holidays area, set the overtime rule for holidays.

If Overtime Longer than Mark as Valid Overtime

Set a minimum threshold for a valid overtime.

Set Max. Overtime

Switch on to set an upper limit for the overtime duration in the **If Works Longer than Mark as Invalid Overtime** field. Exceeded time will not be counted as valid overtime.

Overtime Level on Holiday

Set the overtime level for each holiday.

You can select multiple holidays and click **Batch Set Overtime Level** to batch set the overtime level, or set the overtime level for each holiday separately.

Note

- To add a new holiday, click **Add Holiday**.
- To edit holidays, click **Holiday Settings**.

6. **Optional:** Switch on **Calculate Overtime** in the Overtime Not in Valid Attendance Check Period area to count the extra work time outside the valid check-in/out period as valid overtime.

7. Click **Save**.

9.13.8 Manage Leave Type

A leave type represents the reason for a leave. You can customize the leave types (major leave types and minor leave types) in advance and select them as the leave reason when applying for leave for persons in the platform. You can also edit or delete the leave types.

In the top left corner of Home page, select  → **All Modules** → **Attendance** → **Basic Settings** → **Leave Type** to enter leave type management page.

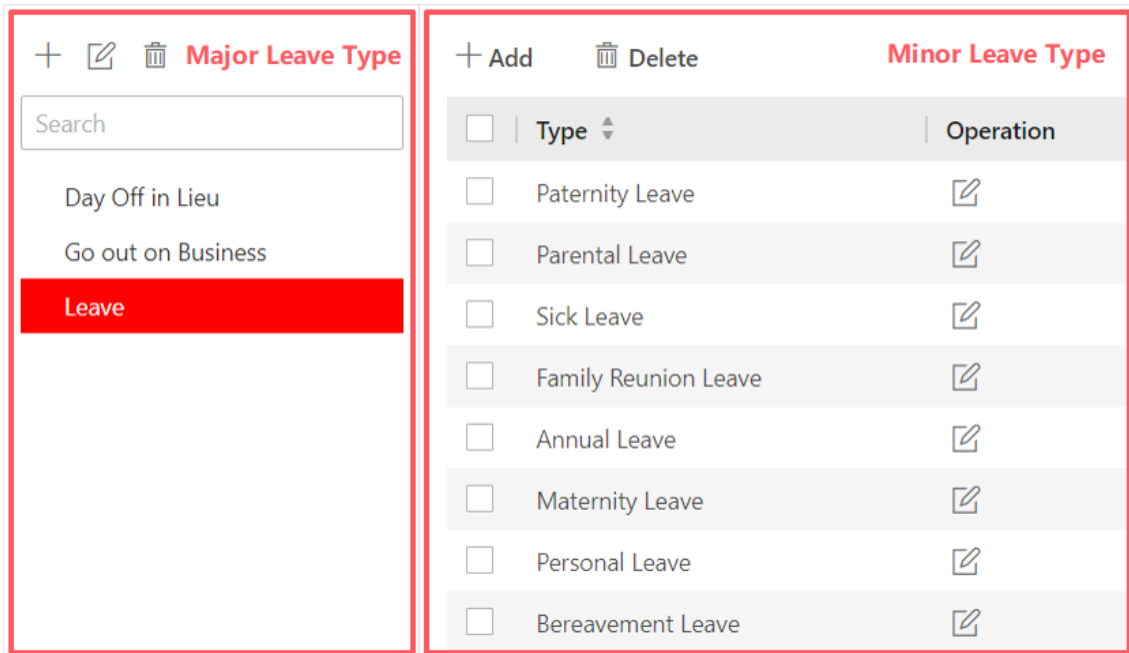





Figure 9-21 Leave Type Management Page

In the Major Leave Type area, you can add, edit, or delete the major leave types.

- Add Major Leave Type: Click + and create a name to add a new major leave type.
- Edit Major Leave Type Name: Select a major leave type and click  to edit its name.
- Delete Major Leave Type: Select a major leave type and click  to delete the major leave type and all minor types in it.

Select a major leave type, the minor leave types of the major leave type are listed in the Minor Leave Type area. You can add, edit, or delete the minor leave types.

- Add Minor Leave Type: Click **Add** and create a name to add a new minor leave type under the major leave type.
- Edit Minor Leave Type Name: Click  on the Operation column to edit the name of the minor leave type.
- Delete Minor Leave Type: Select the minor leave type(s) and click **Delete** to delete the selected minor leave type(s).

Note

After setting the leave types, you can select the leave type(s) from a list when applying for leave for persons. See details in [**Apply for Leave for a Single Person**](#) or [**Apply for Leave for Multiple Persons**](#).


9.13.9 Customize Attendance Status on Device

You can customize the rules of attendance status on device. After setting up Attendance Status on Device and applying the settings to the devices, you can choose to use the attendance status on the devices to calculate the attendance results.

Before You Start

Make sure the devices support this feature.

Steps

1. In the upper-left corner of Home page, select  → **All Modules** → **Attendance** → **Basic Settings**.
2. Select **Custom Attendance Status on Device** on the left.
3. Switch on **Enable Attendance Status on Device**.
4. Set the parameters.

Attendance Mode

Manual: No attendance schedule. Manual selection of attendance status is required when a person checks in or checks out on a device.

Automatic: Specify an attendance schedule and the attendance status of a person is judged according to the schedule.

Manual And Auto: Specify an attendance schedule and the attendance status of a person is judged according to the schedule. The person can also change the attendance status manually on device.

Custom Check Name

Customize the status name for check-in and check-out.

Custom Break Name

Customize the status name for the start and end of a break.

Custom Overtime Name

Customize the status name for the start and end of an overtime.

5. Click **Save** to save the settings and apply the settings to the attendance check points you added.


9.14 Manage Attendance Record

The persons' attendance records will be recorded and stored in the system. You can search the records by setting the search conditions to view the attendance details and view the person's attendance report. You can also correct check-in/out time for the exceptional records according to actual needs.

9.14.1 Search Raw Records

You can search the raw attendance records with conditions such as time, person information, and data source. Raw records refer to the original records on attendance check devices (access records) and handling records (manually corrected attendance records).

Steps

1. In the top left corner of Home page, select  → **All Modules** → **Attendance** → **Records and Handling**.
2. Click **Raw Records** on the left.
3. **Optional:** In the filter area, set the search conditions.

Time

Set the time range of the raw records you want to search. You can set up to one year's time range.

Name

Name of the person you want to search.

ID

Person ID of the person you want to search.

Person Group


Select the person group to view the raw records of the persons in the group.

Select Additional Information

You can search the raw records with more custom conditions. Click **Select Additional Information** to select the additional search conditions.

4. Click **Filter** to show all matched raw records.
5. **Optional:** Perform further operations.

Select Display Items

Click  and select the items displayed in the search result.

Import Raw Records

Click **Import Records** to import raw records from an attendance check device or a file exported from an attendance check device.



See details in [*Import Raw Attendance Records*](#).

Export Raw Records Click **Export** to export the filtered attendance records to your PC.




See details in [Export Attendance Records](#).

Handle Raw Records You can click **Handle Records** to correct the check-in/out records if necessary.

9.14.2 Search Attendance Result

You can search attendance results to view the person's attendance status by setting the search conditions such as attendance group, person name, status, and skin-surface temperature status.

Steps

1. In the top left corner of Home page, select  → **All Modules** → **Attendance** → **Records and Handling**.
2. Click **Attendance Result** on the left.
3. In the filter area, set the search conditions.

Time Period / Time

Set the time range of the attendance results you want to search. You can set one year's time range at most and search the persons' attendance results recorded within three years.

Name

Enter the person name to view the attendance results.

ID

Enter the person's ID to view the attendance results.

Person Group

Select the person group to view the attendance results.

Status


You can search the attendance results of certain status. For example, if you want to view the late arrival records, you can select **Late** to search.

Select Additional Information

You can search the attendance results with more custom conditions. Click **Select Additional Information** to select the additional search conditions.

4. Click **Filter** to show all matched attendance results.
5. **Optional:** Perform further operations.

Sort Results Click  and select a sorting rule to sort the matched results in order.

Select Display Items Click  and select the items displayed in the search result.

View Person's Attendance Results

Click the person name to view the person's attendance results.

Note

Hover the cursor on the date to view the detailed work time, including scheduled work time and actual work time.

Export Attendance Results

Click **Export** to export the filtered attendance results and save in your PC.

Note

For more details, refer to [***Export Attendance Records***](#) .

Recalculate Attendance Results

Click **Calculate Again** to calculate the results with the latest raw records and handled records.

Note

See details in [***Manually Calculate Attendance Results***](#)


Handle Attendance / View Handling Records

You can correct the check-in/out records or apply for leave for persons if necessary. You can also view the history handling records. For details, refer to [***Correct Check-In/Out for a Single Person / Correct Check-In/Out for Multiple Persons , Apply for Leave for a Single Person / Apply for Leave for Multiple Persons , and View Attendance Handling Records***](#) .

9.14.3 Correct Check-In/Out for a Single Person

After searching the person's attendance results, you can correct one person's check-in/out time according to actual needs.

Steps

1. In the top left corner of Home page, select  → **All Modules** → **Attendance** → **Records and Handling** .
 2. Click **Attendance Result** on the left.
 3. Search the attendance results.
-

Note

For details, refer to [***Search Attendance Result***](#) .

4. Click the name in the list of attendance results to enter the attendance details page of the person.
5. Hover the cursor over the date with abnormal attendance result and click **Handle Records**.
6. Select **Correct Check-in/out** as the handling type.
7. Set the correction type and time.

8. **Optional:** Enter the remarks, such as correction reason.

9. Click **Save**.




The platform will start recalculating the attendance results according to the corrected records.

9.14.4 Correct Check-In/Out for Multiple Persons

You can batch correct multiple persons' check-in/out time according to actual need (e.g., the employees forgot to check in or check out).

Steps

1. In the top left corner of Home page, select  → **All Modules** → **Attendance** → **Records and Handling**.
 2. Click **Raw Records** → **Handle Records** or **Attendance Result** → **Batch Handle**.
 3. Select **Correct Check-in/out** as the handling type.
 4. Choose one of the following operations for handling.
 - **Filtered Person(s):** Correct the check-in/out time of the persons whose attendance records are filtered when searching attendance records. You need to set correction type and time.
-



Not available when you are searching raw records.

- **Select Person(s):** Select one or more persons in person groups, and set correction type and time.
-



Up to 10,000 persons can be selected.

- **Batch Import:** Click **Download Template** and edit the related information in the downloaded template, then click and import the template with the corrected attendance records.
-



If failed, you can export the error information, and import the edited information again.

5. Click **Save**.

9.14.5 Apply for Leave for a Single Person

After searching the person's attendance results, you can apply for leave according to actual needs.

Steps

1. In the top left corner of Home page, select  → **All Modules** → **Attendance** → **Records and Handling**.
2. Click **Attendance Result** on the left.
3. Search the attendance results.

Note

For details, refer to [Search Attendance Result](#) .

4. Click the name in the list of attendance results to enter the attendance details page of the person.
5. Hover the cursor over the date with abnormal attendance result and click **Handle Records**.
6. Select **Apply for Leave** as the handling type.
7. Set the leave type and time.
8. **Optional:** Enter the remarks, such as leave reason.
9. Click **Save**.

Note

The platform will start recalculating the attendance results according to the leave records.


9.14.6 Apply for Leave for Multiple Persons

You can apply for leave for multiple persons when they ask for leave or go on a business trip.

Before You Start

Make sure the required leave type have been defined. For more details, refer to [Manage Leave Type](#) .

Steps

1. In the top left corner of Home page, select  → **All Modules** → **Attendance** → **Records and Handling** .
2. Click **Attendance Result** on the left.
3. Click **Batch Handle**.
4. Select **Apply for Leave** as the handling type.
5. Choose one of the following operations for handing.
 - **Filtered Person(s)**: Apply leave for the persons whose attendance records are filtered when searching attendance results. You need to set leave type and time.
 - **Select Person(s)**: Select one or more persons in person groups, and set leave type and time.

Note

Up to 10,000 persons can be selected.

6. **Optional:** Enter remarks, such as leave reasons.
7. Click **Save**.


9.14.7 Manually Calculate Attendance Results

If person group or shift schedule changes or abnormal attendance records are handled, you can recalculate the attendance results according to the latest data. After re-calculation, the original results will be replaced by new attendance results.

Steps



HikCentral FocSign can calculate the attendance data automatically at a fixed time point (4 o'clock by default) every day. You can edit the time point in **Attendance** → **Basic Settings** → **General Rule** → **Auto-Calculate Attendance** .

1. In the top left corner of Home page, select  → **All Modules** → **Attendance** → **Records and Handling** .
 2. Click **Attendance Result** on the left.
 3. Click **Calculate Again** to show the calculation settings window.
 4. Set the start time and end time for attendance data.
 5. Select **All Persons** or **Specific Persons** for attendance calculation.
 6. Click **OK**.
-




It can only calculate the attendance data recorded within three months.

9.14.8 Export Attendance Records

The attendance results and raw records can be exported in Excel, PDF, or CSV format and be saved to the local PC. You can select the items to be included in the exported file.

Steps

1. In the top left corner of Home page, select  → **All Modules** → **Attendance** → **Records and Handling** .
 2. Click **Attendance Result** or **Raw Records** on the left.
 3. In the filter panel, set the search conditions to filter attendance records.
-




For more details, refer to [Search Attendance Result](#) or [Search Raw Records](#) .

4. Click **Export** in the upper-left corner.
 5. Select the format of the exported file from Excel, PDF and CSV.
 6. Select the data items to be exported.
 7. **Optional:** Click ↑ or ↓ to adjust the order of the data items.
 8. Click **Export** to export the attendance records and save to your PC.
-

9.14.9 Import Raw Attendance Records

Attendance data on the attendance check devices could fail to be transmitted to HikCentral FocSign due to many causes, such as device offline and network connection failure. Or some of your attendance check devices are not added to the platform, but you still need to manage their attendance data on the platform. You can use this function to get the latest access records from the devices.

In the upper-left corner of Home page, select  → **All Modules** → **Attendance** → **Records and Handling** → **Raw Records** .

Click **Import Records** > **Import from Device** or **Import from File**.

Import from Device

Applicable to getting the latest data on the attendance check devices that are added to the platform.

Select the devices that store the attendance check data, and then select the time range to be imported. Click **OK** to import the records within the range on the selected devices.

Import from File

Applicable to attendance check devices added or not added to the platform.



Note

For devices that are not added to the platform, you need to make sure that the devices are supported by the platform. See *HikCentral FocSign Compatibility List* for reference.

Many attendance check devices have the ability to export a file that contains persons' attendance check events. You can import the file to the platform so that the attendance check data can be managed on the platform.



Note


- To export the data file on an attendance check device, please refer to the user manual of the device.
 - Usually, you need to enter the back-stage management page of the device to export the event file to a connected external storage device via USB port, and then transfer the event file to the PC where the platform runs.
-

9.14.10 View Attendance Handling Records

Attendance handling records show the added attendance handling information, including check-in/out correction and leave application. You can view the handling details, undo the handling operations, or export the records here.

In the top left corner of Home page, select  → **All Modules** → **Attendance** → **Records and Handling** → **Handling Records** to view the attendance handling records.

You can perform the following operations.

- **Filter Handling Records:** Click  and set conditions (e.g., Name, ID, Time, etc.) to filter the handling records.
- **Undo Handling Operations:** Select the handling record(s) and click **Undo** to cancel the handling operations. The correction records will be deleted in the page and the previous attendance status will also be restored.
- **Export Handling Records:** Click **Export** to save the handling records in CSV or Excel format to the local PC.

9.15 Manage Attendance Reports

Attendance report is the statistics of the attendance results of the specific person group(s) or person(s) in a certain time period. For example, the employer or related persons can view the employees' attendance via attendance report and make it as the standard of performance evaluation or pay calculation. You can define the display rules on the report, and manually export report.

9.15.1 Set Display Rules for Attendance Report

You can configure the contents displayed in the attendance report, such as the company name, logo, date format, time format, and marks of different attendance status.

Select **Attendance Configuration** → **Attendance Settings** → **Report Display** to set the following display rules.

Company Information

The company information (including company name and logo) will be displayed on the cover page of the attendance report. You can customize the company name. You can also upload a picture for the logo.



Note

Hover over your cursor on the uploaded logo picture, and you can click **Delete Logo** to delete the picture.

Format of Date and Time

The formats of date and time may vary for the persons in different countries or regions. You can set the date format and time format according to the actual needs.

Marks of Different Status

In the report, different marks indicate different status respectively, including late, absent, no schedule, holiday, etc. You can customize these marks according to actual needs.


9.15.2 Send Attendance Report Regularly

You can set a regular report rule for specific person groups, and the platform will send an emails attached with a report to the recipients daily, weekly, or monthly, showing the attendance records of the persons in these person groups during specific periods.

Steps



Note

- One report can contain up to 10,000 records in total.
 - The report is an Excel file.
-

1. In the upper-left corner of Home page, select  → **All Modules** → **Attendance** → **Basic Configuration** .
 2. Select **Scheduled Report** on the left to enter the report setting page.
 3. Click **Add** (for first time) or click **+** .
 4. Create a descriptive name for the report.
 5. In **Report Type**, select the report content, such as Daily Report, Start/End Work Time, etc.
-

Note

- You can select **Custom Report** as the report type and select a customized report from the **Custom Report** drop-down list.
 - You can click **Add New** to create a new custom report. See instructions in [***Add a Semi-Custom Report***](#) or .
-

6. In **Person Group**, select the person group(s) and click  to include the persons in the person group(s) in this report.
7. In **Person**, click  to include individual persons in this report.
8. Set the statistics type to **Daily**, **Weekly**, or **Monthly** and set the report time range and sending time.

Daily Report

Daily report shows data on a daily basis. The platform will send one report at the sending time every day. The report contains data recorded on the day prior to the current day.

For example, if you set the sending time to 20:00, the system will send a report at 20:00 every day, containing the persons' attendance results between 00:00 and 24:00 prior to the current day.

Weekly/Monthly Report

The platform will send one report at the sending time every week or every month. The report contains the persons' attendance results of the recent one/two weeks or current/last month of the sending date.

For example, for weekly report, if you set the sending time to 6:00 on Monday, the platform will send a report at 6:00 in the morning on every Monday, containing persons' attendance results of the last week or recent two weeks based on your selection.

Note

- Daily or weekly report is not available when you set report type to monthly or weekly report.
- To ensure the accuracy of the report, you are recommended to set the sending time at least one hour later than the auto-calculation time of the attendance results. By default, the platform will calculate the attendance results of the previous day at 4 A.M. every day. You can change the auto calculation time in General Rule. See details in [***Set Auto-Calculation Time of Attendance Results***](#).


-
9. Select the email template from the drop-down list to define the recipient information and email format.
 10. Select **CSV**, **Excel**, or **PDF** as the format.

Note

You can select **TXT** as the format if the report type is **Access Records**.

-
11. Select a report language.
 12. Select and enable the way of sending the report from **Send Report via Email**, **Upload to SFTP**, and **Local Storage**.

Note


To set up the SFTP or local storage, click  > **SFTP Settings** or **Configure Local Storage**.

-
13. Click **Add** to save the report schedule.
The report will be generated and sent to the recipient at the specified sending time.

9.15.3 Export Attendance Report

HikCentral FocSign supports multiple report types and you can export a series of attendance reports manually to view the employees' attendance data.

Steps

1. Select  → **All Modules** → **Attendance** → **Export Report**.
2. Select **Attendance Report** on the left.
3. Select a report type.
4. Select the person groups and individual persons to be included in the report.

Note

For Department Report, you can only select person groups.

-
5. Set the time range of this report according to the report type.

Monthly Reports

- **By Calendar Month:** Select a calendar month as the report time range.
- **Custom Time Period:** Report time range is 30 days from the start date you specify.

Weekly Reports

- **By Week:** Select a calendar week as the report time range.
- **Custom Time Period:** Report time range is 7 days from the start date you specify.

Other Report Types

Select the start date and end date of the report.

6. Select **CSV**, **Excel**, or **PDF** as the format of the report.



Note

You can select **TXT** as the format if the report type is **Access Records**.


7. Click **Export**.

The report will be generated and downloaded to the local PC.

9.15.4 Add a Semi-Custom Report

You can create a semi-custom attendance report based on the predefined report type in the platform. After creating a semi-custom report, you can export the report manually or set a schedule to send the report to your email regularly.

Steps

1. Select  → **All Modules** → **Attendance** → **Export Report** .
2. Select **Custom Report** on the left.
3. Select the **Semi-Custom Report** tab.
4. Click **Add**.
5. Create a descriptive name for the report in the **Report Name** field.
6. Select a predefined report type from the **Report Source Type** drop-down list.

Example

For example, if you want to customize a report based on the Department Report, you can select **Department Report** and then customize it in the following steps.

7. Select the data items you want to include in the report from **Available Fields**.



Note

- Selected data items will show in **Selected Fields**.
 - You can drag the items in **Selected Fields** to set the order of the items.
-


8. Select a sorting rule for records from the **Table Display Rule** drop-down list.

9. Click **Add** to save the semi-custom report, or click **Add and Continue** to add another one.

10. **Optional:** Perform further operations.

Edit Report

Click on report name to edit it.

Delete Report	Select the report(s) and click Delete to delete the selected report(s).
Export Report	Click  and specify the target persons, time range, and report format to export the report to the PC.
Send Report Regularly	You can set a schedule to send the report regularly. See details in <u><i>Send Attendance Report Regularly</i></u> .

Chapter 10 Role and User Management

The system allows you to add users and assign user's permissions for accessing and managing the system. Before adding users to the system, you should create roles to define the user's access rights to system resources and then assign the role to the user for granting the permissions to the user. A user can have many different roles.

10.1 Add Role

Role is a group of platform permissions. You can add roles and assign permissions to roles, so that users can be assigned with different roles to get different permissions.

Steps



Note

The platform has predefined two default roles: Administrator and Operator. You can click the role name to view details. The two default roles cannot be edited or deleted.

Administrator

Role that has all permissions of the platform.

Operator

Role that has all permissions for accessing resources and operating the Applications on the Web Client.


1. In the top left corner of Home page, select  → **All Modules** → **General** → **Account and Security** .
2. Click **Roles** on the left.
3. Click **Add** to enter Add Role page.

Figure 10-1 Add Role Page

4. Set the basic information of the role, including role name, effective period, role status, permission schedule template, description, etc.

Copy From

Copy all settings from an existing role.

Effective Period

Set the time range within which the role takes effect. The role is inactive outside the effective period.

Permission Schedule Template

Set the authorized time period when the role's permission is valid. Select **All-day Template/Weekday Template/Weekend Template** as the permission schedule of the role, or click **Add New** to customize a new permission schedule template.

Note

- When role expires or the role's permission is invalid after editing the permission schedule, users assigned with the role will be forced to log out and not able to log in.
- The permission schedule's time zone is consistent with that of the platform.
- By default, the role will be linked with All-day Template after updating the platform.

5. Configure permission settings for the role.

Area Display Rule

Show or hide specific area(s) for the role. If an area is hidden, the user assigned with the role cannot see and access the area and its resources.

Resource Access

Select the functions from the left panel and select resources from right panel to assign the selected resources' permission to the role.

Note

If you do not check the resources, the resource permission cannot be applied to the role.

User Permission

Assign resource permissions, configuration permissions, and operation permissions to the role.

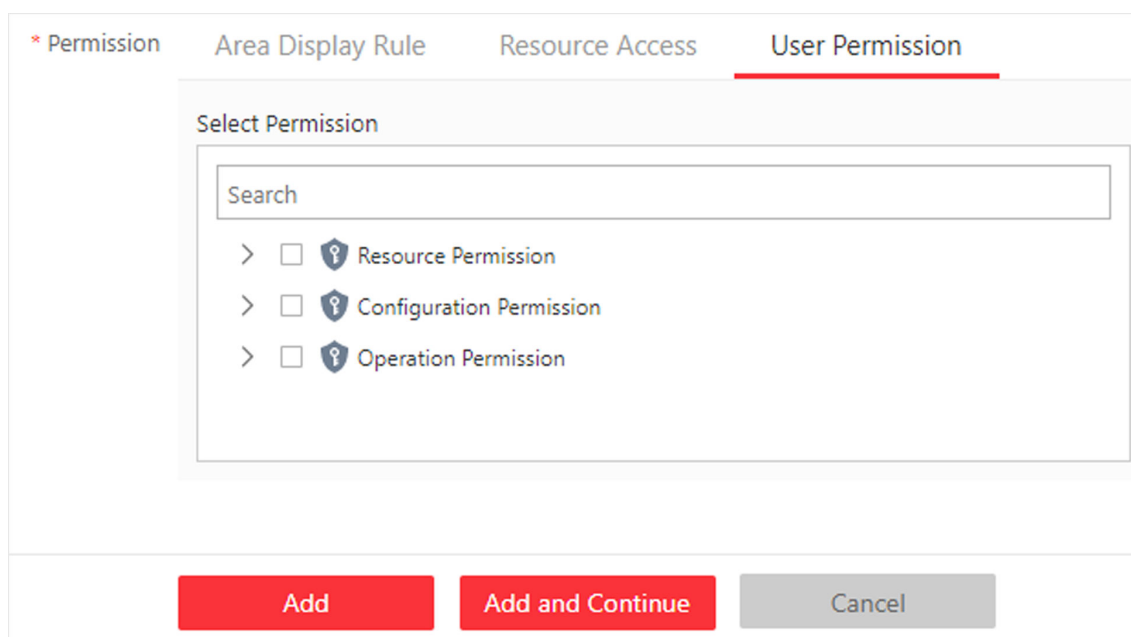



Figure 10-2 User Permission

6. Complete adding the role.

- Click **Add** to add the role and return to the role management page.
- Click **Add and Continue** to save the settings and continue to add another role.

7. **Optional:** Perform further operations on added roles.

Edit Role	Click role name to view and edit role settings.
Delete Role	Check a role and click Delete to delete the role.
Inactivate Role	Check a role and click Inactivate to set the role status to Inactive .
Activate Role	Check an inactive role and click Activate to set the role status to Active .
Refresh Role	Click Refresh All to get the latest status of the roles.
Filter Role	Click  to expand the filter conditions. Set the conditions and click Filter to filter the roles according to the set conditions.

10.2 Add Normal User

You can add normal users and assign roles to them for accessing the system and assign role to the normal user. Normal users refer to all users except the admin user.

Steps

1. On navigation bar, select **Security** → **User** to enter the user management page.
2. Click **Add**.
3. Set basic information for the user.

User Name

Can contain letters (a-z, A-Z), digits (0-9), and "-" only.

Password

Create an initial password for the user. The user will be asked to change the password when logging in for first time. See ***First Time Login for Normal User*** for details.

Note

We highly recommend you to create a strong password of your own choosing (using a minimum of 8 characters, including at least three kinds of following categories: upper case letters, lower case letters, numbers, and special characters) in order to increase the security of your product. And we recommend you change your password regularly, especially in the high security system, changing the password monthly or weekly can better protect your product.

Expiry Date

The date when the user account becomes invalid.

Email

The system can notify user by sending an email to the email address. The user can also reset the password via email.

Note

The email address of the admin user can be edited by the user assigned with the role of administrator.

User Status

If you select **Inactive**, the user account will be inactivated until you activate it.

Restrict Concurrent Logins

To limit the maximum IP addresses logged in to the system using the user account, switch on **Restrict Concurrent Logins** and set the maximum number of concurrent logins.

4. Configure permission settings for the user.

Assign Role

Select the roles that you want to assign to the user.

 **Note**


If you want to add new roles, click **Add New Role**. See **Add Role** for details. Click a role on the list and then **View Role Details** to view the Basic Information and Permission Settings of the role.

-
5. Do one of the following to complete adding the user.
 - Click **Add** to add the user and return to the user management page.
 - Click **Add and Continue** to save the settings and continue to add another user.
 6. **Optional:** Perform further operations on the added normal users.

Edit User	Click user name to view and edit user settings.
Reset Password	Click user name and click Reset to set a new password for the user. Enter a new password and click Reset .

 **Note**

The admin user can reset the passwords of all the other users (except domain user). Other users with Security permission (in Configuration and Control Permission) can reset the passwords of the users without Security permission. When the normal user's password is reset by admin user, he/she should change the initial password and set a new password when logging into HikCentral FocSign via the Web Client.

Delete User	Select a users and click Delete to delete the selected user.
Force Logout	Select an online user and click Force Logout to log out the online user.
Inactivate/ Activate User	<ul style="list-style-type: none">• The admin user or user with administrator permission can inactivate or activate a user.• Select an active users and click Inactivate/Activate to inactivate/activate the user.
Refresh User	Click Refresh All to get the latest status of all users.
Filter User	Click  to set conditions and filter the users.

10.3 Change Password of Current User

You can change the password of your currently logged-in user account via Web Client.

Steps

1. Move the cursor to the user name at the top-right corner of the Web Client.
2. In the drop-down list, click **Change Password** to open the Change Password panel.

Change Password ✕

ⓘ 1. Minimum password strength required by your system: Strong ⓘ
2. admin user owns all permissions of the system. We recommend the strength of admin's password should be: Strong ⓘ

Old Password *

🗕

New Password *

🗕

Risky

Confirm Password *

🗕

OK Cancel

Figure 10-3 Change Password Panel

3. Enter the old password and new password, and confirm the new password.

 **Caution**

The password strength of the device can be checked by the system. We highly recommend you change the password of your own choosing (using a minimum of 8 characters, including at least three kinds of following categories: upper case letters, lower case letters, numbers, and special characters) in order to increase the security of your product. And we recommend you reset your password regularly, especially in the high security system, resetting the password monthly or weekly can better protect your product.


Proper configuration of all passwords and other security settings is the responsibility of the installer and/or end-user.

4. Click **OK** to save the change.

10.4 Configure Permission Schedule

Permission schedule defines the time when a role's permissions are valid. During unauthorized time periods, the user assigned with the role will be forced to log out and cannot log in. The platform provides 3 default permission schedule templates: All-day Template, Weekday Template, and Weekend Template. You can add new templates according to actual needs.

Steps

1. In the top left corner of Home page, select  → **All Modules** → **Security** .
2. Click **Permission Schedule Template** on the left.
3. Click **+** to create a blank template.
4. Set basic information.

Name

Create a name for the template.

Copy From

Select the template from the drop-down list to copy the settings from another existing template.

5. In the **Weekly Schedule** area, set the weekly schedule as needed.
 - 1) Click **Authorize**, and select or draw in the box to define the authorized time periods.
 - 2) **Optional:** Click **Erase**, and select or draw on the authorized time periods to clear the selection.

Note

You can set up to 6 separate time periods for each day.

6. Click **Add** to add the permission schedule template.
7. **Optional:** Perform further operations for the added templates.


View and Edit Template Details

Click the template to view and edit its configuration.

Note

Default templates cannot be edited.

Delete Template

Click a template, and click  to delete it.

Note

Default templates cannot be deleted.


What to do next

Set permission schedules for roles to define in which period the permissions for the roles are valid. For details, refer to [**Add Role**](#) .

Chapter 11 System Security Settings

System security is crucial for your system and property. You can lock IP address to prevent malicious attacks, enable auto lock the Control Client, and set other security settings to increase the system security.

Steps

1. In the top left corner of Home page, select  → **All Modules** → **General** → **Account and Security**.
2. Click **Security Settings** on the left.

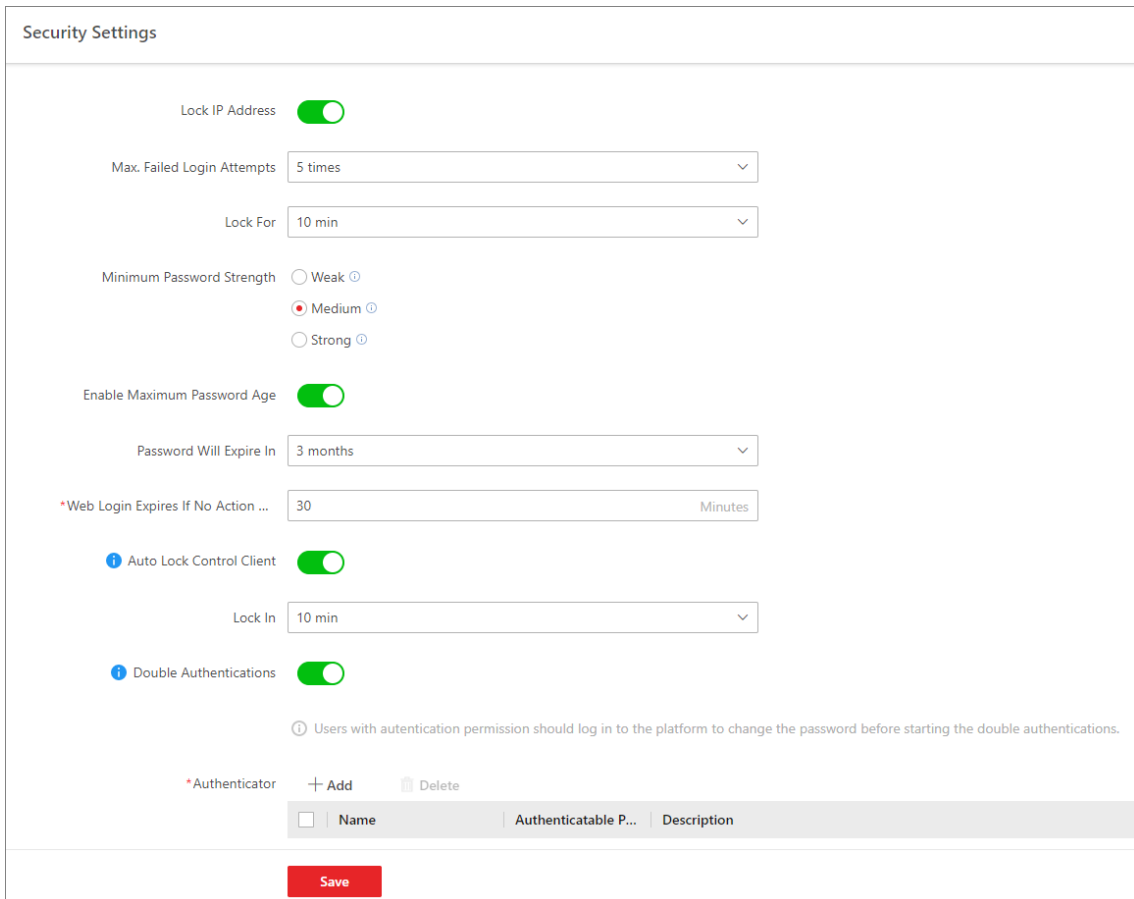


Figure 11-1 Security Settings Page

3. Switch on **Lock IP Address** to limit the number of failed login attempts.
 - 1) Select the allowable login attempts for accessing HikCentral FocSign.

Note

Failed login attempts include failed password attempt and failed verification code attempt.

2) Set the locking duration for this IP address. During the locking duration, the login attempt via this IP address is not allowed.

The number of login attempts is limited.

4. Select the **Minimum Password Strength** to define the minimum complexity requirements that the password should meet.
 5. Set the maximum password age.
 - 1) Switch on **Enable Maximum Password Age** to force user to change the password when the password expires.
 - 2) Set the maximum number of days that the password is valid.
-



Note

After the maximum number of days, you should change the password. You can select the predefined time length or customize the time length.

6. Set minutes after which the Web login will expire if there is no actions during the set minutes.
 7. Configure the settings to automatically lock the Control Client after a time period of inactivity on the Control Client.
 - 1) Switch on **Auto Lock Control Client**.
 - 2) Select time period for user inactivity.
-



Note

You can select the predefined time period or customize the time period.

8. Configure double authentications by selecting the authenticator and the users who need authentication.
-



Note

Double authentications means the users who need authentication should let the authenticator enter the user name and password so that they can use the functions of manual recording, video playback, and video exporting. Resources on the site support double authentication. Only one resource can be configured for a user who needs authentication.

- 1) Switch on **Double Authentications**.
 - 2) Click **Add** to enter the Add Authenticator panel.
 - 3) Select a user from the drop-down list, configure the authenticatable resource(s) and permission(s), and click **Add** to add the authenticator.
 - 4) Select the user(s) who need authentication.
9. Click **Save** to save the above settings.


Chapter 12 System Configuration

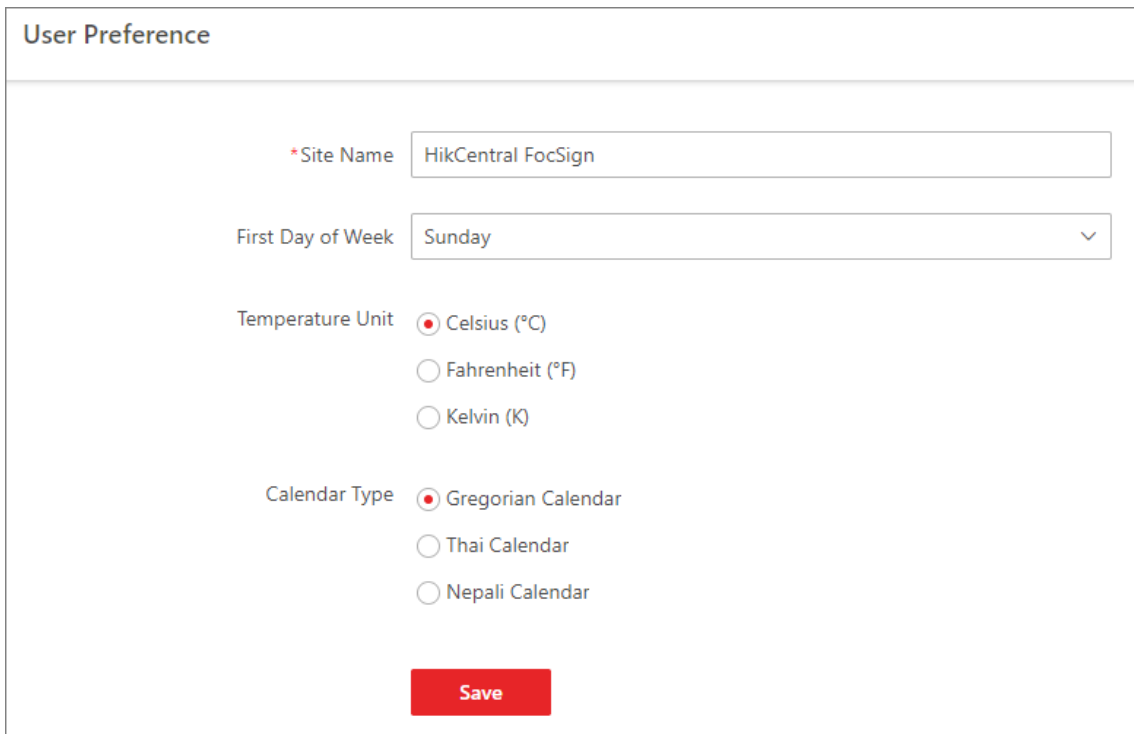
The System page allows you to set basic parameters for the system, such as defining a customized name for your site, setting the WAN IP address for allowing to access your system via WAN (Wide Area Network), and configuring NTP (Network Time Protocol) settings to synchronizing the time between the system and the NTP server.

- For the system with Remote Site Management module, you can enable it to receive the registration from Remote Site.
- For the system without Remote Site Management module, you can set to register it to the Central System as a Remote Site.

12.1 Set User Preference

For different nations, regions, cultures and enterprise backgrounds, the user preference might be different. You can set the user preference according to the actual scene, including the first day of a week and the temperature unit.

In the top left corner of Home page, select  → **All Modules** → **General** → **System Configuration** → **Normal** → **User Preference** to enter the User Preference page.



User Preference

*Site Name

First Day of Week

Temperature Unit Celsius (°C)
 Fahrenheit (°F)
 Kelvin (K)

Calendar Type Gregorian Calendar
 Thai Calendar
 Nepali Calendar

Save

Figure 12-1 User Preference

Set the following parameters:

Site Name

Set the name of current site.

First Day of Week

Set the first day of a week as Sunday, Monday, Tuesday, etc., according to the custom of the actual scene.



This parameter is used in the intelligent analysis report generation, live view and playback, attendance settings, etc.

Temperature Unit

Set the temperature unit according to the custom of the actual scene.



This parameter is used in the temperature analysis report generation, etc.

Display Mask Related Functions



This parameter is mainly used in temperature screening module.

Calendar Type


Set the calendar type as Gregorian Calendar, Thai Calendar and Nepali Calendar according to the custom of the actual scene.

12.2 Set Holiday

You can add the holiday to define the special days that can adopt a different shift schedule or access schedule. You can set a regular holiday and an irregular holiday according to the actual scene.

Add Regular Holiday

The regular holiday is suitable for the holiday that has a fixed date. For example, Christmas is on December 25th of each year.

In the top-left corner of the Home page, select  → **All Modules** → **General** → **System Configuration** → **Normal** → **Holiday Settings**. Click **Add** to open the adding holiday dialog. Enter the holiday name and select **Regular Holiday** as the holiday type.

Set the parameters according to the following instructions:

Start Date

The start date of the holiday.

Number of Days


The lasting days of the holiday.

Repeat Annually

If checked, the system will generate the date of the holiday according to the date of the VSM server.

Add Irregular Holiday

The irregular holiday is suitable for the holiday that is calculated by the weekdays, and the specified date might be different in a different year. For example, Mother's Day is on the second Sunday of each May.

In the top-left corner of the Home page, select  → **All Modules** → **General** → **System Configuration** → **Normal** → **Holiday Settings**. Click **Add** to open the adding holiday dialog. Enter the holiday name and select **Irregular Holiday** as the holiday type.

Set the parameters according to the following instructions:

Start Date

The start date of the holiday.

For example, select **May**, **Second**, and **Sunday** for Mother's Day.

Number of Days

The lasting days of the holiday.

Repeat Annually

If checked, the system will generate the date of the holiday according to the date of the SYS server.



Note

If you check **Repeat Annually**, the specified date of this holiday will be generated automatically according to the current year of the SYS server.

For example, Mother's Day in 2019 and 2020 is on May 12th, 2019, and on May 10th, 2020. The system will automatically set these two days as holidays for Mother's Day if you have checked **Repeat Annually**.


12.3 Set NTP

You can set the NTP server for synchronizing the time between the resources (devices managed in the platform, recording servers, sites, FocSign server, etc.) and the NTP server.

Steps

Note


For devices added via Open Network Video Interface protocol, time synchronization will fail. Please configure the time on the device locally and make sure the device's NTP settings are the same as the platform's.

1. In the top-left corner of the Home page, select  → **All Modules** → **General** → **System Configuration** → **Network** → **NTP** .
2. Switch on **Time Synchronization** to enable the NTP function.
3. Set the NTP server address and NTP port.
4. Enter the interval for the automatic time synchronization.
5. **Optional:** Click **Test** to test the communication between the resources and the NTP server.
6. Click **Save**.

12.4 Set Active Directory

If you have the AD (Active Directory) domain controller which contains the information (e.g., user data, computer information), you can configure the settings to get the related information. In this way, you can add the users that belong to an organization unit (OU) (e.g., a department of your company) to HikCentral FocSign conveniently.

Steps

1. In the top-left corner of the Home page, select  → **All Modules** → **General** → **System Configuration** → **Network** → **Active Directory** to enter the Active Directory page.
2. Configure the basic information parameters to connect to the AD domain controller.

Domain Name

The domain name of the AD domain controller.

Note

- HikCentral FocSign only supports the NetBIOS format, e.g., TEST\user, instead of the DNS Domain name format.
- To get the NetBIOS domain name, open the CMD window and enter **nbtstat - n**. The NetBIOS domain name is the one in **GROUP** type.

```
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

C:\Users\...> nbtstat -n

Node IpAddress: [ ] Scope Id: [ ]

        NetBIOS Local Name Table

    Name                Type             Status
    -----
    <20>                 UNIQUE          Registered
    <00>                 UNIQUE          Registered
    <00>                 GROUP           Registered
    <1E>                 GROUP           Registered

Node IpAddress: [0.0.0.0] Scope Id: [ ]

    No names in cache

Node IpAddress: [0.0.0.0] Scope Id: [ ]
```

Figure 12-2 How to Get NetBIOS Domain Name

Host Name

The DNS server's IP address. You can get it in Network Connection Details.

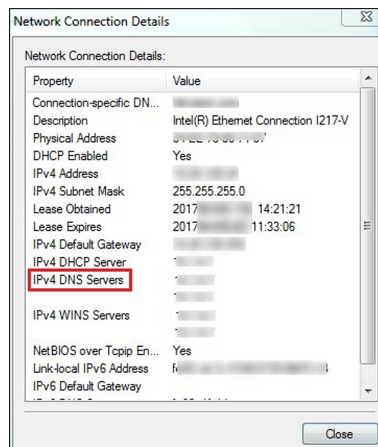


Figure 12-3 How to Get Host Name

Port No.

The port No. of the AD domain controller. By default, it is 389.

Enable SSL (Optional)

Enable SSL if it is required by the AD domain controller.

User Name

The user name of the AD domain controller. The user should be the domain administrator.

Password

The password of the AD domain controller.

Base DN (Distinguished Name)

Enter the filter condition in the text field if you are familiar with the format. Or you can click **Fetch DN** to get the filter condition entered automatically.

Note

- Only users found within an OU in the domain can be imported. Click **Fetch DN** to have the filter condition entered automatically.
 - If you enter the Base DN manually, you need to define the root node as desired. If you click **Fetch DN**, then the entire structure stored in the AD domain controller will be obtained.
-

3. Set the time to automatically synchronize the users in the AD domain to the platform.

4. **Optional:** Link the person information you are concerned about in the domain to the person information in the system.

1) Switch on **Linked Person Information**.

The default and custom additional information items (see ***Customize Additional Information***) are displayed in the Person Information area by default. You can set the relationship for those or add new person information items as needed.

2) **Optional:** Click **Add New** to add a person information item you are concerned about.

Note

- You do not need to add the basic person information items (including ID, First Name, Last Name, Phone, and Remark) manually, which have the default relationship with the information in the domain.
 - The new person information item is also displayed on the Custom Additional Information page, where you can edit or delete the items. Refer to ***Customize Additional Information*** for details.
 - The person information item is case-sensitive.
-

3) **Optional:** Click **+** to show the person information items stored in the domain.

4) Check the checkbox in the domain to link it to the added person information item when importing the domain's persons.

5) **Optional:** Hover over the linked person information in the domain and click **×** to remove the relationship. You can also change the relationship between each other by clicking and dragging one item to another.

5. Click **Save**.


After the configuration, the organization unit and domain user information will be displayed when you click **Import Domain User** on the User Management page.

If the Linked Person Information function is enabled, the corresponding person information in the system will match the linked person information in the domain and cannot be edited.

12.5 Set WAN Access

In some complicated network environments, you need to set a static IP address or a domain name and ports for HikCentral FocSign to enable it to access the FocSign server via WAN (Wide Area Network). For example, if the FocSign server is in a local area network, and you need to visit the platform via the Web Client running in WAN, you should enable WAN access and set a static IP address or a domain name and ports for HikCentral FocSign.

Steps

1. In the top-left corner of the Home page, select  → **All Modules** → **General** → **System Configuration** → **Network** → **WAN Access** to enter the WAN Access page.
2. Switch on **Access WAN** to enable the WAN access function.
3. Enter the IP address of the server for WAN access.
4. Set the following ports.

Client Communication Port

Used for the Web Client to access the platform via HTTP. By default, it is 80.

Client SSL Communication Port

Used for the Web Client and to access the platform via HTTPS. By default, it is 443.

Local Picture Storage Port on Server

Used for storing local pictures on the server. By default, it is 6123.

5. **Optional:** If you need to manage devices accessed via ISUP, you can set the ports for these ISUP devices, such as the registration port, alarm receiving port, and so on.

ISUP Registration Port

Used for the ISUP devices registering to the platform. By default, it is 7660.

ISUP Alarm Receiving Port (TCP)

Used for receiving alarms from ISUP devices via TCP. By default, it is 7332.

ISUP Alarm Receiving Port (UCP)

Used for receiving alarms from ISUP devices via UCP. By default, it is 7334.



Note

If the ISUP ports are disabled on the FocSign server, the ISUP related ports will not be displayed on the WAN Access page.

6. Click **Save**.

12.6 Set IP Address for Receiving Device Information

You can select the NIC of the current FocSign server so that the platform can receive the alarm information of the device connected via ISUP account, and to perform live view and playback for the devices connected via ISUP account.

Before You Start

Make sure the server's ports ranging from 8087 to 8097 are available.

Steps

1. Click **System Configuration** → **Address for Receiving Device Info** .

2. Select **Get from NIC** or **Enter Manually**.

Get from NIC

Usually, you can select **Get from NIC** to get IP address from the NIC of FocSign server.

Select the currently used NIC name of FocSign server in the drop-down list. The NIC information including description, MAC address, and IP address will display.

Enter Manually

If you have configured hot spare for the FocSign server. Manually enter the IP address for receiving device information.

3. Click **Save**.


12.7 Configure Storage for Imported Pictures and Files

The imported pictures (such as the static e-map pictures and the face pictures in the person list) and files (such as the broadcast recordings and video recordings) can be stored on the HDD of FocSign server server. You can configure the storage locations and the corresponding quotas for them.

Steps

Note

You can configure the storage only when the current Web Client is running on FocSign server server.

1. In the top left corner of the Home page, select  → **All Modules** → **General** → **System Configuration** → **Storage** → **Storage on SYS Server** .

The disks of the FocSign server server are displayed with current free space and total capacity.

2. Switch on **Enable Local Storage**.

3. Configure the related parameters for storing pictures.

1) Select the disk to store the imported pictures.

Note

The disk should have at least 1.25 GB of free space for picture storage.

2) **Optional**: Switch on **Set Quota for Pictures** and set the storage quota for the pictures.


4. Click **Add** to add a resource pool for storing files.

1) Enter the name of the resource pool.

2) Select a disk to store the files.

Note


The disk should have at least 9 GB of free space for file storage.

- 3) **Optional:** Switch on **Restrict Quota for Pictures** and set the storage quota for the files.
 - 4) Check **Overwrite When Storage Space is Insufficient**, and the newly imported files will overwrite the existing files when the disk space is insufficient.
 - 5) Click **Add**.
 - 6) **Optional:** Click **Delete** or  in the Operation column to delete a resource pool.
 - 7) **Optional:** Click a resource pool name to edit related settings.
5. Click **Save**.

12.8 Set Data Retention Period

The data retention period specifies how long you can keep the events, logs, and some records in the FocSign server server, such as recording tags and vehicle entering/exiting records.

Steps

1. In the top-left corner of the Home page, select  → **All Modules** → **General** → **System Configuration** → **Storage** → **Data Retention Period** .
2. Set the data retention period from the drop-down list for the required data types.

Data Retention Period

General Data

Service Error Logs


Service Warning Logs

Service Information Logs

Function Data

Card Swiping Records

Attendance Records

 Data Recorded by Devices

Third-Party ANR Data


Figure 12-4 Set Data Retention Period

3. Click **Save**.

12.9 Configure Email Account

You should configure the parameters of the sender's email account before the system can send the message to the designated email account(s) as the email linkage.

Steps

1. In the top of top left corner of Home page, select  → **All Modules** → **General** → **System Configuration** → **Email** → **Email Settings** .

Email Settings

Server Authentication

Cryptographic Protocol None

*Sender Email Address

*Sender Name

*SMTP Server Address

*SMTP Server Port 25

*User Name

*Password

Email Test

Save

Figure 12-5 Email Settings

2. Configure the parameters according to actual needs.

Server Authentication (Optional)

If your mail server requires authentication, check this checkbox to use authentication to log in to this server.

Cryptographic Protocol

Select the cryptographic protocol of the email to protect the email content if required by the SMTP server.

Sender Email Address

Enter the email address of the sender to send the message.

Sender Name

Enter the sender name to send the message.

SMTP Server Address

The SMTP server's IP address or host name (e.g., smtp.263xmail.com).

SMTP Server Port

The default TCP/IP port used for SMTP is 25.

3. Click **Email Test** to test whether the email settings work or not.


The corresponding attention message box will pop up.

4. Click **Save**.

12.10 Set Transfer Protocol

You can set the SYS server's transfer protocol to define the access mode for the SYS (via Web Client) as HTTP or HTTPS. The HTTPS protocol provides higher data security.

Steps

1. In the top left corner of Home page, select  → **All Modules** → **General** → **System Configuration** .
2. Select **Security** → **Transfer Protocol** on the left.
3. In the **Clients and SYS Transfer** field, select **HTTP** or **HTTPS** as the transfer protocol between the Web Client and the SYS server.
4. If you select **HTTPS**, you are required to set the certificate. You can use the system provided certificate, or select **New Certificate** and click to select a new certificate file.


Note

- The new certificate should be in PEM format.
 - The public key and private key should be in the same certificate file.
-
5. Click **Save**.
 - All the users logged in will be forced to log out during reboot. The reboot takes about one minute and after that, the users can log in again.

12.11 Export Service Component Certificate

For data security, before adding the Streaming Server or Cloud Storage Server to the system, you should generate the service component certificate stored in the FocSign server and input the certificate information to the Streaming Server you want to add, or export the service component certificate stored in the FocSign server and import the certificate to the Cloud Storage Server, so that the certificates of the Streaming Server, Cloud Storage Server and FocSign server are the same.

Steps


1. In the top left corner of Home page, select  → **All Modules** → **General** → **System Configuration** .
2. Select **Security** → **Service Component Certificate** on the left.
3. Click **Generate Again** beside **Certificate between Services in System** to generate the security certificate for verification.
4. Click **Export** beside **Certificate between System and Recording Server** to export the service component certificate in XML format and save it in the local PC.

12.12 Set Database Password

You can set the database password of the system on the Web Client running on the FocSign server server.



Setting database password is only available when you access the Web Client on the FocSign server server locally.

In the top left corner of Home page, select  → **All Modules** → **General** → **System Configuration** → **Security** → **Database Password** .

Enter the password and then click **Verify** to generate the verification code and enter the verification code.


12.13 Data Interchange

The access records in HikCentral FocSign can be used by third-party systems for pay calculation or other applications. You can synchronize the access records to a third-party database by entering the information of the database table in the required space. You can also dump the access records in CSV or TXT format, and then let the third-party database read the access records to get them.


12.13.1 Synchronize Card Swiping Records to Third-Party Database

You can enable synchronization function to apply the card swiping records of specified resources from HikCentral FocSign to the third-party database automatically.

Steps

1. In the top left corner of Home page, select  → **All Modules** → **General** → **System Configuration** → **Third-Party Integration** → **Data Interchange** .
2. Switch on **Data Interchange** to enable data interchange function.
3. Click **Add** and select the resource(s) for card swiping records synchronization.



You can click  on Operation column to delete the resource or click **Delete All** to delete all added resources.

4. Select the encoding format of data interchange.
5. **Optional:** Check **Do Not Push Failed Records**.

The failed records will not be pushed to the third-party system.

6. Select **Database Synchronization**.
7. Select **Notification Time** from the drop-down list to set the synchronization time.


8. Set the required parameters of the third-party database, including server IP address or domain name, server port, database name, user name, and password.
9. Click **Test Connection** to test whether database can be connected.
10. Set table parameters of database table and table fields according to the actual configurations.
 - 1) Enter the table name of the third-party database.
 - 2) Enter the mode of the third-party database.
 - 3) Set the mapped table fields between the HikCentral FocSign and the third-party database.
11. Click **Save**.

The data will be written to the third-party database.

12.13.2 Dump Access Records to Third-Party Database


The access records of specified resources can be dumped as a CSV file or TXT file and the third-party system will read the dumped file (instead of accessing the database and mapping the table fields) for further applications, such as attendance calculation and pay calculation. You can also configure dump rules for dumping access records. After that, the access records will be dumped to the third-party database according to the added rules.

Steps

1. In the top-left corner of the Home page, select  → **All Modules** → **General** → **System Configuration** → **Third-Party Integration** → **Data Interchange**.
2. Switch on **Data Interchange** to enable the data interchange function.
3. Click **Add** and select the resource(s) for card swiping records synchronization.



Note

You can click  in the Operation column to delete the resource or click **Delete All** to delete all added resources.

4. Select the encoding format of data interchange.
5. **Optional:** Check **Do Not Push Failed Records**.

The failed records will not be pushed to the third-party system.
6. Select **Access Record Dump**.
7. In the Dump Rule area, click **Add** and set the required parameters.

File Name

The name of the CSV file or TXT file which the access records are dumped as.

Storage Location

Local Storage

The access records can be dumped as a file saved in the local disk of the SYS server. Then you need to copy this file from the server to your PC with the third-party system installed to read the dumped file.



- You need to log in to the Web Client running on the SYS server to configure related settings of local storage.
 - You need to set **Saving Path**, which is the path where the CSV file or TXT file is saved.
-

SFTP Storage

You can access the SFTP server as the storage location for saving the dumped file by setting the SFTP address, port, user name, and password. And you can enter the path to save the dumped file in the folder on the SFTP server or leave it empty to save the file in the root directory.



The third-party system should be installed in the SFTP server to read the dumped file.

Content

The display items and data in the dumped file.

Min. Length of Person ID

For some scenarios, the person IDs need to be dumped as a certain fixed length.

You can switch it on and set the value of **Length**. If the length of the person ID is shorter than the value, zero(s) will be added before the ID to make it equal to the value. If the length is longer than the value, the person IDs will be dumped according to the actual length.

Designated Length of Card No.

For some scenarios, the card numbers need to be dumped as a certain fixed length.

You can switch it on and set the value of **Length**. If the length of the card number is shorter than the value, zero(s) will be added before the card number to make it equal to the value. If the length is longer than the value, the card number will be dumped according to the actual length.

Generate Table Header

When the card swiping records are dumped from the system to the local PC, the column names will be included in the dumped file and used as the table header.

File Format

Two formats are supported, including CSV and TXT.

Dump Frequency

The frequency for dumping card swiping records.


Dump Time

The time when dumping card swiping records is started.

8. Click **Add**.

The added rules will be listed in the Dump Rule area.

Note

You can click  in the Operation column to delete the rule or click **Delete All** to delete all added rules.

9. Click **Save**.

12.14 Reset Device Network Information

When system network domain changes (such as server migration), you must reset the network information of the added device to adapt to the new network environment. Otherwise the device live view, playback and other functions will be affected.

Perform this task when you need to reset the network information of the added device.

Steps

1. In the top left corner of Home page, select  → **All Modules** → **General** → **System Configuration** → **Advanced** → **Reset Network Information** .
2. Click **Reset** to one-touch reset the device network information.

Chapter 13 Search for Server Logs

You can search for server logs, which contain error logs, warning logs and information logs. Server logs contain historical user and server activities. You can search for the logs and then check the details.

Steps

1. In the top left corner, select  → **All Modules** → **Maintenance** → **Server Logs** .

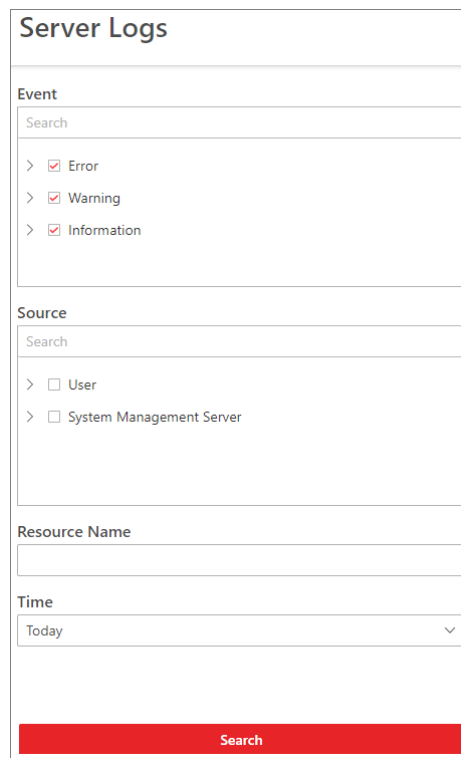


Figure 13-1 Search for Server Logs

2. In **Event**, select one or multiple log types and sub types.

 **Note**

Error logs record failures or errors. Warning logs record license expiration events. Information logs refer to other general logs which record successful or unknown operation results.

3. In **Source**, select user and server to set the source of the logs that you want to search for.
4. **Optional:** In **Resource Name**, enter the name of a resource to search the logs of the resource.
5. In **Time**, select the time range of this search.

 **Note**

You can select **Custom Time Interval** to set a precise start time and end time.

6. Click **Search**.

All matched logs are listed with details on the right.

- 7. Optional:** Check all or specific logs, click **Export**, and then select a file format (i.e., Excel or CSV) to download the searched logs as a single file to your local PC.

Chapter 14 Maintenance and Management

You can view license expiry date, view license details, update license, export configuration data, etc.

In the top-right corner, click  **Maintenance and Management**, and perform one of the following operations as needed.

View License Details

Click **License Details** to view the license list you purchased and license details, such as authorization details.

Update License

Two update types including online update and offline update are provided. According to the network status, select the update type, and complete updating license following the interface information. For details about updating the license, refer to [**Update License - Online**](#) and [**Update License - Offline**](#).

Deactivate License

Two deactivation type including online deactivation and offline deactivation are provided. According to the network status, select the deactivation type, and complete deactivating license following the interface information. For details about deactivating the license, refer to [**Deactivate License - Online**](#) and [**Deactivate License - Offline**](#).

Back Up Data

Select **Back Up and Restore System Data** → **Back Up**. Select the data type you want to back up, frequency, time, and maximum number of backups, and click **Save** or **Save and Back Up Now** to back up data in the configured time or immediately.

Restore Data

Select **Back Up and Restore System Data** → **Restore**. Select the backup file and click **Restore** to restore the data.

Export Configuration Data

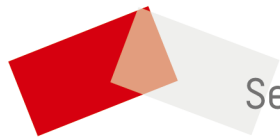
Click **Export Configuration Data**, select data type, and click **Export** to export the select data.

Upgrade Platform

If you need application scenarios such as parking lot management and access control management, and need to extend the platform's functions, you can install HikCentral Professional (V2.2.1 or above) directly on the basis of the current platform, without unloading any original modules.

About

Click **About**, you can view the version, system ID, open-source license agreement, and license agreement of the client.



See Far, Go Further