HikCentral FocSign Web Client

User Manual

Legal Information

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.

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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 Introduction

HikCentral FocSign is a lightweight platform with multiple functions, featuring diverse content types, predefined program templates, abundant material types, flexible layout design, etc. According to the different device types and application scenarios, the platform provides two application modes: Digital Signage mode and Interactive Flat Panel mode. In the Digital Signage mode, you can create contents, and then release them to digital signage terminals after reviewing contents and creating schedules for contents. Also, you can manage employee attendance in this mode. In the Interactive Flat Panel mode, you can create contents, and then release them to interactive flat panels. Also, you can add and manage applications in this mode. The platform is widely applied to the industry of entertainment, finance, traffic, etc.

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® 90 and above, Google Chrome® 90 and above, Safari® 11 and above, Microsoft® Edge 89 and above.

Note

Upgrading from V1.x to V2.x requires double available disk spaces than usual.

Chapter 2 Login

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

Note

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. In the address bar of the web browser, enter the address of the PC running FocSign server service and press **Enter** key.

   Example

   If the IP address of PC running FocSign server is 172.6.21.96, and you should enter http:// 172.6.21.96 or https://172.6.21.96 in the address bar.

   Note

   - You should set the transfer protocol before accessing the FocSign server. For details, refer to ***Set Transfer Protocol*** .
   - You should set the FocSign server's IP address before accessing the FocSign server via WAN. For details, refer to ***Set WAN Access*** .

2. Enter the password and confirm password for the admin user in the pop-up Create Password window.

Note

The password strength can be checked by the system and should meet the system requirements. The default minimum password strength should be **Medium**. 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.

3. 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. In the address bar of the web browser, input the address of the PC running FocSign server service and press the **Enter** key.

   Example

   If the IP address of PC running FocSign server is 172.6.21.96, and you should enter http://172.6.21.96 or https://172.6.21.96 in the address bar.

   Note

   You should configure the FocSign server's IP address in WAN Access of System Configuration before accessing the FocSign server via WAN. For details, refer to ***Set WAN Access*** .

2. Enter the user name and password.

   Note

   Contact the administrator for the user name and initial password.

3. Click **Log In** and the **Change Password** window opens.
4. Set a new password and confirm 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 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.

5. Click **OK** to change the password.

Result

Web Client home page displays after you successfully logging in.

2.2 Login via Web Client (Administrator)

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

Steps

1. In the address bar of the web browser, input the address of the PC running FocSign server service and press **Enter** key.

   Example

   If the IP address of PC running FocSign server is 172.6.21.96, and you should enter http://172.6.21.96 or https://172.6.21.96 in the address bar.

   Note

   You should configure the FocSign server's IP address in WAN Access of System Configuration before accessing the FocSign server via WAN. For details, refer to ***Set WAN Access*** .

2. Select the **Management** tab.
3. Enter the user name and password.
4. Click **Log In** to log in to the system.

Note

- 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 Login via Web Client (Employee)

Employees can access the system via web browser.

Before You Start

The administrator should enable self-service login (enabled by default) and set the login password (employee ID by default) for employees.

Steps

1. In the address bar of the web browser, input the address of the PC running FocSign server service and press **Enter** key.

   Example

   If the IP address of PC running FocSign server is 172.6.21.96, and you should enter http://172.6.21.96 or https://172.6.21.96 in the address bar.

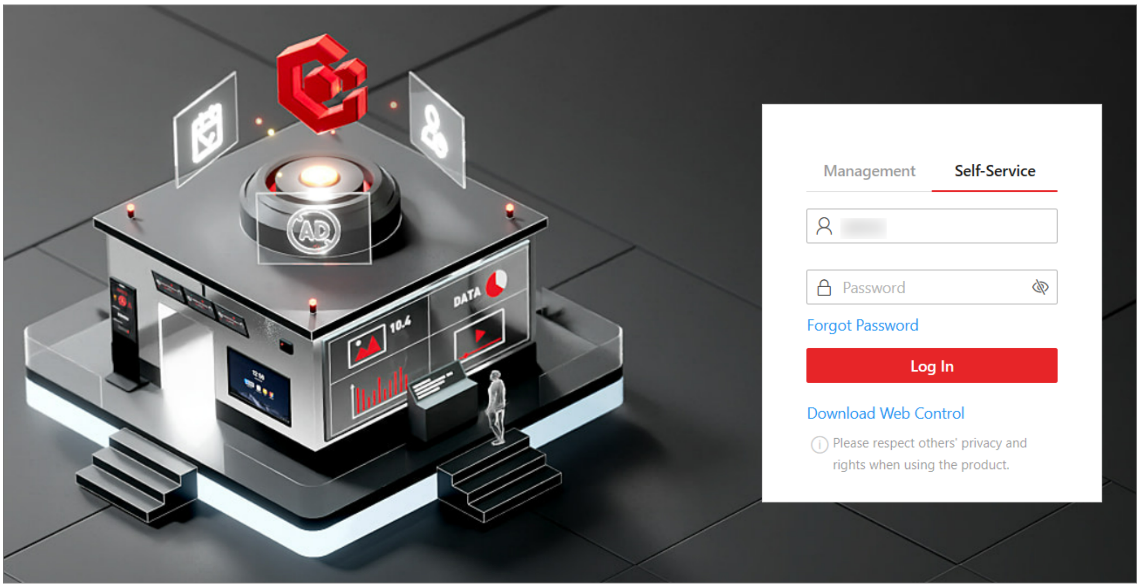


Figure 2-1 Login Page

2. Select the **Self-Service** tab.
3. Enter the employee ID and password.
4. Click **Log In** to log in to the system.

Note

- Employees are required to change the password upon the first login.
- If employees forget the password, they can reset new password in **Forgot Password**.
- If the password is expired, employees will be asked to change the password upon login. For setting maximum password age, refer to ***System Security Settings*** .

Result

Web Client home page displays after employees successfully log in to the system.

2.4 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. In the address bar of the web browser, enter the address of the PC running FocSign server service and press **Enter** key.

   Example

   If the IP address of PC running FocSign server is 172.6.21.96, and you should enter http://172.6.21.96 or https://172.6.21.96 in the address bar.

Note

You should configure the FocSign server's IP address in WAN Access of System Configuration before accessing the FocSign server via WAN. For details, refer to ***Set WAN Access*** .

2. Enter the user name and initial password set by the administrator.
3. Click **Log In** and a **Change Password** window opens.
4. Set a new password and confirm 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 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.

5. Click **OK**.

Result

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

2.5 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**.

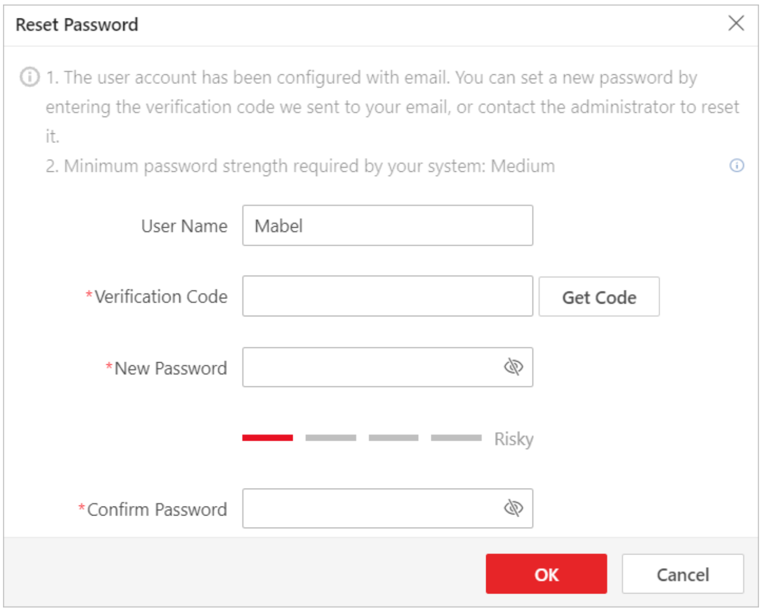


Figure 2-2 Reset Password for Normal User

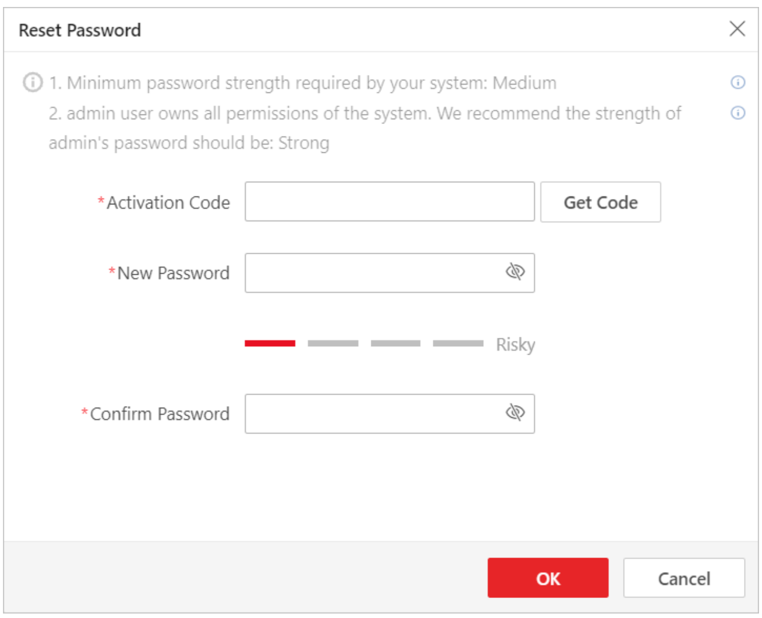


Figure 2-3 Reset Password for admin User

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 Switch Application Mode

You can switch between the Digital Signage mode and the Interactive Flat Panel mode. In the Digital Signage mode, you can create five types of contents, and release them to digital signage terminals after reviewing contents and creating schedules for contents. In the Interactive Flat Panel mode, you can create two types of contents, and then release them to interactive flat panels. Also, you can add and manage applications in this mode.

For logging into the software for the first time, you should select an application mode according to the device type you have purchased, and click **Confirm** to go to the page of the selected mode.

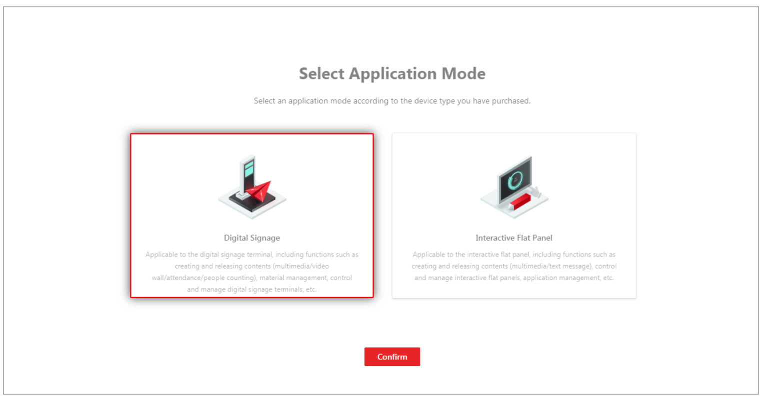


Figure 3-1 Select Application Mode

Note

If you need to switch mode afterward, you can click **Switch Mode** in the upper right corner of the page and switch the application mode.

Chapter 4 Home Page Description (Digital Signage)

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

Note

To perform operations in this module, make sure you are in the Digital Signage mode. See details in ***Switch Application Mode*** .

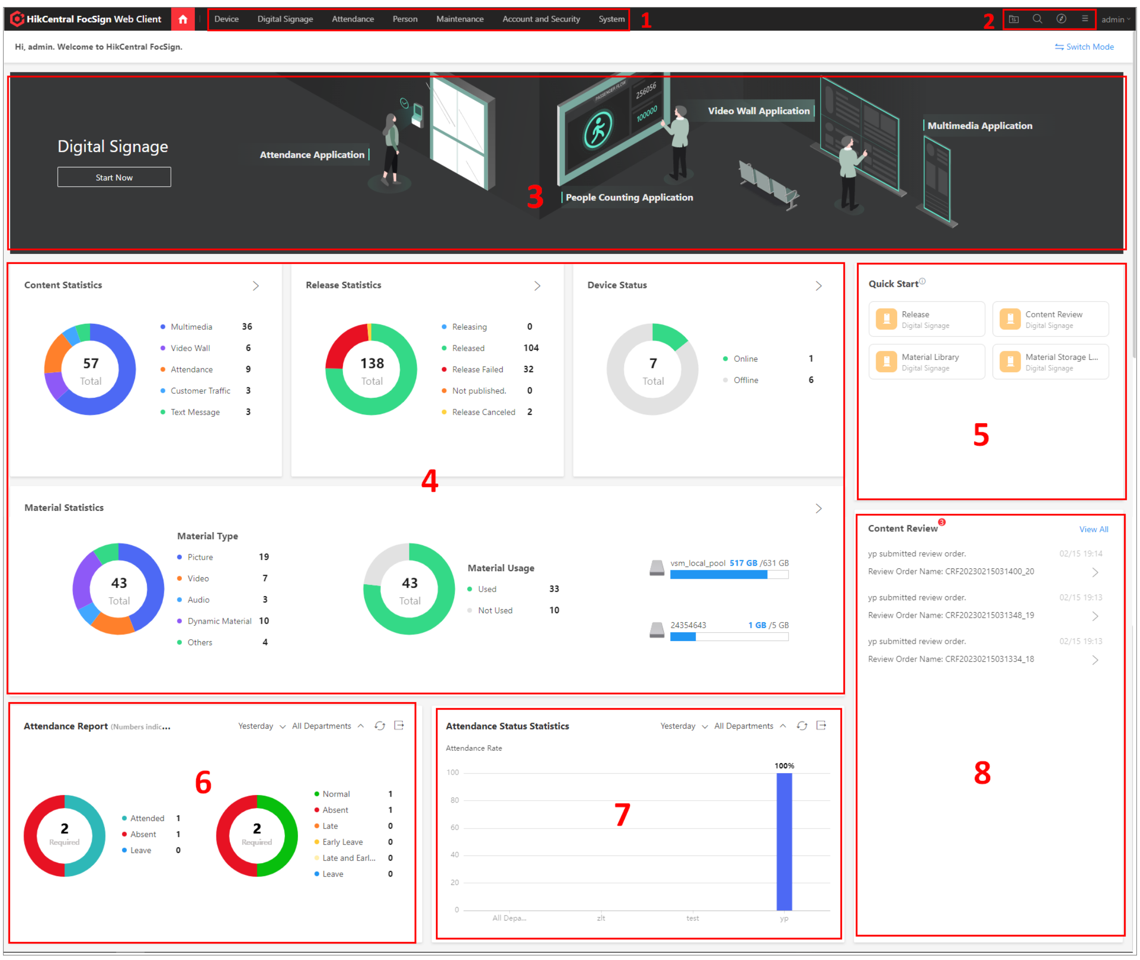


Figure 4-1 Home Page (Digital Signage Mode)

Table 4-1 Home Page Description

Number	Description
1	Provides the entry to the corresponding module on the top navigation bar.
2	: View the downloading tasks.

Number	Description
	: Enter keyword(s) to search for the related function. : View the wizards of the Digital Signage module and the Attendance module, as well as the user manual of the Web Client. : Maintenance and management information of the software, such as license expiry date and license details. Refer to ***Maintenance and Management*** for details.
3	Displays different applications of the digital signage module, including attendance application, people counting application, etc. You can click **Start Now** to enter the device management page and use the digital signage function according to the wizard on the right side of the page.
4	An overview of statistics related with the digital signage module, including content statistics, release statistics, release statistics, material statistics, etc.
5	Provides quick entries to the menus which you have added to the Favorites. **Note** If you add a menu to Favorites, the icon beside the menu turns from ☆ to ★ .
6	Displays the attendance statistics according to attendance status. You can view the statistics by selecting the time and department. Also, you can refresh and export the statistics.
7	Displays the attendance statistics according to attendance rate. You can view the statistics by selecting the time and department. Also, you can refresh and export the statistics.
8	Displays the details of content review, including the reviewer, submitted time, review order time, etc. You can click **View All** to enter the Content Review page and review content. For details, refer to ***Content Review*** .

Chapter 5 Home Page description (Interactive Flat Panel)

The following is the Home page introduction of the Interactive Flat Panel mode.

Note

To perform operations in this module, make sure you are in the Interactive Flat Panel mode. See details in ***Switch Application Mode*** .

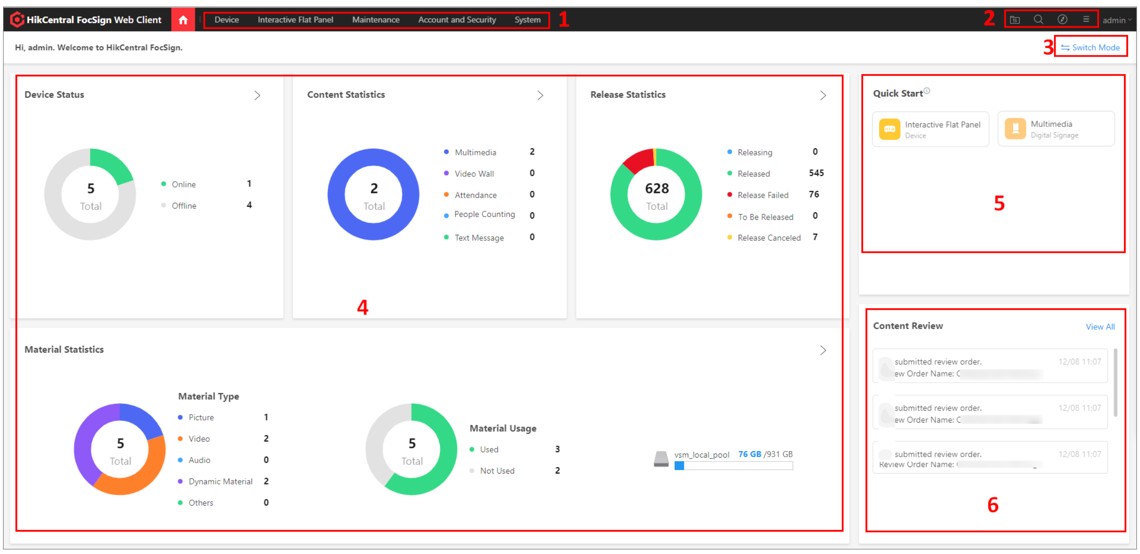


Figure 5-1 Home Page (Interactive Flat Panel Mode)

Table 5-1 Home Page Description

Number	Description
1	Provides the entry to the corresponding module on the top navigation bar.
2	: View the downloading tasks. : Enter keyword(s) to search for the related function. : View the wizards of the Interactive Flat Panel module and the Attendance module, as well as the user manual of the web client. : Maintenance and management information of the software, such as license expiry date and license details. Refer to ***Maintenance and Management*** for details.
3	Switch the application mode if needed. For details, refer to ***Switch Application Mode*** .

Number	Description
4	An overview of statistics related with the interactive flat panel module, including content statistics, release statistics, release statistics, material statistics, etc.
5	Provides quick entries to the menus which you have added to the Favorites. **Note** If you add a menu to Favorites, the icon beside the menu turns from ☆ to ★ .
Content Review	Displays the details of content review, including the reviewer, submitted time, review order time, etc. You can click **View All** to enter the Content Review page and review content. For details, refer to ***Content Review*** .

Chapter 6 License Management

After installing HikCentral FocSign, you have a temporary License for a specified number of devices 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, 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.

6.1 Activate License - Online

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

Steps

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

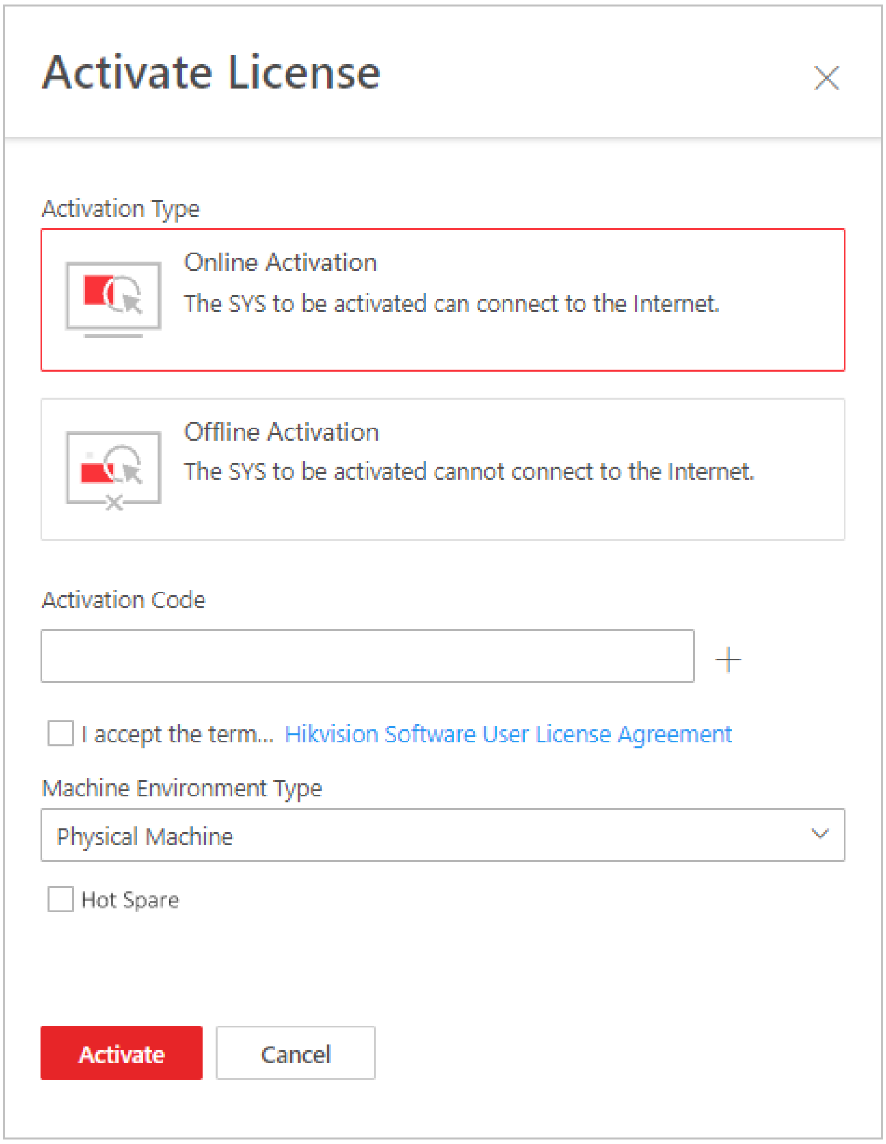


Figure 6-1 Activate License in Online Mode

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. Click **Activate**.

   The email settings pane will appear after you activated the License.
7. 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.

8. Set the email server parameters. See details in ***Configure Email Account*** .
9. Click **OK** to save the email settings.

6.2 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.

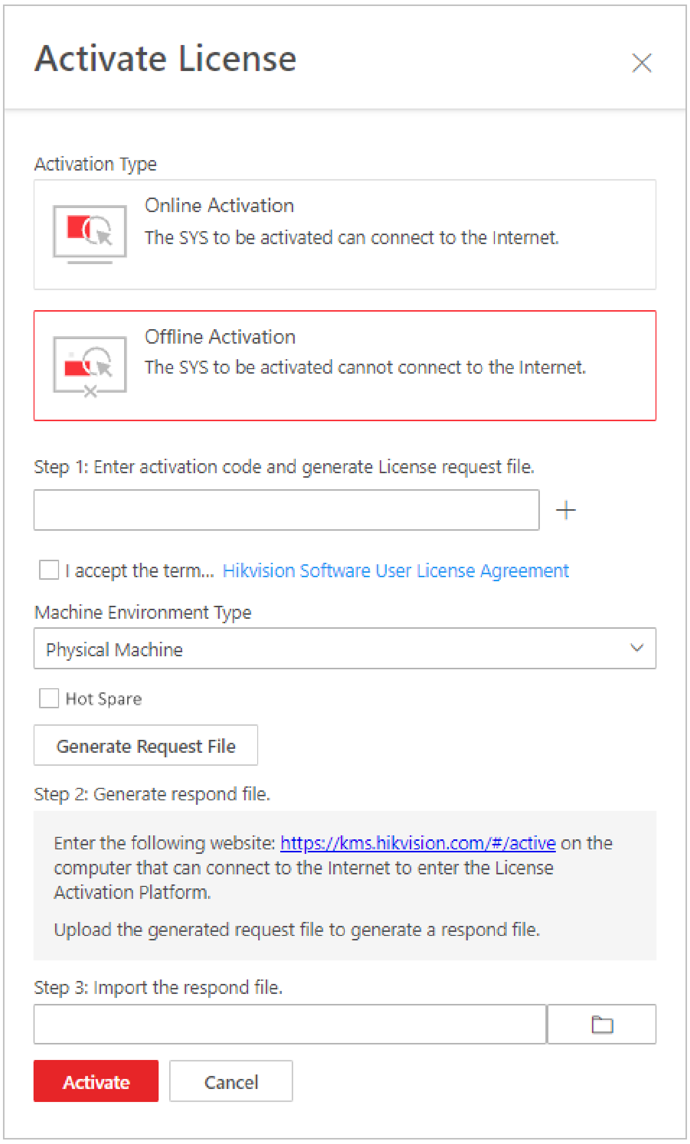


Figure 6-2 Activate License in Offline Mode

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. 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).
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/#/active*** .
9. Click and then select the downloaded request file.

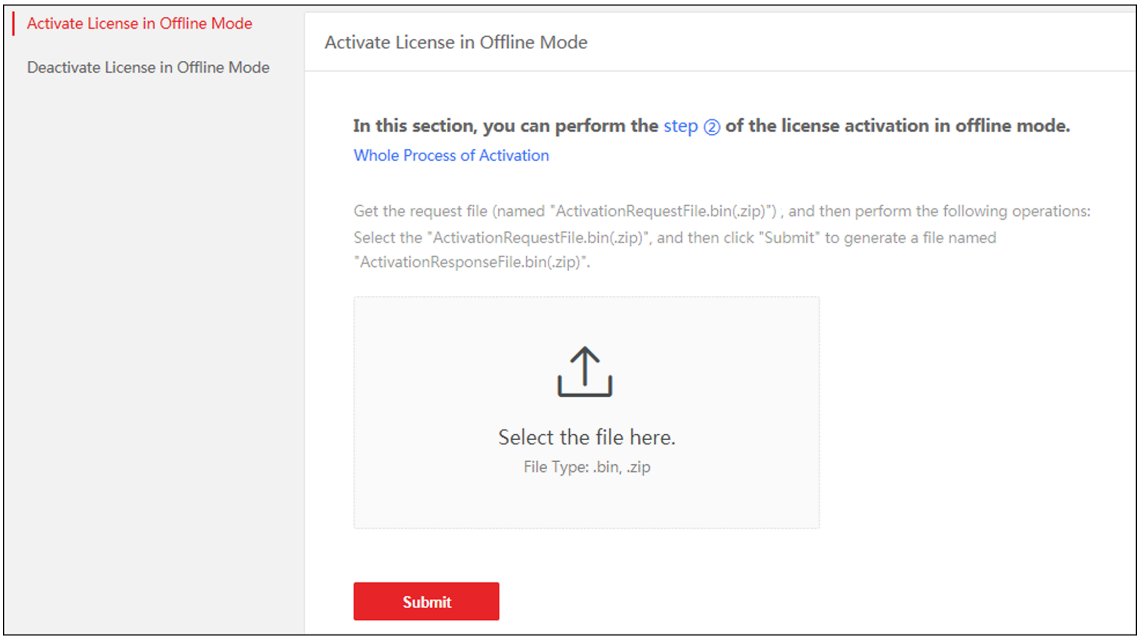


Figure 6-3 Select Request File

10. 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).
11. Copy the respond file to the proper directory of the computer that accesses HikCentral FocSign via the Web Client.
12. In the Offline Activation panel, click and select the downloaded respond file.
13. Click **Activate**.

    The email settings pane will appear after you activated the License.
14. 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.

15. Set the email server parameters. See details in ***Configure Email Account*** .
16. Click **OK** to save the email settings.

6.3 Update License - Online

As your project grows, you may need to increase the connectable number of resources (e.g., devices) 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 (Administrator)*** for details.
2. On the top, 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 **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 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**.

6.4 Update License - Offline

As your project grows, you may need to increase the connectable number of devices 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. On the top, 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.

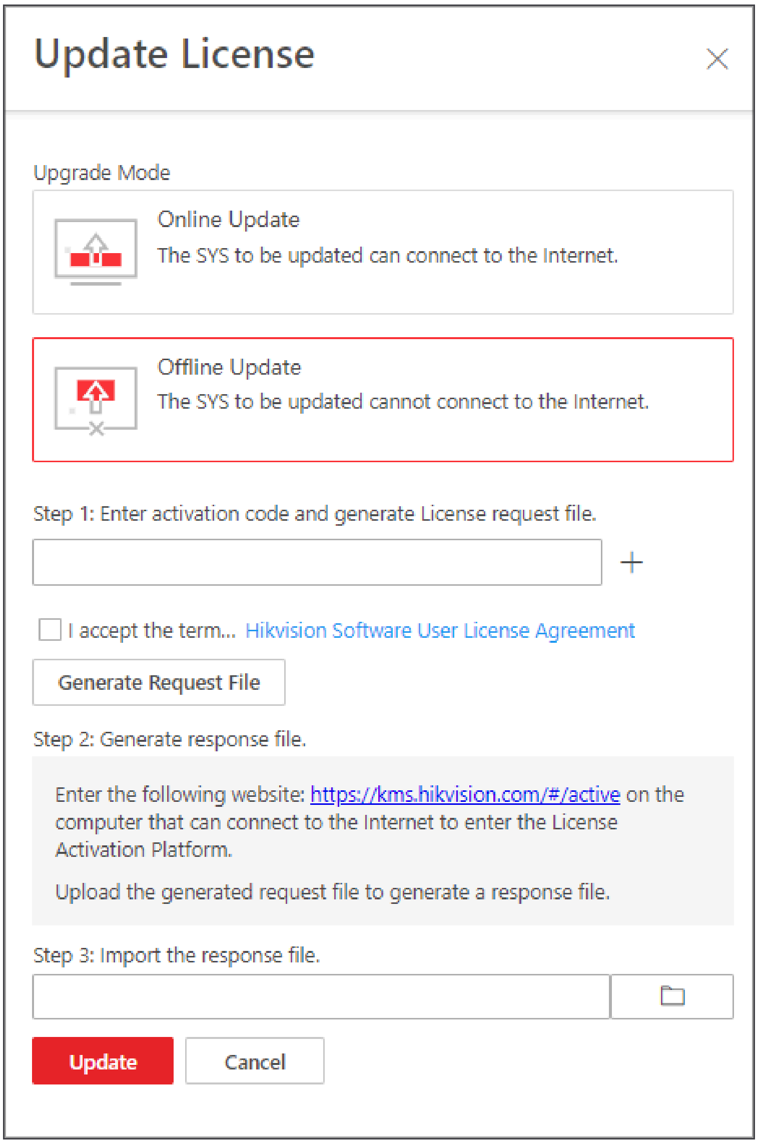


Figure 6-4 Update License in Offline Mode

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.

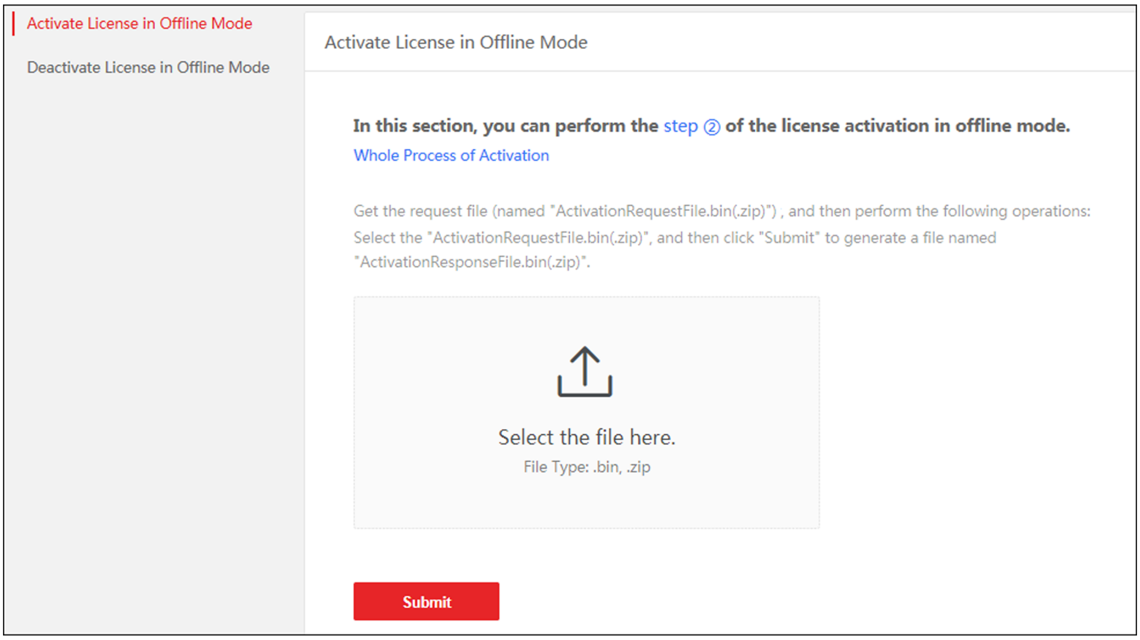


Figure 6-5 Select Request File

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**.

6.5 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 serverrunning 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 (Administrator)*** .
2. On the top, move the cursor to ☰ **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**.

6.6 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. On the top, move the cursor to **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.

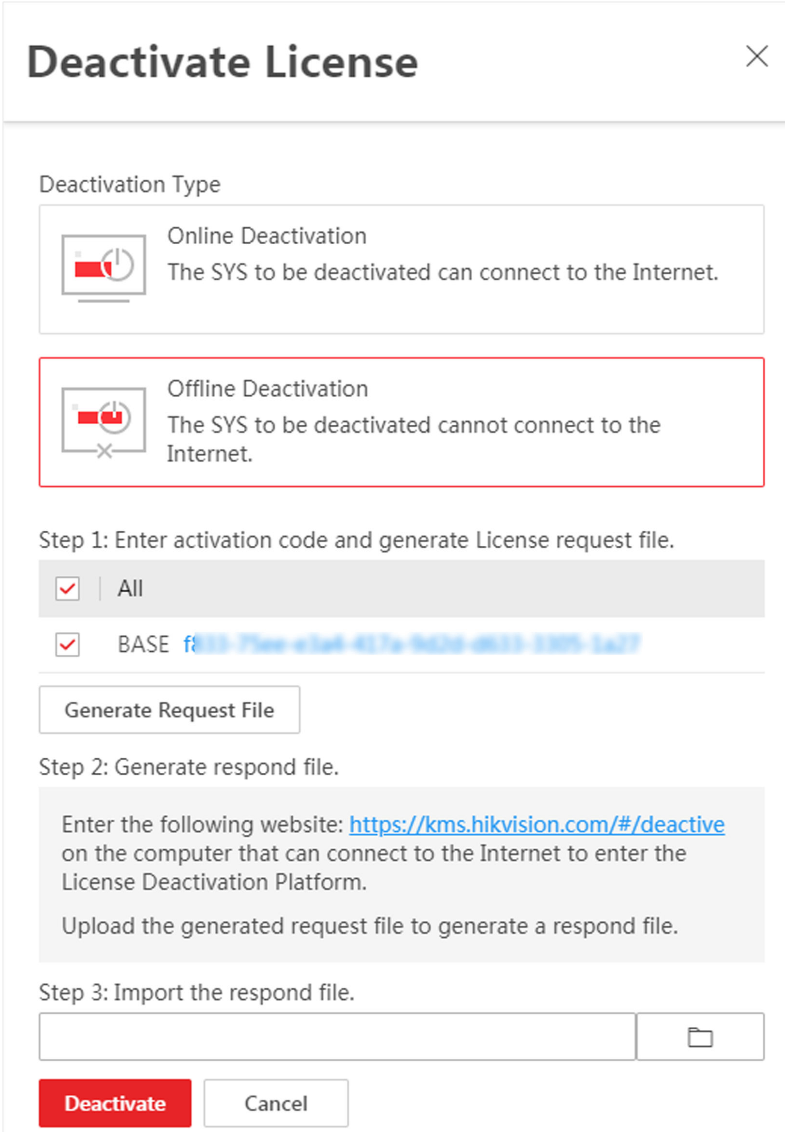


Figure 6-6 Deactivate License in Offline Mode

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.

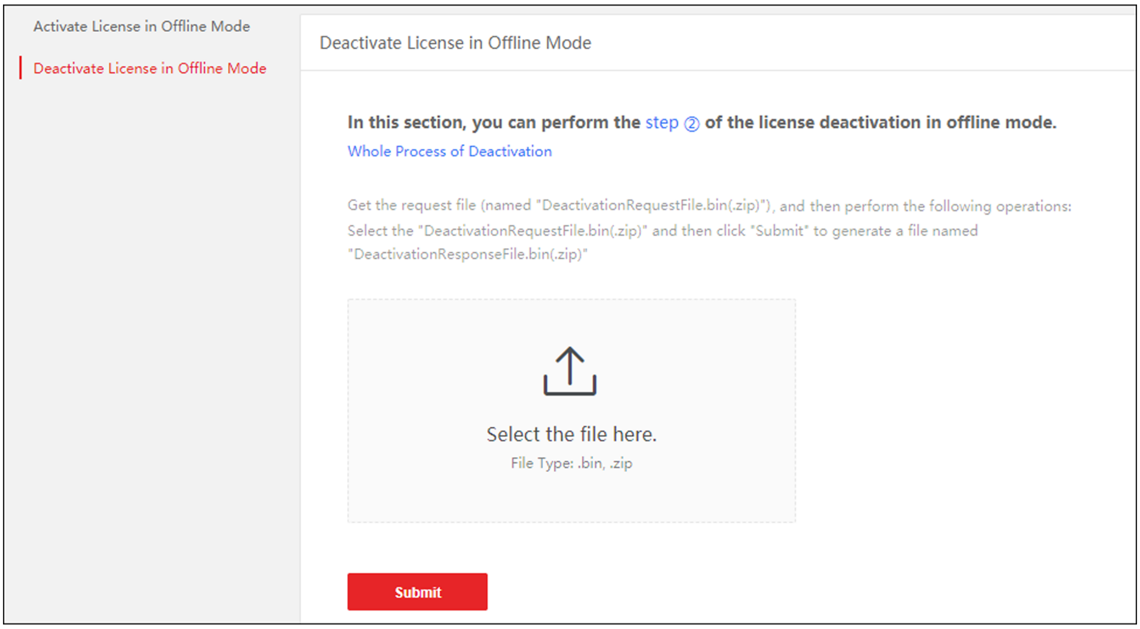


Figure 6-7 Select Request File

10. Click **Submit**.

    A respond file named "DectivationResponseFile.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**.

6.7 View License Details

You can check the authorization details of the License you purchased and view the number of manageable devices and functions 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 (Administrator)*** for details.
2. In the upper right corner, move the cursor to **Maintenance and Management** to show the drop-down menu.
3. Click **License Details** to open the License Details pane.

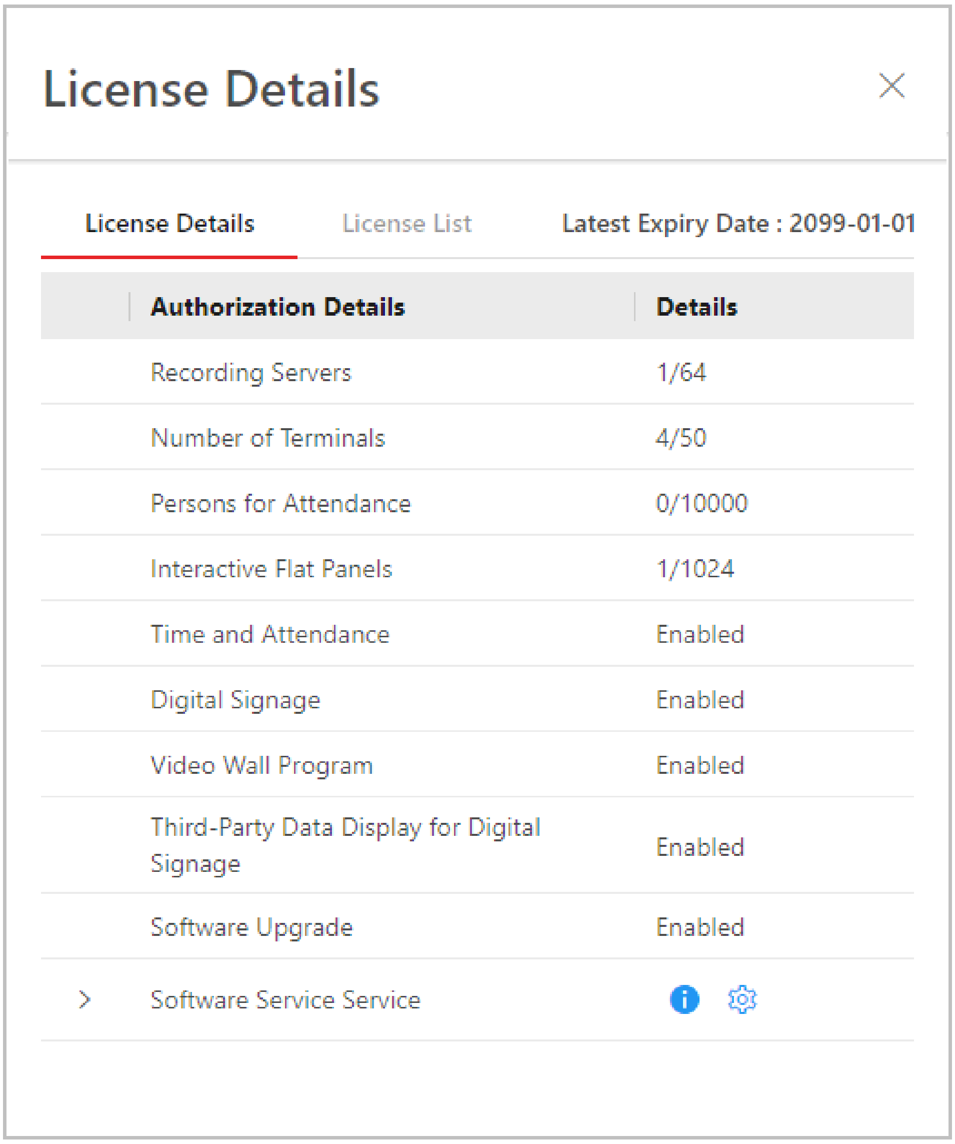


Figure 6-8 License Details Page

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

4. **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.

6.8 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. On the top, move the cursor to **Maintenance and Management** to show the drop-down menu.
2. Click **License Details** in the drop-down menu to open the License Details pane.
3. Go to the bottom of details list and click to enter the SSP Expiration Prompt Settings pane.
4. Set the **Overdue Reminder** switch to ON.
5. 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.

6. 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).

7. 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).

8. Click **Save**.

Chapter 7 Device Management

HikCentral FocSign supports two device types including digital signage terminals and interactive flat panels. You can add devices to the platform and manage them according to your actual needs.

7.1 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. On the top, select **Device**.
2. Select **Device and Server** on the left.
3. Select the device to be activated.
4. In the Online Device area, view the device status and select one or multiple inactive devices.
5. Click **Activate** to open the device activation window.
6. 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.

7. Click **Save** to create the password for the device.

Note

If you have not set security questions, the window of setting security questions will pop up, and you should select the method of resetting password and set the security questions as needed.

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

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

Note

For details, refer to ***Edit Online Device's Network Information*** .

7.2 Edit Online Device's Network Information

The online devices, which have IP addresses in the same local subnet with FocSign server 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. On the top, select **Device**.
2. Select **Device and Server** on the left.
3. Select the device type.
4. In the Online Device area, select a network type.

   Server Network

   The detected online devices in the same local subnet with the FocSign server will be listed.

   Local Network

   The detected online devices in the same local subnet with the Web Client will be listed.
5. View the device status, and click in the Operation column of an active device.
6. Edit the device parameters, such as IP address, device port, HTTP port, subnet mask, and gateway.

Note

- If you have switched on **Used DHCP**, you can only edit the device port No.
- The parameters may vary for different device types.

7. Click .
8. Enter the device's password.

9. Click **Save**.

7.3 Manage Digital Signage Terminals

You can add digital signage terminals to the platform and perform further management and operation. There are two physical forms for the digital signage terminal. One is a terminal with screen, such as vertical digital signage and wall-mounted digital signage; the other (called digital signage player) is a station which integrate the function of information release, and it can connect with LED screen, LCD screen or jointed screen as the displaying screen.

Note

You can add and configure digital signage terminals only in the Digital Signage mode. For where and how to switch the mode, refer to ***Switch Application Mode*** .

7.3.1 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.

Add Online Terminals

The platform can detect the online terminals (referred to as device in the following pages) on 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.

Steps

1. On the top, select **Device**.
2. On the left navigation pane, click **Device and Server → Digital Signage Terminal** .
3. In the Online Device area, select **Hikvision Private Protocol** / **Hikvision ISUP Protocol** to filter the detected online devices.

   Note

   To display the devices which are added to the platform via ISUP protocol, you can go to → **Basic Management → System → Network → Device Access Protocol** and enable **Allow ISUP Registration**.
4. 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.

5. Set the basic information.

Note

Parameters vary according to the protocol, via which the device is added.

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 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.

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 account.

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

Local Storage

The pictures are stored in the FocSign server server.

Note

You can click **Configure** 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**.

7. **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.
8. **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** to add new area(s). For details, refer to ***Add an Area*** .

9. Click **Add**.
10. **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.
Search Device(s)	Enter a keyword in the search box in the upper right corner of the page to quickly search the target device(s).
Configure Device Display Settings	Select one or more devices and click **Display Settings** to enter the Display Settings page. See ***Configure Device Display Settings*** for details.
Configure Device Privacy Settings	Select one or more devices, and then click **Privacy Settings** to enter the Privacy Settings page. See ***Configure Device Privacy Settings*** .
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.

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.

Steps

1. On the top, select **Device**.
2. On the left navigation pane, click **Device and Server → Digital Signage Terminal** .
3. Click **Add** to enter the Add Device page.
4. Select the Access Protocol as **Hikvision Private Protocol**.

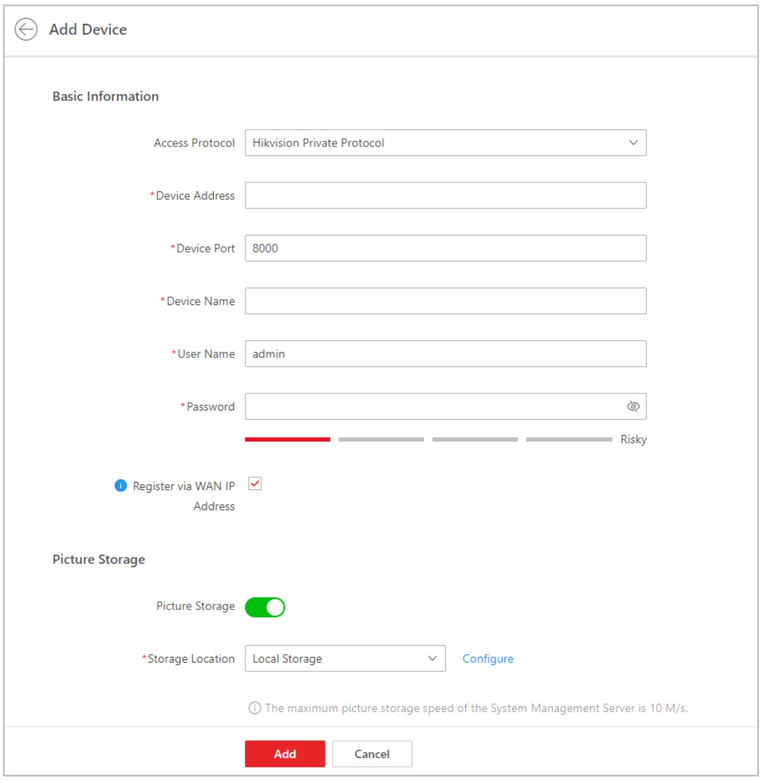


Figure 7-1 Add Terminal by IP Address

5. 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.

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 account.

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.

Register via WAN IP Address

The function is available when the device and the platform are not on the same LAN.

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

Local Storage

The pictures are stored in the FocSign server server.

Note

You can click **Configure** 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**.

7. **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.
8. **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** to add new area(s). For details, refer to ***Add an Area*** .

9. Click **Add**.
10. **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.
Search Device(s)	Enter a keyword in the search box on the upper right corner of the page to quickly search the target device(s).
Configure Device Display Settings	Select one or more devices and click **Display Settings** to enter the Display Settings page. See ***Configure Device Display Settings*** for details.
Configure Device Privacy Settings	Select one or more devices, and then click **Privacy Settings** to enter the Privacy Settings page. See ***Configure Device Privacy Settings*** .
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.

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.

Steps

1. On the top, select **Device**.
2. On the left navigation pane, click **Device and Server → Digital Signage Terminal** .
3. Click **Add** to enter the Add Device page.

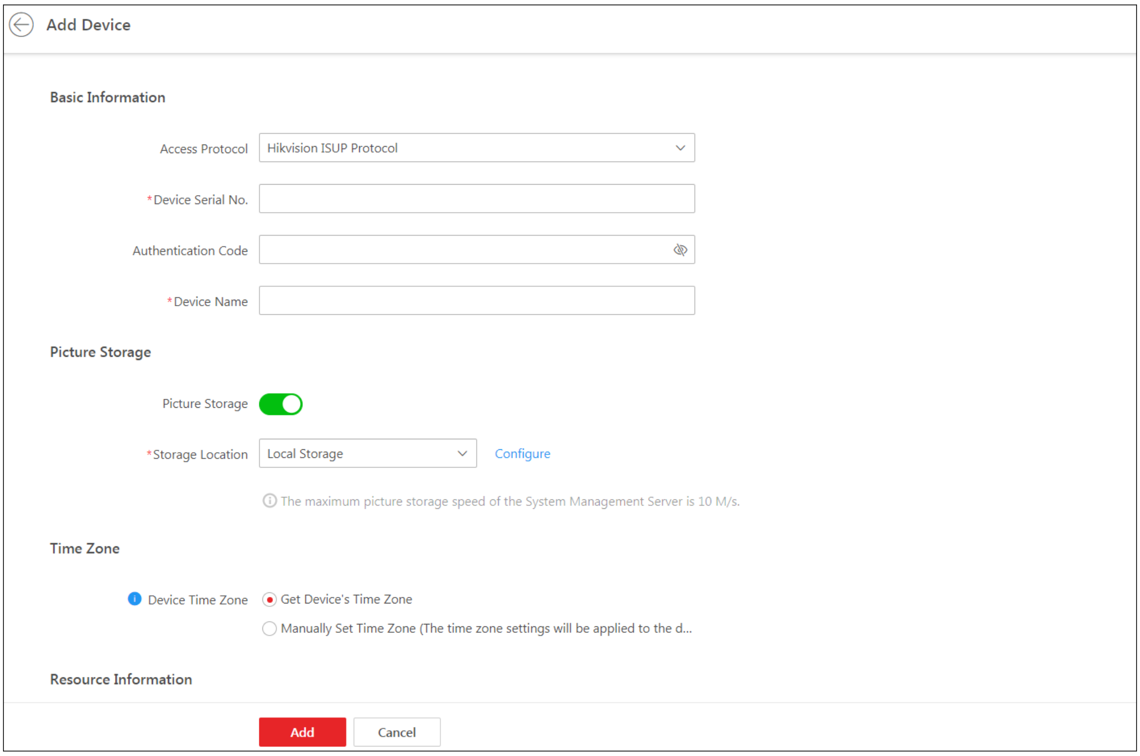


Figure 7-2 Add Terminal by Device Serial No.

4. Select **Hikvision ISUP Protocol** as the access protocol.
5. 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.

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

Local Storage

The pictures are stored in the FocSign server server.

Note

You can click **Configure** 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**.

7. **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.
8. **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** to add new area(s). For details, refer to ***Add an Area*** .
9. Click **Add**.
10. **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.

Search Device(s)

Enter a keyword in the search box on the upper right corner of the page to quickly search the target device(s).

Configure Device Display Settings

Select one or more devices and click **Display Settings** to enter the Display Settings page. See ***Configure Device Display Settings*** for details.

Configure Device Privacy Settings	Select one or more devices, and then click **Privacy Settings** to enter the Privacy Settings page. See ***Configure Device Privacy Settings*** .
Set Time Zone	Select one or more devices, and click **Time Zone** to configure the time zones 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.

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.

Steps

1. On the top, select **Device**.
2. On the left navigation pane, click **Device and Server → Digital Signage** .
3. Click **General Authentication Code Settings**.
4. Switch on **General Authentication Code Settings**.

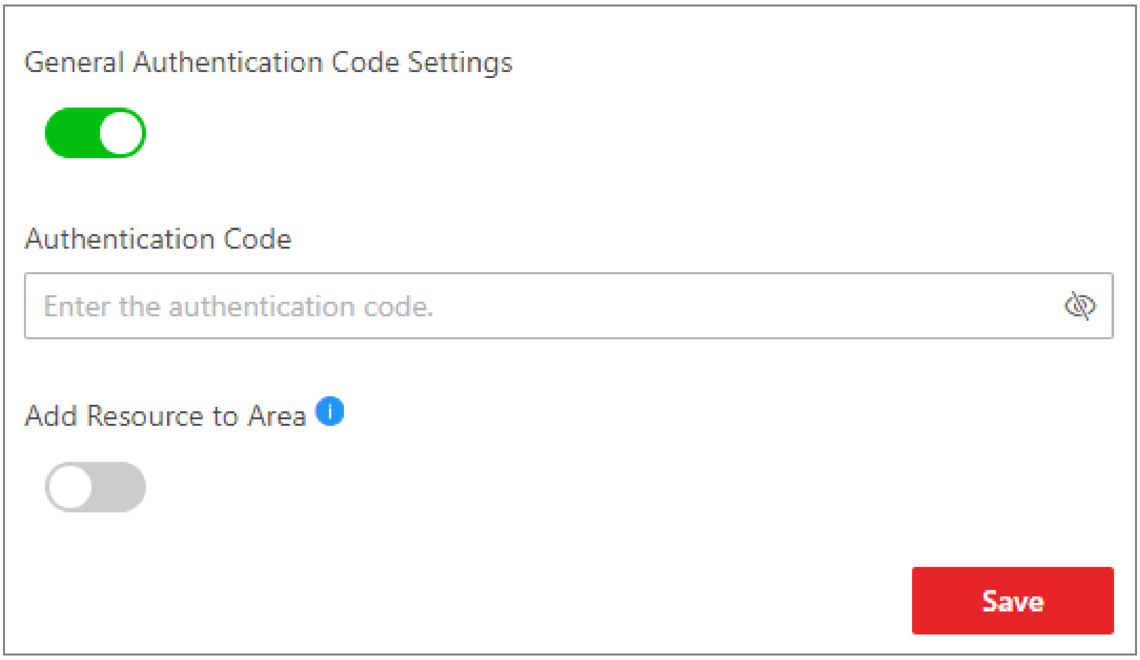


Figure 7-3 Set General Authentication Code

5. 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.

6. **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 an Area*** .

7. Click **Save**.
8. **Optional:** Perform the following operations.

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

	Note 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. **Note** If the device which has been linked to the video wall is deleted, the corresponding video wall program cannot be released.
Search Device(s)	Enter a keyword in the search box on the upper right corner of the page to quickly search the target device(s).
Configure Device Display Settings	Select one or more devices and click **Display Settings** to enter the Display Settings page. See ***Configure Device Display Settings*** for details.
Configure Device Privacy Settings	Select one or more devices, and then click **Privacy Settings** to enter the Privacy Settings page. See ***Configure Device Privacy Settings*** .
Set Time Zone	Select one or more devices, and click **Time Zone** to configure the time zones 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.

7.3.2 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 brightness, boot logo, etc.

Before You Start

Make sure you have added terminal(s) to the platform, and the terminal(s) are online. Refer to ***Add Digital Signage Terminal*** for details.

Steps

1. On the top, select **Device**.
2. On the left navigation pane, click **Device and Server → Digital Signage Terminal** .
3. Select one or multiple device(s), and then click **Display Settings** to enter the Display Settings page.

4. Set the 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 to100. The bigger the value, the lighter the screen.

Boot 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 unlock the screen. The password is set on the terminal locally.

5. 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.

6. **Optional:** Click **Restore** to restore the displaying parameters to the default parameters.
7. Click **Save** to save the configuration.

7.3.3 Configure Device Privacy Settings

You can configure the privacy parameters for the device remotely, including event storage mode, authentication result display, picture uploading and storage, and clearing pictures on device, to protect the person's private information.

1. On the top, select **Device**, and then click **Device and Server → Digital Signage Terminal** on the left navigation pane.
2. Select one or multiple device(s), and then click **Privacy Settings** to enter the Privacy Settings page. You can set the following parameters.

Event Storage

Select the mode of event storage.

Overwrite

The events stored on the device will be overwritten automatically. For example, if a device can store up to 200 events. When this limit is reached, the first event will be overwritten by the newest one, and then the second will be overwritten.

Delete Old Events Regularly

Set a time period. The events stored on the device during the period will be automatically deleted at intervals of the period.

Delete Old Events by Specified Time

Set a specific time. The events stored on the device before the specific time will be automatically deleted.

Authentication

Check the items (such as profile photo, name, and employee ID) to be displayed in authentication results.

Note

The checked items will be displayed in the released attendance program. Refer to ***Create Attendance Program*** for details on creating and releasing attendance programs.

Picture Uploading and Storage

Check to enable the features as needed.

Upload Recognized or Captured Pictures

If it is checked, the recognized or captured pictures will be uploaded to the system.

Save Recognized or Captured Pictures

If it is checked, the recognized or captured pictures will be saved to the devices.

Clear Pictures Stored on Device

Clear Face Pictures

Click **Clear** to clear all face pictures.

Clear Recognized or Captured Pictures

Click **Clear** to clear all recognized pictures or captured pictures.

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

7.3.4 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.

Configure Built-In Camera Parameters

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

Before You Start

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

Steps

1. On the top, select **Device**.
2. On the left navigation pane, click **Device and Server → Digital Signage Terminal** .

3. Click ⚙ on the Operation column to enter the device remote configuration page of terminal.
4. In the **Linked Device** area, 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**,**Live View** or **Temperature Screening**.

Attendance

The attendance 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.

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. On the top, select **Device**.
2. On the left navigation pane, click **Device and Server → Digital Signage Terminal** .
3. Click in the Operation column of the online device to enter the remote configuration page of the terminal.
4. In the **Linked Device** area, click **Add** to enter the Add Device page.

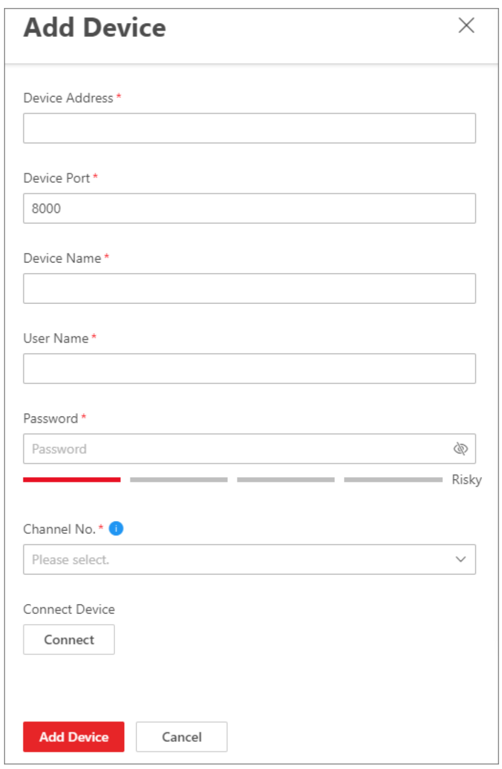


Figure 7-4 Add Device

5. 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.

6. Select the channel number of the device to be added to the terminal from the drop-down list.
7. **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*** .

8. Click **Add Device**.

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.

7.4 Manage 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.

Note

You can add interactive flat panels only in the Interactive Flat Panel mode. For where and how to switch the mode, refer to ***Switch Application Mode*** .

7.4.1 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. On the top, select **Device**.
2. On the left navigation pane, click **Device and Server → Interactive Flat Panel** .
3. 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.
4. 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 digits.

   Device Name

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

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 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** to add new area(s). For details, refer to ***Add an Area*** .

7. Click **Add**.
8. **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.

7.4.2 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. On the top, select **Device**.
2. On the left navigation pane, click **Device and Server → Interactive Flat Panel** .
3. Click **Add** to enter the Add Interactive Flat Panel page.

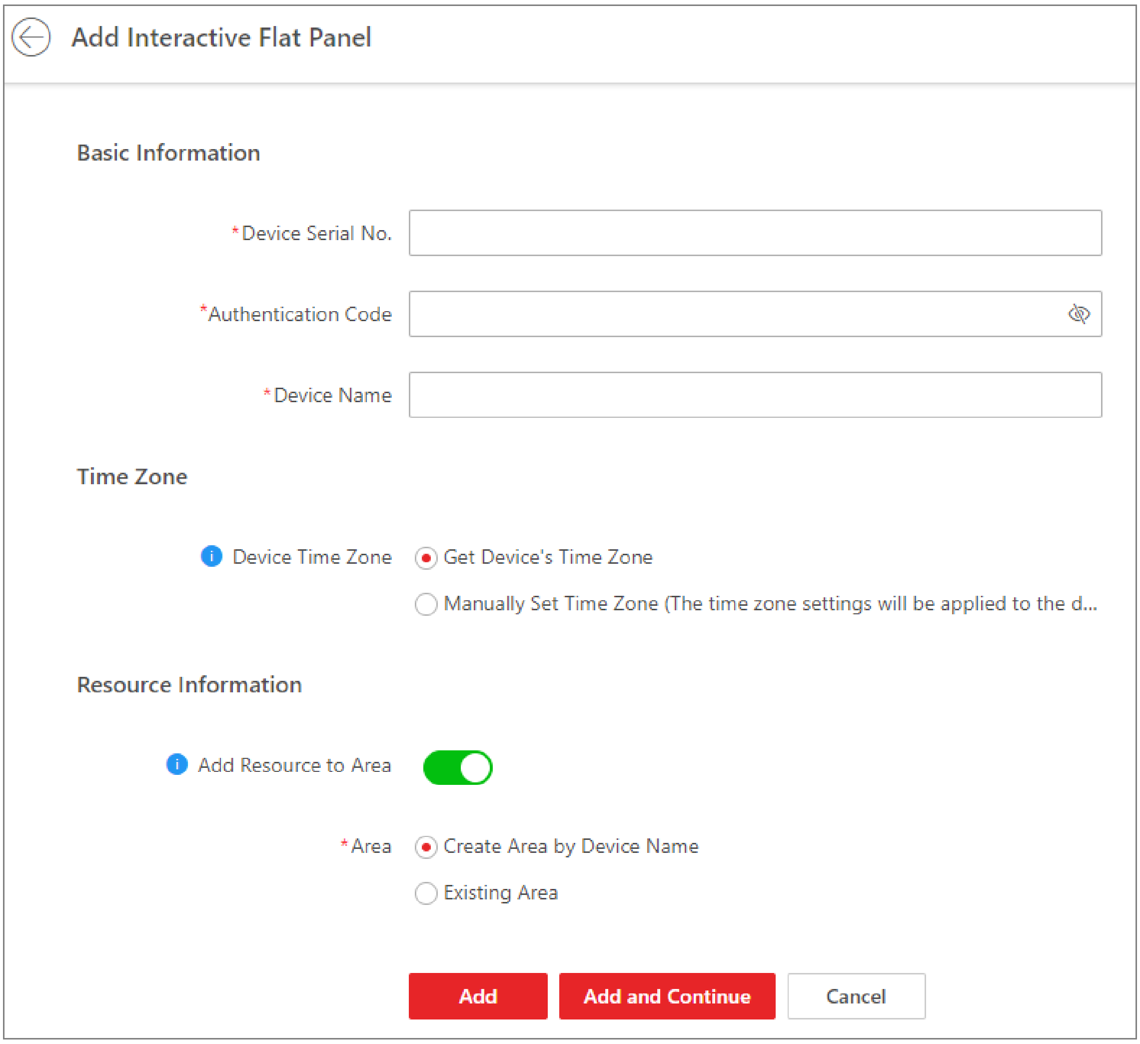


Figure 7-5 Add Interactive Flat Panel

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 digits.

Device Name

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

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 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** to add new area(s). For details, refer to ***Add an Area*** .

7. 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.
8. **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 for 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.

7.4.3 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. On the top, select **Device**.
2. On the left navigation pane, click **Device and Server → Interactive Flat Panel** .
3. Click **General Authentication Code Settings**.
4. Switch on **General Authentication Code Settings**.

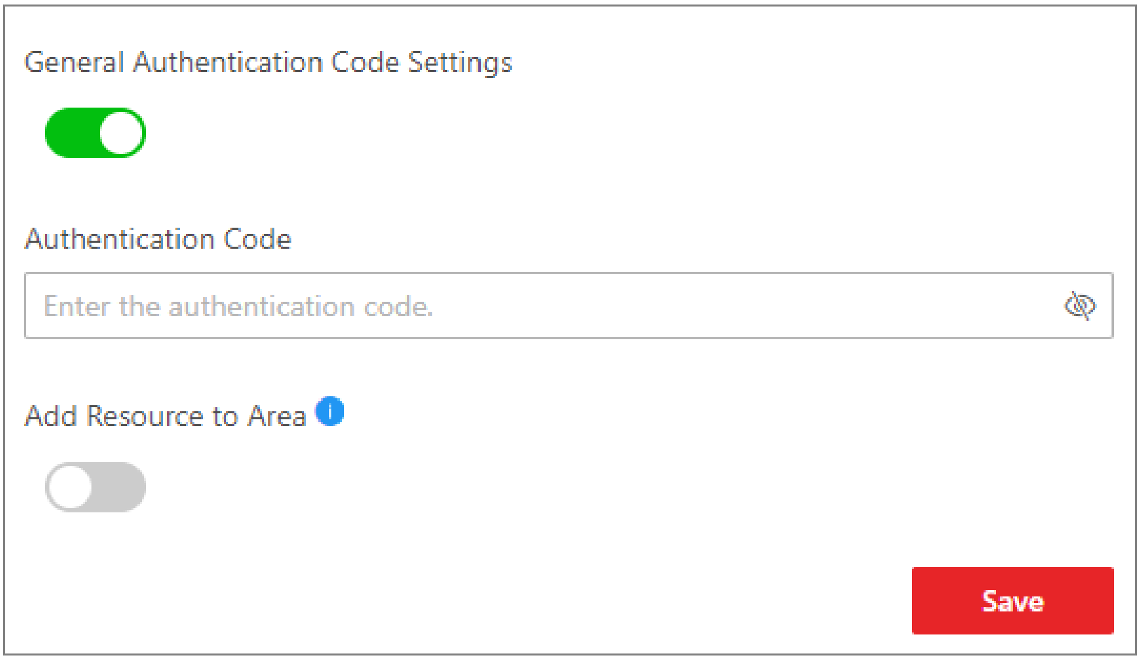


Figure 7-6 Set General Authentication Code

5. 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 digits.

6. **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 an Area*** .
7. Click **Save**.
8. **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 zones 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 for 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.

7.5 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.

7.5.1 Upgrade Device Firmware 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. On the top, select **Device**.
2. Select **Firmware Upgrade** on the left.
3. Select the **Via Current Web Client** tab.
4. In the **Simultaneous Upgrade** field, set the maximum number of devices for simultaneous upgrade.

   Example

   If you set the value to 5, up to 5 devices can be selected for batch upgrade.
5. Click to select the firmware upgrade package.
6. Click **Next**.

   The devices to be upgraded are displayed in the list.
7. Select the devices to be upgraded.
8. Select an upgrade schedule to upgrade the selected device(s).
   - Select **Upgrade Now** from the **Upgrade Schedule** drop-down list to start upgrade.
   - Select **Custom** from the **Upgrade Schedule** drop-down list and then customize a time period to upgrade the selected device(s).
9. Click **OK** to save the firmware upgrade settings.

   The upgrade task list will be opened.

What to do next

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

7.5.2 Upgrade Device Firmware via Hik-Connect

You can upgrade firmwares of devices added to the platform. The supported device types include encoding devices, access control devices, security control devices, and so on.

Steps

1. On the top, select **Device**.
2. Select **Firmware Upgrade** on the left.
3. Select the **Via Hik-Connect** tab.
4. In the **Device Access Protocol** field, select the relevant protocol.
5. In the **Upgrade By** field, select the upgrade method.

   Note

   You can hover the cursor to and view explanations of upgrade methods.
6. Set the maximum number of devices for simultaneous upgrade.

   Example

   For example, if you set the value to 5, up to 5 devices can be selected for batch upgrade.
7. Click **Next**.

   The upgradable devices will be displayed.
8. Select the devices to be upgraded.
9. Select the upgrade schedule.
   - Select **Upgrade Now** to upgrade devices now.
   - Select **Custom** to customize a time period to upgrade devices.

   Device firmware starts upgrading.
10. Click **OK** to save the firmware upgrade settings.

    The upgrade task list will be open.
11. **Optional:** In the top right corner of firmware upgrade page, click **Upgrade Tasks** to view the task details and control the task status.

7.5.3 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.

On the top, select **Device**, and then click **Device and Server → Digital Signage Terminal** on the left navigation pane.

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) to be upgraded, click **Local File** to select the firmware package, and then click **Upgrade** to start upgrading.

7.6 Reset Device Password

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

Perform this task when you need to reset the device's password.

Steps

1. On the top, select **Device**.
2. Select **Device and Server** on the left, and then select a device type.
3. In the Online Device area, view the device status (shown on Security column) and click icon in the Operation column of an active device.

   The Reset Password window pops up.

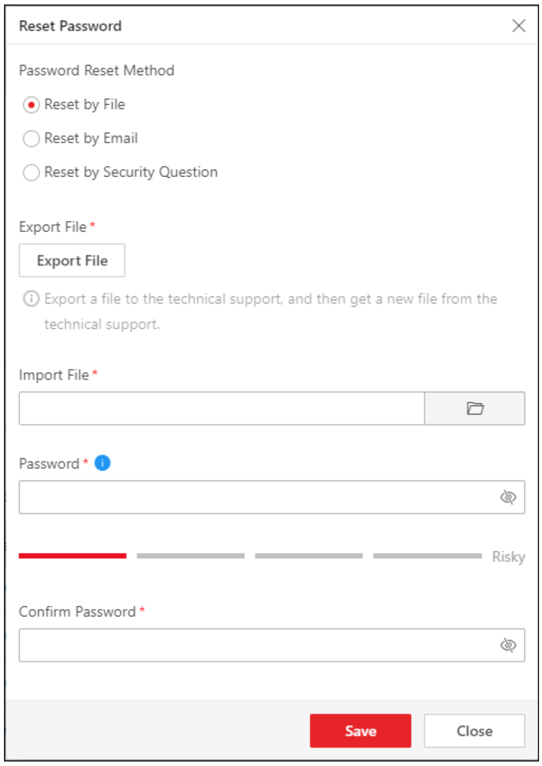


Figure 7-7 Reset Password

4. Select a password reset method:

Reset by File

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

Note

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

Reset by Email

Export the QR code and sent it to the email displayed. You will receive the verification code in 5 minutes. Enter the code, new password, and confirm password.

Reset by Security Question

Enter the answer to the security question, new password, and confirm password.

Note

If you have not set security questions, the window of setting security questions will pop up, and you should set the security questions as needed.

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. Click **Save** to save the change.

7.7 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. On the top, select **Device**.
2. Select **Device and Server → Recording Server** on the left.
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.

ANR Function

You can check this field to enable the ANR function. This function is enabled default. If the network is disconnected between the pStor and the encoding device, data can be stored on the pStor automatically.

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. **Optional:** Check **ANR Function** or not.

Note

This function is enabled default. If the network is disconnected between the pStor and the encoding device, data can be stored on the pStor automatically.

7. Enter the user's access secret key and secret key of the pStor server for downloading pictures.

Note

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

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

Note

You should set picture downloading port No..

9. 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.

10. 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.
11. **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 for Server	Enter keyword(s) in the search box in the top right corner to search for the target server(s).

7.8 Area Management

You can add areas to the platform, which can be used to manage the added resources in different groups.

7.8.1 Add an Area

You can add an area to manage the devices.

Steps

1. On the top, select **Device**.
2. Click **Area** on the left.
3. In the left panel, select the current site from the drop-down site list to show its areas.

Note

The icon indicates that the site is the current site.

4. **Optional:** Select the parent area in the area list panel to add a sub area.
5. Click + on the area list panel to open the Add Area panel.

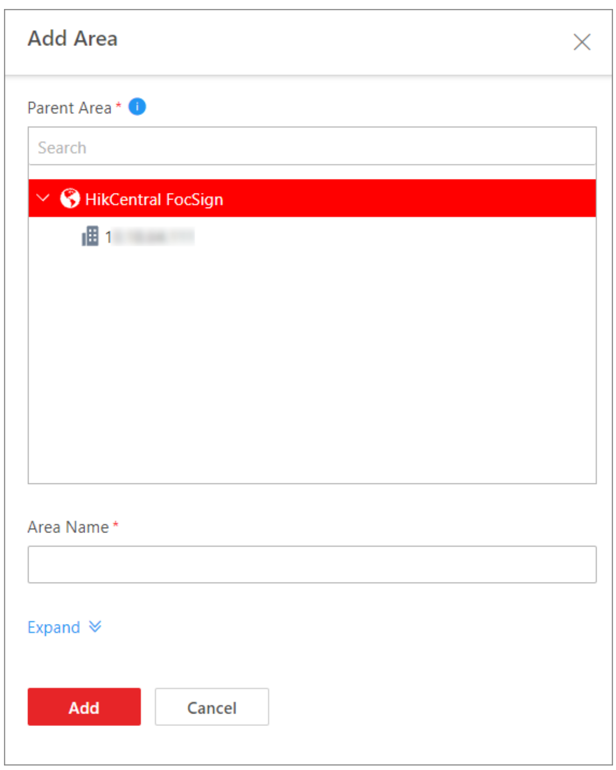


Figure 7-8 Add Area

6. Select the parent area to add a sub area.
7. Create a name for the area.

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

Edit Area	Hover the cursor on a specific area and click ··· → **Edit** to edit the area.
Delete Area	Select an area and click 🗑 or hover the cursor on an area and click ··· → **Delete** to delete the selected area. You can also press **Ctrl** on your keyboard, select multiple areas, and then click 🗑 to delete areas in a batch. **Note** 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 sub area.
Stick on Top	Hover the cursor on a specific area and click ··· → **Stick on Top** → to stick the area to the top. **Note** The order of the parent area will not be changed.
Remove from Top	Hover the cursor on a specific area and click ··· → **Remove from Top** to restore the area order to the default (name order).

7.8.2 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

Note

One terminal can only be added to one area.

1. On the top, select **Device**.
2. Click **Area** on the left.
3. Select an area from the area list on the left side.
4. Click **Add** enter the Add Digital Signage Screen page.

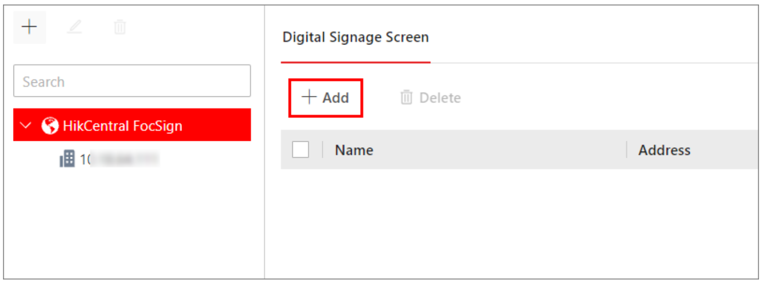


Figure 7-9 Add Button

5. Select digital signage screen(s) to be added.
6. Click **Add**.
7. **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.
Edit Name	Click the name of a digital signage screen to edit its name.

7.8.3 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 ***Manage 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. On the top, select **Device**.
2. Select **Area** on the left.
3. **Optional:** Select an area from the area list on the left side.
4. Click **Add** to enter the Add Interactive Flat Panel page.

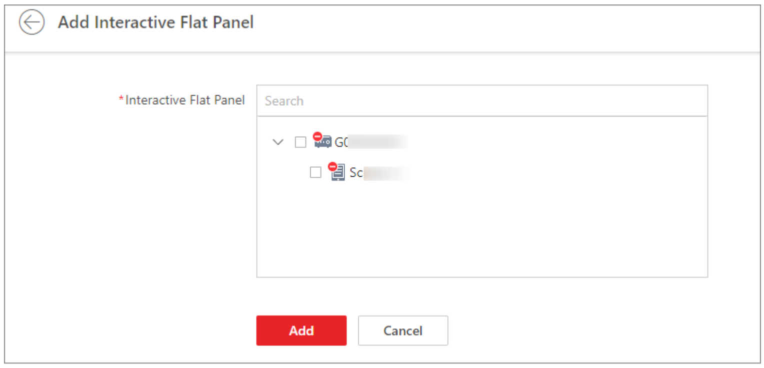


Figure 7-10 Add Interactive Flat Panel

5. Select interactive flat panel(s) to be added.
6. **Optional:** Select the area.

Note

- You can click **Add** in the Area field to add new areas.
- If you have not selected area in previous step, selecting area in this step will be required.

7. Click **Add**.
8. **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 for the target interactive flat panel(s).
Edit Name	Click the name of a interactive flat panel to edit its name.

Chapter 8 Digital Signage Management

Digital signage management includes managing contents, schedules, release, materials, 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 contents. The contents should be reviewed before they are released and played on the terminals according to the configured schedule. Also, the platform supports more other functions such as cutting in programs.

Note

To perform operations in this module, make sure you are in the Digital Signage mode. See details in ***Switch Application Mode*** .

8.1 Digital Signage Overview

You can have an overview of the functions about digital signage and statistics for materials, programs, etc.

On the top, select **Digital Signage**, and then select **Digital Signage Overview** on the left.

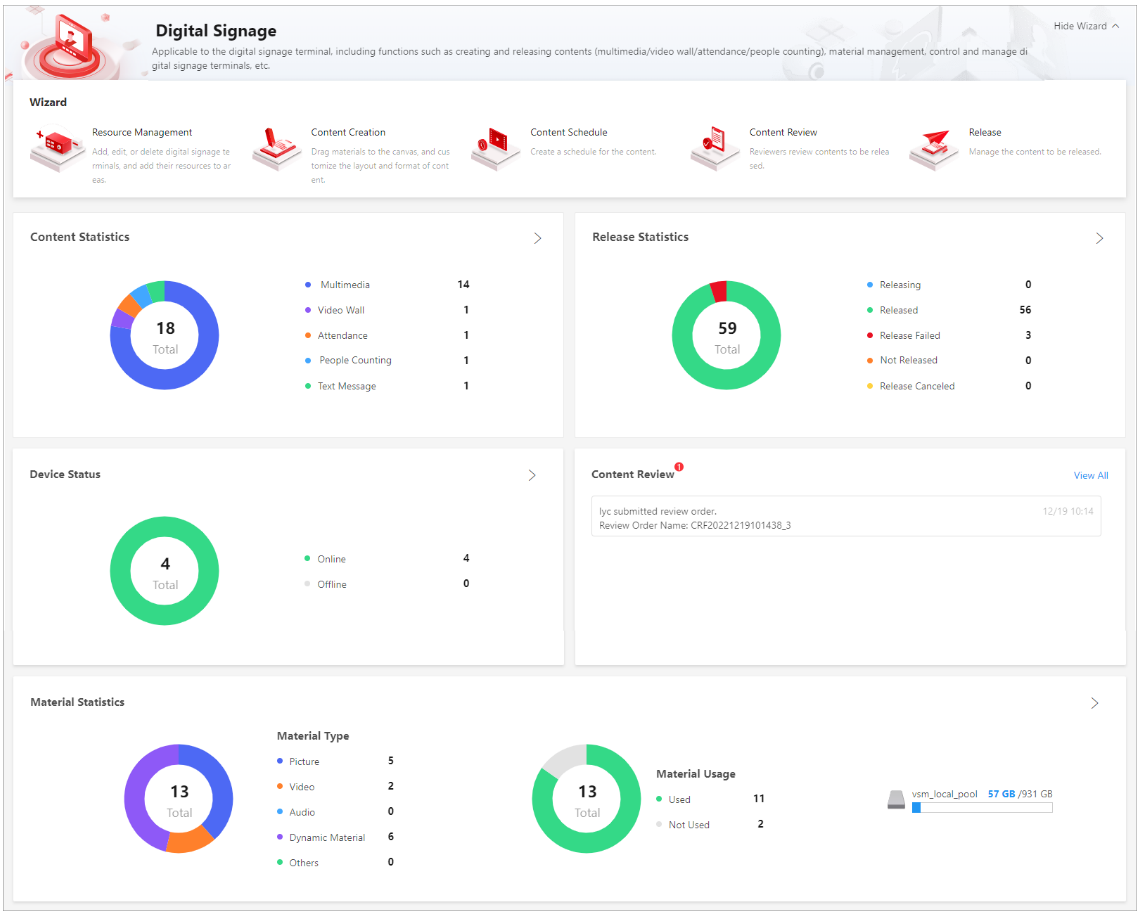


Figure 8-1 Digital Signage Overview

Table 8-1 Digital Signage Overview

Title	Description
Wizard	The wizard of the Digital Signage module, introducing the overall process.
Content Statistics	Displays the total number of contents and the number of contents in different types (i.e., Digital Signage, Video Wall, Attendance, People Counting, and Text Message). You can click › to enter the content creation page. For details about creating contents, refer to ***Content Creation*** .
Release Statistics	Displays different release status such as Releasing, Released, and Releasing Failed, as well as the number of each status. You can click › to enter the Release page and view the release records. For details, refer to ***View Release Records*** .

Title	Description
Device Status	Displays total number of devices and status (Offline, Online), and the number of devices in each status. You can click › to enter the Digital Signage Control page and do more operations. For details, refer to ***Control Digital Signage Terminal*** .
Content Review	Displays the details of content review, including the reviewer, submitted time, review order time, etc. You can click **View All** to enter the Content Review page and review content. For details, refer to ***Content Review*** .
Material Statistics	Displays the total number and the types (i.e., Picture, Video, Audio, Dynamic Material, and Others) of the added materials, the number of materials in each type, the number of used and unused materials, and the material usage. You can click › to enter the material library page. For details about managing materials, refer to ***Material Library*** .

8.2 Flow Chart of Digital Signage

You can follow the flow chart below for using the digital signage module for the first time.

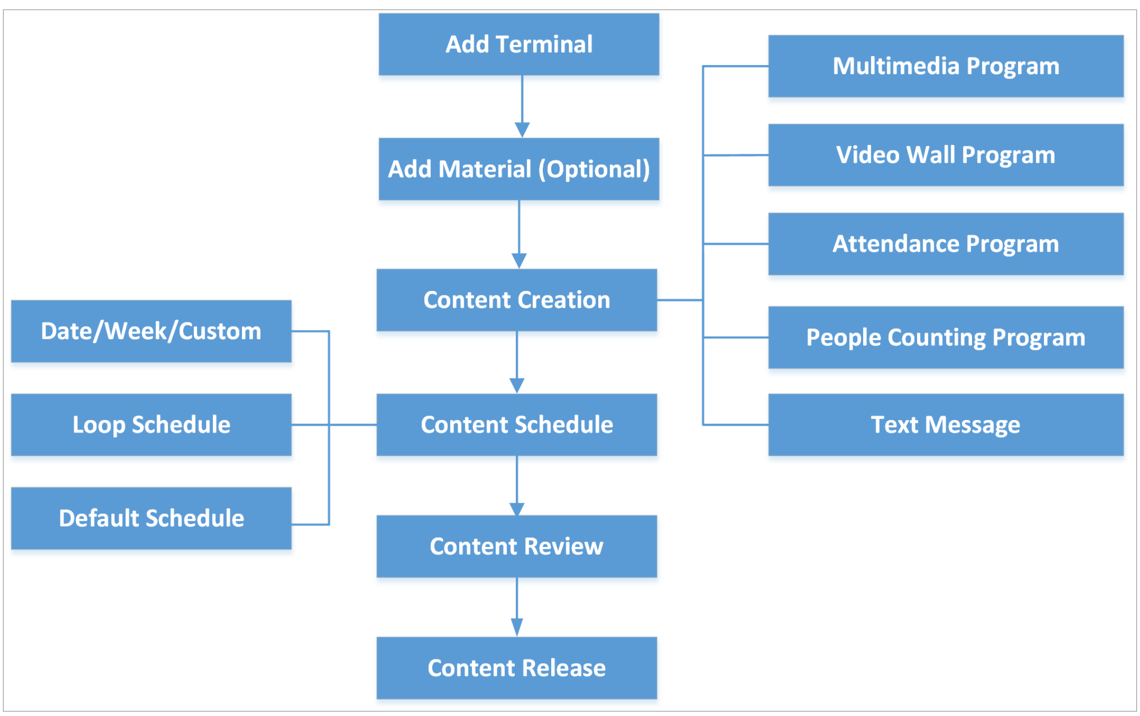


Figure 8-2 Flow Chart of Digital Signage

- **Add Terminal**: You should add digital signage terminals to the platform. For details, refer to ***Add Digital Signage Terminal*** .
- **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 Library*** .
- **Content Creation**: You can create different contents including multimedia program, video wall program, attendance program, people counting program, and so on in the platform according to the required application scenarios. For details, refer to ***Content Creation*** .
- **Content 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*** .
- **Content Review**: The added contents should be approved before they are used. For details, refer to ***Content Review*** .
- **Content Release**: You can view the release details and release progress of multiple tasks. After being released, the related task can take effect on the terminals. For details, refer to ***Release Management*** .

8.3 Content Creation

The platform supports creating contents and releasing them to the digital signage terminals. Then the contents can be played on the terminals to function as prompts, notices, etc. According to different application scenarios, you can create different contents, including multimedia program, video wall program, attendance program, people counting program, and text message. When creating programs, you can customize the layout of the program and add materials to the program as needed. When adding text messages, you can customize the font size, font color, etc., and preview the playing effects.

8.3.1 Create Multimedia Program

Multimedia 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.

Steps

1. On the top, select **Digital Signage**.
2. On the left navigation pane, click **Content Creation → Multimedia** .
3. Click **Add** or **Configure Now** (if you add the program for the first time).
4. 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.

5. Click **Next**.
6. 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 My Favorites.
- You can click ☆ **My Favorites** in the lower-left corner to view and select the added template.

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

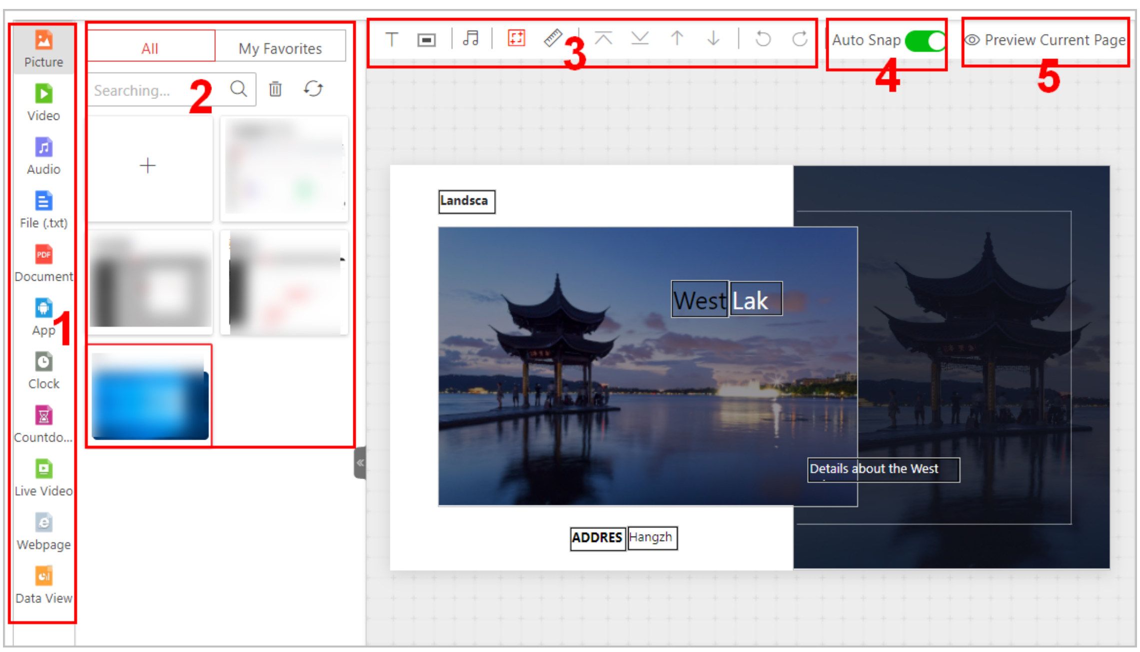


Figure 8-3 Create Program

Table 8-2 Page Description

Number	Description
1	There are multiple 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. For the picture, video, and audio materials, you can move the mouse cursor to the upper-right corner of the material, and click to set its validity period. The material will be played within the validity period.
3	You can click 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. You can click to display the background panel, and drag an audio to the panel or to the current program page, then the selected audio will be added to the background music list. Click / to turn on or turn off the background music. You can click to align the material window with grid lines. You can click to display rulers in the right side and top side You can click / to undo or redo the operation.
4	You can enable **Auto Snap**, and the two windows will be connected when they are near enough.
5	• 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.

8. Edit page properties, including page name, background, and play time type.

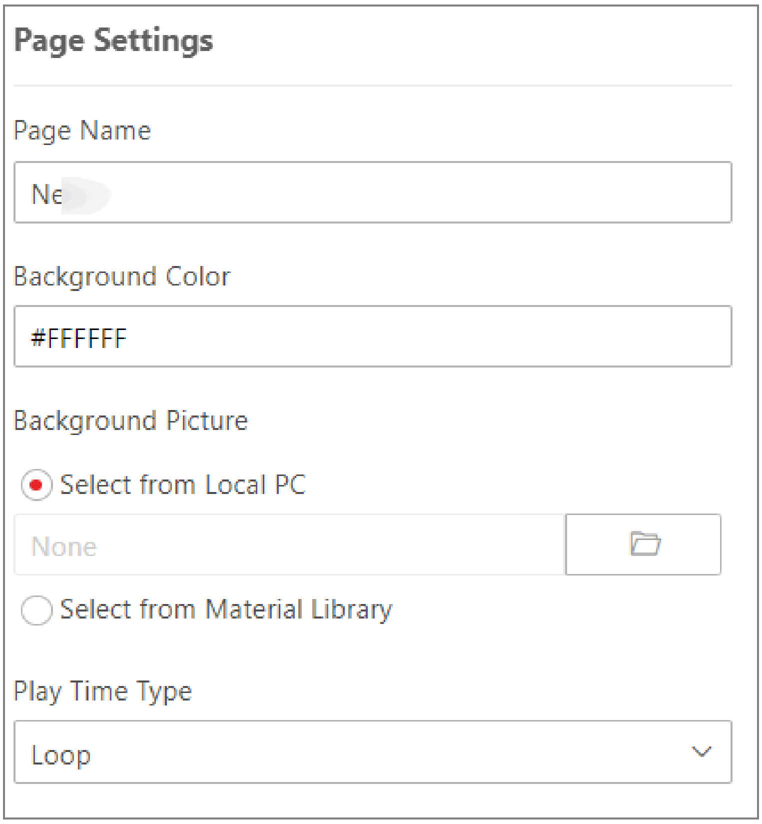


Figure 8-4 Page Settings

9. **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.

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

Note

- You can add the same or different types of materials to one window. When adding the same type of materials to one window, you can click **Create Window** to create a new window or click **Add More Material** to add more material to the current window.
- When adding pictures and videos, you can check **Actual Size** to display these materials in their original sizes.
- When adding texts, you can set the background color and transparency, as well as the scrolling direction and speed.

- When adding live videos, you can check **Close Audio**, then the program will be played without audio. Besides, only one Device Channel 1 can be added to one program page.
- When adding webpages, you can set the display format according to actual needs.
- When adding data view materials, you can select table, chart, dynamic picture, and dynamic text. For details about adding data view materials, refer to ***Create Dynamic Material*** .

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

Note

You can set different parameters for different types of material windows.

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 ↑ / ↓ / ⌅ / ⩡ 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 (sec)

Set the playing duration for the current window.

Note

- The play time of a window can not exceed the playing time of a page, or the exceeding part of the program will not be played.
- For adding a webpage, you can set its play time as **Unlimited**.

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

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. 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 Program	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*** .

13. Click **Save** to save the current program.
14. **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 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.
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 Program	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	Click , and filter programs by conditions such as name 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/more programs, or click **Select All** to select all programs, and click **Delete** to delete the selected programs. **Note** Programs that are releasing or cutting in cannot be deleted.

8.3.2 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. On the top, select **Digital Signage**.
2. On the left navigation pane, click **Content Creation → Video Wall** .
3. Click **Add** or **Configure Now** (if you add the program for the first time).
4. 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.
5. Click **Next**.
6. **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**.
7. Click **OK**to enter the creating program page.

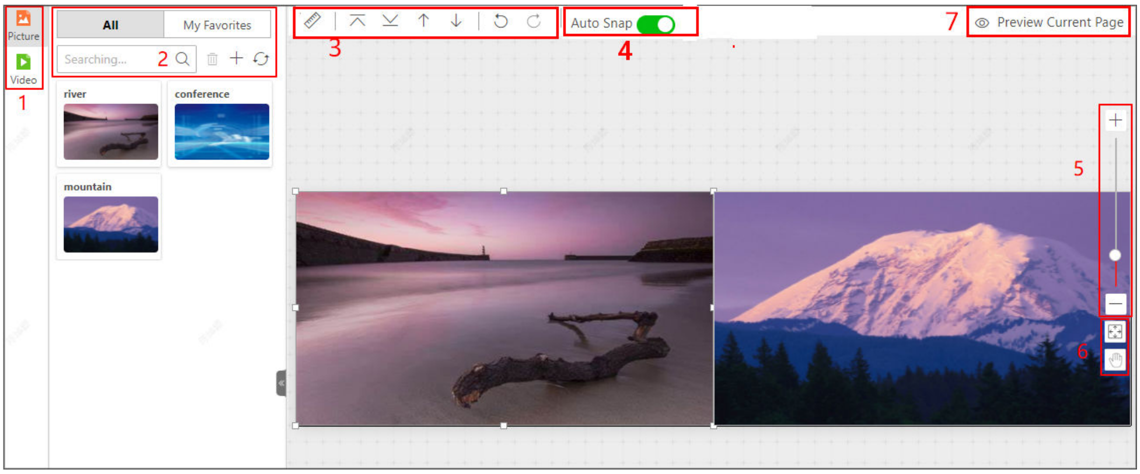


Figure 8-5 Create Program

Table 8-3 Page Description

Number	Description
1	There are 2 types of windows including Picture and Video.
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 display rulers in the right side and top side. You can click / / / to make the window layer move up / move down / stick on top / stick at bottom. You can click / to undo or redo the operation.
4	You can enable **Auto Snap**, and the two windows will be connected when they are near enough.
5	• 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.

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

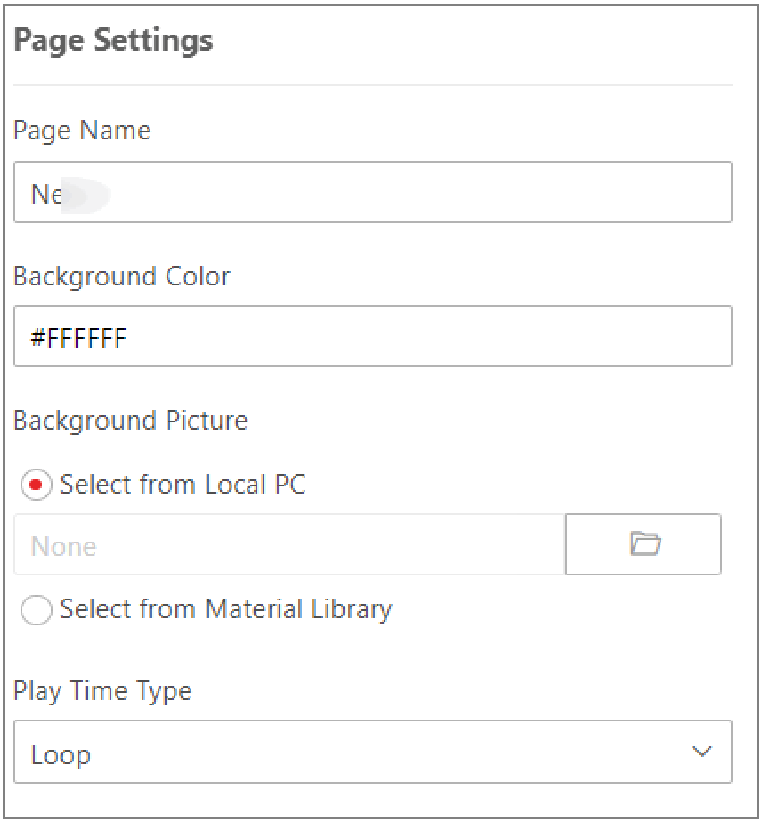


Figure 8-6 Page Settings

9. **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.

10. Select a material from the left list and drag it to the corresponding section to add the selected material.

Note

- Only one material window is allowed in one section, and the size of window is the same as that of the section by default. When adding a new material to the section, the original material will be covered.
- You can select multiple materials simultaneously and add them to the same section.

11. 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 ↑ / ↓ / ⌅ / ⌄ 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 (sec)

Set the playing duration for the current window.

Note

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

12. **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.

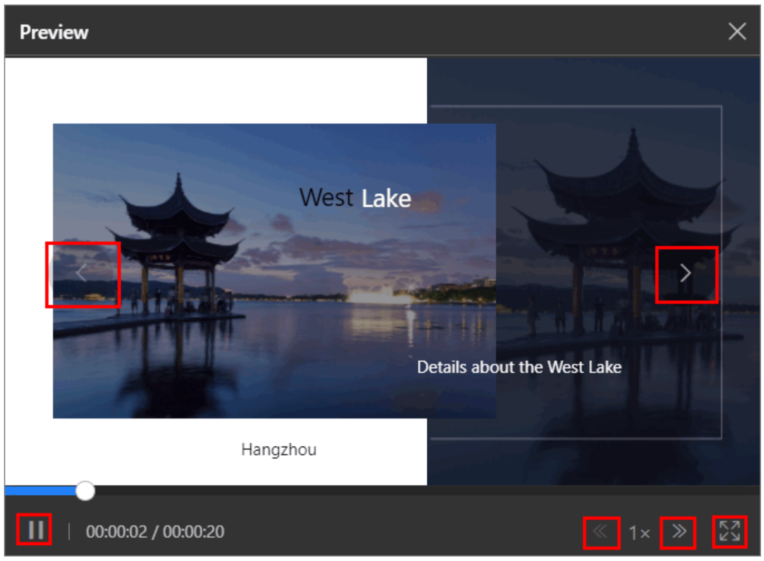


Figure 8-7 Preview Program

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 Program

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*** .

13. Click **Save** to save the current program.
14. **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 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.
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 Program	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	Click , and filter programs by conditions such as name 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/more programs, or click **Select All** to select all programs, and click **Delete** to delete the selected programs. **Note** Programs that are releasing or cutting in cannot be deleted.

8.3.3 Create Attendance Program

You can create attendance programs on the platform. The program can be used to display the persons' basic information, 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. On the top, select **Digital Signage**.
2. On the left navigation pane, click **Content Creation → Attendance** .
3. Click **Add** or **Configure Now** (if you add the program for the first time).
4. 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.
5. Click **Next**.
6. 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 templates that have been added to Favorites.

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

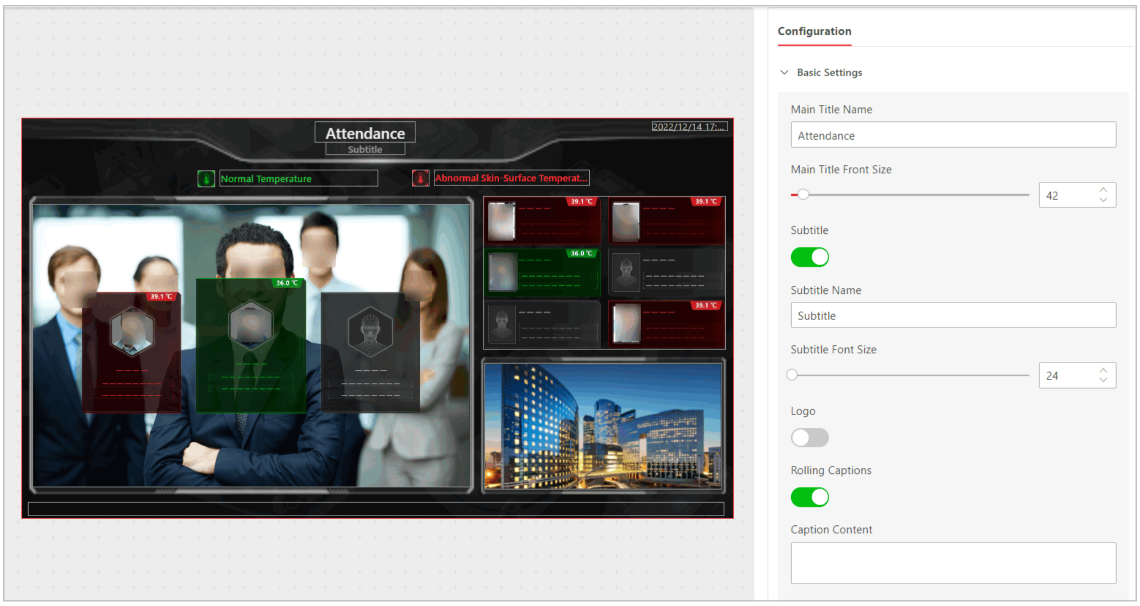


Figure 8-8 Create Program

Basic Settings

Configure the content and font size for main title and subtitle; enable **Logo** and select a logo from the local PC; enable **Rolling Captions** and configure the related content and scrolling direction; and set the threshold of alarm temperature.

Check-in Information Display Settings

Select the time to show the check-in records or not to show records.

Note

There is some default information being displayed on the check-in records. If you need to display more check-in information, refer to ***Configure Device Privacy Settings*** .

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 Library*** and ***Content Review*** .

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.

8. **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. 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 Program	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*** .

9. Click **Save** to save the current program.
10. **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 Program	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	Click , and filter programs by conditions such as name 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/more programs, or click **Select All** to select all programs, and click **Delete** to delete the selected programs.

Note

Programs that are releasing or cutting in cannot be deleted.

8.3.4 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. On the top, select **Digital Signage**.
2. On the left navigation pane, click **Content Creation → People Counting** .
3. Click **Add** or **Configure Now** (if you add the program for the first time).
4. 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.
5. Click **Next**.
6. 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 templates that have been added to Favorites.
7. Click **OK** to enter the creating program page.

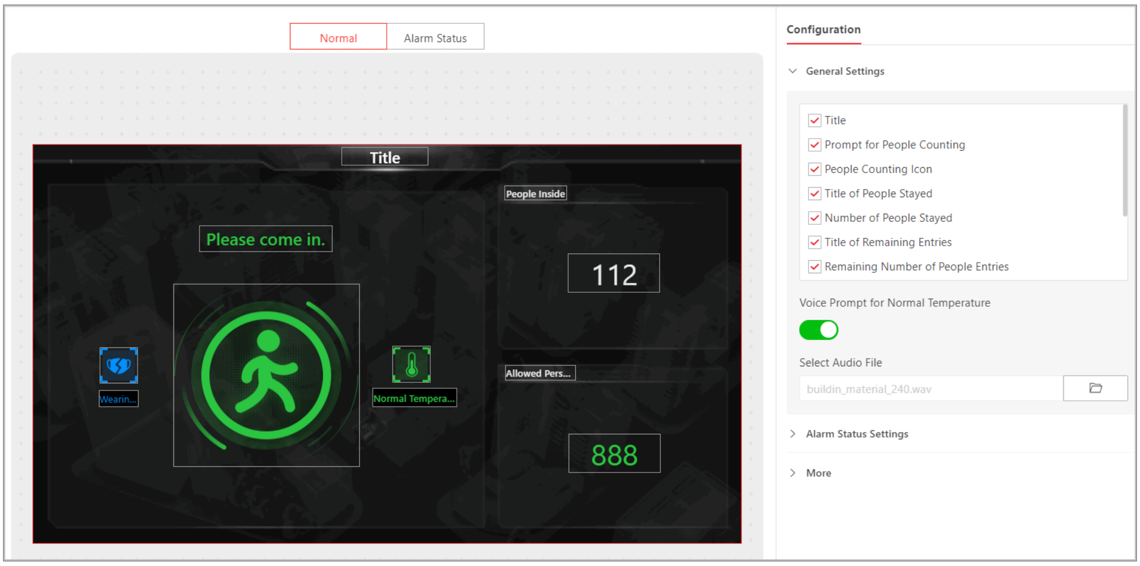


Figure 8-9 Create Program

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 title and people counting related information, such as prompt for people counting, people counting icon, and the number of people stayed. If you check **Title**, you can configure the font size and color for the title. 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.

8. **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. 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 Program	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*** .

9. Click **Save** to save the current program.
10. **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 Program	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	Click , and filter programs by conditions such as name 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. **Note** Programs that are releasing or cutting in cannot be deleted.

8.3.5 Add Text Message

You can add text messages and apply them to terminals. When adding the text message, you can set the parameters and preview the displaying effect on the platform. After applying the text message to the terminal, the text message will be played according to the configured time and method.

Before You Start

Make sure you have added terminal(s) to the platform. For details, refer to ***Add Digital Signage Terminal*** .

Steps

1. On the top, select **Digital Signage**.
2. On the left navigation pane, click **Content Creation → Text Message** .
3. Click **Add** or **Configure Now** (if you add the text message for the first time) to enter the Add Text Message page.
4. Enter the task name.
5. Select an area from the drop-down list.

   Note

   For details about how to add areas, refer to ***Add an Area*** .
6. In the **Edit Text Message** area, set the text content and the corresponding play time.

Note

- The play time for different 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.

7. **Optional:** In the **Text Window Property** area, set parameters such as the configuration mode and font size for the text message.
8. Save or release the text message.
   - In the upper-right corner, click **Save** to save the above settings and release the text message later.
   - In the upper-right corner, click **Release** to enter Release Text Message page, select one or more devices in the list, and click **Release** to start releasing the text message to the selected devices.

   Note

   You can view the release progress and result on the right side of the page.
9. **Optional:** Perform the following operations in the text message list.

Refresh Text Message List	Click **Refresh** to refresh the list of text messages.
Edit Text Message	Click a name on the **Text Message Name** column to edit the text message, including its name, area, content, and text window property.
Release Text Message	Click a name on the **Text Message Name** column to enter the Edit Text Message page, and click **Release** in the upper-right corner to enter Release Text Message page. On the Release Text Message page, select one or more devices in the list, and click **Release** to start releasing the text message to the selected devices. **Note** You can view the release progress and result on the right side of the page.
Delete Text Message	Check one or more text messages, and click **Delete** to delete the selected text messages.

8.4 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.

8.4.1 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 schedules, you can perform more operations such as editing, exporting, and releasing the schedules.

Before You Start

Make sure you have created programs in the platform. For details, refer to ***Content Creation*** .

Steps

1. Enter the Create Schedules page.
   - After creating a program, click **Next**.
   - On the top, select **Digital Signage**, select **Content Schedule** on the left navigation pane, and then click **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 Day**, **Play by Week** or **Custom**.

   Play by Day/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 multimedia 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 ***Release a Program Schedule*** .
Export Schedule	Click to export the schedule.
Add to / Cancel Favorites	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	Click in the upper right corner of the page, and set the search conditions such as name and sharing property to quickly search for the target schedules.

8.4.2 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 ***Content Creation*** .

Steps

1. Enter the Create Schedules page.
   - After creating a program, click **Next**.
   - On the top, select **Digital Signage**, select **Content Schedule** on the left, and then click **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 multimedia programs, attendance programs, or people counting programs.
- You can enter keywords in the search box to filter programs.
- You can add up to 16 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 the 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 ***Release a Program Schedule*** .
Export Schedule	Click to export the schedule.

Add to / Cancel Favorites	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	Click in the upper right corner of the page, and set the search conditions such as name and sharing property to quickly search for the target schedules.

8.4.3 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, exporting, and releasing the schedule.

Before You Start

Make sure you have created programs in the platform. For details, refer to ***Content Creation*** .

Steps

1. Enter the Create Schedules page.
   - After creating a program, click **Next**.
   - On the top, select **Digital Signage**, select **Content Schedule** on the left, and then click **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 **Default Schedule**.
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 multimedia 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 the 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 ***Release a Program Schedule*** .
Export Schedule	Click to export the schedule for offline view.
Add to / Cancel Favorites	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	Click in the upper right corner of the page, and set the search conditions such as name and sharing property to quickly search for the target schedules.

8.5 Content Review

The added contents should be reviewed before they are used.

Note

The user should have the permission to review contents.

On the top, select **Digital Signage**, and then select **Content Review** on the left.

Perform the following operations as needed.

Description	Operation
Review Content One by One	1. On the **All** and **To Be Reviewed** pages, click in the **Operation** column. 2. On the pop-up Content Review page, review the content. 3. Select the result as **Pass** or **Deny**. 4. Enter the comment. **Note** When the result is **Deny**, the comment is required. You can enter up to 128 characters. 5. Click **OK**.
Batch Review Contents	• On the **All** and **To Be Reviewed** pages,check multiple contents to be reviewed, click **Pass**, and enter the comment (optional) to batch pass the selected contents. • On the **All** and **To Be Reviewed** pages,check multiple contents to be reviewed, click **Deny**, and enter the comment (required) to batch deny the selected contents. **Note** When entering the comment, you can enter up to 128 characters.
Delete Content	On the **Denied** and **Passed** pages, check one or more contents, click **Delete** to delete them.
Refresh Content	On the **All**, **To Be Reviewed**, **Denied** and **Passed** pages, click **Refresh** to refresh the content list.
Search Content	On the **All**, **To Be Reviewed**, **Denied** and **Passed** pages, enter keywords in the search box in the upper right corner to search for the target contents.

8.6 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.

8.6.1 Release a Program Schedule

You should release the program 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

Make sure you have added terminals to the platform. For details, please refer to ***Add Digital Signage Terminal*** .

Steps

1. Enter the releasing schedule page.
   - After creating the programs, click **Next**. For details about creating programs, refer to ***Content Creation*** .
   - In the Digital Signage module, click **Content Creation** on the left navigation pane, select a program type, move the mouse cursor to a program, click to enter the adding schedules page, and click **Release** in the upper right corner.
   - In the Digital Signage module, click **Content Schedule** on the left navigation pane, and then click in the Operation column.
2. Enter the task name.
3. Select the release mode as **Release Later** or **Release Immediately**.

   Note

   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**.

   Note

   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.

   Note

   You can enter a keyword in the search box to quickly search for the target areas or devices.
6. Click **OK** to start releasing the schedule.

8.6.2 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*** .

Steps

1. Enter Cut-in Program page.
   - In the Digital Signage module, click **Content Creation** on the left navigation pane, select a program type, move the cursor to a program, and click .
   - After creating a program, click **Cut In** in 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

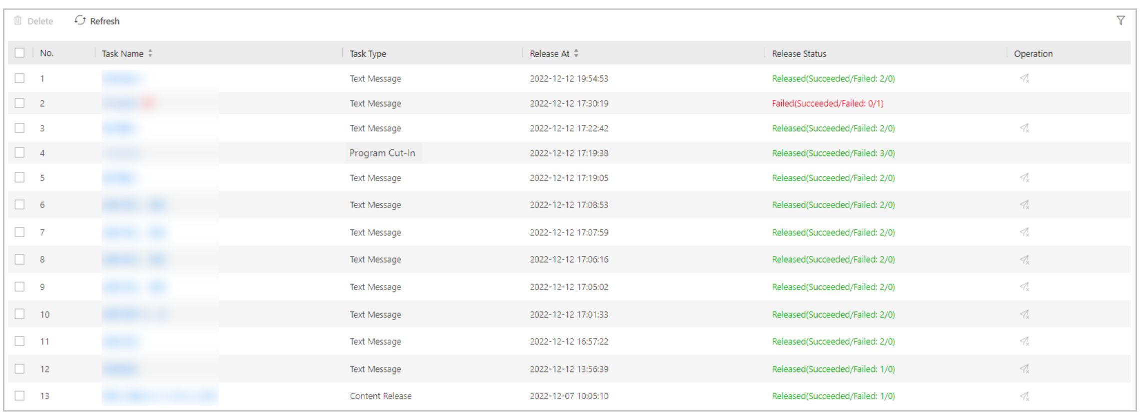
You can enter a keyword in the search box to quickly find the target device(s).

5. Click **OK**.

8.6.3 View Release Records

You can view release records of all the tasks and the details of their release status.

On the top, select **Digital Signage**, and then select **Release** on the left. You can view release details of all the tasks on the platform, including task name and type, release time and status (Released or Failed), etc. Also, you can perform more of the following operations.



Delete Refresh

No.	Task Name	Task Type	Release At	Release Status	Operation
1		Text Message	2022-12-12 19:54:53	Released(Succeeded/Failed: 2/0)	
2		Text Message	2022-12-12 17:30:19	Failed(Succeeded/Failed: 0/1)	
3		Text Message	2022-12-12 17:22:42	Released(Succeeded/Failed: 2/0)	
4		Program Cut-In	2022-12-12 17:19:38	Released(Succeeded/Failed: 3/0)	
5		Text Message	2022-12-12 17:19:05	Released(Succeeded/Failed: 2/0)	
6		Text Message	2022-12-12 17:08:53	Released(Succeeded/Failed: 2/0)	
7		Text Message	2022-12-12 17:07:59	Released(Succeeded/Failed: 2/0)	
8		Text Message	2022-12-12 17:06:16	Released(Succeeded/Failed: 2/0)	
9		Text Message	2022-12-12 17:05:02	Released(Succeeded/Failed: 2/0)	
10		Text Message	2022-12-12 17:01:33	Released(Succeeded/Failed: 2/0)	
11		Text Message	2022-12-12 16:57:22	Released(Succeeded/Failed: 2/0)	
12		Text Message	2022-12-12 13:56:39	Released(Succeeded/Failed: 1/0)	
13		Content Release	2022-12-07 10:05:10	Released(Succeeded/Failed: 1/0)	

Figure 8-10 View Release Records

- **View Release Details**: Click the task name to view release details such as device name and release progress.

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.

- **Delete Task**: Check one or multiple tasks, and click **Delete** to delete the selected tasks.
- **Release Again**: For a task that failed to be released, you can click to release the task again.
- For tasks failed to be released due to network or electricity disconnection, they can continue to be released within the effective period (48 hours) if connected to the network or electricity again.
- **Filter Tasks**: Click , and filter tasks by conditions such as task name and type.

8.7 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.

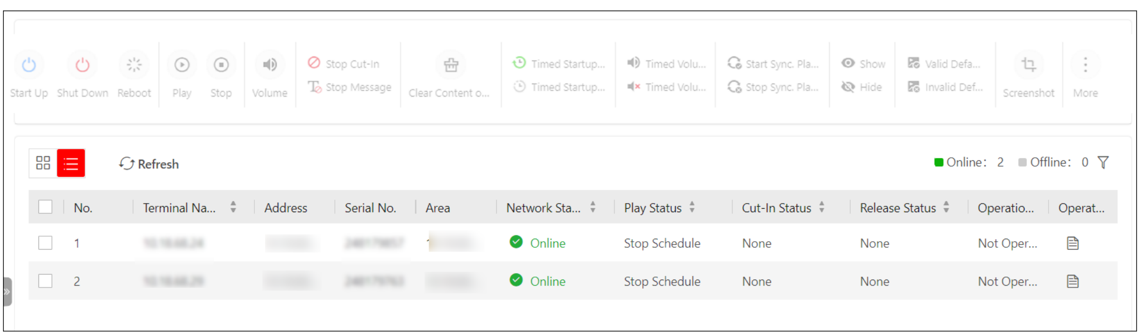
8.7.1 Control Digital Signage Terminal

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*** .

On the top, select **Digital Signage**, and then select **Digital Signage Control** on the left.



Operations When No Terminal Is Selected

Switch Display Mode

Click / to display the added terminals in thumbnail/list mode.

Refresh Terminal List

Click **Refresh** to refresh the terminal list.

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

Click ▽ , set the search conditions (such as network status, play status, cut-in status, and release status), and click **Search** to search for the target terminals.

Operations After Selecting Terminal(s)

Start Up / Shut Down / Reboot

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

Play/Stop

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

Set Volume

Set the output volume of the terminal.

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, etc.

Timed Startup/Shutdown Enabled/Disabled

The terminal(s) will start up / shut down according to the schedule.

The terminal(s) will not start up / shut down according to the schedule.

Note

For details about timed startup/shutdown, refer to ***Configure Device Display Settings*** .

Timed Volume On/Off

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

Note

For details about timed volume on/off, refer to ***Configure Device Display Settings*** .

Start/Stop Sync. Playing on Terminal

Start or stop synchronous playing on terminals.

Show/Hide

Show or hide the release progress.

Valid/Invalid Default Schedule

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

Note

For details about creating default video schedule, refer to ***Create a Default Schedule*** .

Screenshot

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

More

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 Settings

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

Display Offline Status

If it is enabled, the offline information will be displayed in the down right corner when the device is offline.

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.

8.7.2 Control Video Wall

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

Note

- Make sure you have added video walls. See details in ***Configure Video Wall*** .
- 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.

On the top, select **Digital Signage**, and then select **Device Control → Video Wall Control** on the left.

Operations When No Video Wall Is Selected

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, etc.,), and click **Search** to search for the target video walls.

Operations After Selecting Video Wall(s)

Start Up / Shut Down / Reboot

Remotely start up, shut down, or reboot the video walls.

Play/Stop

Play or stop the programs 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/Disabled

Enable or disable startup/shutdown according to the schedule.

Note

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

Timed Volume On/Off

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

Note

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.

8.8 Material Library

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, and create dynamic materials on the platform. After uploading the materials, you can view the number of all/used/unused materials and the storage of materials (local storage or pStor). Also, you can mange materials including editing, searching, replacing, etc.

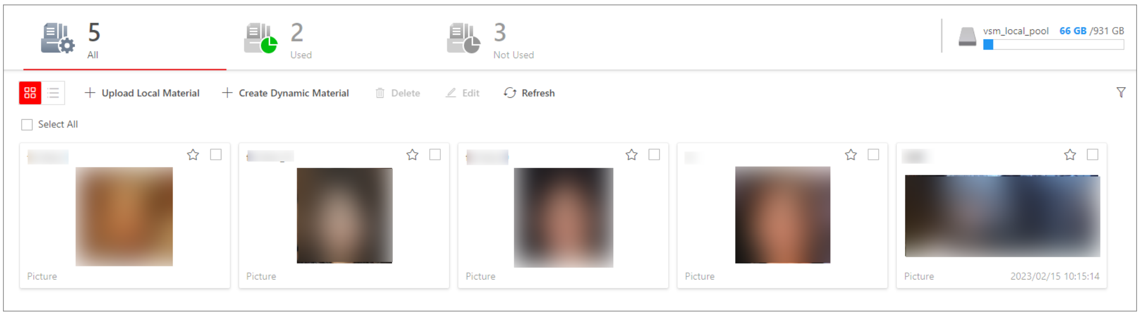


Figure 8-12 Material Library

8.8.1 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. On the top, select **Digital Signage**.
2. On the left navigation pane, click **Material Library**.
3. On the **All** page, click **Upload Local Material** and select one or more materials to be uploaded from the local PC.

Table 8-4 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、DOC、DOCX、PPT、PPTX
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.

4. 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.

5. **Optional:** After uploading the materials, perform the following operations.

Add to Favorites or Not	Click to add the material to favorites. Click again to remove it from favorites.
Edit Material	Check one/more materials, or check **Select All** to select all materials, and click **Edit** to edit the selected materials, such as editing the name and the property.
Delete Material	Check one/more materials, or check **Select All** to select all 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 being released.
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	Click in the upper right corner, and filter the added materials according to the name, uploaded time, sharing property, etc.

8.8.2 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. On the top, select **Digital Signage**.
2. On the left navigation pane, click **Material Library**.
3. On the **All** page, click **Create Dynamic Material**.
4. Select the material type, and configure the related 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.

Third-Party Data Source

There are two types of data source: Auto-Push Data Source and Third-Party Database. If you select **Auto-Push Data Source**, you should enter data source ID and select the data type; If you select **Third-Party Database**, you should set the basic information of the third-party database, including data source ID, database type, encoding format of data interchange, database name, IP address, etc.

Stream Media Server

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

Network Camera

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.

5. Finish uploading the material to the platform.
   - Click **Upload**.
   - Click **Upload and Continue** to upload the current material and continue to upload other materials.
6. **Optional:** Perform the following operations if needed.

Add to Favorites or Not	Click ☆ to add the material to favorites. Click again to remove it from favorites.
Edit Material	Check one/more materials, or click **Select All** to select all materials, and click **Edit** to edit the selected materials, such as editing the name and the property.
Delete Material	Check one/more materials, or click **Select All** to select all 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 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	Click in the upper right corner, and filter the added materials according to the name, uploaded time, sharing property, etc.

8.8.3 Mange Used or Unused Materials

You can manage used and unused materials, such as editing materials, filtering materials, and deleting materials.

On the top, select **Digital Signage**, and then select **Material Library** on the left.

Click **Used** or **Not Used** to enter the Used or Not Used page, and you can perform the following operations.

Table 8-5 Mange Materials

Description	Operation
Switch Display Mode of Materials	Click / to view the added materials in the thumbnail mode or in the list mode.
Add to Favorites or Not	Click or to add the material to Favorites or remove it from Favorites.
Edit Material	Select material(s) to be deleted, and click **Edit** to edit the selected materials, such as name and sharing property.
Refresh Material	Click **Refresh** to refresh the material list.
Download Material	Click to download the material to local PC. **Note** Dynamic materials cannot be downloaded.
View Large Picture	Click to view the large picture of the material.
Search Material	Click in the upper right corner, and search for the added materials according to the name, uploaded time, sharing property, etc.
Delete Material	Select material(s) to be deleted, and click **Delete** to delete the selected materials. **Note** You cannot delete materials that are added to a program or being released.
Clear Unused Materials	For materials that are not used, click **Quick Clear** to clear all materials in a batch.

8.9 Basic Settings

In Basic Settings module, you can set the application mode, configure material storage location, and configure video walls.

8.9.1 Set Material Storage Location

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

Steps

1. On the top, select **Digital Signage**.
2. On the left navigation pane, click **Basic Settings → Material Storage Location** .
3. 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*** .

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

8.9.2 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. On the top, select **Digital Signage**.
2. On the left navigation pane, click **Basic Settings → Video Wall Configuration** .
3. Click **Add**.

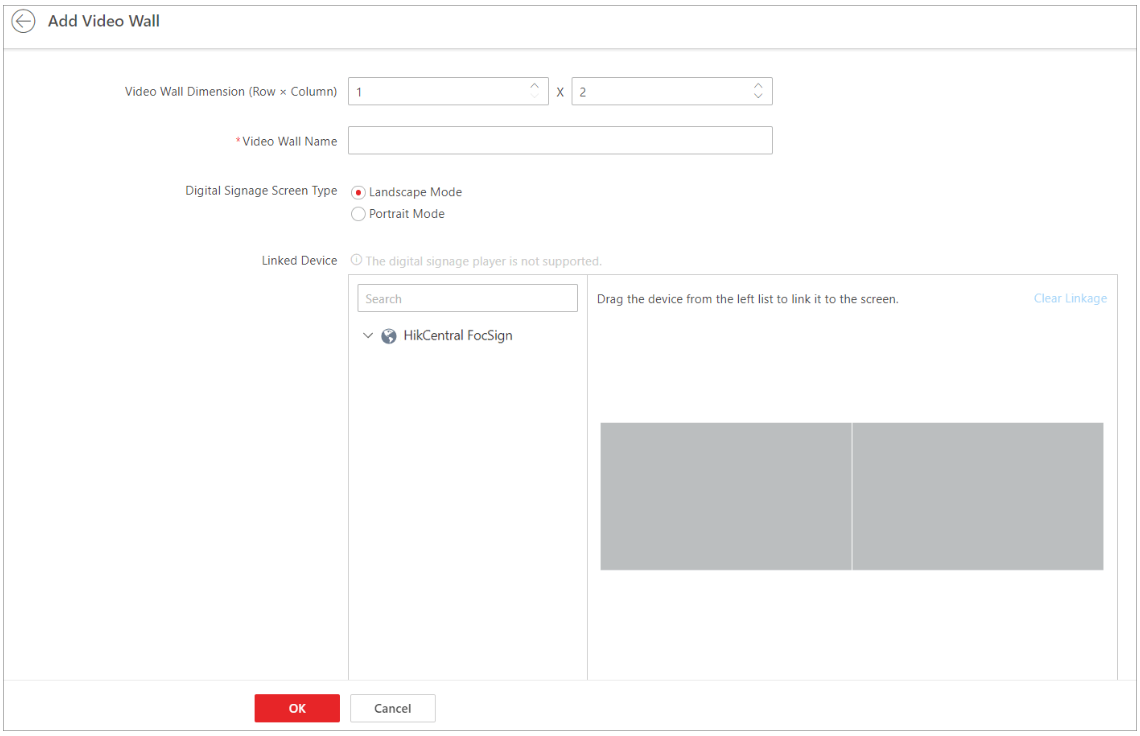


Figure 8-13 Add Video Wall

4. Specify the video wall dimension (row × column).
5. Enter the video wall name.
6. Select **Landscape Mode** or **Portrait Mode** as the screen type.
7. 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.

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

Switch Display Mode	Click / to display the added video walls in the 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 such as dimension and screen type, and click **Search** to search for the target video walls.

Chapter 9 Interactive Flat Panel Management

In the Interactive Flat Panel module, you can have an overview of the functions of interactive flat panel, upload and manage materials, create and release contents, view release records, manage applications, and control interactive flat panels.

Note

To perform operations in this module, make sure you are in the **Interactive Flat Panel** mode. See details in ***Switch Application Mode*** .

9.1 Interactive Flat Panel Overview

You can have an overview of the functions about interactive flat panel.

On the top, select **Interactive Flat Panel**, and then select **Interactive Flat Panel Overview** on the left.

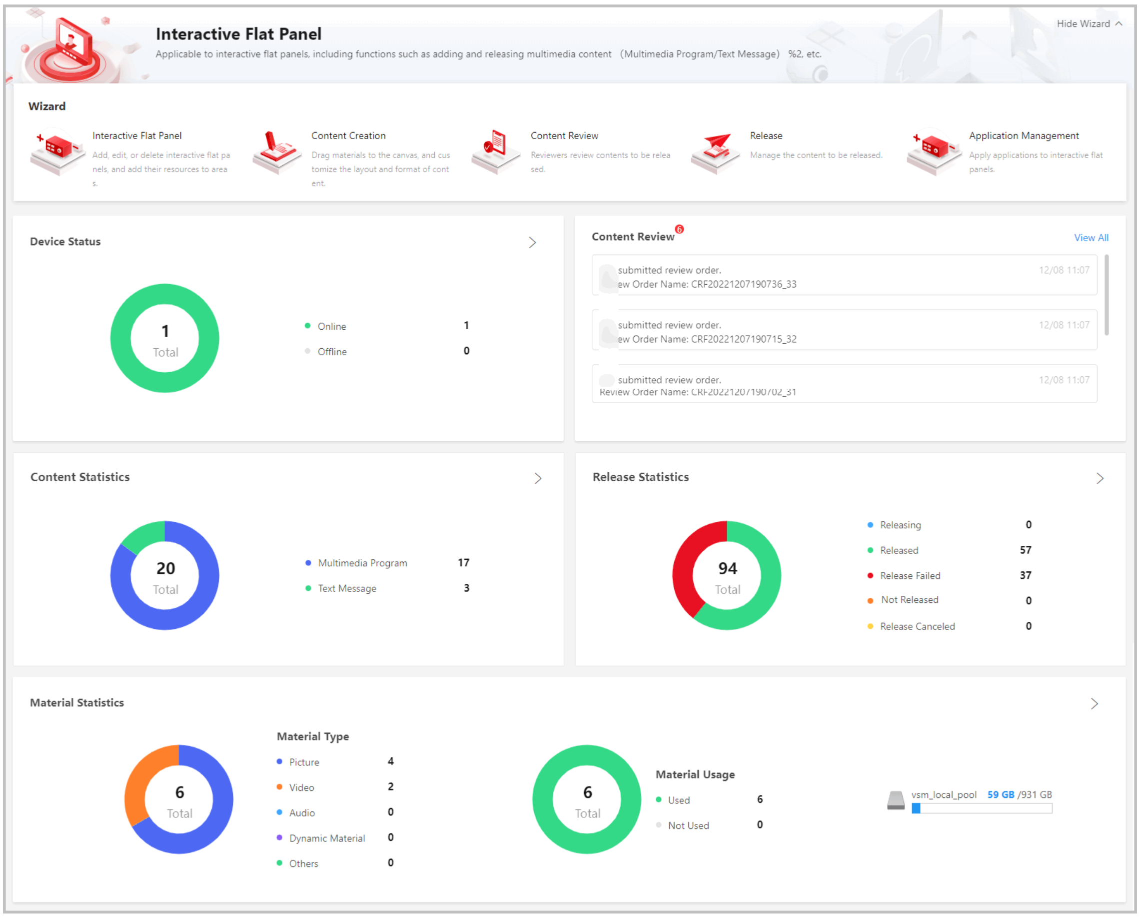


Figure 9-1 Interactive Flat Panel Overview

Table 9-1 Interactive Flat Panel Overview

Title	Description
Wizard	The wizard of the Interactive Flat Panel module, introducing the overall process.
Device Status	Displays total number of devices and status (Offline, Online), and the number of devices in each status. You can click › to enter Device Control page and do more operations. For details, refer to ***Control Interactive Flat Panel*** .
Content Review	Displays the details of content review, including the reviewer, submitted time, review order time, etc. You can click **View All** to enter Content Review page and review content. For details, refer to ***Content Review*** .

Title	Description
Content Statistics	Displays the total number of contents and the number of contents in different types. You can click > to enter the content creation page. For details about creating contents, refer to ***Content Creation*** .
Release Statistics	Displays different release status such as Releasing, Released, and Releasing Failed, as well as the number of each status. You can click > to enter Release page and view the release records. For details, refer to ***View Release Records*** .
Material Statistics	Displays the total number and the types (i.e., Picture, Video, Audio, Dynamic Material, and Others) of the added materials, the number of materials in each type, the number of used and unused materials, and the material usage. You can click > to enter the material library page. For details about managing materials, refer to ***Material Library*** .

9.2 Content Creation

The platform supports creating contents and releasing them to the interactive flat panels. The released contents can be played on the panels to function as prompts, notices, etc. According to different application scenarios, you can create two types of contents, including text message and multimedia program.

9.2.1 Create Multimedia Program

Multimedia 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.

Steps

1. On the top, select **Interactive Flat Panel**.
2. On the left navigation pane, click **Content Creation → Multimedia** .
3. Click **Add** or **Configure Now** (if you add the program for the first time).
4. 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.

5. Click **Next**.
6. 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 My Favorites.
- You can click ☆ **My Favorites** in the lower-left corner to view and select the added template.

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

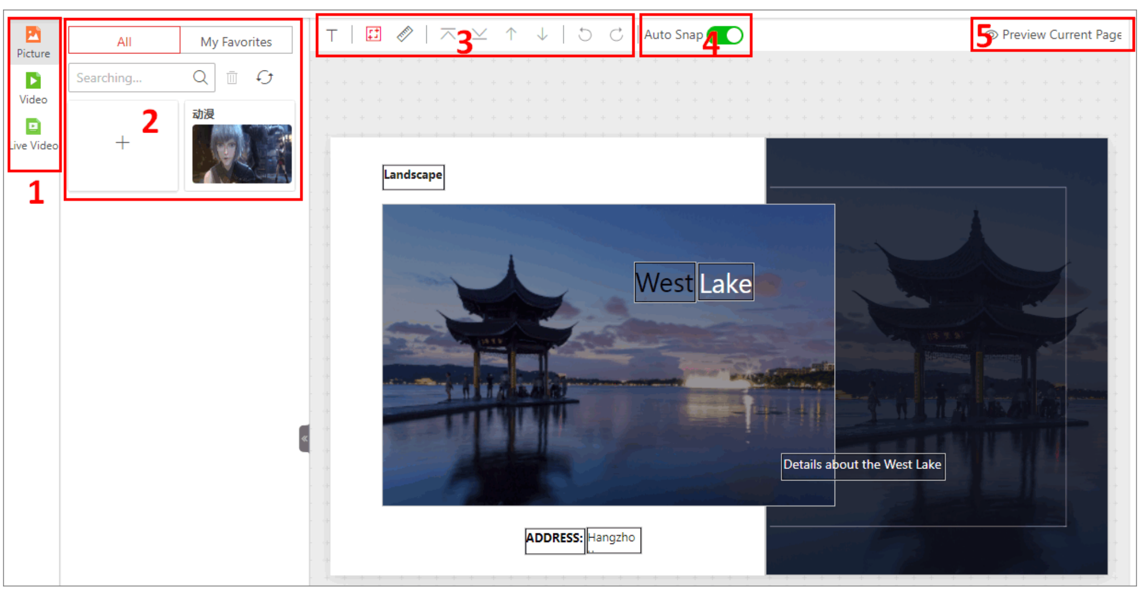


Figure 9-2 Create Program

Table 9-2 Page Description

Number	Description
1	There are multiple types of windows. 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 for materials, delete materials, and refresh material list. For the picture and video materials, you can move the mouse cursor to the upper-right corner of the material, and click to set its validity period. The material will be played within the validity period.
3	You can click to add a text window in the template; click / / / to make the window layer move up / move down / stick on top / stick at bottom. You can click to align the material window with grid lines. You can click to display rulers in the right side and top side You can click / to undo or redo the operation.
4	You can enable **Auto Snap**, and the two windows will be connected when they are near enough.
5	• 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.

8. Edit page properties, including page name, background, and play time type.

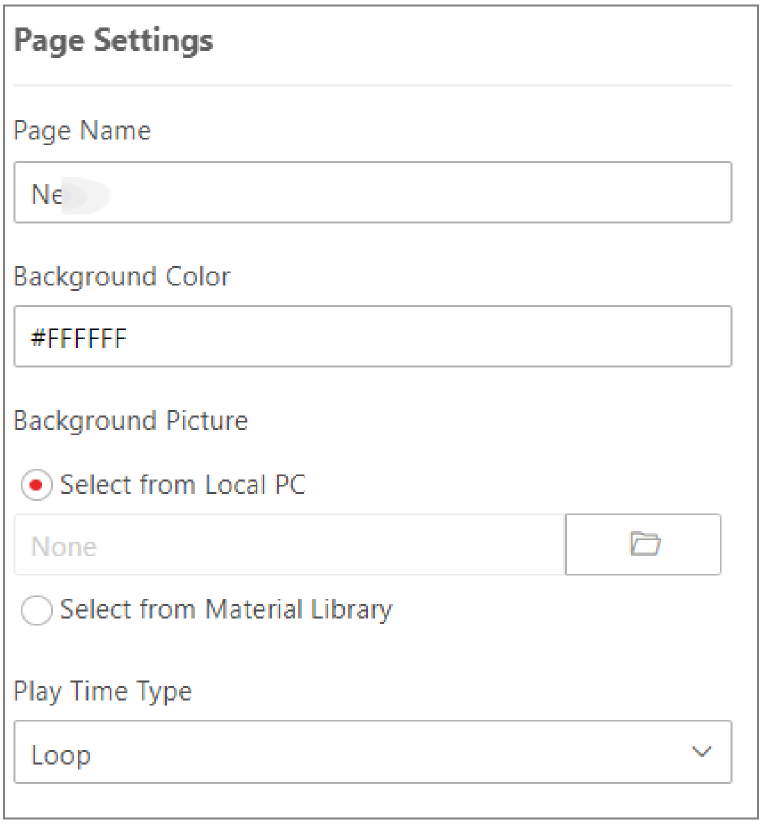


Figure 9-3 Page Settings

9. **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.

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

Note

- You can add the same or different types of materials to one window. When adding the same type of materials to one window, you can click **Create Window** to create a new window or click **Add More Material** to add more material to the current window.
- When adding pictures and videos, you can check **Actual Size** to display these materials in their original sizes.

- When adding texts, you can set the background color and transparency, as well as the scrolling direction and speed.
- When adding live videos, you can check **Close Audio**, then the program will be played without audio. Besides, only one Device Channel 1 can be added to one program page.

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

Note

You can set different parameters for different types of material windows.

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 ↑ / ↓ / ⌅ / ⊻ 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 (sec)

Set the playing duration for the current window.

Note

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

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

Edit Program	Click to edit program parameters in the pop-up window. For details, refer to the previous step.
Preview Program	Click **Preview** 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 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.
Create Schedule	Click **Release** to enter the managing schedules page and create a schedule for the program. **Note** For details, refer to ***Schedule Management*** .

13. Click **Save** to save the current program.
14. **Optional:** On the program list page, perform the following operations.

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 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.

Copy Program	Click to enter editing program page. Click **Save** in 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.
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	Click , and filter programs by conditions such as name 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/more programs, or check **Select All** to select all programs, and click **Delete** to delete the selected programs. **Note** Programs that are releasing or cutting in cannot be deleted.

9.2.2 Add Text Message

You can add text messages and apply them to interactive flat panels. When adding the text message, you can set the parameters and preview the displaying effect on the platform. After applying the text message to the interactive flat panel, the text message will be played according to the configured time and method.

Before You Start

- Make sure you have added interactive flat panels to the platform. For details, refer to ***Manage Interactive Flat Panel*** .

Steps

1. On the top, select **Interactive Flat Panel**.
2. On the left navigation pane, click **Content Creation → Text Message** .
3. Click **Add** to enter the Add Text Message page.
4. Enter the name for the text message.

5. **Optional:** Select an area from the drop-down list.

Note

For details about how to add areas, refer to ***Add an Area*** .

6. In the Edit Text Message area, enter the content of the text message.
7. Set playing parameters.

Playing Method

Display Scrolling Message

The text message will scroll on the top of the interactive flat panel. Select this method when there is only a small amount of text.

Display Pop-Up Message

The text message will display in a pop-up window on the right side of the interactive flat panel. Select this method when there is a large amount of text.

Take Effect on Schedule

The text message will take effect according to the configured time schedule. You can select **Customize**, **Play by Day**, or **Play by Week**.

8. Save or release the text message.
   - In the upper-right corner, click **Save** to save the above settings and release the text message afterward.
   - In the upper-right corner, click **Release** to enter the Release Text Message page, select one or more devices in the list, and click **Release** to start releasing the text message to the selected devices.

Note

You can view the release progress and result on the right side of the page.

9. **Optional:** Perform the following operations in the text message list.

Refresh Text Message List	Click **Refresh** to refresh the list of text messages.
Edit Text Message	Click a name on the **Text Notification Name** column to edit the text notification, including its name, area, content, and playing parameters.
Release Text Message	Click a name on the **Text Notification Name** column to enter the Edit Text Message page, and click **Release** in the upper-right corner to enter the Release Text Message page. On the Release Text Message page, select one or more devices in the list, and click **Release** to start releasing the text message to the selected devices. **Note** You can view the release progress and result on the right side of the page.

Delete Text Message	Check one or more text messages, and click **Delete** to delete the selected text messages.

9.3 Content Review

The added contents should be reviewed before they are used.

Note

The user should have the permission to review contents.

On the top, select **Interactive Flat Panel**, and then select **Content Review** on the left.

Perform the following operations.

Description	Operation
Review Content One by One	1. On the **All** and **To Be Reviewed** page, click in the **Operation** column. 2. On the pop-up Content Review page, review the content. 3. Select the result as **Pass** or **Deny**. 4. Enter the comment. **Note** When the result is **Deny**, the comment is required. You can enter up to 128 characters. 5. Click **OK**.
Batch Review Content	• On the **All** and **To Be Reviewed** pages, check multiple contents to be reviewed, click **Pass**, and enter the comment (optional) to pass the selected contents in a batch. • On the **All** and **To Be Reviewed** pages, check multiple contents to be reviewed, click **Deny**, and enter the comment (required) to deny the selected contents in a batch. **Note** When entering the comment, you can enter up to 128 characters.
Delete Content	On the **Denied** and **Passed** pages, check one or more contents, click **Delete** to delete them.

Description	Operation
Refresh Content	On the **All**, **To Be Reviewed**, **Denied** and **Passed** pages, click **Refresh** to refresh the content list.
Search Content	On the **All**, **To Be Reviewed**, **Denied** and **Passed** pages, enter keywords in the search box in the upper right corner to search for the target contents.

9.4 View Release Records

You can view release records of all the tasks and the details of their release status.

On the top, select **Interactive Flat Panel**, and then select **Release** on the left. You can view release details of all the tasks on the platform, including task name and type, release time and status (Released or Failed), etc. Also, you can perform more of the following operations.

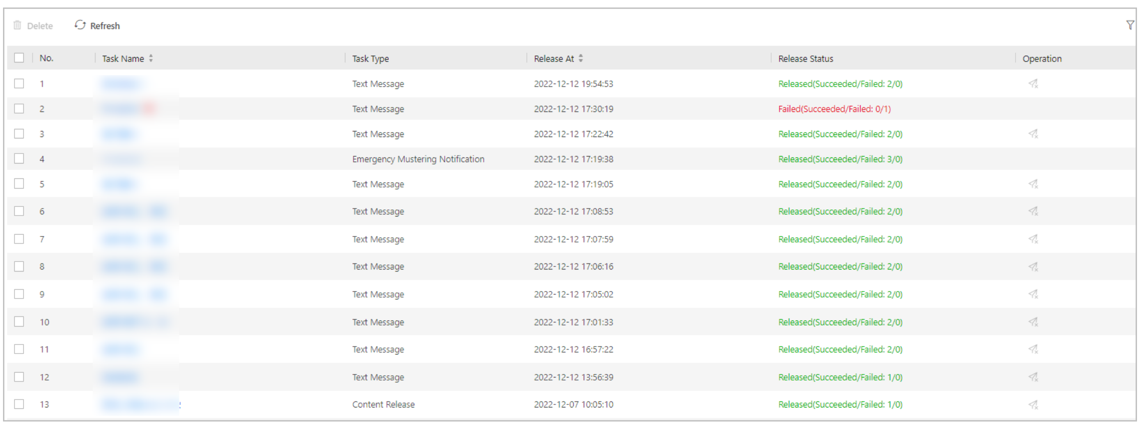


Figure 9-4 Release Records

- **View Release Details**: Click the task name to view release details such as device name and release progress.
- **Delete Task**: Check one or multiple tasks, and click **Delete** to delete the selected tasks.
- **Refresh Task List**: Click **Refresh** to refresh the task list.
- **Filter Tasks**: Click , and set conditions including release time, task type, and release status to filter tasks.

9.5 Manage Applications

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

Steps

1. On the top, select **Interactive Flat Panel**.

2. On the left navigation pane, click **Device Control**.
3. Click **Application Management** on the left.

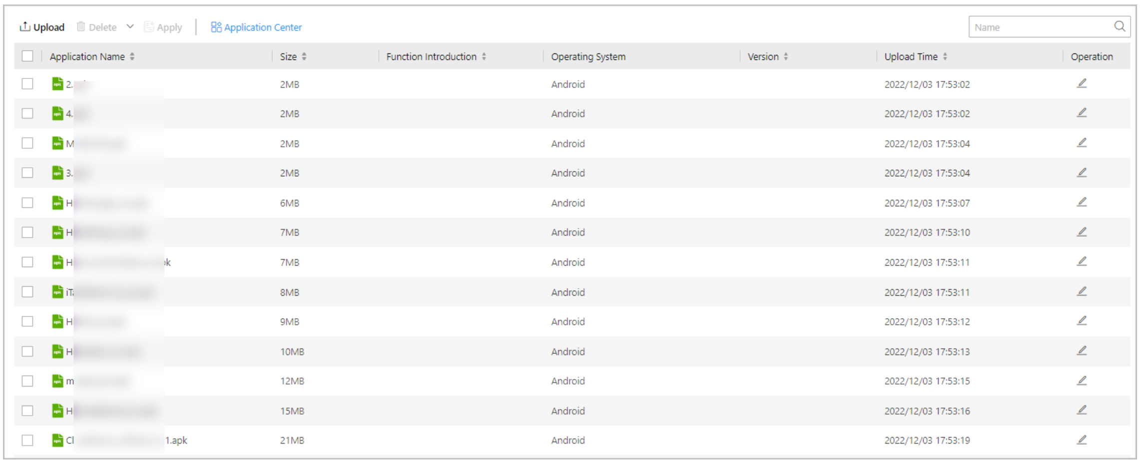


Figure 9-5 Applications List

4. **Optional:** Before adding applications, click **Application Center** to download applications from the Google application center and save them to local PC.
5. Add applications.

Note

Make sure you have downloaded applications to local PC.

1) Click **Upload**.
2) Select application(s) to be added from local PC.
3) Click **Open** to add the selected application(s) to the platform.

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

Edit Application	Click on the operation column to edit the 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 for 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 applications. Move the mouse cursor to beside **Delete**, and click **Delete All** to delete all the applications in the list.

9.6 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.

Note

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

On the top, select **Interactive Flat Panel**, and then select **Device Control** on the left.

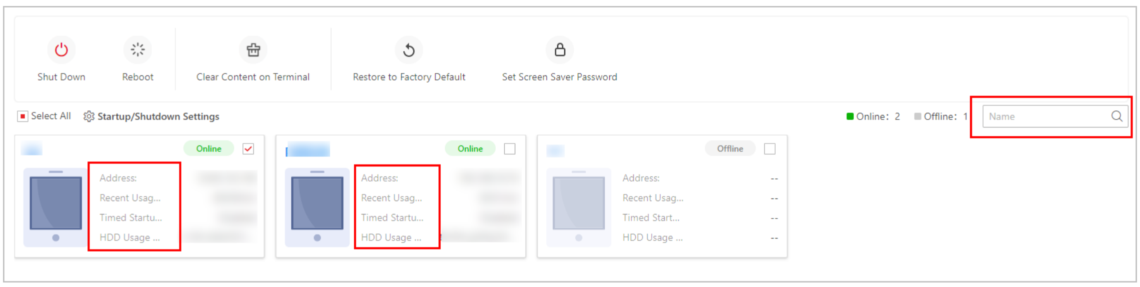


Figure 9-6 Control Interactive Flat Panel

You can search for the target interactive flat panels, and view the information about online interactive flat panels including IP address, recent usage time, timed startup/shutdown status, and HDD usage status.

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

Shut Down / Reboot

Remotely shut down or reboot interactive flat panels.

Clear Content on Terminal

Clear all the contents that have been released to the selected 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.

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 the repetition mode.

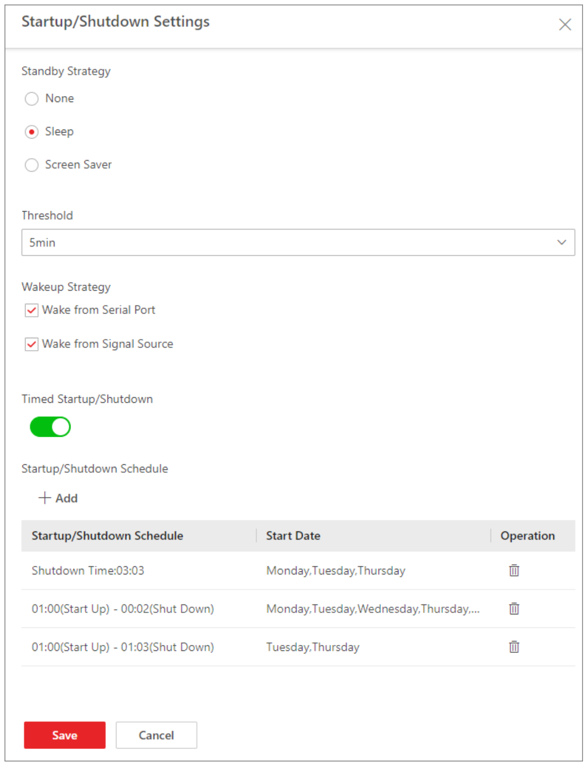


Figure 9-7 Startup/Shutdown Settings

9.7 Material Library

Material is used for creating multimedia 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, and create dynamic materials on the platform. After uploading the materials, you can view the number of all/used/unused materials and the storage of materials (local storage or pStor). Also, you can mange materials including editing, searching, replacing, etc.

9.7.1 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. On the top, select **Interactive Flat Panel**.
2. On the left navigation pane, click **Material Library**.

3. On the **All** page, click **Upload Local Material** and select one or more materials to be uploaded from the local PC.

Table 9-3 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、DOC、DOCX、PPT、PPTX
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.

4. 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.

5. **Optional:** After uploading the materials, perform the following operations.

Add to Favorites or Not	Click to add the material to favorites or remove it from favorites.
Edit Material	Check one/more materials, or check **Select All** to select all materials, and click **Edit** to edit the selected materials, such as editing the name and the property.
Delete Material	Check one/more materials, or check **Select All** to select all 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 being released.

Download Material	Click to download single material to the local PC.
View Large Picture	Click to view the 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	Click in the upper right corner, and filter the added materials according to the name, uploaded time, sharing property, etc.

9.7.2 Create Dynamic Material

You can create and upload dynamic materials used for creating programs to the platform. The material types supported include 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. On the top, select **Interactive Flat Panel**.
2. On the left navigation pane, click **Material Library**.
3. On the **All** page, click **Create Dynamic Material**.
4. Select the material type, and configure the related parameters.

Material Type

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.

Network Camera

Get video streams from the 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 are allowed.

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.

5. Finish uploading the material to the platform.
   - Click **Upload**.
   - Click **Upload and Continue** to upload the current material and continue to upload other materials.
6. **Optional:** Perform the following operations.

Add to Favorites or Not	Click ☆ to add the material to favorites or remove it from Favorites.
Edit Material	Check one/more materials, or check **Select All** to select all materials, and click **Edit** to edit the selected materials, such as editing the name and the property.
Delete Material	Check one/more materials, or check **Select All** to select all 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 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	Click in the upper right corner, and filter the added materials according to the name, uploaded time, sharing property, etc.

9.7.3 Mange Used or Unused Materials

You can manage used and unused materials, such as editing materials, filtering materials, and deleting materials.

On the top, select **Interactive Flat Panel**, and then select **Material Library** on the left.

Click **Used** or **Not Used** to enter the Used or Not Used page, and you can perform the following operations.

Table 9-4 Mange Materials

Description	Operation
Switch Display Mode of Materials	Click / to view the added materials in the thumbnail mode or in the list mode.
Add to Favorites or Not	Click or to add the material to Favorites or remove it from Favorites.
Edit Material	Check one/more materials, or check **Select All** to select all materials, and click **Edit** to edit the selected materials, such as Name and Sharing Property.
Refresh Material	Click **Refresh** to refresh the material list.
Download Material	Click to download the material to local PC. **Note** Dynamic materials cannot be downloaded.
View Large Picture	Click to view the large picture of the material.
Search Material	Click in the upper right corner, and search for the added materials according to the name, uploaded time, sharing property, etc.
Delete Material	Check one/more materials, or check **Select All** to select all 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 being released.
Clear Material	For materials that are not used, click **Quick Clear** to clear all materials in a batch.

9.8 Set Material Storage Location

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

Steps

1. On the top, select **Interactive Flat Panel**.
2. Select **Basic Settings → Material Storage Location** on the left.
3. 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*** .
4. Click **Save** to save the above settings.

Chapter 10 Time & Attendance

In the Attendance module, you can easily manage the time & attendance system of your department and check your employees' attendance.

Note

To perform operations in this module, make sure you are in the Digital Signage mode. See details in ***Switch Application Mode*** .

On the Time & Attendance Overview page, you can view the attendance report, attendance status statistics, and overall work hours / overtime.

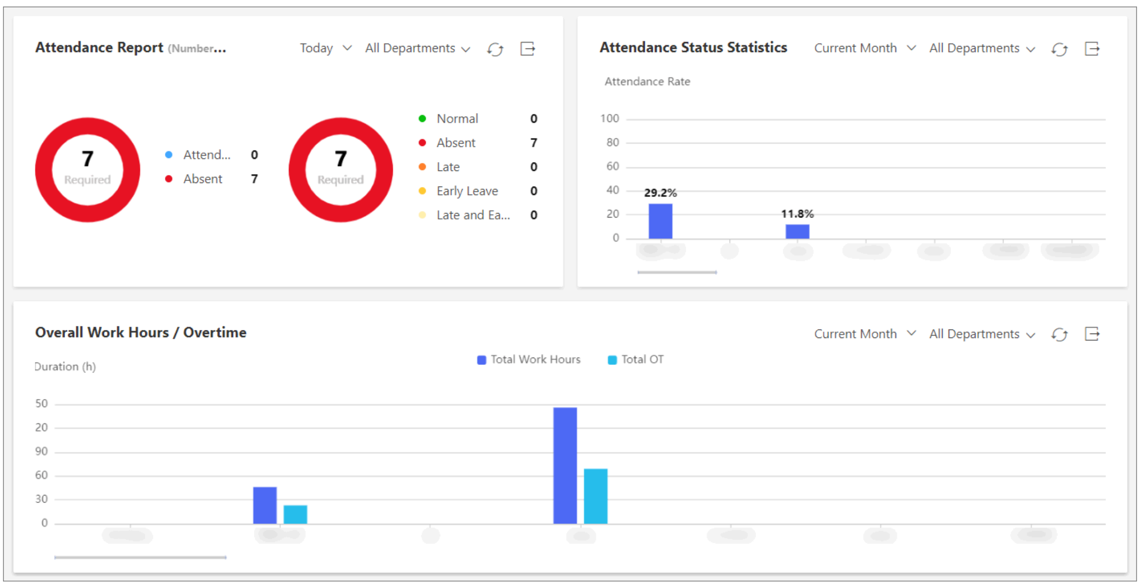


Figure 10-1 Time & Attendance Overview

To set up a time & attendance system from the start, click **Quick Configure** to expand time and attendance guide and follow the instructions on screen.

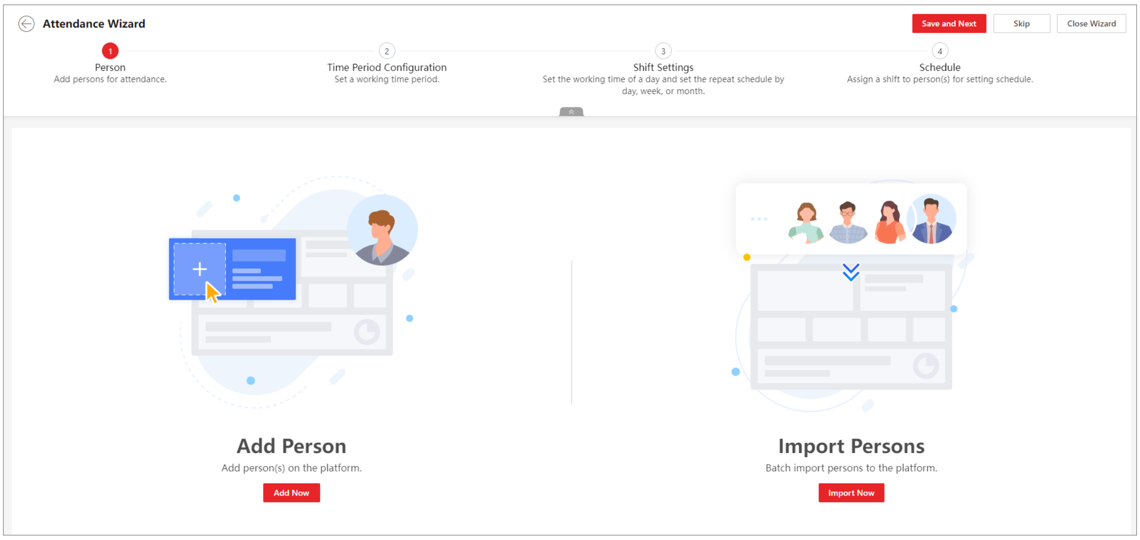


Figure 10-2 Attendance Wizard

1. **Person**: Add persons for attendance. For more details, refer to ***Add Departments*** and ***Add Person*** .
2. **Time Period Configuration**: Set a working time period. For more details, refer to ***Add Timetable*** .
3. **Shift**: Set the working time of a day and set the repeat schedule by day, week, or month. For more details, refer to ***Add Shift*** .
4. **Schedule**: Assign a shift to persons and set schedules. For more details, refer to ***Manage Schedule*** .

10.1 Flow Chart of Time and Attendance

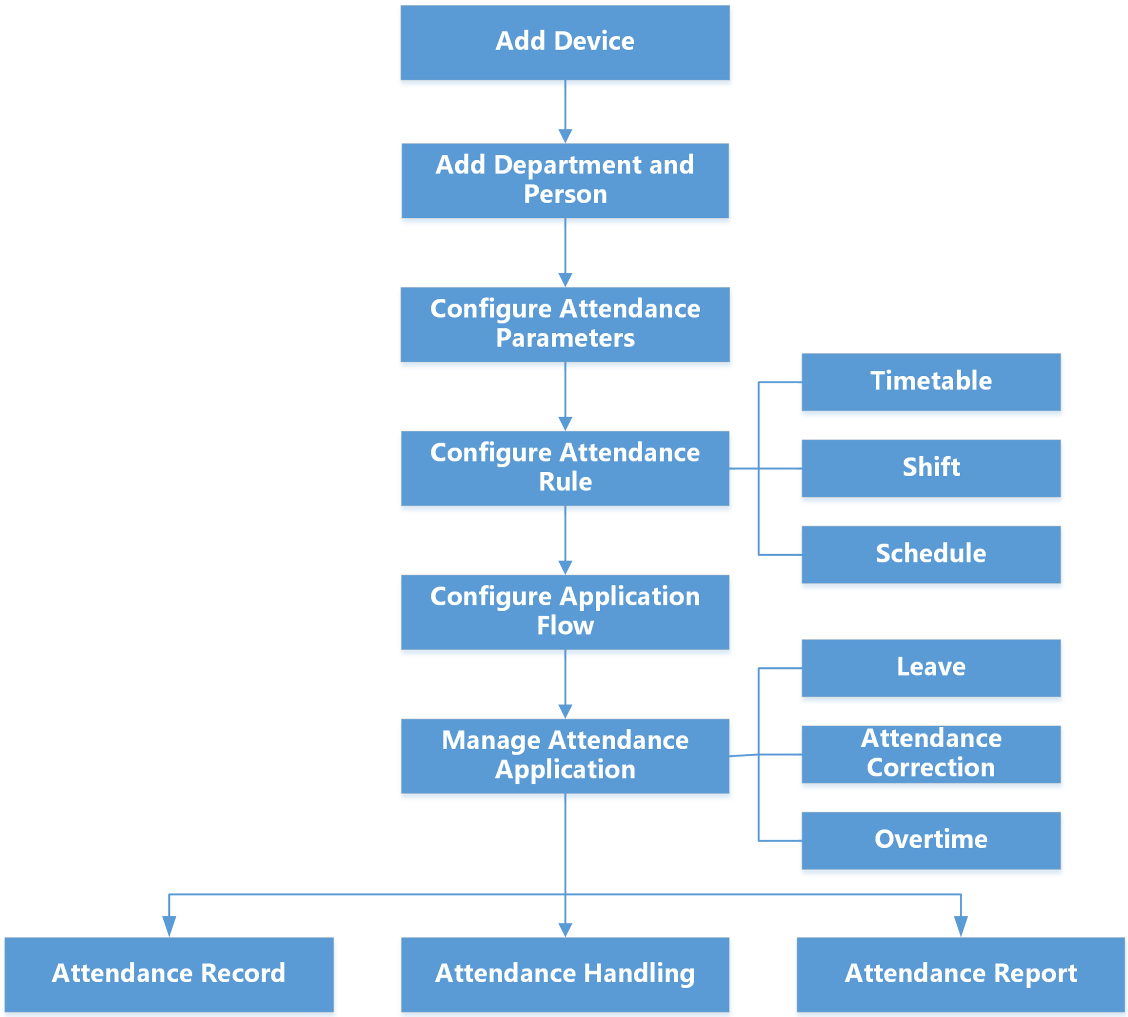


Figure 10-3 Flow Chart of Time & Attendance

- **Add Device**: Add digital signage terminals to the platform. For more details, refer to ***Add Digital Signage Terminal*** .
- **Add Department and Person**: Add departments and persons. For more details, refer to ***Add Departments*** 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 Global/Department Attendance Rules*** , ***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 schedule. For more details, refer to ***Add Timetable*** , ***Add Shift*** and ***Manage Schedule*** .
- **Configure Application Flow**: Configure approval roles and application flows for departments/ persons. For more details, refer to ***Application Flow Management*** .
- **Manage Attendance Application**: Manage applications for employees and admins. For more details, refer to ***Application Management for Employee*** and ***Application Management*** .

- **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 ***View Attendance Records*** .
- **Attendance Report**: Export attendance report to local PC or send it via email regularly. For more details, refer to ***Manage Attendance Reports*** .

10.2 Add Departments

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

Steps

1. On the top, select **Person**.
2. Select **Person Management → Person** on the left.
3. Click + at the top of the department list to enter the Add Department page.
4. Set the department information, including the parent group, group name, and description.

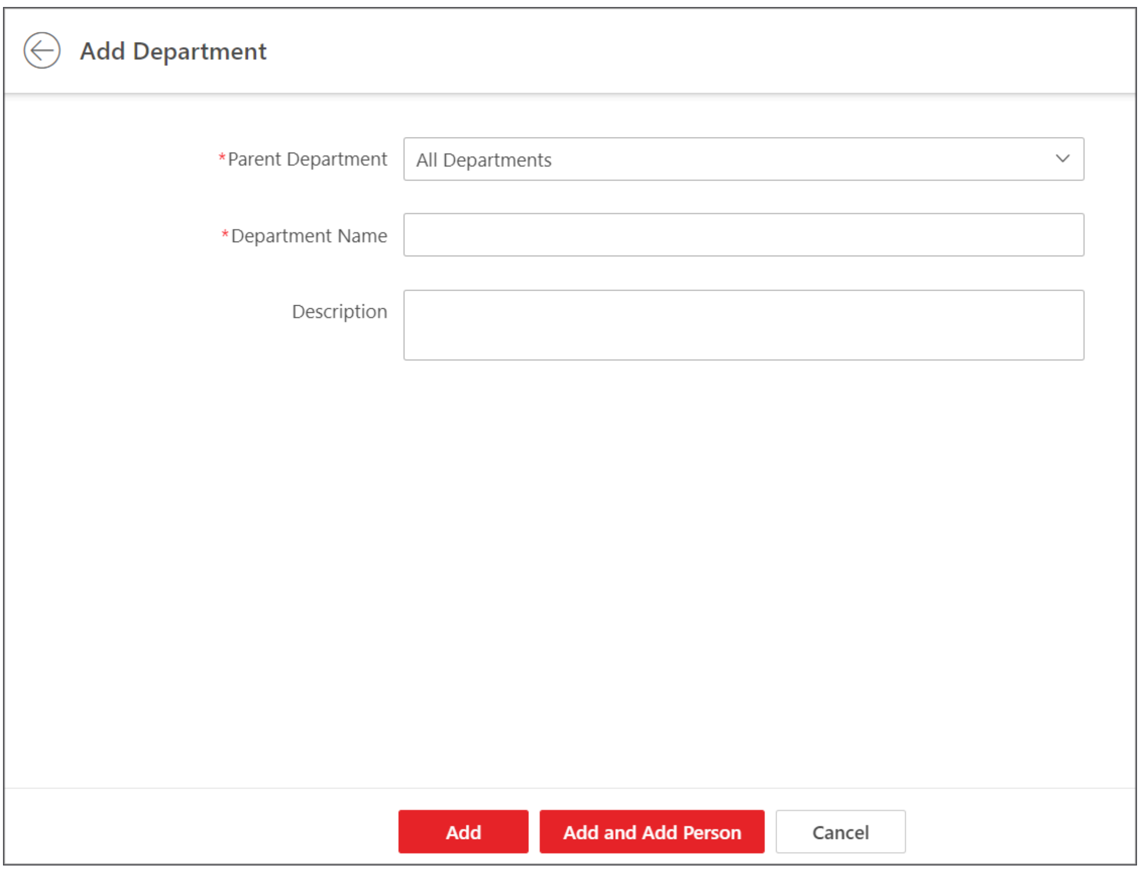


Figure 10-4 Add Department

5. Add department.

- Click **Add** to add the department and go back to the person management page.
- Click **Add and Add Person** to add the department and enter the Add Person page.

6. **Optional:** Perform the following operations after adding departments.

Edit Department	Select a department, and click at the top of the department list to edit the parent group, group name, or remarks.
Delete a Department	Select a department and click at the top of the department list to delete the selected one. **Note** The root department cannot be deleted.
Delete All Departments	Click beside at the top of the department list to delete all added departments.

10.3 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. In addition, you can batch add profile pictures for persons, and import domain 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*** .

You can perform the following operations for adding person.

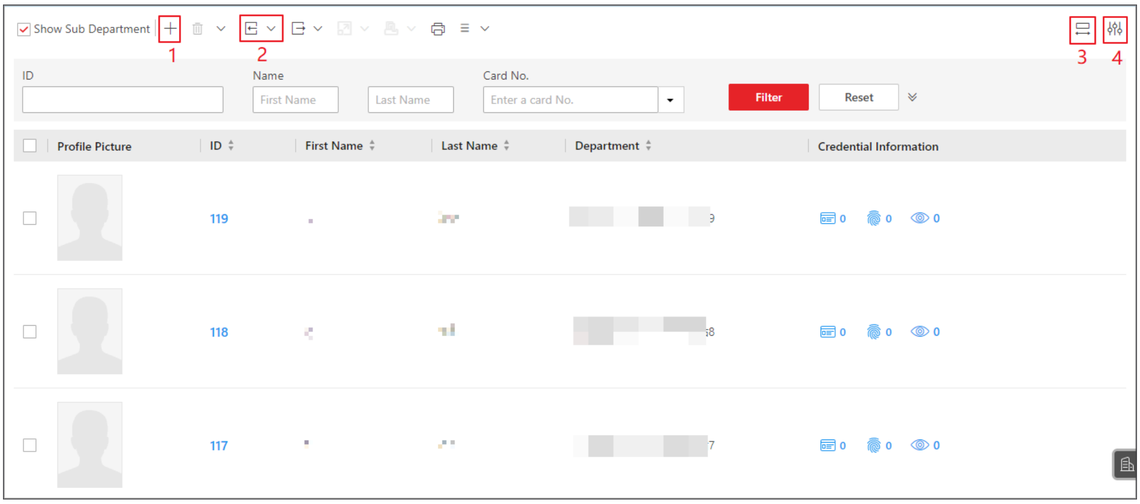


Figure 10-5 Introduction to Adding Person

1. You can click ＋ to add a single person. For details, refer to ***Add a Person Manually*** .
2. You can click ⇤ to perform the following operations.
   - Batch import persons by template. For details, refer to ***Batch Add Persons by Template***
   - Import users in the AD (Active Directory) domain to the platform as persons. For details, refer to ***Import Domain Persons*** .
   - Import person pictures. For details, refer to ***Import Profile Pictures*** .
3. On the top-right corner, click ☰ to select the type of self-adaptive column width (complete or incomplete display of each column title).
4. On the top-right corner, click ⚙ to select the items for custom display in the column.

10.3.1 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. On the top, select **Person**.
2. Select **Person Management → Person** on the left.
3. Select a department from the department list on the left.

   All persons in the selected department will be displayed on the right. You can check **Show Sub-Group** to display the persons in sub departments (if any).
4. Click ＋ at the top of person list to enter the Add Person page.

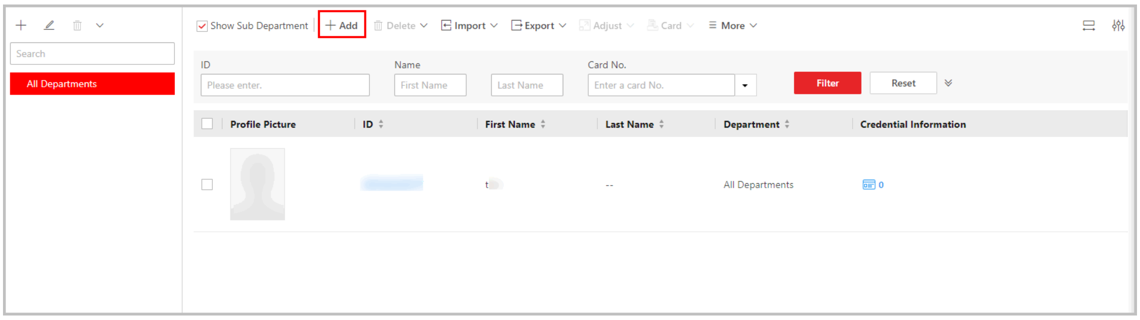


Figure 10-6 The Entry for Adding a Person

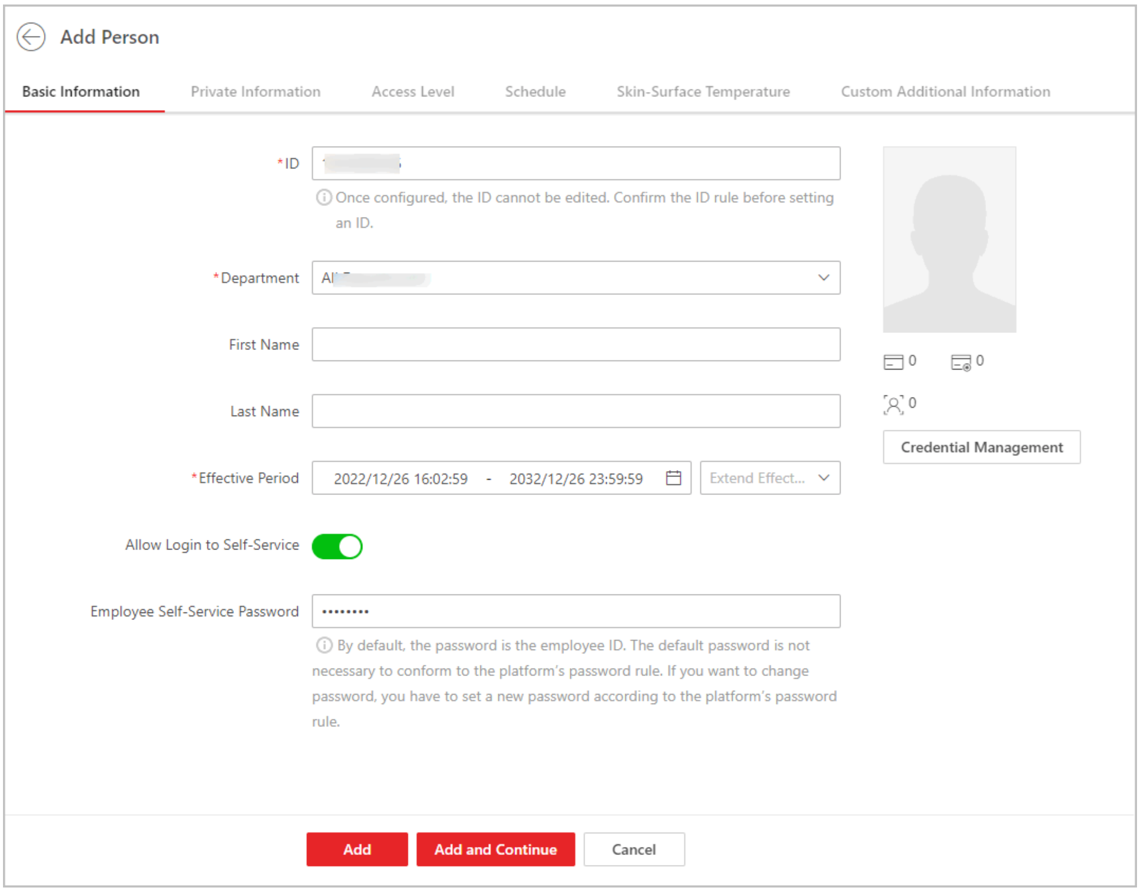


Figure 10-7 Add Person Page

5. Set the person's basic information, such as ID, department, first name, and last name.

 ID (Required)

 The default ID is generated by the platform. You can edit it if needed.

Note

The ID cannot be edited after finishing adding a person, so you should ensure its correctness at the beginning.

Department (Required)

Select a department for the person.

Note

See ***Add Departments*** for details about how to add a department.

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.

Capture

Click **Capture** 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.

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.

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***.

Allow Login to Self-Service

Switch on **Allow Login to Self-Service** to allow employee to log in to self-service on the platform. For details, refer to ***Login via Web Client (Employee)*** .

Employee Self-Service Password

After enabling **Allow Login to Self-Service** for the employee self-service, set the password.

Note

By default, the password is the employee ID if the password has not been set. Once the password is modified, the new password should be set according to the password verification rule.

6. Add credential information for the person. See ***Manage Credentials*** for details.

Note

- You can click in the Credential Information column to add or edit the card information.
- You can click in the Credential Information column to add or edit the fingerprint information.
- You can click in the Credential Information column to add or edit the iris information.
- If you have added the QR code(s) for the person, you can click in the Credential Information column to download the QR code.

7. Set the person's private information, such as email, and phone No.
8. Assign access levels to the person to define the access points where the person can access during the authorized period.

Assign Access Level

a. Click **Assign**.
b. Select one or more access levels for the person.
c. 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.

9. **Optional:** View schedule of the person in the table.

Note

You can click < or > to switch the time (month).

10. Enter the person's skin-surface temperature and select the corresponding temperature status.

For example, if a person's skin-surface temperature is 37 °C, then you can select her/his temperature status as normal.

11. 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.

12. 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.

13. **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.
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 **Access Level Information** or **Schedule Information** 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 **System → Security → Export Profile Pictures** page to check the **Export Profile Pictures**.
Adjust Person	• Move the persons to another department. Once moved, the access levels and schedules of the selected persons will be changed. a. Select one or more persons, click → **Adjust Department** . b. Select the target department to which the persons are about to be moved. c. Click **Move**. • Adjust the effective period for the person in applications. a. Select one or more persons, click → **Adjust Effective Period** . b. Select the effective period from the drop-down list. c. Click **OK**. • Adjust the person's status as resigned.

a. Select one or more persons, click → **Adjust Effective Period** .
b. Set the departure date, type, and reason..
c. Click **OK**.

Synchronize Domain Persons	Select person(s) whose information has changed in the AD domain and click → **Synchronize Domain Persons** at the top of person list to get the latest person information.
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, faces. These credentials can be used for the access authentication in applications such as access control and elevator control.

Steps

1. On the top, select **Person**.
2. Select **Person Management → Person** on the left.
3. On the adding or editing person page, click **Credential Management** under the profile picture to open the Add Credential pane.
4. In the Card area, click , and then manually enter the card No. or swipe the card on devices (enrollment station, card enrollment station, or card reader) 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.

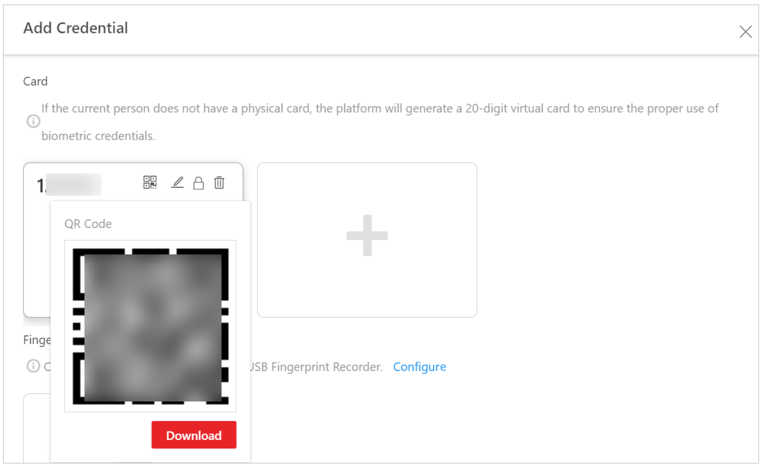


Figure 10-8 View QR Code of Card

5. **Optional:** Perform the following operation(s).

Edit Card Information	Hover the cursor onto an added card, and then click .
View and Download QR Code of Card	Hover the cursor onto an added card, and then click .
Delete Card	Hover the cursor onto an added card, and then click .

6. Click **Save**.

10.3.2 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 department and the access levels.

Steps

1. On the top, select **Person**.
2. Select **Person Management → Person** on the left.
3. Click → **Import Person Information via Excel** .

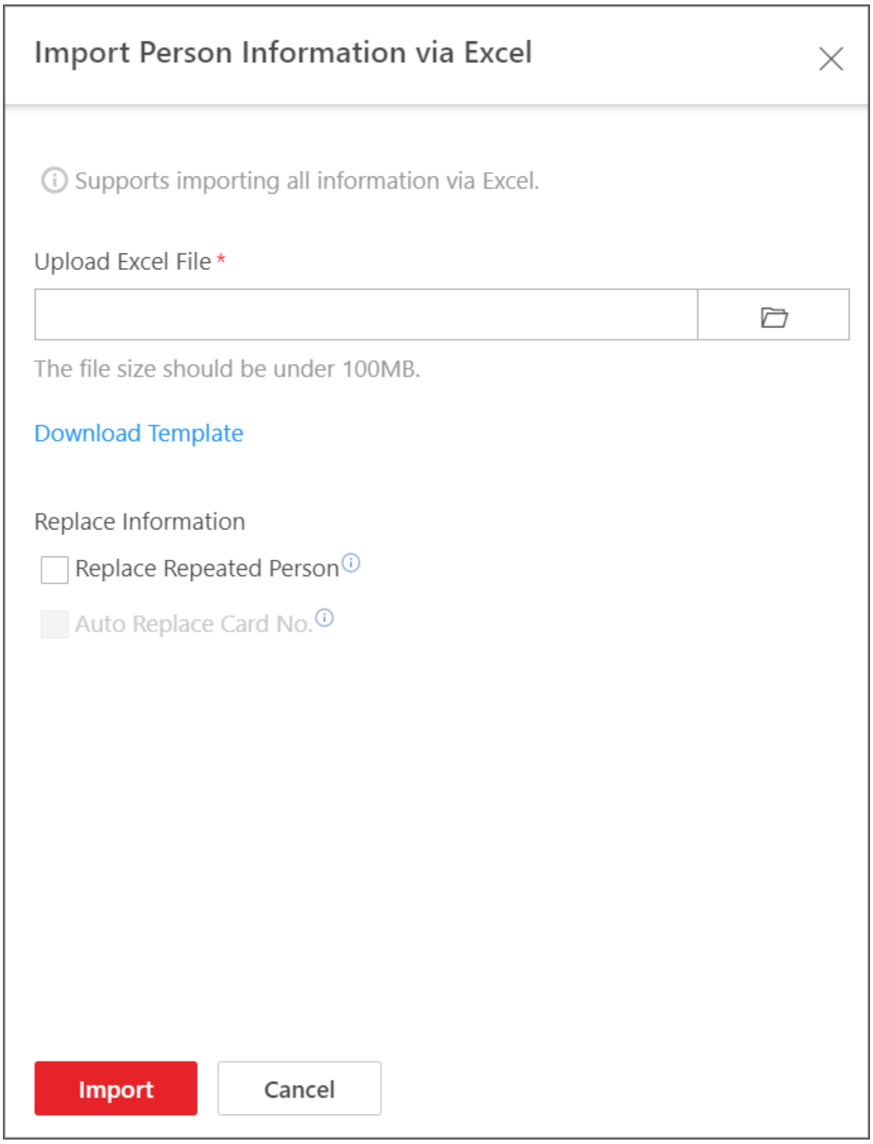


Figure 10-9 Batch Add Persons by Template

4. In the pop-up window, click **Download Template**.
5. Check the basic information items you want to include in the template, such as person type, card No., and email. You can also check custom additional information items. See ***Customize Additional Information*** for how to add custom additional information for persons.
6. Click **Download** to save the template to your PC.
7. In the downloaded template, enter the person information following the rules shown in the template.
8. Click , and then select the template from your PC.
9. **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.

10. **Optional:** Check **Auto Replace Card No.** to replace the card No. automatically if it already exists in the platform.
11. 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.

12. **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.
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 **Access Level Information** or **Schedule Information** 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 **System → Security → Export Profile Pictures** page to check the **Export Profile Pictures**.

Adjust Person

- Move the persons to another department. Once moved, the access levels and schedules of the selected persons will be changed.
  a. Select one or more persons, click → **Adjust Department** .
  b. Select the target department to which the persons are about to be moved.
  c. Click **Move**.
- Adjust the effective period for the person in applications.
  a. Select one or more persons, click → **Adjust Effective Period** .
  b. Select the effective period from the drop-down list.
  c. Click **OK**.
- Adjust the person's status as resigned.
  a. Select one or more persons, click → **Resigned** .
  b. Set the departure date, type, and reason.
  c. Click **OK**.

Synchronize Domain Persons

Select person(s) whose information has changed in the AD domain and click → **Synchronize Domain Persons** at the top of person list to get the latest person information.

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*** .

10.3.3 Import Domain Persons

You can import the users in the AD (Active Directory) domain to the platform as persons. After importing the person information (including person name and account name) in the AD domain, you can set other information for the persons, such as credentials.

Before You Start

Make sure you have configured the active directory settings. See ***Set Active Directory*** for details.

Steps

1. On the top, select **Person**.
2. Select the importing mode.

   Import Domain Persons

   Import the specified persons. Select the organization unit and select the persons under the organization unit which are displayed in the Domain Person list on the right. The person information will be synchronized based on each person.

Import Domain Organization Unit and Person

Import all the persons in the organization unit. The person information will be synchronized based on each group.

Person in Security Group

Import the selected security groups in the AD domain.

Note

Make sure you have set security groups.

3. When selecting **Import Domain Persons** or **Person in Security Group** as the importing mode, select a department to which the selected items (persons or security groups) need to be imported.
4. Set the effective period for the persons as needed.
5. Click **Import**.
6. **Optional:** Click the person name shown in the person list to view and edit the person information.

Note

- If the profile picture/email in the domain is linked to the profile picture/email in the platform, the persons' profile picture/email will be imported to the platform from the domain as well. You can view the profile picture/email on the person details page but you cannot edit it. For linking the person information in the domain to the person information in the platform, refer to ***Set Active Directory*** .
- If the profile picture/email in the domain is NOT linked to the profile picture/email in the platform, you can take a picture or upload a picture as the person's profile picture and enter the email address. For linking the person information in the domain to the person information in the platform, refer to ***Set Active Directory*** .

7. **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.

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 **Access Level Information** or **Schedule Information** 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 page to check the **Export Profile Pictures**.
Adjust Person	• Move the persons to another department. Once moved, the access levels and schedules of the selected persons will be changed. a. Select one or more persons, click → **Adjust Department** . b. Select the target department to which the persons are about to be moved. c. Click **Move**. • Adjust the effective period for the person in applications. a. Select one or more persons, click → **Adjust Effective Period** . b. Select the effective period from the drop-down list. c. Click **OK**. • Adjust the person's status as resigned. a. Select one or more persons, click → **Adjust Effective Period** . b. Set the departure date, type, and reason.. c. Click **OK**.
Synchronize Domain Persons	Select person(s) whose information has changed in the AD domain and click → **Synchronize Domain Persons** at the top of person list to get the latest person information.
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*** .

10.3.4 Import Profile Pictures

You can add multiple persons' profile pictures to the persons in a department. 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 of picture is: Person Name, Person ID, or Person Name ID. The person name should contain the first name and the last name, separated by a plus sign.
     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.
   - Dimension recommendation for each picture: 295×412.
     Size recommendation for each picture: 60 KB to 100 KB.
   - 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. On the top, select **Person**.
4. Select **Person Management → Person** on the left.
5. Click → **Import Profile Picture** .
6. Select the person 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.

7. Select a department from **Department**.

8. **Optional:** Switch on **Check Face Quality by Device** and then select a device type and a device for verifying the face quality.
9. Click **Import** to start importing.

   The importing progress shows and you can check the results.
10. **Optional:** After importing profile pictures, click **Export Failure Details** to export an Excel file to the local PC and view the failure details.

10.4 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.

Note

- You should set self-registration parameters beforehand. See ***Set Self-Registration Parameters*** for details.
- The self-registration function is available when you purchase and activate any License.

10.4.1 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.

On the top, select **Person**. Select **Basic Configuration → Self-Registration Settings** on the left.

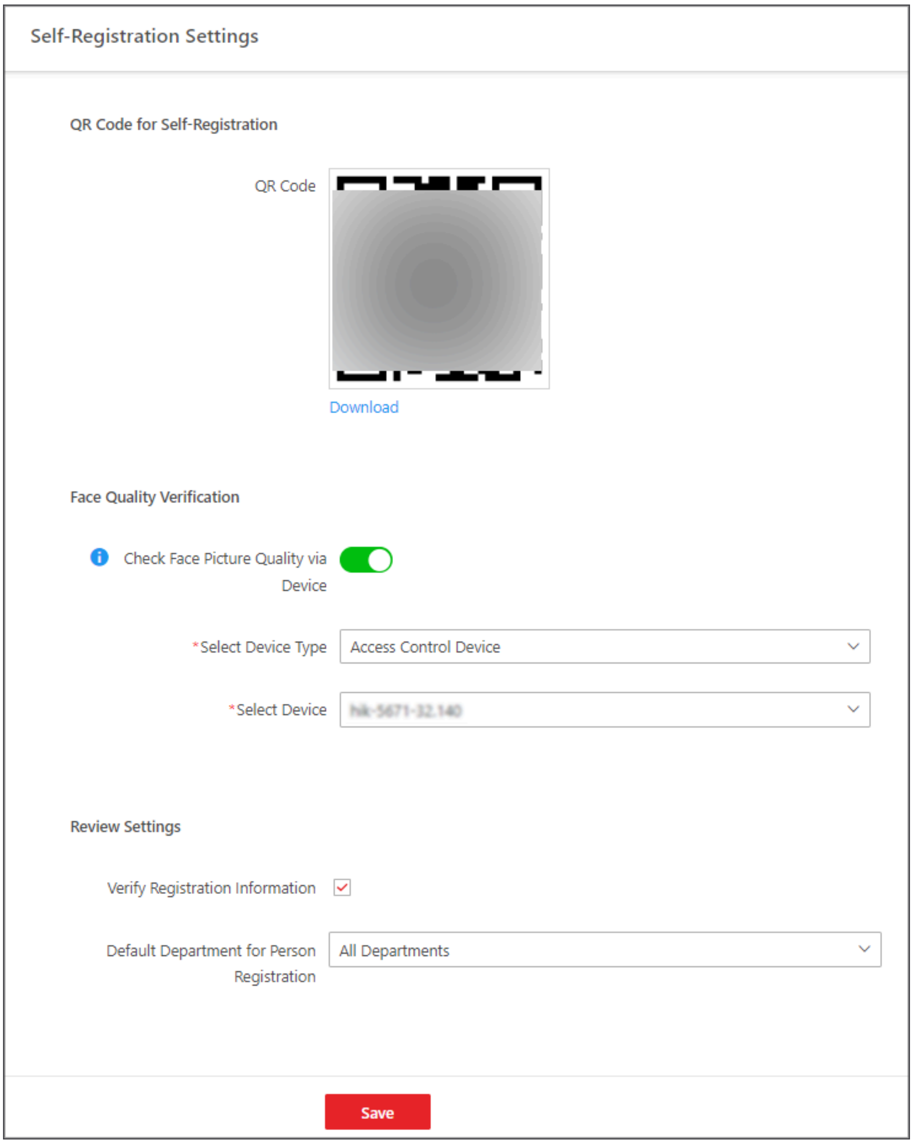


Figure 10-10 Self-Registration Settings

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.

Note

To use this function properly, make sure you have added an access control device or video intercom device to the platform beforehand.

Review Self-Registered Persons

Set a default department. 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 department. See ***Review Self-Registered Person Information*** for details about how to review.

10.4.2 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, 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.

10.4.3 Review Self-Registered Person Information

If you have enabled **Verify Registration Information** 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 department.

Steps

1. On the top, select **Person**.
2. Select **Person Management → To be Reviewed** on the left.
3. **Optional:** Click to filter registered persons by name, ID, or status to quickly find your wanted persons.
4. Review the displayed person information and verify them.

Operations	Description
Approve Self-Registered Person Information	If the self-registered person information is correct, approve the information to add the registered persons into the platform. • 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	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. • 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	• 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.
Self-Registration Settings	Click **Self-Registration Settings**, jumping to enter the Self-Registration Settings page to set self-registration parameters. **Note** For details, refer to ***Set Self-Registration Parameters*** .

Note

Approved persons will be added to the target department; rejected persons will not be added to the target department, but they will stay in the Persons to be Reviewed list.

10.5 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. On the top, select **Person**.
2. Select **Basic Configuration → Person ID Rule** on the left.
3. Enter a prefix No. and set the total length.
4. **Optional:** Check **Random ID** 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 ID** is checked) and "10000001" (when **Random ID** is unchecked).
5. Click **Save**.

10.6 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.

The following figure shows the custom private information items (marked in red rectangles) on the Add Person page. See ***Add a Person Manually*** for details about how to add a person.

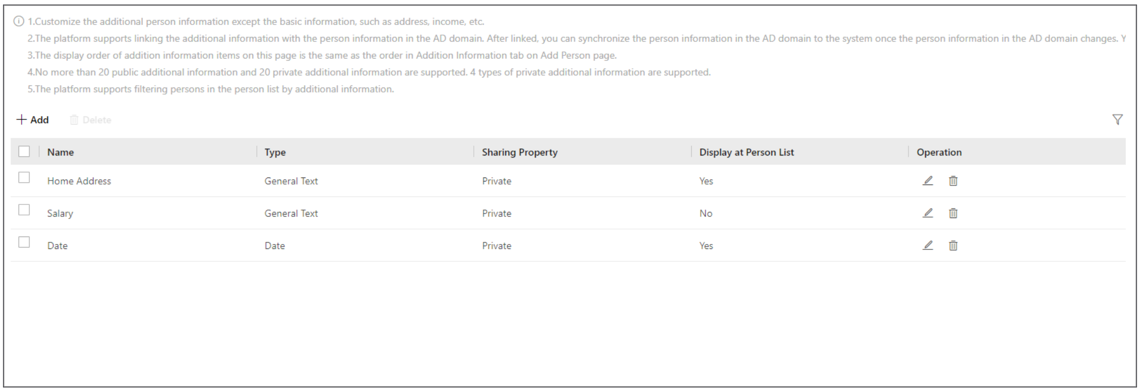


Figure 10-11 Custom Private Information Item as Configuration Option

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. On the top, select **Person**.
2. Select **Additional Information** on the left.
3. Click **Add**.
4. In the pop-up window, enter the following parameters.

Name

Create a name for the item. You can enter up to 32 characters.

Type

Select the type to restrict the format of the contents of the item.

Sharing Property

Click **Private** or **Public** to set the sharing property 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).

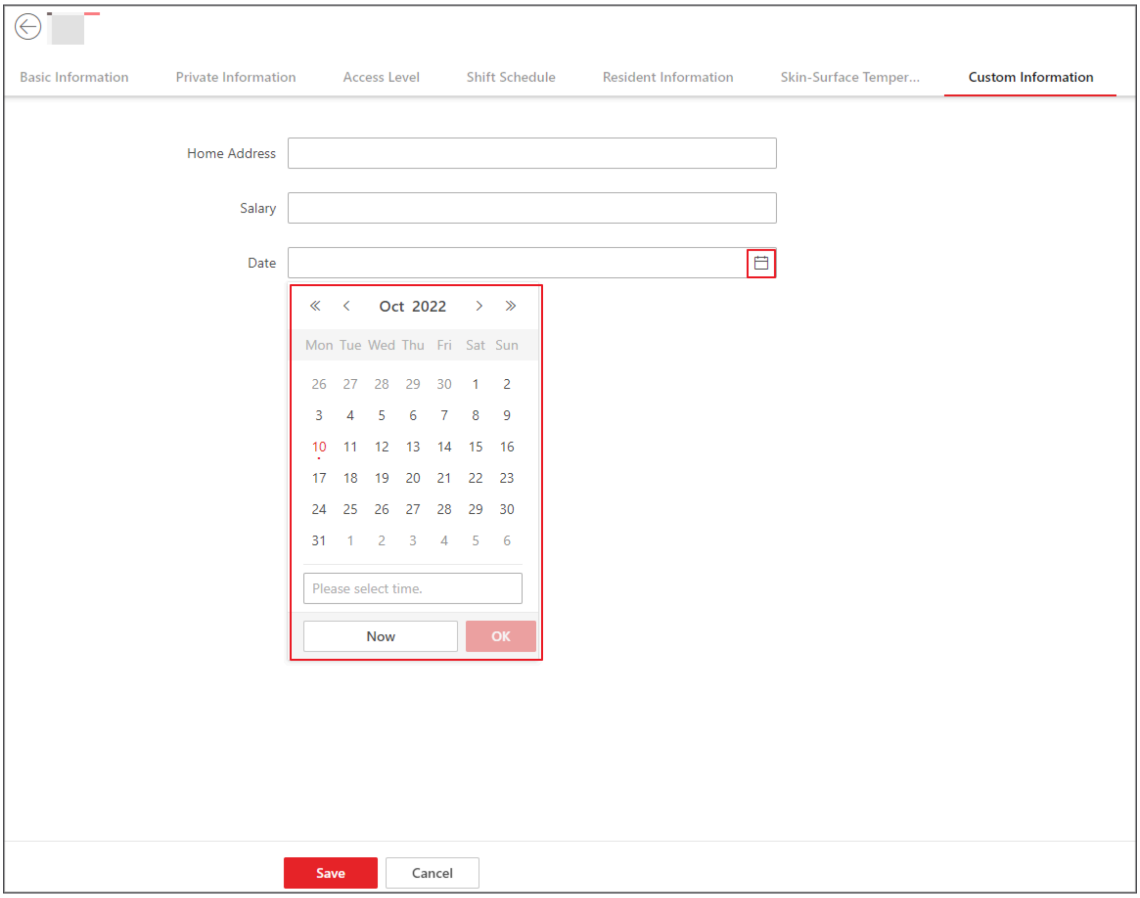


Figure 10-12 If You Select Date as the Type

Display at Person List

Click **Yes** or **No** to display or not display the custom additional information at the person list.

5. Click **Add**.
6. **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.

10.7 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. On the top, select **Person**.
2. Select **Person Management → Person** on the left.
3. Select persons to whom the cards will be issued.
4. Move the cursor onto , and then click **Batch Issue Cards to Persons**.
5. 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*** .
6. 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.
7. Click **Start** to start issuing cards.
8. 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.
9. Click **Save**.

10.7.1 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. On the top, select **Person**.
2. Select **Person Management → Person** on the left.

3. 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.

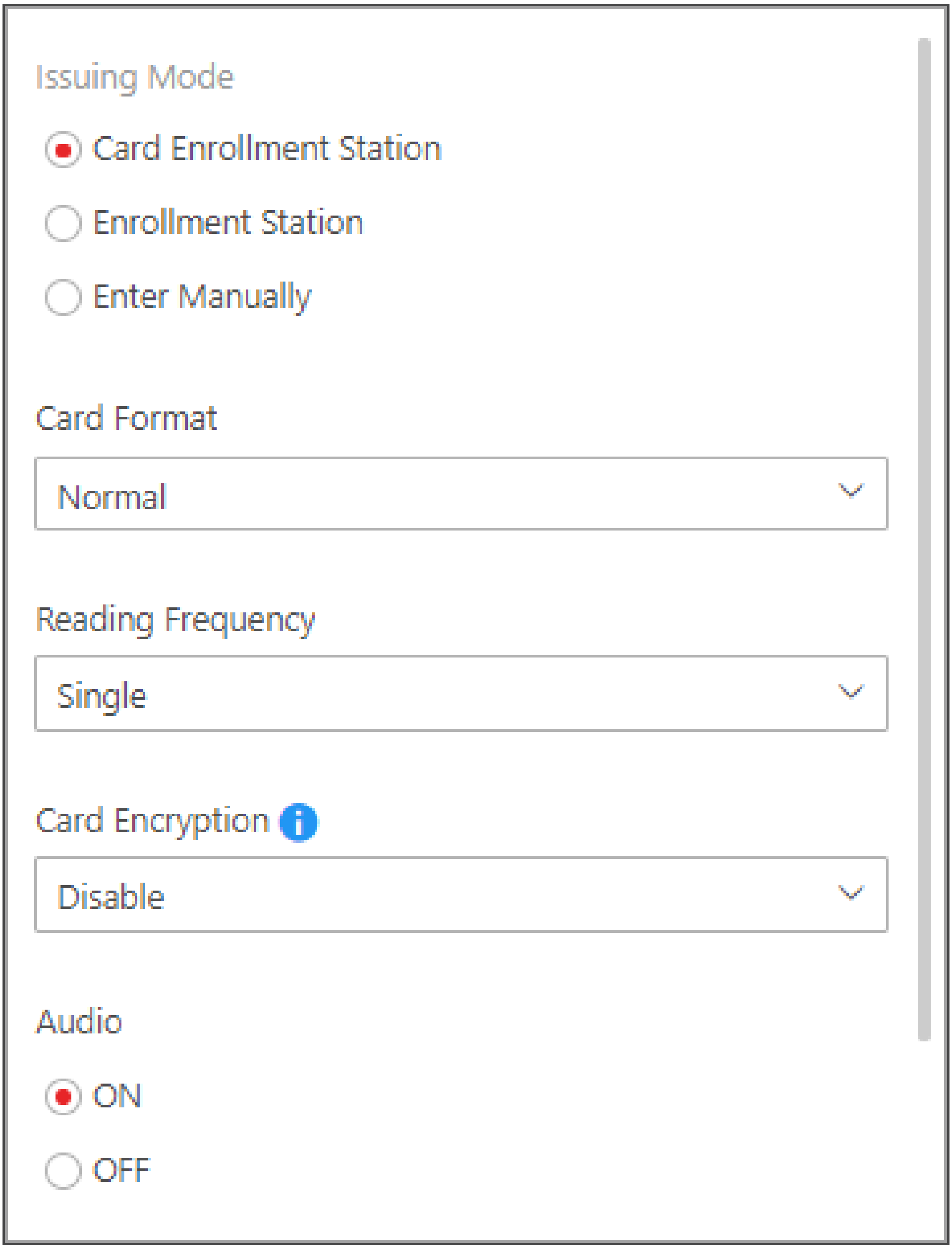


Figure 10-13 Card Issuing Settings Window Opened when Batch Issuing Cards to Persons

4. 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**.

Note

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.

Note

When selecting **M1 Card**, you can switch on **Card Encryption** and select section(s) if needed.

Card Reader

Select one card reader of one access control device added to the platform. You can swipe the card on the card reader to get the card number.

Note

- One card reader can be selected for issuing cards by only one user at the same time.
- If you set a third-party card reader to read the card number, you should set the custom Wiegand protocol for the device to configure the communication rule first.

Enter Manually

Note

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

5. Click **Save** (for Credential Management) or **Start** (for Batch Issue Cards to Persons).

10.8 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. On the top, select **Person**.
2. Select **Person Management → Person** on the left.
3. **Optional:** On the Filter pane, click and set more conditions to search for persons for whom you want to report card loss.
4. 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.
5. In the Card area, move the cursor onto the lost card and then click .
6. Click **OK** to confirm the operation.
7. Click **Save**.

   After you report card loss, the access levels of the lost card will be inactive.
8. **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. **Optional:** Select the persons in the person list, move the cursor onto on the top, and then click **Report Loss** on the top to batch report loss of multiple cards.

10.9 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. On the top, select **Person**.
2. Select **Person Management → Person** on the left.
3. **Optional:** On the Filter pane, click and set more conditions to search for the person to whom you want to issue the temporary card.
4. Click the name of the person in the person list to enter the basic information page.
5. Click **Credential Management** to open the Credential Management pane.
6. In the Card area, click .
7. Click **OK** to confirm the operation.
8. Enter the card number.
9. 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*** .
10. 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.
11. 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 .

10.10 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. On the top, select **Person**.
2. Select **Person Management → Person** on the left.
3. **Optional:** On the Filter pane, click and set more conditions to search for the persons for whom you want to cancel card loss reports.
4. Select the persons in the person list.
5. Move the cursor onto , and then click **Cancel Card Loss**.

   The persons' temporary cards will be deleted.

10.11 Manage Resigned Persons

You can manage resigned persons by adding, deleting, and editing resigned persons. You can also reinstate resigned persons and export resigned person information.

10.11.1 Add Resigned Persons

You can add one or multiple resigned persons, delete and export the resigned person information.

Steps

1. On the top, select **Person**.
2. Select **Person Management → Resigned** on the left.
3. Click **Add** to open the Add Resigned Person pane.
4. Click to select one or multiple persons from the departments.

   Note

   - You can enter specific person name, department, or person ID click **Search** to filter the person information.
   - You can check **Include Sub Department** for displaying the person in sub departments.
   - You can check **Select All Persons** to select all matched persons.

5. Specify the following parameters.

   Departure Date

   Last day of the current employment.

   Departure Type

   Cause of the departure.

Note

You can click **Add Departure Type**, enter the departure type and click **Add** to customize the type. For details, see ***Manage Resignation Types*** .

6. **Optional:** Check **Disable Attendance**, then the platform will not calculate attendance results generated during the period between applying for resigning and departure date.
7. **Optional:** Specify the departure reason.
8. Click **OK**.

Note

You can also adjust the person's status as resigned in Person Management module. See details in ***Add a Person Manually*** and ***Batch Add Persons by Template*** .

For persons to be resigned, their permissions of access and vehicles, and credentials will be deleted at the day of resignation.

9. Perform the following operations.

Operation	Description
Edit Resigned Person	Select a person and click in the Operation column to edit the resignation information.
Filter Resigned Person	Click to expand the conditions, set the filter conditions and click **Filter** for filtering the resigned persons.
Export Resigned Person	Click **Export** to export the resigned person information in the current page according to the filter conditions.
Disable Attendance	Select one or multiple persons whose attendance status is "enable", and click **Disable Attendance** to batch disable the function.
Delete Resigned Person	Select one or multiple persons and click **Delete** to delete them.
Set Column Width	Click to select **Complete Display of Each Column Title/Incomplete Display of Each Column Title** to set the column title width.
Custom Column Item	Click and select the needed column items to display. You can also click **Reset** to reset to the default column items.

10.11.2 Reinstate Persons

You can reinstate persons who are resigned and to be resigned.

Steps

1. On the top, select **Person**.
2. Select **Person Management → Resigned** on the left.
3. Select one or multiple persons and click **Reinstate**.

4. On the pop-up, select the department to which the person(s) will be reinstated, and click **Reinstate**.
   - After the person reinstatement, you can view the related persons in the person list.
   - After the reinstatement, the resigned persons need to upload their credentials. Their access permissions and attendance schedule will be accordance to that of their departments.

10.11.3 Manage Resignation Types

If the default resignation types do not meet your needs, you can add other resignation types.

On the top, select **Person**.

Select **Basic Configuration → Resignation Type** on the left.

- Click **Add**, enter the departure type name, and click **Add** in the pop-up window to customize the type.
- Click in the Operation column to edit the added departure type.
- Click or **Delete** to delete the selected departure type(s).

Note

- The default types (dismiss, departure, redeployment, and suspension with pay) cannot be deleted or edited.
- Up to 100 departure types can be added.

10.12 Manage Access Level

In access control, access level is a group of access points. Assigning access level to persons, departments, or access groups can define the access permission that which persons can get access to which access points during the authorized time period.

10.12.1 Add Access Level

To define access permission, you need to add an access level to group the access points.

Steps

1. On the top, select **Attendance**.
2. Select **Access Level → Manage Access Level** on the left.
3. Click **Add** to enter the Add Access Level page.
4. Create a name for the access level.
5. **Optional:** Edit the description for the access level.
6. Select the access point type.
7. 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.

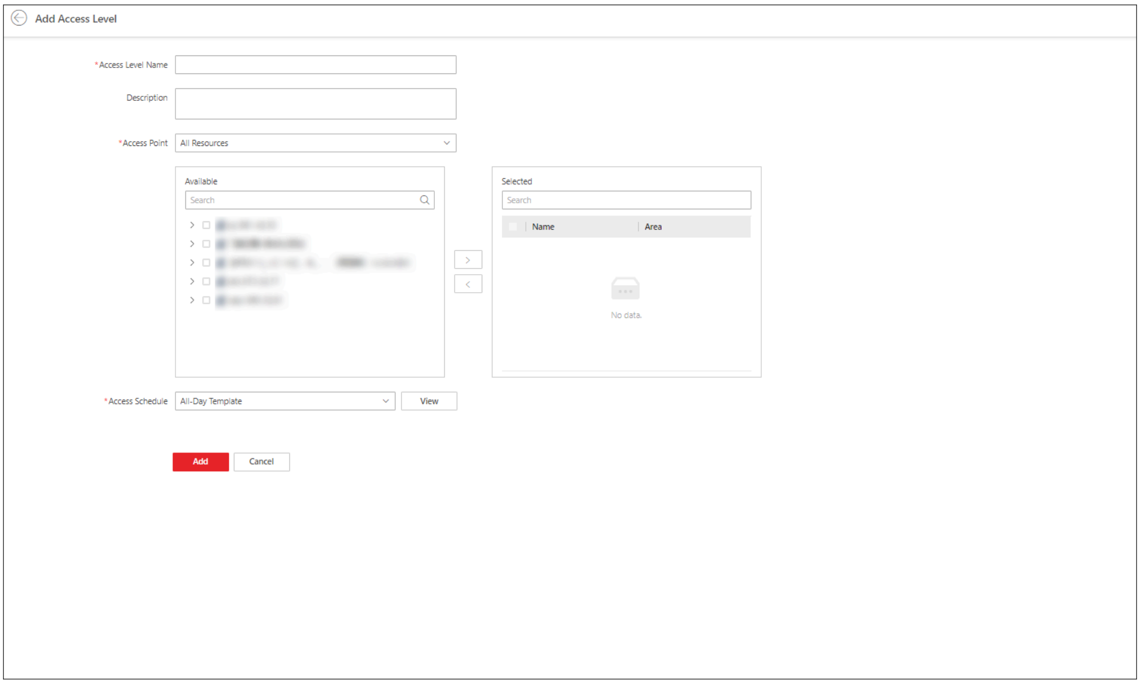


Figure 10-14 Select Access Points

8. 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*** .

9. Click **Add** to add the access level and return to the access level management page.
10. **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*** .

10.12.2 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, department, 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 top, select **Attendance → Access Level → Assign by Access Level** .
2. Click on the access level that you want to assign to persons.

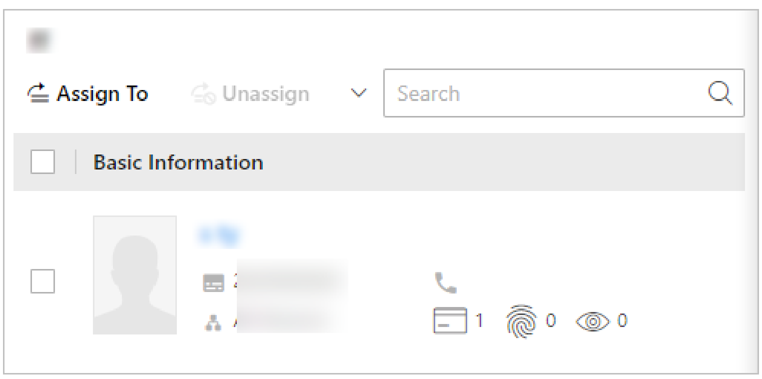


Figure 10-15 Assignee Panel

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**.

Note

If you check **Select All Persons**, all persons who matched the search conditions you set will be selected.

The access level settings will be applied to devices automatically.

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

Test your access control configurations and devices before putting them into use. For details, refer to ***Access Control Test*** .

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 top, select **Attendance → Access Level → Assign by Person** .
2. In the department list, select a department.
3. In the person information panel on the right, select the persons to whom you want to assign access levels.

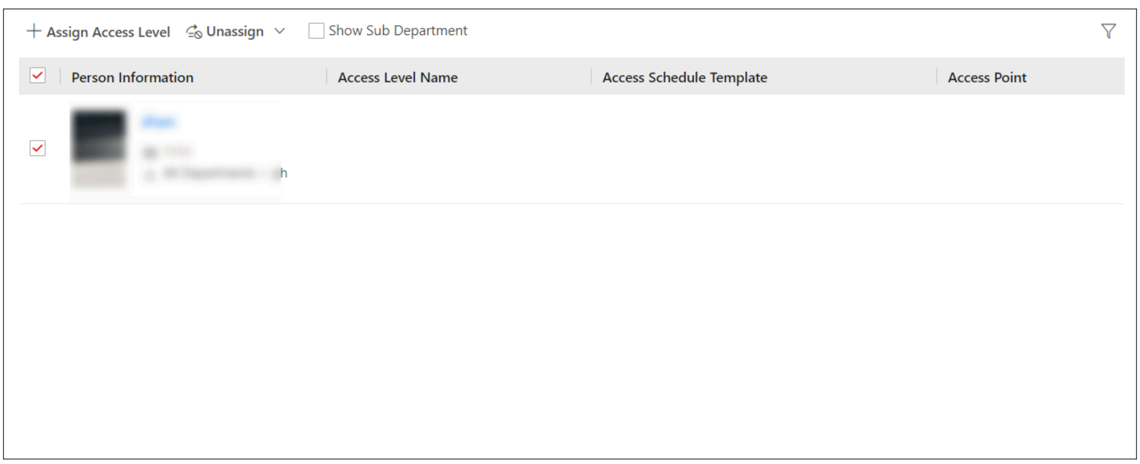


Figure 10-16 Person Information Panel

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 **Assign**.

   The access level settings will be applied to devices automatically.
7. **Optional:** To unassign a person's access levels, select the person and choose **Unassign All Access levels** or **Unassign Specified Access Levels**.

What to do next

Test your access control configurations and devices before putting them into use. For details, refer to ***Access Control Test*** .

Assign by Department

You can assign access levels to departments, so that the persons in the department 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 departments.

Steps

1. On the top, select **Attendance → Access Level → Assign by Department** .
2. Do one of the following to assign access levels to departments.
   - Assign access levels to each department one by one.
     a. In the department list, click on a department.
     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 department.
     d. Click **Assign**.
   - Assign access levels to multiple departments at a time.
     a. Click **Batch Assign**.
     b. In the department list, select the departments where you want to assign access levels.

     Note

     Sub-groups are excluded from selection by default. To include all sub-groups of each department, check **Select Sub-Groups**.

     c. In access level list, select the access levels you want to assign to the departments.
     d. Click **Save**.

   Note

   After assigning access levels to a department, you can still modify the access levels for each person in the group, and it will not affect the settings for the department. For details, refer to ***Assign by Person*** .

   The access level settings will be applied to devices automatically.

3. **Optional:** To unassign an access level from the department, select the access level and click **Unassign**. To unassign all access levels, click → **Unassign All** .

What to do next

Test your access control configurations and devices before putting them into use. For details, refer to ***Access Control Test*** .

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). 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 system. 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 top, select **Attendance → 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.
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 Assign Access Level page, select the access level(s) to be assigned to.
10. Click **Assign**.

    The access level settings will be applied to devices automatically.
11. **Optional:** Unassign access level(s) from the access group.
    - In the assigned access level list, select the access level(s) and click **Dissociate** 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

Test your access control configurations and devices before putting them into use. For details, refer to ***Access Control Test*** .

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 for details.

10.12.3 Access Control Test

HikCentral FocSign provides **Access Control Test**. It is a tool through which you can test whether the configurations about access control are set correctly and completely and whether the devices are running properly.

On the top, select **Attendance**. Select **Access Level → Troubleshooting** on the left.

Check Credential Status

Select the **Credential Status** tab to view the status of the added credentials.

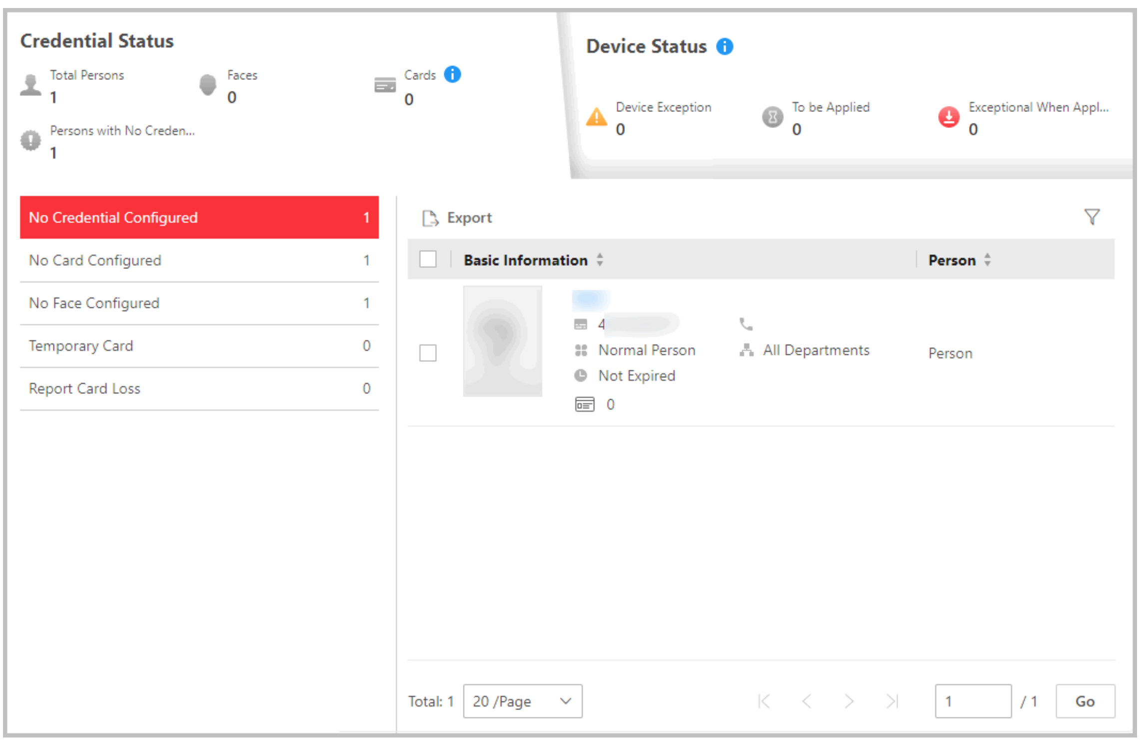


Figure 10-17 Credential Status

There are 5 types of exceptions on credential settings in the system. The number next to each exception type indicates the number of persons and visitors whose credential settings are abnormal.

Click each exception type to view the information about the persons and visitors with exceptions. You can click the person's name to edit the credentials if necessary.

Check Device Status

Select the **Device Status** tab to view the status of the devices (including access control devices, elevator control devices, and video intercom devices). You can check person information and credential information that are already applied to the devices, configured in the system, fails to be applied, and check information of persons to be applied to the devices.

Note

Only the status of the devices which have been configured with access levels are shown.

Click each exception type to view the information about the persons and visitors with exceptions. You can select the devices and click the following buttons to solve device issues.

Restore Default Settings	Restore the settings on the devices to the default value.
Apply	Apply person information and credential settings to these devices again.
Refresh	Refresh the list to get the latest device status.

Check Authorization Settings of Persons/Visitors

You can check the authorization settings (such as access levels and access group settings, credential settings, and applying status) of specific persons or visitors in the system. This function helps you to test whether the persons can access the target access points according to the current settings.

Click to expand the side panel.

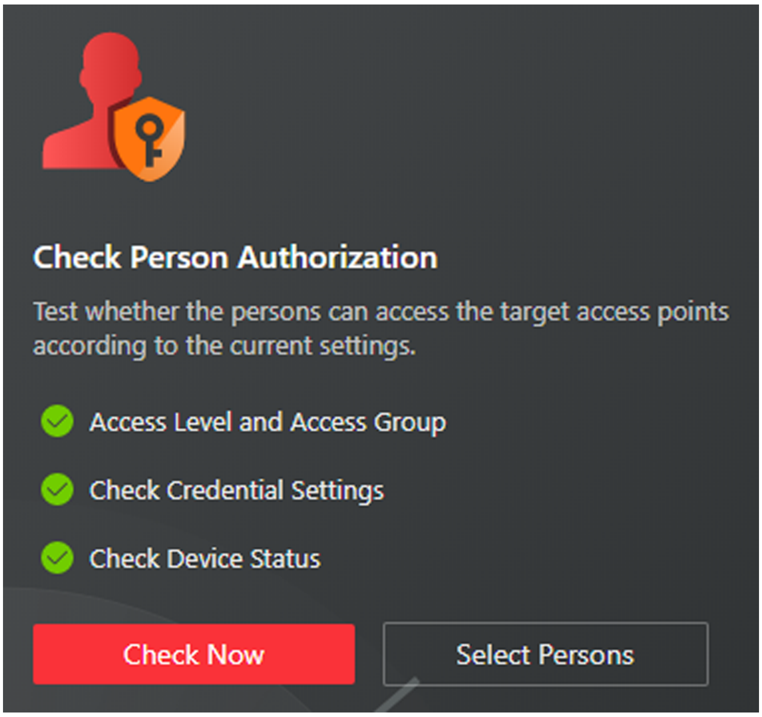


Figure 10-18 Check Authorization Settings

In the **Check Person Authorization** section, select the item(s) you want to check.
Click **Check Now** to test the authorization settings of all existing persons and visitors.
Or click **Select Persons** to select the persons or visitors you want to test and then click **Check Now** to test the authorization settings of the selected persons or visitors.

Note

When selecting persons, if you check **Select All Persons**, all persons will be selected.

Check Access Point Settings

You can test whether the persons can access the access points according to the settings in the system.

Click  to expand the side panel.

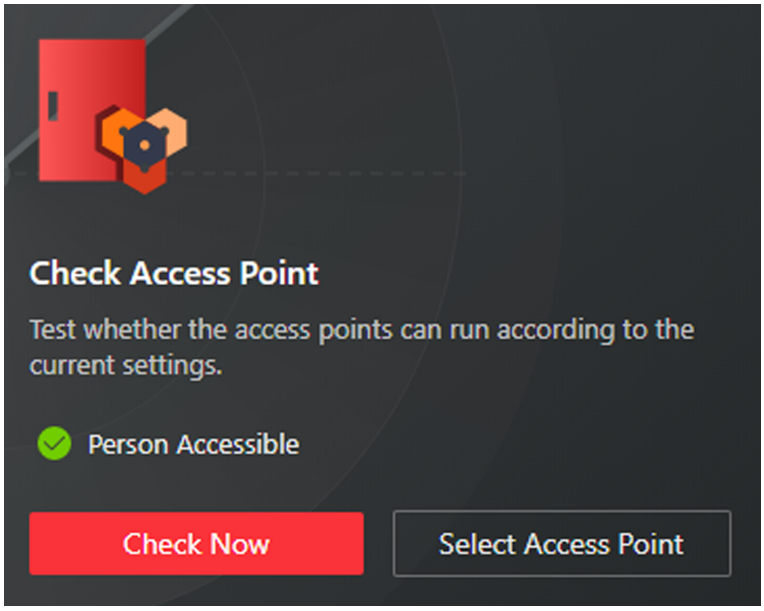


Figure 10-19 Check Access Point Settings

In the **Check Access Point** section, select the item(s) you want to check.

Click **Check Now** to test the settings of all existing access points in the system.

Or click **Select Access Points** to select the access points you want to test and then click **Check Now** to test the settings of the selected access points.

Note

The access points which are not added to any access levels will not be checked.

10.13 Basic Configuration

You can set basic parameters for the attendance module, such as adding pay codes, editing the fixed codes, setting the storage location, and customizing attendance status.

10.13.1 Specify Attendance Check Points

By default, all devices are attendance check points. You can specify some access points for attendance check, so that the check-in/out by credentials (such as swiping card on the access point's card reader) will be valid.

Steps

1. On the top, select **Attendance**.
2. Select **Basic Configuration → Attendance Check Point** on the left.

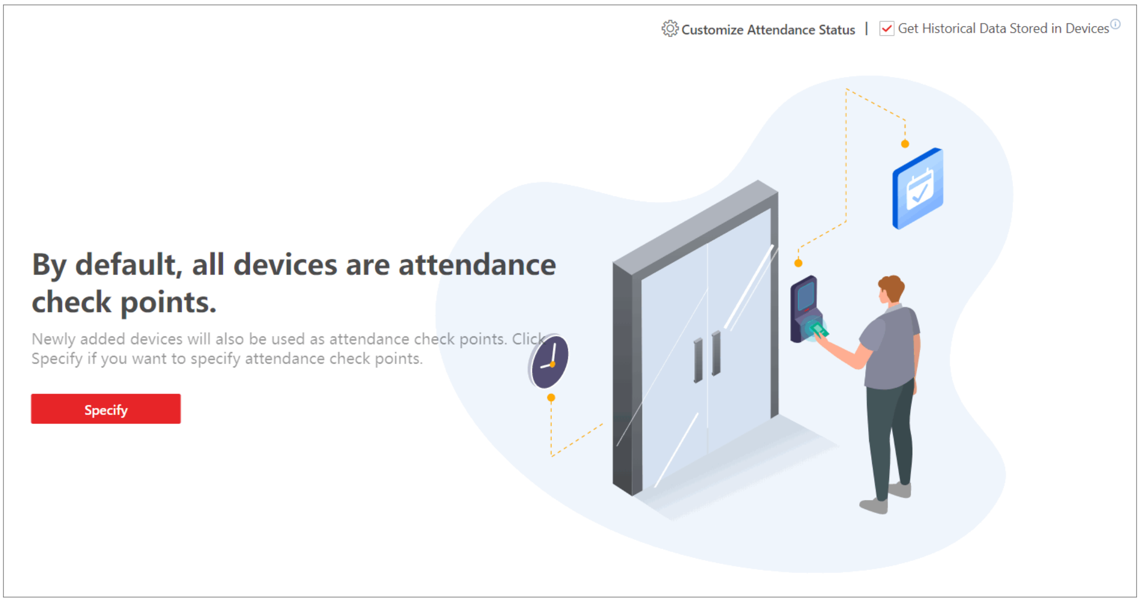


Figure 10-20 Default Mode

3. **Optional:** Click **Customize Attendance Status** to select attendance mode and custom attendance parameters. For details, see ***Customize Attendance Status on Device*** .
4. **Optional:** Check **Get Historical Data Stored in Devices** to synchronize the historical data generated by attendance check points to existing data. This will cause a recalculation of attendance results.
5. Click **Specify** to start customizing attendance check points.
6. Click **Add**.
7. 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.
8. Select the resource type (e.g., door) from the drop-down list.

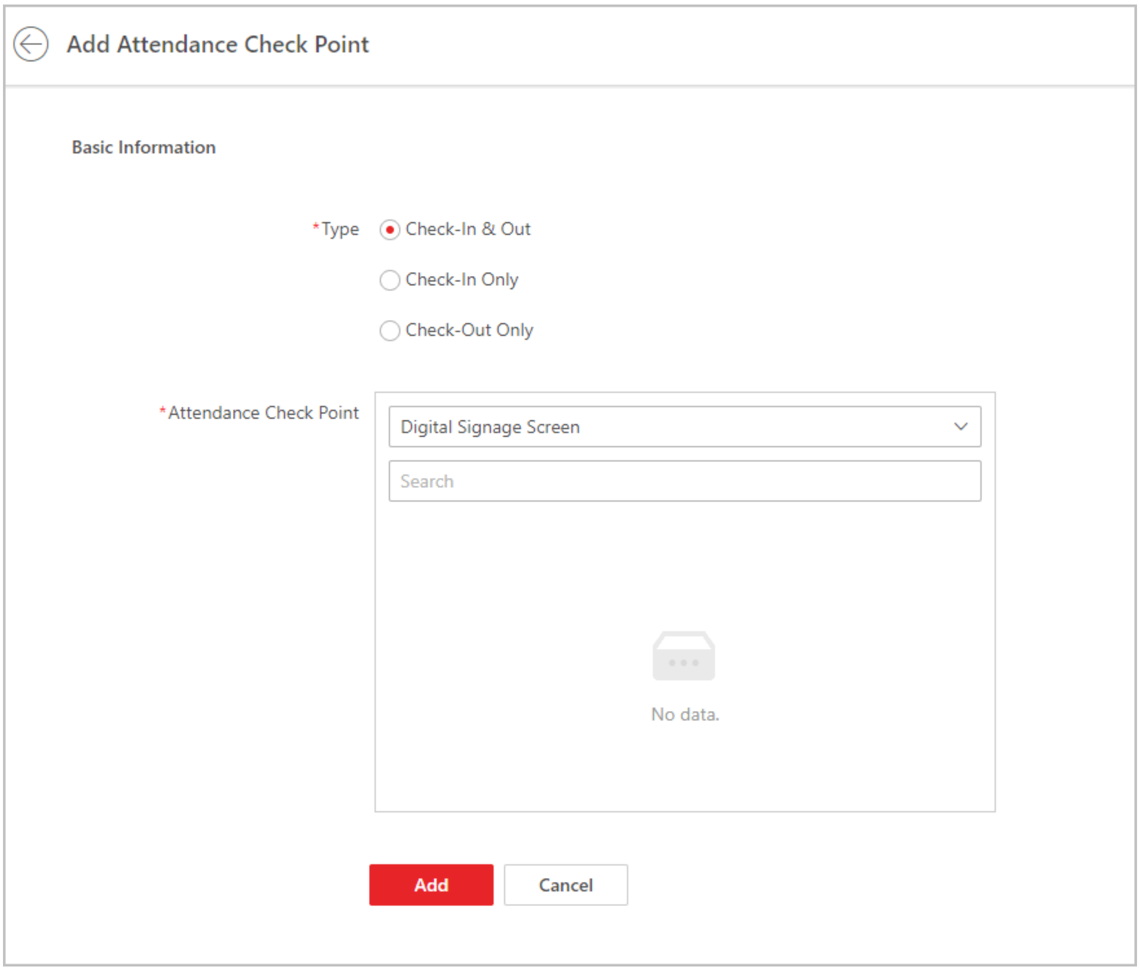


Figure 10-21 Add Attendance Check Point

All the resources which have not been set as attendance check point will be displayed.

9. Select the resources (digital signage screens).
10. Click **Add**.

    The selected resources will be displayed in the attendance check point list.
11. **Optional:** 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.

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. On the top, select **Attendance → Basic Configuration → Attendance Check Point** .
2. Click **Customize Attendance Status on Device** on the upper-right.
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.

   Attendance Status Required

   On: Manual selection of attendance status is required for a valid check-in/out.

   Off: Manual selection of attendance status is optional.

   Note

   Not available when in Manual mode, because manual selection of attendance status is always required.

   Custom Name of Working

   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.

Schedule Template

Select a status and drag on the template to define the attendance status of a period of time.

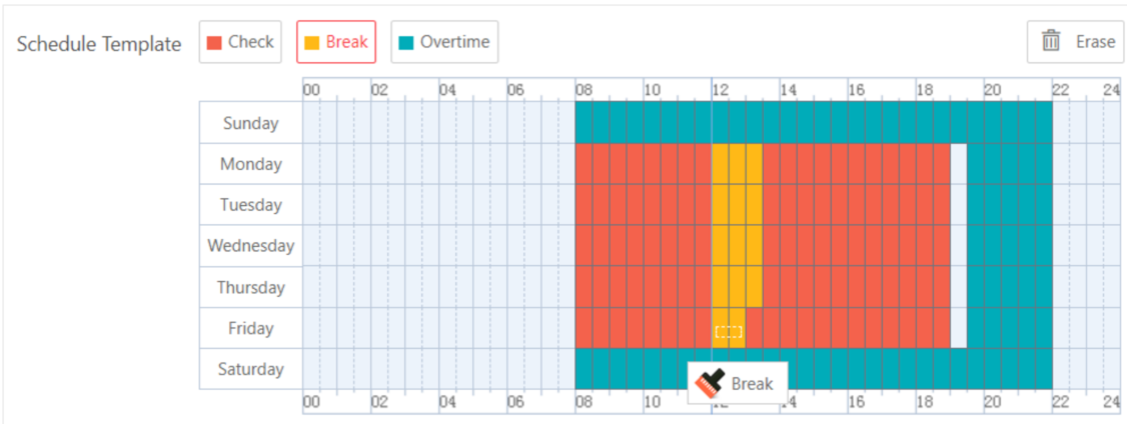


Figure 10-22 Schedule Template

Note

- Not available when in Manual mode. Because manual selection of attendance status is always required and no attendance schedule is needed.
- Work time and break time must be continuous.
- Overtime cannot be continuous with work and break time.
- Overtime must be before or after work or break time.

5. Click **Save** to save the settings and apply the settings to the attendance check points you added.

Note

- You can view the applying result on the Apply Custom Status window.
- See details about adding attendance check points in ***Specify Attendance Check Points*** .
- You can switch on **Enable T&A Status on Device** when configuring break timetables, timetables, or shifts to record the T&A status on devices, which will be used in attendance results calculation.

10.13.2 Add a Pay Code

Pay code defines the attendance status and calculation codes for calculating the attendance statistics on the third-party system. You can add, edit, and delete pay codes, filter the pay codes by conditions, set the column title, and custom column items.

Steps

1. On the top, select **Attendance**.

2. Select **Basic Configuration → Pay Code** on the left.
3. Click **Add** to open the Add Pay Code pane.
4. Create the pay code name.
5. Set the pay code type and related parameters.

   Leave

   leave type which displays in reports and leave applications.

   Unit: Unit of pay code. Select from minute, hour, day, and HH:MM (time accurate to minute).

   Overtime

   Overtime type which displays in configuration of overtime rules, reports and overtime applications.

   Work Hour Rate

   Used for calculating the overtime period, e.g., the actual working time of overtime is 2 hours and the work hour rate is 1.5, then the overtime period is 3 hours.

   Color

   Used for making differences among pay codes.
6. Set the rounding rule.

   Round Up

   Round the number of pay code up, e.g., if you make 0.5 go up, then 6.5 rounds up to 7.

   Round to Nearest

   Round decimal numbers to nearest integers either by rounding up or rounding down based on the tenths places, e.g., 6.5 rounds to 7 and 6.4 rounds to 6.

   Round Down

   Round the number of pay code down, e.g., if you make 0.5 go down, then 6.5 rounds down to 6.
7. Set the Min. Value for the rounding rule.
8. Set whether to display the pay code in report.
9. Click **Add**.
10. **Optional:** Perform the following operations.

Operation	Description
Edit Pay Code	Click in the Operation column to edit the pay code information.
Delete Single Pay Code	Click in the Operation column to edit the pay code information.
Batch Delete Pay Codes	Select one or multiple pay codes and click **Delete** to delete them. Or Select **Delete All** to delete all the pay codes.
Filter Pay Code	Click to expand the conditions, set the filter conditions and click **Filter** for filtering the pay codes.

Set Column Width	Click to select **Complete Display of Each Column Title/ Incomplete Display of Each Column Title** to set the column title width.
Custom Column Item	Click and select the needed column items to display. You can also click **Reset** to reset to the default column items.

10.13.3 Edit a Fixed Code

Fixed code refers to the calculation rules of attendance types. You can set parameters of fixed codes such as the unit, symbol, and rounding rule.

Select **Basic Configuration → Fixed Code** on the left.

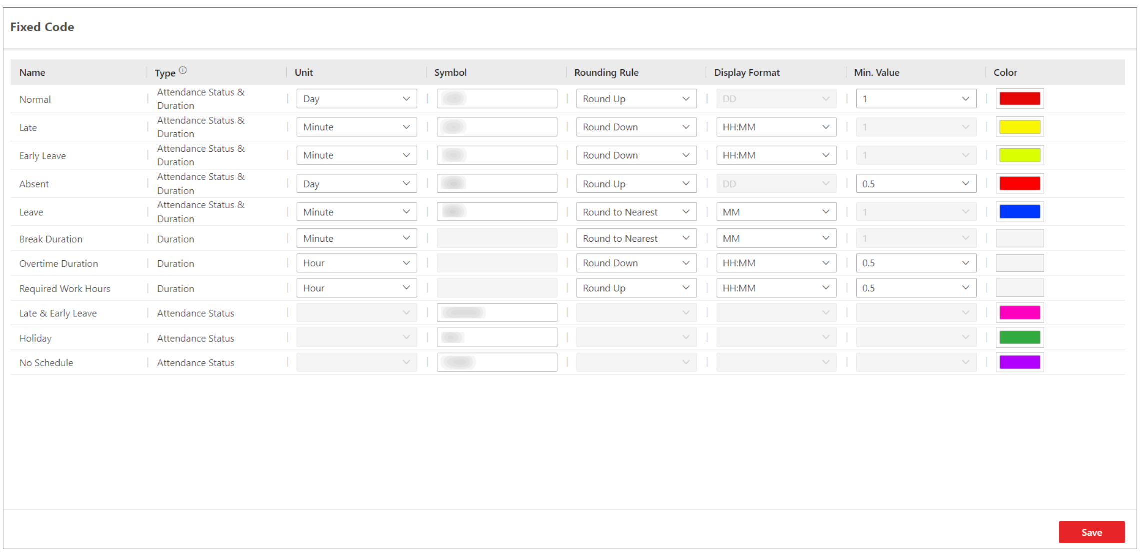


Figure 10-23 Edit Fixed Code

You can set the following parameters and click **Save** to finish editing.

Unit

Unit of pay code. Select from minute, hour, and day.

Symbol

Different symbols indicate different status respectively, including late, absent, no schedule, holiday, etc. You can customize these marks according to actual needs.

Rounding Rule

Rule for calculating the attendance.

Round Up

Round the number of pay code up, e.g., to make 0.5 go up, so 6.5 rounds up to 7.

Round to Nearest

Round decimal numbers to nearest integers either by rounding up or rounding down based on the tenths places, e.g., 6.5 rounds to 7 and 6.4 rounds to 6.

Round Down

Round the number of pay code down, e.g., to make 0.5 go down, so 6.5 rounds down to 6.

Display Format

Time format of the fixed code, including HH:MM, DD, HH, and MM.

Min. Value

The minimum value of the fixed code. Select from 1 and 0.5.

Color

Used for making differences among fixed codes.

10.13.4 Configure Storage Settings

You can set the storage location of the attachment in exception application.

1. On the top, select **Attendance**.
2. Select **Basic Configuration → Storage Settings** on the left.
3. Select a backup file to be restored.
4. Click **Save**.

10.14 Configure Global/Department Attendance Rules

The attendance rule indicates a set of parameters about time and attendance, including the weekend settings, absence rule, overtime parameters, attendance calculation mode, holiday settings, the calculation of leaves, the authentication mode selection of attendance check, etc. It can be defined as a global rule or a department rule. You can configure a department with a department rule which has higher priority than the global rule used for the whole company or institution.

10.14.1 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.

On the top, select **Attendance**. Select **Attendance Rule → Global Rule / Department Rule** on the left. For department rules, you need to click **Add** on the Department Rule page, and then check departments.

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.

10.14.2 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. On the top, select **Attendance**.
2. Select **Attendance Rule → Global Rule / Department Rule** on the left.
3. **Optional:** For department rules, you need to click **Add** on the Department Rule page, and then check departments.
4. Select **Overtime** on the right to enter the overtime settings page.
5. In the Overtime Workday/Weekend area, switch on **Calculate Overtime** to set the calculation mode of overtime duration on workdays and weekends.

   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.

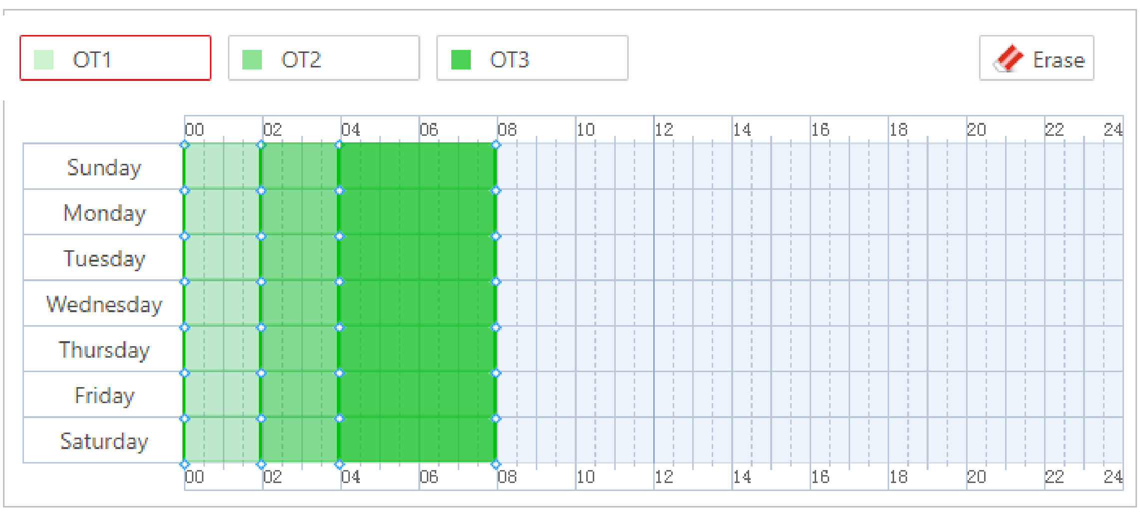


Figure 10-24 Overtime Level Settings

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.

6. In the Overtime on Holidays area, switch on **Calculate Overtime**, and then set the overtime rule for holidays.

If Works 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 work hours 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**.

7. **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. And then select an overtime level from the drop-down list.
8. For global rule, click **Save**; for department rule, click **Add** on the top right.

10.14.3 Configure Attendance Calculation Mode

You can set the mode of attendance calculation.

Choose a calculation mode 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.

Day Change Time

Set a time to mark the change of a day. For example, if the day change time is set as 08:00:00, check-in before 08:00:00 will be calculated into the attendance of the previous day, and check-in after 08:00:00 will be calculated into the attendance of the current day.

10.14.4 Define Absence

You can define the absence rule in the global dimension or define an absence rule for a certain department. When the employee's attendance conforms to the absence rule, the attendance record will be marked as absent or other status you define.

On the top, select **Attendance**. Select **Attendance Rule → Global Rule / Department Rule** on the left. For department rules, you need to click **Add** on the Department Rule page, and then check departments. Click **Attendance Calculation** on the right.

In the Absence Settings area, you can define the absence rules.

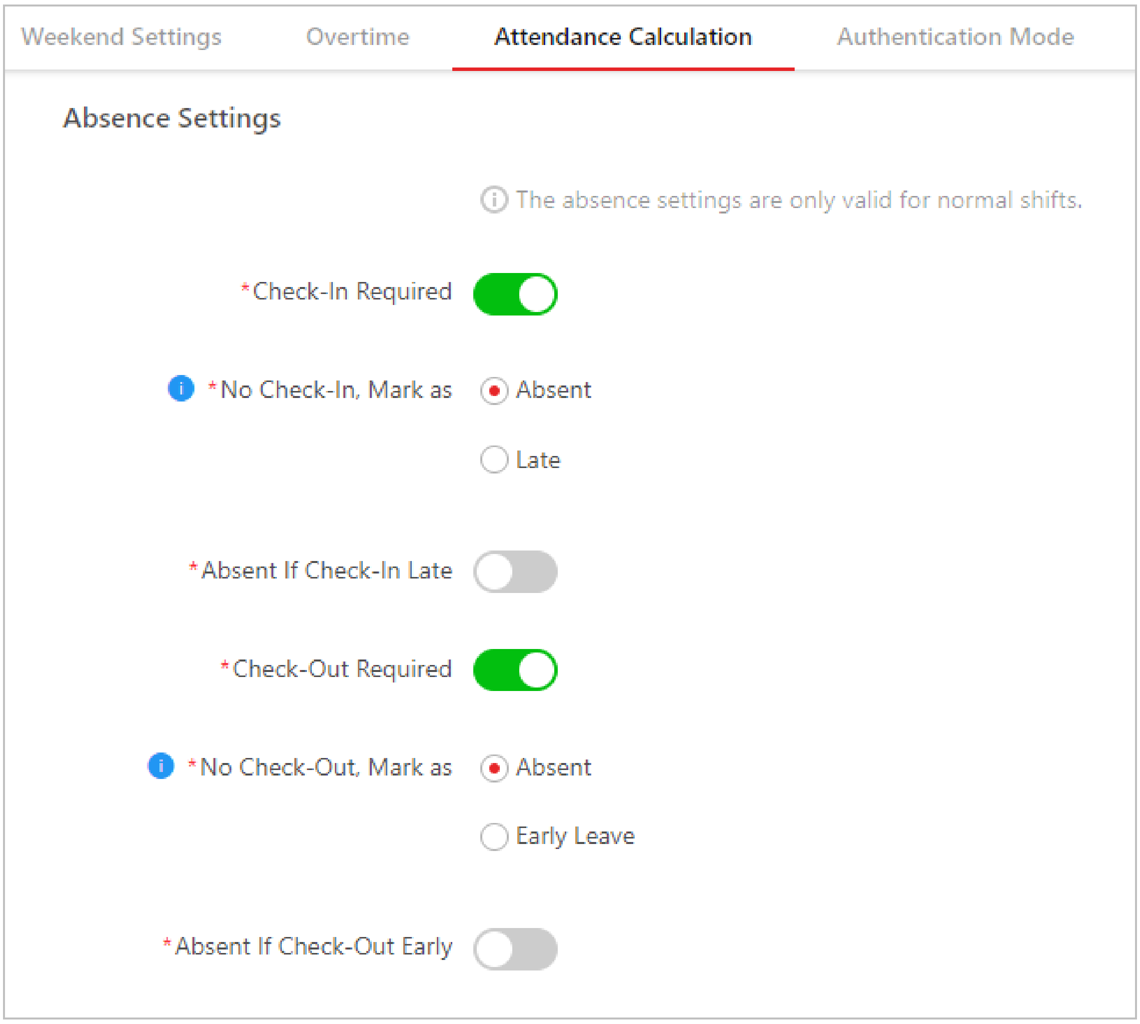


Figure 10-25 Absence Settings

Set Absence Rule for Check-In

Switch on **Check-In Required**. Once this function is disabled, employees will not be required to check in.

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 Duration** 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.

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.

Set Absence Rule for Check-Out

Switch on **Check-Out Required**. Once this function is disabled, employees will not be required to check out.
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 17:00-21:00 (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*** .

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.

10.14.5 Add Holidays Requiring Attendance

You can set a holiday that requires normal attendance as in weekdays.

Steps

1. On the top, select **Attendance**.
2. Select **Attendance Rule → Global Rule / Department Rule** on the left.
3. **Optional:** For department rules, you need to click **Add** on the Department Rule page, and then check departments.
4. Select the **Attendance Calculation** tab.

Note

For details of adding a holiday, see ***Add a Holiday*** .

5. In **Holidays Requiring Attendance** area, select a holiday that requires attendance. You can click **Add** to add a holiday.

Add a Holiday

You can add the holiday to define the special days that can adopt a different schedule or access schedule. You can set a regular holiday or an irregular holiday according to the actual scene.

Steps

1. On the top, select **Attendance**.
2. Select **Basic Configuration → Holiday Settings** on the left. You can also access the Holiday Settings page in **System** on the top.
3. Click **Add** to add a holiday.

   Regular Holiday

   The regular holiday is suitable for the holiday that has a fixed date. For example, Christmas is on December 25th of every year.

   You can set the **Start Time** and the number of daysfor the holiday, and choose whether to **Repeat Annually** in the system.

   Irregular Holiday

   The irregular holiday is suitable for the holiday that is calculated by the day in a specific week, and the specified date might be different every year. For example, Mother's Day is on the second Sunday of each May.

   For the **Start Time**, you can set the start day of the holiday. For example, select May, Second, and Sunday for Mother's Day. Then, you can set the number of days for the holiday, and choose whether to **Repeat Annually** in the system.

10.14.6 Calculation of Leaves

You can set the status of leaves as normal attendance, leave, or absent.

On the top, select **Attendance**. Then, select **Attendance Rule → Global Rule / Department Rule** on the left.

Note

For department rules, you need to click **Add** on the Department Rule page, and then check departments.

Select the **Attendance Calculation** tab. In the **Leave Settings** area, you can choose to mark leave as **Normal**, **Leave**, or **Absent**. The leave status will be displayed in the attendance results.

10.14.7 Configure Authentication Mode

You can configure authentication modes, including card, face, and iris. After setting authentication mode, you can get attendance records of the configured authentication mode and calculate attendance data of the configured authentication mode.

On the top, select **Attendance**. Select **Attendance Rule → Global Rule / Department Rule** on the left. Select **Authentication Mode** on the right.

Note

For department rules, you need to click **Add** on the Department Rule page, and then check departments.

Switch on **Customize Authentication Mode**, and select card or/and face as the authentication mode.

Note

This function requires device capability.

10.15 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 flexible 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.

10.15.1 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. On the top, select **Attendance**.
2. Select **Shift → 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.

5. Click **Add** to finish adding the timetable, or click **Add and Continue** to finish adding the timetable and add a new break timetable.
6. **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 Flexible Shift*** .

10.15.2 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. On the top, select **Attendance**.
2. Select **Shift → Timetable** on the left.
3. Create a timetable name.
4. Click on the **Color** field and set the color for the timetable. Different colors represent the corresponding timetables when drawing for Schedule in time bar.
5. In **Basic Settings**, select **Normal** as the time period type, and set the following parameters.

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.

6. In **Break Period**, set the following parameters.

Break Time

Click **Add** to select one or multiple break timetables. For adding timetables, see ***Add Break Timetables*** .

Count Break Time in Work Hours

Check the function to include the break time into work hours. It is checked by default.

7. In **Overtime**, switch on **Count Timetable as Overtime**, and set the following parameters.

Note

- The overtime timetable has higher priority than the department and global rules.
- See details about setting an overtime timetable in ***Configure Overtime Parameters*** . You can also refer to this chapter for explanations of the parameters.

8. In **Attendance Calculation**, switch on **Attendance Required During Time Period**, and set the following parameters.

Note

The attendance calculation rule has higher priority than the department and global rules.

Calculation Rule

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.

Absence Settings

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.

9. **Optional:** In **Timetable Overview**, view the timetable in a time line.

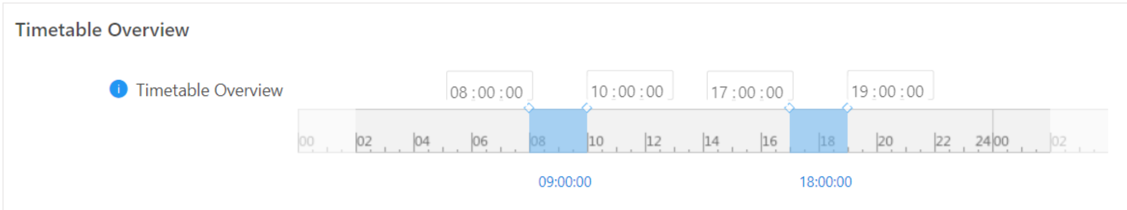


Figure 10-26 Timetable Overview

Note

You can drag the time line to the left or right.

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*** .

10.15.3 Add Timetable for Flexible Shift

Flexible 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. On the top, select **Attendance**.
2. Select **Shift → Timetable** on the left.
3. Create a timetable name.
4. Click on the **Color** field and set the color for the timetable. Different colors represent the corresponding timetables when drawing for Schedule in time bar.
5. In **Basic Settings**, select **Flexible** as the time period type, and set the following parameters.

   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.

   Latest Check-In Time

   If the actual check-in time is later than this time, the attendance status will be marked as Late.
6. In **Break Period**, click **Add** to select the break timetables to define the break time in the timetable.

Note

- You can click **Add** 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.

7. In **Overtime**, switch on **Count Timetable as Overtime**, and set the following parameters.

Note

- The overtime timetable has higher priority than the department and global rules.
- See details about setting a overtime timetables in ***Configure Overtime Parameters*** . You can also refer to this topic for explanations for the parameters.

8. In **Attendance Calculation**, switch on **Attendance Required During Time Period**, and set the following parameters.

Note

The attendance calculation rule has higher priority than the department and global rules.

Calculation Rule

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.

Absence Settings

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.

9. **Optional:** In **Timetable Overview**, view the timetable in a timeline.

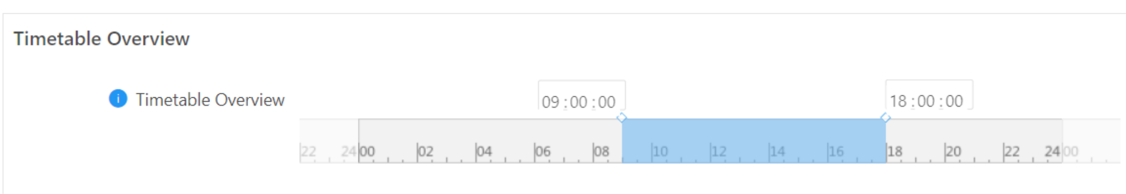


Figure 10-27 Timetable Overview

Note

You can drag the timeline to the left or right.

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*** .

10.16 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 Flexible Shift*** .

Steps

1. On the top, select **Attendance**.
2. Select **Shift → Shift** on the left.
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.

   Day

   The shift will repeat every 1 to 31 days based on your selection.

   Month

   The shift will repeat every 1 to 12 months based on your selection.
7. Select **Normal Shift** or **Flexible Shift** as the shift type.

   The corresponding timetables of normal shift or flexible shift will be displayed.
8. Select a timetable and click on the table below to apply the timetable on each day.

   Note

   - For **Normal**, 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. Switch on **Configure Attendance During Holidays**, and select the holidays. On holidays, the shift will not be effective.

Note

For setting the holiday, refer to ***Set Holiday*** .

10. Click **Add** to finish adding the shift.

What to do next

Assign shift to persons or departments. See details in ***Assign Schedule to Person*** or ***Assign Schedule to Department*** .

10.17 Manage Schedule

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 department or persons, or add a temporary schedule, so that it will calculate the attendance records for persons according to this schedule.

10.17.1 Schedule Overview

The schedule overview shows the schedule information of each person in the department. You can also view the detailed schedule of one person for each day in one month.

On the top, select **Attendance**.

Select **Schedule → Schedule Overview** on the left.

Select a department on the left, you can view the schedule information about every person in the department.

Click the person name to enter the detailed schedule of this person for each day in one month, such as effective period, schedule name, and so on. You can click **Edit** or **Delete** to edit the schedule or delete the schedule.

Note

If any schedule is not assigned to the person, you can click **Set Schedule** to assign a schedule to him/her.

10.17.2 Assign Schedule to Person

You can add a person schedule and assign a shift to one or more persons, so that it will calculate the attendance records for the persons according to this 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 department schedule.

1. On the top, select **Attendance**.
2. Select **Schedule → Person Schedule** on the left.
3. **Optional:** Select a department on the left, enter keywords in text field, or check **Show Sub Department** to filter the persons.
4. Select the persons you want to assign the shift to.
5. Click **Add Schedule** to enter the Set Schedule page.
6. Set required parameters.

   Effective Period

   Within the period you set, the shift is effective.

   Shift

   Select a shift to be assigned, and you can click **View** to preview the schedule.

   Note

   You can click **Add** to add another shift if needed. For operation details, refer to ***Add Shift*** .
7. **Optional:** Click to select attendance check points linked with the schedule.

   Note

   Only authentications at the linked attendance check points will be counted.
8. **Optional:** Check **Cover Duplicated Schedule**. If the schedule is duplicated, the platform will save only one schedule.
9. Click **Save**.
10. **Optional:** Perform the following operations.

Edit Schedule	Select a person in the list and click to edit the person's schedule.
Filter Schedule	Click and set filter conditions such as person name, and then click **Filter** to filter the target schedule.
Delete Schedule	Select one or multiple schedules in the list and click **Delete Schedule** to delete the schedules. Also, you can click **Delete All** to delete all of the schedules.

10.17.3 Assign Schedule to Department

After setting the shift, you need to assign it to the department so that it will calculate the attendance records for persons in the department according to this schedule.

Before You Start
Make sure you have added departments, persons, and shifts. For details, refer to ***Add Departments*** , ***Add Person*** , and ***Add Shift*** .

Steps
1. On the top, select **Attendance**.
2. Select **Schedule → Department Schedule** on the left.
3. Perform one of the following to set the schedule.

Assign One by One	On the left, select a department you want to assign shift to, and click **Add Schedule**.
Batch Assign	Click to open the Add Schedule panel. Select the departments.

4. Set schedule parameters.

Effective Period

The shift is effective within the period you set.

Shift

Select a shift to be assigned, and you can click **View** to preview the schedule.

Note

You can click **Add** to add another shift if needed. For operation details, refer to ***Add Shift*** .

5. **Optional:** Click to select attendance check points linked with the schedule.

Note

Only authentications at the linked attendance check points will be counted.

6. Click **Save**.
7. **Optional:** Perform the following operations.

Edit Schedule	Select a department in the list and click to edit the department's schedule.
Delete Schedule	Select one or multiple schedules in the list and click **Delete schedule** to delete the schedules. Also, you can click **Delete All** to delete all of the schedules.

10.17.4 Add Temporary Schedule

You can add a temporary schedule for the person and the person will be assigned with the 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. On the top, select **Attendance**.
2. Select **Schedule → Temporary Schedule** on the left.
3. Click **Add** to enter adding temporary schedule page.
4. In **Select Person(s)** area, click and select the needed persons.
5. In **Select Timetable(s)** area, select the needed timetable.
6. In the top of the timetable, select the year and month.
7. In the calendar area, click one or multiple dates, then the selected timetable will be added to the selected date(s).

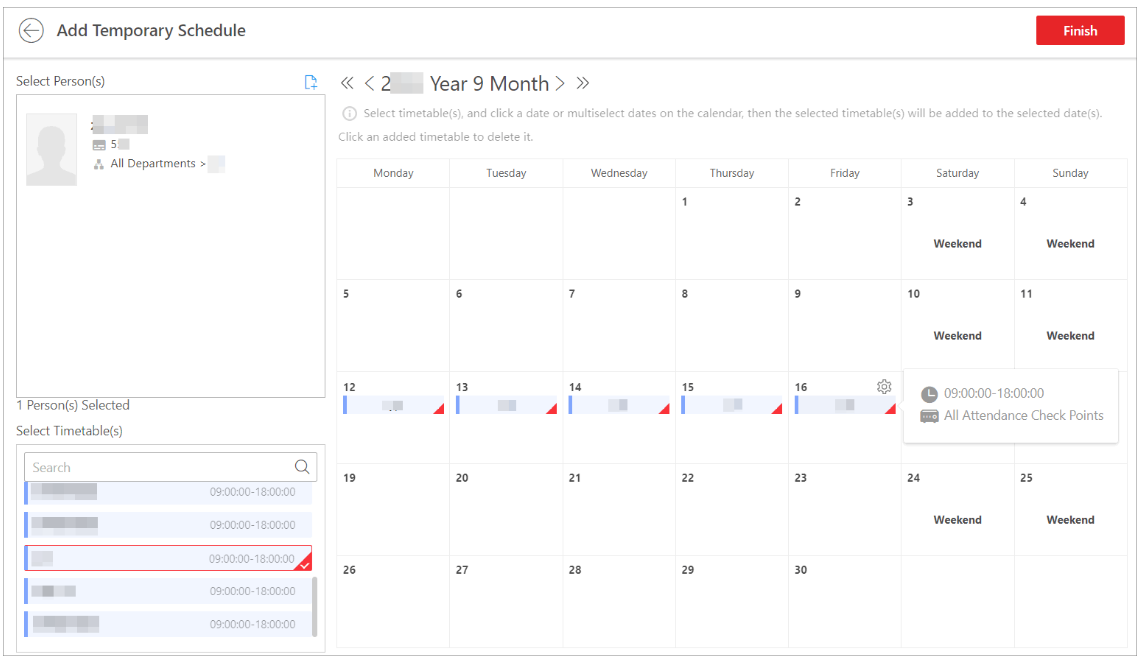


Figure 10-28 Add Temporary Schedule

8. **Optional:** In the specific date of the calendar, click and select whether to perform the following operations.

   Clear Shifts

   Click to clear all schedules of the selected date.

   Restore to Initial Schedule

   Click to cancel the adding and restore to the initial schedule.

   Specify Attendance Check Points

   Click to select specific devices as the attendance check points. By default, all devices are attendance check points.

9. Click **Finish**.
10. After adding temporary schedules, you can perform the following operations.

Edit Temporary Schedule	Select a schedule in the list and click **Edit** to edit the schedule.
Delete Temporary Schedule	Select a schedule in the list and click **Delete Schedule** to delete the schedule. Also, you can click **Delete All** to delete all of the schedules.

10.18 Configure Calculation Mode of Attendance Results

You can set the attendance calculation mode as manual calculation or auto calculation.

10.18.1 Manually Calculate Attendance Results

If department or 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

Note

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 → Attendance Calculation → Auto Calculation** .

1. On the top, select **Attendance**.
2. Select **Attendance Calculation** on the left, and then select **Manual Calculation** on the right.
3. Set the start time and end time for attendance calculation.
4. Select **All Persons** or **Specific Persons** for attendance calculation.
5. Click **Save**.

   Note

   It can only calculate the attendance data recorded within three months.

10.18.2 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. On the top, select **Attendance**.
2. Select **Attendance Calculation** on the left, and then select **Auto Calculation** on the right.

3. Select a time in **Calculate at**.
4. **Optional:** Enable **Recalculate Historical Data**.
5. Click **Save**.

10.19 Application Flow Management

The platform supports configuring department application flows and personal application flows. Application flow defines the approval process of department applications and personal applications. When configuring application flows, you can specify application departments, applicants, reviewers and persons to be notified of the review results via configuring approval roles. Applications from specified departments/persons need to be reviewed according to the configured application flow.

10.19.1 Add a Approval Role of Application Flow

Approval roles of application flow are for specifying reviewers and persons to be notified of review results. You can add and assign approval roles to persons. The persons assigned with the approval role as reviewer has the permission to approve/reject applications of specified departments/persons, and the person assigned with the role to be notified has the permission to receive and view review results. For example, you can add an approval role as Manager, and assign this role to specified persons. When configuring the personal application flow, you can select the reviewer's approval role as Manager, and the persons assigned with the Manager approval role has the permission to review the applicant's application.

Before You Start

Make sure the current admin user has the permissions for configuring approval roles. For details about user permissions, refer to ***Role and User Management*** .

Steps

1. On the top, select **Attendance**.
2. Select **Application Flow → Approval Role** on the left.
3. Click **Add** to add a new approval role.
4. Create a name for the approval role.
5. Click to select the person(s) to assign the approval role to.

Note

- You can click **More** to enable custom information items and enter the keyword in the text filed to search for matched persons.

Note

Make sure you have customized additional information of persons. For details about customizing additional information, refer to ***Customize Additional Information*** .

- You can check **Include Sub Department** to display the persons of sub-departments.

6. Click **Add** to finish adding the approval role.
7. **Optional:** Perform the following operations as needed.

Edit Approval Role	Select an approval role in the list and click to edit it.
Delete Approval Role	• Select one or multiple approval roles in the list and click **Delete** to delete the approval roles. Also, you can click **Delete All** to delete all approval roles. • Select an approval role from the list, and click to delete it.
Assign Approval Role to More Persons	Select an approval role in the list, and on the right pane, click **Assign To** to select persons to assign the approval role to.
Unassign Approval Role	Select an approval role in the list, and on the right pane, select the person(s) and click **Unassign** to unassign the approval role for the selected person(s). Also, you can **Unassign All** to unassign the approval role for all persons.

10.19.2 Add a Department Application Flow

Department application flow defines the approval process of reviewing applications from a department. Applications of the persons in the specified application department should be reviewed according to the department application flow.

Before You Start

- Make sure the current admin user has the permissions for configuring the application flow. For details about user permissions, refer to ***Role and User Management*** .
- Make sure you have added roles of the application flow. For details about adding roles, refer to ***Add a Approval Role of Application Flow*** .

Steps

1. On the top, select **Attendance**.
2. Select **Application Flow → Application Flow** on the left.
3. Click **Department Application Flow**.
4. On the left, set the basic information of the application flow.

   The application is enabled by default. You can switch off **Enable Application Flow** to disable the application flow.

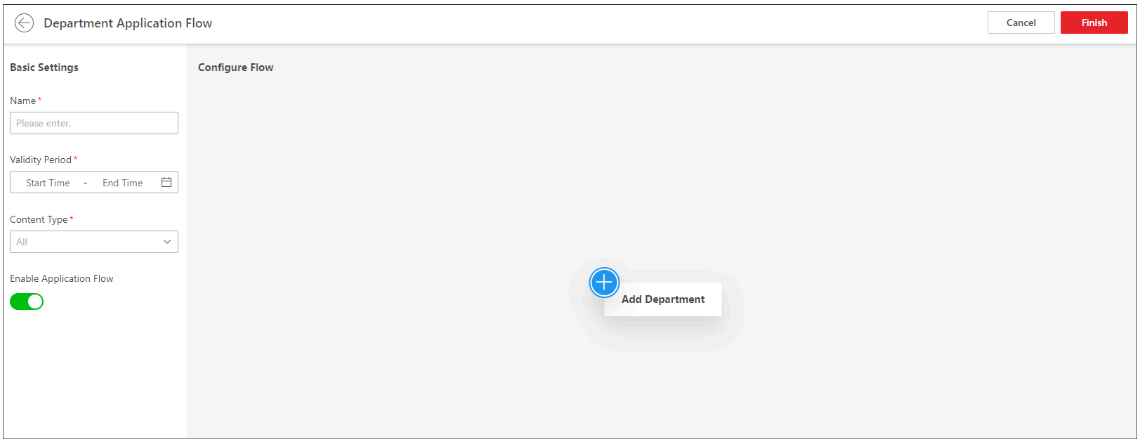


Figure 10-29 Add Department Application Flow

5. Click **Add Department** to select the application department(s).
6. Click to add the reviewer(s) for the application flow.
   1) Select the approval role of the reviewer(s).
   2) Select the department(s) of the selected role(s) allowed to review applications.

   Note

   If the reviewers are from the different department, you need to select **All Departments**.

   3) **Optional:** Select the approval role(s) to be notified of the review results in the current node.
   4) **Optional:** Select the department(s) of the approval role(s) to be notified.

   Note

   If the person(s) to be notified are from the different department, you need to select **All Departments**.

   5) Click **Add**.

   Note

   You can repeat this step to add more reviewers and persons to be notified for the application flow.
7. Click **Finish**.
8. **Optional:** Perform the following operations as needed.

Edit Application Flow	In the application flow list, click the name of the application flow to edit it. • Click **Reviewer** to edit the reviewer's approval role and the role to be notified (if any). • Click × to delete the node of the application flow.
Disable Application Flow	When adding an application flow, it is enabled by default. You can disable it in the application flow list.

Delete Application Flow	In the application flow list, you can click **Delete** to delete an application flow, or click **Delete All** to delete all application flows.

10.19.3 Add a Personal Application Flow

Personal application flow defines the approval process of reviewing applications of a person. Applications of the specified persons should be reviewed according to the personal application flow.

Before You Start

- Make sure the current admin user has the permissions for configuring the application flow. For details about user permissions, refer to ***Role and User Management*** .
- Make sure you have added roles of the application flow. For details about adding roles, refer to ***Add a Approval Role of Application Flow*** .

Steps

1. Select **Application Flow → Application Flow** on the left.
2. Click **Personal Application Flow**.
3. On the left, set the basic information of the application flow.

   The application is enabled by default. You can switch off **Enable Application Flow** to disable the application flow.

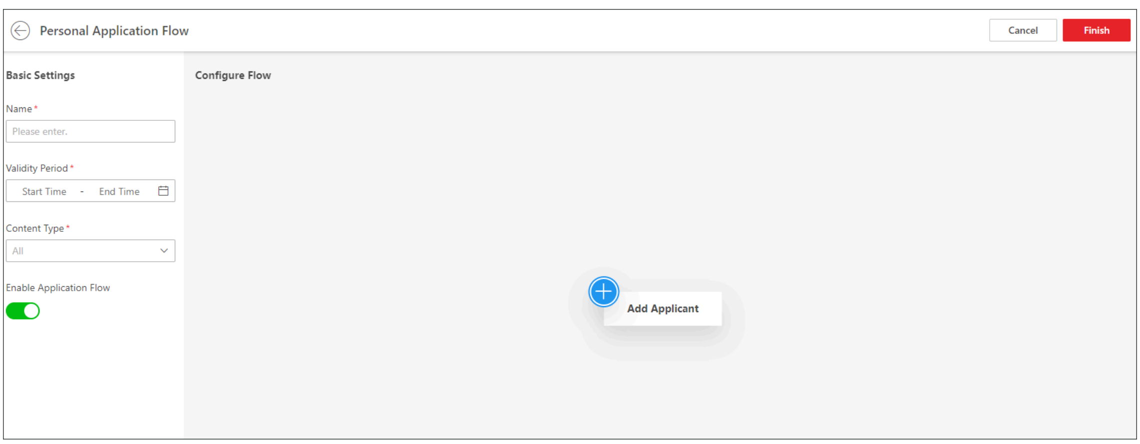


Figure 10-30 Add Personal Application Flow

4. Click **Add Applicant** and to select the applicant(s).

   Note

   If you check **Select All Persons**, all persons who matched the search conditions you set will be selected.

5. Click to add the reviewer(s) for the application flow.
   1) Select the approval role of the reviewer(s).
   2) Select the department(s) of the selected role(s) allowed to review applications.

Note

If the reviewers are from the different department, you need to select **All Departments**.

3) **Optional:** Select the approval role(s) to be notified of the review results in the current node.
4) **Optional:** Select the department(s) of the approval role(s) to be notified.

Note

If the person(s) to be notified are from the different department, you need to select **All Departments**.

5) Click **Add**.

Note

You can repeat this step to add more reviewers and persons to be notified for the application flow.

6. Click **Finish**.
7. **Optional:** Perform the following operations as needed.

Edit Application Flow	In the application flow list, click the name of the application flow to edit it. • Click **Reviewer** to edit the reviewer's approval role and the role to be notified (if any). • Click × to delete the node of the application flow.
Disable Application Flow	When adding an application flow, it is enabled by default. You can disable the flow in the application flow list.
Delete Application Flow	In the application flow list, you can click **Delete** to delete an application flow, or click **Delete All** to delete all application flows.

10.20 Application Management for Employee

If you are an employee, you can log in to the Self-Service module where you can have an overview of your attendance records, review applications (if you are an administrator and assigned with the approval role as reviewer), and view your schedule. Besides, in this module, you can submit applications for leave, overtime, or attendance correction, and view the details and the handling status of applications. You can also view and export attendance records.

10.20.1 Overview of Personal Attendance Data

You can have an overview of your attendance records in a specific time period, review applications, and view personal schedule.

When you log in to the Self-Service module, the overview page will be displayed, which shows the recent and history attendance statistics.

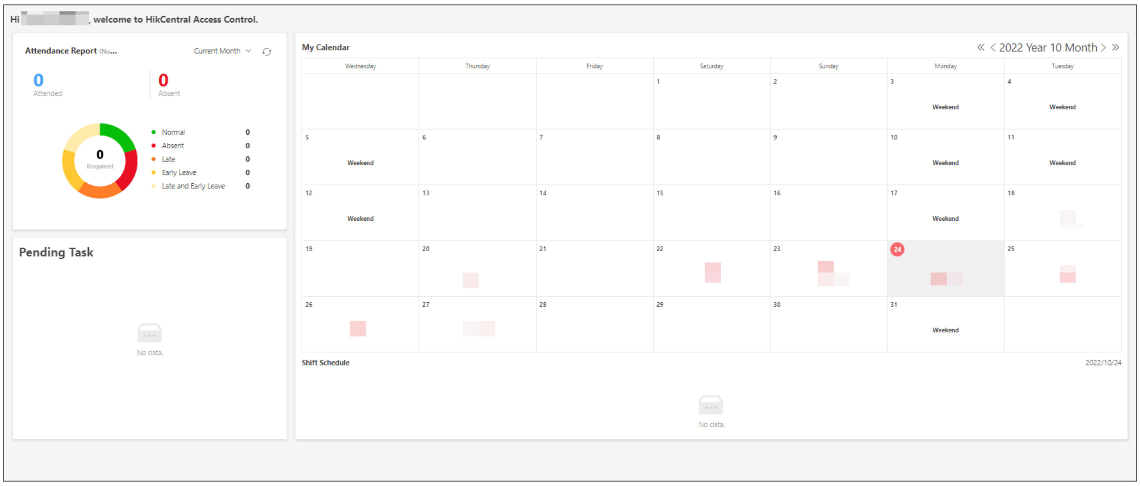


Figure 10-31 Overview of Personal Attendance Data

In **Attendance Report**, you can click to select a time period to view the attendance records in the time period.

In **My Calendar**, you can have an overview of your attendance data and schedule in a month. Move the cursor to a day on the calendar and click , you can submit an application for the current day. For details about submitting applications, refer to ***Submit and View Applications*** .

In **Pending Task**, you can select an application and click **Handle** to handle the application.

10.20.2 Submit and View Applications

As an employee, you can submit attendance applications for leave, overtime, or attendance correction. Also, you can view the application details and the application flow to know the status of each handling.

Apply for a Leave

As an employee, you can apply for a leave by yourself. And the application will be reviewed by the administrator.

Before You Start

Log in to the platform via self-service. For details, refer to ***Login via Web Client (Employee)*** .

Steps

1. Select **Apply → Leave** on the left.
2. Select the **Pending** tab.
3. Click **Add**.
4. In the pop-up window, set the following parameters as needed.

   Leave Type

The leave type such as sick leave, maternity leave, annual leave, etc.

Start Time

The start time of leave.

End Time

The end time of leave.

Application Reason (Optional)

The application reason for the leave.

Attachment (Optional)

The attachment for the leave application, such as the medical records for sick leave.

5. Click **Add**.

What to do next

View and export the submitted application. For details, refer to ***View and Export Attendance Records and Reports*** .

Apply for a Check-In/Out Correction

As an employee, you can apply for correcting the check-in or check-out records according to actual need (e.g., you forgot to check in or check out). And the application will be reviewed by the administrator.

Before You Start

Log in to the platform via self-service. For details, refer to ***Login via Web Client (Employee)*** .

Steps

1. Select **Apply → Attendance Correction** on the left.
2. Select the **Pending** tab.
3. Click **Add**.
4. In the pop-up window, set the following parameters as needed.

Correction Item

The attendance item to be corrected, including check-in, check-out, break started, break ended, overtime-in, and overtime-out.

Actual Time

The right time of the attendance item.

Application Reason (Optional)

The application reason for the correction.

Attachment (Optional)

The attachment for the correction application, such as the certificate of the right attendance time.

5. Click **Add**.

What to do next

View and export the submitted application. For details, refer to ***View and Export Attendance Records and Reports*** .

Apply for Overtime

As an employee, you can apply for working overtime. And the application will be reviewed by the administrator.

Before You Start

Log in to the platform via self-service. For details, refer to ***Login via Web Client (Employee)*** .

Steps

1. Select **Apply → Overtime** on the left.
2. Select the **Pending** tab.
3. Click **Add**.
4. In the pop-up window, set the following parameters as needed.

   Overtime Type

   The type of working overtime.

   Start Time

   The start time of working overtime.

   End Time

   The end time of working overtime.

   Application Reason (Optional)

   The application reason for the leave.

   Attachment (Optional)

   The attachment for the overtime application.
5. Click **Add**.

What to do next

View and export the submitted application. For details, refer to ***View and Export Attendance Records and Reports*** .

View Submitted Applications

The employee can view the submitted application(s) for attendance.

Note

Log in to the platform via self-service. For details, refer to ***Login via Web Client (Employee)*** .

1. Select **Apply → Leave/Overtime/Attendance Correction** on the left.
2. Select the **Pending** or **Closed** tab.

3. You can perform the following operations in the Operation column for application review.
   - Click to approve the employee's attendance application.
   - Click to reject the employee's attendance application.
   - Click to undo the employee's attendance application.
4. You can also select multiple employees to review or undo the employee's attendance applications.

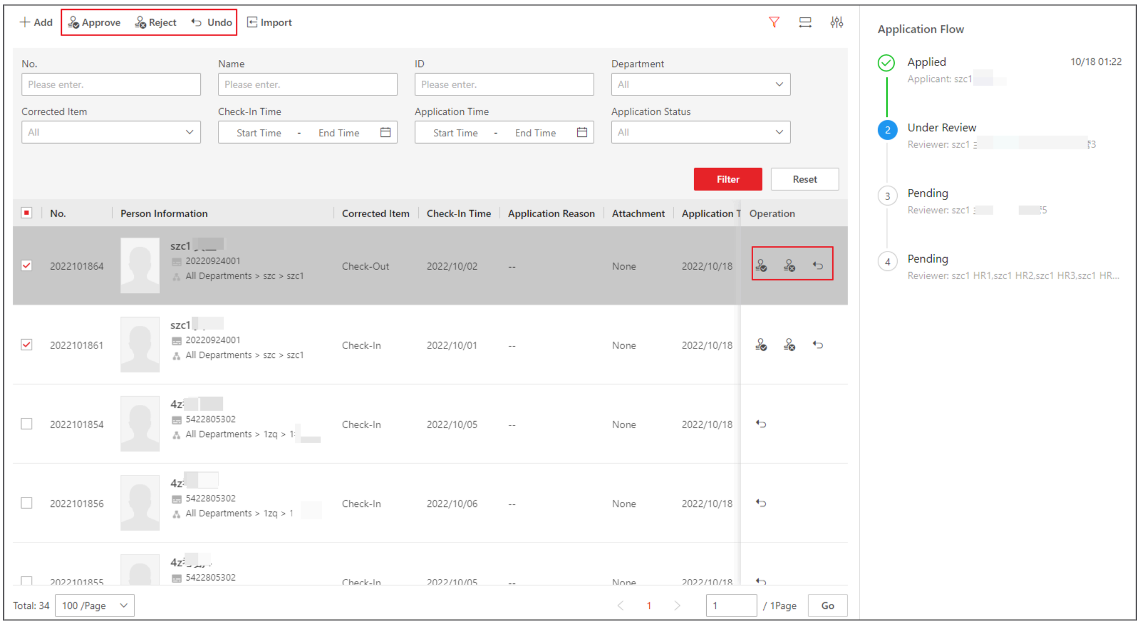


Figure 10-32 Review or Undo Employees' Applications

10.20.3 Review Employees' Applications

After employees submit the attendance applications for leave, overtime, or attendance correction, the administrator should review (including approving or rejecting) or undo the employee's application.

1.
2. (Optional) Click to filter the target employee by setting conditions (such as name, ID, department).
3. Select the target employee, the employee's application flow will be displayed on the right.
4. You can perform the following operations in the Operation column for application review.
   - Click to approve the employee's attendance application.
   - Click to reject the employee's attendance application.
   - Click to undo the employee's attendance application.
5. You can also select multiple employees to review or undo the employee's attendance applications.

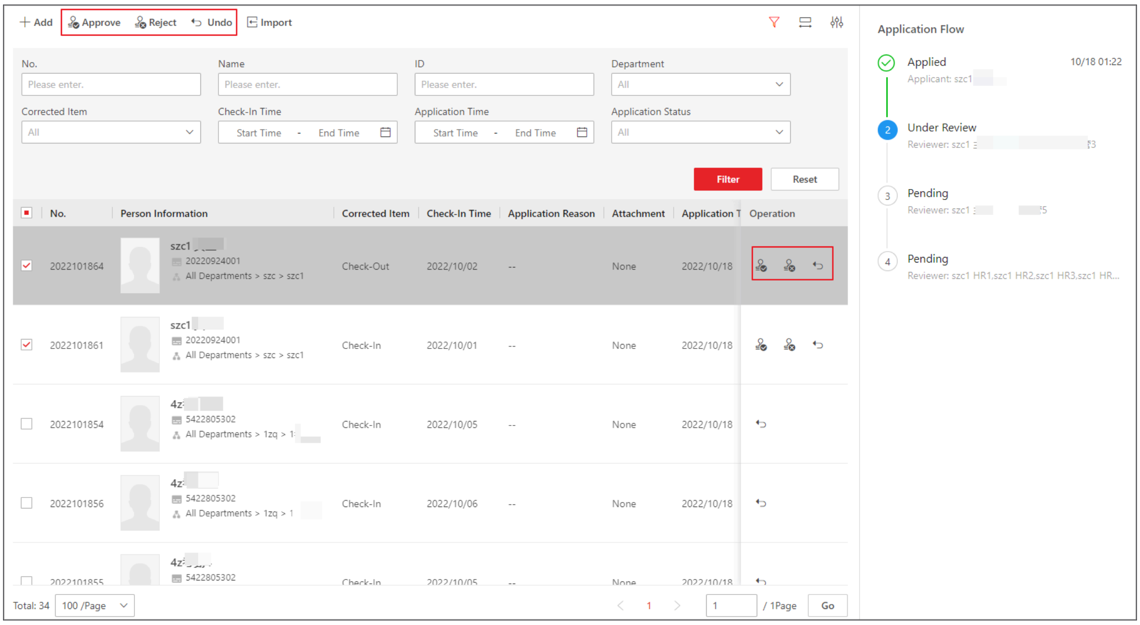


Figure 10-33 Review or Undo Employees' Applications

10.20.4 View and Export Attendance Records and Reports

As an employee, you can view the attendance records and reports. Also, you can export the records or reports in the file format of Excel, PDF, or CSV.

Note

Log in to the platform via self-service. For details, refer to ***Login via Web Client (Employee)*** .

1. Select **Report** on the left.
2. Select the menu item as needed to view the records or report details.
3. You can perform the following operations in the Operation column for application review.
   - Click **Export** to export the records or reports in the file format of Excel, PDF, or CSV..
   - On the top-right corner, click to select the type of self-adaptive column width (complete or incomplete display of each column title).
   - On the top-right corner, click to select the items for custom display in the column.

10.21 Application Management

The persons' attendance records will be recorded and stored in the system. As the administrator, you can search for the target persons and perform attendance applications for a single person or multiple persons according to the actual need, including applying for leave, overtime, and attendance correction. After submitting applications, you can view the application details and status of each handling. You can also review (approve or reject) and undo applications.

10.21.1 Apply for a Leave

As the administrator, you can perform leave application for the employee one by one.

Steps

1. Select **Review → Leave** .
2. **Optional:** Click , enter a person's full name, card No., ID etc., and then click **Filter** to filter persons as required.
3. In the top left corner, click **Add**.
4. In the pop-up window, select the target person and then set the following parameters.

   Leave Type

   The leave type such as sick leave, maternity leave, annual leave, etc.

   Start Time

   The start time of leave.

   End Time

   The end time of leave.

   Application Reason (Optional)

   The application reason for the leave.

   Attachment (Optional)

   The attachment for the leave application, such as the medical records for sick leave.

   Auto Approve (Optional)

   If the box is checked, the added application for the person will be approved automatically.
5. Click **Add**.

What to do next

You can review or undo the application. For details, refer to ***Review or Undo Applications*** .

10.21.2 Apply for a Check-In/Out Correction

As the administrator, you can apply for correcting the check-in or check-out records for the employee one by one.

Steps

1. Select **Review → Attendance Correction** .
2. **Optional:** Click , enter a person's full name, card No., ID etc., and then click **Filter** to filter persons as required.
3. In the top left corner, click **Add**.
4. In the pop-up window, select the target person and then set the following parameters.

Correction Item

The attendance item to be corrected, including check-in, check-out, break started, break ended, overtime-in, and overtime-out.

Actual Time

The right time of the attendance item.

Application Reason (Optional)

The application reason for the correction.

Attachment (Optional)

The attachment for the correction application, such as the certificate of the right attendance time.

Auto Approve (Optional)

If the box is checked, the added application for the person will be approved automatically.

5. Click **Add**.

What to do next

You can review or undo the application. For details, refer to ***Review or Undo Applications*** .

10.21.3 Apply for Overtime

As the administrator, you can apply for working overtime for the employee one by one.

Steps

1. Select **Review → Attendance Correction** .
2. **Optional:** Click , enter a person's full name, card No., ID, etc., and then click **Filter** to filter persons as required.
3. In the top left corner, click **Add**.
4. In the pop-up window, select the target person and then set the following parameters.

Overtime Type

The type of working overtime.

Start Time

The start time of working overtime.

End Time

The end time of working overtime.

Application Reason (Optional)

The application reason for the leave.

Attachment (Optional)

The attachment for the overtime application.

Auto Approve (Optional)

If the box is checked, the added application for the person will be approved automatically.

5. Click **Add**.

What to do next

You can review or undo the application. For details, refer to ***Review or Undo Applications*** .

10.21.4 Import Applications

As the administrator, you can batch apply for leave, overtime, or attendance correction for multiple employees.

Steps

1. On the top, select **Attendance**.
2. Select **Review → Leave / Attendance Correction / Overtime** on the left.
3. **Optional:** Click , enter a person's full name, card No., ID etc., and then click **Filter** to filter persons as required.
4. Click **Import**.
5. In the pop-up window, click **Download Template** and edit the related information in the downloaded template.
6. Click and import the template with the corrected attendance records.
7. Click **Import**.

What to do next

You can review or undo the imported applications. For details, refer to ***Review or Undo Applications*** .

10.21.5 Review or Undo Applications

As an administrator, after applying for employees' leave, overtime, or attendance correction, you can review (including approve or reject) or undo the application.

1. On the top, select **Attendance**.
2. Select **Review → Leave/Attendance Correction/Overtime** .
3. (Optional) Click to filter the target employee by setting conditions (such as name, ID, department).
4. Select the target employee, the employee's application flow will be displayed on the right.
5. You can perform the following operations in the Operation column for application review.
   - Click to approve the employee's attendance application.
   - Click to reject the employee's attendance application.
   - Click to undo the employee's attendance application.
6. You can also select multiple employees to review or undo the employee's attendance applications.

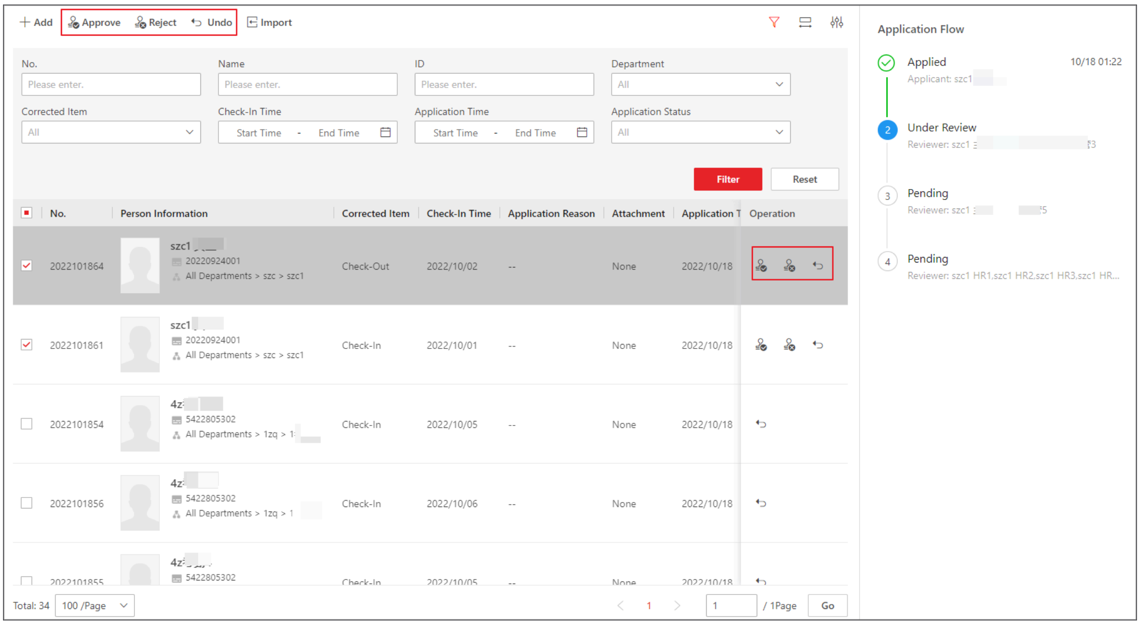


Figure 10-34 Review or Undo Employees' Applications

10.22 View Attendance Records

Persons' attendance records will be recorded and stored in the system. You can view different types of attendance records.

On the top, select **Attendance**. Then select **Attendance Record** on the left.

Click **Transaction**, **Time Card**, **Check In&Out Record**, **First & Last Access Report**, **Leave Record**, **Check In&Out Correction Record**, and **Overtime Record** according to your need.

You can perform the following operations on the pages of attendance records.

- Click **Export** to export the report in Excel, PDF, or CSV format. You can also select the calculating dimension of the report.
- For transactions, click **Import** to import transactions recorded in files or devices to the system.
- Click to customize column items.
- After customizing column items, click **Save Layout** to save the current layout for later use.

  Exporting Allowed

  After enabled, the layout can be exported in the report.

  Sharing Allowed

  After enabled, the layout will be shared among accounts.

  Fixed Date

  After enabled, you can set a specific time period for attendance data displayed the layout. Only attendance data generated during this time period will be displayed in the layout.

- Click **Load Layout** to display the report in a layout shared by other users. You can search for a layout before loading it. For layout saved by yourself, you can edit or delete them.
- Click to display each column title completely/incompletely.

10.22.1 Import Transactions

Transactions 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 transactions on the platform. You can use this function to get the latest transactions from the devices.

On the top, select **Attendance**. Then select **Attendance Record → Transaction** on the left.

Click **Import → Import from Device / Import from File** .

Import from Device

Applicable to getting the latest transactions on the attendance check devices that are added to the platform.

Select the devices that store the transactions, and then select the time range to be imported. Click **OK** to import the transactions 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' transactions. You can import the file to the platform so that the transactions 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.

10.23 Manage Attendance Reports

Attendance report is the statistics of the attendance results of the specific department(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, set the rule of sending reports regularly, add a custom report, and manually export reports.

10.23.1 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.

On the top, select **Attendance**.

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.

10.23.2 Send Attendance Report Regularly

You can set a regular report rule for specific departments, 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 departments during specific periods.

Steps

Note

The report is an Excel file.

1. On the top, select **Attendance**.
2. Select **Basic Configuration → Report Settings → Scheduled Report** on the left.
3. Click **Add** (for first time) or click + .
4. Create a descriptive name for the report.
5. Select a type, format, and language for the scheduled report.

Note

You can select **TXT** as the format if the report type is **Time Card**.

6. In **Statistics Department**, check the department(s) of which the persons' attendance data will be delivered in this report.
7. In **Person**, click to include individual persons whose attendance data will be delivered in this report.
8. Set the statistical cycle to **By Day**, **By Week**, or **By Month** 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. **Optional:** Click to set the effective period for the report.
10. **Optional:** Select and enable the way of sending the report from **Send Report via Email**, **Upload to SFTP**, and **Save to Local Storage**.

    Note

    To set up the SFTP or local storage, click > **SFTP Settings** or **Configure Local Storage**.

11. **Optional:** Select the email template from the drop-down list to define the recipient information and email format.
12. Click **Add** to save the report schedule.

    The report will be generated and sent to the recipient at the specified sending time.

10.23.3 View Daily/Weekly/Monthly/Summary Attendance Reports

You can view and export daily/weekly/monthly/summary attendance reports.

On the top, select **Attendance**.

Select **Daily Report**, **Weekly Report**, **Monthly Report**, or **Summary Report** on the left as needed.

Report Type	Description
Daily Report	Daily report shows data on a daily basis. The report contains data recorded on the day prior to the current day.
Weekly Report	The report contains the persons' attendance results of the recent one week.
Monthly Report	The report contains the persons' attendance results of the current month.
Summary Report	The summary report provides an overview of the person's/ department's attendance results.

Under these four types of reports, you can select a report as needed.

For some kinds of reports, you can perform the following operations as needed.

- Click **Export** to export the report in Excel, PDF, or CSV format. You can also select the calculating dimension of the report.
- Click to customize column items.
- After customizing column items, click **Save Layout** to save the current layout for later use.

  Exporting Allowed

  After enabled, the layout can be exported in the report.

  Sharing Allowed

  After enabled, the layout will be shared among accounts.

  Fixed Date

  After enabled, you can set a specific time period for attendance data displayed in the layout. Only attendance data generated during this time period will be displayed in the layout.
- Click **Load Layout** to display the layouts saved by you and the layouts shared by other users. After loading layouts, you can search for a specific layout, and edit or delete the layouts you saved.
- Click to display each column title completely/incompletely.

10.23.4 Add a Custom Report

You can create a fully-customized attendance report. After creating a custom report, you can export the report manually or set a schedule to send the report to your email regularly.

Steps

1. On the top, select **Attendance**.
2. Select **Custom Report** on the left.
3. Click + .
4. Create a descriptive name for the report in the **Report Name** field.
5. Choose whether to merge the data of the same person/department/date.
6. Select a sorting rule for records from the **Table Display Rule** drop-down list.
7. Select the data items you want to include in the report from **Optional 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. **Optional:** Click **Preview** to view the report to make sure the format and content are correct.
9. Click **Add** to save the custom report, or click **Add and Continue** to add another one.
10. **Optional:** Perform further operations.

Edit Report	Select a report and click to edit it.
Delete Report	Select a report and click to delete it, or click → **Delete All** to delete all reports.
Export Report	Click **Export** and specify the departments, 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 ***Send Attendance Report Regularly*** .

Chapter 11 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.

11.1 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. On the top, select **Account and Security**.
2. Select **Roles** on the left.
3. Click **Add** to enter 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.

   Role Status

   Active is selected by default. If you select **Inactive**, the user account will be inactivated until you activate it.

   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** 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.

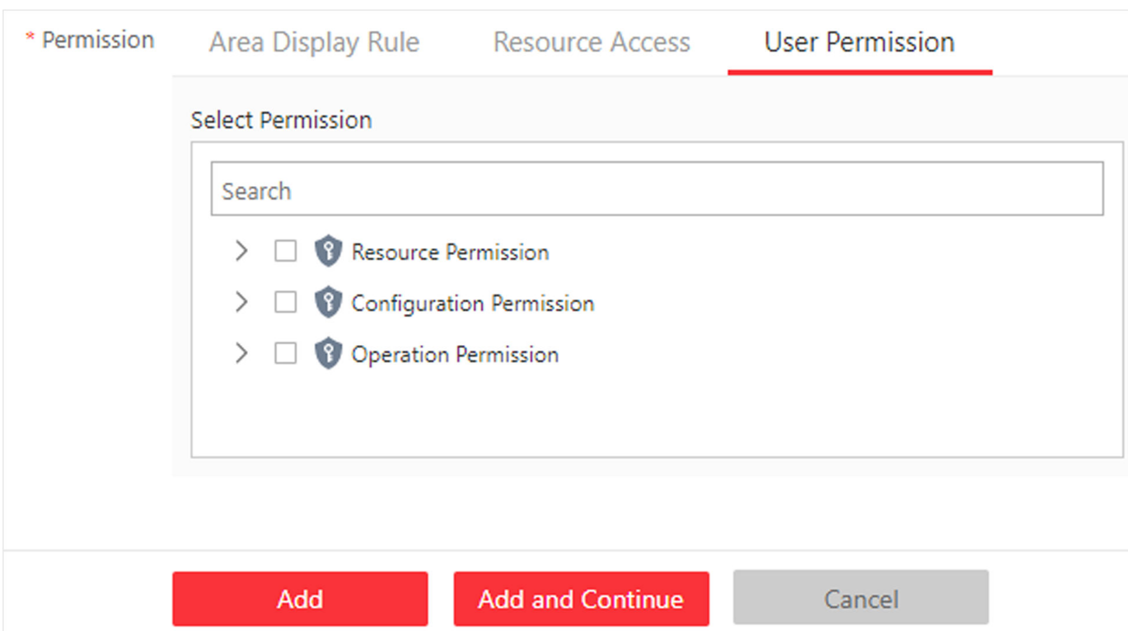


Figure 11-3 User Permission

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 a role name to view and edit role settings. **Note** The two default roles cannot be edited.
Delete Role	Check a role and click **Delete** to delete the role. **Note** The two default roles cannot be deleted.
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.

11.2 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 the top, select **Account and Security**.
2. Select **Users** on the left.
3. Click **Add**.
4. Set basic information for the user.

   User Name

   Only letters (a-z, A-Z), digits (0-9), and "-" are allowed.

   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

Active is selected by default. 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.

5. 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**. 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.

6. 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.
7. **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	• 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.

11.3 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.

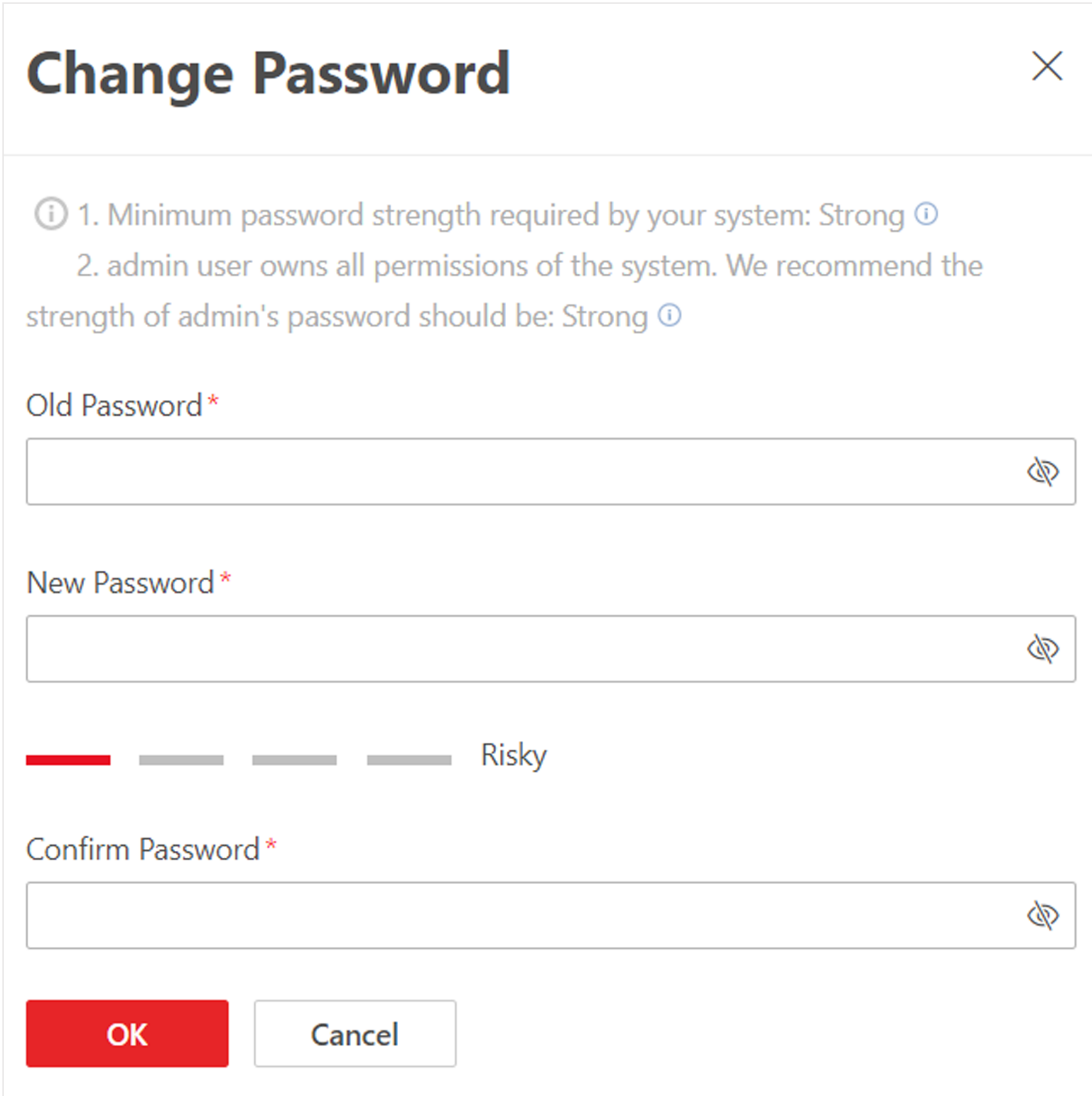


Figure 11-4 Change Password Panel

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.

11.4 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. On the top, select **Account and Security**.
2. Select **Permission Schedule Template** on the left.
3. Click ＋ .
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 **Eraser**, 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 12 System Security Settings

System security is crucial for your system and property. You can lock IP address to prevent malicious attacks, and set other security settings to increase the system security.

Steps

1. On the top, select **Account and Security**.
2. Select **Security Settings** on the left.
3. Switch on **Lock IP Address When Failed Login Attempts Exceeds Limits** to limit the number of failed login attempts.
   1) Select the maximum 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. Click **Save** to save the above settings.

Chapter 13 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.

13.1 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.

On the top, select **System**.

Select **Normal → User Preference** on the left.

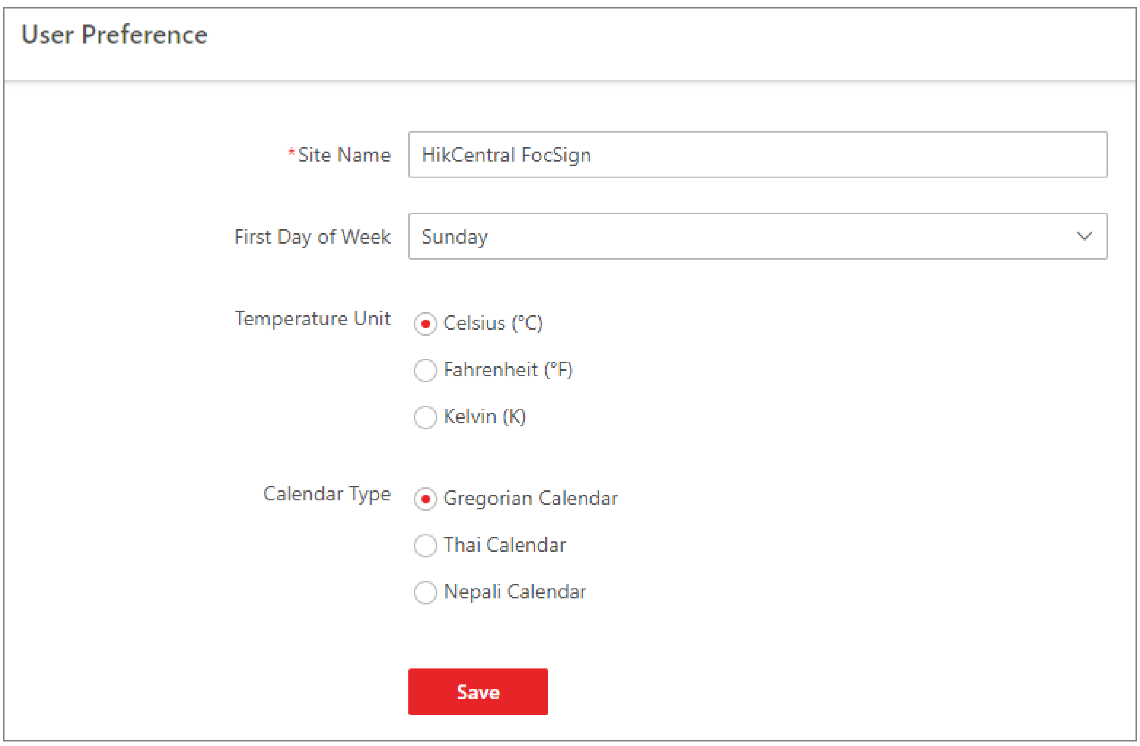


Figure 13-1 User Preference

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.

Note

This parameter is used in the intelligent analysis report generation, attendance settings, etc.

Temperature Unit

Set the temperature unit according to the custom of the actual scene.

Note

This parameter is used in the temperature analysis report generation, etc.

Display Mask Related Functions

Note

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.

13.2 Set Holiday

You can add the holiday to define the special days that can adopt a different schedule or access schedule. You can set a regular holiday and an irregular holiday according to the actual scene.

On the top, select **System**.

Select **Normal → Holiday Settings** on the left.

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.
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 Time

The start date of the holiday.

Holiday

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.
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 Time

The start date of the holiday.

For example, select **May**, **Second**, and **Sunday** for Mother's Day.

Holiday

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**.

13.3 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

1. On the top, select **System**.
2. Select **Network → NTP** on the left.
3. Switch on **Time Synchronization** to enable the NTP function.
4. Set the NTP server address and NTP port.

   Note

   If the local NTP service has been configured, you can click **Detect Local NTP** to fill in the NTP server address and NTP port automatically.
5. Enter the interval for the automatic time synchronization.

6. **Optional:** Click **Test** to test the communication between the resources and the NTP server.
7. **Optional:** Switch on **Configure WAN Mapping** and enter the IP address and port No. for WAN mapping.

Note

If the NTP service is locally deployed, you can configure WAN mapping to synchronize the time for devices on the WAN. Otherwise, enabling mapping is not required.

8. Click **Save**.

13.4 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. On the top, select **System**.
2. Select **Network → Active Directory** on the left.
3. 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.

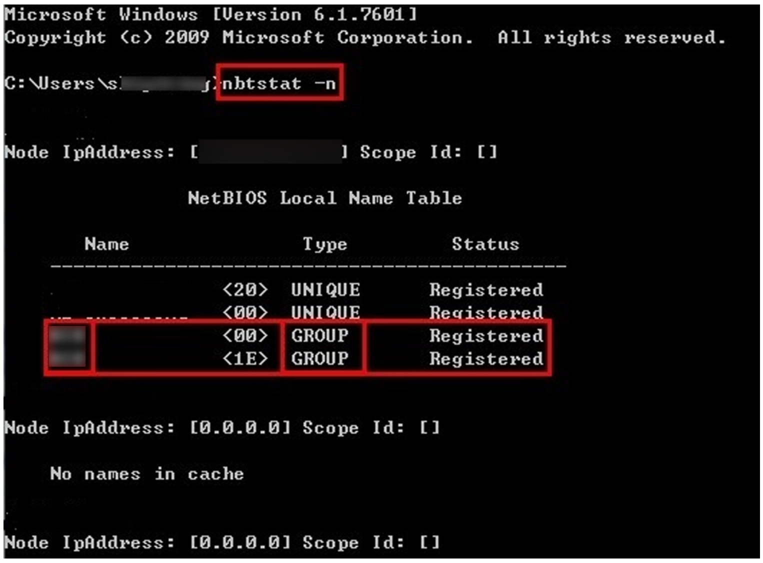


Figure 13-2 How to Get NetBIOS Domain Name

Host Name

The DNS server's IP address. You can get it in Network Connection Details.

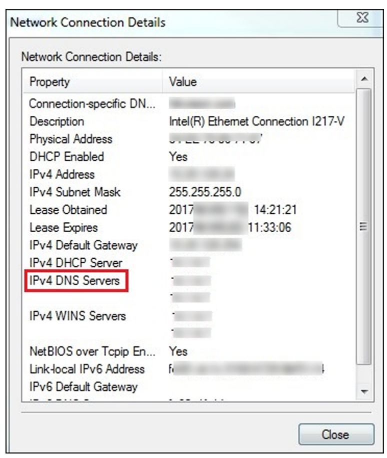


Figure 13-3 How to Get Host Name

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.

4. Set the time to automatically synchronize the users in the AD domain to the platform.
5. **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** 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.
6. 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.

13.5 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. On the top, select **System**.
2. Select **Network → WAN Access** on the left.
3. Switch on **Access WAN** to enable the WAN access function.
4. Enter the IP address of the server for WAN access.
5. Set the client communication port.

   HTTP

   Used for the Web Client to access the platform via HTTP. By default, it is 80.

   HTTPS

   Used for the Web Client to access the platform via HTTPS. By default, it is 443.

   Cluster Port Segment

   Used for translating the network address and mapping the platform to access via WAN. By default, the internal network port is 18020, and you should specify the port of WAN.

   Note

   If the port is conflicted, you can view the exception on .
6. Set the alarm receiving port.

   ISUP Alarm Receiving Port (TCP)

   Used for receiving alarms from ISUP devices via TCP. By default, it is 7332.

   ISUP Alarm Receiving Port (UDP)

   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.
7. Set other ports.
8. Click **Save**.

13.6 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.

Before You Start

Make sure the server's ports ranging from 8087 to 8097 are available.

Steps

1. On the top, select **System**.
2. Select **Network → Address for Receiving Device Info** on the left.
3. 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.
4. Click **Save**.

13.7 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) 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. On the top, select **System**.
2. Select **Storage → Storage on SYS Server** on the left.

   The disks of the FocSign server server are displayed with current free space and total capacity.
3. Switch on **Enable Local Storage**.
4. 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.
5. 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.
6. Click **Save**.

13.8 Set Records Storage Information

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 .

Steps

1. On the top, select **System**.
2. Select **Storage → Records Storage** on the left.
3. Set the data retention period from the drop-down list for the required data types.

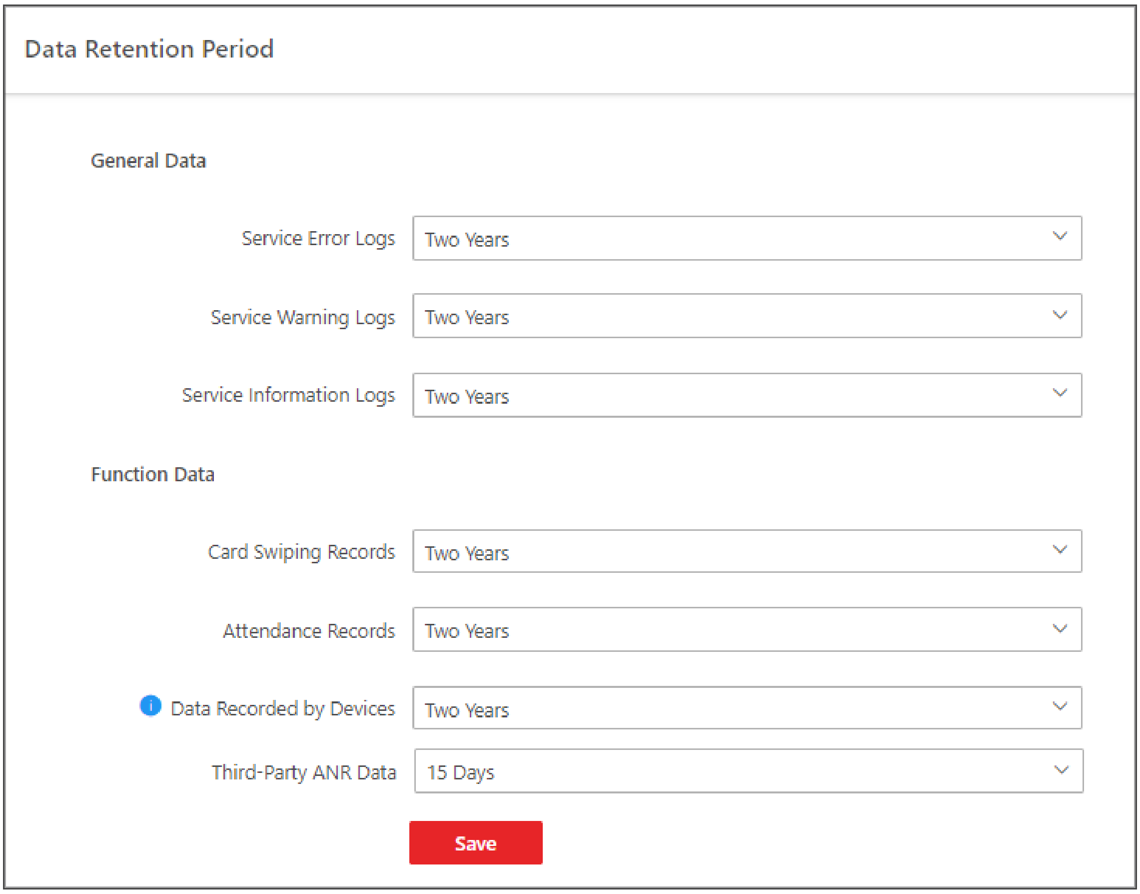


Figure 13-4 Set Data Retention Period

4. Click **Save**.

13.9 Set Email Template

Before sending report or sending event message to the designate email account(s) as email linkage, you should set the email template properly. The email templates include template for sending report and template for sending event message as linkage action when the event is triggered. The email template specifies the recipient, email subject, and content.

13.9.1 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. On the top, select **System**.
2. Select **Email → Email Settings** on the left.

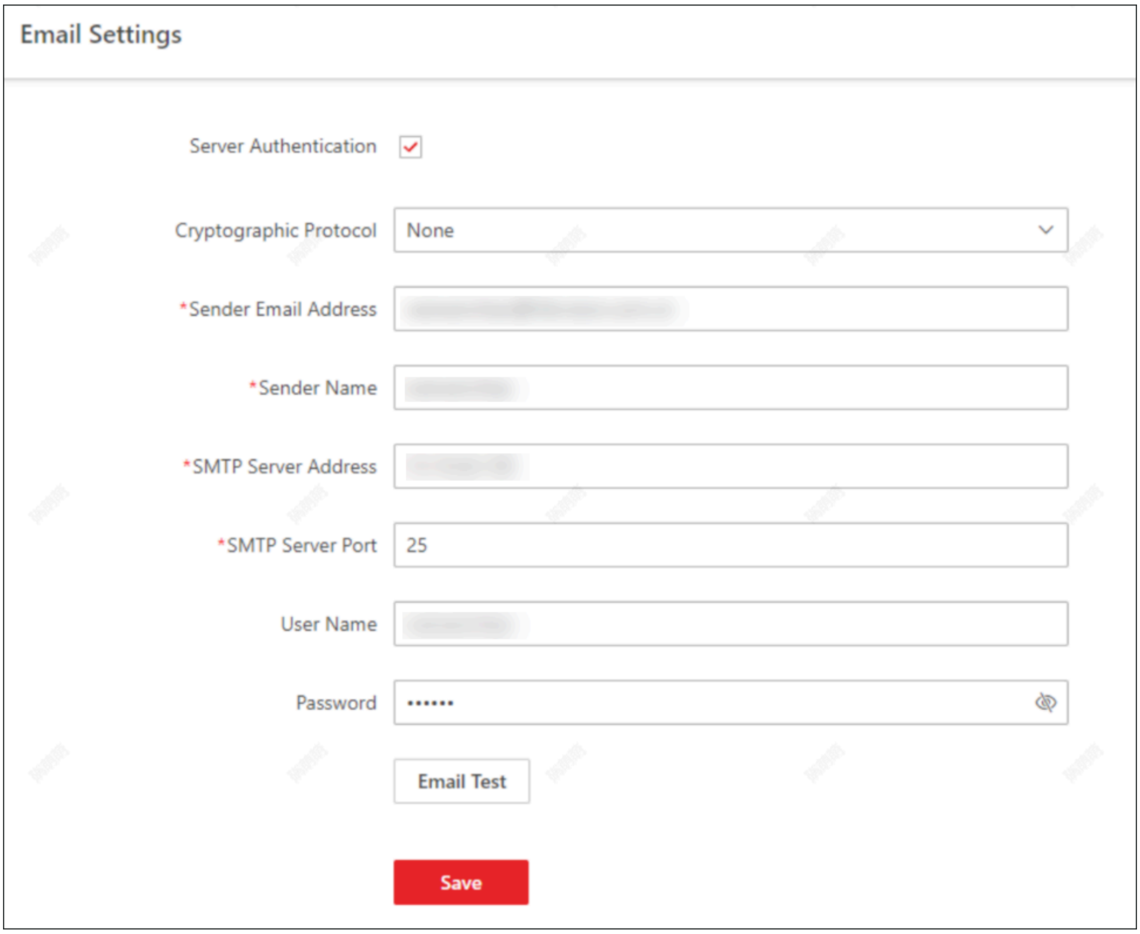


Figure 13-5 Email Settings

3. 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.

User Name (Optional)

User name for authentication to log in to the server. This parameter is valid and optional when server authentication is enabled.

Password (Optional)

Password for authentication to log in to the server. This parameter is valid and optional when server authentication is enabled.

4. Click **Email Test** to test whether the email settings work or not.

   The corresponding attention message box will pop up.
5. Click **Save**.

13.9.2 Add Email Template for Sending Report Regularly

You can set email templates (including specifying the recipient, email subject, and content) for sending the report regularly, so that the platform can send the report as an email attachment to the designated recipient regularly according to the predefined email template.

Before You Start

Before adding the email template, you should set the sender's email account first. See ***Configure Email Account*** for details.

Steps

1. On the top, select **System**.
2. Select **Email → Scheduled Report Email Template** on the left.
3. Click **Add** to enter the Add Email Template page.

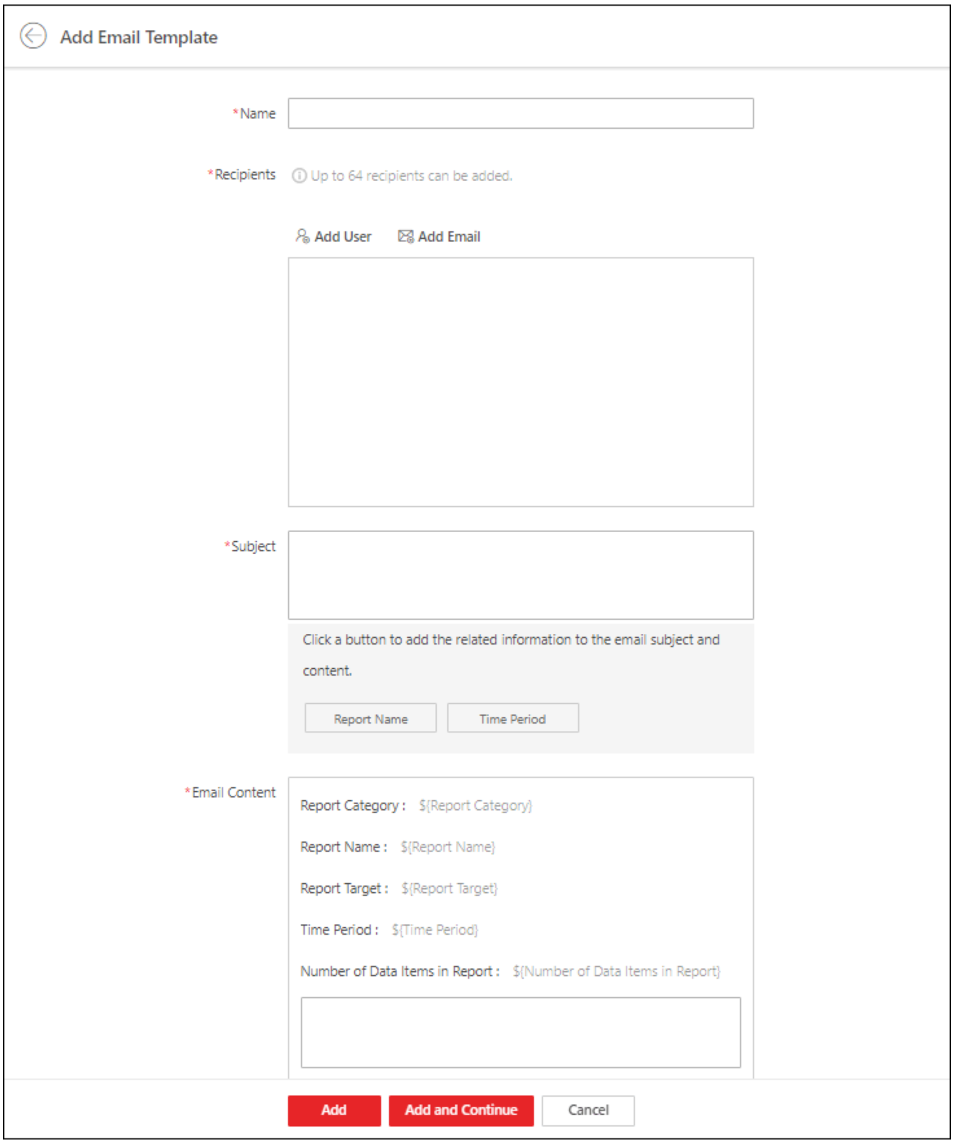


Figure 13-6 Add Scheduled Report Email Template

4. Enter the required parameters.

Name

Create a name for the template.

Recipients

- Click **Add User** and select the person's email as the recipient, which is configured when adding the person.
- Click **Add Email** and enter the recipient email address to send the email to.

Note

You can enter multiple recipients and separate them by ";".

Subject

Enter the email subject as desired. You can also click buttons below to add the related information to the subject.

Email Content

Define the report content to be sent. You can also click buttons above the **Email Content** parameter to add the related information to the content.

Note

If you add the time period to the email subject or email content, and the email application (such as Outlook) and the platform are in different time zones, the displayed time period may have some deviations.

5. Finish adding the email template.
   - Click **Add** to add the template and go back to the email template list page.
   - Click **Add and Continue** to add the template and continue to add other templates.

   The email template will be displayed in the email template list.
6. **Optional:** Perform the following operation(s) after adding the email template:

Edit Template	Click in the Operation column to edit template details.
Delete Template	Click in the Operation column to delete the template.
Delete All Templates	Click **Delete All** to delete all the added templates.

13.10 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. On the top, select **System**.
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

   Note

   For HTTPS, only the TLS 1.2 and later versions are supported. The browser must support and has enabled the TLS 1.2 or later version. You are recommended to use the browser supporting TLS 1.3.
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. **Optional:** You can add the upper-level certificate as needed.
   1) Click **Add** to open the Upload Certificate panel.
   2) Click to select the file.
   3) Click **Confirm**.
   4) **Optional:** Select the added certificate(s) and click **Delete** to delete.
   5) **Optional:** In the Operation column, click to download the certificate.
6. Click **Save**.
   - The SYS server will reboot automatically after changing the clients and SYS server transmission settings.
   - 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.

13.11 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 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 server are the same.

Steps

1. On the top, select **System**.
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.

13.12 Set Database Password

You can set the database password of the system on the Web Client running on the FocSign server server.

Note

Setting database password is only available when you access the Web Client on the FocSign server server locally.

On the top, select **System**.

Select **Security → Database Password** on the left.

Enter the password and then click **Verify** to generate the verification code and enter the verification code.

13.13 Set Third-Party Integration

HikCentral FocSign supports integrating third-party resources. Also, the system provides open platform to integrate the third-party system. By the Open APIs (application programming interface) provided on the open platform, the third-party system can obtain some functions of HikCentral FocSign, to develop more customized features.

On the top, select **System**.

Select **Third-Party Integration** on the left.

Note

- Setting open platform is only available when you access the Web Client on the FocSign server server locally.
- Only admin/administrator users have the permission to perform this function.

Open Platform

Note

Setting open platform is only available when you access the Web Client on the FocSign server server locally.

Select **Open API** on the left panel, switch on **Open API**, and set the IP address of the open platform, management port of the open platform, and the partner user.

Note

- The open platform should be deployed in the same network with the FocSign server server.
- The third-party system integrates the HikCentral FocSign by the partner user(s) you select, which defines the permission(s) of resources and operations in the HikCentral FocSign.

Click **Test** to test the service availability of the open platform.
Click **Save** to save the settings.

13.14 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.

13.14.1 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. On the top, select **System**.
2. Select **Third-Party Integration → Data Interchange** on the left.
3. Switch on **Data Interchange** to enable data interchange function.
4. Click **Add** and select the resource(s) for card swiping records synchronization. Set the direction to In, Out, or Null.

   Note

   - Setting the direction is only available for card readers. For other devices, Null will be displayed no matter what direction is selected.
   - You can click in the Operation column to delete the resource or click **Delete All** to delete all added resources.

5. Select the encoding format of data interchange.
6. **Optional:** Check **Do Not Push Failed Records**.

   The failed records will not be pushed to the third-party system.
7. Select **Database Synchronization**.
8. **Optional:** Switch on **Auto Push Failed Record** to select the push mode.

   Push at Fixed Time

   The failed record will be pushed at the time you set.

   Push at Fixed Interval

   The failed record will be pushed according to the interval you set.
9. **Optional:** Select **Database Type** from the drop-down list to set the database type.
10. Set the required parameters of the third-party database, including server IP address or domain name, server port, database name, user name, and password.
11. Click **Test Connection** to test whether database can be connected.
12. 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.
    4) **Optional:** Click **Customize Items to Display** to select the items to be displayed in the table.
13. Click **Save**.

    The data will be written to the third-party database.

13.14.2 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. On the top, select **System**.
2. Select **Third-Party Integration → Data Interchange** on the left.
3. Switch on **Data Interchange** to enable the data interchange function.
4. Click **Add** and select the resource(s) for card swiping records synchronization. Set the direction to In, Out, or Null.

Note

- Setting the direction is only available for card readers. For other devices, Null will be displayed no matter what direction is selected.
- You can click in the Operation column to delete the resource or click **Delete All** to delete all added resources.

5. Select the encoding format of data interchange.
6. **Optional:** Check **Do Not Push Failed Records**.

   The failed records will not be pushed to the third-party system.
7. Select **Access Record Dump**.
8. In the Dump Rule area, click **Add** and set the required parameters.

   Rule Name

   The name of the dump rule.

   Description

   The description of the dump rule.

   Overwrite File

   If it not checked, you re recommended to regularly view the disk capacity in case the new files cannot be generated if the disk if full.

   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.

Note

- 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.

Note

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.

Person Group

The group of persons. You can select and search for departments in the list.

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.

Content Written Format

For each HikCentral FocSign field, you can configure the written format of dumping card swiping records.

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.

9. 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.

10. Click **Save**.

13.15 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.

Perform this task when you need to reset the network information of the added device.

Steps

1. On the top, select **System**.
2. Select **Advanced → Reset Network Information** on the left.
3. Click **Reset** to one-touch reset the device network information.

Chapter 14 Maintenance

You can configure network timeout parameters and health check frequency, and view resource status and server logs to find the abnormal status of resources for maintaining them in time.

14.1 Basic Configuration

You can configure the default response timeout of the interactions among the Web Client, FocSign server, and devices, and specify the health check frequency.

14.1.1 Configure Network Timeout

Network timeout is a certain amount of time which is used to define whether the interaction among the Web Client, FocSign server, and devices is successful or not. To be specific, if one party fails to response after the configured timeout, the interaction among them is regarded as a failure.

Steps

1. On the top, select **Maintenance**.
2. Select **Basic Configuration → Network Timeout** on the left.
3. Select the network timeout.
4. Click **Save**.

Table 14-1 Minimum Response Timeout in Different Interactions

Interaction Relation	Minimum Response Timeout
Between Web Client and FocSign server	60 s
Between FocSign server and Device	5 s
Between Web Client and Device	60 s

14.1.2 Configure Health Check Frequency

The FocSign server will check the health status of devices, resources, and servers managed on the platform. You can set the frequency which controls how often the platform gets the latest status of the devices, servers, and resources.

Steps

1. On the top, select **Maintenance**.
2. Select **Basic Configuration → Health Check Frequency** on the left.
3. Set the following parameters.

Device Health Status

You can switch on **Digital Signage Terminal / Interactive Flat Panel** to set how often the platform pings these devices to determine whether they are online.

Note

You should adjust the check frequency according to the number of devices. The greater the number of devices, the lower the frequency of health checks. When the frequency set is too high, you will be prompted and recommended setting a lower frequency.

Others

You can switch on **Device Capability Set** to set how often the platform gets the managed devices' capabilities.

4. Click **Save**.

14.2 View Resource Status (Digital Siganage Terminal)

You can view the status and information of digital signage terminals.

Note

You can add and configure digital signage terminals only in the Digital Signage mode. For where and how to switch the mode, refer to ***Switch Application Mode*** .

On the top, select **Maintenance**.

Select **Resource Status → Digital Siganage Terminal** on the left.

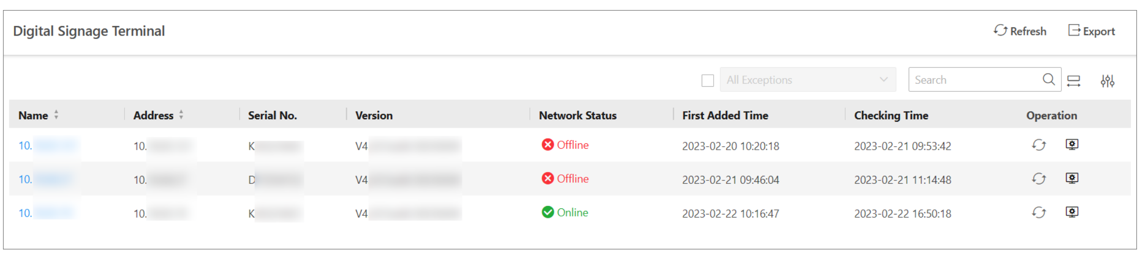


Figure 14-1 Resource Status of Digital Siganage Terminal

You can perform the following operations.

- Click the device name to view the status and basic information of the digital signage terminal.
- Click in the Operation column to go to the Device and Server page to configure the parameters of the specified digital signage terminal. For details, see ***Configure Device Parameters Remotely*** .
- Check the Exception filtering field, and select the exception type to filter the device information by exceptions.
- Click in the Operation column to refresh the device status, or click **Refresh** on the upper-right to refresh all device status.

Note

The platform supports checking the health of devices, resources, and servers automatically. For details, see ***Configure Health Check Frequency*** .

- Enter keywords in the Search field to search for resources.
- Click **Export** to export the resource status in Excel or CSV format.
- Click to set column width.
- Click to custom column items.

14.3 View Resource Status (Interactive Flat Panel)

You can view the status and information of interactive flat panels.

Note

You can add and configure interactive flat panels only in the Interactive Flat Panel mode. For where and how to switch the mode, refer to ***Switch Application Mode*** .

On the top, select **Maintenance**.

Select **Resource Status → Interactive Flat Panel** on the left.

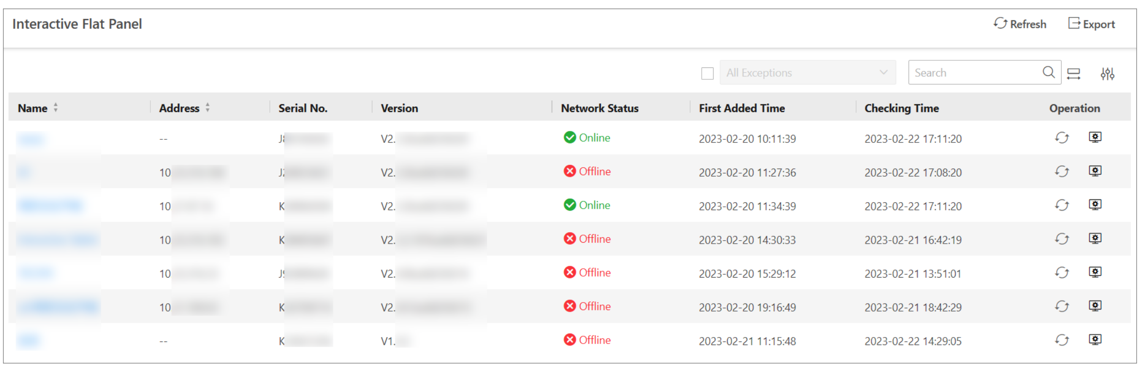


Figure 14-2 Resource Status of Interactive Flat Panel

You can perform the following operations.

- Click the device name to view the status and basic information of the interactive flat panel.
- Click in the Operation column to go to the Device and Server page to configure the parameters of the specified interactive flat panel. For details, see ***Manage Interactive Flat Panel*** .
- Check the Exception Filtering field, and select the exception type to filter the device information by exception.
- Click in the Operation column to refresh the device status, or click **Refresh** on the upper-right to refresh all device status.

Note

The platform supports checking the health of devices, resources, and servers automatically. For details, see ***Configure Health Check Frequency*** .

- Enter keywords in the Search field to search for resources.
- Click **Export** to export the resource status in Excel or CSV format.
- Click to set column width.
- Click to custom column items.

14.4 Search for Server Logs

You can search for server logs, which contain error logs, warning logs and information logs. Server logs contain historical users and server activities. You can search for the logs and then check the details.

Steps

1. On the top, select **Maintenance**.
2. Select **System Log → Server Logs** on the left.
3. 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.
4. In **Source**, select user and server to set the source of the logs that you want to search for.
5. **Optional:** In **Resource Name**, enter the name of a resource to search the logs of the resource.
6. 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.
7. Click **Search**.

   All matched logs are listed with details on the right.
8. **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 15 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

UD31481B