WEBAAS

User Operation Manual(Web)

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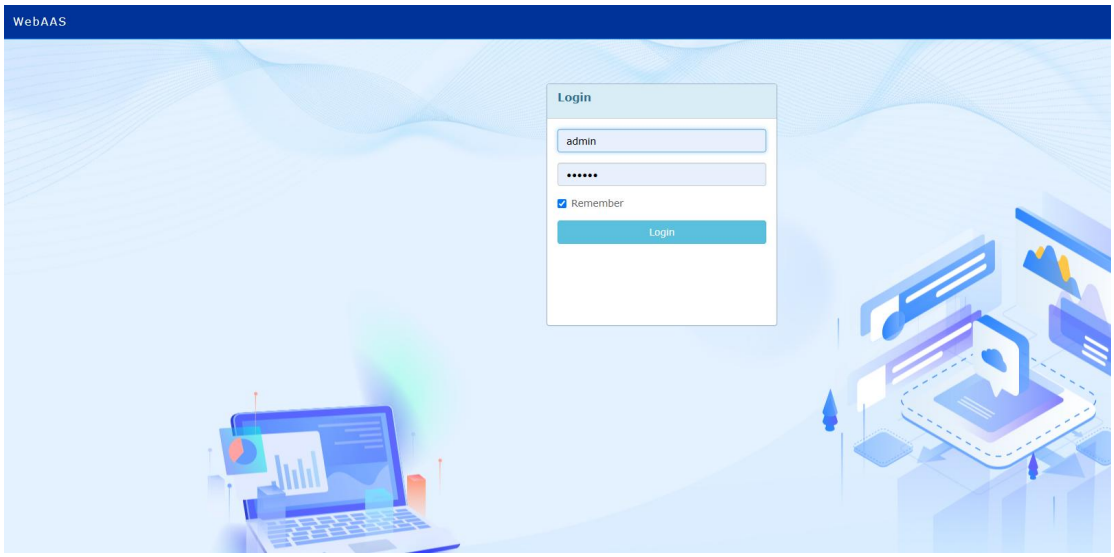
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1 Login

Run the desktop "WebAAS" shortcut key (you can also directly enter the IP of the computer or server where the WebAAS software is installed in the browser. If the IP of the installed computer is 192.168.0.167, directly enter http://192.168.0.167 in the browser of the computer on the same network), enter the platform login interface, the default administrator account is admin, and the default password is 123456



Log in and enter the home page. The home page consists of Menu bar、Personnel change records、Today staff info、Attendance statistics this month.

- Menu bar

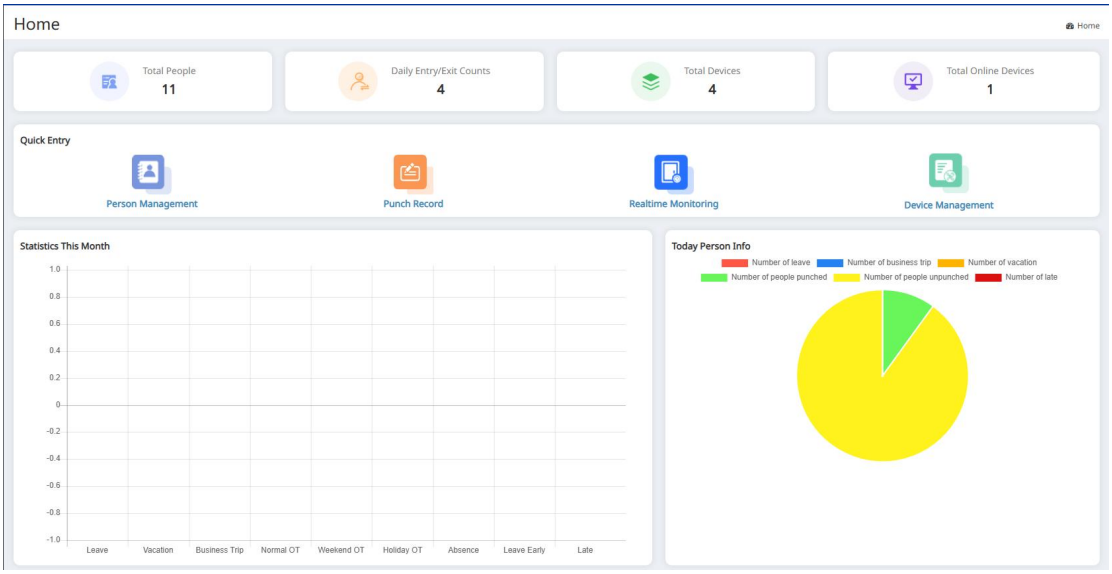
  Modules：Staff Management、Attendance Management、System Settings

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

- Status：Show the number of staff who entry 、resignation 、working 、leave and business trip/vacation for this month, as well as the number of staff punched today.

- Unsigned staff ：Show staff who did not sign within the required time today.

- Attendance statistics this month：Count the number of days of leave、absence、business trip and the number of times late arrival、early departure for this month.



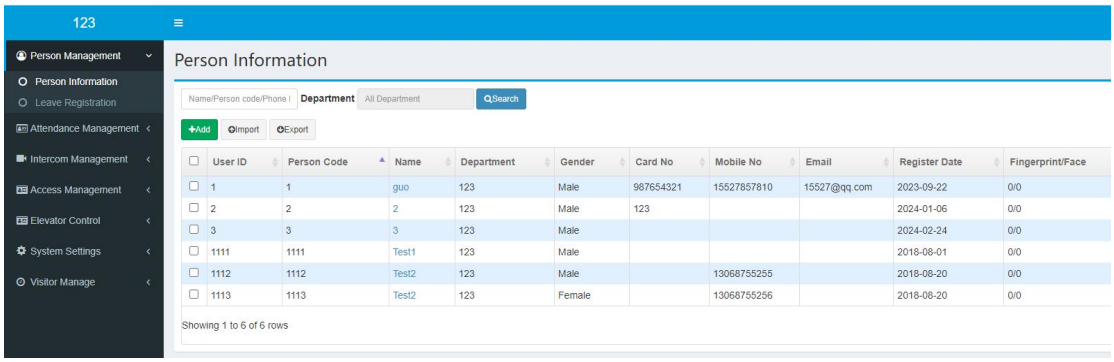
2 Person Management

2.1 Person Information

- New person information

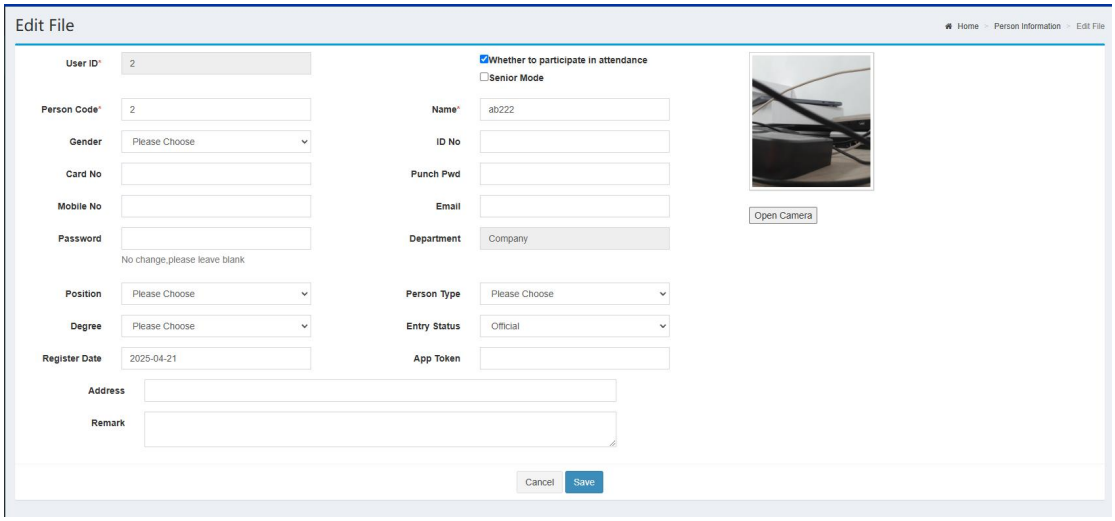
Person Management>Person Information,click 

to enter New Person Info page.

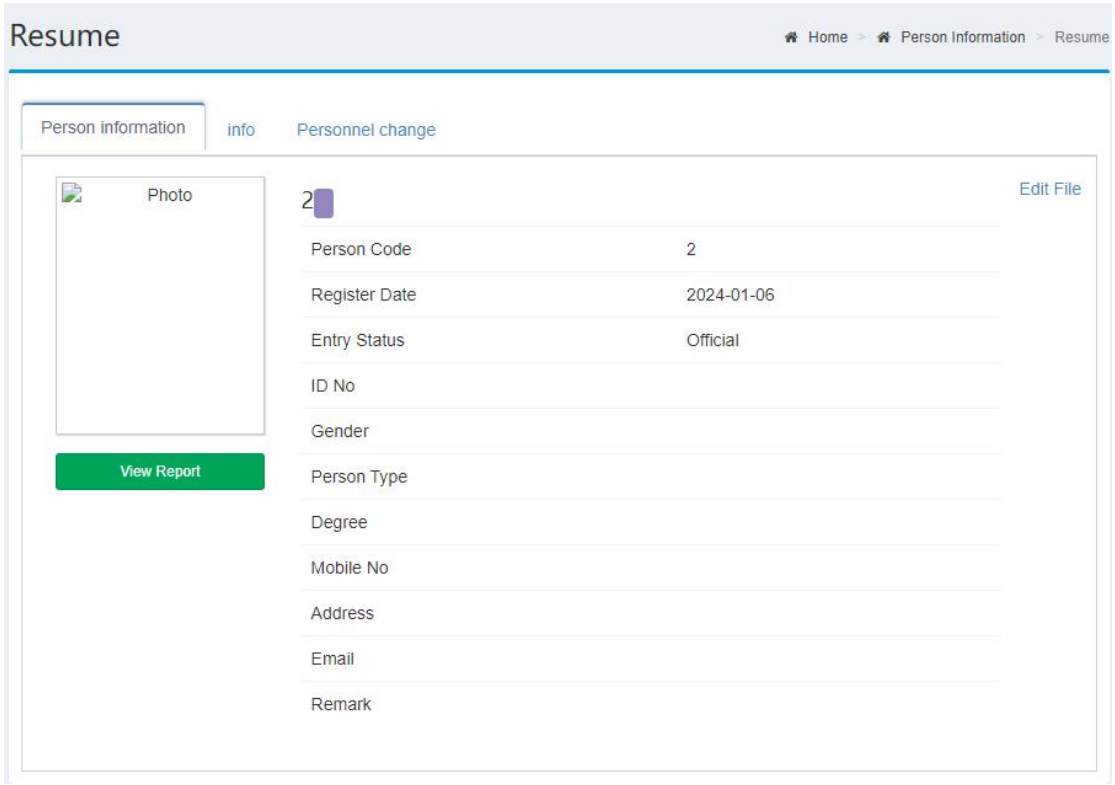


Fill in Person information then click 【Save】.

Note：①Fields marked with * are required;②Mobile No must be unique;③If not filled in, the password defaults to 123456;④Only senior user can view the mobile number of the senior user in APP address book.;⑤Mobile Phone Video Intercom:Only a maximum of 3 users are allowed to turn on the mobile phone intercom function



After add new staff，click staff name in the staff information list to enter Resume page where you can modify photo、view report、edit file.



- Edit File

Staff Management>Staff information,click 

in the operate column to enter Edit File page to edit staff info,leave blank if you don't change your password,also you can choose whether the user participates in attendance.

Note：If this staff does not participate in attendance, then the attendance report will not be counted, nor can it be scheduled, leave/business trip/manual punch, etc.

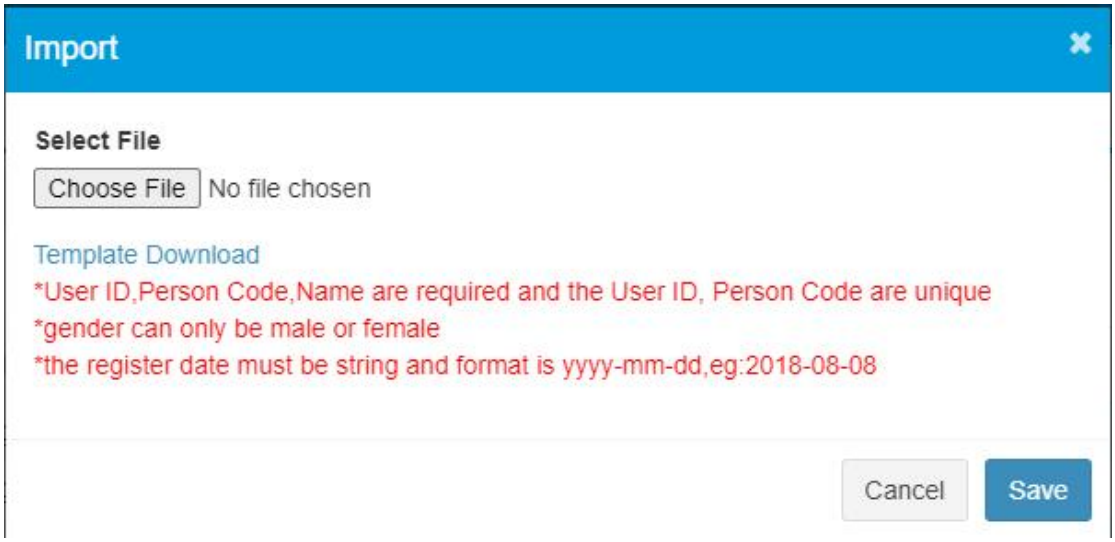
- Batch Import

Staff Management>Staff information,click【Import】.Import steps as below：

1、Click 【Template Download】

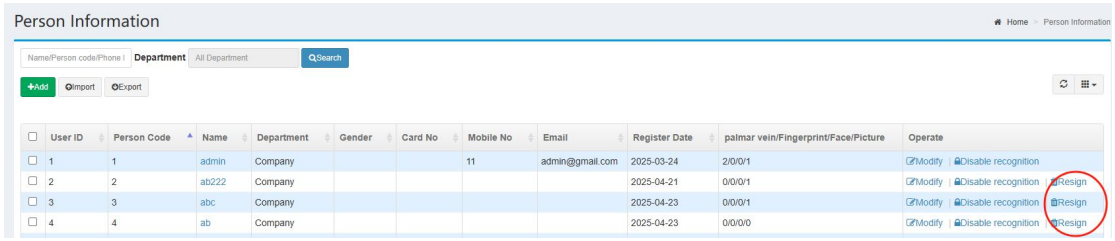
2、Then edit the template file,fill in the column data that needs to be imported. The red column is required.

3、Click 【Select File】to select file to import then【Save】.



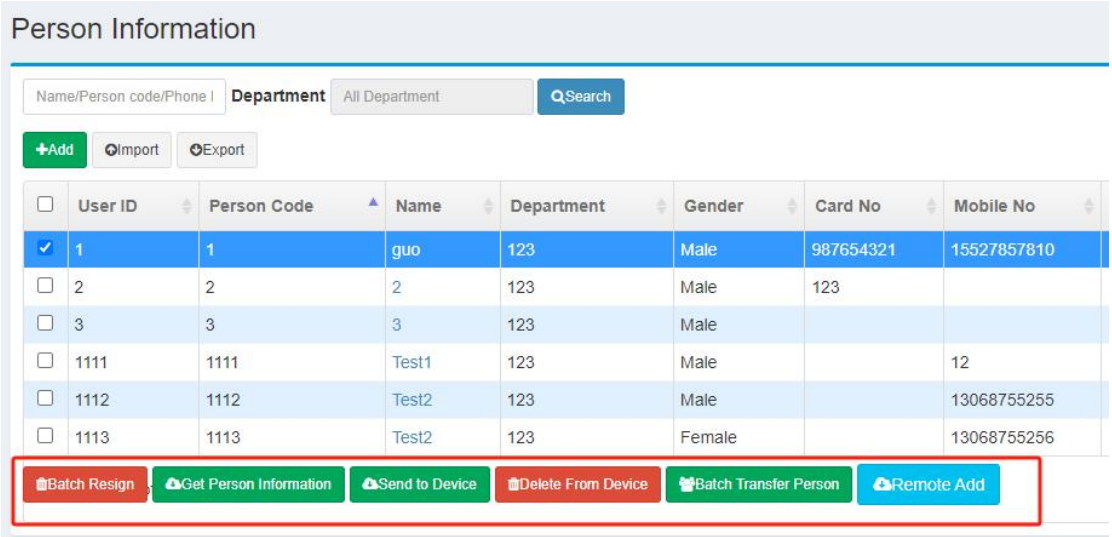
- Resign

Staff Management>Staff information,click  in the operate column to register resignation.



- Batch resign/Send to device

Staff Management>Staff information,After selecting staff, Batch resign、Send to device will appear below the staff list.

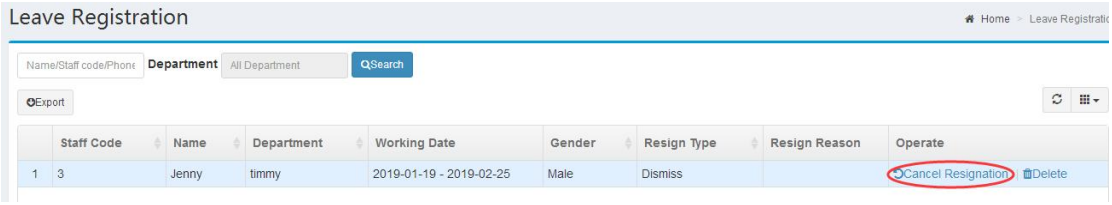


2.2 Leave Registration

- Cancel Resignation

Staff Management>Leave Registration,click 

in the operate column to cancel resignation



- Delete

Staff Management>Leave Registration,click 

in the operate column to delete the staff.



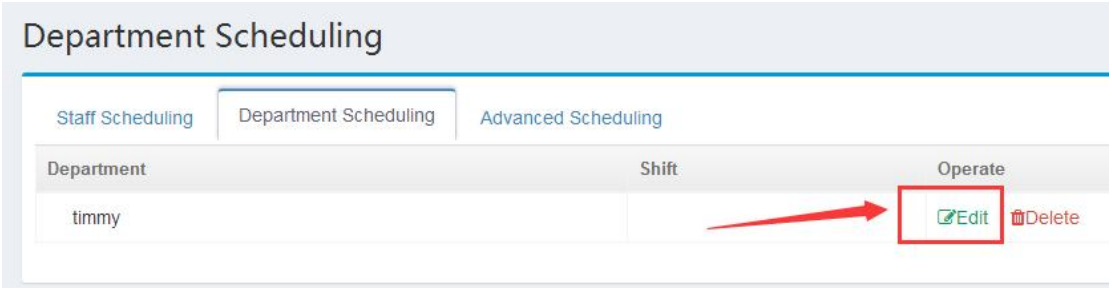
3 Attendance Management

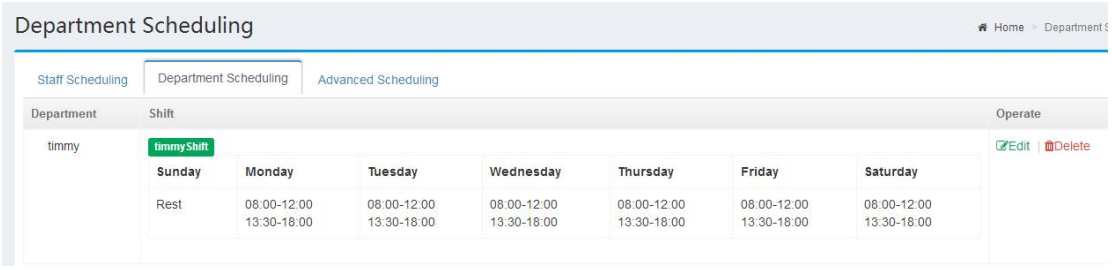
3.1 Staff Scheduling

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

- Department Scheduling

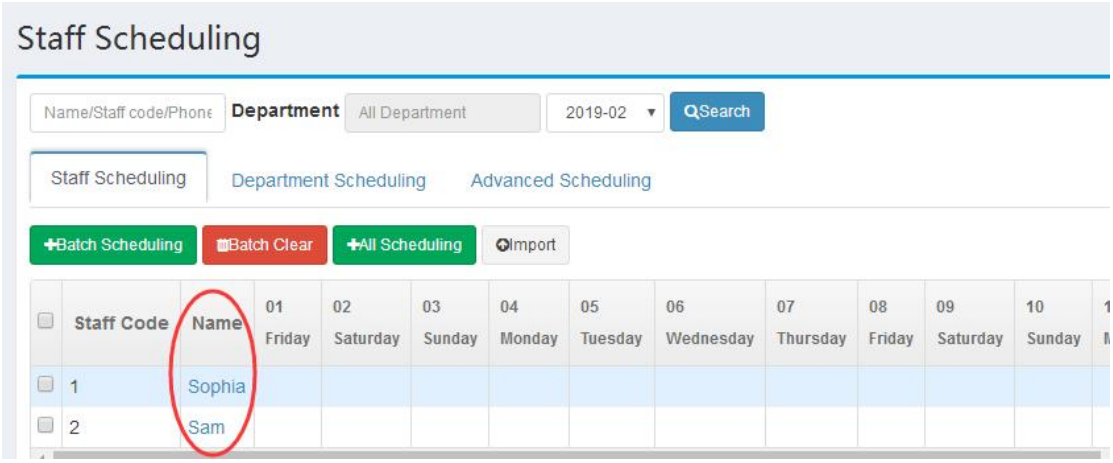
Attendance Management>Staff Scheduling，click Department Scheduling turn to department scheduling page, then click Edit in the operate column,See the diagram below for the scheduling steps:



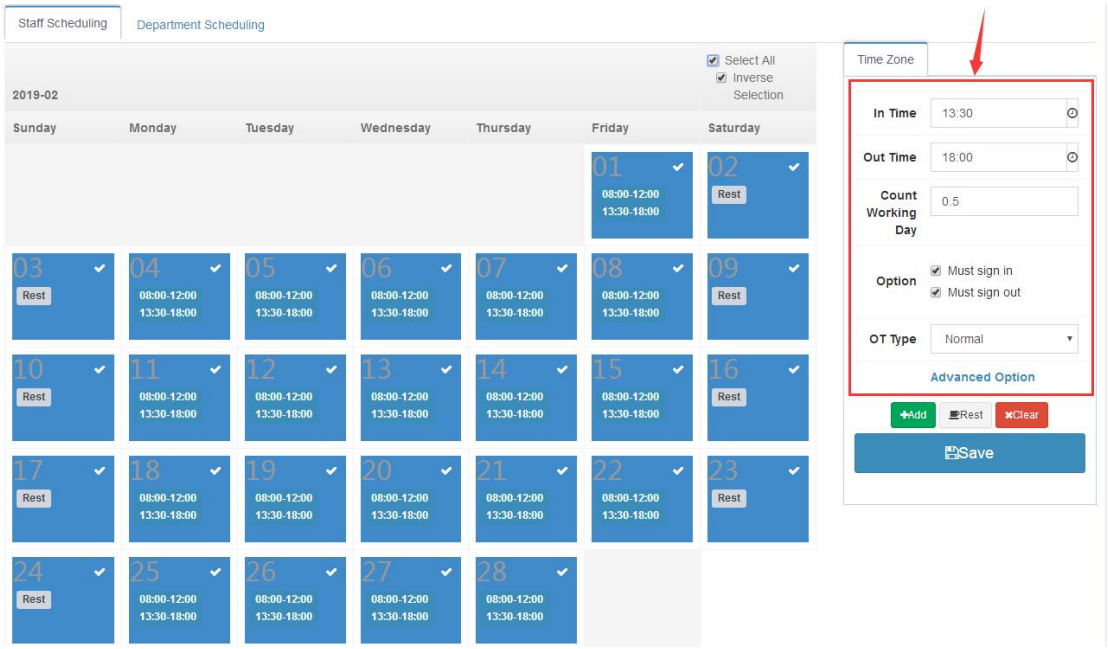


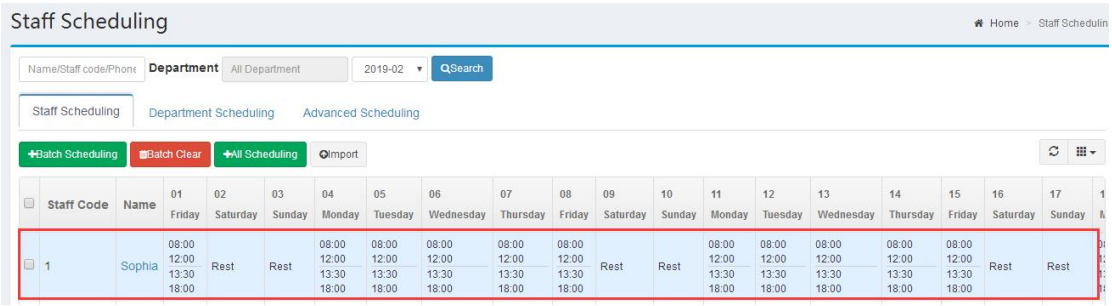
- Staff scheduling

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

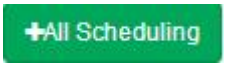


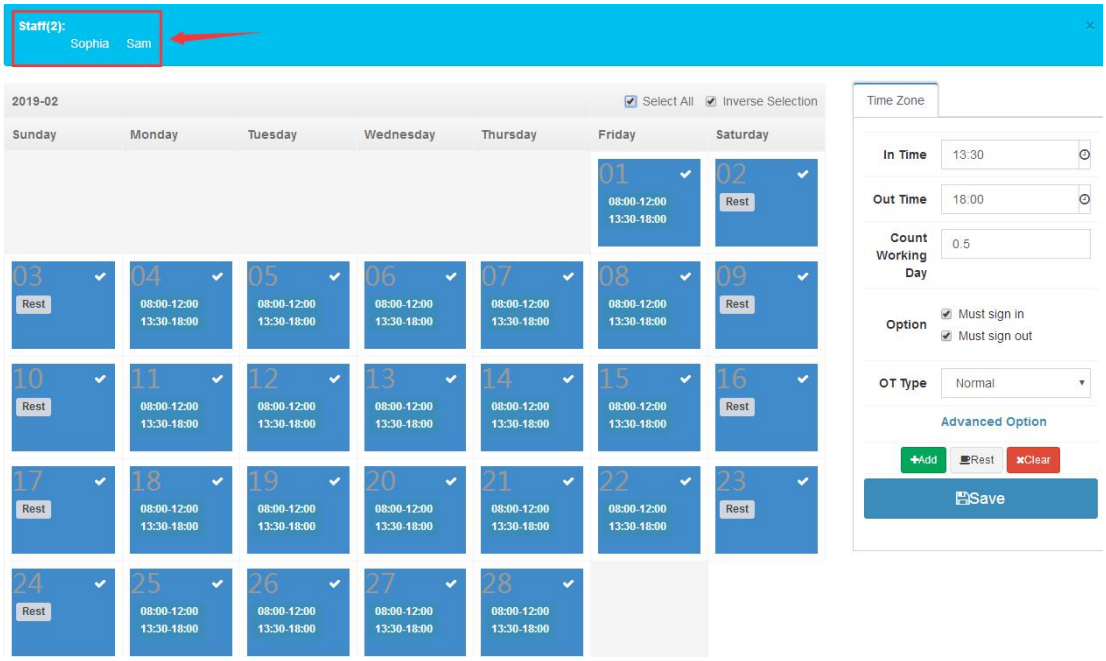
See the diagram below for the scheduling steps:

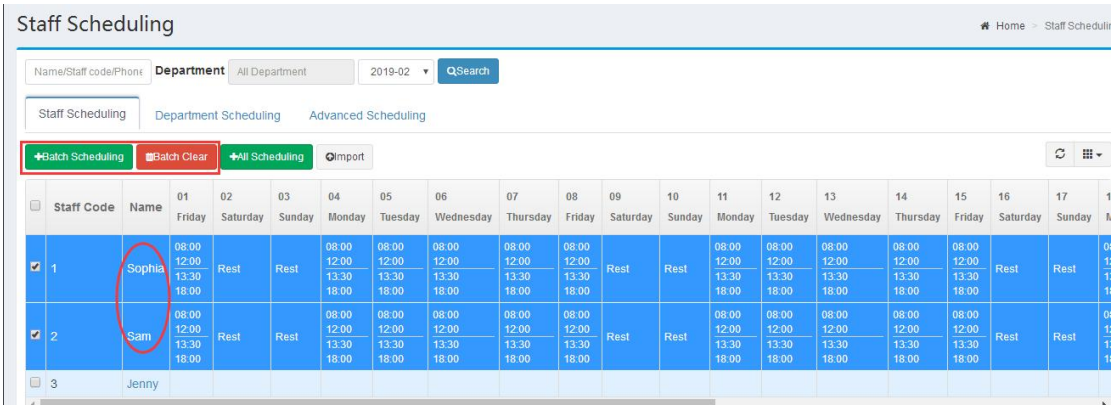




- Batch Scheduling/Batch Clear

Attendance Management>Staff Scheduling,click  in staff scheduling page to make a shift for all staff.Check some staff in the list and then batch scheduling and batch can be performed for the selected staff .





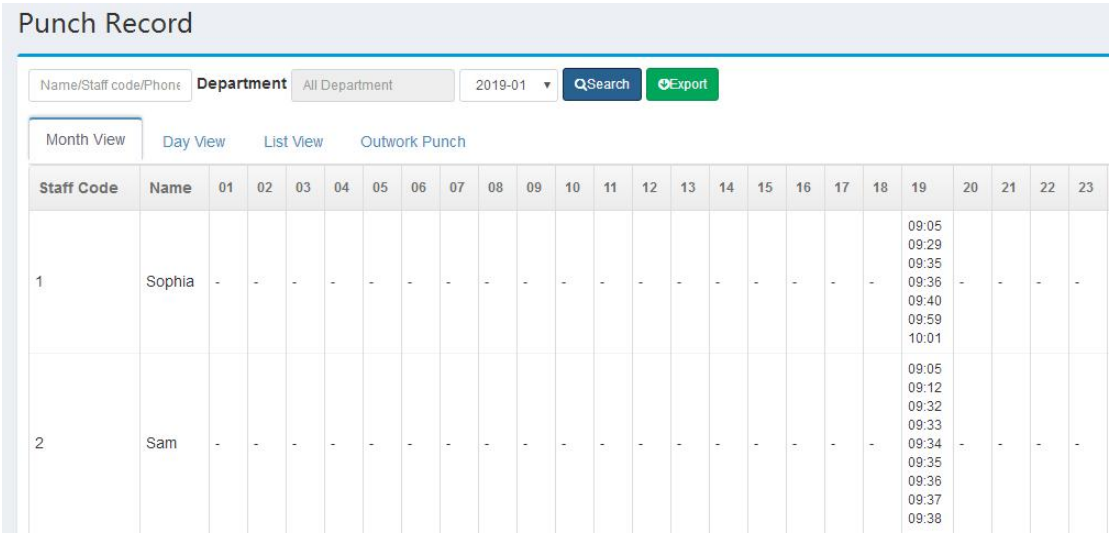
3.2 Punch Record

Attendance Management>Punch Record，punch record list includes month view、day view、list view and outwork punch.

- Month View

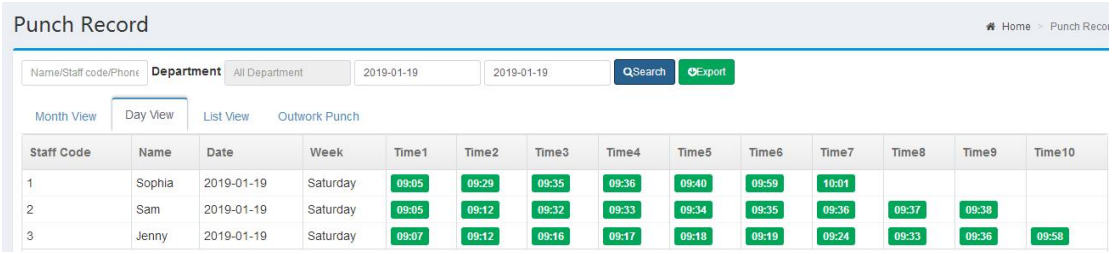
Attendance Management>Punch Record>Month View,It shows punch records of staff this month ,also it can be exported to excel sheet.

Note：Except administrator,other users only can view it’s own records.



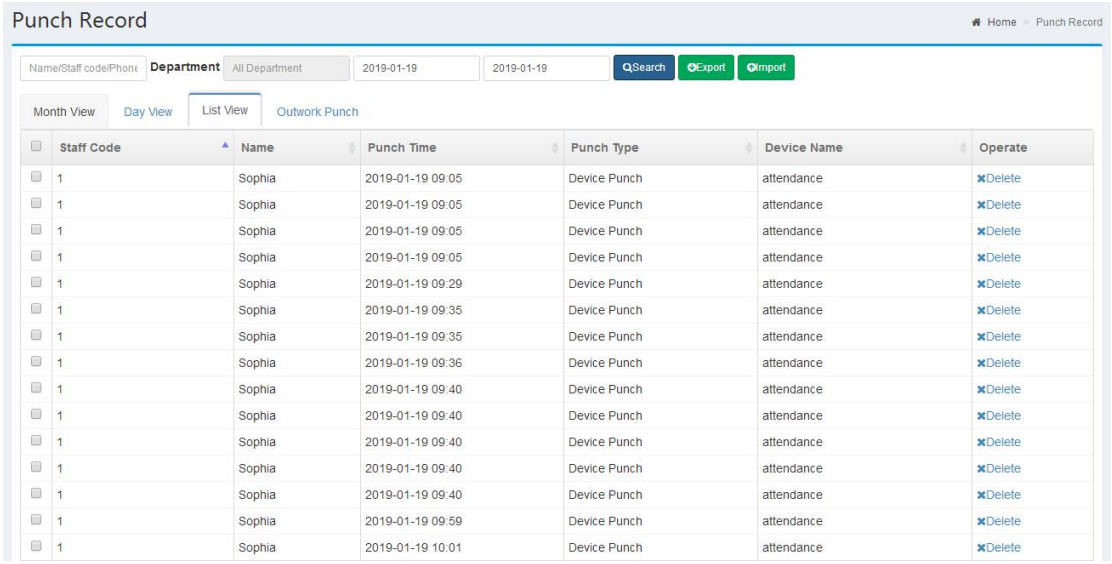
- Day View

Attendance Management>Punch Record>Day View,It shows punch records of staff this day,also it can be exported to excel sheet.



- List View

Attendance Management>Punch Record>List View，Display the punch records of staff in the form of list,also it can be exported to excel sheet.Import /Export excel sheet\select attendance month can be performed in this page.



- Outwork Punch

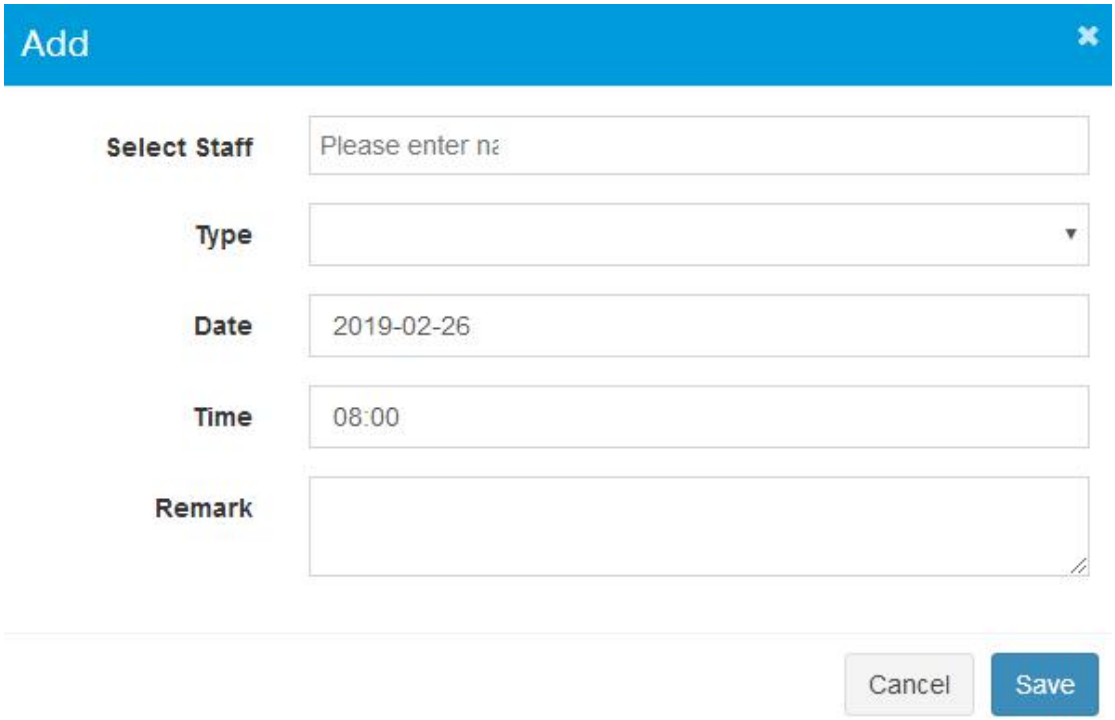
Attendance Management>Punch Record>Outwork Punch,It shows staff outwork punch records.



3.3 Manual Punch

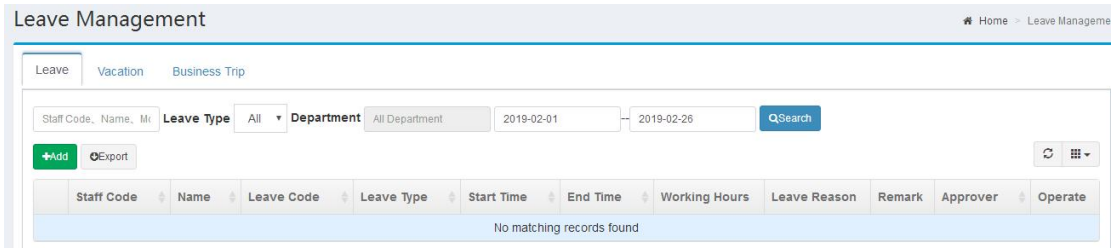
Attendance Management>Manual Punch,Add、Delete and export manual punch records in this page.Click 

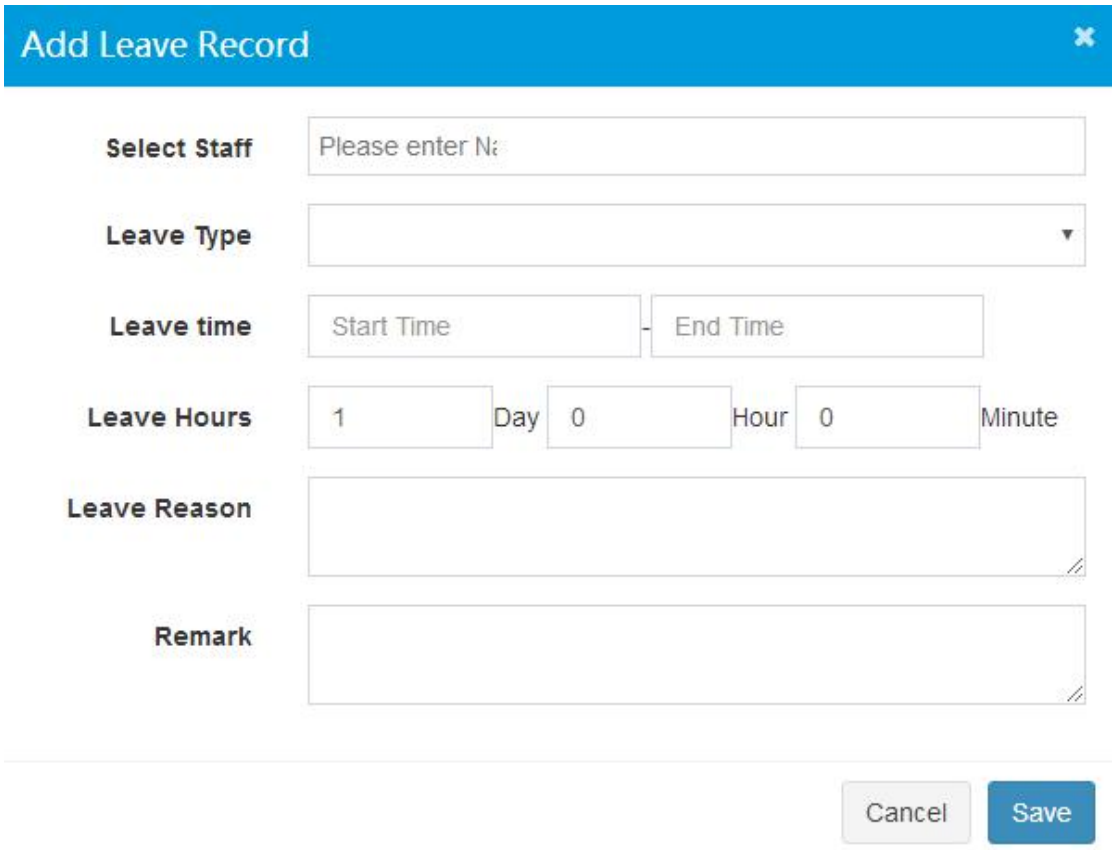
to add a record,See the diagram for steps as below:



3.4 Leave Management

Attendance Management>Leave Management,Add、Delete、Edit and export leave records in this page.click  to add a leave record.See the diagram for steps as below:





3.5 Attendance Report

Attendance Management>Attendance Report,Generate、Delete、export report in this page.It includes monthly report and daily report.

- Monthly Report

It shows the monthly attendance statistics of all staff.Click 

in the operation column to view daily detail of this month,click 

in the operation column to regenerate report for one staff.Also you can check some staff then click 

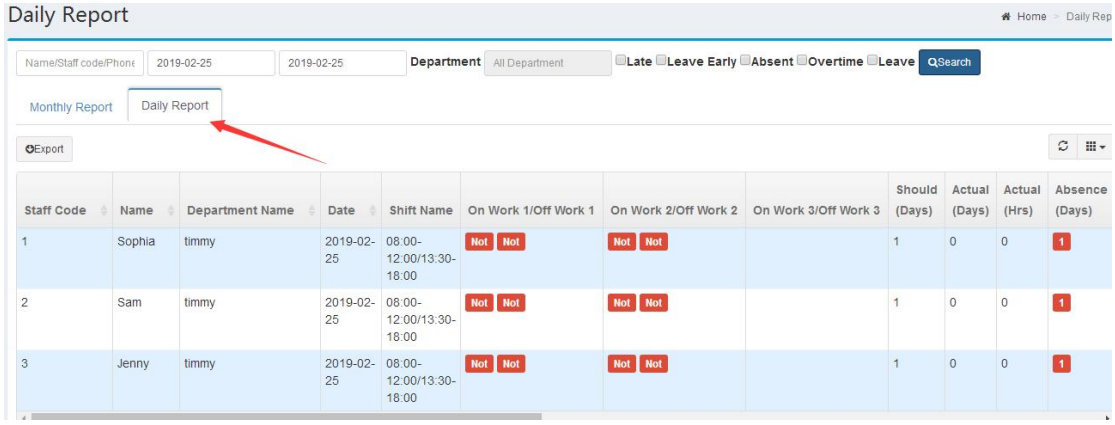
to batch regenerate report or chick 

to regenerate report for all staff.



- Daily Report

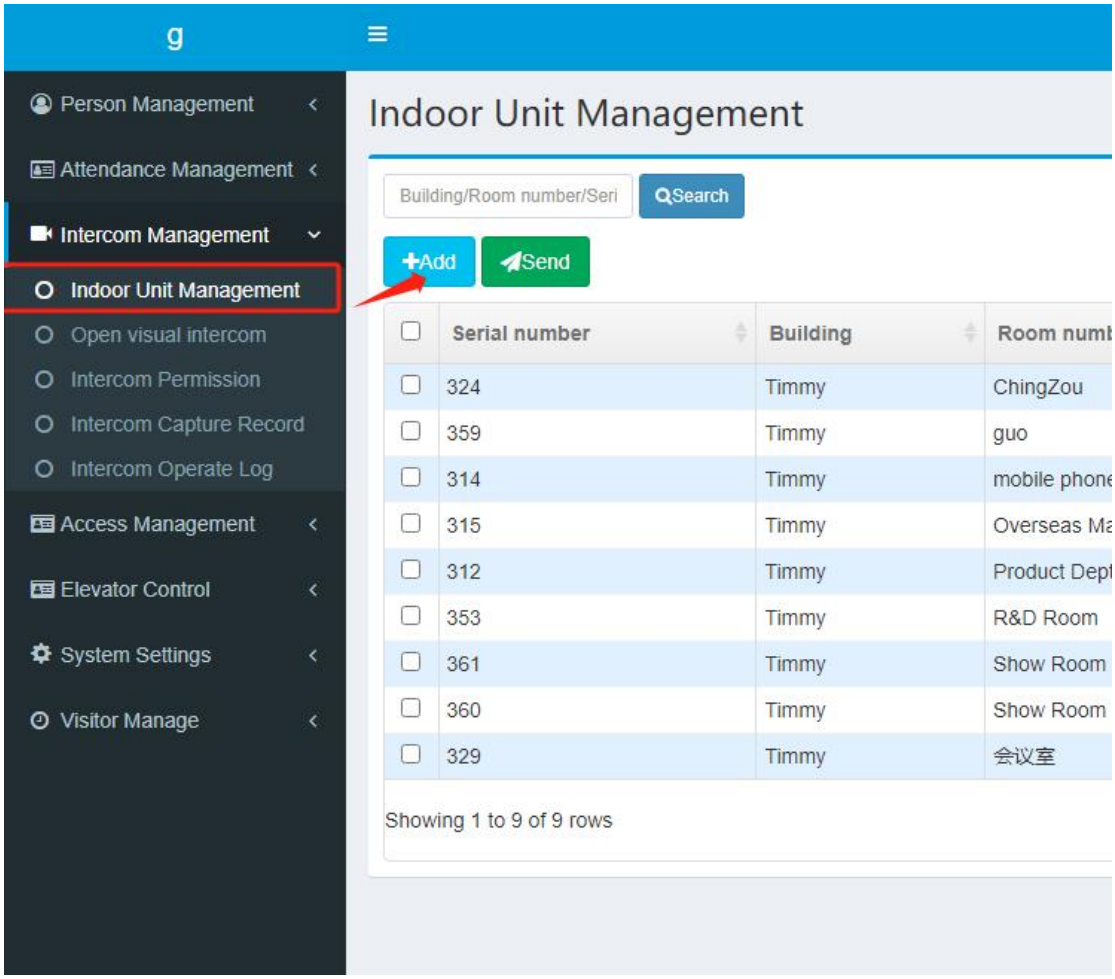
Click staff name in monthly report list to turn to daily report page,It shows the staff's daily report for today . view and modify staff shifts, regenerate attendance reports, excel export can be performed in this page.



4 Intercom management

4.1 Indoor Unit Management

Intercom management>indoor unit management>add indoor unit

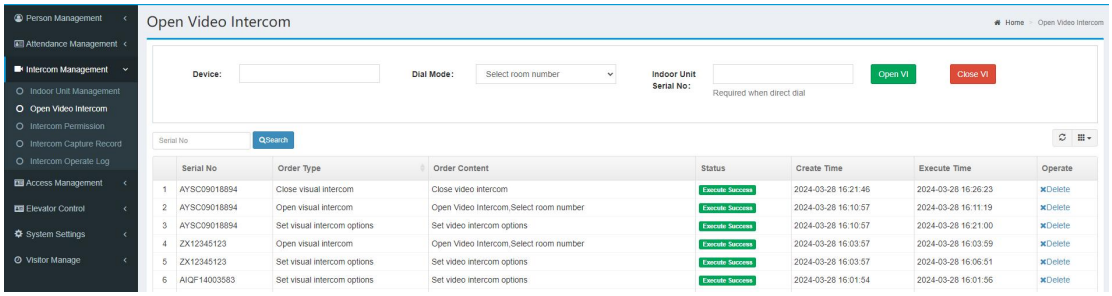


You can enter the mobile phone number in the input box of the indoor unit serial number.

Check the indoor unit serial number: Indoor unit APP - Settings - About device

4.2 Open Video Intercom

Intercom Management > Open Video Intercom. Select the device to enable video intercom (if you click the input box and there is no device to choose from, it may be that the device serial number has not been provided to the supplier's technology)



First,select the Device. Second,select Dial Mode.If you choose the direct dial mode,you should enter the Indoor Unit Serial No.Choose other modes, no need to fill in.Finally，click the “Open VI”button.

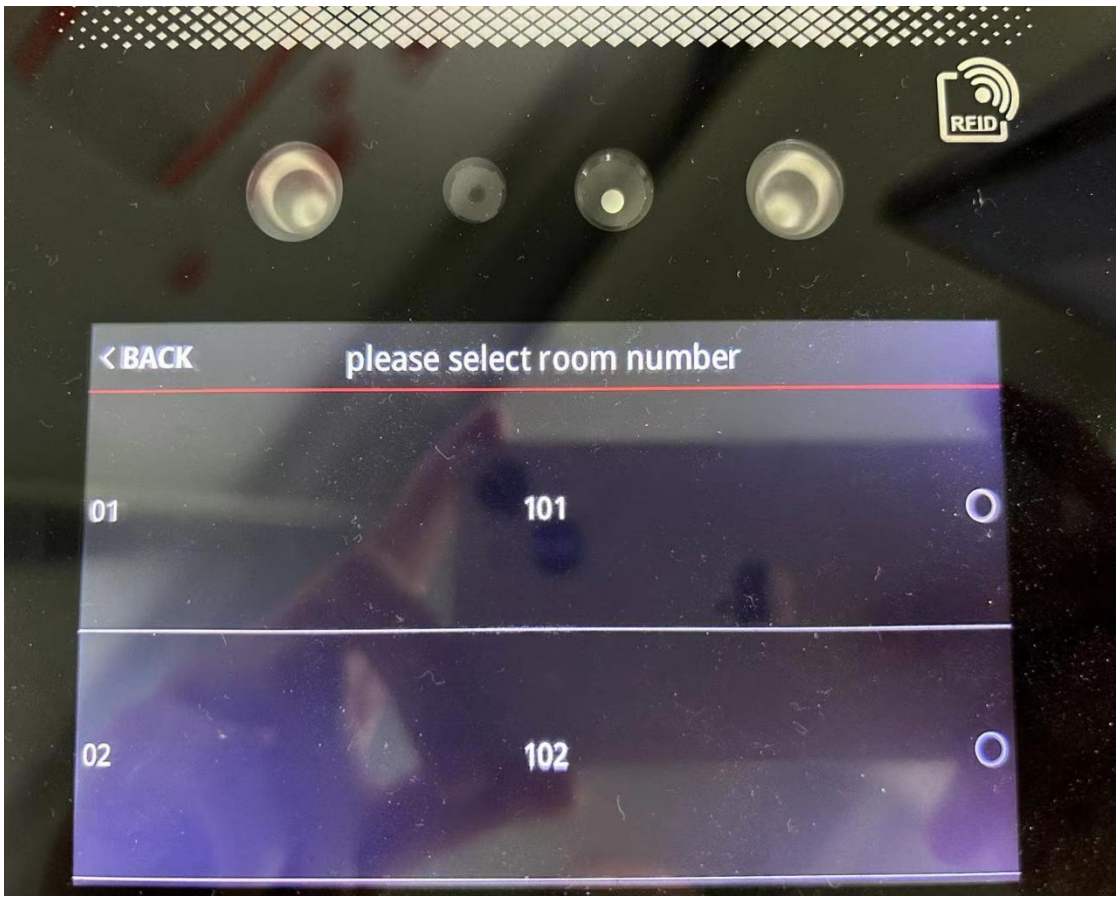
Then, refresh this page to view the order execution status.

There are three dialing modes: direct dial ,select room number and input room number.

(1)Direct Dial

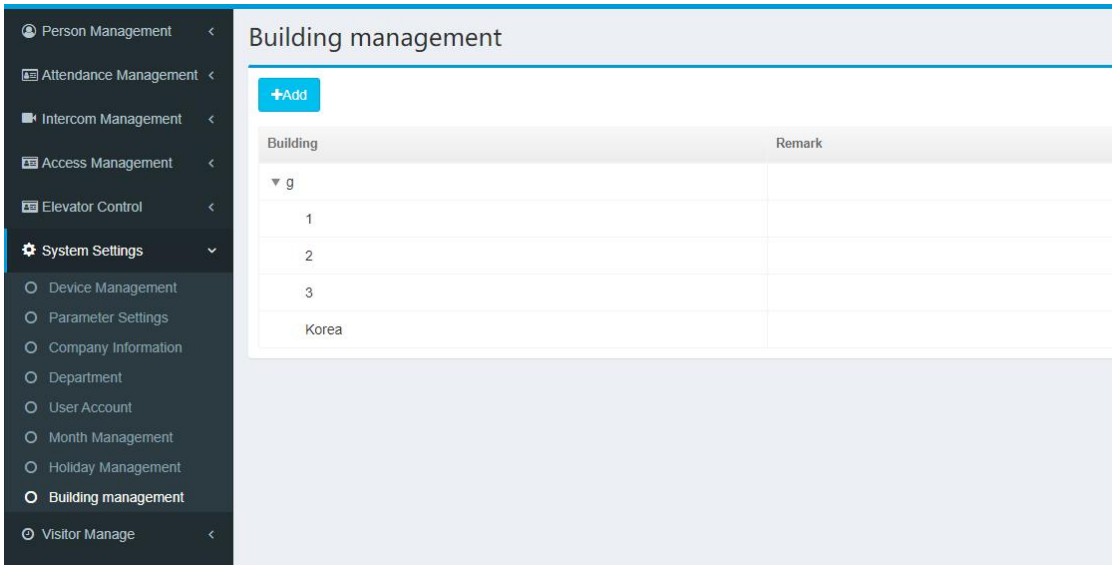
Select ‘Direct Dial’ mode，you need to enter indoor unit serial no in the input box. Then click the “Open VI” button . Then, when you dial on the face machine, you will be dialed directly to the indoor unit you just set.

(2)Select room number: After setting this mode, you only need to manually select the room number you want to call on the dev.



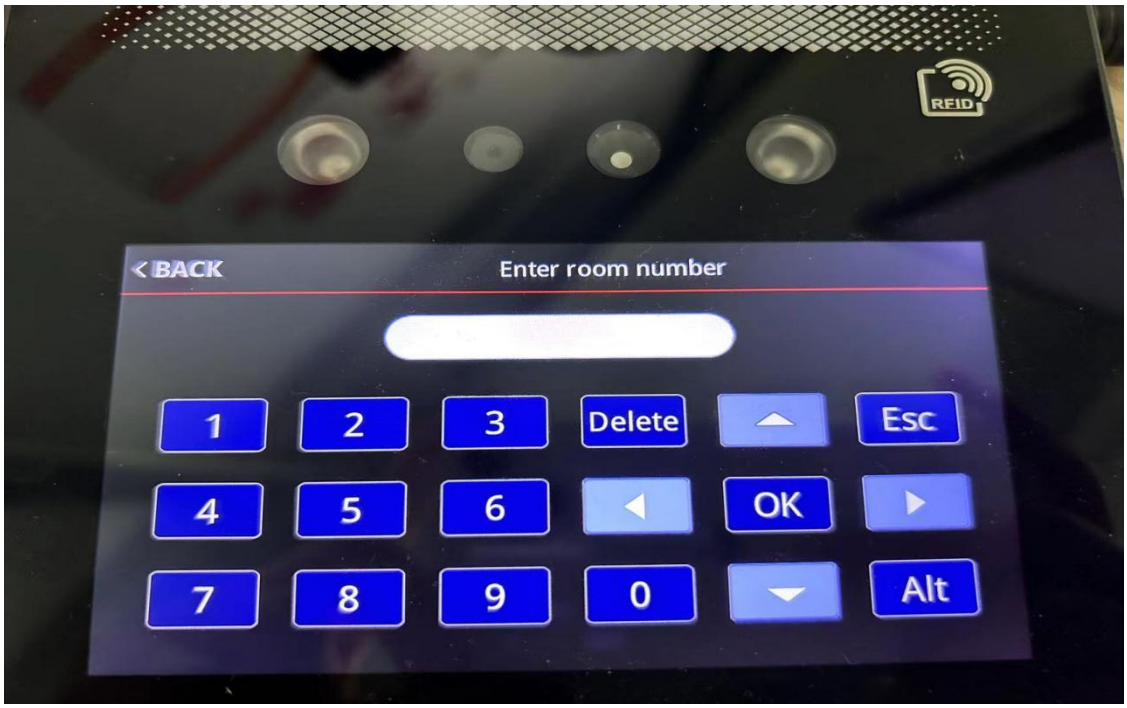
Which building the facial recognition machine belongs to will send the indoor units of this building to the facial recognition machine. For example, the facial recognition machine belongs to Building 1. After this mode is enabled, the indoor computer room number of Building 1 will be issued to this facial recognition machine. The facial recognition machine belongs to Building 1 and Building 2. After this mode is enabled, the indoor computer room numbers of Building 1 and Building 2 will be issued to this facial recognition machine.

You can add building in “Building management” page.

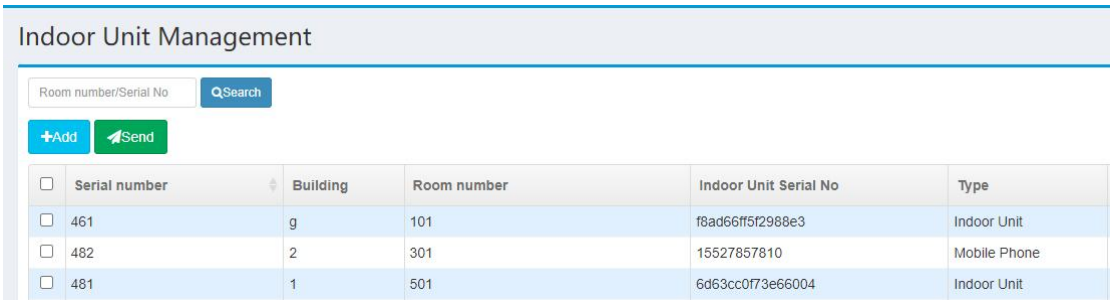


You need to log in to the APP with the mobile phone number corresponding to the room number (if it is an indoor unit, you need to connect the indoor unit to the cloud), and then make a call, otherwise the machine will prompt "The called person is not online."

（3）input room number



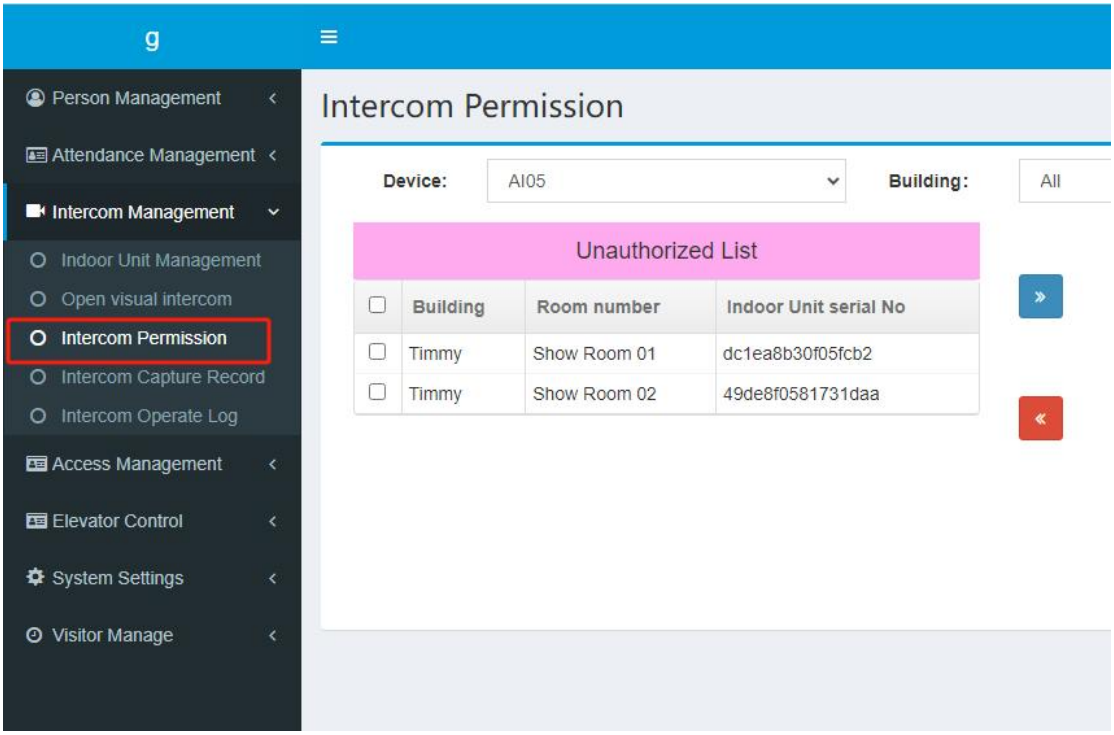
Enter the room number on the machine and click "OK" to dial the corresponding mobile phone or indoor unit.



Take the above picture as an example, if you enter 101, you will call the indoor unit "f8ad66ff5f2988e3"; if you enter 301, you will call the mobile phone that uses the account 15527857810 to log in to the app.

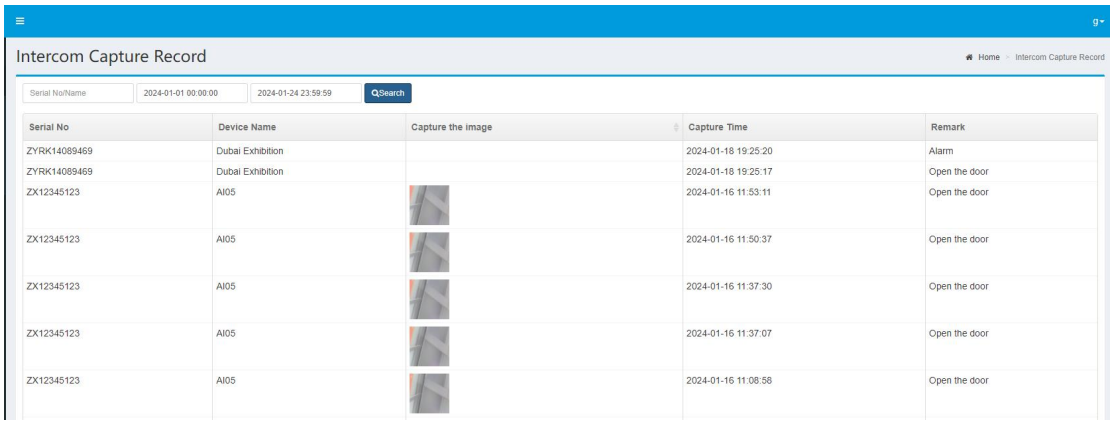
4.3 Intercom Permission

Click Intercom Management and Intercom Permission to authorize. After selecting the device, add the indoor unit to the authorized list on the right.



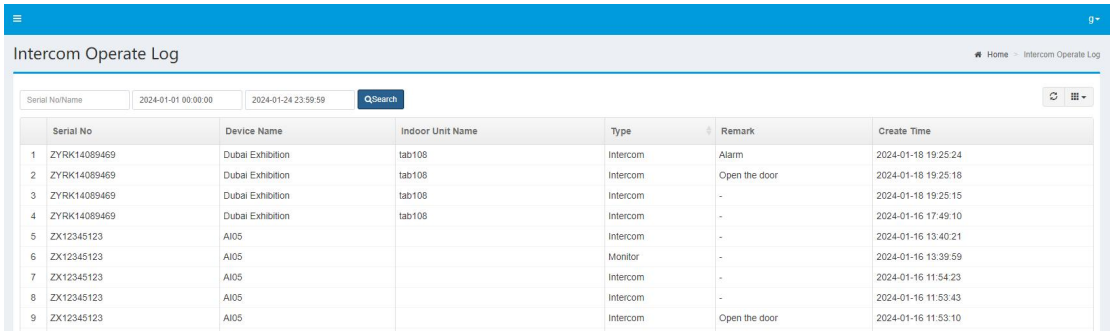
4.4 Intercom Capture Record

If the photo saving function is turned on on the machine, a photo will be captured when the door is opened or the alarm is called.



4.5 Intercom Operate Log

You can view the intercom and monitoring records of the face machine



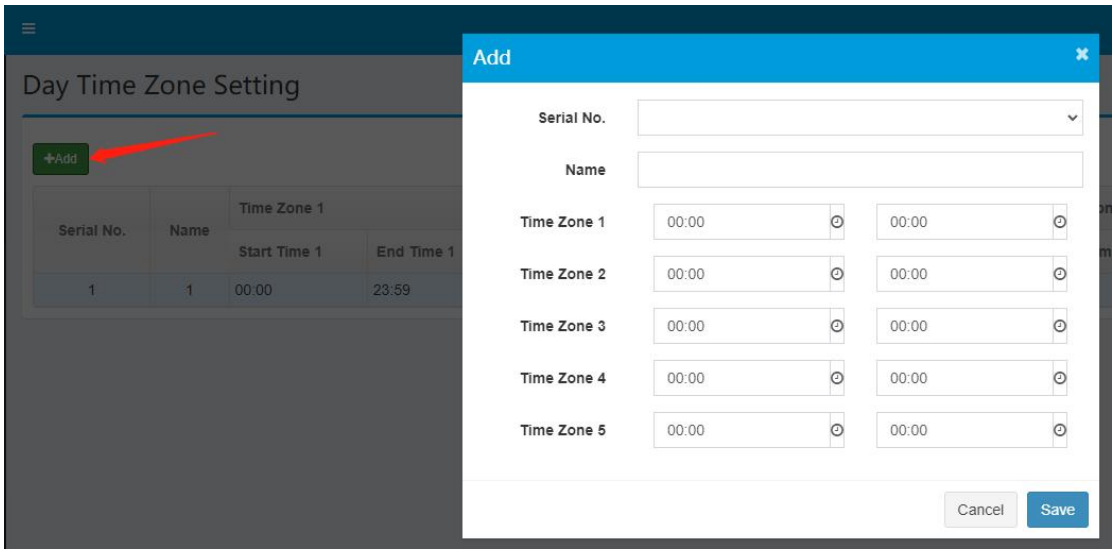
5 Access management

5.1 Day Time Zone

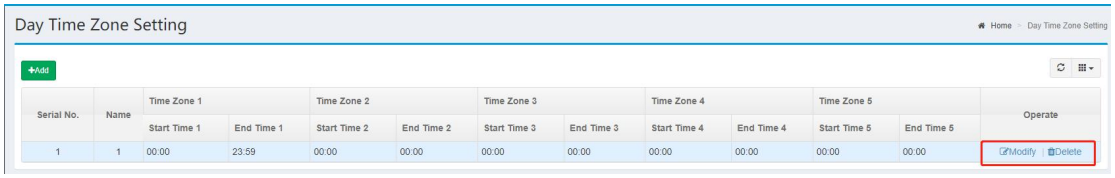
Set up day time zone for device

【Steps】：

1）click ‘Add’, it will pop up a window, input day time zone number and name and then set valid time zones for opening the door, up to 5 time zones a day



2）Click Modify, can change time zone settings, click Delete to delete this time zone

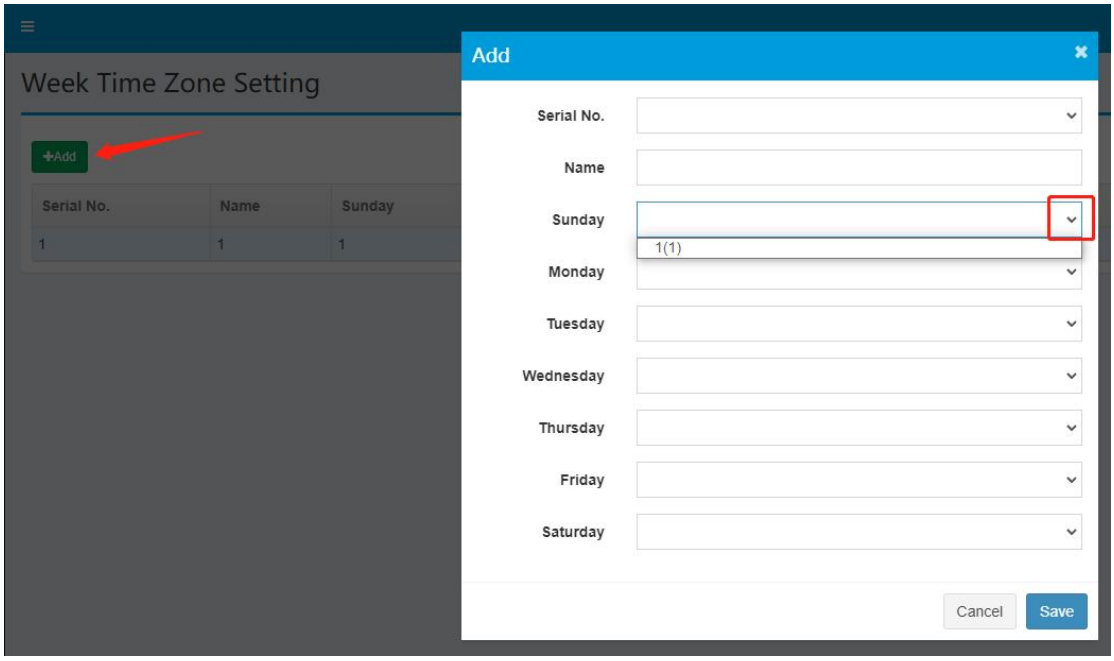


5.2 Week time zone

Select the day time zone number to be applied every day by week

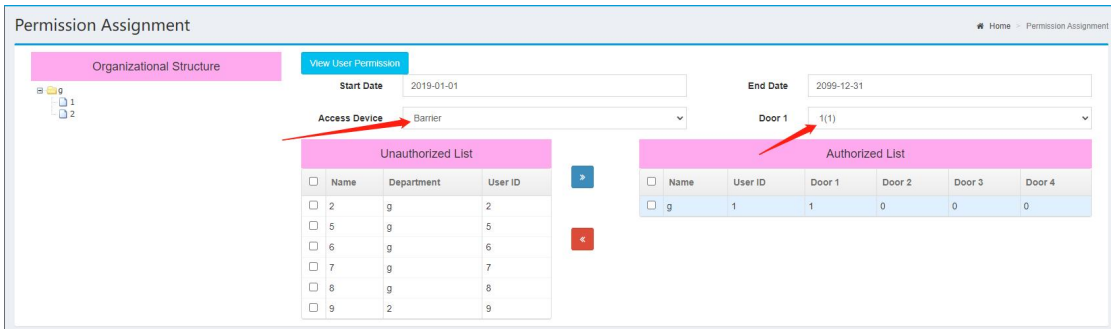
【Steps】：

1） click ‘Add’ , it will pop up a window, input week time zone number and name and then select day time zone to be applied every day by week



5.3 Access Permission

Used to set users' door opening permissions, namely: When does an user has permission to open the door on a certain device



In left side, select the department, and the users will be shown in ‘Unauthorized List’;

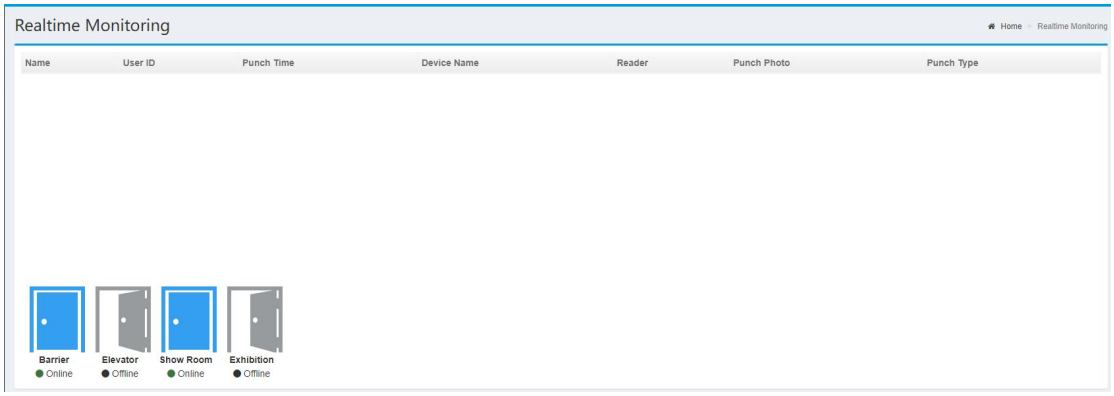
Then select the effective date that these users have permission to open door, and which device to apply to, and which time zone to apply.

NOTE: ‘Door 1’ area should set the week time zone that we set up in previous step

Then select users to right box(Authorized List) to apply above settings, and if device is online status, this settings will be uploaded to device automatically

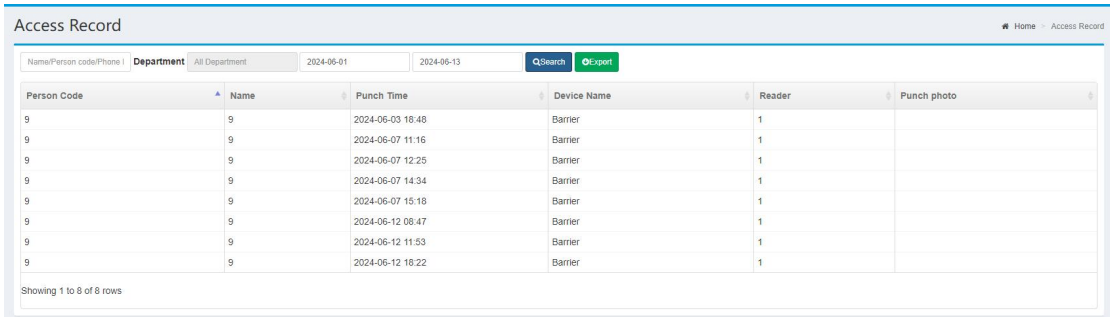
5.4 Realtime Monitoring

Realtime records will be displayed here



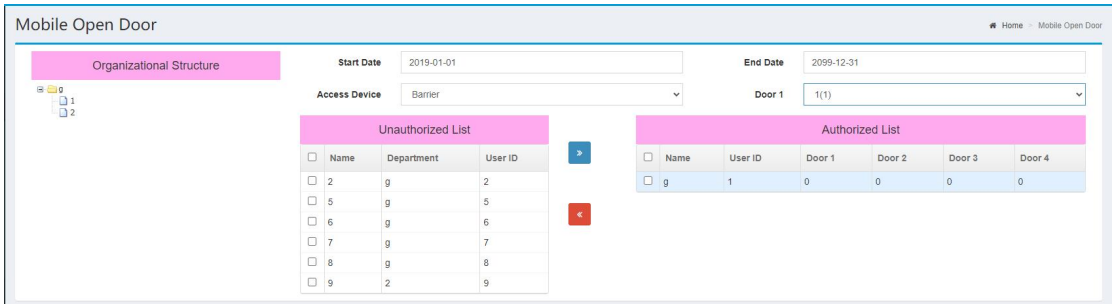
5.5 Access Record

Query access control records



5.6 Mobile open door

We provide matched mobile app, can open door remotely via mobile app, if you need to use this function, Please contact us to add mobile app open door menu for your account firstly



In left side, select the department, and the users will be shown in ‘Unauthorized List’;

Then select the effective date that these users have permission to open door, and which device to apply to, and which time zone to apply.

NOTE: ‘Door 1’ area should set the week time zone that we set up in previous step

Then select users to right box(Authorized List) to apply above settings, and if device is online status, this settings will be uploaded to device automatically

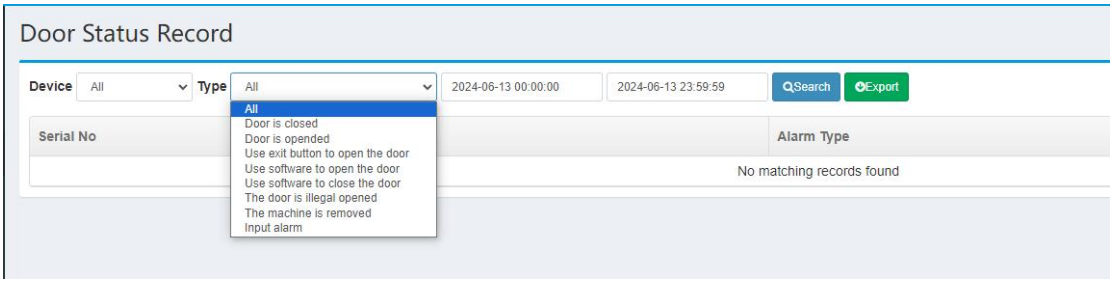
Only when user has permission to open door, then when they login mobile app they can open door remotely during effective period, different users have different account, and above how to enable app function for users, please refer to Chapter 3.1 Enable/disable app

5.7 Open door record

Query the record of using the mobile app to open the door

5.8 Door status record

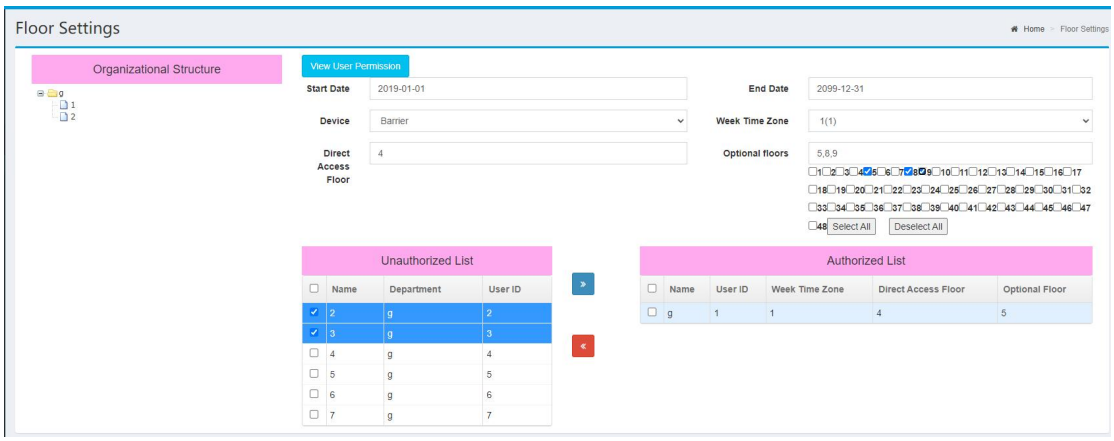
Query all kinds of abnormal door opening or alarm records



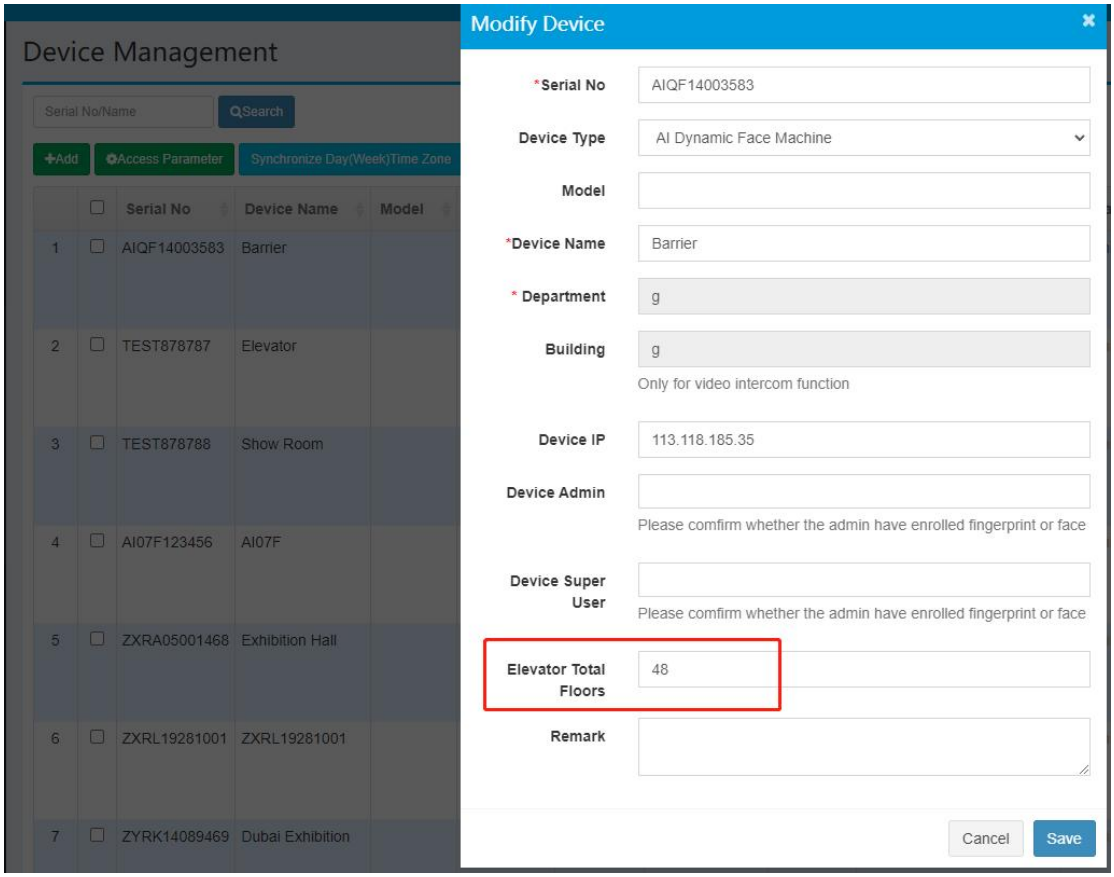
6 Elevator Control

6.1 Floor Settings

Select the device, select the person to be authorized, set the direct floor and optional floor, and then click  to authorize.



The default maximum optional floor is 16 floors.Elevator Total Floors can be set in the device management.

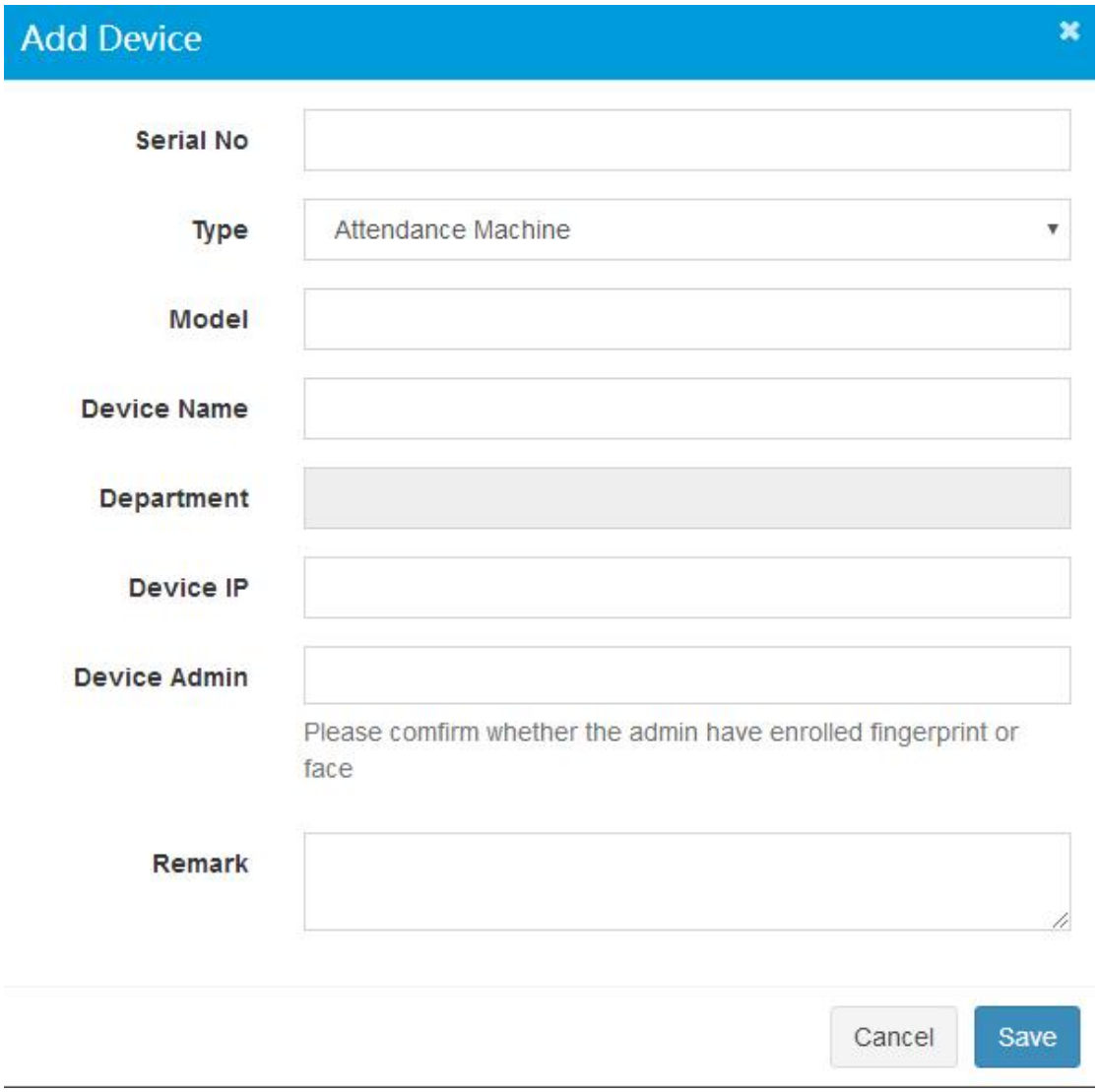


7 System Settings

7.1 Device Management

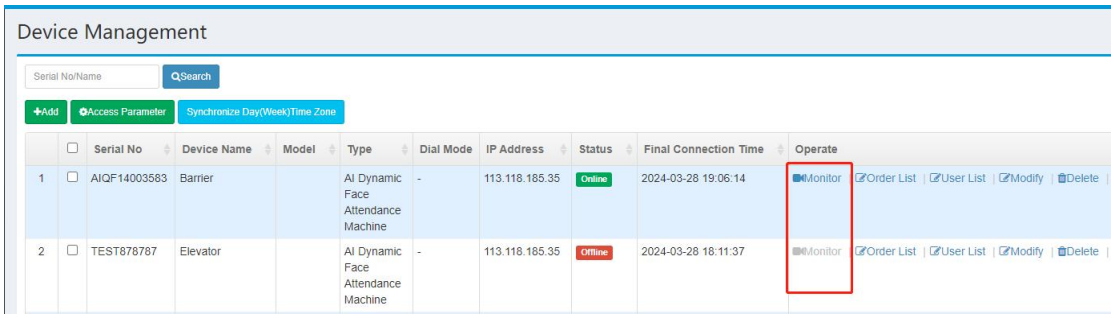
System Settings>Device Management,enter device list page,you can add/modify device、

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

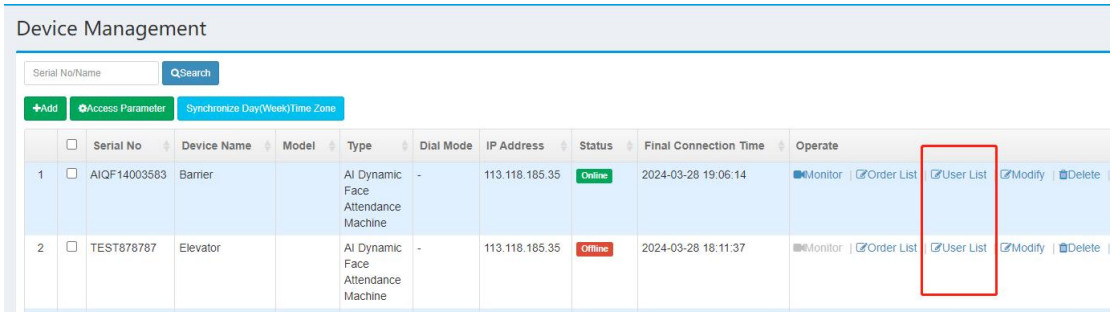


Enter device information then click【Save】

Note：①The Serial No is unique,not allowed to repeat registration；②After add completed, staff of the department to which device belongs are automatically send to corresponding device.If the machine does not select the department,all staff will be sent to device by default.



For devices that have turned on the video intercom function and are online, you can click the "Monitor" button to view the video.

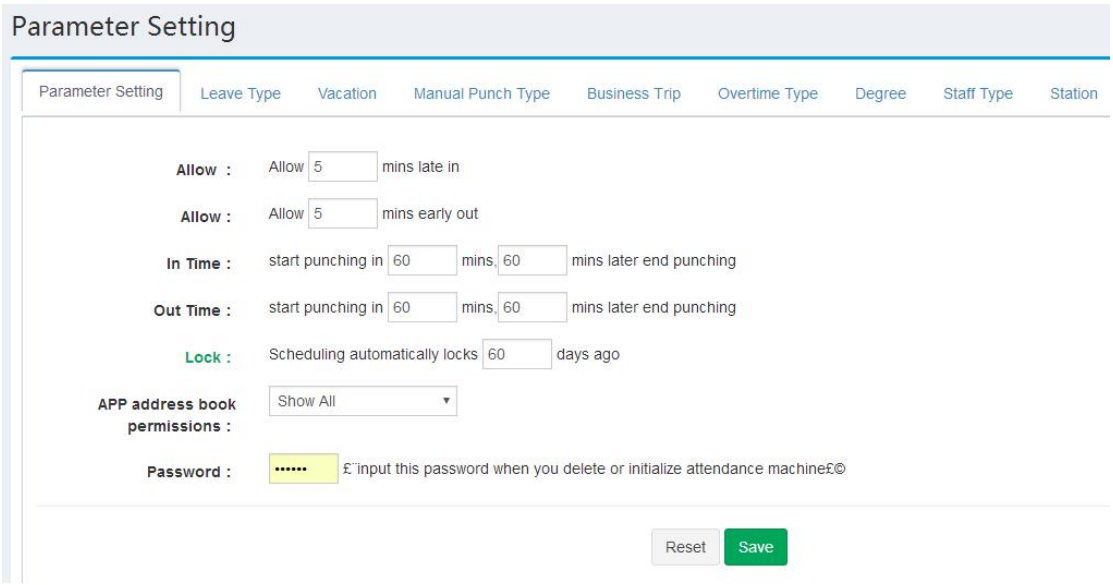


Click the "User List" button to view the person information registered on the machine.

7.2 Parameter Settings

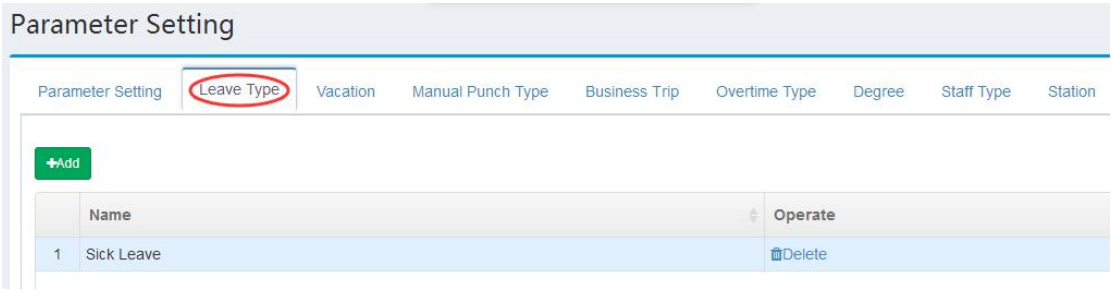
- Parameter Settings

System Settings>Parameter Settings,enter parameter setting page to set attendance parameter then click 【Save】.



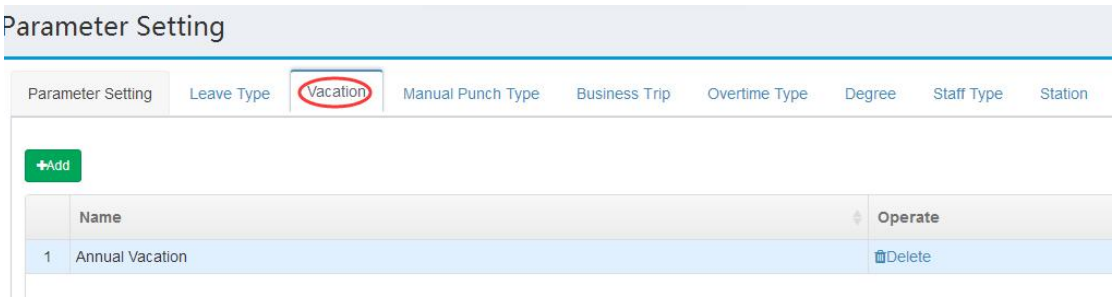
- Leave Type

System Settings>Parameter Settings>Leave Type,add or delete leave type can be performed in this page.



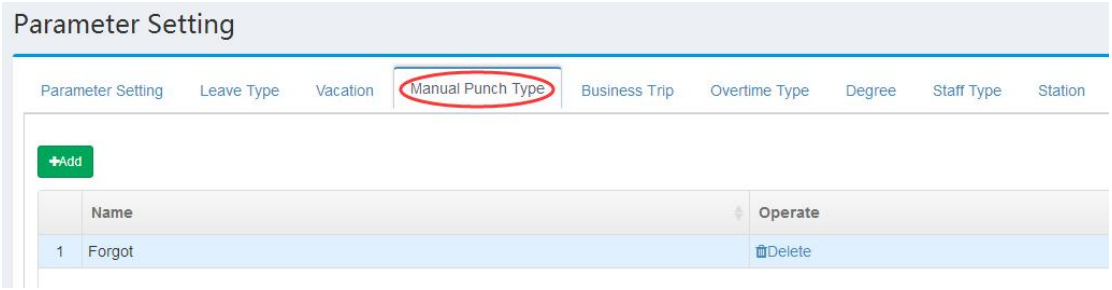
- Vacation

System Settings>Parameter Settings>Vacation,add or delete vacation can be performed in this page.



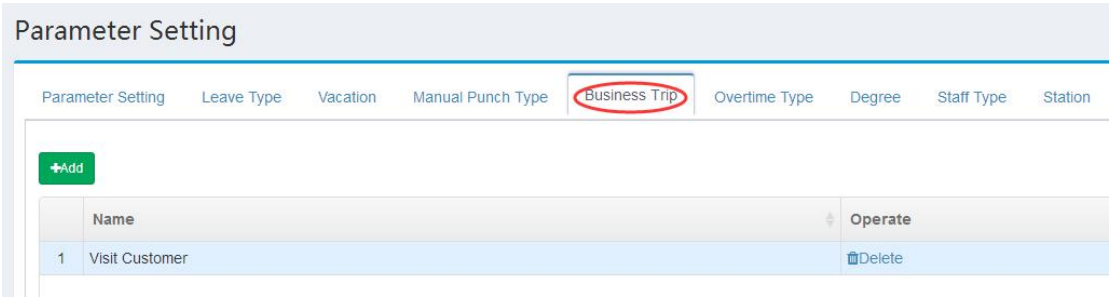
- Manual Punch Type

System Settings>Parameter Settings>Manual Punch Type,add or delete manual punch type can be performed in this page.



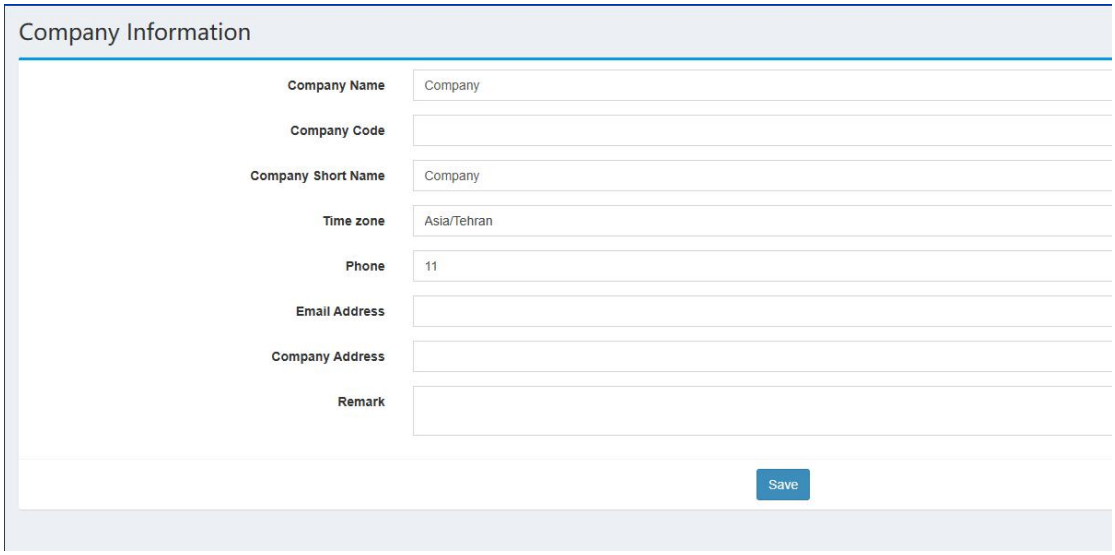
- Business Type

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



7.3 Company Information

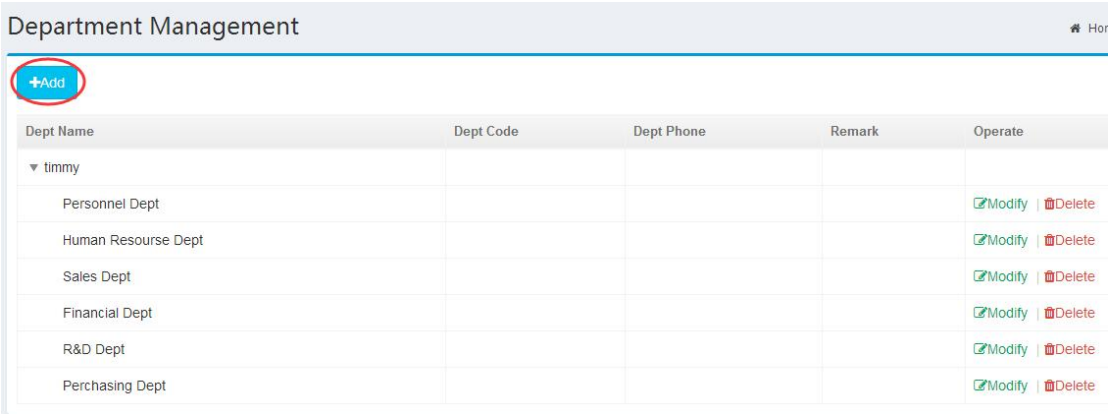
System Settings>Company Information,modify company info then click【Save】.

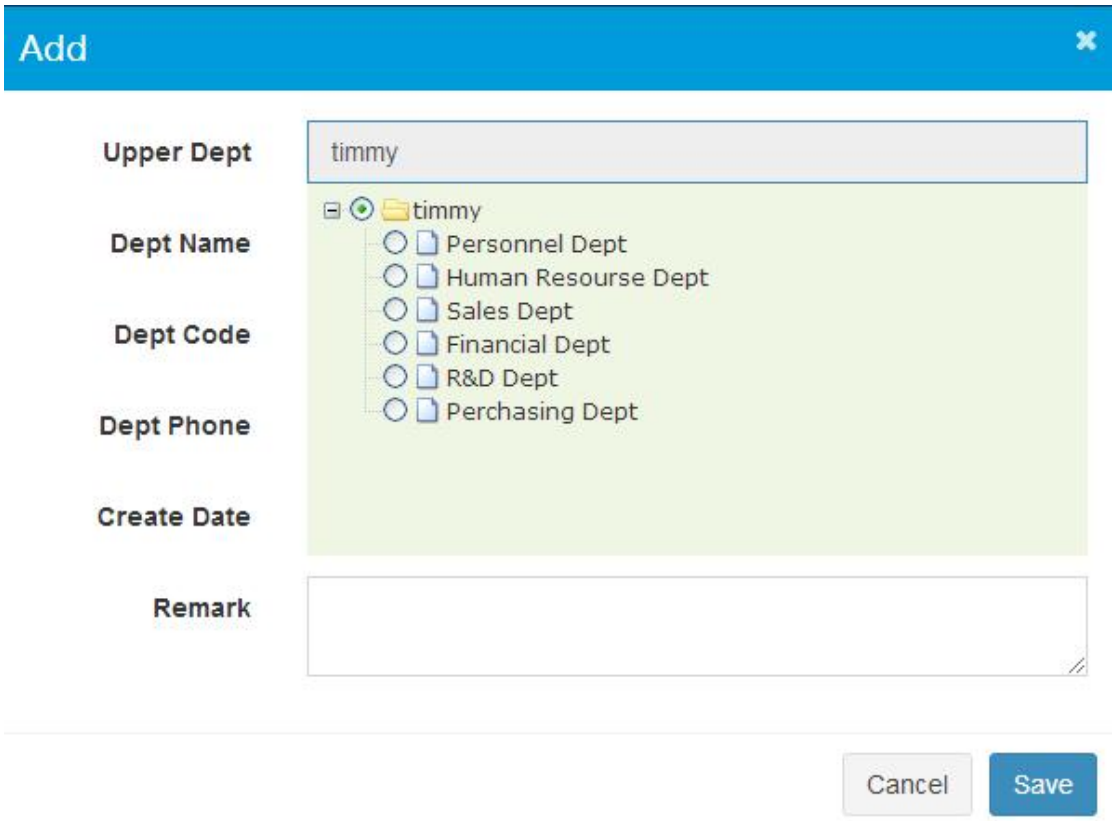


7.4 Department

System Settings>Department,click  to add department ,then click  to modify dept info ,click  to delete dept in operate column.In add department page ,select upper department to add it's inferior department.

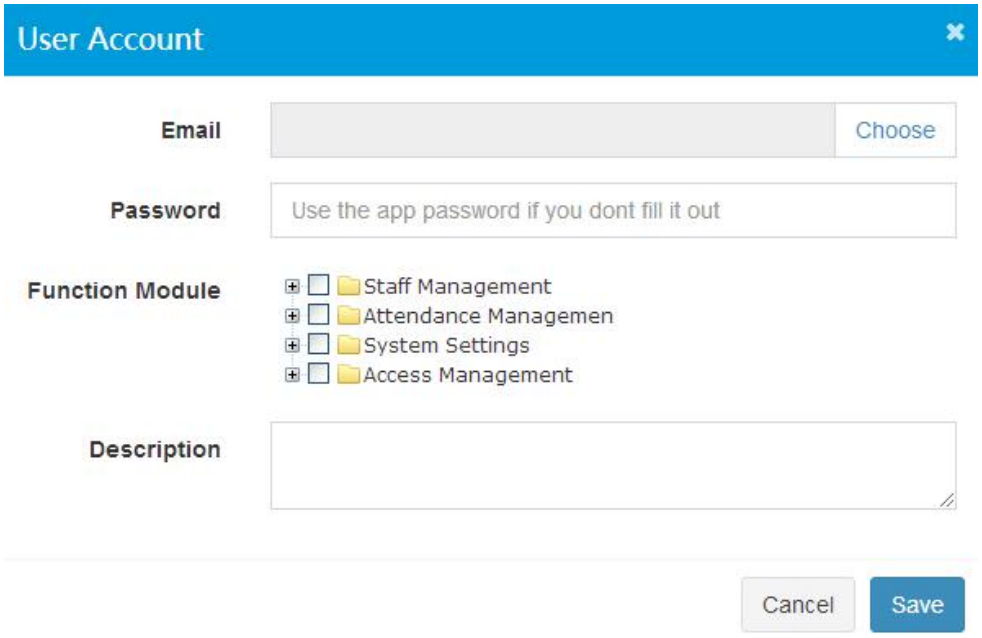
Note：Duplicate department names are not allowed under the same node.





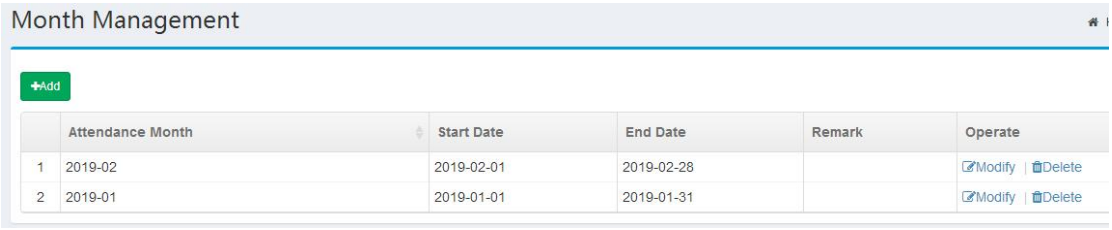
7.5 User Account

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



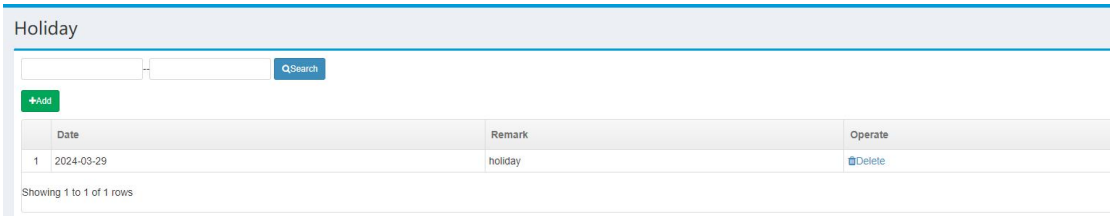
7.6 Month Management

System Settings>Month Management,Add attendance month and define start date and end date for this month can be performed in this page.



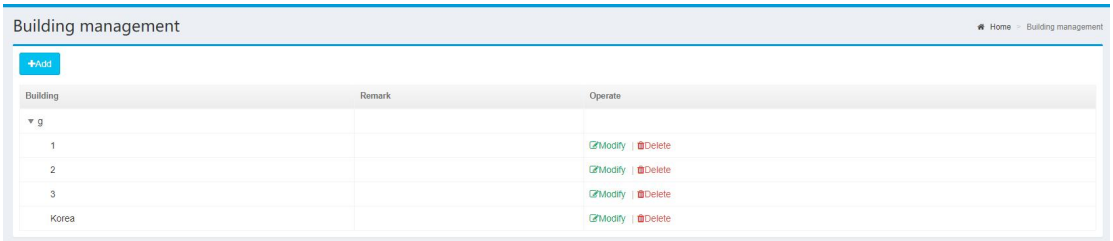
7.7 Holiday Management

System Settings>Holiday Management,Add start date and end date can be performed in this page.



7.8 Building Management

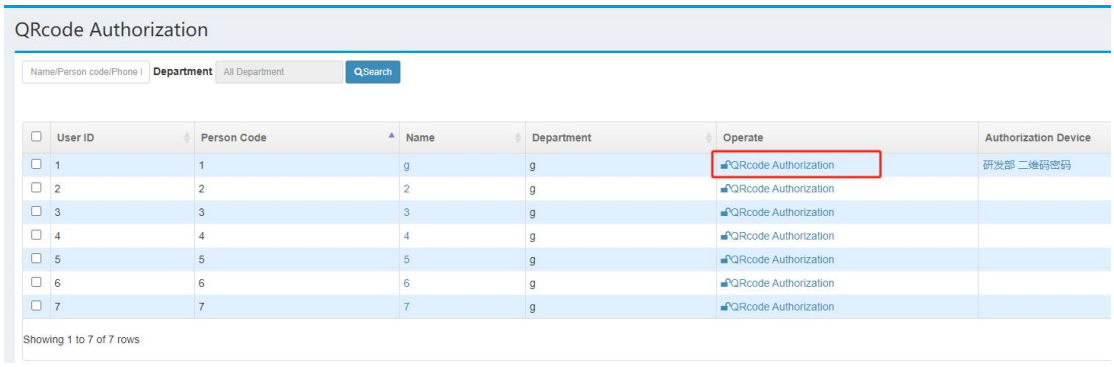
System Settings>Building Management,Add building can be performed in this page.



8 Visitor Manage

Note: If you need to use this function, please enable visitor QRcode function in device-system-general-visitor QRcode, set it to 'yes' . And for now this function is only suitable for our dynamic face device

8.1 QRcode Authorization

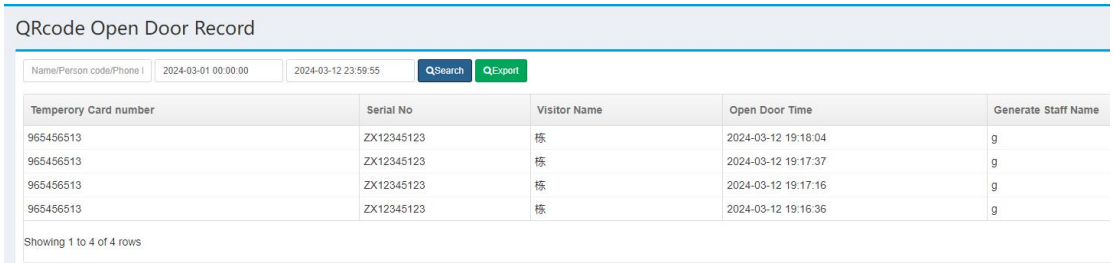




In this part, please select user then do QRcode authorization, then select device that user can generate QRcode in mobile app (Note:If you want to use this function, don't forget enabling app function for corresponding users, otherwise, they cannot login app to generate QRcode, pls refer to Chapter 3.1)

8.2 QRcode open door records

In this part, it will show the QRcode scanning records , who use this QRcode and used in which device and who generate this QRcode



8.3 QRcode generation records

On this page, it shows QRcode generation records, Who generate QRcode for whom in which device

