



iAttendance User Guide

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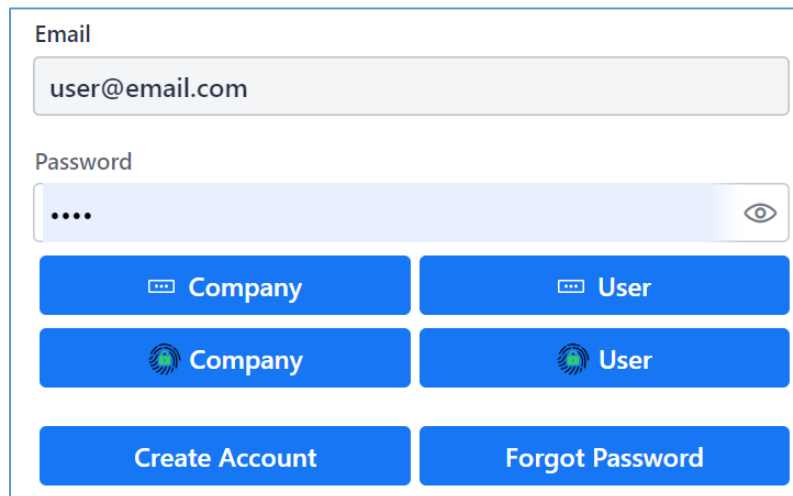
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1. Introduction

iAttendance is a tool that lets companies and organizations to check-in their staff and guests by utilizing their phones and tablets' built-in peripherals such as fingerprint scanner, camera and GPS.

Organizations will create a QR code at an appropriate check-in spot such as gates, reception desks. Their guests or staff will scan this QR code with their phone in order to report their arrival or departure. This is done on the user's end by using a QR scanner application, or their camera application if QR is supported.



The screenshot shows a login interface with the following elements:

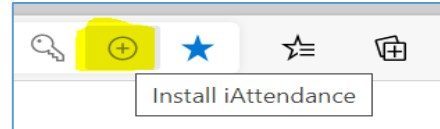
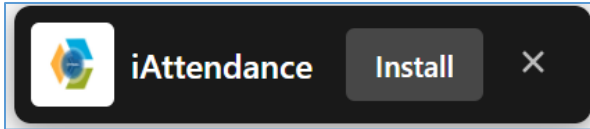
- Email:** A text input field containing "user@email.com".
- Password:** A text input field with masked characters (dots) and a visibility icon (eye).
- Login Options:** Two columns of buttons. The left column has a "Company" button with a fingerprint icon. The right column has a "User" button with a fingerprint icon.
- Account Management:** Two buttons at the bottom: "Create Account" and "Forgot Password".

Notes:

- ❖ For the iAttendance application to be usable, user's device must allow access to GPS (mandatory) and Camera (optional).
- ❖ When operating, iAttendance application will collector information on your location to serve the check-in/check-out process. We will only collect this data when you are in the process of checking-in or checking-out.
- ❖ We do not store user's biometric information on our server. User's biometric information is stored by the user's device.
- ❖ On Windows and Android, iAttendance application works best on Chromium-based browsers such as Google Chrome or Microsoft Edge.
- ❖ For iPhone and iPad users, fingerprint scanning is only supported since iOS 14, iPadOS 14 (planned release in 9/2020).

1.1 Installation

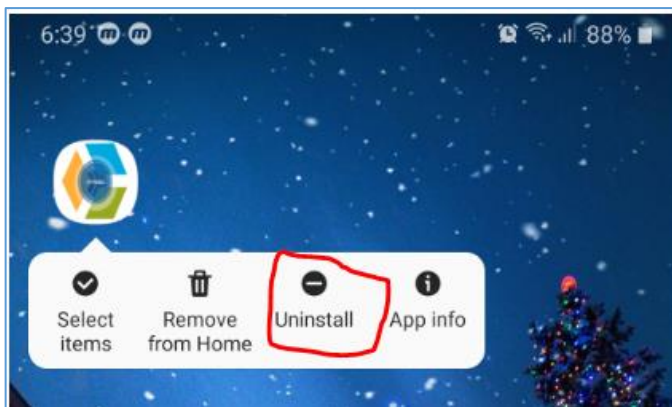
- ❖ The user can install the iAttendance application when they visit our website www.iattendance.co. Click on the install button the pop-up notification, or on the plus (+) button next to the browser's URL bar:



After a successful installation, a new icon will show up as following (on Android OS):



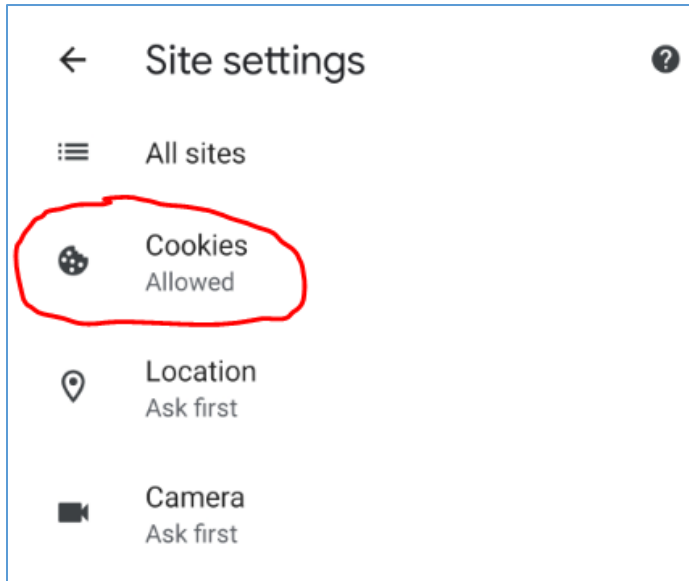
Uninstall application (Android OS):



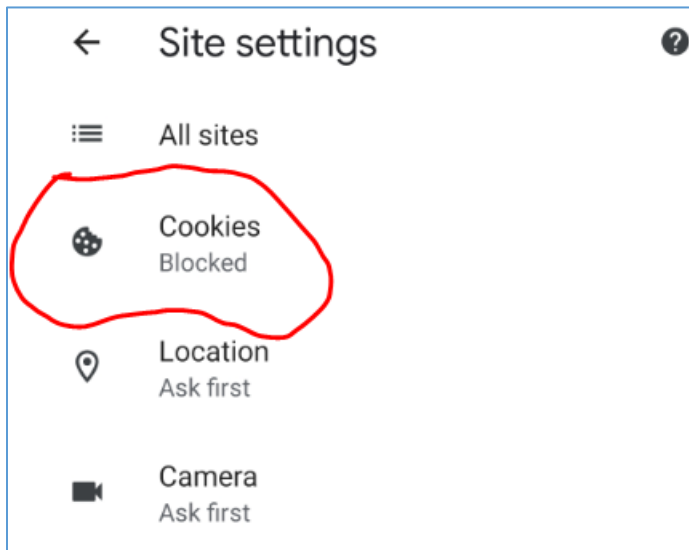
1.2 Allow Cookies

The iAttendance application only works if user's browser allows cookies from www.iattendance.co.

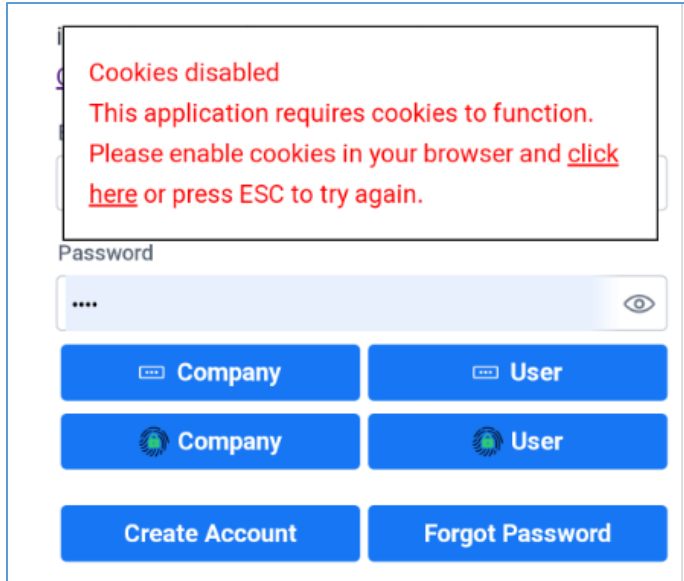
Depending on the browser, there are different ways to configure to allow cookies. Below is an example for Google Chrome on Android:



If cookies are blocked the application will report errors.



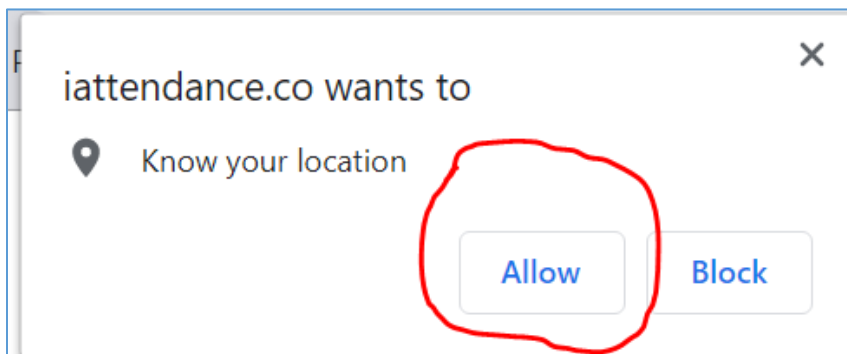
The application will ask you to allow cookies:



1.3 Allow GPS Access

When operating, iAttendance application will require information on the user's exact location. Please allow this, otherwise the application will not work.

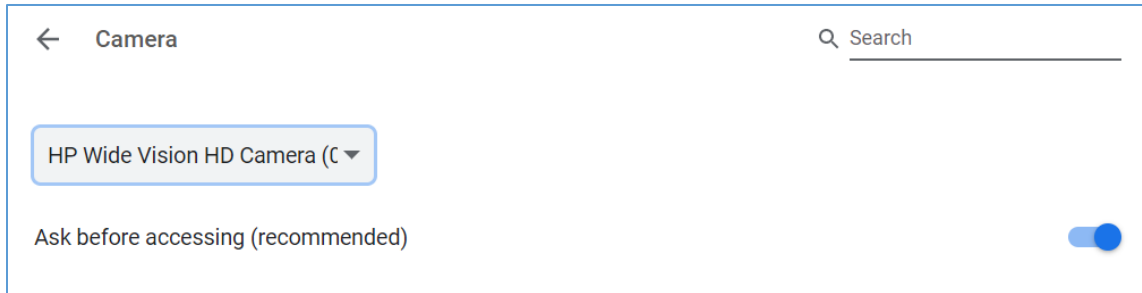
Here's the example of allowing GPS access on Google Chrome:



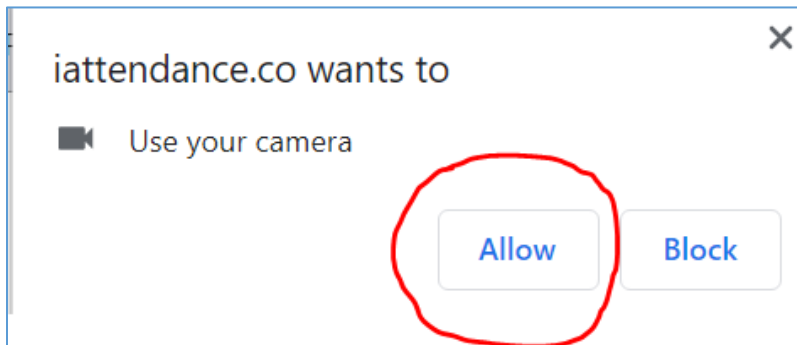
1.4 Allow Camera Access

Some check-in spots may require the user to provide their picture during check-in/check-out. iAttendance application will ask the user for camera access. Please allow this, otherwise the application will not work.

Here's the example of allowing camera access on Google Chrome:

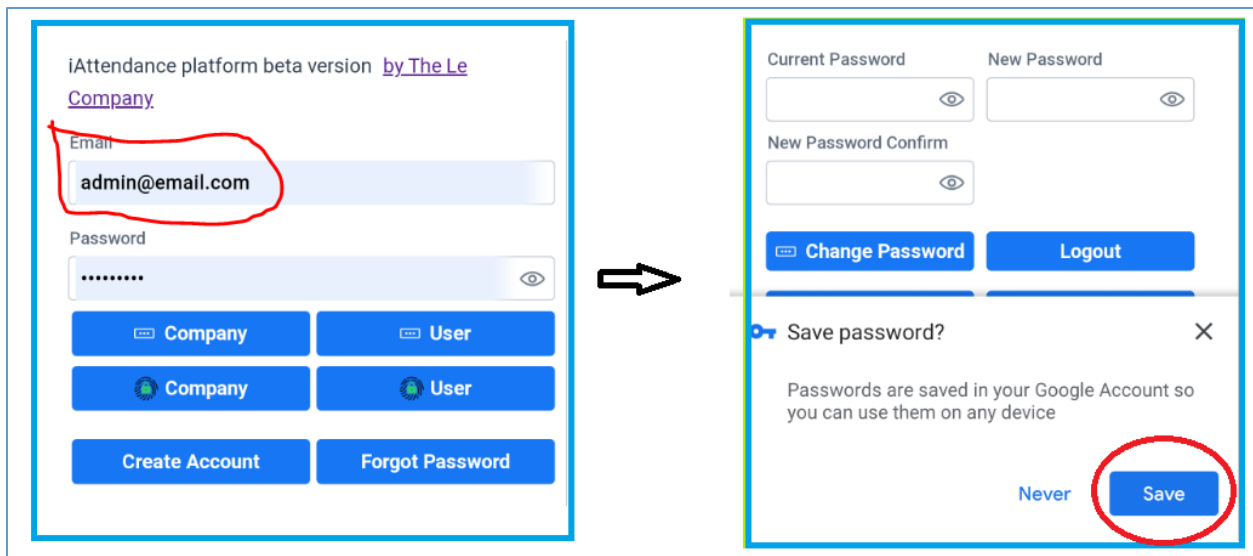


The browser will ask you for camera permission. Please allow it as follow:

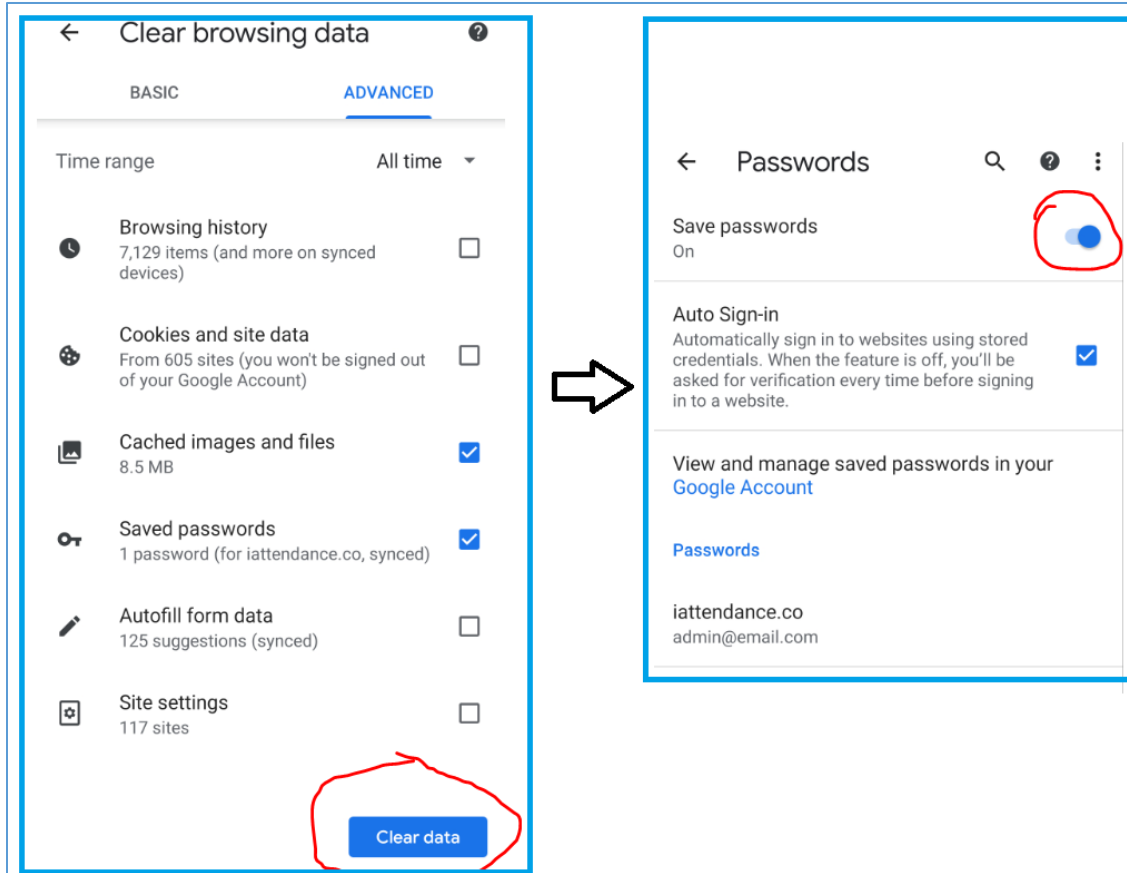


1.5 Saving login information

For a faster login process, the user should save their login information as follow:

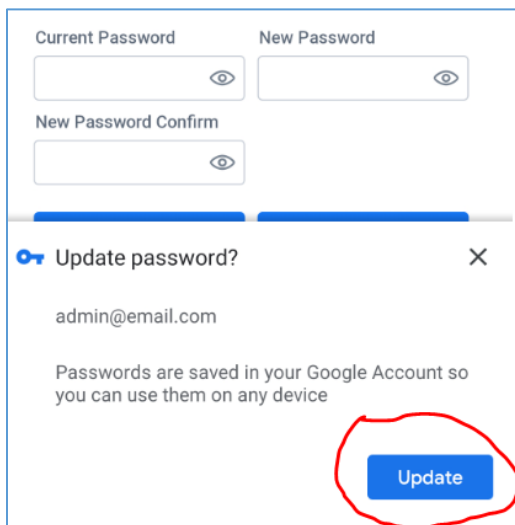


If you choose to never save login information for www.iattendance.co, you may reset this configuration as follow:



Note:

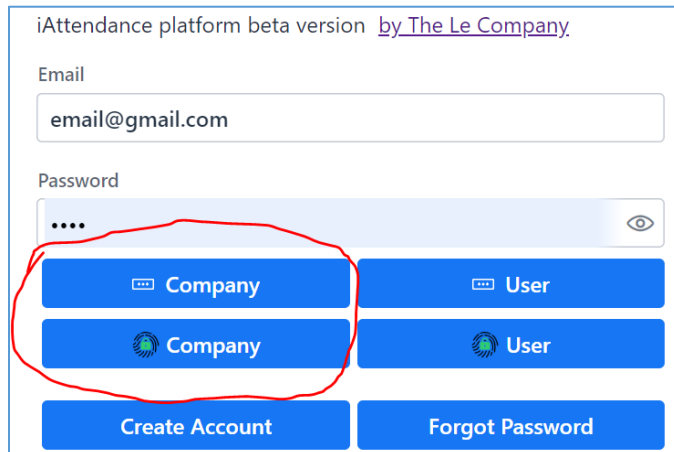
- *If you login using fingerprint and you don't want to save password on the browser, input a random text for password. Then login using your fingerprint, choose "Update" in the following prompt:*



1.6 Administrators, Operators and Users.

Administrator is the person with the rights to manage the users, create QR codes, view, report users' activities. An administrator is also a user. An account may only be the administrator of one organization.

The administrator will login to the organization's administrative page by clicking the **Company** button as below:



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Email
email@gmail.com

Password
.....

Company User

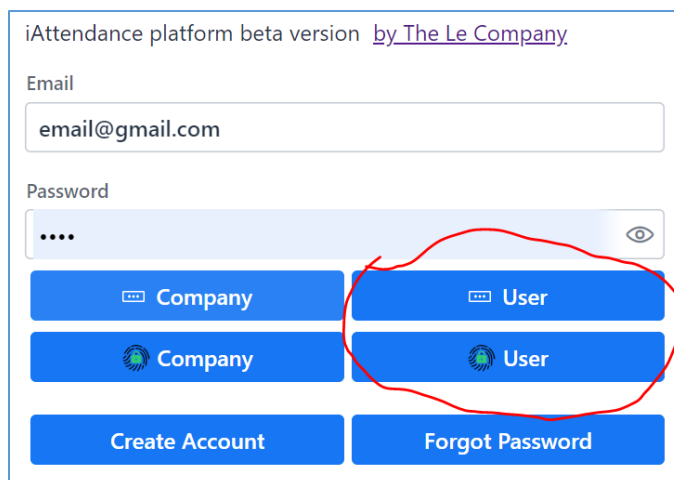
Company User

Create Account Forgot Password

Operator is below Administrator in permissions on what they can do. Operator may login to the organization's administrative page, view, report users' activities, but may not make changes to user accounts. Operator accounts are created by Administrator, *an account can be an Operator of multiple organizations or companies.*

User is the person who make check-ins/check-outs. User accounts are created by an organization's Administrator, see 2.1. An account can be the user of multiple organizations or companies.

User may access their account control page by clicking on **User** button as below:



iAttendance platform beta version [by The Le Company](#)

Email
email@gmail.com

Password
.....

Company **User**

Company **User**

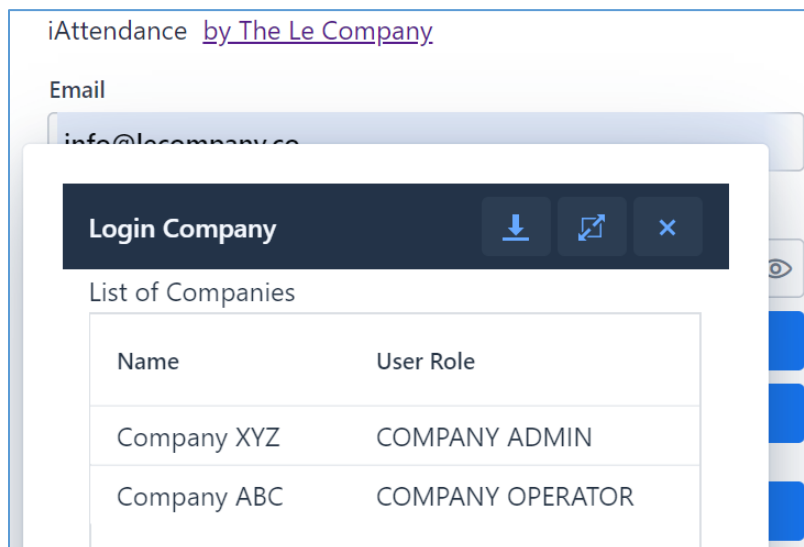
Create Account Forgot Password

An account may have many roles: User of organization A, Operator of organization B, and Administrator of organization C. Login to the user page for details. Below is an example of an account having many different roles in 3 different organizations:

List of organizations

Organization	Company Expire Date	Company User Role	Company User Status
Company XYZ	2020-08-07 17:37:57.0	COMPANY ADMIN	ACTIVATED
Company 123	2020-07-31 00:00:00.0	COMPANY USER	ACTIVATED
Company ABC	2020-07-31 00:00:00.0	COMPANY OPERATOR	ACTIVATED

After logging in company account, a list of all companies this account belongs to will appear. Double-click on the desired company to go to their page.



1.7 Create a New Account for Your Company/ Organization

You only need to create a new account if you are company's admin. Your user need **not** to create a new account. When you add new user to your company, a new account will auto create for that user and an email will be sent to the user for notification. To advise your users to check *Spam/Junk* folder if they cannot receive notification email. Your users are either your staffs or your visitors attending events organized by your company.

Create A New Account

Email

Password

Retype Password

Full Name / Company Name

2. Managing Staff and Guests

After successfully creating and activating their account, a company's Administrator may add, remove, and edit staff's accounts.

2.1 Add, Edit Staff

[Statistics](#)
[User Manager](#)
[QR Manager](#)
[User Information](#)
[Real Time](#)

Email:
 Full Name:
 Address:

Country:
 Phone:
 Company User Role:

Select Password Type:
 Password:

User ID:
 Select Company Group:

Note:

Fill the form as above, then click “**Add new user**” to add new staff to your company. An email will be sent to that staff to provide them with login information.

Company User Role: permissions of this staff.

USER: Regular staff, may only check-in/check-out.

OPERATOR: Below Administrator in permissions on what they can do. Operator may login to the organization’s administrative page, view, report users’ activities, but may not make changes to user accounts.

Select Password Type: Password type for new staff.

Radom password: Randomized password sent to user’s email. New staff will use this password to check-in, check-out.

Set Password:

User ID: Decided by company to identify the user.

Select User Group: Users may be assigned to a group. The group name is created by Administrator. By default, a company has one group “**Unnamed**”. Administrator may create and edit user groups by clicking “**Add user group**”.

Note:

- *When you delete a user group, all users that belong to that group will be deleted from your company. A user may only belong to a group.*
- *When you remove a user from your company, all check-in/check-out history of that user will also be deleted from the system. Please export this history before removing them if you’re not sure.*

Select User Group

▼
Query User Group

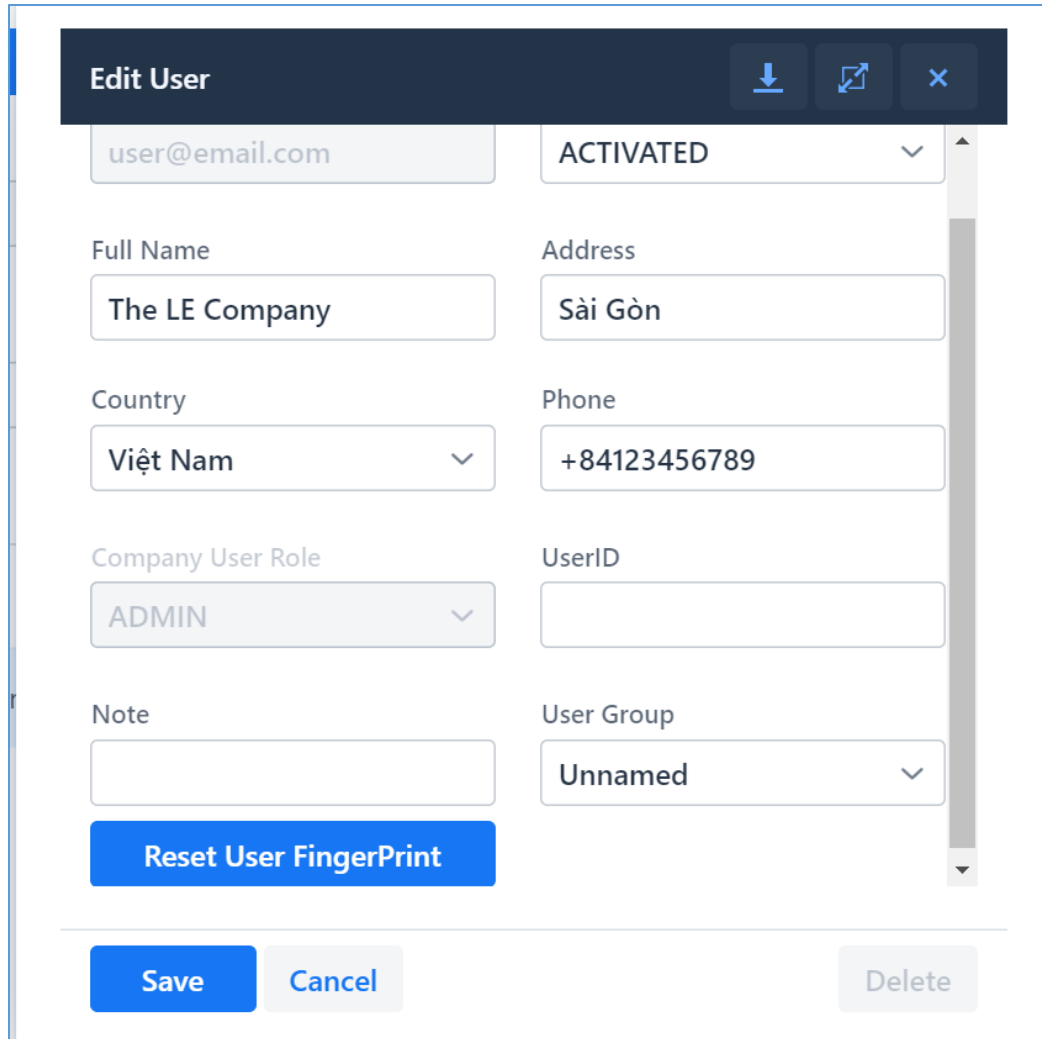
Search User Email

List of users

Email	UserID	Full Name	Address	Country	Phone	Create D
user@email.com	123459876	The LE Company	Sài Gòn	Việt Nam	+84123456789	2020-07
email@gmail.com	123456789	Nhân Viên 1	Sài Gòn	Việt Nam	+8412345	2020-07

To view the list of users, select a User Group and click “**Query User Group**”.

Double-click on a user to remove or edit that user’s information.



Edit User

user@email.com ACTIVATED

Full Name: The LE Company Address: Sài Gòn

Country: Việt Nam Phone: +84123456789

Company User Role: ADMIN UserID:

Note: User Group: Unnamed

Reset User FingerPrint

Save **Cancel** **Delete**

“Reset User Fingerprint”: This button will delete user’s information associated with their fingerprint on our server. So, the user can register a new fingerprint (see 2.3).

2.2 Fingerprint Login


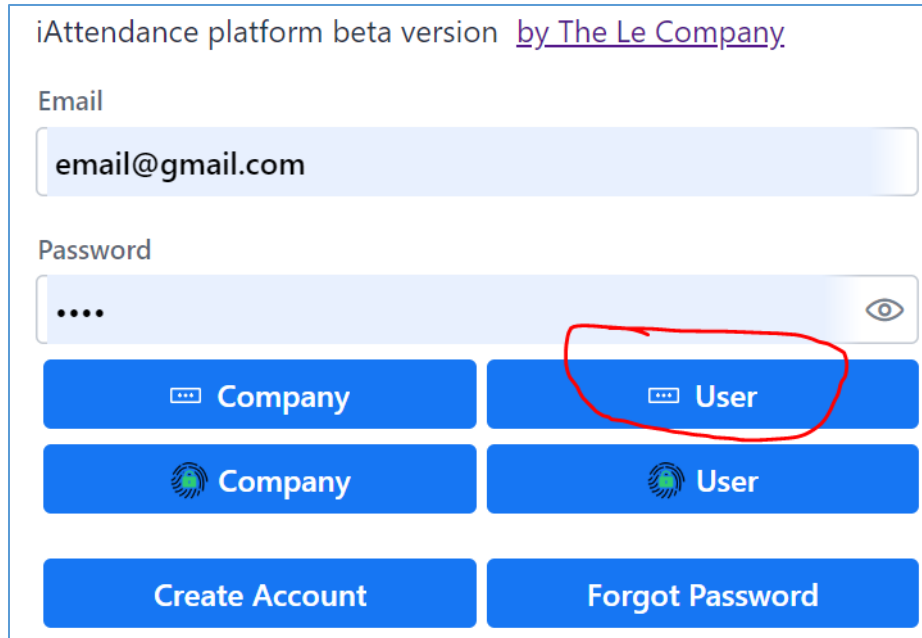
User’s device (phone, tablet...) must activate Fingerprint Unlock feature, this is required. In Windows, you need enable “Windows Hello”

Administrator or staff may login to their account using fingerprint. First login to user account using password, click on **“User”** as below to login to user account:


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Email




Password

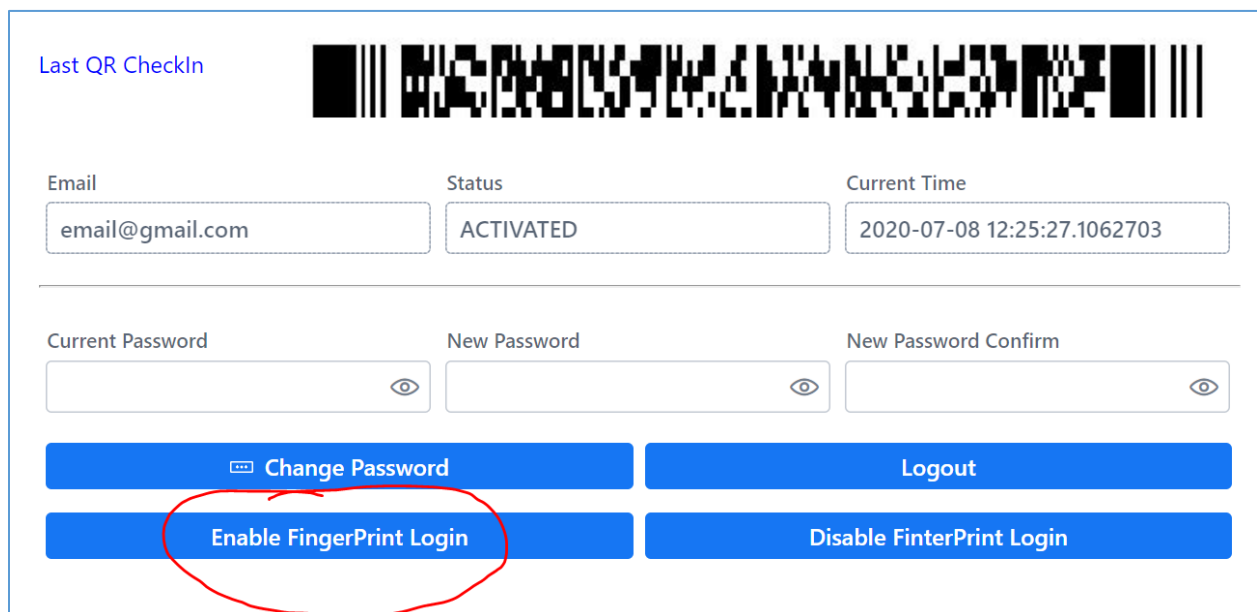
 


After successful login, click “**Enable Fingerprint Login**” button. From now on you may login using fingerprint, starting from the next time you login.

Last QR CheckIn 

Email Status Current Time

Current Password  New Password  New Password Confirm 



After allowing fingerprint login, Administrator may login to company dashboard using their fingerprint. Click on the “**Company**” button with fingerprint icon as below to login:

Email

user@email.com

Password

....

Company User

Company User

You may also disable fingerprint login on an account:

Current Password New Password New Password Confirm

Change Password Logout

Enable FingerPrint Login Disable FingerPrint Login

Note:

- Activating fingerprint login here will only allow you to login to your account (normal account or company account), but it doesn't allow to check-in using your fingerprint.
- To enable check-in/check-out using fingerprint, please refer to 2.3.

2.3 Fingerprint Check-in/check-out

First you must enable login with fingerprint (refer to 2.2).

To check-in/check-out with fingerprint, click “**Activate Fingerprint Check-in/out**” button as follow:

List of organizations

Organization	Company User Role	Company User Status	Activate Fingerprint Check-in/out
Company XYZ	COMPANY ADMIN	ACTIVATED	Activate Fingerprint Check-in/out
Company 123	COMPANY USER	ACTIVATED	Activate Fingerprint Check-in/out
Company ABC	COMPANY OPERATOR	ACTIVATED	Activate Fingerprint Check-in/out

After registering fingerprint check-in/out, staff can not disable it. Only company's administrator can for that user.

A user may be in many companies or organizations. That user must enable fingerprint check-in for each company or organization if required.

Staff may click on label "Last check-in" next times they check-in instead of scanning the QR again if they check-in from the same spot.

Last QR CheckIn



Note:

- You may only login using fingerprint on the device you registered it with. You may login using password on any devices.
- If user wants fingerprint check-in on another device. Do the following: Enable fingerprint login (refer to 2.2) on the new device. Request Administrator to remove your fingerprint in the system. Finally, register fingerprint check-in as above (this section, 2.3).
- Do not confuse between the fingerprint check-in/out (section 2.3) and the fingerprint login (section 2.2). The fingerprint check-in/out is for user to check-in/check-out. User can only activate it but cannot remove. This is to avoid abusing as user keeps changing fingerprint for check-in/check-out. The fingerprint login is only for user to login to either user account or company account. So user can enable and disable it as they want.

3. Managing check-in/check-out spots

3.1 Creating a new check-in/check-out spot

A QR corresponds to a spot/location. To create a new one, select QR Manager tab and provide these information:

Authentication Type

Password: User will enter username and password on any device to check-in/checkout at this spot.

Password with photo: User will enter username, password and take a photo when they check-in/check-out at this spot.

Fingerprint: User will scan their fingerprint using their device to check-in/checkout at this spot.

Fingerprint with photo: User will scan their fingerprint and take a photo to check-in/check-out at this spot.

1. Post code (optional)

Postcost of the check-in/check-out location. Vietnam postcodes: <https://vpostcode.vn>

2. Gate ID

ID of the check-in/check-out spot you may pick any name. This ID must be unique among all spots in the company.

3. Location:

Exact location of check-in/check-out spot. You can click on “Get Location” to acquire your current location.

Finally, click on “**Create QR**” to create a new check-in/check-out spot.

The screenshot shows the QR Manager interface with the following elements:

- Navigation menu: Statistics, User Manager, **QR Manager**, User Information, Real Time
- Authentication Type: FingerPrint with Photo (dropdown)
- Post Code: 123456789
- Gate ID: ABC-building-cổng-chính-01
- Location: 4.3255949502325601,603.85158836659612
- Get Location button
- QR Type: Static (dropdown)
- Create QR button
- List of QRs table:

Authentication Type	Post Code	Location	Gate ID	QR Type	Ge
FingerPrint with Photo	123456789	4.3255949...	ABC-building-cổng-chính-01	Static	

3.2 Adding guests/staff to a check-in/check-out spot (QR)

Double-click on the QR created below. All company staff will be listed. Select everybody who will check-in/check-out at this spot.

All Users


Select	Email	Full Name	Max Number Che
<input checked="" type="checkbox"/>	user@email.com	My Company	<input type="text" value="0"/>

- *Max Number Check-in Allow*: How many times a user may check-in. 0 = unlimited.
- *Start Date*: Date that this user may start check-in/check-out at this spot.
- *End Date*: Date that users stop being able to check-in/check-out at this spot.

3.3 Creating QR for a new check-in/check-out spot.

Check “**Gen QR**” to create a QR code for the new spot.

Location	Gate ID	QR Type	Gen QR	Edit QR	Ad
00000	7.3253565,303.85008249999998	cổng 1 lầu 3	Static	<input type="button" value="Gen QR"/>	<input type="button" value="Edit QR"/>



Put up the QR code at the check-in location. Company staff will scan this QR code to report their attendance.

Note:

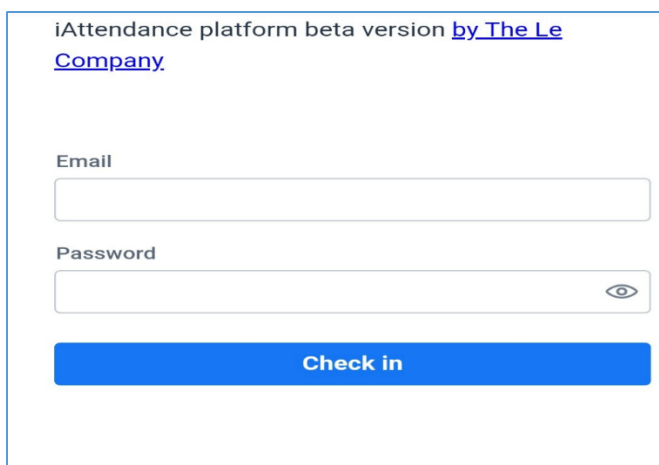
- *If a QR (gate) is attached to a running real time event (refer sections 5,6), user's check-in/out will follow setup of that real time event. In contrary, if that event is no longer running (status is not START) or that QR isn't attached to any events, then user can do the normal check-in (refer section 4) on that QR.*

4. Normal check-in

Create a QR for a spot. Put up created QR at check-in location. (Refer to 3.).



Guests/staff (**users**) use a QR scanner application on their phone (such as QR Droid). Either follow the http link generated by this QR code. After that, user uses email, password or fingerprint to check-in/check-out and report their attendance.

A screenshot of a login page. At the top, it says 'iAttendance platform beta version by The Le Company'. Below this are two input fields: 'Email' and 'Password'. The 'Password' field has an eye icon to its right. At the bottom of the form is a blue button labeled 'Check in'.

After a successful check-in, user will be forwarded to the following page to confirm:

Email

Checked in successfully

Local Time

Organization

Gate

Exit

User's attendance history may be viewed in "Report" tab (refer to 7).

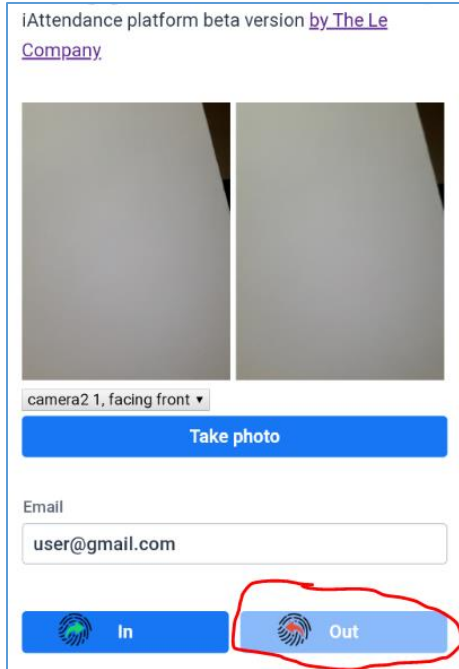
Note:

- If the QR requires fingerprint or photo check-in, user will take photo first, then scan fingerprint later. The photo will be saved to server so Administrator may verify later.
- If the QR is associated with a real-time event, and the event is in process, then iAttendance will prioritize check-in/check-out for this event. The attendance data of this event is updated in "Report" tab (refer to 7). In case the event is already over, user check-in is normal check-in. Below shows a running event:

List events

Event Name	Date	Gates	Max Visitors	Status	Edit Event
QR AUTHENTICATION	2020-07-15	gate_sg_1	100	START	Edit Event

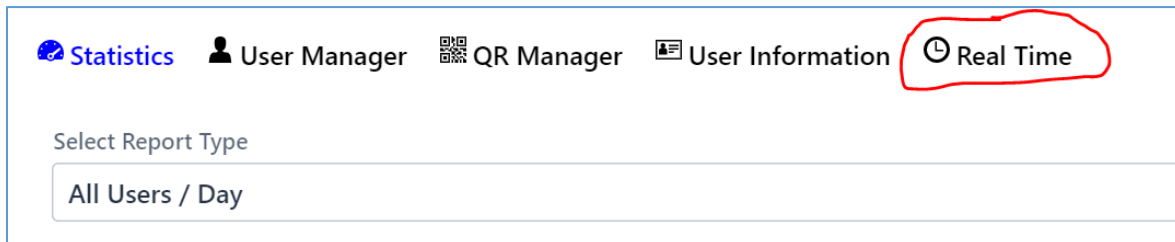
- There's only normal check-in, no normal check-out (see pic below). The check-out button is only applicable for real-time events.



5. Real-time check-in/out monitoring

To manage attendance of guests in a real-time manner (most suitable for events). Administrator will create a Real-Time even as follow:

Click on the “Real Time” tab:



Provide the following information:

The screenshot shows the 'Event Manager' interface for a user named 'admin@email.com'. The interface includes a 'Log Out' button and navigation tabs for 'Event Manager', 'Attendees', 'Anonymous', and 'Company Manager'. The main configuration area includes:

- Name Event:** A text input field containing 'my_event_1'.
- Select Event Type:** A dropdown menu set to 'AUTHENTICATION'.
- Max Visitors Enter Allow:** A numeric input field with a range from 0 to 100, currently set to 100.
- Select Date:** A date picker set to '7/9/2020'.

Below the configuration fields is a section titled 'List gates' with a table of selected gates:

Gate ID
cổng chính 1

1. **Name Event:** Name of the event.
2. **Select Event Type:** Type of check-in for this event.
 - a. **Authentication:** require guests to check-in using password or fingerprint based on the QR associated. **No Authentication:** do not require guests to use authentication like password or fingerprint when they check-in.
 - b. **Max Visitor Allow:** Maximum number of guests to join an event. If exceeded, a warning will be shown.
 - c. **Select Date:** Date that the event takes place. Maybe be on the same day as creation time or later.
3. **List gates:** List of entrances to the event. Associated with a QR created (in section 3).

Finally, click on “**Create Event**” button. The status of the created event is “NEW” as follow:

The screenshot shows the 'List events' table with a blue 'Create Event' button at the top. The table has the following columns: Name, Type, Date, Gates, Max Visitors, Status, and Edit Event. A red circle highlights the 'NEW' status in the 'Status' column for the event 'my_event_1'.

Name	Type	Date	Gates	Max Visitors	Status	Edit Event
my_event_1	AUTHENTICATION	2020-07-09	cổng chính 1	100	NEW	Edit Event


Next, double-click on created event or click on “Go Event” to start attendance tracking. The status of the event will be “START”. At this point you can stop the event by changing its status to “STOP”.

You may only start an event if the current date is the same as the event’s start date configured.

After an event has been started. User may scan the QR to check-in/check-out.

Email


Password



Check in

Check out



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camera2 1, facing front ▾

Take photo

Email

 **In**  **Out**

After a successful check-in/check-, information will be shown as below:

The screenshot shows the 'Event Manager' interface with the following fields and values:

- User Email:** [Redacted]@gmail.com
- User ID:** User ID
- GateID:** gate_sg_1
- Activity:** CheckIN
- Time:** 2020-07-09 19:05:31.971
- Max Visitors Allow:** 100
- Num Entered:** 1
- Num Exited:** 0

A blue 'Reload' button is located at the bottom of the form.

Administrator may export the attendance data of the event by clicking on “**Export Event**” button:

The screenshot shows the 'List events' table with the following data:

Date	Gates	Max Visitors	Status	Edit Event	Go Event	Export Event
2020-07-09	gate_sg_1	100	START	Edit Event	Go Event	Export Event

The 'Export Event' button in the last column of the table is circled in red.

Llu ý:

- Depending on the server load, the update time may have 10-20 seconds delay. Administrator may click on “**Reload**” to instantly update it.
- Guests cannot check-in or check-out twice consecutively.
- When a QR is associated with a real-time event, and the event is in progress (status = **START**), iAttendance will allow both normal check-in and event check-in. Data may be exported by Administrator (refer to section 7).

6. Anonymous Guests check-in/out monitoring

To manage guests that Administrator doesn't have information on them in the system.

Similar to real-time check-in (section 5). Create an event with **Event Type** = NO AUTHENTICATION.

The screenshot shows the 'Event Manager' interface with tabs for 'Attendees', 'Anonymous', and 'Company Manager'. The 'Company Manager' tab is active. The 'Name Event' field is empty. The 'Select Event type' dropdown menu is open, and the 'NO AUTHENTICATION' option is highlighted with a pink circle. Below this, the 'Max Visitors Enter Allow' is set to 100, and the 'Select Date' is 7/9/2020. A 'List gates' section is visible at the bottom with a 'Gate ID' field.

Start created event will forward Administrator to this screen:

The screenshot shows the Administrator interface for an event. It includes fields for 'User Email', 'User ID', 'GateID', 'Activity', 'Time', and 'Max Visitors Allow' (set to 100). There are also fields for 'Num Entered' and 'Num Exited'. A blue 'Reload' button is at the bottom.

After user scans QR code, they'll be forwarded to the page as below. Email can be anything the anonymous guest enters, it can be empty. Administrator is responsible for verifying guests' identity.

The screenshot shows a user interface for anonymous check-in. It features an 'Email' input field and two blue buttons: 'Anonymous in' and 'Anonymous out'.

A successful anonymous check-in will forward user to the screen below:

Email
hà

Checked in successfully

Local Time
2020-07-09 16:44:38.0

Organization
the le company

Gate
gate 5

Exit

Administrator may export an event's attendance data by clicking on "Export Event" associated with the running event. Administrator may stop the event by change its status to "STOP".

This anonymous event feature is useful for events with lots of entrances, or where the Administrator doesn't need to know identities of the attendees, but need to know how many people are in the event.

List events

Name	Type	Date	Gates	Go Event	Export Event
event1	NO AUTHENTICATION	2020-07-09	gate_sg_1	Go Event	Export Event

Note:

- *If a QR is associated with an anonymous event, authentication is skipped.*
- *Report from NO AUTHENTICATION QR is not saved in normal check-in reports (refer to 4).*

7. Reports

Select "Statistics" tab. Administrator may view and export attendance history to an Excel file. There are many types of reports that Administrator may choose from.

The screenshot shows the top navigation bar with icons for Statistics, User Manager, QR Manager, User Information, and Real Time. Below the navigation, there are two dropdown menus: 'Select Report Type' with 'All user / day' selected, and 'Select Day' with a calendar icon. A large blue 'Query' button is positioned below these menus. Underneath the button, the word 'Report' is displayed in blue. At the bottom, a table header is visible with columns: User Email, Full Name, GateID, Date, Authenti..., First Che..., Last Che..., Total Ho..., and S.

Tùy theo kiểu xác thực mà admin có thể xem lại ảnh của nhân viên lúc điểm danh. Bạn nên xuất (export) bảng báo cáo ra file excel và lưu trữ riêng.

The screenshot shows the 'Query' button at the top. Below it, the word 'Report' is displayed in blue. A table with the following columns is shown: In, Last Check In, Total Hours, 1st CheckIn Photo, and Last CheckOut Photo. The table contains three rows of data. The '1st CheckIn Photo' column contains 'Show Photo' buttons, which are circled in red. Below the table, there is a blue 'Export Report' button, also circled in red.

In	Last Check In	Total Hours	1st CheckIn Photo	Last CheckOut Photo
10 17:27:55.308981	2020-07-10 21:45:58.431864	4h 18m 3s	Show Photo	Show Photo
11 03:41:58.68746	2020-07-11 22:06:50.636855	18h 24m 51s	Show Photo	Show Photo
12 02:17:24.780157	2020-07-12 03:48:31.614507	1h 31m 6s	Show Photo	Show Photo

7.1 Report types

- **All Users / Day:** check-in/check-out of all users in a day.

- **All Users / Days:** check-in/check-ou of all users in multiple days.
- **Timelog All Users:** get timelog of all users.
- **All Users / Gate:** check-in/check-out of all users at a spot/gate.
- **Details of User:** check-in/check-out activities of a user in a day.
- **List of All Users:** list all users in organization/company.

Note:

- *Only last 4 recent months of report data are saved on our server. Administrator should export them frequently to a local storage.*
- *Report date format: Year-Month-Day-Hour-Minute-Second in local time.*

8. Support

If you require more support. Please contact us via our website <https://lecompany.co> or Facebook: <https://www.facebook.com/thelecompany>

9. Copyright notices

The **iAttendance** (<https://iattendance.co>) and all its details are all INTELLECTUAL PROPERTY of **The LE Company, JSC.** www.lecompany.co

Revision History

Date (Y/M/D)	Revision	Description	Author
2020/06/30	1.0	- Initial version	The LE Company
2020/07/24	1.1	- add section 1.1-1.6	The LE Company