

Module D: Web-based Access Control and Attendance Management

D. Staff Registration

1. By Virtual Kiosk
2. By Device (Face/QR Code/Card)

D. Staff Registration - Key Standard Features

Features

D

Staff

- ◆ Full staff account
- ◆ Staff self-maintenance
- ◆ Upload staff in batch (excel sheet)
- ◆ Portrait Photo upload
- ◆ Portrait facial detection algorithm
- ◆ Directly act as visitor's host
- ◆ Validity setting (start and termination date)
- ◆ Person type tagging and management
- ◆ Tagged locations for visitor count control
- ◆ Tagged schedule (single or multiple)
- ◆ Tagged whitelisted visitors
- ◆ Tagged with access control card number tagging
- ◆ Staff visit approval by manager (two-level approval)
- ◆ Data Encryption AES 256

✓
✓
✓
✓
✓
✓
✓
✓
✓
✓
✓
✓
✓
✓
✓

Schedule

- ◆ Pre-defined periods (from date and to date)
- ◆ Unlimited schedule
- ◆ Day wise schedule setting capability
- ◆ Week wise schedule setting capability

✓
✓
✓
✓

D. Staff Registration - Key Standard Features

Features

D

Schedule

- ◆ Alternate week setting capability
- ◆ Alternate day setting capability
- ◆ Split schedule setting (user-defined which day or which week)
- ◆ Quick tagging of schedule(s) to template
- ◆ Unlimited templates
- ◆ Toggle to turn ON and OFF schedule
- ◆ Real time schedule change effect

✓
✓
✓
✓
✓
✓
✓

Seat Reservation

- ◆ Staff seat reservation for non-office days
- ◆ Staff seat summary for administrator
- ◆ Real time remaining seat calculation
- ◆ First come first serve basis
- ◆ Day wise seat limit setting capability
- ◆ Early seat reservation
- ◆ Max days of early seat reservation control
- ◆ Hybrid implementation of default schedule and seat reservation (not on schedule)
- ◆ Holiday day / non working days control
- ◆ Confirmation email notification to staff
- ◆ Optional seat reservation approval process
- ◆ Optional two-level approval staff wise
- ◆ Assign multiple approvers for back up purpose

✓
✓
✓
✓
✓
✓
✓
✓
✓
✓
✓
✓
✓

D. Staff Registration - Key Standard Features

Features	D
Check In & Out	
◆ Express check in mode using Staff ID/mobile number/email address on virtual Kiosk	✓
◆ Express check in using live facial recognition biometric*	✓
◆ Express check in using access card*	✓
◆ Temperature recording at the time of check in*	✓
◆ Fever control*	✓
◆ Time stamp register	✓
◆ Block staff who is not on schedule of the day	✓
◆ Express check out mode using Staff ID/mobile number/email address on virtual Kiosk	✓
◆ Auto check out all staff at user defined timing e.g. 23:59	✓
Architecture	
◆ Cloud architecture for multiple sites setup	✓
◆ Data consolidation on web portal	✓
◆ Multiple staff per single company	✓
◆ Multiple super admin, site admin & sponsor	✓
◆ Multiple locations within company	✓
◆ Multiple virtual kiosk setup	✓
◆ Multiple staff check in session	✓

D. Staff Registration - Key Standard Features

Features	D
Temperature Info Hub	
◆ Collect all staff temperature from devices*	✓
◆ Fever email notification to admin(s)	✓
◆ Second time temperature reminder (at 14:00)	✓
◆ Optional morning temperature taking reminder (at 9:30)	✓
◆ Optional weekend temperature taking	✓
Security & Control	
◆ Own full information of visitor data/whereabouts	✓
◆ Back end full admin control	✓
◆ Auto Cloud infrastructure back up	✓
◆ 3 levels of user. I.e. 1) Super Admin; 2) Site Admin; 3) Sponsor; 4) Staff ENHANCED (2020)	✓
◆ Privacy data (Name, Full/Partial ID No., Mobile No., E-mail and password) encryption AES 256	✓
◆ Enable Data Retention setting (180 days max)	✓

D. Staff Registration - Key Standard Features

Features	D
Report (Excel format)	
◆ Staff check in and check out report*	✓
◆ Staff schedule report*	✓
◆ Staff seat status report*	✓
◆ Staff access monitoring report*	✓
◆ Staff daily temperature report*	✓
Access Control	
◆ Access control over internet online platform	✓
◆ Auto synchronise with staff schedule	✓
◆ Facial recognition identification as biometric access control^	✓
◆ Mifare / EM card identification access control^	✓
◆ QR code identification access control^	✓
◆ Facial, Card and QR code combined in single device^	✓
◆ Optional visitor cum staff access control combined^	✓
◆ Access monitoring of transaction	✓

D. Staff Registration - Key Standard Features

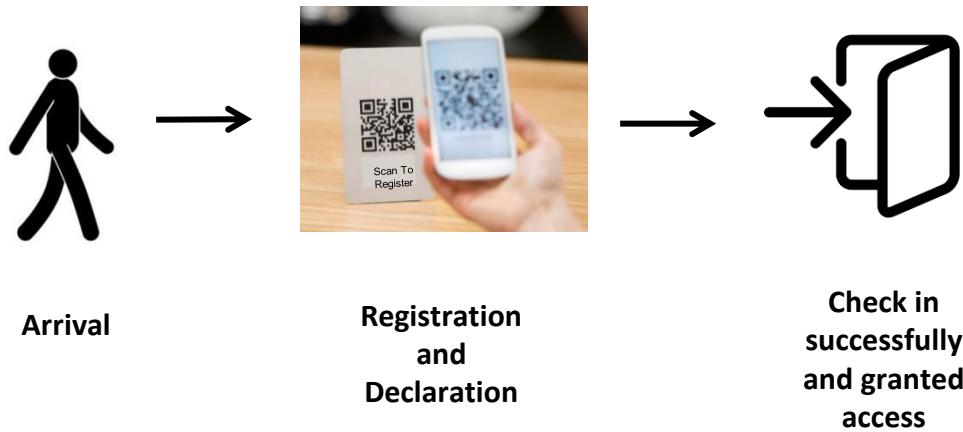
Features		D
Health Declaration	NEW COVID-19 Option (2020)	
◆ Enable health declaration questionnaire (Yes or No question)		-
◆ Design own questions		-
◆ Deny entry setting by question		-
◆ Display next step instruction for denied entry		-
◆ Enable recording of temperature reader by visitor		-
SafeEntry	NEW COVID-19 Option (2020)	
◆ SafeEntry Check In/ Out (require Full NRIC and Mobile no)*		-

D1.

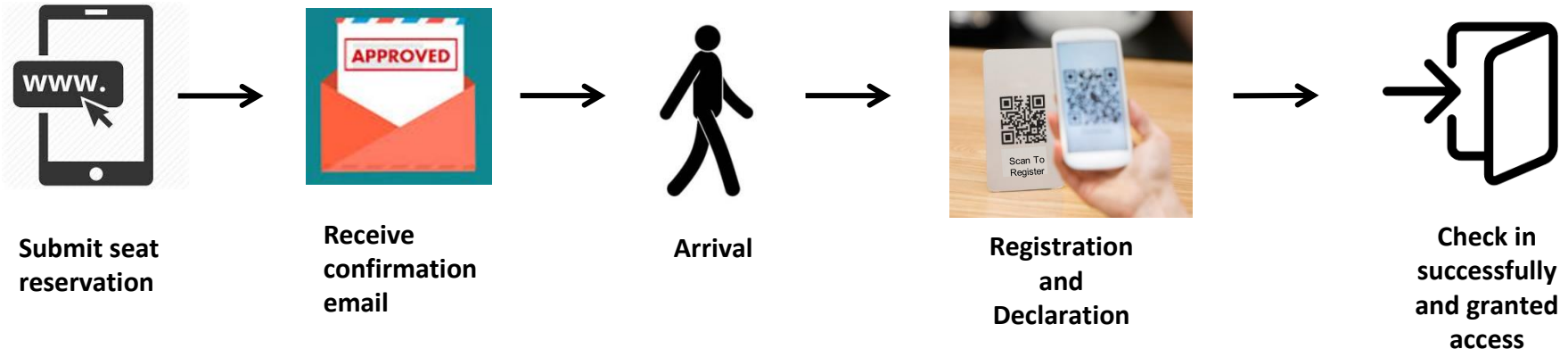
**Staff Registration
By Virtual Kiosk**

D1.Staff Registration By Virtual Kiosk – Staff Journey

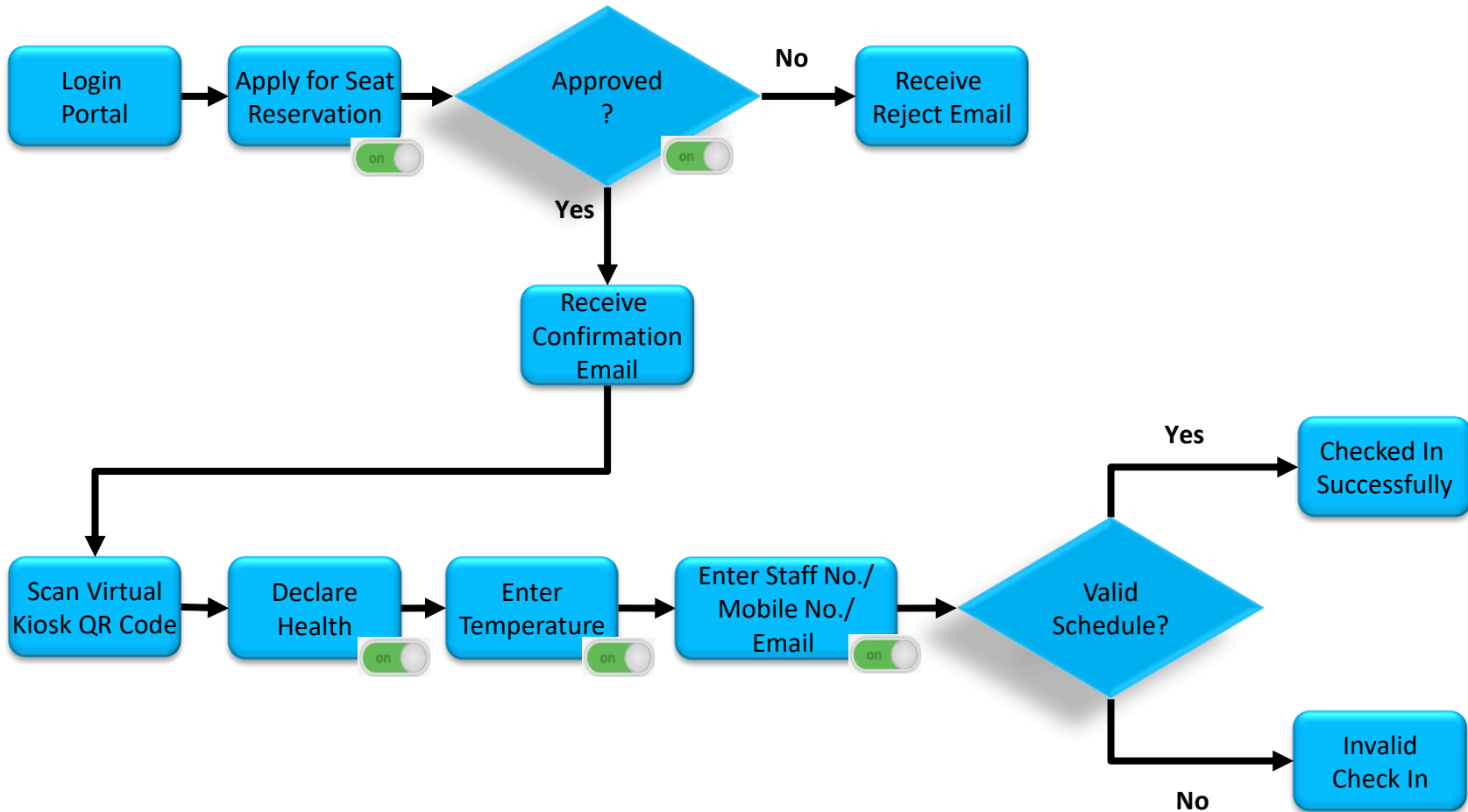
- On schedule of office day, return office as normal



- On non-office day, require seat reservation before returning to office



D1.Staff Registration By Virtual Kiosk – Workflow of non-office day approval



**Optional
function**

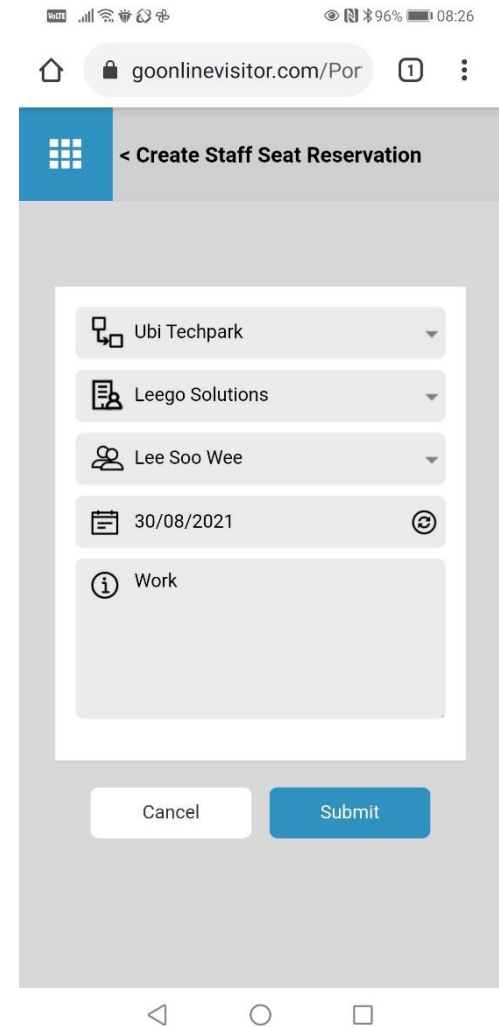
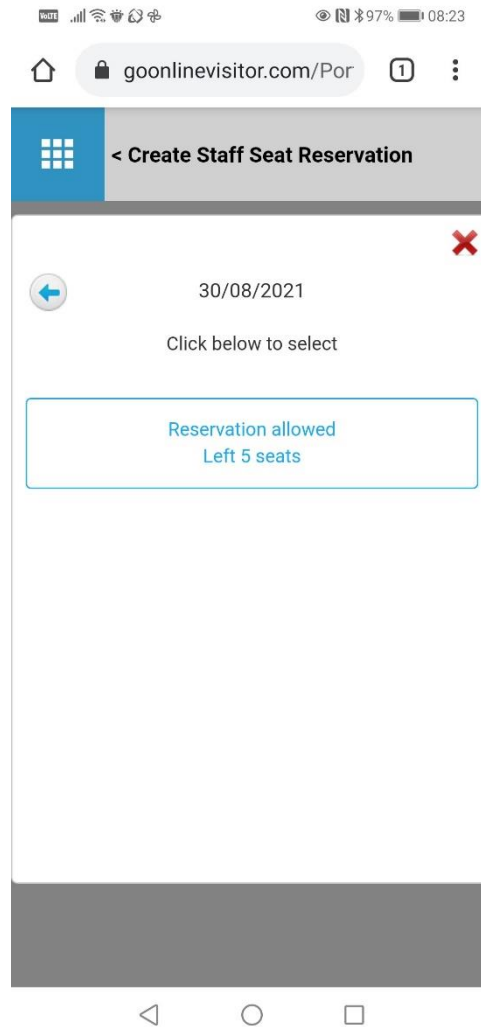
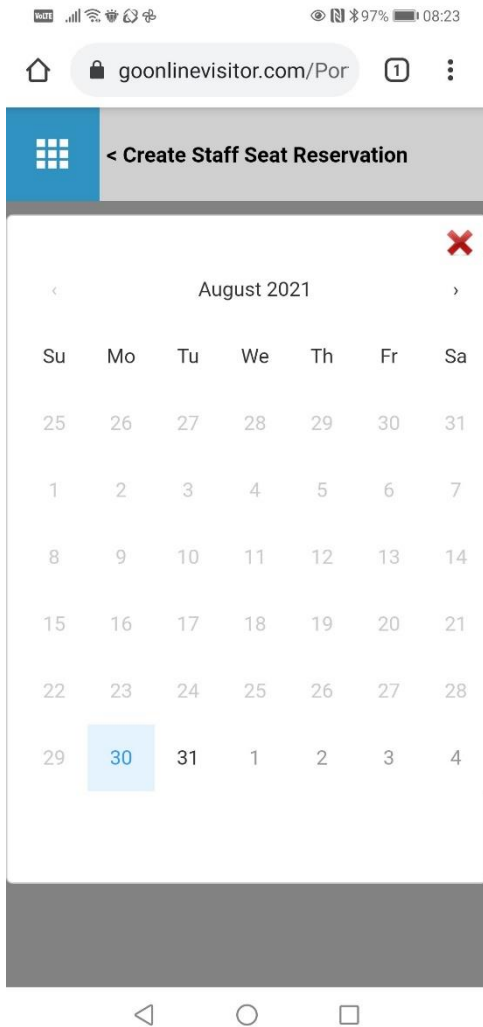
D1.Staff Registration By Virtual Kiosk – Login



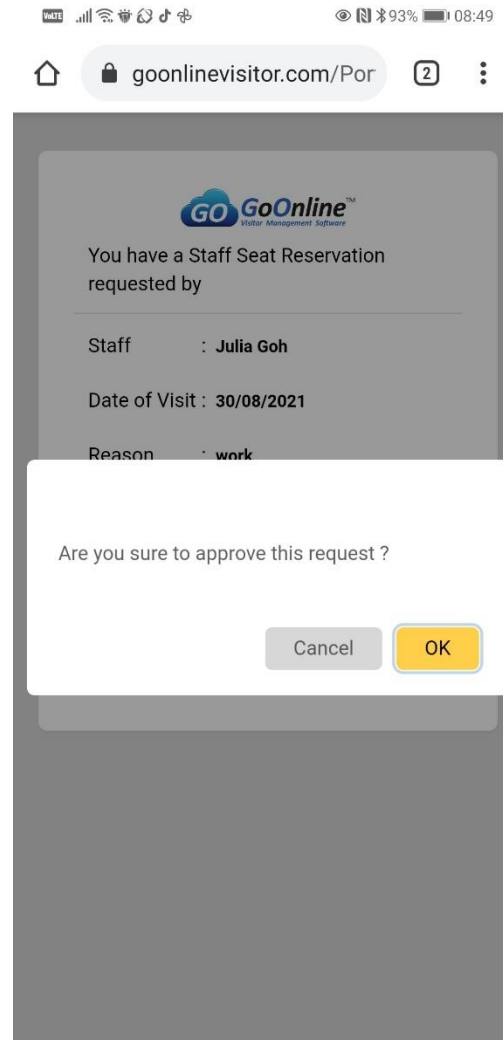
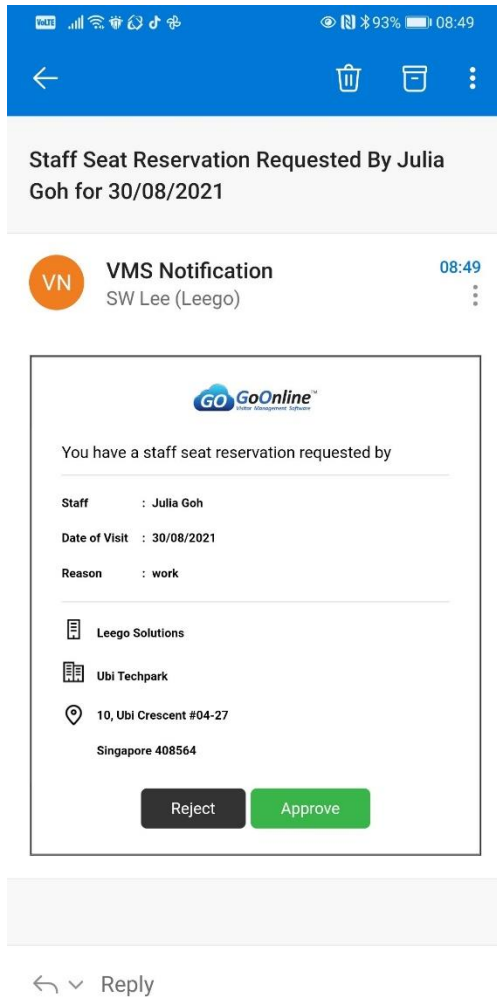
- Staff Login into Portal
- Self managed password through Forgot Password
- Strong password policy
- 90 days expiry policy

D1.Staff Registration By Virtual Kiosk – Seat Reservation

- Select date of visiting office



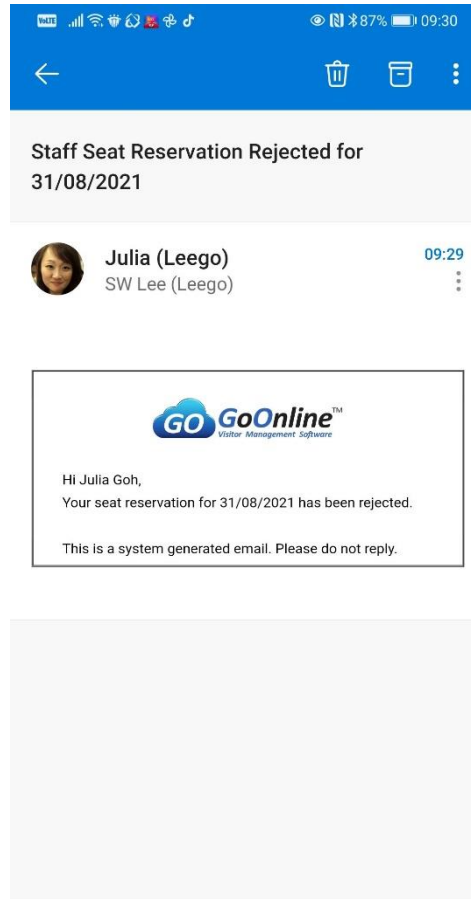
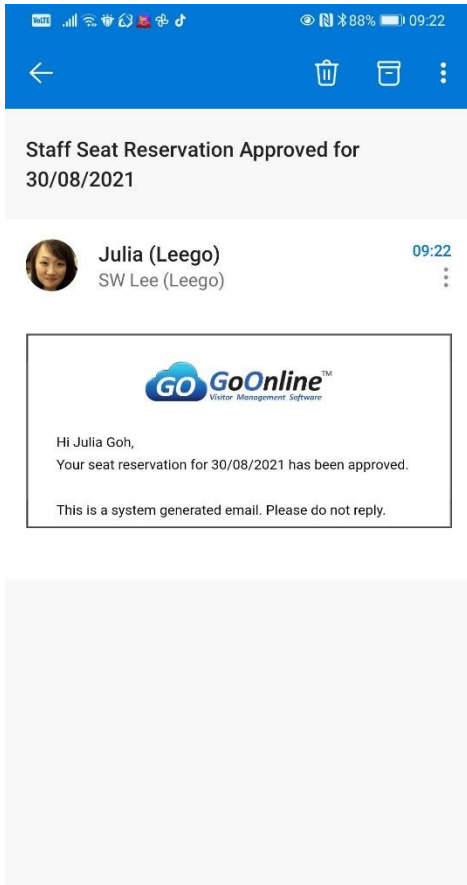
D1.Staff Registration By Virtual Kiosk – Seat Approval



- Approvers receive approval email, click approve or reject
- Optional function which can be toggled off

D1.Staff Registration By Virtual Kiosk – Confirmation email

- Staff received confirmation or rejection email

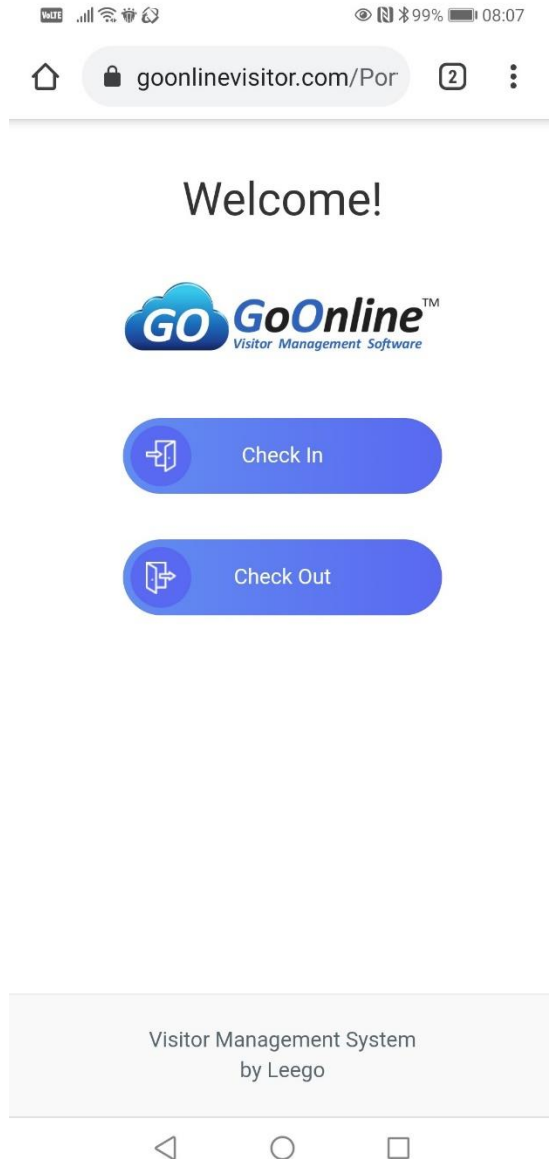


D1. Staff Registration By Virtual Kiosk – Seat Reservation

- Staff scans QR code to start check in process

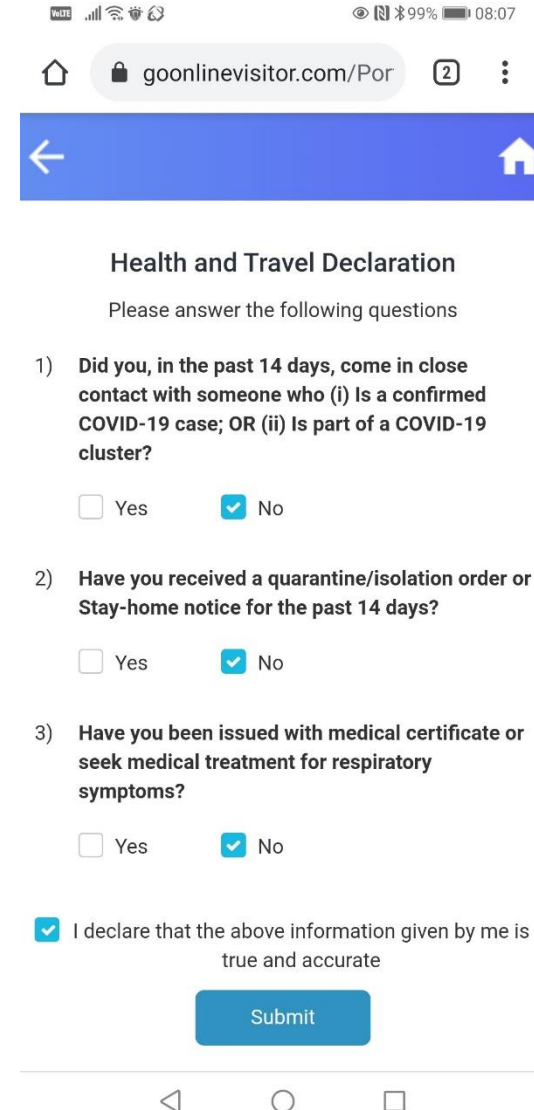


D1.Staff Registration By Virtual Kiosk – Check In



- Virtual kiosk opens on staff mobile phone
- Multiple concurrent session
- Deviceless to company
- Contactless and safe
- Presentable

- Staff declares for health and travel
- Optional function which can be toggled off



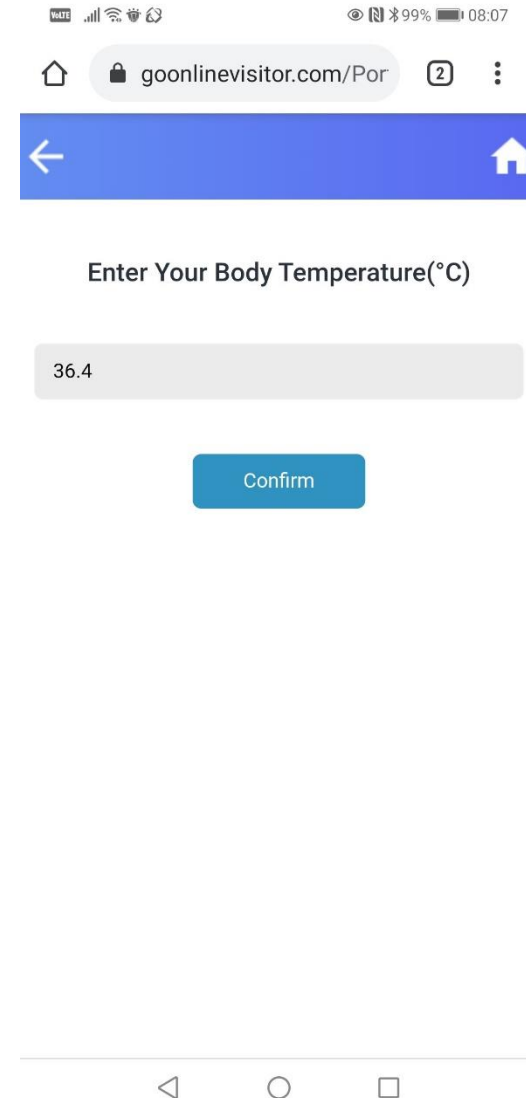
The screenshot shows a mobile browser interface for the GoOnline website. The address bar displays 'goonlinevisitor.com/Por'. The page title is 'Health and Travel Declaration'. Below the title, it asks the user to answer the following questions:

- 1) Did you, in the past 14 days, come in close contact with someone who (i) Is a confirmed COVID-19 case; OR (ii) Is part of a COVID-19 cluster?
 Yes No
- 2) Have you received a quarantine/isolation order or Stay-home notice for the past 14 days?
 Yes No
- 3) Have you been issued with medical certificate or seek medical treatment for respiratory symptoms?
 Yes No

At the bottom, there is a declaration checkbox: I declare that the above information given by me is true and accurate. Below this is a blue 'Submit' button.

D1.Staff Registration By Virtual Kiosk – Check In

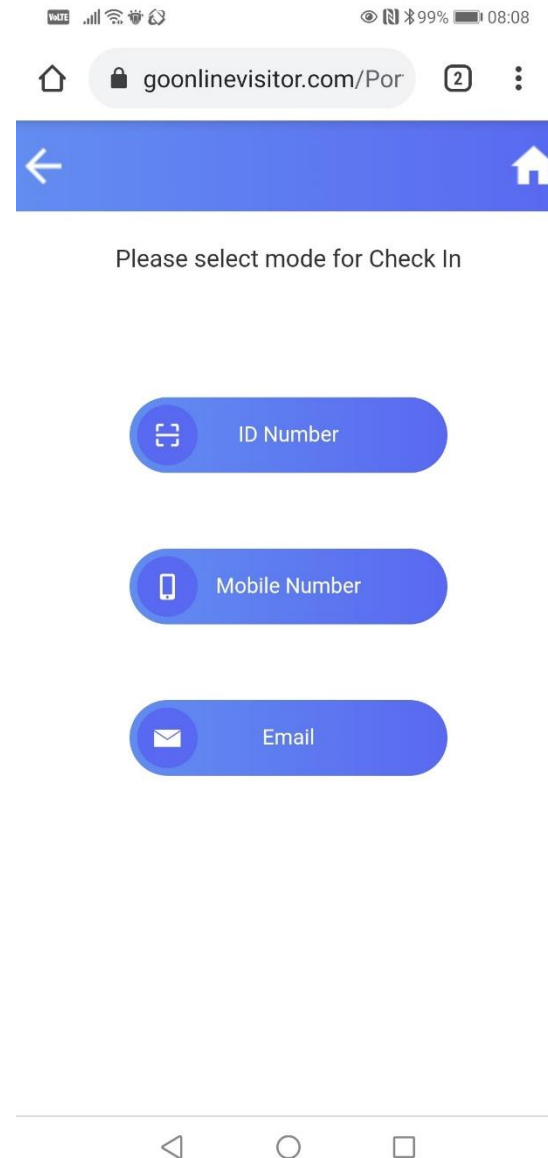
- Staff enters temperature for recording
- Optional function which can be toggled off



The screenshot shows a mobile browser interface for the website goonlinevisitor.com. The page title is "Enter Your Body Temperature(°C)". A text input field contains the value "36.4". Below the input field is a blue "Confirm" button. The browser's address bar shows the URL "goonlinevisitor.com/Por". The status bar at the top indicates a battery level of 99% and the time 08:07. The bottom navigation bar shows standard Android navigation icons.

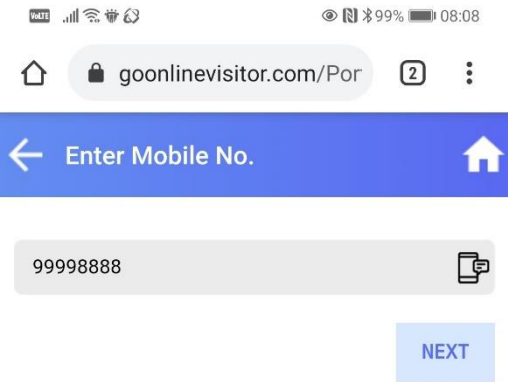
D1.Staff Registration By Virtual Kiosk – Check In

- Select the mode of check in
- Identifier will be matched against staff database
- Can configure to use single mode only



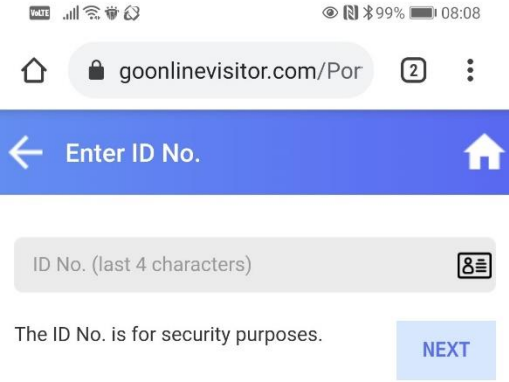
D1.Staff Registration By Virtual Kiosk – Check In

- Enter selected identification to check in



99998888

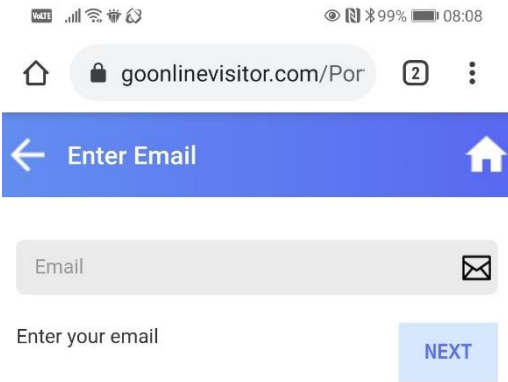
NEXT



ID No. (last 4 characters)

The ID No. is for security purposes.

NEXT



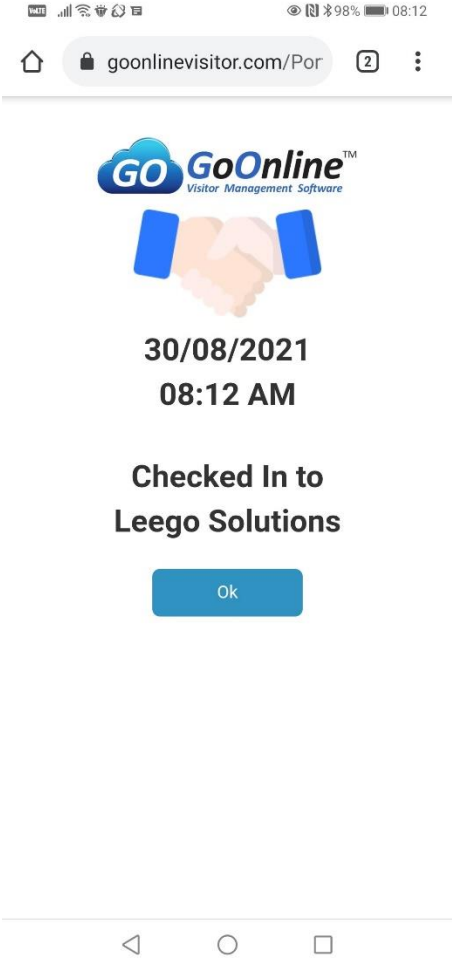
Email

Enter your email

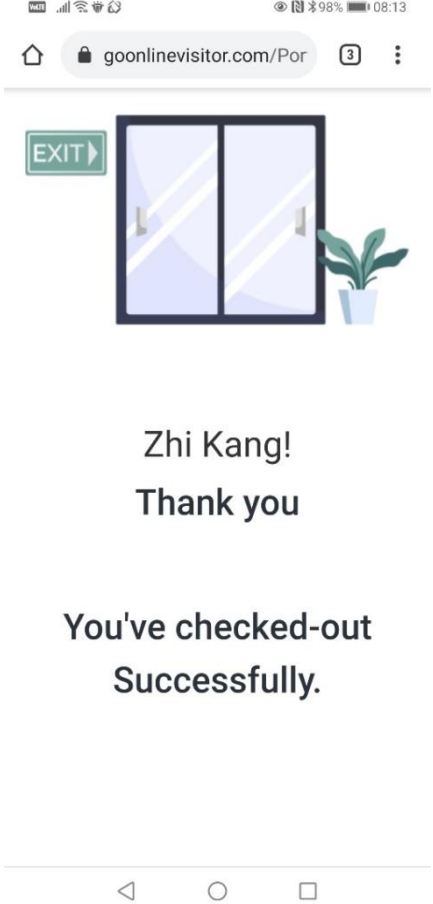
NEXT

D1.Staff Registration By Virtual Kiosk – Check In

Staff check in completed



Staff check out completed

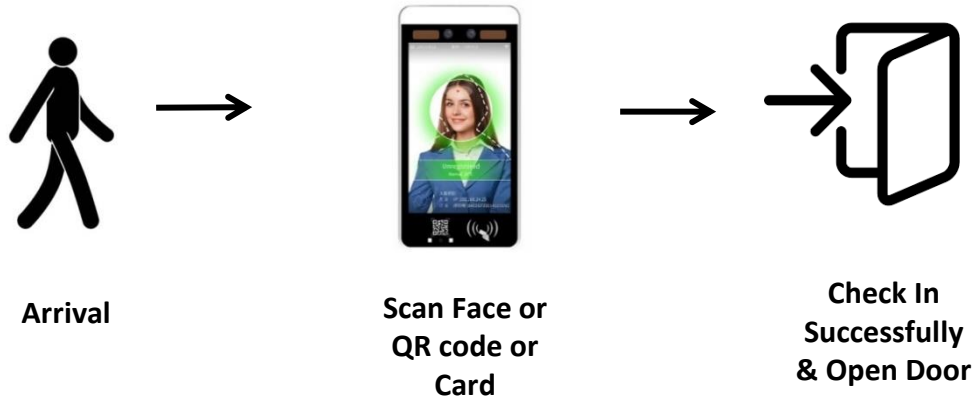


D2.

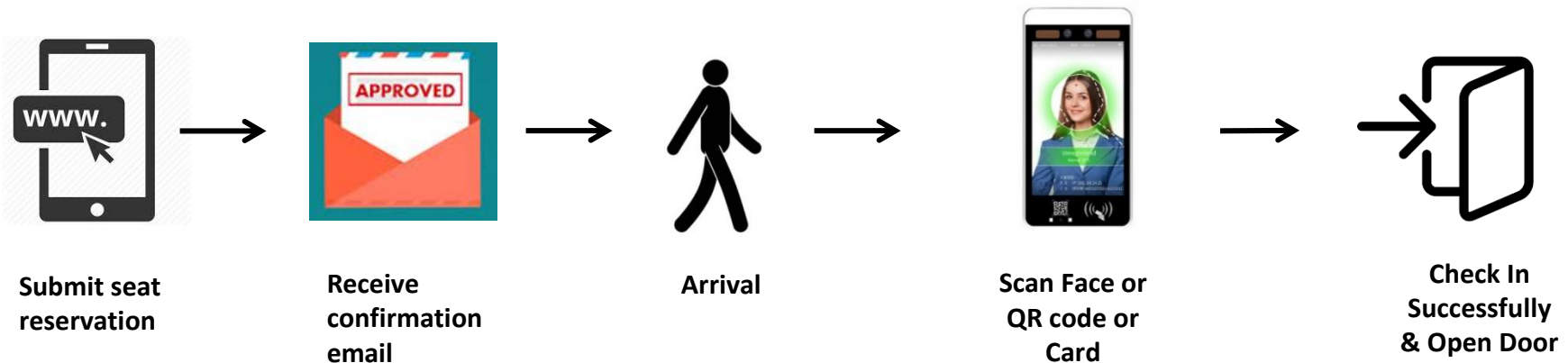
**Staff Registration
By Device (Face/QR
Code/Card)**

- Journey

- On schedule of office day, return office as normal



- On non-office day, require seat reservation before returning to office



- Different scanning options (Face/QR/Card)
- To be purchased separately



D2.Staff Registration By Face/QR Code/Card)

– Access Monitoring

- Device transaction will be captured in the portal
- Temperature of staff is recorded

Access Monitoring

Type	Unit	Person ID	Name	Department	Date & Time	Location	Door	Event	Terminal	°C
Visitor		Unknown Person	Visitor		Aug 27 2021 8:20PM	Office Intern, Office Permanent Staff, Permanent Staff - JQ	Main Entrance Door	In	FR Device	36.5
Visitor		Unknown Person	Visitor		Aug 27 2021 8:20PM	Office Intern, Office Permanent Staff, Permanent Staff - JQ	Main Entrance Door	In	FR Device	36.6
Staff		230	Wong Kwai Yong	Office Maintenance	Aug 27 2021 8:04PM	Office Intern, Office Permanent Staff, Permanent Staff - JQ	Main Entrance Door	In	FR Device	36.4
Staff		230	Wong Kwai Yong	Office Maintenance	Aug 27 2021 8:02PM	Office Intern, Office Permanent Staff, Permanent Staff - IO	Main Entrance Door	In	FR Device	36.6



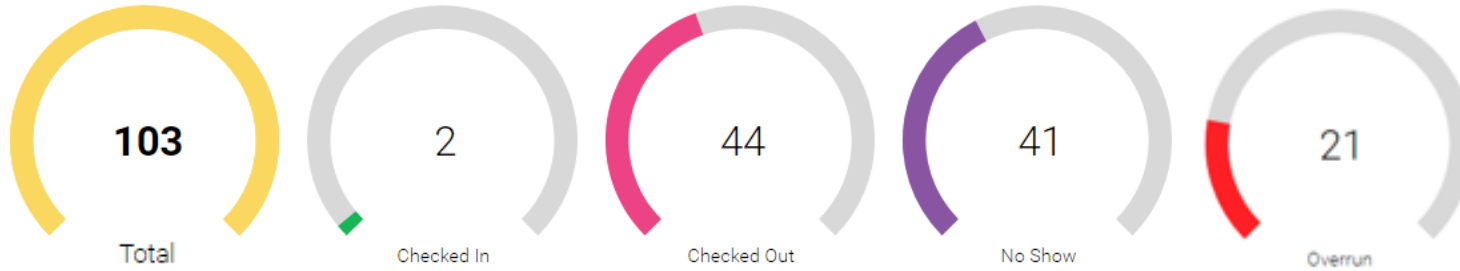
Dashboard and Report

Dashboard

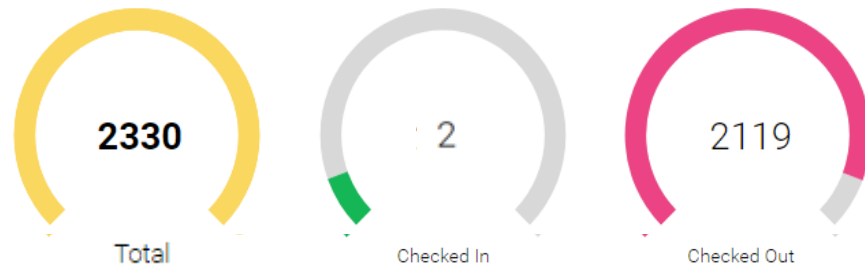
Office Building Tech Space Pte Ltd Event No.

Today | Last 7 days | Last 30 days | Date Range:

Today's Count



Current Month Count



– Temperature Report

■ Download daily temperature report

Staff Temperature Report

Property

Unit

Person Type

Normal Staff

From Date

01/09/2021

To Date

16/09/2021

Date	Staff No.	Name	Department	00:00-04:00	04:00-08:00	08:00-12:00	12:00-16:00	16:00-20:00	20:00-00:00
01/09/2021	888	SW LEE	Application	36.5	36.6	36.7		36.5	
01/09/2021	999	Julia Goh	Sales & Marketing		36.5	36.6	36.7		
01/09/2021	EMP001	John Doe	Quality	36.5	36.6	36.7			
02/09/2021	888	SW LEE	Application				36.5	36.6	36.7
02/09/2021	999	Julia Goh	Sales & Marketing		36.5	36.6	36.7		
02/09/2021	EMP001	John Doe	Quality			36.5	36.6	36.7	
03/09/2021	888	SW LEE	Application				36.5	36.6	36.7
03/09/2021	999	Julia Goh	Sales & Marketing			36.5	36.6	36.7	
03/09/2021	EMP001	John Doe	Quality		36.5	36.6	36.7		
04/09/2021	888	SW LEE	Application			36.5	36.6		
04/09/2021	999	Julia Goh	Sales & Marketing	36.5	36.6	36.7			
04/09/2021	EMP001	John Doe	Quality			36.5	36.6		
05/09/2021	888	SW LEE	Application			36.5	36.6		
05/09/2021	999	Julia Goh	Sales & Marketing			36.5	36.6		
05/09/2021	EMP001	John Doe	Quality			36.5	36.6		
06/09/2021	888	SW LEE	Application			36.5	36.6		

Schedule Setting

- Create unlimited schedule template
- Tag schedule(s) to staff location

Schedule

New Schedule +

Property	Unit	Schedule Name	From Date	To Date	Status	Action
<input type="text"/>	<input type="text" value="leego"/>	<input type="text"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="text"/>	
Ubi Techpark	Leego Solutions Pte Ltd	Team A	29/03/2021	31/12/2021	Active	
Ubi Techpark	Leego Solutions Pte Ltd	Team B	29/03/2021	29/03/2022	Active	
Ubi Techpark	Leego Solutions Pte Ltd	Team C	31/03/2021	07/04/2021	Active	

- Weekly and Daily setting

☰
< Edit Schedule

Status

To

Remarks

Week Setting

From	To	
29/03/2021	04/04/2021	<input checked="" type="checkbox"/>
05/04/2021	11/04/2021	<input checked="" type="checkbox"/>
12/04/2021	18/04/2021	<input checked="" type="checkbox"/>
19/04/2021	25/04/2021	<input checked="" type="checkbox"/>
26/04/2021	02/05/2021	<input checked="" type="checkbox"/>
03/05/2021	09/05/2021	<input checked="" type="checkbox"/>
10/05/2021	16/05/2021	<input checked="" type="checkbox"/>
17/05/2021	23/05/2021	<input checked="" type="checkbox"/>
24/05/2021	30/05/2021	<input checked="" type="checkbox"/>
31/05/2021	06/06/2021	<input checked="" type="checkbox"/>
07/06/2021	13/06/2021	<input checked="" type="checkbox"/>
14/06/2021	20/06/2021	<input checked="" type="checkbox"/>
21/06/2021	27/06/2021	<input checked="" type="checkbox"/>
28/06/2021	04/07/2021	<input checked="" type="checkbox"/>
05/07/2021	11/07/2021	<input checked="" type="checkbox"/>
12/07/2021	18/07/2021	<input checked="" type="checkbox"/>
19/07/2021	25/07/2021	<input checked="" type="checkbox"/>
26/07/2021	01/08/2021	<input checked="" type="checkbox"/>
02/08/2021	08/08/2021	<input checked="" type="checkbox"/>

Day Setting

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00:00 - 23:59	00:00 - 23:59	00:00 - 23:59	00:00 - 23:45	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00

© 2023 Copyright by Leego Solutions Pte Ltd. All Rights Reserved.

33

Know the **PAST**

Understand the **PRESENT**

Shape your **FUTURE**

