



Telpo Face User Manual



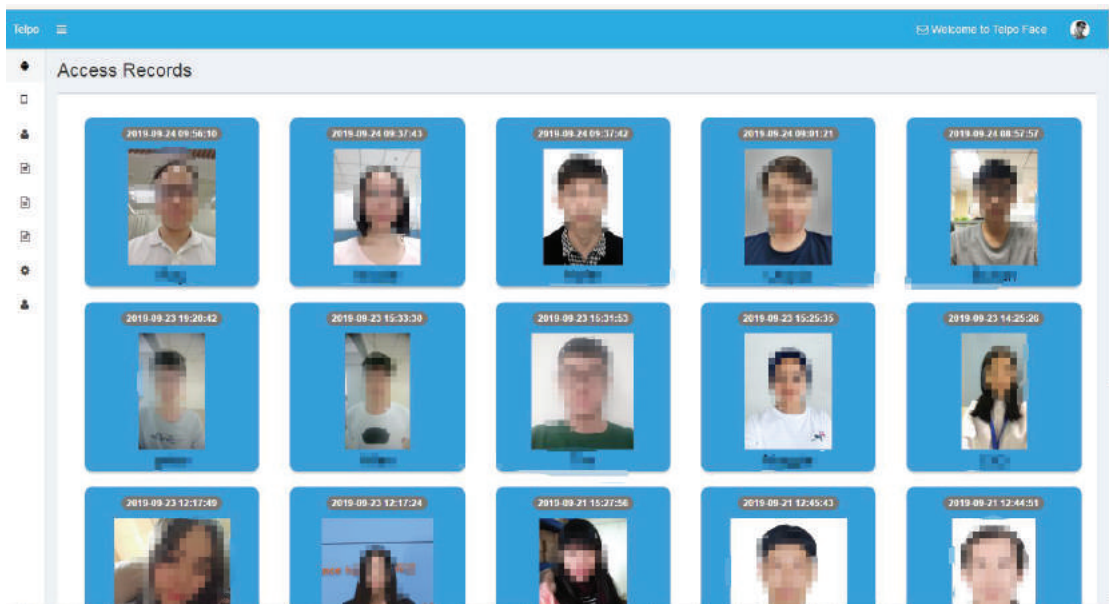
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Telpeo Face Operation Guide

Website Url: <https://face.telpecloud.com>

Operation Instructions

Part 1: Home Page

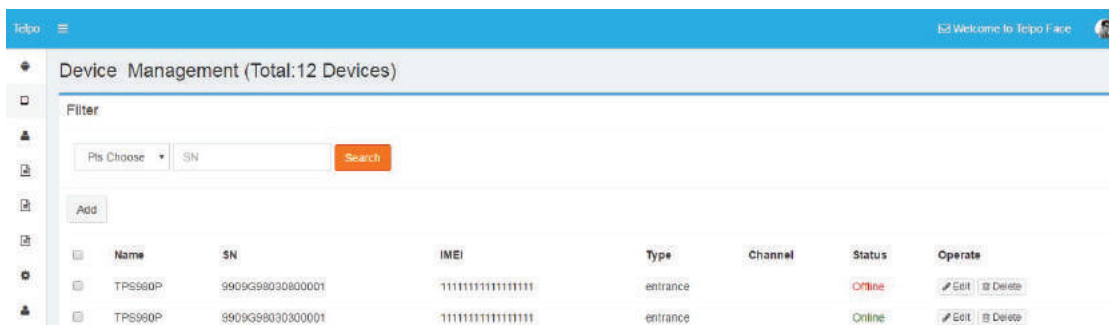


Description:

In this page ,you can check the member access logs and the total access times of every month.

Part 2: Device Management

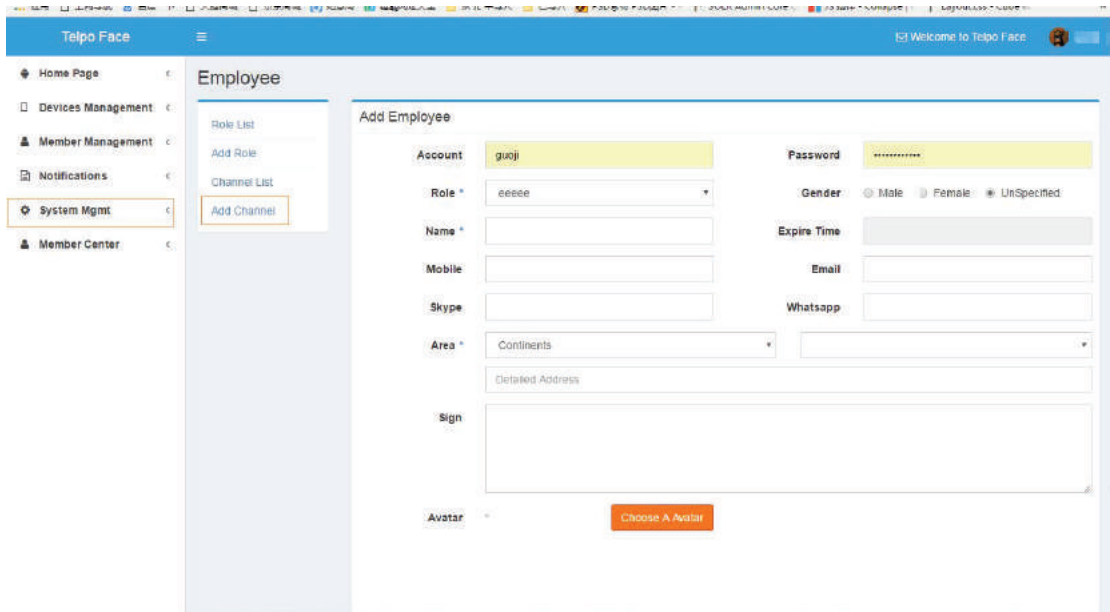
2.1 Devices



Description:

In this page ,you can add/update/delete your devices , and check device online statue

2.2 Channels

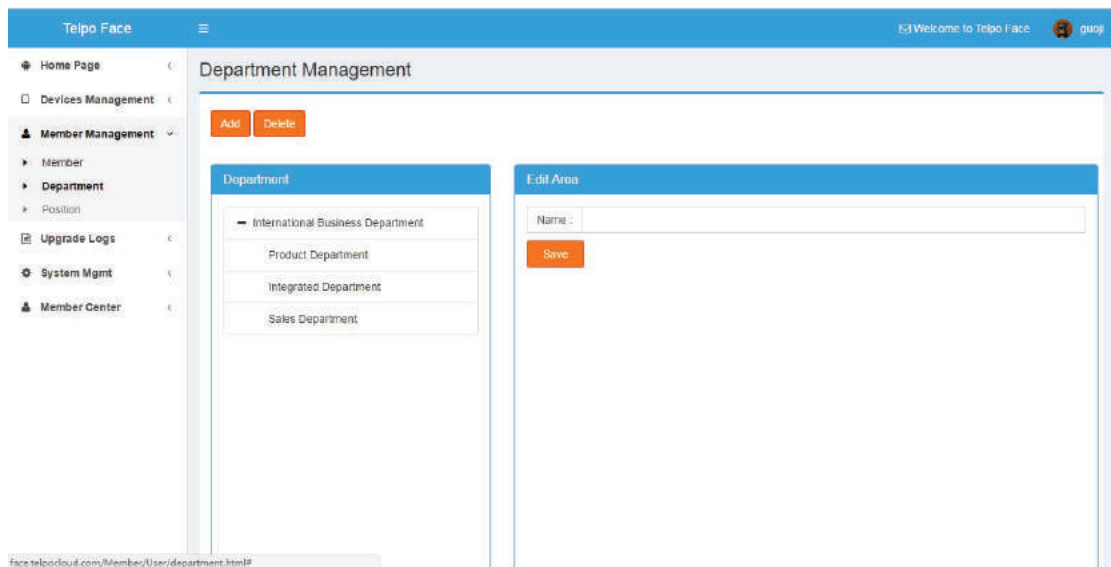


Description:

In this page ,you can add/update/delete your channels, after added the channel ,you can bind the device to specify channel. For example ,SampleA device is under channel SampleChannel. If you login the SampleChannel account to add some members .only SampleA device can get this member info .

Part 3: Member Management

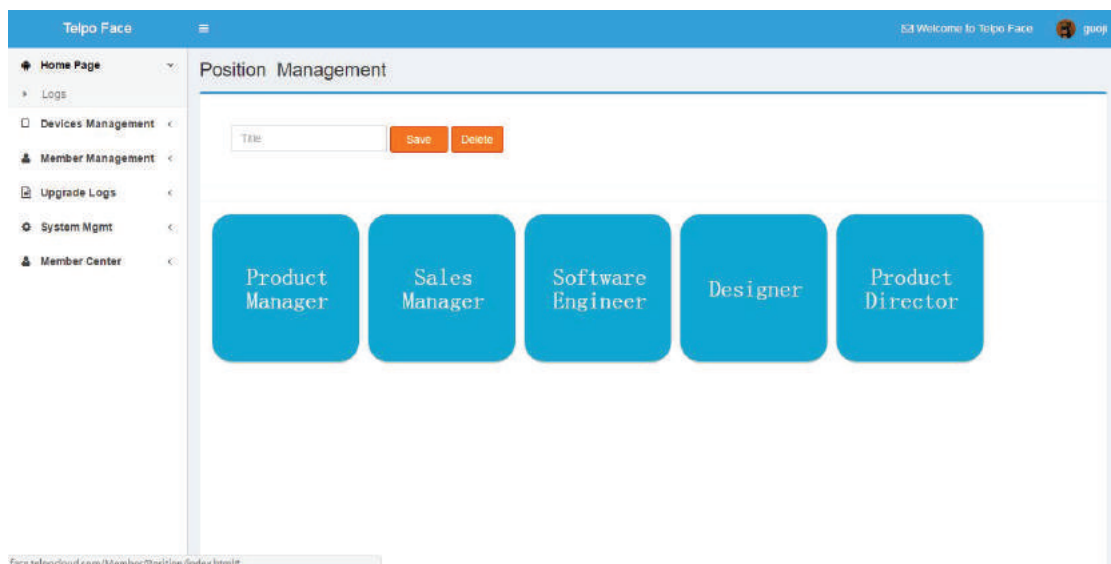
3.1 Department



Description:

In this page ,you can add/update/delete departments

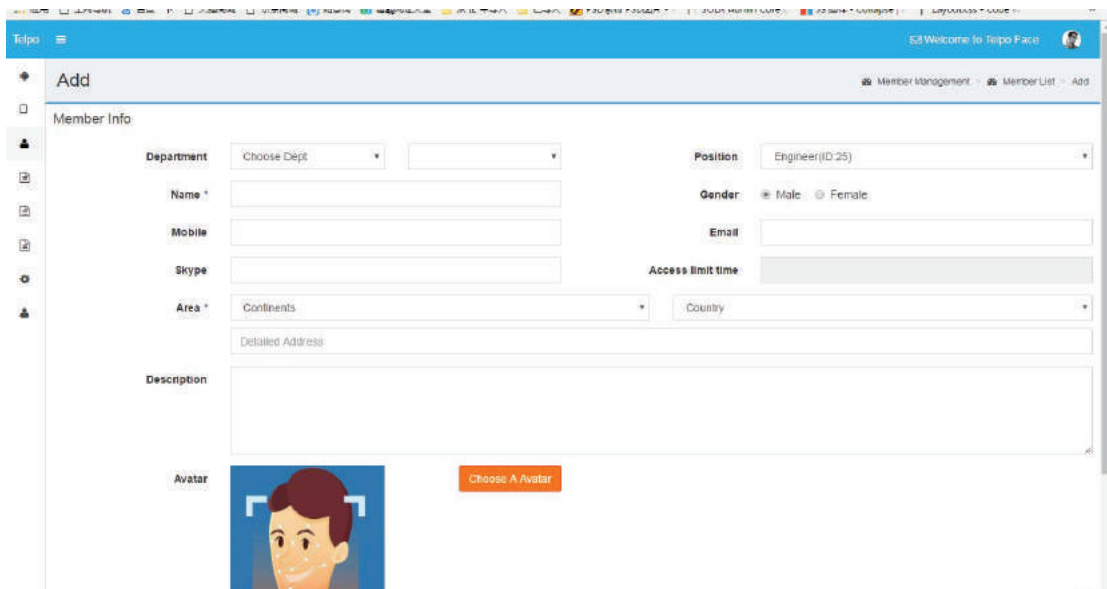
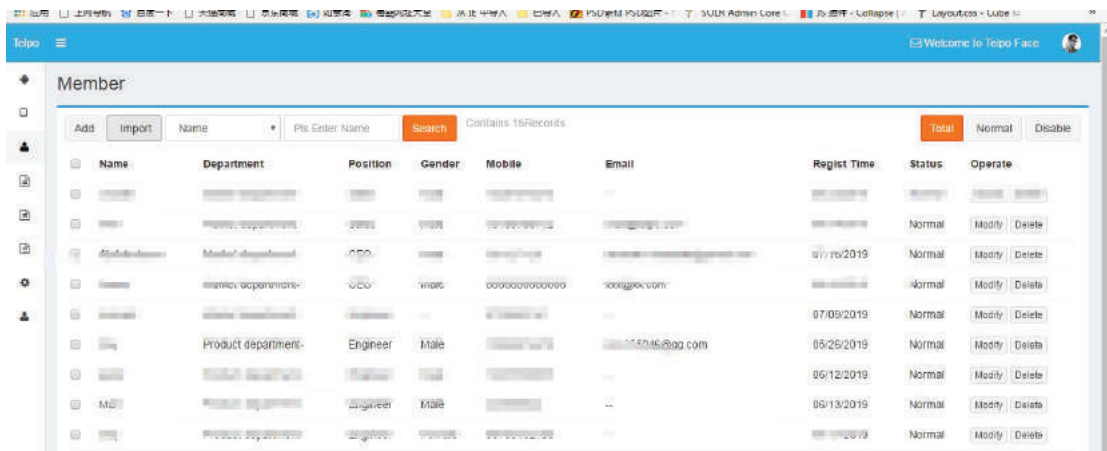
3.2 Positions



Description:

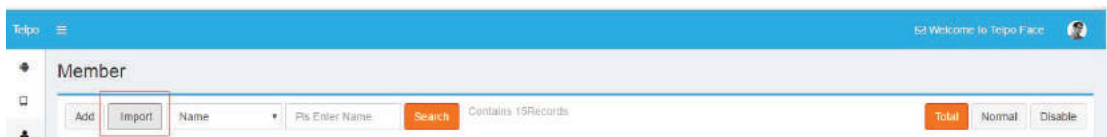
In this page ,you can add/update/delete Positions

3.3 Members



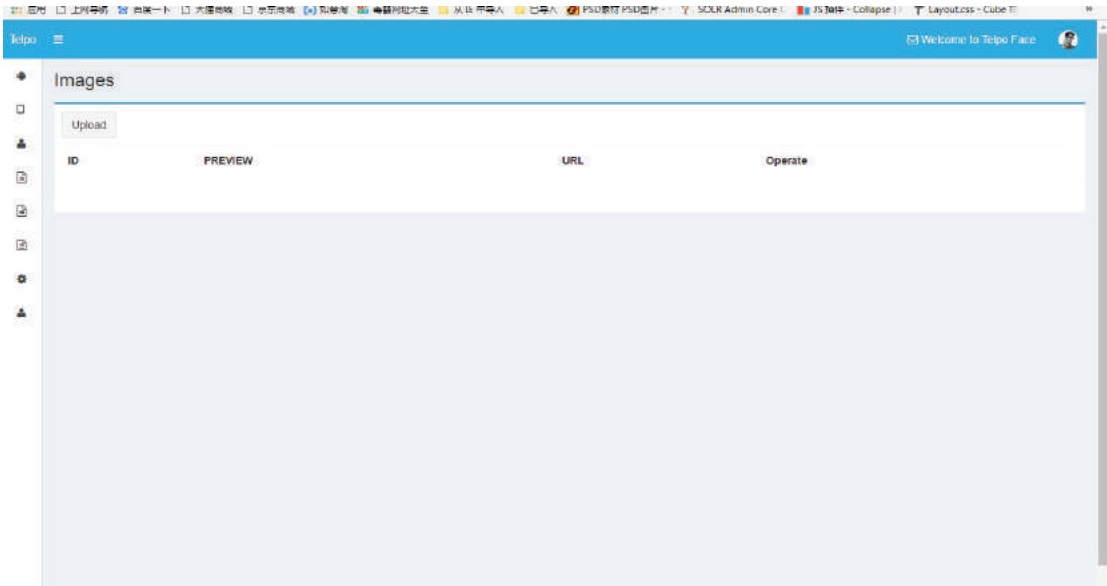
Description:

In this page ,you can add/update/delete your members. The picture size must lower than 1M and the picture must need to be clear and unobstructed



Or use import button to import user data.

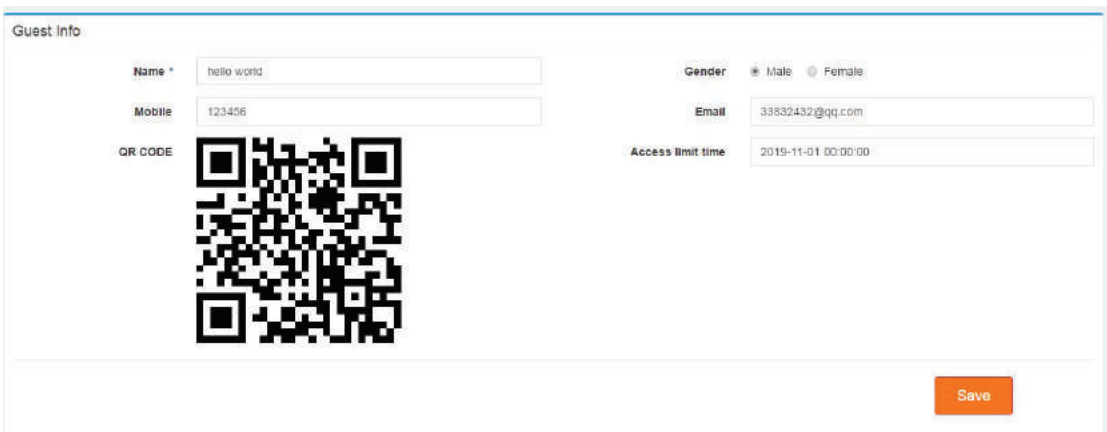
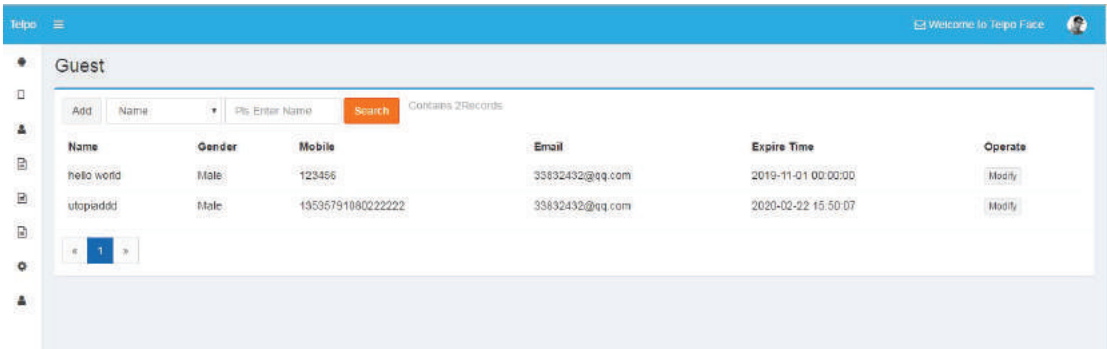
3.4 Upload Members images



Description:

In this page ,you can batch upload user images.

3.5 Allow guest access

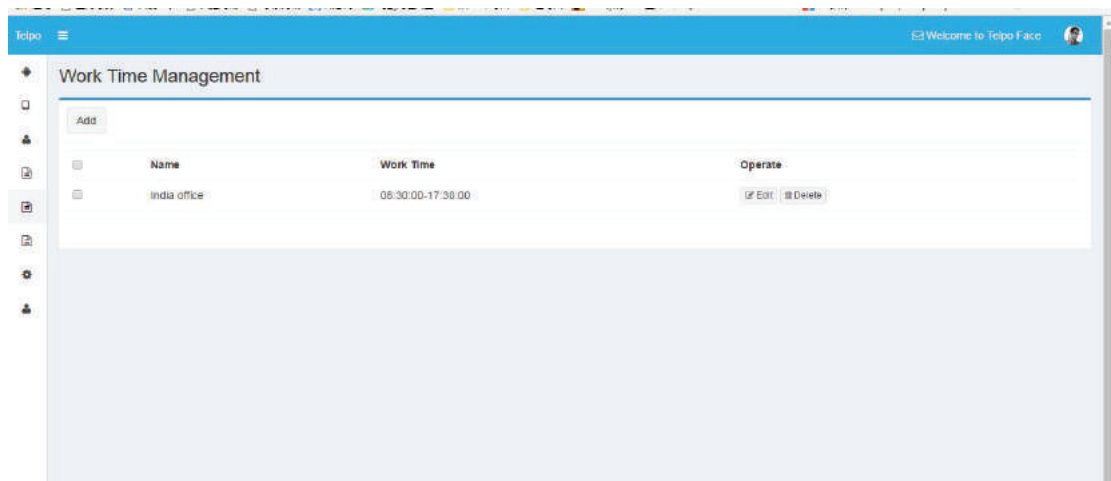


Description:

You can add a guest and auto generate a QR CODE . you can send this QR CODE to your guest to access

Part 4:Attendance

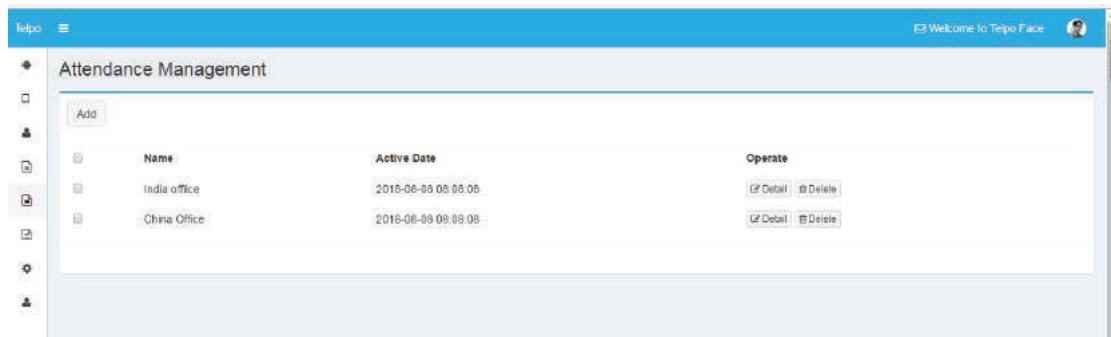
4.1 Work Time Management

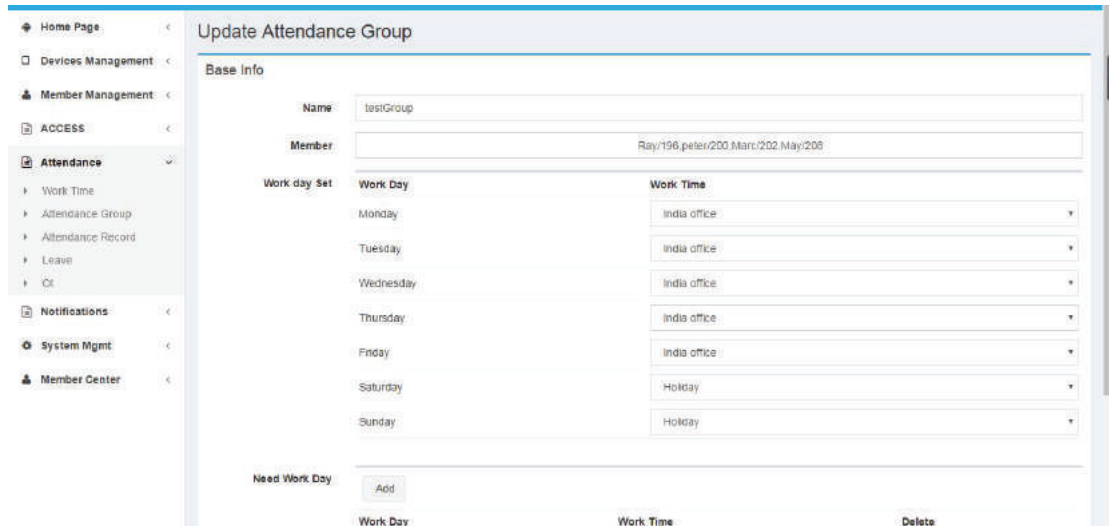


Description:

Manage your worktime

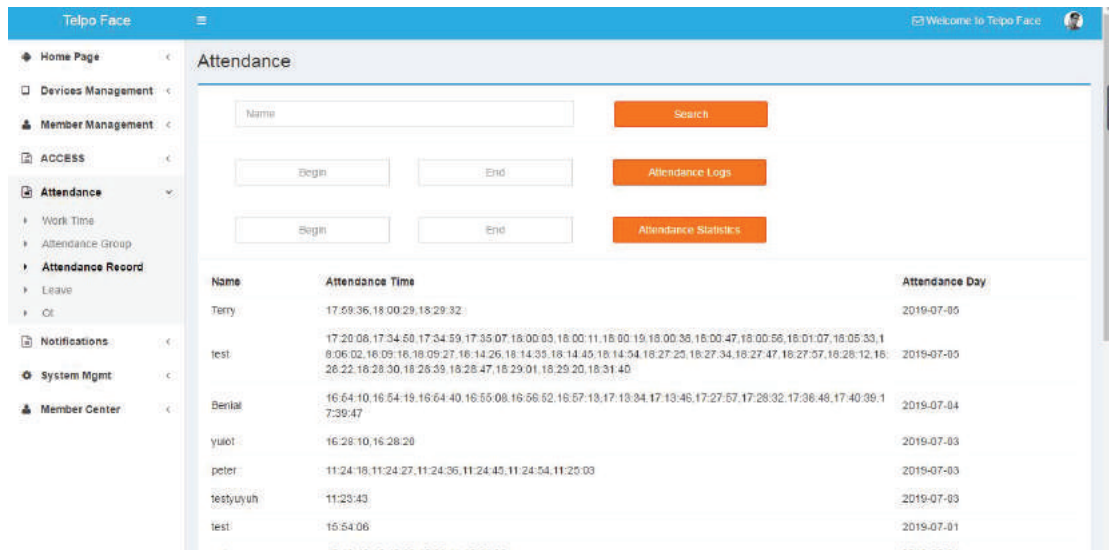
4.2 Attendance Management





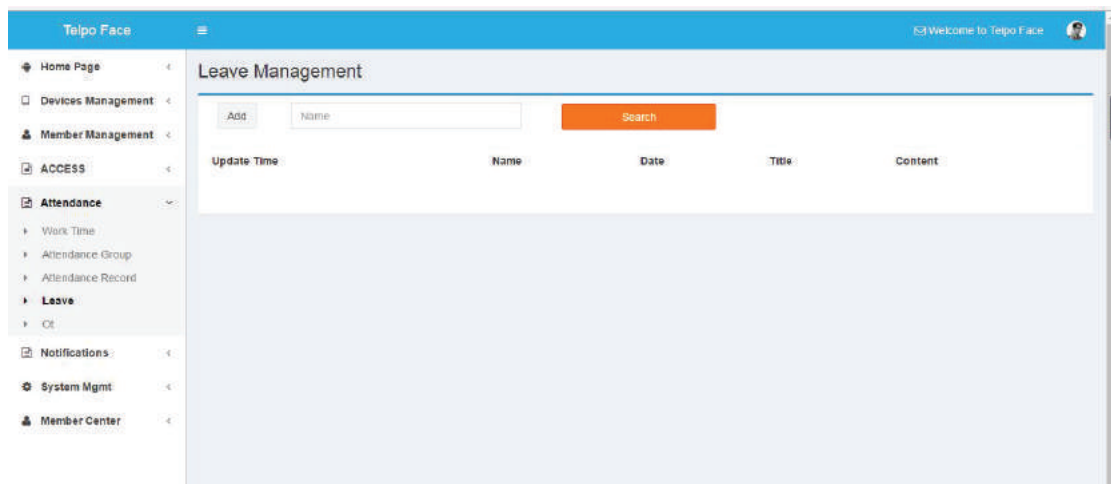
Description:
Manage your attendance group

4.3 Attendance records



Description:
All attendance record

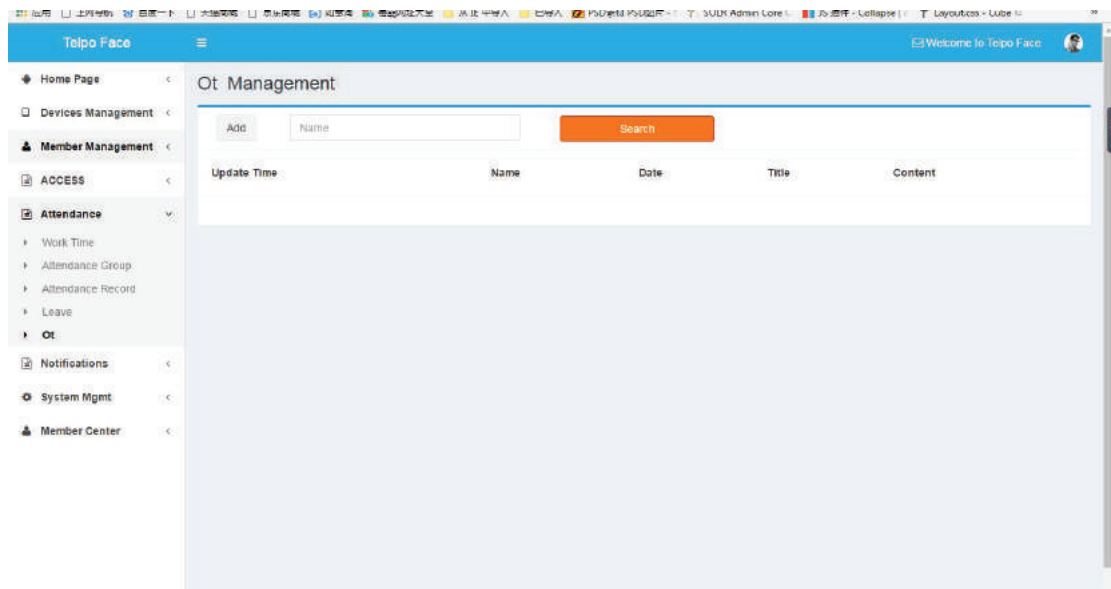
4.4 Leave management



Description:

Leave management

4.5 OT management



Description:

Over Time Management

4.6 Attendance chat

Name	Holidays	Workdays	Normal	No Attendance	Late	Late Detail	Leave Early	Leave Early Detail	Leave Times	OT Times
Bill	4 Days	20 Days	0 Times	120 Times	0 Times	NONE	0 Times	NONE	0 Times	0 Times
William	4 Days	20 Days	2 Times	78 Times	7 Times	2019-09-16 19:10:28 2019-09-17 18:19:05 2019-09-18 12:30:11 2019-09-19 18:05:40 2019-09-20 14:20:59 2019-09-21 12:37:40 2019-09-23 14:24:07	0 Times	2019-09-15 2019-09-17 2019-09-19 2019-09-20 16:42:54 2019-09-21 17:35:45	0 Times	0 Times
	4 Days	20 Days	0 Times	120 Times	0 Times	NONE	0 Times	NONE	0 Times	0 Times
	4 Days	20 Days	0 Times	120 Times	0 Times	NONE	0 Times	NONE	0 Times	0 Times

Description:

You can check the attendance statistics of a specific group of people in a time period

Part 5:AccessLogs

Id	Name	Device Name	Device SN	Device Type	Access Time
4170	Bill	TPS980P	9909G98030300001	entrance	2019-09-24 09:56:10
4169		TPS980P	9909G98030300001	entrance	2019-09-24 09:57:42
4168		TPS980P	9909G98030300001	entrance	2019-09-24 09:57:43
4167		TPS980P	9909G98030300001	entrance	2019-09-24 09:55:32
4166		TPS980P	9909G98030300001	entrance	2019-09-24 09:01:21
4165	William	TPS980P	9909G98030300001	entrance	2019-09-24 08:57:57
4164	William	TPS980P	9909G98030300001	entrance	2019-09-24 08:57:46
4163	William	TPS980P	9909G98030300001	entrance	2019-09-24 08:57:41
4162		TPS980P	9909G98030300001	entrance	2019-09-24 08:57:36
4161		TPS980P	9909G98030300001	entrance	2019-09-24 08:57:36
4160		TPS980P	9909G98030300001	entrance	2019-09-23 21:50:31
4159		TPS980P	9909G98030300001	entrance	2019-09-23 19:20:42
4158		TPS980P	9909G98030300001	entrance	2019-09-23 19:45:03

Description:

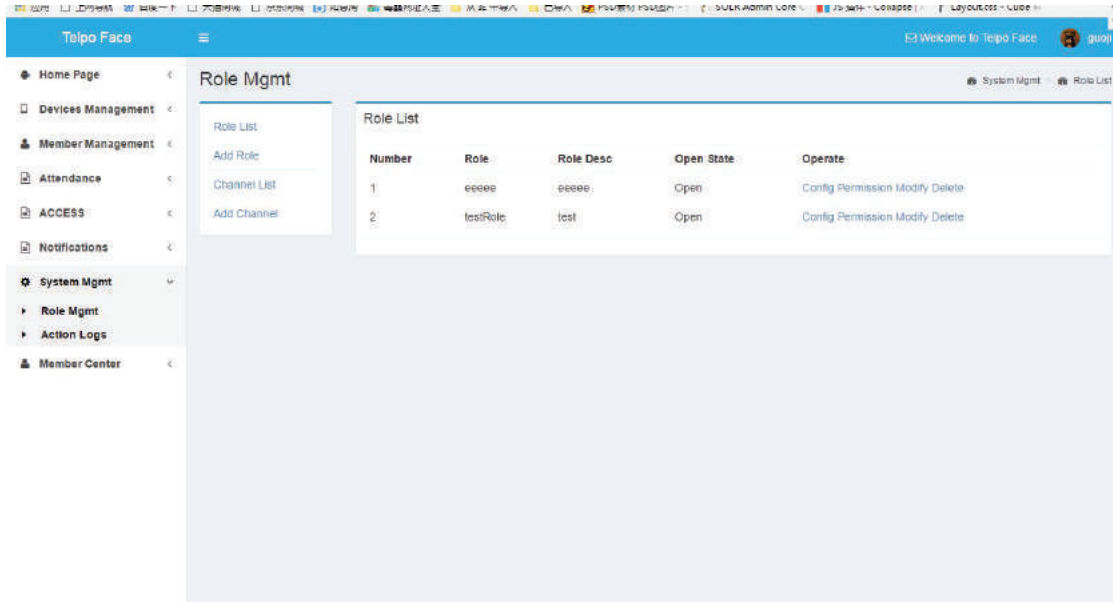
In this page ,you can check&export user access logs.

Part 6:Notifications

Description:

In this page ,you can check all upgrade logs or notifications.

Part 7: System Mgmt



Description:

In this section,you can create role,config role permissions,add your channels