



Personnel Access System

Deployment and Operations Manual

CVX021 Facial Recognition and Temperature Measurement

Objective

Purpose of this Manual

By reading this manual, users will understand the Personnel Access System and be able to properly deploy.

This Manual will be used by

This book is applicable to system operations personnel, field technical support engineers, system administrators.

User Manual Main Content

This manual consists of three chapters. The deployment and simple operational use of MoFace (Personnel Access System) are described in detail.

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1. Deployment Overview

1.1 Terms and abbreviations

Terms, abbreviations	Explanation
My SQL 8.0	MySQL is a relational database management system developed by MySQL AB of Sweden and is currently owned by Oracle. MySQL is one of the most popular relational database management systems, and MySQL is one of the best RDBMS (Relational Database Management System) applications for WEB applications. MySQL is a relational database that stores data in different tables instead of putting all the data in one large warehouse, increasing speed and flexibility.
Tomcat Server 8.0	The Tomcat server is a free, open source Web application server that is a lightweight application server that is used in medium-sized systems and with many concurrent users and is the first choice for developing and debugging JSP programs.
Personnel access system	The personnel pass system is a set of management platform developed for the personnel channel system, realizes the equipment management, personnel management, approval management and pass record of the all-in-one machine, can realize the functions of visitor, attendance and other functions, and will increase the property management function, according to the special business scenario to develop customized application function module.
Click	Refers to the left mouse button click
Double click	Mean double-click with the left mouse button
[]	Represents window names, menu names, and data sheets, such as Download Address
*	

1.2 Deployment Notes

PLEASE INSTALL THE WINDOWS OPERATING SYSTEM CORRECTLY ON THE SERVER BEFORE DEPLOYMENT, THIS DOCUMENT IS THE PERSONNEL ACCESS SYSTEM DEPLOYMENT METHOD, INCLUDING PROGRAM DEPLOYMENT, PROGRAM UNINSTALL, AND COMMON PROBLEM RESOLUTIONS. ONLY FOR THE WINDOWS VERSION, AND SYSTEM DEPLOYMENT PERSONNEL TO SERVE AS A REFERENCE.

Before you begin your deployment operation, read the following deployment notes carefully, familiarize yourself with the required network environment, the deployment installation process, and relevant settings.

1. 3 Run Hardware Environment

Hardware	Minimum Requirements	Note
Platform Server	CPU i3/4GB memory Hard drive => 100GB	

1. 4 Software Environment Requirements

Software	Requirements	Note
Platform Server	WINDOWS 64-BIT OPERATING SYSTEM	
Support system	Windows 7 / Windows 8/Windows 10	Browser support IE11,Google Chrome, Firefox
IP address	Configure a server static IP address	
Network environment	Turn off the network firewall	Or configure the firewall 16560 port access rule

1. 5 Release notes

Software	Software version category	Note
MoFace. exe	Full package	Includes full version, overwriting previous installation and clearing database
MoFace_update.exe	Upgrade package	Upgrades features, resolve problems, keeps database intact.

1. 6 Deployment process

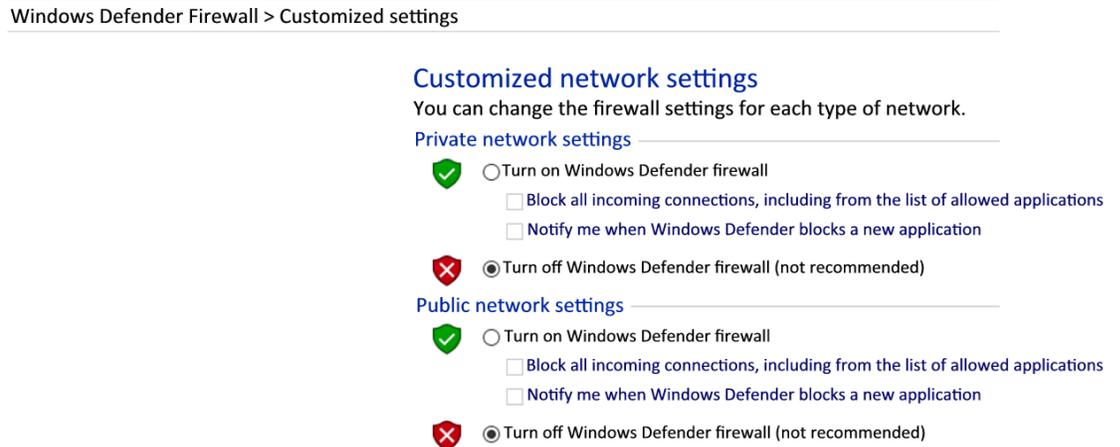
The main steps for the deployment of the Personnel Access System:

1. Execution of MoFace. exe installation package
2. Select the program installation target path
3. Open the Web site for testing.

2. Deployment: Prepare operating environment

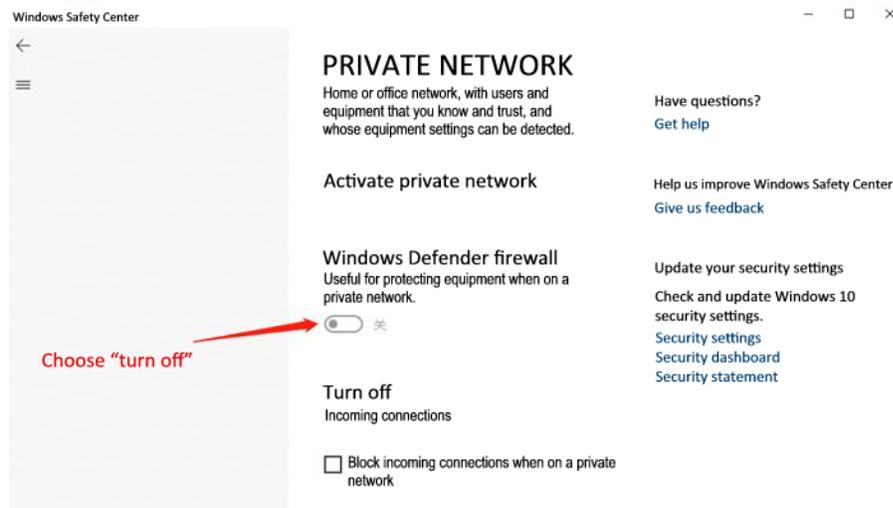
2.1 Shut down the firewall on the network that the server is currently using

Set Paths Network Sharing Center - Windows Defender Firewall Settings.



(Windows 7 configuration)

Set Paths Network and Internet Settings - Windows Defender - Private/Public Network

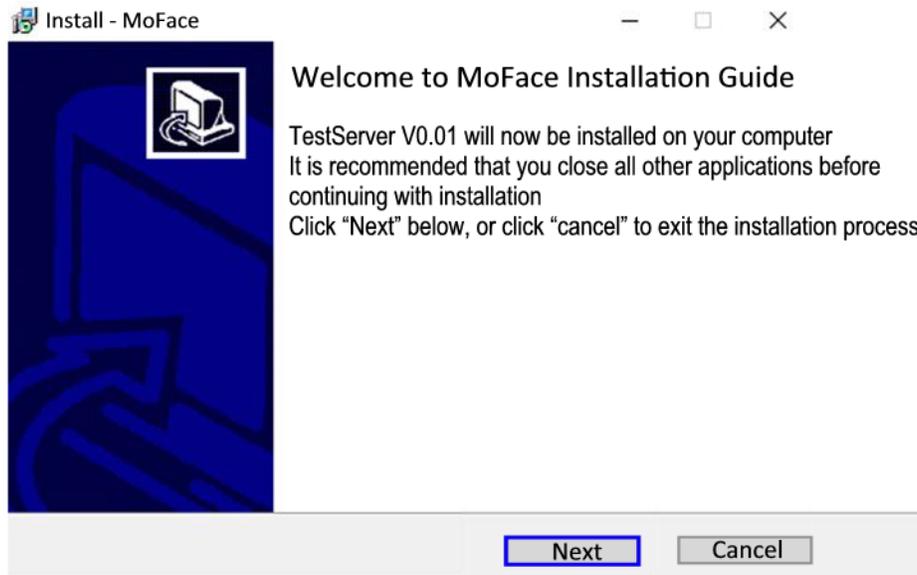


(Windows 10 configuration)

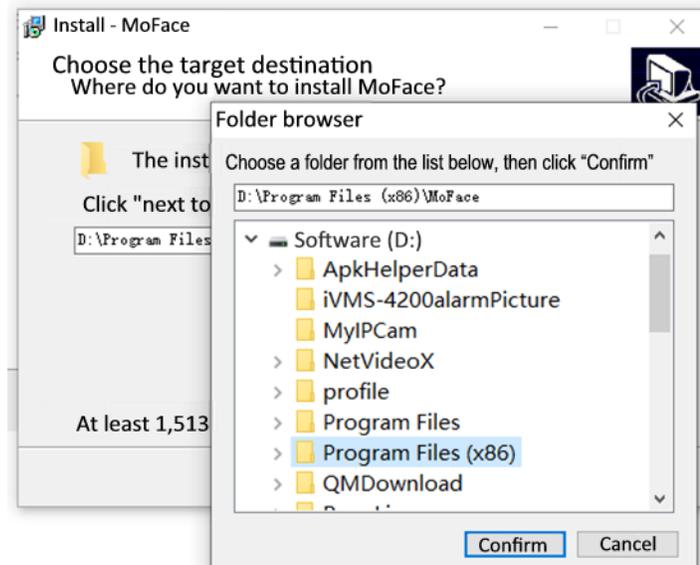
3. Install and uninstall

3.1 Install

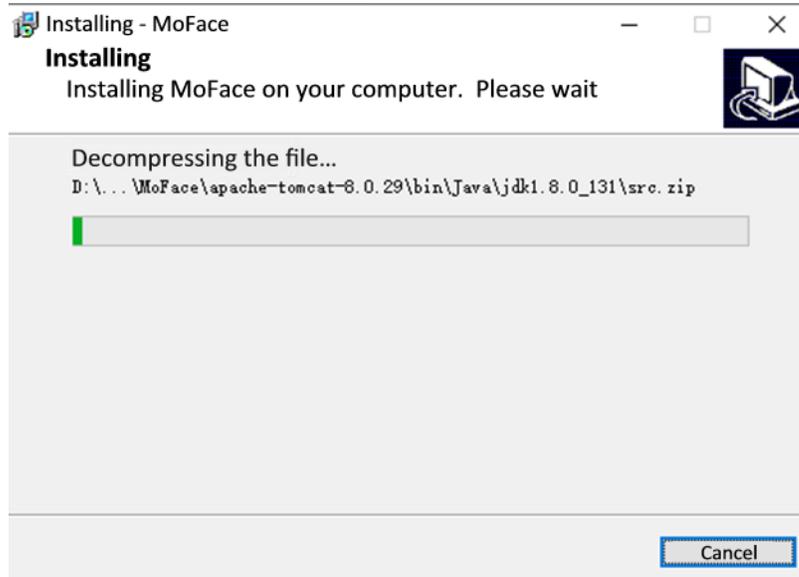
(1) Double-click to execute the MoFace.exe installation package, click next as instructed.



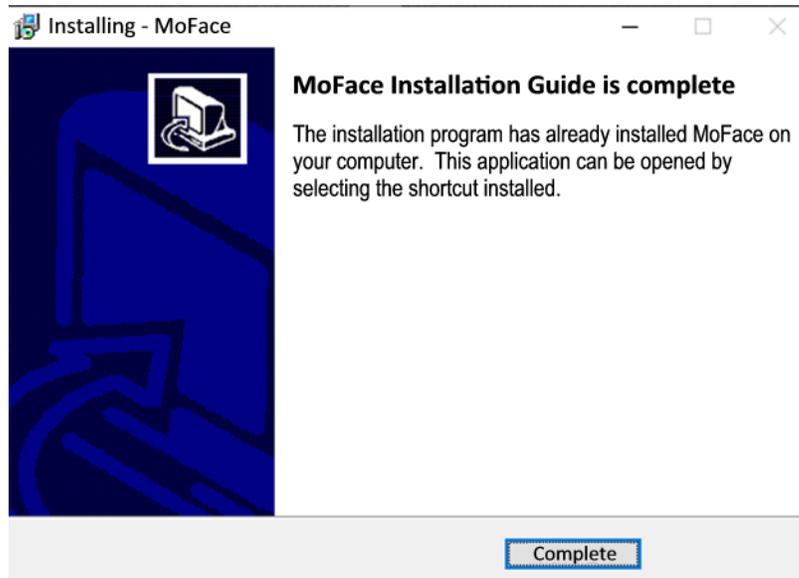
(2) Select the installation path, the default path is: C:\Program Files (X86) MoFace.



(3) Program installation process (approximately 5 minutes installation complete)



(4) Installation complete



(5) Restart the server after the installation is complete

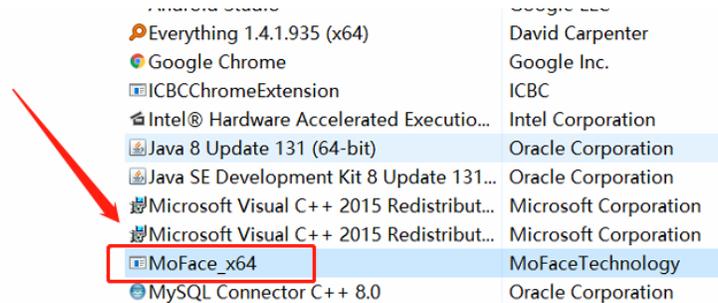
After the installation completes the device will restart. When installation is completed, an Internet shortcut to the Personnel Access System will be created on the desktop.

It takes about 5 minutes for the program to start after restarting the device.

(3.2) Uninstall program

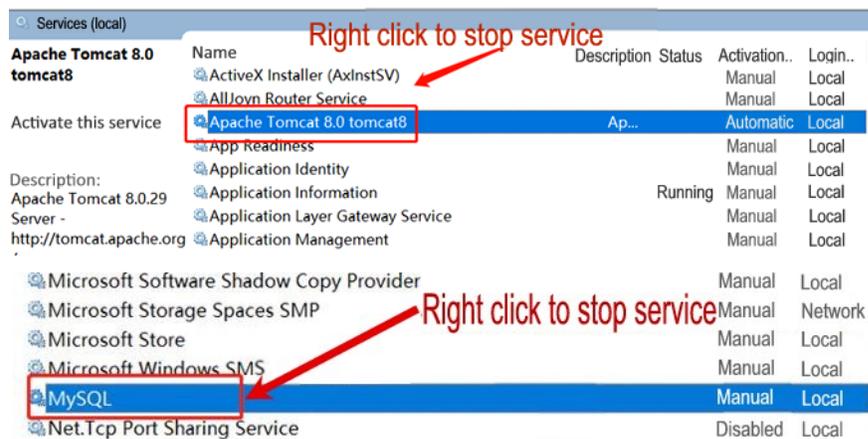
- (1) Uninstall the MoFace program

Control Panel - All Programs - Right-click to uninstall MoFace



- (2) Stop the tomcat and MySQL services

Go to System Services and find the tomcat8 and MySQL services



- (3) Uninstall the Tomcat and MySQL services

Open cmd in administrator mode and execute sc delete tomcat8

```
Administrator: Command Prompt
Microsoft Windows [Version 10.0.17763.615]
(c) 2018 Microsoft Corporation. All rights reserved.
C:\Windows\system32>sc delete tomcat
```

Open cmd in administrator mode and execute sc delete MySQL

```
Administrator: Command Prompt
Microsoft Windows [Version 10.0.17763.615]
(c) 2018 Microsoft Corporation. All rights reserved.
C:\Windows\system32>sc delete mysql
```

- (1) delete the MoFace_X64 or MoFace_X86 folder in the installation directory.

4. Brief introduction to operating software

4.1 Open the system in the browser

- (1) Double-click on the People Pass System shortcut that opens the desktop



- (1) Enter in the browser address bar: localhost: 16560 or the local IP address (such as 192.168.3.119:16560)

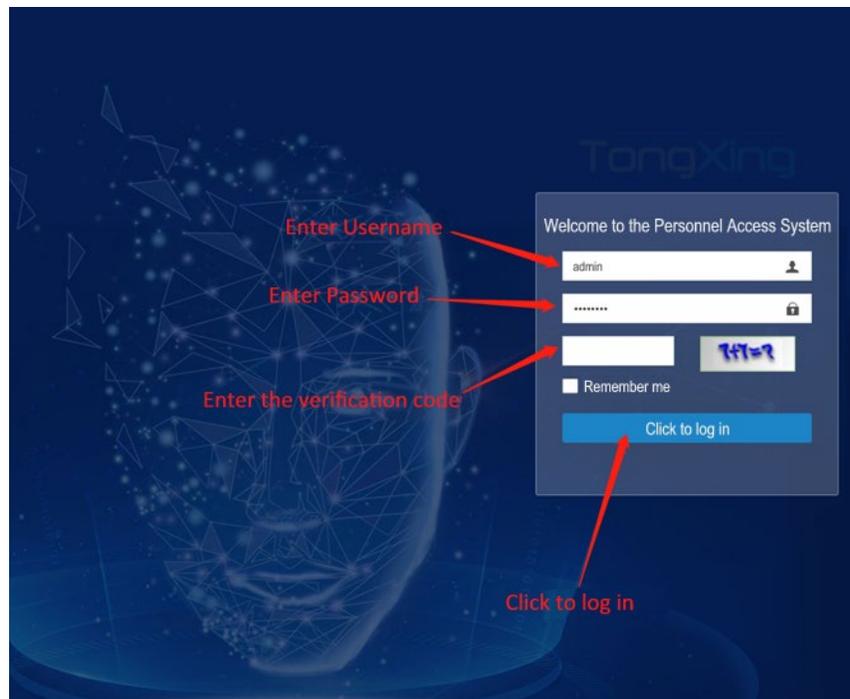


4.2 Log in to the system

- (1) Enter the login account and password and verification code, click to log in to the system

◆ Default factory account: admin

◆ Default factory password: admin123



4.3 Home Features

- (1) Home Left is the function bar, the right side is the information display bar (personnel, people in and out, comparison, equipment, visitors)



- (2) The function bar includes organization, people, equipment, records
- (3) The information bar includes personnel, people flowing in and out, equipment, visitors, comparisons

4.4 Basic function operations

- (1) [Establishment of an organization] (new or modified company name)

Company name	Order
▼ Unnamed company	0
○ Office 219	1

Required field

Company name: unnamed company

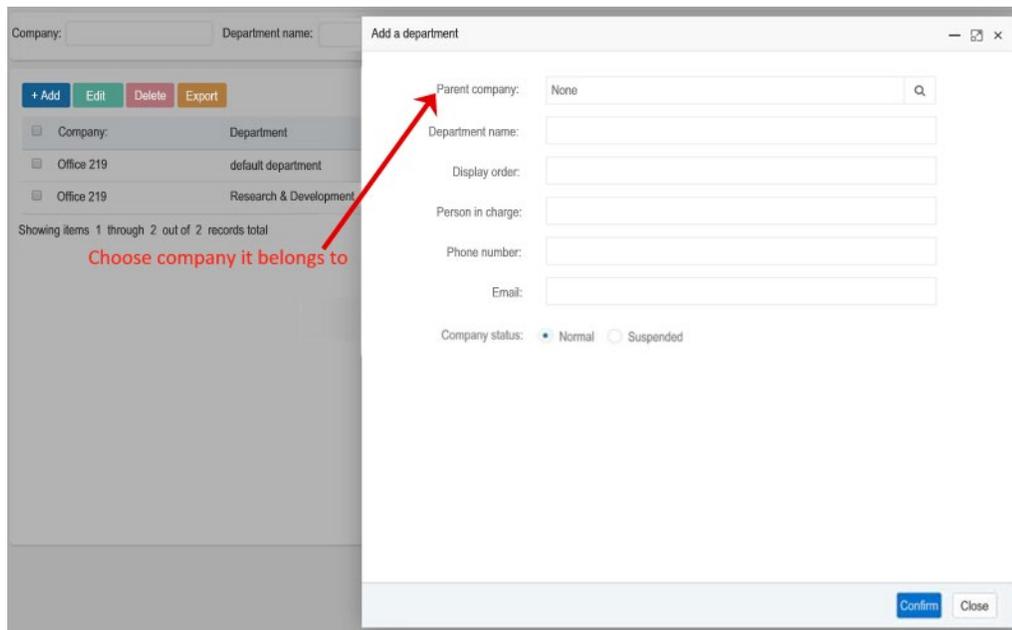
Person in charge: Mr. Peng

Phone number: 480-451-6685

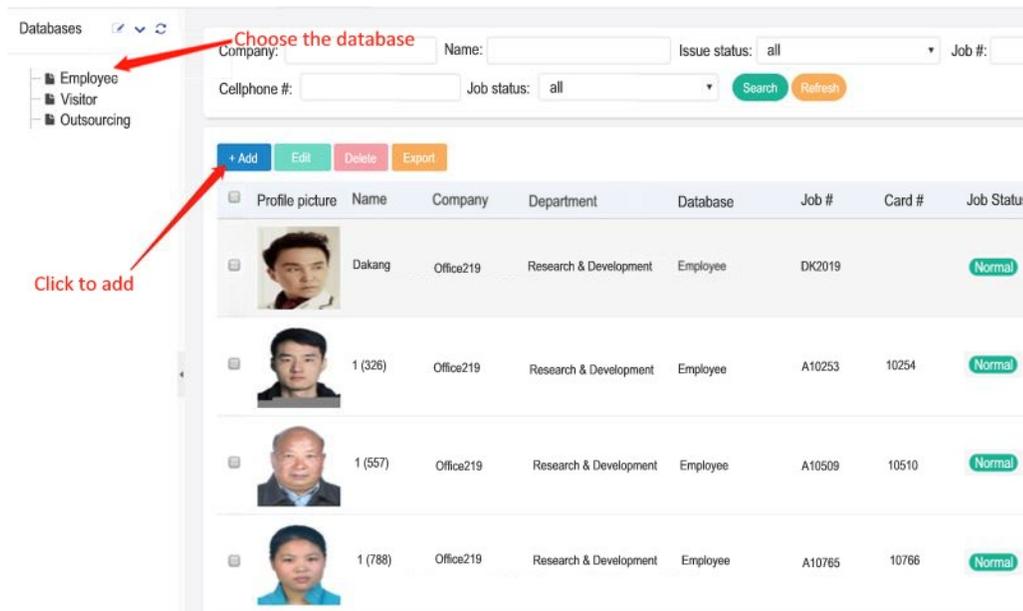
Email: name@company.com

Company status: Normal Suspended

(2) [New or edit department information]



(3) [New single list] First select the database in the upper left corner - then click to Add-Edit personnel information and save.



(Figure 1)

Add personnel

*Profile picture: Choose file | Example.jpg **Choose profile picture**

***Required**

Full name:

*Department: Choose department

*Government ID number:

Gender: Female

Address:

Cellphone number:

Job number:

Card number:

*On permanent name list?: Yes No

*Job status: Normal Suspended

Confirm

(Figure 2)

(4) [Bulk Import] Select the database to import - click Bulk Import download xlsx template - Download zip template

Database

Name:

Select Database

- Employee
- Visitor
- Outsourcing**

Bulk import

Profile picture	Name	Department	Job number	Card number

Import database

Choose xls or xlsx file:
 No file chosen

Choose zip file:
 No file chosen

Update existing database

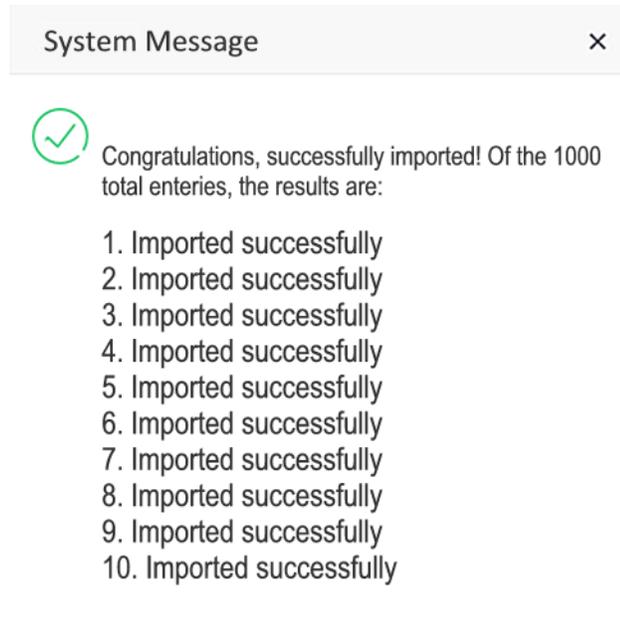
Bulk import using downloaded templates

Download excel template

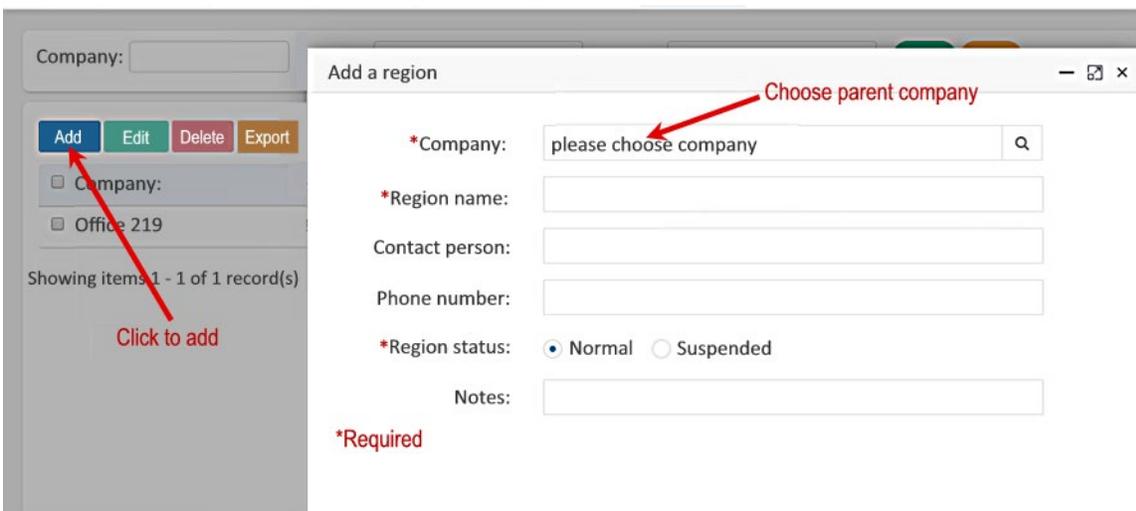
Download compressed image template

Tip: Only xls or xlsx files can be imported!

- (5) [Bulk Import selection file] Select edited xlsx file / Select edited zip package - click Import. Wait for the import to complete. The speed is based on the number of import lists and server performance, the reference 50 per second.



- (6) [Save in the database] Select single or multiple records and click Save, all saved imported data click all save.
(7) [New Region] Click area function to add and select the company. Fill in the area name to save.



- (8) [Manual addition of equipment] Select area - Select affiliated company - Fill in equipment information (required)
Add completed devices and associate the database, the database will automatically be downloaded to the system.
Special instructions: a database must be associated, otherwise the system cannot synchronize the list.

- (9) [Automatically Add Devices] First configure the server's IP address and port number in the all-in-one remote connection settings, the device will automatically go online and add it in the device bar. Devices that are not assigned to zones are newly activated, and the zones and associated database need to be assigned manually.
- (10) [Query / Generate Record] Click pass record (system automatically refreshes latest record) - click export to generate the xlsx record table
- (11) [Modify the username and password] Click on the administrator in the upper right corner of the page to manage staff, modify personnel information, modify the password

4.5 Attendance function Operation

- (1) [Time Period Settings] (The software defaults an attendance time period from 9am to 6pm)
Valid certification duration: Used to filter multiple repeat attendance record refreshes within the same person, generally the default is 60 minutes
- (2) [Holidays] Newly added holidays will automatically filter attendance records

[New attendance time period] This function is used for shift scheduling. You can set up attendance in a department corresponding to different scheduling time periods. In general, company attendance cannot increase the **attendance group**.
- (3) [Assigned Staff] In the attendance group, click Assign Staff to enter the assignment interface, and select staff in the corresponding department

- (4) [Schedule Configuration] (The system generates a monthly scheduling rule and a weekly scheduling rule by default) According to the user's company attendance characteristics, it is possible to assign which time of day attendance rules are enabled, such as 5-day system, 5.5-day system, 6-day system, size Weekly, or 31-day company system

Operation steps: Select the time period - number of days to be applied - Apply rules (effective now)

The above description is the monthly schedule rules, the method of the week shift is the same

- (5) [Person scheduling] establisher corresponding scheduling staff, so that which persons effective corresponding to which schedule configuration of the attendance time period

How to do it: Add a personnel schedule - select a company, department, attendance group, schedule configuration -- determine the save

- (6) [Time processing] used to deal with employee leave, travel, failure of equipment, clocking and other reasons for the processing of false leave

Supports the export of all attendance processing records for the corresponding time period and personnel

How to do it: Add attendance processing -fill in attendance processing time, type, company, employee - Ok save

- (7) Attendance Records : Displays the results of the company's attendance records, supports all kinds of index search results, and supports the export of the original attendance records and monthly attendance reports for the corresponding personnel and corresponding time periods

Step: Click on the attendance record - click on the export system will automatically generate excel attendance report

Attendance Original Record Form : Record the details of the person's attendance for the month or the same day

Monthly attendance report: the actual day and month of work of the calculated personnel, attendance processing time, late time, total work time can be directly used for payroll settlement

Attendance Processing Report: Record the processing details of the current month's attendance handler

5 Dealing with common problems

5.1 Troubleshooting

After you follow the steps above to complete the deployment and restart the server, if the client does not function properly, both the client and the service side can check that the various services are functioning properly, or the service side can also troubleshoot the possibility of system failure through some operations.

1. The browser can't open the page after installation (see below)

The first installation exception handling method:

- (1) Check that the system tomcat8 service and mysql service are functioning properly
Service status does not show running then the service is not started and needs to be started manually
- (2) Check for updates and that you have the most recent version of the software.

Update the installation exception handling method:

- (1) Check that the installation is not installed on the new path, which is not consistent with the original program installation path, and if it is not consistent with the path of the first installation, the uninstall program is reinstalled and reinstalled into the path of the first installation.
- (2) If the tomcat service fails to start after the update is installed, restart it manually once.
- (3) The mysql service fails to start after the update is installed, and a manual restart is made once.