
NCHECK BIO ATTENDANCE

User Guide

Installing, configuring and using the NCheck server, clients, web control panel and online booking.

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1 INTRODUCTION

NCheck is a biometric time and attendance managements system. It is used to manage and control the employee and visitor attendance. NCheck is easy and convenient attendance recording for employees and visitor and simplify the employee attendance management. Following features are available with NCheck.

- Web based attendance system administration and configuration
- Running on Android, iOS and windows
- Use of devices available in the market (No special hardware)
- Face, Fingerprint and Iris biometric
- RFID, Barcode and manual ID
- Use of integrated camera for face recognition
- Configurable with IP camera
- Support many fingerprint scanning devices available in the market
- Configurable employee attendance authentication with ID, biometric or ID+Biometric
- Automatic or Manual In/Out selection
- Configurable day start time
- Work shift
- Work Rosters
- Visitor schedules
- Visitor appointments
- Configurable work time
- Configurable overtime
- In/Out time restriction
- Attendance location data collection
- Unidentified attempts
- Geo fencing
- Attendance location map
- Configurable report generation
- PDF and CSV reports
- Multilingual support
- Scheduling report generation and delivery
- Duplicate biometric detection
- Employee group
- Group administrators
- Read only administrators (Auditors)
- Admin operation logs
- CSV data import and export
- Employee self-service login
- Event administration
- Attendance device management
- In/out restriction
- Door lock/external events trigger
- Offline attendance (Attendance recording while no connection to the server)

2 GETTING STARTED

This getting started document guides you to setup your NCheck system and perform the initial configuration of the attendance control system. You can follow the steps below to set up and configure the system and start attendance recording.

1. [Planning your attendance management system](#)
2. [Start the attendance management system](#)
3. [Set up attendance and visitor management system](#)
4. [Launch web control panel](#)
5. [Set up client devices](#)

2.1 Planning your attendance management system

NCheck can support employee time attendance of any organization from small offices to large multi-site organizations. It is scalable from a single standalone device to thousands of devices distributed in multiple locations. Therefore, it provides the following deployment options. Deployment option is differentiate based on the place attendance data storage.

Table 2.1 NCheck deployment options

DEPLOYMENT OPTION	PLACE OF ATTENDANCE DATA	REMARKS
CLOUD SUBSCRIPTION	NCheck cloud	IT Expertise are not needed
ON PREMISES	NCheck on-premises server	Additional overhead on system maintenance
STANDALONE	NCheck Admin Application	Simple cost-effective solution for small office

2.2 Start the attendance management system

Starting a NCheck biometric attendance management system prepares the attendance system database and the service to communicate with NCheck clients. NCheck database and the service can be set up

- Cloud - In NCheck cloud service
- On-premises – NCheck server installed in your place.

2.2.1 Start an attendance management system with Cloud

1. Go to NCheck [web site](#)
2. Select Sign up button
3. From the getting started page, select create new organization.

Getting Started

Create a new team or join existing team on NCheck Cloud services.

Manage time tacking for my team:

Create new organization

Join my team with invitation

Join an existing organization

Already have an account? [Login here](#)

Figure 2.1 Getting started page of cloud signup

4. In the create account page, enter full name, email and password. Then check captcha to verify yourself and select the continue button.

Create account

Provide personal information

 Sign up with Google

 Sign up with Intuit

or

Full name

Email

This will be your login name.

Password

☐ I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

By continuing, you agree to our [Terms and Conditions](#) and [Privacy Policy](#)

Continue

Already have an account? [Login here](#)

Figure 2.2 NCheck sign up view

5. In the next step complete your company details including company name, country. Phone number and organization size. Select continue button.

Company details

Provide additional information

Company name

Country

Phone

Organization size

☐ 1-10☐ 11-20☐ 21-50☐ 51-100☐ 100+

Continue

Figure 2.3 Company details page of the cloud signup

6. In the next step you will be asked where did hear about NCheck. Check the information source from available and select the continue button.

Where did you first hear about us?

Search engine
E. g. Google ☐

Social media
E. g. Facebook etc. ☐

Software review site
E. g. Capterra ☐

Apple Store or Play Store ☐

A friend or colleague ☐

Other ☒

Continue

Figure 2.4 where did you hear about us page of cloud signup

7. After that you will see the signup completion page as below. It includes NCheck. Clients download links to download client. If you need demonstration about using NCheckcloud bio attendance and visitor management system, you can request from request demonstration button. Select Go to control panel option to login to the web control panel.

Free plan will be assigned to your NCheck Cloud subscription. You can change the plan of your subscription from the administration control panel. Refer [pricing](#) for more details about available subscriptions.

2.2.2 Start an attendance and visitor management system with the server

NCheck can be set up in Windows and Linux platforms.

1. [Setup NCheck server in Windows](#)
2. [Setup NCheck server in Linux](#)

2.2.2.1 Setup NCheck server in Windows

2.2.2.1.1 System requirements

1. Microsoft Windows 8 or higher operating system
2. 1GB of disk space
3. 4GB of RAM
4. JAVA runtime environment 11
5. One biometric capture device such as a camera, fingerprint, or iris scanner. Android and iOS, inbuild camera, Windows integrated and USB web cams are used for face capture. For other supported IP cameras, fingerprint readers and iris scanners, visit [support devices at our web site](#)

2.2.2.1.2 Download and install

NCheck can be downloaded from [product downloads](#) section of the web site

Important: Your windows user account should have administrative privileges to install NCheck server.

Note: If the required Java runtime environment is not installed, Installer will ask to install Java runtime environment and stop NCheck installation.

- Run the installer.
- Activate NCheck license
NCheck installer will show the license activation window After the successful installation of the server.

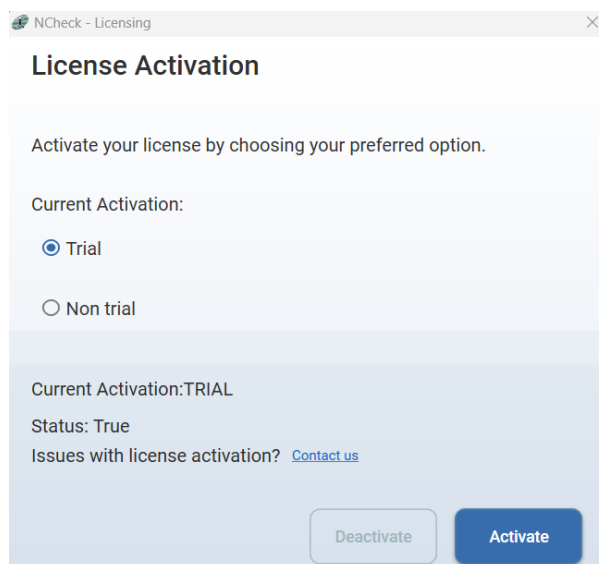


Figure 2.5 Licensing window for NCheck Admin client for Windows

- Starting NCheck server

NCheck server will start automatically, and server icon will be displayed in the windows tray. When the server is ready, the icon will be shown in the Windows tray as [Figure 2.6](#) NCheck tray icon view when the server is ready.

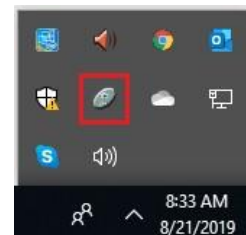


Figure 2.6 NCheck tray icon view when the server is ready

- Finish installation

Optionally, you can choose to launch Server Configuration window, NCheck Admin client and User's guide. Completion dialog also shows the NCheck server status and TCP port of the server.

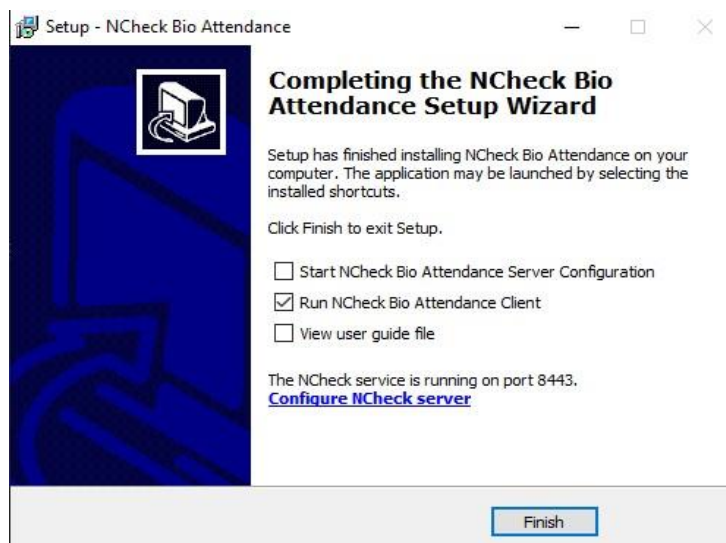


Figure 2.7 NCheck installation completion dialogue for Windows

Refer [Install for windows](#) section for more details about install NCheck server in Windows.

You can activate the trial for evaluation purposes. Trial activation requires permanent internet connectivity. See [license activation](#) section for more details.

2.2.2.2 Setup NCheck server in Linux

Refer [this link](#) to setup Docker image for Linux. Refer [Install On-premises server on Linux](#) section for more details.

2.3 Set up attendance and visitor management system

Following basic configuration requires to set up the attendance and management system for attendance and visitor managements

1. [Launch web control panel](#)
2. [Add a new user](#)
3. [Enroll user biometrics](#)
4. [Create user groups \(Optional\)](#)

2.3.1 Launch web control panel

NCheck administration and configuration application is NCheck control panel application. This is a web-based application that can be accessed using popular web browsers using following URL.

Table 2.2 Access NCheck web control panel

	URL	REMARKS
CLOUD	https://cloud.ncheck.net	
ON PREMISES	https://server:port	• Server – Server name or IP address • Port – NCheck service port configured on the server. Default port is 8443.

NCheck control panel launcher application with extended data capture capabilities is available with the NCheck Server and NCheck client installations. This application can be launched from

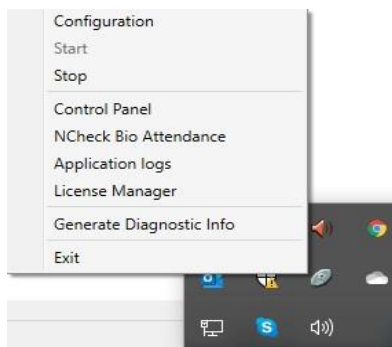


Figure 2.8 NCheck system tray menu view

Table 2.3 Login to the NCheck control panel

Server	Right click on the NCheck server tray application icon and select “Control panel” menu item as shown in Figure 2.8 NCheck system tray menu view.
Windows client	Open the application menu and select login to control panel.
Android Client	

NCheck server interface will work with recent versions of Mozilla Firefox, Google Chrome, Microsoft Edge, Opera and most common web browsers. It does not work with the Internet Explorer browser.

2.3.1.1 Sign in to web Control Panel

Log in to continue

Welcome back



Log in with Google

Log in with Intuit

OR

Email address

Enter username

Password

Enter password



[Forgot your password?](#)

☐ Remember me

Log in to continue

Do not have an account? [Register here](#)

Figure 2.9 NCheck login page

If you used used gmail or intuit account to sign up with NCheck cloud, you can use Gmail/intuit credentials to login with NCheck Control panel. Otherwise, you can use username and password used to sign up with NCheck cloud.

For on-premises server, the default username and password are “admin”.

NCheck

Welcome back, David norah

EMPLOYEES

100% In

LEAVES AND HOLIDAYS

November, 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Onboarding checklist

Welcome to NCheck Bio Attendance!

Speed up your organization setup with these quick steps below:

- ☒ Add users
- ☐ Register devices
- ☐ Create group
- ☐ Create shifts
- ☐ Create employee schedules
- ☐ Create visitor schedules
-

Figure 2.10 NCheck control panel initial dashboard view

After signing in, you will be landed in the NCheck Control Panel Dashboard as shown in [Figure 2.10](#) NCheck control panel initial dashboard view

Once you logged in first time, it will show the onboarding checklist to help you to configuring the stet

Refer [Sign in to web Control Panel](#) section for more details about sign in NCheck control panel. When signing in second time onwards, you will be landed to the last time accessed page.

If the initial required data is not set up, it will be notified to perform the initial setting up. First the users should be enrolled as mentioned in [Add a new](#) user section.

2.3.2 Add a new user

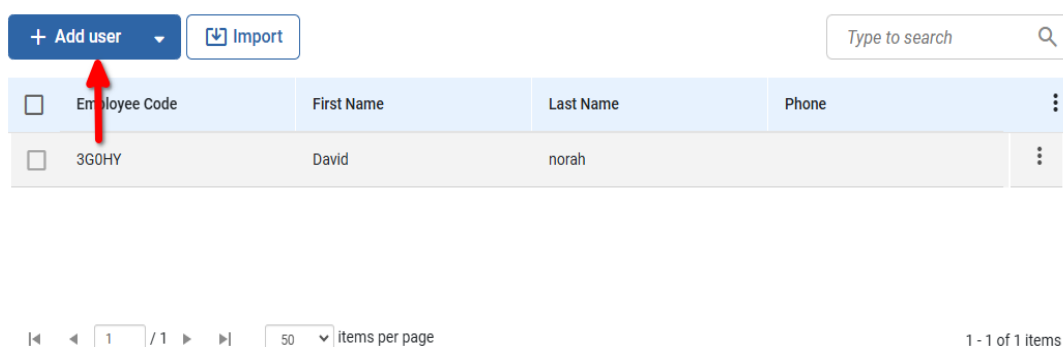


Figure 2.11 User management view of control panel

- Select the Add button to create a new user.

Figure 2.12 NCheckr add new employyr view

Refer [Add employee/visitor](#) section for more details about add users. After adding users, refer [Enroll user biometrics](#) section to enroll user biometrics.

2.3.3 Enroll user biometrics

User biometric is used to authenticate users in attendance recording.

- Select User
- Select “Update biometrics” button in the [Employee/visitor](#) view

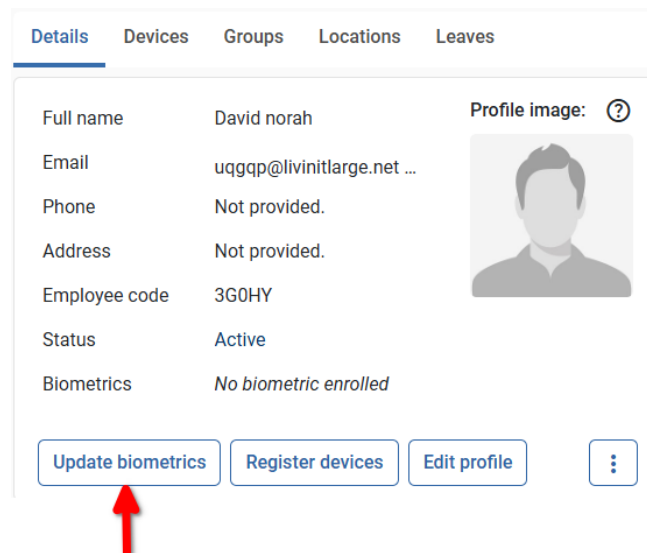


Figure 2.13 Launch enroll biometric for the selected user

User Biometric data dialogue can be used to manage user biometric. It allows adding biometrics

1. From event history
2. Capture from devices such as camera, fingerprint and iris scanners using NCheck client applications.
3. From images in the local file system

Refer [Update employee/visitor biometrics](#) section for more details about enroll biometrics.

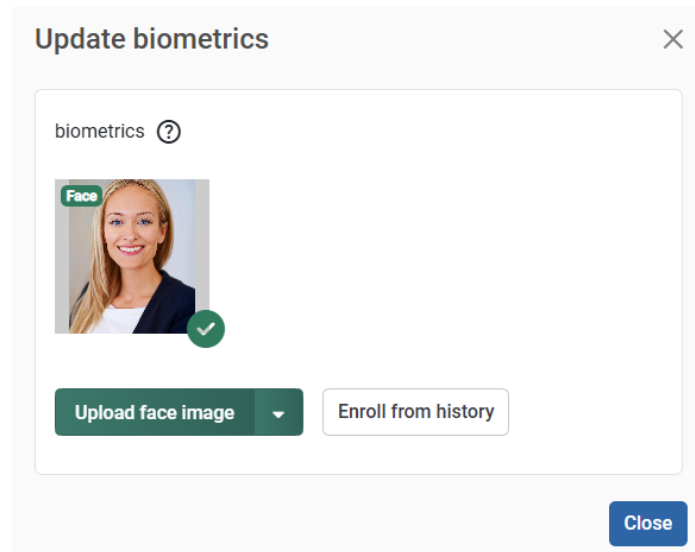


Figure 2.14 Biometric data dialogue

After enrolled user biometrics, you are allowed to [Set up client](#) or either [Create user groups](#) (Optional) shown in [Figure 2.15](#) proceed to setup clients flow.

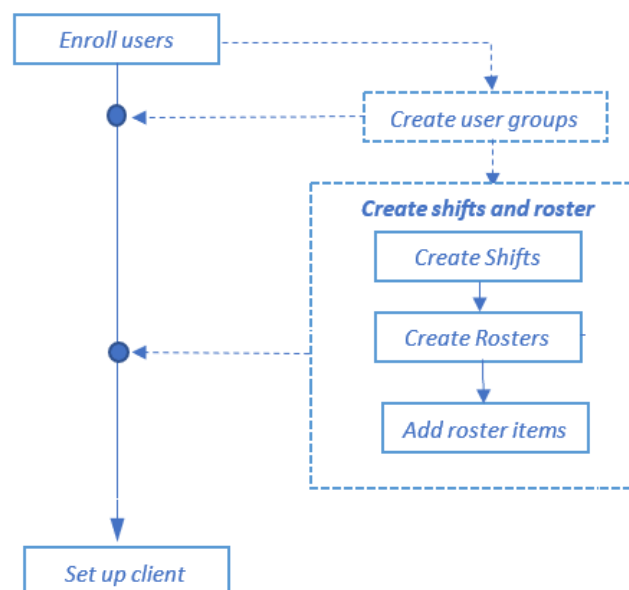


Figure 2.15 proceed to setup clients flow

2.3.4 Create user groups (Optional)

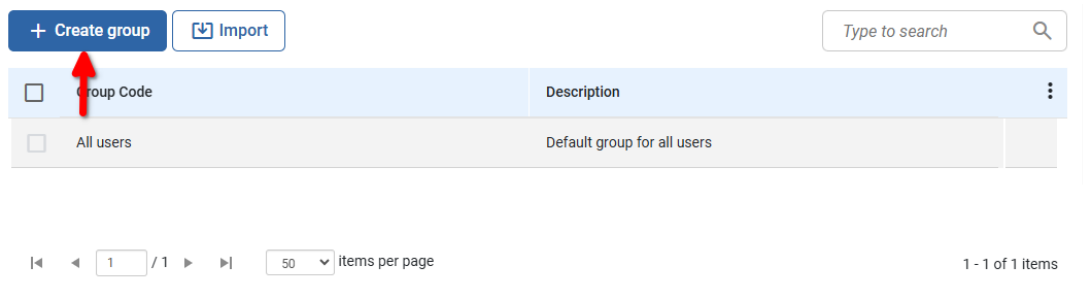


Figure 2.16 User group management view

User group represents multiple users, and all the settings applied to user group apply to each user representing the user group. To create the user group,

- Select User group management in the control panel.
 - Select Add button
- User group detail dialogue is shown in below

Figure 2.17 Group details of add user group dialog

Add user group [Close]

Group details > **Add users** > Register shared device

Type to search [Search]

☐	Employee Code	First Name	Last Name	Email	
☐	vapvNo	Andrew	Nadal	andrewn@abc.com	
☐	NjbF2X	Karl	Mark	karlm@abc.com	
☐	YmLkSV	Kathrine	dowd	kathd@abc.com	
☐	AQ2XAQ	Kavin	Donald	kavind@abc.com	
☐	gzGs7H	Lawrence	Miller	lawrencem@abc.com	
☐	VjuOoo	Mike	Holden	mikeh@abc.com	
☐	1WxvPC	Pertter	Karl	peterk@abc.com	

1 - 13 of 13 items

I'll do this later [Back] [Next]

Figure 2.18 Add users of the Add user group dialog

Refer [Manage Employee Groups](#) section for more details about user group management.

2.3.5 Create visitor appointment (Optional)

To manage visitor attendance, first an appointment must be made for each employee for the selected date as below.

[+ New appointment] [Advanced] [Refresh data] [Enter visitor name to search]

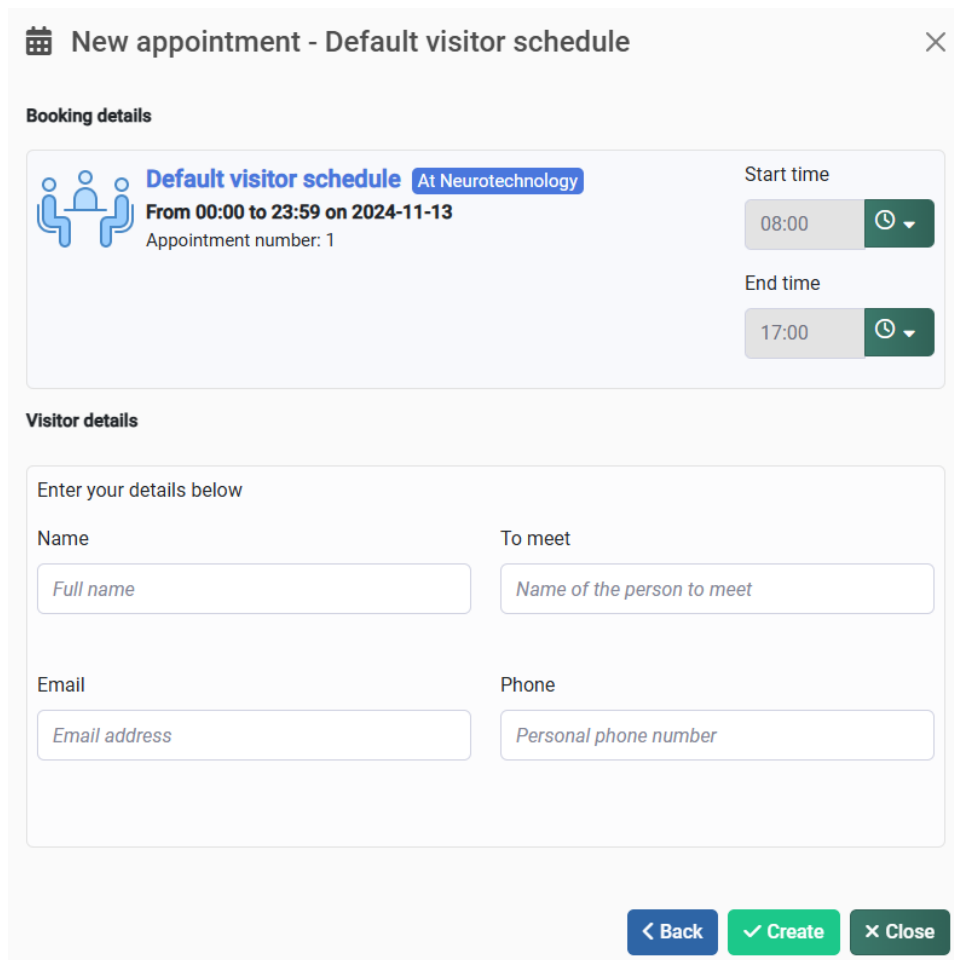
Type to search schedule [Search] 2024-11-13 - 2024-11-13 [Calendar]

Visitor	Schedule	Appointment start	Appointment end	
-				

1 - 1 of 1 items per page

Figure 2.19 Appointment management view

Select new appointment button to create appointment for visitor schedule as below.



New appointment - Default visitor schedule

Booking details

Default visitor schedule At Neurotechnology
 From 00:00 to 23:59 on 2024-11-13
 Appointment number: 1

Start time: 08:00
 End time: 17:00

Visitor details

Enter your details below

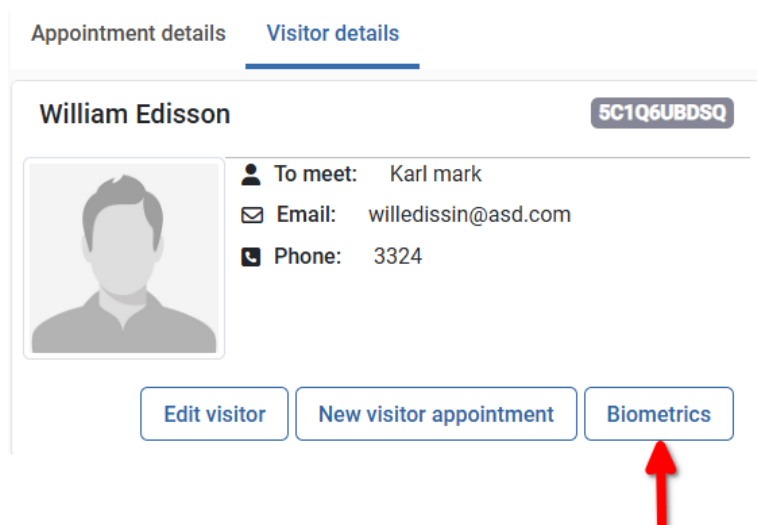
Name: Full name
 To meet: Name of the person to meet
 Email: Email address
 Phone: Personal phone number

< Back ✓ Create ✕ Close

Figure 2.20 New appointment dialog

Select appointment start and end time and visitor details and select create button to create appointment

Once appointment created, to enroll biometrics for visitor select "Biometrics" button from the visitor details section of the appointment view as below.



Appointment details **Visitor details**

William Edison 5C1Q6UBDSQ

 **To meet:** Karl mark
Email: willedissin@asd.com
Phone: 3324

Edit visitor New visitor appointment **Biometrics**

Figure 2.21 Visitor details of appointment view

Refer [Visitor details](#) section for more information about updating visitor biometrics.

2.4 Set up client devices

2.4.1 Install client application

The NCheck client applications are available for Windows, Android and IOS platforms.

1. Install NCheck clients in Windows
Refer [Install for windows](#) section for more details.
2. Install NCheck clients in Android
Refer [Install client for Android](#) section for more details.
3. Install NCheck Attend client in Android
Refer [Install NCheck Attend client for iOS](#) section for more details.

2.4.2 Register client application

The Client application is required to register with the server to perform attendance recording. To register a client application.

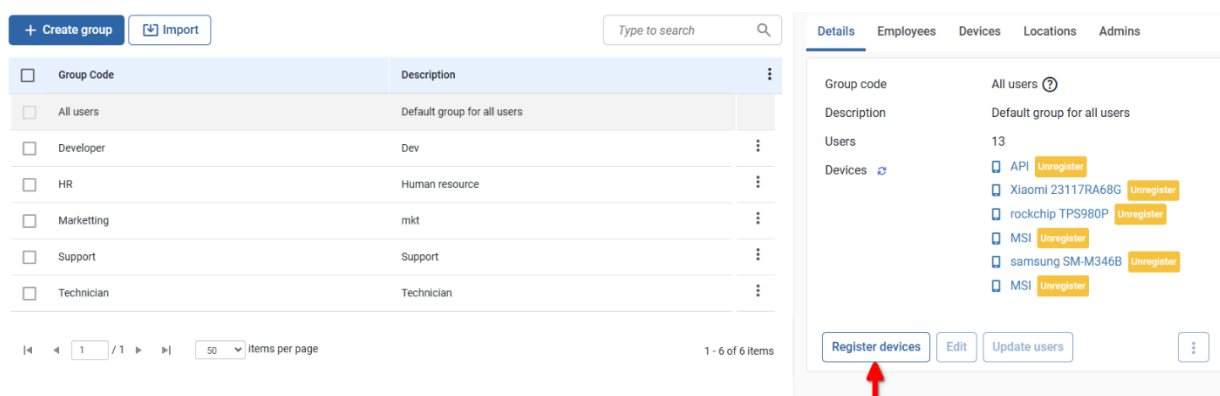


Figure 2.22 Register device button in the user group management view

1. Go to user group management in control panel
2. Select a user group
3. Select Register devices button

It will show the device registration dialogue shown in [Figure 2.23](#) Device registration view for the user group. To register the device,

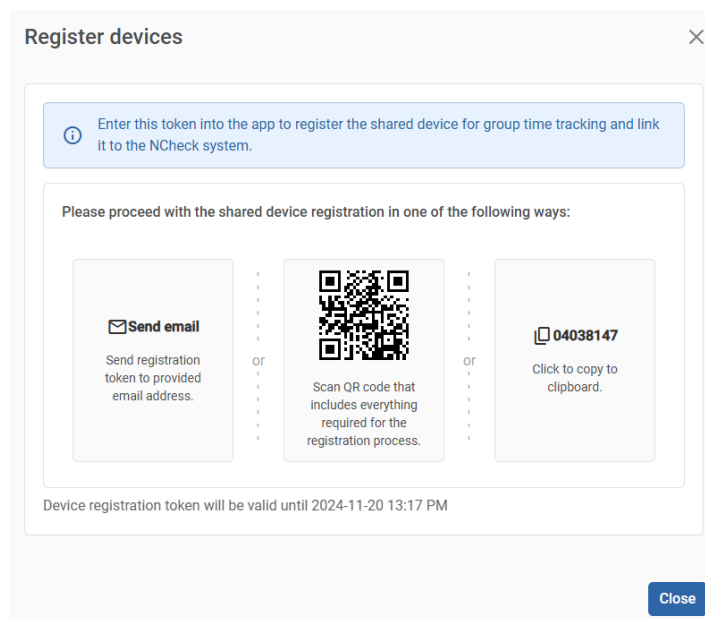


Figure 2.23 Device registration view

1. Launch NCheck Admin client
It should show the device registration window.
2. Select On-premises option
3. Enter registration token
4. Search or enter server user in <server:<port> format. When the server is running in the same computer, it can use localhost:<port>. Default port number is 8443.
5. Select the Connect button to register.
6. After Successful registration, the client application is ready for attendance recording

Refer [Client registering view](#) section for more details.

2.5 Record Attendances

- NCheck Attend for Windows, Android and IOS
 - Attach a camera compatible with the NCheck as mentioned in the [website](#), if it is not available.
 - Face to the camera directly and select the capture button when the preview is available with the device.
- NCheck Admin for Windows and Android
 - Attach a compatible biometric device (face, fingerprint or iris) with the NCheck as mentioned in the [website](#), if it is not available with the device.
- View recorded attendances
 - Select [Manage Event logs](#) to view all recorded events.

3 INSTALLING AND ACTIVATION

NCheck software is available for following platforms

- Windows
- Linux
- Android
- iOS

Table 3.1 NCheck software supportable platforms

	Server	Admin Client	Attend Client	Source
Windows	✓	✓	✓	Windows installer
Windows	✓	✗	✗	Windows docker image
Linux	✓	✗	✓	Linux docker image
Android	✗	✓	✓	Google Paly Store and APK download
iOS	✗	✗	✓	Apple App Store

3.1 Install for windows

Download windows installer from <https://www.ncheck.net> web site. This installer has following components

- NCheck Server
- NCheck Admin Client
- NCheck Attend client

NCheck Server installation also installs NCheck Admin client. NCheck Attend client and Admin client cannot be installed together. Administrator privilege is required to install NCheck on windows.

Before install NCheck for Windows, make sure that you have installed the latest Windows updates in your computer.

To proceed with the installation, execute the downloaded installation file. It will proceed you through the following screens.

1. Accept NCheck license and agreement.
2. Select Next button

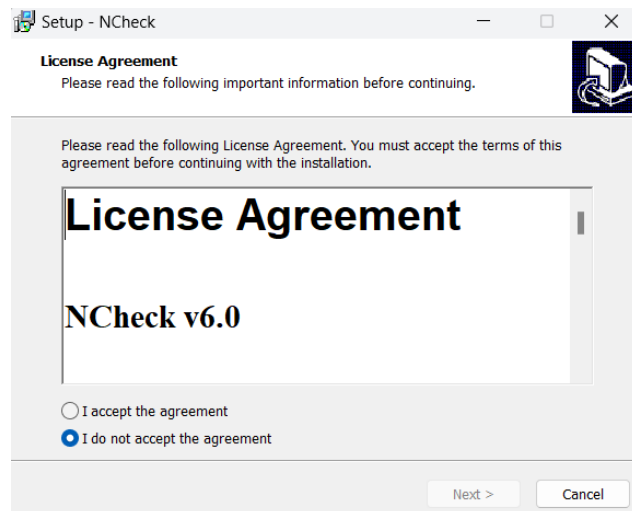


Figure 3.1 License agreement dialogue

3. The components need to be installed. NCheck server and NCheck Admin can be installed together or separately. NCheck Attend client can be installed separately from other components
4. Select Next button

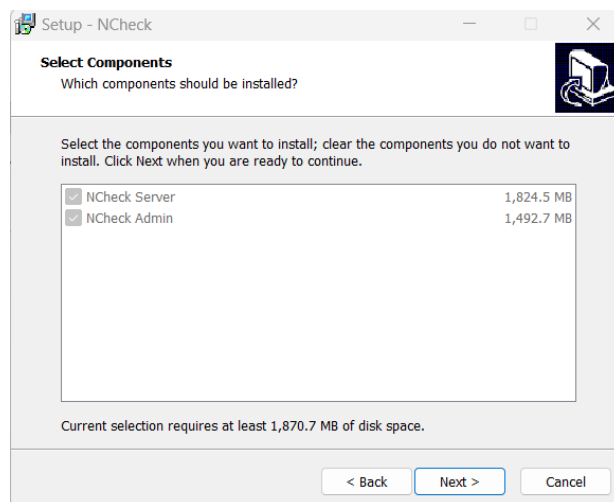


Figure 3.2 Select components dialogue

5. Select *Create a desktop shortcut* option to create a shortcut to open NCheck client application if installed
6. Select Next button

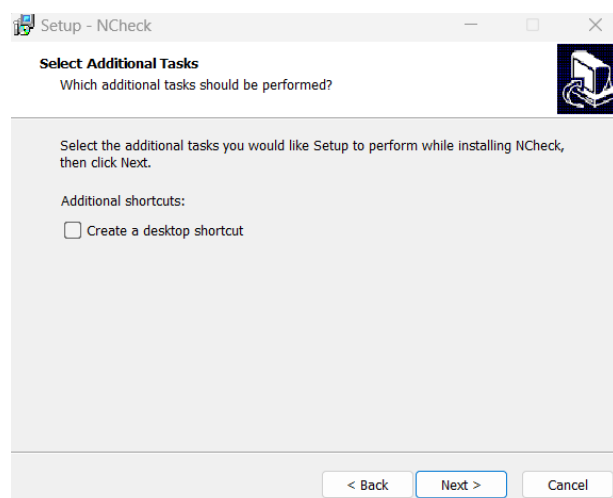


Figure 3.3 Select additional tasks

7. Review the install configuration before install the NCheck.
8. Select Install button to install application

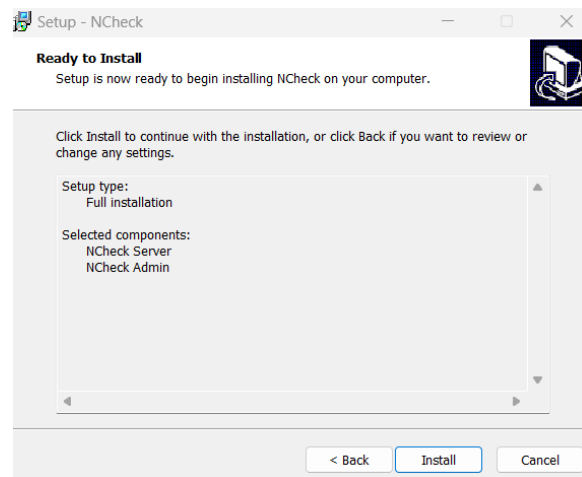


Figure 3.4 Ready to install dialogue

9. Once installation completed successfully, completion dialog will be shown as below. In the completion dialogue, you will be asked to
 - Start NCheck Server configuration
 - Run NCheck client
 - View the User's Guide
10. Select Finish button

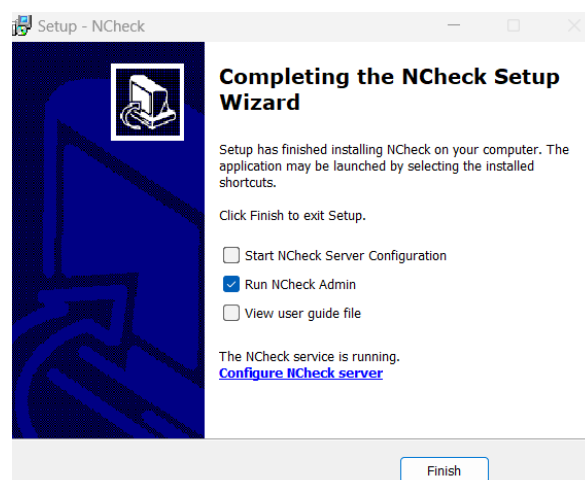


Figure 3.5 Completed dialogue

3.1.1 Install server for Windows

To install NCheck server

1. Follow the [Install for windows](#) section above.
2. Select “NCheck Server” component as showing in [Figure 3.2](#) Select components dialogue. It will also allow to select NCheck Admin Client component.
3. If this installation is an update of the existing installation it may ask to stop running tasks.

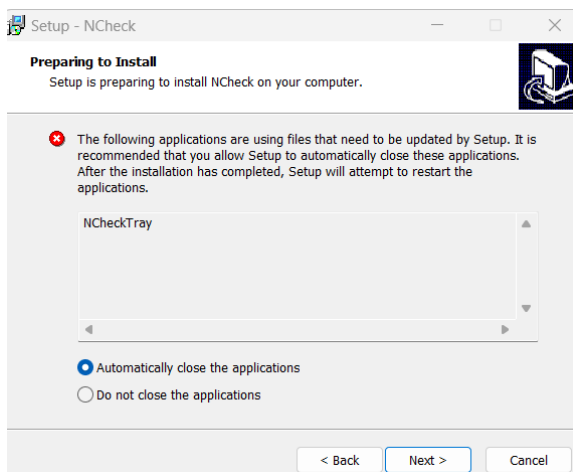


Figure 3.7 Server setup dialogue

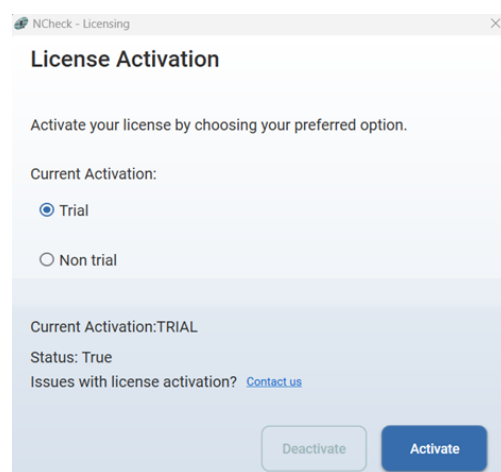


Figure 3.6 Server licensing dialogue

4. In the completion of the installation it will guide you to activate a license as showing in [Figure 3.7](#) Server setup dialogue..Please refer “[License Activation](#)” section for more details.
5. In installation completion, it will show the server installation completion dialog as shown in [Figure 3.5](#) Completed dialogue
6. In successful completion, the Server will be installed, and the server icon will be appearing in the Windows system tray as shown in [Figure 3.8](#) Tray icon.



Figure 3.8 Tray icon

3.1.2 Install client For Windows

1. Follow the [Install for windows](#) section above
2. If this installation is an update of existing installation it may ask to stop running tasks

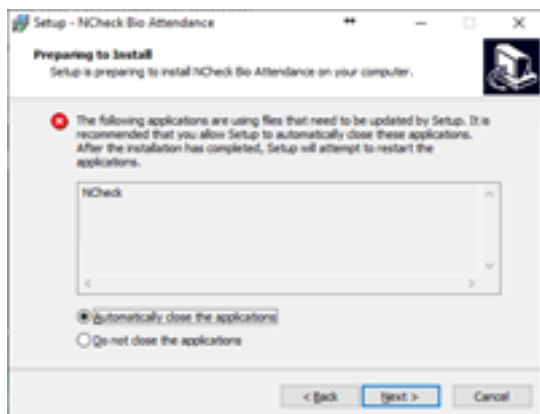


Figure 3.10 Client setup dialogue

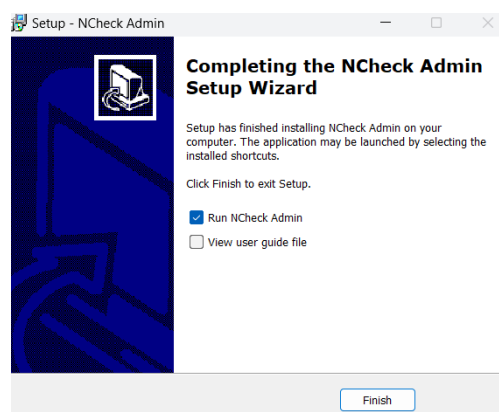


Figure 3.9 Client setup completed dialogue

3. In installation completion, it will show the client installation completion dialogue as shown in [Figure 3.9](#) Client setup completed dialogue in the completion window, You have following options
 1. Run NCheck client
 2. View the User's Guide

3.2 Install for Linux

Follow [this link](#) to set up docker image for Linux. Refer [Install On-premises server on Linux](#) section for more details.

3.3 Install client for Android

Download and install NCheck Admin or NCheck Attend client from Google play store or APK download from <https://www.ncheck.net/free-trials/>.

3.4 Install NCheck Attend client for iOS

Install NCheck Attend client from Apple App Store.

3.5 Use extension

NCheck features can be extended or customized based on the customer requirements. The extended/customized features are provided as an extension(extension.jar) to the system. To place the extension,

1. Stop the server from the tray application menu as mentioned in [Tray icon menu](#) section.
2. Places the extension.jar in the root directory of the NCheck installation folder. For an example if the server has installed in C:\Program Files\Neurotechnology\NCheck Visitor Management, the path of the extension.jar will be C:\Program Files\Neurotechnology\NCheck Visitor Management\extension.jar
3. Start the server from the tray application menu as mentioned in [Tray icon menu](#) section.

NCheck is validating the provided extension when server start using the filter signature due to the security concern.

3.6 Activation

NCheck Software licenses and Cloud subscription plan for different components are shown below.

Table 3.2 licenses and Cloud subscription plan for different components

COMPONENT		LICENSE/PLAN
SERVER	Cloud	Monthly Subscription for a Plan
	On-Premises	License for no of users
CLIENT	Attend	Free
	Admin	License

3.6.1 Cloud plans

After signing up for NCheck Cloud server account, user will be offered a free subscription. Account administrator can be changed to below plan. Refer [pricing page](#) for more information about cloud plans.

3.6.2 On-premises server and Admin client licenses

New installation of NCheck on-premises server and Admin client can be used for one-month trial period. After the expiration of the trial period, a valid license should be activated.

Please contact us to purchase license for on-premises server and Admin clients.

3.6.2.1 License activation/deactivation

3.6.2.1.1 License Manager

The License manager option is used to activate licenses. License manager can be launched as below

1. NCheck on-premises server as shown in [Figure 3.13](#) Licensing manager option of the on-premises server
2. NCheck clients for Windows as shown in [Figure 3.12](#)
 1. NCheck Admin client for Windows
 2. NCheck Surveillance client for Windows
3. NCheck Android clients as shown in [Figure 3.11](#)
 1. NCheck Admin client for Android
 2. NCheck Guard client for Android

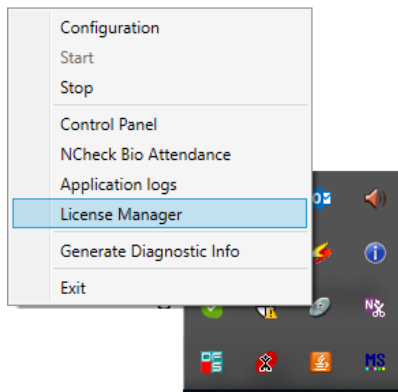


Figure 3.13 Licensing manager option of the on-premises server

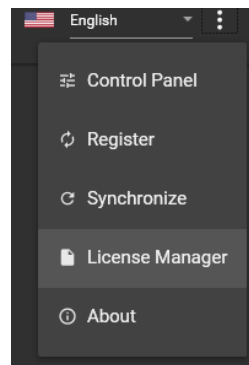


Figure 3.12 Licensing manager option of the Windows clients

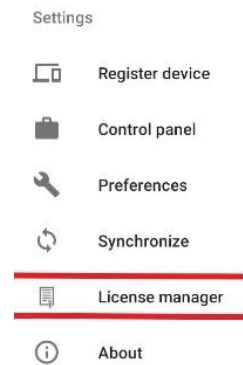


Figure 3.11 Licensing manager option of the Android clients

License Manager views are shown below

License Activation

Activate your license by choosing your preferred option.

2 → Current Activation:

☐ Trial

☒ Non trial

3 → Activation options

☒ License Text

☐ License file

☐ Dongle

4 → License number

1 → Current Activation:TRIAL
Status: True
Issues with license activation? [Contact us](#)

6 → Deactivate

5 → Activate

Figure 3.14 License manager view

1. Current activated license details
 - a. Current license type
Refer [License types](#) section for more details
 - b. License status
As obtained or not
 - c. License expiration date if exist
2. Current activation
Current activation as trial or non-trial.
3. Activation option
If the current activation is non-trial, select activation option for available
 - a. License text
 - b. License file
 - c. Dongle
This option available for Windows only.
4. License field
Field to enter/select license text/license
5. Activate button
Activate the selected license. The possible error messages are shown below.
6. Deactivate button
Deactivate the current license if the license is serial. Refer [License deactivation](#) section for more details.

Table 3.3 Error messages of the server and client lances activation

Error code	Error message
2001	Trial license has expired.
2002	License cannot be obtained
2003	The license is already in use.
2004	The license limit has exceeded. Please contact administrator/ NCheck support
2005	No valid NCheck license has found.

Note: After activating NCheck Android client license, the application should be restated after clear from the memory.

3.6.2.1.2 License types

Following license types are available to activate the Admin clients for Windows and Android, Windows Surveillance client.

1. Trial
NCheck can use for 30 days period in the trial mode. An internet connection is required to activate the license and constant internet connection is required to maintain the activation. After the trial period, NCheck should be activated with a valid license.
2. License
License can be NCheck Serial number or internet license. It requires an internet connection to activate both licenses. After activation using serial number application can be used without internet. But if activation is performed using internet license, application must be connected with internet in order to validate the license.
Application can be activated either the selecting the license file or license text.
3. Dongle
NCheck server and Windows client can be activated using activation dongle. Please contact NCheck support team for more details.

3.6.2.1.3 License deactivation

NCheck Internet and serial licenses work only in a specific device on which activation was carried out (unique hardware Id for this device is generated). But in some cases, a license should be stopped (deactivated) on this device and activated again. Deactivation is required in the following cases,

- When you need to transfer another device
- Device in which license was activated is malfunctioned.
- Hardware components such as processors or hard disk have been changed.
- User changed a device (a computer).
- In Android 10 or later OS, it is strongly recommended to deactivate the serial number license, in case of re-installing the application. Deactivate the license before uninstalling and activate again after re-installing.
- Also, it is strongly recommended to deactivate a license before reinstalling an operating system or installing a different OS version.

Deactivation should be performed on the same device where it was activated. When you have an internet connection, a license will be deactivated automatically. When a device is not connected to the internet, user will be asked a location within the device to save Deactivation ID, which can be used with the license file to deactivation uploading to the [Neurotechnology website](#).

To deactivate the license,

1. Select the Deactivate button
2. If the device is not connected to the internet, you will be asked to select a location in the device to save the deactivation id file
3. Upload the file with the serial number file to the [Neurotechnology web site](#). *Table 3.4* Error messages of NCheck server and client license deactivation shows error messages that could appear for license deactivation.

Table 3.4 Error messages of NCheck server and client license deactivation

Error code	Error message
2005	No valid NCheck license has found.
2006	License deactivation has failed. The license has not been activated.

4 SERVER

4.1 Cloud server setup

Refer [Start an attendance management system with Cloud](#) section for more details.

4.2 Install On-premises server on Linux

Refer [this document](#) to setup Docker for Linux.

Once setup the Docker, follow the below sections to complete setup.

1. [Prepare the program data directory](#)
2. [Run the server](#)

4.2.1 Prepare the program data directory

To prepare the program data directory

1. Create a directory "ProgramData"
2. Copy the following license files to "ProgramData/NCheck/License" directory.
 - a. license.lic
 - b. config.xml

4.2.2 Run the server

Use the following commands.

1. Run the server
`docker run -d -p <port>:8443 -v <ProgramData>:/ProgramData --name ncheck ncheckadmin/bioattendance:<version>`
2. Stop the server
`docker stop ncheck`
3. Start the server
`docker start ncheck`
4. Configurations
Refer [Configurations](#) section for more details.

4.2.2.1 Configurations

Additional Arguments can be passed as Environment variables.

```
docker run -d -p <port>:8443 -v <ProgramData>:/ProgramData -e VARIABLE1='value1' -e VARIABLE2='value2' --name ncheck ncheckadmin/bioattendance:<version>
```

The following configurations can be used.

1. [Database type \(Optional\)](#)
2. [Keystore \(Optional\)](#)
3. [Restore \(Optional\)](#)
4. [NMatcher configuration\(optional\)](#)

4.2.2.1.1 Database type (Optional)

Database type can be selected to configure the database to connect to HASQL, MySQL, MSSQL, Oracle. If not, HSQL will be used. For each database type (DB_TYPE) the following configuration should be used

1. . SQLITE
 - a. DB_FILE
Database file name. Database will be stored in “ProgramData/NCheck/databases/server”
2. MYSQL, MSSQL or ORACLE
 - a. DB_URL
Database URL.
 - b. DB_USER_NAME
Database username
 - c. DB_PASSWORD
Database password
 - d. DB_MAX_CONNECTIONS
Maximum connections for the database. Default value for connection type is 30.

4.2.2.1.2 Keystore (Optional)

To setup SSL Certificate copy the keystore file (pfx) to “ProgramData”/NCheck/Keystore/<KeystoreFile>.

1. KEYSTORE
Keystore file name
2. KEYSTORE_ALIAS
Keystore Alias
3. KEYSTORE_PASSWORD
Keystore password

4.2.2.1.3 Restore (Optional)

Copy the Backup file to “ProgramData>/NCheck/databases/server”

1. DB_BACKUP_FILENAME
Backup filename
2. DB_BACKUP_PASSWORD
Backup file password

4.2.2.1.4 NMatcher configuration(optional)

1. NMATCHER_HOST
NMatcher name
2. NMACTHER_PORT
NMacther port

4.3 Install On-premises server for Windows

Refer [Install server for Windows](#) section for more details.

4.4 Monitoring and Managing On-premises server

NCheck server monitoring and managing is done through the server tray.

4.4.1 On-premises server tray

NCheck On-premises server tray provides the following options to monitor and control NCheck On-premises server.

- [Icon status](#)
- [Notifications](#)
- [Tray icon tooltip](#)
- [Tray icon menu](#)

4.4.1.1 Icon status

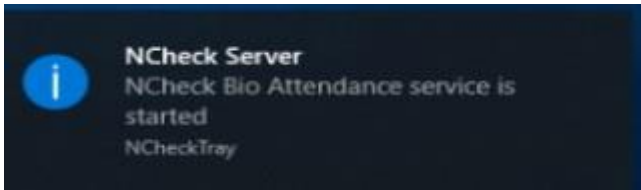
NCheck On-premises server tray icon indicates the following status.

Table 4. Tray icon statuses

	Server is running and ready
	Server has stopped
	Server has stopped with errors
	Server is running with warnings

4.4.1.2 Notifications

NCheck On-premises server notifications are showing when the status changes. Sample notifications are as follows,

Notification	image
Server has started	 <i>Figure 4.1 Notification when server is started</i>

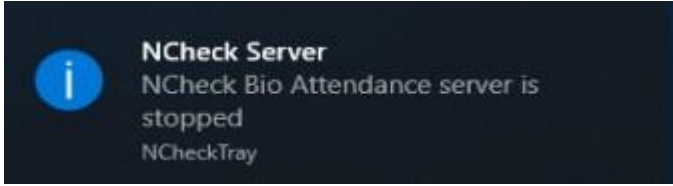
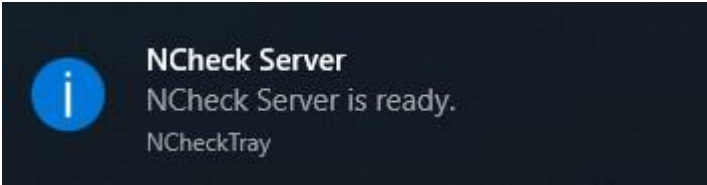
Server has stopped	 Figure 4.2 Notification when server is stopped
Server has ready	 Figure 4.3 Notification when server is ready

Table 4.1 Server tray notifications

4.4.1.3 Tray icon tooltip

Tray icon tooltip shows the following information.

1. Status of the NCheck service
2. Status of the NCheck On-premises server
3. NCheck On-premises server database path
4. NCheck On-premises server port

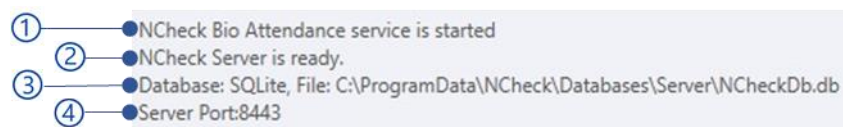


Figure 4.4 NCheck tray icon tool tip

4.4.1.4 Tray icon menu

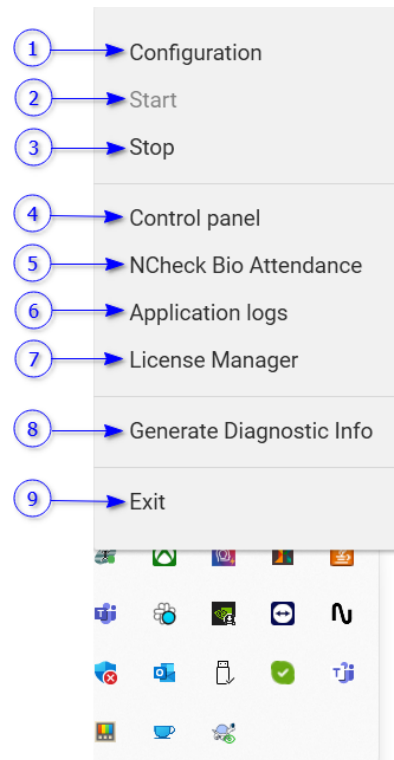


Figure 4.5 NCheck tray icon menu

1. Configuration

Open NCheck On-premises server configuration as mentioned in [On-premises server configuration](#) section.

2. Start

Start NCheck On-premises server.

3. Stop

Stop NCheck On-premises server.

4. Control panel

Open the NCheck Control panel.

5. NCheck

Open NCheck client application for Windows.

6. Application logs

Open NCheck logs files folder.

7. License manager

Open NCheck licensing window.

8. Generate diagnostic info

Diagnostic info can be generated to keep track of existing problems and bugs in the NCheck On-premises server or windows client application for NCheck developers. The diagnostic file is generating in "C:/ProgramData/NCheck/Diagnostic" folder.

9. Exit

Exit NCheck On-premises server tray icon.

4.4.2 On-premises server configuration

NCheck On-premises server using the configuration can be applied using the NCheck configuration window. It has the following configuration sections

1. [Server](#)
2. [Database](#)
3. [Restore database](#)
4. Load default button

Load default values to configuration dialogue.

5. Save button

Save the configuration and restart the server. The error messages could appear when saving configuration has shown below.

Figure 4.6 Windows service configuration window

Table 4.2 Error messages of server configuration save

Error code	Description
1001	Could not connect with MYSQL/MSSQL {server url}: {port} server.
1002	Could not connect with the email server {host name}: {port}.
2006	Invalid SSL certificate file.
2007	Invalid key store password or SSL key alias.
2008	Invalid port number. Please select the valid port.
2009	Port is used by another application.
2010	Invalid SQLite database or password. Please recheck the database file or password.
2012	{database name} could not be found.

2013	Invalid MYSQL/MSSQL username and password.
1002	Could not connect with the email server {host name}: {port}.
2016	Could not connect with the email server {host}: {port}. Invalid username or password.

4.4.2.1 Server

The Server configuration section allows to add SSL certificate to the NCheck On-premises server. SSL certificate is significance to,

1. Encrypt the data sent across internet so that only the intended recipient can access it
2. Authentication to ensure that you communicate with the right server

You are allowed to use self-signed certificate without purchasing a certificate. NCheck server uses a self-signed certificate to enable SSL features.

The SSL configuration settings are,

1. Key store file
SSL certificate file path
2. Key store password
Password of the certificate file.
3. SSL key alias
4. Port
HTTPS port for NCheck server.
The default port is 8443.



Figure 4.7 NCheck Windows SSL configuration

4.4.2.2 Database

NCheck server can be configured with following databases

- [HSQL](#)
- [MSSQL](#)
- [MySQL](#)
- [Oracle](#)

Proceed through the [Setup database](#) section to for more details.

4.4.2.2.1 Setup database

4.4.2.2.1.1 HSQL

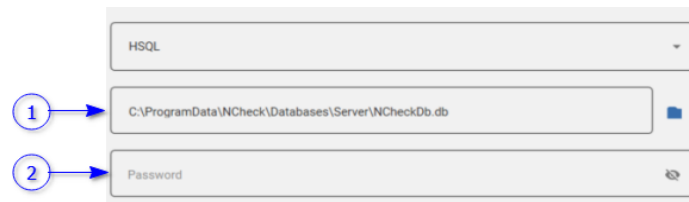


Figure 4.8 NCheck Windows SQLite configuration

1. Provide the location of the SQLite database file. If the file does not exist, a new database will be created.
2. Provide the password of the database.
The password should be given to use with the NCheck system. Once the password is given, it will be saved securely by the application.

If the provided HSQL database file is out of date, the database will migrate to the new version automatically when the NCheck server is starting. The status of the database migration will be shown in tray icon tooltip as shown in [Tray icon tooltip](#) section. The possible errors on database migration have been shown below.

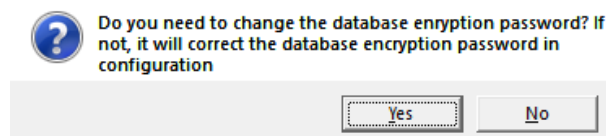


Figure 4.9 Confirmation dialogue on password encryption change

Table 4.3 Error messages of SQLite database migration

Error code	Description
2011	SQLite database migration has failed with the following errors. 1. Error 1 2. Error 2

4.4.2.2.1.2 MySql

NCheck on-premises server compatible with MySQL product version 5.6 onward.



Figure 4.10 NCheck Windows MySQL configuration

1. Provide MySQL Server name or IP address

2. Provide the MySQL server TCP port. This is 3306 by default
3. Provide existing database names in the server. Otherwise, you must create a database first
4. provide a username with all privileges on the database
5. Provide the password of the users

4.4.2.2.1.3 MSSQL

NCheck on-premises server compatible with MSSql version 2014 onward.

Figure 4.11 NCheck Windows MsSQL configuration

1. Provide MSSql Server name or IP address.
2. Provide the MSSql server TCP port. This is 1423 by default
3. Provide existing database name in the server. Otherwise, you must create a database first
4. provide a username with all privileges on the database
5. Provide the password of the users

NCheck connect to MSSql server using TCP/IP protocol. TCP/IP protocol for the SQL server should have enabled in the SQL server Network configuration

4.4.2.2.1.4 Oracle

It is required to install and configure Oracle database as mentioned in [here](#). After installing the Oracle database,

1. Create a full privileged user for the oracle db
2. Configure service and network as mentioned in [this link](#).

To configure Oracle database with NCheck server,

Figure 4.12 NCheck Windows Oracle configuration

1. Provide Oracle Server name or IP address.
2. Provide the Oracle server port. This is 1521 by default
3. Provide existing database name in the server. Otherwise, you must create a database first
4. provide a username with all privileges on the database
5. Provide the password of the users

4.4.2.3 Restore database

The database can be restored back to NCheck server.

1. Backup file
Select the database backup (zip file format) to restore. The database backup can be created as mentioned in [Backup data](#) section.
2. Password
Enter the database backup password

Figure 4.13 NCheck Windows database restore configuration

Database restore status are shown in the tray icon tooltip as shown in [Tray icon tooltip](#) section. The possible error messages when restored database are shown below.

Table 4.4 Error messages of restore database

Error code	Description
2015	Data restore has failed. Could not decrypt the file with the given password.
2014	Data restore has failed. Invalid backup file.
4002	An unidentified error occurred during data restore. Please contact administrator or NCheck support for more details.

5 BOOKING PAGE

NCheck booking page is an online portal which allows to book visit appointments. NCheck has provided default online page to book appointments.

By default, there are custom Customer can request custom online page and add as NCheck extension. Refer [Use extension](#) section for more details.

Refer [Start online appointment booking](#) section for to start appointment booking.

5.1 Start online appointment booking

To access appointment booking, browse NCheck from following URLs.

1. Cloud
 - I. URL
`https://vmcloud.ncheck.net/web/public/template/home/html/{customerCode}`
 - II. Remarks
CustomerCode: A unique id receive after successful signup for the cloud.
2. On-premises
 - I. URL
<https://server:port>
 - II. Remarks
Server: Sever name or IP address, Port: Service port configured on the server. The default port is 8443.

Once the page loaded you will see NCheck home page as mentioned in [Online appointment booking home page](#) section.

At least one schedule should be available to create appointments. Refer Add/edit visitor schedules section for more information about creating visitor schedules. Note that to be visible the schedules in online page, Online setting should be enabled for each schedule.

5.2 Online appointment booking home page



Figure 5.1 NCheck online home page view

1. Quick start guide link
Link to open NCheck quick start guide.
2. Documentation link
Link to open NCheck documentation
3. Contact link
Link to open NCheck contact information
4. About link
Link to open NCheck About page
5. Admin login button
Log in to NCheck.as mentioned in *Sign in to web Control Panel* section
6. Schedules list view
Schedule list view in the home page is showing 6 schedules from available as shown in *Schedule list view* section. Refer *Schedule* section form more details about manage schedules.

7. More button
Browse all schedules as mentioned in [Filter schedules](#) section.
8. Privacy link
Open NCheck privacy policy
9. Terms link
Open NCheck Terms link
10. Social media links
Links to open NCheck YouTube, Facebook, LinkedIn, and Tweeter social medias.

5.3 Create an appointment

A visitor must follow the sections below to create an appointment successfully.

1. [Appointment time and seat selection section](#)
2. [Visitor detail section](#)
3. [Appointment completion section](#)

5.3.1 Appointment time and seat selection section

In this section visitors must select appointment time and seating as mentioned below.

Adam's Standup Comedy Show - Select seats

Adam's Standup Comedy Show
At ABC Company (pvt) Ltd
From 08:00 am to 05:00 pm on 25-05-2023

Start time: 11:00 AM End time: 12:00 PM

Break times

Lunch break: 12:00 PM - 01:00 PM
Tea break: 03:00 PM - 03:30 PM

Select the time slot from available slots below

08:00 AM - 09:00 AM Slot ended
09:00 AM - 10:00 AM Slot ended
10:00 AM - 11:00 AM Slot ended
11:00 AM - 12:00 PM A: 30 available B: 30 available
12:00 PM - 01:00 PM A: 30 available B: 30 available Lunch break
01:00 PM - 02:00 PM A: 30 available B: 30 available
02:00 PM - 03:00 PM A: 30 available B: 30 available
03:00 PM - 04:00 PM A: 30 available B: 30 available
04:00 PM - 05:00 PM A: 30 available B: 30 available

Select seats

Legend: A (Blue), B (Yellow), Occupied (Red X), Selected (Green Checkmark)

Front

Seat selection grid (5 rows x 10 columns):

- Row 1: 1st seat Selected, others empty.
- Row 2: 3rd seat Selected, others empty.
- Row 3: 4th and 5th seats Selected, others empty.
- Row 4: All seats empty.
- Row 5: All seats empty.

Check out

A	2 x \$20.00	\$40.00
B	2 x \$10.00	\$20.00
Total amount:		\$60.00

Next >

Figure 5.2 Appointment time and seat selection view

1. [Schedule quick view](#)
2. Start time and end time of the appointment
Select appointment start and end time for the appointment if [Allow change appointment time](#) setting has enabled as mentioned in [Add/edit visitor schedules](#) section. Default value of the appointment starts and end time.
 - If the Slot time is equal to 0, schedule starts and end time.
 - If the slot time is greater than 0, Selected time slot start, and end time as mentioned in time slot view section.
3. Break time list view
4. Time slots view
Refer [Time slots](#) section for more details.
5. Seat selection view
Refer [Seat selection](#) section for more details.
6. Next button
Proceed to the visitor detail view

5.3.2 Visitor detail section

Visitors must provide visitor details in this section.

Adam's Standup Comedy Show - Visit details Complete within 05:50

Adam's Standup Comedy Show
At ABC Company (pvt) Ltd
From 08:00 am to 05:00 pm on 25-05-2023

Appointment start time: 01:00 pm 25-05-2023 End time: 02:00 pm 25-05-2023

Selected seats		
A	2 x \$20.00	\$40.00
B	1 x \$10.00	\$10.00
Total amount:		\$50.00

Visitor details

Name
Full name

Phone
Personal phone number

Email
Full name

Address
Permanent address

☒ I have accepted the NCheck Visitor management terms and conditions.

☐ I'm not a robot 

Next >

Figure 5.3 Visitor detail view

1. Booking timeout

The selected booking is hold until [Reservation time out](#) for schedules created from following scenarios with mentioned configurations.

- For Travel and entertainment scenario, it will be not allowed to select reserved seat for the selected time (if [Slot time](#) > 0).
- For other scenarios, a booking will be hold from available for the selected time (if [Slot time](#) > 0), if [Slot occupancy](#) > 0

2. Schedule quick view

3. Appointment time

4. Selected seat details

Number of selected seats and pricing for each group. This is showing the schedules created from travel and entertainment scenario.

5. Visitor form

6. NCheck term and conditions

7. Captcha verification

Captcha verification is available for online booking page of NCheck cloud.

8. Submit/Next button

If the payment is configured for the schedules as mentioned in [Payment detail view](#), Next button will be appeared to proceed to the Payment section. Otherwise, the Submit button will appear to create the appointment and redirect to the appointment completion section on successful appointment section.

5.3.3 Appointment completion section

Refer [Appointment completion](#) section for more details.

6 WEB CONTROL PANEL

NCheck administration and configuration application is a control panel application. This is a web-based application that can be accessed using popular web browsers using following URL.

6.1 Start web Control panel

Table 6.1 Launch NCheck control panel from Browser

	URL	Remarks
Cloud	https://cloud.ncheck.net/login	
On Premises	https://server:port/login	• Server – Server name or IP address • Port – Service port configured on the server. Default port is 8443.

NCheck control panel launcher application with extended data capture capabilities is available with the NCheck Server and NCheck Admin client installations. This application can be launched from

Table 6.2 Launch NCheck control panel from server and clients

<i>Server</i>	1. Right click on the NCheck server tray application icon 2. select Control panel menu item as Figure 4.5 NCheck tray icon menu
<i>Windows Admin client</i>	1. Open the application menu 2. select control panel as shown in Figure 6.1 NCheck Windows Admin client main menu.
<i>Android Admin Client</i>	1. Open the side bar menu 2. Select control panel as shown in Figure 6.2 NCheck Android Admin client main menu

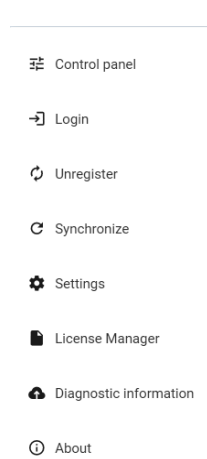


Figure 6.1 NCheck Windows Admin client main menu

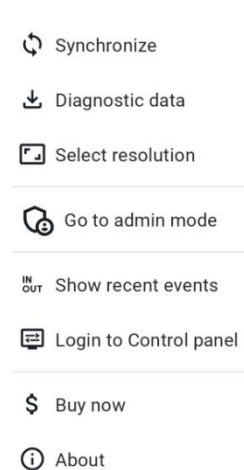


Figure 6.2 NCheck Android Admin client main menu

NCheck server interface will work with recent versions of Mozilla Firefox, Google Chrome, Microsoft Edge, Opera and most common web browsers. It does not work with the Internet Explorer browser.

6.2 Sign in to web Control Panel

Once the NCheck control panel sign in is triggered in on-premises mode, you may see browser warning as shown in [Figure 6.3](#) Browser warning without SSL certificate because it fails to validate the SSL certificate with trusted certificate authority. To prevent this warning

- You may use the browser option to skip and proceed to the site.
- You may use valid SSL certificate as mentioned in the [On-premises server configuration](#) section.
- You may add your server to the trusted server list.

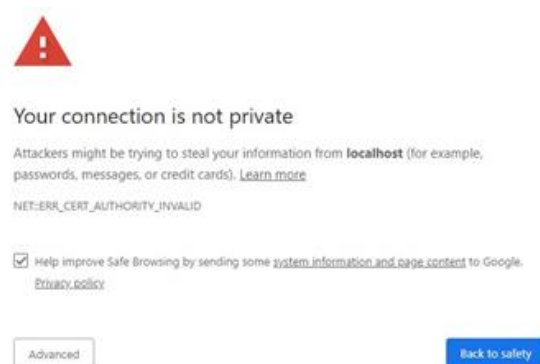


Figure 6.3 Browser warning without SSL certificate

Once the warning has been resolved as mentioned above, user will be asked to login to NCheck control panel as shown in [Figure 6.4](#) NCheck control panel sign in.

1. Google login button

If you are using your Gmail email address to login to the NCheck control panel, you can use this option to login into control panel, signing with the Gmail account.

2. Intuit login button

If you have [Quickbook](#) account, you can login to the NCheck control panel if you are using same email address.

3. Username

4. Password.

5. Forget password link

The forgot password view appears as shown in [Figure 6.5](#) Request password reset.

1. Email address

2. Security check for human

3. Reset password button

Password reset email will be sent to the email address if that is specified to a user in NCheck. In on-premises mode Administrator allows to reset user password as mentioned in [Change password](#) section. The error message could appear as shown in [Table 6.4](#) Error messages when reset password

6. Remember me

Once you logged in to the NCheck control panel, the logged in session will expire after limited time and you will be asked to login again. To continue the logged in session without expiration, select this option.

7. Login button

After successful login in, you will be landed in the NCheck Control Panel Dashboard. The possible error messages after selecting login button are shown in [Table 6.3](#) Error messages of web control panel sign-in

8. Sign up link

This is available only on NCheck Cloud. It loads the signup page for subscribing to NCheck Cloud.

Figure 6.4 NCheck control panel sign in

For NCheck on-premises server, the default admin username and password are “admin”.

Table 6.3 Error messages of web control panel sign-in

Error code	Error message
2018	Invalid username or password.

Table 6.4 Error messages when reset password

Error code	Error message
2019	Could not find the user associated with {email address} email address.

Reset your password

Enter the email address linked to your account.

Email

1

2

☐ I'm not a robot

Reset password

Figure 6.5 Request password reset

After signing in, those who have administrator privileges will be landed in the NCheck Control Panel Dashboard, it will show a tour to demonstrate how to setup NCheck for attendance recording.

The screenshot shows the NCheck dashboard for a Neurotechnology Administrator. The dashboard includes a sidebar with navigation links: Dashboard, User management, User groups, Schedule and shifts, Locations, Appointments, Leave and holiday, Devices, Event log, Reports, Settings, Admin tasks, Download app, and Neurotechnology. The main content area displays a welcome message and several sections: EMPLOYEES (No users available), DEVICES (Download the app and register the device to start), LEAVES AND HOLIDAYS (November 2024 calendar), and a 'No data' section. An onboarding checklist is open, listing tasks: Add users, Register devices, Create group, Create shifts, Create employee schedules, Create visitor schedules, Configure notifications (checked), and Finish onboarding. The checklist also includes buttons for 'Employee' and 'Visitor' roles, 'Access', 'Fix attendance events', and 'Manage overtime approvals'.

Figure 6.6 Tour guide for NCheck

Once you login to the system, it will show onboarding checklist menu in the Navigation bar. This will guide you to set up the attendance and visitor management system for the first time use. The onboarding checklist is shown below.

1. Onboarding checklist progress
2. Onboarding checklist
 - a. Add users
This will open Add employee dialog as mentioned in [Add employee/visitor](#) section.
 - b. Register devices
This will open Register device dialog as mentioned in [Register device](#) section to generate registration token to register NCheck client device with the system.
 - c. Create group
This will guide open Add employee group dialog to create new employee group as mentioned [Create group](#) in section.
 - d. Create shifts
This will open Add shift dialog to create new shift as mentioned in [Add/edit shift](#) section.
 - e. Creates employee schedules
This will open create schedule dialog to create employee schedule as mentioned in [Add/edit bio attendance schedule](#) section.
 - f. Create visitor schedules.
This will open create schedule dialog to create visitor schedule as mentioned in [Add/edit visitor schedules](#) section.
3. Finish onboarding
Once the onboarding checklist is done, select the finish onboarding section to close the menu.

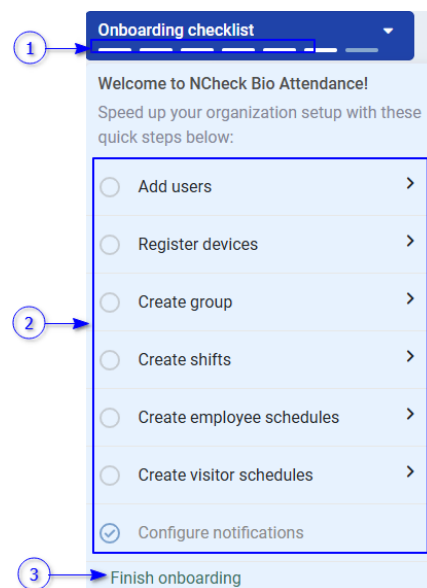


Figure 6.7 Onboarding checklist menu

Once the initial setting up has done, users will be able to access the NCheck control panel as assigned roles mentioned in [Web Control Panel Roles](#) section.

6.3 Web Control Panel Roles

The current role of the control panel logged in user is shown in the login options. It can be

1. Account administrator
Account administrator is the owner of the account. He has full authority and can perform all administrative operations.
2. Administrator
System users can also be assigned administrative privileges. These administrators can do all the admin operations except subscription management and account detail editing.
3. Admin Auditor
Admin auditor can access all control panel data like administrator. But cannot change and save them.
4. Visitor administrator
Visitor administrator can manage all visitor data such as visitors, schedules, appointments, etc.
5. Visitor admin auditor
Visitor admin auditor can access all visitor data as visitor administrator. But it does not allow to change and save.

6. Group Administrator
Group administrator is an Administrator who can manage an assigned group of users.
7. Group admin auditor
Group admin is also can access all the data which can accessed by a group administrator. But cannot change and save
8. Standard user
NCheck Control Panel provides self service functions for standard users.

6.4 Web Control Panel View

NCheck Control Panel has following components

1. *Navigation bar*
2. *Side bar*
3. *Tab content view*

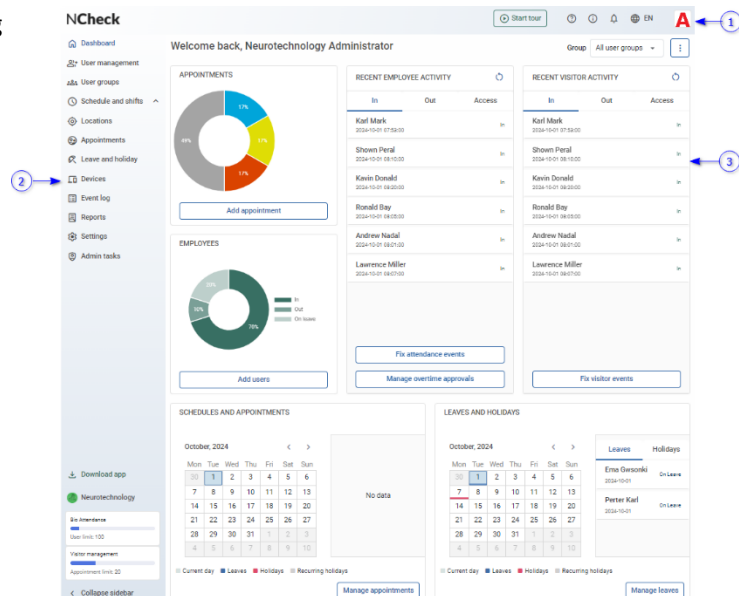


Figure 6.8 NCheck control panel

6.4.1 Navigation bar

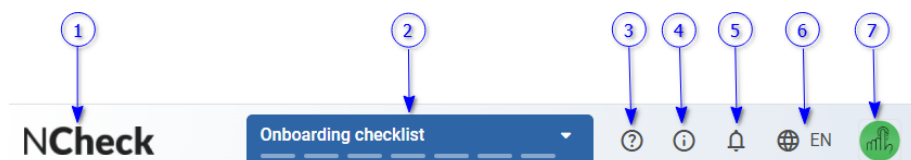


Figure 6.9 NCheck Bio Attendance navigation bar

1. Brading logo
2. Onboarding checklist menu
A virtual demonstration which guides how to setup NCheck for attendance recording. This will be popup once you login to the system as mentioned in [Sign in to web Control Panel](#) section.
3. Resource center
 - a. Onboarding tutorial
Open onboarding checklist menu.
 - b. User guide
Open NCheck user guide.
 - c. Contact us

- d. Report a bug
This will open the email client application installed in the device to report bugs via email.
NCheck support team will respond immediately.
4. System info
Show information such as NCheck server version, terms and conditions, privacy policy.
5. Notification button
Open notification dialog
6. Language selection
To change NCheck server control panel language.
7. Account menu
Refer section for more details.

6.4.1.1 Account menu

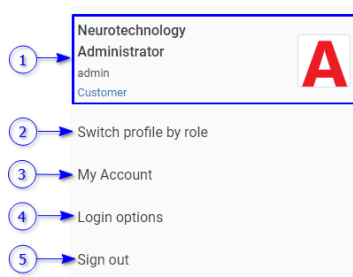


Figure 6.10 NCheck sign in user account view

1. Logged in user account details view
2. Switch profile by role
3. My Account
4. Login options
5. Sign out
Sign out from NCheck server control panel.

6.4.1.1.1 Logged in user account details view

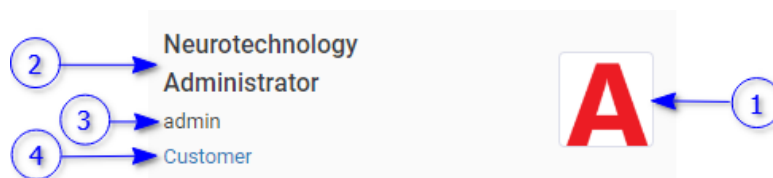


Figure 6.11 Logged in user account detail's view

1. Company logo
2. Name of the admin user
3. Role name
4. This appears, if the user logged in from the customer account

6.4.1.1.2 Switch profile by role

6.4.1.1.3 My Account

This can be used to edit your account details. Depending on the current role, this view is different.

For normal users, it will show his/her details.

If you are an account administrator, you will get the account details. For other administrators cannot access account details.

1. Profile picture
2. Browse button
Select the profile picture from the local file system.
3. Remove photo
Reset the profile picture to the NCheck default profile picture as shown in **Error! Reference source not found.**
4. Admin name
Owner of the attendance system account
5. Company name
6. Comment
If any
7. Email
The email address of the owner
8. Address line 1
9. Address line 2
10. City
11. Country
12. State
13. Zip code
14. Mobile
15. Telephone
16. Update button
The update button will be disabled if the *Validation errors* exists.
All error messages that could be appeared are shown in *Table 6.5*.
17. Close button

The screenshot shows the 'Account settings' form. It includes fields for Admin name, Company, Comment, Email, Address line 1, Address line 2, City, Country, State, Zip code, Mobile, and Telephone. There is a section for the Company logo with an 'Upload photo' button and a 'Remove photo' link. At the bottom, there is an 'Update' button and a close button (X). Numbered callouts 1 through 17 point to these elements: 1 points to the company logo, 2 to the 'Upload photo' button, 3 to the 'Remove photo' link, 4 to the 'Admin name' field, 5 to the 'Company' field, 6 to the 'Comment' field, 7 to the 'Email' field, 8 to the 'Address line 1' field, 9 to the 'Address line 2' field, 10 to the 'City' field, 11 to the 'Country' field, 12 to the 'State' field, 13 to the 'Zip code' field, 14 to the 'Mobile' field, 15 to the 'Telephone' field, 16 to the 'Update' button, and 17 to the close button (X).

Figure 6.12 Edit account details



Figure 6.13 Default profile picture

Table 6.5 Error messages of my account view

Error code	Error message
3001	Mobile/telephone number is not valid for the selected country/region.

3002	Invalid email address.
------	------------------------

6.4.1.1.4 Login options

Login options dialog allows to change login details for the admin role as follows.

Figure 6.14 Login options dialog

1. Profile picture
2. Upload button
To select the profile image from locale file system.
3. Remove button
Remove profile image.
4. Full name
5. New password
Password must contain at least 8 characters including once upper case, lower case, number and special character from (!, @, #, \$, %, ^, &, *).
6. Confirm password
7. Update button
The update button will be disabled if data *Validation errors* exists. All error messages are shown in the table below.
8. Close button

Table 6.6 Error messages of changes password in login options view

Error code	Description
3003	Password does not match.

3004	Password must contain at least 6 characters with one number.
------	--

6.4.2 Side bar

The side bar contains branding, and the main menu is as follows.

1. *Main menu*
2. Download app
3. Name of the organization
4. Number of existing users out of total number of users allowed.
5. Number of existing appointments out of total number of appointments allowed.
6. Collapse sidebar
Collapse/show sidebar

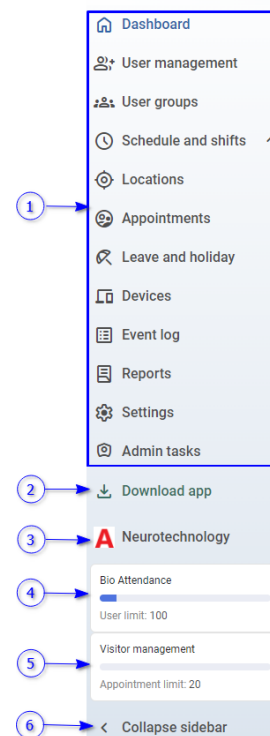


Figure 6.15 NCheck Bio Attendance side bar

6.4.2.1 Main menu

NCheck Web Control Panel Menu is used to access main functions of control panel. Control panel provides the following functions through the menu.

1. *Dashboard*
2. *User Management*
3. User groups.
Manage Employee Groups
4. Schedule and shifts
Manage schedule and shifts
5. Locations
Manage Locations
6. Appointments
Manage appointments
7. Leave and holiday
Manage Leaves and holidays
8. Devices
Manage devices
9. Event log
Manage Event logs
10. *Reports*

- 11. *Settings*
- 12. *Admin Tasks*
- 13. *Subscription*

Based on the current role, available menu items may be different. Also, the functionality inside the menu item is also different.

6.7 NCheck Bio Attendance menu accessibility

Menu Item	Role					
	Account Admin	Admin	Admin Auditor	Group Admin	Group Admin Auditor	Standard User
<i>Dashboard</i>	✓	✓	✓	✓	✓	✓
<i>User Management</i>	✓	✓	✓	✓	✓	✓
<i>Manage Employee Groups</i>	✓	✓	✓	✓	✓	✓
<i>Manage</i>	✓	✓	✓	✓	✓	✓
<i>Manage leaves and holidays</i>	✓	✓	✓	✓	✓	✓
<i>Manage devices</i>	✓	✓	✓	✓	✓	✓
<i>Manage Event logs</i>	✓	✓	✓	✓	✓	✓
<i>Reports</i>	✓	✓	✓	✓	✓	✓
<i>Admin Tasks</i>	✓	✓	✓	✓	✓	✓
<i>Settings</i>	✓	✓	✓	✓	✓	✓
<i>Subscription</i>	✓	✗	✗	✗	✗	✗

6.4.3 Tab content view

Tab content view is where the content of the select menu from *Side bar* is showing. Menu content view is shown below.

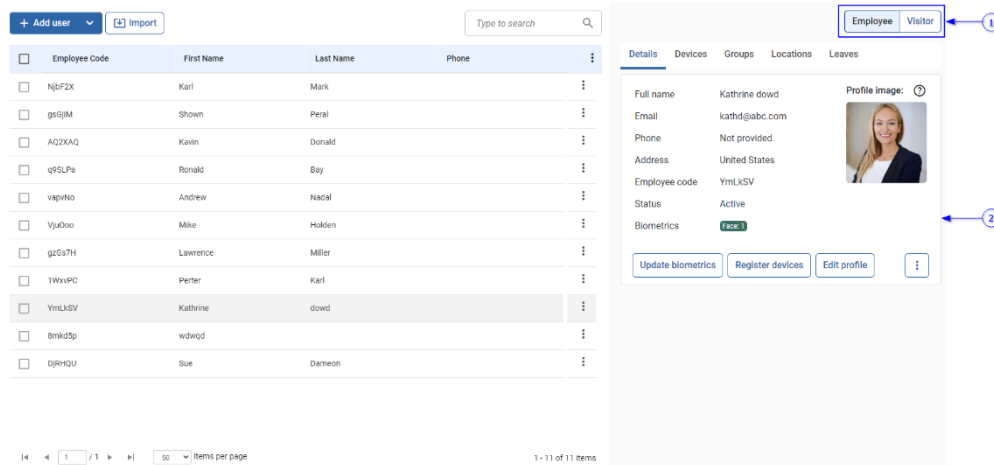


Figure 6.16 user management tab content view

1. Bio attendance and visitor management mode selection switch
Switch between bio attendance and visitor management features for the selected tab.
2. Content area

6.4.3.1 Bio attendance and visitor mode selection

NCheck allows to manage employee and visitor functions in the system. In the control panel, for menus such as *Dashboard*, *User Management*, *Manage schedule and shifts*, etc. are showing bio attendance and visitor mode selection view to show the specific view in the content area. Bio attendance and visitor mode selection controller can appear in following ways.



Figure 6.18 Employee and visitor switch view



Figure 6.17 Bio attendance and visitor management switch view

6.5 Dashboard

The dashboard provides a graphical summary of the employee and visitor activities of the NCheck customer account. Customer account administrator and users marked as administrators can access the Dashboard. Summary includes.

Dashboard view is shown below.

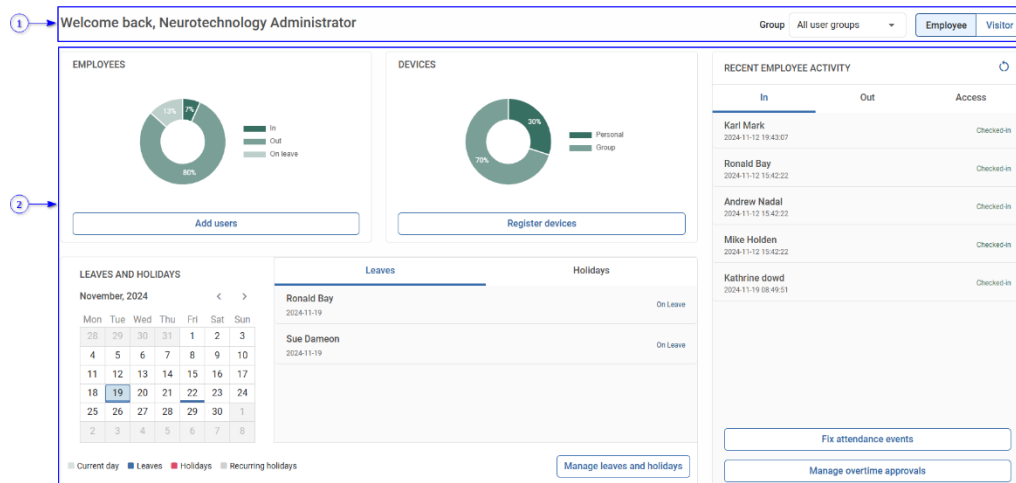


Figure 6.19 Dashboard view

1. [Dashboard controls](#)
2. Dashboard data view

Dashboard data view is showing [Employee dashboard](#) and [Visitor dashboard](#).

6.5.1 Dashboard controls

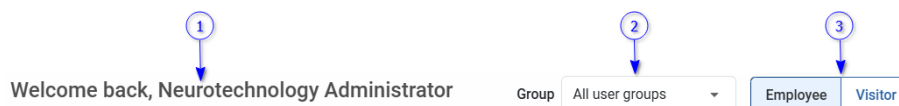


Figure 6.20 Dashboard controls view

1. Welcome note for logged in user
2. User group selection
Select a user group from the list to load the statistics in the [Employee dashboard](#). This is unavailable for [Visitor dashboard](#).
3. Employee/visitor switch
Switch between [Employee dashboard](#) and [Visitor dashboard](#).

6.5.2 Employee dashboard

Employee dashboard is shown below.

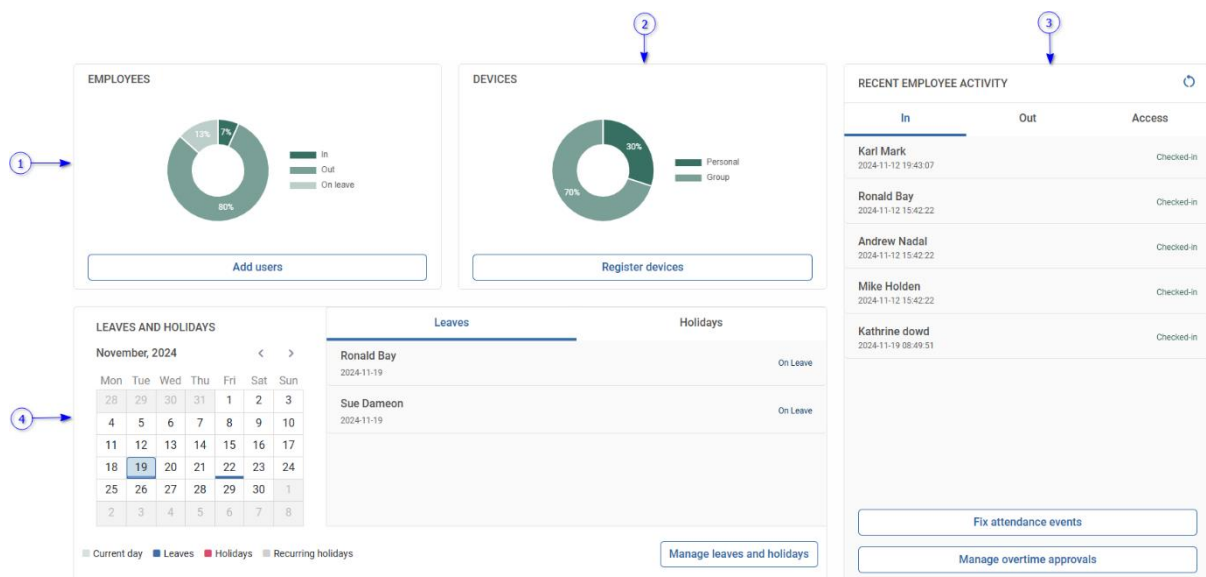


Figure 6.21 Employee dashboard view

1. *Employees Summary*
2. *Employee device summary*
3. *Recent Employee activity*
4. *Leaves and holidays*

6.5.2.1 Employees Summary

The employee summary graph shows an overview of the employee activities at the current date and time.

1. Legend
 2. Percentage of checked-in users
 3. Percentage of checked-out users
 4. Percentage of users on leave
 5. Add user button
- Open add employee dialog to create new employee as mentioned in [Add employee/visitor](#) section.

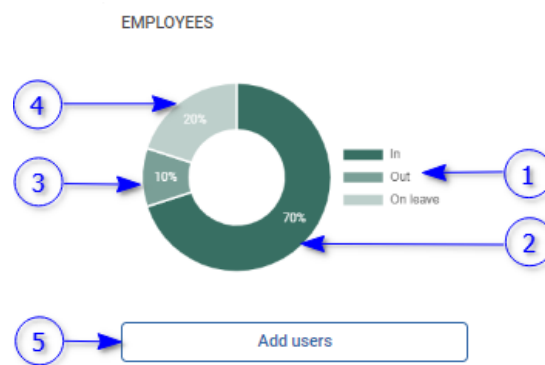


Figure 6.22 Employee summary view of the Dashboard

The number of users of each activity is showing when hovering on the graph.

6.5.2.2 Employee device summary

The employee device summary is showing the NCheck Windows, Android and IOS Admin and attend clients registered with the system.

1. Legend
2. Number of Windows, Android and IOS Attend clients registered for employees.
3. Number of Windows And droid Admin clients registered with the selected group.
4. Register devices button

This will open register device dialog to generate registration token to register Admin and attend clients as mentioned in [Register device](#) section.

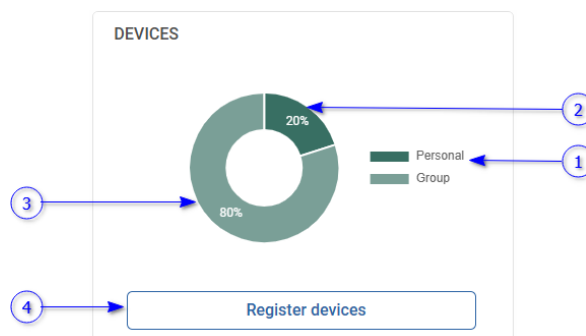


Figure 6.23 Employee device summary view

6.5.2.3 Recent Employee activity

The recent employee activity view shows the last event of all employees in the current day.

1. Event type tabs
Select event type from check-in, check-out and access, to filter out the last user events.
2. Event list
Event list is showing check-in, check-out and access events according to the selected event type from the event type tab. Refer [Recent employee event view](#) section for more details about event information.
3. Fix attendance events button
Add events for users. This opens the [Events view for employee/visitor event logs](#) in [Manage Event logs](#).
4. Manage overtime approvals button
Manager overtime approvals. This opens the [Overtime view for employee events logs](#) in [Manage Event logs](#) section.
5. Refresh button

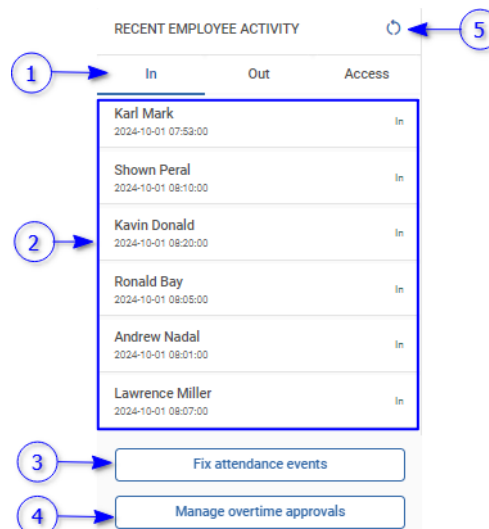


Figure 6.24 Employee activity view of the Dashboard

6.5.2.3.1 Recent employee event view

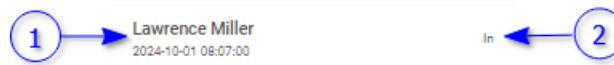


Figure 6.25 Recent employee event view

1. Username and event date time
2. Event type
Event type as in(check-in), out(check-out) or access

6.5.2.4 Leaves and holidays

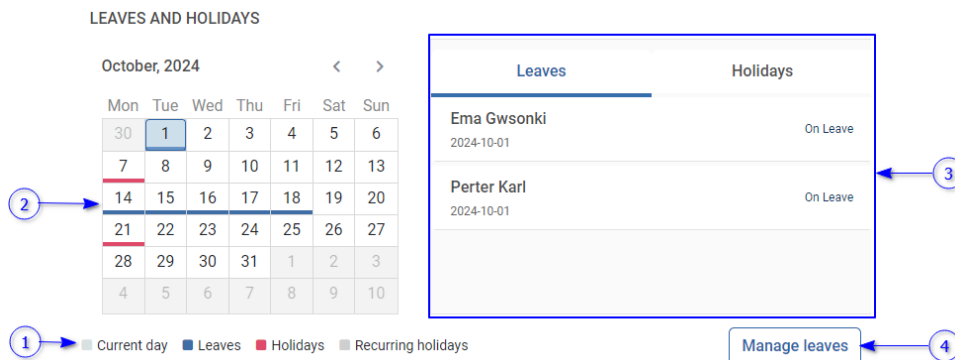


Figure 6.26 Leave and holiday view

1. Legend
2. The leaves and holidays calendar
Calendar is showing dates with available leaves and holidays. Leaves, holidays and recurring holidays are shown in separate color codes. For the selected date, all available leaves and holidays are shown in the leave and holidays list view. The leave tab shows a list of [Leave view](#) and holiday tab is showing list of [Holiday view](#) available for the selected date in the calendar.
3. Leave and holidays list view
This view is showing available leaves and holidays for the selected date from the calendar.
4. Manage leaves button
You will be redirect to the Leave and holiday section.

6.5.2.4.1 Leave view

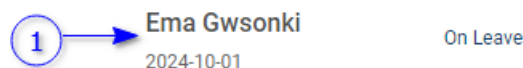


Figure 6.27 Leave view

1. Username and leave date

6.5.2.4.2 Holiday view

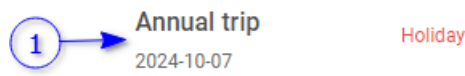


Figure 6.28 Holiday view

1. Holiday name and date

6.5.3 Visitor dashboard

The visitor dashboard is shown below.

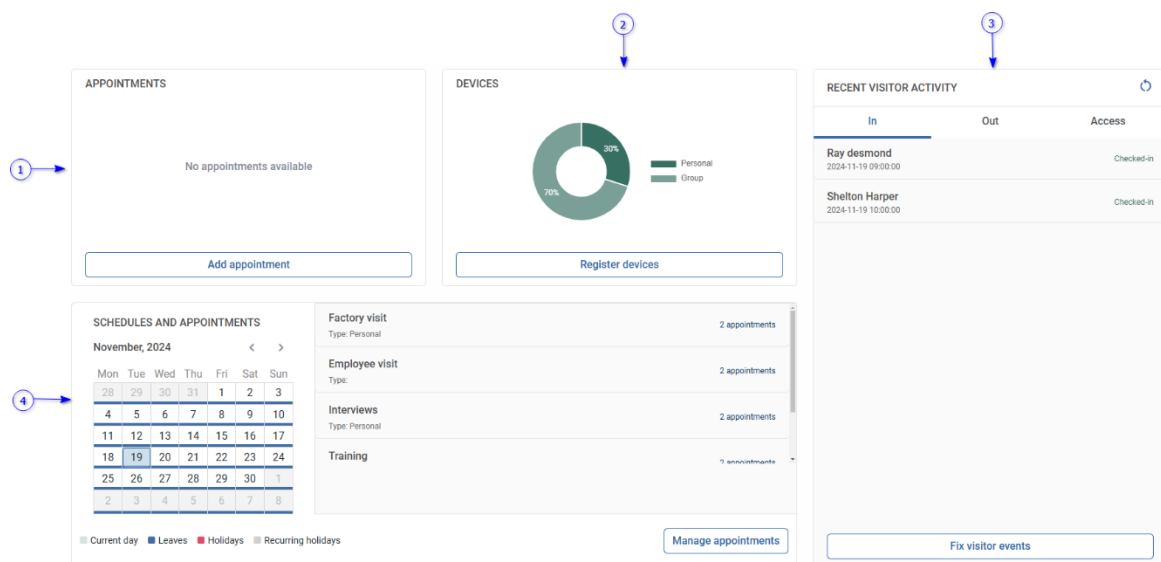


Figure 6.29 Visitor dashboard view

1. Appointment summary
2. Visitor device summary
3. Recent visitor activity
4. Recent visitor event view

6.5.3.1 Appointment summary

Appointment summary graph shows an overview of all appointments on the current date.

1. Not attended
The appointments are considered as not attended if the visitor has not been recorded for the appointment before finished
2. Pending appointments
The appointments that visitors have not been recorded
3. In progress appointments
The appointments that visitors have already been recorded as in progress appointments.
4. Cancelled appointments
The appointments set a cancelled
5. Completed appointments
The appointments set as completed appointments
6. Add appointments
This will redirect to the Appointments section to add new appointment.

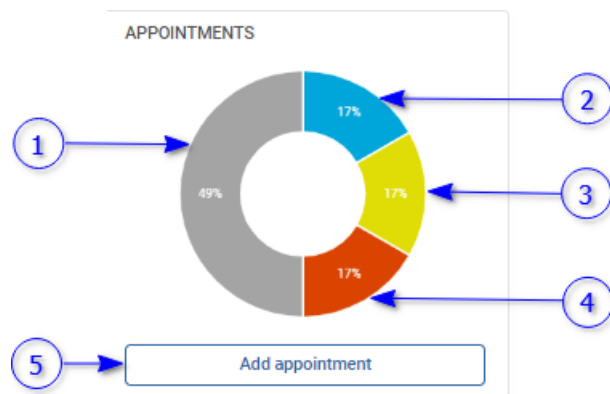


Figure 6.30 Appointment summary view

6.5.3.2 Visitor device summary

The visitor devices summary is showing the NCheck Windows, Android and IOS admin and attend clients registered with the system.

1. Legend
2. Number of Windows, Android and IOS Attend clients registered for a location.
3. Register devices button
This will open register device dialog to generate registration token to register Admin and attend clients as mentioned in [Register device](#) section.

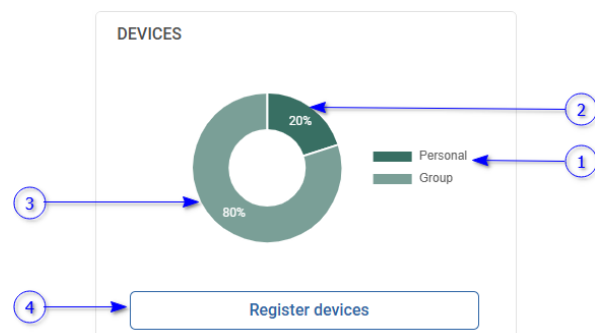


Figure 6.31 Employee device summary view

6.5.3.3 Recent visitor activity

The recent visitor activity view shows last event of the visitors in the current day.

1. Event type tabs
Select event type from check-in, check-out and access, to filter out the last visitor events
2. Event list
Event list is showing all recent events of visitors according to the selected event type from the event type tab. Refer [Recent visitor event view](#) section for more information about visitor events.
3. Fix visitor event button
Add events for visitors. This opens the [Events view for employee/visitor event logs](#) in [Manage Event logs](#).
4. Refresh button

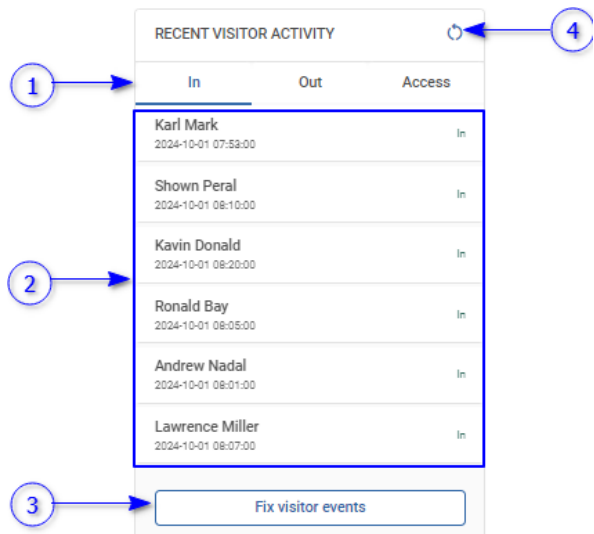


Figure 6.32 Recent visitor activity view of the dashboard

6.5.3.3.1 Recent visitor event view

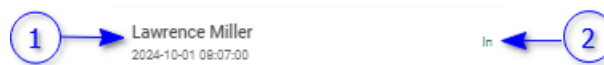


Figure 6.33 Recent visitor event view

1. Username and event date time
2. Event type
Event type as in(check-in), out(check-out) or access

6.5.3.4 Schedules view

Schedule and appointment view is shown below.

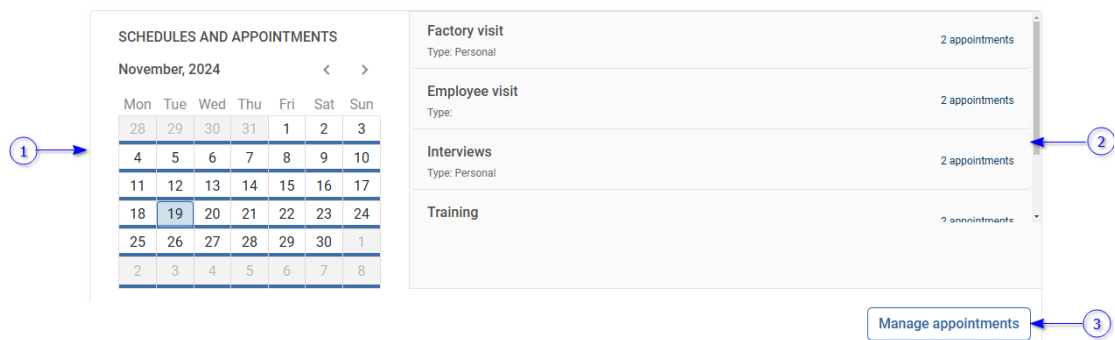


Figure 6.34 Schedules view

1. Scheule calendar
2. List of schedules view
The list of schedules and number of appointments for the selected date showing this view.
3. Manage appointments button
This opens [Manage appointments](#) view.

6.6 User Management

User management allows employees to manage and visitors' data such as personal information's, biometrics, appointments etc. The user management view can be switched to either employee or visitor as mentioned in [Bio attendance and visitor mode selection](#) section.

The user management view is shown below.

Annotation 1 points to the '+ Add user' button. Annotation 2 points to the 'YmLkSV' row. Annotation 3 points to the search bar.

☐	Employee Code	First Name ^	Last Name	Phone	
☐	vapvNo	Andrew	Nadal		⋮
☐	PwhPTY	Ema	Gwsonki		⋮
☐	NjbF2X	Karl	Mark		⋮
☐	YmLkSV	Kathrine	dowd		⋮
☐	AQ2XAAQ	Kavin	Donald		⋮
☐	gzGs7H	Lawrence	Miller		⋮
☐	VjuOoo	Mike	Holden		⋮
☐	1WxvPC	Perter	Karl		⋮
☐	q9SLPa	Ronald	Bay		⋮
☐	gsGjIM	Shown	Peral		⋮

1 - 10 of 10 items

Figure 6.35 Employee management view

Annotation 1 points to the '+ Add visitor' button. Annotation 2 points to the 'V3YIVQYVKK' row. Annotation 3 points to the search bar.

☐	Employee Code	First Name ^	Last Name	Phone	
☐	H8S99NU8BJ	Fashil	Ahamad	0738090123	⋮
☐	6FZ1JRJFI0	Helen	Marget	0718923455	⋮
☐	X07XSQ54N6	Kathie	James	0728934567	⋮
☐	Wl0Qi73Q5Y	Kyle	Iwanska	0728903456	⋮
☐	V3YIVQYVKK	Mari	Dhorai	0731892345	⋮
☐	9XLUC940SQ	Tom	Parlor	0728361278	⋮

1 - 6 of 6 items

Figure 6.36 Visitor management view

1. Action view
 - a. Add employees/visitor menu
 - i. Add employee/visitor button
Refer [Add employee/visitor](#) section for more details.
 - ii. Create employee from deleted employees (Employee only)
Refer [Create employee from deleted employees](#) section for more details.

- b. Import button
Refer [Import employees/visitors](#) section for more details.
2. Employee/visitor list view
A [Data table](#) represent list of employees/visitors. Selected employee/visitor information can be seen in [Employee/visitor view](#). The employee/visitor [Quick access menu](#) is showing following options
 - a. Edit
Refer [Edit profile](#) section for more details.
 - b. Delete
Refer [Remove](#) section for more details.
 - c. Biometrics
Refer [Update employee/visitor biometrics](#) section for more details.
3. Search employee/visitor
Search employee/visitor from the list

6.6.1 Add employee/visitor

Add employee/visitor is a 3 steps flow including followings.

1. Add employee/visitor information
This step is mandatory. Employee/visitor name, employee/visitor code should be given.
2. Biometric authentication
Enroll biometrics such as face, finger and iris. This is not mandatory.
3. Register client application (Employee only)
Register NCheck client application for the employee for personal attendance recording. This step is not mandatory.

Add employee/visitor dialog is shown below.

The screenshot shows a 'Add user' dialog box with a 5-step process flow. Step 1 is 'Add user', Step 2 is 'Basic user details', Step 3 is 'Biometric authentication', Step 4 is 'Register NCheck app', and Step 5 is 'Next'. The 'Basic user details' step is highlighted in blue. The form includes fields for 'Full name', 'Employee email', and 'Employee code' with a 'Generate' button. There is also a checkbox for 'Send invite email to new users' and a 'See more fields' link.

Figure 6.37 Add employee/visitor dialog

1. Title as adds employee or adds visitor
2. Steps involve adding a new employee/visitor. The current step is highlighted in blue color.

3. Content area to show the current step
The current steps will be shown in this area. The available steps are
 - a. [Basic employee/visitor detail's view](#)
 - b. [Biometric authentication view](#)
 - c. [Register NCheck app \(Employee only\)](#)
4. Next button
Proceed to the next step.
5. Close button

6.6.1.1 Basic employee/visitor detail's view

1 → Full name *

Enter first name

2 → Employee email

email@example.com

3 → Employee code *

☒ Generate code ☐ Employee code exists

No employee code generated Generate

4 → ☒ Send invite email to new users ?

5 → See more fields

Figure 6.38 Basic employee/visitor details view

1. Full name
This is a mandatory field.
2. Employee/visitor email
3. Employee/visitor code
This is a mandatory field. Refer [Employee/visitor code](#) for more details
4. Send invite email to new employees (Employee only)
The employee will receive an email containing a one-time registration token and links to download NCheck client application once employee created successfully. To send email notifications, [Email notification settings](#) should be configured first.
5. See more fields
Click this to expand additional fields for employee/visitor. Refer [Additional employee/visitor fields](#) section for more details.

6.6.1.1.1 Employee/visitor code

The employee/visitor code is a unique identification for employee/visitor. Employee/visitor code can be given as following when adding employee/visitor

1. Generate code
Generate code by the system
2. Use existing code

☒ Generate code ☐ Employee code exists

No employee code generated Generate

Figure 6.39 Employee/visitor code view

6.6.1.1.2 Additional employee/visitor fields

Additional information for employees/visitors which are not mandatory when adding.

Figure 6.40 Additional employee/visitor fields

1. Role (Employee only)
Assign employee role as employee, admin, or admin auditor. Refer [Web Control Panel Roles](#) section for more details.
2. Groups (Employee only)
Employee groups to assign employees. By default, employees are assigned to the all-user group. Refer [Manage Employee Groups](#) section for more details about employee groups.
3. Primary group (Employee only)
4. Username (Employee only)
The username to allow to login users to the NCheck control panel. Select User email address as username option to use the email address as the username.
5. Address line 1
6. Address line 2
7. City
8. Country
9. State
10. Zip code
11. Telephone
12. Designation

6.6.1.2 Biometric authentication view

Biometric authentication view is used to enroll biometrics for the employee and visitors.

1. Biometrics
List of enrolled biometrics for the employee/visitor are showing here. To see the biometric details, click on each biometric image.
2. Upload biometrics button
Upload face, finger and iris images from the local file system. A warning message will appear if the selected image is larger than 2 MB as shown in [Figure 6.42](#).
3. Enroll from history button
Refer [Enroll biometric from history](#) section for more details.
4. Delete button
Delete selected biometrics.

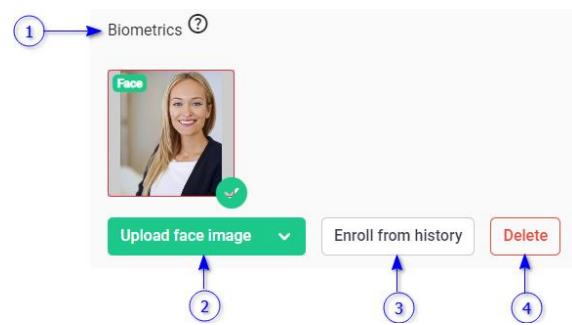


Figure 6.41 Biometric authentication view

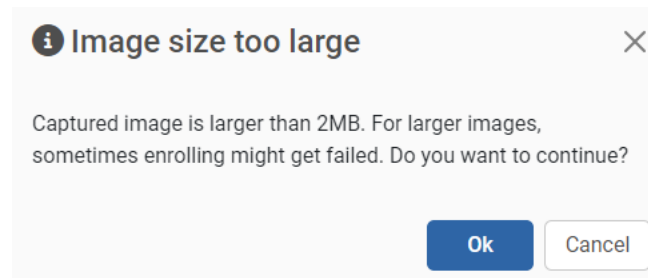


Figure 6.42 Biometric image size warning

6.6.1.2.1 Enroll biometric from history

Enroll biometric from history option allows users to enroll biometric for unidentified event images.

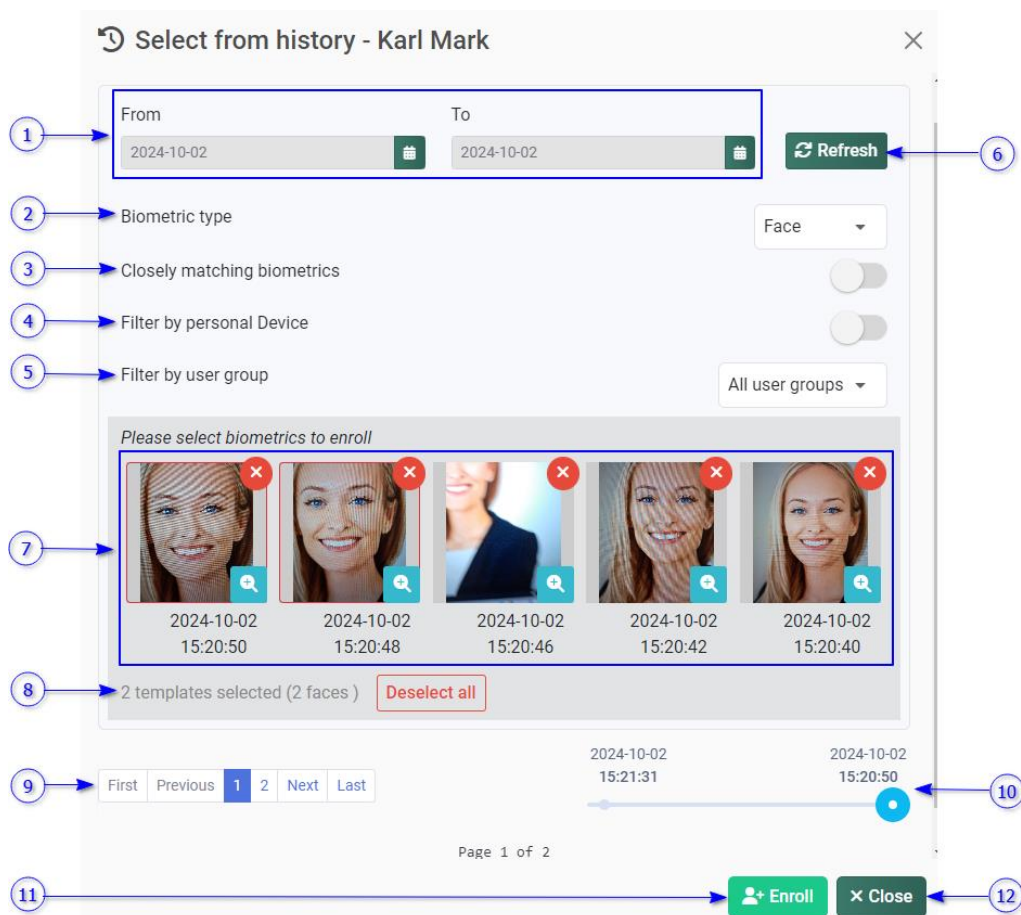


Figure 6.43 Enroll biometrics from history dialog

1. Date selection controls
Select the from and to date to retrieve unidentified images
2. Biometric type
Biometric type from Face, finger and iris
3. Closely matching biometrics
4. Filter by person device
5. Filter by user group
Filter unidentified event images according to the selected group which client devices are registered.
6. Refresh button
Refresh unidentified event images.
7. Unidentified event images list
8. Number of selected images to enroll.
Select deselect button to deselect all.
9. Paging for unidentified event image list
10. Timeline of the event image list retrieved.
11. Enroll button
Enroll selected images
12. Close button

6.6.1.3 Register NCheck app (Employee only)

Refer [Client registering view](#) section for more details.

6.6.2 Import employees/visitors

The import option is to add many employees/visitors to the system as a zip file. Refer [Import and Export information](#) section for more details for importing file structure.

To import employees/visitors,

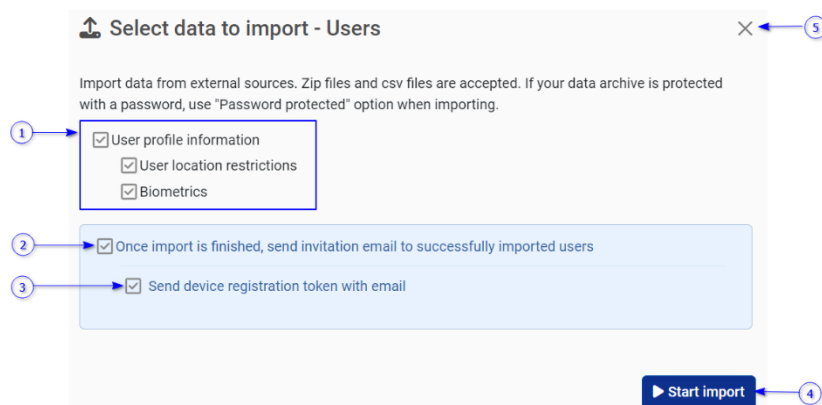


Figure 6.44 Import users data view

1. The employee/visitor information to be imported

Check information needs to be imported.

1. User profile information

Refer [User profile information](#) section for more details about user profile information.

- User location restrictions (Employees only)
Refer [User/user group location restrictions](#) information section for more details.
- Biometrics
Refer [User biometrics and template files](#) section for more details about importing biometrics.

2. Option to send invitation emails for successfully imported employees/visitors

3. Option to send device registration token with invitation email (Employees only)

Select this option to send registration token to register NCheck personal client for the user for attendance recording.

4. Import button

Select the Import button to select the import location. Refer [Select import location](#) section for more details about selecting import location.

5. Close button

6.6.3 Create employee from deleted employees

Deleted employees can be restored from this option. This option will restore the employee details only. Previous biometric data, event logs and other data will not be restored.

Create employee from deleted employees' dialog is shown below.

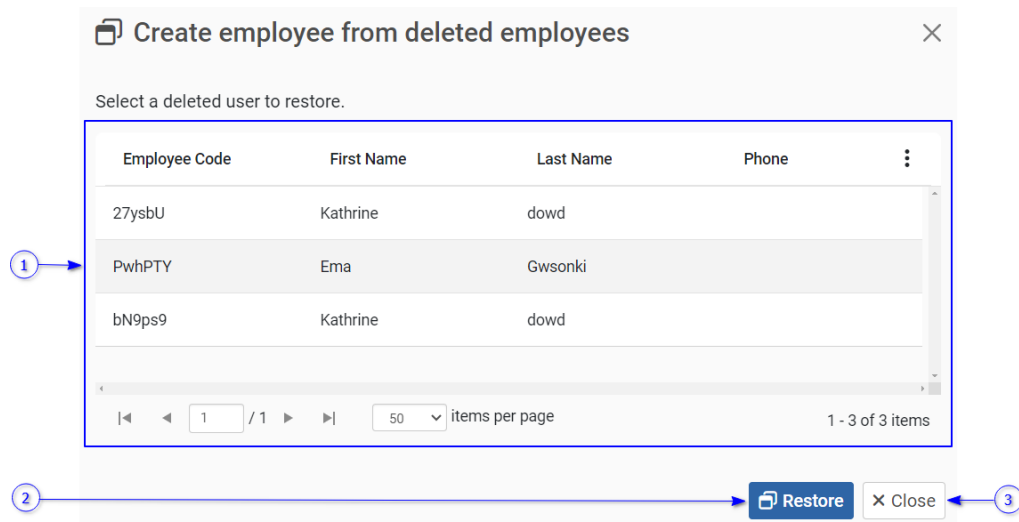


Figure 6.45 5.6.3 Create employee from deleted employees dialog

- Deleted employees
A *Data table* represent a list of deleted employee list. Select employees from the list to be restored.
- Restore button
Restore selected employees.
- Close button

6.6.4 Employee/visitor view

Employee/visitor view allows employees/visitor data to manage as below.

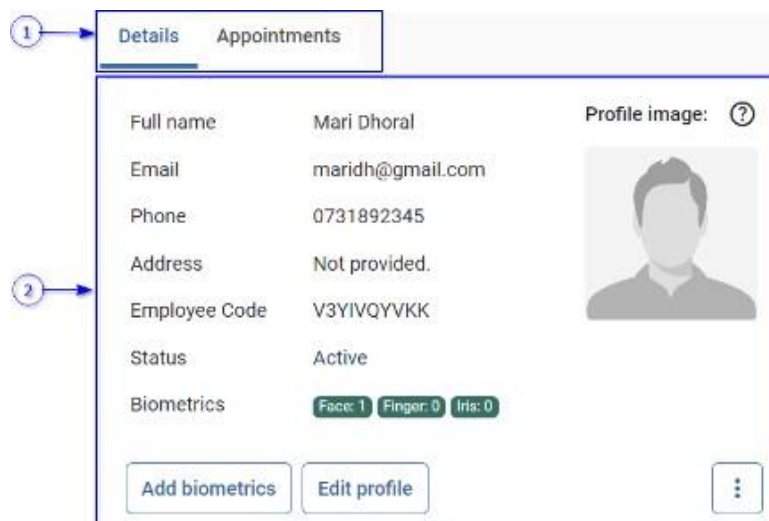


Figure 5.41 Visitor data view

Figure 6.46 Employee data view

1. Employee/visitor data type tab view

A list of data types available for employees/visitor

- a. Details
Refer [Employee/visitor details](#) section for more information.
- b. Appointments (Visitor only)
Refer [Appointments](#) section for more information.
- c. Devices (Employee only)
Refer [Devices](#) section for more information.
- d. Groups (Employees only)
Refer [Groups](#) section for more details.
- e. Locations (Employees only)
Refer [Locations](#) section for more details.
- f. Leaves (Employees only)
Refer [Leaves](#) section for more details.

2. Employee/visitor content view

The content related to the selected employee/visitor data type is shown here.

6.6.4.1 Employee/visitor details

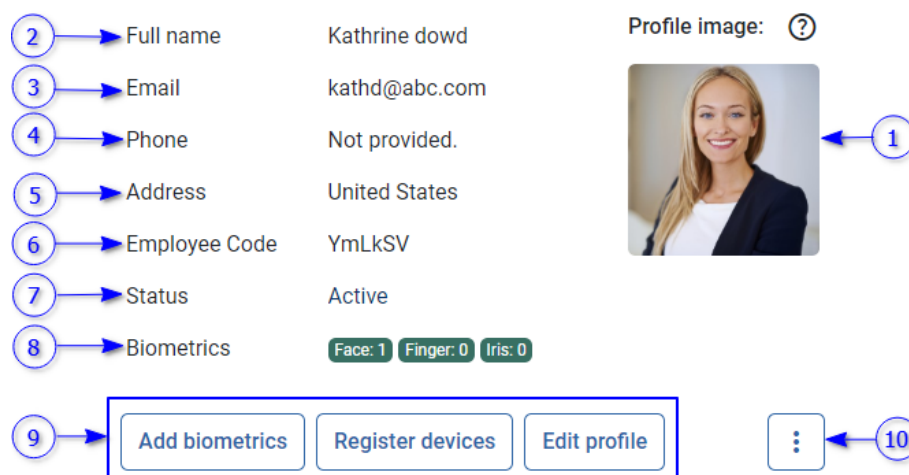


Figure 6.47 Employee/visitor detail view

1. Profile image

Hover the profile image to update profile image as mentioned in [Manage profile image](#) section.

2. Full name

3. Email

4. Phone

5. Address

6. Employee code

7. Status

The status either activate, block or terminate.

8. Biometrics

Number of enrolled face, finger and iris biometrics are showing here.

9. Employee/visitor options

a. Add biometrics button

Refer [Update employee/visitor biometrics](#) section for more details

- b. Register devices button (Employee only)
Refer [Client registering view](#) section for more details.
 - c. [Edit profile](#)
- 10. Employee/visitor additional options
 - a. Passes
Refer [Passes](#) section for more details.
 - b. Show events
Show all events for the employee/visitor. You will be navigated to the event logs section. Refer [Manage Event logs](#) section for more information.
 - c. [Change password](#)
 - d. [Block](#)
 - e. [Terminate](#)
 - f. [Activate](#)
 - g. [Export](#)
 - h. [Remove](#)

6.6.4.1.1 Manage profile image

Profile image of employee/visitor can be updated as below. This view is showing when hovering the mouse icon over profile image.,

1. Upload photo button
Select profile image from the local file system
2. History button
Select profile image from unidentified event images. Refer [Choose from unidentified images](#) section for more details.

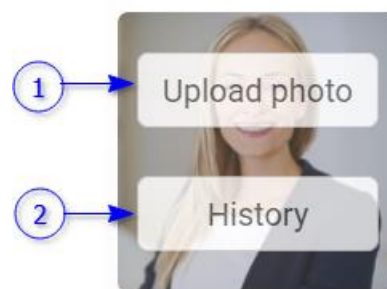


Figure 6.48 Manage profile image view

6.6.4.1.1.1 Choose from unidentified images

Once employee/visitor event record events which are not matched with any employee/visitor in the system, which are known as unidentified events. Unidentified event images can be selected as employee/visitor profile images as follows.

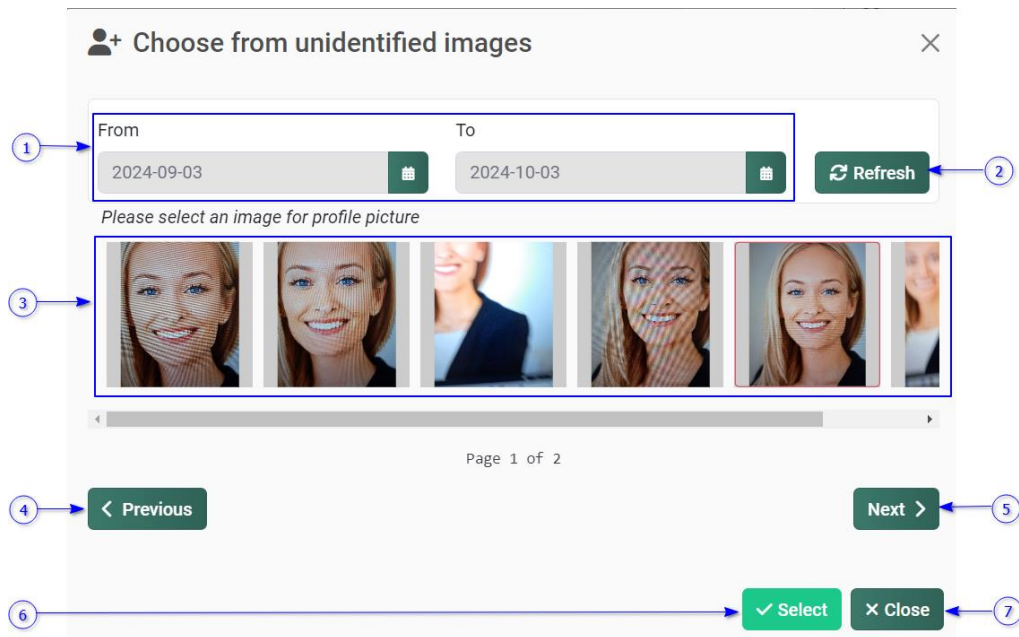


Figure 6.49 Choose from unidentified images dialog

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Unidentified events dates filters
Select from and to date to retrieve all unidentified images in between. 2. Refresh button
Refresh unidentified event images. 3. Unidentified event images list | <ol style="list-style-type: none"> 4. Previous button
Browse previous page of unidentified event images 5. Next button
Browse previous page of unidentified event images. 6. Select button 7. Close button |
|---|--|

6.6.4.1.2 Update employee/visitor biometrics

Update biometrics dialog is shown below.

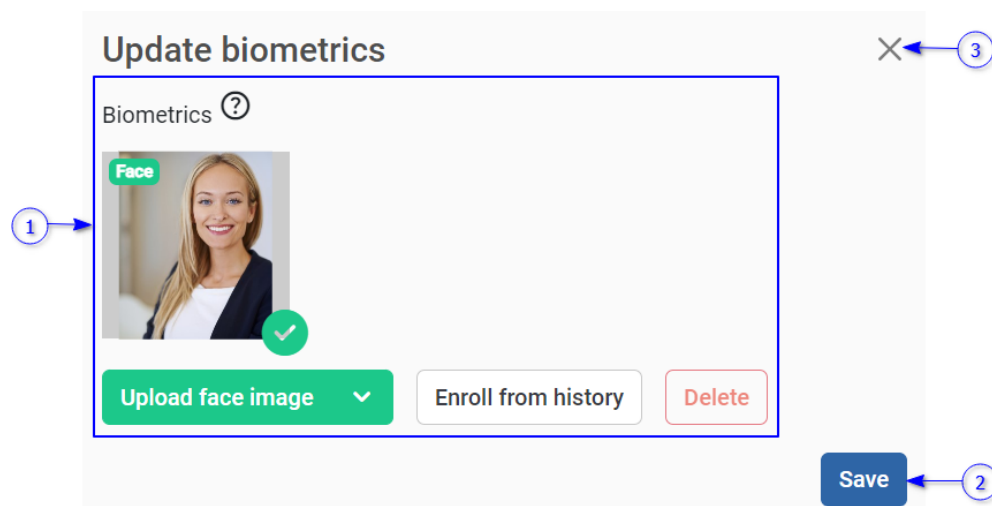


Figure 6.50 Update biometrics dialog

1. Biometric authentication view
Refer [Biometric authentication view](#) section for more information.
2. Save button
3. Close button

Biometric enrollment will fail if the image already enrolled for another employee/visitor.

6.6.4.1.3 Register devices

Register NCheck personal client for employee

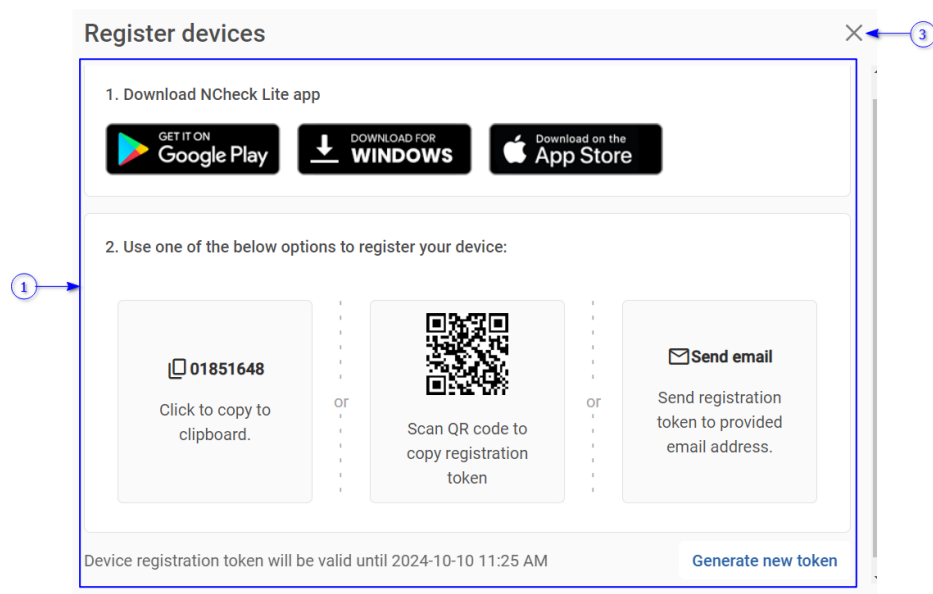


Figure 6.51 Register device dialog

1. Registration information view
Refer [Register NCheck app \(Employee only\)](#) section for more details.
2. Save button
3. Close button

6.6.4.1.4 Edit profile

Edit employee/visitor profile details. The edit profile dialog is shown below.

The screenshot shows a modal dialog titled "Update user". It contains several input fields and a "Save" button. Numbered callouts are as follows:

- 1**: Points to the "Employee email" input field, which contains "kathd@abc.com".
- 2**: Points to the "Profile photo" section, which displays a photo of a woman.
- 3**: Points to the "Save" button at the bottom right.
- 4**: Points to the close button (an 'X' icon) at the top right.

Other visible elements include:

- Full name ***: Input field with "Kathrine dowd".
- Employee code ***: Radio buttons for "Generate code" (selected) and "Employee code exists". Below is an input field with "YmLkSV" and a "Generate" button.
- Send invite email to new users**: A checked checkbox with a help icon.
- See more fields**: A link with a downward arrow.

Figure 6.52 Edit profile dialog view

1. Employee/visitor detail view
Refer [Basic employee/visitor detail's view](#) section for more details.
2. Profile image
Hover on the profile image to update profile image as mentioned in [Manage profile image](#) section.
3. Save button
4. Close button

6.6.4.1.10 Remove

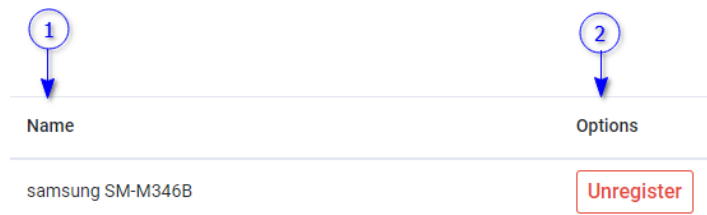
Delete employee/visitor from the system.

6.6.4.2 Devices

The device view is showing all NCheck client applications registered with the selected employee as follows.

1. Name of the registered device
2. Unregister button
Unregister client application registered to the employee.

Once unregistered, the client cannot be used to record employee attendance until it registered again.



1	Name	2	Options
	samsung SM-M346B		Unregister

Figure 6.54 Employee devices view

6.6.4.3 Groups

All employee groups that the employee has been added are shown under groups as follows.

1. Name
Unique identification for employee group
2. Code
Unique code for employee group
3. Remove button
To remove employee from the employee group.



1	2	3	Name	Code	Options
			mkt	Marketing	Remove
			Dev	Developer	Remove

Figure 6.55 Employee groups view

6.6.4.4 Locations

This option allows employees to restrict their specific locations. Refer [Location restrictions](#) section for more information about location.

6.6.4.5 Leaves

The leave view is showing employee leave statistics as follows.

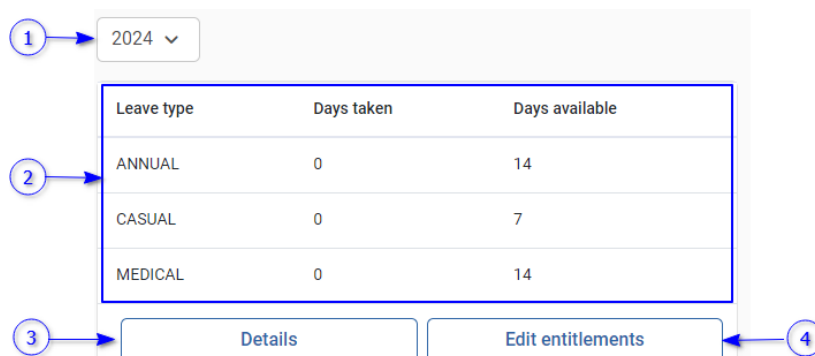


Figure 6.56 Employee leaves view

1. Leave year
2. [Leave table](#)
3. Details button
Refer [Leave details section](#) for more details.
4. Edit entitlement button
Refer [Edit leave entitlement](#) section for more details.

6.6.4.5.1 Leave table

The leave table shows leave usage of the employee. The left table is shown below.

1. Leave type
Refer [Configure leave type](#) section for more details about leave type.
2. Days taken
3. Days available
Number of total leaves for each leave type.

Leave type	Days taken	Days available
ANNUAL	0	14
CASUAL	0	7
MEDICAL	0	14

Figure 6.57 Employee leave table

6.6.4.5.2 Leave details

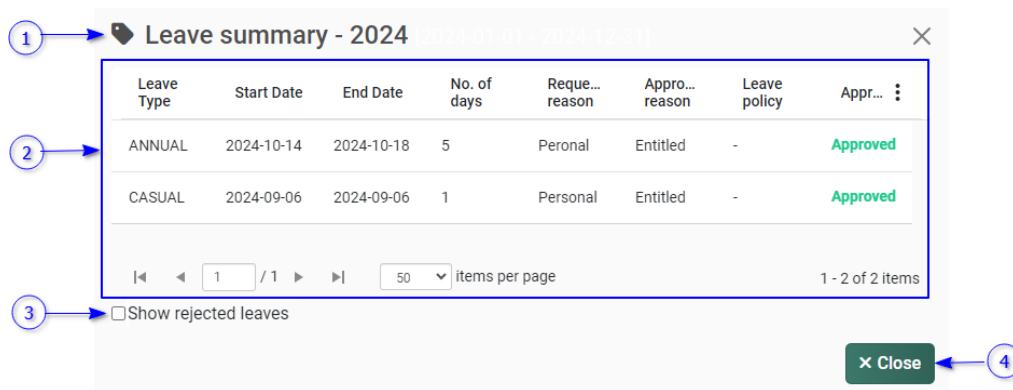


Figure 6.58 Employee leave summery dialog

1. Leave summer for the selected year
2. Leaves table

A *Data table* represent list of employee leaves requested. Table contains the following data.

 - a. Leave type
Configured leave type. Refer *Configure leave type* section for more information about configuring leave types.
 - b. Start date
Start date of the applied leave(s).
 - c. End date
End date of the applied leave(s).
 - d. No of days
 - e. Reasons request
 - f. Approval reason
 - g. Leave policy
 - h. Approval state
Approval state as pending, rejected or approved.
3. Show rejected leave option
Show rejected leaves in the leaves table
4. Close button

6.6.4.5.3 Edit leave entitlement

Edit existing leave entitlement for employees. Edit leave entitlement dialog is shown below.

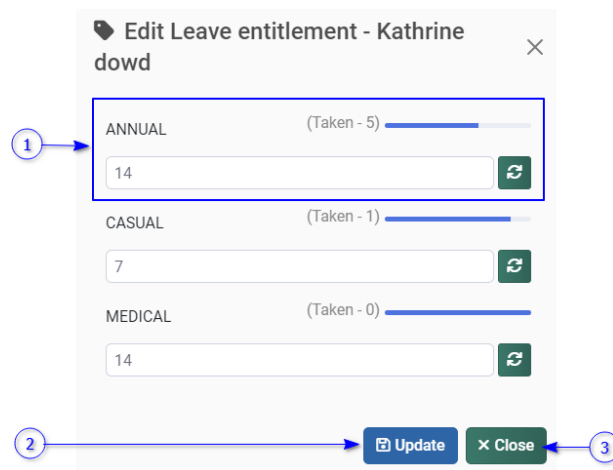


Figure 6.59 Edit employee leave entitlement dialog

1. [Leave entitlement for leave type](#)
2. Update button
3. Close button

6.6.4.5.3.1 Leave entitlement for leave type

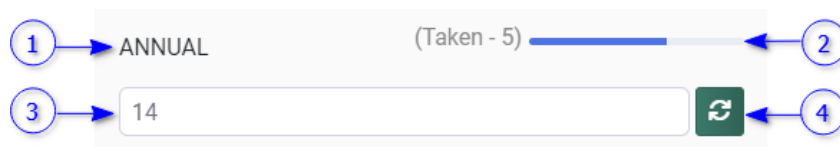


Figure 6.61 5.6.4.5.3.1 Leave entitlement for leave type view

1. Leave type
2. Number of taken leave from total number of leaves
3. Number of leave entitlement
4. Reset button

Reset the default number of leave entitlement as mentioned in [Configure leave type](#) section.

6.6.4.6 Appointments

Appointments for the visitors can be seen in this view as shown below.

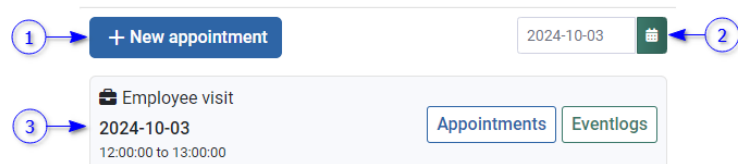


Figure 6.62 Visitor appointment view

1. New appointment button
Create new appointment for the visitor. This will navigate to the appointments section to create a new appointment as mentioned in section.

2. Appointment date
3. [Visitor appointment view](#)

6.6.4.6.1 Visitor appointment view

The visitor appointment view is shown below.

1. Appointment schedule
 2. Appointment date and time
 3. Appointments button
- This will navigate to the appointment section to see the appointment information as mentioned in section.

4. Event logs button

This will navigate to the visitor event log section to show the visitor events recorded to this appointment.

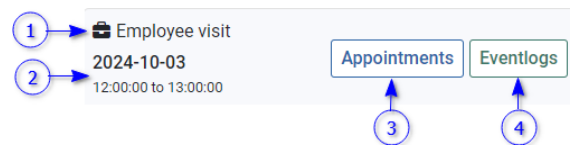


Figure 6.63 visitor appointment view

6.7 Manage Employee Groups

Administrator and employee group administrators allow managing users as user groups. All user groups are the default employee group including all employees and it is accessible for administrator only. The employee group management view is shown below.

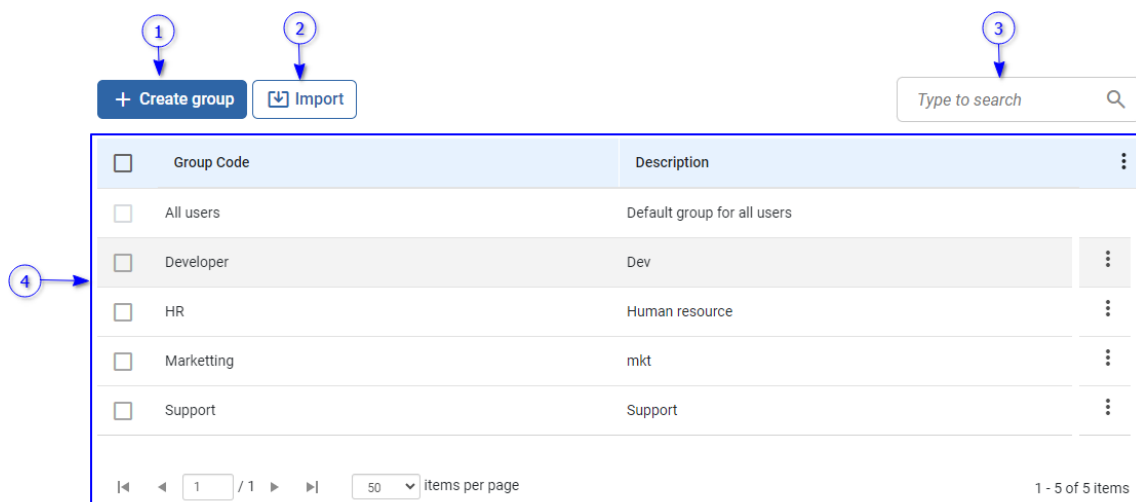


Figure 6.64 Employee group management view

1. Create group button
2. Import button
3. Search field
Search group
4. Employee group list view
 - a. Edit
 - b. Delete
 - c. Update employees

A [Data table](#) represent list of employee groups. Selected employee group information can be seen in employee group view. The employee group [Quick access menu](#) is showing following options.

6.7.1 Create group

Creating an employee group is 3 steps flow as follows.

1. Enter group details
This is required step. This requires unique code for employee group and description
2. Add employees to the group
Add employees to the group
3. Register group device
Register NCheck client application for the group to record attendance of employees within the group.

Create group dialog is shown below.

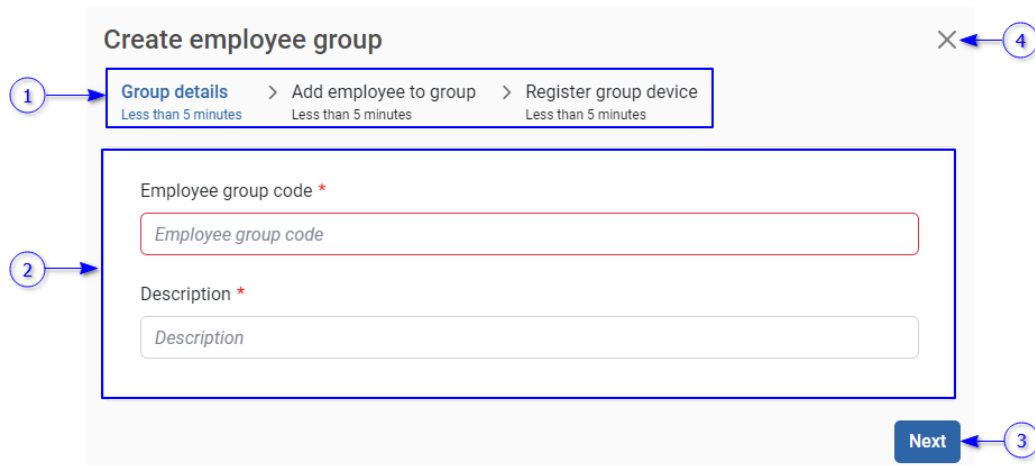


Figure 6.65 Create employee group view

1. Steps involve adding a employee group. The current step is highlighted in blue color.
2. Content area to show the current step
The current steps will be shown in this area. The available steps are
 - a. Group details
Refer [Employee group detail view](#) section for more information.
 - b. Add employees to group
Refer [Add employees to the group view](#) section for more details.
 - c. Register group device
Refer [Register group device view](#) section for more information.
3. Next button
Proceed to the next step.
4. Close button

6.7.1.1 Employee group detail view

The information to create a new employee group is taken from this view.

1. Employee group code
A unique identification for the employee group.
2. Description
A description that explains use of the employee group.

Figure 6.66 Add employee group view

6.7.1.2 Add employees to the group view

Select employees to add to the employee group from available employee list as follows.

Employee Code	First Name	Last Name	Email	
vapvNo	Andrew	Nadal	andrewn@abc.com	☐
NjbF2X	Karl	Mark	karlm@abc.com	☐
YmLkSV	Kathrine	dowd	kathd@abc.com	☐
AQ2XAQ	Kavin	Donald	kavind@abc.com	☐
gzGs7H	Lawrence	Miller	lawrencem@abc.com	☐
VjuOoo	Mike	Holden	mikeh@abc.com	☐

1 - 11 of 11 items

1. Search field
Search employee by employee name or employee code
2. Employee list
A *Data table* show list of employees. Select employees to add to the employee group.

6.7.1.3 Register group device view

Refer Client *registering view* section for more details.

6.7.2 Import employee groups.

The import option can be used to add a number of employee groups or restore previously exported employee groups. The data imported as zip file. Refer *Import and Export information* section for more details for importing file structure.

To import employee group,

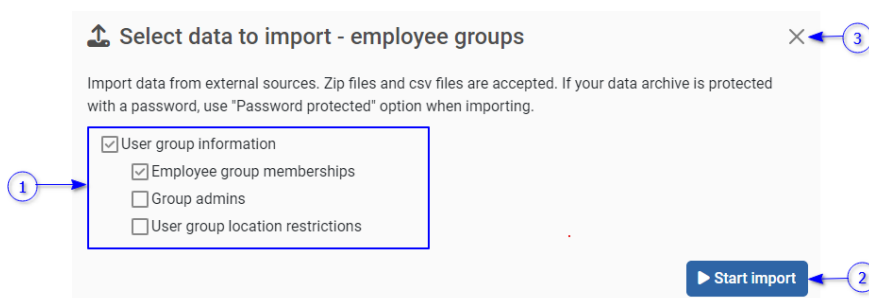


Figure 6.67 Import employee groups

1. The employee group information to be imported
Check information needs to be imported.

a. User group information

Refer [User profile information](#) section for more details about user profile information.

i. Employee group memberships

Refer [User group memberships information](#) section for more details.

ii. Group admins

iii. Employee group location restrictions.

Refer [User/user group location restrictions information](#) section for more details.

2. Import button

Select the Import button to select the import location. Refer [Select import location](#) section for more details about selecting import location.

3. Close button

6.7.3 Employee group view

The selected employee group information can be seen in Employee group view. The employee group view is shown below.

1. Employee group data type tab view

Following data types are showing here.

a. Details

Refer [Employee group details](#) for more details

b. [Employees](#)

c. [Devices](#)

d. [Locations](#)

e. [Admins](#)

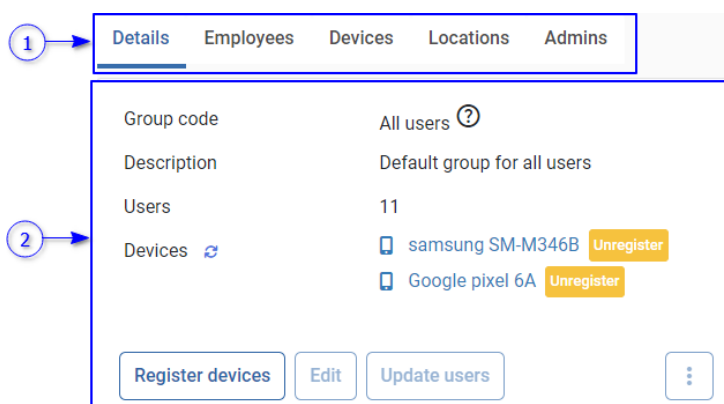


Figure 6.68 Employee group view

2. Employee group type content view

The content related to the selected employee group data type is shown here

6.7.3.1 Employee group details

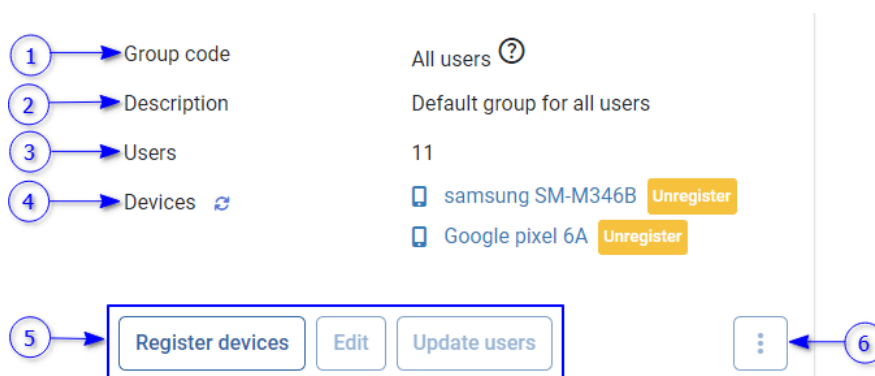


Figure 6.69 Employee group details view

1. Employee group code

2. Employee group description
3. Employees
Number of employees added to the group
4. Devices
The devices registered with the employee group.
5. Employee group options
 - a. Register devices button
Refer [Register devices](#) section for more details.
 - b. Edit button
Refer [Edit employee group](#) section for more details.
 - c. Update users button
Refer [Update group employees](#) section for more details.
6. Employee group additional options
 - a. Import
Refer [Import group employees](#) section for more information.
 - b. Export
Refer [Export group employees](#) section for more information.
 - c. Delete all users
Refer [Delete all group employees](#) section for more information.
 - d. Restore deleted users
Refer [Restore deleted group employees](#) section for more information.
 - e. [Group admins](#)
 - f. Settings
Refer [User group specific settings](#) section for more information.
 - g. Delete
Refer [Delete employee group](#) section for more information.

6.7.3.1.1 Registered devices

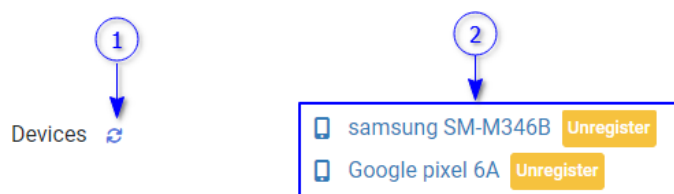


Figure 6.70 Registered devices list

1. Refresh button
Refresh devices list
2. Registered devices list
All registered devices for the employee group are showing here. Each device is shown with device name and unregister button next to it. The device will be unregistered if click on this button and the device cannot be used with the server.

6.7.3.1.2 Register devices

Generate registration token to register NCheck client device. Register devices dialog is shown below.

1. Registration detail view.
This view contains all information to register device. Refer [Client registering view](#) section for more details.
2. Save button
3. Close button

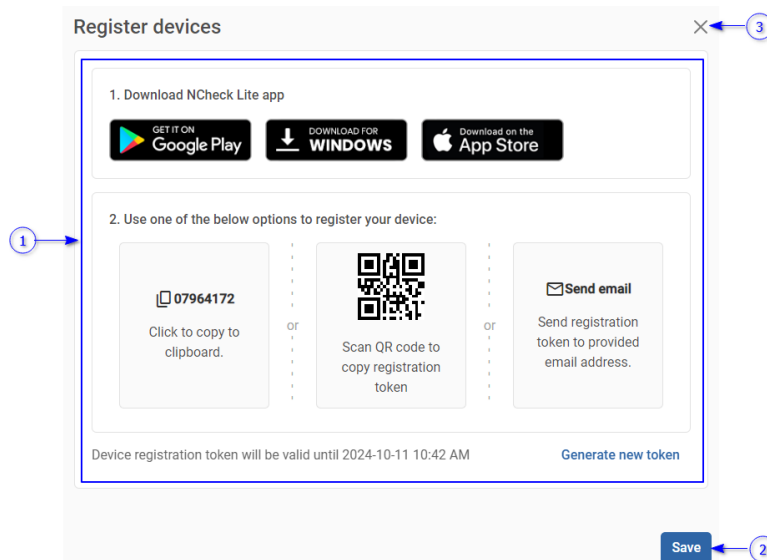


Figure 6.71 Register device dialog

6.7.3.1.3 Edit employee group

This option allows employees to edit group. Update employee group dialog is shown below.

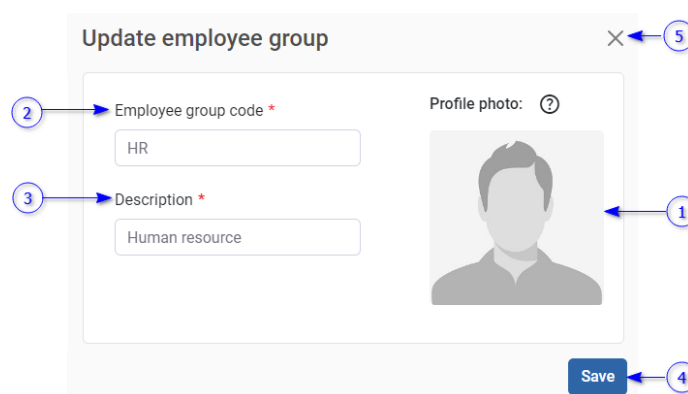


Figure 6.72 Edit employee group dialog

1. Employee group profile image
Upload profile image for the employee group from local file system. Hovering on the thumbnail image will be shown upload button and remove button to update profile image.
2. Employee group code
Unique identification for employee group.
3. Description
A description mentioning the usage.
4. Save button
5. Close button

All user group is not allowed to edit

Table 6.9 Error messages of add/edit user group

Error code	Description
2020	Selected file is not a valid image file.
2027	User group code already exists.

6.7.3.1.4 Update group employees

This option allows to add/remove employees in the group. Update group employees dialog is shown below.

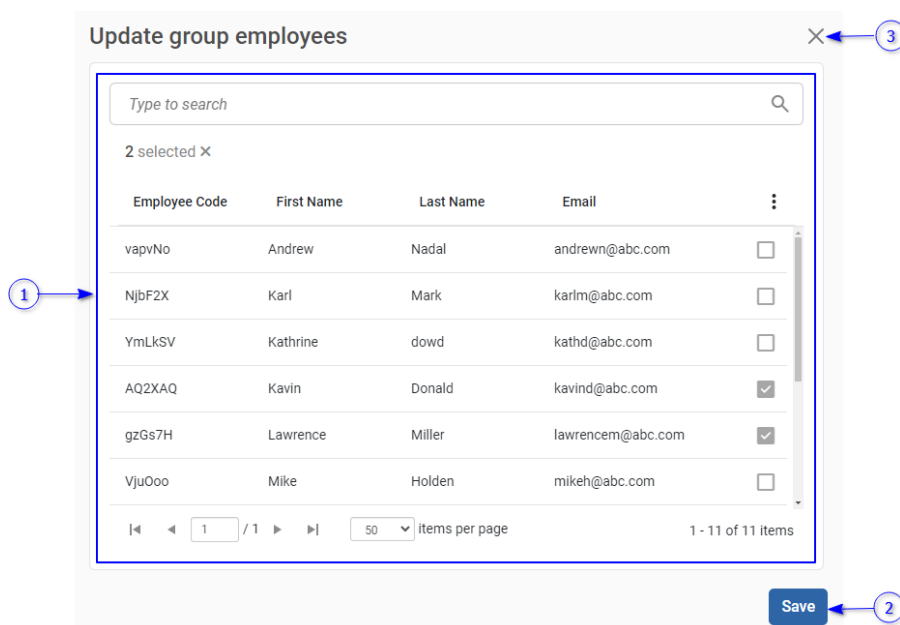


Figure 6.73 Update group employees dialog

1. Add employees to group view
This allows to add/remove employees to the group. Refer [Add employees to the group view](#) section for more details.
2. Save button
3. Close button

6.7.3.1.5 Import group employees

The import group employees option is using to add many employees to the employee group as a zip file. Refer [Import and Export information](#) section for more details for importing file structure.

To import employees/visitors,

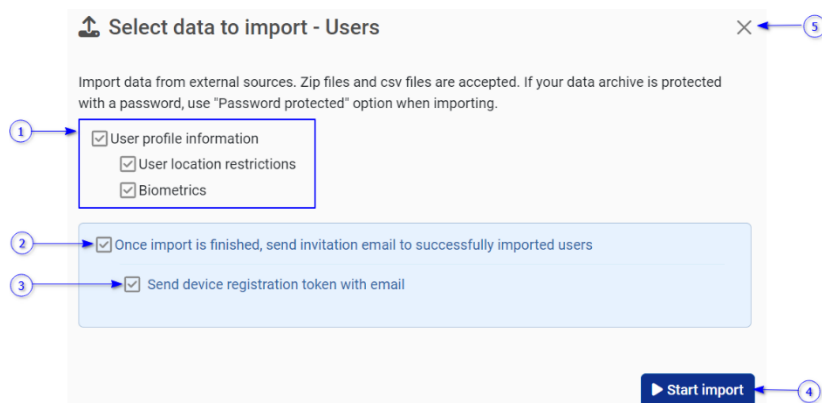


Figure 6.74 Import users data view

1. The group employees information to be imported

Check information needs to be imported.

1. User profile information

Refer [User profile information](#) section for more details about user profile information.

1) User location restrictions

Refer [User/user group location restrictions](#) information section for more details.

2) Biometrics

Refer [User biometrics and template files](#) section for more details about importing biometrics.

2. Option to send invitation emails for successfully imported employees/visitors

3. Option to send device registration token with invitation email (Employees only)

Select this option to send registration token to register NCheck personal client for the user for attendance recording.

4. Import button

Select the Import button to select the import location. Refer [Select import location](#) section for more details about selecting import location.

5. Close button

To send email notification, Email notification settings should be configured.

6.7.3.1.6 Export group employees

Export group employees information as a zip file. Refer [Import and Export information](#) section for more details for importing file structure.

Export group employees dialog is shown below.

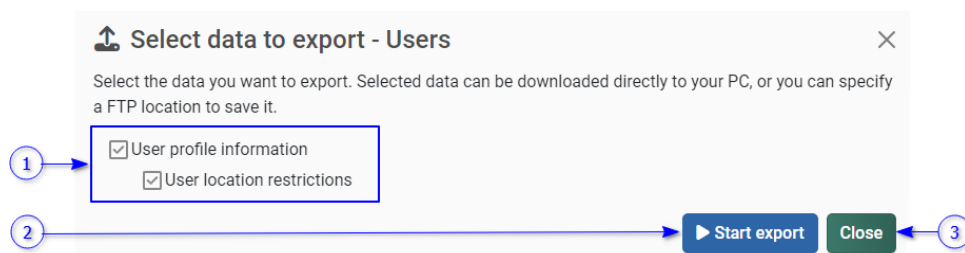


Figure 6.75 Export group employees dialog.

1. Group employees information to be exported
 - 3) Employee profile information
Refer [User profile information](#) section for more details about user profile information.
 - 4) Employee location restrictions.
Refer [User/user group location restrictions](#) information section for more details
2. Start export button
Refer [Select export location](#) for more details.
3. Close button

6.7.3.1.7 Delete all group employees

Delete all group employees from the employee group as well as the system.

6.7.3.1.8 Restore deleted group employees

This option allows to restore deleted employees to the group. Restore deleted employee dialog is shown below.

1. Restoring options
 - a. Recover all employees
Restore all previously deleted employees.
 - b. Deleted after
Restore deleted employees after specified date.

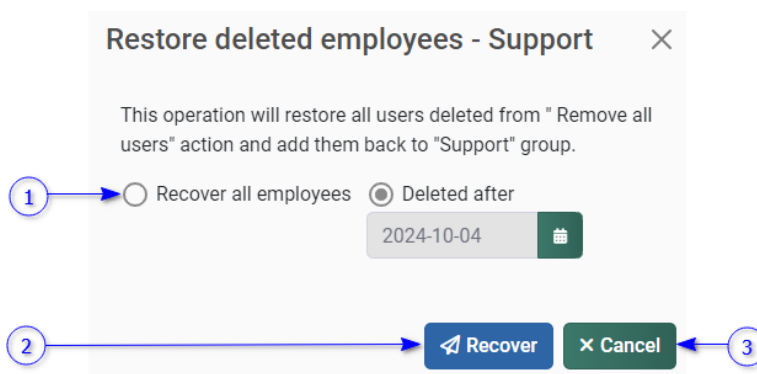


Figure 6.76 Restore deleted employees dialog

2. Recover button
Start restoring employees to the group.
3. Cancel button

Please note that once restored users, user details will be available. Past employee details such as event logs, enrolled biometrics, etc. will not be restored.

6.7.3.1.9 Group admins

Group admins have permission to manage the employee group. There are two types of group admins.

1. Group admin
Group admin has full permission to do changes to the group such as add/remove employees, import/export data etc.
2. Group admin auditor
Group admin allows to review the employee group such as export data, generate registration token etc. Group admin is not allowed to make any changes to the group.

Group admin may have group manger permission. Group admins who have group manager permission can approve restricted leaves of the employees in the group (Refer section for more information). There can be only one group manager for the employee group. Selecting a different manager will be caused to remove previously selected group manager.

Select group admin dialog is shown below.

Group admins are not available for the All users group

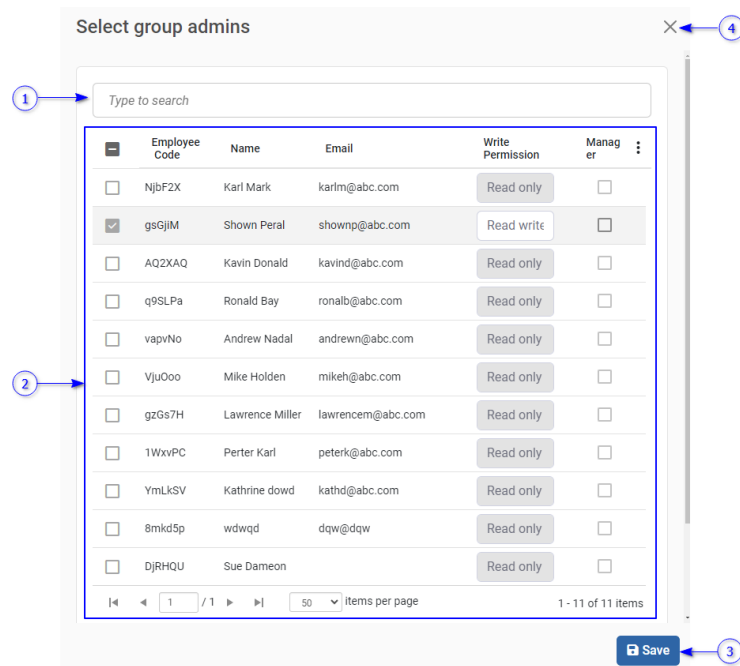


Figure 6.77 Select group admin dialog

1. Search field
Search employee by name or employee code
2. Employee list
A [Data table](#) represent the list of employees in the groups. Select checkbox before the employee code to select employees to be group admins. A selected group admin can assign group manager by select manager checkbox. The permission can be assigned as follows.
 - a. Read write
Assign full permission to group admins to manager employee group.
 - b. Read only
Assign read only permission for group admin auditors.
3. Save button
4. Close button

6.7.3.1.10 User group specific settings

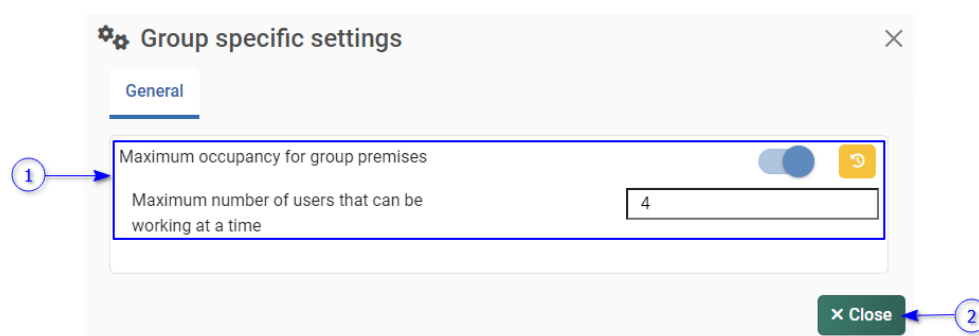


Figure 6.78 Group specific settings view

1. Maximum occupancy for group premises

6.7.3.1.10.1 Maximum occupancy for group premises

Administrator/user group administrator allows the limit the number of employees/users of the user group on the premises. To limit users, enable this setting and add the number of allowed users. The users who are entitled to the user group as the primary user group will be counted when check-in to the premises. If the check-in count is greater than the maximum occupancy for group premises, the check-ins will be restricted.

6.7.3.1.11 Delete employee group

Delete employee group from the system. This deletes employee groups and employees will remain in the system.

6.7.3.2 Employees

All employees added to the employee group can be seen in this view. All employees are showing in a [Data table](#) as below.

Employee Code	First Name	Last Name	Email	
NjbF2X	Karl	Mark	karlm@abc.com	
AQ2XAQ	Kavin	Donald	kavind@abc.com	
vapvNo	Andrew	Nadal	andrewn@abc.com	
YmLkSV	Kathrine	dowd	kathd@abc.com	

<< < 1 / 1 > >> 50 items per page 1 - 4 of 4 items

Figure 6.79 Employees of employee group view

6.7.3.3 Devices

The devices view is showing all NCheck client applications registered with the employee group as follows.

1. Name of the registered device
2. Unregister button

Unregister client application registered to the employee.

Once unregistered, the client

cannot be used to record employee attendance until it is registered again.

1 Name	2 Options
samsung SM-M346B	Unregister

Figure 6.80 Employee devices view

6.7.3.4 Locations

This option allows to restrict group employees to specific locations. Refer [Location restrictions](#) section for more information about adding location restriction for the selected employee group.

6.7.3.5 Admins

Employee group admins are shown here.

1. Name
Group admin name
2. Options
Remove button to remove group
admins from the employee group.



1 Name	2 Options
Kathrine dowd	Remove
Perter Karl	Remove

Figure 6.81 Group admins view

6.8 Manage schedule and shifts

Schedule and shift can be used to manage attendance and visitor activities in the organization. When it comes to attendance operations, schedule and shifts can be used to manage employee work hours during the working period. By default, NCheck has 24 hours shift and 7 days schedule.

In visitor management, schedules can be used to manage visitor attendance based on the use cases.

The schedule and shift view can be switched as either bio attendance or visitor management as mentioned in [Bio attendance and visitor mode selection](#) section

Schedule and shift for bio attendance view is shown below.

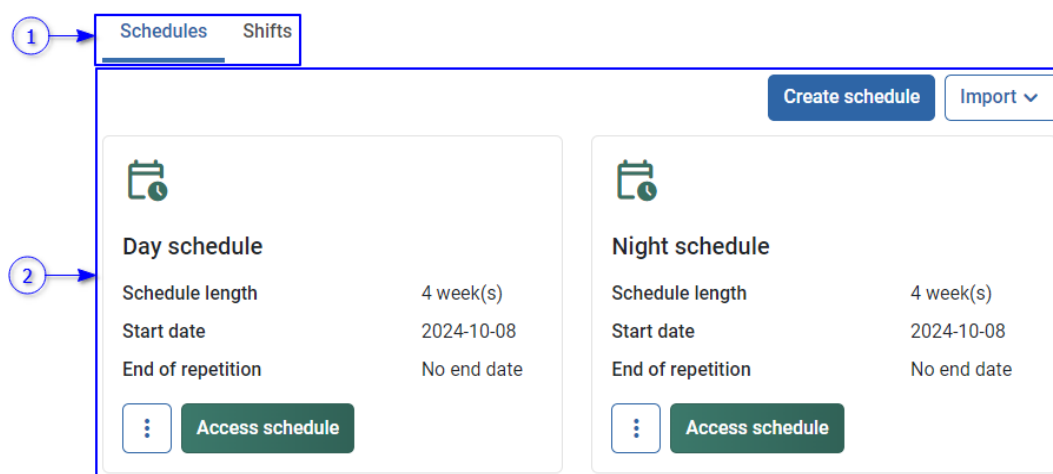


Figure 6.82 Schedule and shift view for bio attendance

1. Schedule and shift tabs
 - Switch between following views
 - a. Shift management view
Refer [Shift management](#) section for more details.
 - b. Schedule management view
Refer [Schedule management](#) section for more details.
2. Selected tab content

6.8.1 Shift

Shift is used to define the following

- Shift start and end
- Check in start and end
- Check out start and check out end

Shift defines the work time and by means of the start of the shift and end of the shift. Users can check in after the start of the shift and check out at the end of the shift.

Allowed time for check in and check out can be also configured. Allowed check in time can be configured by means of check in start and check in end. Similarly Allowed check out time also can be configured by means of check out start and check out end.

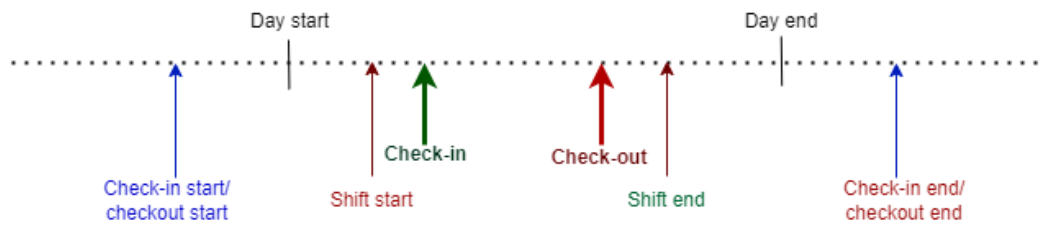


Figure 6.83 Check-in and check-out events recording in the shift

Default shift is a system defined shift which will be used for attendance tracking if there is no scheduled shift. Refer [Shift management](#) section for more details about shift management.

6.8.2 Shift management

The shift management view is shown below.

☒	Name	Description	Start Time	End Time	Work Time	
☒	Default	Default shift	00:00:00	00:00:00	00:00:00	⋮
☒	Day	Day time shift	08:00:00	17:00:00	09:00:00	⋮
☒	Night	Night shift	20:00:00	05:00:00	09:00:00	⋮

Figure 6.84 Shift management view

1. Create shift button
2. Import button
Import shift as mentioned in [Import shifts](#) section.
3. A [Data table](#) shows all available shifts. Each shift [Quick access menu](#) is showing following options.
 - a. Edit
Edit selected shift as mentioned in section.
4. Actions menu
Action menu appears with following options for selected shifts from the [Data table](#).
 - a. Export shift data
Refer [Export shifts](#) section for more details.
 - b. Delete shifts
Delete all selected shifts.
5. Number of selected shifts from the [Data table](#).

6.8.2.1 Add/edit shift

The screenshot shows the 'Edit shift' dialog box with the following elements and annotations:

- 1**: Points to the 'Shift details' tab in the stepper.
- 2**: Points to the 'Shift start' time field (08:00).
- 3**: Points to the 'Next' button at the bottom right.

The dialog box contains the following fields and sections:

- Shift color**: A blue circle.
- Shift name ***: A text field with the placeholder 'Schedule name' and a red error icon.
- Description ***: A text field with the placeholder 'Description' and a red error icon.
- Shift start**: A time field showing 08:00.
- Duration hours**: A time field showing 09:00.
- Work hours**: A time field showing 08:00.
- Shift end 17:00**: A text label.
- 9 hours and 0 minutes**: A text label.
- + Add break**: A button to add a new break.
- Breaks list**: A list of breaks with edit and delete icons:
 - Tea (15:00 - 15:15 | Duration hours: 00:15)
 - Lunch (12:00 - 13:00 | Duration hours: 01:00)

Figure 6.85 Add/edit shift dialog

1. Shift stepper
 - a. *Shift details view*
 - b. *Additional shift settings*
2. Selected stepper view
3. Next/save button

6.8.2.1.1 Shift details view

Figure 6.86 Shift detail view

1. Shift color
This color is using in the UI to identify the shift from other shift in the access schedule,
2. Shift name
3. Description
4. *Shift time view*
5. *Break time view*

6.8.2.1.2 Shift time view

Figure 6.87 Shift time view

1. Shift start time
Shift start in hours and minutes. Default shifts start time 00:00 hours. You allow to select between 00:00 hours and 24:00 hours.
2. Duration hours
Shift duration in hours and minutes. Default value is 24 hours. The shift end can be a value between 00:00 hours and 7 days.

3. Shift end
Shift end in hours and minutes
4. Duration in days, hours, and minutes
5. Work hours

6.8.2.1.3 Break time view

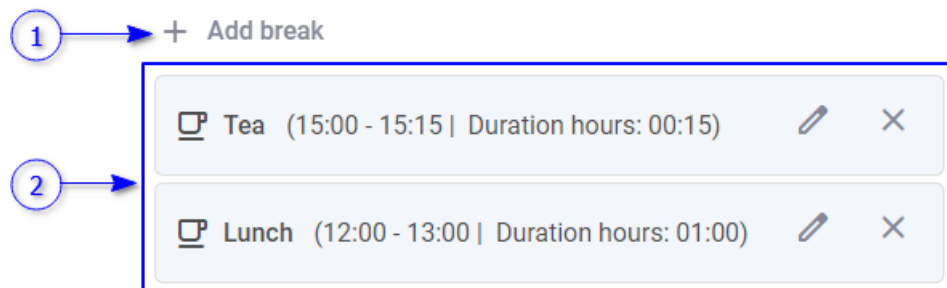


Figure 6.88 Break time view

1. Add break time button
Add new break time to the shift as mentioned in [Add/edit break time](#) section.
2. Break time list view

6.8.2.1.4 Add/edit break time

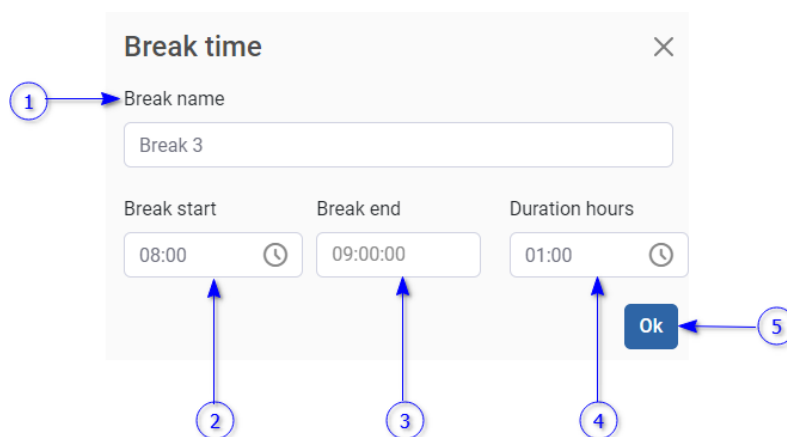


Figure 6.89 Add/edit break time dialog

1. Break name
2. Break start time
Break start time in hours and minutes.
3. Break end time
Break end time in hours minutes and seconds.
4. Duration hours
Break duration in minutes and seconds.
5. OK button

6.8.2.2 Additional shift settings

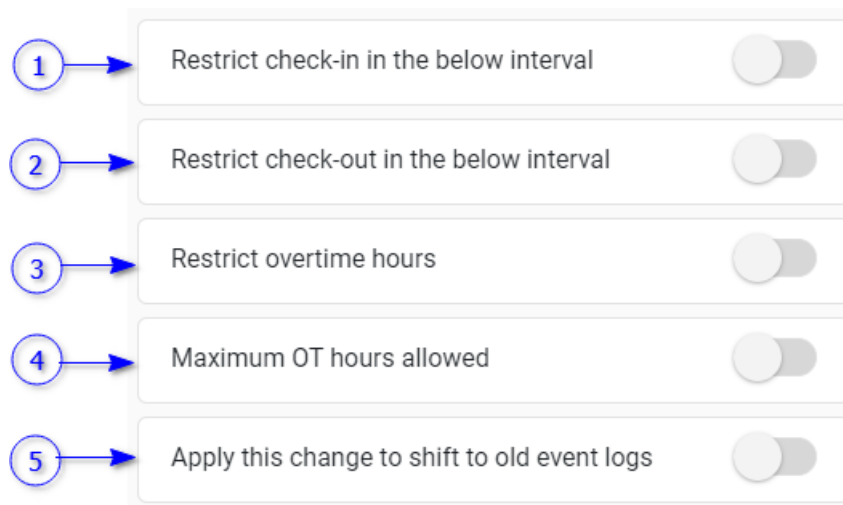


Figure 6.90 Additional shift settings view

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Restrict check-in in the below interval
Refer Check-in restriction section for more details. 2. Restrict check-out in the below interval
Refer Check-out restriction section for more details | <ol style="list-style-type: none"> 3. Restrict overtime hours
Refer Overtime restrictions section for more details 4. Maximum OT hours allowed
Refer Max OT hours section for more details 5. Apply this change to the shift to old event lo |
|---|---|

6.8.2.2.1 Check-in restriction

Restrict user check-ins before and after the shift starts.

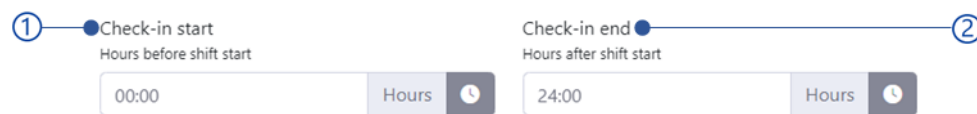


Figure 6.91 Check-in restriction view

1. Check-in start
Number of hours restrict check-ins before shift start. The default value is Minimum (Shift end -24 hours, Shift start). Check-in start hours could be between shift start and (shift start -24 hours).
2. Check-in end
Number of hours restrict check-in after shift start. The default value is shift end. Check-in end could be between shift end and 7 days.

6.8.2.2.2 Check-out restriction

Restrict user check-outs before and after the shift ends.

Figure 6.92 Check-out restriction view

1. Check-out start
Number of hours restrict check-out before the shift end. The default value equals to shift start. Check-out start restriction could be a value between (shift start - 24 hours) and 7 days.
2. Check-out end
Number of hours restrict check-out after the shift end. The default value is minimum (shift start + 24 hours, shift end). Check-out end restriction could be a value between 0 hours and 7 days.

6.8.2.2.3 Overtime restrictions

Overtime hours allowed after the shift ends.

Figure 6.93 Overtime restriction view

1. Overtime start
Overtime starts hours from the shift end. The default value is 0. Overtime start could be a value between 0 and overtime end.
2. Over time end
Overtime end hours from the shift end. The default value is 0. Overtime end could be a value between 0 and 7 days.

6.8.2.2.4 Max OT hours

Maximum overtime hours allowed.

6.8.2.3 Import shifts

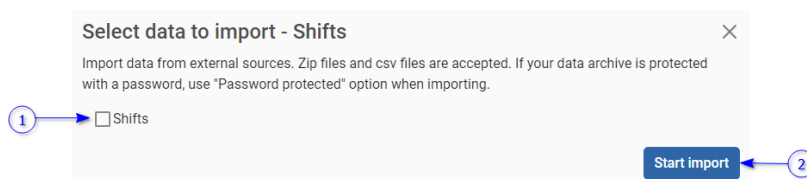


Figure 6.94 Import shifts view

Shift information can be imported as mentioned in [Import and Export information](#) section. To import,

1. Select the Shift to import [Shifts information](#)
2. Start Import button to select the import location.
Refer [Select import location](#) section for more details.

6.8.2.4 Export shifts

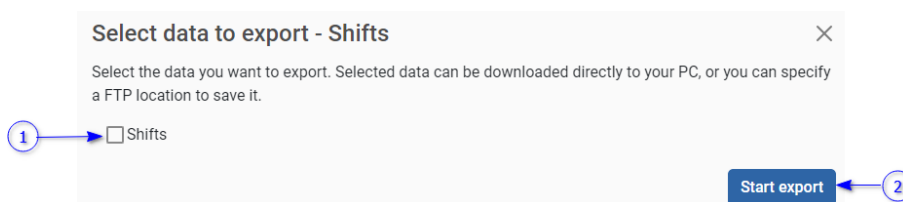


Figure 6.95 Export shift view

Shift information can be exported as a password protected zip file as follows.

1. Select Shifts to export [Shifts information](#)
2. Start Export button to select export location.
Refer [Select export location](#) for more details.

6.8.3 Schedule

A schedule is a list of shifts assigned to each user or user group over a specific period. Refer [Schedule management](#) section for more information about managing employee and visitor schedules.

6.8.4 Schedule management

Schedule management view is shown below.

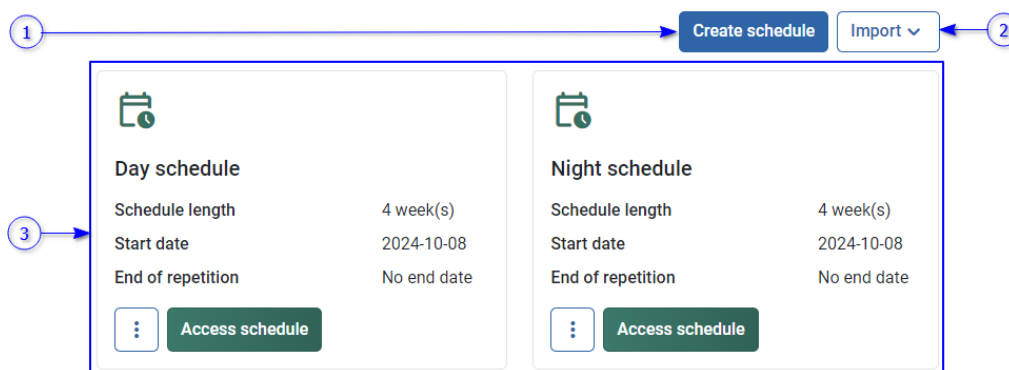


Figure 6.96 Roster management view

1. Create schedule button
Create new bio attendance or visitor schedules.
 - a. Refer [Add/edit bio attendance schedule](#) section for more details about creating bio attendance schedules
 - b. Refer [Add/edit visitor schedules](#) section for more details about creating visitor schedules.
2. Import button
Import schedules. Refer [Import schedules](#) section for more details.
3. Schedules view
Schedules view is showing list schedules as shown in [Figure 6.97](#).

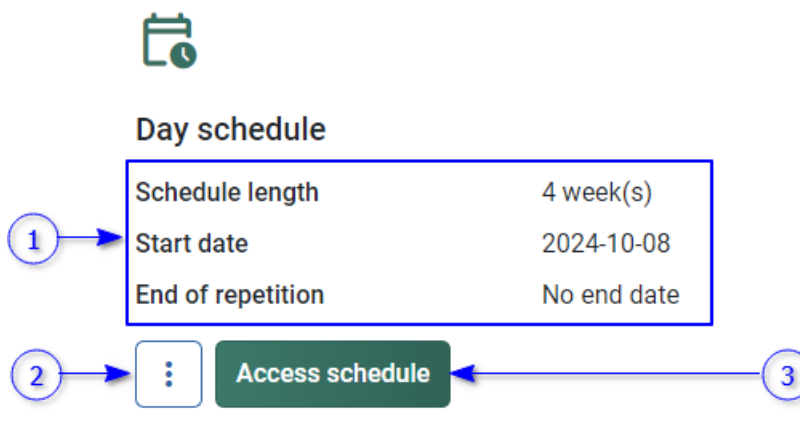


Figure 6.97 Schedule view

1. Schedule details
A schedule summary. Refer section for more information about schedule information.
2. Schedule options menu
 - a. Edit
Edit bio attendance or visitor schedule.
 - i. Refer [Add/edit bio attendance schedule](#) section for more details about creating bio attendance schedules
 - ii. Refer [Add/edit visitor schedules](#) section for more details about creating visitor schedules.
 - b. Delete
Delete the schedule.

c. Export

data

Export schedule data as mentioned in [Payment detail](#) view

Configure payment and pricing details. Payment detail view is shown below

1. Allow payments
If the allow payments setting is disabled, visitors can create appointments without payment.
2. [Payment gateway configuration](#)
3. Currency configuration
The currency that should be used for the payment can be configured here. The default currency is USD
4. [Pricing configuration](#)

6.8.4.1.1.1 Payment gateway configuration

Payment gateway configuration allows to configure payment gateway(s) for the schedule. If “Configure payment gateway” setting is disabled, the payment is considered as manual payment so that visitor can pay to the person in charge (Ex: Cashier). Any payment gateway can be configured upon the customer request.

The payment gateway configuration view is shown below.

1. **Configure payment gateway setting**
Enable/disable payment gateways for the schedule. If the setting is disabled, the payment will be a manual payment so the visitor who create appointment should pay to the person in charge (Ex: cashier).
2. **Available payment gateways**
Select the payment gateway to configure. The selected payment gateway is shown in blue color.
3. **Payment gateway configuration**
Relevant parameters for the selected payment gateway should be provided here. As an example, for PayPal payment gateway, the configurations are client ID and client secret.
4. **Save change button**
This button will be appeared if the valid configurations are provided. Once select the save changes, the payment gateway will be shown with the check icon as shown in [Figure 6.106](#).
5. **Remove selected payment gateway configuration**

6.8.4.1.1.2 Pricing configuration

The pricing details are for charge from the visitor. This section can be changed according to the customer requirements

1. **Pricing details**
The amount should be charge from the visitor on appointment creation
2. **Add seating group button**
Add new seating group.
3. **Seating group view**
Pricing detail can be changed depending on the use case. By default, a basic detail view is shown with the following details.
 - a. **Name**
 - b. **Capacity**
Number of seats allows for the group.
 - c. **Number of seats in a row**
This parameter is used to generate seating view as rows.
 - d. **Price**
Price per seat

6.8.4.1.1.3 Booking configuration

The booking configuration view is shown below.

1. *Period*
2. *Booking open*
3. *Booking close*

6.8.4.1.1.4 Period

Normally the booking time for an appointment is in a single day. But some tasks like a class, seminar etc. span for several days period they can be defined with no of days, weeks, or months.

The period view has shown below.

1. Value
2. Period type
 - a. Days
 - b. Weeks
 - c. Months
 - d. Schedule end

Period will end on schedule end date if schedule date has specified.

6.8.4.1.1.5 Booking open

Booking starts before n days restricts booking appointments before that time.

Booking open configuration view has the following options.

1. Always
If single appointment, booking opens when schedule start. Otherwise, on period start.
2. Before
If single appointment, booking opens for specified number of days before schedule start. Otherwise, the number of specified days before period start.

6.8.4.1.1.6 Booking close

Booking close setting allows to book appointments after starting to book period.

Booking close configuration is shown below.

1. No closing
No closing date. Can be booked booking open date to schedule ends if 1 day period schedule.
Otherwise booking open day to period closing date
2. After
Minus day(s) to specify number of days booking close before schedule start if 1 day schedule.
Otherwise, minus and plus day(s) to specify number of days booking close before period start and after period start.

6.8.4.1.1.7 Visitor detail form builder

Visitor detail forms are used to collect visitor details when booking appointments for the schedule. This section allows to create a visitor form for the schedule by drag and drop form fields from existing fields. By default, schedule have default visitor form fields inherit from the scenario.

1. Form fields

By default following form fields are available. Depending on the customer requirement, custom fields can be added.

- a. Name
- b. Phone
- c. Email
- d. Address
- e. Age
- f. ID
- g. City
- h. To Meet
- i. Reason
- j. Amount
- k. Account number

2. *Form field view*

6.8.4.1.1.8 Form field view

Visitor form for the schedule. Visitor form can be populated, dropping fields from the form fields.

1. Field name

2. Field input

3. Field configuration

Field configuration allows the behavior of the form fields to change. For example, field is required or not, minimum, and maximum validation of a number input.

4. Remove button

Remove the field from the field.

6.8.4.1.1.9 Ticket printing view

Print the ticket once an appointment is created. Ticket printing view is shown below.

1. URL

Path of the external executable file (exe or bat) in the windows registration device or API URL

2. *Ticket parameters*

6.8.4.1.1.10 Ticket parameters

Select parameters from the available to pass to the external executable.

By default, the following parameters are available. Custom parameters can be introduced based on the requirements.

6.10 External executable default parameters of the schedule

Parameter	Single schedule	Session schedule
Schedule name	✓	✓
Pass code	✓	✓
First name	✓	✓
Last name	✓	✓
Appointment start time	✓	✗
Appointment end time	✓	✗
Period start date	✗	✓
Period end date	✗	✓

Exe and bat files can be executed in windows registration devices only.

6.8.4.1.1.11 Additional settings

An additional settings view is shown below.

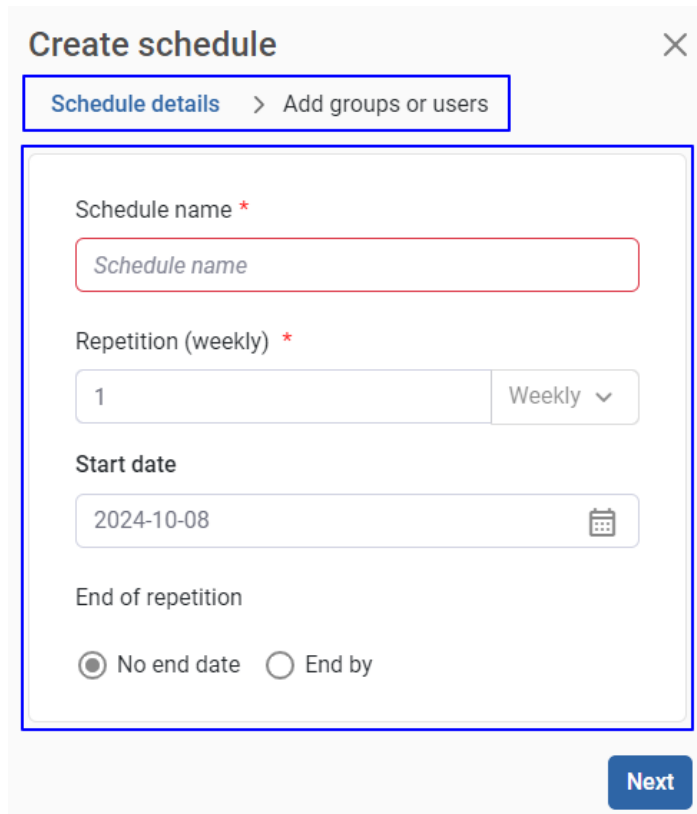
1. *Automatic approval of visit requests*
2. *Biometric collection*
3. *Pass type*
4. *Visitor pass generation*
5. *Custom visitor feedback view*

- d. Export schedule section.
3. Access schedule
Refer [Access schedule](#) section for more details.

6.8.4.2 Add/edit bio attendance schedule

Add/edit schedule dialog is shown below.

1. Schedule stepper
 - a. [Schedule detail view](#)
 - b. [Add group or employees](#)
2. Selected stepper view
3. Next/save button



The image shows a 'Create schedule' dialog box with a close button (X) in the top right corner. Below the title bar, there is a breadcrumb navigation bar with 'Schedule details' and '> Add groups or users'. The main content area contains the following fields:

- Schedule name ***: A text input field with the placeholder 'Schedule name'.
- Repetition (weekly) ***: A numeric input field with the value '1' and a dropdown menu set to 'Weekly'.
- Start date**: A date input field showing '2024-10-08' with a calendar icon.
- End of repetition**: Two radio buttons, 'No end date' (selected) and 'End by'.

A blue 'Next' button is located at the bottom right of the dialog.

Figure 6.98 Add/edit schedule dialog

6.8.4.2.1 Schedule detail view

Schedule detail view is shown below.

1. Schedule name
2. Repetition
How many weeks the roster should span - Default is 1 week. Maximum 4 weeks.
3. Start date of the roster
You may select any day, but the starting day will be Monday of the selected day's week by default.
4. End of repetition
If no end date specified, the roster will iterate infinitely. If you specified the end date, the roster would end on the specified date and thereafter you will not be able to add roster items to it.

1 → Schedule name *

Schedule name

2 → Repetition (weekly) *

1 Weekly ▾

3 → Start date

2024-10-08

4 → End of repetition

☒ No end date ☐ End by

Figure 6.99 Schedule detail view

6.8.4.2.2 Add group or employees view

Add group or employees view is shown below.

1. Select groups
Select employee groups to add to the schedule from available.
2. Select users
Select employees to add for the schedule.

1 → Select groups

Select groups

2 → Select users

Select users

Figure 6.100 Add group or schedules view

Add group or employees view is available when adding schedule only.

6.8.4.3 Add/edit visitor schedules

Add/edit visitor schedules involves two steps

1. Select scenario
2. Schedule details

6.8.4.3.1 Select scenario

Select scenario from the available scenario list in the scenario selection dialog as below.

1. Scenario list
2. Next button
Select next button to enter the schedule details as mentioned in [Schedule details](#) section.
3. Close button

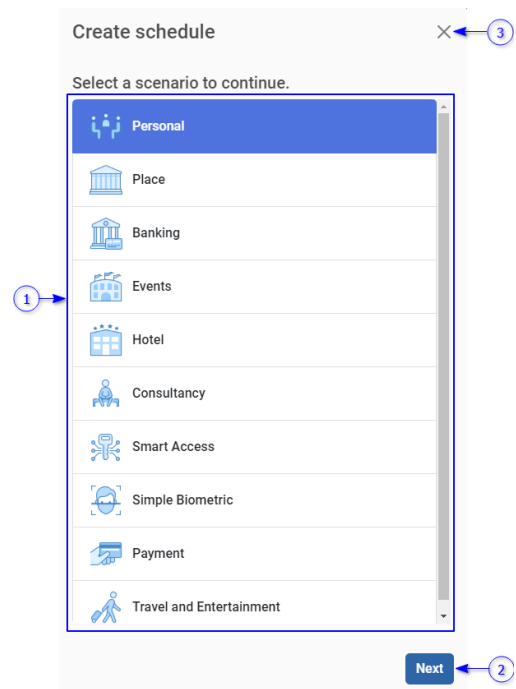


Figure 6.101 Select scenario view

Once the schedule is created the scenario cannot be changed

6.8.4.3.2 Schedule details

Schedule details dialog is shown below.

Figure 6.102 Schedule details dialog

1. Schedule detail stepper
Schedule detail stepper contains following sections.
 - a. [Schedule detail view](#)
 - b. [Payment detail view](#)
 - c. [Booking configuration](#)
 - d. [Visitor detail form builder](#)
 - e. [Ticket parameters](#)
 - f. [Additional settings](#)
2. Schedule detail view
Detail view for each section in the schedule detail stepper.
3. Back and Next button
Stepper back and next navigation
4. Close button

6.8.4.3.2.1 Schedule detail view

Enter primary details of the schedule in the schedule detail view. Schedule detail view is shown below.

1. Schedule name
Schedule name is a mandatory field.
2. Schedule description
3. [Slot time](#)
4. [Slot occupancy](#)
5. [Online booking](#)
6. [Allow change appointment time](#)
7. [Reservation time out](#)

Figure 6.103 Schedule detail view

6.8.4.3.2.2 Payment detail view

Configure payment and pricing details. Payment detail view is shown below

5. Allow payments
If the allow payments setting is disabled, visitors can create appointments without payment.
6. [Payment gateway configuration](#)
7. Currency configuration
The currency that should be used for the payment can be configured here. The default currency is USD
8. [Pricing configuration](#)

Configure payments for the schedule to charge when booking appointments from the online and registration devices.

1 → Allow payments ☒

2 → Payment gateway configuration

Configure payment gateway ☒

PayPal

Wave

Client id*

Client secret*

Remove

3 → Currency configuration

Select the currency to do the payments

Currency

USD

4 → Pricing configuration

Pricing details to charge visitor

Service charge*

0

\$0.00

Add at least one seat category to generate the seat selection view.

Add seating group +

Name	×	Name	×
Capacity		Capacity	
Number of seats in a row		Number of seats in a row	
Price:\$0.00		Price:\$0.00	

Figure 6.104 Payment detail view

6.8.4.3.2.3 Payment gateway configuration

Payment gateway configuration allows to configure payment gateway(s) for the schedule. If “Configure payment gateway” setting is disabled, the payment is considered as manual payment so that visitor can pay to the person in charge (Ex: Cashier). Any payment gateway can be configured upon the customer request.

The payment gateway configuration view is shown below.

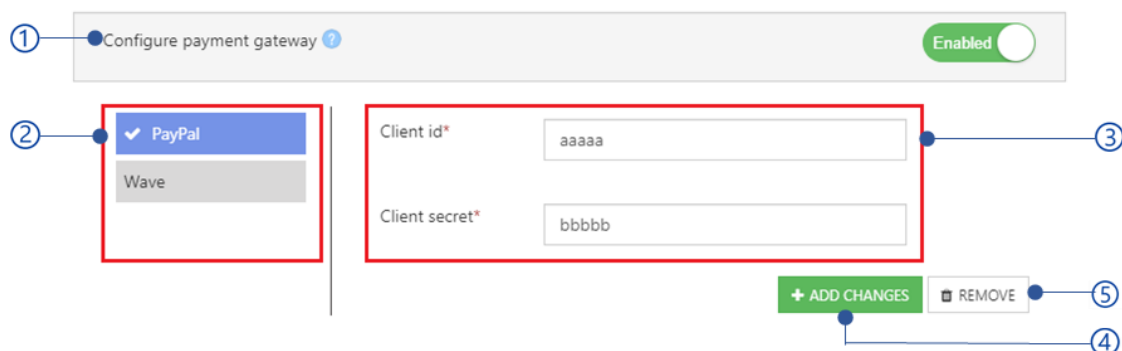


Figure 6.105 Payment gateway configuration view

6. Configure payment gateway setting
Enable/disable payment gateways for the schedule. If the setting is disabled, the payment will be a manual payment so the visitor who create appointment should pay to the person in charge (Ex: cashier).
7. Available payment gateways
Select the payment gateway to configure. The selected payment gateway is shown in blue color.
8. Payment gateway configuration
Relevant parameters for the selected payment gateway should be provided here. As an example, for PayPal payment gateway, the configurations are client ID and client secret.
9. Save change button
This button will be appeared if the valid configurations are provided. Once select the save changes, the payment gateway will be shown with the check icon as shown in [Figure 6.106](#).
10. Remove selected payment gateway configuration

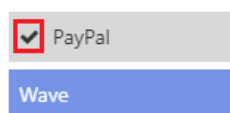


Figure 6.106 Checkbox appeared for the payment gateway once configured

6.8.4.3.2.4 Pricing configuration

The pricing details are for charge from the visitor. This section can be changed according to the customer requirements

4. Pricing details
The amount should be charge from the visitor on appointment creation
5. Add seating group button
Add new seating group.
6. Seating group view
Pricing detail can be changed depending on the use case. By default, a basic detail view is shown with the following details.
 - a. Name
 - b. Capacity
Number of seats allows for the group.
 - c. Number of seats in a row
This parameter is used to generate seating view as rows.
 - d. Price
Price per seat

Pricing details to charge visitor

1 → Service charge*

0
\$0.00

Add at least one seat category to generate the seat selection view.

2 → Add seating group +

3 →

Name	Capacity	Number of seats in a row	Price:\$0.00

Figure 6.107 Pricing configuration view

6.8.4.3.2.5 Booking configuration

The booking configuration view is shown below.

4. *Period*
5. *Booking open*
6. *Booking close*

1 → Period

1 Day(s)

2 → Booking open

☒ Always ☐ Before

3 → Booking close

☒ No closing ☐ After

Figure 6.108 Booking configuration view

6.8.4.3.2.6 Period

Normally the booking time for an appointment is in a single day. But some tasks like a class, seminar etc. span for several days period they can be defined with no of days, weeks, or months.

The period view has shown below.

3. Value
4. Period type
 - a. Days
 - b. Weeks
 - c. Months
 - d. Schedule end
Period will end on schedule end date if schedule date has specified.

Figure 6.109 Period configuration view

6.8.4.3.2.7 Booking open

Booking starts before n days restricts booking appointments before that time.

Booking open configuration view has the following options.

3. Always
If single appointment, booking opens when schedule start. Otherwise, on period start.
4. Before
If single appointment, booking opens for specified number of days before schedule start. Otherwise, the number of specified days before period start.

Figure 6.110 Booking open configuration view

6.8.4.3.2.8 Booking close

Booking close setting allows to book appointments after starting to book period.

Booking close configuration is shown below.

3. No closing
No closing date. Can be booked booking open date to schedule ends if 1 day period schedule. Otherwise booking open day to period closing date
4. After
Minus day(s) to specify number of days booking close before schedule start if 1 day schedule. Otherwise, minus and plus day(s) to specify number of days booking close before period start and after period start.

Figure 6.111 Booking close configuration view

6.8.4.3.2.9 Visitor detail form builder

Visitor detail forms are used to collect visitor details when booking appointments for the schedule. This section allows to create a visitor form for the schedule by drag and drop form fields from existing fields. By default, schedule have default visitor form fields inherit from the scenario.

3. Form fields

By default following form fields are available. Depending on the customer requirement, custom fields can be added.

- a. Name
- b. Phone
- c. Email
- d. Address
- e. Age
- f. ID
- g. City
- h. To Meet
- i. Reason
- j. Amount
- k. Account number

4. Form field view

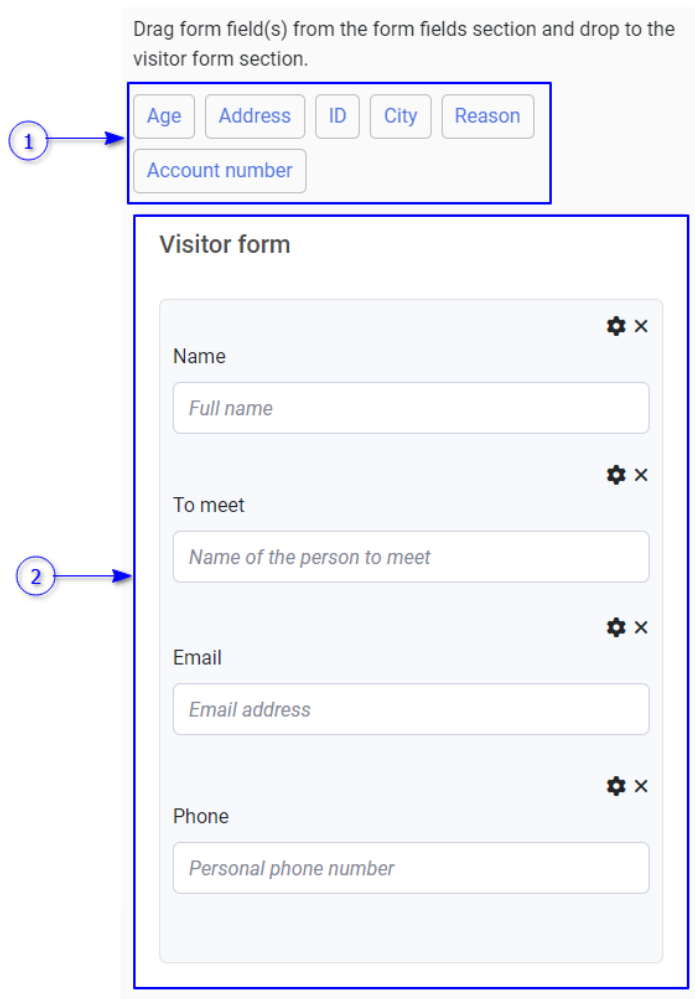


Figure 6.112 Visitor detail form builder view

6.8.4.3.2.10 Form field view

Visitor form for the schedule. Visitor form can be populated, dropping fields from the form fields.

5. Field name
6. Field input
7. Field configuration

Field configuration allows the behavior of the form fields to change. For example, field is required or not, minimum, and maximum validation of a number input.

8. Remove button
- Remove the field from the field.

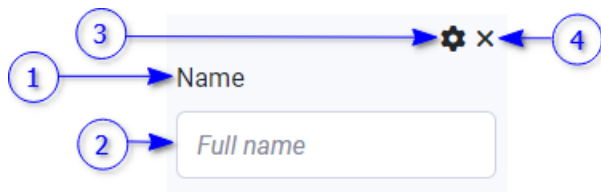


Figure 6.113 Visitor form field view

6.8.4.3.2.11 Ticket printing view

Print the ticket once an appointment is created. Ticket printing view is shown below.

Configure external executable to execute once the booking is successful.

3. URL
Path of the external executable file (exe or bat) in the windows registration device or API URL
4. *Ticket parameters*

The interface consists of two main parts. The first part, labeled '1' with a blue arrow, is the 'URL' field, which is an empty text box. The second part, labeled '2' with a blue arrow, is the 'Parameters' section, which is a box containing a list of checkboxes: 'Schedule name', 'Appointment start time', 'Appointment end time', 'Pass code', 'First name', and 'Last name'.

Figure 6.114 Ticket print view

6.8.4.3.2.12 Ticket parameters

Select parameters from the available to pass to the external executable.

By default, the following parameters are available. Custom parameters can be introduced based on the requirements.

6.10 External executable default parameters of the schedule

Parameter	Single appointment schedule	Session appointment schedule
Schedule name	✓	✓
Pass code	✓	✓
First name	✓	✓
Last name	✓	✓
Appointment start time	✓	✗
Appointment end time	✓	✗
Period start date	✗	✓
Period end date	✗	✓

Exe and bat files can be executed in windows registration devices only.

6.8.4.3.2.13 Additional settings

An additional settings view is shown below.

6. [Automatic approval of visit requests](#)
7. [Biometric collection](#)
8. [Pass type](#)
9. [Visitor pass generation](#)
10. [Custom visitor feedback view](#)

The screenshot shows the 'Additional settings' view with five numbered callouts:

- 1. Automatic approval of visit requests (toggle switch)
- 2. Biometric collection (dropdown menu showing 'Face')
- 3. Pass type (dropdown menu showing 'Barcode')
- 4. Visitor pass generation (dropdown menu showing 'Always generated and not re-used')
- 5. Custom visitor feedback view (dropdown menu showing 'None')

Figure 6.115 Additional settings view

6.8.4.4 Export schedule

The screenshot shows the 'Select data to export - Rosters' dialog box. It contains the following elements:

- 1. A box containing two checkboxes: 'Rosters' and 'Roster items'.
- 2. A 'Start export' button.

The dialog box also includes a title bar with a close button (X) and a description: 'Select the data you want to export. Selected data can be downloaded directly to your PC, or you can specify a FTP location to save it.'

Figure 6.116 Export rosters view

Roster information can be exported as a password protected zip file as follows.

1. Select data from the list for export

- [Rosters information](#)
- [Roster items information](#)

2. Select the Start Export button to select the export location

Refer the [Import and Export information](#) section for more details.

6.8.4.5 Import schedules

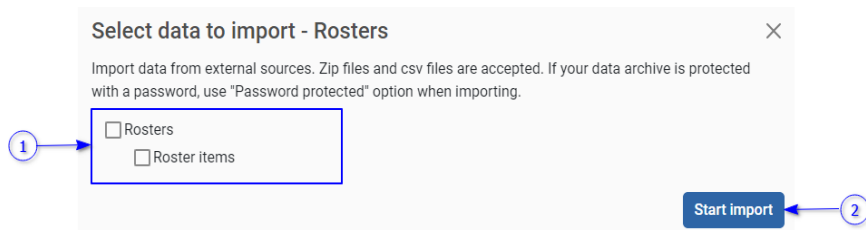


Figure 6.117 Import rosters view

Roster information can be imported as mentioned in [Import and Export information](#) section. To import,

1. Select data from the list to import
 1. [Rosters information](#)
 2. [Roster items information](#)
2. Select Start Import button to select the import location
Refer the [Select import location](#) section for more details.

6.8.5 Access schedule

The access schedule option allows to manage schedule items of each day for visitors and employees. Once shifts and schedules are created, the schedule items should be added for the working days to record attendance for the shift and schedule.

Schedule view is shown below.

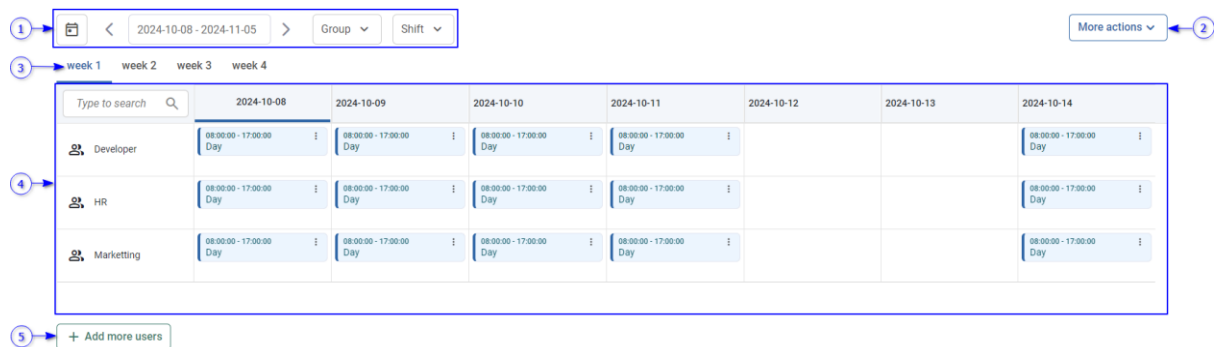


Figure 6.118 Access schedule view for bio attendance

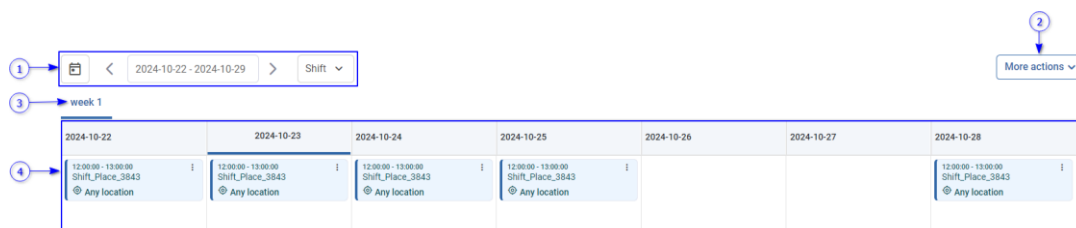


Figure 6.119 Access schedule view for visitor management

1. [Access schedule filter view](#)
2. More actions menu
 - a. [Add/edit schedule item](#)
3. Repetition selector
4. Schedule items view
Schedule items for all employee groups and employees added to the schedule for selected week from the repetition
5. Add more users button
Update employee groups and employees in the schedule. Refer [Add group or employees view](#) section for more information.

6.8.5.1 Access schedule filter view

Access schedule filter view is shown below.

1. Calendar view
Select date range to retrieve employee groups and employees with schedule items.
2. Group selector
Select employee groups from the list.
3. Shift selector
Select shift from the list

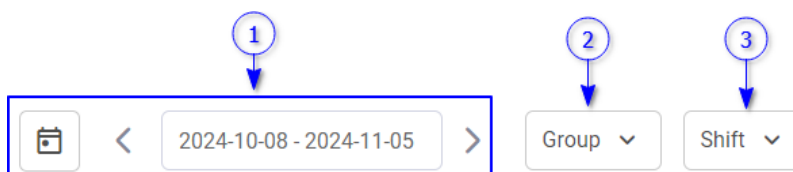


Figure 6.120 Access schedule filter view

Group filter is not available in access schedule view for visitor management

6.8.5.2 Add/edit schedule item

Schedule item is a combination of a employee group/employee with a shift for selected date, which represents how employees should be worked during the day.

Add schedule item dialog is shown below.

The image shows a dialog box titled "Add schedule item" with a close button (X) in the top right corner. The dialog contains several input fields and a "Save" button. Numbered callouts point to the following elements:

- 1. Shift: A dropdown menu with the placeholder text "Select shift".
- 2. Location: A dropdown menu with the placeholder text "Any location".
- 3. User or group: A text input field with the placeholder text "Select users or groups".
- 4. Start date: A date input field showing "2024-10-23" with a calendar icon.
- 5. End date: Radio buttons for "No end date" (selected) and "End by".
- 6. Save button: A blue button labeled "Save".
- 7. Close button: The "X" button in the top right corner.

Figure 6.121 Add schedule item dialog

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Shift
Select shift from available. 2. Location
Refer Manage Locations section for more details about locations. 3. Employee/employee group 4. Start date | <ol style="list-style-type: none"> 5. End date
If no end date is selected, schedule items will be created infinitely. 6. Save button
Add new schedule item or save changes for the existing schedule item. 7. Close button |
|--|---|

Schedule items for bio attendance are added to the selected user or user group from the access schedule view. Therefore, user or user group of the adding schedule item is pre-selected and cannot be edited in bio attendance.

6.8.5.3 Schedule items view

Type to search	2024-10-08	2024-10-09	2024-10-10	2024-10-11	2024-10-12	2024-10-13	2024-10-14
Developer	08:00:00 - 17:00:00 Day	08:00:00 - 17:00:00 Day	08:00:00 - 17:00:00 Day	08:00:00 - 17:00:00 Day			08:00:00 - 17:00:00 Day
HR	08:00:00 - 17:00:00 Day	08:00:00 - 17:00:00 Day	08:00:00 - 17:00:00 Day	08:00:00 - 17:00:00 Day			08:00:00 - 17:00:00 Day
Marketing	08:00:00 - 17:00:00 Day	08:00:00 - 17:00:00 Day	08:00:00 - 17:00:00 Day	08:00:00 - 17:00:00 Day			08:00:00 - 17:00:00 Day

Figure 6.122 Schedule items view

- Employee groups/employees added to the schedule
This column is unavailable in access schedules for visitor management.
- Days for the selected week
Each table cell for a day and the employee group/employee represent schedules item(s) for the employee group/employee for the day. You can add schedule item for each cell using the add button that appears in the bottom right corner when hovering on the table cell. A table cell view is shown below.

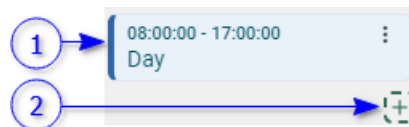


Figure 6.123 table cell view

- [Schedule item view](#)
- Add button.
Add schedule item for the relevant employee group/employee and the day. Refer [Add/edit schedule item](#) section for more details.

6.8.5.3.1 Schedule item view

Schedule item view bio attendances and visitor management are shown below.

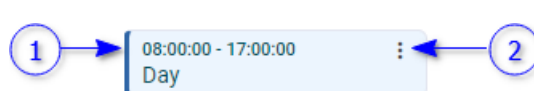


Figure 6.124 Schedule item view for bio attendance

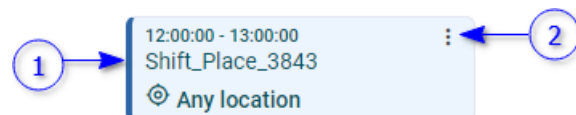


Figure 6.125 Schedule item view for visitor management

- Details of the schedule item
The details are shown as below
 - Visitor management
Shift start and end date with the shift name and location name are showing

- b. Bio attendance
Shift start and end time with the day are showing.
 - 2. Menu button
 - a. Edit
Edit schedule item. Refer [Add/edit schedule item](#) section for more information.
 - b. Booking info
This option is available for schedule item in visitor management. Refer [Booking info](#) section for more information/
 - c. Copy to
Create same schedule item instance for other selected dates in the schedule. Refer [Copy schedule item](#) section for details.
 - d. Delete
Delete schedule item.

6.8.5.3.2 Copy schedule item

Copy schedule item dialog is shown below.

1. Repetition weeks
2. Selected date to copy the schedule item
3. Copy button
Copy schedule item for the selected date.

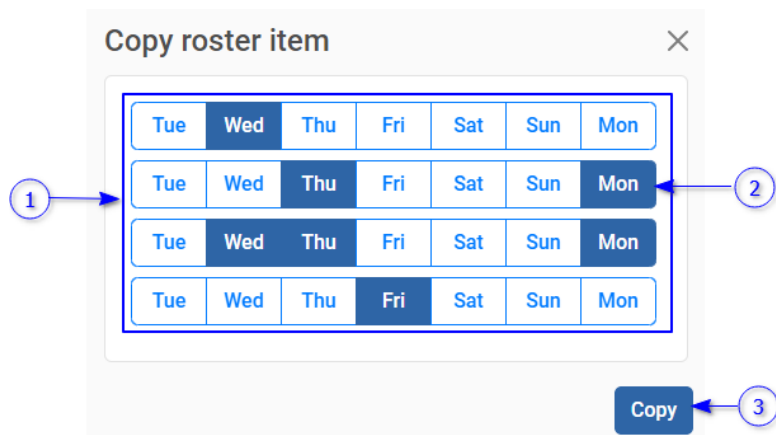


Figure 6.126 Copy schedule item dialog

6.8.5.3.2.1 Booking info

The appointment details of each schedule item in visitor management can be seen from booking info. Booking info dialog is shown below.

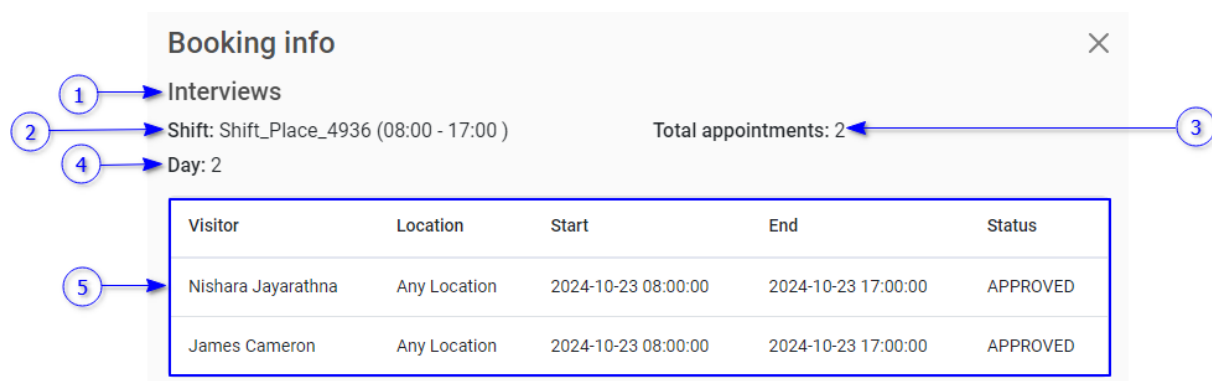


Figure 6.127 Booking info dialog

1. Name of the schedule
2. Name of the shift using in the selected schedule item1
3. Total number of appointments added to the schedule item
4. Day number
5. Appointment information

6.9 Manage Locations

Visit location is the place where the visitor visits for the purpose of visit. By default, NCheck has default location.

The default location is the system generated location. It is not allowed to change or delete.

The location management view is shown below.

☐	Code	Name	Description	
☐	Default	Any location	This is a system generated default location	⋮
☐	TZ5I4A3C5U	Main office	Main office building	⋮
☐	PFW5JCK0YM	Gate 1	Main office entrance	⋮
☐	4CDDM2LLRQ	Gate 2	Main office exit	⋮
☐	EMEB00DJ9Q	HR department	Human resource department	⋮
☐	WXBUI0QVR0	Marketing department	Marketing department	⋮
☐	GMS1KLLZ8J	Conference room	Conference room	⋮
☐	CD4D9S5RCR	Warehouse	Warehouse building	⋮

1 - 8 of 8 items

Figure 6.128 Location management view

1. Add location button
Add new location. Refer [Add/edit location](#) section for more information.
2. Import button
Import location(s) to the system. Refer [Import location data](#) for more details.
3. Location list view
A [Data table](#) represent list of locations. Selected location information can be seen in location view. The employee group [Quick access menu](#) is showing following options.
 - a. Edit
Edit selected location. Refer [Add/edit location](#) section for more information
 - b. Delete

The Actions view of the selected locations shows the following options.

1. Export data
Refer [Export location data](#) section for more details.
4. Search field
Search locations in the location list from location name or description.

6.9.1 Add/edit location

Add edit location dialog is shown below.

The screenshot shows a dialog box titled '+ Add new location' with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- 1** points to the **Name *** text input field, which contains the placeholder text 'Name'.
- 2** points to the **Description *** text input field, which contains the placeholder text 'Location description'.
- 3** points to the **Time zone * ?** dropdown menu, which currently shows '+05:30'. Below the dropdown, a note reads: 'Timezone offset is +05:30 hours from UTC.'
- 4** points to the **Set GPS coordinates ?** checkbox, which is currently unchecked.
- 5** points to the **+ Add** button.
- 6** points to the **× Cancel** button.

Figure 6.129 Add edit location dialog

1. Name
Name of the location
2. Description
Description for the location
3. Time zone
Time zone of the location. The default time zone is browser time zone.
4. Set GPS coordinates
Select this option if the location have longitude and latitudes. This coordination will be used as fallback location for attendance. After enable the view will be extended as shown below.
 1. Latitude

2. Longitude
3. Select the location from the map

You can configure map from [Web interface settings view](#) section to select to select GPS coordinates form the map as showing below.

1. Map view
 2. Map marker
- Selected location will be pointed with this marker.

☒ Set GPS coordinates ?

1 → Latitude

0

2 → Longitude

0

3 → ☐ Select the location from the map

Figure 6.131 GPS coordinate view in add/edit location dialog

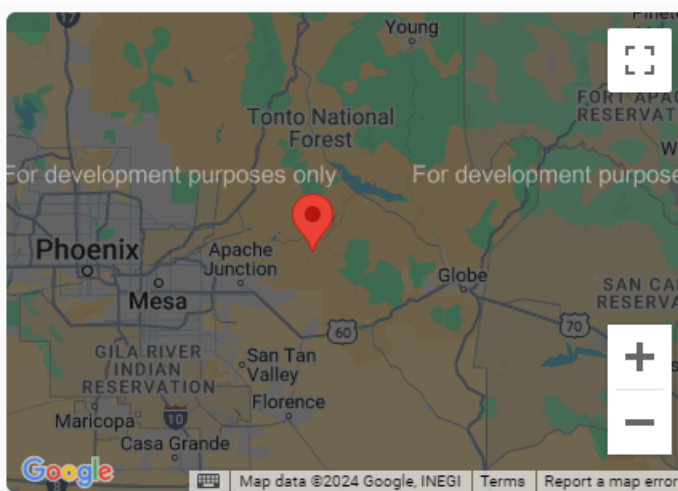


Figure 6.130 Map view to select location coordinates

6.9.2 Import location data

The import locations to the system are as a zip file. Refer [Import and Export information](#) section for more details for importing file structure.

The import location data dialog is shown below.

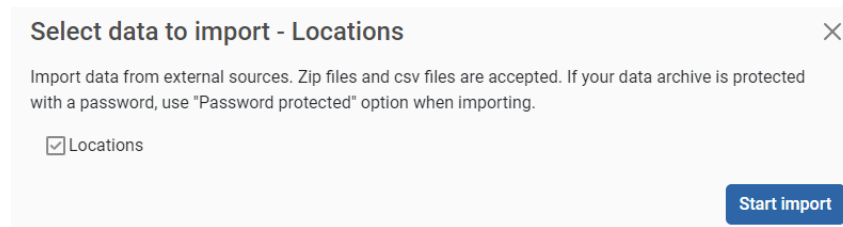


Figure 6.132 Import location data dialog

Select the Import button to select the import location. Refer [Select import location](#) section for more details about selecting import location.

6.9.3 Export location data

Export selected location information as a zip file. Refer [Import and Export information](#) section for more details for importing file structure.

Export location data dialog is shown below.

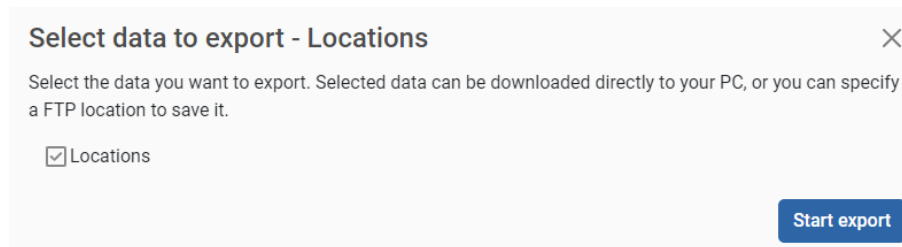


Figure 6.133 Export location data dialog

Select start export button to select export location as mentioned in [Select export location](#) section.

6.9.4 Location view

The selected location information can be seen from the view.

1. Tabs view
 - i. Location details
 - ii. Access locations
2. Selected tab content

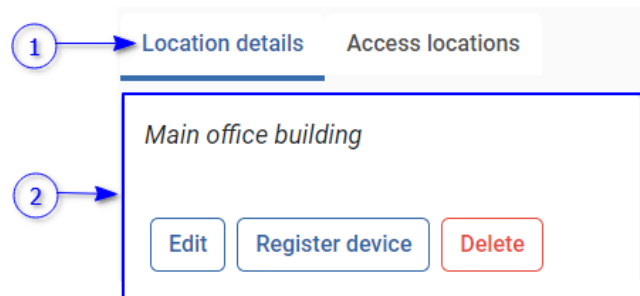


Figure 6.134 Location view

6.9.4.1 Location details

Location detail's view contains following operations.

- a. Edit button
Edit location as mentioned in [Add/edit location](#) section.
- b. Register device button
- c. Delete button
Delete location from the system.

6.9.4.1.1 Register device for location

A device can be registered to a location so that the visitors who have appointments for the specific location can be used to record their attendances. The device registration dialog for location is shown below.

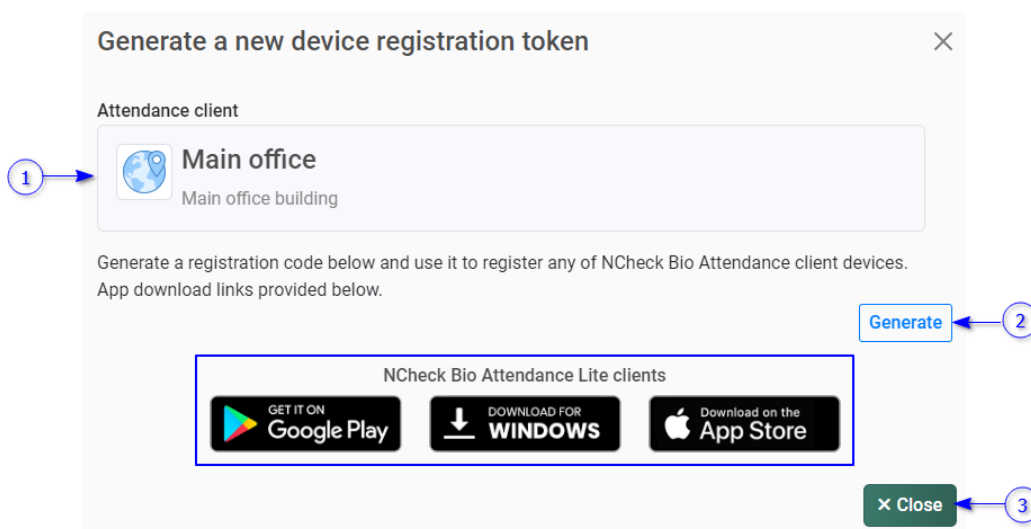


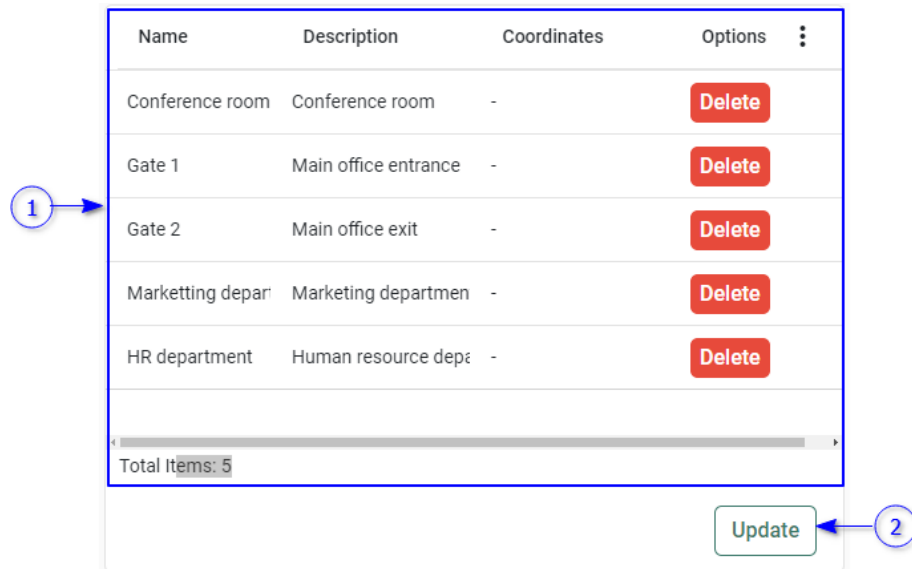
Figure 6.135 Register device dialog for location

1. The select location name and description to generate the registration token.
2. Generate button
To generate the registration token. The [Registration token view](#) will be shown once the token generated.
3. Links to download clients.
4. Close button

6.9.4.2 Access locations

By default, a visitor is allowed to access the appointment location. If the location cannot access directly and visitor must pass additional doors or gates, those places also should be allowed to access. Such locations can be added as access locations for the location.

The access location view is showing a list of access locations added to the "Main office" location.



The screenshot shows a dialog box titled 'Access location dialog'. It contains a table with 5 rows and 4 columns: Name, Description, Coordinates, and Options. Each row has a red 'Delete' button in the Options column. A blue circle with the number '1' and an arrow points to the first row (Conference room). Below the table is a scroll bar and the text 'Total Items: 5'. At the bottom right of the dialog is a green 'Update' button. A blue circle with the number '2' and an arrow points to the 'Update' button.

Name	Description	Coordinates	Options
Conference room	Conference room	-	Delete
Gate 1	Main office entrance	-	Delete
Gate 2	Main office exit	-	Delete
Marketing depart	Marketing departmen	-	Delete
HR department	Human resource dep	-	Delete

Total Items: 5

Update

Figure 6.136 Access location dialog

1. Access location list
A [Data table](#) represent a list of access locations. The access location can be deleted from the Delete options.
2. Update button
Update access location list. Refer [Update access location](#) section for more information.

6.9.4.2.1 Update access location

The access locations for the selected location can be added/removed from the select location dialog as below.

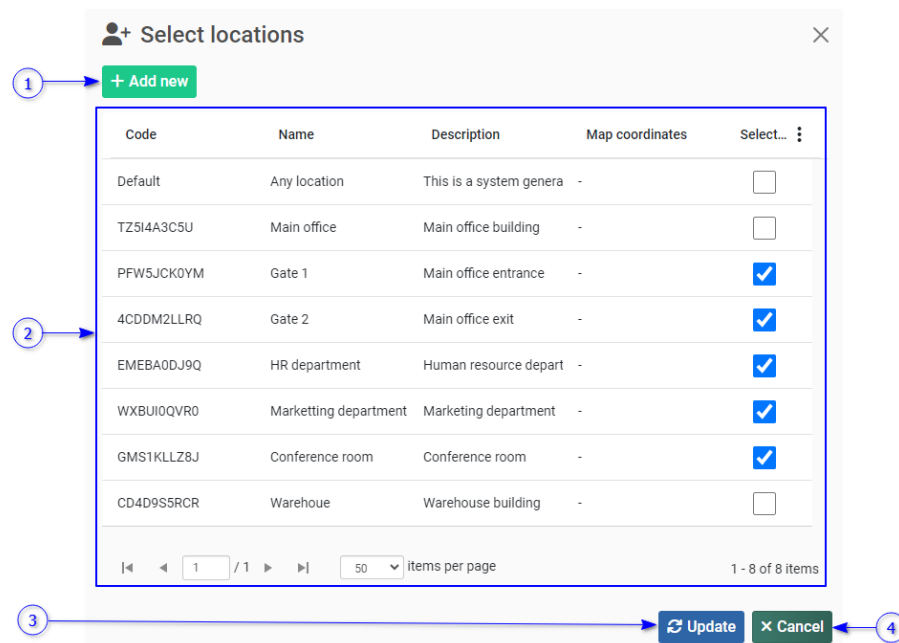


Figure 6.137 Select location dialog

1. Add new button
Add new location as mentioned in [Add/edit location](#) section.
2. List of location.
A [Data table](#) represent list of locations. Use select options to select locations to be updated as access locations. Unselect locations to be removed from the access location list.
3. Update button
Update selected locations as access locations.
4. Cancel button.

6.10 Manage appointments

Visitor appointment is a request from the visitor for the visit with specific date and time as defined for the visit schedule. Appointments management is allowing to manage all visitor appointments,

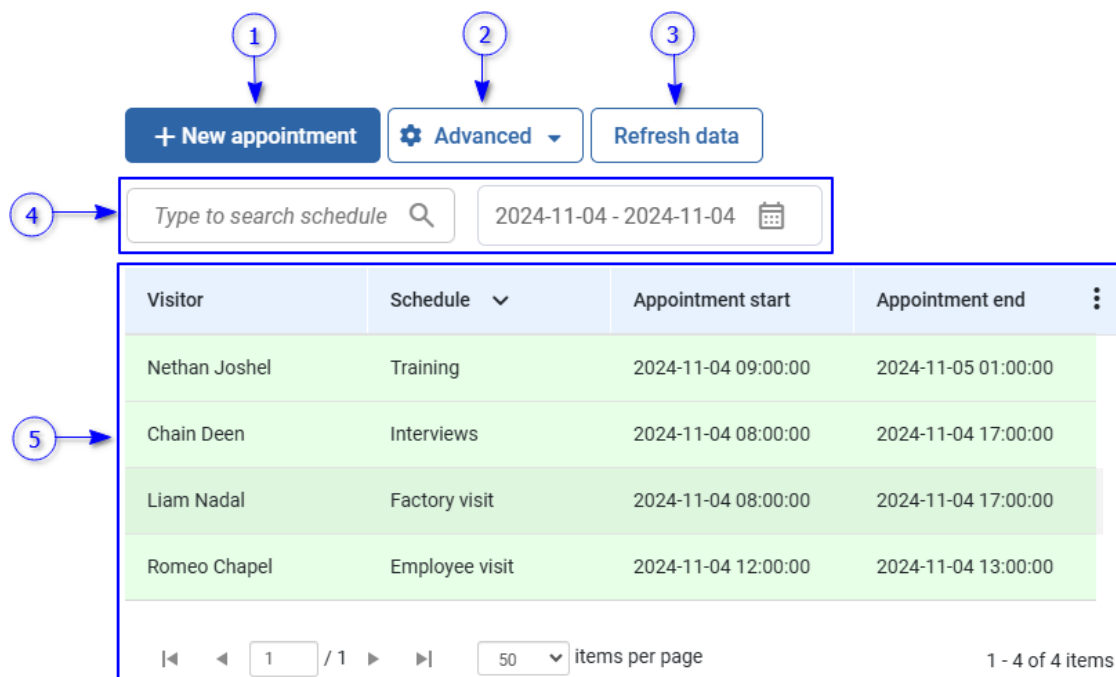


Figure 6.138 Appointments view

1. New appointment button
Create new appointment as mentioned in [New appointment](#) section.
2. Advanced menu
 - a. [Import data](#)
 - b. [Export data](#)
3. Refresh appointment
Refresh appointments
4. [Appointment filter view](#)
5. Appointments list
A [Data table](#) shows list of appointments.

6.10.1 Import data

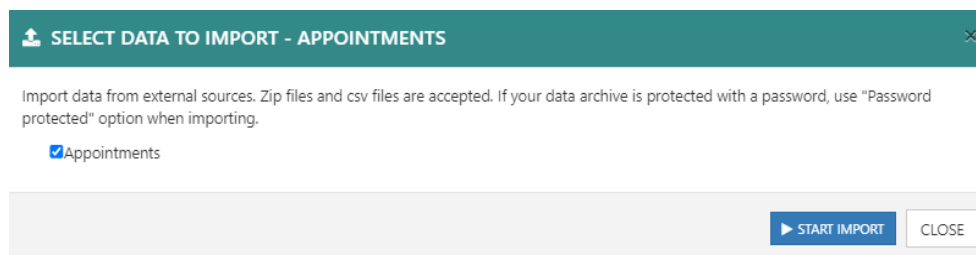


Figure 6.139 Import appointments data dialog

Select appointments checkbox to import appointments.

Once select Start Import button, it will show import data dialog to select import file location as mentioned in [Select import location](#) section.

6.10.2 Export data

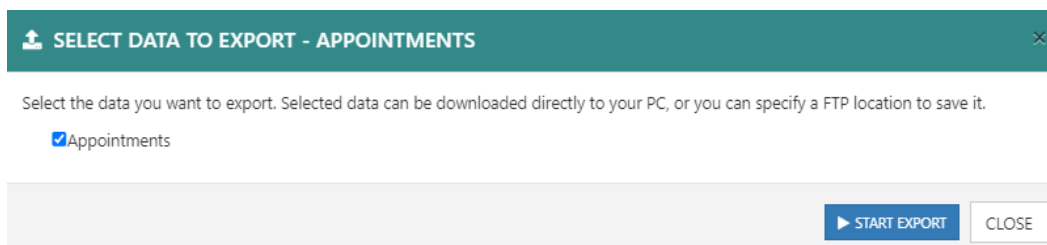


Figure 6.140 Export appointments data dialog

Select appointments to export all appointments.

Once select Start Export button, it will show export data dialog to select export location as mentioned in [Select export location](#) section.

6.10.3 New appointment

To book an appointment,

1. [Select visit schedule](#)
2. [Add/edit appointment detail](#)

6.10.3.1 Select visit schedule

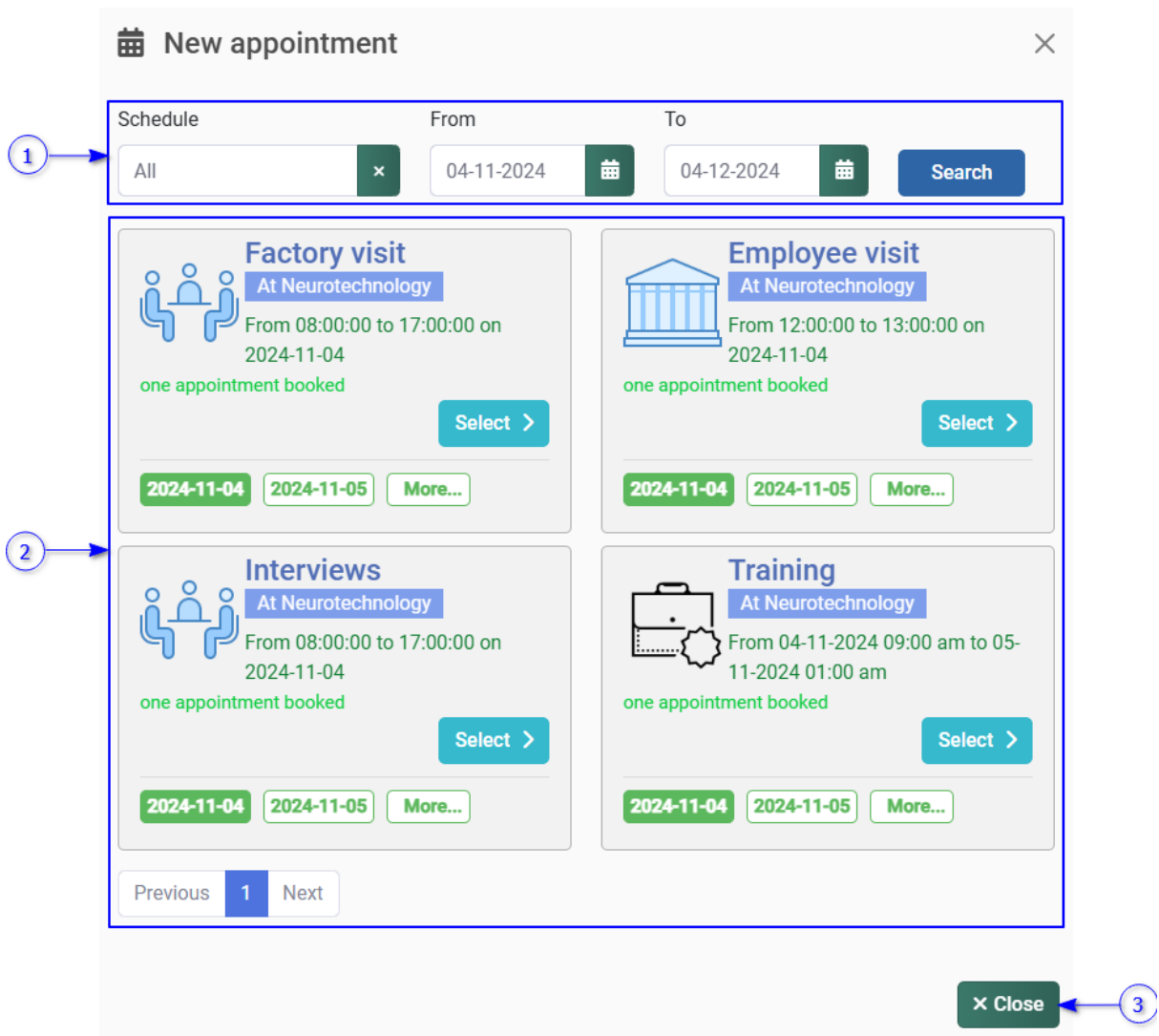


Figure 6.141 Visit schedule date selection dialog

1. Schedule item filter view
2. Schedule item list view
3. Close button

6.10.3.1.1 Schedule item filter view

Figure 6.142 Schedule item filter view

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Schedule
Schedule name 2. From
Schedule items start date | <ol style="list-style-type: none"> 3. To
Schedule items end date 4. Search button
Filter schedule items according to the selected filters |
|--|---|

6.10.3.1.2 Schedule item list view

Schedule item is an instance of the schedule for specific date. Schedule item list view is shown below.

Item	Title	Location	Dates	Status
1	Adam's Standup Comedy Show	At ABC Company (pvt) Ltd	From 30-09-2022 00:00 am to 01-10-2022 00:00 am	Available for booking
2	I Thinkers Meet	At ABC Company (pvt) Ltd	From 30-09-2022 00:00 am to 01-10-2022 00:00 am	69 appointments are available for booking
3	Simpla Office - Employee Access	At Simpla Main Office	From 30-09-2022 00:00 am to 01-10-2022 00:00 am	one appointment booked
4	Super City Apartment Access	At Super City Building	From 30-09-2022 00:00 am to 01-10-2022 00:00 am	one appointment booked
5	Personal session	At ABC Company (pvt) Ltd	Daily from 30-09-2022 to 07-10-2022(1 week)	Available for booking
6	Seminar	At ABC Company (pvt) Ltd	Daily from 30-09-2022 to 07-10-2022(1 week)	Available for booking

Navigation: 2 Previous 1 Next

Figure 6.143 Schedule item list view

2. Appointment start time
If the *Slot time* is 0, the default appointment start time is schedule start time. If the *Slot time* is greater than 0, the default appointment start time is default slot start time. Default appointment start time allows to change between schedule (*Slot time* = 0)/slot (*Slot time* >0) start time and appointment end time.
3. Appointment end time
If the *Slot time* is 0, the default appointment end time is schedule end time. If the *Slot time* is greater than 0, the default appointment end time is default slot end time. Default appointment start time allow to change between appointment start and schedule (*Slot time* = 0)/slot (*Slot time* >0) end time.
4. Break time view
5. Time slot view
Refer *Time slots* section for more details.
6. *Visitor form*
7. Back button
Open *Select visit schedule* view. This button is not available when editing an appointment.
8. Create/Save changes button
When add appointment, create the appointment with the selected details. When editing an appointment, save changes with the given details.
9. Close button

6.10.4 Appointment filter view

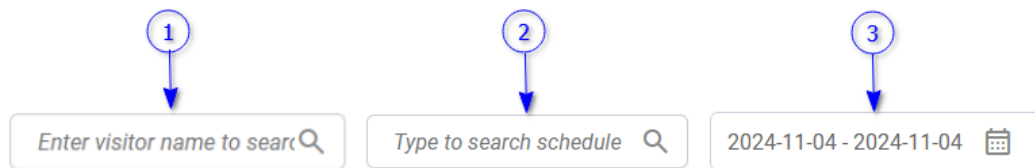


Figure 6.145 Appointment filter view

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Visitor name
First and last name of the visitor 2. Schedule
Name of the schedule | <ol style="list-style-type: none"> 3. From
Appointments start date 4. To
Appointment end date |
|--|---|

6.10.5 Appointment table

The screenshot shows a table with 4 columns: Visitor, Schedule, Appointment start, and Appointment end. There are 8 rows of data. Below the table is a pagination control showing page 1 of 1, 20 items per page, and 1 - 8 of 8 items.

Visitor	Schedule	Appointment start	Appointment end
Jhon Beard	I Thinkers Meet	2022-07-08 00:00:00	2022-07-08 00:00:00
Ronald Grants	Simpla Office - Empl...	2022-07-08 00:00:00	2022-07-09 00:00:00
Kane William	Super City Apartmen...	2022-07-08 00:00:00	2022-07-09 00:00:00
Olan William	Super City Apartmen...	2022-07-08 00:00:00	2022-07-09 00:00:00
Iwan Nemar	Super City Apartmen...	2022-07-08 00:00:00	2022-07-09 00:00:00
Kolin Powel	Super City Apartmen...	2022-07-08 00:00:00	2022-07-09 00:00:00
Shane Powel	Simpla Office - Empl...	2022-07-08 00:00:00	2022-07-09 00:00:00
Megan Wolls	Simpla Office - Empl...	2022-07-08 00:00:00	2022-07-09 00:00:00

1. Visitor
2. Schedule
3. Appointment start
4. Appointment end
5. Table menu
6. Pagination

Figure 6.146 Appointment table view

- | | |
|---|--|
| 1. Visitor | 3. Appointment starts |
| First name and last name of the visitor | Date and time of the appointment start |
| 2. Schedule | 4. Appointment end |
| Name of the schedule | Date and time of the appointment end |
| | 5. Table menu |

6.10.6 Appointment overview

1. [Appointment](#)
2. [Visitor details](#)

6.10.6.1 Appointment detail view

1 SEMINAR 2 Approved

3

4 Visitor: Kathrine Dowd

5 Date: 2023-05-26 - 2023-05-27

6 Schedule: 00:00 - 00:00 (Next day)

7 Start time: 00:00:00 (Appointment number 1)

8 Appointment Status: Original

9 Comments + Beverages (1 out of 2) + Accessories +

10 Visitor form submission

11 System details

12 NOTIFY + STATUS + EDIT DELETE TICKET

13 + NEW APPOINTMENT + STATUS +

14 SESSION DETAILS

Appointment start	Appointment end	Appointment status	Request status	Options
2023-05-26 00:00:00	2023-05-27 00:00:00	ORIGINAL	APPROVED	OPTIONS +
2023-05-27 00:00:00	2023-05-28 00:00:00	ORIGINAL	APPROVED	OPTIONS +
2023-05-28 00:00:00	2023-05-29 00:00:00	ORIGINAL	APPROVED	OPTIONS +
2023-05-29 00:00:00	2023-05-30 00:00:00	ORIGINAL	APPROVED	OPTIONS +
2023-05-30 00:00:00	2023-05-31 00:00:00	ORIGINAL	APPROVED	OPTIONS +
2023-05-31 00:00:00	2023-06-01 00:00:00	ORIGINAL	APPROVED	OPTIONS +
2023-06-01 00:00:00	2023-06-02 00:00:00	ORIGINAL	APPROVED	OPTIONS +

15 1 / 1 50 items per page 1 - 7 of 7 items

Figure 6.147 Appointment detail view

1. Schedule name
2. *Appointment approval status*
3. Schedule thumbnail
4. Visitor first name and last name
5. Appointment date
6. Schedule start and end time
7. Session details
8. *Appointment completion status*
9. Visit notes
10. *Notify menu*
11. *Appointment status menu*
12. Edit appointment
Refer *Add/edit appointment detail* section for more details.
13. *Delete appointment*
14. *Ticket*
15. Session details

6.10.6.1.1 Visit notes

Visit notes are customizable templates that can be used to keep additional details to the appointment. Visit note may have maximum number of notes for each appointment as configured. By default, all scenarios consist of default visit note template “Comments” with unlimited notes for appointments. As per customer requirement, additional visit note template(s) can be introduced for each *Scenario* as an extension as mentioned in *Use extension* section

Available templates of the scenario which is used to create appointment schedule will be listed for the selected appointment as follows.

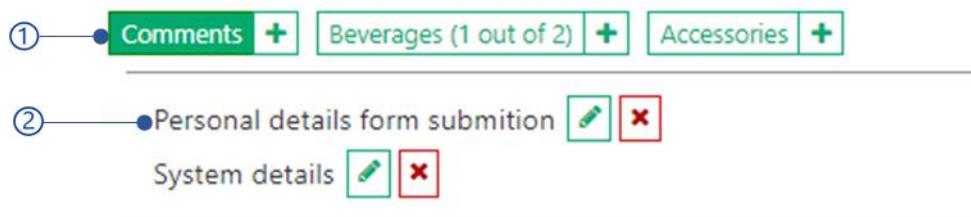


Figure 6.148 Visit notes

1. Visit note templates list

All available visit notes template for the scenario are listed here. A visit note template view is showing in *Figure 6.150*.

1. Visit note template name.
2. Available visit notes for the templates
The number of maximum visit notes for a visit note template can be defined if required.
3. Add button
Add new visit notes. Refer section for more details about edit comments visit note.

2. Visit notes list

Visit notes for selected visit note templates if available. Visit note view is shown in *Figure 6.149*.

1. Visit note name.
2. Edit button
Edit visit note. Refer section for more details about edit comments visit note.
3. Delete button
Delete visit note.



Figure 6.150 Visit note template view



Figure 6.149 Visit note view

6.10.6.1.1.1 Add/edit comment note

Visit note add/edit view has shown below.

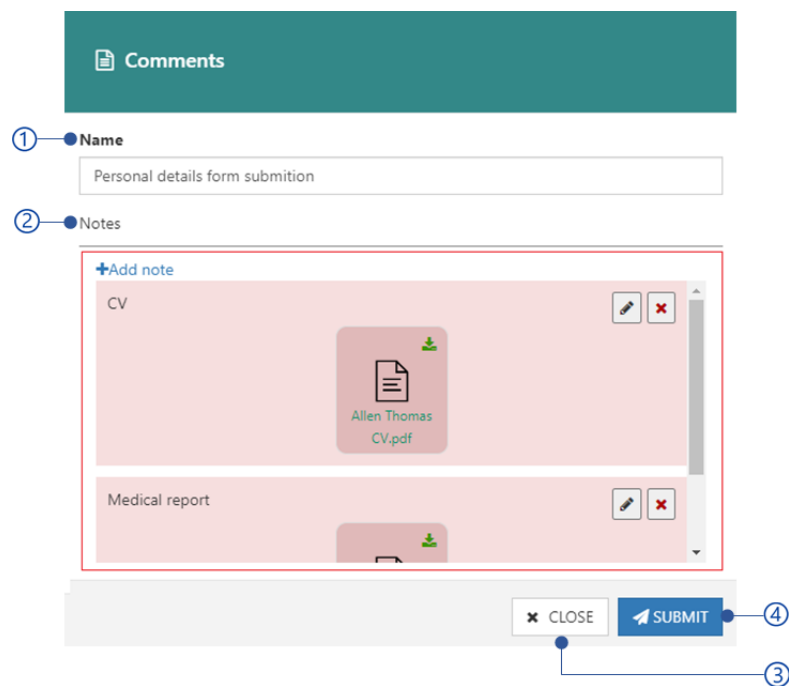


Figure 6.151 Add/edit visit note view

1. Name of the comments note.
2. Notes list view
A comment note may have multiple notes as shown in [Figure 6.152](#).
3. Name of the visit note
4. Close button
5. Submit button.

Notes list view is shown below.



Figure 6.152 Notes view of the Comments visit note

1. Add note
Add new note dialog will appear as shown in [Figure 6.154](#).

2. Note view

Note view is shown in [Figure 6.153](#).

Note view is shown below.

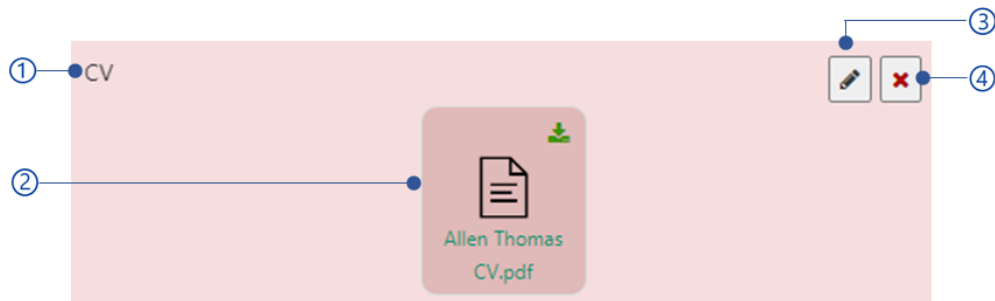


Figure 6.153 Note view

1. Note description.
2. Attachments of the note
3. Edit button

Edit note dialog will appear to edit the content of the note as shown in [Figure 6.154](#).

4. Remove button
- Remove the note from the note list view.

Add/edit note dialog for comment view note is shown below.

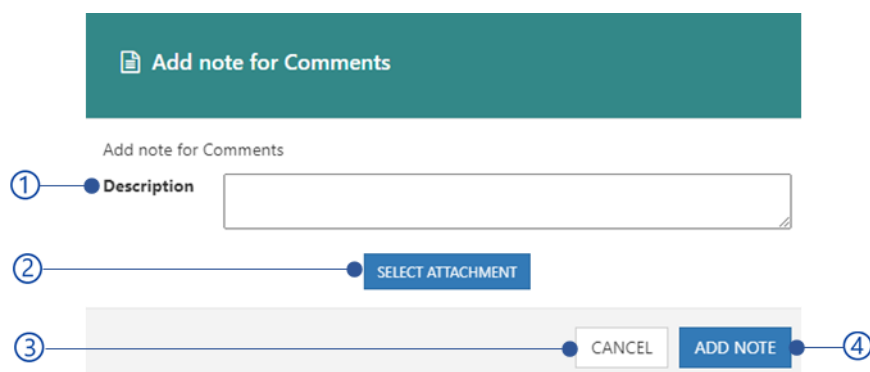


Figure 6.154 Add/edit note view

1. Note description.
2. Note attachments

Following parameters of the attachment can be configured in the Comments visit note template.

- a. Maximum number of attachments
By default it is allowed to add 5 attachments.
- b. File types
By default allows to attach JPEG, PNG, and PDF files.
3. Cancel button.

4. Add note button
Add note to the comments.

6.10.6.1.2 Notify menu

The notify menu allows to send notifications such as appointment summary, welcome note and reminders for the selected appointment.

The notification can be configured to the schedule as mentioned in the Appointment reminders section. From the notify menu the following notifications can be sent to the visitors.

1. Appointment summary
Send appointment summary for the visitor. Once select appointment summary, it will show the [Notifications](#) to send notification.
2. Welcome note
Send welcome note for the visitor. Once select a welcome note, it will show the [Notification](#) to send notification.
3. Reminder
Set reminder notification for visitor about the appointment start. Once select reminder, it will show the [Notification](#) to send notification.

To send notification, either email or SMS notification must be configured as mentioned in [Notification](#) section

6.10.6.1.3 Appointment status menu

The appointment status menu has the following status types.

1. [Appointment approval](#)
2. [Appointment completion](#)

6.10.6.1.3.1 Appointment approval status

Appointment approval has the following statuses.

1. Approve
Approve appointment if the appointment status is rejected or pending (If the [Automatic approval of visit requests](#) has disabled).
2. Reject
Reject the approval that the appointment cannot be used,

6.10.6.1.3.2 Appointment completion status

Appointment completion has the following statuses.

1. Set complete
Complete appointment once the visitor completed the appointment.
2. Set cancel
Cancel appointment if the appointment is not in use.
3. Set original state
Set appointment to original state if the appointment is in use.

6.10.6.1.4 Delete appointment

The appointment will be deleted once select OK button from Delete appointment confirmation message.

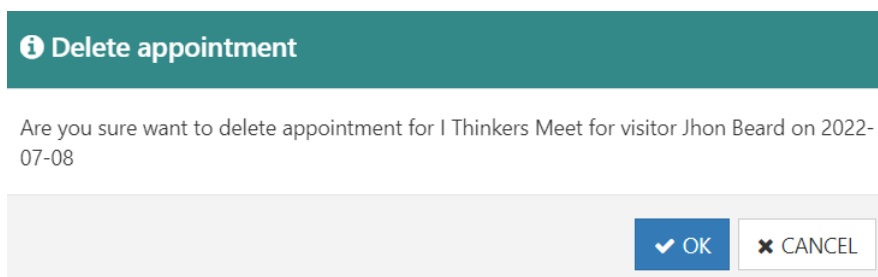


Figure 6.155 Confirmation dialog for delete appointment

6.10.6.1.5 Ticket

Once the appointment is created, the visitor pass(ticket). This can be used to identify visitors if the visitor biometric data is not available. Refer [Manage passes](#) section for more details about visitor pass.

6.10.6.1.6 Session details

If the selected appointment belongs to a session, created from the session schedule, all appointments belong to the session schedule are shown under the session details. The session details are shown below.

The screenshot shows a "SESSION DETAILS" header with two buttons: "+ NEW APPOINTMENT" (labeled 1) and "STATUS" (labeled 2). Below is a table of appointments. A red box highlights the table and pagination controls (labeled 3). The table has columns for Appointment start, Appointment end, Appointment status, Request status, and Options. The data shows a series of appointments from May 26 to June 2, 2023, all with "ORIGINAL" status and "APPROVED" request status.

Appointment start	Appointment end	Appointment status	Request status	Options
2023-05-26 00:00:00	2023-05-27 00:00:00	ORIGINAL	APPROVED	OPTIONS
2023-05-27 00:00:00	2023-05-28 00:00:00	ORIGINAL	APPROVED	OPTIONS
2023-05-28 00:00:00	2023-05-29 00:00:00	ORIGINAL	APPROVED	OPTIONS
2023-05-29 00:00:00	2023-05-30 00:00:00	ORIGINAL	APPROVED	OPTIONS
2023-05-30 00:00:00	2023-05-31 00:00:00	ORIGINAL	APPROVED	OPTIONS
2023-05-31 00:00:00	2023-06-01 00:00:00	ORIGINAL	APPROVED	OPTIONS
2023-06-01 00:00:00	2023-06-02 00:00:00	ORIGINAL	APPROVED	OPTIONS

At the bottom, there is a pagination bar showing "1 / 1" items per page, "50 items per page", and "1 - 7 of 7 items".

Figure 6.156 Session details view

1. New appointment button
Create new appointments for the session in the same session schedule.
2. Status button
Following options are available.

- a. Set *Appointment approval status* for all appointments in the session.
 - b. Set *Appointment completion status* for appointments in the session.
3. *Session appointments table*

6.10.6.1.6.1 Session appointments table

Appointment start	Appointment end	Appointment status	Request status	Options	
2023-05-26 00:00:00	2023-05-27 00:00:00	ORIGINAL	APPROVED	OPTIONS	
2023-05-27 00:00:00	2023-05-28 00:00:00	ORIGINAL	APPROVED	OPTIONS	
2023-05-28 00:00:00	2023-05-29 00:00:00	ORIGINAL	APPROVED	OPTIONS	
2023-05-29 00:00:00	2023-05-30 00:00:00	ORIGINAL	APPROVED	OPTIONS	
2023-05-30 00:00:00	2023-05-31 00:00:00	ORIGINAL	APPROVED	OPTIONS	
2023-05-31 00:00:00	2023-06-01 00:00:00	ORIGINAL	APPROVED	OPTIONS	
2023-06-01 00:00:00	2023-06-02 00:00:00	ORIGINAL	APPROVED	OPTIONS	

1 - 7 of 7 items

Figure 6.157 Session detail tables

1. Appointment starts
2. Appointment end
3. Appointment status
Appointment status as mentioned in *Appointment completion status* section.
4. Request status
Request status as mentioned in *Appointment approval status* section.
5. Options
Following option are available.
 - a. Edit
 - b. Delete
 - c. Set *Appointment approval status*
 - d. Set *Appointment completion status*
6. *Table menu*
7. *Table paging options*

6.10.6.2 Visitor details

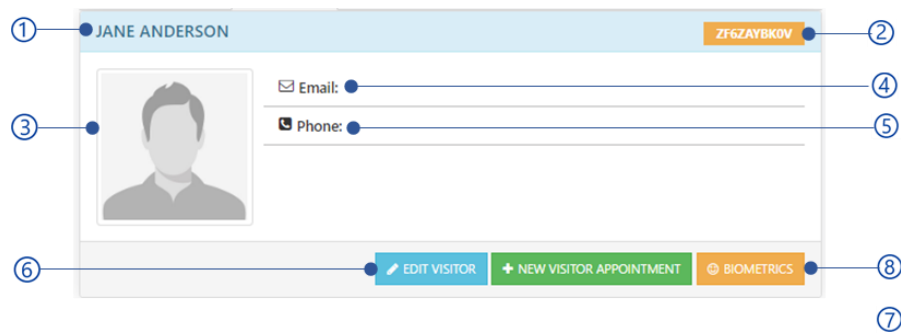


Figure 6.158 Visitor detail view

1. First and last name of the visitor
2. Visitor code
A unique identification for the visitor
3. Visitor profile image
4. Email
5. Phone
6. Edit visitor
Refer add/edit visitor section for more details.

6.11 Manage Leaves and holidays

Leaves and holiday management of NCheck web control panel allows to manage all employee leaves and holidays. The Leaves and holiday management view as follows.

1 → Leaves Holidays

2 →

Oct 2024 Refresh < >

Mon Tue Wed Thu Fri Sat Sun

30 1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

28 29 30 31 1 2 3

4 5 6 7 8 9 10

Current day Selected day Leaves

Type to search user Group ☒ Only rejected leaves + Add leave Actions

☐	Name	Start Date	End Date	No. of days	Leave Type	Leave policy	Approval	
☐	Kathrine dowd	2024-10-14	2024-10-18	5	ANNUAL	-	Approved	
☐	Kavin Donald	2024-10-17	2024-10-17	1	CASUAL	-	Approved	
☐	Ronald Bay	2024-10-17	2024-10-17	1	CASUAL	-	Rejected	
☐	Mike Holden	2024-10-17	2024-10-17	1	CASUAL	-	Requested	

1-4 of 4 items

1. Leave and holiday tab
Switch between leave management view and holiday management view.
2. Selected tab content view

6.11.1 Leave management view

Leave management view allows to manage employee leaves. Leave management view is shown below.

1 →

2 →

3 →

4 →

5 →

Oct 2024 Refresh < >

Mon Tue Wed Thu Fri Sat Sun

30 1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

28 29 30 31 1 2 3

4 5 6 7 8 9 10

Current day Selected day Leaves

Type to search user Group ☒ Only rejected leaves + Add leave Actions

☐	Name	Start Date	End Date	No. of days	Leave Type	Leave policy	Approval	
☐	Kathrine dowd	2024-10-14	2024-10-18	5	ANNUAL	-	Approved	
☐	Kavin Donald	2024-10-17	2024-10-17	1	CASUAL	-	Approved	
☐	Ronald Bay	2024-10-17	2024-10-17	1	CASUAL	-	Rejected	
☐	Mike Holden	2024-10-17	2024-10-17	1	CASUAL	-	Requested	

1-4 of 4 items

Figure 6.159 Leave management view for larger screens

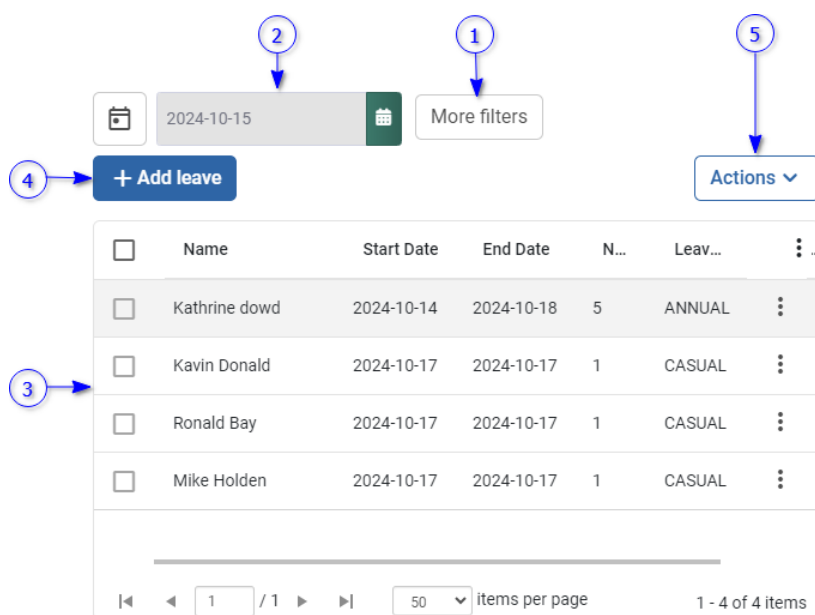


Figure 6.160 Leave management view for small screens

1. Leave filters view
In smaller screen, click on more filter buttons to expand the leave filter view. Refer [Leave filter view](#) section for more details.
2. Leave calendar view
Refer [Leave calendar view](#) section for more details.
3. List of leaves for the selected date from the calendar
A [Data table](#) which shows list of leaves. Refer [Leave table](#) section for more details.
4. Add leave button
Refer [Add leave](#) section for more information.
5. Actions menu
Actions menu is showing following options.
 - a. [Configure leave type](#)
 - b. [Import leave data](#)
 - c. [Export leave data](#)

6.11.1.1 Leave filter view

Leave filter view shown below.

1. Refresh view
2. Employee search field
Search employee by employee code or name.
3. Employee group menu
Select employee group(s).
4. Only rejected leaves checkbox
Check this option to retrieve only the rejected leaves.

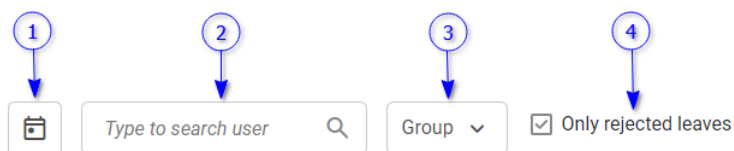


Figure 6.161 Leave filter view

6.11.1.2 Leave calendar view

Leave calendar view is used to select the date to show the employee leaves. There are two calendar views in smaller screens(mobile) and larger screens. The detailed calendar view is available for larger screens as mentioned in [Calendar view](#) section. For smaller screens, the calendar popup view is showing.

Detailed calendar view shown below.

Each date of the calendar shows the number of leaves (Approved and requested leaves only).

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	1 ✖ 1	2 No leaves	3 No leaves	4 No leaves	5 No leaves	6 No leaves
7 No leaves	8 No leaves	9 No leaves	10 No leaves	11 No leaves	12 No leaves	13 No leaves
14 ✖ 1	15 ✖ 1	16 ✖ 1	17 ✖ 3	18 ✖ 1	19 No leaves	20 No leaves
21 No leaves	22 No leaves	23 No leaves	24 No leaves	25 No leaves	26 No leaves	27 No leaves
28 No leaves	29 No leaves	30 No leaves	31 No leaves	1	2	3
4	5	6	7	8	9	10

Current day
Selected day
Leaves

Figure 6.162 Detailed calendar view

6.11.1.3 Leave table

A [Data table](#) represent list of employee leaves. All available leaves for the selected date are shown in the leave table as below. Please refer [Add leave](#) section for more details about leave table column.

☐	Name	Start Date	End Date	No. of days	Leave Type	Leave policy	Approval	
☐	Kathrine dowd	2024-10-14	2024-10-18	5	ANNUAL	-	Approved	
☐	Kavin Donald	2024-10-17	2024-10-17	1	CASUAL	-	Approved	
☐	Ronald Bay	2024-10-17	2024-10-17	1	CASUAL	-	Rejected	
☐	Mike Holden	2024-10-17	2024-10-17	1	CASUAL	-	Requested	

/ 1 items per page
 1 - 4 of 4 items

Figure 6.163 Leave table view

In the location table, [Quick access menu](#) of each location are showing following options.

1. Edit
Edit location. Refer [Edit leave](#) section for more information
2. Delete
Delete location from the system.

6.11.1.4 Leave approval status

Once leave is added to a system, the leave approval status can be shown as below.

1. Requested
If the leave is in requested, it is considered as leave request. Requested leaves are not taken as leaves until it is approved by an admin.
2. Rejected
If a leave is rejected the status can be set as rejected. Rejected leaves cannot be taken by employees.
3. Approved
If the leave status is approved, the system is considering the leave as valid leave.

Employees are allowed to request leave. Once an employee requests a leave, any person who has an administrator role can approve or reject the leave. If an administrative add a leave, the leave type will be approved by default.

6.11.1.5 Add leave

Add/edit leave dialog is shown below.

1. Leave type selection
The default leave types are Casual, Medical and Annual. Administrator allows to add custom leave types as mentioned in
Select user
Select the username who need to apply the leave.
2. Start date
Start date of the leave.
3. End date
End date of the leave
4. Leave policy
There are two available leave policies.
 - Normal
This is the default leave policy. No restriction will be applied for the leave.
 - Restricted
Once the leave is approved, employee will not able to check-in or check-out while on leave.
5. Request reason
The reason for the leaves.
6. Approve reason
The reason for leave approval.
7. Add/edit button
8. Close button

The screenshot shows the 'Add leave' dialog box with the following fields and buttons:

- 1** Leave type: A dropdown menu showing 'ANNUAL'.
- 2** Select user *: A text input field with a placeholder 'Type to search user' and a search icon.
- 3** Start date: A date picker showing '2024-10-17'.
- 4** End date: A date picker showing '2024-10-17'.
- 5** Leave policy: A dropdown menu showing 'Normal'.
- 6** Request reason: A text input field with a placeholder 'Reason for leave'.
- 7** Approve reason: A text input field with a placeholder 'Reason for approval'.
- 8** Add: A blue button at the bottom right.
- 9** Close: A close button (X) at the top right.

Below the 'Approve reason' field, there is a link that says 'See less fields'.

Figure 6.164 Add/edit leave dialog

6.11.1.6 Edit leave

The edit leave dialog is shown below.

Figure 6.165 Edit leave dialog

1. Name
The name of the employee the leave has applied for. This field is not editable.
2. Requested
The leave requested period. These fields are not editable.
3. Approved
The approved period.
4. Leave types
The leave types as mentioned in [Configure leave type](#) section
5. Leave policy
There are two available leave policies.
 - Normal
This is the default leave policy. No restriction will be applied for the leave.
 - Restricted
Once the leave is approved, employee will not be able to check-in or check-out while on leave.
6. Request reason
7. Approve/reject reason
Reason for leave approval and rejection by the administrator.
8. Approval status
Leave approval status as Requested, rejected or approved. Refer [Leave approval status](#) section for more information about leave types.

6.11.1.7 Configure leave type

Instead of the default leave types (casual, medical, and annual), Administrator allows to add custom leave types as follows.

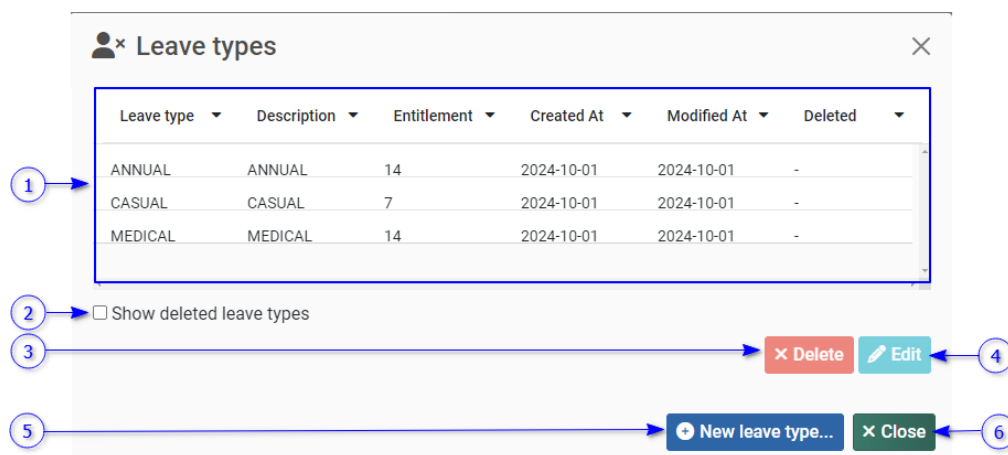


Figure 6.166 Leave type view

1. [Leave type table](#)
2. Show deleted leave type
Check this option to show deleted leave types
3. Delete button
Delete selected leave type form the table.
4. [Add/edit leave type](#)
5. New leave type button
Add new leave type. Refer [Add/edit leave type](#) section for more details.
6. Close button
Close leave type dialogue

6.11.1.7.1 Add/edit leave type

Add a new leave type or edit existing leave types follows.

1. Type name
Name of the leave type. This is not editable when editing the leave type.
2. Type description
3. Entitlement
Number of leaves available for users.
4. Add button
Add leave.
5. Close button
Close Add leave type dialogue.

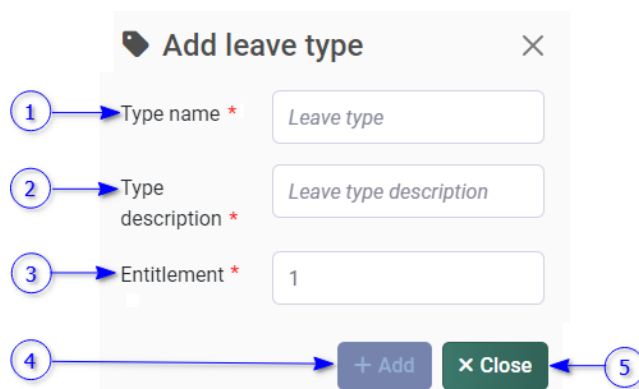


Figure 6.167 Add leave type dialogue view

6.11.1.7.2 Leave type table

Leave type	Description	Entitlement	Created At	Modified At	Deleted
CASUAL	CASUAL	7	2020-07-20	2020-07-20	-
MEDICAL	MEDICAL	14	2020-07-20	2020-07-20	-
ANNUAL	ANNUAL	14	2020-07-20	2020-07-20	-

Figure 6.168 Leave type table view

1. Leave type
2. Description
3. Entitlement
Number of available leaves for the leave type
4. Created at
Created date of the leave type
5. Modified at
Modified date of the leave type
6. Deleted
Deleted date of the leave type if deleted.

6.11.1.8 Import leave data

This option allows to import leaves and holidays as mentioned in [Import and Export information](#) section. To import data,

1. Select information to be imported from the list

- [Leaves information](#)
- [Holidays information](#)

2. Select Start Import button to select the import location.

Refer [Select import location](#) section for more details.

Figure 6.169 Import leaves and holiday data view

6.11.1.9 Export leave data

This option allows export all leaves and holidays as password protected zip file as follows

1. Select information to be imported from the list

- [Leaves information](#)
- [Holidays information](#)

2. Select Start export button to select the export location.

Refer [Select export location](#) for more details

Figure 6.170 Export leaves and holidays data view

6.11.2 Holiday management view

Holiday management view allows to manage holidays of the organization. Holiday management view is shown below.

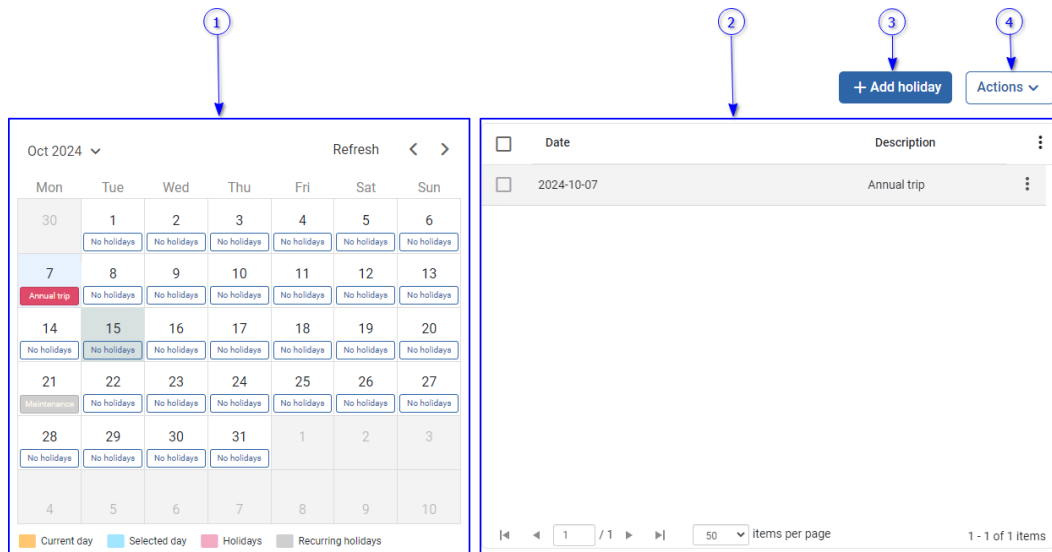


Figure 6.171 Holiday management view for larger screens

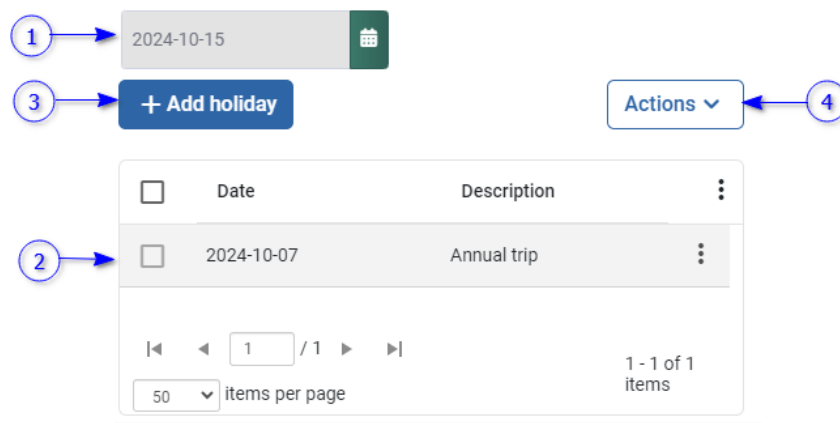


Figure 6.172 Add holiday view for smaller screens

1. [Holidays calendar view](#)
2. List of holidays for selected date
Refer [Holiday table](#) section for more details.
3. Add holiday button
Add new holiday. Refer [Add/edit holiday](#) section for more information.
4. Actions menu

6.11.2.1 Holidays calendar view

Holiday calendar view is used to select the date to retrieve available dates. There are two calendar views in smaller screens(mobile) and larger screens. The detailed calendar view is available for larger screens as mentioned in [Calendar view](#) section. For smaller screens, the calendar popup view is showing.

Detailed calendar view shown below.

Each date of the calendar shows available leaves.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	1 No holidays	2 No holidays	3 No holidays	4 No holidays	5 No holidays	6 No holidays
7 Annual trip	8 No holidays	9 No holidays	10 No holidays	11 No holidays	12 No holidays	13 No holidays
14 No holidays	15 No holidays	16 No holidays	17 No holidays	18 No holidays	19 No holidays	20 No holidays
21 Maintenance	22 No holidays	23 No holidays	24 No holidays	25 No holidays	26 No holidays	27 No holidays
28 No holidays	29 No holidays	30 No holidays	31 No holidays	1	2	3
4	5	6	7	8	9	10

Figure 6.173 Holiday calendar view

6.11.2.2 Holiday table

A [Data table](#) represent list of holidays. All available holidays for the selected date are shown in leave table as below

☐	Date	Description	
☐	2024-10-07	Annual trip	
1 / 1 50 items per page 1 - 1 of 1 items			

Figure 6.174 Leave table view

In the holiday table, [Quick access menu](#) of each holiday are showing following options.

1. Edit
Edit holiday. Refer section for more information
2. Delete
Delete holiday from the system.

6.11.2.3 Add/edit holiday

This allows to add a holiday for the selected date. Add/edit holiday dialog is shown below

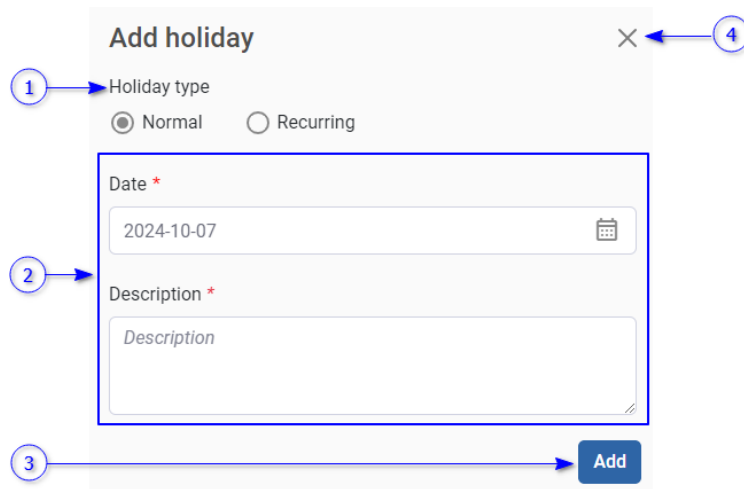


Figure 6.175 Add/edit holiday dialog

1. Holiday type
 - a. Normal holiday type
 - b. Recurring holiday type
2. Content of the selected holiday type
3. Add button
4. Close button

6.11.2.3.1 Normal holiday type

The normal holiday type is as follows.

1. Date
Holiday date
2. Description

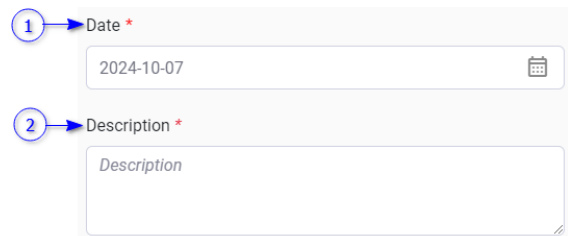


Figure 6.176 Add normal holiday view

6.11.2.3.2 Recurring holiday type

The recurring holiday can be added as follows.

1. Recurring type
Recurring type as
 - Weekly
Add the holiday for once every week
 - Monthly
Add the holiday for once every month
 - Yearly
Add the holiday for once a specified month in every year. A field will appear to select the specified month.
2. Day
Select the date to apply the holiday
3. Start
The start date of the recurring holiday. Select start from option and specify the start date if required.
4. End
The end date of the recurring holiday. Select ends on option and specifies the end date if required.
5. Description

The screenshot shows a form titled 'Add recurring holiday' with the following fields and options:

- 1 Recurring type:** A dropdown menu showing 'Weekly'.
- 2 Day:** A dropdown menu showing 'Monday'.
- 3 Start:** Two radio button options: 'Not specified' (selected) and 'Start from'.
- 4 End:** Two radio button options: 'Not specified' (selected) and 'Ends on'.
- 5 Description *:** A text input field with the placeholder text 'Description'.

Figure 6.177 Add recurring holiday view

6.12 Manage devices

Device management page allows managing all NCheck client devices and API registered with the NCheck NCheck server.

The device management view is shown below.

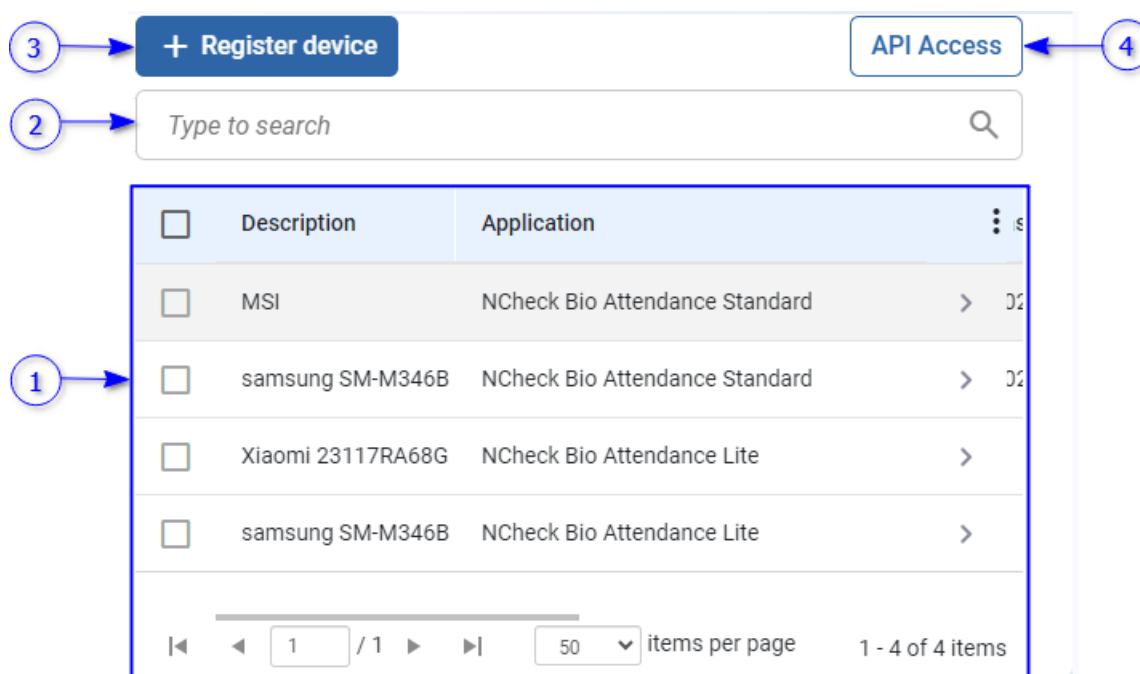


Figure 6.178 Device management view

1. Device table

A [Data table](#) represent list of devices and APIs. Selected device information can be seen in device view. The selected device information from the table is shown in device view. The employee group [Quick access menu](#) is showing following options

- a. Edit
Refer [Edit device/Edit API](#) section for more information.
- b. Re-register
Re-register client device. Re-register client option can be used to register the client application for the previously registered device in the server in case of application get deleted. For reregistration, registration token can be generated as mentioned in [Register device](#) section.
- c. Block/unblock
Block/unblock device or API. Once blocked the client/API cannot be used with the system until it unblocked.
- d. Unregister
Unregister client/API from the system. Once unregistered, the device/API no longer use with the server.

2. Device search field

Search device by device name

3. Register device button

Register device as mentioned in [Register device](#) section.

4. API access button

Refer [API Access](#) section form more details.

6.12.1 Register device

NCheck clients should be registered with NCheck server to use for attendance recording. The client application can be installed in Android, Windows and IOS (Attend client only) devices in the following modes

1. Register for employee
Employees can install the client application in their personal device and register to record the personal attendance, check reports etc.
2. Register for groups
Register client application for employee groups. Once client application is registered to a group, any employee in the group can record their attendances using the device.
3. Register for location
Once client application registered for a location, any visitor who has appointments in the device location can be used the device to record their attendance.
4. Register for group and location
This is combination of register for groups and locations.
5. Register for registration kiosk or overhead display
Use the device either registration kiosk to create appointments for visitors or overhead display as mentioned in section. Employees or visitors are not allowed to record attendances in these devices.

The register device dialog is shown below.

Figure 6.179 Register device dialog

Device registration has two steps to register device.

1. [Registration type view](#)
2. [Registration token view](#)

6.12.1.1 Registration type view

Select type of registration:

1
Attendance device
☒ As attendance terminal - Users can Check-in and check out.

Registration kiosk
☐ As registration kiosk or overhead display

Employee

2
User group

Location

+ New location

Figure 6.180 Registration type view

1. Registration type
 - a. Attendance device
 - b. Registration kiosk
2. Selected registration type view
This is where the view for selected registration type appears.

6.12.1.1.1 Attendance device

Generate registration token to record employee, visitor or both attendances. The attendance device registration view is shown below.

1. Employee selection
Select employees by name
2. Employee group selection
Select employee group by group name
3. Location selection
Select location by location name
4. New location button
Add new location and use the location to generate token. Refer [Add/edit location](#) section for more details about adding new location.

1
Employee

2
User group

3
Location

4
+ New location

Figure 6.181 Attendance device registration view

6.12.1.1.2 Registration kiosk

Generate registration token to register device for registration kiosk to create appointments for visitor or overhead display. The kiosk registration view is shown below.

Figure 6.182 Kiosk registration view

1. Kiosk page type
 - a. [Internal page](#)
 - b. [External page](#)
2. Selected kiosk type view
This is where the view of selected kiosk type is showing

6.12.1.1.2.1 Internal page

The pages available for attendance management and visitor management to use as either a registration kiosk or overhead display. Any page can be added to the system depending on the use case. Refer section for more details about adding pages to the system. If configuration requires, the configure button is available next to the page selection control.

Figure 6.183 internal page view

1. Page
The default pages are
 - a. Default employee overhead display
The overhead display for employees with attendance details.
 - b. Common booking page
Users can select schedule from the available and create appointments.
 - c. Login page
This shows NCheck login page so employees can login to the system using their credentials and use web control panel.
 - d. Schedule booking page
Open specific schedule from available so that the user can create appointment. Use the configure button to select the schedule that needs to be open with this page in the device.
 - e. Overhead display for schedule
Open specific schedule which showing the current in progress appointment number. Use the configure button to select the schedule to be displayed.
 - f. Overhead display for multiple schedule
Show all schedules with the current appointment details in progress.

6.12.1.1.2.2 External page

The external page options can be used to show any third-party URL.

Figure 6.184 External page view

1. URL
The URL to the page need to be displayed

6.12.1.2 Registration token view

Refer [Client registering view](#) section for more details about registration token view.

6.12.2 API Access

NCheck server has given API access to access user, biometric, event data across given user group to use in third party applications.

1. Selected user group
The default is All user group.
2. Description
3. API access
Assign permission to use API.
 - Read only (Auditor)
Assigned user group allows only to retrieve data from the API.
 - Read-Writer (Admin)
Assigned user group has permission to retrieve and alter data.
4. Create button
Create button will be enabled if the API description has added. After creating API, username and password which is required for API access will appear as shown in [Figure 6.186](#). For more details refer to the API Documentation section.
5. Close button

Figure 6.185 API credentials dialog

Once created an API access credential view will appear in the API credentials dialog.

1. Username
Username for API access.
2. Password
Password for API access
3. Email field
Email API access credentials.

Figure 6.186 API access credential view

6.12.3 Edit device

This view allows the editing of the device details.

1. Device code
2. Device description
3. Device configuration
Refer [Device configuration](#) section for more details.
4. Save button
Save button will be disabled if the mandatory fields are empty or [Validation errors](#) exists.
5. Cancel button.

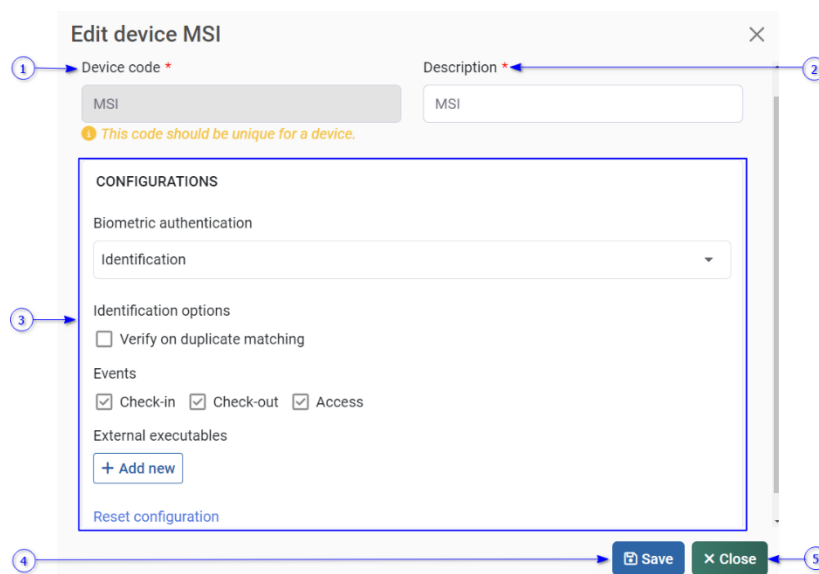


Figure 6.187 Edit device dialog

6.12.3.1 Device configuration

Device configuration view as follows.

1. [Authentication mode](#)
2. [Verification order](#)
3. [External executables](#)
4. Events
Event type as check-in, check-out, and any events.
5. Reset configuration.

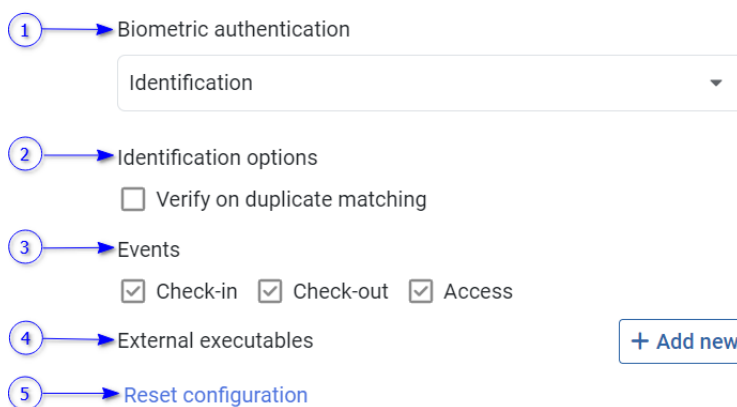


Figure 6.188 Edit device configuration view

6.12.3.1.1 Authentication mode

Authentication mode can be applied to authenticate users to identify or verify user. Available authentication modes are,

1. Biometric

User biometric data such as face, fingerprint and iris are comparing against the database with previously collected biometric samples depending on the [Recognition threshold](#). If the matching score is greater than the [Recognition threshold](#) value, user is considered as identified. Therefore, this mode may demand large processing time.

2. Pass

User id data such as QR code, RFID or Number plates are comparing against the database and giving the matching users.

3. Biometric and pass

The verification mode can be applied with a id peripheral and a biometric peripheral to verify the user against the previously collected biometric sample. To get verified, matching score should be greater than [Verification threshold](#).

4. Biometric or pass

Users allows to record attendance using either biometric or pass.

6.12.3.1.2 Verification order

As mentioned in [Authentication mode](#) section, if the verification mode is selected, the verification order can be set as either the “id first” to enter the user id(barcode, RFID) first or the “Biometric first” to capture the biometric first.

6.12.3.1.3 External executables

System can be configured to run external scanners, printers and IOT devices during user identification. For example, an automatic door opening program can be executed upon successful user identification. The connection between NCheck Admin client and external devices is obtaining using following technologies.

1. REST API
2. Bluetooth
Bluetooth scanners and printers connected with the device.
3. MQTT
Parse data to the MQTT compatible IOT devices such as doors, gates.
4. Intent
Intents are using to parse data to the applications using [app links](#).

This view allows us to add new external executables or edit existing external executables.

1. Name
Unique name for the external executable.
2. Executable path
Refer [External executable path](#) section for more details about external executables path.
3. Trigger on
Trigger the external executable on,
 - Check-ins
 - Check-outs
 - Any events
 - Unidentified events
4. Parameters

Primitive or custom parameters. Primitive parameters are parameters which have value Strings. Custom parameters are parameters which have value in Json format. Parameters can be introduced depending on the requirements. The default parameters available with the system are shown below.

- Event (EVENT)
Event type as CHECKIN, CHECKOUT or UNIDENTIFIED.

The screenshot shows a web form for adding or editing an external executable. It has four main sections labeled with circled numbers 1 through 4. Section 1 is 'Name' with a text input field. Section 2 is 'Executable path' with a text input field. Section 3 is 'Trigger on' with four checkboxes: 'Check-in' (checked), 'Check-out', 'Access', and 'Unidentified'. Section 4 is 'Parameter' with two columns of checkboxes. The first column includes 'Event', 'Sequence ID', 'Timestamp', 'User reference', 'User name', 'Shift code', and 'Location'. The second column includes 'User Status', 'Address', 'Peripheral Code', 'Form data', 'Event type', and 'Peripheral config'. At the bottom of the form is a red 'Remove' button. Arrows point from the numbered labels to their respective sections.

Figure 6.189 Device management add/edit external executable

- Sequence id (SEQUENCE_ID)
Id of the event.
- Time stamp (TIMESTAMP)
Date and time of the event.
- User reference (USER_REF)
Employee code of the user.
- Username (USER_NAME)
First name and last name of the user event recorded.
- Shift code (SHIFT_CODE)
Shift code of the NCheck Admin clients. In the standalone mode shift code is DEFAULT.
- Location (LOCATION)
Longitude and latitude of the event geo location. example {Longitude, Latitude}
- User status (USER STATUS)
User is blocked or not. Pass 0 if the user has blocked otherwise 1.
- Address (ADDRESS)
Address of the user.
- Peripheral code (PERIPHERAL_CODE)
Unique identified number of the peripheral.

5. Remove button
Remove external executable.

6.12.3.1.3.1 External executable path

The external executable can be configured to trigger following type of executables

1. Execute rest APIs
The primitive type parameters will pass as URL parameters. Custom type parameters will be added to the request body. To add custom type parameters, the Rest API should be POST API.
2. Windows executable
This can be used only for Windows Admin clients only. Absolute path to the .exe file in the client device.
3. Bluetooth device/printer
The Bluetooth device/print connected with the client device can be triggered using Json array as external executable path as follows.

```
[{"url": "btspp://00001101-0000-1000-8000-00805F9B34FB@A0:57:E3:55:E1:81",
"data": [{"constant": "%1B%4e%0d%05%1b%4e%04%0f%1f%11%0a%1B%1B!%38BEST DEAL STORES%0A%0A%
1B!%00COOKIES 5.00%0AMILK 65 F1 oz 3.78%0A %0ASUBTOTAL 8.78%0ATAX 5% 0.44%0ATOTAL 9.22%
0ACASH TEND 10.00%0ACASH DUE 0.78%0A + %0A%1B!%18ITEMS SOLD 2%1B!%00%0A%0A11/03/13
19:53:17%1f%0%05%00%1f%0%03%
00"}, {"key": "datetime", "value": "TIMESTAMP"}, {"key": "userName", "value": "USER_NAME"}, {"const
ant": "%0d"}, ], 'delay': -1 }]
```

The Json array can be used to parse data to multiple Bluetooth scanners. Each Json object has following properties

- a. url
The url to the Bluetooth device/printer. The format should be “htspp://{UUID}&{Bluetooth device address}”
 - b. data
The data parsing to the Bluetooth device. This is a Json array that contains constant and variable data. The constant type of data object is a text. The variable type objects contain key and value to the primitive parameters selected from the external executable parameter list. The Bluetooth device receives text concatenating all the constants and parameter values in the sequence in the data array.
 - c. Delay
This is not a required. This can be used to set the number of seconds to delay Bluetooth scanner trigger.
4. Trigger MQTT device
Trigger any MQTT compatible IOT devices. This can be done using Json array as external executable path as shown below

```
[{"url":"mqtt://localhost/abc/test1", "username":"admin", "password":"admin",
"retain":false, "data":[{"type": "CONSTANT", "key":"","value": "test1"},
{"type": "PARAMETER", "key":"EVENT", "value": "EVENT"}]},
{"url":"mqtt://localhost/abc/test2", "username":"admin", "password":"admin",
"retain":false, "data":[{"type": "CONSTANT", "key":"","value": "test2"},
{"type": "PARAMETER", "key":"EVENT", "value": "EVENT"}]} ]]
```

The Json array is used to trigger multiple IOT devices connected to broker topics. Json objects contain following properties

- a. url
The url of the MQTT topic that the IOT device connected. The format should be “mqtt://{MQTT broker URL}/{topic}”. Admin client has a default MQTT broker. In that case use localhost as the MQTT broker URL. Otherwise, the URL of the MQTT broker service.
 - b. Username, password
The username and password to connect with the MQTT broker.
 - c. data
The data publishing to the MQTT IOT device. This is a Json array that contains constant and variable data. The constant type of data object is a text. The variable type objects contain key and value to the primitive parameters selected from the external executable parameter list. The IOT device receives text concatenating all the constants and parameter values in the sequence in the data array.
 - d. Delay
This is not a required. This can be used to set the number of seconds to delay Bluetooth scanner trigger.
5. Intent
This type is using for Android clients only. Intents are used to parse data between android applications in Android. In NCheck , intent can be used to trigger application installed in android device where the Admin client is install using [app links](#). The external executable URL is {scheme}://{host}. The primitive type parameters are parsed as URL parameters of the app link. The object type parameters are parsed as intent extras (String).

6.12.4 Edit API

This view allows editing of the API details.

Figure 6.190 Edit API dialog

Figure 6.190 Edit API dialog

- | | |
|--|--|
| 1. Username
Username is not editable | 5. Save button
Save button will be disabled if the mandatory fields are empty or <i>Validation errors</i> exists. |
| 2. Description | 6. Close button |
| 3. Password | |
| 4. API access permission
This is not editable | |

6.12.5 Device view

Selected device information from the device table can be seen in the device view. Device view is shown below.

1. Tab view
 - a. *Device detail view*
 - b. *Peripheral view*
2. Selected tab content view

Figure 6.191 Device view

Figure 6.191 Device view

6.12.5.1 Device detail view

Device detail view shows information for the selected device or API from the device table.

Device detail view is shown below.

1. Name
Name of the device
2. Operation system
Microsoft Windows
3. OS version
6.2.9200.0
4. Device configuration
Identification / Any Event
5. Device settings
Kiosk mode: Disabled
Client mode: Attendance
6. Edit button
Open Edit device dialog as mentioned in [Edit device](#) section.
7. Re-register button
8. Additional settings menu
 - a. Block
Block/unblock device. Once the device is blocked, it cannot be used for attendance recording until it unblocked.
 - b. Unregister
Unregister device from the system. Once the device is unregistered, it's no longer can be used with server.
 - c. Settings

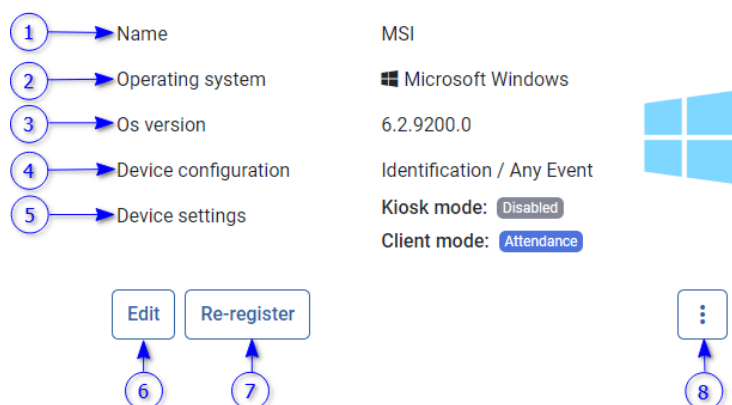


Figure 6.192 Device detail view

API detail view is shown below

1. API access permissions
Assign permission to use API.
 - a. Read only (Auditor)
Assigned user group allows only to retrieve data from the API.
 - b. Read-Writer (Admin)
Assigned user group has permission to retrieve and alter data
2. Username
3. Password
Select "change" link open Edit API dialog as mentioned in [Edit API](#) section.
4. Edit button
Open Edit API dialog as mentioned in [Edit API](#) section.
5. Additional settings menu
 - a. Block/unblock
Block/unblock API access. Once API blocks, it cannot be used until unblock.
 - b. Unregister
Unregister API from the system. Once API unregistered from the system, it cannot be used to access server API.

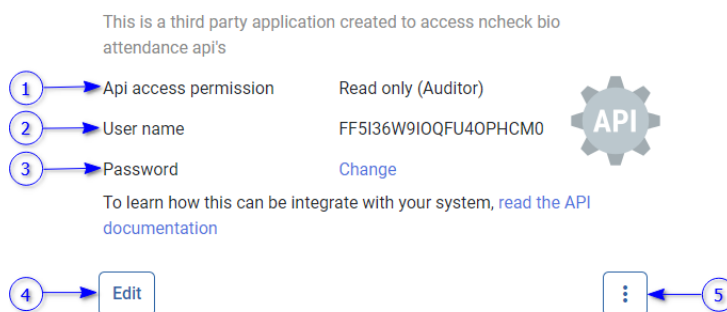


Figure 6.193 Edit API view

6.12.5.1.1 Device settings

The service settings section has following setting types

1. Client settings

6.12.5.1.2 Client settings

6.11 Client settings list view

Client setting	Attend client	Admin client
<i>Result dialogue timeout</i>	✓	✓
<i>Self-enroll templates</i>	✗	✓
<i>Enable licensing</i>	✗	✓
<i>Show work time on clients</i>	✓	✓
<i>Allow automatic peripheral enabling of new clients</i>	✓	✓
<i>Offline operation mode</i>	✗	✓
<i>Manual capture start</i>	✓	✓
<i>Automatically synchronize offline data</i>	✗	✓
<i>Offline data synchronize interval</i>	✗	✓
<i>Reset offline client password</i>	✗	✓
<i>Allow predefined location</i>	✓	✓
<i>Safety helmet detection</i>	✗	✓
<i>Safety helmet detection threshold</i>	✗	✓
<i>Hide user list</i>	✓	✓
<i>KIOSK mode operation</i>	✗	✓
<i>Client mode</i>	✓	✓
<i>Use in-built biometric verification on personal clients</i>	✗	✓
<i>Mask detection</i>	✗	✓
<i>Mask detection threshold</i>	✗	✓
<i>Cancel event button in the feedback view</i>	✓	✓

6.12.5.1.3 Biometric settings

6.12 Biometric settings view

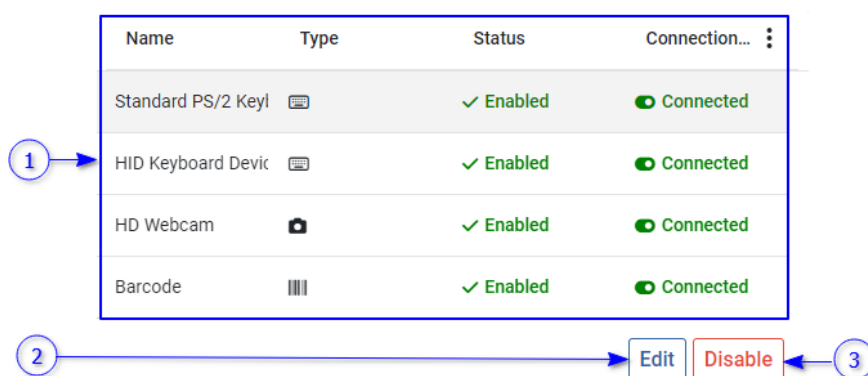
Client setting	Attend client	Admin client
<i>Face liveness mode</i> for client application	✗	✓

<i>Face liveness threshold</i> for client application	✗	✓
<i>Face quality</i>	✓	✓
<i>Mask detection</i>	✗	✓
<i>Server-side face liveness setting</i>	✓	✓
<i>Server face liveness confidence threshold</i>	✓	✓

6.12.5.1.4 Biometric settings

6.12.5.2 Peripheral view

Information of all available peripherals with the registered device can be seen in the peripheral view. The peripheral view is shown below.



The screenshot shows a 'Peripheral view' interface. It contains a table with four columns: Name, Type, Status, and Connection... (with a dropdown arrow). The table lists four peripherals: Standard PS/2 Key, HID Keyboard Devic, HD Webcam, and Barcode. All are 'Enabled' and 'Connected'. Below the table, there are 'Edit' and 'Disable' buttons. Numbered callouts are present: '1' points to the table, '2' points to the 'Edit' button, and '3' points to the 'Disable' button.

Name	Type	Status	Connection...
Standard PS/2 Key		✓ Enabled	🟢 Connected
HID Keyboard Devic		✓ Enabled	🟢 Connected
HD Webcam		✓ Enabled	🟢 Connected
Barcode		✓ Enabled	🟢 Connected

Below the table, there are two buttons: **Edit** and **Disable**.

Figure 6.194 Peripheral view

1. Peripheral table

A *Data table* represent list of available peripherals. The peripheral table shows the following information.

- a. Name
Peripheral name
- b. Type
 - i. Face
 - ii. Fingerprint
 - iii. Iris
 - iv. Barcode
 - v. RFID
- c. Status
Enable/disable status of the peripheral.
- d. Connection status
 - i. Connected
When the peripheral is available with the device.
 - ii. Disconnected
When the peripheral is not available with the device

2. Edit button
Edit peripheral as mentioned in [Edit peripheral](#) section.
3. Enable/disable button
Once disable peripheral, it cannot be used for attendance recording until enable it.

6.12.5.2.1 Edit peripheral

Edit peripheral dialog is shown below.

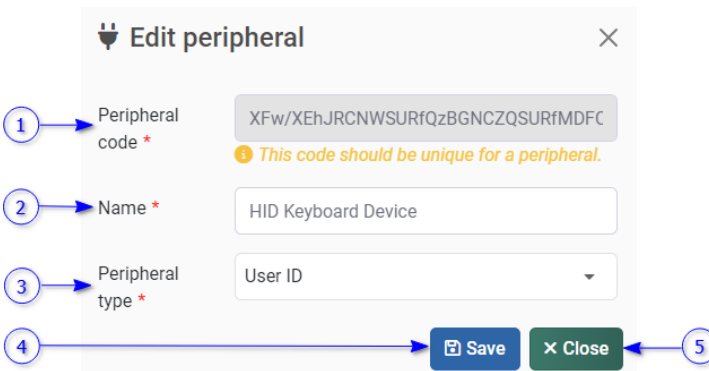
1. Peripheral code
This is unique ID generated by the system and cannot be changed.
 2. Name
Name for the peripheral.
 3. Peripheral type
If ID peripheral type can be either barcode or RFID. If biometric, type can be face, finger or iris.
- 

Figure 6.195 Edit peripheral dialog

6.12.5.3 Device settings

This view allows to add client or biometric settings to the selected device from the device list.

1. [Client settings](#)
2. [Biometric settings](#)

6.12.5.3.1 Client settings

Client settings are shown below.

Table 6.13 Client settings for selected device

Client setting	Attend client	Admin client
Result dialogue timeout	✓	✓
Enable licensing	✗	✓
Show work time on clients	✓	✓
Allow automatic peripheral enabling of new clients	✓	✓
Offline operation mode	✗	✓
Manual capture start	✓	✓
Automatically synchronize offline data	✗	✓
Offline data synchronize interval	✗	✓
Reset offline client password	✗	✓
Allow predefined location	✓	✓
Self-enroll templates	✗	✓

<i>Safety helmet detection</i>	✗	✓
<i>Safety helmet detection threshold</i>	✗	✓
<i>Use in-built biometric verification on personal clients</i>	✗	✓
<i>Mask detection</i>	✗	✓
<i>Mask detection threshold</i>	✗	✓
<i>Cancel event button in the feedback view</i>	✓	✓
<i>KIOSK mode operation</i>	✗	✓
<i>KIOSK mode exit code</i>	✗	✓

6.12.5.3.2 Biometric settings

Biometric settings for the selected device are shown below

Table 6.14 Biometric settings for Attend /Admin client

Client setting	Attend client	Admin client
<i>Face liveness mode</i> for client application	✗	✓
<i>Face liveness threshold</i> for client application	✗	✓
<i>Face quality</i>	✓	✓
<i>Mask detection</i>	✗	✓
<i>Server-side face liveness setting</i>	✓	✓
<i>Server face liveness confidence threshold</i>	✓	✓

6.13 Manage Event logs

Employee and visitor event logs can be managed in the event logs section. Event log view is showing event logs for employees and visitors. The view can be switched to either employee or visitor as mentioned in [Bio attendance and visitor mode selection](#)

Event logs management view is shown below.

Figure 6.196 Event logs management view

1. Event logs tabs
 - a. Events
 - b. Maps
 - c. Overtime
 - d. Event images
2. Event logs filter view
3. Event log tab content view
4. Add new menu
 - a. Add new event
 - i. [Add/edit employee event](#)
 - ii. [Add/edit visitor event](#)
5. Actions menu

Following action menu options are available.

 - a. Refresh data
 - b. Re-evaluate

Refer [Re-evaluate data](#) section for more details about re-evaluate
 - c. [Import event logs](#)
 - d. [Export event logs](#)
 - e. [Restore events](#)

6.13.1 Add/edit employee event

There are two ways to record employee events.

1. Record event from attendance device
2. Add event by admin

Add/edit employee event dialog is shown below.

1. Event image
Event image of the editing event. This can be either face, finger or iris image if the event is recorded using biometric.
2. Event source
The event source how the event is recorded. This could be either by admin or attendance device.
3. Event type
Event type as check-in, check-out or access
4. Employee name
Select employee name. Once an event is added, employee name cannot be changed.
5. Select date
Select event date
6. Event time and time zone
Select time
7. Shift
Shift
8. Shift date
When an employee Check-in or Check-out is not in the same date, (E.g. Working overtime or Shift spans for two days) shift date should be specified. Otherwise, the event will belong to the current day's shift
9. Location
Location coordinate where the event recorded. Once the location coordinate added, the location can be seen in the map as configured from [Location map provider](#) setting.
10. Description
Description
11. Device
The device name if the attendance recorded from attendance device.
12. Authentication
[Authentication mode](#) and peripheral used to record attendance.,
13. Add/Save changes button
14. Close button

The screenshot shows the 'Edit Event' dialog box with the following fields and buttons:

- 1**: Event image (Employee photo)
- 2**: Event source (Shield icon)
- 3**: Event type (Radio buttons: Check-In, Check-Out, Access)
- 4**: User name (Text field: Kathrine dowd)
- 5**: Select date (Date picker: 2024-10-24)
- 6**: Select time (Time picker: 08:00:00) and Time zone (Dropdown: +05:30)
- 7**: Shift (Dropdown: Day)
- 8**: Shift date (Text field: 2024-10-24) with a checkbox 'Use a different shift date'
- 9**: Location (Text field: 26a Alwis Pl, Colombo 00700, Sri Lan) and a 'Show location' button
- 10**: Description (Text field: Description)
- 11**: Device (Text field: samsung SM-M346B)
- 12**: Authentication (Camera icon, Face identification, Peripheral: Camera)
- 13**: Save changes button
- 14**: Close button (X icon)

Figure 6.197 Add/edit employee event dialog

6.13.2 Add/edit visitor event

There are two ways to record visitor events.

1. Record event from attendance device
2. Add event by admin

Add/edit visitor event dialog is shown below.

1. Event image
Event image of the editing event. This can be either face, finger or iris image if the event is recorded using biometric.
2. Event source
The event source how the event is recorded. This could be either by admin or attendance device.
3. Event type
Event type as check-in, check-out or access
4. Visitor name
Select visitor name. Once an event is added, the visitor's name cannot be changed.
5. Select date
Select event date
6. Appointment
Select the visitor appointment to add the event.
7. Event time and time zone
8. Location
The location coordinate where the event recorded. Once the location coordinate added, the location can be seen in the map as configured from [Location map provider](#) setting.
9. Description
10. Device
The device name if the attendance recorded form attendance device.
11. Authentication
[Authentication mode](#) and peripheral used to record attendance.,
12. Add/Save changes button
13. Close button

The screenshot shows the 'Edit Event' dialog box with the following fields and buttons:

- 1**: Event image (A photo of a man's face)
- 2**: Event source (A Wi-Fi icon)
- 3**: Event type (Radio buttons for Check-In, Check-Out, Access; Check-In is selected)
- 4**: Visitor name (Text field containing 'Roaman Peterson')
- 5**: Select date (Calendar icon, date '2024-10-24')
- 6**: Appointments (Dropdown menu showing '08:00:00 - 17:00:00', 'Factory visit', 'Any location')
- 7**: Select time (Time picker showing '18:08:07')
- 8**: Location (Text field containing '26a Alwis Pl, Colombo 00700, Sri Lan' and a 'Show location' button)
- 9**: Description (Text field containing 'Description')
- 10**: Device (Text field containing 'Xiaomi 23117RA68G')
- 11**: Authentication (Section with 'Face identification' and 'Peripheral: Camera')
- 12**: Save changes button (Blue button with a save icon)
- 13**: Close button (Green button with an 'X' icon)

Figure 6.198 Add/edit visitor dialog

6.13.3 Add event from unidentified

When recording events from NCheck client devices events may be recorded as unidentified event due to the following reasons

1. Biometric is not enrolled for the employee or visitor.

- The biometric image is not clear enough to identify.

The unidentified event images can be added as employee or visitor. Add an event from unidentified dialog is shown below.

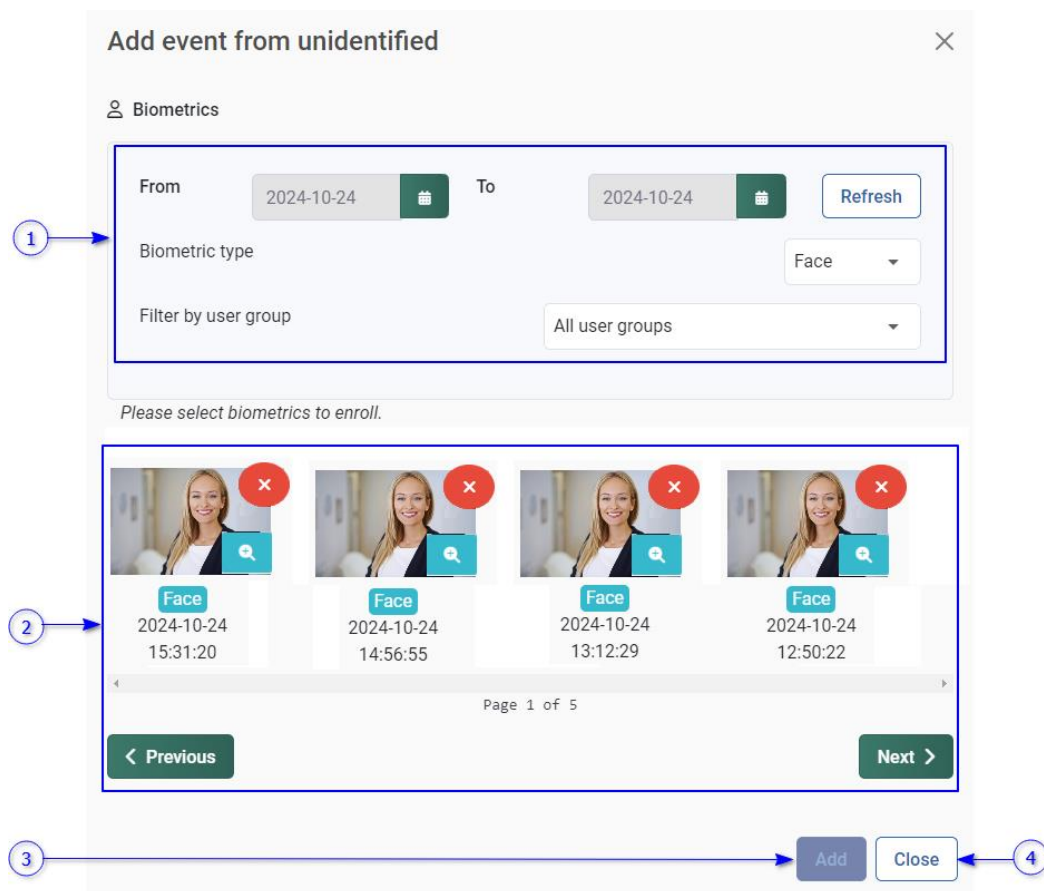


Figure 6.199 Add event from unidentified dialog

- Unidentified event filter view
- Unidentified event list view
- Add button
- Close button

6.13.3.1 Unidentified event filter view

The interface shows a filter configuration area. Callout 1 points to the 'From' date field, which contains '2024-10-24'. Callout 2 points to the 'To' date field, which also contains '2024-10-24'. Callout 3 points to the 'Biometric type' dropdown menu, which is currently set to 'Face'. Callout 4 points to the 'Filter by user group' dropdown menu, which is currently set to 'All user groups'. Callout 5 points to the 'Refresh' button.

Figure 6.200 Unidentified event filter view

1. From
Unidentified event filtering start date
2. To
Unidentified event filtering end date
3. Biometric type
Filter unidentified events from the biometric image type
4. Filter by user group
Filter by the employee group that the client device where the unidentified event recorded registered to
5. Refresh button

6.13.3.2 Unidentified event list view

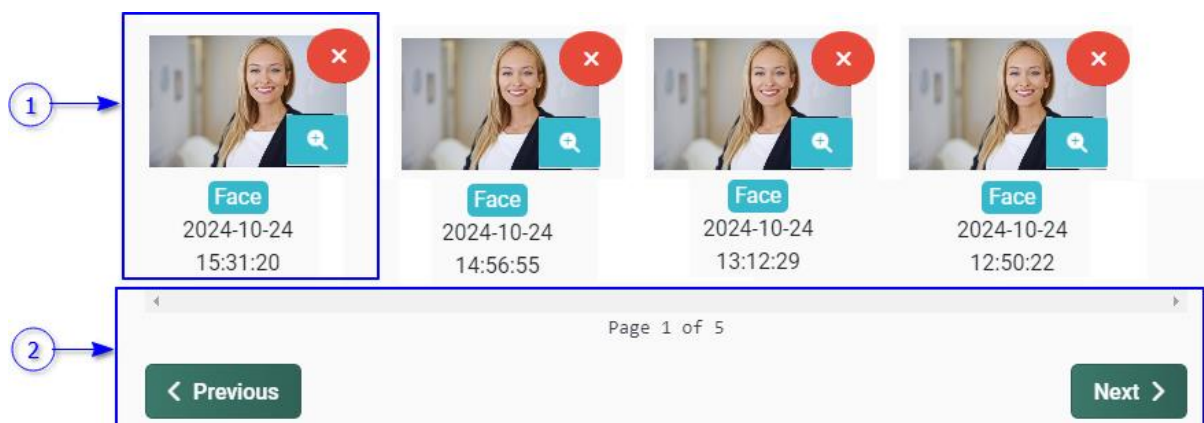


Figure 6.201 Unidentified event list view

1. [Unidentified event view](#)
2. Unidentified events paging view

6.13.3.3 Unidentified event view

Biometric thumbnail image with the event timestamp is showing as follows.

1. Modality thumbnail
2. Delete unidentified event button
3. Unidentified event details button
- Refer [Unidentified event detail view](#) section for more details.
4. Event date and time

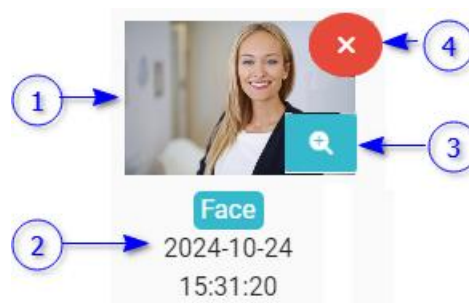


Figure 6.202 Unidentified event view

6.13.3.4 Unidentified event detail view

A detail view of the unidentified events.

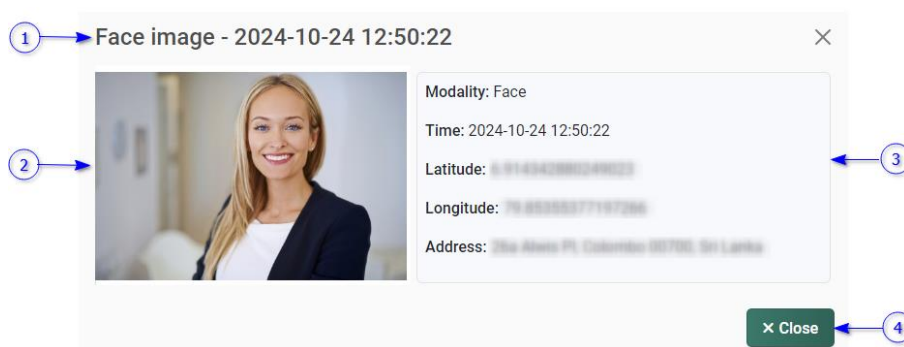


Figure 6.203 Unidentified event detail view

1. The date and time of the event
2. Modality thumbnail
3. Unidentified event details
 - Modality type
 - i. Face
 - ii. Fingerprint
 - iii. Iris
 - Event time
 - Location coordinates
 - Event address
4. Event date and time
5. Close button

6.13.3.5 Re-evaluate data

Check-in and check-out recorded by the same employee or visitor are paired to count the system hours. But due to the following reasons the check-in check-outs might not be paired when added to the system.

1. Check-out event is synchronized with the server before the check-in event is recorded from another device.

2. Check-in or check-out event get deleted.

When the events are not paired correctly, re-evaluate option can be used to pair those events. Re-evaluate event logs dialog is shown below.

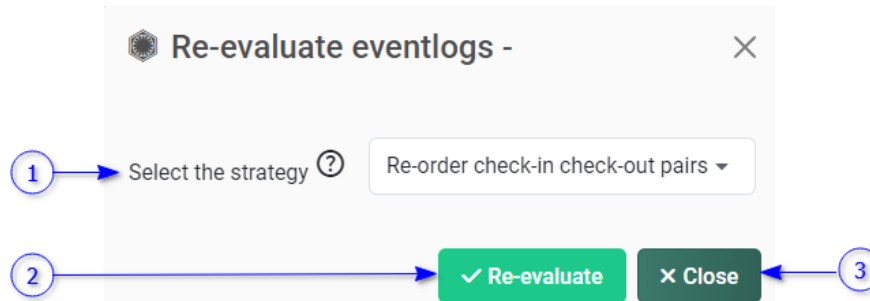


Figure 6.204 Re-evaluate event logs dialog

1. Strategy
 - a. Re-order check=in and check-out pairs
Order all check-in and check-out event pairs.
 - b. First check-in and last check-out
Paie first check-in and last check-out. All other events in between will change as access events.
2. Re-evaluate button
3. Close button

6.13.3.6 Import event logs

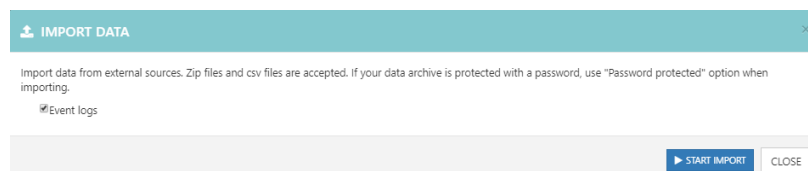


Figure 6.205 Import event logs view

Import event logs information can be imported as mentioned in [Import and Export information](#) section. To import event logs,

1. Select event logs
2. Select Start import button
Select Start import button to select event logs file. Refer [Select import location](#) for more details.

6.13.3.7 Export event logs

EXPORT DATA

Select the data you want to export. Selected data can be downloaded directly to your PC, or you can specify a FTP location to save it.

☒ Event logs

Export events from this date

2019-12-16

START EXPORT **CLOSE**

Figure 6.206 Export event logs view

Event log details can be exported as password protected zip file as below.

1. Export event log information for selected date.
2. Start export button
3. Select start export button to select the event log export location.
Refer [Select export location](#) for more details.

6.13.3.8 Restore events

Restore previously deleted events. Restore event dialog is shown below.

Restore events

Select a deleted event to restore.

From: 2024-09-24 To: 2024-10-24

Date	Name	ID	Shift Name	Direction and Status
2024-10-04	Karl Mark	NjbF2X	Default	Checked-in (Missing)
2024-10-14	Kathrine dowd	YmLkSV	Default	Checked-in (Missing)
2024-10-17	Kathrine dowd	YmLkSV	Default	Checked-out (Missing)
2024-10-17	Kathrine dowd	YmLkSV	Default	Checked-in (Missing)
2024-10-22	Kathrine dowd	YmLkSV	Default	Checked-in (Missing)
2024-10-22	Kathrine dowd	YmLkSV	Day	Checked-in (Missing)
2024-10-22	Kathrine dowd	YmLkSV	Day	Checked-out (Missing)

1 - 33 of 33 items

Restore **Close**

Figure 6.207 Restore events dialog

1. Events data filter
Select filter starting and end date
2. Refresh button
3. Deleted event list
A [Data table](#) represent a list of employee or visitor deleted events.
4. Restore button
5. Close button

To restore a deleted event, Select the deleted event from the list and select the restore button.

6.13.4 Event log calendar view

Eventlog calendar view shows an overview of valid and error event logs over the month. A day which has paired eventlogs in order is considered as valid event date. A day which has unpaired event logs considered as error event date.

Event log calendar view is shown below.

1. Calendar month and year navigation controllers. Refer [Calendar view](#) for more details.
2. Date with error events
3. Date with valid events
4. Date with no events
5. Selected date
6. Current date
7. Legend

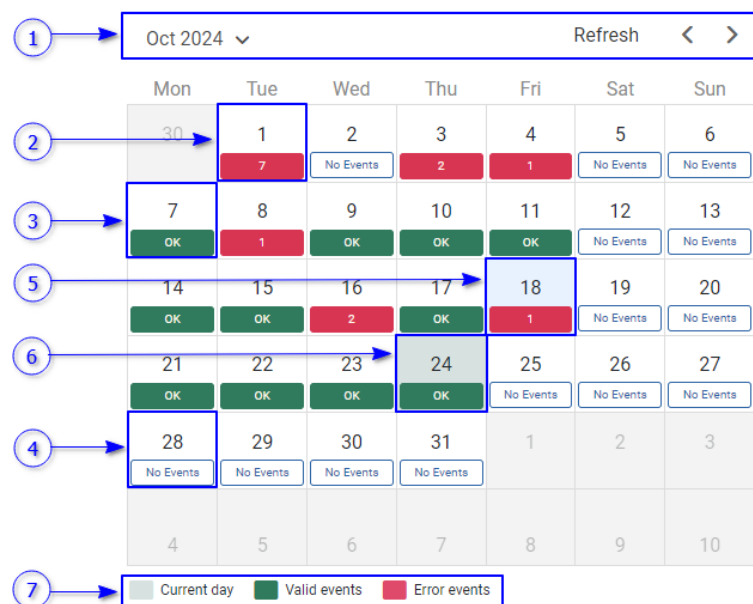


Figure 6.208 Event log calendar view

6.13.5 Event log tabs

Event logs tab represents event logs data in 4 different ways as follows.

1. [Events view for employee/visitor](#)
2. [Events map view for employee/visitor](#)
3. [Overtime view for employee events logs](#)
4. [Event image view for employee/visitor event logs](#)

6.13.5.1 Events view for employee/visitor event logs

The employee/visitor events view is shown below.

1

Oct 2024

Refresh

<

>

Mon

Tue

Wed

Thu

Fri

Sat

Sun

30

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

1

2

3

4

5

6

7

8

9

10

Current day

Valid events

Error events

2

Name	ID	Device code	Direction and Status	Time Zo...	Location	Ad	
Kavin Donald	☐	AQ2XAQ	J208PTLVAY1NWLKXF9P	Checked-in	+ 05:30	(6.914338, 79.853554	26
Andrew Nadal	☐	vapvNo	J208PTLVAY1NWLKXF9P	Checked-in	+ 05:30	(6.914343, 79.853554	26
Shown Peral	☐	gsGjJM	J208PTLVAY1NWLKXF9P	Checked-in	+ 05:30	(6.914338, 79.853554	26
Mike Holden	☐	VjuOoo	J208PTLVAY1NWLKXF9P	Checked-in	+ 05:30	(6.914343, 79.853554	26
Kathrine dowd	☐	YmLkSV	J208PTLVAY1NWLKXF9P	Checked-in	+ 05:30	(6.914338, 79.853554	26
Ronald Bay	☐	q9SLPa	J208PTLVAY1NWLKXF9P	Checked-in	+ 05:30	(6.914343, 79.853554	26
Lawrence Miller	☐	gzGs7H	J208PTLVAY1NWLKXF9P	Checked-in	+ 05:30	(6.914355, 79.853531	26
Karl Mark	☐	NjbF2X	XLWY1IH0XI3EQRT9QTI3	Checked-in	+ 05:30	(6.914355, 79.853531	26
Karl Mark	☐	NjbF2X	XLWY1IH0XI3EQRT9QTI3	Checked-out	+ 05:30	(6.914349, 79.853525	26
Karl Mark	☐	NjbF2X	XLWY1IH0XI3EQRT9QTI3	Checked-in	+ 05:30	(6.914349, 79.853525	26
Karl Mark	☐	NjbF2X	XLWY1IH0XI3EQRT9QTI3	Checked-out	+ 05:30	(6.914349, 79.853525	26
Karl Mark	☐	NjbF2X	XLWY1IH0XI3EQRT9QTI3	Checked-in	+ 05:30	(6.914349, 79.853525	26

1

/ 1

50

Items per page

1 - 20 of 20 items

1. Event log calendar view

2. Events table

A [Data table](#) represent list of event logs. The employee/visitor event log [Quick access menu](#) is showing following options

a. Edit

Edit selected event log. Refer [Add/edit employee event](#) section for more details about editing employee event log. Refer [Add/edit visitor event](#) section for more details about editing visitor event log.

b. Delete

Delete selected employee/visitor event log.

The following table shows event logs data showing in the event table. The columns can be visible/hide from the table as mentioned in [Table menu](#) section.

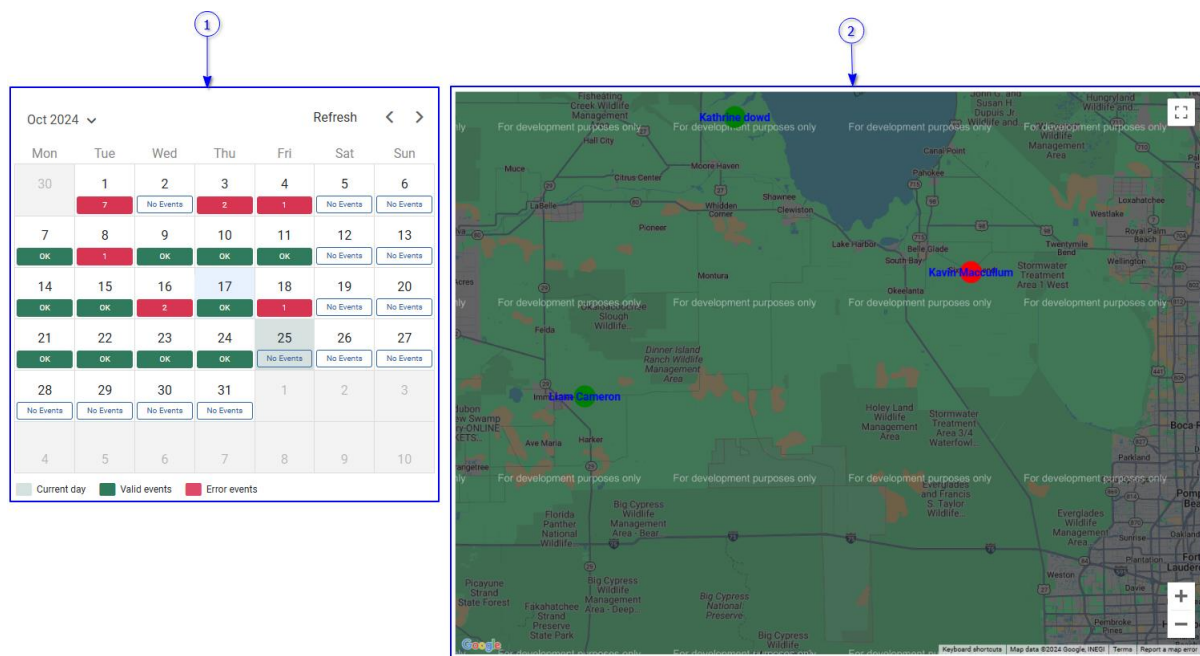
6.15 Columns of the events table in events view

Column name	Description	Available for employee events view	Available for visitor events view
Name	Name of the employee/visitor	✓	✓
Employee/visitor code		✓	✓
Scenario	Scenario used to create a visitor schedule that the appointment has created	✗	✓
Schedule name	The name of the schedule	✗	✓

Appointment location	The location of the schedule that the appointment created	✗	✓
Shift name	Name of the shift that the event log created for	✓	✗
Shift start	Start time of the shift	✓	✗
Schedule start	Start time of the schedule	✗	✓
Direction and status	Event types such as check-in, check-out or access	✓	✓
Sensor data	The sensors (ex: temperature sensors) available with the attendance device can be configured to get the data when recording attendance. This data will be shown here	✓	✓
Index number	Appointment number	✗	✓
Time (GMT)	Event time in GMT	✓	✓
Time	Local event time	✓	✓
Event location	The location where the attendance recorded	✓	✓
Address		✓	✓
Device code	A unique identification for the device that the client application is installed. System assigns unique ID when register the device	✓	✓
Device description		✓	✓
Device OS		✓	✓
Client app name	The client application name as, Admin or Attend	✓	✓
Created time	Th	✓	✓
Modified time		✓	✓
Modified by		✓	✓
Description		✓	✓
Restriction group name		✓	✓
Edited by	The role of the person who edited the event.	✓	✓

6.13.5.2 Events map view for employee/visitor event logs

Events map shows employee/visitor recent events in a map for the given location coordinates. The map provide can be either google or Baidu configured from [Location map provider](#) setting, The events map view is shown below.



1. Event log calendar view

2. Events map view.

Event location is showing in below colors codes.

- Check-in events are showing in green color
- Checkout events are showing in red color
- Selected event is showing in yellow color

The map view can be configured as follows

1. The event log map can be configured using following map services
 - I. [Google map](#)
 - II. [Baidu map](#)
2. After obtain a map key, go to Settings > Web and select map provide from [Location map provider](#) setting and set the obtained API key for [Map API key](#) setting.

6.13.5.2.1 Google map

To configure google maps obtain a google map API key as mentioned [here](#).

If you can see “For development purposes only” water mark on the event log map once you have configured with Google map, you must make sure that.

1. Billing has not been enabled on your account.
2. The provided billing method is invalid (for example an expired credit card).
3. API access daily limit has been reached

To remove the watermark, you need to log in to Google cloud services console (https://console.cloud.google.com/project/_/billing/enable) and check the status of particular project created for Map API access.

If the API key is correctly provided, you should see Google maps loaded properly. If it’s still showing some error on top as follows, you need to check whether the API key is correct.

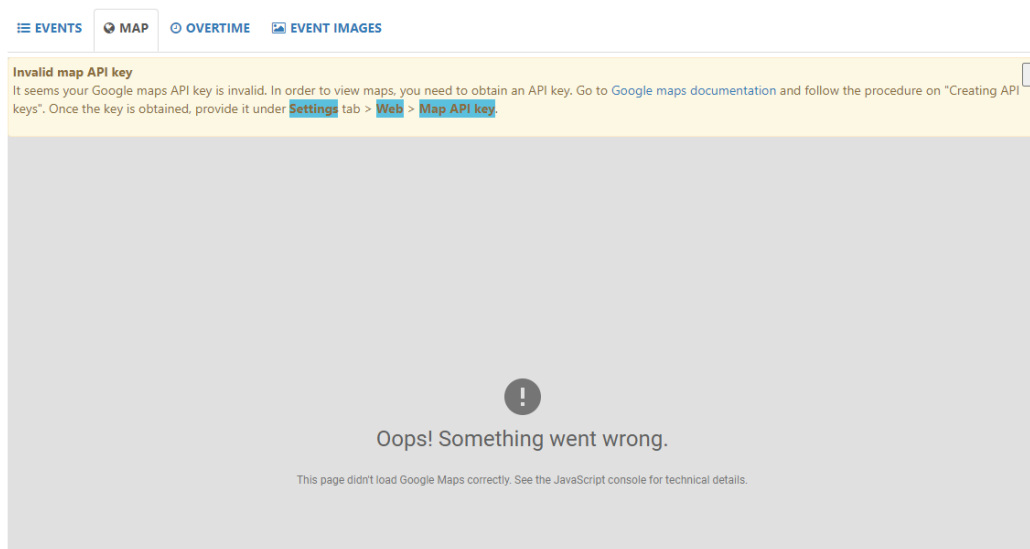


Figure 6.209 Eventlog map view for invalid google map API key

6.13.5.2.2 Baidu map

To configure Baidu map, obtain API key as follows,

1. Create an account at <https://passport.baidu.com/v2/?login>
2. Set up a developer account at <http://developer.baidu.com/user/reg>.
3. Go to <http://lbsyun.baidu.com/apiconsole/key>
4. Click the “I agree button”
5. Choose “Browser” as the application type

6.13.5.3 Overtime view for employee events logs

Overtime view is not available for visitors.

Overtime is showing employee overtime work hours details. The overtime view is shown below.

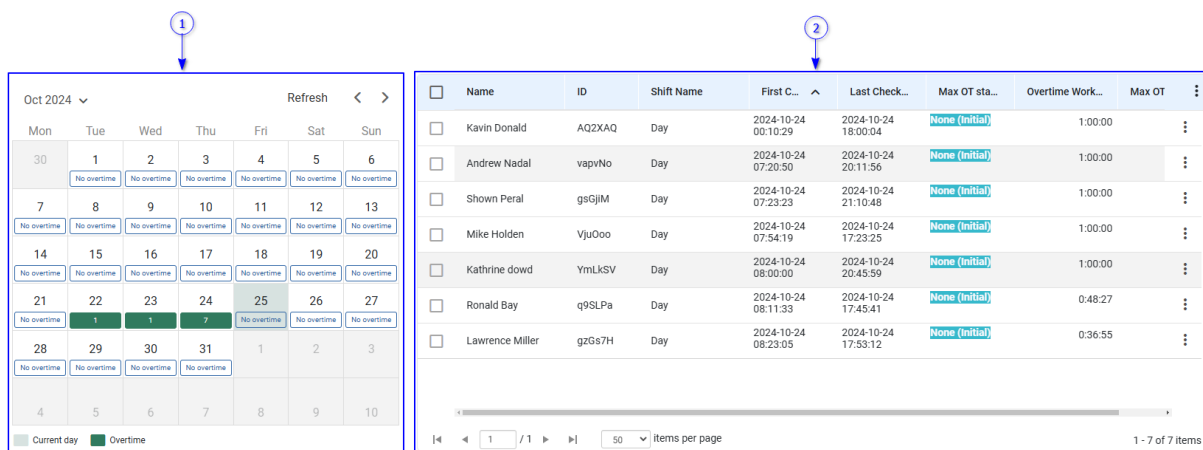


Figure 6.210 Overtime view

1. [Overtime calendar view](#)

2. Overtime table

A [Data table](#) represent list of overtime logs from employee for selected date. The employee/visitor event log [Quick access menu](#) is showing following options

c. Edit

Edit overtime hours as mentioned in [Edit overtime hours](#) section.

The overtime table is showing following columns.

1. Name

2. Id

3. [First check-in](#)

4. [Last check-out](#)

5. Max OT status

Admin can change the overtime status.

Max OT status as

a. None

Once user completed the events for the day, approval status will be none.

b. Approved

Approved overtime logs will be considered to calculate employee work hours.

c. Rejected

Rejected overtime logs will not be considered to calculate employee work hours.

6. [Overtime hours](#)

7. [Max overtime hours \(OTMAX\)](#)

6.13.5.3.1 Overtime calendar view

Overtime calendar view is shown below

1. Calendar month and year navigation controllers. Refer [Calendar view](#) for more details
2. The date which has overtime logs. The number of logs is also shown
3. The date which doesn't have overtime logs.
4. Legend

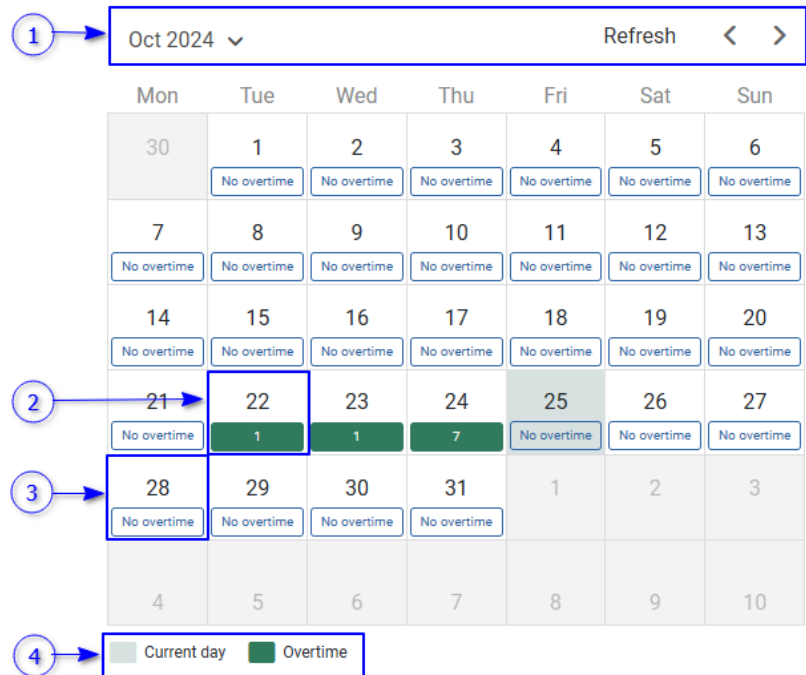


Figure 6.211 Overtime calendar view

6.13.5.3.2 Edit overtime hours

Admin allows employees to edit overtime logs and set the overtime status as approved or rejected. The edit overtime dialog is shown below.

1. Username
Username cannot be adapted.
2. Check-in date
Check-in date cannot be adapted.
3. Overtime hours
Number of overtime hours user has worked. This entry cannot be updated.
4. Max OT
Number of maximum overtime hours allocated for user.
5. Max OT status
Max OT status as
 - a. None
Once user completed the events for the day, approval status will be none.
 - b. Approved
The approved overtime logs will be considered to calculate employee workhours.
 - c. Rejected
The rejected overtime logs will not be considered to calculate employee work hours
6. Shift
The Shift cannot be updated
7. Save changes button
8. Cancel button

Figure 6.212 Edit overtime dialog

6.13.5.4 Event image view for employee/visitor event logs

Event image view shows all employee/visitor event logs for the selected date as event image list as shown below.

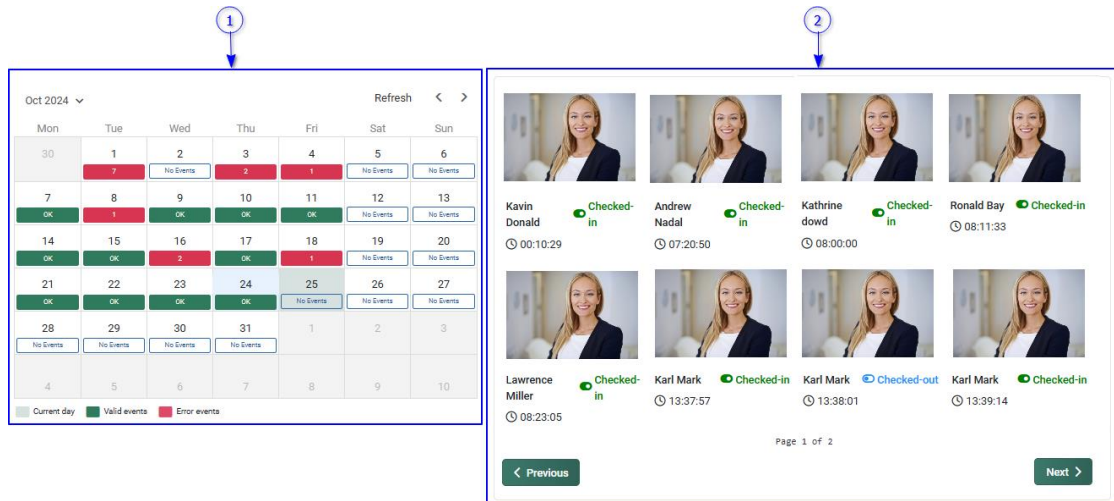


Figure 6.213 Event image view

1. Event log calendar view
2. Event image list view

6.13.5.4.1 Event image list view

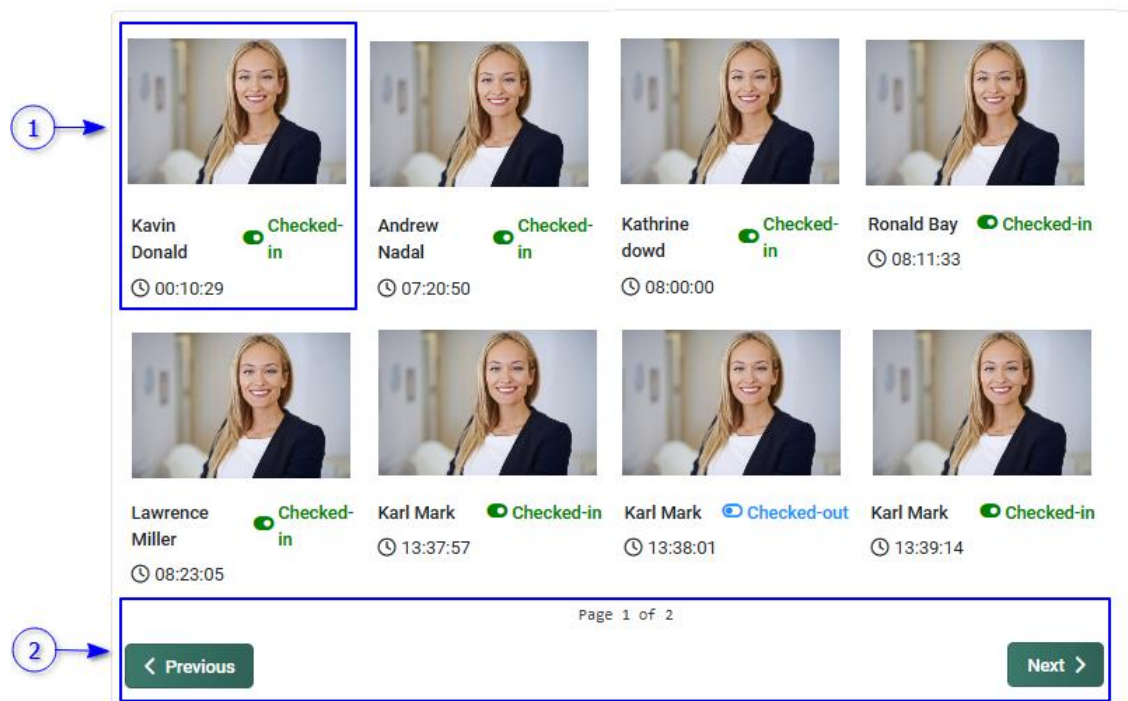


Figure 6.214 Event image list view

1. Event image view
Event image view is showing event image (face, iris or finger) with employee name, event type (check-in, check-out or access) and event time. To edit an employee or visitor event, click on the event image view. For more details about edit employee/visitor events,
 - a. [Add/edit employee event](#)
 - b. [Add/edit visitor event](#)
2. Event image list paging

6.14 Reports

The reports section includes a set of reports for employees and visitors. The report view can be switched to either employee reports or visitor reports as mentioned in [Bio attendance and visitor mode selection](#) section

6.14.1 Employee reports

The employee report selection view is shown below.

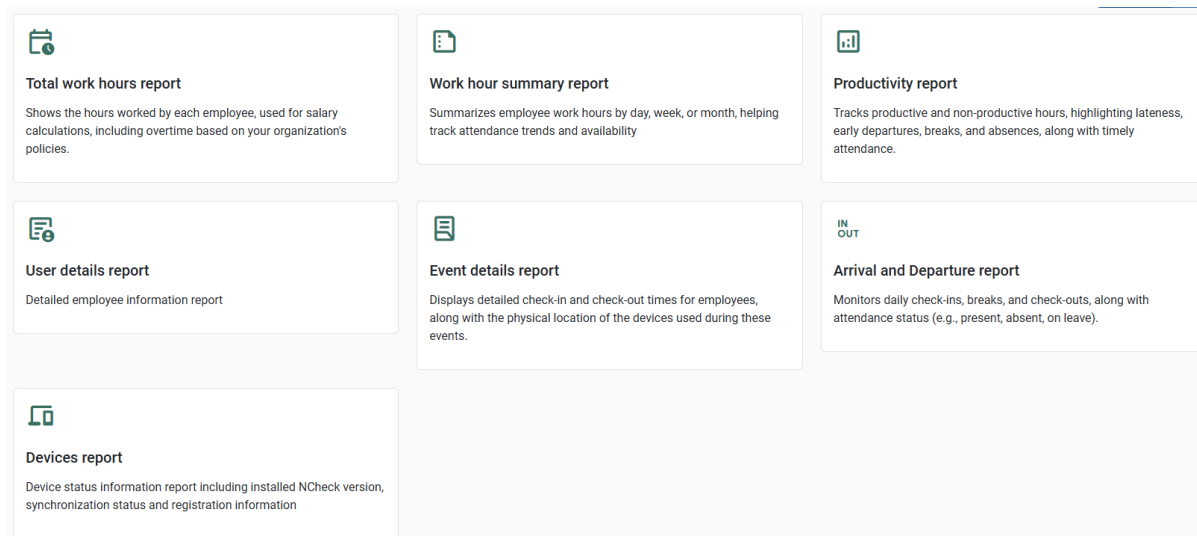


Figure 6.215 Employee report selection view

Once select a report, selected report will be shown in employee report view as shown below

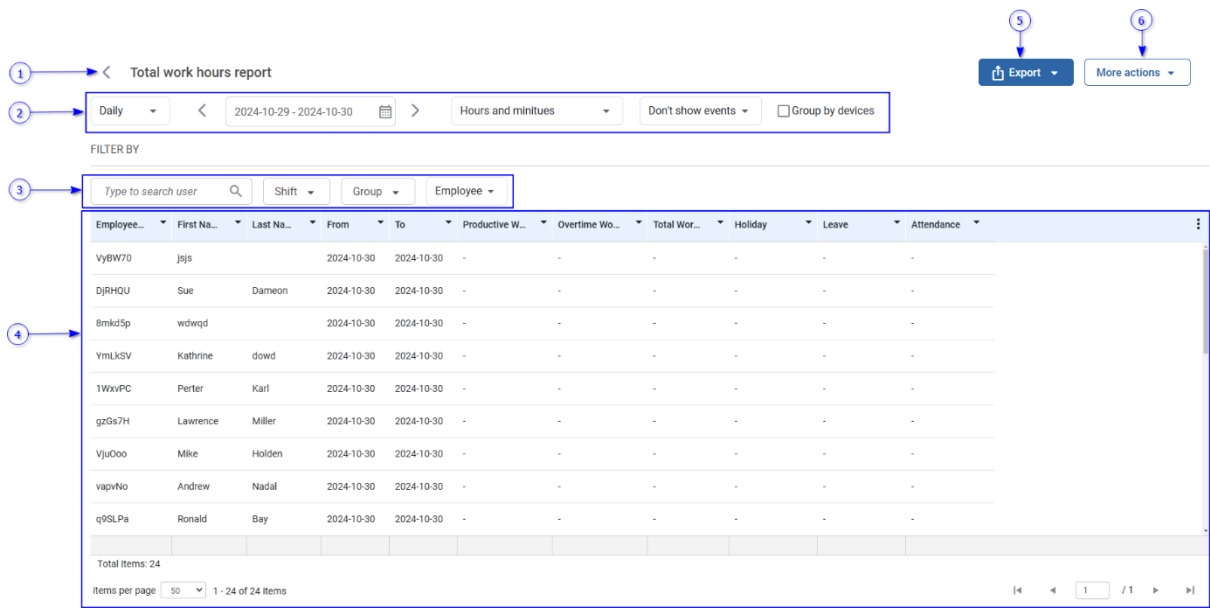


Figure 6.216 Employee report view

- 1. Report name
Name of the selected report.
- 2. Report parameter's view
Refer [Report parameters](#) section for more details.
- 3. Report filter view
Refer [Report filters](#) section for more details.
- 4. Report table
A [Data table](#) which showing report data.
- 5. Export menu
Refer [Export report data](#) section for more details.
- 6. More actions menu
 - a. [Schedule reports](#)
 - b. [View schedules](#)

The following employee reports are available.

- 1. [Total work hour report](#)
 - 2. [Work hour summary report](#)
 - 3. [Productivity report](#)
 - 4. [User detail report](#)
- 5. [Event details](#)
 - 6. [Arrival and Departure report](#)
 - 7. [Devices report](#)

6.14.1.1 Total work hour report

The Total work hours report provides work hours details for a selected date range. Those details can be calculated on a daily, weekly, and monthly basis. The important parameters are

1. Employee code
2. First name

3. Last name	20. Total shift hours Total <i>Shift hours</i>
4. From Date range start	21. Total shift work hours Total <i>Shift work hours (HS)</i>
5. To Date range end	22. Total work hours Total <i>Work</i> employee has covered.
6. <i>Productive work hours (HPS)</i>	23. <i>In-out hours</i>
7. <i>Max overtime</i> hours (OTMAX)	24. <i>Productive hours (HP)</i>
Maximum overtime hours per person can complete during the shift.	25. <i>Early arrival</i>
8. Overtime hours	26. <i>Late arrival</i>
9. <i>Deleted employee</i>	27. <i>Early departure</i>
10. Email	28. <i>Late departure</i>
11. Phone	29. <i>Unproductive hours</i>
12. Address line 1	30. <i>Actual break hours</i>
13. Address line 2	31. <i>Break hours</i>
14. City	32. <i>First check-in</i>
15. County	33. <i>Last check-out</i>
16. State	34. Holiday <i>Number of holidays</i>
17. Zip/postal code	35. Leave <i>Number of Leaves</i>
18. <i>Employee status</i>	36. Attendance <i>Number of attendances</i>
19. <i>Terminated date</i>	

6.14.1.2 Work hour summary report

This report provides the details as follows for users/employees.

1. Employee code	10. <i>Work</i>
2. Name	11. <i>Max overtime</i> hours (OTMAX)
3. Employee status	Maximum overtime hours per person can complete during the shift.
4. Terminated date	12. Overtime hours
5. Address line 1	13. <i>Shift hours</i>
6. Address line 2	14. <i>Shift work hours (HS)</i>
7. City	15. <i>Productive hours (HP)</i>
8. County Zip/postal code	16. <i>Productive work hours (HPS)</i>
9. Phone	

6.14.1.3 Productivity report

Productivity report is generated for a selected time period with user/employee productivity parameters as follows.

- | | |
|---------------------------------------|---|
| 1. Employee code | 21. Total shift hours |
| 2. First name | Total <i>Shift hours</i> |
| 3. Last name | 22. Total shift work hours |
| 4. From | Total <i>Shift work hours (HS)</i> |
| Date range start | 23. <i>In-out hours</i> |
| 5. To | 24. Total work hours |
| Date range end | Total <i>Work</i> employee has covered. |
| 6. <i>Productive work hours (HPS)</i> | 25. <i>Productive hours (HP)</i> |
| 7. <i>Max overtime</i> hours (OTMAX) | 26. <i>Early arrival</i> |
| | 27. <i>Late arrival</i> |
| | 28. <i>Early departure</i> |
| | 29. <i>Late departure</i> |
| 8. Overtime hours | 30. <i>First check-in</i> |
| 9. <i>Deleted employee</i> | 31. <i>Last check-out</i> |
| 10. Email | 32. <i>Work</i> |
| 11. Email | 33. <i>Late arrival</i> |
| 12. Phone | 34. <i>Late departure</i> |
| 13. Address line 1 | 35. <i>Early arrival</i> |
| 14. Address line 2 | 36. <i>Early departure</i> |
| 15. City | 37. <i>Unproductive hours</i> |
| 16. County | 38. <i>Actual break hours</i> |
| 17. State | 39. <i>Break hours</i> |
| 18. Zip/postal code | 40. <i>First check-in</i> |
| 19. <i>Employee status</i> | 41. <i>Last check-out</i> |
| 20. <i>Terminated date</i> | |

Maximum overtime hours per person can complete during the shift.

6.14.1.4 User detail report

The user details report provides a list of employee information. The available details are

- | | |
|-------------------------------------|-------------------|
| 1. Employee code | 6. Phone |
| 2. First name | 7. Address line 1 |
| 3. Last name | 8. Address line 2 |
| 4. Deleted person | 9. City |
| Whether the user has deleted or not | 10. County |
| 5. Email | 11. State |

- | | |
|-------------------------------------|---|
| 12. Zip/postal code | 16. Group memberships
Number of the employee groups the employee has been added. |
| 13. Employee status | |
| 14. Terminated date | |
| 15. Created at | |

6.14.1.5 Event details

Event details represent all users/employees event details information as follows.

- | | |
|--|--|
| 1. Employee code | 16. Address line 1 |
| 2. First name | 17. Address line 2 |
| 3. Last name | 18. City |
| 4. Shift name | 19. County |
| 5. Event type
Event type as check-in, check-out or access | 20. State |
| 6. Event log status | 21. Zip/postal code |
| 7. Date
Event date | 22. Employee status |
| 8. Time
Event time | 23. Terminated date |
| 9. Time zone | 24. Device description |
| 10. Longitude | 25. Device group name |
| 11. Latitude | 26. Device group description |
| 12. Description | 27. Device address |
| 13. Deleted employee | 28. Sensor data
Admin clients can be configured to capture data from the sensor available with the devices. For example, the devices have sensors that can capture a nearby person and can be used to capture the employee temperature with the event. Such data is available with this column. |
| 14. Email | |
| 15. Phone | |

6.14.1.6 Arrival and Departure report

Arrival and departure report contain all arrival, departure, and absentee data. It also includes information about Roster items, Additional staff adding, Replacements, Holidays and Leaves for all employees. Using this report, you can track, • Shift details for the employee (Shift name, start and end time)

- | | |
|-------------------------------------|--|
| 1. Employee code | 7. Shift start
Start time of the shift as mentioned in Add/edit shift section |
| 2. First name | |
| 3. Last name | 8. Shift end
End time of the shift as mentioned in Add/edit shift section |
| 4. Date | |
| 5. Availability
Preset or absent | 9. Shift description |
| 6. Shift name | 10. First check-in |

- | | |
|---|-------------------------------|
| 11. <i>Early arrival</i> | 20. Address line 1 |
| 12. <i>Late arrival</i> | 21. Address line 2 |
| 13. Last checked-out
Last checked-out time | 22. City |
| 14. <i>Early departure</i> | 23. County |
| 15. <i>Late departure</i> | 24. State |
| 16. <i>Event logs count</i> | 25. Zip/postal code |
| 17. <i>Deleted employee</i> | 26. <i>Employee status</i> |
| 18. Email | 27. <i>Terminated date</i> |
| 19. Phone | 28. First check-in time zone |
| | 29. Last check-out time zone. |

6.14.1.7 Devices report

Device report provides information about the client devices register to the server. Device report contain,

- | | |
|---|--|
| 1. Description | 10. Employee
Name of the employee if the client application is registered for an employee |
| 2. Device code | |
| 3. Hardware ID | 11. Location
Name of the location if the client application is registered to a location. |
| 4. Operating system
Operating system as Windows, IOS or Android. | 12. Last access |
| 5. OS version | 13. Last updated |
| 6. Network ID | 14. Client to server
Last client to server data synchronization date and time if the client is Admin application and offline enabled. |
| 7. App version
Version number of the client application installed in the device. | 15. Server to client
Last server to client data synchronization date and time if the client is Admin application and offline enabled. |
| 8. Application
Application type as Admin or attendance. | |
| 9. User group
Name of the employee group, if the client application is registered with a group. | |

6.14.1.8 Report parameters



Figure 6.217 Report parameters

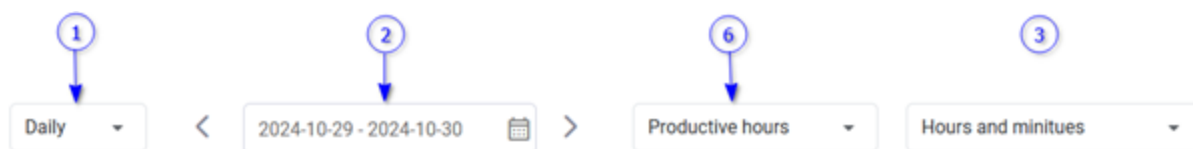


Figure 6.218 Report parameters

1. Report calculation strategy

Change the calculation based on Daily, Weekly and Monthly basis.

2. Date range

Date range can be changed daily, weekly, and monthly according to the report calculation strategy selected above.

3. Time format

Time format as hours only, hours and minutes only or hours minutes seconds only.

4. Events

- Show first and last events
Show first check-in and last check-out event time.
- Show all events
Show all records for each check-in and check-out pairs.
- Don't show events
Don't show any event details.

5. Group by devices

Show events for each device.

6. Work hours

This setting allows to add the following columns to the Workhour report

- *Work*
- *Max overtime* hours (OTMAX)

Maximum overtime hours per person can complete during the shift.

- Overtime hours
- Shift hours
- *Shift work hours (HS)*
- *Productive hours (HP)*
- *Productive work hours (HPS)*

6.14.1.9 Report filters

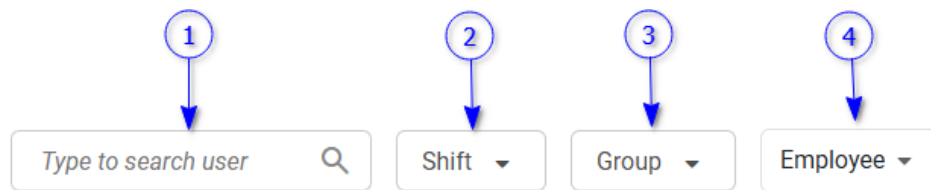


Figure 6.219 Report filters view

- 1 Search field
Search employee by name
- 2 Shifts filter
Filter report by shift.
- 3 User groups filter
Filter report by user group.
- 4 User type filter
User type as either employee or visitor.

6.14.2 Visitor reports

Visitor reports selection view is shown below.

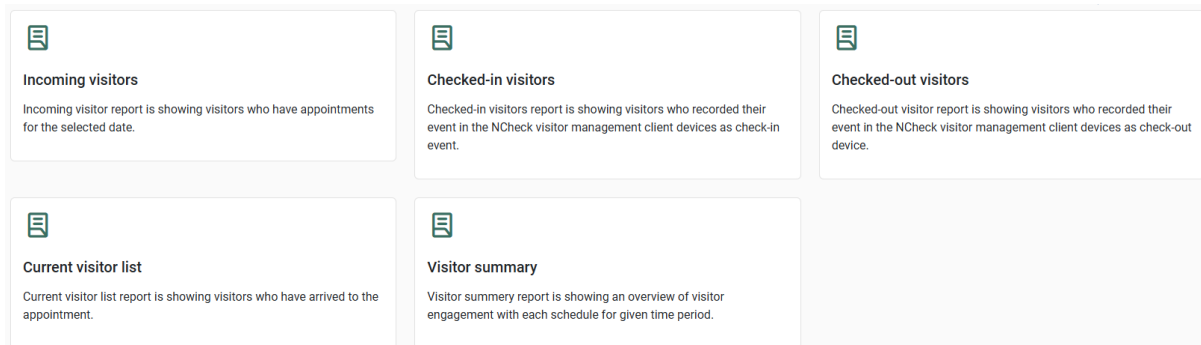


Figure 6.220 Visitor report selection view

Once a visitor report is selected from the selection view, the report data will be shown in the visitor report view as shown below.

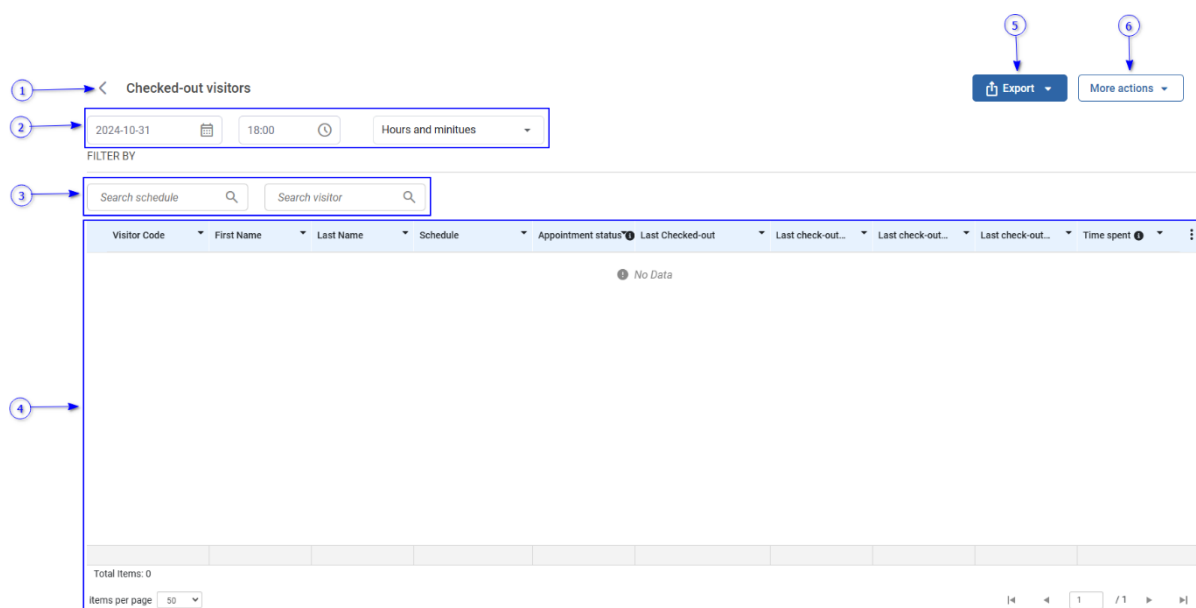


Figure 6.221 Visitor reports view

1. Name of the visitor report
2. [Checked-out visitors](#)
3. [Checked-out visitor report](#) is showing visitors who recorded their event in the NCheck client devices as check-out device. Following details available in the report
 1. Visitor code
 2. Visitor first name
 3. Visitor last name
 4. Scenario name
 5. Schedule name
 6. Schedule location
 7. Appointment starts
 8. Appointment end
 9. Appointment time zone
 10. [Appointment status](#)
 11. Last checked-out
 12. Last checked-out time zone
 13. Last checked out device
 14. Last checked- out location
 15. Time spent
 16. Email
 17. Phone
 18. Address line 1
 19. Address line 2
 20. City
 21. Country
 22. State
 23. Zip/postal code

6.14.2.1 Current visitor list

The current visitor list report shows visitors who have arrived to the appointment. This report shows the following details,

1. Visitor code
2. Visitor first name
3. Visitor last name
4. Scenario name
5. Schedule name
6. Schedule location
7. Appointment starts
8. Appointment end
9. Appointment time zone
10. [Appointment status](#)
11. First checked-in
12. First checked- in time zone
13. First checked in device
14. First checked- in location

- | | |
|--------------------------------|--------------------|
| 15. Last checked out | 21. Phone |
| 16. Last checked-out time zone | 22. Address line 1 |
| 17. Last checked out device | 23. Address line 2 |
| 18. Last checked- out location | 24. City |
| 19. <i>Time spent</i> | 25. Country |
| 20. Email | 26. State |

6.14.2.2 Visitor summery report

The visitor summery report shows an overview of visitor engagement with each schedule for given time period. The visitor summery report contains the following details.

1. From
 2. To
 3. Schedule name
 4. Schedule description
 5. Appointments
 6. *Present*
 7. *Access visitors*
 8. *Attendance visitors*
-
4. Parameter view of the visitor report
 5. *Report filter view of the visitor report*
 7. Report data
A *Data table* which showing report data.
 6. Export menu
Refer *Export report data* section for more details.
 7. More actions
 - a. *Schedule reports*
 - b. *View schedules*

Available visitor reports are,

1. *Incoming visitors report*
2. *Checked-in visitors*
3. *Checked-out visitors*
4. *Current visitor list*
5. *Visitor summery report*

6.14.2.3 Incoming visitors report

Incoming visitor report shows visitors who have appointments for the selected date. The available details are

- | | |
|-------------------------------|---------------------|
| 1. Visitor code | 11. Time spent |
| 2. Visitor first name | 12. Email |
| 3. Visitor last name | 13. Phone |
| 4. Scenario name | 14. Address line 1 |
| 5. Schedule name | 15. Address line 2 |
| 6. Schedule location | 16. City |
| 7. Appointment starts | 17. Country |
| 8. Appointment end | 18. State |
| 9. Appointment time zone | 19. Zip/postal code |
| 10. <i>Appointment status</i> | |

6.14.2.4 Checked-in visitors

Checked-in visitors report is showing visitors who recorded their event in the NCheck client devices as check-in event. Following details available in the report

- | | |
|--|---------------------------------|
| 1. Visitor code | 12. First checked- in time zone |
| 2. Visitor first name | 13. First checked in device |
| 3. Visitor last name | 14. First checked- in location |
| 4. Scenario name | 15. Email |
| 5. Schedule name | 16. Phone |
| 6. Schedule location | 17. Address line 1 |
| 7. Appointment starts | 18. Address line 2 |
| 8. Appointment end | 19. City |
| 9. Appointment time zone | 20. Country |
| 10. Appointment status | 21. State |
| 11. First checked-in | 22. Zip/postal code |

6.14.2.5 Checked-out visitors

Checked-out visitor report is showing visitors who recorded their event in the NCheck client devices as check-out device. Following details available in the report

- | | |
|--|--------------------------------|
| 24. Visitor code | 36. Last checked out device |
| 25. Visitor first name | 37. Last checked- out location |
| 26. Visitor last name | 38. Time spent |
| 27. Scenario name | 39. Email |
| 28. Schedule name | 40. Phone |
| 29. Schedule location | 41. Address line 1 |
| 30. Appointment starts | 42. Address line 2 |
| 31. Appointment end | 43. City |
| 32. Appointment time zone | 44. Country |
| 33. Appointment status | 45. State |
| 34. Last checked-out | 46. Zip/postal code |
| 35. Last checked-out time zone | |

6.14.2.6 Current visitor list

The current visitor list report shows visitors who have arrived to the appointment. This report shows the following details,

- | | |
|--|---------------------------------|
| 27. Visitor code | 38. First checked- in time zone |
| 28. Visitor first name | 39. First checked in device |
| 29. Visitor last name | 40. First checked- in location |
| 30. Scenario name | 41. Last checked out |
| 31. Schedule name | 42. Last checked-out time zone |
| 32. Schedule location | 43. Last checked out device |
| 33. Appointment starts | 44. Last checked- out location |
| 34. Appointment end | 45. Time spent |
| 35. Appointment time zone | 46. Email |
| 36. Appointment status | 47. Phone |
| 37. First checked-in | 48. Address line 1 |

- 49. Address line 2
- 50. City

- 51. Country
- 52. State

6.14.2.7 Visitor summery report

The visitor summery report shows an overview of visitor engagement with each schedule for given time period. The visitor summery report contains the following details.

- 9. From
- 10. To
- 11. Schedule name
- 12. Schedule description
- 13. Appointments
- 14. *Present*
- 15. *Access visitors*
- 16. *Attendance visitors*

6.14.2.8 Parameter view of the visitor report

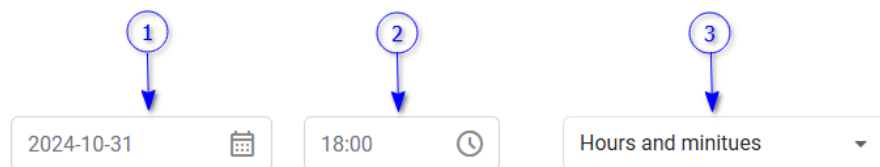


Figure 6.222 Parameter view of the visitor report

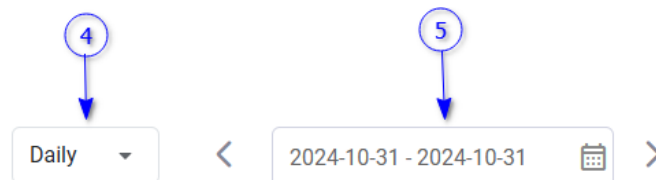


Figure 6.223 Parameter view of the visitor report

- 1. Date selection
- 2. Time selection
- 3. Time format as hours only, hours and minutes only or hours minutes seconds only
- 4. Report calculation strategy
Change the calculation based on Daily, Weekly and Monthly basis.
- 5. Date range selection

6.14.2.9 Report filter view of the visitor report



Figure 6.224 Report filter view of the visitor report view

1. Search schedule field
Search schedule from available schedules.
2. Search visitor field
Search visitors from available visitors.

6.14.3 Export report data

Before export report, make sure to hide columns from the report view those are not needed in the exported report. This can be done using the table menu as mentioned in [Table menu](#) section. Report can be exported as follows

1. [PDF format](#)
2. [CSV format](#)

6.14.3.1 PDF format

Download the selected report in PDF format. When selecting PDF format, it will ask the font size of the pdf as follows.

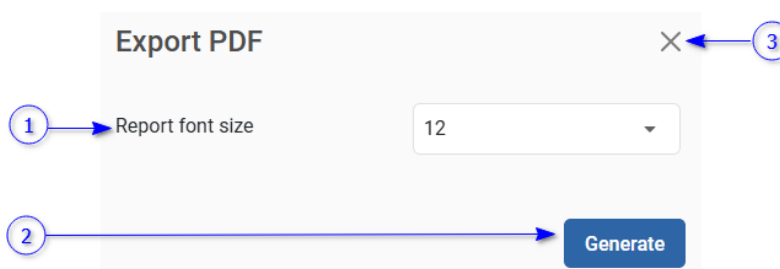


Figure 6.225 Configure PDF font size in the report

1. Report font size
Set the font size of the PDF report between 9 and 15.
2. Generate button
Generate report
3. Close button

6.14.3.2 CSV format

Download the selected report in CSV format.

6.14.4 Schedule reports

Schedule report feature is not available for work hour summery report.

Schedule export option allows to

- Send reports in CSV format for the selected users daily weekly or monthly basis
- Backup CSV report in FTP daily, weekly, or monthly

Schedule report configurations are shown below.

1. Report configuration
This view is showing the specific configurations applied from [Devices report](#)

Device report provides information about the client devices register to the server. Device report contain,

16. Description
17. Device code
18. Hardware ID
19. Operating system
Operating system as Windows, IOS or Android.
20. OS version
21. Network ID
22. App version
Version number of the client application installed in the device.
23. Application
Application type as Admin or attendance.
24. User group
Name of the employee group, if the client application is registered with a group.
25. Employee
Name of the employee if the client application is registered for an employee
26. Location
Name of the location if the client application is registered to a location.

Figure 6.226 Schedule reports view

27. Last access
28. Last updated
29. Client to server
Last client to server data synchronization date and time if the client is Admin application and offline enabled.
30. Server to client
Last server to client data synchronization date and time if the client is Admin application and offline enabled.

2. Report and [Report filters](#) to the selected report
3. [Sending options](#)
4. Send date
Report sending date
5. Send time
Time to send the report. Time zone should be specified. Preferred time can be selected, or else the following options can be selected.
 - Day start
[Day start time](#) as configured in [General settings view](#).
 - Shift start
Start time of the shift.
 - Shift end
End time of the shift.
6. Frequency

- Every day
Send the report on every day at the schedule time
- Every week
Send the report once a week in above scheduled date time
- Every month
Send the report once per month based on the scheduled date and time

Checking at advanced option allows to configure the period in days to send the report at once.

7. Schedule end

- No end date
Report will send continuously
- Have end date
Specify the date to stop receiving the report

8. Save changes button

[Table 6.16](#) Error messages of schedule reports shows error messages after select save changes button.

9. Close button

Table 6.16 Error messages of schedule reports

Error code	Error message
1003	Unable to connect with the FTP server {server name}
2045	Could not email reports for the recipients.
2046	Invalid FTP file path
2047	Invalid FTP username or password

6.14.4.1 Sending options

The following sending option(s) can be selected

1. [Email](#)
2. [FTP configuration](#)
3. [Local folder](#)

6.14.4.1.1 Email

The report will be emailed to the selected recipients

1. Enter recipients' email(s) separated by commas
2. Find recipients from employees using the name
3. Find recipients using the user group

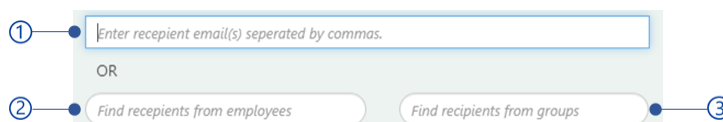


Figure 6.227 Email configuration of the schedule report view

6.14.4.1.2 FTP configuration

The report will be saved in the FTP location.

1. FTP URL
2. Check this if the FTP access credentials are required
3. FTP Username
4. FTP password

Figure 6.228 FTP configuration of the schedule report view

6.14.4.1.3 Local folder

The report will be downloaded into the given file path in the local file system.

6.14.5 View schedules

This feature allows to view/edit all report schedules as follows.

Figure 6.229 View report schedules

1. List of reports scheduled

A **Data table** represent scheduled reports. The following information is shown in each report.

- | | |
|---|-------------------------------------|
| a. Report type | f. Next schedule date |
| Type of the scheduled report | g. Next schedule time |
| b. Emails | h. Ends on |
| Email(s) of the recipients | Report end date if specified |
| c. Users | i. Local folder |
| Username(s) of the recipients | j. Send time base |
| d. Groups | k. FTP export |
| Group names to send the reports for all users in the groups | l. Created time |
| e. Sum by | Created time of the report schedule |
| Report frequency daily, weekly, or monthly | |

2. Edit button

Edit report schedules as mentioned in [Schedule reports](#) section

3. Delete selected report schedule

4. Close button

6.15 Settings

NCheck server control panel settings view is shown below.

The screenshot displays the NCheck server control panel settings view. At the top, there is a horizontal menu with tabs: General, Clients, Biometric, Passes, Web, Notifications, Licenses, and Miscellaneous. A blue arrow labeled '1' points to the 'General' tab. Below the tabs, a list of settings is shown, each with a label, a value field, and a refresh icon. A blue arrow labeled '2' points to the 'Auto re-evaluate eventlogs' setting. At the bottom right, a 'Reset all to default' button is visible, with a blue arrow labeled '3' pointing to it. The settings include:

- Day start time: 00:00
- Week start date: Monday
- Month start day: 1
- Year start month: January
- Date format: yyyy-MM-dd (Example date: 2019-01-01)
- Time format: HH:mm:ss (Example time: 13:30:00)
- Default shift selection behaviour: Allow when other shifts avai
- Auto checkout at the end of the shift: (toggle switch)
- Auto re-evaluate eventlogs: Disabled
- Notify check-in attempts on restricted leave: (toggle switch)
- Unidentified eventlog count to keep: -1 (Note: Enter number of unidentified eventlogs to keep in system. When unidentified eventlog count exceeds this limit, older unidentified events will be deleted. Set -1 to disable this setting.)
- External resource URL: http://example.com/resources (Note: If the emails sent to your inbox doesn't show images properly, you can keep those images in a publicly accessible location and specify URL for those images here. To refer default resources, keep URL as "https://<server-ip>:<port>/resources/ncheck/image?resource_name=".)

Figure 6.230 Customer settings view

1. Customer settings tabs

All settings groups are shown in this tab. All customer Settings are grouped for convenience. Current group are,

a. [General settings view](#)

b. [Client settings view](#)

- c. [Biometric settings view](#)
- d. [Passes](#)
- e. [Passes](#)
- f. [Pass is used](#) to identify employees and visitors when biometric data is not required. Pass can be generated from either NCheck or imported from any 3rd party system. Once a pass is assigned for a employee/visitor, that can be used to record their attendance from the allowed period (If defined) or else forever.

Passes can be assigned to an employee/visitor in the following ways.

1. Assign a new pass to the employee/visitor
Generated pass either from NCheck or any 3rd party system.
2. Customer settings area
3. Reset to default button
Reset all settings in the currently selected setting group.

2. Reuse existing pass
Once pass unassigned from employee/visitor, it is available for assign

Refer [Pass types](#) section for more information about pass types NCheck support.

Passes in the setting section allows to manage all passes using the pass management view. The Pass management view is shown below.

Refer [Existing pass management view](#)

section for more details about pass management.

- g. Web interface settings view
- h. [Notifications](#)
- i. [License](#)
- j. [Miscellaneous](#)

6.15.1 General settings view

1 Day start time 00:00 ⌚ ↻

2 Week start date Monday ▾ ↻

3 Month start day 1 ▾ ↻

4 Year start month January ▾ ↻

5 Date format yyyy-MM-dd ▾
Example date: 2019-01-01 ⓘ

6 Time format HH:mm:ss ▾
Example time: 13:30:00 ↻

7 Default shift selection behaviour Allow when other shifts available ▾ ↻

8 Auto checkout at the end of the shift. ☐

9 Auto re-evaluate eventlogs ⓘ Disabled ▾ ↻

10 Notify check-in attempts on restricted leave ☐

11 Unidentified eventlog count to keep. -1 ↻
(Enter number of unidentified eventlogs to keep in system. When unidentified eventlog count exceeds this limit, older unidentified events will be deleted. Set -1 to disable this setting.)

12 Event log images retention period ⓘ 24 Months ↻
☒ Keep full image ☐ Keep only thumbnail image

13 External resource url http://example.com/resources ↻
(If the emails sent to your inbox doesn't show images properly, you can keep those images in a publicly accessible location and specify URL for those images here. To refer default resources, keep URL as "https://<server-ip>:<port>/resources/ncheck/image?resource_name=*.")

Figure 6.231 General settings view of Settings

1. Day start time
2. Week start date
3. Month start date
4. Year start month
5. Date format
6. Time format
7. Default shift selection behavior
8. Auto checkout at the end of the shift
9. Auto checkout at the end of the shift
10. Notify check-in attempts on restricted leave
11. Unidentified event log count to keep

12. *Event log images retention period*13. *External resource URL*

6.15.2 Client settings view

①	Result dialog timeout	5	↻
②	Enable licensing		⏻
③	Show work hours in clients		⏻
④	Offline operations		⏻
⑤	Manual capture start		⏻
⑥	Automatically synchronize offline data		⏻
⑦	Offline data synchronization interval (in minutes)	5 min	↻
⑧	Allow automatic peripheral enabling of new clients		⏻
⑨	Reset offline client password	admin	↻
⑩	Duplicate event timeout	3	↻
⑪	Eventlog image size	Medium	↻
⑫	Allow predefined location	Always use GPS	↻
⑬	Self enroll templates		⏻
⑭	Guard application support		⏻
⑮	Hide user list on client apps		⏻
⑯	Multi face mode (attend clients only)		⏻
⑰	Cancel event button on client event feedback ?		⏻

Figure 6.232 Client settings view of Settings

1. *Result dialogue timeout*
2. *Enable licensing*
3. *Show work time on clients*
4. *Offline operation mode*
5. *Manual capture start*
6. *Automatically synchronize offline data*
7. *Offline data synchronize interval*
8. *Allow automatic peripheral enabling of new clients*
9. *Reset offline client password*
10. *Duplicate event timeout*
11. *Event log image size*
12. *Allow predefined location*
13. *Self-enroll templates*
14. *Guard application support*
15. *Hide user list*
16. *Multi face mode*
17. *Cancel event button in the feedback view*

6.15.3 Biometric settings view

The image shows a settings window for NCheck with 17 numbered callouts pointing to various configuration options. The settings are organized into sections with expandable/collapsible headers.

- 1** Manual face selection [?](#) (Toggle: On)
- 2** Use in-built biometric verification on personal clients [?](#) (Toggle: Off)
- 3** Server side face liveness checking [?](#) (Dropdown: Disabled, Refresh: On)
- 4** Face liveness mode for client applications [?](#) (Dropdown: Disabled, Refresh: On)
- 5** Mask detection [?](#) (Dropdown: Disabled, Refresh: On)
- 6** Hat detection feature [?](#) (Dropdown: Disabled, Refresh: On)
- 7** Recognition threshold [?](#) (Input: 48, Refresh: On)
- 8** Verification threshold [?](#) (Input: 36, Refresh: On)
- 9** Enrollment threshold [?](#) (Input: 48, Refresh: On)
- 10** Face confidence [?](#) (Input: 30, Refresh: On)
- 11** Face quality [?](#) (Input: 30, Refresh: On)
- 12** Maximum face yaw [?](#) (Input: 30, Refresh: On)
- 13** Fingerprint quality [?](#) (Input: 50, Refresh: On)
- 14** Iris quality [?](#) (Input: 30, Refresh: On)
- 15** Enrollment
 - Face confidence [?](#) (Input: 30, Refresh: On)
 - Face quality [?](#) (Input: 48, Refresh: On)
 - Fingerprint quality [?](#) (Input: 50, Refresh: On)
 - Iris quality [?](#) (Input: 50, Refresh: On)
- 16** High-speed face detection [?](#) (Toggle: Off)
- 17** Disable duplicate checking (Toggle: Off)

Figure 6.233 Biometric settings of settings

1. *Manual face selection*
2. *Use in-built biometric verification on personal clients*
3. *Server-side face liveness setting*
 1. *Server face liveness confidence threshold*
4. *Face liveness mode for client application*
 1. *Face liveness threshold for client application*
5. *Mask detection*
 1. *Mask detection threshold*
6. *Safety helmet detection*
 1. *Safety helmet detection threshold*
7. *Recognition threshold*
8. *Verification threshold*
9. *Enrollment threshold*
10. *Face confidence*
11. *Face quality*
12. *Maximum face yaw*
13. *Fingerprint quality*
14. *Iris quality*
15. **Enrollment**

① →	Face confidence	30	↺
② →	Face Quality	48	↺
③ →	Fingerprint Quality	50	↺
④ →	Iris quality	50	↺

Figure 6.234 Enrollment thresholds

1. *Face confidence for enrollment*
2. *Face quality for Enrollment*
3. *Finger quality for Enrollment*
4. *Iris quality for Enrollment*
16. *High-speed face detection*
17. *Disable duplicate checking*

6.15.4 Passes

Pass is used to identify employees and visitors when biometric data is not required. Pass can be generated from either NCheck or imported from any 3rd party system. Once a pass is assigned for a employee/visitor, that can be used to record their attendance from the allowed period (If defined) or else forever.

Passes can be assigned to an employee/visitor in the following ways.

3. Assign a new pass to the employee/visitor
Generated pass either from NCheck or any 3rd party system.
4. Reuse existing pass
Once pass unassigned from employee/visitor, it is available for assign

Refer [Pass types](#) section for more information about pass types NCheck support.

Passes in the setting section allows to manage all passes using the pass management view. The Pass management view is shown below.

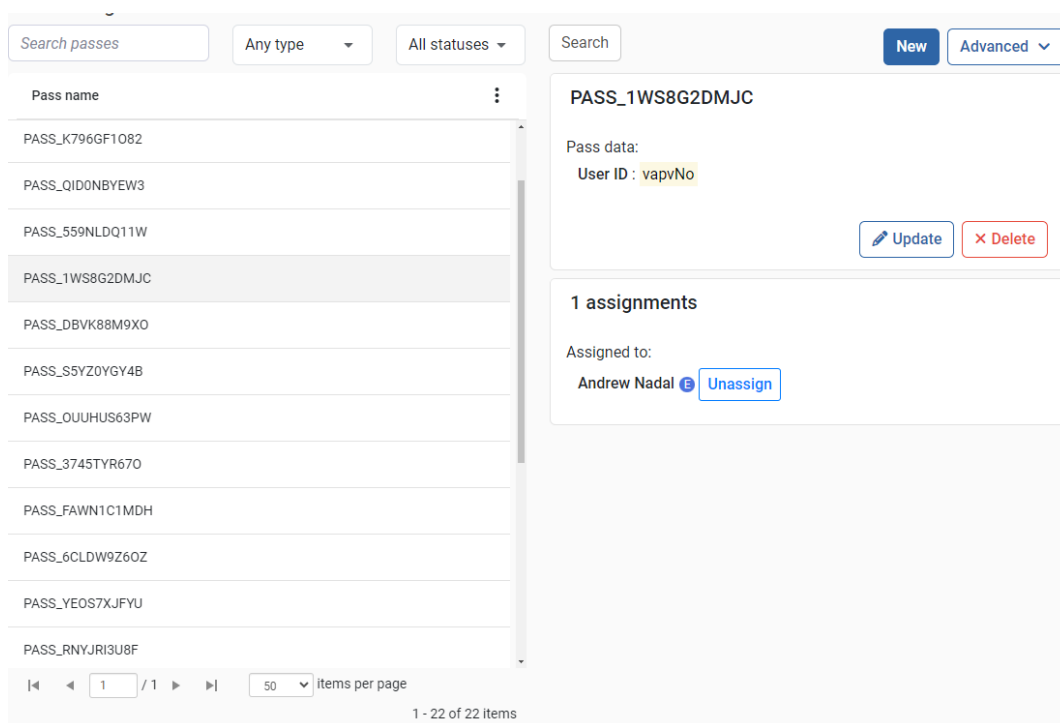


Figure 6.235 Pass management view

Refer [Existing pass management view](#)

section for more details about pass management.

6.15.5 Web interface settings view

The screenshot displays a settings interface with five rows. Each row contains a label, a value field, and a refresh icon. The settings are numbered 1 through 5 on the left side of the interface.

Setting	Value	Refresh Icon
1. Dashboard refresh interval (in minutes)	2 minutes	Refresh
2. Show meridian in time selector	Toggle switch (off)	None
3. Report export PDF font	Roboto (Latin) [Default]	Refresh
4. Location map provider	Google Maps	Refresh
5. Map API key	AlzaSyASM0zdf1BbOQoqnZgk8	Refresh

Figure 6.236 Web settings view of Settings

1. *Dashboard refresh interval*
2. *Show meridian in time*
3. *Report export PDF font*
4. *Location map provider*
5. *Map API key*

6.15.6 Notifications

1

2

3

Save

Figure 6.237 Notification settings view of settings

1. [Email notification settings](#)
2. [SMS notification settings](#)
3. Save button
Save email and SMS notification settings changes.

6.15.6.1 Email notification settings

Email server can be configured with NCheck On-premises server to receive notifications such as change login details, share device registration token, schedule reports.

1 → Mail service provider

Custom SMTP Server

Host name * Port *

Host name 587

Sender *

admin@ncheck

2 → Encryption ☐ SSL ☒ TLS

Authentication ☒ Enabled

Username Password ?

User name Password (Enter again when editing)

Figure 6.238 Email notification setting view

1. Mail service provider
Following mail server providers can be configured to send email notifications.
 - a. [Gmail](#)
 - b. [Outlook Mail](#)
 - c. [Yahoo mail](#)
 - d. [Brevo](#)
 - e. [Custom SMTP server](#)
2. Mail server provider configuration view

6.15.6.1.1 Gmail

1 → Host: smtp.gmail.com Port: 465 Encryption: SSL

2 → Username * Password * ? 3

Full Gmail address Gmail password or app password

4 → If you use 2-step verification with GMail, You need to generate an [app password](#) in order to configure mail sending.

Figure 6.239 Gmail configuration view

1. Host, port and encryption for Gmail
2. Gmail username
3. Gmail password
4. If 2-step verification has enabled for the Gmail account, you must generate [app password for Gmail](#) and use it as the password.

6.15.6.1.2 Outlook Mail

To configure outlook online as the email server on NCheck, first register NCheck application to get application credentials to send email using outlook email.

1. Sign in to the [Microsoft Entra admin center](#) as your company global admin.
2. Navigate to Microsoft Entra Id > App registration > New Registration.
3. Provide "NCheck" for the application name and configure "Accounts in this organizational directory only" account type.

Home > App registrations > Register an application

Name
The user-facing display name for this application (this can be changed later).
NCheck

Supported account types
Who can use this application or access this API?
☒ Accounts in this organizational directory only (lab.neurotechnology.com only - Single tenant)
☐ Accounts in any organizational directory (Any Microsoft Entra ID tenant - Multitenant)
☐ Accounts in any organizational directory (Any Microsoft Entra ID tenant - Multitenant) and personal Microsoft accounts (e.g. Skype, Xbox)
☐ Personal Microsoft accounts only
[Help me choose...](#)

Redirect URI (optional)
We'll return the authentication response to this URI after successfully authenticating the user. Providing this now is optional and it can be changed later, but a value is required for most authentication scenarios.
 Select a platform: [dropdown] e.g. https://example.com/auth

Register an app you're working on here. Integrate gallery apps and other apps from outside your organization by adding from [Enterprise applications](#).

By proceeding, you agree to the [Microsoft Platform Policies](#)

Register

Figure 6.240 Register an application

4. Register the application.
5. Navigate to Add permission > Microsoft Graph > Application permission > Mail > Mail Send and "Add permission".

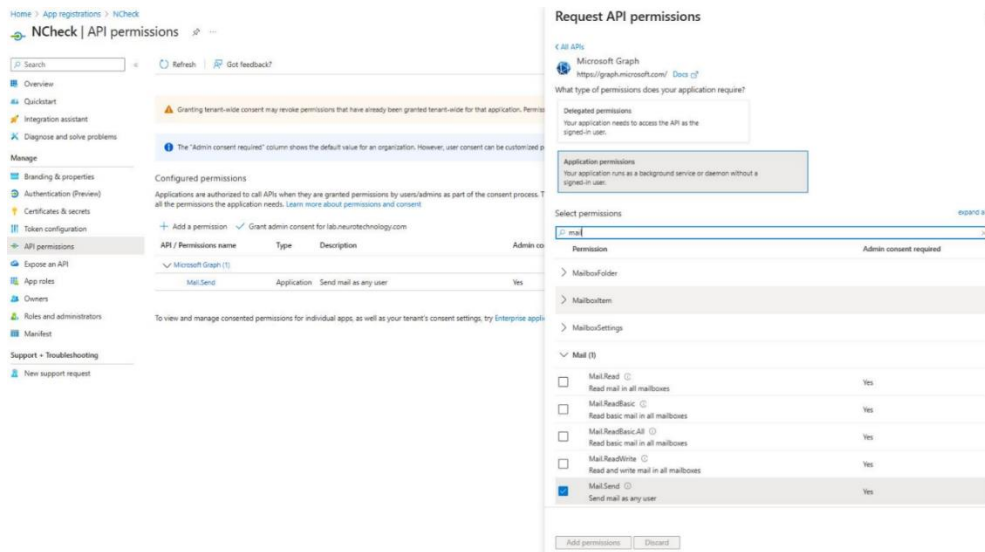


Figure 6.241 Add permission

6. Grant admin consent for the user.

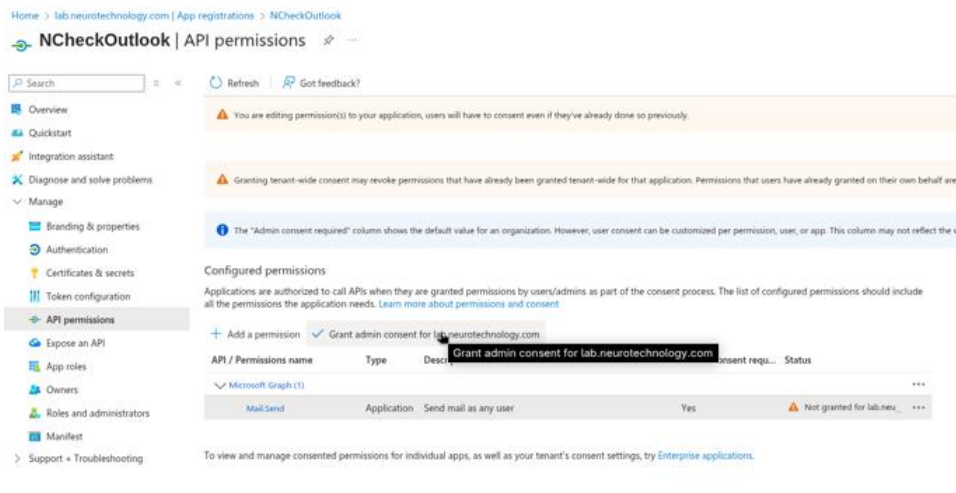


Figure 6.242 Grant admin consent for the user

7. Navigate to Certificates & secrets > Client secrets > New secret, provide "NCheck secret" for description, select the secret validity period and create the secret.

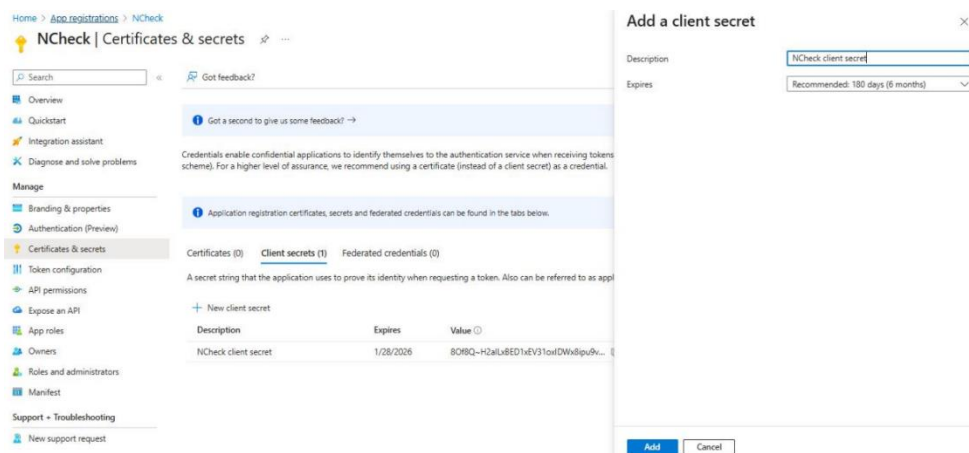


Figure 6.243 Add client secret

- Collect NCheck secret and navigate to "Overview" and collect NCheck application (client) id, your company Directory (tenant) ID.

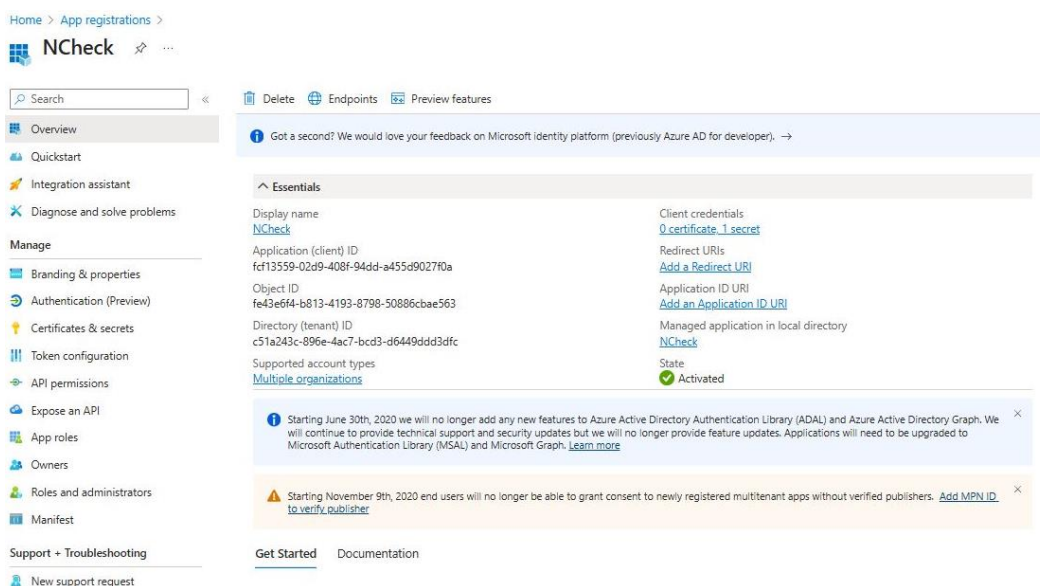


Figure 6.244 Outlook registration overview

Once Outlook registration is completed, configure outlook email server in NCheck as follows.

The form contains five input fields with the following labels and values:

- ① Sender *: <email address>
- ② Sender name *: NCheck Admin
- ③ Outlook client id *: Outlook client ID
- ④ Outlook client secret *: Outlook Client secret
- ⑤ Outlook tenant id *: Outlook tenant ID

Figure 6.245 Outlook configuration view

1. Sender email address
2. Sender name. By default, this is “NCheck Admin”
3. Outlook client ID
4. Outlook client secret
5. Outlook tenant id

6.15.6.1.3 Yahoo mail

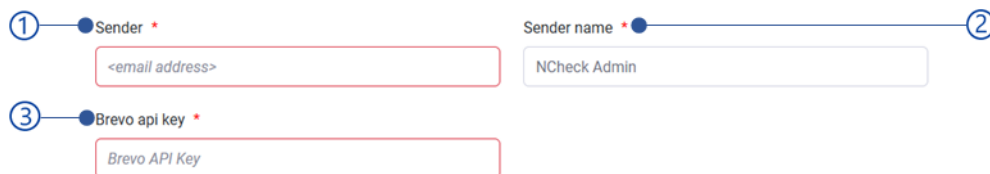
The form contains the following configuration options:

- ① Host: smtp.mail.yahoo.com Port: 587 Encryption: TLS
- ② Username *: Full Yahoo Mail address
- ③ Password *: ? (help icon) Yahoo Mail password or app password
- ④ If you use 2-step verification with Yahoo Mail, You need to generate an [app password](#) in order to configure mail sending.

Figure 6.246 Yahoo mail configuration view

1. Host, port and encryption for Yahoo
2. Gmail username
3. Gmail password
4. If 2-step verification has enabled for the Yahoo account, you must generate [app password for Yahoo mail](#) and use as the password.

6.15.6.1.4 Brevo



① ● Sender *

<email address>

② ● Sender name *

NCheck Admin

③ ● Brevo api key *

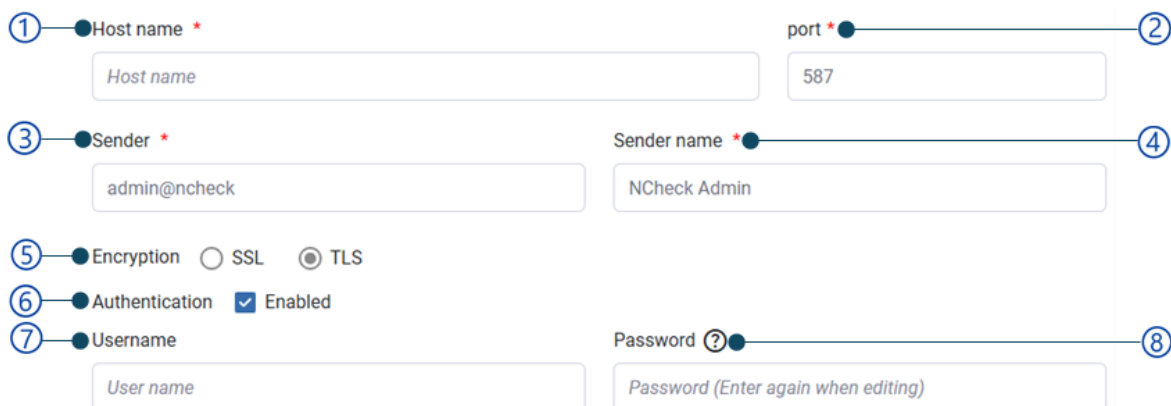
Brevo API Key

Figure 6.247 Brevo configuration view

1. Sender email address
2. Sender name. By default, this is “NCheck Admin”
3. Brevo API key.
Refer [this document](#) to generate Brevo API key.

6.15.6.1.5 Custom SMTP server

The custom SMTP server configuration view is shown below.



① ● Host name *

Host name

port *

587

② ●

③ ● Sender *

admin@ncheck

④ ● Sender name *

NCheck Admin

⑤ ● Encryption ☐ SSL ☒ TLS

⑥ ● Authentication ☒ Enabled

⑦ ● Username

User name

⑧ ● Password ?

Password (Enter again when editing)

Figure 6.248 Custom SMTP server configuration view

1. Host name
SMTP server to manage emails. For custom SMTP servers, a host name should be provided.
2. Port
SMTP Server port for custom SMTP servers. The default port is 587.
3. Sender email address
4. Sender name. By default, this is “NCheck Admin”
5. Encryption
Enable SSL2 or TLS configuration for custom SMTP servers to ensure the safety and security of the emails.
6. Authentication
Enable disable authentication for custom SMTP servers.

7. Username

The Username of the host. This is also the sending email address for all email notifications.

8. Password

The password of the host server.

6.15.6.2 SMS notification settings

SMS notification settings allow to add SMS gateway to receive SMS notification send registration token, leave and holiday notifications.

The form contains four input fields with the following labels and callouts:

- 1** → Host name * (input field: Host name)
- 2** → Port * (input field: 0)
- 3** → Username (input field: Username)
- 4** → Password (input field: Password (Enter again))

Figure 6.249 SMS notification settings

1. Host name
Host name of the SMS gateway
2. Username
3. Password
4. Port

6.15.7 License

NCheck clients can be activated from on-premises server license. This section explains on-premises server license management for clients.

The screenshot shows a table titled "Manage licenses assigned to client devices". The table has the following structure:

Description	Enabled	Current activations	Max activations	Expire on	Options
Internet license 1	☒	1	100	2022-08-27 00:00:00	SHOW DEVICES EDIT DELETE
Internet license 2	☒	0	10	2022-07-30 00:00:00	SHOW DEVICES EDIT DELETE

At the bottom right of the table is a button labeled "+ NEW LICENSE".

Figure 6.250 License view

1. License table

2. New license button

Refer [Add/edit license](#). Section for more details.

6.15.7.1 License table

A [Data table](#). Showing all available licenses below.

Description	Enabled	Current activations	Max activations	Expire on	Options
Internet license 1	☒	1	100	2022-08-27 00:00:00	SHOW DEVICES EDIT DELETE
Internet license 2	☒	0	10	2022-07-30 00:00:00	SHOW DEVICES EDIT DELETE

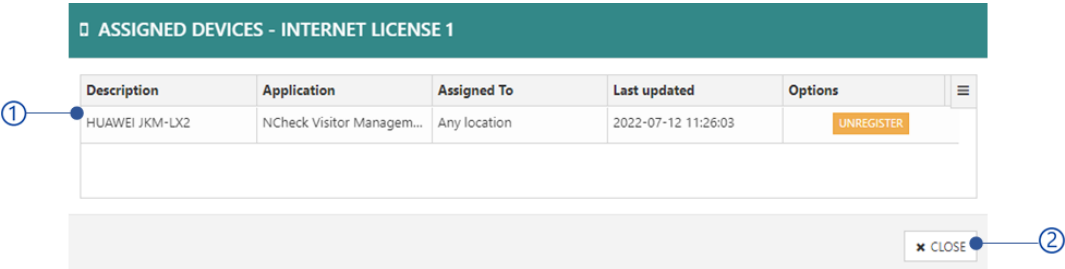
Figure 6.251 License table view

1. License description
2. Enabled
Whether the license is enabled or not.
3. Current activations
Number of clients using the license.
4. Max activations
Number of clients activate from the license.
5. Expired on
License expiry date.
6. Options
Following options are available.
 - a. Show devices button
Refer [Assigned devices](#) section for more details about managing client devices activates to a license.
 - b. Edit button
Refer [Add/edit license](#). Section for more details.
 - c. Delete button
Delete currently used license.

7. Table menu

6.15.7.1.1 Assigned devices

This shows the devices activated using the selected license file as shown below.



- 1. Assigned device table
- 2. Close button

6.15.7.1.1.1 Assigned device table

Description	Application	Assigned To	Last updated	Options
HUAWEI JKM-LX2	NCheck Visitor Managem...	Any location	2022-07-12 11:26:03	UNREGISTER

Figure 6.253 Assigned device table view for the license

- 1. Device description
- 2. Application type
- 3. Assigned to
Device location.
- 4. Last updated time
- 5. Options
 - a. Unregister button
Unregister device, so that the license will be released from the device.

We strongly recommend deactivating serial license from the client device before unregistering from the server to make sure that the license is available for another client to activate.

6.15.7.1.2 Add/edit license.

+ NEW LICENSE

① **License file *** Choose File No file chosen
.lic and.ncs files are supported.

② **Description** Description

③ **Expiry date** 2022-07-12

④ **Max activation count *** 0

*Required fields are marked in red *.*

⑤ **+ ADD** **X CANCEL** ⑥

Figure 6.254 Add/edit license dialog

1. License file
Browse the license file located in the device. License files cannot be changed when editing license.
2. Description
3. Expiry date
Expiry date of the license.
4. Max activation count
Number of maximum activations.
5. Add/update button.
6. Cancel button.

6.15.8 Miscellaneous

Miscellaneous contains the following sections.

1. Designation

6.15.8.1 Designation

This allows employees to manage designations when add/edit employee as mentioned in section. Designation view is shown below.



Figure 6.255 Designation view

1. Designation table

2. Add new button

Add new designation as mentioned in [Add/edit designation](#) section.

6.15.8.1.1 Designation table

All designations showing in a [Data table](#) as below.

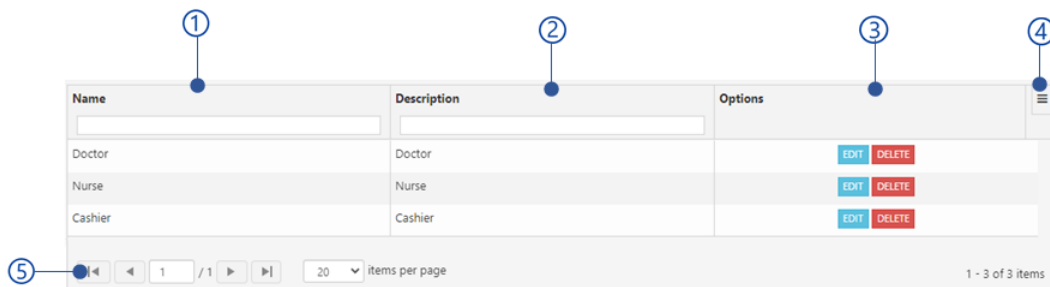


Figure 6.256 Designation table view

1. Designation name

2. Designation description

3. Options

a. Edit button

Refer [Add/edit designation](#) section for more details about edit designation.

b. Delete button

Delete designation. Select OK button from the Delete designation confirmation dialog as shown in [Figure 6.257](#).

4. Table menu

5. Table paging options

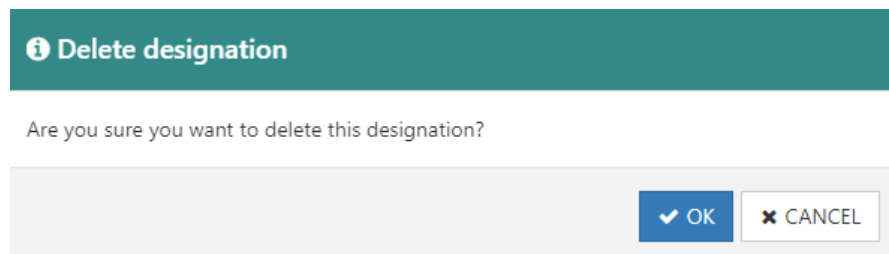


Figure 6.257 Delete designation confirmation dialog

6.15.8.1.2 Add/edit designation

A form titled "+ NEW DESIGNATION" with a plus icon. It contains two text input fields: "Name" (marked with a red asterisk) and "Description". Below the fields is a light gray bar containing two buttons: "+ ADD" and "X CANCEL". Numbered callouts 1 through 4 point to the Name field, Description field, + ADD button, and X CANCEL button respectively.

Figure 6.258 Add/edit designation dialog

1. Name
Name of the designation. This is a unique identification of the designation. Cannot be duplicated.
2. Description
3. Add/update button.
4. Cancel button.

6.16 Admin Tasks

NCheck admin tasks view as follows,

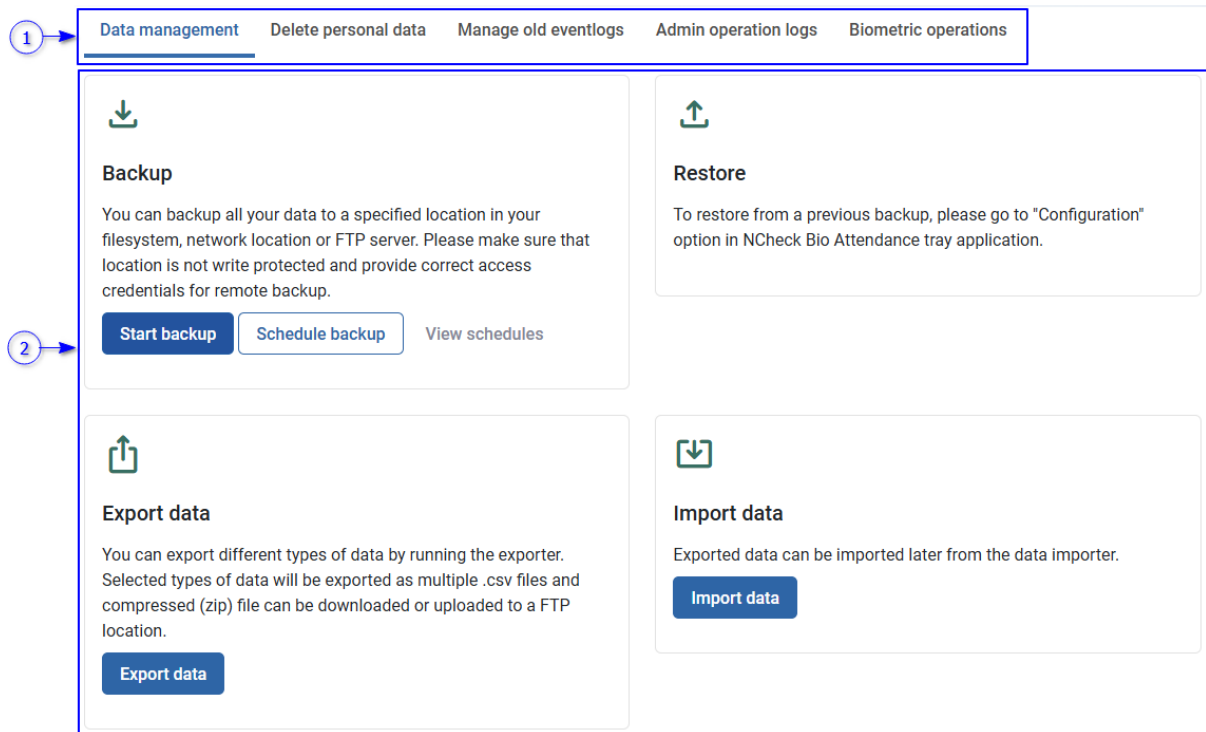


Figure 6.259 Admin tasks view

1. Admin tasks tabs view

All operations are showing in this tab view. Available operations are

- a. [Data management](#)
- b. [Delete personal data](#)
- c. [Manage old event logs](#)
- d. [Admin operation logs](#)
- e. [Biometric operation](#)
- f. [Integrations](#)

2. Tab content view

This is where the selected tab content is showing.

6.16.1 Data management

The data management view is shown below.

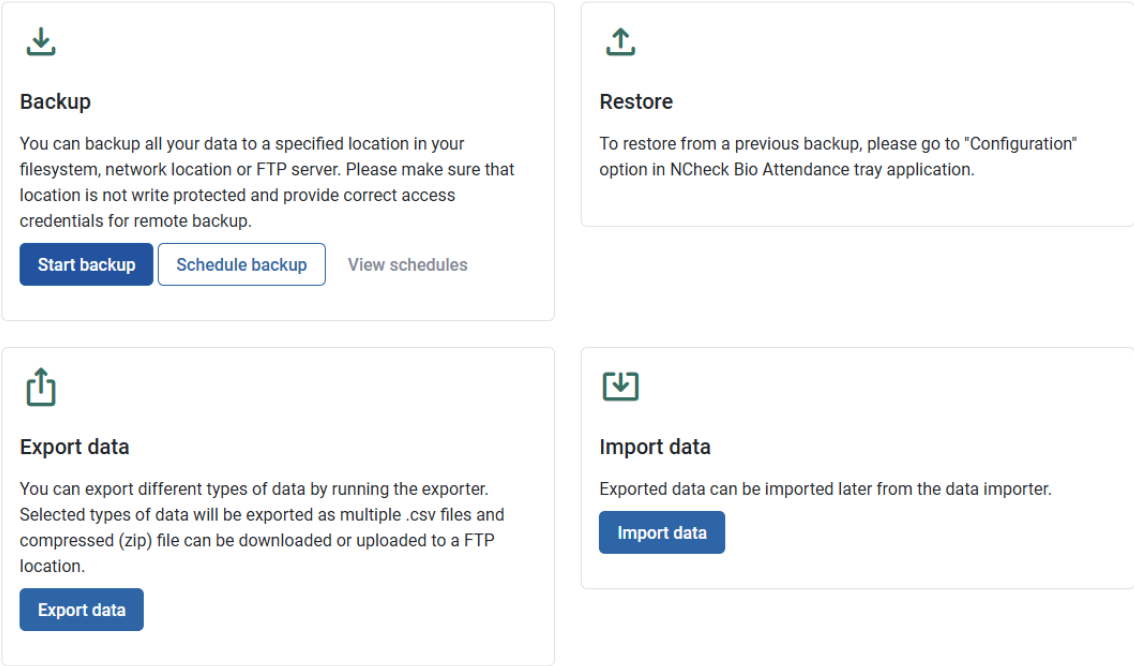


Figure 6.260 Data management view

The data management view contains the following operations.

- 1. Backup data
- 2. Restore server databases
- 3. Export data
- 4. Import data

6.16.1.1 Backup data

NCheck server allows the administrator to backup/schedule backup all data in the specified location securely in JSON format.

The backup file must contain following details

Figure 6.261 Data management view

File name	details
-----------	---------

AuthenticationData.json	
Customer.json	Organization details as given in My Account section
CustomerLeaveTypes.Json	Leave types as configured in Configure leave type section.
CustomerSettings.json	Customer settings as mentioned in Settings section
Device.json	Device/API details as mentioned in Device view ,
FileData.json	
Holiday.json	Holiday details as mentioned in Manage Leaves and holidays section.
OAuth2User.json	
Peripheral.json	All peripheral details of each device as mentioned in Peripheral view section
PeripheralConfiguration.json	Peripheral configurations details
Person.json	User details
Roster.json	All roster details as mentioned in Schedule management section.
RosterItem.json	All roster item details as mentioned in Schedule items view section.
Task.json	All shift details as mentioned in Shift management section.
UserGroup.json	All user group details as mentioned in Manage Employee Groups section.
UserGroupMembership.json	All users of user groups detail as mentioned in Employees section of Manage Employee Groups .

It is strongly recommended to not alter backup files to restore data successfully.

The backup view is shown below.

1. Start backup button
This will open backup database dialog as mentioned in [Backup configuration](#) section.
2. Schedule backup button
This opens schedule backup dialog as mentioned in [Schedule backup](#) section.
3. View schedules button
This opens list of scheduled backups as mentioned in [View schedules](#) section.

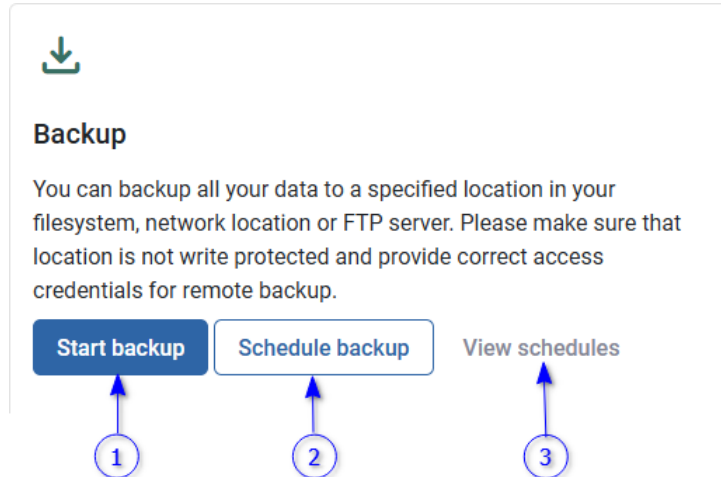


Figure 6.262 Data backup view

6.16.1.1.1 Backup configuration

Backup configuration allows configuring backup parameters. Backup database dialog is shown below.

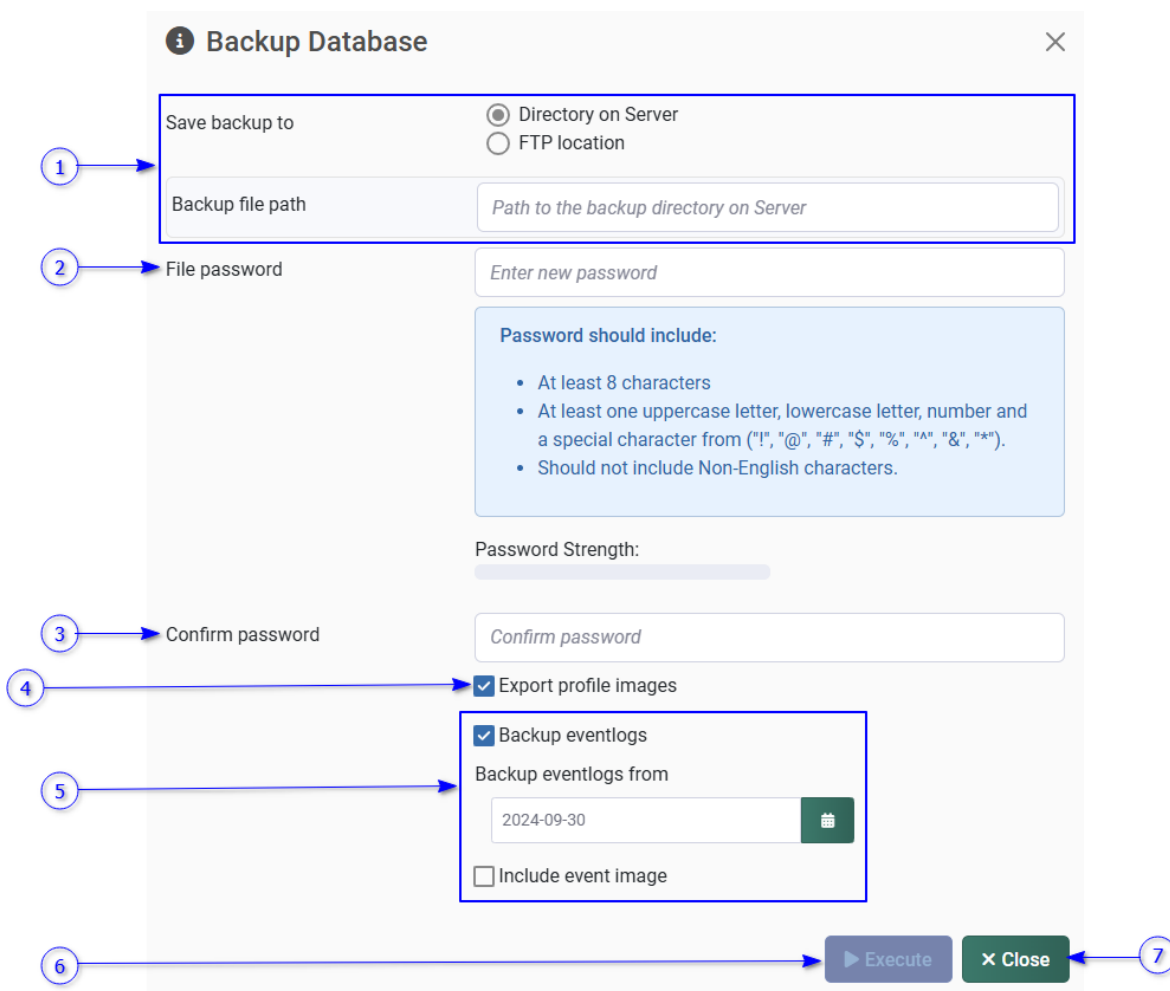


Figure 6.263 Backup database dialog

1. Save backup either in **FTP** or **local** folder. Refer
 1. [Local folder configuration](#)
 2. [FTP folder configuration](#)
2. File password

The Password must have at least 6 characters with one digit.
3. Confirm password
4. Export profile image

Check this option to backup profile images of the employees. This may increase the backup size.
5. Backup event logs

Check this option to backup all event logs. The following settings are available to configure event logs backup.

 1. Backup event logs from

If the Backup event log option is checked, select the date from which date event logs must be included.
 2. Include event images

Check this option to back up images of the event logs. This may increase the backup size.

6. Execute button to start
Execute button will be disabled if the mandatory fields are empty or Validation errors exist. [Table 6.17](#) Error messages of backup database Following errors could occur.
7. Close button

Table 6.17 Error messages of backup database

Error code	Error message
1003	Unable to connect with the FTP server {server name}
3003	Password does not match.
3004	Password must contain at least 6 characters with one number.
2045	Could not email reports for the recipients.
2046	Invalid FTP file path
2047	Invalid FTP username or password
4001	Unidentified error occurred during data restore. Please contact administrator or NCheck support for more details.

6.16.1.1.2 Schedule backup

This feature can be used to automate database backup as daily, weekly, and monthly in following locations.

Schedule Backups

1. Save backup to: ☒ Directory on Server ☐ FTP location

2. Backup file path:

3. File password:

4. Password should include:

- At least 8 characters
- At least one uppercase letter, lowercase letter, number and a special character from ("!", "@", "#", "\$", "%", "^", "&", "*").
- Should not include Non-English characters.

5. Password Strength:

6. Confirm password:

7. ☐ Export profile images

8. ☒ Backup eventlogs

9. Backup eventlogs from:

☐ Include event image

Scheduled date:

Backup frequency:

Figure 6.264 Schedule backup in local folder view

1. Saving backup in either **local** or **FTP** folder. Refer
 1. [Local folder configuration](#)
 2. [FTP folder configuration](#)
2. File password
Password must have at least 6 characters with one digit.
3. Confirm password
4. Export profile images
Check this option to backup profile images of the employees. This may increase the backup size.
8. Backup event log
Check this option to backup all event logs. The following settings are available to configure event logs backup.
 1. Backup event log from
If the Backup event log option is checked, select the date from which date event logs must be included.
 2. Include event images
Check this option to back up images of the event logs. This may increase the backup size.
5. Schedule date

6. Backup frequency
Backup frequency as daily, weekly or monthly.
9. Schedule backup button
Execute button will be disabled if the mandatory fields are empty or Validation errors exist. [Table 6.18](#) Error messages of schedule database backup is showing the errors that could have occurred.
10. Close button

Table 6.18 Error messages of schedule database backup

Error code	Error message
1003	Unable to connect with the FTP server {server name}
3003	Password does not match.
3004	Password must contain at least 6 characters with one number.
2045	Could not email reports for the recipients.
2046	Invalid FTP file path
2047	Invalid FTP username or password

6.16.1.1.3 Backup progress view

Database backup time depends on the amount of data to be backup. Once the backup starts, backup progress view will be shown below.

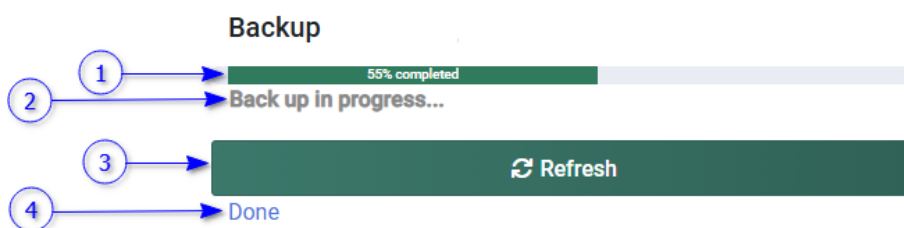


Figure 6.265 Backup progress view

1. Backup progress view
2. Backup progress status.
The available status is
 - a. In-progress
 - b. Fail
 - c. Completed
3. Refresh button
Refresh the backup progress view. Select refresh button if the progress is not updated
4. Done button
Close the backup progress view

6.16.1.1.4 View schdules

This view shows the existing email schedules and operations as follows.

1. Date
Schdule date
2. Frequency
3. Directory
Local or FTP directory path
4. Remove button
Remove schduled backup
5. Close button

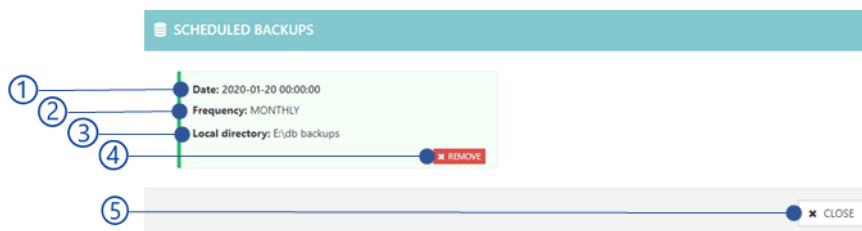


Figure 6.266 View schedules view

6.16.1.1.5 Local folder configuration

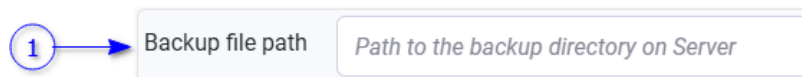


Figure 6.267 Local folder configuration view

1. File path
File path to the local folder

6.16.1.1.6 FTP folder configuration

The following details are required to enable FTP configuration.

1. FTP host address
2. File path in the file system
3. Check this if the FTP access credentials are required
4. FTP Username
5. FTP password

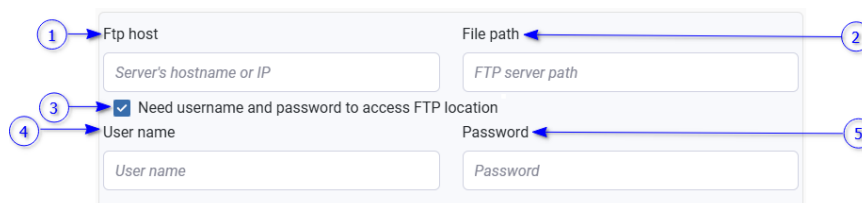


Figure 6.268 FTP details view of the schedule report view

6.16.1.2 Restore server databases

Refer [Restore database](#) section for more details.

6.16.1.3 Export data

You are allowed to export following information as CSV files in a password protected zip file.

1. [User group information](#)
2. [User/user group location restrictions information](#)
3. [User group information](#)
4. [User group memberships information](#)
5. [User/user group location restrictions information](#)
6. [Shifts information](#)
7. [Roster items information](#)
8. [Leaves information](#)
9. [Holidays information](#)
10. [Event logs information](#)

Select the date to export event log form the date

To export,

1. Select Run exporter button
2. From Select data to export dialog, select type of data to export
3. Select the Start export button to select export location as mentioned in [Select export location](#) section

6.16.1.4 Import data

Following information can be imported as a zip with the file hircahy as mentioned in [Import and Export information](#) section.

1. [User group information](#)
2. [User/user group location restrictions information](#)
3. [User biometrics and template files](#)
4. [User group information](#)
5. [User group memberships information](#)
6. [User/user group location restrictions information](#)
7. [Shifts information](#)
8. [Roster items information](#)
9. [Leaves information](#)
10. [Holidays information](#)
11. [Event logs information](#)

To import,

1. Select Run importer button
2. From Select data to import dialog, select type of data to import
3. Select Start import button to select import location as mentioned in [Select import location](#) section.

6.16.2 Delete personal data

Delete a person with all related data from the system. Before deleting, this will allow to export all user data as CSV files in a password protected zip file. This export data can be used to restore deleted person again.

Delete personal data view is shown below.

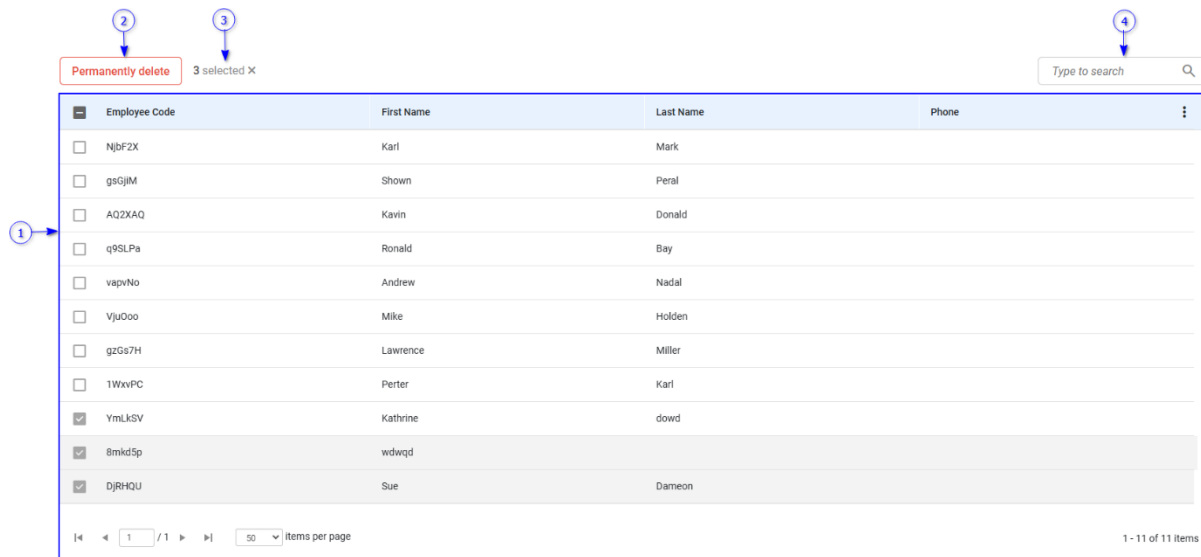


Figure 6.269 Delete personal data view

1. Employee list
A [Data table](#) showing available employees. Select employee select checkbox (As mentioned in [Table content area](#)) to select employees to permanently deleted.
2. Permanently delete button
Delete selected employees permanently. Refer [Permanently delete user and export](#) section for more details.
3. Number of selected employees from the employee list. Select cancel icon to clear the selections.
4. Search field
Search employee from the employee list.

6.16.2.1 Permanently delete user and export

Permanently deleted user and export data dialog will be shown below if request permanently deleted for selected person.

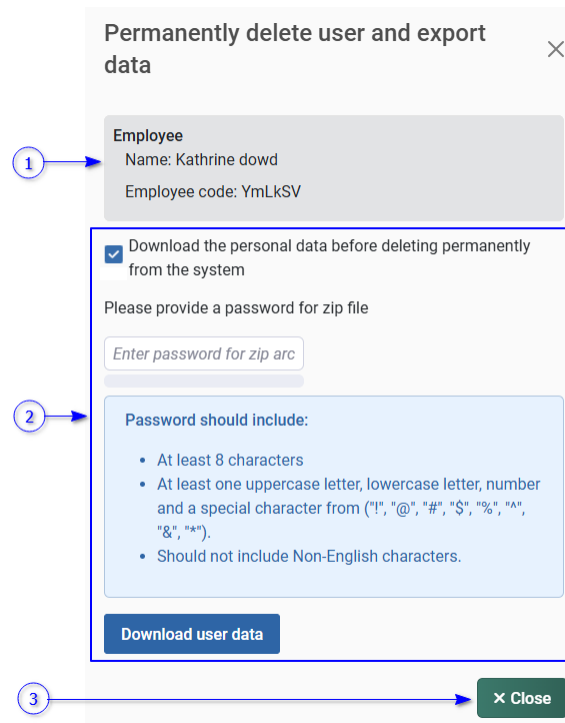


Figure 6.270 Permanently delete user and export data dialog

1. Deleting person details
2. Check this option to download person details as csv files in password protected zip file. Once the data download is complete, it will ask to confirmation to delete person permanently. If data download is not required, uncheck this option and confirm to delete the person.
3. Close button

6.16.3 Manage old event logs

NCheck Server keeps daily event logs of each user in the database and causes the database to grow with time. The deleted old event logs feature can be used to manage unwanted event logs details in the database as follows.

1. Start date

The date when the event logs deletion starts. There are two options,

1. From the beginning
Delete event logs from the beginning of the events.

2. Start from
Specify the date when the event logs deletion start.

2. End date

The date when the event deletion stops.

3. Shift

Delete the event logs assigned to the specified shift.

4. Delete

1. Image only
Delete event images without deleting the event.
2. Event log with image
Delete both event and event image.

5. Delete button

Delete event logs which satisfies all filters specified.

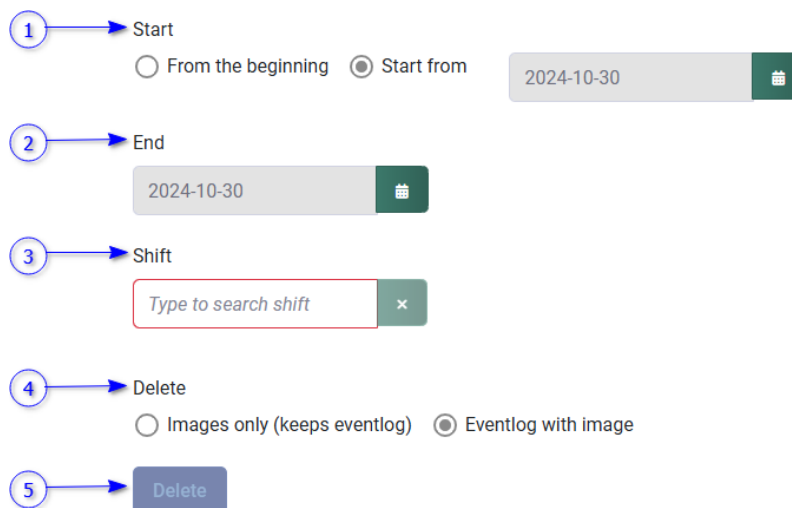


Figure 6.271 Delete old event logs view

6.16.4 Admin operation logs

Administrator operation logs in the NCheck On-premises server control panel such as login, logout, add event logs, modify event logs, delete event logs, add person, modify person, delete person can be seen from this feature.

Admin operation logs are shown below.

1 → 2024-09-30 - 2024-10-30 📅

Owner	User name	Action	Time	
Neurotechnology Administrator	admin	Login	2024-10-30 09:45 AM	⋮
Neurotechnology Administrator	admin	Login	2024-10-30 09:35 AM	⋮
Neurotechnology Administrator	karim@abc.com	Login	2024-10-25 15:10 PM	⋮
Neurotechnology Administrator	admin	Log out	2024-10-25 15:10 PM	⋮
Neurotechnology Administrator	admin	Edit user	2024-10-25 15:04 PM	⋮
Neurotechnology Administrator	admin	Login	2024-10-25 12:33 PM	⋮
Neurotechnology Administrator	admin	Delete Event log	2024-10-24 23:10 PM	⋮
Neurotechnology Administrator	admin	Delete Event log	2024-10-24 21:17 PM	⋮
Neurotechnology Administrator	admin	Login	2024-10-24 17:26 PM	⋮
Neurotechnology Administrator	admin	Login	2024-10-24 14:25 PM	⋮
Neurotechnology Administrator	admin	Add Event log	2024-10-24 13:31 PM	⋮
Neurotechnology Administrator	admin	Add Event log	2024-10-24 13:30 PM	⋮
Neurotechnology Administrator	admin	Add Event log	2024-10-24 13:30 PM	⋮

2 →

1 - 50 of 50 items

Figure 6.272 Admin operation logs view

1. Date selection
Select start and end date to retrieve the admin logs.
2. Admin log list
A [Data table](#) showing list of admin logs. The employee/visitor [Quick access menu](#) is showing following options
 - a. Details.

Admin logs list showing following information

1. Owner
The role name who performed the admin operations.
2. Username
Name of the administrator.
3. Action
 - Login
 - Logout
 - Add event log
 - Modify event log
 - Delete event log
 - Add user
 - Edit user
 - Delete user
4. Date and time

6.16.5 Biometric operation

The Biometric operation view is shown below.

Re-enroll templates

You can improve recognition accuracy by re-enrolling templates again.



De-duplicate templates

Biometric de-duplication (Find false matching people)



Figure 6.273 Biometric operation view

The following biometric operations are available.

1. Re-enroll templates
2. De-duplicated templates

6.16.5.1 Re-enroll template

Re-extract user's biometric templates from biometric engine and re-enroll. When installing new version of NCheck server, it may require re-enroll templates to the system. In such case NCheck team will notify to use this feature to re-enrollment. Re-enroll template view is shown below.

Re-enroll templates

You can improve recognition accuracy by re-enrolling templates again.



Figure 6.274 R-extract templates view

1. Re-enroll button
Refer [Re-enroll templates](#) section for more details.
2. Previous jobs
Show previous enrollment. Refer [Re-enrollment task list view](#) section for more details.

6.16.5.1.1 Re-enroll templates

Re-enroll template is a long running task depending on the number of biometric templates to re-enroll. But you are allowed to work as it runs on the background. You will be asked a confirmation dialog before proceed as shown in the Figure.

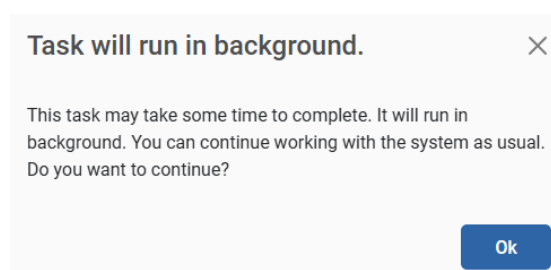


Figure 6.275 Re-extract template confirmation

Once select the OK button from the confirmation dialog, it will show the current progress of the re-enrollment job as below.

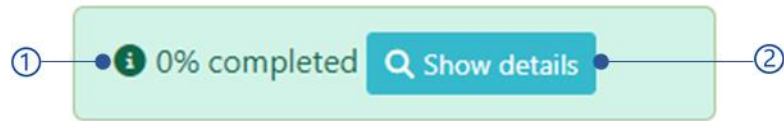


Figure 6.276 Re-enrollment progress view

1. Enrollment progress
2. Show details button

Show details of the re-enrollment task. Refer [Re-enrollment job details](#) section for more information.

The following errors can occur when requesting re-enrollment.

Table 6.19 Error messages for enrollment templates.

Error code	Error message
2002	License cannot be obtained
2048	Biometric re-extraction has failed on the following images.

6.16.5.1.2 Re-enrollment job details

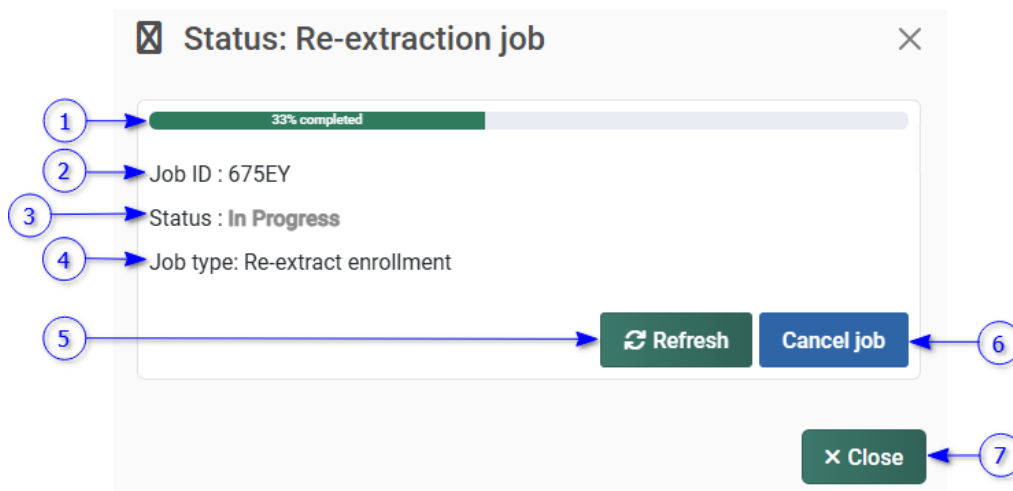


Figure 6.277 Re-enrollment job details view

1. Re-enrollment progress
2. Job id
Unique identification for re-enrollment job.

3. Status
Re-enrollment job stats as in-progress, completed, failed, or cancelled.
4. Job type
5. Refresh
6. Cancel jobs/Show report button
Cancel job button appears to cancel the job is in-progress. The show report button appears for a job failed, completed, or cancelled. Refer [Re-enrollment report](#) section for more details.
7. Close button

6.16.5.1.3 Re-enrollment report

The re-enrollment report is available for completed re-enrollments jobs.

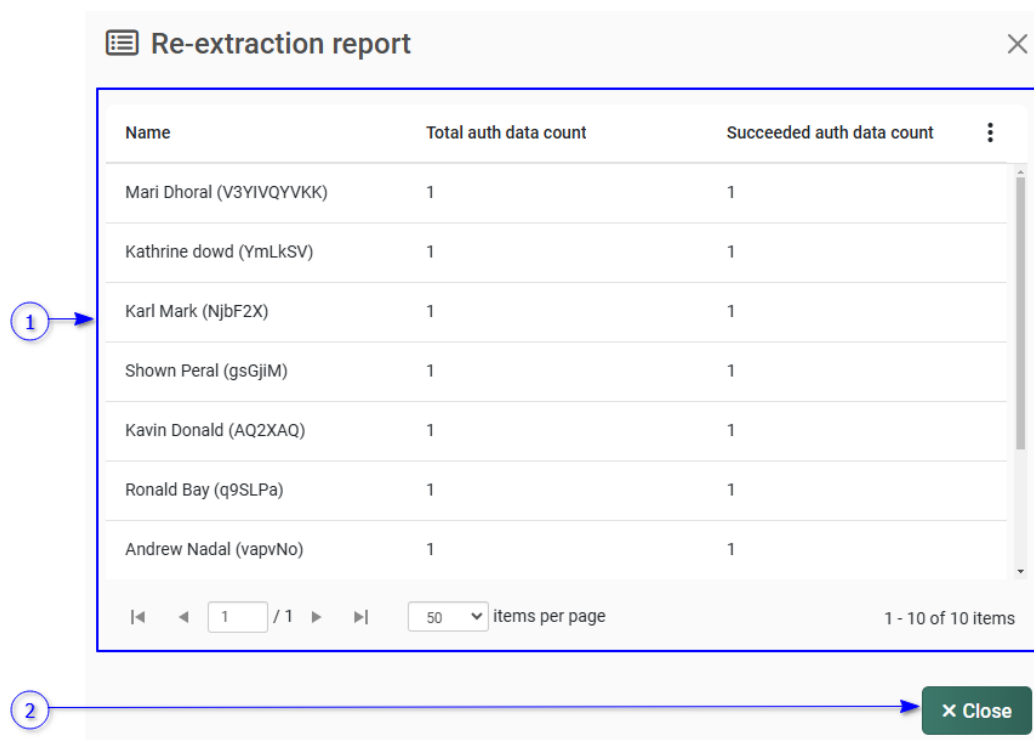


Figure 6.278 Re enrollment report view

1. Re-extracted employee list
A [Data table](#) showing re-extracted employees. This contains the following columns
 - a. Name
Employee name
 - b. Total auth data count
Total biometric template to re-enroll.
 - c. Succeeded auth data count
Biometric templates successfully re-enrolled.
2. Close button

6.16.5.1.4 Previous jobs of re-enrollment

All previous enrollment jobs can be seen as follows.

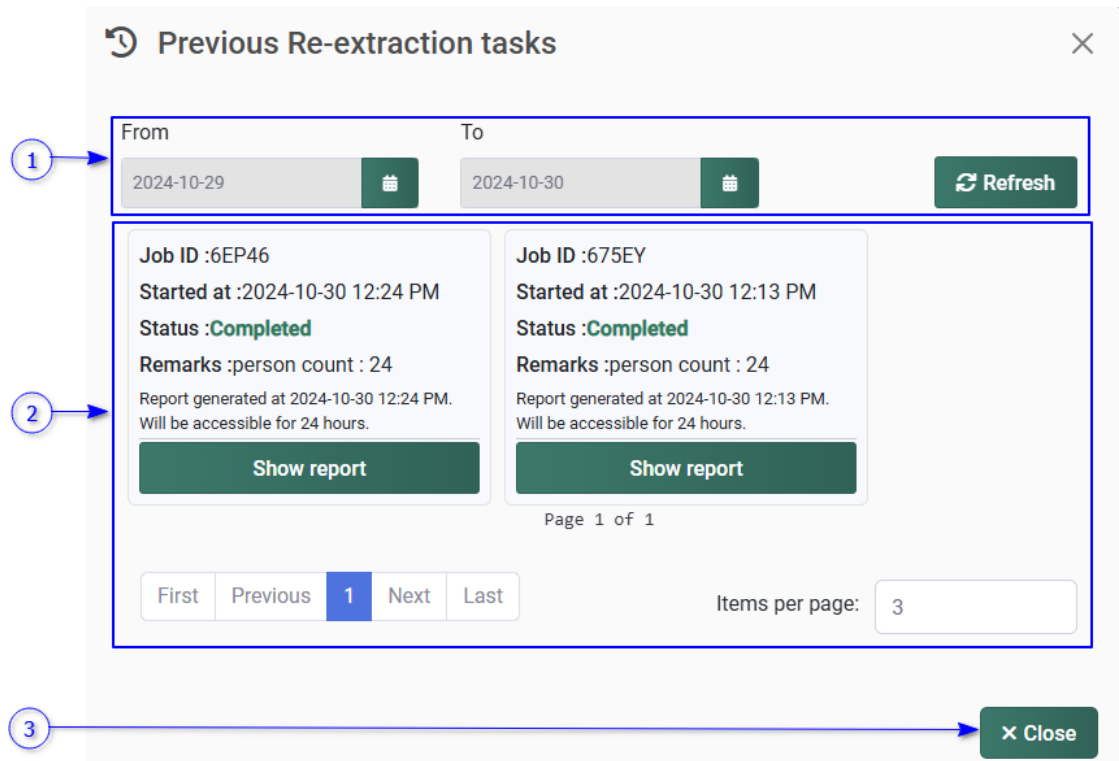


Figure 6.279 Previous re-enrollment tasks dialog

- 1. Filter view
- 2. Re-enrollment task list view
- 3. Close button

6.16.5.1.4.1 Filter view

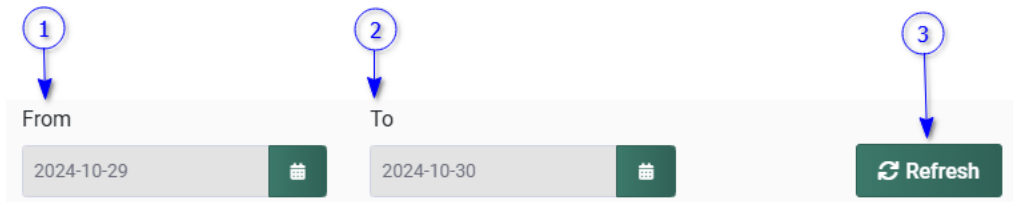


Figure 6.280 Filter view of the re-enrollment jobs

1. From
Start date
2. To
End date
3. Refresh button

6.16.5.1.4.2 Re-enrollment task list view

Re-enrollment job lists represent the status of all re-enrollment jobs. Re-enrollment job in the list view is shown below.

1. Job id
Unique identification for the re-enrollment job.
2. Started date
Start date and time of the re-enrollment job.
3. Status
Status of the re-enrollment job as in-progress, completed, failed, or cancelled.
4. Remark
Number of persons to re-enrolled
5. Show report button
Detail report for re-enrollment job. Refer [Re-enrollment report](#) section for more details.

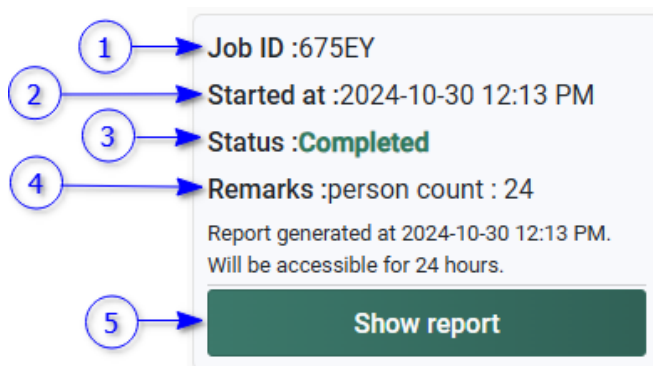


Figure 6.281 Re-enrollment job view

6.16.5.2 De-duplicate template

In large organizations, people may have similar biometric images due to the similar face, finger and iris issues in the enrolling templates such as similar biometrics for twins, lighting issues in face images, blurry images etc. This will be caused to match with the wrong person when recording attendance. This is known as false matching.

NCheck is considered a person as identified if identification score for a biometric image and person biometric data is equal or greater than [Recognition threshold](#). If there are multiple people matching, it will show as false matching. When enrolling template, if it is finding a matching, it will report as duplicate matching. Refer [Update employee/visitor biometrics](#) for more information.

De-duplicate template option can be used to find false matching in case of someone change [Recognition threshold setting](#) from [Biometric setting list](#). De-duplicate template view is shown below.

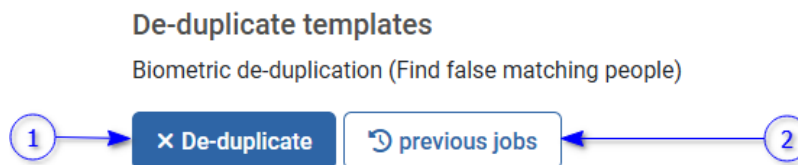


Figure 6.282 De-duplicate template view

1. De-duplicate button
Refer [De-duplicate](#) section for more details.
2. Previous jobs button
Refer [Previous jobs of de-duplicate template](#) section for more details.

6.16.5.3 De-duplicate

De-duplicate is a long running task depending on the number of biometric templates to re-enroll. But you are allowed to work as it runs on the background. You will be asked a confirmation dialog before proceed as shown in the figure.

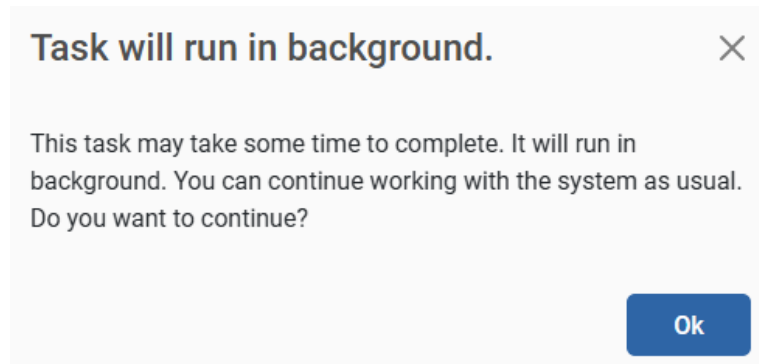


Figure 6.283 Confirmation message prior to start de-duplicate job

Once select the OK button from the confirmation dialog, it will show the current progress of the de-duplicate job as below.

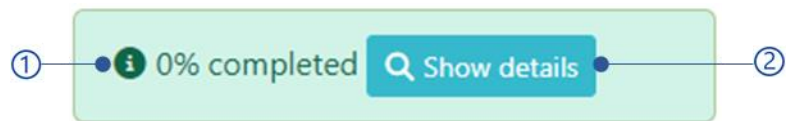


Figure 6.284 Re-enrollment progress view

1. De-duplicate job progress
2. Show details button
Show details of the re-enrollment task. Refer [De-duplicate job details](#) section for more information.

6.16.5.3.1 De-duplicate job details

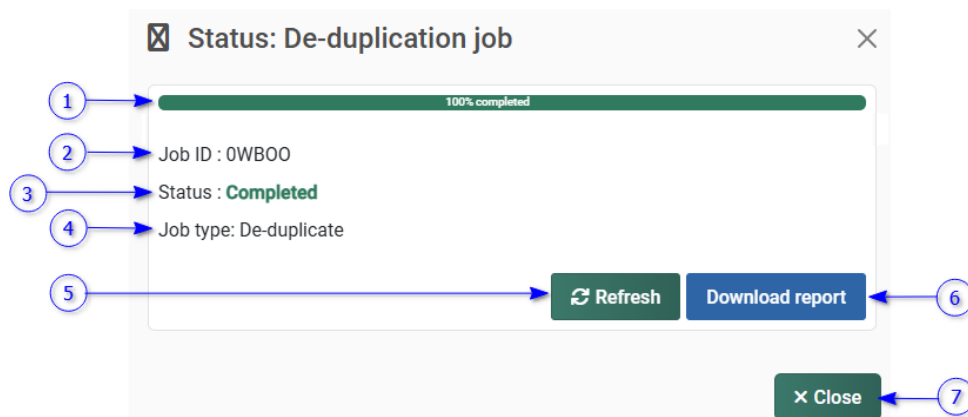


Figure 6.285 De duplicate job detail view

1. Re-enrollment progress
2. Job id
Unique identification for re-enrollment job.
3. Status
Re-enrollment job stats as in-progress, completed, failed, or cancelled.

4. Job type

5. Refresh

6. Download report button

De-duplication report contains following details.

- a. Person id
- b. Employee code
- c. Authentication data ID
Unique identification number for the biometric used to match.
- d. Modality
Biometric type (face, finger, iris) of the image to be match
- e. Matching person id
Person ID of the person that the biometric is matched with
- f. Matching employee code
Employee code of the person that the biometric is matched with
- g. Matching authentication data id
Authentication data id of the matching biometric
- h. Matching modality
- i. Matching score
The score given by the matching algorithm.
- j. Matching threshold
The threshold should be satisfied when matching two biometric images. If the matching score is greater than the matching threshold, it is considered as matched. This threshold can be changed from [Recognition threshold setting](#)

7. Close button

6.16.5.4 Previous jobs of de-duplicate template

All previous de-duplicate templates jobs can be seen as follows.

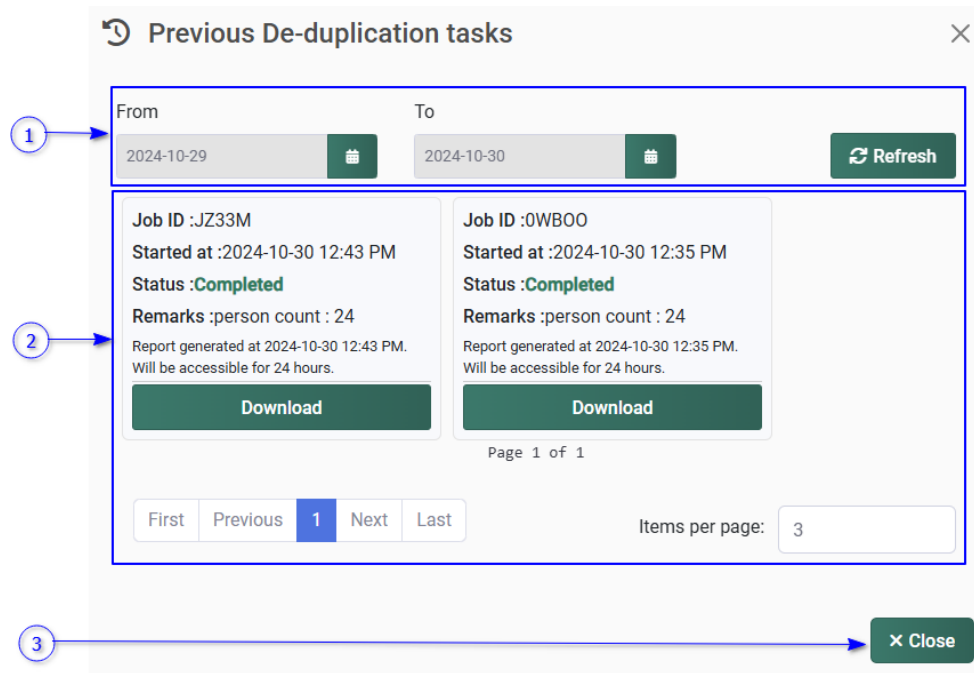


Figure 6.286 Previous de-duplicate jobs dialog

1. Filter view
2. Re-enrollment task list view
3. Close button

6.16.5.4.1 Filter view

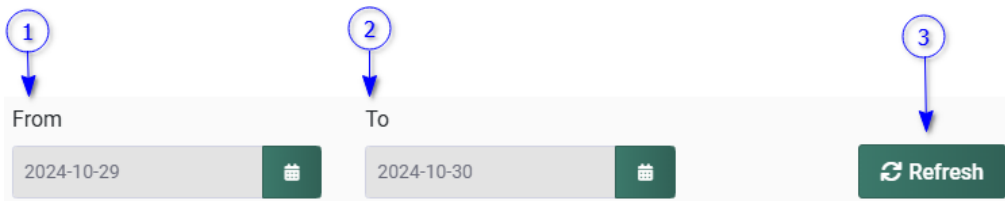


Figure 6.287 Filter view for de-duplicate jobs

1. From
Start date
2. To
End date
3. Refresh button

6.16.5.4.2 Re-enrollment task list view

De-duplicate job list view represents status of all de-duplicate jobs. De-duplicate job in the list view is shown below.

6. Job id
Unique identification for the re-enrollment job.
7. Started date
Start date and time of the re-enrollment job.
8. Status
The status of the re-enrollment job as in-progress, completed, failed, or cancelled.
9. Remark
Number of persons to re-enrolled
10. Download button
Download de-duplicate report. Refer [De-duplicate job details](#) section for more details about de-duplicate report.

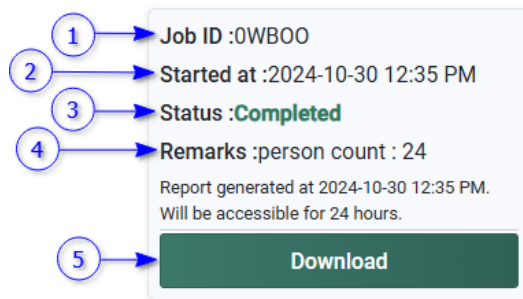


Figure 6.288 De-duplicate job view

6.16.6 Integrations

NCheck can be integrated with 3rd party systems such as payroll, ERP to synchronize employee details and attendance details. Because the employee and attendance details play major role when calculating employee workhours to calculate salaries.

Currently NCheck can be integrated with Microsoft Dynamics 365 Business Central. But other systems can also be integrated upon customer requests.

NCheck uses [Apache Nifi](#) to transform and synchronize employee and attendance data inbetween to 3rd party systems and NCheck. In Microsoft Windows OS, Apache Nifi automatically starts when the NCheck service is started and it will remain open Windows task bar as follows.



Figure 6.289 Apache Nifi service opening in Windows task bar

1. Apache Nifi service icon showing in Microsoft Windows Task bar

Do not close Apache Nifi service if you require integration feature.

NCheck integration view is shown below.

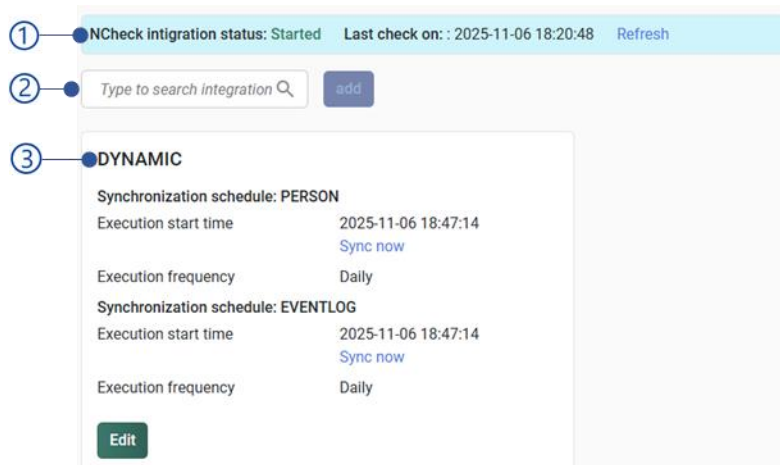


Figure 6.290 Apache Nifi Integration view

1. NCheck integration status view
This indicates the NCheck and Apache Nifi connectivity status. If the status fails, integration will not successfully be completed.
2. Integration search
Type to search integration here and select add button to schedule integration to synchronize data. Refer more details about [Add/edit integration schedules](#).
3. Integration schedules will be shown here.

6.16.6.1 Integration schedules view

Integration schedules view is showing all synchronization schedules added to the integration as below.

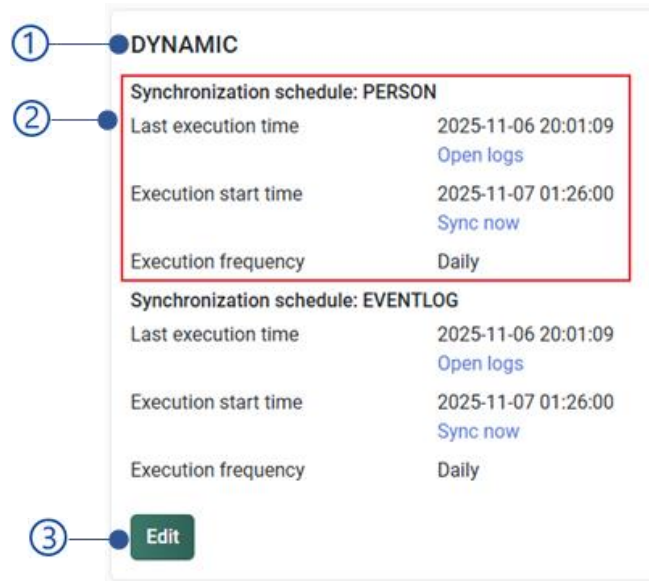


Figure 6.291 Integration schedules view

1. Integration name
2. Integration schedule view
3. Edit button

Refer [Add/edit integration schedules](#) section for more details.

6.16.6.1.1 Integration schedule view

Integration schedule view is shown below.

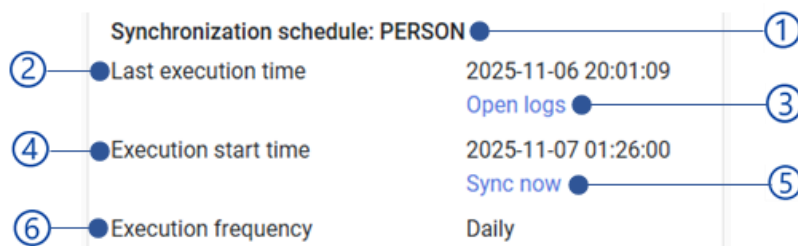


Figure 6.292 Integration schedule view

1. Schedule name
2. Last execution time
The date and time the schedule was run last.
3. Open logs
Open synchronization logs of the executed schedules. Refer [Synchronization schedule logs](#) section for more details

4. Execution start time
Date and time of the next schedule runs.
5. Sync now
Manually runs the synchronization schedule. Refer [Manual synchronization](#) section for more details.
6. Execution frequency

6.16.6.1.1.1 Synchronization schedule logs

Logs of the old/running schedule can be seen in this dialog as shown below.

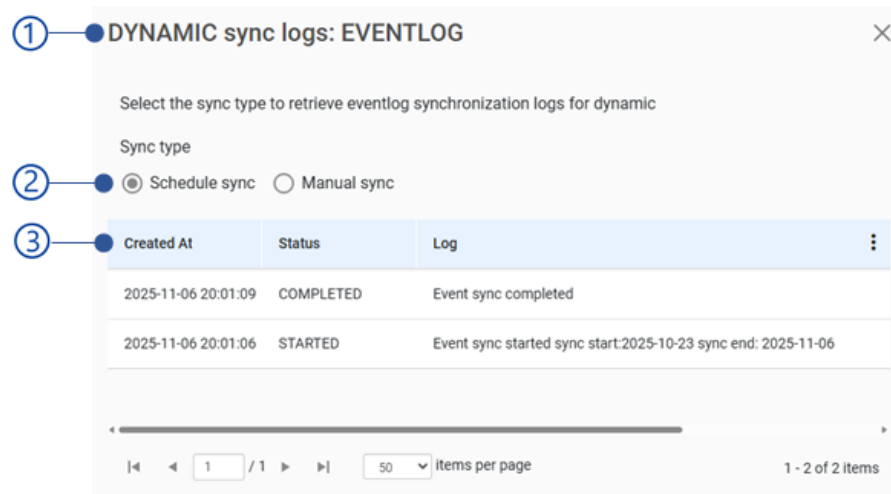


Figure 6.293 Synchronization schedule logs

1. Integration and schedule name
2. Sync type
Select sync type schedule or manual to retrieve the logs accordingly.
3. Logs
[Data table](#) which shows all available logs for the selected sync schedules. Available information is,
 - a. Created at
Date and time of the log
 - b. Status
The statuses are Started, Failed or completed
 - c. Log message

6.16.6.1.1.2 Manual synchronization

Manual synchronization features can be used to synchronize schedules whenever the synchronization is required within 14 days. Manual synchronization dialog is shown below.

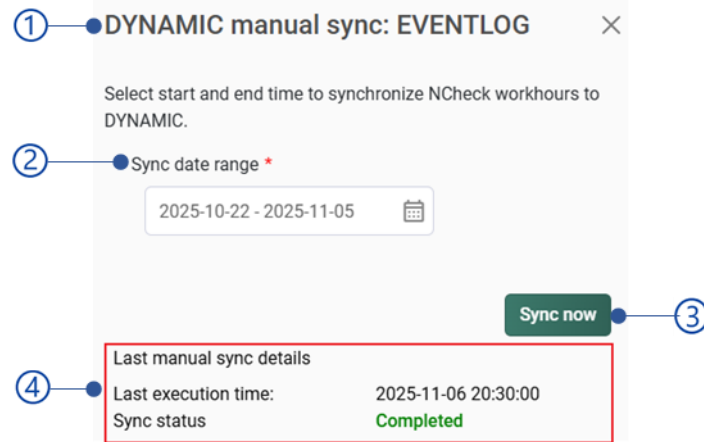


Figure 6.294 Manual sync schedule view

1. Integration and schedule name
2. Synchronization date ranges
The date range within 14 days
3. Sync now button
Start the synchronization. Manual synchronization will not start if there is a in-progress synchronization for the same schedule.
4. Last manual sync details
Last execution time and sync status of the last/running schedule.

6.16.6.2 Add/edit integration schedules

Add/edit integration schedules are shown below.

The screenshot shows a dialog box titled "Add integration: Dynamics" with a close button (X) and a numbered callout 1. The dialog contains several input fields and sections:

- Client id ***: A text input field with callout 1.
- Client secret ***: A text input field with callout 2.
- Tenant id ***: A text input field.
- Company name ***: A text input field.
- Synchronization schedules ***: A section with callout 3 containing two checkboxes: ☒ PERSON and ☐ EVENTLOG.
- Schedule parameters for PERSON**: A section with callout 4 containing:
 - Execution start time ***: Two input fields, one for the date (2025-11-06) and one for the time (19:21).
 - Execution frequency ***: Three radio buttons: ☒ Daily, ☐ Weekly, and ☐ Monthly.
- add**: A button at the bottom right with callout 5.

Figure 6.295 Add integration schedules dialog

1. Integration name
2. Connection details of the 3rd party system
This fields are configurable based on the systems.
3. Synchronization schedules
Currently NCheck supports
 - a. Person synchronization
Sync all employees from 3rd party system to NCheck.
 - b. Event synchronization
Synchronize employee attendance data between 3rd party system and NCheck.
4. Schedule parameters
 - a. Execution starts time/next execution time
 - b. Execution frequency
The frequency that the schedule should be run at the given time.
 - i. Daily
 - ii. Weekly
Select weekdays the schedule should be run
 - iii. Monthly
Select month dates the schedule should be run.
5. Add/save button

6.17 Subscription

Subscription is not available on NCheck On-premises server.

NCheck cloud subscription allows to manage account payments, plan and payment statistics. One a NCheck cloud account created; it will be assigned a free subscription plan automatically. According to the requirements, the plan can be changed to one of available as shown below.

Table 6.20 Cloud plan details

	Free	Premium plan	Enterprise plan
Trial period	First 3 months	First 30 days	First 30 days
Number of employees	Up to 5	Unlimited. The price per employee is 1.20 euro.	Unlimited. The price per employee is 1.50 euro.
Number of appointments	Up to 20	Unlimited. The price per appointment is 0.10 euro.	Unlimited. The price per appointment is 0.20 euro.

The subscription view is shown below.

1 → Subscription and invoice History Billing and payment method

Plan 50

Billing cycle	Monthly
Plan start	2024-02-03
Next billing date	2024-11-30
Price per employee	€0.86/employee
Price per appointment	€0.03/visit
Number of employees	50
Number of appointments	1000

Change plan

Current statistics

Bio Attendance	6 employees
Visitor management	0 appointments
Status	Active
Total outstanding	€81.81
Unbilled usage	€1.03 [Details]
Total payable	€81.81

Pay

2 →

LAST INVOICE

Invoice Id	From	To	Usage	Payments	Previous invoice due	Total payable	Options
GVPFSPQAW	2023-12-11	2024-10-29	€0.00	€0.00	€80.78	€80.78	View Download

PREVIOUS INVOICES

Invoice Id	From	To	Usage	Payments	Previous invoice due	Total payable	Options
No invoices.							

Figure 6.296 Subscription view

1. Subscription options tab view

Following options are available

- a. [Subscription and invoice](#)
- b. [History](#)
- c. [Billing and payment method](#)

2. Subscription option view

This is where the content of the selected subscription option is showing.

6.17.1 Subscription and invoice

The subscription and invoice summary are showing the current subscription details and invoices. Subscription and invoice view shown below.

The screenshot displays the 'Subscription and invoice' view. It is divided into two main sections at the top and two table sections at the bottom. Callout 1 points to the 'Plan 50' details, callout 2 points to the 'Current statistics', callout 3 points to the 'LAST INVOICE' table, and callout 4 points to the 'PREVIOUS INVOICES' table.

Plan 50

Billing cycle	Monthly
Plan start	2024-02-03
Next billing date	2024-11-30
Price per employee	€0.86/employee
Price per appointment	€0.03/visit
Number of employees	50
Number of appointments	1000

[Change plan](#)

Current statistics

Bio Attendance	6 employees
Visitor management	0 appointments
Status	Active
Total outstanding	€81.81
Unbilled usage	€1.03 [details]
Total payable	€81.81

[Pay](#)

LAST INVOICE

Invoice Id	From	To	Usage	Payments	Previous invoice due	Total payable	Options
GVPFSPQAW	2023-12-11	2024-10-29	€0.00	€0.00	€80.78	€80.78	View Download

PREVIOUS INVOICES

Invoice Id	From	To	Usage	Payments	Previous invoice due	Total payable	Options
No invoices.							

Figure 6.297 Subscription and invoice view

- 1. [Plan details](#)
- 2. [Current statistics view](#)
- 3. [Last invoice view](#)
- 4. [Previous invoices view](#)

6.17.1.1 Plan details

This view shows the currently using plan details and allows to change the plan.

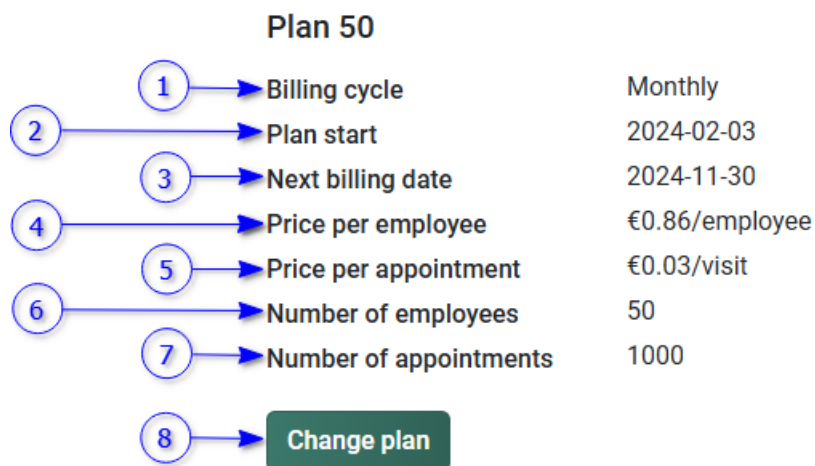


Figure 6.298 Plan details view

1. Billing cycle
The period when the payment should be made. This can be either monthly or annually.
2. Plan start
The date that the plan was selected for the billing
3. Next billing date
4. Price per employee
5. Price per appointment
6. Number of employees
Number of employees added to the plan
7. Number of appointments
Number of appointments added to the plan/
8. Change plan
Change current plan as mentioned in section.

6.17.1.1.1 Change plan

Change plan dialog is shown below.

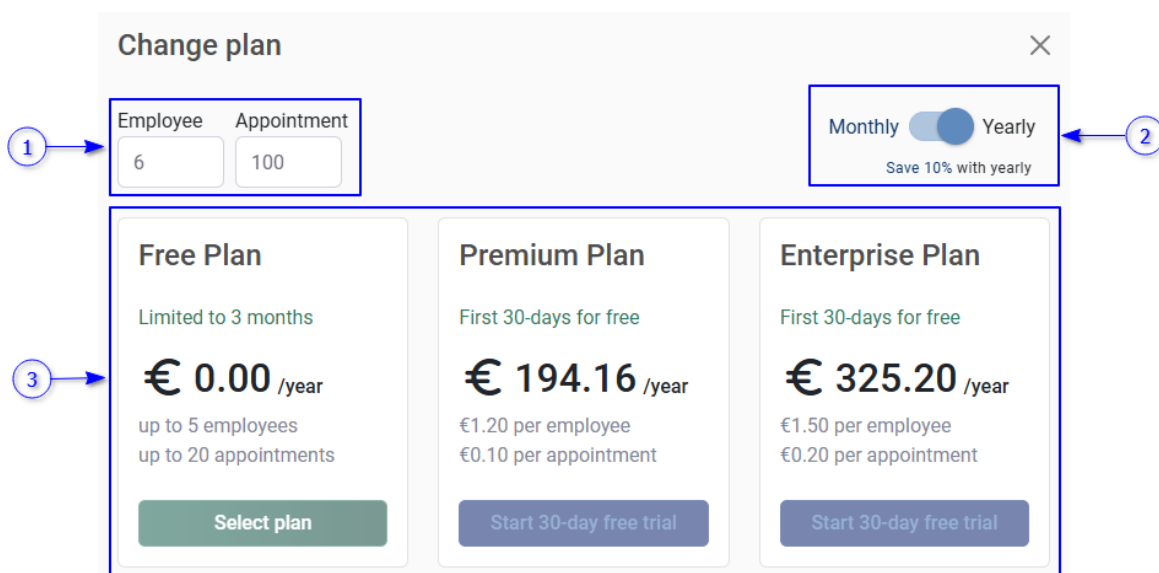


Figure 6.299 Change plan dialog

1. Number of additional employees and appointments for the selected plan
2. Billing cycle
Billing cycle as monthly or yearly. Yearly billing cycle is offered 10% of price deduction compared to the monthly billing cycle.
3. Available plans
All available plans are showing in this view. There are 3 plans available. Refer [Subscription plans](#) section for more information about available plans. Refer [Subscription Plan view](#) section for more information about plan view.

6.17.1.1.2 Subscription Plan view

Plan view is shown below.

1. Plane name
2. The duration of the trial period once the plan selected in first time.
3. Price per billing cycle
4. Price per additional employee
5. Price per additional appointment
6. Start button
Start the plan

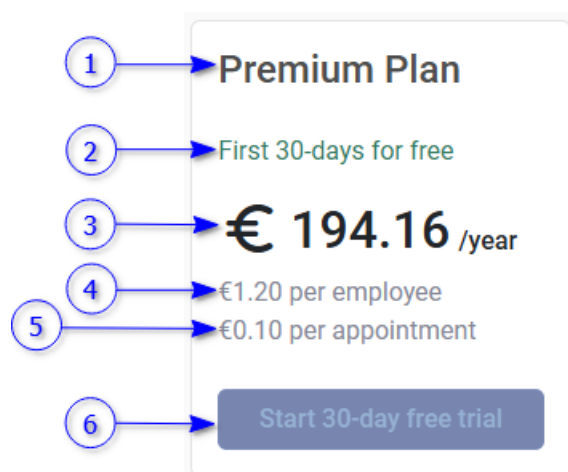


Figure 6.300 Subscription plan view

6.17.1.1.3 Subscription plans

There are three plans available.

6.21 Subscription plans

Plan	Free	Premium	Enterprise
Trial period	3 months	30 days	30 days
Rate for additional employee (Euro)	-	1.20	1,50
Rate for additional appointment (Euro)	-	0.10	0.20

6.17.1.2 Current statistics view

The current statics view is shown below.

- Number of employees added to the plan
- Number of appointments added to the plan
- Status
 - Active
 - Blocked

Current plan status as

- Active
- Blocked

If the outstanding amount is not paid before the bill date, there will be a 7-day grace period to settle the bill. If the bill is not paid before the end of the grace period, the account will be blocked.

- Total outstanding
- Unbilled usage
unbilled usage for the current bill cycle. Select details button to check more details as mentioned in [Current usage](#) section.
- Total payable
- Pay button
Pay the outstanding amount. Refer [Payment](#) section for more information about payment.

Current statistics

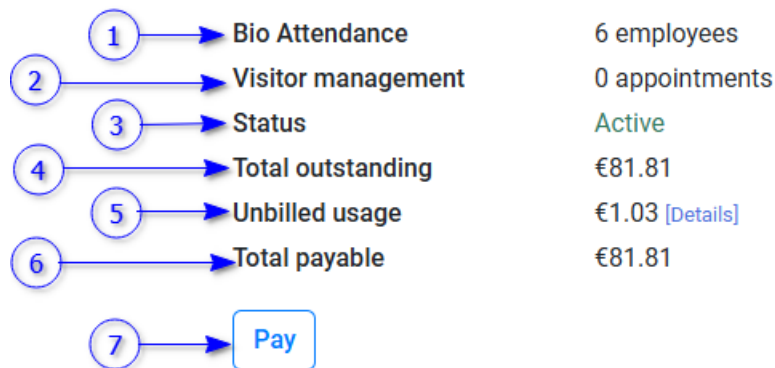


Figure 6.301 Current statics view

6.17.1.2.1 Current usage

Usage dialog shows current usage before the billing date as shown below.

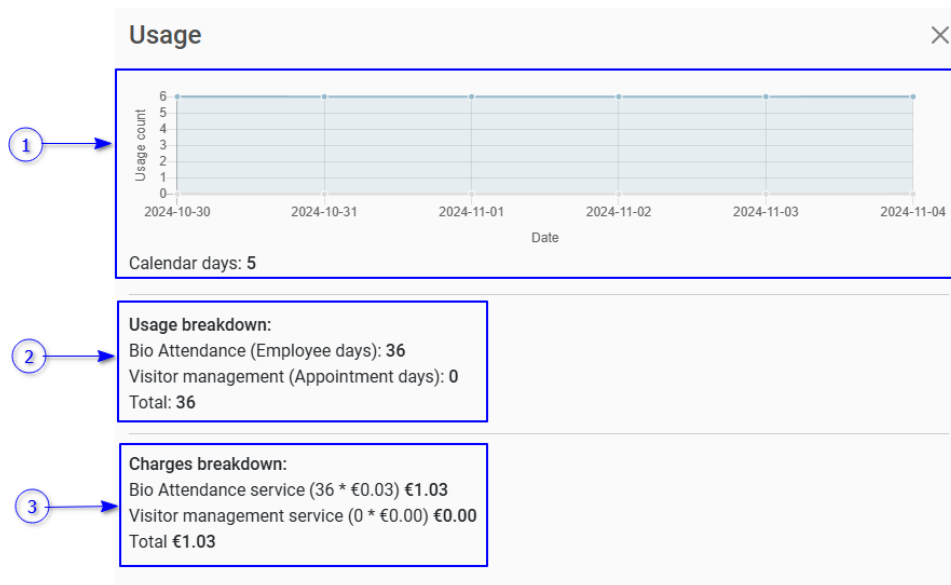


Figure 6.302 Current usage dialog

1. Usage graph
2. Usage breakdown
Number of employee days and appointment days in the unbilled period.
3. Charges break down
Total amount of employee days and appointment days.

6.17.1.2.2 Payment

Payment dialog is shown below.

Payment - CowaCo [X]

1 **Payment preference:**
☒ Last bill due ☐ Total due ☐ Reserve usage (1 year)

Item description	From	To	Amount
Previous month due	2023-12-11	2024-10-29	€80.78
VAT 0.0%			€0.00
Total			€80.78

3 **Proceed**

Figure 6.303 Payment dialog

1. Payment preferences
 - a. Last bill due
Outstanding amount for the last bill date with the tax amount.
 - b. Total due
Outstanding amount for the last bill date including the current usage (before the bill date) with the tax.
 - c. Reserve usage (1 year)
2. Payment details for the selected payment preference
3. Proceed button
Select proceed button to open the confirm dialog as mentioned in [Payment confirmation](#) section.

6.17.1.2.3 Payment confirmation

Confirm your payment dialog is shown below.

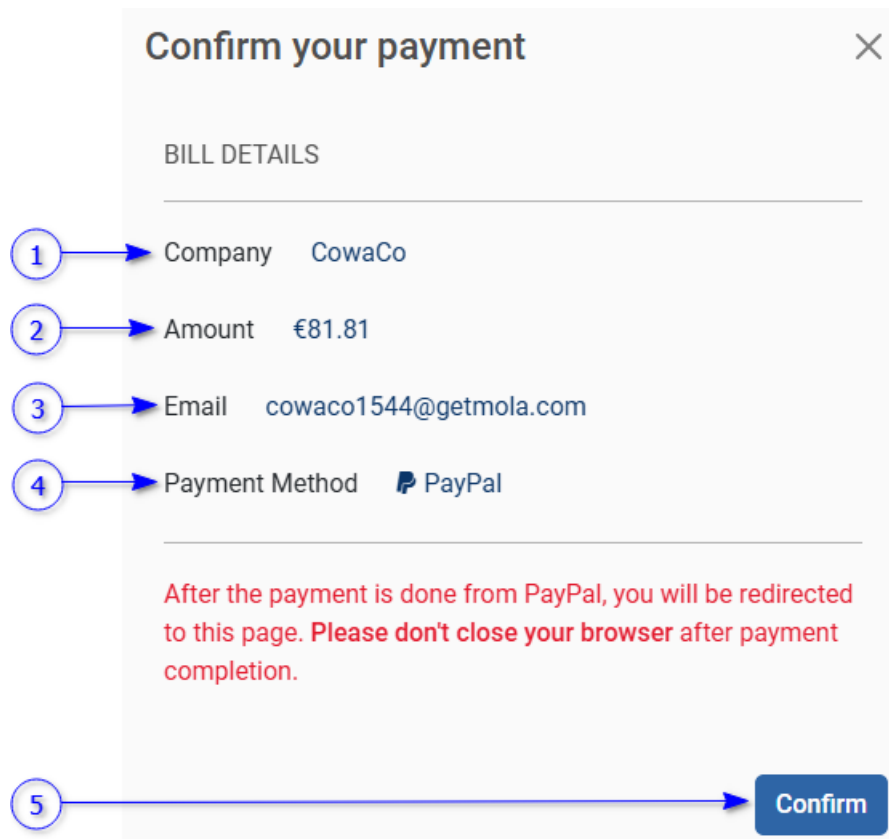


Figure 6.304 Confirm your payment dialog

1. Company name
2. Amount
3. Email of the administrator
4. Payment method
5. Confirm button

Redirect to the payment gateway to complete the payment. It will redirect to the subscription page from the payment gateway once the payment is completed.

Do not close the browser session after the payment completion. It will redirect back to the subscription page from the payment gateway once the payment is completed.

6.17.1.3 Last invoice view

The last invoice view shows the details of the recent invoice to be paid/paid as shown below.

1	2	3	4	5	6	7	8
Invoice Id	From	To	Usage	Payments	Previous invoice due	Total payable	Options
GVPUFSPQAW	2023-12-11	2024-10-29	€0.00	€0.00	€80.78	€80.78	View Download

Figure 6.305 Last invoice details view

1. Invoice ID

Unique identification for the invoice
2. From

Start date of the billing period
3. To

End date of the billing period
4. Usage
5. Payment
6. Previous invoice due
7. Total payable
8. Options

View/download invoice.

6.17.1.4 Previous invoices view

Previous invoices show all paid previous invoices.

1	2	3	4	5	6	7	8
Invoice Id	From	To	Usage	Payments	Previous invoice due	Total payable	Options
GVPUFSPQAW	2023-12-11	2024-10-29	€0.00	€0.00	€80.78	€80.78	View Download

Figure 6.306 Previous invoice view

1. Invoice ID

Unique identification for the invoice
2. From

Start date of the billing period
3. To

End date of the billing period
4. Usage
5. Payment
6. Previous invoice due
7. Total payable
8. Options

View/download invoice

6.17.2 History

6.17.3 Billing and payment method

The billing and payment method view is shown below.

1. Payment method view
2. [Billing detail view](#)

6.17.3.1 Billing detail view

Billing information is shown in this view as shown below.

The screenshot shows a web interface titled "Billing details". It contains a table with the following data:

Organization name	CowaCo
Administrator	Cowa Co
Email	cowaco1544@getmola.com
Address	affda, dadasd, Sri Lanka

Below the table is an "Update" button. Two numbered callouts are present: callout 1 points to the table, and callout 2 points to the "Update" button.

Figure 6.307 Billing details view

1. Billing details
 2. Update button
- Update billing details as mentioned in [My Account](#) sections.

6.18 Users Service portal

NCheck Cloud/On-premises server control panel for users allows reviewing user specific data for each user. The following operations are available for users

- [Manage user account](#)
- [User event logs](#)
- [Roster and schedules](#)
- [Leaves and holidays](#)
- [User reports](#)
- [User settings](#)

6.18.1 Manage user account

Select the user icon in the navigation bar.

1. Username
 2. User profile image
 3. User email address
 4. Account type
 5. **My account** button
- Refer [Manage user details](#) section for more details
6. [Switch profile by role](#)
 7. Sign out

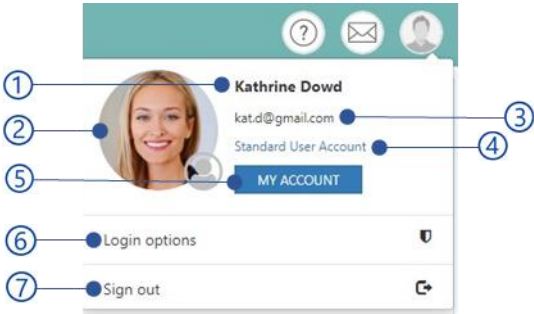


Figure 6.308 User management view

6.18.1.1 Manage user details

A screenshot of the 'ACCOUNT SETTINGS' form. At the top, there's a header 'ACCOUNT SETTINGS' and a button 'UPDATE ACCOUNT DETAILS'. Below this, there's a section for 'Profile picture' with a photo of Kathrine Dowd and a 'BROWSE' button (labeled 1). To the right of the photo, there's a 'Reset to default profile picture' link. Below the photo, there are input fields for 'First name' (labeled 2), 'Last name' (labeled 3), 'Employee code' (labeled 4), 'Email' (labeled 5), 'User name' (labeled 6), 'Address line 1' (labeled 7), 'Address line 2' (labeled 8), 'City' (labeled 9), 'Country' (labeled 10), 'State' (labeled 11), 'Zip code' (labeled 12), and 'Telephone' (labeled 13). At the bottom, there's a 'UPDATE' button (labeled 14) and a 'CLOSE' button (labeled 15). A note at the bottom states 'Required fields are marked in red ***'.

Figure 6.309 Manage user details

1. **Browse** button
Select the user image
2. First name
3. Last name
4. Employee code
5. Email
6. Username
7. Address line 1
8. Address line 2
9. City
10. Country
11. State
12. Zip code
13. Telephone
14. **Update** button
Update button will be disabled if the mandatory fields are empty or *Validation errors* exist. *Table 6.22*
Error messages of manage user details is showing error messages that could be occurred on updating user details.
15. **Close** button

Table 6.22 Error messages of manage user details

Error code	Error message
3001	Mobile/telephone number is not valid for the selected country/region.
3002	Invalid email address.

6.18.2 User time sheet

The user time sheet view shows the work plan of the user for a period. The User time sheet view is shown below.

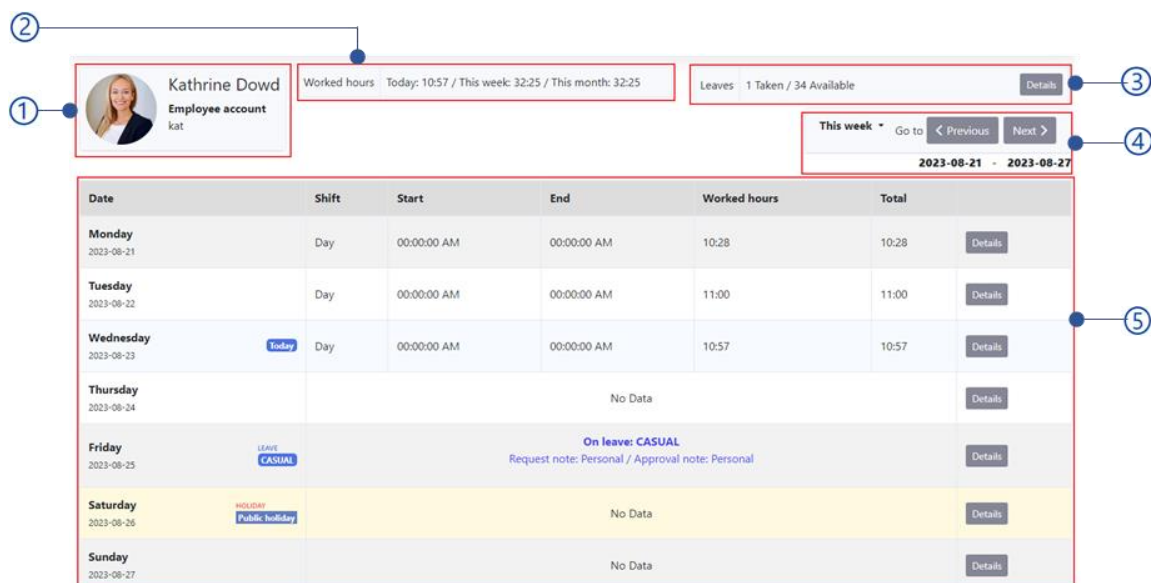


Figure 6.310 User time sheet view

1. [User quick view](#)
2. [Work hour quick view](#)
3. [Leaves quick view](#)
4. [Calendar view](#)
5. [User time sheet view](#)

6.18.2.1 User quick view

User quick view shows user details as shown below.

1. User images
2. First name and last name
3. User role
4. Username.

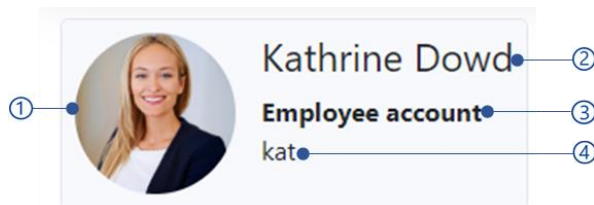


Figure 6.311 User quick view

6.18.2.2 Work hour quick view

The work hour quick view shows a summary of the user worked hours for the selected time range as below.

1. Today
Total work hours for the current date
2. This week
Total work hours for the current week.
3. This month
Total work hours for the current month.

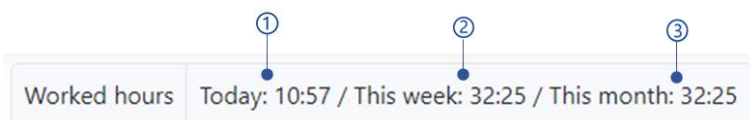


Figure 6.312 Work hour quick view

6.18.2.3 Leaves quick view

Leaves quick view shows a summary of the user leaves.

1. Leaves taken by the user
 2. Total available leaves
 3. Details button
- Refer [Users leave summery](#) section for more details.

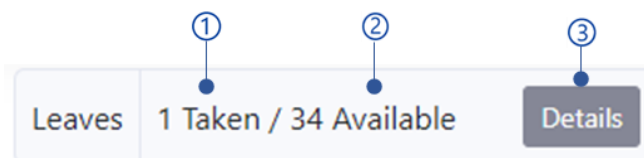


Figure 6.313 Leaves quick view

6.18.2.3.1 Users leave summery

The user leave summery view shows a remaining and taken leaves from each leave type.

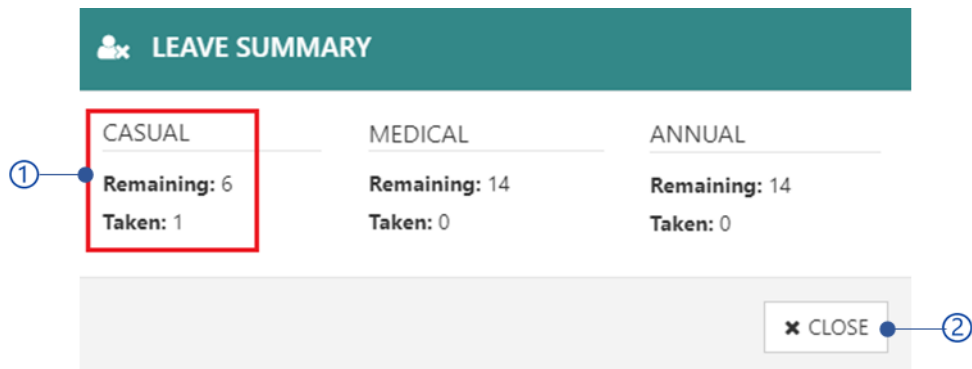


Figure 6.314 Leave summary view

1. Leave summary view
Leave summary view for specific leave type.
2. Close button

6.18.2.4 Calendar view

Calendar view is used to select the week/month to retrieve time sheet data.

1. Time period
The day period the data should be shown in the [User time sheet view](#).
 - a. This week
 - b. Bi
Two weeks
 - c. Monthly
2. Previous button
Change to the previous week/bi-week/month.
3. Next button
Change to the next week/bi-week/month.
4. Selected period

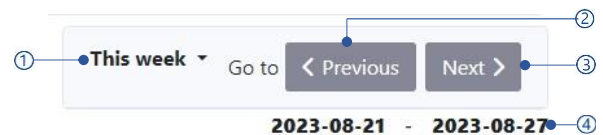


Figure 6.315 Calendar view of the user work sheet view

week

6.18.2.5 User time sheet view

The user time sheet view shows a summary of user work hours for the selected day period.

① Date	② Shift	③ Start	④ End	⑤ Worked hours	⑥ Total	⑦
Monday 2023-08-21	Day	00:00:00 AM	00:00:00 AM	10:28	10:28	Details
Tuesday 2023-08-22	Day	00:00:00 AM	00:00:00 AM	11:00	11:00	Details
Wednesday 2023-08-23 Today	Day	00:00:00 AM	00:00:00 AM	10:57	10:57	Details
Thursday 2023-08-24	No Data					Details
Friday 2023-08-25 LEAVE CASUAL	On leave: CASUAL Request note: Personal / Approval note: Personal					Details
Saturday 2023-08-26 HOLIDAY Public holiday	No Data					Details
Sunday 2023-08-27	No Data					Details

Figure 6.316 User time sheet view

1. Date
Date view for the selected day period in the Calendar view.
2. Shift
Shift name
3. Start
Shift start time.
4. End
Shift end time
5. *Work hours (HW)*
6. Total hours
7. Additional details

6.18.2.5.1 Date view

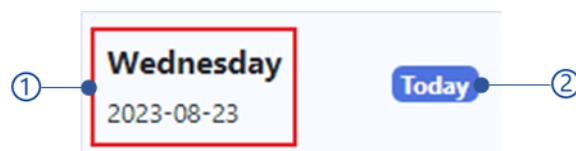


Figure 6.317 Date view of the user time sheet view

1. Date

2. Day status

Day status indicates following details.

- a. Today
Current date
- b. Leave
Leave with the leave type. The leave type, request note, and approval note will be displayed instead of the shift, start, end, worked hours and total columns.
- c. Holiday
Holiday with holiday name.

6.18.2.5.2 User work hours detail view

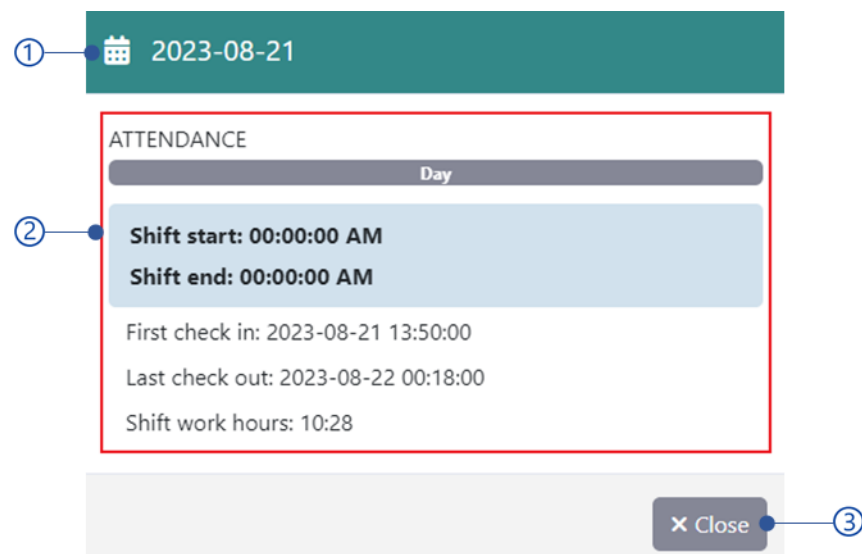


Figure 6.318 User work hours detail view

1. Date
2. Work hour details
 - a. Work hours details
Following details are showing,
 - i. Shift starts and ends.
 - ii. First check-in date time
 - iii. Last check-out date
 - iv. Shift work hours
 - b. Holiday details
Name of the holiday
 - c. Leave details
Leave type, request note and approval notes.
3. Close button

6.18.3 User event logs

Event logs allow monitoring user attendances. User event log view as follows.

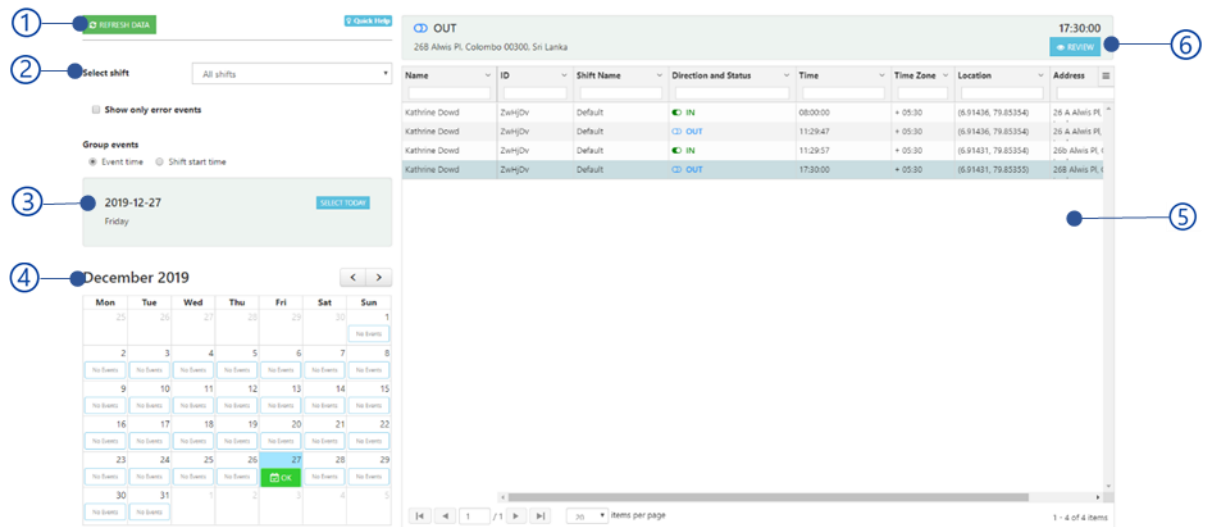


Figure 6.319 User event logs view of web control panel

1. **Refresh data** button
2. [Event logs filters](#)
3. [Calendar date quick view](#)
4. [Calendar view](#)
5. [Event logs view](#)
6. [Event log quick view](#)

6.18.3.1 Event logs filters

Filter user event logs as follows.

1. **Select shifts**
Filter events by shifts. Default shift is **All shifts**.
2. **Show only error events**
Filter check-ins without check-outs and check-outs without check-ins.
3. **Group events**
 - **Event time:** Events will be displayed according to the check-in/checkout time in the day.
 - **Shift time:** Events will be displayed based on the shift start time and shift end time.

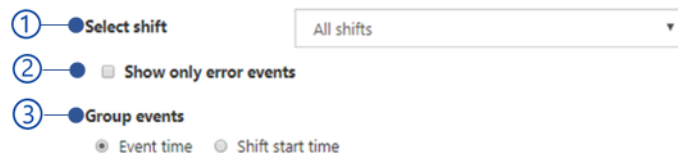


Figure 6.320 User event log filters view

6.18.3.2 Calendar view

The calendar view shows the following details.

1. Selected month
2. No. of missing check-outs
3. Events recorded with correct check-ins and check-outs sequence.
4. Number. of missing check-ins
5. Current date

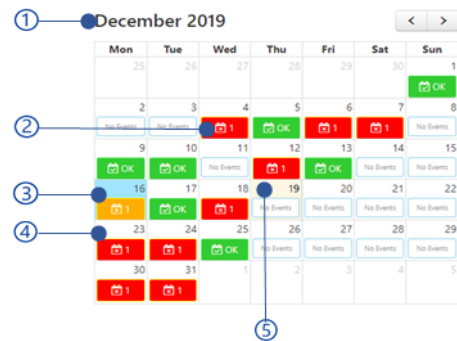


Figure 6.321 User calendar view

6.18.3.3 Calendar date quick view

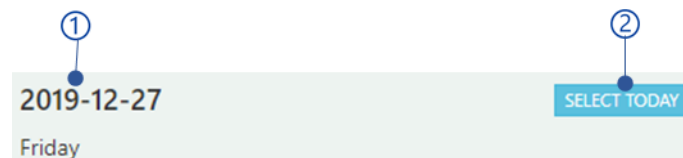


Figure 6.322 Calendar date quick view

1. Calendar selected date
2. **Select today** button
Select current date from the calendar

6.18.3.4 Event logs view

1	2	3	4	5	6	7	8	9
Name	ID	Shift Name	Direction and Status	Time	Time Zone	Location	Address	
Kathrine Dowd	ZwHjOv	Default	IN	08:00:00	+ 05:30	(6.91436, 79.85354)	26 A Alwis Pl,	
Kathrine Dowd	ZwHjOv	Default	OUT	11:29:47	+ 05:30	(6.91436, 79.85354)	26 A Alwis Pl,	
Kathrine Dowd	ZwHjOv	Default	IN	11:29:57	+ 05:30	(6.91431, 79.85354)	26b Alwis Pl,	
10	Kathrine Dowd	ZwHjOv	OUT	17:30:00	+ 05:30	(6.91431, 79.85355)	26B Alwis Pl,	

11

1 / 3 items per page 1 - 20 of 48 items

Figure 6.323 User event logs list view

1. **Table header**
2. Name
3. User ID
4. Shift name
5. Direction and status
Event type as check-in or check-out
6. Event time
7. Event time zone
8. Location
Longitude and latitude coordinates of the event location.
9. Address
Address of the event location

10. Selected event log
Selected event log detail are shown in
[Event log quick view](#)

11. [Table paging options](#)

6.18.3.5 Event log quick view

Quick view of the event detail.

1. Event type
 - Check-in
 - Check-out
2. Event location
3. Event time
4. **Review** button

View event log details. Refer [Event log review](#) section for more details.



Figure 6.324 User event log quick view

6.18.3.6 Event log review

This view presents user event log detail view as follows.

1. Event biometric view
2. Username
3. Shift name
4. Status
 - Check-in
 - Check-out
5. Event date
6. Event time
7. Event time zone
8. Event location
9. Description
10. Authentication mode
 - Face
 - Iris
 - Fingerprint
11. Event recorded type as by admin or online.
12. Show location button.

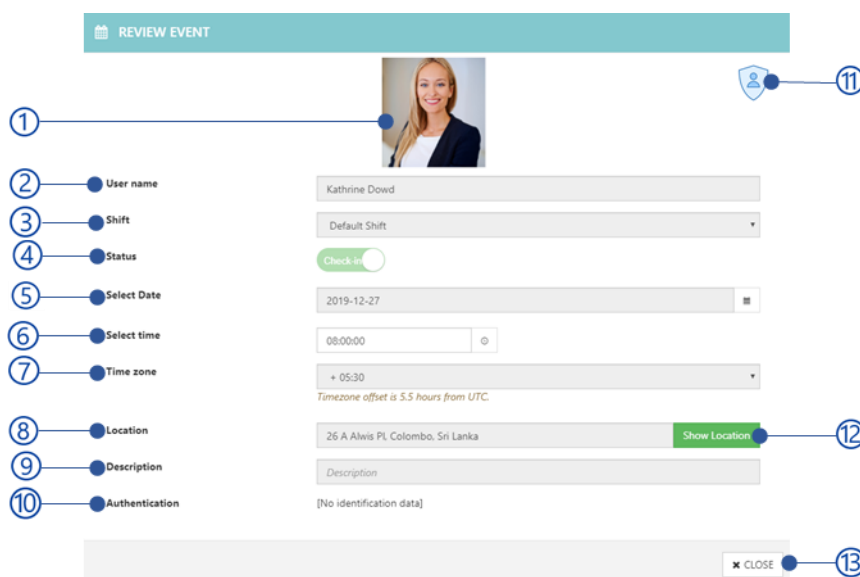


Figure 6.325 User review event window

13. **Close** button

6.18.4 Roster and schedules

The users can monitor the details below in the rosters and schedules.

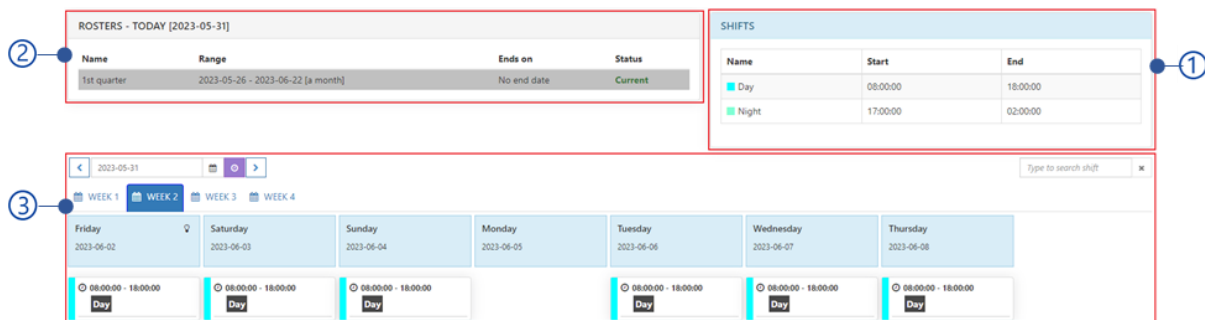


Figure 6.326 Shift and roster management view of user web control panel

1. Shifts view
2. Rosters view
3. Roster item management view
- 6.18.4.1 Shifts view

Shift view shows available shifts for users.

1. Shift name
2. Shift start time
3. Shift end time

Name	Start	End
Day	08:00:00	18:00:00
Night	17:00:00	02:00:00

Figure 6.327 user Shift view

6.18.4.2 Rosters view

All available rosters are shown in this view as follows.

Name	Range	Ends on	Status
1st quarter	2023-05-26 - 2023-06-22 [a month]	No end date	Current

Figure 6.328 User rosters view

1. Roster name
2. Roster duration
3. End date
4. Status

6.18.4.3 Roster item management view

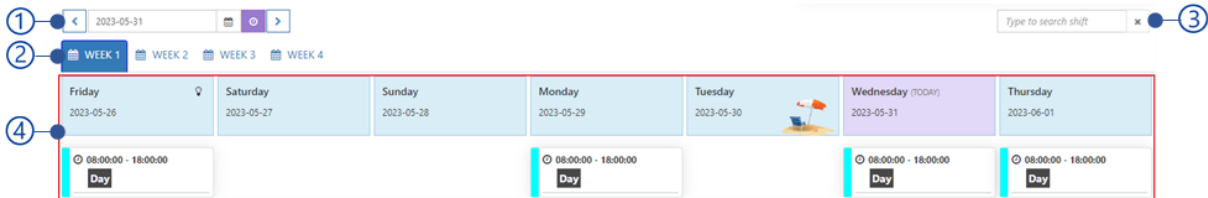


Figure 6.329 User roster items view

1. Current month

2. Weeks view
 - Filter roster items by shift
3. Week view
4. *Roster items view of user service portal*

6.18.4.3.1 Roster items view of user service portal

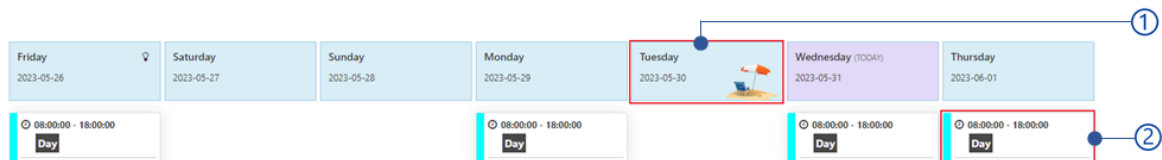


Figure 6.330 Roster items view of user service portal

1. *Date view of user service portal*
2. *Roster item view of user service portal*

6.18.4.3.1.1 Date view of user service portal

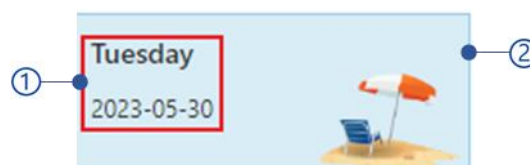


Figure 6.331 Date view of user service portal

1. Date
2. Holiday view
 - If a date has a holiday, the view background will be appeared with image.

6.18.4.3.1.2 Roster item view of user service portal

The roster item's view shows the following details.

1. Shift details
 - Shift start time
 - Shift end time
 - Shift name
2. User group name

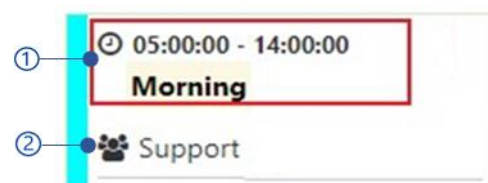


Figure 6.332 Roster item user view

6.18.5 Leaves and holidays

This view allows user to view leaves, holidays and apply leaves.

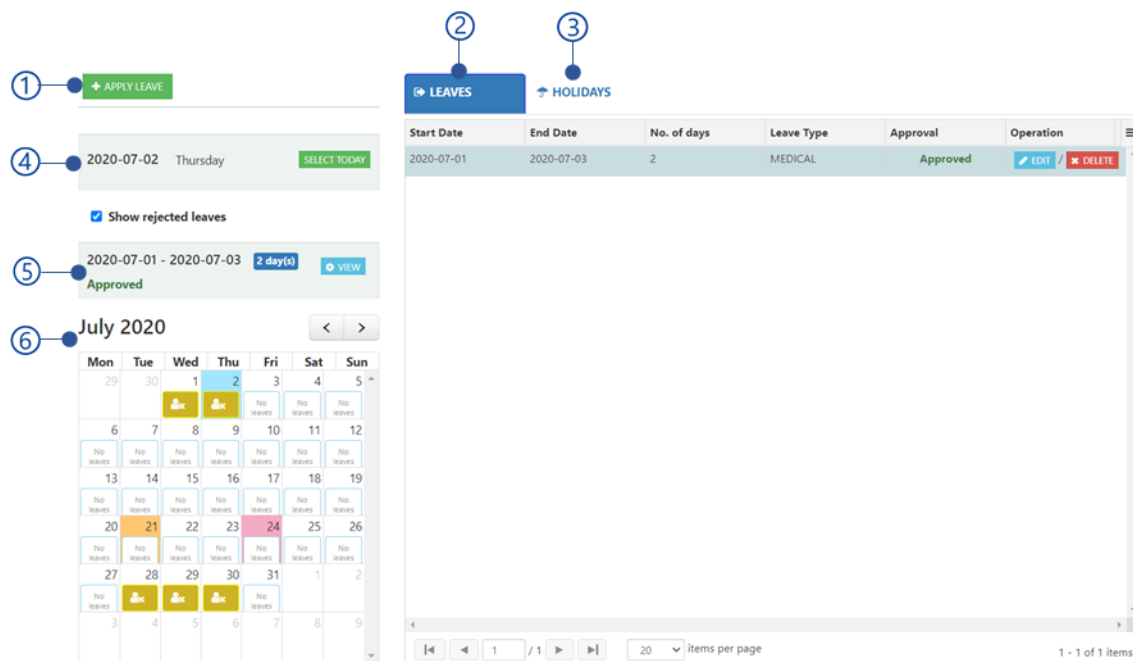


Figure 6.333 Leaves and holiday management view of user service portal

1. [Apply/edit leave](#)
2. [Leave table view](#)
3. [Holiday table view](#)
4. [Selected date view](#)
5. [Summary view of selected leave](#)
6. [Calendar view](#)

6.18.5.1 Apply/edit leave

Users are allowed to apply for leave as below.

1. Start date
Leave starts date
2. End date
End date of the leave
3. Request reason
4. Leave type
Leave type as Casual, Medical, Annual, or custom leave type defined by the administrator.
5. Send request button
Send the leave request for Approval. Once the leave is approved or rejected, the user will get notified as shown in [Figure 6.335](#) Leave approval notification.
6. Cancel button
Cancel the Request a leave dialogue.

Request a leave

Required fields are marked in red "**".

1. Start date

2020-07-21
📅

2. End date

2020-07-21
📅

3. Request reason

Reason for leave

4. Leave type

CASUAL
▼

5.

📤 SEND REQUEST

6.

✕ CANCEL

Figure 6.334 Request a leave dialogue view

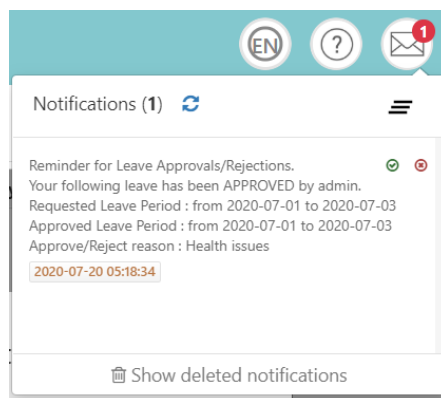


Figure 6.335 Leave approval notification

6.18.5.2 Leave table view

Leave table shows leaves applied by the user for the selected date in the [Calendar view](#).

1 Start Date	2 End Date	3 No. of days	4 Leave Type	5 Approval	6 Operation	7 Menu
2020-07-28	2020-07-30	3	CASUAL	Requested	EDIT / DELETE	

Figure 6.336 Leaves table view of user service portal

1. Start date
Leave start date.
2. End date
Leave end date
3. No of day
No of days leave applied.
4. Leave type
Leave type as Casual, Medical, Annual, or custom leave type created by the administrator.
5. Approval status
Approval status as Requested, Approved or Rejected.
6. Operation
 - Edit leave
Refer [Apply/edit](#) leave section for more details.
 - Delete leave
Delete the leaves
7. [Table menu](#)

6.18.5.3 Holiday table view

Holiday table show holidays available for the selected date in the [Calendar view](#).

1. Date
2. Description
3. [Table menu](#)

1 Date	2 Description	3 Menu
2020-07-24	Company maintenance	

Figure 6.337 Holiday table view of user service portal

6.18.5.4 Selected date view

The details of the date are shown as selected leave from the [Leave table view](#) or holiday from the [Holiday table view](#).

1. Date
The date of the selected date from the [Calendar view](#) or date of the selected leave from the [Leave table view](#) or date of the selected holiday from the [Holiday table view](#).
2. Day
3. Select today button
Select the current date from the [Calendar view](#)
4. Holiday name
This would appear if a holiday selected from the [Holiday table view](#).

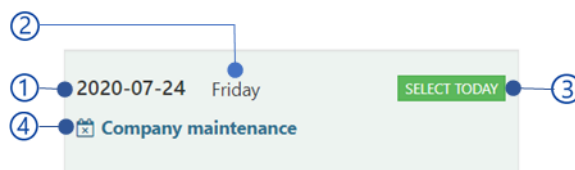


Figure 6.338 Selected date view

6.18.5.5 Summary view of selected leave

Selected holiday view shows the details of the selected leave from the [Leave table view](#) as follows.

1. Leave period
Start and end date of the leave with number of days.
2. Approval status of the leave
Approval status as Requested, Approved or Rejected.
3. View button
Refer section for more details.

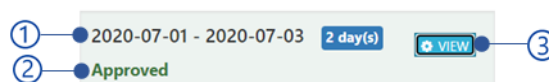


Figure 6.339 Summary view of selected leave

6.18.5.5.1 Leave details

Leave details view shows leave details as below.

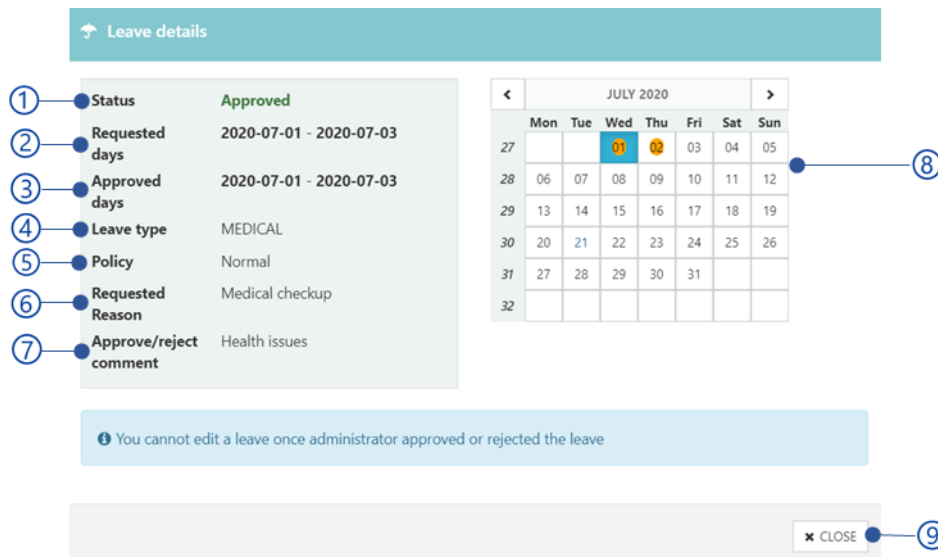


Figure 6.340 Leave details view

1. Status
Status as Approved or Rejected
2. Requested days
The period leaves requested.
3. Approved days
The period leaves approved.
4. Leave type
Leave type as Casual, Medical or Annual
5. Policy
Leave policy as
 - Normal
6. Restricted
User is now allowed to check-in or check-out while on leave.
6. Requested reason.
7. Approve/reject comment
Reason for the approval or rejection from the administrator.
8. Calendar view shows approved leave period.
9. Close button
Close Leave details dialogue view

6.18.5.6 Calendar view

The calendar view shows leave and holidays for the user as below.

1. Selected month
2. Navigate button to last month.
3. Navigate button to next month.
4. User leave
5. Holiday
6. Current date
7. Selected date

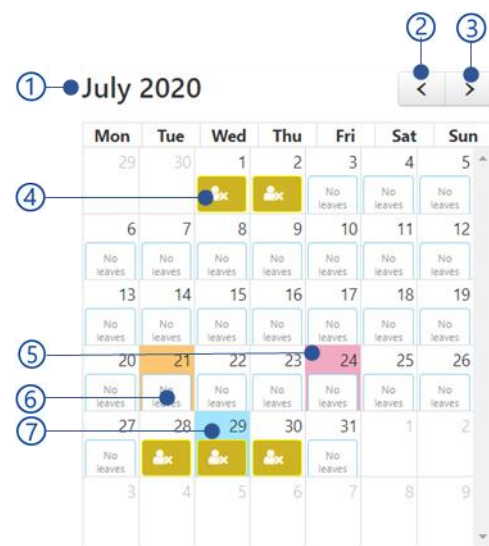
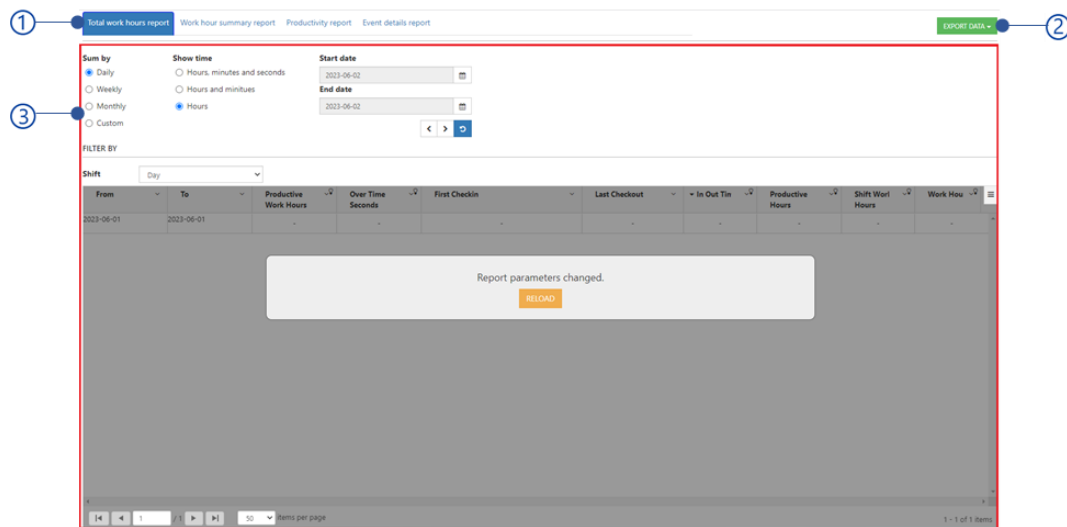


Figure 6.341 Calendar view

6.18.6 User reports



6.342 Users report view

1. [Report types of user service portal](#)
2. [Export user reports](#)
3. Report view

6.18.6.1 Report types of user service portal

1. [Total work hour report of user service portal](#)
2. [Work hour summary report of user service portal](#)
3. [Work hour summary report of user service portal](#)
 1. Date
 2. Total work hours
Total [Work hours \(HW\)](#) for the date.
4. [Productivity report of user service portal](#)
5. [Event detail report of user service portal](#)

6.18.6.1.1 Total work hour report of user service portal

The Total work hours report provides work hours details for a selected date range. Those details can be calculated on a daily, weekly, and monthly basis. The important parameters are,

- | | |
|--|---|
| 1. From | 6. First check-in |
| 2. To | 7. Last check-out |
| 3. Productive work hours (HPS) | 8. In-out hours |
| 4. Max overtime hours (OTMAX) | 9. Productive hours (HP) |
| Maximum overtime hours per person can complete during the shift. | 10. Shift work hours (HS) |
| 5. Overtime hours | 11. Work |

6.18.6.1.2 Work hour summary report of user service portal

3. Date
4. Total work hours
Total *Work hours (HW)* for the date.

6.18.6.1.3 Productivity report of user service portal

Productivity report is generated for a selected time with user/employee productivity parameters as follows.

- | | |
|--------------------------|--|
| 1. From | 9. <i>Early arrival</i> |
| 2. To | 10. <i>Early departure</i> |
| 3. <i>First check-in</i> | 11. <i>Max overtime</i> hours
(OTMAX) |
| 4. <i>Last check-out</i> | Maximum overtime hours per person can complete during the shift. |
| 5. <i>Work</i> | 12. Overtime hours |
| 6. <i>Break hours</i> | 13. <i>Productive hours (HP)</i> |
| 7. <i>Late arrival</i> | 14. <i>Unproductive hours</i> |
| 8. <i>Late departure</i> | |

6.18.6.1.4 Event detail report of user service portal

Event details represent all users/employees event details information as follows.

- | | |
|---|---|
| 1. Shift
Shift name | 9. Device mode
The device is registered to the user or user group. |
| 2. Event type | 10. Device group name
Device group name if registered to a user group. |
| 3. Date and time | 11. Device group description
Device group description if registered to a user group. |
| 4. Time zone
Time zone difference in hours with respective to UTC. | 12. Device group deleted |
| 5. Location coordinates
Longitude and Latitude coordinates of the event location | 13. Restriction group name |
| 6. Location source | 14. Restriction group description |
| 7. Address | 15. Restriction group deleted. |
| 8. Description | |

6.18.6.2 Report data view of user service portal

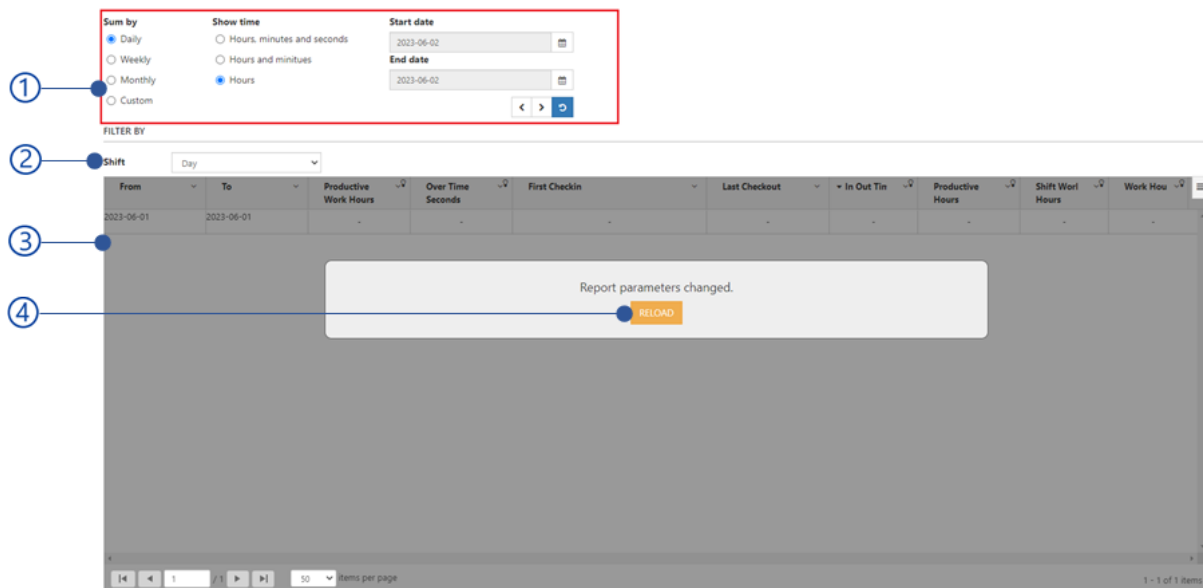
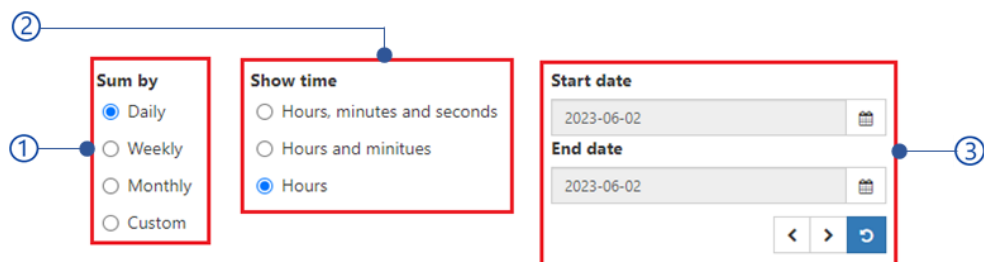


Figure 6.343 Report data view of user service portal

1. [Report settings of user service portal](#)
2. Shift filter
Select the shift name to filter report data.
3. Report table

4. Reload button
Reload report data once the setting and filters have been changed.

6.18.6.3 Report settings of user service portal



6.344 User report settings view

1. Report calculation strategy
Change the calculation based on Daily, Weekly or Monthly basis. Report calculation strategy is not available for [Event detail report of user service portal](#).
2. Time filter
Show time ranges in Hours format or Hours and minutes format or hours, minutes and seconds format. Report calculation strategy is not available for [Event detail report of user service portal](#).

3. Date range
Refer section for more details.

6.18.6.3.1 Date range

Select the start and end date to request report data.

1. Start date
2. End date
3. Date navigation

Increment or decrement start and end date keeping the difference between start and end dates using back backward and forward arrow buttons.

4. Reset button

Set the start date to the current date keeping the difference between end date.



Figure 6.345 Date range view of the user service portal

6.18.6.3.2 Report table of user reports

From	To	Productive Work Hours	Over Time Seconds	First Checkin	Last Checkout	In Out Tin	Productive Hours	Shift Work Hours	Work Hours
2023-01-01	2023-06-01	1:47	-	2023-05-04 09:57:37	2023-05-30 08:04:03	20:59	1:47	30:00	1:47

Figure 6.346 Report table of user reports

1. Report columns
2. [Table menu](#)
3. Report data
4. [Table paging options](#)

6.18.6.4 Export user reports

Export data in PDF and CSV formats. Available options are,

- Export all data as PDF
Export complete report as a PDF.
- Export all data as CSV
Export complete report as a CSV.
- Export visible data as PDF
Export currently visible data in the report as a PDF.
- Export visible data as CSV
Export currently visible data in the report

6.18.7 User settings

6.18.7.1 Select display language for web

Available languages are English and Chinese.

6.19 Common functions

6.19.1 Client registering view

NCheck Admin and Attend Clients for Windows, Android and IOS can be registered to an employee, employee group or location. To register the application the registration token can be generated for the selected registration mode. Once the registration token is generated, the token will be display as follows.

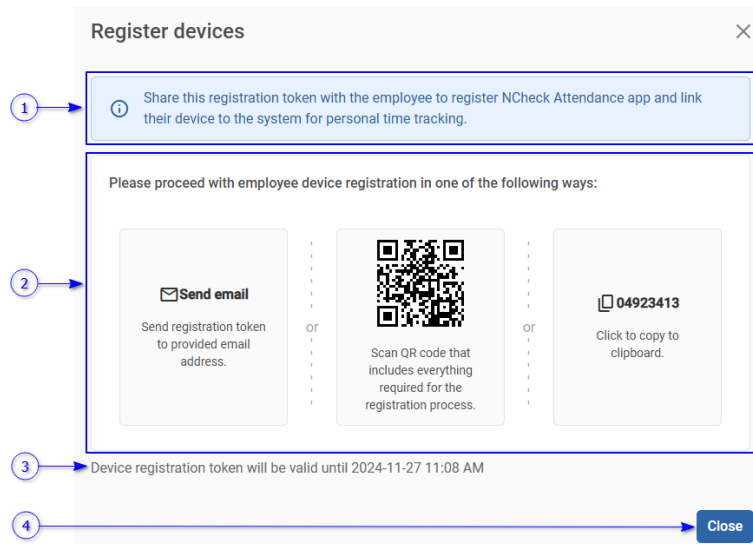


Figure 6.347 Register device view

1. Guidance to register client.
2. [Registration token view](#)
3. The registration token expiration time
One the token expired, it cannot use to register the client. A new registration token should be generated again.
4. Close button

Table 6.23 Error messages of registration view

Error code	Error message
2035	Failed to email registration token.

6.19.1.1 Registration token view

Th registration token view is showing the registration token required to register NCheck client application.

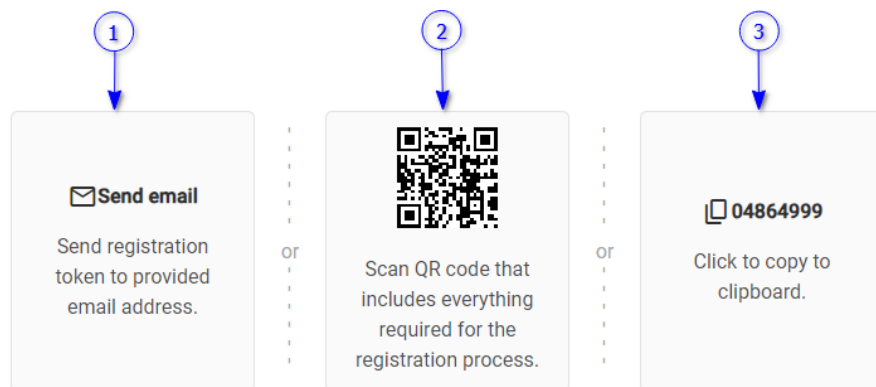


Figure 6.348 Registration token view

1. Scan token
Scan QR code to get the registration token and server URL.
2. Send email
Email registration token to an email. To send email, you should configure email as mentioned in [Email notification settings](#) section.
3. Copy token
Copy registration token.

6.19.2 Calendar view

The calendar view is used to represent data for dates. In either NCheck this calendar view is shown in larger screens only.

The calendar view is shown below.

1. Year selection menu
 2. Refresh button
 3. Button to navigate to previous month
 4. Button to navigate to next month
 5. Selected month
 6. Legend
- The selected month is showing all available dates of the month. And each date view may show specific data depending on the use case. For example, according to the figure, each date view represents number of events as well as error/valid events with colors.
- Based on the data represents, this view may appear.

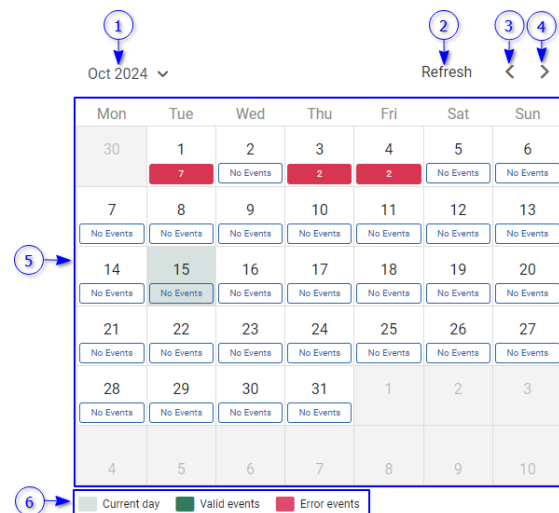


Figure 6.349 Calendar view in event logs management

6.19.3 Location restrictions

Location restrictions can be applied for selected employee/employee group in order to bound check-in/checkout events to the area.

Location restrictions view as follows,

1. Location restrictions table
2. Add new location button
Add location restriction. Refer section for more details.

Name	Address	Options
Home	110 Transit Ave, Nashville, TN 37210, USA	Edit Delete
Office	1150 Vultee Blvd Nashville, TN 37217, USA	Edit Delete

[Add new location](#)

6.350 Location restriction view

6.19.3.1 Location restriction table

This view shows all location restrictions and operations as follows

1. Restriction name
2. Address where the restriction applied
3. Options
 - Edit button
[Edit location restriction](#)
 - Delete button
Delete location restriction for the employee/group

Name	Address	Options
Home	110 Transit Ave, Nashville, TN 37210, USA	Edit Delete
Office	1150 Vultee Blvd Nashville, TN 37217, USA	Edit Delete

[Add new location](#)

6.351 Location restriction table

6.19.3.2 Edit location restriction

Edit existing location restriction as follows.

1. Restriction name
2. Description
3. Address where the restriction applies
4. Latitude
only 5 decimal places are allowed.
5. Longitude
only 5 decimal places are allowed.
6. radius
7. Allow bypass
Check this option to allow user to bypass the location restriction as mentioned in section
8. Update button
9. Cancel button

6.352 Edit location restriction view

Table 6.24 Error messages of add new location restrictions

Error code	Error message
3011	Only 5 decimal places are allowed in latitude and longitude values.

6.19.3.3 Add location restriction

New location restrictions can be added as follows.

1. Add from previously added restrictions
Deleted or applied location restrictions can be chosen in this view. Selected location restriction is allowed to edit in the location restriction form.
2. Add from location history
Users event locations can be selected as location restriction in this view. Selected location restriction is allowed to edit in the location restriction form.
3. Add new location restriction
Refer [Add location restriction](#) section for more details.

6.353 Location restriction view

6.19.3.4 Add new location restriction

This view allows to add new location restrictions as follows.

1. Restriction name
2. Description
3. Address where the restriction applies
4. Latitude
5. Longitude
6. Select location from the map
Pick location from map view. You must configure map from [Location map provider](#) setting first.
7. radius
8. Allow bypass
Check this option to allow user to bypass the location restriction as mentioned in section
9. Add button
Update button will be disabled if the mandatory fields are empty or [Validation errors](#) exit. [Table 6.25](#) Error messages of add new location restriction shows error messages could appear when updating location restriction

Figure 6.354 Add new location restriction view

Table 6.25 Error messages of add new location restriction

Error code	Error message
3011	Only 5 decimal places are allowed in latitude and longitude values.

6.19.4 Manage passes

Pass is used to identify employees and visitors when biometric data is not required. Pass can be generated from either NCheck or imported from any 3rd party system. Once a pass is assigned for employee/visitor, that can be used to record their attendance from the allowed period (If defined) or else forever.

Passes can be assigned to an employee/visitor in the following ways.

1. Assign a new pass to the employee/visitor
Generated pass either from NCheck or any 3rd party system.
2. Reuse existing pass
Once pass unassigned from employee/visitor, it is available for assign.

6.19.4.1 Pass types

NCheck support following pass data types

1. Barcode
2. RFID
3. Vehicle number plates

6.19.4.2 Manage employee/visitor passes

Employee/visitor passes view allows employees to manage pass assignments as follows.

1. Pass assigning options
Add passed for employees/visitors. Employees are allowing one pass while visitors can have multiple passes.
 - a. *Create/update pass* assignment
 - b. Select existing
2. Employee/visitor pass assignment view
3. Paging
Navigating between pass assignments
4. Close buttons

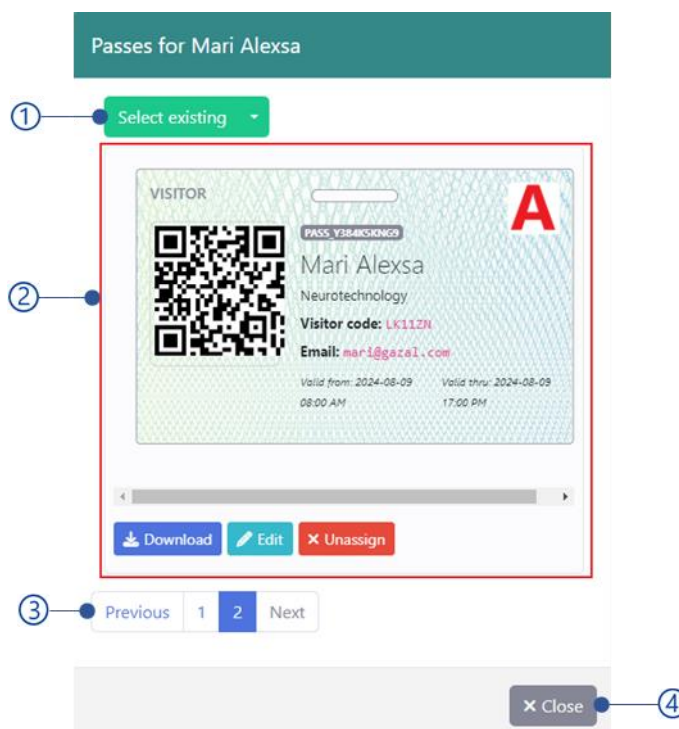


Figure 6.355 Employee/visitor passes view

6.19.4.3 Create/update pass assignment

Employee/visitor pass assignments can be created or updated as follows.

The screenshot shows a web form titled "Update pass - Kathrine dowe". The form contains the following elements:

- 1** → Title: "Update pass - Kathrine dowe"
- 2** → "Pass Name" field with the value "PASS_1NILBT02E"
- 3** → "Pass data" section containing two identical pass data entry boxes. Each box has a "Pass type" dropdown menu (set to "Barcode") and a "Data" text field (containing "sdWrTg" and "WfergJ" respectively). Each box has a red "X" icon in the top right corner.
- 4** → "+ Add pass data" button
- 5** → "+ Assign from history" button
- 6** → "Valid from" date field with a calendar icon and a "X Remove date" button. The date shown is "2024-10-03".
- 7** → "Valid thru" date field with a calendar icon and a "X Remove date" button. The date shown is "2024-12-08".
- 8** → "✓ Update" button
- 9** → "X Close" button

Figure 6.356 view for create/update pass assignments

1. Action name for pass creates or edit
2. Pass name
Unique identification for pass.
3. Pass data view
All pass data is showing in this area. Refer [Pass data view](#) section for more details about pass data.
4. Add pass data button
Add pass data to the pass. Refer [Pass data view](#) section for more details about pass data.
5. Assign from history button
6. Valid from
Specify a date that the pass can be used for if required. Refer [Date selection view](#) section for more details of selecting valid from date
7. Valid to
Specify a date that the pass is expired if required. Refer [Date selection view](#) section for more details of selecting valid from date

6.19.4.3.1 Pass data view

Pass data represents *Pass types* with the data as shown below.

1. Remove button
Remove pass data from the pass.
2. Pass type
Pass type from *Pass types*.
3. Pass data
Pass data. This cannot be empty or duplicated in the pass.

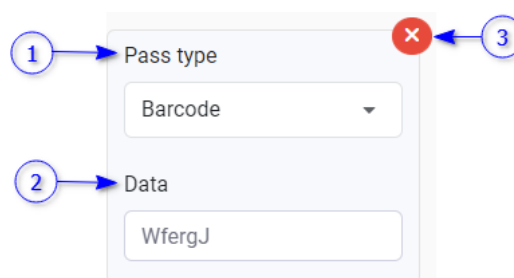


Figure 6.357 Pass data view

6.19.4.3.2 Date selection view

Date selection view is used to select/edit pass start and end date as below.

1. Selected date
This is showing a date picker to select date.
2. Date picker button
This is showing a time picker to select time.
3. Time picker button
This is showing a time picker to select time.
4. Remove date button
Clear selected date and time.



Figure 6.358 Date selection view

6.19.4.3.3 Assign pass data from history

NCheck server keeps employee and visitor unidentified event data including biometrics data and id data. Unidentified biometric data can be used to enroll employees and visitors as mentioned in *Enroll from history* section. Unidentified id data can be used to create passes.

Assign pass data from history dialog is shown below.

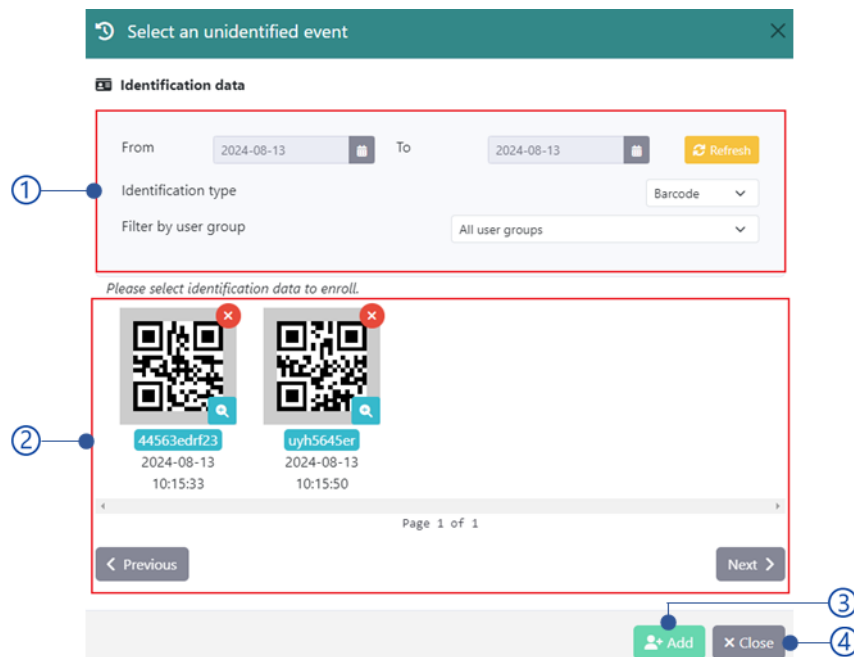


Figure 6.359 dialog to select an unidentified event data

1. Unidentified id data filter view
2. Unidentified id data list view
3. Add button
Add selected unidentified id data as pass data.
4. Close button

6.19.4.3.3.1 Unidentified id data filter view

Filter all unidentified id data as below.

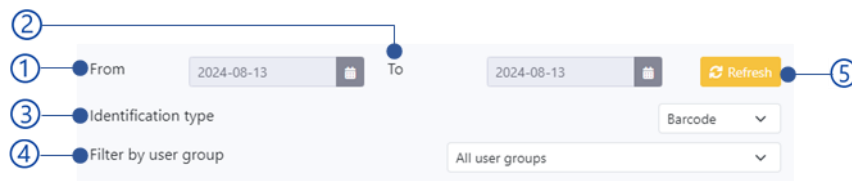


Figure 6.360 Unidentified id data view

1. From
Retrieve unidentified id data from specified date. By default, this is the current date.
2. To
Retrieve unidentified id data to specified date. By default, this is the current date.
3. Identification types
Unidentified id data type as user id, barcode, RFID or vehicle number plate.
4. Filter by group
Retrieve unidentified id data from selected user group.
5. Search button

6.19.4.3.3.2 Unidentified id data list view

All filtered unidentified id data list is showing in this area.

1. [Unidentified id data view](#)
2. Unidentified id data paging

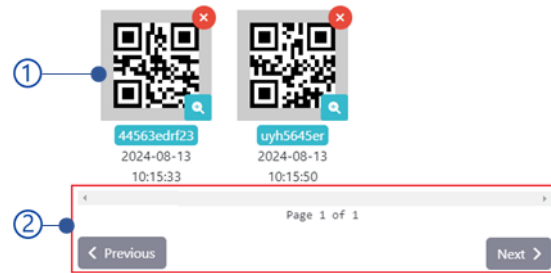


Figure 6.361 Unidentified id data list view

6.19.4.3.3.3 Unidentified id data view

The unidentified Id data view shows captured id data details as below.

1. Delete button
Delete unidentified id data.
2. Unidentified id data type icon
3. More details of unidentified events as shown in [Figure 6.363](#).
 - a. Modality
User id, RFID, Barcode, license plate
 - b. Time
Unidentified event time
 - c. Latitude and longitude
Location coordinate where unidentified event recorded.
 - d. Address
Address where unidentified event recorded.
4. Unidentified id data
5. Unidentified event time.

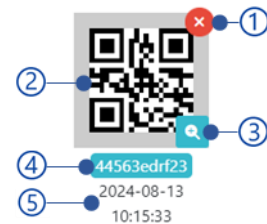


Figure 6.362 unidentified id data view

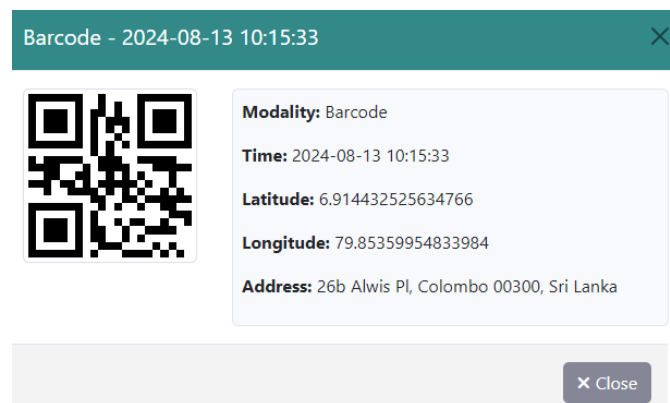
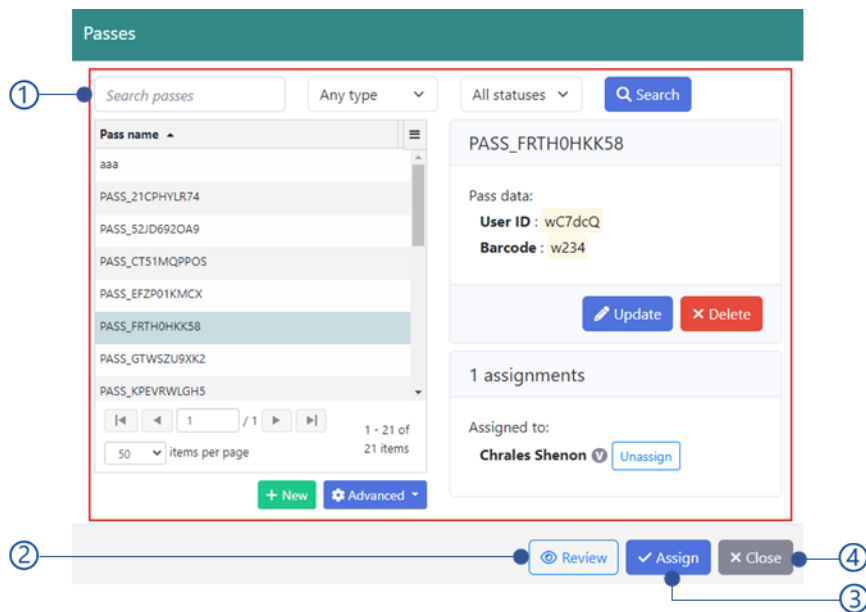


Figure 6.363 Unidentified event details dialog

6.19.4.4 Select existing pass

Select pass existing dialog allows to assign existing passes for employees and visitors as below.



1. Existing pass management view
- 2.
3. Review button
Review and update selected pass if any changes required. This will open [Create/update pass](#) assignment dialog.
4. Assign button
Assign selected pass to the employee or visitor.
5. Close button

6.19.4.4.1 Existing pass management view

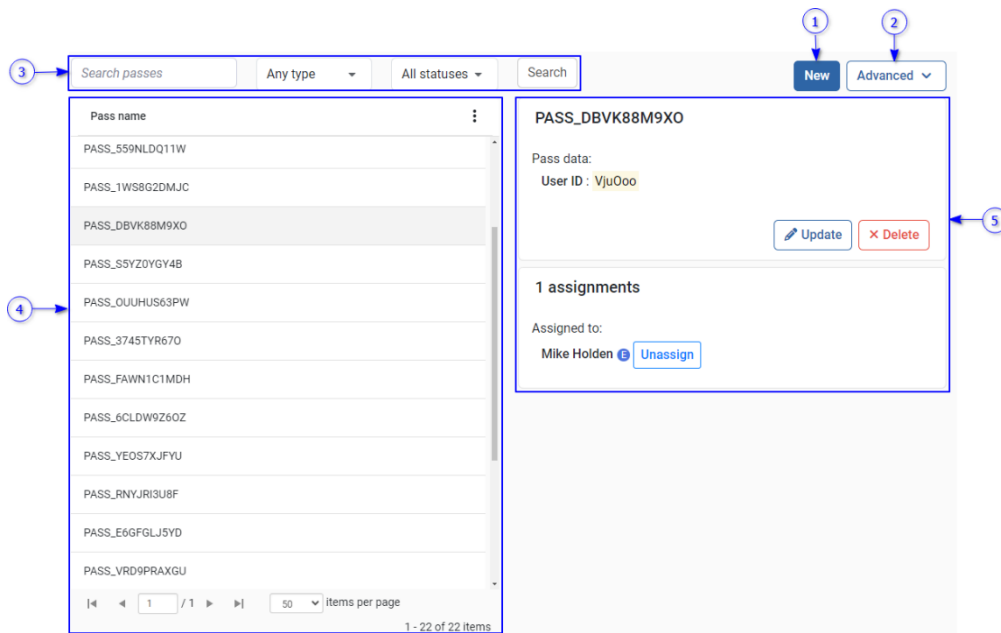


Figure 6.364 Pass management view

1. New button
Add new pass. Refer [Create/update pass assignment](#) section for more information.
2. Advanced menu
 - a. Import menu
Refer [Import pass data](#) section for more information.
 - b. Export menu
Refer [Export pass data](#) section for more information
3. [Pass filtering view](#)
4. [Pass list view](#)
5. [Pass quick view](#)

6.19.4.4.1.1 Pass filtering view

Filter pass list by pass name, pass type and pass status as follows.



Figure 6.365 Pass filtering view

- | | |
|---|---|
| 1. Pass name
Search by pass name | 3. Pass status
Pass status as assigned or unassigned |
| 2. Pass type
Pass type as user ID, Barcode, RFID,
License plate or any. | 4. Search button |

6.19.4.4.1.2 Pass list view

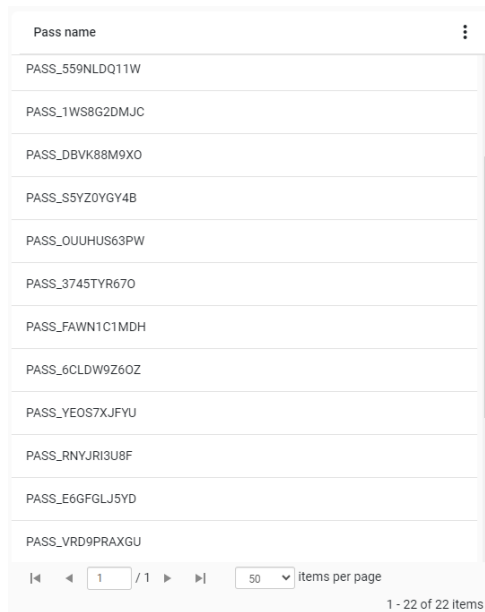
A screenshot of a web application showing a list of passes. The table has a header 'Pass name' and a vertical ellipsis menu icon. The list contains 15 passes, each with a unique alphanumeric ID. At the bottom, there is a pagination control showing '1' of 1 page, '50' items per page, and '1 - 22 of 22 items'.

Figure 6.366 Pass list view

All available passes are showing in a [Data table](#).

6.19.4.4.1.3 Pass quick view

The pass quick view shows pass data as follows.

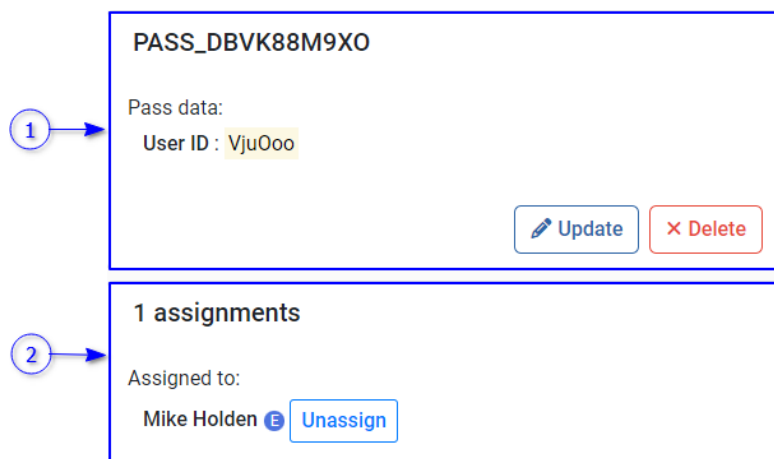
A screenshot of the 'Pass data quick view' for the pass 'PASS_DBVK88M9XO'. It is divided into two sections. The first section, labeled '1', shows 'Pass data:' with 'User ID : VjuOoo' and buttons for 'Update' and 'Delete'. The second section, labeled '2', shows '1 assignments' with 'Assigned to: Mike Holden' and an 'Unassign' button.

Figure 6.367 Pass data quick view

1. [Pass data view](#)
2. [Pass assignment view](#)

6.19.4.4.1.4 Pass data view



Figure 6.368 Pass data view

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Pass name 2. Pass data
All available pass data are showing in this area. | <ol style="list-style-type: none"> 3. Update button
Update pass data. Refer section for more details. 4. Delete button
Delete pass data. |
|--|--|

6.19.4.4.1.5 Pass assignment view

Pass assignment view shows details of the employee and visitor who use the pass.

1. Number of pass assignments.
2. Employee or visitor details
First name and last name of the user type (E for employee and V for visitor) uses the pass including option to unassign pass.

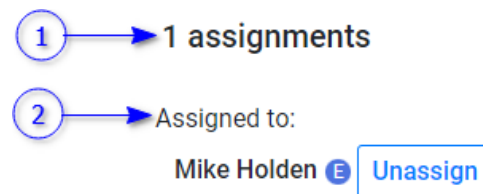


Figure 6.369 Pass assignment view

6.19.4.4.1.6 Import pass data

Import pass option is used to import pass and pass assignments data.

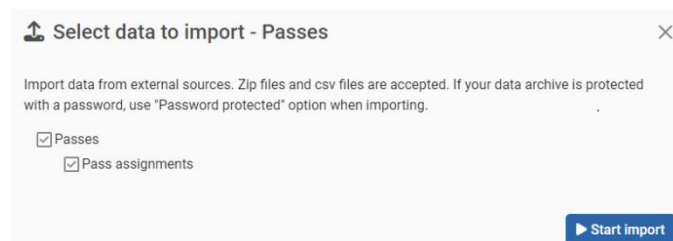


Figure 6.370 Pass data import view

To import pass data,

1. Select data needs to be imported

2. Select Start import button

Select Start import button to select pass data file. Refer [Select import location](#) for more details.

6.19.4.4.1.7 Export pass data

Export pass and pass assignment data. Pass data export view is shown below.

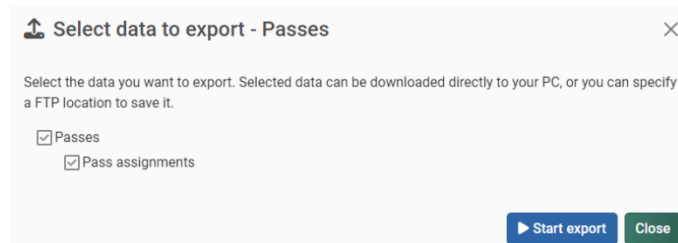


Figure 6.371 Pass data export view

To export pass data,

1. Select the pass data to export.
2. Start export button
Select start export button to select the event log export location.
Refer [Select export location](#) for more details

6.19.5 Manage biometric data

Biometric data is used to identify users when recording attendance from client applications. At least once biometric should be enrolled to identify employee or visitor from client applications. Biometric data dialog is using to manage employee and visitor biometric data,

1. Enrolled biometrics
2. [Enroll from history](#)
3. Menu for [Capture from client applications](#)
4. Menu for [Upload biometric image](#)
5. Delete button
6. Close button



Figure 6.372 Add biometrics view

6.19.5.1 Enroll from history

The face, fingerprint, and iris images, unable to identify the employee/visitor while recording attendances, are kept in NCheck server. These biometric images can be used to enroll users.

In the Select from history window,

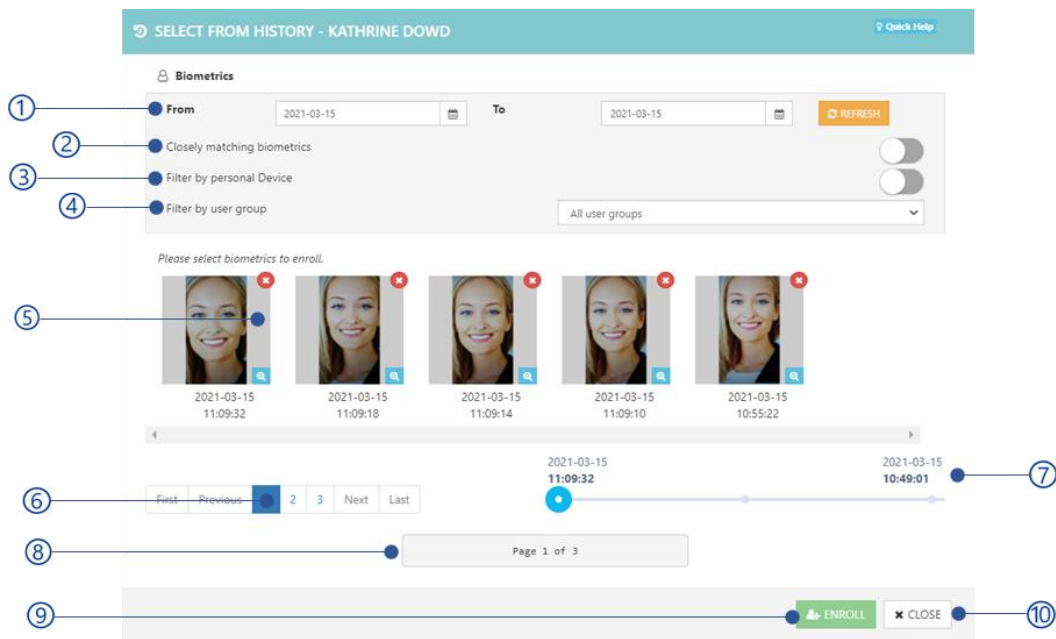


Figure 6.373 Select biometrics from history view

1. Date range
Biometrics will be retrieved within the selected date range.
2. Closely matching biometrics
NCheck server will filter out the closely matching biometrics for the user from history.
3. Filter by device
Filter out the biometrics matching for the device.
4. Filter by user group
Biometrics used to enroll for the selected user group.
5. Biometric quick view as shown in [Figure 6.374](#).

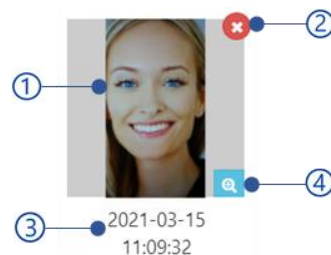


Figure 6.374 Biometric image view of select biometric from history view

1. Biometric thumbnail
2. Delete button
3. Date and time biometric captured
4. View button
To show the Biometric detail view.

6. Paging details
Functionalities to navigate through all face images in each page.
7. Timeline
show the latest updated image date and time of each page between date time of recently updated image and first updated image.
8. Next button
Current page number of available pages.
9. Enroll button
Enroll button will be disabled if no biometric image has selected. The table shows all error messages could appear.
10. Close button

Table 6.26 Error message of select biometric from history

Error code	Description
2024	Could not enroll selected face/finger/iris image.

6.19.5.2 Biometric detail view

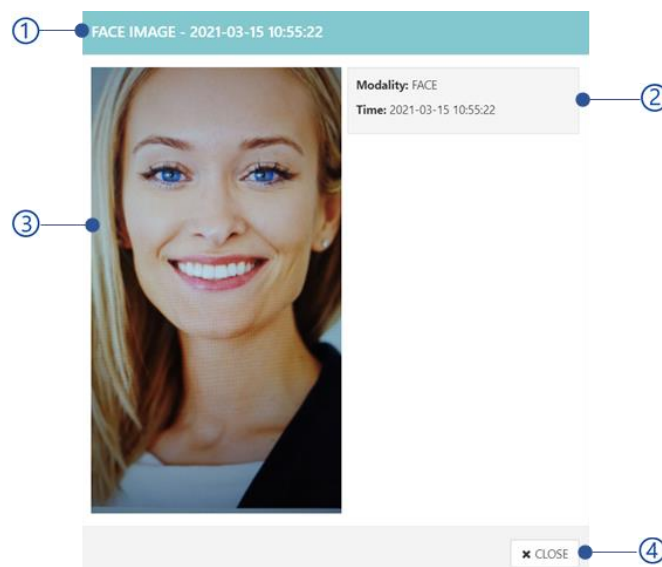


Figure 6.375 Biometric detail view

1. Biometric event date and time
2. Biometric details
 - a. Modality
Face, Fingerprint, or Iris
 - b. Time
The date and time of the event the biometric image had uploaded.
3. Biometric image
4. Close button

6.19.5.3 Capture from client applications

Biometrics can be enrolled through the NCheck client applications such as NCheck Attend for Windows and Android and NCheck Admin for Windows and Android. To capture

1. Select biometric capture type from the list
 1. Capture face
 2. Capture fingerprint
 3. Capture iris
2. Capture the selected biometric when the capture view is appeared as mentioned in
 4. *Capture face from Attend clients*
 5. *Capture face from Admin clients*
 6. *Capture fingerprint from Admin clients*
 7. *Capture iris from Windows Admin client*

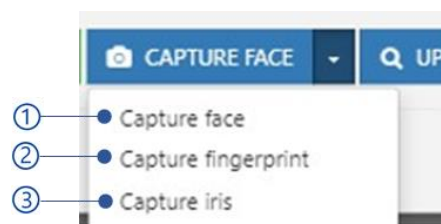


Figure 6.376 Menu for capture biometrics from client applications

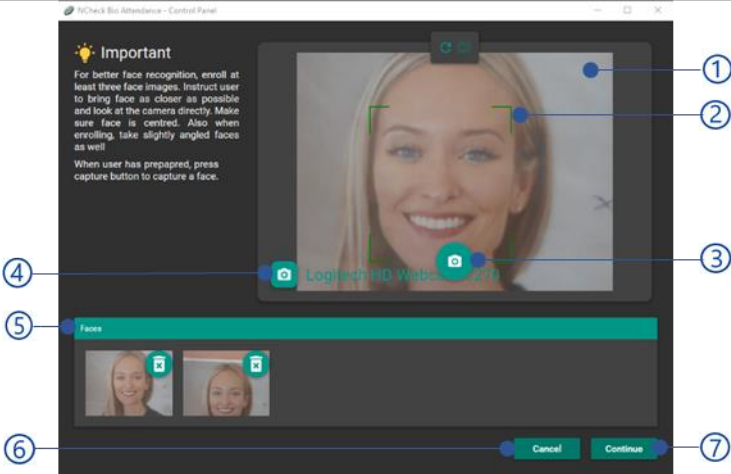
The error messages that could appear when capture biometric from clients are shown below.

Table 6.27 Error messages when capture biometrics

Error code	Description
3007	The camera could not be found.
3008	Fingerprint scanner could not be found
3009	Iris scanner could not be found
2025	Capture face with enough lighting
2026	The biometric image has already been enrolled for another user
2038	Could not enroll in biometrics. The device has been blocked

6.19.5.3.1 Capture face from Attend clients

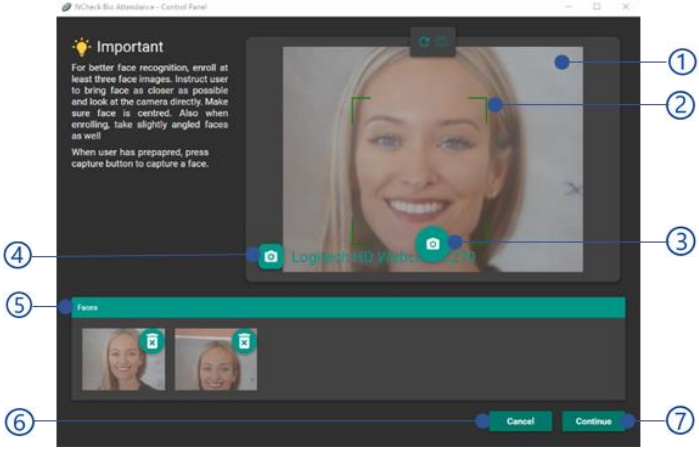
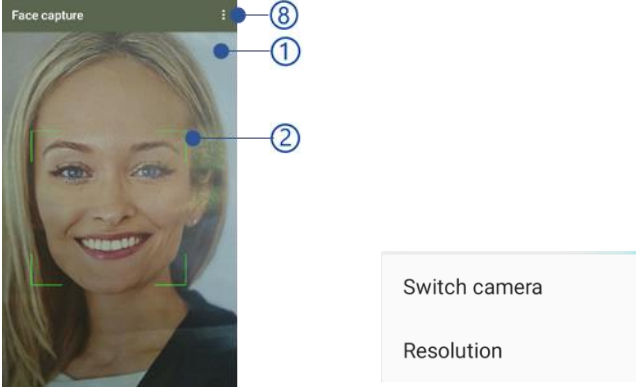
Table 6.28 Face enroll views for Attend client

Windows Attend client	 Figure 6.377 Windows Attend client face capture view
Android Attend client	 Figure 6.379 Android Attend client face capture view

1. Camera preview
2. Face rectangle (Admin client only)
3. Capture button
Select capture button to capture face image in Attend client. In Windows Admin, select the capture button when the user has prepared to capture the face.
4. Camera name
5. Captured face list
Windows clients allows to capture multiple face images before upload. Android clients allow them to capture a single image before uploading.
6. Cancel button (Windows clients only)
7. Continue button
In windows clients, select continue button to upload captured face list to the server. In Android client captured image will automatically upload to the server.
8. Android Attend client resolution menu
9. Change front/back camera button

6.19.5.3.2 Capture face from Admin clients

Table 6.29 Face enroll views for Admin clients

Windows Admin client	 Figure 6.380 Windows Admin client face capture view
Android Admin client	 Figure 6.382 Menu of Android Admin client face capture view

1. Camera preview
2. Face rectangle (Admin client only)
3. Capture button
Select capture button to capture face image in Attend client. In Windows Admin, select the capture button when the user has prepared to capture the face.
4. Camera name
5. Captured face list
Windows clients allows to capture multiple face images before upload. Android clients are allowed to capture a single image before uploading.
6. Cancel button (Windows clients only)
7. Continue button
In windows clients, select continue button to upload captured face list to the server. In Android client captured image will automatically upload to the server.
8. Menu of Android Admin client face capture view as shown in [Figure 6.382](#).

1. Switch camera
Change front/back camera
2. Resolution
Camera resolutions dialogue

6.19.5.3.3 Capture fingerprint from Admin clients

Table 6.30 Fingerprint enroll views for Admin clients

	Admin client
Windows	Figure 6.384 Windows Admin client fingerprint capture view
Android	Figure 6.385 Android Admin client fingerprint capture view

1. Fingerprint scanner name (Windows Admin client only)
2. Fingerprint scanner status

- Android Admin client is Showing “*Fingerprint capturing*” message if the scanner is available. Otherwise “*Fingerprint reader not available*”
 - Windows Admin client is showing fingerprint icon as shown in [Figure 6.384](#) if the fingerprint scanner is available. Otherwise “*Unable to detect the fingerprint scanner. Please verify the finger scanner is connected and functioning correctly.*”.
3. Captured fingerprint images list
Windows Admin client allows to capture multiple fingerprint images. Android Admin client allows to capture only single fingerprint image before uploading.
 4. Cancel button (Windows client only)
 5. Continue button
In Windows Admin client, select continue button to upload captured fingerprint images. Android Admin client will upload the fingerprint image automatically once it captured successfully.

6.19.5.3.4 Capture iris from Windows Admin client

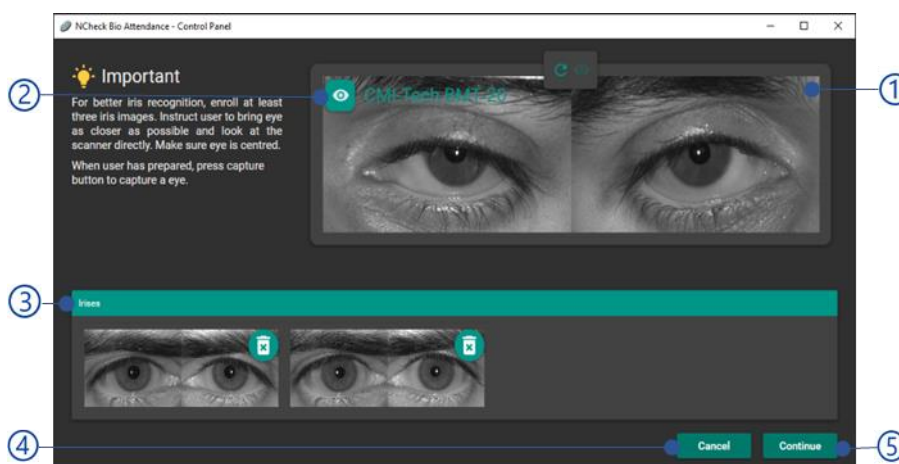


Figure 6.386 Windows Admin client iris capture view

- | | |
|-----------------------------|--|
| 1. Iris preview | 4. Cancel button |
| 2. Iris scanner name | 5. Continue button |
| 3. Captured iris image list | Upload captured iris images to the server. |

6.19.5.4 Upload biometric image

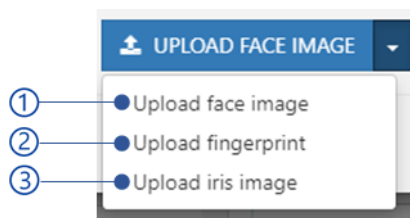


Figure 6.387 Menu for upload biometric images for user

1. Select biometric upload type from

1. Upload face image
 2. Upload fingerprint
 3. Upload Iris Image
2. Select selection to upload the biometric image from your file system. The following errors could occur by uploading selected biometrics

Table 6.31 Error messages of upload biometric images

Error code	Description
2020	Selected file is not a valid image file.

6.19.6 Capture ID data

NCheck control panel provides a feature to capture id data such as barcode and RFID when launching control panel from the client application.

Client application provides the following capturing methods.

1. [Capture barcode](#)
2. [Capture RFID](#)

6.19.6.1 Capture barcode

Once launching NCheck control panel from Admin client application, barcode capturing button will appear next to the barcode field as follows.



Figure 6.388 User barcode ID view

2. Barcode text field
 3. Capture button
- Select Capture button to scan the barcode from the client application as mentioned in [Table 6.32](#).

Table 6.32 Capturing barcode from Client applications

Android client	- Main menu - Switch camera - Change resolution - Barcode scan area The Table 6.33 is showing the error message that could be appeared.
Windows client	- Select the barcode text field - Scan the barcode from the connected barcode scanner The Table 6.33 is showing an error message that could be appeared.



Figure 6.389 Barcode capture view of the Android client

Table 6.33 Error message of capture barcode

Error code	Description
3005	Barcode scanner could not be found.
2039	Could not capture barcode. The device has been blocked

6.19.6.2 Capture RFID

Once NCheck control panel is launched from Admin client application, RFID capturing button will appear next to the barcode field as follows.



Figure 6.390 User RFID capture view

- RFID text field
- Capture button

Select Capture button to scan the RFID from the client application as mentioned in [Table 6.34](#).

Table 6.34 Capturing RFID from Client applications

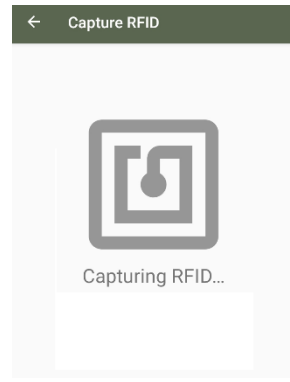
Android client	1. RFID scan view appears as Figure 6.391 2. Scan the RFID 3. RFID id will appear in the RFID ID field. The Table 6.35 is showing the error message could appear.  <i>Figure 6.391 RFID capture view of the Android client</i>
Windows client	1. Select the RFID text field 2. Scan the RFID from the connected RFID scanner 3. RFIC id will appear in the RFID field. The Table 6.35 is showing the error message could be appeared.

Table 6.35 Error message of capture RFID

Error code	Description
3006	RFID scanner could not be found
2040	Could not capture RFID. The device has been blocked

6.19.7 Employee/visitor profile picture



Figure 6.392 Profile picture view

1. *Profile picture from the local file system*
2. *Profile image from unidentified image*

6.19.7.1 Profile picture from the local file system

Select the profile picture from the local file system. After selecting the image, crop view allows to crop the user image as shown in figure

1. Original image view
2. Cropping rectangle
User can change the margin of the rectangle to crop the image
3. Result image view after cropping



Figure 6.393 Profile picture crop view

6.19.7.2 Profile image from unidentified image

Face images failed to identify users when recording the attendances are known as unidentified images. Users can select the user profile image from these unidentified images.

1. Date filter

Retrieve unidentified images between selected date range

2. Unidentified images list
3. Close button
4. Select button

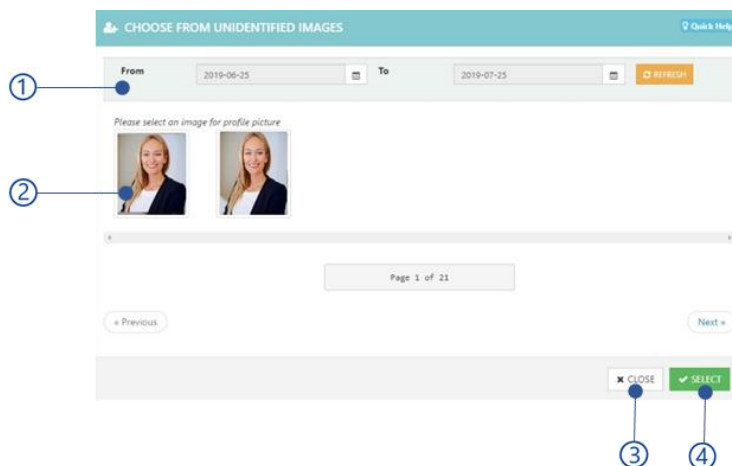


Figure 6.394 Select profile picture from unidentified image view

6.19.8 Import and Export information

NCheck user information can be exported as a zip file with selected information. The zip file hierarchy as showing in [Figure 6.395](#) Import/Export zip file folder hierarchy. User biometric data is not allowed to export

NCheck allows to import all user information as zip file in the hierarchy as shown in [Figure 6.395](#) Import/Export zip file folder hierarchy. In addition to that it can import user information in CSV files.

All exporting information is encrypted using AES 256 encryption method with given password to enhance the security of the exported information. Windows default zip extractor is not supporting to extract exported zip file. You must use third party tool which supports AES 256 encryption method to extract exported zip file.

```

Zipfile/
|
|--Thumbnail/
|   |--Customer/
|   |   |--<customername>.jpg
|   |--Person/
|   |   |--<employeeecode>.jpg
|   |--UserGroup/
|   |   |--<groupcode>.jpg
|--Biometric/
|   |--Image/
|   |   |--<employeeecode>_<modality>_<dataid>.jpg
|   |   |--<employeeecode>_<modality>_<dataid>.png
|   |--Template/
|   |   |--<employeeecode>_<modality>_<dataid>.dat
|   |   |--<employeeecode>_<modality>_<dataid>.dat
|--Other information as CSV |--

```

Figure 6.395 Import/Export zip file folder hierarchy

Thumbnail and biometric cannot be exported.

1. Modality

1. Face
2. Finger
3. Iris

2. Data-id

Unique ID to add multiple biometric data in single modality

- emp0234_face_1.jpg, emp0213_face_2.jpg, emp0435_face_3.jpg
- emp0234_finger_1.jpg, emp0213_finger_2.jpg, emp0435_finger_3.jpg

3. Information as CSV

Table 6.36 Import/export csv files

Information	CSV file name
<i>User profile information</i>	PersonData.csv
<i>User/user group location restrictions information</i>	• PersonLocationRestrictionData.csv • GroupLocationRestrictionData.csv
<i>User group information</i>	GroupData.csv
<i>User group memberships information</i>	MembershipData.csv
<i>Shifts information</i>	TaskData.csv
<i>Rosters information</i>	RosterData.csv

<i>Roster items information</i>	RosterItemData.csv
<i>Holidays information</i>	HolidayData.csv
<i>Leaves information</i>	LeaveData.csv
<i>Event logs information</i>	EventLogData.csv

The following restrictions/limitations have been applied to import export data

4. Folders and images should follow the exact naming convention.
5. There can be only one image for customer profile in path 'Thumbnail/Customer/'.
6. For each person, there can be only one profile image in path 'Thumbnail/Person/'.
7. For each user group, there can be only one profile image in path 'Thumbnail/UserGroup/'.
8. Customer profile image should contain the customer's name, and each person or group profile image should contain the relevant employee code or group code.
9. Biometric images should be included in the path 'Biometric/Image' and templates should be included in the path 'Biometric/Template'.
10. Biometric image/template file name should be in '<employeecode>_<modality>_<dataid>' format.
11. Images can be in jpg or png format. Providing the extension is not mandatory.
12. Other import data files (CSV files) can also be included in the same zip file. All date time should be MM/dd/yyyy h:mm:ss a format and date format should be MM/dd/yyyy format.
13. File naming conventions is mandatory when importing files.

6.19.8.1 User thumbnails

User thumbnails can be imported as jpg, png format in a zip file according to the file structure as shown in *Import and Export information* section. Unlike other information administrators feel free to import all user thumbnails with any other file import.

User thumbnails cannot be exported.

6.19.8.2 User biometrics and template files

User biometrics and templates data can be imported as zip file as shown in *Import and Export information* section.

User biometrics cannot be exported.

6.19.8.3 User profile information

A	B	C	D	E	F	G	H	I	J	K	L	M	N
firstName	lastName	employeeCode	email	primaryTelephone	address1	address2	city	country	stateProvinceRegion	zipOrPostalCode	barCode	rfid	createdAt
Bryant	Neil		1	15417543010				US			1259700208	321233	8/26/2019 6:17
Victor	Hugo	9CHOHS		15416424231				US				321321	8/26/2019 6:17
Liam	Cameron	IM1XAC		15419031876				US				112321	8/26/2019 6:17
Jhon	Steurt	oQpgWW		12025550172				US				321321	8/26/2019 6:17
Kathrine	Dowd	70tYK0	kat.d@gmail.com	12025550164	San Francisco	California		US		100096		312331	8/26/2019 6:17

6.396 CSV template view of user profile information

- First name
This is mandatory information.
- Last name
This is mandatory information.
- Employee code
This is mandatory information.
- Email
- primary telephone
- Address1
Address line 1
- Address2
Address line 2
- City
- Country
- State province region
- Zip or postal code
- Created
MM/dd/yyyy h:mm:ss a format is required.

6.19.8.4 User group information

- Group code
This is a mandatory field. Group code should be unique.
- Description
- Created
MM/dd/yyyy h:mm:ss a format is required.

A	B	C
groupCode	description	createdAt
SALES	Sales	1/11/2019 10:38
MT	Maintainers	2/11/2019 11:35

6.397 CSV template view of user group view

6.19.8.5 User/user group location restrictions information

A	B	C	D	E	F	G	H	I	J
name	description	address	createdAt	allowBypass	employeeCode	groupCode	radius	latitude	longitude
Sales 02	Sales in Hillcrest Queen	Hillcrest Queens, NY, USA	6/11/2019 5:45	FALSE	gWkikK		100	40.726913	-73.802164
developments	Development team in Kansas city	707 E 16th St Kansas City, MO 64108	4/11/2019 1:22	TRUE	gWkikK		100	39.094325	-94.574969

Figure 6.398 CSV template view of User/user group location restriction information

- Name
This is mandatory information
- Description
- Address
- Created at
This is mandatory information. MM/dd/yyyy h:mm:ss a format should be applied.
- Allow bypass
- Employee code
This is mandatory information when
- Group
This is mandatory information when importing user groups. Otherwise, this field should be empty.
- Radius
- Latitude
This is mandatory information.
- Longitude
This is mandatory information.

6.19.8.6 User group memberships information

- Start date
MM/dd/yyyy h:mm:ss a format is required.
- End date
MM/dd/yyyy h:mm:ss a format is required.
- Created at
MM/dd/yyyy h:mm:ss a format is required.
- Group code
- Employee Code

1	startDate	endDate	createdAt	groupCode	employeeCode
2	6/11/2019 7:39		6/11/2019 7:39	ACC	1aPfGW
3	6/11/2019 7:39		6/11/2019 7:39	ACC	2sWJ0C
4	6/11/2019 7:39		6/11/2019 7:39	ACC	gWklkK
5	6/11/2019 7:39		6/11/2019 7:39	ACC	TZRBG1

6.399 CSV template view of the user group membership information

6.19.8.7 Shifts information

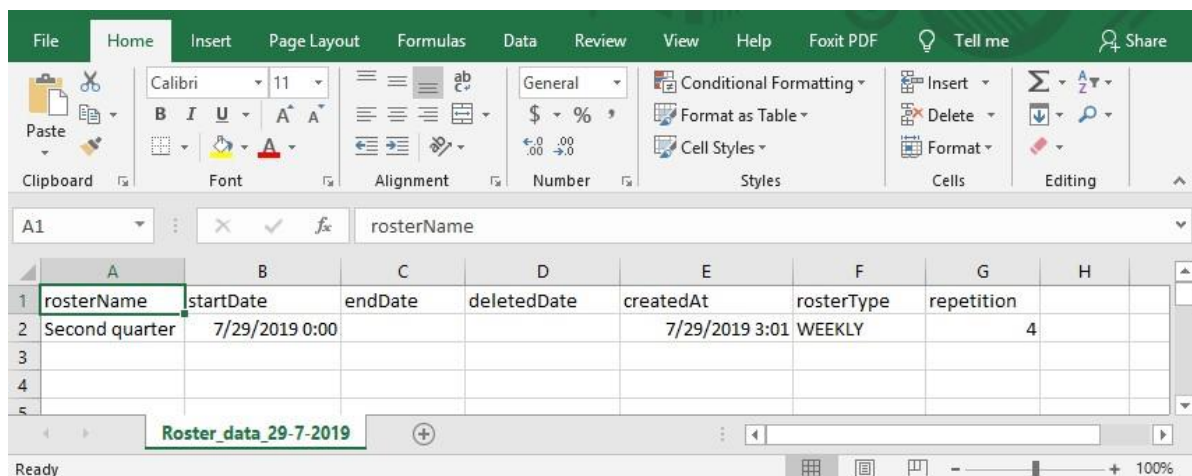
1	name	description	startTimeSeconds	checkinStart	checkinEnd	endTimeSeconds	checkoutStart	checkoutEnd	workHours	otStart	otEnd	restrictCheckin	restrictCheckout	restrictOT	limitOT	maxOT
2	Morning	Shift for morning	5:00:00	0:00:00	23:59:59	14:00:00	0:00:00	23:59:59	8:00:00	17:00:00	23:59:59	FALSE	FALSE	FALSE	FALSE	28800
3	Day	Shift for day	8:00:00	0:00:00	23:59:59	17:00:00	0:00:00	23:59:59	8:00:00	17:00:00	23:59:59	FALSE	FALSE	FALSE	FALSE	28800
4	Night	Shift for night	18:00:00	0:00:00	23:59:59	3:00:00	0:00:00	23:59:59	8:00:00	17:00:00	23:59:59	FALSE	FALSE	FALSE	FALSE	28800

6.400 CSV template view of Shifts information

- Name
Shift name.
- Description
- Start time second
Shift start time

- **Checkin start**
The timestamp for the check-in start time to prevent early check-ins.
- **Checkin end**
The timestamp for the check-in end time to prevent late check-ins.
- **End time second**
The timestamp for shift end time
- **Checkout starts**
The timestamp for the checkout start time to prevent early checkouts.
- **Checkout end**
The timestamp for the checkout end time to prevent late checkouts.
- **Work hours**
The number of work hours user should cover in the shift.
- **OT star**
The timestamp for overtime start.
- **OT end**
The timestamp for overtime end.
- **Restrict checkin**
If this is true, checkin start and checkin end restrictions will be applied.
- **Restrict checkouts**
If this is true, checkout start, and checkout end restrictions will be applied.
- **Restrict OT**
If this is true, OT start, and OT end restrictions will be applied.
- **Max OT**
Maximum overtime overs permitted.

6.19.8.8 Rosters information



	A	B	C	D	E	F	G	H
1	rosterName	startDate	endDate	deletedDate	createdAt	rosterType	repetition	
2	Second quarter	7/29/2019 0:00			7/29/2019 3:01	WEEKLY	4	
3								
4								
5								

6.401 CSV template view of the roster information

- **Roster name**
- **Start date**
Start date of the roster.
- **End date**
End date of the roster.
- **Repetition**
- **Deleted date**
This should be empty.
- **Created date**
Specify the date for the roster create.
- **Roster type**

6.19.8.9 Roster items information

	A	B	C	D	E	F	G	H
1	createdAt	deletedDate	dayNumber	employeeCode	groupCode	rosterName	name	
2	7/29/2019 3:26		0		dev	Second quarter	Day	
3	7/29/2019 3:27		0		mkt	Second quarter	Day	
4	7/29/2019 3:27		0		Support	Second quarter	Morning	
5	7/29/2019 3:27		0		Support	Second quarter	Day	
6	7/29/2019 3:28		0		Support	Second quarter	Night	

6.402 CSV template view of the roster items information

- Created at
Created date for the roster item
- Deleted date
- Day number
- Employee code
- Group code
- Roster name
- Name
Name of the shift

6.19.8.10 Holidays information

	A	B	C	D	E	F	G
1	description	date	createdAt				
2	Office maintenance	7/31/2019 0:00	7/29/2019 3:31				
3	Christmas	12/25/2019 0:00	7/29/2019 8:55				
4	Halloween	10/31/2019 0:00	7/29/2019 8:56				
5	Good friday	3/30/2019 0:00	7/29/2019 8:56				
6							

6.403 CSV template view of the holiday's information

- Description
Description of the holiday
- Date
Date of the holiday
- Created at
Created date in the server

6.19.8.11 Leaves information

1	startDate	endDate	createdAt	leaveType	employeeCode
2	7/2/2019 0:00	7/5/2019 0:00	7/29/2019 9:52	CASUAL	IM1XAC
3	7/2/2019 0:00	7/3/2019 0:00	7/29/2019 9:52	MEDICAL	oQpgWW
4	7/24/2019 0:00	7/27/2019 0:00	7/29/2019 9:53	VACATION	70tYk0

6.404 CSV template view of Leaves information

- Start Date
Leave start day
- End date
Leave end day
- Created at
Leave created date in the NCheck server
- leave type
- Employee code

6.19.8.12 Event logs information

1	checkinLatitude	checkinLongitude	checkinAddress	checkoutLatitude	checkoutLongitude	checkoutAddress	checkoutDescription	employeeCode	...
2									
3									
4									
5									
6									
7									
8									

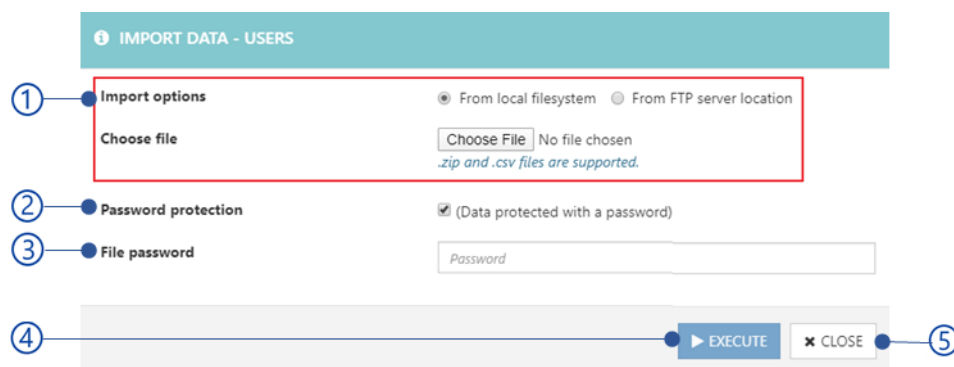
6.405 CSV template view of the event logs information

- Checkin latitude
Latitude of the check-in location
- Checkin longitude
Latitude of the check-in location
- Checkin address
Address of the check-in location
- Checkin description
Description of the checkin
- Checkout latitude
Latitude of the checkout location
- Checkout longitude
Latitude of the checkout location
- Checkout address
Address of the checkout location
- Checkout description
Description of the checkout
- Employee code

- Task name
 - Shift name
- Checkin time
 - Date and time of the check-in time
- Checkout time
 - Date and time of the checkout time
- Shift start
 - Date and time of the Shift start
- OT start
- Shift span second
- OT span second
- OT enabled
- Limit OT
- Checkin time zone
 - Checkin time zone in seconds.
- Checkout time zone
 - Checkout time zone in seconds.
- Work hours
 - Work hours in seconds
- Max OT

6.19.8.13 Select import location

This view allows to browse files In the local file system for operations in NCheck system.



6.406 Import data from local file system window

1. Select the import location file
 - [Import from local file system](#)
 - [Import from FTP](#)
2. Password protection
 - Select this check box to enter the password if the file is encrypted.
3. File password
 - Enter the encrypted password
4. **Execute** button
 - Execute button will be disabled if the mandatory fields are empty or [Validation errors](#) exist. [Table 6.37 Error messages of data import](#) is showing error messages that could appear when import files.
5. **Close** button

Table 6.37 Error messages of data import

Error code	Error message
1003	Unable to connect with the FTP server {server name}
2046	Invalid FTP file path

2047	Invalid FTP username or password
3013	Data import failed. Invalid password.
4003	Unidentified errors occurred during data import. Please contact administrator or NCheck support for more details.

6.19.8.13.1 Import from local file system

Choose the zip/csv file from the local file system

6.19.8.13.2 Import from FTP

This view allows to configure FTP location to import files for operations in NCheck system.

Figure 6.407 FTP server location settings view

1. FTP host address
2. File path in the file system
3. Check this if the FTP access credentials is required
4. FTP Username
5. FTP password

6.19.8.14 Select export location

Encrypted files cannot be opened via Microsoft Windows default extractor. You may use any third-party software which supports encrypted files extraction.

6.408 Download exported data window

1. Export option
 - [Download exported files](#)
 - [Save to FTP location](#)
2. File password
The password must have at least 6 character and one digit/

3. Confirm password
4. **Execute** button
Execute button will be disabled if the mandatory fields are empty or *Validation errors* exist. [Table 6.38](#)
Error messages of export files is showing the error message that could appear on import files.
5. **Close** button

Table 6.38 Error messages of export files

Error code	Error message
1003	Unable to connect with the FTP server {server name}
3003	Password does not match.
3004	Password must contain at least 6 characters with one number.
2046	Invalid FTP file path
2047	Invalid FTP username or password
4004	Unidentified errors occurred during data export. Please contact administrator or NCheck support for more details.

6.19.8.14.1 Download exported files

Download files to the local file system.

6.19.8.15 Save to FTP location

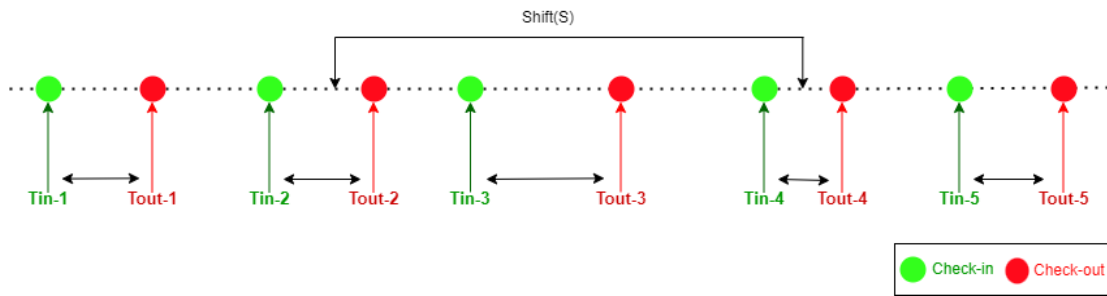
This view allows to set FTP location details for file save operations in NCheck server

Figure 6.409 FTP server location configuration for save exported files

1. FTP host address
2. File path in the file system
3. Check this if the FTP access credentials are required
4. FTP Username
5. FTP password

6.19.9 Report parameters

All report parameters can be explained using the following figure.



6.410 Report parameters view

6.19.9.1 First check-in

First check-in time within the shift

6.19.9.2 Last check-out

Last check in time within the shift

6.19.9.3 Work hours (HW)

Total summation of time differences between consecutive check-ins and check-outs.

$$H_w = \sum_{i=1}^n \text{Tout}_i - \text{Tin}_i$$

6.19.9.4 In-out hours

Time difference between *First check-in* and *Last check-out*.

$$T_{InOut} = \text{Tout}_{last} - \text{Tin}_{first}$$

6.19.9.5 Productive hours (HP)

According to the figure, productive hours can be identified as

$$H_p = \text{Tout}_a - \max(S_{start}, \text{Tin}_a) + \sum_{i=a+1}^n (\text{Tout}_i - \text{Tin}_i) + \min(S_{end}, \text{Tout}_n) - \text{Tin}_n$$

According to the Figure this can be defined.

$$H_p = (\text{Tout}_2 - S_{start}) + (\text{Tout}_3 - \text{Tin}_3) + (S_{end} - \text{Tin}_4)$$

6.19.9.6 Shift hours

The number of hours between shift starts and ends.

6.19.9.7 Shift work hours (HS)

The number of hours should be covered within the shift.

6.19.9.8 Productive work hours (HPS)

Minimum from *Productive hours* (HP) and *Shift work hours* (HS)

$$H_{ps} = \min(H_p, H_s)$$

6.19.9.9 Unproductive hours

$$T_{InOut} - H_p$$

6.19.9.10 Max overtime hours (OTMAX)

Maximum overtime hours per person can complete during the shift.

6.19.9.11 Overtime hours

Overtime hours can be defined as

$$\begin{aligned} OT_{total} &= H_w - H_s \\ OT &= \min(OT_{total}, OT_{max}) \end{aligned}$$

6.19.9.12 Break hours

Total differences between check-in's and check-outs of consecutive events in hours.

$$\sum_{i=1}^n T_{in - (i+1)} - T_{out - i}$$

6.19.9.13 Late arrival

Time difference between shift starts and the first check-in when first check-in occurs after the shift start time.

6.19.9.14 Late departure

Time difference between shift end and the last check-out when last check-out occurs after the shift end time.

6.19.9.15 Early arrival

Time difference between shift starts and the first check-in when first check-in occurs before the shift start time.

6.19.9.16 Early departure

Time difference between shift end and the last check-out when last check-out occurs before the shift end time.

6.19.9.17 Actual break hours

Total break hours the employee has taken from the available break hours.

6.19.9.18 Efficiency

The ratio between *Productive hours* (HP) and work time is defined for the shift.

6.19.9.19 Event logs count

Number of events for the user/employee for the selected date range.

6.19.9.20 Roster item count

Number of roster items assigned for the user/employee for the selected date range.

6.19.9.21 Number of Leaves

Number of leaves approved for employees for the selected date range.

6.19.9.22 Number of holidays

Number of holidays of the organization in the selected date range.

6.19.9.23 Number of attendances

Number of attendees in the selected date range.

6.19.9.24 Replacements

Depending on the organization requirement such as handling the work load manage absentees, additional employee(s) can be added to a specific roster item as mentioned in *Add/edit schedule item* section. This parameter shows the number of additional user(s)/employee(s) replaced for the user/employee in such cases.

6.19.9.25 Employee status

The statuses are

1. Active
2. Block
The block employee cannot record attendance.
3. Terminate
The terminated employees are not shown in the system.

6.19.9.26 Deleted employee

The employee is deleted or not.

6.19.9.27 Terminated date

The terminated date and time of the employee if terminated.

6.19.9.28 Time spent

The time spent on the appointment. This is an addition of time difference of consecutive check-in and check-outs.

6.19.9.29 Appointments

Number of appointments booked by visitors.

6.19.9.30 Present

Number of visitors who made either access or attendance event for the appointment.

6.19.9.31 Access visitors

Number of visitors who made access to events for the appointment.

6.19.9.32 Attendance visitors

Number of visitors who made attendance(check-in/check-out) events for the appointment.

6.19.9.33 Appointment status

Appointment status as mentioned in [Appointment completion status](#) section.

6.19.9.34 Appointment approval status

Appointment approval status as mentioned in [Appointment approval status](#) section.

6.19.10 Data table

Data table is a controller which is used to represent a large list of data. The main advantages of using data tables are,

1. Reduce data retrieval time
Retrieve data page by page according to the user requirement when large list of data available.
2. Data filtering
3. Data sorting
4. Show/hide data columns.

The data table is shown below.

1	☐	Employee Code	First Name	Last Name	Phone	
	☐	NjbF2X	Karl	Mark		⋮
	☐	gsGjIM	Shown	Peral		⋮
	☐	AQ2X AQ	Kavin	Donald		⋮
	☐	q9SLPa	Ronald	Bay		⋮
2	☐	vapvNo	Andrew	Nadal		⋮
	☐	VjuOoo	Mike	Holden		⋮
	☐	gzGs7H	Lawrence	Miller		⋮
	☐	PwhPTY	Ema	Gwsonki		⋮
	☐	1WxvPC	Perter	Karl		⋮
3	☐	YmLkSV	Kathrine	dowd		⋮
4						

⏪
⏴
1 / 1
⏵
⏩
50 items per page
1 - 10 of 10 items

Figure 6.411 Data table

1. *Table header*
2. Table content area
3. Selected row
4. *Table paging options*

6.19.10.1 Table header

The diagram illustrates the process of adding a new employee through a table interface. It consists of three numbered steps:

- Step 1:** Click the Add icon (a square with a plus sign) located at the beginning of the table row.
- Step 2:** Click the dropdown arrow (an upward-pointing chevron) next to the Employee Code field.
- Step 3:** Click the Add icon (a square with a plus sign) located at the end of the table row, next to the Phone field.

Figure 6.412 Table header column view

1. Check/uncheck to select/deselect all data rows in the content area.
2. Sorting icon
Click on each column name to sort column data. The sorting icon appears next to the column name according to the currently applied sorting as shown in [Table 6.39](#).
3. [Table menu](#)

Table 6.39 Table column sorting options

Icon	Sorting order
None	No sorting will be applied for the particular column

	Columns will be sorted in ascending order
	Columns will be sorted in descending order

6.19.10.2 Table content area

All the data are shown in this area as rows. A content row may have followed information.

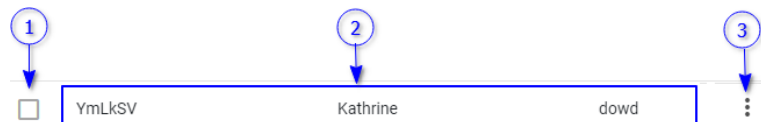


Figure 6.413 Data table row

1. Row selection
Checkbox to select/de select record.
This allows to select multiple rows from the table and perform available actions for selected rows as mentioned in [Actions view](#) section.
2. Row data area
Represent record details
3. [Quick access menu](#)

6.19.10.2.1 Quick access menu

The quick access menu is used to show important operation of each data row represent in the data table.

6.19.10.2.2 Actions view

The Actions menu appears on the top of the data table once select row(s) as shown below.

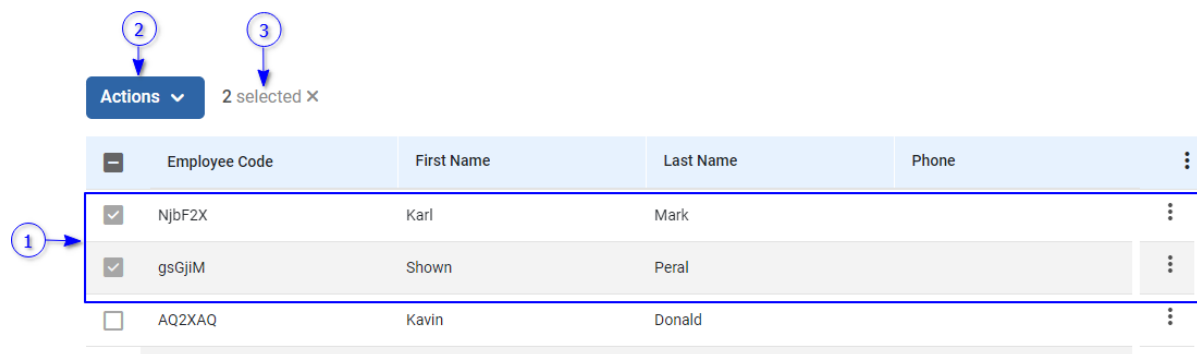


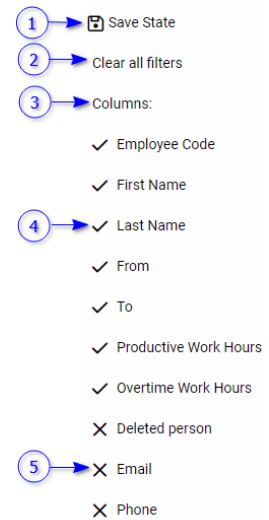
Figure 6.414 Actions menu for employee table

1. Selected employee rows
2. Actions menu
A specific operations available for selected rows in the table. This operation may change according to the data that appears in the data table.
3. Number of selected rows
To clear the selection, select clear button next to the selected rows.

6.19.10.3 Table menu

Over the NCheck control panel, a list of data is representing using data tables. The following features are available in the data table.

1. **Save state**
Save the applied filters and columns in the browser cache.
2. **Clear all filters**
Clear applied filters from the browser cache.
3. **Columns**
All table columns.
4. The visible icon appears before the visible column name. Click to hide the column from the table.
5. The hidden icon appears before the hidden column name. Click to visible the column in the table.



6.415 Table menu view

6.19.10.4 Table paging options

The main advantage of using a data table is retrieving data page by page to reduce the data retrieval time when there is large amount of data. Table paging options allow you to navigate between pages.



Figure 6.416 Table paging view

1. Button to navigate to the first page.
2. Button to navigate to the previous page.
3. Current page number out of number of pages available
4. Button to navigate to the next page.
5. Button to navigate to the last page.
6. Number of rows per page. The available options are 20, 50 100.
7. Number of rows available in the current page out of total number of rows

6.19.11 Control panel settings

Administrator allows to configure below mentioned settings in the NCheck Cloud/On-premises server.

- [General setting list](#)
- [Client settings list](#)
- [Biometric setting list](#)

- [Web interface setting list](#)

6.19.11.1 General setting list

6.19.11.1.1 Default shifts start and end time

The default shift start time is 00.00.00 and end time is 23.59.59. The shift start time, and duration can be selected within 7 days period.

Figure 6.417 shows the 'Default shift starts and end time' configuration interface. It includes five numbered callouts: 1. 'Start' time set to 00:00; 2. 'Duration' set to 24:00; 3. 'End after' duration set to 1 day, 0 hours and 0 minutes; 4. A green 'Save' button; and 5. A grey 'Reset' button.

Figure 6.417 Default shift starts and end time view

- | | |
|---|---|
| 1. Default shifts start time | 3. Default shift end time |
| 2. Duration in hours and minutes
The duration can be selected between
shift start and 7 days. | Default shift end time in days, hours, and
minutes |
| | 4. Save button |
| | 5. Reset button |

6.19.11.1.2 Restrict check-in time below interval

Restrict user check-ins before and after the default shift start.

Figure 6.418 shows the 'Check-in time restriction' configuration interface. It includes four numbered callouts: 1. 'Checkin start' (Hours before shift start) set to 00:00; 2. 'Checkin end' (Hours after shift start) set to 23:59; 3. A green 'Save' button; and 4. A grey 'Reset' button.

Figure 6.418 Check-in time restriction view

- | | |
|--|--|
| 1. Check-in start | |
| Number of hours restrict check-ins before shift start. The default value is Minimum (Default shift end - 24 hours, Default shift starts). Check-in start hours could be between shift start and (Default shift start -24 hours). | |
| 2. Check-in end | |
| Number of hours restrict check-in after default shift start. The default value is default shift end. Check-in end could be between the default shift end and 7 days. | |
| 3. Save button | |
| 4. Reset button | |

6.19.11.1.3 Restrict check-out time below interval

Restrict user check-outs before and after the shift end.

Figure 6.419 Check-out time restriction view

1. Check-out start
Number of hours restrict check-out before the shift end. The default value equals to shift start. Check-out start restriction could be a value between (shift start. - 24 hours) and 7 days.
2. Check-out end
Number of hours restrict check-out after the shift end. The default value is minimum (shift start + 24 hours, shift end). The check-out end restriction could be a value between 0 hours and 7 days.

6.19.11.1.4 Day start time

Time to start working/office hours. Default is *00.00.00*.

6.19.11.1.5 Week start date

Week start day of the organization. The default is *Monday*.

6.19.11.1.6 Month start date

The start date of the month for the organization. The default is the 1st day of the month.

6.19.11.1.7 Year start month

The start month of the year for the organization. The default year starts is January.

6.19.11.1.8 Date format

Date format for the control panel and reports. Default is *yyyy-MM-dd*.

6.19.11.1.9 Time format

The time format for the Control panel and reports. Default is *HH:mm:ss*.

6.19.11.1.10 Default shift selection behavior

This option controls default shift selection. The default is *Allow when other shifts are available*.

Available options are

- Don't allow
Not allowed to select default shift.
- Allow when no shifts available
Allow using default shift when custom shifts are not available.
- Allow when other shifts available
Allow using default shift when custom shifts available.

6.19.11.1.11 Auto checkout at the end of the shift

Enable this option to auto checkout user at the end of the shift automatically. This setting has disabled by default.

6.19.11.1.12 Auto re-evaluate eventlogs

The order of the checkin checkout events for people is very important because it has significant impact on reporting. The order might be changed due to several reasons.

1. User record check-in but forget to record checkout
2. User record check-in and check out several client devices at the same time. when clients synchronize eventlogs, the order might be changed

To prevent this problem, auto evaluate eventlogs will automatically check eventlogs for each person add events at the end of the checkout, end of the current shift as following options.

1. Disabled
The existing event will be kept as it is.
2. Re-order check-in check-out pairs
Add check-out event for each check-in event at the checkout end of the current shift.
3. First check-in and last check-out
Change first event as check-in and last event as check-out in the current shift. The rest of the event in between first check-in and last check-out will be access events.

6.19.11.1.13 Notify check-in attempts on restricted leave

When this setting is applied, the administrator gets email or control panel notification if a user who is on restricted (leave policy) leave tries to check-in.

6.19.11.1.14 Unidentified event log count to keep

The number of maximum unidentified events logs to keep in the system. Older event logs will be deleted if the maximum event log count is exceeded. Set -1 to disable this setting.

6.19.11.1.15 Event log images retention period

NCheck server keeps event log image (The face, finger or iris biometric image that captured from the client devices to record user attendance events) with the event log and this may require space when the number of event logs increases with the time. To overcome this issue, you can delete old event log images and keep only the event thumbnail specifying the number of months.

6.19.11.1.16 External resource URL

In NCheck on-premises server, If the email sent to your inbox does not show images properly. You can keep those images in a publicly accessible location and specify URL for those images here. To refer default resource as "https://<server ip>:<port>/resources/ncheck.image?resource_name".

6.19.11.2 Client settings list

6.19.11.2.1 Result dialogue timeout

Timeout for check-in/checkout result dialogue. The default value is *5 seconds*.

6.19.11.2.2 Enable licensing

In NCheck cloud, enable this setting to activate Admin clients with the cloud subscription if there are available licenses as mentioned in License statics section of the Subscription.

6.19.11.2.3 Show work time on clients

The display worked time in result dialogue after check-in or check-out events. This setting has been enabled by default.

6.19.11.2.4 Offline operation mode

Enable to record attendance in NCheck Admin clients when the internet service is not available. This setting has been disabled by default.

6.19.11.2.5 Manual capture start

Enabling this setting, user able to manually record the event (Admin clients) or record the event as either check-in or check-out.

Following capture start modes can be selected once the manual capture start enabled.

1. Check-in check-out selection
Once this setting has selected, user able to manually select the event type as check-in or check-out.
2. Select start button
Admin clients capture face automatically once the face is detected. Enable this setting to capture button to capture manually.

6.19.11.2.6 Automatically synchronize offline data

Synchronize the offline data automatically with the NCheck server when enable offline mode setting is enabled. This setting has been enabled by default.

6.19.11.2.7 Offline data synchronize interval

Data synchronize interval when the Offline data synchronize interval setting is enabled. The default synchronize interval is *minutes*.

6.19.11.2.8 Allow automatic peripheral enabling of new clients

If this setting is enabled, the peripherals in the registered devices will be enabled automatically. This setting has been enabled by default.

6.19.11.2.9 Reset offline client password

Reset password for the control panel login in NCheck Admin clients when the offline mode is enabled. The client password is empty by default.

6.19.11.2.10 Duplicate event timeout

The time interval between consecutive attendances records to prevent duplicate records in seconds. The default is *3 seconds*.

6.19.11.2.11 Event log image size

Size of the biometric image when recording attendance. The biometric image is sent to the NCheck server for user identification. Time took to record attendance can be dependent on the size of the image. According to the selected size, image will be compressed without changing the aspect ratio. Default image size is *Medium*.

The available image sizes are

- Small
The images will be compressed to 224*224.
- Medium
The images will be compressed to 512*512.
- Original
The original image will be uploaded.

The recommended event log image size is Medium.

6.19.11.2.12 KIOSK mode operation

Attend and Admin clients registered to employee groups are used by the employees/visitors to record their attendances. It's better to hide options because any employee/visitor can take control. In this case, if the device is in Kiosk mode, it hides a lot of features from the device to prevent ordinary employees and visitors success from it.

6.19.11.2.13 KIOSK mode exit code

Exit code from the KIOSK mode for NCheck Attend for Android can be given here. Exit code is empty by default.

6.19.11.2.14 Client mode

This client mode has two options

1. Attendance mode
2. Web mode

Refer [Registration](#) section for more information about attendance and web modes

6.19.11.2.15 Allow predefined location

This setting is used to configure the location source for the Android and IOS Attend clients that need to be used when recording attendance events.

The available location options are.

1. Always use GPS
The location coordinate will be retrieved from the GPS facility available with the device.
2. Prefer GPS over predefined
If the GPS facility available, GPS coordinates will be used. Otherwise, predefined location will be used as preference of Android and IOS Attend clients.
3. Always use predefined
The location coordinates will be taken from the predefined location.

The predefined location view will appear as follows either prefer GPS over predefined or always use predefined is selected.

1. Name of the predefined location
2. Longitude and latitude of the predefined location
3. Add/edit predefined location

Predefined location can be added as mentioned below.

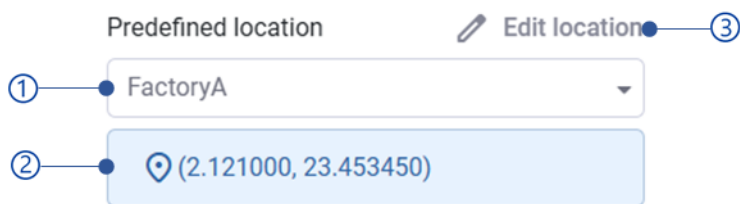


Figure 6.420 Predefined location view

The predefined location view is shown below.

1. Name
2. Description
3. Time zone
Time zone of the predefined location.
4. Latitude coordinate
5. Longitude coordinates
6. Address
7. Select the location from the map.
Selected the latitude and longitude coordinates from the map as configured from [Location map provider](#) setting.
8. Update button

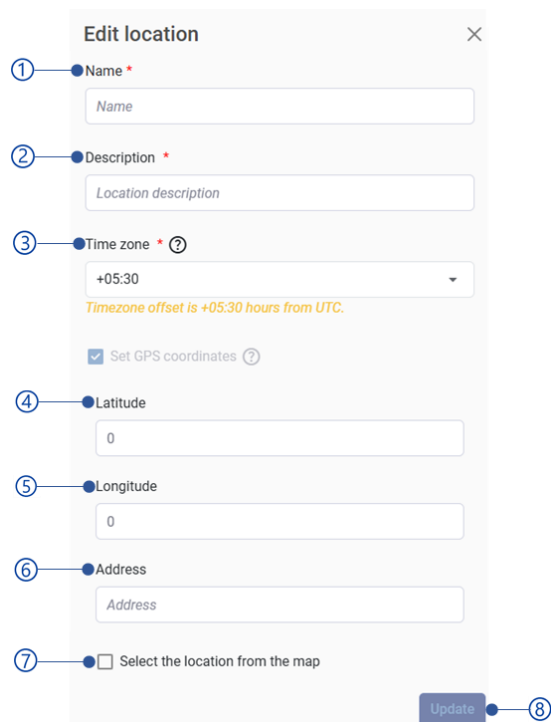


Figure 6.421 Add/edit predefined location

6.19.11.2.16 Self-enroll templates

If this setting is enabled, NCheck Attend for Android registered for a user allows to enroll face template during attendance recording if no template has enrolled for a user. Refer [Enroll biometrics](#) section for more details.

6.19.11.2.17 Use in-built biometric verification on personal clients

If this setting is enabled, attendance events can be recorded in Android and IOS Attend clients using the authentication utilities available with the device.

Available verification features are as follows for the devices.

1. Android
Either Finger or face authentication must be available with the Android device.
2. IOS
Finger ID or Touch ID features must be available with the IOS device.

6.19.11.2.18 Guard application support

To enable guard application support, this setting must be enabled first. Otherwise, Guard application registration and other functionalities will be restricted.

6.19.11.2.19 Hide user list

Enable this setting to hide the view which is showing recent events in Attend and Admin clients.

6.19.11.2.20 Multi face mode

Enable this setting to enable multi face capturing mode in NCheck Atten clients.

6.19.11.2.21 Cancel event button in the feedback view

The cancel button in the client feedback view allows to cancel the event after recording. If this setting is disabled, cancel button will not be visible in the clients.

6.19.11.3 Biometric setting list

6.19.11.3.1 Allow without biometrics

This feature allows user attendance from NCheck Attend clients simply selecting a button as mentioned in [Main view for non-biometrics capture](#) section. This setting has been disabled by default.

6.19.11.3.2 Manual face selection

This allows users to select check-in/checkout when the multi-face capturing mode (Refer [Attend client](#) section for more details about multi face mode) is enabled in the NCheck Attend client devices. This setting has been enabled by default.

6.19.11.3.3 Server-side face liveness setting

Server-side face liveness setting can be used to check live faces of the captured face images from NCheck client applications from the server.

The available server-side face liveness options are

1. Disabled
The server-side face liveness is disabled.

2. Detect
The attendance will be recorded if the face image is captured from a live face.
3. Required
The attendance event will be recorded if it is recorded with the live face and the liveness score giving from the algorithm is greater than the [Server face liveness confidence threshold](#).

6.19.11.3.4 Server face liveness confidence threshold

The value which controls the requirements for server-side face liveness. The greater this value is the stricter rules are applied when deciding if the face is live. Default face liveness threshold value is 50.

6.19.11.3.5 Face liveness mode for client application

This feature available for NCheck Admin clients to prevent recording attendance with non-live faces such as photos and videos. When the client-side face liveness is enabled, the user face must be placed in the face oval in the camera preview and keep still until the liveness checks are completed by the client application. This may take 2-3 seconds when the face is clearly visible to the camera.

The available options are

1. Disabled
The face liveness is disabled.
2. Detect
The attendance will be recorded if face image is captured from a live face.
3. Required
The attendance event will be recorded if it is recorded with the live face and the liveness score giving from the algorithm is greater than the [Face liveness threshold for client application](#).

6.19.11.3.6 Face liveness threshold for client application

The value which controls the requirements for client-side face liveness. The greater this value is the stricter rules are applied when deciding if the face is live. Default face liveness threshold value is 50.

6.19.11.3.7 Recognition threshold

Increase the value if same user identified differently time to time during identification. Note that good image quality is required for a higher recognition accuracy during face identification. Default recognition threshold value is 48.

6.19.11.3.8 Verification threshold

Increase the value if higher verification accuracy is required. Note that good image quality is required for higher accuracy during face verification. Default verification threshold value is 36.

6.19.11.3.9 Enrollment threshold

Start with a higher enrollment accuracy if the system is intended to be used with a larger crowd. Default enrollment threshold value is 48.

6.19.11.3.10 Face confidence

Use higher face confidence for event image if good image quality is available. The default face confidence value is 40.

6.19.11.3.11 Face quality

Increase the value if the same user identified differently from time to time. By increasing the value, the system is forced to ignore low quality face images. The default face quality value is 40. Face quality will be 0, if the "Mask detection" setting is set to detect or required.

6.19.11.3.12 Mask detection

Neurotechnology Biometric algorithms can recognize faces even the person wearing a mask. In an environment where most people wear face masks (e.g.: Hospitals) this setting will easily identify employees. This feature is available for NCheck Admin clients only.

There are 3 mask detection options available.

1. Disable
Select this option to identify face without face mask.
2. Detect
Select this option to identify face with face mask. The detection will be indicated in the clients as follows.

Table 6.40 Indicators for Detect mask detection option

	Indicator of Windows Admin client	Indicator of Android Admin client
Mask detection score $\geq$ Mask detection threshold		
Mask detection score $<$ Mask detection threshold		

3. Required
To record the event successfully, user must wear a mask. If the mask detection score is greater than the "Mask detection threshold", attendance will be recorded successfully. The detection will be indicated in the clients as below.

Table 6.41 Indicators for Required mask detection option

	Indicator of Windows Admin client	Indicator of Android Admin client
Mask detection score $\geq$ Mask detection threshold		
Mask detection score $<$ Mask detection threshold		

6.19.11.3.13 Mask detection threshold

Decrease the value, if a user face with a face mask is not identified as mentioned in “Mask detection” settings.

6.19.11.3.14 Safety helmet detection

Due to some safety measures, in some use cases such as construction, moto mechanics employees must wear face covering such as safety helmets. The setting can be used to restrict the face covering when employees record attendance in such use cases. This feature is available for NCheck Admin clients only.

There are 2 available options for face covering detection

1. Disabled
No face covering is required to record attendance.
2. Detect
Attendance event can be recorded without a face covering. But there will be a hat indication with orange color in the face preview if employee is not wearing a safety helmet.
3. Required
Attendance event will not be recorded if the face covering score giving by the algorithm is less than the [Safety helmet detection threshold](#). In this case there will be red color hat indication on the face preview.

6.19.11.3.15 Safety helmet detection threshold

Decrease the value, if a user face with a safety helmet is not identified as mentioned in “Safety helmet detection” settings.

6.19.11.3.16 Maximum face yaw

The maximum angle of the face needs to be captured by the client. Maximum face yaw can be 0- 90 degrees.

6.19.11.3.17 Face confidence for enrollment

Use higher face confidence for enrolling image if good image quality is available. Default face confidence value is 30.

6.19.11.3.18 Face quality for Enrollment

Increase the value if the enrolling face image duplicates with enrolled face image of another user. By increasing this value, the system is forced to ignore low quality face images. Default value is 48.

6.19.11.3.19 Finger quality for Enrollment

Increase the value if the enrolling finger image is duplicated with enrolled finger image of another user. By increasing the value, the system is forced to ignore low quality finger scans. Default fingerprint quality is 40.

6.19.11.3.20 Iris quality for Enrollment

Increase the value if the enrolling iris image duplicates with the iris image of another user. By increasing the value, the system is forced to ignore low quality iris scans. Default fingerprint quality value is 50.

6.19.11.3.21 Fingerprint quality

Increase the value if the same user identified differently from time to time. By increasing the value, the system is forced to ignore low quality finger scans. Default fingerprint quality is *40*.

6.19.11.3.22 Iris quality

Increase the value if the same user identified differently from time to time. By increasing the value, the system is forced to ignore low quality iris scans. Default fingerprint quality value is *50*.

6.19.11.3.23 High-speed face detection

High speed face detection when the face biometric is used. This setting has been disabled by default.

6.19.11.3.24 Disable duplicate checking

Enable this setting to enroll same biometric image for different users.

6.19.11.4 Web interface setting list

6.19.11.4.1 Dashboard refresh interval

The Dashboard refresh interval can be set in minutes to refresh the Dashboard to display recent attendance overview. The default refreshing interval is *2 minutes*.

6.19.11.4.2 Show meridian in time

Enable the toggle button to show AM/PM with the time. This setting has been disabled by default.

6.19.11.4.3 Report export PDF font

Users must select appropriate font from this setting to export report successfully according to the selected control panel language.

The available fonts are

1. Roboto (Latin)
Default font to export pdf report. Select this language to export report in any western European language.
2. Simsun (Chinese, Latin)
Select this font to export report in Chinese language.
3. Ek Mukta (Hindi, Latin)
Select this font to export report in Hindi language.

6.19.11.4.4 Location map provider

Select map provider to configure map.

Available map providers are

1. Google maps
2. Baidu maps

6.19.11.4.5 Map API key

Add map API key to enable map representation of user's event logs according to the selected map provider in [Location map provider](#) setting.

6.19.12 Visitor parameters

6.19.12.1 Slot time

Slot time divides schedule time into appointment booking time slots and visitor appointments can be booked in a selected time slot. Default slot time is 0 and then it takes the whole schedule period as a single slot.

6.19.12.2 Slot occupancy

Number of appointments per slot. The default value is 0 and then it can book any number of appointments per slot.

6.19.12.3 Automatic approval of visit requests

Enable this setting to approve visitor appointments automatically created from online or kiosk pages. Otherwise NCheck administrator must approve the appointments before visit.

6.19.12.4 Reservation time out

Selected booking on hold time to prevent booking anyone else in online and registration device booking pages. This period is known as reservation time out.

6.19.12.5 Biometric collection

Select biometric modality to collect selected biometric modality from registration Kiosk devices.

Following biometrics type can be configured.

- None
No biometric required
- Face
- Finger
- Iris

6.19.12.6 Pass type

Defines the pass type used to read when existing pass is used or issue when generated pass is used from Kiosk or in online appointment booking. RFID passes can be issued only from registration Kiosk devices.

Pass type can be configured as follows.

- ID
A unique identification number
- Barcode
- RFID

6.19.12.7 Visitor pass generation

When an appointment is booked, it can use an existing or generated pass. Pass generation settings allow to configure it.

Pass generation can be configured as below.

- Always generated and not re-used
The visitor pass is generated by the NCheck system.
- Generate if not available and re-use
Visitor allows to use previous visitor pass. If a visitor has no previous pass, NCheck will generate a new pass.
- Printed pass no reusing
NCheck allows to create appointments using visitor pass newly generated by 3rd party.
- Printed pass with re-use
NCheck allows to create appointments with used visitor pass (3rd party generated) in previous visit.

6.19.12.8 Custom visitor feedback view

Default Feedback view of NCheck client application when Visitor is identified can be changed with custom visitor feedback view. Custom visitor feedback views can be available for some visit types and can also be added to the system as an extension on request.

6.19.12.9 Online booking

Enable or disable online appointment booking for the visit schedule.

By enabling this setting, the following settings will be available to configure.

1. [Allow visitors to download pass](#)

6.19.12.9.1 Allow visitors to download pass

Enable or disable downloading generated pass from online appointment submission.

6.19.12.10 Book appointments from walk in kiosk

Enable or disable kiosk appointment booking for the visit schedule.

By enabling this setting, the following setting will be available to configure.

6.19.12.11 Allow change appointment time

Enable, disable changing appointment start time on visitor appointment booking online or from registration Kiosk devices. The default appointment start time is booking shift/time slot start.

By enabling this setting, [Use default appointment end time](#) will be shown.

6.19.12.11.1 Use default appointment end time

Enable, disable changing appointment end time on visitor appointment booking online or from registration Kiosk devices. Default appointment end time is booking shift/time slot end.

7 CLIENTS

NCheck Clients are used as the client applications for NCheck server. It is mainly used to record attendance.

NCheck client has two applications

1. NCheck Attend client
NCheck Attend client is a simple client application with minimal required functionality for Windows, Android and IOS.
2. NCheck Admin client
NCheck Admin client for Windows and Android includes client-side biometric extraction and matching which provides advanced functions like automatic face recognition, face capturing and offline operation. The Admin client requires a NCheck license
3. NCheck Surveillance client for Windows
NCheck Surveillance client for Windows support all the features in NCheck Admin client for Windows with guard functionality in which an authorized person can manually identify the person and record the event in the attendance system

7.1 System requirement

Table 7.1 System requirements for clients applications

	Attend	Admin	Surveillance
Windows	• Microsoft Windows 8 or higher operating system • 1GB of disk space • 2GB of RAM • Supported Face peripheral	• Microsoft Windows 8 or higher operating system • 1GB of disk space • 4GB of RAM • One supported peripheral as mentioned in the in Peripherals section	• Microsoft Windows 8 or higher operating system • 1GB of disk space • 8GB of RAM • Supported Face peripheral
Android	• Android phone or tablet running Android 5.0 OS or later version • 1 GB Of RAM • Integrated camera	• Android phone or tablet running Android 5.1 OS or later version • 2 GB of RAM • USB OTG (USB On the Go) feature if using peripherals as mentioned in the Peripherals section	
IOS Client	Apple device running IOS 10.2 OS or later	Not available	Not available

7.1.1 Peripherals

NCheck client applications support the following biometrics and ID peripherals.

1. Biometrics peripherals
 - a. [Face](#)
 - b. [Fingerprint](#)
 - c. [Iris](#)

2. [Id peripherals](#)

Available for NCheck Admin clients only

NCheck installer for Windows is installing all necessary drivers to enable face, fingerprint and iris scanners. But if you need additional drivers, you may need to install compatible drivers in the computer. You can download drivers for supportable camera, fingerprint and iris scanners from [scanner driver package](#).

7.1.1.1 Face

NCheck Android and IOS clients are using cameras available with the device. NCheck Windows clients support the following camera types.

- [USB cameras](#)
- [IP cameras](#)

7.1.1.1.1 USB cameras

In general, USB cameras working in Windows OS are supported.

7.1.1.1.2 IP cameras

Refer [supported IP camera](#) section for all supported IP cameras. Refer [Add/edit network camera](#) section for add IP cameras for NCheck Admin for Windows.

7.1.1.2 Fingerprint

NCheck Admin clients support external or internal USB fingerprint scanners. Refer supported [fingerprint scanners](#) for Admin client.

7.1.1.3 Iris

NCheck Admin clients support external or internal USB iris scanners. Refer supported [iris scanners](#) for admin client.

By default, iris scanners are disabled for Windows Admin client. To enable, unzip necessary iris scanners from the Iris scanners folder in NCheck installation folder (By default the installation folder is "C:\Program Files\Neurotechnology\ NCheck")

7.1.1.4 Id peripherals

NCheck Admin client supports capturing other authentication data. Data capture is performed by using the following hardware.

Table 7.2 Hardware requirements for non-biometric identification

	Windows admin	Android admin
RFID	• External HID • External Serial	NFC Support
Barcode	External HID	Using a built-in camera
License plate	No special hardware needed	No special hardware needed

7.1.2 Access control

NCheck Admin clients can trigger external executables with given parameters as mentioned in [External executables](#) section.

7.1.3 Supporting Locations

NCheck can be configured record the attendance event location with the attendance event. The location can be either device GPS location provided by the device operating system or predefined location coordinate.

If the client uses device GPS location, In Android, to get the accurate location of the attendance event, device should be supported [Google play location services](#). If the google play location service is unavailable, the native location manager will be used. But this may not be accurate.

7.2 Install Client

7.2.1 Download client

NCheck clients application downloads from [download page](#).

Following installers available to install NCheck Windows client applications.

1. Installer for on premises server
NCheck on-premises server and admin client will be installed
2. Installer for Admin client for windows
3. Installer for Attend client for Windows

7.2.2 Install clients for Windows

Refer [Install client For Windows](#) section for more details about installing windows clients.

After successful installation you will be asked to activate license in NCheck Admin clients and Surveillance clients for Windows as mentioned in [License Manager](#) section. For NCheck Attend client does not require a license. Once the license is activated for Windows clients, you can open the client.

7.3 Open clients

Once open the client, you will be asked to register the clients as mentioned in the [Register clients](#) section.

7.3.1 Register clients

NCheck Clients can be used with the following modes.

- NCheck Cloud
Register with NCheck Cloud server. Refer [Start web Control panel](#) section for more details about cloud server.
- NCheck server installed on-premises.
Register with NCheck on-premises server installed on premises. Refer [Start web Control panel](#) section for more details about on premises server.

The registration process configures the application to work with one of the above two modes. Accessing registration can be done in the following ways.

- The client application will prompt the registration dialogue in case it is not registered.
- The client application is unregistered as mentioned in [Unregister](#) section.

Once the registration view opens, it will ask for the registration token as below. Refer [Register device](#) section for more details about generating registration token.

Figure 7.1 Registration token view

1. Scan QR button
Scan registration token QR code. The client will start to register if the scanned registration token is valid.
2. Token field
Enter registration token.
3. Continue button
Once the registration token entered, select this button to continue registration. If the entered token is from cloud server, the registration will start. Otherwise, it will ask the on-premises server URL as follows.

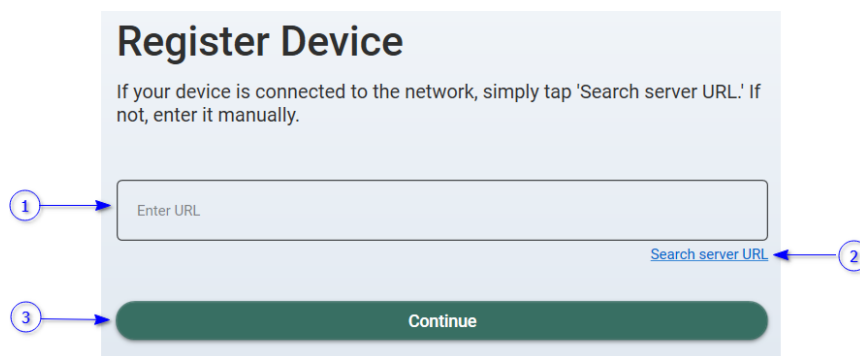


Figure 7.2 Registration URL view

1. On-premises server URL field
Client automatically discovers the on-premises server URL when opening the view if the device and the on-premises server is connected to the same local area network. If it is not, enter the URL manually.
2. Search server URL button
To discover the server URL, make sure that the device and the on-premises server is connected to the same local area network.
3. Continue button
Start to register the client. If the on-premises server has no valid SSL certificate (Self sign certificate), the client will prompt SSL certificate validation error. Otherwise, the registration will be completed,



Figure 7.3 SSL validation error dialog for Android client

Once the self-sign certificate accepted pressing continue button, The client will be registered with the server.

The following table shows possible errors during the client registrations.

Table 7.3 Error messages of device registration

Error code	Error message
2051	Failed to register with the NCheck server {server URL}
2052	Failed to register with the registration code
2053	The registration token has already been used. Please generate new registration code or contact administrator
2054	Could not discover the NCheck server URL

Once the registration is completed, clients will check the following in starting view before starting the capturing

1. Device permissions for Android clients
Device permissions require for attendance recording as mentioned in [Check permissions](#) section.
2. Encryption check for Admin clients
Android and Windows clients uses databases if the offline operation is enabled as mentioned in [Offline operation mode](#) setting. The database is encrypted and in any case the client failed to decrypt the database, it will request the database password as mentioned in this [Check database encryption password](#) section.
3. Check internet connectivity according to the activated license in Admin apps.
Refer [Check network](#) section for more information.
4. Check license in admin client
When the application starts first time, it will activate the Trial license (Refer [License types](#) section for more details about trial license). Once application starts, the license can be changed from the license manager as mentioned in [License Manager](#) section.
5. Initializing matching in Admin clients
Preparing all the biometric images of users to identification when recording attendance when [Offline operation mode](#) setting is enabled.

The Clients' starting view is shown below.



1. Progress with status check text.

Once the checks are completed, clients will be ready to capture attendance as shown below.

Client	Main view
--------	-----------

Attendance capturing of
Android Admin client



*Figure 7.4 Attendance capturing
view of Android Admin client*

Attendance capturing of
Android/iOS Attend client
registered to employee group



*Figure 7.5 Attendance capturing
view of Android Attend client*

Attendance capturing of Windows Admin client

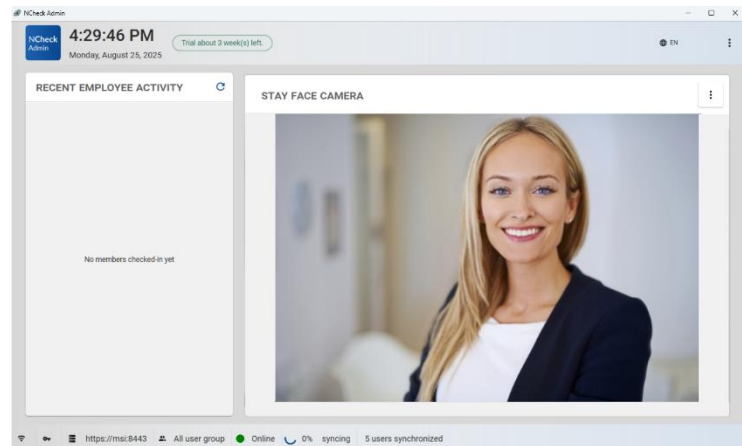


Figure 7.6 Attendance capturing view of Windows Admin client

The main view of the Attend client registered to an employee is shown below.

1. Main navigation view
 - a. Reports menu
This will open employee report as mentioned in [Employee report](#) section.
 - b. Time clock menu
This will open [Attendance capturing](#) view.
 - c. Main menu
This will open main menu as mentioned in [Main menu](#) section.
2. Navigation menu content view



Figure 7.7 Main view of the Attend client registered to an employee

7.3.1.1 Check permissions

Permissions are required for Android clients only.

In Android applications, permissions need to be granted to ensure privacy and security of the device data. NCheck Android clients require the following permissions.

1. Google play licensing check
Google Play offers a licensing service that lets you enforce licensing policies for applications that you publish on Google Play. With Google Play Licensing, your application can query Google Play at run time to obtain the licensing status for the current user, then allow or disallow further use as appropriate. Android permission “com.android.vending.CHECK_LICENSE” is using
2. Access location
NCheck Android client is using device location details such as GPS coordinates and address when recording attendance. This requires “android.permission.ACCESS_FINE_LOCATION” permission.
3. Network information
This requires “android.permission.ACCESS_NETWORK_STATE” permission. NCheck Android clients are using network information to check the network available in the device for communication.
4. Access internet
This requires “android.permission.INTERNET” permission. Android clients require Internet to
 - a. Communicate with remote NCheck server.
 - b. To either activate a license as mentioned in [License activation/deactivation](#) section or obtain License when application start based on the activated [License types](#).
 - c. To log application and device data in remote logging service([Firebase](#))
5. Access Wi-Fi information
In mobile services Wi-Fi is frequently used to access internet. Android clients use device Wi-Fi information to check the network connectivity and indicate to user.
“android.permission.ACCESS_WIFI_STATE” and “android.permission.CHANGE_WIFI_STATE” permissions are required
6. Access camera
“android.permission.CAMERA” permission is required. NCheck Android client is using camera for
 - a. Face capture
Record users capturing face biometrics, Enroll face(s) to users.
 - b. Barcode capture
Capture User ids, device token,
7. Access storage
“android.permission.WRITE_EXTERNAL_STORAGE” permission is required below Android 11 application specific external storage to keep following data.
 - a. Diagnostic data
App generated log files to check application working status.
 - b. Downloaded files
 - c. License files
To browse the license files during activation for NCheck Admin and Guard Android clients.
8. Capture RFID
NCheck Android client is capturing RFID to record attendance and appointment creation.
“android.permission.NFC” permission is required. This is used for NCheck Admin client only.
9. Access device power management tools
To wake up device when record attendance and create appointments.
“android.permission.WAKE_LOCK” permission is required.
10. Receive application boot completed
Start the client automatically when device has restarted. This requires
“android.permission.RECEIVE_BOOT_COMPLETED” permission.

7.3.1.2 Check database encryption password

NCheck Admin clients and Windows surveillance clients are storing database encryption passwords in the application context. If the client database cannot be decrypted from the encryption password, database encryption password dialog will be shown asking current password of the database as below.

Table 7.4 Database encryption password dialogs

Client	Encryption dialog view
Android client	Database encryption password The database encryption password is not known or not valid. Please provide the database encryption password to use this database ① — ● Encryption key ② — ● ☐ Discard existing database and create new database ③ — ● OK CANCEL ● — ④ <i>Figure 7.8 Database encryption password dialog for Android Admin client</i>

1. Encryption key
Database encryption key.
2. Discard existing database and create new database option
Check this option to discard existing database and create new client database. You will lose all the data in the existing database if you continue selecting this option.
3. OK button
4. Cancel button.

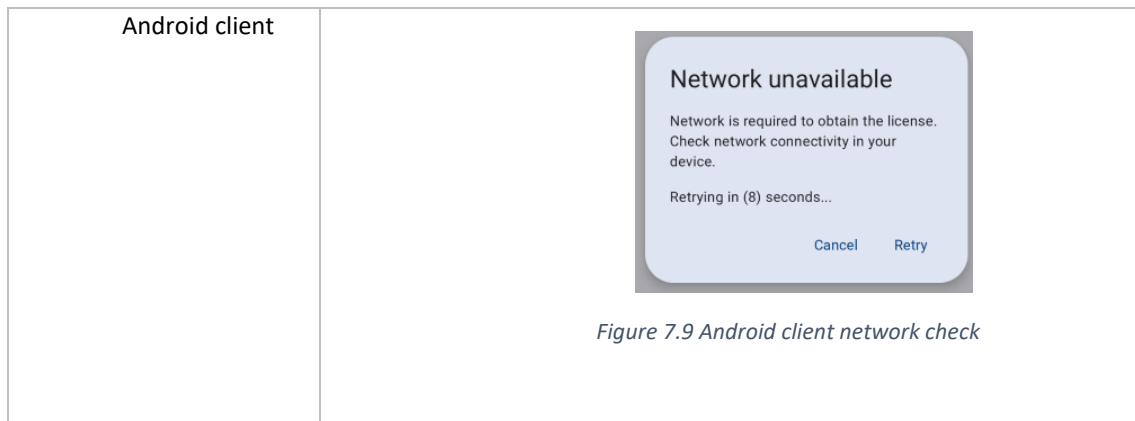
7.3.1.3 Check network

When the application starts the client application is checking for the valid license availability. This requires a network connection based on the activated [License types](#).

If the network is unavailable, the client will show network connectivity failure view and hold until the network available checking the network connectivity periodically as shown below.

Table 7.5 NCheck Client network check view

Client	Network connectivity failure view
--------	-----------------------------------



NCheck Attend clients is not checking network while opening because it does not use licensing.

7.4 Attendance capturing

Attendance capturing views of the clients are shown below.

Table 7.6 Attendance capturing view of Android and IOS clients

Client	Attendance capturing view
--------	---------------------------

Android Admin

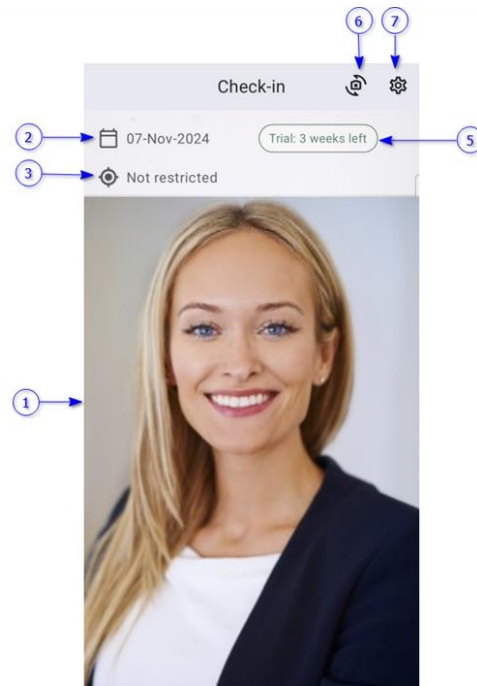


Figure 7.10 Attendance capturing view of Android Admin client

Android/IOS Attend client
registered to an employee
group

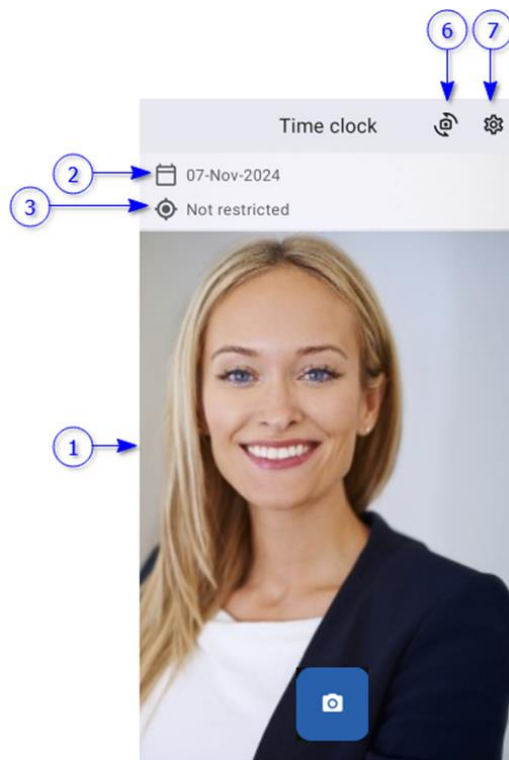


Figure 7.11 Attendance capturing view of
Android/IOS Attend client registered to an employee
group

Android/iOS Attend client
registered to an employee

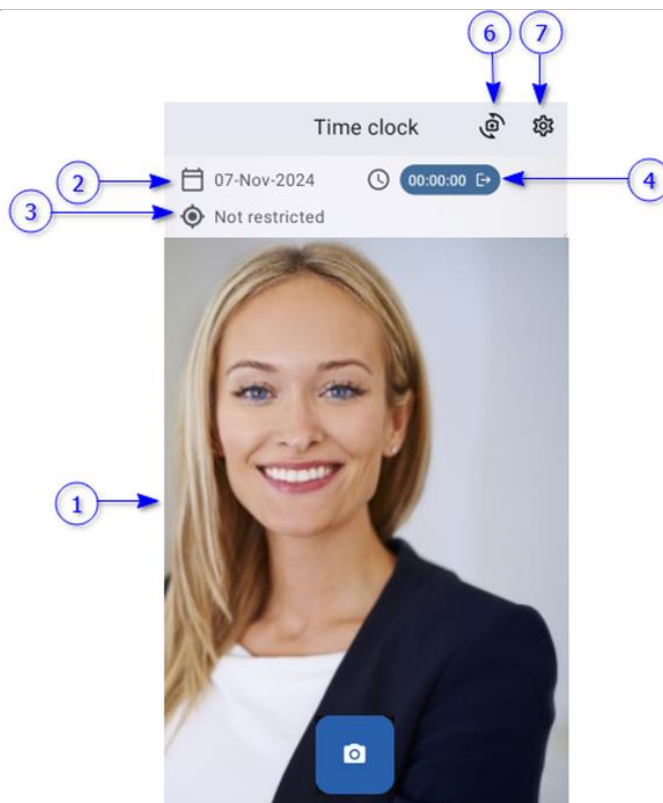


Figure 7.12 Attendance capturing view of Android/iOS Attend client registered to an employee

1. Attendance view

2. Current date

3. Location restrictions

The location restrictions can be added restrict employee attendance events recording from outside of the allowed areas. The location restriction status is shown as mentioned [Table 7.7](#). The distance and location accuracy may not be accurate depending on the Google location service availability. Please refer this [Google maps help](#) for more details. Locations restrictions can be added from the web control panel in following ways

a. Location restrictions for employee

Location restrictions can be added for any employee as mentioned in [Locations](#) section of [User Management](#).

b. Location restriction for employee group

Location restrictions can be added for any employee group as mentioned in [Locations](#) section of [Manage Employee Groups](#).

4. Work hour timer view

The Attend client registered to an employee is showing total work hour timer, on employee check-in and check-out. This helps employees to check the total work hours of the current shift. Once an employee is checked-in, the timer starts and keeps counting the work hours until checked-out. Refer [Table 7.9](#) for more information.

5. License status (Admin clients only)

The status of the current license in admin clients. The available statuses are shown in [Table 7.8](#).

6. Camera switch button

Switch device camera.

7. Attendance menu

Attendance capturing view of Windows clients is shown below.

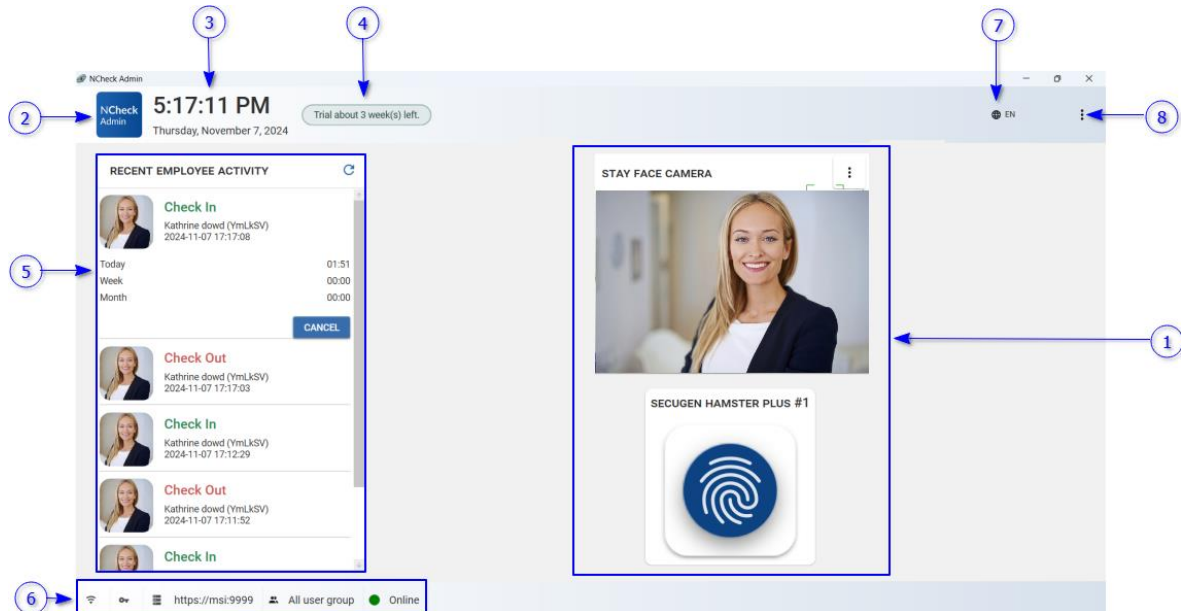


Figure 7.13 Attendance capturing view of Windows admin client

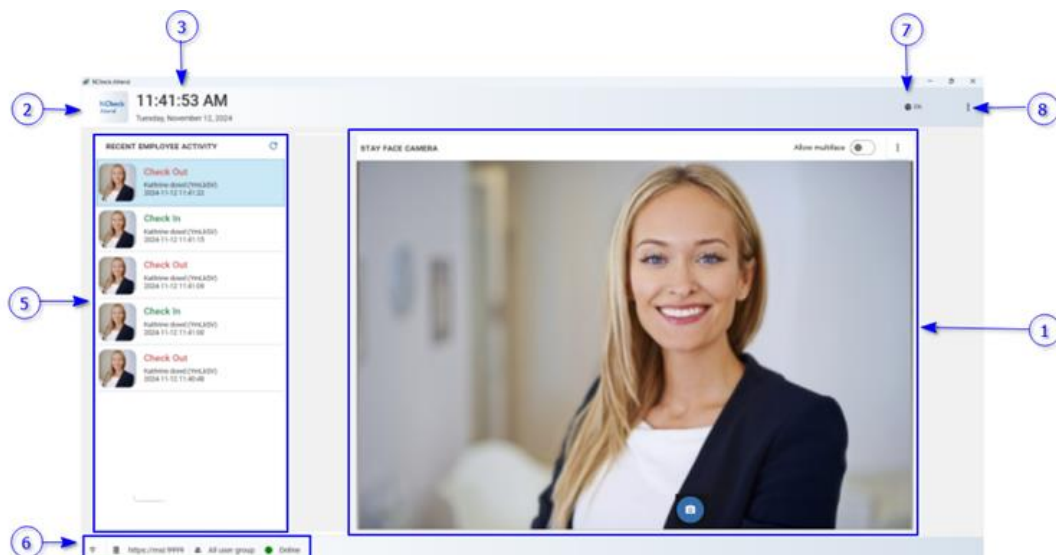


Figure 7.14 Attendance capturing view of Windows Attend client

1. Attendance view

2. Admin/attend logo
3. Current date and time
4. License status (Admin clients only)
The status of the current license in admin clients. The available statuses are shown in [Table 7.8](#).
5. Recent event list
6. [Registration and connectivity status view](#)
7. Language setting
8. Main menu

Table 7.7 Location restriction statuses

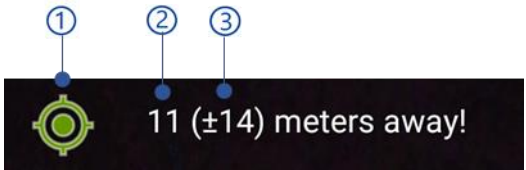
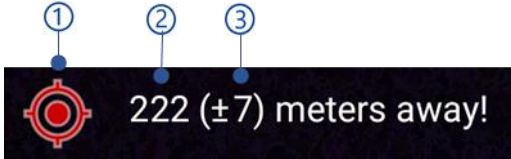
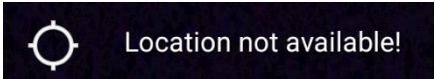
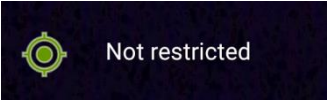
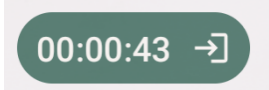
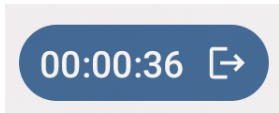
Status	View
Location is restricted. But the user is inside the permitted radius. The view shows the distance between current location and the permitted area with precision. For example, as here, the correct location can be anywhere between 11+ 14 meters and 11 - 14 meters	 Figure 7.15 User inside the permitted area
Location is restricted. User is not inside the permitted radius. The view shows the distance between the current location and permitted area with precision. For an example as here, the correct location can be anywhere between 222+ 7 meters and 222 - 7 meters	 Figure 7.16 User is not inside the permitted area
The Location services are not available. Location services of the device have disabled or not available in the area.	 Figure 7.17 Location coordinates are not available
Location is not restricted.	 Figure 7.18 Location has not restricted

Table 7.8 License statuses of Admin clients

Status	View
The activated license is obtained successfully.	License: Success
The current license is failed to obtain. This may happen, 1. The current license (trial/no trial) is expired.	License: failed

2. Currently trial/internet license cannot be used due to the no internet access to the device. The device should be connected to internet if the current license is trial or internet license. In any case the internet is unavailable for more than 30 minutes, license will be failed, and identification will stop until the device connected with Internet.	
Trial license can be used for a month from the date its activated by the admin client. This status shows the available duration is the current license is trial.	Trial: {duration} left

Table 7.9 Work hour timer views

Event status	Work hour timer view
When employee record check-in, work hour timer is starting to count the work hours for the current shift	 Figure 7.19 Work hour timer view when recording a check-in
When employee record check-out, work hour timer is stopping and showing total work hours for current shift	 Figure 7.20 Work hour timer view when record check-out

7.4.1 Registration and connectivity status view

This view is available for Windows clients only.

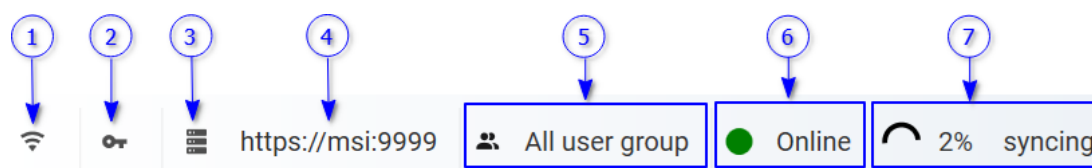


Figure 7.21 Registration and connectivity status view of Windows clients

1. Network availability
2. License status indicator
Shows the current license obtaining status as licensed, trial or expired.
3. Registration mode indicator as cloud, on-premises mode

Table 7.10 Registration mode indicators

Mode	Indicator
Cloud	
On-premises	
Standalone	

4. Server and port
URL and port of the connected server in cloud, on-premises or standalone mode
5. Registered user/user group name
Registered user/user group name is showing in cloud or on-premises mode.
6. Connectivity status with the server indicator in cloud and on-premises mode as shown below.

Table 7.11 Online/Offline statuses of Admin clients

Status	Description	Android Admin client	Windows Admin client
Online	Connected with the server		
Offline	Cannot connected with the server		

7. Synchronizing progress of the Admin and surveillance clients.

7.4.2 Attendance menu

Table 7.12 Attendance menu of Attend and Admin Android/IOS clients

Menu	Admin client	Attend client (Employee group)	Attend client (Employee)
<i>Synchronize</i>			

<i>Diagnostic data</i>	✓	✓	✗
<i>Select resolution</i>	✓	✓	✓
<i>Turn on/off torch</i>	✓	✓	✓
<i>Go to admin mode</i>	✓	✗	✗
<i>Show recent events</i>	✓	✓	✓
<i>Login to control panel</i>	✓	✓	✗
<i>Enable/disable multi face</i>	✗	✓	✗
<i>Buy now</i>	✓	✗	✗
<i>Upgrade now</i>	✓	✓	✓
<i>About</i>	✓	✓	✓

7.4.2.1 Synchronize

NCheck Admin clients synchronize server-and client data every 5-minute time interval if the *Offline data synchronize interval* setting is enabled. If instant synchronize is required, select the synchronize option in the *Attendance menu*.

7.4.2.2 Diagnostic data

Generate diagnostic data for NCheck clients to troubleshoot application issues. Diagnostic data contains the following details.

1. Log folder
Application logs.
2. License folder
License activation details
3. Database folder
SQL Attend database files for Android Admin, Windows Admin and Windows Surveillance clients.

Generate diagnostic data dialog is shown below.

1. Include database checkbox
Check to include database in the diagnostic data for admin and Surveillance client.
2. OK button
3. Cancel button

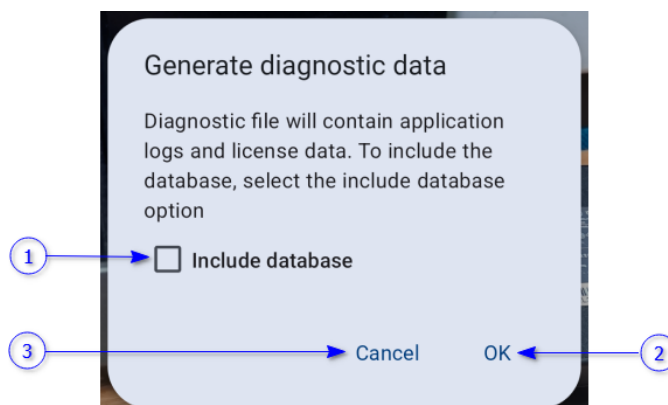


Figure 7.22 Generate diagnostic data dialog

Once select OK button, the diagnostic data will be downloaded to the downloads folder as a zip file and name of the file equivalent to the current timestamp.

7.4.2.3 Login to control panel

Login to control panel option allows login access NCheck Bio Attendance web control panel.

7.4.2.4 Enable/disable multi face

Multi face feature is available in Attend clients only

Enable/disable multi face capture. Multi face capture is used to capture a group of employee faces from single capture. For more information refer [Multi face](#) section.

7.4.2.5 Upgrade now

Show benefits of Admin clients over Attend client and option to download Admin client as shown below.

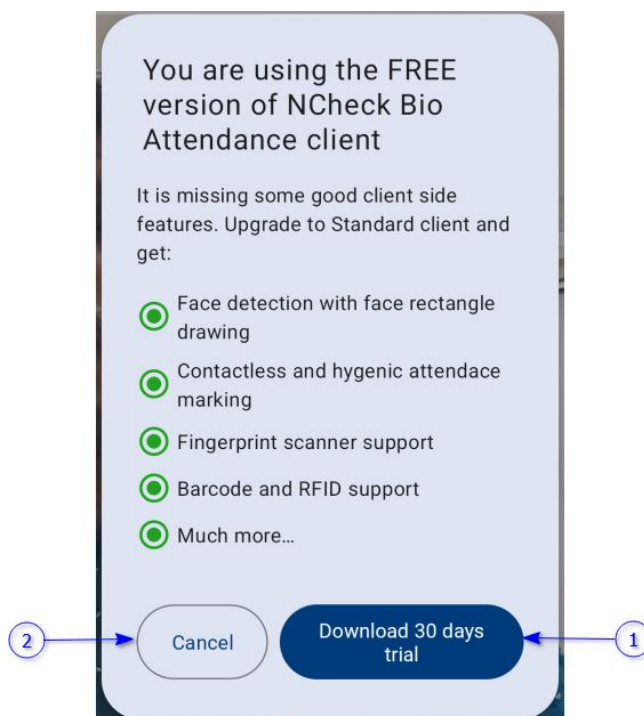


Figure 7.23 Upgrade now dialog

7.4.2.6 Buy now

Buy now option is appearing in the [Attendance menu](#) of the admin clients if the client activated using Trial mode. This option will open the [pricing page](#) to purchase client license for admin app.

7.4.2.7 Select resolution

Select “select resolution” option in [Attendance menu](#) to select camera resolution form the available resolutions.

7.4.2.8 Turn on/off torch

Turn on/off torch is available for Android clients only.

Turn on/off torch if the back camera of the Android Admin/Attend client is used. This feature is unavailable

1. If the front camera is used
2. No torch available with the device

7.4.2.9 Go to admin mode

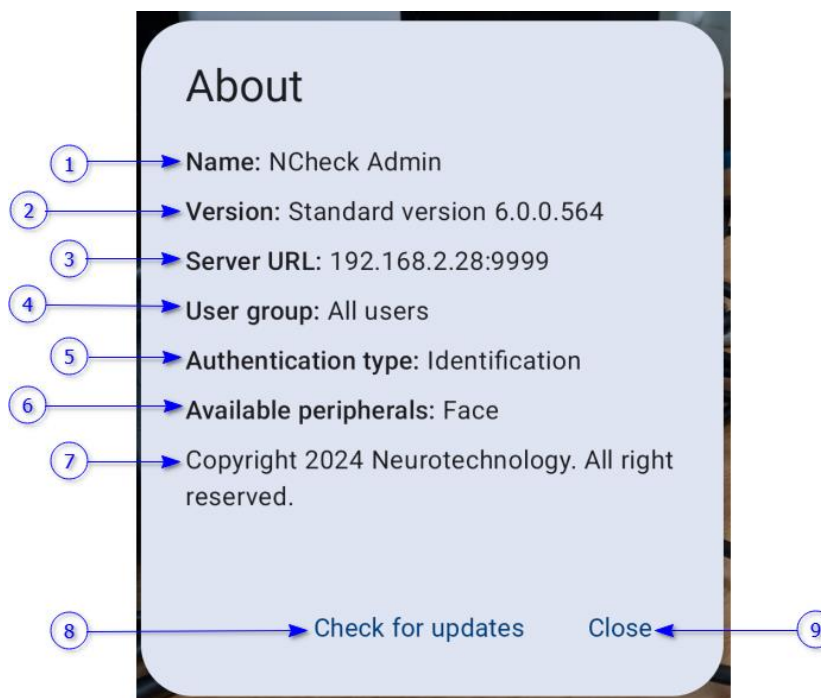
Access admin dashboard of the Admin clients. Refer section for more information.

7.4.2.10 Show recent events

Show recently recorded events from the client. Refer section for more information.

7.4.2.11 About

The About option in the [Attendance menu](#) opens About dialog as shown application and attendance configuration information as below.



1. Application name
2. Application version
3. The URL and port of the server that the application is registered to
4. User/user group that the client registered to
5. Authentication type
- Authentication mode of the client. Refer [Authentication mode](#) section of the [Edit device](#) for more information about authentication mode of the client.

6. Available peripherals

The peripherals available to record attendance events in the current *Authentication mode*.

7. Copyrights

8. Check for updates

This will open following pages to update pages based on where the client downloaded

a. NCheck.Net website download page

Open [NCheck.net download page](#), if the website version of the client is downloaded and installed

b. Goole play store download page

Open the Android Admin/attend client downloading page in Google play store, if the client downloaded and installed from Google play store.

c. Appstore download page

Open IOS Attend client download page from Appstore, if the IOS Attend client downloaded and installed from Appstore.

9. Close button

7.4.3 Main menu

Table 7.13 Main menu of clients

Menu	Admin client	Attend client (Employee group)	Attend client (Employee)
<i>Attendance</i>	✗	✗	✓
<i>Settings</i>	✓	✓	✓
<i>License Manager</i>	✓	✗	
<i>About</i>	✓	✓	✓
<i>Unregister device</i>	✓	✓	✓
<i>Login to control panel</i>	✗	✗	✓
<i>Compact DB</i>	✓	✗	✗
<i>Log out from admin mode</i>	✓	✗	✗
<i>Diagnostic data</i>	✓	✓	✓

7.4.3.1 Attendance

Attendance option in the Main menu is showing attendance view of the employee that the Attend client is registered to. Attendance view is shown below.

1. Employee thumbnail
2. Employee name
3. Employee email address
4. Date field
Select the date to retrieve the employee events
5. Employee event list for selected date
Each event record shows event time, time zone and event type.

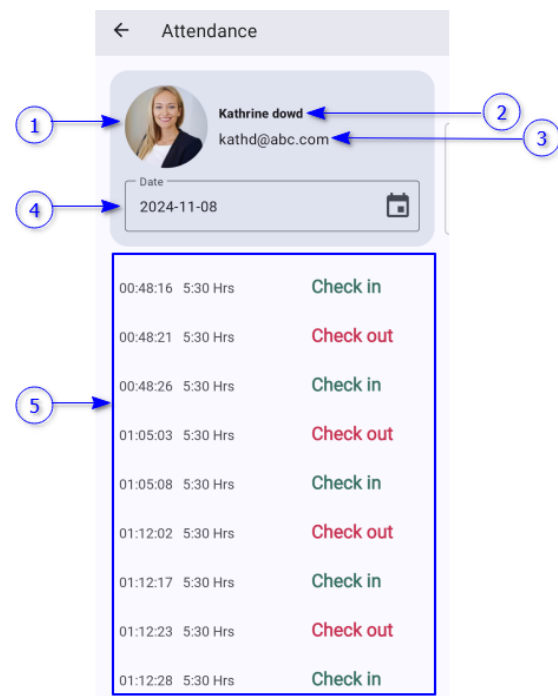


Figure 7.24 Attendance view

7.4.3.2 Log out from admin mode

Log out from the admin dashboard.

7.4.3.3 Compact DB

NCheck admin Android client uses SQLite database to store application data. But one of the major problems in SQLite database is the database size is not decreasing even if the data has been deleted from the database. To clear the cache, you must run VACUUM SQLite query in the database. Compact DB option triggers VACUUM query.

Use Compact DB option at least once a month to release cache in the SQLite database for NCheck Admin Android client.

7.4.3.4 Unregister device

The unregister option is removing NCheck client registration details from the NCheck server as well as the NCheck client and allowing you to register the client application again.

This requires network connectivity to connect with the server. If server connectivity fails, User can cancel the un registration or proceed un registration without removing registration details from the server.

7.4.3.5 License manager

Show the License activation window as mentioned in [Activat](#) section.

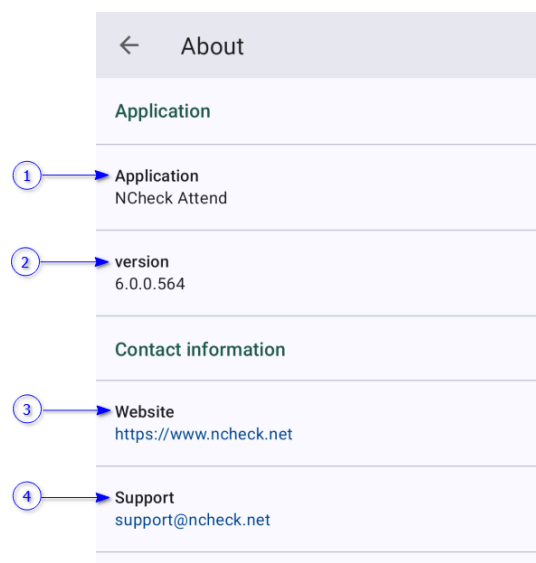
7.4.3.6 Check for update

Open NCheck Admin client from the Google play store to update to the newest version.

7.4.3.7 About

About option in the Main menu open About dialog to show application and contact information as below.

1. Application name
2. Application version
3. NCheck Website
4. NCheck support email



7.4.3.8 Settings

Table 7.14 Clients settings

	Windows	Android	IOS
Attend	• <i>Configuration</i> • <i>Network camera list</i> • <i>Serial scanners</i> • <i>External scanners</i>	• <i>Capture sound</i> • <i>Capture quality Checkout notification</i>	• <i>Capture soundCheckout notification</i>
Admin	• <i>Configuration</i> • <i>Encrypt the database</i> • <i>Network camera list</i> • <i>Serial scanners</i> • <i>Serial scanners</i>	• Device settings – <i>Capture sound</i> – <i>Extract on server</i> – <i>Low CPU support</i> – <i>Startup application</i> – <i>External scanners</i> • Display settings – <i>Preview position</i> • Camera settings – <i>Mirror preview</i> – <i>Enable app orientation</i> – <i>Rotation settings</i> • Power saving mode – <i>Enable power saving mode</i> • Security – <i>Encrypt the database</i>	Unavailable

		– Enable MQTT authentication • Debug mode – Enhance logs	
Surveillance	• Network camera list • Serial scanners • Surveillance engine properties • External scanners	Unavailable	Unavailable

7.4.3.8.1 Capture sound

Enable to play the capturing sound when the image is capturing.

7.4.3.8.2 Checkout notification

Check-out notifications are used to notify the check-out time to user before the check-out ends. Checkout notifications are available on Android and IOS Attend clients registered to an employee.

7.4.3.8.3 Extract on server

In NCheck Admin clients, face details are extracted to identify the faces when capturing faces. Enable this setting to minimize the extraction delay on low performance devices by doing the extraction in the server.

7.4.3.8.4 Low CPU support

This setting has been introduced for low CPU devices to lower the CPU usage when application in use. Enable this setting to preview captured face instead of showing the face rectangle (as mentioned in [Face capture view](#) section) with lower resolution preview.

7.4.3.8.5 Startup application

Enable this setting to start application on restart the device.

7.4.3.8.6 Preview position

Align camera preview to the top, center, or bottom of the view port.

7.4.3.8.7 External scanners

NCheck Admin clients can be used with third party peripheral devices such as biometric scanners, access controls etc. The peripheral devices can be integrated with NCheck Admin client using NCheck Peripheral API. Peripheral API can be used to develop peripheral integration packages (dll in windows and APK in Android)

External scanner view can be open from “External scanners” option in the [Settings](#).

External scanner view of the Android admin client is shown below.

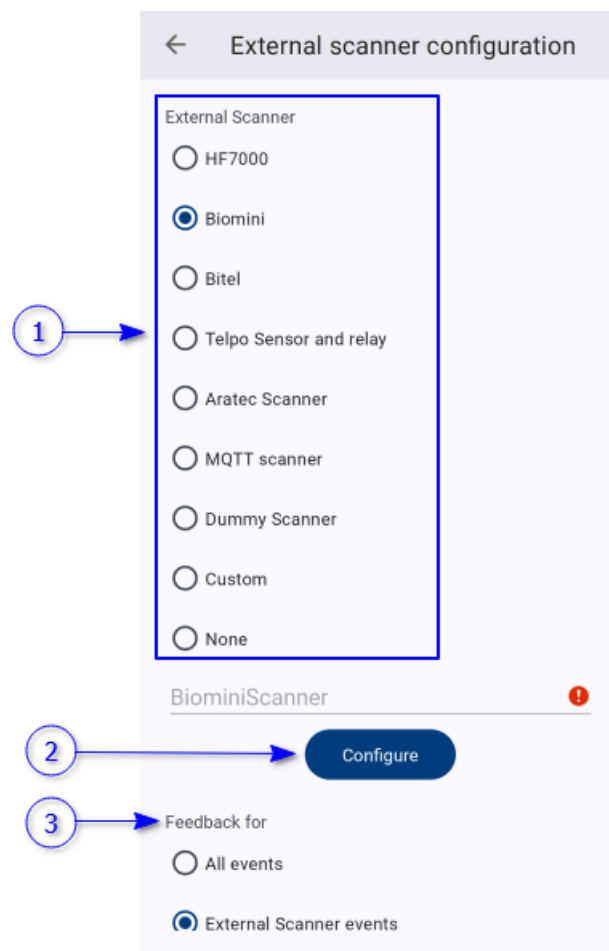


Figure 7.25 External scanner configuration view for Android Admin client

1. Available external scanner devices
2. Configure button
This opens configuration view of the selected external scanner device to configure external parameters. These parameters depend on the selected external scanner device.
3. Feedback for

External scanner view for Windows Admin client is shown below.



Figure 7.26 External scanner configuration view for Windows Admin client

1. Path for the selected external scanner package(dll)
2. Browse button
Browse external scanner package from the file system
3. Configure button
Configure parameters of the selected external scanner.

7.4.3.8.8 Mirror preview

Enable this to fix the mirror effect of the camera preview.

7.4.3.8.9 Enable app orientation

Enable this to fix the application ore as 0, 90, 180, 270 degrees.

*This setting may not be compatible with the devices, designed for a fix orientation
Accelerometer and gyroscope sensors are not available.*

7.4.3.8.10 Rotation settings

Custom rotation settings need to be configured in case of camera orientation and device rotation settings return from the Android API are not same as Admin Android devices. This applicable for the devices,

- Designed for a specific orientation.
- Accelerometer and gyroscope sensors are not available.

Camera orientation and device rotation can be set as follows,

Camera orientation for a normal android device can be identified as follows.

Table 7.15 Camera orientation

Camera	Orientation
Front camera	270 degrees
Back camera	90 degrees

When the camera orientation has differences as mentioned above, this value can be set manually using these settings.

Device rotation for a normal device can be identified as follows,

Table 7.16 Custom device rotation

Device orientation	Device rotation
	0
	1
	2
	3

Users can set matching value for device rotation in special devices depending on the device orientation as above table.

7.4.3.8.11 Enable power saving mode

Reduce the CPU usage when application is idle.

7.4.3.8.12 Power saving mode timeout

The timeout can be select to set the device idle when no attendance recording. Available timeouts are

- 10 minutes
- 20 minutes
- 30 minutes
- 1 hour

7.4.3.8.13 Encrypt the database

This feature can be used to change the default encryption key or current encryption key of the Admin client.

By default, the Admin client encrypts the database with default database password “123456”. To enhance the security, this password can be changed from database encryption password dialog open from “Encrypt the database” option in [Settings](#).

1. New password field
The password must contains 6 characters with at least one uppercase, lowercase letter and number.,
2. Confirm password field
3. Ok button
4. Cancel button

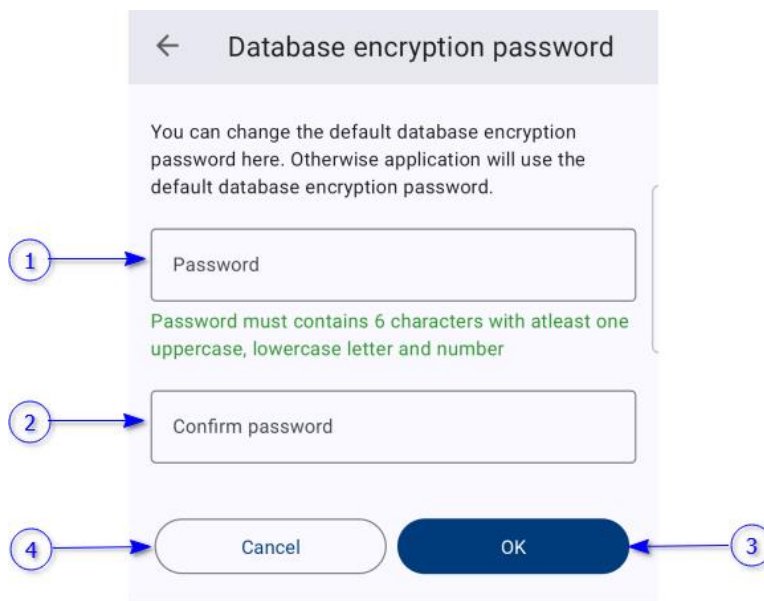


Figure 7.27 Database encryption password dialog to change default password

To change the current password, database encryption password dialog appears as follows.

1. Current password
2. New password field
The password must contain 6 characters with at least one uppercase, lowercase letter and number.,
3. Confirm password field
4. Ok button
5. Cancel button

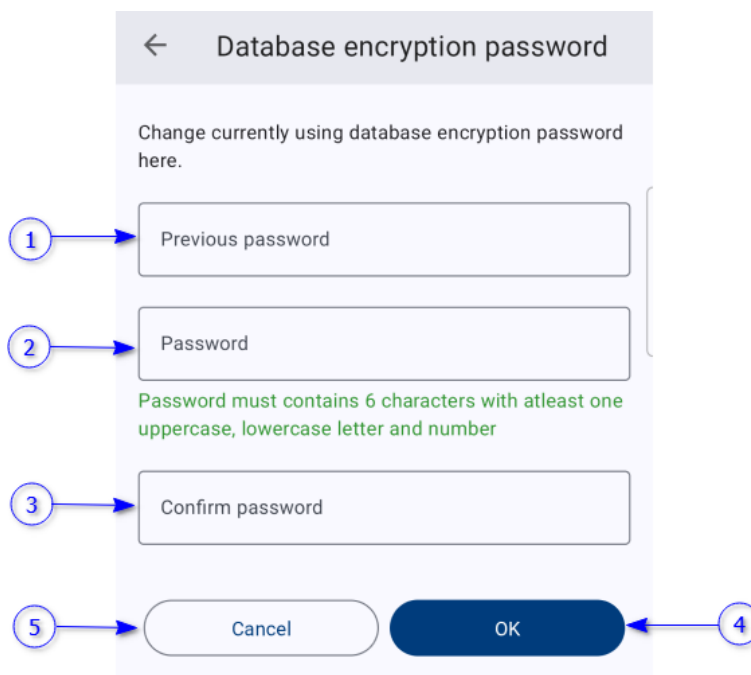


Figure 7.28 Database encryption password dialog to change existing password

7.4.3.8.14 Enhance logs

Clients are logging application activities to troubleshooting problems in any case. Except the ordinary logs, there are additional logs which can be logged if the enhance logs setting is enabled. The reason for disabling these special logs by default, prevent consuming device memory and CPU. For example, to log application memory, for every minute.

7.4.3.8.15 Capture quality

Select face capture quality to reduce the time when recording events.

- Low
- Medium
- High
- very high

7.4.3.8.16 Enable MQTT authentication

NCheck Windows and Android admin clients can use to publish data to MQTT compatible device (Refer section for more details.) and receive data from MQTT compatible third-party peripheral device (Refer section for more details.). To perform such options a client can be connected with either a built-in MQTT broker or any third-party broker service.

By default, built in MQTT broker has no security. To enable the authentication when connect with the broker, enable “Enable MQTT authentication” setting from [Settings](#). Once enabled, you can set username and password which should be used when connect with the built in MQTT broker.

7.4.3.8.17 Configuration

Show camera guidance message when the of NCheck Windows client is idle. The configuration view is shown below.



Figure 7.29 Configuration view of Windows client

1. Checkbox to enable/disable camera guidance message.
2. Camera guidance message, if camera guidance message setting is enabled, Message should have less than 25 characters.

7.4.3.8.18 Network camera list

This option allows to configure IP cameras with NCheck Windows Admin and surveillance client applications.

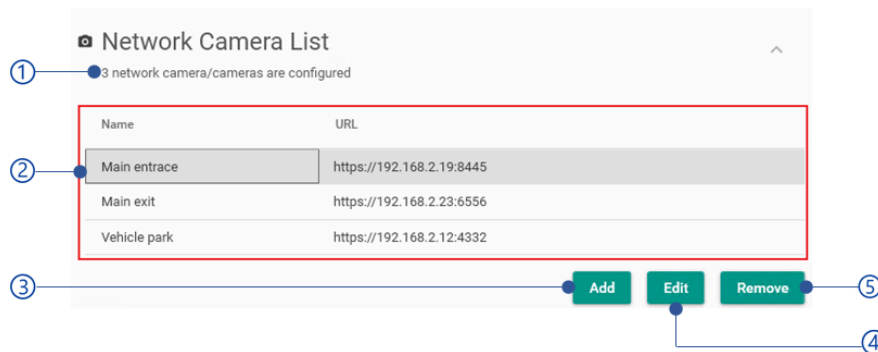


Figure 7.30 Camera list preference of Windows Admin client

1. Number of network cameras configured.

2. Camera list table

Camera name and URL are shown.

3. Add button

Refer [Add/edit network camera](#) section for more details about add network camera.

4. Edit button

Refer [Add/edit network camera](#) section for more details about edit network camera.

5. Remove button

Remove selected camera.

7.4.3.8.18.1 Add/edit network camera



Figure 7.31 Add/edit network camera

1. Name

Name of the camera

2. URL

URL of the network camera

3. Key
Camera identification key generated by the client. This cannot be changed

7.4.3.8.19 Serial scanners

Serial scanner configuration in client preferences is used to configure barcode and RFID scanners which can be connected using physical serial port or Bluetooth serial port. The serial scanner view is shown below.

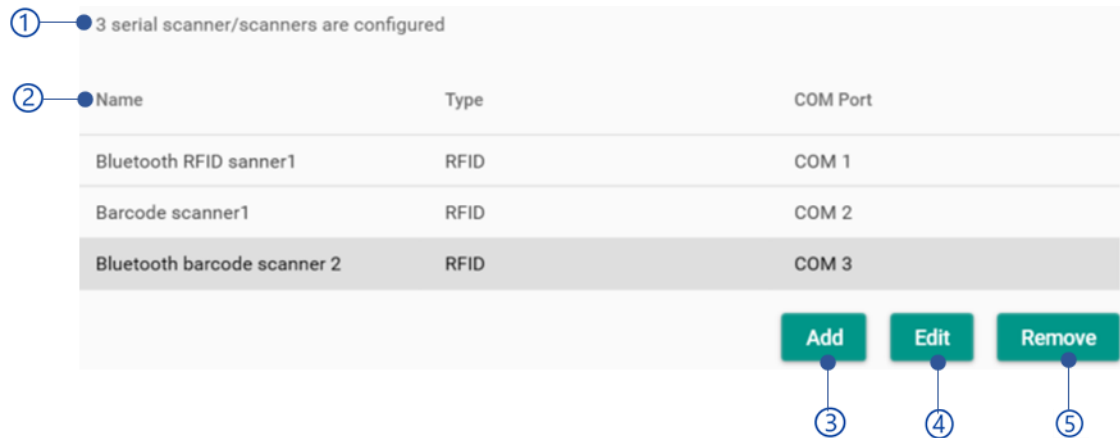


Figure 7.32 Serial scanners view

1. Number of serial scanners available
2. Serial scanners table
3. Add button
Refer [Add/edit serial scanner](#) section for more details about add serial scanner.
4. Edit button
Refer [Add/edit serial scanner](#) section for more details about edit serial scanner.
5. Remove button
Remove selected serial scanner.

7.4.3.8.19.1 Add/edit serial scanner

Add/edit serial scanner view has shown below.

1. Back button

2. Name

3. Type

Type of the serial scanner as RFID or Barcode

4. COM port

COM port is serial communication in the client device. COM port can be COM 1, COM 2, COM 3, COM 4

5. Baud rate

Baud rate is, data rate used. Admin data rates supported are listed in selection. Baud rate can be:

- 4800
- 9600
- 19200
- 38400
- 57600
- 115200
- 230400

6. Parity

The Parity is used to error correction (usually none) eld odd parity and even parity. The available values are:

- None
- Odd
- Even
- Mark
- Space

7. Data bits

Data bits are number of data bits in a communication character. Data bits can be

- 5
- 6
- 7
- 8

8. Stop bite

Serial port stop bits are number of bits sending after one letter/byte to mark finish. Select value from

- None
- 1
- 1.5
- 2

9. Key

A unique ID that cannot be changed.

10. Apply button.

The screenshot shows a dialog box titled "Add Serial Scanner". It contains several input fields and a dropdown menu, each with a numbered callout (1-10) pointing to it. The fields are: 1. A back button (left arrow). 2. A text field for "Name". 3. A dropdown menu for "Type" with "RFID" selected. 4. A dropdown menu for "COM Port". 5. A dropdown menu for "Baud rate" with "9600" selected. 6. A dropdown menu for "Parity" with "None" selected. 7. A dropdown menu for "Data bits" with "8" selected. 8. A dropdown menu for "Stop bits" with "1" selected. 9. A text field for "Key" containing "SERIAL_SCANNER_9075". 10. An "Apply" button.

Figure 7.33 Add/edit serial scanner dialog

7.4.3.8.20 Surveillance engine properties

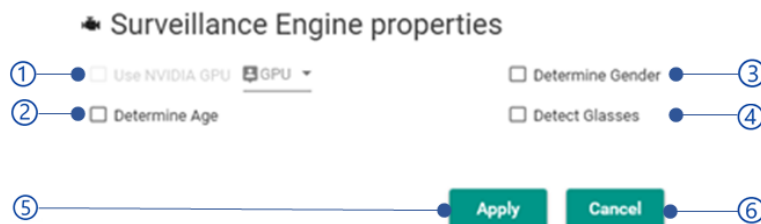


Figure 7.34 Surveillance engine properties of Surveillance client

1. Use NVIDIA GPU
Enable/disable running surveillance engine on GPU
2. Determine Age
This enable/disable showing the age on top of the face rectangle in the attendance view.
3. Determine gender
This enable/disable showing the gender on top of the face rectangle in the attendance view.
4. Determine Glasses
This enable/disable showing the availability of glasses (whether the user is wearing spectacles) on top of the face rectangle in the attendance view.
5. Apply button
6. Cancel button

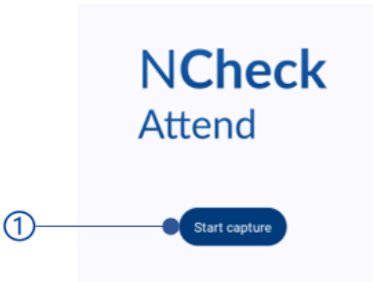
7.4.4 Main view for non-biometrics capture

This feature is currently available with NCheck Attend for Android only.

In NCheck Attend for Android, users are allowed to record events without presenting face biometrics. In order to enable this feature, Users must enable the *Allow without biometrics* setting as mentioned in NCheck control panel *Client settings view* or *Device settings* sections.

The view is changing according to the enable/disable status of the *Manual capture start* setting in the NCheck *Client settings view* or block/unblock device as mentioned in *Device detail view* as shown in *Table 7.17* Main views for non-biometric capture. When the *Manual capture start* is enabled, user can select the event as check-in or check-out before recording.

Table 7.17 Main views for non-biometric capture

<i>Manual capture start</i> is disabled	Android/iOS Attend	 Figure 7.35 Capture without biometric view of Android Attend client
<i>Manual capture start</i> is enabled	Android/iOS Attend	 Figure 7.36 Capture without biometric view of Android Attend client when manual capture start setting is enabled

- 1. Record event button
Record the events
- 2. Check-in button
Record the check-in events
- 3. Check-out button
Record the check-out events

7.4.5 Attendance view

Attendance view is where capture employee and visitor events. It may consist of one or more peripherals based on the authentication mode. The authentication mode can be set for the device from the *Authentication mode* section in the Manage devices. The following table shows peripherals available in each authentication mode.

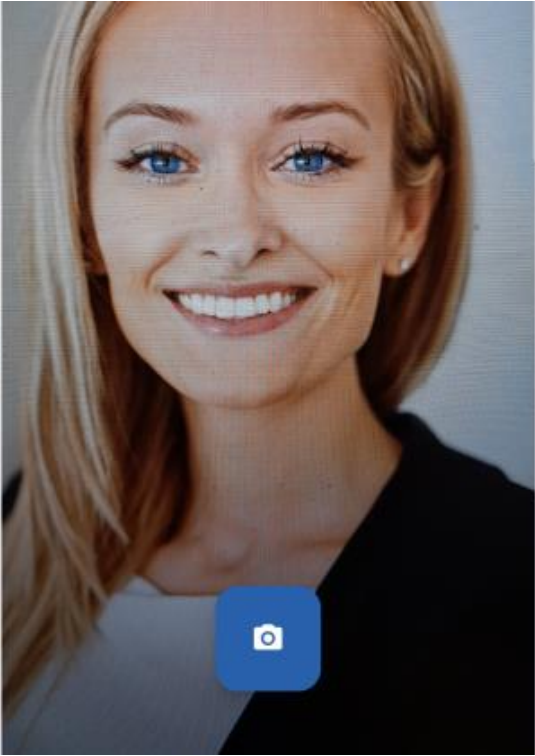
Table 7.18 Relationship between authentication mode and peripherals

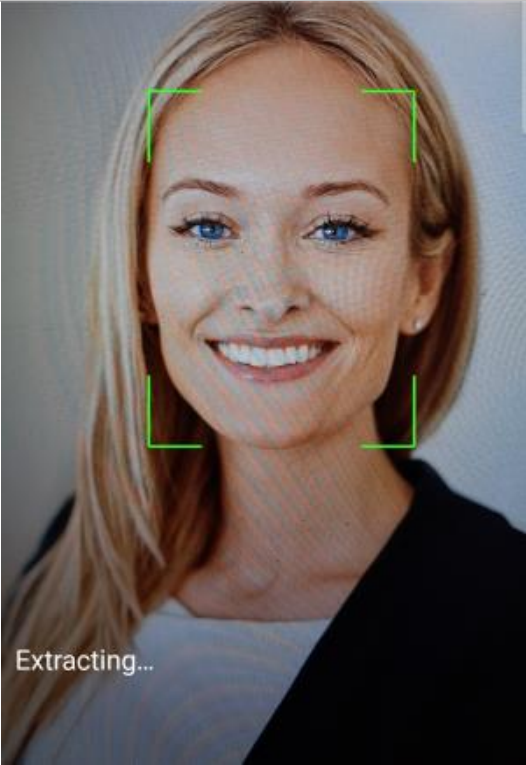
Authentication mode	Peripherals
---------------------	-------------

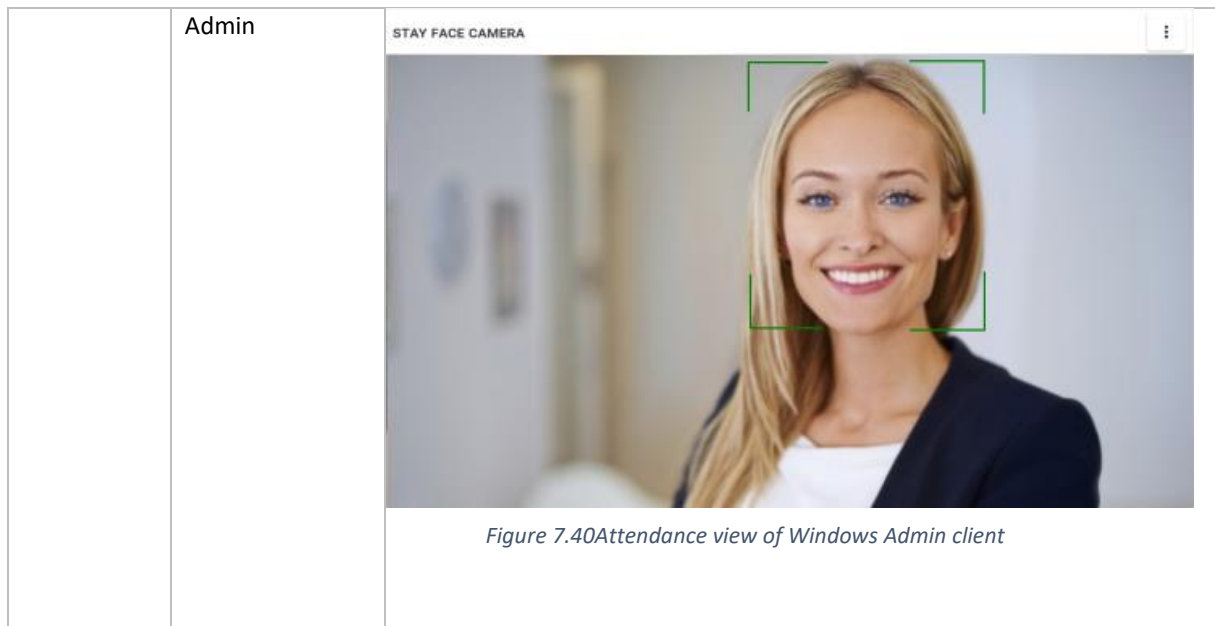
PASS	Only the ID peripherals such as QR code, RFID, number plate will capture the attendance using <i>Id peripherals</i> .
Biometric	Unavailable for Attend client. <i>Face</i> , <i>Fingerprint</i> and <i>Iris</i> peripherals can be used to record attendance.
Biometric and Pass	For Admin clients verify client using both biometric and id data. Once biometric data(<i>Face</i> , <i>Fingerprint</i> or <i>Iris</i>) captured the ID data(<i>Id peripherals</i>) can be given to verify. The sequence of the biometric and ID data capturing can be set from the <i>Verification order</i> section.
Biometric or pass	Record user attendances using either biometric or ID peripheral.

Attendance views of the clients are shown below.

7.19 Attendance view of clients

OS	Client	Attendance view
Android/IOS	Attend	 Figure 7.37 Attendance view of Android Attend client

Android	Admin	 Extracting... Figure 7.38 Attendance view of Android Admin client
Windows	Attend	STAY FACE CAMERA Allow multiface ☐  Figure 7.39 Attendance view of Windows Attend client

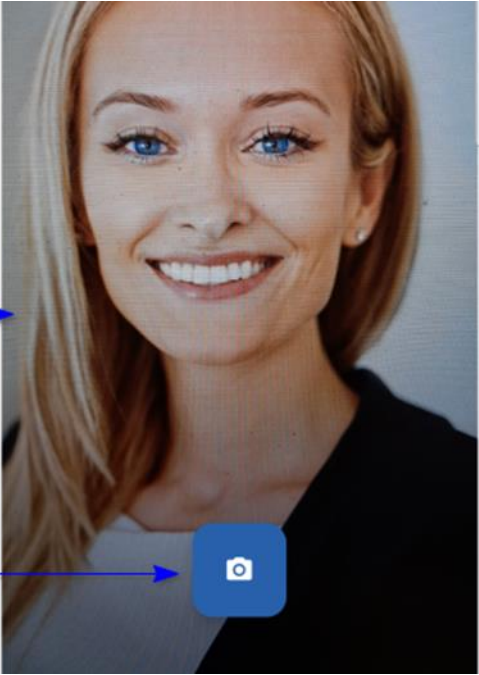


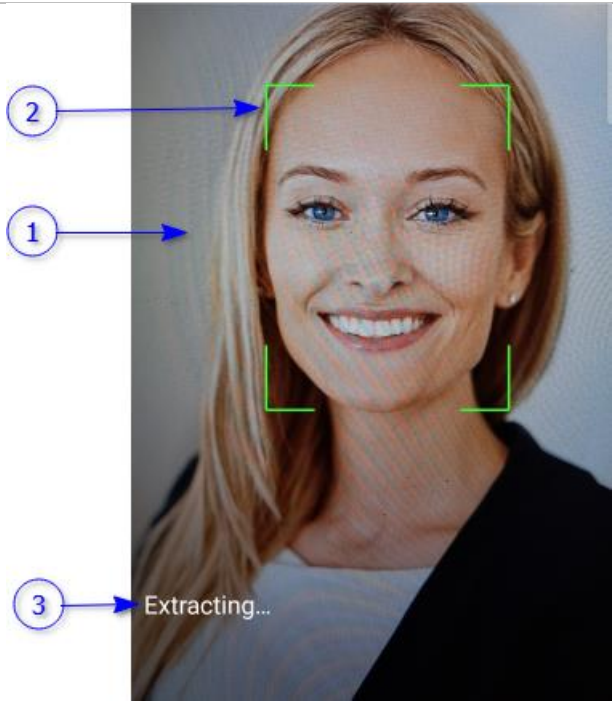
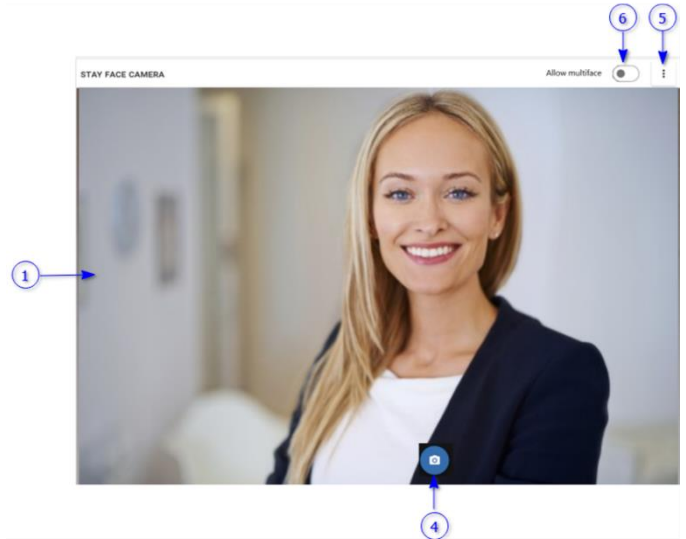
Android clients are showing face and barcode peripherals previews. Windows Clients are showing all peripherals previews such as face, finger, iris, barcode etc.

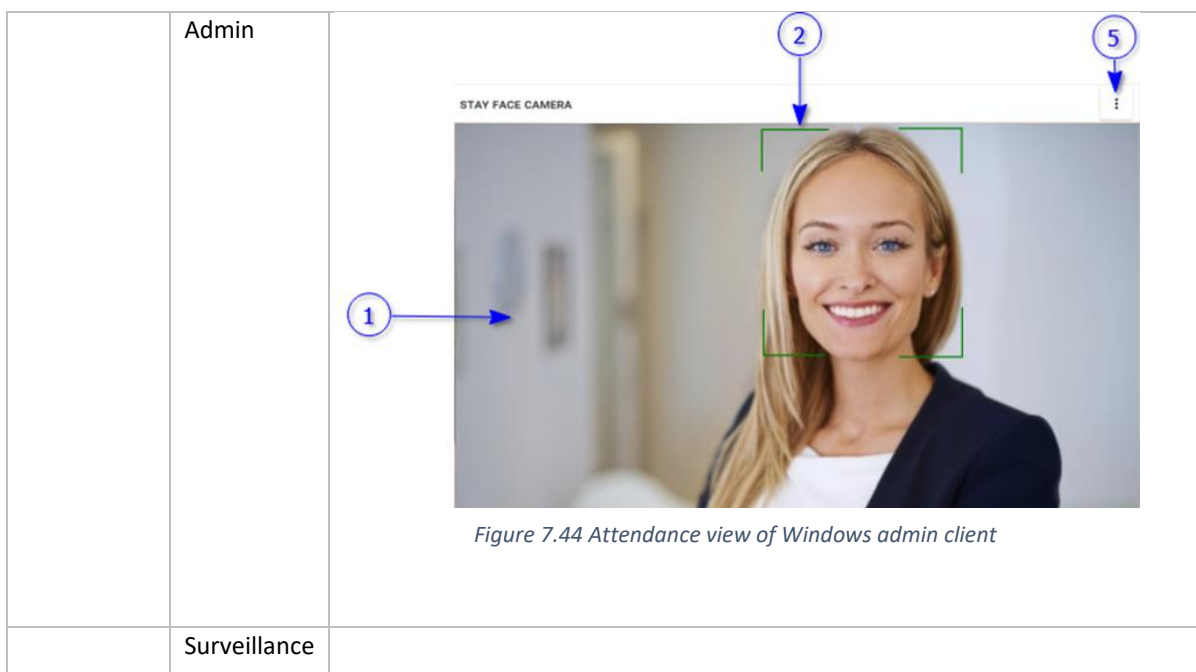
Face peripheral is an important peripheral because it uses cameras available with the device. Nowadays, most of the devices such as Android, IOS, laptops come with built-in cameras so that the user doesn't require any additional hardware to capture employee/visitor faces. But if anyone is supposed to use Finger, iris, you may have to buy relevant hardware.

Face peripheral view shows additional features and controls as shown below.

7.20 Face peripheral preview views

OS	Client	Face preview view
Android/IOS	Attend	1 4  Figure 7.41 Attendance view of Android attend client

Android	Admin	 The image shows a woman's face with a green rectangular frame around it. Three numbered callouts are present: (1) points to the left side of the frame, (2) points to the top of the frame, and (3) points to the text 'Extracting...' in the bottom left corner of the frame. Figure 7.42 Attendance view of Android admin client
Windows	Attend	 The image shows a woman's face within a window titled 'STAY FACE CAMERA'. There is a toggle switch labeled 'Allow multiple' in the top right corner. Five numbered callouts are present: (1) points to the left side of the frame, (2) points to the top of the frame, (3) points to the text 'Extracting...' in the bottom left corner of the frame, (4) points to a small icon in the bottom right corner of the frame, and (5) points to a small icon in the top right corner of the frame. Figure 7.43 Attendance view of Windows Attend client



1. Face preview
2. Face rectangle
A rectangular boundary appears in the edge of the face preview. This does not appear in Attend clients.
3. Extracting status
4. Capture button
Capture face when the ready to capture attendance. The capture button appears for Attend clients only.
5. [Camera capture settings](#)
6. Multi face setting

Before capture attendance, depending on the authentication mode, employee must have at least one biometric data enrolled to the employee/visitor or pass data. Refer Enroll biometrics section more details about enrolling biometrics.

Once an employee attendance event is recorded, the client will be shown the feedback view for successful event as follows.

1. Employee name
2. Event type
3. Event time
4. Workhour summary view
Workhours summary view is showing employee workhours for the current date, current week and current month. To show the workhour details in the employee feedback view, enable [Show work time on clients](#) in either [Client settings view](#) of [Settings](#) or [Device settings](#) of the [Manage devices](#).

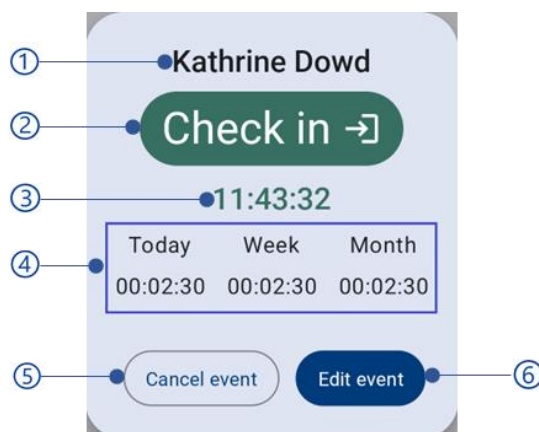


Figure 7.45 Employee feedback view

5. **Cancel event**
Cancel the recorded event. To enable this feature the client should be in *Admin mode* and Cancel event button in the feedback view setting should be enabled in either *Client settings view* of *Settings* or *Device settings* of the *Manage devices*.
6. **Edit event**
Only the Admin clients have this feature. The recorded employee event can be edited either from the feedback view as shown above or as mentioned in *Recent events* section. To edit employee event the Admin client should be in *Admin mode*. For more details about editing employee event refer *Edit employee event* section.

Once a visitor attendance event is recorded, the visitor feedback view will be shown below.

1. Visitor schedule name
2. Customer name
3. Event type as welcome or goodbye.
4. Visitor name
5. Event time
6. Appointment start time
7. Appointment end time
8. Cancel event

Cancel the visitor event. To enable this feature the client should be in *Admin mode* and Cancel event button in the feedback view setting should be enabled in either *Client settings view* of *Settings* or *Device settings* of the *Manage devices*.

9. **Appointment**
Open the appointment details as mentioned in *Appointment detail view* section of *Manage appointments*. To enable this feature, the client should be in *Admin mode*.

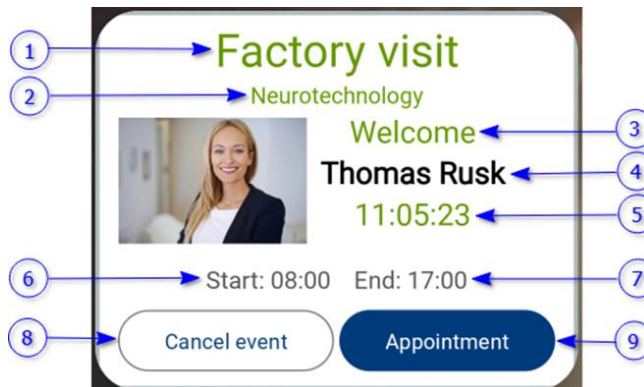


Figure 7.46 Default visitor feedback view

Above is explained the default feedback view of the visitor. This view can be configured for each *Scenario* using an extension as mentioned in *Use extension* section. Once custom feedback view template added, the template will be shown in *Custom visitor feedback view* setting in *Additional settings* of *Add/edit visitor schedules*.

Once the employee/visitor feedback view appears, it will stop attendance capturing until the feedback view is closed. The employee/visitor feedback views can be closed automatically after number of seconds in Result dialogue timeout in either *Client settings view* of *Settings* or *Device settings* of the *Manage devices*.

If the recorded event is unsuccessful, Appropriate error message will be shown in the following cases.

Table 7.21 Reason for unsuccessful employee/visitor events.

Reason for unsuccessful event	Error message
Peripheral is not available	Peripheral is not ready

The biometric or ID data is not matching with any employee/visitor	User not found
Failed to deliver event response before the timeout exceeds (socket timeout)	Cannot connect to the service. Please retry online.
Try to record with biometrics not supported by the server.	Modality is not supported.
The device is unregistered from the server.	Device not registered. Please check with the administrator.
Client sending event time zone with the event time to record event. If there is a considerable difference between event and sever GMT time, this error message will be shown. This prevents recording events with incorrect time.	Time difference detected. Check device time setting.
No biometrics are enrolled for the employee/visitor.	No template enrolled
The Shift used to record events is unavailable in the server.	No shifts are available. Contact administrator.
The Shift may have Check-in restriction , Check-out restriction or Overtime restrictions which caused to record event.	Attendance time is restricted.
The device or user is blocked.	User not allowed to use this device.
This message might appear in the client devices registered with cloud server when the cloud subscription is ended. Pay the total outstanding amount to unblock the customer account.	Customer blocked.
Location restricted and device location service is disabled. Enable location service to resolve this error.	Location not available. Check your setting.
The location is away from the restricted location from the shown distance. Record events in the restricted location or contact administrator prevent this error.	The current location is away from restricted location by {distance} (±precision) meters!
The location accuracy of the location service is not enough to determine the device location to find restricted locations.	Current location accuracy is not enough to determine the location
Single frame liveness failed. Refer Server-side face liveness setting section for more details.	Liveness failed
This message appears when try to record events from face wearing a mask. Remove the mask or enable mask detection setting as mentioned in Mask detection section.	Identifying with a mask is not enabled.

The captured image is not clear enough to identify employee/visitor. Capture again.	Failed to identify. Try again.
The captured image does not have enough lighting. Avoid shadows and capture with more lighting.	Current location accuracy is not enough to determine the location.
This error happens due to the licensing issue in the server. The server license may expire. Contact administrator.	Licensing issues in server! Please contact administrator.
The error is shown the time between consecutive events of the same employee/visitor is less than the Duplicate event timeout . To prevent this error, prevent consecutive events or decrease the Duplicate event timeout .	• Already checked-in, already checked-out (Old versions) • Last event time %1\$s. Next event is allowed after %2\$s seconds
The device is blocked. Unblock the device from Device view .	Device blocked! Please contact administrator.
The employees who are on restricted leave cannot check-in on the leave day. Refer Edit leave section in Manage Leaves and holidays for more details about applying leaves with restricted/normal leaves.	User not allowed to Check-in while on Restricted Leave
Event biometric data matches multiple employees/visitors. This might happen due to the quality of the enrolled biometric images of the employees not having enough quality (lighting issues, distance between camera and face, etc..). Contact NCheck support for more details with diagnostic data.	Matching with multiple users. Please contact the administrator
The location is restricted without the bypass enabled. To prevent this issue, record attendance in the restricted location or bypass the location restriction as mentioned in Edit location restriction section.	Location is restricted. Bypass is not allowed.
Unknown error. Contact NCheck support for more details with diagnostic data.	Failed

This section explains how NCheck clients can be used with basic attendance recording for employees and visitors. For additional features refer Additional features of capturing section for more information.

7.4.5.1 Camera capture settings

Capture settings are available in Windows clients only.

The camera capture settings view for windows client is shown below.

1. **Rotation angle setting**
Rotate camera preview anti clockwise direction by angle 0, 90, 180 or 270. By default, the camera preview might be rotated for some cameras connected. This setting can be used to rotate the camera preview at the correct angle.
2. **Mirror setting**
Mirror camera preview. For some connected cameras, the camera preview might be mirrored. Enable this setting to correct the camera preview in these cases.
3. **Resolution setting**
Change the camera resolution from available.

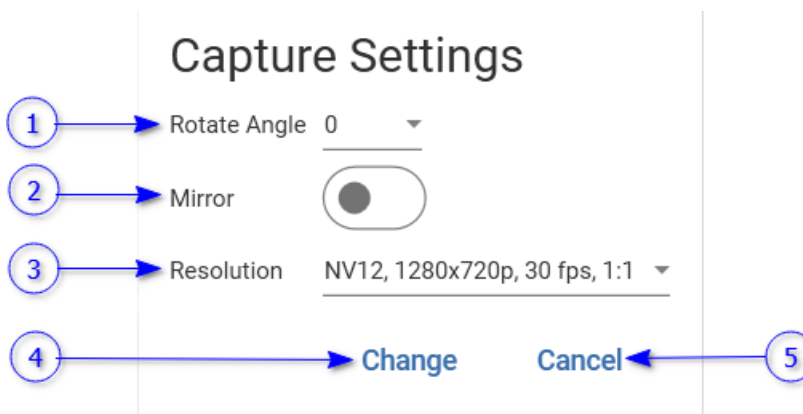


Figure 7.47 Camera capture settings view

7.4.6 Additional features of capturing

The basic attendance capturing has explained under the Attendance view section. The following extended features can be used to record attendances as well.

1. *Face liveness*
2. *Multi face*
3. *Manual capture start*
4. *Safety helmet detection*
5. *Mask detection*
6. *Capture without peripheral*

7.4.6.1 Face liveness

Face liveness is available in Admin clients only.

The basic attendance capture is used to record employee and visitor attendances. But it is not preventing attendances recorded using someone else biometrics (Face image, iris image, etc.) or id data. This is called buddy punching. To prevent this face liveness can be used. When face liveness is enabled, client will show set of instructions in the face peripheral preview in the Attendance view and employee/visitor should follow these instructions to record attendance. Otherwise, the attempt will fail.

Face liveness can be enabled from *Face liveness mode for client application* setting in either *Biometric setting* list of *Settings* or *Device settings* of the *Manage devices*.

The default value of the *Face liveness mode for client application* setting is None. That means basic attendance capturing. Refer *Face liveness mode for client application* for more information about face liveness modes and instructions.

7.4.6.2 Multi face

Multi face is available for Attend clients registered to employee groups.

The basic face capturing captures one employee at a time. If there is a group of employees to record attendance each employee should be captured individually. This is not convenient. Multi face feature available in Attend clients can be used to record all of employees capturing all faces in single capture.

To enable multi face capture in android and IOS Attend clients, Select *Enable/disable multi* face setting from the *Attendance menu* in *Attendance capturing*.

Once captured employees in multi face mode multi face session will be started and multi face view will be available as follows.

1. Name of the employee group device registered
2. Unidentified face
Unidentified faces in the captured image will be shown with red color rectangle
3. Identified face
Identified employees in the captured image will be shown with green color rectangle.
4. Employee list
 - a. *Identified employee list*
 - b. *Unidentified employee list*

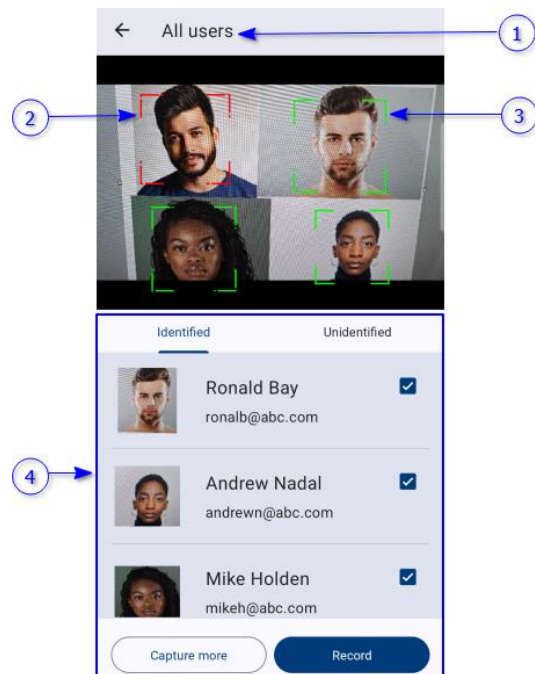


Figure 7.48 Multi face view

To exit from multi face session. Select the back button. And it will show confirmation to exit from multi face session as below.

Select OK button to leave multi face session.

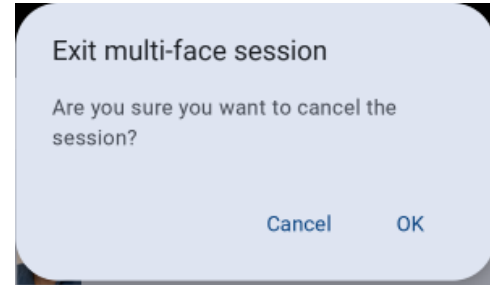


Figure 7.49 Exit multi face session dialog

7.4.6.2.1 Identified employee list

The employees identified in the capture's images are shown in this list as follows.

1. Identified employee view

2. Capture more

Capture the employee faces again. The identified and unidentified faces in the captured images are added to the current multi face session. This feature can be used in the following cases.

- Can not capture all faces from single capture
- If there are employees whose are not identified

3. Record

Record selected identified employees. Once employees recorded, the employee feedback view will be shown as mentioned in [Multi face events feedback view](#) section.

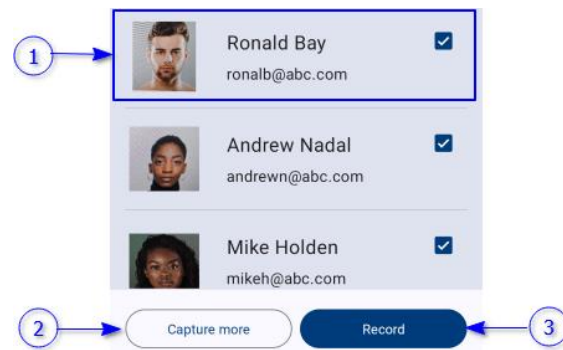


Figure 7.50 Identified employee list view

7.4.6.2.1.1 Identified employee view

Identified employee view shown below.

- Identified employee face cropped from the captured image
- Identified employee name
- Identified employee email if exist
- Select this check box to record employee events.



Figure 7.51 Identified employee view

7.4.6.2.2 Unidentified employee list

The employees who are not identified in the employee group is shown in this list is shown below.

1. Unidentified employee view
2. Capture
 - a. Can not capture all faces from single capture
 - b. If there are employees whose are not identified

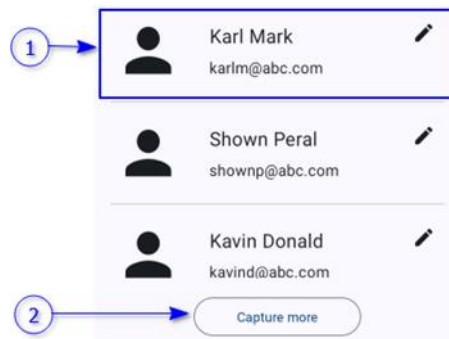


Figure 7.52 Unidentified employee list view

7.4.6.2.2.1 Unidentified employee view

The employees who are not identified in the employee group is shown in this list is shown below.

1. Unidentified employee name
2. Unidentified employee email if exist
3. Edit button
 - Select this to show assign a face dialog to assign undefined faces in captures images. Refer [Assign a face](#) section for more information.



Figure 7.53 Unidentified employee view

7.4.6.2.2.2 Assign a face

If there are unidentified faces in the captured images, these faces can be assigned to the unidentified employees and record employees as identified. To enable this feature, [Manual face selection](#) setting from [Biometric setting](#) list of [Settings](#).

Assign a face dialog is shown below.

1. Unidentified faces list from captures images
 - If the face is not assigned, the face is available to assign for unidentified employee. If the face is already assigned, the face can be assigned to an unidentified employee, and it will be removed from the previous unidentified employee.
2. Cance button

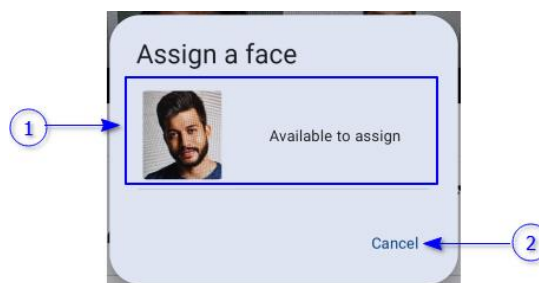
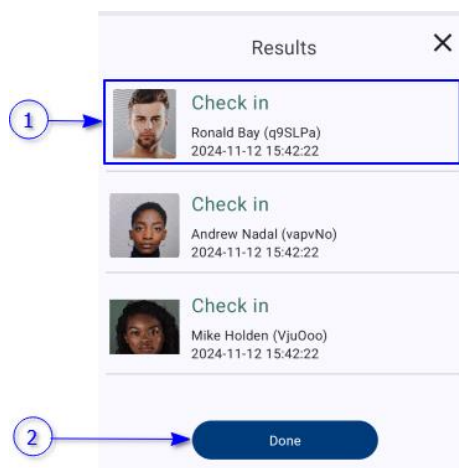


Figure 7.54 Assign a face dialog

7.4.6.2.3 Multi face events feedback view

Once recorded identified employees, event details are shown in multi face events feedback view as shown below.

1. List of employee's events recorded
Each employee event is showing captured image thumbnail, event type, employee name with employee code and event date and time.
2. Done button



7.4.6.3 Manual capture start

By default, client are capturing all peripherals and this consumes battery power and CPU. If the continuous capturing is not required, Manual capture start setting can be used to invoke all capturing views when attendance capturing requires. This is enabled by default for Attend client.

This feature can be enabled from Manual capture start setting from either [Client settings view](#) of [Settings](#) or [Device settings](#) of the [Manage devices](#).

There are 2 manual capture options.

1. Select start button
This option is using in Attend clients by default because the Attend clients are capturing faces manually. Once this setting is enabled, Admin client will show start button. Once select start button it will start the [Attendance view](#).
2. Check-in/check-out selection
Employee/visitor can select event type as check-in or check-out. Once select check-in or check-out button it will start the [Attendance view](#).

Once [Attendance view](#) started, it will show 10 second timeout. The [Attendance view](#) will be closed,

1. If the user press back button
2. Employee/visitor event captured
3. 10 seconds timeout end

7.4.6.4 Capture without peripheral

This feature is available in Attend clients for Android and IOS registered for an employee only

If the [Authentication mode](#) of the Attend client is set to none, employees can record attendance without using any peripherals. Once the [Authentication mode](#) is set to none, the application will show start capture button and employee can record events just by clicking on the button.

If the device has in-built identification scanners (fingerprint unlock, face unlock), NCheck Attend client can use these options to enhance the security of using Attend application when capture attendance without peripherals. Currently Android Attend clients can use fingerprint unlock available with the device. IOS Attend client can use face ID and finger ID options.

To use in-built scanners, enable Use in-built biometric verification on personal clients setting in the [Client settings](#) section of the [Device settings](#).

Before using in-built scanners for Attend client, make sure that you have configured the scanners from system settings.

7.5 Employee report

Employee reports are available for Attend clients registered to an employee.

NCheck Attend client registered to an employee can be used to record personal attendances. The employee can check his work hours statistics from report menu in bottom navigation bar as mentioned in [Open clients](#) section.

Employee reports are shown below.

1. Worked hours today
This view is showing worked hours completed in the current shift out of shift hours.
2. Worked hours this month
This view is showing total work hours in current month out of total shift hours of the month.
3. Average daily work hours
total work hours of the current month divided by number of working days
4. First and last check-out today
First check-in time and last check-out time in the current shift.

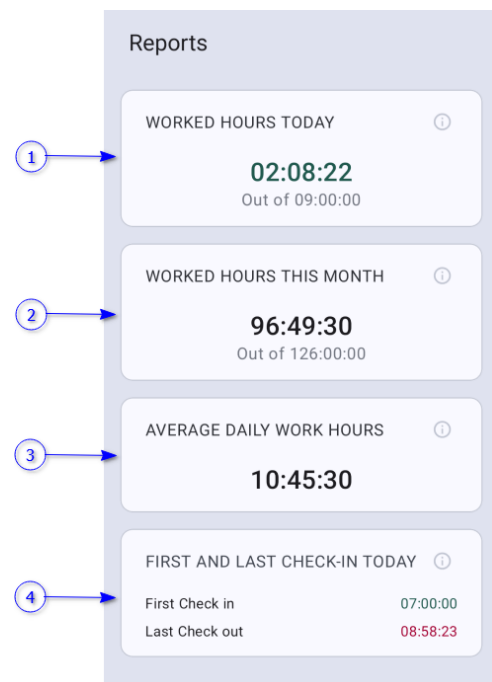


Figure 7.55 Employee report view

7.6 Admin mode

Admin mode is available for NCheck Admin clients only.

Admin mode of the Admin clients allow to manage employees of the registered user group for Admin, visitor admin, employee (*Offline operation mode* is disabled) and device admin(*Offline operation mode* is enabled). The available features are,

1. *Admin dashboard*
2. Edit visitor appointments
3. *Edit employee event*

Use *Go to admin mode* in the *Attendance menu* to login to the admin mode. If the *Offline operation mode* setting is disabled, user can login to the admin mode using web control panel credentials as follows.

1. Username field
Username used to login to the web control panel.
2. Password field
Password used to login to the web control panel.
3. Continue button
4. Cancel button

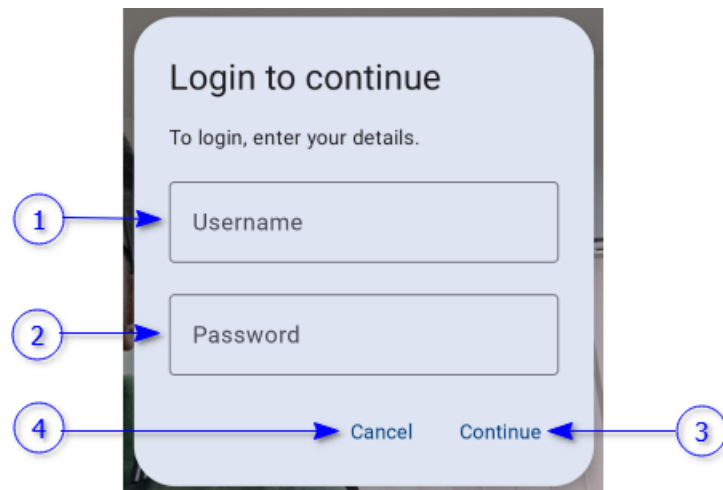


Figure 7.56 login dialog when offline mode disabled

If the *Offline operation mode* setting is enabled, user can login to the admin mode using offline client password as shown below.

1. Password field
The default password is "admin". You can reset the offline client password from *Reset offline client password* setting in the *Device settings*.
2. Continue button
3. Cancel button

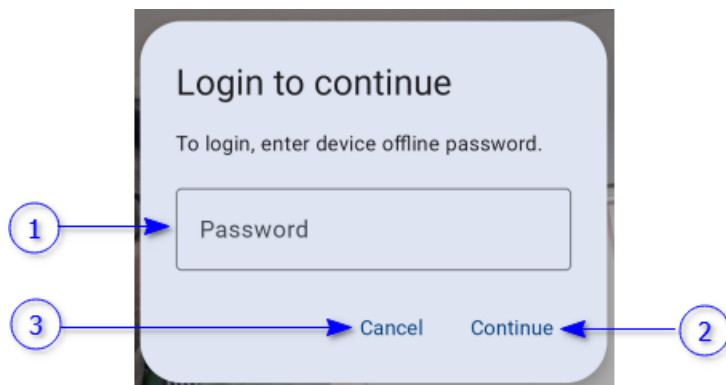


Figure 7.57 login dialog when offline mode enabled

Once logged in admin mode is shown below.

1. Admin navigation menu
 - a. Admin mode
Open [Admin dashboard](#).
 - b. Check-in mode
Open [Attendance capturing](#) view.
 - c. Menu
Open [Main menu](#).

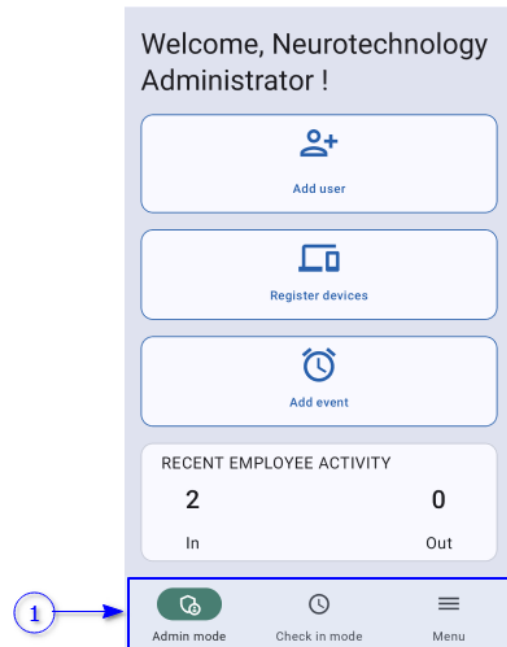


Figure 7.58 Admin mode view

7.6.1 Admin dashboard

If the [Offline operation mode](#) is enabled, device admin role can log in to the admin dashboard using the offline client password. The default offline client password is “admin”. This can be reset from [Reset offline client password](#) setting in the [Device settings](#).

In offline mode, the dashboard data will be sent to the server when synchronizing the client.

If the [Offline operation mode](#) is disabled, either admin, visitor admin or employee role can log into the admin dashboard. The features are available based on the logged in role as shown below.

Table 7.22 Admin dashboard features availability based on the user permission

Feature	Admin	Device admin	Visitor admin	Employee
Add user	✓	✓	✗	✗
Generate registration token	✓	✗	✗	✗
Add event	✓	✓	✗	✗

Admin dashboard is shown below.

1. Welcome note for the logged in user
2. Default database password warning notification
3. [Add use](#)
4. [Register device](#)
5. [Add event](#)
6. Recent employee activity
Showing number of recent check-in, checked-out employees.

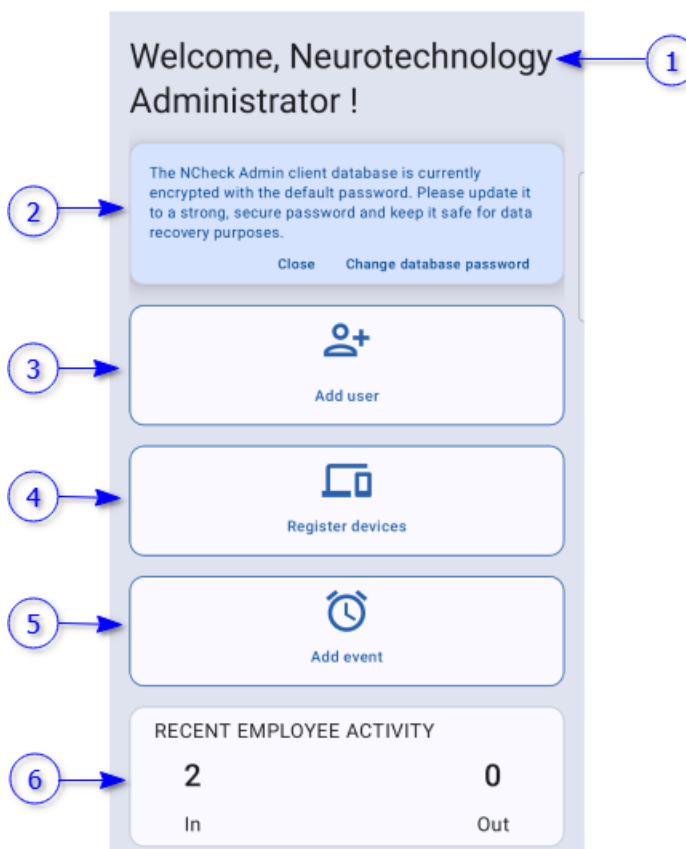


Figure 7.59 Admin dashboard view

7.6.1.1 Default database password warning

The database of the Admin client is encrypted using default password "123456". The database warning appears in the Admin dashboard to change the encryption password as below.

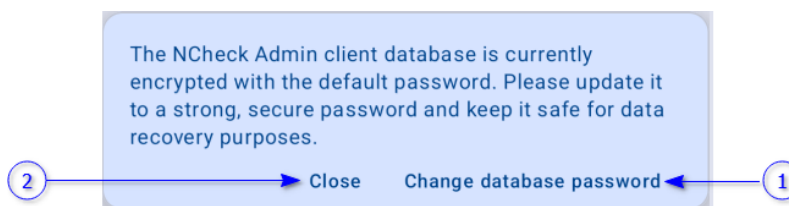


Figure 7.60 Default database password warning notification

1. Change database password button
Change default database password as mentioned in [Default database password warning](#) section.
2. Close button
Continue with the default database password. If the password change required later, it can be done from [Encrypt the database](#) option in the [Settings](#).

7.6.1.1.1 Change default database password

The default database password can be changed from the database encryption dialog shown below.

1. New password
The password must contain at least 6 characters with lowercase and uppercase letter and a number.
2. Confirm password
3. Save password button
4. Cancel button



Figure 7.61 Database encryption dialog

7.6.1.2 Add user

Add a new employee to the system. Adding new employees consists of the following steps as follows.

1. *Add employee*
2. *Enroll biometrics*
3. *Generate registration token for a* employee
This step is unavailable if the *Offline operation mode* is enabled.

In offline mode, the dashboard data will be sent to the server when synchronizing the client.

7.6.1.2.1 Add employee

Add new employee.

Employee details dialog is shown below.

1. Full name field
Full name of the employee. This is a mandatory field.
2. Email address field
Email address if exist.
3. Employee code field
A unique identification for an employee. This is a mandatory field.
4. Generate employee code button
Generate employee code.
5. Send invite email to new user option
Check this option to send invitation email, if user enter email. To send invitation email, [Email notification settings](#) should be configured in the [Notifications](#).
6. Continue button
Select this button to create the user from entered information and open enroll biometric dialog as mentioned in [Enroll biometrics](#) section.
7. Cancel button

Figure 7.62 Add employee dialog

7.6.1.2.2 Enroll biometrics

Enroll biometrics for the created employee. The enroll biometric dialog is shown below.

1. Skip step button
Skip enroll biometric and go to [Generate registration token for a employee](#).
2. Biometric image upload options
 - a. Capturing biometrics
Capturing face, finger and iris from the Admin clients. This will open a capturing view for selected biometric type. If a peripheral is available, biometric can be captured and enrolled. Refer [Biometric capturing for enrollment](#) section for more details about capturing biometric image.
 - b. Upload biometrics
Upload biometric image from the local file system. Refer [Upload biometric images](#) section for more information.
 - c. Continue button
Continue to biometric upload according to the selected biometric image upload option

- d. Back button
Open [Add employee](#) again.

Once the biometric enroll complete, a registration token will be generated for the employee to register a device as mentioned in [Generate registration token for a employee](#) section.

7.6.1.2.2.1 Upload biometric images

Biometric images in the device file system can be enrolled to a employee using this option. Upload biometric images dialog is shown below.

1. Selected biometric image
Each selected image appears with the delete button.
2. Add photos button
Select biometric images from the local file system
3. Use image
Enroll images to the employee
4. Close button.

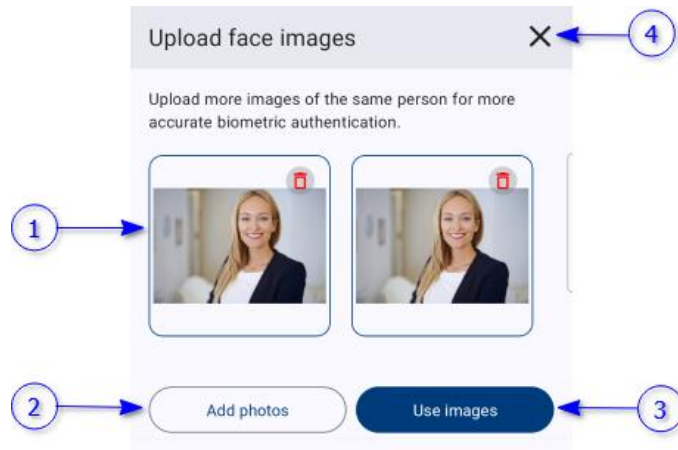


Figure 7.63 Upload face image dialog

Once selected image enrolled, the enrolled success dialog is shown below.

1. Uploaded images
Add more
2. Add more
Enroll biometrics again
3. Continue button
4. Close button

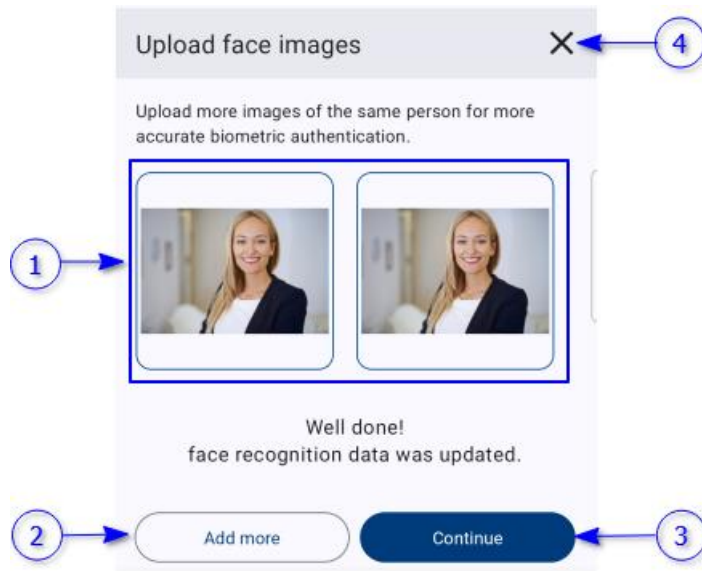


Figure 7.64 Biometric images enrolled success dialog

If images fail to enroll, a notification will appear in the upload face images dialog as below.

1. Biometric image enrolls fail notification
Showing number of images failed to enroll.
2. Image failed to enroll
Select on the image to get the failed reason.
3. Add photos
Add images from the local file system
4. Use images
Once fixed the failed to enroll images select this button to enroll.
5. Close button

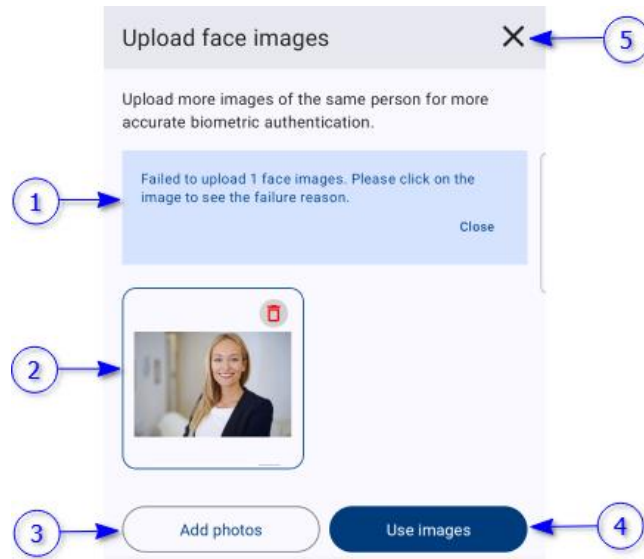


Figure 7.65 Biometric image enroll fail

7.6.1.2.3 Generate registration token for an employee

This step is unavailable if the Offline operation mode is enabled

Generate registration token for the employee to register an Attend client. The Register user device dialog is shown below.

1. QR code view
QR code which contains registration token and server URL.
2. Registration token view
Click this view to copy the token to clipboard.
3. Send email
Email registration token to the given email address.
To send the email, [Email notification settings](#) should be configured in the [Notifications](#).
4. Registration token expiring date and time
5. Close button



Figure 7.66 Register user device dialog

7.6.1.3 Register device

This step is unavailable if the Offline operation mode is enabled

Register NCheck client with the server. This feature will generate a registration token to register the device. There are 3 steps to generate registration tokens.

1. Select registration mode
2. Select registration type
3. Registration token

7.6.1.3.1 Select registration mode

Select registration mode either user or group as below.

Once selected, it will ask to select registration type as mentioned in section.

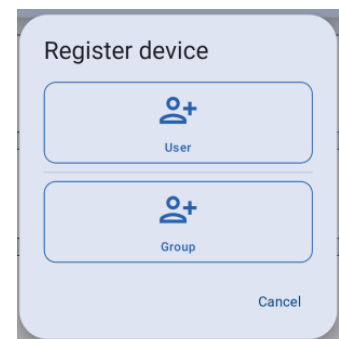


Figure 7.67 Registration mode selection dialog

7.6.1.3.2 Select registration type

If the user registration mode is selected, register user device dialog appears to select the employee as shown below.

1. Select user field
Type username to select the user from the available.
2. Assign device
Generate registration token for the selected employee. Refer [Generate registration token](#) section for more details.
3. Back button
Open [Select registration mode](#) again.
4. Cancel button



Figure 7.68 Register user device dialog

If the group registration mode is selected, register group device dialog appears to select either employee group or location as shown below.

1. Select group field
Select the employee group from the list of employee groups.
2. Select location field
Select the location from the list of locations.
3. Assign device
Generate registration token for the selected employee. Refer [Generate registration token](#) section for more details.
4. Back button
Open [Select registration mode](#) again.
5. Cancel button

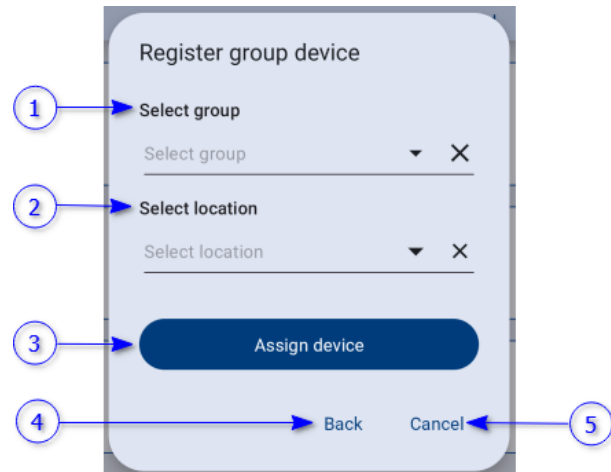


Figure 7.69 Register group device dialog

7.6.1.3.3 Generate registration token

Once select user/user group or location as mentioned in Select registration type section, register device dialog will show the generated registration token as below.

1. QR code view
QR code which contains registration token and server URL.
2. Registration token view
Click this view to copy the token to clipboard.
3. Send email
Email registration token to the given email address. To send the email, [Email notification settings](#) should be configured in the [Notifications](#).
4. Registration token expiring date and time
5. Close button



Figure 7.70 Register device dialog for group

7.6.1.4 Add event

Add an event for an employee.

Add event dialog is shown below.

1. Username
Type to select employee.
2. Event type
Event type as check-in on check-out
3. Date
Event date. The default is the current date.
4. Event time
The default time is current time
5. Time zone
The default time is current time
6. Shift
Select the shift from the list of shifts.
7. Cancel button
8. Add button

The screenshot shows the 'Add event' dialog box. It contains the following fields and buttons:

- 1** points to the 'User name' input field.
- 2** points to the 'Event type' dropdown menu, which is currently set to 'CHECKIN'.
- 3** points to the 'Date' input field, which shows '2024-11-11'.
- 4** points to the 'Event time' input field, which shows '09:55'.
- 5** points to the 'Time zone(Optional)' dropdown menu, which is set to '+05:30'.
- 6** points to the 'Select shift(Optional)' dropdown menu, which is set to 'Default shift'.
- 7** points to the 'Cancel' button.
- 8** points to the 'Add' button.

Figure 7.71 Add event dialog

In offline mode, the dashboard data will be sent to the server when synchronizing the client.

7.7 Enroll biometrics

To identify employees/visitors at least one biometric should be enrolled to them self. This can be done either from the web control panel as mentioned in [Biometric authentication view](#) section of [User Management](#) or NCheck Admin/Attend client. NCheck Attend client can be used to capture/upload face and enroll to an employee/visitor. NCheck Admin client can be used capture/upload face, finger and iris images and enrolling to an employee/visitor.

The following enrollment options are available based on the client.

Table 7.23 Enrollment options for clients

Enrollment option	Admin client	Attend client (Employee group)	Attend client (Employee)
Add user and enroll biometrics as mentioned in Add user section in Admin dashboard .	✓	✗	✗
Capture web control panel when opening from client. When the web control panel is open from the clients as mentioned in Login to	✓	✓	✗

control panel section, the biometric images can be captured and enrolled for the selected employee/visitor using the capture button of the Biometric authentication view of the User Management .			
Self-enroll image. If the employee/visitor tries to record events without enrolled images, client will ask to enroll employee/visitor. In Admin clients, to self-enroll employee/visitors, a valid pass is required. For more details refer Attendance capturing section for more details.	✓	✗	✓

To capture biometric images, a peripheral should be available with the client.

Attend clients registered to an employee can be used to enroll face images using self-enroll feature.

If the employee That the Attend client registered has no face images enroll, the Attend client will show below view before self-enroll templates.

1. Start capture button
Start to capture face images. Refer [Biometric capturing for enrollment](#) section for more details.
2. Cancel button

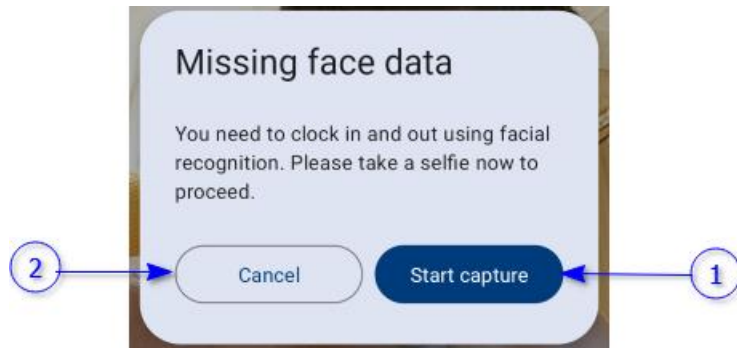


Figure 7.72 Missing face data

For more details about biometric capturing for enrollment, refer [Biometric capturing for enrollment](#) section.

7.7.1 Biometric capturing for enrollment

Clients can capture biometric images for enrollment in the following ways if peripheral is available with the device.

1. [Face capturing](#)
2. [Iris capturing](#)
3. [Finger capturing](#)

Once capture is completed, image preview will show as below.

1. Captured biometric image
2. Use the image button
Enroll image to the employee/visitor.
3. Recapture button
If the captured image is not good enough to enroll, recapture an image.
4. Close button

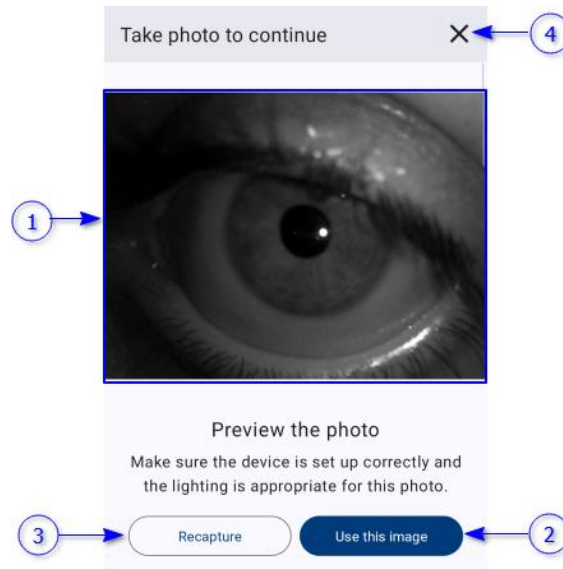


Figure 7.73 Capturing preview dialog

Before enrolling the image, make sure that the captured image is clear and has enough lighting.

Once the image is enrolled, the biometric image enrolled success dialog will show as before.

1. Enrolled image
2. Continue button
3. Add more
Enrolled another biometric image.
4. Close button



Figure 7.74 Biometric image enrolled success dialog

If the enrolled fails, an error dialog will appear with the reason as below.

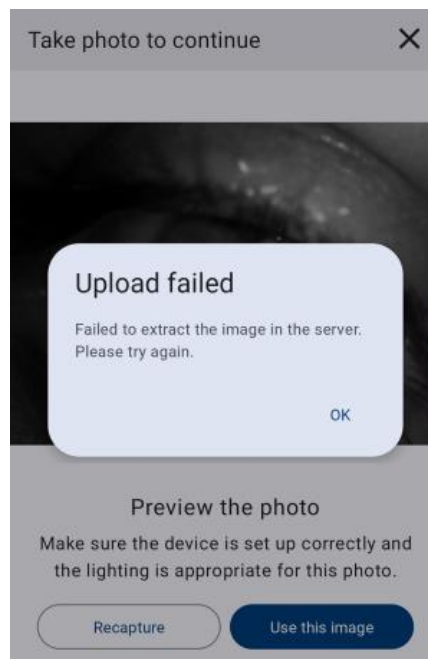


Figure 7.75 Biometric image enrollment error dialog

7.7.1.1 Face capturing

Face capturing dialog for face enrollment is shown below.

1. Face preview
Admin client is identifying and capturing if a face detected. In Attend client capturing button will be shown to capture face manually.
2. Switch camera button
3. Camera resolution button
4. Close button



Figure 7.76 Face capturing dialog for enrollment

7.7.1.2 Finger capturing

Finger capturing is available for Admin clients only. Finger capturing dialog for enrollment is shown below.

1. Fingerprint preview
2. Fingerprint capturing status
Available statuses are
 - a. Fingerprint capturing
Fingerprint capturing is in-progress.
 - b. Fingerprint scanner not available
Supportable fingerprint scanner is unavailable with the device. Refer [Fingerprint](#) section for more information about supportable fingerprint scanners.
3. Close button

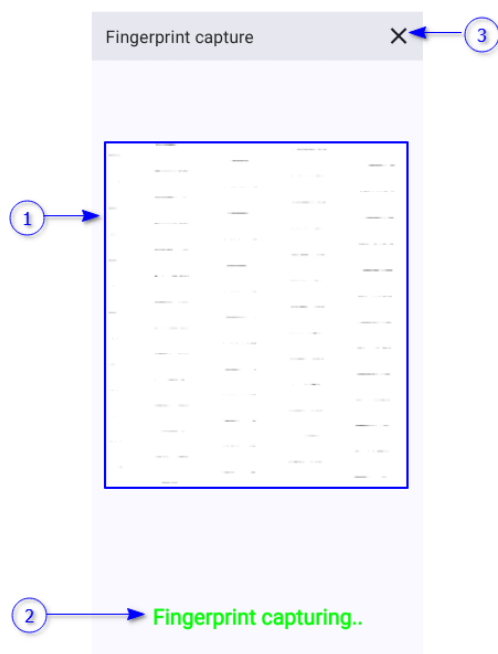


Figure 7.77 Finger capturing dialog for enrollment

7.7.1.3 Iris capturing

Iris capturing available for Admin clients only. Iris capturing dialog for enrollment is shown below.

1. Iris preview
2. Iris capturing status

Available statuses are

 - a. Iris capturing
Iris capturing is in-progress.
 - b. Iris scanner not available
Supportable fingerprint scanner is unavailable with the device. Refer [Iris](#) section for more information about supportable fingerprint scanners.
3. Close button

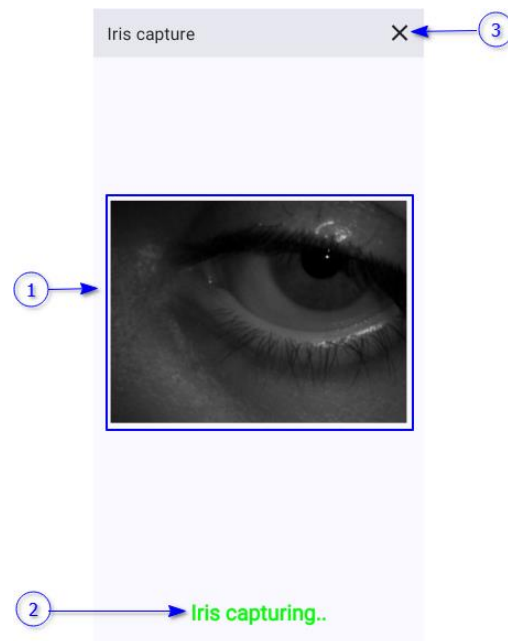


Figure 7.78 Iris capturing dialog for enrollment

7.8 Recent events

The recent events view shows the following type of events recorded by clients.

1. Whitelist
Check-in, Check-out events are known as whitelist events.
2. Close match
The matching score calculated by matching algorithm for the captured image and the employee face image is greater than the [Recognition threshold](#) for multiple employees.
3. Unidentified
Events that the event image is failed to match with any employee are known as unidentified events.

Recently recorded events are showing in this view. Recent event list shown below.

1. [Recent event filter view](#)
2. [Recent event list](#)

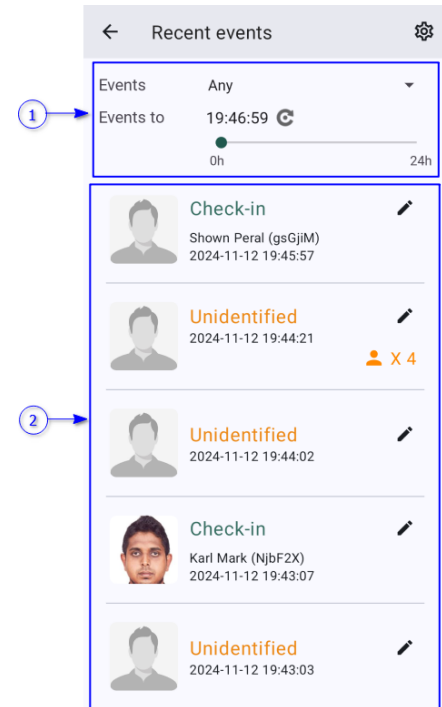


Figure 7.79 Recent events view

7.8.1 Recent event filter view

Recent events filter view is shown below.

1. Event type
 - a. Whitelist
 - b. Close match
 - c. Unidentified
 - d. Any

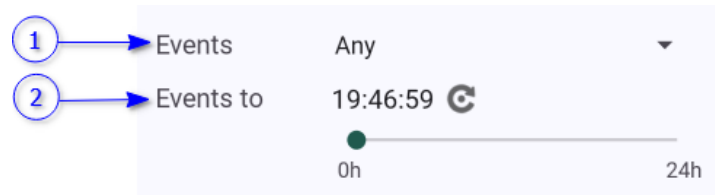


Figure 7.80 Recent events filter view

2. Timeline selector
Using the timeline selector, the timeline can be changed, and it will support 24 hours of period to backward. It will filter the events according to the timeline selected
3. Timeline of the event
By default, this shows the current timeline, and timeline can be changed using the *Timeline selector*.

7.8.2 Recent event list

The recent event list shows a list of recent event views as shown below.

1. Event thumbnail of whitelist event
2. Event type as
 - a. Check-in
 - b. Check-out

- c. Unidentified
- d. Close match
- 3. Edit button

Edit button is available for Admin and surveillance clients only. The edit button is showing *Admin mode* of the client is enabled. Refer [Edit employee event](#) section for more details.
- 4. Name and employee code of the whitelist event
- 5. Event date and time
- 6. The number of templates closely match with the event image

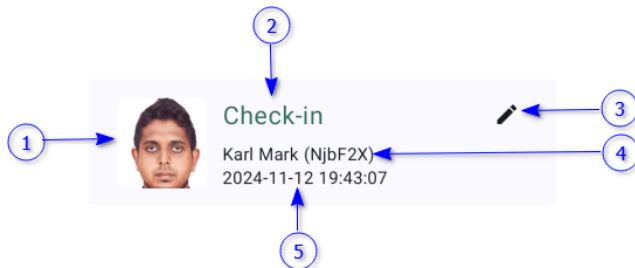


Figure 7.81 Recent event view of whitelist event

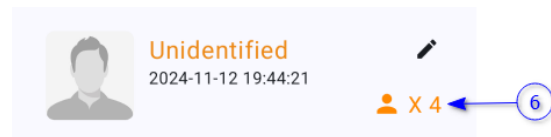


Figure 7.82 Recent event view of close match event

7.8.3 Edit employee event

Edit event feature is available for Admin and surveillance clients only.

Once an event is recorded, the event can be edited if the device is in *Admin mode*. Edit employee event dialog can be open from the employee event feedback view as mentioned in [Attendance view](#) or from the recent event list as mentioned in [Recent events](#).

Edit employee event dialog is shown below.

1. Employee name
 - a. If the event is a whitelist event, name of the matching employee
 - b. If the event is an unidentified event, this will be empty.
 - c. If the event is a close match event, name of the employee who has template with highest matching score.
2. Event type
Event type as check-in or check-out
3. Employee search field
Type employee name or employee code to search employee
4. Captured event image
5. Selected image
The selected/matched face image
6. Matching face images list
Matching face images list. Refer [Matching face image view](#) section for more details.
7. Record button
Record edited event.
8. Cancel button

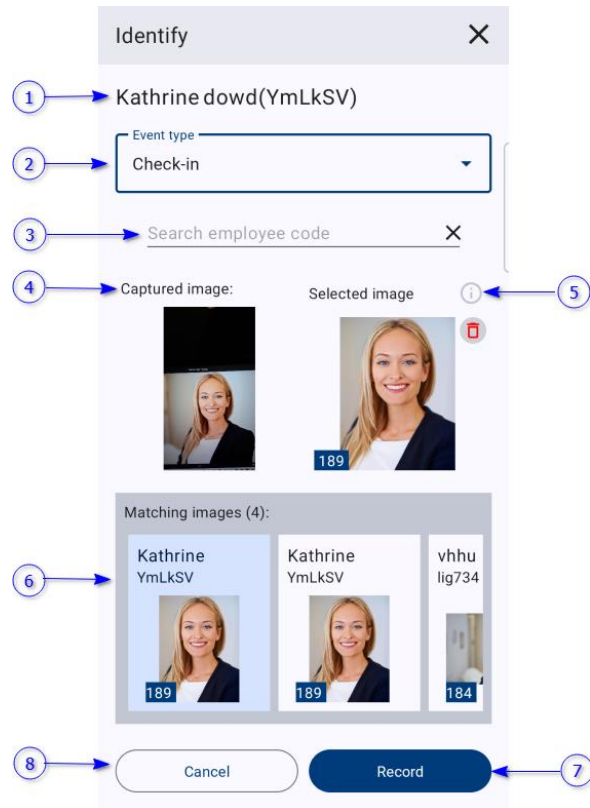


Figure 7.83 Edit employee event dialog

7.8.3.1 Matching face image view

Matching face image view is shown below.

1. Name of the employee
2. Employee code
3. Face image thumbnail
4. Matching score with the captured image.
The score calculated by matching algorithm with the captured image.

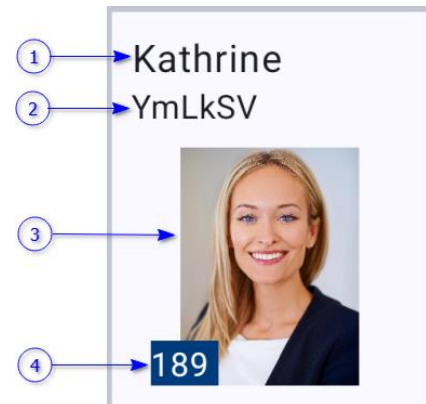


Figure 7.84 Matching face image view

8 REFERENCES

8.1 Scenario

Visit scenarios are predefined in the system. A scenario is used as a basis for creating a visit schedule. Visit scenario defines the visitor and appointment information collected during the booking or registration. Additionally, it can have scenario specific configurations.

NCheck has 10 default scenarios. Each scenario addresses different applications.

1. Personal
To meet person in the organization.
2. Place
To visit a place like museum, art gallery, church, temple, Government office.
3. Banking
To visit financial institution like bank, finance company, etc.
4. Events
To attends events such as seminar, classes, exhibitions.
5. Hotel
Visitor access of rooms, restaurants in hotels, restaurants, clubs in a hotel
6. Consultancy
To meet consultant like a lawyer, doctor, teacher, government officials.
7. Smart access
Access offices, building by Visitors with electronic ID cards or passports.
8. Simple biometrics
Allow access to any visitor with a printed/electronic token or biometric.
9. Payment
Pay bills, advances etc.
10. Travel and entertainments
Visit cinema, drama, lectures, seminar, games.

If an existing scenario is not available for a customer scenario, custom visit scenario can be requested.

Custom scenario is required if any of the predefined scenario does not fulfil the customer requirement. In such cases, customers can request a custom scenario for their requirements. The customs scenario is provided as an extension to the server with extension installation guidelines.

Refer [Use extension](#) section for more details about installing extension.

8.2 Schedule

8.3 Schedule quick view

Schedule quick view shows the overview of the schedule.



Figure 8.2 Schedule quick view for single appointment schedule



Figure 8.1 Schedule quick view for session appointment schedule

1. Schedule thumbnail
2. Schedule name
3. Schedule location
4. Schedule start and end date time

If the schedule is single appointment schedule, it will show appointment start and end date time. If the schedule is a session schedule, it shows the period starts and end date.

8.4 Filter schedules

Filter schedules simplify appointment creations from online or walk-in kiosks when there are large number of schedules available. Filter schedule view is shown below. This page can be accessed from the following URL.

{server}:{port}/web/public/template/schedule_selection_public/html/{customer Code}

1. Server
Server name
2. Port
Service port configured on the server.
3. Customer code
A unique id receives after successful signup for the cloud.

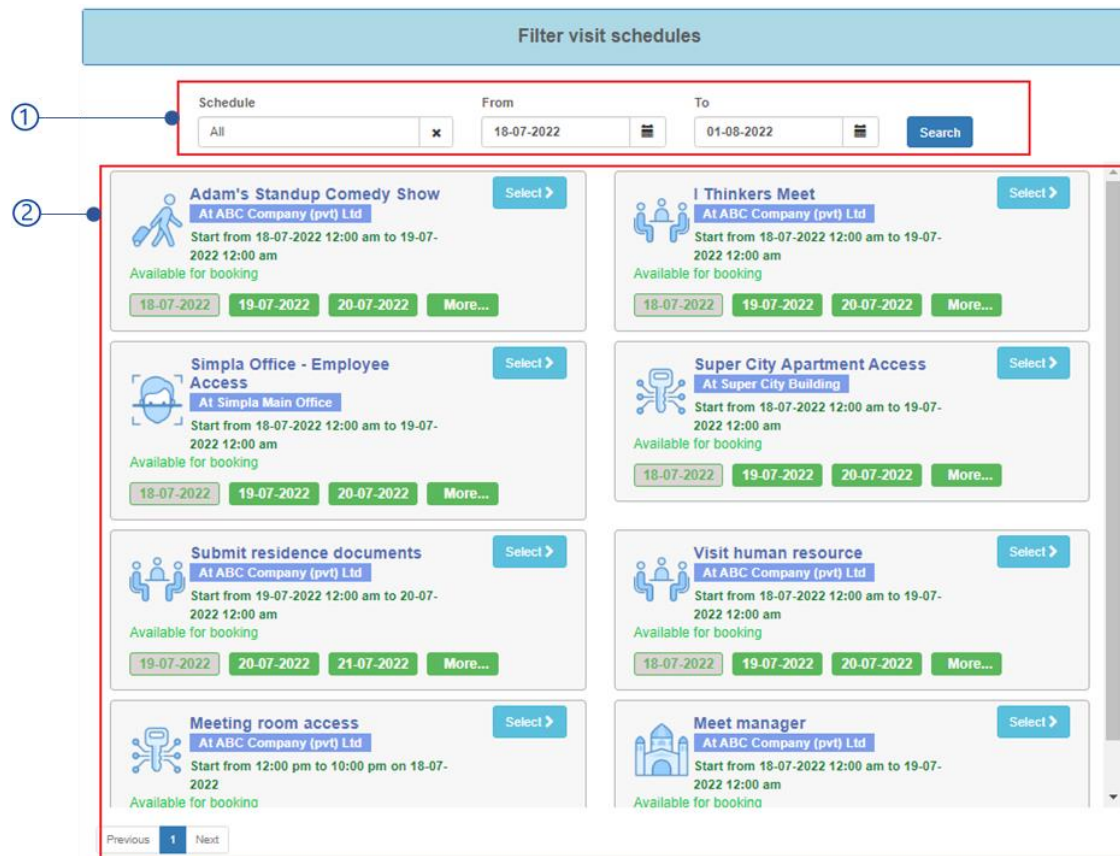


Figure 8.3 NCheck online filter schedules page

1. Filter view
2. Schedule list view

8.4.1 Filter view



Figure 8.4 Filter view of online booking page

1. Schedule
Filter by schedule name
2. From
Schedules start date
3. To
Schedules end date

4. Search button
Search schedules according to the selected filters.

8.4.2 Schedule list view



Figure 8.5 Schedule list view

1. [Schedule view](#)
2. [Schedules paging view](#)

8.4.2.1 Schedule view



Figure 8.6 Schedule view

1. [Schedules detail view](#)
2. [Schedule date view](#)

8.4.2.1.1 Schedule date view

Appointments date view shows the dates allows to book appointments. If the schedule is a single appointment schedule, this allows to select appointment date. If schedule is a session appointment schedule, this allows to select the period appointments should be created.



Figure 8.7 Schedule date view for single appointment schedule

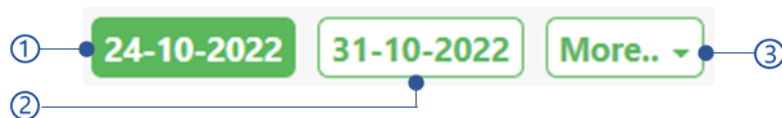


Figure 8.8 Schedule date view for session appointment schedule

Appointment date view is shown below.

1. Select schedule date/period start date.
2. Schedule date quick view
Schedule date quick view is showing first 2 appointment dates/period start date of the schedule. To browse all appointment dates/periods select the More button.
3. More button
More button allows to select appointment date/period from available as shown in [Figure 8.9](#) and [Figure 8.10](#).

<	OCTOBER 2022							>
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
39							01	
40	02	03	04	05	06	07	08	
41	09	10	11	12	13	14	15	
42	16	17	18	19	20	21	22	
43	23	24	25	26	27	28	29	
44	30	31	01	02	03	04	05	

Figure 8.10 Calendar view to select appointment date

24-10-2022

31-10-2022

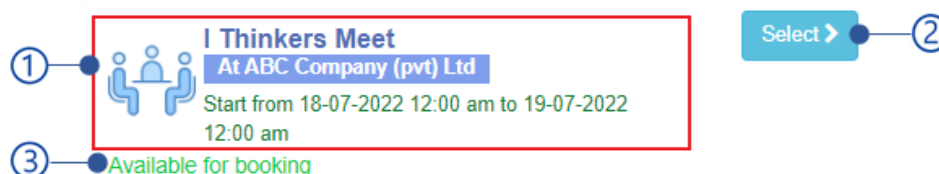
07-11-2022

14-11-2022

Figure 8.9 Available period list view

8.4.2.1.2 Schedules detail view

Schedule detail view shows the details about selected schedule date to book appointment.



1. [Schedule quick view](#)

Figure 8.11 Schedule detail view

2. Select button

Select schedule date and proceed to appointment booking.

3. Number of booked/available appointments

If the [Slot occupancy](#) is equal to 0, this view is showing number of booked appointments for selected schedule date. If the [Slot occupancy](#) is greater than 0, this view shows the number of available appointments to book for selected schedule date.

8.5 Time slots

When the [Slot time](#) is greater than 0 when creating schedules as mentioned in [Add/edit visitor schedules](#) section, the time slots are available to select when creating appointment as below.



Figure 8.12 Time slot selection view

1. Unavailable time slot

The time slot is considered as unavailable if,

1. Slot end time has passed
Visitors are not allowed to book appointments for the slots already ended.
2. Time slot is fully booked
This applies if the Slot occupancy is greater than 0. Slot is unavailable if the number of appointments for the slot is equals to Slot occupancy
3. Time slots start and end time fully overlap with break time
when the schedule has break time, which start and end time overlap with the slot start and end time, visitors not allowed to book appointment for the time slot.

2. Selected time slot

3. Time slot view

Time slot view has shown in [Figure 8.13](#).

- i. Break time indicator

If the time slot starts and end time is overlap with break start and end time break

time indicator will appear. Break time indicator is showing when admin/visitor admin booking appointments as mentioned in [New appointment](#) section.

ii. Time slots start and end time

iii. Number of booked/available appointments

If the [Slot occupancy](#) is 0, then the number of booked appointments is showing. If the [Slot occupancy](#) is greater than 0, number of available appointments are showing.

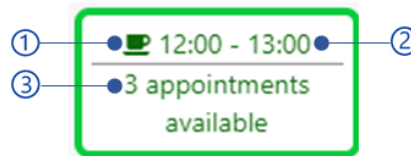


Figure 8.13 Time slot view

8.6 Seat selection

Seat selection is mandatory when booking an appointment if the schedule is created from travel and entertainment scenario. Seats can be configured for schedule as mentioned in [Pricing configuration](#). Once configured the seat selection view will appear when booking the appointment as below.

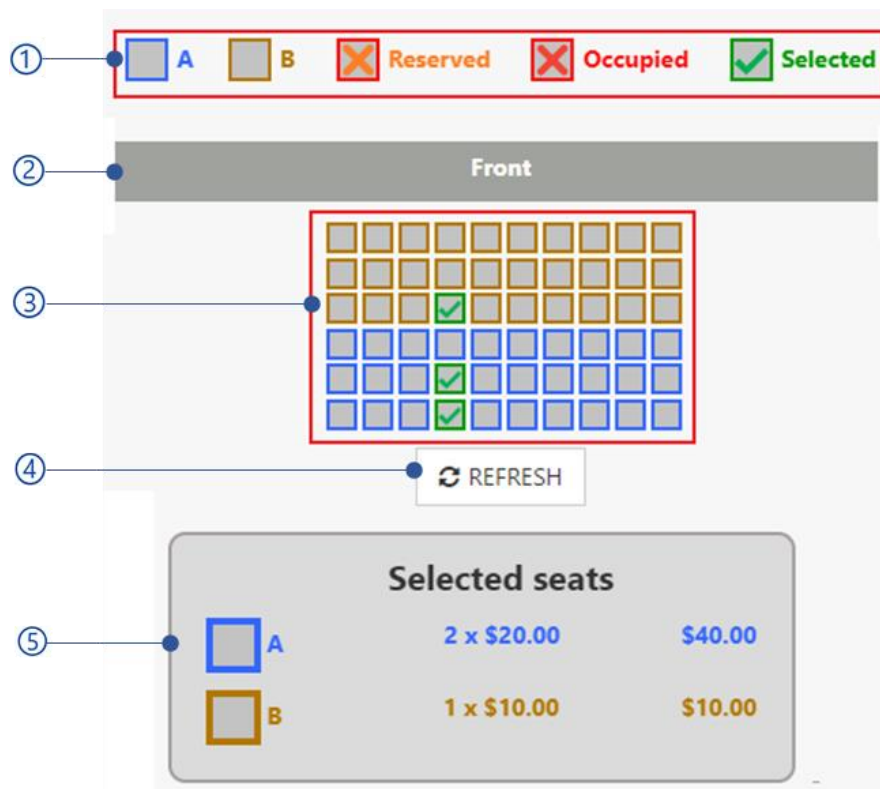


Figure 8.14 Seat selection view

1. Seat legend

Following types are available in the seat legend.

a. Seat categories

All seatings groups are showing in specific color with the group name as configured in the [Pricing configuration](#).

- b. Occupied seats
The seats already booked.
 - c. Reserved seats
The seats reserved by someone. Once a seat is reserved, it is not allowed select to book.
Reserved seats are shown in the [Add/edit appointment detail](#) section.
 - d. Selected seats
Selected seats for the appointment.
- 2. Seat direction
 - 3. Seat selection view
 - 4. Selected seat details
All selected seats appeared in this section including number of seats, pricing for each group.

Seat configuration can be customized as the customer requirement. Refer Use extension section for more details.

8.7 Visitor form

The Visitor form is used to take the visitor details when booking appointments. Visitor form can be built as mentioned in [Visitor detail form builder](#) section.

The custom form fields can be delivered to the system as an extension based on customer request. Refer Use extension section for more detail.

8.8 Appointment completion

Once the appointment is made online and registration device, the appointment completion section will be shown.

Adam's Standup Comedy Show - Completion

① Adam's Standup Comedy Show At ABC Company (pvt) Ltd
From 08:00:00 to 17:00:00 on 2023-05-25

② Appointment start time: 04:00 pm 25-05-2023 End time: 05:00 pm 25-05-2023

③ Your request for Adam's Standup Comedy Show has been accepted. You will receive the confirmation email shortly.

Your details

④ Name: Kathrine Dowd
Phone: 4067648776
Email: kat.Dowd@gmail.com
Address: 3146 Tibbs Avenue

Pricing details

⑤

A	2 x \$20.00	\$40.00
B	2 x \$10.00	\$20.00
Total amount:		\$60.00

Ticket

Keep the following ticket for the visit

⑥

2023-05-25

Adam's Standup Comedy Show

ABC Company (pvt) Ltd

2CHRC4XB0L

⑦

Download ticket Book again

1. [Schedule quick view](#)
2. The appointment starts and end time.
3. Appointment completion status
There are 3 appointment completion statuses available.
 - a. Pending approval
If [Automatic approval of visit requests](#) setting in the schedule is disabled, appointments created by visitors will be shown as pending approval. The administrator should approve the appointment to complete the appointment.
 - b. Pending payment
When schedule has a payment configured with payment gateway, payment pending completion page is showing to complete the payment. Once payment is completed the successful completion will be shown
 - c. Successful
The appointment is successfully created.
 - d. Fail
Fail to create appointment. This can happen when fail to complete the payment through the payment gateway.
4. Visitor details
5. Pricing details

6. Action button

Action button appears depending on the appointment completion status. Following action buttons are available by default.

- a. Pay now button
Proceed to the payment gateway if configured.
- b. Download ticket button
Download ticket button appears in the [BOOKING PAGE](#) to download the ticket if [Allow visitors to download pass](#) setting is disabled in the schedule.
- c. External executable trigger button
External executable trigger will be available once the external executable has configured for the schedule as mentioned in [Ticket printing view](#) section.
- d. Book again button
Redirect to book new appointment again.

Appointment completion page can be configured as per customer requirement.

9 ERROR MESSAGES

All error messages showing in NCheck server configuration window, control panel, clients and API are showing in this chapter. In NCheck, all error messages are identified using error code as mentioned in [Error code](#) section and error messages have been divided in to 3 basic error types as mentioned in [Error types](#) section. Refer [Error messages list](#) section for all available error messages

9.1 Error code

Error code is a 4 digits unique number specified to identify error messages. Refer [Error types](#) section for more details about error codes for each error type.

9.2 Error types

The following error types available across NCheck server and clients.

9.2.1 Communication errors

Error showing in connection failures of NCheck server and clients. Error code format of the communication message is 1XXX.

9.2.2 Application errors

NCheck server and clients specific errors are known as application errors. Error code format of the application errors is 2XXX.

9.2.3 Validation errors

All input data from NCheck control panel and clients are validating before send to the server. It will ask to review and correct the inappropriate data with certain error messages. Error code format of the validation errors is 4XXX.

9.2.4 Unidentified errors

Errors other than Communication errors and Application errors are known as unidentified errors. Error code format of the unidentified errors is 4XXX.

9.2.5 Common error messages

Errors could be appeared in any operation of NCheck control panel/clients are known as common errors. The error code of common error message is X9XX.

9.3 Error messages list

Table 9.1 Error messages list of server and clients

Error code	Error message	Description
1001	Could not connect with MYSQL/MSSQL {server url}: {port} server.	This message may appear if the entered database server is not reachable/offline. Contact NCheck support for more detail.

1002	Could not connect with the email server {host name}: {port}.	Email server may offline or not reachable.
1003	Unable to connect with the FTP server {server name}	The FTP server is not reachable.
1901	Unable to connect with the NCheck server {server URL}	This message may appear, if • The Server has stopped • The server is not reachable by clients in cloud or on-premises mode.
2001	Trial license has expired.	After the 30-day trial period you must obtain a valid license.
2002	License cannot be obtained	The license cannot be obtained if 1. The license is not valid 2. The internet is not available with the device to verify the license with the licensing server. Refer License section for more details or contact NCheck support .
2003	The license is already in use.	This message may appear if the license file is already in use with another device. In this situation you may 1. Deactivate the license in the current device from the neurotechnology web site. 2. Purchase valid license from the web site.
2004	The license limit has exceeded. Please contact the administrator/ NCheck support for more details	This message appears if the number of available licenses in the multiple license file/license dongle has exceeded.
2005	No valid NCheck license has found.	The selected file, license code or dongle has no valid license.
2006	Invalid SSL certificate file.	The selected SSL file should be a valid file with system certificate and private key.
2007	Invalid key store password or SSL key alias.	The key store password or SSL key alias of the selected SSL certificate is invalid.
2008	Invalid port number. Please select the valid port.	The selected port is not available.
2009	Port is used by another application.	The added port should not be used by another application to user with NCheck server.
2010	Invalid SQLite database or password. Please recheck the database file or password.	This message may appear for the selected SQLite database, if

		1. Selected SQLite database file is not a database file 2. Database password is incorrect.
2011	SQLite database migration has failed with the following errors. 1. Error 1 2. Error 2	SQLite database migration has been designed to migrate old databases to be compatible with installed NCheck server. Certain migration rules have been applied in each version. In case of migration failure, it will show the associate error messages with version. Please contact the NCheck for more details.
2012	{database name} could not be found.	The database name is not available in the MYSQL/MSSQL server.
2013	Invalid MYSQL/MSSQL username and password.	This message may appear if, 1. Entered username has not existed 2. Username or Password is incorrect. 3. Entered user does not have administrator privileges.
2014	Data restore has failed. Invalid backup file.	To restore backup, the backup file should be available with all data as mentioned in Restore database section.
2015	Data restore has failed. Could not decrypt the file with the given password.	The backup decrypt password is incorrect. Please try with the correct password again.
2017	Could not connect with the email server {host}: {port}. Invalid username or password.	This message may appear for the email server if 1. The username has not existed 2. Incorrect username and password
2018	Invalid username or password.	This message may appear if 1. The username has not existed Contact the administrator or NCheck support for more details. 2. Incorrect password Reset the password if you don not remember the password.
2019	Could not find the user associated with {email address} email address.	This message may appear if the NCheck could not be able to find the user associated with the email when reset password. Contact the Administrator for more details.
2020	Selected file is not a valid image file.	All image files must be valid images file with allowed image extensions.
2021	Employee code already exists.	Employee code could not be duplicated.

2022	Barcode ID is already available for different user	Barcode id could not be duplicated with barcode id of another user.
2023	RFID is already available for different user	RFID could not be duplicated with barcode id of another user.
2024	Could not enroll selected face/finger/iris image.	This error may appear if, 1. The <i>Enrollment threshold</i> has not satisfied 2. The face/fingerprint image has not satisfied the <i>Face confidence/Face quality/Fingerprint quality</i>. Please contact NCheck support form more details.
2025	Capture face with enough lighting	The face image should be clear enough for extraction. If the captured image is not clear this message will appear.
2026	The biometric image has already been enrolled for another user	A biometric image could not be
2027	User group code already exists.	The user group code could not be duplicated.
2028	The shift name has already existed.	Shift names could not be duplicated.
2029	The roster name has already existed.	Roster name could not be duplicated.
2030	The holiday name has already existed for the selected date.	Could not add same holiday for the same date.
2031	You already have applied for the leave(s) for start date – end date.	Multiple leaves could not be added on the same day.
2032	Could not exceed the available number of leaves for {leave type name} leave type.	Cannot exceed the number of available leaves in each leave type when add leaves. Refer <i>Configure leave type</i> section to change number of leaves in each leave type or <i>Configure leave type</i> section to change the leaves for user. Users, Contact administrator for more details.
2033	A roster item already existed on {date} with {shift name} shift and {user group name} user group.	A roster item cannot be duplicated with date, shift name and user group name.
2034	{user 1, user 2....} user(s) have been added as additional staff for the {shift name} shift on {date}.	Cannot duplicate user as additional staff for the selected shift and date.
2035	Failed to email registration token.	This message may appear if, 1. The <i>Email notification settings</i> has not been configured. 2. No email is available for the user
2036	The name of a peripheral configuration has already existed.	The peripheral name could not be duplicated.

2037	Could not record events. The device has been blocked	Clocked devices are not allowed for enrolling biometrics and record events. This message appeared when the devices is blocked. Refer block/unblock device as mentioned in Device detail view section for more details.
2038	Could not enroll events. The device has been blocked	
2039	Could not capture barcode. The device has been blocked	
2040	Could not capture RFID. The device has been blocked	
2041	The API has been blocked	This message appears when the API is blocked. Refer block/unblock device as mentioned in Device detail view section for more details
2042	Could not record events. The user has been blocked	Blocked users are not allowed to record attendances. Refer Block/unblock section for more details of block/unblock users.
2043	Could not record the event. Check-in time has restricted	Event cannot record when the check-in time is not in the check-in restricted interval. Please refer Add/edit shift section for more details.
2044	Could not record the event. Check-out time has restricted	Event cannot record when the check-out time is not in the check-out restricted interval. Please refer Add/edit shift section for more details.
2045	Could not email reports for the recipients	This message may appear if the Email notification settings has not configured.
2046	Invalid FTP file path	This message appears if the selected FTP path does not exist.
2047	Invalid FTP username or password	This message may appear if, 1. Username does not exist for the given FTP 2. Incorrect password
2048	Biometric re-extraction has failed on following images. 1. {images list}	This error may appear if, 1. The Enrollment threshold has not satisfied 2. The face/fingerprint image has not satisfied the Face confidence/Face quality/Fingerprint quality. Please contact support for more details.
2049	Your current subscription has blocked. Please settle the outstanding amount and try again.	You are not allowed to change the plan without paying outstanding amount of the current plan.
2050	Customer has blocked. Please contact support.	The customer can be blocked, if

		1. If the credit period of the subscription has passed. Please pay the outstanding amount to enable the account. If the customer account has been blocked by NCheck system administrator. Please contact NCheck support for more details.
2051	Failed to register with the NCheck server {server URL}	Make sure that the server is running.
2052	Failed to register with the registration code	Make sure that the registration code is correct. Delete the existing registration code and generate new one in case you cannot register.
2053	The registration token has already been used. Please generate new registration code or contact administrator.	The registration token can be used to register a single device.
2054	Could not discover the NCheck server URL.	The server discovery button of the clients in on-premises mode is working if the server and clients are operating within the same local area network. Otherwise, this message will be shown.
2055	Device has not registered. Please register for the device first.	The device should be enrolled before record attendances. Please refer Register clients section for more details.
2056	The location is restricted. You are not allowed record attendance from this location	User is not allowed to record attendances in restricted locations. Refer Location restrictions section for more details.
2057	You have already checked-in/checked-out. Please try again in {number of seconds} seconds.	NCheck clients are not allowed to record events in certain time interval defined by the administrator to avoid duplicates events.
2058	Attendances time has been restricted. Please contact the administrator for more details.	The attendance time is restricted if • No Valid shift is available for the event • Overtime restriction has been added Please contact the administrator for more details. Standalone users please contact NCheck support.
2059	No match was found. Please make sure that face/fingerprint/iris templates have been enrolled before record attendance.	The biometric used to record events does not match with the enrolled biometrics in the server. Please contact administrator to enroll your face to record attendances. Standalone users please contact NCheck support.

2060	Failed to identify the face/fingerprint/iris. Please try again.	This message appears in case of face extraction in the server side. Please contact the administrator if you receive this message continuously. Standalone users please contact NCheck support.
2061	Data restore has failed. Invalid backup file.	To restore data successfully, any file(s) or key value pairs in backup file(s) should not be altered. Otherwise, data restore can fail. Refer Backup data section for more details.
2062	Data import failed. Invalid password.	The password must be correct to import the file.
2063	Data import failed. The selected file could not be imported.	The CSV files guidelines must be fulfilled as mentioned in Import and Export information to import data successfully.
2064	Could not record attendances. Invalid user id input.	Attendances may fail if the employee id/barcode/RFID does not match users.
2065	Could not record attendances. The peripherals are not ready. Please try again.	NCheck Admin client may require time to initialize/refresh all connected peripherals.
2066	Invalid password. Check the password again.	The message could appear when trying to sign in the client's standalone/offline control panel.
2067	User not allowed to Check-in while on Restricted Leave!	User check-ins can be limited for the user group premises. If the check-in count is greater than the maximum occupancy for group premises, check-in will be restricted. Refer Maximum occupancy for group premises setting for more details.
3001	Mobile/telephone numbers are not valid for the selected country/region. Please recheck again.	The telephone/mobile number should be followed the certain format according to the selected country/region.
3002	Email address is not valid.	The email address should be followed the correct format.
3003	Password does not match.	Password and confirmation password should be equal.
3004	Password must contain at least 6 characters with one number.	Every password has defined in NCheck control panel and clients must contain 6 characters and one digit for enhance the security.
3005	Barcode scanner could not be found.	This message may appear if 1. The connected barcode scanner is not compatible with the device

		2. No barcode scanner has connected with the device Refer Id peripherals section for more details.
3006	RFID scanner Could not be found	This message may appear if 1. The connected RFID scanner is not compatible with the device 2. No RFID scanner has connected with the device Refer Id peripherals section for more details.
3007	The camera could not be found.	This message may appear if 1. The connected camera is not compatible with NCheck 2. No camera has connected with the device. Refer Face section form more details.
3008	Fingerprint scanner could not be found	This message may appear if, 1. The connected fingerprint scanner is not compatible with NCheck 2. No fingerprint scanner has connected with the device. Refer Fingerprint section for more details.
3009	Iris scanner could not be found	This message may appear if, 1. The connected Iris scanner is not compatible with NCheck 2. No Iris scanner has connected with the device. Refer Iris section for more details
3010	Could not record overtime. Overtime should not be greater than the max overtime hours.	Overtime hours could not exceed the max overtime hours.
3011	Only 5 decimal places are allowed in latitude and longitude values.	For latitude and longitude values, 5 decimal places accuracy is allowed. Round the values if it exceeds the 5 decimal places.
3012	The current password is incorrect	To change the password of the clients standalone control panel, the correct current password should be given.

4001	Unidentified errors occurred during data backup. Please contact administrator or NCheck support for more details.	This message could appear when unidentified error occurred within the system. Contact administrator or NCheck support for more details.
4002	Unidentified errors occurred during data restore. Please contact administrator or NCheck support for more details.	
4003	Unidentified errors occurred during data import. Please contact administrator or NCheck support for more details.	This message could appear when unidentified error occurred in the system. Contact administrator or NCheck support for more details.
4004	Unidentified errors occurred during data export. Please contact administrator or NCheck support for more details.	

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10.4.11 Server application

Table 10.1 License and agreements for third party softwares used in the server

third party component	License and agrrement
Wro4j Maven Plugin	Apache License, Version 2.0
Apache Maven Resources	Apache License, Version 2.0
org.springframework.boot	Apache License, Version 2.0
org.springframework.security.oauth	Apache License, Version 2.0
org.springframework.security	Apache License, Version 2.0
mysql-connector-java	Mysql connector community licnese
Zip4j	Apache License, Version 2.0
sqlite-jdbc	Apache License, Version 2.0
sqlite-dialect	Apache License, Version 2.0
Microsoft JDBC Driver For SQL Server	MIT license
Face4j Core	MIT license
Apache HttpClient	Apache License, Version 2.0
commons-dbcp	Apache License, Version 2.0
commons-net	Apache License, Version 2.0
commons-io	Apache License, Version 2.0
VIES Service Client	Apache License, Version 2.0
AWS SDK For Java	Apache License, Version 2.0
spring-kafka	Apache License, Version 2.0
guava	Apache License, Version 2.0
org.imgscalr	Apache License, Version 2.0
commons-csv	Apache License, Version 2.0
Apache Commons BeanUtils	Apache License, Version 2.0
Gson	Apache License, Version 2.0

10.4.12 Web application

Table 10.2 License and agreements for third party softwares used in the web UI

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Anchor.js	MIT license	UMD contributors.
AngularJS	MIT license	Google, Inc.
Angular-base64	MIT license	Nick Galbreath
Angular Dynamic Locale	MIT license	Lucas Galfasó
Angular-iso-country-filter	MIT license	Pedro Catré
Angular-localization	MIT license	Rahul Doshi
Angular-gettext	MIT license	Ruben Vermeersch
Angular-datatables	MIT license	Louis Lin
Angular-confirm	Apache License 2.0	
Angular-chart.js	Apache License 2.0	Jerome Touffe-Blin
AngularJS Google Maps	MIT license	Allen Kim
Angular-moment	MIT license	Uri Shaked and contributors
Angular-notify	MIT license	Chris Gross
Angular-recaptcha	MIT license	VividCorte
Angular-schema-form	MIT license	Textalk
Angular-spinner	MIT license	Uri Shaked and contributors
Angular-translate	MIT license	The angular-translate team, Pascal Precht
AngularJS-ui-router	MIT license	
Angular-ui-switch	MIT	
AngularJS - VisJS	MIT license	Chris Jackson and others
bc-phone-number	MIT license	
Bootstrap	MIT license	Twitter, Inc.
Bootstrap-formhelpers	MIT license	Vincent Lamanna
Bootstrap Dropdowns Enhancement	MIT license	Twitter, Inc and The Bootstrap Authors
Chart.js	MIT license	Chart.js Contributors
CodeMirror	MIT license	Marijn Haverbeke
DataTables	GPL v2 license and the BSD 3point	
FullCalendar Admin	MIT license	
Html2canvas	MIT license	Niklas von Hertzen
Handlebars	MIT license	Yehuda Katz
International Telephone Input	MIT license	Jack O'Connor
JavaScript Cookie	MIT license	Klaus Hartl
jsPDF	MIT license	James Hall
JSZip	MIT license	
Jquery	MIT license	
Jquery.cookie	MIT license	Klaus Hartl

Jquery Password Strength Meter for Twitter Bootstrap	GPL v3 and MIT licenses	
Jquery-ui	MIT license	
jquery-validation	MIT license	Jörn Zaefferer
Lodash	MIT license	
Moment.js	MIT license	
Moment Timezone	MIT license	JS Foundation and other contributors
ng-camera	MIT license	Benjamin Cabanes
ngDialog	MIT license	Likeastore.com
ng-file-upload	MIT license	danielarid
ng-image-appear	MIT license	Arun Michael Dsouza
ng-img-crop	MIT license	Alex Kaul
ng-intl-tel-input	MIT license	rswebteam
ng-image-input-with-preview	MIT license	Deiwin Sarjas
Object-path	MIT license	Mario Casciaro
pdfmake	MIT license	Feross Aboukhadijeh
Poision.js		
pvpCountryPicker	MIT license	Pablo Villoslada Puigcerber
Schema Form File	MIT license	Netzwerkplan GmbH
Selection.js	MIT license	Simon Reinisch
Script.js		
Scripts.js		
timePickerPop.js	MIT license	mytechtip
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ui-grid-custom-cell-select	MIT license	
Validator.js	MIT license	Cina Saffary
Vendor.js		
Vis.js	Apache License 2.0 and MIT license	Almende B.V. and Contributors
Webcamjs	MIT license	Joseph Huckaby

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Deviceld	MIT license	
Extended.Wpf.Toolkit	Microsoft public license (MS-PL)	

Hardcodet.NotifyIcon.Wpf	The Code Project Open License	
Help		
log4net	Apache License, Version 2.0	
MahApps.Metro	MIT License	
MaterialDesignColors	Microsoft public license (MS-PL)	
MaterialDesignThemes	MIT license	
Microsoft.EntityFrameworkCore.	SQLite Microsoft Entity Framework core license	.Sqlite
Newtonsoft.Json	MIT License	
Prism.Core	MIT License	
Prism.Unity	MIT License	
Prism.Wpf	MIT icense	

10.4.14 Admin client for Windows

Table 10.3 License and agreements for third party software's used in the Admin client for Windows

third party component	License and agreement	Copyright
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CefSharp.Wpf	CefSharp.Wpf license	
Deviceld	MIT license	
Extended.Wpf.Toolkit	Microsoft public license (MS-PL)	
Hardcodet.NotifyIcon.Wpf	The Code Project Open License	
Help		
log4net	Apache License, Version 2.0	
MahApps.Metro	MIT License	
MaterialDesignColors	Microsoft public license (MS-PL)	
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Microsoft.EntityFrameworkCore.	SQLite Microsoft Entity Framework core license	.Sqlite
Newtonsoft.Json	MIT License	
PDFsharp-MigraDoc-wpf	MigraDoc Foundation License	
Prism.Core	MIT License	

Prism.Unity	MIT License	
Prism.Wpf	MIT icense	

10.4.15 Attend client for Android

Table 10.4 License and agreements for third party softwares used in Attend client for Android

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Android Logging Log4j	Apache License, Version 2.0
CircleImageView	Apache License, Version 2.0
Fabric	• Codehaus Classworlds license • GNU LESSER GENERAL PUBLIC LICENSE • BSD 3-Clause License • Eclipse Public License - v 1.0 • Apache License, Version 2.0
gson	Apache License, Version 2.0
Spring For Android Rest Template	Apache License, Version 2.0

10.4.16 Admin client for Android

Table 10.5 License and agreements for third party software's used in Admin client for Android

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Android Logging Log4j	Apache License, Version 2.0
Android Logging Log4j	Apache License, Version 2.0
CircleImageView	Apache License, Version 2.0
CircularProgressBar	Apache License, Version 2.0
Apache Commons IO	Apache License, Version 2.0
Apache Commons Lang	Apache License, Version 2.0
Fabric	• Codehaus Classworlds license • GNU LESSER GENERAL PUBLIC LI • BSD 3-Clause License • Eclipse Public License - v 1.0 • Apache License, Version 2.0
gson	Apache License, Version 2.0
Material Components for Android	Apache License, Version 2.0
multidex	Apache License, Version 2.0
CWAC-SafeRoom	Apache License, Version 2.0
Spring for Android Rest Template	Apache License, Version 2.0

10.4.17 Attend client for IOS

10.4.17.1 CryptoSwift

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10.4.17.2 CocoaLumberjack

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