TIME AND ATTENDANCE

WDTIME

User Manual

Set up devices, manage employees, and track attendance with WDTime.



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About this product

This product only enjoys after-sales service and warranty & maintenance plan in the country or region where you purchase it.

About this manual

This manual is used as the guidance. There may be differences from specific product, please subject to actual products. For version upgrade or other needs, WDLINK may update this manual, please login into the official website to check the latest manual

WDLINK suggests you use this manual under the guidance of professional.

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Preface

The purpose of present section is to ensure that users can properly use the product according to this manual, also to avoid the danger or property loss during operations. Before using this product, please carefully read the product manual, and keep it properly for future reference.

Symbol Stipulation

For the symbols shown on the document, stipulations are as follows.

Symbol	Instruction
Attention	• Explanation: Easy to understand and explain exceptional cases. • Attentions: May lead to some problems, if not avoid, may cause device damage and operation interruption.
Reference	Hyperlink, tap to skip to inner content or outside website.

Applicable Types

Software version	Software platform	Hardware series
Hisilicon -LIN	Linux	Uface series
Hisilicon -GD	Linux	Uface series

I. Product Overview

1.1 System introduction

WDTIME, is an integrated application which is matched with Uface series devices (hereinafter referred as devices). This software can satisfy diversified requirements of users, such as Device Management, Personnel Management, Attendance Management, Visitor Management, Log Query, etc.

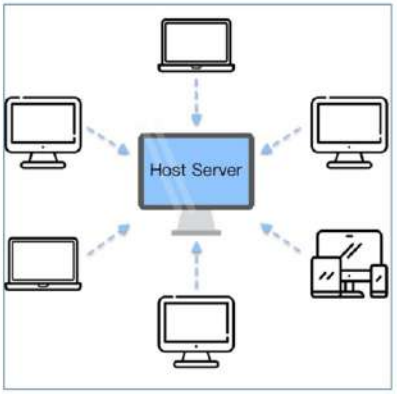
WDTIME provides flexible and various deployment schemes, to satisfy demands of medium & small projects in different environment. It can also be widely applied in security & protection projects in industries like enterprises, finance, public security, army, telecommunication, transport, power, education, water conservancy and so forth.

1.2 System communication

The WDTIME system, installed in the computer, is a small-size server in PC. Other terminals on LAN can visit the host server deployed by WDTIME via the browser URL, to perform operations like login and adding personnel.

Attention:

All communication with the device will be completed via the host server.



1.3 Running environment

To ensure experience, please pay attention to following issues:

1. Please give priority to i series CPU. CPU of other series may slow down the running.

2. To ensure the compatibility, please give priority of following systems.

Language of operating system	System-bit	Windows system
Chinese	64 (Recommended)	Windows 7 (.net should be installed), Windows 8, Windows 10
	32	Windows 7, Windows 8, Windows 10, Windows Server 2016/2019
English	64	Windows 7, Windows 10
	32	Windows 7, Windows 8, Windows Server 2016/2019

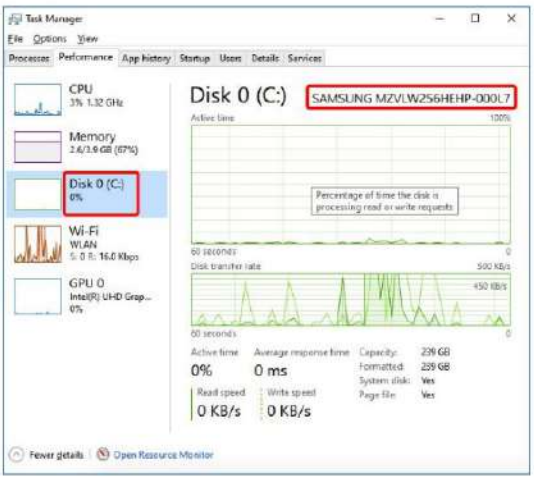
3. If the number of devices to access is over 10 sets, the computer should spare over 2G memory for it. (In theory, 1G memory can support maximum 50 sets of devices, check the picture below for specific viewing option)

Memory configuration (Used/Total)	Max. concurrent connections (WDTIME)	Max. concurrent connections (device)	Suggested number of devices	Suggested number of person
with over 1G spare memory	1024 pieces of request	60 pieces of request	50	100,000
Among 1G to 512M	512 pieces of request	30 pieces of request	10	5,000

4. To ensure system performance (read-write speed), please select the solid state disk as the installation patch (generally Disk C is SSD).

Operation	SSD	HDD
Import personnel in batch via excel	70people/s/, deviation exists due to different computers	6 people/s, deviation exists due to different computers
Import 10000 people in batch via excel	2min 30s	30min
Authorize 500 people 500 photos on 15 devices	4-9min (Relates to device version)	35min

5. Check disk information in Task manager – Disk, shown as below. Confirm that if the disk is SDD or not via Google.



Attention:

1. Make sure that there is available network in the computer running environment, otherwise, only standalone page can be used, and cannot communicate with the device.

2. Make sure that the network of host server in running environment is on the same LAN with the device that need to use.

3. To add device in public network, please set IP of public network first.

4. If use the device for a long time, it is suggested not to close the running program on the host, to let it handle device data in real time.

1.2 Update instruction

Main functions of V1.0.0 are as follows:

1. Can manage Uface devices and freely configure device parameters.
2. Can import information of personnel and photos in batch, quickly complete authorization.
3. Can custom attendance rules and check abundant report data.
4. Can reserve & register visitor information and check real-time visiting state.
5. Can monitor device recognition state and custom alarm type in real time.

II Homepage (HOME)

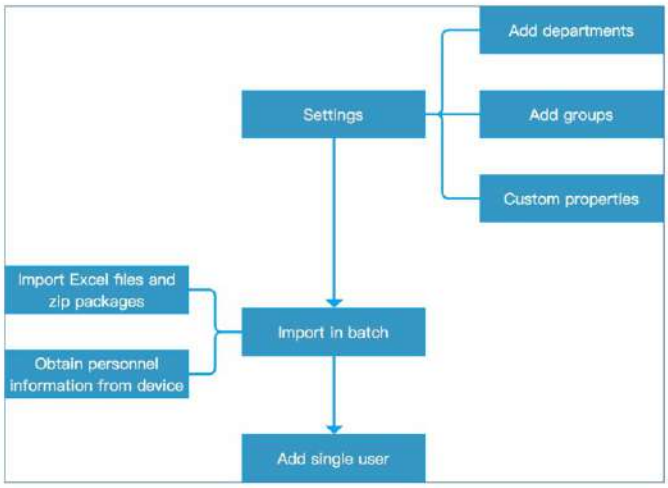
Check today recognition data, attendance details and visitor details, to keep up with the latest information timely, and perform some basic operations. Tap the button on the top right corner to quickly enter the page of attendance details, real-time monitoring, visitor list and recognition records. Tap the button to download real-time monitoring and recognition overview data in form of PNG.

Statistics data is used to display total times of today recognition, total number of recognized people, total registration users and total number of devices. Attendance overview is used to display the proportion of today attendance state as Normal, Abnormal and Absent. Real-time monitoring is used to display current times of alarm and recognition. Visitor reservation is used to display the top 7 interviewees in recent 7 days. Recognition overview is used to recognition tendency in recent 10 days.

III. Personnel Management (PERSONNEL)

3.1 Operation procedure

For first-time use, it is suggested to configure and operate following the sequence:



3.2 Settings

Tap the ⋯ button on the top right corner of the list, to enter Settings page, to set departments, properties and custom properties.

3.2.1 Set departments

Set department name and its belonging department. After successful adding, you can add subdivisions according to the need. You can also adjust the properties of subdivisions in the same father department, edit or delete departments.

3.2.2 Set properties

Set the field content of job title, group and person type according to the actual condition, as the field content can be quoted directly when add new person after being set successfully.

3.2.3 Custom properties

Adjust the real display content of each field of current personal information according to actual demand of scenarios. For example, modify the field name of "Person type" as "Employee type".

3.3 Add single user

Can add a new user here. It is required to fill in person information and passing information. There are 3 methods to add registration photos for newly-added user: Local upload, Device enrolling and Camera-taking.

Attention:

1. Peron number will be generated automatically, and can be modified only when newly adding. This field is the exclusive mark of the person and cannot be repeated.
2. Currently, only Chrome browser supports camera-taking, please follow the guidance picture to set before use.

3.4 Import Excel files and zip packages

Can add new personnel in batch via importing Excel of personal information and zip package of photos. Tap Import, select personnel data to import. Download the template via the pop-up window or directly upload files. Select to import photo data, choose the naming rule or add a new one, correctly name all photos according to the chosen rule, then import in form of zip package.

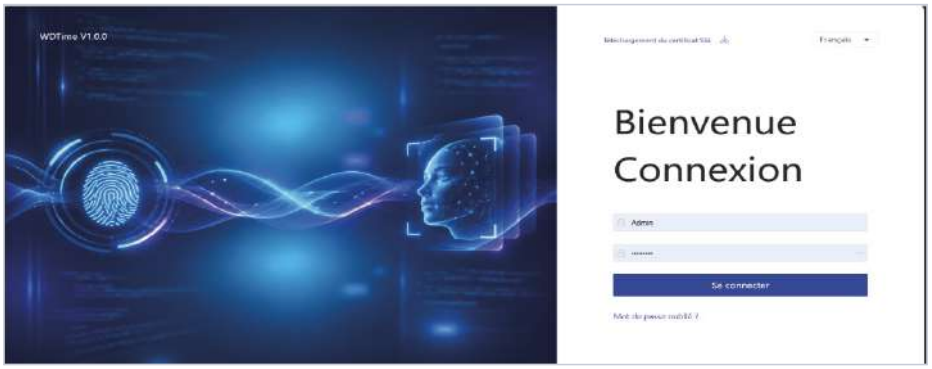
Attention:

1. Can only import photos of existing personnel.

3.5 Obtain personnel information from device

If personnel and photo data already exist in device, you can sync device data to WDTIME via **Settings - Tool kit - Sync from device to client**.

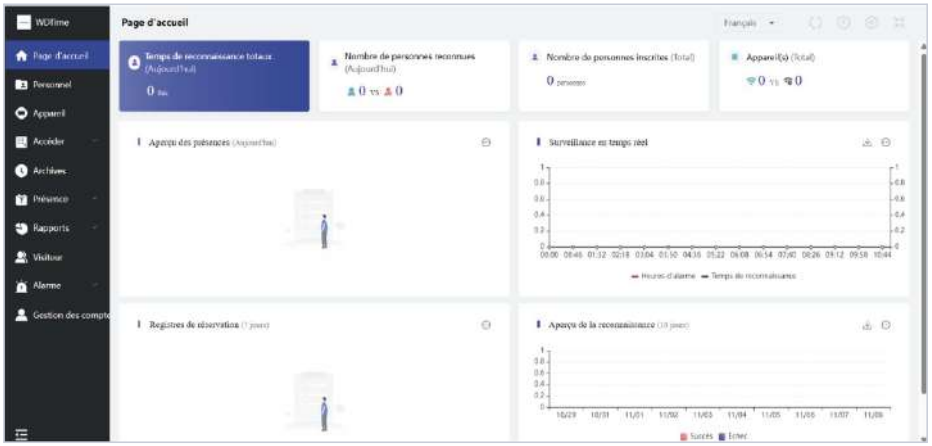
WDTIME Login Page



Use the default username and password to log in.

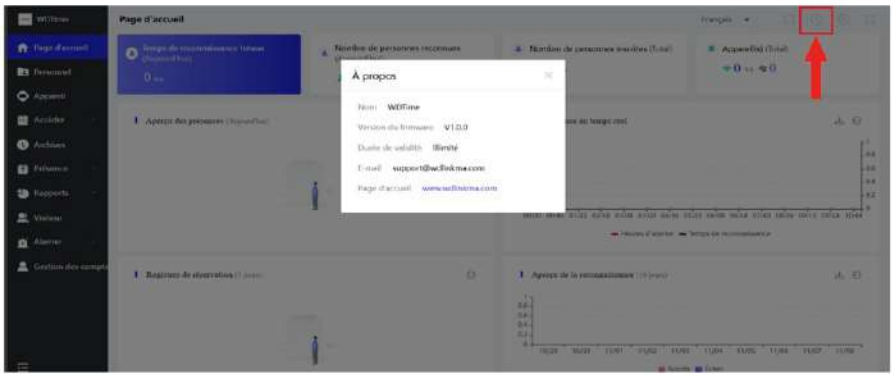
Username	**Admin**
Password	**Mm1357**

WDTIME Dashboard



Viewing Software Information

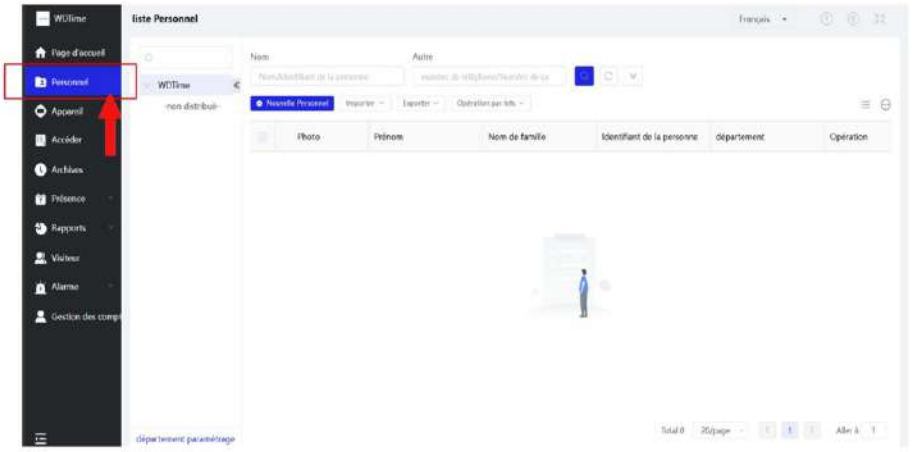
Click the About (?) icon in the upper-right corner of the dashboard to view the software name, version, license validity, support email, and website. Click (×) to close the window and return to the dashboard.



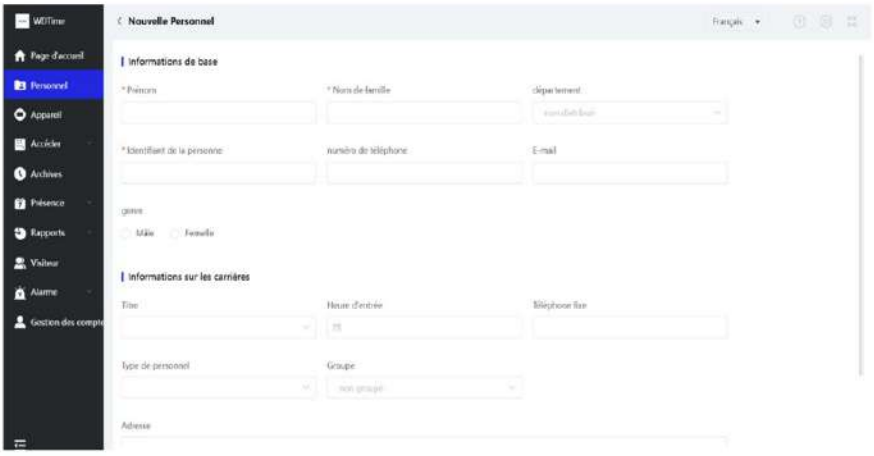
3.6 How to Add a Person ?

Step 1: Add a New Person

Select Personnel from the left-hand menu, then click Nouvelle Personnel to open the registration form.

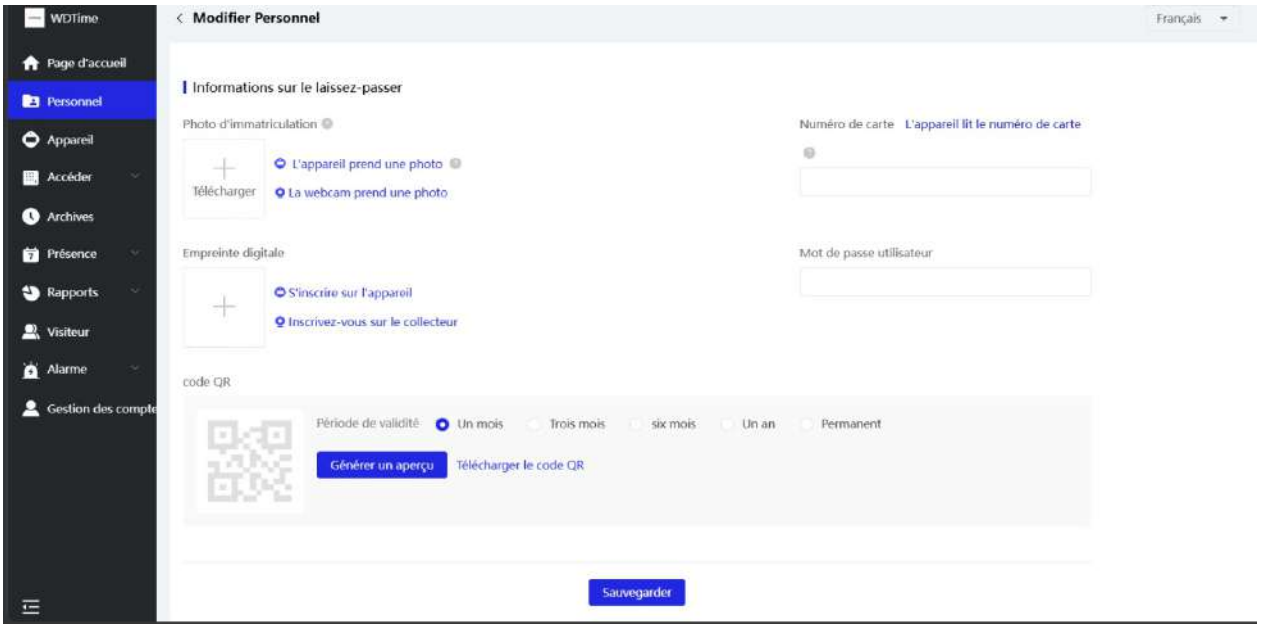


Fill in the required fields: First Name, Last Name, and Person ID. Select a department and complete any additional information, such as phone number, email, gender, and employment details.



Step 3: Set Up Identification Methods and Save

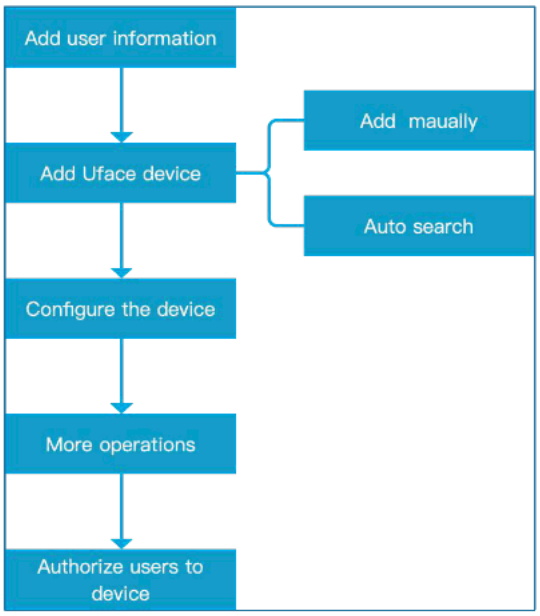
Upload a facial photo or capture one using a connected device or webcam. Configure the required identification methods, such as fingerprint, card number, or user password. If needed, select a QR code validity period, generate a preview, and download the code. Click Sauvegarder (Save) to save the person's record.



IV. Device Management (DEVICE)

4.1 Operation procedure

For first-time use, it is suggested to configure and operate following the sequence:



4.2 Add a device

Can add the device via manually inputting current device IP, or via auto searching the device in the same LAN. Device name can be customized when being added.

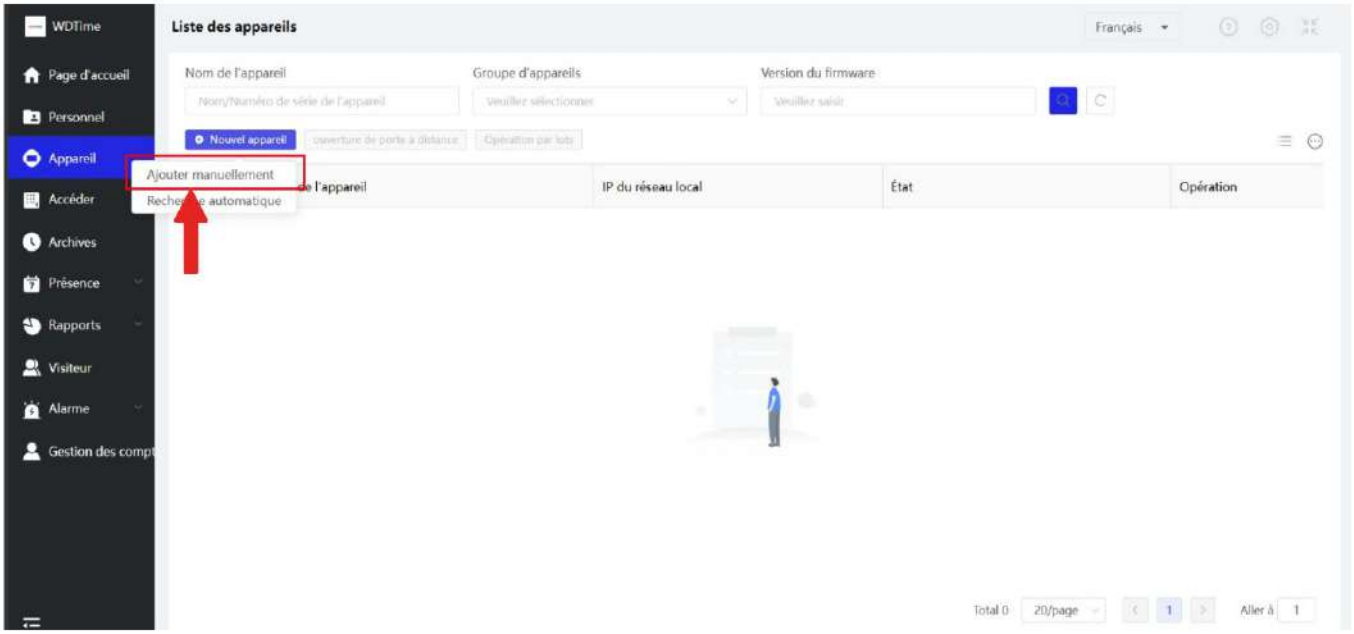
Attention:

1. To add devices in public network, please add public network IP in **Settings** page of WDTIME.

4.3 Configure device parameters in batch

Check multiple devices, click **Configure device** to configure parameters of selected devices in batch, including General parameters, Recognition parameters, Display parameters and Recognition modes, and parameters can be modified according to specific demands. If the combination of configuration items will be cited repeatedly, you can save the combination as a plan, then can quickly modify configuration content via switching plans.

In the device list, click Nouvel appareil (New Device) and select Ajouter manuellement (Add Manually). Enter the device's IP address, then click Vérifier les appareils(Check Devices) to search for the device at that address.

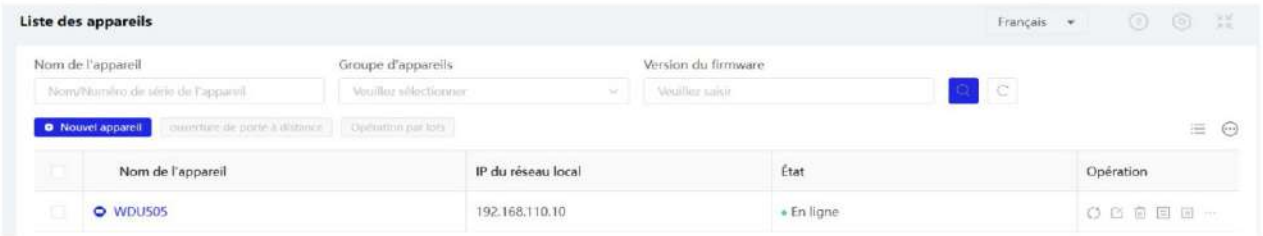


Enter the Device's IP Address

In the Add Manually window, enter the device's IP address in the four fields. Click Vérifier les appareils (Check Devices) to check whether the device is reachable.

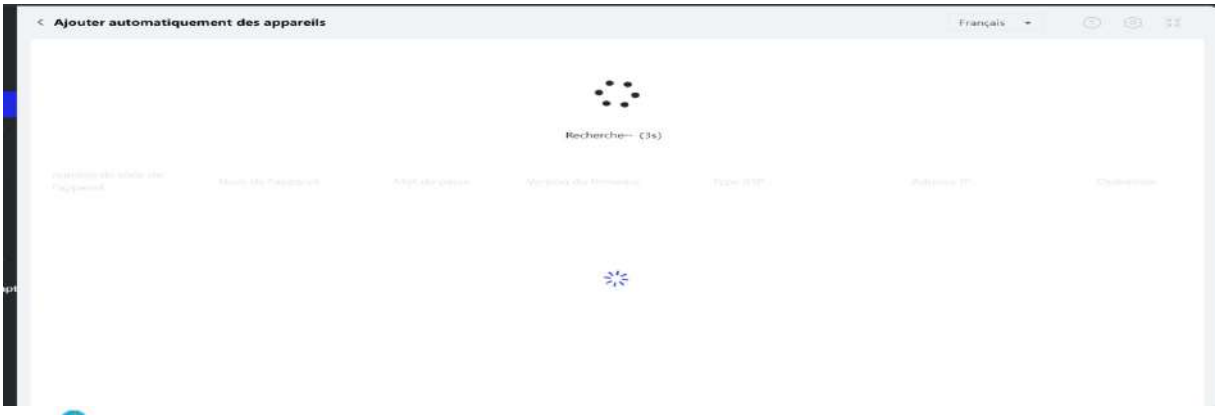






Select Search automatiquement des appareils (Add Devices Automatically) to start searching for devices on the local network. Wait for the search to finish. Detected devices will appear in the list with their serial number, device name, firmware version, and IP address.





Attention:

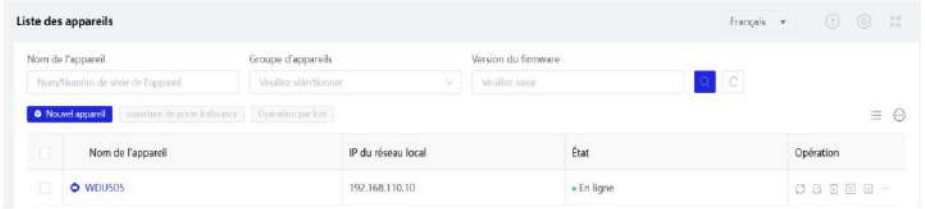
1. Card recognition and Face&Card-in-one cannot be enabled at the same time.

4.4 Remote door-opening in batch

Check multiple devices, click **Remote door-opening** to issue the command of opening the door to multiple devices at the same time.

4.5 Other batch operations

Check multiple devices, click **Batch operation** and choose one operation item, then you can perform corresponding operation to multiple devices in batch.



4.6 Operate single device

Also can operate single device, including querying the latest network state, editing device, deleting device, configure parameters and remote door-opening.

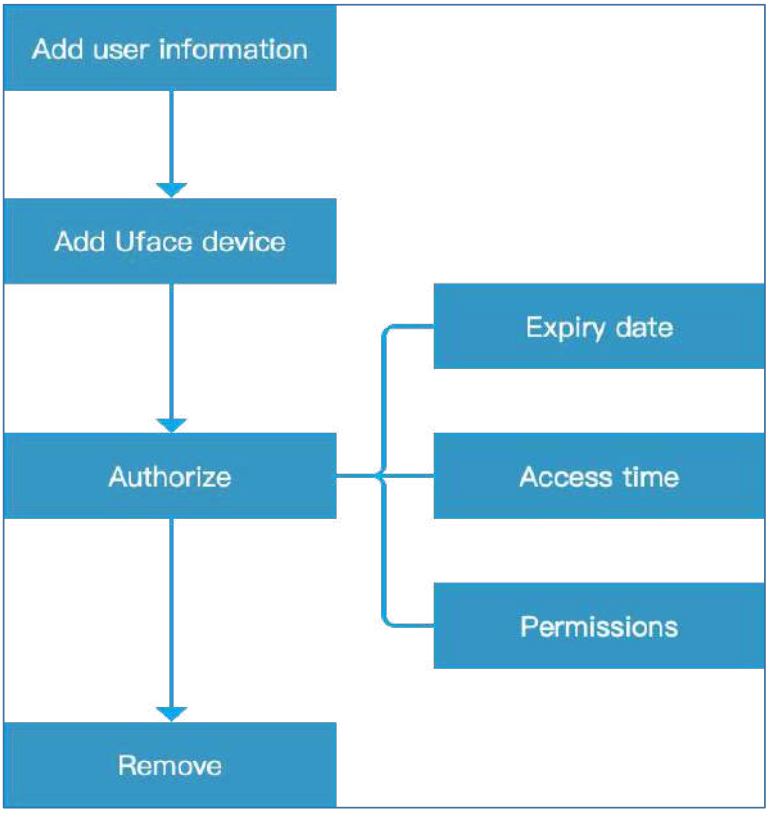
Attention:

1. Operations can be done on disabled device: query device state, edit device, delete device and enable device.
2. Operations can be done on offline device: query device state and delete device. Deletion will clear data on WDTIME but will not influence data on device.

V. Access Control (ACCESS)

5.1 Operation procedure

For first-time use, it is suggested to configure and operate following the sequence:



5.2 Authorize

Authorization is the process to issue the personnel information and photos from WDTIME to device, set passing permissions and time periods of personnel on the device, thus establish and manage the Personnel - Device corresponding relation.

5.2.1 Expiry date

The date interval that personnel can be recognized by the device. For example, set the expiry date as 12/12~12/25, then this person can be recognized by the device only within this date period.

5.2.2 Access time

The time interval that personnel can be recognized by the device. For example, set the accesst time as 9:00~18:00, then this person can be recognized by the device only within this time period.

5.2.3 Permissions

1. Face permission:

Users can pass the device authentication via their faces. It is required to authorize user information

and registration photos to the device. Enable Face recognition mode in device configuration.

Face recognition function is divided into Multi-user recognition and Single-user recognition. Multi-user recognition supports tracking 5 users meanwhile. The device will detect eligible faces and put frames to recognize. Single-user recognition only detects the maximum face within the screen and recognize.

2. Card permission:

Users can swipe the card on specific area to pass authentication. It is required to equip the device with IC card reader module and the user information containing card number. Enable Card recognition mode in device configuration.

3. Face&Card-in-one permission:

Users can swipe the card on specific area to pass authentication as well as apply faces to pass. It is required to equip the device with IC card reader module and the user information containing card number. Enable Face&Card-in-one mode in device configuration.

4. Password permission:

Users can input password to pass authentication. The device is required to open the door with password.

5.3 Remove

Remove is to delete all information and photos of some user from authorized device. After deletion, this user will not be recognized by the authorized device any more. Click **Batch remove** to delete information and photos of multiple users from authorized device.

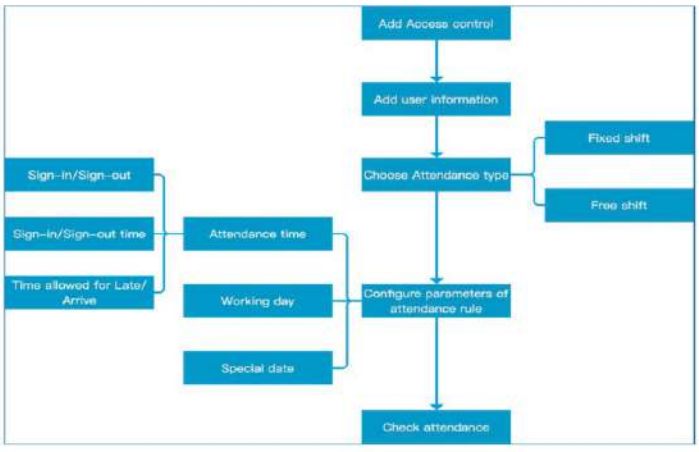
IV. Recognition Records (RECOGNITION RECORDS)

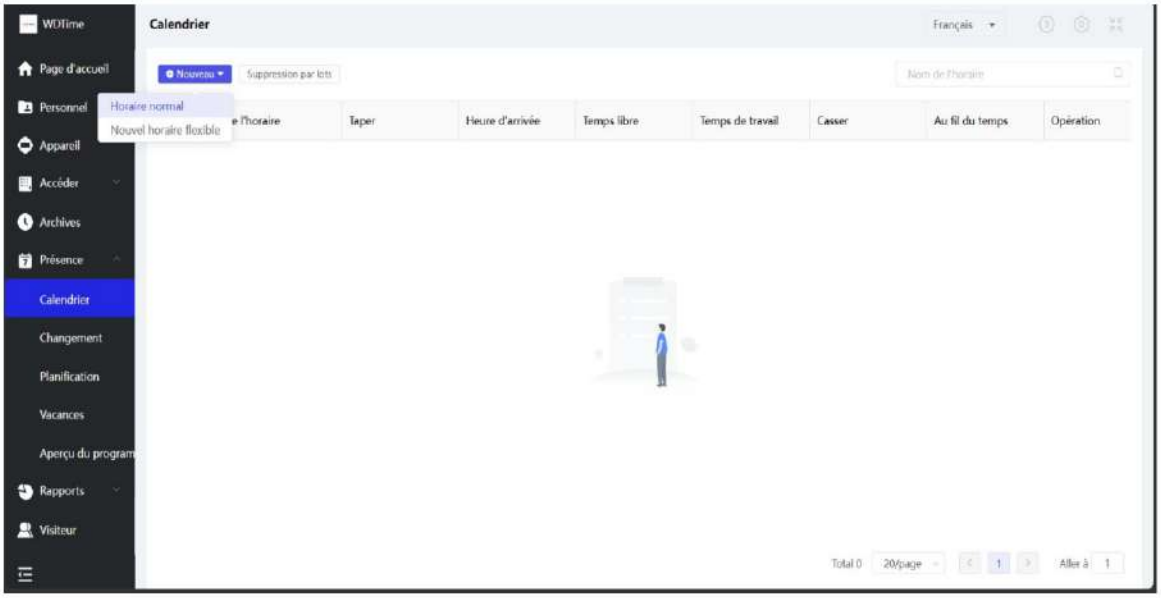
Recognition records is used to display all recognition records generated on the device. Specific recognition information can be checked here, including captured photos, recognized users, device name, temperature value, temperature state, comparison results, recognition time, etc., as all data can be exported in form of Excel file.

VII. Attendance Management (ATTENDANCE)

7.1 Operation procedure

For first-time use, it is suggested to configure and operate following the sequence:





7.2 Type of attendance rule

Can choose different types of attendance rules according as needed (fixed shift/free shift). Once the attendance rule is added, it cannot be modified.

7.2.1 Fixed shift

Attendance time of each employee within the rule is the same and is fixed. For example: 9 a.m. to 18 p.m. from Monday to Friday, or 5 working days per week. This shift is applicable to government and public institutions, industries like IT and schools.

7.2.2 Free shift

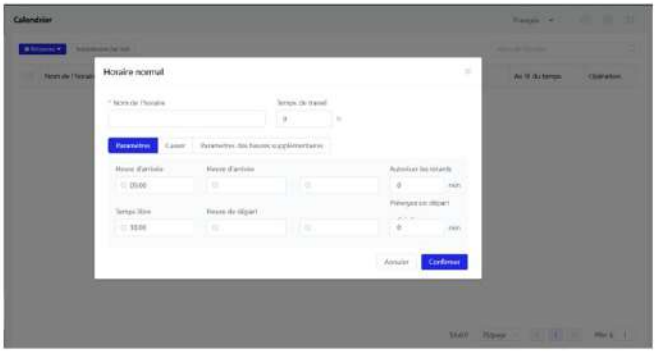
Attendance time is flexible, which will be counted on the basis of recording working hours. For example: Office hours: random 8 working hours from 8 a.m. to 12 p.m..

7.3 Parameters of attendance rule

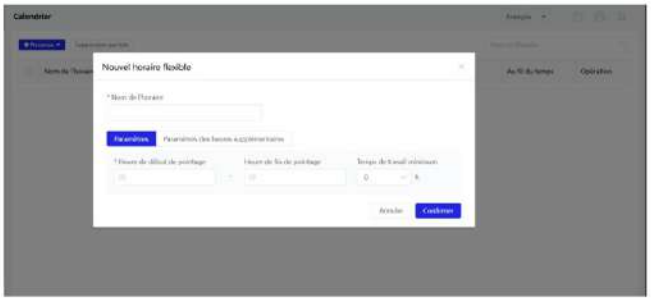
7.3.1 Period of attendance time

This setting is used to stipulate the the clock time of on-duty/off work, and for the later statistics

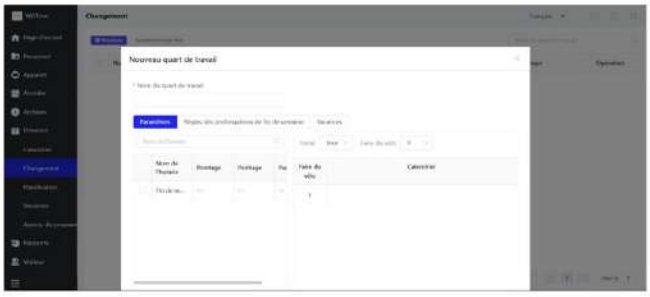
This window allows you to create a normal work schedule. Enter the schedule name, working duration, and start and end times, for example, 9:00 AM to 6:00 PM. Then configure the clock-in and clock-out time ranges, allowances for late arrivals and early departures, breaks, and overtime settings. Click "Confirm" to save.



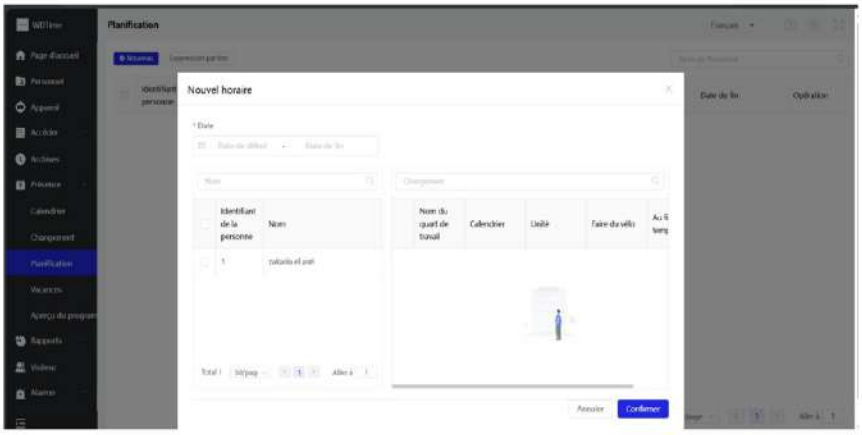
This window allows you to create a flexible work schedule. Enter the schedule name, set the start and end of the clocking period, and specify the minimum required working hours. Configure overtime settings if needed, then click “Confirm” to save.



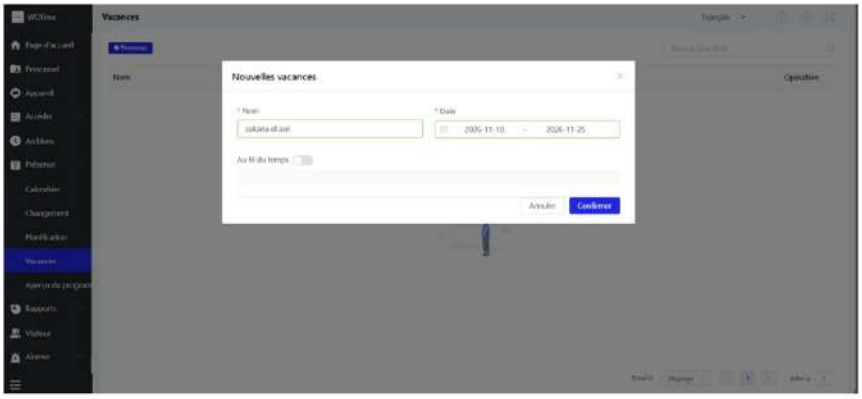
This window allows you to create a new work shift. Enter the shift name, select the work schedules, and define the cycle unit and length. Assign schedules to the corresponding days, then configure weekend overtime rules and holidays as needed.



This window allows you to assign a work shift to employees. Select the start and end dates, choose the employees from the list on the left, and select the shift on the right. Click “Confirm” to save the assignment.



This window allows you to create a holiday period. Enter a name, select the start and end dates, and enable overtime if required. Click “Confirm” to save.

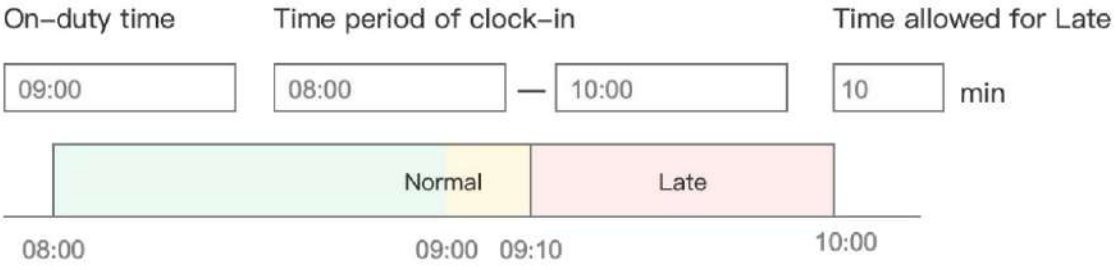


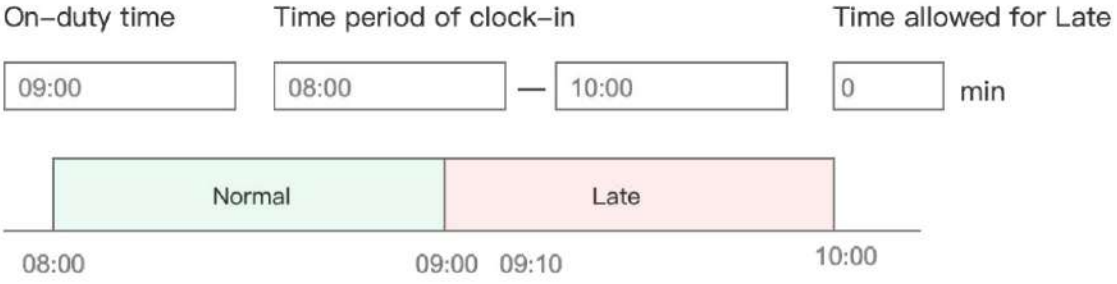
of attendance reports. Each period includes time of on-duty/off-work and period of clock-in/clock-out. Choose whether to allow Late/Leave early according to the need. At most 3 periods of attendance can be set. The period can be set across 2 days but cannot exceed 24 hours.

After complete the setting, if there are recognition records generated from the start time of clock-in period to the end of on-duty time, it will be deemed as Normal. If there are recognition records generated from on-duty time to the end time of clock-in period, it will be deemed as Late arrival (the rule is the same when applied to off-work situation).

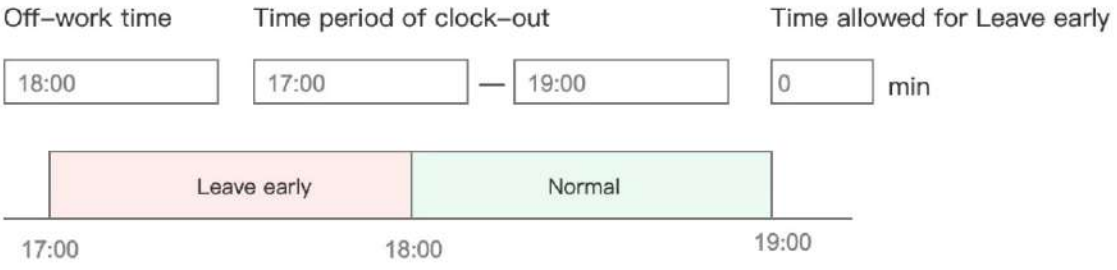
Attention:

1. If there are no recognition records generated during the period of clock-in time, it will be deemed as Not clock-in (the rule is the same when applied to off-work situation).









7.3.2 Working day

Working days and Non-working days can be distinguished here. Weekend time in different countries or regions is different, working time in different industries is also different, for example, some libraries and swimming pools are closed on Monday, then Monday will be set as the non-working day. Working hours can be configured flexibly via setting working days.

7.3.3 Special date

Can make slight adjustment on attendance rules. When overtime/time shift is required due to incidents, special dates can be set then. Set some day as Must clock-in or No clock-in, then the attendance rule for special date can be partly adjusted without influencing or modifying the whole rule.

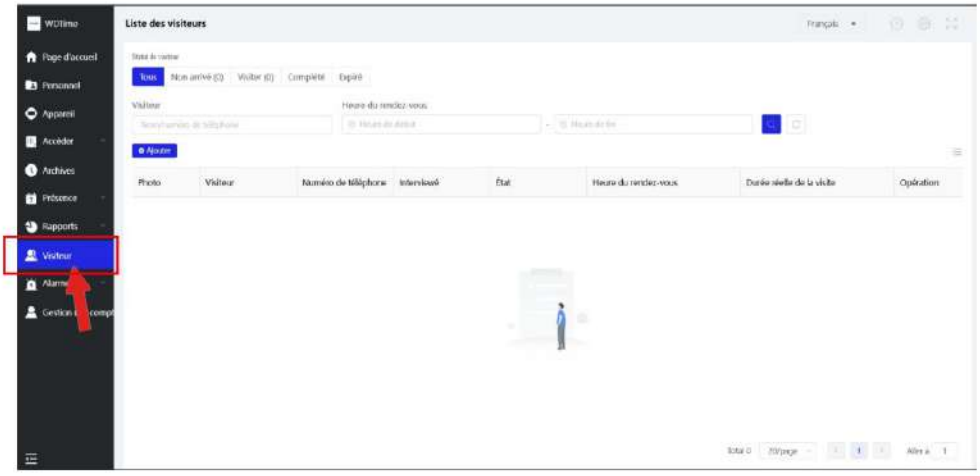
7.4 Attendance report

Check attendance-related reports on **Statistics report** after successfully setting attendance rules. There are 4 types: Original records, Attendance details, Summary reports and Abnormal reports.

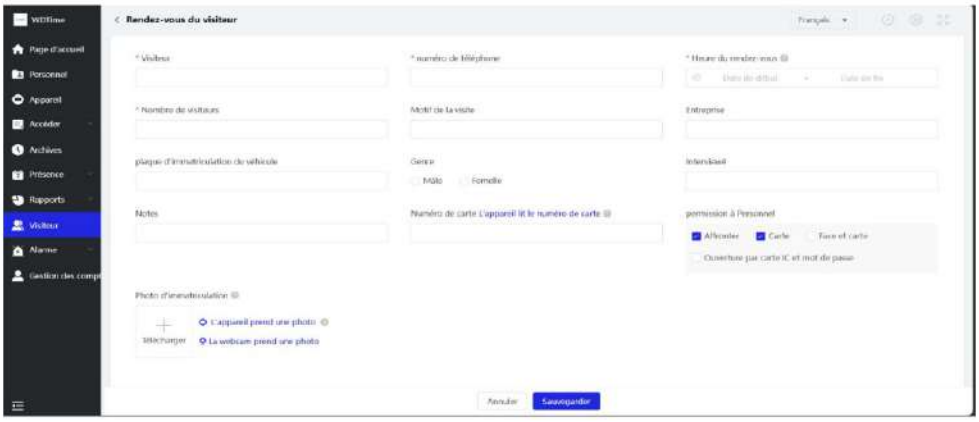
VIII. Visitor Management (VISITOR)

8.1 Operation procedure

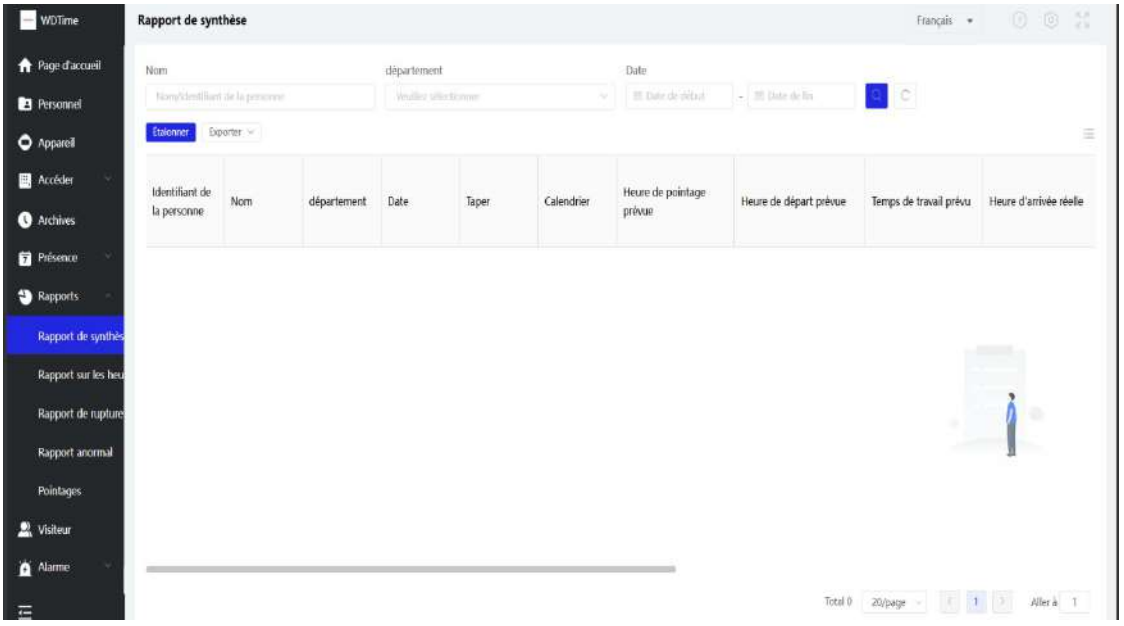
For first-time use, it is suggested to configure and operate following the sequence:



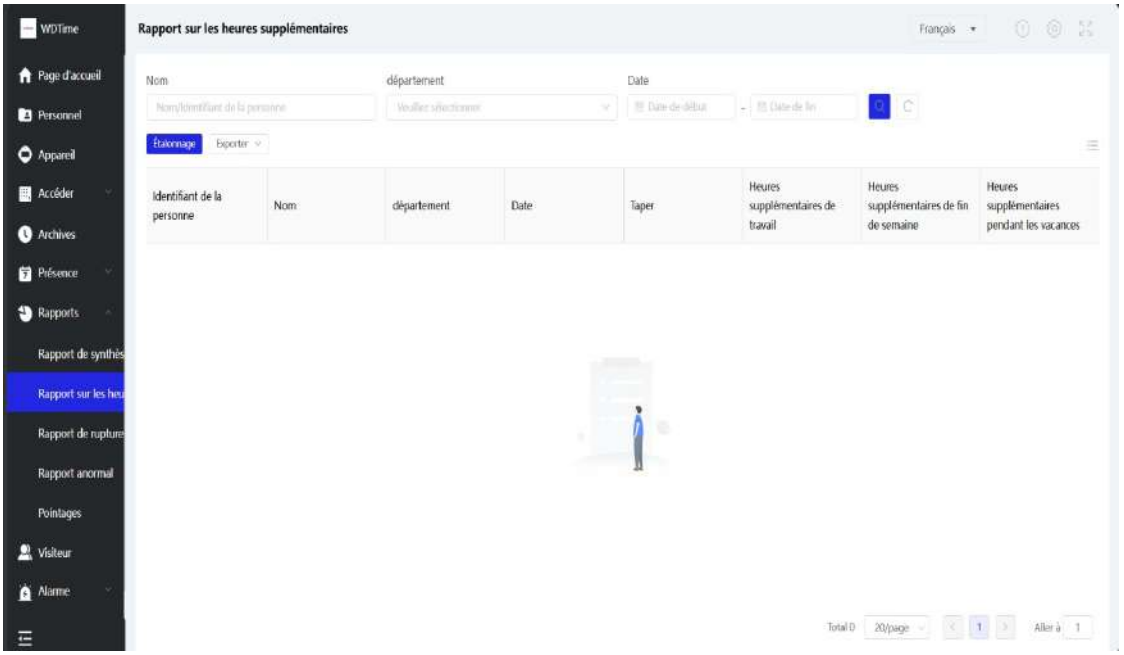
This page allows you to schedule a visitor appointment. Enter the visitor's name, phone number, visit dates and times, and number of visitors. Add the purpose of the visit, company, host, and vehicle registration if needed. Upload or capture a photo, enter a card number, and select the access authentication methods. Click "Save" to register the appointment.



This page displays the attendance summary report. Filter by employee name or ID, department, and date range, then click “Search” to view the results. The table shows scheduled working hours and actual attendance times. Click “Export” to download the report.

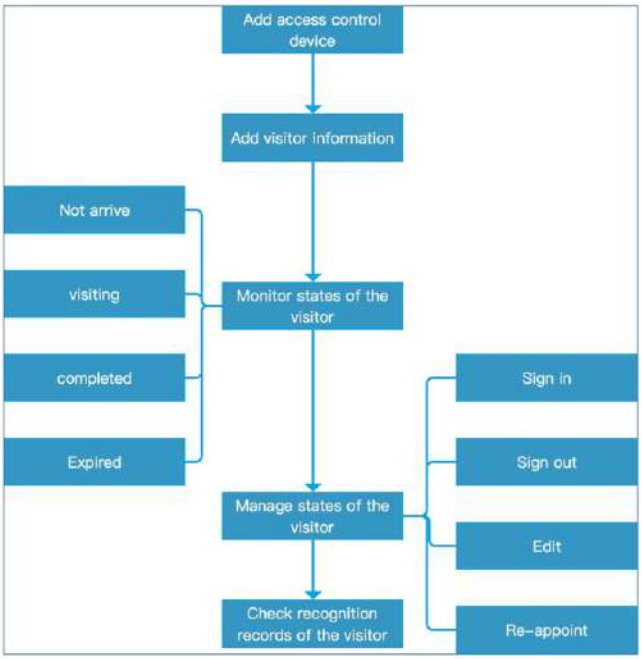


This page displays the overtime report. Filter by employee name or ID, department, and date range, then click “Search” to view overtime hours for regular workdays, weekends, and holidays. Click “Export” to download the report.



The break report. Filter by employee name or ID, department, and date range, then click “Search” to view scheduled breaks, actual start and end times, break duration, and status. Click “Export” to download the report.

The break report. Filter by employee name or ID, department, and date range, then click "Search" to view scheduled breaks, actual start and end times, break duration, and status. Click "Export" to download the report.



8.2 Monitor states of the visitor

There are 4 kinds of states of visitors: Not arrive, On a visit, Ended and Expired. **Not arrive**: visitor information has been registered, but current time is earlier than visiting time. If current time is within the time period of visiting, and recognition record of the visitor is generated on the device, then the state will be auto updated to **On a visit**. If current time is later than the end time of visiting, then the state will be auto updated to **Ended**. If current time is later than the end time of visiting, and there is no recognition record generated during stipulated time period, then the state will be changed to **Expired**.

Attention:

1. During the time period of non-visiting, the device will prompt "No permission" when the visitor try to pass the recognition.

8.3Manage states of the visitor

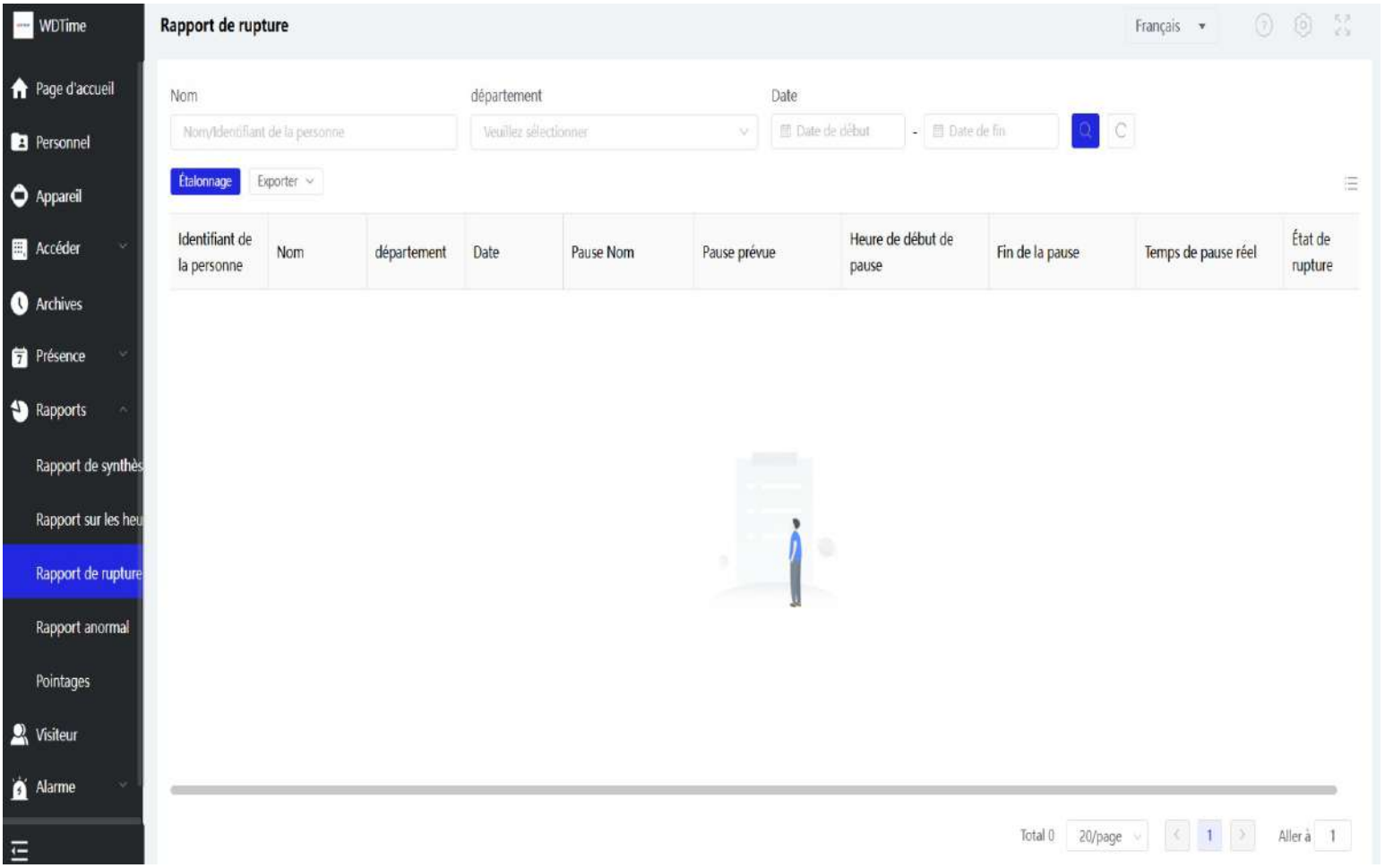
If the visitor has not been recognized by the device due to some special reasons, the visiting state on WDTIME will be inconsistent with actual state, then you can manually sign in/sign out to modify the visitor state. The visitor state will be updated to **On a visit** after manually sign in. The visitor state will be updated to **Ended** after manually sign out. In addition, to make another appointment for previous visitor, you can quickly import previously-enrolled visitor information via **Re-appoint**.

IX. Statistics Report (REPORT)

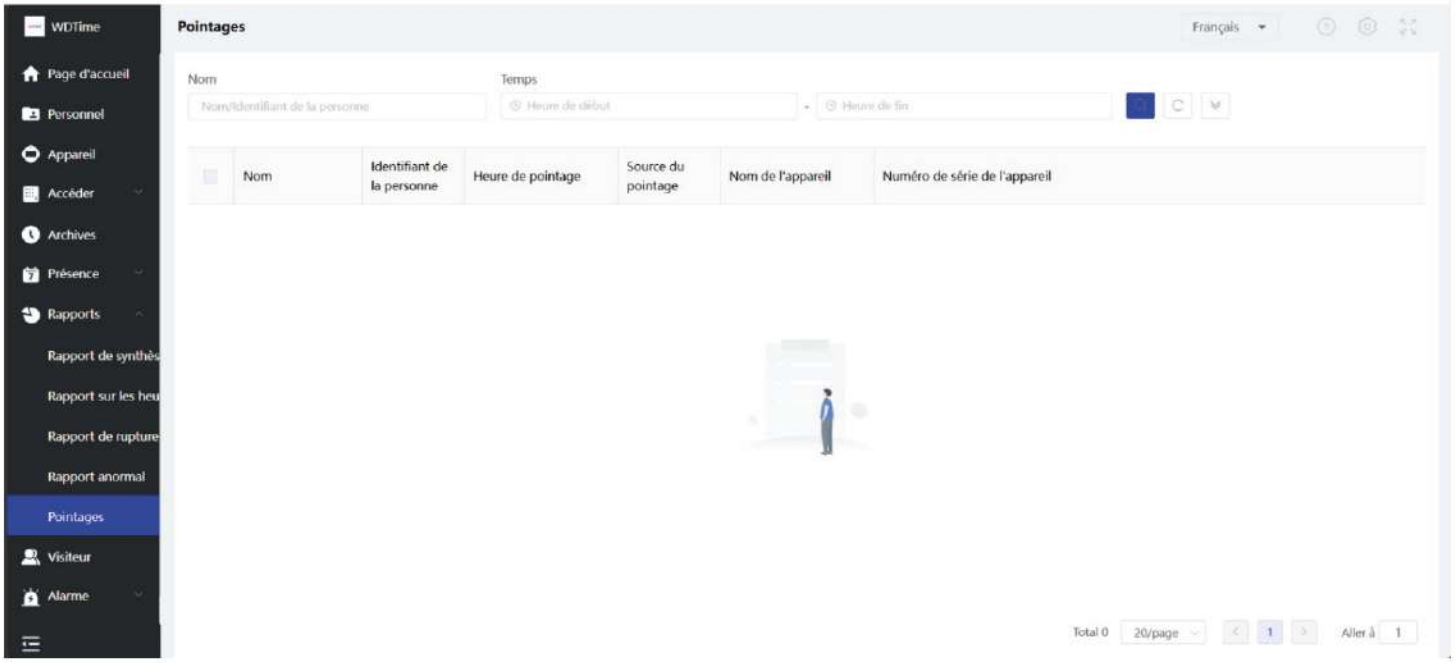
Currently, Original records, Attendance details, Summary reports and Abnormal reports are available. All reports can be exported in format of Excel files.

Original records are used to check all recognition records of attendance personnel generated on the device. Attendance details are used to check the time and results of attendance personnel in each time period of attendance. Summary report is used to check Normal days/Abnormal days/Absent days and Standard/Actual working hours of attendance personnel in each time period of attendance. Abnormal report is used to check times of Late/Leave early, time duration of Late/Leave early and absent days of attendance personnel in each time period of attendance.

The break report. Filter by employee name or ID, department, and date range, then click “Search” to view scheduled breaks, actual start and end times, break duration, and status. Click “Export” to download the report.



Employee clocking records. Filter by employee name or ID and time range, then click “Search” to view the results. Each record shows the employee’s name,ID, clocking time, source, device name, and device serial number.

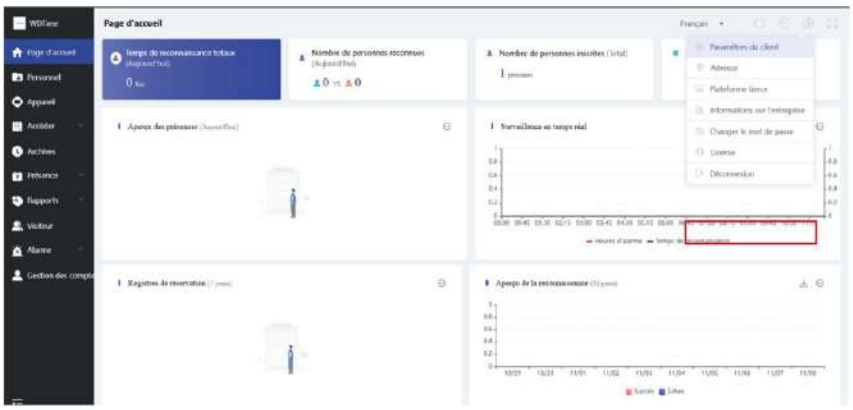


X. WDTIME Settings (Settings)

10.1 System

Can set global parameters of the WDTIME system here. Check or switch current network card address of WDTIME, and set firewall whitelist and public network IP.

Can check operation logs of WDTIME here, which provides data foundation for tracing and positioning issues.



10.2 Tool kit

The Tool kit can be divided into 2 categories: Access control and Database. Access control mainly focuses on the data sync issues between devices and WDTIME. Database is used to fix the data sync issues between multiple WDTIME accounts.

10.2.1 Access control

As the device storage capacity is limited, if data on device exceeds the maximum capacity, you can back up personnel information and recognition records on the device to WDTIME to spare some storage space. After completing the backup, backed up content and specific recognition results can be checked. Also, click Sync button on backup list to sync the backed up data this time to WDTIME or other devices.



Also, personnel information and recognition records on the device can be synced to WDTIME, or synced to another device. After completing the sync, synced content and specific sync results can be checked.

10.2.2 Database

It is suggested to routinely back up the database, to cope with incidents that may occur during the use procedure, such as system crash, artificial damage, disk damage, etc. To switch the server of WDTIME for special reasons , you can backup the old database of WDTIME and then import the backup data to new WDTIME, to realize the database sync of old and new WDTIME.

