

# Facelook Insight

## User's Manual



# Contents

- 1. Introduction..... 3
- 2. Connection ..... 4
  - 2.1. Monitor..... 4
  - 2.2. IP Address for Server..... 4
  - 2.3. IP Address for Devices ..... 5
  - 2.4. Local Area Network..... 5
- 3. Operation..... 6
  - 3.1. Login..... 6
  - 3.2. Dashboard ..... 7
  - 3.3. Managed Devices ..... 9
  - 3.4. Staff ..... 11
  - 3.5. Tracking ..... 15
  - 3.6. Work Hours..... 16
  - 3.7. Notifications ..... 19
  - 3.8. Settings..... 20

# 1. Introduction

Facelook Insight is a powerful system that manages all units of Facelook X1's and serves all devices as a server.

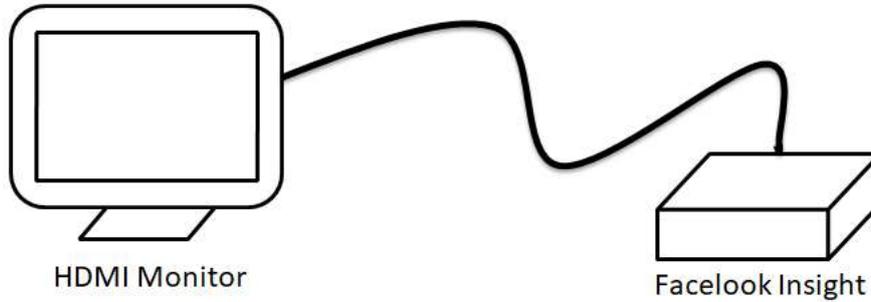
When the devices are connected to the server, all the devices automatically send access records to server immediately after recognizing faces. With the access data on server, administrators are able to manage all the devices, edit personnel data, search any abnormal body temperature persons, preview overall device status, check attendance report or send attendance data to designated administrators' emails.

Facelook Insight is especially suitable for enterprise administrators that install many units of Facelook X1's and efficiently manage person access records for attendance.

## 2. Connection

### 2.1 Monitor

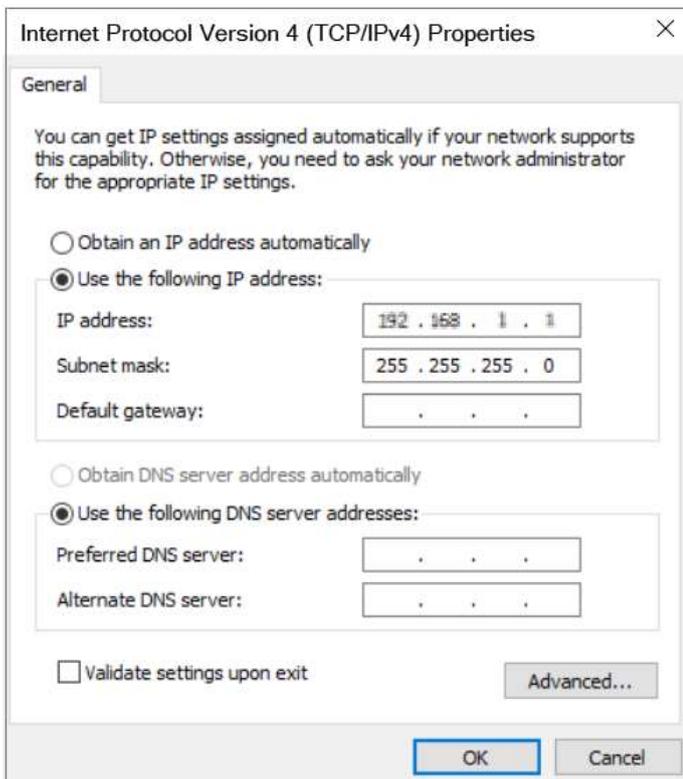
To see the information shown from server, connect an HDMI monitor on server. For fast control and data input, connecting a mouse and keyboard can be help.



For the first connection of monitor, press Windows key  +  to switch display output to external display.

### 2.2 IP Address for Server

Assign an IP address for server, so the server is able to be logged-in for operation and be connected by devices. Enter "TCP/IPv4" on server to set an IP address.

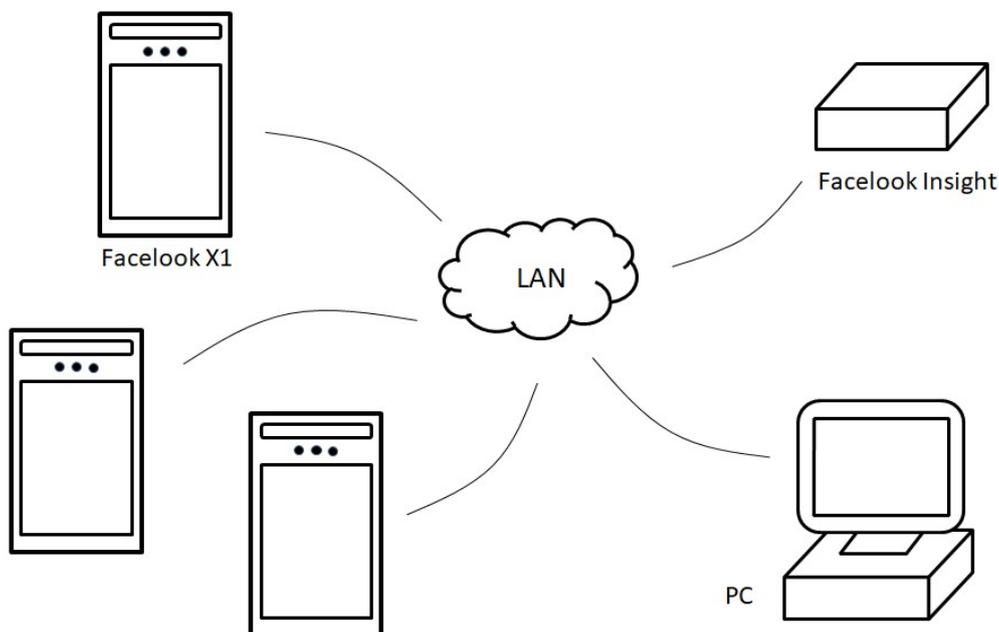


## 2.3 IP Address for Devices

In order to correctly manage all devices, it is recommended to specify an IP address for each device. Login each device and set an IP address at Network Settings page.

## 2.4 Local Area Network

The devices and server are applicable to local area network (LAN) only. Connect the server and all the devices in the local area network through Ethernet ports. The server can be controlled through a remote PC by server IP address as well.



## 3. Operation

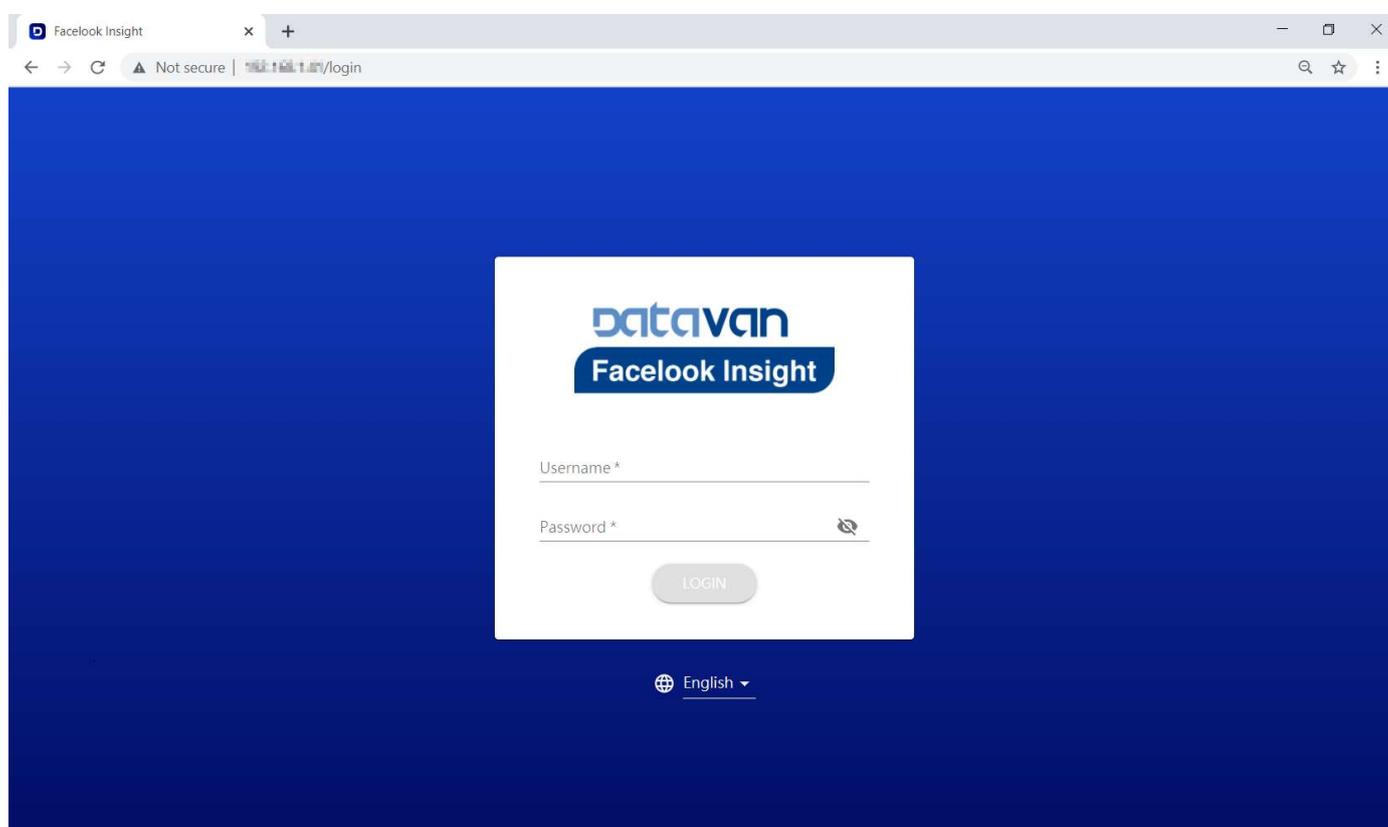
### 3.1 Login

Find a PC that connected on the same local area network as server. Open web browser and input server IP address on URL column to enter login page.

The user name and password are identical to the settings in device. The default user name and password for device are:

User name: admin

Password: admin345



**Note.**

It is recommended to use **Google Chrome** for web browser in order to correctly show the server operation pages.

**Note.**

For the first use of server, firstly add all the connected devices to server after login. Refer to “ADD DEVICE” in chapter “Managed Devices” for details.

## 3.2 Dashboard

In dashboard, it shows general information devices and attendance information.

The dashboard interface for 'Facelook Insight' includes a navigation menu on the left with options: Dashboard, Managed Devices, Staff, Trackings, Work Hours, Notifications, and Settings. The main content area is divided into three sections:

- Staff and Visitor Log:** A calendar for October 2020 with 'Tue, Oct 13' highlighted. The calendar shows dates from 1 to 31.
- Managed Devices:** A donut chart showing device status. A green segment represents 1 online device, and a red segment represents 4 offline devices. The total is 5 managed devices (1 / 5).
- Staff Attendance Summary on Oct 12:** A summary card showing 'Present' at 0.93% (1 / 108). It includes a 'TIME CLOCK' section with 'Late Clock In' and 'Early Clock Out' for a user named Stanley at 14:40. Other sections for 'ATTENDED HOURS' and 'TEMPERATURE' are visible but empty. A 'Rows per page' dropdown is set to 5.

The Datavan logo and version 4.12.0 are visible in the bottom left corner of the dashboard.

### [Staff and Visitor Log]

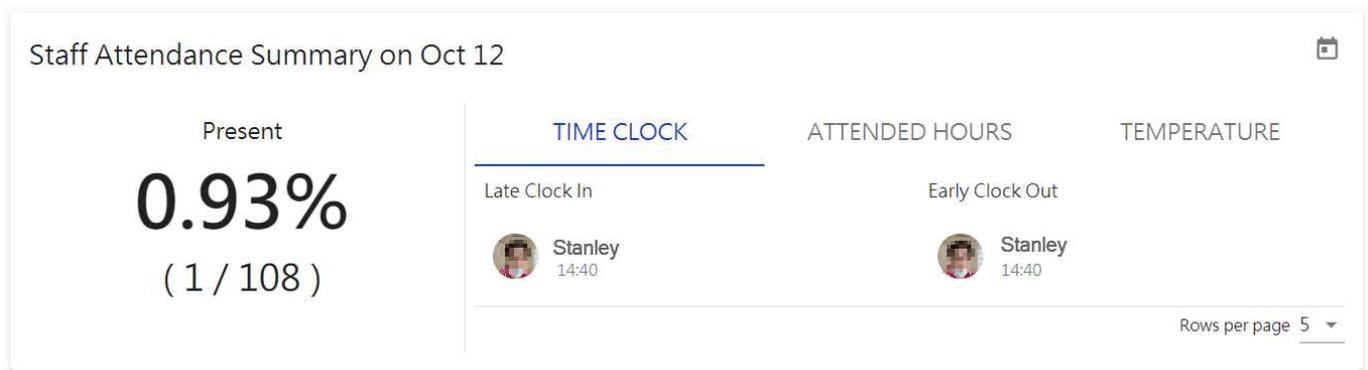
Click a date in calendar to show all the access record for this date. Refer to chapter "Tracking" for detailed operations.

### [Managed Devices]

It shows the numbers for online and offline devices. Green is for online and red is for offline.

## [Check Attendance Status]

Click calendar icon  to select specific date for checking attendance status.



## [Staff Attendance Summary on Date]

It shows the attendance percentage for the date selected.

## [TIME CLOCK]

It lists the persons that are late clock-in or early clock-in for attendance.

## [ATTENDED HOURS]

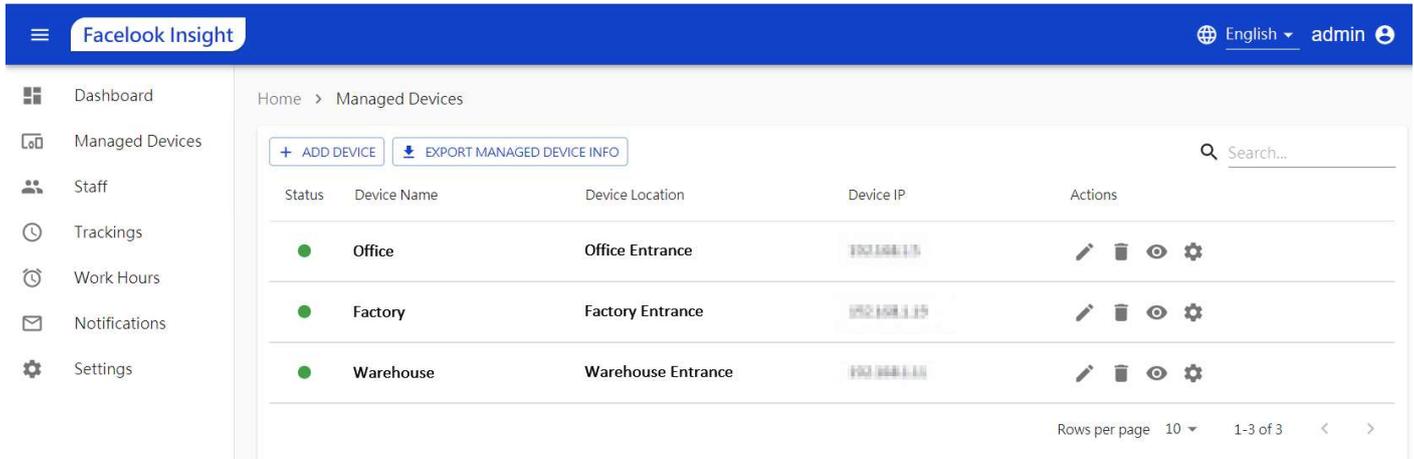
It lists the persons that are short of attendance hours.

## [TEMPERATURE]

It lists the persons that are temperature abnormal.

### 3.3 Managed Devices

All the connected devices can be edited, deleted or checked. The devices that online are shown in green and offline are shown in red.



#### [Search...]

Input any keyword for “Device Name”, “Device Location” or “Device IP”, the related device can be searched and shown.

#### [Actions]

Each device can be edited, deleted or configured.



Click icon “pen” to edit the device.

Click icon “bin” to delete the device.

Click icon “eye” to show device ID, MAC address and firmware version for device.

Click icon “gear” to login device for configuration.

### [ADD DEVICE]

Click “ADD DEVICE” to add new device. Fill the information for the device. The password is the one for login device.

✕
Add Device

Device Name\*  
 Device A  


---

 8 / 100

Device Location\*  
 Main Entrance  


---

 13 / 100

Device IP\*  
 192.168.1.124  


---

Device Password\*  
 .....  


---


START CONNECTING

✓ Connection Successful


SAVE

Import Device Data
?

After filling the information, click “START CONNECTING” to connect the device. If connection is successfully, tick “Import Device Data” and click “SAVE” to finish. When tick “Import Device Data” the person data can be transferred to server. If the connection is failed, check the device IP and password and connecting again.

Click the “X” on blue “X Add Device” to close the dialogue box if give up adding device.

### [EXPORT MANAGED DEVICE INFO]

Click the icon to export the information for all devices as a file, “device.csv” which can be found in folder, “Downloads”, on a local PC.

### 3.4 Staff

All the registered persons are listed and the person data can also be edited or deleted. After the data revision, the person data in all devices can also be updated as well.

Home > Staff

+ REGISTER NEW   BATCH REGISTRATION   EDIT COLUMN TITLE   Search...

Photo	Name	Phone number	Employee ID	National ID	Access Expire Date	Registration Date	Permitted Access Points	Actions
	Alice		9914		2020-11-18	2020-09-22 10:13:29	Office	
	Brian		9913		2020-11-18	2020-09-22 10:11:07	Office	
	Carry		9912		2020-10-31	2020-09-22 10:10:22	Office	
	Ellie		9911		2020-09-22	2020-09-21 09:16:40	Office	
	Frank		9910		2020-09-22	2020-09-21 09:13:18	Office	
	Grace		2013		Permanent	2020-08-03 17:42:14	Office   Factory   House	
	Helen		1605		2020-09-30	2020-07-23 23:58:24	Office   Factory	
	Iris		2012		Permanent	2020-07-20 17:49:17	Office   Factory	

#### [Operations]

The system provides additional operations.



#### [Search...]

Input any keyword for “Name”, “Employee ID” or “Permitted Access Points”, the related persons can be searched and shown.

#### [Display Options]

Click the icon “bars” to select or unselect the items for information to show on screen.

#### [Actions]

Each person’s data can be edited or deleted.



Click icon “pen” to edit the person data.

Click icon “bin” to delete the person.

**[Export results]**

Click blue down arrow at lower-right corner to export the all or searched persons listed on screen as a file, “persons.csv”, which can be found in folder “Downloads” on local PC.



**[REGISTER NEW]**

To register a new person, click “REGISTER NEW”. Click the big “+” at the top to select a picture. Fill the information in each column. Picture and the column marked “\*” are compulsory. For specific access period, disable “Permanent” and click column “Access Expire Date” to select a valid date.

× Register New





Photo Entry Requirement Example  
Your full face must be visible, and the head covering must not cast any shadows on your face. Support file format: jpg

Name\*  
Mary  
4 / 64

---

Access Expire Date  Permanent

---

Employee ID  
9920  
4 / 64

---

Phone number  
0 / 20

---

National ID  
0 / 20

Click down arrow at most right of “Access Points” to select the permitted access points. Click “SAVE” to register the person.

☰ Access Points: 1 / 3
▲

Office Entrance

Factory Entrance

Warehouse Entrance

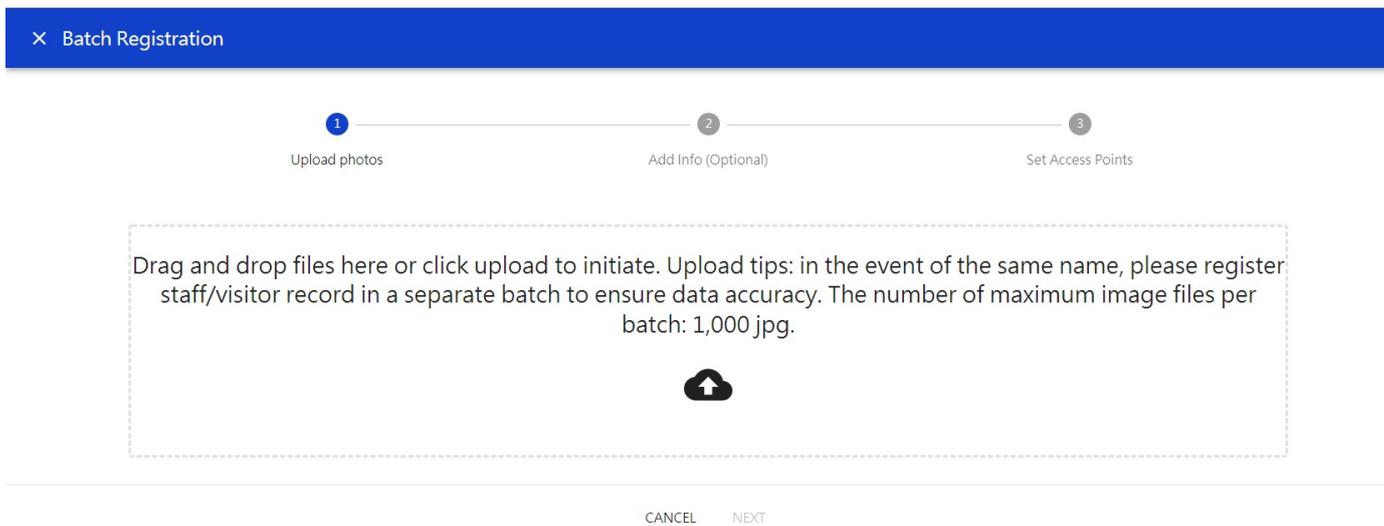
CANCEL SAVE

Click the “X” on blue “X Register New” to close the dialogue box if give up registration.

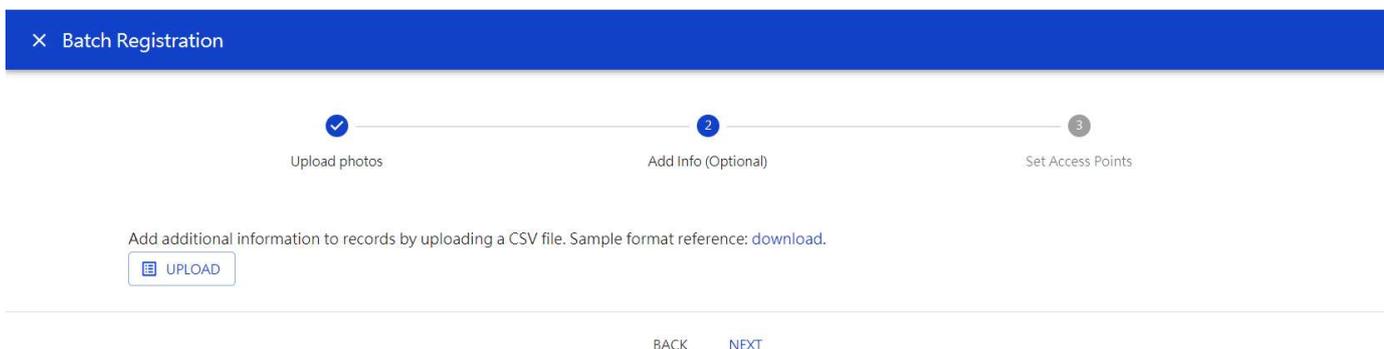
## [BATCH REGISTRATION]

The registration can be implemented by a batch of pictures.

Give each picture file name by each person's name. Click the black up arrow to select all pictures. After uploaded, the pictures are shown in preview area. The picture can also be deleted by clicking icon "bin" next to picture. When finished, click "NEXT" for next step.



If any other information to be registered, click "download" to download CSV file as sample format. Fill the CSV file and click "UPLOAD" to register additional information if any. The CSV file is optional. After finished, click "NEXT" for next step.



For specific access period, disable “Permanent” and click column “Access Expire Date” to select a valid date. In “Access Points”, select the permitted access points. Click “SAVE” to execute batch registration.

✕ Batch Registration

Access Expire Date Permanent

Access Points: 2 / 3

Office Entrance       Factory Entrance       Warehouse Entrance

BACK    SAVE

Click the “X” on blue “X Batch Registration” to close the dialogue box if give up registration.

**[EDIT COLUMN TITLE]**

The additional information marked “Remark” can be revised. Fill the names that meet the actual requirements.

Default Name	Nickname
Remark1	<input type="text"/> 0 / 32
Remark2	<input type="text"/> 0 / 32
Remark3	<input type="text"/> 0 / 32
Remark4	<input type="text"/> 0 / 32
Remark5	<input type="text"/> 0 / 32

CANCEL    SAVE

## 3.5 Tracking

Tracking provides the functionality for searching the access record depending conditions configured.

Home > Trackings

Starts Ends  Attendance Filter ⓘ Search...

Snapshot	Name	Access Points	Body Temperature	Face Masks	Time	Actions
	Alice	Office Entrance	36.4°C	N/A	2020-10-08 21:29:41	
	Carry	Office Entrance	36.8°C	N/A	2020-10-08 20:28:24	
	Eddie	Office Entrance	36.7°C	N/A	2020-10-08 20:27:51	
	Carry	Office Entrance	36.5°C	N/A	2020-10-08 20:26:37	

### [Start][End]

Set the specific period for access records to be searched. Click “Start” and “End” separately to select date -> hour -> minute. All the access records between “Start” and “End” will be shown on screen.

### [Attendance Filter]

After tick this option, the system will find out the earliest and the latest access record for each day and each person between the configured period of “Start” and “End”. This is especially for attendance purpose.

### [Search...]

Input any keyword for “Name”, “Access Point” or “Body Temperature”, the related access records can be searched and shown.

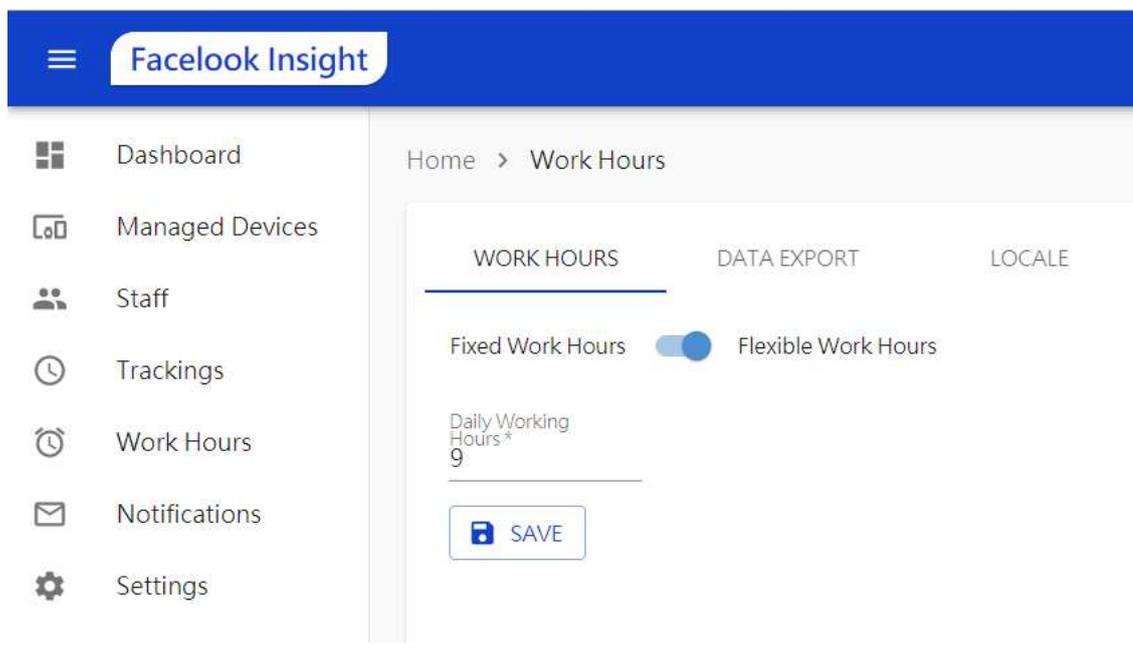
### [Export results]

Click blue down arrow at lower-right corner to export the all or searched persons listed on screen as a file, “access-logs.csv”, which can be found in folder “Downloads” on local PC.



### 3.6 Work Hours

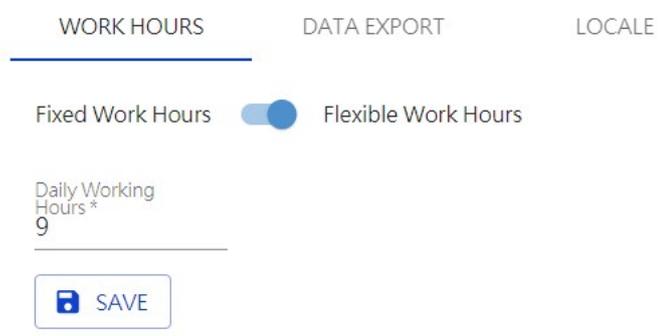
Work hours, data export format and data language can be configured.



#### [WORK HOURS]

##### -Fixed Work Hours

The default work hour is fixed work hour. This defines the hours between clock-in until clock-out for 1 day. Therefore the hours include break time. Click "SAVE" to confirm the configuration.



### -Flexible Work Hours

Disable the option to select flexible work hour. It defines the actual work hours for 1 day. Therefore, the defined break hours will be deducted. Set the time for “Clock In” and “Clock Out” and the time for “Break Start” and “Break End”. Click “SAVE” to confirm the configuration.

WORK HOURS
DATA EXPORT
LOCALE

Fixed Work Hours  Flexible Work Hours

Clock In 08:30	Clock Out 17:30
Break Starts 12:00	Break Ends 13:00

Daily Working Hours: 8

SAVE

### [DATA EXPORT]

#### -Set Auto-Export Schedule

Set the time to send access report automatically everyday to the designated email. Click to set the hour -> minute.

#### -Select Export Report Format

Select the format as CSV or TXT.

#### -Only Export Time Clock Records

Tick this option to filter the access record depending on the Work Hours.

#### -Notify me when body temperature screening records exceed the set threshold

Automatically send notification for the abnormal body temperature to the designated email which is configured by clicking “Settings”.

Click “SAVE” to confirm the configuration.

WORK HOURS
DATA EXPORT
LOCALE

Set Auto-Export Schedule  
00:00

Select Export Report Format (note: snapshots excluded)

CSV  TXT

Only Export Time Clock Records

Notify me when body temperature screening records exceed the set threshold. (Settings)

SAVE

## [LOCALE]

Set "Timezone" for server.

Set "Language of Export Report" for the export file.

Click "SAVE" to confirm the configuration.

WORK HOURS      DATA EXPORT      LOCALE

Timezone  
Asia/Taipei ▼

Language of Export Report  
English ▼

 SAVE

## 3.7 Notifications

The system is capable of sending attendance report to the designated administrator by email.

The screenshot shows the 'Facelook Insight' web application interface. The top navigation bar includes a menu icon, the application name 'Facelook Insight', a language dropdown set to 'English', and a user profile 'admin'. The left sidebar lists navigation options: Dashboard, Managed Devices, Staff, Trackings, Work Hours, Notifications, and Settings. The main content area is titled 'Home > Notifications' and contains a configuration form. The form has the following fields: 'Mail Server Hostname\*' (with a placeholder 'smtp.datavan.com.tr'), 'Port\*' (with a placeholder '1-65535'), 'Security Protocol' (a dropdown menu set to 'None'), 'Username\*' (with a placeholder 'admin'), 'Password\*' (a masked input field with a toggle icon), 'Sender\*' (with a placeholder 'admin@datavan.com.tr'), and 'Subject\*' (with a placeholder 'Attendance Report'). At the bottom of the form are two buttons: 'TEST' and 'SAVE'.

### [TEST]

Click "TEST" to send test email to the designated email.

### [SAVE]

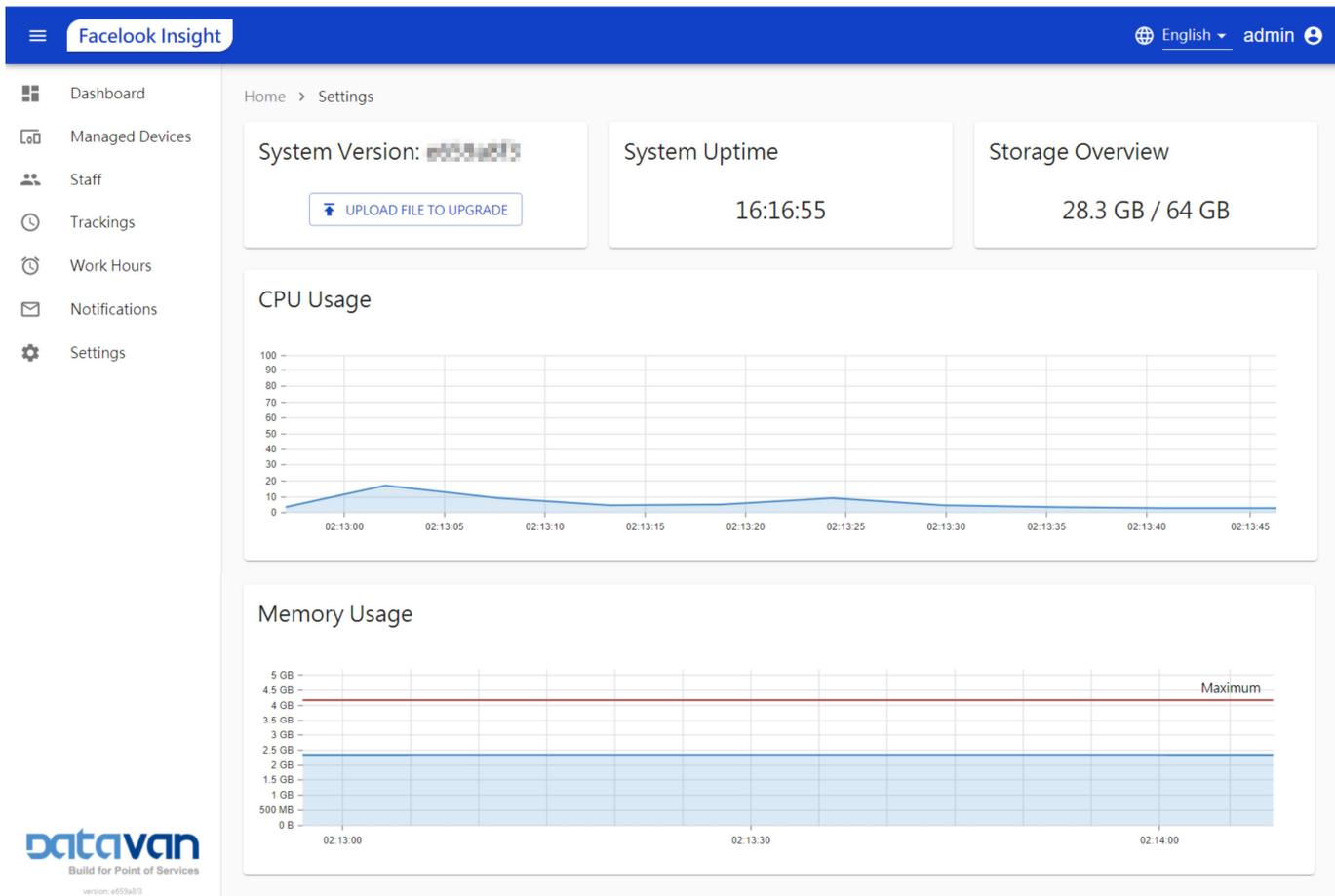
Click "SAVE" to save the configuration.

### Note.

For email server, port, security protocol and email account, consult the enterprise MIS administrator.

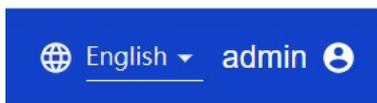
## 3.8 Settings

The system version and hardware status, including storage, CUP and memory, can be checked in “Settings”.



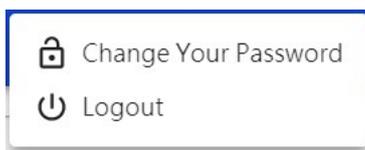
### [System Language]

Click language to select system display language.



### [Change Password]

Click the user name to change password or logout system.



### [UPLOAD FILE TO UPGRADE]

Click the icon to select system file in (.tar) to upgrade the system.

