

CrossChex Cloud

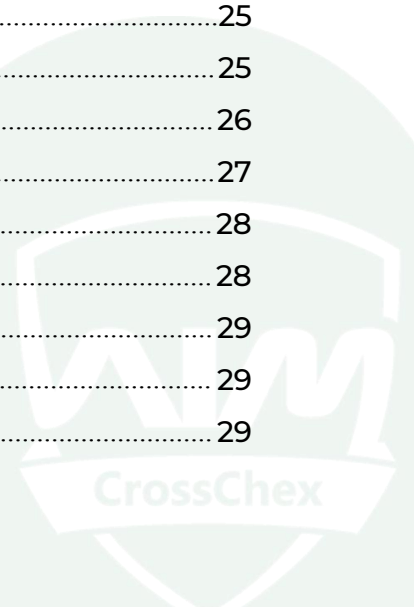
User Manual (V1.2)



CrossChex Cloud

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Welcome

Welcome to CrossChex Cloud!

This manual is designed to help you navigate your product. Whether you are a long-time user that just upgraded or implementing your company's first time and attendance software, this document is provided to answer any questions you may have.

If you have any questions, please contact our technical support team to: support @anviz.com.

About CrossChex Cloud

The CrossChex Cloud system is based on Amazon Web Server (AWS) and composed of hardware and applications to provide you with the best possible time and attendance and access control solution. The CrossChex Cloud provides you two server options

Worldwide Server: <https://us.crosschexcloud.com>

Asia-Pacific Server: <https://ap.crosschexcloud.com/>

European Server: <https://eu.crosschexcloud.com/>

Hardware

Remote Data Terminals are biometric recognition terminals that employees use to perform clock and access control operations. These terminals use Ethernet or WIFI to connect to CrossChex Cloud via the internet. The detail terminal module please refer to the website. [Click Here](#)

System Requirements

The CrossChex Cloud System has a specific set of requirements for the best performance.

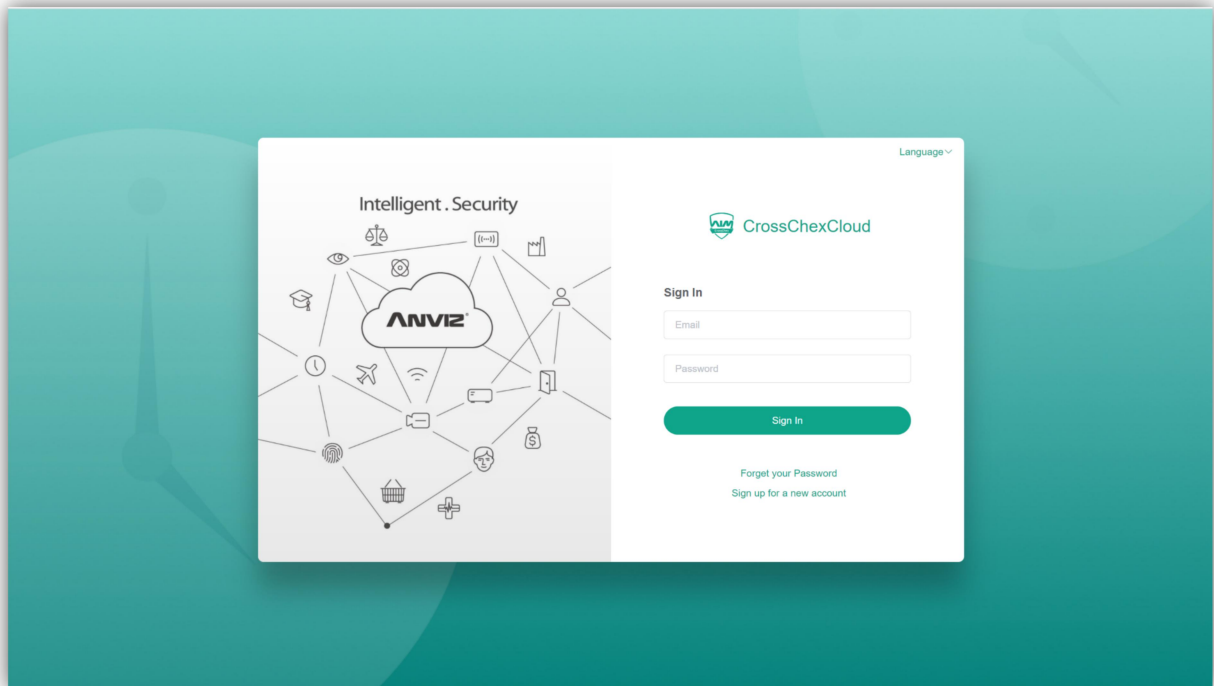
Browsers Version: Chrome 25 and above.

Resolution of at least 1600 x 900

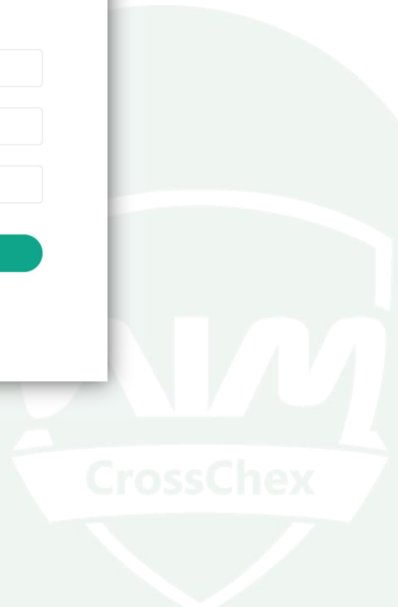
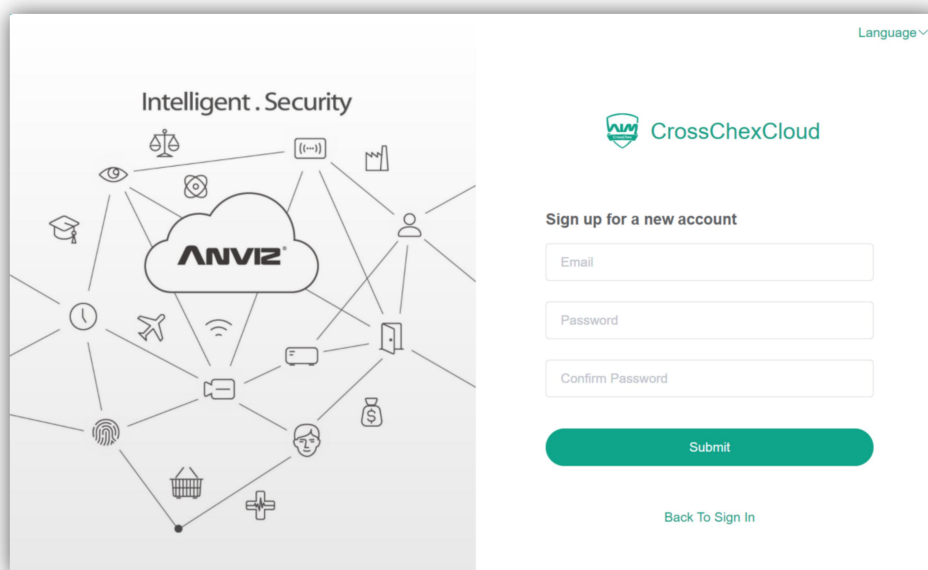


Create a CrossChex Cloud Account

En your web browser and visit <https://us.crosschexcloud.com> (Worldwide Server), <https://ap.crosschexcloud.com>(Asia-pacific Server) or <https://eu.corsschexcloud.com/>(European Server)to stating your CrossChex Cloud system.



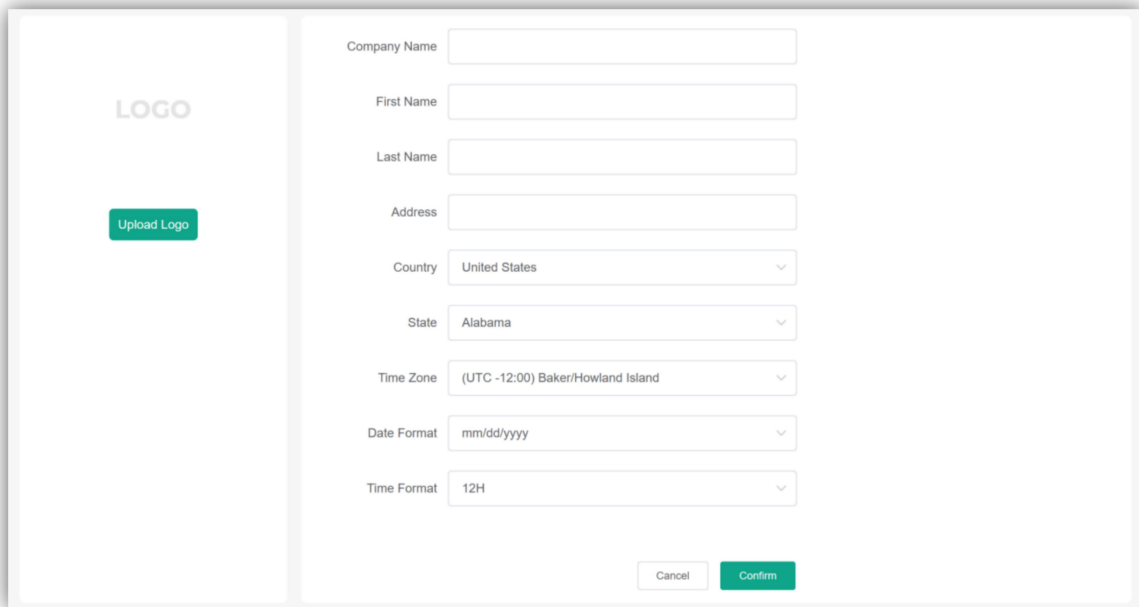
Click “Sign up for a new account” then follow the prompts to register a new account.



Getting Started

Now that you have created your cloud account, you are ready to start setting up your company data. The following steps will help you get started.

Step 1. Follow the prompts to setup Company information



The screenshot shows a web form for setting up company information. On the left side, there is a placeholder for a logo with the text "LOGO" and a green "Upload Logo" button. The main form area contains the following fields:

- Company Name:
- First Name:
- Last Name:
- Address:
- Country:
- State:
- Time Zone:
- Date Format:
- Time Format:

At the bottom right of the form, there are two buttons: "Cancel" and "Confirm".

Notice: Setup Time Zone will be the standard to synchronize date and time of the device connected with CrossChex Cloud system.

Step 2. Link the time clocks to your CrossChex Cloud Account. You can see the [Add Device Sections \(Page 36\)](#).

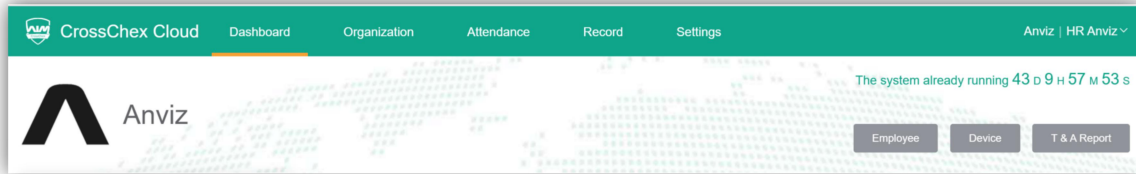
Step 3. Set up departments so that you can group employees together. For more information, see [Department \(Page 9\)](#)

Step 4. Add employees and assign them to departments. For more information, see [Employees \(Page 10\)](#).

If applicable, you can create shifts and schedules, enter holidays and perform other functions within the CrossChex Cloud system. For detailed information on each function, please continue reading the User Manual.



Home Page



Once you've logged into CrossChex Cloud, you will be greeted with several elements that will assist you in navigating the application and tracking your employee hours. The primary tools you will use to navigate CrossChex Cloud are:

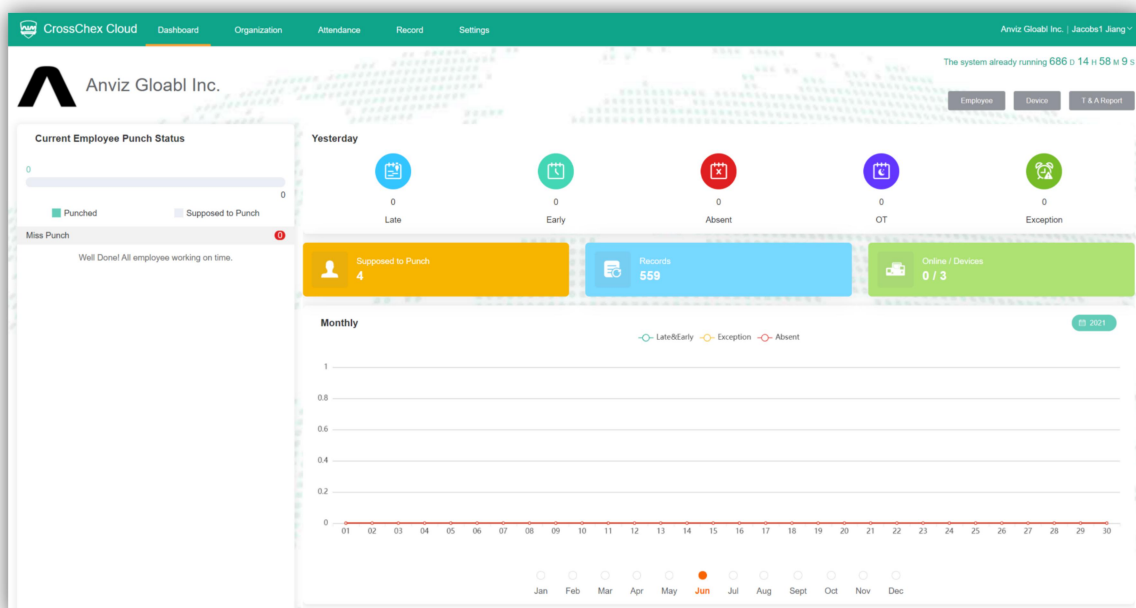
Cloud Account Basic Information: The top-right corner contains account information, Modify Account Password, Language Optional, Help Center, System log out and System running time.

The Menu Bar: This strip of options, beginning with the **Dashboard** icon, is the main menu within CrossChex Cloud. Click on any of the sections to view the various sub-menus and features contained within.

Shortcut Button: quick access to Employee/ Device / Report, sub-menus.

Dashboard

Log in to your cloud account and the **Dashboard** should display

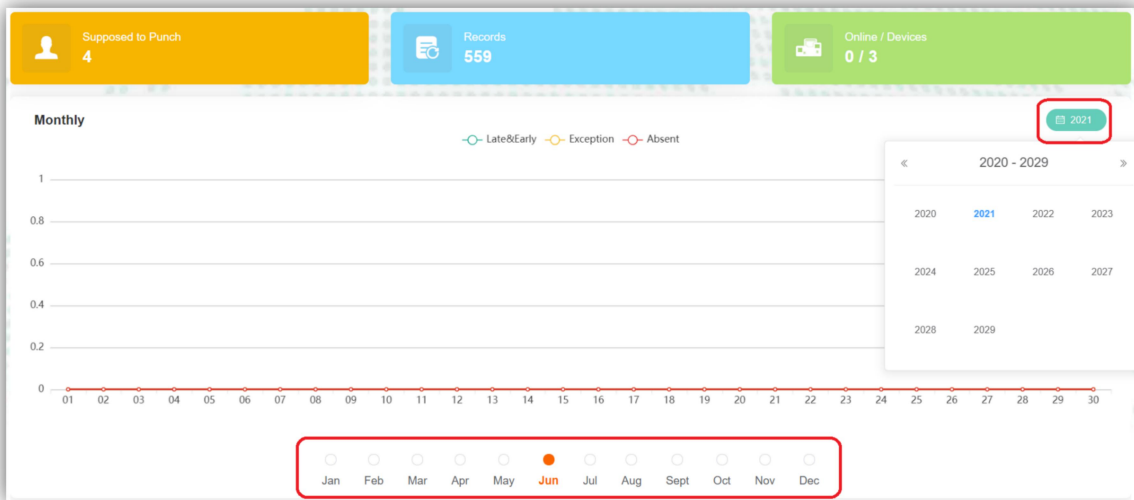


Dashboard On site Widget

Current Employee Punch Status (left side): Current day already punched in employees and number of employees supposed to punch.

Yesterday (Center): Total abnormal attendance status of yesterday.

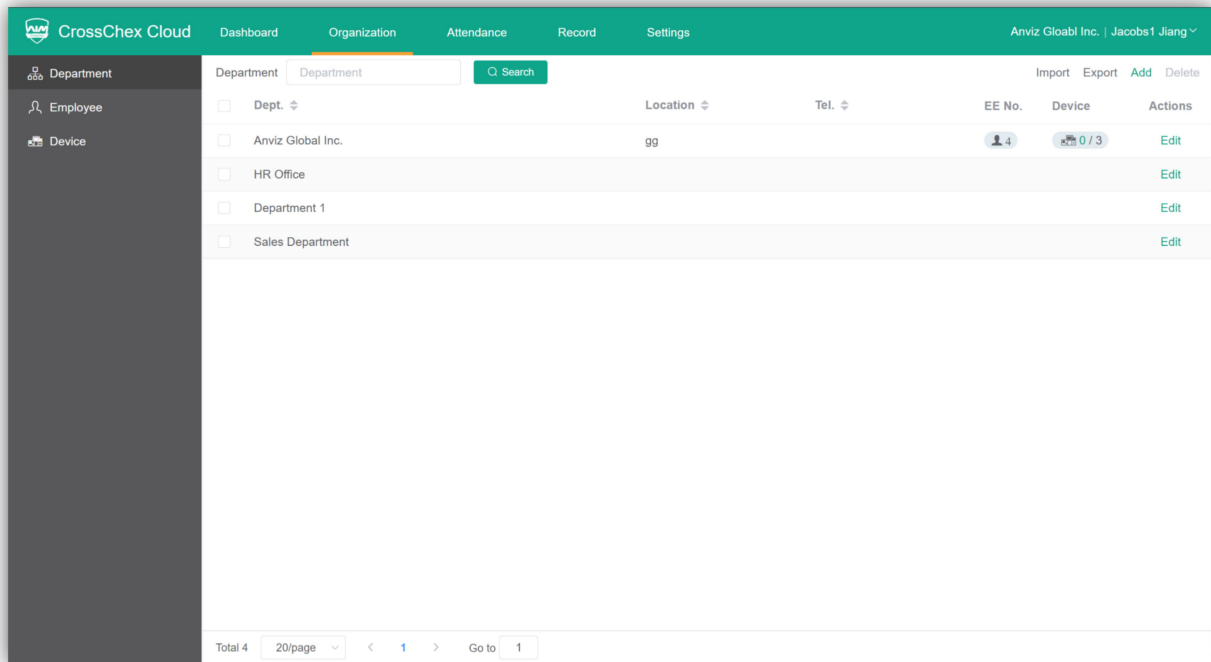
Monthly: Monthly time attendance data overview. You can switch the year by clicking on the calendar icon, and switch the month by clicking in its respective name.



Total: Number of employees supposed to punch, records and devices (Online/Offline) in the system.



Organization



The organization sub-menu is where you will set many of the global settings for your company. This menu allows users to:

Department: This option allows you to create a department in the system. After created department, you can select from a list of your departments.

Employee: You will add and edit employee information. It is also where to remote enroll employee's biometric template.

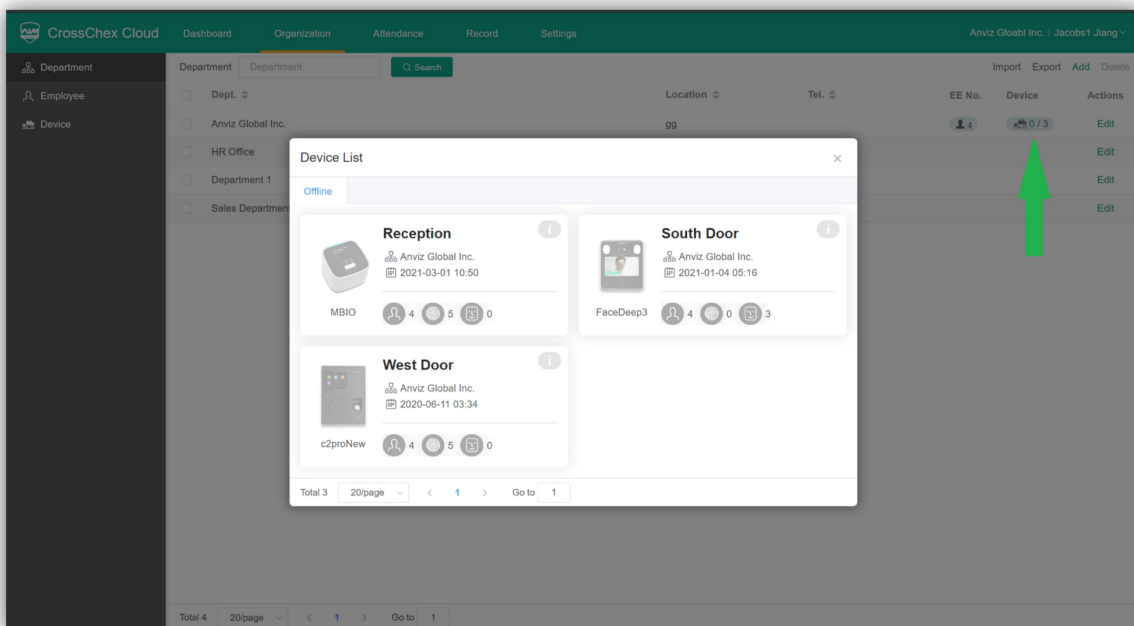
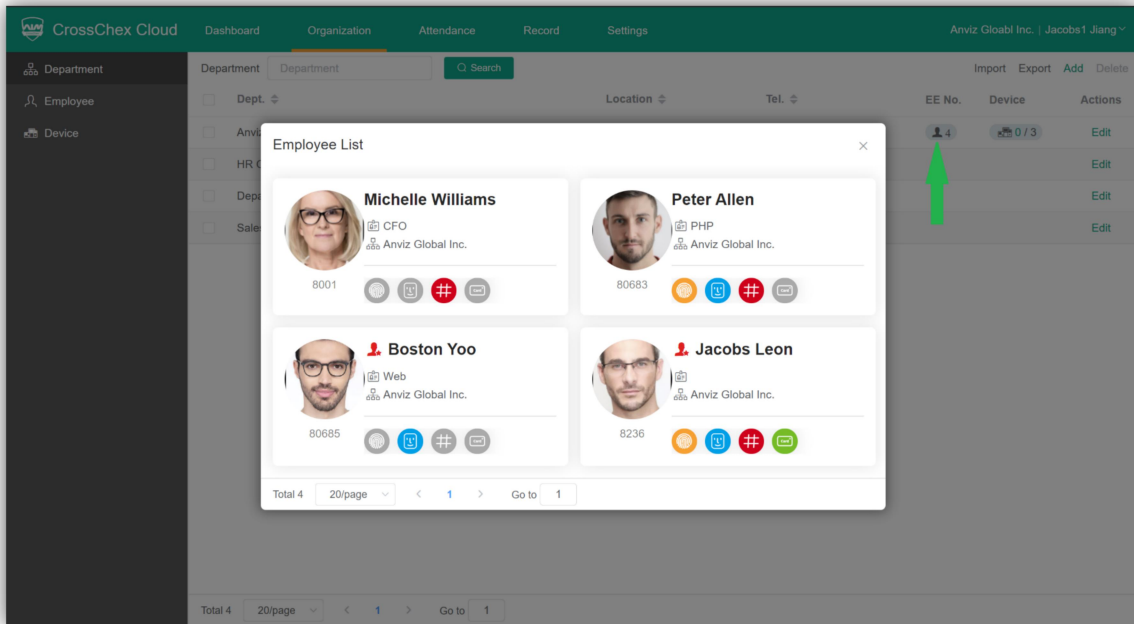
Device: is where you will check and edit the device information.



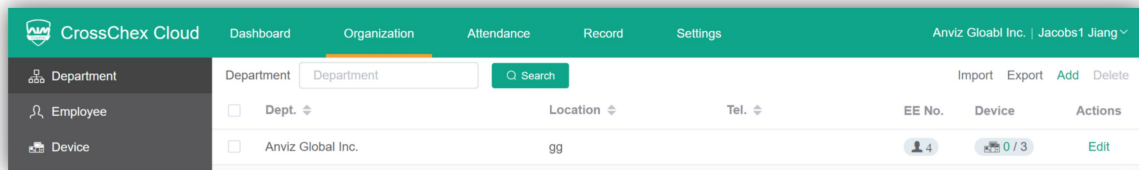
Department

The department menu is where you can check the number of employees in each department and devices status in each department.

Notice: After you created departments you will be able to assign the device to the respective department and give local permission for users and employees.



The top-right corner contains department edit functions.



Import: This will import department information list to the CrossChex Cloud system. The format of the import file must be .xls and with fixed format. **(Please use download the template file from the system by clicking on the import icon.)**

Export: This will export department information list from the CrossChex Cloud system.

Add: Create a new department, then follow the prompts to input department information.

Add department ✕

Department

Country

State

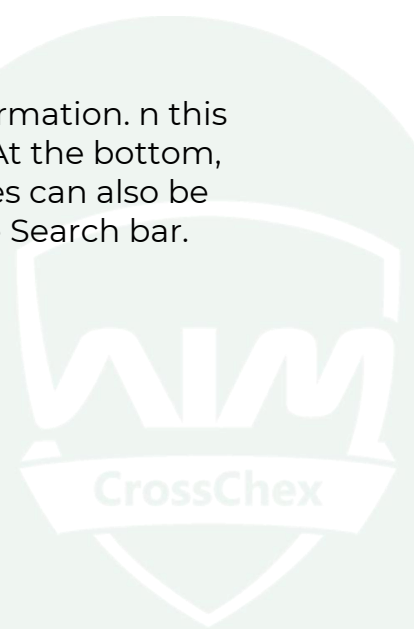
Address

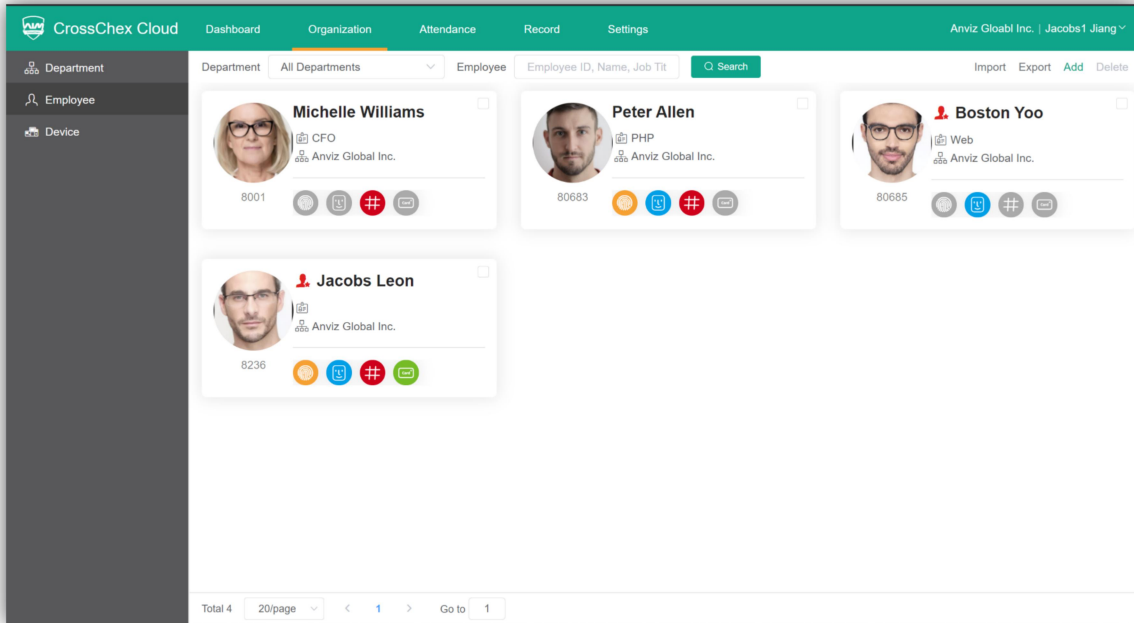
Tel

Delete: Select the department you want to delete and click on Delete button. **But it's not possible to delete the root department.**

Employee

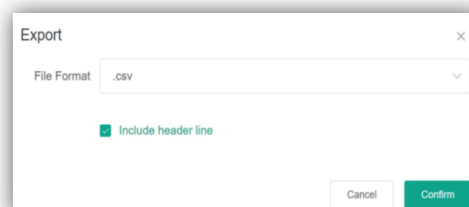
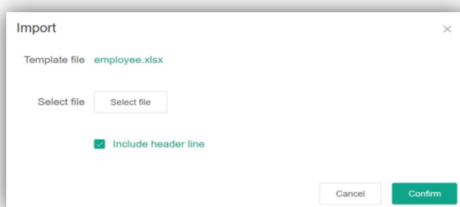
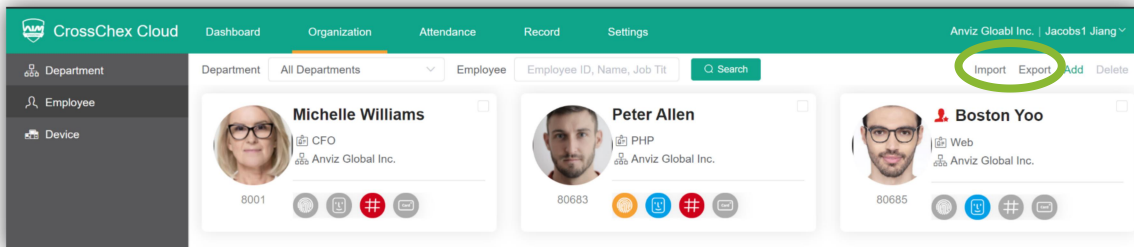
The Employee sub-menu is to manage the employee's information. In this screen, you will see the first 20 employees list in one page. At the bottom, you can switch to up to 200 employees per page. Employees can also be filtered or found by typing name, ID or department into the Search bar.





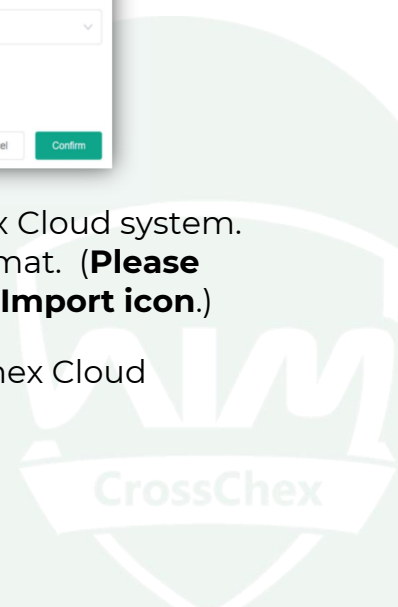
This bar shows some basic information about the employee, such as Name, ID, Role, Department, Position and Verify mode on the device. Once you have an employee selected, click edit to expand out the employee's detail or delete to remove this employee from the system.

Import & Export Employee



Import: Will import employee information to the CrossChex Cloud system. The format of the import file must be .xls and with fixed format. **(Please use the template file from the system by clicking on the Import icon.)**

Export: Will export employee information from the CrossChex Cloud system.



Add Employee

Click the **Add** button in the top right corner of the **Employee** window. This will bring up the add employee wizard.

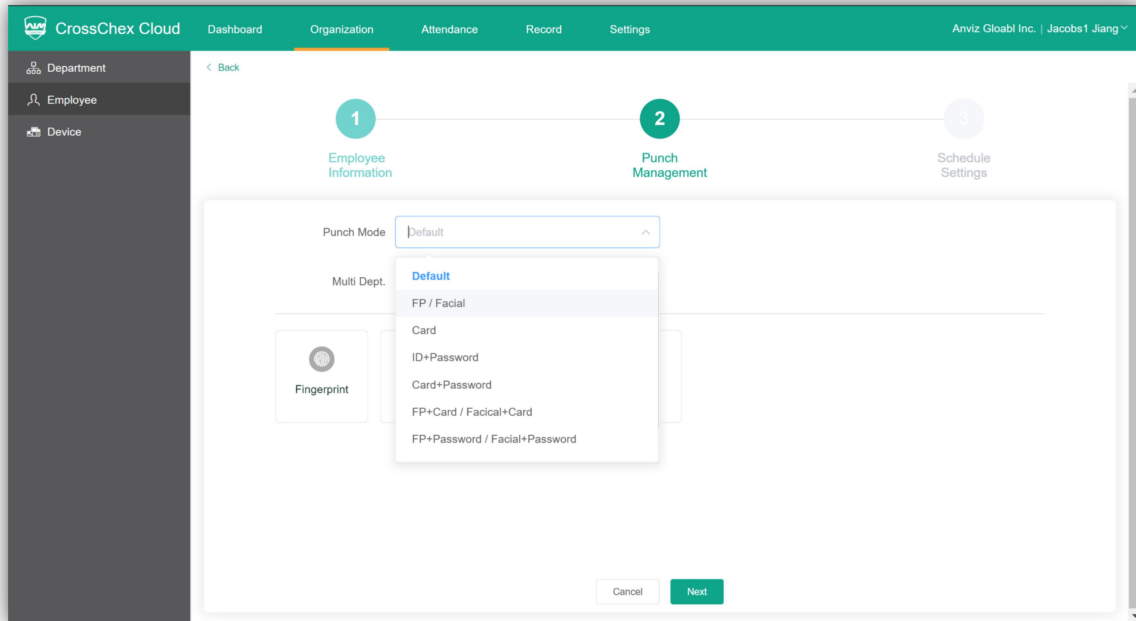
The screenshot displays the 'Add Employee' wizard in the CrossChex Cloud application. The top navigation bar includes 'CrossChex Cloud', 'Dashboard', 'Organization', 'Attendance', 'Record', and 'Settings'. The user is logged in as 'Anviz Global Inc. | Jacobs1 Jiang'. The left sidebar shows 'Department', 'Employee', and 'Device' options. The main content area has a progress bar with three steps: 1. Employee Information, 2. Punch Management, and 3. Schedule Settings. The 'Employee Information' step is active. The form includes fields for First Name, Last Name, Employee ID, Job Title, Hire Date (with a 'Select Date' button), Email, and Tel. There is also a dropdown for Department. A photo upload area is on the left with an 'Upload Photo' button. 'Cancel' and 'Next' buttons are at the bottom.

Upload Photo: Click upload photo to browse and locate an employee image to upload the employee image.

Please input employee information. The mandatory fields to add an employee are **First Name**, **Last Name**, **Employee ID**, **Hire Date**, and **Department**. Click **Next** to save information.

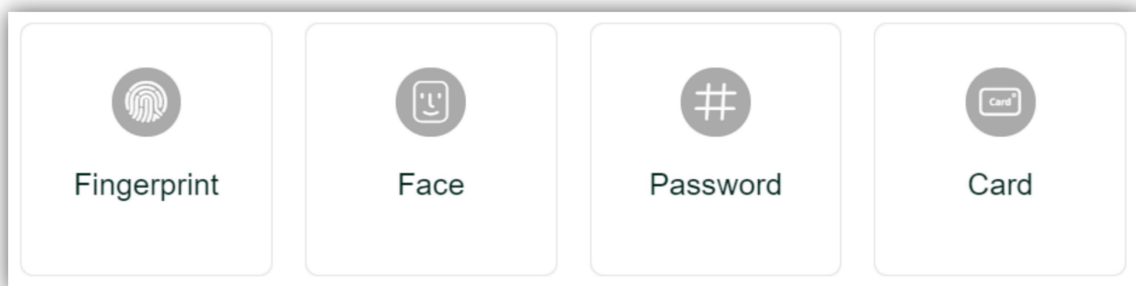


Enroll Employee



Click **Punch Mode** to select verification mode for employee. (Include the Fingerprint, Facial, RFID and ID+Password etc.) The Default option accepts any the first enrolled data from user. For example. If user has face and card, device will accept him with face or car, the firmware technology user chooses.

Multi Dept.: At this field, you can select other departments the user will have access granted.

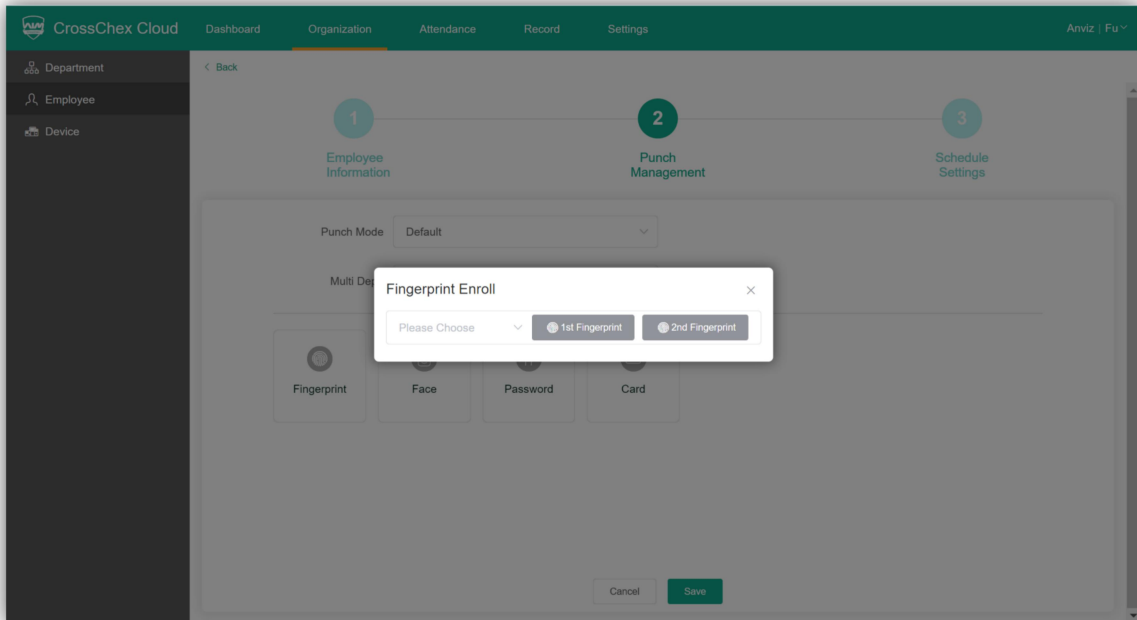


Click the icon to remote enroll employee's Fingerprint /Face /Password /Card



Remote Enroll Employee Fingerprint:

1 Select the terminal which is installed near the employee.



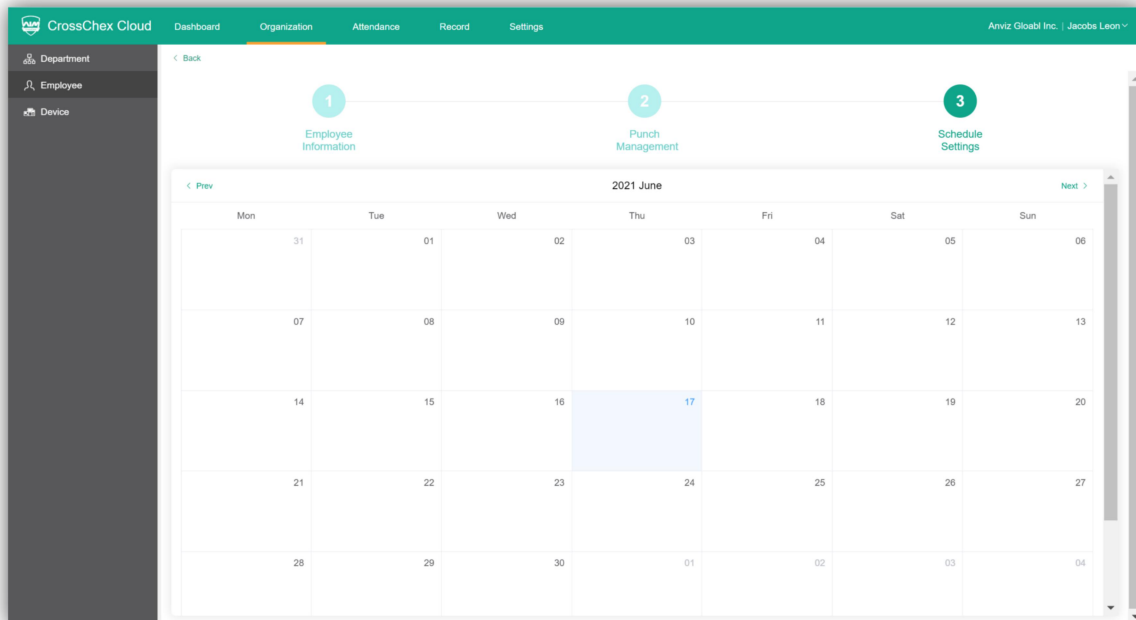
2 Click the “**1st Fingerprint**” or “**2nd Fingerprint**”, waiting for the device to get in the registering mode and follow the steps on the device’s display or voice prompt.

After this proceed, the CrossChex Cloud system will notify register successful message. Click to add another fingerprint or replace the existing one, if necessary, then after complete click on the “X” button to continue. Click “**Next**” to save and finish the employee fingerprint registration.

By Clicking “**Next**”. The CrossChex Cloud system will automatic to upload the employee’s information and biometric template to the assigned departments. The message “Edit successfully” will be shown.

Schedule the Shift for Employee

The shift settings allow you to build schedules for your employees, not only to allow them to know when they are working, but also to help you plan and keep track of staffing for any particular span of time.



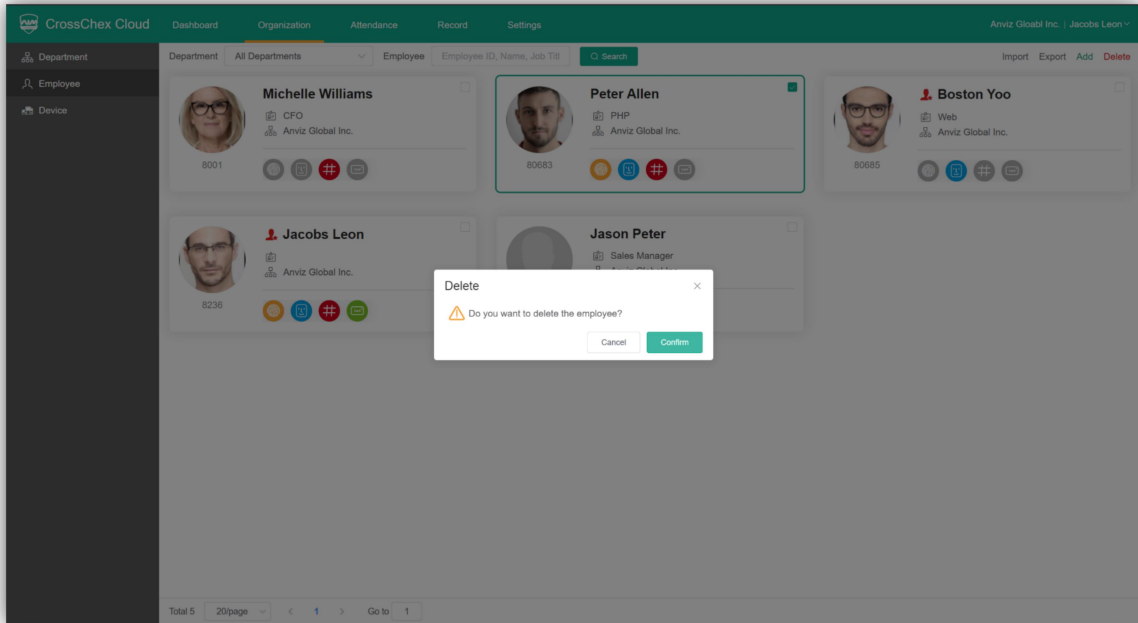
The Shift Scheduling is not mandatory, if you don't need it, you can come back to the previous pager or click to any other page of CrossChex to leave.

The detail setup schedule for employee please checks the [Schedule \(Page 22\)](#).

Delete an Employee

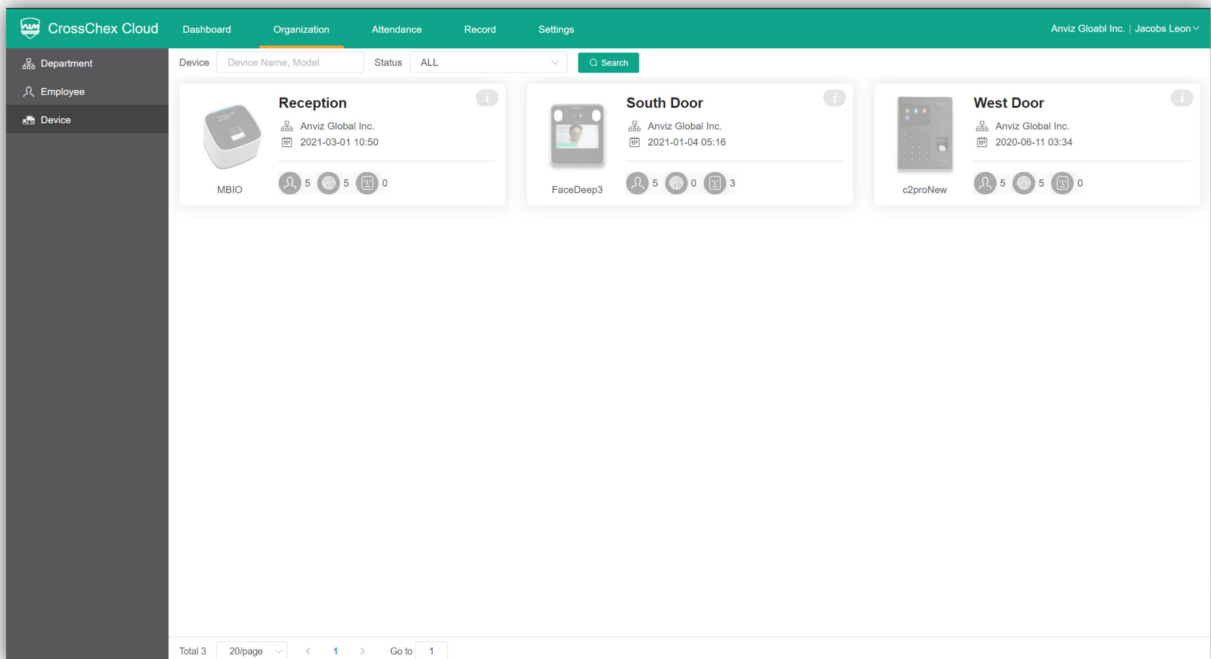
Select the employee(s) you want to delete by clicking on their upper right box and click Delete on the upper right general Delete button. To an individual delta, pass the mouse by the chosen employee and click Delete and the right bottom of employee box. Click confirm to proceed.





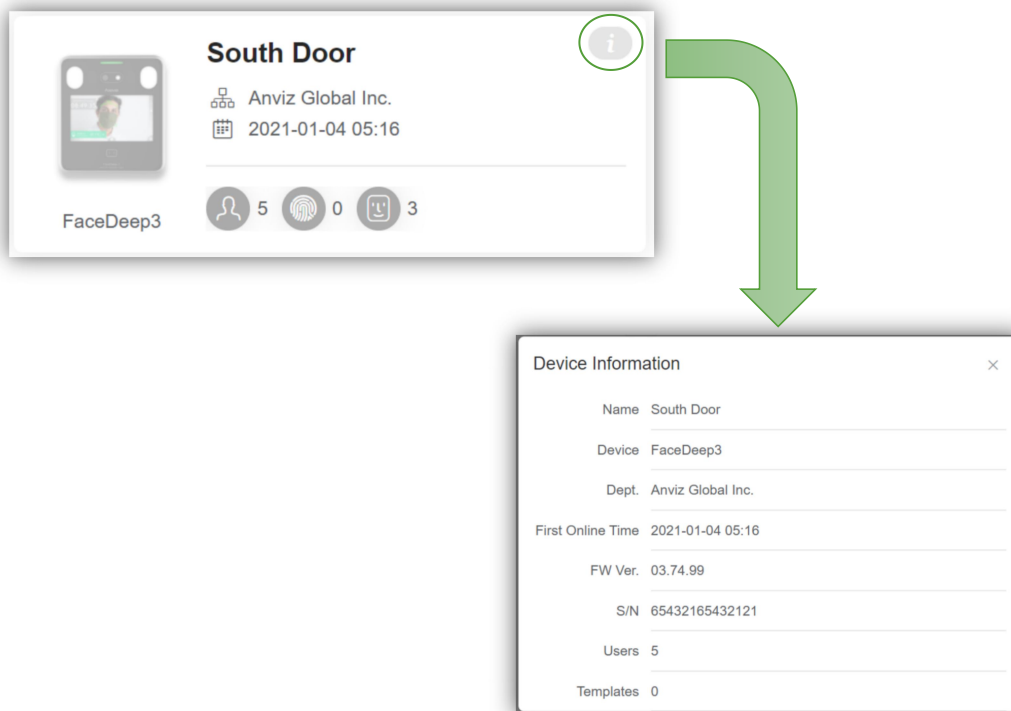
Device

The Device is checking the hardware information. On the right side of the screen, you will see device list where the first 20 devices will appear. At the bottom, you can switch to up to 200 devices per page. Devices can also be filtered by typing a name into the Search bar.

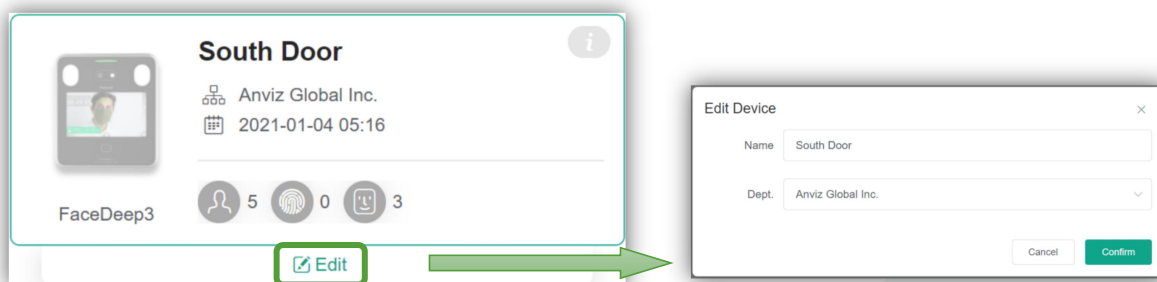


The device bar shows the basic device information: Device Image, Name, Model, Assigned Department, Time of the device first connection, Number of user and templates.

Click the top-right corner of the device bar to see detailed information, which include serial number, firmware version, and others.



Selected and expand out the device **Edit** options to modify device name and assign the device to department. When you assign a device to an already existent department, all the users from that department will be send to this device's memory.



For more information about how to add the device to the CrossChex Cloud please check: [Add the device to the CrossChex Cloud System \(Page 36\)](#).



Attendance

The attendance is where you create and schedule employee's shifts.

The screenshot displays the 'Attendance' section of the CrossChex Cloud interface. It features a navigation menu on the left with options for 'Schedule', 'Shift', and 'T & A Parameter'. The main area is a calendar grid for the week of June 13-19, 2021. The grid lists employees on the left, including Sean Beam, Hunter Dash, Elijah Duke, Thomas Fleet, Olivia Jian, Sarah Moses, Abigail Pierce, Madeline Remington, Lily Sharp, Kaylee Singh, and Ella Stallard. Each cell in the grid is currently empty, indicating no shifts are scheduled. The interface includes search and filter options at the top and a pagination bar at the bottom.

Schedule: allows you to build schedules for your employees, not only to allow them to know when they are working, but also to help you plan and keep track of staffing for any particular span of time.

Shift: allows you to manage individual shift as well as override recurring shifts to meet the needs of your workforce.

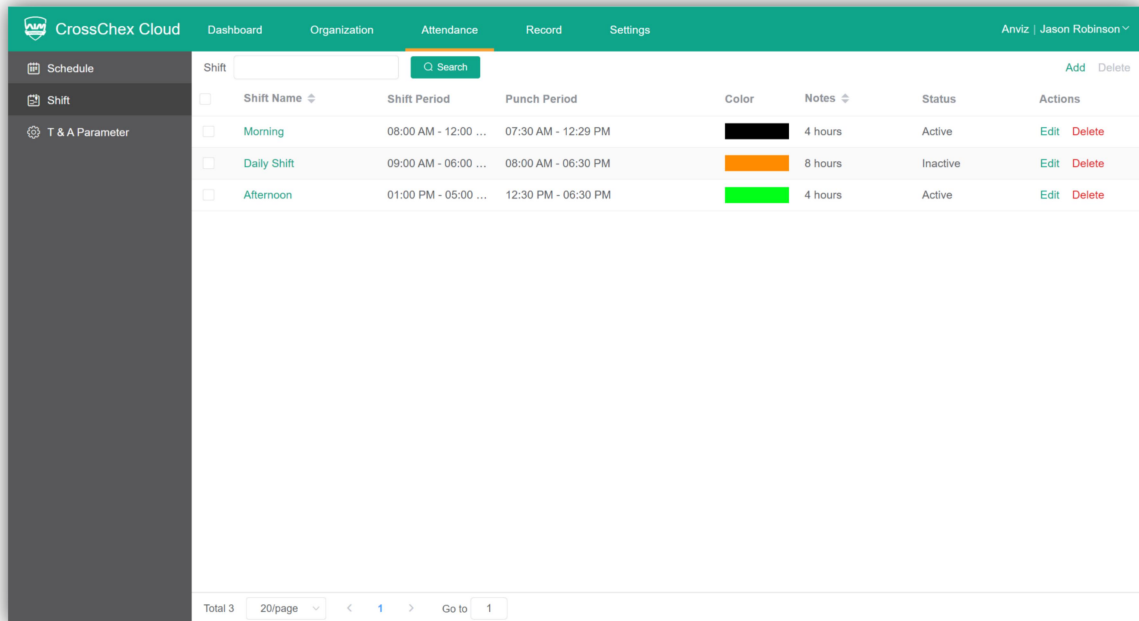
T & A Parameter: allows manage self-define minimum time unit for statistic and calculate employee attendance time. As well as rounding hours settings.

Notice: The employee will not able to configure Schedule without created Shifts. So please create the Shift before schedule employee.



Shift

Setup a shift with time range.



Create a shift

1 Click the **Add** button in the top right corner of the **Shift** window.

The 'Add Shift' modal form contains the following fields and options:

- Shift Name:
- Notes:
- Duty on Time:
- Duty off Time:
- Punch Start Time:
- Punch End Time:
- Color:
- More Settings: [More Settings](#) (dropdown arrow)
- Buttons:



2 Enter a Shift Name and enter a description in the **Remark**.

3 Setup **Duty on time** and **Duty off time**. They will be the regular working hours.

4 Setup **Punch Start Time** and **Punch End Time**. They are the limits for Duty on and Duty off time. If the employee records in a time before Start time or after End time, time attendance report will not consider them as valid records in the CrossChex Cloud system. The Start time must be a previous time than Duty on time, as well as the End Time must be a later time than Duty off time.

5 Select the **Color** to represent the shift on the employee's schedule calendar.

6 Click **Confirm to save the shift**.

More Settings

Click setup detailed rule of shift.

Time of Late Punch In Allowed 0 Minutes

Time of Punch Out Early Allowed 0 Minutes

Without Punch Out Mark As Exception

Early Punch In as OT 0 Minutes

Late Punch Out as OT 0 Minutes

[Hide More Settings ^](#)

Cancel Confirm

Time of Late Punch in Allowed XXX Minutes

Tolerance, allow employees to be a few minutes late and don't calculate into attendance records.

Time of Punch Out Early Allowed XXX Minutes

Tolerance, allow employees to be a few minutes early to off duty and don't

calculate into attendance records.

Without Punch Out Mark As

When the employee clocks in but does not clock out, the system can consider it as an Exception, a Duty off early or an Absent event in the system.

Early Punch in as OT XXX Minutes

Overtime hours will be calculated XXX minutes earlier than Duty on time.

Later Punch Out as OT XXX Minutes

Overtime hours will be calculated XXX minutes later than Duty off time.

Edit and Delete the Shift

For the already existent shifts in the system, click Edit or Delete at right side of the shift.

Shift	Shift Name	Shift Period	Punch Period	Color	Notes	Status	Actions
<input type="checkbox"/>	Morning	08:00 AM - 12:00 ...	07:30 AM - 12:29 PM	Black	4 hours	Active	Edit Delete
<input type="checkbox"/>	Daily Shift	09:00 AM - 06:00 ...	08:00 AM - 06:30 PM	Orange	8 hours	Inactive	Edit Delete
<input type="checkbox"/>	Afternoon	01:00 PM - 05:00 ...	12:30 PM - 06:30 PM	Green	4 hours	Active	Edit Delete

Edit Shift

Caution: Modify an already used shift in the system will affect the previous time attendance results. When you modify the time of the shift. **The CrossChex Cloud system will request to recalculate time attendance records not more than the previous 2 months.**



Modify the actived shift will affect the previous report. Please setup

Recalculate

📅
Start Date
-
End Date

T & A Period

Delete Shift

Deleting an already used shift will do not affect the previous time attendance records and will cancel the shift already assigned to employee.

Schedule

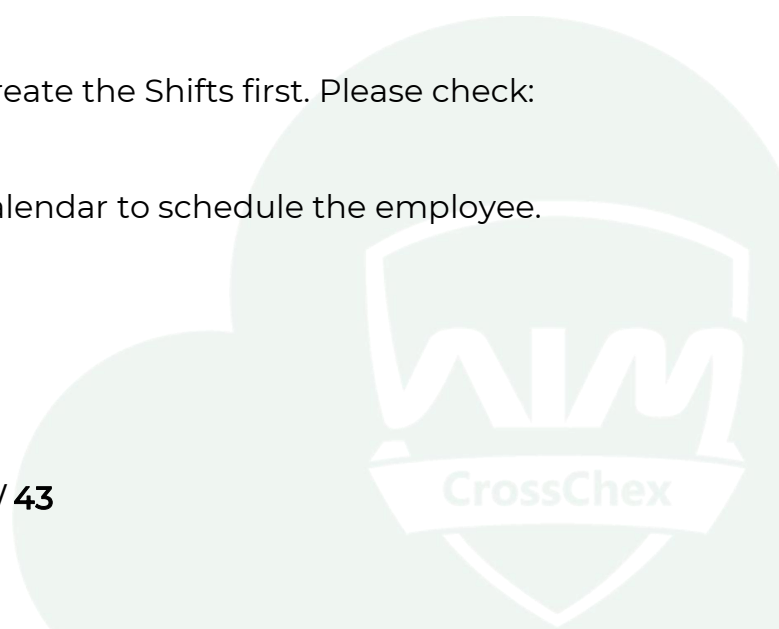
An employee can be filled with maximum of 3 shifts in the same day and time range between the shifts cannot overlap each other.

Employee	Sun 06/13	Mon 06/14	Tue 06/15	Wed 06/16	Thu 06/17	Fri 06/18	Sat 06/19
Katz Christian							
Laurier Gabriel		◆	◆	◆	◆	◆	
Madden Owen							
Sai David							
Villarreal John							
Viotto Jonathan							
Amos Samuel							
Beam Sean							
Dash Hunter							
Duke Elijah							
Fleet Thomas							
Jian Olivia							
Moses Sarah							
Pierce Abigail							
Remington Madeline							

Schedule shift for employee

To configure Schedule, you need to create the Shifts first. Please check: [Shift \(Page 19\)](#)

1 Select the employee and click the calendar to schedule the employee.



- 2 Input the start date and end date for the shift.
- 3 Select the shift name in the **shift** drop-down box
- 4 Select the **Exclude Holiday** and **Exclude Weekend** to consider such days as rest day, the shift schedule will jump holidays and weekend.
- 5 Click **Confirm** to save the shift schedule.

		Sun	Mon	Tue	Wed	Thu	Fri	Sat
		06/20	06/21	06/22	06/23	06/24	06/25	06/26
<input type="checkbox"/>	Torres Katherine							
<input type="checkbox"/>	Nguyen Isabel		◆	◆	◆	◆	◆	
<input type="checkbox"/>	Hill Victoria		◆	◆	◆	◆	◆	
<input type="checkbox"/>	Flores Morgan		◆	◆	◆	◆	◆	
<input type="checkbox"/>	Green Kyra		◆	◆	◆	◆	◆	
<input type="checkbox"/>	Adams Jasmine		◆	◆	◆	◆	◆	
<input type="checkbox"/>	Nelson Allison		◆	◆	◆	◆	◆	
<input type="checkbox"/>	Baker Savannah		◆	◆	◆	◆	◆	
<input type="checkbox"/>	Hall Kaitlyn		◆	◆	◆	◆	◆	
<input type="checkbox"/>	Rivera Hannah		◆	◆	◆	◆	◆	
<input type="checkbox"/>	Campbell Hailey		◆	◆	◆	◆	◆	
<input type="checkbox"/>	Mitchell Olivia		◆	◆	◆	◆	◆	



T & A Parameter

The T & A parameter is to setup the minimum time unit for calculating attendance time. There are five basic parameters to setup include:

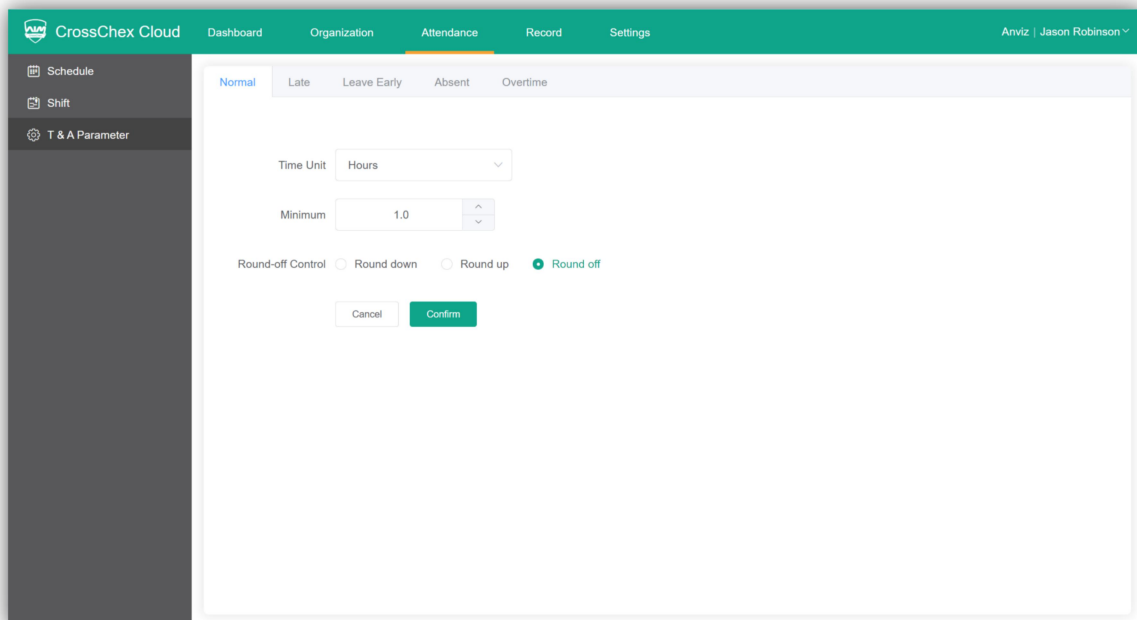
Normal: Setup the minimum time and unit for general attendance time records. (Default: hours)

Later: Setup the minimum time and unit for later records. (Default: Minutes)

Leave Early: Setup the minimum time and unit for leave early records. (Default: Minutes)

Absent: Setup the minimum time unit for absent records. (Default: Minutes)

Overtime: Setup the minimum time and unit for overtime records. (Default: Minutes)



The screenshot shows the 'T & A Parameter' configuration page in the CrossChex Cloud interface. The page is titled 'Normal' and has tabs for 'Late', 'Leave Early', 'Absent', and 'Overtime'. The 'Normal' tab is active. The configuration includes a 'Time Unit' dropdown menu set to 'Hours', a 'Minimum' input field set to '1.0', and a 'Round-off Control' section with three radio buttons: 'Round down', 'Round up', and 'Round off' (which is selected). At the bottom, there are 'Cancel' and 'Confirm' buttons. The interface also shows a navigation menu on the left with options for 'Schedule', 'Shift', and 'T & A Parameter', and a top navigation bar with 'Dashboard', 'Organization', 'Attendance', 'Record', and 'Settings'.



Record

The record tab is where you check employee's records, temperature historical, generate and export time attendance reports.

Time card

The Time card is to check the employee record details. On the screen, the latest 20 records will be shown, at the bottom, you can switch to up to 200 records per page. Specific employee's department s and different time range can be set using the Search button. Employee's records can also be filtered by typing an employee name or number into the search bar.

The screenshot shows the 'Record' tab in the CrossChex Cloud application. The interface includes a navigation menu on the left with options for 'Record', 'Report', and 'Temperature'. The main content area displays a table of employee records for the date 05/14/2021. The table has columns for Name, Employee ID, Department, Date, Time, and Device. The records listed are as follows:

Name	Employee ID	Department	Date	Time	Device
Beam Sean	8402	Head Office	05/14/2021	09:45 PM	
Mitchell Olivia	80761	Head Office	05/14/2021	09:23 PM	
Mitchell Olivia	80761	Head Office	05/14/2021	09:23 PM	
Levisay Zoe	9001	Head Office	05/14/2021	08:43 PM	
Robinson Logan	80722	Head Office	05/14/2021	08:39 PM	
Whitlock Megan	9097	Head Office	05/14/2021	08:27 PM	
Trevino Sydney	9044	Head Office	05/14/2021	08:03 PM	
Boone Elizabeth	8981	Head Office	05/14/2021	08:02 PM	
Boone Elizabeth	8981	Head Office	05/14/2021	08:02 PM	
Barlowe Austin	8202	Head Office	05/14/2021	08:00 PM	
Callisto Avery	9760	Head Office	05/14/2021	07:40 PM	
Fox Brandon	8225	Head Office	05/14/2021	07:36 PM	
Mont Willy	70022	Head Office	05/14/2021	07:36 PM	
Alastair Kylie	9390	Head Office	05/14/2021	07:36 PM	
Thomas Ethan	80671	Head Office	05/14/2021	07:29 PM	

At the bottom of the table, there is a pagination control showing 'Total 366' records, a '20/page' dropdown, and a page number '1' out of '19'.



T & A Report

The T&A report menu is to checking the employee's time attendance records. On the screen, you will see the latest 20 reports will appear. Employee's report can also be filtered by typing an employee name or department and time range into the search bar.

Name	Employee ID	Position	Department	Date	Shift Time	In Time	Out Time	Duty Time (Hours)	Work Time (Hours)	Late (Min)
Laurier Gabriel	80752		Head Office	2021-06-17	09:00-18:00	08:23	18:37	9	10	0
Beam Sean	80756		Head Office	2021-06-17	09:00-18:00	08:35	20:29	9	12	0
Mitchell Olivia	80759		Head Office	2021-06-17	09:00-18:00	09:05	20:22	9	11	0
Boone Elizabeth	80761		Head Office	2021-06-17	09:00-18:00	09:07	18:19	9	9	0
Callisto Avery	80762		Head Office	2021-06-17	09:00-18:00	09:16	20:23	9	11	0
Madden Owen	80763		Head Office	2021-06-17	09:00-18:00	09:00	13:26	9	4	0
Fox Brandon	80764		Head Office	2021-06-17	09:00-18:00	08:55	20:04	9	11	0
Alastair Kylie	80765		Head Office	2021-06-17	09:00-18:00	08:41	20:14	9	12	0
Thomas Ethan	80766		Head Office	2021-06-17	09:00-18:00	09:14	18:19	9	9	0
Trevino Sydney	80767		Head Office	2021-06-17	09:00-18:00	08:59	18:01	9	9	0
Mont Willy	80768		Head Office	2021-06-17	09:00-18:00	08:46	20:29	9	12	0
Barlowe Austin	8109		Head Office	2021-06-17	09:00-18:00	10:12	18:03	9	8	0
Levisay Zoe	8202		Head Office	2021-06-17	09:00-18:00	08:38	20:35	9	12	0
White Caden	8203		Head Office	2021-06-17	09:00-18:00	08:56	18:02	9	9	0

Click **Export** at the top-right corner of the report bar to export multiple reports to Excel or TXT files.

ExportRecords Report ✕

File Format

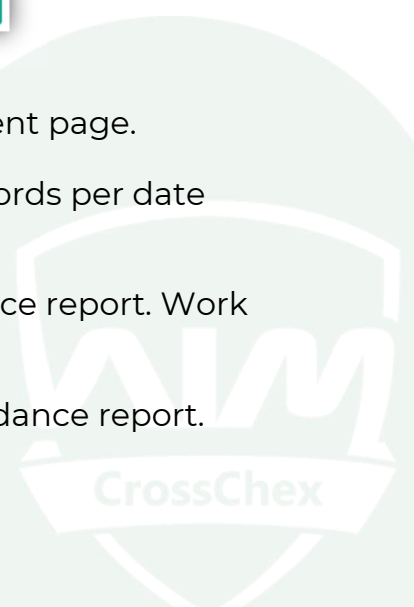
Group By

Export Current Report: export the same report of the current page.

Export Record Report: export a detailed report with all records per date and user of the current page.

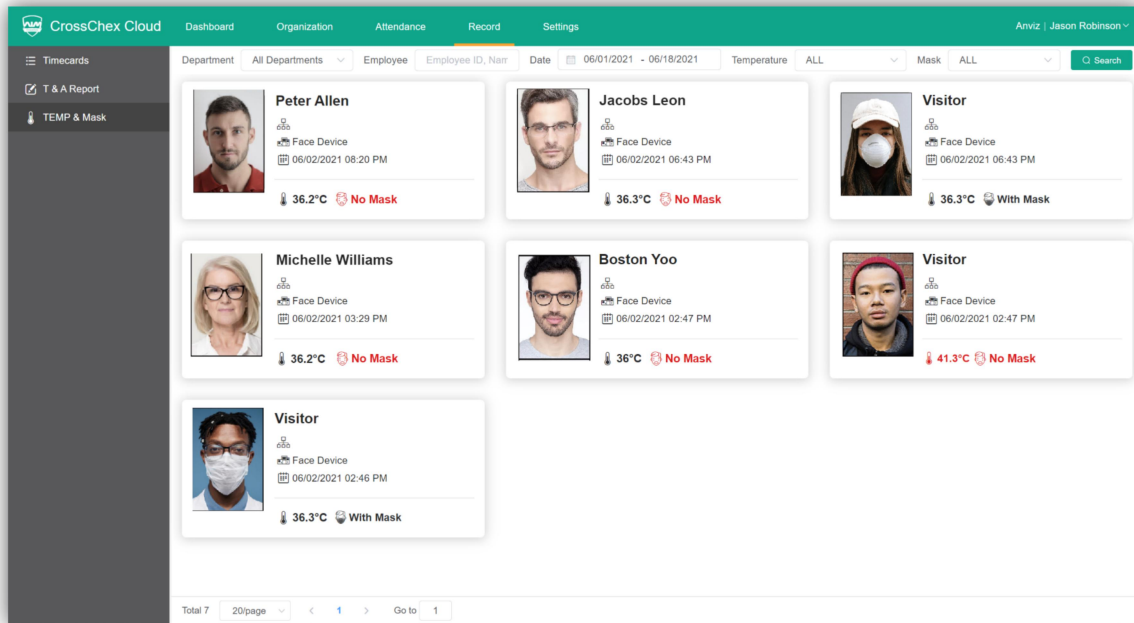
Export Monthly Attendance: export the monthly attendance report. Work shift and schedule is required for this report.

Export Attendance Exception: export the exception attendance report.



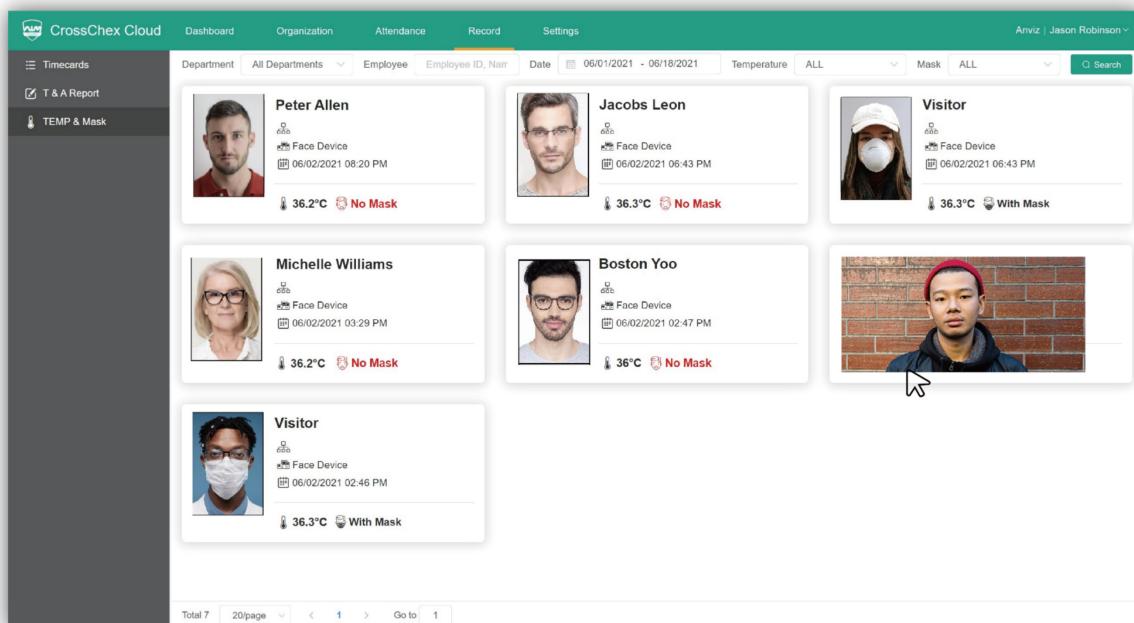
TEMP & Mask

The TEMP & Mask menu is real time to check the users body temperature and wearing a mask record details. (The TEMP & Mask record needs to be supported by Face Deep 3 IRT and Face Deep 5 IRT).



On the screen the latest 20 records will be shown, at the bottom, you can switch to up to 200 records per page, pass the mouse by the chosen employee photo will unfold the user photo.

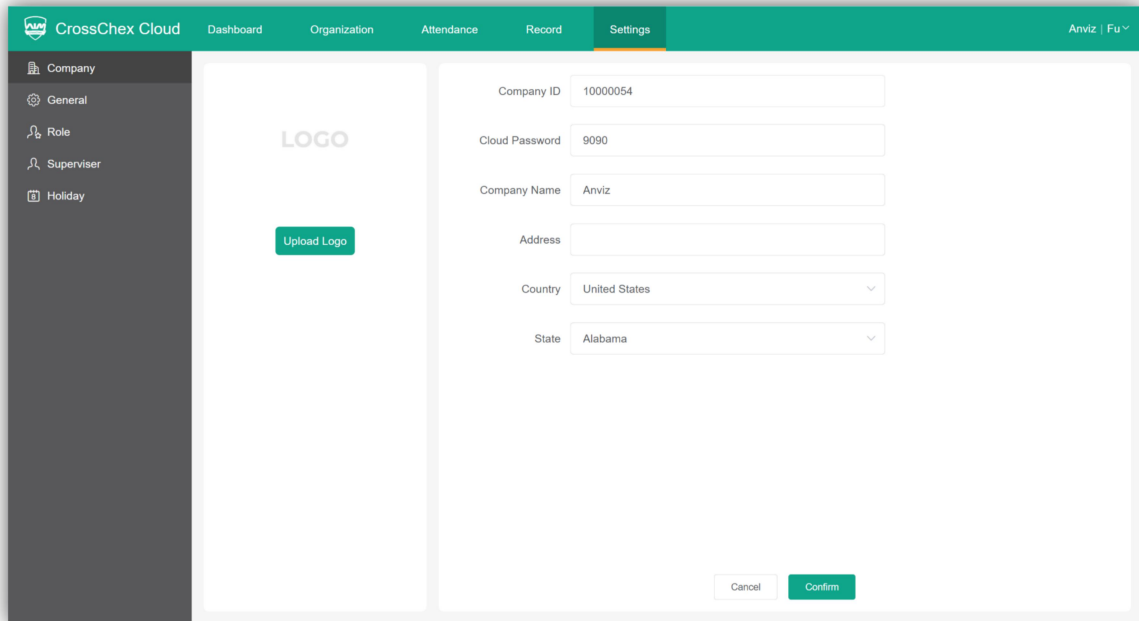
The TEMP & Mask report can also be filtered by typing an employee name or department, Temperature and Mask into the search bar.



Settings

The Settings tab is where you will set the company basic information, create supervisors and holiday settings.

Company



The screenshot shows the 'Settings' tab in the CrossChex Cloud interface. The left sidebar contains navigation options: Company, General, Role, Supervisor, and Holiday. The main content area is divided into two sections. The left section features a 'LOGO' placeholder and an 'Upload Logo' button. The right section contains a form with the following fields: Company ID (10000054), Cloud Password (9090), Company Name (Anviz), Address (empty), Country (United States), and State (Alabama). At the bottom right of the form are 'Cancel' and 'Confirm' buttons.

Upload Logo: Click to browse and locate an image of the company's logo and save to upload the company logo to system.

Company Code: Number to be inserted at your hardware to connect with the cloud system.

Cloud Password: Password to be inserted at your hardware to connect with the cloud system.

Input the general company and system information include: **Company Name, Company Address, Country, and State**, click "Confirm" to save.



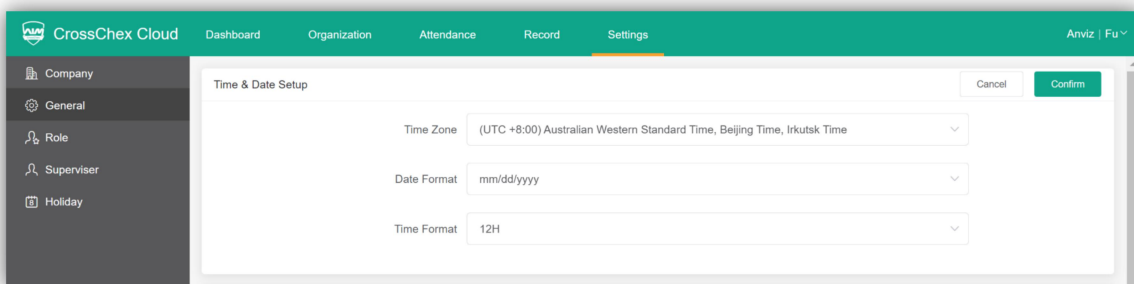
General

The general tab is including the Time & Date and Temperature & Mask Setup for in the system.

Time & Date Setup

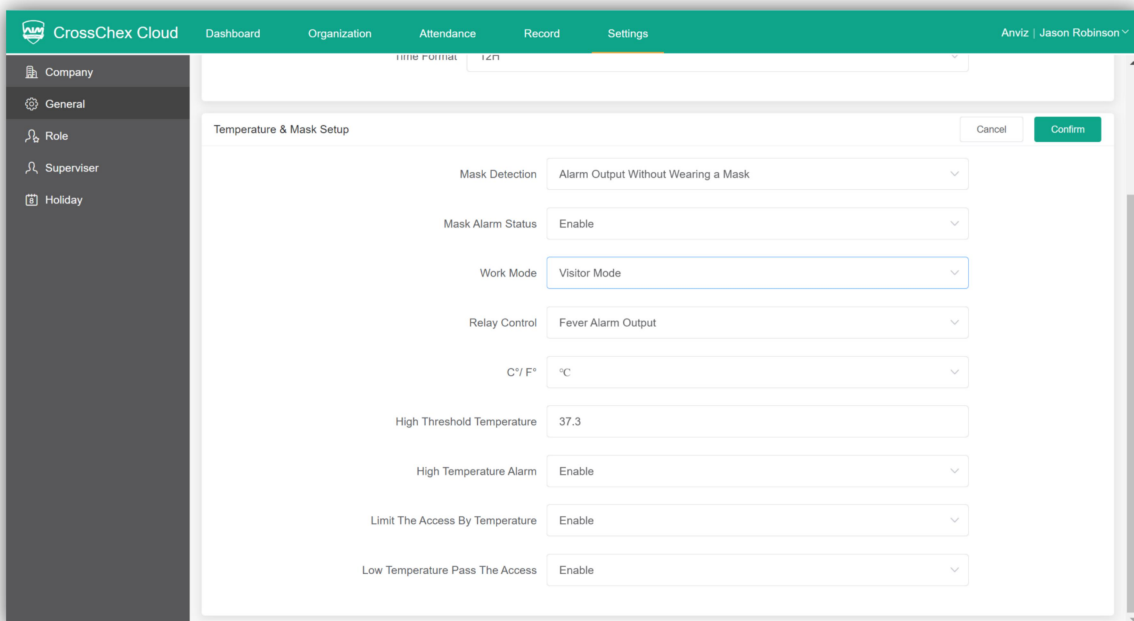
where you will set the time zone, date and time display format in the system.

Setup Time Zone will be the standard to synchronize date and time of the device connected with CrossChex Cloud system.



Temperature & Mask Setup

The Temperature & Mask is to setup body temperature and mask detection functions of the hardware device. (Face Deep3 IRT /Face Deep5 IRT)



Mask Detection: Set the mask detection mode to detect whether a user is wearing a mask or not. If you select **Disable** it refuses detection of users who are wearing a mask and without event logs. If you select **Alarm Output Without Wearing a Mask**, users who are not wearing a mask can authenticate but event logs will be saved as without wearing a mask and hardware device will display not wearing a mask prompt. If you select **Access Limit Without Wearing a Mask**, users who are not wearing a mask can authenticate but event logs will be saved as without wearing a mask and hardware device will not active the relay to open the door.

Mask Alarm Status: Set the alarm to trigger when a user is not wearing a mask.

Work Mode: There are three work modes depending on the usage. If you select **Disable Temperature Detection**, the hardware temperature detection module (Thermal Camera) is disabled do not detected the user body temperature. If you select **Normal Mode**, measure the temperature after a successful authentication. If you select **Visitor Mode**, detect temperature without authentication. This mode allows users within the range of the preset threshold to access without checking their identity or access rights.

Relay Control: There are two modes depending on the usage. If you select **Door Access Control** set the hardware relay to trigger when users with detected temperature within the range of the temperature threshold. If you select **High Temperature Alarm output** set the hardware relay to trigger when users with detected temperature over the range of the temperature threshold.

C° / F° : Change the unit of temperature.

High Threshold Temperature: Set the maximum threshold temperature. The default standard threshold temperature range is 37.3° C (99.1° F) ~ 30° C (86° F).

High Temperature Alarm: Set the alarm to trigger when a user with detected temperature over the threshold.

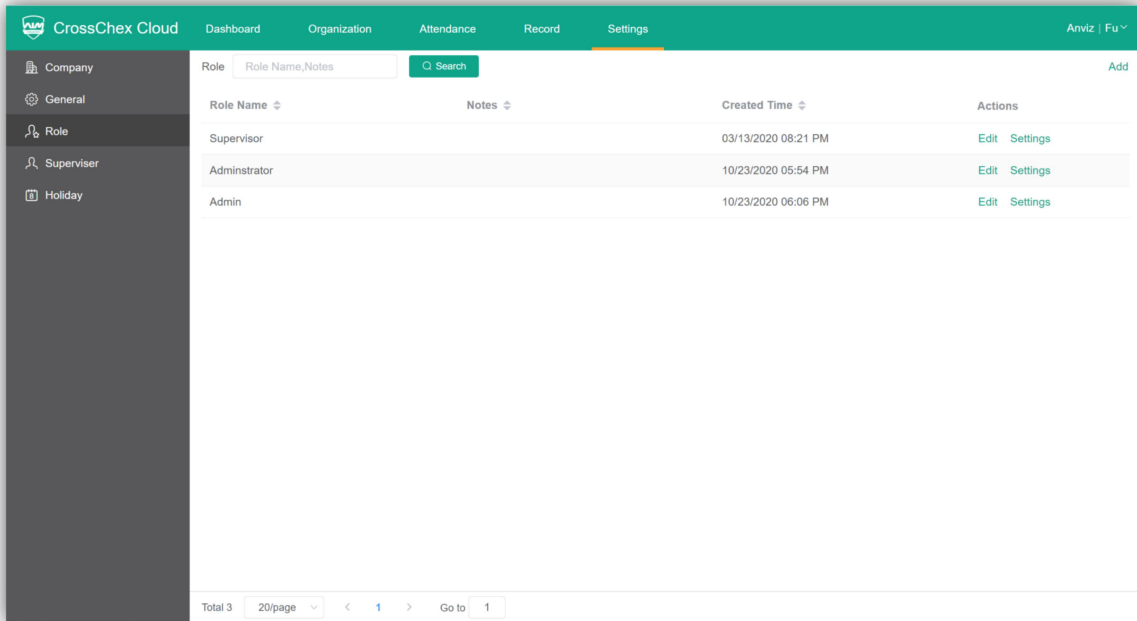
Limit The Access by Temperature: Set the user with detected temperature over or below the threshold ranger will be denied access.

Low Temperature Pass the Access: Set the user with detected temperature below the 30° C (86° F) will be passed the access.

Recommend to enable the Low Temperature Pass the Access option if the ambient temperature below 15°C (59°F).



Role



The **Roles** feature is to setup the cloud system authority (supervisors, Administrators etc.). Roles are predefined settings in system that can be assigned to multiple users. Roles can be created for different types of managers and employees and any information changed in a specific role will automatically be applied to all the users under the respective created group.

Create a Role of Supervisors

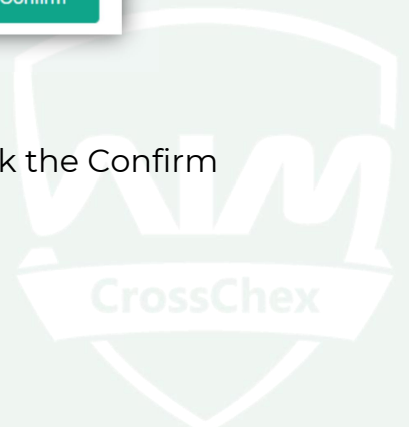
1 Click the **Add** at top-right corner of the role menu.

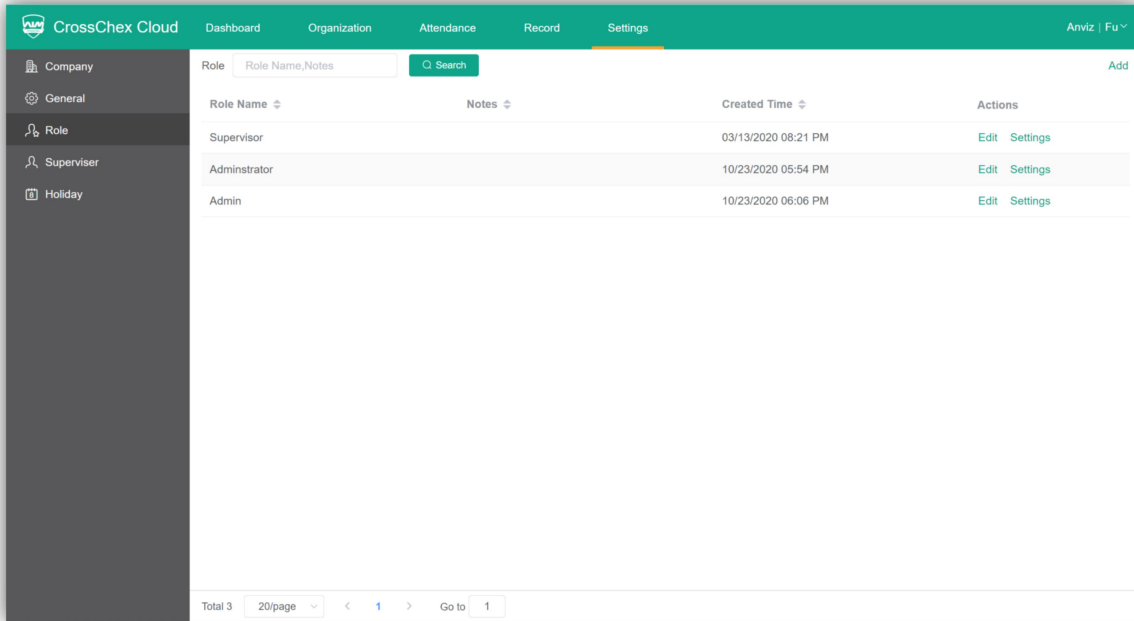
Add Role ×

Role Name

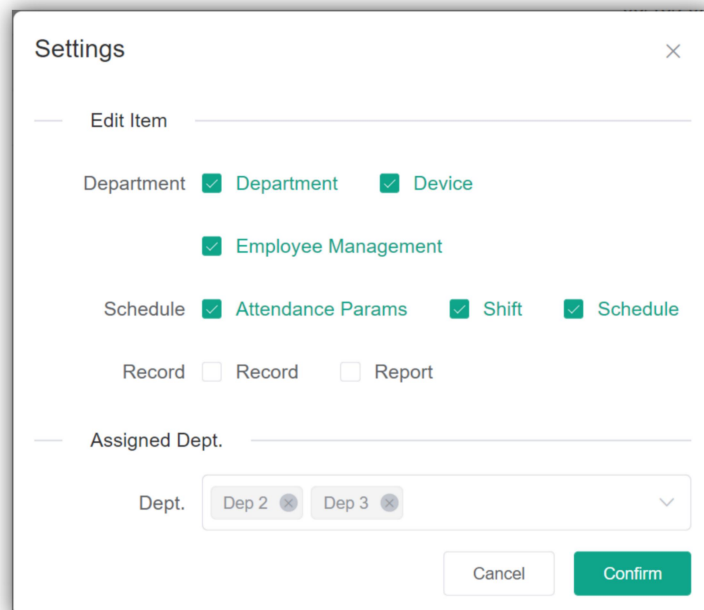
Remark

Enter a name for the Role and a description as Remark. Click the Confirm to save the Role.





2 Back to the role menu click **Settings** to setup authority item for supervisors

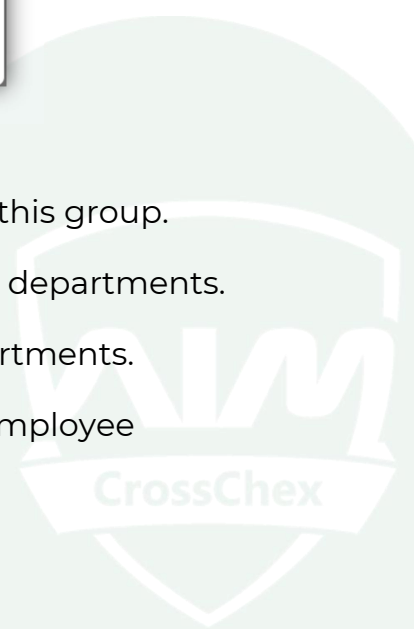


Edit Item: Select the allowed items to be assigned to this group.

Department: Select to give permission to edit and manage departments.

Device: Select to give permission to edit and manage departments.

Employee Management: edit employee information and employee



register permissions.

Attendance Params: setup attendance parameters permissions.

Shift: created and edit shift permissions.

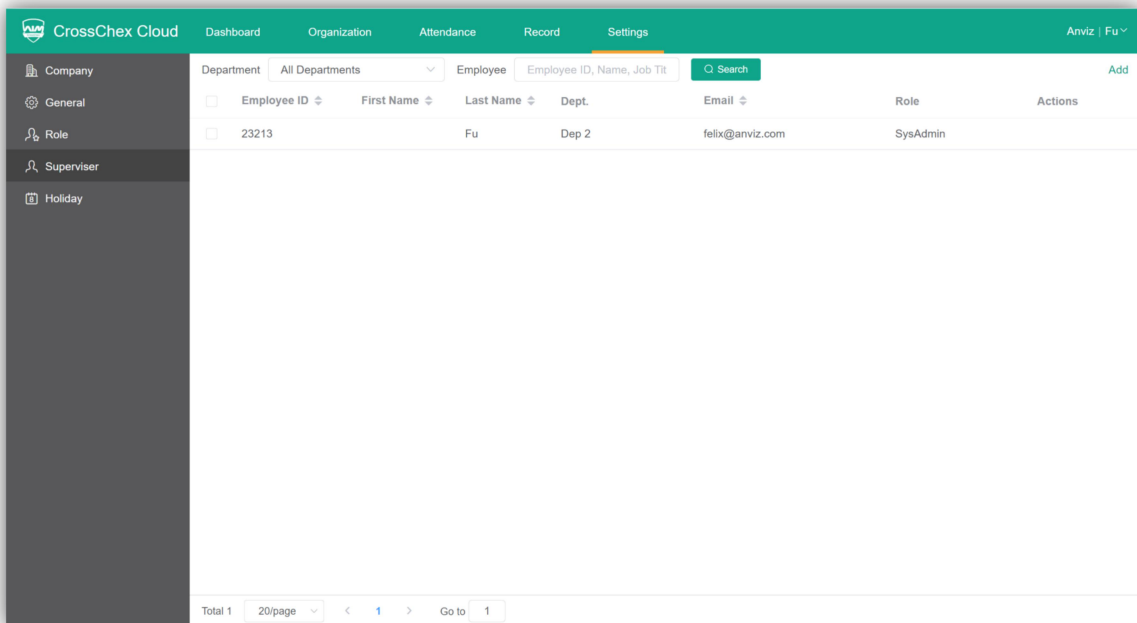
Schedule: modify and schedule employee's shift permissions.

Record/Report: search and import record/report permissions

Assigned Dept: select the departments this role will be able to manage.

Setup a Supervisor User

Assign a specific role to an existing user.



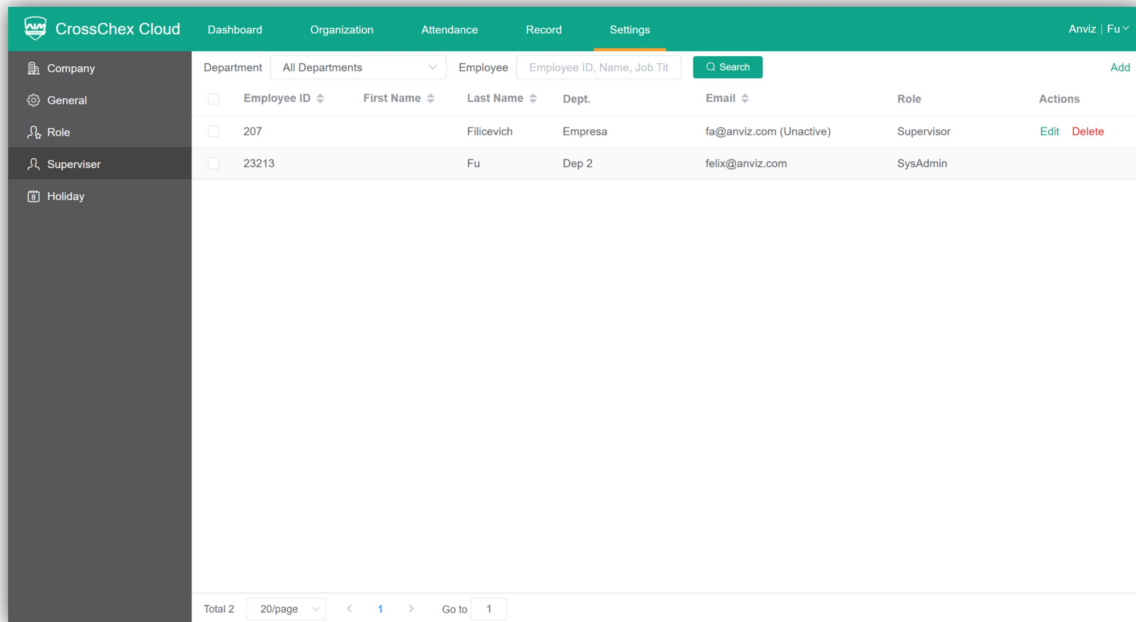
Creating a Supervisor User

1 Click the **Add** at top-right corner of the role menu.

The 'Add User' dialog box is shown with the following fields: Name (Please Choose), Email (Please Enter Content), and Role Name (Please Choose). There are 'Cancel' and 'Confirm' buttons at the bottom.

The 'Add User' dialog box is shown with the following filled-in data: Name (Foo Jerry), Email (jerry@anviz.com), and Role Name (Sub Admin). There are 'Cancel' and 'Confirm' buttons at the bottom.

- 2 Select an already existing employee in the **Name** drop-down box.
- 3 Please input selected employee's E-mail. The inserted address will receive a notification message and after confirmed, the employee/user will use the respective e-mail address as a CrossChex Cloud log in account.
- 4 Select the role you would like to assign to this user and click **Confirm**. In this example, please select "Supervisors"



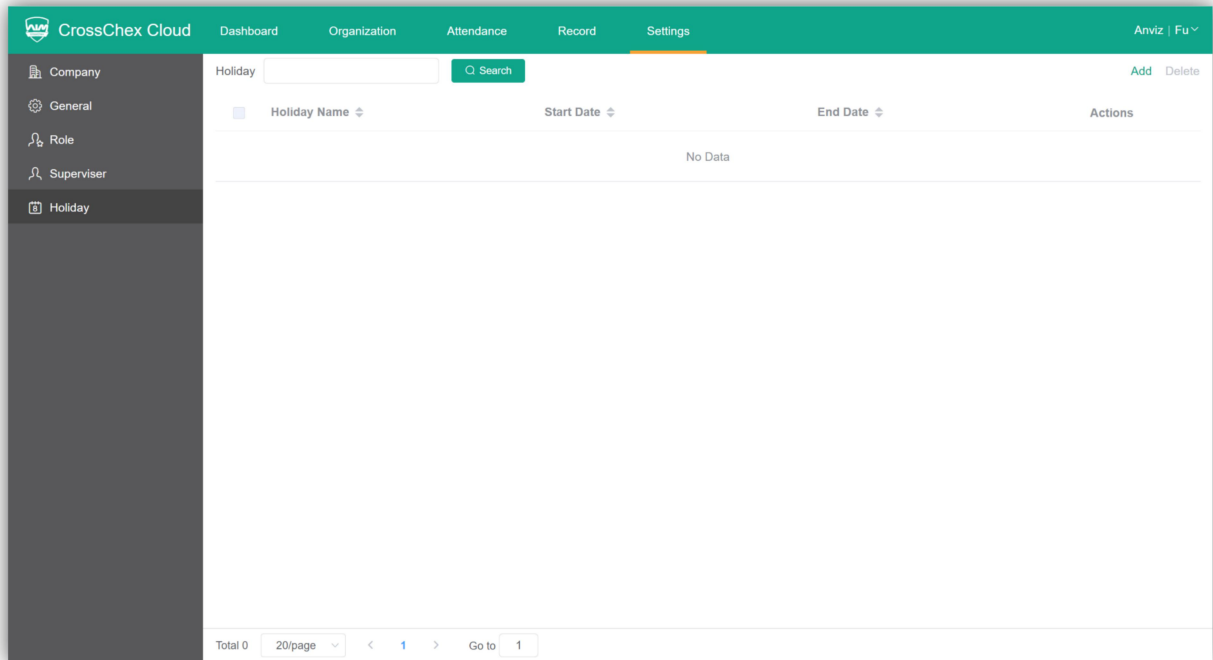
The screenshot shows the 'Settings' page in the CrossChex Cloud application. The top navigation bar includes 'Dashboard', 'Organization', 'Attendance', 'Record', and 'Settings'. A sidebar on the left contains menu items: 'Company', 'General', 'Role', 'Supervisor', and 'Holiday'. The main content area displays a table of employees with columns for 'Employee ID', 'First Name', 'Last Name', 'Dept.', 'Email', 'Role', and 'Actions'. Two employees are listed: one with ID 207, name Filicevich, role Supervisor, and email fa@anviz.com (Inactive); and another with ID 23213, name Fu, role SysAdmin, and email felix@anviz.com. A search bar and a table header are visible at the top of the table area.

Employee ID	First Name	Last Name	Dept.	Email	Role	Actions
207	Filicevich	Empresa		fa@anviz.com (Inactive)	Supervisor	Edit Delete
23213	Fu	Dep 2		felix@anviz.com	SysAdmin	



Holiday

The holidays feature allows you to define holidays for your organization. Holidays can be set up as represent time off or other exception days to your company for time attendance schedule.



Creating a Holiday

1. Click on **Add** at the right top corner.

2. Enter a name for the holiday

3. Select the start date and end date of the holiday, then click on **Save** to add this holiday.

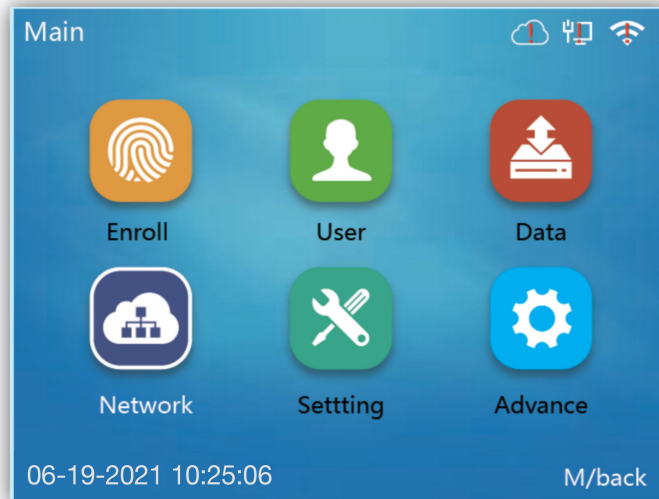


Add the time clocks to the CrossChex Cloud

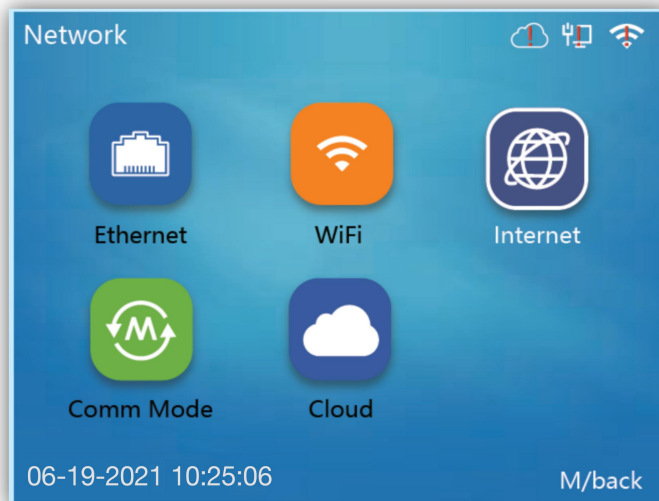
Setup Hardware network

Ethernet Setup

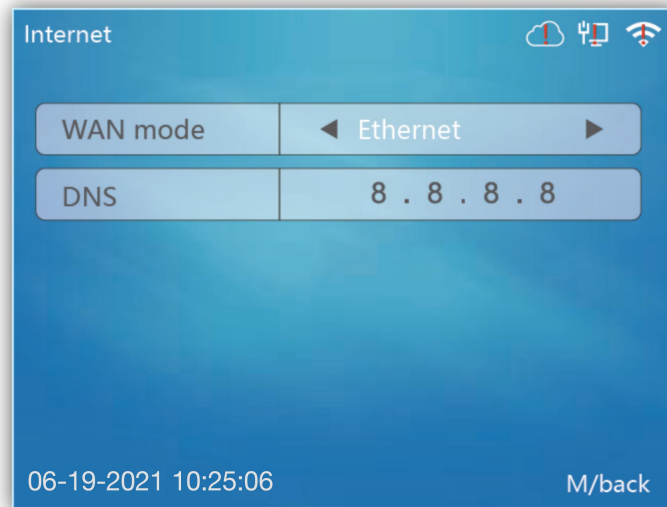
1. Go to device management page (put user:0 PW: 12345, then OK) then select network.



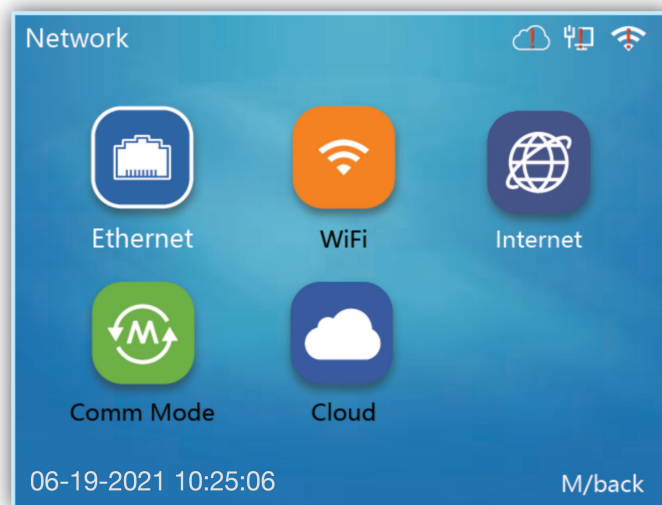
2. Select Internet button



3. Select **Ethernet** in WAN Mode



4. Back to the network and select **Ethernet**.



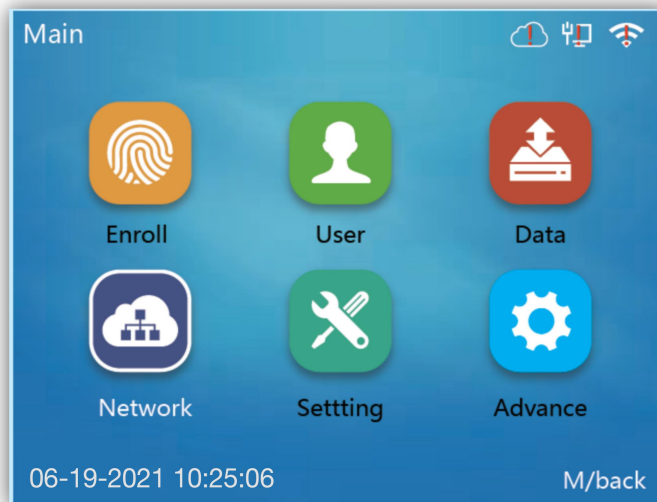
5. Active Ethernet, If Static IP address input IP address, or DHCP.



Note: After Ethernet connected, the  on right corner Ethernet logo will disappear;

WIFI Setup

1. Go to device management page (put user:0 PW: 12345, then ok) then choose network



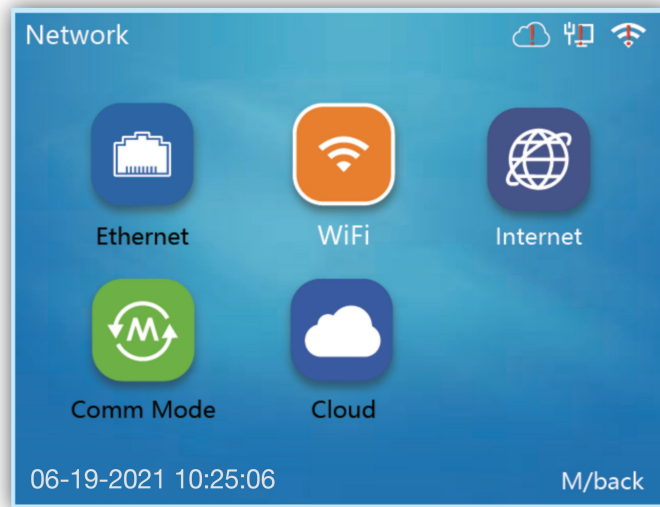
2. Select Internet button



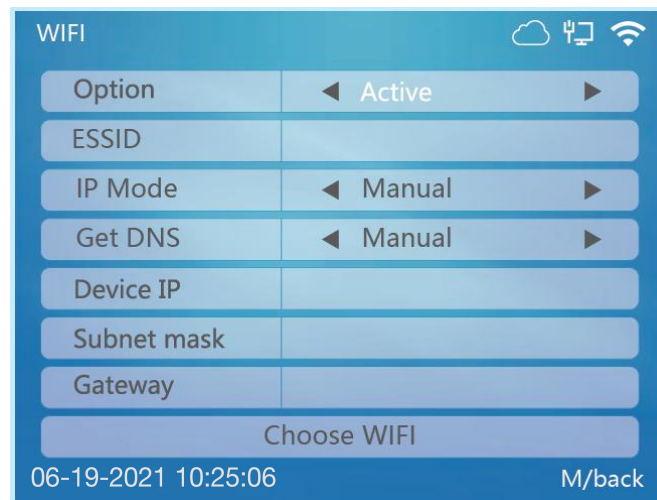
3. Select WIFI in WAN Mode



4. Back to the Network and select WIFI



5. Active WIFI and select the DHCP and Choose WIFI to search WIFI SSID to connect. Click "Done" after inserting WIFI password.

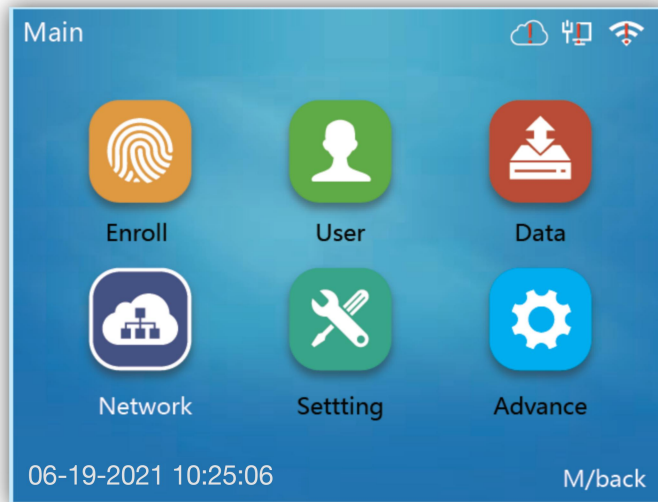


Note: After WIFI connected, the  on right corner Ethernet logo will disappear;

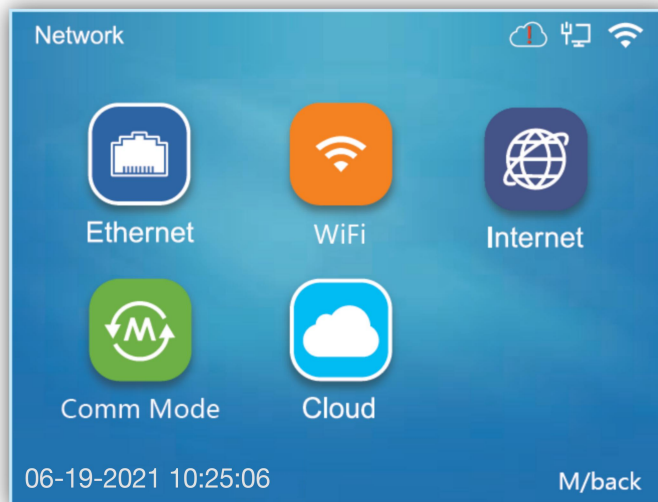


Cloud Connection Setup

1. Go to device administration page (put user:0 PW: 12345, then ok) then choose network.



2. Choose Cloud button.



3. Input User and Password which is same as in the Cloud System, Please refer to the **Cloud Code** (User) and **Cloud Password (Password)** at the System tab of your CrossChex Cloud account.

The screenshot shows a mobile application interface titled "Cloud". It features several input fields: "Users", "Password", "server IP" (with left and right arrow navigation buttons), and "Input IP". Below these fields is a "Network Test" button. At the bottom left, the date and time "06-19-2021 10:25:06" are displayed, and at the bottom right, there is a "M/back" button. The interface is set against a blue background with white text and icons.

4. Select the server

The screenshot displays the "Settings" page in the CrossChex Cloud web dashboard. The page has a green header with navigation tabs: "Dashboard", "Organization", "Attendance", "Record", and "Settings". A sidebar on the left lists menu items: "Company", "General", "Role", "Supervisor", and "Holiday". The main content area shows a form for company configuration. The "Company ID" field is highlighted with a green box and contains the value "10000054". The "Cloud Password" field contains "9090". Other fields include "Company Name" (Anviz), "Address", "Country" (United States), and "State" (Alabama). At the bottom right, there are "Cancel" and "Confirm" buttons.

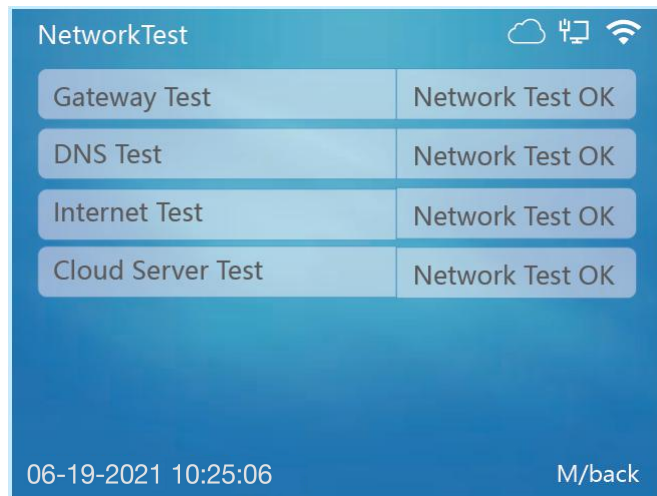
US - Server: Worldwide Server: device.us.crosschexcloud.com

AP-Server: Asia-Pacific Server: device.ap.crosschexcloud.com

Or manual input the cloud server



5. Network Test



Note: After device and CrossChex Cloud connected, the  on the right corner Cloud logo will disappear;

To confirm the device connection with CrossChex Cloud, please go to Device at Organization tab. There will be a color device icon. Click at its top right corner to see more details.

