

InterVision
AIVMS Video Monitoring System
User Manual

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1. Statement

Thank you for choosing InterVision. This user manual is intended for users of AIVMS. It includes instructions on how to use the software. Before using the software, read the user manual carefully. Keep this manual for further clarifications. The functions, descriptions and technical parameters of the software may vary with the actual software version. The software is governed by the user license agreement.

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Disclaimer

This user manual is for reference only. It may contain several technical incorrect places or printing errors, and the content is subject to change without notice. All information in this guide has been thoroughly reviewed. InterVision Technology Co., Ltd. is not liable for damage caused by improper use of this software.

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Email: opensource@interVision.ua
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Ukraine,Kyiv

Detailing the name of the product and the firmware version for which you want the source code and indicating how we can contact you.

Please note that we will ask you to pay us for the costs of a data carrier and the postal charges to send the data carrier to you. The amount can be varied according to your location and Geniatech oss support team will notify the exact cost when receiving the request. This offer is valid for three years from the moment we distributed the product and valid for as long as we offer spare parts or customer support for that product model.

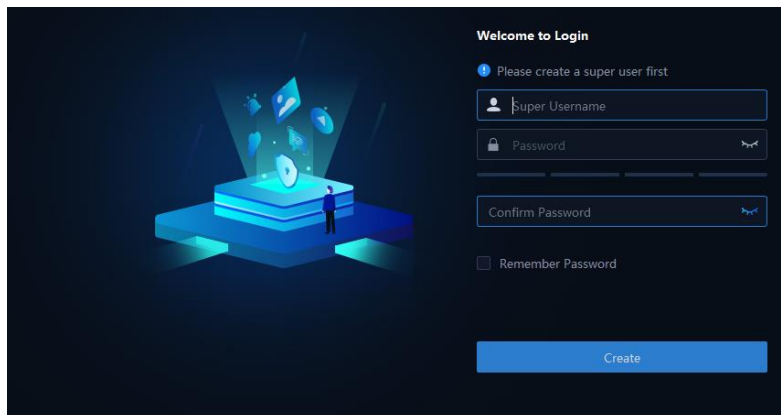
3. System Requirements

Since the software manages a large number of real-time network devices, it occupies more memory than conventional software. It is recommended that you choose the following installation environment.

- Win7/8/10 Operating System(32/64bit)
- RAM 4GB or more.
- Intel Core i5 3.1GHz and above processor.
- 500GB or above HDD.
- Monitor with 1920x1080 resolution.

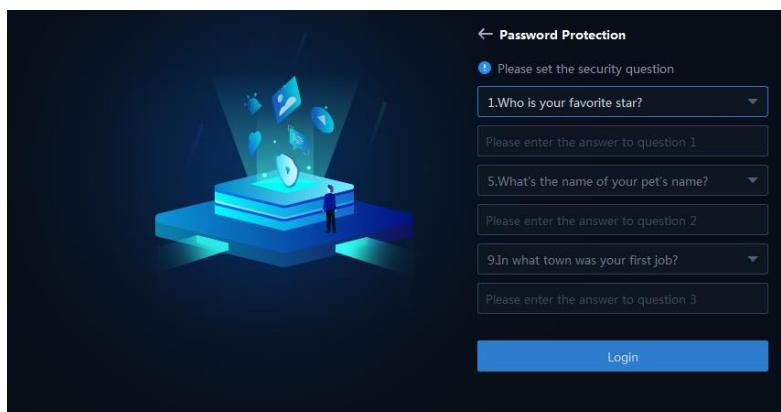
4. Login

After installation, the user will be asked to create a Username and Password. In this window, users can choose the software display language.



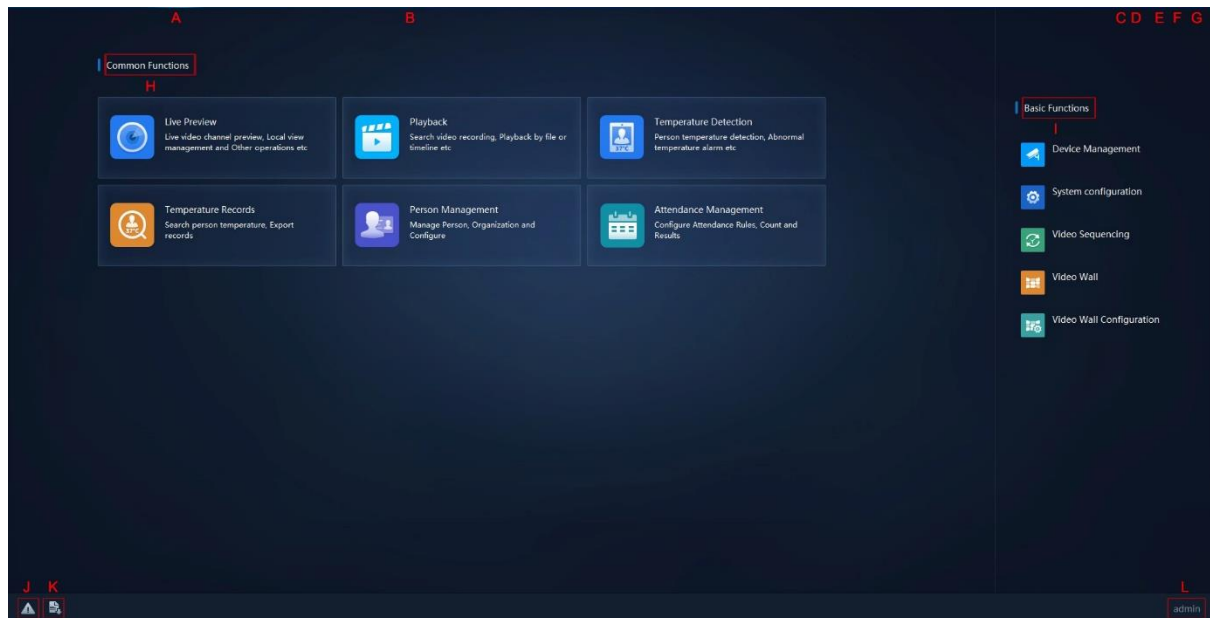
Note:

- Password should be 8 to 16 characters length. Combinations of numbers, lowercase letters, uppercase letters and special characters can be used for password.
 - The password cannot be the same or reverse of the username.
- After setup the username and password, the software required to setup security questions for password protection. Once you setup security question, click Login button.



5. Software Interface

After successful login, you will enter to the main interface of the software. There you can see the main functional modules of the system.



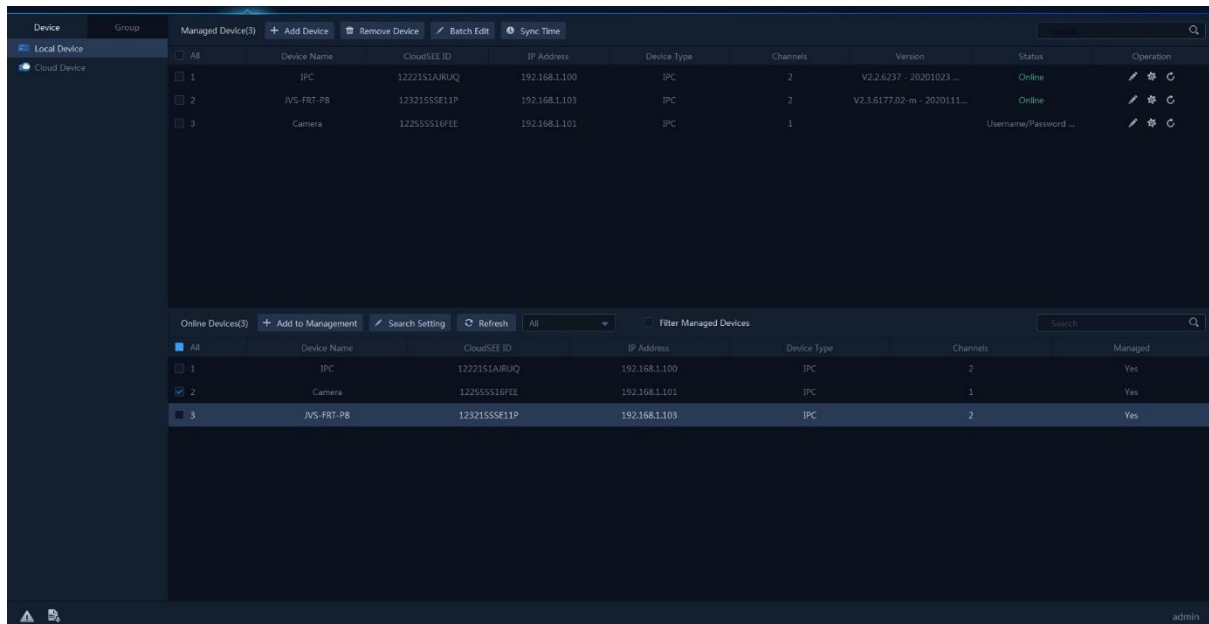
Area	Description
A	Home: Switch to Home for open other function modules.
B	Function Bar: Functions opened will be displayed here. You can switch functions here.
C	System: About Software, Feedback, Import/ Export and Boot Update Tool.
D	Lock: It locks the software interface. You need to input password to unlock
E	Minimize: It minimizes the software to task bar.
F	Maximize or Restore: It maximizes or restore the software window.
G	Close: It closes the software.
H	Common Functions: <ul style="list-style-type: none"> Click to open the function module. Drag to rearrange the modules. Drag the Common Functions from H area to the Basic Functions I
I	Basic Functions: <ul style="list-style-type: none"> Click to open the function module. Drag to rearrange the modules. Drag the Basic Functions from I area to the Common Functions H
J	Events: View real-time events.
K	Download Task: View download tasks.
L	User: Current user logged in.

Note: The interface of the software may vary with the actual software version.

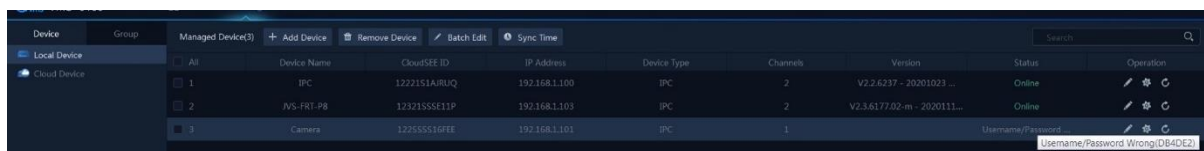
6. Device Management


6.1 Device Management

Device Management is to add the devices into AIVMS and manage it. It supports multiple ways to manage IP Cameras, NVRs and other types of devices by specific IP Address and Port, by AiCloud ID or by Onvif protocol.





AIVMS will automatically search LAN devices and listed in Online Device list. Select the device you want to add and click on **Add to Management** to add devices into **Managed Device** list. The software adds devices with default device account (*Username: admin and Password: <empty password>*). If you changed the password, the device will not connect and it shows “Wrong Username or Password (<Error Code>)” in the Status and Tool Tip.



Double click the device or click , and input correct Username and Password. Click OK. The device status will become Online.

Note: The Error Code is randomly generated. You can use the error code to get the device password reset support from InterVision technical support engineers.

You can access the device settings by clicking  button and reboot the device by clicking  button on each device in the list.

You can add device manually by clicking **Add Device** in **Manage Device** list. You can add devices by IP/DDNS, AiCloud ID or ONVIF.

The image shows three sequential screenshots of the 'Add Device' dialog box, each with a different tab selected.

- IP/DDNS Tab:** Fields include Device Name, IP Address, Port (18320), CloudSEE Protocol (CloudSEE 2.0), Username (admin), Password, Device Type (IPC), and Channels (1). Buttons: Add, Add to Group, Cancel.
- CloudSEE Tab:** Fields include Device Name, CloudSEE ID, Username (admin), Password, Device Type (IPC), and Channels (1). Buttons: Add, Add to Group, Cancel.
- ONVIF Tab:** Fields include Device Name, IP Address, Port (80), Username (admin), Password, Device Type (IPC), and Channels (1). Buttons: Add, Add to Group, Cancel.

6.2 Channel Management

In **Device Management**, you can create group and add channels into the group. Click on **Group** tab to access the device group management.

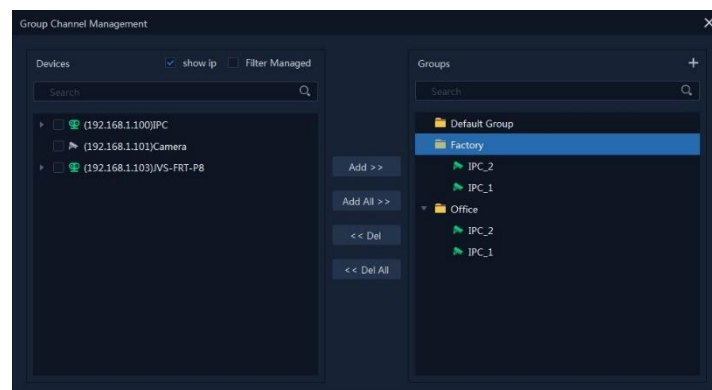
Click on **+** on the right top of the left side bar to create a group. Click on **Add Channels** to add

The screenshot shows the 'Group Channel Management' interface. On the left, a sidebar lists groups: 'Default Group', 'Factory', and 'Office'. The 'Factory' group is selected. The main area displays a table of channels.

Channel	Channel Name	CloudSEE ID	IP Address	Channels	Status	Operation
1	IPC_1	1222151AJRUQ	192.168.1.100	1	Online	[Edit] [Delete]
2	IPC_2	1222151AJRUQ	192.168.1.100	2	Online	[Edit] [Delete]

the device channels into the group.

Select the channels on the left side you want to add into the group. Then select the group you want the channels to be added. Click on **Add>>** button. If you want to add all the channels to a specific group, then select the group and click **Add All>>** button. In this same method, you can remove single channels from group by clicking **<<Del** and **<<Del All** for removing all the channels from the group.



7. Live Preview

For the surveillance task, you can view the live video of the added network cameras, video encoders and video intercom device on the Main View page. And some basic operations are supported, including snapshot, manual recording, PTZ control, etc.



Area	Description
A	Device List: List the groups set in the Device Management
B	Local View: Groups displayed on the video monitoring area (C area). When we display videos grouped by different devices in the video monitoring area, we can group those videos into one view for detailed management and display.
C	Video Monitoring: <ul style="list-style-type: none">• A centralized area that displays real-time surveillance videos.• The default is four screens. This can be changed in the Split Screen Selection (M are) and Custom Split Screen (N area).• You can click and drag between screens to swap it.
D	Save to View: Save Video Monitoring area to the Local View.
E	Sequence Group List
F	Start Sequencing
G	Reconnect All: Reconnect all disconnected channels in the video monitoring area
H	Disconnect All: Disconnect all connected channels in the video monitoring area
I	Record All: Record all the channels in the video monitoring area to local storage.
J	Stop Recording: Stop the recording of all the channels in the video monitoring area
K	Snapshot: Snapshot the selected channel in the video monitoring area.

L	HD/SD Switch: It switches the channel video streaming between HD and SD.
M	Split Screen Selection.
N	Custom Split Screen.
O	Full Screen: It turns the video monitoring area into full screen. For exiting full screen, please press the Esc key on the keyboard or right-click and click "Exit Full Screen"

Note: If you want to full screen a single channel, just double-click the channel. Double-click again for exit full screen.

7.1 Video Preview

Single Channel Video Preview

From the Device List column, select Group and expand. Double-click any channel or click and drag channels to the Video Monitoring area to preview the video of the device.

Group Video Preview

From the Device List column, select Group and double-click on the group name to preview the video of all the channels in the device.

7.2 Screen Management

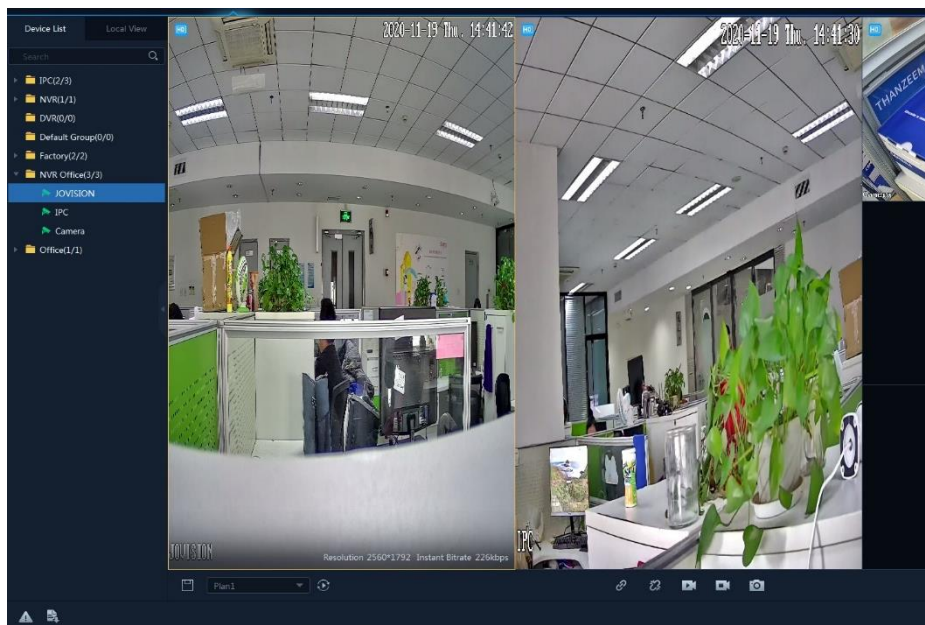
Split Screen Selection

The default video monitoring area is four screens. This can be changed in the Split Screen. You can set the number of screens in the following ways.



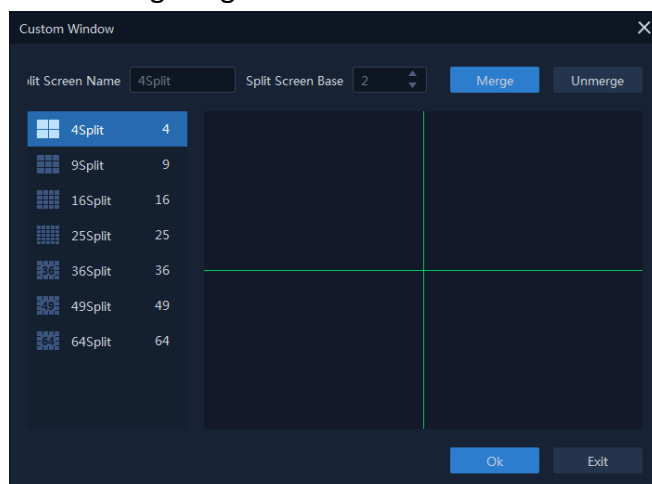
The number in the above figure represents the number of screens. The screen can be

displayed in equal size according to actual needs. The screen size can also be adjusted according to the needs of the scene. If you select "5 screens", it will display on the left and two vertical screens on the far right. Three vertical screens. The effect is as follows.

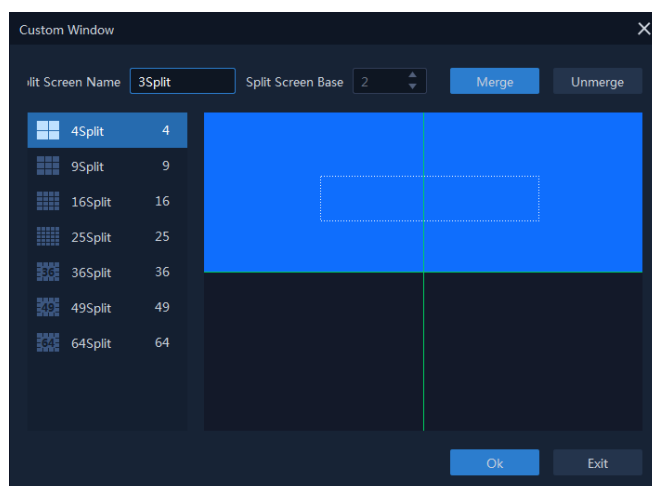


Custom Split Screen

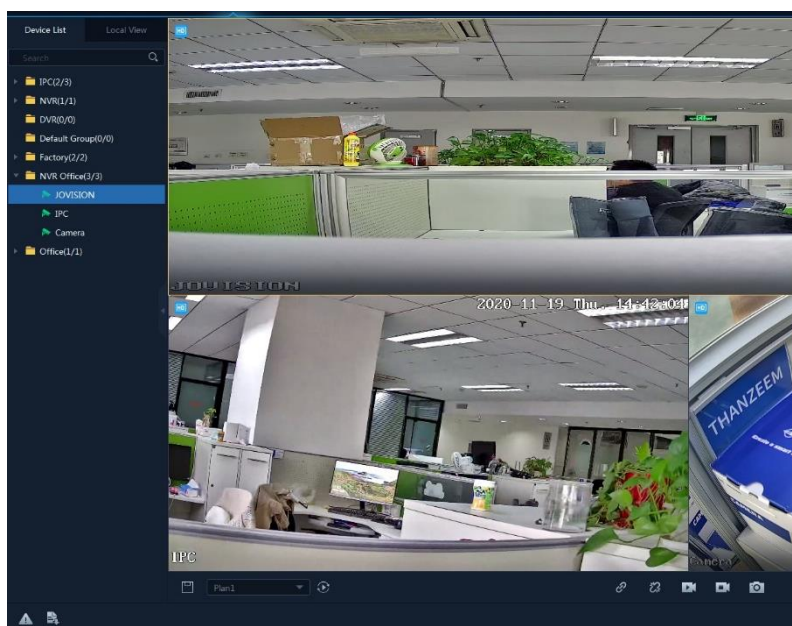
When you need to customize the split screen, you can do so by going to the custom split screen, as shown in the following image



If we want to customize three screens, how to set the top one and the bottom two screens?

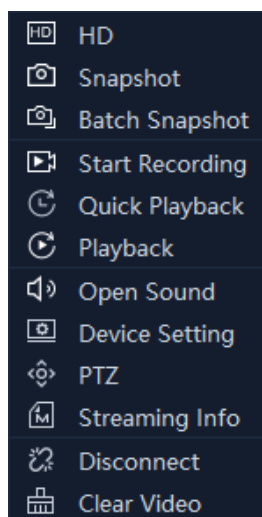


Click and drag to select screens. Click Merge to merge the selected screens.
If you want to customize three screens, one screen above and two screens below



7.3 Channel Management

In addition to the overall operation of the device, you can also manage a single channel in detail. When right-click on the channel, the management menu will pop up, including the following modules

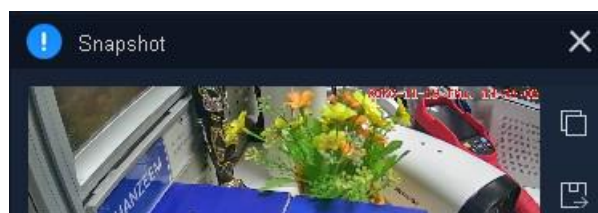






Options	Description
HD/SD	Switch video streaming between HD and SD.
Snapshot	It takes the screenshot of the channel.
Batch Snapshot	It takes 5 consecutive screenshots of the channel.
Start/Stop Recording	It records the channel video to the local storage. For the recording path, you can check the "System Configuration".

Quick Playback	Quick playback playbacks the recording of N minutes before the moment. Playback time can be set in "System Configuration". Quick Playback Time is 5 minutes by default.
Playback	Its normal record playback. Playback duration depends on the recording time of the device. You can view and operate the recordings in the "Playback" function module
Open/Close Sound	It opens/close the device audio. When sound is opened, an icon of a speaker will be displayed at the left top of the channel.
Device Settings	Remote settings of the device.
PTZ	Open PTZ function to adjust the movement of the device. This operation requires the device should support PTZ function.
Streaming Info.	You can view the stream data information of the device
Disconnect	It uses to disconnect the current channel manually from Video Monitoring.
Clear Video	Clear the device video information of the channel from Video Monitoring

Snapshot Editor

When you snapshot a channel, a picture editor will appear. You can edit the snapshot in it and save to local storage.



Options	Description
	Copy to clipboard: It copies the snapshot to clipboard.
	Save As: Save the snapshot to different location. The default storage location of snapshots can set in "System Configuration"
	Edit: You can simply edit the snapshots here.
	Delete: Delete the current snapshot.

8. Video Sequencing

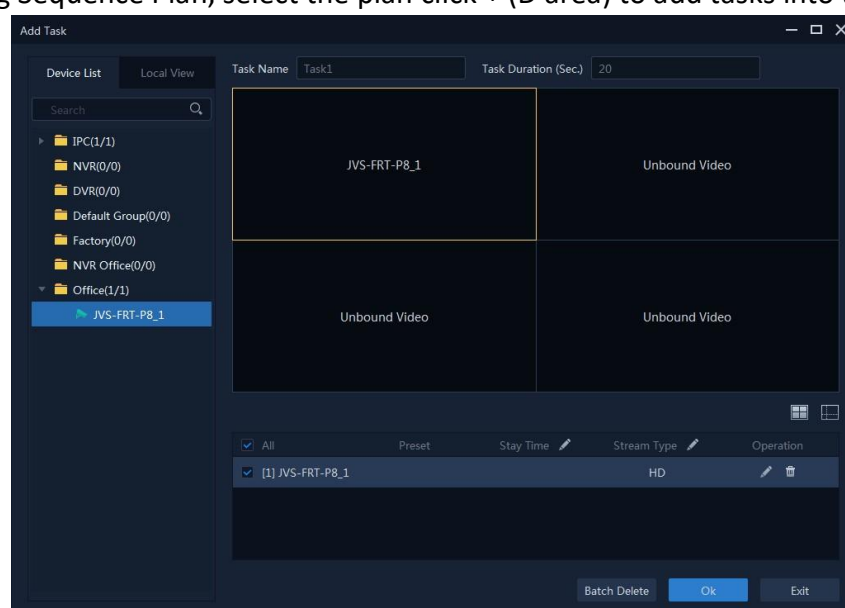
The Video Sequencing function provides the auto switching of configured scene(s) at a certain time. In Home, click Video Sequencing to enter sequencing management window. The interface as shown below.



Area	Description
A	Add: Add new sequencing plan.
B	Delete: Delete selected sequencing plans.
C	Plans: List of all the sequence plan added.
D	Add Task: Add new tasks into the sequence plan.
E	Tasks: List of all the tasks added in the sequence plan.

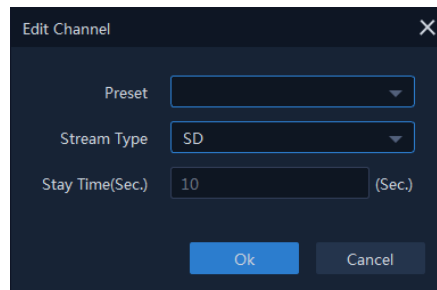
8.1 Add Task

After creating Sequence Plan, select the plan click + (D area) to add tasks into the plan.



In the Add Task window, select the Group and expand it under the Device List column. Double-click or click and drag any channel to the Video Monitoring area for adding the channel into sequence task.

You can set the Name, Duration of each tasks here. Also, edit the Stream Type and Stay Time of each Channels.



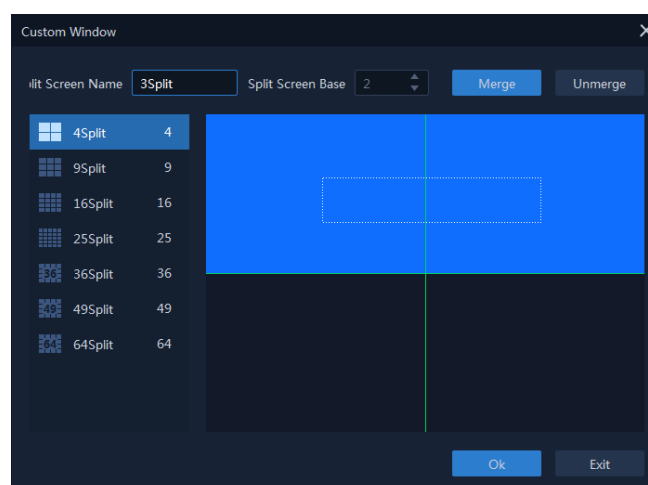
8.2 Video Split Screen


There are two split screen options are available. Predefined and Custom Split Screens.

The default sequence task video monitoring area is in four screens. This can be changed in the Split Screen. You can set the number of screens in the Split Screen Selection area by following ways.



Also, if you need to customize the split screen in the sequence task, you can do that by custom split screen selection as shown in the following image

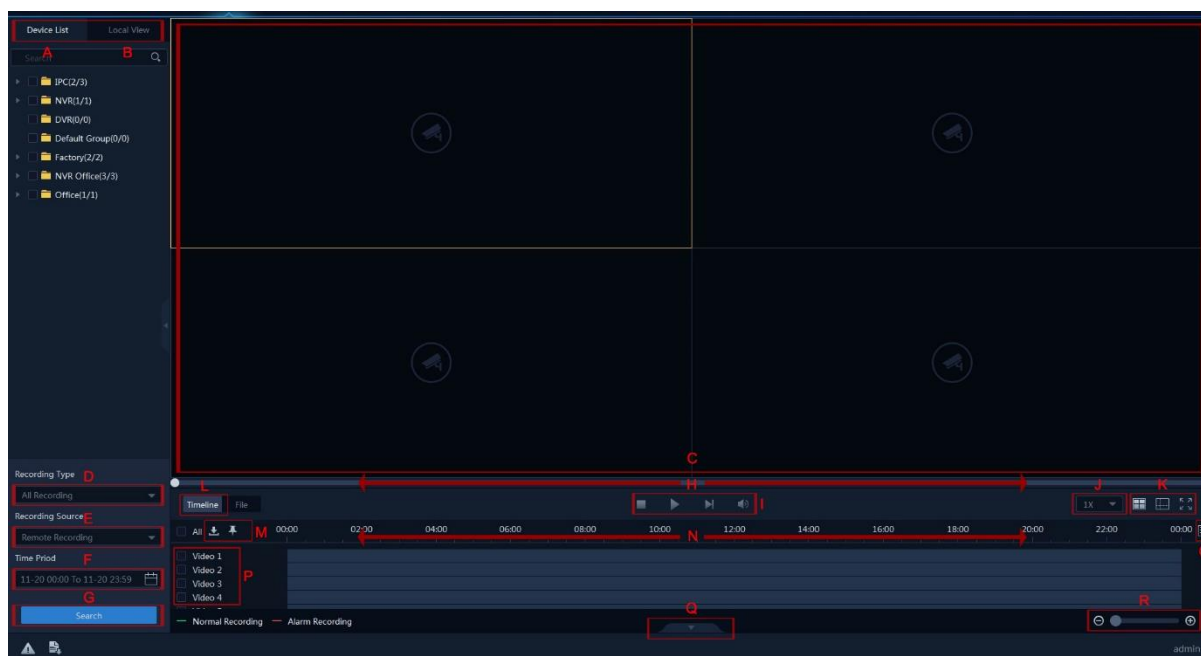


Once you setup the task. Save it. You can find the Sequence Plan list in Video Preview area. Select the plan from the combo box and click  button to start the channel sequencing view.

9. Playback

9.1 Video Playback

In the Home window, click Playback module to get the recorded video playback. The interface as given below.

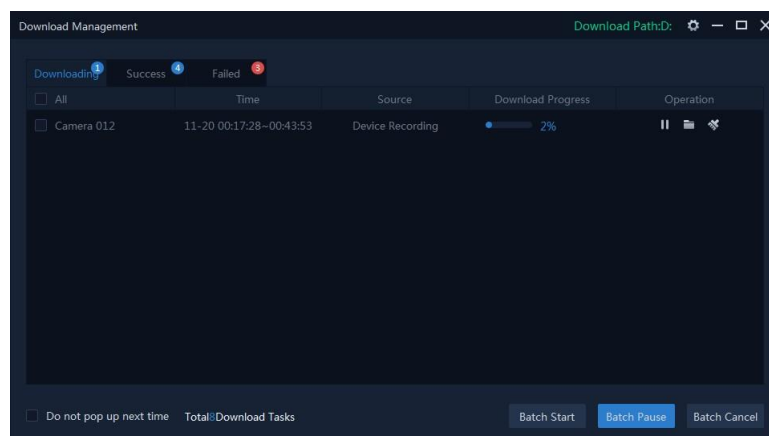


Area	Description
A	Device List: List the groups set in the Device Management
B	Local View: List the local view set in the Live View
C	Video Preview: The default is four screens. This can be changed in the Split Screen Selection or Custom Split Screen (K area).
D	Recording Type: You can select All Recording, Alarm Recording and Normal Recording types here.
E	Recording Source: There are Local Recording (Video recorded in the local computer) and Remote Recording available (video recording from NVR HDD or IP Camera SD Card).
F	Time Period: Select recorded video time range for search.
G	Search: Filter and search video recordings according to Video Type, Video Source and Time Period. Search results will be listed in File (L area)
H	Progress Bar: Displays the playback progress of the selected channel.
I	Playback Controls: <ul style="list-style-type: none">• Stop: Stop playback• Play/Pause: Play or Pause the video playback.• Next frame: Each time when you press this button, it will playback only one frame (1/12Sec) and then pause.• Mute/Unmute: It mute/unmute the playback audio. When sound is opened, an icon of a speaker will be displayed at the left top of the video.

J	Speed: You can choose the playback speed from 1/8x to 8x. Default speed is 1x.
K	Screen Management: <ul style="list-style-type: none"> • Split Screen Selection • Custom Split Screen • Full Screen
L	Timeline Mode: It list the channels and recordings on the timeline. The normal recording will be displayed in green and alarm recordings in red in each channel timeline.
M	File Manage: <ul style="list-style-type: none"> • Download: It download the selected video files to the local storage. Download progress and status can see it in the Download Task. • Tag: Drag tag button to the timeline (N area) to add a tag to the video to describe the specific time.
N	Timeline. It indicates the time duration for the video file. Click on the timeline to playback the video of the specific time.
O	Tag Management: You can manage all the tags you added in the timeline in the Tag Management Window.
P	Channel List. It displays the channel list in Timeline Mode. If you selected File List Mode, the channel list will change to file list.
Q	Show/Hide: It Show/Hide the timeline area and expand the video preview.
R	Zoom: It zooms the timeline to get the detailed time selection.

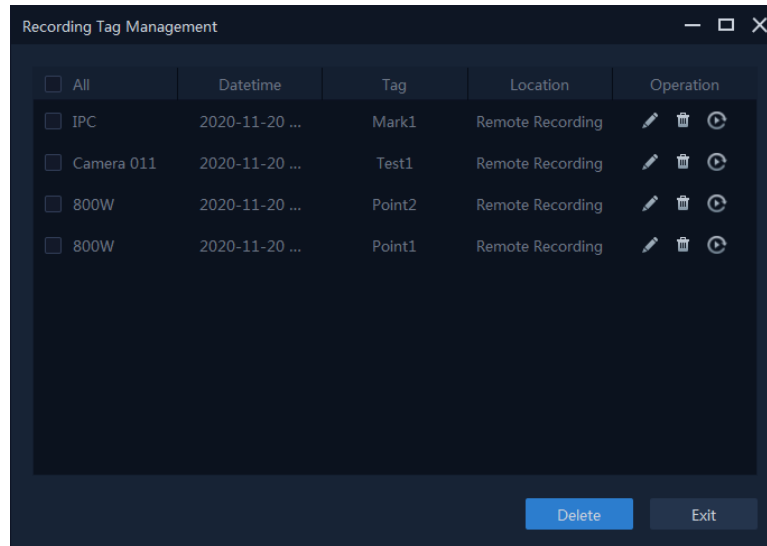
9.2 Download Task

All the download tasks will be displayed here. You can see the downloading, successful and failed tasks in this window. Also, you are able to set the path to save the downloading files. You can Batch Start, Batch Pause and Batch Cancel the downloading task as well.



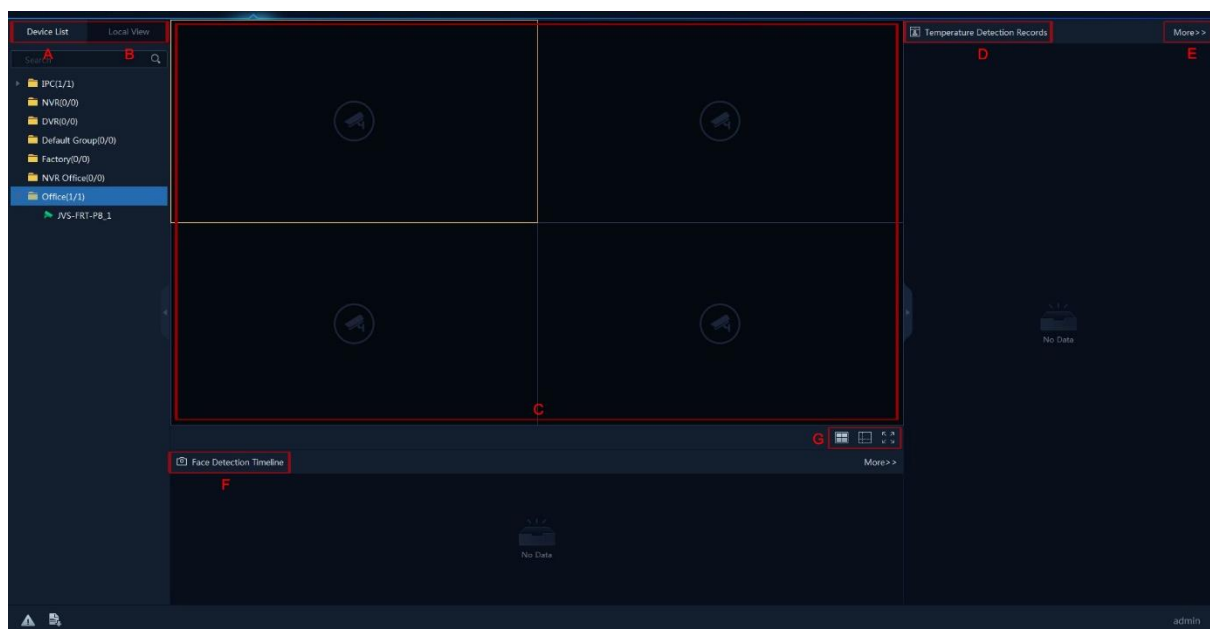
9.3 Tag Management

Tags marked in the timeline can manage here. All the tags will be listed in the Tag Management. You can Edit, Delete the tags. Also, you can playback the recording from the tagged position.



10. Temperature Detection

In the Temperature Detection module, you can see the real time temperature detection (Normal Temperature/High Temperature), Mask Detection (With Mask/Without Mask) and Facial Recognition of people.



Area	Description
A	Device List: List the groups set in the Device Management

B	Local View: Groups displayed on the video monitoring area (C area). When we display videos grouped by different devices in the video monitoring area, we can group those videos into one view for detailed management and display.
C	Video Preview: The default is four screens. This can be changed in the Split Screen Selection or Custom Split Screen (G area).
D	Temperature Detection Records: It display the real time detection details with Person Face, Temperature, Person Name, Gender, Device Name, Detection Date&Time, Normal/High Temperature, With/Without Mask information.
E	More>>: It redirect to Temperature Record module.
F	Face Detection Timeline: After 4 detections, the detection records will be moved to Face Detection Timeline. It display the Detected Face, Temperature and Date&Time.
G	Screen Management: <ul style="list-style-type: none"> • Split Screen Selection • Custom Split Screen • Full Screen

Note:

- Please make sure “Upload to Client” and other detection options are enabled in the device settings.
- If the face is recognized, then only it displays person Name and Gender.

Check the temperature detection interface effect in the below picture.



Normal Temperature. With Mask

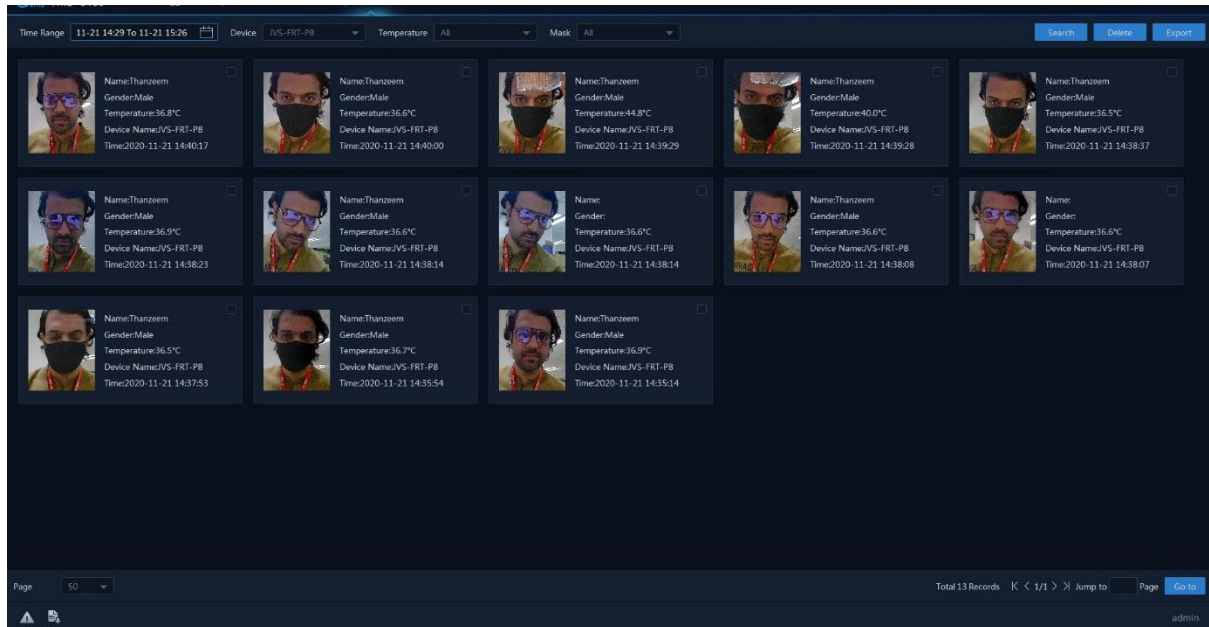
Normal Temperature. Without Mask

High Temperature. With Mask

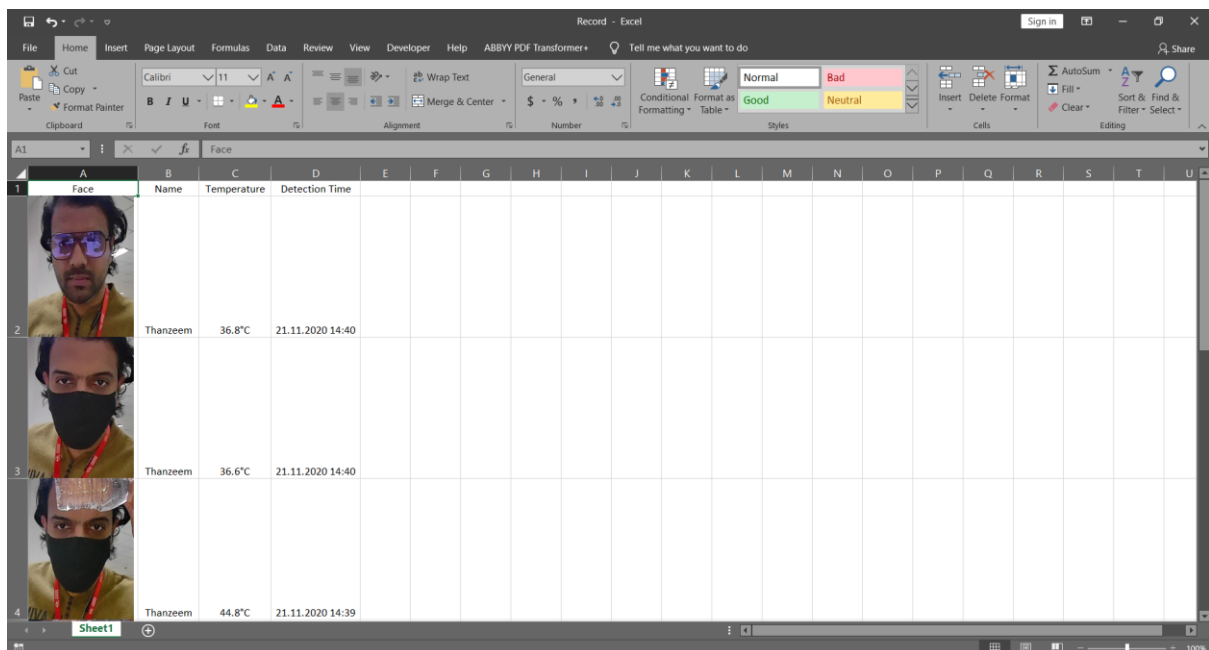
Note: Double-click on the temperature card to pop-up the video preview from the device.

11. Temperature Records

Temperature Records displays all historical temperature measurement data, including Person Face, Name, Gender, Temperature, Device Name, and Detection Date&Time.

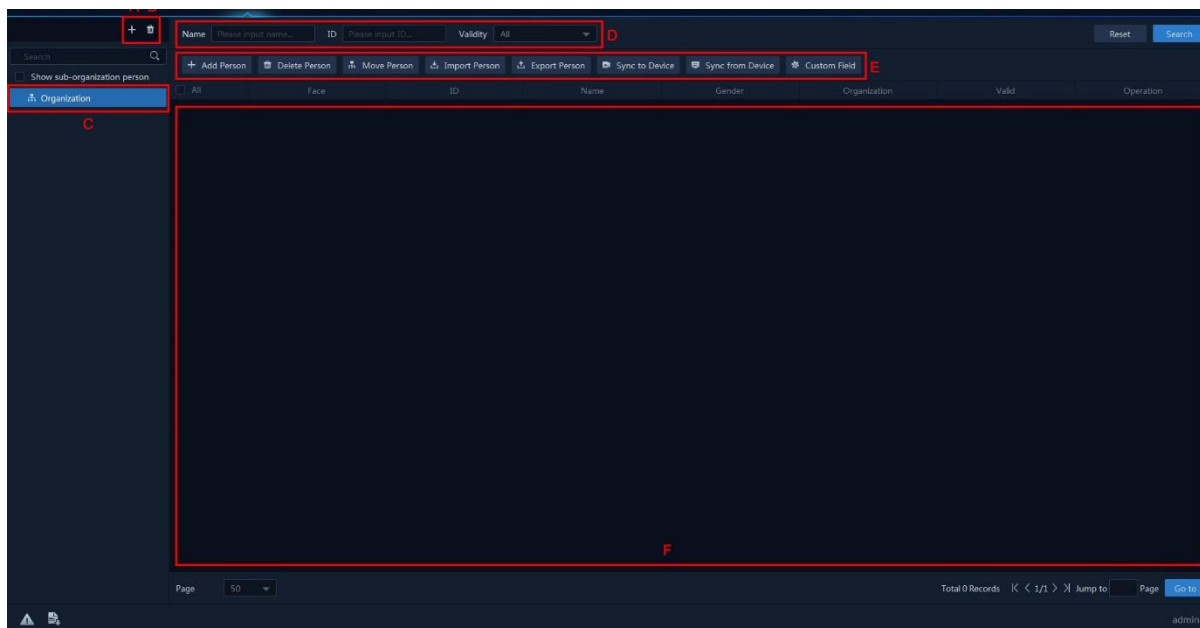


You can set the Date&Time range, select Device, filter Temperature and Mask then search it. All the temperature records will display here. By default, 50 records will display. You can change it to 100 max. If you want to delete the temperature records, select the records and click Delete button. Click Export button to export all the records as .xlsx or .csv file.



12. Person Management

You can add person information to the system for further operations such as access control using face recognition devices, and time and attendance etc.



Area	Description
A	Add: Add new Sub Organizations.
B	Delete: Delete selected Sub Organizations.
C	Organizations: List of all Organizations.
D	Search Filters: Filter for person search.
E	Functions: <ul style="list-style-type: none">• Add Person: Add a single person into the software.• Delete/ Delete All Person: Delete a selected person or delete all the person from the list.• Move Person: Move selected person between organizations.• Import Person: Import batch of person into the software.• Export Person: Export persons as .csv file.• Sync to Device: Send persons to the selected devices.• Sync from Device: Get person to the software from selected devices.• Custom Field: Add custom info field into add person window.
F	Persons: It list all added and imported persons

12.1 Add Organization

You can add an organization and import person information to the organization for effective Management of the persons. You can also add a sub organization for the added one. There will be a default organization. You can edit the parent organization first. Then click + on the top to add sub organizations under the parent organization.

Note: You cannot remove the parent organization from Person Management.

12.2 Add Person

You can add persons to the client software one by one. The person information contains basic Information, detailed information, profiles, custom information etc.

Input basic information like Name, ID, set Gender and other information. Click + to add person face. Then click Add button to add the person into software and close the window. Press Add Continue button to add the person and continue to add other persons.

Note:

- The face picture format must be .jpg and the size cannot exceed 512Kb.
- The maximum resolution of the pictures should be 960x960, and the minimum resolution should be 30x30.

12.3 Delete Person

Select the person you want to delete and click Delete button to delete it from the software. If you click Delete All, all the persons in the software database will be removed.

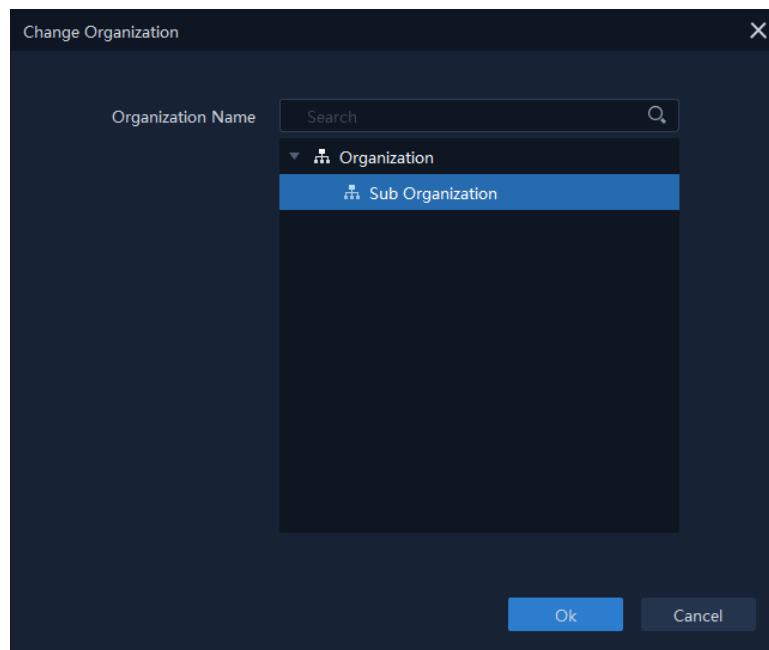
12.4 Move Person

You can move added persons to another organization if you required. Select the person you want to move then click Move Person button. You will get a change organization window. Select the organization to move persons then click Ok.

Note:

- Make sure you have added at least two organizations/sub organizations.
- Make sure you have added or imported person information into the system before move person.

Move person interface as shown in the following image.



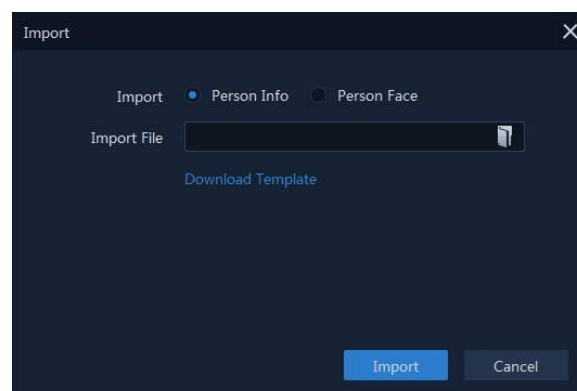
12.5 Import Person

You can import multiple persons to the software in a batch. There are two methods to import persons into the software.

12.5.1 Import Person Info.

You can enter the information of multiple persons in a predefined template (.csv file) to import the information to the software in a batch.

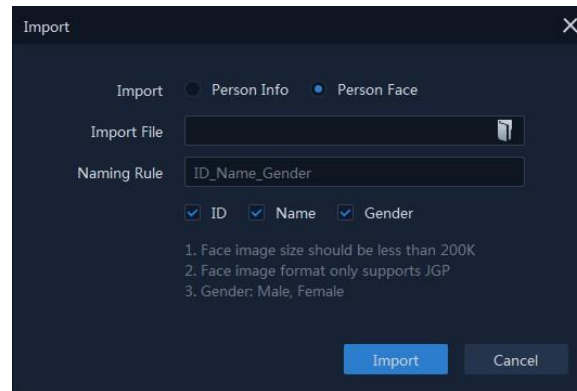
Select organization first, then click Import Person button. An Import window will appear. Choose Person Info. Click Download Template to download .csv file template first. Then input person details and save it. Load the .csv file in to the Import File and click Import button. The software will import all the persons' information into the software.



12.5.2 Import Person Face

In the Import window, choose Person Face. You have to follow the naming rules and the picture format mentioned in the interface. Arrange the person face images as per the rule and put it in a single folder. Load the folder into the import file and click Import button. The software will import all the persons' pictures into the software. After importing face pictures

for the added persons to the software, the persons in the pictures can be identified by the file name and added the face in the corresponding person information.



The 'Import' dialog box is shown with a dark theme. It has a title bar with 'Import' and a close button. Inside, there are two radio buttons: 'Person Info' (selected) and 'Person Face'. Below these are two input fields: 'Import File' and 'Naming Rule' (containing 'ID_Name_Gender'). There are three checkboxes: 'ID', 'Name', and 'Gender', all of which are checked. Below the checkboxes are three lines of text: '1. Face image size should be less than 200K', '2. Face image format only supports JPG', and '3. Gender: Male, Female'. At the bottom right are two buttons: 'Import' and 'Cancel'.

Note:

- Make sure you have added at least two organizations/sub organizations.
- Make sure you have added or imported person information into the system before move person.

Person Management interface as shown in the following image.

<

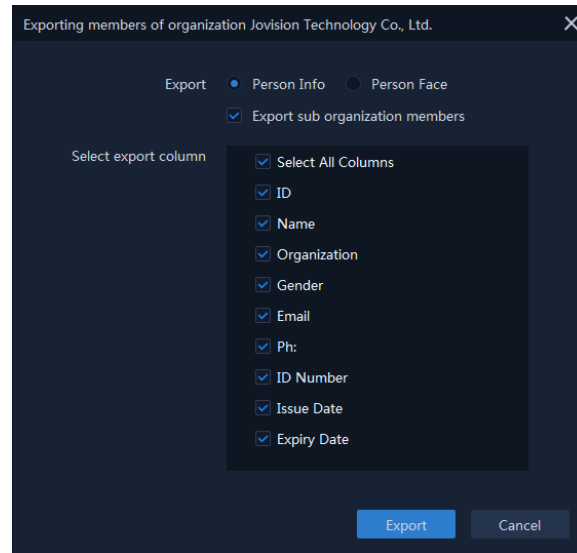
12.6 Export Person

Similar like Import, You can export persons' data from software to local PC. There are two methods for export persons' data.

12.6.1 Export Person Info

You can export the added persons' information to local PC as a CSV file.

Select organization and click on Export Person button. An export window will appear. You can select the desired items to export. Click Export button to export it as .csv file into local PC.

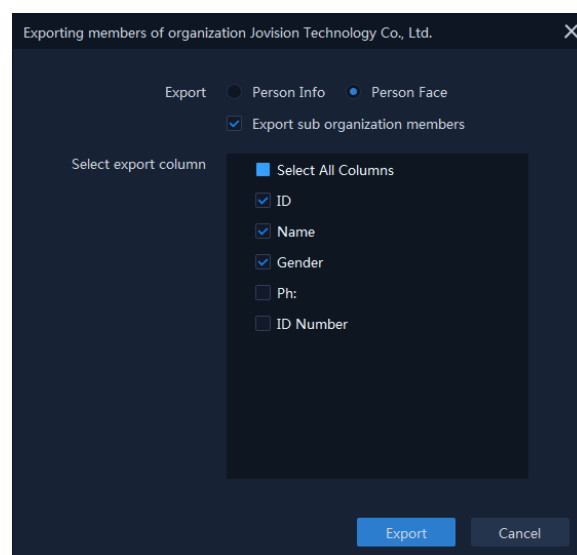


Note:

- Make sure you have added persons' information to an organization.

12.6.2 Export Person Face

In the Export window, choose Person Face and select the desired items to export as picture name. Click Export button and choose the folder for the files to be exported.

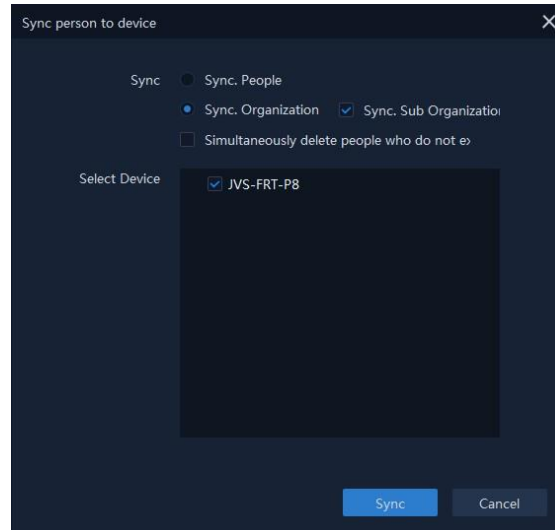


Note:

- Make sure you have added persons' information and face image to an organization.

12.7 Sync to Device

Sync to Device option used to upload the person data to face recognition devices. When you click on Sync to Device button, a sync device window will open as follows. There are two type of sync options.

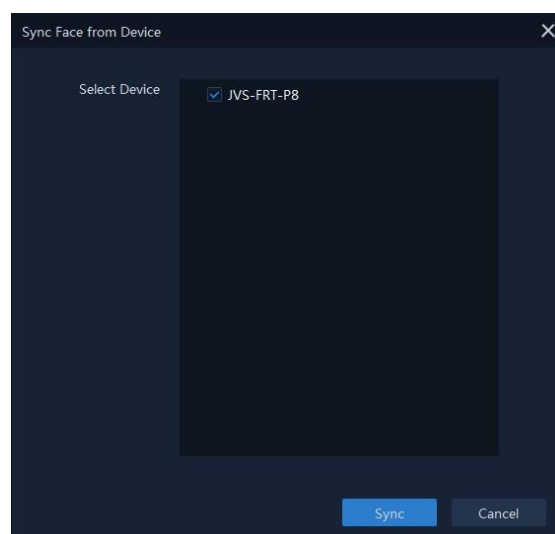


- **Sync. People:** It upload only the selected people into the device.
- **Sync. Organization:** It upload all peoples' data under the organization to the device.
- **Delete duplicate data:** It delete duplicate data in the device while uploading.

Select the desired upload method first and select the device from device list to upload the data. Click Sync button to complete the upload.

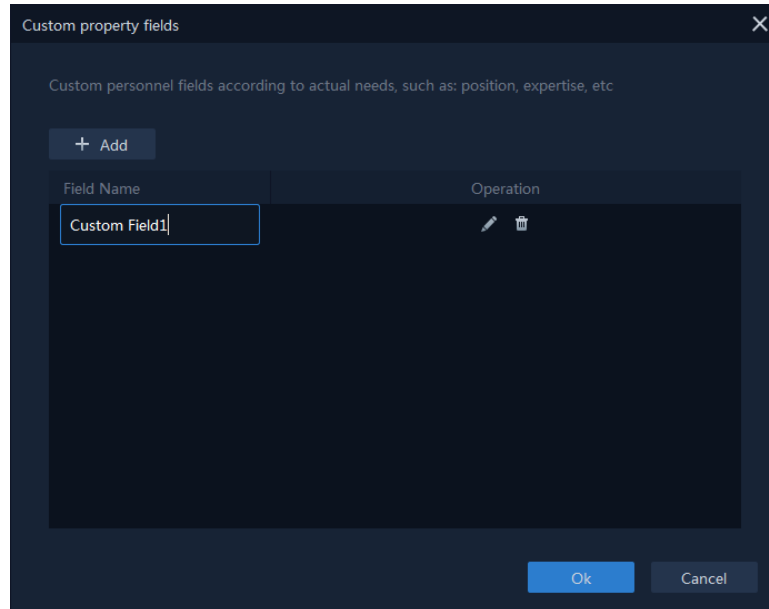
12.8 Sync from Device

It downloads the person data from face recognition devices to software. Click Sync from Device, a sync device window will open. Select the devices from the device list to download the data and click Sync button. All persons' data will be downloaded to Software.



12.9 Custom Field

You can customize the person information which are not pre-defined in the software according to actual needs. e.g., Job position, Expert in, Place of birth etc. After customizing, when add a person, you can enter the custom information to make the person information complete.



Click +Add button to add new custom fields. Click Ok to save it. You can Edit and Delete existing custom fields.

13.Attendance Management

The Attendance Management module provides multiple functionalities to track and monitor when employees start and stop work, and full control of employees working hours such as late arrivals, early departures, time taken on breaks and absents.

13.1 Attendance Settings

You can configure the attendance parameters, including the Basic Rule, Overtime, Attendance Location, Temperature Settings, Holiday, Absent Settings etc.

13.1.1 Basic Rule

In the basic rule settings, you can set the Weekends, Abnormal temperature, General attendance settings like on duty and off duty time in the morning and afternoon, Allowable late and early departure time, basic attendance rules, Absence settings etc.

The days of weekends may vary in different countries and regions. The client provides weekend's definition function. You can select one or more days as the weekends according to actual requirements, and set different attendance rules for weekends from workdays.

The interface is as shown below.

Note:

- The parameters configured here will be set as default for the newly added time period. It will not affect the existed one(s).

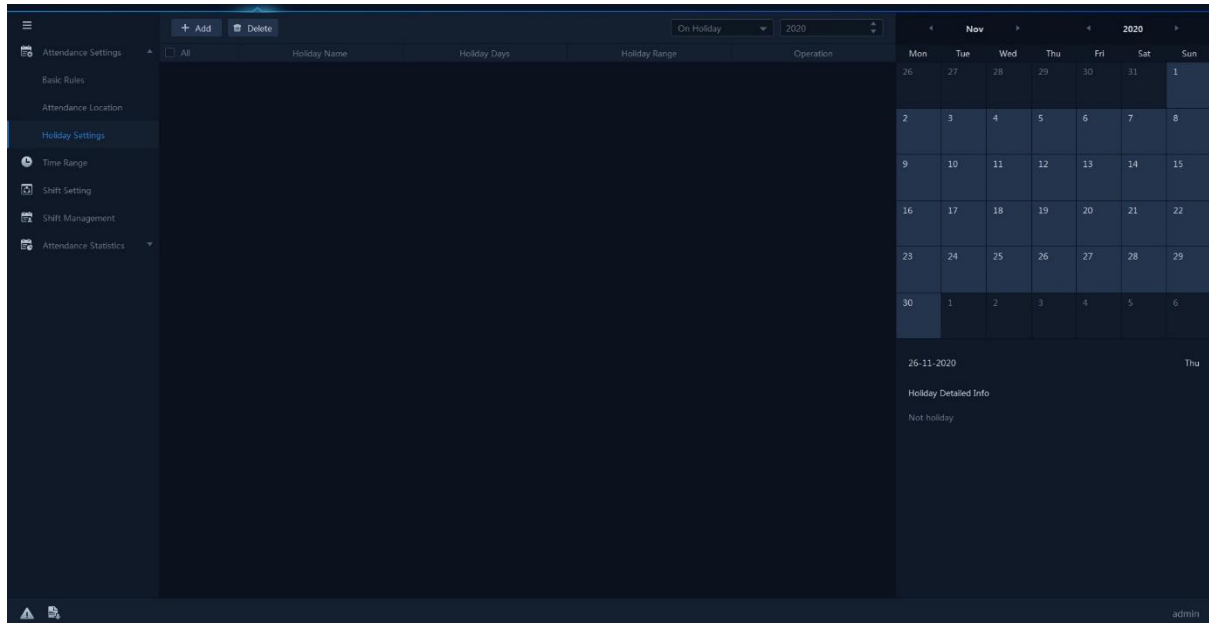
13.1.2 Attendance Location

You can set the face recognition devices as the attendance check point, so that the detected face in the face recognition device will be recorded for attendance.

In attendance location settings, all the devices will list. Choose the device and select the Attendance Location Type. You can choose Check-In, Check-Out or Both for each device. Once you add the device into the attendance location, select the added device and click Link to Organization to link the device to the corresponding organization. For details, refer Device Management.

13.1.3 Holiday Settings

The required attendance time on holidays might differ from that on usual days. For ease of operation, the system provides Holiday setting which allows you to set the attendance time and rules for holidays. There are two functions in Holiday Settings.



a. On Holiday

Usually, the holiday is nationally official holidays, such as New Year Day, Labor Day or National Day Holiday etc. The holiday can also be flexibly set according to your requirements.

Click +Add button to add holidays.

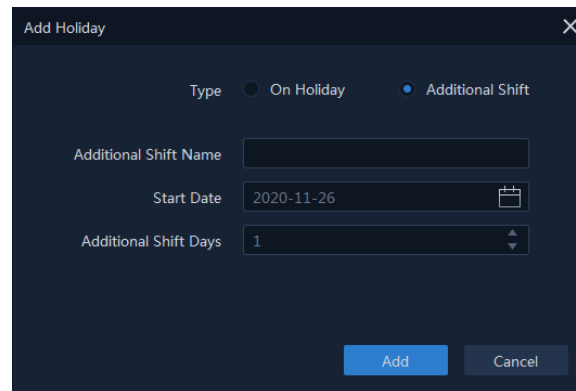
Select the type On Holiday and set Holiday Name. Select the Holiday Start Date then set Days that how many days you need to set as holiday from the starting date. Click Add button to add the holidays into the attendance system.

Note: During holidays, check-in and check-out will not be recorded in the attendance system.

b. Additional Shift

This option allows to add additional shift to the attendance system after holidays.

For example, as per basic rule, Saturdays and Sundays are general holidays. So, the check-in and check-out will not be recorded on these days. Some companies add additional shift on Saturdays and Sundays after holiday. You can set that here.

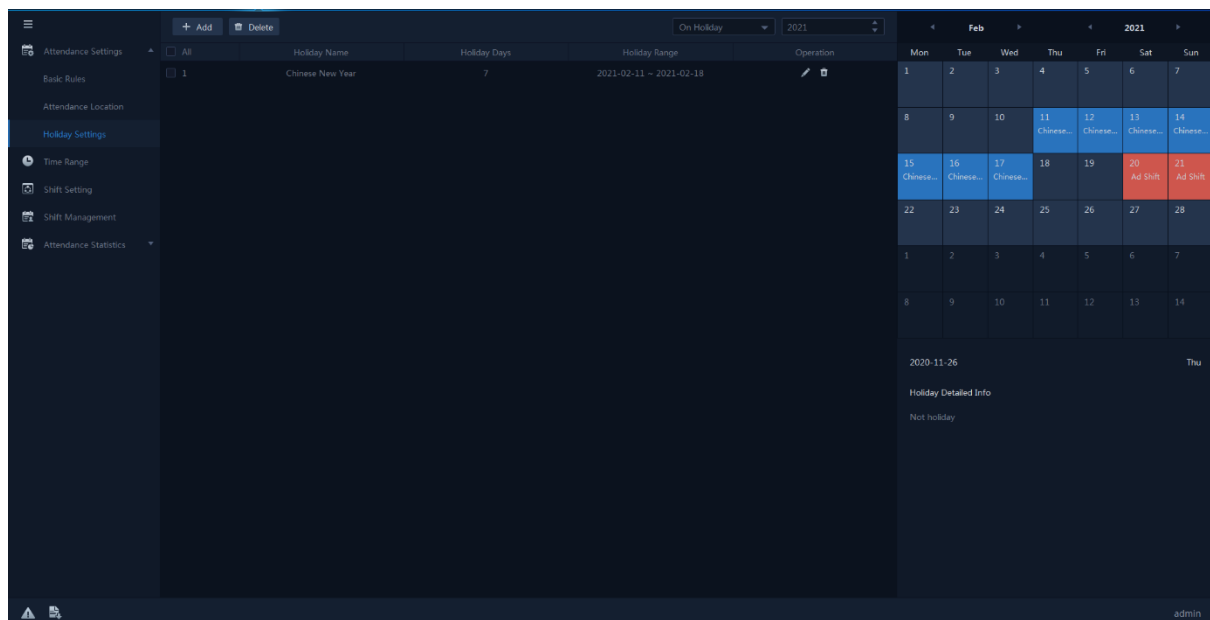


The 'Add Holiday' dialog box is shown with the 'Additional Shift' type selected. It contains fields for 'Additional Shift Name', 'Start Date' (2020-11-26), and 'Additional Shift Days' (1). The 'Add' button is highlighted in blue.

Select the type Additional Shift and set Shift Name. Select the Start Date then set Days that how many days you need to set additional shift from the starting date. Click Add button to add it into the attendance system.

Note: If there is no check-in and check-out in Additional Shift days count as absent.

After add Holiday or Additional Shift, you can Edit or Delete it from the list. The details will be displayed in the calendar on the right side as shown in the below image.



The screenshot shows the 'Attendance Settings' interface. On the left, a sidebar lists settings: Attendance Settings, Basic Rules, Attendance Location, Holiday Settings (selected), Time Range, Shift Setting, Shift Management, and Attendance Statistics. The main area displays a table of holiday settings. The table has columns: Holiday Name, Holiday Days, Holiday Range, and Operation. A table with 7 columns (Mon to Sun) shows the calendar view for February 2021. The calendar highlights specific days: 11 (Chinese New Year), 12 (Chinese New Year), 13 (Chinese New Year), 14 (Chinese New Year), 15 (Chinese New Year), 16 (Chinese New Year), 17 (Chinese New Year), 18 (Chinese New Year), 19 (Chinese New Year), 20 (Ad Shift), 21 (Ad Shift), 22 (Chinese New Year), 23 (Chinese New Year), 24 (Chinese New Year), 25 (Chinese New Year), 26 (Chinese New Year), 27 (Chinese New Year), 28 (Chinese New Year). The 'Ad Shift' days are highlighted in red. Below the calendar, a section titled 'Holiday Detailed Info' shows 'Not holiday'.

13.1.4 Time Range

On the Time Range page, you can add general time for employees, which requires the fixed on-duty time and off-duty time. Also, you can set valid check-in/out time, allowable late and leaving early times.

Click +Add button to add the time range according your requirement. Similar like basic rule settings, you can set the Weekends, General attendance settings like on duty and off duty time in the morning and afternoon, Allowable late and early departure time, basic attendance rules, Absence settings etc. Set all the required details and click Add button to save the time range.

Options	Description
Time Range Name	Set time range name
Check-In (Morning/Afternoon)	Set the Check-In time for morning and afternoon.
Check-Out (Morning/Afternoon)	Set the Check-Out time for morning and afternoon.
Allow Late	Set allowable late time for Check-In
Early Leave Allowed	Set allowable time for early Check-Out
Ignore Midday Attendance	If this option enabled, morning Check-out and afternoon check-in will not be recorded.
Ignore Morning Attendance	If this option enabled, morning Check-in and check-in will not be recorded.
Ignore Afternoon Attendance	If this option enabled, afternoon Check-in and check-in will not be recorded.
Late Check-In	Set the late time duration for check-in. If the check-in exceeds the time period, the attendance data will be marked as absent.

Early Check-Out	Set the early time duration for check-out. If the check-out earlier than the normal leave time, the attendance data will be marked as absent.
No Check-in	If the person does not check in, attendance data may be marked as absent or late.
No Check-Out	If the person does not check out, attendance data may be marked as absent or early leave.

Note: This system work like First-In & Last-Out (Stack) method. The first check-in time is recorded as od-duty time and the last check-out time is recorded as the off-duty time.

13.1.5 Shift Setting

You can add shift for persons including setting shift period by day or by week. According to the actual requirements, you can add multiple time ranges in one shift for persons, which requires them to check-in and check-out for each time range.

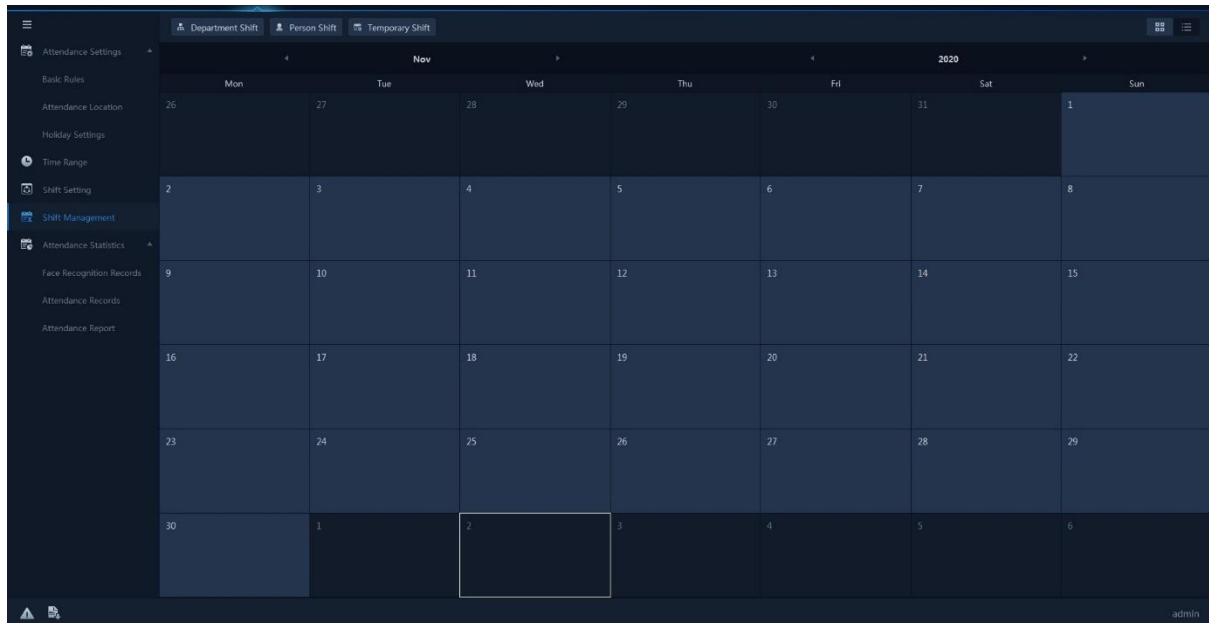
Click +Add button to add shifts. You can add shifts by Day or by Week.

Input Shift Name and select the rotation type. Click Time Range on each day, the added time range will be listed there. Select the required time range for the day. Click Add button to add the shift into the list.

You can Edit or Delete the added shifts from the list.

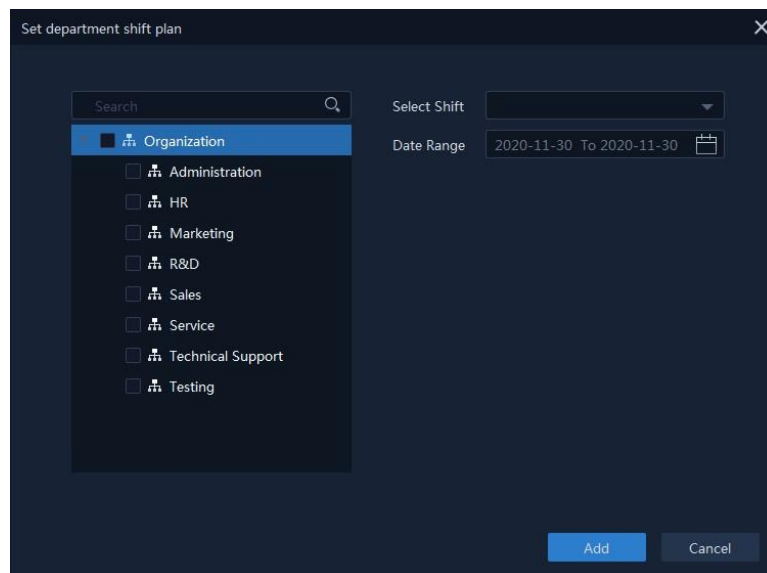
13.1.6 Shift Management

Shift work occurs in a 24-hour-a-day work schedule and occasionally seven days a week to keep an organization operating without a hitch and optimize work output and productivity. Here you can set Department Shift, Person Shift and Temporary Shift.



a. Department Shift

You can set the shift schedule for one department, and all the persons in the department will be assigned with the shift schedule



Select the department from the list first. Then Select the Shift. All the added shifts will be listed here. Set the date range for the shift and click Add button to add department shift into the calendar.

Note: In Attendance Management, the department list is the same with the organization. You should add organization and persons in Person Management first.

b. Person Shift

You can assign the shift schedule to one or more persons. You can also view and edit the person schedule details.

The 'Set person shift plan' dialog box features a search bar at the top left. Below it is a list of departments: Organization, Administration, HR, Marketing, R&D, Sales, Service, Technical Support, and Testing. The 'Technical Support' department is expanded, showing a list of personnel, with 'Thanzeem' selected. To the right, there is a 'Select Shift' dropdown menu and a 'Date Range' field set to '2020-11-30 To 2020-11-30'. At the bottom right, there are 'Add' and 'Cancel' buttons.

Select the one or more persons from the department list first. Then Select the Shift. All the added shifts will be listed here. Set the date range for the shift and click Add button to add person shift into the calendar.

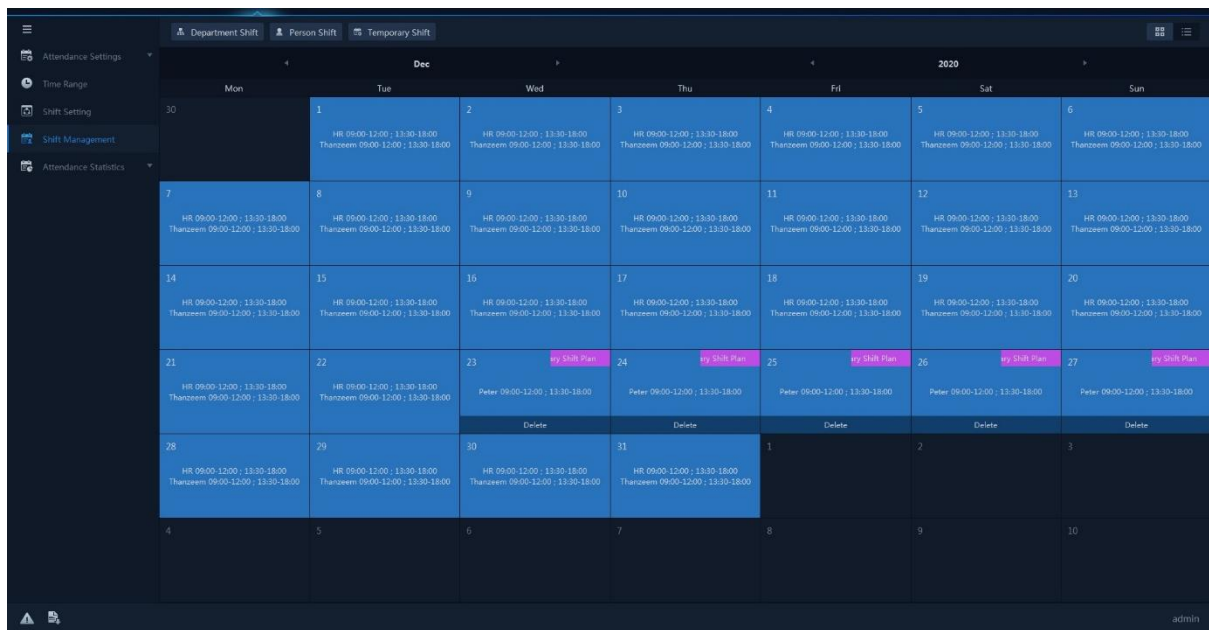
c. Temporary Shift

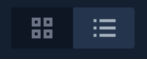
You can add a temporary shift for the person and the person will be assigned with the shift schedule temporarily.

The 'Set Person temporary shift plan' dialog box includes a search bar and a department list on the left, with 'Thanzeem' selected under 'Technical Support'. On the right, there is a 'Date' section with a calendar for November 2020. Below the calendar, it shows 'Already Selected 0 Days'. Further down, there is a 'Type' dropdown menu set to 'Working Days' and a 'Time Range' dropdown menu. 'Add' and 'Cancel' buttons are at the bottom right.

Select the one or more persons from the department list first. Then Select the dates from calendar. Select the type whether its working days or rest says. Then select the Time Range from the list. All the added time ranges will be listed here. Click Add button to add temporary shift into the calendar.

After set the shifts, the interface will be displayed as below.



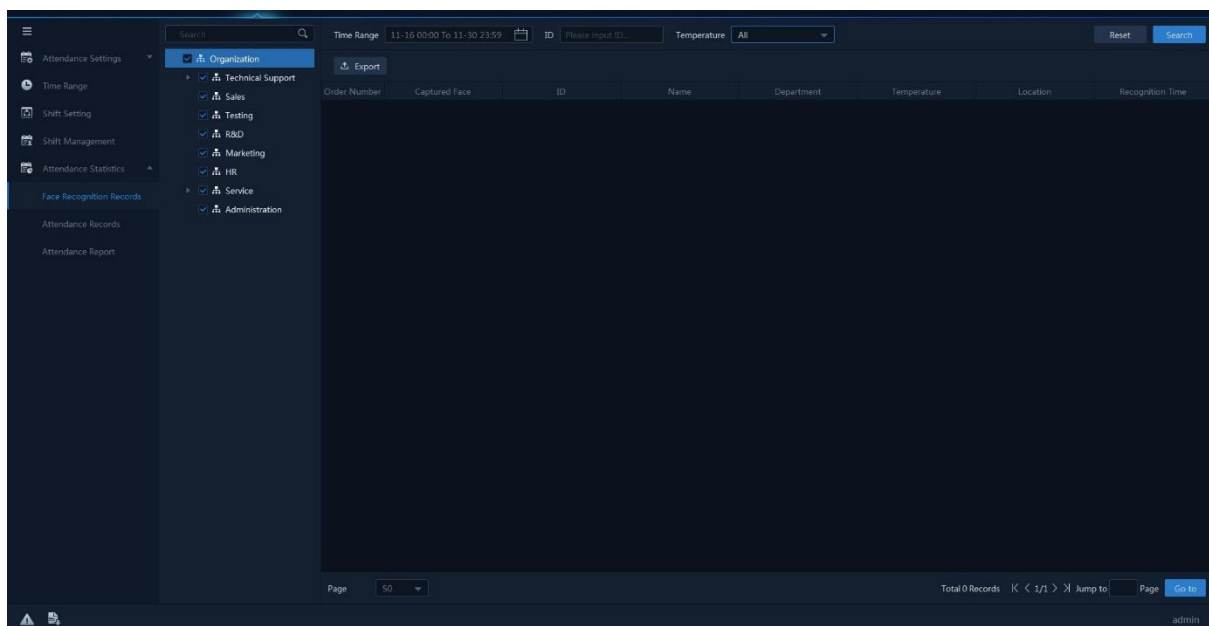
You can click on these  buttons (Calendar View and List View) on the right top corner to change the display style of the interface.

13.1.7 Attendance Statistics

You need to calculate the attendance data before searching and viewing the overview of the attendance data, employees' detailed attendance data, employees' abnormal attendance data, the employees' overtime working data, and face recognition records etc.

a. Face Recognition Record

It lists all the recognized faces from the face recognition device.

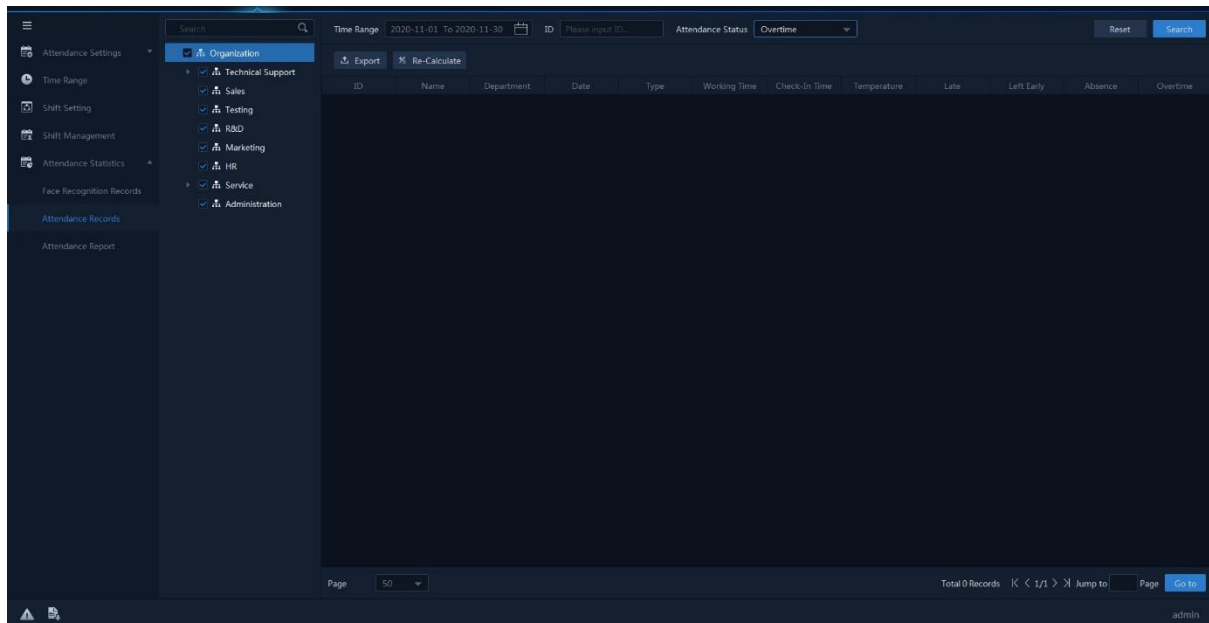


Select the department or a person from the organization list first. Then set the time

range. You can filter the records by person ID as well as All, Normal or Abnormal temperature details. Click Search button to search the face recognition records according to the filter you set. You can export the records as .csv files to the local PC.

b. Attendance Record

After fetch the face recognition records from the device to software, you can calculate the attendance in the Attendance Record function.

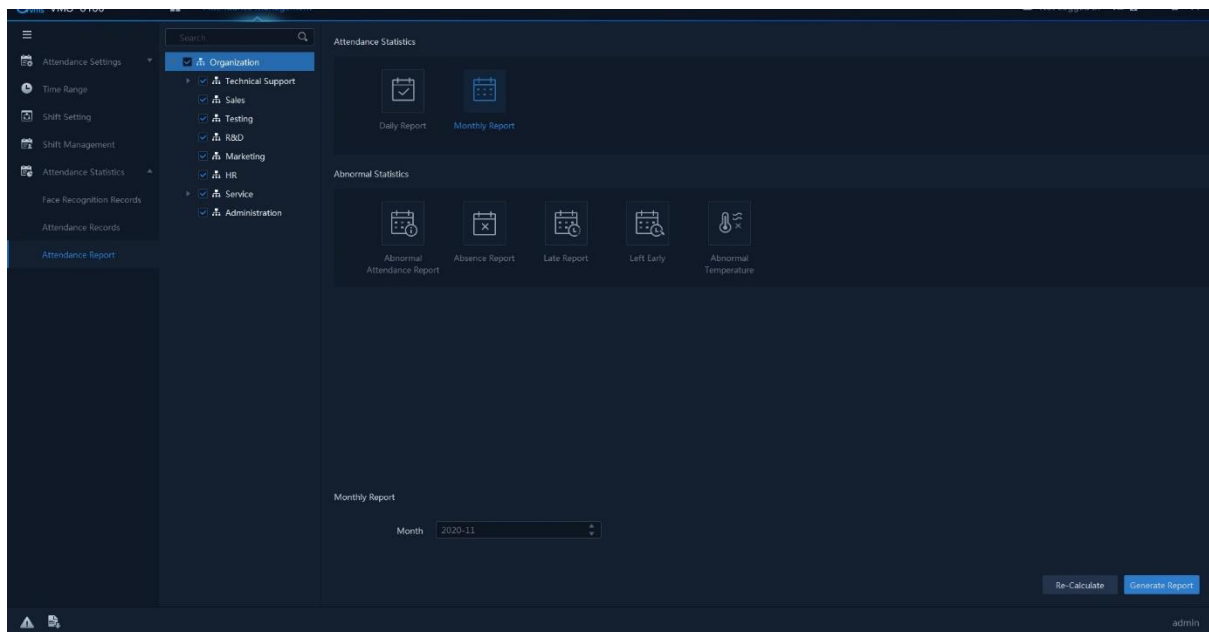


Select the department or a person from the organization list first. Then set the time range. You can filter the records by person ID as well as the status as Normal, Abnormal, Overtime or All Status details. Click Search button to search the attendance records according to the filter you set. Click Re-Calculate button to calculate the attendance. You can export the calculated attendance as .csv file.

Note: It will calculate the attendance data till the previous day.

c. Attendance Report

Here you can generate attendance reports according to the attendance records calculated.

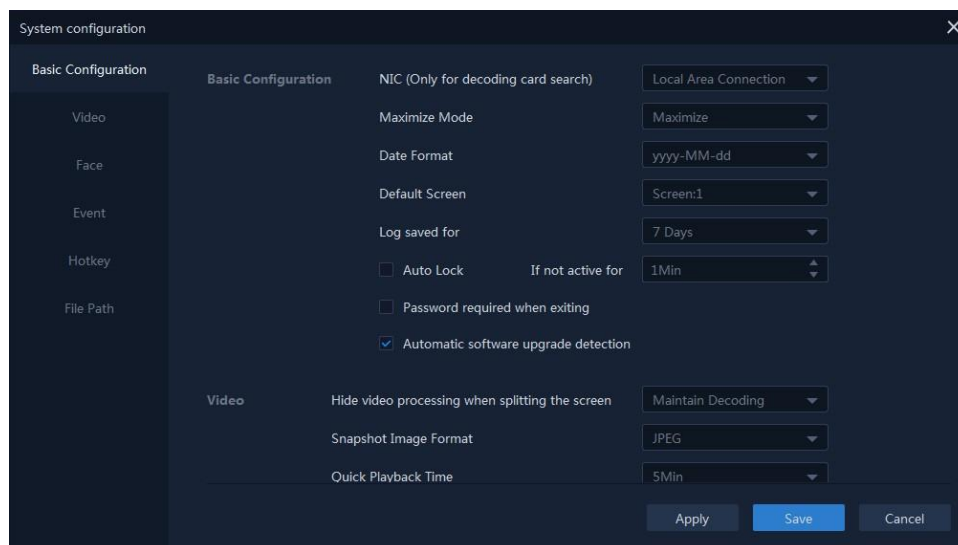


For attendance report, select the department or a person from the organization list first. And click on the desired report type from the interface. Set the Date and click Re-Calculate. Then click on Generate Report button. It will open the system dialog to save the report as .csv file. The report types are below.

Type	Description
Daily Report	It generates the attendance report of a time range. You cannot generate the current day report. It only generates report till the previous day.
Monthly Report	It generates the attendance report of a one whole month.
Abnormal Attendance Report	It generates the attendance report with all abnormal conditions like Absent, Late, Left Early, Abnormal Temperature etc.
Absent Report	It generates the attendance report with all absents.
Late Report	It generates the attendance report with all late check-in.
Left Early Report	It generates the attendance report with all early check-out.
Abnormal Temperature Report	It generates the attendance report with all abnormal temperatures.

14. System Configuration

You can configure the software system settings here including Basic configurations, Video configurations, Face management, Event settings, Hotkey as well as Storage path etc.



14.1.1 Basic Configuration

In basic configuration, you can configure the network interface card, display orientation, date and time format, default screen, log, auto lock, password as well as automatic upgrade etc.

- **NIC:** You can choose the NIC from the list. It only for searching for video decoding cards.
- **Maximize Mode:** You can choose the screen orientation when you click on maximize button. You can choose Maximize or Full Screen.
- **Date Format:** Set the date format in yyyy-MM-dd or dd-MM-yyyy
- **Default Screen:** You can choose the default screen to run the software if you connected multiple display with your PC.
- **Log Saved for:** You can set the duration of the log storage.
- **Auto Lock:** You can set the time for auto lock the software when the software is not active for the selected time period.
- **Password Required:** It enables the software required password when you want to close AIVMS.
- **Auto Upgrade:** It enables the software to detect if the software update available in the server.

14.1.2 Video

You can configure the video settings of CMS-6100 here.

- **Hide Video Processing:** You can set the video preview when splitting the screen. If its Clear video, it removes the channels from the screen. If you choose Disconnect Video, it disconnects the video preview from the screen when splitting it. If you choose Maintains Decoding, the video maintains the decoding settings and keep previewing when splitting the screen.

- **Snapshot Format:** You can set the snapshot image format as .JPEG or .BMP
- **Quick Playback Time:** You can set the playback duration of quick playback function.
- **Automatic Recover:** If you enabled this option, after you re-open the AIVMS, it will still display the same channels previewing before you close the software.

14.1.3 Face

You can set the face recognition related settings here.

- **Record Storage Duration:** According to the privacy law of different countries, people don't want to store their face images into a system. You can set the face storage duration here. Set the desired date and the stored face images will be automatically deleted.
- **Temperature Unit:** You can choose the temperature unit display as °C or °F according to your country standard.
- **Detection Type:** You can choose the abnormal detection types you want to display in the software. You can choose All, Abnormal Temperature and Without Mask.

14.1.4 Event

You can set the alarm related settings here.

- **Pop-up Video:** If it is selected, when the software started, the pop-up video for the alarm will be disabled.
- **Block Motion Detection:** It stops the motion detection alarm from the device.
- **Loop Alarm:** You can set the alarm sound here.

14.1.5 Hot-Key

You can set the short cut keys for some of the AIVMS functions. Hot-keys and functions are below.

Key	Function
F2	Full Screen
F3	Playback
F4	Event Monitor
F5	System Config.
F6	Sequence Config.
F7	Snapshot
F8	Screen Lock
F9	User Manual
F10	Enable/Disable Event Sound
Ctrl+R	Start/Stop Local Recording


14.1.6 File Path

You can set the recording path and storage handling here.

- **Record Path:** Set the path for local recording.
- **Snapshot Path:** Set the path for store the snapshots.
- **Download Path:** Set the path for downloaded files from the device.

- **Handle HDD:** You can set the HDD handling option here when the HDD is full. If you choose Overwrite, the software will overwrite the recordings. If you choose, stop and notify, the software will stop recording and give notification.

15.System

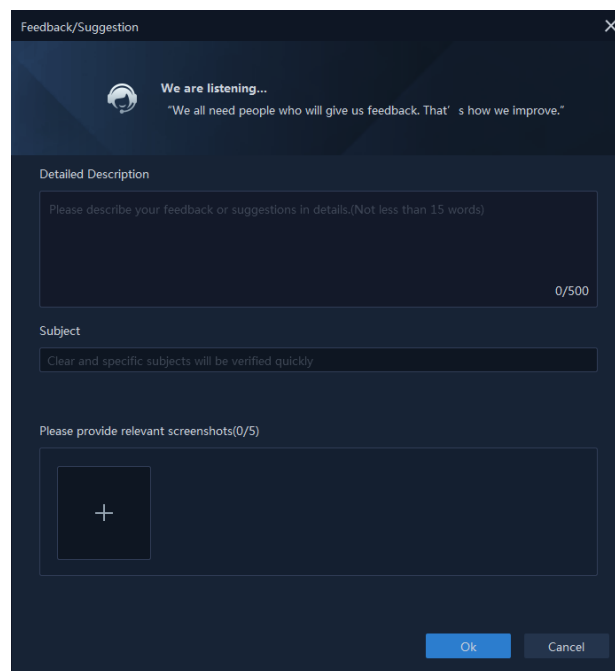
Here you can manage some of the software system functions like software update, feedback, Import/ Export and boot update tool. Click  button on the right top corner of the software to access System.

15.1.1 About

In About option, you can check the current version details of the software. Also, you can update the software if software update available in the server.

15.1.2 Feedback

With this feedback system, you can submit the software information, insights, issues, bugs and experience with software etc.



The image shows a 'Feedback/Suggestion' dialog box with a dark theme. At the top, it says 'We are listening...' and 'We all need people who will give us feedback. That's how we improve.' Below this is a 'Detailed Description' section with a text area that says 'Please describe your feedback or suggestions in details.(Not less than 15 words)' and a character count '0/500'. There is a 'Subject' section with a text area that says 'Clear and specific subjects will be verified quickly'. Below that is a section for screenshots with a '+' icon and the text 'Please provide relevant screenshots(0/5)'. At the bottom right are 'Ok' and 'Cancel' buttons.

Input the detailed description not less than 15 words and not more than 500 characters. Input the subject and then upload the screenshots. Click + to add screenshots. You can upload maximum 5 screenshots. Then click Ok button to submit the feedback.

We shall collect the feedback and review it and we will improve the functionalities as well as fix if there is any bug on software update.

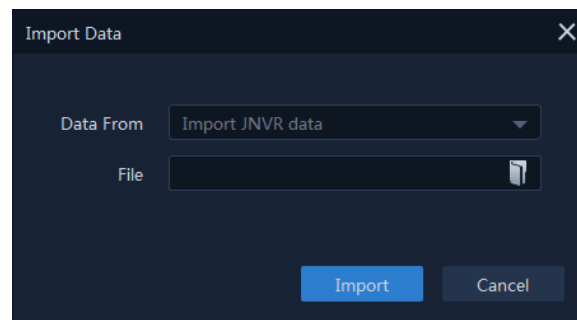
15.1.3 Tools

In Tools, there are Import and Export option and there is a Boot Update tool to upgrade the firmware IP camera firmware.

a. Import

It imports the data from other client software like JNVR, AiCloud as well as AIVMS database. The three options available in Imports are

- Import JNVR Data
- Import AiCloud Data
- Import AIVMS Data

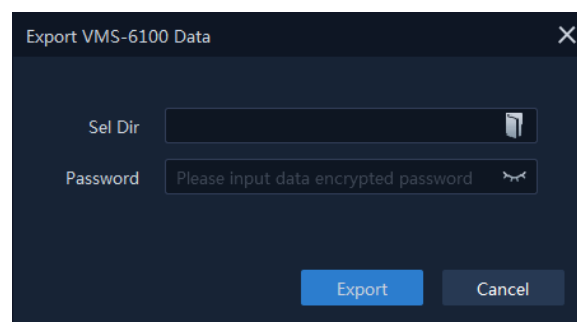


Open the import dialog and select the data type from the list. Browse the directory containing the data file then click import button.

Note: If you import AIVMS database file, it required password and the software will reboot.

b. Export

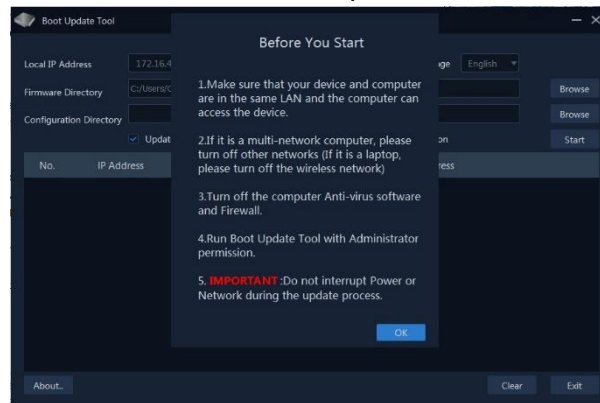
You can export the AIVMS database file to local PC. Open the export dialog and select the directory you want to export the database file. Input password and click Export button to export. It required password and the software will close during export.



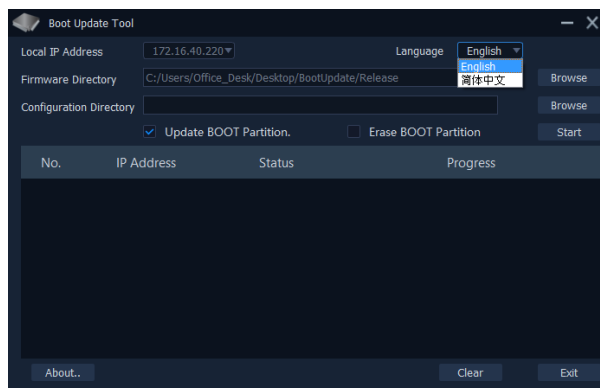
c. Boot Update Tool

Boot Update too is a software tool to upgrade the IP camera firmware. Follow the below steps to upgrade the firmware with tool.

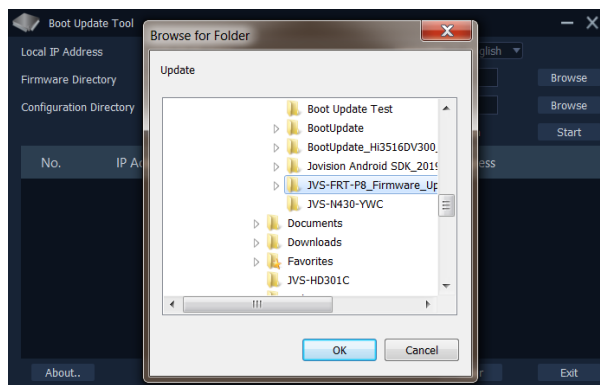
Step1: Run Boot Update Tool with administrator permission



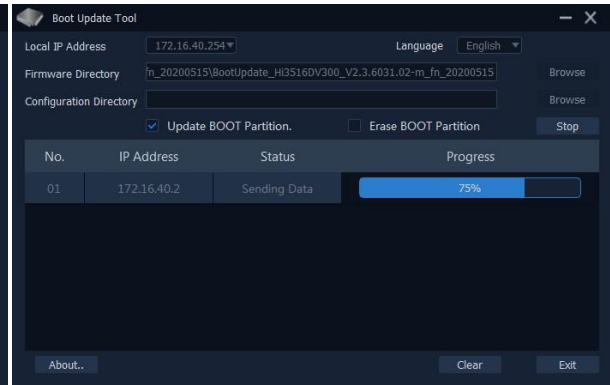
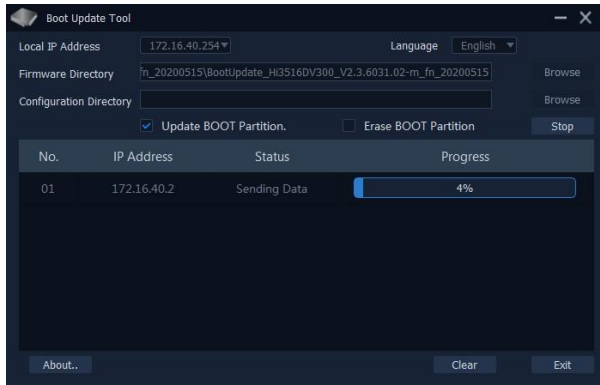
Step2: Change the display language of the tool.



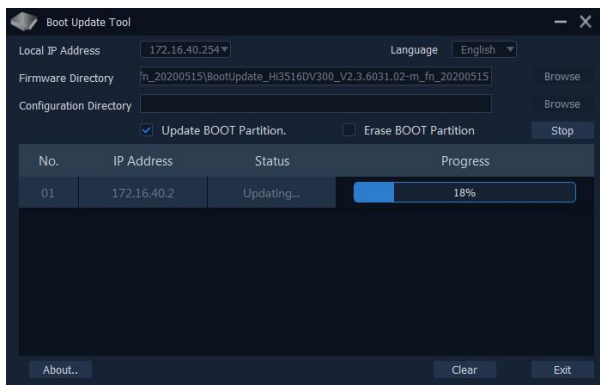
Step3: Click "Browse", Select the folder containing the firmware files and then click "OK".



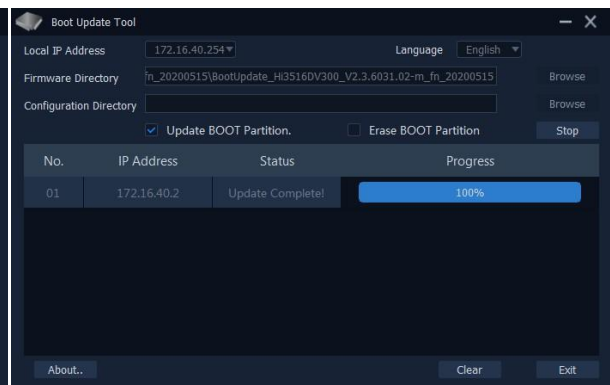
Step4: Turn on the power of the device, and make sure that the LAN network connection is good (If you use a laptop, please turn off the laptop wireless network), even if the IPC is not listed, it does not matter. Click "Start Update". Turn off the device power and turn it on again. The tool will search and list the devices, and then start the transfer and update. You can see the progress in the program.



Sending Data



Updating



Update Completed

Step5: When the program shows that the Update Complete, please disconnect the device network connection or close the tool. Otherwise the device might update again after restart.

Note: Follow the steps

1. Connect the device and the PC/laptop through cable via router.
2. Disable antivirus and Firewall
3. Disable all the network adapters except the one you using to connect the network. (Disable all the additional adapters like VPN network adapters, miniport adapters, Bluetooth, WiFi adapter etc.)
4. Open the tool.
5. Load the folder containing firmware file into the tool.
6. Click Start button.
7. Unplug device power and plug it.
8. The tool will send the data to the device. Once sending complete, the device will start update.
9. Keep an eye on the status. When it shows update complete, 100%. Just close the tool. There will be a confirmation message, just click ok.

Note: Please DO NOT interrupt power or network during upgrade.

16. Technical support

If you have any problems with the device, please contact the dealer that you purchased from. If your problem still can't be resolved, please send an Email to the headquarters technical support team at: support@interVision.ua

We welcome your valuable comments and suggestions on improving our products.