

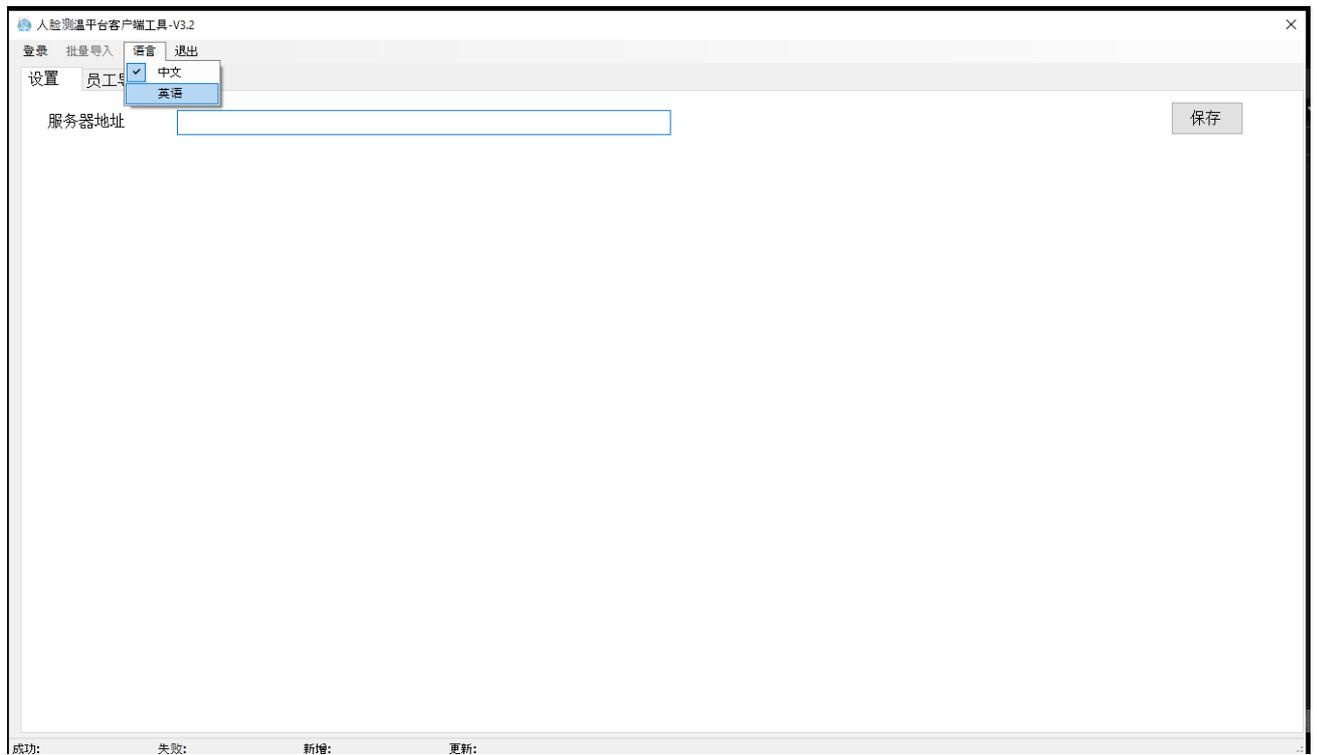
Note:

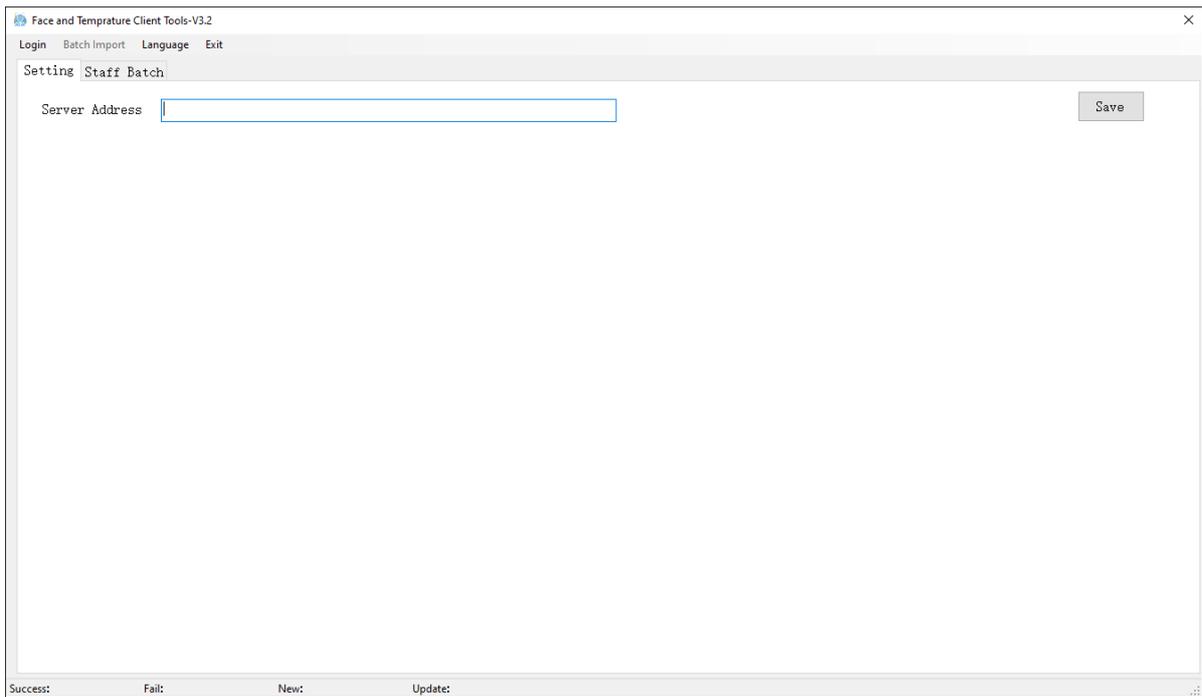
1. Use the batch import tool, only after logging in with a valid account;
2. The imported employee information belongs to the customer whose login account belongs to;
3. The tool supports both Chinese and English;

Operation instructions:

1. Language switch

Select the "Language" menu in the main menu and select the corresponding menu to complete the language switch;





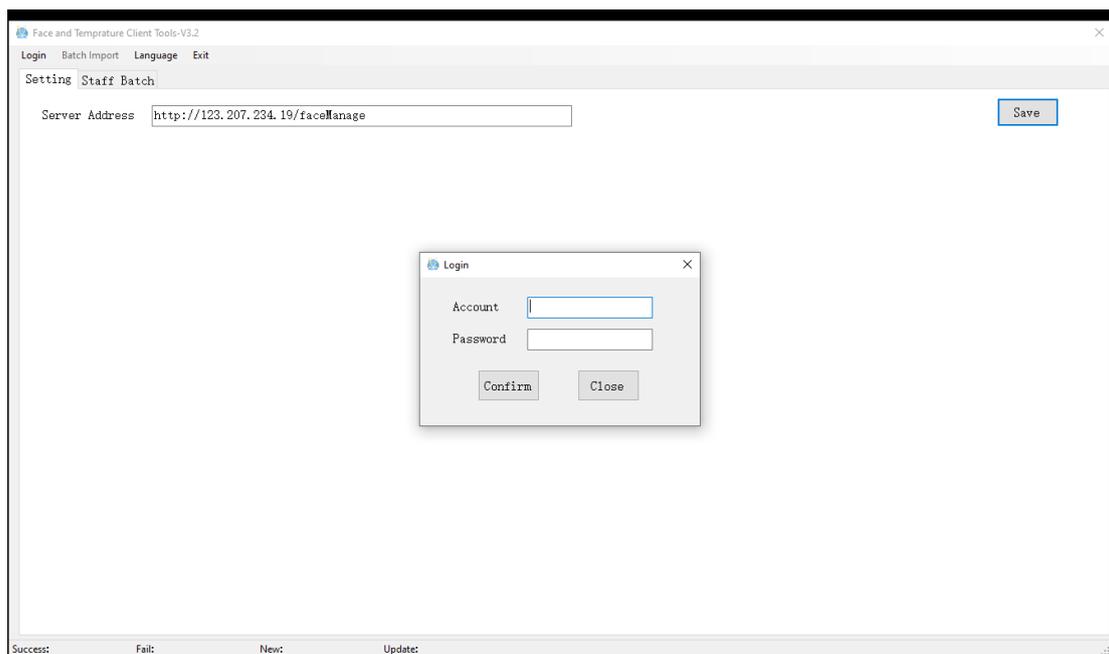
2 Set the cloud platform address (<http://123.207.234.19/faceManage>)

To be able to use the bulk import tool, you must first set the cloud platform address correctly

On the "Settings" page, enter the address of the cloud platform to be connected to, and click save to complete address saving;

3 Login

Select the "Login" menu in the main menu, the login window will pop up, input the corresponding user name and password, and click OK to complete the login.



1、 Batch import

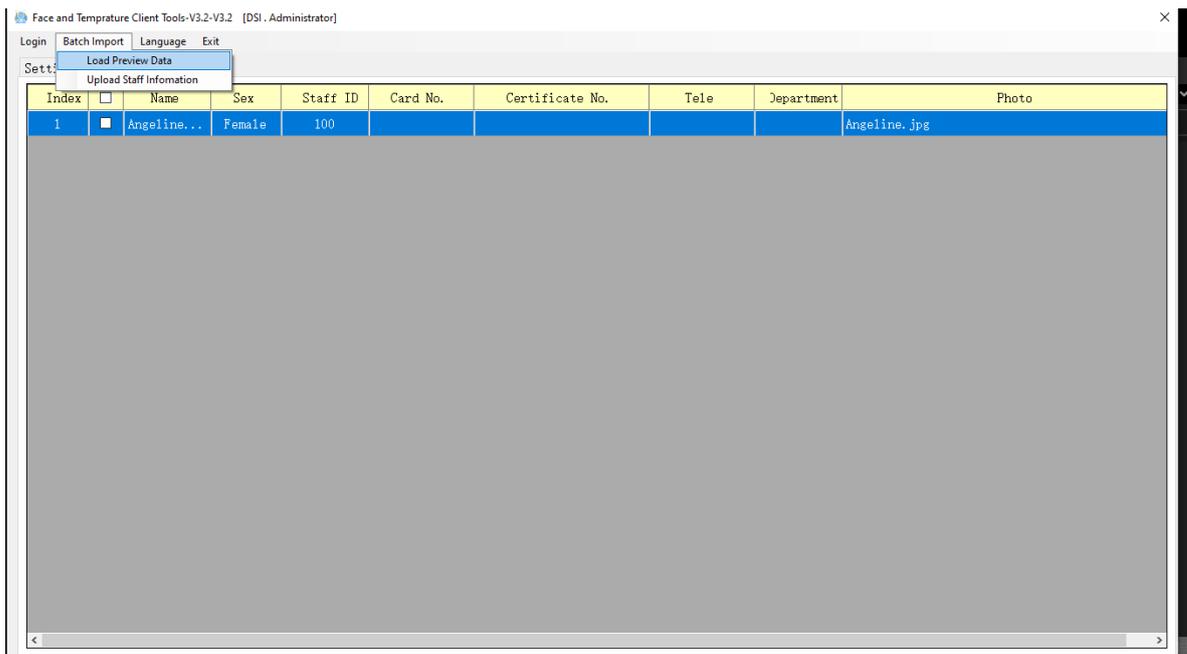
Information that needs to be prepared:

- a) **staff.xlsx**, In this document, the data to be imported shall be stored, including the employee's name, gender, work number, work card number, certificate number, telephone number, department, photo and other information; Name, Gender and number are required; Gender can only be "Male/Female" The sequence of columns cannot be changed;
- b) Employee photos are stored in the Photo subdirectory and the file name is the file name corresponding to the photo column in the Excel file; **PHOTO SIZE MUST BE 400KB MAXIMUM**

Switch to the "Employee Import" page;

Click the menu of "Batch Import and Load Preview Data", and the software will automatically load the data in staff.xlsx file into the table (the data has not been imported into the platform at this time);

If there is no problem with the data, select the records to be uploaded in the second column of the table, and then click the menu of "Batch Import and Upload employee Information". The software will upload relevant information of employees one by one.



After uploading, the following results will be displayed: number of successful, failed, new and updated;

For the personnel information that already exists in the system, an update operation will be performed;

Face and Temperature Client Tools-V3.2-V3.2 [DSI . Administrator]

Login Batch Import Language Exit

Setting Staff Batch

Index	<input checked="" type="checkbox"/>	Name	Sex	Staff ID	Card No.	Certificate No.	Tele	Department	Photo
1	<input checked="" type="checkbox"/>	Angeline...	Female	100				KHLG	
2	<input checked="" type="checkbox"/>	Kevin Hsueh	Male	137				DSI	

Success:2 Fail:0 New:1 Update:1