

USER MANUAL



Fig 1: EZWITNESS Device

Hotspot configuration

A. Configuration

Note: Turnoff mobile data before using the application. Connect to EZWITNESS hotspot.

Admin Portal

A. Website Link

1. <http://10.42.0.1/ez/admin/main.php>

B. Default Log-in credentials.

1. Username: Admin
2. Password: xxxxx

C. Employee enrolment



Fig 2: Manage Employee

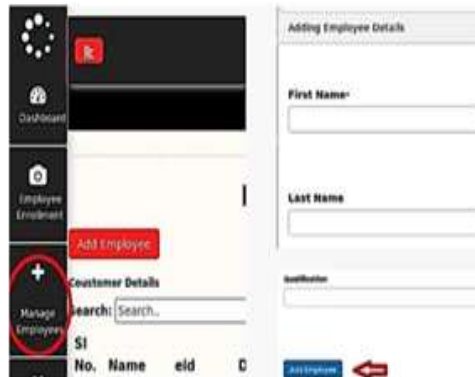


Fig 3: Add Employee

1. Add Employee: Click on 'Manage Employee' (Fig 2) from the sidebar menu and then 'Add Employee' (Fig 3). Fill in the necessary details and submit.

2. Employee Enrolment: Choose 'Employee Enrolment' from the menu on the sidebar. The employee ID will automatically appear once the employee name is entered. Select "Capture Images" (Fig. 4), take several pictures, and then upload them (Fig. 5).

Fig 4: Capture Image

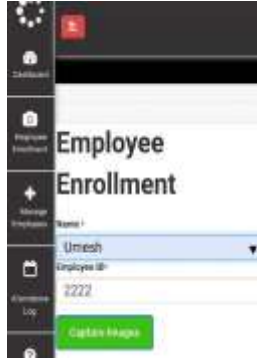


Fig 5: Select of capture

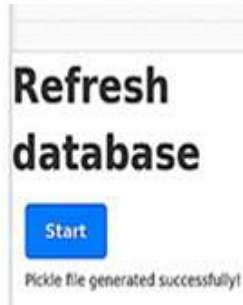


3. Database Refresh: Go to 'Refresh Database' (Fig 6) tab on sidebar and click on 'Start' button (Fig 7). It will display 'Generating pickle file' message. Refresh the page until success message is displayed.

Fig 6: Click Refresh Database



Fig7: Press start Button



D. Attendance Log

Go to Sidebar and select the following tabs:

- Attendance Log: Select 'From' and 'To' dates on the Attendance Log page and click 'Search'. The log of detected employees for that period will be displayed.
- Unknown Logs: Navigate to the Unknown Log tab, select the desired date, and click 'Search'. The log, including known and unknown faces detected.

E. Attendance Report

- Select Report type (Date or Monthly).
- If Monthly, choose Month and Year (Fig 9).
- Specify From and to dates for a range (Fig 8) (or same date for one-day report).
- Click 'Download' to get the report in .PDF format.

Fig 8: Datewise attendance report

The screenshot shows the 'Employee Attendance details' form with the following fields: Report (General), Report Type (Date), Shift (All Shift), Month (---Select---), Year (---Select---), From (01/01/2024), and To (01/01/2024). A green 'Download Report' button is at the bottom.

Fig 9: Monthly attendance report

The screenshot shows the 'Employee Attendance details' form with the following fields: Report (General), Report Type (Monthly), Shift (All Shift), Month (April), Year (2024), From, and To. A green 'Download Report' button is at the bottom.

F. Flash Message

Click on 'Messages' (Fig 10) from the sidebar menu and then enter the message and press update button Fig (11), Refresh the browser.

Fig 10: Click the Flash Message



Fig 11: Enter the message

The screenshot shows the 'Notification for employees' form with a text input field labeled 'Your message:' and a blue 'Update' button at the bottom.

L . Change the logo:

To alter the main page's logo, click the sidebar's "Change" button. Then, choose a picture from your laptop that is 1280 * 770 in size, and click the "Update" button.

Fig12: To change main page Logo



Fig 13: Select image and update



General Guidelines:

1. Do not switch off the device directly instead use the shutdown button provided at the right side of the device to ensure graceful shutdown.
2. Camera should be at 6ft height from ground level with 15-degree inclination.
3. External light sources like bulb, tube or sunlight should not be directed towards camera. Instead it should be in the opposite direction

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