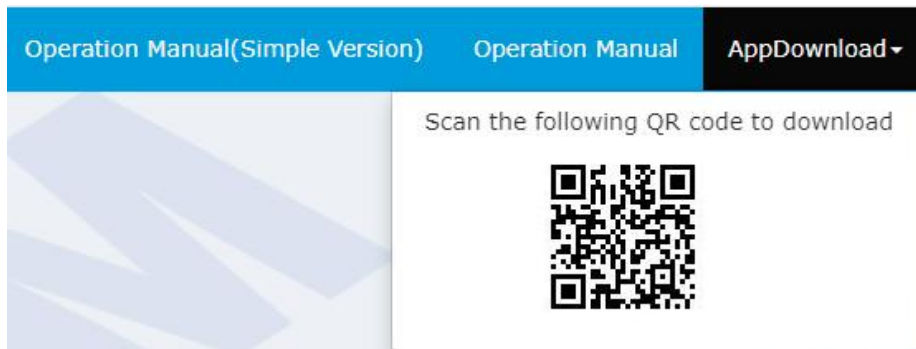


1. Download Mobile app

IOS Version: search 'intelligence cloud platform' in app store

Android Version: scan the QR Code on cloud software login page

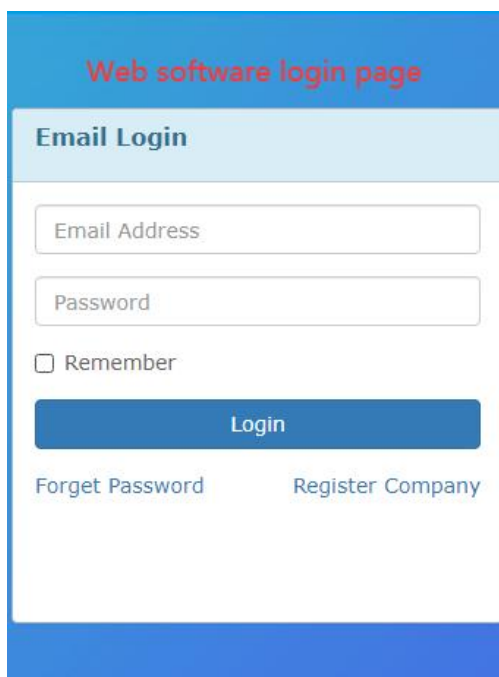
<https://global.yunatt.com/>



2. Login Mobile APP

for the first user(the user account you used to register web account), the login email and password are same as web page

login(Language:select English NOT English Ali)

A screenshot of a web software login page. The page has a blue header with the text 'Web software login page'. Below the header, there is a light blue box with the title 'Email Login'. Inside this box, there are two input fields: 'Email Address' and 'Password'. Below the input fields, there is a checkbox labeled 'Remember'. At the bottom of the box, there is a blue button labeled 'Login'. Below the box, there are two links: 'Forget Password' and 'Register Company'.A screenshot of a mobile app login page. The page has a blue background. At the top right, there is a 'Language' dropdown menu. Below it, there is a red header with the text 'mobile app login page'. The main title is 'Intelligent Cloud Platform'. Below the title, there are two input fields: 'Accounts' with a user icon and 'Password' with a lock icon. At the bottom, there is a white button labeled 'Login'.

for other staff, you should enable app function for them then can login app, click 'Enable APP' to enable this function for users, when it shows 'Disable APP' means this user already has permission to login app, if it shows 'Enable APP' means you can enable this function for them

Staff Information

Home > Staff Information

Name/Staff code/Phone No Department All Department Search

+Add Import Export

Name	Department	Gender	Card No	Punch Password	Mobile No	Email	Entry Date	Entry Status	Fingerprint/Face	Operate
Sophie	SZTImy	Female	8506285	123	1234561231	3005010546@qq.com	2020-07-03	Official	3/9	Modify Disable APP
uy	TECHNICAL SUPPORT	Male		123	135792468	131@qq.com	2020-07-12	Official	0/0	Modify Disable APP Resign
6A		Male					2021-09-03	Official	1/0	Modify Enable APP Resign
Abhinav Jaipurkar	Accounts	Male			9810213330	abhinav@re-cog.in	2021-12-16	Official	0/0	Modify Disable APP Resign
안녕하십니까	SZTImy	Male					2021-09-03	Official	0/0	Modify Enable APP Resign

login name of app can be mobile number or email , the default password for other staff to login app is 123456, can change password for them by editing their information in web page

Edit File

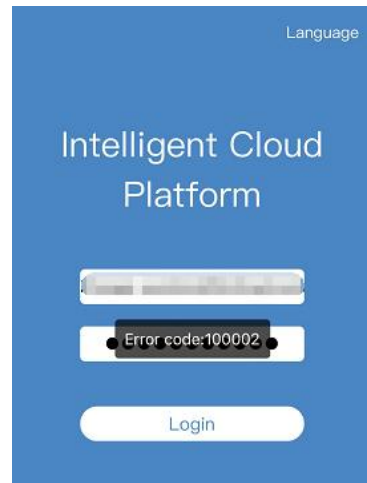
User ID*	10	<input checked="" type="checkbox"/> Whether to participate in attendance	
Staff Code*	10	<input type="checkbox"/> Senior Mode	
Department		Name*	uy
Card No		Gender	Please Choose
Mobile No	135792468	Punch Pwd	123
Entry Date	2020-07-12	Password	No change, please leave
Position	Please Choose	Entry Status	Official
ID No		Staff Type	Please Choose
Phone		Degree	Please Choose
		Email	131@qq.com

APP login name

APP login password default: 123456

APP login name

Note: if there is Error code: 100002 when login mobile app, it means the user doesn't have permission to login app, please kindly check above step to enable app function for the user



3. The functions of APP

● Home

1. **Punch Record:** check the punch records of the login user, can not check others' records

2. **Schedule:** check its own shit schedule if the shift has been assigned in web software

3. **Business Trip Application**

4. **Leave Application**

5. **Manual Punch Application**

6. **Vacation Application**

7. **Overtime Application**



As for number 3,4,5,6,7, they are applications that users can apply from mobile app, user needs to input the date and reason

and the approver, the reason should be set in web software in advance, about the approver, when edit user information, select 'senior mode' then the user is the admin and approver in mobile app

Manual Punch Date	2022-06-21	14:00
Reasons	forget	
Approver	Sophie	
Remark:		

Submit

Parameter Setting

Parameter Setting | Leave Type | Vacation | Manual Punch Type | Business Trip | Overtime Type | Degree | Staff Type | Position

+Add

Name	Operate
1 vacation	Delete

Showing 1 to 1 of 1 rows

Edit File

User ID* 1

Staff Code* 1

Department

Card No 8506285

Mobile No 1234561231

Entry Date 2020-07-03

Position Sales

ID No 123

Whether to participate in attendance

Senior Mode

Name Sophie

Gender Female

Punch Pwd 123

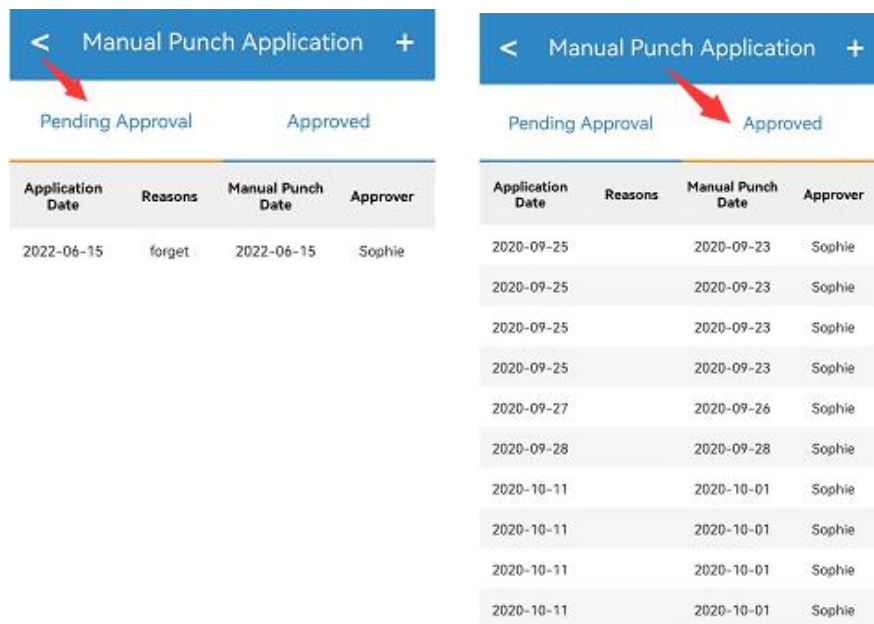
Password No change, please lea

Entry Status Official

Staff Type Please Choose

Degree Please Choose

User can check the records of pending applications and the approved applications

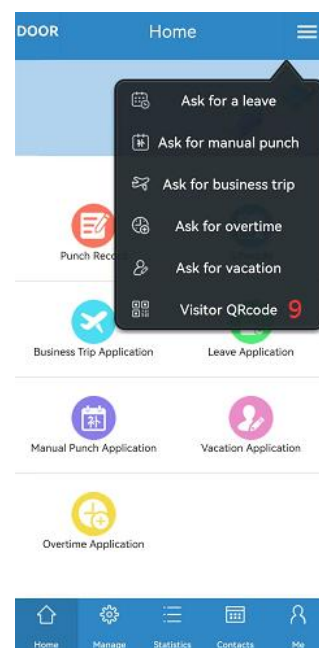


8. DOOR (mobile open door function)

This is advanced function need to enable it in our backend, if need please contact us to open this function, then send you detailed manual about how to use this function

9. Visitor QR code

Only AI dynamic face device supports this function, when visitor comes, User generates the QR Code in mobile app then share to visitor, as for the detailed user manual, please contact us

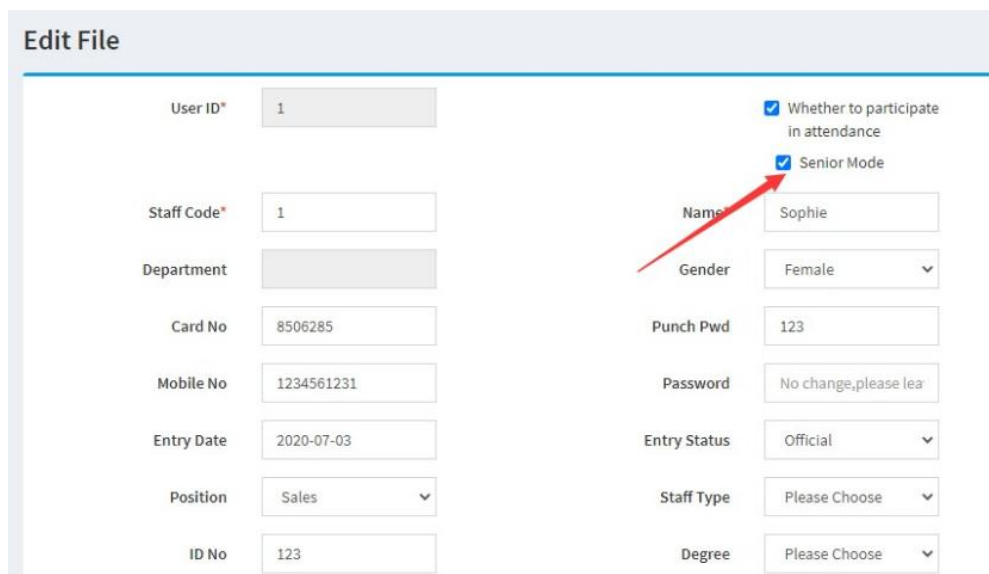


● Manage

Only when the user is Admin or Approver in mobile app, then it will show 'Manage' module

How to set the user to Admin or Approver in mobile app?

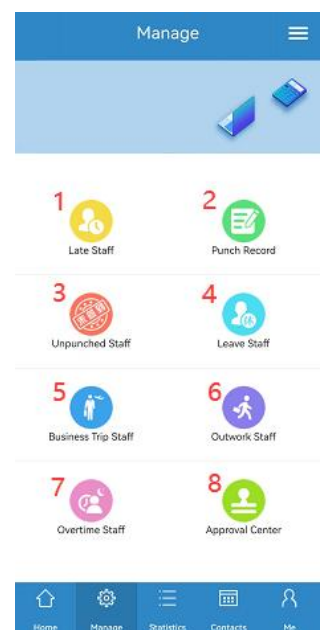
A: select 'senior mode' in web software, then the user can be Admin or Approver



Edit File

User ID*	1	<input checked="" type="checkbox"/> Whether to participate in attendance
Staff Code*	1	<input checked="" type="checkbox"/> Senior Mode
Department		Name: Sophie
Card No	8506285	Gender: Female
Mobile No	1234561231	Punch Pwd: 123
Entry Date	2020-07-03	Password: No change, please lea
Position	Sales	Entry Status: Official
ID No	123	Staff Type: Please Choose
		Degree: Please Choose

1. **Late staff**: check the late in records
2. **Punch Record**: check the all users' punch records
3. **Unpunched staff**: the list of users that didn't make punch
4. **Leave staff**: the users who applied for leave
5. **Business Staff**: the users who applied for business trip
6. **Outwork Staff**: this is useless, just ignore it
7. **Overtime Staff**: the users who applied for overtime
8. **Approval Center**: check and approve the pending applications and check the approved records



● Statistic

Only when the user is Admin or Approver in mobile app, then it will show 'Manage' module

It is for checking all users' attendance report, it is related to the shift settings you set in web software before

Statistics	
<	2022-06
1	Sophie >
2	uy >
3	من >
4	Abhinav Jaipuriar >
5	안녕하십니까 >
6	nuy >
7	vyvyvh Full Attendance >
8	tuyizere gahad >
9	iyakaremye benjamin >
10	uiki >
11	asdde >

Statistics	
Should(Days)	13
Holiday(Days)	0
Actual(Days)	0
Holiday(Hrs)	0
Actual(Hrs)	0
Leave(Days)	0
Absence(Days)	13
Leave(Hrs)	0
Absence(Hrs)	104
Vacation(Days)	0
Late(Times)	0
Vacation(Hrs)	0
Late(Mins)	0
Business Trip(Days)	0
Leave Early(Times)	0
Business Trip(Hrs)	0
Leave Early(Mins)	0
Weekend OT(Hrs)	0
Normal OT(Hrs)	0
Holiday OT(Hrs)	0

● Contacts

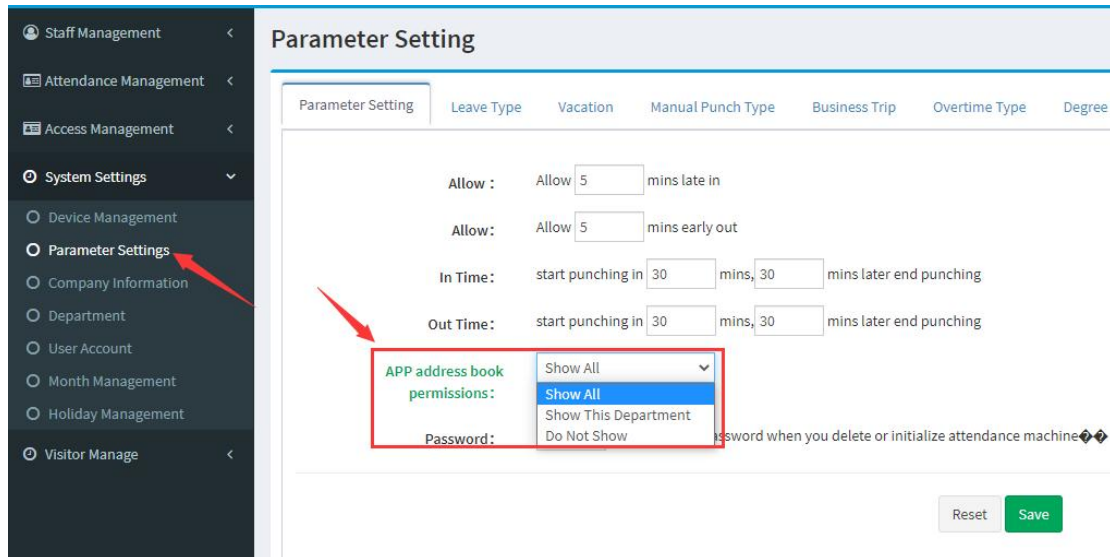
It is for checking the user's information, example mobile number, Email and so on

If don't what to show all the users' contact, can change the settings in web software, there are 3 options can be selected:

Show all: show all user's contact in app

Show this department: only show the user's contact that in the same department as the login user

Do not show: do not show any user's contact



● ME

It is for checking the information of login user, and can change the login password here

