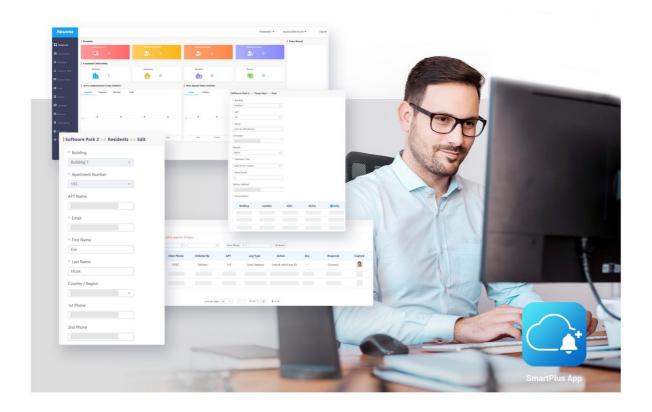
Akuvox V7.0.1 SmartPlus Property Management Portal Guide - New Office



Smart Intercom



AKUVOX SMARTPLUS USER GUIDE

Property Manager

Update Time: Nov.2024



About This Manual

This manual is intended for property managers who need to manage office projects including companies, personnel, and devices on the Akuvox SmartPlus platform (Version: 7.0.1).

For more information, please visit http://www.akuvox.com/ or consult Akuvox technical support.

Note

- The office created before the version 7.0.0 still remains the old settings. To learn about the setup, please refer to Akuvox V6.8.1 SmartPlus Property Manager Guide Office.
- You can use the SmartPlus property manager web portal for free, but using the app requires a monthly fee. Please contact the service provider for the pricing details.
- If you are an installer who manage new office projects, you can also refer to this manual for setup.

The brand-new office management system includes the following highlights:

- · Support integration with Salto Lock;
- · Optimized Wizard;
- · Add company options when creating an access group;
- Support Attendance feature.

System Overview

Akuvox SmartPlus is a cloud-based platform where the installer can conduct integrated management of office projects, companies, personnel, devices, and relays, as well as remote maintenance service for all the devices deployed.

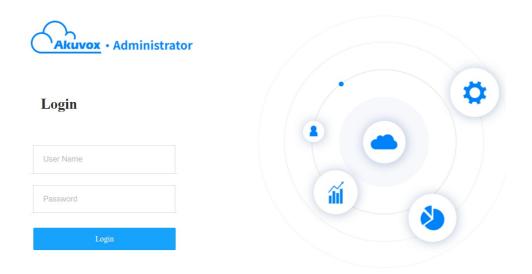
Property managers can:

- · Add, edit, and delete the office, companies, administrators and personnel accounts, devices, etc.
- · Deploy and set up devices and relays for access control.
- · Check and upgrade device firmware.
- Check and manage the MAC library.
- Conduct remote operations such as auto-provisioning, device reboot, transmission type modification, and remote
 maintenance.
- · Subscribe and renew Akuvox SmartPlus service.
- · Manage sub-installer accounts.

Log into the SmartPlus Platform

You can log into the SmartPlus platform using the account obtained from your distributor or installer.

- 1. Open the web browser, enter the address (URL) of the SmartPlus server location in your area, and click Enter.
- 2. Enter your username and password.
- 3. Click Login.

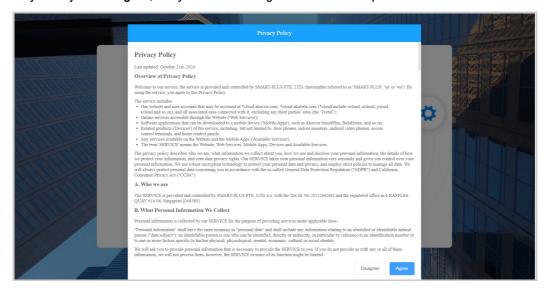




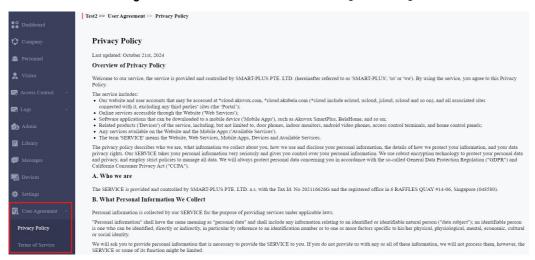
You will see the **Privacy Policy** and **Terms of Service** window when you log into the platform after the SmartPlus Cloud 7.0.0. update.

- The Privacy Policy tells you how the user data is collected, used, and protected.
- The Terms of Service outlines the rules and guidelines for using the SmartPlus service.

Only when you click Agree, can you continue to log into the SmartPlus platform.



You can also click **User Agreement** on the left column to check the agreements again.



You can click on Log out in the upper right corner to log out of the SmartPlus platform.



Prior to the Management

It is advised that you go through what is listed below before you start your management.

- Check if all of the device MAC addresses have already been registered by your distributor.
- Check if the firmware in your devices supports cloud mode with no connection to SDMC.
- · Check if your device is powered on and is connected to the internet and make sure that the network is normal.
- · Check and make sure that the user information and device information are correct.

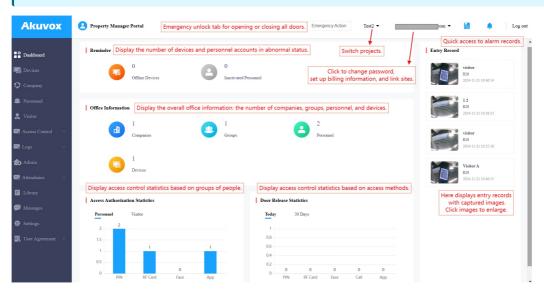
Dashboard



After logging, you will see the property management dashboard that gives you an overview of the office project. The dashboard consists of 11 functional columns on the left.

Note

If you redirect to the property manager portal from the installer portal, you cannot set up billing information, link sites and perform Emergency Action.



Module Description:

No.	Modules	Description
1	Dashboard	You can have a quick grasp of the property manager portal.
2	Company	You can add new companies and edit existing companies by changing the company name, assigning doors, and checking the holiday schedule.
3	Personnel	You can manage groups and personnel.
4	Visitor	You can create access credentials for visitors and couriers.
5	Access Control	The module contains: Access Group: Define the schedule that limits entry and exit. Holiday: Define the holidays that limit entry and exit. Area Restrictions: Set the anti-passback rules for access control.
6	Logs	Check various logs including door logs, call history, captured images, and alarm records.
7	Admin	You can create and edit administrator accounts.
8	Attendance	You can set up attendance points, check attendance reports, manage leaves, etc.
9	Library	The storage of PIN codes and RF cards for quick and integrated management.
10	Messages	You can create and send messages to specific personnel and devices.
11	Devices	You can add, edit, and delete devices.
12	Settings	This module includes: Basic Settings: office name, address, permissions of emergency unlock, etc. Time Setting: time zone, time format, and date format. Motion Setting: motion detection type and alert delay time.



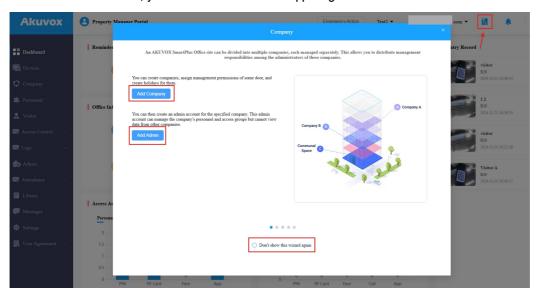
Company Management

Wizard

Wizard will guide you through adding companies, administrators, groups, and personnel, and setting up access control and attendance. It will pop up when you log into the platform. (For installer accounts, the Wizard will display when clicking of the target office.)

Through Wizard, you can have a quick grasp of the office management system. Furthermore, you can click the tab on the Wizard page to access the settings directly.

- Not to display the Wizard anymore, check Don't show this wizard again.
- To view the Wizard, you can click the Icon in the upper right corner.



Create Companies

You can create multiple companies in an office project.

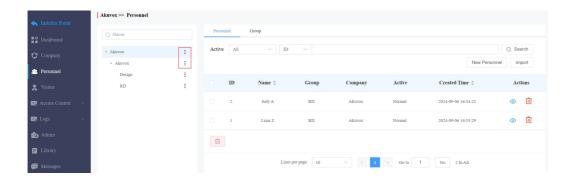
- 1. Click Company on the left column.
- 2. Click New on the right and name the company.
- 3. After adding the company, you can change the company's name by clicking 🙋 and delete the company by clicking



You can also set up the office structure on the Personnel module.

- 1. Click next to the office name. Then, click +New Company and enter the company's name.
- 2. Click next to the company name. You can rename the company, assign doors to the company, view its holiday access control schedule by clicking Edit, add groups to the company, and delete the company.



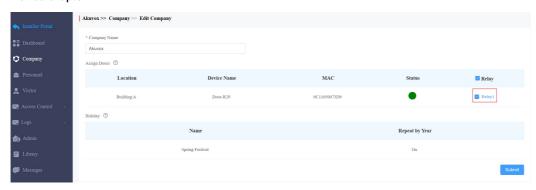


Assign Doors to Specific Companies

You can assign doors to specific companies and view the holiday access control schedule(s).

On the Company module, click \nearrow of the target company.

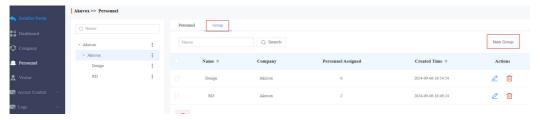
Assign the relay to the company by checking its box. For instructions on configuring relays, please refer to Add a Single Device chapter.



Add/Edit Groups in a Company

1. On the Personnel module, click next to the desired company name and click +New Group.

Or, you can click Group in the target company directory and click New Group.



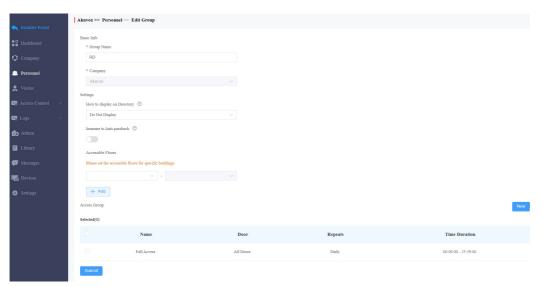
2. Enter the group name and select the company it belongs to.



3. Click Submit.

You can click pto edit the desired group and its settings. See the description of each item in the below chart.





No.	Settings	Description
1	Group Name	Name the group.
2	Company	Display the company the group belongs to.
3	How to Display on Directory	 Set the directory display. Do Not Display: Neither display the group nor the personnel in it. Display as Group Only: Only display the group name. Sequence Call: You can set three sequence call numbers. When tapping the Group to call, the numbers will receive calls in order. Display Personnel Only: Personnel will all be displayed but not the group name. Note: The following device models with specific firmware versions or higher support this feature: X915 V2: 2915.30.10.211 X916: 916.30.10.222 S539: 539.30.10.219 S532: 532.30.10.211 R29: 29.30.10.314
4	Immune to Anti-passback	When enabled, the personnel in this group will not be limited to the anti- passback rules.
5	Accessible Floors	Set the accessible floors. The personnel can take lifts to the specified floors using access control credentials. You can select 10 floors in a building at maximum.
6	Access Group	Select the access control schedule. You can click New to create a new access group.

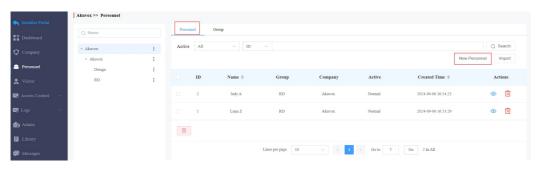
Personnel Management

You can add personnel one by one or in a batch to a company.

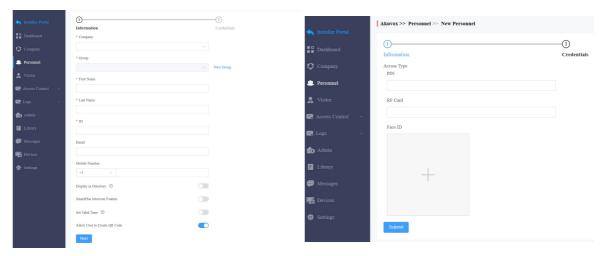
Add Personnel One by One

1. On the Personnel module, click New Personnel in the target company directory.





- 2. Enter the personnel's information and set up relevant settings. See the description of each item in the below chart.
- 3. Click Next to set up the access control credentials.
- PIN: Enter the PIN code.
- RF Card: Enter the RF card code.
- Face ID: Upload the front face photo in JPG, PNG, or BMP format.



Information:



No.	Item Name	Description
1	Company	Select the company where the personnel works.
2	Group	Select the group of the personnel. You can click New Group to create a group.
3	First Name	Enter the user's first name.
4	Last Name	Enter the user's last name.
5	ID	Enter a unique ID number for the user.
6	Email	Enter the user's email.
7	Mobile Number	Enter the user's mobile phone number.
	Disability Disability	Set whether to display the personnel's name on the door phone's contacts list. Note:
8	Display in Directory	 If Do Not Display is selected on the group editing interface, the personnel will not be displayed. When the SmartPlus Intercom Feature is disabled, this setting is not valid.
9	SmartPlus Intercom Feature	If enabled, the user is allowed to use the SmartPlus App.
10	Call Type	 When the SmartPlus Intercom Feature is enabled, set the Call Type. SmartPlus and indoor monitors/guard phones: When making calls to the personnel on a door phone, the personnel's SmartPlus App and indoor monitors or guard phones will receive the call. Indoor monitors/guard phones with SmartPlus as backup: When making calls to the personnel on a door phone, the personnel's indoor monitors/guard phones will receive the call first. If the call is not answered, it will be made to the SmartPlus App.
11	Set Valid Time	Limit the personnel from opening doors and logging into the SmartPlus App in a certain period. This setting has the highest priority over other access permission settings.
12	Start Time - End Time	When Set Valid Time is enabled, specify the time range.
13	Allow Users to Create QR Code	Set whether personnel can issue temporary QR codes for visitors or couriers on their SmartPlus App.

Add Personnel in a Batch

You can import a batch of personnel data to a company for quick setup.

- 1. On the Personnel view, click $\mbox{\bf Import}$ in the target office or company directory.
- 2. Download and open the template. Click **Import Personnel** to upload the file after editing it and click **Import Face**Data to upload the face photos. Please follow the upload instructions on the pop-up window.



you can see the instructions by moving the mouse cursor to a specific column name.



See the description of each item in the below chart.

Α	В	С	D	Е	F	G	Н	1	J	K	L	М
Company	Group	FirstName	LastName	ID	Email	MobileNumber	TelephoneCallingCode	Smartplus Intercom Feature	CallType	RF Card	PIN	Access Group II

No.	Column Name	Description
1	Company	The company of the personnel.
2	Group	The group of the personnel.
3	First Name	The first name of the personnel.
4	Last Name	The last name of the personnel.
5	ID	Assign a unique ID to the personnel.
6	Email	The email address of the personnel that is used to receive SmartPlus Apprelated emails.
7	Mobile Number	The mobile phone number of the personnel.
8	Telephone Calling Code	The telephone code for phone calls. For example, the code is 1 for the United States.
9	SmartPlus Intercom Feature	If enabled, the user is allowed to use the SmartPlus App. 0: Disabled; 1: Enabled.
10	Call Type	Set which devices can receive a call. For example, if you select 0, the SmartPlus App will receive the call first, then the indoor monitor or the guard phone. 0: SmartPlus and indoor monitors/guard phones; 1: Phone and indoor monitors/guard phones; 2: SmartPlus and indoor monitors/guard phones, with phone as backup; 3: Indoor monitors/guard phones with SmartPlus as backup; 4: Indoor monitors/guard phones with phone as backup; 5: Indoor monitors/guard phones with SmartPlus as backup, and finally the phone.
11	RF Card	The RF card code is used to open doors. If one user has multiple cards, separate the codes by ";".
12	PIN	The PIN code is used to open doors. The length should be within 2 to 8 digits.
13	Access Group ID	Assign the access group ID to the user.

Edit Personnel

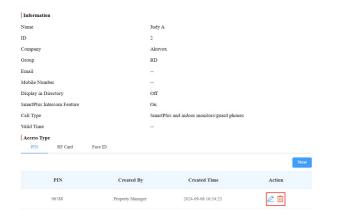
After adding the personnel, you can edit and delete them on the Personnel module.

- Click to delete the personnel.
- Click o to view and edit the personnel's information.





Change the access settings and click Edit to modify the personnel's information.



Administrator Management

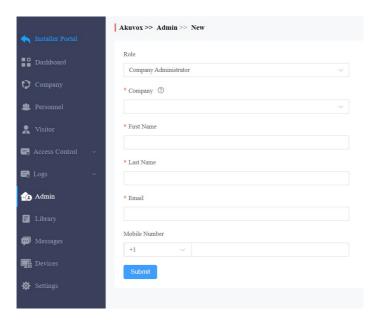
You can create administrator accounts, with which users can log into the SmartPlus Administrator platform to manage companies, personnel, access groups, etc.

1. On the Admin module, click New on the right.



- 2. Select the company the administrator can manage.
- 3. Enter the administrator's first name and last name.
- 4. Enter the email address to receive the account login password.





After adding the accounts, you can click 🧪 to change the settings and reset the account's password.



Device Management

You can manage devices for specific companies.

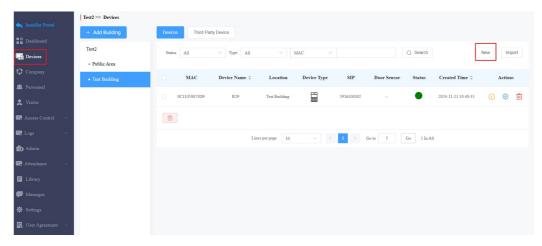
Note

- With the property manager account, you can view and edit the device's settings but not add or delete a
 device
- With the installer account redirecting from the installer portal, you can add, edit and delete devices.

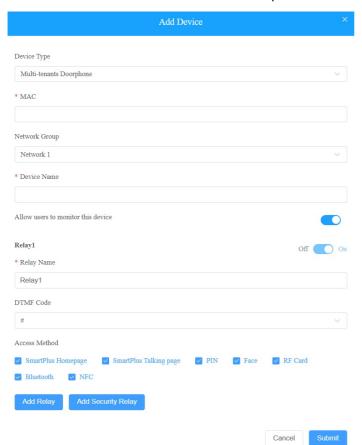
Add a Single Device

- 1. On the Devices module, click Public Area or select the desired building based on where the device is installed. You can click **+Add Building** to create new buildings.
- 2. Click New on the right.





3. Enter the device's information. See the description of each item in the below chart.



4. Click Submit to save the settings.

Regardless of what type of device it is, the device type, MAC address, network group, and device name need to be set up.

No.	Field Name	Description
1	Device Type	Select your device type.
2	MAC	Type in the device's MAC address.
3	Network Group	Select the network group. You can select the same network group as that of other devices if the devices are deployed in the same local network. (in this case, communicate via IP) Note: Do not select the same network group if the device is not deployed with other devices in the same local area network(in this case, communicate via SIP). Otherwise, it will lead to communication failure.
4	Device Name	Name the device to distinguish it from others.



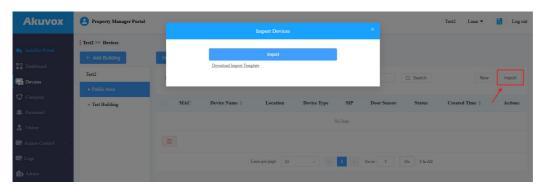
To add	a door phone or	an access control terminal, the following options should be additionally configured.
1	Allow users to monitor this device	 You can decide whether the user can view the monitoring video with their SmartPlus Apps. It is enabled by default. When disabled, the Monitor button on users' SmartPlus Apps will be hidden but users can still see the video during a call with an intercom device.
2	Relay Name	Enter the relay name, which can be the device location.
3	DTMF Code	Enter the DTMF code for the door access.
4	Access Method	Select specific unlock methods to trigger the desired relay. For example, if you select PIN in Unlock type for Relay1 and select RF Card for Relay2 when users enter PIN codes on the door phone, only Relay1 will be triggered and vice versa. The following models with specific firmware versions or higher support this feature: S539: 539.30.10.118 S532: 532.30.10.117 X916: 916.30.10.216 X915 V1: 915.30.10.128 X915 V2: 2915.30.10.106 X912: 912.30.10.225 R29: 29.30.10.123 E16 V2: 216.30.10.69 E18: 18.30.10.205 R27: 227.30.10.201 R28: 28.30.10.102 R28: 28.30.10.102 R28 V2.0: 228.30.10.112 R20 V5.0: 320.30.10.125 A094: 92.30.10.112 Note: If the SmartPlus Homepage or SmartPlus Talking page is not checked, the corresponding icons will not appear on the app home page.
5	Add Relay	You can add more relays.
6	Add Security Relay	Add the security relay if the door phone is connected to an Akuvox SR01 for the door-opening control.

To add an indoor monitor/guard phone, the following options should be additionally configured.				
1	Arming Function	When enabled, the arming icon will be available on users' SmartPlus Apps for arming and disarming.		
2	Belongs To	 You can link the device to a specific personnel. The device will be displayed as contacts on the personnel's other indoor monitors; When initiating a group call to the personnel on a guard phone, the device will also be called; When calling the personnel on an access control terminal, the device can be called based on the Call Type settings. When initiating a sequence call to the personnel on a door phone, the device can be called based on the Sequence Call settings. 		
3	Relay	This option is for indoor monitors. Turn on or off the device's built-in relay and name the relay.		

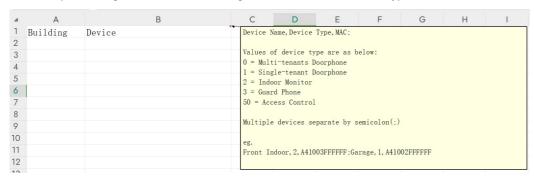
Add Devices in a Batch

- 1. On the Devices module, click Public Area or select the desired building based on where the device is installed.
- 2. Click Import on the right.
- 3. Download and open the template. Click Import after editing the file.



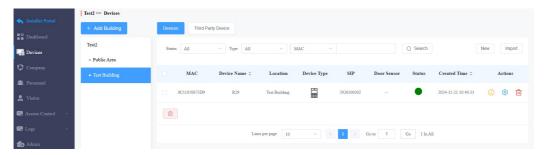


In the template, assign the device to a building and enter the device name, type, and MAC address as instructed.



Edit/Delete Devices

On the Devices module, click of the target device to change the device's settings and click to delete the device.



Apart from the basic settings including device name and network group, you can set up the device's relay(s).

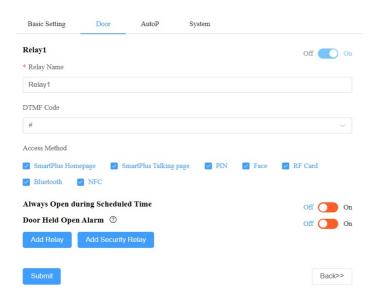
 Always Open During Scheduled Time: When enabled, assign an access control schedule to the relay to limit its triggering.

Note

Click here to view the models supporting this feature.

- Door Held Open Alarm: This feature allows the device to sound an alarm when the door-opening time exceeds a certain limit.
 - Connect Sensor to Input: Specify the Input that is connected to the door sensor.
 - Door Opened Timeout: Set the door-opening time beyond which the alarm will be triggered.



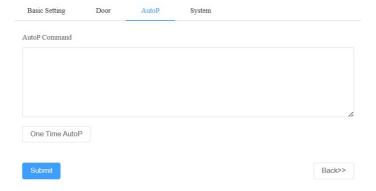


Device Remote Maintenance

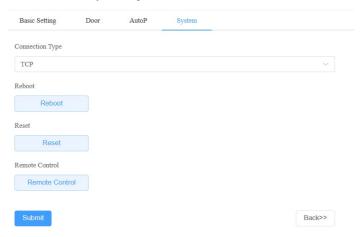
You can manage devices remotely in terms of automatic provisioning(AutoP), reboot, reset, connection type selection, etc.

On the Devices module, click of the target device. Or, click of and click Settings.

• Click **AutoP** and enter the commands. Click One Time AutoP and enter the commands if you just want to implement the AutoP once.



 Click System where you can select the connection type, reboot or reset the device, and access the device's web interface by clicking Remote Control.





Note

- The Auto-provisioning command can be exported out of the devices. For the device AutoP command, go to: https://knowledge.akuvox.com/docs/autop-command-1?highlight=autop
- Duplicate commands will not be retained.

Check Third-party Devices

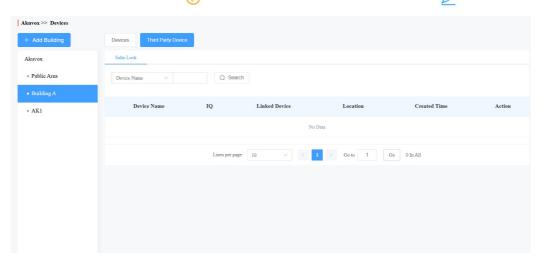
You can check the information on the Salto locks assigned to specific areas on the Devices module.

Note

As an installer, you can refer to the article Integration with Salto Lock for adding and assigning the Salto locks.

Click the area where the lock is installed and click Third-Party Devices.

In the Action column, you can click \bigcirc to view the lock's detailed information and click \nearrow to modify the lock's name.



Access Group Management

The Access Group module allows you to create an inventory of ready-made access control schedules, which can be readily pulled out and applied for the door access control, targeting specific groups and personnel.

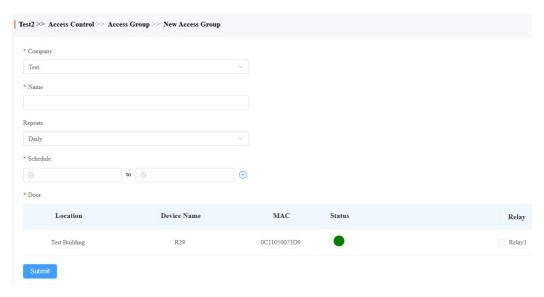
Create an Access Group

 On the Access Control module, click Access Group. Click New to create a new access group. You can click to view the details of the default access group generated by the system.



- 2. Select the company.
- 3. Name the access group and select the Repeats mode from Daily, Weekly, and Never. Daily and Weekly mean the schedule will repeat every day and week.
- 4. Specify the time within which users can open doors with their credentials.
- 5. Check the relay to be triggered.



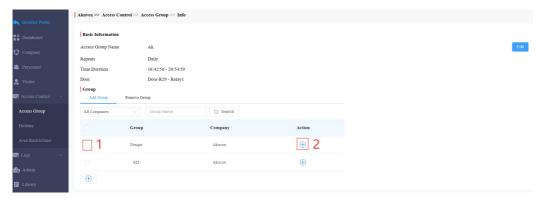


Edit/Delete Access Groups

On the Access Group interface, click of the target access group to edit its settings and click to delete the access group.



- 2. On the Access Group's Info interface, you can:
- check the access group's information.
- apply the schedule to specific groups by checking the groups and clicking
 . You can quickly find the desired group by narrowing the search scope by selecting the specific company and entering the group name.
- 3. Click Edit on the right to modify the access group's settings including name, repeats mode, and relays.



Holiday Access Control

You can define the holidays when personnel cannot open doors to enhance access control security.



Note

The following models with specific firmware versions or higher support synchronizing Cloud holiday schedule:

• X915 V2: 2915.30.10.211

• X916: 916.30.10.222

• S532: 532.30.10.211

• R20 V5.0: 320.30.10.223

• R29: 29.30.10.314

• A08: 108.30.10.108

• A01/A02: 101.30.10.106

• A03: 103.30.10.108

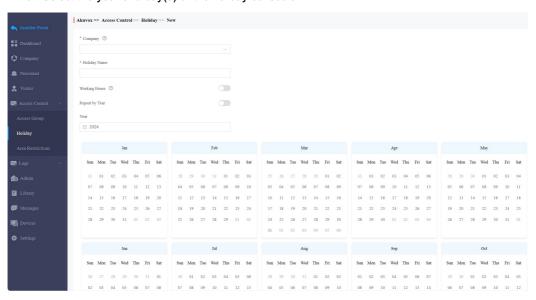
• A05 V2.0: 205.30.10.119

• A094: 92.30.10.112

1. On the Access Control module, click Holiday and click New on the right.



- 2. Select the company that adopts the schedule.
- 3. Enter the holiday name.
- 4. You can set the Working Hours to allow authorized personnel to open doors. When enabled, specify the time.
- 5. You can enable Repeat by Year to repeat the schedule every year.
- 6. Select the year and day(s) of the holiday schedule.



7. Click Submit.

Area Restrictions

This feature strictly controls users' entry and exit. Users can only enter and exit the specific area through the designated doors.



Note

The following device models with specific firmware versions or higher support this feature:

A01/A02: 101.30.10.106
A03: 103.30.10.108
A05 V2.0: 205.30.10.119
A094: 92.30.10.112
X915 V2: 2915.30.10.211

• A08: 108.30.10.108

X916: 916.30.10.222
R29: 29.30.10.314
S539: 539.30.10.219
S532: 532.30.10.211

- 1. On the Access Control module, click Area Restrictions.
- 2. Click New on the right to set up the restriction rule. See the description of each column in the below chart.

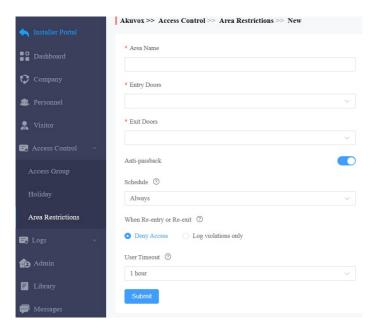


- 3. Enter the area name.
- 4. Select the entry and exit doors. With anti-passback disabled, there is no strict control over users exiting through the exit door. Users can exit through the entry door.
- When the anti-passback feature is enabled, users must first enter, and then exit the area through designated doors.

Note

- Anti-passback also prohibits users from entering the area by following others. Users can only use their credentials to open the entry and exit doors once respectively.
- For example, if the user follows someone else through the door, the next time he/she cannot swipe his/her card to open the Entry/Exit door.
- a. Set the time when the anti-passback feature is effective.
- b. Select the action taken by the door phone when the user tries to open the same entry or exit door twice.
- -Deny Access: The user cannot open the door.
- -Log violations only: The door can be opened and the door opening will be recorded in the door log.
 - 6. Set the **User Timeout** within which users cannot open the same door twice. Only after the time limit, can users open the door again.





No.	Column Name	Description
1	Name	The area name.
2	Anti-Passback	Display whether the anti-passback feature is enabled.
3	Current Occupancy	Display the number of personnel entering the area, only effective when the anti-passback feature is enabled.
4	Blocked People	Display the number of personnel and couriers that are denied access in the area. It is only effective when the anti-passback feature is enabled and Deny Access is selected as the action for When Re-entry or Re-exit .
5	Actions	You can edit the rule or remove it.

Attendance

The SmartPlus Cloud version 7.0.1 brings the attendance feature. You can:

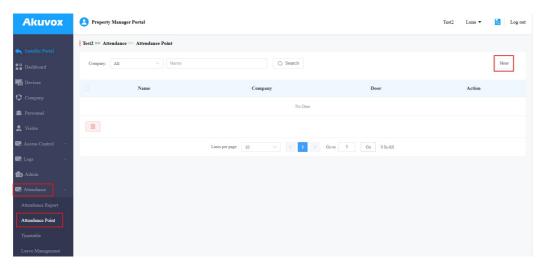
- set up independent attendance for each company;
- designate specific device relays as the attendance points;
- flexibly make timetables and schedule shifts;
- · record leaves and attendance easily.

Select Attendance Points

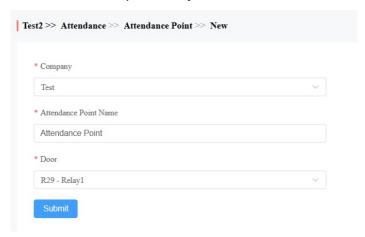
You can select specific relays of door phones/access control terminals as the attendance points. Every successful relay trigger means a clock-in/out.

1. On the Attendance > Attendance Point module, click New on the right.





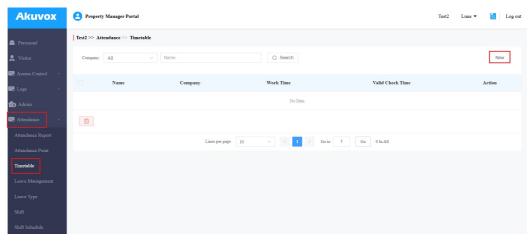
- 2. Select the company and name the attendance point.
- 3. Select the door phone's relay.



Set up Timetables

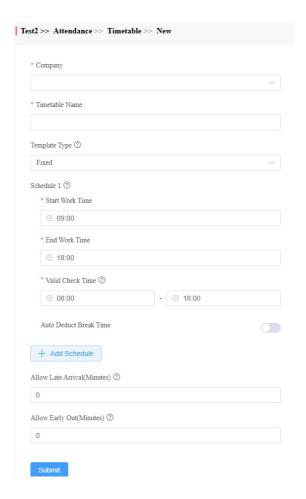
There are two timetable modes, fixed and flexible. You can choose the mode based on the company's working schedule.

1. On the Attendance > Timetable module, click New on the right.



- 2. Select the company and name the timetable.
- 3. Select the timetable template type:
- Fixed: Employees commute at fixed times like a 9-to-5.
- Flexible Free: Employees work a certain number of hours without clocking in and out at fixed times.





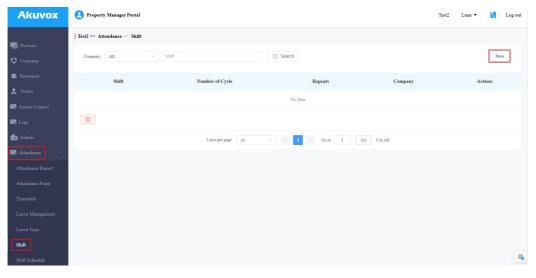


Fixed Timetable			
Item Name	Description		
Schedule 1-3	You can specify up to three working periods. The working hours can span over two days such as from 6:00 p.m. to 7:00 a.m. the next day.		
Valid Check Time	Employees can only clock in/out within this period.		
Auto Deduct Break Time	When enabled, you can specify a break time. When calculating the total working hours of employees, the system automatically subtracts the break time.		
Allow Late Arrival(Minutes)	If late arrivals are allowed in the company, specify the time. Employees will not be recorded as tardy in the attendance report if the time they are late does not exceed this limit.		
Allow Early Out(Minutes)	If early out is allowed in the company, specify the time. Employees will not be recorded as leaving early in the attendance report if the time they leave early does not exceed this limit.		
	me to 8:00 a.m., the end time to 5:00 p.m., the valid check time from 7:00 me from 12:00 a.m. to 1:00 p.m.		
Employees can only clock in at 12:00 a.m. to 1:00 p.m.	fter 7:00 a.m. and out before 6:00 p.m. They can have a lunch break from		
	Flexible - Free		
Item Name	Description		
Working Hours Per Day	Specify the working hours of employees.		
Start Time of Timetable Specify the time after which employees can clock in.			
Example: If you set the working hours to 8 hours, and the start time to 7:00 a.m. Employees can clock in after 7:00 a.m. and cannot start clocking out until 3:00 p.m. Otherwise, they will be recorded as early leave.			

Set up Shifts

You can decide how to repeat the timetables in one day, a week, or a month by setting up shifts.

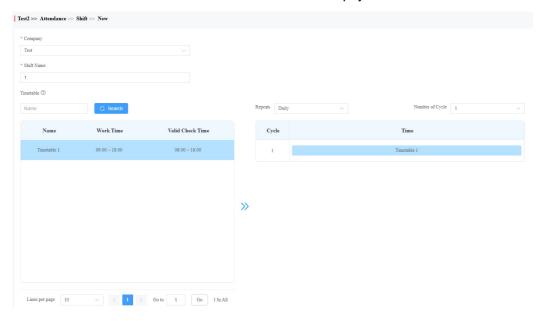
1. On the Attendance > Shift module, click New on the right.



- 2. Select the company and name the shift.
- 3. Select the repeat mode.
- Daily: The timetable is effective immediately.
- Weekly: Arrange timetables for a week.



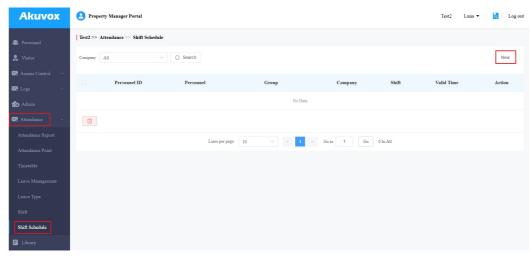
- Monthly: Arrange timetables for a month.
- 4. Select the Number of Cycle. You can select 31 days, 52 weeks, or 12 months.
- 5. Click the desired timetable. The blue background color indicates it is chosen.
- 6. Click the desired date area and the timetable name will display.



Arrange Shifts to Personnel

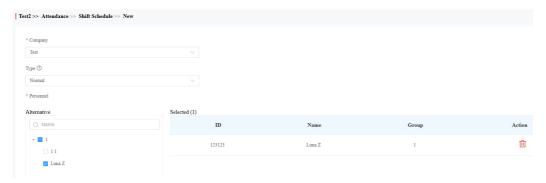
You can arrange the configured shifts for personnel.

1. On the Attendance > Shift Schedule interface, click New.



- 2. Select the company.
- 3. Select the shift type. The temporary type has higher priority over the normal. It can be chosen when arranging for personnel to work overtime temporarily.
- 4. Search for and select the personnel.

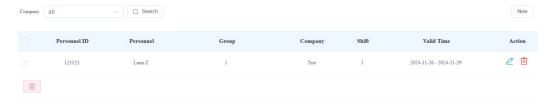




- 5. Select the shift. You can click \odot to view the shift.
- 6. Select the Valid Time within which the shift schedule is effective.



After arranging shifts, you can modify or delete them by clicking \nearrow and $\overrightarrow{\text{m}}$ respectively.

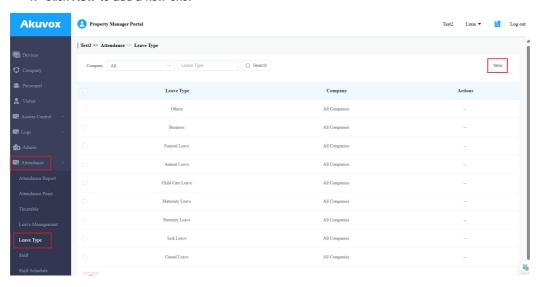


Manage Leave Type

You can add, edit, and delete various leave types for leave management.

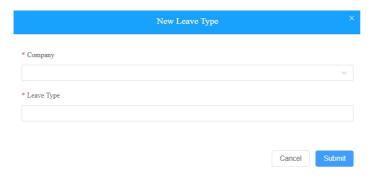
On the Attendance > Leave Type module, you can check the system-generated leave types which cannot be modified or deleted.

1. Click New to add a new one.



2. Select the company and name the leave type.

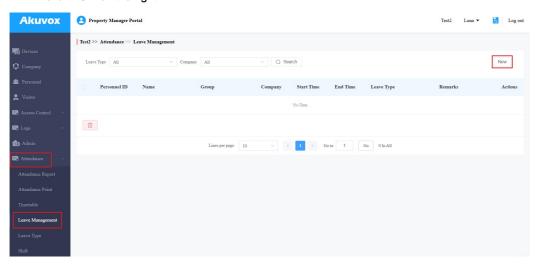




Manage Leaves

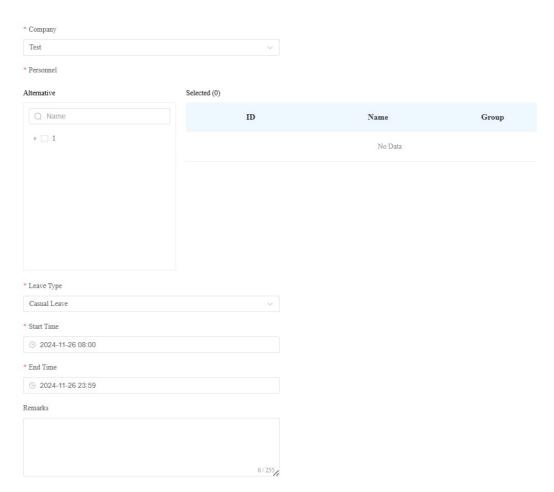
You can manage leaves and check leave reports on the Attendance > Leave Management module.

1. Click New on the right.



- 2. Select the company.
- 3. Search for or select the personnel.
- 4. Select the Leave Type.
- 5. Set the Leave Time.
- 6. You can add some remarks to the leave.

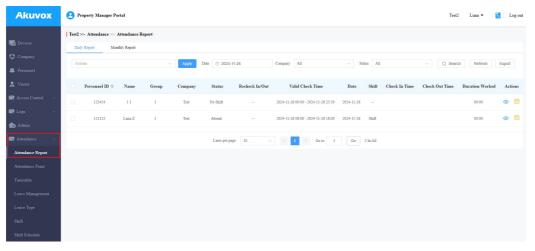




Check and Export Attendance Reports

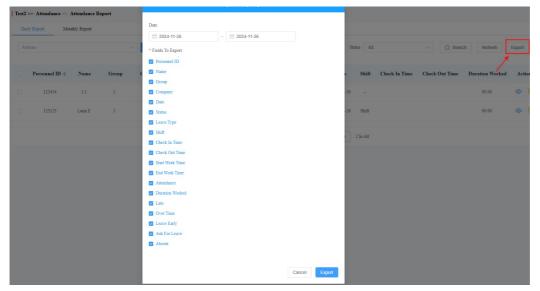
New attendance records are generated during off-peak hours each day and updated each time attendance changes.

On the **Attendance > Attendance Report** module, you can check the latest daily or monthly reports by clicking **Refresh** on the right.



Click Export on the right to download the report. You can select items to be exported and define the period.





Daily				
Item Names	Description			
Personnel ID	Display the personnel ID.			
Name	Display the personnel name.			
Group	Display the group of the personnel.			
Company	Display the company of the personnel.			
Status	Display the following status: Normal, Absent, Late, Leave Early, Ask For Leave, Holiday, and/or No Shift.			
Recheck In/Out	Display the attendance correction records. See details in the Attendance Correction section.			
Valid Check Time	Display the period within which employees should clock in/out.			
Date	Display the date.			
Shift	Display the shift name.			
Check In Time	Display the clock-in time.			
Check Out Time	Display the clock-out time.			
Duration Worked	Display the working time precise to minutes. 10:00 means 10 hours.			
Actions	 Click to view the monthly report in a graphical form. Click to perform attendance correction. 			



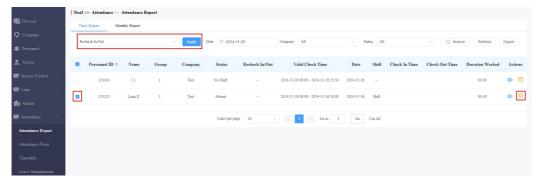
Monthly				
Item Names	Description			
Personnel ID	Display the personnel ID.			
Name	Display the personnel name.			
Group	Display the group of the personnel.			
Company	Display the company of the personnel.			
Month	Display the month.			
Duration Worked	Display the working time precise to minutes. 10:00 means 10 hours.			
Over Time	Display the overtime precise to minutes10:00 means 10 hours.			
Late	Display the times of being late.			
Absent	Display the times of being absent.			
Ask For Leave	Display the times of asking for leave.			
Actions	Click to view the monthly report in a graphical form.			

Attendance Correction

When employees work on time but forget to clock in/out, you can correct the attendance for them.

In this case, the Status column will display Absent and the Recheck In/Out column display "—".

- 1. Check a log and select Recheck In/Out in the action box.
- 2. Click $\mbox{\bf Apply}.$ Or, you can click $\mbox{\mbox{$\stackrel{\longleftarrow}{=}$}}$ of the target log.

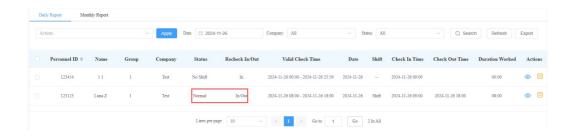


3. Correct clock-in and/or clock-out.



4. Click Submit. The Status will change to Normal.





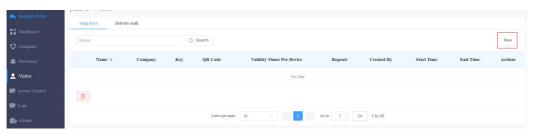
Visitor Management

You can set up access credentials for visitors and delivery personnel.

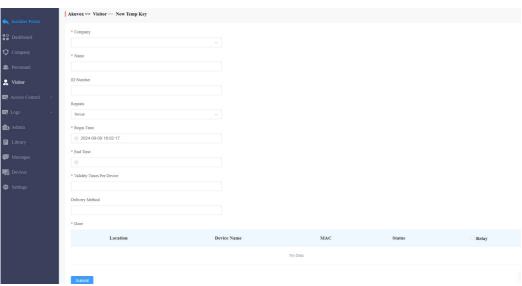
Access Credentials for Visitors

You can create temporary PIN codes along with QR codes for visitors, set the time when the credentials are valid, and select the door to be opened.

1. On the Visitor module, click New on the right.



- 2. Select the Company and enter the visitor's name.
- 3. [Optional]Set a unique ID for the visitor.
- 4. Specify the time within which visitors can open doors by selecting the Repeats mode from Daily, Weekly, and Never. Daily and Weekly means the schedule will repeat every day and week.
- Set the Validity Times Per Device when you select the Never Repeats mode.
 For example, if you enter 1 and check three door phones, the visitor can use the credential to open doors three times.
- In other words, the validity times of credentials = Validity Times Per Device x The number of door phones selected.
- 6. Enter the visitor's email address in the Delivery Method to receive the temporary key.
- 7. Check the door(s) to be opened by the visitor.



8. Click Submit.

After creating the temp key, you can check the details of the temp key by clicking 🕜 and delete it by clicking 📊 .





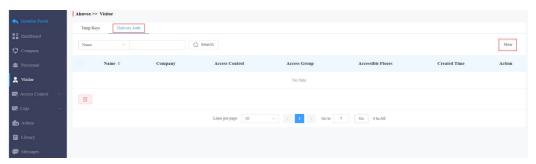
On the temp key's information interface, you can click View Door Logs to check the door-opening record.



Access Credentials for Delivery Personnel

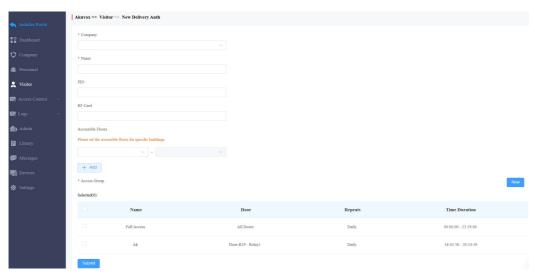
You can create PIN codes and RF card credentials for delivery personnel, with which they can access the designated place such as a package room.

1. On the Visitor module, click Delivery Auth and click New on the right.

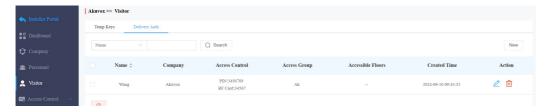


- 2. Select the company and enter the deliveryman's name.
- 3. Enter the PIN code and/or the RF card code. The PIN code should be within 2 to 8 digits not starting with "9".
- 4. Set the accessible floors. The deliveryman can take lifts to the specified floors using access control credentials. You can select 10 floors in a building at maximum.
- 5. Check the schedule for when the deliveryman can open the door. You can also click **New** to create a new schedule.





After creating the credential, you can modify it by clicking \nearrow and delete it by clicking $\overline{\mathbb{m}}$.



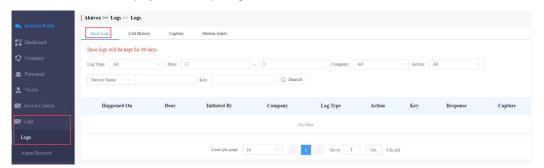
Logs

You can check door logs, call history, images captured, alarm logs, and door opened timeout logs in the Logs module.

Door Logs

Door logs have 7 types. You can narrow your log check by the specific time range with parameters: **Device Name**, **Initiated by**, **Access Methods**, and **Company** for the targeted search.

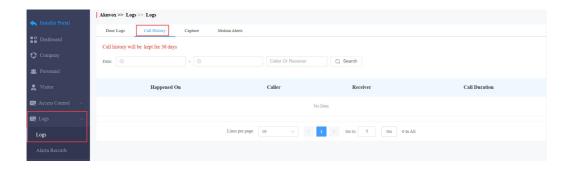
- · All: Display all door logs;
- Call: Display the SIP/IP-based calls initiated on the door phone, indicating when, where, and to whom the calls are
 made.
- Door Release: Display when, where, and by whom the door openings are made (be it failure or success).
- Entry: Display the valid door-opening records of entering without disobeying the area restriction rules.
- Exit: Display the valid door-opening records of exit without disobeying the area restriction rules.
- Entry Violation: Display the door-opening records of entering that violate the area restriction rules.
- Exit Violation: Display the door-opening records of exits that violate the area restriction rules.



Call Logs

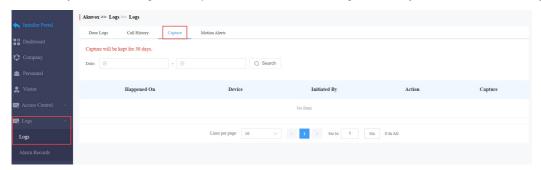
You can check when and by whom the SIP calls are made and received. Moreover, you can set the time range or enter the caller or receiver to check the targeted call information.





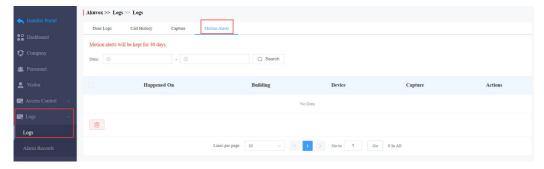
Captured Images

Image capturing is either initiated manually by users or by the property management staff. You can check when, where, how, and by whom the images are captured. You can click the image in the **Capture** column to see a larger picture.



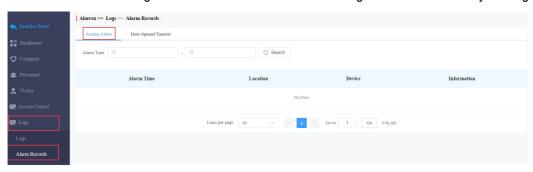
Motion Alerts

Motion alerts allow you to check the captured image of people whose movement has triggered the motion detection in the door phones (door phones with motion detection function).



Arming Alarms

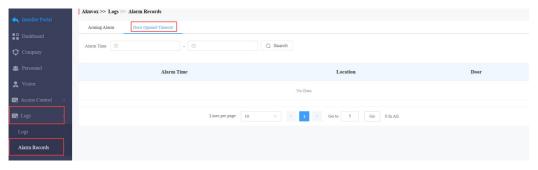
You can check the alarm logs in the sub-module Alarm Records of Logs. Narrow the search by entering a specific time.





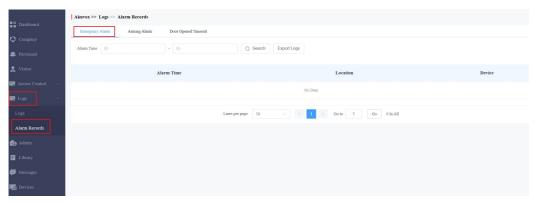
When the door-opening time exceeds a certain limit, the alarm will be triggered and recorded.

You can check the logs in the sub-module Alarm Records of Logs. Narrow the search by entering a specific time.



Emergency Alarm

With the property manager account, you can check logs of emergency unlock in the sub-module Alarm Records of Logs. Narrow the search by entering a specific time.

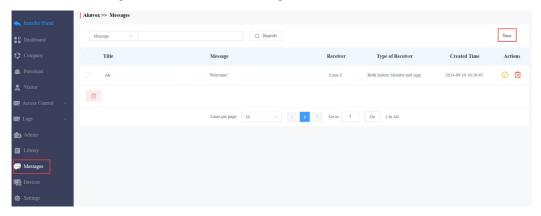


Messages

You can create, send, and check messages.

You can create one-time messages or reusable message templates for your convenience.

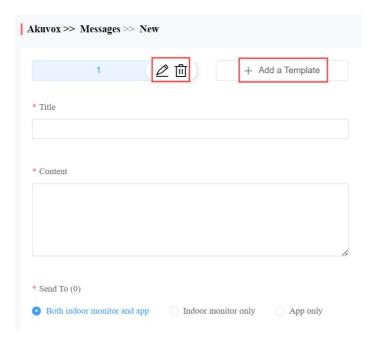
1. On the Messages module, click New on the right.



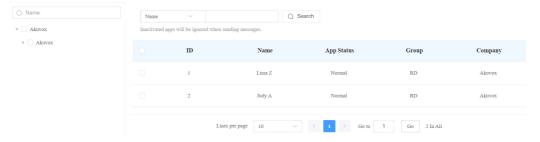
2. Enter the message title and content directly to create one-time messages. Select the receiver type.

To create reusable message template(s), you can click **Add a Template** and enter the template name, title, and content. You can edit or delete the template after creating it.





3. Select the personnel to receive the message.



4. Click Submit.

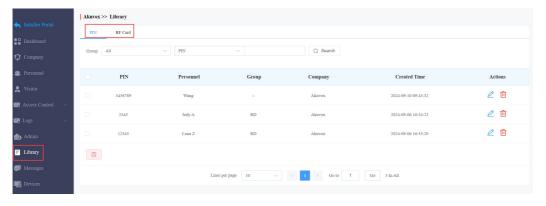
After the message is created, you can click j to check the message details and click it to remove it.



Library

You can check, modify, and delete all types of created PIN codes and RF Cards conveniently at one stop.

On the Library module, click to modify the PIN code or RF card code. Click to remove the code.



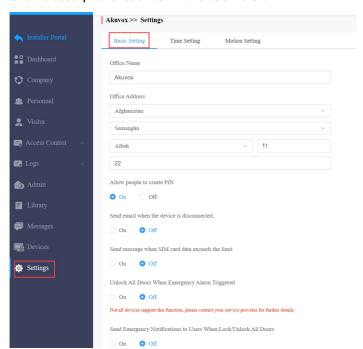


Settings

Settings include the basic settings(office name, address, permissions, emergency unlock, etc), time settings, and motion detection settings.

Basic Settings

See the description of each item in the below chart.



No.	Item Name	Description
1	Office Name	Name the office.
2	Office Address	Enter the office address.
3	Allow people to create PIN.	Set whether users can create PIN codes on their SmartPlus Apps.
4	Send email when the device is disconnected.	Set whether to receive email notifications when devices are offline.
5	Send message when SIM card data exceeds the limit	Set whether to receive email notifications when door phones with LTE function exceed the (SIM card) data package limit.

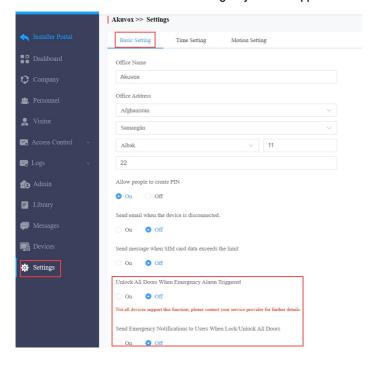
Emergency Unlock

You can make all doors open or close automatically or manually during emergencies. For example, the doors can be opened automatically once an emergency alarm is triggered on any one of the door phones during a fire emergency so that people can be quickly evacuated to a safer place. Also, you can open all the doors manually.

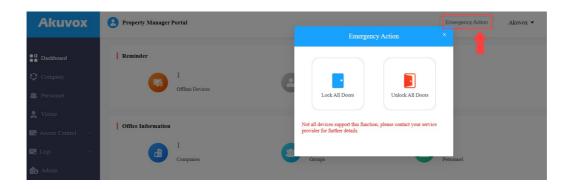


Note

- With the installer accounts, you can only enable/disable the emergency unlock feature but not perform the
 action
- With the property manager account, you can click the Emergency Action button to open or close all doors.
- The following models with specific firmware versions or higher support office emergency unlock:
 - R29: 29.30.10.314
 - X915 V1: 915.30.10.211
 - X916: 916.30.10.222
 - X912: 912.30.10.108
 - \$539: 539.30.10.226
 - S532: 532.30.10.211
 - E16 V2: 216.30.0.67
 - E18: 18.30.6.19
 - E12 V2: 312.30.2.105
 - R20 V5.0: 320.30.10.125
 - A094/A092: 92.30.10.17
 - A01/A02: 101.30.10.106
 - A03: 103.30.4.18
 - A05 V2.0: 205.30.10.119
 - A08: 108.30.10.108
 - EC33: 33.30.1.2
- Currently, ONLY C313 with the firmware version 212.30.13.25 or higher support receiving the emergency unlock notification.
- The SmartPlus App with version 6.81.0.3(Android)/6.81.3.(iOS) or higher supports receiving notifications.
- 1. Go to Settings > Basic Settings. Select automatic door unlock or manual unlock.
- Select On, if you want the doors to be unlocked automatically when an emergency occurs.
- Select Off, if you want to unlock the doors manually on the SmartPlus web portal. You can click Emergency Action near the top of any page to open or close the doors manually.
- Select whether to send notifications to users' SmartPlus Apps and indoor monitors. When enabled, both devices will sound an alert when the emergency unlock happens.

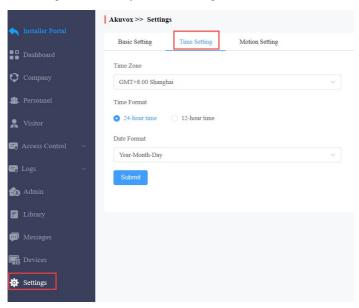






Time Settings

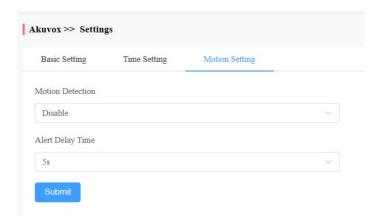
You configure and modify the time setting based on the office's location and time zone.



Motion Detection Settings

You can enable/disable motion detection but also set up the device motion detection type and alert trigger delay.

- 1. Go to Settings > Motion Setting.
- 2. Set the motion detection:
- Disable: Turn off the function.
- IR Detection: When the infrared sensor detects moving objects, alerts will be triggered.
- Video Detection: When the video camera detects moving objects, alerts will be triggered.
- 3. Set the Alert Delay Time from 5 to 60 seconds.





Contact Us

For more information about the product, please visit us at www.akuvox.com or feel free to contact us by

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