

#### Version 1.0

# Uploading Staff To Temperature Device Instructions

#### Requirements:

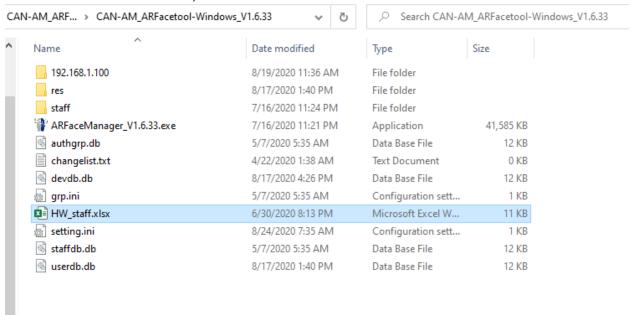
 Install ARFaceManager.exe
 Download the latest version of ARFaceManager from: https://canamwireless.com/linux-kiosk-support/

# There are 2 ways to upload staffs:

- 1. Through Excel and ARFaceManager.
- Through ARFaceManager directly.

#### Through Excel and ARFaceManager:

In ARFaceManager installation folder, open HW\_staff.xlsx excel spreadsheet template (it can be renamed to another filename)

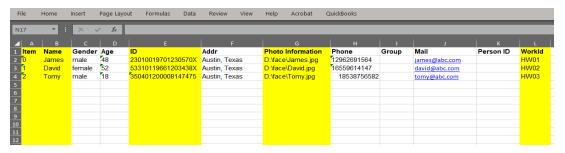


Populate the column highlighted in yellow below:

- a. Item: populate as a decimal sequence number
- b. Name: could be populated as the person name or the person ID (if the name needs to be obscured)
- c. ID: could be employee driver license ID
- d. Photo Information, below is the recommended photo:
  - a. 96 dpi
  - b. 442px by 495px



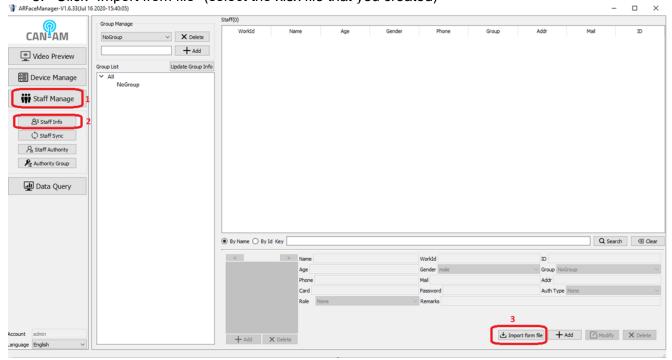
- e. Head and shoulder shot (face fills approximately 75% of frame)
- f. Turn off camera alteration / photo enhancement function, to ensure that the picture for the real face, no makeup, not edited, and not wearing a mask.
- g. The photo background is solid color (for example solid walls), the light is normal, avoid strong light, reverse light and other abnormal light.
- h. There should be only one person in the picture, the front (face is not biased, both ears visible, the head is completely visible), shooting distance of about 1 meter, in the picture, the head of the person must have a head distance from the left and right upper three sides.
- Face pixels more than 260(between the two ears), determine the face size can use the windows drawing software to open the face picture, drag a box on the face, will show the face size



Upload this xls file to ARFaceManager.

Inside ARFaceManager:

- 1. Click "Staff Manage".
- 2. Click "Staff Info"
- 3. Click "Import from file" (select the xlsx file that you created)



Please jump to "Synced staff to device" section in page 4 if you did this Excel route

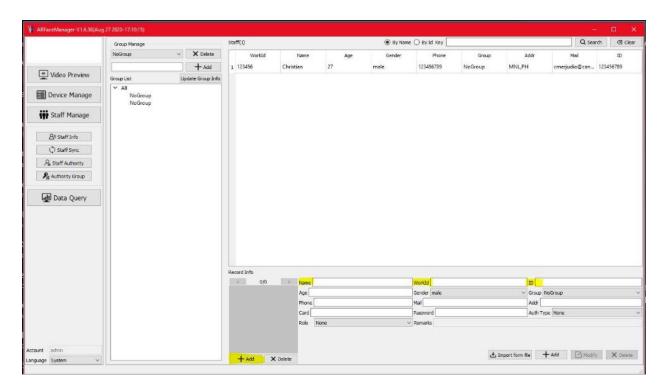


# Through ARFaceManager directly:

This route will have you to input the staff data one by one manually via ARFaceManager.

# Inside ARFaceManager:

- 1. Click "Staff Manage".
- 2. Click "Staff Info"



The ones that are highlighted in yellow are the only required fields:

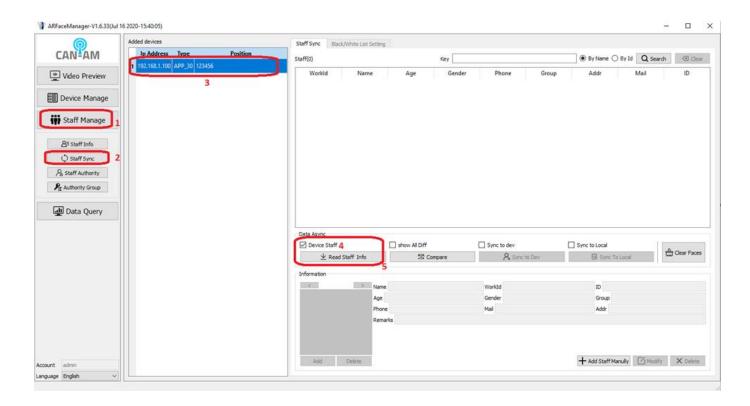
- 1. Name
- 2. Workld
- 3 1
- 4. Photo (The photo requirement is described in page 1 starting from point d to i).



### Synced staff to device

First, you will need to read the staff data from the device through these steps:

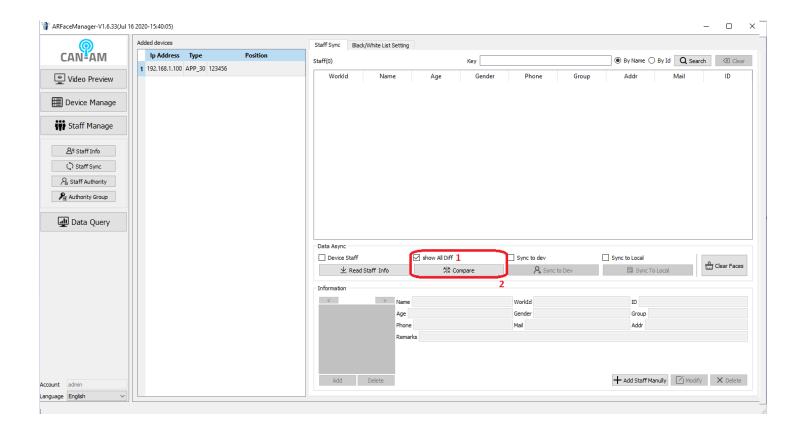
- 1. Click "Staff Manage."
- 2. Click "Staff Sync."
- 3. Click the device IP.
- 4. Check off the "Device staff" checkbox.
- 5. Click "Read Staff Info"button.





Second, check off "show All Diff" checkbox and hit Compare button.

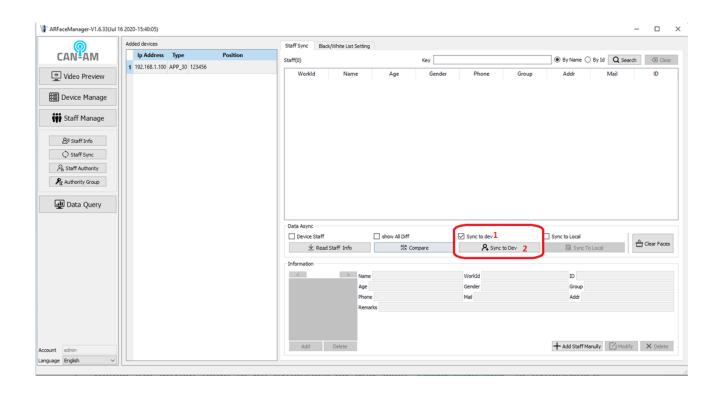
This will compare the difference between the data on the device with the data that's stored locally in ARFaceManager.





Third, upload data from ARFaceManager to the device by checking off "Sync to dev" checkbox and then hit "Sync to Dev" button.

All the person faces who are on ARFaceManager but not on device, will be highlighted in yellow.



If you have any error msg (register column):

- 404 -> means the file name (of the photo) cannot be found
- 540 -> means the photo does not meet the quality requirement
- Other error code -> please contact support@canamwireless.com

To retrieve the recorded scans, please click on Data Query.

## **IMPORTANT:**

Highlight the device you want to retrieve the records from, make sure to check off on the check box for "Download Image" to retrieve the pictures of the scan.



