

User Manual

IPSS (IntelliPass Screening System)

Aug, 2020
Version 1.1



Version 1.1 (Build 2.3)

Powered by **Cybersoft North America Inc**
Engineered in USA

Revision History

| Rev. | Date | Prepared By | Description of Document |
|------|------------|-------------|-----------------------------|
| 0.1 | 08/31/2020 | Asim Khan | User Manual for version 1.1 |
| | | | |

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Cybersoft North America, Inc.

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1. Introduction

The document provides the details to use the IntelliPass Screening System.

2. Getting Started

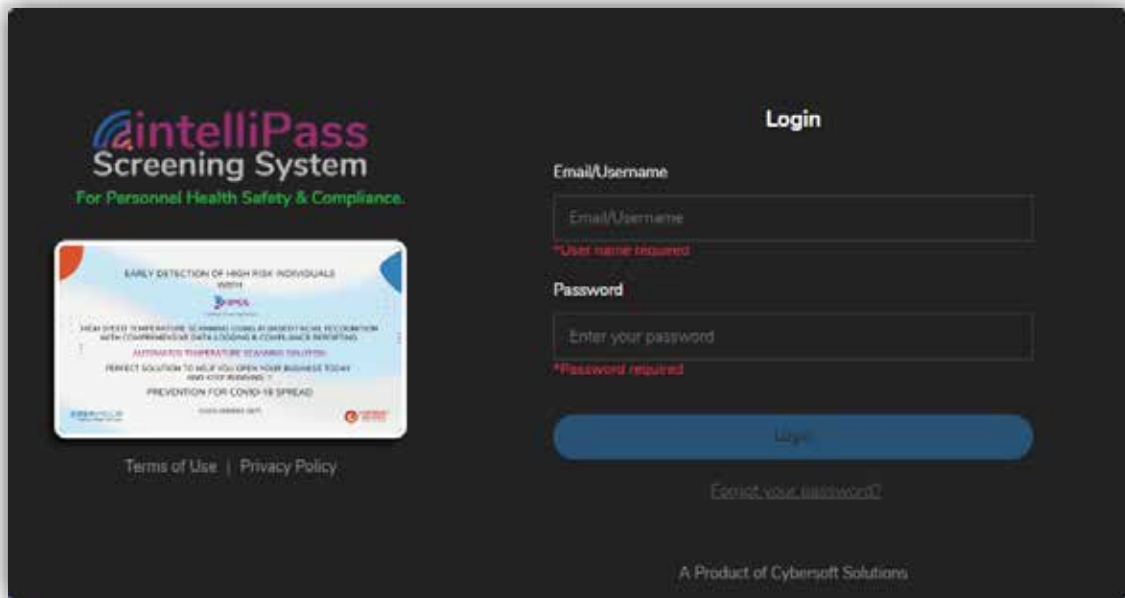
2.1. Login to IPSS – Web Application

The login page allows users to access IPSS Application. It can be accessed by providing the “**UserName/Email**” and “**Password**”.

The application can be accessed using the following credentials:

- URL:** <https://ipssapp.azurewebsites.net/>
- Username/Email:** As provided
- Password:** As provided

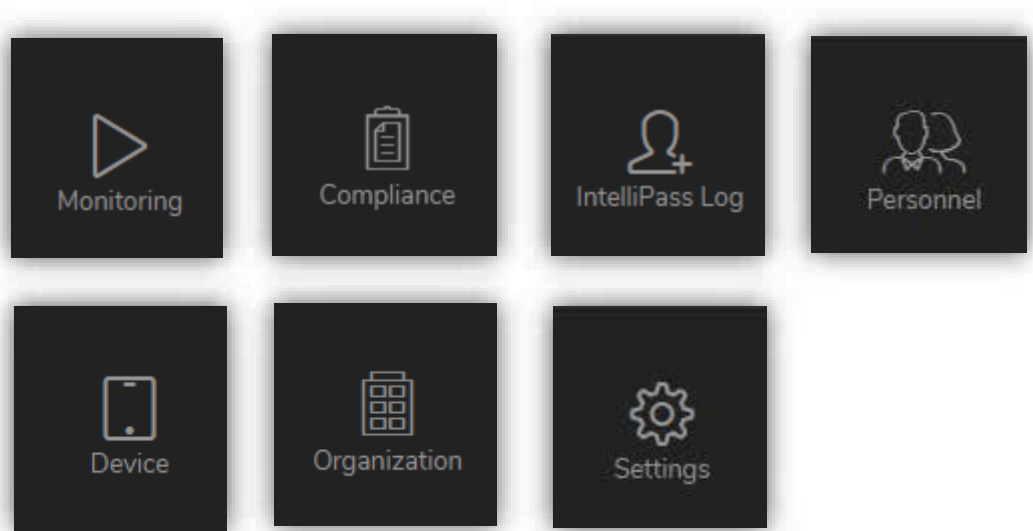
Once the verification is completed, the system will redirect to the main menu.



2.2. Access Menu

Main Menu contains all the modules of the application. Each icon in the Main Menu presents single or multiple sub menus.

Application be accessed using the modules mentioned below.



2.3. Monitoring

Monitoring section consists of total 3 views

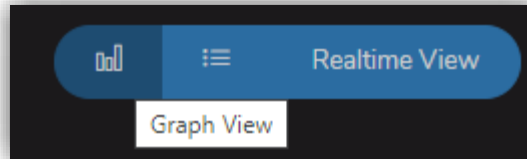
2.3.1. Dashboard View

2.3.2. Real-Time Scans

2.3.3. Real-Time View (Coming Soon)

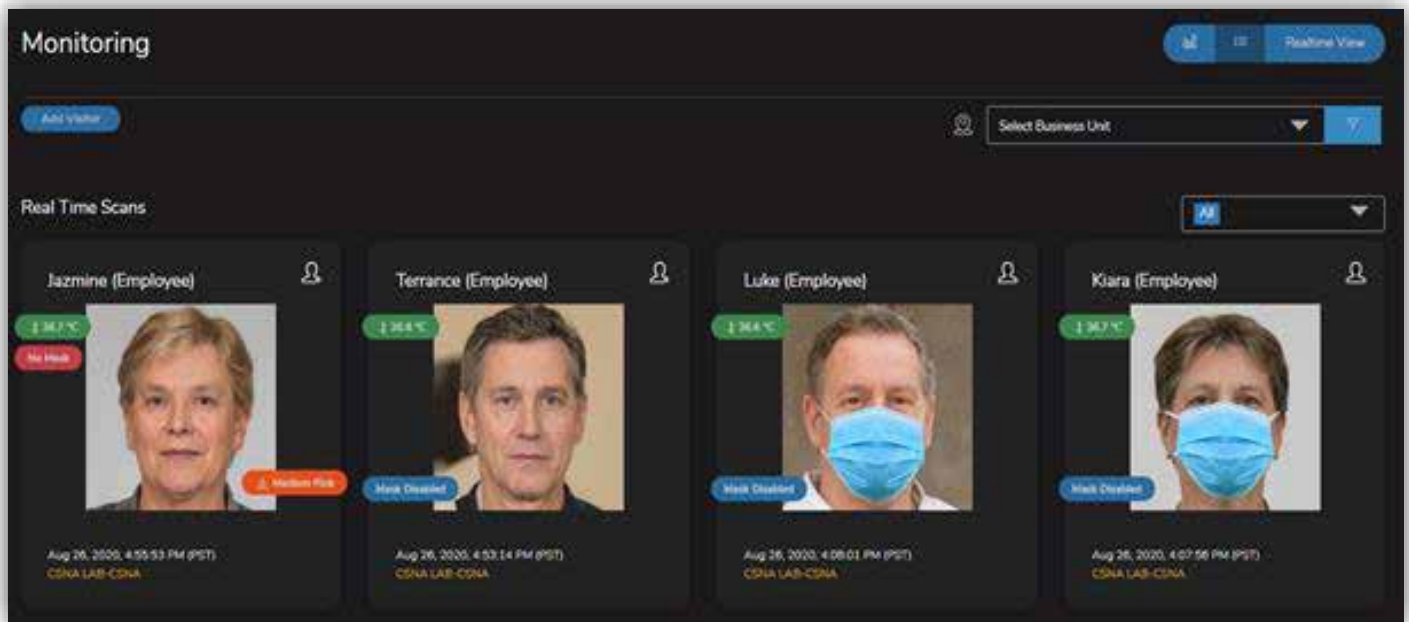
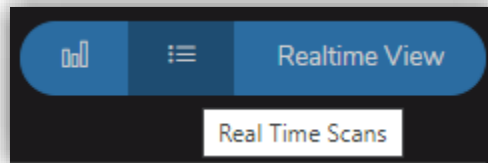
2.3.1. Dashboard View

To view this page, click the “**Dashboard View**” icon.

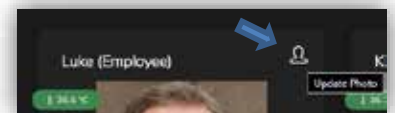


2.3.2. Real-Time Scans

To view this page, click the “Real-Time Scans” icon.



2.3.2.1. Update Employee Photo



Click on the “**Update photo**” button on Employee’s scan card.

A popup will open displaying the details of the person and existing the photo of that person.

Important Note:

Only photos without masks should be uploaded to assure the accuracy of the system.

2.3.2.2. Not This Person?

In case of mismatch in details for example the **Current Scan** does not Match **Photo on file**, following steps should be performed:

Click on the button **Not This Person?**

A popup will open where user can search an existing Employee/Person.

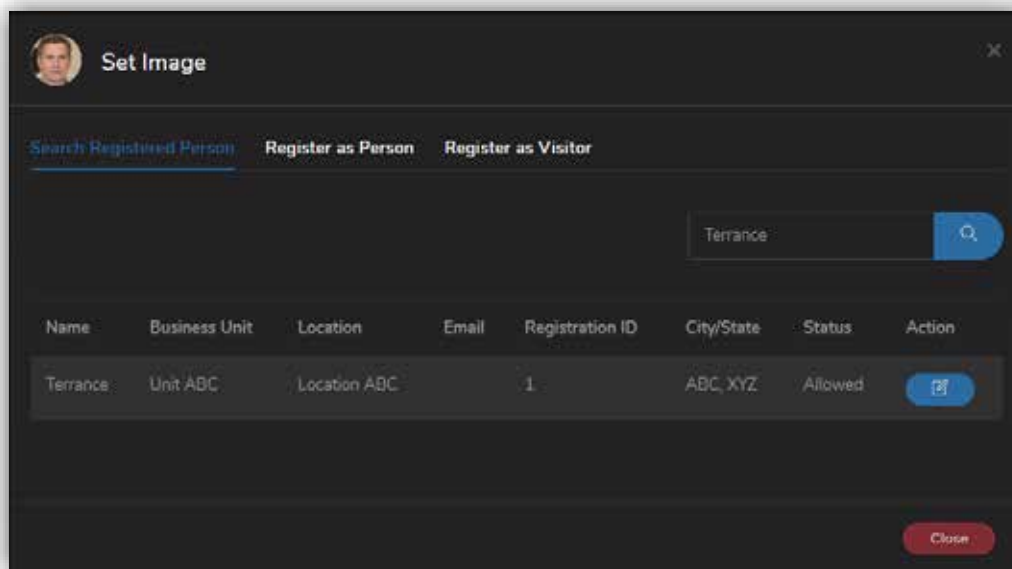
Type the search an already registered person with any particulars.

Click on the search button.

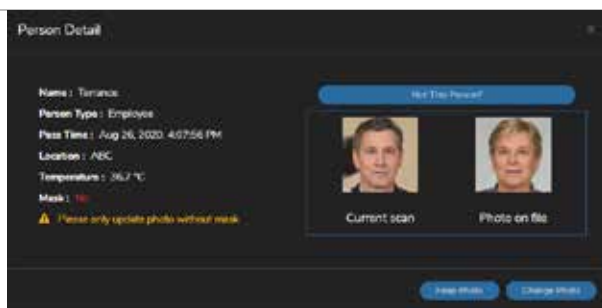
When record found, click on the **“Change”** button in the **“Action”** column.

Once the photo verification box appears, verify the **Current Scan** photo and **Photo on file** (It should be of same person).

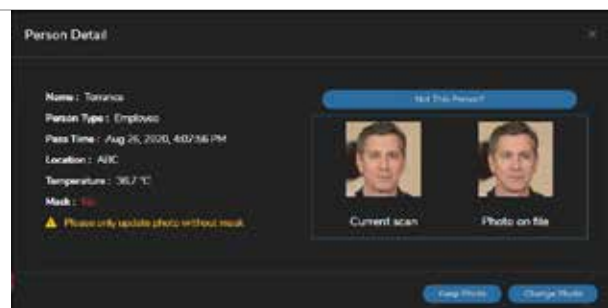
Press **Change Photo** to update the photo on file.



Person Mismatch



Person Matched



2.4. Compliance

This section has the following reports:

2.4.1 Compliance Report

2.4.2 Scan Log Report

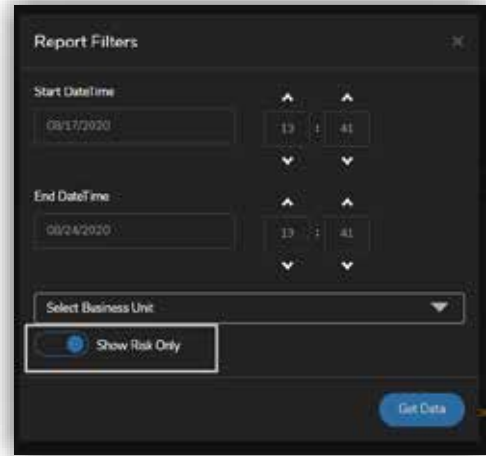
2.4.1. Compliance System Report

The compliance report shows a list of people not wearing mask and a list of people having abnormal temperature grouped by the Business Units and a Summary of the scans under the Business Unit.

| IPSS - IntelliPass Screening System | | Print | | Compliance Report (Aug 18, 2020 08:00:30 PM - Aug 25, 2020 08:00:30 PM) | | | | |
|-------------------------------------|--------------|----------------------------|----------------|---|-------------|-------------|----------------------|-------------|
| Company: CyberSoft PVT | | Business Unit: Head Office | | Print Date: Aug 25, 2020 08:00:30 PM | | | | |
| Summary | | Device: 2 | | Recommended Guideline Alert: 30.78 °F | | | | |
| Summary | | | | | | | | |
| Scans | Abn Temp | No Mask | High Risk | Moderate Risk | Low Risk | | | |
| Today (0) | 0 (0)% | 0 (0)% | 0 (0)% | 0 (0)% | 0 (0)% | | | |
| Last 7 Days (0) | 4 (4.3)% | 41 (44.1)% | 0 (0)% | 0 (0)% | 4 (4.3)% | | | |
| Last 30 Days (0) | 4 (4.3)% | 41 (44.1)% | 0 (0)% | 0 (0)% | 4 (4.3)% | | | |
| Abn Temp Scans | | | | | | | | |
| Location | Scan Date | Scan Time | Subject Name | Type | Register ID | Temperature | Mask Status | Assessment |
| CSPAK | Aug 22, 2020 | 06:50:41 PM | Azim Khan 2 | Employee | 123456 | 99.90 °F | Yes | Low Risk |
| CSPAK | Aug 22, 2020 | 06:50:43 PM | Azim Khan 2 | Employee | 123456 | 98.90 °F | Yes | Low Risk |
| CSPAK | Aug 22, 2020 | 07:34:23 PM | Mr Haider Ali | Employee | 963 | 97.52 °F | Yes | Low Risk |
| CSPAK | Aug 22, 2020 | 07:34:42 PM | Haider | Visitor | | 98.06 °F | Yes | Low Risk |
| | | | | | | | High Risk | 0 |
| | | | | | | | Moderate Risk | 0 |
| | | | | | | | Low Risk | 4 |
| No Mask | | | | | | | | |
| Location | Scan Date | Scan Time | Subject Name | Type | Register ID | Temperature | Mask Status | Assessment |
| CSPAK | Aug 22, 2020 | 08:04:56 PM | Not Applicable | Not Registered | | 97.62 °F | No | Medium Risk |
| CSPAK | Aug 22, 2020 | 06:05:00 PM | Not Applicable | Not Registered | | 97.7 °F | No | Medium Risk |

2.4.2. Scan Log Report

This report shows the details of scans from Business Units selected from the filters provided.



Important Note:

If **Show Risk Only** is turned on report, the report will only contain the data which has risk in the assessment column.

| IPSS - IntelliPass Screening System Scan Log | | | | | | | | | |
|--|----------|-------------------|--------------------------|----------------|----------------|-------------|-------------|-------------|-------------|
| Company: CytarSoft PVT | | | | | | | | | |
| Recommended Guideline Alert: 98.78 °F | | | | | | | | | |
| Mask Detection Enabled | | | | | | | | | |
| Scan Details | | | | | | | | | |
| Business Unit | Location | IPSS Terminal | Scan Date | Name | Type | Register ID | Temperature | Mask Status | Assessment |
| Head Office | CSPA | Haider's Terminal | Aug 22, 2020 06:04:56 PM | Not Applicable | Not Registered | | 97.52 °F | No | Medium Risk |
| Head Office | CSPA | Haider's Terminal | Aug 22, 2020 06:05:00 PM | Not Applicable | Not Registered | | 97.7 °F | No | Medium Risk |
| Head Office | CSPA | Haider's Terminal | Aug 22, 2020 06:05:03 PM | Not Applicable | Not Registered | | 97.80 °F | No | Medium Risk |
| Head Office | CSPA | Haider's Terminal | Aug 22, 2020 06:05:09 PM | Not Applicable | Not Registered | | 97.80 °F | No | Medium Risk |
| Head Office | CSPA | Haider's Terminal | Aug 22, 2020 06:05:13 PM | Not Applicable | Not Registered | | 97.85 °F | No | Medium Risk |
| Head Office | CSPA | Asim's Terminal | Aug 22, 2020 06:11:10 PM | ASIM KHAN | Blocked | | 97.7 °F | No | Medium Risk |
| Head Office | CSPA | Haider's Terminal | Aug 22, 2020 06:13:13 PM | Not Applicable | Not Registered | | 97.34 °F | No | Medium Risk |
| Head Office | CSPA | Haider's Terminal | Aug 22, 2020 06:13:18 PM | Not Applicable | Not Registered | | 97.34 °F | No | Medium Risk |
| Head Office | CSPA | Haider's Terminal | Aug 22, 2020 06:12:23 PM | Not Applicable | Not Registered | | 98.06 °F | No | Medium Risk |
| Head Office | CSPA | Haider's Terminal | Aug 22, 2020 06:13:30 PM | Not Applicable | Not Registered | | 97.34 °F | No | Medium Risk |
| Head Office | CSPA | Haider's Terminal | Aug 22, 2020 06:13:34 PM | Not Applicable | Not Registered | | 98.24 °F | No | Medium Risk |
| Head Office | CSPA | Asim's Terminal | Aug 22, 2020 06:13:45 PM | ASIM KHAN | Blocked | | 97.7 °F | No | Medium Risk |
| Head Office | CSPA | Asim's Terminal | Aug 22, 2020 06:12:50 PM | ASIM KHAN | Blocked | | 97.34 °F | No | Medium Risk |
| Head Office | CSPA | Asim's Terminal | Aug 22, 2020 06:13:55 PM | ASIM KHAN | Blocked | | 97.52 °F | No | Medium Risk |
| Head Office | CSPA | Haider's Terminal | Aug 22, 2020 06:14:51 PM | Haider | Visitors | | 97.7 °F | No | Medium Risk |
| Head Office | CSPA | Asim's Terminal | Aug 22, 2020 06:31:11 PM | Asim Khan 2 | Employee | 123456 | 97.52 °F | No | Medium Risk |
| Head Office | CSPA | Asim's Terminal | Aug 22, 2020 06:31:16 PM | Asim Khan 2 | Employee | 123456 | 97.88 °F | No | Medium Risk |
| Head Office | CSPA | Asim's Terminal | Aug 22, 2020 06:31:21 PM | Asim Khan 2 | Employee | 123456 | 98.06 °F | No | Medium Risk |
| Head Office | CSPA | Asim's Terminal | Aug 22, 2020 06:38:28 PM | Asim Khan 2 | Employee | 123456 | 97.16 °F | No | Medium Risk |
| Head Office | CSPA | Asim's Terminal | Aug 22, 2020 06:38:33 PM | Asim Khan 2 | Employee | 123456 | 97.34 °F | No | Medium Risk |
| Head Office | CSPA | Asim's Terminal | Aug 22, 2020 06:38:38 PM | Asim Khan 2 | Employee | 123456 | 96.98 °F | No | Medium Risk |
| Head Office | CSPA | Asim's Terminal | Aug 22, 2020 06:38:43 PM | Asim Khan 2 | Employee | 123456 | 96.8 °F | No | Medium Risk |
| Head Office | CSPA | Asim's Terminal | Aug 22, 2020 06:38:48 PM | Asim Khan 2 | Employee | 123456 | 97.16 °F | No | Medium Risk |
| Head Office | CSPA | Haider's Terminal | Aug 22, 2020 06:43:21 PM | Asim Khan 2 | Employee | 123456 | 98.06 °F | No | Medium Risk |
| Head Office | CSPA | Haider's Terminal | Aug 22, 2020 06:45:30 PM | Asim Khan 2 | Employee | 123456 | 98.06 °F | No | Medium Risk |

2.5. IntelliPass Logs

The historical view of scan/pass records includes details of each scan in a tabular form.

| Snap Photo | Name | Business Unit | Risk | Body Temperature (F) | Mask Status | Type | Log Time |
|------------|------------------|-------------------------------|-------------|----------------------|---------------|--------------|--------------------------------|
| | | Heider's Terminal-Head Office | | Disabled | Mask Disabled | Unregistered | Aug 24, 2020, 5:13:27 PM (PST) |
| | Muhammad Ali | Heider's Terminal-Head Office | | Disabled | Yes | Employee | Aug 24, 2020, 5:07:47 PM (PST) |
| | Muhammad Ali-Bag | Heider's Terminal-Head Office | Medium Risk | Disabled | No | Employee | Aug 24, 2020, 5:07:40 PM (PST) |

Business Unit

The column displays the Terminal Name – Unit Name.

Note: The unit name is the Business unit where a device is allocated.

Risk

The column displays the temperature of a person at the time of scan.

Note: If the temperature is disabled from the device settings at the time of scan, it will display “Disabled” in the scan log.

Body Temperature

The column displays the temperature of a person at the time of scan.

Note: If the temperature is disabled from the device settings at the time of scan, it will display “Disabled” in the scan log.

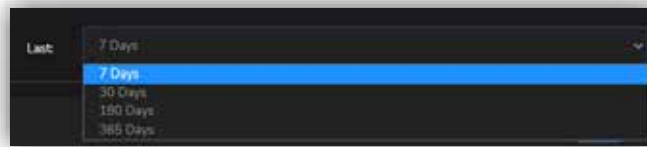
Mask Status

The column displays whether a person was wearing a mask or not at the time of scan.

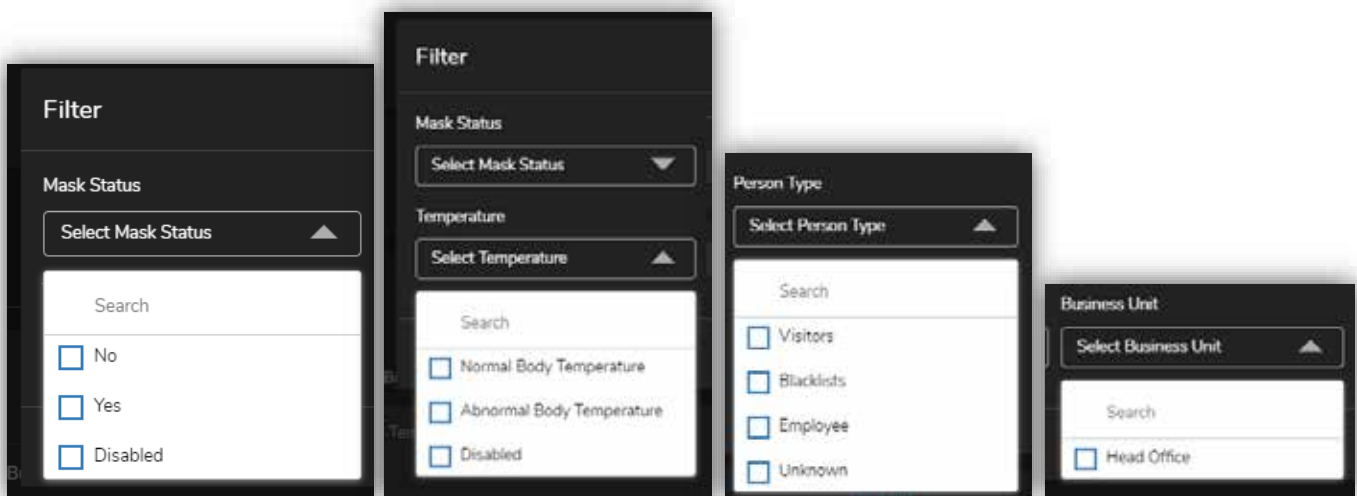
Note: If the device is set to not detect mask, it will display “Mask Disabled” in the log, otherwise it will show “Yes” in case of person wearing mask and “No” in case of not wearing mask.

2.5.1. Filter Records

Select the number of days to fetch the records from the dropdown, default options are provided to fetch the record maximum of last 365 days.



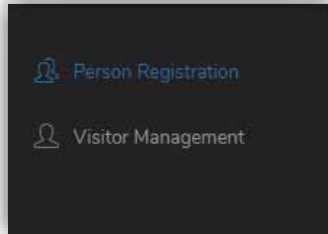
The records can be further shortlisted by clicking the “Filter” button.



2.6. Personnel Management

There are two types of persons that can be registered in IPSS, under a Business Unit. Terminals/Scanners under such Business Unit can synchronize the person information. A person registered under a single Business Unit will be identified from allocated scanners only.

Note: Personnel section contains a sub-menu containing Person and Visitor Registration.



2.6.1. Person Registration

A person could be any staff at the organization who needs to regularly visit the location. To add/manage people user need to follow following procedure.

Click on **Add Person** button.



A form will open as shown in the left side, fill up the particulars of a person. The minimum fields required to be filled are **First Name, Location, Business Unit** and **Access**. Registration ID and Email are non-mandatory but require to be unique under the organization.

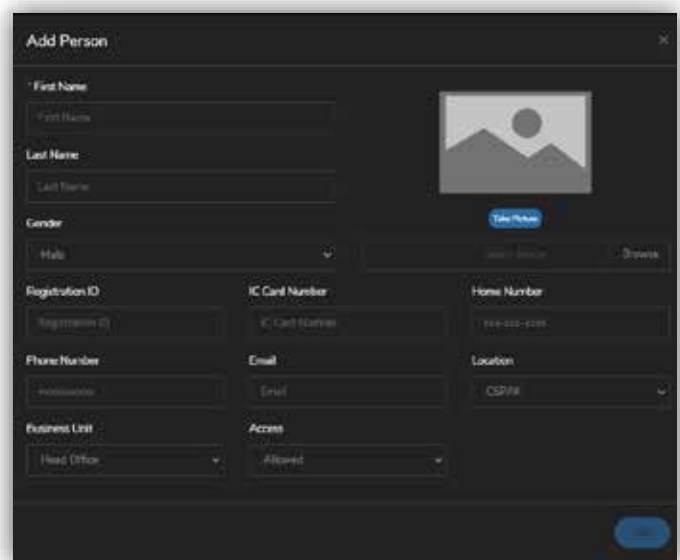
When a Location is selected all the Business Units of that location will be loaded in the Business Unit dropdown. A person’s information once registered under a Business Unit will be synced to all the devices under the same Business Unit.

Click on **“Select Image”** button or **“Take Picture”** to upload a person photo.

Note: Please follow the IPSS best photo guidelines to take the photo.

The access of a person can be Allowed or Blocked and the device will respectively grand or restrict the access of that person at the entrance.

Click on the **Add** button.



2.6.2. Person Details

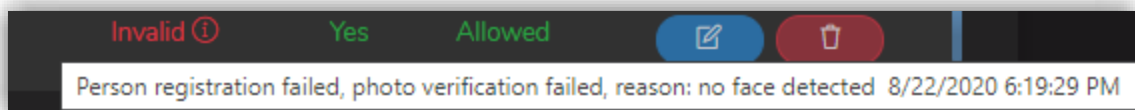
Once a person is registered successfully it will be listed at the top with **Valid Image** status as “Pending”, all the persons with status “Pending” will be shown at the top of the list. Once a Terminal/Scanner starts syncing the person record it will verify that the image is acceptable as a valid person image or not.

| IPSS ID | Registration ID | Name | Business Unit | Location | Valid Image | Photo | Access | Action |
|---------|-----------------|----------|---------------|----------|-------------|-------|---------|-----------------|
| 1791 | 96325 | Person 1 | Head Office | CSFAK | Invalid | No | Allowed | [Edit] [Delete] |
| 1252 | 854852 | Person 2 | Head Office | CSFAK | N/A | No | Allowed | [Edit] [Delete] |
| 1817 | 11345 | Person 3 | Head Office | CSFAK | Invalid | No | Allowed | [Edit] [Delete] |
| 1338 | 2255 | Person 4 | Head Office | CSFAK | N/A | No | Allowed | [Edit] [Delete] |
| 1330 | 1218 | Person 5 | Head Office | CSFAK | Invalid | Yes | Allowed | [Edit] [Delete] |
| 1375 | 8547 | Person 6 | Head Office | CSFAK | Invalid | No | Allowed | [Edit] [Delete] |
| 1296 | 963 | Person 7 | Head Office | CSFAK | Invalid | No | Allowed | [Edit] [Delete] |
| 1387 | | Person 8 | Head Office | CSFAK | Valid | Yes | Allowed | [Edit] [Delete] |

Once a Terminal/Scanner completes syncing a record will be reflected in following manner:



| | | |
|---------|------------------|---|
| N/A | N/A ⓘ | When a photo is not provided. |
| Pending | Pending ⓘ | When a record is added or updated with a photo. |
| Valid | Valid ⓘ | When Scanner send the validity status after successful registration. |
| Invalid | Invalid ⓘ | When Scanner is unable to register with the provided photo, it will upload the status with reason and time of sync. |

The validity status, reason and time of synchronization can be viewed by hovering the info ⓘ icon and status will be displayed in tooltip as shown bellow




Note: An image containing a person and no other objects will be considered as a valid image, to increase the accuracy of the results user need to still follow the **Best photo guidelines document**.

2.6.3. Delete Person

A person can be deleted from the portal and scanner by clicking on the delete button  , but once a scan of the same person after identification is uploaded to the portal, the system will lock the delete button and locked icon will be shown  . This icon will be displayed once user refresh the page however system will still prevent deletion of the record to maintain data integrity.

2.6.4. Update Person Record

To change the status from Allowed to Blocked or Blocked to Allowed vice versa, or shifting of the person from one business unit to other or to change or add any other particulars of a person user can press the  button under the Action column of Registration Details.

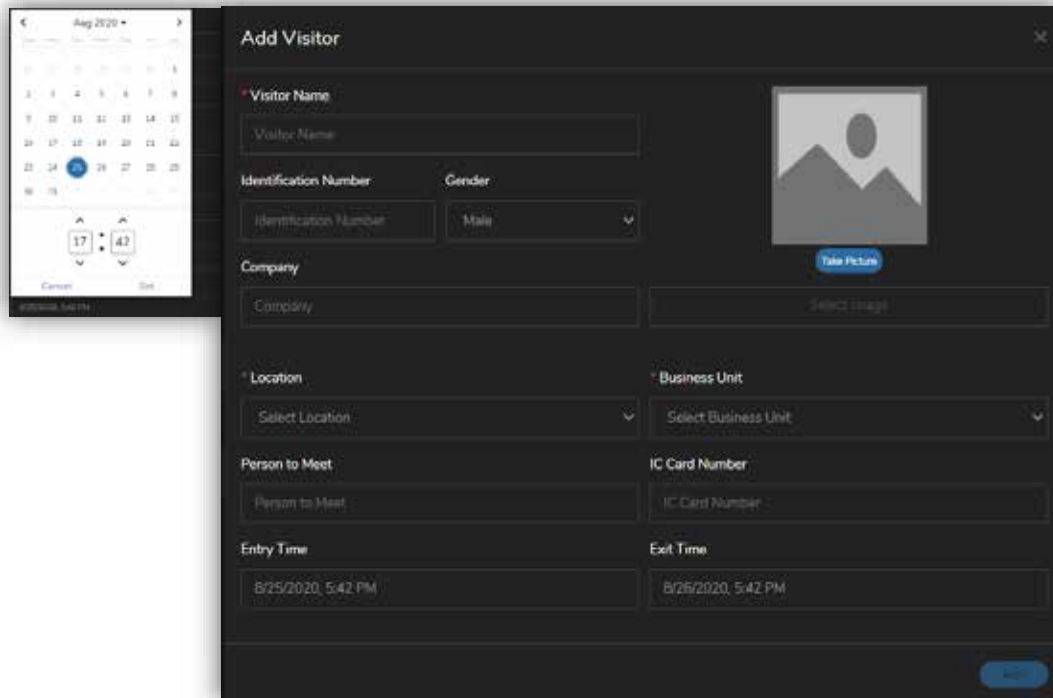
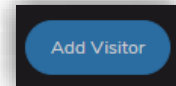
2.6.5. Visitor Registration

Click on add a visitor Add visitor button

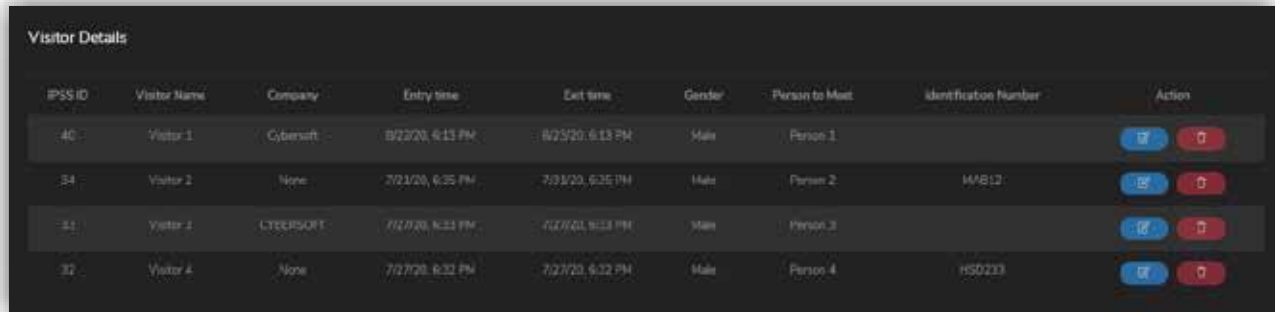
Select date and time and click “Set”.









Select photo and press “Add” (if enabled).

Note: Visitor Name, Location and Business Unit a person needs to visit are mandatory.



2.6.6. Visitor Details



| IPSS ID | Visitor Name | Company | Entry time | Exit time | Gender | Person to Meet | Identification Number | Action |
|---------|--------------|-----------|------------------|------------------|--------|----------------|-----------------------|---|
| 40 | Visitor 1 | Cybersoft | 8/23/20, 6:13 PM | 8/23/20, 6:13 PM | Male | Person 1 | |   |
| 34 | Visitor 2 | None | 7/21/20, 6:35 PM | 7/21/20, 6:35 PM | Male | Person 2 | M4812 |   |
| 31 | Visitor 3 | CYBERSOFT | 7/27/20, 6:23 PM | 7/27/20, 6:13 PM | Male | Person 3 | |   |
| 32 | Visitor 4 | None | 7/27/20, 6:32 PM | 7/27/20, 6:32 PM | Male | Person 4 | H50233 |   |

Company

The company/organization a person is visiting from.

Entry Time

Scheduled entry time of visitor.


Exit Time

Scheduled exit time of visitor

Person to meet

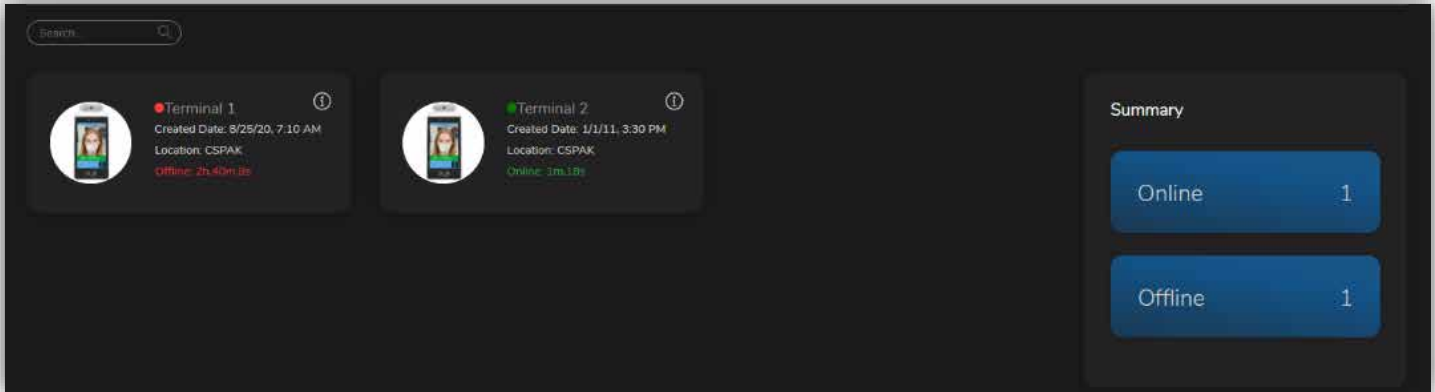
The person a visitor needs to visit. In future an email will be sent to the person’s email.

2.6.7. Update Visitor

To update an existing record press edit  in the Action column.

2.7. Device Monitoring & Management

The following section can be used to monitor control device activity and behavior of a device.

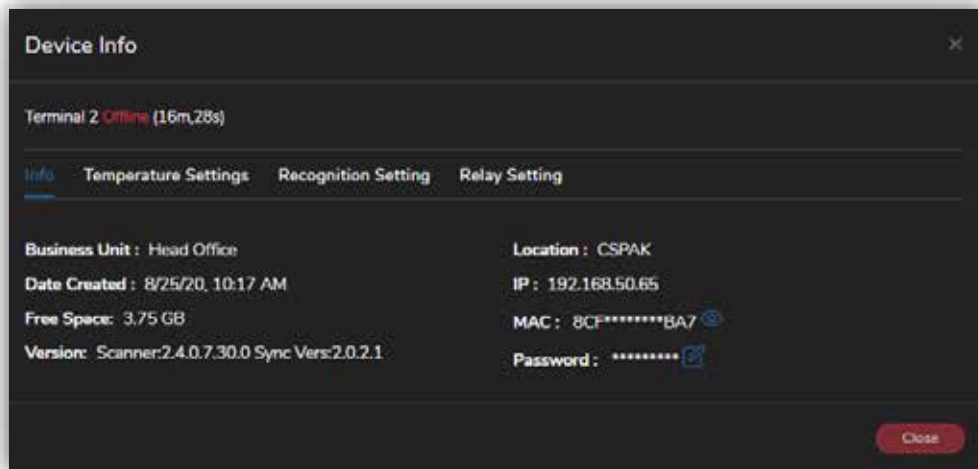


Note: Only for advanced use, please donot change as it may destabilize the system.

Device can be controlled by clicking on the ⓘ info button. A control panel will open containing multiple settings as follows:

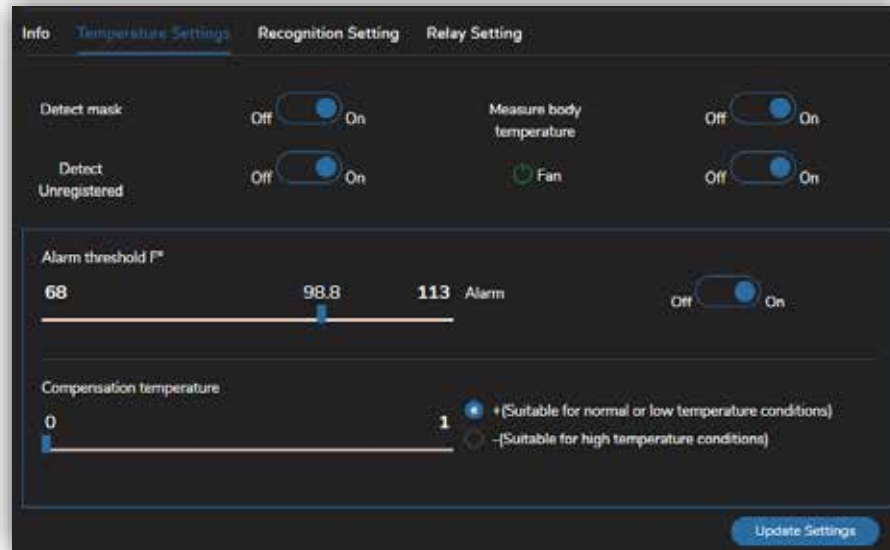
2.7.1. Info

This section provides information for a particular device e.g. Business Unit, Location, IP Free Space etc.



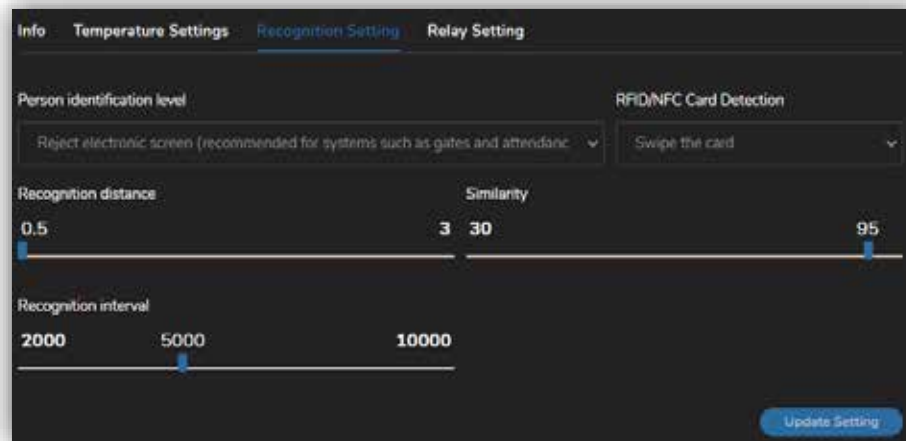
2.7.2. Temperature Settings

In the following panel, device can be set to detect mask, measure body temperature, detect unregistered people and to set the alarm threshold which can vary from 68 F° to 113 F°.



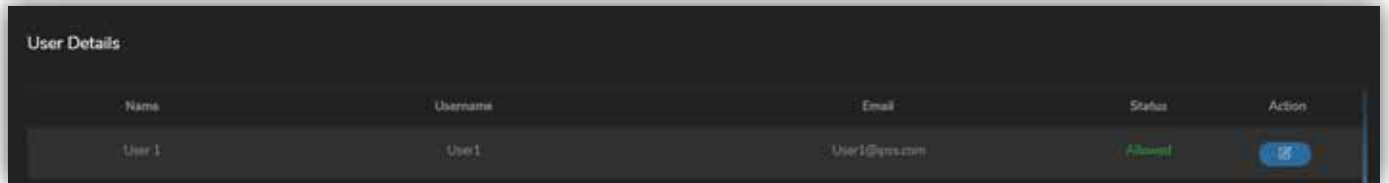
2.7.3. Recognition Settings


The recognition settings are set by default and can be changed if needed e.g. Similarity can be increased or decreased to tighten or loosen the person match level which can lead to higher identification process.



2.8. User Management

User details table provides the list of registered users.



| Name | Username | Email | Status | Action |
|--------|----------|----------------|---------|---|
| User 1 | User 1 | User1@ipss.com | Allowed |  |

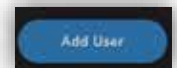
2.8.1. Add User

A new user can be added by clicking on the “Add User” button.

A form will open where all the particulars are mandatory except Email.

Note: Email is used to recover the password, if the email is not provided the password cannot be reset in case a user forgets the password.

A user can be blocked to access the portal by changing the Status of the user, after updating a record.



2.8.2. Update User

In the user’s list user can press “Edit” button to update a user.


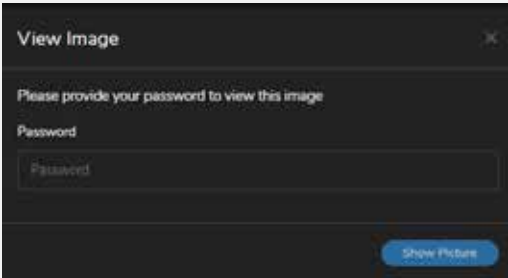

After making the required changes “Update” button should be pressed to apply changes.



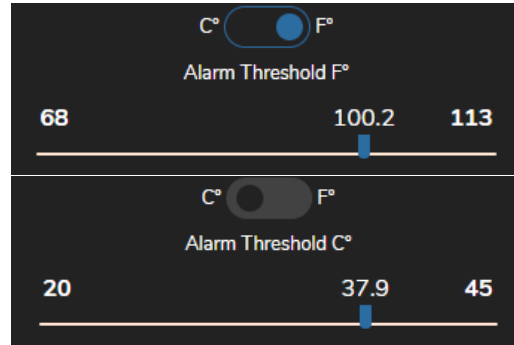
2.9. Settings

The settings section has the following types:

2.9.1 General Settings

| <i>Option</i> | <i>Value</i> | <i>Effect</i> | <i>Example</i> |
|----------------------------|--------------|---|---|
| <i>Show Photos</i> | Yes | Photos can be viewed in real time scans and IntelliPass Logs | |
| <i>Show Photos</i> | No | All the photos of scans will be replaced with avatars |  |
| <i>Show Photo on Click</i> | Yes | When this option is set to Yes, user can click on the avatar and can view the scan photo by providing his/her login password. |  |
| <i>Show Photo on Click</i> | No | User cannot view the photo even on click. | |
| <i>Show Temperature</i> | Yes | Will show the temperature everywhere. | |
| <i>Show Temperature</i> | No | Will show Normal/ Abnormal/Disabled. As per the settings applied | |
| <i>Temperature Unit</i> | C° | Temperature will be displayed in C° | |
| <i>Temperature Unit</i> | F° | Temperature will be displayed in F° | |
| <i>Mask Detection</i> | Yes | Will show if a person is wearing a mask or not. | |
| | No | Will show "Mask Disabled" and an avatar as shown in examples. |  |
| | | This will stop detecting the masks all over the organization | |

Alarm Threshold Range The value set in this field will affect the Abnormal Temperature throughout the portal and all the devices. On the upcoming scans afterwards. This will be set as per the Unit selected from the settings.



2.9.2 Alert Settings

Alerts can be turned on/off. Alerts will be sent to the emails provided in the email box. Following settings can be configured in case of alarm settings are enabled

| Alert | | Effect |
|-----------------|----------------|---|
| Abn Temp | No Mask | |
| Yes | Yes | When a scan comes with Abnormal temperature as per the alarm Threshold and Not wearing a mask |
| Yes | No | When a scan comes with Abnormal temperature irrespective of wearing mask or not. |
| No | Yes | When a scan comes without mask irrespective of normal or abnormal temperature. |