



End User Manual



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Integr8 System

Introduction

Integr8 is a flexible web-based system that allows you to program, monitor and control a site from any smartphone, tablet or computer with a fixed or mobile network connection. It combines access control, video surveillance, visitor management, alarm intrusion, and automation and control, all into one unified package.

Document Information

This document outlines the operation of the various networking and communication protocols used by Integr8.

It is recommended that at a minimum the ports specified in this document are opened to the device to allow upgrade and effective management of the access control system.

Software Application Version

This document is independent of the software application version that is operating and is based on the default configuration of Integr8.

Welcome to the Integr8 family!

Now that you have installed the software, let's get you started with the basic steps of how to use the software.

When you open the software for the first time in your favourite web browser you will find yourself at the page below. **You will receive your username and password from the Administrator.**



Main Screen

Once you are logged in you will be taken to the main page. There are a few things to notice here and this will help you to navigate your way around. As an End User you will only need to access 3 areas: **Dashboard, Enrolment and Interrog8.**



Navigation Bar
This bar is always on the left to make it easy to find your way around!

Enrolment
This is where people's details are entered, viewed or edited. This is also where you select what access rights this person has

Interrog8™
This is the reporting module

Account
This shows which person is logged in. Handy when different user rights are applied

Enrolment

The screenshot shows the INTEGR8 v2.0.1.31 interface. On the left is a blue navigation sidebar with the following items: Home, Dashboard, Enrolment, People/Assets, G8™, G8™ Lobby, G8 Reception, Deleg8™, Setup, System, Interrog8™, and Functions. The main content area displays the INTEGR8 logo and version number. A green callout box labeled '1' points to the 'Enrolment' menu item with the text: 'Click here to expand the Enrolment menu'. A second green callout box labeled '2' points to the 'People/Assets' sub-menu item with the text: 'Click here to navigate to the People/Assets enrolment screen'. A blue speech bubble on the right contains the text: 'Now that you know where the navigation bar is, lets start to enroll a user on the system'.

The screenshot shows the 'People/Assets' enrolment screen. The left sidebar is the same as in the previous image. The main content area features a 'New' button, a 'Current' dropdown, a 'Search By Card' button, and a 'Search Person Advanced' button. Below these is a table with columns: First Name ↑, Last Name, Unique ID, and Employee Number. A green callout box labeled '1' points to the 'New' button with the text: 'Click here to add a New person to the system.' A blue speech bubble on the right contains the text: 'Right! Now you have opened the People/Assets enrolment screen. When you first use the software you will not have any people on the system. So the main area in the middle of the screen will be empty. Lets get started by enrolling a new person. We will guide you through the steps. To start, click on "NEW"'

Enrolling a person

This box has to be ticked for the person's data to be sent to a reader.

If this box isn't ticked then the person won't be able to gain access at all.

REMEMBER:

If you want to go back to the main menu on the left, you need to click on **Back**.

Unsaved changes WILL BE LOST

If a third party **Time and Attendance** system is used they would use this to determine if this is a Time and Attendance employee for clockings

Alright, now you will see some fields which need to be filled in. The **Mandatory** fields are marked with a red **x**. You will not be able to proceed until these fields are completed. You can add all the data or just the mandatory data, this is completely up to you.

The screenshot displays the 'New' enrollment form in the Integr8 system. The form is divided into several sections. At the top, there are 'Save' and 'Back' buttons. Below this is a 'Details' tab and a profile picture placeholder. The main form contains the following fields and controls:

- Enabled:** A checked checkbox.
- TNA Enabled:** An unchecked checkbox.
- Valid From:** A date picker with the format 'yyyy/mm/dd'.
- Valid To:** A date picker with the format 'yyyy/mm/dd'.
- Title:** A text input field with a green checkmark.
- Location Site:** A dropdown menu with a red 'x' and the error message 'Value cannot be empty'.
- Asset Type:** A dropdown menu with a green checkmark.
- First Name:** A text input field with a red 'x' and the error message 'Value is null or too long'.
- Middle Name:** A text input field with a green checkmark.
- Last Name:** A text input field with a red 'x' and the error message 'Value is null or too long'.
- Unique ID:** A text input field with a red 'x' and the error message 'Value is null or too long'.
- Gender:** A dropdown menu.
- Pin:** A text input field with the example '123456' and a green checkmark.

At the bottom of the form, there are three buttons: 'Change Company', 'Select Department', and 'Select Job Title'.

If your access control system only makes use of **cards or tags** then you can capture a photo at this stage if you like (not compulsory).

However if your system makes use of **biometrics** then the photo will be captured later and pulled through as the profile picture as well.

If a person only has **temporary** access then the dates and times can be selected.

However if a person has permanent access, then don't adjust the dates.

PLEASE NOTE: these dates on the Details tab supersede any card dates, so if a card is still valid but this date is expired then no access

Enrolling a person

Change Company / Department / Job Title

At the bottom of the page you will notice these 3 blocks.
This helps us to further distinguish people.

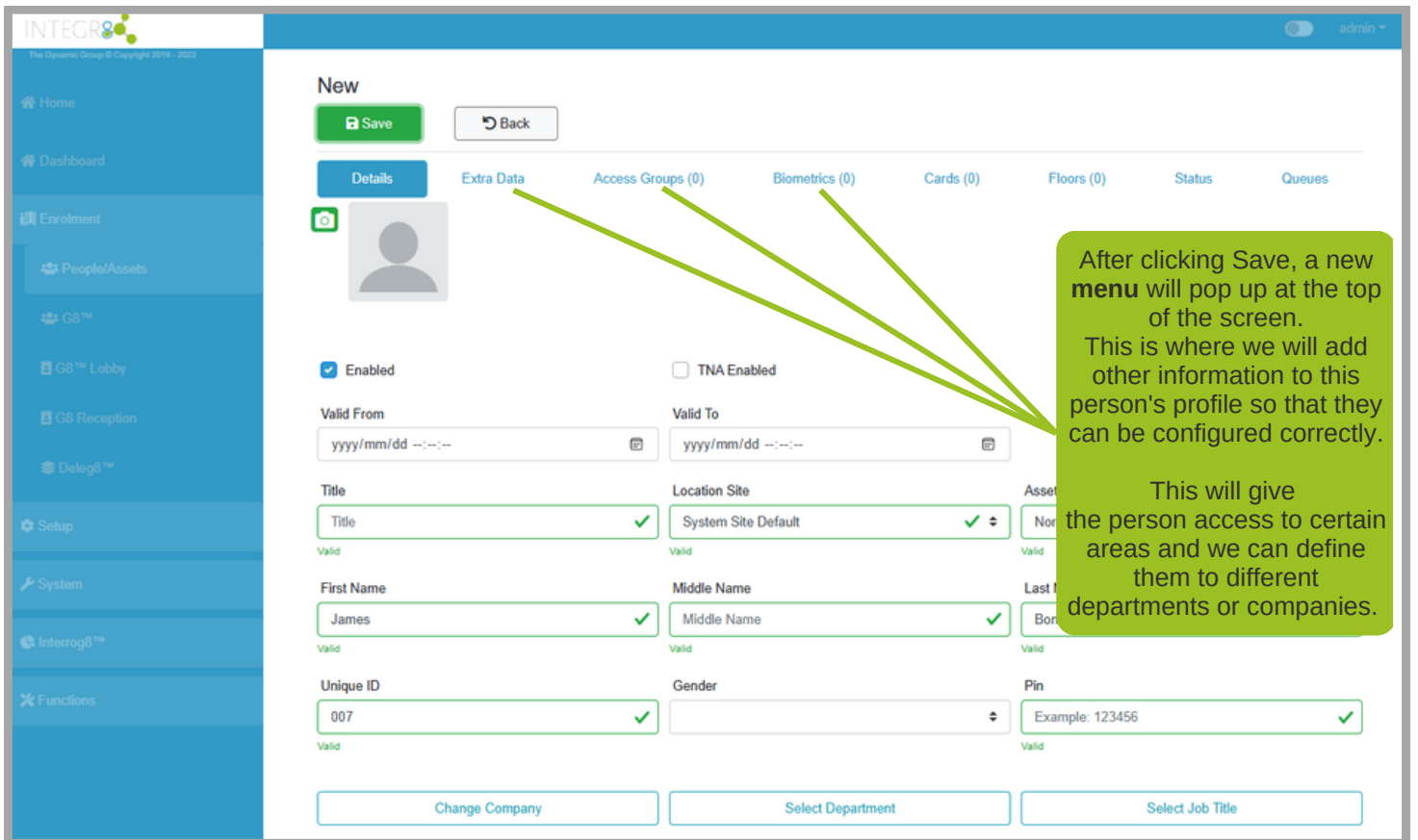
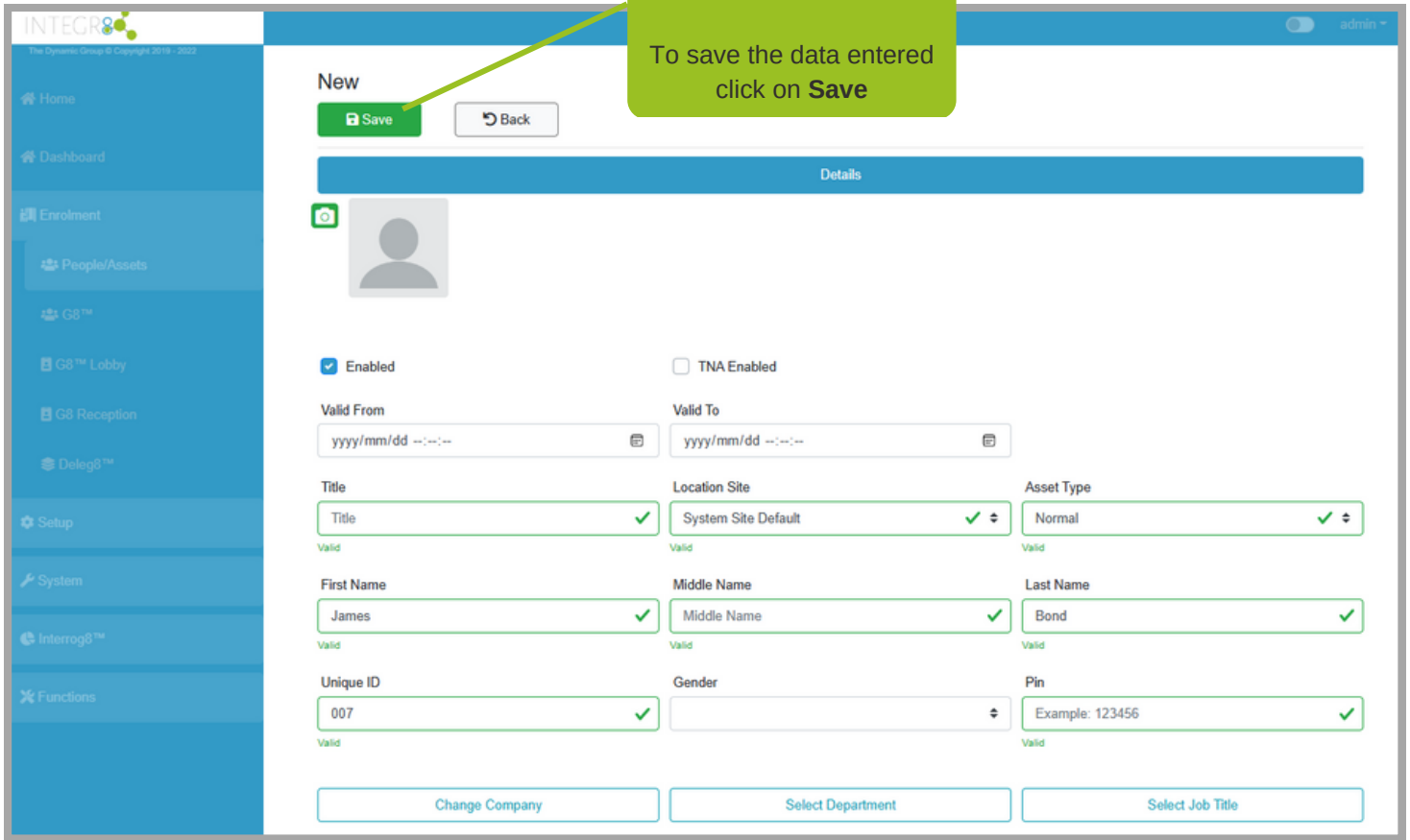
The screenshot shows a portion of the Interrog8™ user enrollment form. It includes three input fields: 'Unique ID' (with a red error message 'Value is null or too long'), 'Gender' (with a green 'Valid' message), and 'Pin' (with a green 'Valid' message and an example '123456'). Below these fields are three buttons: 'Change Company', 'Select Department', and 'Select Job Title'. A red arrow points from the text above to the 'Change Company' button, and a green dashed box highlights all three buttons.

The screenshot shows a modal dialog titled 'Companies'. It has an 'Add New' section with a 'Name' input field and a green 'Save' button. Below this is a search bar 'Type to Search...' and a list of companies: 'ABC Cleaning', 'Black Ops Security', 'Bubba Gump Shrimp', 'NYC', and 'Super Secret Company'. At the bottom of the list are navigation buttons 'First', 'Prev', '1', 'Next', 'Last' and the text '1 - 5 of 5 items'. At the very bottom of the modal are 'OK' and 'Cancel' buttons. A green checkmark and 'Avengers HQ' are visible at the bottom of the page behind the modal.

Your company might have some external service providers (security / cleaning / IT etc.) that should have access.

You can either select the correct company from the list, or add a new company (remember to press save).

The same process applies for allocating a person to a department or job title.



Extra data

On the **Extra Data** screen you can record extra information which pertains to the specific person you are enrolling.

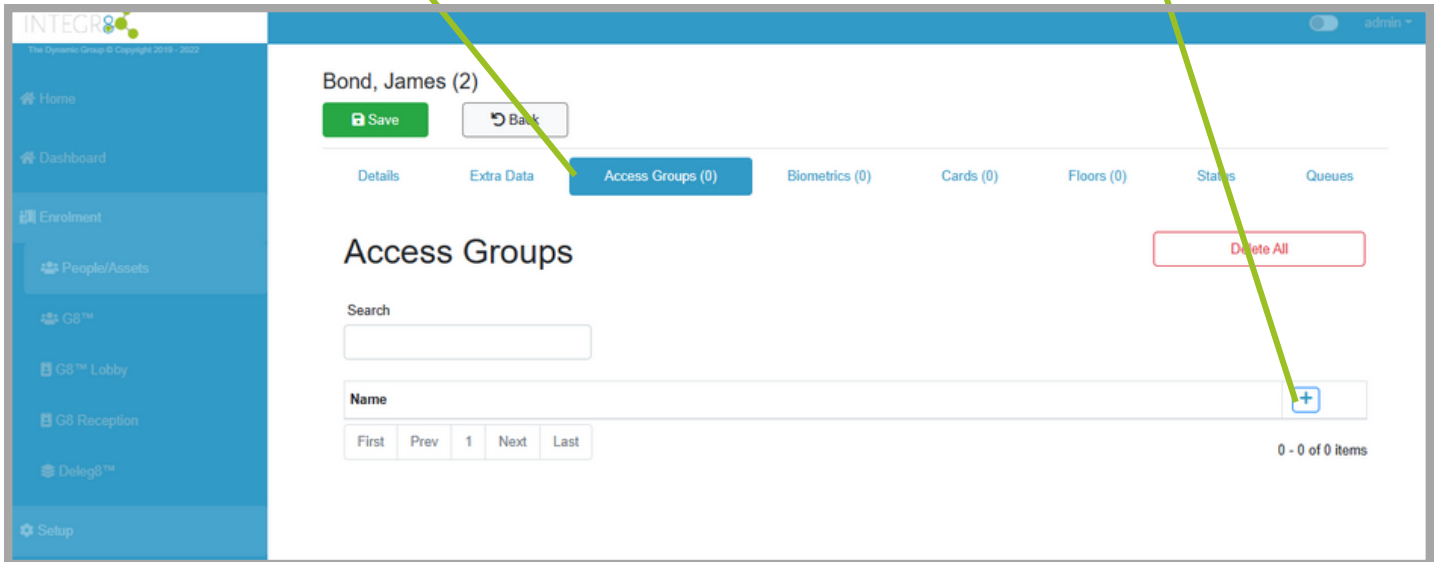
Although this data is optional, it can be useful to keep all the person's info in one place. It also makes it easier to find a person on the system or for reporting purposes.

The screenshot shows the INTECR8 user interface. On the left is a blue sidebar with navigation options: Home, Dashboard, Enrolment, People/Assets, GS™, GS™ Lobby, and GS Reception. The main content area is titled 'New' and features a 'Save' button and a 'Back' button. Below these are several tabs: 'Details', 'Extra Data' (which is highlighted with a blue arrow), 'Access Groups (0)', 'Biometrics (0)', 'Cards (0)', 'Floors (0)', 'Status', and 'Queues'. The 'Extra Data' tab contains four input fields: 'ID Number' (with a placeholder 'ID Number'), 'Employee Number' (with a placeholder 'Employee Number'), 'Mobile Number' (with a placeholder 'Example: 0813401159' and a green checkmark), and 'Email' (with a placeholder 'Email' and a green checkmark). Below the 'Mobile Number' and 'Email' fields, the word 'Valid' is displayed. At the bottom of the form is a dark grey bar labeled 'Person Data'.

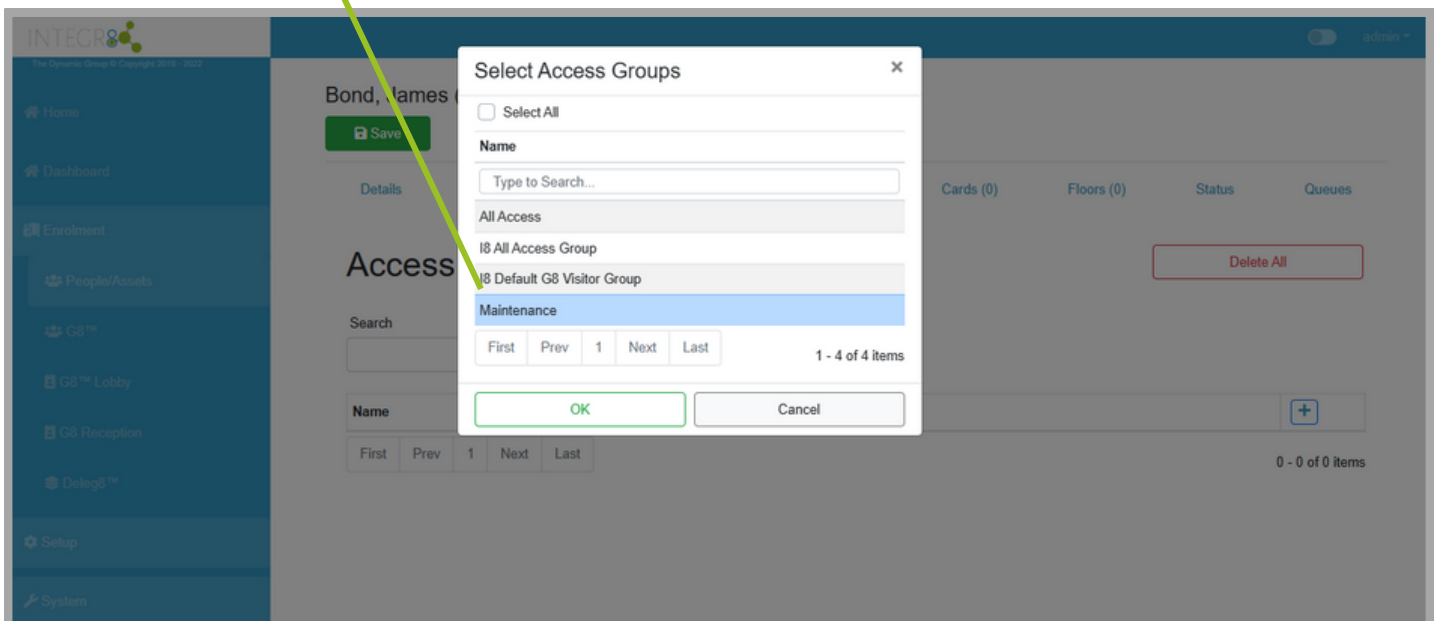
Access Groups

An **Access Group** is a collection of different areas where a person may have access. These would have been set up by the Administrator.

Click on the **+** button to add an access group to this person's profile



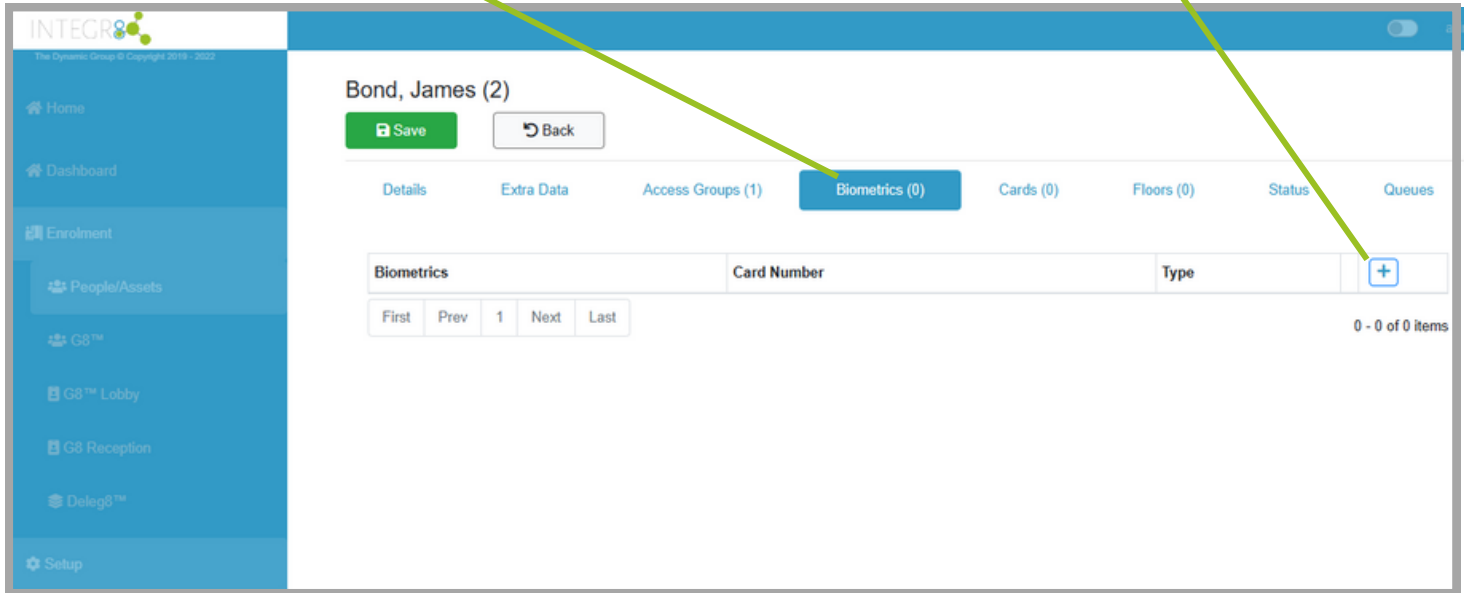
Once you click on the **+**, a new window will pop up. You can now **select** the relevant Access Group for this person. In our e.g. the person is a cleaner, so we will assign him to the maintenance Access Group.



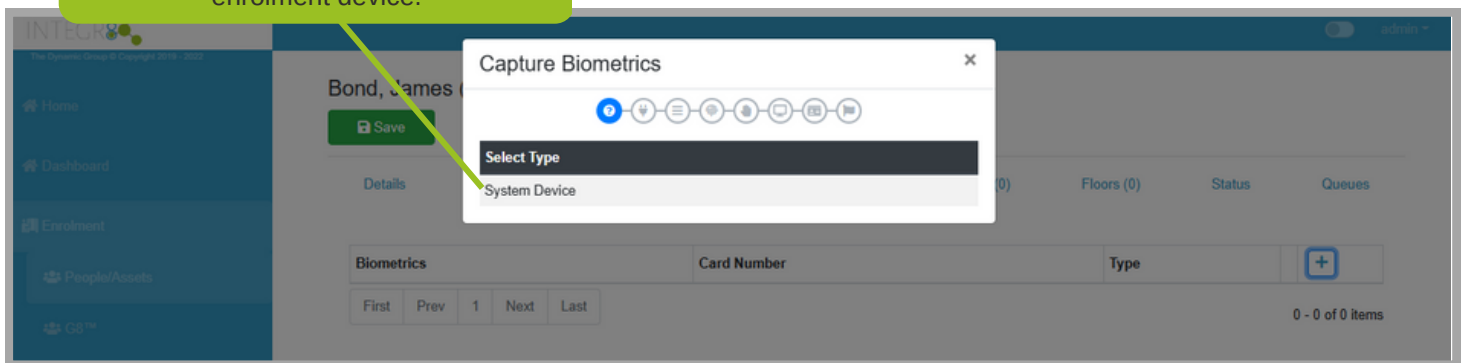
Biometrics

Biometrics is where you add a person's fingerprint and photo that will enable them to use the relevant readers. If your site doesn't use Fingerprint or Facial Recognition, then leave this blank.

Click on the **+** button to add a person's biometrics to their profile

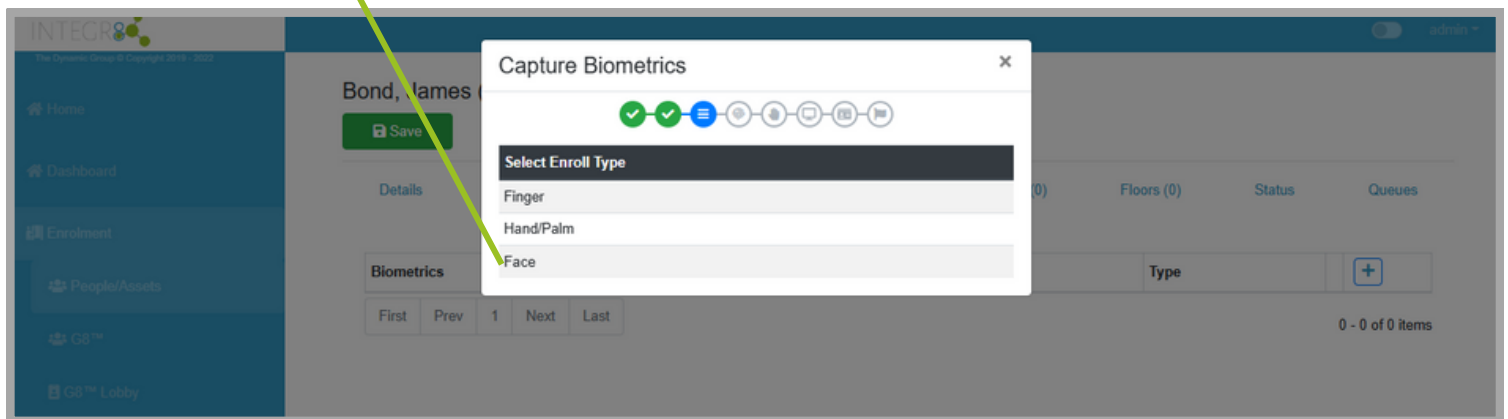


Once you click on the **+**, a new window will pop up. You can now select **System Device**. A System Device is any device that the Administrator has set up as an enrolment device.



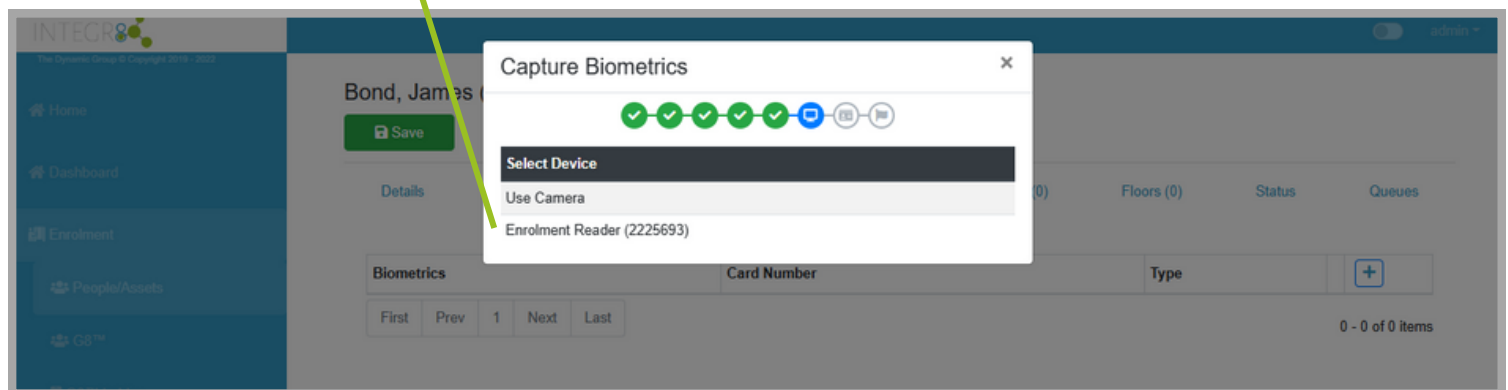
Another window will now pop up from which you can select what **Type** of Biometrics you want to record.

For this e.g. we will select Face.



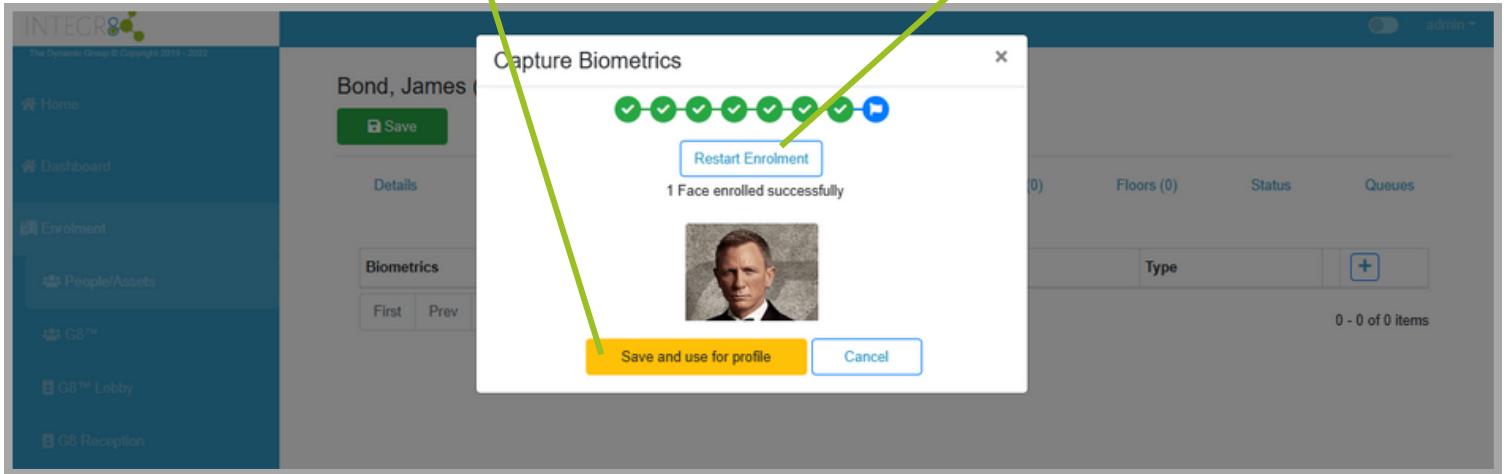
In the new window a list of Enrolment Devices will be shown.

To take the person's photo, they must look straight at the enrolment reader, and then you click on the device you choose from the list. In this e.g. "Enrollment Reader (2225693)"

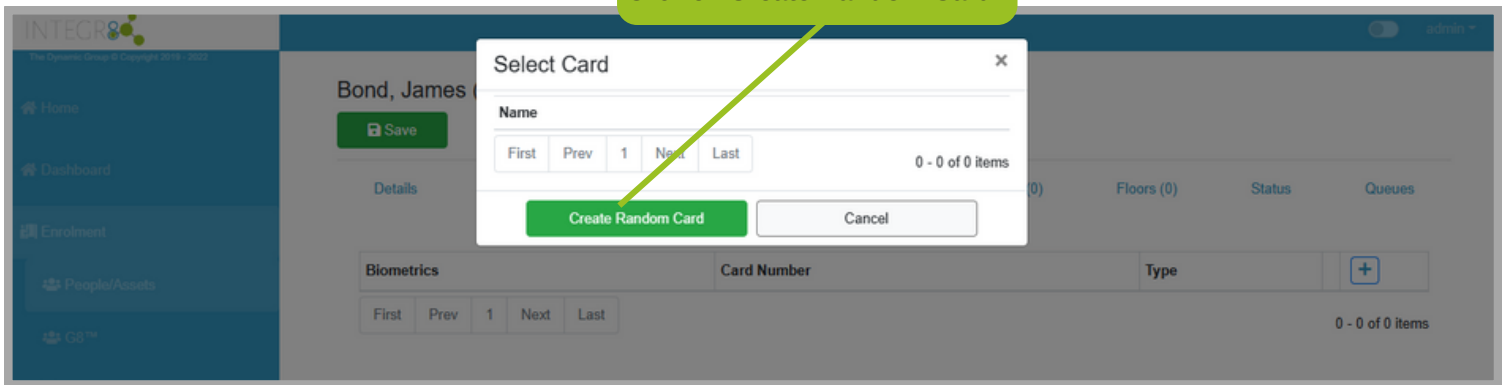


This window will appear where you can see the photo taken. If you're happy with the photo then click on **Save and use for profile**.

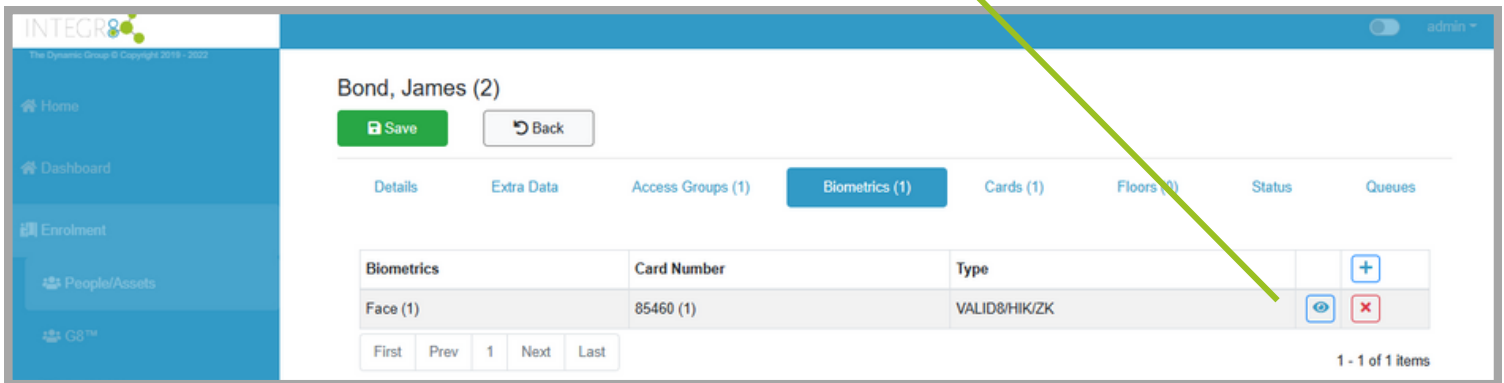
If the photo isn't good, then click on **Restart Enrolment** to redo these steps.



Click on **Create Random Card**.



The person's Biometrics will now appear in this list. If you want to view it then you can click on the eye icon.



Cards

Click here if you want to do a **Manual Entry** of the card details

Each person will be associated with 1 or more card numbers that will be linked to each type of credential they are using (e.g. MiFare card, Fingerprint, Face etc. We add a card number in this tab.

The screenshot displays the Integr8 web application interface. On the left is a blue sidebar with navigation links: Home, Dashboard, Enrolment, People/Assets, G8™, G8™ Lobby, and G8 Reception. The main content area is titled 'Bond, James (2)' and features a 'Save' button and a 'Back' button. Below these are tabs for 'Details', 'Extra Data', 'Access Groups (1)', 'Biometrics (1)', 'Cards (1)', 'Floors (0)', 'Status', and 'Queues'. The 'Cards (1)' tab is active, showing a 'Manual Entry' button. Below this is a 'Card Number' input field containing '85460', with a '+' icon to the right. At the bottom of the card list are navigation buttons: 'First', 'Prev', '1', 'Next', and 'Last'. The bottom right corner of the card list shows '1 - 1 of 1 items'.

In our e.g. we selected in the previous step "**Create Random Card**" so Integr8 has automatically generated a card number linked to this person's Face credentials.

Click here if you want to add a card number using an **enrolment reader**. This will take you back to the previous steps and you simply follow the prompts as per above.

If cards or tags are used on your site, an enrolment reader for cards/tags will be available from the list to select under "Enrolment Type"

Add a Card

When we click on **Manual Entry** this window will pop up.

Whether you have a physical RFID tag or card or you have a face or fingerprint, you still need a card number to identify you when you use a reader. If the card is a physical card you can type or scan the physical card on an enrollment reader to obtain the number. If the card is just being created so that it can be linked to a biometric, then you can either choose to let the system create a random personal code (PAC) for you or you can manually enter in a number of your choice. Bear in mind that numbers need to be unique.

Add Card

Enabled Suspended BlackListed

Card Type
Mifare Tag

Card Number
Card Number

Valid From
yyyy/mm/dd --:--:--

Valid To
yyyy/mm/dd --:--:--

Save Cancel

When we click on the arrows, a dropdown menu will appear listing all the credentials available. You will select the relevant type from the list.

Card Type

Mifare Tag

- Any Tag Type
- Ascii, Biometric, Magstrip
- Corporate 1000 48 Bits
- Felica Tag
- General 13.56 MHz Tag
- HID Tag
- Hikvision
- ISO Animal
- Mifare Tag
- Personal Access Code
- RF/Infrared Tag
- Slim Tag (5 bytes)
- Vehicle Registration (Plate) Number
- WriTag 128
- WriTag 2048

Floors

If your site has multiple floors you may want to select only the floors this person has access to. This is helpful for reporting as well as for lift control

The screenshot shows the Integr8 user interface for a user named James Bond. The page is titled 'Floors' and includes a search bar, a table with columns for Building, Lift, Floor, and Level, and a '+ ' button to select relevant floors. A 'Delete All' button is also visible.

| Building | Lift | Floor | Level |
|----------|------|-------|-------|
| First | Prev | 1 | Next |

0 - 0 of 0 items

If a person only has access to certain floors, then click on the + to select the relevant floors from the list.

Status

If you click on this block, the system will do a full upload for a person to all the readers they have listed under Devices.

In the **Status** window is a summary of all the access rights this person has. It is also where you would check for faults.

The screenshot shows the 'Status' window for 'Bond, James (2)'. At the top, there are 'Save' and 'Back' buttons. Below them are tabs for 'Details', 'Extra Data', 'Access Groups (1)', 'Biometrics (1)', 'Cards (1)', 'Floors (0)', 'Status', and 'Queues'. A yellow callout box points to a button labeled 'Queue Upload For All Devices For Person'. Below this is the 'Access Counts' table:

| Card | Groups | Floors | Faces | Fingers | |
|-------|--------|--------|-------|---------|--|
| 85460 | 1 | 0 | 1 | 0 | |

Below the 'Access Counts' table is the 'Devices' table:

| Device | Status | |
|---|--------|--|
| Enrolment Reader (2225693, 192.168.0.167) | | |

At the bottom of the 'Devices' table, there are pagination controls: 'First', 'Prev', '1', 'Next', 'Last', and '1 - 1 of 1 items'.

This block lists the "cards" associated with the person. Remember this can be a physical card or it might just be a number.

REMEMBER:

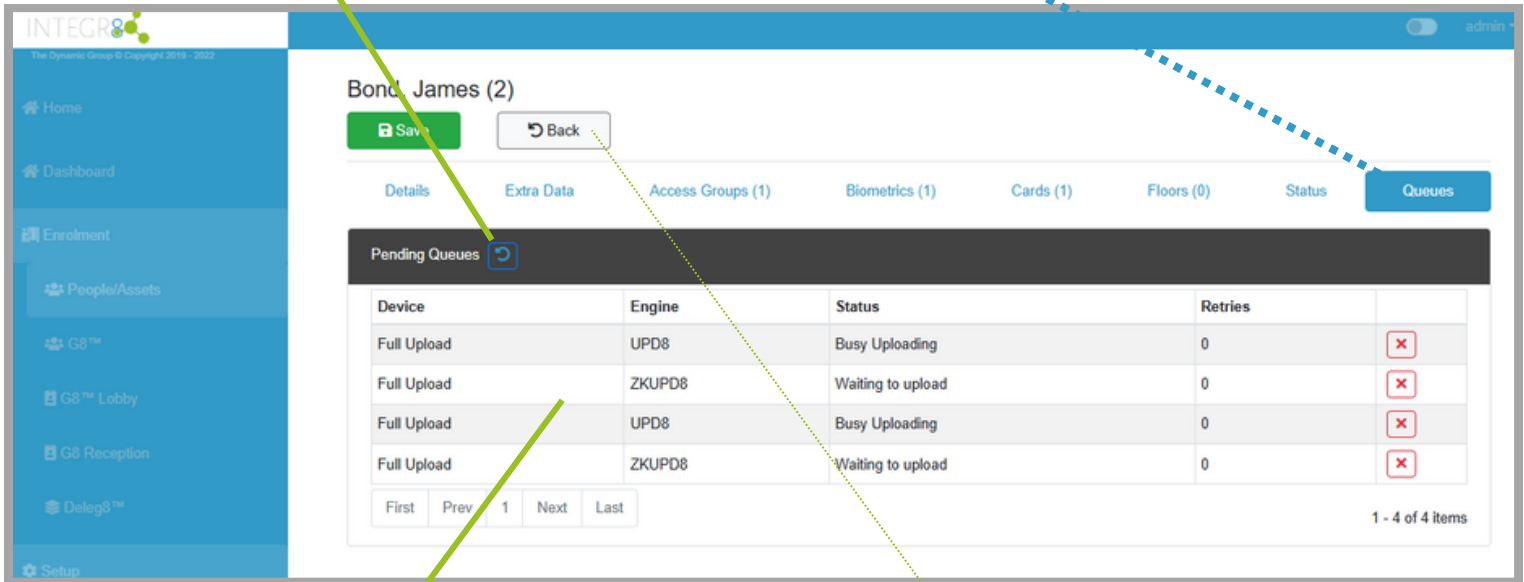
There should be at least 1 face, 1 card and 1 access group.

This block lists all the readers this person has access to. If you click on this button it will queue the person's information to upload only to this specific reader.

Queues

Click this button to refresh the screen to see if the queues have cleared.

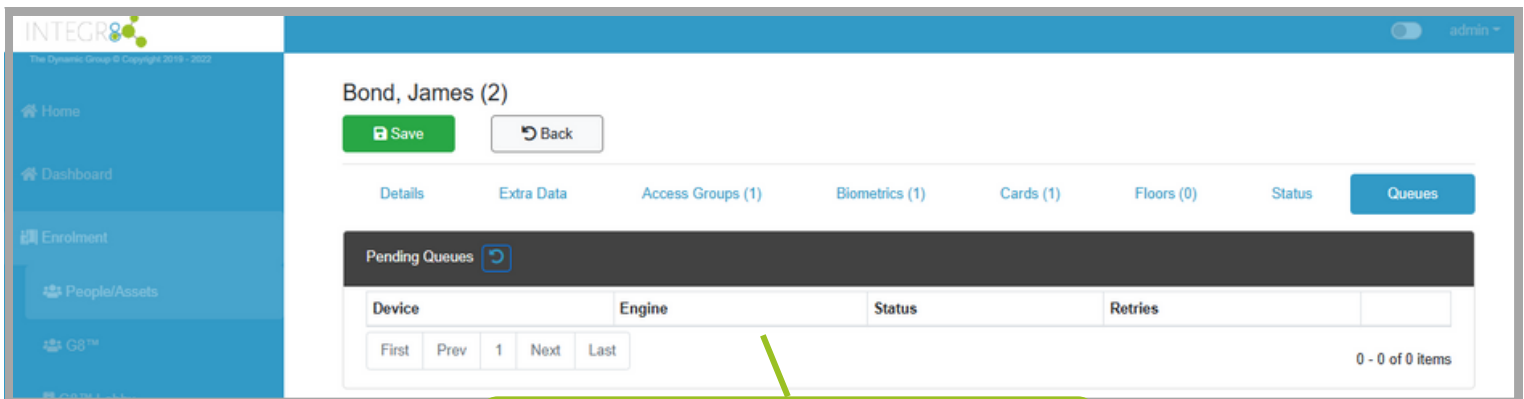
In the **Queues** window you will be able to see if the persons information has actually been sent to the readers or if it's still sitting in the queue waiting to be sent.



In our e.g. there are 4 uploads waiting to be sent to the readers. Only when this list is clear will the person's profile work on the readers

It is possible that information can get stuck in the queue if a reader has lost network connection or possibly is very busy with other new enrollments.

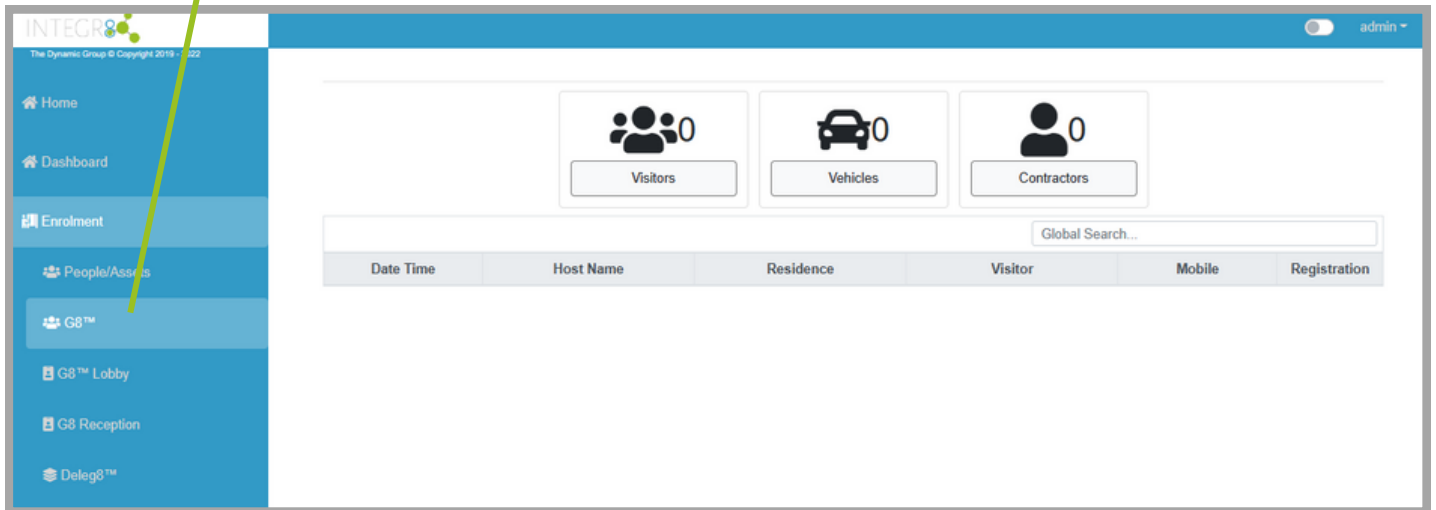
When you are done on this page, remember to click **Back** so that you can access the main menu again.



In this image the list is **clear**, so all information has been sent to the readers and the profile will work on the readers he has access to

G8

G8 is a visitor management system that is an **optional module** of Integr8. G8 is a fully featured visitor management system. You can add visitors ahead of time (pre approved) or you can let them come unannounced and sign in at the entrance. Once the person has been added as a visitor, this screen below will give you a quick view of who's in and who's out of your site or building.



Please refer to the [G8 End User Manual](#) to use this module.

G8 also has an App for Residents and Security that will automatically link to this main screen where you can see an overview.



Reporting: Interog8™

Integr8 offers the user several options for reporting:



EVACUATION: This report can be run in the case of an emergency to make sure everybody have exited the building.

PEOPLE FACE QUALITY: This report lists everybody enrolled on the system including their faces. This is a good way to bulk check the quality of the photos saved.

PEOPLE ENROLLED: This report lists all the people enrolled on the system.

TRANSACTIONS: This report can be used to list the individual transactions for a specified timeframe. It can be filtered to Person, Device, Company, Department and Job Title. G8 Transactions are also reported here.

TRANSACTIONS PER DAY: This report can be used to list NUMBER of transactions for a specified timeframe filtered by Person, Device, Company, Department and Job Title.

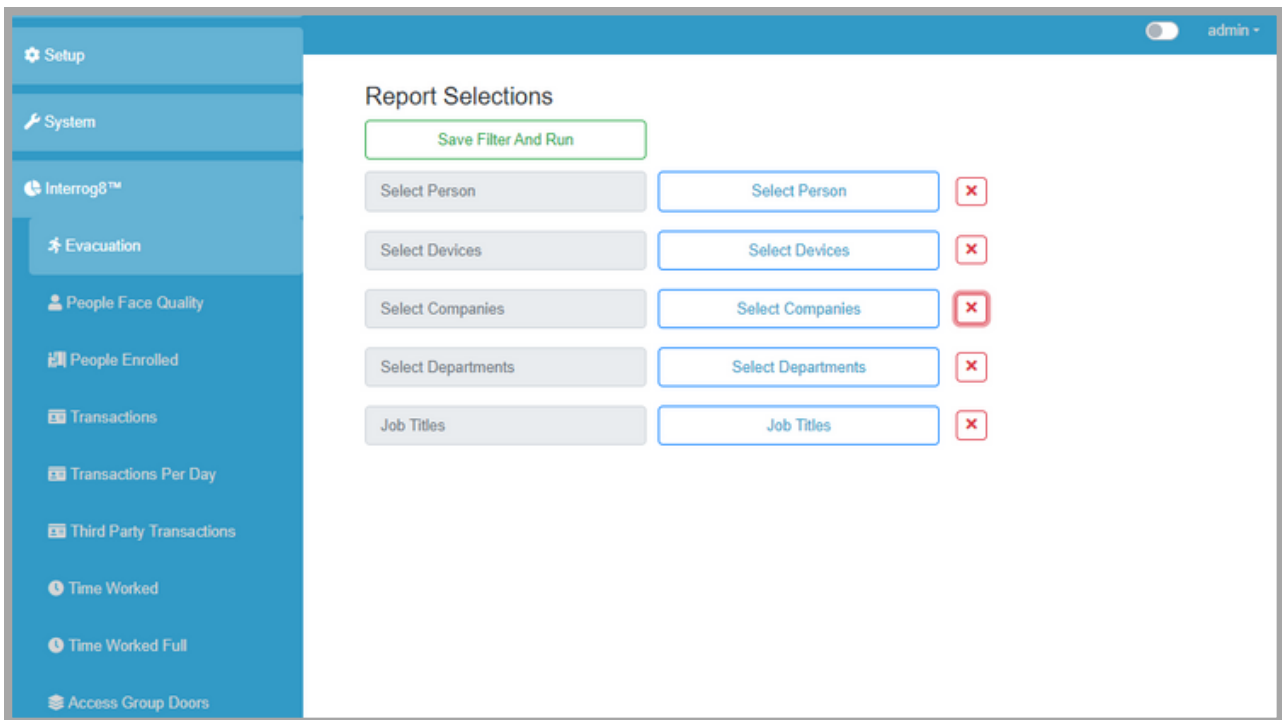
TIME WORKED: This is a simple Time and Attendance function to calculate the hours worked of a certain person.

TIME WORKED FULL: This is a simple Time and Attendance function to calculate the hours worked of multiple people for a specified timeframe.

ACCESS GROUP DOORS: This provides a report of the access groups to check which access groups have access to which doors.

DEVICE STATES: This report will list all devices and state if they are down / active.

Reporting - EVACUATION REPORT









In the case of a full evacuation, leave all the fields blank. This will give you a full report of anyone that is still in the building.

This is also a good place to check if a particular person has left the building, if a department or company has completely left. For example, if a cleaning company should only be there at during business hours, then you can run this report and make sure there's nobody from "ABC Cleaning" still in the building.

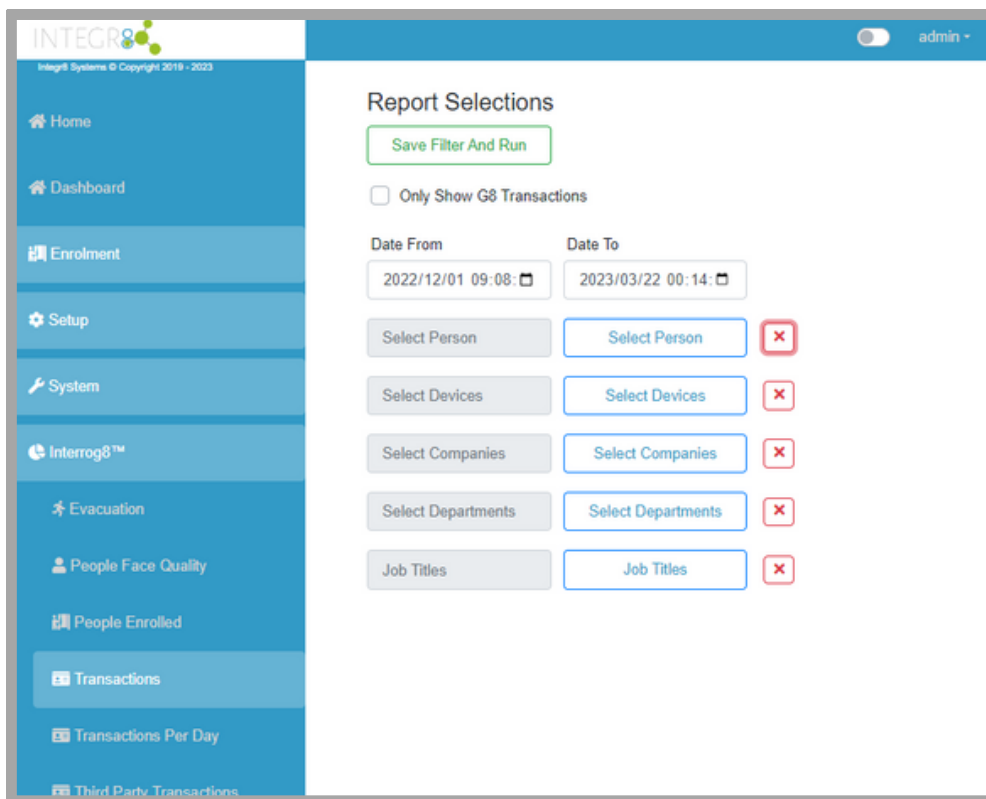
Reporting - PEOPLE FACE QUALITY

People Face Quality

| First Name | Last Name | Unique ID | Face |
|------------|-----------|-----------|--|
| Margot | Robbie | 20688 |   |
| Ron | Burgundy | 5500055 |   |
| Jason | Bourne | 180428 |   |

This report lists everybody on the system with their photo and Unique ID.

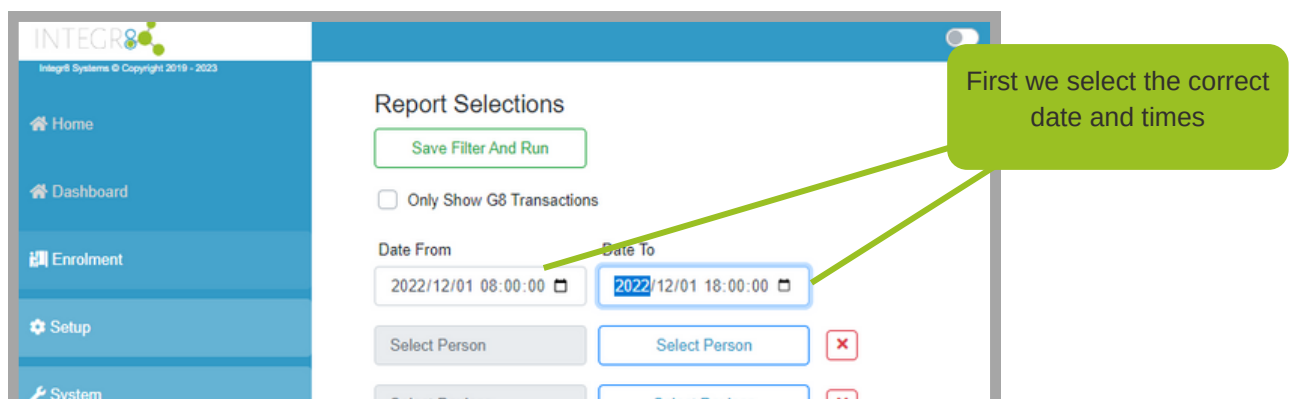
Reporting - TRANSACTIONS



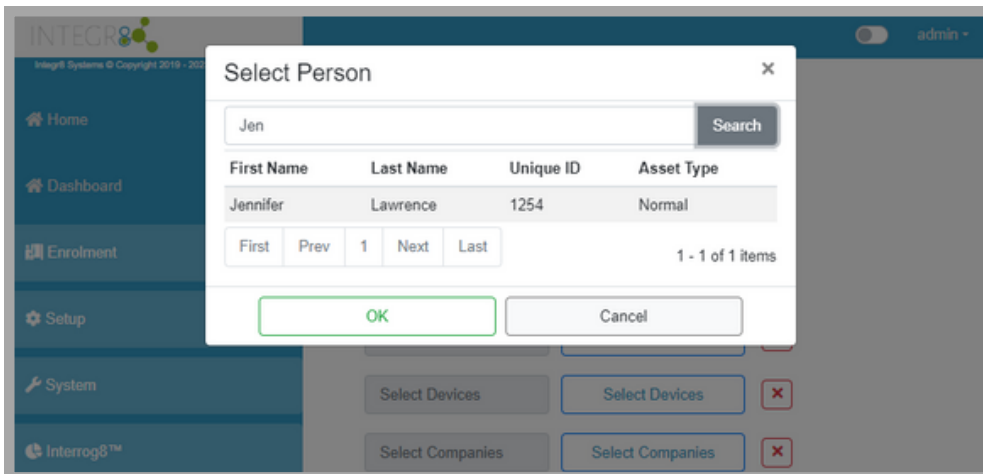
This report can be used to list ALL transactions for a specified timeframe. It can be filtered to Person, Device, Company, Department and Job Title. G8 Transactions are also reported here.

Here are some examples:

EXAMPLE 1: I want to see everywhere Jennifer Lawrence went in the building on 1 Dec 2022 between 8am and 6pm...



TRANSACTIONS cont...

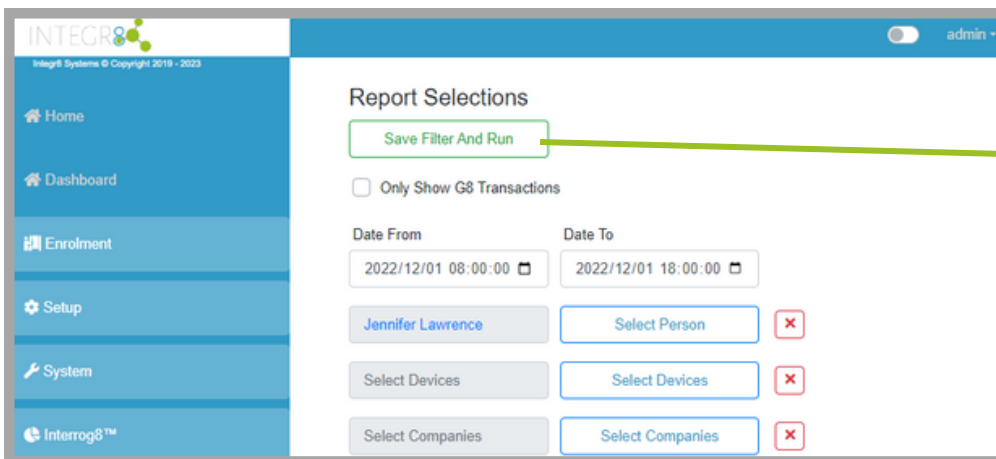


Next, we click on **Select Person**.

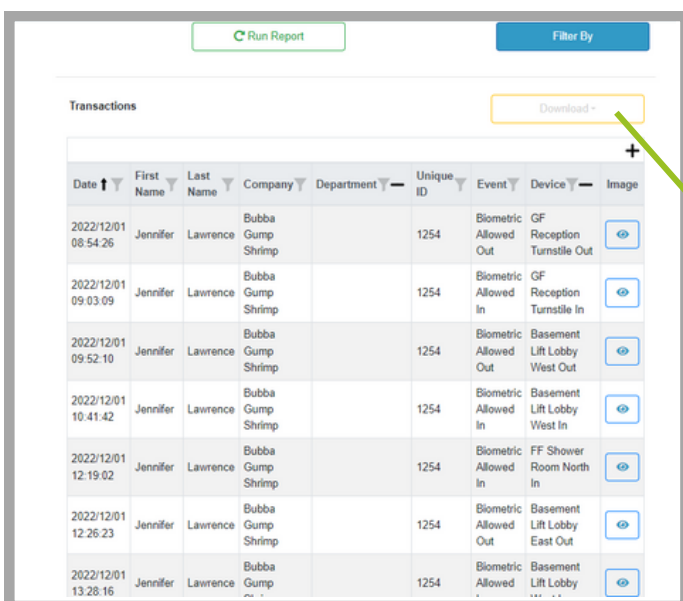
In the window that pops open, type the first couple of letters of the person's name and press **Search**.

A list of anyone who's name starts with "Jen" will appear in a list below.

Now simply click on the right name, and press "OK"



Now click on **"Save Filter And Run"**



The report will now open in the new window.

If you would like to download the report, then simply click on the Download button.

TRANSACTIONS cont...

EXAMPLE 2: I want to see everyone that went in and out of the building using a specific door on 1 Dec 2022 between 8am and 6pm...

Just like in the example above, first we select the correct **dates and times**.

Then we click on **Select Devices**, and choose the relevant readers.

Then **"Save Filter and Run"**

The report will look like this:

| Date | First Name | Last Name | Company | Department | Unique ID | Event | Device | Image |
|---------------------|------------|-----------|--------------------|--------------------|-----------|-----------------------|------------------------------|-------|
| 2022/12/01 08:10:56 | Jason | Bourne | Bubba Gump Shrimp | Default Department | 180428 | Biometric Allowed In | Basement Lift Lobby East In | |
| 2022/12/01 08:13:09 | Obi-Wan | Kenobi | ABC Cleaning | | 22 | Biometric Allowed In | Basement Lift Lobby East In | |
| 2022/12/01 08:14:24 | Kanye | West | ABC Cleaning | Default Department | 18888 | Biometric Allowed In | Basement Lift Lobby West In | |
| 2022/12/01 08:23:25 | Barack | Obama | ABC Cleaning | Default Department | 67080952 | Biometric Allowed Out | Basement Lift Lobby East Out | |
| 2022/12/01 08:24:26 | John | Wick | Bubba Gump Shrimp | Default Department | 210011 | Biometric Allowed In | Basement Lift Lobby East In | |
| 2022/12/01 08:31:06 | Barack | Obama | ABC Cleaning | Default Department | 67080952 | Biometric Allowed In | Basement Lift Lobby East In | |
| 2022/12/01 08:35:25 | Hannibal | Lecter | Black Ops Security | Default Department | 9678 | Biometric Allowed In | Basement Lift Lobby East In | |
| 2022/12/01 08:39:54 | Morticia | Addams | ABC Cleaning | | 5587 | Biometric Allowed In | Basement Lift Lobby West In | |
| 2022/12/01 08:49:56 | Homer | Simpson | Black Ops Security | Default Department | 225444 | Biometric Allowed In | Basement Lift Lobby East In | |
| 2022/12/01 08:50:47 | Hannibal | Lecter | Black Ops Security | Default Department | 9678 | Biometric Allowed In | Basement Lift Lobby East In | |

The report can be further filtered at this stage by clicking on any of the buttons in the headings

Filter

Contains

Close Clear Apply

REMEMBER:
These filters will need to be cleared the next time the report is run.
If a report seems faulty, then check the filters here are all cleared.

Reporting - TRANSACTIONS PER DAY

This report can be used to list the NUMBER of transactions for a specified timeframe filtered by Person, Device, Company, Department and Job Title.

EXAMPLE: I want to see how many times Barack Obama used the turnstile in the reception during the month of December 2022.

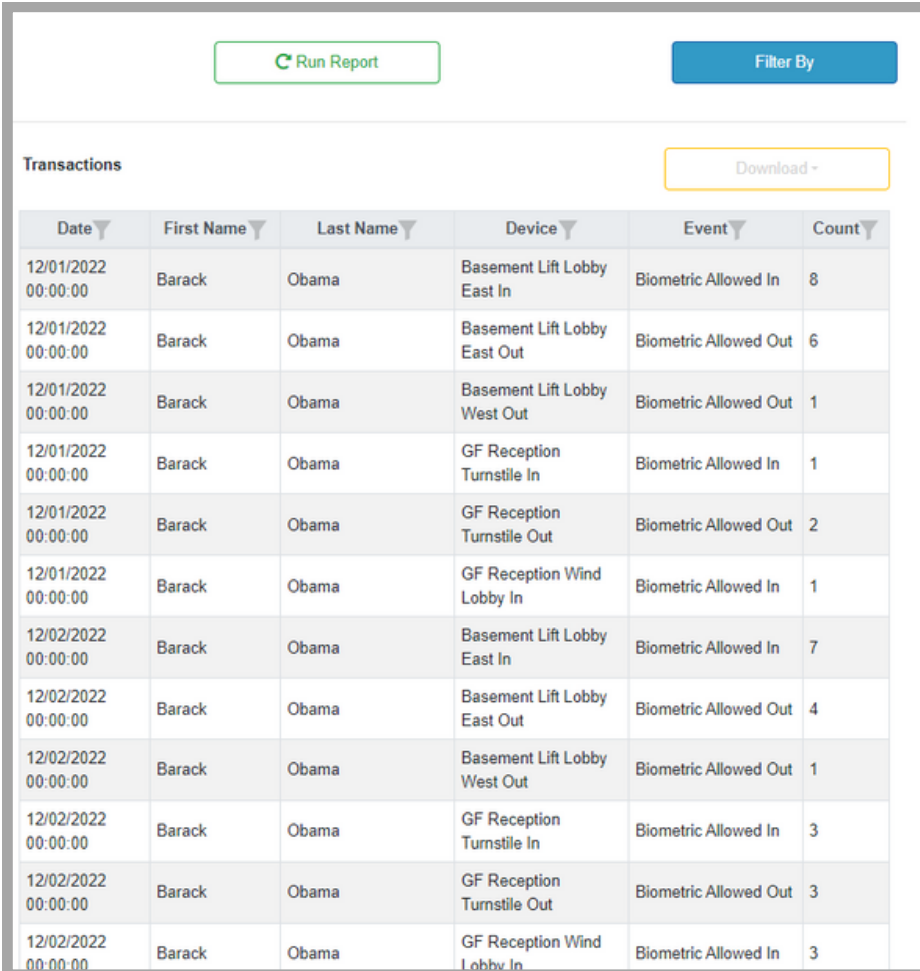
Just like in the examples above, first we select the correct **dates and times**.

Then we click on **Select Devices**, and choose the relevant readers.

Then click on **Select Person**, search for the correct person in the search bar. When their name shows up in the list below, click on that person and click **OK**

Then **"Save Filter and Run"**

The report will look like this:



The screenshot shows a report interface with a table of transactions. At the top, there are two buttons: a green 'Run Report' button and a blue 'Filter By' button. Below the buttons, the word 'Transactions' is displayed, followed by a 'Download -' button. The table has six columns: Date, First Name, Last Name, Device, Event, and Count. The data rows show transactions for Barack Obama from December 1st and 2nd, 2022, with various device and event types and their respective counts.

| Date | First Name | Last Name | Device | Event | Count |
|---------------------|------------|-----------|------------------------------|-----------------------|-------|
| 12/01/2022 00:00:00 | Barack | Obama | Basement Lift Lobby East In | Biometric Allowed In | 8 |
| 12/01/2022 00:00:00 | Barack | Obama | Basement Lift Lobby East Out | Biometric Allowed Out | 6 |
| 12/01/2022 00:00:00 | Barack | Obama | Basement Lift Lobby West Out | Biometric Allowed Out | 1 |
| 12/01/2022 00:00:00 | Barack | Obama | GF Reception Turnstile In | Biometric Allowed In | 1 |
| 12/01/2022 00:00:00 | Barack | Obama | GF Reception Turnstile Out | Biometric Allowed Out | 2 |
| 12/01/2022 00:00:00 | Barack | Obama | GF Reception Wind Lobby In | Biometric Allowed In | 1 |
| 12/02/2022 00:00:00 | Barack | Obama | Basement Lift Lobby East In | Biometric Allowed In | 7 |
| 12/02/2022 00:00:00 | Barack | Obama | Basement Lift Lobby East Out | Biometric Allowed Out | 4 |
| 12/02/2022 00:00:00 | Barack | Obama | Basement Lift Lobby West Out | Biometric Allowed Out | 1 |
| 12/02/2022 00:00:00 | Barack | Obama | GF Reception Turnstile In | Biometric Allowed In | 3 |
| 12/02/2022 00:00:00 | Barack | Obama | GF Reception Turnstile Out | Biometric Allowed Out | 3 |
| 12/02/2022 00:00:00 | Barack | Obama | GF Reception Wind Lobby In | Biometric Allowed In | 3 |

TRANSACTIONS PER DAY cont...

Now you may want to know on which days he used that turnstile more than 5 times:

Run Report Filter By Download -

| Date | First Name | Last Name | Device | Event | Count |
|---------------------|------------|-----------|------------------------------|-----------------------|-------|
| 12/01/2022 00:00:00 | Barack | Obama | Basement Lift Lobby East In | Biometric Allowed In | 8 |
| 12/01/2022 00:00:00 | Barack | Obama | Basement Lift Lobby East Out | Biometric Allowed Out | 6 |
| 12/01/2022 00:00:00 | Barack | Obama | Basement Lift Lobby West Out | Biometric Allowed Out | 1 |
| 12/01/2022 00:00:00 | Barack | Obama | GF Reception Turnstile In | Biometric Allowed In | 1 |
| 12/01/2022 00:00:00 | Barack | Obama | GF Reception Turnstile Out | Biometric Allowed Out | 2 |
| 12/01/2022 00:00:00 | Barack | Obama | GF Reception Wind Lobby In | Biometric Allowed In | 1 |
| 12/02/2022 00:00:00 | Barack | Obama | Basement Lift Lobby East In | Biometric Allowed In | 7 |
| 12/02/2022 00:00:00 | Barack | Obama | Basement Lift Lobby East Out | Biometric Allowed Out | 4 |
| 12/02/2022 00:00:00 | Barack | Obama | Basement Lift Lobby West Out | Biometric Allowed Out | 1 |
| 12/02/2022 00:00:00 | Barack | Obama | GF Reception Turnstile In | Biometric Allowed In | 3 |

In the heading next to count, click on ▼

Filter

- Is equal to
- Is equal to**
- Is not equal to
- Is greater than or equal to
- Is greater than
- Is less than or equal to
- Is less than
- Is null
- Is not null

In the drop down menu select "is greater than or equal to", then in the field below type 5, then Apply

Transactions Download -

| Date | First Name | Last Name | Device | Event | Count |
|---------------------|------------|-----------|------------------------------|-----------------------|-------|
| 12/12/2022 00:00:00 | Barack | Obama | GF Reception Turnstile Out | Biometric Allowed Out | 5 |
| 12/12/2022 00:00:00 | Barack | Obama | GF Reception Wind Lobby In | Biometric Allowed In | 5 |
| 12/19/2022 00:00:00 | Barack | Obama | Basement Lift Lobby East Out | Biometric Allowed Out | 5 |
| 12/20/2022 00:00:00 | Barack | Obama | Basement Lift Lobby West In | Biometric Allowed In | 5 |

Now the report will only show the days he used that turnstile more than 5 times.

Reporting - TIME WORKED

Intergr8 offers basic time and attendance (i.e. first in, last out). This report will show the times for each day specified for a particular PERSON only

EXAMPLE: For the month of December 2022, what hours did Margot Robbie work?

The screenshot shows the 'Report Selections' interface in the Intergr8 system. A sidebar on the left contains navigation options: Setup, System, Interrog8™, Evacuation, People Face Quality, People Enrolled, Transactions, Transactions Per Day, Third Party Transactions, and Time Worked. The main area is titled 'Report Selections' and includes a 'Save Filter And Run' button, a checked 'Ignore direction for calculation' option, and date pickers for 'Date From' (2022/12/01 09:43:00) and 'Date To' (2022/12/31 10:03:00). Below these are selection buttons for 'Margot Robbie', 'Select Companies', 'Select Departments', and 'Job Titles', each with a red 'X' icon. Three callout boxes provide instructions: 1. 'Select the relevant dates you want the report for' (pointing to the date pickers), 2. 'Select the relevant person' (pointing to the 'Margot Robbie' selection), and 3. 'Click on Save Filter and Run' (pointing to the 'Save Filter And Run' button).

Time Worked - MARGOT ROBBIE Download -

| Date | First In | Last Out | Time Total | Decimal Total | Decimal Running Total |
|------------|----------|----------|------------|---------------|-----------------------|
| 2022-12-01 | 09:51:11 | 15:21:13 | 05:30:02 | 5,50 | 5,50 |
| 2022-12-02 | 08:01:45 | 10:08:07 | 02:06:22 | 2,11 | 7,61 |
| 2022-12-05 | 07:42:04 | 16:25:56 | 08:43:52 | 8,73 | 16,34 |
| 2022-12-06 | 08:20:52 | 16:30:54 | 08:10:02 | 8,17 | 24,51 |
| 2022-12-07 | 08:03:57 | 17:33:47 | 09:29:50 | 9,50 | 34,01 |
| 2022-12-08 | 07:49:08 | 16:21:02 | 08:31:54 | 8,53 | 42,54 |
| 2022-12-09 | 07:51:28 | 15:40:52 | 07:49:24 | 7,82 | 50,36 |
| 2022-12-12 | 07:47:57 | 12:42:02 | 04:54:05 | 4,90 | 55,26 |
| 2022-12-14 | 08:49:43 | 14:46:58 | 05:57:15 | 5,95 | 61,21 |
| 2022-12-15 | 09:07:11 | 15:07:48 | 06:00:37 | 6,01 | 67,22 |

Remember if you click on download you can save this report.

Reporting - TIME WORKED FULL

Intergr8 offers basic time and attendance (i.e. first in, last out). This report will show the total times for the dates specified for each person / people selected.

EXAMPLE: For 21 December 2022, what hours did the employees of Bubba Gump Shrimp work?

Report Selections

Save Filter And Run

Ignore direction for calculation

Date From: 2022/12/22 00:01:00 Date To: 2022/12/22 23:59:00

Select Person: [Select Person] [X]

Select Companies: Bubba Gump Shrimp [Select Companies] [X]

Select Departments: [Select Departments] [X]

Job Titles: [Job Titles] [X]

1. Select the relevant dates you want the report for

2. Select the relevant Company

3. Click on Save Filter and Run

Time Worked

Download -

| Name ↑ | Employee Number | Date | First In | Last Out | Time Total | Decimal Total |
|-------------------|-----------------|------------|----------|----------|------------|---------------|
| Bill Gates | JAC003 | 2022-12-22 | 08:29:32 | 12:39:20 | 04:09:48 | 4.16 |
| Derrick Watts | 220422 | 2022-12-22 | 08:51:37 | 13:04:10 | 04:12:33 | 4.21 |
| Donald Trump | 191147 | 2022-12-22 | 08:28:23 | 14:14:03 | 05:45:40 | 5.76 |
| Gandalf The Great | 191231 | 2022-12-22 | 07:29:34 | 11:31:10 | 04:01:36 | 4.03 |
| Harry Potter | 77121401 | 2022-12-22 | 07:49:02 | 13:49:51 | 06:00:49 | 6.01 |
| Lewis Hamilton | LUK001 | 2022-12-22 | 08:15:02 | 12:12:35 | 03:57:33 | 3.96 |
| Marilyn Monroe | TSH002 | 2022-12-22 | 07:32:14 | 10:55:35 | 03:23:21 | 3.39 |
| Peter Griffin | 160487 | 2022-12-22 | 07:02:35 | 14:13:01 | 07:10:26 | 7.17 |
| Riaan Cruywagen | 120362 | 2022-12-22 | 08:02:26 | 12:44:34 | 04:42:08 | 4.70 |
| Will Smith | 0616 | 2022-12-22 | 11:46:48 | 14:13:06 | 02:26:18 | 2.44 |

Remember if you click on download you can save this report.

Reporting - DEVICE STATES

This report will tell you which readers are live / down

The screenshot shows the Interrog8™ reporting interface. On the left is a sidebar with various reporting categories. The 'Device States' category is highlighted. At the top right of the main area, there is a 'Run Report' button and a 'Filter By' dropdown. Below this, the 'Device States' report is displayed, including a 'Download' button. The report contains a table with the following data:

| Name ↑ | IP Address | Status | Refresh |
|------------------------------|----------------|--------|---------|
| Basement Lift Lobby East In | 192.168.10.149 | Down | |
| Basement Lift Lobby East Out | 192.168.10.150 | Down | |
| Basement Lift Lobby West In | 192.168.10.117 | Down | |
| Basement Lift Lobby West Out | 192.168.10.118 | Down | |
| Basement Security Office In | 192.168.10.104 | Down | |
| Basement Security Office Out | 192.168.10.105 | Down | |
| Basement UPS Room In | 192.168.10.131 | Down | |
| Basement UPS Room Out | 192.168.10.132 | Down | |
| FF CFO Store Room In | 192.168.10.158 | Down | |
| FF CFO Store Room Out | 192.168.12.159 | Down | |
| FF Emergency Stairs NE In | 192.168.12.164 | Down | |
| FF Emergency Stairs NE Out | 192.168.10.151 | Down | |

At the bottom of the table, there is a pagination control showing '1/6' and '68' items, with buttons for 'First', 'Previous', 'Next', and 'Last'.

To run this report simply click on "Device States"

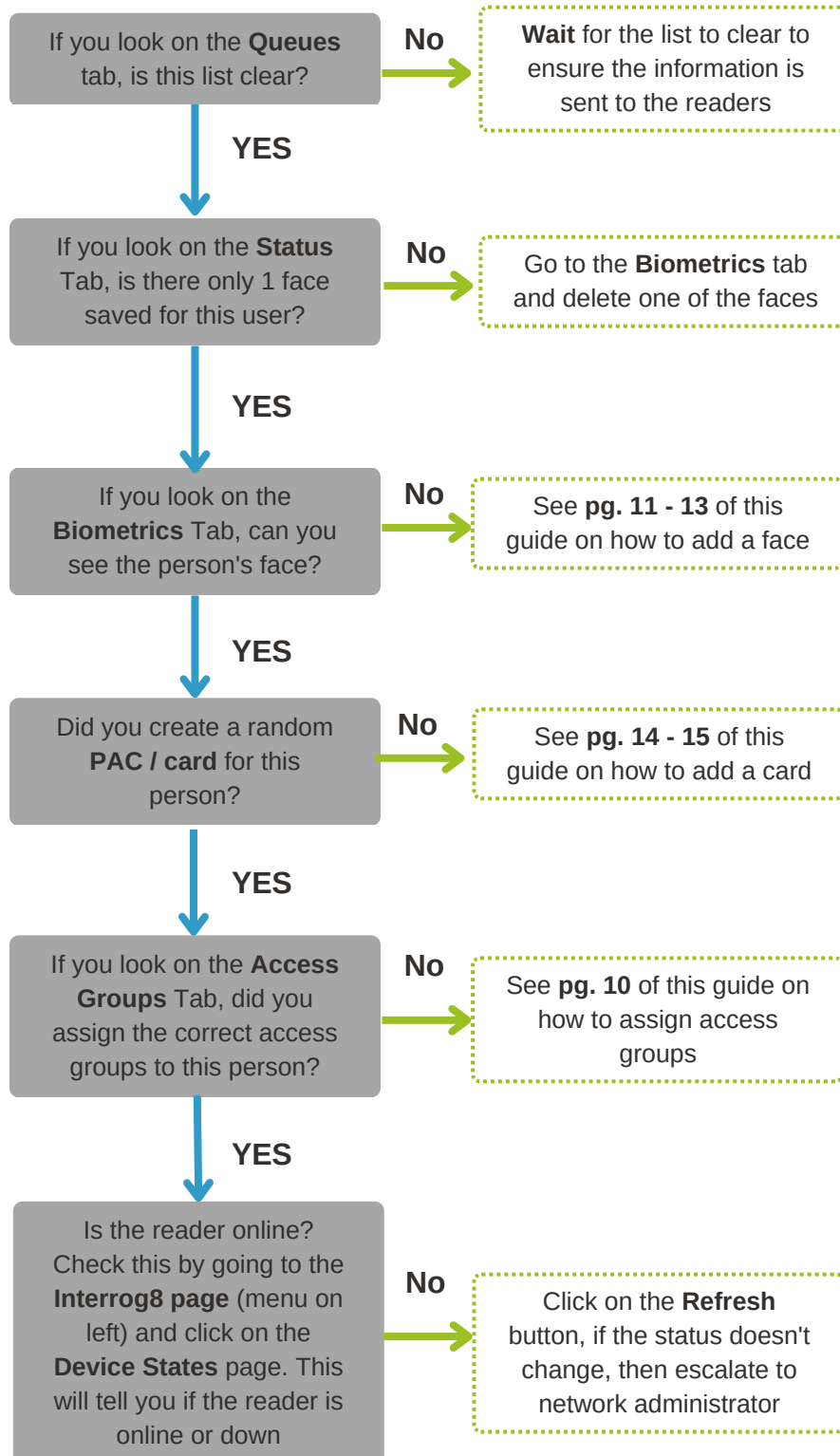
You can see in this report that are several readers that are down.

The first thing to do would be to click on **Refresh**

If that doesn't clear the log, then the network might be down

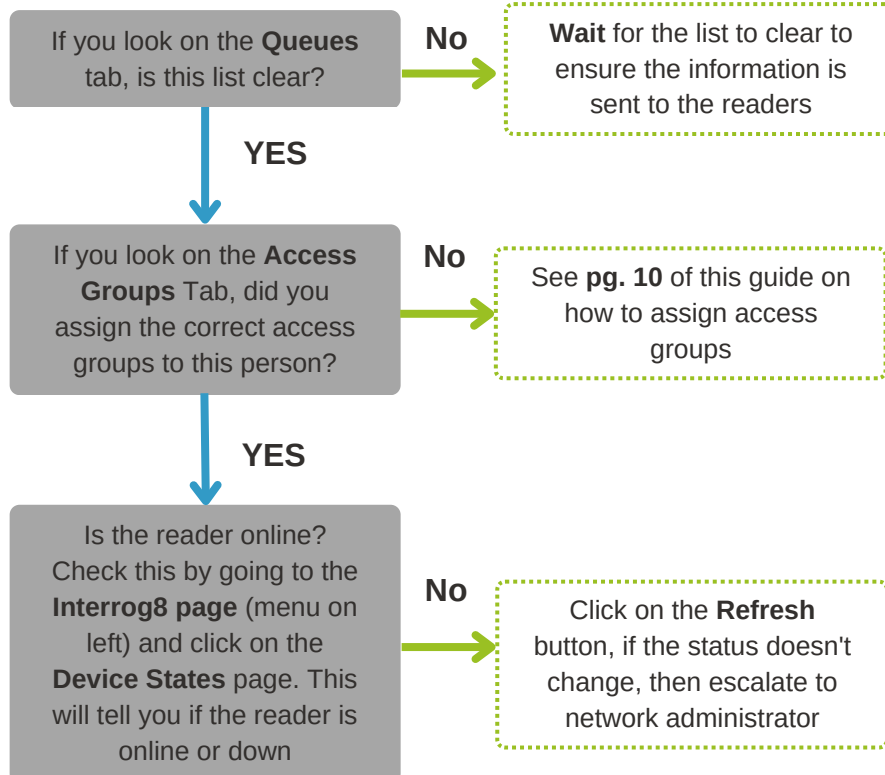
Troubleshooting Guide

I enrolled a person but they are not working on the face readers.

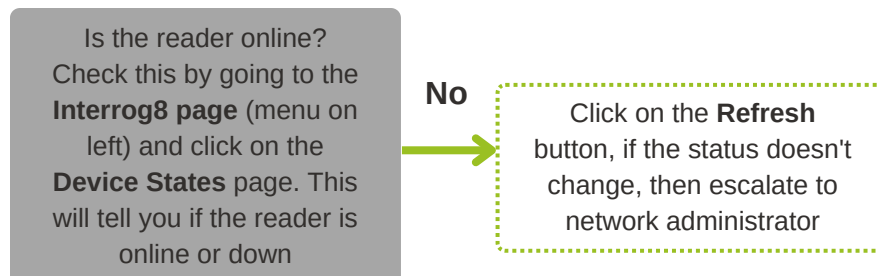


Troubleshooting Guide

The person I enrolled works on some of the readers but not all of them.

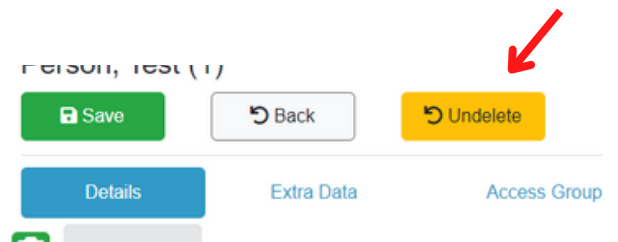
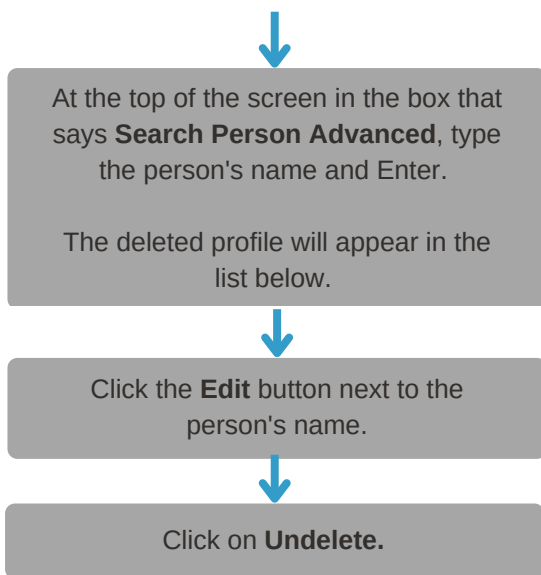
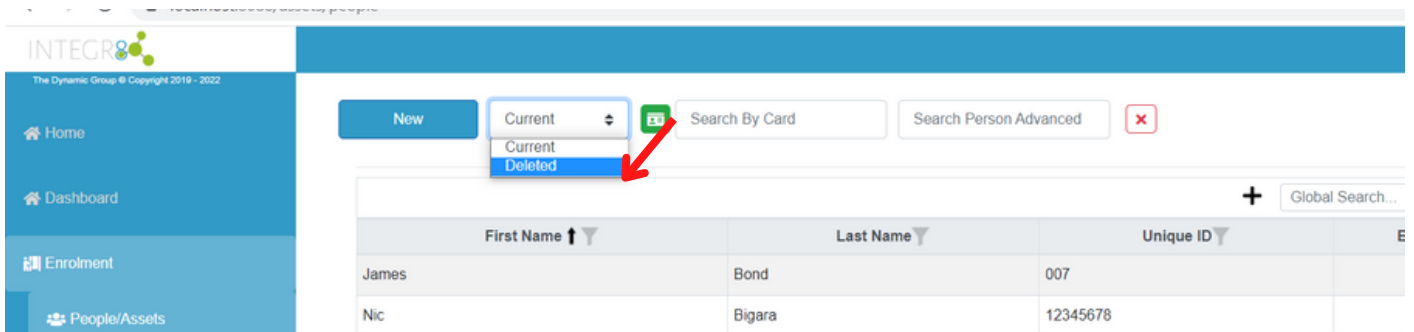
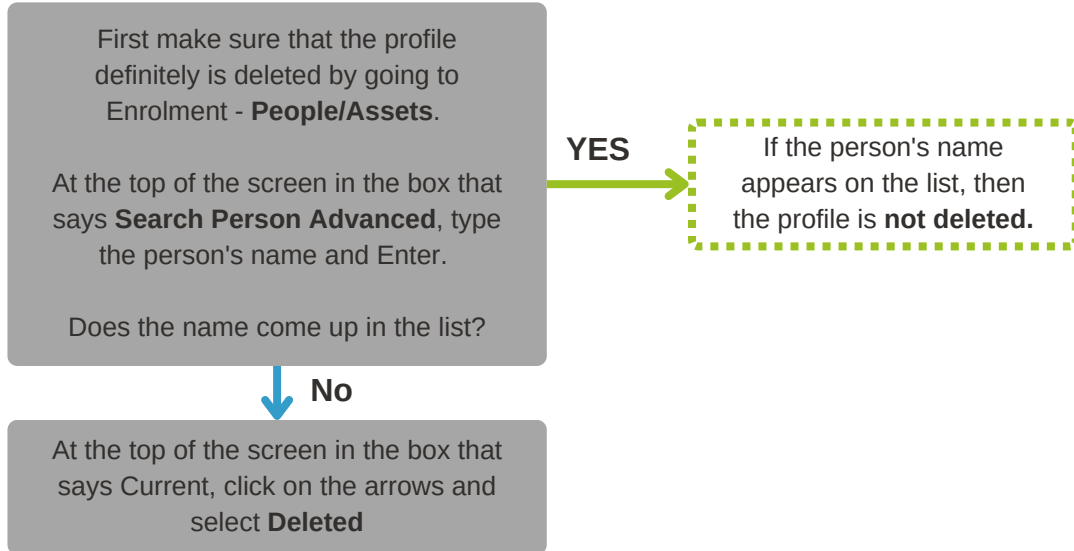


How do I check if all readers are online?



Troubleshooting Guide

I accidentally deleted a person from the system



Troubleshooting Guide

**I cannot log in.
I get an error message "Account has been locked out"
I forgot my password**

If you entered your password incorrectly 3 times in a row, then Integr8 will lock your account.

For any log in issues you should **contact your administrator** to assist.

I accidentally closed the website where Integr8 was running. How do I open it again?

Your Administrator should have created a shortcut on your desktop.

YES

Double click on the icon and it will open a new window where you can log back in.

No

Contact your administrator for help and request for them to add the shortcut for future use.

The Administrator will open Chrome, and in the search bar type your server's IP Address:Port

Integr8 is not coming up on the Web page

Integr8 is not opening on the web page
Error message: "Can't reach this page"

Ask you network administrator to check if the server is switched on.

Ask you network administrator to check that the URL in your web browser matches the server's IP Address and Port

Troubleshooting Guide

Why can some people see more items or less items than me on the Integr8 software?

Integr8 uses user profiles which is setup by the administrator. Each person logging in may have a different user profile which gives them different access to different functionality in the software.

How do I check the IP address and Serial Number of a device?

If you look on the physical reader, then this information will appear at the bottom of the Integr8 reader screen.