

FaceMe SECURITY Console - User Guide



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FaceMe SECURITY Console - User Guide

Introduction

Welcome to the FaceMe SECURITY Console, where you can view captured faces, enable people notifications, set up cameras, and more.

Connecting to the FaceMe SECURITY Console

FaceMe SECURITY Console is a web service provided by FaceMe SECURITY Central. You can connect to it using a web browser.

To connect to the Console on the same computer that you installed the FaceMe SECURITY Central, double-click on the FaceMe SECURITY Central shortcut on the desktop.



Signing in to FaceMe SECURITY Console


The first time you connect to the FaceMe SECURITY Console you are asked to sign in. Enter the user name and password, and then click Sign In. The user name and password were specified during the setup.

Logging Out of FaceMe SECURITY Console

To log out of the FaceMe SECURITY Console, select the ▼ in the top right corner of the window and then select **Log Out**.

Viewing and Managing Workstations & Cameras

Click the **Workstations & Cameras** option to view and manage all of the workstations and cameras connected to your FaceMe SECURITY Console.

Click on one of the available workstations in the Workstations list to view its details, including a list of all the IP cameras added on this workstation. Click  to edit the name of the workstation. After entering the new name, click **Save** to apply.

Adding Cameras to a Workstation

You can add IP cameras to a workstation in the FaceMe SECURITY Console. The number of IP cameras that can be added to each workstation is dependent on the people traffic of each camera and the processing power of the workstation. For example, one NVIDIA RTX 2080 Ti workstation can handle up to 23 IP cameras (channels), if each camera has a maximum of 975 people walk throughs per hour.

To add a previously set up camera to a workstation, do this:

1. Click the **Workstations & Cameras** option.

2. Select the workstation that you want to add the camera to.
3. Click the **Add Camera** button.
4. Enter the following information:
 - **Name:** name of camera to help identify it.
 - **Location:** location of the camera, e.g. 1st floor lobby.
 - **RTSP URL:** the camera's URL on the network. You can find it by using the settings console provided by your IP camera or [ONVIF Device Manager].

Note: if you enabled ACC/PW in your camera settings, specify the URL in below format: rtsp://ACC:PW@URL

 - **Notes:** if required, enter any notes for the camera in the field provided
5. Click the **Add** button to save the changes and add the camera.



Editing Added Cameras

To edit added camera, do this:

1. Click the **Workstations & Cameras** option.
2. Select the workstation where the camera was added.
3. Find the camera you want to edit in the list.
4. Change the camera status by toggling the switch right to turn monitoring on, or left to turn it off.



Note: if an IP camera status is set to off, FaceMe won't monitor the video stream of that camera. However, the camera may still be on and recording to another VMS system (if available and configured properly).



5. Click  to edit a camera's info, including its name, location, RSTP URL, or notes. Click **Save** to save the changes.
6. Click  return to the main Workstations & Cameras window.

Removing Added Cameras

To remove a camera from a workstation, do this:

1. Click the **Workstations & Cameras** option.
2. Select the workstation where the camera was added.
3. Find the camera you want to delete in the list.
4. If required, toggle the switch left to turn monitoring off.



5. Click the  button to the right of the camera name.
6. Click **Remove** to confirm and remove the camera from the workstation.
7. Click  return to the main Workstations & Cameras window.

People Database

FaceMe SECURITY Console's People Database is where you can add people to one of the following lists:

- **VIP:** a group of very important people/customers you want to keep track of or be notified about when they visit.
- **Employee:** a list of your company's employees.
- **Blocklist:** a list of people your company does not want in the store/building.


People can be added manually, or via batch import.

Adding People Manually to a List

You can add people to any of the following lists manually.

Manually Adding People to the VIP List

To add people to the VIP list manually, do this:

1. Click on the **People Database** option.
2. Select the **VIP** link.
3. Click on **Add New Person**.
4. Click on **Upload Image** to upload an image of the person. Browse to the location on your computer where the image is, and then click **Open**.
5. If required, drag the edges of the crop area, and then click **Crop** to crop the image.
6. In the Business Info section, enter the **Name**, **Company/Department** name, **Business Title**, and **E-mail** address for the person.
7. If required, enter any useful **Notes** about the person.
8. Click on **Save**.
9. Click  return to the previous windows.

Manually Adding People to the Employee List

To add people to the employee list manually, do this:

1. Click on the **People Database** option.
2. Select the **Employee** link.
3. Click on **Add New Person**.
4. Click on **Upload Image** to upload an image of the person. Browse to the location on your computer where the image is, and then click **Open**.
5. If required, drag the edges of the crop area, and then click **Crop** to crop the image.
6. In the Business Info section, enter the **Name**, **Company/Department** name, **Business Title**, and **E-mail** address for the person.
7. If required, enter any useful **Notes** about the person.
8. Click on **Save**.

Manually Adding People the Blocklist

To add people to the blocklist manually, do this:

1. Click on the **People Database** option.

2. Select the **Blocklist** link.
3. Click on **Add New Person**.
4. Click on **Upload Image** to upload an image of the person. Browse to the location on your computer where the image is, and then click **Open**.
5. If required, drag the edges of the crop area, and then click **Crop** to crop the image.
6. In the Business Info section, enter the **Name**, **Company/Department** name, **Business Title**, and **E-mail** address for the person.
7. If required, enter any useful **Notes** about the person.
8. Click on **Save**.

Adding People via Batch Import

You can batch import people into a list using the FaceMe SECURITY Central Import Tool. The people are imported from a .csv file that you must prepare beforehand.

Preparing .csv File for Import

To prepare the .csv file of employees for batch import, do this:

Note: you can only import people into one list (VIP, employee, blocklist) at a time, so make sure all people in your .csv file are destined for the same list.

1. Double-click on the FaceMe SECURITY Central Import Tool shortcut on the desktop.



2. Enter the service URL to connect to the Central Server, and then click **Continue**. You will get the console HTTP Address after setting up the FaceMe SECURITY Console.
3. Enter the FaceMe Security Account user name and password to sign in, and then click **Continue**. The user name and password were specified during the setup.
4. Select the **Click here to see a sample** link to download and view a sample of how you should enter each person you want to add to the People Database in the .csv file.
5. Using the downloaded file as a template, replace the default content with your own people data, as follows:
 - Name:** enter the name of each person you want to add.
 - Face Image 1:** enter the path to the image of the person you want to import.
 - Face Image 2:** if required, enter the path to a second image of the person you want to import.
 - E-mail:** if required, enter the person's e-mail address.
 - Company/Department:** if required, enter the company or department for the person.
 - Business Title:** if required, enter the business title for the person.
 - Notes:** if required, enter any useful notes about the person.
6. When complete, save the .csv.

Importing People from .csv File

To batch import people, do this:

Note: you can only import people into one list (VIP, employee, blocklist) at a time.



1. Double-click on the FaceMe SECURITY Central Import Tool shortcut on the desktop.



2. Enter the service URL to connect to the Central Server, and then click **Continue**.
3. Enter the FaceMe Security Account user name and password to sign in, and then click **Continue**.
4. Click the **Browse** button, and then browse to the saved .csv file. Select it and then click **Open**.
5. From the **Import to** drop-down, select which list you want to add the people to in the People Database.
6. Click the **Import** button to import them into the People Database.

Editing Added People


You can edit the people added to any of the lists. To edit people added to the People Database, do this

1. Click on the **People Database** option.
2. Select the list where the person was added (VIP, employee, blocklist).
3. Select the person in the list you want to edit.
4. If required, click on **Edit Name**, edit the name of the person, and then click **Save**.
5. If required, click on  to edit the person's Business Info (Business Title, Company, E-mail, Notes), and then click **Save**.
6. Click  return to the previous windows.

Setting up Alert Notifications

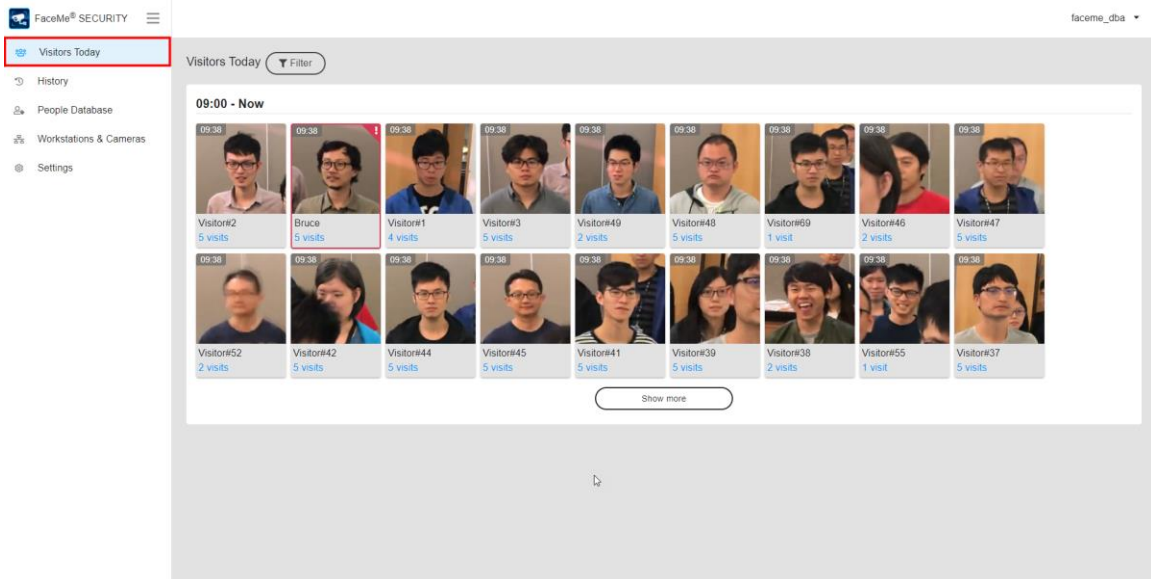
You can get alert notifications via text message every time someone in your People Database (VIP, employee, and blocklist) is recognized by FaceMe.

To set up alert notifications for a list, do this:

1. Click on the **People Database** option.
2. Select one of the available lists: **VIP**, **Employee**, or **Blocklist**.
3. Click on the **Get Alert Notifications** button.
4. Select the **Send alert message to Notification Group when VIP/Employee/Blocklist member is detected** option to enable.
5. If required, follow the instructions to download the U Messenger app and join the group to receive notifications.
6. Click  return to the previous windows.

Viewing Today's Visitors

Click the **Visitors Today** option to open the Visitors Today page that displays images of all the faces/people that were captured by your cameras on the current day.



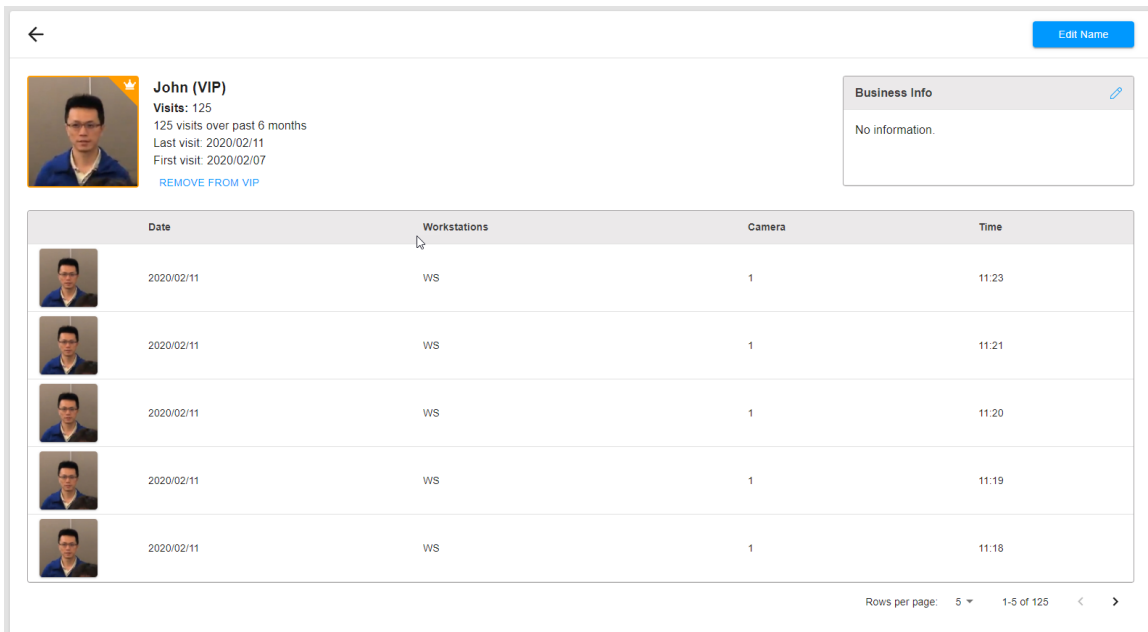
FaceMe SECURITY Console sorts the captured faces by time captured and lists how many times each face was captured. Scroll down to view the faces captured each hour.

Note: click **Show More** if required to view all the captured faces within a specified time if the total captured exceeds the space provided.

Viewing Visitors



Click on a visitor's captured image to view more detailed information, including:

- Total number of visits.
- Date of first and last visit.
- All the captured images for that person.



Editing Visitor Information

You can personalize the information for each visitor. To edit visitor information, do this

1. Click on a visitor's captured image.
2. Click on **Edit Name**.
3. Enter the name of the person, and then click **Save**.
4. Click on  to edit the person's Business Info.
5. Enter the **Business Title**, **Company** name, and **E-mail** address for the person.
6. If required, enter any useful **Notes** about the person.
7. Click **Save**.
8. Click  return to the previous windows.

Filtering Captured Faces

Click on the **Filter** button to filter the captured faces by workstation or camera.

Note: deselect the **Display Unknown** option if you only want to see faces captured of people in your People Database (VIP, employee, and blacklist). When selected, all captured faces are displayed.

To filter the captured faces by workstation, do this:

1. Click on **Filter**.
2. Select one or more workstation.
3. Click **Apply**.

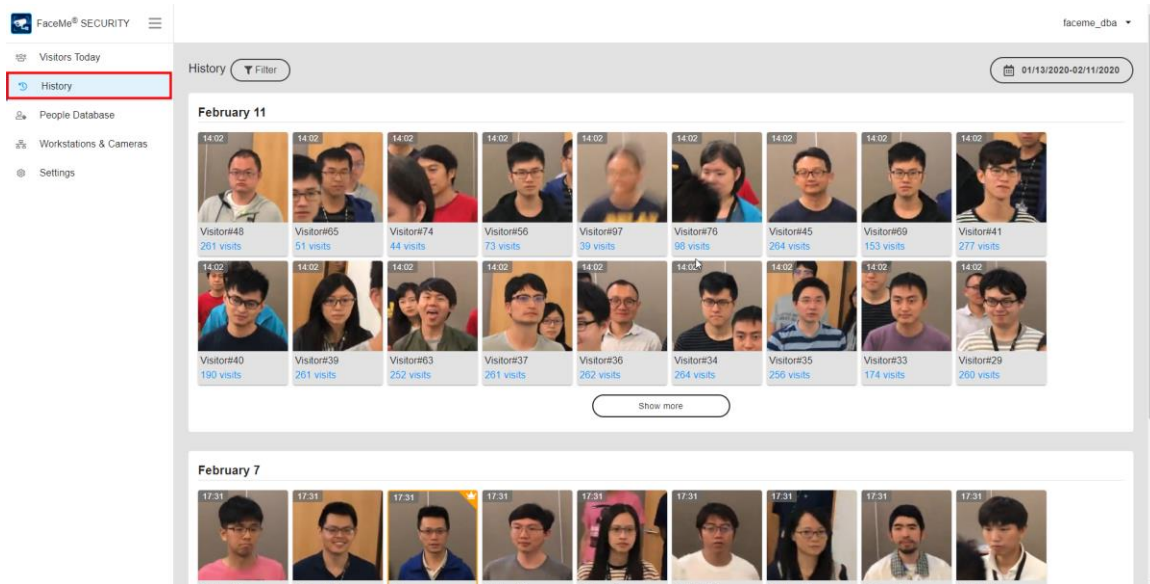
To filter the captured faces by camera, do this:

1. Click on **Filter**.
2. Select one or more camera.
3. Click **Apply**.

Note: if your setup contains a large number of workstations and cameras, use the search fields to search for the name of the workstation/camera you want to view.

Viewing Your History

Click the **History** option to open the History page to view all of the faces/people that have been captured with your cameras.



FaceMe SECURITY Console sorts the captured faces by date captured and lists the total number of times each face was captured. Scroll down to view the faces captured each day.

Note: click **Show More** if required to view all the captured faces on a specific day if the total captured exceeds the space provided.



Viewing Visitors

Click on a visitor's captured image to view more detailed information, including:

- Total number of visits.
- Date of first and last visit.
- All the captured images for that person.

Editing Visitor Information

You can personalize the information for each visitor. To edit visitor information, do this

1. Click on a visitor's captured image.
2. Click on **Edit Name**.
3. Enter the name of the person, and then click **Save**.
4. Click on  to edit the person's Business Info.
5. Enter the **Business Title**, **Company** name, and **E-mail** address for the person.
6. If required, enter any useful **Notes** about the person.
7. Click **Save**.
8. Click  return to the previous windows.

Filtering Captured Faces

Click on the **Filter** button to filter the captured faces by workstation or camera.

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3. Click **Apply**.

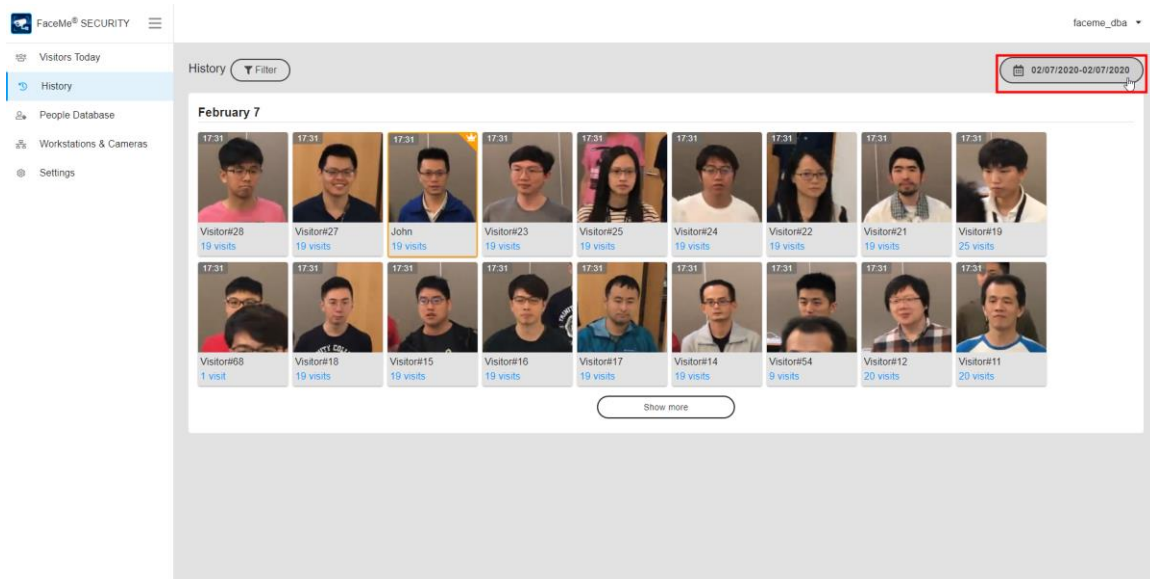
To filter the captured faces by camera, do this:

1. Click on **Filter**.
2. Select one or more camera.
3. Click **Apply**.

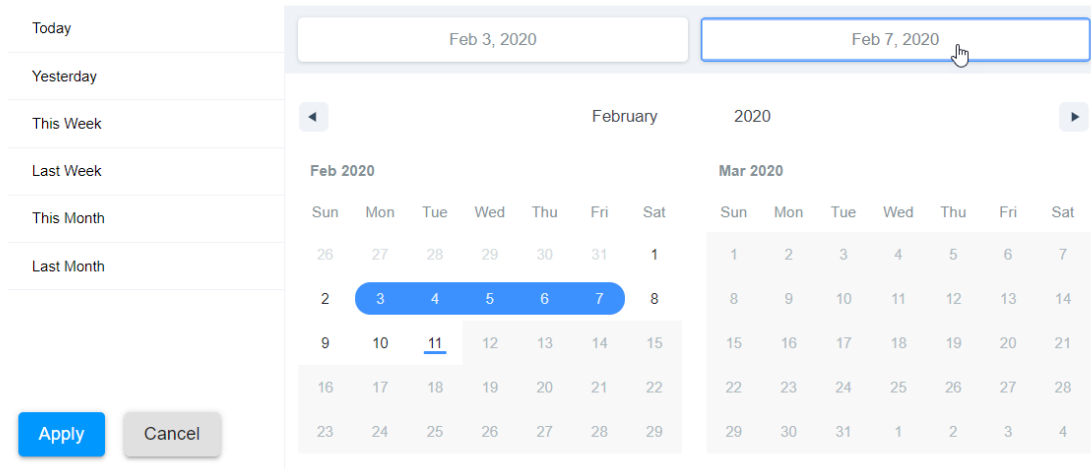
Note: if your setup contains a large number of workstations and cameras, use the search fields to search for the name of workstation/camera you want to view.

Filtering by Date

Click on the button near the top right corner of the window to change the date range of the captured faces.



In the date range window you can select two dates, as shown below, to view all the faces captured between those two dates.



You can also use the date range presets to view all the faces captured:

- Today
- Yesterday
- This Week
- Last Week
- This Month
- Last Month

After selecting a date range, click **Apply** to view all the faces captured on the specified dates.

Settings

Click the **Settings** option to configure the settings for the FaceMe SECURITY Console. You can also view the FaceMe account information, as well as license and version info.

Configure the available settings as follows:

- **Display visit count:** select this option to display the total number times a person captured by FaceMe has visited in the Visitors Today and History windows. Deselect it to hide visit count.
- **Enable customized alert notifications:** select this option if you're using FaceMe with third party vendor software or systems, and you want the alerts to be sent to those software or systems. You need to provide the URL root of the API interface to receive the notifications.
- **Only show first face record if two or more consecutive appearances of the same person occur within {number} seconds:** select this option if you only want FaceMe SECURITY Console to show the first photo if the same person is captured more than once within a specified time.
- **Regularly delete records from History:** select this option if you want FaceMe SECURITY Console to auto delete history records (captured images and log) every specified number of days to free up hard drive space. Once enabled, enter

the number of days in the field provided and then select which types of captured records you want auto deleted from the **Delete records** drop-down.

- **Reset/Delete All Visit History and People in Database:** click this button to reset the data in the History window, and also delete all the people added to the People Database.