Software Guide

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INTRODUCTION

The SpintlySmart Access Control System lets you unlock your doors and gates using the app on your smartphone or a NFC card. Along with Access Solutions, our system also provides other software solutions like attendance and visitor management.

Spintly is a truly wireless, cloud-based door access control system for a seamless, hassle-free and contactless user experience.

Key features of our products:

- It requires minimal wiring and is easy to install and configure.
- It uses Bluetooth and does not require internet.
- It can also work with NFC cards.
- Access and usage history is made available over the cloud through our web UI and app.
- It is cost efficient.

Smart Access Control System Features:

- Smartphone Based Access
- Card Based Access
- Biometric Access
- Works without Internet
- Cloud Based Solutions
- API/SDK Integration
- Daily/Weekly Reports

Spintly is a modern access management system which combines the power of Cloud, Smartphone and Wireless Technology.

GETTING STARTED

1.How to Install Spintly Smart Access App:

For Android:

- Go to Play Store

- Search for 'Spintly Smart Access'

- Download the App and login/Sign-up to use it.

- Here is the direct link to download from Play Store:
https://play.google.com/store/apps/details?id=com.mrinq.smartaccess

For iOS:

- Go to the App Store

- Search for 'Spintly Smart Access'

- Download the App and login/Sign-up to use it.

- Here is the direct link to download from the App Store:
https://apps.apple.com/in/app/smart-access-spintly/id1462730510

2. How to use the Spintly Web-based application:

You can access the Spintly Web-based Application on your laptop/PC

– Go to the websitewww.spintly.com.

– Click on "Login" on the top right corner.

– You will be directed to the Spintly login page, where you can sign in by entering your mobile number & password.

OR

– Type the link https://smart-access.spintly.com/ in your browser and login to the Spintly Web-based Application.

Note: Login using the same number and password that was used when signing up on the Application.

For New User: Sign up using the same number that was added to the organisation by your administrator.

3. What are the minimum requirements for the Spintly Mobile App?

The App requires:

– Android 5.0 (Lollipop) and above for Android users

– iOS 11 and above for iPhone users

– Phone should support at least Bluetooth 4.0

4. Should I use Spintly Mobile App or Spintly Web-based App or both?

Spintly App is suitable for a user who needs to access doors. Use of a Web-based interface is not required.

The Web-based App is suitable for Admins to manage other users. Admin can also use admin features with the mobile App to use basic management features.

## 5. Does the Spintly App work without the internet?
Yes, users can still use the App without the internet.
The doors can be accessed over Bluetooth without the internet.
But certain features such as remote access, user management, leave management, access history, dashboard etc. won't work without the internet.

DASHBOARD

After signing up, the user will see the following screen if he/she is the administrator of the organisation.
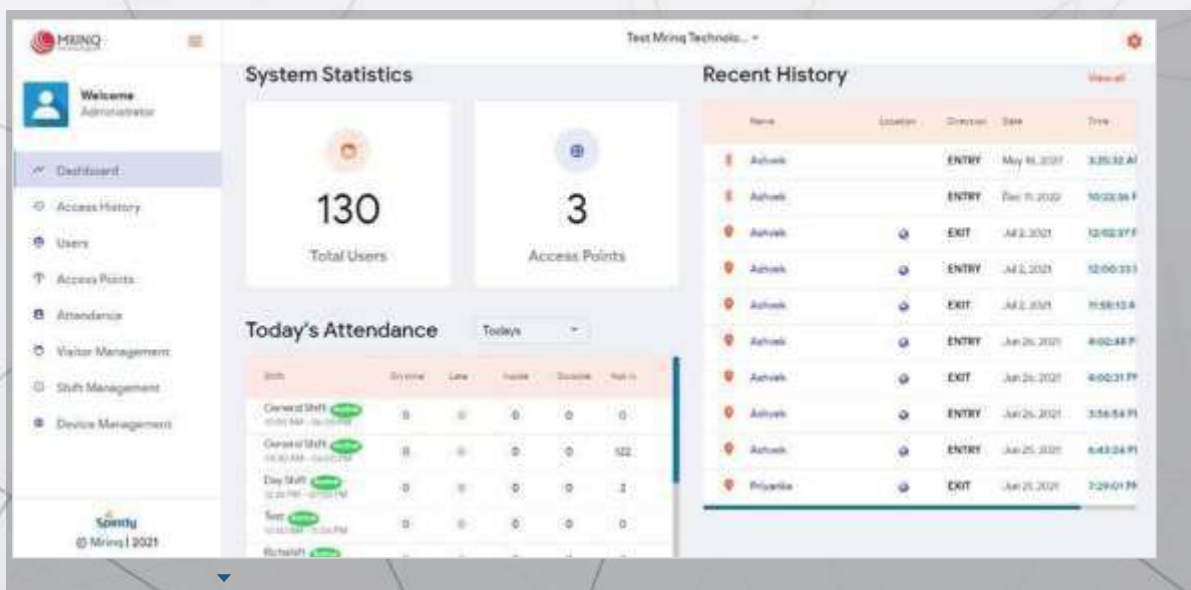
If the user is a part of multiple organisations, he can switch from one organisation to the other by clicking on the dropdown arrow.   (right on top next to the name of the organisation).

- **System Statistics:**

When an admin logs into his/her account for the first time, the dashboard will show just one user i.e.,the admin; until the admin starts adding more users.

The adjacent block/Access Points displays the total number of access barriers in the organisation.
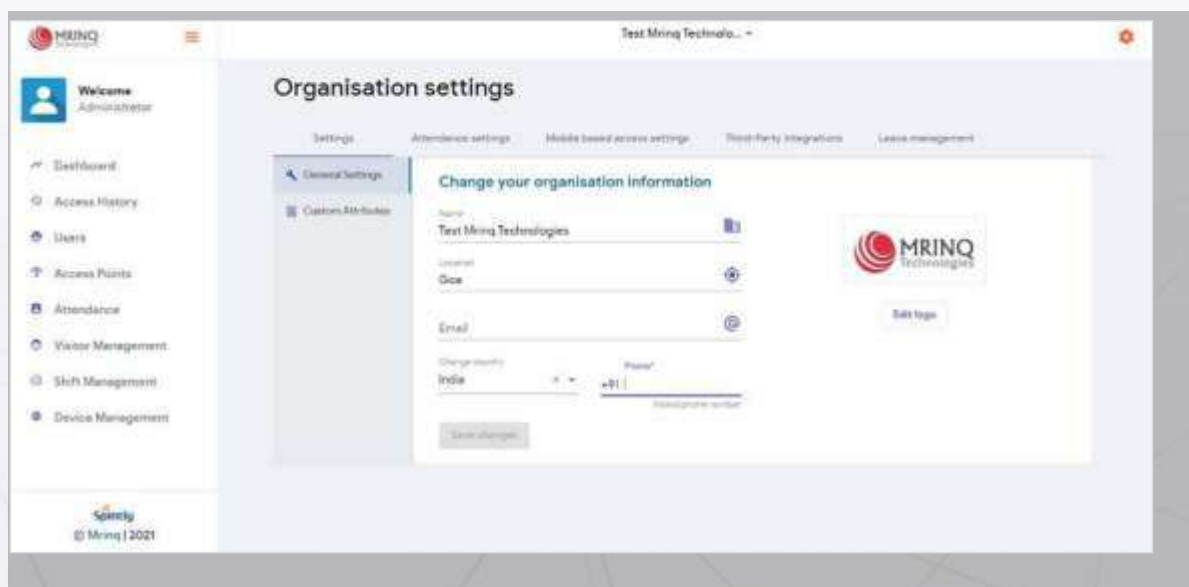
• Today's Attendance:

Shows the number of users On time, Late and Not reached office/Not In.

• Recent History:

Displays the access history of users or visitors. By clicking on "View All", the entire access history log can be viewed.

Organisation Settings

This is the first step that has to be done by the admin of the organisation before adding any users.

Settings Tab:

• General settings:

Enter the Name of your organisation, location, the generic Email ID and phone number. You can also add the logo of your organisation here and then save it.

• Custom Attributes:

Using this feature, the admin of the organisation can group users based on the attributes that he defines for his organisation. This also helps generate very specific/filtered reports.

Steps to create Attributes:

• Select Custom Attributes.

• The custom Attributes screen will then Open. You can then add the attributes by clicking on "Add Attributes" at the top right corner of the screen.

• Add an attribute name and assign values to that attribute.

• More values can be added to a particular attribute by clicking on the "Add"option.
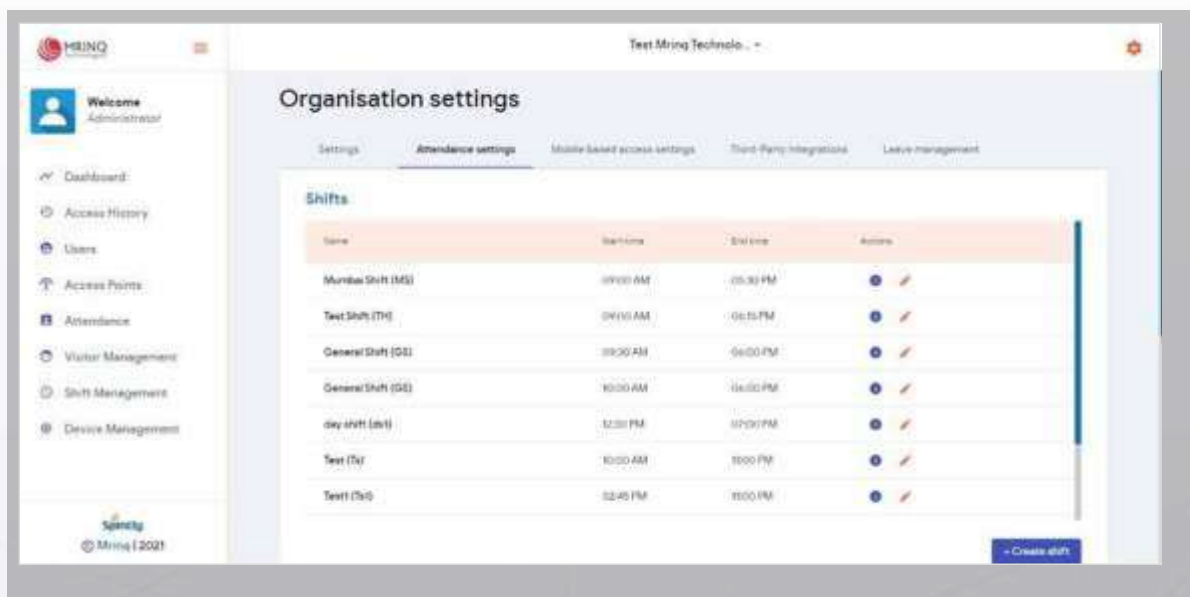
• Click on "Save Changes".

Edit Custom attributes for users:

• Select the Edit ✎ icon at the side of the attribute to be edited.

• After making changes, click on "Update".

Delete Custom attributes for users:

• Select the Delete icon next to the attribute to be deleted.

• Select 'Yes, delete'.

Attendance Settings Tab:

→ The organisation will have a General Shift (GS) by default. More shifts can be added by clicking on "Create Shift".

→ Admin can Create and Edit shifts. This section allows the admin to Add Breaks, Set Minimum Work Hours, Set Week Offs and OT.

→ A Shift cannot be deleted because deleting shifts may cause losing previous data. Alternatively, admin can unassign the unwanted shift and create a new shift and assign it to the required users.

A shift can be deleted by contacting support@spintly.com and raising a ticket. However, all previous datawill be lost by deleting the shift.

→ After Creating Shifts, users have to be assigned to their respective shifts.

• Enable Minimum Work Hour Setting: Admin can enable minimum work hour settings to enforce minimum working hours for half-day and full-day consideration.

• Enable Partial Working Day: Admin can enable certain days as partial working days which should be less than a full-day shift.

• Week-off Settings: Admin can customise the week-offs for each shift.

• Enable OT settings: Admin can enable and customise the overtime settings to calculate accurate extra working hours.

→ Steps to add Users (please refer to the "Shift Management" section of this guide).
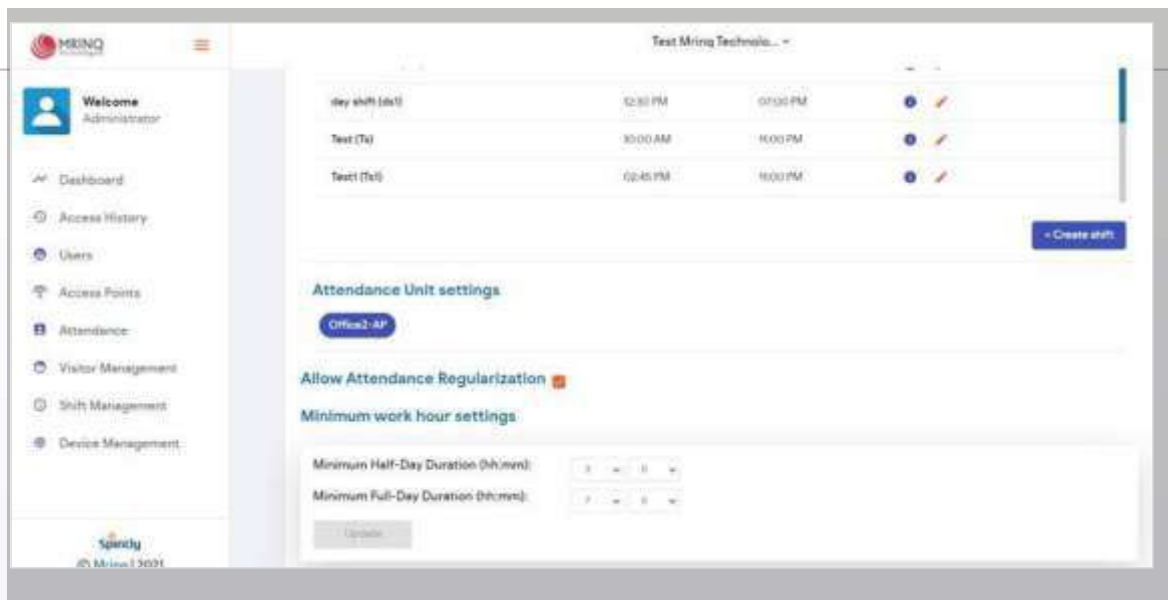
→ The "Attendance Unit settings" shows the unit which is used to track the attendance.

→ The "Minimum work hour settings" is calculated by the software. It calculates the minimum half day duration (MHDD) by dividing the minimum full day duration (MFDD)which is taken from the shift timings; and dividing it by 2. However, admin can set duration by clicking on the dropdown arrows and then clicking on "Update".

→ Attendance Regularization: If an employee has forgotten to mark their attendance due to any reason, they can request the admin to correct their attendance (on providing sufficient proof of his presence). The admin can then regularize the attendance to reflect 'Present' in the attendance reports.

Mobile based Access settings Tab:
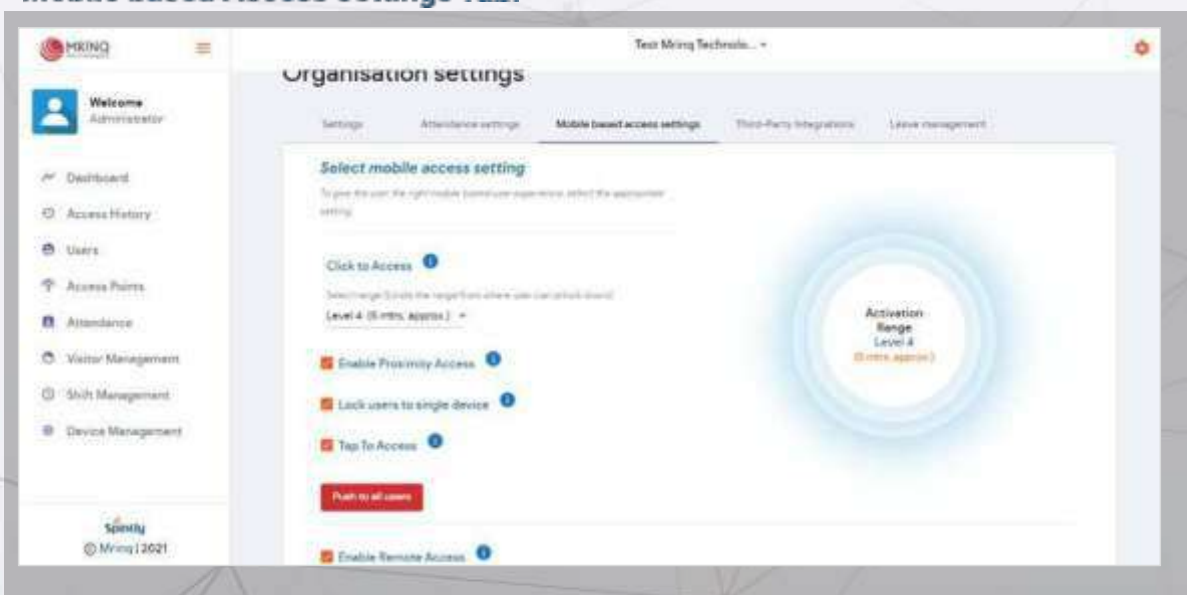
→ Click to Access:

The user can open Spintly Smart Access App and click on the door he has access to, this mode can be configured up to a maximum of 20-30 meters.

The Click to Access range selected at this level will determine the range for which the button will work for the users. (Note: this can be changed for users individually depending on whether they can access the barrier or not).

→ Proximity Access:

Is a type of access where a user has to be within the specified range to unlock the barrier automatically (as long as the app is running in the background and proximity access is enabled by the admin).

By checking the 'Enable Proximity Access' checkbox, proximity will be enabled for the users.

→ By selecting the 'lock users to single device' checkbox, the admin will be able to ensure that all the users in the organisation will not able to sign-into the Spintly App via another device without the knowledge of the admin.

→ Tap to Access:

This enables a user to gain access by tapping his mobile device on the reader (it is similar to using a card which requiresto be tapped on the reader)

→ This setting can be pushed to all the users by selecting "Push to all users". If admins want to enable proximity only for a few users, then this will have to be done individually for that user.

→ Remote Access:
By default, this mode of access is disabled to all users, this can be enabled to a specific user by the admin when the need arises. Once enabled the user can access the door from anywhere in the world.

By selecting "Enable Remote Access", the users in the organisation can be given permission individually to remotely access the barriers.

Leave Management Tab:

→ Leaves:

The admin can define the types of leaves which employees are entitled to and set limits for the same. Select the Applicable year: Select the type of year the organisation follows (calendar or financial). Select the Start Month and End Month.

The admin of the organisation can add the different types of leaves that are available for the users.Click on"Add leave" to add the leave, then enter the details of the leave and Save Changes. Repeat this step until all types of leavesare added.

➔ Holidays:

Admin can define mandatory and discretionary holidays for the employees and set a limit on the number of discretionary holidays.

To add holidays of your organisation, select the 'Holidays' tab and click on "Add Holiday". Enter the details and click on 'Save Changes'.
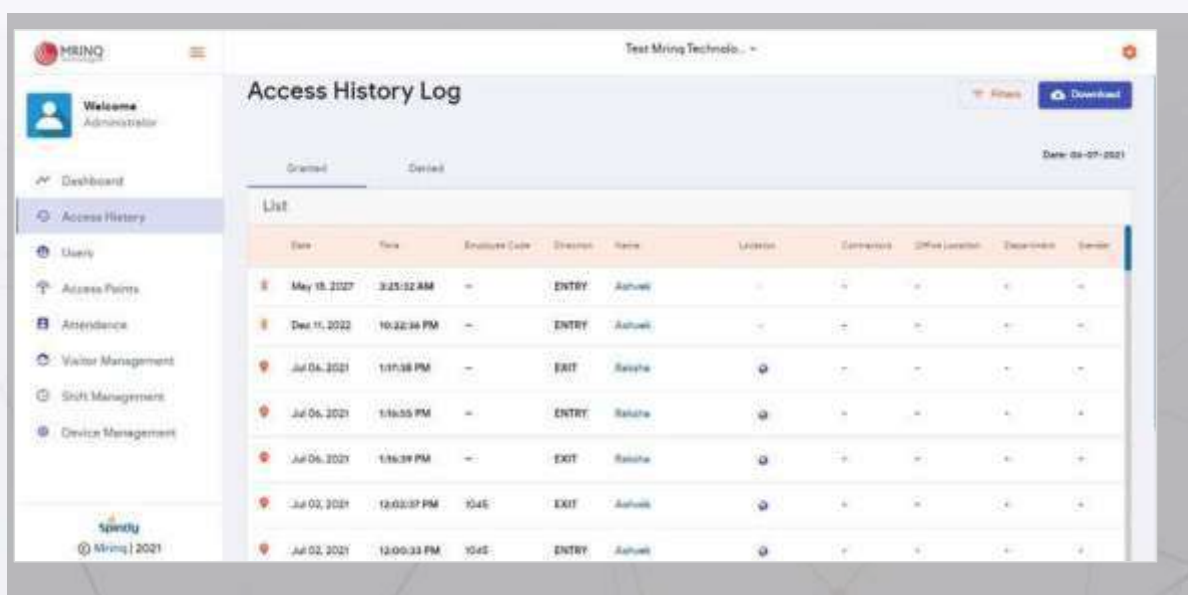
In the 'Annual Discretionary Limit', the admin can set the number of discretionary holidays that are allowed in the organisation and then click on 'Update'.

The admin can add all the discretionary holidays in the holiday list and then set a limit. This means that users will be able to apply for any of these discretionary holidays until they reach the limit.

ACCESS HISTORY
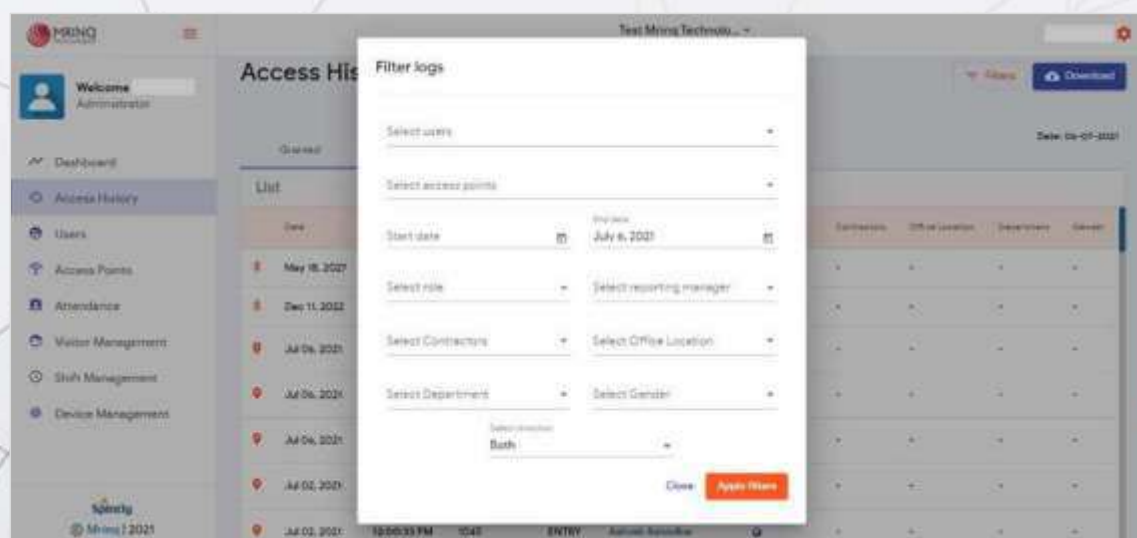
This section displays the Access History logs of your organisation. This data can be downloaded.

It also provides information on how the barrier was accessed based on the symbol that appears in the left side of the entry (Bluetooth, GPS, etc.).

Admin can also filter the data based on Users, Access Points, Date, Reporting Manager, etc. by selecting the "Filter" on the top right corner. The filtered data can be downloaded by clicking on "Download".

USER MANAGEMENT
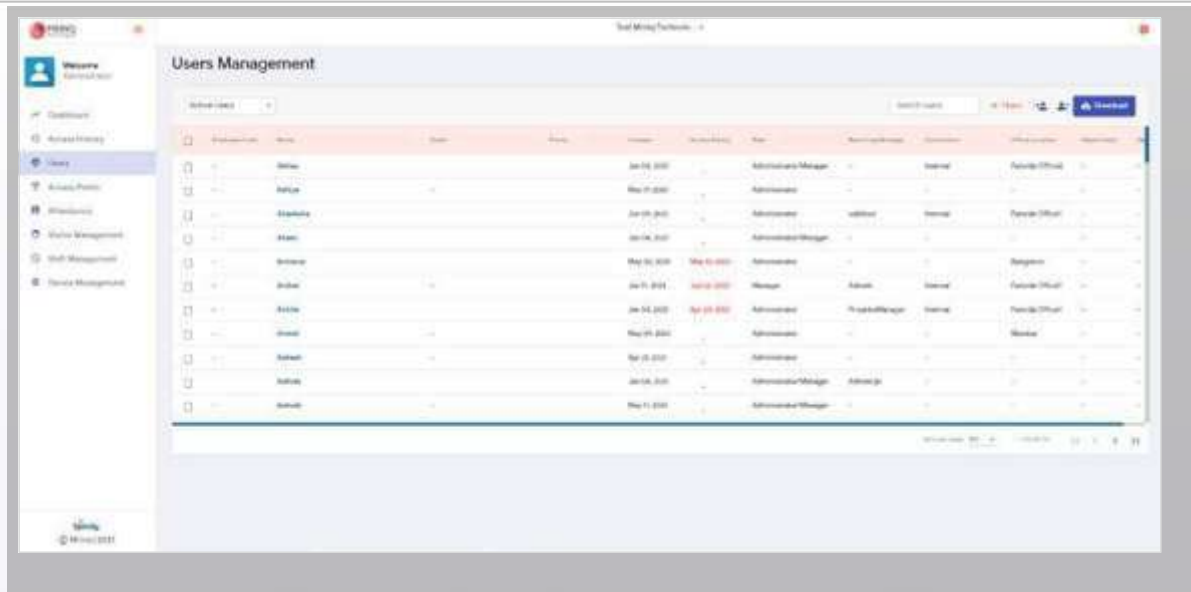
→ For adding a single user:

Select the image of 'Add User' 🖼 on the top right corner (next to filters).

Fill the details of the user in the dialog box that opens and save changes.
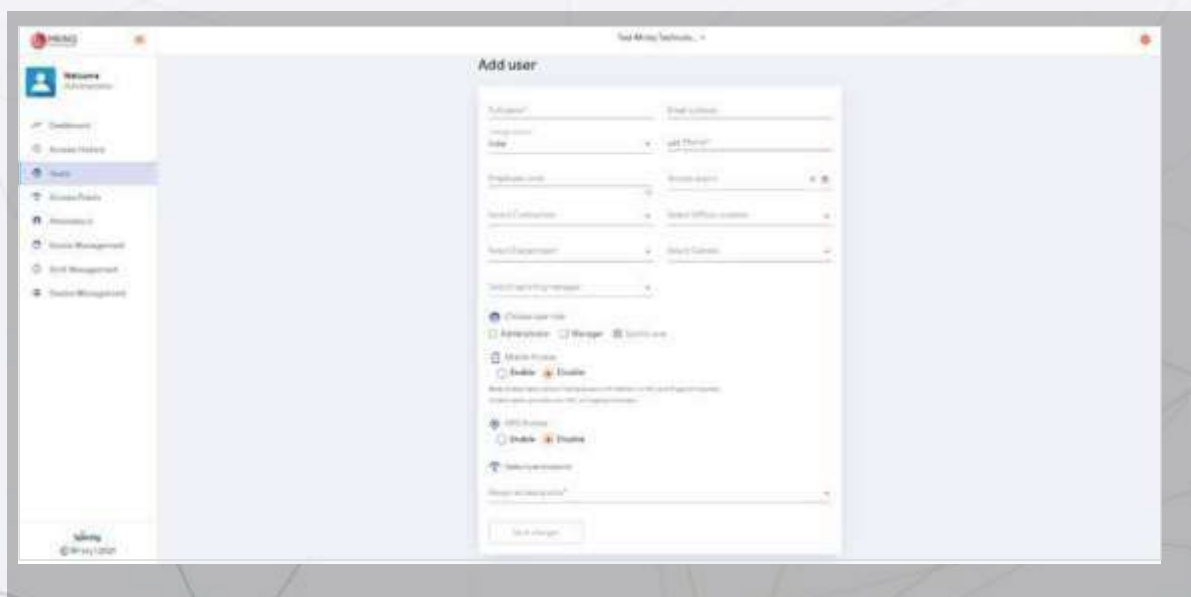
User Roles:

Administrator – Has access to all the settings and information in the organisation.

Manager – Has access to the data of the users that have him as their reporting manager.

User – Has access to his own data only.

Access expiry – Allows admin to set the date until which the user can have access to your organisation.

→ For importing a batch of users at a time:

Usually, organisations have their user data saved in an excel sheet which may consist of information of each user. Our software needs only the Name, Phone number, Email and Employee Code(optional) of each user. The file has to be saved in ".csv" format and this can be done by saving the excel file with csv extension.

Click on "to download the sample file click here", fill in the details in the sample file and upload the file. Select the 'Upload xlsx' 🖼 icon on the top right corner (next to Download) and Upload the excel file.
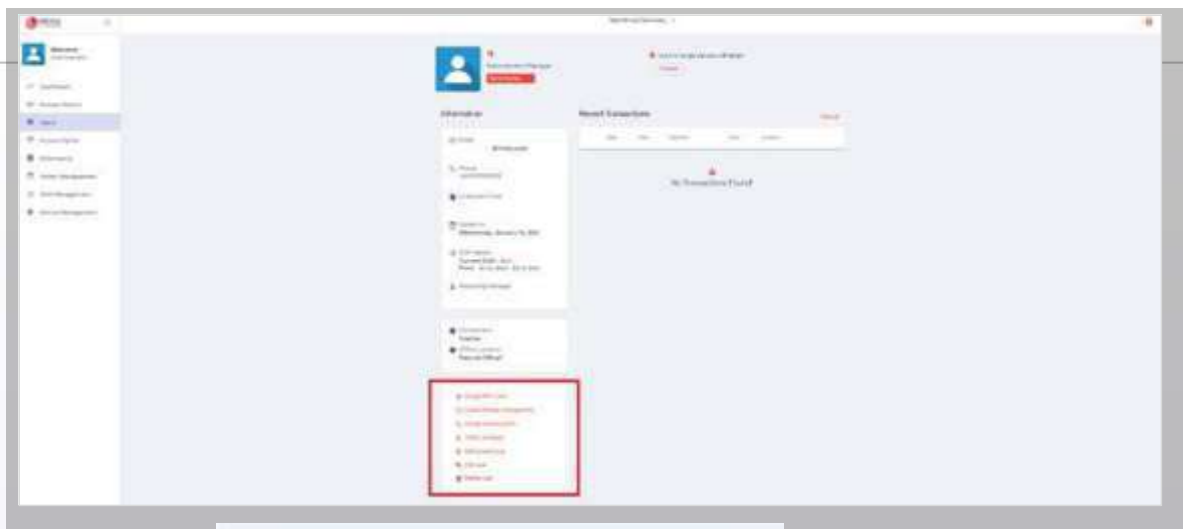
- † Assign NFC Card
- ⏲ Leave/Holiday management
- ³⁄ₐ Assign access points
- ⚎ Visitor privilege
- † Edit access type
- 🔧 Edit user
- 🗑 Delete user

User details:

Once the user is added, the user detail page can be opened by clicking on the name of the user in the user list.

The user detail page has a list of editing options:

→ **Leave/Holiday Management:**

By clicking on "Leave/Holiday Management", a list of all the leaves and holidays that the user is eligible for will appear.

The admin can select 'Apply leave' to assign a leave to the user and 'Assign Discretionary holiday' to assign a holiday.

Note: Leave and Discretionary Holiday has to be approved by the admin via the Spintly app.

→ **Assign Access Points:**

The barrier permissions can be updated by clicking on "Assign Access Points".

The user can be dragged and dropped from "All Access Points" to "Assigned Access Points" to assign a new barrier to the user and vice versa to unassign a user. And Save Changes.

→ **Edit Access Type:**

The access type settings for the user can be updated by clicking on "Edit Access Type".

Each of these settings can be updated for each user. These settings have to be first enabled in the Organisation settings. The Settings can be pushed to All users from the organisation settings and then can be changed here as per the requirements for each user.

But Remote Access settings can only be enabled in the organization settings and then enabled for each user if required.

→ **Edit User:**

The admin can edit the user's details by selecting "Edit User". Except for the phone number, all other details can be updated.

→ **Delete User:**

A user can be deleted by selecting "Delete User". However, all previous access and attendance data of the user will be lost after deleting the user.

ACCESS POINTS

Access Point Management shows the list of access barriers / access points in the organization.

→ "Edit Access Point" allows the admin to edit the name and location of the barrier/access point.

→ "Modify permissions" allows the admin to update the permissions of the barrier i.e., assigning or unassigning the access point to the user
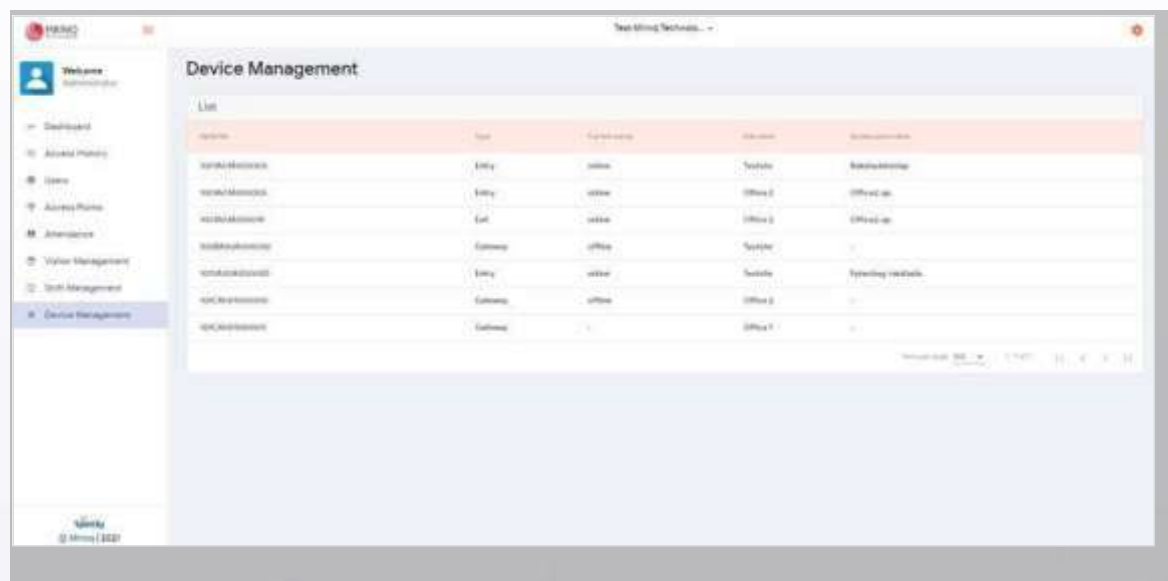
The user can be dragged and dropped from "All Users" to "Assigned Users" to assign a new barrier to the user and vice versa to unassign a user.

DEVICE MANAGEMENT

Device Management section displays the list of all the devices in the organisation and the current status of the Device / Gateway: whether it is Online(connected to Wi-Fi) or Offline (not connected to Wi-Fi).

Thank you for being a part of Spintly.

We value your business with us.