SAFR®
Attendance
Log Solution
Guide

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Note: Documentation pertaining to the macOS platform is no longer being actively maintained.

Contents

1 Attendance Log Solution Guide

This solution guide describes how to set up SAFR so that it can be used to record attendance to an event via a self-registration kiosk. New arrivals will go to the kiosk, click the screen to wake it up if necessary, and wait for their name to be displayed. If recognition occurs, then a welcome message is displayed. If recognition does not occur, then the user is prompted to click on the purple oval around their face to register themselves.

For simplicity's sake, this guide assumes that you're using a SAFR Cloud License. If you're using a SAFR On-Premises License, you'll also need to install and manage the SAFR Server.

1.1 Required Hardware and Software

1.1.1 Required Hardware

- One Android tablet for every entrance you want monitored. (iOS tablets could also be used, although some of the details will be slightly different.) See the Mobile tab of SAFR System Requirements for recommended tablet specifications.

1.1.2 Required Software
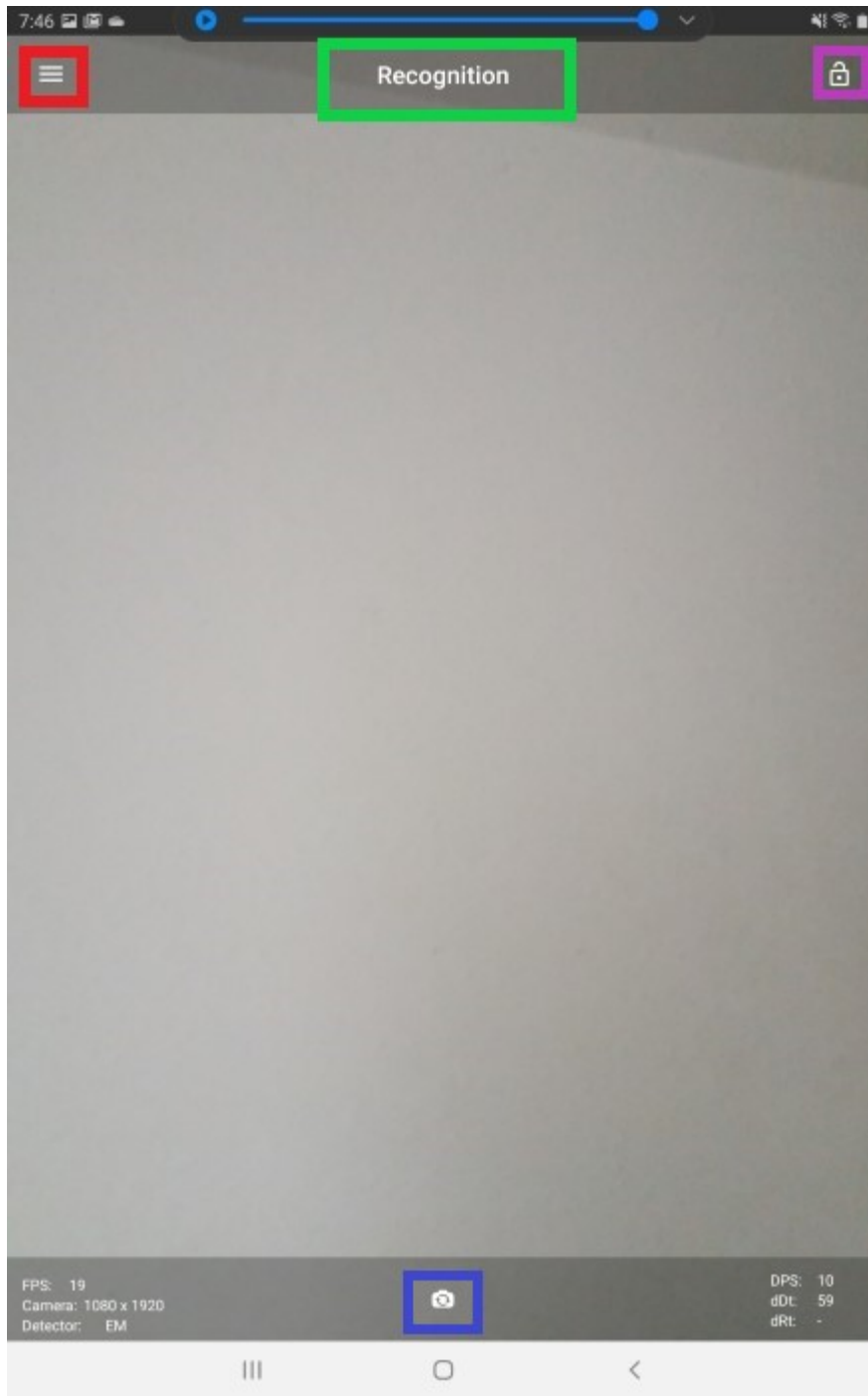
- Install SAFR Mobile Client on every Android tablet you're going to use.

1.2 Create Registration Kiosks

For every Android tablet that you're using, do the following:

1. Download and install the SAFR Mobile installer for Android from the SAFR Download Portal.
2. Allow SAFR to take pictures and record video when prompted by the dialog.
3. Enter your SAFR credentials when prompted.

4. Tap on the Operator Mode (the text enclosed in the green rectangle) and select **Registration Kiosk** from the drop-down menu.

5. Choose whether to use your tablet's default camera (i.e. the camera pointed at the tablet's operator) or its front-facing camera by tapping on the camera selection icon (outlined by the blue rectangle). Because we want users to see and interact with the tablet's screen, select your tablet's default camera.

6. Configure your client's preference settings by tapping on the hamburger icon (outlined by the red rectangle), and then selecting **App Settings**. You'll be taken to the preference menus; you can change which preference menu you're configuring by selecting the appropriate icon along the bottom. Configure the following settings:

   • **Events Menu**:

- **Report events** - Enable.
- **Include Unrecognizable Events** - Disable.
- **Include Stranger Events** - Disable.
- **Include Speculated Identity Events** - Disable.

7. To prevent unauthorized access to the tablet, lock the screen by tapping on the icon outlined by the purple rectangle.
8. Your tablet can now function as a registration kiosk.

1.3 Test Your Registration Kiosks

To make sure your registration kiosks are functioning correctly, do the following:

1. Show your face to a registration kiosk and wait for a purple oval to appear around your face. You should also see the text "Tap face to register" below your face.
2. Tap your face. You'll be prompted to enter your name.
3. Enter your name and tap **Register**.
4. Hide your face from all registration kiosks.
5. Show your face to a registration kiosk and wait for a green oval to appear around your face. Your name should appear at the bottom of the oval.
6. You have now verified that your registration kiosks are functioning as expected.

1.4 Reporting

To create a report that summarizes the attendance data for the day, do the following:

1. Go to the SAFR Web Console, located at https://safr.real.com/console/status.
2. Go to the Reports Page by clicking on **Reports** near the top of the page.
3. Click on Attendance Dashboard.
4. You'll be prompted to enter the parameters for the report. You can accept all the default parameters.

5. You'll be presented with a dashboard that is automatically updated every minute with the latest data for the day.

01/29/2020 ⬇

Photo	Name	First Seen	Last Seen	Accu.Time
	Jason Metheny employee	07:03 RNHQ 6015-Door	15:27 RNHQ HR-Door	08:23:52
	Ann Shepard employee	06:57 RNHQ 6100-Door	15:06 RNHQ Cafe-Door	08:08:45
	Alex Gildner employee	08:18 RNHQ Cafe-Door	15:24 RNHQ Cafe-Door	07:05:49
	Dan Grimm employee	08:29 RNHQ 6851-Door	15:34 RNHQ Cafe-Door	07:05:02
	Elaine Eng employee	08:43 RNHQ Cafe-Door	15:44 RNHQ Cafe-Door	07:01:45
	Andrew Grimm employee	08:37 RNHQ Cafe-Door	15:29 RNHQ Cafe-Door	06:52:36