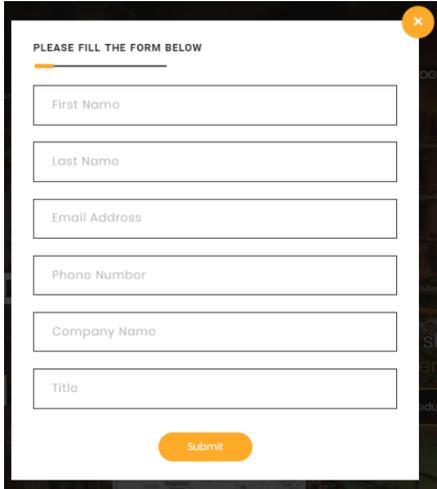


PenguinIN PenTrack Essential – Integration Guide

In order to deploy our **PenguinIN PenTrack Essential (Automated Attendance)** product for a first trial, please follow the 3 steps listed below. The demo offered here only includes Automated Attendance and requires a Bluetooth Low-Energy Tag. After following the steps described below, you will be able to check your current and historical location data in our user-friendly web portal.

1) Ask for a Demo:

Send us an email (info@penguinin.com) or fill out the form “Schedule a Demo” on our website (www.penguinin.com) in order to ask for a demo of our **Automated Attendance** solution.



A screenshot of a web form titled "PLEASE FILL THE FORM BELOW". The form contains six text input fields: "First Name", "Last Name", "Email Address", "Phone Number", "Company Name", and "Title". Below the fields is a yellow "Submit" button. The form is displayed in a browser window with a close button in the top right corner.

Figure 1: Ask for a Demo

2) Preparation for Your Demo

- a) We will send you an *email* and ask you to provide us with some information. Your reply via email should contain:
1. A floor map of the floor that you choose for the demo
 2. AP (Access Point) Locations with MAC addresses

3. Desired zones for tracking: zones should be marked in the map; each zone should have a surface of at least 3x3 meters and contains at least one access point
 4. MAC address of the tag that will be used in the demo (a staff member will be created using your username associated with this tag)
- b) In order to enable the API access and generate API token, follow the three steps that are described in the Meraki Documentation:
1. Enable API Access:
https://documentation.meraki.com/zGeneral_Administration/Other_Topics/The_Cisco_Meraki_Dashboard_API#Enable_API_access
 2. Enable Scanning API:
https://documentation.meraki.com/MR/Monitoring_and_Reporting/Location_Analytics#Scanning_API
 3. Enable Bluetooth Scanning:
https://documentation.meraki.com/MR/Monitoring_and_Reporting/Location_Analytics#Enable_Bluetooth_Scanning
- c) Now you can visit the following link:
<https://penguinin.westus2.cloudapp.azure.com/MerakiATWebPortal/venues>

To access the web portal, please use the following login credentials:

Username: ecosystem@meraki.com

Password: meraki#2019

3) Your Demo

After log in, you can find the following analytics:

a) *Presence Report*: Shows a list with all employees who are present and who are absent at the time of request and for a particular zone.

1. Click on “Analytics”, then “Presence Report”.
2. Select a floor, a specific zone or all zones out of the drop down list.
3. Click on “Search”.
4. A list with dummy data and your username and their current status (absent or present in the zone) is shown.

b) *Attendance Report*: Shows an employee’s first time of arrival and last time of departure and time spent in office per day for every day within this specific period.

1. Click on “Analytics”, then “Attendance Report”.
2. Select a year and a month, a department or all departments and your username out of Drop Down List.
3. Click on “Search”.
4. Your Attendance report is shown.

c) *Activity Report*: Shows all entry/exit events for a given zone with the duration per event for one specific employee. Only durations of 2 minutes and greater are captured.

1. Click on “Analytics”, then on “Activity Report”.
2. Select date out of calendar, floor, zone and username out of Drop Down List.
3. Click on “Search”.
4. Your Activity Report is shown.

d) *Online Monitoring*: On the user-friendly map shown in the web portal, you can check the staff tag that is moving once you change your location.

1. Click on “Analytics”, then “Online Monitoring”.
2. Select a floor. Check the box with the username.
3. Your current position is shown on the map. It is updated every second.

If you need further information or have any questions, please do not hesitate to contact us on info@penguinin.com

Please note: The provided Staff Tracking solution is for demo purposes only. Due to this fact, the accuracy might not reach its full potential. By acquiring PenguinIN’s solution with our managed service, best-in-class accuracy is guaranteed, also long after initial deployment.