



ATTENDANCE MANAGEMENT SYSTEM & VISITOR APP

USER OPERATION MANUAL



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PREFACE

Welcome to Attendance Management Application and Visitor App

Congratulations on your choice for **Attendance management system** in your organisation. An attendance management system is a software application , which is used to manage and track the attendance of employees in an organization.

This application also helps in managing the leave requests of employees and tracking their leave balances and In/Out movement.

A **Visitor app** is a software application that allows the organizations to manage the visitors.

Visitor app allow visitors to register before their arrival, providing their personal information and the purpose of their visit.

How to use this Manual?

This manual is designed to help you quickly learn to use **Attendance management system** and **visitor app** Application. Use this manual as a reference guide to acquaint yourself with the features of application's Ticket Dashboard. In case if you need any assistance while working with any option, look up for the particular topic in the table of contents and refer to the specified page number in the manual. The manual explains each option in detail and also gives notes on each option.

How is this Manual Categorized?

This manual has been divided into chapters to facilitate easy access to specific topics. The chapter-wise distributions are as follows:

Chapter 1: Admin Panel

Chapter 2: Attendance Management System

Chapter 3: Visitor App

Table of Contents

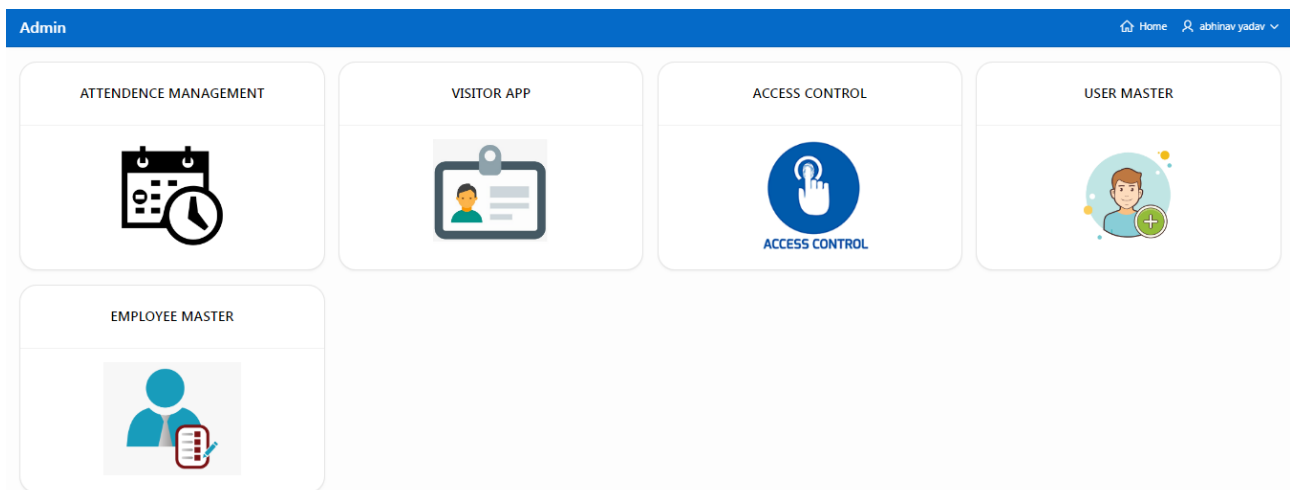
1.0	Admin Panel	4
1.1	EMPLOYEE MASTER	4
1.2	USER.....	6
1.3	CONTROL ACCESS.....	7
2.0	Attendace Management System	8
2.1	DASHBOARD	8
2.2	IN/OUT	10
2.3	IN/OUT APPROVAL.....	10
2.4	APPLY LEAVE	11
2.5	LEAVE APPROVAL.....	12
2.6	GATE PASS.....	12
2.7	GATE PASS APPROVAL	13
2.8	GATE PASS IN/OUT.....	14
2.9	REPORTS	15
2.10	ADMIN	16
2.11	USER AREA	17
3.0	VISITOR APP	20
3.1	DASHBOARD	20
3.2	RAISE PASS REQUEST	21
3.3	PASS APPROVAL	21
3.4	VISITORY ENTRY	22
3.5	VISITOR EXIT.....	22
3.6	VISITOR PRINT CARD	23
3.7	VISITOR REGISTER	24

1. ADMIN PANEL

Employee Master is used to register the new employees. For registering a new employee, you need to click on the employee master ticker.

It will open a report with **Create button** for registering single user, click on that button and fill all the details in the required fields and click on **save button**.

For editing, click on the edit (pencil) button, and edit the information as per your requirement and Save it.



Admin															
Home abhinav yadav															
Employees															
Sample Upload Create Back															
Q Go Actions															
	Employee Id	First Name	Middle Name	Last Name	Manager	Department	Contract Start Date	Contract End Date	Dob	Gender	Active	Address	Contact No.	City	State
	CON000	ADMIN			ADMIN	FINANCE & ACCOUNTS	2/1/2023	12/31/2023	7/8/1999	Male	Yes	NOIDA	8542005876		
	CON0020	AAKASH		GUPTA	ADMIN	FINANCE & ACCOUNTS	2/1/2023	12/31/2023	7/8/1999	Male	Yes	DELHI	9548621876	VARANASI	UP
	CON0050	SAURAV		SHARMA	ADMIN	FINANCE & ACCOUNTS	2/1/2023	12/31/2023	10/8/1997	Male	Yes	NOIDA	951365653	NOIDA	UP
	CON001	ASHWIN		KUMAR	ABHINAV KUMAR YADAV	FINANCE & ACCOUNTS	2/1/2023	12/31/2023	7/8/1995	Male	Yes	NOIDA	8542005876	NOIDA	UP
	CON0010	ABHINAV	KUMAR	YADAV	ABHINAV KUMAR YADAV	FINANCE & ACCOUNTS	2/1/2023	12/31/2023	7/8/1999	Male	Yes	NOIDA	8542005876	PATNA	BIHAR
	CON0030	ANURAG		RAWAT	ABHINAV KUMAR YADAV	FINANCE & ACCOUNTS	2/1/2023	12/31/2023	7/8/1999	Male	Yes	NOIDA	9876541234	AMRITSAR	PUNJAB
	CON0040	ANIL		KUMAR	ABHINAV KUMAR YADAV	FINANCE & ACCOUNTS	2/1/2023	12/31/2023	7/9/1998	Male	Yes	NOIDA	8542012341	NOIDA	UP
	CON999	Rahul		Kumar	ABHINAV KUMAR YADAV	DESIGN	1/1/2023	3/1/2024	2/15/1996	Male	Yes	B-65	96534242	Noida	UP
	CON002	ROHIT		SHARMA		FINANCE & ACCOUNTS	2/1/2023	12/31/2023	7/8/1996	Male	Yes	NOIDA	9548621876	NOIDA	UP

Admin

[Home](#) [abhinav yadav](#)

Employee Registration

Employee Id

Location

Employee First Name

Employee Middle Name

Employee Last Name

Manager

Department

Designation

Contract Start Date

Contract End Date

DOB

State

City

Address

Id Type

Id No

Contact No

Role

Status

Gender

<--Select Role-->

☒ On ☐ Off

☐ Female ☒ Male

Save

Click on **Sample button** , it will help you to download the sample format for uploading the required sheet .

For uploading Sheet of the employees , click on **Upload** button. It will open a form where you'll have to upload a file according to the sample format downloaded by **Sample button** . Now, upload a file by clicking on upload button that'll help all the users which is in the uploaded sheets will get registered automatically.

Admin

Home
abhinav yadav

Employees

Sample
Upload
Create
Back

	Employee Id	First Name	Middle Name	Last Name	Designation	Department	Joining Date	Relieving Date	Gender	Active	Address
	CON000	ADMIN									
	CON0020	AAKASH									
	CON0050	SAURAV									
	CON001	ASHWIN		KUMAR	ABHINAV KUMAR YADAV	FINANCE & ACCOUNTS	2/1/2023	12/31/2023	7/8/1995	Male	Yes
	CON0010	ABHINAV	KUMAR	YADAV	ABHINAV KUMAR YADAV	FINANCE & ACCOUNTS	2/1/2023	12/31/2023	7/8/1999	Male	Yes
	CON0030	ANURAG		RAWAT	ABHINAV KUMAR YADAV	FINANCE & ACCOUNTS	2/1/2023	12/31/2023	7/8/1999	Male	Yes

Upload

Choose File

Cancel

1.2 USER:

User Master is used to create the login credentials for the registered employees.

In this , you can select an Employee from its list for whom you want to create the login credentials. Now , fill their Employee Id and enter its Password . Also, enter all the required details of that particular employee and assign them their job role .Now, click on **Save button** for saving it .

After creating the users, you can also edit the information by clicking on the pencil icon.

Admin

Home abhinav yadav

Employee Registration

Employee

Manager

Employee Id

Password

Role
<--Select Role -->

Status

Save

Cancel

Admin

Home abhinav yadav

Users

Create Back

Q Go

	Employee id	Employee Name	Status
	CON001	ASHWIN KUMAR	ACTIVE
	CON0010	ABHINAV KUMAR YADAV	ACTIVE
	CON0020	AAKASH GUPTA	ACTIVE
	CON0030	ANURAG RAWAT	ACTIVE
	CON0050	SAURAV SHARMA	ACTIVE
	CON999	Rahul Kumar	ACTIVE
	CON111	CON111	ACTIVE

1 - 7

1.3 Access Control:

Now, you need to provide access of application to the users.

Click on Access Control , it will open a form . Now , in the form select the User name and Module name as (APP/user master).

After that choose one of the Application for which you want to give access to that user and then save.

Admin Home abhinav yadav

Application Access

User Name: ABHINAV YADAV Module Name: Apps

Applications:

- VISITOR APP
- ATTENDANCE MANAGEMENT

Save Cancel

Admin Home abhinav yadav

Application Access

User Name: ABHINAV YADAV Module Name: Apps

Applications:

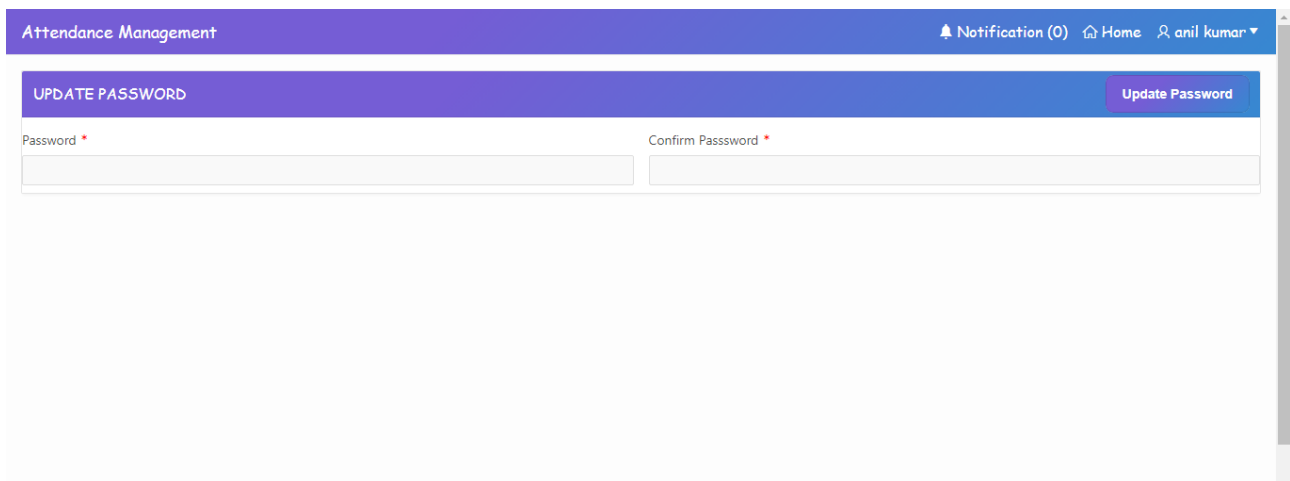
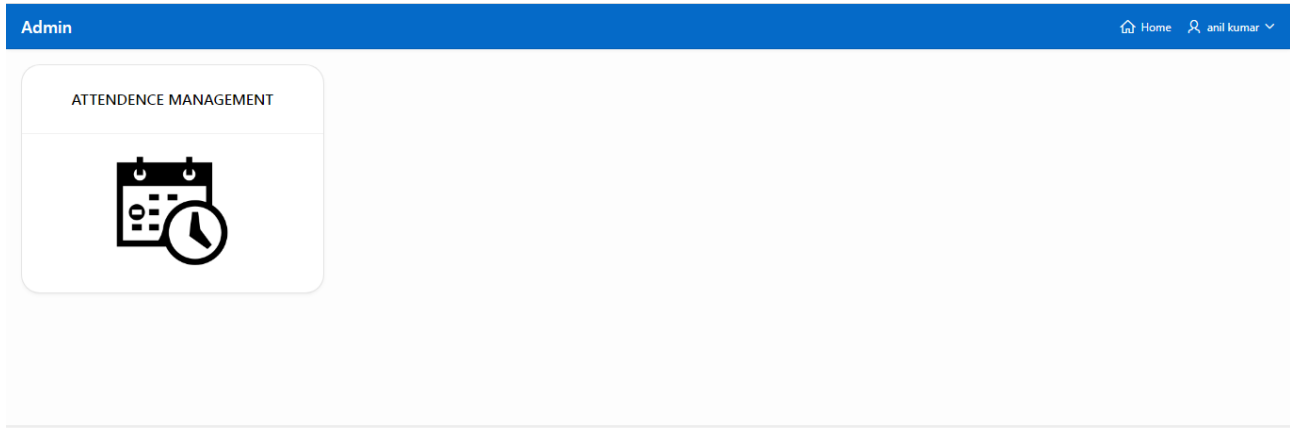
- VISITOR APP

ATTENDANCE MANAGEMENT

Save Cancel

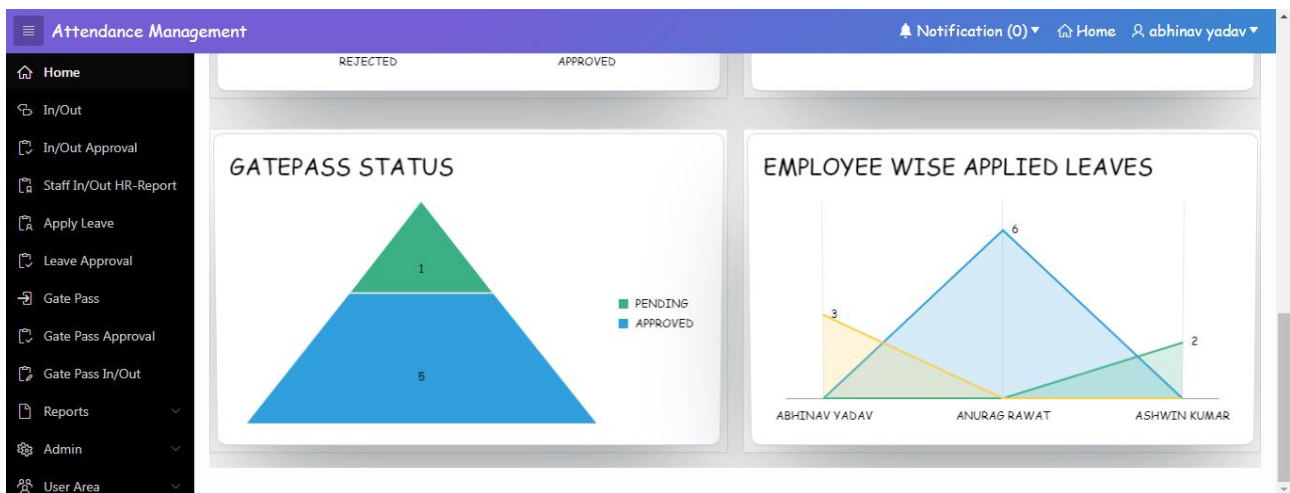
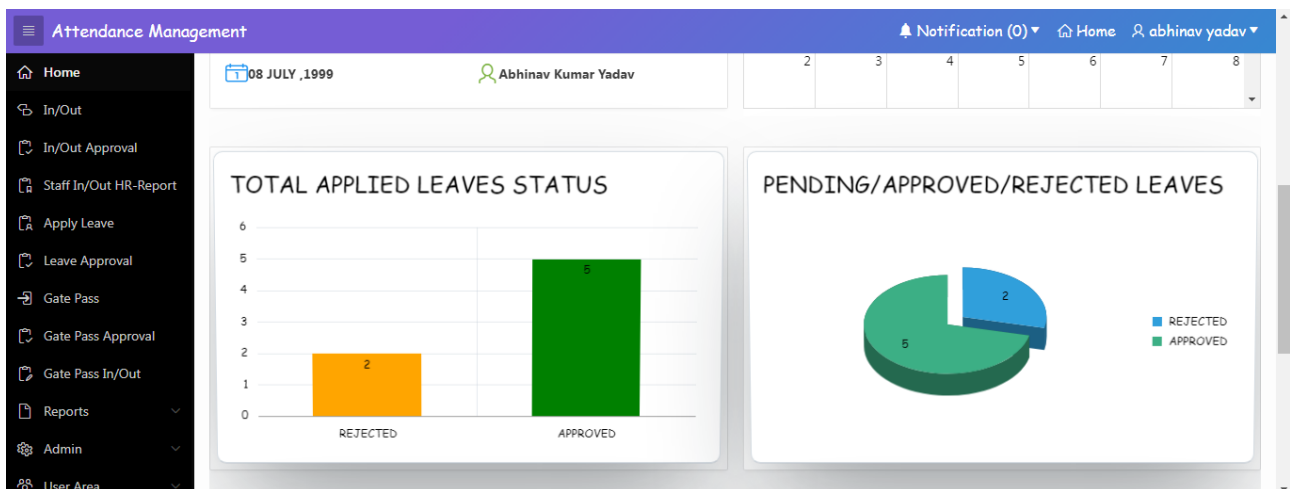
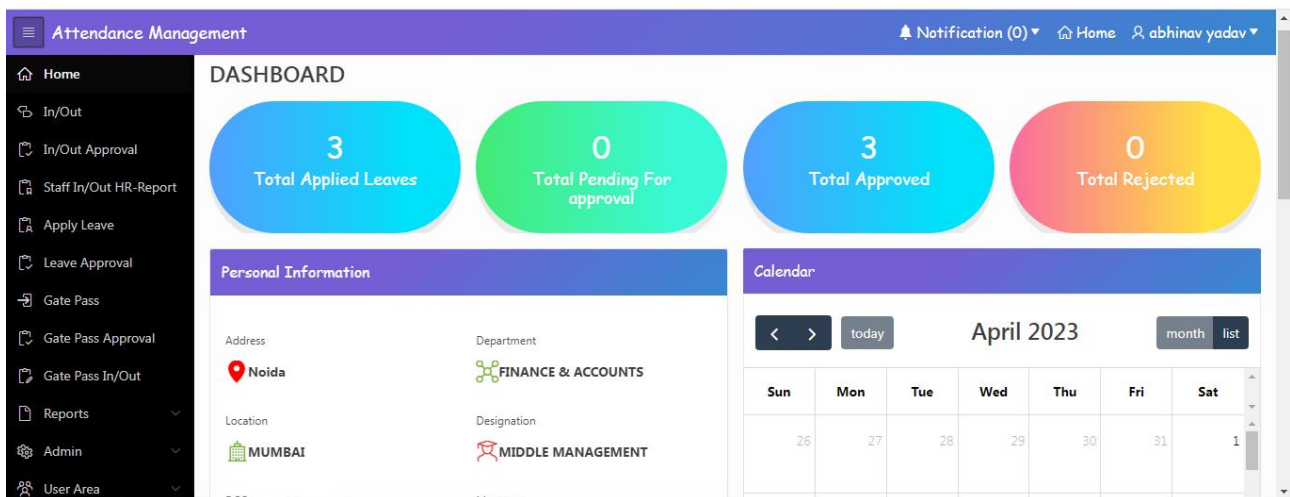
2. Attendance Management App

Now, the users who have access of Attendance management app can login in app and will click on the attendance management. After that , they will enter into Attendance management app . If they have logged in for the first time, they will have to change the password first.



2.1 Dashboard

After changing the password , user will be able to see their Dashboard page where they can see the KPI's about leaves and their personal information .



2.2 IN/OUT

In this In/Out Attendance page user can mark in the attendance by clicking **In button**. On same page user can also see their In/out Attendance report in the below .

The screenshot shows the 'In/Out Attendance' page. It features a sidebar with navigation options: Home, In/Out, In/Out Approval, Staff In/Out HR-Report, Apply Leave, Leave Approval, Gate Pass, Gate Pass Approval, Gate Pass In/Out, Reports, Admin, and User Area. The main content area has a header 'In/Out Attendance' and a form for marking attendance. The form includes fields for Attendance Date (24-APR-23), Employee Name (ABHINAV KUMAR YADAV), Department (FINANCE & ACCOUNTS), In Time (00:00:00), Out Time (00:00:00), and Manager Name (ABHINAV KUMAR YADAV). There is a blue 'In' button. Below the form is a 'History' section with a search bar and a table of attendance records.

Attendance Date	In Time	Out Time	Status
07-APR-23	07-04-2023 11:55	-	Pending
06-APR-23	06-04-2023 19:54	06-04-2023 19:56	Reject
23-FEB-23	23-02-2023 15:03	06-04-2023 19:56	Pending
10-FEB-23	10-02-2023 15:57	10-02-2023 15:59	Pending

2.3 IN/OUT Approval

When user mark the In and Out for a day, then it will be forwarded to their manager and it will get visible in **In/out Approval page**.

Their Manager can Approve or Reject their attendance.

The screenshot shows the 'In/Out Approval' page. It features a sidebar with navigation options: Home, In/Out, In/Out Approval, Staff In/Out HR-Report, Apply Leave, Leave Approval, Gate Pass, Gate Pass Approval, Gate Pass In/Out, Reports, Admin, and User Area. The main content area has a header 'In/Out Approval' and a table of attendance records. The table has columns for Emp Id, Employee, In Time, Out Time, Remarks, and Attendance Date. There are two rows of data. Below the table is a '1 rows selected' status bar and a 'Total 2' count. There are two buttons: 'Approve' and 'Reject'.

Emp Id	Employee	In Time	Out Time	Remarks	Attendance Date
CON0010	ABHINAV KUMAR YADAV	07-04-2023 11:55:48	24-04-2023 13:56:51	-	07-APR-23
CON0010	ABHINAV KUMAR YADAV	24-04-2023 13:56:32	24-04-2023 13:56:51	-	24-APR-23

2.4 Apply Leave

If the user wants to apply leave, then click on **Apply Leave** from Navigation Menu . It will open a form , where you'll have to fill all the required details like Start date, End date ,Type of leave, Reason and etc.

Then, submit it to the manager for approval .

User can also see the Leave Entitled, Approved Leave , Rejected Leave , Aailed leave and Leave pending for approval and etc. below the report.

The screenshot shows the 'Apply Leave' form in the Attendance Management system. The form is titled 'Apply Leave' and has a 'Back' button. It contains the following fields:

- Entry Date:** 24-APR-23
- Employee:** ABHINAV YADAV
- Manager Name:** ABHINAV KUMAR YADAV
- Start Date:** 21-Apr-23
- End Date:** 21-Apr-23
- No. of Days:** 1
- Reason:** Not well

Below the form is a section titled 'Details of Leave for Selected Date'.

The screenshot shows the 'Details of Leave for Selected Date' section in the Attendance Management system. It displays a table with the following data:

Leave Date	Leave Type	Leave Duration
21-APR-23	Casual Leave	Full Day

1 rows selected

Buttons: X Clear, Submit to Manager

Leave Entitled Applied Leave Approved Leave Reject Leave

Leave Entitled

Leave Type	Leave Entitled	Leave Aailed	Pending for Approval
Casual	10.0	2.0	0.0
Medical	5.0	0.0	0.0
Earned	12.0	1.0	0.0

2.5 Leave Approval

When user will apply leave then it will get forwarded to the manager and will get visible in **Leave approval page**.

Manager can Approve or reject the leave.

The screenshot shows the 'Leave Approval' page within the 'Attendance Management' system. The page has a sidebar with navigation options: Home, In/Out, In/Out Approval, Staff In/Out HR-Report, Apply Leave, Leave Approval (selected), Gate Pass, Gate Pass Approval, Gate Pass In/Out, Reports, Admin, and User Area. The main content area is titled 'Leave Approval' and features a search bar, a 'Go' button, and a 'Save' button. Below this is a table with columns: Applied Date, Employee Id, Employee, Start Date, End Date, Reason, Manager Remarks, Leave Detail, and Leave History. A single row is displayed for employee ABHINAV KUMAR YADAV, with a start date of 21-APR-23 and an end date of 21-APR-23, reason 'Not well'. At the bottom, there are 'Approve' and 'Reject' buttons. The status bar indicates '1 rows selected' and 'Total 1'.

Applied Date	Employee Id	Employee	Start Date	End Date	Reason	Manager Remarks	Leave Detail	Leave History
24-APR-23	CON0010	ABHINAV KUMA...	21-APR-23	21-APR-23	Not well	-		

2.6 Gate Pass

If the user wants to go outside , then he will have to create Gate pass.

After creating Gate pass, manager will approve the **Pass**

Now , by clicking on **View button** user can see their entire gate pass and to print the pass he'll have to click on print button to print the approved pass.

The screenshot shows the 'Gate Pass Entry' page within the 'Attendance Management' system. The page has a sidebar with navigation options: Home, In/Out, In/Out Approval, Staff In/Out HR-Report, Apply Leave, Leave Approval, Gate Pass (selected), Gate Pass Approval, Gate Pass In/Out, Reports, Admin, and User Area. The main content area is titled 'Personal Details' and features a 'View' button and a 'Print' button. Below this are fields for Employee Name (ABHINAV KUMAR YADAV), Employee ID (CON0010), Designation (MIDDLE MANAGEMENT), Department (FINANCE & ACCOUNTS), Date of Joining, Entry Date (24-APR-23), and Gatepass Number (G-02-011-24042023). At the bottom, there is a 'GATEPASS ENTRY' button.

Employee Name	Employee ID
ABHINAV KUMAR YADAV	CON0010

Designation	Department	Date of Joining
MIDDLE MANAGEMENT	FINANCE & ACCOUNTS	

Entry Date	Gatepass Number
24-APR-23	G-02-011-24042023

Attendance Management

Notification (1) Home abhinav yadav

Home
In/Out
In/Out Approval
Staff In/Out HR-Report
Apply Leave
Leave Approval
Gate Pass
Gate Pass Approval
Gate Pass In/Out
Reports
Admin
User Area

Gatepass Date

24-APR-2023

Gatepass Type

---Select Type---

Mobile Number

Current Location

---Select Location---

Vehicle Details

Start Time

End Time

Duration

00:00

Remarks (Max:150 chars)

Clear Save

2.7 Gate Pass Approval

When user will apply for gate pass then it will be forwarded to manager for approval, manager can approve or reject the gate pass

Attendance Management

Notification (2) Home abhinav yadav

Home
In/Out
In/Out Approval
Staff In/Out HR-Report
Apply Leave
Leave Approval
Gate Pass
Gate Pass Approval
Gate Pass In/Out
Reports
Admin
User Area

Gate Pass Approval

Search: All Text Columns Go Actions Edit Save

	Gatepass Number	Employee ID	Employee Name	Gatepass Type	Mobile No	Start Time	End Time	Duration	Description	Remarks
<input checked="" type="checkbox"/>	G-02-011-24042023	CON0010	ABHINAV KUMAR YADAV	Official	8542004876	24-Apr-20...	24-Apr-20...	01:00	-	-

1 rows selected Total 1

Approve Reject

2.8 Gate Pass In/Out

After Approval from manager , user can move in or out by scanning the QR code or by Entering gate pass id .

Attendance Management

Notification (2) Home abhinav yadav

Home

In/Out

In/Out Approval

Staff In/Out HR-Report

Apply Leave

Leave Approval

Gate Pass

Gate Pass Approval

Gate Pass In/Out

Reports

Admin

User Area

Scan Qr Code

Clear

Gate Pass id

G-02-011-24042023

Employee Name

ABHINAV KUMAR YADAV

Employee Id

CON0010

Designation

MIDDLE MANAGEMENT

Department

FINANCE & ACCOUNTS

Gate Pass Date

24-APR-23

Gate Pass Type

Office

Approved Start Time

24-Apr-2023 02:30PM

Approved End Time

24-Apr-2023 03:30PM

Attendance Management

Notification (2) Home abhinav yadav

Home

In/Out

In/Out Approval

Staff In/Out HR-Report

Apply Leave

Leave Approval

Gate Pass

Gate Pass Approval

Gate Pass In/Out

Reports

Admin

User Area

Designation

MIDDLE MANAGEMENT

Department

FINANCE & ACCOUNTS

Gate Pass Date

24-APR-23

Gate Pass Type

Office

Approved Start Time

24-Apr-2023 02:30PM

Approved End Time

24-Apr-2023 03:30PM

Actual Start Time

Actual End Time

In

2.9 Reports

In Report Section Management can find three reports

- Attendance Register to show attendance report of all employees
- Leave Register to show leave taken by employees
- Gate Pass to show in/out time of employees

Attendance Management									
Notification (2) Home abhinav yadav									
Attendance Register									
Q Go Actions									
Attendance Date	Employee Id	Employee Name	In Time	Out Time	Remarks	Approval Status	Approved By	Approval Date	
10-FEB-23	CON0010	ABHINAV KUMAR YADAV	10-FEB-23 15:57	10-FEB-23 15:59		pending			
10-FEB-23	CON0010	ABHINAV KUMAR YADAV	10-FEB-23 16:21	06-APR-23 19:56		pending			
23-FEB-23	CON0010	ABHINAV KUMAR YADAV	23-FEB-23 15:03	06-APR-23 19:56		pending			
16-FEB-23	CON0030	CON0030	16-FEB-23 18:00			pending			
07-APR-23	CON0010	ABHINAV KUMAR YADAV	07-APR-23 11:55	24-APR-23 13:56		pending			
24-APR-23	CON0010	ABHINAV KUMAR YADAV	24-APR-23 14:17			pending			
06-APR-23	CON0010	ABHINAV KUMAR YADAV	06-APR-23 19:54	06-APR-23 19:56	REJECTED	rejected	ABHINAV YADAV	06-APR-23	
16-FEB-23	CON0030	ANURAG RAWAT	16-FEB-23 17:35	16-FEB-23 18:30		Approved	ABHINAV YADAV	24-APR-23	
16-FEB-23	CON0030	ANURAG RAWAT	16-FEB-23 17:21	16-FEB-23 09:00		Approved	ABHINAV YADAV	24-APR-23	

Attendance Management									
Notification (2) Home abhinav yadav									
Leave register									
Q Go Actions									
Leave Id	Employee Name	Applied On	Start Date	End Date	Reason	Approval Status	Manager Remarks	No. Of Days	
009	ABHINAV YADAV	24-APR-23	21-APR-23	21-APR-23	Not well	Pending		1	
008	ASHWIN KUMAR	24-APR-23	23-APR-23	24-APR-23	sick	Approved	ok	2	
007	ABHINAV YADAV	07-APR-23	02-MAR-23	03-MAR-23	Not feeling weel	Approved	ok	2	
006	ANURAG RAWAT	10-FEB-23	15-FEB-23	15-FEB-23	reason	Approved		1	
005	ANURAG RAWAT	10-FEB-23	14-FEB-23	14-FEB-23	TESTING	Approved		1	

Attendance Management											
Notification (2) Home abhinav yadav											
Gate Pass Report											
Q Go Actions											
Gatepass Id	Employee Id	Employee name	Gatepass Type	Start Time	End Time	Actual Start Time	Actual End Time	Duration	Remarks	Status	Approval Remarks
G-02-011-24042023	CON0010	ABHINAV KUMAR YADAV	Official	24-Apr-2023 02:30PM	24-Apr-2023 03:30PM			01:00		Approved	ok
G-02-010-07042023	CON0010	ABHINAV KUMAR YADAV	Personal	07-Apr-2023 12:00PM	07-Apr-2023 02:00PM	07-APR-2023 12:12	07-APR-2023 12:18	02:00	Personal Work	Approved	ok
G-02-009-17022023	CON0030	ANURAG RAWAT	Official	18-Feb-2023 12:00PM	18-Feb-2023 02:30PM			02:30		Approved	
G-02-008-10022023	CON0010	ABHINAV KUMAR YADAV	Personal	10-Feb-2023 04:30PM	10-Feb-2023 06:30PM	10-FEB-2023 18:31		02:00	testing	Approved	ok
G-02-007-10022023	CON0010	ABHINAV KUMAR YADAV	Personal	10-Feb-2023 12:00AM	10-Feb-2023 01:00AM			01:00		Forwarded	

2.10 Admin

- i) **Employee Leave Entitlement** :- Management can assign leave to any employee by clicking on pencil button.

	Employee Id	Employee Name	Department	Contract Start Date	Contract End Date	Gender	Active	Contact No.	Address
	CON000	Admin	FINANCE & ACCOUNTS	01-FEB-23	31-DEC-23	Male	Yes	8542005876	NOIDA
	CON001	Ashwin Kumar	FINANCE & ACCOUNTS	01-FEB-23	31-DEC-23	Male	Yes	8542005876	NOIDA
	CON0010	Abhinav Kumar Yadav	FINANCE & ACCOUNTS	01-FEB-23	31-DEC-23	Male	Yes	8542005876	NOIDA
	CON002	Rohit Sharma	FINANCE & ACCOUNTS	01-FEB-23	31-DEC-23	Male	Yes	9548621876	NOIDA
	CON0020	Aakash Gupta	FINANCE & ACCOUNTS	01-FEB-23	31-DEC-23	Male	Yes	9548621876	DELHI
	CON003	Virat Kohli	FINANCE & ACCOUNTS	01-FEB-23	31-DEC-23	Male	Yes	9876541234	NOIDA
	CON0030	Anurag Rawat	FINANCE & ACCOUNTS	01-FEB-23	31-DEC-23	Male	Yes	9876541234	NOIDA
	CON0040	Anil Kumar	FINANCE & ACCOUNTS	01-FEB-23	31-DEC-23	Male	Yes	8542012341	NOIDA
	CON005	Surya Kumar Yadav	FINANCE & ACCOUNTS	01-FEB-23	31-DEC-23	Male	Yes	951365653	NOIDA

Employee	Leave Type	Year	Leave Entit
<input checked="" type="checkbox"/> ABHINAV KUMAR YAD...	Earned Leave	2023	12
<input type="checkbox"/> ABHINAV KUMAR YAD...	Sick Leave	2023	5
<input type="checkbox"/> ABHINAV KUMAR YAD...	Casual Leave	2023	10
1 rows selected			Total 3

- ii) **Leave Master** :- Management can create the Type of leaves

Attendance Management
Notification (2) Home abhinav yadav

In/Out Approval
Staff In/Out HR-Report
Apply Leave
Leave Approval
Gate Pass
Gate Pass Approval
Gate Pass In/Out
Reports
Admin
Employee Leave Entitlement
Leave Master
User Area

Leave Details
+ Create

	Leave Code	Leave Description
	E	Earned Leave
	M	Sick Leave
	C	Casual Leave

1 - 3

Attendance Management
Notification (2) Home abhinav yadav

In/Out Approval
Staff In/Out HR-Report
Apply Leave
Leave Approval
Gate Pass
Gate Pass Approval
Gate Pass In/Out
Reports
Admin
Employee Leave Entitlement
Leave Master
User Area

Leave Details
+ Create

Leaves

Leave Code *
Leave Description *

Cancel
Save

1 - 3

2.11 User Area

In User Area , Manager can Apply Leave ,Marks In/Out Attendance and create gate Pass for any Employees by selecting the employee name from its list and will follow the same process as to apply leave, Mark In/Out or Create Gate pass.

Attendance Management

Notification (2)
Home
abhinav yadav

Staff In/Out HR-Report
Apply Leave
Leave Approval
Gate Pass
Gate Pass Approval
Gate Pass In/Out
Reports
Admin
User Area

Apply Leave (Manager)
IN/OUT (Manager)
Gate Pass(Manager)

Apply Leave

Entry Date

Employee

Manager Name

24-APR-23

ASHWIN KUMAR

ABHINAV KUMAR YADAV

Start Date

End Date

No. of Days

21-Apr-23

21-Apr-23

1

Reason

Not well

Details of Leave for Selected Date

Attendance Management

Notification (2)
Home
abhinav yadav

Staff In/Out HR-Report
Apply Leave
Leave Approval
Gate Pass
Gate Pass Approval
Gate Pass In/Out
Reports
Admin
User Area

Apply Leave (Manager)
IN/OUT (Manager)
Gate Pass(Manager)

Details of Leave for Selected Date

Leave Date	Leave Type	Leave Duration
21-APR-23	Casual Leave	Full Day

1 rows selected

Clear

Submit

Leave Entitled

Applied Leave

Approved Leave

Reject Leave

Leave Entitled

Leave Type	Leave Entitled	Leave Availed	Pending for Approval
Medical	5.0	2.0	0.0
Earned	10.0	0.0	0.0

Attendance Management

Notification (2)
Home
abhinav yadav

Staff In/Out HR-Report
Apply Leave
Leave Approval
Gate Pass
Gate Pass Approval
Gate Pass In/Out
Reports
Admin
User Area

Apply Leave (Manager)
IN/OUT (Manager)
Gate Pass(Manager)

In/Out Attendance

Attendance Date

Employee Name

Department

21-Apr-23

ABHINAV KUMAR YADAV

FINANCE & ACCOUNTS

In Time

Out Time

21-04-2023 08:00AM

In

History

Q

Go

Actions

Attendance Date	In Time	Out Time	Status
-----------------	---------	----------	--------

Attendance Management
Notification (2) Home abhinav yadav

Staff In/Out HR-Report
Apply Leave
Leave Approval
Gate Pass
Gate Pass Approval
Gate Pass In/Out
Reports
Admin
User Area
Apply Leave (Manager)
IN/OUT (Manager)
Gate Pass(Manager)

History

Attendance Date	In Time	Out Time	Status
24-APR-23	24-04-2023 14:17	-	Pending
24-APR-23	24-04-2023 13:56	24-04-2023 13:56	Pending
07-APR-23	07-04-2023 11:55	24-04-2023 13:56	Pending
06-APR-23	06-04-2023 19:54	06-04-2023 19:56	Reject
23-FEB-23	23-02-2023 15:03	06-04-2023 19:56	Pending
10-FEB-23	10-02-2023 15:57	10-02-2023 15:59	Pending
10-FEB-23	10-02-2023 16:21	06-04-2023 19:56	Pending

1 - 7

Attendance Management
Notification (2) Home abhinav yadav

Staff In/Out HR-Report
Apply Leave
Leave Approval
Gate Pass
Gate Pass Approval
Gate Pass In/Out
Reports
Admin
User Area
Apply Leave (Manager)
IN/OUT (Manager)
Gate Pass(Manager)

Personal Details

Employee ID
Employee Name
ABHINAV KUMAR YADAV
ABHINAV KUMAR YADAV

Designation
Department
MIDDLE MANAGEMENT
FINANCE & ACCOUNTS

Entry Date
Gatepass Number
24-APR-23
G-02-012-24042023

GATEPASS ENTRY

Gatepass Date

Attendance Management
Notification (2) Home abhinav yadav

Staff In/Out HR-Report
Apply Leave
Leave Approval
Gate Pass
Gate Pass Approval
Gate Pass In/Out
Reports
Admin
User Area
Apply Leave (Manager)
IN/OUT (Manager)
Gate Pass(Manager)

Gatepass Type
Mobile Number
Personal

Current Location
Vehicle Details
Center 1

Start Time
End Time
Duration
24-Apr-2023 03:30PM
24-Apr-2023 06:30PM
03:00

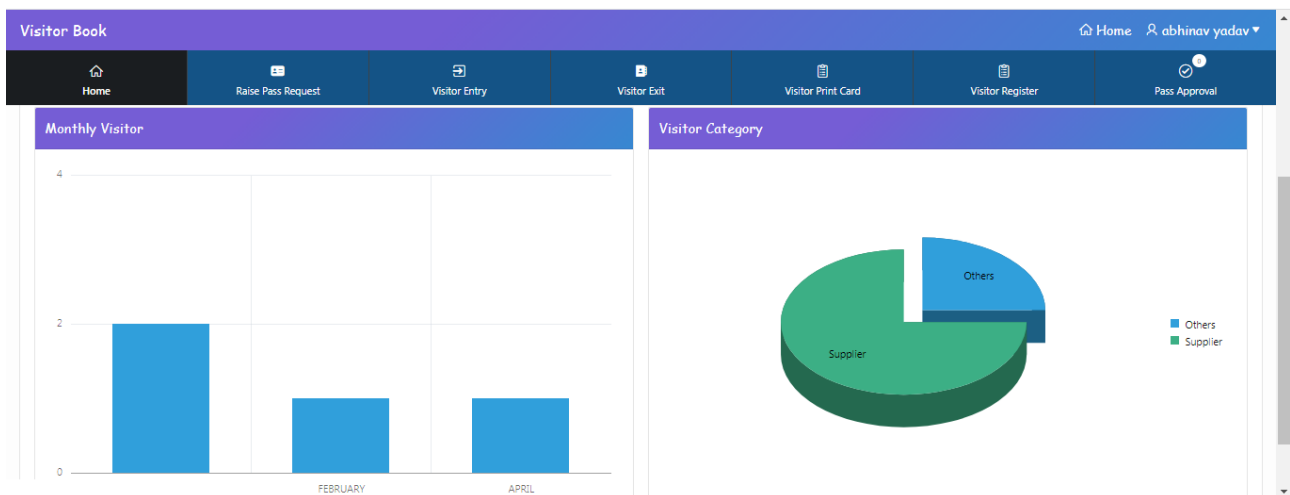
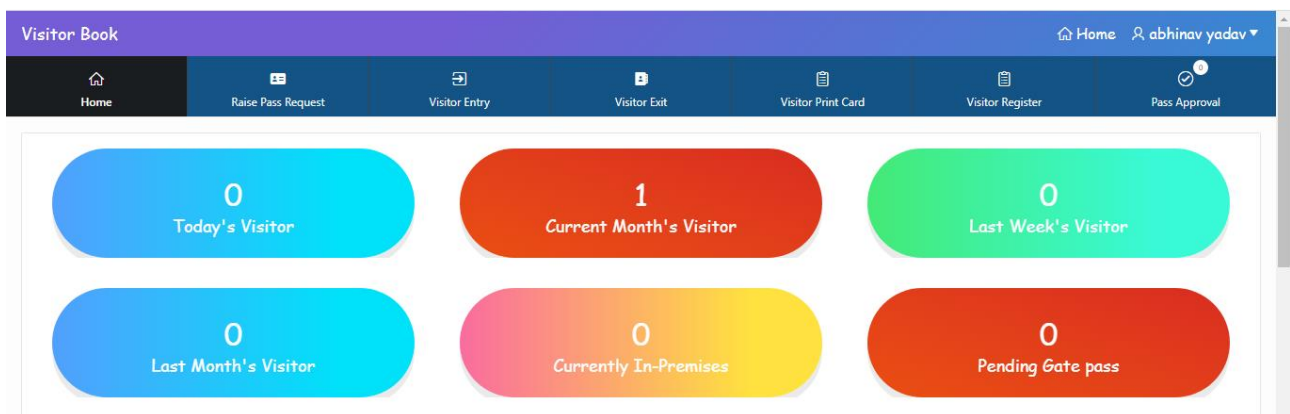
Remarks (Max:150 chars)

3. Visitor App

User who has the access of visitor app can login in main app and select the visitor App. Then, they will get enter into visitor app.

3.1. Dashboard

In Dashboard page , user can see KPI's about Today's visitors, Current month visitors, Last week visitor, Currently in premises and Pending Gate pass and Charts for Monthly Visitors and Visitor Categories.



3.2. Raise Pass Request

Users can create Pass for any visitor by filling all the required details as well as their mobile number and select Forward to from the list to send this request for approval.

The screenshot shows the 'Raise Pass Request' form in the 'Visitor Book' application. The form is titled 'Visitor Details' and includes a 'Back' button. It contains several input fields for visitor information:

- Visitor Name: Anmol Kumar
- Mobile Number: 86457887678
- Organisation: ESS
- Address: Noida
- Email: anmol@gmail.com
- Visitor Category: Supplier
- From Date: 24 Apr 23
- To Date: 24 Apr 23
- Whom To Meet: Rima Malpure
- Purpose: Meeting
- ID Type: Visitor ID
- ID Number: 8785456876
- Belongings: Bag
- Forward To: ABHINAV YADAV

A 'Save' button is located at the bottom right of the form.

3.3. Pass Approval

When Pass request is created and get forwarded. Then, it will get visible in Pass Approval page. User can check the details of approved or rejected pass.

The screenshot shows the 'Pass Approval' page in the 'Visitor Book' application. The page is titled 'Visitor Pass Request' and includes a search bar and a table of pass requests.

	Name	Phone No	Visitor From	Address	Email	From Date	To Date	Whom To Meet	Belongings	Purpose	Status
401	Anmol kumar	8654897665	ESS	B-65 Noida	anmol@gmail.com	24-APR-23	24-APR-23	Ravik	Bag	Other	PENDING

1 - 1

3.4. Visitor Entry

Visitor can enter into premises by providing mobile number to user or user can scan QR code which is sent on visitors mail id. Now , click on the name of the users.

Visitor Book

Home abhinav yadav

HomeRaise Pass RequestVisitor EntryVisitor ExitVisitor Print CardVisitor RegisterPass Approval

Scan Qr-codeSearch VisitorClear

Please Enter the Mobile Number for Visitor Entry

Mobile Number
8654897665

Visitor's Name	Visitor From	Phone Number	Address
Anmol kumar	ESS	8654897665	B-65 Noida

↑

Choose Visitor Name for Visitor Entry

Visitor Book

Home abhinav yadav

HomeRaise Pass RequestVisitor EntryVisitor ExitVisitor Print CardVisitor RegisterPass Approval

Visitor DetailsBack

+ Visitor Entry

Visitor Name Anmol kumar	Mobile Number 8654897665
Organisation ESS	Address B-65 Noida
Email anmol@gmail.com	Visitor Category Customer
From Date 24-Apr-23	To Date 24-Apr-23

3.5. Visitor Exit

Visitor can exit from premises by providing mobile number to user or user can scan QR code which is sent on visitor's mail id .

Visitor Book

Home abhinav yadav

HomeRaise Pass RequestVisitor EntryVisitor ExitVisitor Print CardVisitor RegisterPass Approval

Scan Qr-codeSearch VisitorClear

Please Enter the Mobile Number for Visitor Exit and click Search Visitor Button

Mobile Number
8654897665

Visitor's Name	Visitor From	Phone Number	Address	In Date/Time
Anmol kumar	ESS	8654897665	B-65 Noida	24-04-2023 15:22:30

↑

Choose Visitor Name for Visitor Exit

Visitor Book

[Home](#)
[abhinav yadav](#)

[Home](#)
[Raise Pass Request](#)
[Visitor Entry](#)
[Visitor Exit](#)
[Visitor Print Card](#)
[Visitor Register](#)
[Pass Approval](#)

Visitor Details

Back

+ Visitor Exit

Visitor Name

Anmol kumar

Mobile Number

8654897665

Organisation

ESS

Address

B-65 Noida

Email

anmol@gmail.com

Visitor Category

Customer

From Date

24-Apr-23

To Date

24-Apr-23

3.6. Visitor Print card

Pass Of visitor can be printed from this page by clicking the [Print link](#).

Visitor Book

[Home](#)
[abhinav yadav](#)

[Home](#)
[Raise Pass Request](#)
[Visitor Entry](#)
[Visitor Exit](#)
[Visitor Print Card](#)
[Visitor Register](#)
[Pass Approval](#)

Visitor Pass Print

First Name	Visitor From	Phone No	Address	In Date/Time	Visitor Card Print
abhi	qwerty	9876543210	werty	-	Print

1 - 1



Sidel India Pvt. Ltd

DLF Corporate Park, Unit 202-203, 2nd Floor, Tower 4A, DLF Phase 37
Phone: 0124 484 4170

Visitor Gate Pass

Gate Pass Number:	362	Gate Pass Date:	23-02-2023
Visitor Name:	abhi	Organization Name:	qwerty
Location:	werty	Contact Number:	9876543210
Whom to Meet:	Raghvendraps	Purpose:	Interview
Material Declaration:		Time In :	
Time Out:		Card Number :	23456

Visitor Image

Visitor Digital Signature

Contact Person Name :

Contact Person Employee ID:

Contact Person Sign:

3.7. Visitor Register

In Visitor Register all the details of visitor will be shown.

Visitor Book

[Home](#) [abhinav yadav](#)

[Home](#) [Raise Pass Request](#) [Visitor Entry](#) [Visitor Exit](#) [Visitor Print Card](#) [Visitor Register](#) [Pass Approval](#)

Visitors

Back

Name	Mobile No	Address	Email	Visitor Category	Whom To Meet	Purpose	Time In	Time Out
Anmol kumar	8654897665	B-65 Noida	anmol@gmail.com	Customer	Ravik	Others	24-04-2023 15:22:30	24-04-2023 15:23:28
arun	8881243210	Noida	arun@gmail.com	Others	Gopinathg	Others	07-04-2023 14:32:48	07-04-2023 14:36:43

1 - 2