USER MANUAL

FOR

E-ATTENDANCE SYSTEM

CONTENTS

1 MODULE OVERVIEW

Introduction

E- Attendance System is the major project of PAS with an initiative to build an integrated and comprehensive system for organizations to transform the organization's working environment and ensure visible sustainable outcomes. In order to ensure ready availability of authentic data while simplifying data collection processes, we seek to create a consolidated and comprehensive E-Attendance System as a single source of authentic data.

Stakeholders of the system

- Ministry
- Municipality
- Schools and colleges
- Governmental Organizations and departments

Objectives

- Storing all employee attendance and leave management record centrally
- Managing employee personnel information centrally
- Keeping a standard system for attendance
- Generating user based e-attendance reports.
- Managing all office information centrally

Features

Following are the features of the system

- Web based application
- Role based user administration
- User management and tracking function
- Leave management and report generation
- Search function
- Online application for leave/kaaj and approval
- Organizational/governmental Holiday management
- Daily/Monthly/Yearly report generating/printing/tracking function
- Automatic import attendance log
- Late attendance report generation
- Overtime report generation

MENU AND FEATURES

Login

Figure: Login page

Users need to login by using appropriate login Id and password and press Log-in to enter into the system. A successful login will lead the user to the dashboard.

Procedure:

- Enter valid Username
- Enter valid password
- Click on Log-in

Note: Invalid Username and password is not accepted by system.

Dashboard

After user perform successful login, they can view the dashboard. Users can see overall information in the dashboard. They can view information about organization's time chart, total present employees in the particular day, employee status and many more. They can also view all organization, employee, and active/inactive company list on one click through dashboard.
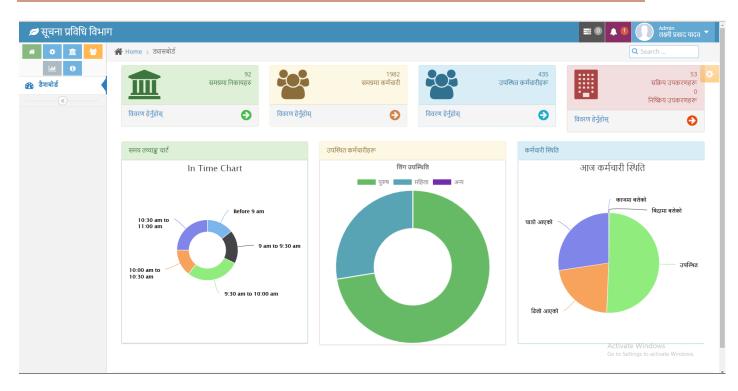
Figure: Dashboard

General Setup

On admin's side general setup is all about roles and permissions. Admins have the authority to assign permissions of system's features according to role and employee created. All normal, root and admin roles should be given different permission. Users with the specific roles permission will be able to use the respective modules and features of the system.

Figure: Role Permission

While clicking on the edit button you can add/remove permissions to role as shown in the picture below. Roles should be given permission to only those features that they have authority to use.

Procedure: After creating roles from developer side;

- Click on Edit button as shown in the figure: role permission ; a new dialog box appears
- Click on respective menu tab as shown in figure: Assign role
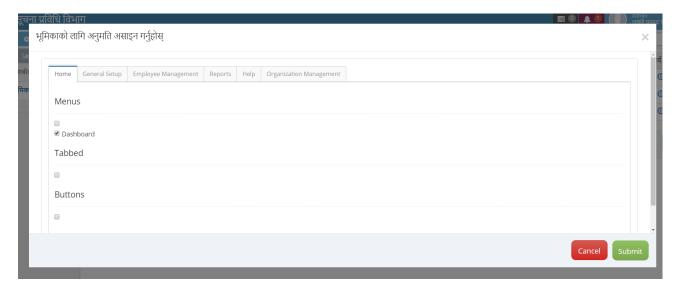- Check the checkboxes with required permission name for respective role of employee

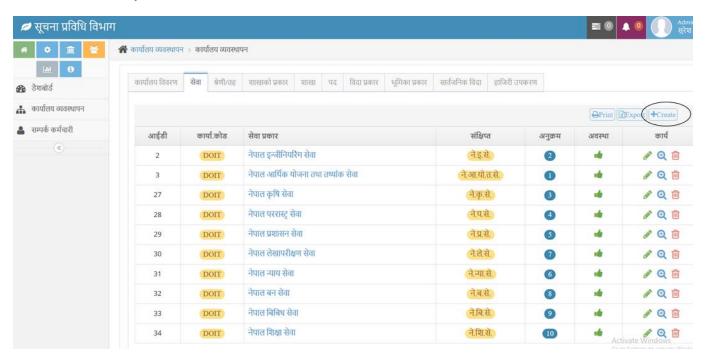**Figure: Assign Role**

Company Management

This module holds the overall information about organization like designations, posts, child/parent offices. New post, designation, facilities are needed to be created by the admin as per required.
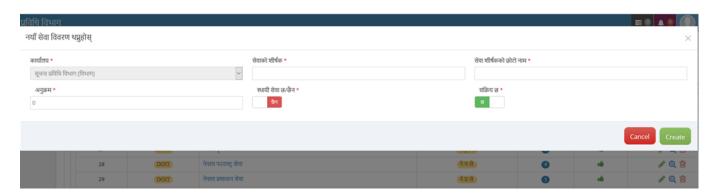

Figure: Organization Management

Procedure:

- Click on the description button on left side of organization's name; a page will be displayed as shown in the figure below
- Click on "create" button to create new facility

- A new form will be displayed
- Fill all the required fields with valid information carefully
- Click on submit/create button
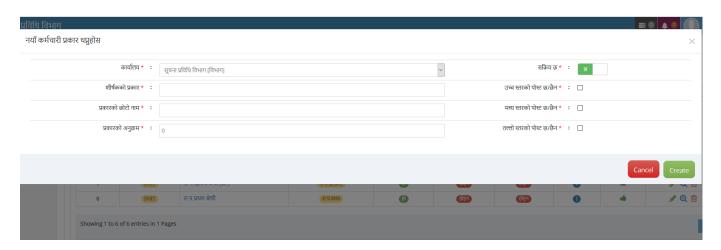 A new facility will be created.

Figure: Create New Facility

Figure: Create New Employee Type

Procedure: Same as procedure for creating office facility.

After creating all office areas; on clicking the detail of an organization, admin can edit and update information of their organization as per required. Different areas like post/designation of an organization can be added and removed as well. Information are displayed as shown in the figure below.
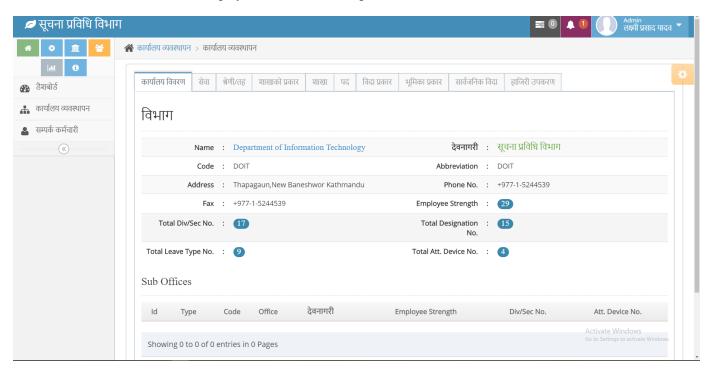

Figure: Organization Detail

Employee Management

This module of system holds all information of an employee. It is the key module of system as it has most of the features from creating, tracking employee, to leave/kaaj management.
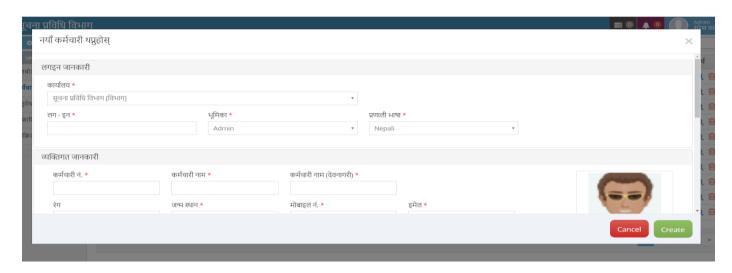
CREATE EMPLOYEE

Figure: Employee Management

While clicking on the create button a form pop-ups as shown in figure below. Admin can create a new employee by filling all the required information. After an employee is created his/hers job history must be created. The designation should be carefully assigned as it may affect future operation.

Procedure:

- Click on Employee Management of main menu
- Go To employee
- Click on "Create" ,a new form will be displayed
- Fill all required field in the form
- Press submit/create
  A new employee will be created.

Figure: Create New Employee

On clicking detail after creating an employee, their entire information like

- job history
- family detail
- education detail
- contact detail
- company facility
- leave summary and
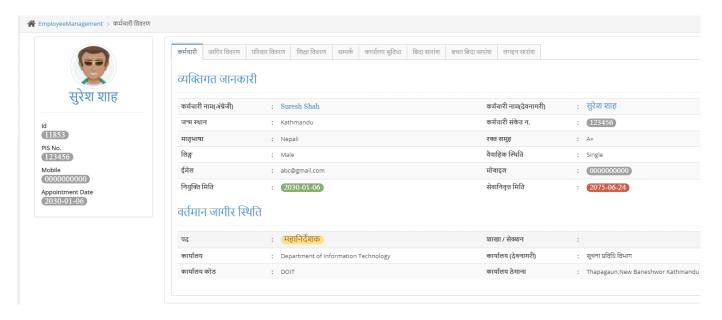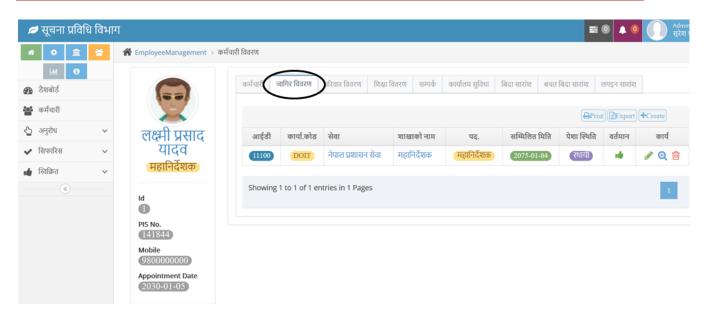- login summary can be viewed as shown in the figure below

Figure: Employee Detail

Figure: Add Job History

After creating an employee his/her job history needs to be created in order to make him eligible to perform further tasks like leave request, kaaj request.
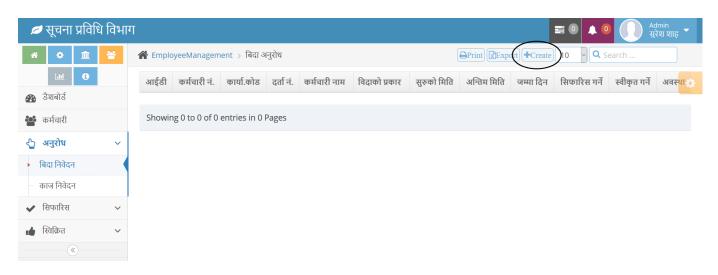
Procedure:

- Go to employee detail; click on job history
- Click on create
- Fill all required field displayed in the form
- Click submit/create
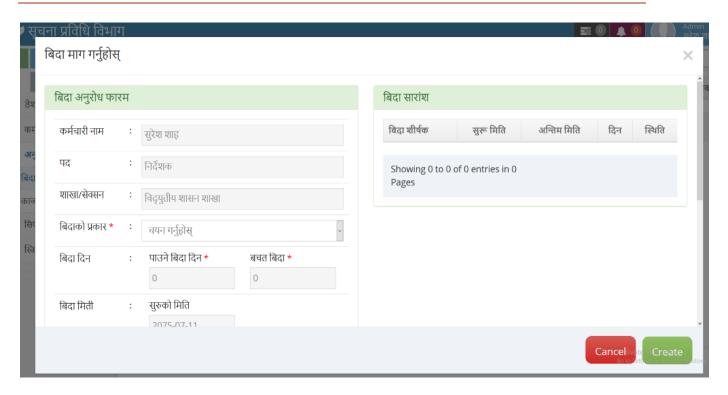 Employee's job history will be created.

LEAVE/KAAJ REQUEST

When you click on leave/kaaj request under "Request" sub-menu then a page appears where you can request for a leave/kaaj. When you click on create, a form pop-ups as shown in figure below where you have to fill all required field and submit. You can edit the requested leave/kaaj before it has been approved by the authorized person. Once it is approved you can neither edit nor delete it.

Note that: an employee's job history should be created in order to make him/her eligible to request leave/kaaj.

Figure: Leave Request

Procedure:

- Go to <u>leave request</u> sub menu under employee management main menu
- Click on <u>create</u> to create a new leave request
- Enter holiday type
- Enter start date and end date of leave
- Enter leave reason
- Select person for leave approval
- Click <u>create</u>

Figure: Create Leave Request

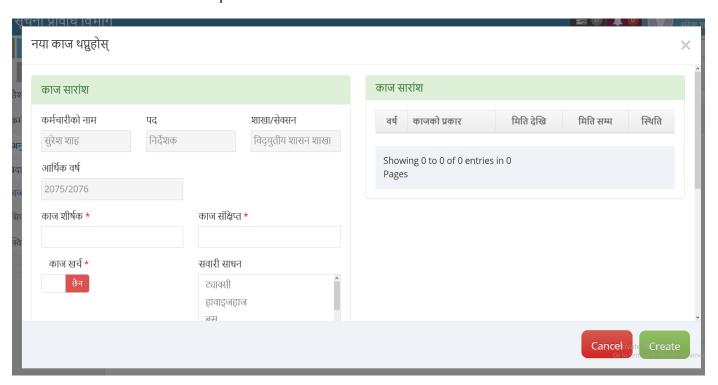**Procedure:** Same as that of leave request.

Figure: Create Kaaj Request

LEAVE/KAAJ APPROVAL

Assigned admin also have authority to approve/reject leave and kaaj. The requested leave/kaaj can be approved or rejected by changing its status; clicking on the edit button.

Procedure:

- Go to <u>leave approval</u> ; a page will be displayed with a list of leave requests
- Click on edit button of those requests which is to be approved
- Change the status to <u>approved</u>
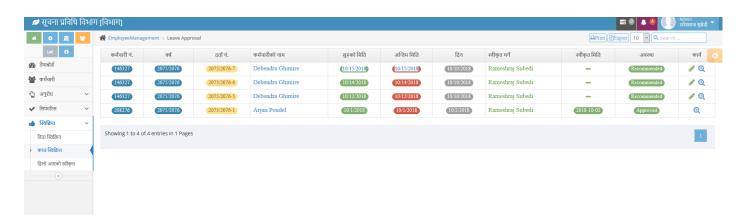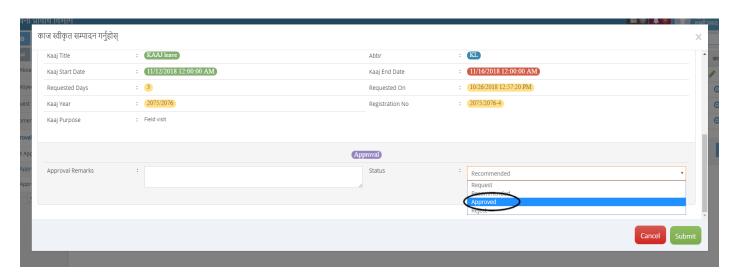

Figure: Leave Approval

Figure: Kaaj Approval

Leave/Kaaj request's status is changed as shown in figure above.

LATE ATTENDANCE APPROVAL

When a user arrives office late than the working time then late attendance is recorded by the system. Late attendance of a user can either be approved or rejected by authorized user.

Figure: Late Approval

Report

This module solely focuses on report generation. All types of reports are generated here.

- Daily Report
- Absent Report
- Late Attendance
- Working Report
- Monthly Attendance
- Monthly Timesheet
- Monthly Summary
- Yearly Attendance
- Yearly Timesheet
- Leave Report
- Current Year Leave
- Balance Leave
- Kaaj Report
- User Login Report can be viewed in this Module

Procedure:

- Go to report
- Click on specific sub menu whose report is needed to be generated
- Click on the action button on right side of the displayed page as shown above
- Select the specific department, post, name and date
- Click on search to search

- Click on print to print
  The report is displayed as below.

Figure: Daily Report Generation

Figure: Absent Report Generation