



USER MANUAL FOR E-ATTENDANCE SYSTEM

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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.

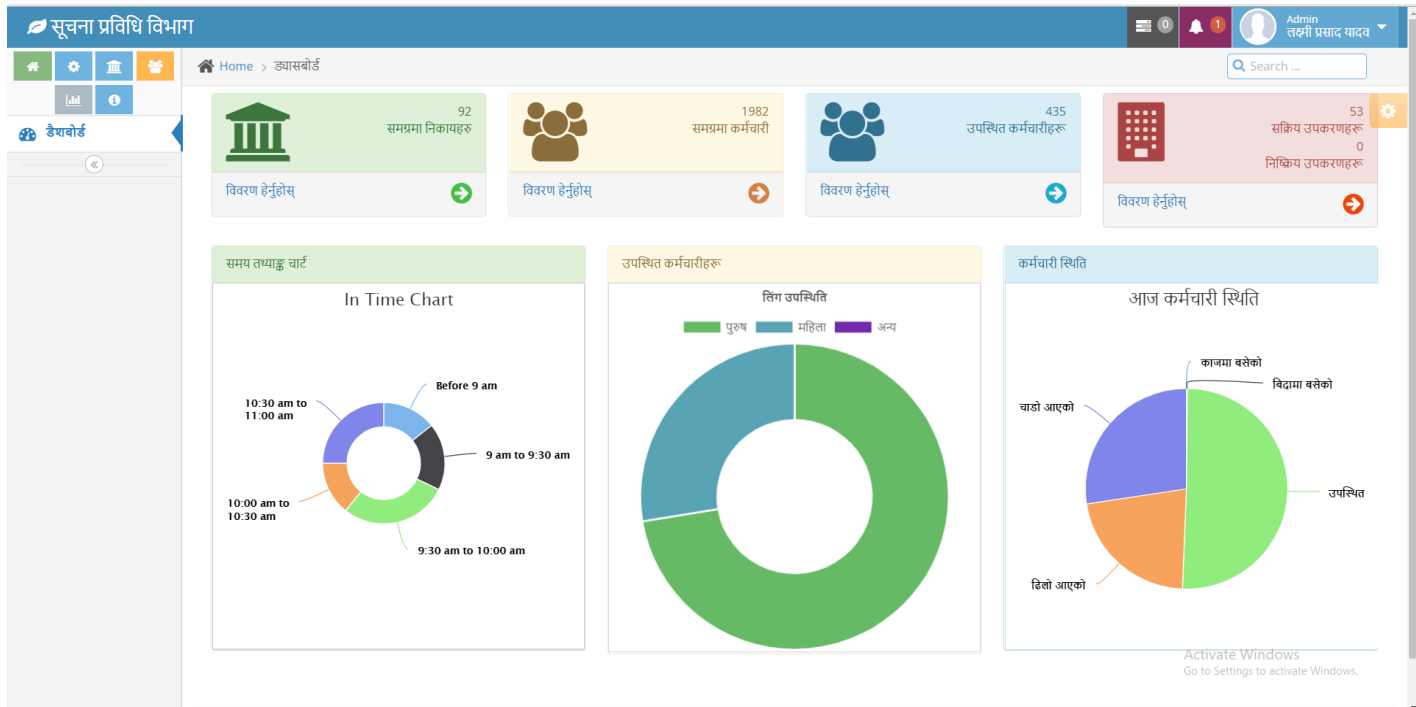


Figure: Dashboard

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.

आईडी	कार्यालय	कोड	भूमिकाको प्रकार	अवस्था	कार्य
13	Department of Information Technology	DOIT	Normal	👍	🔍
12	Department of Information Technology	DOIT	Root	👍	🔍
11	Department of Information Technology	DOIT	Admin	👍	🔍

Showing 1 to 3 of 3 entries in 1 Pages

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

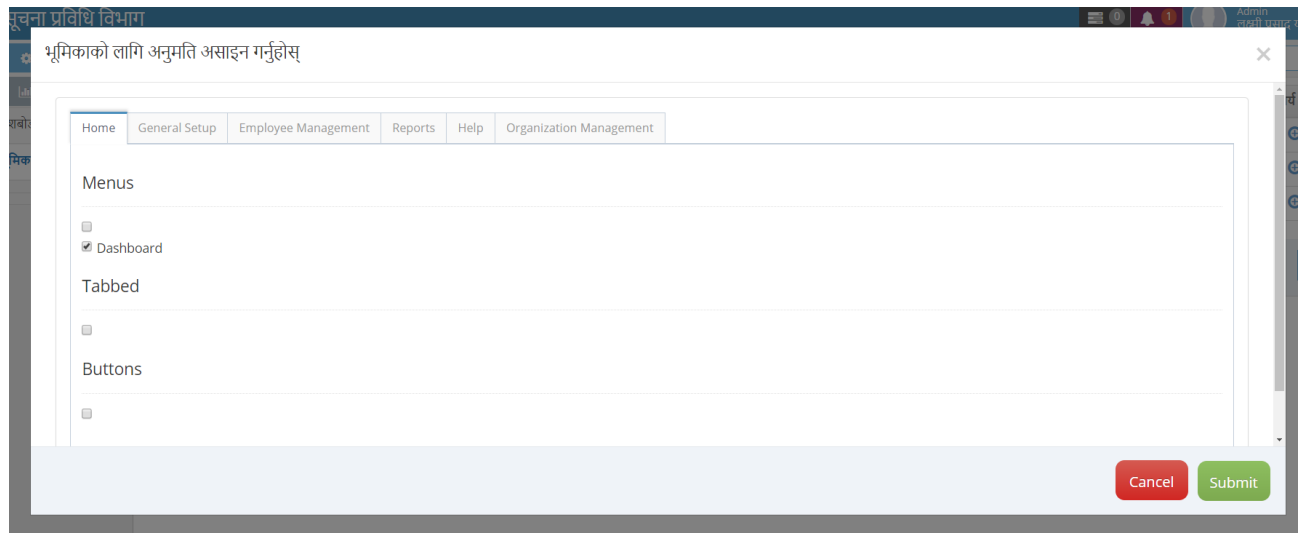


Figure: Assign Role

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.

सूचना प्रविधि विभाग

कार्यालय व्यवस्थापन > कार्यालय व्यवस्थापन

कार्यालय विवरण सेवा श्रेणी/तह शाखाको प्रकार शाखा पद विदा प्रकार भूमिका प्रकार सार्वजनिक विदा हाजिरी उपकरण

Print Export **Create**

आईडी	कार्या.कोड	सेवा प्रकार	संक्षिप्त	अनुक्रम	अवस्था	कार्य
2	DOIT	नेपाल इन्जीनियरिंग सेवा	ने.इ.से.	2	+	
3	DOIT	नेपाल आर्थिक योजना तथा तथ्यांक सेवा	ने.आ.यो.त.से.	1	+	
27	DOIT	नेपाल कृषि सेवा	ने.कृ.से.	3	+	
28	DOIT	नेपाल परराष्ट्र सेवा	ने.प.से.	4	+	
29	DOIT	नेपाल प्रशासन सेवा	ने.प्र.से.	5	+	
30	DOIT	नेपाल लेखापरीक्षण सेवा	ने.ले.से.	7	+	
31	DOIT	नेपाल न्याय सेवा	ने.न्या.से.	6	+	
32	DOIT	नेपाल बन सेवा	ने.ब.से.	8	+	
33	DOIT	नेपाल बिबिध सेवा	ने.बि.से.	9	+	
34	DOIT	नेपाल शिक्षा सेवा	ने.शि.से.	10	+	

Activate Windows

प्रविधि विभाग

नयाँ सेवा विवरण थप्नुहोस्

कार्यालय * सूचना प्रविधि विभाग (विभाग)

सेवाको शीर्षक *

सेवा शीर्षकको छोटो नाम *

अनुक्रम * 0

स्थायी सेवा छ/छैन * ☐ छ ☒ छैन

सक्रिय छ * ☒ छ ☐ छैन

Cancel Create

28	DOIT	नेपाल परराष्ट्र सेवा	ने.प.से.	4	+	
29	DOIT	नेपाल प्रशासन सेवा	ने.प्र.से.	5	+	

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



The screenshot shows the 'EmployeeManagement > कर्मचारी' page. A sidebar on the left contains navigation links: डैशबोर्ड, कर्मचारी (selected), अनुरोध, सिफारिस, and रिक्ति. The main area displays a table of employees with columns: आईडी, कार्या.कोड, कर्मचारी नं., पद, पुरा नाम, देवनागरी, लिंग, शाखा/लेक्सन, मोबाइल, अवस्था, and कार्य. The 'Create' button in the top right is circled in red. Below the table, it says 'Showing 1 to 10 of 29 entries in 3 Pages' with pagination links 1, 2, 3, and a next arrow.

आईडी	कार्या.कोड	कर्मचारी नं.	पद	पुरा नाम	देवनागरी	लिंग	शाखा/लेक्सन	मोबाइल	अवस्था	कार्य
1	DOIT	141844	म.नि.	Laxmi Prasad Yadav	लक्ष्मी प्रसाद यादव	Male	म.नि.	9800000000	+	🔍 🗑️
2	DOIT	185739	नि.	Lokraj Sharma	लोकराज शर्मा	Male	प्र.सा.शा.	9851165983	+	🔍 🗑️
3	DOIT	187590	नि.	Rameshraj Subedi	रमेशराज सुवेदी	Male	पु.अ.नि.शा.	9841503840	+	🔍 🗑️
4	DOIT	6999	ले.अ.	Indra Bahadur Karki	इन्द्र बहादुर कार्की	Male	आ.प्र.ए.	9844222233	+	🔍 🗑️
5	DOIT	146327	शा.अ.	Debendra Ghimire	देवेन्द्र घिमिरे	Male	प्र.अ.ए.	9841606849	+	🔍 🗑️
6	DOIT	182940	का.अ.	Sudarshan Dhakal	सुदर्शन ढकाल	Male	का.प.ए.	0000000000	+	🔍 🗑️
7	DOIT	203917	सु.प्र.अ.	Binaya Kumar Sonu	बिनय कुमार सोनु	Male	ता.अ.वि.शा.	9841601526	+	🔍 🗑️
8	DOIT	208282	सु.प्र.अ.	Shova Shrestha	शोभा श्रेष्ठ	Female	पु.वि.ए.	9841764892	+	🔍 🗑️
9	DOIT	208276	सु.प्र.इ.	Arjun Poudel	अर्जुन पौडेल	Male	सा.फ.ए.	9851240490	+	🔍 🗑️
10	DOIT	212310	सु.प्र.इ.	Sudarshan Guragai	सुदर्शन गुरगाई	Male	प्र.नि.ए.	9849666229	+	🔍 🗑️

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

सूचना प्रविधि विभाग

EmployeeManagement > कर्मचारी विवरण

कर्मचारी विवरण

लक्ष्मी प्रसाद यादव
महानिर्देशक

Id
1

PIS No.
141844

Mobile
9800000000

Appointment Date
2030-01-05

आईडी	कार्या.कोड	सेवा	शाखाको नाम	पद	सम्मिलित मिति	पेसा स्थिति	वर्तमान	कार्य
11100	DOIT	नेपाल प्रशासन सेवा	महानिर्देशक	महानिर्देशक	2075-01-04	स्थायी	👍	🔍

Showing 1 to 1 of 1 entries in 1 Pages

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 leave request sub menu under employee management main menu
- Click on create 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 create

सूचना प्रविधि विभाग

बिदा माग गर्नुहोस्

बिदा अनुरोध फारम

कर्मचारी नाम : सुरेश शाह

पद : निर्देशक

शाखा/सेक्सन : विद्युतीय शासन शाखा

बिदाको प्रकार * : चयन गर्नुहोस्

बिदा दिन : पाउने बिदा दिन * बचत बिदा *

0 0

बिदा मिति : सुरुको मिति

2075-07-11

बिदा सारांश

बिदा शीर्षक	सुरू मिति	अन्तिम मिति	दिन	स्थिति
Showing 0 to 0 of 0 entries in 0 Pages				

Cancel Create

Figure: Create Leave Request

Procedure: Same as that of leave request.

सूचना प्रविधि विभाग

नया काज थप्नुहोस्

काज सारांश

कर्मचारीको नाम पद शाखा/सेक्सन

सुरेश शाह निर्देशक विद्युतीय शासन शाखा

आर्थिक वर्ष

2075/2076

काज शीर्षक * काज संक्षिप्त *

काज खर्च * सवारी साधन

छैन ट्याक्सी हावाइजहाज तम्

काज सारांश

वर्ष	काजको प्रकार	मिति देखि	मिति सम्म	स्थिति
Showing 0 to 0 of 0 entries in 0 Pages				

Cancel Create

Figure: Create Kaaj Request

LEAVE/KAJ 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 leave approval; 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 approved

कर्मचारी नं.	दर्ता नं.	कर्मचारीको नाम	बिदा	सुरुको मिति	अन्तिम मिति	दिन	स्वीकृत गर्ने	स्वीकृत मिति	अवस्था	कार्य
228057	2075/2076-2	पदमा जि.सी	पर्व बिदा	2075-07-06	2075-07-08	3	लक्ष्मी प्रसाद यादव	2018-10-25	स्वीकृत गरिएको	
228057	2075/2076-1	पदमा जि.सी	घर बिदा	2075-07-04	2075-07-05	2	लक्ष्मी प्रसाद यादव	2018-10-25	स्वीकृत गरिएको	
203917	2075/2076-1	विनय कुमार सोनु	अध्ययन बिदा	2074-06-16	2075-09-06	446	लक्ष्मी प्रसाद यादव	2018-10-02	स्वीकृत गरिएको	

Showing 1 to 3 of 3 entries in 1 Pages

Figure: Leave Approval

कर्मचारी नं.	कार्य	दर्ता नं.	कर्मचारीको नाम	सुरुको मिति	अन्तिम मिति	दिन	स्वीकृत गर्ने	स्वीकृत मिति	अवस्था	कार्य
146327	2075/2076	2075/2076-7	Debendra Ghimire	10/15/2018	10/15/2018	10/10/2018	Rameshraj Subedi	-	Recommended	
146327	2075/2076	2075/2076-6	Debendra Ghimire	10/14/2018	10/14/2018	10/10/2018	Rameshraj Subedi	-	Recommended	
146327	2075/2076	2075/2076-5	Debendra Ghimire	10/12/2018	10/12/2018	10/10/2018	Rameshraj Subedi	-	Recommended	
208276	2075/2076	2075/2076-1	Arjun Poudel	10/1/2018	10/1/2018	10/2/2018	Rameshraj Subedi	2018-10-02	Approved	

Showing 1 to 4 of 4 entries in 1 Pages

Figure: Kaaj Approval

काज स्वीकृत सम्पादन गर्नुहोस्

Kaaj Title	: KAAJ leave	Abbr	: KL
Kaaj Start Date	: 11/12/2018 12:00:00 AM	Kaaj End Date	: 11/16/2018 12:00:00 AM
Requested Days	: 3	Requested On	: 10/26/2018 12:57:20 PM
Kaaj Year	: 2075/2076	Registration No	: 2075/2076-4
Kaaj Purpose	Field visit		

Approval

Approval Remarks :

Status : Recommended
Request
Recommended
Approved
Reject

Cancel Submit

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.

सूचना प्रविधि विभाग

EmployeeManagement > ढिलो आएको स्वीकृत

क. संकेत नं.	कर्मचारीको नाम	पद	शाखा/सेक्सन	मिति	आउने समय	आएको समय	ढिलो आएको	ढिलो आएको कारण	टिप्पणी	अवस्था	कार्य
208282	शोभा श्रेष्ठ	सूचना प्रविधि अधिकृत	पूर्वाधार विकास एकाई	2075-06-26	10:00:00	10:37:47	00:37:00	traffic jam	not repeat	+	

Showing 1 to 1 of 1 entries in 1 Pages

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

The screenshot shows the 'Reports' module in the E-Attendance system. The main table displays the following data:

क. संकेत नं.	कर्मचारीको नाम	पद	मिति	आउने समय	आएको समय	दिलो आएको
123456	सुरेश शाह	नि.	2075-07-11			
123456	सुरेश शाह	नि.	2075-07-11			
219343	संतोष कुमार सिंह	क.टे.	2075-07-11			

Showing 1 to 3 of 3 entries in 1 Pages

On the right side, there is a filter form with the following fields:

- मन्त्रालय: सञ्चार तथा सूचना प्रविधि मन्त्रालय
- कार्यलय: सूचना प्रविधि विभाग [DOIT]
- शाखा/सेक्सन: विद्युतीय शासन शाखा
- कर्मचारीको नाम: सुरेश शाह [निर्देशक] (123456)
- मिति: 2075-07-11

Buttons at the bottom right: खोज्नुहोस्, छान्नुहोस्

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.

सूचना प्रविधि विभाग										
Reports > दैनिक रिपोर्ट										
10 Search ...										
क. संकेत नं.	कर्मचारीको नाम	पद	मिति	आउने समय	आएको समय	दिलो आएको	जाने समय	गएको समय	छिटो गएको	स्थिति
141844	लक्ष्मी प्रसाद यादव	म.नि.	2075-07-04							अनुपस्थित
185739	लोकराज शर्मा	नि.	2075-07-04							अनुपस्थित
187590	रमेशराज सुवेदी	नि.	2075-07-04	10:00:00	09:29:20	00:00:00	17:00:00	17:32:35	00:00:00	उपस्थित
6999	बुद्ध बहादुर कार्की	ले.अ.	2075-07-04							अनुपस्थित
146327	देवदत्त चिमिर	शा.अ.	2075-07-04	10:00:00	09:31:16	00:00:00	17:00:00			उपस्थित
182950	सुदर्शन ढकाल	का.अ.	2075-07-04							अनुपस्थित
203917	विनय कुमार सोनु	सू.प्र.अ.	2075-07-04							अनुपस्थित

Figure: Daily Report Generation

Showing 1 to 7 of 7 entries in 1 Pages

1

Figure: Absent Report Generation