Attendance Tracker Program

User guide

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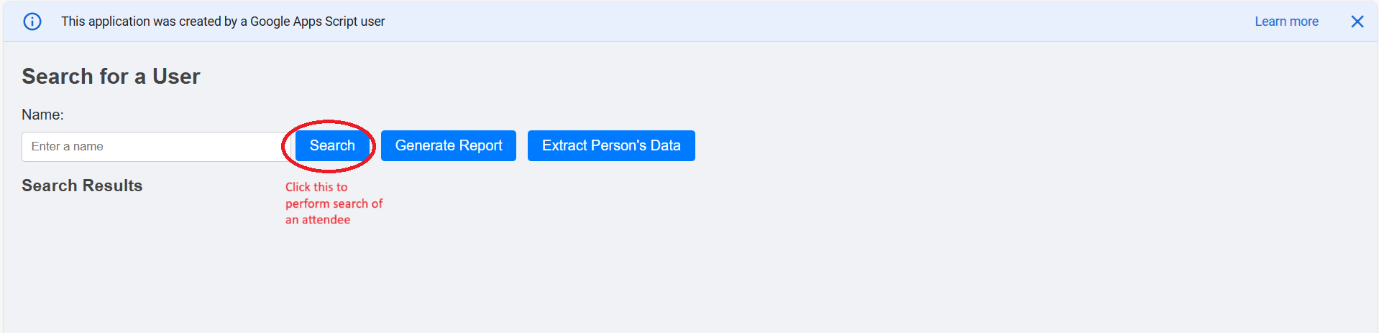
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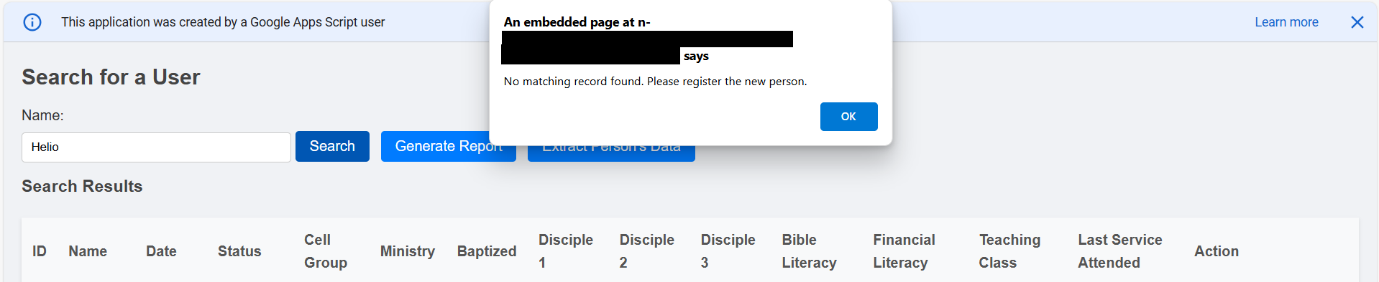
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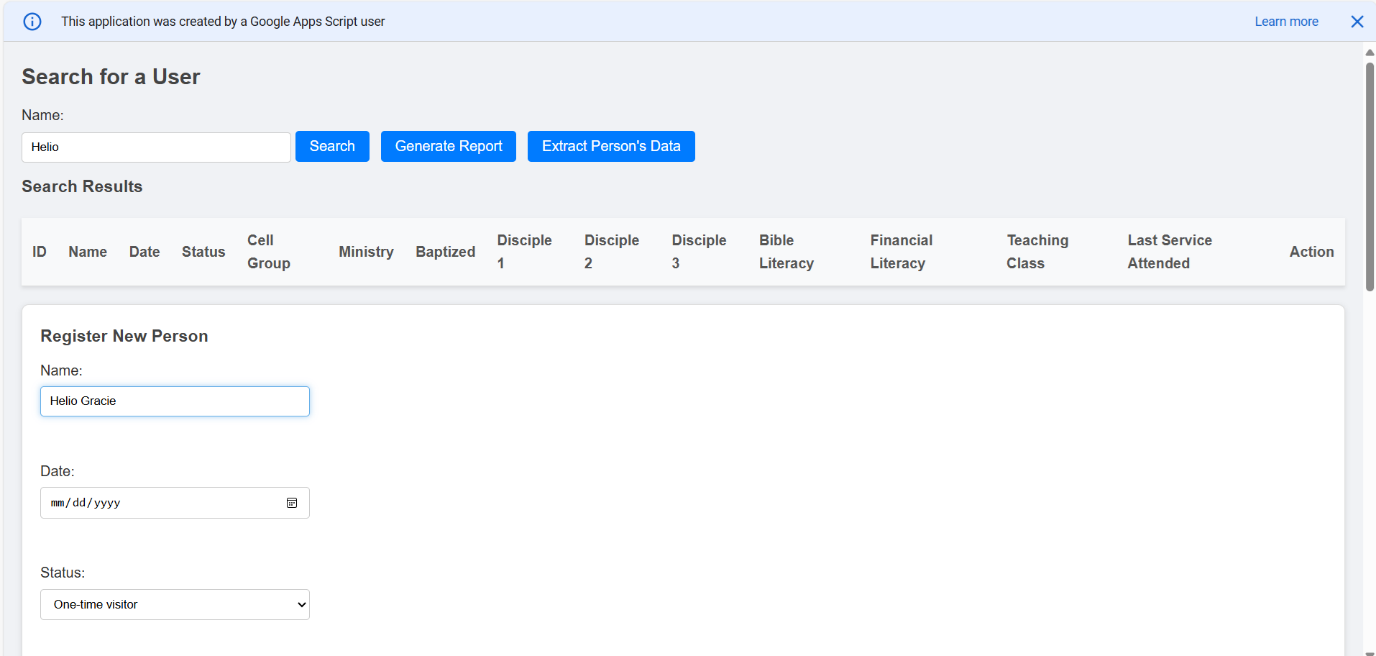
# Parts of Attendance Tracker program:

1. Search – This is to search the name of an attendee

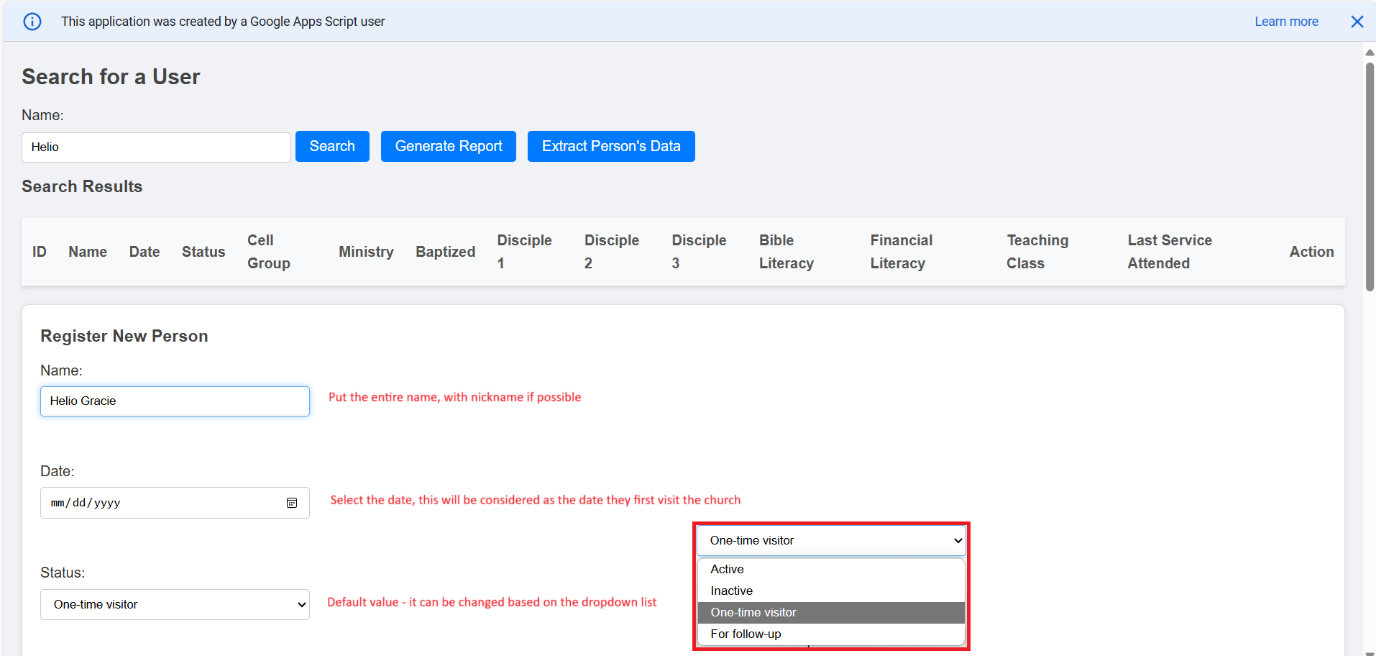


1a. **If entered name could not be found**, it will prompt user to register the attendee.

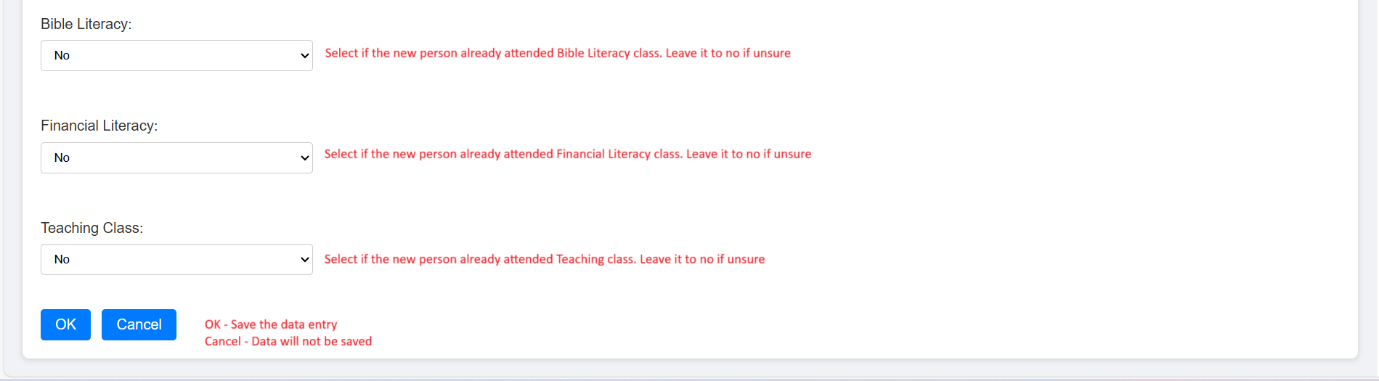




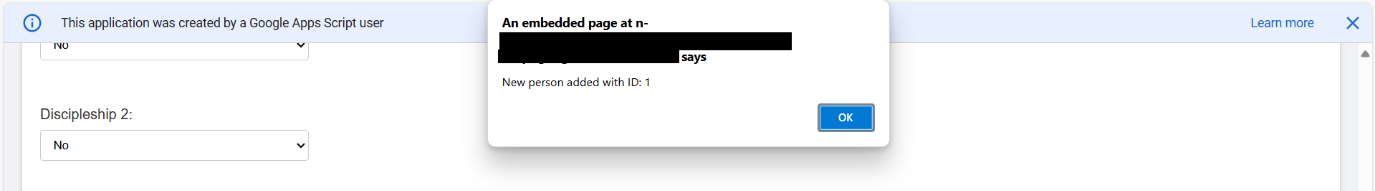
A closer look at **Register New Person** screen



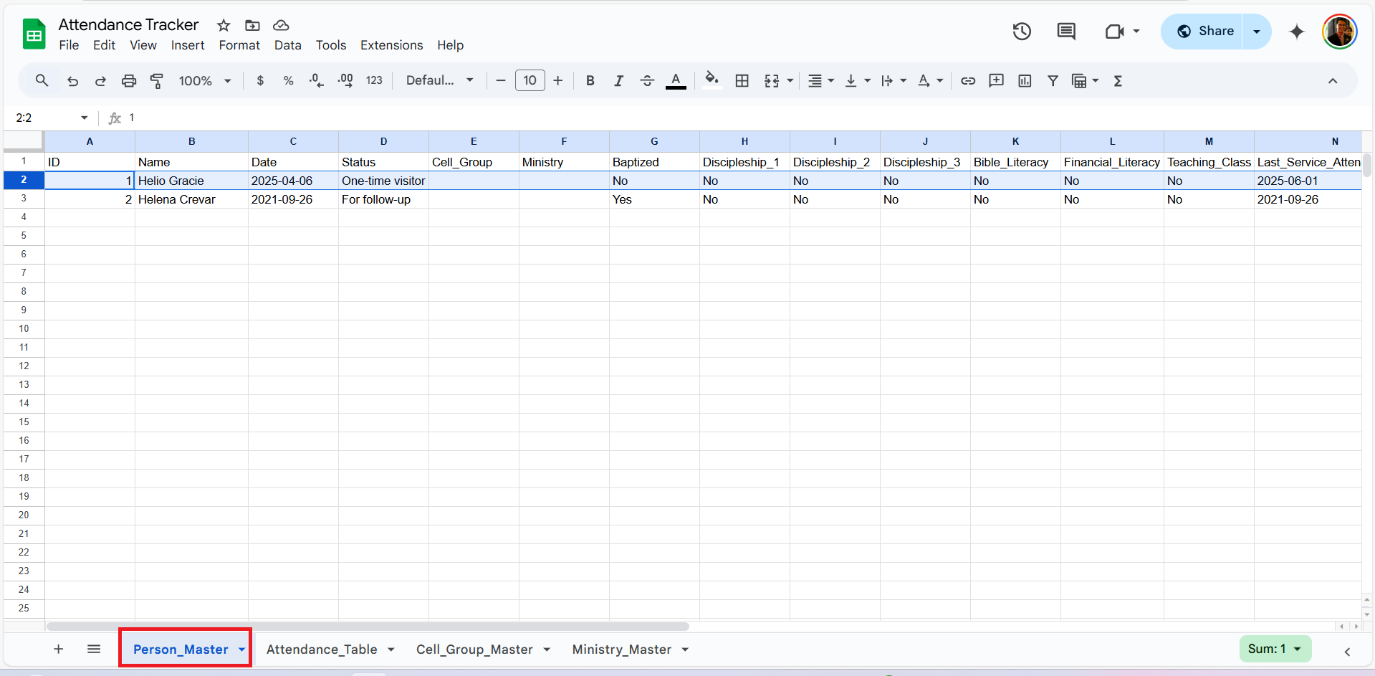




A pop-up message will display that the data entry is saved



Data is saved in google spreadsheet under ‘**Person\_Master**’ worksheet

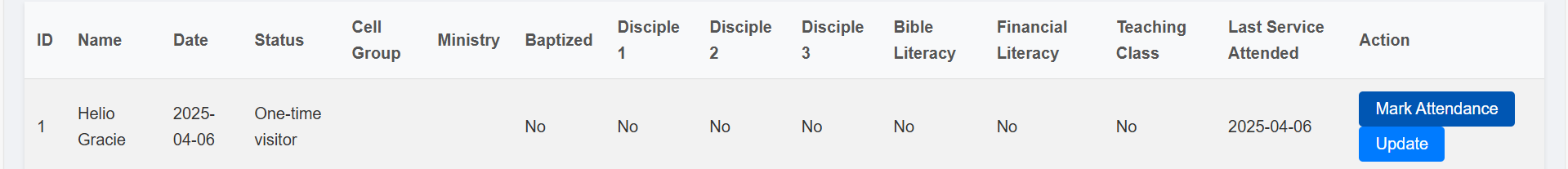


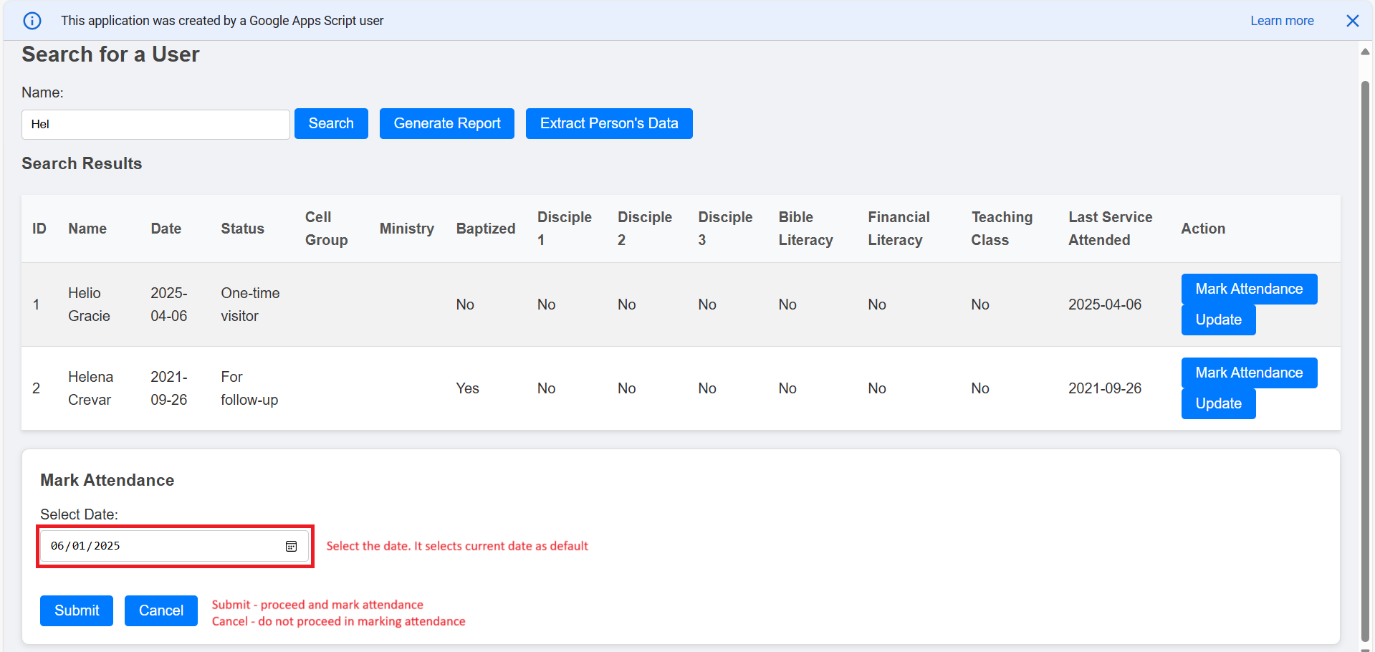
1b. **If entered name is found**, it will display the names based on the entered value in the search field

A screenshot of a computer

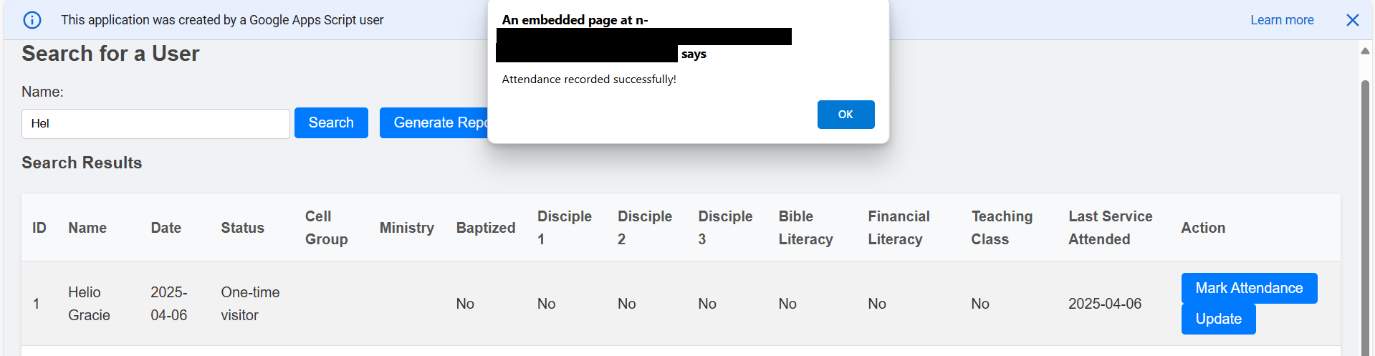
AI-generated content may be incorrect.

**Mark Attendance** will allow user to mark the attendance of the person.

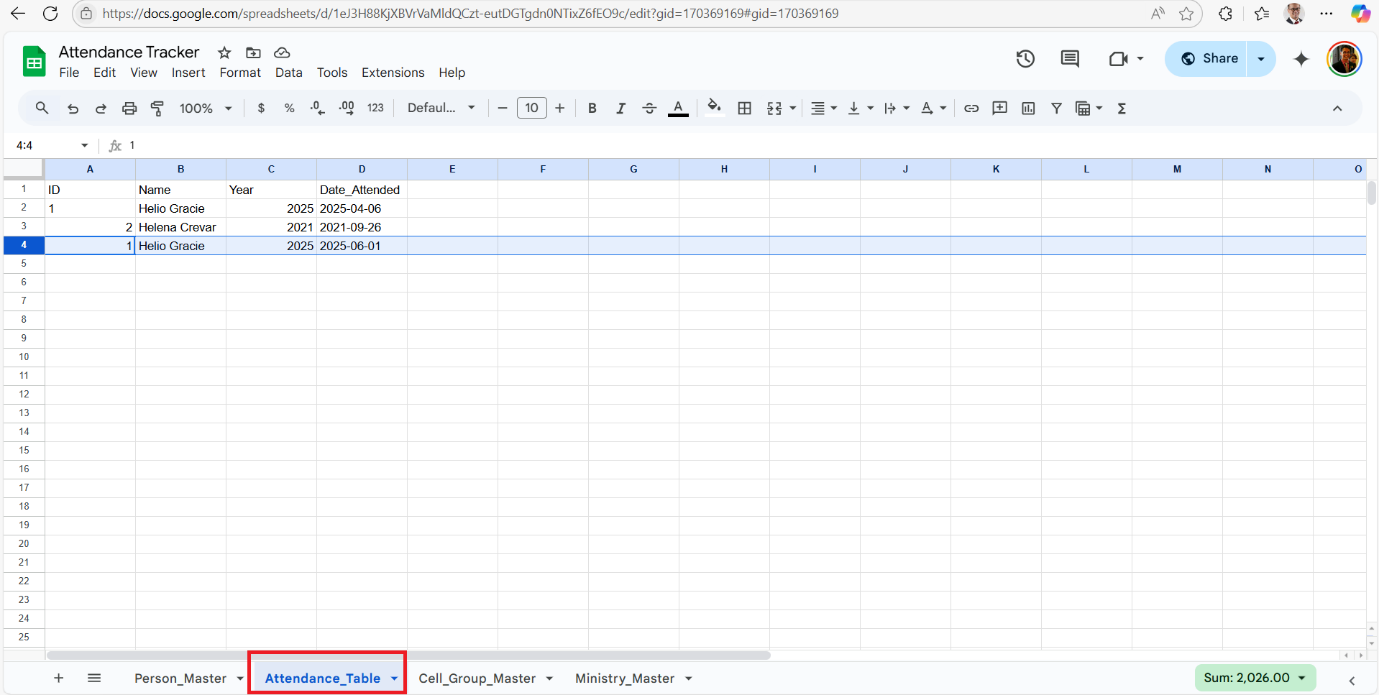




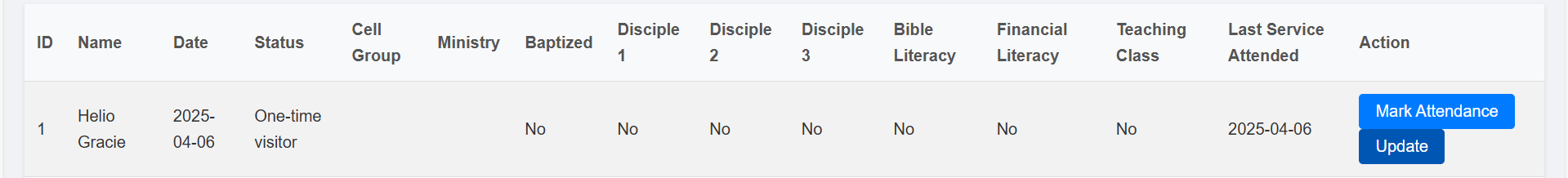
A pop-up message will be displayed to inform user that the attendance is marked.



Data will be saved in google spreadsheet under ‘**Attendance\_Table**’ worksheet

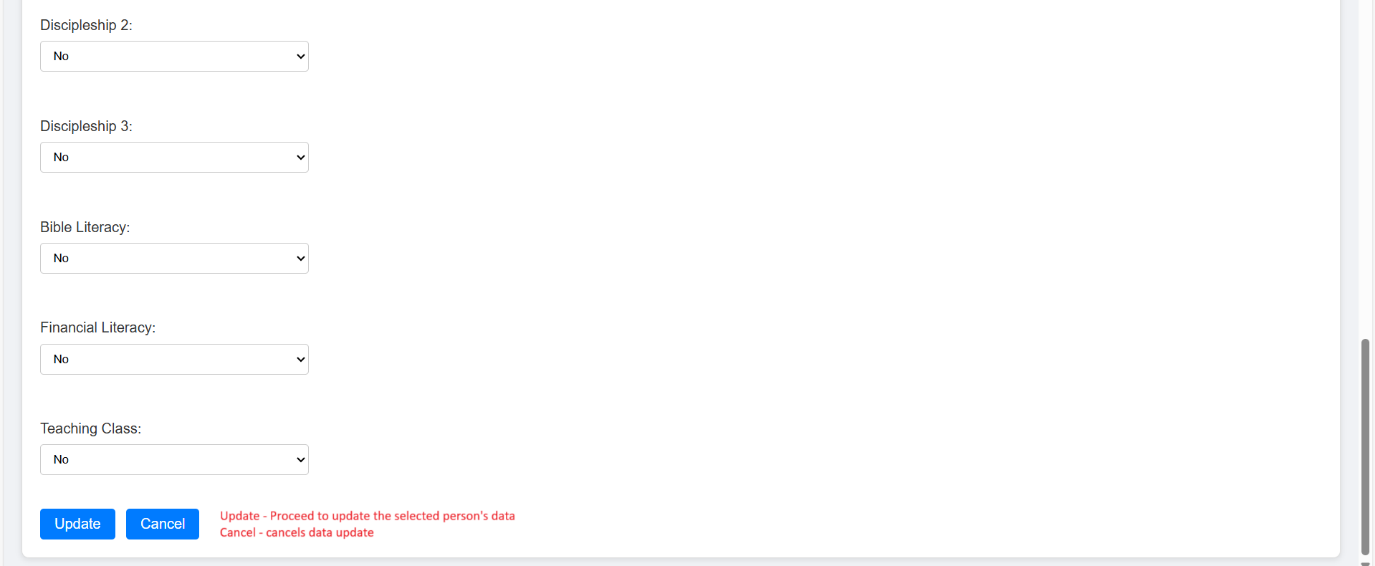


**Update** will allow user to update the details of the user

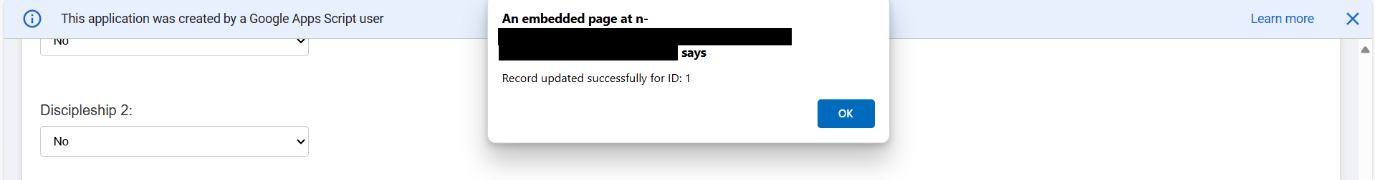


A screenshot of a computer

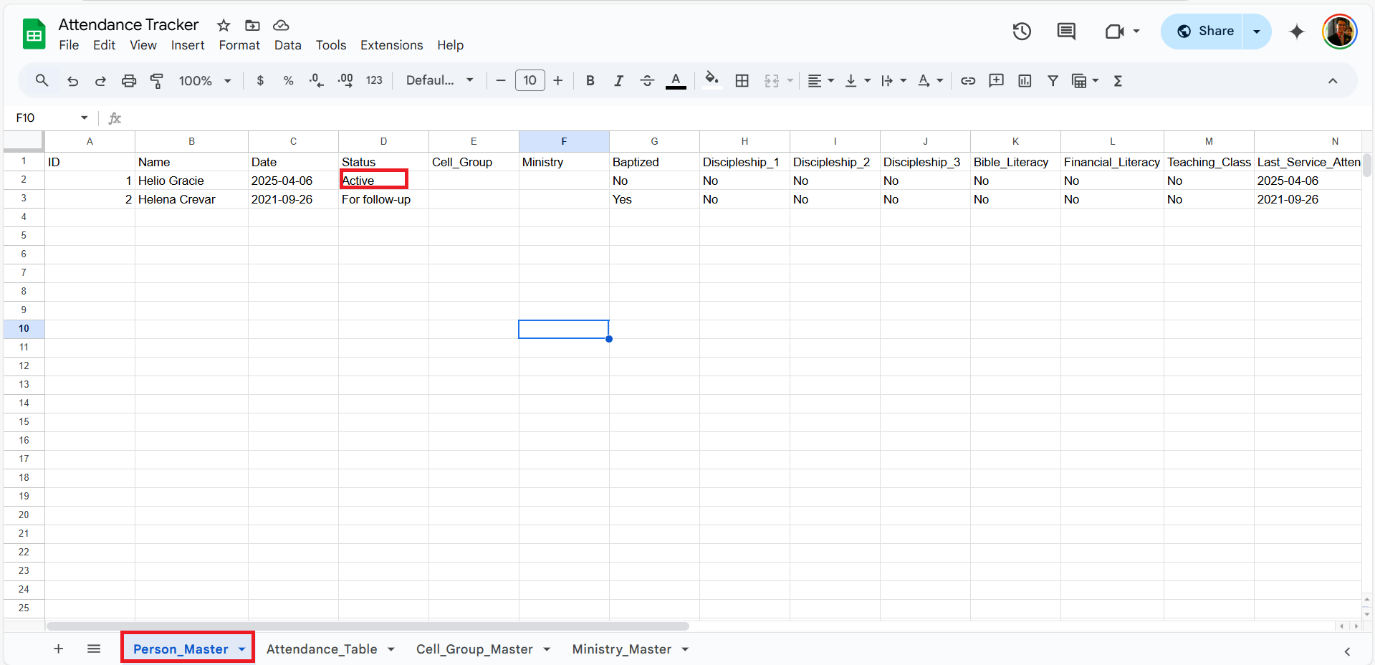
AI-generated content may be incorrect.



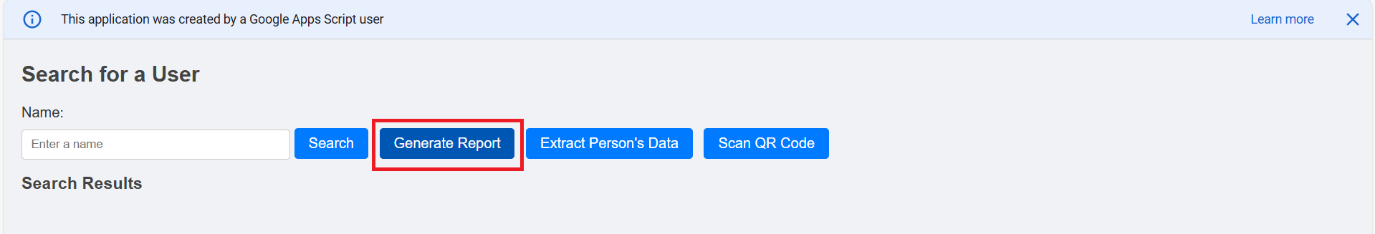
A pop-up message will be displayed to inform the user that the update is successful.

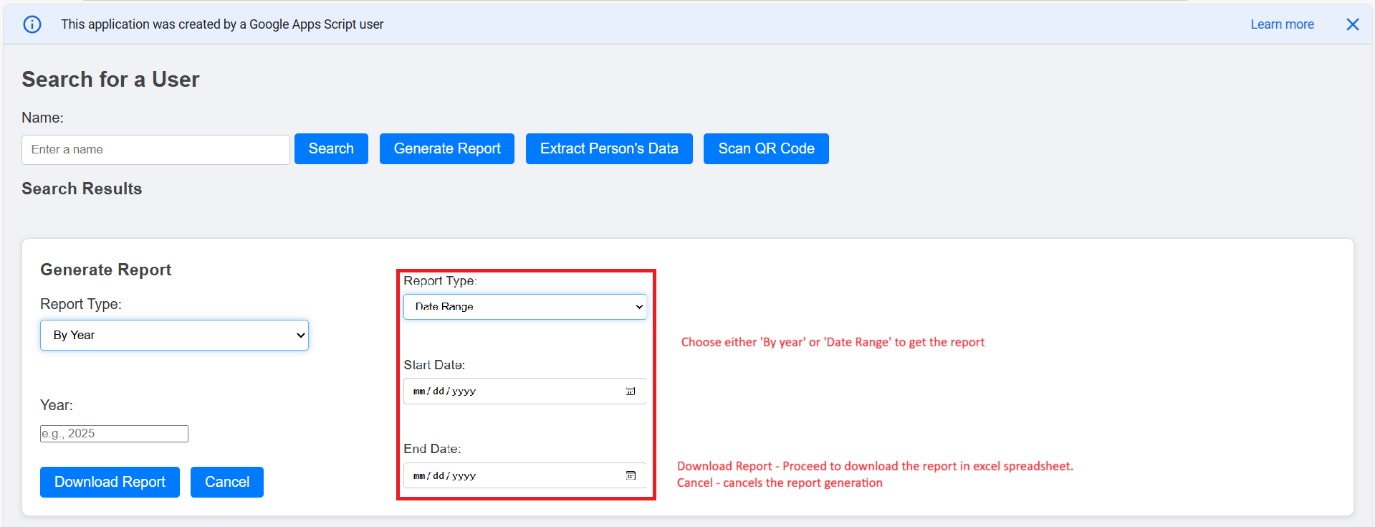


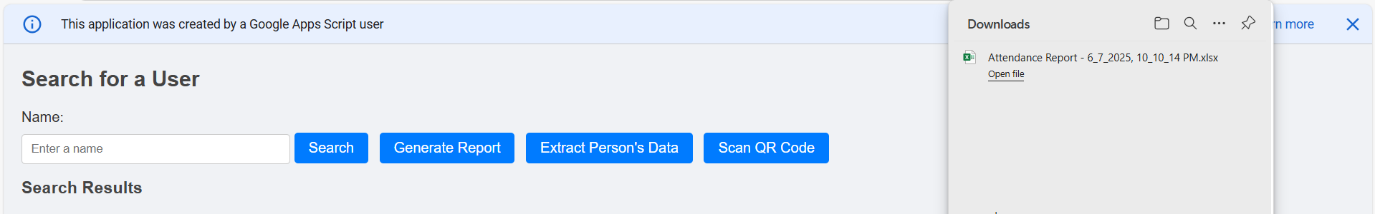
The selected person’s data will be updated in the google spreadsheet under ‘**Person\_Master**’ worksheet. (In this example, status changed to ‘**Active’**)



1. Generate report allows us to download the data from Attendance\_Table to acquire the information of member’s attendance.



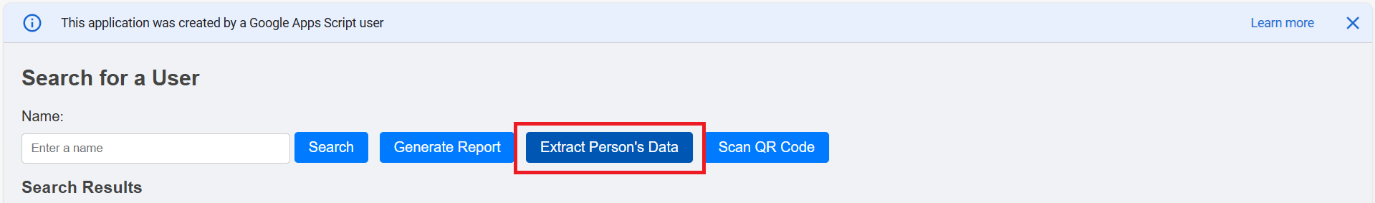


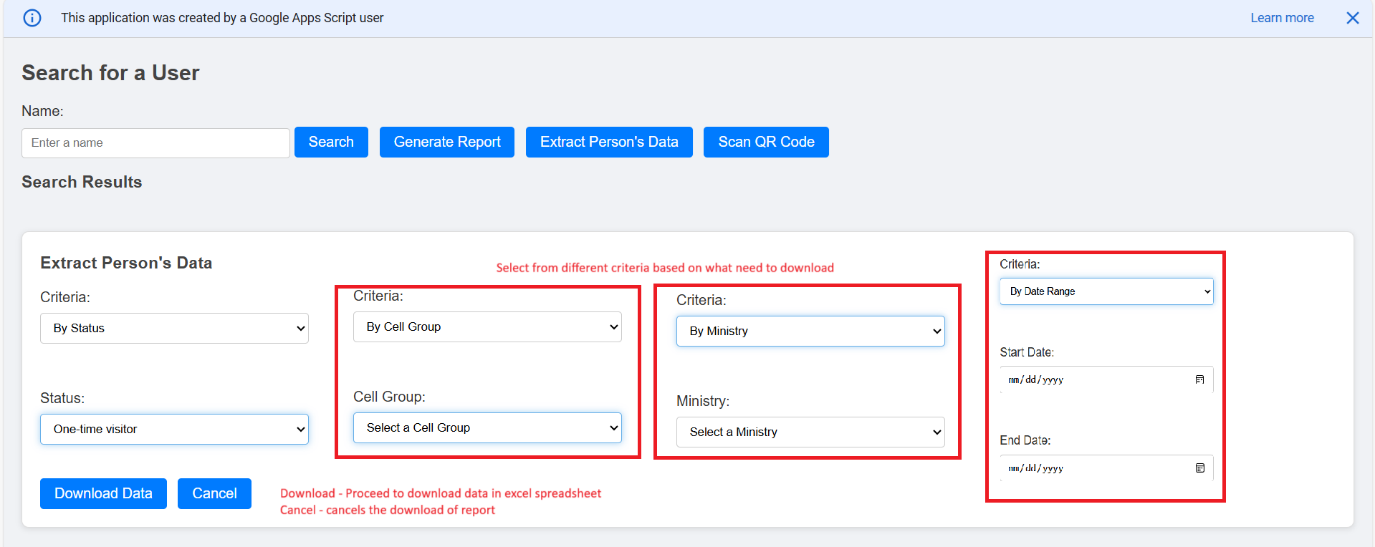


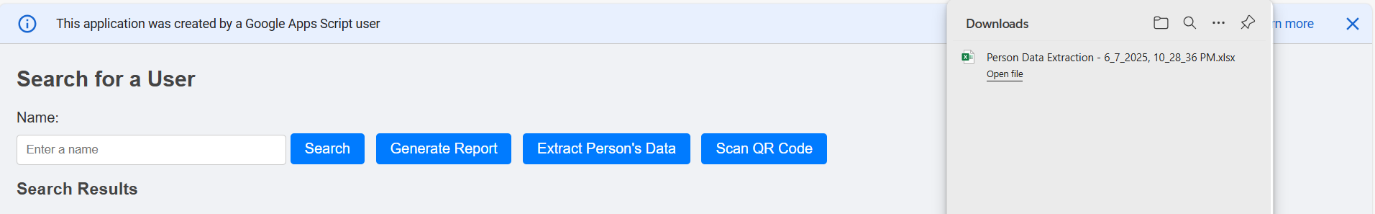
A screenshot of a computer

AI-generated content may be incorrect.

1. Extract Person’s Data will download the list of members. This will be useful to determine if a member requires to be followed up.







A screenshot of a computer

AI-generated content may be incorrect.

1. Scan QR code (applicable in mobile phone) to be able to scan a QR code of a member so it is easier to get the name instead of typing it.

Example: from QR code generated from qrcode-monkey.com

A screenshot of a computer

AI-generated content may be incorrect.

