Location-Based Attendance Management System

Introduction:

The **Location-Based Attendance Management System** enables employees to mark their attendance only when they are physically present within the designated **office or campus premises**.
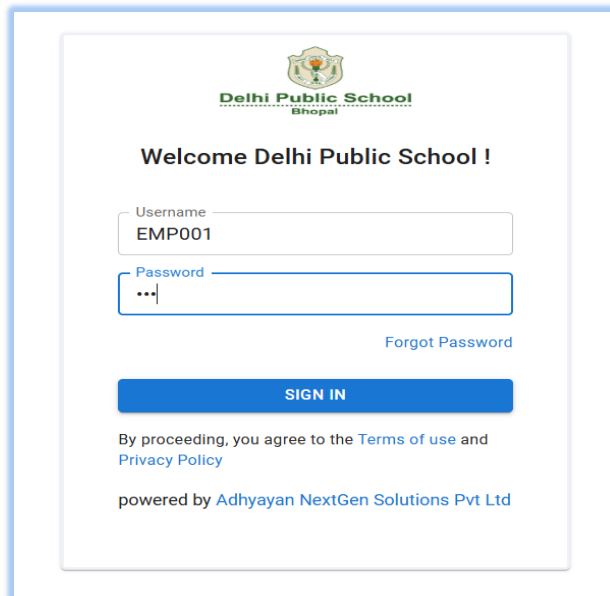
This system uses the **geolocation** of the user's device to validate their proximity to the registered office location. Employees can conveniently use their **own smartphones or devices** to mark their attendance through a secure web or mobile interface.

Key Highlights:

➢ Attendance can be marked only within the allowed distance from the office/campus.
➢ Supports real-time check-in and check-out from personal devices.
➢ Ensures accurate and secure attendance by confirming the user's location and a unique reference ID assigned to their device.
➢ Helps organizations maintain accurate, location-verified attendance records.

Accessing the Application:

➢ URL: *dps.adhyayan.online*
➢ **Username**: Employee code (e.g. EMP001, In your case its your employee code)
➢ **Password**: (Please contact your administrator to obtain the password. You will have the option to change it after logging in.)

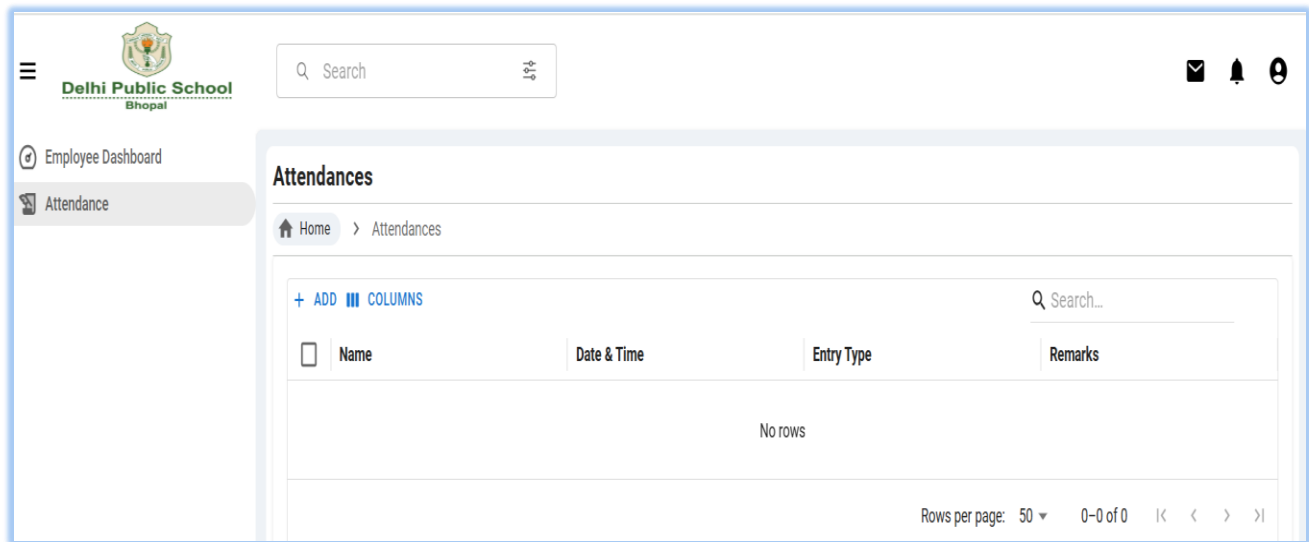Powered By: *Adhyayan NextGen Solutions Pvt. Ltd*
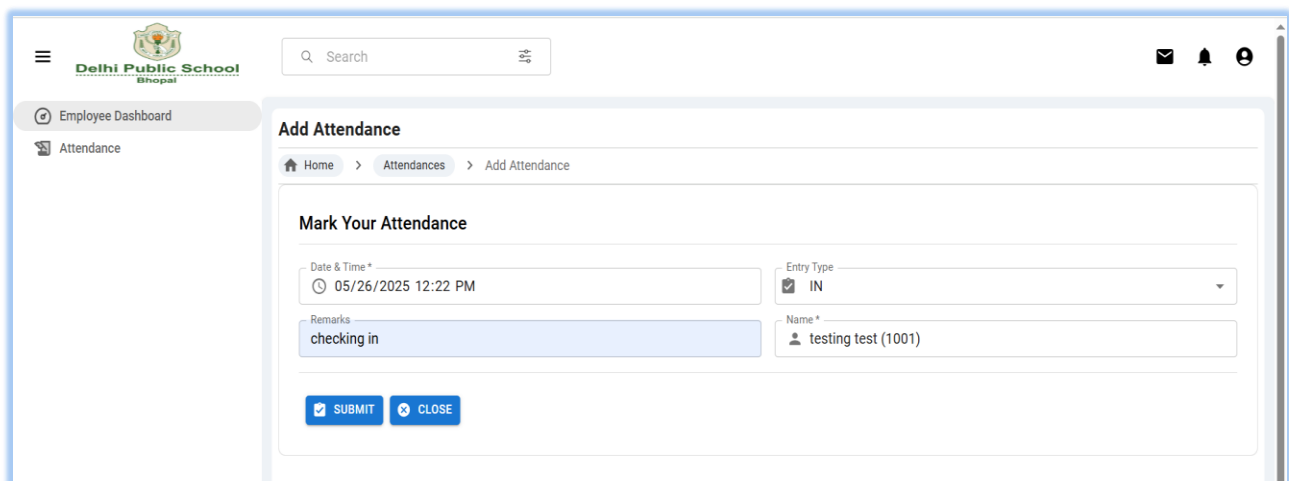
Steps For Employees-

1. Login

- ✓ Go to dps.adhyayan.online
- ✓ Enter your **User ID** (your employee code) and **Password** (****)
- ✓ Click Login

2. Mark Attendance

- ❖ Click on the Attendance option below the Employee Dashboard.
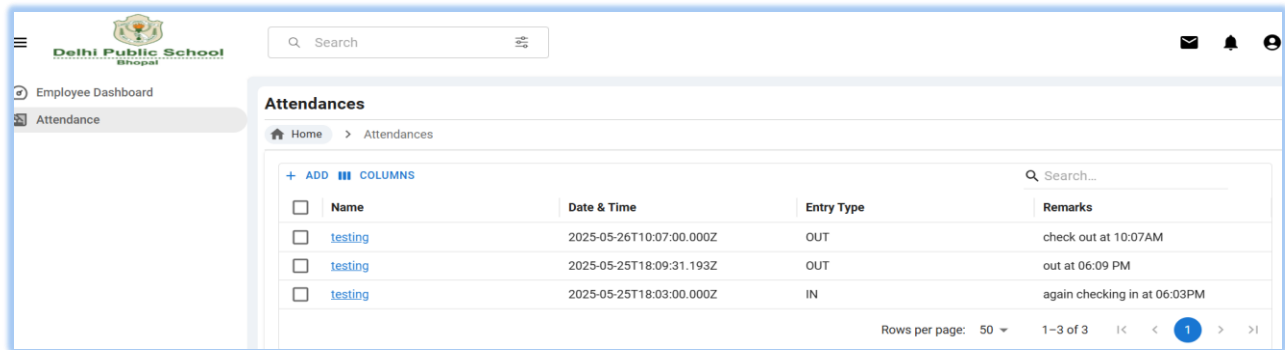- ❖ You got redirected to Your Attendance List

- ❖ Now click on +ADD button to mark your attendance
- ❖ Select your Entry Type and add Remark then click SUBMIT to mark your Attendance

Powered By: *Adhyayan NextGen Solutions Pvt. Ltd*
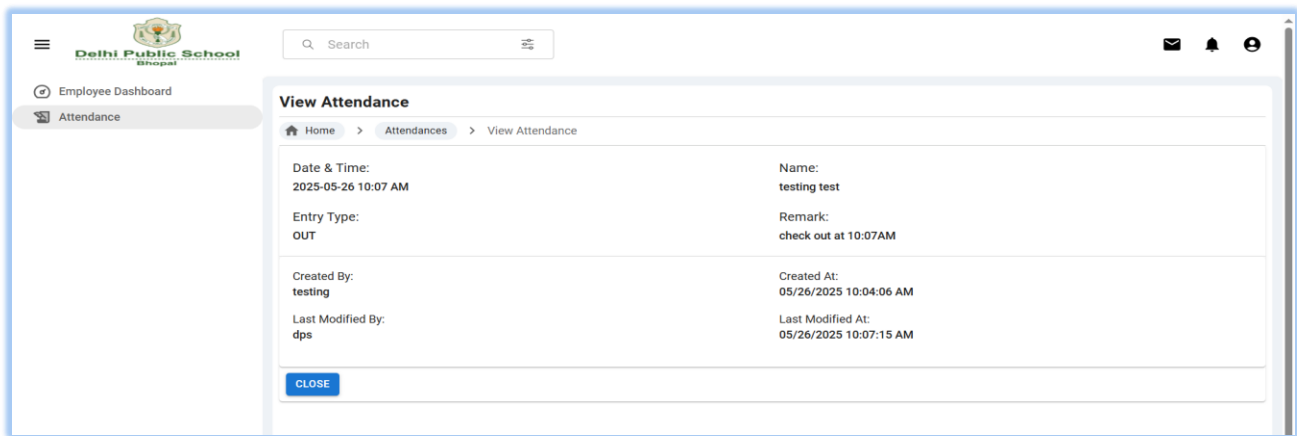
❖ Your Attendance List will look like this

❖ You can view your specific attendance from List by clicking on Your Name of that specific row

3. View/Edit Profile

❖ After successful login, click on the Profile icon on the top right corner of the Employee dashboard page
❖ On clicking on Profile, you got redirected to your Profile page
❖ Review your information
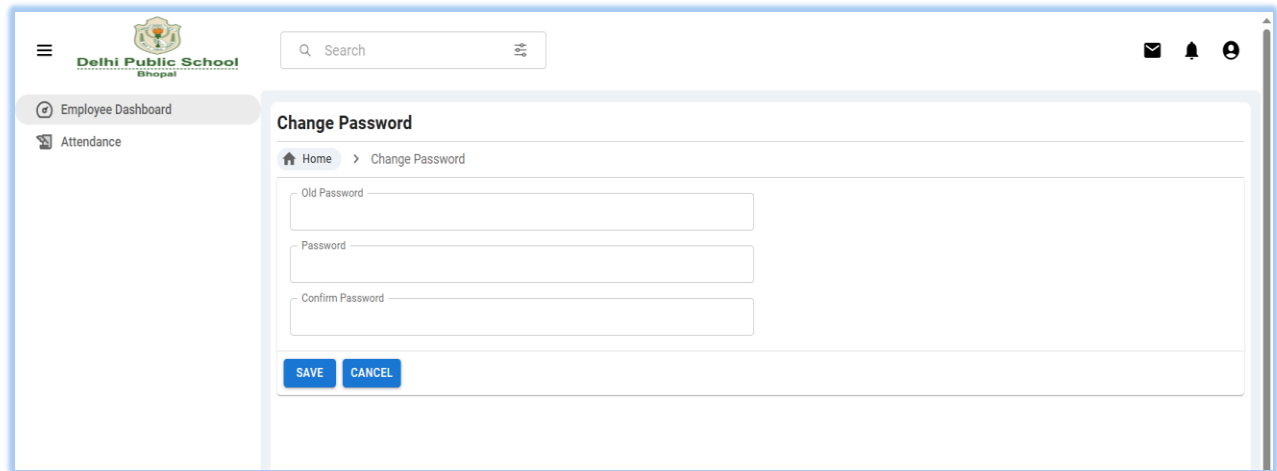❖ Click edit if need to update information
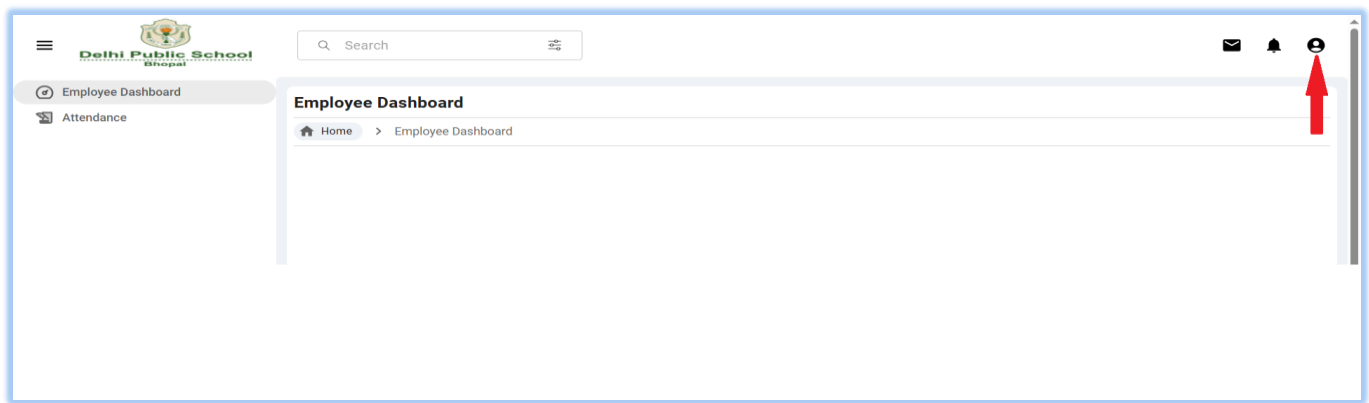
❖ Your Profile Looks like this:
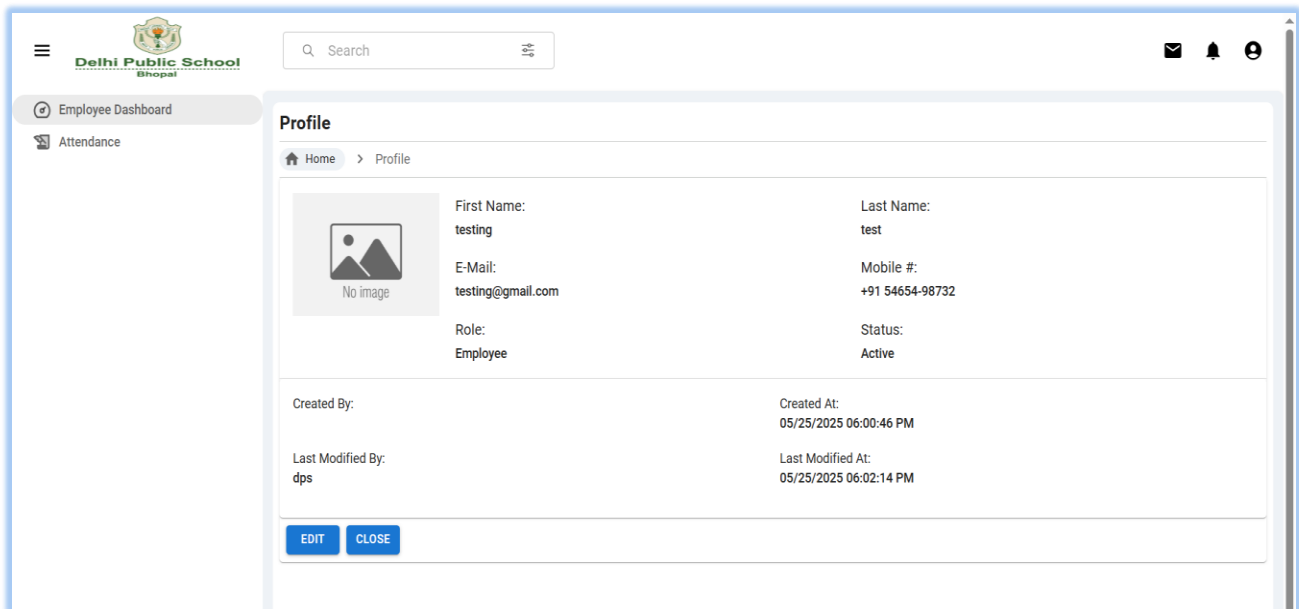
4. Change Password

❖ Click on the Profile icon on the top right corner of the Employee dashboard page, then Change Password
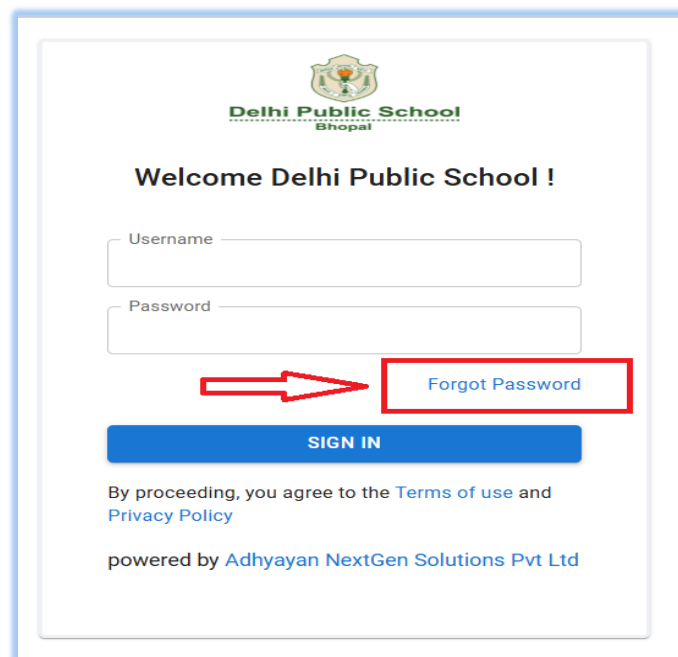❖ Enter Your Current Password then Set a New Password

Powered By: *Adhyayan NextGen Solutions Pvt. Ltd*

❖ Confirm and click Save

5. Logout

❖ Click on the Profile icon on the top right corner, then click Logout to securely exit
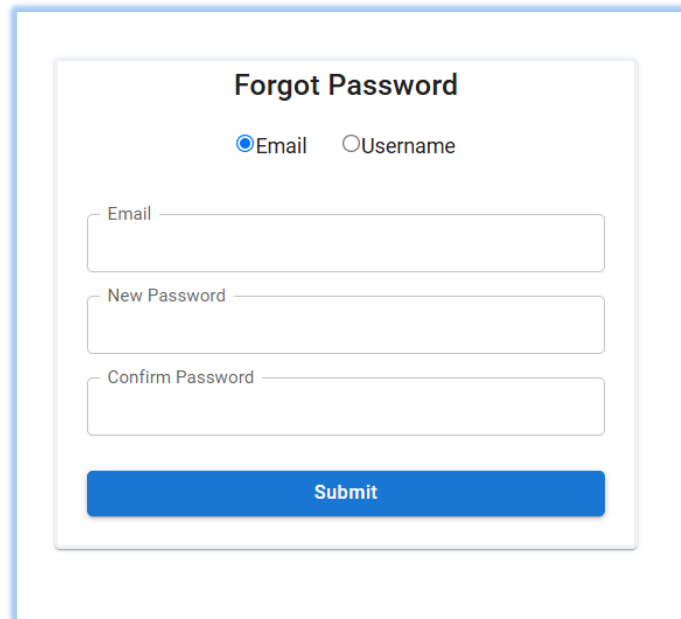
6. Forgot Password

❖ On the login screen, click Forgot Password

Powered By: *Adhyayan NextGen Solutions Pvt. Ltd*

Forgot Password using Email :
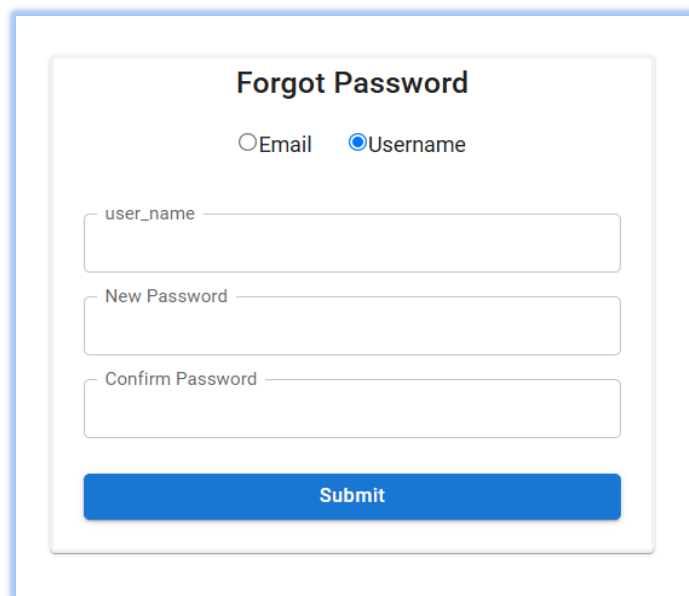
❖ Enter your Email Id/ User Id
❖ Enter new Password for your login and click submit

Forgot Password using UserName (employee code) :

Steps For Admin User-

1. Login
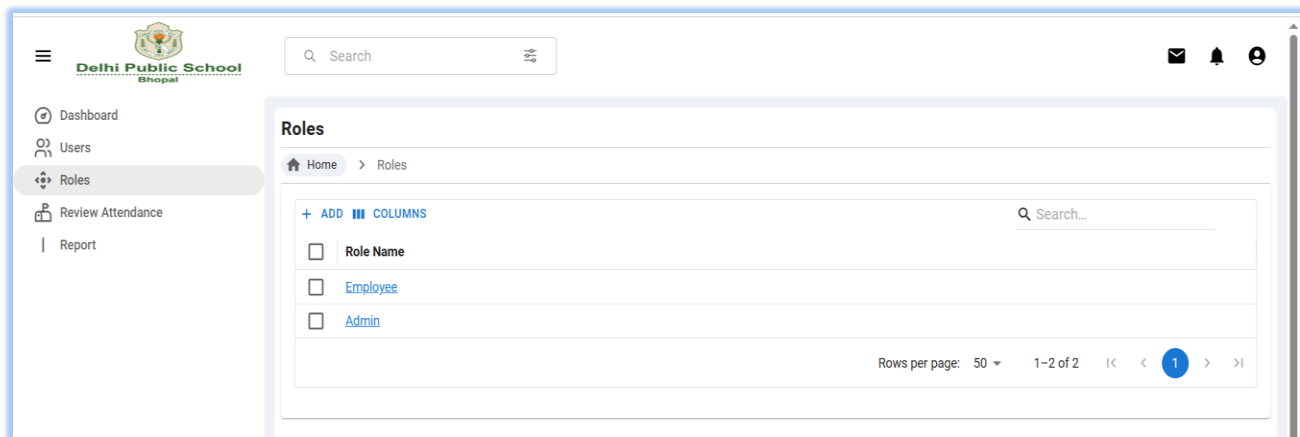
- ✓ Go to dps.adhyayan.online
- ✓ Enter your **User ID** (********) and **Password** (*******)
- ✓ Click Login
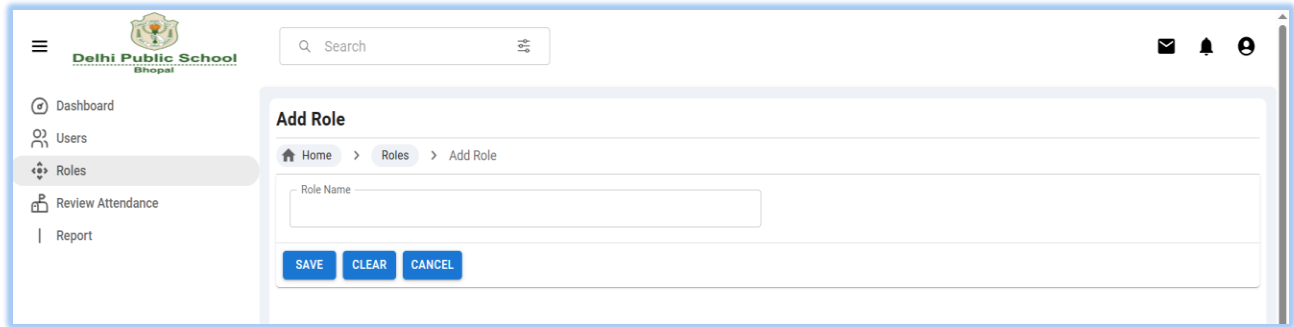
2. Role Module

- ❖ Click on the Role option below Users.
- ❖ You got redirected to Roles List.

Powered By: *Adhyayan NextGen Solutions Pvt. Ltd*

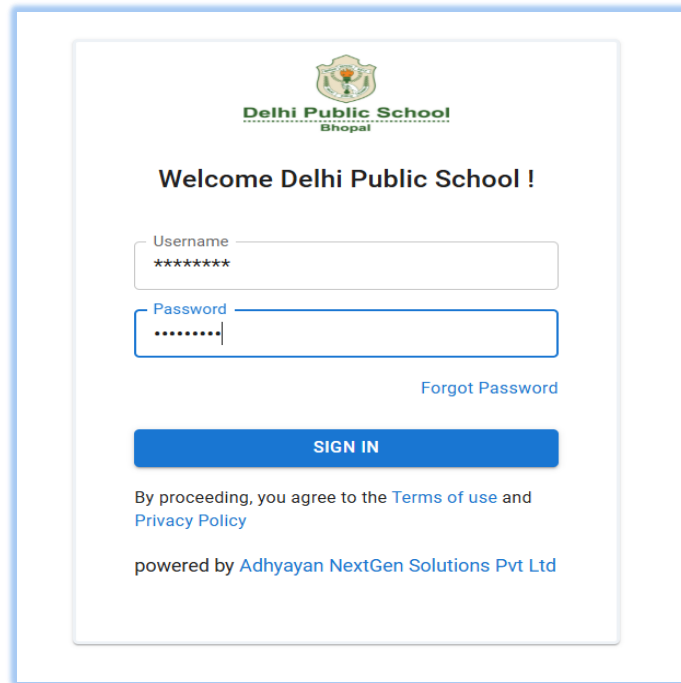❖ You can add **Role** by clicking on +ADD button
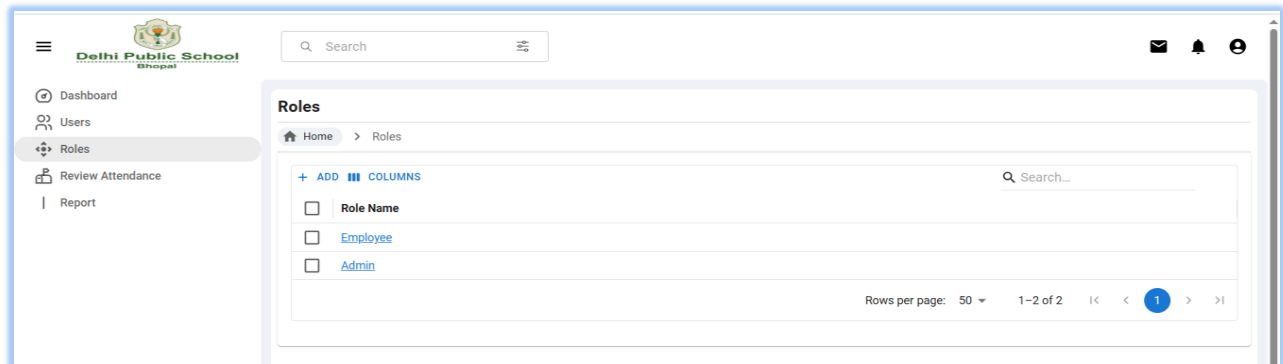
❖ You can view role by clicking on the role name
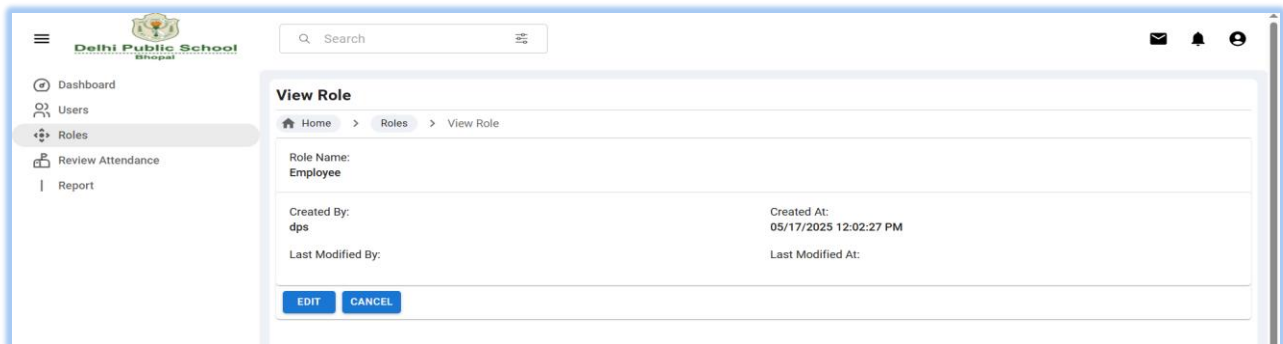
❖ That's how the role view looks
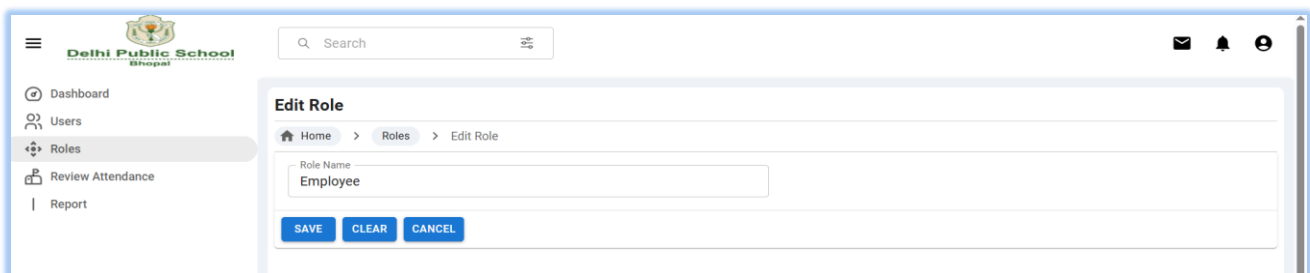
❖ You can edit the role by clicking on the EDIT button in view role / or by right clicking on the role name from the list / or by double clicking on the role name in the list.

Powered By: *Adhyayan NextGen Solutions Pvt. Ltd*

❖ Admin can delete Role by selecting the row from the list
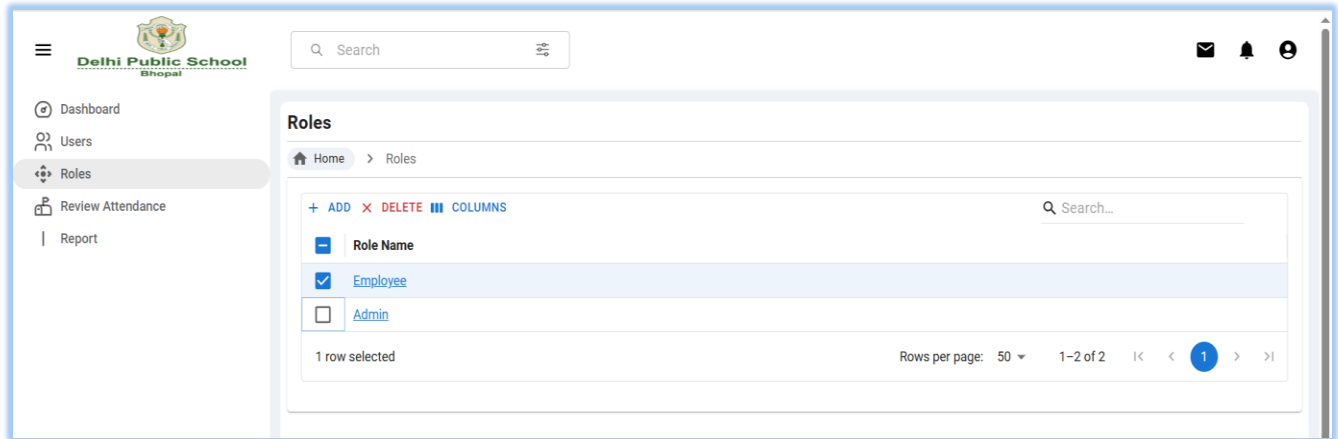
3. Users Module

❖ Admin user can perform all the operation (Add User, View User, Edit User, Delete User) same as admin can perform in **Role module** as mentioned above.

4. Review Attendance

❖ An admin user can review and manage employee attendance in the following ways:
   - ✓ **View All Records**: Admin can review the complete attendance history of all employees.
   - ✓ **Filter by Employee:** Admin can select an employee from a dropdown to view their specific attendance records.
   - ✓ **Filter by Date Range:** Admin can filter attendance data based on selected date ranges.
   - ✓ **View Specific Records:** Admin can view details of a selected attendance entry (similar to functionality in the Role module).
   - ✓ **Edit Attendance:** Admin has the ability to edit attendance records if required (same behavior as in the Role module).
   - ✓ **Delete Attendance:** Admin can delete attendance entries when necessary (similar to the Role module).
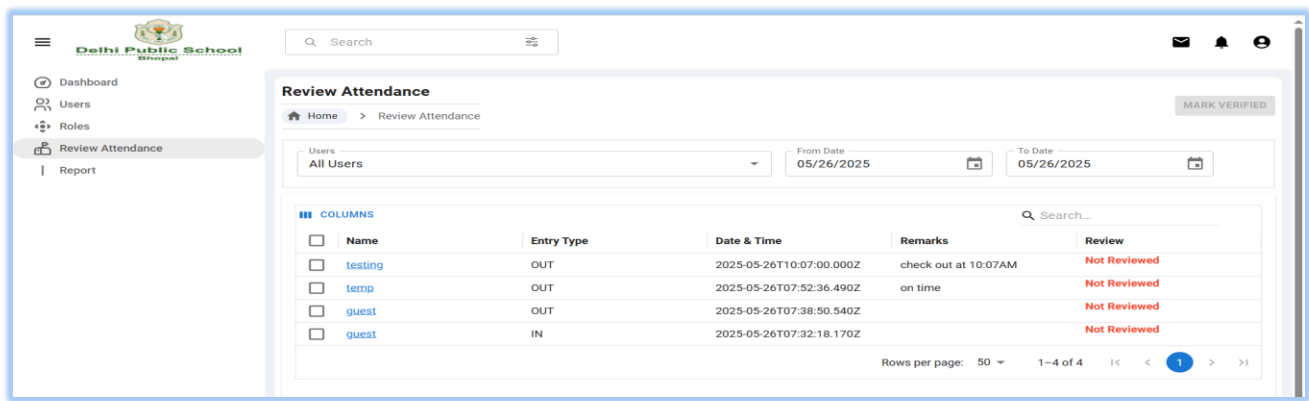
4. Report Module

❖ The Admin Attendance Report feature allows administrators to analyze employee attendance data through various filters and views-

- ✓ View Complete Attendance Reports: Access attendance reports for all employees across the organization.
- ✓ Filter by Employee: Select an employee from a dropdown to view their individual attendance report.
- ✓ Filter by Date: View attendance reports based on specific dates or date ranges.
- ✓ Check-In / Check-Out Times: View the exact check-in and check-out times recorded for each employee.
- ✓ Total Work Duration: Automatically calculate and display the total time between check-in and check-out for each entry.

Powered By: *Adhyayan NextGen Solutions Pvt. Ltd*
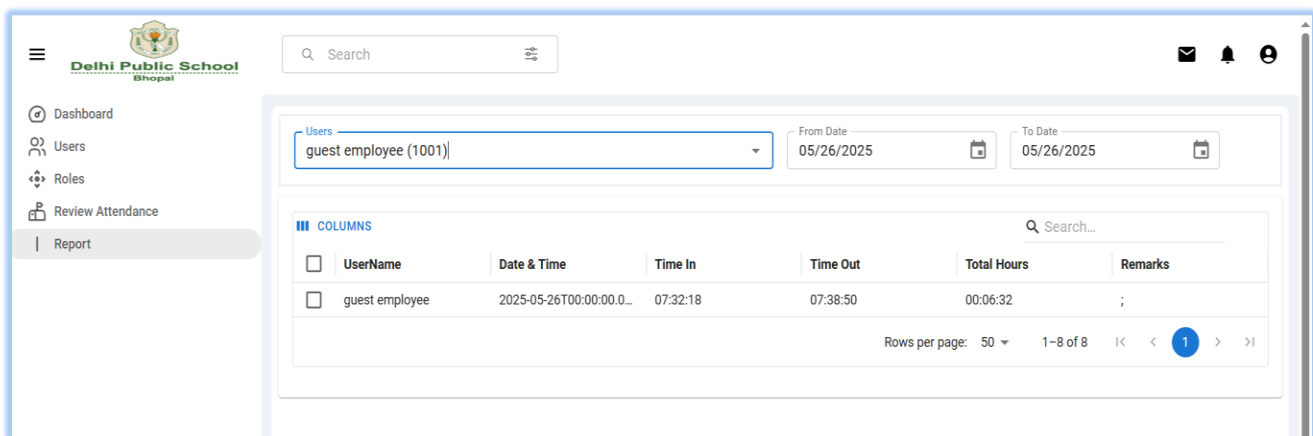
6. User Device Mapping Module

❖ Admin can change the status of users device so that the user can mark their attendance form their new Device.

❖ Admin User can View or Edit user's Device status same as admin can perform in **Role module** as mentioned above.
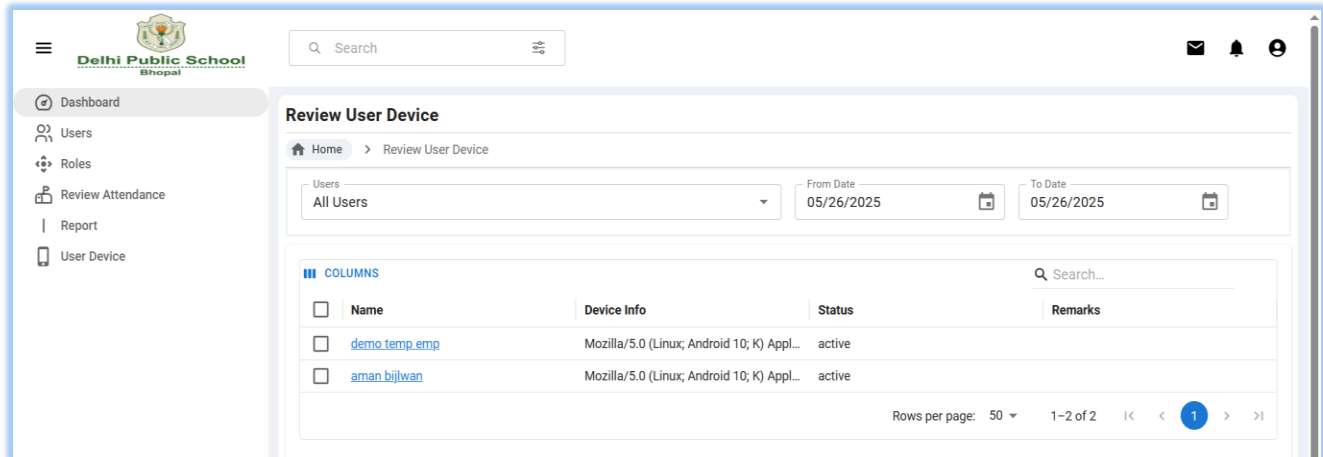
❖ **For Forgot Password, View/Edit Profile, Change Password, Please Refer Steps for Employee.**

6. Security Recommendations

❖ Always change the default password on first login.
❖ Do not share your credentials.
❖ Admins should periodically review user access and attendance irregularities.

Need Help?

For any issues or support, contact the IT admin at :

Email : info@adhyayan.online

Powered By: *Adhyayan NextGen Solutions Pvt. Ltd*