Instructions

Thank you for choosing our product. Before using this system, please carefully read this instructions. This will help prevent unnecessary damage to the system. System was developed very user friendly. This is very Simple, Interactive & Secure attendance management system. This system is controlled by the admin or authorized person of the company. Only the admin can be able to handle all the features of this system.

System Design:

- First authorized person of the company needs to registered in this system.
- After Successful registration, Sign In into the system.

1. **Registration:**
   In registration page, admin needs to fill the name, email, contact no , security question, answer and most important this is password.
   This Security question and answer is very in forgot password process.

2. **Login:**
   The Admin can login with registered email address and password. After successful login the admin can handle following features of the system…

Main Menu of the System

- ➢ **Manage Employee**
- ➢ **Train Data**
- ➢ **Face Detect**
- ➢ **Attendance**
- ➢ **Photos**
- ➢ **Change Password**
- ➢ **FAQ**
- ➢ **Exit**

1. **Manage Employee**

    In this features register basic employee information. First enter the Department information of the employee after adding department field the next step is to add employee id, name, age, contact no, email id, DOB, DOJ, Address, Proof Type, Proof Number. After fill all this entries take image of the register employee. It takes 100 sample photos of that employee. If employee details successfully registered, a continue with Train Data.

2. **Train Data**

    The next step is to train all saved data. In train data function matching the sample images of all the employee.
    After successfully completing train data features move ahead for face detection.

3. **Face Detect**

    The most important step in this system, In face detection function the system detect registered face with employee id, name, and department id.

4. **Attendance**

    After completing the face detection process, the attendance is marked, in attendance function you can update the attendance of the employee. The one more functionality in this feature is to import and export csv attendance file. In this csv file the all attendance are recorded.

5. **Photos**

    In this function the capture images is stored it into you selected folder.

6. **Change Password**

    In this functionality, you can change your current password to the new password. And after the changing your old password you can sign in with your new password.

7. **FAQ**

    If you have any query, then this feature is for you. In this window there are list of frequently asked question for you and this is very helpful for you.

8. **Exit**

    This is nothing but the logout function.

9. **Forgot Password**

    In case the admin of this system or authorised person of this system, this feature very useful for you, through forgot password you can set a new password through select your correct security question and answer.

Thank You!!!