Attendance Recorder App: User Guide

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Special Thanks

This project would not have been possible without the support and contributions of:

- **Dr. Ahmad Samir** who encouraged me to start working on this project
- **Dr. Amani Helmi** who sponsored this project till it was launched successfully
- **Dr. Gehan** who supported me every step on the way
- **Dr. Doaa Mohammad Abu Bakr** who was the catalyst to this project's success
- **Dr. Taqwa Mohammad Abd El-Salam** who aided me with her efforts in implementing the project

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Getting Started

Requesting Access

1. **Visit the app's sign-in page**
2. **Click the "Support Form" button to open the Google Form**
3. **Complete the form with your details to request access**
4. **Wait for confirmation email (typically sent within 24-48 hours)**

Login and Account Management

Signing In

1. Once approved (getting a confirmation email), return to the app's sign-in page
2. Enter the email address you provided in the request form
3. Enter the password you created
4. Click the "Sign In" button
5. If you encounter any issues, use the Support Form link at the bottom of the sign-in page

Login Session Management

1. Your login session remains active until you explicitly sign out; it is a one-time Login
2. The app will remember your login between sessions
3. If credentials change on the server while you're logged in, you may be prompted to sign in again

Signing Out

1. Click the account icon in the top-right corner of any screen
2. In the Account screen, click the "Sign Out" button
3. Confirm the action when prompted
4. You will be returned to the login screen

Offline Login

1. The app displays an "Offline" notification when no internet connection is available
2. You can still log in using previously stored credential
3. Note that only credentials synchronized during previous online sessions will work

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Scanner Tab

The Scanner tab is the default view when you first open the app. It allows you to record attendance by scanning student QR codes.

Starting a Scanning Session

1. Click the "Start New Session" button
2. Enter the location in the popup (e.g., "Morgue", "Histology Lab")
3. Click "Start Now"
4. When prompted, allow the app to access your device's camera

Scanning QR Codes

- Position student QR codes within the camera frame
- The app can scan multiple QR codes simultaneously in a single frame
- Real-time scanning logs appear in the top right corner of the camera frame
- Successfully scanned data automatically appears in the table below

Adding Custom Entries

If a student doesn't have their QR code:

1. Click the "Add Custom Entry" button
2. Enter the student's ID in the popup form
3. Click "Add Entry" to add them to the session

Ending a Session

1. Click the "End Session" button when finished
2. The session data will be:
    - Automatically exported as an Excel file to your device
    - Automatically backed up to the cloud

Session Recovery

If a session is interrupted (app closed, browser crashed, etc.):

1. Reopen the application
2. You will be prompted to recover the previous session
3. Choose to continue scanning or end the interrupted session

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Selector Tab

The Selector tab provides a checklist interface to manually select students from a pre-set reference list.

Starting a Selection Session

1. Click the "Start New Session" button
2. Enter the location in the popup (e.g., "Morgue", "Histology Lab")
3. Click "Start Now"

Selecting Students

1. Use the search bar to find specific students
2. Filter students by year/group using the dropdown options
3. Click the checkbox next to student names to mark them present
4. Selected students will appear in the table below

Syncing Student Data

1. To refresh the student checklist data from the cloud: Click the "Sync Data" button. (This requires an internet connection)
2. The student list will be updated with the latest data

Use this feature when:

- You need to get the most recent student data
- Student information appears outdated
- You've been instructed to sync by an administrator

Adding Custom Entries

If a student isn't in the checklist:

1. Click the "Add Custom Entry" button
2. Enter the student's ID in the popup form
3. Click "Add Entry" to add them to the session

Ending a Session

1. Click the "End Session" button when finished
2. The session data will be:
   - Automatically exported as an Excel file to your device
   - Automatically backed up to the cloud

Session Recovery

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History Tab

The History tab allows you to view, search, and export past attendance sessions.

Viewing Session History

- All past sessions are displayed in chronological order
- Use the dropdown to sort by:
  - Date (newest first)
  - Date (oldest first)
  - Location

Accessing Session Details

1. Click on any session in the list
2. View detailed information including:
   - Location
   - Date and time
   - Number of scans
   - Complete list of recorded student IDs

Exporting Session Data

- To export a single session:
  1. Click on the session to view details

2. Click "Export Session" button

- To export all sessions:
  - Click "Export All History" at the top of the page

Backup Tab

The Backup tab helps ensure your attendance data is safely stored.

Checking Backup Status

- Connection Status: Shows if the app is currently online
- Last Backup: Displays the date and time of the most recent backup

Manual Backup

1. Click "Backup Now" to manually sync data to the cloud
2. A confirmation message will appear when the backup is complete

Important Notes

- Automatic backups occur:
  - When the app starts
  - When a session ends
  - Periodically while the app is running
- Important: Perform a manual backup before:
  - Deleting browser history
  - Clearing app data
  - Uninstalling the app

Settings Tab (Admin Only)

The Settings tab is only available to users with Administrator privileges. It provides system-wide configuration options.

Accessing Settings

- Click the "Settings" tab in the navigation menu
- Note: This tab is only visible to administrators; regular users will not see this tab in their interface

Admin Settings Overview

The admin settings screen provides comprehensive management capabilities separated into multiple sections:

1. Backup Management
    - Number of backup files

    - Clear all backups
2. Admin Management
    - Number of current admin accounts
    - Add new admin
    - View admin accounts
    - Remove admin accounts
3. User Management
    - Number of current user accounts
    - Add new user
    - View user accounts
    - Remove user accounts
4. Student Management
    - Total number of students in database
    - Add individual student
    - View student records
    - Remove students
    - Import from Excel

About Tab

The About tab provides information about the application including:

- Function and purpose
- Technical details
- Features
- Usage instructions
- Development team information

Contact Tab

The Contact tab provides access to support through a Google Form with three pathways:

1. Request Access: For new users needing credentials
2. Change/Forgot/lost credentials: for when any of the previous cases emerge
3. Feedback: For suggestions and comments
4. Issues/Complaints: For reporting problems or technical issues

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Troubleshooting

Login Issues

- Verify you are using the correct email and password
- Check your internet connection (an offline notification will appear if you're not connected)
- Try clicking "Refresh Credentials" on the login screen if available

- If persistent issues occur, use the "Support Form" link on the login screen

Camera Access Issues

- Ensure you've granted camera permissions to the app
- Try refreshing the page and starting a new session
- On mobile devices, check your privacy settings

QR Code Not Scanning

- Ensure adequate lighting
- Position code within the camera frame
- Clean camera lens if using a mobile device
- If problems persist, use the add entry method as an alternative

Data Recovery

If you encounter data loss:

1. Check the History tab to see if sessions were properly saved
2. Check the Backup tab to verify the last successful backup
3. Contact support through the Contact tab if data cannot be recovered

Session Interruptions

- The app will attempt to recover any interrupted sessions
- Always properly end sessions with the "End Session" button
- Download Excel exports as a backup measure

Connection Issues

- The app can work offline once loaded
- Data will be synchronized when connection is restored
- Perform manual backups when connection is available