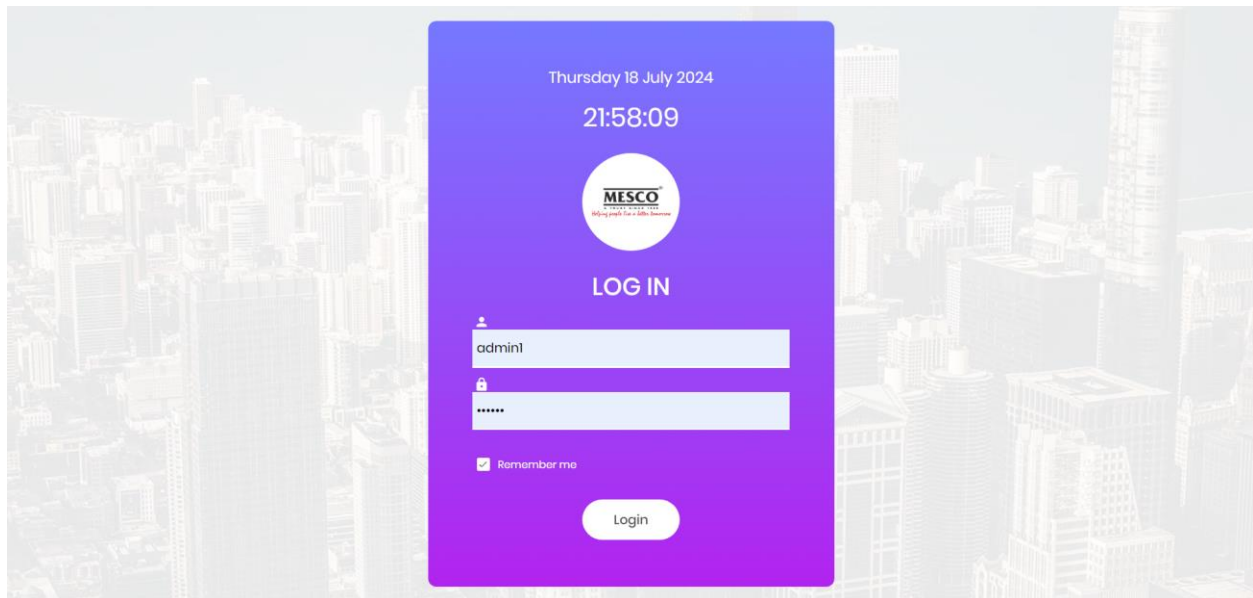**User Manual**

1. Introduction

This manual provides detailed instructions on how to use the AttendanceViaLocation web application as an employee.

2. Logging In

Description: Employees log in to the application using their credentials.

Steps:

1. Navigate to the login page.

2. Enter your username and password.
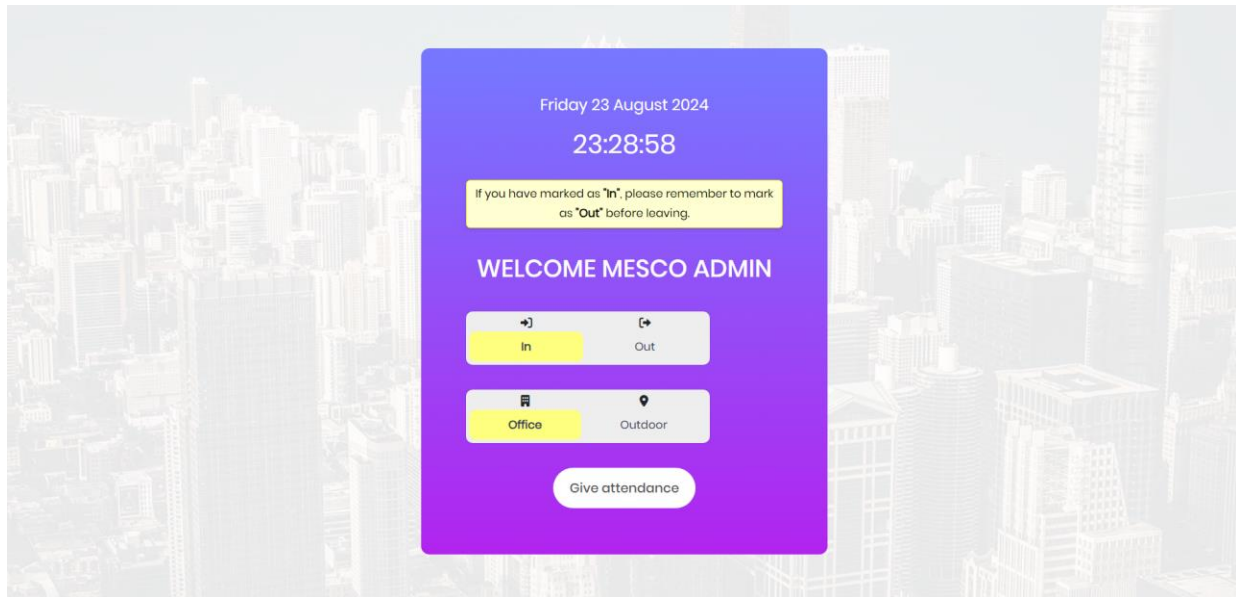
3. Click the "Login" button.
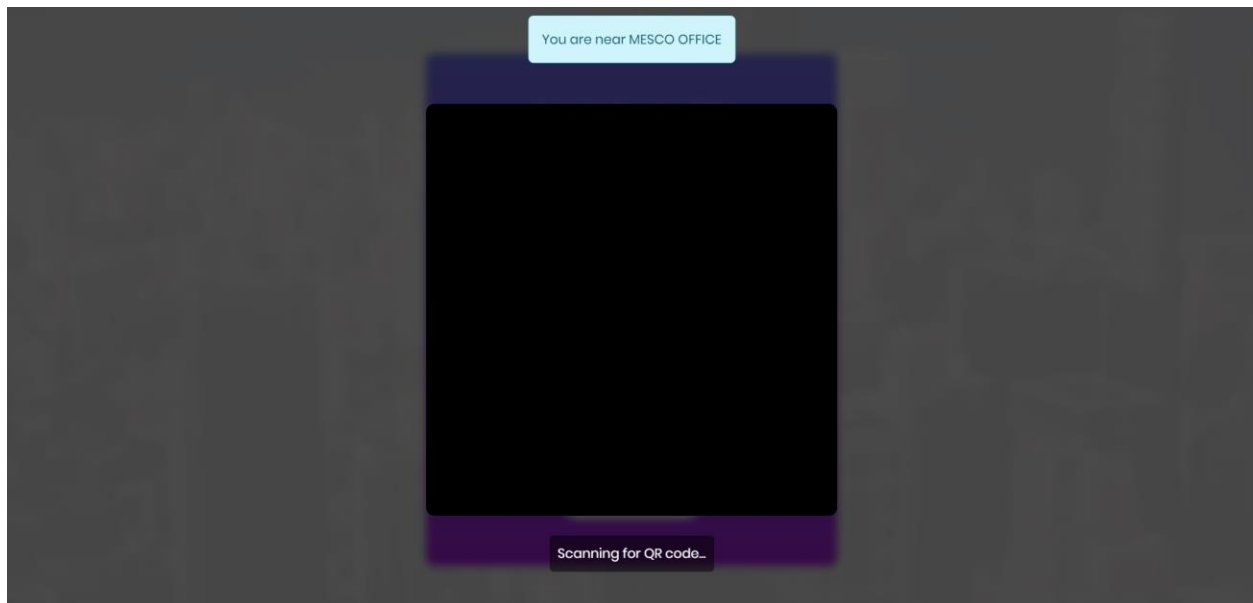

3. Marking Attendance

Description: Employees mark their attendance by selecting options and verifying their presence with location, QR code, and selfies.
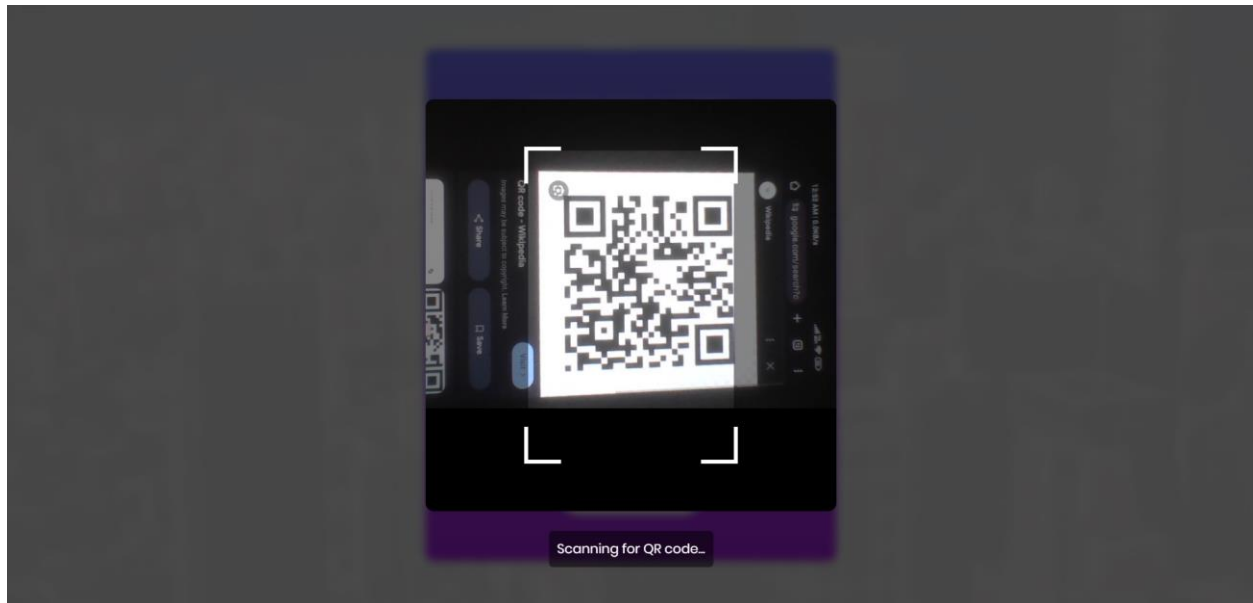
Steps for In-Office Attendance:

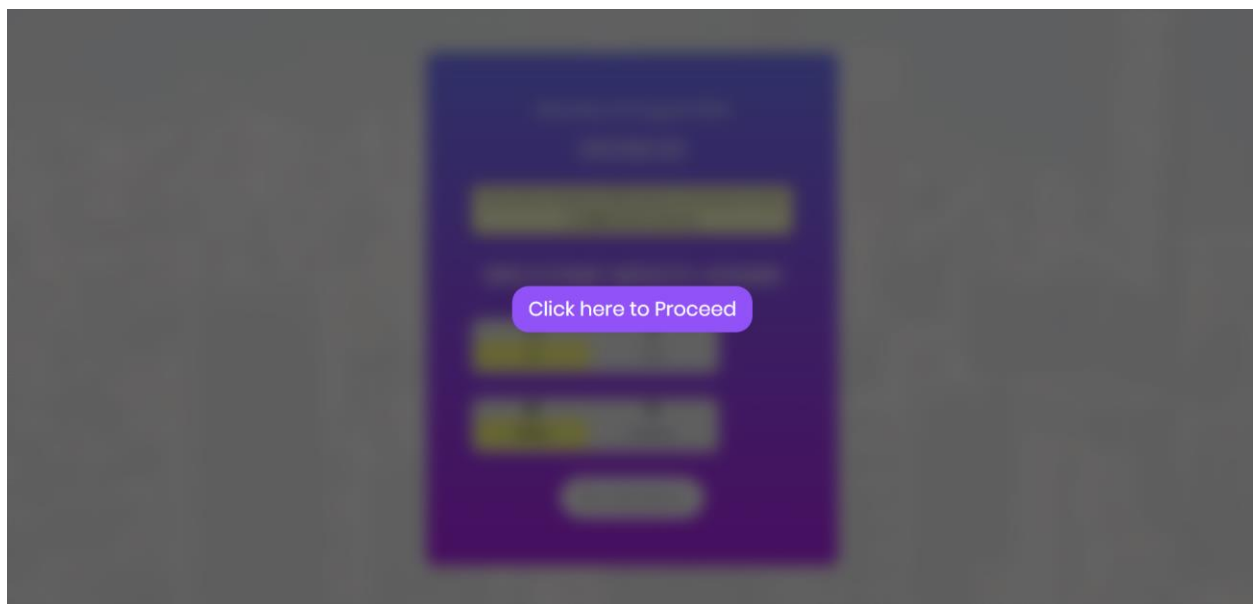1. **Navigate to the attendance page after logging in.**

2. **Select the 'in' radio button.**

3. **Select 'office' if you are at the office.**

4. **The application will verify your location.**

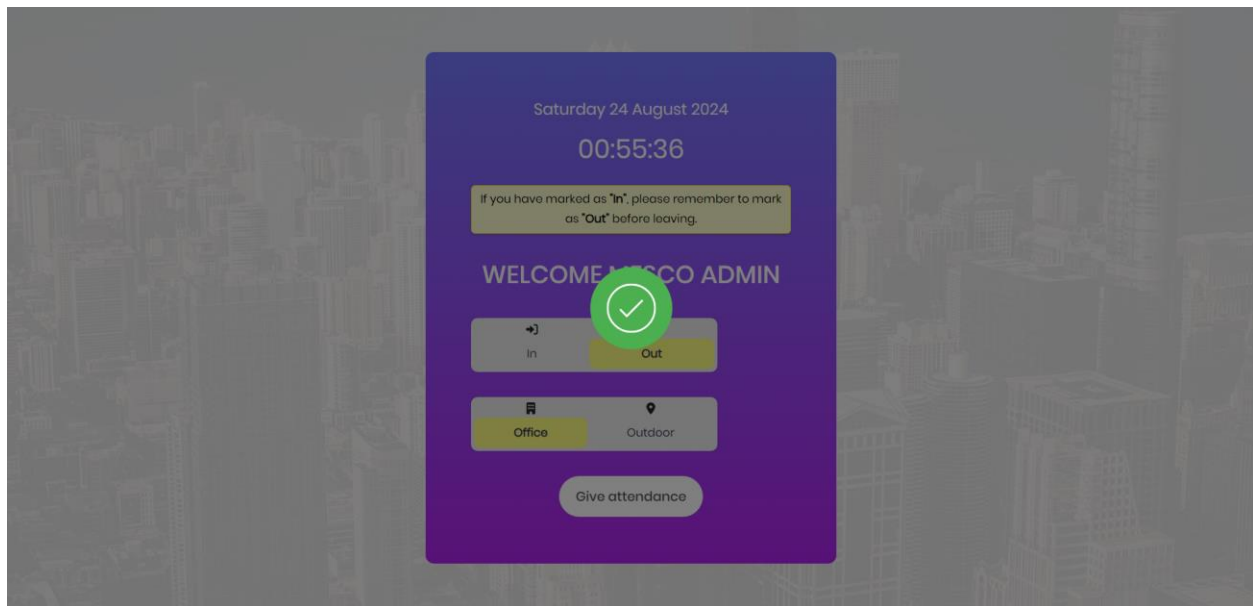5. **If the location matches, a QR code scanner will open.**

6. **Scan the QR code provided at the office entrance.**

7. **The button will pop up after clicking button, automatically capture a selfie after 3 seconds.**
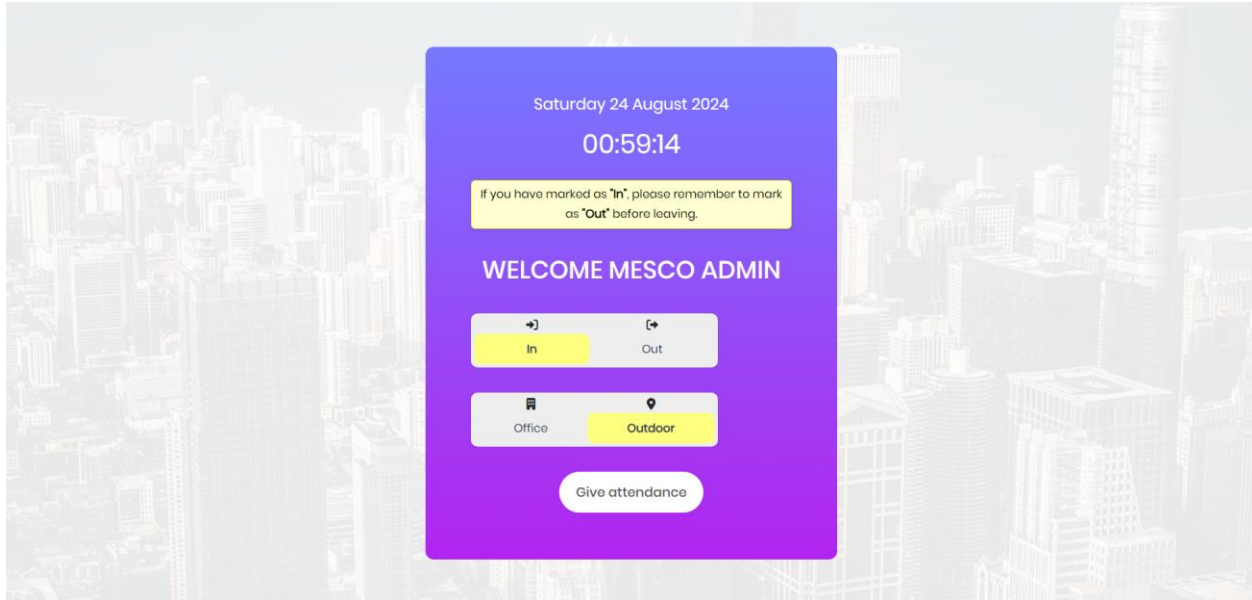
8. A green tick will appear, indicating that your attendance has been marked successfully.
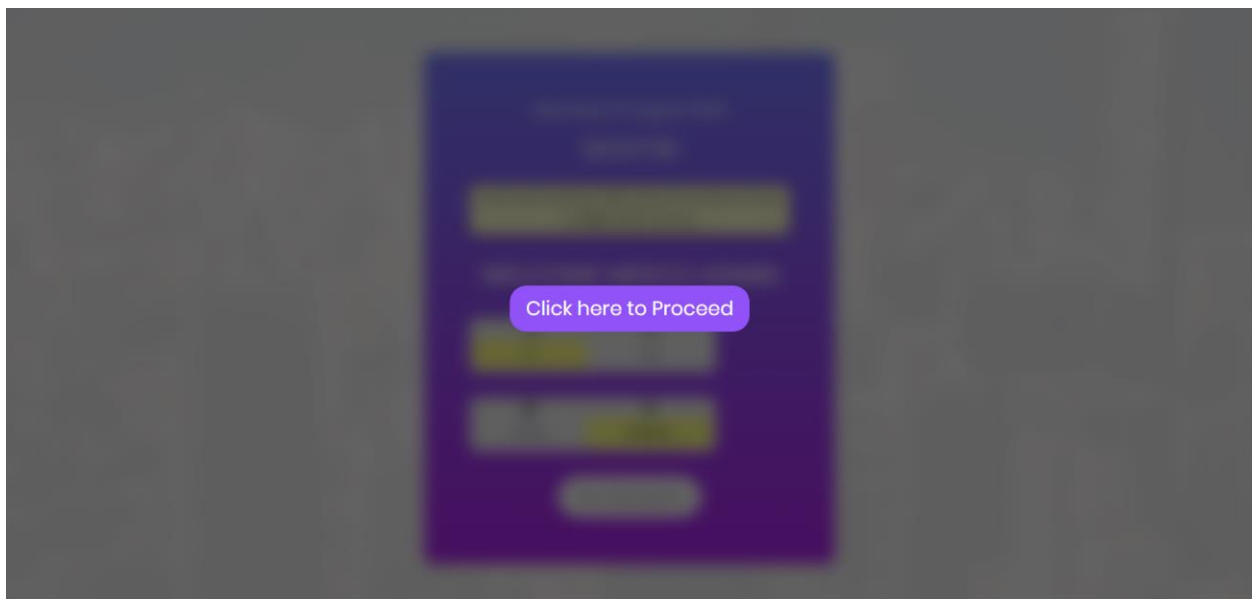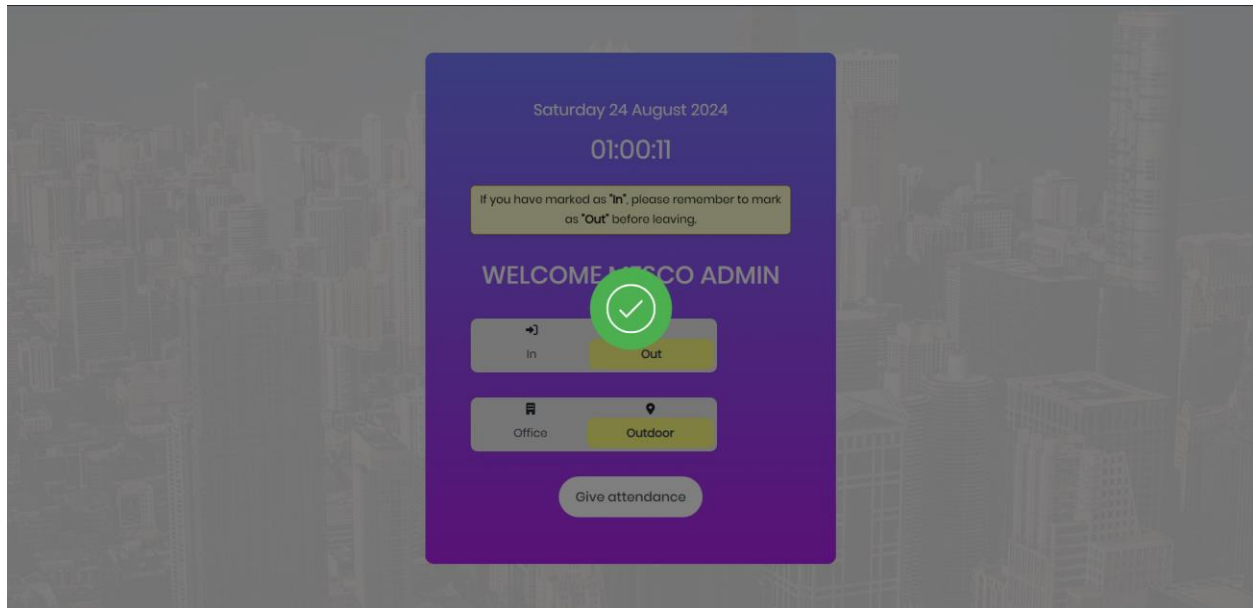
Steps for Outdoor Attendance:

1. **Navigate to the attendance page after logging in.**

2. **Select the 'in' radio button.**

3. **Select 'outdoor' if you are outside the office.**

4. **The system will capture your location.**

5. **Click "Give Attendance".**

6. **Then "Click here to Proceed" button will appear click it**

7. Then attendance will mark successfully.

4. Viewing Attendance

Description: Employees can view their attendance records.

Steps:

1. Click on the link provided on the attendance page to view your attendance records.

2. Filter the data by date as needed.

Username	Employer ID	Full Name	Date	First Mode	Last Mode	From Where	First In	Last Out	Attendance Status	Total Hours Worked
Mesco Admin	6654	Shaikh Mohd Muzaffar	2024-08-23	Office	Office		2024-08-23 00:10:08	2024-08-23 00:10:35	Absent	00:00:27