



## •Daily Visit

- Employee who don't work in the office or whose job requires travelling, use this menu for marking their attendance.
- Fill all the required field.
- If your visit type is 'organization' then your current location is automatically detected.
- If your visit type is 'other' then enter your Place description.
- Attached selfie with place where you visited.
- Add your visit by click on "[Add Visit](#)" button.

**Note :** If any reason you unable to mark your attendance Please contact to your Admin.