

# ATTENDANCE

**Developed for I T Section**

## **Attendance**

A real time application online attendance marking system created using G suites that works seamlessly from any computers, phone or tablet which helps multiple users to enter attendance details simultaneously and every change is saved automatically. A Google Form which runs right in your web browsers and no any special softwares requires, mark's responses directly to the attached spreadsheet. A spruce up customized attendance form is created with widgets, short answer and combobox where user can enter the details including employee details, employee name, branch name along by choosing their attendance. User responses can be viewed in attached spreadsheet. The spreadsheet is designed in such a way that the monitoring users can view the marked attendance only on the present day. The application is located in google drive of office google account.

The attendance reports both as html and pdf format will be mailed between 10:00 to 11:30 to office email. The details of email including subject, body, email ids can be modified in spreadsheet. Beside entering data in spreadsheet for late entries (time which mentioned by I T staffs in controller sheet) an email will be mailed to office mail.

Impunity serves as substratum to all those issues similar in marking of attendance of employee in his/her absence.

## **Back up**

Once every first day of the month, by restricting the view to previous month the entire spreadsheet will be automatically back up in the BACKUP folder located in google drive.

## **Consolidation**

The consolidation of marked attendance is calculated daily in a separate google sheet named consolidation. Currently the consolidation is based on end users employee name entered and the same can be done accurately only if it is based on the employee id. The consolidated report will be sent daily evening to office email. Any users who know about google account can even manually run the google script code. For unerring consolidation report of attendance entry of

individual member confining to single entry per day is mandatory. The Date Time of last consolidation is reported. The total present, absent , on duties and half day on present day will be emailed. The last time of consolidation will be updated in spreadsheet.

## **Limitations**

The maximum number of rows allowed in spreadsheet is around 4 lakhs with 250 sheets. The maximum space provided by google is 15GB. The google form works only on javascript enabled web browsers. A proper internet connection is essential to run the program.

## **Modification**

A separate spreadsheet is kept to control the apps, the user can modify the property value in the sheet. The details regarding the receiver emails, sender emails, subject, report generations etc can be modified.

Link to spreadsheet : <https://goo.gl/v1V6jx>

## **How it works?**

A bat file having an external html link to google form should be copied to triveni unit computers for their easy access to the form.

## **Monitoring**

The application is monitored using a third party software, the uptime and downtime of the server will be notified through email.

An alternative way for marking attendance <https://goo.gl/5aTn4l>

## Adding branch name

ATTENDANCE

QUESTIONS RESPONSES 4,789

32. MOBILE NO2 - 7038

33. MOBILE NO4 - 7040

34. MOBILE NO5 - 7041

35. MOBILE NO6 - 7042

36. GODOWN VATAKARA - 7028

37. REGIONAL OFFICE KOZHIKODE - 0026

38. OTHERS

39. Add option

Add new triveni name here

Name of Employee \*

employee who is leave/present- USE CAPITAL LETTER (Example : USMAN.V.P)

Adding new branch name helps the units to choose their units while marking attendances.