

# Human Resource Management System

## HRMS User Guide - Complete Documentation

Lyfshilp Academy & Agility AI

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# 1. System Overview

What is HRMS ?

HRMS (Human Resource Management System) is a web-based application that helps employees and administrators:

- Track daily attendance
- Apply and approve leaves
- Claim expense reimbursements
- Download salary slips (Now on Hold)
- Manage teams

User Roles (Types of Users)

Role	What They Can Do
Employee	Attendance, Leave, Reimbursement, Salary Slip download
Manager	Employee features + Approve team leaves/reimbursements
Admin	Everything + Manage Employees, Departments, Holidays

System Requirements

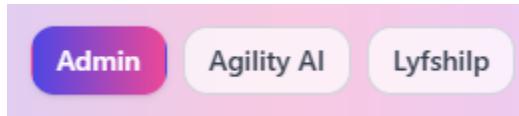
- Browser: Chrome, Firefox, Edge (Latest version)
  - Internet Connection: Required
  - Dark Mode: Available (toggle using sun/moon icon on right side)
-

## 2. How to Login

### Step-by-Step Login Process

Step 1: Open HRMS URL(agilityai.in) in your Desktop browser

Step 2: Select Login Type



- Admin - For administrators
- Agility AI - For Agility AI company employees
- Lyfshilp - For Lyfshilp Academy employees

Step 3: Enter Your Email (received in your mail box)

A screenshot of a text input field containing the email address "you@company.com".

Step 4: Enter Password (received in your mail box)

A screenshot of a password input field showing five asterisks ("\*\*\*\*\*"). To the right of the input field is a small eye icon with a slash through it, indicating the password is hidden.

Click eye icon (👁️) to show/hide password

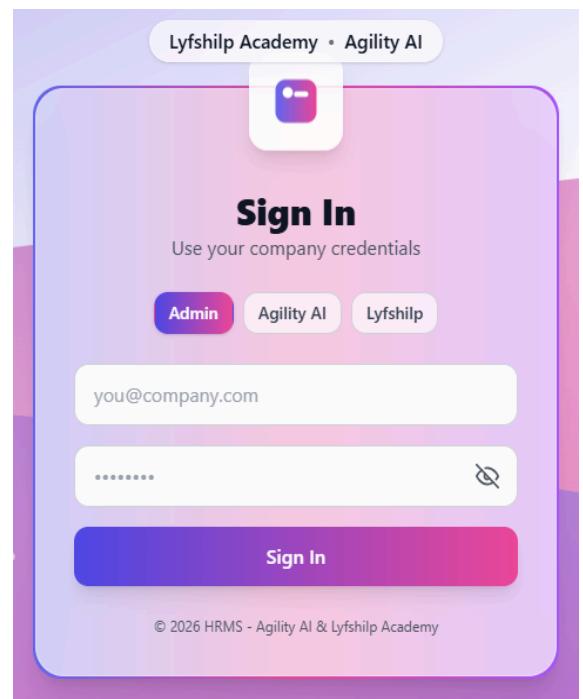
Step 5: Click "Sign In" button

After Login:

- Admin → Admin Dashboard opens
- Employee → Attendance page opens

Dark/Light Mode

Top-right corner has ☀️/🌙 icon. Click to change the theme.



# 3. Dashboard

## 3.1 Employee Dashboard

The screenshot shows the HRMS Employee Dashboard. On the left is a sidebar with a blue header containing the HRMS logo and a back arrow. Below it are several menu items: Dashboard (selected), Attendance, Leaves/WFH, Reimbursement, Notifications, Resignation, Settings (with a dropdown arrow), and Logout. The main content area has a dark background. At the top center is a welcome message: "Welcome back, Test" followed by "Your performance overview". Below this are three KPI cards: "Days Present" (3), "Approved (Leaves + HalfDays + CompOff)" (2.5), and "WFH Days" (2). A "Attendance Trend" bar chart is shown, with the Y-axis from 0 to 6 and the X-axis from Jan to Dec. The chart shows values: Jan (Present: 4, Leave: 2, Half Day: 1, WFH: 1), Feb (Present: 5, Leave: 1, Half Day: 0, WFH: 0), Mar (Present: 6, Leave: 0, Half Day: 0, WFH: 0), Apr (Present: 5, Leave: 0, Half Day: 0, WFH: 0), May (Present: 4, Leave: 0, Half Day: 0, WFH: 0), Jun (Present: 3, Leave: 0, Half Day: 0, WFH: 0), Jul (Present: 2, Leave: 0, Half Day: 0, WFH: 0), Aug (Present: 1, Leave: 0, Half Day: 0, WFH: 0), Sep (Present: 0, Leave: 0, Half Day: 0, WFH: 0), Oct (Present: 0, Leave: 0, Half Day: 0, WFH: 0), Nov (Present: 0, Leave: 0, Half Day: 0, WFH: 0), Dec (Present: 0, Leave: 0, Half Day: 0, WFH: 0). To the right is a "This Month Attendance" calendar for January 2024, showing days 1 through 31 with color-coded boxes. Below the calendar is a section titled "Recent Payrolls" with a note: "No payroll records found." and a "Refresh" button.

### KPI Cards (Important Numbers)

- Days Present (Start Year to Present)
- Approved(Any type of Leave HalfDays and CompOff Leaves)
- WFH (Approved WFH)

### Monthly Calendar

Color-coded calendar shows:

- ● Green = Present (came to office)
- ● Blue = Work From Home
- ● Yellow = Leave
- ● Purple = Half Day
- ● Orange = Weekly Off
- ● Red = Absent
- ● Shine Yellow = Holidays

## Attendance Trend Chart

Bar chart shows month-wise attendance:

- Green bars = Present days
- Yellow bars = Leave days
- Blue bars = WFH days
- Purple = HalfDay

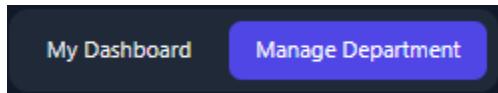
## Recent Payrolls

List of recent salary slips. Download PDF using the button.

## 3.2 Manager Dashboard

The screenshot shows the HRMS Manager Dashboard. On the left, there's a sidebar with icons for Dashboard, Manage Your Department (which is highlighted in blue), Attendance, Leaves/WFH, Reimbursement, Notifications, Resignation, Settings, and Logout. The main area has tabs for My Dashboard and Manage Department. Under 'Manage Your Department', it says 'Welcome Test, manage your team here'. Below are buttons for Leaves, Reimbursements, Employees (which is highlighted in purple), Attendance, and Notifications. A section titled 'Manage Your Department' lists employees in two columns: Ajay Kumar (Lyfship Employee), Raj Sharma (Agility Employee); Surya Gupta (Agility Employee), Test User (Agility Employee); Test Employee (Agility Employee), Tony Stark (Agility Employee); and Vijay Mehta (Agility Employee).

Managers get 2 views:



- My Dashboard - Personal dashboard
- Manage Department - Team management

***Manager Detailed Function Explained in Number 11 - Manager Functions***

# 4. Attendance Management

## My Attendance

Track attendance, working hours & export records.

Export CSV Export Excel  
This Week This Month This Year

1 Total Present0 Total Leave0 Total WFH

Thursday Assigned WeekOff1 Total WeekOff Present

### Quick Actions

Check-in Check-out

### Attendance Calendar

2026-01-26 – 2026-02-01

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26 Republic Day	27 HALF_DAY_PENDING	28 ABSENT	29 WeekOff Present	30 PRESENT	31 ABSENT	1 ABSENT

### Daily Logs

dd-mm-yyyy → dd-mm-yyyy

Page 1 / 1

Date	Status	In:	Total Hours
2026-01-30	PRES	11:26 am	0h
2026-01-29	WEEKOFF_PRES	11:48 am	0h

## 4.1 Daily Check-In / Check-Out

### Quick Actions

Check in Check out

How to Check-In (When Arriving at Office)

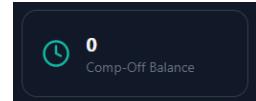
1. Go to Attendance page
2. Click "Check-in" green button
3. ✓ Success message appears and See your Daily Log
4. ⚠ Important: Check-in before 11:30 AM otherwise Half Day Leave Apply(Status = pending , Admin take Decision to Remain Present or Deduct HalfDay(0.5 Leave))

## How to Check-Out (When Leaving Office)

1. Click "Check-out" red button
2. ✓ Success message appears

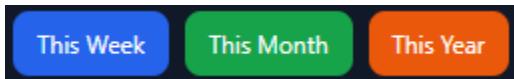
## 4.2 What If Check-in during your Assigned WeekOff ?

1. When you check-in on your assigned weekOff your attendance marked as **WeekOff Present** and your **CompOff Balance** increases by one which is shown in your Leave Section so you are eligible to take CompOff Leave.
2. You must be applied for CompOff Leave and Approved by Admin or your Manager otherwise your **Unpaid Leave** Deduct if you not apply CompOff or take Leave.

A screenshot of a software interface titled 'Apply for Leave/WFH'. It has three main sections: 'Leave Type' (dropdown menu showing 'Casual Leave'), 'Start Date' (text input field 'dd-mm-yyyy'), and 'End Date' (text input field 'dd-mm-yyyy'). A scrollable list of leave types is visible on the right, including 'Casual Leave' (selected), 'Sick Leave', 'Paid Leave', 'Unpaid Leave', 'Comp Off', 'Half Day', and 'Work From Home'. At the top right are 'Apply Leave' and 'Cancel Leave' buttons.

## 4.3 View Attendance Calendar

Quick Filters Of Calendar

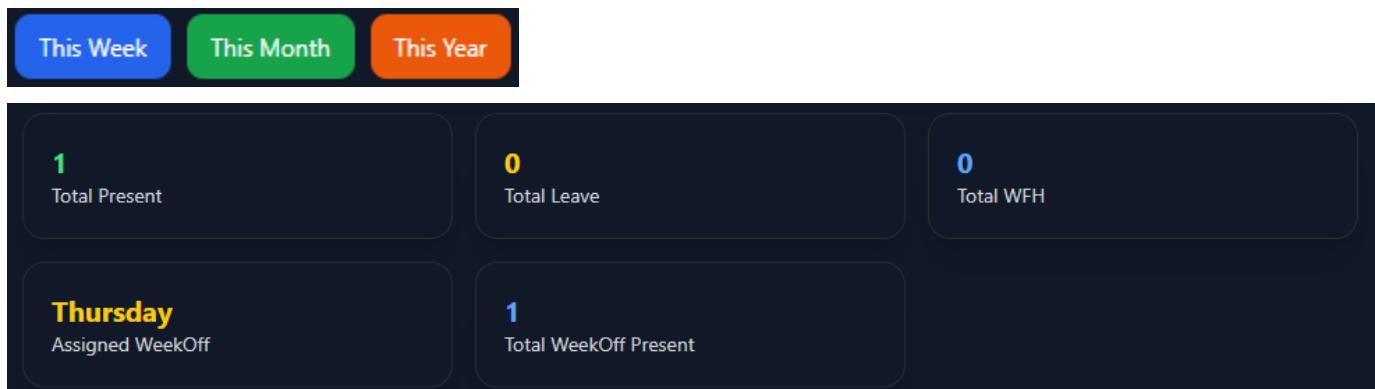


Calendar Colors Meaning

Color	Status	Meaning
Green	PRESENT	Came to office
Blue	WFH	Work From Home
Yellow	LEAVE	Approved leave
Purple	HALF_DAY	Half day

<span style="color: orange;">●</span> Orange	WEEKOFF	Weekly off
<span style="background-color: #e0e0e0;">■</span> Gray	WEEKOFF_PRESENT	Worked weekly off
<span style="color: red;">●</span> Red	ABSENT	No check-in
<span style="background-color: #ffd700;">■</span> Special	HOLIDAY	Public holiday

## 4.3 KPI Summary Cards



According to your This Week, This Month and This Year section your related Present , Leave, WFH and WeekOff Present are shown.

## 4.4 Daily Logs Section

Shows daily records according This Week , This Month and This Year Section, Filter by Date and after 7 count you will show Prev-Next button to show more

Daily Logs		dd-mm-yyyy	→	dd-mm-yyyy	Page 1 / 1
2026-01-31	HALF DAY (Pending)	In: 11:41 am		0h	Total Hours
2026-01-30	PRESENT	In: 11:26 am		0h	Total Hours
2026-01-29	WEEKOFF_PRESENT	In: 11:48 am		0h	Total Hours

## 4.5 Attendance Correction Request

If you came to office but forgot to check-in: in this case Your **Unpaid Leave Deduct**

1. Go to Leave Section
2. Click "Cancel Leave" button
3. Enter your details
4. Submit for admin approval

### Cancel Leave (Missed Check-in)

Apply LeaveCancel Leave

Date of Leave *	Check-in Time *	Check-out Time *
dd-mm-yyyy	--:--	--:--
Witness (employee / admin who saw you in office) *		
Select employee...		
Reason / Additional Details		
Explain why you missed check-in (optional)		
<span>Submit Cancel Request</span>		

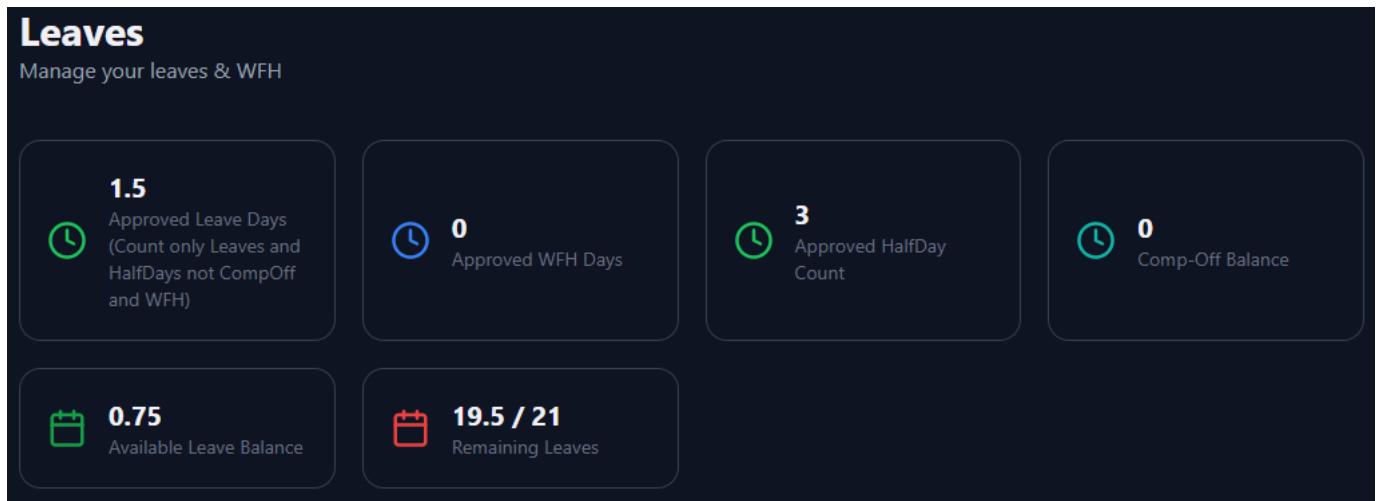
## 4.6 Export Attendance

1. Select date range
2. Click "Export CSV" or "Export Excel"
3. File downloads automatically

Export CSVExport Excel

# 5. Leave Management

## 5.1 Leave Statistics



In this Statistics -

- **Approved Leave Days** - your deducted leaves are shown here when Admin or Manager Approved (count Leaves and HalfDays not CompOff and WFH)
- **Approved WFH** - your approved WFH is shown here when Admin or manager Approved
- **Approved HalDay Count** - your Approved HalfDays in count are shown here and 0.5 Leave per count deduct from Available Leave Balance and Remaining Leaves and increase in Approved Leave Days
- **CompOff Balance** - your compOff Balance are shown here when you check-in on your week off and Eligible to take CompOff Leave.
- **Available Leave Balance** - you can apply for only as much leave as your available leave balance. Each month 1.75 leave credited in your available leave balance.
- **In case of sickness** If the available leave balance is zero, you can avail sick leave in this case your available leave balance is negative and Remaining Leave deducted.
- **Remaining Leaves** - your annual paid leave

## 5.2 Leave Types Explained

Leave Type	Description	When to Use
Casual Leave	General leave	Personal work, family events
Sick Leave	Medical leave	When sick

Paid Leave	Leave with salary	Planned holidays
Unpaid Leave	Leave without pay	Emergency, extra leave
Comp Off	Compensatory off	Worked extra day
Half Day	Half day leave	Doctor visit, short work
WFH	Work From Home	Work from home

## 5.3 How to Apply for Leave

Apply for Leave/WFH

Leave Type

Casual Leave

Casual Leave  
Sick Leave  
Paid Leave  
Unpaid Leave  
Comp Off  
Half Day  
Work From Home  
Select employee...

Start Date

dd-mm-yyyy

End Date

dd-mm-yyyy

Apply Leave      Cancel Leave

Apply

Enter your Details with select the type of Leave you take and Click "Apply" button and see status in Leave History.

Status	Meaning	Color
PENDING	Waiting for approval	Yellow
APPROVED	Approved - Leave Deducted	Green
REJECTED	Rejected	Red

Admin and your Manager get your notification in Hrms and through mail, and they have authority to Approve /Reject leave.

## 5.4 Leave History

See Status Of Leave for which you Applied

Your Leave/WFH History

Page 1 / 1

**Half Day**  
2026-02-03  
0.5 day  
Your Reason: I have an appointment with doctor  
Responsible: Test Employee  
**PENDING**

**Casual Leave**  
2026-02-02  
1 day  
Your Reason: I have to go for some Personal Work  
Responsible: Test Employee  
**APPROVED**

**Work From Home**  
2026-02-01

## 5.5 Cancel Leave Request (Attendance Correction)

- 1.In case of Approved Unpaid Leave by Absent
- 2.In case if you applied for wrong leave but it has been approved, first cancel your leave and then apply for the correct leave.

Cancel Leave (Missed Check-in)

Date of Leave \* dd-mm-yyyy

Check-in Time \* --:--

Check-out Time \* --:--

Witness (employee / admin who saw you in office) \*  
Select employee...

Reason / Additional Details  
Explain why you missed check-in (optional)

Submit Cancel Request

## 5.6 Delete Pending Leave

Only PENDING leaves can be deleted. Click X button on leave card.

# 6. Reimbursement Management

## 6.1 What is Reimbursement?

Claim back money spent for company work.

## 6.2 How to Submit Reimbursement

Enter your Details and click Submit Request and see status in My Request

### Submit Reimbursement

Carrer Fair

submit a reimbursement of career fair

You Can Upload Multiple Bills (PDF / Images):

Choose Files No file chosen

[bill-1769865456116.pdf](#) Remove

100 Cab fair

**Submit Request**

## 6.3 Important Points

- ✓ Multiple bills allowed on Click “Choose Files”.
- ✓ PDF and Images accepted
- ⚠ Must enter amount for each bill
- ⚠ Minimum 1 bill required

## 6.4 Request Status

Status	Meaning	Color
PENDING	Waiting for approval	Yellow
APPROVED	Approved - Payment coming	Green

REJECTED

Rejected

Red

## 6.5 View My Requests

You can see your Reimbursement Status

The screenshot shows a dark-themed mobile application interface titled "My Requests". It displays three separate request cards:

- Career Fair**: Status: APPROVED (green text). Total: ₹100. Bill: ₹100 — cab fair. Date: 31/1/2026, 7:00:04 pm.
- Carrer Fair**: Status: REJECTED (red text) with a red X icon. Total: ₹400. Bill: ₹400 — cab fair. Rejected Reason: invalid. Date: 31/1/2026, 6:59:00 pm.
- Carrer Fair**: Status: PENDING (yellow text) with a red X icon. Total: ₹100. Bill: ₹100 — Cab fair. Date: 31/1/2026, 6:57:15 pm.

## 6.6 Delete Request

Only PENDING or REJECTED requests can be deleted. Click X button.

---

# 7. Payroll / Salary Slips

## 7.1 View Salary Slips



## 7.2 Download Salary Slip

1. Find your salary record
2. Click "Slip" button
3. PDF downloads automatically

## 7.3 Salary Slip Details

- Employee Name
  - Month/Year
  - Base Salary
  - Bonus
  - Deductions
  - Net Salary
-

# 8. Resignation

## 8.1 How to Submit Resignation

Enter your Details and click “submit Resignation” button

**Submit Resignation**

Last Working Day \*

 CALENDAR

Reason Type \*

Other

Reason (optional)

Write a short reason...

Notice Period (days)

Handover Detail (optional)

Pending work, documents or tasks...

I confirm that all information provided is true.

**Submit Resignation**

## 8.2 Resignation Status

Status	Meaning
PENDING	Admin reviewing
APPROVED	Resignation accepted
REJECTED	Resignation rejected

# 9. Profile Settings

## 9.1 View Profile

- Picture (Letter Name)
- Name
- Email

## 9.2 Edit Profile

Here you can edit your name only

The screenshot shows a dark-themed 'Profile Settings' page. At the top, it says 'Profile Settings' and 'Manage your account details'. Below this is a circular profile picture placeholder with 'TE' initials. To the right, the name 'Test Employee' and email 'sm@gmail.com' are displayed. A 'Personal Information' section contains three input fields: 'First Name' (Test), 'Last Name' (Employee), and 'Email' (sm@gmail.com). At the bottom is a blue 'Edit Profile' button.

⚠️ Email cannot be changed and contact Admin for password reset.

---

# 10. Admin Functions

⚠ Admin users only

## 10.1 Employee Management

Location: Sidebar → Employees

- See all Employees and Admin
- Add: Fill form (Name, Email, Role, Departments, Password)
- Edit: 🖍 icon
- Delete: 🗑 icon
- For Details of Employee click on that Employee

Employee List					+ Add Employee
Name	Email	Role	Department	Actions	
Ajay Kumar	ajay@lyfship.com	LYF_EMPLOYEE	Sales, Academics, Tech		
Raj Sharma	raj@agility.ai	AGILITY_EMPLOYEE	Sales, Tech		
Super Admin	admin@company.com	ADMIN	-		
Test Employee	sm@gmail.com	AGILITY_EMPLOYEE	Sales		
Test User	gk@gmail.com	AGILITY_EMPLOYEE	Academics, Sales		
Testing Employee	testing@gmail.com	AGILITY_EMPLOYEE	Sales, Tech		

## 10.2 Employee Details

Location: Sidebar → Employees -> Select Employee

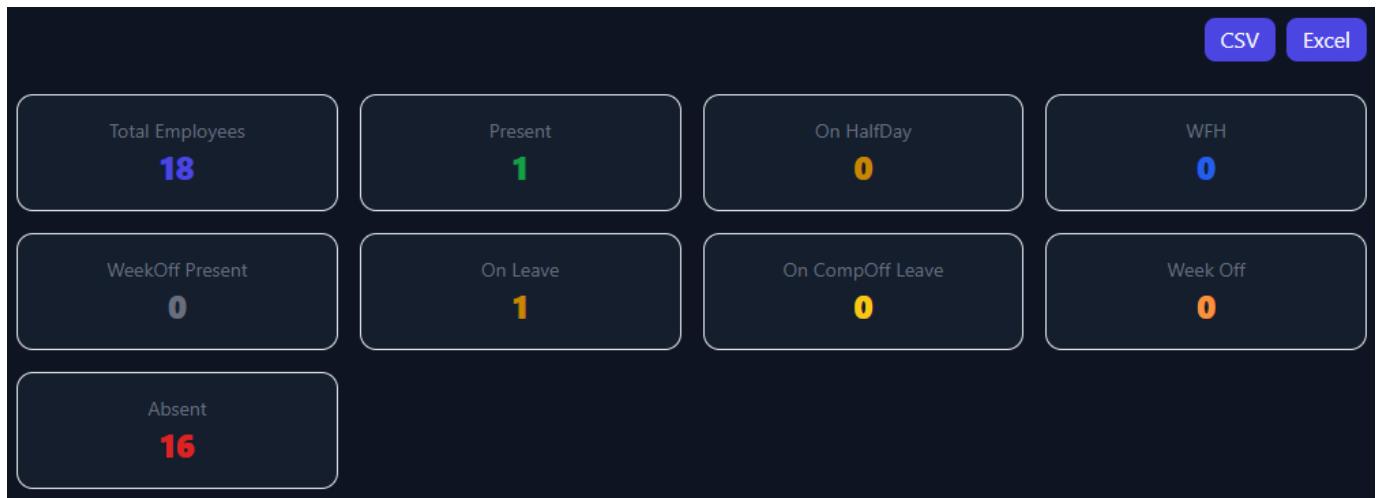
The screenshot shows the detailed view for 'Test Employee' (sm@gmail.com). The interface is divided into four main sections:

- Attendance:** Shows 18 total records, 9 present days, and attendance logs for 31/1/2026 (In: 11:41 am | Out: ..) and 30/1/2026 (In: 11:26 am | Out: ..).
- Leaves:** Shows Leave Summary (Yearly) with Applied Leaves (2.5), Approved Leaves (2), WH Days (1), Available Balance (2.5), Available CompOff (2), and Remaining Leaves (19 / 21). It also lists WH (Pending), Half Day (Pending), Casual Leave (Approved), and WFH (Approved).
- Payroll:** Shows Payroll History with 0 total payroll records.
- Payroll History:** Shows 0 total payroll records.

- All Employee related details are present here. (Name, Email, Departments, Leave Balance and Joined Date)
- In the Attendance tab Employee's present are shown
- In the Leave Tab Employes's Leave , CompOff Balance
- , Remaining Leave and WFH are shown
- In the Payroll Tab payroll history will be shown.

## 10.3 Attendance Management

Location: Sidebar → Employees



- In this boxes Employee's count are shown

The figure shows a filtering interface and a table of attendance logs.

**Filter Options:**

- Buttons: Today, This Week, This Month, This Year
- Start Date: 02-02-2026
- End Date: 02-02-2026
- Department: All
- Employee: All
- Status: Present

**Apply Filters**

**Attendance Log Table:**

Employee	Date	In	Out	Hours	Status	Action
Testing Employee	2026-02-02	--	--	0 hrs	CASUAL	<a href="#">View Logs</a>
Test Employee	2026-02-02	12:17 pm	--	0 hrs	Present	<a href="#">View Logs</a>

- Employees' attendance details are shown here with filtered option.

## 10.4 Department Management

Location: Sidebar → Departments

- Add,Edit and Delete Department + Select Manager(s)

The figure shows a list of company departments.

**Departments**  
Manage company departments

Department	Manager	Actions
Academics	Va Gupta	
Sales	Test User	
Tech	Test User	

## 10.5 Holiday Management

Location: Sidebar → Holidays

- Add: Date + Holiday Title
- With Edit and Delete Features
- Holidays will be shown to employees in their attendance calendar.

Holiday Management			
Date	Day	Title	Actions
26 Jan 2026	Monday	Republic Day	
04 Mar 2026	Wednesday	Holi	
15 Aug 2026	Saturday	Independence Day	
04 Sept 2026	Friday	Janmashtami	
02 Oct 2026	Friday	Gandhi Jayanti	
20 Oct 2026	Tuesday	Dussehra	
08 Nov 2026	Sunday	Diwali	
10 Nov 2026	Tuesday	Bhaidooj	
14 Nov 2026	Saturday	Chatt Puja	
25 Dec 2026	Friday	Christmas Day	

## 10.6 Weekly Off Management

Location: Sidebar → Weekly Off

**Weekly Off Management**

Select Employee

Select Employee

Weekly Off (Day)

No Weekly Day

One-Time Off Date(optional)

dd-mm-yyyy

Weekly Repeat?

Assign Weekly Off

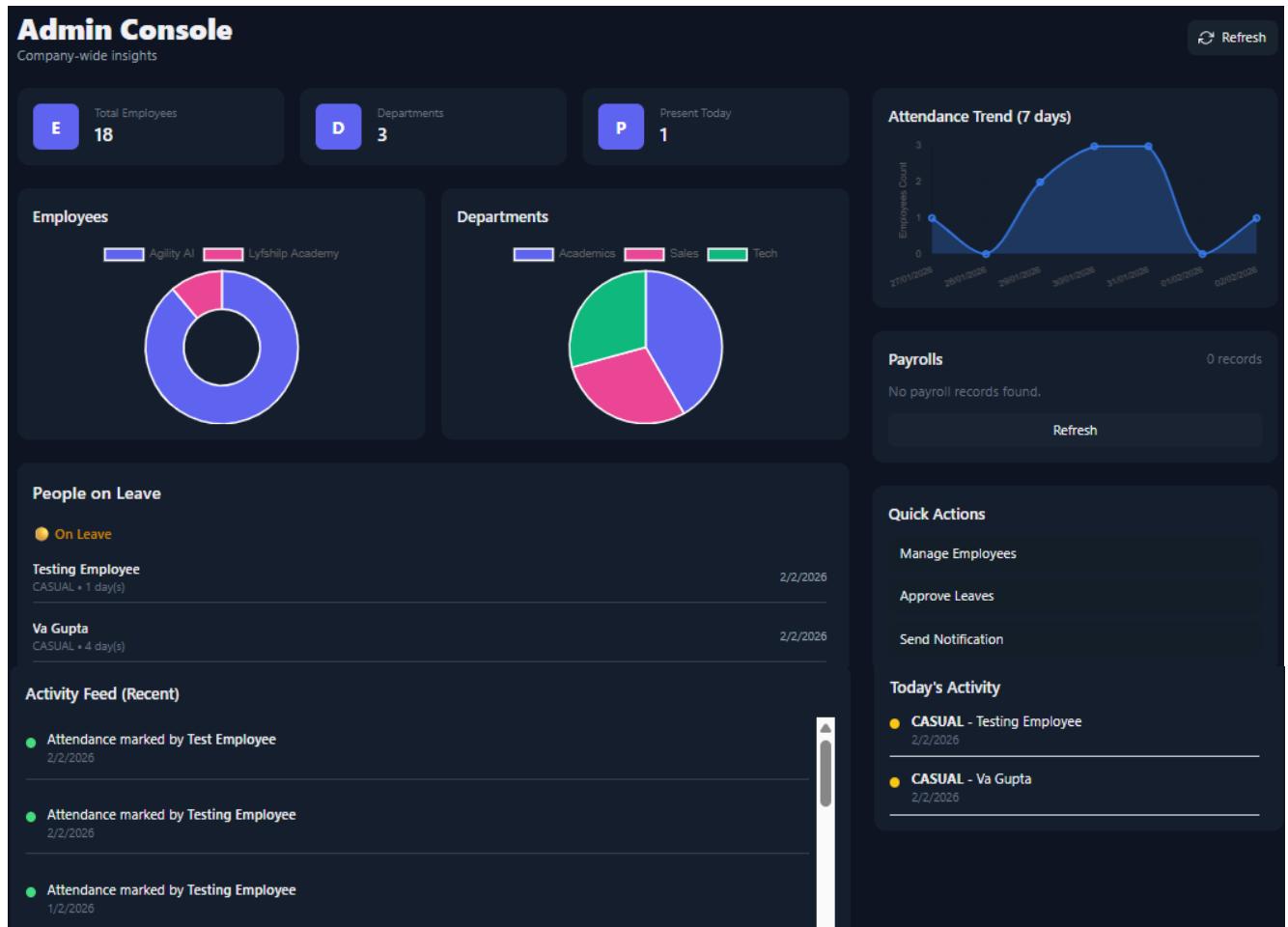
+ Assigned List

Employee	Day	Date	Fixed?	Actions
Test User	Sunday	-	Yes	
Test Employee	Friday	-	Yes	

- Assign recurring OR one-time off days
- For recurring must be click “Weekly Repeat?”.
- With Edit and Delete Features
- Weekly will be shown to employees in their attendance Section.

## 10.7 Admin Dashboard

Location: Sidebar → Dashboard



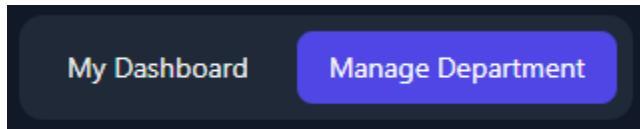
- Employee counts , Department Count and Present Today's Count
- Employees Chart (On hoverNumber of employees with respect to company)
- Department charts (On hover show Number of Employees in this Department)
- Attendance trends (No. of Employees Present in particular date From today to one week Before)
- Attendance Feeds (Employees Marked attendance shown here)
- People on Leave only Leaves show
- Today's Activity Halfday WFH and Leaves shown
- Quick actions (Navigate to related Page)

# 11. Manager Functions

⚠ Manager users only

## 11.1 Manager Dashboard

Dashboard → "Manage Department" tab



## 11.2 Available Tabs



Functions: Approve/reject Leave and Reimbursement requests, view your team and their attendances and send notifications

**Leaves Tab : Approved/Reject Leaves**

A screenshot of the 'Leaves' tab interface. At the top, there's a header 'Manage Your Department' and a welcome message 'Welcome Test, manage your team here'. Below the header is another set of tabs: 'Leaves' (blue), 'Reimbursements', 'Employees', 'Attendance', and 'Notifications'. A table lists eight leave requests with columns: Name, Type, Dates, Status, and Reject Reason. Each row has a green 'Approve' button and a red 'Reject' button. The table data is as follows:

## Reimbursement Tab : Approved/Reject Reimbursement

**Manage Your Department**

Welcome Test, manage your team here

Leaves    Reimbursements    Employees    Attendance    Notifications

Name	Amount	Bills	Status	Reject Reason
Testing Employee	₹ 100	<a href="#">View Bill (₹100)</a>	APPROVED	-
Testing Employee	₹ 400	<a href="#">View Bill (₹400)</a>	REJECTED	invalid
Testing Employee	₹ 100	<a href="#">View Bill (₹100)</a>	PENDING	-
Test Employee	₹ 1	<a href="#">View Bill (₹1)</a>	PENDING	-
Test Employee	₹ 22	<a href="#">View Bill (₹22)</a>	REJECTED	-
Test Employee	₹ 23	<a href="#">View Bill (₹23)</a>	APPROVED	-
Test Employee	₹ 445	<a href="#">View Bill (₹445)</a>	APPROVED	-

## Employees Tab : Your Team Employees shown

**Manage Your Department**

Welcome Test, manage your team here

Leaves    Reimbursements    Employees    Attendance    Notifications

**Test User2**  
Agility Employee

**Test Employee**  
Agility Employee

**Test User**  
Agility Employee

**Testing Employee**  
Agility Employee

## Attendance Tab : Team Attendance

My Dashboard    Manage Department

**Manage Your Department**

Welcome Test, manage your team here

Leaves    Reimbursements    Employees    Attendance    Notifications

2  
Present

1  
Leave

1  
WFH

0  
Half Day

0  
Absent

Employee	Status	Check In	Check Out
Test User2	PRESENT	10:32:19 am	-
Testing Employee	WFH	-	-
Test Employee	PRESENT	12:17:42 pm	-
Test User	LEAVE	-	-

## Notification Tab : Select Employee and Fill Entries to send notification

My Dashboard Manage Department

### Manage Your Department

Welcome Test, manage your team here

Leaves Reimbursements Employees Attendance Notifications

#### Send Notification

Notification Title

Notification Message

Select Employees

Test User2  Test User  Test Employee  Testing Employee

**Send Notification**

Employee	Title	Message	Date
Testing Employee	Leave Request APPROVED	Your WFH request from Date: 2026-02-01 has been approved	31/1/2026
Testing Employee	Leave Request APPROVED	Your Casual Leave request from Date: 2026-02-02 has been approved	31/1/2026

# 12. Troubleshooting

Problem	Solution
Cannot login	Check email/password(because all are case sensitive), select correct login type and check Internet
Check-in failed	Refresh page, check internet connection
Leave not approved	Contact Manager/Admin
Salary slip not downloading	Contact Admin to generate
Attendance shows ABSENT	Submit "Cancel Leave" with witness
Cannot delete leave	Only PENDING leaves can be deleted
Reimbursement rejected	Read reason, resubmit with proper bills
Forgot password	Check your Mail or Contact Admin
Need dark mode	Click ☀/🌙 icon (top-right)

Support Contact : Contact your Manager or System Administrator for unresolved issues.

## Quick Reference Card

### Daily Tasks

- Morning: Attendance → Check-in ✓
- Evening: Attendance → Check-out ✓

### Monthly Tasks

- Check leave balance
- Download salary slip
- Submit pending reimbursements

### Keyboard Shortcuts

- Ctrl + R - Refresh page
- Tab - Next field
- Enter - Submit form

Document Version: 1.0

Last Updated: January 2026

Created For: Lyfshilp Academy & Agility AI