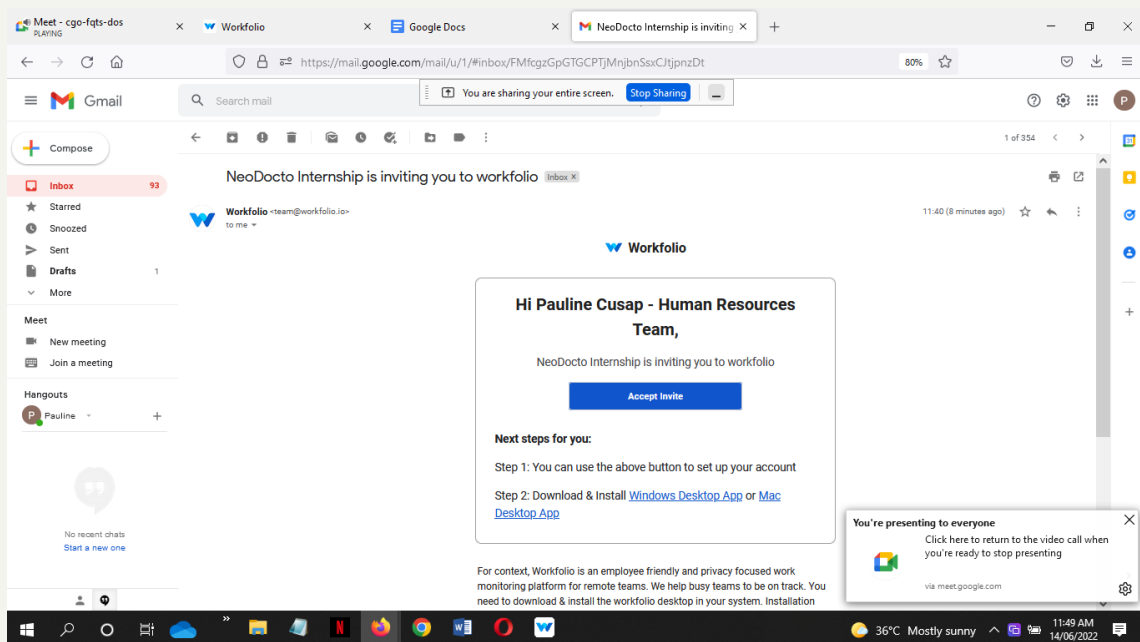# NeoDocto Attendance Management System

Workfolio is a tracking application wherein the NeoDocto interns will use to monitor their clock-ins and clock-outs. It also monitors the performance of each intern.
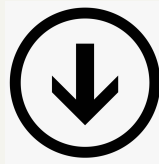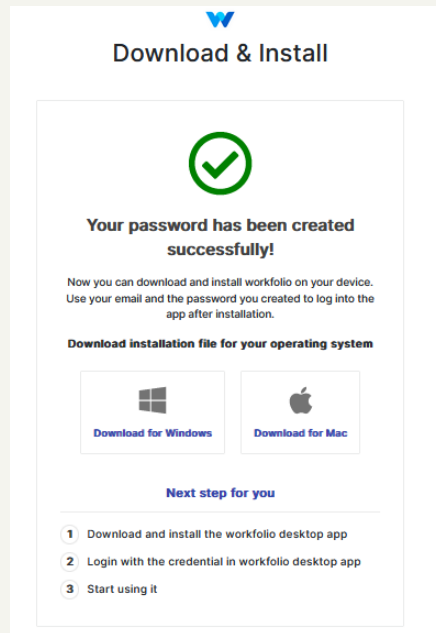
NOTE: The time is set up as Indian Standard Time. (If you have this application, you do not need to type clock-in and clock-out on your respective department's campfire.)

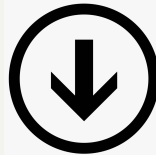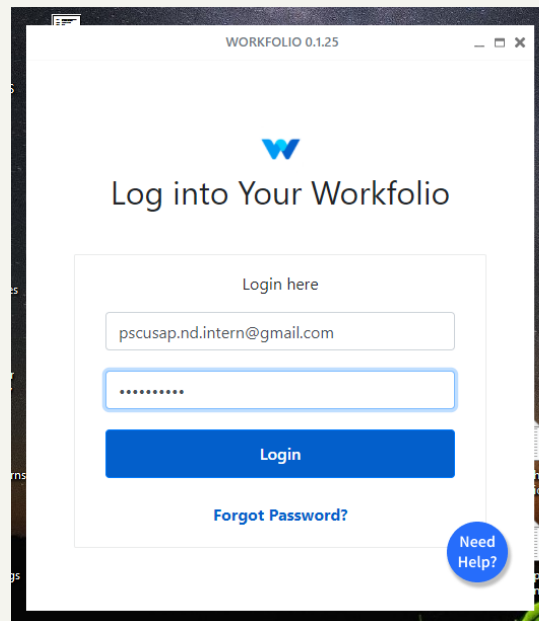## Step 1: You will receive an invitation.

Step 2: Input your preferred password. Once done, you will see this, kindly click which type of version is applicable to your device. Either Windows or Mac.
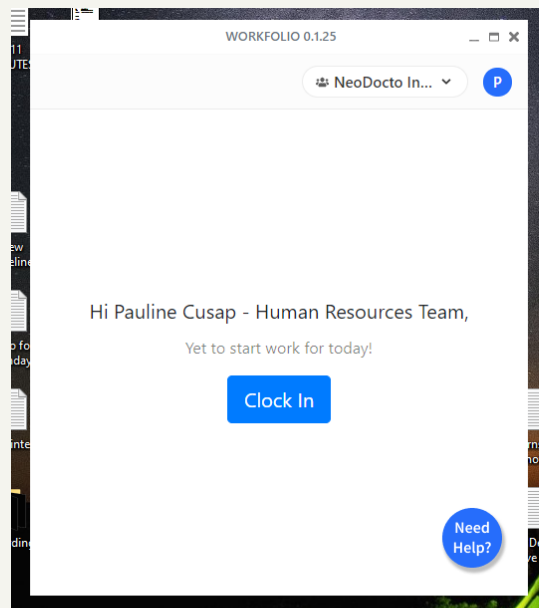

Download & Install

Your password has been created successfully!

Now you can download and install workfolio on your device. Use your email and the password you created to log into the app after installation.

Download installation file for your operating system

Download for Windows   Download for Mac

Next step for you

1. Download and install the workfolio desktop app
2. Login with the credential in workfolio desktop app
3. Start using it

Step 3: Once downloaded, kindly set up your account.

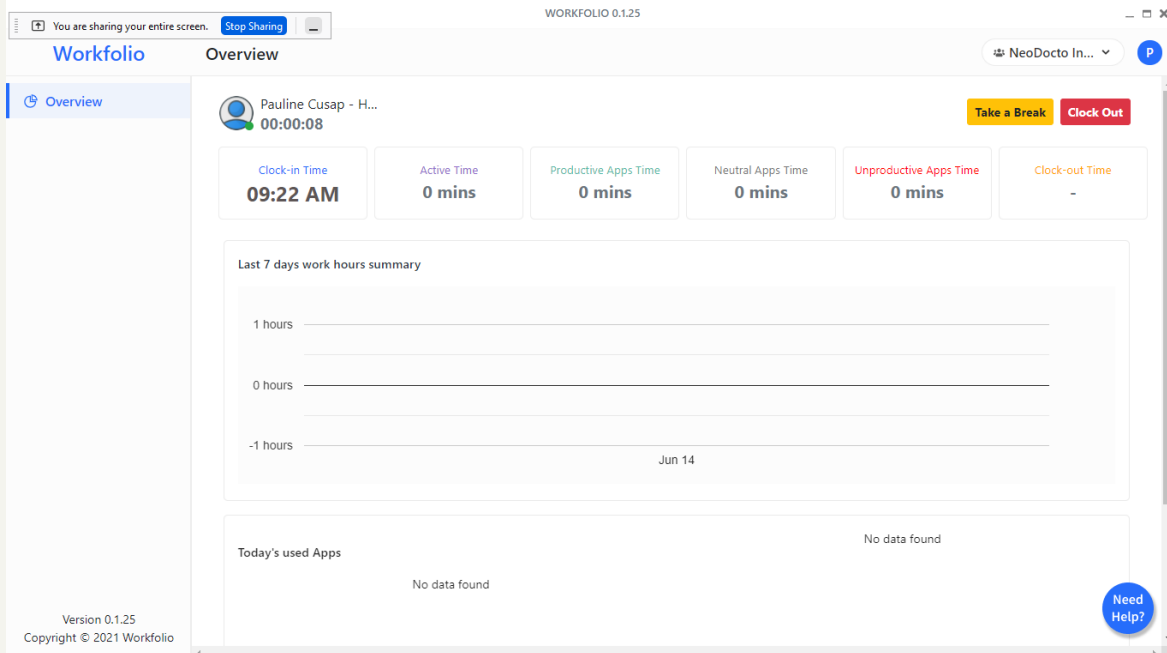**NOTE**: Use the same password that you typed on the first step after accepting the invite.

Step 4: Click "Clock In". Be reminded that the time we are using on Workfolio is Indian Standard Time (IST).

Step 5: This is your homepage.

NOTE: Your homepage will look like this if you click "Clock Out."