

User Manual

FOR LHC ATTENDANCE SYSTEM



Lahore High Court, Lahore



Sign in to continue

Email
@lhc.gov.pk

Password
.....

Login

A screenshot of a mobile application login screen. It has a yellow header bar with the text "Sign in to continue". Below it is a form with two fields: "Email" containing "@lhc.gov.pk" and "Password" showing five dots. A "Login" button is at the bottom.

Step 1:

Install APP Lahore High Court (ESS) from Play Store (for Android users).

← Change Password

Current Password
Enter Current password

New Password
Enter New password

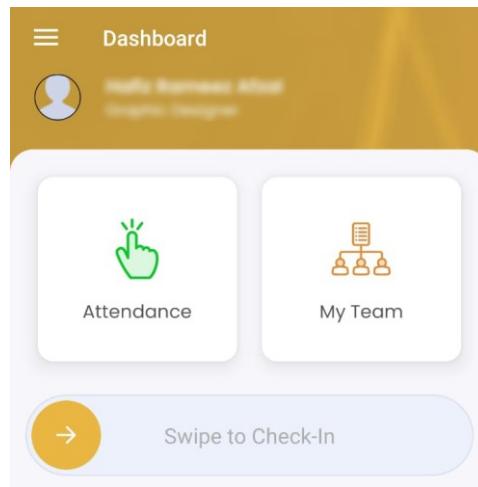
Confirm Password
Enter Confirm password

Submit

A screenshot of a mobile application "Change Password" screen. It has a yellow header bar with the text "← Change Password". Below it are three input fields: "Current Password", "New Password", and "Confirm Password", each with an "Eye" icon to show/hide the password. At the bottom is a "Submit" button.

Step 2:

Log in using your credentials, with your CNIC as the email (e.g., 3520212345678@lhc.gov.pk) and the password sent via SMS to your registered mobile number after obtaining approval from the Hon'ble Authority.

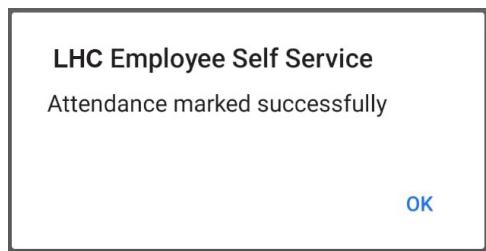


Step 3:

After logging in, the user can update or change the password by opening the 'Change Password' screen, entering the old password, and setting a new password.

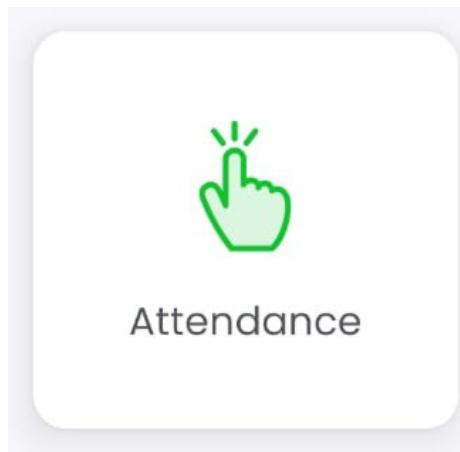
Step 4:

After successfully logging in, your Dashboard screen will be displayed, featuring the option to 'Swipe to Check-In' for marking your attendance.



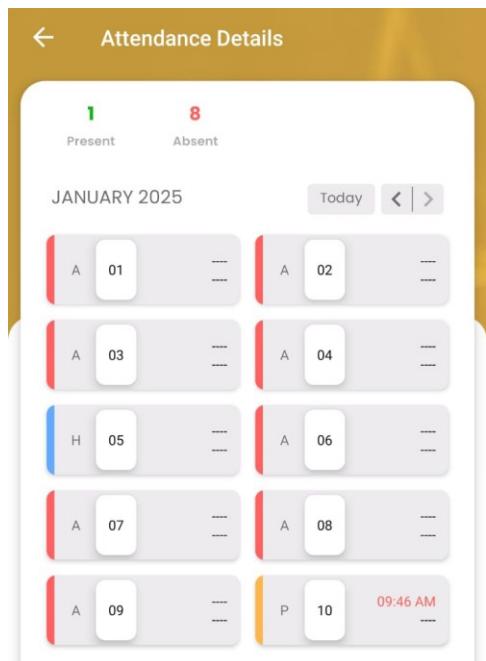
Step 5:

After marking attendance, a pop-up message will appear stating “Attendance marked successfully”.



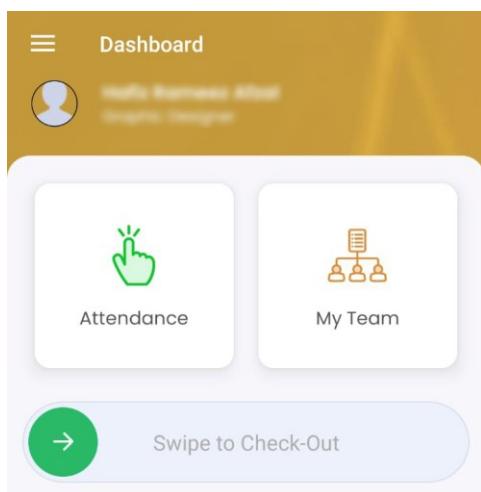
Step 6:

To view your attendance time, navigate to the Attendance option or icon displayed on the dashboard.



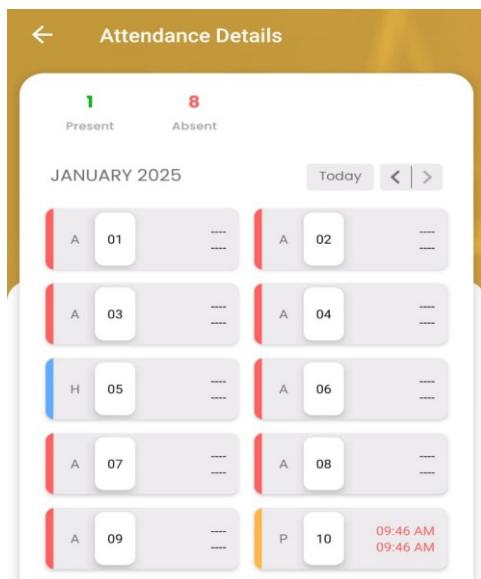
Step 7:

The Attendance option displays a screen showing the monthly attendance, including date-wise attendance times.



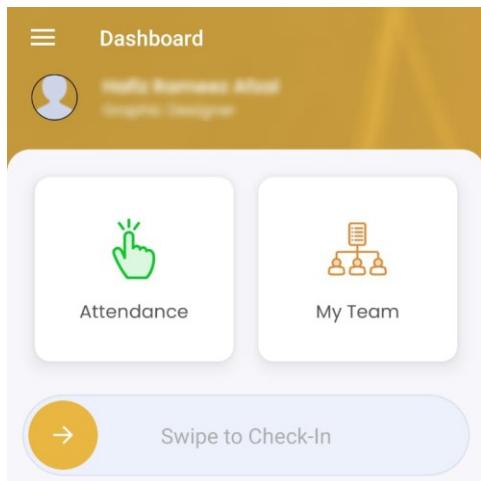
Step 8:

To mark your check-out time, simply 'Swipe to Check-Out' using the option displayed on the dashboard screen.



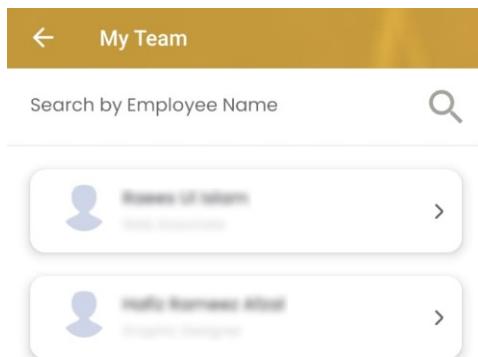
Step 9:

After checking out, attendance check-out time will be displayed on the Attendance screen.



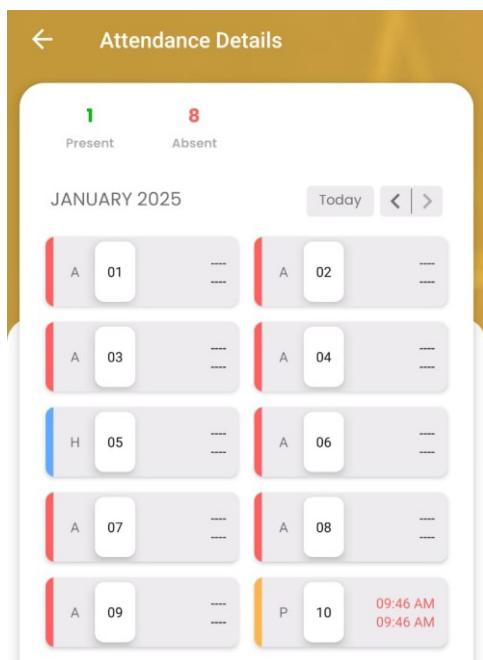
Step 10:

To view your team's attendance check-in/check-out times, please go to the 'My Team' screen.



Step 11:

After accessing the 'My Team' screen, you will see a list of all team members. Select any team member to view their attendance time.



Step 12:

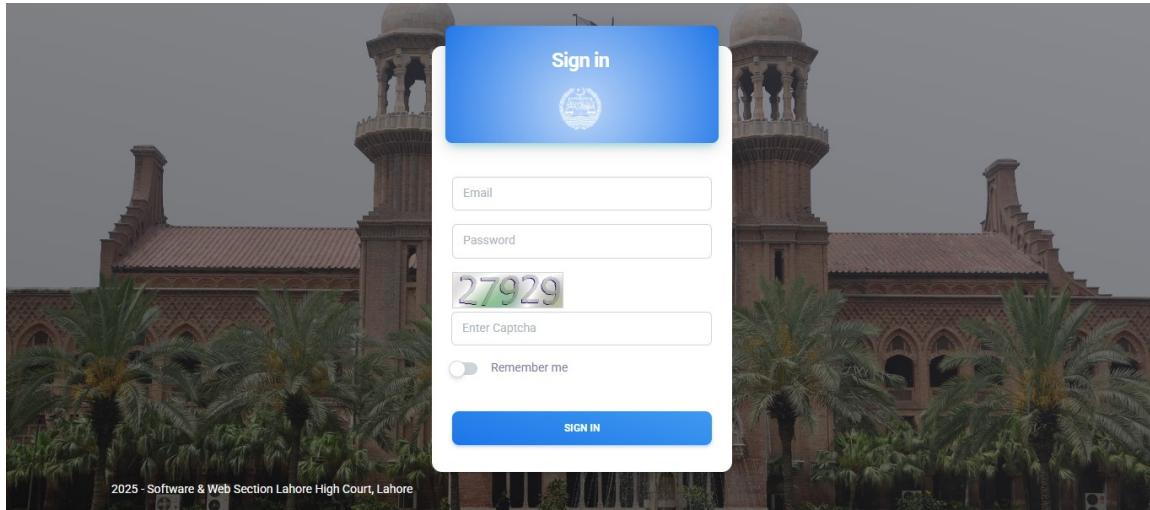
The attendance check-in and check-out times for the selected team member for the month will be displayed in a date-wise format.

User Manual

For Web Portal

Step 1:

Login using your credentials, with your CNIC as the email (e.g., 3520212345678@lhc.gov.pk), the default password sent via SMS to your registered mobile number and enter Captcha code.



Step 2:

Admin users will have rights to print out reports after applying different available filters.

NAME	DATE	CHECKIN TIME	CHECKOUT TIME	BRANCH
Awais Afzal	13/02/2025	08:15 am		Office of Deputy Registrar (Software & Web) Deputy Registrar (IT)
Hassan Raza	13/02/2025	08:22 am		IT Section Assistant Registrar (IT-Dev)
Haseeb Khalid	13/02/2025	08:26 am		IT Section Assistant Registrar (IT)
Hafiz Waqas Ali	13/02/2025	08:27 am		IT Section Assistant (IT)
Mian Zeeshan Ul Haq	13/02/2025	08:28 am		IT Section Assistant (IT)