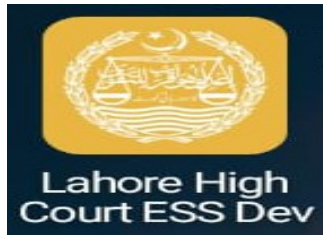


User Manual

FOR LHC ATTENDANCE SYSTEM



Lahore High Court, Lahore



Step 1:

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

The 'Sign in to continue' screen of the app. It has a yellow header with the text 'Sign in to continue'. Below the header, there are two input fields: 'Email' and 'Password'. The email field contains the text '@lhc.gov.pk'. The password field is masked with dots. Below the input fields is a yellow 'Login' 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.

The 'Change Password' screen of the app. It has a yellow header with a back arrow and the text 'Change Password'. Below the header, there are three input fields: 'Current Password', 'New Password', and 'Confirm Password'. Each field has a placeholder text and a toggle icon. Below the input fields is a yellow 'Submit' button.

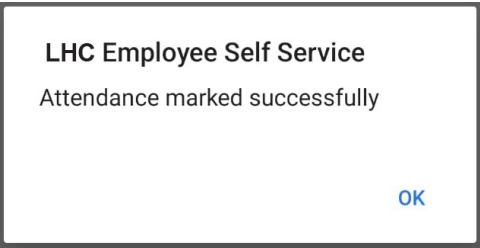
Step 3:

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.

The 'Dashboard' screen of the app. It has a yellow header with a menu icon and the text 'Dashboard'. Below the header, there is a user profile section with a circular profile picture and the text 'Muhammad Ali Khan' and 'Muhammad Ali Khan'. Below the profile section, there are two white cards: 'Attendance' with a green hand icon and 'My Team' with an orange icon of three people. At the bottom, there is a yellow button with a right arrow and the text 'Swipe to Check-In'.

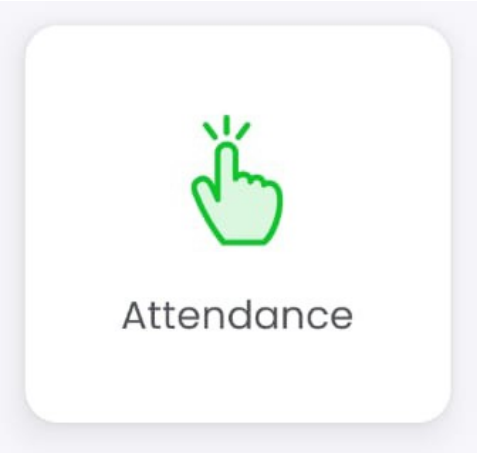
Step 4:

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



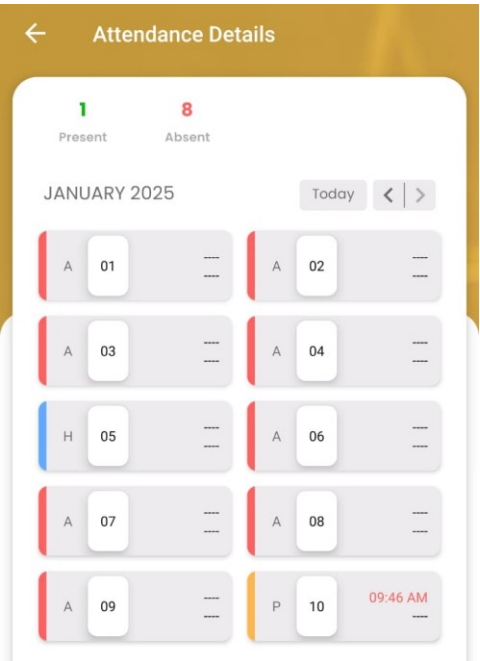
Step 5:

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.

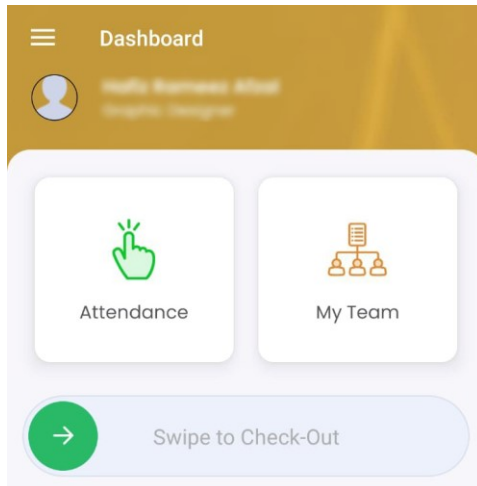


Step 7:

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

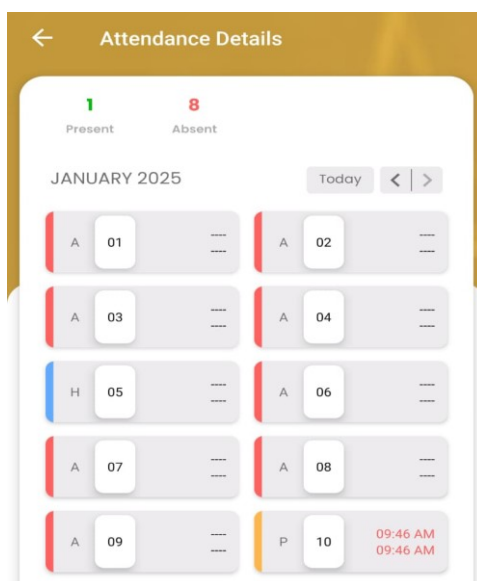
Step 8:

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



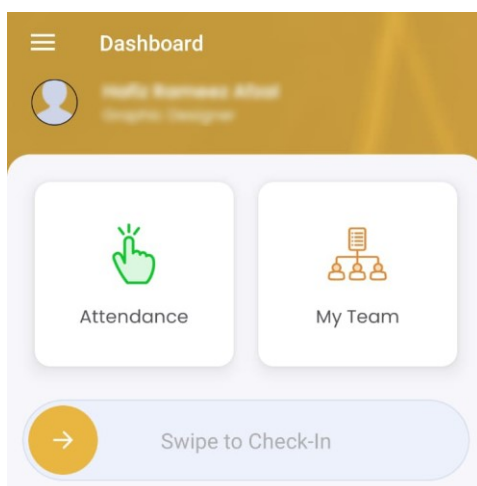
Step 9:

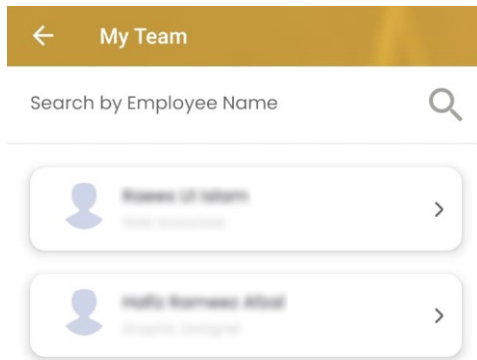
After checking out, attendance check-out time will be displayed on the Attendance screen.



Step 10:

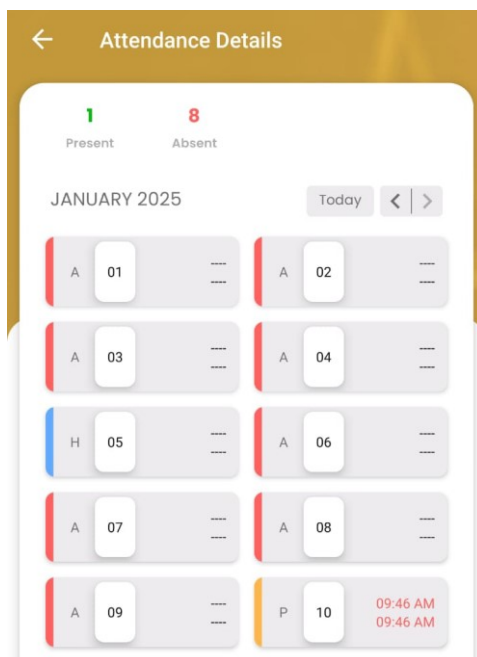
To view your team's attendance check-in/check-out times, please go to the 'My Team' screen.





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:

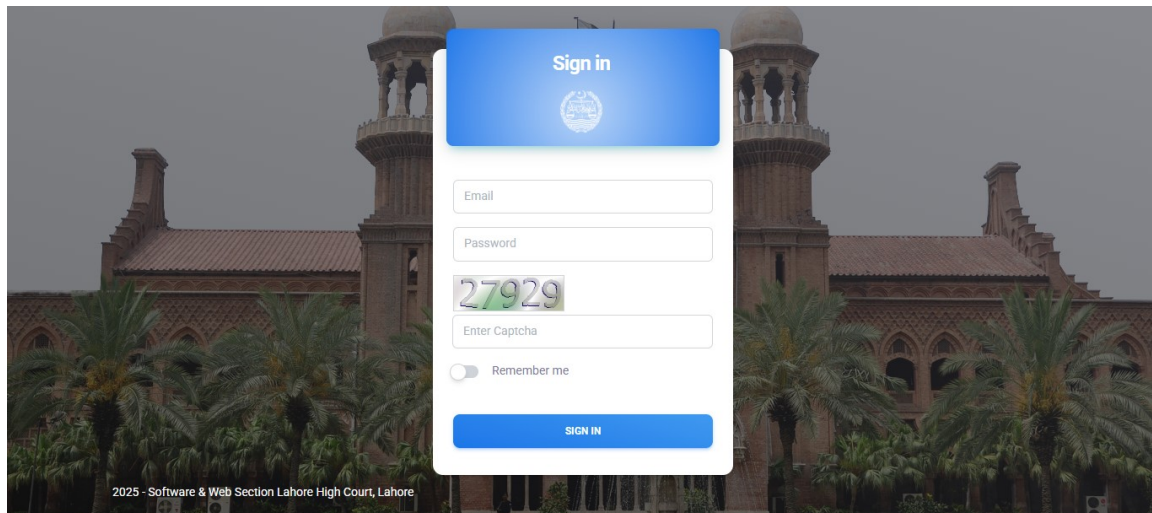
The attendance check-in and check-out times for the selected team member for the month will be displayed in a date-wise format.

User Manual

For Web Portal

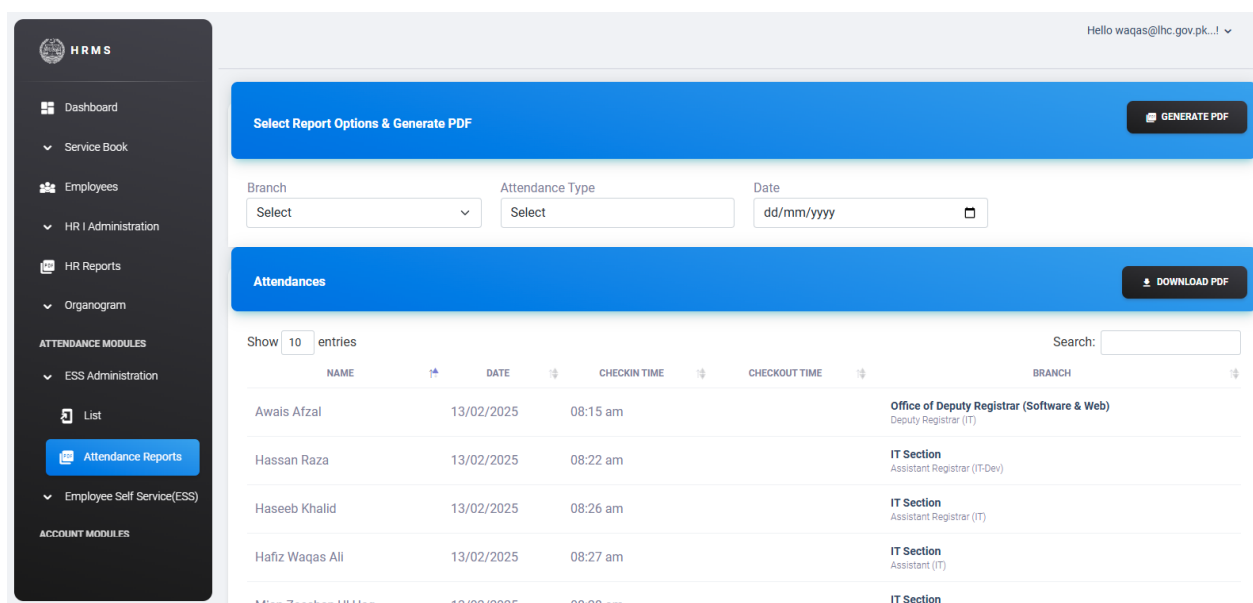
Step 1:

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 Data Entry Operator