**Core Features of E-Office, the Attendance time Tracking Solution:**

* User Management
* Role Management;
* Daily attendance mark-in/mark-out
* Custom attendance mark-in/mark-out features in case of system or network error
* Profile Management
* Leave Management
* Work status and Report Management
* Employee/User evaluation and project Management
* Daily Feeds and thoughts, appreciations and upcoming events

**Value Benefits from E-Office**

* Save time and effort
* Real Time Monitoring of Attendance.
* Reduce paper usage.
* Increase employee satisfaction
* Save company cost. Give rise to productivity.
* Employee Life Cycle Management
* Easy Salary Structure Management
* Easy Report Generation.

**Industries we serve**

* IT
* Education
* Hospitality
* Health care
* Legal
* Manufacturing
* Bank
* Government

**Main Modules**

* **Admin module**

The Admin has the overall control of the system. The main functionalities are as listed below.

* User Management

1. User list
2. Add User
3. Search User

* Profile Management
* Role Management
* Attendance Management
* Leave Management

1. Apply Leave Info
2. All Leave Request
3. View All Leave Status

* Report Management

1. All attendance Report
2. All Work Report
3. Overall Work Report

* Project Management

1. Add Project
2. List Project
3. Add Project task
4. Project Assignment
5. Productivity Target

* Accounts Management
* **Manager module**
* Attendance Management

1. Daily Attendance
2. Custom Attendance

* Leave Management

1. Apply leave
2. Leave status
3. Leave summary
4. Holiday

* Report Management

1. My Attendance
2. My Work Report
3. All attendance Report
4. All Work Report
5. Overall work Report

* Project Management

1. My Project
2. Add Project
3. Add Project task
4. Project Assignment
5. Productivity target

* **Employee module**
* Attendance Management

1. Mark Daily Attendance
2. Mark Custom Attendance

* Work Management

1. View Work Status
2. Add Temporary Work Status

* Leave Management

1. Apply Leave
2. View Leave Status
3. View Leave Summary

* Report Management

1. View Attendance report
2. View Work Reports

* Project Management

1. View Project

**MODULES**  
**Administrator**  
**Manager**  
**EmployeeWhat we can do in E-Office:**

* Customization for Mobile App
* Customization for bio metric (Finger Print) device to record attendance
* Customizations for overall report of all sign in and Sign out.
* Customization to export into csv, text, or pdf.
* Customization for Department Leave Calendar.
* Customization for automatic email alerts.
* Customization for Modification History for attendance data (Who changed what and when?)
* Customization for employees to Claim Medical Reimbursements
* Customization to Integrate with payroll for easy and faster payroll processing

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