

# Desktop Installation step

## Steps To install

- Extract the **zip file**
- Open the **Attendance Tracker**  
Open the ->**A-Tracker**
- Pin to the A-Tracker into the Taskbar for everyday login

## Handling Tips

## How to Use Attendance Tracker


### Step 1: Add Team Name

- Click the "Add New Team" button.
- Enter the team name in the form.
- Click "Add Team" to save.

### Step 2: Add Team Members

- Click the "Add New Member" button.
- Select a team from the dropdown.
- Enter the employee name.
- Click "Add Member" — the employee will appear under the selected team.

### Step 3: Manage Employees and Teams

- To remove a specific employee, click the "Delete" button at the end of their row.
- To delete an entire team, click the "Delete Team" button and select the team name.
-  Note: Once a team is deleted, you will be refresh the page to update the view.

#### **Step 4: Mark Attendance**

- After adding teams and members:
  - Select Present, or Absent each employee.
  - Once all attendance is marked, click the "Submit Attendance" button to finalize.