

User Guide

Attendance App

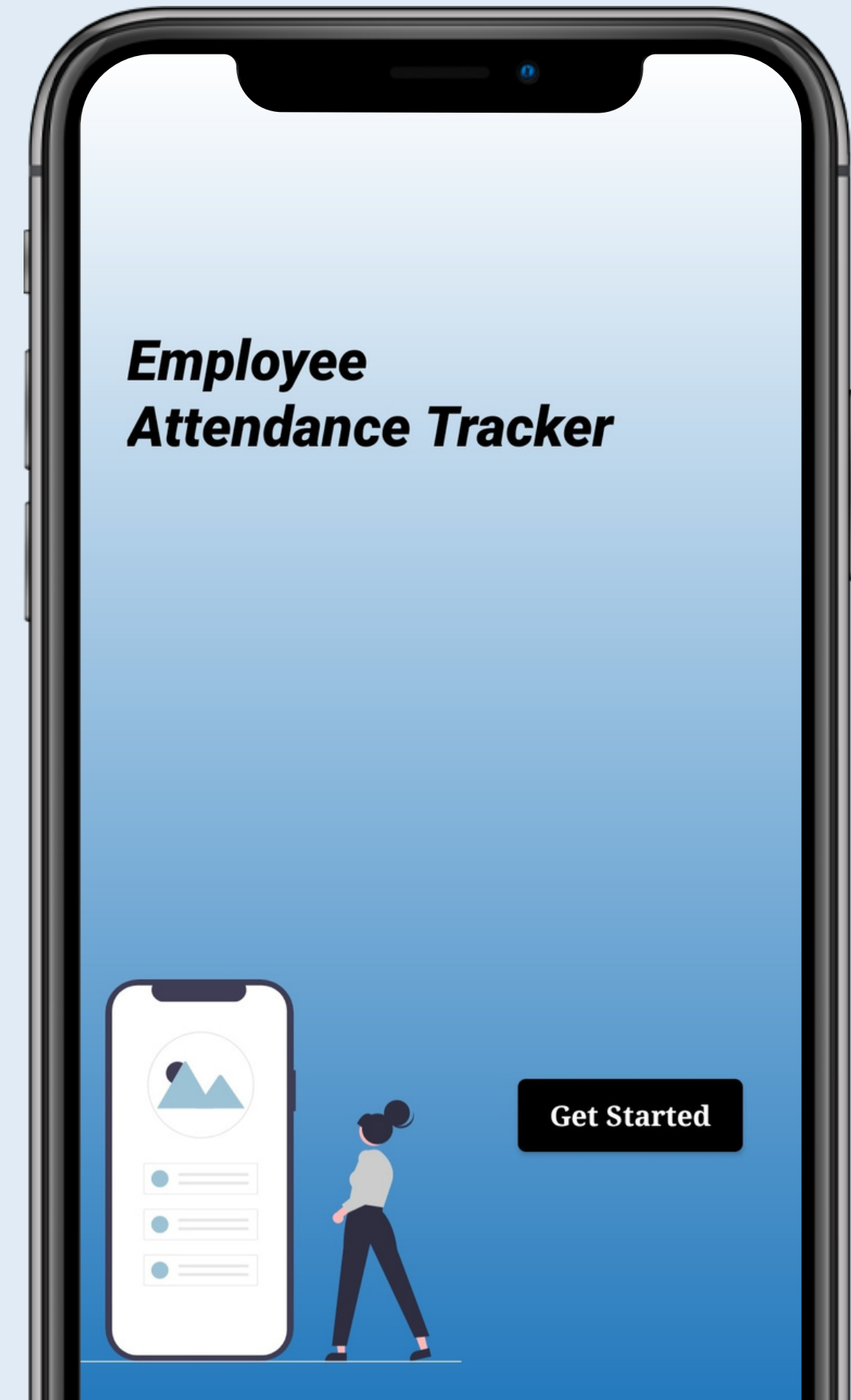
Track Attendance on the go



Marking Attendance made easy

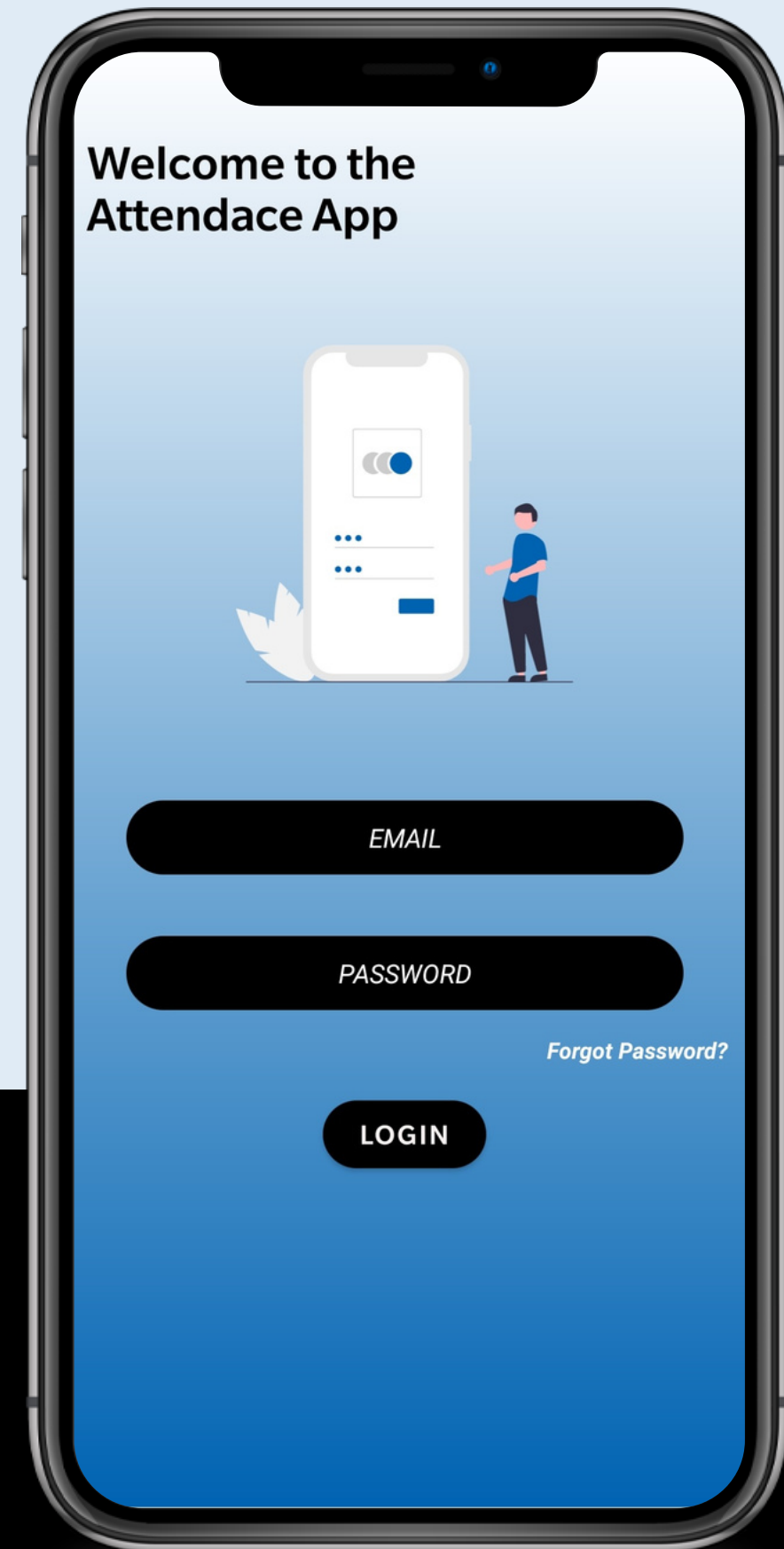
MARK ATTENDANCE WITH JUST
ONE CLICK

Mark attendance from anywhere at any time and
let the Employers keep track of your working
hours.

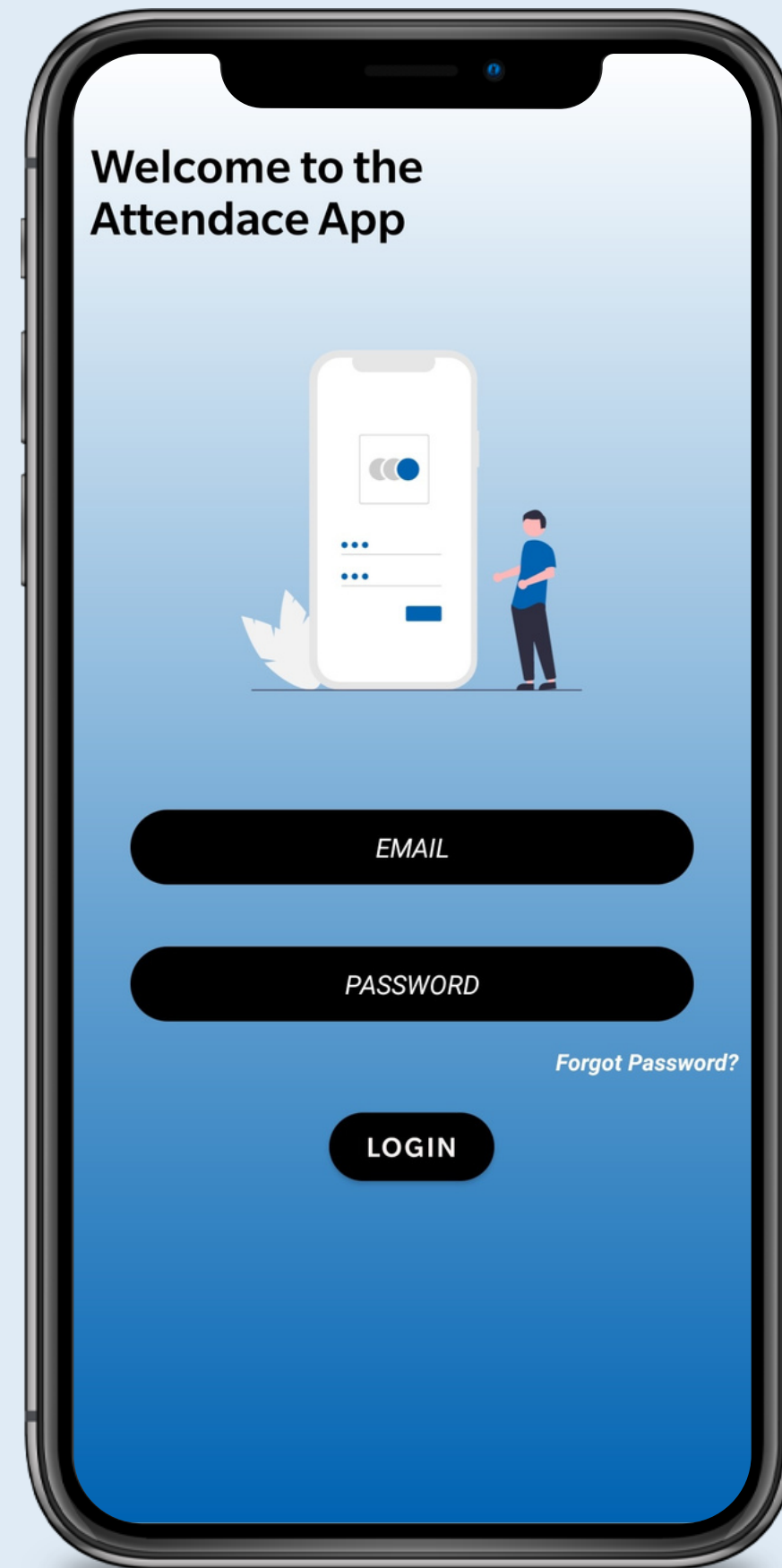


ATTENDANCE APP

Login Page



Types of Users



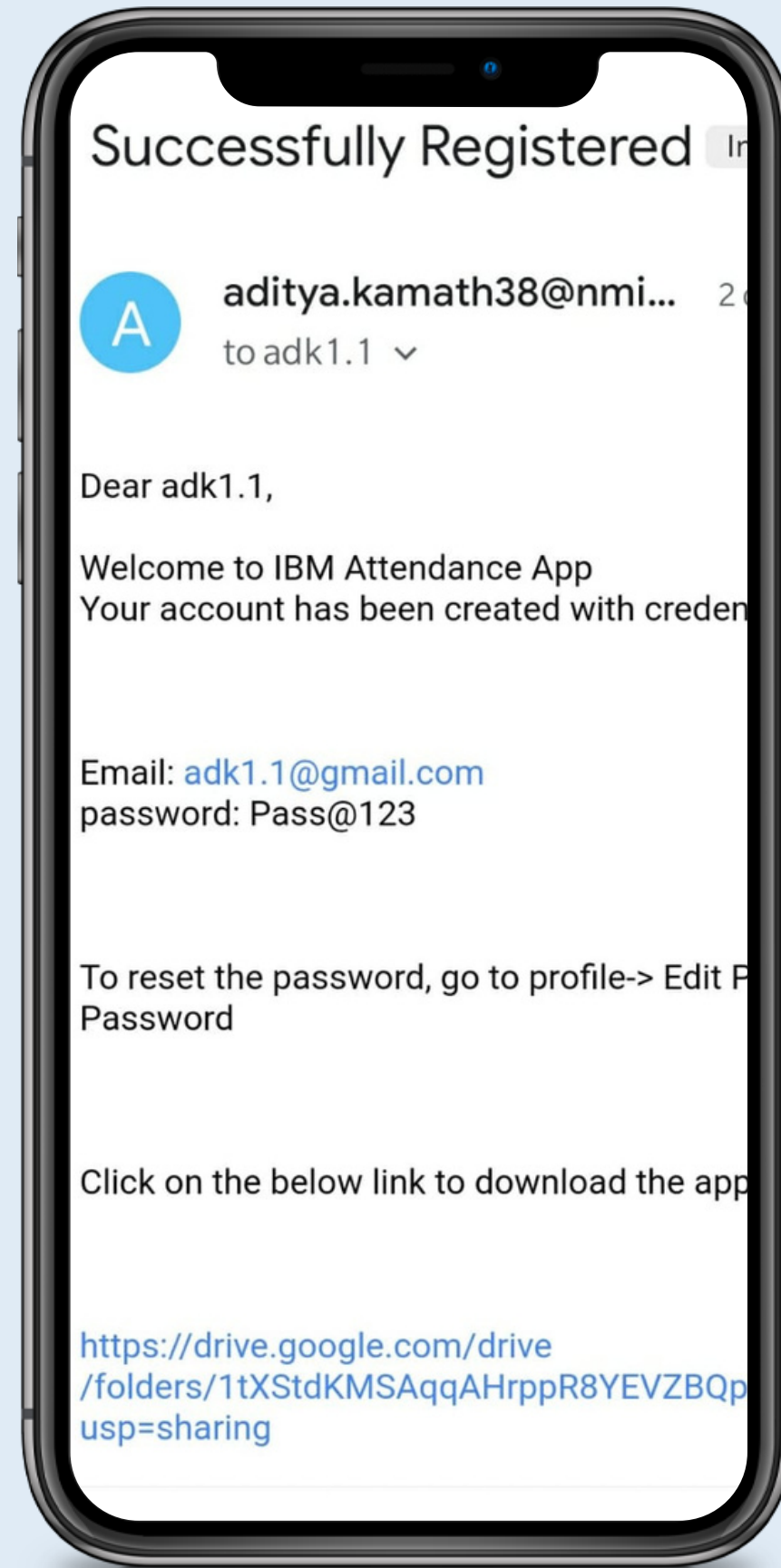
EMPLOYEE

Employee account is created by the Employer. Employee will receive the app credentials in the mail along with a link to download the app.

EMPLOYER

Employer account is created by Admin. Employer will receive the login credentials in the mail along with the link to download app.

Login Credentials

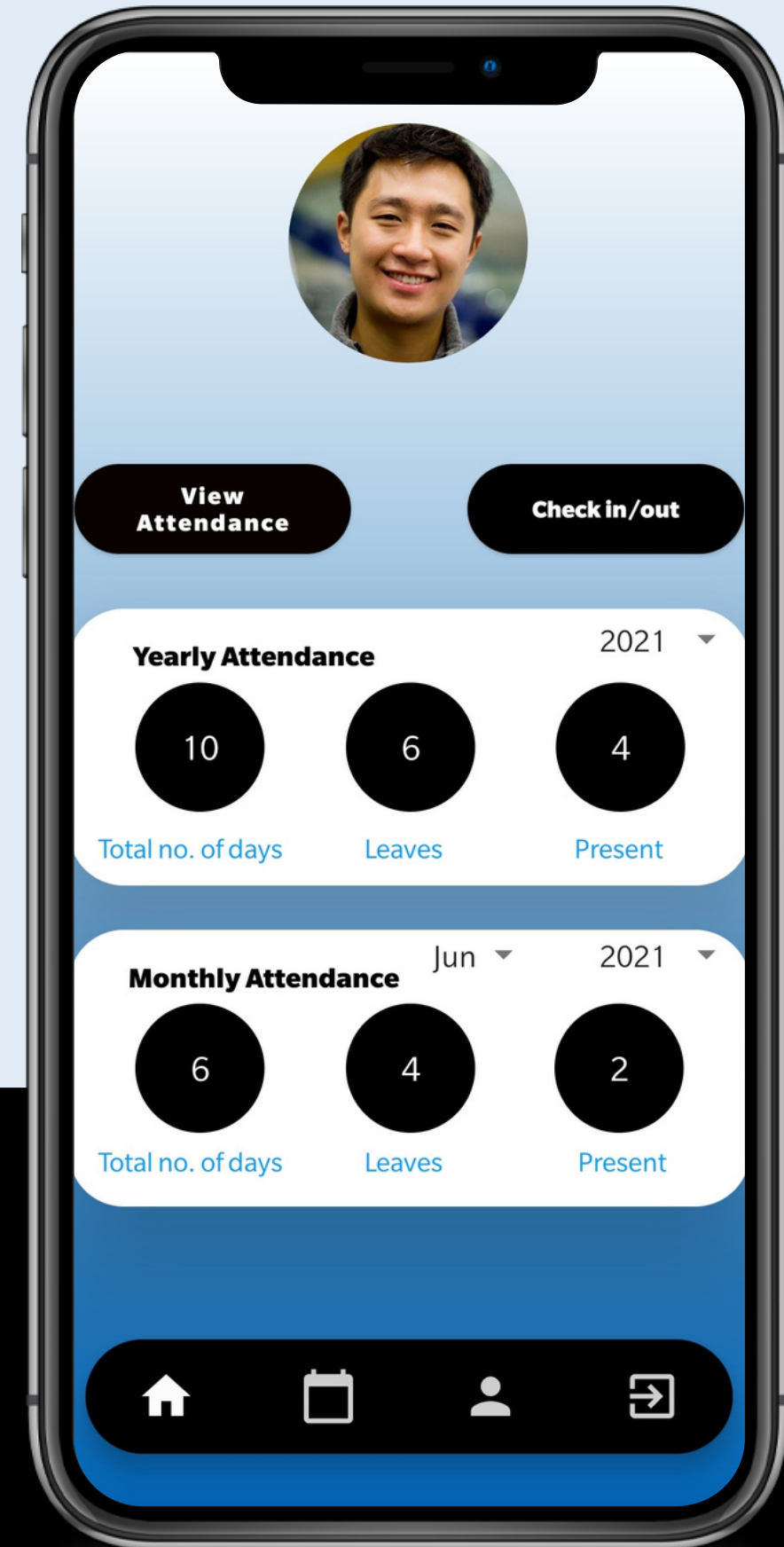


EMPLOYEE AND EMPLOYER

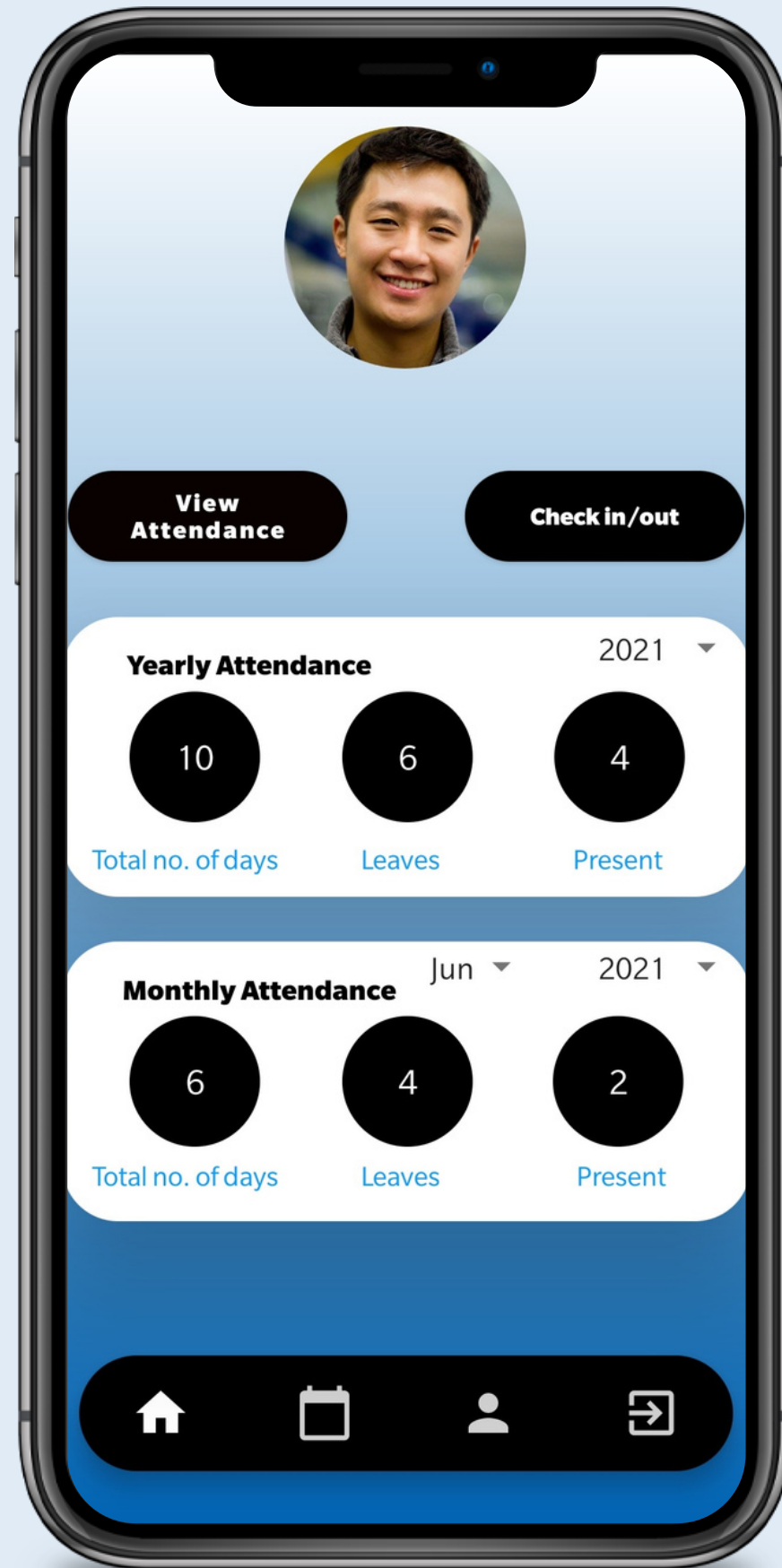
Users will receive login credentials on their email ids along with app download link

ATTENDANCE APP

Employee



Employee Features



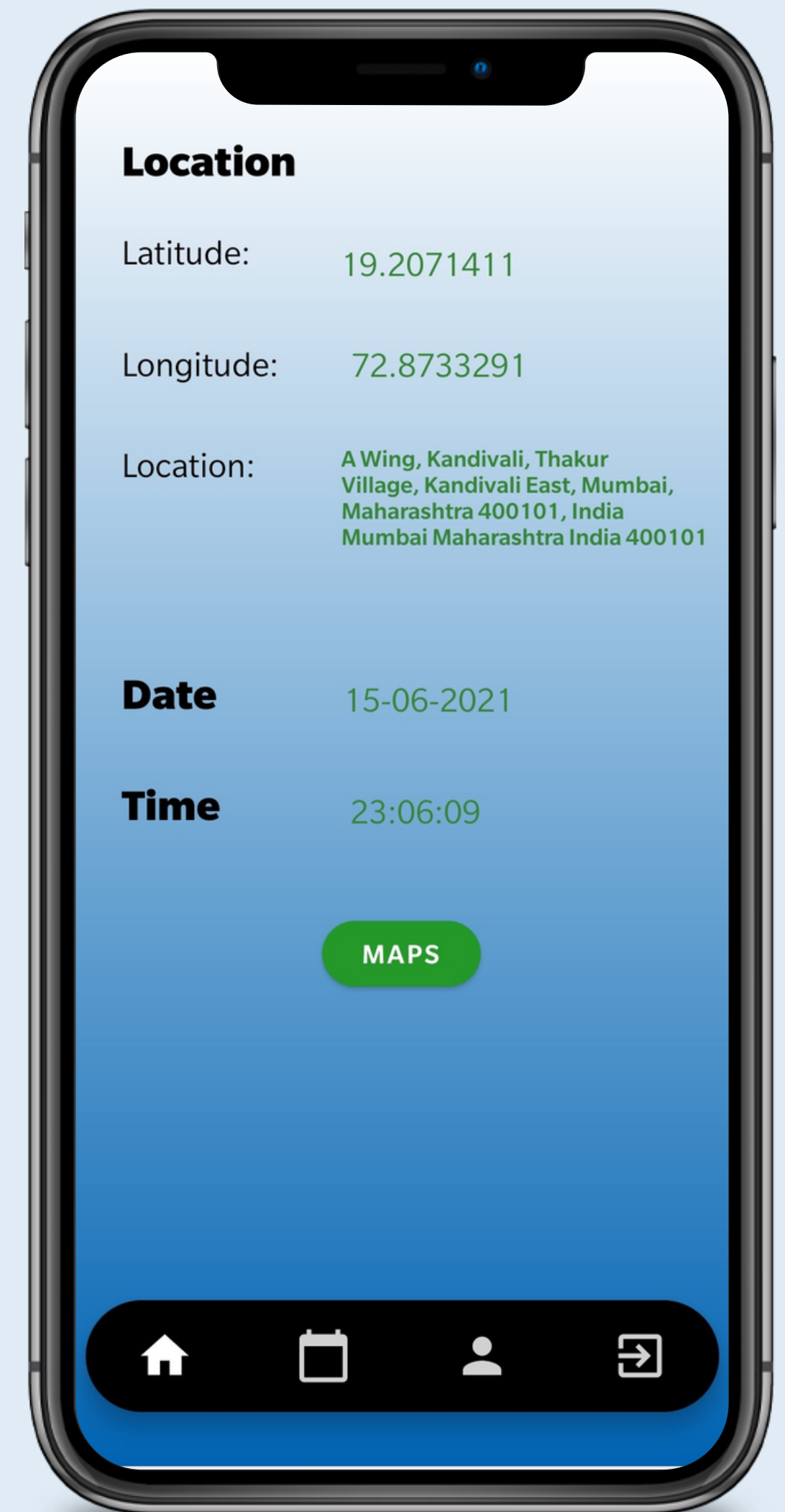
Employee can go to check in/out page to mark attendance along with the current location. They can check their monthly and yearly attendance and also view holiday list in app itself. They can also customize the profile pic and change their current phone number if required.

Check in/out page

HOW TO USE

- At start, you'll require to give permission to access location to the app. You'll be able to see your current address, time and date on the page.
- To confirm the GPS on your device is accurate, you can click on the green maps button to view it on google map and check if the location entered is accurate.
- The check-in and checkout button will be visible simultaneously.

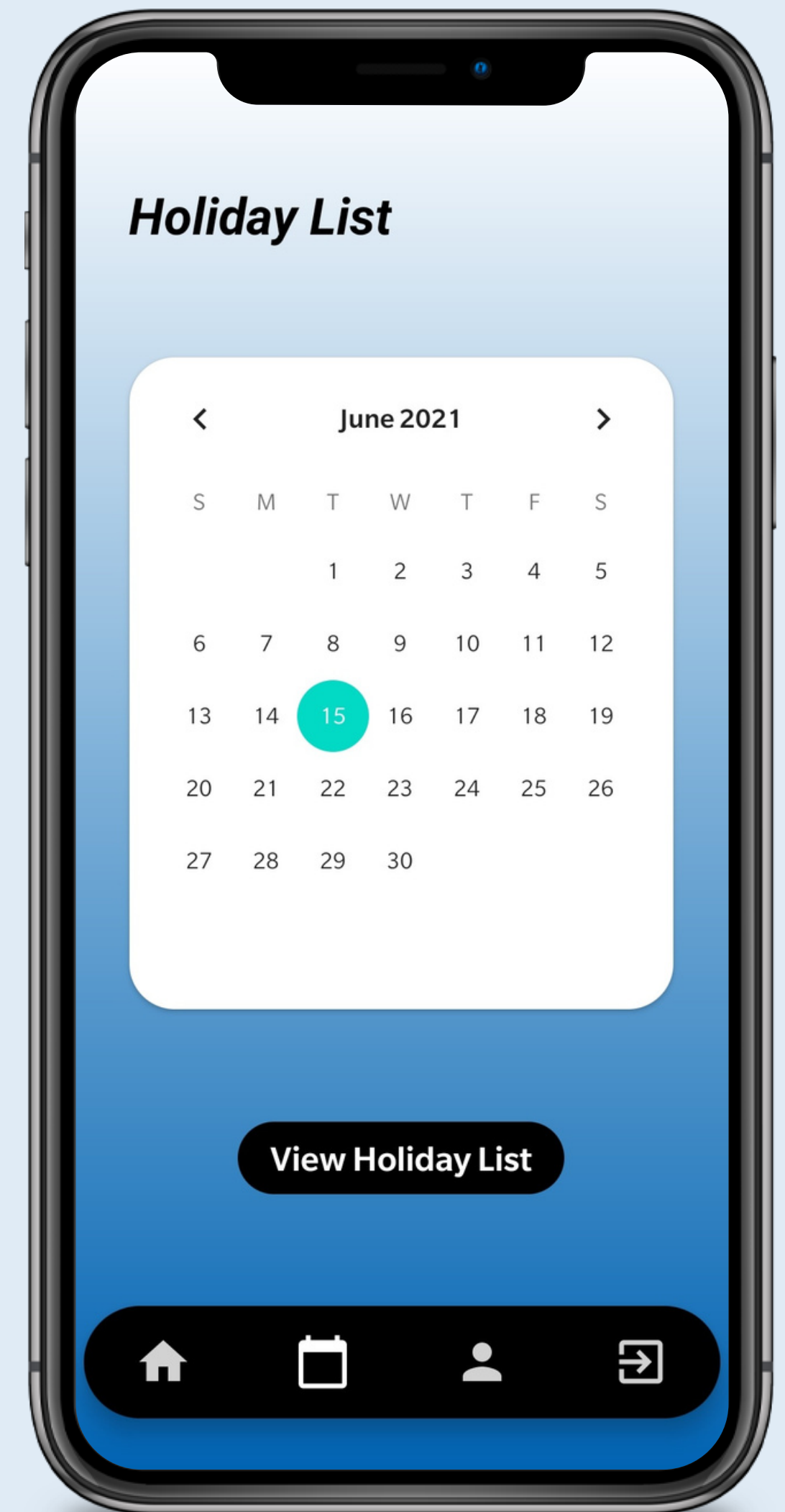
Note: The buttons will be only visible during the office defined hours by admin.



Employee Calendar

HOW TO USE

- You can access the general calendar.
- You can view the Holiday list pdf uploaded by the employer.
- No need to download the pdf, you can view it from the app itself



Employee Profile

HOW TO USE

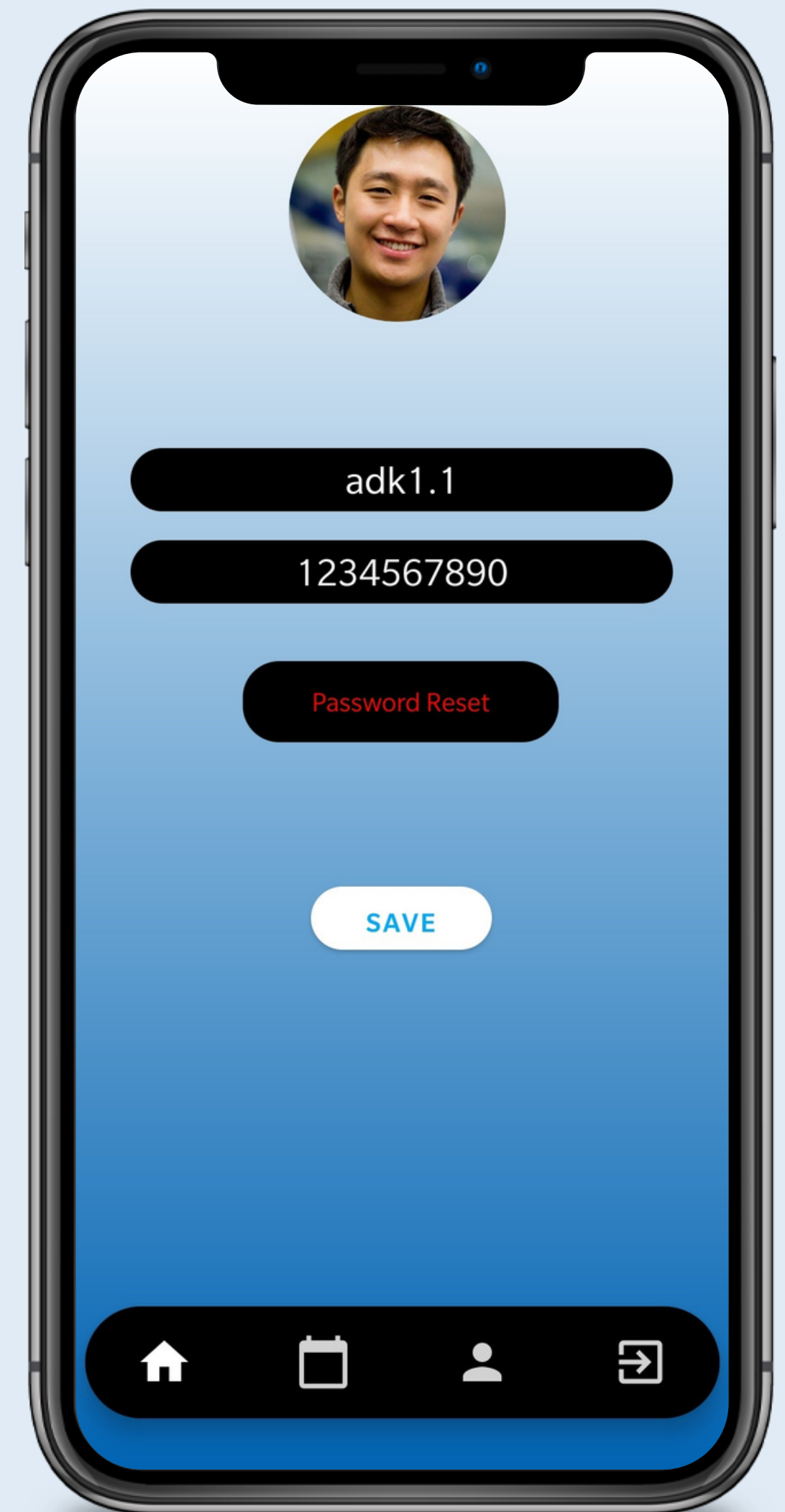
- You can see your current account details and see your set profile pic
- In case of any queries, click on contact us.
- for privacy reasons, if you need to sign out, then click on sign out button. You'll be redirected to login page.
- Incase, you want to change your profile pic/name/phone number, click on edit profile.



Employee Edit Profile

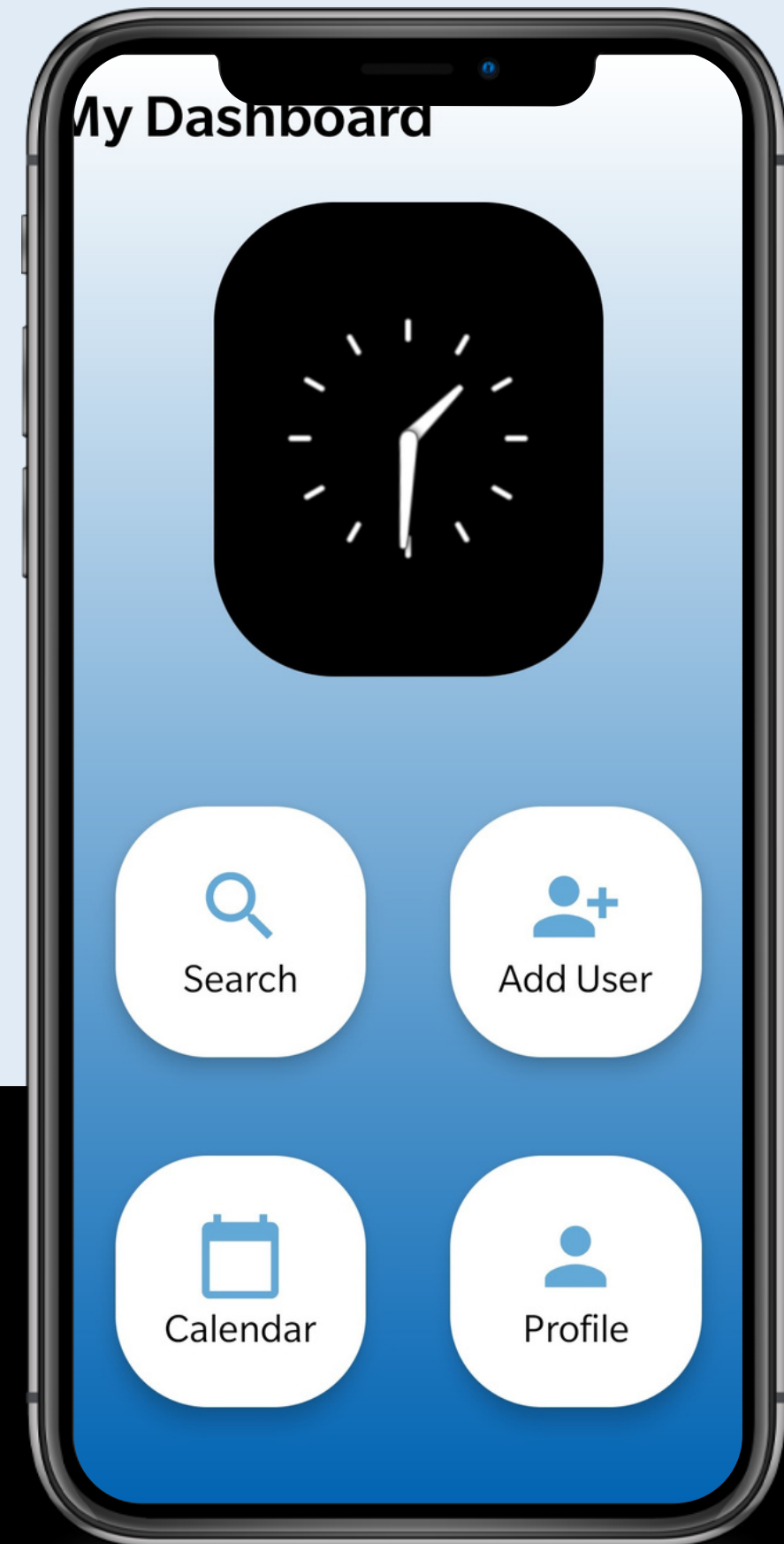
HOW TO USE

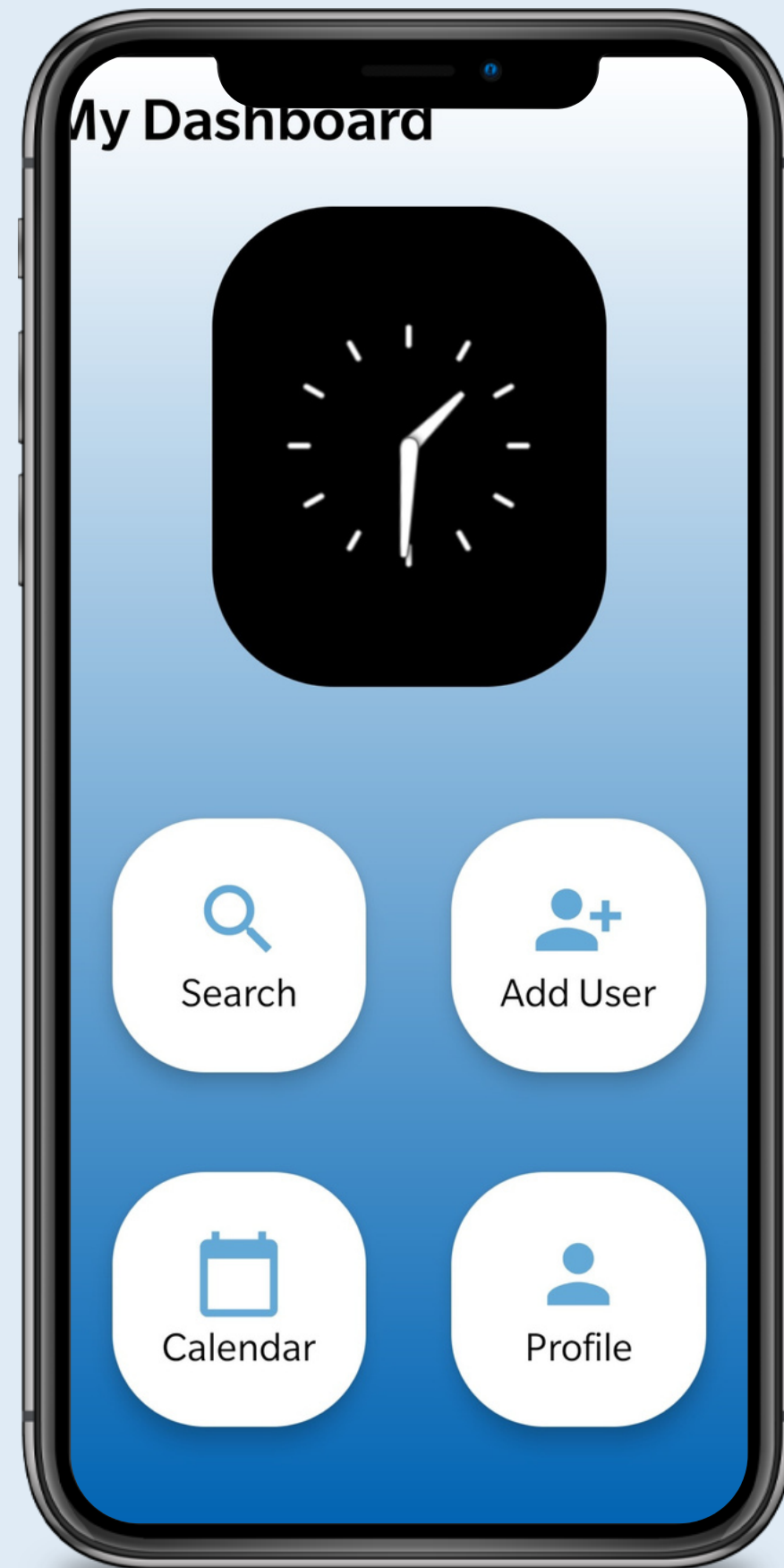
- The text is editable on this page.
- Once completed with editing, click save button.
- To set profile pic, click on image and you'll be redirected to your phone gallery from where you can set our profile pic.
- To reset the password, click on password reset button. Reset link will be sent on the given mail id.



ATTENDANCE APP

Employer





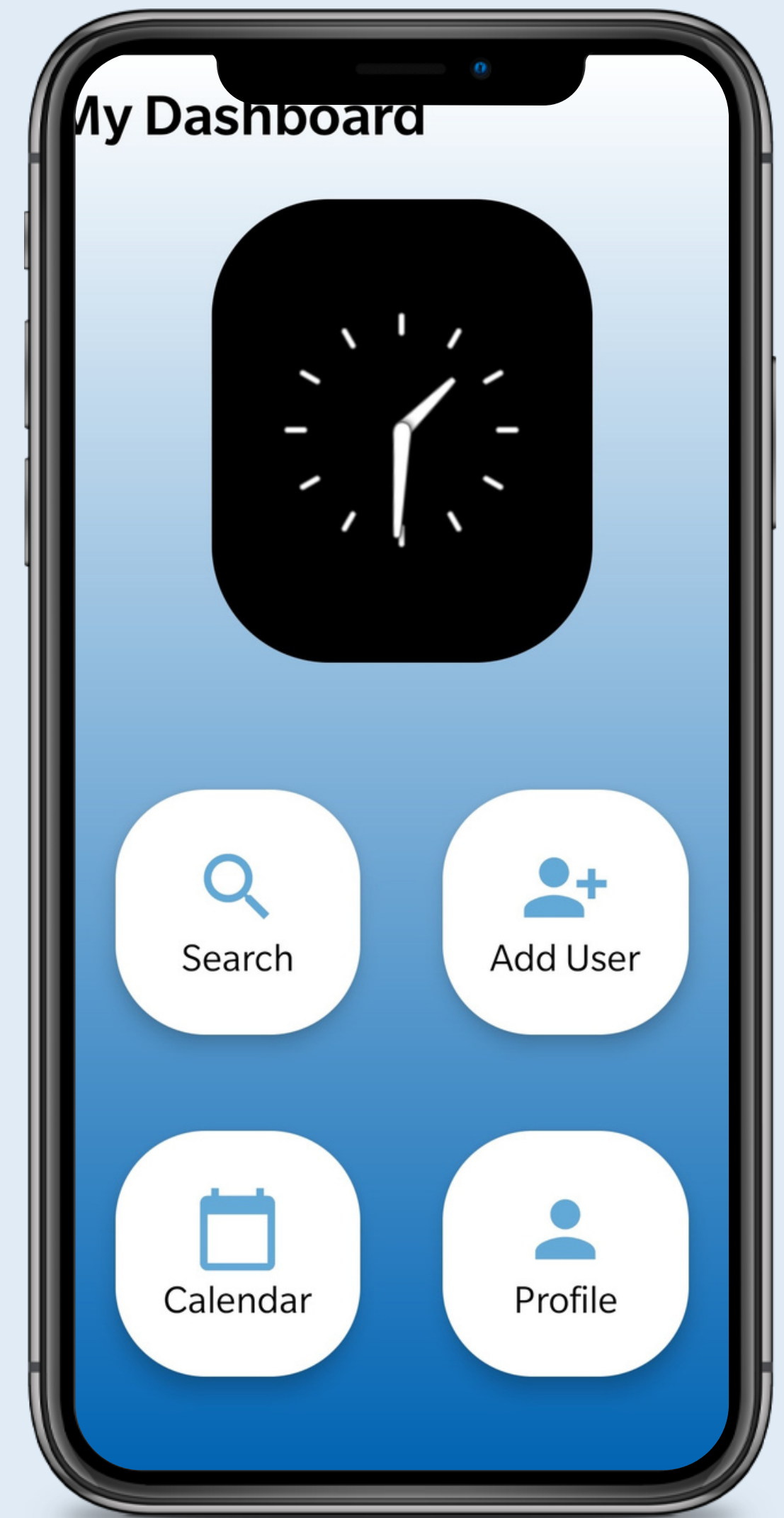
Employee Features

Employer can add employees under his view and track their attendance. Employer has option to download the attendance of each employee under his supervision and has authority to delete employee account.

Employer Dashboard

HOW TO USE

- You can access the general calendar.
- You can view the Holiday list pdf uploaded by the employer.
- No need to download the pdf, you can view it from the app itself



Employer Search

HOW TO USE

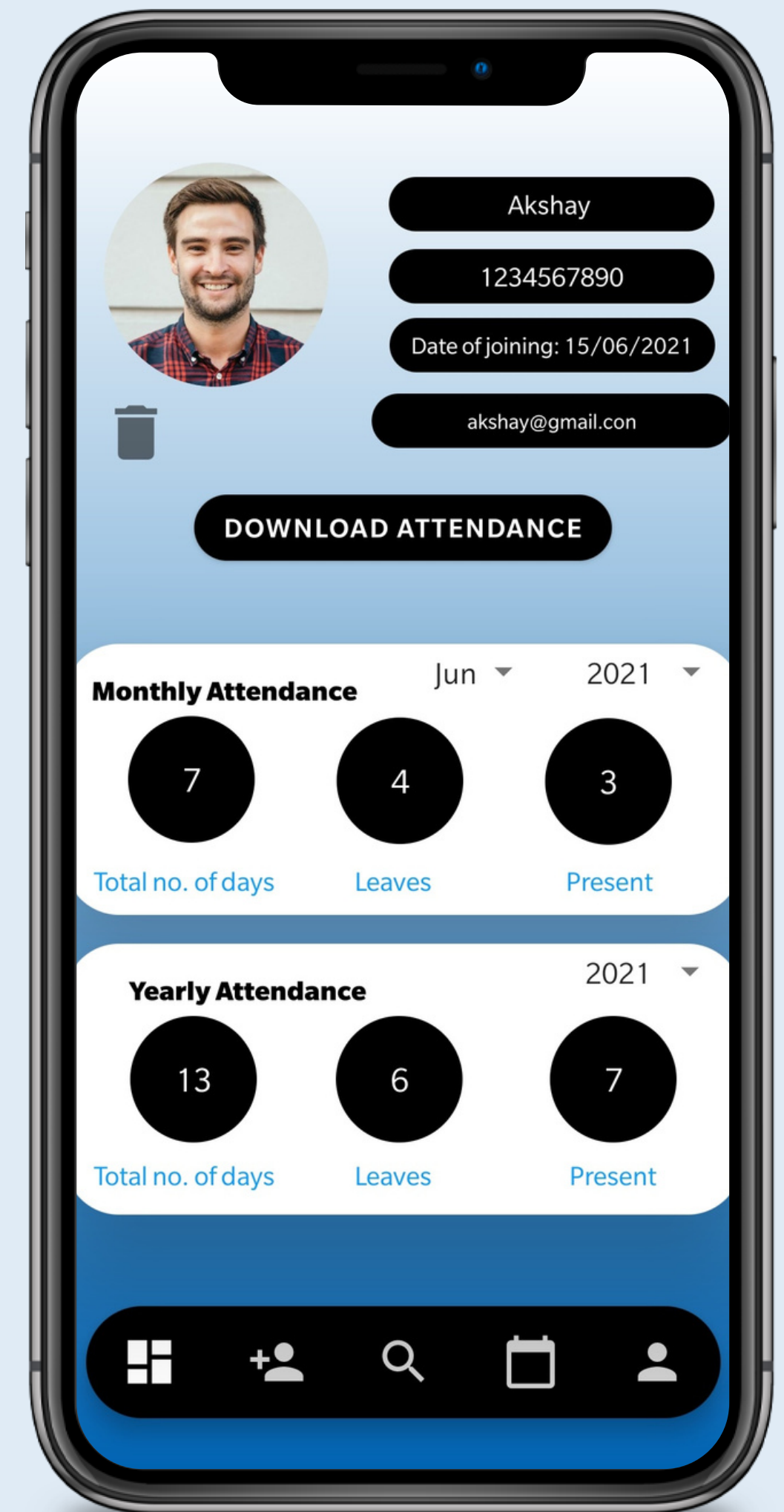
- On top, there is a search bar that helps to find employee name
- You can search for particular employee and click on it to view further details



Employee Details

HOW TO USE

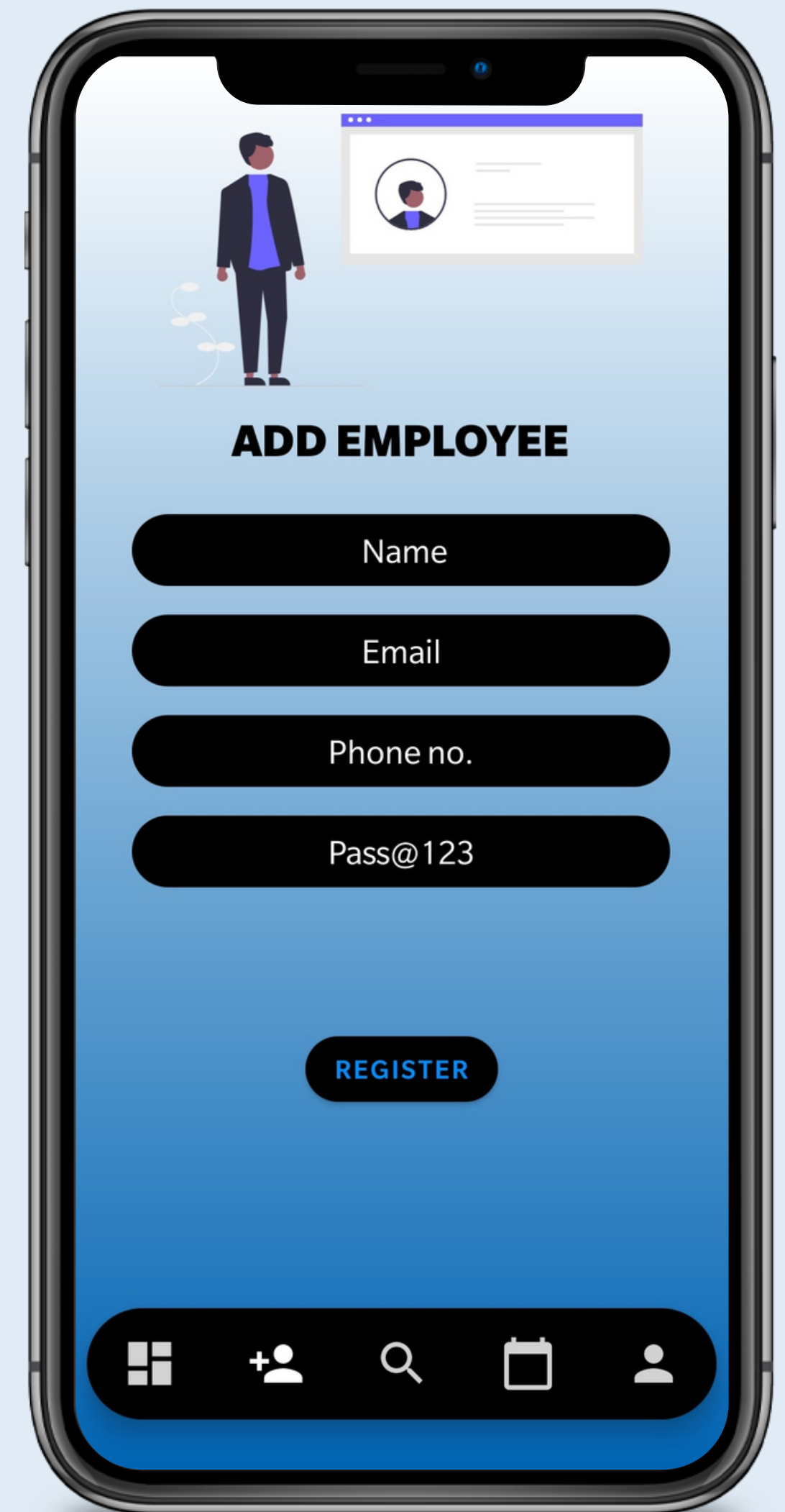
- View details of the selected employee
- Track their attendance and download it.
- Option to delete employee from database.



Employer Add Employee

HOW TO USE

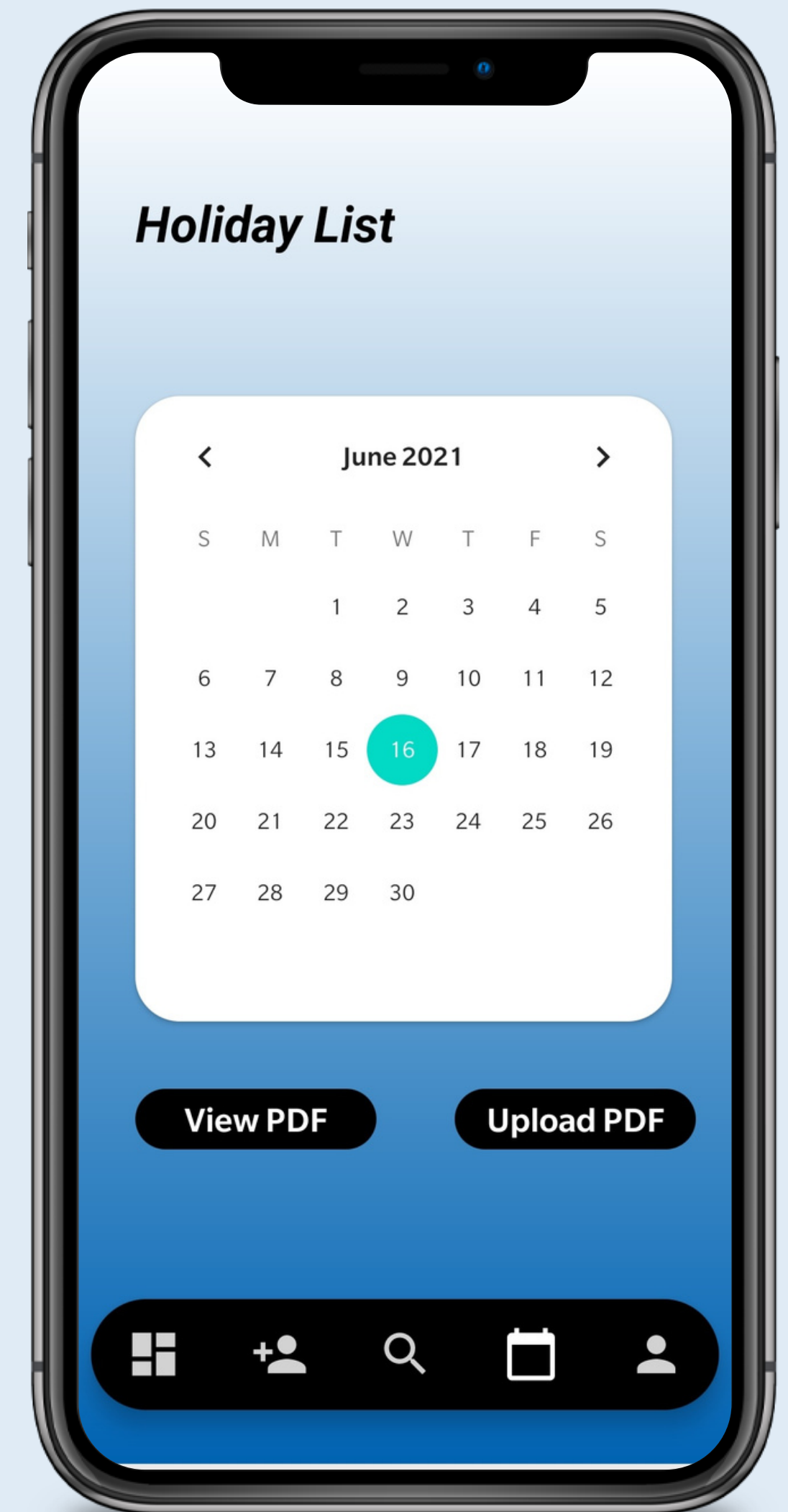
- Fill the details of the employee that needs to be added
- Make sure the details are correct and click on register.
- To make sure the account is created, click on search, you can see the name of added employee on the list.



Employer Calendar

HOW TO USE

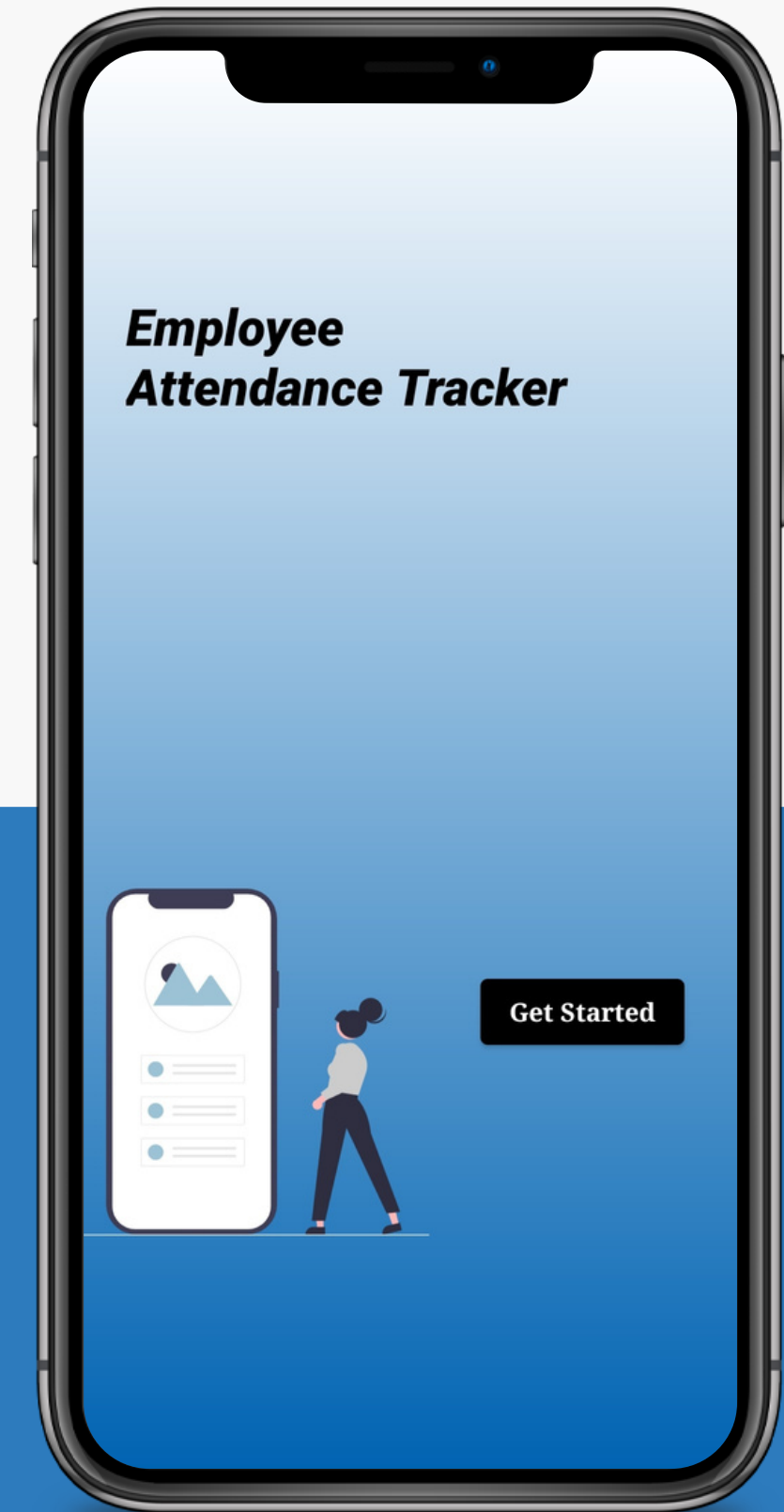
- Employer can view the calendar and the holiday list.
- Employer also has access to upload the holiday list which is accessible to all employees.



WHOM IS ATTENDANCE APP FOR?

FOR CORPORATE COMPANIES

The app is specific for individual corporate company where users outside the entity cant access the app unless added by the admin or employer account.



DOWNLOAD THE APP

Click to Download

