User Manual

Attendance Monitoring System

TABLE OF CONTENTS

1. USER ACCOUNT

* Account Types and Permissions
* Create, Edit, and Delete Account

1. INSERTING DATA

* Managing Schedules

1. TAKING ATTENDANCE

* Status and Remarks

1. GENERATING REPORT
2. REPORTING STUDENTS
3. RETRIEVING STUDENT DATA
4. GATE ACCOUNT
5. EXPORTING ATTENDANCE

User Accounts

ATMS or Attendance Monitoring System have 4 different user account types. Each account have different function and purposes.

This feature offers security and manageability for the client.

**Account types and permission**

* Student Account
* Student account are given to the students. They’re only permitted to see their schedule.
* Faculty Account
* Faculty Account are given to the faculty of the campus They are permitted to see the student attendance, their schedule for the day, attendance report of student. Faculty accounts, in their dashboard will be able to see the student statistics, ie the total number of students that they handle, the total number who are absent, present, and late. They will also see a pie report and line report. Pie report for the statistics on the percentage of the students who are absent, present, and late. Line report for the application usage, or how many users have accessed the website per month. Faculty accounts have a permission to access the class attendance, they can set if a student is absent in class, present in class, late in class, or a student who is absent with remarks or a valid reason why they are absent.
* Department Account
* Department account are given to the department of the campus. Department accounts are permitted to see the total number of students and faculty members, and students who are reported for being late for 3 consecutive times by the professor and whether to take action on it or not. Department accounts will be able to see the archive for the reported students and the taken action.
* Gate Account
* Gate account will be given to the guards of the campus. Gate account will be able to see the information in the id, the picture, and time of the person who did tap in the gate tap in and out.

Creation, deletion, and editing of an account is only done by the Administrator or head of the campus. The Administrator or head will be able to see the attendance report of a student. The Administrator or head as said earlier can is the only one who can create, delete or edit an account when needed.

Inserting Data

Taking Attendance

Status of a student will be determined by their attendance in class and the professor will set their status accordingly. If the student is in class he/she is present, if the student is not on his/her class he/she is absent, if the student is not on his/her class yet he/she is late. If the student is late/absent and has a valid reason and told the professor about it, a remark will be put alongside their staus.