

USER MANUAL - ATTENDANCE REGISTRATION AND CONTROL SYSTEM



► INTRODUCTION

Welcome to the Attendance Registration and Control System. This manual aims to provide a detailed guide on how to use the system, making it easier to understand and maximizing operational efficiency. It is intended for end users, administrators, and anyone who needs to interact with the platform.

The system allows for user management, attendance control, report generation, and real-time notifications, ensuring efficient and organized administration.

► Access and Authentication

To access the system, the administrator must have created your user account beforehand.

1. Enter the email
2. Enter the password
3. Click on “Ingresar” (Login)



The image shows a login form titled "Control de Asistencias". Below the title is the instruction "Ingresa tus credenciales para iniciar sesión". There are two input fields: "Correo electrónico" (Email) and "Contraseña" (Password). The "Correo electrónico" field has an envelope icon on the right, and the "Contraseña" field has a lock icon on the right. Below these fields is a checkbox labeled "Recordarme" (Remember me) and a blue button labeled "Ingresar" (Login). Blue lines connect the list items to the form: item 1 points to the email field, item 2 points to the password field, and item 3 points to the "Ingresar" button.

Control de Asistencias

Ingresa tus credenciales para iniciar sesión

Correo electrónico 

Contraseña 

☐ Recordarme **Ingresar**

► Main Dashboard

The **Main Dashboard** is the first interface displayed after logging in. From here, users can access different sections of the system according to their role and assigned permissions.



- **Navigation Menu:** Provides access to the system's functionalities.

- **Information Board:** Displays a real-time summary of recent activities.
- **Quick Access Buttons:** Allow fast access to registered Members, Users, and Attendance records.

► Attendance

The Attendance functionality allows registering and monitoring the check-in and check-out times of members, ensuring better control and tracking.

1. Enter the member's ID number or select a registered member.

2. Enter the attendance date, check-in time, and/or check-out time.

Nueva asistencia

Creación de asistencias

Los campos con (*) son obligatorios

Cédula	Seleccionar Miembro *	Personal
<input type="text"/>	-- SELECCIONAR MIEMBRO --	<input type="text"/>
Fecha *	Hora de Entrada *	Hora de Salida
<input type="text"/> Fecha de asistencia	<input type="text"/> --:--:--	<input type="text"/> --:--:--

Cancelar

Guardar

3. Confirm the record.

► Attendance

Important Note: Any attendance created or modified by a user will remain registered in the system. When viewing a specific attendance record, three additional details are shown:

Detalle de la Asistencia		
Miembro	Cédula	Personal
Miss Kaya Bogan II	17.320.820	Docente
Fecha de ingreso	Hora de Entrada	Hora de Salida
15/03/2025	05:37 p. m.	10:16 p. m.
Ingresado por	Última modificación	Última modificación por
Jose Carrasquel	19/03/2025 — 13:37:11	N/A

1. The user who registered the attendance.

2. The date and time of creation or last modification.

3. If modified, which user made the change. If not, it will display N/A.

► Staff

The system allows management of organizational roles, assigning them to registered members to reflect their responsibilities.

Creación de un nuevo personal

Datos a agregar

Los campos con (*) son obligatorios

Nombre *	Descripción
<input type="text" value="Ingrese el nombre del Personal"/>	<input type="text" value="Agregue una descripción del Personal"/>

1. Assign the type of Staff to be added to the institution.

2. Provide a brief description of their responsibilities.

3. Confirm the record.

► Members

The system manages registered Members, storing relevant personal information for identification and administration.

1. Add personal details, including the type of staff role.

2. Assign the member's work shift.

3. Save the entered data.

Creación de un nuevo miembro

Datos a agregar

Los campos con (*) son obligatorios

Nombre y apellido *

Nombre y apellido

Cédula *

Cédula

Email *

Email

Fecha de nacimiento *

Fecha de nacimiento



Teléfono

Teléfono

Genero *

--SELECCIONE EL GENERO--

Personal *

-- SELECCIONE EL PERSONAL --

Dirección

Dirección

Seleccione el turno

Mañana

No

Tarde

No

Noche

No

Cancelar

Guardar

Fotografía

Seleccionar archivo Ni...do

- *Optionally*, upload a photo of the user. If not provided, the system will assign an icon automatically based on their gender.

► Roles and Permissions

The system uses a *Roles and Permissions* scheme to define the access level and actions each user can perform..

Creación de un nuevo rol

Datos a agregar

Los campos con (*) son obligatorios

Nombre *

Ingrese el nombre del rol

Descripción *

Descripción del rol

Lista de permisos

- ☐ No Ver las asistencias
- ☐ No Crear una asistencia
- ☐ No Crear una asistencia desde el inicio
- ☐ No Editar las asistencias
- ☐ No Borrar las asistencias
- ☐ No Ver el personal
- ☐ No Crear un personal

Cancelar

Guardar

1. Define the role's name.

2. Add a description of the role's purpose.

3. Assign or remove permissions as needed.

4. Save the role.

► Users

User administration is a key functionality for proper system operation.

Creación de un nuevo usuario

Rellene los campos

Usuario	Selecciona un miembro	1. Select the member to be assigned a user account.
Correo electronico		• The email will be assigned automatically.
Contraseña		2. Create a password.
Confirmar contraseña		
Roles y permisos	-- SIN ROL --	3. Assign roles and permissions.
<div>Cancelar Registrar</div>		4. Register the user.

► Users

Enable/Disable a User: This button is useful for users who cannot or should not be deleted.

ID ↑↓	Usuario ↑↓	Email ↑↓	Rol asignado ↑↓	Fecha de ingreso ↑↓	Permiso de sesión ↑↓	Acción ↑↓
0001	Jose Carrasquel	manuelc.dev@gmail.com	Super administrador	03/04/2025	Habilitado	
0002	Carmen Pérez	prueba@gmail.com	Prueba Rol	07/04/2025	Deshabilitado	  

ENABLED:

The user has full system access according to their role.

DISABLED:

The user is restricted from accessing the system without deleting their account.

► Reports

The system generates customizable PDF reports according to various criteria:

Reporte General

Reporte general

Seleccionar turnos:

☐ Mañana ☐ Tarde ☐ Noche

IMPRIMIR

GENERAL:
Includes all attendances,
from the first to the most
recent.

BY STAFF TYPE:
Displays attendances for a
specific staff type.

Reporte por Personal

Reporte de Docente
Seleccionar turnos:
☐ Mañana ☐ Tarde ☐ Noche
IMPRIMIR

Reporte de Obrero
Seleccionar turnos:
☐ Mañana ☐ Tarde ☐ Noche
IMPRIMIR

Reporte de Administrativo
Seleccionar turnos:
☐ Mañana ☐ Tarde ☐ Noche
IMPRIMIR

Reporte de Directivo
Seleccionar turnos:
☐ Mañana ☐ Tarde ☐ Noche
IMPRIMIR

Fecha Inicio: dd ---- aaaa

Fecha Final: dd ---- aaaa

Seleccionar turnos:
☐ Mañana ☐ Tarde ☐ Noche

GENERAR REPORTE

Seleccionar Personal: Docente

Fecha Inicio: dd ---- aaaa

Fecha Final: dd ---- aaaa

Seleccionar turnos:
☐ Mañana ☐ Tarde ☐ Noche

Generar reporte

DATE RANGE:
Generates a report for attendances within a
chosen time range.

► Database Backup

A button located in the Sidebar allows automatic database backup, ensuring all registered information is safely stored.

With a single click, the database will be backed up quickly and efficiently, protecting data against unexpected issues.



Respaldo BD

Important Note: This button is only available according to the permissions assigned by the Administrator.

▶ Security and Best Practices

To guarantee information security and proper use of the system, the following is recommended:

- ▶ **Use secure passwords and change them regularly.** Passwords should be complex and contain a mix of letters, numbers, and special characters.
- ▶ **Do not share credentials with third parties.** Each user is responsible for their own access.
- ▶ **Log out after each session.** Especially important when using shared computers.
- ▶ **Report suspicious activities to the administrator.** Unusual behaviors or unauthorized access should be reported immediately.
- ▶ **Staff training.** It is essential to train all staff on how to use the system. This ensures users feel comfortable, reduces errors, and improves efficiency.