



REPÚBLICA BOLIVARIANA DE VENEZUELA MINISTERIO DEL PODER POPULAR PARA LA EDUCACIÓN UNIVERSITARIA UNIVERSIDAD POLITÉCNICA TERRITORIAL JOSÉ ANTONIO ANZOÁTEGUI





USER MANUAL ATTENDANCE REGISTRATION AND CONTROL SYSTEM



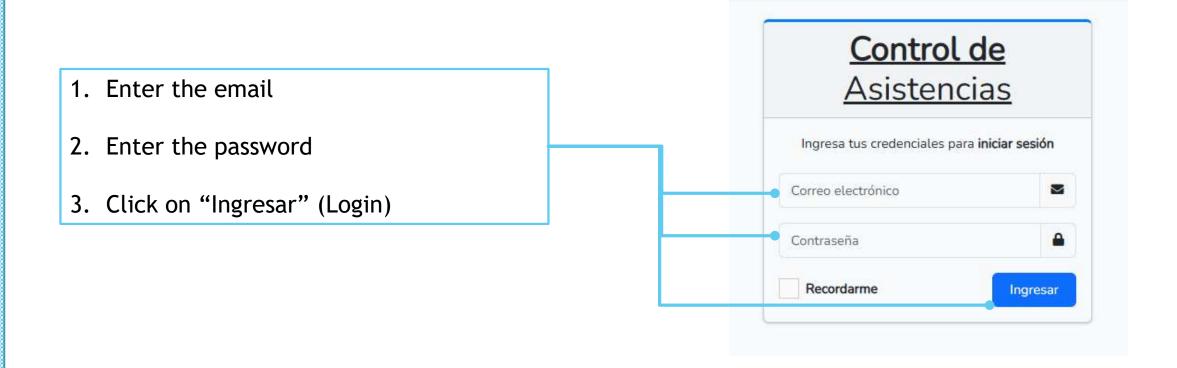
INTRODUCTION

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.

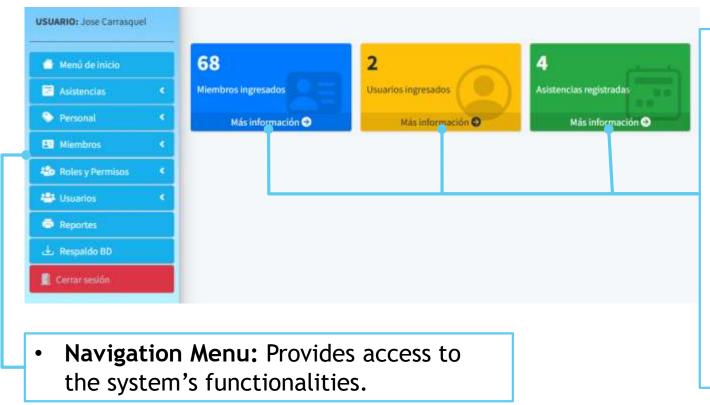
Access and Authentication

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



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.



Information Board:
 Displays a real-time summary of recent activities.

Quick Access Buttons:
 Allow fast access to registered Members,
 Users, and Attendance records.

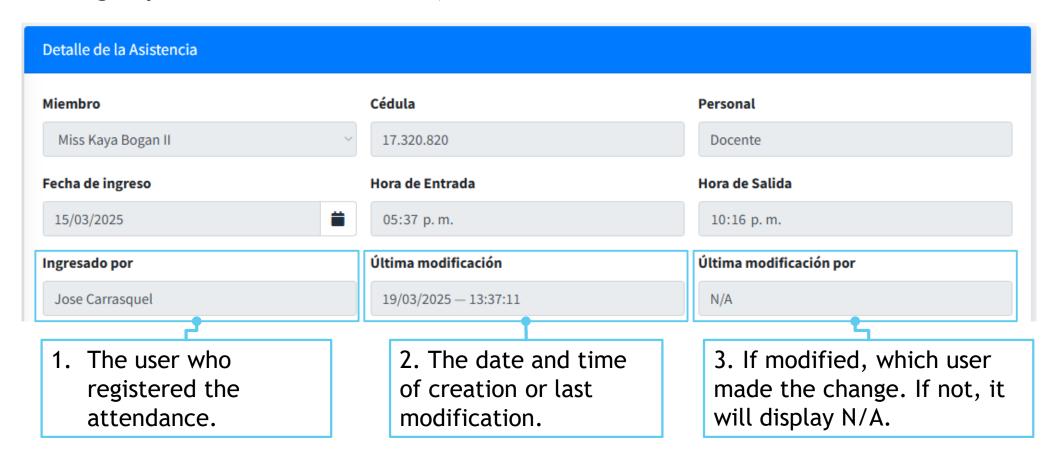
Attendance

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



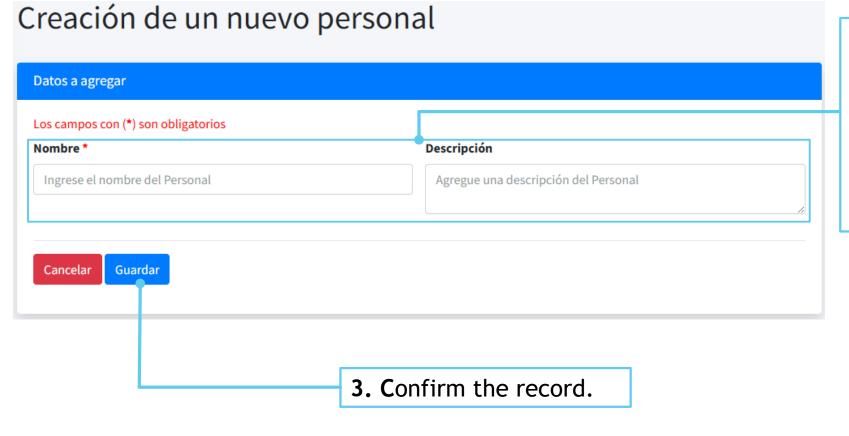
Attendance

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:



Staff

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



- 1. Assign the type of Staff to be added to the institution.
- 2. Provide a brief description of their responsibilities.

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.

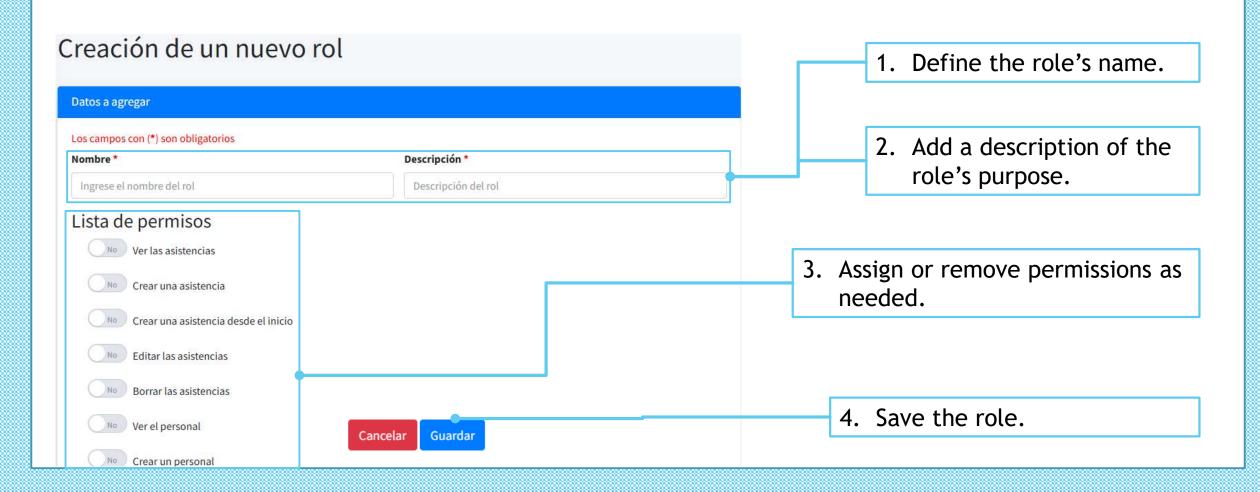
3. Save the entered data.



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

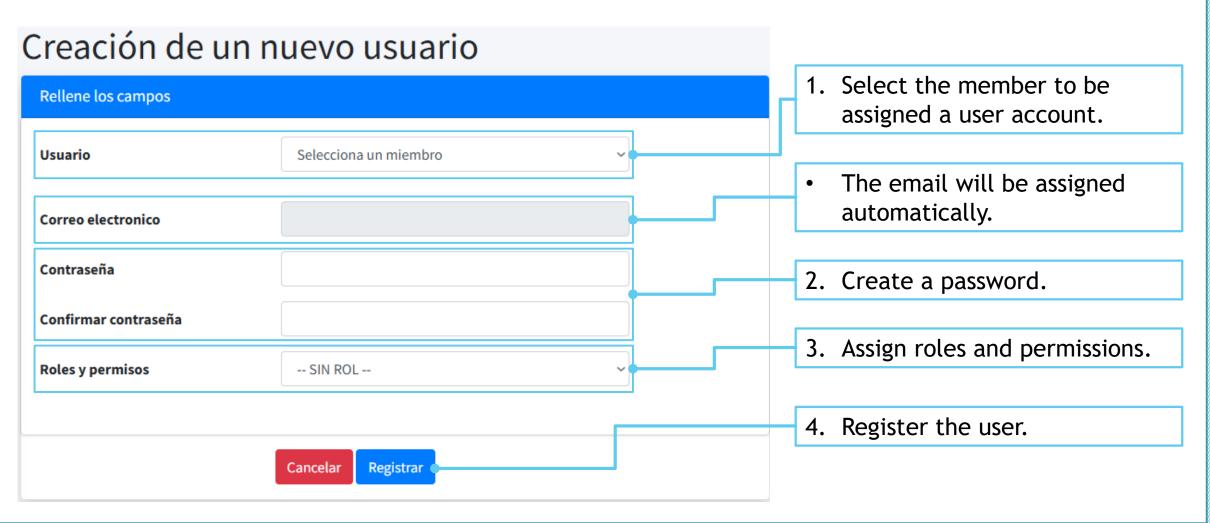
Roles and Permissions

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



Users

User administration is a key functionality for proper system operation.



Users

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



ENABLED:

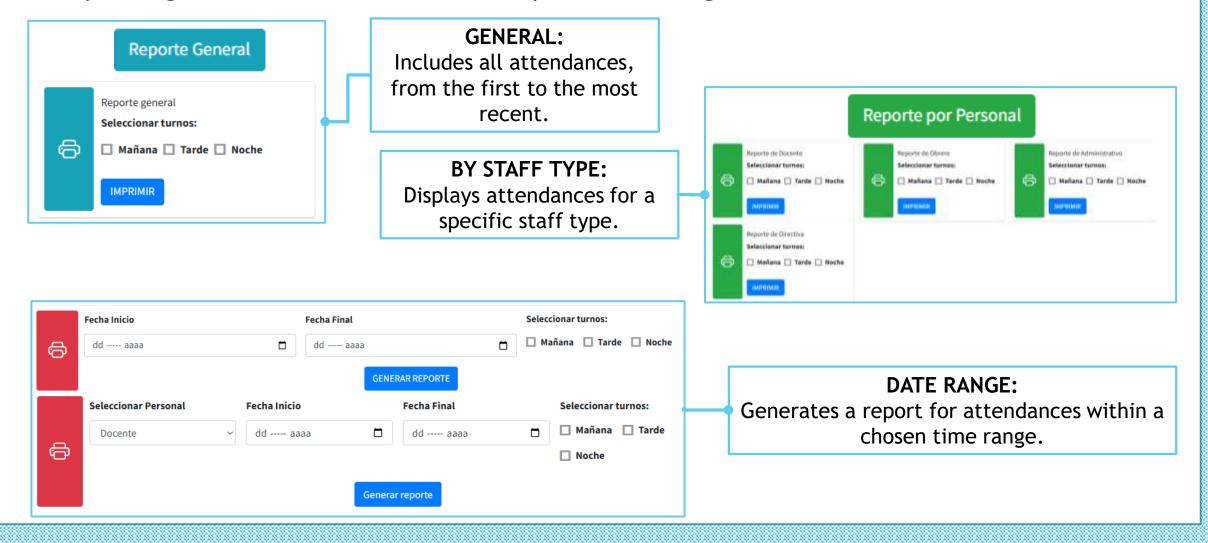
The user has full system access according to their role.

DISABLED:

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

Reports

The system generates customizable PDF reports according to various criteria:



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.



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.