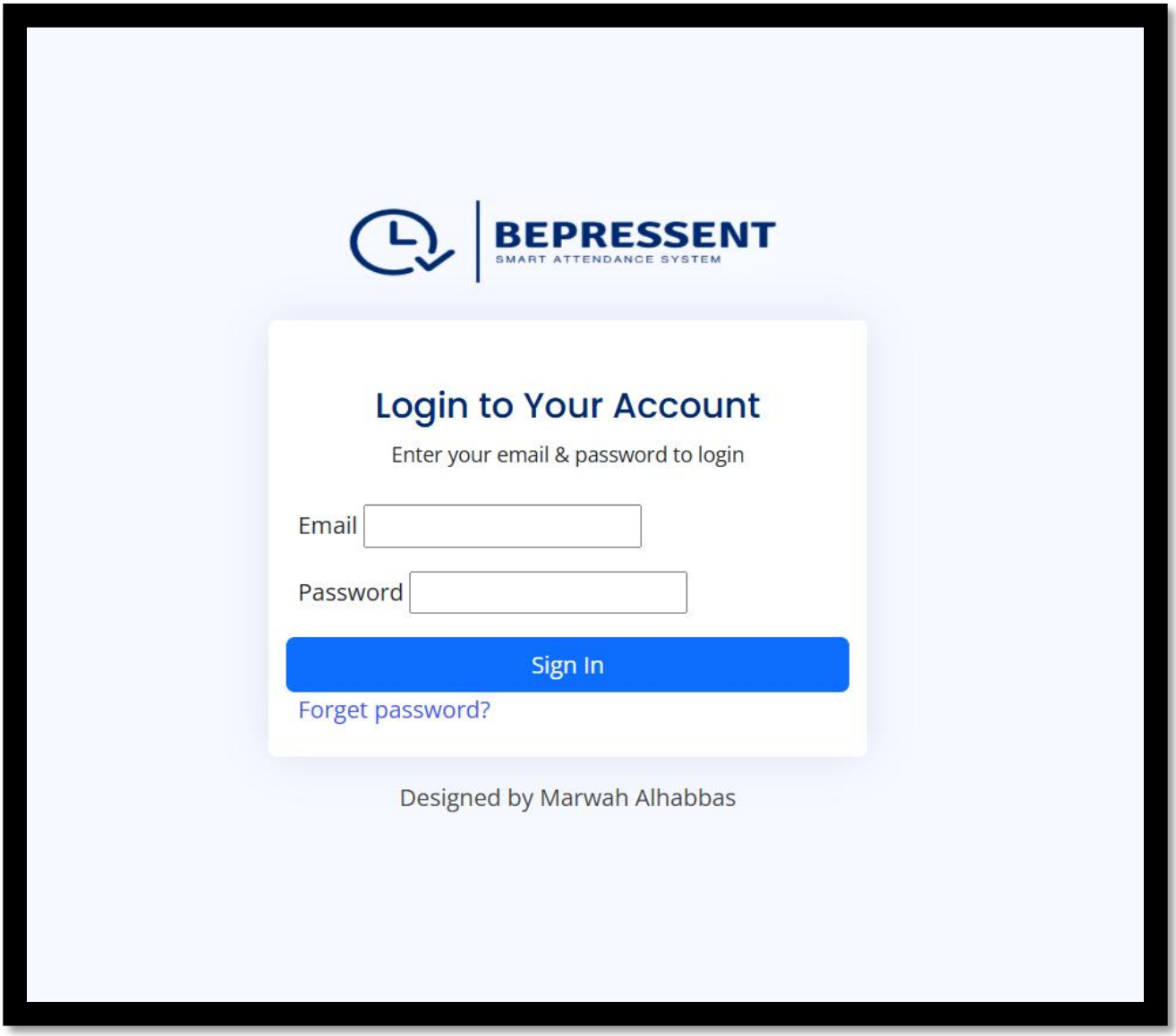
User Manual

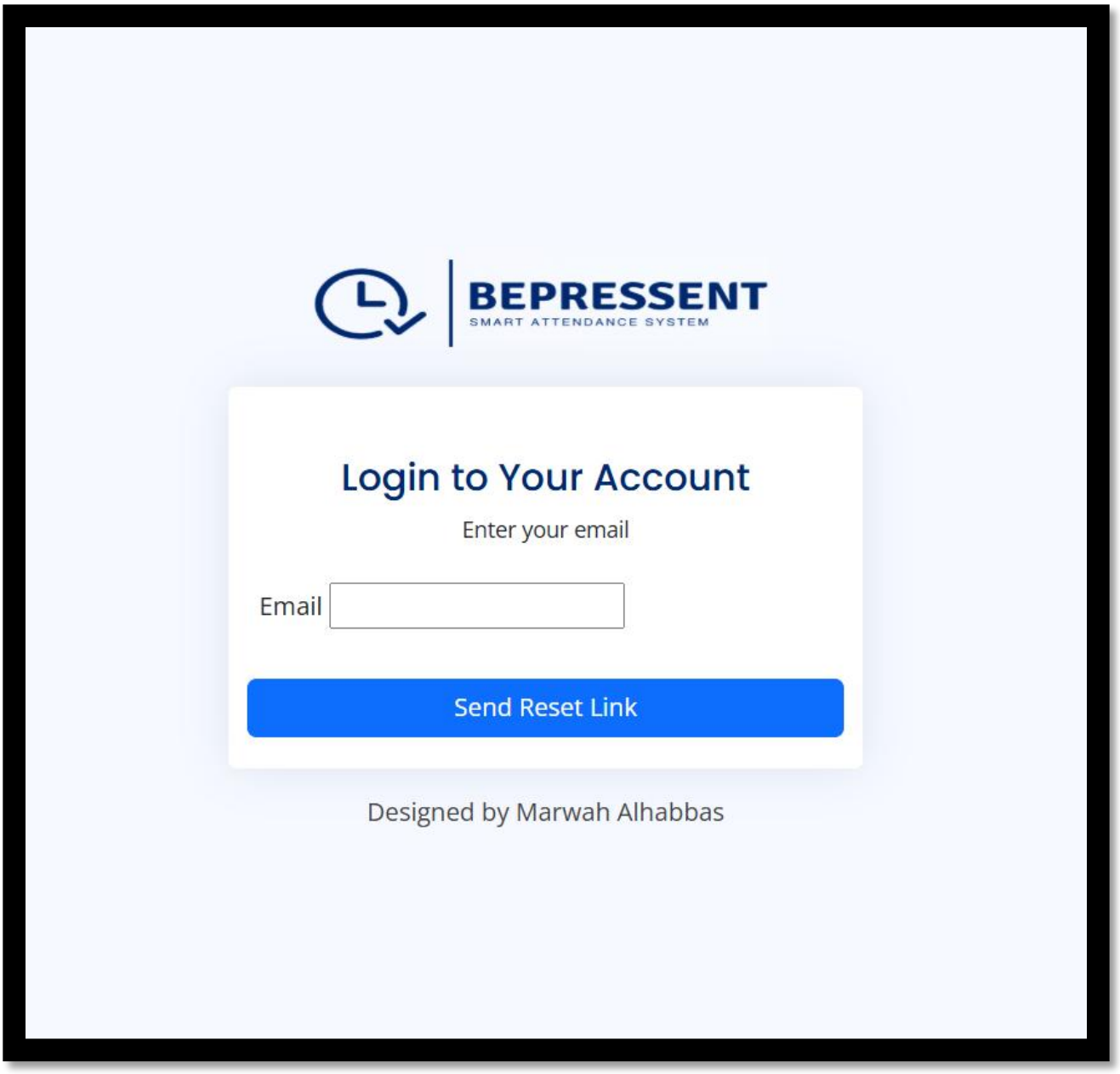
Sign in:



If you are admin, sign in with your admin credentials then you will be directed to admin dashboard.

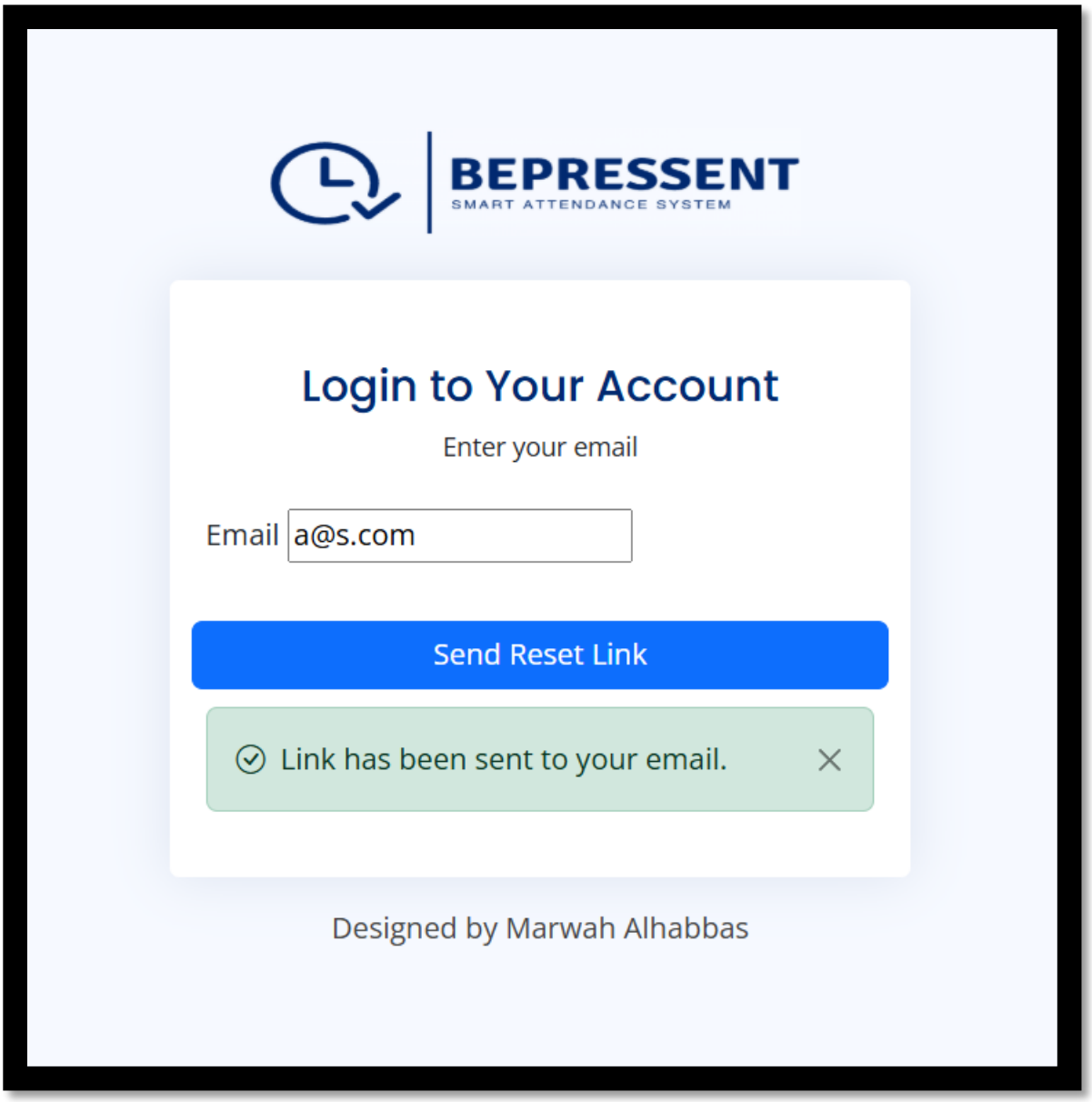
If you are employee, sign in with your employee credentials then you will be directed to employee dashboard.

Forget Password:

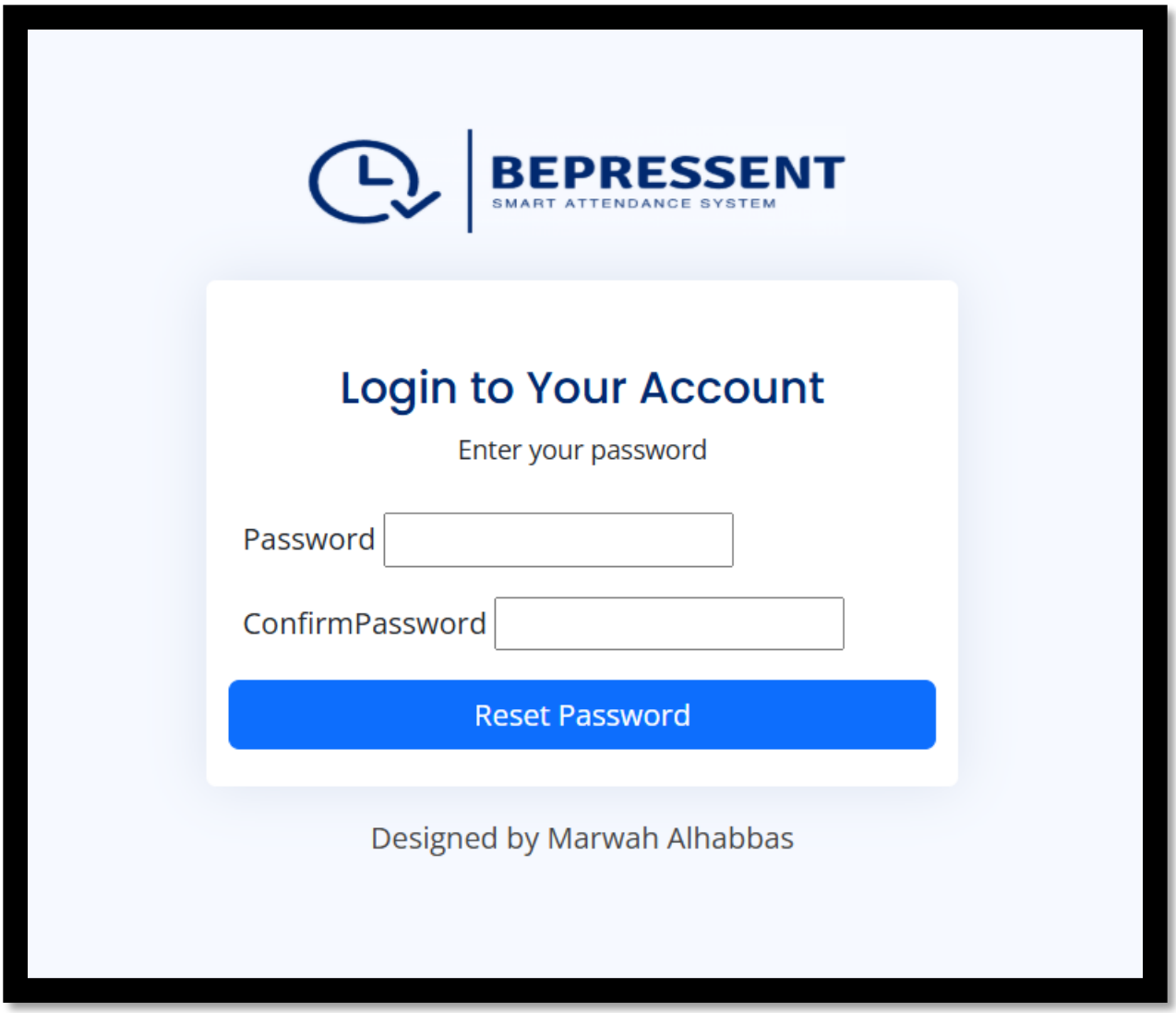


If user click on Forget Password, Reset password link will be sent through Email.

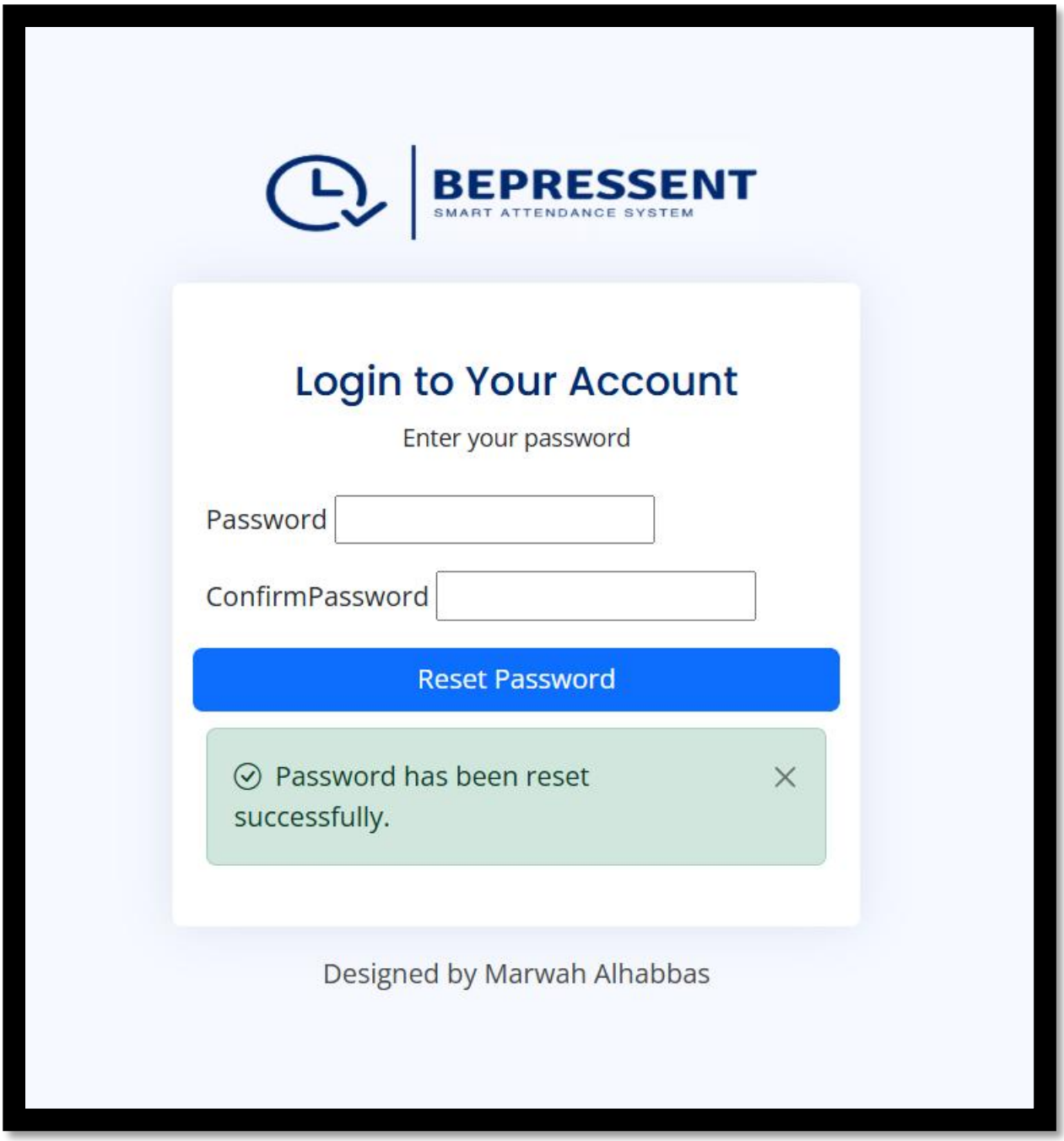
If email is sent, confirmation message will be appeared.



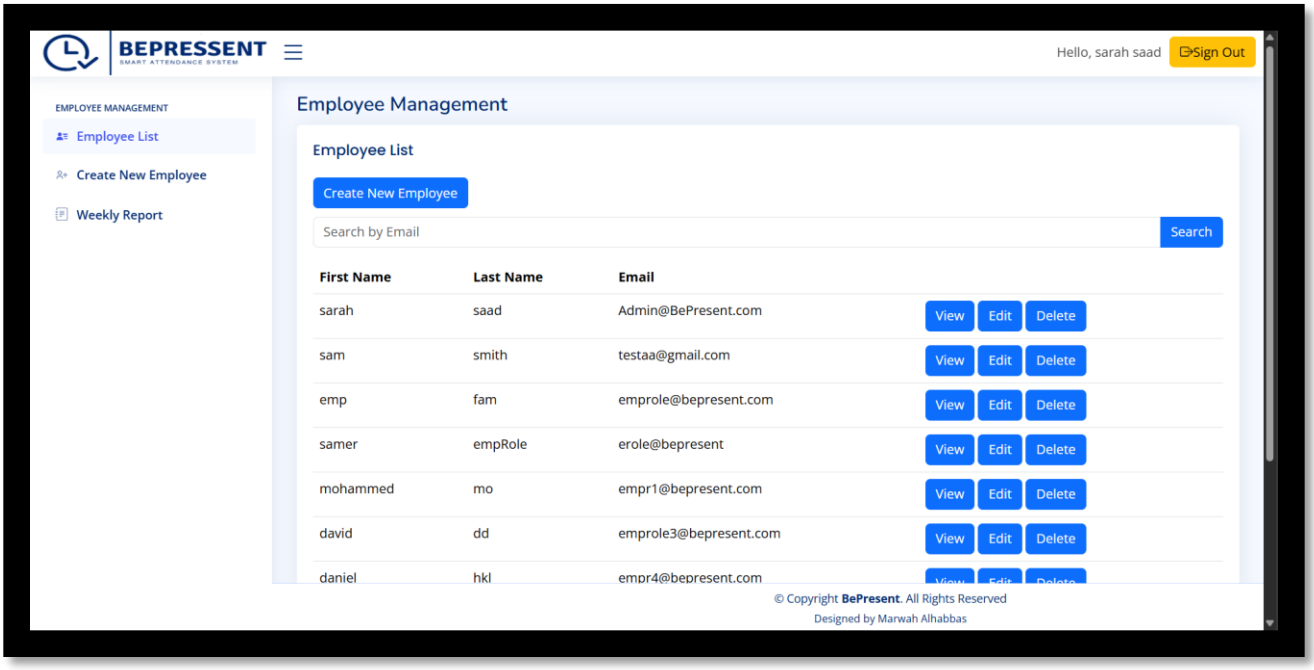
Reset Password:



After entering password and clicking on Reset Password button, confirmation message will be appeared.


BEPRESSENT
SMART ATTENDANCE SYSTEM
Login to Your Account
Enter your password
Password
ConfirmPassword
Reset Password
Password has been reset successfully.
Designed by Marwah Alhabbas

Admin Dashboard

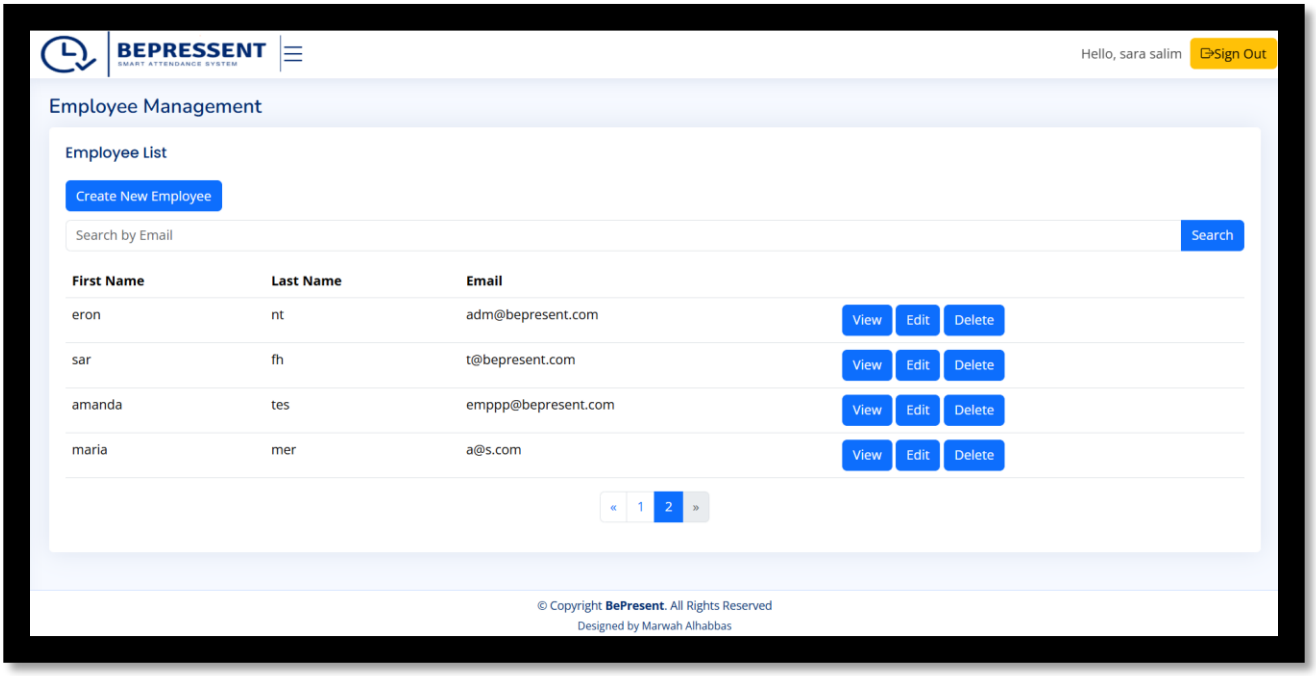


Admin dashboard contains employee management operations.

Admin dashboard menu:

- Employee List
- Create New Employee
- Weekly Report

Employee List:

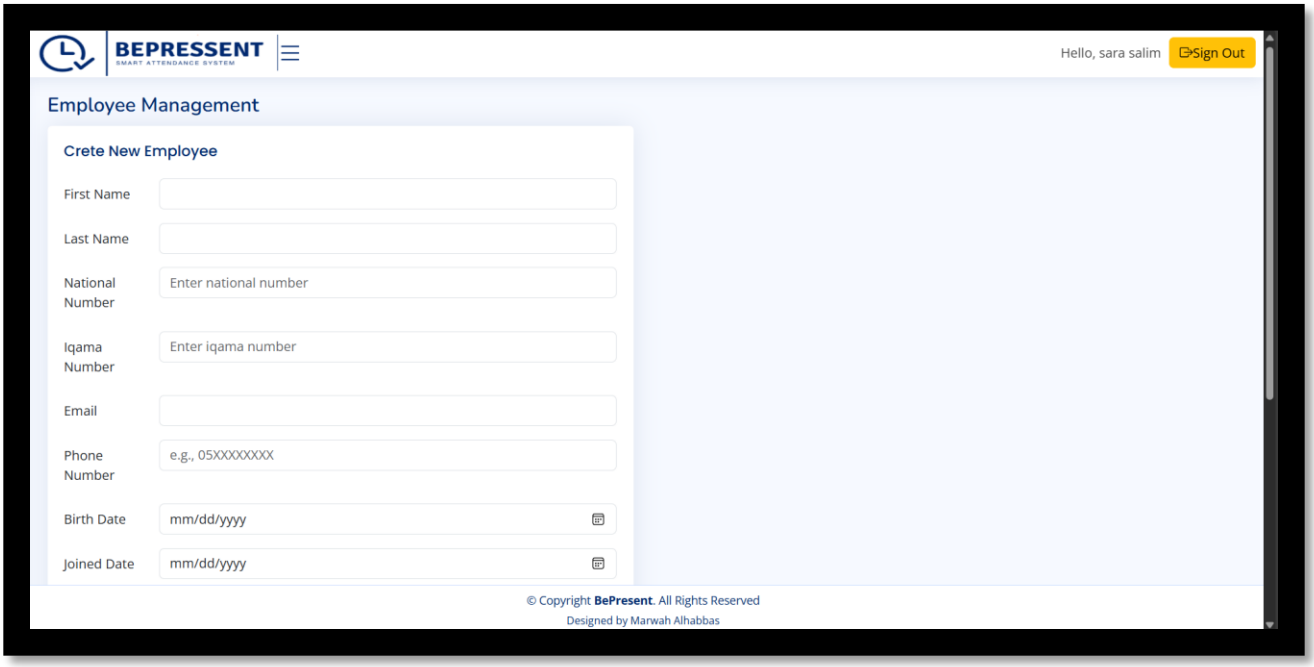


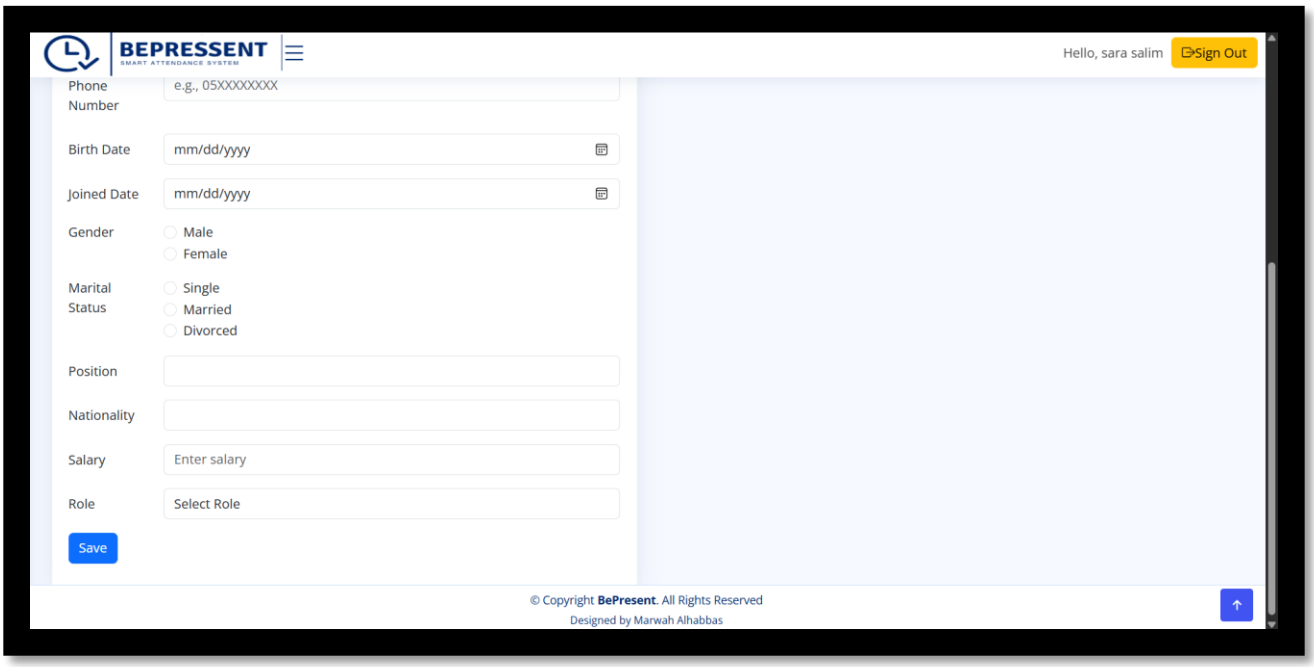
Navigate to Employee List under admin dashboard menu (Sidebar).

All employees information will be listed in this page. As an admin, you can do the following:

- Search about employee by entering employee email in search
- Create new employee by clicking on Create New Employee button
- View more details about any employee by clicking on view button
- Edit Employee information by clicking on Edit button
- Delete specific employee by clicking on Delete button

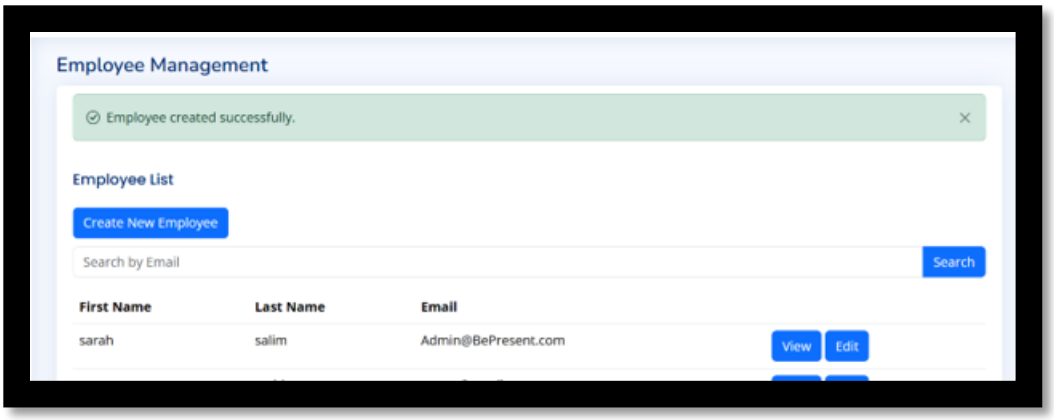
Create New Employee:





Navigate to Create New Employee under admin dashboard menu (Sidebar).

To create new employee fill employee form and click on save button. After successful creation, admin will be directed to employee list page and confirmation message will be appeared.



Mandatory fields:

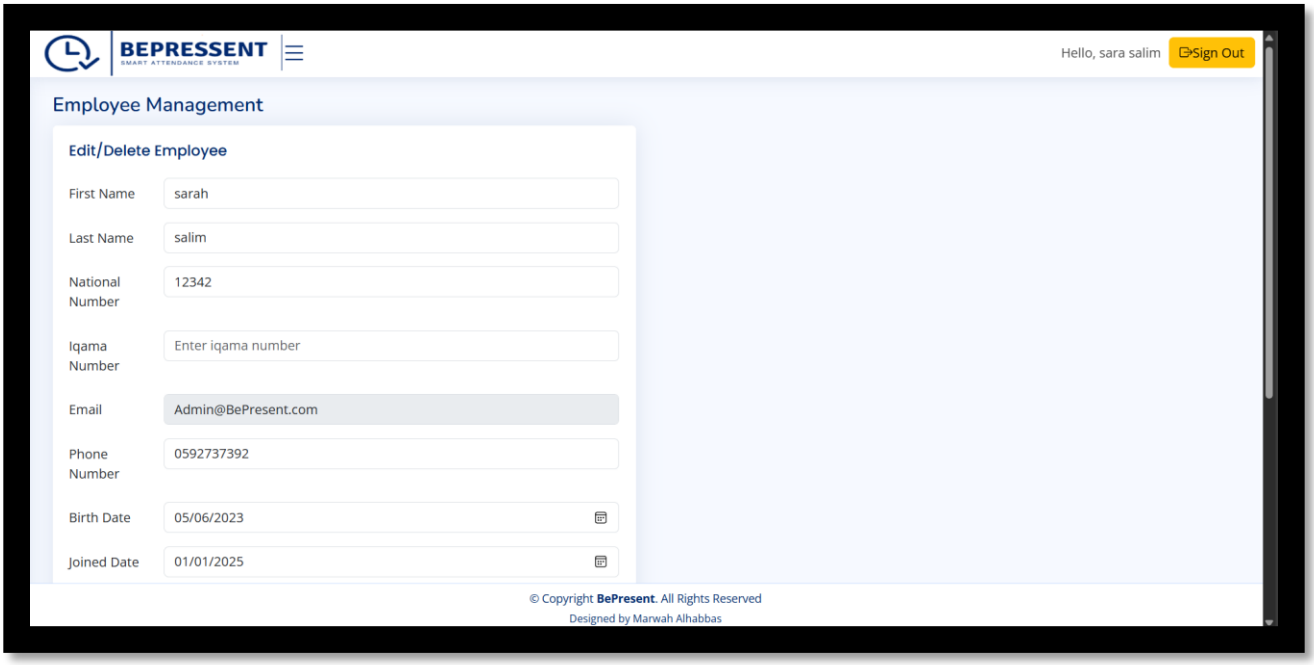
- First Name
- Last Name
- Email
- Phone Number
- Gender
- Role

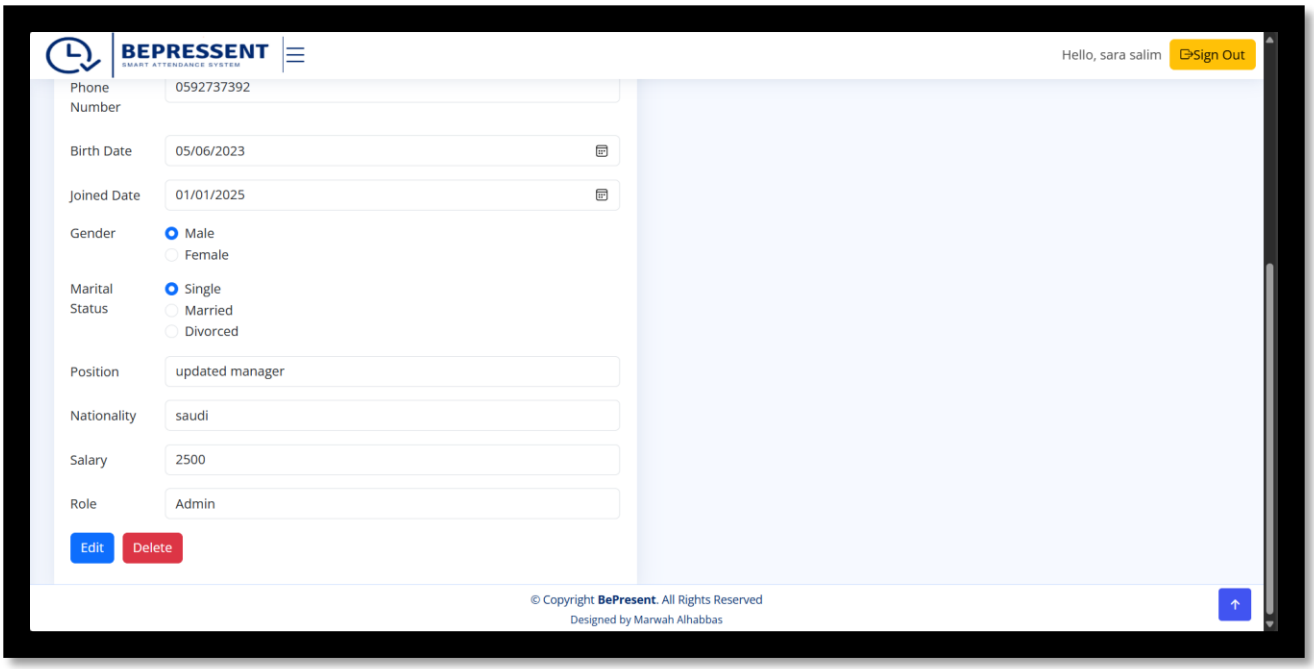
Validations:

- All mandatory fields should be not empty
- If Email already exist, admin will be not able to create employee and validation message will appear

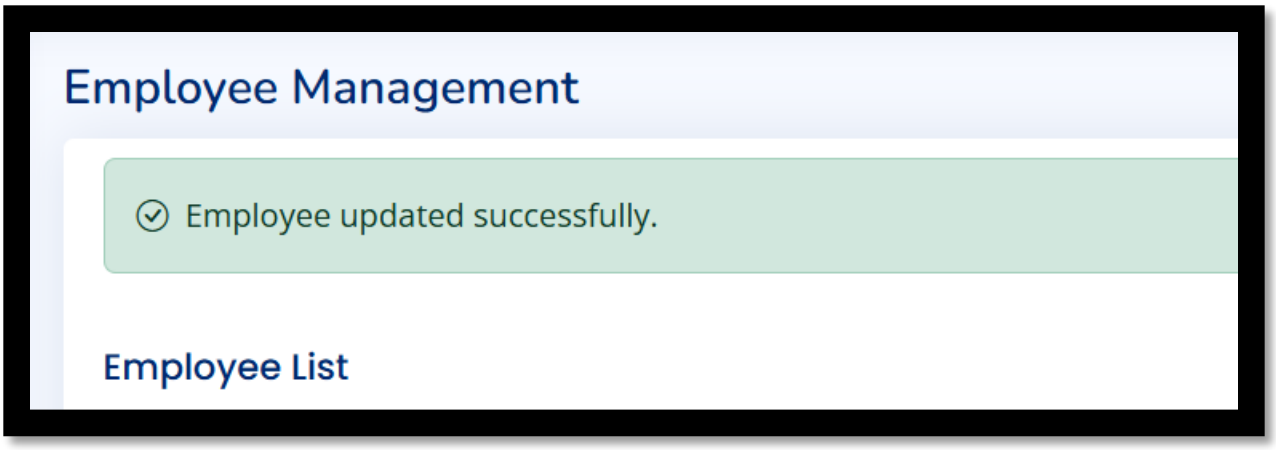
Finally, an email will be sent to employee once employee is created and employee password will be sent in this email.

Edit Employee:





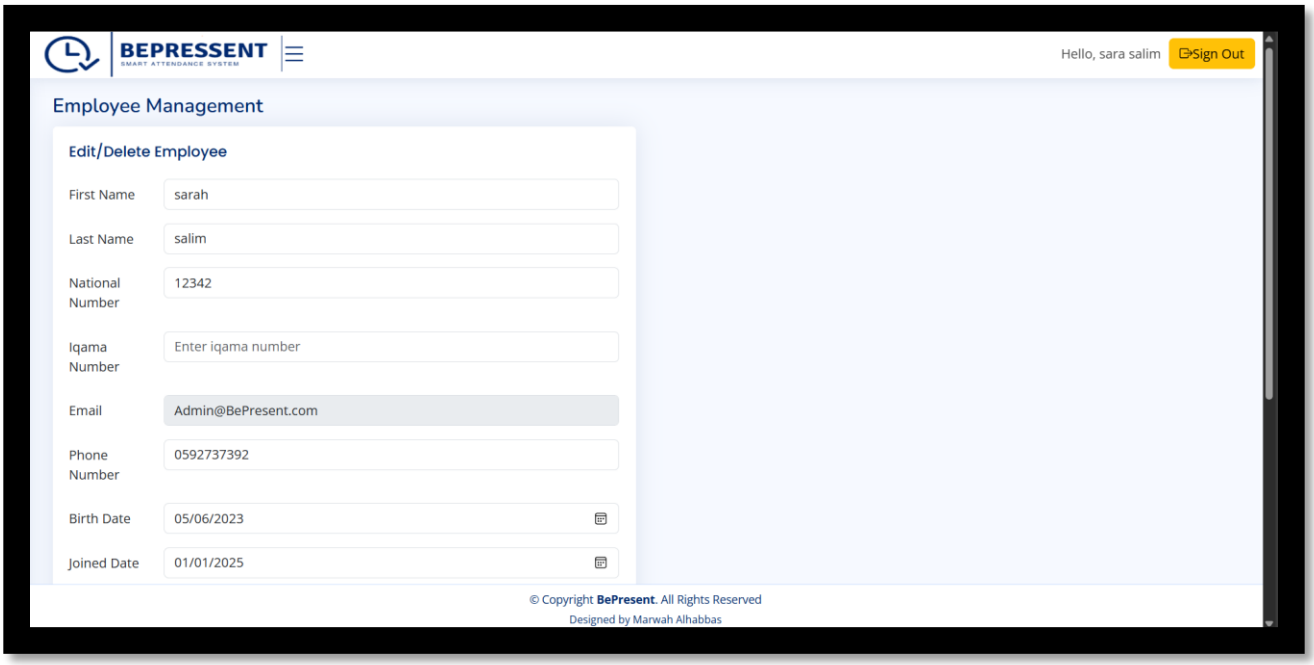
From Employee list page click on edit button to be directed to edit page. In Edit page, admin can edit employee information by updating the values and clicking on edit button. After successful editing, admin will be directed to employee list page and confirmation message will be appeared.

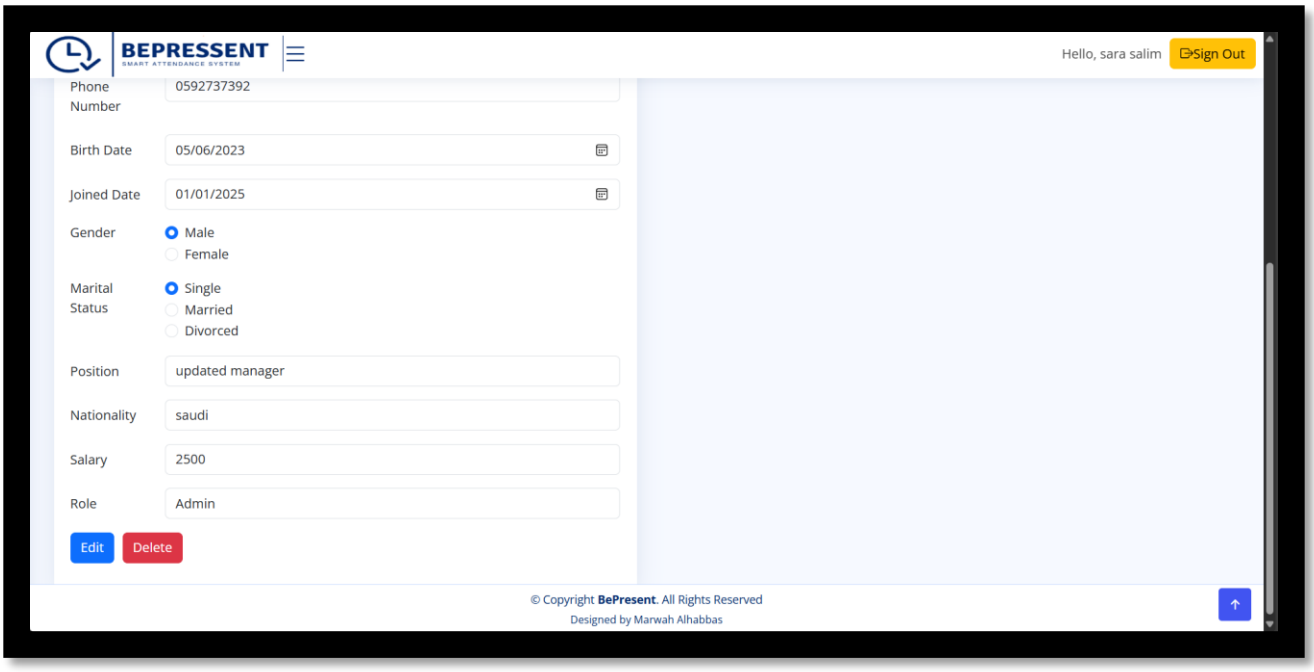


Validations:

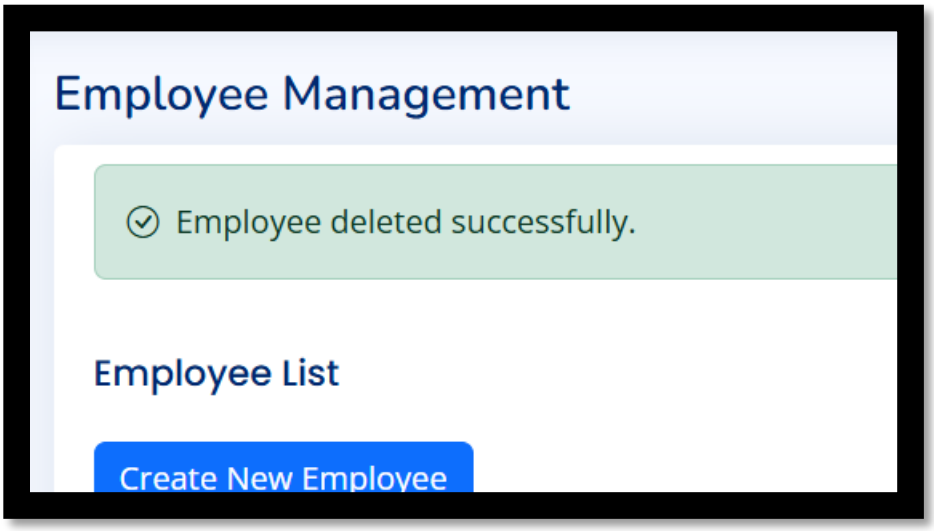
- Admin must fill all mandatory fields
- Admin will be not able to update employee email

Delete Employee:

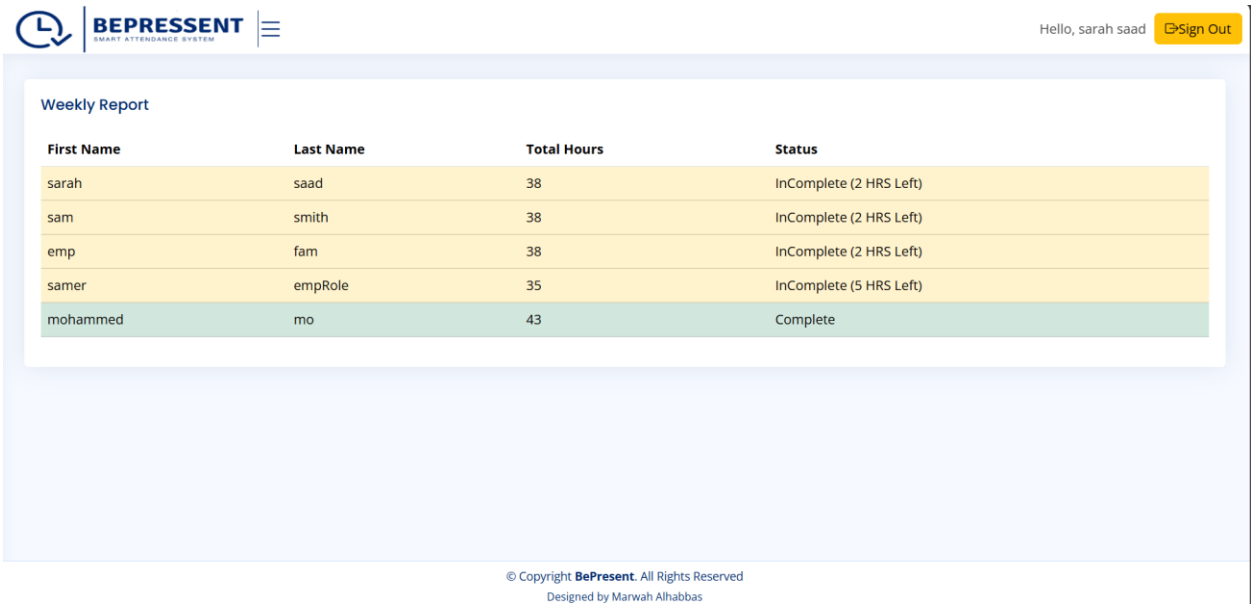




From the Employee List screen, the Admin can delete an employee by clicking Edit, which redirects to the Edit/Delete form. In this form, when the Admin clicks Delete, a confirmation alert ("Are you sure you want to delete?") appears. If the Admin confirms by clicking OK, the employee is deleted, and a confirmation message is displayed.

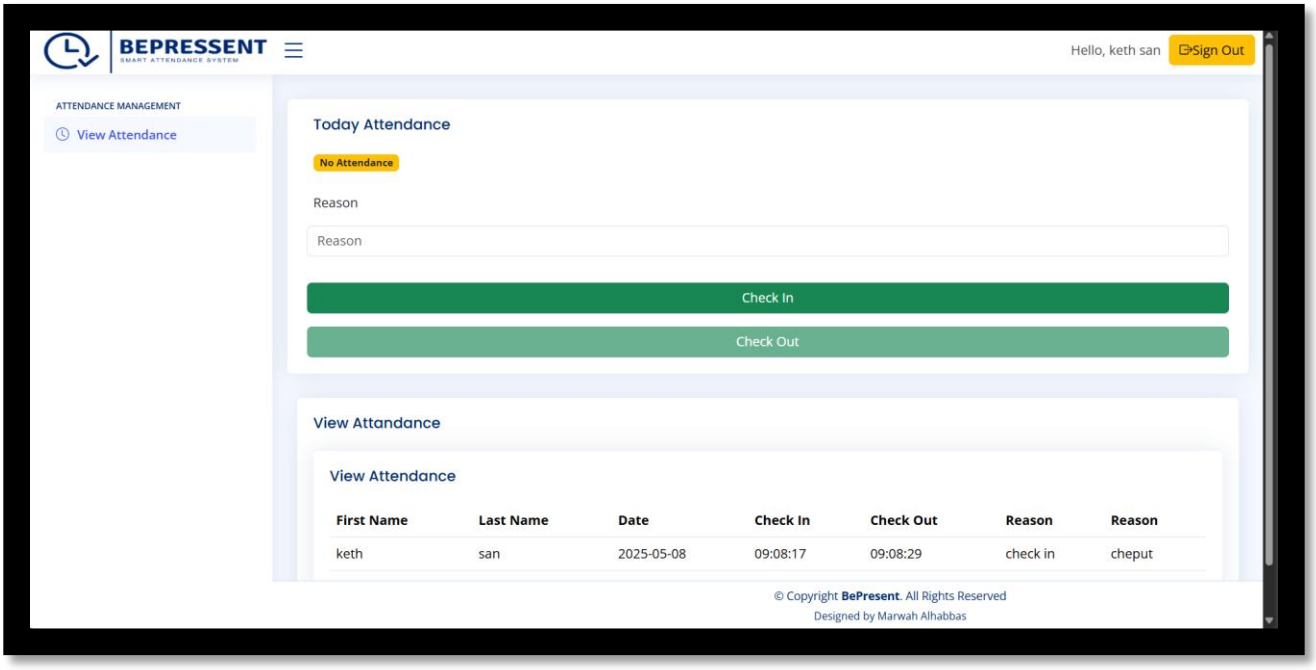


Weekly Report:



Navigate to Weekly Report (sidebar). The aim of this report is to make sure each employee completed 40 hours per week. Employee record with Completed hours will be highlighted with green color. Total hours and left hours will be also calculated.

Employee Dashboard



by default, once employee loges in the attendance of today will be view at the top and a list of previous attendances will be listed at the bottom of the page. In attendance list section at the bottom of the page, a new record will be listed with check in and check out details if any change is made in the attendance and With every attendance update, the label will be updated accordingly.

Today Attendance:

No Attendance

No attendance Label: it will be appeared if there is no attendance is checked in

Checked In

Checked in Label: it will be appeared if employee is checked in

Checked Out

Checked out Label: it will be appeared if employee is checked out

Validations:

- The "Checked Out" button remains disabled until the user checks in
- Reason field must be entered in case of late check in (after 8.30 AM) and early check out (before 3.00 pm) only
- No double check in/check out is allowed only one checking and one checkout event per day