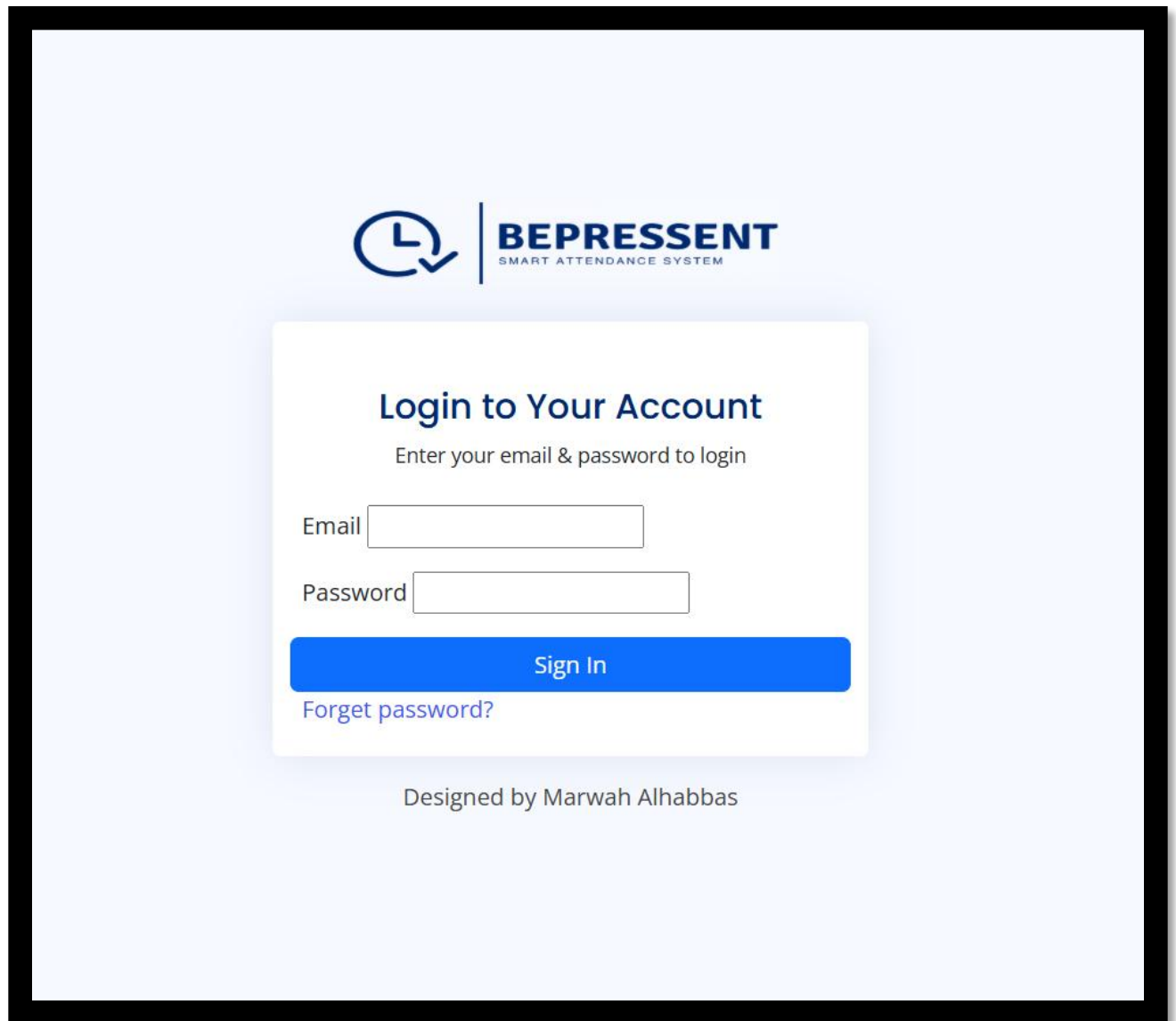




User Manual

Sign in:



The image shows a login interface for the BEPRESSENT SMART ATTENDANCE SYSTEM. At the top, there is a logo consisting of a clock icon with a checkmark and the text "BEPRESSENT SMART ATTENDANCE SYSTEM". Below the logo, the title "Login to Your Account" is displayed, followed by the instruction "Enter your email & password to login". There are two input fields: "Email" and "Password". Below the "Password" field is a blue "Sign In" button. A link "Forget password?" is located below the "Sign In" button. At the bottom, it says "Designed by Marwah Alhabbas".

BEPRESSENT
SMART ATTENDANCE SYSTEM

Login to Your Account

Enter your email & password to login

Email

Password

[Sign In](#)

[Forget password?](#)

Designed by Marwah Alhabbas

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:



Login to Your Account

Enter your email

Email

Send Reset Link

Designed by Marwah Alhabbas

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

If email is sent, confirmation message will be appeared.



Login to Your Account

Enter your email

Email

Send Reset Link

✓ Link has been sent to your email. ✕

Designed by Marwah Alhabbas

Reset Password:



Login to Your Account

Enter your password

Password

ConfirmPassword

Reset Password

Designed by Marwah Alhabbas

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



Login to Your Account

Enter your password

Password

ConfirmPassword

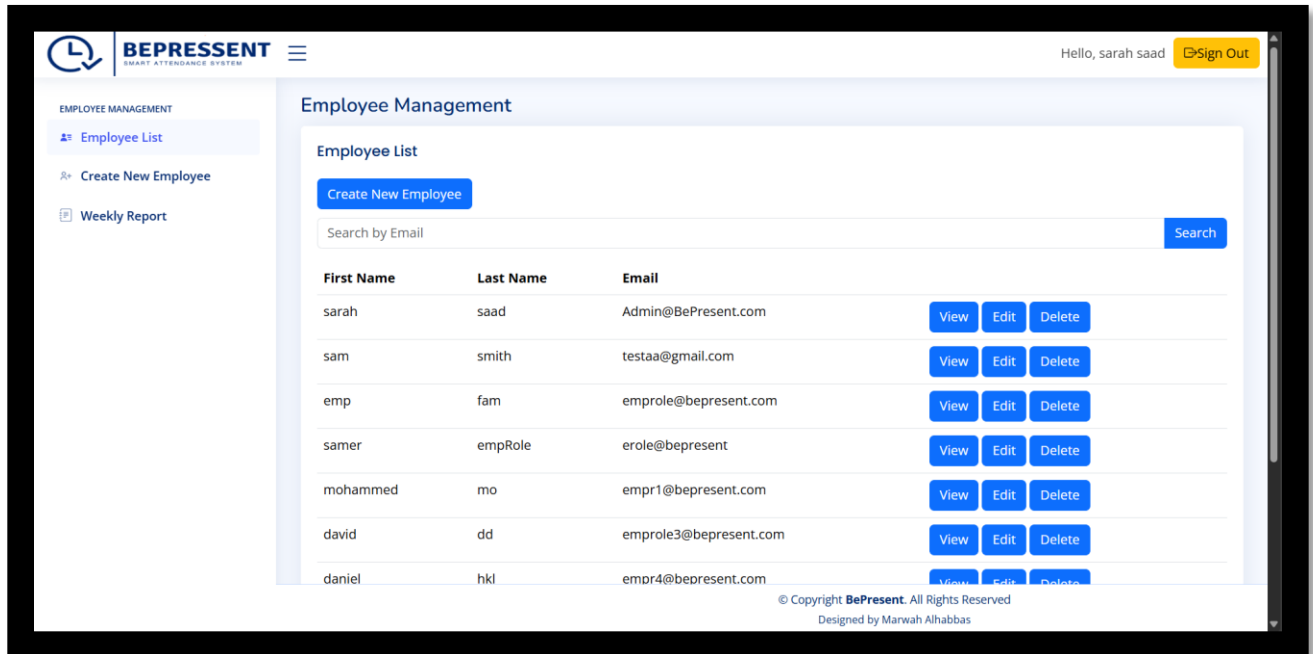
Reset Password

✓ Password has been reset
successfully.



Designed by Marwah Alhabbas

Admin Dashboard

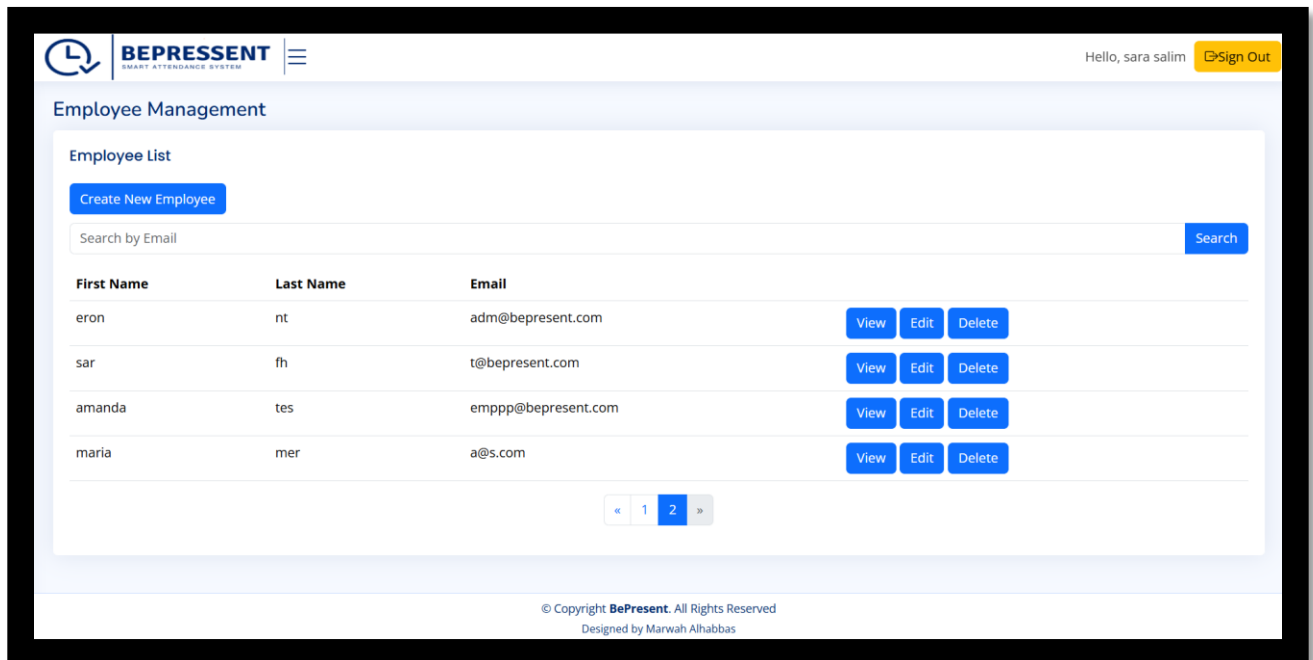


Admin dashboard contains employee management operations.

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

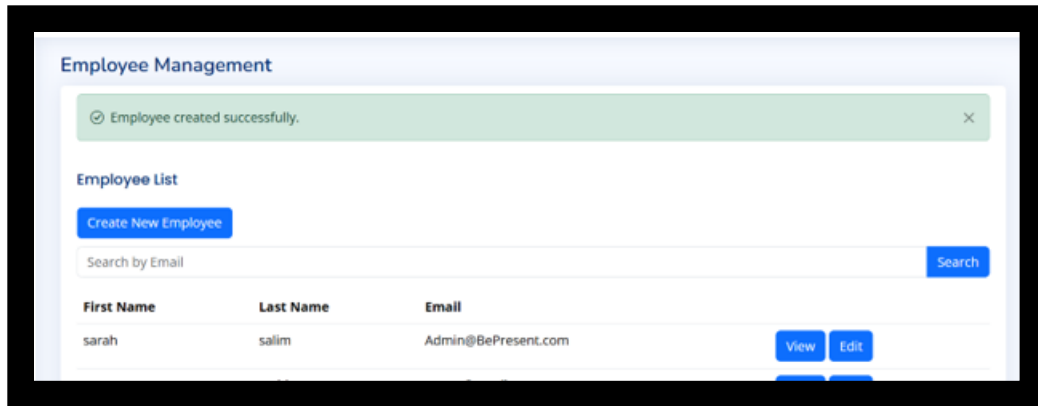
Create New Employee:

The screenshot shows the BePresent Employee Management dashboard. The header includes the BePresent logo, a user greeting "Hello, sara salim", and a "Sign Out" button. The main section is titled "Employee Management" and contains a "Create New Employee" form. The form fields are: First Name, Last Name, National Number (with placeholder "Enter national number"), Iqama Number (with placeholder "Enter iqama number"), Email, Phone Number (with placeholder "e.g., 05XXXXXXXX"), Birth Date (with a date picker icon), and Joined Date (with a date picker icon). The footer of the dashboard area contains the copyright notice: "© Copyright BePresent. All Rights Reserved. Designed by Marwah Alhabbas".

This screenshot shows the same BePresent Employee Management dashboard, but with the "Create New Employee" form scrolled down to reveal additional fields. The visible fields include: Phone Number (with placeholder "e.g., 05XXXXXXXX"), Birth Date (with a date picker icon), Joined Date (with a date picker icon), Gender (with radio buttons for Male and Female), Marital Status (with radio buttons for Single, Married, and Divorced), Position, Nationality, Salary (with placeholder "Enter salary"), and Role (with placeholder "Select Role"). A blue "Save" button is located at the bottom left of the form. The footer of the dashboard area contains the copyright notice: "© Copyright BePresent. All Rights Reserved. Designed by Marwah Alhabbas".

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:

The screenshot shows the 'Edit/Delete Employee' form in the BePresent system. The form is titled 'Edit/Delete Employee' and contains the following fields:

- First Name: sarah
- Last Name: salim
- National Number: 12342
- Iqama Number: Enter iqama number
- Email: Admin@BePresent.com
- Phone Number: 0592737392
- Birth Date: 05/06/2023
- Joined Date: 01/01/2025

The form is located on the 'Employee Management' page. The header shows the BePresent logo and the user's name 'Hello, sara salim' with a 'Sign Out' button. The footer contains the copyright notice: '© Copyright BePresent. All Rights Reserved. Designed by Marwah Alhabbas'.

The screenshot shows the 'Edit Employee' form in the BePresent system. The form is titled 'Edit Employee' and contains the following fields:

- Phone Number: 0592737392
- Birth Date: 05/06/2023
- Joined Date: 01/01/2025
- Gender: ☒ Male, ☐ Female
- Marital Status: ☒ Single, ☐ Married, ☐ Divorced
- Position: updated manager
- Nationality: saudi
- Salary: 2500
- Role: Admin

The form is located on the 'Employee Management' page. The header shows the BePresent logo and the user's name 'Hello, sara salim' with a 'Sign Out' button. The footer contains the copyright notice: '© Copyright BePresent. All Rights Reserved. Designed by Marwah Alhabbas'. There are 'Edit' and 'Delete' buttons at the bottom left of the form.

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.

Employee Management

✓ Employee updated successfully.

Employee List

Validations:

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

Delete Employee:

The screenshot displays the BEPRESSENT Employee Management interface. At the top, the header includes the BEPRESSENT logo, a menu icon, and a user greeting 'Hello, sara salim' with a 'Sign Out' button. The main content area is titled 'Employee Management' and contains a form for 'Edit/Delete Employee'. The form fields are as follows:

Field	Value
First Name	sarah
Last Name	salim
National Number	12342
Iqama Number	Enter iqama number
Email	Admin@BePresent.com
Phone Number	0592737392
Birth Date	05/06/2023
Joined Date	01/01/2025

At the bottom of the page, the footer contains the copyright notice: '© Copyright BePresent. All Rights Reserved' and 'Designed by Marwah Alhabbas'.

The screenshot shows the 'BePresent' Employee Management interface. The header includes the BePresent logo, a menu icon, and a user greeting 'Hello, sara salim' with a 'Sign Out' button. The form contains the following fields: Phone Number (0592737392), Birth Date (05/06/2023), Joined Date (01/01/2025), Gender (Male selected), Marital Status (Single selected), Position (updated manager), Nationality (saudi), Salary (2500), and Role (Admin). At the bottom of the form are 'Edit' and 'Delete' buttons. A copyright notice '© Copyright BePresent. All Rights Reserved. Designed by Marwah Alhabbas' is at the very bottom.

Phone Number: 0592737392

Birth Date: 05/06/2023

Joined Date: 01/01/2025

Gender: ☒ Male ☐ Female

Marital Status: ☒ Single ☐ Married ☐ Divorced

Position: updated manager

Nationality: saudi

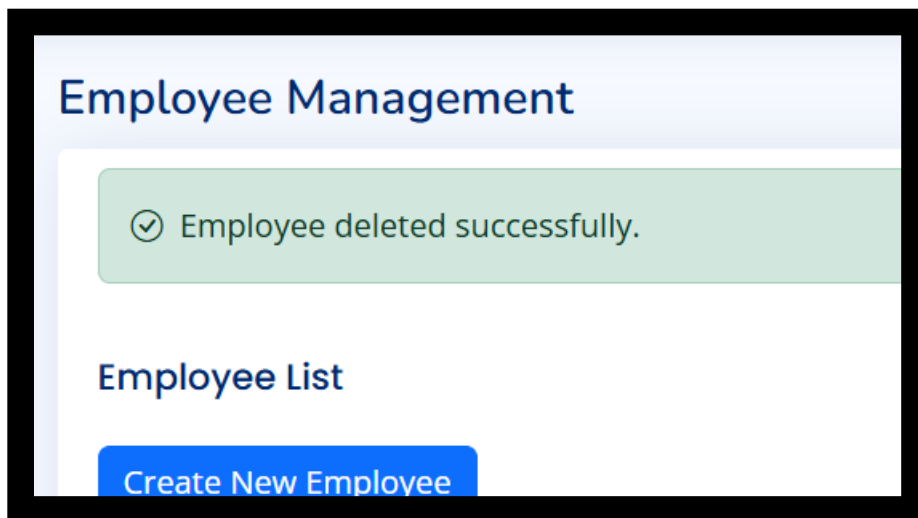
Salary: 2500

Role: Admin


[Edit](#) [Delete](#)

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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:

 **BEPRESENT**
SMART ATTENDANCE SYSTEM

Hello, sarah saad [Sign Out](#)

Weekly Report

First Name	Last Name	Total Hours	Status
sarah	saad	38	InComplete (2 HRS Left)
sam	smith	38	InComplete (2 HRS Left)
emp	fam	38	InComplete (2 HRS Left)
samer	empRole	35	InComplete (5 HRS Left)
mohammed	mo	43	Complete

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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

The screenshot shows the BePresent Employee Dashboard. At the top, there's a header with the BePresent logo, a user greeting 'Hello, keth san', and a 'Sign Out' button. The main content area is divided into two sections. The top section, 'Today Attendance', features a yellow 'No Attendance' label, a 'Reason' input field, and two large buttons: a green 'Check In' button and a lighter green 'Check Out' button. The bottom section, 'View Attendance', contains a table with the following data:

First Name	Last Name	Date	Check In	Check Out	Reason	Reason
keth	san	2025-05-08	09:08:17	09:08:29	check in	cheput

At the bottom of the dashboard, there is a copyright notice: '© Copyright BePresent. All Rights Reserved. Designed by Marwah Alhabbas'.

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