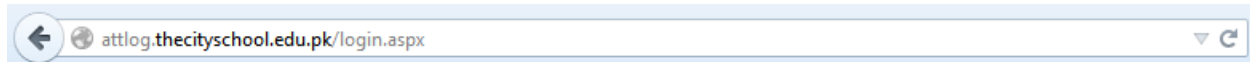
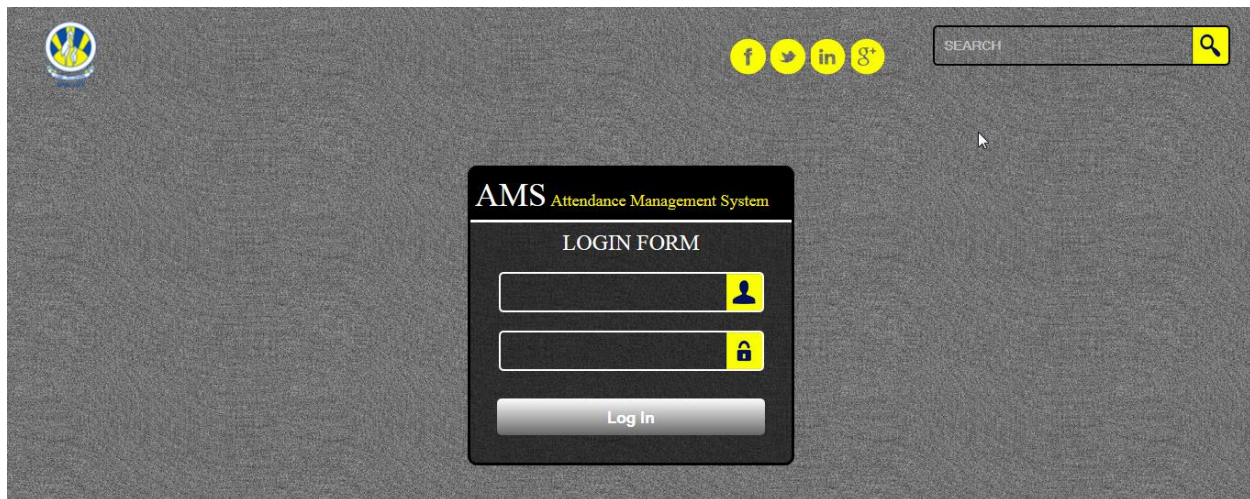


Employee User Guide for Attendance Management System (AMS)

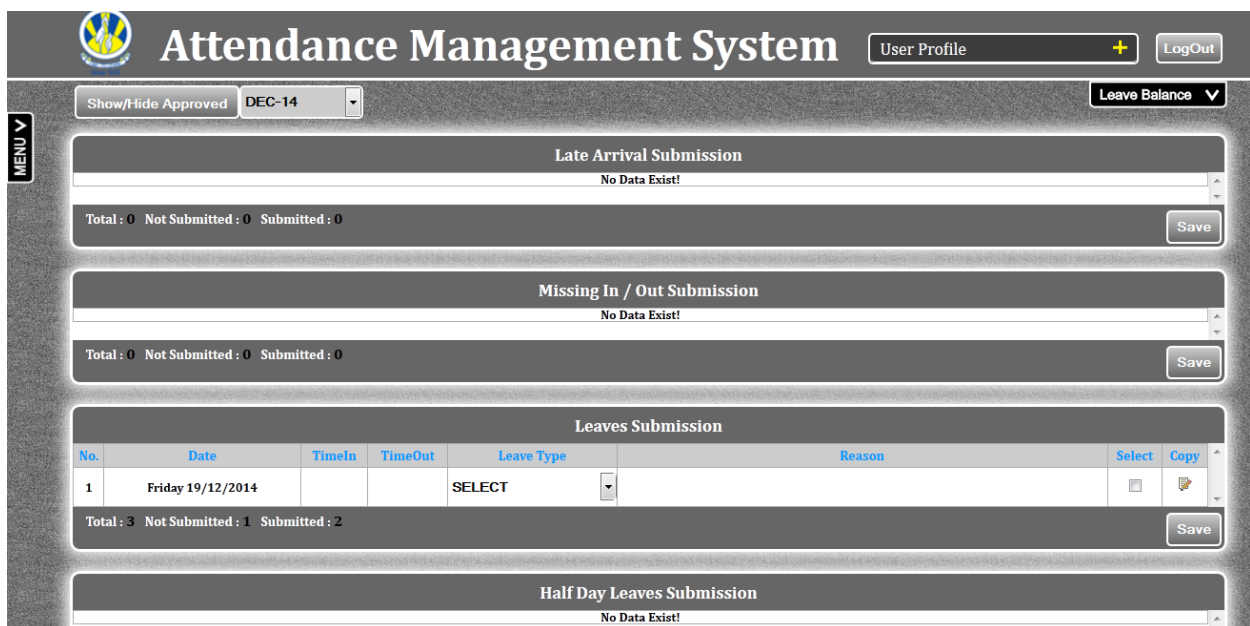
To open the AMS, enter the URL attlog.thecityschool.edu.pk as shown in the picture below.



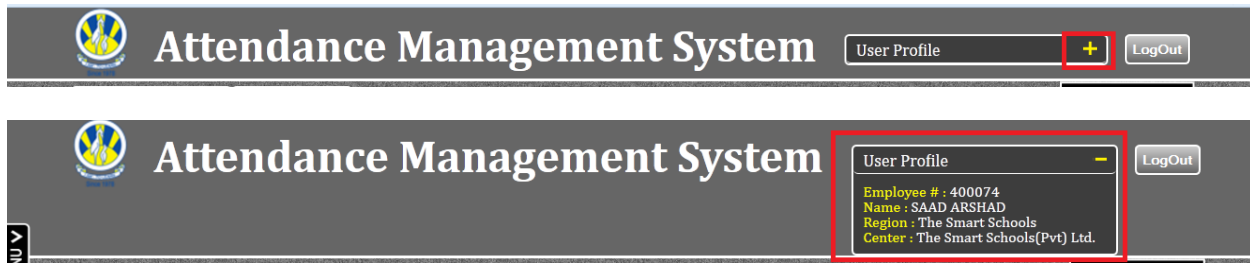
Enter your **User Name** and **Password** and click the **Log In** button.



The first screen after login will show various information such as **user profile**, **leave balance**, **menu** and the current month's **leave information**.



For the current **user profile**, click on the **+** button to show and the **-** button to hide.

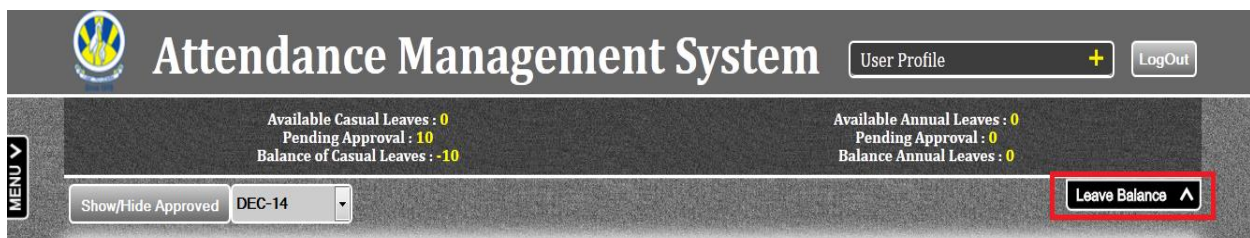


To view the current leave balance, click on the **Leave Balance** button (highlighted in red) once to show and again to hide. Casual leave is shown on the left and Annual leave is shown on the right.

Available Casual / Annual leave: Current leave balance as per ERP system.

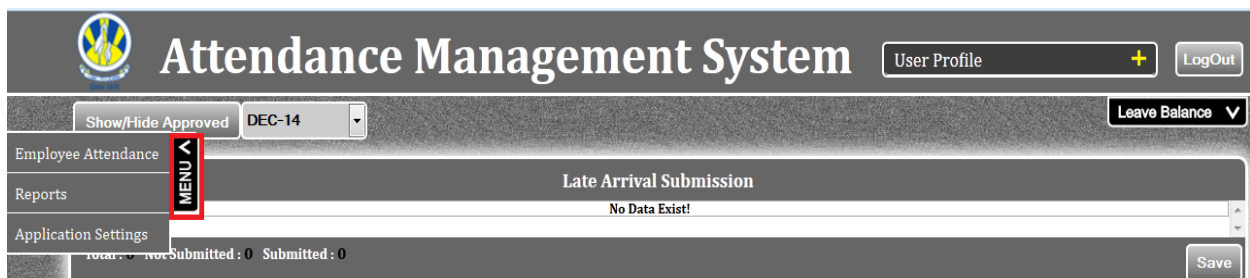
Pending Approval: Total leave submitted as per running month.

Balance Casual / Annual leave: Leave balance after deducting running month's submitted leave.



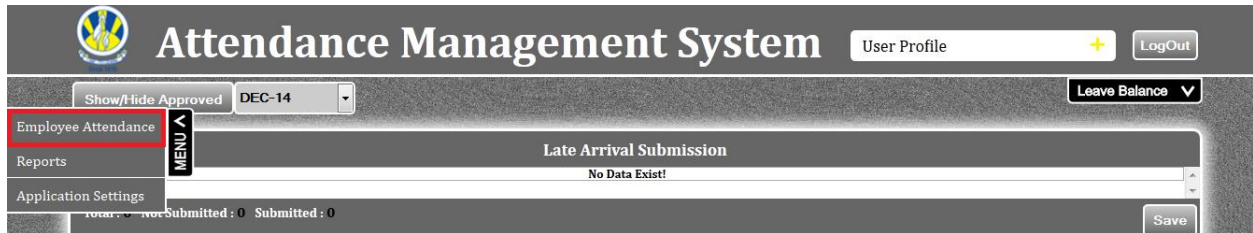
On the top left corner, a **MENU** button is shown with three main menus.

1. Employee Attendance
2. Reports
3. Application Settings



Employee Attendance:

By default, after login the user will see the Employee Attendance screen.

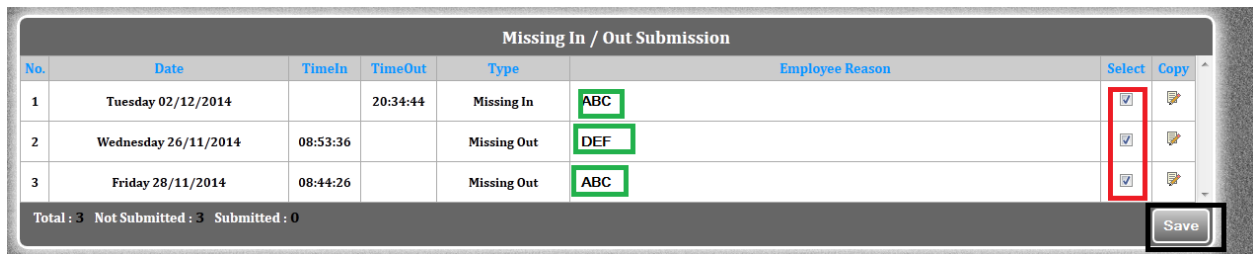


When you click on Employee Attendance you will see 5 tabs:

1. Late Arrival Submission (only for schools)
2. Missing In/ Out Submission
3. Leave Submission
4. Half day Leave Submission
5. Leave Request

Missing In/Out Submission:

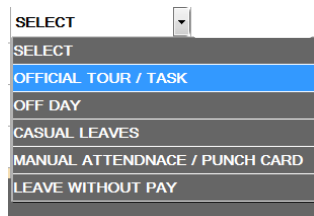
To submit the running month's Missing In/Out, enter the reason (highlighted in **Green**) for each record, tick the check box (highlighted in **Red**) and then click on the Save button. Missing In/Out will be submitted to the HOD for approval.



No.	Date	TimeIn	TimeOut	Type	Employee Reason	Select	Copy
1	Tuesday 02/12/2014		20:34:44	Missing In	ABC	<input checked="" type="checkbox"/>	
2	Wednesday 26/11/2014	08:53:36		Missing Out	DEF	<input checked="" type="checkbox"/>	
3	Friday 28/11/2014	08:44:26		Missing Out	ABC	<input checked="" type="checkbox"/>	

Leave Submission:

The Leave Submission tab will show all leave to date. To submit leave, select the leave type.



Enter the leave reason (where highlighted in **Green**). Tick the check box and click on the Save button.

Leaves Submission							
No.	Date	TimeIn	TimeOut	Leave Type	Reason	Select	Copy
1	Tuesday 09/12/2014			OFFICIAL TOUR / TAS	ABC	<input checked="" type="checkbox"/>	
2	Wednesday 10/12/2014			CASUAL LEAVES	ABC	<input checked="" type="checkbox"/>	
3	Thursday 11/12/2014			MANUAL ATTENDANCE	ABC	<input checked="" type="checkbox"/>	
4	Friday 12/12/2014			LEAVE WITHOUT PAY	ABC	<input checked="" type="checkbox"/>	

Total : 12 Not Submitted : 11 Submitted : 1

Save

Half Day Leave Submission:

To submit a half day's leave, select the leave type, enter the reason for the leave, tick on the check boxes for each record and click the Save button to submit to the HOD.

Half Day Leaves Submission							
No.	Date	TimeIn	TimeOut	Leave Type	Reason	Select	Copy
1	Thursday 27/11/2014	10:48:13	20:27:57	HALF CASUAL LEAVE	ABC	<input checked="" type="checkbox"/>	
2	Monday 01/12/2014	11:35:10	19:47:42	OFFICIAL TOUR / TAS	ABC	<input checked="" type="checkbox"/>	

Total : 2 Not Submitted : 0 Submitted : 2

Save

Leave Request:

To enter an Advance Leave Request, click the New Leave Request Button. A new form will appear as shown in the screenshot below. Select **From Date** and **To Date** (highlighted in Green), select **Reservation Type** (highlighted in Yellow) and click the **Save** button.

Leave Requests	
No Data Exist!	
New Leave Request	
From Date*:	12/20/2014 (MM/DD/YYYY)
To Date*:	12/25/2014 (MM/DD/YYYY)
No. of Days:	6
Reservation Type*:	LONG LEAVES
Remarks:	ABC
Save Cancel	

Reports:

In the Reports menu you can see a list of the various reports:


1. Employee Attendance (for employee attendance)
2. Employee Log (for machine log data)
3. Absent (for absence marked by system)
4. Reds Attendance (for reds marked by system, only for schools)
5. Leave balance (for leave balance of the current year)

The screenshot shows the 'Attendance Management System' interface. At the top, there's a header with a logo, the title 'Attendance Management System', and buttons for 'User Profile' and 'LogOut'. Below the header, there's a navigation bar with 'Show/Hide Approved' and a date selector set to 'DEC-14'. A 'Leave Balance' dropdown is also visible. On the left, a 'MENU' sidebar lists various options: 'Employee Attendance', 'Reports', 'Employee Log', 'Absent', 'Reds Attendance', 'Leave Balance', and 'Application Settings'. The 'Employee Attendance' option is highlighted with a red box. The main content area shows a 'Late Arrival Submission' section with 'No Data Exist!' and a 'Submitted : 0 Submitted : 0' status. Below this is a 'Late Arrivals [Submitted]' section, also with 'No Data Exist!'. A 'Save' button is present in the middle section.

Click on any report you want to view and select the report criteria **Monthly** or **Date Ranges**. Click on the **View** button.

The screenshot shows the 'RFID Attendance System Reports' interface. At the top, there's a header with a logo, the title 'Attendance Management System', and buttons for 'User Profile' and 'LogOut'. Below the header, the title 'RFID Attendance System Reports' is displayed in blue. On the left, a 'MENU' sidebar is visible. The main content area has a 'Select Report Criteria:' section with radio buttons for 'Monthly' (selected) and 'Date Ranges'. Below this, there's a 'Month:' dropdown menu set to 'DEC-14'. A checkbox for 'Single Employee' is also present. A large 'View' button is at the bottom. On the right, a list of report options is shown: 'Monthly Attendance Report' (selected), 'Attendance Log Report', 'Absent Report', 'Reds Attendance Report', 'Employee Leave Balance Report', and 'Missing In Out Report'. A 'Reports' button with an upward arrow is at the bottom right.

For example: To view the monthly attendance report, check the tab highlighted in **Green** and then click the **View** button (highlighted in **Green**).



Attendance Management System

User Profile + LogOut

RFID Attendance System Reports

Select Report Criteria:

☒ Monthly ☐ Date Ranges

Month:

DEC-14

☒ Single Employee

View

- ☒ Monthly Attendance Report
- ☐ Attendance Log Report
- ☐ Absent Report
- ☐ Red's Attendance Report
- ☐ Employee Leave Balance Report
- ☐ Missing In Out Report

Reports ^

A report will be displayed as shown below.

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