

USER MANUAL FOR ADMINISTRATOR

www.eattendance.net

Administrators can set up the whole system, manage Attendance and Leave, and view all the reports. Further, they can manage the users as well. Overall, they have full rights on the system.

1. How to log in?

- Go to **web browser**
- Type your URL <http://demo.eattendance.net> in the address bar
- Press **Enter**
- Type **Username** and **Password**
- Click **Login**

2. How to change password?

- Go to **Change Password**
- Type **old password**
- Enter **new password**
- Retype **new password** to confirm password
- Click **Save**

3. How to recover forgotten password?

- In login page, click **Forget Password**
- Type your **email address**
- Click **Send Password**

4. How to add new branch?

- Go to **Setup> Branch**
- Click **New**
- Enter branch details
- After filling all the details, click **Save**

5. How to edit Branch?

- Go to **Setup>Branch**
- Click **Edit** in desired record
- Make necessary changes
- Click **Update**

6. How to delete Branch?

- Go to **Setup>Branch**
- Click **Delete** in desired record

7. How to add new Department?

- Go to **Setup>Department**
- Click **New**
- Enter all details
- After filling all details, click **Save**

8. How to edit Department?

- Go to **Setup> Department**
- Click **Edit** in desired record
- Make necessary changes
- Click **Update**

9. How to delete Department?

- Go to **Setup>Department**
- Click **Delete** in desired record

10. How to add new Designation?

- Go to **Setup> Designation**
- Click **New**
- Enter **Designation Name**
- Click **Save**

11. How to edit Designation?

- Go to **Setup>Designation**
- Click **Edit** in desired record
- Make necessary changes
- Click **Update**

12. How to delete Designation?

- Go to **Setup>Designation**
- Click **Delete** in desired record
- Click **OK**

13. How to add new Grade?

- Go to **Setup>Grade**
- Click **New**
- Enter **Grade**
- Click **Save**

14. How to edit Grade?

- Go to **Setup>Grade**
- Click **Edit** in desired record
- Click **Update**

15. How to delete Grade?

- Go to **Setup>Grade**
- Click **Delete** in desired record

16. How to add new Type?

- Go to **Setup>Type**
- Click **New**
- Enter **Type name**
- Click **Save**

17. How to edit Type?

- Go to **Setup>Type**
- Click **Edit** in desired record
- Make necessary changes
- Click **Update**

18. How to delete Type?

- Go to **Setup>Type**
- Click **Delete** in desired record

19. How to add new Mode?

- Go to **Setup> Mode**
- Click **New**
- Enter **Mode name**
- Click **Save**

20. How to edit Mode?

- Go to **Setup> Mode**
- Click **Edit** in desired record
- Make necessary changes
- Click **Update**

21. How to delete Mode?

- Go to **Setup> Mode**
- Click **Delete** in desired record

22. How to add new leave?

- Go to **Setup>Leave**
- Click **New**
- Enter all leave details
- Click **Save**

23. How to edit Leave?

- Go to **Setup>Leave**
- Click **Edit** in desired record
- Make necessary changes
- Click **Save**

24. How to delete Leave?

- Go to **Setup>Leave**
- Click **Delete** in desired record

25. How to add Official Visit Type?

- Go to **Setup>Official Visit Type**
- Click **New**
- Enter all official visit details
- After filling all the details, click **Save**

26. How to edit Official Visit Type?

- Go to **Setup>Official Visit Type**
- Click **Edit** in desired record
- Make necessary changes
- Click **Save**

27. How to delete Official Visit Type?

- Go to **Setup>Office Visit Type**
- Click **Delete** in desired record

28. How to add Holidays?

- Go to **Setup>Holiday**
- Click **New**
- Enter all holiday details
- Select **Branch>Gender**
- Click **Save**

29. How to edit Holiday?

- Go to **Setup> Holiday**
- Click **Edit** in desired record
- Make necessary changes
- Click **Update**

30. How to delete Holiday?

- Go to **Setup>Holiday**
- Click **Delete** in desired record

31. How to add Shift?

- Go to **Setup> Shift Setup**
- Click **Add**
- Enter all details of Shift
- After filling all the details, click **Save**

32. How to edit Shift?

- Go to **Setup>Shift Setup**
- Click **Edit** in desired record
- Make **necessary changes**
- Click **Save**

33. How to delete Shift?

- Go to **Setup>Shift Setup**
- Click **Delete** in desired record

34. How to add Attendance Year?

- Go to **Setup>Attendance Year**
- Click **New**
- Enter all details in **Attendance Year** Form
- After filling all the details, click **Save**

35. How to edit Attendance Year?

- Go to **Setup>Attendance Year**
- Click **Edit** in desired record
- Make necessary changes
- Click **Update**

36. How to delete Attendance Year?

- Go to **Setup>Attendance Year**
- Click **Delete** in desired record

37. How to make leave approver and leave recommender?

- Go to **Setup>Authorised Persons**
- Select **Branch>Dept/Section**
- Click on desired **checkbox** to make **leave approver** and **leave recommender**
- Click **Save**

38. How to activate Users?

- Go to **Setup>Users**
- Click **Activate** to activate and **Deactivate** to deactivate the desired users

39. How to change user to admin?

- Go to **Setup>Users**
- Click **Change to user** to make the user and **Change to admin** if you want to change the user to admin

40. How to change Password of user?

- Go to **Setup>Users**
- Click **Change Password** in desired record
- Enter **password**
- Re-enter password to **confirm password**
- Click **Save**

41. How to add company details?

- Go to **Setup>Company**
- Enter all details
- After filling all the details, click **Save**

42. How to add missing attendance?

- Go to **Posting>Manage Attendance**
- Click **Add Attendance**
- Select **Person Name**
- Enter all attendance details
- After filling all the details, click **Save**

43. How to edit attendance records?

- Go to **Posting>Manage Attendance**
- Click **Edit Attendance**
- Select **Person>Branch>Department**
- Enter **From Date and To Date** from Calendar Extender
- Select **Time conditions**
- Click **View**
- Make **necessary changes**
- Click **Save**

44. How to add new leave?

- Go to **Posting>Leave Posting**
- Click **Add New Leave**
- Enter all leave details
- After filling all the details, click **Save**

Note: You must select Person, Leave, From Date, To Date, Approved By and Approved Date

45. How to search/edit leave records?

- Go to **Posting>Leave Posting**
- Click **Search/Edit Leave**
- Select **Person>Branch>Department**
- Enter **From Date and To Date** from Calendar Extender
- Click **View**

46. How to view pending application?

- Go to **Posting/Leave Posting**
- Click **Pending Application** to view the unapproved leave

47. How to add new official visit record?

- Go to **Posting>Official Visit Posting**
- Click **Add New Office Out**
- Fill all the details and click **Save**

48. How to search/edit official visit record?

- Go to **Posting>Official Visit Posting**
- Click **Search/Edit Leave**
- Select **Person>Branch>Department**
- Enter **From Date** and **To Date** from Calendar Extender
- Click **View**

49. How to view pending official visit application?

- Go to **Posting/Official Visit Posting**
- Click **Pending Application** to view the unapproved official visit application

50. How to add Entitled Leave in attendance system?

- Go to **Posting>Entitled Leave**
- Select **Attendance Year>Branch>Department>Person>Leave Name**
- Click **Add**
- Enter the **no of days** that you want to set as entitled leave. Then, click **Save**

Note: If you want to set the same number of days for all employees in entitled leave, then you can enter the no of days in Apply to All

51. How to view/edit/delete Entitled Leave in attendance system?

- Go to **Posting>Entitled Leave**
- Select **Attendance Year>Branch>Department>Person>Leave Name**
- Click **View** to view the entitled leave record
- Click **Edit** to edit the entitled leave record
- Click **Delete** to delete the entitled leave record

52. How to add Opening Leave in attendance system?

- Go to **Posting>Opening Leave**
- Select **Attendance Year>Branch>Department>Person>Leave Name**
- Click **Add**
- Enter the **no of days that** you want to set as opening leave Then, click **Save**

Note: If you want to set the same number of days for all employees in opening leave, then you can enter the no of days in Apply to All

53. How to view/edit/delete Opening Leave in attendance system?

- Go to **Posting>Entitled Leave**
- Select **Attendance Year>Branch>Department>Person>Leave Name**
- Click **View** to view the opening leave record
- Click **Edit** to edit the opening leave record
- Click **Delete** to delete the opening leave record

54. How to manage overtime?

- Go to **Posting>Overtime Posting**
- Enter **Date** from Calendar Extender
- Select **Employee>Branch>Department**
- Click **View**
- Enter over time **OT (Min)**
- Select **Approved By**
- Enter **Remarks**
- After filling all the details, click **Save**

55. How to add Holiday/Day off Working?

- Go to **Posting>Holiday/Day off Working**
- Select **Person>Branch>Dept/Section**
- Enter **From Date** and **To Date** from Calendar Extender
- Click **View**

56. How to manage multiple weekends?

- Go to **Posting>Personwise Weekend**
- Select **Person Name>(Date Type)>Year>Month**
- Click **View**
- Click on **desired checkbox** to make **weekend** for the **selected month**
Then, click **Save**

57. How to import data if automatic data import is not working?

- Go to **Posting>Data Import**
- Click **Browse** to upload the attendance data

Note: The file format should be in xml format

58. How to view Daily Attendance Report?

- Go to **Reports>Daily Attendance Report**
- Enter **Date** from **Calendar Extender**
- Select **Branch>Dept/Section**
- Click **View Report**

Note: You can also view Daily Attendance Report by clicking More Options

59. How to view Daily Absent Report?

- View **Daily Absent Report**
- Go to **Reports>Daily Absent Report**
- Enter **Date** from **Calendar Extender**
- Select **Branch>Dept/Section**
- Click **View Report**

Note: You can also view Daily Absent Report by clicking More Options

60. How to view Monthly Attendance Report?

- Go to **Reports>Monthly Attendance Report**
- Select **(Date Type)>Year>Month>Branch>Department>Report Type**
- Click **View Report** to view the monthly attendance report according to the selected **Report Type**

Note: You can also view Monthly Attendance Report by clicking More Options

61. How to view Leave Summary Report?

- Go to **Reports>Leave Summary Report**
- Select **Branch>Department>Person>Attendance Year**
- Enter **From Date (AD)** and **To Date(AD)** from **Calendar Extender**
- Select **Leave Name**
- Click **View Report**

Note: You can also view Leave Summary Report by clicking More Options

62. How to view Official Visit Summary Report?

- Go to **Reports>Office Out Summary Report**
- Select **Branch>Department>Person>Attendance Year**
- Enter **From Date (AD)**from **Calendar Extender**
- Enter **To Date(AD)** from **Calendar Extender**
- Select **Official Visit Name**
- Click **View Report**

*Note: You can also view Official Visit Summary Report by clicking **More Options***

63. How to view Annual Attendance Report?

- Go to **Reports>Annual Attendance Report**
- Select **Person>Year>(Date Type)>Report Type**
- Click **View Report** to view the annual attendance report according to the selected Report Type

Note: You can also view Annual Attendance Report by clicking More Options

64. How to apply Leave Application?

- Go to **Applications>Leave Application**
- Click **New Application**
- Enter your application details and click **Apply**
- Once you apply, the person whom you have applied will get an email notification, he/she can approve your leave from his/her email address as well

65. How to apply Official Visit Application?

- Go to **Applications>Official Visit Application**
- Click **New Application**
- Enter your application details and click **Apply**
- Once you apply, the person whom you have applied will get an email notification, he/she can approve your official visit from his/her email address as well

66. How to apply for Late coming or Early Leaving form Office?

- Go to **Applications>Late In/ Early Out Application**
- Click **New Application**
- Enter your application details and click **Apply**

- Once you apply, the person whom you have applied will get an email notification, he/she can approve your late coming or early leaving applications from his/her email address as well

67. How to add employee details?

- Go to **Personal Details**
- Click **Add New Person**
- Enter all details in **Personal Details** form
- After clicking all details, click **Save**

Note: You must fill Personal ID (Device according to device), First Name, Last Name, Join Date, Date of Birth and How to add employee details?

68. How to view/edit/delete employee details?

- Go to **Personal Details**
- Click on **View** icon in desired record to view employee details
- Click on **Edit** icon in desired record and make necessary changes
- Click on **Delete** icon in desired record to delete the employee details

69. How to view monthly attendance report employee-wise?

- Go to **Personal Attendance**
- Select **Person>(Date Type)>Year>Month**
- Click **View Report**

70. How to view monthly leave record employee-wise?

- Go to **Personal Leave Record**
- Select **Person Name>Leave Name > Year>Attendance Year**
- Click **View Report**

71. How to view official visit record employee-wise?

- Go to **Personal Official Visit Record**
- Select **Person Name>Official Visit Name>Attendance Year**
- Click **View Report**