

USER MANUAL FOR BRANCH MANAGER

www.eattendance.net

When an admin assigns branch manager, the rights will be automatically defined by the system. Branch manager is allowed to view different reports related to attendance and leave of his/her concerned branch only but cannot edit or delete the records.

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 view attendance record of employees under your Branch?

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

5. How to view leave record of employees under your Branch?

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

6. How to visit official visit record of employees under your Branch?

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

7. How to apply Leave Application?

- Go to **Applications >Leave Application**
- Click **New Application**
- Enter your application details and click **Apply**

NOTE: Once you apply, the person whom you have applied will get an email notification, s/he can approve your leave from his/her email address as well.

8. How to approve or disapprove leave applied by employee to Branch Manager?

There are two ways that a Branch Manager can approve the leave applied by employee to him/her.

- In attendance site: Click on **Inbox > Leave Application** just click on **approve** or **disapprove** option available in status
OR
- In his/her email Inbox: Go to your email inbox > open the mail with application> click on approve option in hyperlink.

9. How to apply Official Visit Application?

- Go to **Applications > Official Visit Application**
- Click **New Application**
- Enter your application details and click **Apply**

NOTE: 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.

10. How to approve or disapprove Official Visit applied by employee to Branch Manger?

There are two ways that a Branch Manager can approve the Official Visit applied by employee to him/her.

- In attendance site: Click on **Inbox > Official Visit Application** just click on **approve** or **disapprove** option available in status
OR
- In his/her email Inbox: Go to your email inbox > open the mail with application> click on approve option in hyperlink.

11. 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**

NOTE: Once you apply, the person whom you have applied will get an email notification, s/he can approve your late coming or early leaving application from his/her email address as well.

12. How to approve or disapprove Late In/Early Out application applied by employee to Branch Manager?

There are two ways that a Branch Manager can approve the Late In/Early Out application applied by employee to him/her.

- In attendance site: Click on **Inbox > Official Visit Application** just click on **approve** or **disapprove** option available in status
OR
- In his/her email Inbox: Go to your email inbox > open the mail with application> click on approve option in hyperlink.

13. How to view Holidays of your company?

- Go to **Holidays**
- You can see the holiday list

14. How to view Daily Attendance Report?

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

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

15. How to view Daily Absent Report?

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

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

16. How to view Monthly Attendance Report?

- Go to **Reports>Monthly Attendance Report**
- Select **(Date Type)>Year>Month >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**.*

17. How to view Leave Summary Report?

- Go to **Reports>Leave Summary Report**
- Select **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**.*

18. How to view Official Visit Summary Report?

- Go to **Reports>Office Out Summary Report**
- Select **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**.*

19. 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**.*