

USER MANUAL FOR DEPARTMENT HEAD

www.eattendance.net

WHEN AN ADMIN ASSIGNS DEPARTMENT HEAD, THE RIGHTS WILL BE AUTOMATICALLY DEFINED BY THE SYSTEM. DEPARTMENT HEAD IS ALLOWED TO VIEW DIFFERENT REPORTS RELATED TO ATTENDANCE AND LEAVE OF HIS/HER CONCERNED DEPARTMENT 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 Department?

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

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

- 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 Department?

- 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**

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 Department Head?

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

8.1 In his/her own attendance site:

- Click on **Inbox >** just click on **approve** or **disapprove** option available in status

8.2 In his/her email Inbox:

- Go to your inbox > open the mail (subject: no reply) > click on approve or disapprove 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**

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

10. How to approve or disapprove Official Visit applied by employee to Department Head?

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

10.1 In his/her own attendance site:

- Click on **Inbox >** just click on **approve** or **disapprove** option available in status

10.2 In his/her email Inbox:

- Go to your inbox > open the mail (subject: no reply) > click on approve or disapprove 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**

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

12. How to approve Late In/Early Out application applied by employee to Department Head?

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

12.1 In his/her own attendance site:

- Click on **Inbox** > just click on **approve** or **disapprove** option available in status

12.2 In his/her email Inbox:

- Go to your inbox > open the mail (subject: no reply) > click on approve or disapprove option in hyperlink

13. How to view Holidays of your company?

- Click **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 **Branch**
- 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 **Branch**
- 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>Branch>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 **Branch>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 **Branch>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.