

USER MANUAL FOR EMPLOYEE

www.eattendance.net

Employees can only view their attendance and leave records from their login. They can view holidays of the company as well. Further, they can apply for leave, official visit and late coming/early leaving.

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 your personal Attendance?

- Go to **Personal Attendance**.
- Select **(Date Type), Year and Month**.
- Click **View Report** to view the attendance report

5. How to view your Leave Record?

- Go to **Personal Leave Record**.
- Select **Leave Name** and **Attendance Year**.
- Enter **From Date** and **To Date** from Calendar Extender.
- Click **View Report** to view your leave report.

6. How to view your Official Visit Record?

- Go to **Personal Office Out Record**.
- Select **Office Out Name, Attendance Year**.
- Enter **From Date** and **To Date** from Calendar Extender.
- Click **View Report** to view your official visit record.

7. How to view your Annual Attendance Report?

- Go to **Reports > Annual Attendance Report**.
- Select **(Date Type), Year** and **Report Type**.
- Click **View Report** to view the annual attendance report.

8. 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.

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, he/she can approve your official visit from his/her email address as well.

10. 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 application from his/her email address as well.

11. How to view Holidays of your company?

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