

# **USER MANUAL FOR ADMINISTRATOR**

[www.eattendance.com](http://www.eattendance.com)

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.

- **How to log in?**
  - Go to web browser
  - Type your URL <http://demo.eattendance.com> the address bar
  - Press Enter
  - Type Username and Password
  - Click Login
  
- **How to change password?**
  - Go to Change Password
  - Type old password
  - Enter new password
  - Retype new password to confirm password
  - Click Save
  
- **How to recover forgotten password?**
  - In login page, click Forget Password
  - Type your email address
  - Click Send Password
  
- **How to add new branch?**
  - Go to Setup> Branch
  - Click New
  - Enter branch details
  - After filling all the details, click Save
  
- **How to edit Branch?**
  - Go to Setup>Branch
  - Click Edit in desired record
  - Make necessary changes
  - Click Update
  
- **How to delete Branch?**
  - Go to Setup>Branch
  - Click Delete in desired record

- **How to add new Department?**
  - Go to Setup>Department
  - Click New
  - Enter all details
  - After filling all details, click Save
  
- **How to edit Department?**
  - Go to Setup> Department
  - Click Edit in desired record
  - Make necessary changes
  - Click Update
  
- **How to delete Department?**
  - Go to Setup>Department
  - Click Delete in desired record
  
- **How to add new Designation?**
  - Go to Setup> Designation
  - Click New
  - Enter Designation Name
  - Click Save
  
- **How to edit Designation?**
  - Go to Setup>Designation
  - Click Edit in desired record
  - Make necessary changes
  - Click Update
  
- **How to delete Designation?**
  - Go to Setup>Designation
  - Click Delete in desired record
  - Click OK
  
- **How to add new Grade?**
  - Go to Setup>Grade
  - Click New
  - Enter Grade
  - Click Save
  
- **How to edit Grade?**

- Go to Setup>Grade
- Click Edit in desired record
- Click Update
  
- **How to delete Grade?**
  - Go to Setup>Grade
  - Click Delete in desired record
  
- **How to add new Type?**
  - Go to Setup>Type
  - Click New
  - Enter Type name
  - Click Save
  
- **How to edit Type?**
  - Go to Setup>Type
  - Click Edit in desired record
  - Make necessary changes
  - Click Update
  
- **How to delete Type?**
  - Go to Setup>Type
  - Click Delete in desired record
  
- **How to add new Mode?**
  - Go to Setup> Mode
  - Click New
  - Enter Mode name
  - Click Save
  
- **How to edit Mode?**
  - Go to Setup> Mode
  - Click Edit in desired record
  - Make necessary changes
  - Click Update
  
- **How to delete Mode?**
  - Go to Setup> Mode
  - Click Delete in desired record
  
- **How to add new leave?**
  - Go to Setup>Leave

- Click New
- Enter all leave details
- Click Save
- **How to edit Leave?**
  - Go to Setup>Leave
  - Click Edit in desired record
  - Make necessary changes
  - Click Save
- **How to delete Leave?**
  - Go to Setup>Leave
  - Click Delete in desired record
- **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
- **How to edit Official Visit Type?**
  - Go to Setup>Official Visit Type
  - Click Edit in desired record
  - Make necessary changes
  - Click Save
- **How to delete Official Visit Type?**
  - Go to Setup>Office Visit Type
  - Click Delete in desired record
- **How to add Holidays?**
  - Go to Setup>Holiday
  - Click New
  - Enter all holiday details
  - Select Branch>Gender
  - Click Save
- **How to edit Holiday?**
  - Go to Setup> Holiday
  - Click Edit in desired record
  - Make necessary changes
  - Click Update

- **How to delete Holiday?**
  - Go to Setup>Holiday
  - Click Delete in desired record
- **How to add Shift?**
  - Go to Setup> Shift Setup
  - Click Add
  - Enter all details of Shift
  - After filling all the details, click Save
- **How to edit Shift?**
  - Go to Setup>Shift Setup
  - Click Edit in desired record
  - Make necessary changes
  - Click Save
- **How to delete Shift?**
  - Go to Setup>Shift Setup
  - Click Delete in desired record
- **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
- **How to edit Attendance Year?**
  - Go to Setup>Attendance Year
  - Click Edit in desired record
  - Make necessary changes
  - Click Update
- **How to delete Attendance Year?**
  - Go to Setup>Attendance Year
  - Click Delete in desired record
- **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
  
- **How to activate Users?**
  - Go to Setup>Users
  - Click Activate to activate and Deactivate to deactivate the desired users
  
- **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
  
- **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
  
- **How to add company details?**
  - Go to Setup>Company
  - Enter all details
  - After filling all the details, click Save
  
- **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
  
- **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
  
- **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**

- **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
- **How to view pending application?**
  - Go to Posting/Leave Posting
  - Click Pending Application to view the unapproved leave
- **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
- **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
- **How to view pending official visit application?**
  - Go to Posting/Official Visit Posting
  - Click Pending Application to view the unapproved official visit application
- **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**

- **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
- **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*
- **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
- **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
- **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
- **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

- **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*

- **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*

- **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*

- **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*

- **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*

- **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*

- **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*

- **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

- **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

- **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

- **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?*

- **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
- **How to view monthly attendance report employee-wise?**
  - Go to Personal Attendance
  - Select Person>(Date Type)>Year>Month
  - Click View Report
- **How to view monthly leave record employee-wise?**
  - Go to Personal Leave Record
  - Select Person Name>Leave Name > Year>Attendance Year
  - Click View Report
- **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