

USER MANUAL FOR BRANCH MANAGER

www.eattendance.com

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.

- **How to log in?**
 - Go to web browser
 - Type your URL <http://demo.eattendance.com> in 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 view attendance record of employees under your Branch?**
 - Go to Personal Attendance
 - Select Person Name>(Date Type)>Year>Month
 - Click View Report

- **How to view leave record of employees under your Branch?**
 - Go to Leave Record
 - Select Person Name>Leave Name>Attendance Year
 - Click View Report

- **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

- **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.

- **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.

- **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.

- **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.

- **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.

- **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.

- **How to view Holidays of your company?**

- Go to Holidays
- You can see the holiday list

- **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.

- **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.

- **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.

- **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.

- **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.

- **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.