

# USER MANUAL FOR DEPARTMENT HEAD

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

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.

- **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 view attendance record of employees under your Department?**
  - Go to Personal Attendance
  - Select Person Name> (Date Type)>Year>Month
  - Click View Report
  
- **How to view leave record of employees under your Department?**
  - Go to Leave Record
  - Select Person Name>Leave Name>Attendance Year
  - Click View Report
  
- **How to view official visit record of employees under your Department?**
  - 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

***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 Department Head?**  
There are two ways that a Department Head can approve the leave applied by employee to him/her.
  - In his/her own attendance site:
    - Click on Inbox > just click on approve or disapprove option available in status
  - In his/her email Inbox:
    - Go to your inbox > open the mail (subject: no reply) > click on approve or disapprove 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

***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.***

- **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.
  - In his/her own attendance site:
    - Click on Inbox > just click on approve or disapprove option available in status
  - In his/her email Inbox:
    - Go to your inbox > open the mail (subject: no reply) > click on approve or disapprove 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

***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.***

- 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.
  - In his/her own attendance site:
    - Click on Inbox > just click on approve or disapprove option available in status
  - In his/her email Inbox:
    - Go to your inbox > open the mail (subject: no reply) > click on approve or disapprove option in hyperlink
  
- **How to view Holidays of your company?**
  - Click 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 Branch
  - 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 Branch
  - 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>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>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>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.***