

USER MANUAL FOR EMPLOYEE

www.eattendance.com

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.

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

- **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.

- **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.
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- **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.
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- **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.
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- **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.
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- **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.
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- **How to view Holidays of your company?**
 - Go to Holidays.
 - You can see the holiday list.