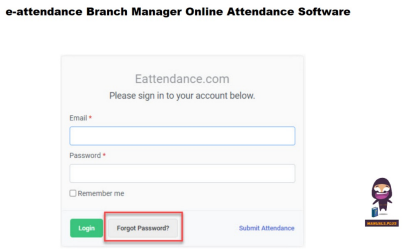


# e-attendance Branch Manager Online Attendance Software User Manual



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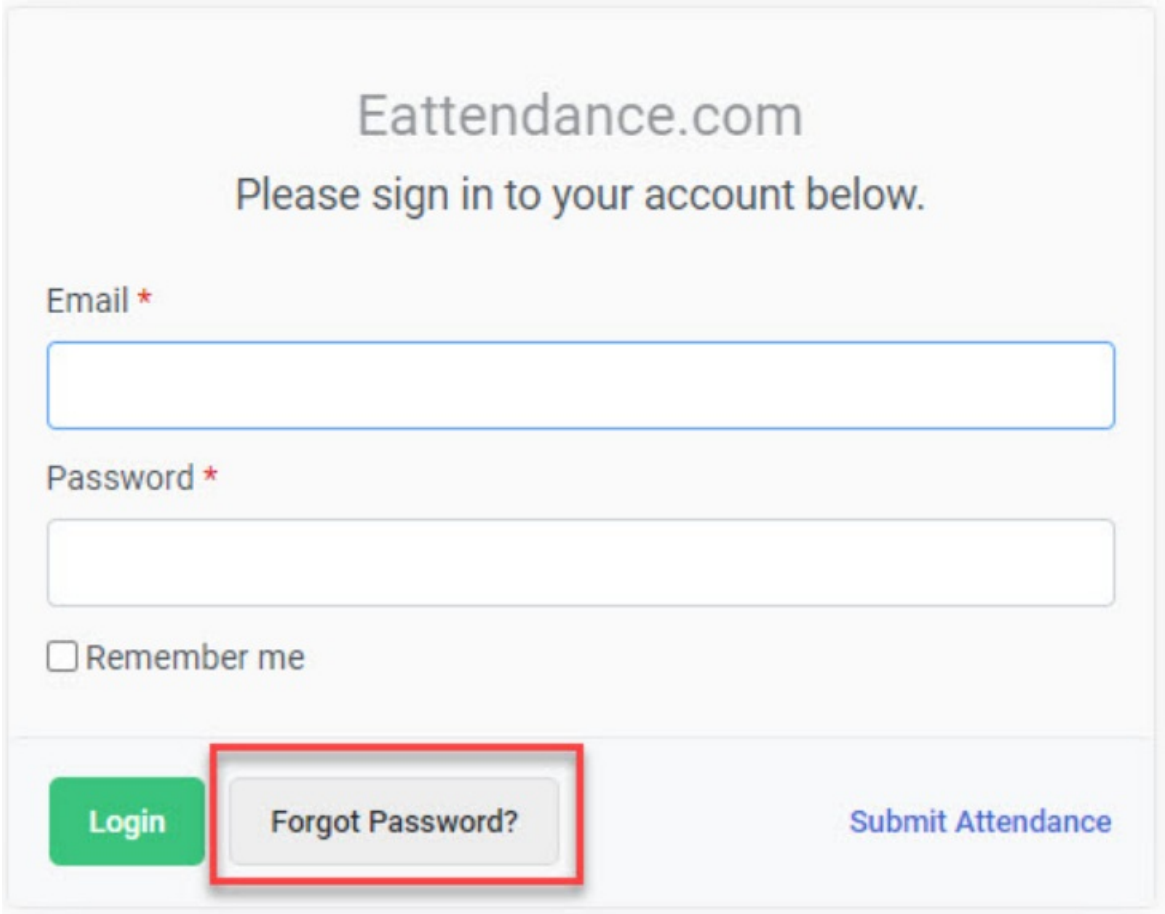
**e-attendance Branch Manager Online Attendance Software**




## Product Information

### Specifications

- **Product Name:** Branch Manager
- **Website:** [www.eattendance.com](http://www.eattendance.com)
- **Functionality:** Allows branch managers to view reports related to attendance and leave of their branch, without the ability to edit or delete records

## Product Usage Instructions

### Logging In

1. Go to a web browser
2. Type the URL  in the address bar
3. Press Enter
4. Type your Username and Password
5. Click Login

### Changing Password

1. Go to Change Password

2. Type old password
3. Enter new password
4. Retype new password to confirm password
5. Click Save

## FAQ

- How can I recover a forgotten password?
- To recover a forgotten password, follow these steps:
    - In the login page, click on Forget Password
    - Type your email address
    - Click Send Password

## Introduction

**USER MANUAL FOR BRANCH MANAGER**
**www.eattendance.com**

When an admin assigns a branch manager, the rights will be automatically defined by the system.
The 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 a web browser
- Type your URL **http://demo.eattendance.com** in the address bar
- Press Enter
- Type your Username and Password
- Click Login

### How to change the password?

- Go to Change Password
- Type old password
- Enter new password
- Retype new password to confirm password
- Click Save

### How to recover a forgotten password?

- In the login page, click Forget Password
- Type your email address
- Click Send Password

### How to view the attendance record of employees under your Branch?

- Go to Personal Attendance
- Select Person Name>(Date Type)>Year>Month
- Click View Report

**How to view the leave record of employees under your Branch?**

- Go to Leave Record
- Select Person Name>Leave Name>Attendance Year
- Click View Report

**How to visit the 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 for Leave Application?**

- Go to Applications >Leave Application
- Click New Application
- Enter your application details and click Apply

**NOTE:** Once you apply, the person to 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 an employee to the Branch Manager?**
There are two ways that a Branch Manager can approve the leave applied by an employee to him/her.

- In attendance site: Click on Inbox > Leave Application just click on the approve or disapprove option available in status OR
- In his/her email Inbox: Go to your email inbox > open the mail with the application> click on the approve option in the 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 to 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 an Official Visit applied by an employee to the Branch Manager?**
There are two ways that a Branch Manager can approve the Official Visit applied by an employee to him/her.

- In attendance site: Click on Inbox > Official Visit Application just click on the approve or disapprove option

available in status OR

- In his/her email Inbox: Go to your email inbox > open the mail with the application> click on the approve option in the hyperlink.

**How to apply for Late Coming or Early Leaving from the 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 to 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 a Late In/Early Out application applied by an employee to the Branch Manager?**
There are two ways that a Branch Manager can approve the Late In/Early Out application applied by an employee to him/her.

- In attendance site: Click on Inbox > Official Visit Application just click on the approve or disapprove option available in status OR
- In his/her email Inbox: Go to your email inbox > open the mail with the application> click on the approve option in the hyperlink.

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

- Go to Holidays
- You can see the holiday list

**How to view the 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 the Daily Attendance Report by clicking More Options.

**How to view the 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 the Daily Absent Report by clicking More Options.

**How to view the 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 the Monthly Attendance Report by clicking More Options.

**How to view the 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 the Leave Summary Report by clicking More Options.

**How to view the 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 the Official Visit Summary Report by clicking More Options.

**How to view the 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 the Annual Attendance Report by clicking More Options.

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## Documents / Resources

| | |
|---|---|
| | **e-attendance Branch Manager Online Attendance Software** [pdf] User Manual<br>Branch Manager Online Attendance Software, Manager Online Attendance Software, Online Attendance Software, Attendance Software, Software |

## References

- Sign in · GitLab
- Attendance system, HR, Payroll and Leave : Eattendance.com
- E-attendance
- User Manual

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