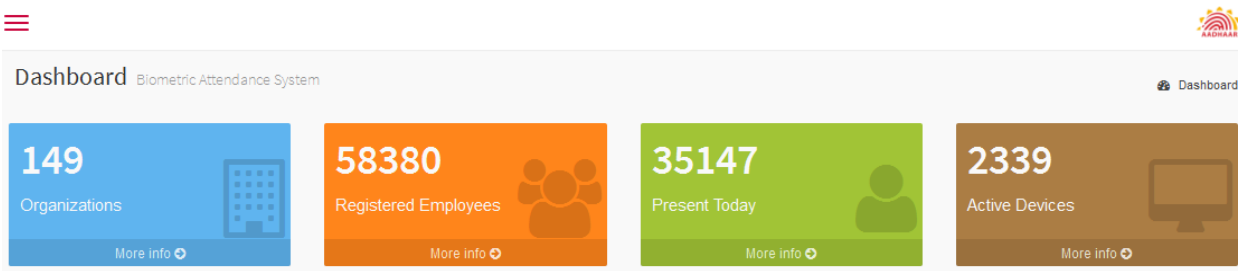
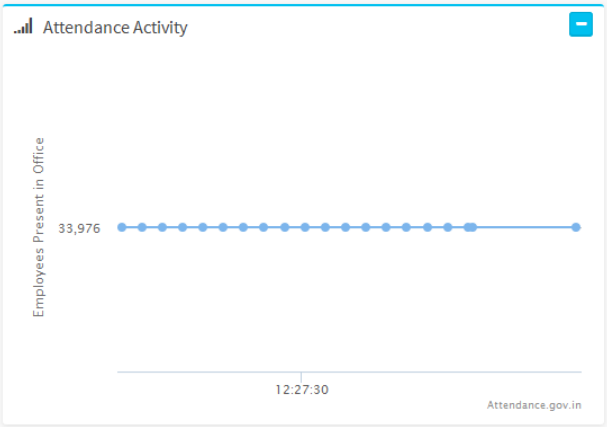
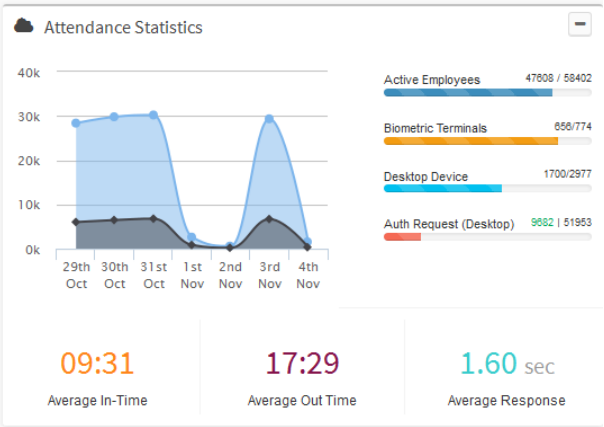
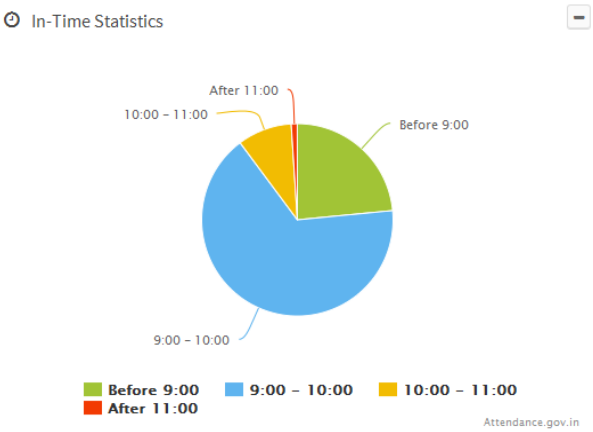
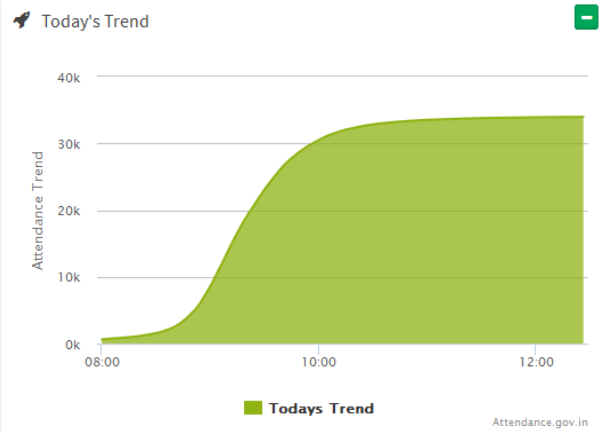


1. **Dashboard**
   - 1.1 **Organization:** Total Organization registered in the system with their details.
   - 1.2 **Registered Employees:** Organization wise Registered Employees
   - 1.3 **Present Today:** Organization wise present employees.
   - 1.4 **Active Devices:** Organization wise Device report.
   - 1.5 **Graphs:** Attendance Activity graphs, Attendance Statistics, In-Time Statistics Pie chart and Today's Trend graph.









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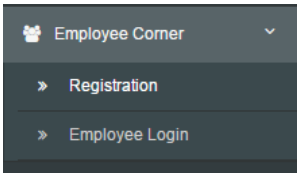
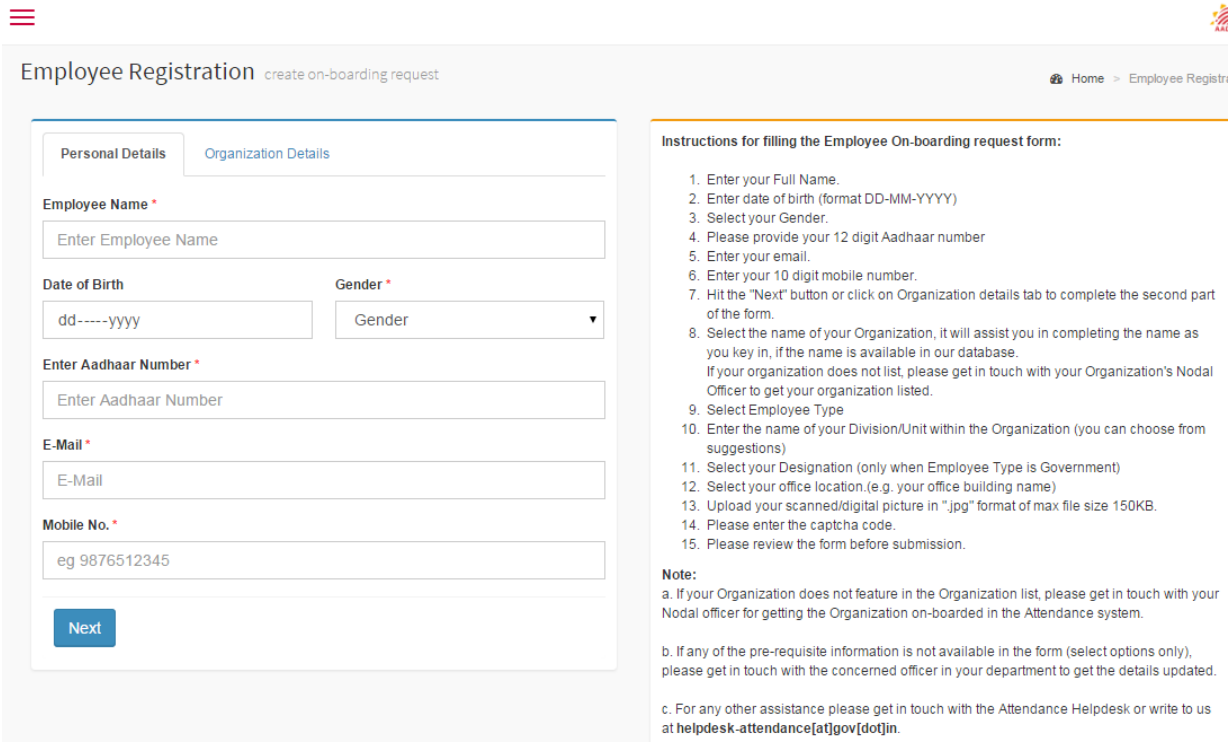


2. **Employee Corner**: For employee login and registration expand the tab and choose the options for Login and Registration.

   2.1 Registration: Read the instructions and fill the registration form.



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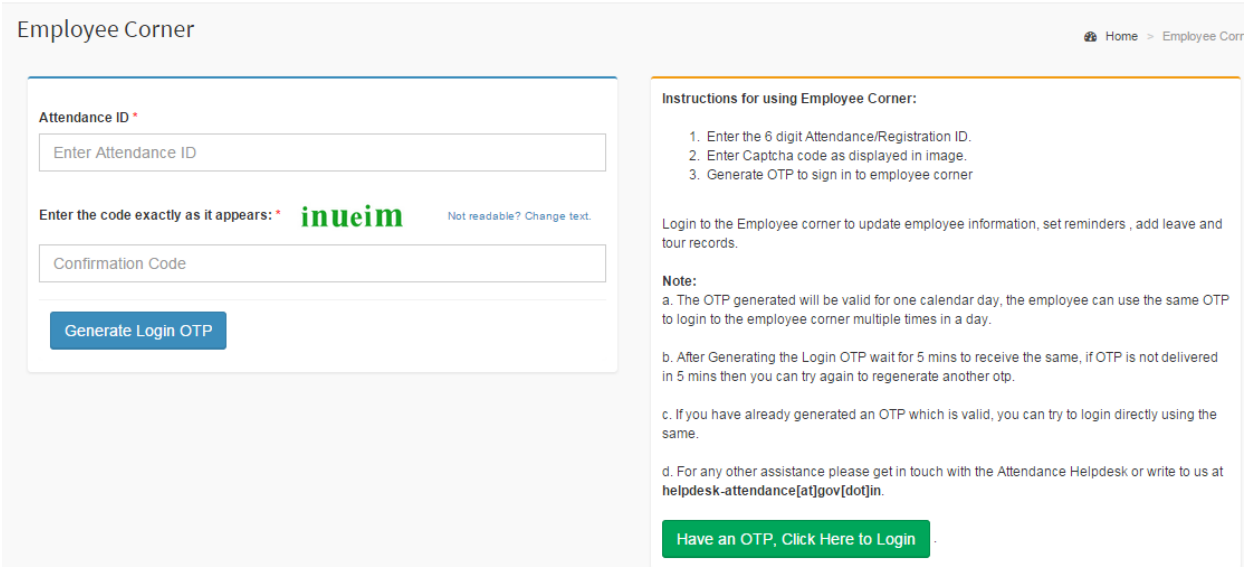
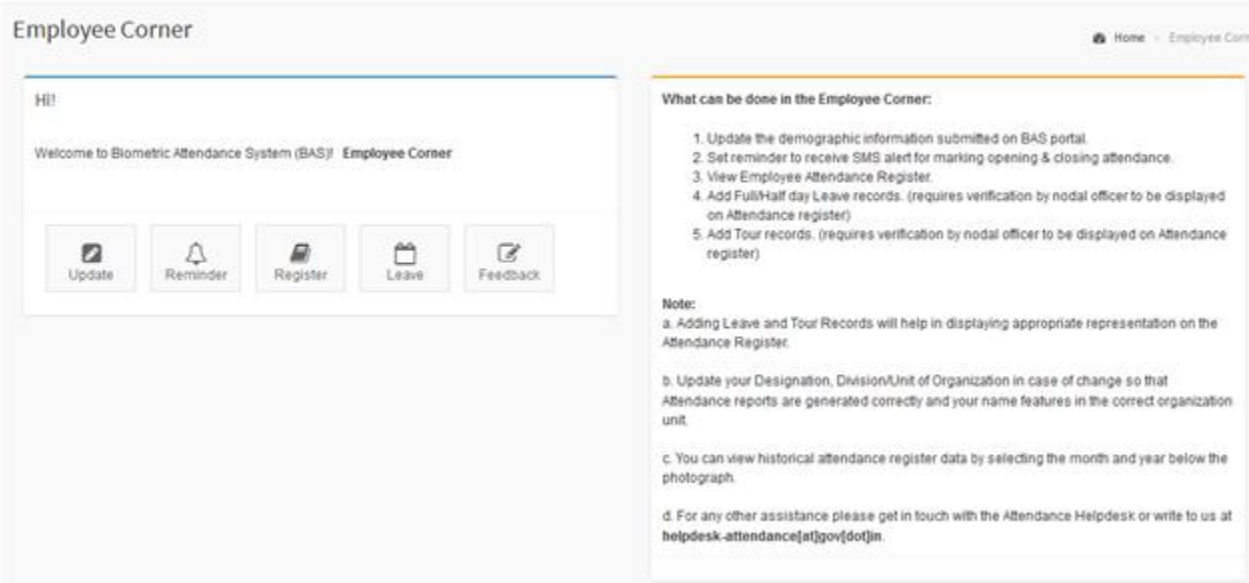
2.2 Employee Login: fill the attendance Id and generate the OTP, that will sent on your mobile and login with the received OTP code.



3. My Home: You can view and update your profile using various links.



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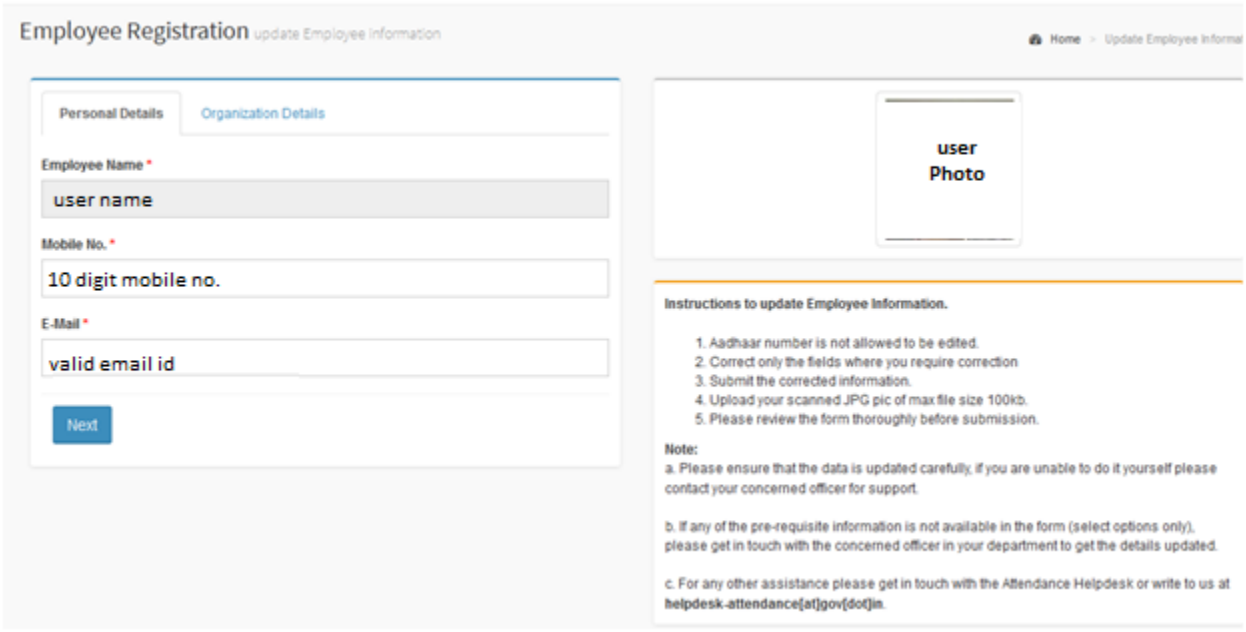
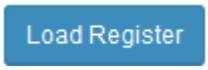
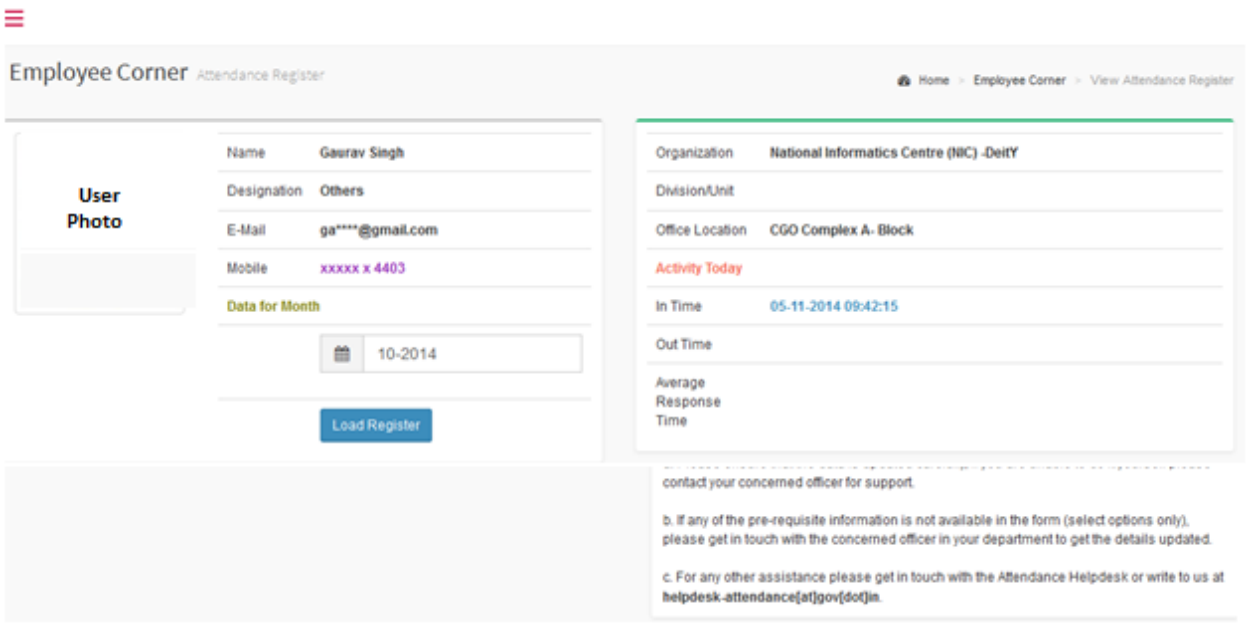
3.1 Update Information: To update your Personnel and organization details.



3.2 Attendance Register: To check your attendace status of the month and punch in and out time details. Using 



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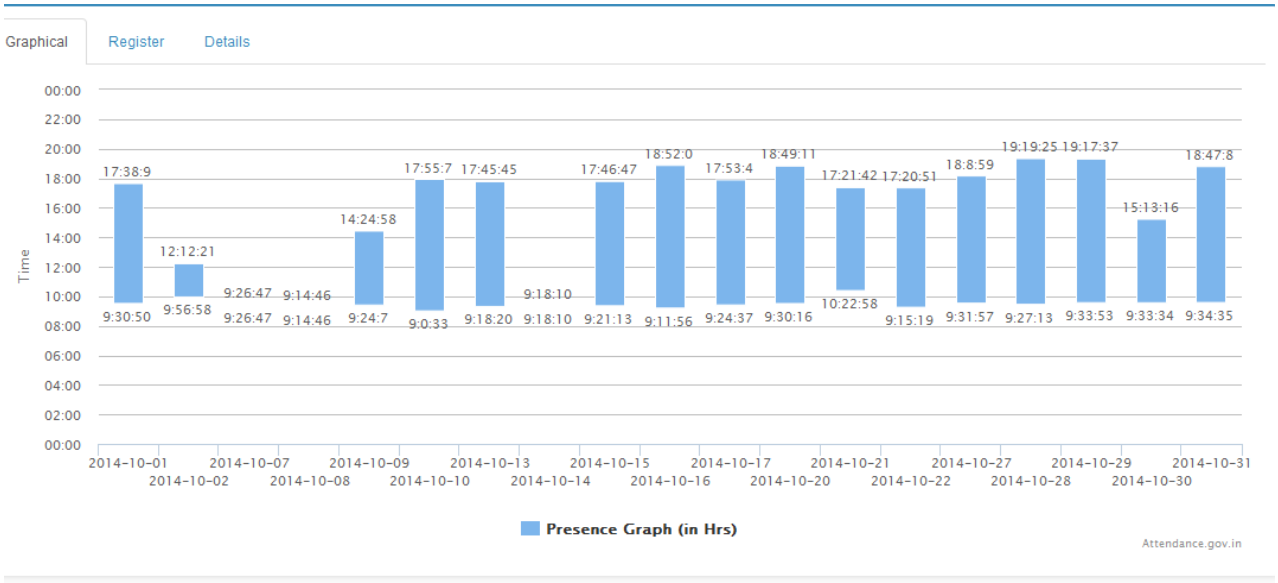
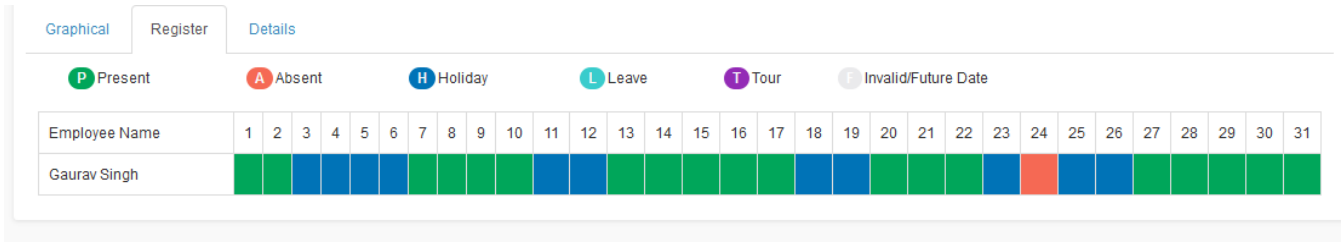
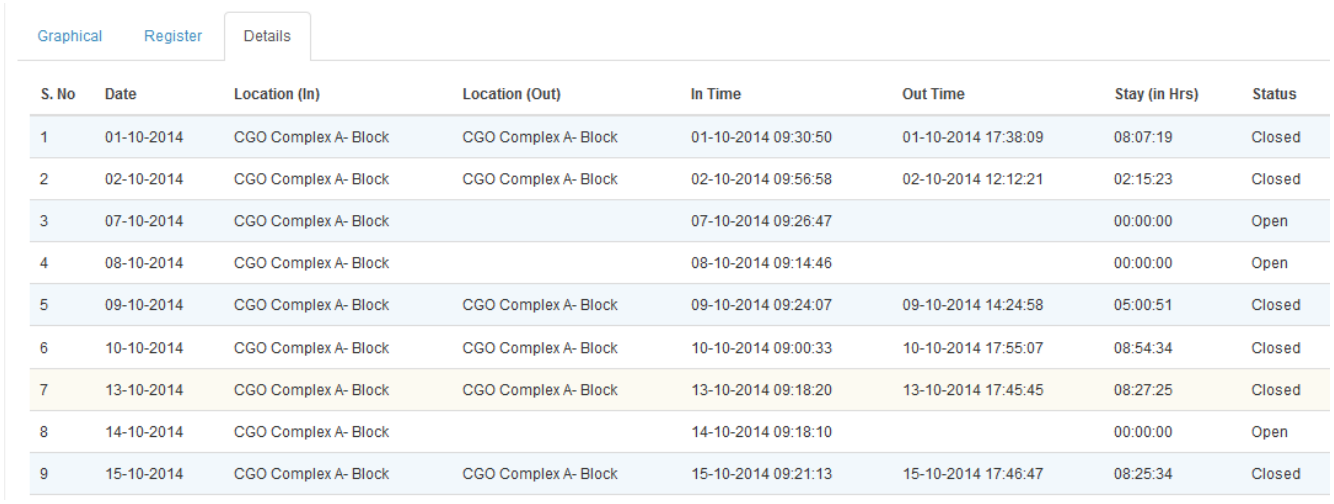
3.2.1 Graphical view:



3.2.2 Register View:



3.2.3 Details:



Graphical | Register | Details

S. No	Date	Location (In)	Location (Out)	In Time	Out Time	Stay (in Hrs)	Status
1	01-10-2014	CGO Complex A- Block	CGO Complex A- Block	01-10-2014 09:30:50	01-10-2014 17:38:09	08:07:19	Closed
2	02-10-2014	CGO Complex A- Block	CGO Complex A- Block	02-10-2014 09:56:58	02-10-2014 12:12:21	02:15:23	Closed
3	07-10-2014	CGO Complex A- Block		07-10-2014 09:26:47		00:00:00	Open
4	08-10-2014	CGO Complex A- Block		08-10-2014 09:14:46		00:00:00	Open
5	09-10-2014	CGO Complex A- Block	CGO Complex A- Block	09-10-2014 09:24:07	09-10-2014 14:24:58	05:00:51	Closed
6	10-10-2014	CGO Complex A- Block	CGO Complex A- Block	10-10-2014 09:00:33	10-10-2014 17:55:07	08:54:34	Closed
7	13-10-2014	CGO Complex A- Block	CGO Complex A- Block	13-10-2014 09:18:20	13-10-2014 17:45:45	08:27:25	Closed
8	14-10-2014	CGO Complex A- Block		14-10-2014 09:18:10		00:00:00	Open
9	15-10-2014	CGO Complex A- Block	CGO Complex A- Block	15-10-2014 09:21:13	15-10-2014 17:46:47	08:25:34	Closed

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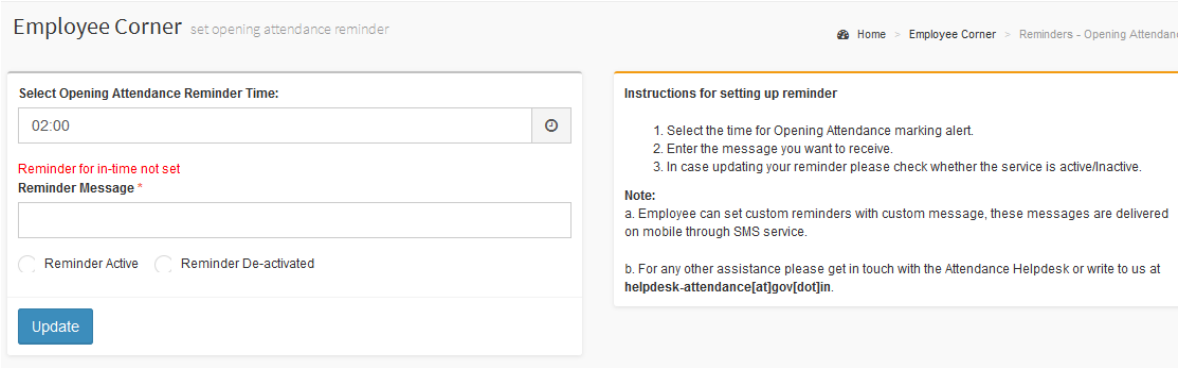
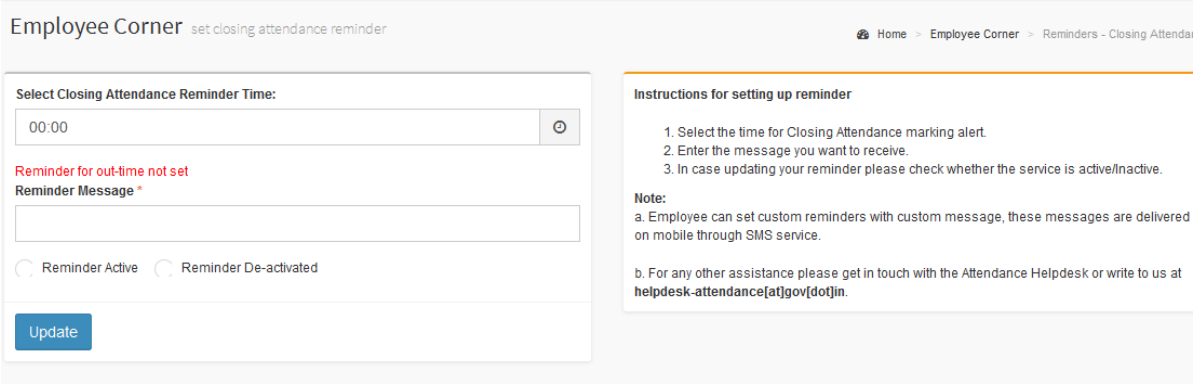
3.3 Reminders: Set Opening and Closing attendance reminders.

3.3.1 Opening Attendance Reminder

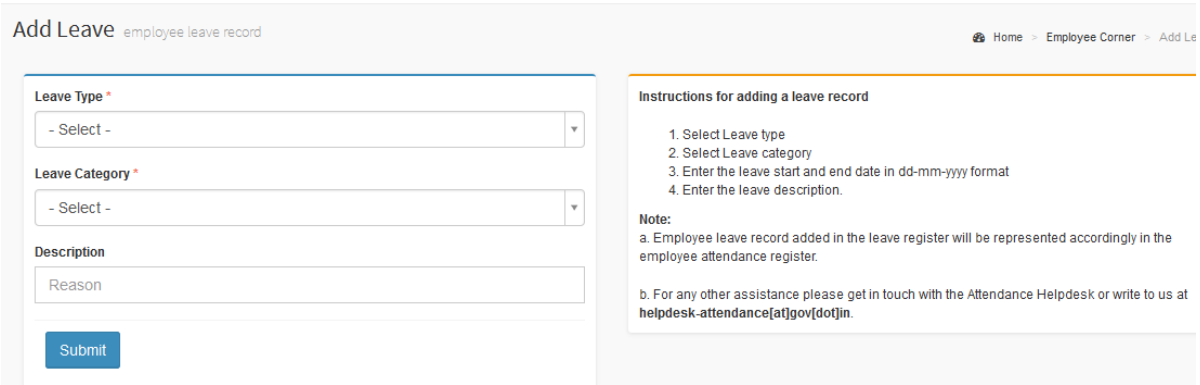


3.3.2 Closing Attendance Reminder



3.4 Leave: To add and view your leaves

3.4.1 Add Leave



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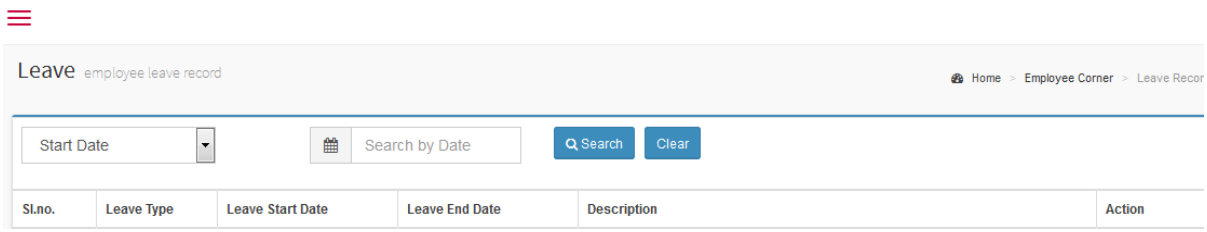
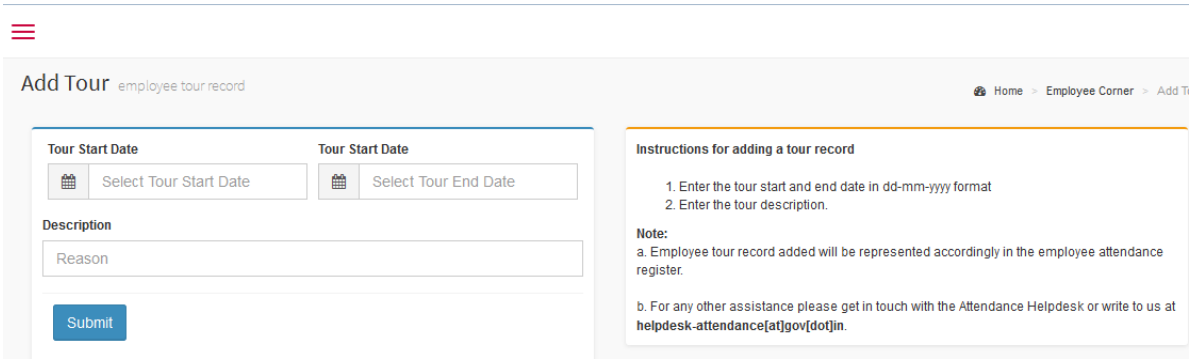
3.4.2 View Leave: To view and search your leaves.

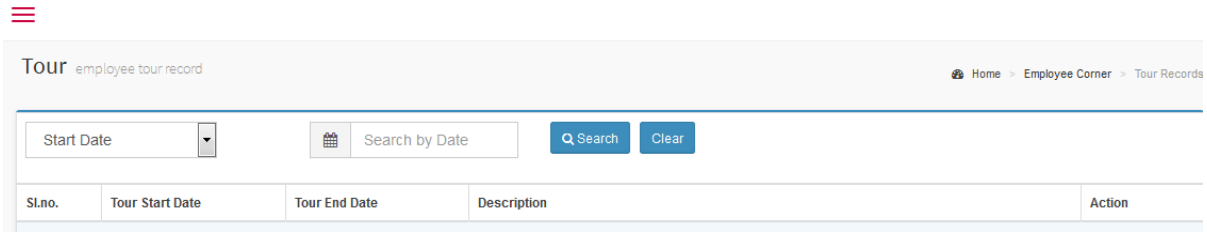


3.5 Tour: To add and view your Tour.

3.5.1 Add Tour



3.5.2 View Tour: To view and search your Tours.



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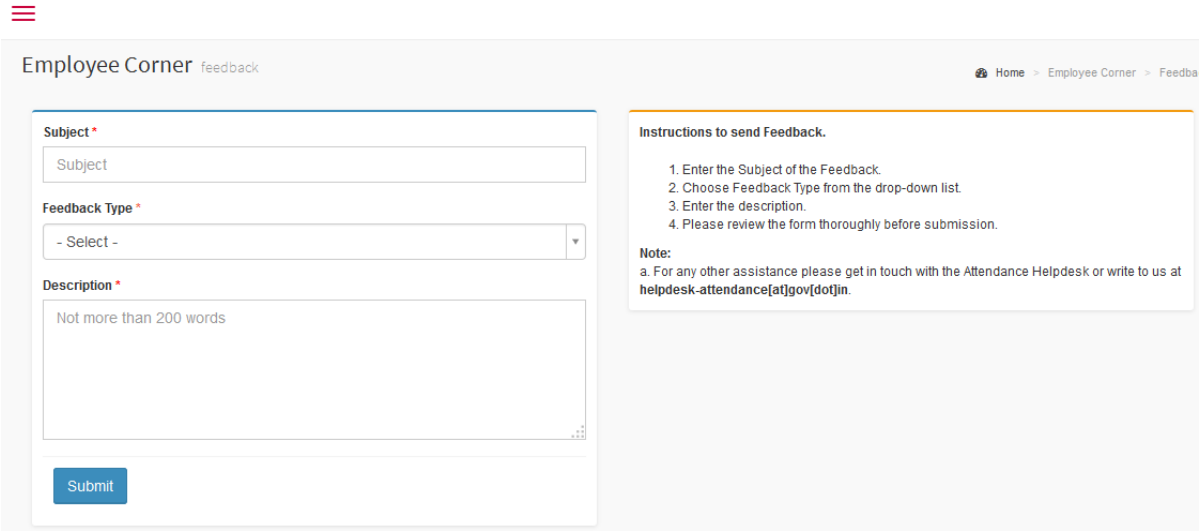
3.6 Feedback: Submit your feedback if any to attendance.gov.in



3.7 Logout: Logout from the employee corner and redirected to attendance .gov.in Dashboard.

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