



Manual Guide

STUDENT
ATTENDANCE
SYSTEM



Student Attendance System

sAttend.com is the cloud based Student Attendance Management System that helps to keep students' attendance record in a systematic and effective way. The application is based on SaaS (Software as a Service) technology. With this technology the application functions are delivered through the internet in our hosted web server. It works on the subscription basis and you do not even need to have expensive software and hardware for installation and hosting. It is very easy and completely hassle free.

After entering the address you see the homepage for Student Attendance System.

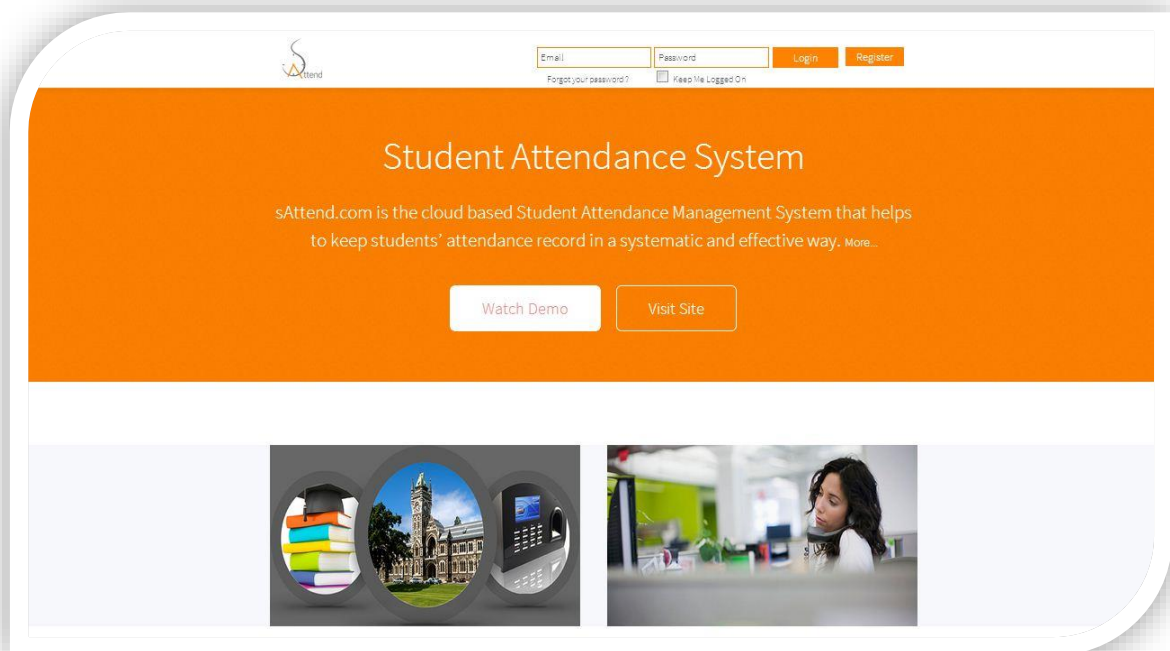


Figure 1: Information Page

- First you have to go through the registration process.
- Fill up the necessary details and get registered.
- After registration you have to go through the link provided in the verification e mail from your inbox.

- Then you can log in by using the username(e mail address) and password.
- After logging in you are asked to fill up the necessary details.
- When all the details are filled your admin dashboard looks like this.

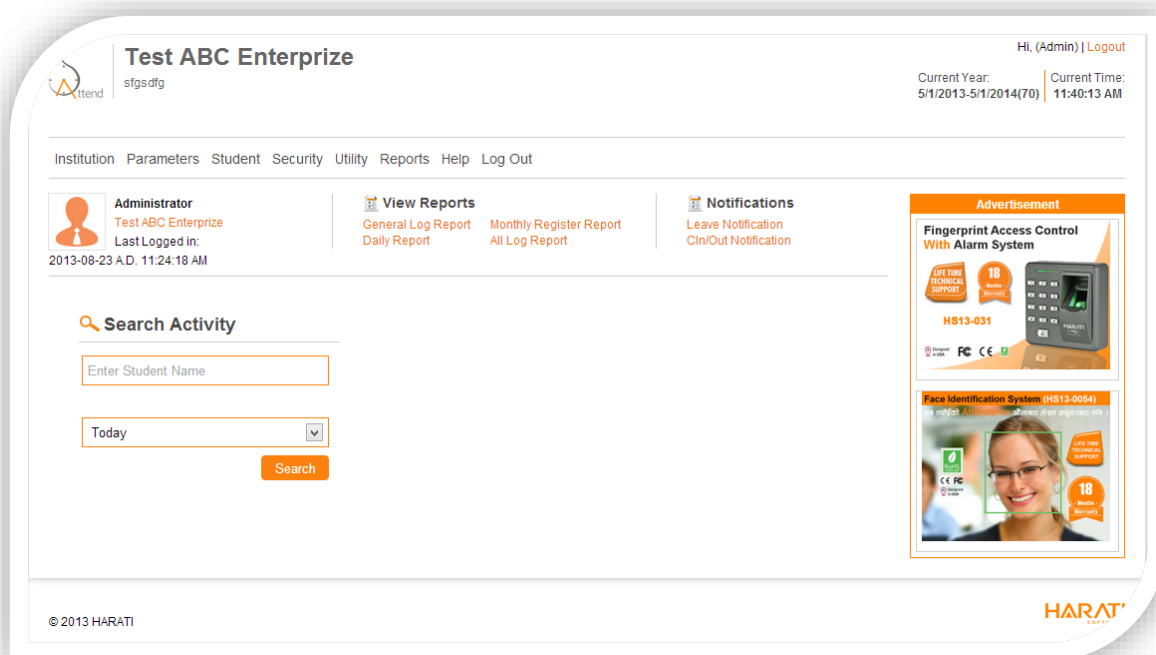


Figure 2: Admin panel

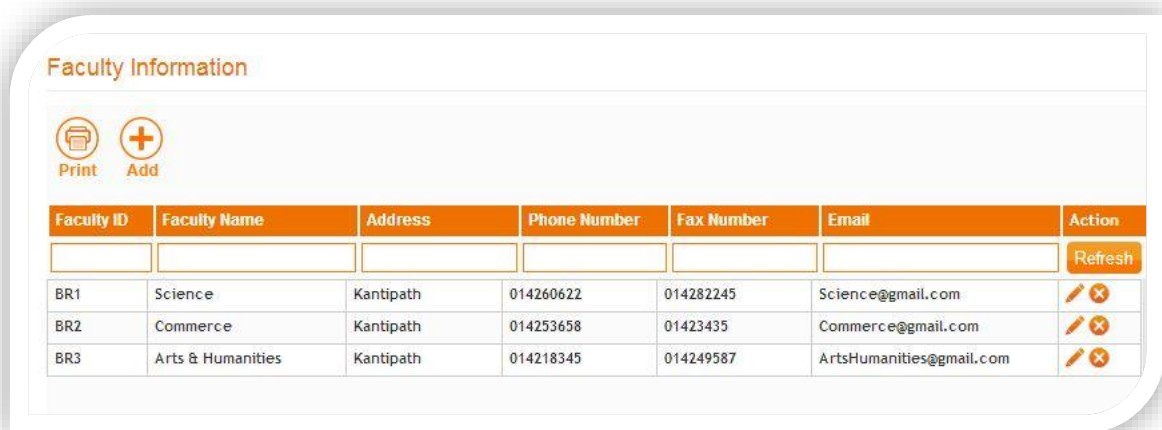
- You can search each individual student's detail from search activity panel.
- You can also directly view different reports from the dashboard.
- Leave and check in check out notifications can also be viewed from here.
- Also the dashboard contains different menus like institution, parameters, student, security, utility, reports, help and log out.

INSTITUTION

Institution> Faculty

- Under Institution menu you can see the Faculty sub menu.

- On clicking Faculty you will see the page where all the detail about faculty is recorded.
- Faculty ID, address, phone number, fax number and email address for each faculty can be recorded here.
- You can either edit or delete the faculty information by clicking add and edit icon under action menu.
- You can print the page by clicking the print option at the top.



Faculty Information

Print Add







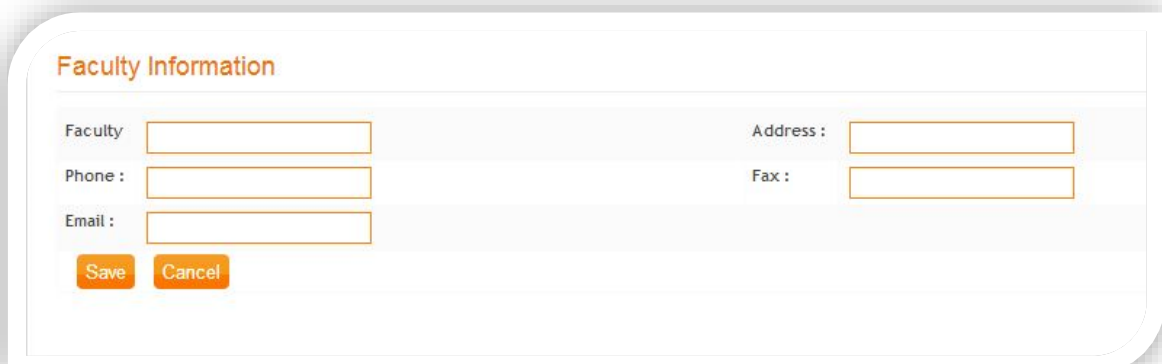
Faculty ID	Faculty Name	Address	Phone Number	Fax Number	Email	Action
						Refresh
BR1	Science	Kantipath	014260622	014282245	Science@gmail.com	 
BR2	Commerce	Kantipath	014253658	01423435	Commerce@gmail.com	 
BR3	Arts & Humanities	Kantipath	014218345	014249587	ArtsHumanities@gmail.com	 

Figure 3: Faculty Information

- You can add new faculty by clicking on add icon at the top.
- When you click the add icon following add form appears.



Faculty Information

Faculty:

Address:

Phone:

Fax:

Email:

Save Cancel

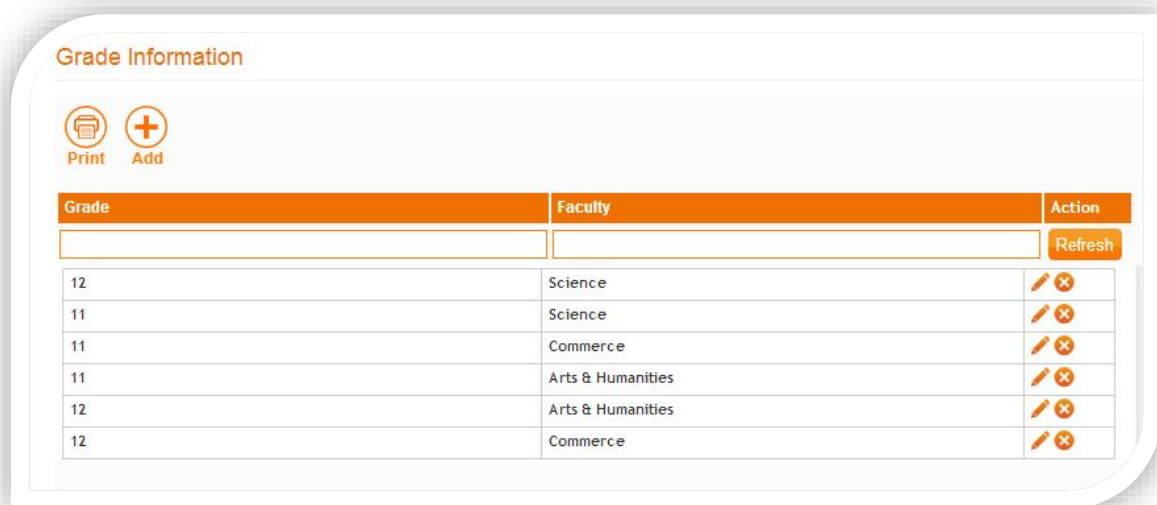
Figure 4: Add Faculty Information

- Here you can add details for new faculty.

- After filling up the details click on save to save the new faculty.

Institution> Grade

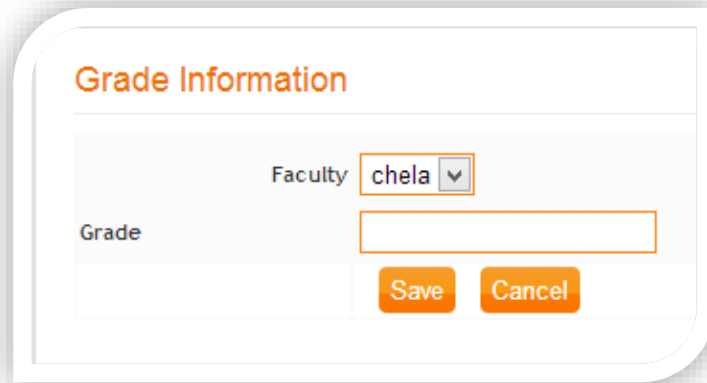
- Under Institution menu you can see the Grade sub menu.
- On clicking Grade you will see the page where all the detail about Grade is recorded.
- All the faculties under different grade are recorded here.



Grade	Faculty	Action
<input type="text"/>		<input type="button" value="Refresh"/>
12	Science	
11	Science	
11	Commerce	
11	Arts & Humanities	
12	Arts & Humanities	
12	Commerce	

Figure 5: Grade Information

- You can either edit or delete the grade from edit and delete option under action menu.
- You can search faculties under certain grade by writing the grade name in the blank space under grade menu and clicking on refresh.
- You can also print the page by clicking the print option at the top.



The form is titled "Grade Information" in orange. It contains a "Faculty" dropdown menu with "chela" selected, a "Grade" text input field, and "Save" and "Cancel" buttons at the bottom right.

Figure 6: Add Grade Information

- You can click on the add icon at the top to add new grade.
- On clicking the add icon the following add form appears.
- You can select the required faculty and add the grade name and click on save to add new grade.

Institution> Update Institution

- Under Institution menu there is Update Institution submenu.
- To update the institution profile you can use this option.
- On clicking Update Institution a new page appears.



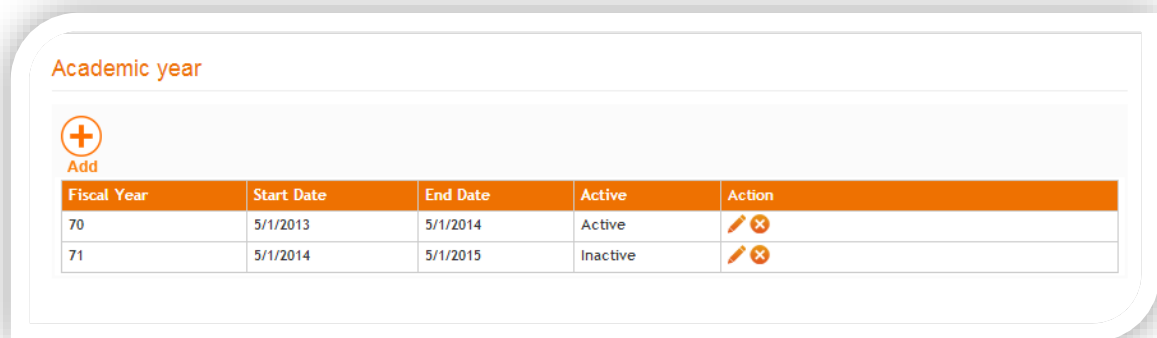
The form is titled "Update Institution Profile" in orange. It contains several input fields: "Address" (Kantipath), "Phone No." (977-014260622), "Fax" (977-014287623), "Email" (info@harati1.com.np), and "Url" (www.harati.com.np). A "Save" button is located at the bottom left.

Figure 7: Update Institution Profile

- You can provide the necessary details or make necessary changes and click on save to update the institution profile.

PARAMETERS

Parameters> Calendar



The interface shows a section titled "Academic year" with an "Add" button (a circle with a plus sign) at the top left. Below it is a table with five columns: "Fiscal Year", "Start Date", "End Date", "Active", and "Action". The table contains two rows of data.





Fiscal Year	Start Date	End Date	Active	Action
70	5/1/2013	5/1/2014	Active	 
71	5/1/2014	5/1/2015	Inactive	 

Figure 8: Academic Year

- Under parameters menu there is the calendar sub menu.
- Clicking on calendar a page appears where the information about the academic year is given.
- Start date and end date for each academic year can be given.
- You can also either make the certain academic year active or inactive.
- You can either edit or delete the academic year from the edit and delete icon under action menu.
- You can also add new academic year from the add option at the top.
- On clicking add icon the following add form appears.



Academic year

Academic Year

Start Date

End Date

☐ Make Active Year

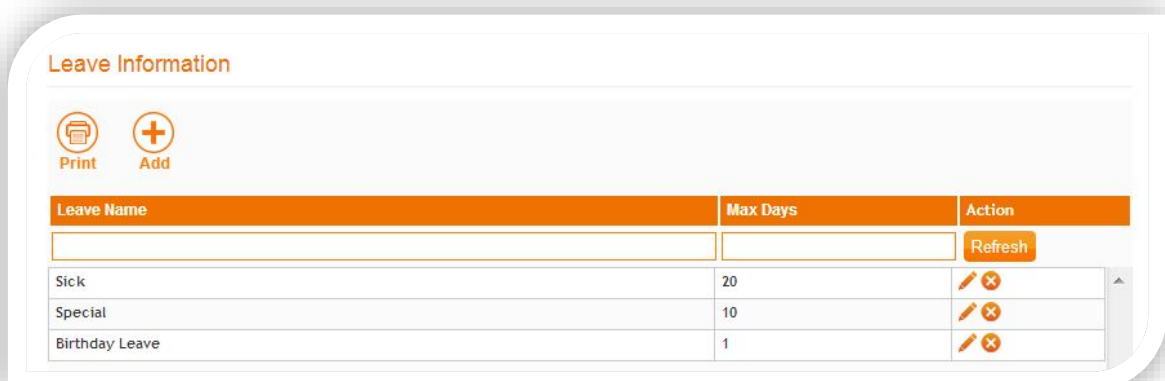
Save **Cancel**

Figure 9: Add Academic Year

- Here you can write the required academic year and give start and end date and click on save to add new academic year.
- You can either make the academic year active or inactive.

Parameters> Leave

- Under Parameters menu there is the Leave sub menu.
- On clicking Leave the following page appears where you can see all the leave details.



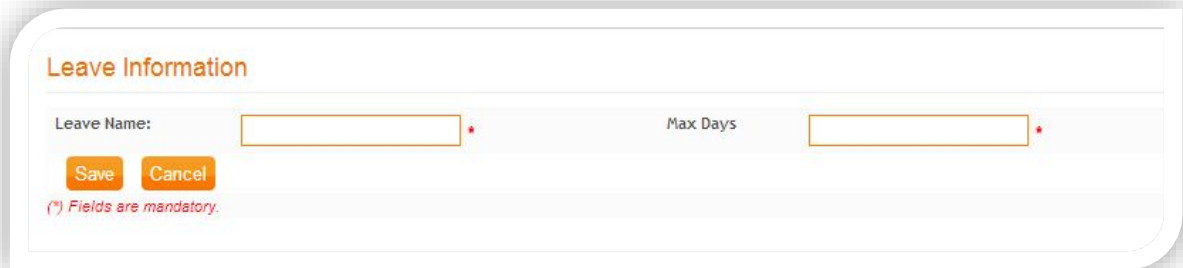
Leave Information

Print **Add**

Leave Name	Max Days	Action
<input type="text"/>	<input type="text"/>	Refresh
Sick	20	
Special	10	
Birthday Leave	1	

Figure 10: Leave Information

- You can either edit or delete the leave information by clicking add or edit icon under action menu.
- You can also add new leave information by clicking the add icon.
- On clicking add icon the following add form appears.



The image shows a web form titled "Leave Information". It contains two input fields: "Leave Name:" and "Max Days". Both fields have a red asterisk next to them, indicating they are mandatory. Below the fields are two buttons: "Save" and "Cancel". At the bottom left of the form, there is a red text note: "(*) Fields are mandatory."

Figure 11: Leave Information

- You can give leave name and specify the maximum days and click on save to add the leave information to the list.

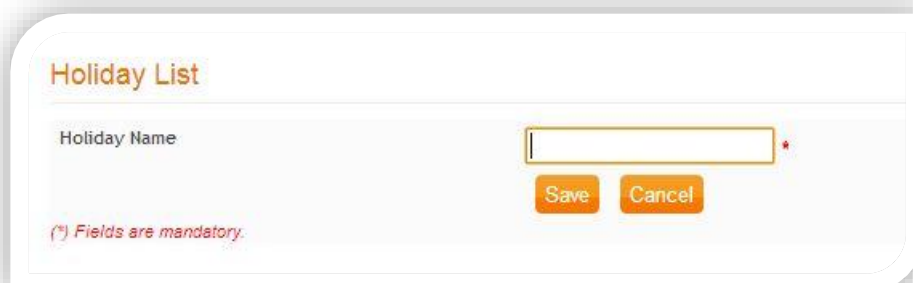
Parameters> Holiday>> Holiday List

- Under Parameters and Holiday there is the Holiday List sub menu.
- Clicking on Holiday List you see the list of all holidays.



Figure 12: Holiday List

- You can either edit or delete certain holiday from the edit and delete icon under action menu.
- You can also print the holiday list from print option at the top.
- You can add holiday from the add icon at the top.
- On clicking the add icon the following add form appears.



Holiday List

Holiday Name

Save **Cancel**

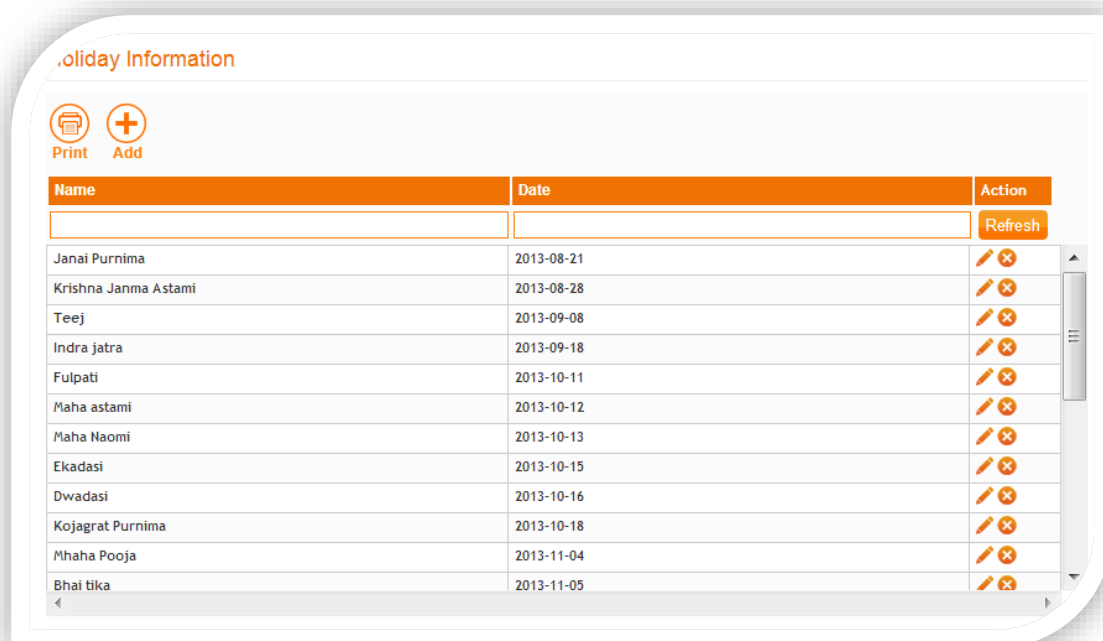
(*) Fields are mandatory.

Figure 13: Add Holiday

- Give holiday name and click on save to add holiday to the list.

Parameters> Holiday>> Holiday Date

- Under Parameters and Holiday there is the Holiday Date sub menu.
- When you click on Holiday Date the list of date for all holiday appears.
- You can either edit or delete the holiday name and date from the edit and delete icon under action menu.
- Also you can print the page from print option at the top.



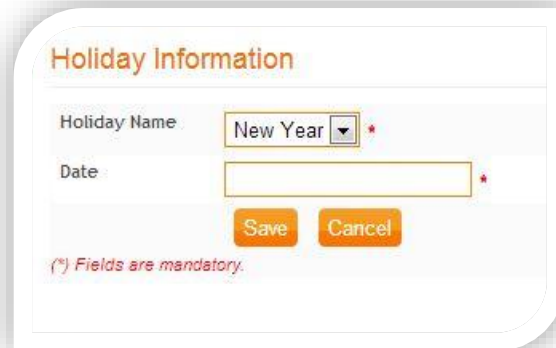
Holiday Information

Print Add

Name	Date	Action
		Refresh
Janai Purnima	2013-08-21	
Krishna Janma Astami	2013-08-28	
Teej	2013-09-08	
Indra jatra	2013-09-18	
Fulpati	2013-10-11	
Maha astami	2013-10-12	
Maha Naomi	2013-10-13	
Ekadasi	2013-10-15	
Dwadasi	2013-10-16	
Kojagrat Purnima	2013-10-18	
Mhaha Pooja	2013-11-04	
Bhai tika	2013-11-05	

Figure 14: Holiday Information

- You can also add holiday details from the add icon at the top.



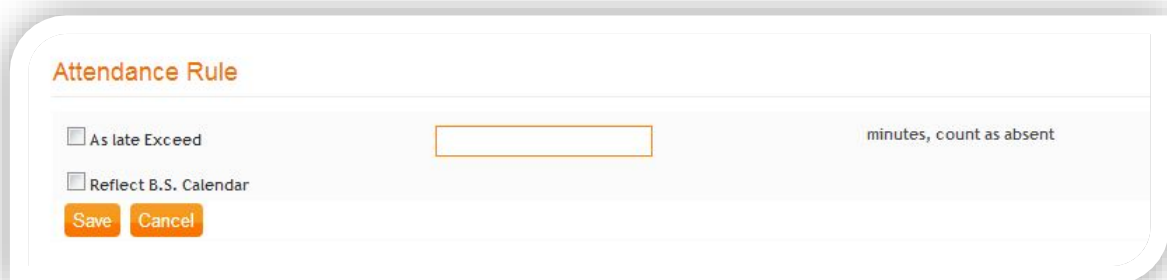
The form is titled "Holiday Information". It contains two fields: "Holiday Name" with a dropdown menu showing "New Year" and a red asterisk, and "Date" with an empty text box and a red asterisk. Below the fields are "Save" and "Cancel" buttons. At the bottom, a note states "(*) Fields are mandatory."

Figure 15: Add Holiday Date

- On clicking the add icon the following add form appears.
- You can give holiday name and date and click on save to add the holiday information to the list.

Parameters> Attendance Rule

- Under Parameters menu there is the Attendance Rule sub menu.
- On clicking Attendance Rule the following page appears.



The form is titled "Attendance Rule". It contains two checkboxes: "As late Exceed" and "Reflect B.S. Calendar". To the right of the "As late Exceed" checkbox is a text box and the text "minutes, count as absent". Below the checkboxes are "Save" and "Cancel" buttons.

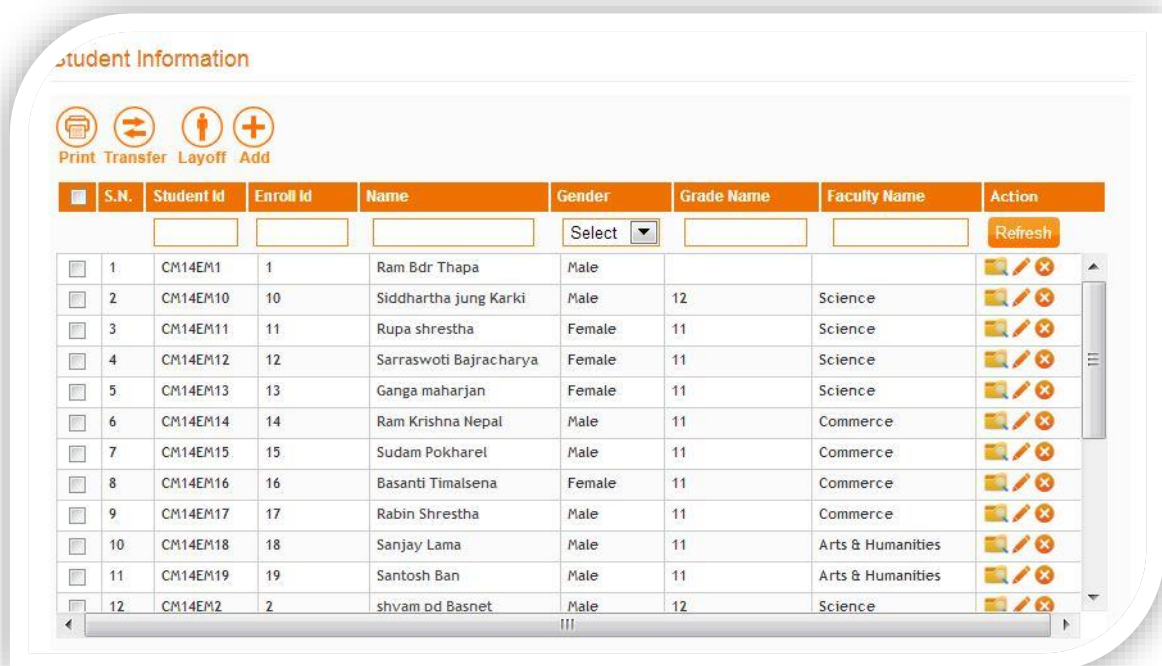
Figure 16: Attendance Rule

- Here you can specify the rules for attendance.
- You can specify the late exceed and minutes count as absent and click on save to specify attendance rule.

STUDENT

Student Information

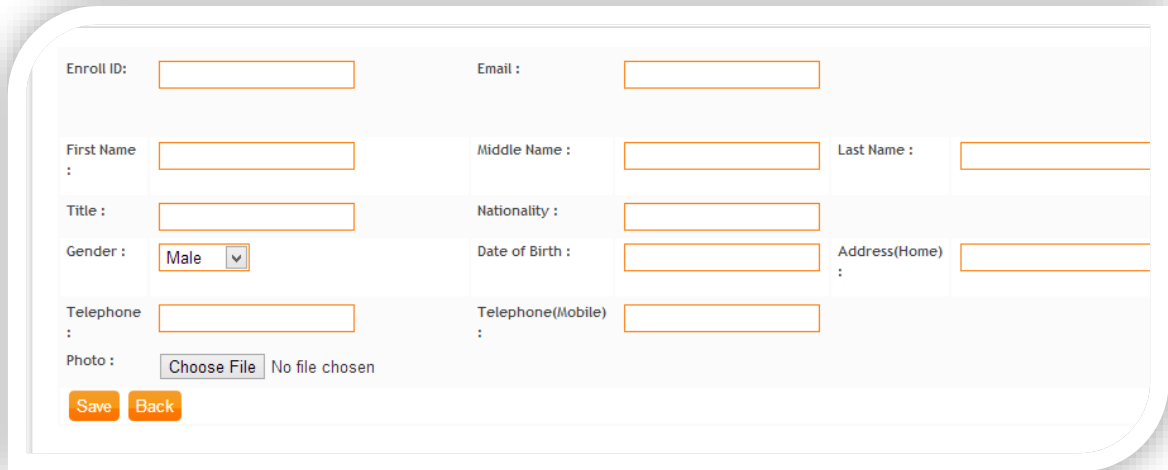
- Clicking Student menu you see the list of all the students.
- The Student Id, Enroll Id, Gender, Grade and Faculty name for each student is listed here.



S.N.	Student Id	Enroll Id	Name	Gender	Grade Name	Faculty Name	Action
1	CM14EM1	1	Ram Bdr Thapa	Male			[View] [Edit] [Delete]
2	CM14EM10	10	Siddhartha jung Karki	Male	12	Science	[View] [Edit] [Delete]
3	CM14EM11	11	Rupa shrestha	Female	11	Science	[View] [Edit] [Delete]
4	CM14EM12	12	Sarraswoti Bajracharya	Female	11	Science	[View] [Edit] [Delete]
5	CM14EM13	13	Ganga maharjan	Female	11	Science	[View] [Edit] [Delete]
6	CM14EM14	14	Ram Krishna Nepal	Male	11	Commerce	[View] [Edit] [Delete]
7	CM14EM15	15	Sudam Pokharel	Male	11	Commerce	[View] [Edit] [Delete]
8	CM14EM16	16	Basanti Timalsena	Female	11	Commerce	[View] [Edit] [Delete]
9	CM14EM17	17	Rabin Shrestha	Male	11	Commerce	[View] [Edit] [Delete]
10	CM14EM18	18	Sanjay Lama	Male	11	Arts & Humanities	[View] [Edit] [Delete]
11	CM14EM19	19	Santosh Ban	Male	11	Arts & Humanities	[View] [Edit] [Delete]
12	CM14EM2	2	shvam od Basnet	Male	12	Science	[View] [Edit] [Delete]

Figure 17: Student Information

- You can transfer the certain student from one faculty to the next by marking the required student and clicking on the transfer icon at the top.
- You can also remove certain student from certain faulty by marking on the required student and clicking on the layoff icon at the top.
- You can view the detail about certain student by clicking on the view icon under action menu.
- You can also either edit or delete the student information by clicking on the edit and delete icon under action menu.
- You can also print the page by clicking on the print icon.
- You can also add students from the add option.
- On clicking the add icon the following add form appears.



Enroll ID: Email:

First Name: Middle Name: Last Name:

Title: Nationality:

Gender: Date of Birth: Address(Home):

Telephone: Telephone(Mobile):

Photo: No file chosen

Figure 18: Add Student Information

- After filling up all the details and clicking on save new student details will be saved to the list.

SECURITY

Security> Role Management

- Under security menu there is the role management sub menu.
- Clicking on role management you see the page where you can assign the admin role to faculty head or other user.

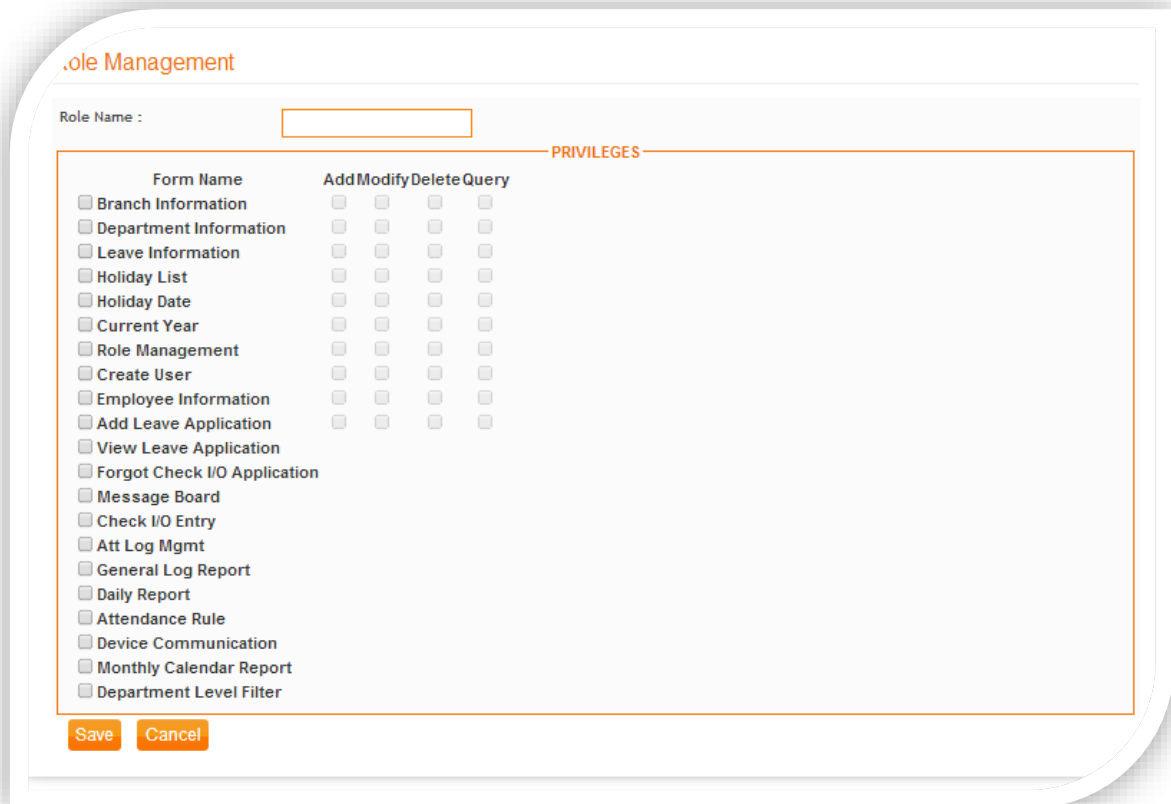


Role Management

Type	Action
General User	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Admin	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Figure 19: Role Management

- On clicking the add icon the following page appears from where you can give privilege to add, modify, delete or query certain form.



Role Management

Role Name :

Form Name	Add	Modify	Delete	Query
<input type="checkbox"/> Branch Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Department Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Leave Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Holiday List	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Holiday Date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Current Year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Role Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Create User	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Employee Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Add Leave Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> View Leave Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Forgot Check I/O Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Message Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Check I/O Entry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Att Log Mgmt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> General Log Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Daily Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Attendance Rule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Device Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Monthly Calendar Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Department Level Filter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 20: Role Privileges

Security> User Management

- Under security menu there is the user management sub menu.
- Clicking on the user management you see the page where you can add users to the list.

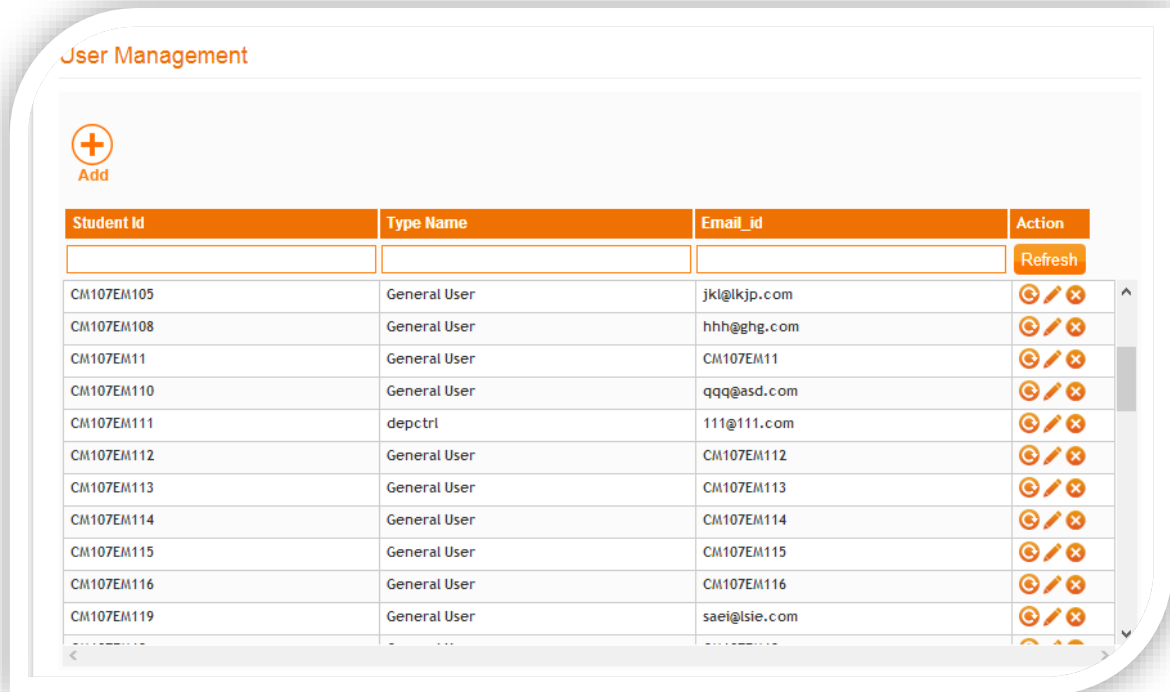


Figure 21: User Management

- You can either edit or delete the user from edit and delete icon under refresh menu.
- You can also reset password for each user by clicking the reset password icon.
- Clicking on the add icon following add form appears.



The 'User Management' form contains the following fields and controls:

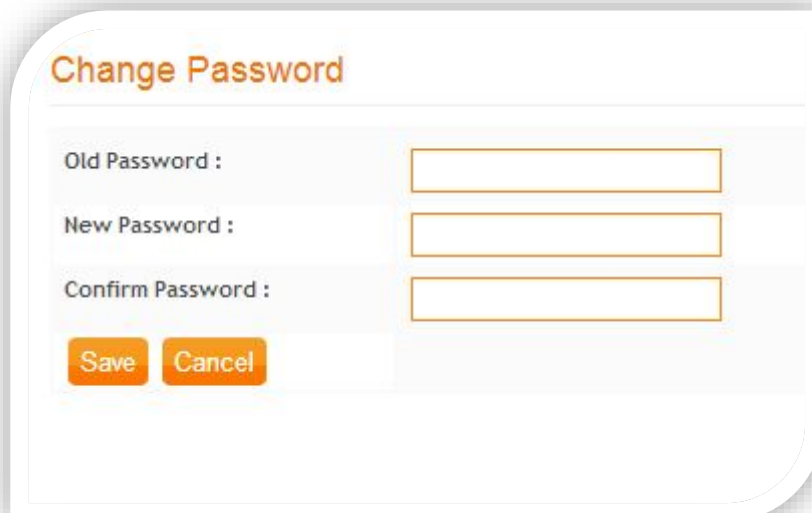
- Email ID:
- Password:
- Confirm Password:
- Role: (dropdown menu)
- Buttons:

Figure 22: Edit User Management

- After filling up the e mail ID and password and clicking on save new user will be added to the list.

Security> Change Password

- For changing the password you can go to the change password sub menu under security.



The 'Change Password' form contains the following fields and controls:

- Old Password:
- New Password:
- Confirm Password:
- Buttons:

Figure 23: User Management Change Password

- Give old and new password and click on save. Your password will be changed.

UTILITY

Utility> Add Leave Application

- Under Utility menu you can see the Add Leave Application sub menu.
- Clicking the Add Leave Application sub menu the following page appears.
- Admin can fill up the leave details and approve the application himself.

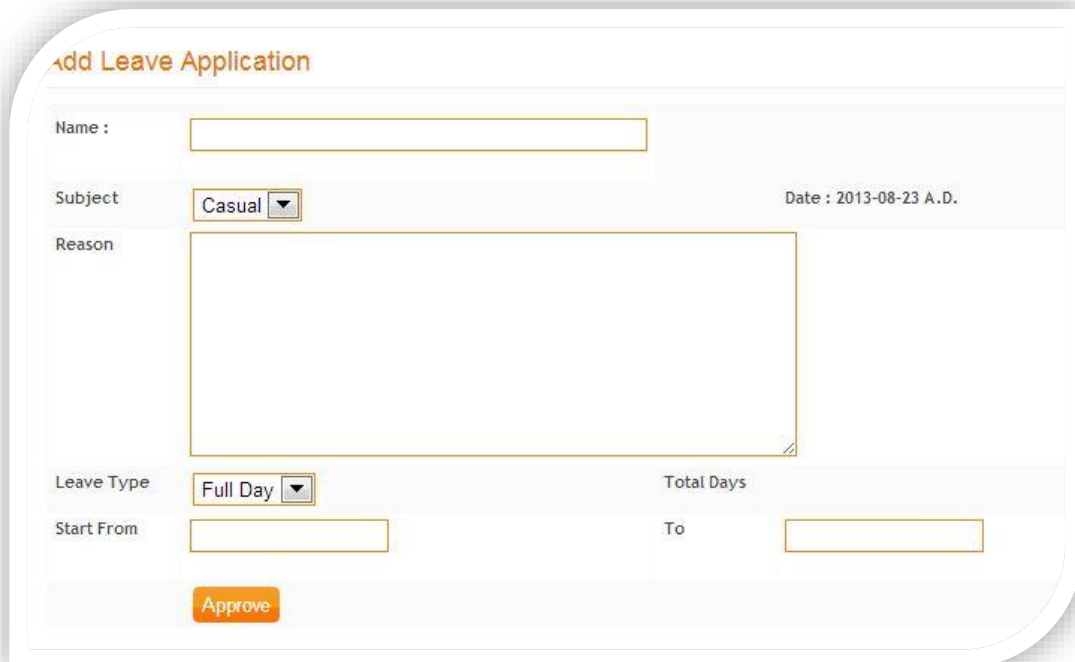



Figure 24: Add Leave Application

Utility> View Leave Application

- Under Utility and View Leave Application you can view all the leave application details.
- You can view the leave application detail by clicking on the view icon under action menu.

- You can also approve or reject the application.
- On clicking the view icon you see the application details as follows.

Leave Applications

 Print














Student Id	Subject	App Date	Fname	Dep Name	Faculty Name	Status	Action
						Select ▼	Refresh
CM14EM4	Special (10.0)	2013-08-09	Shreejal	12	Commerce	Approved	
CM14EM3	Sick (20.0)	2013-08-09	Haree	12	Commerce	Approved	
CM14EM7	Sick (20.0)	2013-08-09	Delip	12	Arts & Humanities	Approved	
CM14EM8	Special (10.0)	2013-08-09	Sita	12	Arts & Humanities	Approved	
CM14EM1	Special (10.0)	2013-08-10	Ram			Rejected	
CM14EM13	Sick (20.0)	2013-08-13	Ganga	11	Science	Approved	
CM14EM14	Special (10.0)	2013-08-13	Ram	11	Commerce	Approved	
CM14EM15	Sick (20.0)	2013-08-13	Sudam	11	Commerce	Approved	
CM14EM16	Sick (20.0)	2013-08-13	Basanti	11	Commerce	Rejected	
CM14EM19	Sick (20.0)	2013-08-14	Santosh	11	Arts & Humanities	Approved	
CM14EM1	Special	2013-08-17	Ram			Approved	
CM14EM1	Special	2013-08-17	Ram			Approved	
CM14EM25	Sick (20.0)	2013-08-17	Ramesh			Rejected	

Figure 25: Leave Application

Edit

Leave: Approved Date : 8/9/2013

From : CM14EM4 (Shreejal)

Subject : Special (10.0)

Description : Due to marriage ceremony

Leave Starting From : 8/11/2013 To 8/12/2013 Total Days : 2

Leave Type : Full Day

Remarks Get back to institution soon

Figure 26: Leave Details

Utility> Forgot Chk. Application

- Under Utility and Forgot Chk Application you see the list of application for forgot check in and check out.

Forgot CheckIn/CheckOut

Print

Emp Id	Type	Send Date	Fname	Dep Name	Faculty Name	Status	Action
						Select	Refresh
CM14EM4	Forgot Check In	2013-08-09	Shreejal	12	Commerce	Rejected	
CM14EM8	Forgot CheckOut	2013-08-09	Sita	12	Arts & Humanities	Pending	
CM14EM9	Forgot Check In	2013-08-09	Anu	12	Arts & Humanities	Pending	
CM14EM9	Forgot CheckOut	2013-08-09	Anu	12	Arts & Humanities	Pending	
CM14EM9	Forgot CheckOut	2013-08-09	Anu	12	Arts & Humanities	Pending	
CM14EM2	Forgot Check In	2013-08-10	shyam	12	Science	Pending	
CM14EM10	Forgot CheckOut	2013-08-11	Siddhartha	12	Science	Rejected	
CM14EM16	Forgot Check In	2013-08-13	Basanti	11	Commerce	Approved	
CM14EM18	Forgot Check In	2013-08-13	Sanjay	11	Arts & Humanities	Approved	
CM14EM18	Forgot CheckOut	2013-08-13	Sanjay	11	Arts & Humanities	Rejected	
CM14EM20	Forgot CheckOut	2013-08-14	Akriti	11	Arts & Humanities	Pending	
CM14EM20	Forgot CheckOut	2013-08-14	Akriti	11	Arts & Humanities	Approved	
CM14EM20	Forgot CheckOut	2013-08-14	Akriti	11	Arts & Humanities	Approved	

Figure 27: Forgot Check in / Checkout

- On clicking the view icon under action menu you can view the application details and can either approve or reject it.

Approve/Reject CheckIn/CheckOut Application

Date 8/9/2013

From : Shreejal

Subject : Forgot Check In

Reason : Due to urgency

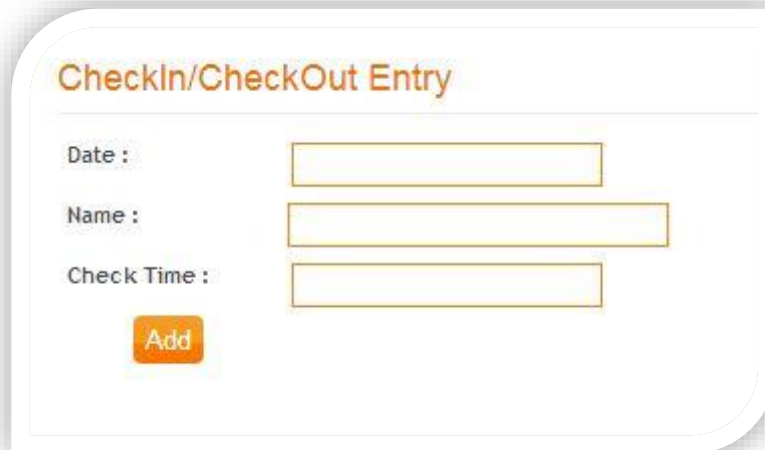
On Date : 8/13/2013 06:08:00

Approve Reject

Figure 28: Approve/Reject Check in / Checkout Application

Utility> Check in/ Check out Entry

- Under Utility menu you can see the Check in/ Check out sub menu.
- In case any user forgets to check in or check out from the attendance device he/she can check in or check out from this option.



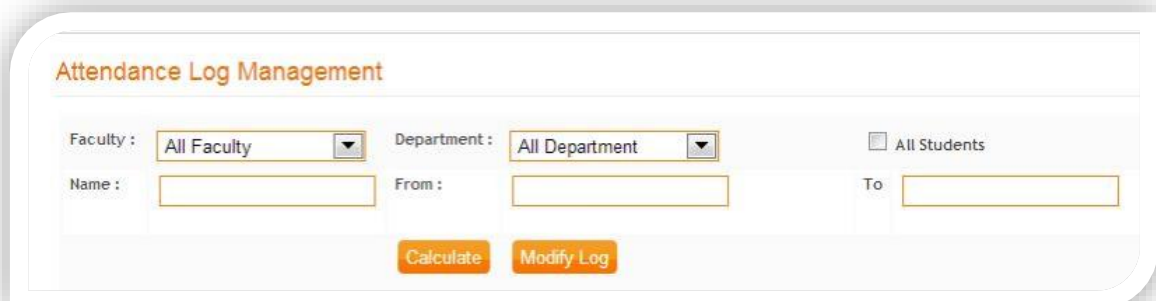
The form titled "CheckIn/CheckOut Entry" contains three input fields: "Date :", "Name :", and "Check Time :". Below these fields is an orange "Add" button.

Figure 29: Check in/Checkout Entry

- Providing the date, name and check time and clicking on add your check in or check out time will be recorded.

Utility> Attendance Log Management

- Under Utility menu you can see the Attendance Log Management sub menu.
- Clicking the Attendance Log Management option you see the following page.



The form titled "Attendance Log Management" includes several input fields and buttons. It has dropdown menus for "Faculty :" (set to "All Faculty") and "Department :" (set to "All Department"). There is a checkbox for "All Students". Below these are input fields for "Name :", "From :", and "To :". At the bottom are two orange buttons: "Calculate" and "Modify Log".

Figure 30: Attendance Log Management

- You can calculate the attendance details from this option.

- Write the student name and mention from and to date and click calculate.
- The following log detail appears.

Attendance Log Management

Faculty :
Department :
☐ All Students

Name :
From :
To :

	Student_id	Enroll ID	Check Date	Check Time	Check Type	
	CM14EM1	1	8/8/2013	5:24 PM	i	Edit Delete
	CM14EM1	1	8/8/2013	11:06 AM	i	
	CM14EM1	1	8/9/2013	4:53 PM	i	
	CM14EM1	1	8/9/2013	10:48 AM	i	

Figure 31: Attendance Log Management Details

- You can also modify log by clicking Modify Log option.
- Clicking the modify log option you see the following page.

Attendance Log Management

Faculty : Department : ☐ All Students

Name : From : To :

real_id	checkInOut_id	Student_id	checkTime	checkType	isAdd	isModify	isDelete	isRestore	Modify_by	Modify_date	Modify_from
54	56	CM14EM4	8/8/2013 10:13:00 AM	i	1	0	0	0	account4dem	8/8/2013 9:52:55 PM	a
55	57	CM14EM4	8/8/2013 5:54:00 AM	i	1	0	0	0	account4dem	8/8/2013 9:52:55 PM	a
56	58	CM14EM4	8/8/2013 10:13:00 AM	i	1	0	0	0	account4dem	8/8/2013 9:57:22 PM	a
57	59	CM14EM4	8/8/2013 5:54:00 AM	i	1	0	0	0	account4dem	8/8/2013 9:57:22 PM	a
58	60	CM14EM4	8/8/2013 9:49:00 AM	i	1	0	0	0	account4dem	8/8/2013 10:25:38 PM	a
59	61	CM14EM4	8/8/2013 6:11:00 AM	i	1	0	0	0	account4dem	8/8/2013 10:25:38 PM	a
60	62	CM14EM5	8/8/2013 10:11:00 AM	i	1	0	0	0	account4dem	8/8/2013 10:27:28 PM	a

Figure 32: Modify Attendance Log Management

- You can modify the log and can also see modification made by any user.

Utility>MessageBoard

- Under Utility and Messageboard you can see the list of all the messages.
- You can also delete certain message by clicking on the delete icon under action menu.
- You can also add new message from the add icon.

+

Add

Message	Entry Date	Validity Till	Status	Is All	Is Faculty	Faculty Name	Is Dept	Dep Name	Student ID	Action
			<div> <div>Selec</div> <div></div> </div>	<div> <div>Selec</div> <div></div> </div>	<div> <div>Select</div> <div></div> </div>		<div> <div>Selec</div> <div></div> </div>			<div>Refresh</div>
This ...	8/1/2013	8/20/2013	Active	True						×
This ...	8/18/2013	8/23/2013	Active	True						×
Happy ...	8/21/2013	8/23/2013	Active						CM107EM120	×

Figure 33: Message Board

REPORTS

Reports> General Log Report

- Under Reports menu you can see General Log Report sub menu.
- Here you can see all the log details.

General Log Report

Faculty : Grade : ☒ All Students

Name : From : To :

☐ Confine Time

Start Time : End Time :

S.N.	Check Date	Student Name	Grade	Faculty	CIn/COut_Details
1	2013-08-01	Ram Bdr Thapa			ABSENT
2	2013-08-02	Ram Bdr Thapa			ABSENT
3	2013-08-03	Ram Bdr Thapa			OFF
4	2013-08-04	Ram Bdr Thapa			ABSENT
5	2013-08-05	Ram Bdr Thapa			ABSENT
6	2013-08-06	Ram Bdr Thapa			ABSENT
7	2013-08-07	Ram Bdr Thapa			ABSENT
8	2013-08-01	Siddhartha jung Karki	12	Science	ABSENT
9	2013-08-02	Siddhartha jung Karki	12	Science	ABSENT
10	2013-08-03	Siddhartha jung Karki	12	Science	OFF
11	2013-08-04	Siddhartha jung Karki	12	Science	ABSENT
12	2013-08-05	Siddhartha jung Karki	12	Science	ABSENT

Figure 34: General Log Report

Reports> Daily Report

- You can view the daily report from the daily report option.

Daily Report

Faculty :
Department :
☐ All Students

Name :
Date :

☐ Confine Time

Start Time :
End Time :

S.N.	Check Date	Student Name	Grade	Faculty	Check InOut
1	2013-08-01	Deepak Maharjan			ABSENT

Figure 35: Daily Report

Reports> Leave Taken Report

- Under leave taken report you can view the list of all the leave reports.

Leave Taken Report

Faculty :
Grade :
☐ All Students

Name :
From :
To :

Figure 36: Leave Taken Report

Reports> Monthly Register Report

- You can view monthly register details of a certain student from Monthly Register Report option.

Monthly Register Report

Faculty : Grade : ☐ All Students

Name : Month :

☐ Confine Time

Start Time End Time

S.N.	Check Date	Student Name	Grade	Faculty	CIn/COut_Details
1	2013-01-01	Deepak Maharjan			10:28 - 11:07
2	2013-01-02	Deepak Maharjan			10:51 - 17:33
3	2013-01-03	Deepak Maharjan			10:52 - 17:25
4	2013-01-04	Deepak Maharjan			15:01 - 17:36
5	2013-01-05	Deepak Maharjan			ABSENT
6	2013-01-06	Deepak Maharjan			09:47 - 17:23
7	2013-01-07	Deepak Maharjan			ABSENT
8	2013-01-08	Deepak Maharjan			10:06 - 17:47
9	2013-01-09	Deepak Maharjan			14:09 - 17:37
10	2013-01-10	Deepak Maharjan			ABSENT
11	2013-01-11	Deepak Maharjan			ABSENT
12	2013-01-12	Deepak Maharjan			ABSENT

Figure 37: Monthly Register Report

Reports> All Log Report

- You can view all the logs from All Log Report option.

All Log Report

Faculty : Grade : ☐ All Students

Name : From : To :

☐ Confine Time

Start Time : End Time :

S.N.	Check Date	Student Id	Student Name	Faculty Name	Dep Name	Check Time	Check Type
1	2013-05-01	CM107EM1	Deepak Maharjan			09:46	i
2	2013-05-01	CM107EM1	Deepak Maharjan			10:29	i
3	2013-05-01	CM107EM1	Deepak Maharjan			15:41	i
4	2013-05-02	CM107EM1	Deepak Maharjan			09:43	i
5	2013-05-02	CM107EM1	Deepak Maharjan			10:23	i
6	2013-05-02	CM107EM1	Deepak Maharjan			17:48	i
7	2013-05-02	CM107EM1	Deepak Maharjan			17:53	i
8	2013-05-03	CM107EM1	Deepak Maharjan			09:47	i
9	2013-05-03	CM107EM1	Deepak Maharjan			11:22	i
10	2013-05-03	CM107EM1	Deepak Maharjan			13:18	i
11	2013-05-03	CM107EM1	Deepak Maharjan			17:54	i

Figure 38: All Log Report

HELP

Help> About Us

- Clicking on About Us shows the institution details like registered date and serial number.

About Us

This Product is Licensed to **ABC Institute**

Registered On Date : **7/16/2013**

Serial No: **1730161920137**

Unregistered Version
Please **Contact** Harati Computer Services for Further Assistance

Figure 39: About Us

Log Out

- You can logout from the page by clicking logout menu.

You can click on sAttend icon at the upper left corner to return to homepage from any page.

General user module

On logging in by the username and password from the sAttend.com homepage the general user dashboard appears.

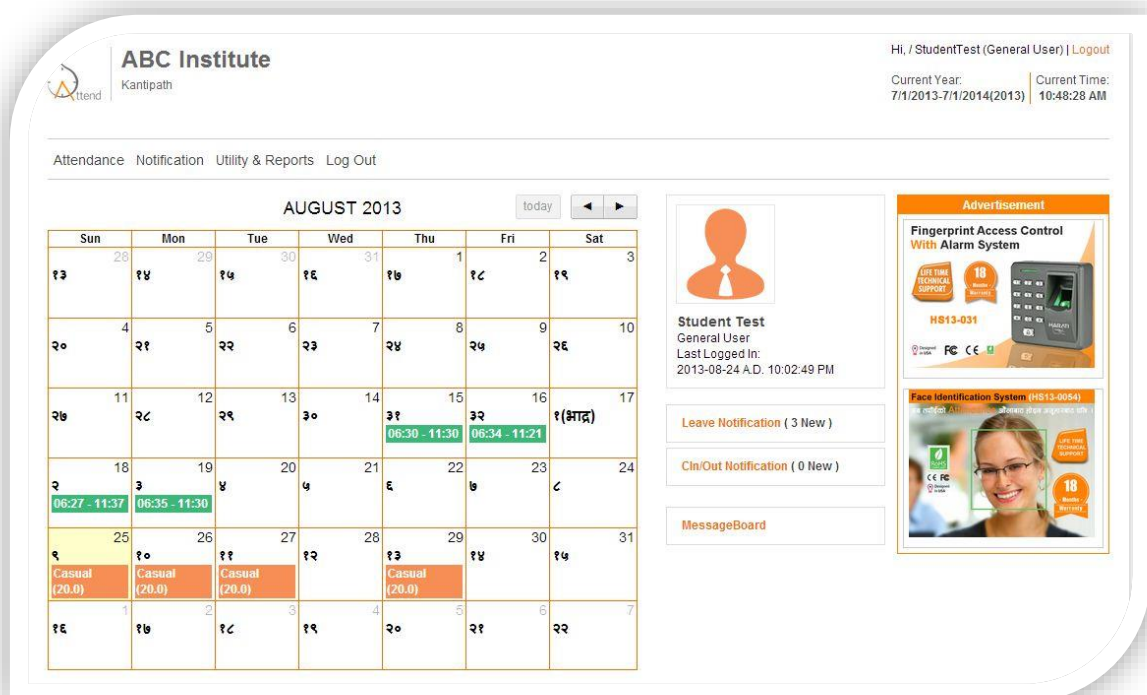


Figure 40: General User Module

- The dashboard contains the calendar showing check in and check out time for each day and holidays.
- Leave notification, check in/ check out notification, and message sent by the admin can be viewed from the dashboard.

- The dashboard also contains menus like attendance, notification, utility and reports and logout.

Attendance> Leave Application

- Under attendance menu there is the Leave Application sub menu.
- When you click on Leave Application the following page appears.



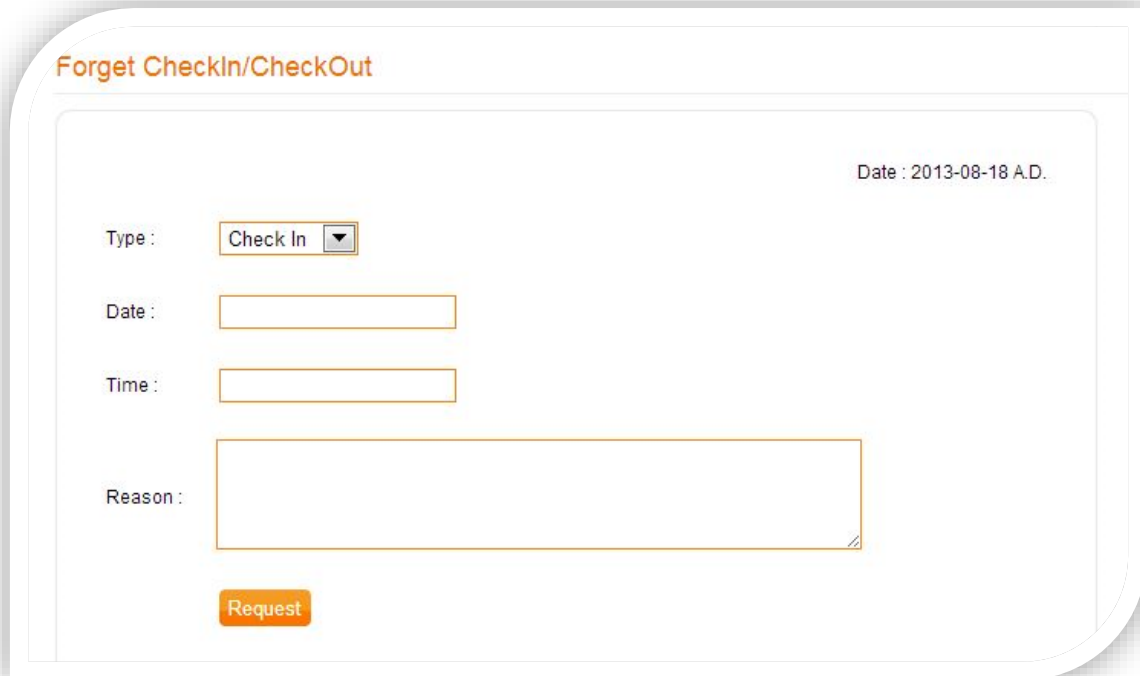
The screenshot shows a web form titled "Leave Application". In the top right corner, it displays "Date : 2013-08-18 A.D.". The form contains the following fields: "Subject" with a dropdown menu showing "Sick (20.0)", "Reason" with a large text area, "Leave Type" with a dropdown menu showing "Full Day", "Total Days" (labeled but empty), "Start From" with a date input field, and "To" with a date input field. At the bottom left, there is an orange "Apply" button.

Figure 41: Leave Application

- Select the subject and mention the reason, type and days then click apply.
- Your application will be sent to admin.

Attendance> Forgot Check in/out

- Under attendance menu there is check in/ out submenu.
- In case any user forgets to check in or check out he/she can request admin to make the changes by filling up the form below.



The form is titled "Forget CheckIn/CheckOut". It contains the following fields:

- Date :** 2013-08-18 A.D.
- Type :** Check In (dropdown menu)
- Date :** (text input field)
- Time :** (text input field)
- Reason :** (text area)
- Request** (button)

Figure 42: Forget Checkin/CheckOut

Notification

Notification> Leave Notification

- Under notification menu there is the Leave Notification sub menu.
- On clicking the Leave Notification the table containing all leave will appear.
- The table shows the leave applied date, leave type, notification date and status.
- You can view the detail about the leave by clicking on the search icon under action menu.



Leave Notification						
	Subject	App_Date	Leave_type	Notification_Date	Status	Action
	Sick (20.0)	2013-08-18	Full Day		Pending	

Figure 43: Leave Notification

Notification> Check in/ check out Notification

- Under notification menu you can see the Check in/ check out Notification sub menu.
- On clicking the Check in/ check out Notification the following table appears.
- The table shows list of all forgot check in/ check out date and status.









	Type	SendDate	Status	Action
	Forgot CheckOut	2013-08-14	Approved	
	Forgot CheckOut	2013-08-14	Pending	
	Forgot CheckOut	2013-08-14	Approved	
	Forgot CheckOut	2013-08-14	Rejected	

Figure 44: Checkin/CheckOut Notification

Notification> Holiday List

- Under notification menu there is the holiday list submenu.
- Clicking holiday list you see the list of holidays.

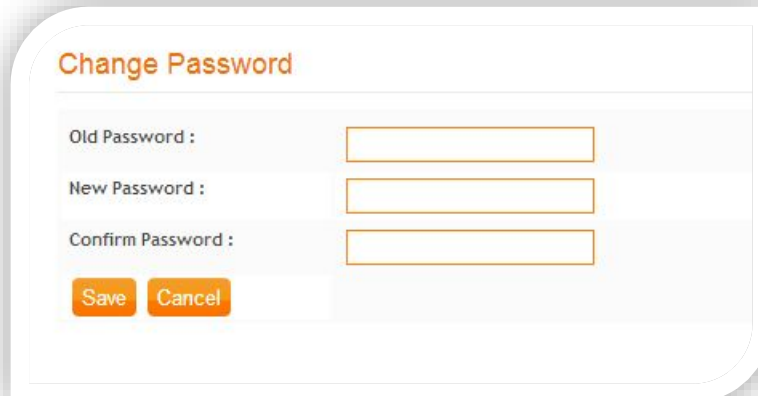
Holiday Name	Date
Janai Purnima	2013-08-21
Krishna Janma Astami	2013-08-28
Teej	2013-09-08
Indra jatra	2013-09-18
Fulpati	2013-10-11
Maha astami	2013-10-12
Maha Naomi	2013-10-13
Ekadasi	2013-10-15
Dwadasi	2013-10-16
Kojagrat Purnima	2013-10-18
Mhaha Pooja	2013-11-04
Bhai tika	2013-11-05

Figure 45: Holiday List

Utility & Reports

Utility & Reports> Change Password

- The user password can be changed from the Change Password option under Utility & Reports menu.



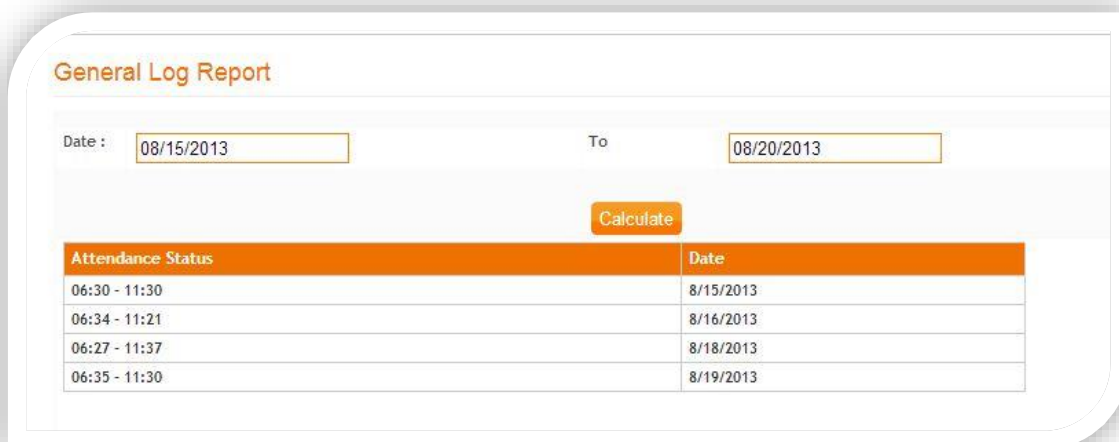
The 'Change Password' form is a white box with rounded corners. It contains three input fields for 'Old Password', 'New Password', and 'Confirm Password', each with an orange border. Below the fields are two orange buttons labeled 'Save' and 'Cancel'.

Figure 46: Change Password

- Write old password, new password and confirm password and click on save, your password will be changed.

Utility & Reports> Log Report

- User log report can be viewed from this option.



The 'General Log Report' form is a white box with rounded corners. It features a date range selector with 'Date' and 'To' labels and input fields containing '08/15/2013' and '08/20/2013'. Below this is an orange 'Calculate' button. A table displays the results with two columns: 'Attendance Status' and 'Date'.

Attendance Status	Date
06:30 - 11:30	8/15/2013
06:34 - 11:21	8/16/2013
06:27 - 11:37	8/18/2013
06:35 - 11:30	8/19/2013

Figure 47: General Log Report

- Mention the date and click on calculate to view the log report.

Log Out

- You can logout from the page by clicking logout menu.

You can click on sAttend icon at the upper left corner to return to homepage from any page.



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