

DOIT
(Department of Information Technology)
USER MANUAL
FOR
E-ATTENDANCE SYSTEM

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1 MODULE OVERVIEW

Introduction

E- Attendance System is the project of Department of Information Technology (DOIT) with an initiative to build an integrated and comprehensive system for organizations to transform the organization's working environment and ensure visible sustainable outcomes. In order to ensure ready availability of authentic data while simplifying data collection processes, we seek to create a consolidated and comprehensive E-Attendance System as a single source of authentic data.

Stakeholders of the system

- Ministry
- Department
- Municipality
- Schools
- Health Post
- Governmental Organizations

Objectives

- Storing all employee attendance and leave management record centrally
- Managing employee personnel information centrally
- Keeping a standard system for attendance
- Generating user based e-attendance reports.
- Managing all office information centrally

Features

Following are the features of the system

- Web based application
- Role based user administration
- User management and tracking function
- Leave management and report generation
- Search function
- Online application for leave/kaaj and approval
- Organizational/governmental Holiday management
- Daily/Monthly/Yearly report generating/printing/tracking function
- Automatic import attendance log
- Late attendance report generation
- Overtime report generation

MENU AND FEATURES

Login

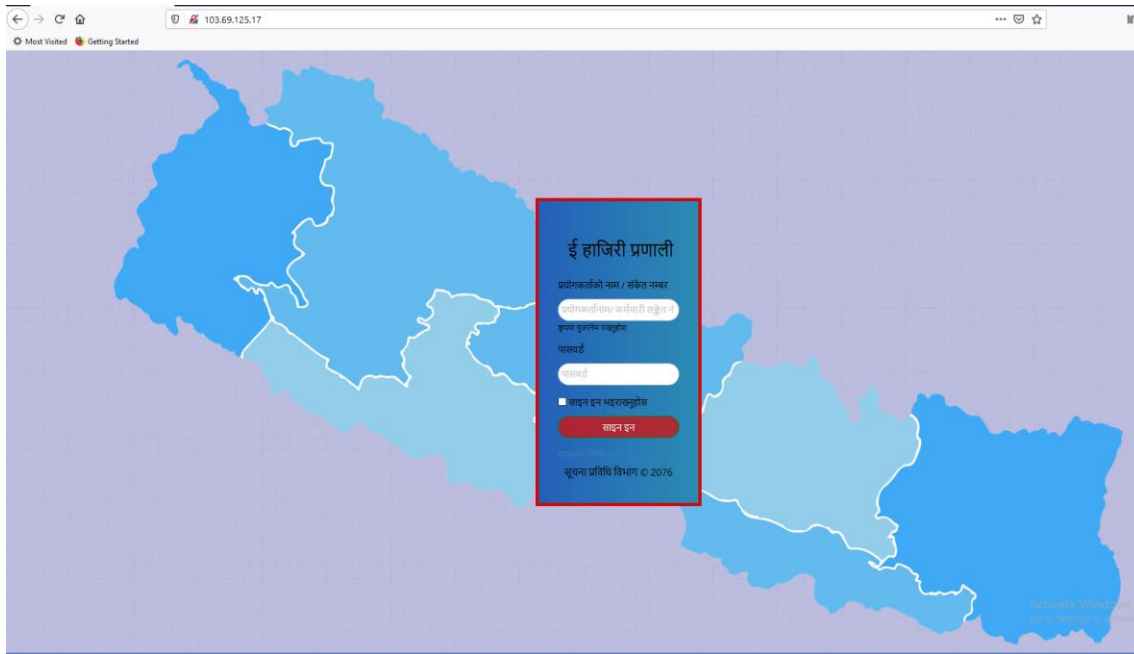


Figure: Login page

Users need to login by using appropriate login Id and password and press Log-in to enter into the system. A successful login will lead the user to the dashboard.

Procedure:

- Enter valid Username
- Enter valid password
- Click on Log-in

Note: Invalid Username and password is not accepted by system.

Dashboard

After user perform successful login, they can view the dashboard. Users can see overall information in the dashboard. They can view information about organization's time chart, total present employees in the particular day, employee status and many more. They can also view all organization, employee, and active/inactive company list on one click through dashboard.

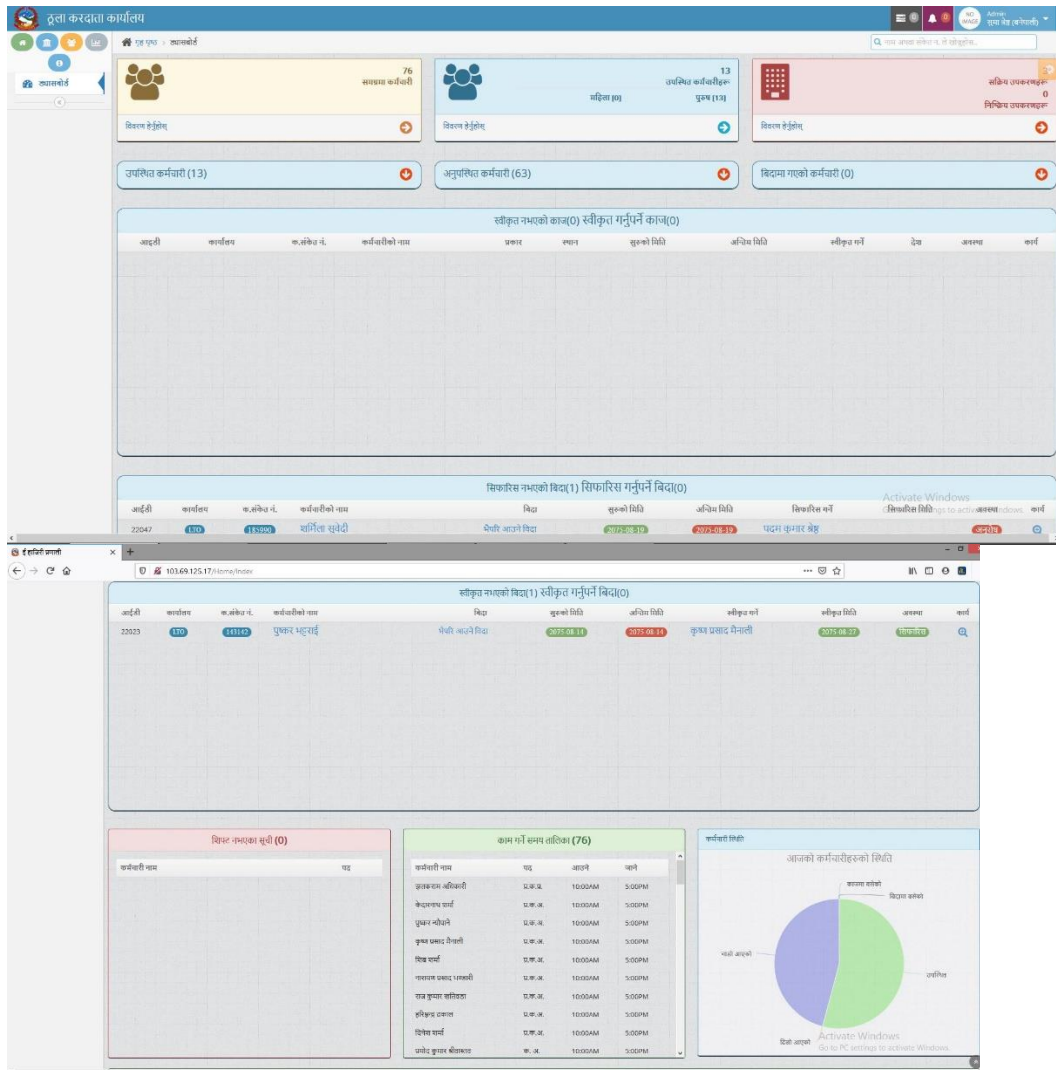


Figure: Dashboard (For Admin User)

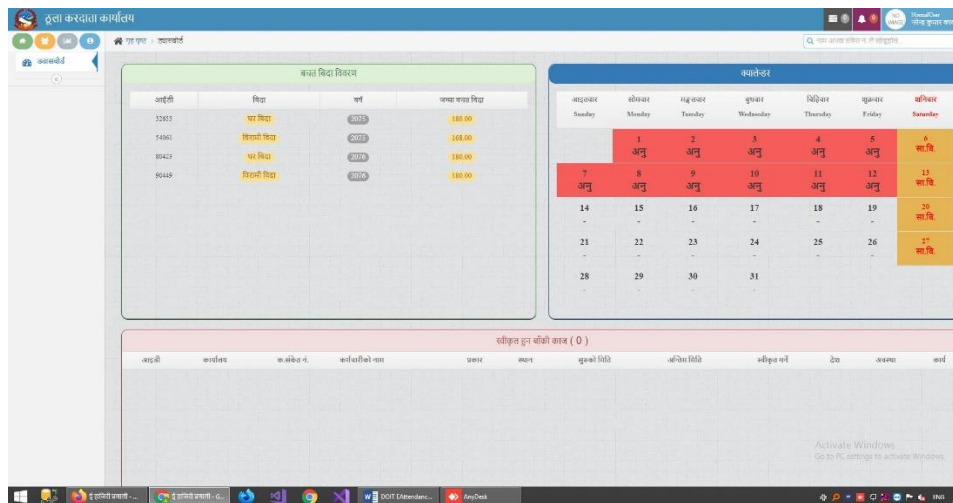


Figure: Dashboard (For Normal User)

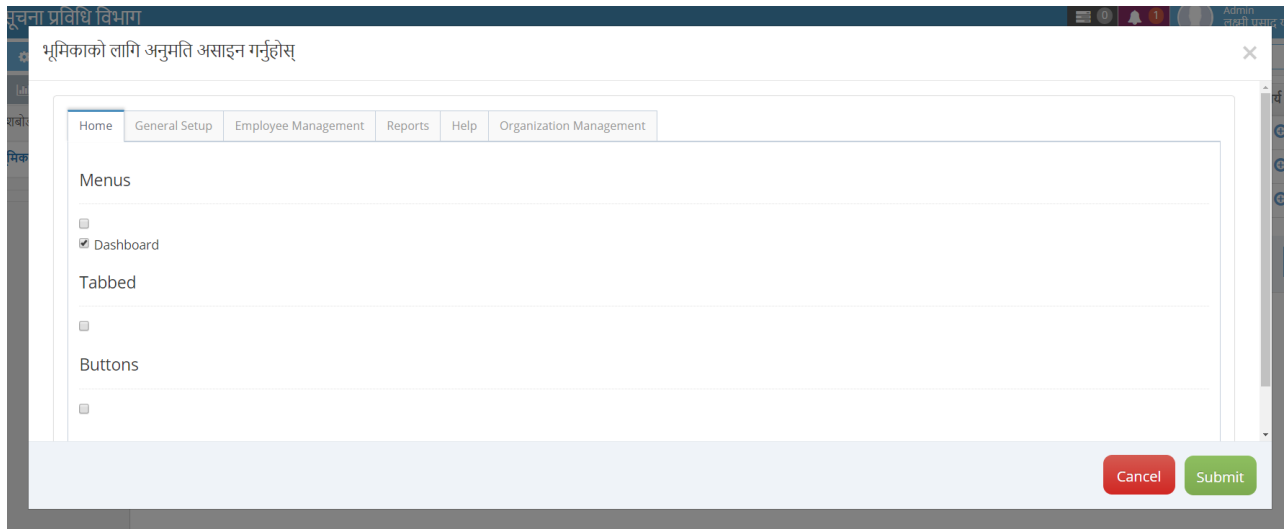


Figure: Assign Role

Company Management

This module holds the overall information about organization like designations, posts, child/parent offices. New post, designation, facilities are needed to be created by the admin as per required.



Figure: Organization Management

Procedure:

- Click on the description button on left side of organization's name; a page will be displayed as shown in the figure below
- Click on "create" button to create new facility

सूचना प्रविधि विभाग

कार्यालय व्यवस्थापन > कार्यालय व्यवस्थापन

कार्यालय विवरण सेवा श्रेणी/तह शाखाको प्रकार शाखा पद विदा प्रकार भूमिका प्रकार सार्वजनिक विदा हाजिरी उपकरण

Print Export Create

आईडी	कार्या.कोड	सेवा प्रकार	संक्षिप्त	अनुक्रम	अवस्था	कार्य
2	DOIT	नेपाल इन्जीनियरिंग सेवा	ने.इ.से.	2	+	
3	DOIT	नेपाल आर्थिक योजना तथा तथ्यांक सेवा	ने.आ.यो.त.से.	1	+	
27	DOIT	नेपाल कृषि सेवा	ने.कृ.से.	3	+	
28	DOIT	नेपाल परराष्ट्र सेवा	ने.प.से.	4	+	
29	DOIT	नेपाल प्रशासन सेवा	ने.प्र.से.	5	+	
30	DOIT	नेपाल लेखापरीक्षण सेवा	ने.ले.से.	7	+	
31	DOIT	नेपाल न्याय सेवा	ने.न्या.से.	6	+	
32	DOIT	नेपाल बन सेवा	ने.ब.से.	8	+	
33	DOIT	नेपाल विविध सेवा	ने.वि.से.	9	+	
34	DOIT	नेपाल शिक्षा सेवा	ने.शि.से.	10	+	

Activate Windows

प्रविधि विभाग

नयाँ सेवा विवरण थपुहोस्

कार्यालय * सूचना प्रविधि विभाग (विभाग)

सेवाको शीर्षक *

सेवा शीर्षकको छोटो नाम *

अनुक्रम * 0

स्थायी सेवा छ/हेन * छ हेन

सक्रिय छ * छ हेन

Cancel Create

28	DOIT	नेपाल परराष्ट्र सेवा	ने.प.से.	4	+	
29	DOIT	नेपाल प्रशासन सेवा	ने.प्र.से.	5	+	

Figure: Create New Facility

Figure: Create New Employee Type

Procedure: Same as procedure for creating office facility.

After creating all office areas; on clicking the detail of an organization, admin can edit and update information of their organization as per required. Different areas like post/designation of an organization can be added and removed as well. Information are displayed as shown in the figure below.

Figure: Organization Detail

Employee Management

This module of system holds all information of an employee. It is the key module of system as it has most of the features from creating, tracking employee, to leave/kaaj management.

CREATE EMPLOYEE

आईडी	क.संकेत नं.	कर्मचारी नाम	लिंग	पद	नियुक्ति मिति	कार्यालय	शाखा/लेसन	मोबाइल	अवस्था	भूमिका	विदा	काज
23425	151912	ज्ञानकराम अधिकारी	पुरुष	प्रमुख कर प्रशासक	2075-08-03	LTO	प्र.क.प्र.	9856086058	स्वाधी	Admin	+	+
121	167887	केदारनाथ शर्मा	पुरुष	प्रमुख कर अधिकृत	2030-01-02	LTO	क.से.शा.	9851175541	स्वाधी	Normal	+	+
131	144690	पुष्कर न्योपाने	पुरुष	प्रमुख कर अधिकृत	2030-01-02	LTO	क.प.शा.	9841263767	स्वाधी	Normal	+	+
23396	169959	कृष्ण प्रसाद मैनाली	पुरुष	प्रमुख कर अधिकृत	2068-06-01	LTO	प्र.क.प्र.	9842297411	स्वाधी	Normal	+	+
23397	183222	शिव शर्मा	पुरुष	प्रमुख कर अधिकृत	2068-06-01	LTO	मै.उ.उ.	9851110331	स्वाधी	Normal	+	+
23120	174377	राज कुमार खतिवडा	पुरुष	प्रमुख कर अधिकृत	2072-12-07	LTO	अ.शा.	9845034795	स्वाधी	Normal	+	+
23400	176926	नारायण प्रसाद भण्डारी	पुरुष	प्रमुख कर अधिकृत	2072-12-07	LTO	अ.शा.	9856023663	स्वाधी	Normal	+	+
1115	176376	हरिश्चन्द्र दकात	पुरुष	प्रमुख कर अधिकृत	2074-03-01	LTO	क.से.शा.	9849249675	स्वाधी	Normal	+	+
81022	141975	दिनेश शर्मा	पुरुष	प्रमुख कर अधिकृत	2076-08-06	LTO	अ.शा.	9851013089	स्वाधी	Normal	+	+
159	191545	प्रमोद कुमार श्रीवास्तव	पुरुष	कर अधिकृत	2030-01-02	LTO	अ.शा.	9845040578	स्वाधी	Normal	+	+
1329	217164	कृष्ण राज खतिवडा	पुरुष	कर अधिकृत	2030-01-04	LTO	क.से.शा.	9841552873	स्वाधी	Normal	+	+
11557	194028	राम कुमार श्रेष्ठ	पुरुष	तैशा अधिकृत	2030-01-06	LTO	प्र.क.प्र.	9841291311	स्वाधी	Normal	+	+
166	162660	युवराज अधिकारी	पुरुष	कर अधिकृत	2030-01-06	LTO	अ.शा.	9851171278	स्वाधी	Normal	+	+
152	88405	सुरेन्द्रराज धिमिरे	पुरुष	कर अधिकृत	2030-01-07	LTO	क.से.शा.	9841763084	स्वाधी	Normal	+	+
21965	150656	ललित प्रसाद श्रेष्ठ	पुरुष	कम्प्युटर अधिकृत	2054-02-07	LTO	क.से.शा.	9841451017	स्वाधी	Admin	+	+
1336	158043	राजेन्द्र बस्नेत	पुरुष	कर अधिकृत	2055-12-04	LTO	मै.उ.उ.	9848123565	स्वाधी	Normal	+	+
962	171738	कमत हरि खतिवडा	पुरुष	कर अधिकृत	2056-03-02	LTO	अ.शा.	9841555768	स्वाधी	Normal	+	+
81043	190272	गोविन्द प्रसाद आचार्य	पुरुष	कर अधिकृत	2065-12-06	LTO	प्या.उ.	9844068580	स्वाधी	Normal	+	+
1361	186096	खगेंद्र सापकोटा	पुरुष	कर अधिकृत	2067-09-07	LTO	क.से.शा.	9851132152	स्वाधी	Normal	+	+
23365	184375	नरेन्द्र कुमार कार्की	पुरुष	कर अधिकृत	2068.07.07	LTO	अ.शा.	9851197722	स्वाधी	Normal	+	+

Figure: Employee Management

While clicking on the create button a form pop-ups as shown in figure below. Admin can create a new employee by filling all the required information. After an employee is created his/hers job history must be created. The designation should be carefully assigned as it may affect future operation.

Procedure:

- Click on Employee Management of main menu
- Go To employee
- Click on “Create” ,a new form will be displayed
- Fill all required field in the form
- Press submit/create
A new employee will be created.
- Click on Red plus sign to take leave by Admin for any employee.
- Similarly Click on blue sign to take kaaj by Admin for any employee.
Leave/ Kaaj taken by admin approved automatically.

Figure: Create New Employee

On clicking detail after creating an employee, their entire information like

- job history
- family detail
- education detail
- contact detail
- company facility
- leave summary and
- login summary can be viewed as shown in the figure below

Figure: Employee Detail

The screenshot displays the 'EmployeeManagement > कर्मचारी विवरण' page. On the left, the user profile for 'प्रेमशरण श्रेष्ठ' (महानिर्देशक स्थायी) is shown with details like ID (117), Karmachari ID (142037), and DOB (2030-01-05). The main area shows a 'जारी विवरण' (Active Details) tab with a table of job history entries:

आईडी	कार्यालय	सेवा	शाखाको नाम	पद	सम्मिलित मिति	पेशा स्थिति	वर्तमान	कार्य
10123	IRD	नेपाल बिबिध सेवा	सूचना प्रविधि व्यवस्थापन महाशाखा	सूचना प्रविधि विज्ञ	2075-01-01	स्थायी	🔴	🔍
111804	MOCIT	नेपाल बिबिध सेवा	संसार तथा सूचना प्रविधि मन्त्रालय	सह सचिव	2076-09-25	स्थायी	🔴	🔍
111860	DOIT	नेपाल बिबिध सेवा	महानिर्देशक	महानिर्देशक	2076-09-29	स्थायी	🟢	🔍

Showing 1 to 3 of 3 entries in 1 Pages

Figure: Add Job History

After creating an employee his/her job history needs to be created in order to make him eligible to perform further tasks like leave request, kaaj request.

Procedure:

- Go to employee detail; click on job history
 - Click on create
 - Fill all required field displayed in the form
 - Click submit/create
- Employee's job history will be created.

LEAVE/KAJ REQUEST

When you click on leave/kaaj request under "Request" sub-menu then a page appears where you can request for a leave/kaaj. When you click on create, a form pop-ups as shown in figure below where you have to fill all required field and submit. You can edit the requested leave/kaaj before it has been approved by the authorized person. Once it is approved you can neither edit nor delete it.

Note that: an employee's job history should be created in order to make him/her eligible to request leave/kaaj.

Figure: Leave Request

Procedure:

- Go to leave request sub menu under employee management main menu
- Click on create to create a new leave request
- Enter holiday type
- Enter start date and end date of leave
- Enter leave reason
- Select person for leave approval
- Click create

Figure: Create Leave Request

Procedure: Same as that of leave request.

Figure: Create Kaaj/Training Request

LEAVE/KAJ APPROVAL

Assigned admin also have authority to approve/reject leave and kaaj. The requested leave/kaaj can be approved or rejected by changing its status; clicking on the edit button.

Procedure:

- Go to leave approval ; a page will be displayed with a list of leave requests
- Click on edit button of those requests which is to be approved
- Change the status to approved

कर्मचारी नं.	दर्ता नं.	कर्मचारीको नाम	विदा	सुरुको मिति	अन्तिम मिति	दिन	स्वीकृत गर्ने	स्वीकृत मिति	अवस्था	कार्य
228057	2075/2076-2	पदमा जि.सी	पर्व विदा	2075-07-06	2075-07-08	3	लक्ष्मी प्रसाद यादव	2018-10-25	स्वीकृत गरिएको	
228057	2075/2076-1	पदमा जि.सी	घर विदा	2075-07-04	2075-07-05	2	लक्ष्मी प्रसाद यादव	2018-10-25	स्वीकृत गरिएको	
203917	2075/2076-1	विनय कुमार सोनु	अध्ययन विदा	2074-06-16	2075-09-06	446	लक्ष्मी प्रसाद यादव	2018-10-02	स्वीकृत गरिएको	

Showing 1 to 3 of 3 entries in 1 Pages

Figure: Leave Approval

कर्मचारी नं.	वर्ष	दर्ता नं.	कर्मचारीको नाम	सुरुको मिति	अन्तिम मिति	दिन	स्वीकृत गर्ने	स्वीकृत मिति	अवस्था	कार्य
146327	2075/2076	2075/2076-7	Debendra Ghimire	10/15/2018	10/15/2018	10/10/2018	Rameshraj Subedi	-	Recommended	
146327	2075/2076	2075/2076-6	Debendra Ghimire	10/14/2018	10/14/2018	10/10/2018	Rameshraj Subedi	-	Recommended	
146327	2075/2076	2075/2076-5	Debendra Ghimire	10/12/2018	10/12/2018	10/10/2018	Rameshraj Subedi	-	Recommended	
208276	2075/2076	2075/2076-1	Arjun Poudel	10/1/2018	10/1/2018	10/2/2018	Rameshraj Subedi	2018-10-02	Approved	

Showing 1 to 4 of 4 entries in 1 Pages

Figure: Kaaj Approval

काज स्वीकृत सम्पादन गर्नुहोस्

Kaaj Title	: KAAJ leave	Abbr	: KL
Kaaj Start Date	: 11/12/2018 12:00:00 AM	Kaaj End Date	: 11/16/2018 12:00:00 AM
Requested Days	: 3	Requested On	: 10/26/2018 12:57:20 PM
Kaaj Year	: 2075/2076	Registration No	: 2075/2076-4
Kaaj Purpose	: Field visit		

Approval

Approval Remarks :

Status :

Recommended
Request
Approved
Reject

Cancel Submit

Leave/Kaaj request's status is changed as shown in figure above.

LATE ATTENDANCE APPROVAL

When a user arrives office late than the working time then late attendance is recorded by the system. Late attendance of a user can either be approved or rejected by authorized user.

सूचना प्रविधि विभाग

EmployeeManagement > ढिलो आएको स्वीकृत

क. संकेत नं.	कर्मचारीको नाम	पद	शाखा/सेक्सन	मिति	आउने समय	आएको समय	ढिलो आएको	ढिलो आएको कारण	टिप्पणी	अवस्था	कार्य
208282	शोभा श्रेष्ठ	सूचना प्रविधि अधिकृत	पूर्वाधार विकास एकाई	2075-06-26	10:00:00	10:37:47	00:37:00	traffic jam	not repeat	+	🔍

Showing 1 to 1 of 1 entries in 1 Pages

1

Figure: Late Approval

Report

This module solely focuses on report generation. All types of reports are generated here.

- Daily Report
- Absent Report
- Late Attendance
- Working Report
- Monthly Attendance
- Monthly Timesheet
- Monthly Summary
- Yearly Attendance
- Yearly Timesheet
- Leave Report
- Current Year Leave
- Balance Leave
- Kaaj Report
- Early Checkout Attendance Report
- Monthly Early Checkout/Late Attendance
- User Login Report can be viewed in this Module

The screenshot displays the 'सूचना प्रविधि विभाग' (Information Technology Department) interface. The main content area shows a table of reports for 'दैनिक रिपोर्ट' (Daily Report). The table has columns for 'क. संकेत नं.' (ID), 'कर्मचारीको नाम' (Employee Name), 'पद' (Post), 'मिति' (Date), 'आउने समय' (In Time), 'आएको समय' (Out Time), and 'दिलो आएको' (Status). Three entries are visible, all for the date 2075-07-11. The first two entries are for 'सुरेश शाह' (Suresh Shah) with ID 123456, and the third is for 'संतोष कुमार साह' (Santosh Kumar Sah) with ID 219343. The status for all is 'नि.' (Not). A settings panel on the right is open, showing fields for 'मन्त्रालय' (Ministry), 'कार्यलय' (Office), 'शाखा/सेक्सन' (Branch/Section), 'कर्मचारीको नाम' (Employee Name), and 'मिति' (Date). The 'मिति' field is set to 2075-07-11. A gear icon in the top right of the report area is circled in red.

क. संकेत नं.	कर्मचारीको नाम	पद	मिति	आउने समय	आएको समय	दिलो आएको
123456	सुरेश शाह	नि.	2075-07-11			
123456	सुरेश शाह	नि.	2075-07-11			
219343	संतोष कुमार साह	क.टे.	2075-07-11			

Showing 1 to 3 of 3 entries in 1 Pages

Procedure:

- Go to report
 - Click on specific sub menu whose report is needed to be generated
 - Click on the action button on right side of the displayed page as shown above
 - Select the specific department, post, name and date
 - Click on search to search
 - Click on print to print
- The report is displayed as below.

क. संकेत नं.	कर्मचारीको नाम	पद	मिति	आउने समय	आएको समय	ढिलो आएको	जाने समय	गएको समय	छिटो गएको	स्थिति
141844	लक्ष्मी प्रसाद यादव	म.नि.	2075-07-04							अनुपस्थित
185739	लोकराज शर्मा	नि.	2075-07-04							अनुपस्थित
187590	रविप्रकाश सुब्बा	नि.	2075-07-04	10:00:00	09:29:20	00:00:00	17:00:00	17:32:35	00:00:00	उपस्थित
6999	सुन्दर बहादुर कार्की	ले.अ.	2075-07-04							अनुपस्थित
146327	विष्णु विक्रम	शा.अ.	2075-07-04	10:00:00	09:31:16	00:00:00	17:00:00			उपस्थित
182950	सुदरमान ढकाल	का.अ.	2075-07-04							अनुपस्थित
203917	विनाय कुँवर	सू.प्र.अ.	2075-07-04							अनुपस्थित

Figure: Daily Report Generation

क. संकेत नं.	कर्मचारीको नाम	पद	मिति	शाखा/सेक्सन	स्थिति
185739	लोकराज शर्मा	निर्देशक	2075-07-06	प्रमाणीकरण तथा साइबर फरेन्सिक शाखा	अनुपस्थित
182950	सुदर्शन ढकाल	कानून अधिकृत	2075-07-06	कानून तथा परामर्श एकाई	अनुपस्थित
203917	विनय कुमार सोनु	सूचना प्रबिधि अधिकृत	2075-07-06	तालीम, अनुसन्धान र विकास शाखा	अनुपस्थित
153379	कमल राज पौडेल	लेखापाल	2075-07-06	प्रशासन, योजना तथा अनुगमन शाखा	अनुपस्थित
214571	दिपक कुमार झा	कम्प्यूटर टेक्सिसियन	2075-07-06	प्रणाली विकास तथा संचालन र मापदण्ड निर्धारण एकाई	अनुपस्थित
219343	संतोष कुमार साह	कम्प्यूटर टेक्सिसियन	2075-07-06	विद्युतीय शासन शाखा	अनुपस्थित
228057	पदमा जि.सी	कम्प्यूटर टेक्सिसियन	2075-07-06	प्रशासन, योजना र अनुगमन एकाई	अनुपस्थित

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Figure: Absent Report Generation