

# Attendance Function Operating Manual

## 1 Edit Shift

The screenshot shows the OGP Attendance management interface. The 'Attendance' tab is selected in the top navigation bar. In the left sidebar, the 'Shift' option is highlighted. The 'Add' modal is open, showing fields for editing a shift. A red arrow points to the '+' button in the sidebar.

**Shift** 1 **code** 1234

**Check On** 08:00 **Check Off** 17:00

**Grace Period** 0 Mins **Grace Period** 0 Mins

**overtime reminder** 30 Mins **overtime reminder** 30 Mins

**Check on time range(<=24 hours)**

**Before Check On** 2 Hour **After Check On** 9 Hour

## 2 Add Attendance Point

The screenshot shows the OGP Attendance management interface. The 'Attendance' tab is selected in the top navigation bar. In the left sidebar, the 'Attendance point' option is highlighted. The 'Add' modal is open, showing fields for adding an attendance point. A red arrow points to the '+' button in the sidebar.

**Attendance point** 01

**code** 1234

**Bluetooth**

It is suggested to purchase Bluetooth tags for better anti-fraud. (\$20 each)

## 3 Edit Employee's Attendance

The screenshot shows the OGP Attendance management interface. The 'Attendance' tab is selected in the top navigation bar. In the left sidebar, the 'Employee (Attendance)' option is highlighted. The table displays employee attendance records. A red box highlights the 'Employee verification method' and 'Verification of attendance points method' columns.

S/N	Name	Login Account	Attendance attribute	Attendance code	Employee verification method	Verification of attendance points method
1	Test	Test	√	KQ_01	No need	No need
2	Michalis	Milk	√	KQ_123456	Facial Recognition	Take Picture

Display Items 1 to 2 results , total 2 Items

Edit Verification whether by **Facial Recognition** or **Take Picture**

**OGP** Home Organization **Attendance** Patrol Form Work Order PPM Monitoring / Review Report Mobile Phone

Shift Attendance point Attendance administrator Holiday code Attendance team Employee (Attendance)

Search:

<input type="checkbox"/>	S/N	Name	Login Account
<input type="checkbox"/>	1	Test	Test
<input type="checkbox"/>	2	Michalis	Mik

Display Items 1 to 2 results , total 2 Items

**Edit**

**Attendance**

attendance code / QR code

**Employee verification method**  
☐ Facial Recognition ☐ Take Picture ☒ No need

**Verification of attendance points method**  
☐ Bluetooth of attendance point ☐ Take Picture ☒ No need

**Clock-in/out other employees**  
☒ allow ☐ not allowed

## 4 Attendance on APP

**02 (Off Duty)**

Sign in Attendance Records

Off Duty State, click ICON to get On Duty

**Go to work**  
08:51:04

Attendance Patrol Work Order Messages Me

**Scan the Attendance Point**

Enter Attendance Point Code

01

**Be sure to Correctly Select Shift!**

▶ 1  
08:00 -- 17:00

What if I don't have my attendance shift?

**02 (1)**

Sign in Attendance Records

01

**Working**  
08:55:21

**02 (1)**

Sign in Attendance Records

**On Duty**  
Test02 2022-10-27 08:52

**Off Duty**  
Test02 2022-10-27 08:50

**On Duty**  
Test02 2022-10-27 08:50