

1. How to check the list of thumb impressions that are assigned/ yet to be assigned/ unassigned in the record/ deleted from the record?

To check the list of thumb impressions that are yet to be assigned /unassigned, go to **Staff Thumb Impression Panel**.

- [Access](#)

The first path is by going to **My staff Panel** which is the 5th option in the center tab. After taking your cursor to the **My staff Panel** the user will see a drop-down menu coming. Clicking on the first option of the drop-down menu which is the **Staff Thumb Impression Panel** redirect the user to the **STAFF THUMB VERIFICATION** page.

Another way this action can be performed is by going to the **Staff menu** on the top bar and the user will see a drop-down menu coming. Under the **Attendance** tab, the user can see the 3rd option which is the **Staff Thumb Impression Panel**.

- [Data Entry](#)

Clicking on **Staff Thumb Impression Panel** will redirect the user to the **STAFF THUMB VERIFICATION** page.

The first list the user will be seeing is the unassigned list of thumb impressions.

On the upper-left side of the menu, there are 2 Sub-menus namely-
Thumb Verification

Thumb Setting

STAFF THUMB VERIFICATION
List of Un-Assigned Thumb ID Total Record (total no. of records)

Rank	Auto-ID	Machine ID	Enroll ID	Index Finger	Enroll Name	Staff ID	Staff Name

After viewing the lists of unassigned thumb impression, when the user takes his cursor on the

record a drop-down menu will be displayed. The drop-down menu has the list of staffs and on the top of this list, there is a delete selected record button as well.

Delete Selected Record

RANK	NAME

After selecting a particular staff name the the thumb panel record will be auto-filled with Staff-ID and Staff Name. Then go to the Thumb-Verification sub-menu and hit on the Update button to assign the unassigned thumb record to particular staff. Clicking on RESET will delete the entry and the user will have to start all over again.

Thumb Verification

Update Thumb
Reset

Now to view the record of the deleted thumb impressions go to the **Thumb Setting** sub-menu. And click on view deleted thumb record.

Thumb Setting

View Un Assign Thumb
View Deleted Thumb
View Assigned Thumb

STAFF THUMB VERIFICATION
List of Deleted Thumb ID Total Record (total no. of records)

Rank	Auto-ID	Machine ID	Enroll ID	Index Finger	Enroll Name	Staff ID	Staff Name

After viewing the lists of unassigned thumb impression, when the user takes his cursor on the record a button saying **Restore Selected Record** shows up and clicking on it will restore it to the un-assigned lists of thumb record.

Now to view the records of thumb impressions that are assigned to particular staff members, click on the **View Assigned Thumb** button.

STAFF THUMB VERIFICATION
List of Assigned Thumb ID Total Record (total no. of records)

Rank	Auto-ID	Machine ID	Enroll ID	Index Finger	Enroll Name	Staff ID	Staff Name

After viewing the lists of assigned thumb impression, when the user takes his cursor on the record a button saying **Re-assign Selected Record** shows up and clicking on it will take the record to un-assigned Thumb ID record.

When the user takes his cursor on the record a drop-down menu will be displayed. The drop-down menu has the list of staffs and on the top of this list, there is a delete selected record button as well.

Delete Selected Record

RANK	NAME
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After selecting a particular staff name the thumb panel record will be auto-filled with Staff-ID and Staff Name. Then go to the Thumb-Verification sub-menu and hit on the Update button to assign the unassigned thumb record to particular staff. Clicking on RESET will delete the entry and the user will have to start all over again.

Thumb Verification

Update Thumb
Reset

2. How to check/view the attendance record of staffs on a particular date?

To check/view the attendance record of staffs on a particular date click on **digital attendance view**.

- [Access](#)

The first path is by going to **My staff Panel** which is the 5th option in the center tab. After taking Your cursor to the **My staff Panel** the user will see a drop-down menu coming. Clicking on the 2nd option of the drop-down menu which is the **Digital Attendance View** redirect the user to the **STAFF ATTENDANCE VIEW** page.

Another way this action can be performed is by going to the **Staff menu** on the top bar and the user will see a drop-down menu coming. Under the **Attendance** tab, the user can see the 4th option which is the **STAFF ATTENDANCE VIEW**.

Clicking on **Digital Attendance View** will redirect the user to the **STAFF ATTENDANCE VIEW** page.

Staff Attendance For DD MM YYYY
Total Staff: no. of Absent Staff: no. of staff who are Late: 0 no. of staff who are In Time:

RANK	CODE	Staff Name	Arrival	Departure	Difference
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Arrival - Time Of Arrival of the staff.

Departure- Time of departure of the staff.

Difference - This signifies the amount of time the staff spent at the Institute.

On the upper-left corner, there is a change date button which can be used to change the date of attendance info. The administrator can click on change date and a calendar tab will pop up, and you can select the date.

Change Date

3. How to check/view the attendance record of staffs for a particular month?

To check/view the attendance record of staffs for a particular month click on **Monthly Digital Attendance**.

- [Access](#)

The first path is by going to **My staff Panel** which is the 5th option in the center tab. After taking Your cursor to the **My staff Panel** the user will see a drop-down menu coming. Clicking on the 3rd option of the drop-down menu which is the **Monthly Digital Attendance** redirect the user to the **STAFF ATTENDANCE VIEW** page.

Another way this action can be performed is by going to the **Staff menu** on the top bar and the user will see a drop-down menu coming. Under the **Attendance** tab, the user can see the 4th option which is the **STAFF ATTENDANCE VIEW**.

Clicking on **Digital Attendance View** will redirect the user to the **STAFF ATTENDANCE MONTHLY VIEW** page.

Staff Attendance For a Particular Month			
Total Staff:	no. of Absent Staff:	no. of staff who are Late: 0	no. of staff who are In Time:

Rank	Staff Name
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On the upper-left corner, there is a list of months for which the user wants to check attendance info. The administrator can click on any of the months and the record for that month will show up.