Create new Attendance
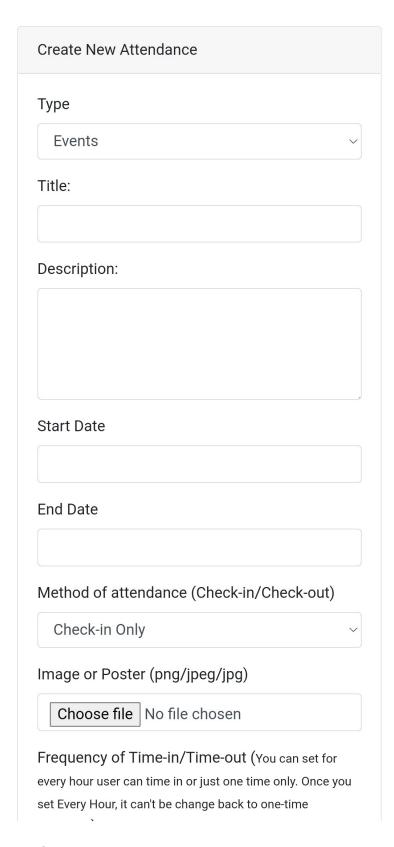
A video guide on the step of creating new Attendance for Staff.

1. To create new attendance, just go to Attendance (top menu) and click Create New Attendance.

2. Fill up the form

Create New Attendance

Type

Events	⌄

Title:

Description:

Start Date

End Date

Method of attendance (Check-in/Check-out)

Check-in Only	⌄

Image or Poster (png/jpeg/jpg)

Choose file	No file chosen

Frequency of Time-in/Time-out (You can set for every hour user can time in or just one time only. Once you set Every Hour, it can't be change back to one-time
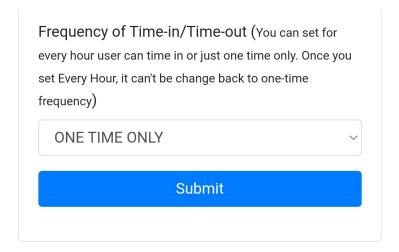
3. Reference:

1. Method of attendance:
    1. Check-in Only : Choose this if you just need to have time in only without time out.
    2. Check-in and Check-Out : Choose this if you need both time in and time out.

2. Frequency:
    1. One Time : Only capture one time attendance
    2. Hourly: Allow capture multiple time of time-in/time-out after one hour.

4. Once you done click submit.

Frequency of Time-in/Time-out (You can set for
every hour user can time in or just one time only. Once you
set Every Hour, it can't be change back to one-time
frequency)

ONE TIME ONLY   ⌄

Submit