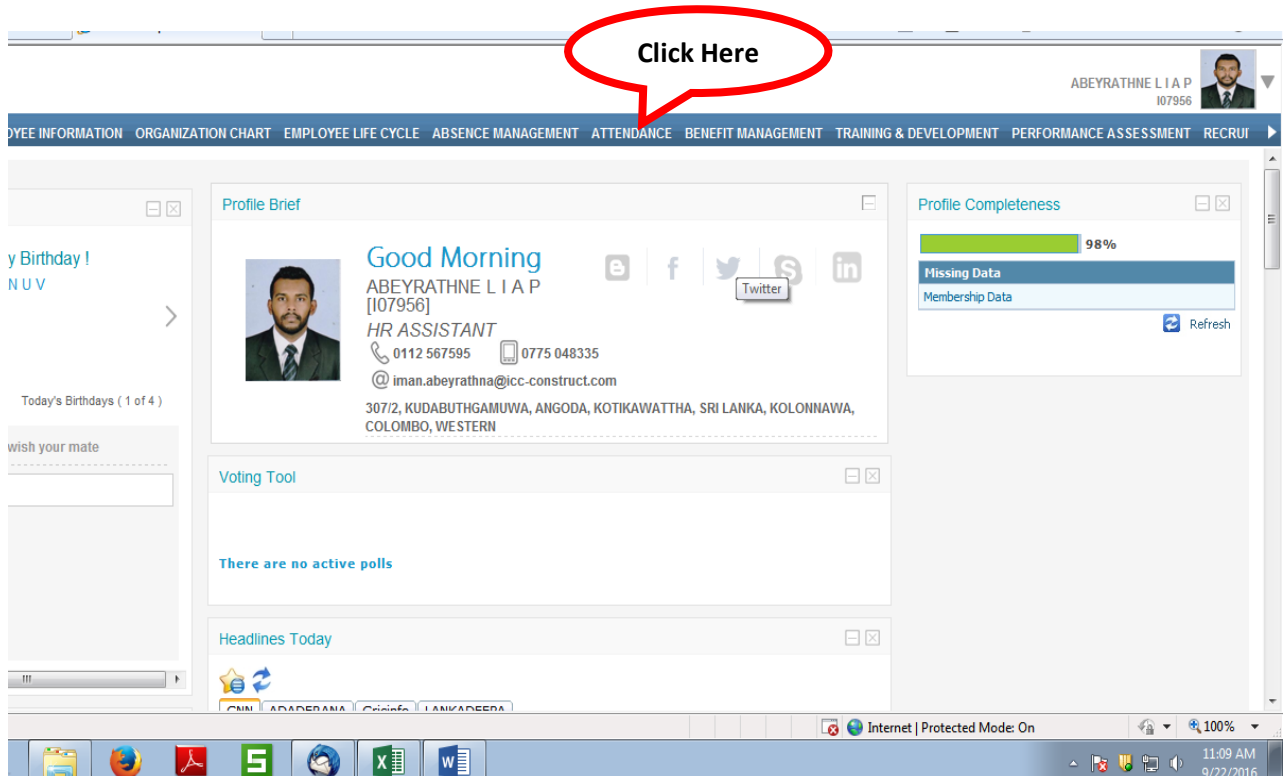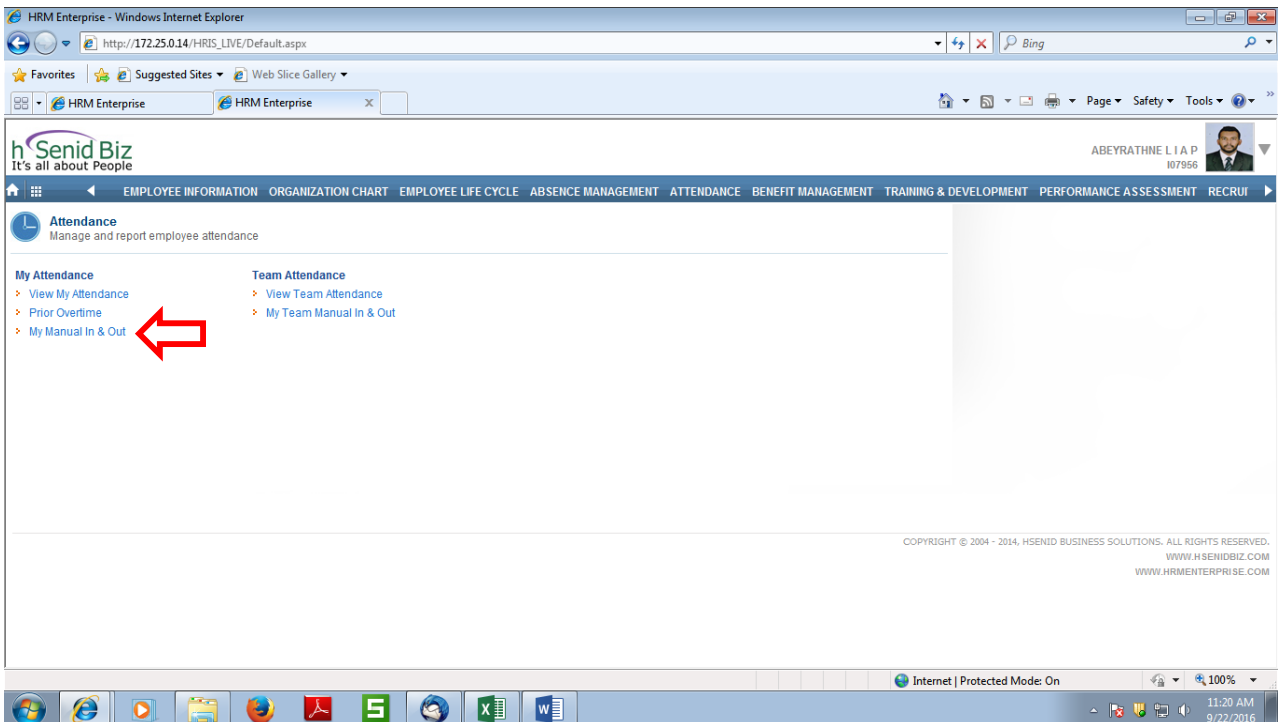# User Manual – Manual "In" and "Out"

Step 1 – Log in to your user ID, then click the attendance icon at header bar.

Step 2 – Click the manual In & Out option

Step 3 – Select the date range which you need to view and click the show button.

Step 4 – Missing attendance will be shown in pink empty boxes. You can put your correct I or Out here and click the submit button. Then your correction will go to your immediate superior for approval.

Note : If need to check the approval status, pls click the pending button which is available at next to show button