User Manual – Manual "In" and "Out"

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

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Step 2 – Click the manual In & Out option

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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.

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