Attendance Tracker – User & Admin Documentation

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Introduction

Attendance Tracker is a modern web-based attendance management system designed for organizations, schools, and training centers.
It ensures accurate attendance recording, prevents fraudulent sign-ins, and simplifies reporting for administrators.

With Attendance Tracker, you can:

- Track employee or student attendance in real-time

- Generate detailed reports

- Securely manage user data

- Receive notifications for missing sign-ins or anomalies

Key Features

- **Self-sign-in for users**: Individuals can mark their own attendance.

- **Admin dashboard**: View, edit, and export attendance records.

- **Real-time reports**: Daily, weekly, and monthly attendance summaries.

- **Notifications**: Email alerts for missed check-ins or unusual activity.

- **Photo verification**: Optional webcam capture to confirm identity.

- **Secure authentication**: Only registered users can sign in.

- **CSV Export**: Download attendance logs for offline analysis.

System Overview

Attendance Tracker consists of the following components:

1. **User Interface (UI)**: A responsive web app accessible on desktops, tablets, and mobile devices.

2. **Backend**: Built with Flask, managing all database interactions, authentication, and email notifications.

3. **Database**: SQLite stores users, attendance logs, and configuration settings.

4. **Notifications**: Email system to send confirmations, reminders, and alerts.

Getting Started

Signing Up

1. Navigate to the **Free Trial** or **Sign Up** page.

2. Fill in your **first name, last name, email, company, and company size**.

3. Submit the form. You will receive a confirmation email from the system.

   Note: Only valid work emails are accepted for sign-ups.

Logging In

1. Visit the login page.

2. Enter your registered email and password.

3. Click **Sign In** to access your dashboard.

   Tip: Use the **Forgot Password** link if you cannot remember your password.

Using the System

Marking Attendance

1. Log in to the system.

2. Navigate to the **Attendance** page.

3. Click **Sign In** or **Sign Out** as appropriate.

4. If enabled, the system may capture a photo for verification.

Attendance Reports

Admins can view reports by:

- Selecting a date range

- Filtering by user or department

- Exporting data as **CSV** for external analysis

Admin Dashboard

- **User Management**: Add, edit, or remove users.

- **Attendance Logs**: Review all recorded entries.

- **Notifications**: Check alerts for missed sign-ins.

- **Settings**: Configure system preferences, email templates, and roles.

Managing Users

Admins can:

- **Create new users** with roles (user/admin).

- **Reset passwords** for individuals.

- **Deactivate users** who no longer need access.

Users can:

- Update their profile information.

- Change passwords from the dashboard.

Notifications

Attendance Tracker sends automated emails for:

- Free trial confirmations

- Subscription updates

- Missed sign-in alerts

- Admin notifications for unusual attendance patterns

Emails are professional, branded, and include a clear signature from the **Co-founder & CEO, Musbi Jawo**.

Security & Privacy

- **Password hashing** ensures user passwords are never stored in plain text.

- **Role-based access** limits sensitive actions to admins only.

- **Photo verification** prevents sign-in fraud.

- **Data privacy**: User information is stored securely and never shared without consent.

Troubleshooting

Common issues:

1. **Cannot sign in**: Check your email and password. Use the **Forgot Password** link if necessary.

2. **Email not received**: Ensure your email provider is not blocking emails from `no-reply@attendance-tracker`.

3. **Photo capture failed**: Make sure your browser has permission to access the camera.

For additional support, contact our team via the **Support** page.

Contact & Support

For help, feature requests, or technical support:

- **Email:** info@attendance.com

- **Website:** https://www.attendancegm.com/

- **Phone:** +220 4010971

You will receive a professional response, usually within 24 hours.