

PUNJAB STATE WAREHOUSING CORPORATION



USER MANUAL FOR USE OF EMPLOYEE ATTENDANCE MOBILE APP [Version 1.0]

25th February, 2020

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Employee Attendance has been implemented for marking daily attendance of all employees of PSWC, outsourced, security etc. on mobile. User has to get register on this mobile app first then able to mark his/her daily attendance. The Mobile app is GPS based app which detects your mobile's physical location. For marking attendance the mobile should be within the range from the office. The range distance set for marking attendance from the office is as under :

1. For Head Office, it is 100 meter range from Head Office Building. User can mark his/her attendance within 100 meter of range.
2. For Field offices, it is 500 meter range from the nearest office. User can mark his/her attendance within 500 meter of range form the nearest District Office / Centre.

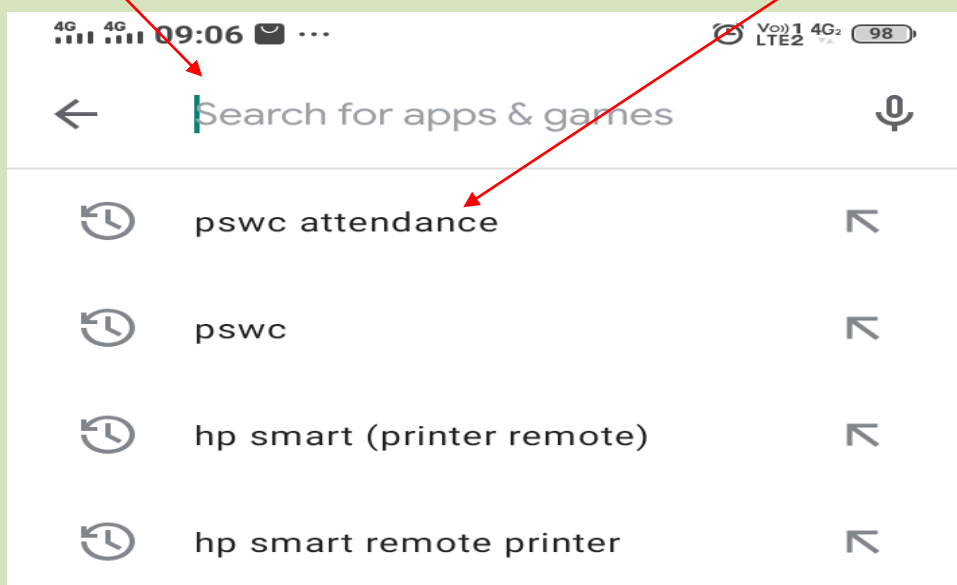
The Employee Attendance app is available for the following type of mobile operating systems :

1. Android Based
2. IOS based

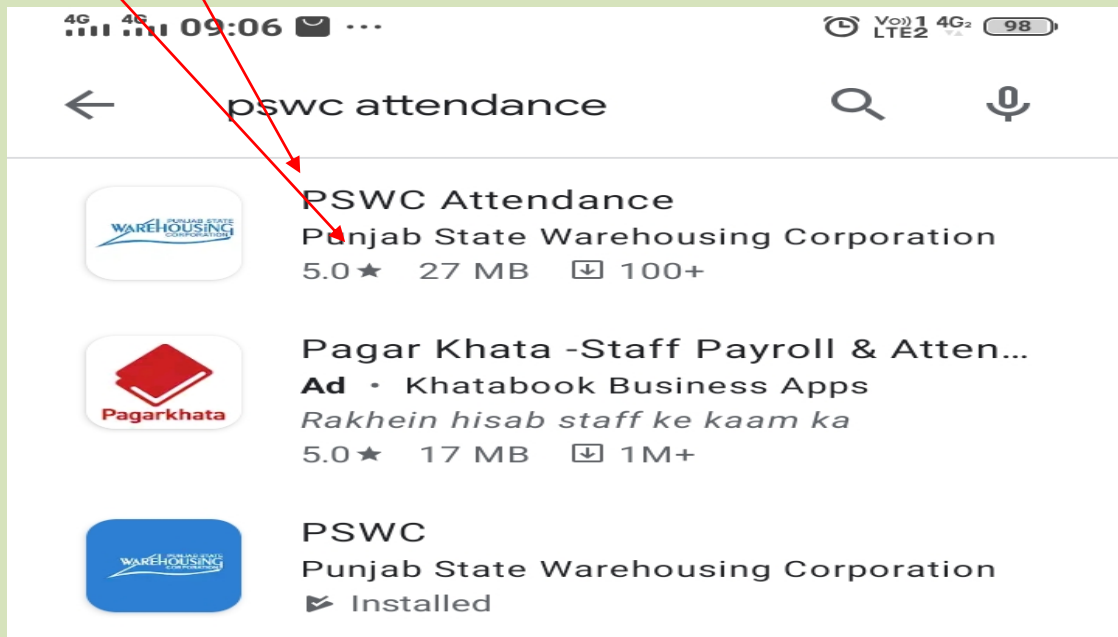
1. Procedure for installation and use of Employee Attendance App on Android Based Mobile.

The user first needs to download PSWC Attendance app from Google Play Store. The following is procedure for searching, downloading and installation of this app on Android Based mobile.

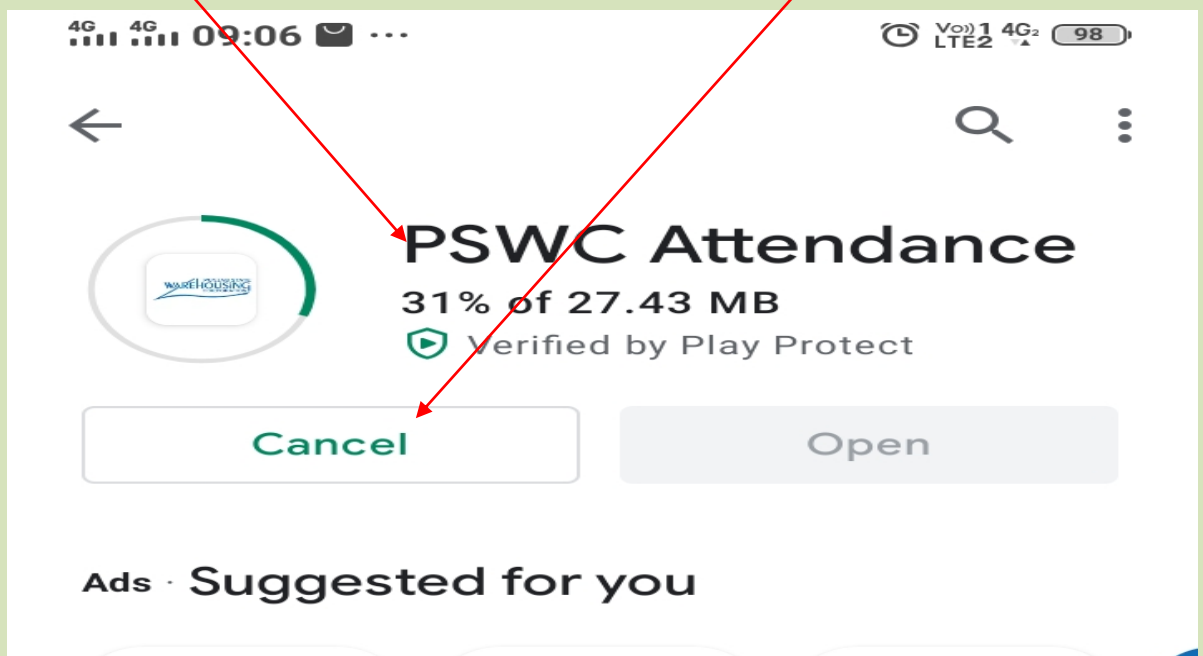
Type pswc attendance in **search for apps & games** text box for searching this app on google play store. Pswc attendance app will appear in the search list and click on it to download.



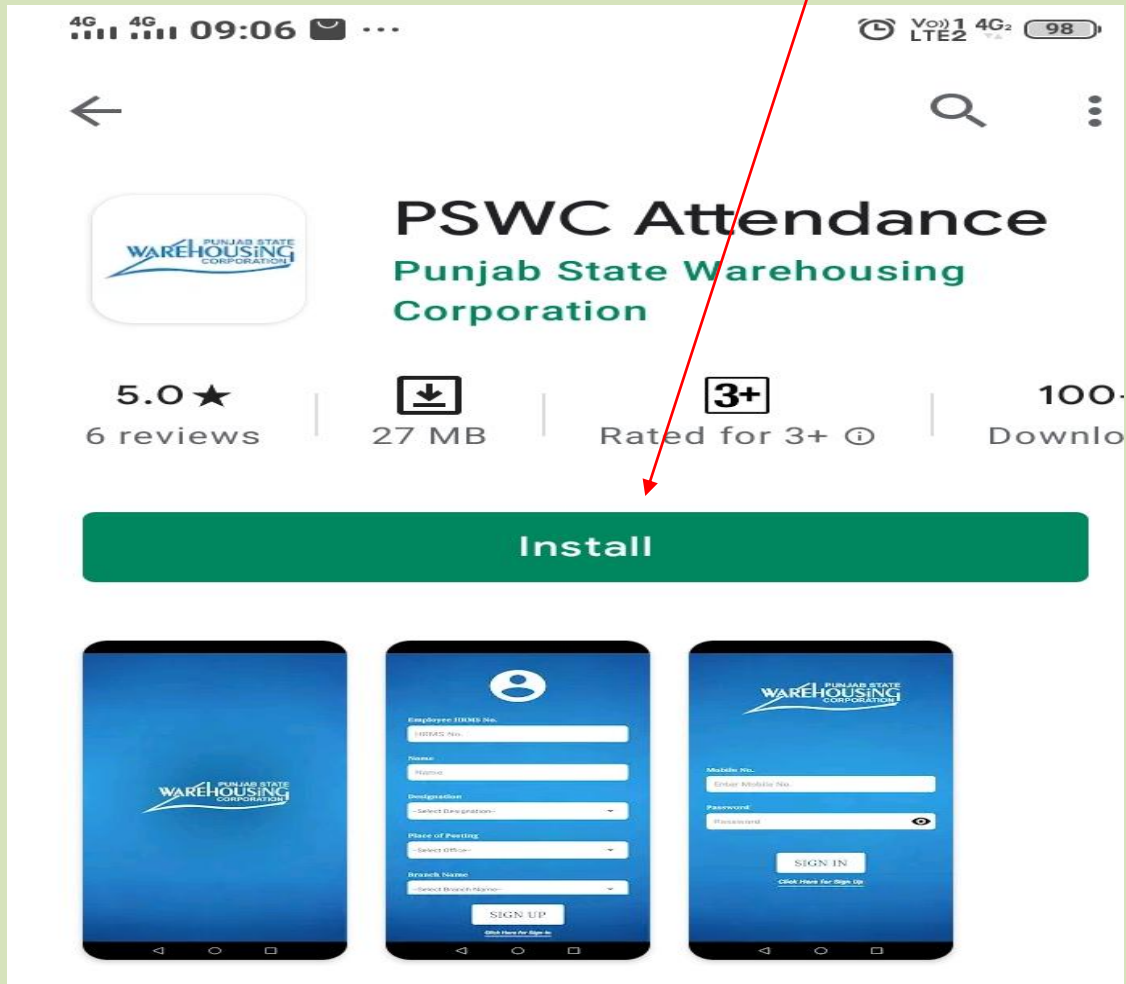
The searched PSWC Attendance app will appear in searched window along with its logo. Clicks here for start downloading.



Downloading will start. Do not click on Cancel button. Clicks on **Cancel** button only when downloading needs to be stopped.



As shown in the following screen, app has been downloaded and click on **Install** button to install this app on your mobile.



Users those are using this app first time or not registered themselves on this PSWC Attendance app, are required to register on this app first then they able to login successfully on this app and use it accordingly. For the purpose to register any user, he/she needs to click on this link **Click Here for Sign Up**.

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HRMS Code
Enter HRMS Code

Password
Password

SIGN IN

[Click Here for Sign Up](#)

User needs to click on **allow** button. Do not click on Deny button.

Employee HRMS No.
HRMS No.

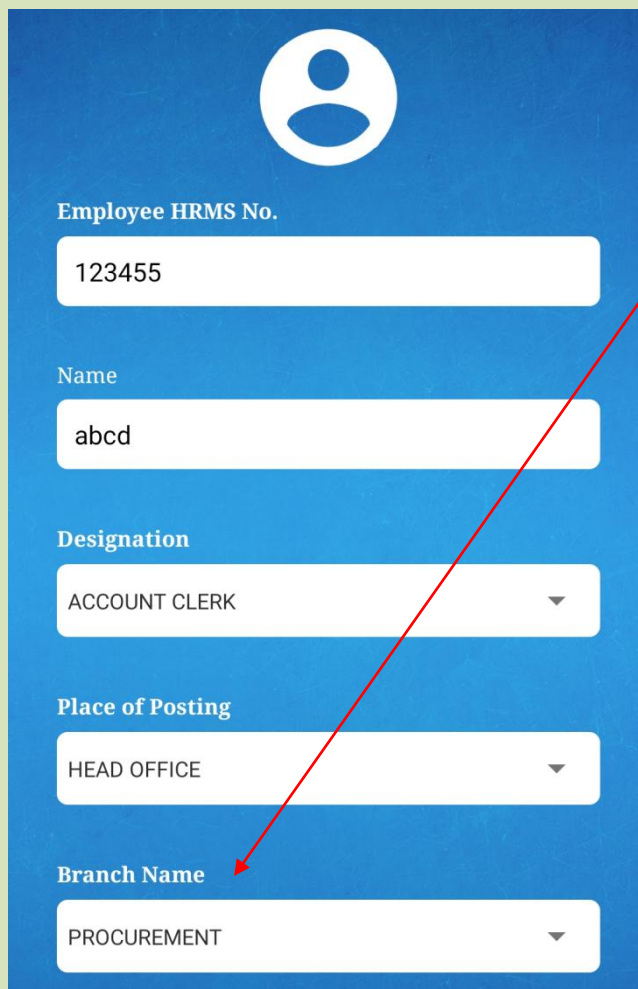
Name

Place of Posting
--Select Office--

Allow **PSWC Attendance** to make and manage phone calls?
Deny Allow

The following screen shows on mobile, showing form for capturing details in order to register you on PSWC Attendance App. Enter valid HRMS No. along with other details. HRMS no. shall register once only. Besides, other details only one difference on both screen shots that in case of Head Office User registration, user will select Branch Name and in case of field office users, user needs to select Centre / District Office. Other details remain same. After filling up proper valid information, click on **SIGN UP** to register.

For Head Office Users



Registration form for Head Office Users. The form is on a blue background with a white user icon at the top. It contains five input fields: Employee HRMS No. (text), Name (text), Designation (dropdown), Place of Posting (dropdown), and Branch Name (dropdown). The values entered are 123455, abcd, ACCOUNT CLERK, HEAD OFFICE, and PROCUREMENT respectively.

Employee HRMS No.
123455

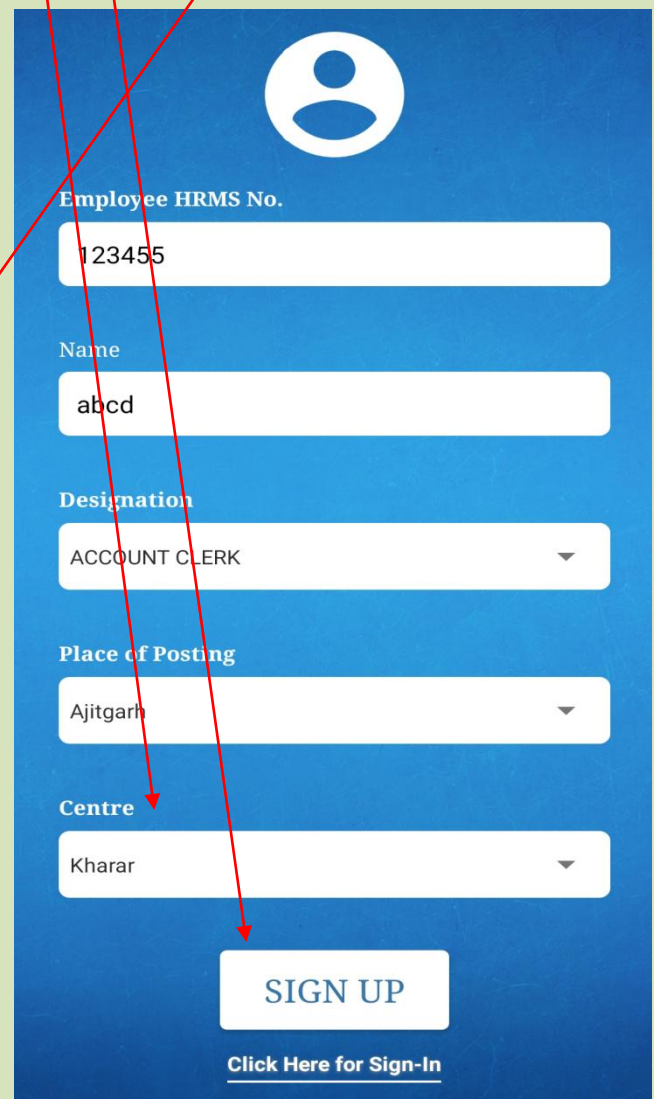
Name
abcd

Designation
ACCOUNT CLERK

Place of Posting
HEAD OFFICE

Branch Name
PROCUREMENT

For Field Office Users



Registration form for Field Office Users. The form is on a blue background with a white user icon at the top. It contains five input fields: Employee HRMS No. (text), Name (text), Designation (dropdown), Place of Posting (dropdown), and Centre (dropdown). The values entered are 123455, abcd, ACCOUNT CLERK, Ajitgarh, and Kharar respectively. At the bottom, there is a 'SIGN UP' button and a link 'Click Here for Sign-In'.

Employee HRMS No.
123455

Name
abcd

Designation
ACCOUNT CLERK

Place of Posting
Ajitgarh

Centre
Kharar

SIGN UP

[Click Here for Sign-In](#)

2. Procedure for installation and use of Employee Attendance App on IOS Based Mobiles.

- ✓ For using PSWC Attendance app on IOS based mobiles, the user has to get register UDID number of Apple mobile from Computer Section, Head Office, Chandigarh by sharing required details in excel format.
- ✓ Computer Section will share mobile app link to all the DMs / Branch Managers.
- ✓ The concern user of Apple Mobile (IOS) should obtain this link accordingly and downloads app on his/her mobile.
- ✓ Clicks on this link and install PSWC Attendance App on your mobile following installation steps.
- ✓ This link will remain active for 48 hours for downloading IOS based PSWC Attendance App.

Use of PSWC Attendance Mobile App on Mobile

For the purpose to use PSWC Attendance App on mobile, the registered user needs to enter valid HRMS Code and valid password here for sign in the app. Clicks here to sign in the app.



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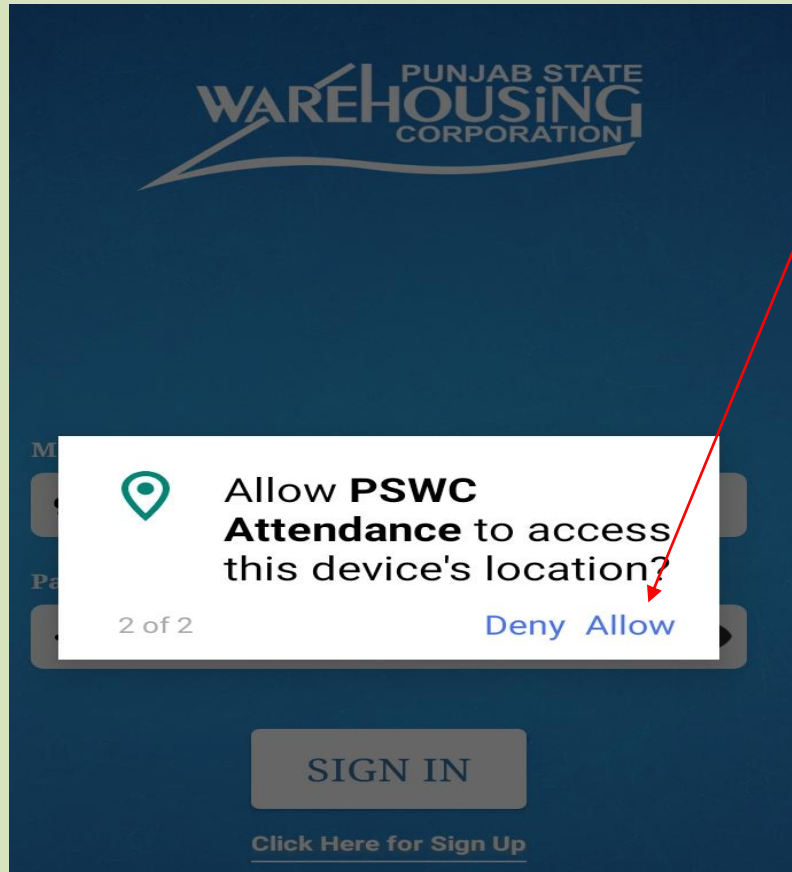
HRMS Code
Enter HRMS Code

Password
Password 

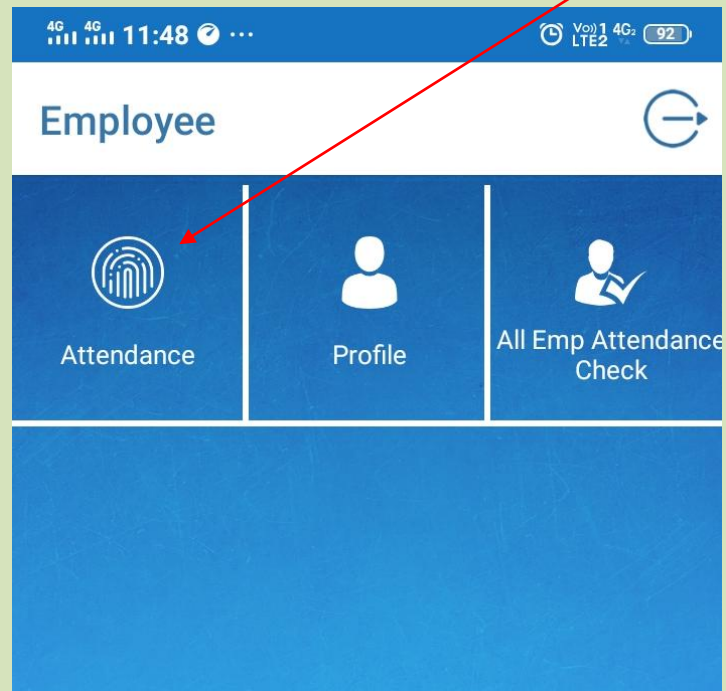
SIGN IN

[Click Here for Sign Up](#)

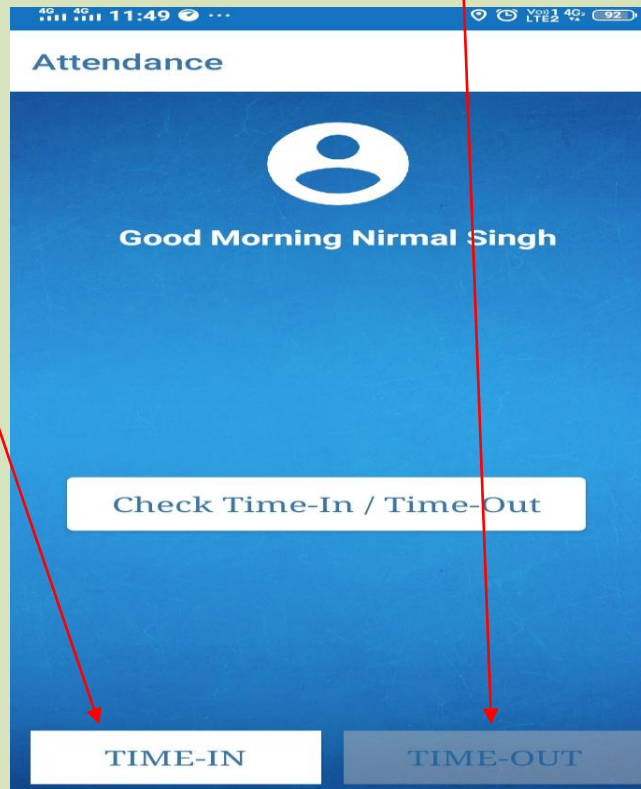
The following screen will show on mobile for seeking permission twice. Always clicks on **Allow** button to allow permissions. Remember such message will appear twice time, upon first use of app only after installation, and clicks on Allow button only.



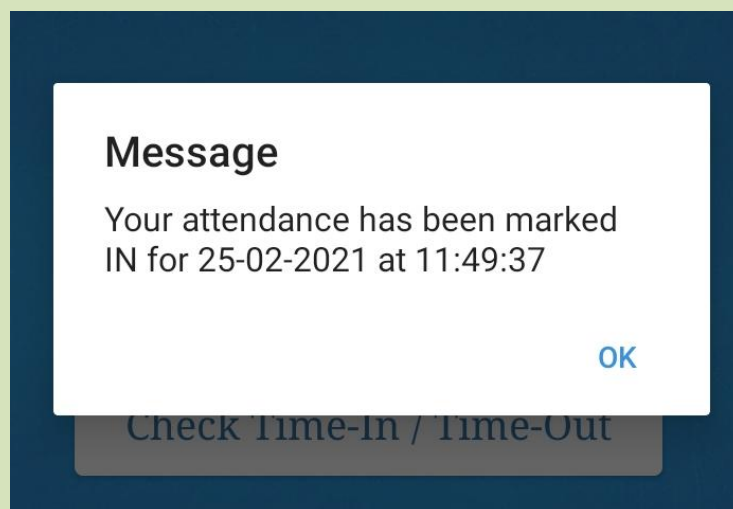
After successful sign in, the following screen will appear on mobile. Clicks on **Attendance** option in order to mark daily attendance on mobile.



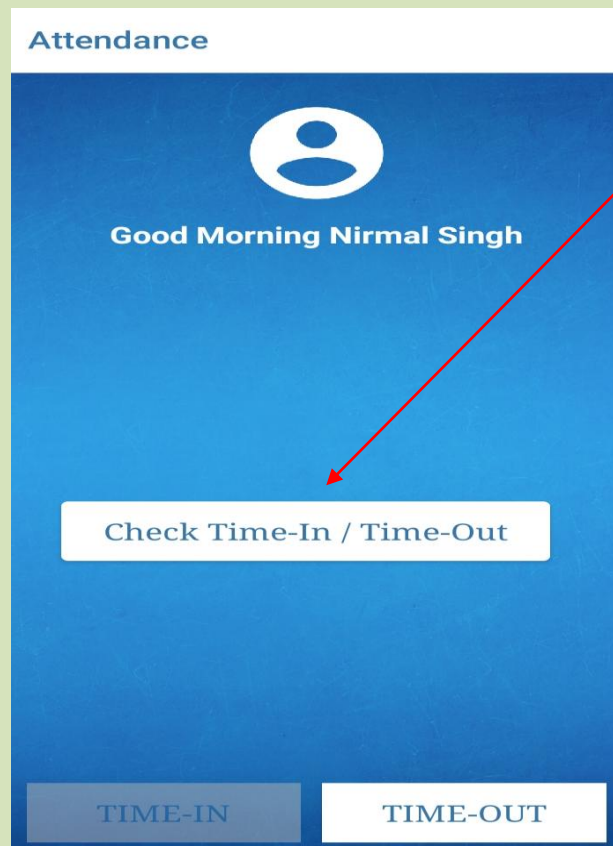
The following screen will appear, on clicking **Attendance** option as per previous screen shot. Clicks on **TIME-IN** option to mark attendance in the morning. **TIME-OUT** option will remain disable when user marks attendance first time in the morning for current date.



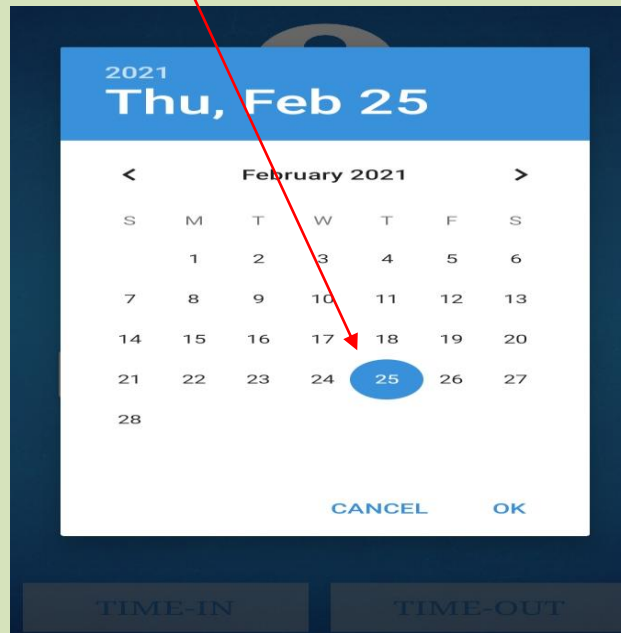
On Clicking **TIME-IN** option the following message will appear on mobile screen. User needs to check date and time-in and clicks on **OK** button.



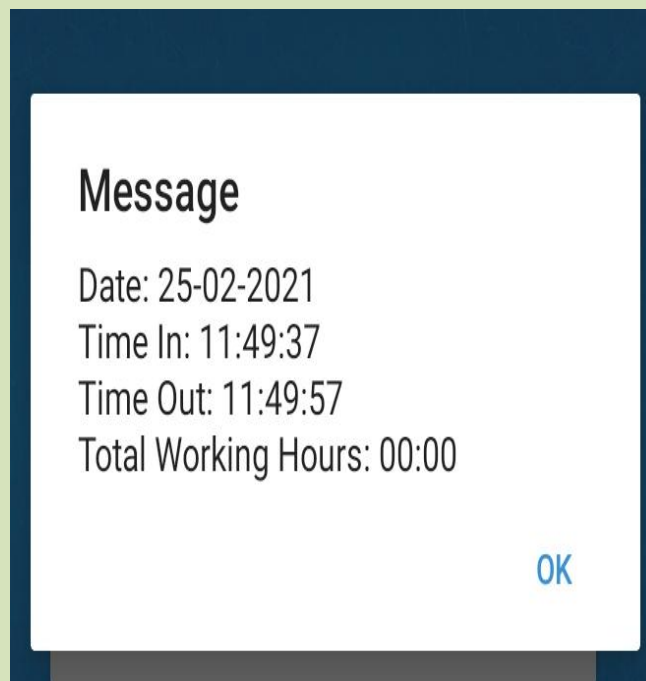
For the purpose to view your daily attendance for any date of any month, clicks on this **Check Time-In / Time-Out** option.



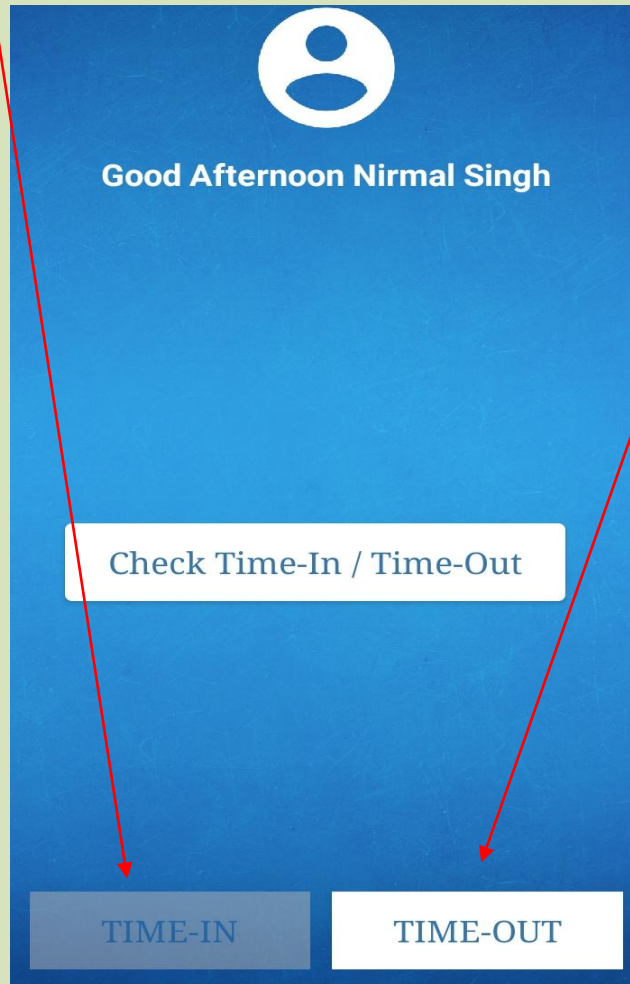
The following screen will appear on screen for selection of date for which attendance details are required. Choose desired date and clicks on it.



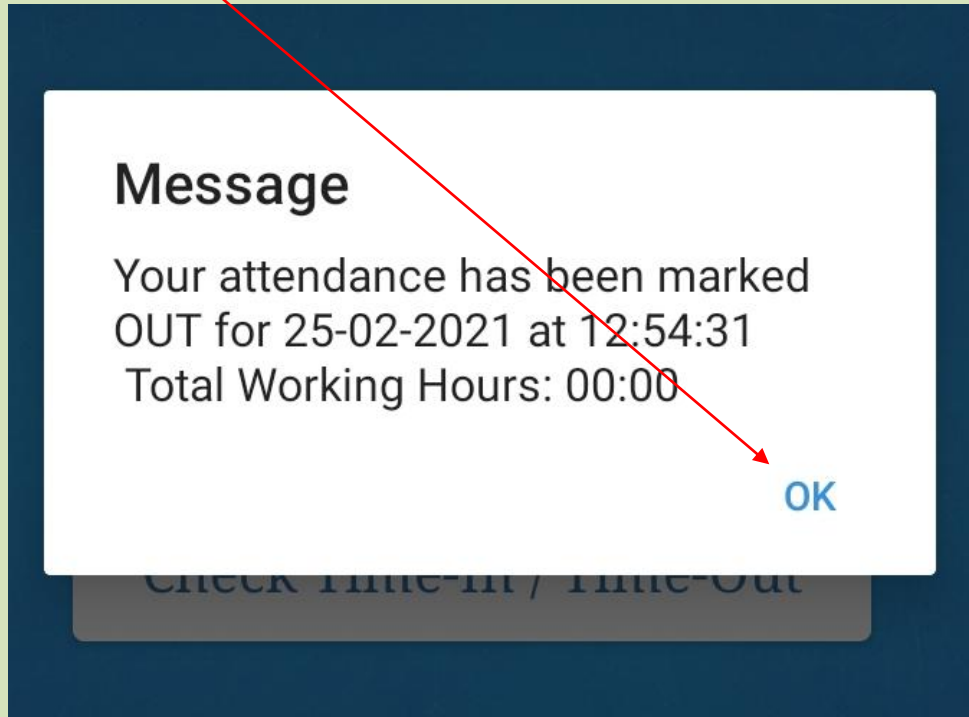
On clicking desired date, the following message will appear showing details available for Time In and Time Out, if available, for selected date. User can view his/her time-in in the office and time-out from the office.



For the purpose to mark attendance in the evening as time out / leaving office, clicks on **TIME-OUT** option. You may notice that once, the **TIME-IN** attendance has been marked in the morning, then this option will disable and TIME-OUT option will enable for marking time-out attendance in the evening.



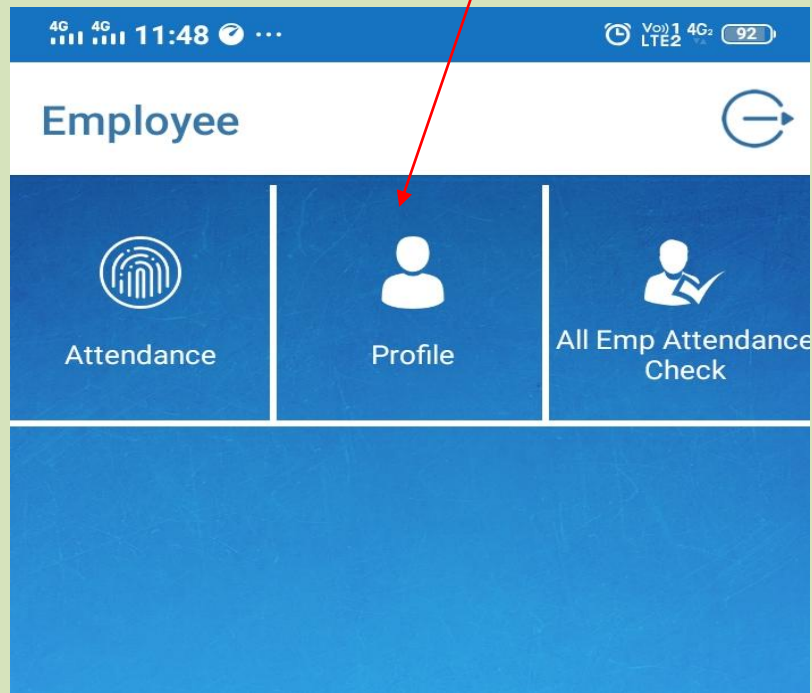
The following message will appear, on clicking on **TIME-OUT** option, as mentioned in the previous section. This message shows date and time of marking attendance in the evening or leaving from office. Clicks on **OK** button to exit from this message.



Note : Once **TIME-OUT** option is used by the user then user will unable to again marking attendance of current date.

3. Profile

User can view his/her profile details. Clicks on **Profile** to view the profile details already registered in the system



The following screen will appear which shows user details already registered.



4. **All Emp Attendance Check**

This option is available to authorized users at Head Office, Chandigarh to view attendance of employees.

