

ATTENDANCE& TEAM MANAGEMENT SYSTEM

XgenPlus Email App has emerged to relieve the hard work of HR / Managers to manage the company’s employees and Team member’s attendance. Managing the location and attendance of field / remote workers have become easy as this can now be done through the XgenPlus Attendance Management System.

This feature allows HR to manage employee’s attendance and keep track of the field team. Now employees can mark their attendance remotely from the app itself and share their live location as well. XgenPlus attendance management system is built within the email app that eliminates the need to install any third-party application(s). Admin gets access to decide the tracking of an individual or a group of individual. Admin can enable the tracking fully or partially as per the usiness requirement.

Need For Attendance Management System

Tracking and managing Attendance is a crucial part of any organization’s employee management protocol. It is a complex task for the management to track and mark the presence/absence of each and every employee working on field/remotely.

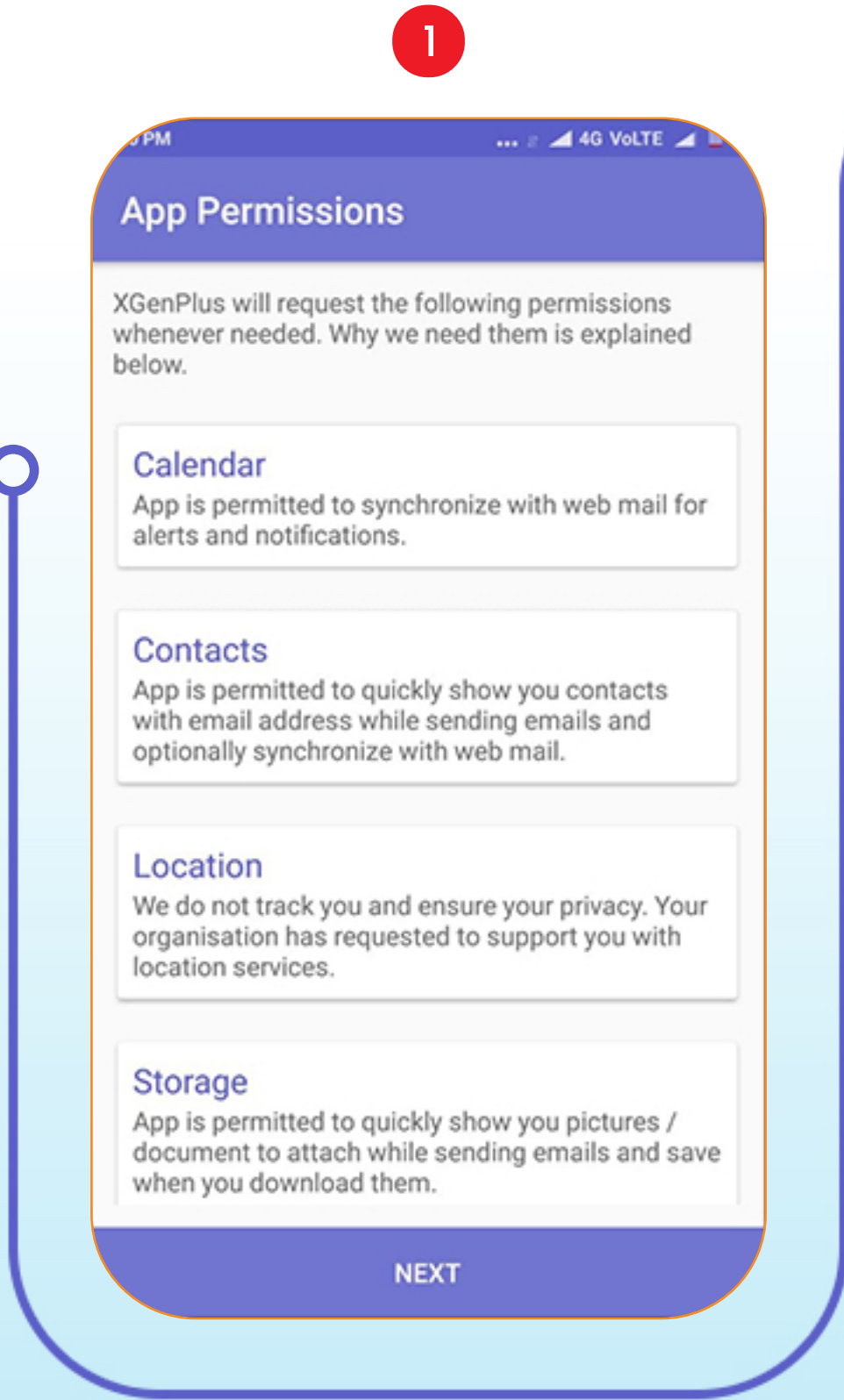
Attendance marking is a tedious job for the employees who need to visit the office to mark the attendance and then go on the field for the work. Still, the employer is not sure about the current work location of his team. This calls for an urgent need for the workforce system to integrate attendance management with the app and with the payroll system.

With the Geo Tracking System built within the XgenPlus mobile app, the manager can now have access to know the location of his team. XgenPlus attendance marking system can bring the ease of tracking and managing the attendance. Employees can check in and out & share live location from the mobile app anytime; anywhere.HR can have the record and validate the marked attendance for off campus employees.

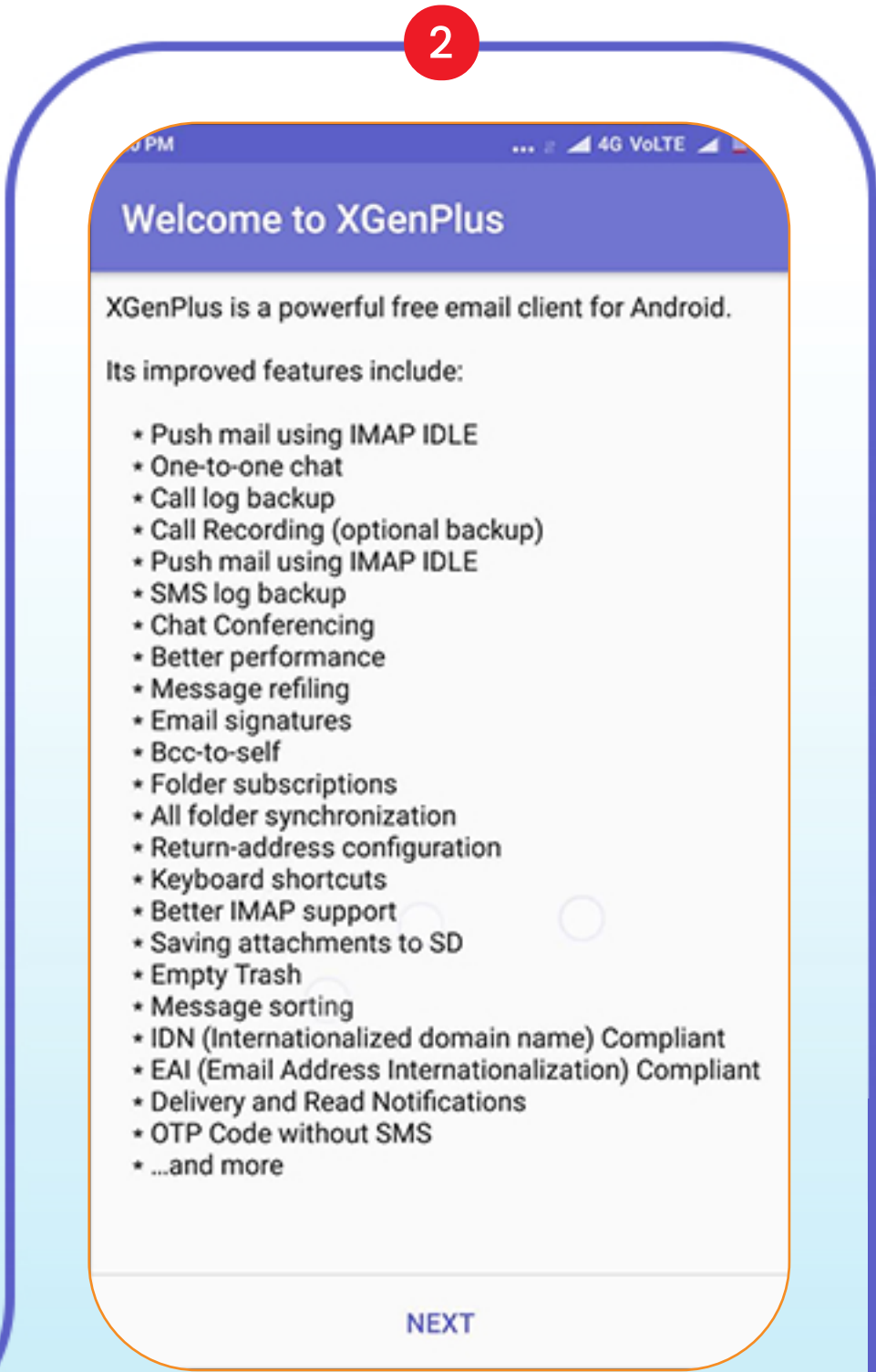
XgenPlus mail app is integrated with the payroll system so the moment employee marks the attendance; it directly gets updated in the payroll system making the process seamless and error free.

Install the XgenPlus Email app and open.
Accept the permissions and Tap “**Next**”.

1



2



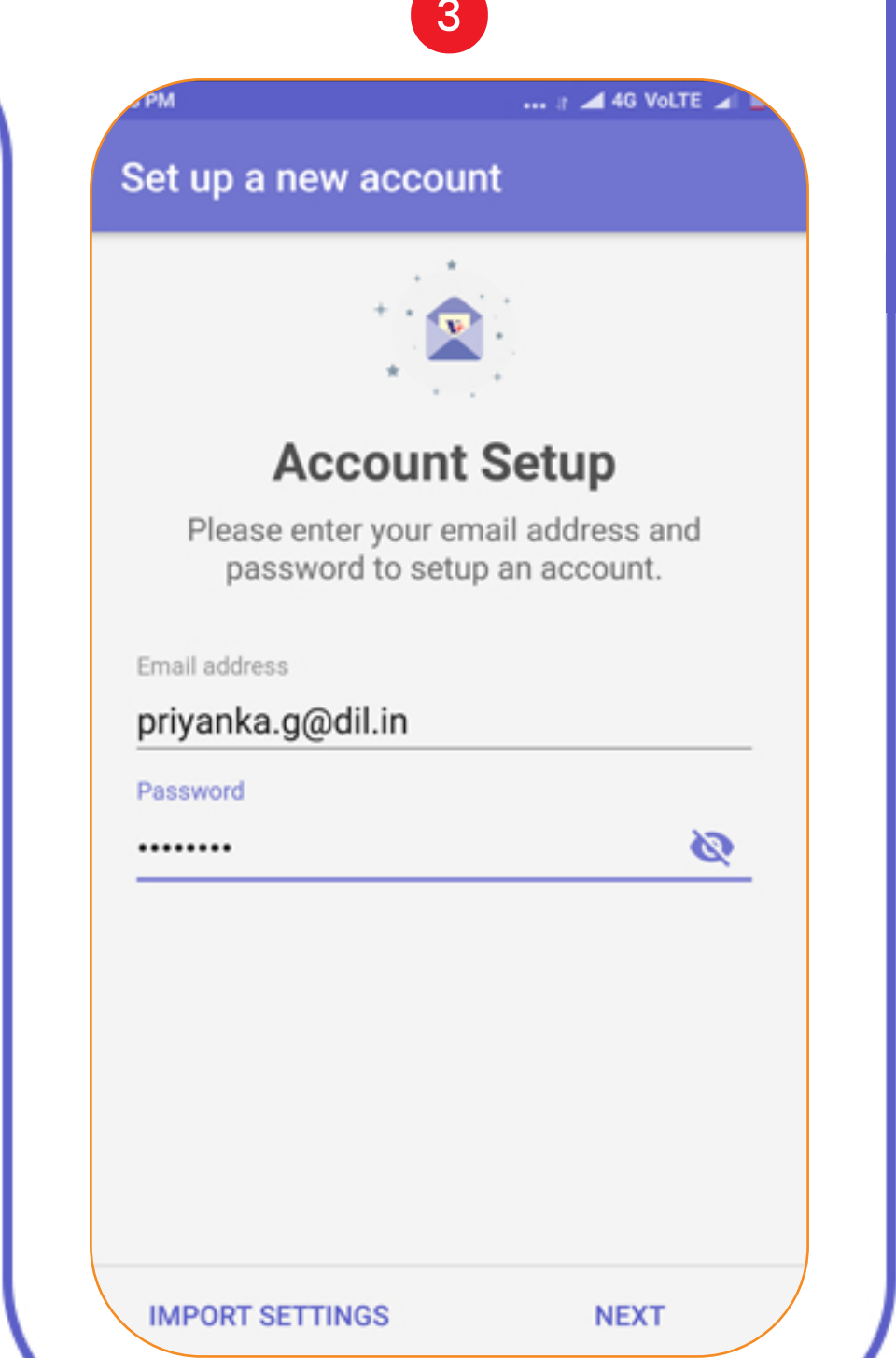
Now, enter your display name
and Tap “**Next**”

4



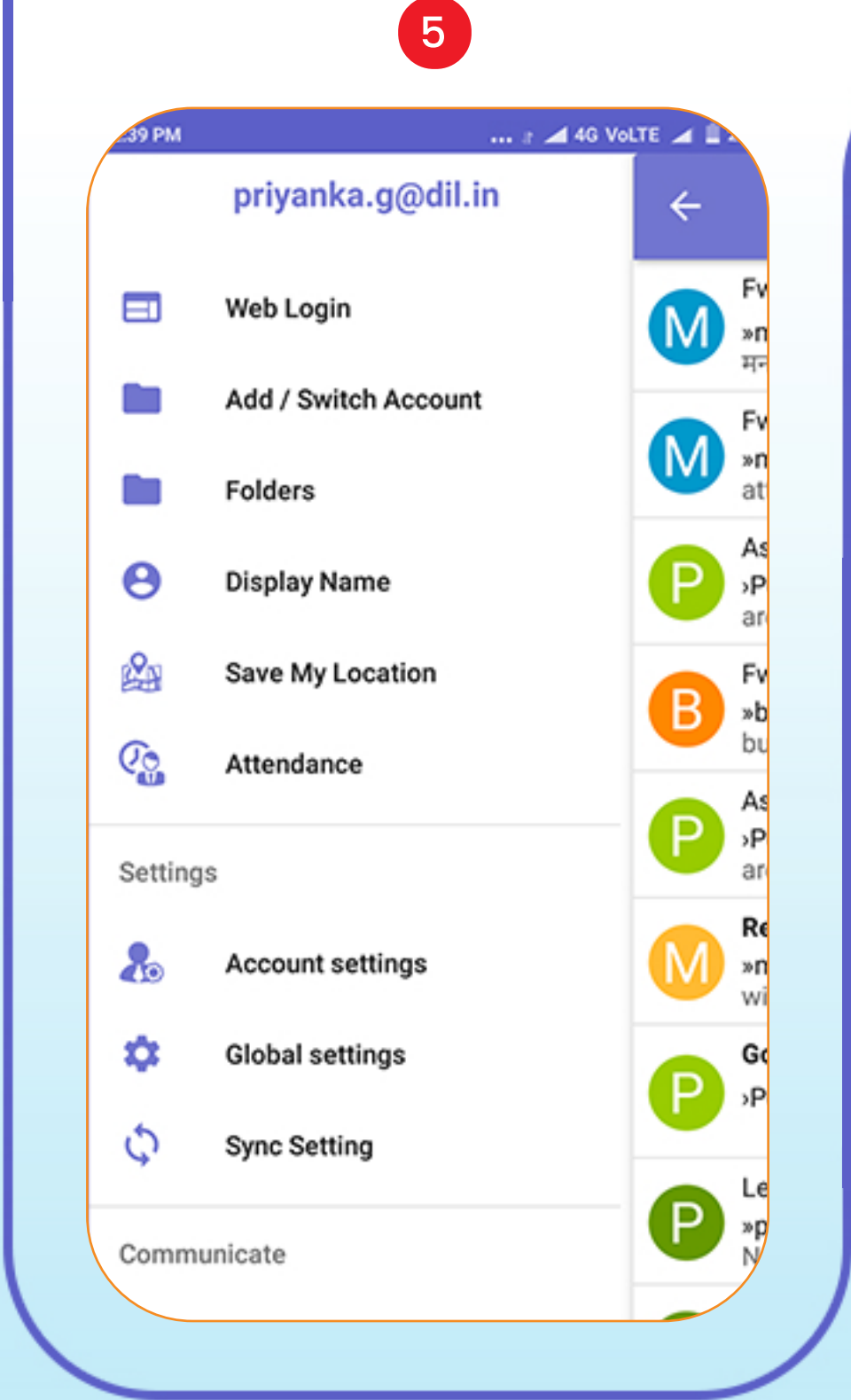
Enter your Email_ID and Password
(Provided by your admin).

3



Tap on allow permissions of
contacts & calendars.
Go to the menu option and tap on
“Attendance”.

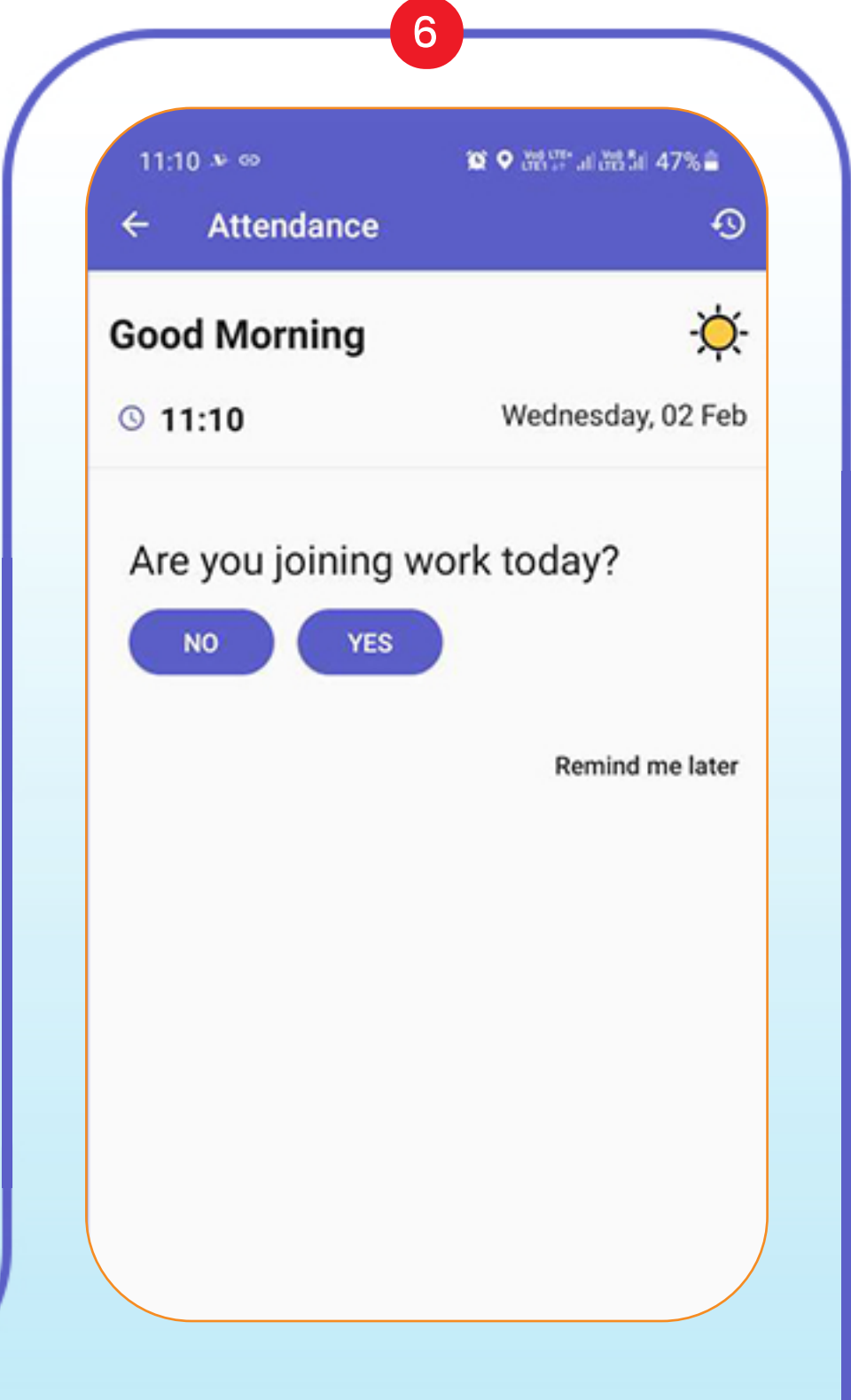
5



Case 1) If you tap on the option **No**.
The app will bring you to the next step
where it will ask you to apply
leave on employee portal.

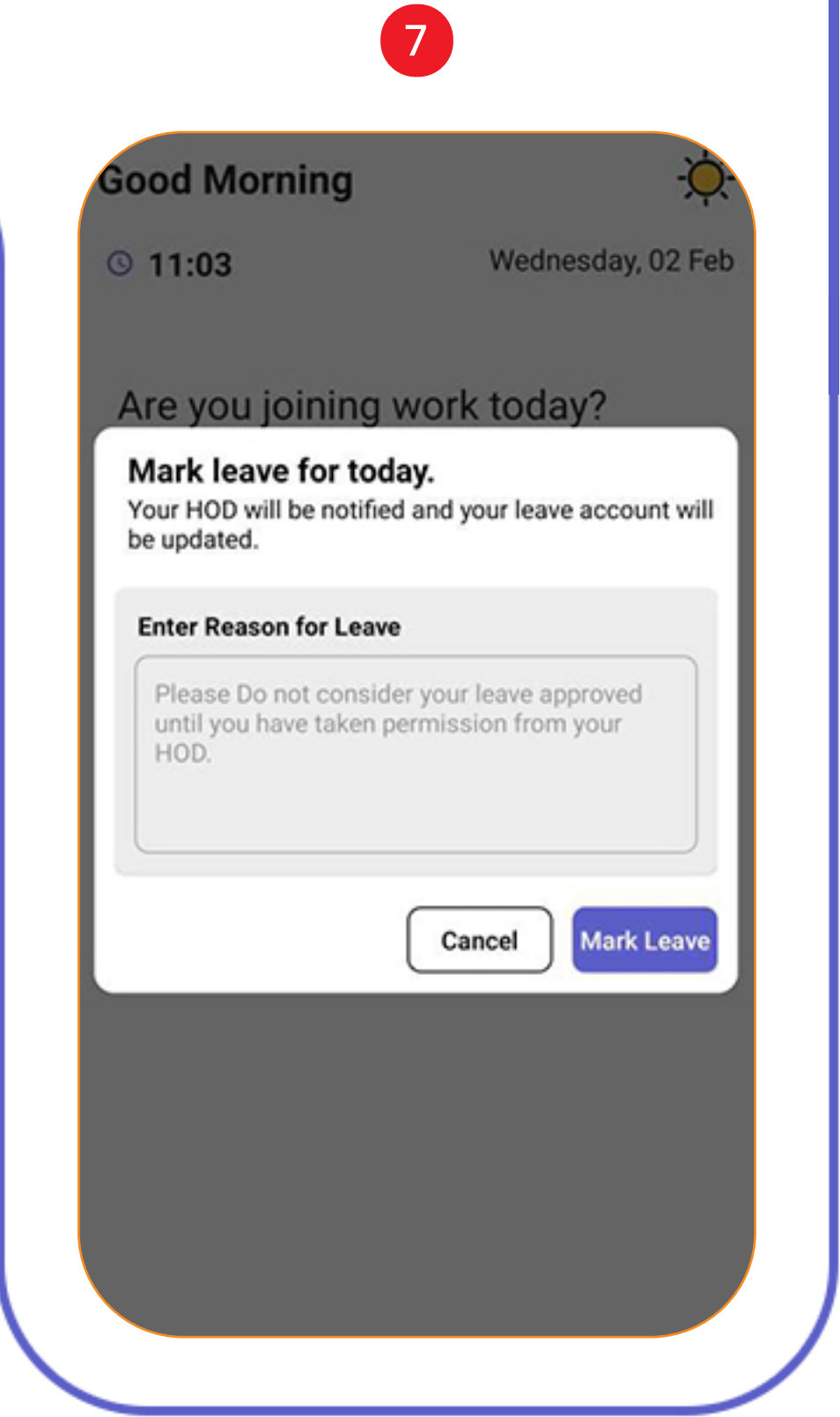
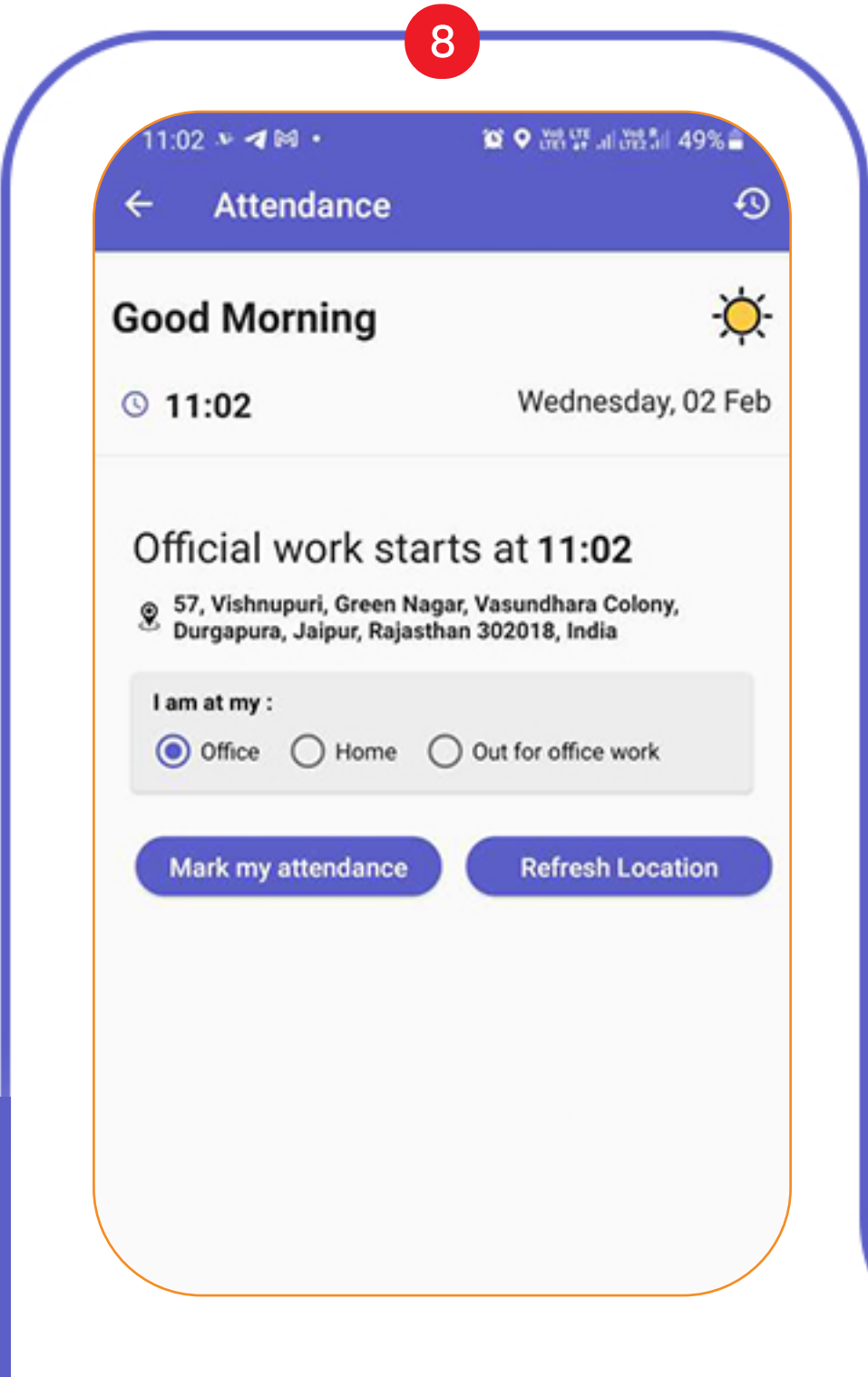
Tap on “**Apply Now**” it will get redirected
to the employee portal
where you can apply for the leave.

6

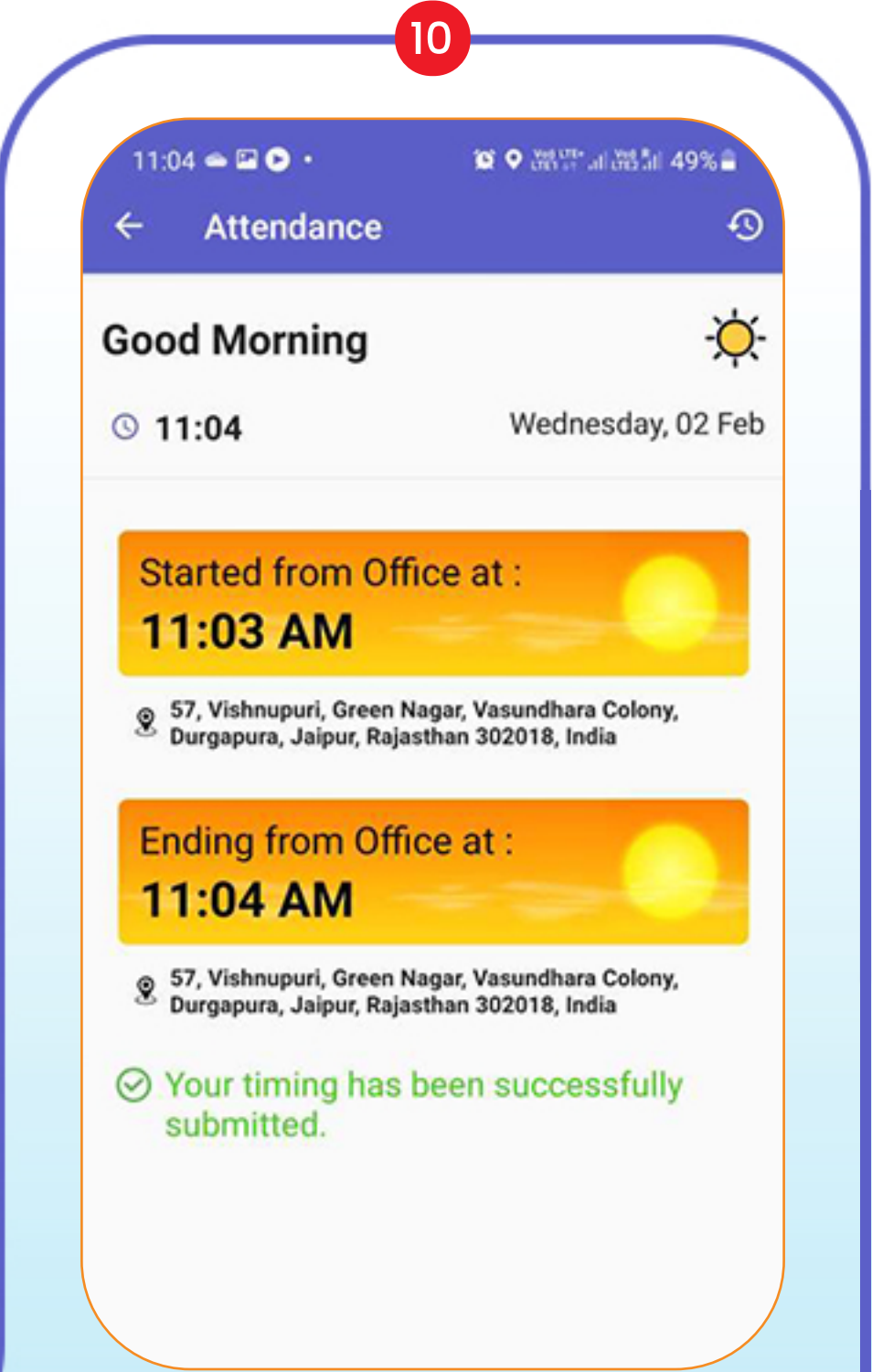
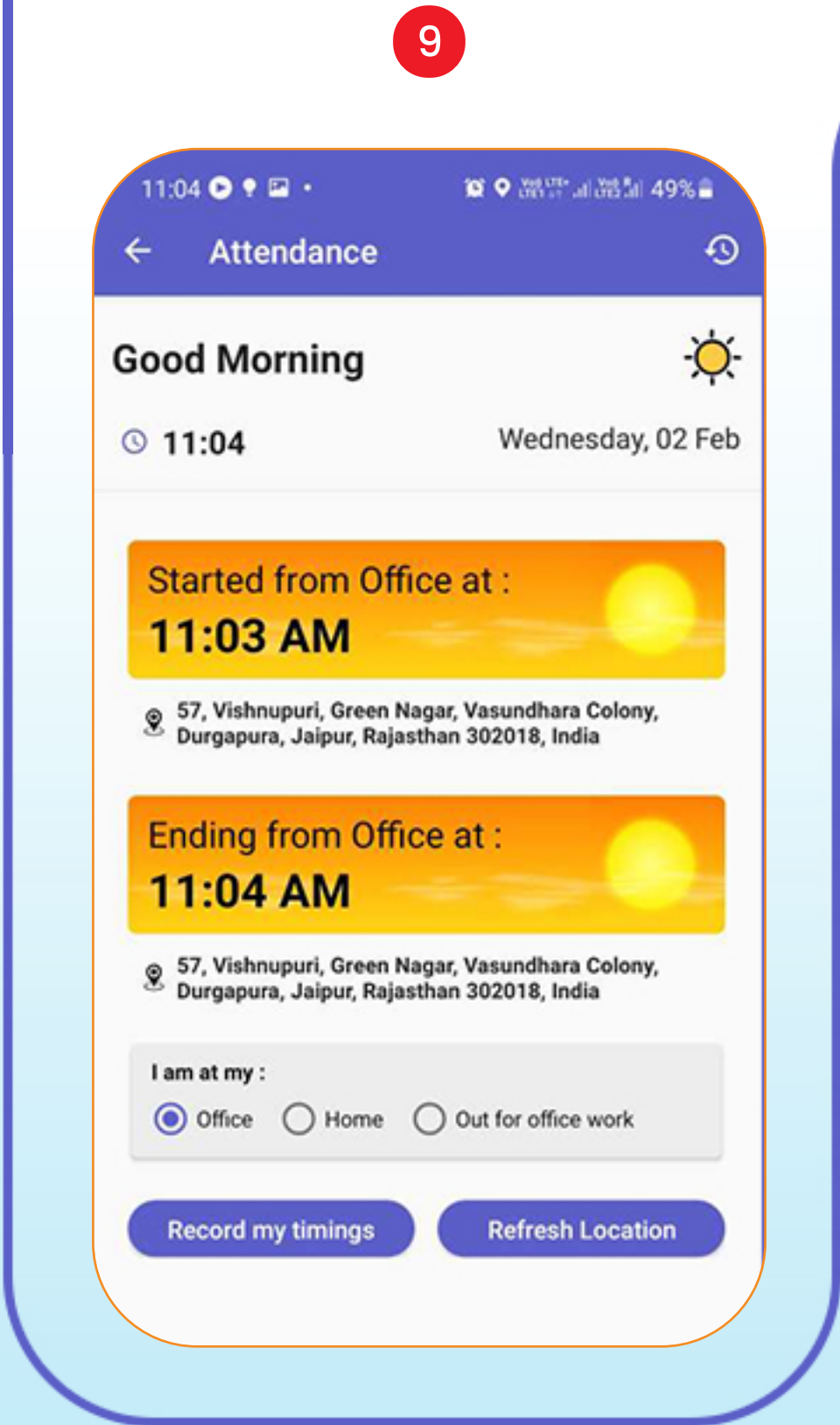


Case 2) If You tap on the option **Yes**.

The app will mark the attendance time from the server and your official work will start from that time. Now Tap on “**Mark my attendance**” to mark attendance.



Now, when you tap on the “**Attendance**” option again then your actual working hours will be counted from start time till this time.

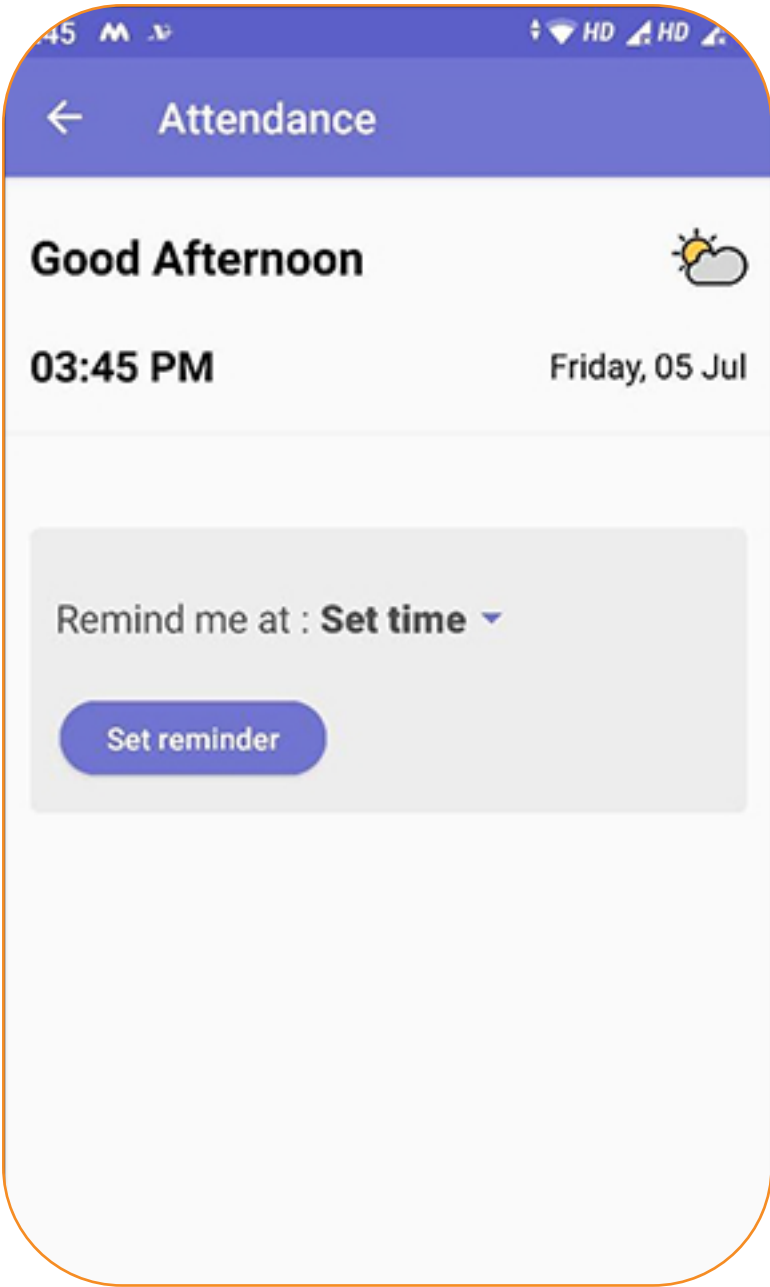


When you tap on “**Record my Timing**”, time will be updated in the payroll system.

Case 3) If You tap on the option “Remind Me Later”

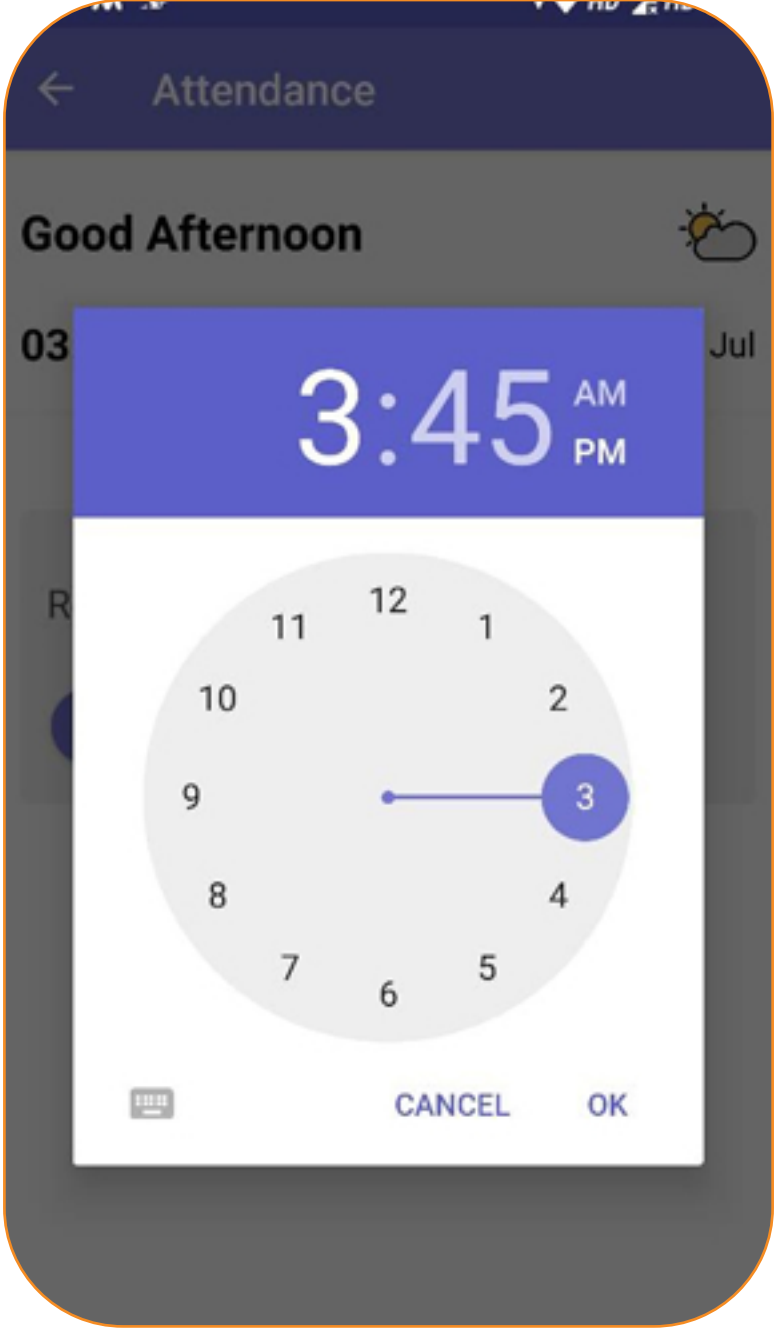
You can set reminders to mark attendance at your set time. Tap on **“Set Reminder”**

11



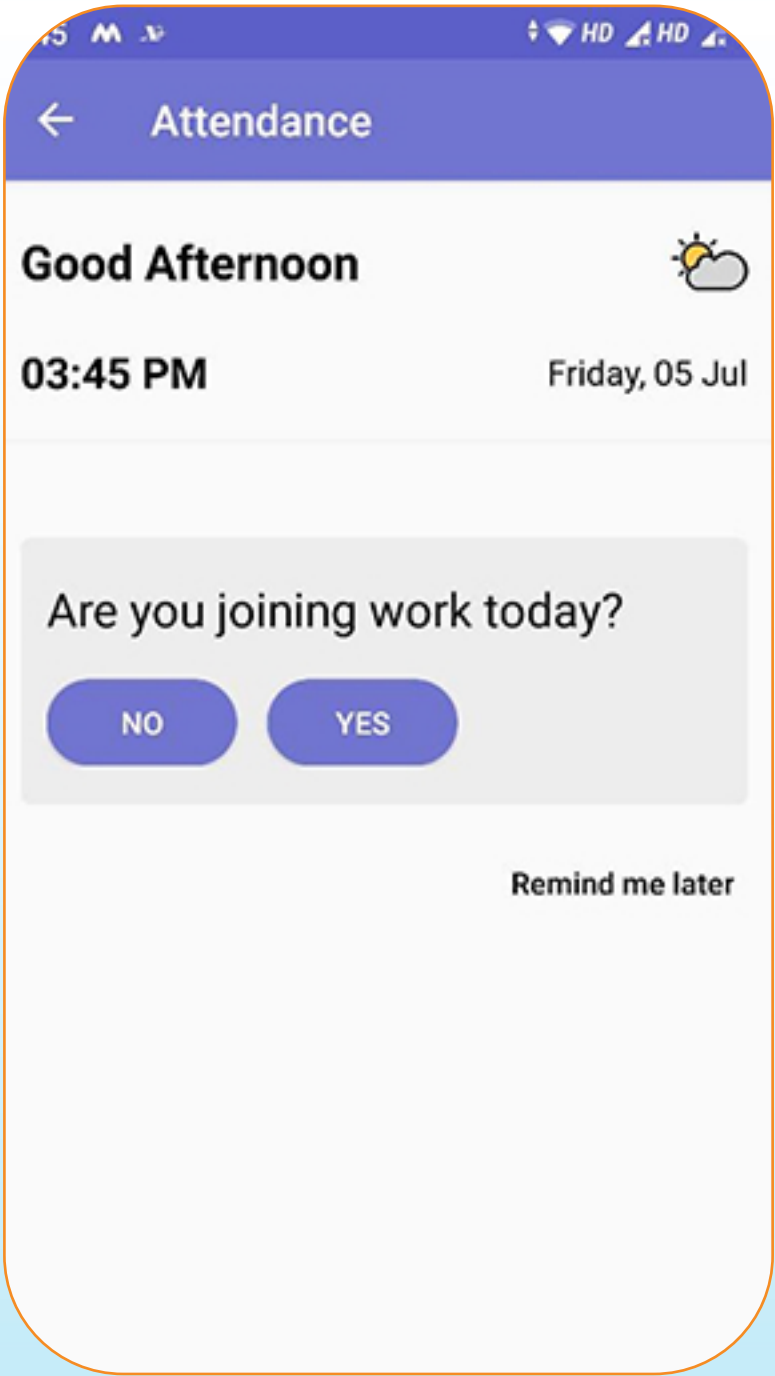
Set reminder time and tap on **OK**

12



At the set time, a push notification will appear on your mobile screen. Tap on the notification and mark your attendance.

13

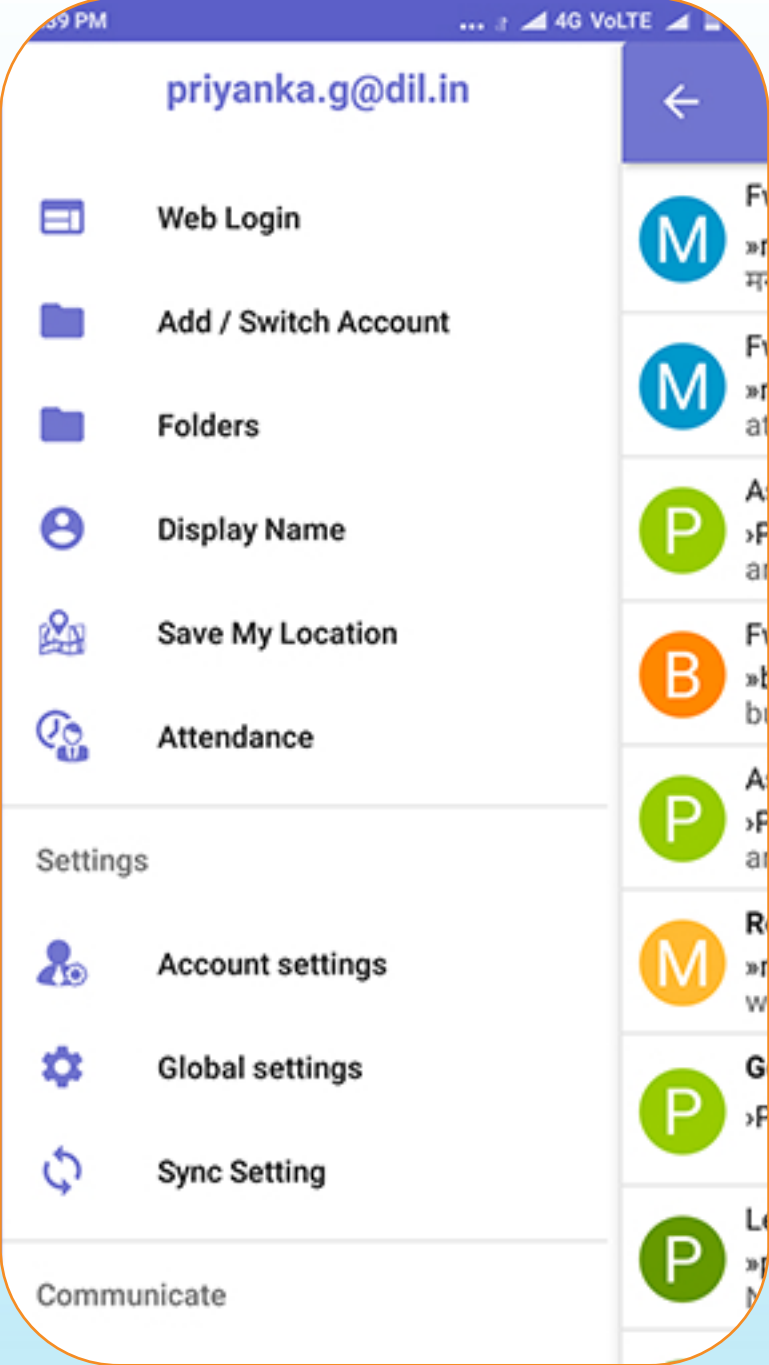


Save My Location

Employee can save his live location and share it with anyone. To share the live locations go to menu and tap on **“Save My Location”**.

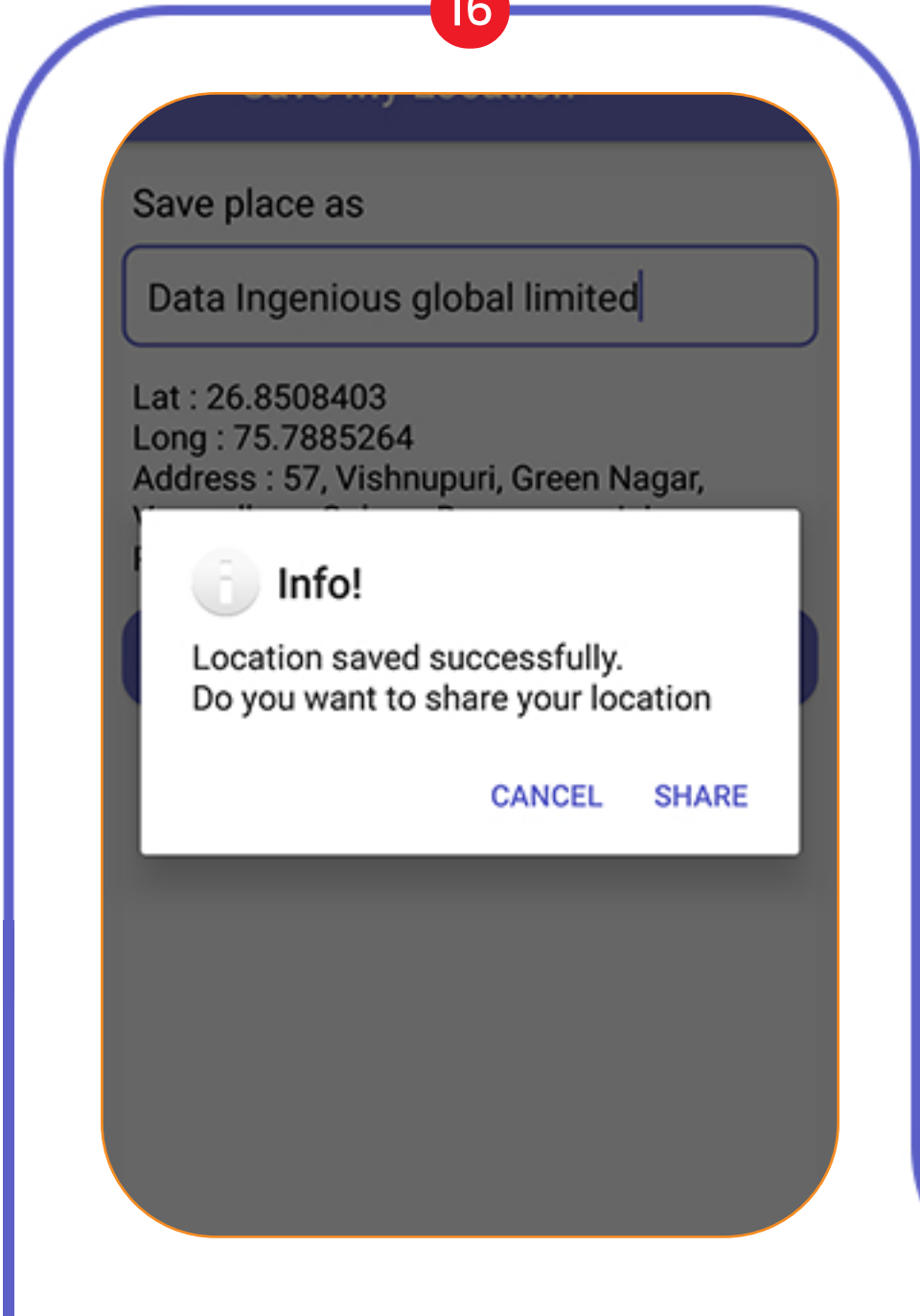
Once the location is enabled, your reporting (concerned person) can view the locations as per his requirement.

14



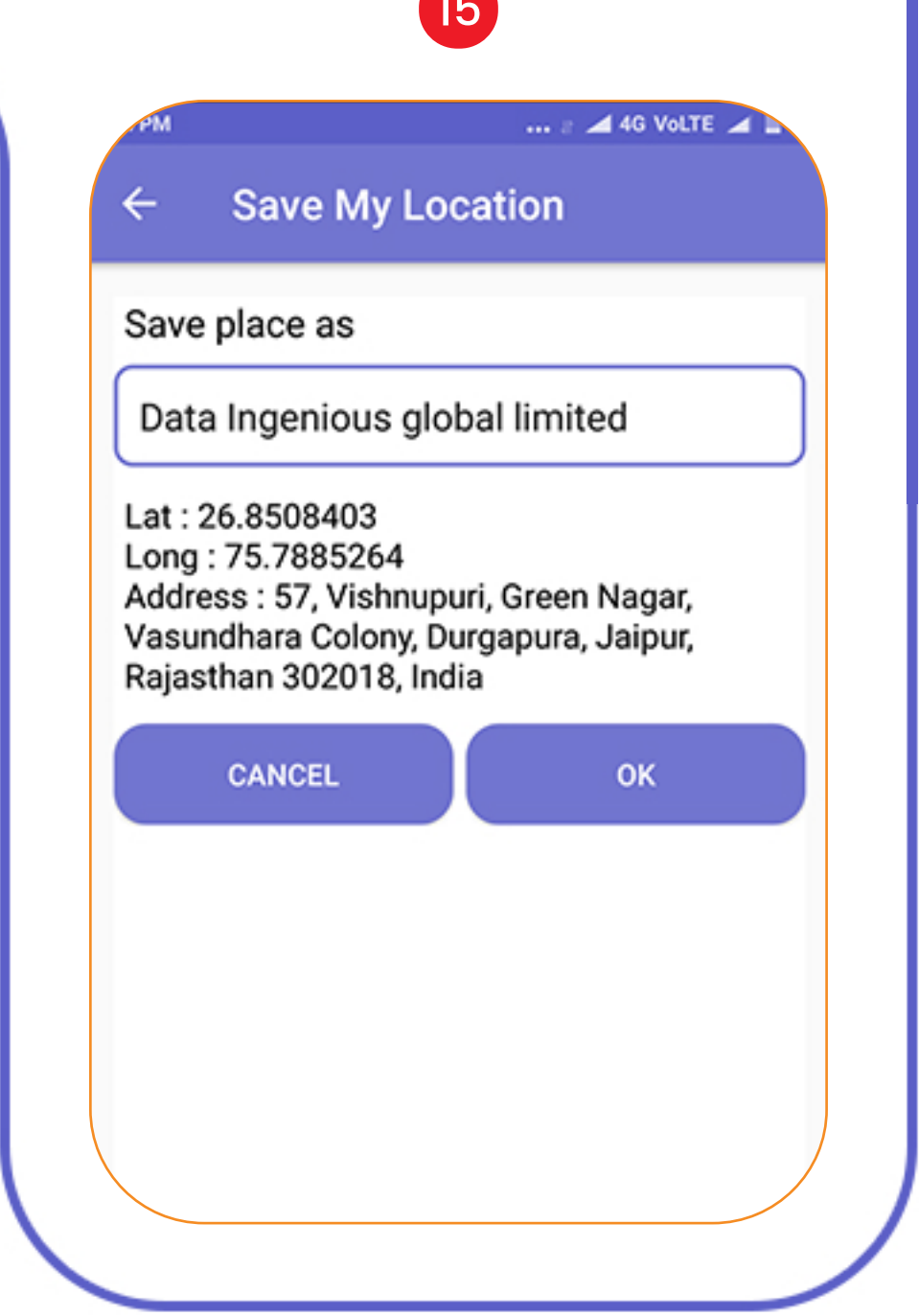
Now tap on “Share” to share the location

16

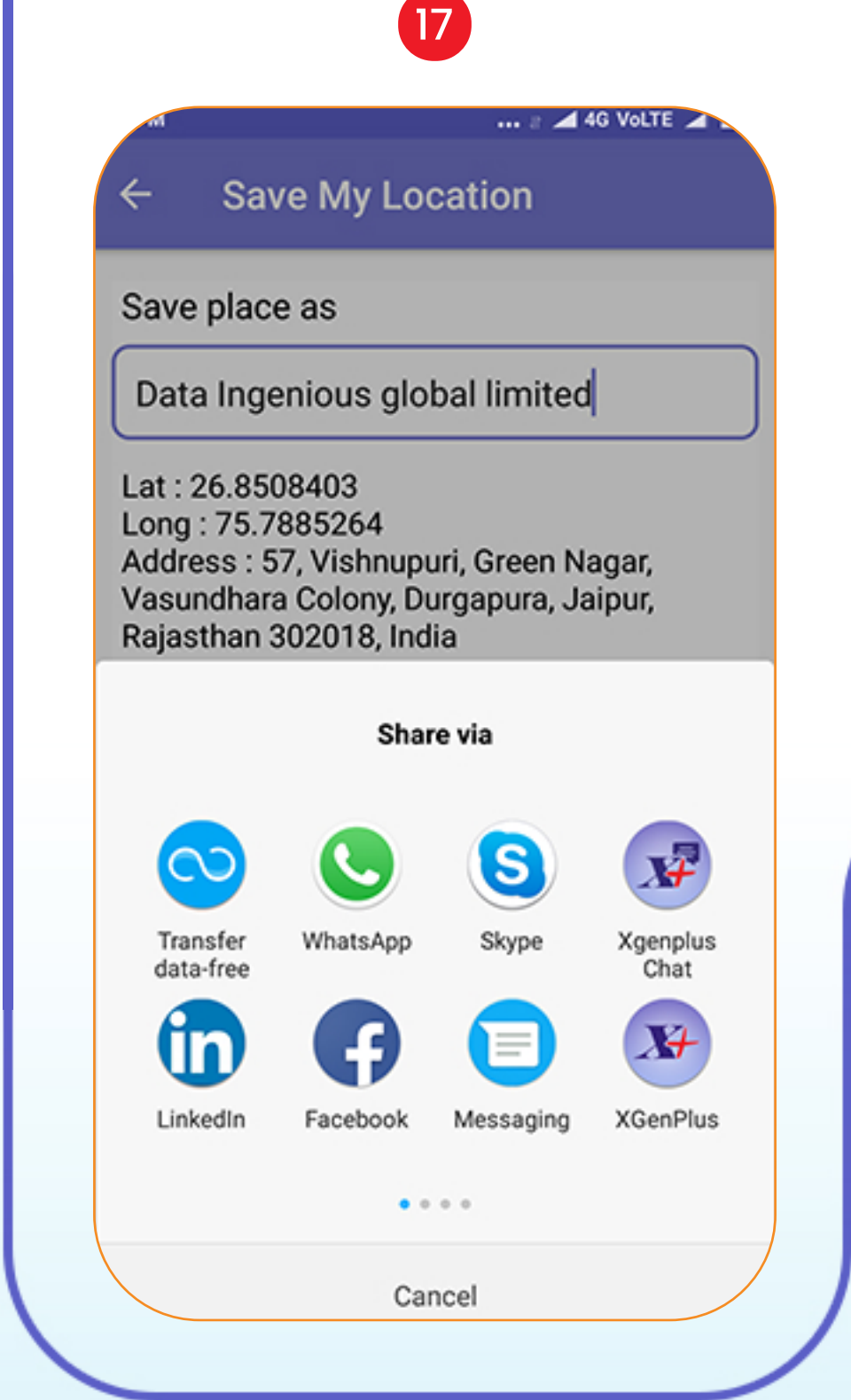


Enter the place name and tap OK.

15



17

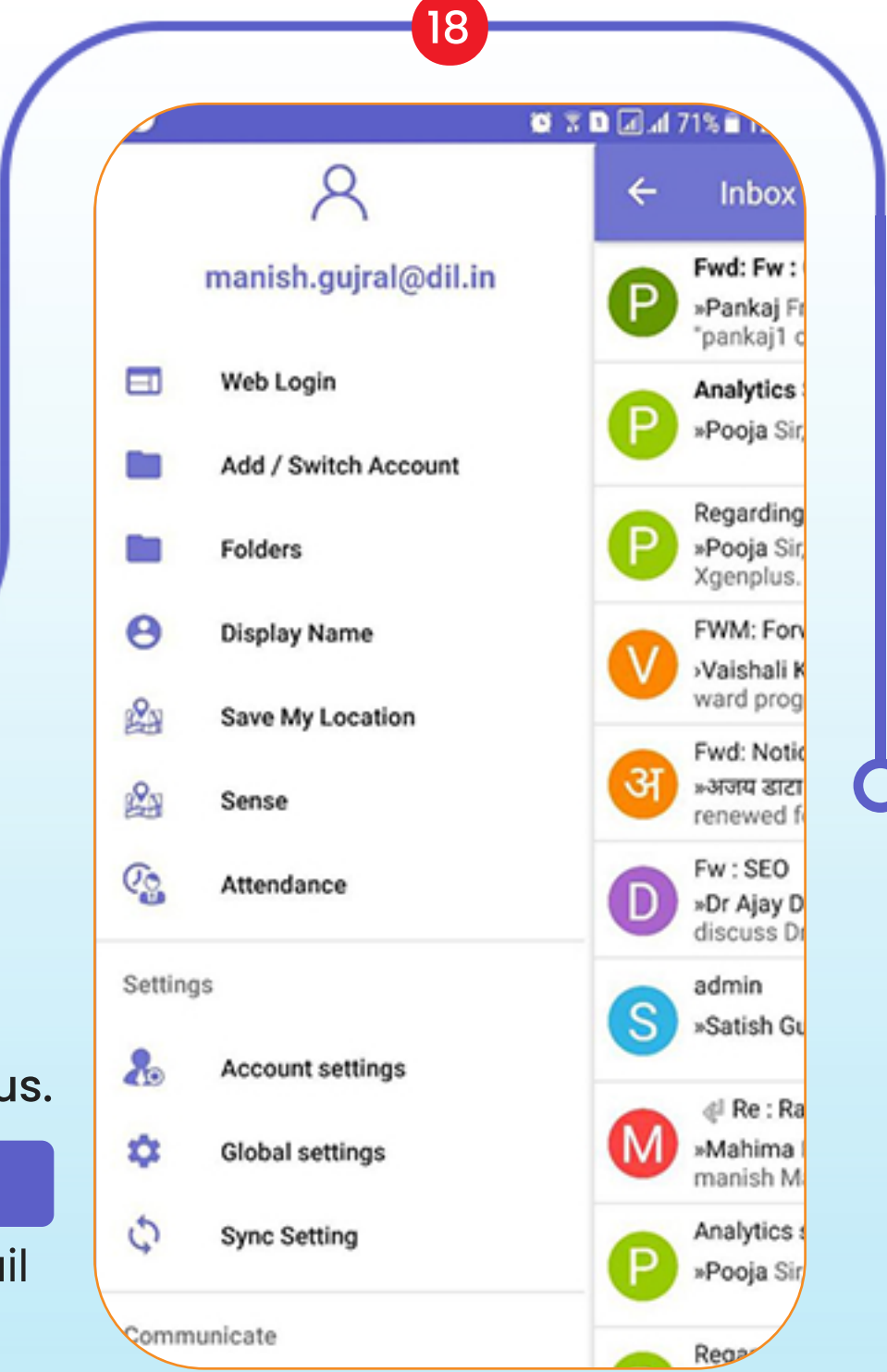


Sense

Sense feature option is for the managers handling the team. The manager can check all the locations saved by his team at different locations.

Let’s say, the admin has enabled your location tracking with a condition that after hour the location should be captured, so after every hour the app will automatically send the updated location of the field employee to the admin / HOD which will be visible in the sense feature.

18



Try out the attendance feature in XgenPlus.

Download XgenPlus Email App now.

In case if you face any kind of issue email us at: support@dil.in