User Manual

FOR LHC ATTENDANCE SYSTEM

Version: 1.2

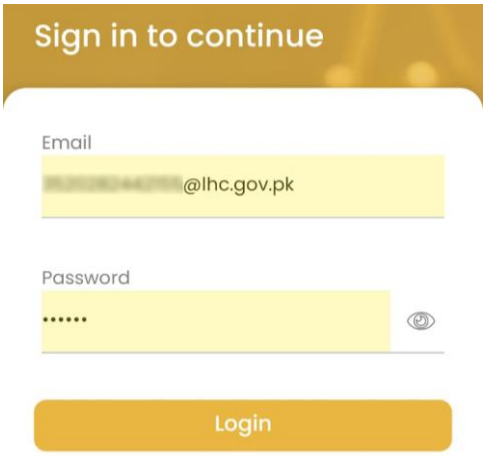


Lahore High Court, Lahore

Lahore High Court ESS Dev

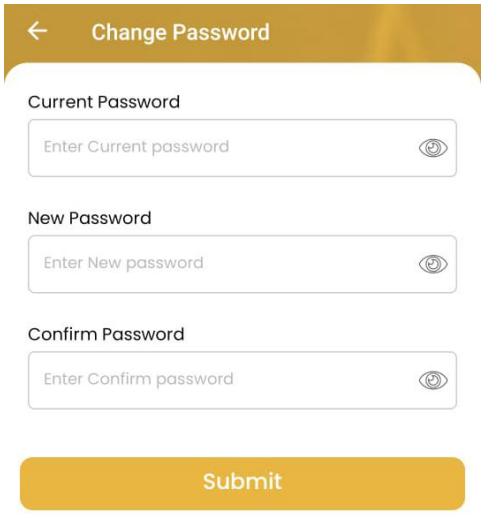
Step 1:

Install APP Lahore High Court (ESS) from Play Store (for Android users).



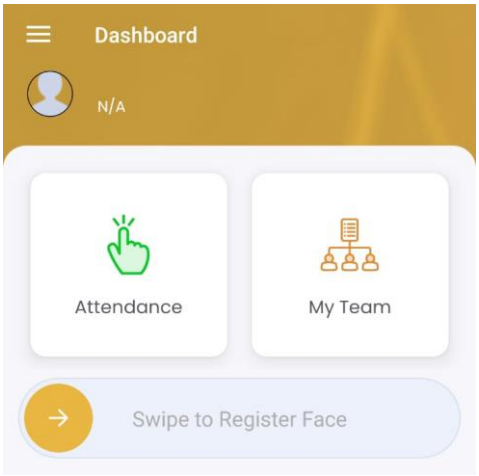
Step 2:

Log in using your credentials, with your CNIC as the email (e.g., 3520212345678@lhc.gov.pk) and the password sent via SMS to your registered mobile number after obtaining approval from the Hon'ble Authority.



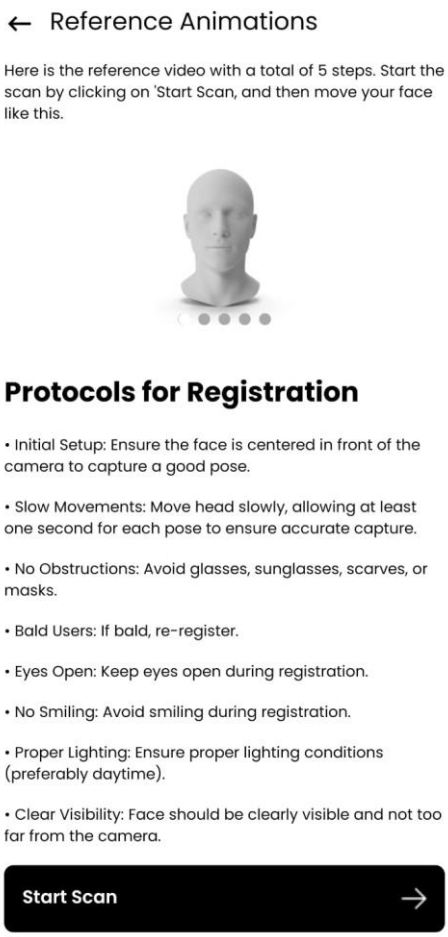
Step 3:

After logging in, the user can update or change the password by opening the 'Change Password' screen, entering the old password, and setting a new password.



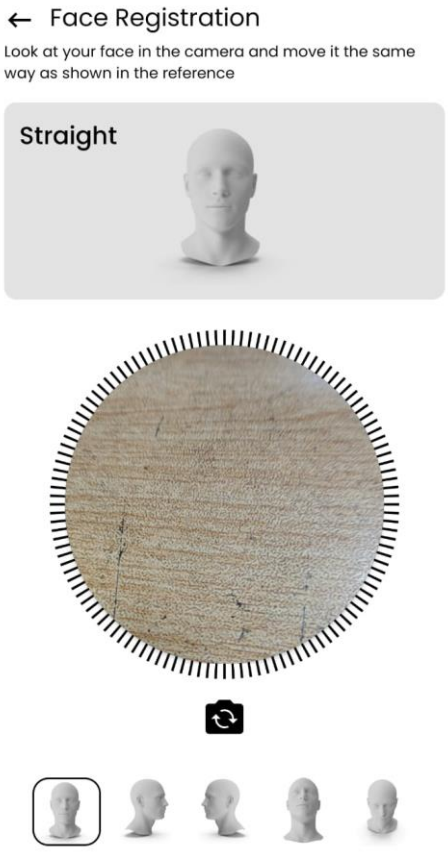
Step 4:

After successfully logging in, your Dashboard screen will be displayed, featuring the option to 'Swipe to Register Face' for Registration.



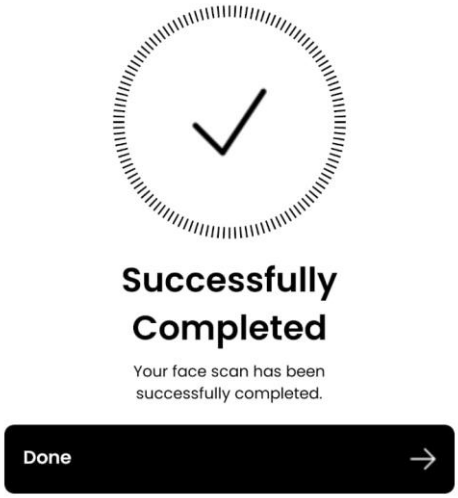
Step 5:

Follow the Face Registration Protocols.



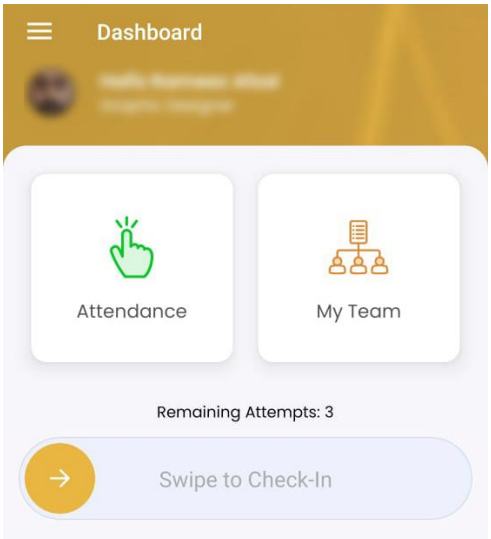
Step 6:

Register your face according to movement as shown in the picture.



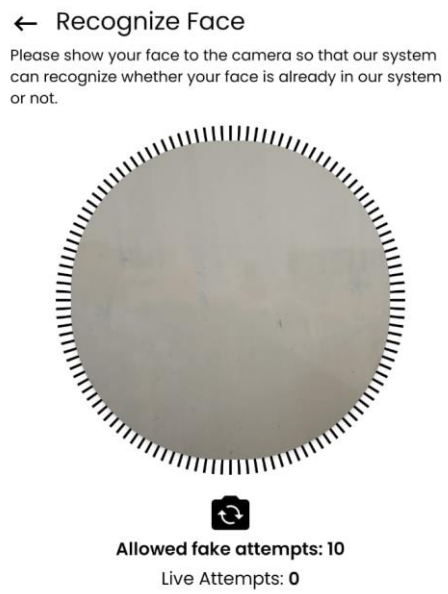
Step 7:

After the completion of your face registration, a pop-up message will appear stating "Successfully Completed".



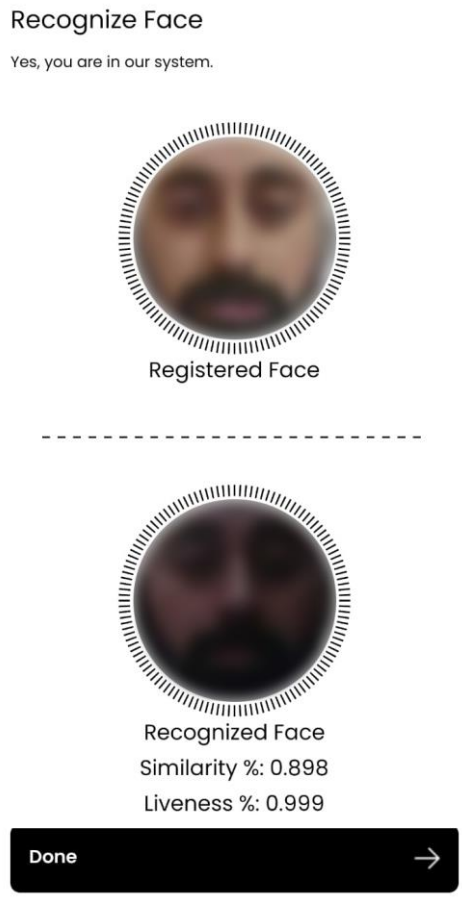
Step 8:

After the completion of your face registration, you have to mark your attendance "Swipe to Check-In".



Step 9:

Now camera will be open and you have to recognize your registered face.



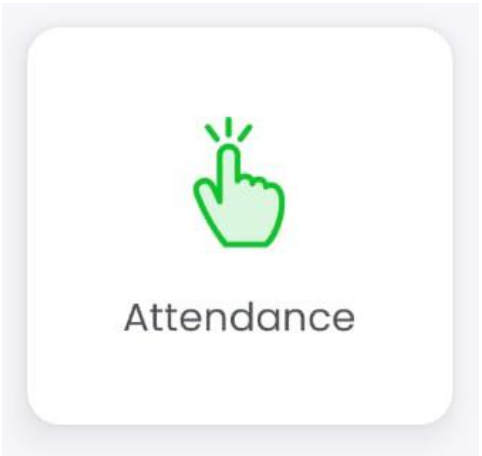
Step 10:

Now your registered face will be recognized and your attendance will be marked successfully.



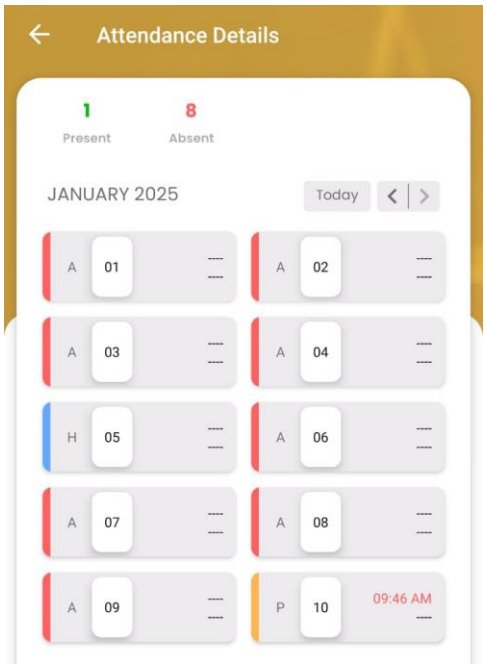
Step 11:

After marking attendance, a pop-up message will appear stating "Attendance marked successfully".



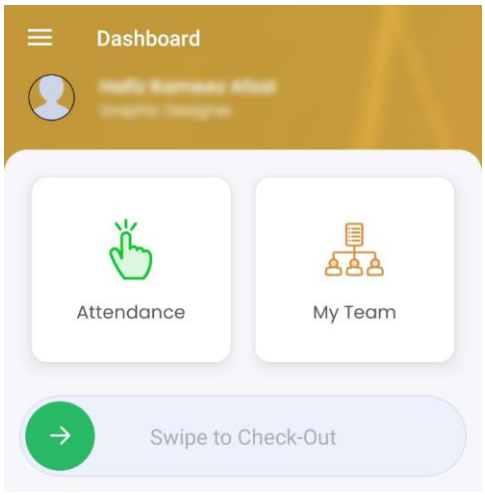
Step 12:

To view your attendance time, navigate to the Attendance option or icon displayed on the dashboard.



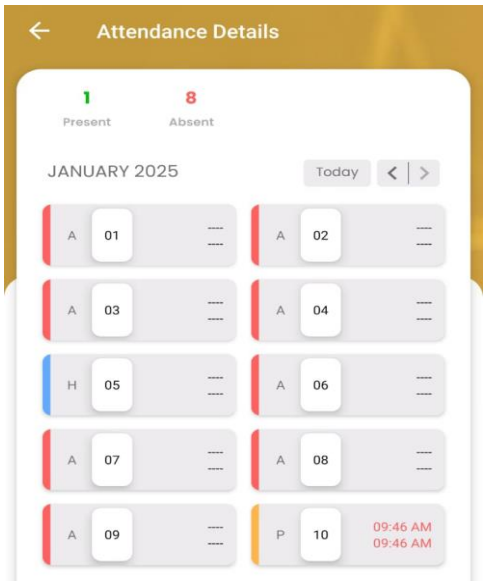
Step 13:

The Attendance option displays a screen showing the monthly attendance, including date-wise attendance times.



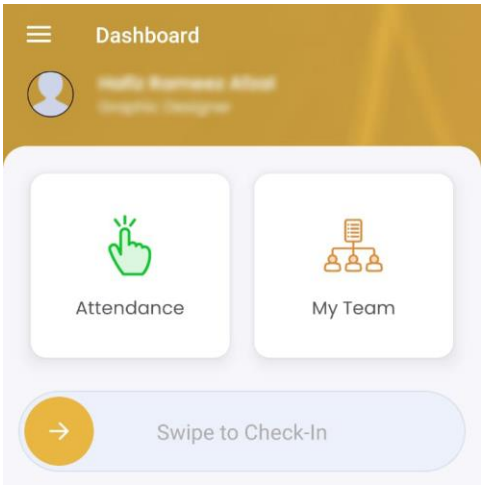
Step 14:

To mark your check-out time, simply 'Swipe to Check-Out' using the option displayed on the dashboard screen.



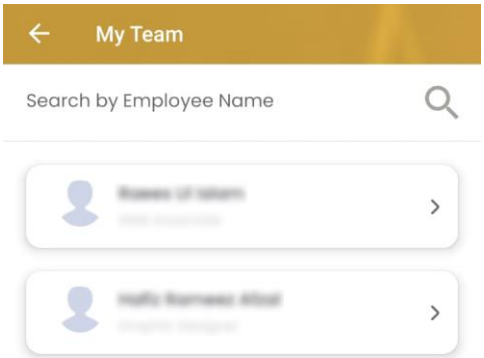
Step 15:

After checking out, attendance check-out time will be displayed on the Attendance screen.



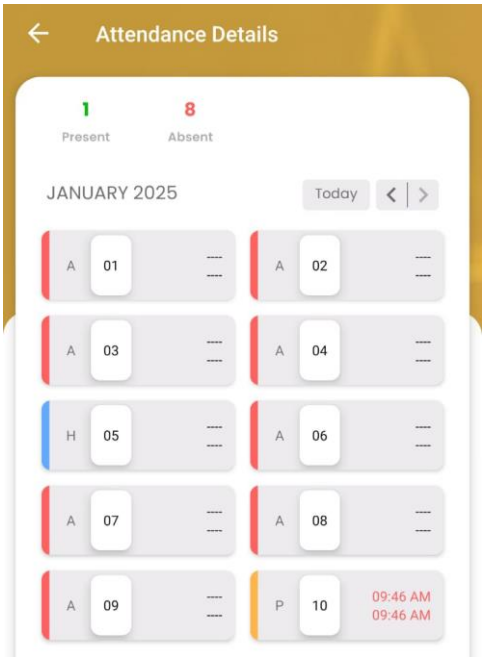
Step 16:

To view your team's attendance check-in/check-out times, please go to the 'My Team' screen.



Step 17:

After accessing the 'My Team' screen, you will see a list of all team members. Select any team member to view their attendance time.



Step 18:

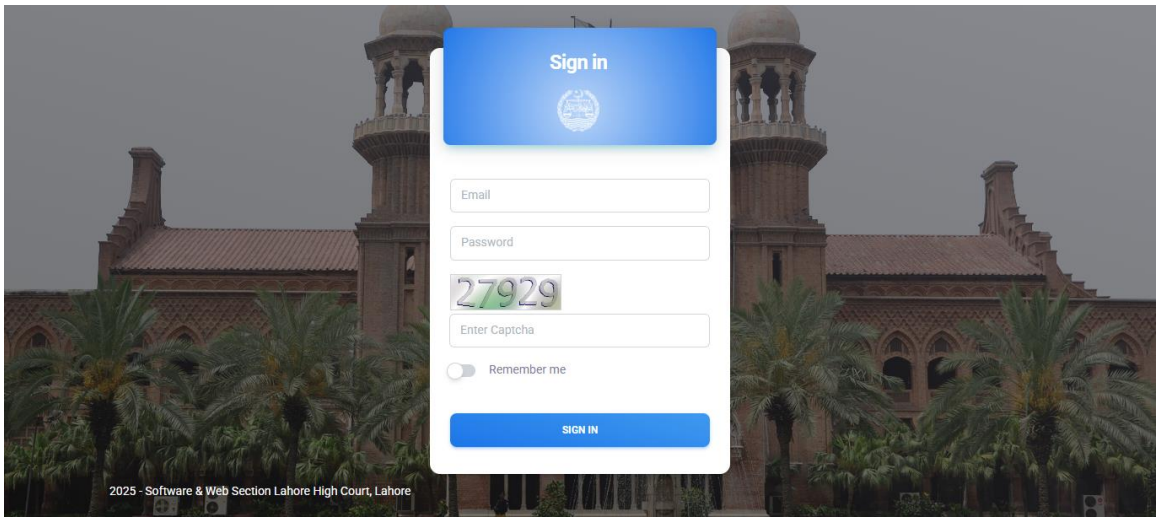
The attendance check-in and check-out times for the selected team member for the month will be displayed in a date-wise format.

User Manual

For Web Portal

Step 1:

Login using your credentials, with your CNIC as the email (e.g., 3520212345678@lhc.gov.pk), the default password sent via SMS to your registered mobile number and enter Captcha code.



Step 2:

Admin users will have rights to print out reports after applying different available filters.

