

Step 1: Download & Install the Application

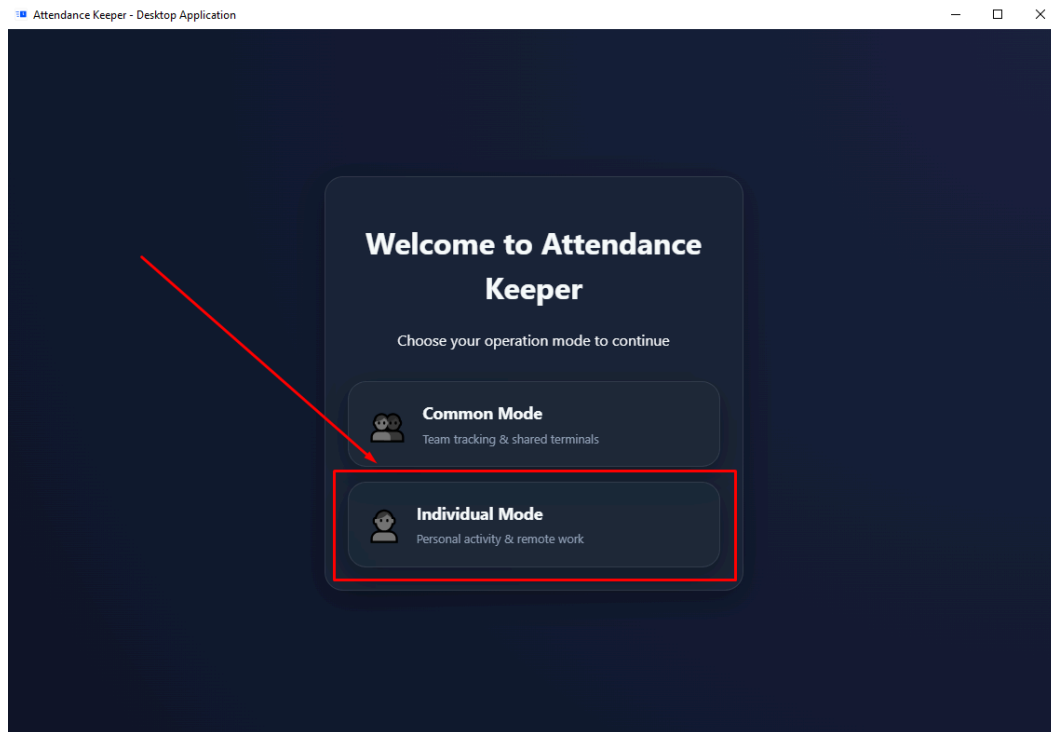
- **Navigate to Download:** Visit the Attendance Keeper web portal and click on **Download** in the top navigation menu.
- **Select Operating System:** Choose either **Download for Windows** or **Download for macOS** depending on your platform, run the installer, and launch the desktop application.

Step 2: Choose Your Operation Mode

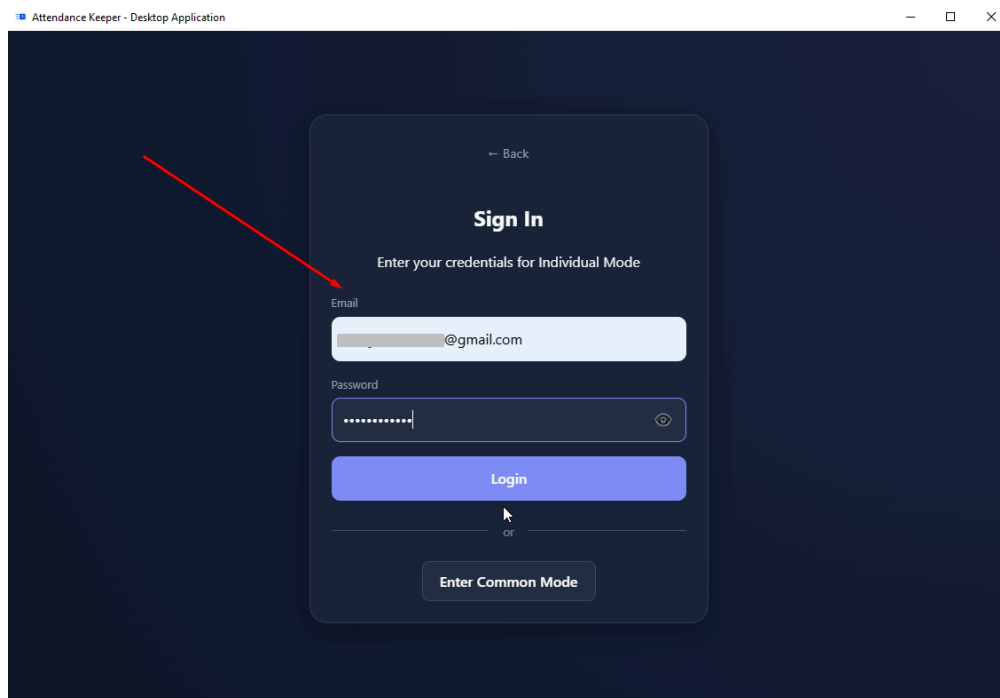
Upon launching the application, select the mode that matches your workspace setup:

- **Individual Mode:** Designed for personal activity tracking and remote work on individual machines.
- **Common Mode:** Designed for team tracking on shared kiosk or branch terminals.

Step 3: Accessing Individual Mode



- **Select Individual Mode:** Click the **Individual Mode** tile on the mode selection screen.



- **Sign In:** Enter your account **Email** and **Password**, then click **Login**.

The dashboard is titled "Attendance Keeper - Desktop Application" and is for user "Abdulla Al Moman Ridoy", an SQA ENGINEER. It features a "+ Attendance" button in the top right corner.

ATTENDANCE SUMMARY
Today's work status

Status	ACTIVE
Clock In	10:34 AM
Clock In Status	Late Arrived
Duration	6h 8m
Break	N/A

ALSO WORKING
Colleagues currently working

Profile Picture	Name	Role	Status	Time
	MD MASUD MIA	Executive Accounts	Active	02:15 PM
	Md Zahirul Islam Opu	Customer Support Representative	Active	01:30 PM
	SHAHRIA EMON	Customer Support Representative	Active	12:33 PM
	Mohammad Ali	Customer Support Representative	Active	12:23 PM
	Kazi Azim	Software Engineer	Active	12:09 PM
	MD ABDUR RAHMAN	Customer Support Representative	Active	11:58 AM

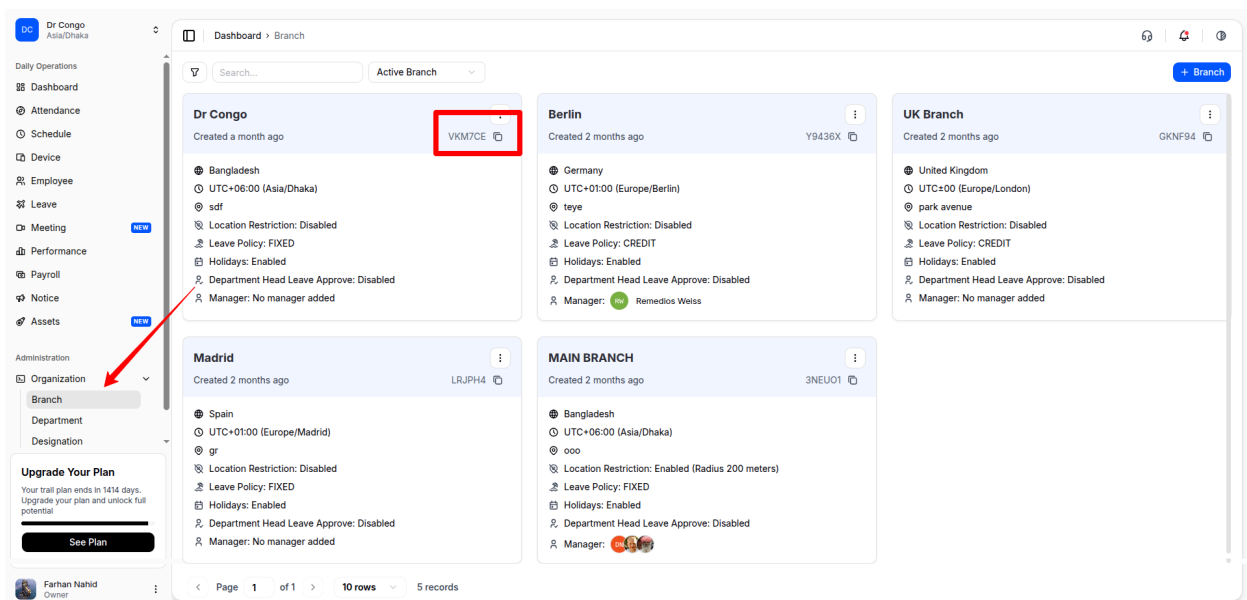
System Permissions:

Permission	Status
INTERNET	✓ Online
CAMERA	✓ GRANTED
LOCATION	✓ GRANTED
SCREENSHOTS	✓ GRANTED
ACTIVITY	✓ GRANTED
SCREENSHOT	✓ ENABLED

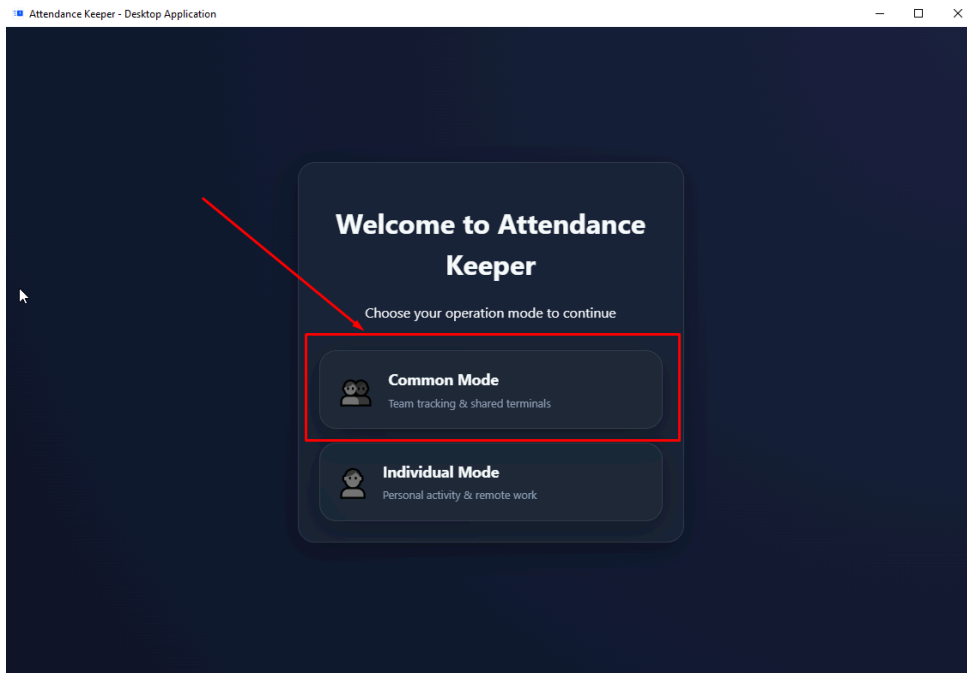
- Dashboard Overview:** Once authenticated, you will be taken to your personal dashboard where you can view:
 - Attendance Summary:** Tracks real-time status (Active/Inactive), clock-in time, duration, and break tracking.
 - System Permissions:** Monitors continuous status for Internet, Camera, Location, Screenshots, and Activity permissions.
 - Also Working:** View active colleagues currently clocked in.
 - Record Attendance:** Click **+ Attendance** at any time to log or manage your shift.

Step 4: Retrieve Your Branch Code (Admin Web Portal)

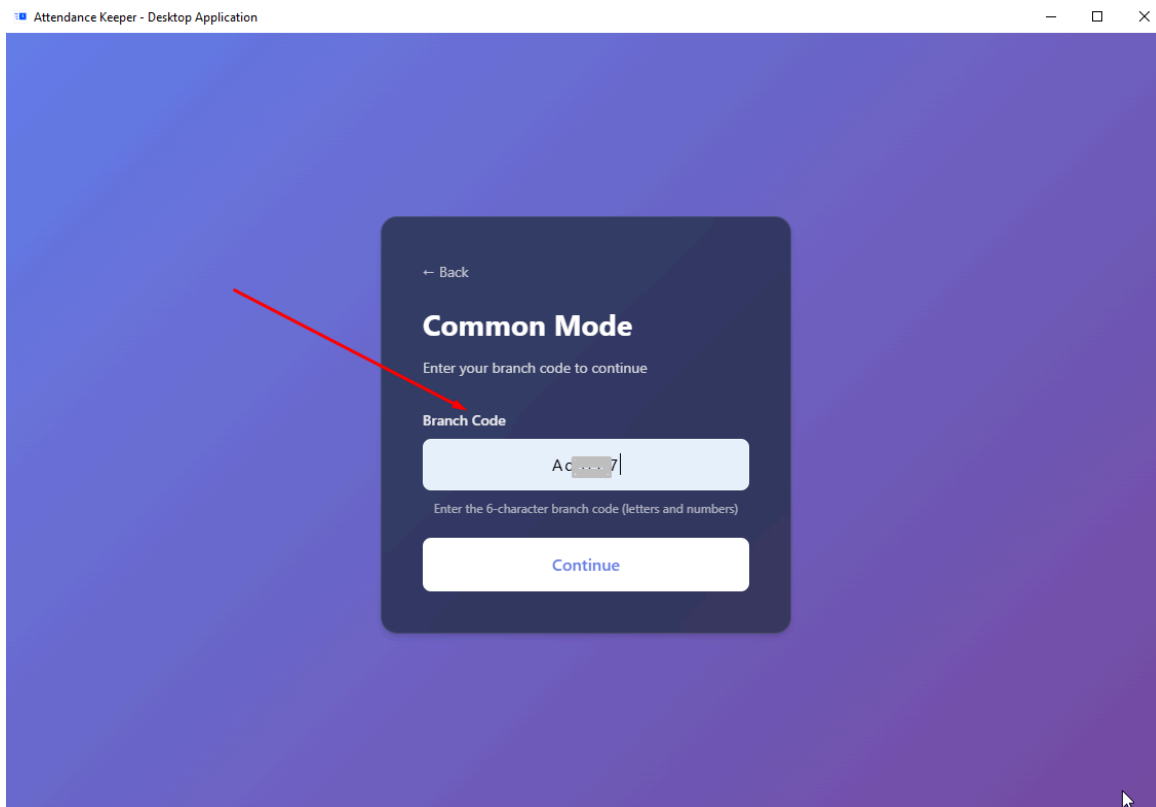
- **Navigate to Branch Management:** Log in to the Attendance Keeper web portal, expand **Organization** in the left sidebar, and select **Branch**.
- **Copy Branch Code:** Locate your target branch card (e.g., *Dr Congo*, *Berlin*, *UK Branch*) and copy the 6-character alphanumeric code displayed in the top-right corner next to the copy icon.

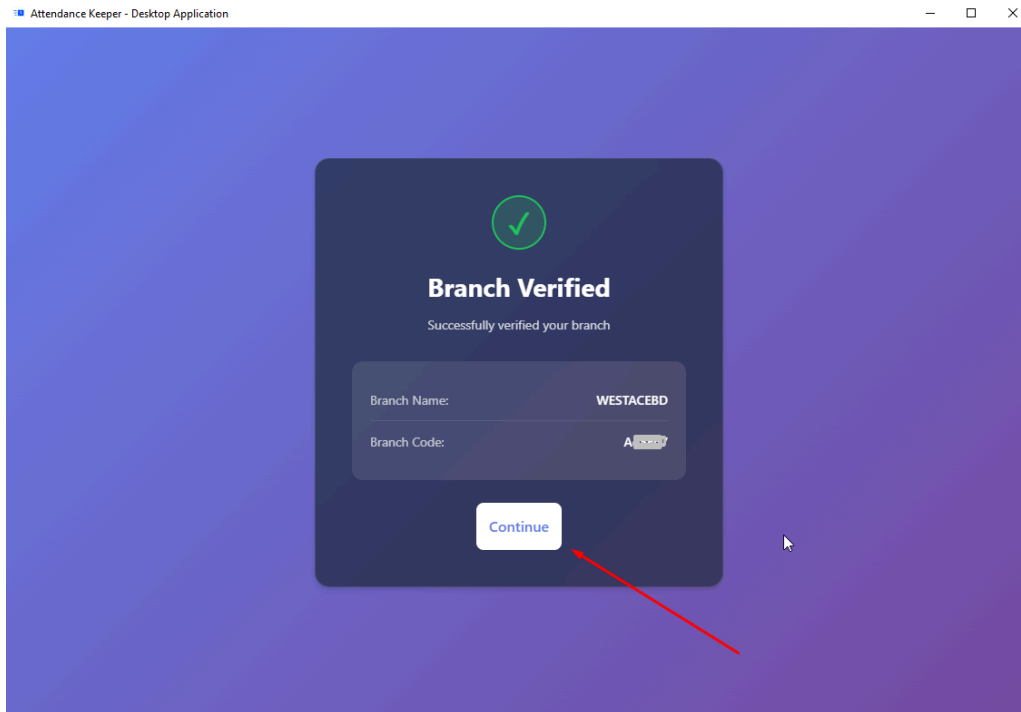


Step 5: Accessing Common Mode (Shared Terminal)

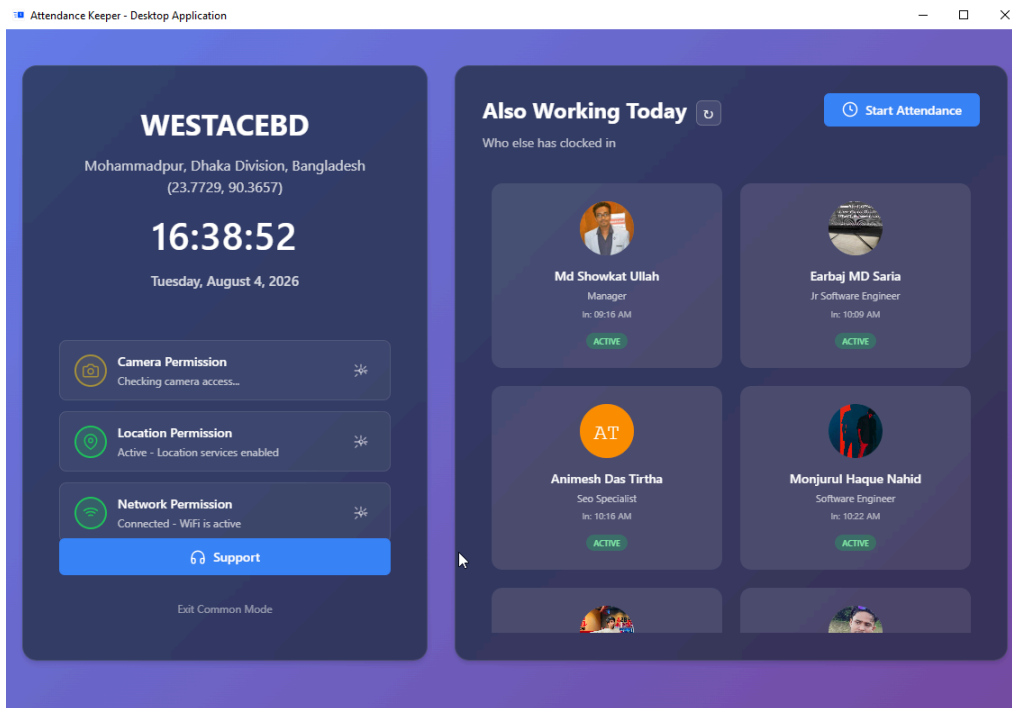


Select Common Mode: Click the **Common Mode** tile on the mode selection screen.





- **Enter Branch Code:** Type your assigned 6-character branch code into the **Branch Code** field and click **Continue**.
- **Verify Branch:** Confirm your location details on the **Branch Verified** screen and click **Continue**.



- **Common Terminal Dashboard:** The terminal displays branch details, local time, and real-time status checks for required device permissions (Camera, Location, Network).
- **Clock In:** Employees can tap **Start Attendance** to record their presence or view other active team members under **Also Working Today**.