

# SELFIE BASED ATTENDANCE

Standard  
Operating  
Process  
(SOP) of  
Selfie  
Based  
Attendance



# About Module

## Standard Operating Process (SOP) of Selfie Based Attendance

- MP Industrial Development Corporation is introducing **Selfie Based Attendance**.
- User can download the “**Selfie Based Attendance Application**” from play store with the using of this link – <https://play.google.com/store/apps/details?id=com.awzpact.prayas.mpidc>
- User can login with the use of their **employee id and password** after the login user can view their **profile & account details** and change the suitable language from the left menu.
- For Marking the Attendance from **official location**, click to **camera icon** or in left menu Attendance Marking Module so user can mark the **in time** and **out time** attendance.
- User can check their previous or present **month attendance marking status** with the marking **impressions** in the Attendance module.

# Step 1.1- login Page & Dashboard

Steps-

Department  
User can  
login by  
using their  
Employee id

11:43:42 • 0.00 KB/S • 96%

**PRAYAS**  
*एन सी सी*

Login Name  
| 10xxxx Employee ID

Password XXXXXXXXXX

LOGIN



11:44:43 • 0.00 KB/S • 96%

☰ User verified status ✓

In Time 00:00:00 Out Time 00:00:00 Duration 00:00:00

📅 October 2021 🔍

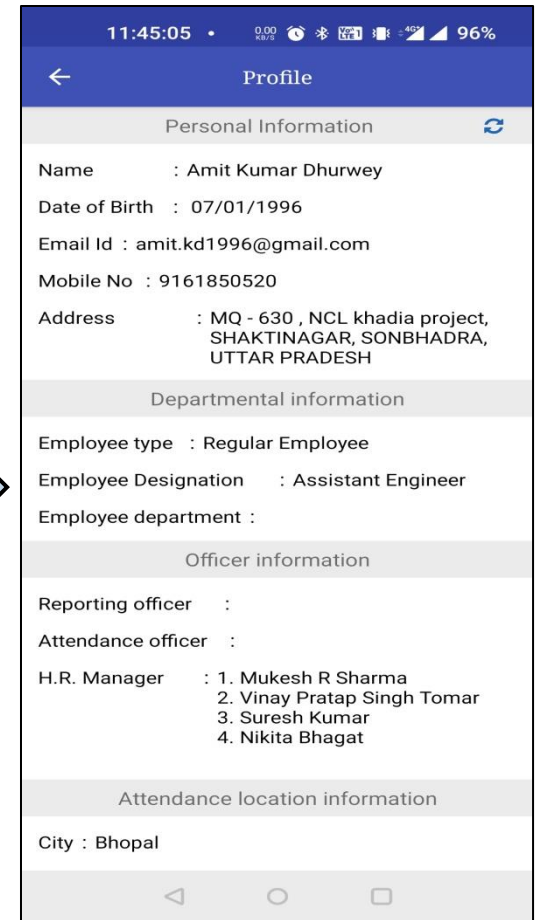
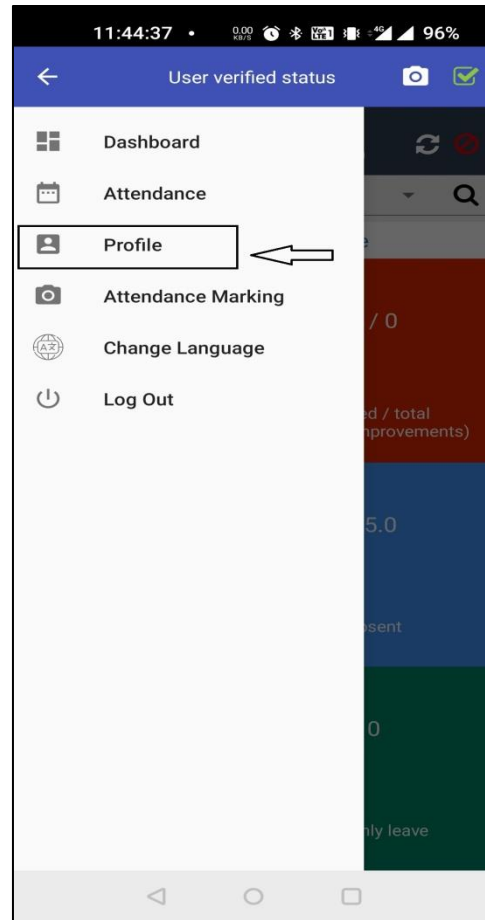
Information by employee

0 / 0	0 / 0
Verified / total (holiday)	Verified / total (Present Improvements)
0.0	35.0
Present	Absent
0	0
LC/BO	Monthly leave

# Step 1.2- Profile & Change Language

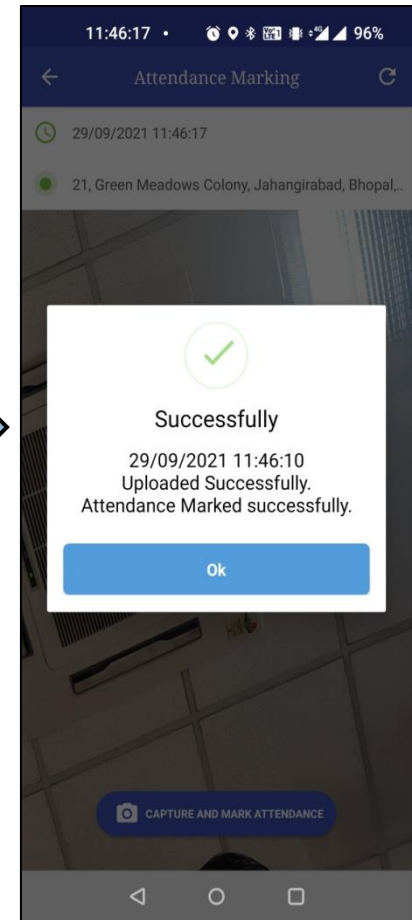
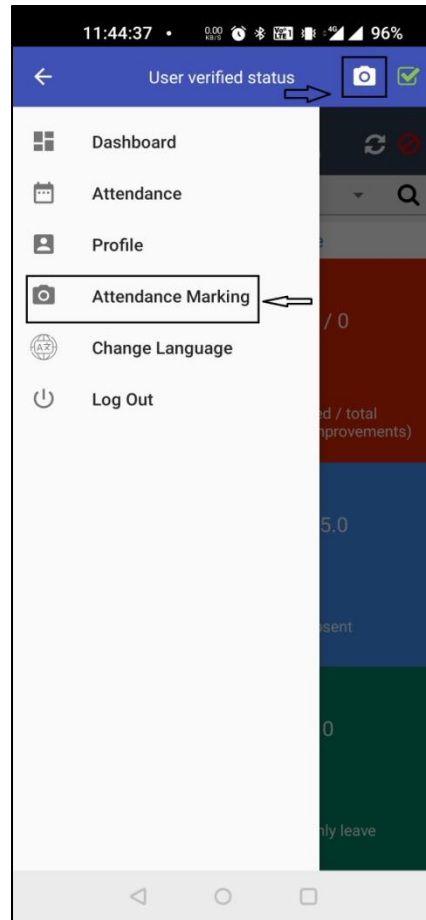
## Steps-

user can view their **profile & account details** and change the suitable language from the left menu



# Step 1.3- Attendance Marking

Steps- For Marking the Attendance from **official location**, click to **camera icon** or in left menu Attendance Marking Module so user can mark the **in time** and **out time** attendance



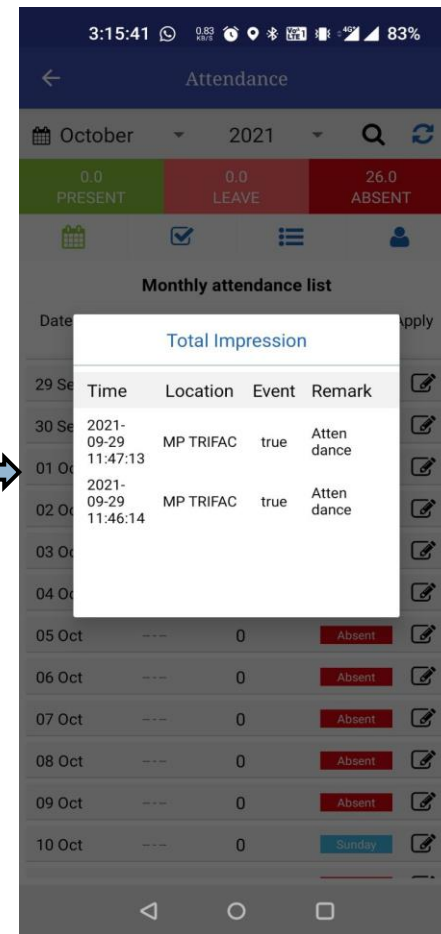
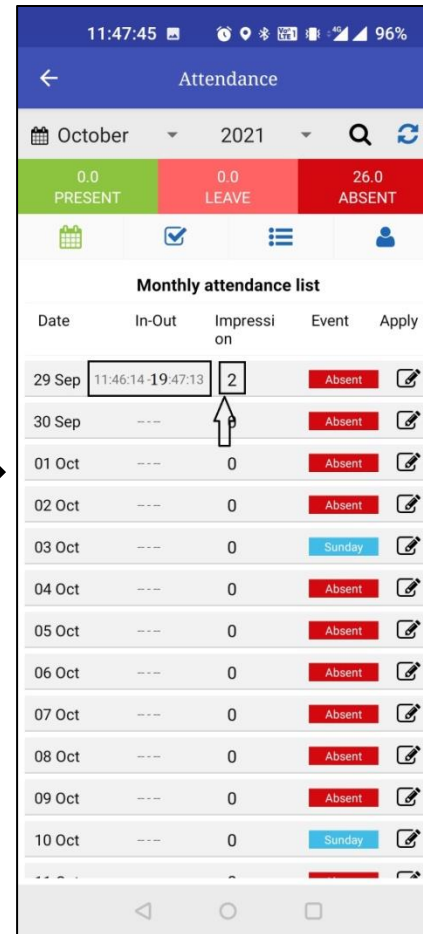
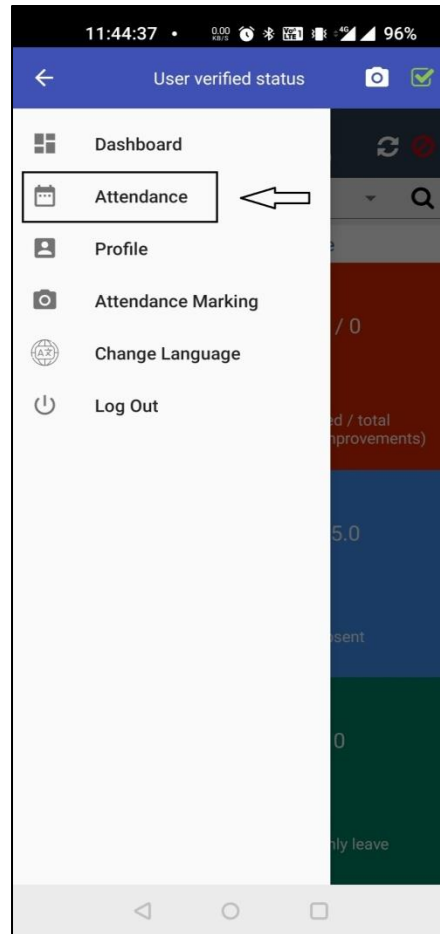
# Step 1.4 - In Time – Out Time & Duration

Steps- user can check the mark **in time** and **out time** attendance & total duration of day working



# Step 1.5 - Monthly Attendance List & Impression

Steps- User can check their previous or present month attendance marking status with the marking impressions in the Attendance module





**THANK YOU**