

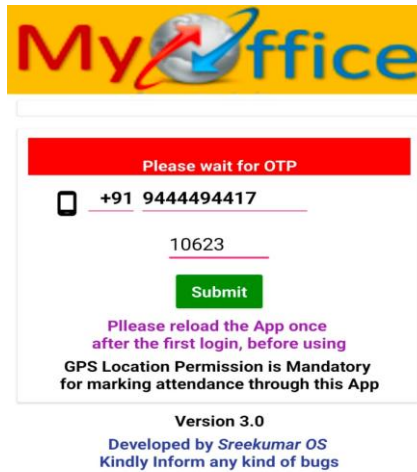
Attendance Marking through My Office App (Android)

Install MyOffice.apk App in your Android Smart Phone. **Ensure that Permission for Location access is given in App settings after installation.**

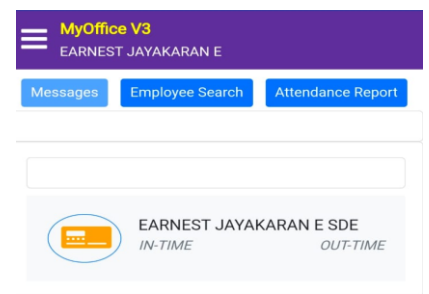
1. Open App & Enter your Registered Mobile Number to get OTP



2. Enter the OTP & Click on Submit button



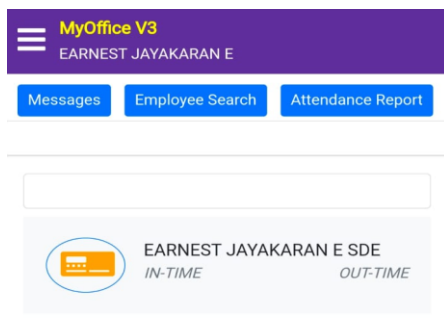
3. Reload the App using refresh button



Reload the App to refresh the screen



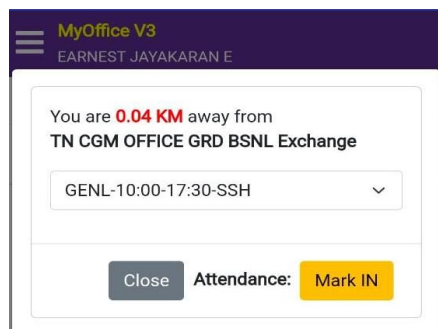
4. Tap the Finger Print button to MARK ATTENDANCE (IN /OUT)



TAP on this Finger Print Button to MARK ATTENDANCE (IN /OUT)



5. Tap Mark IN button to Mark IN Attendance



6. Similarly while Leaving the duty ,Tap Mark OUT button

