

Standard Operating Procedure (SOP)

Steps for Data Entry and Digital Attendance System Use

This SOP details the **steps for data entry and digital attendance system use**, covering user login, accurate data input, attendance marking procedures, verification and validation of entered information, error correction protocols, data security measures, regular system updates, and reporting functionalities. The objective is to ensure efficient, accurate, and secure management of attendance records through standardized digital processes.

1. User Login

1. Navigate to the digital attendance system URL.
2. Enter your unique username and password.
3. Click **Login**.
4. If you have forgotten your password, use the **Forgot Password** link to reset credentials.

2. Data Entry

1. Select the correct module or section for data entry (e.g., Staff Attendance, Student Attendance).
2. Input required data fields including Name, Date, Time, and other relevant details.
3. Double-check for completeness and accuracy before submission.

3. Attendance Marking Procedure

1. Locate the individual or group to mark for attendance.
2. Choose the appropriate status (e.g., Present, Absent, Late, Excused).
3. Save or submit the attendance record.
4. Review confirmation message to ensure successful entry.

4. Verification & Validation

1. Regularly review entered data for discrepancies or omissions.
2. Use the system's search and filter functionalities to cross-check records.
3. Validate attendance entries with actual logbooks or authorized personnel if needed.

5. Error Correction Protocols

1. Identify and note any errors in data entry or attendance marking.
2. Use the system's **Edit** or **Amend** feature to correct records.
3. If the system restricts edits, submit a correction request to your system administrator.

6. Data Security Measures

- Do not share login credentials with others.
- Always log out after each session.
- Ensure devices used for access are secured and protected with passwords or biometric locks.
- Report any suspicious activity to the IT department immediately.

7. System Updates & Maintenance

- Check for system update notifications and follow instructions for seamless upgrading.
- Report bugs or performance issues to the designated IT support.
- Participate in periodic user training and refresher sessions as announced.

8. Reporting & Records

1. Generate attendance reports as required (daily, weekly, monthly).
2. Select report format and filters as per your needs.
3. Export or print the reports using the system's reporting tools.
4. Maintain secure storage for exported reports, ensuring confidentiality and compliance.

9. Review and Continuous Improvement

1. Solicit feedback from users to enhance the data entry and attendance marking process.
2. Implement recommended improvements in coordination with the system administrator and IT team.

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