



Attendance Approval

CA CloudDesk



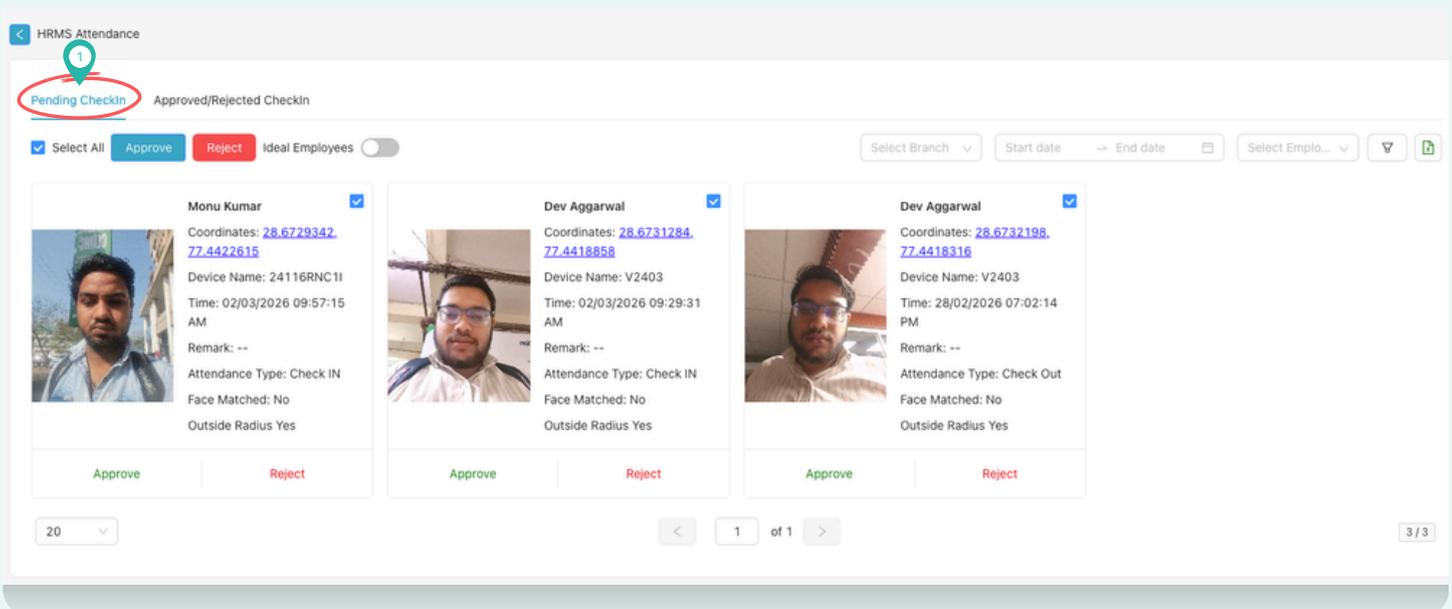


Step 3: HRMS Attendance Approval screen

The HRMS Attendance screen opens with two tabs: **Pending Checkin & Approved/Rejected Checkin**. Use the sections below to work with each tab.

A.) Pending Checkin

- In the Pending Checkin tab, HR or admins can review attendance records that are waiting for approval.
- Each record appears as a card showing employee name, photo, coordinates, device name, time, remark, attendance type (Check IN / Check Out), face matched status, and outside radius.



The screenshot shows the HRMS Attendance Pending Checkin screen. At the top, there are two tabs: "Pending Checkin" (highlighted with a red circle and a '1' in a green circle) and "Approved/Rejected Checkin". Below the tabs, there are controls for "Select All" (checked), "Approve" (blue button), "Reject" (red button), and "Ideal Employees" (toggle). There are also filters for "Select Branch", "Start date", "End date", and "Select Employee". The main content area displays three attendance records as cards. Each card includes a photo of the employee, their name, coordinates, device name, time, remark, attendance type, face matched status, and outside radius. At the bottom of each card are "Approve" and "Reject" buttons. The bottom of the screen shows a pagination control with "20" items per page, "1 of 1" records, and a "3 / 3" indicator.

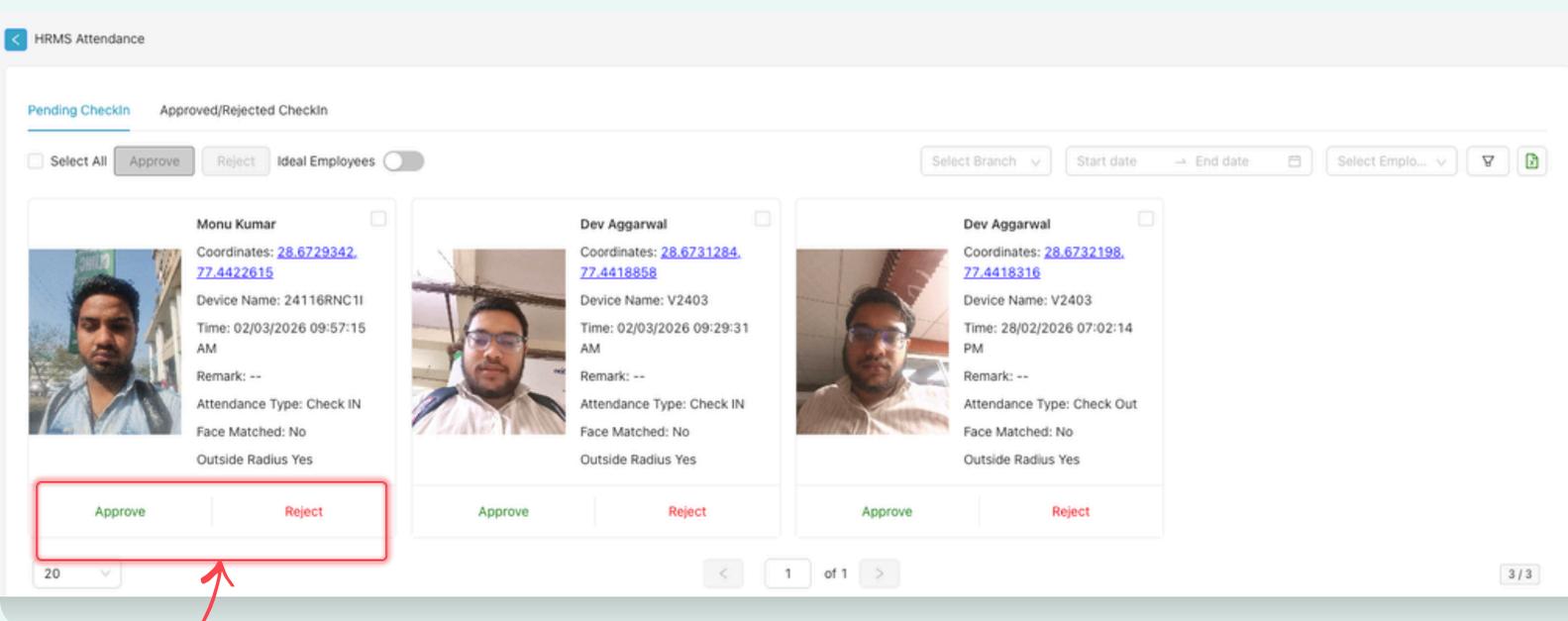
Bulk approve or reject (Select All)

- Using **Select All**, HR or admins can approve or reject all displayed attendance at once:
- Check the **Select All** checkbox to select all records on the page.
- Click the blue **Approve** button to approve all selected records.
- Click the red **Reject** button to reject all selected records.
- You can also filter by **Select Branch**, **Start date**, **End date**, and **Select Employee** before using Select All, so that only the filtered set is selected.

Approve or reject a single attendance



- To approve or reject one employee's attendance, use the actions on that employee's card:
- Optionally check the checkbox on the card to include it in a multi-select, or
- Click the green **Approve** or red **Reject** button at the bottom of the employee's attendance .



The screenshot shows the HRMS Attendance interface. At the top, there are tabs for 'Pending Checkin' and 'Approved/Rejected Checkin'. Below the tabs, there are filters for 'Select All', 'Approve', 'Reject', and 'Ideal Employees'. There are also search filters for 'Select Branch', 'Start date', 'End date', and 'Select Emplo...'. The main content area displays three employee cards. Each card shows the employee's name, coordinates, device name, time, remark, attendance type, face matched status, and outside radius status. At the bottom of each card, there are 'Approve' and 'Reject' buttons. A red box highlights the 'Approve' button on the first card, with a red arrow pointing to it.

Approved/Rejected Checkin

Switch to the Approved/Rejected Checkin tab to view attendance records that have already been processed. Here you can see:

- **Status** - whether each record was Approved or Rejected (e.g. shown in a green "Approved" badge).
- **Other information** - employee name, coordinates, device name, time, face matched, outside radius, remark, and attendance type, same as in Pending Checkin but with the final status applied.
- Use **Select Branch**, **date range**, and **Select Employee** to filter the list. The table/cards show the same kind of details as Pending Checkin, plus the approval status.

Pending Checkin Approved/Rejected Checkin

Select Branch 01/02/2026 → 01/03/2026 Select Employee



Kamal Sharma
Coordinates: [28.67332899898909](#), [77.44182765024817](#)
Device Name: MacBook / iMac
Status: Approved
Time: 28/02/2026 03:32:27 PM
Face Matched: No
Outside Radius No
Remark: --
Attendance Type: Check Out



Dev Aggarwal
Coordinates: .
Device Name: MacBook / iMac
Status: Approved
Time: 28/02/2026 12:49:17 PM
Face Matched: No
Outside Radius No
Remark: --
Attendance Type: --



Kamal Sharma
Coordinates: [28.6731979](#), [77.4418585](#)
Device Name: CPH2525
Status: Approved
Time: 28/02/2026 12:14:53 PM
Face Matched: Yes
Outside Radius No
Remark: --
Attendance Type: --



Kamal Sharma
Coordinates: [28.67328651687965](#), [77.44184032929421](#)
Device Name: MacBook / iMac
Status: Approved
Time: 28/02/2026 12:13:52 PM
Face Matched: No
Outside Radius No
Remark: --
Attendance Type: Check In

COMPLETED

